



Mark Greene

*Director, Production &
Process*

How to do Business with
LCBO Marketing

LCBO

Marketing Information Session
June 22, 2017

Upcoming Tenders

Contract Name	Current Contract #	New Start Date
Editorial Services for LCBO Content	2014-67	1-Jan-18
Project Managers	2014-52 2015-52	7-Jan-18
Product Demonstrators, Mixologists and Related Services	2014-66	15-Jan-18
Event Planning & Execution Services	2014-73	15-Mar-18
Design Services	2014-27	1-Jun-18
Marketing Consulting Services	2014-17	1-Jun-18

Doing Business with LCBO Marketing

Key Contacts

Accounts Payable: accounts.payable@lcbo.com

Accounts Receivables: accounts.receivables@lcbo.com

Procurement: PCMDPurchaseOrders@lcbo.com

Marketing Invoices: marketinginvoices@lcbo.com

LCBO Tender Web Site: biddingo.com

Marketing Fax: 416-365-5935

P2P – Procure to Pay

What is it?

Procure-to-pay (P2P) is a transformational change to the way the LCBO procures and pays for goods/services not for resale.

Basic Step Process:

1. Vendor provides a quotation for work in response to a brief or RFX
2. LCBO acknowledges that quote with a Purchase Order (PO)
Marketing provides a Work Order.
3. Work is delivered
4. LCBO “receives” the work and the Payment process is initiated.

Value of PO = Value of WO = Value of Invoice

LCBO
55 Lake Shore Blvd. East
Toronto, Ontario, M5E 1A4
Tel: 416-594-4833
E-mail: Purchasing.Department@lcbo.com

Purchase Order

P.O.# 16239	Revision 0	Page 1
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Ship To
To Follow
Canada

Vendor
GRAPHIC DIMENSIONS INC.
3105 UNITY DR
UNITS 2526
MIDDISAUGA, ON L5L 4L3
Canada

Invoice To
LCBO H.O. Freeband
43 Freeband Street
Toronto, ON M5E 1A4
Canada

PURCHASE ORDER SUBJECT TO THE ATTACHED TERMS AND CONDITIONS

Requestor Beazley, Erin	Date of Order/Buyer 07-JUL-16/E Clifford	Revised Date/Buyer /E Clifford
Terms of Payment 3%, 10 NET 30	F.O.B. Destination	Vendor Telephone No. (905) 5691919

Line	Description	Delivery Date	Quantity	U of M	Unit Price	Total
1	Edition #4 of 20 for prepress, sheet fed printing, finishing, preparation of unaddressed airmail, and induction into Canada Post for LCBO New Store Opening Matters	09-JUL-16				
SHIP TO: LCBO H.O. Freeband 43 Freeband Street Toronto, ON M5E 1A4 Canada						

All prices and amounts on this order are expressed in: Canadian Dollar

Authorized Signature(s)
LIQUOR CONTROL BOARD OF ONTARIO

Purchase Order Total \$ 1,430.07
Taxes extra if applicable

IMPORTANT
All invoices are to be issued in duplicate and forwarded to attention: Invoice To Address
Purchase Order Number must appear on all invoices, packages, packing list, B/L, and correspondence or this may result in delayed payment.

LCBO LCBO Marketing
2nd Floor, 43 Freeband St.
Toronto, ON M5E 1A5

WORK ORDER NUMBER
26619-61716 04/18

PLEASE ATTACH COPY OF THE ORDER TO YOUR INVOICE. THE NUMBER MUST APPEAR ON FINAL INVOICE. ALL INVOICES MUST BE RECEIVED WITHIN 30 DAYS OF REQUIRED BY DATE.

TO: iNKY Color Management Limited
LCBO VENDOR ID65368
45 Joycelyn Cres
Georgetown ON L7G 2S5
Hans Wolter

OF

Issue Date: Wed, Jun 21, 2017
Modified: Jun 21, 2017
Required By: Thu, Jun 29, 2017
RFQ 2018-903-020 [26278-MG18-4154]

P4: LCBO Advertising/Social Media 2017/18 18

General Requirements:

Please supply the following:

Order	# of Units	Unit Price	Extension
Jun 21, Reaching for Ecom Search 00; REF2017-01-47	74		

Total Authorized Cost [Redacted] N
For Bid Submission; payment terms are N30

Authorized by: _____ Wednesday, June 21, 2017

Invoice for these items due by 07/10/2017

P2P – Procure to Pay

Submit invoice to LCBO by the due date:

Email invoice PDF format to marketinginvoices@lcbo.com

Invoice Requirements:

- The invoice must have the correct and complete company name and a business or GST/HST Registration Number if you are registered.
- The invoice MUST be legible
- The invoice MUST NOT be a duplicate (double submission)
- The invoice must have a contact person, phone # and email
- The invoice must include: invoice number, invoice date, payment terms, total amount, currency, LCBO PO number and LCBO WO Number.

