



WEB PO USER GUIDE

SUPPLIER





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SECTION 1

BEFORE YOU BEGIN

HOW TO USE THIS GUIDE

This Guide was designed to help you work within the Web PO system. It details and explains the various steps which comprise a purchase order's lifecycle within the Web PO system. The Guide is divided into six sections.

SECTION 1 – BEFORE YOU BEGIN introduces the objective of WEB PO System and highlights important information Suppliers need to know about the system, including a flowchart summarizing the purchase order process, and how to get technical help in using Web PO.

SECTION 2 – GETTING STARTED AND THE BASICS provides the basics to getting started with Web PO, how to login, basic navigation of the site, how to change your password, how to update your personal profile.

SECTION 3 – WEB PO SUPPLIER ADMINISTRATION details the role and responsibilities for Supplier Administrator users only, as well as highlights specific functions and how to perform them within Web PO.

SECTION 4 – VIEWING PURCHASE ORDERS AND ALERTS is for all users and provides an overview of various web screens which require viewing during the Web PO process. These include viewing PO alerts, a purchase order's details, a purchase order's history and even how you can sort and view a list of purchase orders by applying various filters.

SECTION 5 – PURCHASE ORDER ACTIONS is for users with specific permissions and Supplier Administrators only and explains how to take specific required actions during the Web PO process. These actions include how to confirm an order, how to make a change request, how to indicate that PO goods are ready to ship.

SECTION 6 – APPENDICES is for all users and provides important reference information as well as a listing of the various alert definitions a user might receive.



SECTION 1

BEFORE YOU BEGIN

INTRODUCTION TO WEB PO

Welcome to the WEB PO System. This system was designed to provide comprehensive Purchase Order visibility to all LCBO Suppliers, Carriers, Freight Forwarders and LCBO stakeholders. The Web PO application will create a user-friendly web-based portal that will replace the current Auto fax PO distribution method with a web solution.

The Web PO solution is a more efficient and cost effective means both of submitting, receiving and reviewing purchase orders and of requesting changes to orders.

The solutions will also:

- Allow the LCBO more real-time interaction with our suppliers, carriers and freight forwarders
- Allow parties to respond more quickly to changes in the purchase order process by allowing change requests to be entered on-line
- Reduce manual data entry which will save time and improve accuracy



SECTION 1

BEFORE YOU BEGIN

SUPPLIER AND LCBO RELATIONSHIP

Suppliers will have the ability to acknowledge POs, request a change to ship date, request changes to quantities and indicate the date the supplier has the goods ready for pick up. EDI suppliers will continue to acknowledge purchase orders as they do today. Reference the flowchart on the following page.

■ **Reference:** SECTION 3 – WEB PO SUPPLIER ADMINISTRATION.

Suppliers must appoint an Administrator who must be an authorized Supplier representative. The Supplier Administrator is responsible for the set-up and maintenance of other users within your organization, including the type of access to assign to their users. 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.

WHEN YOU FIRST SIGN-ON TO THE WEB PO SYSTEM:

Suppliers, once approved for access to the WEB PO System, will receive an email: "Welcome to LCBO Web PO – You have been successfully registered"

The email will provide a link to the WEB PO System and a login ID that must be used as your user name to log onto WEB PO. A separate email will detail your temporary password. *Reference page 7.*

When signing in WEB PO for the first time, you will be required to accept the Terms and Conditions for Access to Trading Partner Web-Based Applications. *Reference page 7.*

