LIQUOR DISTRIBUTION BRANCH

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Private Distributor
Sales Reporting Forms
Solution Design Document

Created By:	BC Liquor Distribution Branch
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Version History

Version	Date	Contributor	Change Summary
1.0	2014-12-22	BC Liquor Distribution Branch	Original document
1.5	2015-01-15	BC Liquor Distribution Branch	1. BCLDB will decommission use of the Discounted Sales form 2. Updated Licensee-Agency Order form and Customer Return form to include Customer Type Duty Free Store 3. Updated Daily Batch Control Worksheet to remove Discounted Sales section 4. Added Appendix II – Duty Free Stores Listing

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1 Introduction

1.1 Overview

The Government of British Columbia has mandated the BCLDB to implement a new wholesale pricing methodology by April 1, 2015 with the following objectives:

- Create a level playing field for liquor retailers in BC

- Provide the same wholesale price for a given SKU instead of varying discounts to wholesale customers based on customer type

- Ensure transparency in how the wholesale price is set

- Mitigate risk to revenue contribution by the BCLDB with projected increased competition (e.g. Entrance of Grocery, change in consumer behavior, etc.)

For the BCLDB this means creating a more distinct separation between its wholesale and retail lines of business and placing an increased focus on the wholesale line of business. The BCLDB's wholesale sales include all sales made to wholesale customers from its Wholesale Customer Centre (WCC) as well as wholesale sales made from Private Distributors directly to wholesale customers on behalf of the BCLDB. Private Distributors are non-government entities licensed to distribute alcohol products to wholesale and retail customers in British Columbia.

Currently, the BCLDB determines a single tax included retail price referred to as the Display Price and a discount model is used to determine the wholesale price. The discount factors vary by type of wholesale customer resulting in each wholesale customer grouping having its own wholesale price.

As of April 1, 2105 the discount factor pricing model will be eliminated and the BCLDB will provide a single tax excluded wholesale price to be used to sell to all wholesale customers. This change impacts both the prices Private Distributors use to sell to its customers as well as how they report sales data to the BCLDB.

The BCLDB provides Private Distributors with multiple methods for reporting sales information including the following:

- Manual sales reporting forms

- System generated sales reporting forms

- Manual Entry via Direct Sales Website Reporting application

- CSV Upload via Direct Sales Website Reporting application

- XML File format

This document focuses on changes to be introduced to the manual sales reporting forms and any system generated sales reporting forms produced by Private Distributors to support sales reporting beginning April 1, 2015.

1.2   Document Purpose

The purpose of this document is to provide Private Distributors with a revised specification for the following manual forms used to report sales transactions:

- Daily Batch Control Document
- Licensee-Agency Order forms
- Customer Return forms

It should be assumed that any manual sales reporting form not referenced in this document is not impacted by the wholesale pricing initiative and therefore has no change to its reporting format.

1.3   Document Audience

The intended audience for this document is:

- Private Distributors that report sales and returns to the BCLDB
- Business partners that provide data processing services
- BCLDB Finance – Revenue
- Finance Functional Specialists
- IS System Analysts

1.4   Terms

The following terms are used throughout this document.

Term	Description
Hospitality Customer (formerly licensee)	A customer in the hospitality industry (restaurant, bar, hotel, etc.) which resells liquor products directly to consumers. Hospitality customers purchase products at Regular Retail Prices.
Manufacturer Onsite Store	A retail store owned by the manufacturer and located on the premises of its manufacturing facility.
Private Distributor	Non-government entities authorized by the BCLDB to distribute alcohol products in British Columbia to wholesale and hospitality customers.
Regular Retail Price	Tax excluded selling price charged to hospitality customers.
Wholesale Customer	A customer that operates a retail store which resells packaged products to consumers. Wholesale customers purchase products at tax excluded Wholesale Prices.
Wholesale Price	Tax excluded selling price charged to wholesale customers.
Wholesale Price Promotion	A short-term reduction in the regular wholesale price of the product that is funded by the Agent or Supplier. Upon expiration of the promotional period the product automatically returns to its pre-promotion wholesale price and the Agent/Supplier is billed by the BCLDB for the reduction in wholesale mark-up received during the promotional period based on wholesale sales.

