



Instructions for Completing Sales Reporting Forms

This document contains detailed instructions for completing the following forms used to report sales transactions to the BCLDB:

- Licensee - Agency Order Form
- Customer Return Form
- Daily Batch Control Document

All your legal obligations are set out in your agreement relating to direct sale and delivery of your BC manufactured product as recently replaced by the LDB (the "Agreement"). These instructions are only to assist those reporting entities to complete paper forms if the electronic method of reporting as set out in the Agreement is not a feasible option. These instructions cover the manner of reporting but if there is any inconsistency between these instructions and the Agreement relating to the content or timing of reporting, however, then the terms and conditions in the Agreement will prevail.

IMPORTANT

Did you know the BCLDB offers electronic sales reporting?

The preferred method of reporting sales to the BCLDB is electronically via the Direct Sales Website Reporting (DSWR) application. DSWR is a web based application provided by the BCLDB to simplify sales reporting. Please contact the BCLDB's Data Management department at 604-252-3170 or email training_dswr@bcldb.com if you wish to learn more about enrolling in DSWR.

1 Licensee - Agency Order Form

1.1 Document Purpose

The purpose of the Licensee-Agency Order form is to enable Private Distributors to report their sales to wholesale customers (including their onsite stores), duty free stores and hospitality customers to the BCLDB.

1.2 Instructions

Use the following instructions to complete the Licensee-Agency Order Form:

Ref	Field Name	Description
01	Customer Type	Circle the appropriate customer type. See Appendix 1 – Customer Type List for a full list of valid customer types and how they map to this form.
02	Customer Number	Record the Customer Number of the customer. This customer number is the LCLB license number or a number provided by the BCLDB
03	Store Name	Record the Private Distributor Name
04	Customer Name	Record the Customer establishment name
05	Customer Address	Record the Customer establishment address information
06	LDB Pmt Type	Record “H” if the payment type is Head Office Debit. Otherwise, the field can be left blank and payment via cash will be assumed. Please note: “H” is only available to customer who have direct debit agreements with the LDB.
07	Invoice Number	Record the invoice number used by the Private Distributor to identify the sale transaction in the system
08	Store No.	Record the BCLDB store number assigned to the Private Distributor reporting the sale
09	Date	Record the transaction date of the sale in MMDDYY format
10	Quantity in Units	Record the quantity in selling
11	Brand Name	Record the Brand Name of the product
12	Size	Record the product volume per selling unit (e.g. 750ml)
13	SKU	Record the LDB Product Number
14	Quantity In Units (Supplied)	Record the quantity in selling units <i>sold</i> to the customer
15	Unit Selling Price	Record the unit price per selling unit that was actually billed to the customer: <ul style="list-style-type: none"> - If the Customer Type is Agency (A), LRS (R), Grocery (G), or Manufacturer Store (M) then the price should be the tax excluded Wholesale Price - If the Customer Type is Hospitality (L) then the price should be the tax excluded LDB Established Retail Price - If the Customer Type is Duty Free Store (D) then the price should correspond to the duty free store pricing as outlined in the manufacturers agreement
16	Value	Record the extended amount for the item line equal to the <i>Quantity in Units</i> multiplied by the <i>Unit Selling Price</i>
17	Container Size	Record the Size for each Container
18	Container Quantity	Record the Quantity of the Container Size sold to the customer
19	Unit Deposit	Record the Unit Deposit amount for that Container Size



Ref	Field Name	Description
20	Total Deposit	Record the Total Deposit amount equal to the <i>Container Quantity</i> multiplied by the <i>Unit Deposit</i> .
21	Product Sub-Total	Record the sum of the Value column for all item lines on the customer return.
22	GST	Record the Goods and Services Tax applicable to the Product Sub-Total by multiplying the <i>Product Sub-Total</i> by the federal GST rate.
23	Container Deposit*	Record the total Container Deposit equal to the sum of the <i>Total Deposit</i> value for all container sizes included on the order.
24	Amount Paid	Record the sum of the <i>Product Sub-Total + GST + Container Deposit</i> to determine the total amount to be refunded to the customer.
25	Checked By	Record the name of the person that checked the order
26	Signature of Driver	Record the signature of the driver that dropped off or picked up the order from the Private Distributor
27	Prepared By	Record the name of the person that prepared the sale document.
28	Signature of Authorized Officer of Licensee or Agency	Actual signature of the Private Distributor personnel authorized to sign off on sales reported to the BCLDB.

*Container Deposit is not applicable on sales to Duty Free Stores

2 Customer Return Form

2.1 Document Purpose

The purpose of the Customer Return form is to enable Private Distributors to report returns received from wholesale customers, duty free stores and hospitality customers to the BCLDB.

