

# LCBO

## How to Place Your Order Online (LCB 1060)

### Getting started:

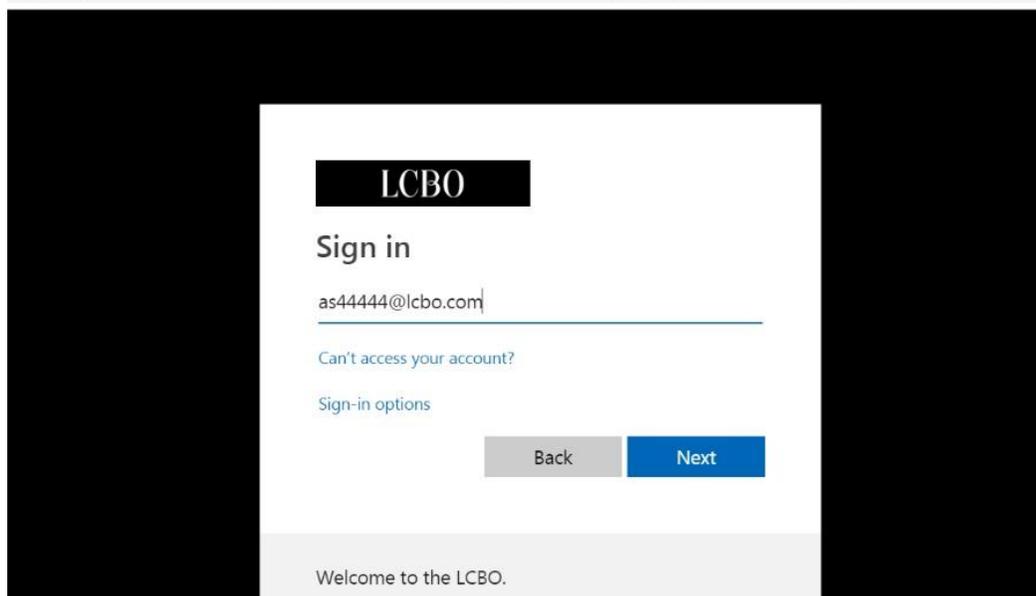
To access your LCO online ordering account, please type this website: <https://convenienceoutlets.lcbo.com> into your browser.

Click on the green tab that says LCBO login.

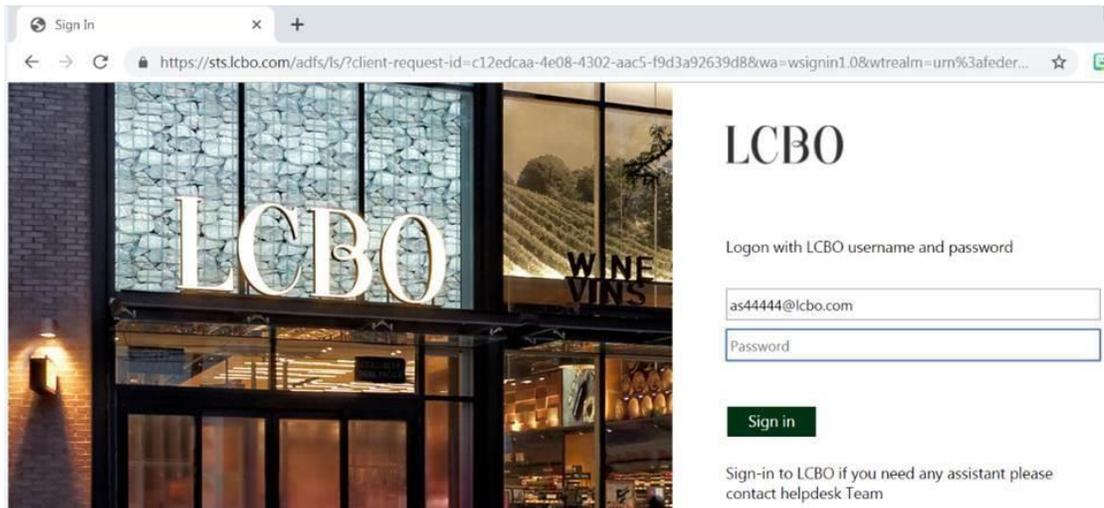


You will need to enter your email address and select NEXT. The email address and password are the same login you use for your Product Recall and Challenge and Refusal login. An example of the login is: [as44444@lcbo.com](mailto:as44444@lcbo.com) (this is not your personal email).

