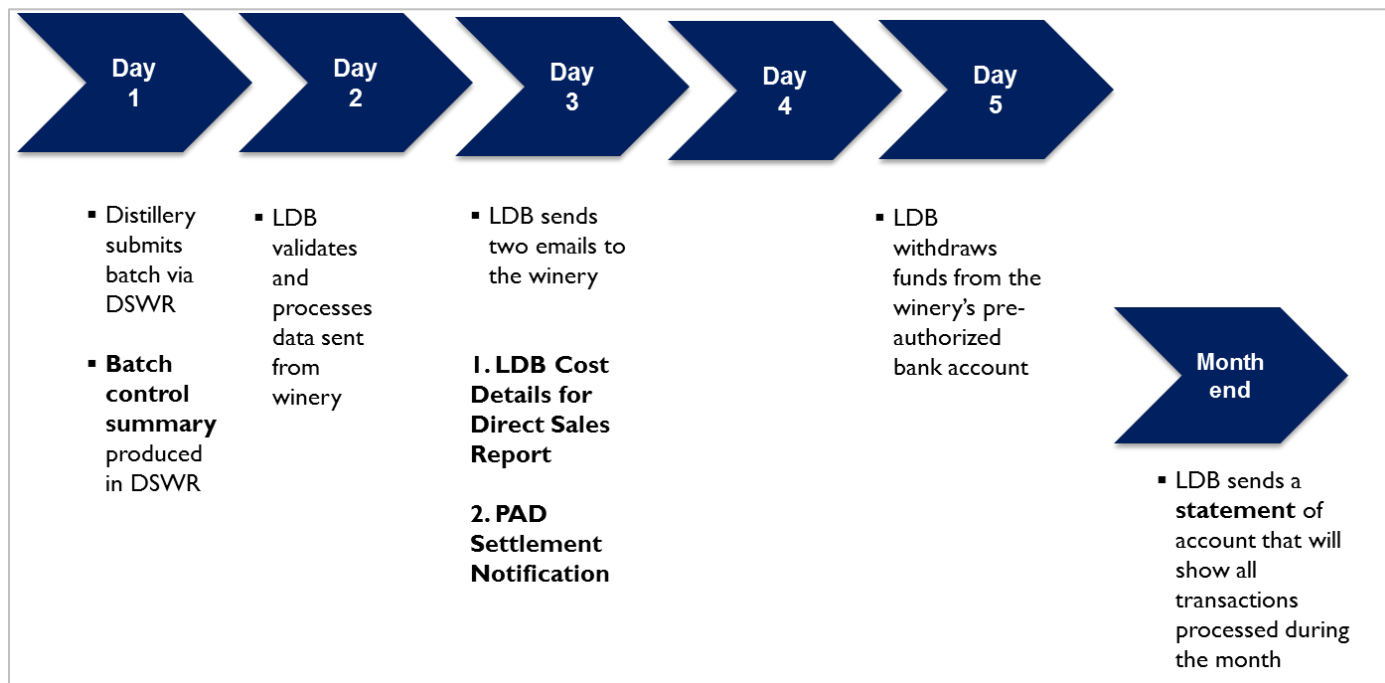


## TIMELINE AND NOTIFICATIONS: DISTILLERIES – NEW REMITTANCE MODEL

This document provides a snapshot of the new process timeline and documents distilleries will see under the new remittance model, effective March 4, 2018.

### New Remittance Model Process Timelines



**Day 1:** You will submit a batch via DSWR. You will have access to your **Batch Control Summary** in DSWR as you currently do today. (See page 2 for example). You can also export the transaction details included in each batch into .csv format using the DSWR Search tools. The DSWR User Manuals will be updated to reflect the new instructions.

**Day 2:** The LDB validates and processes your data, and calculates the amount due to you.

**Day 3:** You will receive two emails from the LDB with attachments. Please note, these emails will be sent to the email address you indicate in the PAD agreement – it is very important that you notify the LDB if this email address changes.

