

LCBO

let's get together.

May 25, 2015

To all Trade Councils:

Re: LCBO Pricing Administration New Electronic Mailbox and Guidelines

- Please inform your suppliers that requests for changes to quotes for existing LCBO Wines, Spirits, Beer & Cider products must now be sent to pricing@lcbo.com. Quotes sent by fax are no longer accepted.
- E-mails must include the name and contact information of the sender and originate from the e-mail address normally used by the company for business purposes.
- Quotes must be included as an attachment and must be on company letterhead and state the LCBO product name, size, units per case, quote amount, currency and terms of sale. All quotes must be dated and signed.
- The subject of the e-mail must include the word 'quote' and the vendor number. If multiple vendor quotes are referenced in the same e-mail, each vendor should be listed in the body of the e-mail and the individual quotes attached.
- If a change to a quote is to be effective immediately – 'quote decrease' or 'rebate' – this must be clearly stated in the subject line and body of the e-mail.
- Vintages quotes and revised quotes for new LCBO products should continue to be sent directly to the appropriate buying category.
- Quotes for private orders should continue to be sent to Specialty Services.
- General inquiries should be sent directly to Pricing Administration team members, not to the Pricing mailbox.

If you have any questions, please contact me directly.

Thank you,



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cc: Edison Yon
Shari Mogk-Edwards