



# NEW WEB PO SYSTEM ... APPLY FOR ACCESS NOW AT [LCBOTRADE.COM](http://LCBOTRADE.COM)!

November 2009

As an update to our October News Flash, here's some further information to share with you about the new LCBO WEB Purchase Order (PO) System.

This new system provides purchase order visibility to all of our Suppliers, including our EDI partners.

It **will replace** the current auto-fax PO distribution process in early 2010.

Requesting access to WEB PO is mandatory for all Suppliers!

## WHAT YOU NEED TO DO ...

...**Appoint a User Administrator** to request access to the WEB PO System. Your Administrator will be responsible for the set-up and maintenance of other users within your organization.

...**Apply for access** by completing the online form "**TPAR**" (Trading Partner Access Request) on the Trade Resources Online (TRO) Home page — [lcbotrade.com](http://lcbotrade.com). Access request is subject to LCBO approval.

...**EDI Suppliers** will continue to receive and confirm POs as they do today; however, the new system must be used to request changes and to notify the LCBO that your order is ready to ship.

...**Request access early!** Early access provides you with the opportunity to participate in **complimentary online training sessions** scheduled in early 2010. More details will be posted on Trade Resources Online (TRO), including **User Guides** to explain the new system.

Follow the steps on page 2 to request access.



Check out [lcbotrade.com](http://lcbotrade.com)

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## NEW WEB PO SYSTEM - HOW TO APPLY?

### TPAR Access Process for WEB PO System

From Trade Resources Online—lcbotrade.com— click on the link [Trading Partner Access Request \(TPAR\)](#) and follow the steps below:

1. Complete the form fields. For the *Company Type* field, select *Supplier* from the drop-down menu.
2. In the *Application* section at the bottom of the page, select *WEB PO* from the available programs, and then click on the *select* arrow button. The Web PO application will appear in the *Selected* list.
3. Click *Submit*.

When completing the Access Request form only your **Administrator** need request access to WEB PO. You will be notified within three to five business days of the status of your request.

### Contact Information:

- For WEB PO questions: email [webpo@lcbo.com](mailto:webpo@lcbo.com)
- For TPAR questions:email [tpar@lcbo.com](mailto:tpar@lcbo.com)

Thank you for your continuing support. We look forward to implementing this exciting new process in the new year.

Best Regards,

Bob Downey, Senior VP Sales & Marketing

Check out [lcbotrade.com](http://lcbotrade.com)