- The first email will include an attachment of the **LDB Cost Details for Direct Sales Report** (see page 3 for example).
- The second email will include an attachment with your **Pre-Authorized Debit (PAD) Settlement Notification** (see page 4 for example). This attachment will serve as the withdrawal notification mentioned in your PAD agreement.

**Day 4:** You will ensure that sufficient funds are available in your designated PAD bank account.

**Day 5:** The LDB will withdraw the amount detailed on the PAD Settlement Notification from your PAD bank account.



**End of Month:** At the end of each month, you will receive a **Statement of Account** that will show a summary of all transactions processed on your account throughout the month (see page 5 for example).

**New Remittance Model – Examples of Notifications**

As outlined above, you will receive four reports/notifications to support your accounting and reconciliation tasks.


These are:

1. Batch Control Summary
2. LDB Cost Details for Direct Sales Report
3. Pre-Authorized Debit (PAD) Settlement Notification
4. Statement of Account

**1. Batch Control Summary**

Intent of this document: To provide you with a summary of your direct sales and returns reported in each batch.

How to access this document: As you do today, the Batch Control Summary can be found in the Direct Sales Web Reporting (DSWR) application.

	<b>LIQUOR DISTRIBUTION BRANCH</b>	
<b>Batch Control Summary</b>		
ABC DISTILLING 2626 RUPERT ST VANCOUVER, V6M 3T6		
BATCH DATE: 12/04/2017 BATCH NUMBER: 4654 BATCH STATUS: Submitted		
Number of Documents in this Batch 1		
DOCUMENT TYPE	NO. of DOCS	VALUE
Sales	1	\$ 109.74
<b>Subtotal</b>	<b>1</b>	<b>\$ 109.74</b>
<b>Total</b>	<b>1</b>	<b>\$ 109.74</b>
* If amount is negative it will be deducted from your next payment.		



## 2. LDB Cost Details for Direct Sales Report

Intent of this document: To provide you with information on the supplier cost of all your sales and returns, GST on supplier cost and container deposits (if applicable). The LDB Cost Details for Direct Sales Report will be produced for each batch reported in DSWR.

How to access this document: This report will be emailed to you approximately two days (as per the timeline on page 1 of this document, this would be on Day 3) after you submit your batch in DSWR.

### Email sample:

**From:** PDAuto-Notifications@bcldb.com  
**Sent:** Tuesday, December 05, 2017 5:55 AM  
**To:** ABC DISTILLING  
**Subject:** LDB Cost Details for Direct Sales report batch 1001 2017-12-04

This is an auto-generated email. Please do not reply to this email.

The attachment contains the purchase details for the sales of products reported by you in Direct Sales Web Reporting (DSWR) in the batch dated 04-DEC-17. Please use this report for reconciliation purposes.

Note: This amount will be reflected in the Cost of Sales and Returns line on your PAD Settlement Notification. If you have concerns, please contact Settlement Support as soon as possible at 604.252.3383 or at [PD.Settlement.Support@bcldb.com](mailto:PD.Settlement.Support@bcldb.com) and reference the attached file name.

**DSWR batch:** 04-DEC-2017  
**Store#:** 1001  
**Vendor:** ABC DISTILLING  
**Vendor ID:** 2345678  
**Vendor Site:** DD  
**File Name:** LDB\_Cost\_Details\_for\_Direct\_Sales\_Report\_batch\_1001\_20171204.csv  
**Report Total:** \$53.60

### Report sample (attachment to the email above, in .csv format):

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	Vendor Na	ABC DISTILLING																				
2	Vendor ID	2345678																				
3	Vendor Sit	DD																				
4	File name:	LDB_Cost_Details_for_Direct_Sales_Report_batch_1001_20171204.csv																				
5	Report Da	12/5/2017																				
6																						
7	Invoice N	Order Type	Order Nun	Store	Transacti	Batch Dat	SKU	Product	Size	Supplier I	Quantity	Cost	GST	Container	Customer	Commissi	Commissi	Price	Commissi	Commissi	GST on Co	Total
8	ERS-2180	Direct Sales	1100	1001	4-Dec-17	4-Dec-17	123456	GOOD VOI	0.05	34567	44	44.03	2.2	0	MOS	Y	COM-480	100.32	7	7.02	0.35	53.6

## 3. Pre-Authorized Debit (PAD) Settlement Notification

Intent of this document: To provide you with notification of the amount to be debited from your PAD bank account.

