

Attribute Name	Description	Verified by LDB?	Action If Omitted/Invalid
Supplier Name	Supplier's Legal Name. All invoices are paid to the Legal Name.	Y	Reject
Alternate Supplier Name	Alternate Supplier Name if doing business under a different name than the Supplier's Legal Name	N	None
Invoice No.	Unique identifier for the invoice	Y	Reject
Invoice Date	Date the invoice was issued	Y	Reject
Currency	Invoice Currency either in written format (Canadian Dollars) or 3-digit ISO currency code (e.g. CAD). Invoice Currency will be assumed to be Canadian Dollars if not provided.	N	None
Payment Terms	Payment Terms	N	None
Supplier No.	Unique number used by the BCLDB to identify the supplier record in its supplier master	N	None
Customer Reference Number	Unique Purchase Order Number provided by the BCLDB for the goods and/or services to be purchased. A Purchase Order number must be provided if: a) Purchase amount including non-recoverable tax is 5,000 CAD or greater OR b) Supplier has an active purchase agreement with the LDB for the purchased goods or services regardless of purchase amount	Y	Reject
Ship-To Address	Ship-To Location provided on the purchase order including the following: - Address Line 1 - Address Line 2 - Address Line 3 - City/Town - Province/State - Postal Code/Zip Code - Country For shipments to BC Liquor Stores Address Line 1 should state the store number in either of the following formats: - BCLS # <Store Number> <Store Name> (e.g. BCLS #0160 39TH & CAMBIE) - BC LIQUOR STORE # <Store Number> <Store Name> (e.g. BC LIQUOR STORE #0160 39TH & CAMBIE) For shipments to BC Cannabis Stores Address Line 1 should state the store number in either of the following formats: - BCCS # <Store Number> <Store Name> (e.g. BCCS #7020 KAMLOOPS COLUMBIA PLACE) - BC CANNABIS STORE #<Store Number> <Store Name> (e.g. BC CANNABIS STORE #7020 KAMLOOPS COLUMBIA PLACE)	N	None
Requester Name	Name of the LDB person that requested the goods or services. This name can be embedded in the Ship-To Address or as a stand alone field.	Y	Reject
Bill-To Address	BC LIQUOR DISTRIBUTION BRANCH ATTENTION: ACCOUNTS PAYABLE 3383 GILMORE AVE BURNABY BC V5G 3S1 APINVOICES@BCLDB.COM	Y	Reject
Remit Payment To	Supplier's Bill to Address including the following data attributes: - Supplier Name - Attention - Address Line 1 - Address Line 2 - Address Line 3 - City/Town - Province/State - Postal Code/Zip Code - Country	Y	Reject
Supplier Accounts Receivable Email Address	Email Address where BCLDB Accounts Payable can notify the supplier of invoices that require rework	N	None
Line	Invoice Line Number	N	None
Part Number	Supplier Part Number, unique identifier used by the supplier to identify the goods or services	N	None
Description	Clear description of the goods or services being purchased	N	None
Quantity Ordered	Quantity Ordered by the LDB	N	None
Quantity Billed	Quantity Invoiced	N	None
Unit of Measure	Invoice unit of measure. This should be the same as the unit of measure listed on the purchase order	N	None
Price	Pre-tax unit price to be paid for the requested goods or services	N	None
Amount	The total value of goods or services on the PO line calculated by multiplying the Unit Price by the Quantity	N	None
Sub-Total	Pre-Tax Sub-Total of Extended Line Amount for all invoice lines	Y	Reject
Tax Type (e.g. GST, BC PST, ON HST)	Type of sales tax which should match one or more of the following: - GST: Canadian Goods and Services Tax - BC PST: British Columbia Provincial Sales Tax - MB PST: Manitoba Provincial Sales Tax - NB HST: New Brunswick Harmonized Sales Tax - NL PST: Newfoundland and Labrador Provincial Sales Tax - NS HST: Nova Scotia Harmonized Sales Tax - ON HST: Ontario Harmonized Sales Tax - PEI HST: Prince Edward Island Harmonized Sales Tax - SK PST: Saskatchewan Provincial Sales Tax - QST: Quebec Sales Tax	Y	Reject
Tax Amount	Total Tax Amount of a specific Tax Type	Y	Reject
Tax Registration Number	Supplier's Goods and Services Tax/Harmonized Sales Tax Registration Number	Y	Reject
Total	Invoice Total including the goods and services Sub-Total plus any miscellaneous charges and tax	Y	Reject