



April 15, 2016

RE: NISS Enhancements

TO: All Trade Councils

Dear Trade Partners,

We are pleased to inform you that on Sunday April 17, 2016, we will be implementing the following enhancements to NISS:

1. In the **Additional Information** section it will now be more clear what information has been requested. This is especially helpful if the label review or shipping container examination has been submitted separately.

Requested Date	Requested By	Status	Status
08-Apr-2016	Hian-Lie Liem	Completed	<a href="#">View/Complete Additional Information</a>
<b>- Item(s) Requested:</b>			
<ul style="list-style-type: none"><li>• Complete Request for Label Examination and upload a file with a picture of the label (<i>Submitted, QA Review Completed: Not Reviewed</i>)</li><li>• Allergen Attestation</li><li>• Ontario VQA Wine</li><li>• Complete Request for Shipping Container Examination (<i>Submitted, QA Review Completed</i>)</li><li>• Confirm 'Pick-up' Details</li><li>• Confirm UPC and SCC Codes</li><li>• Upload Certificate of Analysis CoA</li></ul>			

2. Also in the **Additional Information** section, specifically for **Label Reviews**, a corrected set of labels now can be uploaded if the originals are found to be incorrect. You will receive an email notification requesting corrected labels. If this is the case, please advise your category contact so the Quality Services department can be alerted to disregard the first review. The new Request for Label Examination will automatically bring forward the information from your original request but will be open to updates.

3. One final change in the **Additional Information** is for Domestic Spirit products. You may be requested to provide the **Manufacturing License for Domestic Spirits** as directed by LCBO's Policy Department.

MANUFACTURING LICENSE

Manufacturing License Number:

4. In the **Product and Price/Pack** sections, the tabbing has been modified for easier navigation, specifically the Country fields in the Product page and Container fields in the Price/Pack page.
5. Entries of up to 400 characters can now be accommodated in the **Press Coverage/Other Information** field in the **Product** section.

Press Coverage / Other information:

400 character(s) remaining, **maximum 400 characters**

6. Changes to the **Pre-submission Proposal and Product Review forms**:
  - a. Removal of the Gift components boxes, since this is no longer entered on the submission
  - b. Sample due date has been added beside the Tasting Date to help you meet the deadline
  - c. Terms offered, i.e., Excellar or FOB, has been added alongside the estimated price and currency
7. For **Wine** calls, two new fields are available to enter the **Lead Time** to prepare for the first purchase order and subsequent purchase orders to ship to the LCBO. This can be found in the Product tab right after the Pickup Point:

Pickup Point: * (for Excellars pickup, please provide full pickup address and contact telephone number)	
<input type="text" value="excellar"/>	
Pickup Phone Number: (for countries outside of North America, please include both country and region codes where applicable)	
<input type="text" value="416 123-4567"/>	
Lead-time to Prepare for:	
First PO: <input type="text"/>	Subsequent PO: <input type="text"/>

8. The **Supplier Number** has been added to the header section on **Vintages NTPs**. This is the number to use when signing up for WEBPO.

Questions can be sent to [MerchandisingSupport@lcbo.com](mailto:MerchandisingSupport@lcbo.com).

Thank you for your continued support.

Sincerely,



Hian-Lie Liem  
Manager, Project Services  
Products, Sales & Merchandising

Cc: Nancy Cardinal  
Shari Mogk-Edwards  
Edison Yon