

Please ensure you are able to provide the following requirements when submitting a product call.

Merchandising

INSURANCE VERIFICATION

PRELIMINARY INFORMATION FORM SUBMISSION

- Compliant naming conventions
- GS1 registration for both product and packaging images
- Barcode registration
- Dried flower from production facility must be ready for formal sensory evaluation at time of submission (cannabis product must be taken back upon completion of evaluation)

IMAGES

- Packaging images submission to GS1
- Product images direct submission to Content team
- Marketing images direct submission to Category Analyst

PRICE NEGOTIATION

NOTICE TO PURCHASE ISSUED

FORECAST AND LAUNCH WINDOW ESTABLISHED

PRODUCT CALL FORM SUBMISSION (FINAL)

ITEM SETUP CONFIRMATION

- Final label submission (Flat Primary Packaging PDF)

BEVERAGE SAMPLES (IF APPLICABLE)

- Full case of final retail samples submission (filled, carbonated where applicable, in the master case intended for use)

NEW VENDOR ONBOARDING (+15 DAYS)

- [Vendor Profile](#)
- [Health Canada License](#)
- Insurance Certificate
- Master Cannabis Supplier Agreement

Quality Assurance and Regulatory Compliance

VENDOR COMPLIANCE QUALITY ASSESSMENT

- Health Canada License Confirmation
- Site Quality Systems Review
- Audit of QMS Documentation: Process Flows, SOPs, Batch Records

OCS QA ONBOARDING SESSION FOR NEW VENDORS

- Introduction of Quality Systems at OCS
- Onboarding of below OCS Processes:

REGULATORY REVIEW

- Naming Convention Confirmed
- Child Resistant Certification
- Label Artwork Packaging Review
- Product Risk Assessment

WAREHOUSE QA INSPECTIONS

- Barcode Validation for Retail, Shipper
- Temperature Monitoring (if applicable)
- Item Setup for COA Tracker (Potency)
- Designated SharePoint Contact

POST MARKET INVESTIGATIONS

- Recall and Investigations Contact
- SharePoint Access Completed