

PRESENTATION TO ONTARIO WINE MANUFACTURERS & AGENTS

Information session presenting an overview of the wine in grocery program.

July 2016

This presentation aims to provide interested suppliers/agents with information about making wine products available to the LCBO's grocery customers. Some of the presentation deals with product eligibility requirements that are set out in Ontario Regulation 232/16 (which is available at <https://www.ontario.ca/laws/regulation/160232>). Nothing in this presentation changes any contents of the Regulation and if there is any inconsistency between the contents of this presentation and the Regulation, the Regulation governs.



Today's Agenda

1- New rules & regulations

Summary of the policy change and new program

2- Resources

Information available to suppliers

3- Roles & responsibilities

LCBO, suppliers and grocers

4- Product registry

Getting products registered for grocery: timeframes & requirements

Today's Agenda

5- Orders, fulfillment, delivery & payment

- Order process
- Grocer Management System (GMS)
- Shipping documentation and delivery
- Supplier payment
- Supplier set up & steps to follow

Q&A

Grocery Operations members

After today's session you will have:

1. Further **understanding** of wine in grocery program.
2. Detailed **process steps** and **timelines** to guide you.
3. Knowledge of the **resources** available to you.
4. Grocery Operations full **contact list**.

1 - New rules and regulations

Policy change



April 2015

Premier's Advisory Council on Government Assets ("PAC")

Striking the Right Balance: Modernizing Beer Retailing/Distribution in Ontario

- **150 grocer** authorizations before May 2017 to sell beer to the public.

December 2015

Grocer Management System (GMS) launched: 13 companies → 60 locations

February 2016

PAC Second Report: *Striking the Right Balance: Modernizing Wine and Spirits Retailing/Distribution in Ontario*

- Initial allocation of **70 wine, beer and cider licenses**
- Winery Retail Stores permitted to operate inside grocery stores

....to Present day

- **Run** current beer & cider business with existing 60 stores
- **Issue** RFB for additional 70 stores
- **Prepare** to onboard wine manufacturers and new grocery customers

Authorization types

- **Beer & Cider** only → 60 in the market
- **Currently 70 Wine** out to market in competitive bid process
 - 35 Wine, beer & cider
 - 35 ***restricted*** Wine, beer & cider

** Details for co-located winery retail stores available when regulation is passed*

Regulatory Framework

Ontario Regulation 232/16 Sale of Liquor in Government Stores

<https://www.ontario.ca/laws/regulation/160232>

- Definitions
- Addresses type, package size, alcohol content
- Product display requirements
- Hours of operation
- Restrictions on promotions, loyalty programs & advertising found here

Product Definitions

CREAM WINE

Alcoholic beverage made from wine and added milk ingredients

QUALITY ASSURANCE WINE

Wine (other than cider) that is designated as meeting the quality control standards of a statutory appellation of origin regime that certifies, in the aggregate, < 50M litres of wine (excluding cider) annually

WINE BEVERAGE

Wine-based cocktail or an alcoholic beverage that is produced from a base of wine that may have added to it flavouring or flavouring preparations, juices, colour and sugar, that does not have the aroma or taste commonly attributed to wine and that is available in a spirits-based version.

Manufacturer Definitions



Small Winery

- Worldwide **sales < 200,000** litres of sales in last 12 months
- Every affiliate of the manufacturer that manufactures wine is a small winery



Mid sized Winery

- Worldwide **sales < 4.5 Million** litres of sales in last 12 months
- Every affiliate of the manufacturer that manufactures wine is a mid-sized or small winery
- Manufacturer is **not** a small winery

Grocery Floor Price

Size (ml)	Floor Price
375	\$5.90
500	\$7.60
720	\$10.65
750	\$10.95
1000	\$14.05
1500	\$20.15
2000	\$25.90
2250	\$28.75
3000	\$37.90
4000	\$49.35

Additional Eligibility Requirements...

- Grocers **cannot have** financial interest in a brand or trademark of wine offered.
- All products must be **made available to all grocers**; no exclusive products nor private label brands.
- **No retail-level discounts** or rebates for multiple package buying.

Product Parameters

Beer & Cider (optional)



- Alc content $\leq 7.1\%$
- No malt based coolers
- No container $> 750\text{ml}$
- Pack size ≤ 6

Beer & Cider & Wine



where wine sold is:

- Alc content $\leq 18\%$
- ≤ 4 Litres in size
- No cream wine
- No wine beverages
- Subject to grocery floor

Beer & Cider & Wine_R:



RESTRICTED \rightarrow where wine sold is only:

- Wine from **SMALL** winery using grapes from **SINGLE COUNTRY**
- AND**
- **QUALITY ASSURANCE WINE** using grapes from **SINGLE COUNTRY** that at any time during the 3 year period is a **MID-SIZED** winery

Product Display: *Beer & Cider* Beer only

- Beer displayed in a single contiguous display area
- At least 20% of containers of beer on display are produced by **SMALL** brewers

Beer & Cider

- Both Beer & Cider sold in a single contiguous area
- At least 20% of containers of beer on display are produced by **SMALL** brewers
- At least 20% of containers of cider on display are produced by **SMALL** cideries

Product Display: Beer & Cider & Wine

Beer & Cider display requirements &

- Wine displayed in a single contiguous display area
- At least 10% of total containers of beer & wine on display is **BEER**
- At least 10% of total containers of beer & wine on display is **WINE**
- At least 10% of wine on display is manufactured by **SMALL** winery
- At least 50% of wine containers on display must contain wine produced using grape from single country & **ONE** of:
 - Quality Assurance wine; OR
 - Wine produced from **SMALL** winery; OR
 - From a country that produces less than 150M litres of wine annually from grapes grown in that country

Product Display: Beer & Cider & Wine_R *Restricted* (3 years)

Beer & Cider display requirements &

- Wine displayed in a single contiguous display area
- At least 10% of total containers of beer & wine on display is **BEER**
- At least 10% of total containers of beer & wine on display is **WINE**
- At least 20% of containers on display manufactured by **SMALL** winery
- If **VQA WINE** sold must have one or more signs indicating availability of VQA wines

Grocery retail price = Uniform price

- The retail price for wine sold to the public by authorized grocers will be as **determined by suppliers**
- It will **be the same** through all retail channels; LCBO, grocery and on-site store
- The retail price is **communicated by the LCBO** to authorized grocers

2 – Resources

Information available to suppliers



Grocery Operations

LCBO

www.doingbusinesswithlcbo.com

Click through to grocery section of the site

LCBO

Doing Business with LCBO



Trade Resources Online
Beverage Alcohol



Store Construction,
Real Estate, Agency Stores



Grocery

Grocery website: landing page

Wholesale
Operations
Group

LCBO

Home

Supplier

Grocers

FAQ

Contact Us

Welcome to the Grocer information site

This website is a dedicated resource for selling beer in grocers in Ontario. Information and forms can be found for (1) suppliers to grocers, and (2) grocery operators.

For our customer facing web presence, please visit [LCBO](#). Other trade resource information may be found at [our trade resources site](#).

Background

In its April 2015 report, Striking the Right Balance: Modernizing Beer Retailing and Distribution in Ontario, the Premier's Advisory Council on Government Assets recommended that the government authorize qualifying grocery stores to sell beer to the public. In the 2015 Ontario Budget, Building Ontario Up, the government announced it would proceed with this recommendation and subsequently introduced regulatory changes establishing the LCBO as the wholesale supplier of all beer, domestic and import, to authorized grocery stores.

60

grocers by
end of
2015

up to
150

licenses by
May 2017

PAC

Premier's
Advisory
Council

Latest News

GMS Training Videos Added
2015 Dec 17

Videos are posted on the supplier and grocer pages.

First 58 Locations Announced
2015 Dec 15

The authorized stores are a mix of independent and large grocers in communities across Ontario.
[Read more >](#)

Winning Bids Announced
2015 Nov 18

The first grocers to be eligible to sell beer in Ontario grocery stores were announced.
[Read more >](#)

Supplier page

Wholesale
Operations
Group

LCBO

Home

Supplier

Grocers

FAQ

Contact Us

Supplier To Grocers

This page contains information and forms for suppliers to grocers.

