




# BC E-Substances Reporting (BCER) User Guide

## Introduction

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 six weeks before the product can be sold.


The Ministry of Health launched the [BC E-Substances Reporting](#) (BCER) application 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](#).

This User Guide has been developed to provide retailers with assistance and troubleshooting tips when using BCER.

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

## Information Icon

The information icon is included throughout this document to provide additional context.

 This icon indicates additional information about or related to a process.

# Table of Contents

- Introduction.....2**
  - Information Icon .....2
- Browser Requirements.....5**
- Access BCER.....5**
  - Login and BCeID.....7
- Navigation.....10**
- Converting Excel Files to CSV Files.....11**
- My Dashboard.....13**
  - My Business .....15
  - Subscribe to the Text System Notification.....15
  - Unsubscribe from the Text System Notification.....17
  - Enter Business Details .....19
- Add Business Locations.....20**
  - Upload Business Location List File .....21
  - Add Locations Manually.....27
  - Multiple Contact Update .....33
  - Edit, Close, or Delete Existing Business Details .....36
    - Edit a Location .....36
    - Edit a Location with Duplicated Address Found .....38
    - Close a Location.....42
    - Delete a Location.....45
- Notice of Intent to Sell E-Substances .....48**



Submit a Notice of Intent to Sell E-Substances ..... 49

Renew a Notice of Intent ..... 51

**Product Reports..... 52**

    Submit Product Report..... 53

        Upload a Product Report File ..... 58

        Add from an Existing Location ..... 64

    Delete Product Report ..... 68

**Manufacturing Reports ..... 74**

    Submit Manufacturing Reports..... 75

    Complete a Manufacturing Report..... 77

    Delete a Manufacturing Report ..... 81

**Sales Reports ..... 85**

    Sales Report Template..... 86

    Submit Sales Report ..... 87

    Replace Sales Reports ..... 94

**Frequently Asked Questions (FAQ) .....100**

**Appendix 1: Support .....101**

## Browser Requirements

Users must access the database from a desktop computer. 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.**

## Access BCER



To access the BCER application and its associated data, users must be logged in from within Canada. This restriction ensures compliance with regional data security and privacy regulations. If you are attempting to access the application from outside of Canada, please note that access may be restricted.

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

A screenshot of the 'E-Substances Reporting Application' login page. The page has a dark blue header with the text 'E-Substances Regulation' and 'E-Substances Reporting Application'. Below the header, there is a section titled 'E-Substances Reporting Application' with a paragraph of text explaining the new regulation and requirements for businesses. This is followed by two email addresses for technical support and questions. A note states that business owners failing to submit their Notice of Intent may be subject to offences. At the bottom, there are two login buttons: 'Continue with Basic BCeID' and 'Continue with Business BCeID'. A yellow circle with the number '1.' is placed next to the 'Continue with Basic BCeID' button, indicating the first step in the process.

1. Click **Continue with Basic BCeID**.

You will be forwarded to the BCeID login page.

The screenshot shows the BCeID login page for sfs7.gov.bc.ca. The page has a dark blue header with the British Columbia logo and the text 'Log in to sfs7.gov.bc.ca'. Below the header, there is a white box with a blue border containing the login form. The form has a blue header 'Log in with BCeID'. Inside the form, there is a 'User ID' section with the text 'Use a Basic BCeID' and a text input field. A yellow circle with the number '2.' points to this input field. Below the input field is a 'Password' section with a password input field. Below the password field is a blue 'Continue' button. Below the 'Continue' button is a link 'Forgot your user ID or password?' with a yellow circle and the number '3.' pointing to it. Below the 'Forgot your user ID or password?' link is a 'No account?' section with a link 'Register for a BCeID' and a yellow circle with the number '4.' pointing to it. To the right of the login form, there is a 'Need help?' section with a link 'Contact the BCeID Help Desk'. At the bottom of the page, there is a small disclaimer: 'Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.' Below the disclaimer, there are links for 'Disclaimer', 'Privacy', 'Accessibility', and 'Copyright'.

2. Login with your existing Basic BCeID. Use your BCeID USERNAME to login.
3. If you have forgotten your ID or password, click **Forgot your user ID or password**.
4. To create a new Basic BCeID, click **Register for a BCeID**.

## Login and BCeID


Users must have a **Basic BCeID** or a **Business BCeID** to log in.

To create a Basic BCeID or Business BCeID, access the following webpage: <https://www.bceid.ca/register/> (this can be done through the BCER).

This user guide only shows an example of Basic BCeID creation.



The process for creating a Business BCeID is lengthier and will require a proof of identity. It is the recommended type of account for this application.



[Register](#)[Login](#)

[Types of BCeID](#)[Service Directory](#)[Locations](#)[Agreements](#)[FAQs](#)[Contact Us](#)

## 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.

BCeID Help Desk is open Monday to Friday (except statutory holidays) from 7:30 am to 5 pm Pacific time / 8:30 am to 6 pm mountain standard 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](#)

[R/1](#)[Home](#)[Disclaimer](#)[Privacy](#)[BCeID Privacy Policy](#)[Accessibility](#)[Copyright](#)

1. Click **Register for a Basic BCeID**.



 **BCeID**

[Register](#) [Login](#)

[Types of BCeID](#) | [Service Directory](#) | [Locations](#) | [Agreements](#) | [FAQs](#) | [Contact Us](#)

## 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 log in.

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](#)

Weak


Medium

Strong

Confirm Password

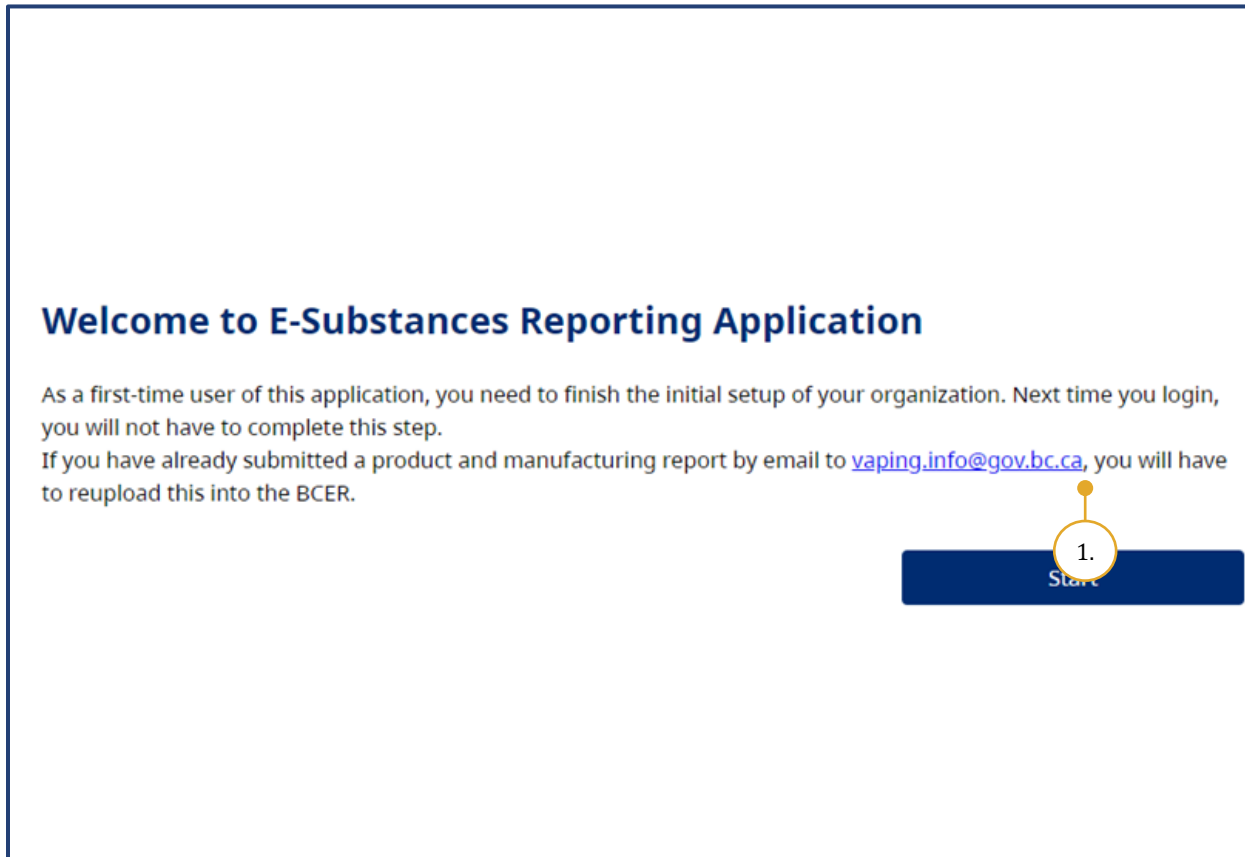
2. Users must enter all the necessary information to complete the BCeID registration.

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

 Do not create a new profile if you have an existing account. If you have forgotten your password, click **Forgot your user ID or password?** from the login screen.

## Navigation




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




You will see this page the first time you access the BCER.

