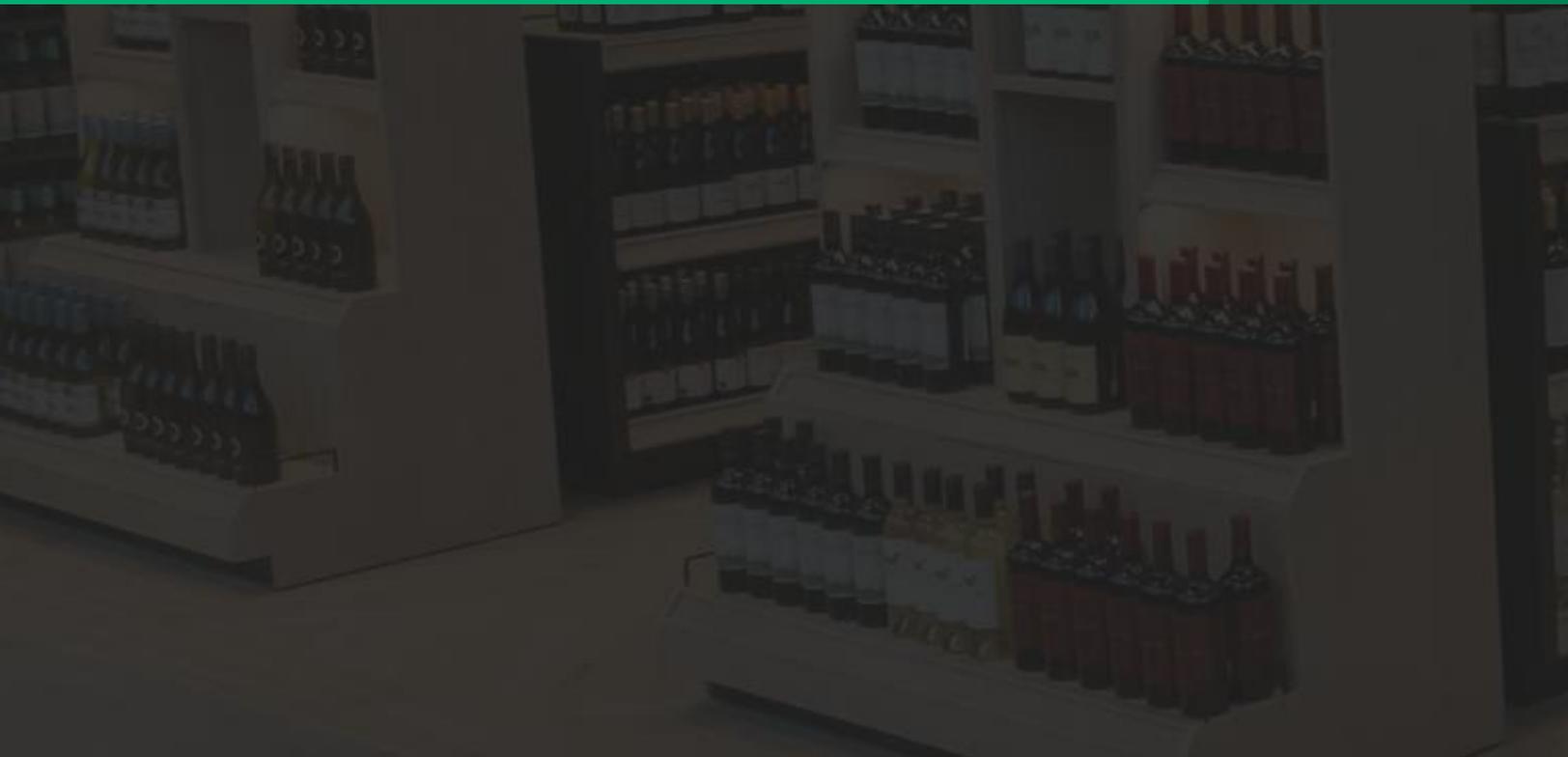


# LCBO

## Company Page in wholesale.lcbo.com (B2B Portal)

Reference Guide



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## Introduction

This reference guide provides an overview of Company Page in wholesale.lcbo.com (B2B Portal).