Trade Letters


[Information Session: Wine In Grocery](#)

[Information Session: Cider In Grocery](#)

Training Video

[Grocer Management System \(GMS\) training video](#)

[LCBO GMS Vendor Manual for Supplying Sources](#)

Webinar Recording of Vendor Training for L... 



Go to...

GMS will not be accessible on
Wednesday June 15th 11:00 AM –
2:00 PM due to maintenance.

Product Management

Grocer Management System



GMS Support

Tel: 1-888-826-4334

lcbohelp@tangentia.com

NISS

New Item Submission System
What is NISS?

iSupplier

LCBO invoice & payments
information system
What is iSupplier?

Policies & Procedures Manual for Wholesale

LCBO

GROCERY OPERATIONS

Addendum to LCBO Product
Management Policy & Procedures
Manual for Wholesale to Authorized
Grocery Stores

For Suppliers

June 2016

Government resources available to suppliers

- **Striking the Right Balance**
<https://www.ontario.ca/page/premiers-advisory-council-government-assets>
- **Ontario Regulation 232/16**
www.ontario.ca/laws/regulation/160232
- **AGCO**
www.agco.on.ca/en/whatwedo/beer_sales_grocerystores.aspx
- **Master Framework Agreement Schedule 6.5**
<http://www.fin.gov.on.ca/en/consultations/beer/>

3 – Roles & Responsibilities

LCBO, suppliers and authorized grocers



Enabling you to pursue sales opportunities

CONDUIT TO OPPORTUNITY

The LCBO Grocery Operations team is here to serve as a **conduit for you to grow** your businesses by selling through the new grocery channel.

YOUR CHOICE TO PROCEED OR NOT

It is **your decision** to determine whether you wish to sell through this channel, and up to what degree if you choose to do so.

We are your partner in selling through to grocers.

- Established a **new group** within the LCBO.
- Staffed and dedicated to **partnering** with suppliers.
- Provide **wholesale transactional services** to grocers.
 - Finance
 - IT
 - Logistics
 - Inventory tracking
 - Customer service (dedicated contact for sales and service)

The LCBO's increased mandate

1. An operational enterprise of the Province.
2. Importer of record for all beverage alcohol products in Ontario.
3. **Wholesaler of record** for all beverage alcohol sold by grocers.

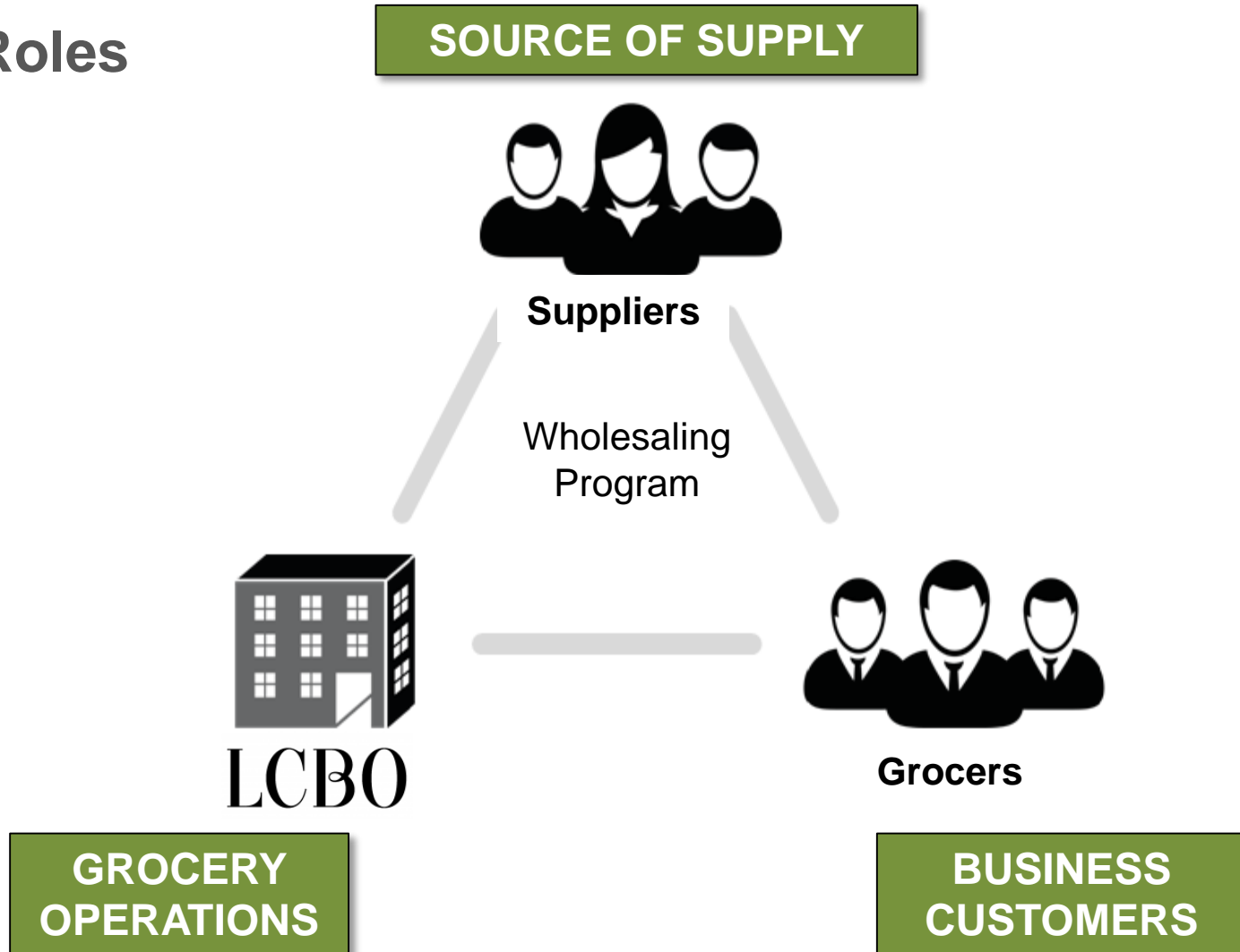
What we are involved in ...

1. Business-to-Business wholesale transactions
2. Access between suppliers and grocers
3. Listing and order flow
4. Financial processing
5. Fulfillment facilitation

What we aren't involved in ...

1. Targeted consumer marketing
2. Product category management
3. Grocer sales & marketing plans
4. LCBO sales and promotions
5. Determining wholesale product mix

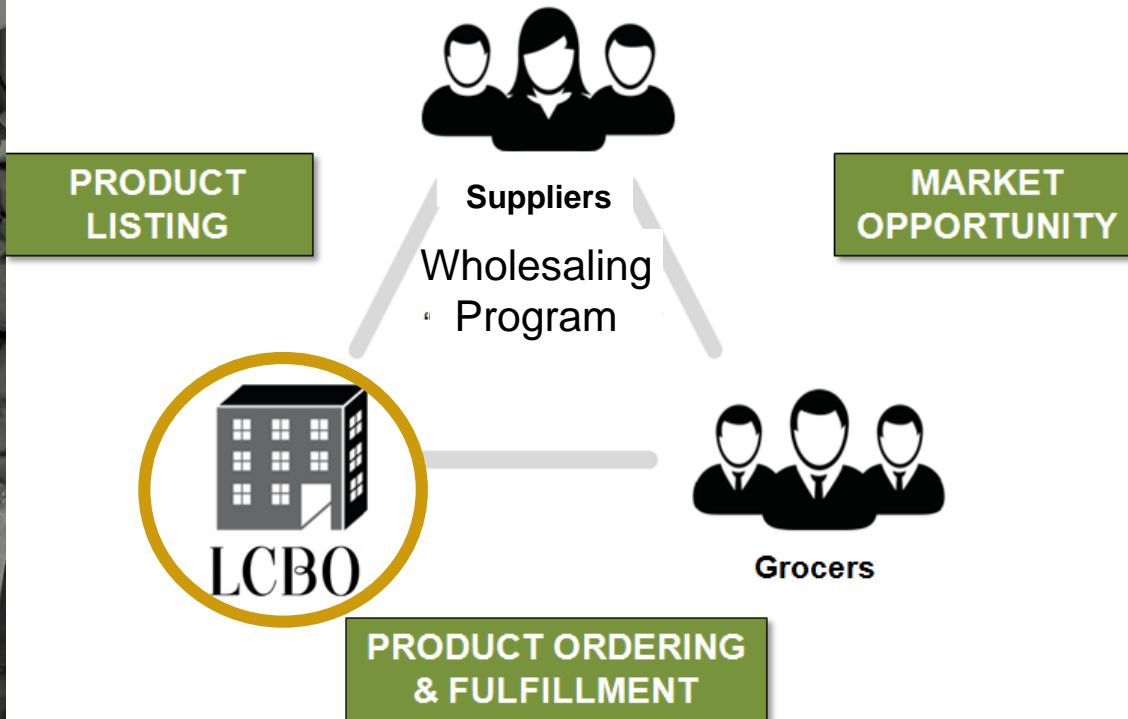
Roles



Joint activities



LCBO responsibility



Responsible for:

- ① providing **product catalogue** to grocers
- ② receiving all **orders for beverage alcohol** from authorized grocers
- ③ **filling grocer orders** through varying supplying sources
- ④ supplying source for all **imported beverage alcohol**
- ⑤ **Invoice grocers** for products received
- ⑥ **Pay suppliers** for products grocers receive

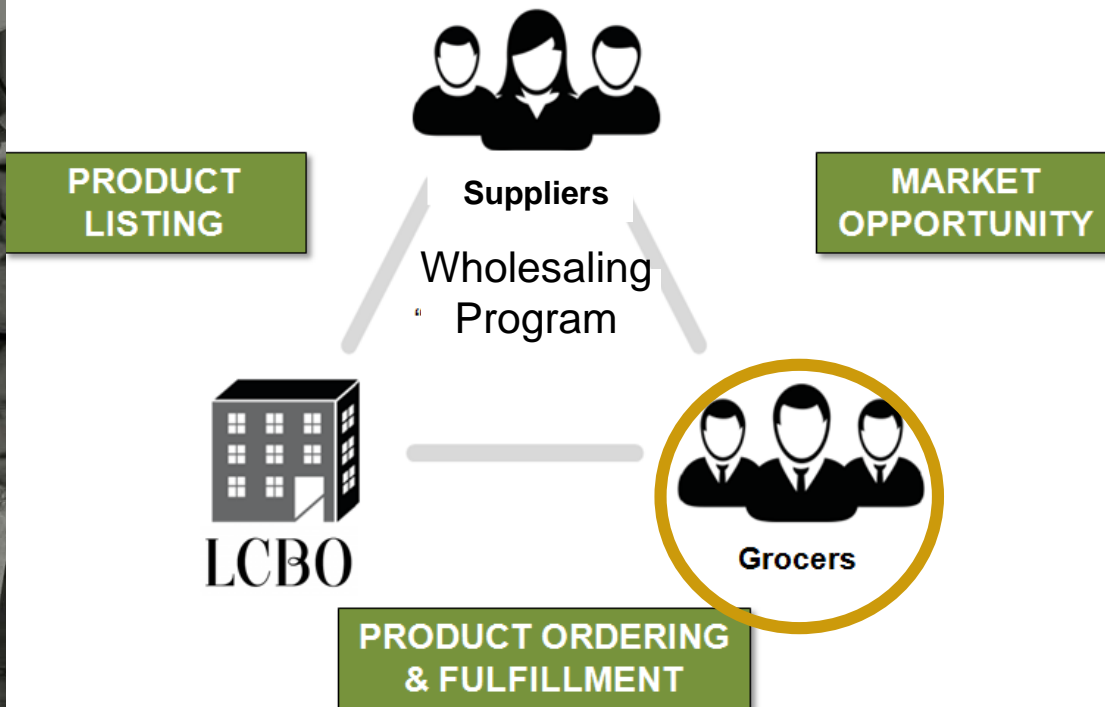
Supplier responsibility



Responsible for:

- ① manufacturing and **listing products** for wholesale through the LCBO
- ① setting retail **prices**
- ① pursuing sales and marketing **opportunities with grocers**
- ① supplying source to grocers for **domestic beverage alcohol**

Grocer responsibility



Responsible for:

- ① **purchasing decisions** on brands and quantity of products ordered
- ① **brand and marketing relationships** with suppliers
- ① **Paying LCBO** for beverage alcohol received

4 – Product Registry

How to list products for grocery



The wine listing & ordering process provides the ability for:

1. Manufacturers to **post products** available for sale to grocers.
2. Grocers to **view available** products and place their orders.
3. LCBO Grocery Operations to **process orders** and transactions.

All products will be presented **fairly and identically** across all grocers, according to the standardized product details provided by manufacturers.

** Registration process will apply to co-located winery stores following passage of the regulation*

Product Listing & Ordering System

SUPPLIERS

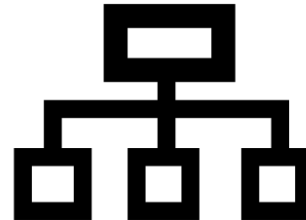
NISS



Information **suppliers** submit in NISS is used to **list the products** that you would like to make available for sale to grocers.

LCBO

INTERNAL
SYSTEMS



Enterprise-wide platform used by the **LCBO** and its partners to **manage aspects of product** listings, inventory, ordering, fulfillment, and transactions.

GROCERS

GROCER
MANAGEMENT
SYSTEM



Online system which provides **grocers** with the ability to view **all products available for sale** and to place their orders.

For existing eligible Ontario wine products:

- Suppliers may have **eligible products already in LCBO database** with an assigned LCBO item # or NISS item #
- Suppliers may elect to have only **some products offered** for sale at grocery
 - Example: if a supplier offers 5 kinds of wine, they may only want 3 to be available at grocery and retain others for other sales channels.

** An option to offer products for co-located winery retail stores will be available once the regulation is passed*

Existing eligible Ontario wine products cont'd:

- In addition, suppliers may elect to have some products only available for sale at **certain classes of authorization**
 - Example: if a supplier offers 5 kinds of wine, they may want 3 available at grocery stores with a beer and wine authorization, 2 available at grocery stores with a restricted beer and wine authorization and 1 available at both types of authorization

**An option to offer products for co-located winery retail stores will be available once the regulation is passed*

Ontario wine products omitted from grocery:

- Plant Applied Value Adds
- Holiday Gifts

Identifying existing eligible products for grocery:

- An excel template will be available on **Monday, July 18th**
- Suppliers are required to **download** file from grocery website and **follow instructions**:

www.doingbusinesswithlcbo.com/big/supplier.html

- Enter required information and **complete** all fields
- Return **completed** file via email to Holly Garner by **Friday August 19th**

For each product (LCBO item # or NISS item #) confirm:

- Available to Beer and Wine Authorization: **YES** or **NO**
- Available to Restricted Beer and Wine Authorization: **YES** or **NO**
- Producer Size: **SMALL** or **MID-SIZE**
- Quality Assurance Wine*: **YES** or **NO**
- Single Country Grapes: **YES** or **NO**
- Country Production: **YES** or **NO**
- Supplying Source: **LCBO** or **PRODUCER**
- Master **UPC** and **SCC**

**VQA certificate required*

Upon receipt of completed file, Grocery Operations will:

- **Verify** information
- **Review** product eligibility and product eligibility for type of authorization
 - Products that are not eligible will be removed
- **Tag** products for grocery and upload to GMS catalogue for grocers to order
- **Assume** that if file is not returned by **Friday August 19th**, you **do not want to sell your products in grocery**

For new Ontario wine products:

- Use New Item Submission System (NISS) to **enter and submit** a new product.
- This will in turn **allow for tagging** of products intended for grocery.
- Tagged products will be **reflected in GMS** for grocers to order.

