LCBO GATEWAY

Resource guide: Bulk line-level downloads and bulk confirmations

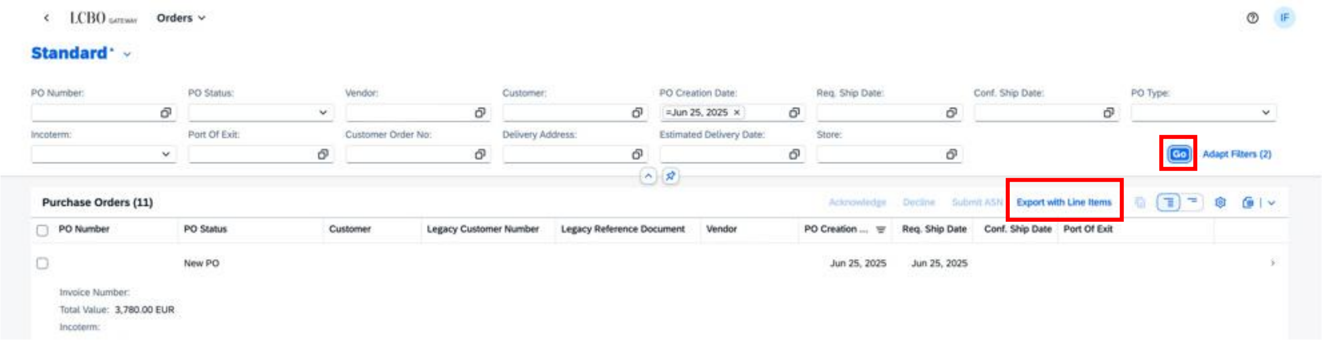
Topics

Download purchase orders (POs) with line-level details

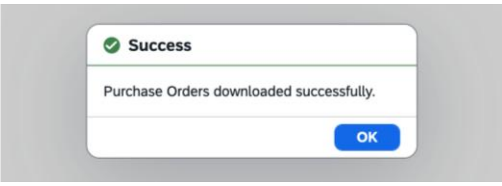
1. From the LCBO Gateway home screen, open the **Orders** app.

2. Apply desired filters to your PO search using the standard options at the top of the page and select **Go**.

3. Once satisfied with search results, select the **Export with Line Items** button. **Note:** You are able to include up to 10,000 POs in each export.

