
B.C. E-SUBSTANCES REPORTING

The [E-Substances Regulation](#) introduced requirements for all businesses who currently sell e-substances or intend to sell e-substances in British Columbia. Business owners must submit a Notice of Intent to Sell E-Substances to the Ministry of Health to sell restricted e-substances from each retail location. There are also requirements to provide individual Product and Manufacturing Reports at least 6 weeks before the product can be sold.

The Ministry of Health has launched the [B.C. E-Substances Reporting](#) application (BCER) for vapour product retailers on December 16, 2020. Retailers are now required to use the BCER to fulfill their new reporting obligations under the [E-Substances Regulation](#).

*Retailers were previously required to submit their Notice of Intent by completing an online survey and submitting their Product and Manufacturing Reports via email to vaping.info@gov.bc.ca. This process **is no longer accepted** by the Ministry of Health.*

This User Assistance Guide has been developed to provide retailers with assistance and troubleshooting tips when using the BCER. The Ministry has also created a [video to walk retailers through the application](#).

Note: If you have submitted your required reports and have waited 6 weeks before selling, you DO NOT need approval from the Ministry of Health or health authorities once 6 weeks have passed.

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BROWSER REQUIREMENTS

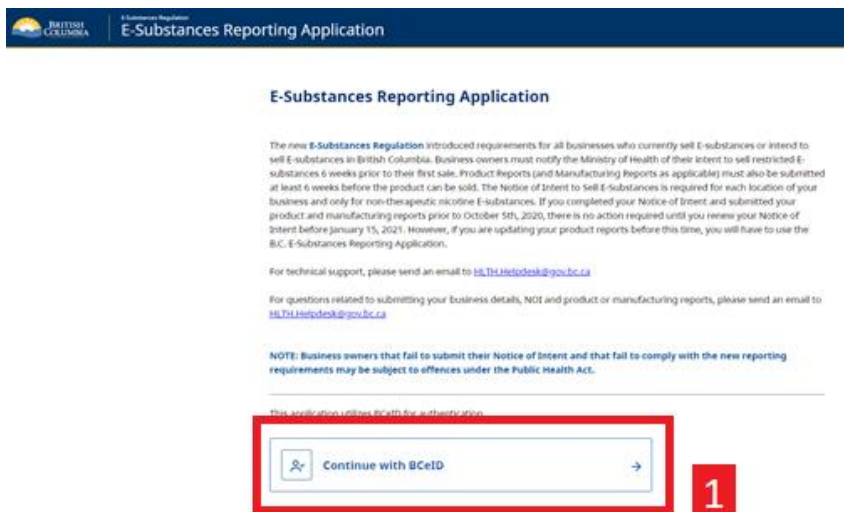
Users must access the database from a desktop computer. **The application is not accessible through a mobile device.** The application supports the latest versions of Firefox, Google Chrome, Safari or Microsoft Edge. **The application is not compatible with Internet Explorer. The BCER is not compatible with mobile devices at this time.**

ACCESSING THE BCER

Welcome Page

When you access the BCER, this is the first page you will see.

1. Select “Continue with BCeID”.



2. You will be forwarded to the BCeID login page to login with an existing Basic BCeID. **Users will use their BCeID USERNAME to login.**
3. If you have forgotten your ID or password, select “Forgot your user ID or password”
4. To create a new Basic BCeID, select “Register for a BCeID”.

LOGIN AND BASIC BcEID

Users must have a Basic BcEID, **NOT** a Business BcEID. To create a Basic BcEID, access the following webpage: <https://www.bceid.ca/register/> (this can be done through the BCER).

1. Select “REGISTER FOR A BASIC BcEID”.

Register for a BcEID

There are three types of BcEID accounts.

Already know what type you want to register for?

Register for a Business BcEID >

Register for a Personal BcEID >

Register for a Basic BcEID > **1**

Not sure which one to register for?

The type of BcEID you need depends on the service you want to use. To find out what type you need:

- Find the service in the service directory. Many of the services that use BcEID are listed in the directory.
- If you can't find the service in the directory, check with the service provider and they'll be able to tell you the type you need.

Have a registration in progress?

Log in to your account to:

- Use the activation code you received in the mail to complete your Business BcEID registration
- Continue your Business BcEID registration at the step you left off
- Check the registration status of your Personal or Business BcEID registration

Log in to Manage Account

BCeID Help Desk is open Monday to Friday (except statutory holidays) from 7:30am to 5:00pm Pacific Time / 8:30am to 6:00pm Mountain Time.

1 888 356-2741 (Canada and USA toll free)

604 660-2355 (Within lower mainland or outside Canada and USA)

Contact us using our [online form](#)

2. Users will enter all of the necessary information to complete the BcEID registration. **Note: users should write down or save their username and password so not to forget it.** If you have forgotten your password, please select “Forgot your user ID or password?” in the login screen. **Please do not create a new profile as there is no way to connect it to your existing business profile.**

Register for a Basic BcEID

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Email

Phone Number (optional)

User ID

Choose your user ID. You'll use this user ID with your password to login.

Password

Choose a password at least 8 characters long, to a max of 14 characters long. Passwords should have lower & upper case letters, numbers and symbols. [Learn more about passwords](#)

2

Once Basic BcEID has been created, log back into <https://bcer.hlth.gov.bc.ca> and follow the steps above.

NAVIGATION

The following section provides information on the navigation through the BCER, including important information about the steps that must be followed as well as key buttons and tips to support data entry.




This is the page you will see when accessing the BCER for the first time.

Welcome to E-Substances Reporting Application

As a first-time user of this application, you need to finish the initial setup of your organization. Next time you login, you will not have to complete this step. If you completed your Notice of Intent prior to September 30th, 2020 using the previous process, you should have been sent a code to register your BCEID with the report that you have already submitted. If you have already submitted a product and manufacturing report using the previous process, this will be uploaded to the application. However, when updating your product and manufacturing reports, you are asked to update these through the application.

Start

Sign Out

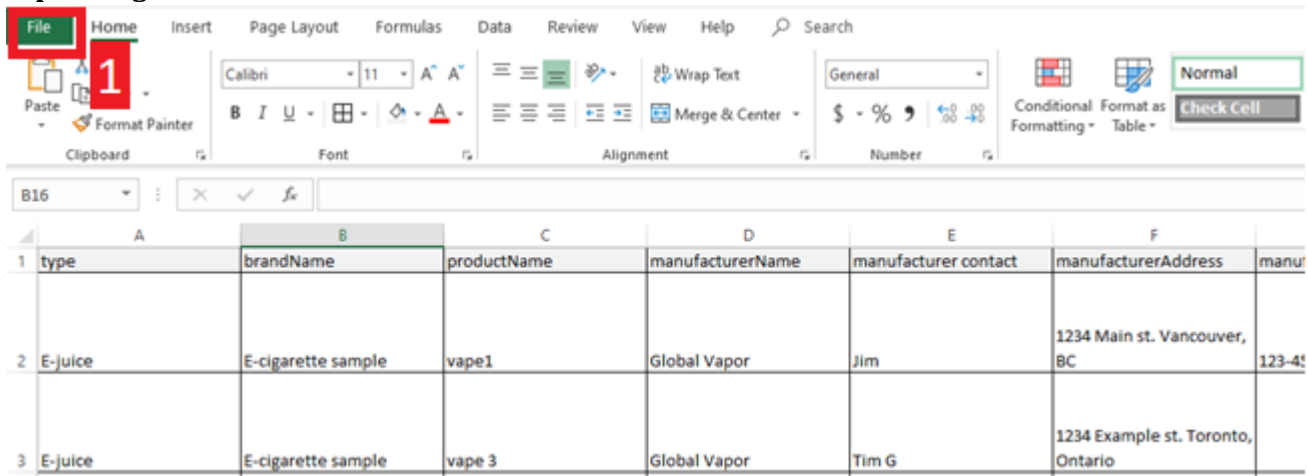
1. Select **“Start”** to proceed.
 - ***If you select any other field, you will receive an error message and will be required to login again.***
2. You can sign out of the BCER at anytime by selecting **“Sign Out”**.
3. The navigation pane along the left will navigate you through the application and includes the reports that must be submitted.
 - ***Please note that the Sales Reporting feature is currently available, though the first sales reporting period is from October 1, 2020 – September 30, 2021. All sales reports for this period will be due by January 15, 2022.***
 - ***The  indicates that you have not yet completed a required step. Once a step has been completed, the  will be changed to a .***

