LCBO

Grocery Operations

Grocery Management System (GMS) - Vendor Portal Supplying Source User Manual

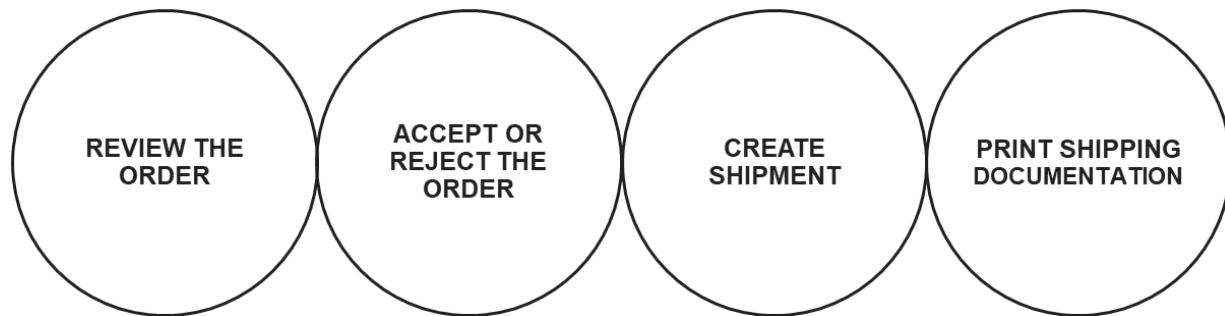Version 1.18 August 2023

INTRODUCTION

This Supplying Source User Manual is a reference tool that provides supplying sources to licensed grocery stores a general overview on the most commonly used features and options available on the LCBO's Grocery Management System (GMS) – Vendor Portal.

PROCESS OVERVIEW

Below are the key action items a supplying source is required to do for every order in their vendor account:

| REVIEW THE ORDER | ACCEPT OR REJECT THE ORDER | CREATE SHIPMENT | PRINT SHIPPING DOCUMENTATION |

GETTING STARTED

Access to Grocery Management System (GMS)

Supplying sources delivering directly to licensed grocery stores require access to GMS to receive and process orders.

To gain access to GMS complete a **Grocery Management System (GMS) IT Access Form for Supplying Sources** available at www.lcbowholesaleoperations.com. in the Suppliers tab in the Forms section. Email completed forms to lcbogroceryoperations@lcbo.com.

It is the supplying source's responsibility to ensure user information is kept current.

LOGIN TO GMS

Open your web browser and type in the following URL https://lcbo.tangentiacommerce.com on the address line, then press enter.

GMS can also be accessed through the LCBO's Grocery Operations website at www.lcbowholesaleoperations.com, click on the **Suppliers** tab:
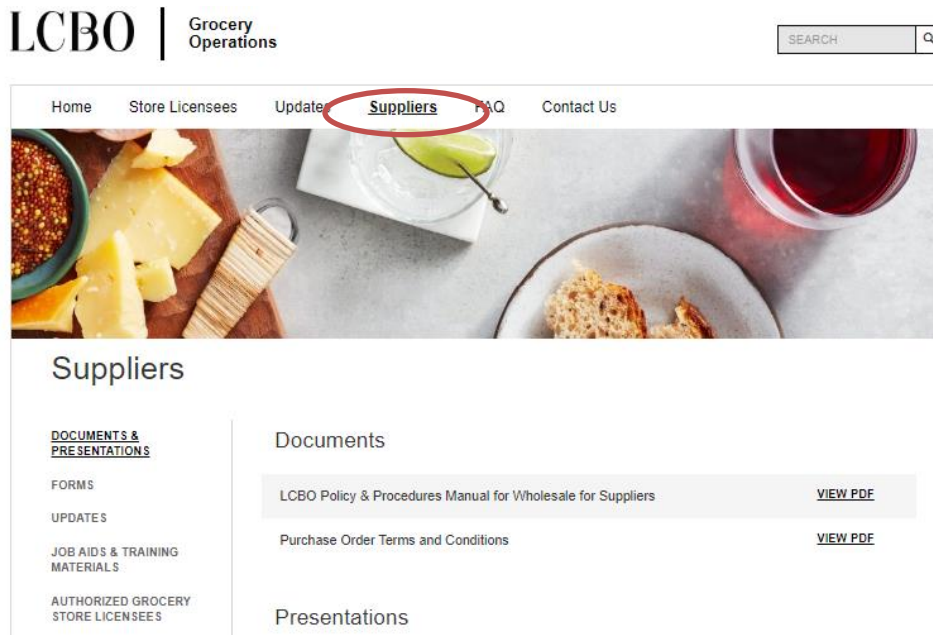
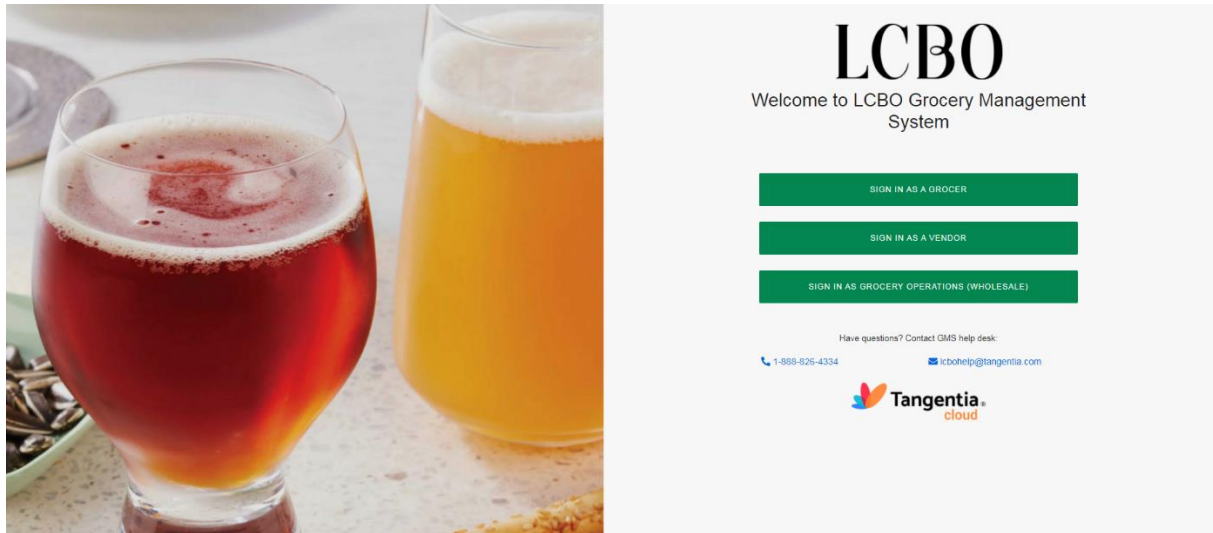Scroll to the bottom of the page and double click on **GO TO GMS.**