1. Click **Start**.

Note:

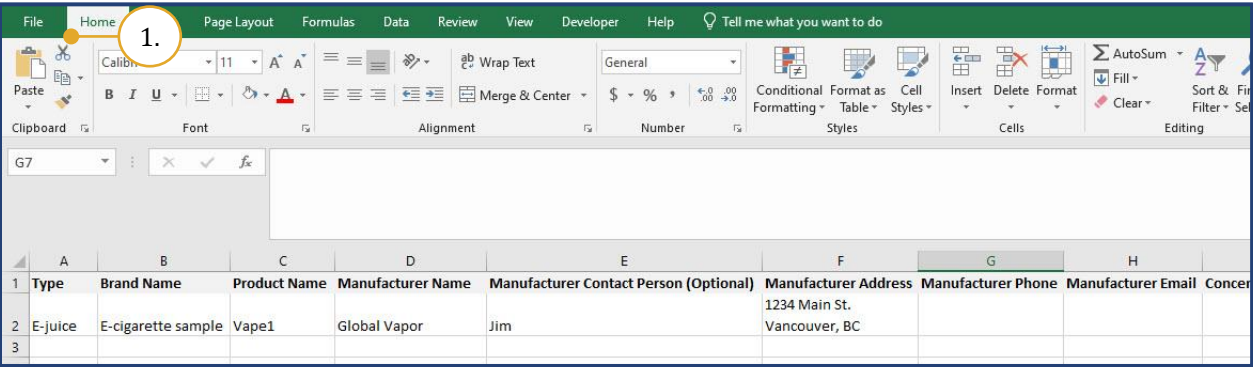
- You can sign out of the BCER at anytime by clicking **Sign Out**.
- The navigation pane along the left will enable you to navigate through the application and includes the reports that you must submit.
- The  symbol indicates that you have not yet completed a required step. Once a step has been completed, the  will change to a .

During each step, you will also have the option to download a CSV file of the reports that you have submitted, if needed for your records. This can be done by clicking [Download CSV](#) on each table.

 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 CSV Files

The BCER requires CSV files when uploading information. Only CSV files 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 CSV files to support data uploads. To convert an Excel file to a CSV file, use the following steps.

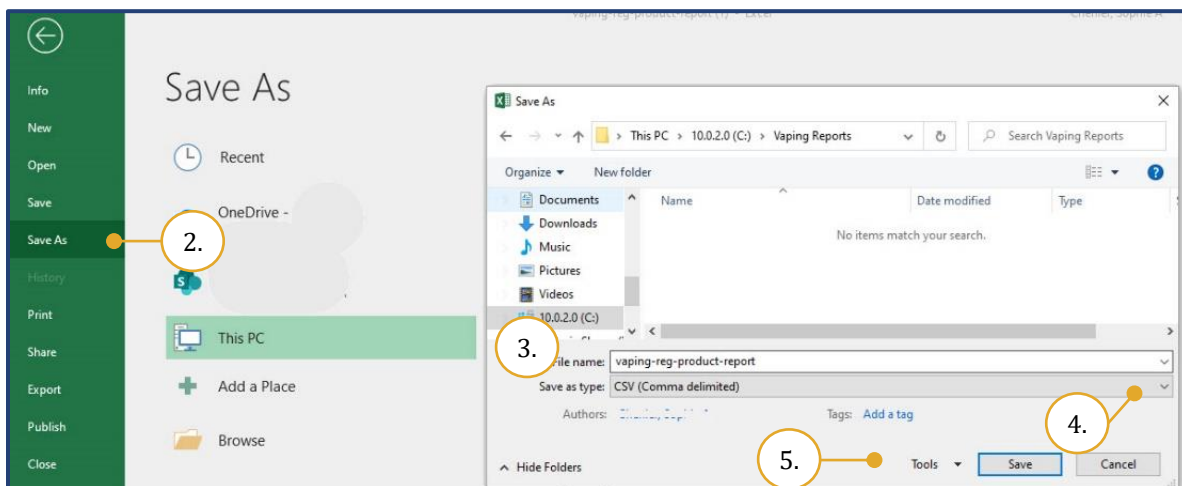


1. Open the original Excel document.  
Click **File**.

The screenshot shows an example of a file that is **not** yet in the required CSV format as there are a number of formatting



features (text wrapping, borders, colour) that are not be seen in a CSV file.



2. Click **Save As**.
3. Enter the filename.
4. Click the drop-down box below the document name.  
Select **CSV (Comma delimited) (\*.csv)** from the dropdown list.
5. Click **Save**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	type	brandName	productName	manufacturer	manufacturer	manufacturer	manufacturer	concentration	container	cartridge	ingredient	flavour	
2	E-juice	E-cigarette	vape1	Global Vapor	Jim	1234 Main	123-456-7	contact@1	50 mg/ml	100 ml	n/a	Propylene	tobacco
3	E-juice	E-cigarette	vape 3	Global Vapor	Tim G	1234 Exan	1.11E+09	manufactu	900 mg/m	1000 ml	n/a	Propylene	mint
4	vape cartr	E-cigarette	vape 4	Global Vapor	Bob Smith	1234 Tank	1.23E+09	support@	99 mg/ml	n/a	3 mL	Propylene	ice
5	vape cartr	E-cigarette	vape tank	ModWorld	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-thru	Quick vap	Victoria M	1234 West	1.23E+09	support@	20 mg/mL	n/a	5 mL	Propylene	menthol
8													

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


The screenshot 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 Dashboard

The Dashboard displays the status of the Notice of Intent, Product Report, Manufacturing Report, and Sales Report. Businesses are required to submit all these reports for **each** retail location.



The Manufacturing report is only required if the retailer has indicated that they were manufacturing products at one of their locations.



E-Substances Regulation

E-Substances Reporting Application

Having Trouble? [Get Help](#)

[FAQ](#)

✓ My Dashboard

✓ My Business

○ NOI !

○ Product Reports !

○ Manufacturing Reports !

○ Sales Reports

➔ Sign Out

My Dashboard

Your outstanding reports must be submitted before the next reporting period that will start on October 1st 2023.

!

Outstanding Reports

Total Locations with outstanding reports

!

 4 locations with outstanding Notice of Intent
 

!

 5 locations with outstanding Product Reports
 

!

 3 locations with outstanding Manufacturing Reports
 

!

 2 locations with outstanding Sales Report

Legend:

★ Submitted

🟡 Needs to be renewed

🔴 Not Submitted

⬜ Not Required

Type of Location	Location/URL	Doing Business As	Health Authority	NOI	Product
Online	www.chloeuattestonnewdb.com	CGI		🔴	🔴

If the “Outstanding Reports” red banner is displayed, it means that you must submit at least one report for at least one of your locations and that you are not currently compliant with the legislation.

The Product Report will show as a green dot as soon as you submit at least one Product report for a given location. This does not mean that you no longer have to submit Product reports for that location. If you intend to sell new products you will need to continue submitting your new products for that location.

Having the “No Outstanding Report” banner should be your goal. If all the dots are green that means all your reports were submitted and you are currently not expected to submit anything (except Product reports as mentioned above). Enforcement officers will be able to review your submissions and make sure that they respect the provincial legislation.

## My Business

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.

## Subscribe to the Text System Notification

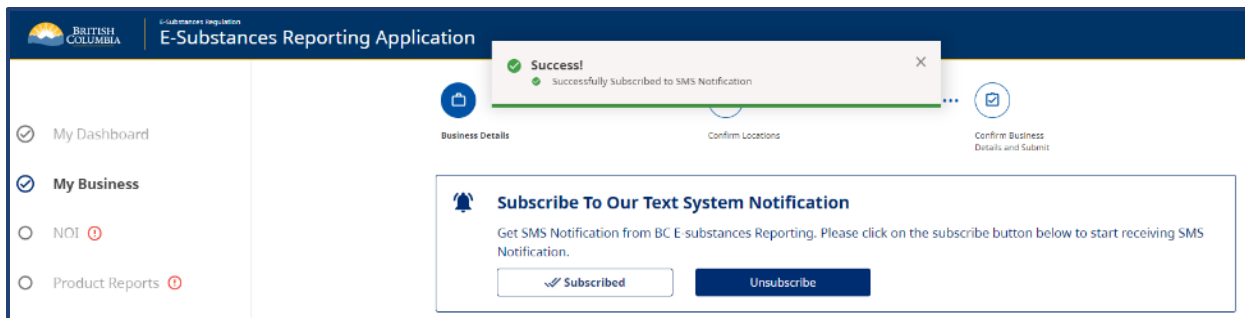
This feature allows you to subscribe to a Text Notification system. The Ministry of Health will send text messages to your registered numbers when the new reporting period is approaching and submissions are due.

1. Click **Subscribe Now**.

The screenshot displays the 'E-Substances Reporting Application' interface. On the left, a sidebar menu includes 'My Dashboard', 'My Business' (selected), 'NOI', 'Product Reports', 'Manufacturing Reports', 'Sales Reports', and 'Sign Out'. The 'Manufacturing Reports' item is circled with a yellow '3.'. The main content area shows a progress bar with three steps: 'My Business', 'E-Substances Reporting Application', and 'Confirm Business Details and Submit'. A modal titled 'Subscribe To SMS Notification' is open, featuring a 'Primary Phone Number' field with the value '(124) 456-7890' (circled with a yellow '2.'), a 'Secondary Phone Number (optional)' field, and a checkbox labeled 'I give permission to the Ministry of Health to send me notifications and reminders on the provided phone numbers' (checked, with a yellow '3.'). At the bottom of the modal are 'Cancel' and 'Save Changes' buttons (the latter circled with a yellow '4.'). The background shows a 'Please confirm your business details below' section.