## Key Terms

Key Term	Definition
<b>Company LIC/AUTH Number</b>	A unique identifier representing the company's license or authorization number for regulatory or verification purposes.

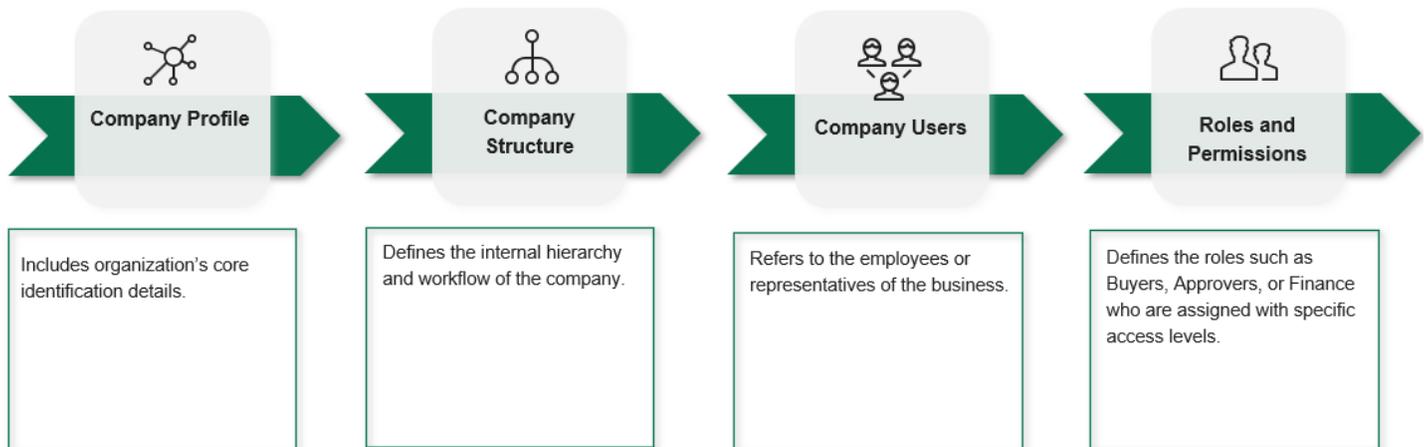
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## Company Page in wholesale.lcbo.com (B2B Portal)

### What is Company Page?

The Company Page in wholesale.lcbo.com (B2B Portal) enables the management of company accounts within the B2B portal.

It serves as a centralized interface within the B2B Portal for store administrators to oversee and manage company accounts, their users, and internal roles and hierarchies.