[https://login.microsoftonline.com/4a5b7942-b0b1-4244-b601-19f8e6c33e48/oauth2/v2.0/authorize?client\\_id=a5257e54-c500-4e8...](https://login.microsoftonline.com/4a5b7942-b0b1-4244-b601-19f8e6c33e48/oauth2/v2.0/authorize?client_id=a5257e54-c500-4e8...)



The website will bring you to a login page where you are prompted to enter your password and click Sign In.



### Issues Logging In:

A user can only enter an incorrect password 3 times before being locked out and having to reset their password. If you are locked out of your account or your password isn't working, please contact the **IT Service Desk at 416-864-2550**.

**You can only place one order per week by your required order due date and your order must be a minimum of 30 cases.**

### Ordering Website:

Once logged in, it will be redirected to the Ordering Home page, in this interface the User are able to place new orders, review Order History, browse products and created Favourites list.

- IMPORTED BEER
- DOMESTIC WINE
- DOMESTIC BEER
- IMPORTED SPIRITS
- DOMESTIC SPIRITS
- ONTARIO WINE
- IMPORTED WINE

## Search results for ""\*""

Showing 1 - 12 of 1,905 results

SORT BY:  PER PAGE:

## Browsing for Products:

Items can be searched by typing name/keyword. Type the name of the product you're looking for in the Search field and select the 'Search' tab. All items matching that product description will populate onto the screen. You can then select Add to Cart and the item will be added to your current Cart.

The system will then search through all available products and list all codes associated with the word you have typed.

If an item is not available a message will appear 'No products were found matching your selection.'

- IMPORTED BEER
- DOMESTIC WINE
- DOMESTIC BEER
- IMPORTED SPIRITS
- DOMESTIC SPIRITS
- ONTARIO WINE
- IMPORTED WINE

## Search results for "strawberry kiwi"

No products were found matching your selection.

Search results for "strawberry kiwi" (0 matches.)

You can search for products by Description or Product Name. Type the Name in the search field and click on "Search" button. All of the Bacardi products will be displayed.

# Search results for "bacardi"

Showing 1 - 12 of 18 results

SORT BY: RELEVANCE PER PAGE: 12



Bacardi Superior White Rum



Bacardi Gold Rum



Bacardi Gold Rum (PET)



Bacardi Superior White Rum (PET)



Bacardi Superior White Rum (PET)



Bacardi Superior White Rum (PET)

Alternatively, you can search for products by LCBO item number. Type the item number in the search field and click on 'Search.'

FAVOURITES ORDER HISTORY

# LCBO

FULL CASES:

186510

Suggested Products

CORONA EXTRA 186510

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS DOMESTIC SPIRITS ONTARIO WINE

Search results for ""\*""

The item will populate onto the screen. You have the option to Add to Cart or Continue Shopping.

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS DOMESTIC SPIRITS ONTARIO WINE IMPORTED WINE



## Corona Extra

6 x 330 mL bottle | LCBO#: 186510

Retail Price: \$15.25  
**Discount Price: \$13.78**

Light gold colour; forward grassy hop nose; soft hop taste; light-body; softly bitter, clean finish

- 4 + QTY

ADD TO CART

You can search products by selecting Product Categories in the menu on the top. If you select Domestic Spirits all the Domestic Spirits will be displayed, and you have the option to add these items to your cart.