During each step, you will also have the option to download a CSV of the reports that you have submitted, if needed for your records. This can be done by selecting [Download CSV](#) on each table. **NOTE: This is NOT required to progress through the application and is only included as an optional step for retailers, for convenience.**

CONVERTING EXCEL FILES TO CSVs

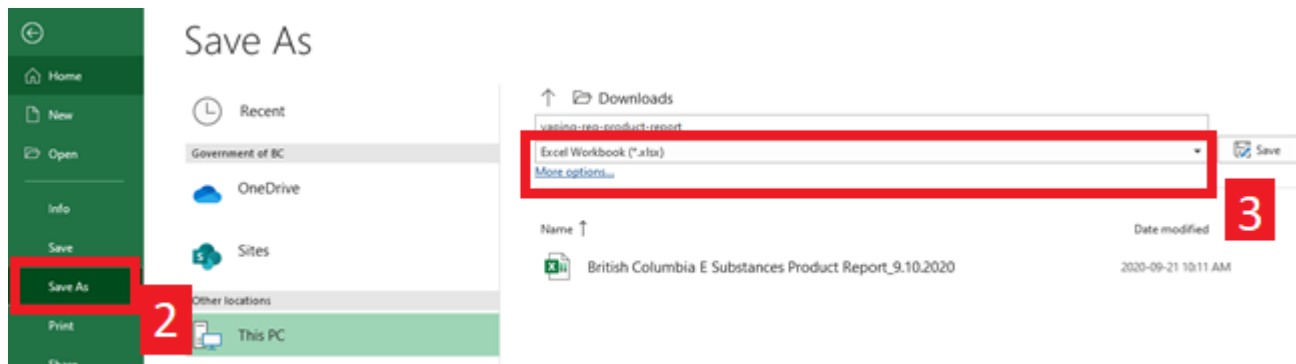
The BCER requires CSV files when uploading information. Only CSVs will be accepted. A CSV file is a plain-text file that supports the transfer of data between applications. Excel files can be converted to CSVs to support data uploads. To convert an Excel file to a CSV file, please use the following steps:

1. Open original Excel document and Select “File”:



The screenshot shown above is an example of a file that is not in yet in the required CSV format as there are a number of formatting features (text wrapping, borders, colour) shown that would not be seen in a CSV file.

2. Select “Save As”.



3. Select the dropdown box under the document name.



4. Select “CSV (Comma delimited) (*.csv)” from the dropdown list.



5. Click “Save”.

6. Close and then reopen the file to confirm that it has been saved as a CSV.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	type	brandName	productName	manufacturer	manufacturer	manufacturer	manufacturer	manufacturer	concentration	container	cartridgeC	ingredient	flavour
2	E-juice	E-cigarette	vape1	Global Va	Jim	1234 Main	123-456-7	contact@	50 mg/ml	100 ml	n/a	Propylene	tobacco
3	E-juice	E-cigarette	vape 3	Global Va	Tim G	1234 Exan	1.11E+09	manufact	900 mg/m	1000 ml	n/a	Propylene	mint
4	vape cartr	E-cigarette	vape 4	Global Va	Bob Smith	1234 Tank	1.23E+09	support@	99 mg/ml	n/a	3 mL	Propylene	ice
5	vape cartr	E-cigarette	vape tank	ModWork	Sam R Ma	1234 5th S	1.11E+09	support@	0 mg/ml	n/a	5 ml	Propylene	apple
6	E-juice	E-cigarette	vape cart	Quick vap	Kathy T	1234 S. No	1.23E+09	support@	20 mg/mL	30 mL	n/a	Propylene	tobacco
7	Disposabl	E-cigarette	use-n-thr	Quick vap	Victoria M	1234 West	1.23E+09	support@	20 mg/mL	n/a	5 mL	Propylene	menthol
8													

The screenshot above shows an example of a file that no longer contains formatting features as it has been saved as a CSV file and this means that it is now ready to upload to the BCER.

MY BUSINESS AND ADDING BUSINESS LOCATIONS

Businesses are required to submit reports for all retail locations. To support the submission of data for multiple locations, businesses may report on all locations under one business profile. Businesses have the option to upload a CSV list of all retail locations or manually enter the business locations.

Entering Business Details

The screenshot shows the 'E-Substances Reporting Application' interface. The top navigation bar includes the British Columbia logo and the text 'E-Substances Reporting Application' and 'Having'. A progress indicator shows three steps: 'Business Details', 'Confirm Locations', and 'Confirm Business Details and Submit'. The 'Confirm Business Details and Submit' step is active. The main content area is titled 'Confirm Your Business Details' and contains a message: 'Please confirm the business details that were entered when registering for your BCeID. If you sell e-substances from this location, please add it as a location in the "Add Business Locations" section. You must also add any additional locations from which you sell e-substances.' Below this is a form titled 'Please confirm your business details below' with the following fields: Business legal name, Name under which business is conducted, Business address line 1, Business address line 2, City, Postal code, Business phone number, and Business email. A red box highlights the form, and a red square with the number '1' is placed to the left of the form.

1. Begin by entering the information for your business. The database is designed to collect business contact details as well as the details for each retail location (in the next step). Therefore, please ensure that you provide information for your business and the **information for each retail premises, when adding locations.**

Add Locations

You are required to submit reports for all retail locations from which you sell e-substances.

All businesses must add at least 1 location into the application. If the address identified in the Business Details section is the same address for the a retail premises, it must still be added as a location.

You have two options for adding locations to your business:

- 1. Upload a CSV file of all locations
- 2. Add locations manually

Add Business Locations (CSV Upload)

Add Business Locations

Please provide all the business locations that have sales premises. If you are uploading a prefilled file, please ensure that you are using a CSV.

Upload Business Location List File
Upload a prefilled location list file from your device.
[\(Download Business location CSV template\)](#) **1**

Add Business Locations Manually
Fill in the form with business location details. **2**

Next

Upload Business Location List File

- 1. To upload a CSV, drag your CSV file from your desktop into the data upload section.
- 2. Retailers can also select “browse from your device”.
 - a. Business owners may use their own CSV files if it contains the correct headers.
- 3. The Ministry has created a CSV template for retailers to use (please delete the sample data before submitting).



location-template
(1).csv

a.

Upload Business Location List File
Upload a prefilled location list file from your device.
[\(Download Business location CSV template\)](#) **3**

Drop your product report here, or [browse from your device.](#) **2**
Supported: csv

1

Header Mapping

The BCER uses Header Mapping to match required headings in the BCER headers in a CSV file. This allows retailers to use their own templates or templates provided by manufacturers for uploading required reports.

Map Your Provided CSV Headers

Required field in our system	Required field in our system
Business Address B	Address A
Business Address 2	Address 2
Postal Code	Postal Code
City	City

1. You will match the headers from your CSV file (A) to the headings required in the database (B).
 - o If you are using your own template, the title of each header may not be identical.
2. Once all headers have been mapped, click “Map Headers”.