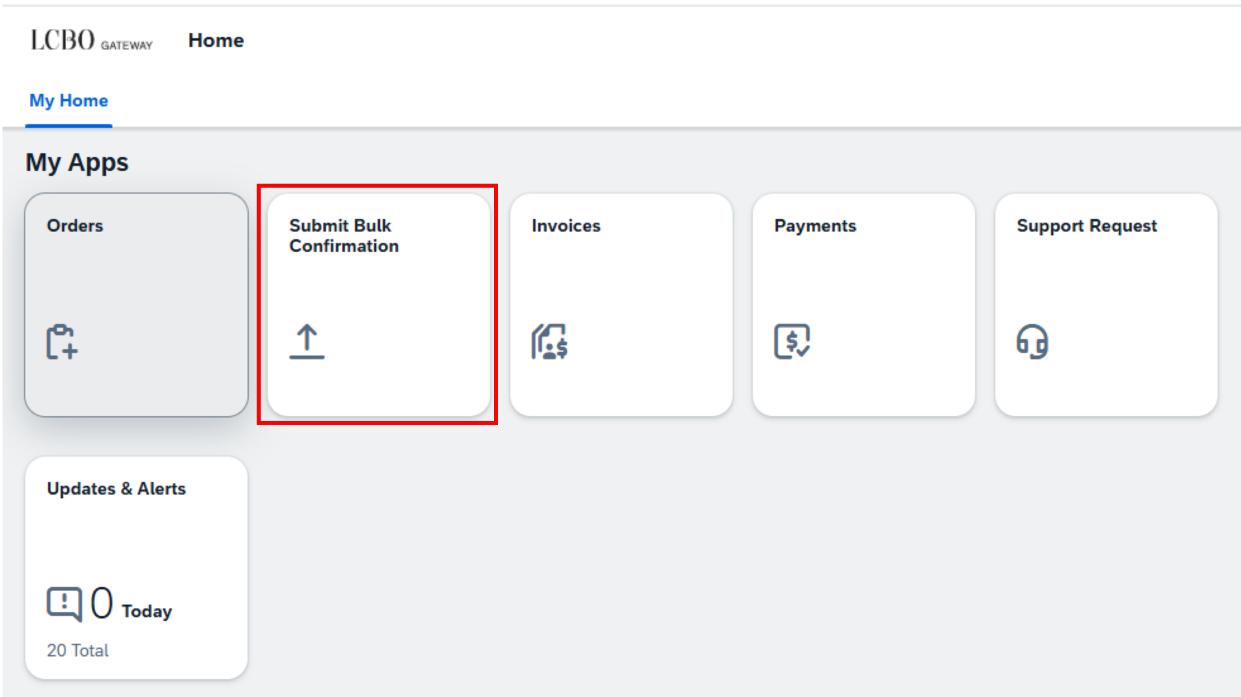


4. You will see a pop up window confirming the download was successful, and the file will automatically download to your device (save location determined by your browser settings). **Note:** The download may take a few minutes.

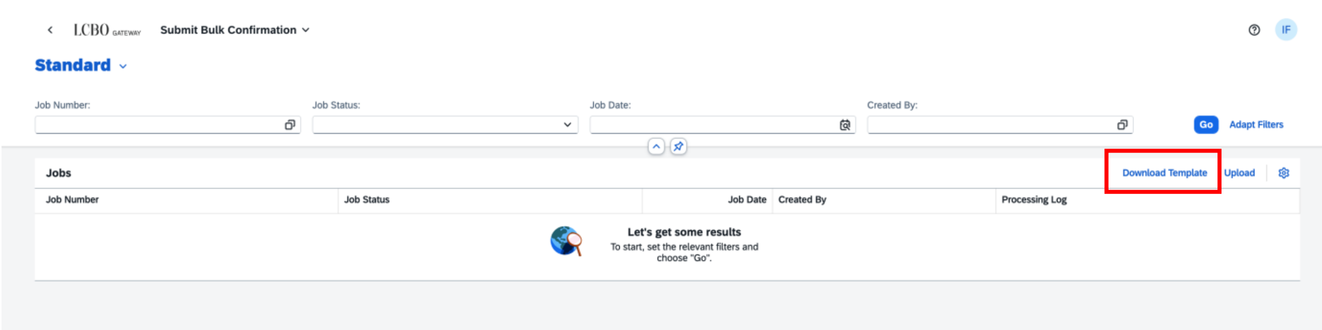


Submit confirmation of purchase orders (POs) in bulk

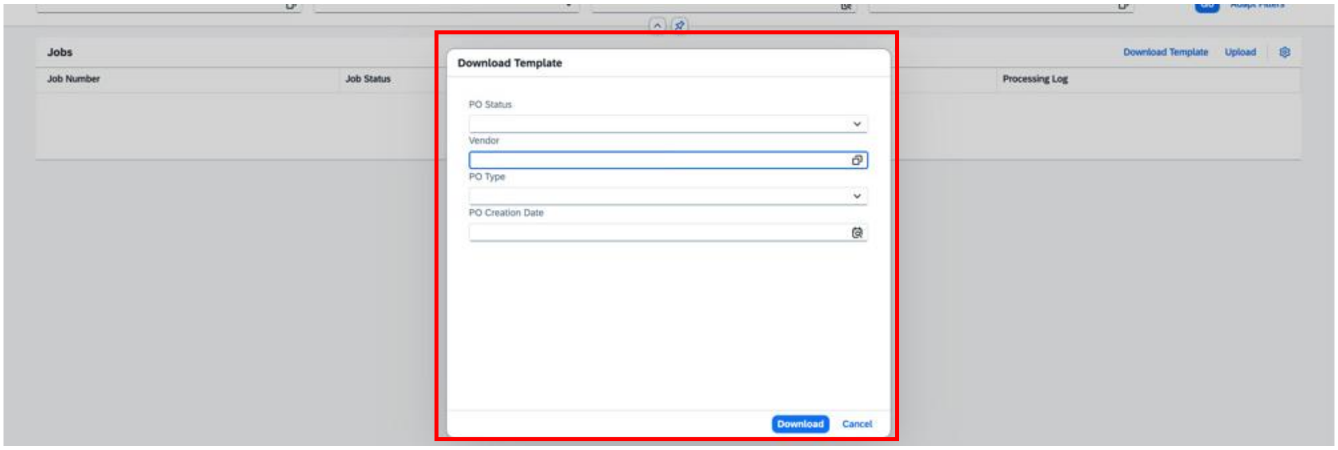
1. From the LCBO Gateway home screen, open the **Submit Bulk Confirmation** app.