2 Business Requirements

2.1 High Level Business Requirements

The following key business requirements are addressed in this document:

Ref	Description
01	Private Distributors must report sales to wholesale customers and returns received from wholesale customers at wholesale prices.
02	Private Distributors must report sales to hospitality customers and returns received from hospitality customers at regular retail prices
03	Private Distributors must report sales to their Manufacturer Onsite Stores (new Customer Type MOS) and returns received by the store as wholesale sales and returns at wholesale prices.
04	Private Distributors must report Goods & Services Tax at the Order/Invoice level calculated on the Product Sub-Total
05	Private Distributors must report sales to the new customer type Grocery as wholesale sales at wholesale prices
06	Provide the Private Distributor with the ability to track the Wholesale Customer or Hospitality Customer's Name and Address information on customer returns for its records.
07	Field Names on the manual sales reporting forms should be consistent with those used on the Direct Sales Website Reporting application.
08	Private Distributors that provide system generated sales reporting forms must update their systems to produce forms which mimic the new formats included in this document in order to continue reporting via system generated forms
09	Provide Private Distributors with the ability to download all sales reporting forms (including those which have not been changed) should they wish to manually complete sales forms rather than use an electronic sales reporting method.
10	Decommission the Discounted Sales form by merging reporting of sales to duty free store into the Licensee-Agency Order form and Customer Return forms
11	Where eligible to sell to duty free stores, Private Distributors must report sales to duty free stores and returns received from duty free store at prices as defined in their manufacturing agreements

3 Detailed Specifications

3.1 Licensee-Agency Order Form

3.1.1 Purpose

The purpose of the Licensee-Agency Order form is to enable Private Distributors to report their sales to wholesale customers (including their onsite stores), duty free stores and hospitality customers to the BCLDB.

3.1.2 Changes Summary

The following changes will be implemented on the Licensee-Agency Order form. These changes will be effective for all sales with sale transaction dates of April 1, 2015 or later.

Ref	Description of Change	Comments
01	Remove "Discount Factor" field	Discount Pricing no longer used as of April 1, 2015.
02	Rename Licensee/Agency/LRS Number field to "Customer Number"	To be consistent with other reporting formats
03	Add customer type grocery (G) to the Customer Type section	New customer type introduced by BC government beginning April 1, 2015.
04	Add customer type manufacturer onsite store (M) to the Customer Type section	New customer type used to report sales from manufacturer to its onsite store beginning April 1, 2015.
05	Remove customer type bulk (B) from the Customer Type section	Bulk sales reporting requirement removed as of April 1, 2015.
06	Remove customer type counter (C) from the Customer Type section	Retail sales reporting requirement removed as of April 1, 2015.
07	Change the description of customer type (L) to Hospitality	The term Hospitality is now being used to refer to the customer type previously referred to as Licensees.
08	Removed "GST Included In This Order" field	Tax excluded pricing to be used.
09	Add "GST" field below Product Sub-Total	Tax excluded Wholesale and Regular Retail Prices to be used. GST calculated on Product Sub-Total.
10	Update the Amount Paid calculation to equal the sum of Product Sub-Total + GST + Container Deposit	Revised calculation to support new pricing
11	Add duty free store (D) to the Customer Type section	Discounted Sales form no longer used for reporting sales to Duty Free Stores as of April 1, 2015.

