



Discover the World

Tuesday, April 29, 2014

To: All Trade Councils

Re: NISS Enhancements to be deployed May 4

Dear Trade Partners,

I am pleased to advise you that the latest in a series of enhancements to the New Item Submission System (NISS), detailed in a communication sent on March 31, will be deployed on Sunday, May 4. I extend our thanks to those members of the trade who put forward suggestions for improvements and graciously participated in the testing phase.

See attached for details of the enhancements with instructions on how to use the new or upgraded functionality.

Our goal is to make NISS more efficient. We hope you will find these latest enhancements beneficial. Your continued feedback is welcomed. Further questions or comments can be sent to merchandising.support@lcbo.com.

Sincerely,

David Cacciottolo
Manager, Project Management



NISS May 2014 Enhancements

More detailed notifications

1. When a product submission is transferred from one Product Need to another, the Agent notification will include the names of the previous and new call.
2. Notifications will reference the Supplier's name and number. This information will also be included in the Notice to Purchase (NTP).
3. Ontario Direct Delivery wine submissions will receive a specific notification outlining the requirements to proceed with the submission.
4. Notices of scheduled system maintenance will appear on an introductory screen when users log in to NISS. This will supplement other methods of communication to system users.

Time saving measures

5. Fields that are no longer mandatory :
 - UPC and SCC are no longer mandatory for submissions at the pre-submission stage.
 - The following fields will be required only if the submission is accepted to proceed beyond the pre-submission stage:
 1. Case length, case height, case width, case weight
 2. Cases per pallet, pallet configuration
 3. Cases per container

Please note: If the submission is accepted to proceed, these fields must be entered by the deadline indicated on the email notification or the submission will be cancelled. An email reminder will be sent to the Agent if these fields have not been completed.

6. Liquor Type will no longer be entered by Agents.

7. Fields that will now be auto-populated:

- Vendor quotation currency
- Vendor quotation type
- User email address

If the supplier has no quote type and currency in the system, this information can still be entered manually.



NISS May 2014 Enhancements

Time saving measures cont'd

8. Agents will be able to filter their submissions by:

(a.) Status

The screenshot shows the LCBO SUBMISSIONS page with a navigation bar containing 'Product Needs', 'SUBMISSIONS', 'NTP Sent', 'Password', and 'Logoff'. Below the navigation bar, there are several filter options: 'Filter By Product Need:', 'Filter By Product Need Item:', 'Filter By Submission Status:', 'Filter By Supplier Number:', 'Filter By Supplier Name (contains):', and 'Filter By Specific Submission Id:'. The 'Filter By Submission Status:' dropdown menu is open, displaying a list of submission statuses including 'Category Sample received', 'Category Tasting Waived', 'Incomplete Product Submission', 'New Pre-submission', 'NTP Sent To Agent - Completed', 'NTP Sent To Agent - No Additional Info Required', 'Paperwork Received', 'PO Issued', 'Pre-submission Accepted', 'Product Set-up Bypassed', 'Product Set-up Completed', 'Product Set-up Initiated', 'Sample Ready for Lab Testing', 'Scheduled for Tasting', 'Submission Accepted to Proceed', and 'Tasted by Category'.

(b.) Supplier

The screenshot shows the LCBO SUBMISSIONS page with the same navigation bar as in (a). The 'Filter By Submission Status:' dropdown menu is closed. The 'Filter By Supplier Number:' and 'Filter By Supplier Name (contains):' input fields are highlighted with a red box. Below these fields is an 'APPLY FILTER' button.

9. Agents will be able to modify the Percentage Alcohol field as long as the sample has not yet been submitted.

10. Information that is required at the pre-submission stage on the Price/Pack tab has been grouped together for easier navigation.

The screenshot shows the LCBO Price/Pack tab with a navigation bar containing 'Agent', 'Supplier/Producer', 'Product', 'Multi Pack', 'Price/Pack', 'Status', 'NTP', and 'Lifecycle'. Below the navigation bar, there is a section titled 'Pricing Information' with several fields: 'Quote Per Case: *', 'Quote Type: *', 'Quotation Currency: *', 'Selling Units Per Shipping Case: *', 'Estimated Retail Price: *', 'Selling Unit Size: (ml.) *', and '# Units per Selling Pack: *'. The 'Selling Unit Size: (ml.) *' and '# Units per Selling Pack: *' fields are highlighted with a red box. Below the box, there are two red arrows pointing upwards, with the text 'Moved from bottom of page' between them.

NISS May 2014 Enhancements

Improved functionality

- 11.** In the Other/Press Coverage field within the Product tab, Agents will now be able to upload web hyperlinks with product information.

Enter links to websites below (up to 3) related to the submission. E.g. <http://www.winespectator.com>.

Add new URL to the list:

Select	URL Link
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- 12.** Barcode printing :

- Agents can now select and de-select all submissions to print multiple barcodes on one page of labels.
- Once selected, submissions will remain so until printed.

- 13.** An email address will no longer be mandatory in the Supplier tab. If no email address is entered, the Supplier will not receive a copy of the NTP.

New functionality

- 14.** The following documents must now be uploaded electronically: Labels and label/carton review forms; VQAO approval letters; LCBO Certificates of Analysis for VQA submissions; and organic certificates.

UPLOAD ORGANIC CERTIFICATE (Hide Details)

Organic Certificate: *

(Only one file with a maximum size of 5MB)

UPLOAD ONTARIO VQA APPROVAL LETTER (Hide Details)

Ontario VQA Approval Letter: *

(Only one file with a maximum size of 5MB)



NISS May 2014 Enhancements

New functionality cont'd

15. Email notifications will be sent to Agents advising that label examination, packaging review and lab analysis are complete and ready to view in NISS.

The screenshot shows a web interface with a navigation bar at the top containing links: Agent | Supplier/Producer | Product | Multi Pack | Price/Pack | Status | Tastings | LCBO | QA | NTP | Lifecycle. Below the navigation bar is a section titled 'DATES'. It contains several dropdown menus for dates and two 'PRINT FORM' buttons. The 'Label Review Submitted' and 'Packaging Review Submitted' dropdowns are currently set to '10-Mar-2014'. The 'Label Review Completed' and 'Packaging Review Completed' dropdowns are empty. The 'Label Review Result' and 'Packaging Review Result' dropdowns are also empty. There are two green 'PRINT FORM' buttons with right-pointing arrows.

Field	Value
Quote Received:	[Empty]
Label Review Submitted:	10-Mar-2014
Label Review Completed:	[Empty]
Label Review Result:	[Empty]
Packaging Review Submitted:	10-Mar-2014
Packaging Review Completed:	[Empty]
Packaging Review Result:	[Empty]

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