This will take to you the following screen. Login by selecting sign in as a vendor and then enter your Username and Password.

Desktop Page

The main Desktop page is the first screen displayed once you log in to your account. The following is visible on this screen:

- **Explorer menu** – used to navigate the website.
- **Partner Filter** – used to filter your data by customer.
- **Quick Tasks menu** – used to access most common tasks used in LCBO GMS.
- **Logout button** – used when you are finished working and wish to conclude your session.
- **Order to Accept area** – displays new orders.
- **News & Notices section** – displays information about new features.
- **Catalogue Download** – downloads the grocery product catalogue.
- **Recent Reports** – not in use.
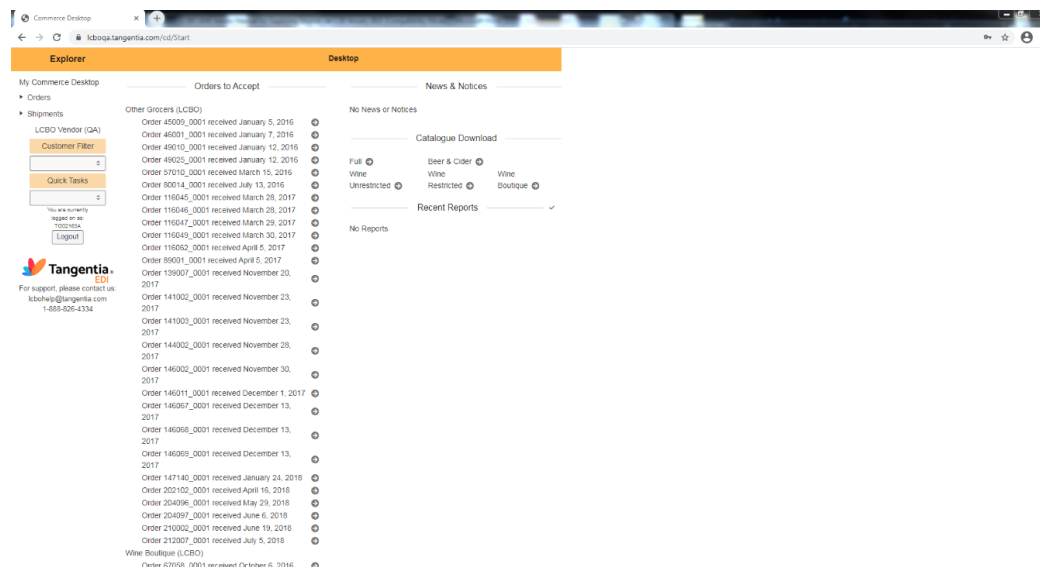
CSV reports by order status: Pending, Unshipped, Shipped, Today and All are available. Reports are available for any task.

