



Discover the World

WEB PO "Launched"

March 15, 2010

To: Suppliers

The LCBO is pleased to announce the launch of WEB PO System on **Monday, March 15, 2010**. As of **March 15th, 2010** there will be no faxes!

An email notification will be sent out once the system is available for you to use. You'll receive two consecutive emails; one detailing the Web PO address and your user information; the second email details your temporary password.

Once you have applied for access, it is vital to ensure that emails from LCBO do not get blocked as junk mail or spam from your company's email system. Please contact your IT Support.

TRAINING & SUPPORT

A Supplier User Guide, FAQs and a recorded Webinar session are available at lcbotrader.com.

For technical support please email or call:

- techsupport@lcbosupport.com or 1-866-284-8311.
- For procedural support please email: webpo@lcbo.com

NEW PO TERMS & CONDITIONS

Effective March 1st, 2010 new Terms and Conditions will be applied to the LCBO Purchase Order process. Visit lcbotrader.com to view new the new terms.

REMINDER FOR SUPPLIERS WHO HAVE NOT YET APPLIED FOR WEB PO ACCESS

To receive purchase order information from the LCBO you must apply for **Access to WEB PO** by completing the Trading Partner Access Request form (TPAR) on lcbotrader.com. Appoint a Supplier Administrator who will be responsible for the set-up and maintenance of users within your organization.

WEB PO will be the only method of receiving, reviewing, submitting and making changes to LCBO purchase orders. EDI Suppliers will continue to receive and confirm POs through EDI; however **WEB PO** must be used to request changes and to notify the LCBO that your order is ready to ship.

Thank you.

Senior VP Sales & Marketing

VINTAGES
FINE WINE & PREMIUM SPIRITS



For detailed information go to TRO—lcbotrader.com