2. Select the **Download Template** button.



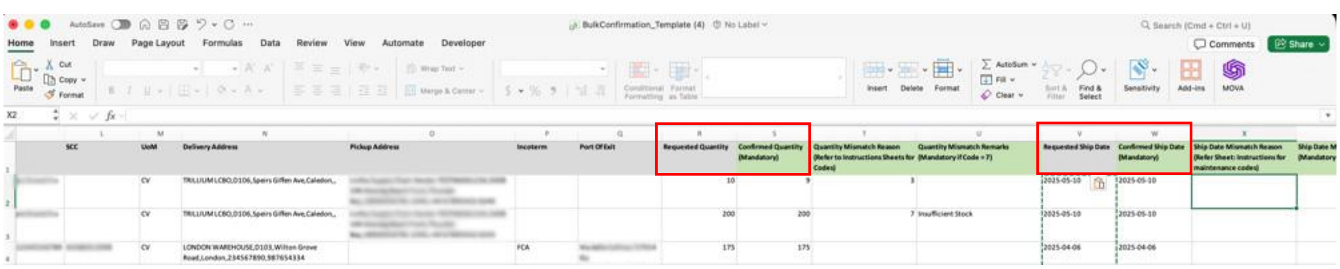
3. You will be presented with 4 filters to apply to the template: PO Status, Vendor (if applicable), PO Type, and PO Creation date. Apply filters as desired and select the **Download** button.



4. An Excel export will be downloaded to your device (download location determined by your browser settings) displaying all applicable POs according to selected filters. **Note:** The download may take a few minutes. You will be notified when complete. Downloads are limited to a maximum of 5,000 POs at a time.

5. Navigate to the **Instructions** tab of the template to review guidance on how to fill in the template for PO confirmations.

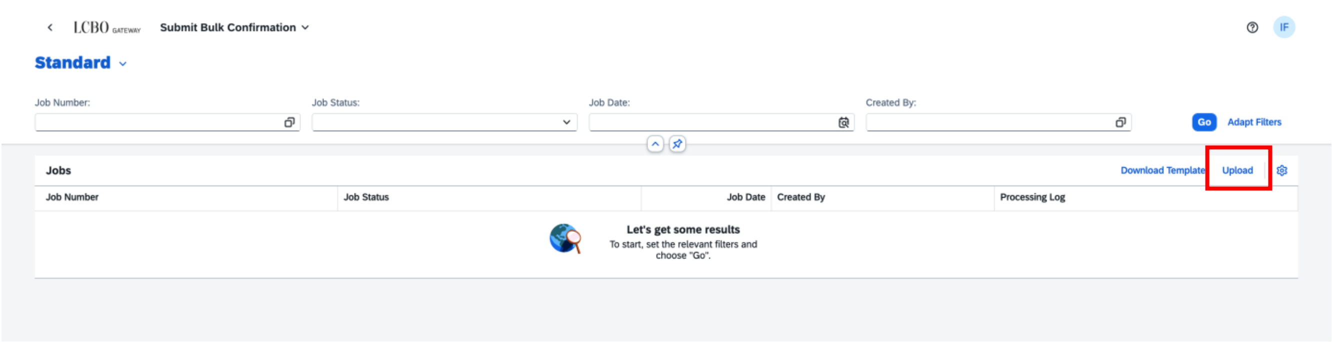
6. Navigate to the **Template** tab and review the Requested Quantity and Requested Ship Date values and, as applicable, confirm the values in the Confirmed Quantity and Confirmed Ship Date columns. **Note:** You will need to enable editing at the top of the file as the template will download in read-only format. Only columns with green headers are eligible to be edited in the template, and mandatory fields are indicated.



