

VINTAGES

March 2, 2016

To: All Trade Councils

RE: **Process changes for Notice to Purchase (NTP) and Bar Codes effective April 1, 2016**

Dear Trade Partners,

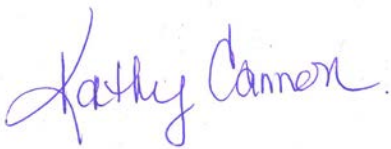
At the information-sharing session held in January, the Vintages Category Management team presented the following important changes to processes that come into effect **April 1st, 2016**.

1. Purchase orders will no longer be issued if the NTP is incomplete. That means, if required information is missing or incorrect – e.g., vendor forms, organic certificates, attestations, information on the label, bar codes – the NTP will be cancelled.
2. Agents/suppliers must generate their own bar codes. Go to www.gs1ca.org for instructions on how to generate a bar code. The LCBO will no longer be issuing these. If no bar code is provided, the NTP will be deemed incomplete and the purchase order will not be issued.

Questions may be directed to our Category Managers: colby.norrington@lcbo.com or paul.farrell@lcbo.com.

Thank you for your continued support.

Sincerely,



Kathy Cannon
Director, VINTAGES, LCBO

cc: Nancy Cardinal, Shari Mogk-Edwards

LCBO