

Brewer's Distributors LTD. (BDL) Bottle Handling Guidebook

In accordance with



Updated 2022

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1. Refillable Handling Quick Reference Guide

YES



Industry Standard Bottles are recognized by their amber colour, 341mL size, shape and unique twist-off top. All other bottles should be separated and returned to appropriate recycler. ✓

Inspect cases for:

- Correct bottle type
- Crown removal
- Removal of garbage
- Bottles upright
- Correct number of bottles

✓

All 6-pack cartons are to be grouped in fours and “mother-trayed” for safer handling by placing in a can tray. ✓



All loose bottles are to be placed alone in repack trays. No other cartons are to be placed inside. These trays are supplied by BDL and are to be used solely for returning BDL bottles. ✓

Each pallet must be properly identified with a coloured sticker supplied by BDL. These stickers are to be placed on the bottom layer of cases, on the narrow side of the pallet. ✓

Cases must be stacked according to industry pallet pattern requirements. The top and middle layers are to be securely strapped with twine. Use only structurally sound BDL pallets. ✓

NO



All other bottle types, beer and otherwise, should be properly separated from Industry Standard and Private Molds Bottles and returned to the appropriate recyclers. ✗

Do not use damaged cartons or cases that are wet or filled with snow. Brewery saws cannot cut these cases. These bottles need to be repackaged in BDL-supplied repack trays ✗

Loose bottles must not be returned in cases or trays not designed specifically to hold beer bottles. These bottles would be lost along the high speed conveyor lines. ✗



No dirty or obsolete beer bottles to be shipped with ISBs. Place on a separate pallet and return to BDL for safe handling and environmentally friendly glass recycling. ✗

Do not use damaged pallets that have broken, missing, or loose boards. Damaged pallets should be shipped back to BDL for repair. ✗

12, 15 and 18 pack cases must not be placed in can trays. Bottles will be lost, and the cases cannot be cut properly with brewery saws. ✗

2. Container Sorting



General

In providing sorting services for refillable containers, Depots must follow the approved container sort and palletization requirements outlined in this guide. If the container sort requirements are amended, ABCC will work with the BCMB and ABDA to issue a notice to each Depot not less than 30 days prior to the effective date, unless otherwise specified by the BCMB or agreed to mutually by ABDA and ABCC. In the event of a discrepancy between this guide and the ABCC-ABDA Service Agreement, the Service Agreement will be deemed to be correct and accurate.

All approved containers must be sorted into cases or BDL-supplied repack trays and stacked on a pallet. Industry Standard Bottles must be shipped from the Depot in full pallets. Private Mold Bottles may be palletized in full pallets but depending on volume may also be consolidated in full layers on a single pallet along with full layers of Industry Standard Bottles.

Approved Container Sorts

The table below outlines refillable containers handled by ABCC. Containers must be sorted by container code as listed below. In the event of changes in approved containers, BDL will issue a notice to each Depot providing details and effective date. Examples of each container can be found in the following pages.

Container Code	Container Description	Deposit Value
800	Industry Standard Bottle (ISB)	\$0.10
838	Non-Usable Refillable Bottle (Dirty, Obsolete, Damaged)	
849	Molson MT BTL Clear (MGD clear)	
843	Steam Whistle Bottle (green)	
848	Moosehead Bottle (green)	
841	Sleeman Bottle (clear)	

Industry Standard Bottle (ISB)

Container Code: # 800
Quantity per layer: 24 dozen / 288 units
Layers per pallet: 5 or 7



Industry Standard Bottle is an amber, refillable, screw top, 341mL bottle used by domestic Canadian brewers exclusively under contract as per their agreement with Beer Canada

Non-Usable Refillable Bottle (Dirty, Obsolete, Damaged)

Container Code: # 838
Quantity per layer: dependent on volume
Layers per pallet: dependent on volume – refer to palletization requirements.