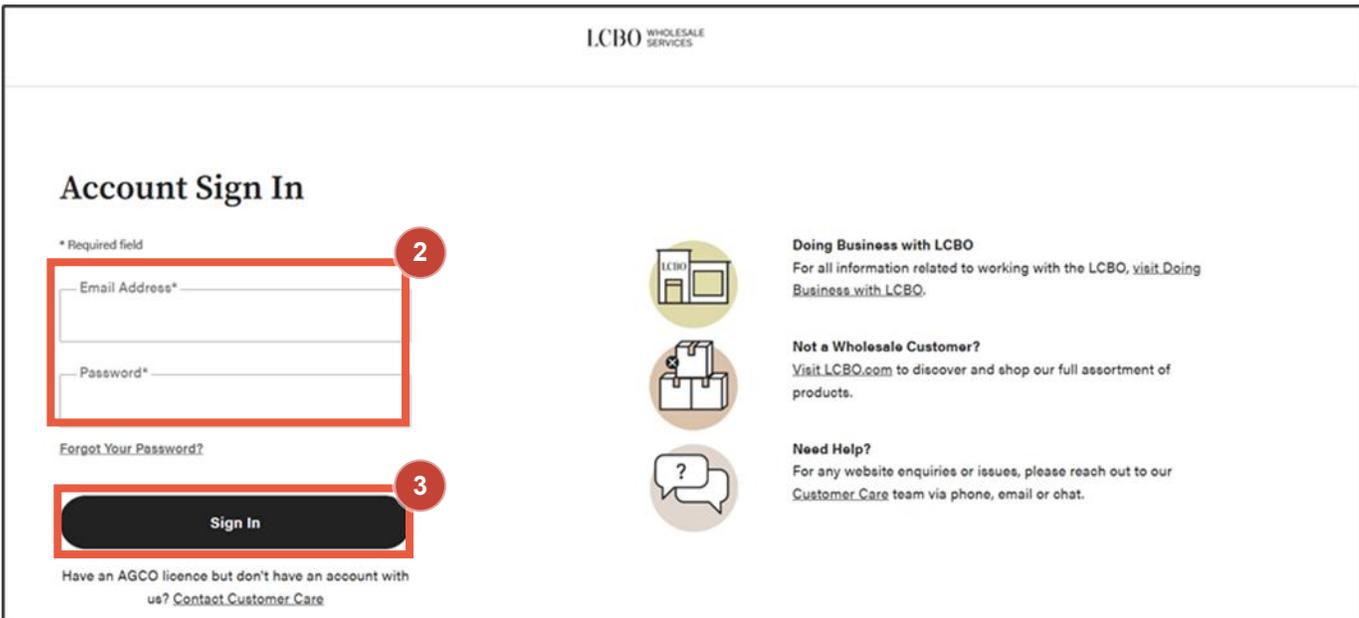
## Login to Adobe Commerce Portal

Let's look at how to access the Adobe Commerce Portal.

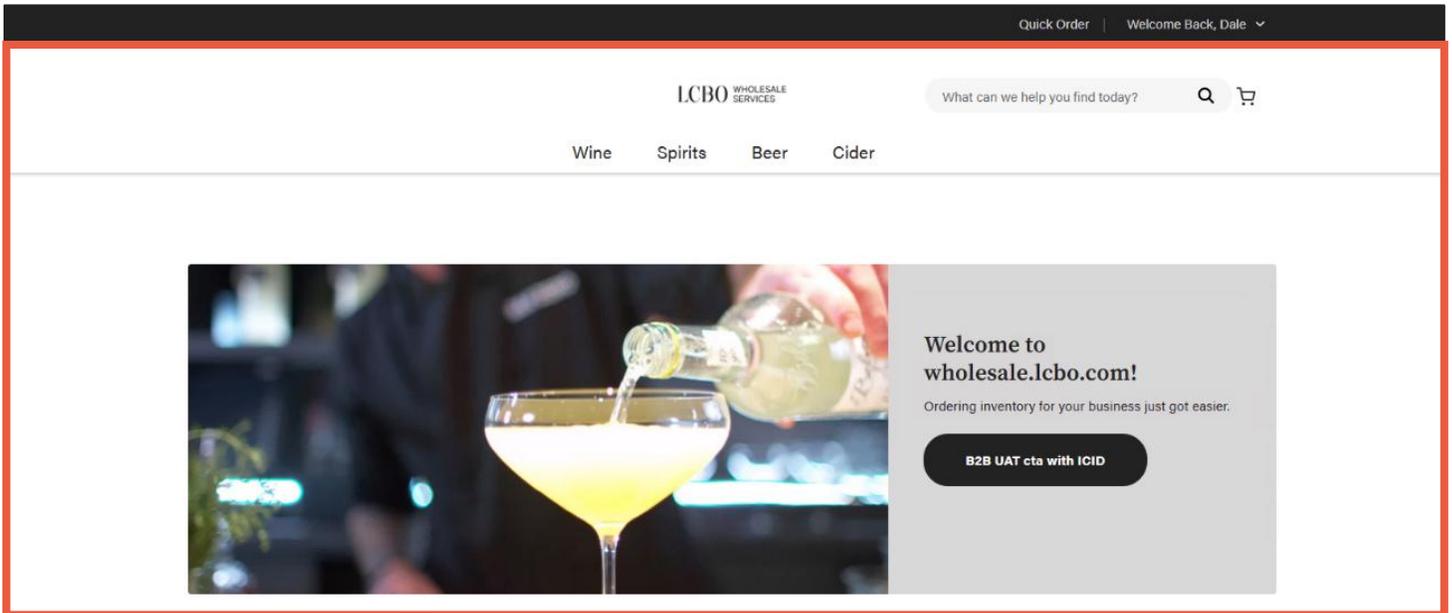
1. Open your web browser and enter the following URL: [wholesale.lcbo.com](https://wholesale.lcbo.com).



