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## B.C. E-SUBSTANCES REPORTING: EDITING AND DELETING LOCATIONS

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*This section of the User Guide provides retailers with assistance in editing and deleting previously submitted location information.*

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](mailto: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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## DELETE LOCATIONS

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If you have added a location in error, you can delete it by following these instructions. **Please note that if you have closed a location, you must still submit a sales report for that location and should not delete the location.**

### Delete Locations

1. Select “My Business” along the left

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

2. Scroll down to “Add Business Locations” and select “Add Business Locations Manually”. Scroll to the end of the table using the grey bar along the bottom of the table.

### 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.

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
111 test st		v0v 0v0	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1
123 test street		v0v 0v0	prince george	222-333-4444	vapingtest@test.ca	northern	test site 1
111 test st		v0v 0v0	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1
456 test	unit 2	v0v 0v0	tofino	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v0v 0v0	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1

5 rows |< < 3 4 5 > >|

Next

- 
- 3. Select the delete button to remove the location you would like to delete.

### 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.

Business Phone	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises	
12-333-4444	vapingtest@test.ca	island	test site 1	no	no	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
12-333-4444	vapingtest@test.ca	northern	test site 1	no	no	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
12-333-4444	vapingtest@test.ca	fraser	test site 1	no	no	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
12-333-4444	vapingtest@test.ca	island	test site 1	no	yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
12-333-4444	vapingtest@test.ca	island	test site 1	no	no	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5 rows | < 3 4 5 > >|

4. Select “I understand that I cannot submit a Notice of Intent for this location if I chose to delete it.” and select Confirm.

**Delete location**

If you delete this location you will be unable to submit a Notice of Intent for this location.

I understand that I cannot submit a Notice of Intent for this location if I chose to delete it.

**5. The location should now be removed from your list. Select “Next”.**

**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.

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
123 test street		v0v 0v0	prince george	222-333-4444	vapingtest@test.ca	northern	test site 1
111 test st		v0v 0v0	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1
456 test	unit 2	v0v 0v0	tofino	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v0v 0v0	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1
134 test rd	unit 7	v0v 0v0	vancouver	222-333-4444	vapingtest@test.ca	coastal	test site 1

5 rows |< < 3 4 5 > >|

[+ Add Location](#)

[Next](#)

**6. Confirm the list of business locations that you would like to submit and select “Next”. Return to previous page by selecting “Edit Uploaded Information”.**

**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** [+ Add Location](#)

You have 59 retail locations. [Download CSV](#)

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
123 test street		v0v 0v0	prince george	222-333-4444	vapingtest@test.ca	northern	test site 1
111 test st		v0v 0v0	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1
456 test	unit 2	v0v 0v0	tofino	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v0v 0v0	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1
134 test rd	unit 7	v0v 0v0	vancouver	222-333-4444	vapingtest@test.ca	coastal	test site 1

5 rows |< < 3 4 5 > >|

[← Edit Uploaded Information](#)

[Next](#)

**7. Once you have confirmed your business information, select “Submit Business Information”**

## Confirm Business Details and Submit

### Business Detail

[Edit](#)

Legal name of business	test
Name under which business is conducted	test
Business address line 1	1234 Test St
Business address line 2	
City	victoria
Postal code	v8r 1s3
Business phone number	778-778-7778
Business email	test@test.com
Business web page (optional)	Testwebsite.ca

### Business Locations

You have 59 retail entries.

[Add Location](#)

[Download CSV](#)


Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority	Doing Business As
123 test street		v0v 0v0	prince george	222-333-4444	vapingtest@test.ca	northern	test site 1
111 test st		v0v 0v0	surrey	222-333-4444	vapingtest@test.ca	fraser	test site 1
456 test	unit 2	v0v 0v0	tofino	222-333-4444	vapingtest@test.ca	island	test site 1
111 test st		v0v 0v0	port renfrew	222-333-4444	vapingtest@test.ca	island	test site 1
134 test rd	unit 7	v0v 0v0	vancouver	222-333-4444	vapingtest@test.ca	coastal	test site 1

5 rows | < < 3 4 5 > >

[← Edit Uploaded Information](#) [Submit Business Information](#)

8. You will receive the following message once you have submitted:

### 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)

**NOTE: If you have already submitted an NOI for this location, you will not be able to remove this NOI. You must submit a sales report for all locations that have been in operation for the sales reporting period. If you have added a location in error, please disregard the location.**

# EDIT LOCATIONS

Once you have added locations, you can edit the information you have submitted by following these instructions.