Explorer		Tasks	Reports
My Commerce Desktop			
▼ Orders		Shipments Summary CSV	
Activity		Shipment Items Summary CSV	
Pending		Order Distribution Shipped CSV	Status
Unshipped		Shipment Detail CSV	
Shipped			
Today			
All			

Ship Date	Status	Filter				Tasks	Reports
MM/DD/YYYY 📅	▼	Apply				▼	▼
MM/DD/YYYY 📅		Clear					

Partner	Shipment Number	BOL Number	Ship Date	Grocer PO Number	Store No	Total Case Count	Status
Metro (LCBO)	924 ➡	33811	23 Dec 2020	5470_1222	5479	1	✅ Acknowledged
Loblaws (LCBO)	923 ➡	32756	14 Dec 2020	5485_11206	5485	1	✅ Acknowledged

Order 125006_0001

Delivery Date				Tasks
📅				Apply Close

| Product Code	Description	Size	Qty.	Selected
Ship To : 5860				
0012047	Newcastle Brown Ale+	500 mL	20	☑
0073791	Carlsberg 6 Pk-B+	1980 mL	20	☑
0238378	Growers Peach Cider 6 Pk-B	1980 mL	20	☑
0238436	Growers Granny Smith Apple Cider 6 Pk-B	1980 mL	20	☑
0032284	Faxe Red+	500 mL	20	☑
0001578	>(V)Twisted (Flat Rock Cellars)	750 mL	20	☑
TOTAL:			120	

PROCESSING ORDERS

Order Transmission

There is a time delay in order transmission. Orders can take up to 1.5 hours from the time the licensed grocer submits an order to the LCBO, to the time the order reaches the supplying source in the GMS vendor portal. Supplying sources should take this into consideration when establishing order cut-off times for grocery customers.

Order Extract

The **Order Extract** is designed to allow supplying sources access to information in GMS in a format that can be used for operational purposes. This raw data dump is available on demand and is downloadable in CSV format to be sorted by the user. Data is available at the line item level and can be filtered by date, order status, store number and customer. The Order Extract is accessible through **Quick Tasks** and by selecting **Order Extract**.
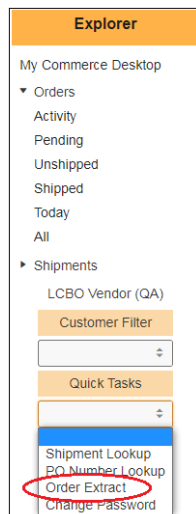
Accepting Orders

Within **twenty-four (24) hours** of receiving an order, order acknowledgement **must** be completed. **Twenty-four (24) hours** prior to delivery, shipping details **must** be completed. There are two (2) ways of completing these two (2) requirements:

1. Manual Entry, detailed below, and

2. Automated process detailed under Order Acknowledgment and Processing Shipment via File Upload in the following section.
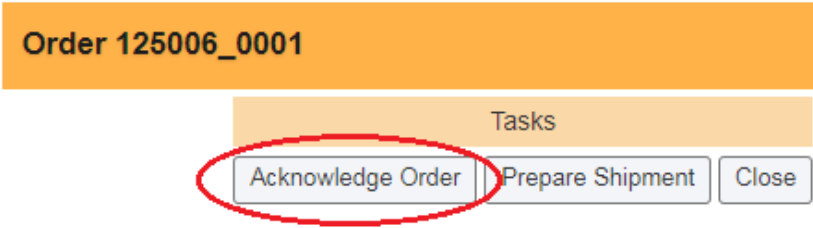
Order Acknowledgement

Within **24 hours** of receiving an order, the order **must** be acknowledged in GMS.

1) On the **Desktop**, under **Orders to Accept**, open the order by clicking the icon next to it.
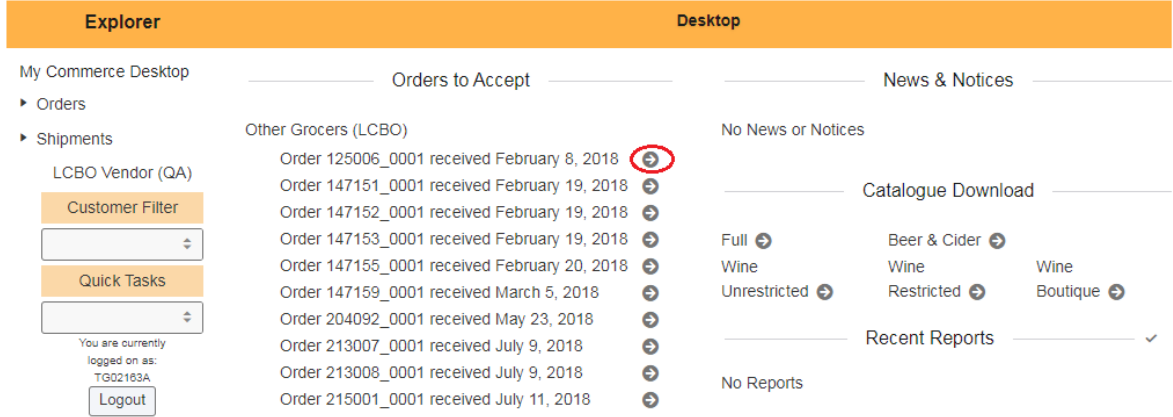
2) Select **Acknowledge Order** from the top right task bar on the window:

3) Enter the Delivery Date and the quantities beside each ordered SKU then click **Apply**.

- This delivery date is an estimated delivery date and can be changed when the shipment is prepared (see Preparing Shipments – Advance Shipping Notice (ASN) for further details).