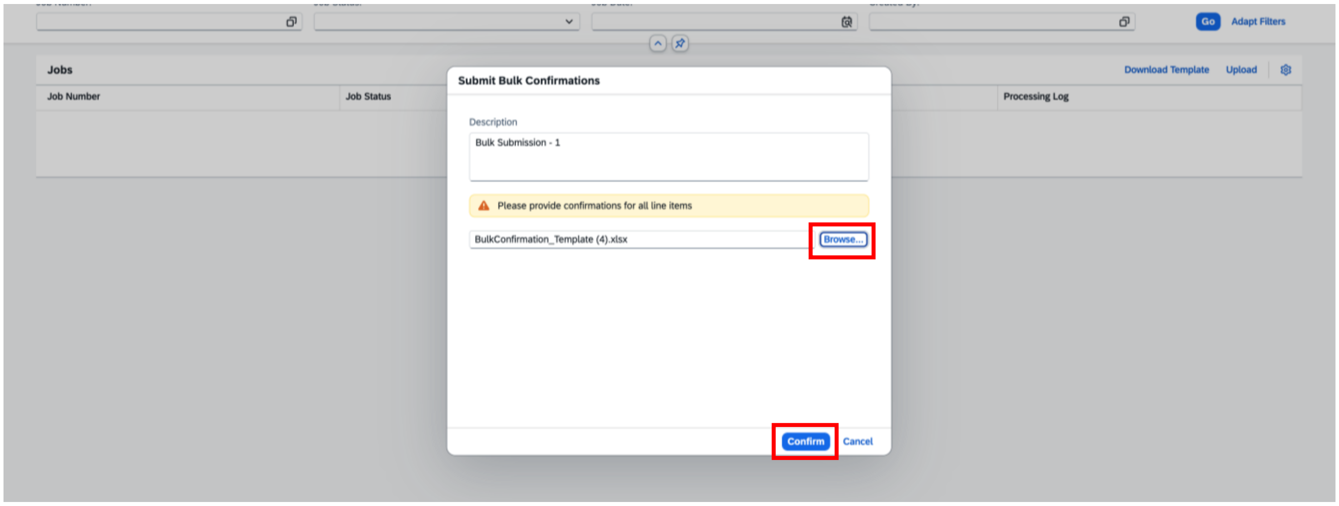
7. In the event of a mismatch for either quantity or ship date (i.e. the confirmed quantity is different than the requested quantity, or the confirmed ship date is later than the requested ship date), a reason code must be provided. Reason codes can be found in the **Instructions** tab of the template or on the final page of this document. Please enter the reason code number only.

8. Once you have completed confirmations for all line items, navigate back to the **Submit Bulk Confirmations app** in **LCBO Gateway**.

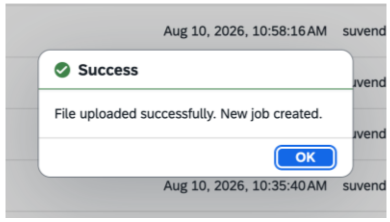
9. Select the **Upload** button. **Note:** Consider splitting your upload into smaller batches to be uploaded concurrently to reduce overall processing time.



10. Select the Browse button to find and upload the completed template to LCBO Gateway. At this stage, you may also add a description to identify the upload for your records. **Note:** Only .XLSX files are supported for upload.

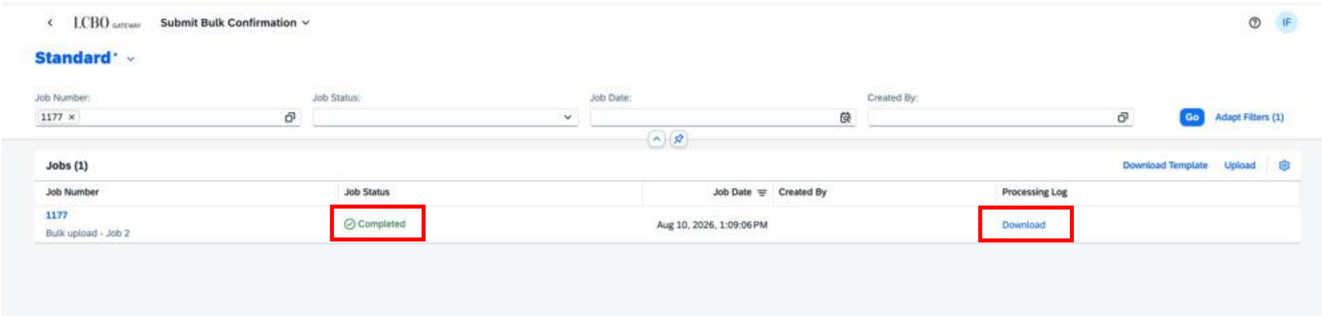


11. If the upload is **Successful**, you will receive a Success message along with messaging to indicate a new job has been created.



a) Under the Jobs section of the **Submit Bulk Confirmation app**, you may see the Job Status cycle through 'New' then 'In Process' while it processes. The job runs automatically at 5-minute intervals (i.e. if the job starts at 12:11pm, it will not be completed until 12:15pm at the earliest, depending on upload size). Select the **Go** button to refresh the screen and see the current job status. **Note:** Consider splitting your upload into smaller batches to be uploaded concurrently to reduce overall processing time.