Grocery product call for new Ontario Wine

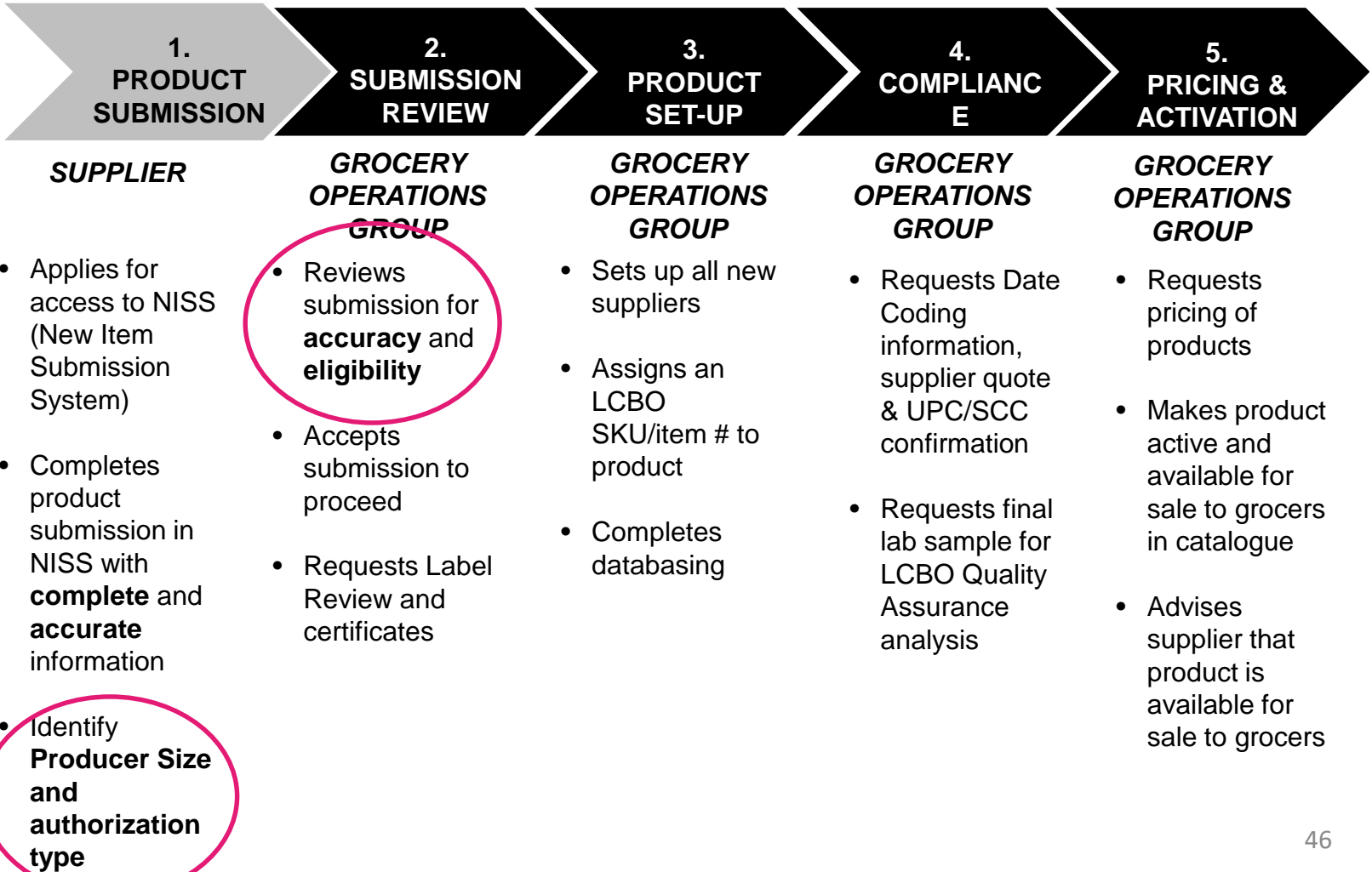
Product Need ID # 142 Wines Grocery Channel 2016/17

- **Product Need Item # 2216 Ontario VQA Wine**
- **Product Need Item # 2217 Ontario Non-VQA Wine & Wine Coolers**

Grocery product call timelines

- Start submitting new products into NISS on **Monday, July 25th**
- Product call closes on **Friday, August 19th**
- New products must be priced by **Friday, September 23rd** to be available in the catalogue for initial grocery orders
- An ongoing grocery product call for new Ontario wine submissions will open in **October**
 - Details to follow

Wine in Grocer Listing Process



Simplified and streamlined process for grocery

1. NISS submission
2. Vendor form (*if new supplier*)
3. Label review (*and if applicable shipping carton*)
4. Verification of certification
5. **UPC/SCC confirmation**
6. Supplier quote
7. Final lab review

What is required for final lab sample (for direct delivery)?

1. Retail ready sample is required = product ready for sale on grocer's shelf
 - Final liquid
 - Final packaging format and labelling
 - **Final UPC**
2. Sample delivered to 43 Freeland Street, clearly marked:

Attention: Holly Garner – NISS# and LCBO# – GROCERY

Ontario wine listing process additional information

- **Grocery Floor Price:** Any product that drops below grocery floor price will **immediately be removed** from the product catalogue, grocery orders will be cancelled and a product recall will be issued to grocers
- **LCBO Warehouse:** Available to distribute to grocery for products also available through LCBO channel and for any **Ontario** wine product - the supplier has **elected** and the LCBO has **agreed** - to distribute

Ontario wine listing process additional information

- **LCBO & Grocery Products:** New Ontario products you wish to make available to both LCBO and grocery are submitted to LCBO product calls – **do not submit to both.**
- **Discontinued Grocery Products:** Supplier/Agent to advise when products are no longer available to grocery. Products will be **removed from catalogue.**

Key takeaways: Product Registry

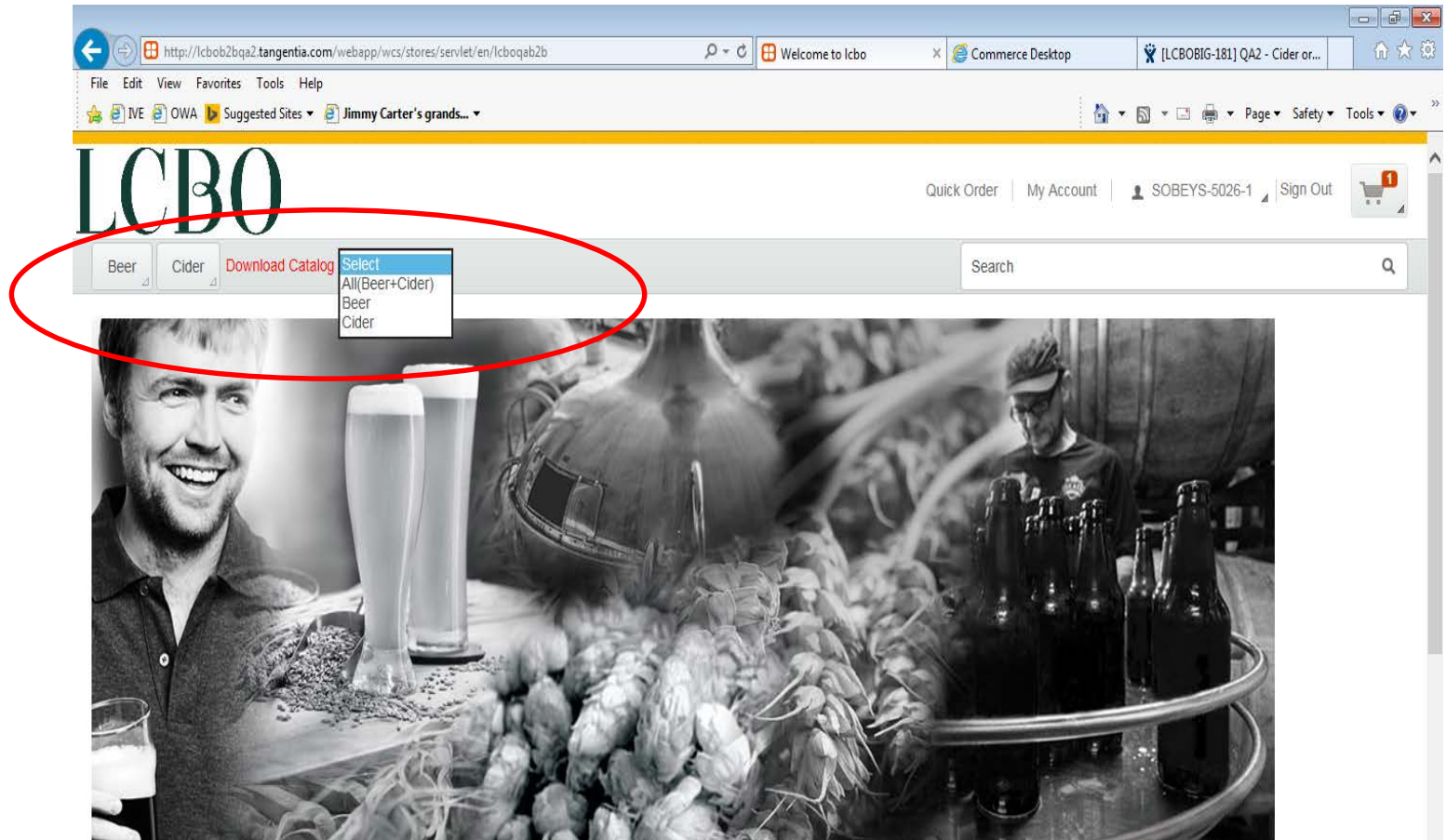
- Confirm **existing items** for grocery by **August 19**
- New Ontario wines for grocery – NISS call opens **July 25**
- **Accurate data** is critical to your success at grocery.
- Unique **UPC and SCC** crucial to an efficient transaction between grocer, LCBO and supplier.
- Incorrect data ultimately impacts orders, delivery and **supplier payment** for grocery orders