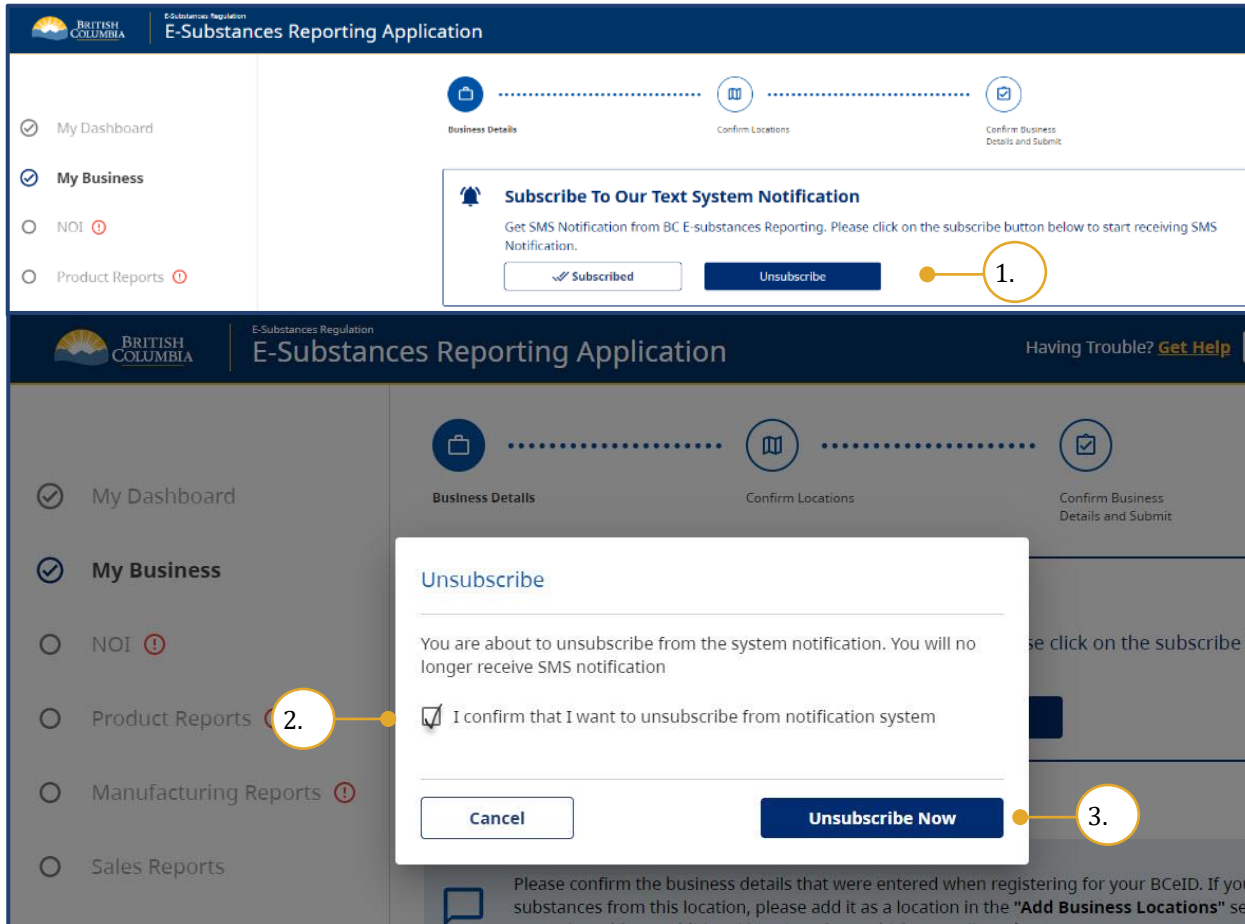
2. Add your Primary Phone Number.
  - a. *Optional.* Add a secondary Phone Number.
3. Select the **I give permission to the Ministry of Health to send me notifications and reminders on the provided phone numbers** checkbox.
4. Click **Save Changes**.





The “Successfully Subscribed to SMS Notification” message will display on the screen to inform you that you successfully subscribed to the text System Notification.

## Unsubscribe from the Text System Notification

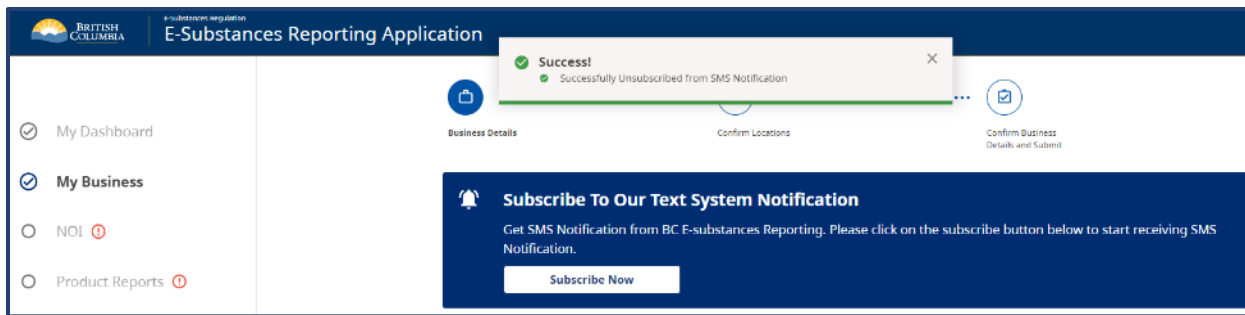


1. Click **Unsubscribe**.

A confirmation request message displays.

2. Select the **I confirm that I want to unsubscribe from notification system** checkbox.
3. Click **Unscubscribe Now**.


The “Successfully Unsubscribed from SMS Notification” message will display on the screen to inform you that you successfully



unsubscribed from the text System Notification.

# Enter Business Details

### Confirm Your Business Details



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.

Please confirm your business details below

<div>Business legal name *</div> <div></div> <div>The legal name of your business is required</div>	<div>Name under which business is conducted *</div> <div></div> <div>The name of your business is required</div>
<div>Business address line 1 *</div> <div></div> <div>The address of your place of business is required</div>	<div>Business address line 2</div> <div></div>
<div>City *</div> <div></div> <div>City is a required field</div>	<div>Province *</div> <div>British Columbia</div> <div></div> <div>Postal code *</div> <div></div> <div>Postal code is a required field</div>
<div>Business phone number *</div> <div></div> <div>A phone number is required</div>	<div>Business email *</div> <div></div> <div>Email is a required field</div>
<div>Business web page</div> <div></div>	<div>Update Business Details</div>

Enter the information for your business.

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

## Add Business Locations

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

### 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. The **"Confirm Your Business Details"** section must also be completed to proceed.

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

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

Next

All businesses must add at least one location into the application.

If the address identified in the Business Details section is the same address for 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.

## Upload Business Location List File

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

2.

1.

Drag your physical locations here, or [browse from your device](#).

Supported: csv

1. Upload a CSV file:
  - a. Drag and drop the CSV file from your computer into the data upload section.
  - b. Retailers can also select **browse from your device**.
2. Business owners may use their own CSV file if it contains the correct headers or download the CSV template created by the Ministry of Health for retailers to use.

Map CSV Headers

The BCER uses Header Mapping to match required headings in the BCER headers to fields 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	Field from your CSV file
Business Address	<div>Address</div>
Postal Code	<div>Postal Code</div>
City	<div>City</div>

3. After uploading your file, you must map the **Required field in our system** (left) to the **Field from your CSV file** (right).

If you are using your own template, the title of each header may not be identical.

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

Cancel 4. Map Headers

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.

5. Next

4. Once you have mapped all headers , click **Map Headers**.

You will receive a message that “Your CSV Files has been mapped successfully.”

5. Click **Next**.

### Confirm Business Locations

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

### Confirm New 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 4 retail locations.

[View Fullscreen](#)

☐ Only display locations in error

[Download CSV](#)

Type of Location	Address/URL	Postal Code	City	Business Phone	Business email	Health Aut	
Physical	111 Pine Ave	A1A1A1	Burnaby	123-456-7890	resourcing@e..	interior	<a href="#">Edit</a> <a href="#">Delete</a>
Physical	7 Park Pl, u..	A1A1A1	Prince Ruper..	1112223456	Owner@mybusi..	interior	<a href="#">Edit</a> <a href="#">Delete</a>
Physical	1 Industrial..	A1A1A1	Vancouver	1234567890	me@myemail.c..	northern	<a href="#">Edit</a> <a href="#">Delete</a>
Physical	789 Main St,...	A1A1A1	Vancouver	111-222-3456	support@comp..	interior	<a href="#">Edit</a> <a href="#">Delete</a>

1.

5 rows

[← Edit Uploaded Information](#)

2.

3.

[Next](#)

1. Navigate through pages using the navigation bar, if needed.
2. To return to the previous page, click **Edit Uploaded Information**.
3. Once you have confirmed that all information is correct, click **Next**.
4. *Optional:* You can download a CSV of your file.



Business Locations

You have 3 retail locations.

View Fullscreen

5.

⚠️ There are 3 errors found. You can download the Error Report by clicking on the "Download Error CSV" button.

⚠️ There is 1 duplicate address found. 1175 Douglas St, Victoria, BC;

☐ Only display locations in error

Download Errors CSV

Type of Location	Address/URL	Postal Code	City	Business Phone	Business email	Health Auth	
Physical	822 Greybria..	V9W 1A2	Campbell Riv..	2594824	c.yu@cgi.com	Island Health	
Physical	1175 Douglas..	V8W 2E1	Victoria	23556	c.yu@cgi.com	Island Health	
Physical	1887 Forrest..	V8R 3G7	Saanich	2564533655	chloey2280@g..	island	

Rows per page: 5 rows

|<

<

1

>

>|

- All the Business Locations entered will be validated.


If the addresses of your uploaded locations were not found or if a field in your file was incorrect, an error report will be available for download. This error report will indicate what the errors are.

If the addresses of the uploaded locations already exist in the database, a warning banner will display to notify you along with its respective address. You will also receive an email notifying you of this issue

To learn how to correct the duplicate address error, please refer to [Edit a Location with Duplicated Address](#).





Last Update: **December 10, 2024**

Confidential




BRITISH COLUMBIA

Ministry of Health

Type of Location	Address/URL	Postal Code	City	Business Phone	Business email	Health Aut
Physical	111 Pine Ave	A1A1A1	Burnaby	123-456-7890	resourcing@e..	6.  
Physical	7 Park Pl, u...	A1A1A1	Prince Ruper..	1112223456	Owner@mybusi...	7.  

6. On the same page, you can edit by clicking the pencil icon, or
7. Delete individual lines by scrolling to the right in the table and clicking edit or delete.

### 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)

Once your location information has been submitted, you will receive a “Your Business Details have been submitted” message.

You can then proceed to submit your Notice of Intent, Product Report, and Manufacturing Report.