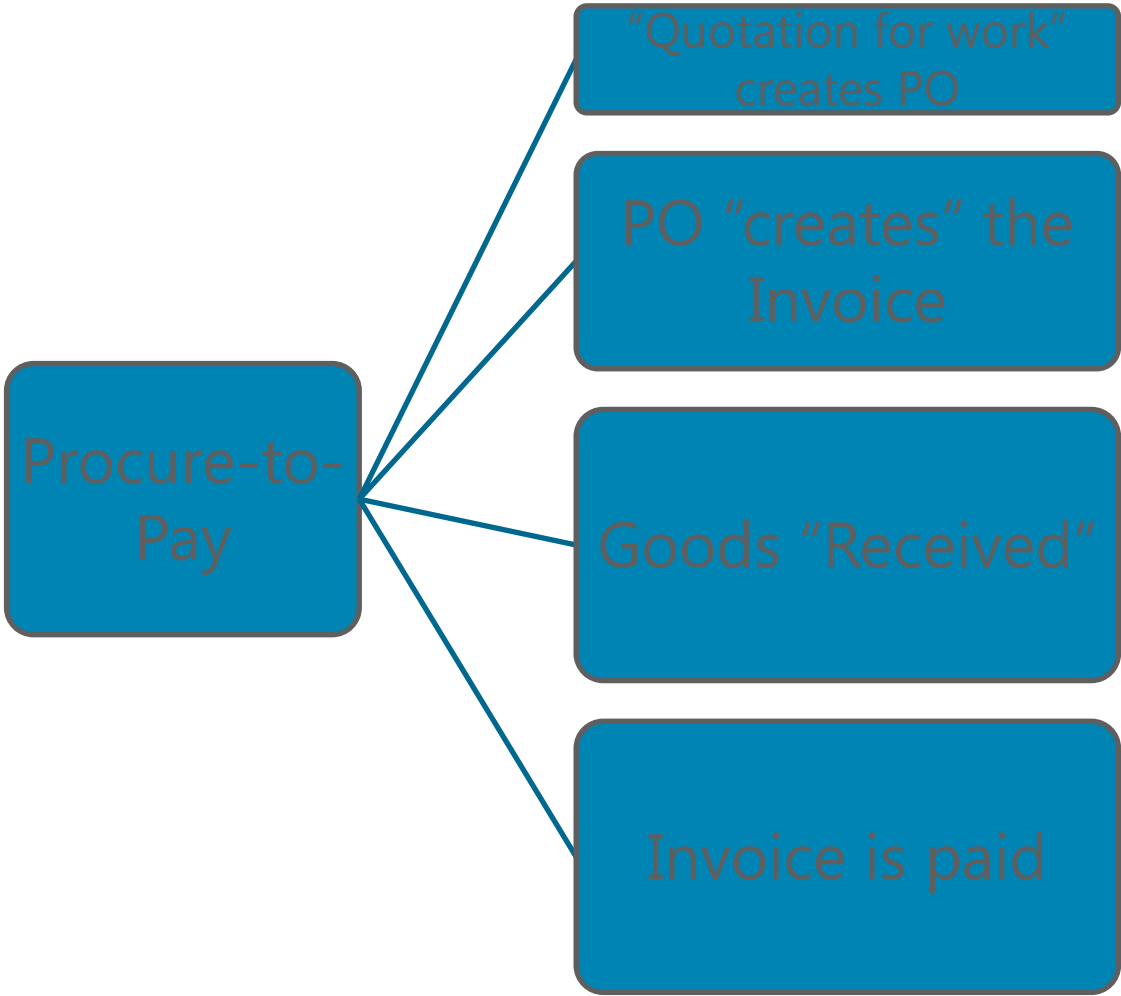
INVOICE MUST BE NET.

Invoice Requirements:

- Invoices must be net.
 - DO NOT include taxes you have paid.
 - DO NOT deduct taxes you have Paid.
 - DO attached proof of expenses if required to but remember to invoice the net amount.

INVOICE MUST BE NET.

P2P – Procure to Pay



P2P – Procure to Pay

Tracking your Payment:

- LCBO Accounts Payable (AP) and Isupplier will NOT indicate your invoice numbers
- Alternatively, the ERS number includes the receipt number to track payment of invoices
- REQUEST an Invoice Summary Report from Marketing.
- The Invoice Summary Report will include: Vendor Invoice #, LCBO Receipt Number, LCBO PO #, LCBO Marketing WO # and Net Amount

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Q & A