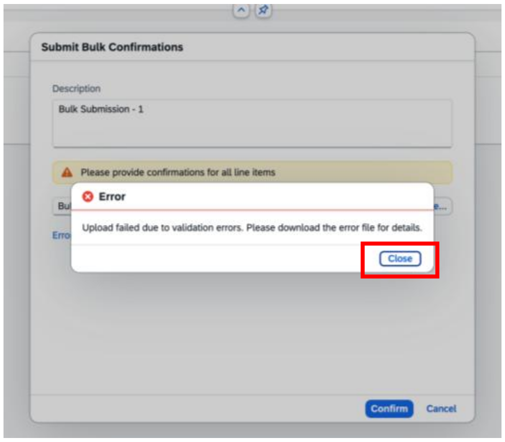
   Once completed, the Job Status will update to 'Completed'. This means that all POs have been successfully confirmed in LCBO Gateway. **Note:** Import and standard POs still require LCBO approval in the event of mismatches to be put in "matched" status.

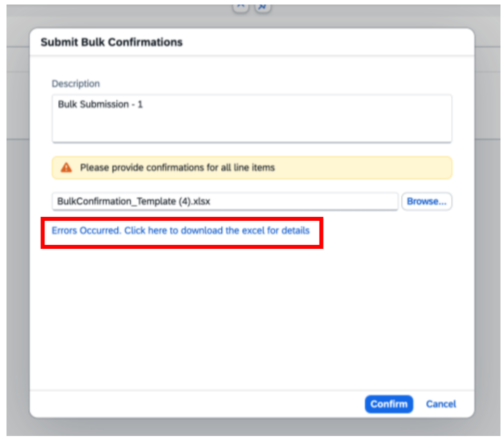


   *If you see a 'Completed with errors' job status, it may indicate a processing issue. Please submit a Support Request in Gateway and our team will assist.

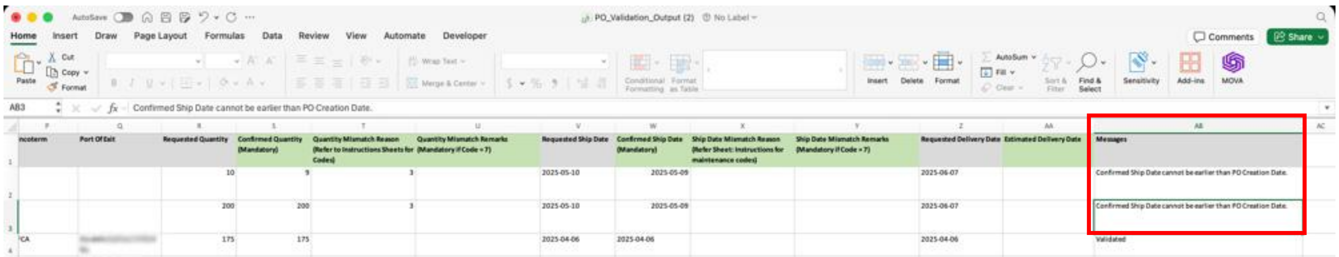
b) If desired, you can download a copy of the PO confirmation report using the **Download** button under the Processing Log column. This will generate an Excel file that displays messaging in the Messages column documenting that confirmation was successful.

12. If the upload is **Unsuccessful**, an error message will pop up and you will be prompted to download an amended version of the Excel template that highlights any errors to be addressed.





a) In the final column of the amended Excel file, you will note a Messages column identifying which line item(s) is causing the error along with an explanation (i.e. a ship date or quantity mismatch reason code was not provided). Address all line items with errors.



b) Once corrected, **repeat steps 8 through 11** to re-upload the corrected template into LCBO Gateway.

LCBO GATEWAY

Mismatch reason codes for bulk confirmation

(Enter number only)

Quantity mismatches

1-Carrier/Forwarder Delay

2-Seasonal Shut Down

3-Labour Shortages

4-Insufficient Stock

5-Product Discontinued

6-Port/Rail Disruption

7-Other; If reason is 7, enter remarks in "Quantity Mismatch Remarks" column

Ship date mismatches

1-Carrier/Forwarder Delay

2-Seasonal Shut Down

3-Labour Shortages

4-Insufficient Stock

5-Product Discontinued

6-Port/Rail Disruption

7-Other; If reason is 7, enter remarks in "Ship Date Mismatch Remarks" column