
B.C. E-SUBSTANCES REPORTING: SALES REPORTS

This section of the User Guide provides retailers with assistance in submitting sales reports, including outlining how sales reports are submitted, utilizing the sales reporting template and replacing previously submitted sales reports.

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 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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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.
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”.

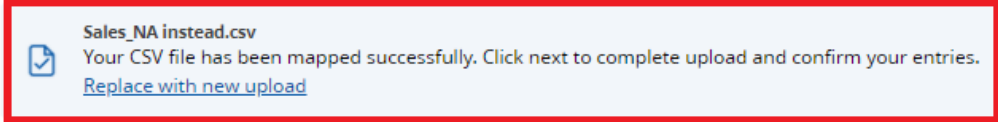
13. 

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.



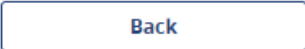
Upload Sales Report for location

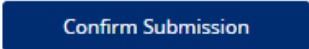
Test, 1515 blanshard

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



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)

View Fullscreen

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](#)

- 3. 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

- 4. 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).
- 5. 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.

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.

[Return to my Sales Reports](#)

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.