

Operational Guidelines to ship recreational Cannabis & associated products to BC LDB

The following are guidelines to ensure the smooth and safe delivery of all recreational cannabis and associated goods to the British Columbia Liquor Distribution Branch.

- ALL deliveries to BCLDB will be received only at the Richmond Distribution Center (RDC), shipping address: **3389 Number 6 Road, Richmond Vancouver V6V 1P6¹**
- Any delivery to RDC will require the vendor's supply chain/sales team to obtain a time slot from the BCLDB logistics department. In the absence of a valid appointment and authorization, BCLDB reserves the right to eject any unauthorized vehicles from the RDC premises
- Any LP who wants to do an RTV pick-up must be a carrier or employee within that organization, who still have to follow the pick-up process outlined by the logistics team. NO BCLDB employee will be allowed to pick-up RTV product and return it to the vendor.
- To obtain an appointment, vendor will send a **completed Application Request Form** and **a copy of the BoL [Refer to Appendix-1]** to RDCLogistics@bcldb.com with the following information:
 - Vendor name and address
 - Designated Supply chain management contact at vendor organization
 - BCLDB PO number(s) for all items/order in vehicle(s) that will be arriving at RDC
 - Requested date and time
 - Quantity being shipped (in pallets and cases)
 - Carrier name **and vehicle detail** (logistics service provider)
 - Vehicle or trailer license plate number
 - Number & profile (type) of vehicles
 - Type of dock required (ground level or standard dock height)
 - Seal managed (Y/N)
 - Emergency contact at vendor
 - Emergency contact at carrier
- A response shall be forthcoming from the aforementioned e-mail address with further queries or clarifications (if needed) from the logistics department and a confirmation of the appointment timing (delivery slot) for each individual vehicle in case of multiple
- For any further timing related negotiations, quick clarifications or emergency notifications, the BCLDB logistics department may be contacted at [+1-604-420-8665](tel:+16044208665)
- Please note that phone calls will not be entertained without prior e-mail correspondence with exceptions made only in case of force majeure

¹ Information to be shared with service partners on a **need-to-know** basis only to protect public property

- Vehicles are expected to arrive on time (± 5 minutes) and in the order specified in the appointment e-mail. In case of simultaneous arrivals, BCLDB reserves the right to eject vehicles from the premises due to space constraints
- Upon arrival at the RDC premises, the driver will report to the Security desk with company identification and Canadian driving license documents
- Upon inspection of identification documents, driver will be directed to appropriate vehicle dock by the RDC security personnel
- Upon parking the vehicle², driver will be directed to the driver's waiting area by the RDC security personnel
- If delivery consists of un-palletized loads (disparate cartons/boxes), the driver is to bring said delivery into the waiting area
- Drivers are strictly prohibited from entering any other areas in the RDC warehouse
- Upon entering the waiting area, the driver is to report to the RDC Check-in team with the following documentation:
 - BoL copy (2 copies) *[refer to Appendix-1]*
 - BCLDB PO number
 - Pallet count –if applicable
 - Ship To location and address (i.e. BCLDB Richmond)
 - Vendor name
 - Ship From location and address
 - Packing slip
 - BCLDB SKU numbers list
 - Product descriptions
 - Product lot numbers
 - Delivered quantities (in shipping cases)
 - Shipping Case Code (GTIN/ SCC) for each product
 - Shipping Case Configuration (number of retail selling units per shipping case)
- After documentation has been verified, a visual inspection shall be conducted
- In absence of any damages or missing packages/pallets, unloading shall commence
- In case of any damages or missing packages, the vendor will be contacted with appropriate documentation by BCLDB supply chain department

² BCLDB requires a **no-idling** policy from any and all vehicles checking into the RDC premises



- BCLDB reserves the right to reject damaged items and leave them on the vehicle if nature of damage compromises entire vehicle load
- On completion of unloading, driver shall be notified and stamp of receipt or signature will be issued on the carrier's BOL copy by the BCLDB check-in team

Appendix-I: BC LDB approved Bill of Lading (BoL) format

BCLDB mandates usage of Bill of Lading format recommended by the GS1 or Voluntary Inter-Industry Commerce Standards organization. Sample document and snapshot is attached below for reference:



**SAMPLE BCLDB BoL
(GS1 VICS).pdf**



GS1 Standard BOL: WWW.GS1US.ORG for complete GS1 BOL Guideline Information

Date: _____		BILL OF LADING		Page _____	
SHIP FROM Name: _____ Address: _____ City/State/Zip: _____ SID#: _____ FOB: _____			Bill of Lading Number: _____ BAR CODE SPACE		
SHIP TO Name: _____ Location #: _____ Address: _____ City/State/Zip: _____ CID#: _____ FOB: _____			CARRIER NAME: _____ Trailer number: _____ Seal number(s): _____ SCAC: _____ Pro number: _____		
THIRD PARTY FREIGHT CHARGES BILL TO: Name: _____ Address: _____ City/State/Zip: _____			BAR CODE SPACE Freight Charge Terms: (freight charges are prepaid unless marked collect) Prepaid _____ Collect _____ 3 rd Party _____ (check box) Master Bill of Lading: with attached underlying Bills of Lading		
SPECIAL INSTRUCTIONS: _____					
CUSTOMER ORDER INFORMATION					
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
GRAND TOTAL					
CARRIER INFORMATION					
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)
QTY	TYPE	QTY	TYPE		
					RECEIVING STAMP SPACE
GRAND TOTAL					
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: Noting a value is not a request for Additional Cargo Liability under OD Rules 100, Item 574 "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."					COD Amount: \$ _____ Fee Terms: Collect: _____ Prepaid: _____ Personal/company check NOT acceptable: <input type="checkbox"/>
NOTE - Liability Limitation applies. See OD Rules 100, Items 574 and 594. RECEIVED, subject to the rules, classifications and rules that have been established by the Carrier and are available on request to the Shipper (Shipper defined in 49 U.S.C.A. § 13102(13)(c)), and to all applicable state and federal regulations. Shipper 1) warrants it has read all applicable contract(s) or Carrier's applicable tariff(s) and the limitation of liability provisions set forth therein; and 2) has actual knowledge of and accepts the applicable contract or tariff terms, including the limits on carrier liability. Carrier's tariff(s), including OD Rules 100, take precedence in the event of any terms or conditions conflicts.					
SHIPPER SIGNATURE / DATE This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.		Trailer Loaded: By Shipper By Driver		Freight Counted: By Shipper By Driver/pallets sold to contain By Driver/Pieces	
				CARRIER SIGNATURE / PICKUP DATE Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.	