



PURCHASING PROCESS

Types of Submissions:

Product Calls

Product Calls are open to all products fitting the criteria outlined in the current Vintages Product Needs Schedule. A pre-submission must be entered through NISS by the posted deadline. Agents should refrain from resubmitting the same or next vintage of a wine that has already been scheduled for an upcoming release, excluding iconic wines and collaborative items.

Vintages Direct

This refers to applications, outside of the Product Calls, for which a sample is not required for tasting. Approval from the appropriate buyer is required before submitting an application. Please note that if a product is accepted for a direct purchase we no longer require a physical copy of the submission to be delivered to LCBO head office. Automatically generated letters from NISS may not reflect this process change.

Vintages Ad Hoc

This refers to applications, outside of the Product Calls, for which a sample is required for tasting. Approval from the appropriate buyer is required before submitting an application.

Accepted Applications

Each application accepted for tasting should be accompanied by only a copy of the NISS submission. Please upload into NISS any third-party reviews referenced in the application and a technical sheet (a technical sheet is essential for products not previously purchased by the LCBO). Quotes will be requested at the NTP stage. Automatically generated letters from NISS may not reflect this process change. Estimated retail price must be stated in Canadian dollars.

If you have any questions regarding accepted applications, please contact the appropriate buyer.

Dropping Off Samples

We will accept delivery of samples Monday to Thursday, 9:00 am to 3:00 pm, during the week of the sample deadline.

Tasting Results

Tasting results are available through NISS only. Due to the potential volume of telephone inquiries, Vintages cannot accept calls regarding tasting results.

Notice To Purchase

Vintages issues a Notice To Purchase via NISS for all products we intend to purchase; that is, when a decision to purchase has been made, a Notice To Purchase will be issued. This is the only precursor to the issuing of the purchase order. Offers under consideration should not be interpreted as intent to purchase.

You can inquire about the status of the NTP, release date and/or purchase quantity 5 weeks after the tasting date, or in the case of a direct purchase, 5 weeks after the NISS notification that the product has been accepted for purchase. Queries before this time frame will not be entertained.



Agents are requested to acknowledge the Notice To Purchase and must agree to honour and adhere to all clauses therein on behalf of their suppliers. Suppliers are required to agree to all terms and conditions specified in the purchase order. We are not able to issue a purchase order until suppliers have registered for Web P.O. Please make sure your supplier is active in Web P.O otherwise a P.O. cannot be issued. More information on Web P.O. can be found at [Web Purchase Order System | Doing Business with LCBO](#).

Please note that the P.O. is created based on information submitted into NISS. The information in NISS needs to match the quote. If changes are being made to the submission they must be communicated to the Category Administrator before the P.O. is issued otherwise fines may occur.

Please do not email acknowledgements as we are not able to process these.

Sales and inventory levels are available through LCBO data sources such as the complimentary Narrowcast service or by purchasing additional information through the Sale of Data (SOD) program. More information on SOD is available at [LCBO Sale of Data | Doing Business with LCBO](#).

Sales Performance Targets

The sales target for products purchased for Vintages retail releases (including online/flagship store exclusives) is (minimum) 75% sell-through after eight weeks post-release. Achieving these targets and increasing sku productivity ensures a continuous flow of new and exciting products.

For products with a rebate agreement that fail to achieve 75% sell-through after **eight weeks**, a 20% rebate term will be applied to all remaining inventory. The product will then be marked down to clear.