

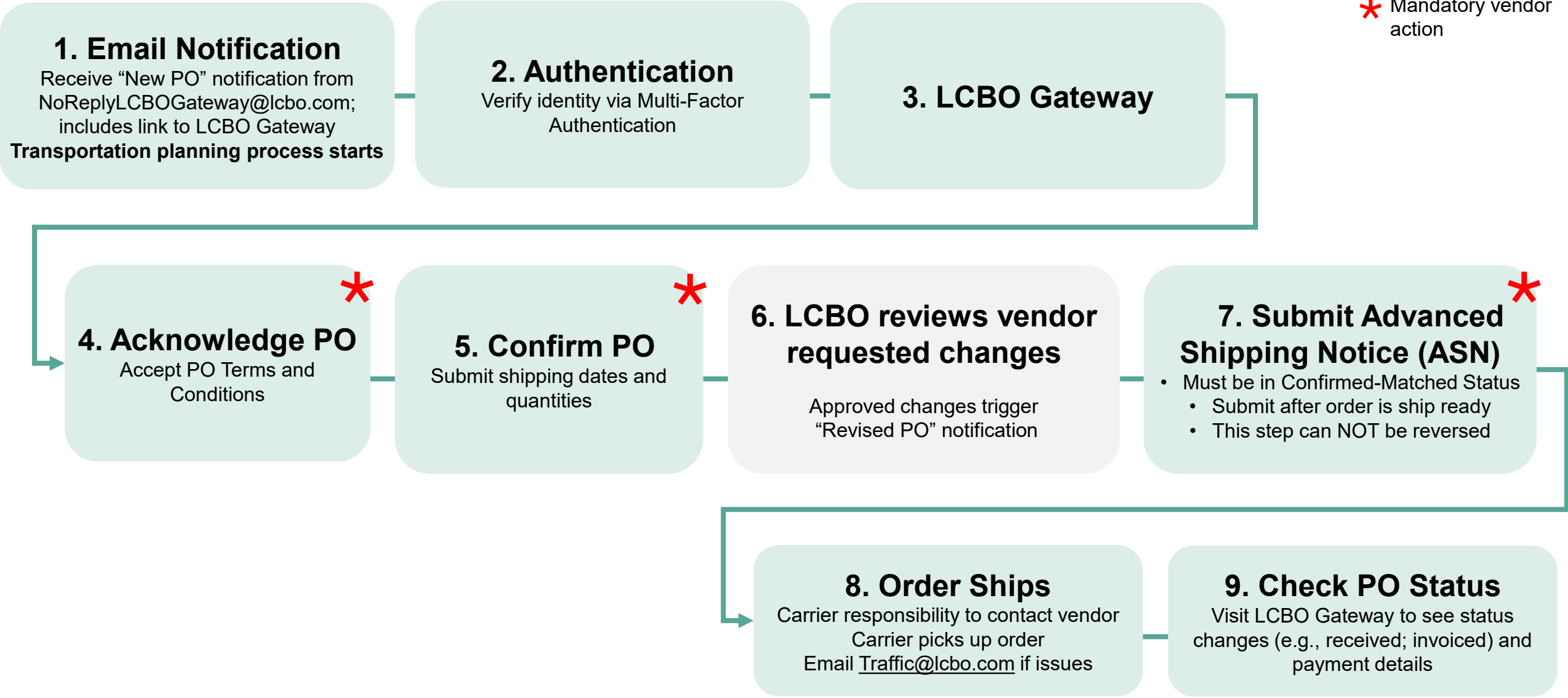
Beverage Alcohol Vendors: Purchase Order Flows & Delivery scenarios