2. You are navigated to the **Account Sign In** page. Sign in to your account using your **Email Address** and **Password** in the respective fields.
3. Once done, select **Sign in**.

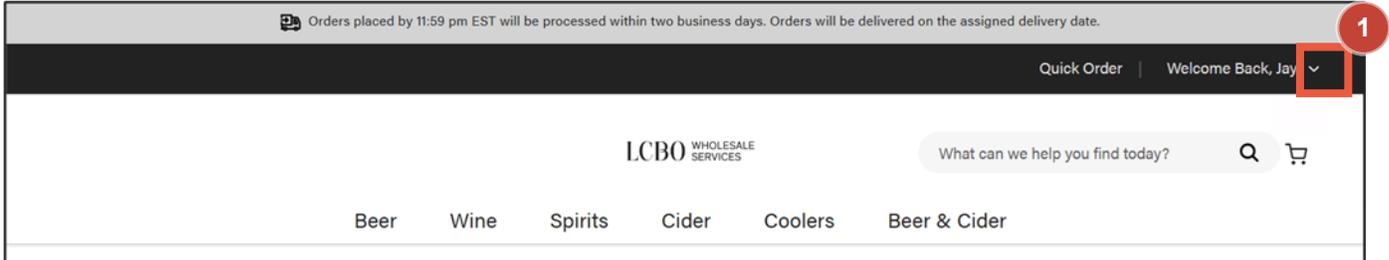


After a successful login, you are navigated to the Adobe Commerce Portal's landing page. On this page, you can view different categories of products.