Retail location health authority region: Health Authority


The name this location is doing business as: Doing Business As

Do you manufacture E-substances on premises?: Manufacturing **2**

3. You will receive a message that you have mapped your CSV successfully.
4. Select “Next”

Please provide all the business locations that have sales premises. If you are uploading a prefilled file, please ensure that you are using a CSV.

Upload Business Location List File
 Upload a prefilled location list file from your device.
[\(Download Business location CSV template\)](#)

 **vaping-reg-business-locations (11).csv**
 Your CSV file has been mapped successfully. Click next to complete upload and confirm your entries.
[Replace with new upload](#)


Add Business Locations Manually
 Fill in the form with business location details.

Next

Confirm Business Locations:

Once you have successfully uploaded your CSV, you will be asked to confirm your list of business locations:

Confirm Business Locations

 Confirm the details of the business locations that you have added on the previous page. You will be able to update this information at any time. Upon completion of this section you will be able to complete a Notice of Intent to sell E-substances and submit Product and Manufacturing Reports for each location you have listed.

Please confirm your business locations. Ensure that all locations have been entered correctly as they are required when submitting reports and your notice of intent to sell e-substances.

Business Locations

You have 69 retail locations.

+ Add Location

Download CSV

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
123 test street	unit 2	v8v 8v8	victoria	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v8v 8v8	kelowna	222-333-4444	vapingtest@test.ca	interior	test site 1
134 test rd	unit 7	v8v 8v8	vancouver	222-333-4444	vapingtest@test.ca	vancouver coastal health	test site 1
456 test		v8v 8v8	quesnel	222-333-4444	vapingtest@test.ca	northern	test site 1
456 test	unit 2	v8v 8v8	tofino	222-333-4444	vapingtest@test.ca	island	test site 1

5 rows
< 1 2 > |

← Edit Uploaded Information
Next


5. If you forgot to add a location, select add location.
6. Navigate through pages using the navigation bar.
7. To return to the previous page, you can select “Edit Uploaded Information”.
8. Once you have confirmed that all information is correct, select “Next”.
9. You can download a CSV of your file, if needed.
10. You can also edit or delete individual lines by scrolling to the right in the table and selecting edit or delete:

Doing Business As	Minors Allowed	Manufacturing Premises	
test site 1	no	no	<input type="button" value="Edit"/> 
test site 1	yes	no	<input type="button" value="Edit"/> 

10

Once your location information has been submitted, you will receive the following message and can proceed to submit your Notice of Intent and Product/Manufacturing Reports.

My Business

 **Your Business Details have been submitted.**

To continue to sell vape products you must also submit the following items: Notice of intent, Product Report, and Manufacturing Report (if your retail locations also manufacture e-vape products)

Add Locations Manually

- 1. Select “Add Business Locations Manually”.

Add Business Locations

Please provide all the business locations that have sales premises. If you are uploading a prefilled file, please ensure that you are using a CSV.

Upload Business Location List File
Upload a prefilled location list file from your device.
[\(Download Business location CSV template\)](#)

Add Business Locations Manually
Fill in the form with business location details. **1**

- 2. Select “Add Location”.

Add Business Locations Manually
Fill in the form with business location details.

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As	M
111 test st		v8v 8v8	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1	nc

5 rows |< < 3 4 5 > >|

2

Once you have selected “Add Location”, you see the following screen to enter the location information:

Add Business Location **3**

Address of sales premises from which restricted e-substance sold

Business address line 1 _____ Business address line 2 _____

Postal Code _____ City _____

Business Contact Info of sales premises from which restricted e-substance sold

Business Email _____ Business Phone Number _____

The name this location is doing business as _____

- 3. Fill in all required fields.

When completing the following question: you may select "Other" if your business is has a separate section that is age-restricted:

Please state if persons under 19 years of age are permitted on the sales premises (required)

If your retail location has unique circumstances surrounding age-restriction, please select "other" and describe in the comment box below.

Yes

No

Other

Please provide details

4. When all fields are completed, select "Submit".

Which regional health authority is the sales premises located in? A map of the regional health authorities can be found at the [following link](#)

- Fraser Health
- Interior Health
- Island Health
- Northern Health
- Vancouver Coastal Health

Please select your Health Authority 5

Do you produce, formulate, package, repack or prepare restricted e-substances for sale from this sales premises?

- Yes
- No

This is a required field

Cancel

Submit

4

5. If you have missed a required field, you will be prompted to complete the field.

Continue these steps for all locations that you would like to add manually.

6. Once you have submitted all locations manually, you will select "Next" at the bottom of the page:

6

Once you have added all locations manually, you will be asked to confirm your list of business locations:

Confirm Business Locations



Confirm the details of the business locations that you have added on the previous page. You will be able to update this information at any time. Upon completion of this section you will be able to complete a Notice of Intent to sell E-substances and submit Product and Manufacturing Reports for each location you have listed.

Please confirm your business locations. Ensure that all locations have been entered correctly as they are required when submitting reports and your notice of intent to sell e-substances.

Business Locations

You have 69 retail locations.

Add Location 7
Download CSV 11

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
123 test street	unit 2	v8v 8v8	victoria	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v8v 8v8	kelowna	222-333-4444	vapingtest@test.ca	interior	test site 1
134 test rd	unit 7	v8v 8v8	vancouver	222-333-4444	vapingtest@test.ca	vancouver coastal health	test site 1
456 test		v8v 8v8	quesnel	222-333-4444	vapingtest@test.ca	northern	test site 1
456 test	unit 2	v8v 8v8	tofino	222-333-4444	vapingtest@test.ca	island	test site 1

5 rows

 < 1 2 > >>

8

← Edit Uploaded Information 9
Next 10

7. If you forgot to add a location, select add location.
8. Navigate through pages using the navigation bar.
9. To return to the previous page, you can select “Edit Uploaded Information”.
- 10. Once you have confirmed that all information is correct, select “Next”.**
11. You can download a CSV of your file, if needed.

12. You can edit or delete individual lines by scrolling to the right in the table and selecting edit or delete ():

Business Phone	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises	
33-4444	vapingtest@test.ca	island	test site 1	no	no	<div style="border: 1px solid red; padding: 2px 5px; display: inline-block;"> Edit </div> 12
33-4444	vapingtest@test.ca	interior	test site 1	yes	no	<div style="border: 1px solid red; padding: 2px 5px; display: inline-block;"> Edit </div>

Once your business information has been submitted, you will receive the following message and can proceed to submit your Notice of Intent and Product/Manufacturing Reports:

My Business



Your Business Details have been submitted.

To continue to sell vape products you must also submit the following items: Notice of Intent, Product Report, and Manufacturing Report (if your retail locations also manufacture e-vape products)

SUBMITTING NOTICE OF INTENT TO SELL E-SUBSTANCES

Business owners must notify the Ministry of Health of their intent to sell restricted e-substances by submitting a Notice of Intent to Sell E-Substances to the Ministry of Health at least 6 weeks before their first sale. The **Notice of Intent to Sell E-Substances** is required for each separate sales premises for your business and for the sale of non-therapeutic nicotine e-substances. Business owners are required to submit the following information:

- Legal name of business
- Name under which business conducted
- Address of sales premises from which restricted e-substances are sold
- Phone number for sales premises
- Email address for sales premises
- Webpage for sales premises (if applicable)
- If persons under 19 years of age are permitted on the sales premises
- Health authority in which the retail location is located




The Notice of Intent must also be submitted prior to January 15 of each year that a retailer intends to continue sales.

