

LCBO

Fee Schedule for Non-Compliance to Purchase Order Terms and Conditions (Effective April 1, 2026)

No.	Non-Compliance to Purchase Order Terms & Conditions	Handling and Administration Fee
Non-compliance of Product Attributes		
1	Shipping new products with different UPC than submitted in NISS	\$500.00 per product per order
2	Shipping new products with different SCC than submitted in NISS	\$500.00 per product per order
3	Changing the UPC of existing products without prior notification	\$500.00 per product per order
4	Changing the SCC of existing products without prior notification	\$500.00 per product per order
5	Notifying of currency change after the Purchase Order has been issued	\$500.00 per product per order
6	Failure to proactively advise LCBO of Vintage year changes	\$500.00 per product per order
7	Changing the quote price of an existing product after the Purchase Order has been issued	\$500.00 per product per order
Non-compliance with Purchase Order Details		
8	Changing the Incoterms (eg FOB or EXW) or pick-up location after the Purchase Order has been issued	\$1500.00 per order
9	Failure to proactively advise the LCBO of a vendor number change for a product which has open Purchase Orders	\$1500.00 per order
10	Changes (initiated by an agent or supplier) to a Purchase Order supporting an upcoming promotion or Summer Closure program, after the Purchase Order has been issued	\$1500.00 per order
No.	Purchase Orders issued for Summer/Other Closures	Handling and Administration Fee
11	Purchase Orders issued to support vendor summer/other closures	\$500.00 per order up to 4 orders issued \$750.00 per order for 5 to 9 orders issued \$1000.00 per order for 10 or more orders issued
No.	Non-Compliance with LCBO Gateway Reference Guide or Vendor Performance Program Guidelines	Handling and Administration Fee
12	Failure to provide a Purchase Order Acknowledgement in LCBO Gateway or through EDI within two (2) Business Days of the LCBO's issuance of the Purchase Order	\$50.00 per order
13	Failure to submit the Advance Shipping Notice (ASN) to the LCBO in LCBO Gateway or through EDI on or before the scheduled Ship Date	\$50.00 per order
14	Failure to use LCBO Gateway to request any changes to the Purchase Order	\$500.00 per product per order