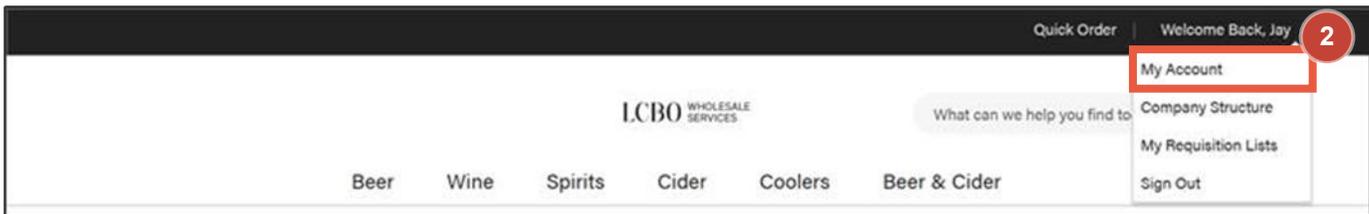


## Company Profile

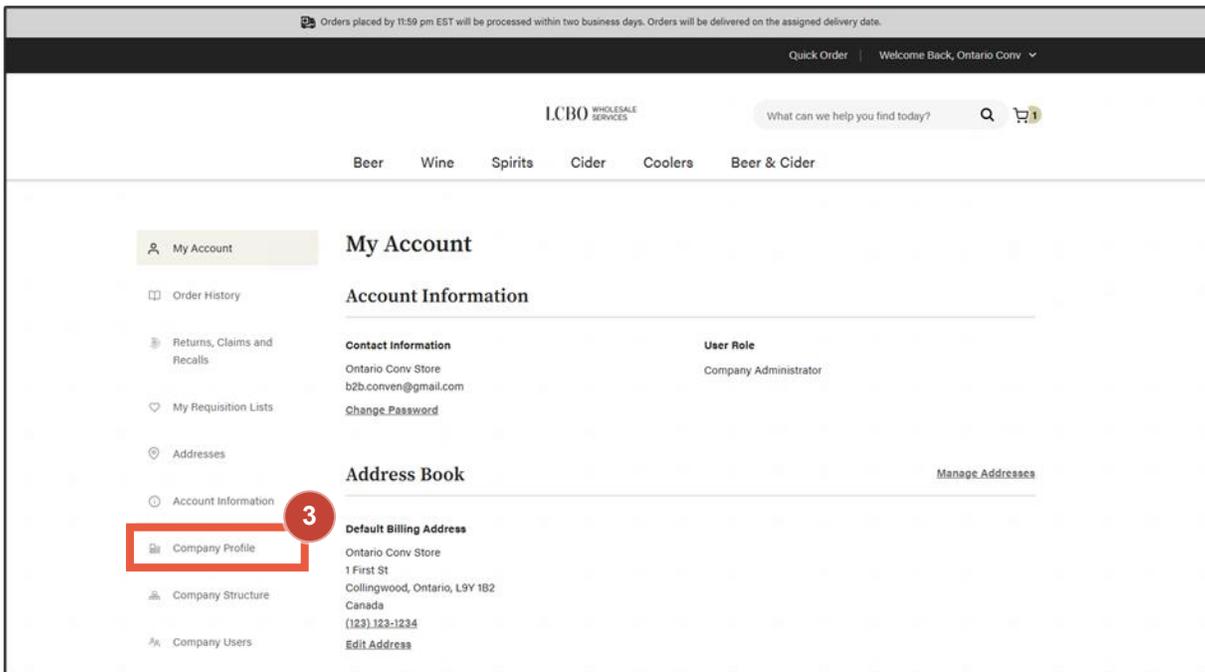
1. To view the **Company Profile** tab, select your account's drop-down menu.



2. Once you have selected your account's drop-down menu, select **My Account**.



3. The **My Account** page is displayed. Select the **Company Profile** tab.



4. The **Company Profile** page is displayed. It contains the key details that includes **Account Information, Legal Address, and Contacts**.
5. **Account Information** further includes:
  - **Legal Company Name:** Displays the official registered name of the business.
  - **Company Email:** Displays the primary email address associated with the company's account. This email is used for order communications, account notifications, and support.
  - **Company LIC/AUTH Number:** Reflects the company's unique license or authorization number required for compliance and regulatory purposes.
6. **Legal Address:** Refers to the official business location, including street address, city, province/state, postal code, and country.
7. **Contacts:** Identifies the administrator of the company account.

Orders placed by 11:59 pm EST will be processed within two business days. Orders will be delivered on the assigned delivery date.