**Note:** if you submitted Business Locations with duplicated address, you will receive an email to the Business Email associated with the duplicated address

## Add 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. The **"Confirm Your Business Details"** section must also be completed to proceed.

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

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

+ Add Location

2.

Next

1. Select **Add Business Locations Manually**.
2. Click **Add Location**.

The following screen displays for you to enter the location information.

Add Business Location

Please state your type of location

☒ Physical

☐ Online

☐ Online and Physical

Address of sales premises from which restricted e-substance sold ⓘ

Business address line 1 \*

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

Business Email \*

Business Phone Number \*

City \*

Postal Code \*

The name this location is doing business as

Are persons under 19 years of age permitted on the sales premises?\*

☐ Yes

☐ No

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

Health Authority \*

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

☐ Yes


☐ No

Cancel

Submit

3. Fill in all required fields. The Address will autocomplete as you type. The application may take a few seconds to find your address and will then display suggestions, select the correct one.

Once selected, the City and Health Authority fields will be automatically completed.

The name this location is doing business as 

Different than legal name, used as an identifier if business has more than one location.

**Duplicate Location Warning**

Warning: you are trying to create an account for an address that already exists in the system. If you recognize this address, please try to recover your previous account by contacting [Service BC Help Desk](#). If this is a brand new business location, please proceed.

☐ I confirm this is a brand new business location.

**OK**

**Note:** when you select “The name this location is doing business as field”, a tooltip will display to provide more details on the expected input.

**Note:** if duplicate location is entered in the Business address line 1 field, the Duplicate Location Warning pop up will display. Acknowledge the warning to proceed if you do not have an existing account for the address entered, or follow the instructions in the pop up to recover your previous account.

**Edit Business Location**

Please state your type of location

☒ Physical  
☐ Online  
☐ Online and Physical

Address of sales premises from which restricted e-substance sold ⓘ

Business address line 1 \*  
 544 Garfield St, New Westminster, BC

Warning: This is a duplicate address. 4.

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

Business Email \*  
 c.yu@cgi.com

Business Phone Number \*  
 2594824222

City \*  
 New Westminster

Postal Code \*  
 x2x2x2

- If the duplicate location pop up appeared, then a warning message will display under the Business address line 1 in the Edit Business Location page.

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

☐ Yes  
☐ No

5.

- When all fields are complete, click **Submit**.

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

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

6. If the duplicated address is not updated, a warning banner will display to notify you on the number of duplicate address found and its respective address.

To learn how to correct the duplicate address error, please refer to [Edit a Location with Duplicated Address](#).

7. Once you have submitted all locations manually, click **Next**.

Once all the locations are added manually, you will be asked to confirm the list of business locations.

If you forgot to add a location, repeat the steps above and click **Add Location**.

Once your location information has been submitted, you will receive a “Your

You have 2 retail locations.

[View Fullscreen](#)

⚠ There are 2 duplicate addresses found. 1175 Douglas St, Victoria, BC; 852 Vancouver St, Victoria, BC; 6.

☐ Only display locations in error [Download CSV](#)

Type of Location	Address/URL	Postal Code	City	Business Phone	Business email	Health Auth	
Physical	852 Vancouve..	x2x2x2	Victoria	2233232222	c.yu@gmail.c..	island	<a href="#">Edit</a> <a href="#">Delete</a>
Physical	1175 Douglas..	x2x2x2	Victoria	3334443343	c.yu@cgi.com	island	<a href="#">Edit</a> <a href="#">Delete</a>

Rows per page: 5 rows < 1 >

[← Edit Uploaded Information](#) 7. [Next](#)

## 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)

Last Update: **December 10, 2024**

Confidential



Business Details have been submitted.”  
message.

You can then proceed to submit your  
Notice of Intent, Product Report, and  
Manufacturing Report.



# Multiple Contact Update

You can update contact details for multiple locations at the same time. This is useful if you manage multiple locations for all of them share the same contact person details.

Existing Business Locations

Existing Business Locations

You have 6 retail locations

Download CSV

View Fullscreen

1.

Multiple Contact Update

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat...	Jan 11, 2023	CGI	Active	<div><div></div><div></div><div></div></div>
Physical	748 Road 5, ...	Jul 25, 2022	TestLocation	Active	<div><div></div><div></div><div></div></div>
Physical	1175 Douglas...	Jan 15, 2021	CGI	Active	<div><div></div><div></div><div></div></div>
Physical	1175 Douglas...	Jun 22, 2021	CGI	Active	<div><div></div><div></div><div></div></div>
Physical	7 St. Andrew...	Jul 06, 2022	Test Location	Active	<div><div></div><div></div><div></div></div>

5 rows

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1. Click **Multiple Contact Update**.

Update contact details for multiple locations

2.

Business Email  
contact@company.com

Business Phone Number  
1234567890

	Address/URL	Postal Code	City	Business Phone	Business email	status	Doing Business As
<input checked="" type="checkbox"/>	www.chloeuat...			2508842661	c.yu@cgi.com	Active	CGI
<input type="checkbox"/>	748 Road 5, ...	V8V0V4	Oliver	5146607943	test@test.co	Active	TestLocation
<input checked="" type="checkbox"/>	175 Douglas..	V8W 2E2	Victoria	5146607943	killian.faus..	Active	CGI
<input type="checkbox"/>	1175 Douglas..	V8W0C8	Victoria	5146607987	killian.faus..	Active	CGI
<input checked="" type="checkbox"/>	7 St. Andrew..	V8V0G4	Kaleden	5146607943	test@email.c...	Active	Test Location

3.

4.

Back Update

2. Enter the new business email address and/or the new business phone number for the locations.
3. Select the checkboxes for the locations that need to be updated.
4. Click **Update**.

**Update Contact Information**

---

You are about to update the contact information for all the selected locations

☒ I confirm that the information I entered is correct

---

5. Acknowledge that the information entered is correct and that you are about to update the contact information for all the selected locations.
6. Click **Confirm**.

✓ **Success!** ×

✓ Successfully updated contact info for 3 locations

Your contact details have been successfully updated for the selected locations.

# Edit, Close, or Delete Existing Business Details

On the My Business page, scroll down to Existing Business Locations. You will see the information details for the different locations. You can edit, close or delete the location.

## Edit a Location

Existing Business Locations

Existing Business Locations

You have 6 retail locations

Download CSV

View Fullscreen

Multiple Contact Update

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat..	Jan 11, 2023	CGI	Active	<div>1.<div><div></div><div></div><div></div></div></div>
Physical	748 Road 5, ...	Jul 25, 2022	TestLocation	Active	<div><div></div><div></div><div></div></div>
Physical	1175 Douglas..	Jan 15, 2021	CGI	Active	<div><div></div><div></div><div></div></div>
Physical	1175 Douglas..	Jun 22, 2021	CGI	Active	<div><div></div><div></div><div></div></div>
Physical	7 St. Andrew..	Jul 06, 2022	Test Location	Active	<div><div></div><div></div><div></div></div>

5 rows

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1. To edit the location details, click the pencil icon for the relevant location.

**Edit Business Location**

Please state your type of location

☒ Physical  
☐ Online  
☐ Online and Physical

Address of sales premises from which restricted e-substance sold ⓘ

Business address line 1 \*  
 224 Island Hwy

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

Business Email \*  
 vapingtest@test.ca

Business Phone Number \*  
 2594824755

City \*  
 Campbell River

Postal Code \*  
 V9W 1A2

The name this location is doing business as  
 Island Health

Are persons under 19 years of age permitted on the sales premises?\*

☒ Yes  
☐ No

2. Make your changes.

**Note:** If you selected a location for which you have already submitted the NOI, only the contact details can be edited.

The name this location is doing business as ⓘ

Different than legal name, used as an identifier if business has more than one location.

**Note:** when you select “The name this location is doing business as” field, a tooltip will display to provide more details on the expected input.

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

☒ Yes  
☐ No

Cancel

3.

Submit

3. Click **Submit**

**Confirm Your Submission**

You are about to submit an update for the selected retail location.

☒ 4. I agree that the location information entered is correct.

5.

4. Acknowledge that the information is correct.

5. Click **Submit** to confirm your submission.

Your changes have been submitted successfully.
















## Edit a Location with Duplicated Address Found





To prevent duplicated accounts with the same business locations, city and address fields are validated to check for existing accounts.

**Existing Business Locations**

You have 6 retail locations

[Download CSV](#) [View Fullscreen](#) [Multiple Contact Update](#)

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat...	Jan 11, 2023	CGI	Active	1.   
Physical	748 Road 5, ...	Jul 25, 2022	TestLocation	Active	  
Physical	1175 Douglas...	Jan 15, 2021	CGI	Active	  
Physical	1175 Douglas...	Jun 22, 2021	CGI	Active	  
Physical	7 St. Andrew...	Jul 06, 2022	Test Location	Active	  

5 rows   1 2  

1. To edit the location details, click the pencil icon for the relevant location.

Please state your type of location

☒ Physical  
☐ Online  
☐ Online and Physical

Address of sales premises from which restricted e-substance sold ⓘ

Business address line 1 \*

1887 Forrester St, Saanich, BC

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

Business Email \*

vapetest@test.ca

Business Phone Number \*

2505893044

City \*

Saanich

Postal Code \*

V8R 3G7

The name this location is doing business as

Are persons under 19 years of age permitted on the sales premises?\*

☐ Yes  
☒ No

**Duplicate Location Warning**

Warning: you are trying to create an account for an address that already exists in the system. If you recognize this address, please try to recover your previous account by contacting [Service BC Help Desk](#). If this is a brand new business location, please proceed.

☐ I confirm this is a brand new business location.

3.

OK

2. In the Business address line, if the address entered matches an existing address in the database, then the duplicate location warning pop up will display.
3. Acknowledge the warning to proceed if you do not have an existing account for the address entered, or follow the instructions in the pop up to recover your previous account.