2.2 Instructions

Use the following instructions to complete the Customer Return Form:

Ref	Field Name	Description
01	Customer Type	Circle the appropriate customer type. See Appendix 1 – Customer Type List for a full list of customer types and how they map to this form.
02	Original Invoice Number	Record the invoice number of the original sale transaction to which this customer return is referenced
03	Customer Number	Record the Customer Number of the customer from which the returned product was received
04	Reason For Return	Circle the reason for the customer return
05	Invoice Number	Record the invoice number you use to identify the specific customer return transaction in your system
06	Store No.	Record the BCLDB store number assigned to the Private Distributor reporting the sale
07	Date	Record the transaction date of the customer return in MMDDYY format. Date of returns must be the sales date to accurately reflect the price.
08	Payment To Be Made	At Payment To Be Made, circle the appropriate option: <ul style="list-style-type: none"> - Circle <i>From Head Office</i> to request a customer refund to be processed from LDB Head Office directly to the customer - Circle <i>Cash</i> to indicate that you have refunded the customer in cash at the time of processing the return Please note: HO refunds will only be made to customers who have direct debit agreements with the LDB.
09	Brand Name	Record the Brand Name of the product being returned
10	Size	Record the product volume per selling unit (e.g. 750ml)
11	SKU	Record the LDB Product Number
12	Quantity in Units	Record the quantity in selling units
13	Unit Selling Price	Record the unit price per selling unit refunded to the customer as follows: <ul style="list-style-type: none"> - If the Customer Type is Agency (A), LRS (R) , Grocery (G), or Manufacturer Store (M) then the price should be the tax excluded Wholesale Price - If the Customer Type is Licensee (L) then the price should be the tax excluded LDB Established Retail Price - If the Customer Type is Duty Free Store (D) then the price should correspond to the duty free store pricing as outlined in the manufacturers agreement
14	Value	Record the extended amount for the item line equal to the <i>Quantity in Units</i> multiplied by the <i>Unit Selling Price</i>

Ref	Field Name	Description
15	Product Sub-Total	Record the sum of the <i>Value</i> column for all item lines on the customer return.
16	GST	Record the Goods and Services Tax applicable to the Product Sub-Total by multiplying the <i>Product Sub-Total</i> by the <i>Federal GST Rate</i> .
17	Container Deposit*	Record the total Container Deposit amount refunded to the customer
18	Gross Refund	Record the sum of the <i>Product Sub-Total + GST + Container Deposit</i> to determine the total amount to be refunded to the customer.
19	Customer Name	Record the customer establishment name
20	Address	Record the customer's street address
21	City	Record the City in which the Customer establishment resides
22	Province	Record the Province in which the Customer establishment resides
23	Postal Code	Record the Postal Code in which the Customer establishment resides

*Container Deposit is not applicable on sales to Duty Free Stores

3 Daily Batch Control Document

3.1 Document Purpose

The purpose of the Daily Batch Control Document is to summarize the information of all of the sales and return documents included in the batch.

3.2 Instructions

Use the following instructions to complete the Daily Batch Control Document form.

Section	Field Name	Description
Licensee-Agency Order Form	Amount Paid	Specify the total amount payable to the LDB for sales.
Customer Return	Refund	Specify the total amount to be refunded from the LDB for customer returns
Daily Cash Worksheet	Total Cash Deposit	Specify the total amount of cash to be deposited to the LDB. This should be equal to the sum of the following: Amount Paid from Licensee-Agency Orders forms - <u>Gross Refund from Customer Return forms</u> = <u>Total Cash Deposit</u>

Appendix I - Customer Type Listing

Below is a listing of valid customer types and the price types to be used when selling to each customer type.

Legacy Customer Type	Customer Type	Description/Comments	Customer ID	Price Type
D	DFS	Duty Free Stores	BCLDB provided Customer Number See Appendix II for a full list of Duty Free Stores	DFS Price (as per Manufacturer Agreement)
L	LIC	Hospitality. Previously referred to as licensees. This includes restaurants, pubs, hotels, etc.	LCLB Issued License Number	LDB Established Retail Price
R	LRS	Licensee Retail Store	LCLB Issued License Number	Wholesale Price
G	GRC	Grocery	LCLB Issued License Number	Wholesale Price
M	MOS	Manufacturer's Onsite Store	Manufacturer Store Number	Wholesale Price
A	RAS	Rural Agency Stores	BCLDB provided Customer Number	Wholesale Price
	TWS	Tourist Wine Store	BCLDB provided Customer Number	Wholesale Price
	WIN	Independent Wine Store	BCLDB provided Customer Number	Wholesale Price
	WAS	Wine Agency Store	BCLDB provided Customer Number	Wholesale Price

Appendix II – Duty Free Store Listing

Below is a listing of Duty Free Stores in British Columbia:

Store / Customer Number	Duty Free Store Name	Location
900545	DOUGLAS CROSSING DUTY FREE STORE	SURREY, BC
900611	ALDEASA DUTY FREE STORE	RICHMOND, BC
900646	OSOYOOS DUTY FREE STORE	OSOYOOS, BC
900711	VICTORIA DUTY FREE STORE	SIDNEY, BC
900737	TOBACCO PLAINS DUTY FREE STORE	GRASMERE, BC
900810	WEST COAST DUTY FREE STORE	SURREY, BC
900869	KELOWNA DUTY FREE STORE	KELOWNA, BC
900885	ALDERGROVE DUTY FREE STORE	ALDERGROVE, BC
900919	HUNTINGDON DUTY FREE STORE	ABBOTSFORD, BC
900976	KINGSGATE DUTY FREE STORE	KINGSGATE, BC