- The acknowledged quantity for each SKU may be reduced if needed (see Undershipping Orders for further details) but cannot be increased.

Processing Shipments – Advance Shipping Notice (ASN)

Processing a shipment **must** be completed **twenty-four (24) hours** prior to delivery. If shipment is **not** prepared within fourteen (14) days of the order date, the order will be "Deemed Not Shipped," and quantities will default to zero (0). This will negatively impact payment.

It is the responsibility of the supplying source to enter shipment details in GMS for every purchase order twenty-four (24) hours prior to delivery. An email notification will be sent to supplying sources that have not completed shipping details in GMS.
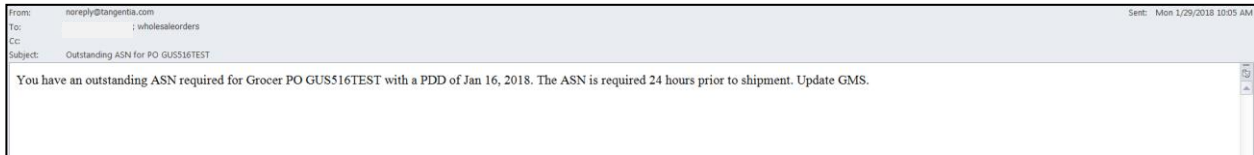
An email is sent for every purchase order with outstanding shipping information and is sent daily until the supplying source enters shipping details in GMS for each purchase order.

1) To view all orders, click **Orders** and then **All** under the **Explorer Menu.**

   You will see the Accept and Ship Status columns on the right-hand corner of the screen.

   Acknowledged orders will have a green status under **Accept Status**

   Shipped orders will have a green status under **Ship Status**

   Any blank circles indicate that such orders are pending processing. Open the order that you are ready to ship.

2) Click **Prepare Shipment**.

3) Fill in the following fields, enter the shipment quantities for each SKU, then click **Apply**

- **Ship Date –** Enter the date the product is shipped
- **Delivery Date –** Enter in the estimated delivery date
- **Carrier** – Enter the carrier for the order
- **BOL No**. – Enter the bill of lading number for the shipment

4) The order shipment is now complete.

ORDER ACKNOWLEDGMENT VIA FILE UPLOAD

Supplying sources can upload a CSV file to acknowledge and ship multiple orders at once.

- Note only **CSV file types** will be accepted

- Not all orders need to be acknowledged in any given upload. Orders can be left blank if the vendor is unsure when the order will be actioned.

- Acknowledging an order must be completed within **24 hours** of receipt.

On the **Desktop**, drop down the menu under **Quick Tasks**, select **Upload Ack/Ship File**.

1) Click on **Download Acknowledgement Template**. This will download a CSV file with all orders that require acknowledgment.

2) Open the downloaded file. The first five (5) columns will be pre-populated with order details. Review the orders and fill in the remaining **required** columns for all orders that need to be acknowledged.

- Accepted Quantity – The quantity must be a positive whole number
- Delivery Date (MM/DD/YYYY) – date format "08/10/2022" (August 10, 2022)

	A	B	C	D	E	F	G
1	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity (Required)	Delivery Date (MM/DD/YYYY Required)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2		
3	5091	Test02	0015884	Hucklejack Canadian Lager	5		
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2		
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2		
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1		
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2		
8	5512	Test01	0020186	Dab Ultimate Light	1		
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4		
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3		
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1		

	A	B	C	D	E	F	G
1	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity (Required)	Delivery Date (MM/DD/YYYY Required)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2	2	08/10/2022
3	5091	Test02	0015884	Hucklejack Canadian Lager	5	5	08/10/2022
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2	2	08/10/2022
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2	2	08/10/2022
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1	1	08/10/2022
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	08/10/2022
8	5512	Test01	0020186	Dab Ultimate Light	1	1	08/10/2022
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	08/10/2022
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	08/10/2022
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	08/10/2022

3) Once all the required information is filled in, save, and close the CSV file.

4) Now go back to the screen in step 1 and upload the CSV file by clicking on **Upload File**.

5) Once the file has been uploaded, a table showing all the orders in the CSV file will appear on the window screen. If there are no errors an option to **Apply** will appear under the table. If there are errors, then a new file with the corrections will need to be re-uploaded (see below).

Status

There are three (3) different statuses:

- Error – There is an issue with the order line. Click on the error icon to see the issue.
- Ok – There is no issue with the order line
- Skipped – The order was left blank in the CSV file, so it was ignored (skipped).

No Error

There are no errors in the uploaded CSV file. The status will show "OK" beside all orders that will be processed. Review the acknowledgment details once again before clicking "Apply".

Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement Template   Download Shipment Template

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcbo_acknowledgement_template (11).csv   ×

3. Review acknowledgement details below. If all information is correct, click Apply to complete the upload. You will receive a message that the file upload was successful.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity	Delivery Date
OK	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	Aug. 10, 2022
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 10, 2022
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 10, 2022
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 10, 2022
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 10, 2022

Apply   **Clear**

Upload Acknowledgment/Shipment File

Your upload has been processed

2 acknowledgements successfully created

Close Window

Error

If there are any errors the status will show "ERROR" for that order line. Click on the error icon to see the issue. After reviewing the issue click **Clear** to remove the data from the table. Correct the error(s) in the CSV file and re-upload the new file.
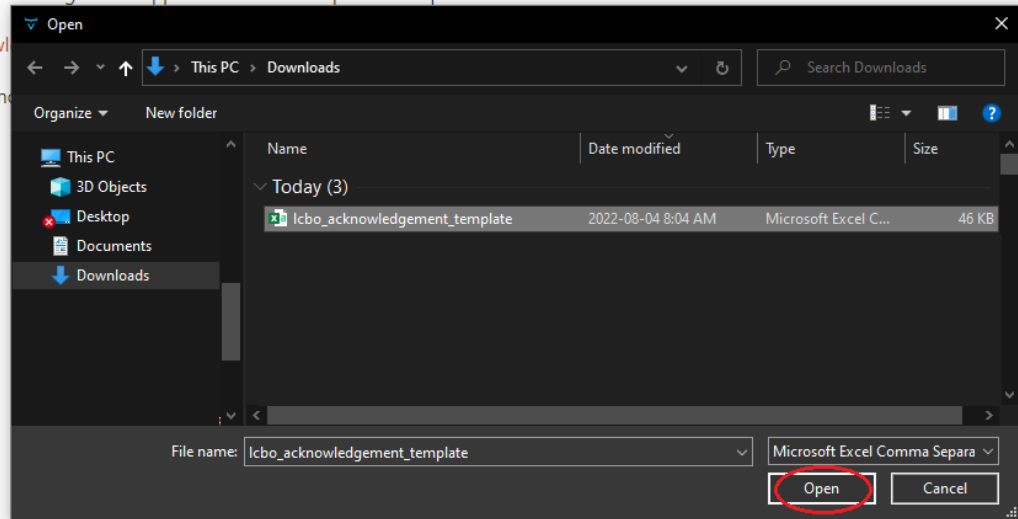
Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement Template   Download Shipment Template

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcbo_acknowledgement_template (11).csv   ✕

3. Error(s) have been found in the file. Click on the row for Details. Please make all necessary correction(s) and upload a new file.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity	Delivery Date
ERROR	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	-2	Aug. 10, 2022
■ Accepted quantity is less than zero							
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 10, 2022
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 10, 2022
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 10, 2022
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 10, 2022

Clear

PROCESSING SHIPMENT (ASN) VIA FILE UPLOAD

Supplying sources can upload a CSV file to acknowledge and ship multiple orders at once.

- Note only **CSV file types** will be accepted.

- Not all orders need to be shipped in any given upload. Orders can be left blank if the vendor is unsure when the order will be actioned.

- Shipping details must be completed 24 hours prior to delivery.

On the **Desktop**, drop down the menu under **Quick Tasks**, select **Upload Ack/Ship File.**
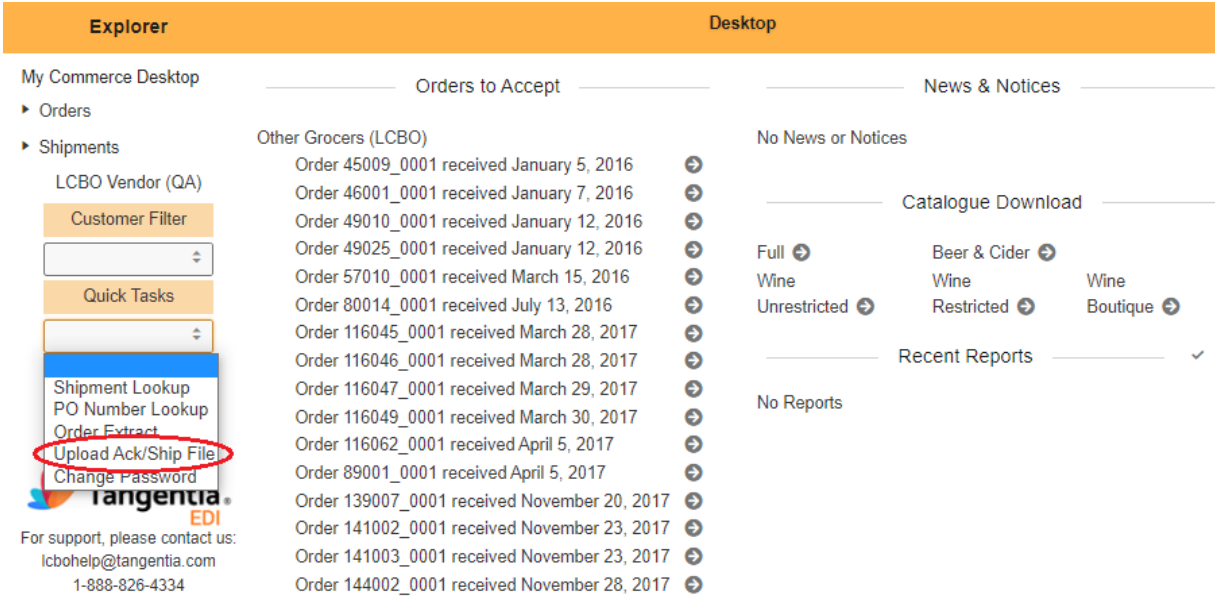
1) Click on **Download Shipment Template**. This will download a CSV file with all orders that have not shipped yet.

Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement Template   Download Shipment Template

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

lcbo_shipment_te....csv   Show all ✕

2) Open the downloaded file. The first five columns will be pre-populated. Review the orders and fill in the remaining **required** columns for all orders that will be shipped.

- Shipped Quantity – The quantity must be a positive whole number

- Ship Date (MM/DD/YYYY) - Date format "08/10/2022" (August 10, 2022)

- Delivery Date (MM/DD/YYYY) – Date format "08/10/2022" (August 10, 2022)

- Carrier – Name of the delivery company

- Bill Of Lading – ASN number, please note commas are not accepted

- Probill (Optional) – This field is open to the supplier to enter any additional order details

|	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity (Required)	Ship Date (MM/DD/YYYY Required)	Delivery Date (MM/DD/YYYY Required)	Carrier (Required)	Bill Of Lading (Required)	Probill (Optional)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2						
3	5091	Test02	0015884	Hucklejack Canadian Lager	5						
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2						
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2						
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1						
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2						
8	5512	Test01	0020186	Dab Ultimate Light	1						
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4						
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3						
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1						

	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity (Required)	Ship Date (MM/DD/YYYY Required)	Delivery Date (MM/DD/YYYY Required)	Carrier (Required)	Bill Of Lading (Required)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2	2	08/09/2022	08/10/2022	Dhaval	123
3	5091	Test02	0015884	Hucklejack Canadian Lager	5	5	08/09/2022	08/10/2022	Dhaval	123
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2	2	08/09/2022	08/10/2022	Dhaval	123
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2	2	08/09/2022	08/10/2022	Dhaval	123
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1	1	08/09/2022	08/10/2022	Dhaval	123
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	08/12/2022	08/13/2022	Dhaval	7890
8	5512	Test01	0020186	Dab Ultimate Light	1	1	08/12/2022	08/13/2022	Dhaval	7890
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	08/12/2022	08/13/2022	Dhaval	7890
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	08/12/2022	08/13/2022	Dhaval	7890
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	08/12/2022	08/13/2022	Dhaval	7890

3) Once all the required information is filled in, save and close the CSV file.

4) Now go back to the screen in step 1 and upload the CSV file by clicking on **Upload File**.
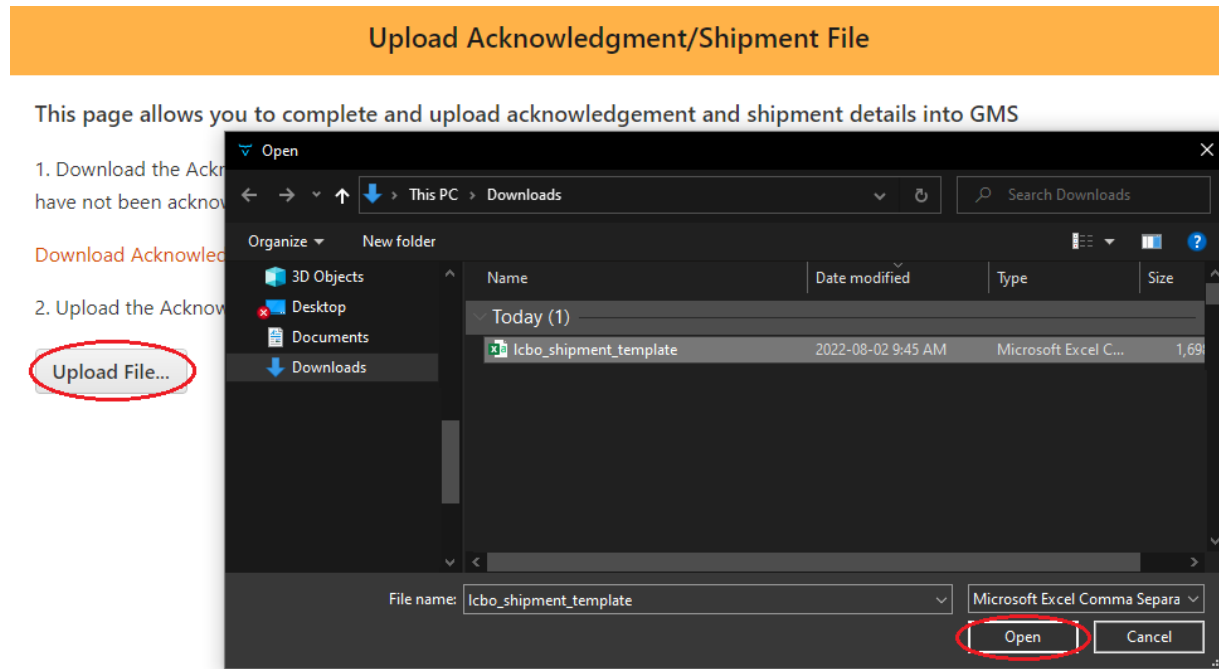
5) Once the file has been uploaded, a table showing all the orders in the CSV file will appear on the window screen. If there are no errors an option to **Apply** will appear under the table. If there are any errors, then a new file with the corrections will need to be re-uploaded (see below).