Purchase orders & carriers: **Vendor uses LCBO carriers**

Vendor action

LCBO action

* Mandatory vendor action

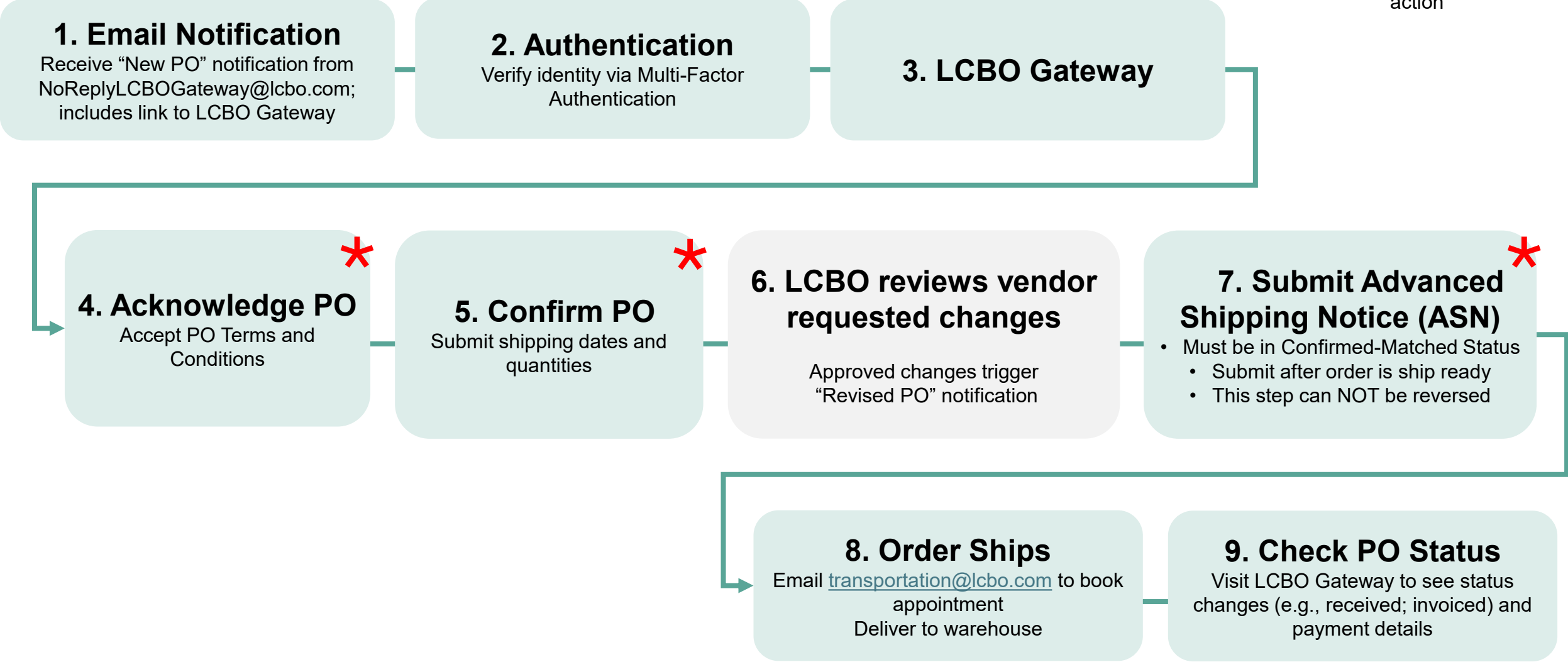


Purchase orders & carriers: **Vendor delivers to LCBO Warehouse** (CIF vendors)

Vendor action

LCBO action

* Mandatory vendor action



Purchase orders & carriers: **Vendor delivers direct to LCBO retail store**

Vendor action

LCBO action

* Mandatory vendor action

1. Email Notification

Receive "New PO" notification from NoReplyLCBOGateway@lcbo.com; includes link to LCBO Gateway