5 – Orders, Fulfillment, Delivery & Payment

How to receive orders, delivery and
receive payment




Product catalogue landing page: updating for Wine



Sample Item Screen

LCBO

[Quick Order](#) | [Saved Orders](#) | [Sign In](#) | [Quick Links](#)



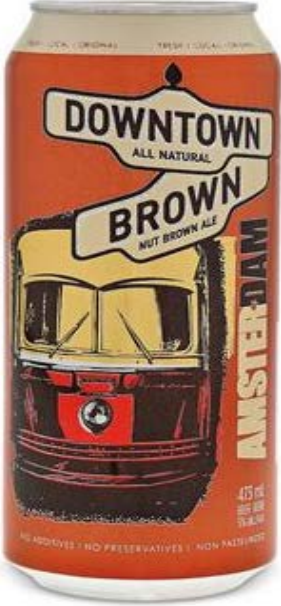
Beer

Download Catalog

Search

All Departments

[Home](#) > [Beer](#) > [Ontario](#) > [Small Brewer](#) > [Amsterdam Downtown Brown Ale](#)



Amsterdam Downtown Brown Ale


SKU: 142331
Selling Units per Case Qty: 24


Retail Price of Selling Unit (including taxes & refundable container deposit)	\$2.75	Basic Price (Cost) per Selling Unit	\$2.45	Basic Price (Cost) per Case Qty	\$58.80
Case Qty Ordered	10	Total Selling Units Ordered	240	Total Basic Price (Total Cost)	\$588.00


Add to Current Order

Add to Requisition List


Sample Item Attribute Screen



LCBO Quick Order | Saved Orders | Sign In | Quick Links 

Beer [Download Catalog](#) Search [All Departments](#) 

Home > Beer > Ontario > Small Brewer > Amsterdam Downtown Brown Ale



Amsterdam Downtown Brown Ale

SKU: 142331
Selling Units per Case Qty: 24

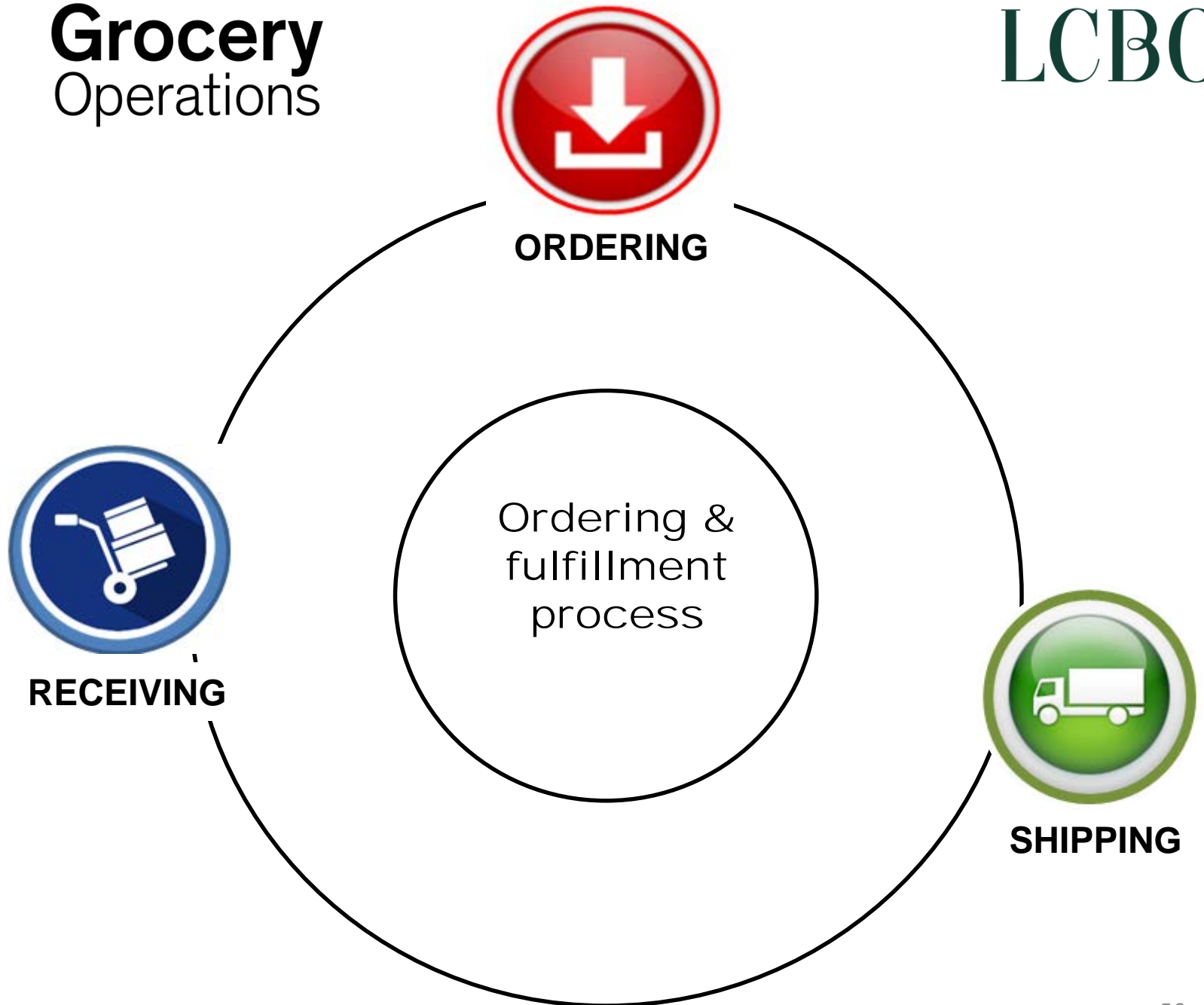
Retail Price of Selling Unit (including taxes & refundable container deposit)	\$2.75	Basic Price (Cos) per Selling Unit	\$2.45	Basic Price (Cos) per Case Qty	\$58.80
Case Qty Ordered	<input type="text" value="10"/>	Total Selling Units Ordered	<input type="text" value="240"/>	Total Basic Price (Total Cos)	<input type="text" value="\$588.00"/>

[Add to Current Order](#)

[Add to Requisition List](#)