**Edit Business Location**

Please state your type of location

☒ Physical  
☐ Online  
☐ Online and Physical

Address of sales premises from which restricted e-substance sold ⓘ

Business address line 1 \*

S44 Garfield St, New Westminster, BC

Warning: This is a duplicate address. 4.

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

Business Email \*

c.yu@cgil.com

Business Phone Number \*

2594824222

City \*

New Westminster

Postal Code \*

x2x2x2

4. A warning message will display under the Business address line 1 in the Edit Business Location page.

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

☒ Yes  
☐ No

Cancel 5. Submit

5. Click **Submit**.



### Business Locations

You have 2 retail locations.

View Fullscreen

⚠️ There is 1 duplicate address found. 544 Garfield St, New Westminster, BC; 6.

☐ Only display locations in error
 

Download CSV

Type of Location	Address/URL	Postal Code	City	Business Phone	Business email	Health Auth	
Physical	544 Garfield..	x2x2x2	New Westmins..	2594824222	c.yu@cgi.com	fraser	
Physical	1887 Forrest..	V8R 3G7	Saanich	2564533655	chloehiahia@..	island	

- If the duplicated address is not updated, a warning banner will display to notify you on the number of duplicate address found and its respective address.

### Confirm Your Submission

You are about to submit an update for the selected retail location.

☒ I agree that the location information entered is correct.

Cancel
8.
Submit

7. Acknowledge that the information is correct.

8. Click **Submit** to confirm your submission.

Your changes have been submitted successfully.

## Close a Location

Existing Business Locations
















Existing Business Locations

You have 6 retail locations

Download CSV

View Fullscreen

Multiple Contact Update

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat...	Jan 11, 2023	CGI	Active	1.   
Physical	748 Road 5, ...	Jul 25, 2022	TestLocation	Active	  
Physical	1175 Douglas...	Jan 15, 2021	CGI	Active	  
Physical	1175 Douglas...	Jun 22, 2021	CGI	Active	  
Physical	7 St. Andrew...	Jul 06, 2022	Test Location	Active	  

5 rows

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1. To close a location, click the close location icon for the relevant location.

## Confirm Your Closing Location

You are about to close this location. Please provide the Closing Date.

Closing Date

March 27, 2022

2.



I confirm that I wish to close this location. I understand that I will



still be required to submit a Sales Report for the sales that occurred prior to closing.

3.

Cancel

4.

Confirm

You will be asked to confirm that you wish to close the location.

2. Provide the **Closing Date** for the location by clicking the calendar icon and selecting a date.
3. Acknowledge that you are aware that you still need to submit a Sales Report for the sales that occurred prior to closing.
4. Click **Confirm**.

Existing Business Locations					Multiple Contact Update		
Existing Business Locations							
You have 4 retail locations							
<a href="#">Download CSV</a> <a href="#">View Fullscreen</a>							
Address Line 1	City ↓	Postal Code	Doing Business As	Status			
456 Test St	Victoria	V8V 8W8	VapeTest	<span>●</span> Closed	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Delete</a>
1516 blansha..	Victoria	V8V 8W8	VapeTest	<span>●</span> Active	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Delete</a>
1515 Blansha..	Victoria	V8V 8W8	Vape Test	<span>●</span> Active	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Delete</a>
456 Test St	Victoria	V8V 8W8	VapeTest	<span>●</span> Active	<a href="#">Edit</a>	<a href="#">Deactivate</a>	<a href="#">Delete</a>
5 rows					<a href="#"> &lt;</a> <a href="#">&lt;</a> <a href="#">1</a> <a href="#">&gt;</a> <a href="#">&gt; </a>		

The status for the location now shows as **Closed**.

# Delete a Location

Existing Business Locations
















Existing Business Locations

You have 6 retail locations

Download CSV

View Fullscreen

Multiple Contact Update

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat...	Jan 11, 2023	CGI	Active	1.   
Physical	748 Road 5, ...	Jul 25, 2022	TestLocation	Active	  
Physical	1175 Douglas...	Jan 15, 2021	CGI	Active	  
Physical	1175 Douglas...	Jun 22, 2021	CGI	Active	  
Physical	7 St. Andrew...	Jul 06, 2022	Test Location	Active	  

5 rows

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- 1. To delete a location, click the delete icon by clicking the trash bin icon for the relevant location.

**Note:** Use this functionality only if the location you created was a duplicate or an error. If you have sold or closed a location, use the **close location** icon by clicking the yellow icon.

### Delete Location

---

You are about to delete the following location:

**Address line 1: 748 Road 5, Oliver, BC**

**City: Oliver**

**Postal code: V8V0V4**

**Doing business as: TestLocation**

Please note that this feature should only be used for locations that were added in error. If you wish to close this location, you can use the Closing Location button instead.

☒ I understand that this location will be removed permanently from the database and that this action cannot be undone. 2.

---

Cancel

3.

Confirm

- 
2. Acknowledge that you understand deleting the location will permanently remove it from the database.
3. Click **Confirm**.



This action will permanently remove the location from the database. **This action cannot be undone.**

**Existing Business Locations**

You have 3 retail locations

[Download CSV](#) [View Fullscreen](#) [Multiple Contact Update](#)

Address Line 1	City ↓	Postal Code	Doing Business As	Status	
456 Test St	Victoria	V8V 8W8	VapeTest	Closed	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Close</a>
1516 blansha...	Victoria	V8V 8W8	VapeTest	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Close</a>
1515 Blansha...	Victoria	V8V 8W8	Vape Test	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Close</a>

5 rows | 1

The location is deleted and removed from the Existing Business Locations list.

## 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 six 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 is 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 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*.**

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



# Submit a Notice of Intent to Sell E-Substances

Outstanding Notice of Intent

Existing Business Locations

You have 2 retail locations that need a Notice of Intent

Download CSV

View Fullscreen

1.

Submit Outstanding NOI

Type of Location	Address/URL	Postal Code	Doing Business As	Status
Online	www.chloeuat...		CGI	<div>Not Submitted</div>
Physical	199 Valerie ...	V8V 0G4	FakeLocation	<div>Not Renewed</div>

5 rows

- 1. To view a list of the locations with outstanding NOIs, scroll down to the NOI table. Click **Submit Outstanding NOI**.

## Confirm and Submit Notice of Intent



Select the location(s) for which you want to submit or renew the Notice of Intent.

### Business Locations

You have 2 retail locations

View Fullscreen

Type of Location	Address/URL	Postal Code	Doing Business As	Status
<input checked="" type="checkbox"/> Online 2.	www.chloeuat..		CGI	Not Submitted
<input type="checkbox"/> Physical	199 Valerie ..	V8V 0G4	FakeLocation	Not Renewed

5 rows 1

Back

3.

Submit

2. To submit an outstanding NOI, select the business location for which you want to submit the NOI.
3. Click **Submit**.

**Confirm Your Submission**

---

You are about to submit/renew the Notice of Intent for the selected retail locations. You will not be able to update location details once the NOI is submitted.

☒ I agree that the location information entered is correct and wish to submit my Notice of Intent. 4.

---

5.

4. Acknowledge that you want to submit your NOI.
5. Click **Submit Now**.

## Renew a Notice of Intent

Every year, you must renew your Notice of Intent to sell vaping products for each of your locations. Follow the same process detailed above.

## 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 six 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:

- Name and contact information of the manufacturer
- Brand name and product name
- Type of product
- Concentration of nicotine (in mg/mL)
- Capacity (in mLs) of either the refillable container, or the tank/cartridge to hold the e-substance
- 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 seven days of selling the changed product.



You can only access the Product Reports section of the database after you have submitted a Notice of Intent.

## Submit Product Report

**Product Report**

**You have outstanding product reports that need to be submitted**

You need to submit product reports for all locations listed in the "Locations without Product Reports" section of this page. Click the "Submit Product Report" button to begin your submission.

As a business owner who sells or intends to sell E-substances in British Columbia, you are required to provide product information 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 at retail.

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

- Product Type (100 characters limit)
- Brand Name (40 characters limit)
- Product Name (100 characters limit)
- Manufacturer Name (50 characters limit)
- Manufacturer Contact Person (Optional, 50 characters limit)
- Manufacturer Address (160 characters limit)
- Manufacturer Phone /Extension should be written as follow XXX-XXX-XXXX-XXXX

1. Select **Product Reports**.

2. Select **Submit Product Report**.



The process is the same for submitting your initial Product Report and any subsequent reports.

### Locations without Product Reports

#### Business Locations

You have 0 retail locations.

Type of Location	Address/URL	Added Date	Status	Doing Business as
No records to display				
Rows per page: 5 rows <div> <<<>>> </div>				

3. To view the locations *without* Product Reports, scroll down the Product Reports page to the **Business Locations** table.

### Locations with Submitted Products

#### Business Locations

You have 0 retail locations.

Type of Location	Address/URL	Status	Doing Business as
No records to display			
Rows per page: 5 rows ▾  < < > >			

4. To view the locations *with* Product Reports, scroll down the **Locations with Submitted Products** page to the **Business Locations** table.


## 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.

### Product Report Submissions

You have submitted 0 product reports

 Download CSV

 View Fullscreen

Submission Date

Products Submitted

No records to display


5 rows  |< < > >|

5. To view the Product Reports Submissions, scroll down to the Product Reports Submission page to the **Product Report Submissions** table.



← Cancel

### Add/Upload File

 You are required to submit a Product Report for all locations that you have added. You may choose to submit the same product report for multiple locations, if applicable. If you are adding new products to your product list, **only upload the new products**. Do not re-upload your entire product list as this will create a duplicate of all existing entries.

☐ **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](#)) 6.a.

☐ **Add from existing location**  
Reuse a product report that you have previously submitted from an existing retail location 6.b.

6. When submitting Product Reports, you can:
- Upload a CSV file.
  - Add products from an existing location if you previously submitted a Product Report for another location.