NOTE: Business owners that fail to submit their Notice of Intent and that fail to comply with the new reporting requirements may be subject to offences under the *Public Health Act*.

Once you have entered your business information and added locations, you will be able to submit your Notice of Intent (NOI).

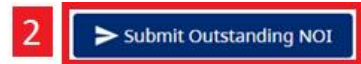
1. Select “NOI”. **Note: you may only submit a NOI once a location has been added.**

Next steps

	NOI Submit Notice of Intent to sell E-substances	1	→
	Product Report Manually fill in form or upload CSV file		→
	Manufacturing Report Manually fill in form or upload CSV file		→

2. Select “Submit Outstanding NOI”.

Notice of Intent



Business owners must notify the Ministry of Health of their intent to sell restricted E-substances by submitting a Notice of Intent to sell E-Substances to the Ministry of Health. The Notice of Intent to Sell E-Substances is required for each separate sales premises for your business and for the sale of non-therapeutic nicotine E-substances. Business owners will be required to submit the following information:

- Legal name of business
- Name under which business conducted
- Address of sales premises from which restricted E-substances are sold
- Phone Number for sales premises
- Email address for sales premises
- Webpage for sales premises (if applicable)
- If persons under 19 years of age are permitted on the sales premises
- Health authority in which the retail location is located

The business owner must submit the Notice of Intent a minimum of 6 weeks before an e-substance is first sold from the sales premises. The Notice of Intent must also be submitted prior to January 15 of each year that a retailer intends to continue sales.

3. To view a list of the locations with outstanding NOIs, scroll down to the following table:

Outstanding Notice of Intent

Business Locations

You have 10 retail locations that need a Notice of Intent [Download CSV](#)

Address 1	Added Date	Status
123 government street, v8v 8v8, test	Jan 06, 2021	Not Submitted
111 test st, v8v 8v8, surrey	Jan 06, 2021	Not Submitted
123 test street, v8v 8v8, prince george	Jan 06, 2021	Not Submitted
134 test rd, v8v 8v8, fort st john	Jan 06, 2021	Not Submitted
111 test st, v8v 8v8, port renfrew	Jan 06, 2021	Not Submitted

5 rows ◻ |< < 1 2 > >|

4. To submit all outstanding NOIs, select “Submit”.

Confirm and Submit Notice of Intent

Ensure that all of your locations are here and correct. You may also download a CSV version of your location list for your review. When you have confirmed that all of your locations are correct, please press the submit button.

Business Locations
You have 10 retail locations

[Download CSV](#)

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business
123 government street	unit 123	v8v 8v8	test	111-222-2222	test@test.ca	interior	Test Location
111 test st		v8v 8v8	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1
123 test street		v8v 8v8	prince george	222-333-4444	vapingtest@test.ca	northern	test site 1
134 test rd		v8v 8v8	fort st john	222-333-4444	vapingtest@test.ca	northern	test site 1
111 test st		v8v 8v8	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1

5 rows |< < 1 2 > >|

4 [Submit](#)

5. Confirm and agree that you would like to submit your NOI.

Confirm Your Submission and Acknowledge

You are about to submit notice of intent for all of your businesses' retail locations.

I agree that the location information entered above is correct and wish to submit my Notice of Intent.

5

[Cancel](#)

[Confirm](#)

SUBMITTING PRODUCT REPORTS

As a business owner who intends to sell e-substances in British Columbia, you are required to provide product reports for each restricted e-substance you intend to sell. Product Reports must be submitted at least 6 weeks prior to selling a restricted e-substance.

A Product Report must include the following information for each e-substance that will be sold from the sales premises:

- The name and contact information of the manufacturer
- The brand name and product name
- The type of product
- The concentration of nicotine (in mg/mL)
- The capacity (in mLs), of either the refillable container, or the tank/cartridge to hold the e-substance
- A list of all the ingredients in an e-substance (both the common and scientific names unless one of these names is not available from the manufacturer)

If any of the above information changes for a specific e-substance, the business owner must report this change to the Ministry within 7 days of selling the changed product.

This section outlines the process for submitting a product report. **Note: you may only access the Product Reports section of the database once a Notice of Intent has been submitted.**

1. Select either of the Product Report buttons below.

The screenshot displays the 'Notice of Intent' section of the reporting interface. On the left sidebar, the 'Product Reports' menu item is highlighted with a red box and a red '1'. The main content area shows a green notification bar stating 'Your Notice of Intent has been submitted.' Below this, a message indicates that to continue selling vape products, users must submit Product Reports and Manufacturing Reports. The 'Next steps' section lists three items: 'NOI' (submitted), 'Product Report' (highlighted with a red box and a red '1'), and 'Manufacturing Report'. The 'Product Report' item includes the instruction 'Manually fill in form or upload CSV file' and a right-pointing arrow.

- Select "Submit Product Report". **Note:** the process is the same for submitting your initial Product Report and any subsequent reports.

Product Report



You have outstanding product reports that need to be submitted

You need to submit product reports for all locations listed in the "Outstanding Product Reports" section of this page. Click the "Submit Product Report" button to begin your submission.

- To view the locations that have outstanding Product Reports, scroll down the Product Reports page and you will see the following table:

Outstanding Product Reports

Business Locations
You have 9 retail locations [Download CSV](#)

Address 1	Added Date	Status
123 test street, v8v 8v8, prince george	Jan 05, 2021	Not Submitted
134 test rd, v8v 8v8, vancouver	Jan 05, 2021	Not Submitted
111 test st, v8v 8v8, port renfrew	Jan 05, 2021	Not Submitted
456 test, v8v 8v8, tofino	Jan 05, 2021	Not Submitted
134 test rd, v8v 8v8, fort st john	Jan 05, 2021	Not Submitted

5 rows |< < 1 2 > >|

When submitting Product Reports, you can either upload a CSV file or add products from an existing location, if you have previously submitted a Product Report for another one of your locations.

[← Cancel](#)

Add/Upload File



You are required to submit a Product Report for all locations that you have added. You must only submit 1 product report per location. If your location sells products from multiple manufacturers, please combine the reports into one reporting using the CSV template provided. You may choose to submit the same product report for multiple locations, if applicable.



Upload Product List File

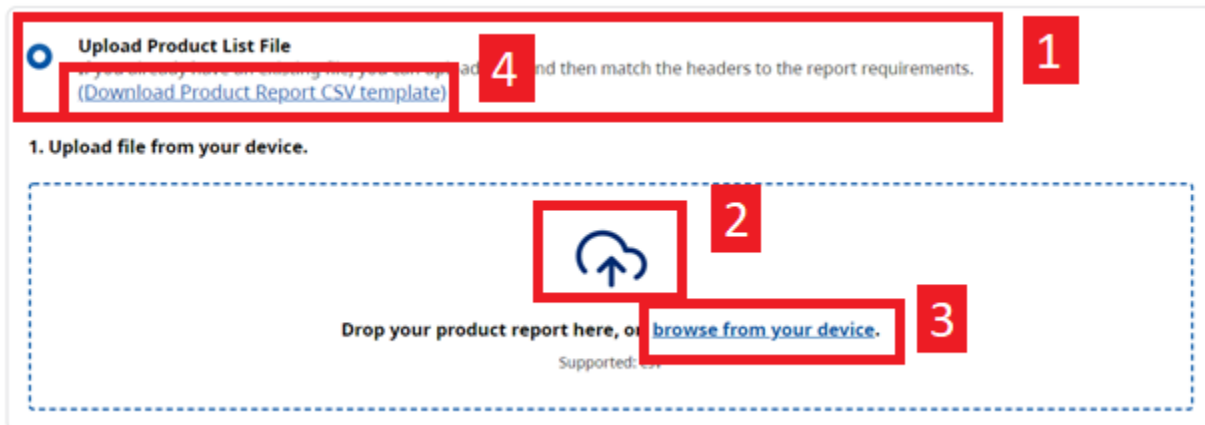
If you already have an existing file, you can upload here and then match the headers to the report requirements. [\(Download Product Report CSV template\)](#)



Add from existing location

Reuse a product report that you have previously submitted from an existing retail location

Upload a Product Report File:



1. Select "Upload Product List File"
2. To upload a file, you can either drag and drop the file from your desktop to the box.
3. You may also select "browse from your device" which will open the file viewer from your computer.
 - a. All files must be uploaded as a CSV file (see Converting files to CSVs). Uploading a file that has not been saved as a CSV will result in an error.
4. The Product Report CSV template provides retailers with a sample template of the required criteria for submitting a product report. You may download this template and use it for submitting product reports (please ensure you delete the explanatory text on row 2).



product-reports-template-bcer (3).csv

a.