Molson MT BTL Clear

Container Code: # 849
Quantity per layer: 24 dozen / 288 units
Layers per pallet: 4* or 7
*Miller Genuine Draft



Steam Whistle

Container Code: # 843
Quantity per layer: 24 dozen / 288 units
Layers per pallet: 4



**Layers per pallet dependent on Depot volume. Please refer to palletization requirements.*

Moosehead

Container Code: 848
Quantity per layer: 24 dozen / 288 units
Layers per pallet: 5 or 7



Sleeman

Container Code: 841
Quantity per layer: 24 dozen / 288 units
Layers per pallet: 5 or 7



**Layers per pallet dependent on Depot volume. Please refer to palletization requirements.*

3.Palletization Requirements

All bottles must be in placed upright in original industry packaging or BDL-supplied repack trays. Cases must be dry, in good condition, and free of any garbage, debris or other foreign material.

Each pallet must:

- Be 5 Layers (120 dozen / 1440 units) or 7 layers (168 dozen / 2016 units) in height.
- Be 4 layers or 7 layers for Steam Whistle and MGD bottles.
- Maintain standard 24 dozen (288 units) bottles per layer.
- Each pallet must be structurally sound and secured by twine on the middle and top layer. If an additional pallet with additional layers is placed on top of a full pallet, these layers must also be secured with twine.
- “Shipped By” sticker supplied by BDL must be placed on each pallet on the bottom layer on the narrow side of the pallet.
- Depot Name and Date Shipped must be filled out on the attached sticker for every pallet. Colour of stickers differ for Northern AB Pink and Southern Yellow / Green.

Example 5 high pallet with twine on 3rd and 5th layer



Example of 7 high pallet with twine on 4th and 7th layers



Example sticker placement on bottom side of pallet



Example of sticker



Example of unstable pallet



4. Low Volume Shipping

For lower volume containers (those that would otherwise not comprise a full pallet in a **30-day period**), the Depot may create a pallet comprised of these Private Mold refillable bottles in accordance with the ABCC-ABDA Service Agreement either on a separate pallet on top of a five-layer finished ISB pallet (as shown below) or as otherwise agreed to between ABCC and Depot.

If you have not received sufficient Private Mold Containers in **30 days**, you may also comingle full boxes of different Private Mold Containers alongside Non-Usable Refillable Bottles onto a single layer on top of a pallet on top of other layers. You must **not** comingle different types of bottles into single boxes regardless of the timeline.

