

BCLDB Cannabis Vendor 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 vendor registration for central delivery can begin once you have a product selected for the Central Delivery assortment. The BCLDB Cannabis Vendor Relations team will reach out to start this process and all required documents as outlined below should be emailed to the cannabis.vendor@bcldb.com inbox. **If you have any questions about this process, please reach out to the cannabis.vendor@bcldb.com team.**

Required Documents Checklist

- Supply Agreement*
- Recreational Cannabis Vendor Registration Form**
- Direct Deposit Form**
 - Void cheque if used to replace sections of above form
- Scanned copy of Health Canada license
- Scanned copy of CRA Excise license/letter

* - Available on the information site under the “Supply Agreement” heading

** - Available on the information site under the “Vendor Registration” heading

Supply Agreement

All vendors must review and sign the Licensed Producer Supply Agreement for Non-Medical Cannabis before vendor registration can be completed. The agreement may be amended from time to time with notice posted on this website.

When completing this document, please ensure you fully complete the following:

- Your organization’s legal name (page 1);
- Contact information in Section 25(b) page 10;
- Signatory information below the signature block on page 13; and
- Save the document as a PDF and rename the file following the naming convention “<LP Name> Supply Agreement <Date>”

Recreational Cannabis Vendor Registration Form

Please ensure the information here matches your other provided documents. You can enter information for two sites in the form. If you have more than two sites and associated Health Canada licenses, please attach additional forms. You only need to provide information from additional sites if BCLDB will be purchasing products directly from those sites.

Direct Deposit Form

This form is used for payment information so that payment for purchase orders can be deposited into your account.

- Please leave the vendor number field blank.
- Check the box for “INITIATE Direct Deposit Payments to the above account”.
- Have an authorized vendor representative sign and date the form
- Attach a scan of a void cheque (recommended) OR have your financial institution validate the accuracy of the information for EFT remittance purposes. Proof of validation in the form of a stamp and signature from the financial institution are required in the absence of a void cheque.
- Save this form as “<LP Name> Direct Deposit <Date>”

Submission of Required Documents

Please email all required documents to cannabis.vendor@bclddb.com. If possible, please respond to the original email sent to you by cannabis.vendor@bclddb.com to start the registration process so that all required documents are easily referenced in one email chain.

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 information will be entered into the BCLDB systems.

Notification of Completion

Once your vendor registration is complete, the Vendor Relations team will notify you of your BCLDB vendor site number and provide you with an image SFTP link and password to be used when uploading product images for product registration. They will provide instructions for the next steps of product registration.

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