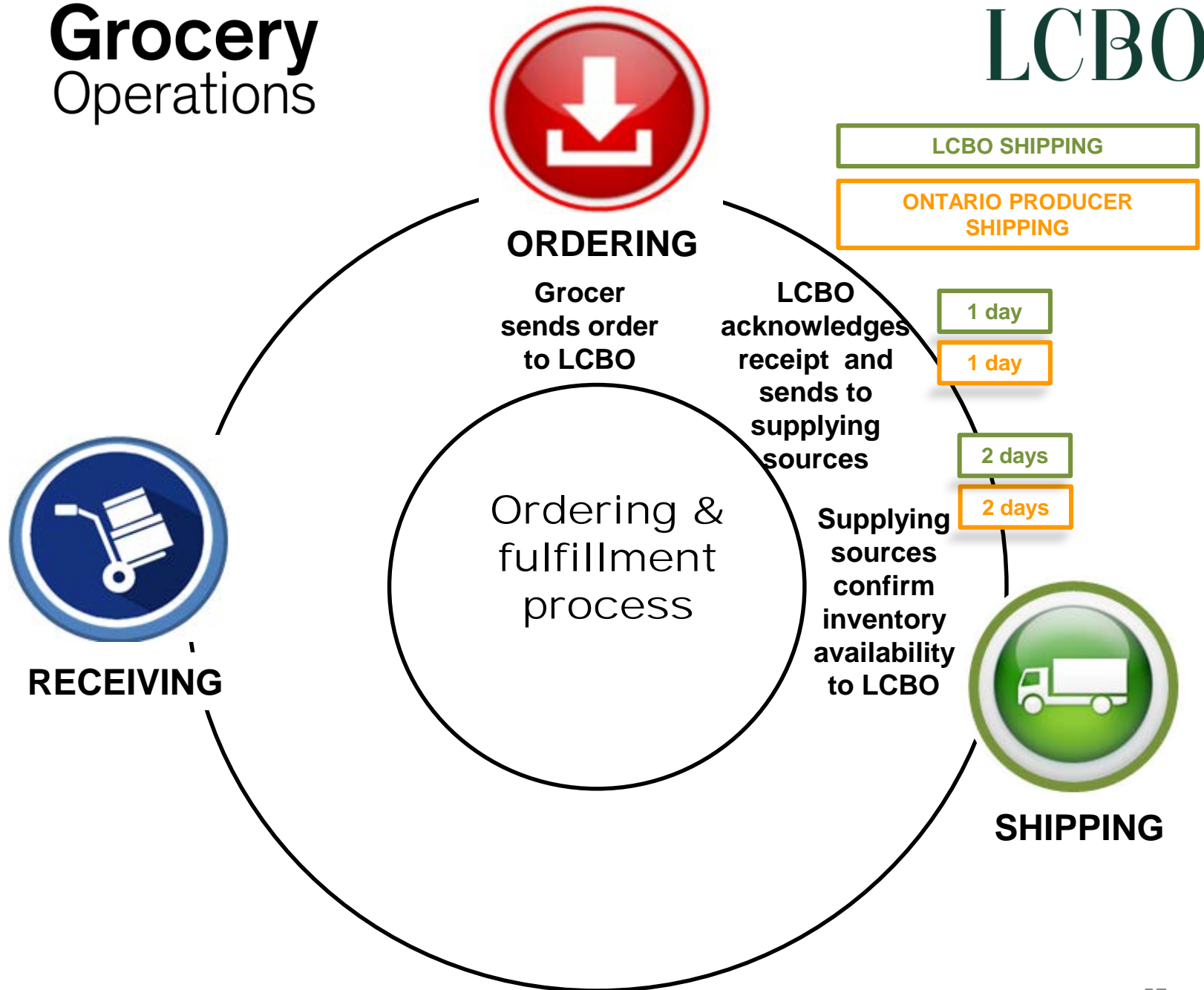
Item Publication Info Pricing History Operational Info Limited Time Offer

- Selling Units Per Case: 24
- Agent: Amsterdam Brewing Co Limited
- Alcohol/Vol: 5%
- Unit Volume: 473 mL
- Bottles per Pack: 1
- Container Type: Can
- Producer: Amsterdam Brewing Co Limited
- Small Brewer Flag: Yes