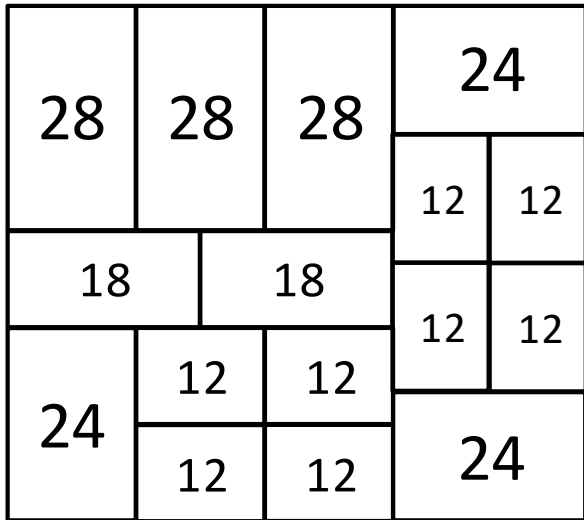


Example of mixed layer of Containers

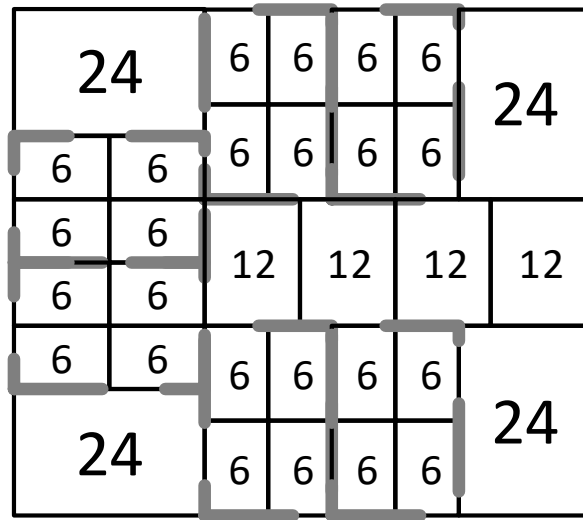


5. Stacking Configurations

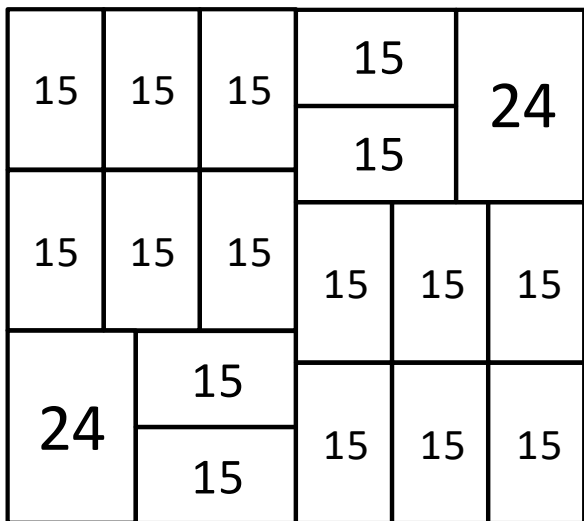
Cases must be stacked on pallets in standard layers according to industry pallet pattern requirements set out below. Each layer must contain 288 bottles, and layers are to be alternated so that the cases will overlap vertically as the pallet is built. The following are examples of layer configurations that may be used by the Depot; however, the above requirements must still be maintained. There are a variety of combinations that can be used to achieve the correct number of containers per layer, and Depots can interchange 24 packs easily for two 12 packs or four 6 packs in most cases.



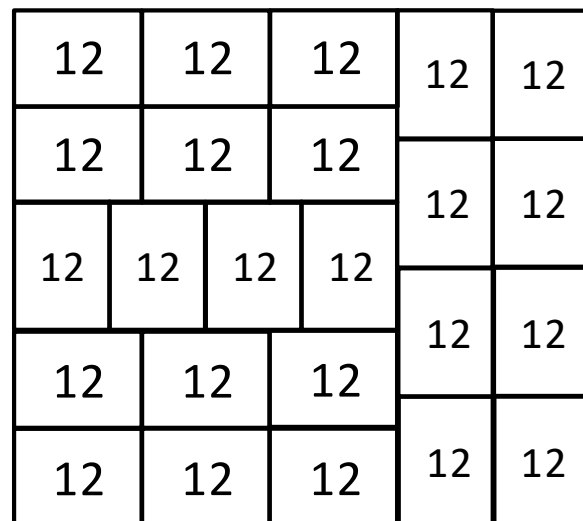
12, 18, 24 and 28 packs



6, 12, and 24 packs



15 and 24 packs



12 packs

24	24	24	24
24	24		24
24	24		24
24	24	24	24

24 packs

15	15	12	12	15	15
15	15	18		15	15
24		15	15	24	
24		15	15	24	

12, 15, 18, and 24 packs

28	28	28	24	
12	12	12	12	12
24	24	24	12	12
24			24	

12, 24, and 28 packs

24	24	24	24	
12	12	12	12	24
18		18		24
18		18		24

12, 18, and 24 packs

24	28	28
12	28	28
28	28	28
28	28	28

12, 24, and 28 packs

15	15	24	24	24
15	15	24		24
15	15	24		24
15	15	24		24

6. Bottle Condition

Refillable beer bottles are reused an average of 15 times, although in many circumstances an individual bottle may be refilled many more times than that. Any number of factors could determine that a bottle is not suitable for reuse and therefore needs to be separated from regular returns.

Damaged, Dirty, & Obsolete Bottles

All returned bottles sorted by Container Code must be completely intact and identifiable as refillable containers. Bottles with noticeable chips, cracks, or breaks must be separated from regular returns. Bottles that contain excessive dirt or that are considered obsolete will be accepted and paid for by ABCC and should be collected by Depots from Customers. **However, these bottles must be palletized as Non-Usable Refillable Bottles separately from other bottles and noted on the RBill separately from other Container Codes.**



Crowned / Capped Bottles

Bottles must be open, and all crowns/caps removed before palletizing cases. Unopened bottles not detected during processing at the brewery are a serious safety concern and may cause risk to the quality of finished product.



Bottle Placement

Each case must contain the proper number of bottles with no comingling of other Container Codes. Bottles must be placed right-side-up (neck of the bottle at the top of the case), as improper placement of bottles may cause damage to bottles during the case removal process at the brewery.