3.1.3 Full Field Listing

Ref	Field Name	Description
01	Customer Type	Circle the appropriate customer type. See Appendix 1 – Customer Type List for a full list of valid customer types and how they map to this form.
02	Customer Number	Record the Customer Number of the customer. This customer number is the LCLB license number or a number provided by the BCLDB
03	Store Name	Record the Private Distributor Name
04	Customer Name	Record the Customer establishment name
05	Customer Address	Record the Customer establishment address information
06	LDB Pmt Type	Record "H" if the payment type is Head Office Debit. Otherwise, the field can be left blank and payment via cash will be assumed.
07	Invoice Number	Record the invoice number used by the Private Distributor to identify the sale transaction in its system
08	Store No.	Record the BCLDB store number assigned to the Private Distributor reporting the sale
09	Date	Record the transaction date of the sale in MMDDYY format
10	Quantity in Units (Ordered)	Record the quantity in selling units *ordered* by the customer
11	Brand Name	Record the Brand Name of the product
12	Size	Record the product volume per selling unit (e.g. 750ml)
13	SKU	Record the LDB Product Number
14	Quantity In Units (Supplied)	Record the quantity in selling units *sold* to the customer
15	Unit Selling Price	Record the unit price per selling unit that was actually billed to the customer: - If the Customer Type is Agency (A), LRS (R), Grocery (G), or Manufacturer Store (M) then the price should be the tax excluded Wholesale Price - If the Customer Type is Hospitality (L) then the price should be the tax excluded Regular Retail Price - If the Customer Type is Duty Free Store (D) then the price should correspond to the duty free store pricing as outlined in the manufacturers agreement
16	Value	Record the extended amount for the item line equal to the *Quantity in Units* multiplied by the *Unit Selling Price*
17	Container Size*	Record the Size for each Container
18	Container Quantity*	Record the Quantity of the Container Size sold to the customer
19	Unit Deposit*	Record the Unit Deposit amount for that Container Size
20	Total Deposit*	Record the Total Deposit amount equal to the *Container Quantity* multiplied by the *Unit Deposit*.
21	Product Sub-Total	Record the sum of the Value column for all item lines on the customer return.
22	GST	Record the Goods and Services Tax applicable to the Product Sub-Total by multiplying the *Product Sub-Total* by the federal GST rate.
23	Container Deposit*	Record the total Container Deposit equal to the sum of the *Total Deposit* value for all container sizes included on the order.
24	Amount Paid	Record the sum of the *Product Sub-Total + GST + Container*

Ref	Field Name	Description
		Deposit to determine the total amount to be refunded to the customer.
25	Checked By	Record the name of the person that checked the order
26	Signature of Driver	Record the signature of the driver that dropped off or picked up the order from the Private Distributor
27	Prepared By	Record the name of the person that prepared the sale document.
28	Signature of Authorized Officer of Licensee or Agency	Actual signature of the Private Distributor personnel authorized to sign off on sales reported to the BCLDB.

*Container Deposit is not applicable on sales to Duty Free Stores

3.1.4 New Form Layout

Below is an image of the revised Licensee-Agency Order form to be used to report sales transactions dated April 1, 2015 onward.

3.2 Customer Return Form

3.2.1 Purpose

The purpose of the Customer Return form is to enable Private Distributors to report returns received from wholesale customers, duty free stores and hospitality customers to the LDB.

3.2.2 Changes Summary

The following changes will be implemented on the Customer Return form. These changes will be effective for all returns dated April 1, 2015 or later.

Ref	Description of Change	Comments
01	Add customer type grocery (G) to the Customer Type section	New customer type introduced by BC government beginning April 1, 2015.
02	Add customer type manufacturer onsite store (M) to the Customer Type section	New customer type used to report sales from manufacturer to its onsite store.
03	Remove customer type bulk (B) from the Customer Type section	Bulk sales/return reporting requirement removed as of April 1, 2015.
04	Remove customer type counter (C) from the Customer Type section	Retail sales/return reporting requirement removed as of April 1, 2015.
05	Rename Licensee/Agency/LRS Number field to "Customer Number"	To be consistent with other reporting formats
06	Remove "Licensee Factor" from the Sub-Total section	Discount Pricing no longer used as of April 1, 2015.
07	Remove "Agency/LRS Factor" from the Sub-Total section	Discount Pricing no longer used as of April 1, 2015.
08	Rename "Litter Deposit" to "Container Deposit"	Container Deposit is the preferred term
09	Add new field for GST below Product Sub-Total	Tax excluded Wholesale and Regular Retail Prices to be used. GST calculated on Product Sub-Total.
10	Gross Refund on Customer Return form should equal Product Sub-Total + GST + Container Deposit	Revised calculation to support new pricing
11	Add customer type duty free store (D) to the Customer Type section	Discounted Sales form no longer used for reporting sales to Duty Free Stores as of April 1, 2015.