Quick Order | Welcome Back, Ontario Conv

LCBO WHOLESALE SERVICES

What can we help you find today? 🔍 🛒 1

Beer Wine Spirits Cider Coolers Beer & Cider

My Account

Order History

Returns, Claims and Recalls

My Requisition Lists

Addresses

Account Information

**Company Profile**

Company Structure

Company Users

Roles and Permissions

Sign Out

### Company Profile

#### Account Information

**Legal Company Name**  
1000937394 Ontario Inc OA Heritage (1000937394 Ontario Inc OA Heritage Convenience)

**Company Email**  
heritageconvenience24@xyz.com

**Company LIC/AUTH Number**  
1028042

#### Legal Address

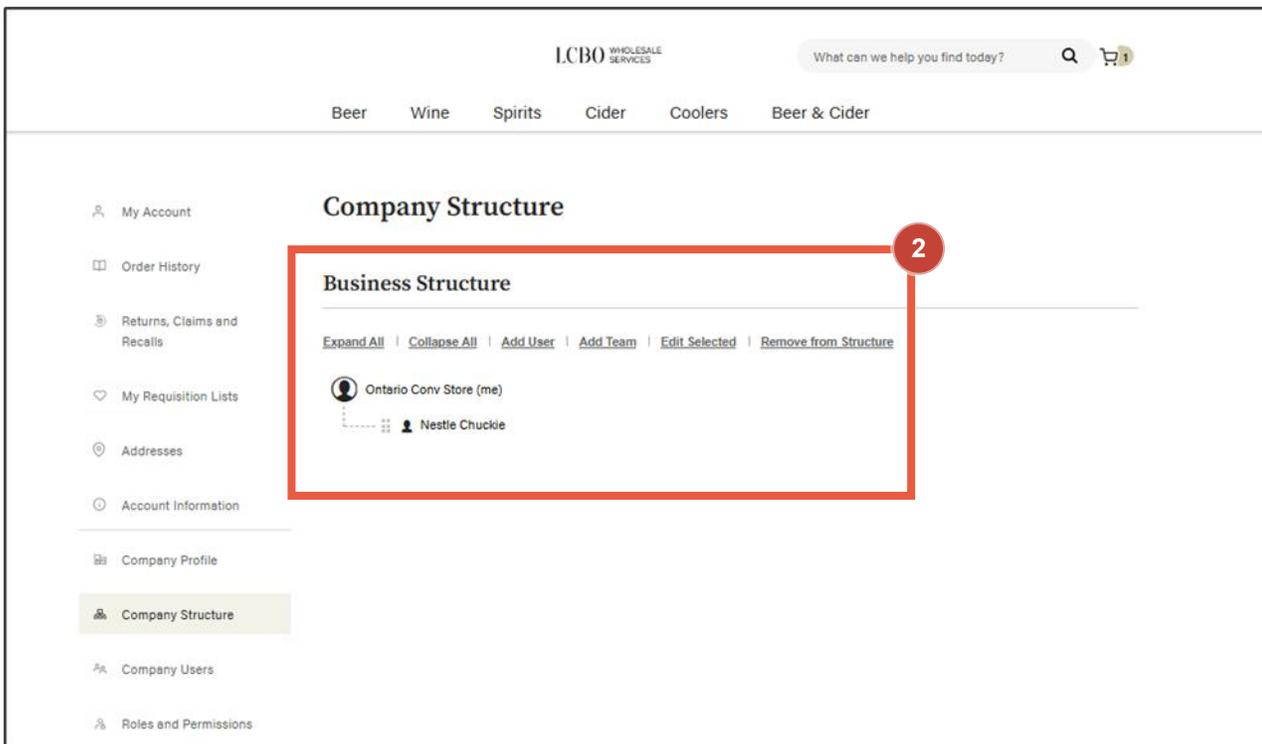
200 Lorraine Avenue  
Kitchener, Ontario, N2B 3R3  
Canada  
T: 306-880-9922

#### Contacts

**Company Administrator**  
Ontario Conv Store  
b2b.conven@gmail.com

## Company Structure

1. To view the **Company Structure** page, you can select the **Company Structure** tab from the left side panel of the **Company Profile** page itself. Alternatively, you can navigate to the **My Account page**. Please refer to steps, 1 and 2 under **Company Profile** section for navigation.
2. The **Company Structure** Page is displayed. It represents the internal hierarchy and decision-making flow within a business. The key features include:
  - **Department Organization:** Users grouped by department, teams, or business functions.



## Roles and Permissions

1. To view the **Roles and Permissions** page, you can select the **Roles and Permissions** tab from the left side panel. Alternatively, you can navigate to the **My Account** page. Please refer to steps, 1 and 2 under **Company Profile** section for navigation.
2. The **Roles and Permissions** page is displayed, with the list of existing roles (if any). Select the **Add New Role** button to add a new role.

