



WEB PO Frequently Asked Questions

What is the Web PO System?

WEB PO is an online system that will provide purchase order visibility to suppliers and replace the auto-fax process.

Is registration for WEB PO mandatory?

Yes; all LCBO suppliers must register online using the [Trading Partner Access Request \(TPAR\)](#) form.

Why is the LCBO moving to a web-based solution to deliver and process purchase orders?

The goal of this web-based purchase order application is to streamline the purchase order process for the LCBO and its partners.

When will the new WEB PO System go Live?

The WEB PO System is scheduled to go live early 2010.

How will I be notified of the 'go live' date?

Suppliers that have signed up for WEB PO and have been approved will receive an email with the access information at the time of the launch. Announcement of the launch will also be posted on [lcbotrader.com](#)

Who applies for access to the WEB PO System?

Suppliers must apply for access to WEB PO. The person who applies for access acts as the authorized representative of their company. This representative must be able to discern the type of access he or she assigns to users. Read-write access is only assigned to users within your organization who are able to legally bind the Supplier and execute agreements on behalf of the Supplier with regards to Purchase Orders. By designating an authorized representative as an Administrator for the new WEB PO System, a Supplier expressly consents to execute agreements solely by electronic transmission.

As an agent, how do I apply for access to WEB PO?

Agents can not apply for access to the WEB PO System as they can not legally bind the Supplier and execute agreements on behalf of the Supplier with regards to Purchase Orders. Once a Supplier has been approved for access to WEB PO then they can assign agents read-only access to the WEB PO System.

How and when do I receive my WEB PO user information?

Suppliers that have signed up for WEB PO and have been approved will receive an email with the access information at the time of the launch.

When can I access the WEB PO System?

Suppliers that have signed up for WEB PO and have been approved will receive an email with the access information at the time of the launch (early 2010). Announcement of the launch will also be posted on lcbotrade.com

Can I approve purchase orders on the WEB PO System now that I have submitted a request form on TPAR?

No; as the WEB PO System is not yet available.

Who do I contact if I need clarification about WEB PO System?

Please email webpo@lcbo.com.