3.2.3 Full Field Listing

The table below provides a detailed description of all fields to be populated on the Customer Return form.

Ref	Field Name	Description
01	Customer Type	Circle the appropriate customer type. See Appendix 1 – Customer Type List for a full list of customer types and how they map to this form.
02	Original Invoice Number	Record the invoice number of the original sale transaction to which this customer return is referenced
03	Customer Number	Record the Customer Number of the customer from which the returned product was received
04	Reason For Return	Circle the reason for the customer return
05	Invoice Number	Record the invoice number you use to identify the specific customer return transaction in your system
06	Store No.	Record the BCLDB store number assigned to the Private Distributor reporting the sale
07	Date	Record the transaction date of the customer return in MMDDYY format
08	Payment To Be Made	At Payment To Be Made, circle the appropriate option: - Circle *From Head Office* to request a customer refund to be processed from LDB Head Office directly to the customer - Circle *Cash* to indicate that you have refunded the customer in cash at the time of processing the return
09	Brand Name	Record the Brand Name of the product being returned
10	Size	Record the product volume per selling unit (e.g. 750ml)
11	SKU	Record the LDB Product Number
12	Quantity in Units	Record the quantity in selling units received from the customer
13	Unit Selling Price	Record the unit price per selling unit refunded to the customer as follows: - If the Customer Type is Agency (A), LRS (R) , Grocery (G), or Manufacturer Store (M) then the price should be the tax excluded Wholesale Price - If the Customer Type is Licensee (L) then the price should be the tax excluded Regular Retail Price - If the Customer Type is Duty Free Store (D) then the price should correspond to the duty free store pricing as outlined in the manufacturers agreement
14	Value	Record the extended amount for the item line equal to the *Quantity in Units* multiplied by the *Unit Selling Price*
15	Product Sub-Total	Record the sum of the *Value* column for all item lines on the customer return.
16	GST	Record the Goods and Services Tax applicable to the Product Sub-Total by multiplying the *Product Sub-Total* by the *Federal GST Rate*.
17	Container Deposit*	Record the total Container Deposit amount refunded to the customer
18	Gross Refund	Record the sum of the *Product Sub-Total + GST + Container Deposit* to determine the total amount to be refunded to the customer.
19	Customer Name	Record the customer establishment name

Ref	Field Name	Description
20	Address	Record the customer's street address
21	City	Record the City in which the Customer establishment resides
22	Province	Record the Province in which the Customer establishment resides
23	Postal Code	Record the Postal Code in which the Customer establishment resides

*Container Deposit is not applicable on sales to Duty Free Stores

3.2.4 New Form Layout

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CUSTOMER RETURN

5 5   11   [| | | | | |]
INVOICE NUMBER

LDB GST # 124542945

CONFIDENTIAL

REASON FOR RETURN

	1	DEFECTIVE
2	OTHER ERROR
3	SEASONAL CLOSING
4	OUT OF BUSINESS
5	CUSTOMER ERROR
6	STORE PRICING ERROR
7	STORE SHIPPING ERROR
8	SALES INVOICE ADJ

CIRCLE APPROPRIATE BOX

HOSPITALITY   L
AGENCY   A   ORIGINAL INVOICE NUMBER
L.R.S.   R
GROCERY   G
MFR STORE   M   CUSTOMER NUMBER
DUTY FREE STORE   D

STORE NO.   [| | | | |]

DATE   [| | | | |]
MM   DD   YY

PAYMENT TO BE MADE:
1 FROM HEAD OFFICE   2 IN CASH

BRAND NAME	SIZE	SKU	QUANTITY IN UNITS	UNIT SELLING PRICE	VALUE
	21				

PRODUCT SUB TOTAL	31	
GST		
CONTAINER DEPOSIT		
GROSS REFUND		

CUSTOMER NAME
91

ADDRESS
92

CITY   PROVINCE   POSTAL CODE
93

NOTE: PLEASE PRINT ALL ABOVE INFORMATION LEGIBLY

3.3   Daily Batch Control Document

3.3.1   Purpose

The purpose of the Daily Batch Control Document is to summarize the information of all of the sales and return documents included in the batch.