**Roles and Permissions**

ID	Role	Users	Actions
39664	Default User	1	<a href="#">Duplicate</a>   <a href="#">Edit</a>

1 Item(s) Show  per page

**Add New Role**

**1**

**2**

3. The **Role Information** section is displayed. In the **Role Name** field, enter the desired name for the new role that clearly identifies its purpose or function, for example, "Company Administrator".
4. In the Role Permissions section, the following options are available:
5. In the **Role Permissions** section, deselect any permissions related to sales order creation to ensure that users assigned this role, such as a "Claims Specialist," cannot submit sales orders.

**Add New Role**

**Role Information**

Role Name

**Role Permissions**

Granting permissions does not affect which features are available for your company account. The merchant must enable features to make them available for your account.

[Expand All](#) | [Collapse All](#)

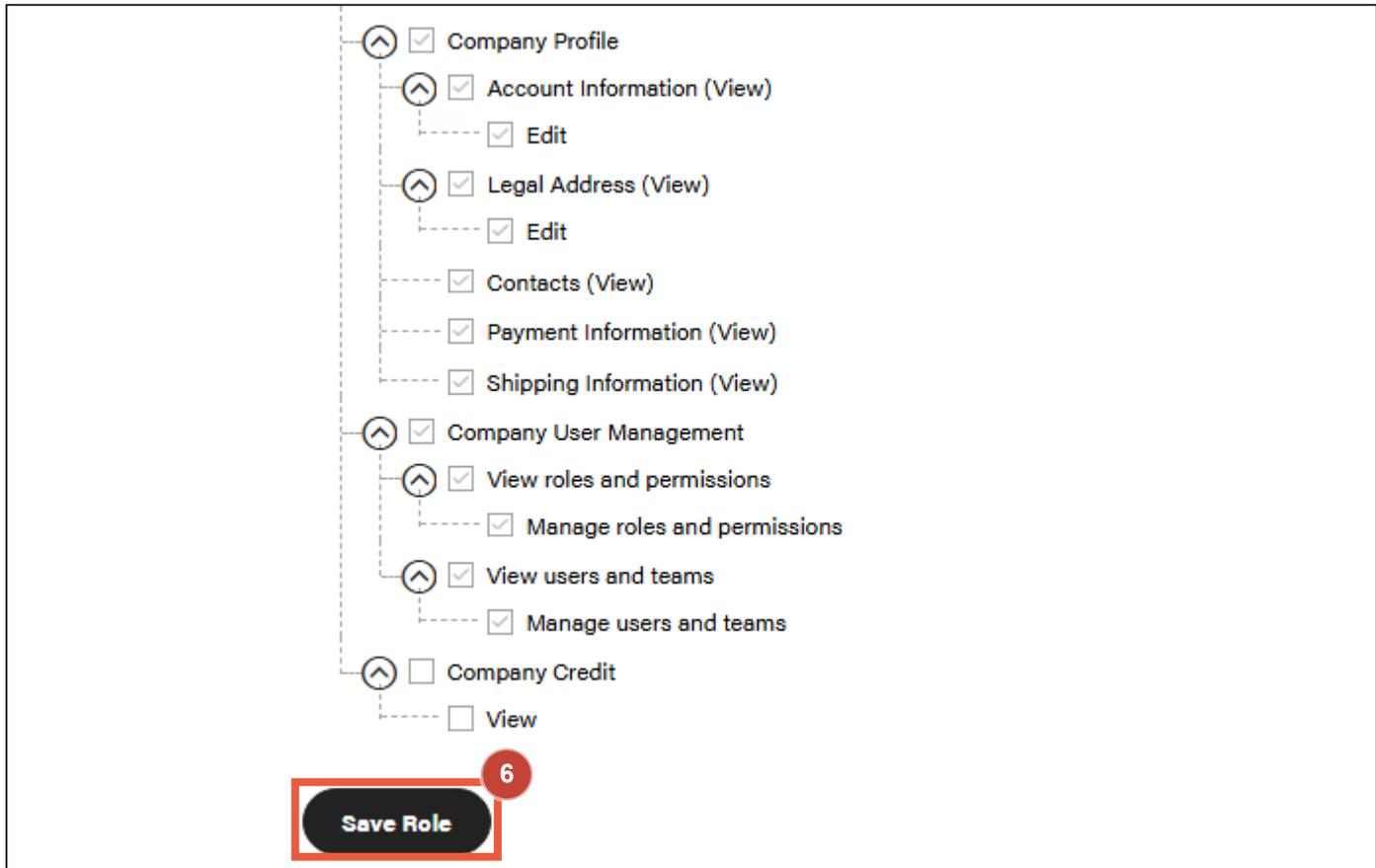
- All
  - Sales
    - Allow Checkout
      - Use Pay On Account method
    - View orders
      - View orders of subordinate users
  - Quotes
    - View
      - Request, Edit, Delete
      - Checkout with quote