Note: when submitting new products that you intend to sell, YOU MUST ONLY SUBMIT THE NEW PRODUCTS THAT HAVE BEEN ADDED. If you resubmit your entire product report, each product will show up twice on your product list and will impact your Sales Report.

Header Mapping

Once a Product Report CSV has been uploaded, you must map the headers from your CSV (A) to the headers contained in the database (B):

5. You must match the headers from your CSV file to the appropriate headings in the database. If you are using your own template, the title of each header may not be identical.
6. Once all headers have been mapped, click the blue button “Map Headers” at the bottom of the table.

Confirm & Submit

You will be asked to confirm the products that you would like to submit:

Confirm Product List

Please confirm that your product list file has imported correctly. Once you confirm your product file, press the "Next" button to select which location(s) this product list applies to.

Confirm Product List
6 products found

9 Download CSV

Type of product	Brand name	Product name	Manufacturer's name	Manufacturer Contact	Manufacturer's address	Ma
E-juice	E-cigarette sample	vape1	Global Vapor	jim	1234 Main st. Vancouver, BC	12
E-juice	E-cigarette sample	vape 3	Global Vapor	Tim G	1234 Example st. Toronto, Ontario	11
vape cartridge	E-cigarette sample	vape 4	Global Vapor	Bob Smith	1234 Tank st. Victoria, BC	12
vape cartridge	E-cigarette sample	vape tank	ModWorld	Sam R MacDonald	1234 5th St. Calgary, Alberta	11
E-juice	E-cigarette sample	vape cart	Quick vapor	Kathy T	1234 S. North st. Victoria, BC	12

5 rows 7

8 Next

7. If you have submitted more than 5 products, you can navigate by using the arrows and page numbers at the bottom right of the table.
8. Once you have confirmed that the products you are submitting, select "Next".
Please note that the "Download CSV" button is not mandatory and may be used for convenience
9. Select the locations. **Note:** you may select all locations by choosing the checkbox in the top left.
10. Press submit.

← Cancel

Select Locations

Select the location that this product list applies to, you can select multiple locations if they will sell the same inventory.

Select locations that this report applies to.
You have 50 retail locations

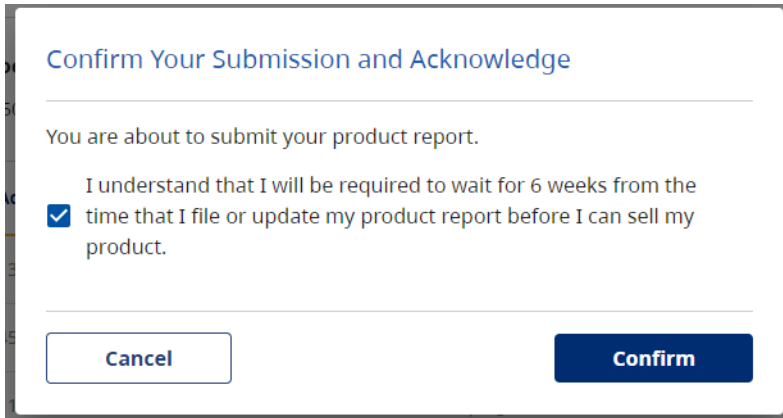
Download CSV

		Email Address	Phone Number	
<input checked="" type="checkbox"/>	10	134 test rd, v8v 8v8, fort st john	vapingtest@test.ca	222-333-4444
<input checked="" type="checkbox"/>		456 test, v8v 8v8, quesnel	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>		111 test st, v8v 8v8, kelowna	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>		111 test st, v8v 8v8, surrey	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>		123 test street, v8v 8v8, victoria	vapingtest@test.ca	222-333-4444

5 rows 11

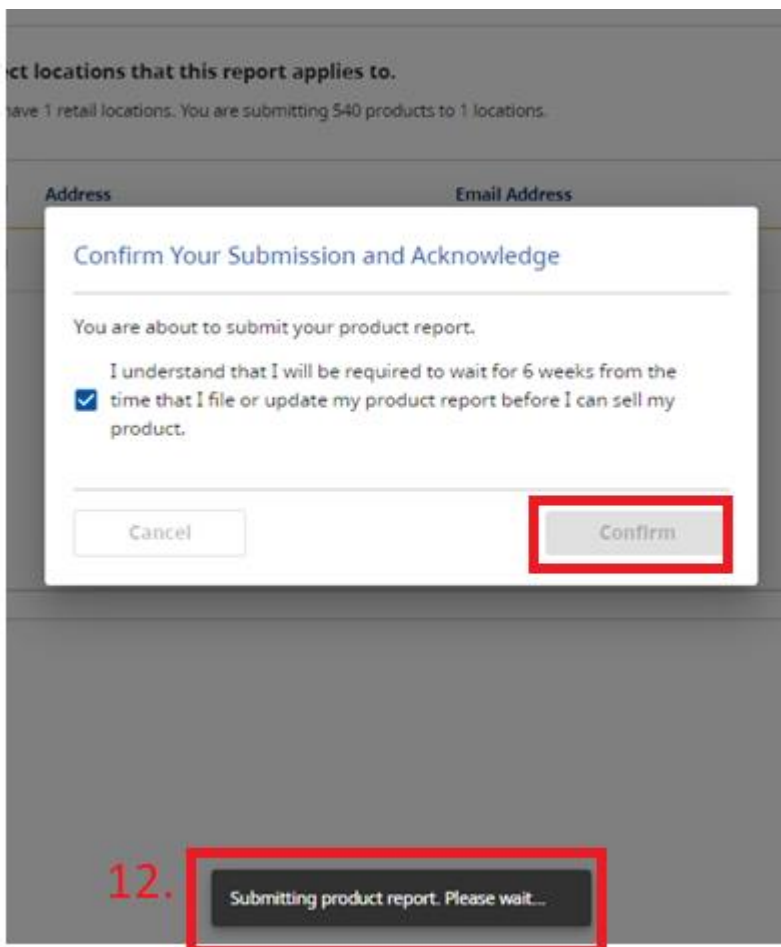
Submit

Once submitted, you will confirm that you would like to submit the Product Report. **Submission of your product report does not indicate Ministry approval of your product list. You must adhere to the restrictions outlined in the E-Substances Regulation.**



The screenshot shows a white dialog box with a blue title bar that reads "Confirm Your Submission and Acknowledge". Below the title bar, the text says "You are about to submit your product report." There is a checked checkbox followed by the text "I understand that I will be required to wait for 6 weeks from the time that I file or update my product report before I can sell my product." At the bottom of the dialog box, there are two buttons: a white "Cancel" button on the left and a blue "Confirm" button on the right.