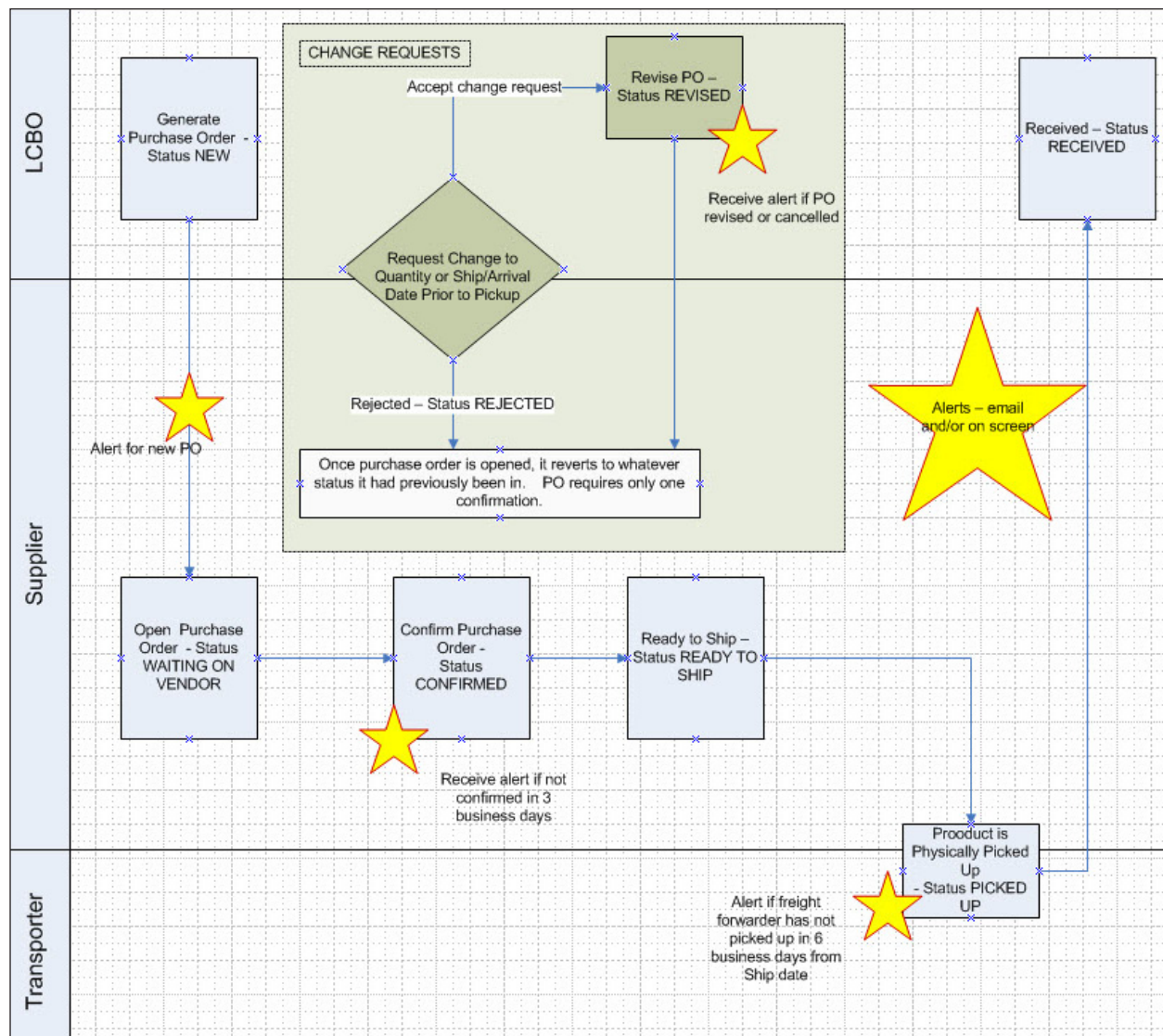
A Supplier Administrator can give one of two different permissions to Web PO users:

- *Read only (R/O)* permission grants a user the ability to read the details of a PO and print.
- *Read/write (R/W)* permission grants a user the ability to both request PO changes and update POs within Web PO.

Only the Supplier Administrator has the ability to change user's access.

WEB PO SYSTEM BUSINESS PROCESS

The flowchart is designed to help the user better understand the process flow within the Web PO system.





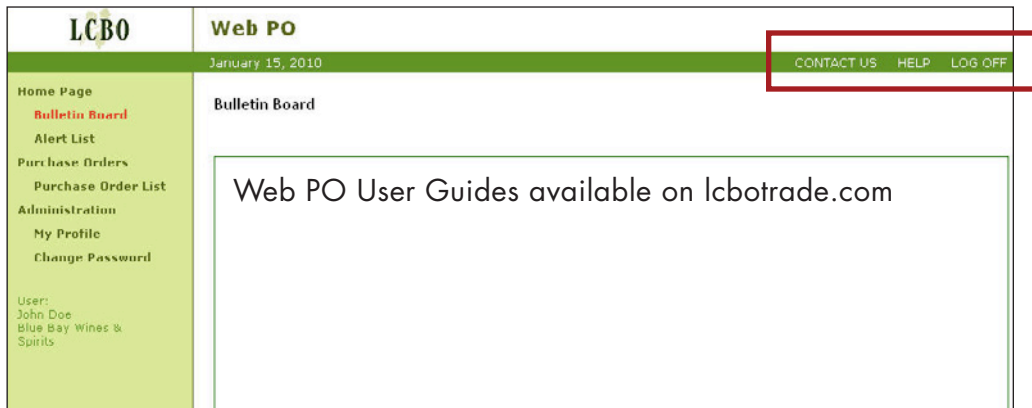
SECTION 1

BEFORE YOU BEGIN

NEED HELP?