Refer to the following table to understand which role permissions apply to your account:

Level 1	Level 2	Level 3	Description
Sales	Allow Checkout		Allows the user to complete the checkout process
Sales	View Order	View orders of subordinate users	Allows user to view and track orders created by their subordinate users
Company Profile	Account Information (View)	Edit	Allows user to update company account details such as name, tax info, or registration details
Company Profile	Legal Address (View)	Edit	Allows user to update the company's registered legal address
Company User Management	View roles and permissions	Manage roles and permissions	Allows user to configure roles and assign permissions to users
Company User Management	View users and teams	Manage users and teams	Allows user to manage user accounts and organize them into teams

**Note:** Other role permissions not listed in the table above will not impact your account.

6. After selecting the permissions, select the **Save Role** button to create the role with the specified permissions.



## Company Users

1. To view the **Company Users** page, you can select the **Company Users** tab from the left side panel of the **Company Structure** page itself. Alternatively, you can navigate to the **My Account page**. Please refer to steps, 1 and 2 under **Company Profile** section for navigation.
2. **Company Users** represent individual employees and stakeholders who are given access to the business account to streamline user management for B2B transactions and operations. Let's understand the Company Users sections with examples marked as highlighted:
  - **ID:** A unique identifier automatically assigned to each user within the company account. In this scenario, the ID is **145423**.
  - **Name:** The user's name or contact label. In this scenario, the name is **Alexander MacDonald**.
  - **Email:** The registered email address of the user. In this scenario, the email is **lcboqa.test5@gmail.com**.
  - **Roles:** Role assigned to the user. In this scenario, the role is **Claims Specialist**.
  - **Team:** Teams or departments where the users are organized within the company structure.

- **Status:** Indicates whether the user account is currently marked as Active or Inactive. In this scenario, the status is marked as **Active**.
- **Actions:** Options to edit user details or manage user permissions and settings. In this scenario, select **Manage** to manage user permissions.

The screenshot displays the 'Company Users' page in the LCBO Wholesale Services B2B Portal. The page includes a navigation menu on the left with options like 'My Account', 'Order History', and 'Company Users'. The main content area shows a table of users with columns for ID, Name, Email, Role, Team, Status, and Actions. The user 'Alexander MacDonald' is highlighted with a red box, and a red circle with the number '2' is placed next to the 'Manage' link in the Actions column.

ID	Name	Email	Role	Team	Status	Actions
146216	1000937394 Ontario Contact 1000937394 Ontario Contact	heritageconvenience24@xyz.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
145423	Alexander MacDonald	lcboqa.test5@gmail.com	Claims Specialist	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
141242	Aman Daudani	lcboqa.test31@gmail.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
146569	Conv Automation	fsmautomation1b+52@gmail.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
146467	Dutch Duo	datesting112@gmail.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
139696	Ontario Conv Store	b2b.conven@gmail.com	Company Administrator	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
146171	Ontario Conv Store	b2bss@ff.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>
146102	West EndConv	acn.testdata02.convenience@gmail.com	Default User	—	Active	<a href="#">Edit</a>   <a href="#">Manage</a>