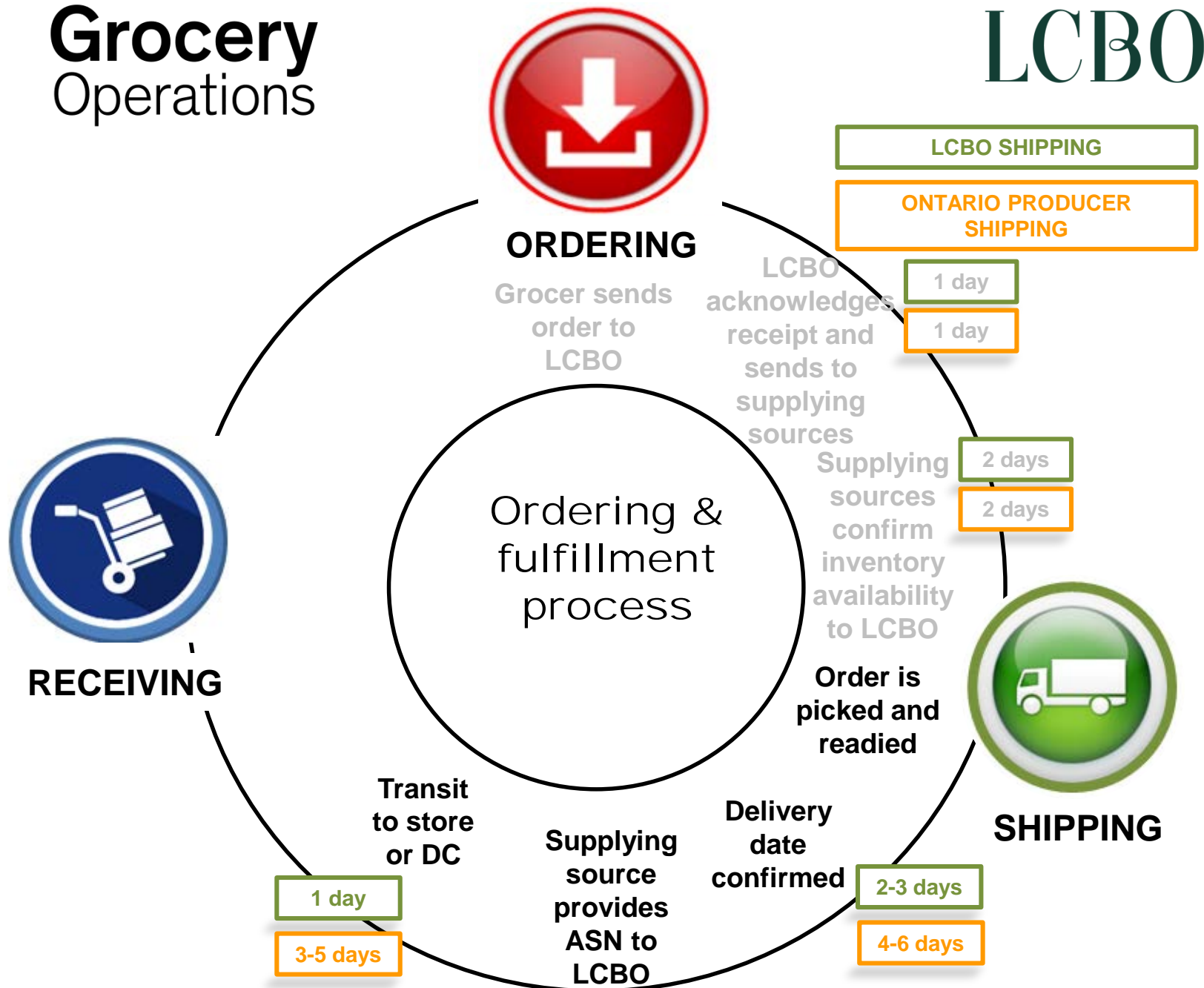
Grocery Operations

LCBO



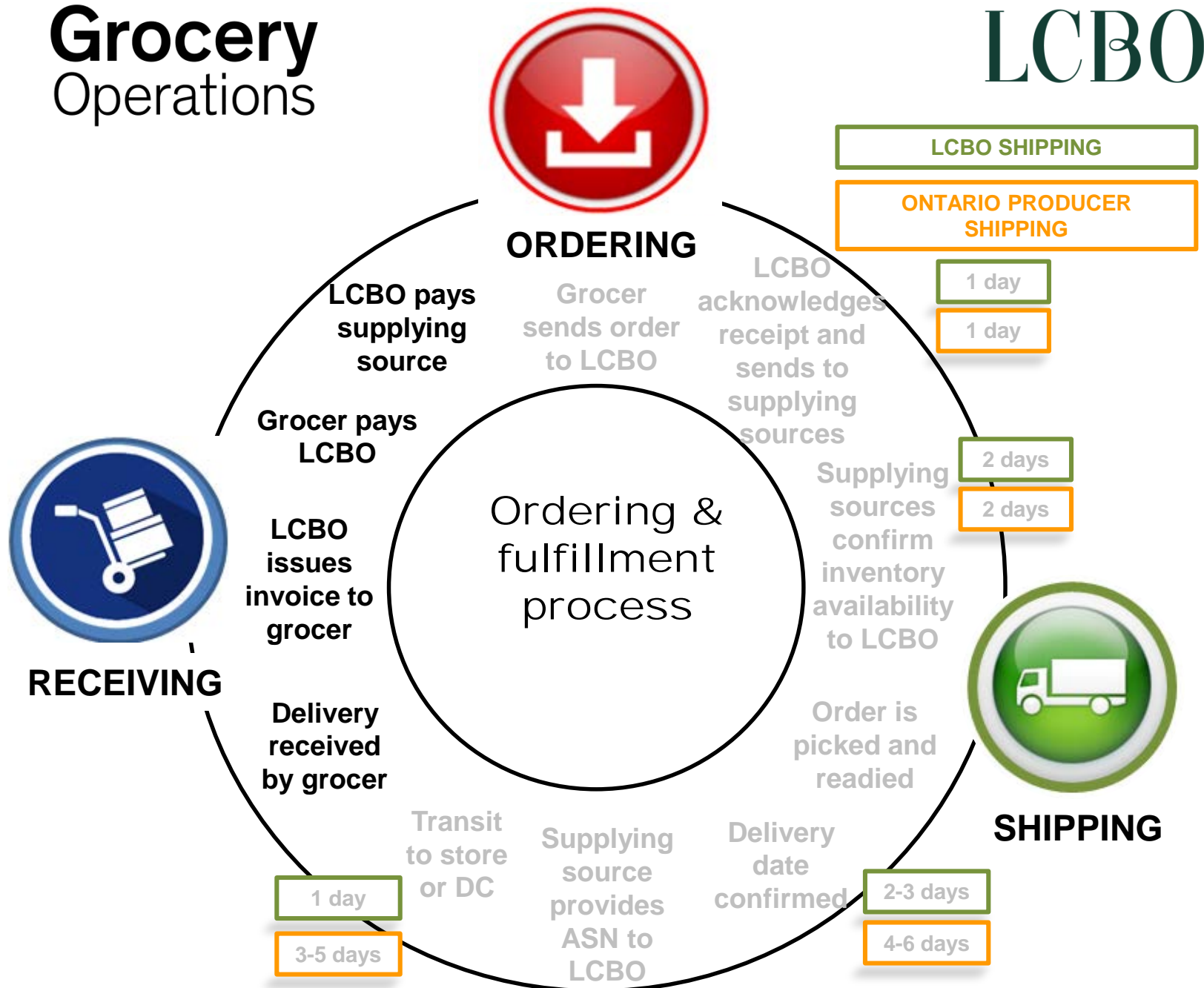
Grocery Operations

LCBO



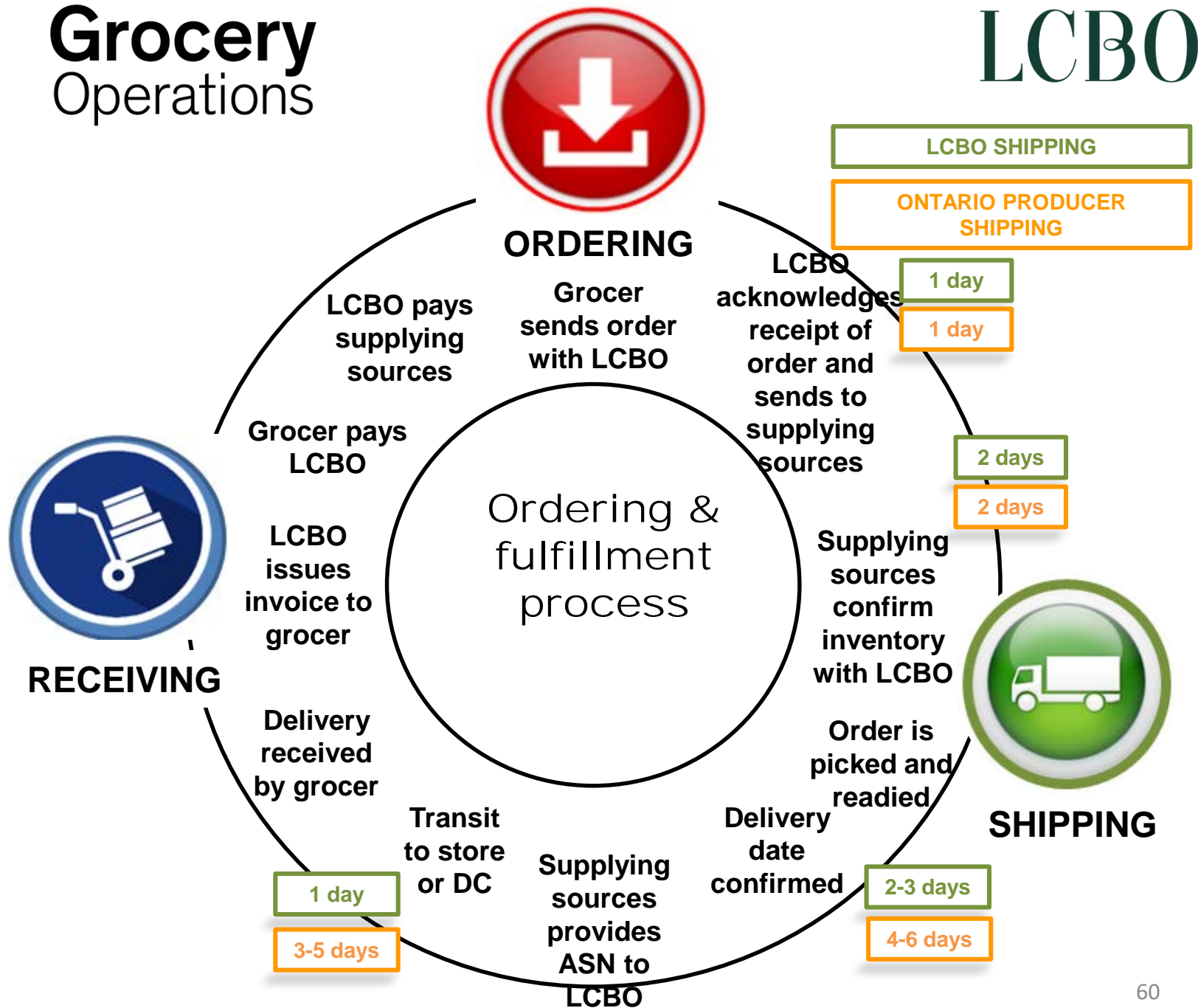
Grocery Operations

LCBO



Grocery Operations

LCBO



Ontario wine orders fulfilled by LCBO delivery

- All **Ontario wine currently** available in LCBO warehouses
- Any **Ontario wine** a supplier has elected and the LCBO has agreed to delivery to grocery
- LCBO delivers products within **7 days** from the time the grocer places orders
- No change to supplier payment for purchase orders
- Shipments to grocery from LCBO warehouses is available through LCBO's Sale of Data program

Ontario wine orders fulfilled by direct delivery from producer

- Option available to any **Ontario** wine producer
- Producers who direct deliver to grocery are eligible for a freight rebate administered by LCBO with payment
 - Rate is \$1.41 per 9 litre case
- Supplier will direct deliver products to grocer within **14 days** from the time the grocer places order
- Suppliers access grocery orders in Grocery Management System (GMS)

GMS Supplier sign in for direct delivery to grocery

Vendor Login

Please Enter Your Username and Password :

Username

Password

Supplier Dashboard

Commerce Desktop

lcboga.tangentia.com/cd/Start

Explorer Desktop

My Commerce Desktop

- Orders
- Shipments
- Invoices
- Reports
- Activity

Products

Preferences

The Beer Store (QA)

Partner Filter

Quick Tasks

You are currently logged on as: CD02164Z

Logout

Orders to Accept

Loblaws (LCBO)

- Order 1/1 received December 3, 2015
- Order 2/1 received December 3, 2015
- Order 3/1 received December 3, 2015
- Order 7/1 received December 3, 2015

News & Notices

No News or Notices

Recent Reports

No Reports

Order Activity

Loblaws (LCBO) Dec 3, 2015 4:19 PM

- 1 Order Received

Sobeys (LCBO) Dec 3, 2015 12:24 PM

- 1 Order Received

Orders to Accept /Acknowledge

Orders in Process



For support, please contact us:
CommerceGateway@tangentia.com
(905) 947-1904

Step 1: Accept / Acknowledge Order

The screenshot shows a web browser window titled "Display Order" with the URL "lcbopa.tangentia.com/cd/DisplayOrder?key=[OR.3.1]". The order number "Order 99001_0002" is displayed in an orange banner. Below the banner are two tabs: "Tasks" and "Reports". The "Tasks" tab contains buttons for "Prepare Shipment", "Apply", and "Close". The "Reports" tab contains a dropdown menu. The main content area displays order details: PO No. TESTPO002, Order Date December 3, 2015, and a Delivery Date field with a calendar icon. The status is set to "Accept". The ship-to address is "Loblaw's Test Store, 123 Test St, Toronto, ON A1A1A1". A table lists items with columns for UPC, LCBO Item No., Size, Description, Qty. in Cases, and Quoted Price. A red bracket highlights the "Qty. in Cases" column, and a text box indicates "Quantities can be changed".

