

LCBO

Retail Accounting

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Attention: Agents of LCBO General Purchase, Vintages, and Private Ordering Products

Re: Amended LCBO Trade Sample Refund Program

The LCBO has amended the Trade Sample Refund Program (TSR Program) for trade samples purchased by eligible agents from the LCBO. The primary changes relate to Private Stock Product claims.

In the past, agents of Private Stock Products received Private Order forms and submitted this along with their claims to Retail Accounting; as of April 2015, agents are no longer provided with Private Ordering forms from Specialty Services.

As a replacement for the Private Order forms, agents of Private Stock Products must provide a copy of the "In Transit Purchase Orders" spreadsheet report with the products they are claiming for. An example of the report is attached for your viewing. These spreadsheets are provided daily to the agents and it is the responsibility of the agent to obtain the necessary information from Specialty Services. If you require historical Purchase Order information you can contact your Specialty Services representative and request them to provide you with the records. If this spreadsheet is not included in the rebate request, the entire Private Stock submission will be sent back as having "incomplete information".

Agents will submit to the LCBO, no later than 30 days after the end of the month in which Private Stock trade samples have been purchased:

- a) A completed "Private Stock Product Trade Sample Claim Form"
- b) Original invoices for all trade samples stamped "Payment Received" by the LCBO Private Stock Section
- c) A copy of the "In Transit Purchase Orders" spreadsheet report



"In Transit Purchase Orders" Report Sample

LCBO				In Transit Purchase Orders				
Agent Number: 12985								
Private Orders								
PO #	Prepaid	Pay Agent	Product #	Product Name	Product Year	Bottle Size (ml)	Bottles per Case	Cases Ordered
100585	N	N	103720	2013-MUSCADET SUR LIE LES PIERRE BLANCES	2013	750	12	3
100585	N	N	103761	2013 - MUSCADET L D'OR	2013	750	12	4
100585	N	N	103779	2013 - MUSCADET TERRE DE PIERRE	2013	750	12	5
100585	N	N	103787	2012-MUSCADET EXCELSIOR CRU COMMUNAL EXC	2012	750	12	5
100585	N	N	103795	2009 - MUSCADET PUERI SOLIS	2009	750	12	1
100585	N	N	103803	2005 - MUSCADET CRU EXCELSIOR	2005	750	12	2
100585	N	N	103837	2009 - MUSCADET CRU EXCELSIOR	2009	750	12	5
100585	N	N	103845	2005 - MUSCADET L D'OR	2005	750	12	5
100600	N	N	100858	2010-Cuvee Huet Brut	2010	750	6	7
100600	N	N	100908	2007-Clos Du Bourg Moelleux	2007	750	12	4
100600	N	N	103050	2005-Dom. Huet Vouvary Clos du Bourg D S	2005	750	12	5
100600	N	N	798801	2012-DOMAINE HUET VOUVRAY LE MONT S	2012	750	12	3
Total Private Orders Cases in Transit								49