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FAVOURITES  
ORDER HISTORY

# LCBO

0   
FULL CASES:

SEARCH

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS **DOMESTIC SPIRITS** ONTARIO WINE IMPORTED WINE

Search results for ""\*""

Showing 1 - 12 of 1,905 results

SORT BY: RELEVANCE

PER PAGE: 12

Clicking on "Add to Cart" will allow the item to be added to the cart while continuing browsing the catalog.

SHOWING 1 - 9 of 9 results

PER PAGE: 12

SORT BY: RELEVANCE



LANDSHARK LAGER

Retail Price: \$12.95  
Discount Price: \$11.72

- 4 + QTY

ADD TO CART



PARALLEL 49 TRASH PANDA  
HAZY IPA

Retail Price: \$3.20  
Discount Price: \$2.89

- 24 + QTY

ADD TO CART



GLUTENBERG BLONDE

Retail Price: \$12.00  
Discount Price: \$10.84

- 6 + QTY

ADD TO CART ✓



POST GAME BREWING  
LOCKER ROOM LAGER

Retail Price: \$2.75  
Discount Price: \$2.48

- 24 + QTY

ADD TO CART



ST-AMBROISE OATMEAL  
STOUT

Retail Price: \$2.95  
Discount Price: \$2.67

- 24 + QTY

ADD TO CART



GLUTENBERG IPA

Retail Price: \$12.00  
Discount Price: \$10.84

- 6 + QTY

ADD TO CART

You can view the Cart anytime by clicking on the "Cart" icon on the upper right or continue shopping, it will also display the numbers of cases in the cart alongside the total units.

# LCBO

354   
CANADIAN CLUB WHISKY  
FULL CASES: 20

SEARCH

## How to make changes to the Cart:

To remove an item, select the 'X' to the left of the item you would like to remove from the Cart.

### Cart

HIDE IMAGES	PRODUCT	SKU	ITEM SIZE	RETAIL PRICE	DISC. PRICE	NUMBER OF UNITS			TOTAL
	 Captain Morgan Original Spiced Rum	500512	750 ml	\$29.95	\$26.98	-	<input type="text" value="12"/>	+	\$323.76
	 Crown Royal Whisky	217950	1140 ml	\$41.95	\$37.77	-	<input type="text" value="9"/>	+	\$339.93
	 Smirnoff Vodka	67	750 ml	\$14.70	\$13.25	-	<input type="text" value="12"/>	+	\$159.00
	 Heineken	18	6 x 330 ml	\$12.50	\$11.31	-	<input type="text" value="8"/>	+	\$90.48
	 Okanagan Premium Dry Cider	391862	473 ml	\$15.25	\$13.74	-	<input type="text" value="24"/>	+	\$329.76
	 Okanagan Apple Cider	514851	473 ml	\$15.25	\$13.74	-	<input type="text" value="24"/>	+	\$329.76

The "Captain Morgan Original Spiced Rum" item has been removed from the Cart. If you removed the item in error, you can select Undo and it will be returned to the Cart. The screen below shows the item has been removed.

## Cart

" Captain Morgan Original Spiced Rum" removed.[Undo?](#)

HIDE IMAGES	PRODUCT	SKU	ITEM SIZE	RETAIL PRICE	DISC. PRICE	NUMBER OF UNITS	TOTAL
	 Crown Royal Whisky	217950	1140 ml	\$41.95	\$37.77	- <input type="text" value="9"/> +	\$339.93
	 Smirnoff Vodka	67	750 ml	\$14.70	\$13.25	- <input type="text" value="12"/> +	\$159.00
	 Heineken	18	6 x 330 ml	\$12.50	\$11.31	- <input type="text" value="8"/> +	\$90.48

To adjust the product quantities in your cart, use the - / + to adjust the number of units you're requesting.