7. Packaging Condition

Whenever possible, empty containers are to be returned in their original industry packaging. The condition of packaging and stability of returns is of the utmost importance to ensure safe handling and accurate counts. Cases must be intact and able to function as a shipping case with sturdy sides and bottoms. If a case is not fit for shipping and no other cases are available, Depots should use a repack tray provided by BDL.

Handling 6-Pack Cases in Can Trays

All industry standard 6-packs cartons are to be grouped in four and placed inside shorter can trays (not BDL-supplied repack trays) for safer handling



Repacking Bottles

If Customer-supplied packaging does not meet standards outlined in this guidebook or bottles are returned loose by Customer, the bottles may be repacked into BDL-supplied repack trays. Supplies will be issued by BDL to depot based on requests made via Beer for business or Ordering Desk.



Damaged Cases

Cases that have open end flaps or torn / ripped sides or bottom wall may result in major problems when handling uncasing process which deems these unfit for use. Place bottles from damaged cases into BDL-supplied repack trays



Wet / Soggy / Snow filled

Packaging that has been left outside or has been in contact with snow will have moisture absorbed into cardboard. Water content in empty cases will cause stability problems. Place bottles from wet cases into BDL-supplied repack trays



Unacceptable Boxes

Original Industry packaging or BDL-supplied repack trays are the only acceptable cases to be used to return containers to BDL. Bottles must NOT be returned in cases / cartons not designed specifically to hold beer bottles. Unacceptable cases include can trays (with loose bottles and without use of 6-packs), Spirit, or Wine boxes, Fruit or Vegetable cartons, Paper or Plastic Bags.



Pallet Condition

Broken pallets or Non-BDL pallets may lead to unstable pallets, equipment or conveyor jams, and damages. Depots are to inspect pallets for damages before being used. Substandard BDL pallets can be placed to the side and shipped back to BDL stacked together no more than 5 high along with regular shipments.

Pallets provided by BDL are to be used exclusively for shipping returns back to BDL. These pallets are Green or Non-Painted and Labelled on the side BDL or TBS.



8. Shipping / Pickups

Depots, Carriers, and ABCC must all work together to maximize safety and efficiency during loading at the Depots, while in transit, and when received at ABCC facilities or Breweries.

ABCC or an assigned Carrier will provide trailers for pickup which are clean and fit for use. Depot loading docks must be clear and free of debris; safety hazards identified at time of loading may result in refusal of pickup by the Carrier.

Carrier and Depot operators are to perform a visual inspection while loading product on trailer to ensure pallets are tagged with Depot info, proper quantities, and that containers are sorted. The Carrier reserves the right to refuse any pallet or pallets that do not comply with proper sorting or are deemed unsafe to transport. This includes unstable pallets, containers stacked too high, improper configurations.

RBill documentation must be filled out in full and be signed by both the Carrier and Depot representative. See ABCC-ABDA Service Agreement for details on RBill completion.

Shipping Loads and Paperwork (RBills)

When shipping loads, an Empty Container Shipping document (ECS / RBill) must be completed in full:

1. Shipping Depot's Name
2. Depot BDL Number assigned by BDL
3. Address of Shipping Depot
4. Container Number and Description if not listed on ECS document
5. Quantity Shipped in Dozen
6. Carrier Name
7. Trailer Number
8. Shipping Depot's Signature
9. Driver's Signature

Below is an example of the Beer 4 Business form with updated container codes and an old version of the ECS document.



BREWERS DISTRIBUTOR LTD.

Customer Returns



86666065



61534876

To: 623X
Edmonton DC Returns
11208 189 Street
Edmonton AB T5S 2V6

From: 1 3 Lic#: 2

DOCUMENT REFERENCE		
ORDER #	TOUR#	1 of 1
DELIVERY #	PLAN#	54503
SHIPMENT#	SHIP_DATE	
STOP: 000004	VEHICLE:	627004 - 48FT
P.O.#		
SHIPMENT WEIGHT	7.943 KG / 17.511 LB	
CARRIER NAME	6	DIRECT TRANSPORT-DIR INT
BOL CARRIER#	7	
CARRIER TRAILER NUMBER		
RETURN ORDER CREATE DATE:	06.07.2022	