## Upload a Product Report File

**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](#))

1. Upload file from your device.

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

1. Select **Upload Product List File**.
2. Upload a file:
  - a. Drag and drop the CSV file from your computer to the box.
  - b. Click **browse from your device**, which will open the file viewer from your computer.The Product Report CSV template provided by the Ministry of Health provides retailers with a sample of the required criteria for submitting a product report. You can download the template and use it for submitting product reports.

**i** 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.

**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 to the headers contained in the database if you have additional information in your CSV file.

### Map Your Provided CSV Headers

Required field in our system	Field from your CSV file
Type of Product	<div>Please Select</div>
Brand Name	<div>Please Select</div>
Product Name	<div>Please Select</div>
Manufacturer's Name	<div>Please Select</div>
Manufacturer Contact Person (Optional)	<div>Please Select</div>
Manufacturer's Address	<div>Please Select</div>

3. After uploading your report, you must map the **Required field in our system** (left) to the **Field from your CSV file** (right).
- If you are using your own template, the title of each header may not be identical.

The concentration of non-therapeutic nicotine expressed in mg/mL Please Select ▼

The container that holds the restricted e-substance Please Select ▼

The cartridge that holds or is packaged with the restricted e-substance Type Brand Name Product Na... ▼

Ingredients field2 ▼

Flavour Type Brand Name Product Na... ▼

Cancel 4. Map Headers

- Once all headers have been mapped, click **Map Headers**.

Confirm and 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

3 products found

Download CSV

View Fullscreen

Type of product	Brand name	Product name	Manufacturer's name	Manufacturer Contact Person	Manufacturer's address	Mar
e-juice	Vape1	Noname	Vape2	Jim Jim	123 4th Street, Vancouver, BC	604-
super cartridge	e-cigarette	Vape4	Vape6	Tim Smith	435 Main Street, Vancouver,BC	604-
New one	Vape9	Quick Vapor	Vapor10	Kathy Till	567 6th Street, Victoria, BC	778-

5.

5 rows

Next

- 5. If you have submitted more than five products, you can navigate through the list by using the arrows and page numbers at the bottom right of the table.
- 6. Once you have confirmed the products you are submitting, click **Next**.



The **Download CSV** option is optional and available for your convenience. If your Product submission contained errors, then an Error report will be available for download. This report will show you the errors contained in your Product report, line by line and field by field. Once your report is fixed, you can upload it again.

**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 6 retail locations. You are submitting 3 products to 3 locations.

[Download CSV](#) [View Fullscreen](#)

<input type="checkbox"/>	Type of Location	Address/URL	Email Address	Phone Number
<input checked="" type="checkbox"/>	Online	www.chloeuattestonnewdb.com	c.yu@cgi.com	2500042661
<input checked="" type="checkbox"/>	Physical	740 R...r, BC, V0V0V4, Oliver	test@test.co	5146607943
<input checked="" type="checkbox"/>	Physical	1175 Douglas Street, V0W 2E2, Victoria	killian.faussart@cgi.com	5146607943
<input type="checkbox"/>	Physical	1175 Douglas St, Victoria, BC, V0W0C0, Victoria	killian.faussart@cgi.com	5146607907
<input type="checkbox"/>	Physical	7 St. Andrews Dr, Kaleden, BC, V0V0G4, Kaleden	test@email.com	5146607943
<input type="checkbox"/>	Physical	199 Valerie Lane, Gold Bridge, BC, V0V 0G4, Gold Bridge	killian@faussart.com	2500000000

10 rows

8. [Submit](#)

7. Select the locations.  
**Note:** You may select all locations by choosing the checkbox in the top left.
8. Click **Submit**.

## Confirm Your Submission and Acknowledge

You are about to submit your product report.

I understand that I will be required to wait 6 weeks from the time that I file or update my product report before I can sell these products. I acknowledge that submission of my product reports does not indicate Ministry approval of the submitted products and that I am **9.** subject to enforcement actions from Health Authorities, should my products be in non-compliance with the E-Substances Regulation. Submission of your product reports does not confirm compliance of the products. Enforcement efforts will verify if the products are compliant under the E-Substances Regulation.



9.

Cancel

10.

Confirm

9. Acknowledge that you would like to submit the Product Report.

10. Click **Confirm**.

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.

Once you confirm, a "Submitting product report. Please wait..." message will appear to let you know that your report is being submitted. The "Confirm" button will be disabled to prevent submitting the report multiple times. **Note:** It may take longer for large files.

## Add from an Existing Location

[← Cancel](#)

### Add/Upload File

You are required to submit a Product Report for all locations that you have added. You may choose to submit the same product report for multiple locations, if applicable. If you are adding new products to your product list, **only upload the new products**. Do not re-upload your entire product list as this will create a duplicate of all existing entries.

☐ **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  

748 Road 5, Oliver, BC

Next

1. Click **Add from existing location**.
2. Search for the address of the existing retail location.
3. Click **Next**.





← 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 6 retail locations. You are submitting 3 products to 3 locations.

Download CSV View Fullscreen

Type of Location	Address/URL	Email Address	Phone Number
<input checked="" type="checkbox"/> Online	www.chloeuattestonnewdb.com	c.yu@cgl.com	2506042661
<input checked="" type="checkbox"/> Physical	740 Road 5, Oliver, BC, V0V0V4, Oliver	test@test.co	5146607943
<input type="checkbox"/> Physical	1111 Las Street, V0W 2E2, Victoria	killian.faussart@cgl.com	5146607943
<input type="checkbox"/> Physical	1175 Douglas St, Victoria, BC, V0W0C0, Victoria	killian.faussart@cgl.com	5146607907
<input type="checkbox"/> Physical	7 St. Andrews Dr, Kaleden, BC, V0V0G4, Kaleden	test@email.com	5146607943
<input checked="" type="checkbox"/> Physical	199 Valerie Lane, Gold Bridge, BC, V0V 0G4, Gold Bridge	killian@faussart.com	2500000000

10 rows

6.

Submit

5. Select the locations for which the report will apply.
6. Click **Submit**.

7. Click **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 6 weeks from the time that I file or update my product report before I can sell these products. I acknowledge that submission of my product reports

- ☒ does not indicate Ministry approval of the submitted products and that I am still subject to enforcement actions from Health Authorities, should my products be in non-compliance with the E-Substances Regulation.

Cancel

7.

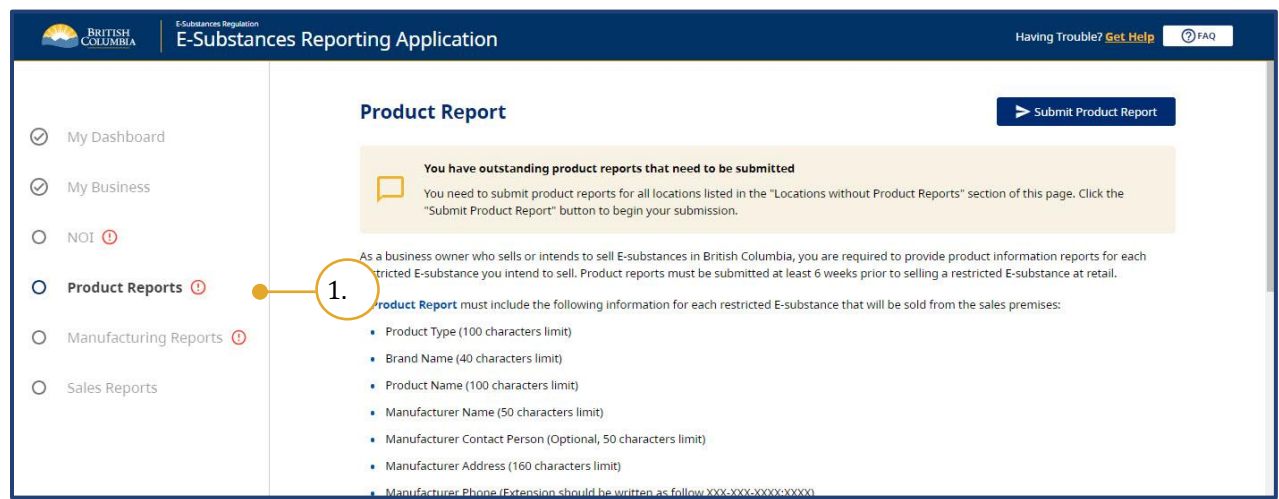
Confirm

# Delete 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 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.



1. Click **Product Reports** to review your previously submitted product reports.

**Product Report Submissions** 2.

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.

**Product Report Submissions**  
 You have submitted 2 product reports

[Download CSV](#) [View Fullscreen](#)

Submission Date	Products Submitted	
April 10, 2023 2:43 PM	3	<a href="#">View</a>
February 1, 2021 9:50 AM	415	<a href="#">View</a>

5 rows < < 1 > >

2. In the Product Reporting screen, scroll down to the table titled **Product Report Submissions**. This table shows all of your previously submitted product reports.
3. Click **View** to look at the report that you would like to review.



**All Locations**

☒ Affected locations
 ☐ Not Affected Locations

1/6 locations affected

Doing Business As	Address	City	Postal Code	Health Authority
CGI	1175 Douglas Street	Victoria	V0W 2E2	Island

5 rows

6.

Delete

- Click **Delete** to delete the product report.  
**Note:** This action will delete the product report from all applicable locations.

7. Click **Confirm**, to delete the report.  
**Note:** If you delete a product report, you will NOT be able to submit a sales report for the products that were deleted.

### 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

7.

Confirm



### 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.

#### Product Report Submissions

You have submitted 2 product reports

[Download CSV](#)

[View Fullscreen](#)

Submission Date	Products Submitted	
April 10, 2023 2:43 PM	3	<a href="#">View</a>

The Product Report is no longer in your list of submitted product reports.