2. Authentication

Verify identity via Multi-Factor Authentication

3. LCBO Gateway

4. Acknowledge PO *

Accept PO Terms and Conditions

5. Confirm PO *

Submit shipping dates and quantities

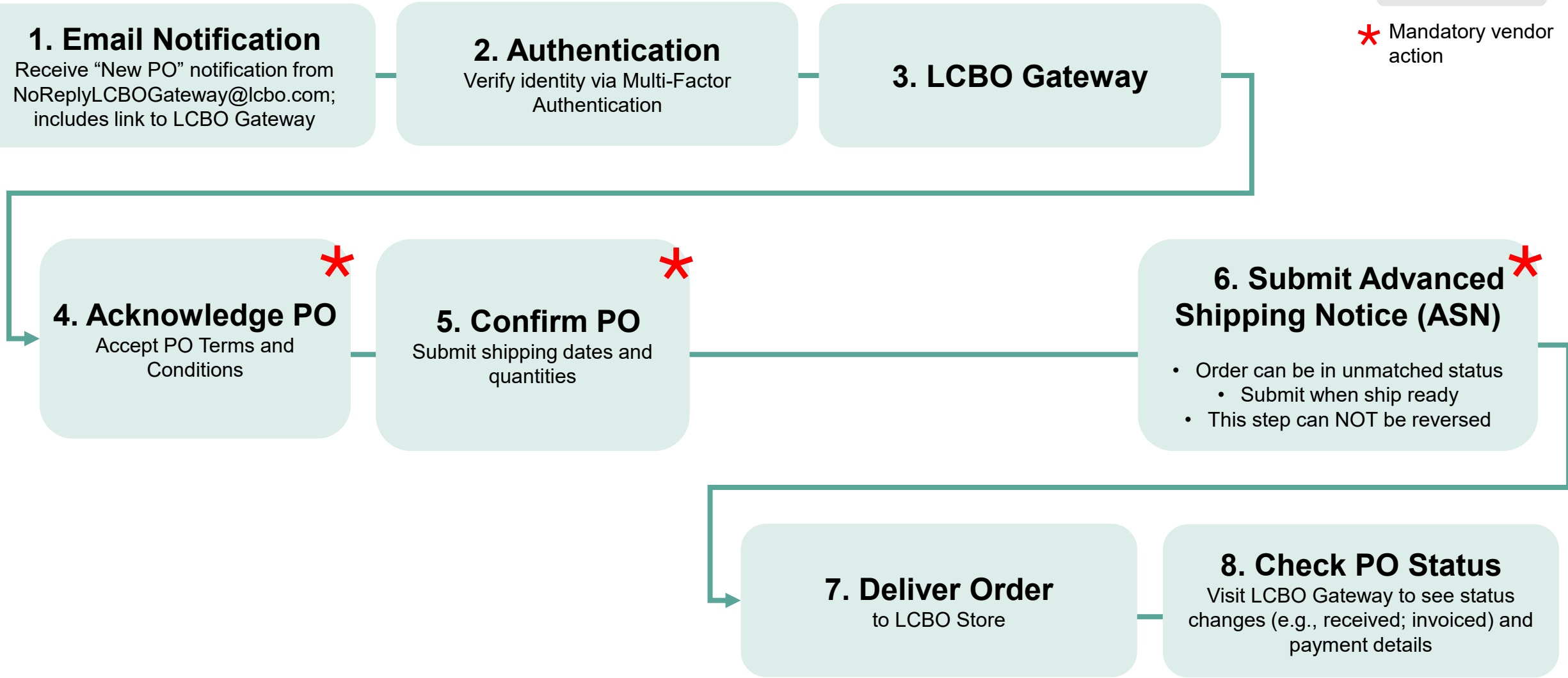
6. Submit Advanced Shipping Notice (ASN) *

- Order can be in unmatched status
 - Submit when ship ready
- This step can NOT be reversed

7. Deliver Order to LCBO Store

8. Check PO Status

Visit LCBO Gateway to see status changes (e.g., received; invoiced) and payment details