## Cart

HIDE IMAGES	PRODUCT	SKU	ITEM SIZE	RETAIL PRICE	DISC. PRICE	NUMBER OF UNITS	TOTAL
	 Captain Morgan Original Spiced Rum	500512	750 ml	\$29.95	\$26.98	- <input type="text" value="12"/> +	\$323.76
	 Crown Royal Whisky	217950	1140 ml	\$41.95	\$37.77	- <input type="text" value="9"/> +	\$339.93
	 Smirnoff Vodka	67	750 ml	\$14.70	\$13.25	- <input type="text" value="12"/> +	\$159.00
	 Heineken	18	6 x 330 ml	\$12.50	\$11.31	- <input type="text" value="8"/> +	\$90.48
	 Okanagan Premium Dry Cider	391862	473 ml	\$15.25	\$13.74	- <input type="text" value="24"/> +	\$329.76
	 Okanagan Apple Cider	514851	473 ml	\$15.25	\$13.74	- <input type="text" value="24"/> +	\$329.76

Review the items in your Cart. Once you are happy with the order click 'Proceed to Checkout' at the bottom on the page or click "Return to Shop". The cart can be emptied at once by clicking "Empty Cart".

	Cart Totals
SUBTOTAL	\$12,566.79
HST	\$1,429.30
BOTTLE DEPOSIT	\$146.20
TOTAL*	\$12,566.79

\*Total excludes delivery charge. Prices subject to change.

EMPTY CART

REMOVE ITEMS WITH ERRORS

PROCEED TO CHECKOUT

RETURN TO SHOP

## Selecting the Delivery Date:

You must select a **delivery date** to process your order. Your next delivery date will be shown by default.

### Checkout

#### Shipping Information

LCO TEST USER 55551  
 3021 LAKE SHORE BLVD. E  
 TORONTO Ontario  
 CANADA M5V 1A4

*Delivery Date*

2020-11-01 ▾

Your Email Address

#### Number of bags required

One bottle bags  ▾

Two bottle bags  ▾

Four bottle bags  ▾

If you wish to select a different delivery date click on the drop-down menu and select the date you would like to have the order delivered. The dates are populated based on your predetermined delivery date. This will be provided to you during the onboarding process.

# Checkout

## Shipping Information

LCO TEST USER 55551  
3021 LAKE SHORE BLVD. E  
TORONTO Ontario  
CANADA M5V 1A4

Your Email Address

## Delivery Date

2020-11-01 ✓  
2020-11-01  
2020-11-08  
2020-11-15

## Number of bags required

One bottle bags	<input type="text" value="0"/>	▼
Two bottle bags	<input type="text" value="0"/>	▼
Four bottle bags	<input type="text" value="0"/>	▼

Once you have confirmed the Delivery Date select the 'Place Order' button located at the bottom of the page.

<b>750 mlx12.0</b>		
Stormy Bay Cabernet Sauvignon: <b>750 mlx12.0</b>	665299	\$102.36
<b>SUBTOTAL</b>		\$12,566.79
<b>HST</b>		\$1,429.30
<b>BOTTLE DEPOSIT</b>		\$146.20
<b>TOTAL</b>		\$12,566.79

PLACE ORDER

### Error Messages:

After selecting 'Place Order' an Error Message might appear. This message will say (Invalid Order) Please correct the errors below and resubmit. If this message appears scroll through the order to see what items cannot be added to the cart or need to be adjusted before submitting the order for processing.

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FAVOURITES  
ORDER HISTORY

# LCBO

913   
STORMY BAY CABERNET SAUVIGNON  
FULL CASES: 65

SEARCH

IMPORTED BEER   DOMESTIC WINE   DOMESTIC BEER   IMPORTED SPIRITS   DOMESTIC SPIRITS   ONTARIO WINE   IMPORTED WINE

### Cart

[INVALID\_ORDER] Please correct the errors below and resubmit.

HIDE IMAGES	PRODUCT	SKU	ITEM SIZE	RETAIL PRICE	DISC. PRICE	NUMBER OF UNITS	TOTAL
	Crown Royal Whisky	217950	1140 ml	\$41.95	\$37.77	- 9 +	\$339.93

If an item is out of stock, it needs to be removed from the order. To remove the items from the Cart, select the 'X' beside the items or click on "Remove items with Errors" at the bottom of the page.