## Manufacturing Reports

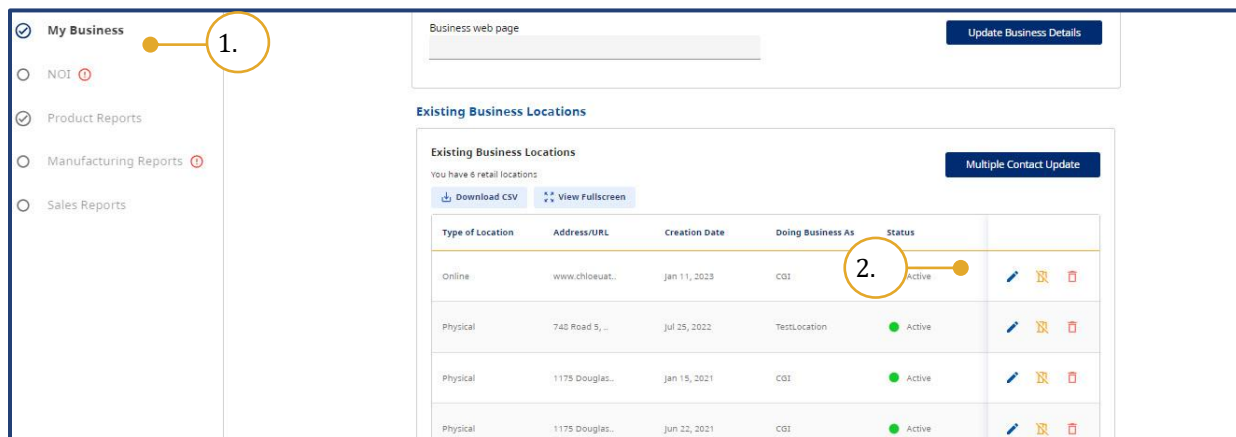
As a business owner, if a retailer formulates, packages, re-packages, or prepares restricted e-substances for sale at your sales premises, you are required to provide information about those e-substances. Manufacturing Reports must be submitted at least six weeks prior to selling the e-substance at the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

## Submit Manufacturing Reports



**My Business** 1.

Business web page Update Business Details

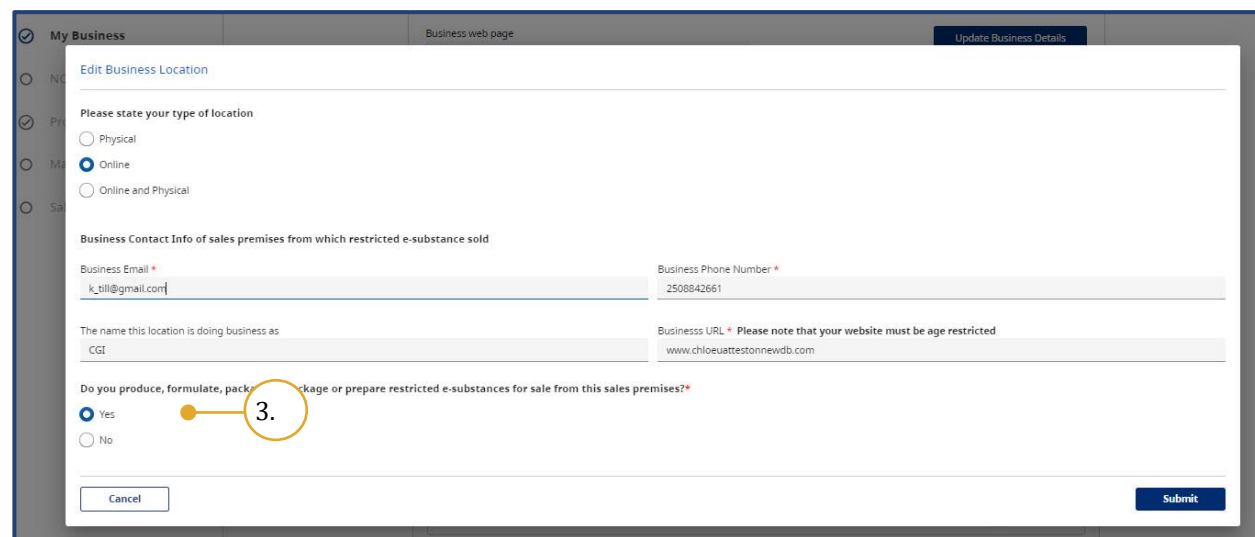
**Existing Business Locations**

You have 6 retail locations Multiple Contact Update

[Download CSV](#) [View Fullscreen](#)

Type of Location	Address/URL	Creation Date	Doing Business As	Status	
Online	www.chloeuat...	Jan 11, 2023	COI	Active	2.
Physical	740 Road 5, ...	Jul 25, 2022	TestLocation	Active	
Physical	1175 Douglas...	Jan 15, 2021	COI	Active	
Physical	1175 Douglas...	Jun 22, 2021	COI	Active	

1. If you manufacture products, you must update the location of your business that manufactures the product. Click **My Business**.
2. Edit the location that manufactures the products.



**My Business**

Business web page Update Business Details

**Edit Business Location**

Please state your type of location

☐ Physical

☒ Online

☐ Online and Physical

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

Business URL \* Please note that your website must be age restricted

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

☒ Yes 3.

☐ No

Cancel Submit


3. Select **Yes**.

**Note:** If you believe you have incorrectly been asked to enter a Manufacturing Report, return to the “My Business” section and confirm that you have answered **No**.


### Manufacturing Report

4.

Submit Manufacturing Report



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

4. Click **Submit Manufacturing Report**.

Last Update: **December 10, 2024**

Confidential




BRITISH  
COLUMBIA

Ministry of  
Health

# Complete a Manufacturing Report

Manufacturing reports must be entered manually.

### 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

Scientific Name

Manufacturer Name

Manufacturer Address

Manufacturer Email

Manufacturer Phone

+ Add Ingredient

5.

5. Enter the information requested in the form. If you have additional ingredients, click **Add Ingredient**.

## 2. Location Information

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

[View Fullscreen](#)

Type of Location	Address/URL	Email Address	Phone Number
<input checked="" type="checkbox"/> Online	www.chloeuattestonnewdb.com	c.yu@cgi.com	2500842661
<input type="checkbox"/> Physical	1175 Douglas Street, V8W 2E2, Victoria	killian.faussart@cgi.com	5146607943
<input type="checkbox"/> Physical	7 St. Andrews Dr, Kaleden, BC, V8V0G4, Kaleden	test@email.com	5146607943

5 rows

**7.** [Submit](#)

- After adding all ingredients, select the locations.
- Click **Submit**.

**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.

☒ 8.

---

9.

8. Acknowledge that you agree with the required waiting period before selling the e-substance.
9. Click **Confirm**.

Once your Manufacturing Report has been submitted, you will receive a confirmation stating "Your Manufacturing Report has been uploaded."

**Submitted Manufacturing Reports**

**Manufacturing List**

[View Fullscreen](#)

Product name	Submitted Date	Locations	
vape1	Feb 28, 2022	1	<a href="#">View</a>

5 rows |< < 1 > >|

10. Retailers can review their submissions in the Manufacturing Reports section of the BCER by viewing the **Manufacturing List** table.

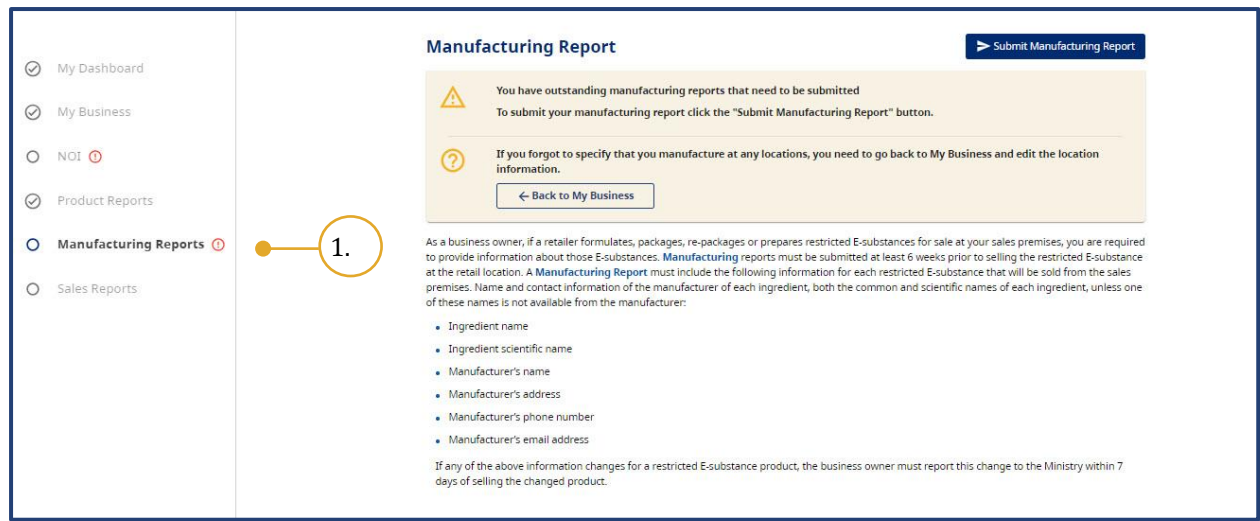


# Delete a Manufacturing Report

Retailers can delete a manufacturing 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.



The purpose of this section is NOT to manage your manufacturing lists, but rather to correct anything that may have been submitted in error.



1. To review your previously submitted Manufacturing Reports, click **Manufacturing Reports** .

**Submitted Manufacturing Reports** 2.

Manufacturing List

[View Fullscreen](#)

Product name	Submitted Date	Locations	
e-cigarette	Apr 10, 2023	1	3. <a href="#">View</a>

5 rows

- On the manufacturing reporting screen, scroll down to the **Submitted Manufacturing Reports** table. This table shows all your previous product report submissions.
- Click **View** for the report you want to review.