PICKUP INSTRUCTIONS:				RETURN FOR CREDIT	
				Z00	Empty Returns
				Z01	Concealed Damage
				Z02	Packaged Product Quality
				Z03	Internal Secondary Packaging Damage
				Z04	Customer Damage
				Z05	Hired Carrier Damage
				Z06	Product Over Age (Stale)
				Z07	Redistribution (of unopened good product)
				Z08	Keg Product quality
				Z09	Kegs - Valve/Seal/Structural
				Z10	TBG Transit/Truck Damage (Site fault)
				Z11	TBG Warehouse Damage (Site fault)
				Z12	TBG Product Over Age (Site fault: Stale)
				Z13	Product Withdrawal (Recall)
				Z14	Sampling
				Z15	Mis-picks (for correction orders)
				Z17	Redistribution (of unopened prod) = fuel surcharge refund
				Z23	BOL Ditch Glass Shipment
				Z24	BOL MT Cans to EBO
				Z20	Related Product Returns
				Z21	BOL Returns for Rebate

4

5

8

9

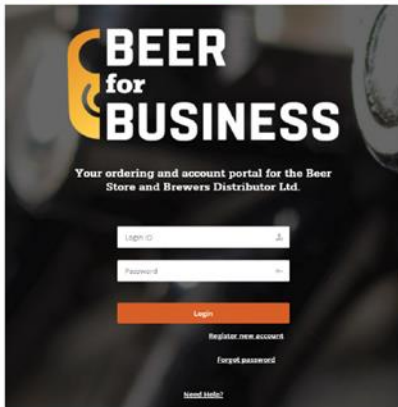
SIGNATURE _____	(PRINT AND INITIAL)	CARRIER DRIVER SIGNATURE
		DRIVER _____
WHITE COPY	TBS	EMPLOYEE# _____
YELLOW COPY	CUSTOMER	
PINK COPY	CARRIER	TRAILER# _____

9. Ordering Supplies

Supplies can now be ordered online through BDL's www.beerforbusiness.ca website. Please make sure to place your order at least two days before your scheduled pickup.

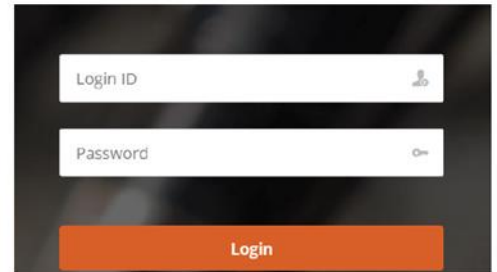
STEP 1: Register and Login

REGISTRATION



- ✓ Click Register New Account
 - ✓ Licence # (no dashes or leading zeroes needed)
 - ✓ Establishment name
 - ✓ Phone Number
 - ✓ Email Address
- Submit** to receive confirmation of registration within 24 hours

LOGIN

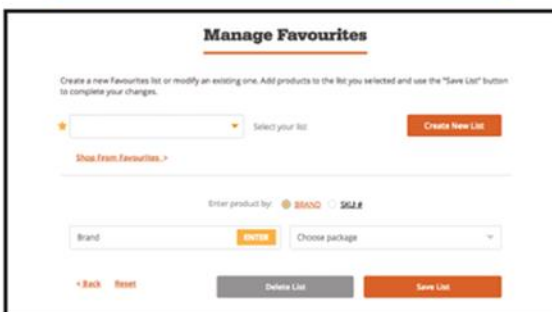


- ✓ Go to www.BeerforBusiness.ca
- ✓ Login ID
- ✓ Password
- ✓ Click Login

STEP 2: Ways to Shop

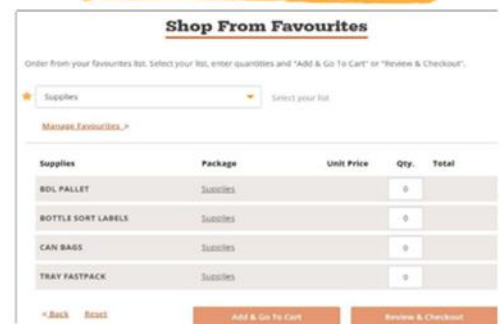
OPTION 1

CREATE A FAVOURITES LIST



- ✓ Create a New List
- ✓ Add products by brand and package size
- ✓ Click Save List
- ✓ Multiple Favourites Lists can be created!