- 1. Business is incorrectly identified as “Other”. Select “Edit” to update this.

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

one	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises	
4	vapingtest@test.ca	northern	test site 1	Other	no	<b>Edit</b>
3	vapingtest@test.ca	island	test	yes	no	Edit
5	vapingtest@test.ca	island	test	yes	no	Edit
4	vapingtest@test.ca	island	test site 1	no	no	Edit
3	vapingtest@test.ca	northern	test	yes	no	Edit

5 rows

**+ Add Location**

**Next**

- 2. A screen will show up to edit your submitted information. Change highlighted question to “No”. Select “Submit”

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

Business Email: vapingtest@test.ca      Business Phone Number: 222-333-4444

The name this location is doing business as: test site 1

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

**Cancel**      **Submit**



3. Location information has now been updated. Select “Next”

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

one	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises		
4	vapingtest@test.ca	northern	test site 1	No	No	Edit	🗑️
3	vapingtest@test.ca	island	test	yes	no	Edit	🗑️
5	vapingtest@test.ca	island	test	yes	no	Edit	🗑️
4	vapingtest@test.ca	island	test site 1	no	no	Edit	🗑️
2	vapingtest@test.ca	northern	test	yes	no	Edit	🗑️

5 rows |< < 1 2 > >|

[+ Add Location](#)

**Next**

4. Confirm that edit has been made. Select “Next”

**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** [+ Add Location](#)

You have 60 retail locations. [Download CSV](#)

ess Phone	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises		
33-4444	vapingtest@test.ca	northern	test site 1	No	No	Edit	🗑️
33-9070	vapingtest@test.ca	island	test	yes	no	Edit	🗑️
56-9005	vapingtest@test.ca	island	test	yes	no	Edit	🗑️
33-4444	vapingtest@test.ca	island	test site 1	no	no	Edit	🗑️
55-9000	vapingtest@test.ca	northern	test	yes	no	Edit	🗑️

5 rows |< < 1 2 > >|

[← Edit Uploaded Information](#)

**Next**

5. Select “Submit Business Information.”

**Business Locations** + Add Location

You have 60 retail entries. Download CSV

Address 1	Address 2	Postal Code	City	Business Phone	Business email	Health Authority
456 test	1	V0V 0V0	quebec	222-333-4444	vapingtest@test.ca	northern
3175 Lakeshore Road		V1W-3G9	Kelowna	602-333-9070	vapingtest@test.ca	island
1403 East King Edward Avenue		V5N-5Z4	Vancouver	602-456-9005	vapingtest@test.ca	island
123 test street	unit 2	v0v 0v0	victoria	222-333-4444	vapingtest@test.ca	island
#22-370 Davis Road	5d	V9G 1T9	Ladysmith	602-555-9000	vapingtest@test.ca	northern

5 rows | < < 1 2 > >

← Edit Uploaded Information Submit Business Information

6. Information will now be updated. Return to “My Business” to confirm.

### 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.

one	Business email	Health Authority	Doing Business As	Minors Allowed	Manufacturing Premises	
4	vapingtest@test.ca	northern	test site 1	No	no	<span>Edit</span> <span>🗑️</span>
3	vapingtest@test.ca	island	test	yes	no	<span>Edit</span> <span>🗑️</span>
5	vapingtest@test.ca	island	test	yes	no	<span>Edit</span> <span>🗑️</span>
4	vapingtest@test.ca	island	test site 1	no	no	<span>Edit</span> <span>🗑️</span>
3	vapingtest@test.ca	northern	test	yes	no	<span>Edit</span> <span>🗑️</span>

5 rows | < < 1 2 > >

+ Add Location

Next

## SUPPORT

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For technical support in submitting your Notice of Intent, product, sales and manufacturing reports, please email [vaping.info@gov.bc.ca](mailto: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](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0426_2020).