PO No. TESTPO002
Order Date December 3, 2015
Delivery Date

Status

GMS Order No. 99001_0002
Messages

Ship To Loblaw's Test Store
123 Test St
Toronto, ON
A1A1A1

UPC	LCBO Item No.	Size	Description	Qty. in Cases	Quoted Price
	698209		Sleeman Clear 6 Pk-B	4	
	613497		Moosehead Lager	40	
	905976		Budweiser	20	
	306944		Shock Top	20	
	917773		Carling 6 Pk-C	4	
	900621		Molson Canadian 6 Pk-B	12	
			Totals:	100	

Enter Estimated delivery date, click Accept to accept the order & click Apply

Quantities can be changed

- Complete within 24 hours of receiving order

Step 2: Prepare Shipment

Display Order

lcbqqa.tangentia.com/cd/DisplayOrder?key=[OR.3.1]

Order 99001_0002

Tasks Reports

Prepare Shipment Apply Close

PO No. TESTPO002
Order Date December 3, 2015
Delivery Date

Ship To Loblaw's Test Store
123 Test St.
Toronto, ON
A1A1A1

Status Accept

GMS Order No. 99001_0002
Messages

UPC	LCBO Item No.	Size	Description	Qty. in Cases
	698209		Sleeman Clear 6 Pk-B	4
	613497		Moosehead Lager	40
	905976		Budweiser	20
	306944		Shock Top	20
	917773		Carling 6 Pk-C	4
	900621		Molson Canadian 6 Pk-B	12
			Totals:	100

Click "Prepare Shipment" to Ship Your Order

- Complete no more than 24 hours prior to delivery

Step 2 cont'd: Prepare Shipment

List Orders

lcboga.tangentia.com/cd/PrepareShipment?key=[OR.5.1]&action=add_pack

List Orders

Ship Date	Carrier	BOL No.	Probill No.	Tasks
12/17/2015		TEST123		Apply Close

Product Code	Partner Code	Description	Qty.	Selected
Ship To : *EXTENT				
306944		Shock Top	20.00	<input checked="" type="checkbox"/>
613497		Moosehead Lager	10.00	<input checked="" type="checkbox"/>
698209		Sleeman Clear 6 Pk-B	4.00	<input checked="" type="checkbox"/>
900621		Molson Canadian 6 Pk-B	12.00	<input checked="" type="checkbox"/>
905976		Budweiser	20.00	<input checked="" type="checkbox"/>
917773		Carling 6 Pk-C	0.00	<input checked="" type="checkbox"/>
TOTAL:			66.00	

1. Enter Ship date, Delivery date, Final Ship Quantities, Carrier and BOL #
2. Click "Apply" to confirm the shipment.

- Complete no more than 24 hours prior to delivery

Step 3: Required Shipping Documentation

The following shipping document **must** accompany each shipment and be type faced

1. Bill of Lading (**BOL**)

- Ship to location – Grocery store name and corresponding LCBO store #
- Grocer Purchase Order Number
- Total number of cases
- Marked freight pre-paid

Step 3 cont'd: Required Shipping Documentation

2. Packing Slip

- Ship to location → Grocery store name and corresponding LCBO store #
- Grocer Purchase Order Number
- Itemized list of the shipment
 - LCBO Item #
 - Product description
 - Quantity in cases

Step 3 cont'd: Required Shipping Documentation

Two options available to direct delivery suppliers:

1. **Own** paperwork
 - BOL and packing slip with required information
 - Not an invoice
2. **GMS** paperwork
 - BOL and packing slip available to print in GMS

Bill of Lading (BOL) available in GMS

Page 1 of 2

Bill Of Lading

Printed April 25, 2016 10:33

Grocer PO No. 1033041716	Ship To LOBLAWS-5521-1 51 Gerry Fitzgerald Dr Toronto, ON M3J 3N4
BOL No. 92522	
ASN No. 001276	
GMS Order No. 43078_0001	
Probill No.	
Total Shipped Cases 83	
Pallet Count 0	From LCBO (Vendor)
Carrier	
Ship Date April 21, 2016	
Freight Prepaid	
Weight(kg)	

LCBO Item No.	Description	Weight(kg)	Shipped Cases
000000		0.00	0

Packing Slip available in GMS

Page 1 of 1

Packing Slip

Printed April 25, 2016 10:05

BOL No. 92522	Ship To LOBLAWS-5521-1 51 Gerry Fitzgerald Dr Toronto, ON M3J 3N4
Ship Date April 21, 2016	
GMS Order No. 43078_0001	
Grocer PO No. 1033041716	Ship From LCBO (Vendor)
ASN 1276	

SCC Master	UPC Master	LCBO Item No.	Description	Size (ml)	Case Qty.
		0535294	Grosch Premium Lager +		5
		0337949	Heincken Lager +		4

Delivery information general guidelines

- The supplying source will be responsible for arranging - where necessary - **delivery appointments** with each ship to location
- Supplying sources are expected to familiarize themselves with each grocers **delivery specifications**
- All deliveries will **be freight prepaid** by the supplying source, FOB ship-to location

Delivery information general guidelines cont'd

- Products **will not ship**
 - in quantities **greater than** the purchase order,
 - be **backordered**,
 - be **substituted** by other products to top-up an order or replace unavailable product
- Supplying sources **cannot attempt a second delivery** for products that were originally unavailable
- A **packing slip and Bill of Lading (BOL)** must accompany each shipment

GMS set up for direct delivery suppliers

**Grocer
Management
System IT
Access form**



Go to www.doingbusinesswithlcbo.com and click through to grocery section of the site

Contains: documents, forms, training materials and link to GMS

1. To be able to receive orders, fulfill, deliver and receive payment for grocery orders, **all direct delivery Ontario wine manufacturers** must complete an **IT GMS Access** form and submit to wholesaleservice@lcbo.com by Friday September 2nd .
2. Your pre-assigned **temporary username and password** will be emailed to you in October and is to be used for access to the secure portion of site used for product ordering.

Supplier payment for direct delivery to grocery

- Suppliers are paid based on what **grocer's receive**
- Grocer payment terms, **net 30 days**
- **Reconciliations** may occur, keep proof of delivery documentation on file

Key takeaway: orders, fulfillment, delivery & payment

- Enter the **acknowledgment and ASN** information
- Ship what **was ordered** in accordance with **lead-times**
- Importance of **paperwork**
- Submit **GMS** Access form

WRAP UP...



Supplier next steps

- Familiarize yourself with the resources available – **Now**
- Submit new Ontario wine products to NISS – start **July 25th**
- Confirm existing wine products for grocery – by **August 19th**
- If you are delivering directly to grocers:
 - Download **GMS Access – Supplying Source** form to set up a **GMS** account with the LCBO to receive grocers orders
 - Complete and submit form to wholesaleservice@lcbo.com by **Friday September 2nd**



Grocery Operations

LCBO

Director:	Chris Dini chris.dini@lcbo.com	T: (416) 365-5714
Operations:	Leanne Rhee leanne.rhee@lcbo.com	T: (416) 365-5889
Finance:	Jamie Fazekas jamie.fazekas@lcbo.com	T: (416) 365-5912
Product Administrator:	Holly Garner holly.garner@lcbo.com	T: (416) 864-2541
Customer Service:	Jim Sheridan wholesaleservice@lcbo.com	T: (416) 365-5842

😊 **Thank you**

Q&A period

Grocery Operations members