

LCBO

Effective April 1, 2023

No.	Fee Schedule for Non-Compliance to Purchase Order Terms & Conditions	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 for Frontline Vintage products	\$500.00 per product per order
7	Changing quote price of an existing product after purchase order has been issued	\$500.00 per product per order
Non-compliance with Purchase Order Details		
8	Change in INCOTerms (FOB or ExCellar) 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 issued to support an upcoming promotion or Summer Closure program	\$1500.00 per order
11	Failure to use the Web P.O. system to request any changes to the purchase order	\$500.00 per product per order

No.	Fee Schedule for Purchase Orders issued for Summer/Other Closures	Administration Fee
12	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.	Fee Schedule for Purchase Orders not Confirmed within 2 Business Days	Administration Fee
13	Failure to confirm receipt of the Purchase Order within two (2) Business Days of the LCBO's issuance of the Purchase Order through the LCBO WebPO System	\$50 per order

For more information, please contact merchandising.support@lcbo.com