3.3.2   Changes Summary

The following changes will be implemented on the Daily Batch Control Document. These changes will be effective for batch dates of April 1, 2015 or greater.

Ref	Description of Change	Comments
01	Remove *Employee Advance Voucher* section (05)	No longer required.
02	Remove *Empty Container Disposition* section (15)	No longer required.
03	Remove *Special Occasion License* section (26)	BCLDB no longer requires PDs to report Special Occasion Licensee sales.
04	Remove *Removal from Saleable Inventory* section (30)	No longer required.
05	Remove *Transfer Issue* section (35)	Transaction type is reported electronically only
06	Remove *Transfer Receipt* section (45)	Transaction type is reported electronically only
07	Remove *NATO Forces Order form* section (50)	Transaction type not applicable to Private Distributors
08	Remove *Supplier Deliveries* section (65)	No longer required.
09	Remove *Direct Delivery* section (70)	No longer required.
10	Remove *Receiving from Warehouse section* 7(75)	Transaction type is reported electronically only
11	Remove *Return of Goods to Supplier* section (80)	Transaction type is reported electronically only
12	Remove *Stock Count List* section (90)	No longer required.
13	Removed Discounted Sales section (45)	Sales/Returns to Duty Free Stores will be reported on Licensee Agency Order form and Customer Return form respectively

3.3.3 Full Field Listing

The table below provides a detailed description of all fields to be populated on the Daily Batch Control Document form.

Section	Field Name	Description
Licensee-Agency Order Form	Amount Paid	Total amount payable to the LDB for sales.
Customer Return	Refund	Total amount to be refunded from the LDB for customer returns
Daily Cash Worksheet	Total Cash Deposit	Specify the total amount of cash to be deposited to the LDB. This should be equal to the sum of the following: Amount Paid from Licensee-Agency Orders forms - Gross Refund from Customer Return forms = Total Cash Deposit

3.3.4 New Form Layout

Appendix I - Customer Type Listing

Below is a listing of valid customer types and the price types to be used when selling to each customer type.

Legacy Customer Type	Customer Type	Description/Comments	Customer ID	Price Type
D	DFS	Duty Free Stores	BCLDB provided Customer Number See Appendix II for a full list of Duty Free Stores	DFS Price (as per Manufacturer Agreement)
L	LIC	Hospitality. Previously referred to as licensees. This includes restaurants, pubs, hotels, etc.	LCLB Issued License Number	Regular Retail Price
R	LRS	Licensee Retail Store	LCLB Issued License Number	Wholesale Price
G	GRC	Grocery	LCLB Issued License Number	Wholesale Price
M	MOS	Manufacturer's Onsite Store	Manufacturer Store Number	Wholesale Price
A	RAS	Rural Agency Stores	BCLDB provided Customer Number	Wholesale Price
	TWS	Tourist Wine Store	BCLDB provided Customer Number	Wholesale Price
	WIN	Independent Wine Store	BCLDB provided Customer Number	Wholesale Price
	WAS	Wine Agency Store	BCLDB provided Customer Number	Wholesale Price
N/A	VQA	Vintners Quality Alliance Store. This customer type is only used by the BC Wine Institute and reported electronically only.	LCLB Issued License Number	Wholesale Price

Appendix II – Duty Free Store Listing

Below is a listing of Duty Free Stores in British Columbia:

Store / Customer Number	Duty Free Store Name	Location
900545	DOUGLAS CROSSING DUTY FREE STORE	SURREY, BC
900611	ALDEASA DUTY FREE STORE	RICHMOND, BC
900646	OSOYOOS DUTY FREE STORE	OSOYOOS, BC
900711	VICTORIA DUTY FREE STORE	SIDNEY, BC
900737	TOBACCO PLAINS DUTY FREE STORE	GRASMERE, BC
900810	WEST COAST DUTY FREE STORE	SURREY, BC
900869	KELOWNA DUTY FREE STORE	KELOWNA, BC
900885	ALDERGROVE DUTY FREE STORE	ALDERGROVE, BC
900919	HUNTINGDON DUTY FREE STORE	ABBOTSFORD, BC
900976	KINGSGATE DUTY FREE STORE	KINGSGATE, BC