		Baileys Original Irish Cream	5959	750 ml	\$29.95	\$26.98	-	<input type="text" value="12"/>	+	\$323.76
		The Glenlivet 12 Year Old Single Malt Scotch Whisky	21097	750 ml	\$59.95	\$53.98	-	<input type="text" value="12"/>	+	\$647.76
		Tanqueray Malacca Gin This item is currently out of stock. Please remove this item in the cart.	570093	700 ml	\$33.45	\$30.12	-	<input type="text" value="6"/>	+	\$180.72
		Courvoisier VS Cognac	1925	750 ml	\$60.95	\$54.87	-	<input type="text" value="12"/>	+	\$658.44
		Pama Pomegranate Liquor This item is currently out of stock. Please remove this item in the cart.	414	750 ml	\$29.95	\$26.98	-	<input type="text" value="6"/>	+	\$161.88

EMPTY CART

REMOVE ITEMS WITH ERRORS

PROCEED TO CHECKOUT

RETURN TO SHOP

Once you have removed the item(s) with error(s), click on the 'Proceed to Checkout' button.

		Cart Totals
	SUBTOTAL	\$97,022.05
	HST	\$11,116.57
	BOTTLE DEPOSIT	\$410.00
	TOTAL*	\$97,022.05
*Total excludes delivery charge. Prices subject to change.		
EMPTY CART	REMOVE ITEMS WITH ERRORS	PROCEED TO CHECKOUT

You will be required to confirm your delivery date and review your cart again. Once you have confirmed this information select the 'Place Order' button again.

## Checkout

### Shipping Information

LCO TEST USER 55551  
3021 LAKE SHORE BLVD. E  
TORONTO Ontario  
CANADA M5V 1A4

### Delivery Date

2020-11-01 ▼

Your Email Address

### Number of bags required

One bottle bags  ▼

Two bottle bags  ▼

Four bottle bags  ▼

### Your Order

<b>750 mlx12.0</b>		
Stormy Bay Cabernet Sauvignon: <b>750 mlx12.0</b>	665299	\$102.36
<b>SUBTOTAL</b>		\$12,566.79
<b>HST</b>		\$1,429.30
<b>BOTTLE DEPOSIT</b>		\$146.20
<b>TOTAL</b>		\$12,566.79



## Order Confirmation:

Once the order is placed successfully, a message will show on your screen with the Order Number, Selected Delivery Date, Total and HST. This confirms your order has been submitted for processing. The user will also receive an email confirmation for the order details.

# LCBO

*Thank you for your order!*

Your order has been successfully created and a detailed summary is below.

Order Number:	Selected Delivery Date:	Contact E-Mail:	Total:	HST:
30012684	2020-10-06		\$3,647.52	\$415.44

Order Change/Cancel Message:

Please contact a member from the B2B team for further assistance: [B2BOrders@lcbo.com](mailto:B2BOrders@lcbo.com)

## Order Details

**Please make sure an email confirmation is received after the order is successfully placed for reference purpose.**

Additional Tips for the Ordering website:

[How to Order Paper Bags:](#)

You can order paper bags at the Checkout. Before selecting Place Order, you can select how many bundles of bags you need by selecting the drop-down menu for each size.

