

BCLDB Cannabis Product Registration

For Central Delivery

The information site for BCLDB Central Delivery has information on the full process of bringing a BCLDB Central Delivery product to market and can be found here:

<https://www.bcldbcannabisupdates.com/bcldb-cannabis-supplier-information>

Cannabis product registration for central delivery can begin once you have a product selected for the Central Delivery assortment. The Category Management team will reach out to start this process when they notify you of accepted listings. **If you have any questions about this process, please reach out to the cannabis.vendor@bcldb.com team.**

Product Registration Checklist

- Central and Direct Delivery Product Registration File*
 - Emailed to cannabis.vendor@bcldb.com
- Barcode Images for unit and case
 - Emailed to cannabis.vendor@bcldb.com
- Product Images
 - Uploaded to Image SFTP location

* - Available on the information site under the “Product Registration and Product Changes” heading

Product Registration File

The Product Registration File is an Excel file that lists the product information we require to register your product information in BCLDB systems. Once complete, email this file to cannabis.vendor@bcldb.com, and if possible keep it in the same email thread as any other submissions for the same registration, so all documents can be easily referenced in the same email conversation. Please keep the following in mind when filling out this file:

- Always check the info site for the newest version of the template before each submission.
- Enter your product on the correct tab, determined by product type.
- Multiple products can be entered on the same file, with one product per line.
- Any cells with a blue background have dropdown menus when they are selected. Attributes should ONLY be selected from these available options.
- Make sure your data is accurate and matches any approved values already submitted to the Category Management team (e.g. potency ranges, pricing, etc.)
- Cells with a pale yellow background should be left alone and formulas not changed.

Barcode Images

Barcode images (PDF preferred, but image file formats accepted) for both the unit and case should be emailed to cannabis.vendor@bclddb.com, and if possible in the same email thread as any other submissions for the same registration, so all documents can be easily referenced in the same email conversation.

Barcode images should be in the accepted GS1 formats and contain the Application Identifiers (AIs) for GTIN, Packaged Date, and Lot Number. Our DC will scan these barcodes to ensure that they correctly resolve to the SKU.

For more information on barcode standards please see our “Wholesale Shipping Requirements” under the “Supply Chain Requirements for Cannabis” section of the information site.

Product Images

Product images should be uploaded to your Image SFTP location. If you do not have the link and password for your Image SFTP location, please reach out to the cannabis.vendor@bclddb.com team and they will be able to provide these to you.

Images should adhere to the “Image Guidelines” document posted under the “Product Registration and Product Changes” section of the information site. Some helpful reminders:

- You should have at least one product image and one packaging image.
- Images should not have shadows and should be on a white background.
- Image file names should contain the unit GTIN as part of the file name so they can be properly linked to the correct product.

Document Review

The Vendor Relations team will review your documents and reach out if there are any clarifications or corrections that need to take place. Once all documentation has cleared the review process, your product information will be entered into the BCLDB systems and barcodes tested to ensure they resolve to the correct product and are free from any issues.

Notification of Completion

Once your product registration is complete, the Vendor Relations team will notify you of your BCLDB SKU numbers and provide instructions for the next steps of sending product availability to the Cannabis Demand team so that they can issue the first PO for your product.

If you have any questions about the product registration process, please contact cannabis.vendor@bclddb.com.