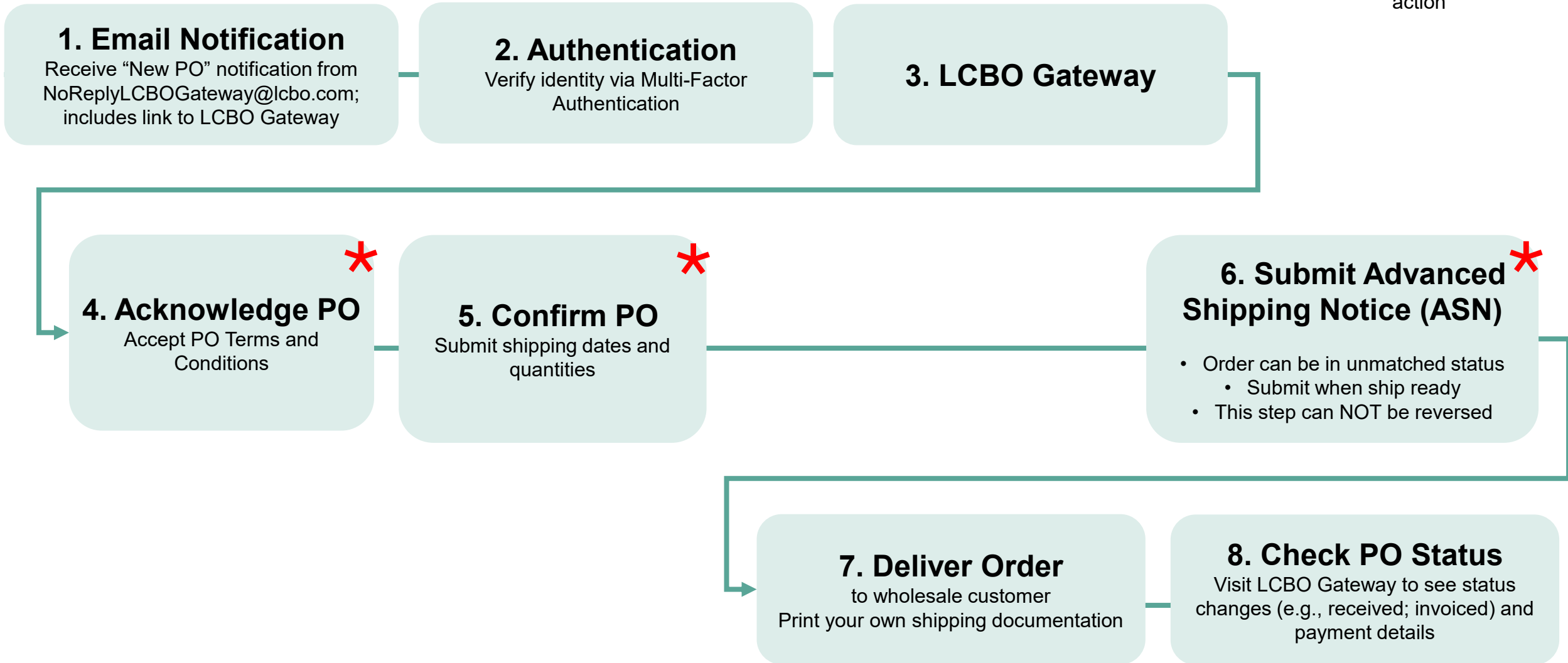


Purchase orders & carriers: **Vendor deliver directly to wholesale customers** (ie supplying source under dropshipping model)

Vendor action

LCBO action

* Mandatory vendor action

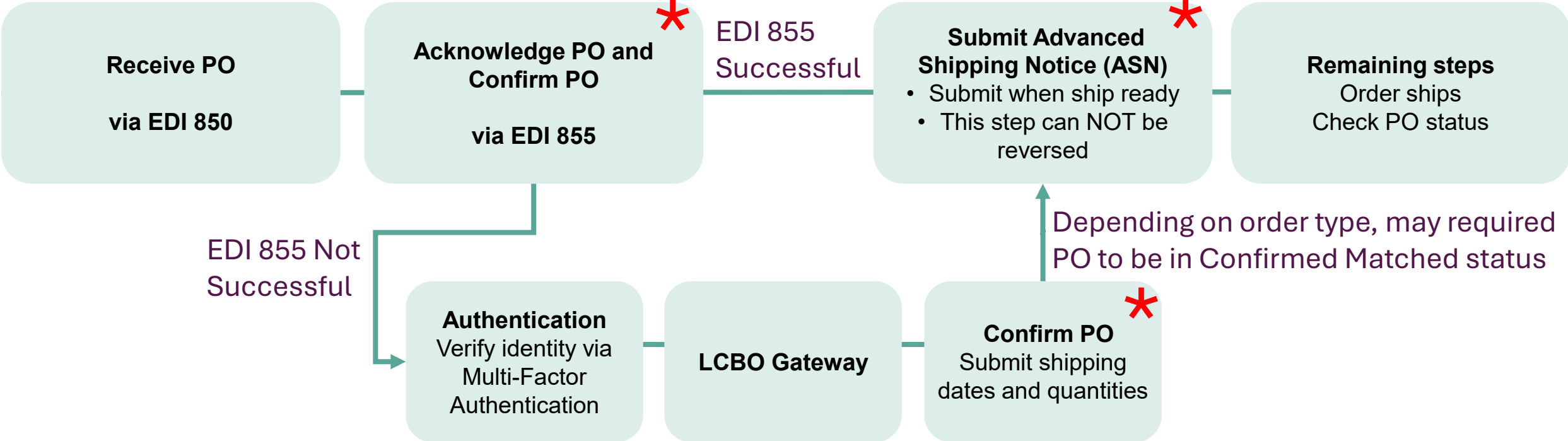


Purchase orders & carriers: EDI transmissions

Vendor action

LCBO action

* Mandatory vendor action



Delivery / carrier pickup key contacts

Self-arranged transportation: Domestic suppliers (CIF loads) will contact LCBO's Transportation Team (Transportation@lcbo.com), who will make the appointment on your behalf to deliver to LCBO warehouses.

- Your email subject line should read: **Vendor managed freight- Request for LBN appointment**
- In the body of your email, please be sure to include your **SAP Vendor Number** (found in LCBO Gateway), **Purchase Order number**, **Carrier**, and the name of the **Destination Warehouse**.

LCBO-arranged carrier pickups: The carrier will contact you to book the appointment.

- If you have questions about pickup by carrier, please email Traffic@lcbo.com

*Please note that this process is applicable for appointments at LCBO warehouses only. Trillium appointments will continue to be booked using Opendock.