How to access this document: This notification will be emailed to you approximately two days (as per the timeline on page 1 of this document, this would be on Day 3) after you submit your batch in DSWR.

### Email sample:



**From:** PDAuto-Notifications@bcdcb.com  
**Sent:** Tuesday, December 05, 2017 1:12 PM  
**To:** ABC DISTILLING  
**Subject:** LDB Pre-Authorized Debit (PAD) Settlement Notification for: 30000 ABC DISTILLING, 1001 2017-12-04

This is an auto-generated notice to advise you of an upcoming charge to your bank account as per your PAD Agreement with the LDB.

The sales you have reported for Store 1001 have been processed. Attached is the Settlement Notification for this batch.

Batch Date: 2017-12-04  
Notification No. 200000856  
Settlement Amount: \$ 56.14

This amount will be withdrawn from the bank account designated in your PAD Agreement on 2017-12-07. Please ensure the funds are available.

This amount applies only to sales reported under this batch, and does not include credits or other previous charges owed. You will receive a Statement of Account listing all transactions on your account at month end.

Please do not reply to this email. If you have concerns, please contact Settlement Support as soon as possible at telephone number 604.252.3383 or [PD.Settlement.Support@bcdcb.com](mailto:PD.Settlement.Support@bcdcb.com) at email address and reference the subject line of this email.

**Notification sample (attachment to the email above):**

	<b>LIQUOR DISTRIBUTION BRANCH</b>	2625 Rupert Street Vancouver, BC V5M 3T5 GST Reg No. 12454-2954-RT0001	<b>PRE-AUTHORIZED DEBIT (PAD) SETTLEMENT NOTIFICATION</b>
<b>To: 30000 ABC DISTILLING</b>		Customer Account No.: 65432	
CASH1001		Batch Date: 2017-12-04	
2625 RUPERT ST		Notification No.: 200000856	
VANCOUVER, BC V5M 3T5 Canada		PAD Date: 2017-12-07	
RE: Settlement Notification for Store 1001, Batch date 2017-12-04			
Description of Charge:			
1	Sales and Returns of packaged products		109.74
2	Cost of Sales and Returns		<46.23>
3	Commission payment		<7.37>
Total due from this notification			CAD \$ 56.14
Notes:			

**4. Statement of Account**

Intent of this document: To provide you with a monthly statement of account that incorporates all transactions reported in the month. This is to be used for your reconciliation purposes.

How to access this document: This report will be sent to you at the end of the each month.



**LIQUOR  
DISTRIBUTION  
BRANCH**



**LIQUOR  
DISTRIBUTION  
BRANCH**

2625 Rupert Street  
Vancouver, BC V5M 3T5  
GST Reg No. 12454-2954-RT0001

**INTERIM  
STATEMENT OF ACCOUNT**

Customer Account No.: 65432  
Statement As Of: 2017-12-31  
Page: 1 of 1

To: 30000 ABC DISTILLING.  
CAS#1001  
2625 RUPERT ST  
VANCOUVER V5M 3T5

**Account Activities**

Transaction No.	Transaction Date	Transaction Type	Due Date	Reference(s)	Original Amount	Amount Due
<b>Total Outstanding CAD \$</b>						<b>0.00</b>

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days
0.00	0.00	0.00	0.00	0.00

**Payment Activities**

Transaction No.	Transaction Date	Transaction Type	Due Date	Reference(s)	Original Amount	Amount Applied
200000854	2017-11-28	Settlement	2017-12-07	Batch 2017-11-28 Store 1001	15.36	15.36
200000856	2017-12-04	Settlement	2017-12-07	Batch 2017-12-04 Store 1001	56.14	56.14
1454973	2017-12-06	Receipt	2017-12-06	Pre-Authorized Debit Total Receipt \$		71.50