## Checkout

### Shipping Information

LCO TEST USER 55551  
3021 LAKE SHORE BLVD. E  
TORONTO Ontario  
CANADA M5V 1A4

### Delivery Date

2020-11-01 ▾

Your Email Address

Number of bags required

One bottle bags  ▾

Two bottle bags  ▾

Four bottle bags  ▾

### Your Order

## Order History:

By clicking on “Orders History” at the top left of the screen you can view the last 10 orders your location has placed. To view the contents of the orders you can select the “View Order”.

as55551@lcbo.com | LOGOUT

FAVOURITES  
ORDER HISTORY

# LCBO

865   
STORMY BAY CABERNET SAUVIGNON  
FULL CASES: 61

SEARCH

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS DOMESTIC SPIRITS ONTARIO WINE IMPORTED WINE

## Order History

ORDER	DATE	SHIP DATE	SHIP ADDRESS	RETAIL PRICE	DISCOUNT PRICE	ACTIONS
30009216	2020-09-23	2020-10-25	LCO TEST USER 55551 TORONTO ON M5V 1A4	\$107,752.65	\$97,022.05	<a href="#">VIEW ORDER</a> <a href="#">ORDER AGAIN</a>

## Order Again:

To simplify the order process, click on the “Order Again” button. This will automatically add the items from your previous order to your Shopping Cart. You can review the order and add or remove items from the Shopping Cart as necessary. Items are to be ordered in full case quantities. Case quantities will

prepopulate for your ease of use. If you add an incorrect case amount the site will indicate what the case quantity should be so you can make the necessary adjustments.

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FAVOURITES  
ORDER HISTORY

# LCBO

865   
STORMY BAY CABERNET SAUVIGNON  
FULL CASES: 61

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS DOMESTIC SPIRITS ONTARIO WINE IMPORTED WINE

## Order History

ORDER	DATE	SHIP DATE	SHIP ADDRESS	RETAIL PRICE	DISCOUNT PRICE	ACTIONS
30009216	2020-09-23	2020-10-25	LCO TEST USER 55551 TORONTO ON M5V 1A4	\$107,752.65	\$97,022.05	<div style="background-color: #008000; color: white; padding: 5px; text-align: center;">VIEW ORDER</div> <div style="background-color: #008000; color: white; padding: 5px; text-align: center; border: 2px solid red; border-radius: 50%;">ORDER AGAIN</div>

### [Adding Items to Favourites:](#)

You can build your own selection of Favourites. This is a way to provide easy access to frequently ordered items.

FAVOURITES  
ORDER HISTORY

# LCBO

FULL CASES: 0 

IMPORTED BEER DOMESTIC WINE DOMESTIC BEER IMPORTED SPIRITS DOMESTIC SPIRITS ONTARIO WINE IMPORTED WINE

To add to your Favourites list, type an item in the search field. Once the item is displayed click on the "Heart" button on the far right when the "Heart" turned into solid than the item have been added to the Favourites list.



Heineken

6 x 330 mL bottle | LCBO#: 18



Heineken

6 x 330 mL bottle | LCBO#: 18



When you are looking for more information about a product click on the item in the catalogue. Additional information such as units per case, size, basic price, etc. are available.

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## PRODUCT DETAILS

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**Selling Increment:** 12  
**Units per case:** 12  
**Unit of measure:** mL  
**Item Size:** 750 mL bottle  
**Basic Price:** \$17.68  
**Bottle Deposit:** \$0.20  
**Item Discount amount:** \$1.75  
**Item HST amount:** \$2.04  
**Alcohol/Vol:** 13.5%  
**Made In:** Tuscany, Italy  
**By:** Ruffino S.R.L.  
**Sugar Content:** 6 g/L  
**Sweetness Descriptor:** D - Dry  
**Style:** Medium-bodied & Fruity  
**Varietal:** Sangiovese

### Questions or Concerns:

If you have any questions or concerns about your order please contact a member from the B2B Team for further assistance [b2borders@lcbo.com](mailto:b2borders@lcbo.com).

### IMPORTANT INFORMATION REGARDING PRICING ON YOUR ORDER

The day you submit your order is the price you pay for the product.

Example:

- Monday – Smirnoff Vodka 750mL retail price \$29.50
- Friday – Smirnoff Vodka 750mL retail price \$31.50

Example of How Pricing Works:

If order is submitted into the system on Monday you would pay \$29.50.

If order is submitted into the system on Friday you would pay \$31.50.