**Manufacturing Report**

[View Fullscreen](#)

Product name	Ingredient Name	Scientific Name	Manufacturer Name	Manufacturer Address	Manufacturer Email	Manufacture
Cigarette	Nicotine	Nicotine	E-juice	1516 blanshard st Victoria V8V8W9	ejuice@test.ca	1234567890

5 rows

A screen displays showing the submission details: product name, ingredient name, scientific name, and manufacturer name with address, email address, and phone number.

Retailer Location	
Address	456 Test St
Email address	vapetest@test.ca
Phone number	123-456-7890
If persons under 19 are permitted on sales premis	No
Regional health authority the sales premise is located in	Island
Do you intend to manufacture any e-substances that will also be for sale at this location	Yes

- Review the retailer location details to which the manufacturing report is attached.

Retailer Location	
Address	123-4th Street,Vancouver, BC
Email address	tim_test@gmail.com
Phone number	6047556666
If persons under 19 are permitted on sales premis	Yes
Regional health authority the sales premise is located in	
Do you intend to manufacture any e-substances that will also be for sale at this location	Yes

5.
Delete

- To delete the manufacturing report, click **Delete**.  
**Note:** This action will delete the manufacturing report from all locations to which it applies.

## Delete Manufacturing Report

You are about to delete this manufacturing report.

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

Cancel

6.

Confirm

- After you click Delete, you will be asked to confirm that you wish to delete the report.

**Note:** If you delete a manufacturing report, you will NOT be able to submit a sales report for the deleted products.

### Submitted Manufacturing Reports

#### Manufacturing List

 View Fullscreen

Product name	Submitted Date	Locations
--------------	----------------	-----------

5 rows 

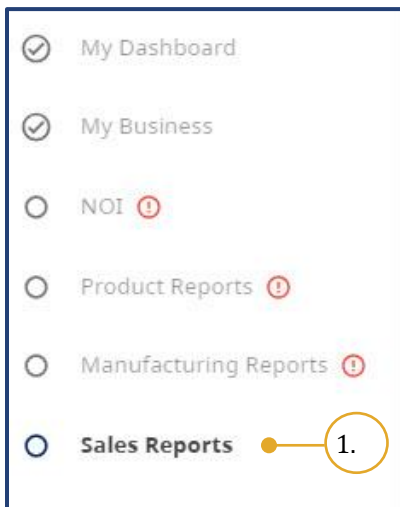
The Manufacturing Report is no longer in your Manufacturing List.

## 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:

- Number of containers and cartridges sold, grouped by brand name and product name
- Volume (in mLs) of restricted e-substance in the product
- Flavour, if the e-substance in the product is flavoured

Sales data must be submitted annually, based on data collected during the reporting period of **October 1st** of the previous year to **September 30th** of the current year. For example, from October 1, 2022 to September 30, 2023. The due date for submitting Sales Reports is January 15th of every year.



1. When you are ready to submit your sales report, click the **Sales Report** option of the database.

The BCER requires retailers to upload a CSV file 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 if the intent is to fix an error as **the new report will replace the previously submitted report for that location.**

## 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 following CSV template is created by the Ministry of Health for businesses to use to support their sales report submissions. This file can be downloaded from the system.



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, they must ensure that the following headers are included:

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

## Submit Sales Report

### Sales Reports

As a vapour product retailer, you must submit a Sales Report for location(s) that you have listed. You must submit 1 Sales Report per location by uploading a CSV file. To submit a Sales Report, click on the "Select" button in the table below for the location that you would like to submit. The deadline to submit your Sales Reports is January 15, 2023, for the reporting period of October 1, 2021 – September 30, 2022.

### Outstanding Sales Reports

#### Business Locations

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

Search

View Fullscreen

Doing Business As	Address/URL	Type of Location	Timeline	Status	
CGI	1175 Douglas...	Physical	2022/20	Not Submitted	Select
Test Location	7 St. Andrew...	Physical	2022/2023	Not Submitted	Select

5 rows

1. To submit a sales report, click **Select** for the location for which you want to submit a report.  
**Note:** You may submit a Sales Report at any time between October 1 and January 15.
2. Review the status of your Sales Report for each location by reviewing the **Status** column in the **Sales Reports** table.
3. If the location for which you are submitting a Sales Report for is not listed, search for it using the **Search** bar at the top-left of the table.
4. If you have more than five locations, you can navigate through the pages using the arrows and page numbers at the bottom of the table.

## Upload Sales Report for location

Vape Test, 1515 Blanshard St

### Upload Sales Report

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

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

5.

#### 1. Upload file from your device



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

6.

Supported: csv

Once you have selected the location for which you want to submit a report, the address and Doing Business As name are listed in the top-left corner.

5. Download a copy of the Ministry-provided CSV template by clicking **Download Sales Report CSV template**.
6. To upload your report, drag and drop the sales report from your computer into the Upload section, or click **browse from your device** to find and upload the file.



### Map Your Provided CSV Headers

Required field in our system	Field from your CSV file
Brand Name	7. <input type="text" value="Please Select"/>
Product Name	<input type="text" value="Product Name"/>
Concentration (mg/mL) (optional)	<input type="text" value="Concentration (mg/mL) (optionw."/>
Container Capacity	<input type="text" value="Container Capacity"/>
Cartridge Capacity	<input type="text" value="Cartridge Capacity"/>
Flavour	<input type="text" value="Flavour"/>
UPC (optional)	<input type="text" value="UPC (optional)"/>
Number of Containers Sold	<input type="text" value="Number of Containers Sold"/>
Number of Cartridges Sold	<input type="text" value="Number of Cartridges Sold"/>

8.

- After uploading your report, you must map the **Required field in our system** (left) to the **Field from your CSV file** (right).
- Once all the headers have been mapped, click **Map Headers**.

← Cancel 10.


### Upload Sales Report for location

Vape Test, 1515 Blanshard 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

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

Back 9. 11. Next

After the headers have been mapped, you can see the uploaded file.

9. To return to the previous page, click **Back**.
10. To cancel your submission, click **Cancel**.
11. To proceed and finalize the upload for your report, click **Next**.

← Cancel


## 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".

Back

12. 

Confirm Submission

12. Complete your submission by clicking **Confirm Submission**.

## Confirm Your Submission and Acknowledge

You are about to submit 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, 2021 to September 30, 2022. 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

13. Acknowledge that you want to submit your sales report.

14. Click **Confirm**.



15. Click **Return to my Sales Reports** to return to the main Sales Reports page.

# Replace Sales Reports

You can replace any previously submitted sales report.

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

Submitted Sales Reports

1.

Business Locations

You have 4 retail location(s) that have submitted a Sales Report.

If you would like to update the Sales Report, please click "Select" for the location that you would like to update. **Note:** updating your Sales Report will replace any reports that were previously submitted for this location and reporting period. You may download a copy of your submitted report by selecting the download button beside "Select".

Search

View Fullscreen

Doing Business As	Address/URL	Type of Location	Timeline	Status	
CGI	1175 Douglas...	Physical	2022/2023	<div>2.</div>	<div><div></div><div>Select</div></div>
FakeLocation	199 Valerie ...	Physical	2022/2023	<div>Submitted</div>	<div><div></div><div>Select</div></div>
CGI	1175 Douglas..	Physical	2022/2023	<div>Submitted</div>	<div><div></div><div>Select</div></div>
TestLocation	740 Road 5, ...	Physical	2022/2023	<div>Submitted</div>	<div><div></div><div>Select</div></div>

5 rows

1. From the main page of the Sales Reports section, scroll down to **Submitted Sales Reports**.
2. Click **Select** for the location for which you want to submit a new Sales Report.

← Cancel

### Replace Sales Report for location


**FakeLocation, 199 Valerie Lane, Gold Bridge, BC**

#### 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 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



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

Supported: csv

3.

3. Drag and drop the Sales Report from your computer into the Upload section, or click **browse from your device** to find and upload the file.

If you are uploading your own file, ensure that you have correctly mapped the headers.

[← Cancel](#)

## Replace Sales Report for location


**FakeLocation, 199 Valerie Lane, Gold Bridge, BC**

### 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

vaping-reg-sales-report-test.csv

Your CSV file has been mapped successfully. Click next to complete upload and confirm your entries.  
[Replace with new upload](#)

4.

×

Back

5.

Next

4. You will receive a message that your file has been uploaded.
5. Click **Next**.




### Replace Sales Report for location

FakeLocation, 199 Valerie Lane, Gold Bridge, BC

#### 2. Review Submission

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

FakeLocation, 199 Valerie Lane, Gold Bridge, BC

 vaping-reg-sales-report-test.csv

**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

7.

Confirm Submission

6. A warning displays indicating that any previously submitted Sales Reports for this location will be replaced.
7. Click **Confirm Submission**.

### 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, 2021 to September 30, 2022. 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

9.

Confirm

- Acknowledge that you understand the previous report will be replaced and that you wish to submit your report.
- Click **Confirm**.



Thank you!

Your Sales Report for **1515 Blanshard St, Victoria, BC** has been submitted.

[Return to my Sales Reports](#)

A confirmation message confirming that your Sales Report was submitted will display.

## Frequently Asked Questions (FAQ)

The **FAQ** button is located at the top-right of the screen and is accessible from every page.

Having Trouble? [Get Help](#) [FAQ](#)

### Frequently Asked Questions

1.  [Search](#)

- > I forgot my BCeID login for my account. Can I send an email for you to reset it?
- 2. > Can I add multiple users on one BCeID account?
- > How do I change details about my business?
- > What should I do if I enter my location more than once?
- > How do I renew my Notice of Intent (NOI) for multiple locations?
- > How do I update my location information after I submitted or renewed my NOI?
- > Do I need to upload my product report as a single file?
- > How do I submit a sales report for multiple locations?
- > Can the BCeID Data Portal identify duplicate products?

1. Filter the list of questions by searching using keywords or a question.
2. Clicking the question will open the answer below it.

## Appendix 1: Support

For technical support in submitting your Notice of Intent, Product Report, Manufacturing Report, or Sales Report, send an email to: [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/complete/statreg/186\\_2020](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/186_2020)