Status

There are three (3) different statuses:

- Error – There is an issue with the order line. Click on the error icon to see the issue.
- Ok – There is no issue with the order line
- Skipped – The order was left blank in the CSV file, so it was ignored (skipped).

No Error

There are no errors in the uploaded CSV file. The status will show "OK" beside all orders that will be processed. Review the shipment details once again before clicking **Apply**.

Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement Template   Download Shipment Template

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcbo_shipment_template (3).csv   ✕

3. Review shipment details below. If all information is correct, click Apply to complete the upload. You will receive a message that the file upload was successful.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity	Ship Date	Delivery Date	Carrier
OK	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval

Apply   Clear

Upload Acknowledgment/Shipment File

Your upload has been processed

2 shipments successfully created

Close Window

Error

If there are any errors the status will show "ERROR" for that order line. Click on the error icon to see the issue. After reviewing the issue click **Clear** to remove the data from the table. Correct the error(s) in the CSV file and re-upload the new file.

Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement Template   Download Shipment Template

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcbo_shipment_template (3).csv   ✕

3. Error(s) have been found in the file. Click on the row for Details. Please make all necessary correction(s) and upload a new file.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity	Ship Date	Delivery Date	Carrier
ERROR	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	-2	Aug. 12, 2022	Aug. 13, 2022	Dhaval
▪ Shipped quantity is negative									
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval

Clear

20

REQUIRED SHIPPING DOCUMENTATION: PRINTING IN GMS

The following shipping documentation **must** accompany each shipment:

1. Bill of Lading (BOL) and,
2. Packing Slip

1. Bill of Lading (BOL)

1) To prepare a bill of lading document, navigate to the shipment menu in GMS:
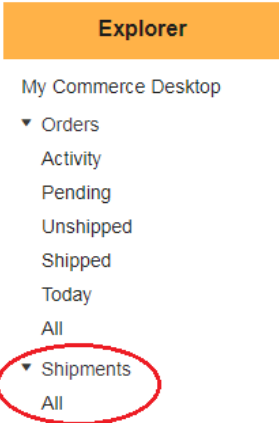
2) Open an order that has been shipped, under the reports drop down shown, select **Bill of Lading.**

3) This will generate the bill of lading which is to be included with the shipment.

Bill Of Lading

Grocer PO No.	5485_11206	
BOL No.	32756	
ASN No.	000923	**Ship To** 5485 EMILIANO AND ANAS NOFRILL - 5485 245 DIXON ROAD ETOBICOKE, ON M9P2M4
GMS Order No.	840011_0001	
Probill No.		
Total Shipped Cases	1	
Pallet Count	0	
Carrier	LCBO	**From** LCBO Vendor (QA) Toronto, ON
Ship Date	December 14, 2020	
Freight	Prepaid	
Weight(kg)		

LCBO Item No.	Description	Weight(kg)	Shipped Cases
0354928	Konig Pilsner+	12.60	1

Shipper:	LCBO Vendor (QA)	Carrier	LCBO	Received	5485 EMILIANO AND ANAS NOFRILL - 5485
Shipped By:		Carried By:		Received By:	
Signature:		Signature:		Signature:	

2. Packing Slip

1) To prepare a packing slip, navigate to the shipment menu in GMS:

Explorer

My Commerce Desktop
▼ Orders
  Activity
  Pending
  Unshipped
  Shipped
  Today
  All
▼ Shipments
  All
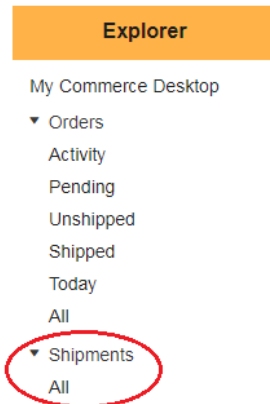
2) Open an order that has been shipped, under the reports drop down shown, select **Packing Slip.**

				Tasks	Reports
				Close	⇅
					Bill of Lading
Ship Date	December 14, 2020		Ship To	5485 EMILIANO AND ANAS NOFRILL - 5485	Packing Slip
BOL No.	32756			245 DIXON ROAD	
Carrier	LCBO			ETOBICOKE,ON	
Probill No.				M9P2M4	
Est. Delivery Date	December 14, 2020		Shipment Status	Acknowledged	
Package Count	1				

Order No	Order Date	PO No	Deemed Not Shipped	Accept Status	Ship Status
6637/1	December 8, 2020	5485_11206		● Accepted	● Shipped

3) This will generate a packing slip which is to be included with the shipment.