SHOP



- ✓ Choose appropriate Favourites List
- ✓ Enter "Qty" for each product
- ✓ Add & Go To Cart!

OPTION 2

UPLOAD ORDER

The screenshot shows the 'Upload Order' process. On the left is a form with a 'SELECT FILE' button and a 'Download spreadsheet template' link. An arrow points to a spreadsheet with columns 'A' and 'B'. The spreadsheet contains the following data:

	A	B
1	Article ID	Quantity
2	1111117	1
3	6122	2
4	6112	5
5	6081	1
6		

Another arrow points to a cart summary table:

Supplies	Package	UNIT Price	Qty.	Total
BDL PALLET	Supplies		0	
BOTTLE SORT LABELS	Supplies		0	
CAN BAGS	Supplies		0	
TRAY FASTPACK	Supplies		0	

Buttons for 'Back', 'Reset', 'Add & Go To Cart', and 'Review & Checkout' are visible at the bottom of the cart summary.

- ✓ Click on Upload Order from the Home Page or Shop drop down menu
- ✓ Download the spreadsheet template
- ✓ Click on Select File
- ✓ Choose the file saved on your computer and click Open

- ✓ Enter the product code and quantity for each item you are ordering
- ✓ Save as .csv file type on your computer
- ✓ Review all items have uploaded correctly
- ✓ Click Add & Go to Cart

STEP 3: Place Order

REVIEW & CHECK OUT

The screenshot shows the 'Returns' section. It includes a table for 'Empty Returns':

	Qty.
EMPTY BOTTLES	0
EMPTY CANS	0
EMPTY KEYS	0

Below this is the 'Full Good Returns' form with fields for 'Brand', 'Return Reason', and 'QTY'. A 'SHIP MY ACCOUNT' menu is also visible, with 'RETURNS' highlighted.

- ✓ Empties Qty. noted
- ✓ Full Good returns noted (by brand or SKU #)
- ✓ Confirm delivery date and order
- ✓ Click Submit!

ORDER CONFIRMATION

The screenshot shows the 'Thank you for your order' confirmation page. It displays the order number (0010006533) and the returns number (0060004811). It includes a 'Back to Customer Search' button and a 'VersaPay' button.

- ✓ Order # for product delivery
- ✓ Order # for Empties and/or Full Good returns
- ✓ Order confirmation sent to your email!
- ✓ Please refer to confirmation for order totals

10. BDL Contact Information

BDL Northern Alberta

Edmonton Warehouse (780) 732-6537
Hours of Operation 8:00 AM to 4:00 PM
CUSTSERVEDM@BDL.CA

Metro Edmonton Pickup Requests

To schedule pick up, Depot must arrange online via www.beerforbusiness.ca while ordering supplies and must indicated number of pallet ready for pick up.

Rural Areas Pickup Requests

Depots are assigned a Carrier. Request for pickups will be arranged directly with carrier. Carrier appointments may be made on standing schedule or on a one-off basis.

BDL Southern Alberta

Calgary Warehouse (403) 531-1006
Calgary Dispatch (403) 531-1006 ext. 1057
Hours of Operation 6:30 AM to 10:30 PM

Metro Calgary Pickup Request

To schedule pick up, Depot must arrange online via www.beerforbusiness.ca while ordering supplies and must indicated number of pallet ready for pick up.

Rural Areas Pickup Requests

Depots are assigned a Carrier. Request for pickups will be arranged directly with carrier. Carrier Appointments may be made on standing schedule or on a one-off basis.

Ordering Supplies

Order Desk 7:00 AM – 3:00 PM EST.
By Phone 1-888-948-2237
Online: www.beerforbusiness.ca

General Inquiries

1-888-948-2337
Customerservice@thebeerstore.ca

Payment Info

BDL Accounts Payable 7:00 AM – 3:00 PM EST
BDLAP@thebeerstore.ca

Concerns or Questions

Jace Hunter – Advisor Empty Container
604-340-1508
Jace.Hunter@bdl.ca

Other Issues Related to Payment errors, Pickups, Supplies orders, and Carrier concerns can be reported via QMS <https://bcmb.zendesk.com/>