11. Once you have confirmed, the following message will inform you that your product report is being submitted. The "Confirm" button will be disabled to avoid duplicate entries. **Note:** it may take longer for large files.



The screenshot shows a grey background with a white dialog box in the center. The dialog box has the same title and text as the previous screenshot. The "Confirm" button is now grey and disabled, and it is highlighted with a red rectangular box. Below the dialog box, there is a dark grey loading bar with the text "Submitting product report. Please wait..." in white, also highlighted with a red rectangular box. The number "12." is written in red to the left of the loading bar.

Add from existing location:

- 1. Select “Add from Existing Location.”
- 2. You can search the address of the existing retail location.
- 3. Select “Next”.

Add from existing location
Reuse a product report that you have previously submitted from an existing retail location

Next

- 4. Confirm the product list and select “Next”.

Confirm Product List

Please confirm that your product list file has imported correctly. Once you confirm your product file, press the “Next” button to select which location(s) this product list applies to.

Confirm Product List
6 products found Download CSV

Type of product	Brand name	Product name	Manufacturer's name	Manufacturer Contact	Manufacturer's address	Me
E-juice	E-cigarette sample	vape1	Global Vapor	jim	1234 Main st. Vancouver, BC	12
E-juice	E-cigarette sample	vape 3	Global Vapor	Tim G	1234 Example st. Toronto, Ontario	11
vape cartridge	E-cigarette sample	vape 4	Global Vapor	Bob Smith	1234 Tank st. Victoria, BC	12
vape cartridge	E-cigarette sample	vape tank	ModWorld	Sam R MacDonald	1234 5th St. Calgary, Alberta	11
E-juice	E-cigarette sample	vape cart	Quick vapor	Kathy T	1234 S. North st. Victoria, BC	12

5 rows |< < 1 2 > >|

Next

- 5. Select the locations for which the report will apply.
- 6. Select “Submit”.

[← Cancel](#)

Select Locations

Select the location that this product list applies to, you can select multiple locations if they will sell the same inventory.

Select locations that this report applies to.
You have 50 retail locations [Download CSV](#)

<input type="checkbox"/>	Address	Email Address	Phone Number
<input checked="" type="checkbox"/>	134 test rd, v8v 8v8, fort st john	vapingtest@test.ca	222-333-4444
<input checked="" type="checkbox"/>	456 test, v8v 8v8, quesnel	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>	111 test st, v8v 8v8, kelowna	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>	111 test st, v8v 8v8, surrey	vapingtest@test.ca	222-333-4444
<input type="checkbox"/>	123 test street, v8v 8v8, victoria	vapingtest@test.ca	222-333-4444

5 rows | < < 9 10 > >|

6 [Submit](#)

- 7. Confirm to submit the Product Report.

Confirm Your Submission and Acknowledge

You are about to submit your product report.

I understand that I will be required to wait for 6 weeks from the time that I file or update my product report before I can sell my product.

[Cancel](#) [Confirm](#)

DELETING A PRODUCT REPORT:

Retailers can now delete a product report if it was submitted in error. The purpose of this section is to reduce the number of duplicates that are submitted into the application.

Note: the purpose of this section is NOT to manage your product lists, but rather to correct anything that may have been submitted in error. If you delete a product, you will NOT be able to submit a sales report for that product.

By deleting the product report, you will delete all products that were included in that submission.

- To review your previously submitted product reports, select “Product Reports” on the lefthand side of the BCER.

The screenshot shows the BCER navigation menu on the left with "Product Reports" selected and highlighted with a red box and the number "1.". The main content area is titled "Product Report" and includes a "Submit Product Report" button. Below the title, there is explanatory text and a list of required information for a product report:

- The name and contact information for the manufacturer
- The brand name and product name
- The type of product
- The concentration of nicotine (in mg/mL)
- The capacity (in mLs) of either the refillable container, or the tank/cartridge to hold the E-substance
- A list of all the ingredients in an E-substance (both the common and scientific names unless one of these names is not available from the manufacturer)

Additional text states: "If any of the above information changes for a restricted E-substance product, the business owner must report this change to the Ministry within 7 days of selling the changed product."

- On the product reporting screen, scroll down to the table titled “Submitted Product Reports”. This will show you all of your previous product report submissions.
- Once you have found the report that you would like to review, select “View.”

2. Product Report Submissions

The screenshot shows the "Product Report Submissions" section with the text "You have submitted 2 product reports". Below this is a table with two columns: "Submission Date" and "Products Submitted".

Submission Date	Products Submitted	
March 29, 2021 10:51 AM	540	3. View
March 29, 2021 10:49 AM	1068	View

At the bottom right of the table, there is a pagination control showing "5 rows" and navigation arrows.

4. This screen will show you submission details: the date the product report was submitted, the products that you have submitted and the locations for which the product report applies.
5. You can review the locations that the report is attached to.
6. You can download a CSV file for this submission by selecting “Download CSV”. The purpose of this is only to review your submission in Excel.
7. To cancel and return to the previous screen, select “Cancel”.
8. To delete the product report, select “Delete”. **Note: this will delete the product report from all locations that it applies to.**

7. 

Delete Products in Submission



On this page, you can review and delete a product report. If you have submitted this product report in error, or you have accidentally resubmitted your entire list of products (instead of just the new ones), you can select “delete” and upload a new product report that contains the correct information. **Please note that this will delete the product report from all locations that are currently attached to it.**

4. **Products in this Submission**
28 products found, submitted on May 11, 2021 8:33 AM

6. 

Concentration (mg/mL)	Container capacity (ml)	Cartridge capacity (ml)	Ingredients	Flavour
.1 / 3 / 6 / 10 / 12 / 18 / 20 MG/ML	30ML	N/A	Vegetable Glycerin, Propylene Glycol, Nicotine, Flavor	Fruit
.1 / 3 / 6 / 10 / 12 / 18 / 20 MG/ML	30ML	N/A	Vegetable Glycerin, Propylene Glycol, Nicotine, Flavor	Fruit
.1 / 3 / 6 / 10 / 12 / 18 / 20 MG/ML	30ML	N/A	Vegetable Glycerin, Propylene Glycol, Nicotine, Flavor	Fruit
.1 / 3 / 6 / 10 / 12 / 18 / 20 MG/ML	30ML	N/A	Vegetable Glycerin, Propylene Glycol, Nicotine, Flavor	Fruit
.1 / 3 / 6 / 10 / 12 / 18 / 20 MG/ML	30ML	N/A	Vegetable Glycerin, Propylene Glycol, Nicotine, Flavor	Fruit

5 rows | < < 1 2 > >|

5. **Locations Affected**

Doing Business As	Address	City	Postal Code	Health Authority
fsd	sdf	f	n8n8n8	interior
m,ns	gsf	gh	v8r 2c5	interior

8. 

9. Once you select Delete, you will be asked to confirm that you wish to delete the report. **Note: if you delete a product report, you will NOT be able to submit a sales report for all products that are deleted.**

9.

Confirm Deletion of Submission

You are about to delete these products

I understand that this action is final and confirm that I am deleting the products above. Locations that were using these products will no longer have them listed.

Cancel

Confirm

10. The Product Report will no longer be in your list of submitted product reports.

Product Report Submissions

In this section, you can review the product reports that you have submitted. When you select “view” you can review and delete specific submissions.

Note: the purpose of this option is to delete products that were submitted in error. If you are no longer selling a product, please **do not delete** the product from the list, as you will be required to report on it for your sales report in that current year.

10.

Product Report Submissions

You have submitted 1 product reports

Submission Date	Products Submitted	
May 11, 2021 8:33 AM	28	View

5 rows ▾ |< < 1 > >|

SUBMITTING MANUFACTURING REPORTS

As a business owner, if a retailer formulates, packages, re-packages or prepares restricted e-substances for sale at your sales premises, you are required to provide information about those e-substances. Manufacturing Reports must be submitted at least 6 weeks prior to selling the e-substance at the retail location.