Page 1 of 1   **Packing Slip**   Printed January 4, 2021 10:34

BOL No.	32756		5485 EMILIANO AND ANAS NOFRILL - 5485
Ship Date	December 14, 2020	**Ship To**	245 DIXON ROAD ETOBICOKE, ON M9P2M4
GMS Order No.	840011_0001		
Grocer PO No.	5485_11206	**Ship From**	LCBO Vendor (QA) Toronto, ON
ASN	923		

SCC Master	UPC Master	LCBO Item No.	Description	Size (ml)	Case Qty.
4100770305551	4100770005550	0354928	Konig Pilsner+	500	1

DECLINE AN ORDER IN GMS

Supplying sources decline to fill grocery purchase orders for a variety of reasons including, but not limited to, inventory availability, location of grocery store and ordered quantity. The **Decline Order** function permits a supplying source to decline an order for any reason in one step. Declining an order is only available for orders that have yet to be acknowledged or shipped.

Order 841026_3842

	Tasks				Reports
	Acknowledge Order	Prepare Shipment	Decline Order	Close	⇕

GMS Order No.   841026_3842
Grocer PO No.   JIRA590_11
Order Received Date   December 11, 2020
PO Date   December 11, 2020
Preliminary Delivery Date
Estimated Delivery Date
GMS Order Number   841026_3842
Order Status
Messages

Ship To Location   5572 RCS SCARBOROUGH SUPERST - 5572
1755 BRIMLEY ROAD
SCARBOROUGH, ON
M1P0A3

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Quoted Price
626824180065	0617647	568 mL	Amsterdam Blonde	10		$37.92
626824600082	0460899	473 mL	Cruiser All Day Pale Ale Can	10		$47.28
626824180041	0573576	473 mL	Amsterdam Space Invader	10		$47.28
			Totals:	30		

Declining an order will populate the purchase order with zero '0' cases acknowledged and shipped and update order status to Declined. The grocer will not expect delivery of a declined order.

Order 841026_3842

	Tasks	Reports
	Close	⇕

GMS Order No.   841026_3842
Grocer PO No.   JIRA590_11
Order Received Date   December 11, 2020
PO Date   December 11, 2020
Preliminary Delivery Date
Estimated Delivery Date
GMS Order Number   841026_3842
Order Status   Declined
Messages

Ship To Location   5572 RCS SCARBOROUGH SUPERST - 5572
1755 BRIMLEY ROAD
SCARBOROUGH, ON
M1P0A3

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Quoted Price
626824180065	0617647	568 mL	Amsterdam Blonde	0		$37.92 ⚠
626824600082	0460899	473 mL	Cruiser All Day Pale Ale Can	0		$47.28 ⚠
626824180041	0573576	473 mL	Amsterdam Space Invader	0		$47.28 ⚠
			Totals:	0		

UNDERSHIPPING ORDERS

1) On the **Desktop**, under **Orders to Accept**, open the order by clicking the icon next to it.

2) Select **Acknowledge Order** from the top right task bar on the window.

3) When acknowledgement is selected, the quantities ordered by the grocer will display.

4) Enter the Delivery Date and change the quantity of the items that you need to undership, then click **Apply**.

ORDER RECEIPT

Order receipt details are now available on the order detail screen. The supplying source can see the date the grocer received the order, the BOL number, and the received quantity. Supplying sources can use this information to determine the orders that have zero-dollar invoices, which are no longer issued in *iSupplier.*

Received Date	Ship Date	PDD	Grocer PO Number	GMS Order Number
MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅	Contains ⇕	
MM/DD/YYYY 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅		

Customer	Store Number	PO Number	PO Date	GMS Order Number
Longo's (LCBO)	5423	JIRA616_4	31 May 2022	2016097_0001 ➡

Order 2016097_0001

Tasks   Reports

Close ⇕

GMS Order Number	2016097_0001
Grocer PO Number	JIRA616_4
Order Received Date	May 31, 2022
PO Date	May 31, 2022
Preliminary Delivery Date	May 31, 2022
Estimated Delivery Date	May 31, 2022
Received Date	May 31, 2022
BOL Number	34345
GMS Order Number	2016097_0001
Order Status	Invoiced
Messages	

Ship To Location   5423 LONGOS MOUNT PLEASANT - 5423
65 DUFAY ROAD
BRAMPTON, ON
L7A 4J1

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Received Cases	Quoted Price
675325010401	0016136	473 mL	Somersby Mango & Lime Cider	10		10	$38.54
063657042854	0019964	473 mL	Growers Sparkling Spritz Peach Orange Blossom	10		10	$39.34
020707190101	0019985	473 mL	Seagram White Peach Cider	10		10	$33.85
675325010241	0021206	1892 mL	Somersby Watermelon Cider 4x473ml Cans	10		10	$34.70
020707105044	0279539	473 mL	Seagram Cider	10		10	$33.85
			Totals:	50			

HELPDESK & SUPPORT CONTACT INFORMATION

Technical Support Assistance
LCBO GMS Helpdesk
1-888-826-4334
lcbohelp@tangentia.com

Inquiries regarding administration, invoicing, reports and form submissions
LCBO Grocery Operations
lcbogroceryoperations@lcbo.com

All other inquiries
LCBO Customer Care
416-365-5842
1-833-840-6272
helloGrocery@lcbo.com

LCBO Grocery Management System (GMS) is powered by:

tcloud.tangentia.com

tgateway.tangentia.com