

# LCBO

## TPAR Instructions:

This is the TPAR Form that you need to complete to gain access to the LCBO systems.  
Follow the guidelines below.

Contact us: [TPAR@lcbo.com](mailto:TPAR@lcbo.com)

**New Agents** can apply for NISS only. If new leave company number field blank on the application form

**Existing Agents** may apply for In-Store Programs, NISS, and Promotion Tracking (MPTS)

**Existing Suppliers** may apply for WebPO, NISS, and Inbound Scheduling (local direct warehouse delivery)

**LCBO**

Submit Cancel Deactivation Request

**Access Request Form**

Click here to request via e-mail the deactivation of a user(s) within your organization. Please ensure you include the user(s) name and the system(s) from which they are to be deactivated.

To request access to a LCBO system(s), please complete the form below. For more information on this form, [please click here.](#)

**Important:** Do not use any accented, or language-specific, characters in the fields below. Please also note that the Email Address, Occupation and Company Number fields have specific requirements; place your mouse over these fields and important guidelines will appear in a pop-up box.

\* First Name: 1  
Middle Name:  
\* Last Name: 1  
\* E-mail Address: 2  
\* Verify E-mail Address:  
\* Occupation: 3  
\* Phone Number: Ext.:  
\* Company Type: 4  
Company Number: 5  
\* Company Name: 6  
Enter the full legal name of the company

\* Please select from the following applications:

Available	Selected
In-Store Tasting Program Merchandising Promotions Tracking System New Item Submission System (NISS) Web PO	

\* Indicates mandatory field

This application is submitted by the applicant identified in the "Company Name" box above (the "Applicant"). This application must be completed and submitted by a representative of the Applicant who has authority to legally bind the Applicant. The Applicant represents that the individual who submits this application is authorized to bind the Applicant.

By submitting this application, the Applicant is applying for access to the LCBO system(s) identified above, and for the Applicant's user name and password to be provided to the individual identified above. If the LCBO accepts this application, the LCBO will issue a user name(s) and password(s) to the Applicant. The Applicant is responsible for all activities that occur using the Applicant's user name(s) and password(s).

Use of each system(s) identified above is subject to the [Terms and Conditions](#) that are applicable to such system(s).

8 Submit Cancel

1. Enter the full name of the person who is apply for access. This should be someone who can legally bind the company.
2. Enter a unique email address where you will be receiving login credentials and other information. Please ensure this email address is not shared by more than one person in your company. This email address must contain the name of the person applying, as well as the company name.
3. Please ensure that the person who is filling out this form has legally authority to bind your company.
4. Select your company type (supplier or Agent). Review top of page for access options for each company type.
5. Enter in your agent number or supplier number depending on which company type you've selected.
6. Enter the full legal name of your company.
7. Select which system you would like to access, then click the arrow to add to the "Selected" box.
8. Select the "Submit" button once you are ready to submit your application.



## TPAR Frequently Asked Questions

### General Information

How long does the access requests approval process take?

You will receive an email to the address provided with the access information **1-5 business days** after you have completed the Access Request form on [Trading Partner Access Request \(TPAR\)](#).

Any systems located through your lcbonet.ca portal (Promotions Tracking, Instore Programs) will be accessible within a day or two.

Any systems located on an outside platform (New Item Submission, WebPO, Inbound Scheduling) will require account set up. This can take up to 5 business days to complete. An email will be sent to the requester with their login credentials once setup is confirmed.

Can I apply for access on TPAR on behalf of other individuals?

No. Each LCBO system has specific legal terms and conditions with regards to applying for access.

How do I know that my access request has been submitted successfully?

Once you have submitted the access form via [Trading Partner Access Request \(TPAR\)](#), you'll receive a confirmation number. Please print or save this for your records.

Where do I find information on the other systems listed in TPAR?

To learn more about the LCBO systems, check out the menu items on the WEB-Based System page of our [Trade Partner Website](#).

What does the company number refer to on the TPAR form?

Company Number refers to the Supplier, Agent, Freight Forwarder or Carrier number. Company numbers are only provided once the LCBO decides to do business with you.

How do I correct an error in TPAR after the form was submitted?

If you have submitted the Access Request form with errors; you need to resubmit a new access form. You cannot access the Access Request form again once you have submitted it.

What is the official language of correspondence at LCBO?

The language of business at LCBO is English. If needed, translation services are available online, e.g. <http://babelfish.yahoo.com/>; <http://worldlingo.com/>; [www.free-translator.com/](http://www.free-translator.com/)

What LCBO web-system do I use to reply to Letters of Commitment?

You can only reply to Letters of Commitment (LOCs) through the NISS System. If you do not already have access to NISS, please submit an Access Request form through [Trading Partner Access Request \(TPAR\)](#).

### Supplier Information

#### **Available systems**

Suppliers can request access for WebPO, NISS, and Inbound Scheduling (IMS)

I do not know my Supplier number. Where can I find it?

If you do not know your Supplier number, please contact your Agent or the appropriate LCBO Business Unit. The Supplier Number is also located in the left corner of the purchase order form under Payment Terms.

Who applies for access to the WEB PO System?

Suppliers must apply for access to WEB PO. The person who applies for access acts as the authorized representative of their company. This representative must be able to discern the type of access he or she assigns to users. Read-write access is only assigned to users within your organization who can legally bind the Supplier and execute agreements on behalf of the Supplier with regards to Purchase Orders. By designating an authorized representative as an Administrator for the new WEB PO System, a Supplier expressly consents to execute agreements solely by electronic transmission.

## **Agent Information**

Available systems

Agents can request access to NISS, Promotion Tracking (MPTS), and In-Store Programs. Please note, new agents can only apply for NISS. Once access is approved, they can then submit for product need calls. If the buyer decides to purchase the agent's product(s), then the agent will be able to request access to the remaining systems as they will be assigned an LCBO Agent company number.

As an agent, can I reply on behalf of my supplier to the Letters of Commitment?

For the NISS application process, an Agent can reply on behalf of the Supplier once a 'Delegation' letter is completed, signed, and mailed to the appropriate LCBO Business Unit. A template of the "Delegation" letter will be available on the [Trade Resources Website](#).