A Manufacturing Report must include the following information for each e-substance that will be sold from the sales premises.

- Name and contact information of the manufacturer of each ingredient
- Both the common and scientific names of each ingredient, unless one of these names is not available from the manufacturer

If your business manufactures e-substances for sale at your sales premises, then you are required to submit Manufacturing Reports for those products. This section will walk you through the process for submitting a Manufacturing Report for your products.

1. If you manufacture products, you must answer “Yes” to the following question when entering your business location information:

The name this location is doing business as

Please state if persons under 19 years of age are permitted on the sales premises (required)

If your retail location has unique circumstances surrounding age-restriction, please select “other” and describe in the comment box below.

- Yes
 No
 Other

Which regional health authority is the sales premises located in? A map of the regional health authorities can be found at the [following link](#)

- Fraser Health
 Interior Health
 Island Health
 Northern Health
 Vancouver Coastal Health

Do you produce, formulate, package, repackage or prepare restricted e-substances for sale from this sales premises?

- Yes
 No

1

Cancel

Submit

If you believe you have incorrectly been asked to enter a manufacturing report, please return to the “My Business” section and confirm that you have answered “No” to the question above.

If you answer yes, the following section will be displayed for you to complete:

Manufacturing Report

2




You have outstanding manufacturing reports that need to be submitted
To submit your manufacturing report click the "Submit Manufacturing Report" button.



If you forgot to specify that you manufacture at any locations, you need to go back to My Business and edit the location information.

[← Back to My Business](#)

2. Select "Submit Manufacturing Report".

Completing a Manufacturing Report

1. Manufacturing reports must be entered manually. For each product that you manufacture, complete the following.

1

Add Manufacturing Report



You are required to enter this information manually. This section only applies to retailers that formulate, package or re-package e-substances for sale from their retail location. If you believe this does not apply to your business or any of your locations, please return to the business details section and select "No" on the question "Does your business formulate, package or re-package e-substances for sale in your retail location?"

1. Name and contact information of the manufacturer of each ingredient.

Both the common and scientific names of each ingredient, unless one of these names is not available from the manufacturer.

Product Name

Ingredient name

A

Scientific Name

B

Manufacturer Name

Manufacturer Address

Manufacturer Email

Manufacturer Phone

[+ Add Ingredient](#)

2

2. To add additional ingredients, select "Add Ingredient".
3. You must enter one of either the ingredient name (A) or the scientific name (B).

4. Once you have added all ingredients, you will be able to select the locations.
5. Press “Submit”:

2. Location Information

Please select the location(s) that this manufacturing report applies to

<input checked="" type="checkbox"/>	Address	Email Address	Phone Number
<input checked="" type="checkbox"/>	456 test, v8v 8v8, tofino	vapingtest@test.ca	222-333-4444
<input checked="" type="checkbox"/>	456 test, v8v 8v8, tofino	vapingtest@test.ca	222-333-4444

4

5 rows ▾ |< < 1 > >|

5 **Submit**

Once you are ready to submit, you will be prompted to agree with the required waiting period before selling the e-substance.

Confirm Your Submission and Acknowledge

You are about to submit your manufacturing report along with the Notice of Intent to sell e-substances.

- I understand that I will be required to wait for 6 weeks from the time that I file or update my manufacturing report before I can sell my product.

Cancel

Confirm

Once your Manufacturing Report has been submitted, you will receive the following confirmation:



Your Manufacturing Report has been uploaded.

Retailers can review their submissions by entering the Manufacturing Reports section of the BCER and scrolling to the following table:

Submitted Manufacturing Reports

Manufacturing List

Product name	Submitted Date	Locations	
122	Nov 26, 2020	2	View
Manufactured Test Product 1	Jan 08, 2021	2	View
Manufactured Test Product 1	Jan 08, 2021	2	View
test product 1	Jan 08, 2021	2	View

5 rows |< < 1 > >|

SALES REPORTS

Prior to January 15th of each year, business owners must report the vapour product sales that have occurred during a specified reporting period. For each type of vapour product sold, a business owner must report on:

- The number of containers and cartridges sold, grouped by brand name and product name
- The volume (in mLs) of restricted e-substance in the product
- The flavour, if the e-substance in the product is flavoured

Sales data must be submitted annually, based on data that is collected during the reporting period of **October 1st** of the previous year **to September 30th** of the current year. For example, from October 1, 2020 to September 30, 2021. The due date for submitting Sales Reports is January 15th of every year.

Business owners must submit their first sales report by **January 15, 2022** for the sales period of **October 1, 2020 to September 30, 2021**.

When you are ready to submit your sales report, you will select the “Sales Report” section of the database.

The Sales Report section of the BCER will be available on October 1, 2021.

The BCER requires retailers to upload a CSV template for each business location. All sales for a specific location must be uploaded in one CSV file. Once a report has been submitted, retailers may submit a new report for that location but **it will replace the previously submitted report for that location**.

- My Business
- NOI
- Product Reports
- Manufacturing Reports
- Sales Reports

SALES REPORT TEMPLATE

Businesses are required to upload a CSV file of their sales report for each location and must include a line item for each product they have sold during the reporting period.

The Tobacco and Vapour Products Control Program has developed the following CSV template that businesses may use to support their sales report submissions.



vaping-reg-sales-report.csv

The CSV template distinguishes between containers (which are restricted to a maximum of 30 mLs) and cartridges (which are restricted to a maximum of 2 mLs). If an e-substance is only sold in either a container or cartridge, the retailer may leave the other column blank.

The UPC column is optional for businesses.

If a retailer chooses to use their own CSV file, retailers must ensure that the following headers are included in the template:

- Brand name
- Product name
- Nicotine Concentration (*optional*)
- Cartridge capacity
- Container capacity
- Flavour
- UPC code (*optional*)
- Number of containers
- Number of cartridges sold

SUBMITTING SALES REPORTS

- 1. To submit a sales report, choose “Select” for the location that you would like to submit a sales report. **Note: you may submit a Sales Report at any time between October 1 and January 15.**
- 2. You can review the status of your Sales Report for each location by reviewing the “Status” column in the “Sales Reports” table.
- 3. If the location that you are submitting a Sales Report for is not listed, you may search for it using the search bar in the top left corner of the table.
- 4. If you have more than 5 locations, you can navigate through the pages using the arrows along the bottom of the table.

Sales Reports

You are required to submit a Sale Report for all locations that you have added. You must only submit 1 Sale Report per location. Select the locations that this Sale Report applies, by clicking on "Select" button. You must submit a Sale Report for all locations where you formulate, package or re-package e-substances.

Outstanding Sales Reports

Business Locations
You have 2 retail location(s) that are missing Sales Reports

3.

Doing Business As	Address 1	City	Timeline	Status	1. <input type="button" value="Select"/>
Vape Test 4	Test 4	Victoria	2021/2022	2. ● Not Submitted	<input type="button" value="Select"/>
Test	1515 blanshard	victoria	2021/2022	● Not Submitted	<input type="button" value="Select"/>

5 rows | 4.

5. Once you have selected the location that you would like to submit a report for, the address and “Doing Business As” name will be listed in the top left corner.
6. You may download a copy of the Ministry-provided CSV template by selecting “Download Sales Report CSV Template.”
7. To upload your report, you may drag the sales report from your desktop into the Upload section, or you may browse from your device to find the file.

Upload Sales Report for location

5. **plop, 45 rue du Loup**

Upload Sales Report

If you already have an existing file, you can upload here and then matching the heading to match the report requirements.

6. [\(Download Sales Report CSV template\)](#)

1. Upload file from your device

7.



Drag your Sales Report here, or [browse from your device](#).

Supported: csv

- 8. Once you have uploaded your report, you will be asked to map the headers from our system (on the left) to the headers identified in your CSV file (right).
- 9. When you have mapped all of your headers to the corresponding section in the BCER, select “Map Headers”.

Required field in our system	Field from your CSV file
8. Brand Name	8. Brand Name
Product Name	Product Name
Concentration (mg/mL) (optional)	Concentration (mg/mL) (optional)
Container Capacity	Container Capacity
Cartridge Capacity	Cartridge Capacity
Flavour	Flavour
UPC (optional)	UPC (optional)
Number of Containers Sold	Number of Containers Sold
Number of Cartridges Sold	Number of Cartridges Sold

9.

- 10. Once the headers have been mapped, you will receive a message that your file has been uploaded.
- 11. To proceed to upload your report, select “Next”.
- 12. To return to the previous page, select “Back”.
- 13. To cancel the submission of the Sales Report, select “Cancel”.

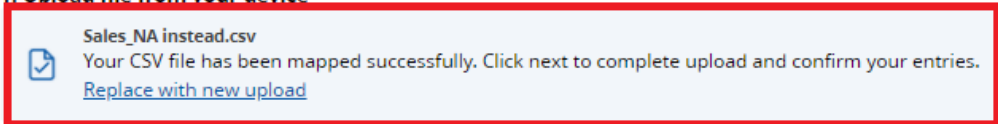
13. 

Upload Sales Report for location

Test, 1515 blanshard

Upload Sales Report
If you already have an existing file, you can upload here and then matching the heading to match the report requirements.
[\(Download Sales Report CSV template\)](#)

1. Upload file from your device

10.  ×

12. 

11. 


When you have selected “Next”, you will be asked to confirm your submission.



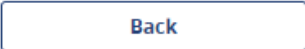
Upload Sales Report for location

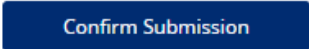
Test, 1515 blanshard

2. Review Submission
You are going to submit Sales Report for this location:
Test, 1515 blanshard

 Sales_NA instead.csv

Please carefully check the information before selecting “**Confirm Submission**”.





14. Once you have selected “Confirm Submission”, you must click the check box and select “Confirm”.

14.

Confirm Your Submission and Acknowledge

You are about to replace a previously submitted your sales report

I confirm that I am submitting my sales report for all vapour products sold from this location for the reporting period of October 1, 2020 to September 30, 2021. I understand that if I submit a new Sales Report for this location, that all previously submitted Sales Reports for this location will be replaced.

[Cancel](#) **14.** [Confirm](#)

Once your Sales Report has been submitted, you will receive the following confirmation message:



Thank you!

Your Sales Report for **1515 blanshard** has been submitted.

15. [Return to my Sales Reports](#)

15. Select “Return to my Sales Reports” to return to the main page for submitting Sales Reports.

REPLACING SALES REPORTS:




Once you have submitted a sales report, you may go back and replace any previously submitted data.

Note: If you choose to replace a previously submitted report, **it will delete any previous Sales Reports associated with that location for this reporting period.**

- 1. On the main page of the Sales Reports section, scroll down to “Submitted Sales Reports” and choose “select” for the location that you would like to submit a new Sales Report.

Submitted Sales Reports

Business Locations
You have 3 retail location(s)

Doing Business As	Address 1	City	Timeline	Status	
Vaping test 4	Test Location St.	Victoria	2021/2022	Submitted	 Select
Test	1515 blanshard	victoria	2021/2022	Submitted	 Select
Test 2	Test Site 2	Victoria	2021/2022	Submitted	 Select

5 rows | < < 1 > >

- 2. You will then see a summary of the report that was previously submitted for the location. Select “Replace with new upload”.


[← Cancel](#)

Replace Sales Report for location

Vaping test 4, Test Location St.

Upload Sales Report
If you already have an existing file, you can upload here and then matching the heading to match the report requirements.
[\(Download Sales Report CSV template\)](#)

1. Upload file from your device

 Sales_NA instead.csv
Your CSV file has been mapped successfully. Click next to complete upload and confirm your entries.

2. [Replace with new upload](#)

[Back](#)

[Next](#)

- Once you have selected “replace with new upload”, you will be prompted to upload your new Sales Report by dropping your report into the highlighted square, or browsing from your desktop.


Replace Sales Report for location

Plop, 728 Yates Street

Upload Sales Report
 If you already have an existing file, you can upload here and then matching the heading to match the report requirements.
[\(Download Sales Report CSV template\)](#)

ⓘ You are choosing to update the Sales Report for this location. This will replace all information that was previously submitted for this reporting period. Please ensure that you are uploading all sales for this location.

1. Upload file from your device

3. 

Drag your Sales Report here, or [browse from your device](#).

Supported: csv

- Once you have uploaded your report, you will be asked to map the headers from our system (on the left) to the headers identified in your CSV file (right).
- When you have mapped all of your headers to the corresponding section in the BCER, select “Map Headers”.

Map Your Provided CSV Headers

Required field in our system	Field from your CSV file
4. Brand Name	Brand Name
Product Name	Product Name
Concentration (mg/mL) (optional)	Concentration (mg/mL) (optional)
Container Capacity	Container Capacity
Cartridge Capacity	Cartridge Capacity
Flavour	Flavour
UPC (optional)	UPC (optional)
Number of Containers Sold	Number of Containers Sold
Number of Cartridges Sold	Number of Cartridges Sold

5. Cancel Map Headers

6. Once the headers have been mapped, you will receive a message that your file has been uploaded.
7. To proceed to upload your report, select “Next”.

[← Cancel](#)

Replace Sales Report for location

Vaping test 4, Test Location St.

Upload Sales Report

If you already have an existing file, you can upload here and then matching the heading to match the report requirements.
[\(Download Sales Report CSV template\)](#)

6. **1. Upload file from your device**



Sales_Replacement.csv

Your CSV file has been mapped successfully. Click next to complete upload and confirm your entries.

[Replace with new upload](#)



[Back](#)

7.

[Next](#)

8. Once you have selected “next”, you will be reminded that any previously submitted Sales Reports for this location will be replaced.
9. Select “Confirm Submission” to continue.

[← Cancel](#)

Replace Sales Report for location

Vaping test 4, Test Location St.

2. Review Submission

You are going to replace a previously submitted Sales Report for this location:

Vaping test 4, Test Location St.



Sales_Replacement.csv

8.

Please know that all the previously submitted records for this location and reporting period will be overridden, and only your new submission will be kept.

Please carefully check the information before selecting “Confirm Submission”.

[Back](#)

9.

[Confirm Submission](#)

10. You will then be asked to confirm that you wish to submit your report. **Note:** the language in the live version will be updated.
11. Select “Confirm”.

Confirm Your Submission and Acknowledge

You are about to replace a previously submitted your sales report

10.

I confirm that I am submitting my sales report for all vapour products sold from this location for the reporting period of October 1, 2020 to September 30, 2021. I understand that if I submit a new Sales Report for this location, that all previously submitted Sales Reports for this location will be replaced.

Cancel

11.

Confirm

You will then receive the following message to confirm that your Sales Report was submitted:



Thank you!

Your Sales Report for **Test Location St.** has been submitted.

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SUPPORT

For technical support in submitting your Notice of Intent, product, manufacturing, and sales reports, please email vaping.info@gov.bc.ca.

Further information on the E-Substances Regulation and information for retailers is available on the B.C. laws website: https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0426_2020.