HELP—You can get help by clicking *HELP* on the toolbar on any screen. The Help window displays the currently selected help topics.

CONTACT US - Clicking *CONTACT US* on any screen displays contact information for procedural support by email and for technical support by email or by phone.



SUPPORT - If you have questions that are not addressed by this Guide, please contact the Helpdesk.

SUPPORT	EMAIL	TELEPHONE
Technical Assistance 24/7	techsupport@LCBOsupport.com	1-866-284-8311
Procedural Support	webpo@lcbo.com	N/A

HOW TO LOGIN TO WEB PO—FIRST TIME USERS

All users will receive two emails titled 'LCBO WEB PO—New Account'. One email details that you have been successfully registered and provides you with a URL address for the WEB PO System, and a username. A separate email is sent to you that specifies your temporary password, which you must change as soon as you log in.

How to log in:

STEP 1. Click on the URL provided from the LCBO email. The 'Welcome to WEB PO Portal' screen appears.

TIP: Save the URL to your 'Favourites' in your web browser.

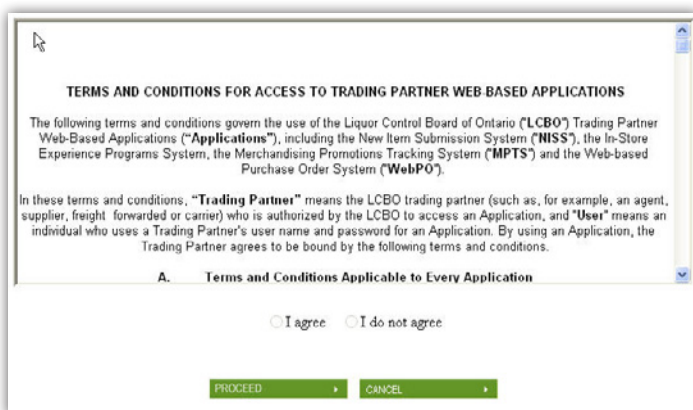
STEP 2. Enter your *User Name* and *Password* (case sensitive) provided to you by the LCBO administrator.

STEP 3. Click **LOGIN** to enter WEB PO. A pop-up screen is shown detailing Terms and Conditions For Access to Trading Partner Web-Based Applications.

STEP 4. You must agree to the **Terms and Conditions** to log onto the Web PO.

Click the *Agree* box, and then click the *Proceed* box. You will be prompted to change your password and enter a new one.

After clicking **PROCEED**, you are now required to change your password (see next page).



NOTE: You must scroll down through the entire **TERMS AND CONDITIONS** before you can agree and proceed.

CHANGE PASSWORD—FIRST-TIME USERS

STEP 1: Enter *Old Password*.

STEP 2: Enter *New Password*.

STEP 3: Enter new password a second time within *Confirm Password* field.

STEP 4: Enter a verification word in *New Verify Word* field. (Remember and keep word in a safe place as it is used to help recover your lost or forgotten password).

Step 5: Enter verification word a second time within *Confirm Verify Word* field.

Step 6: Click the *SAVE* box.



LCBO Welcome to Web PO Portal

LCBO

User Name:

Old Password: *

New Password: *

Confirm Password: *

New Verify Word: *

Confirm Verify Word: *

SAVE

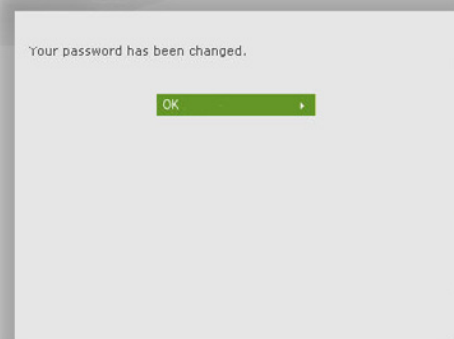
* Indicates a mandatory field
New password must contain at least eight characters, beginning with at least two upper-case letters, followed by at least one digit and ending in two or more lower case letters.

Forgot Password?

You must change your password before you can proceed.

For Technical Support, please contact 1-866-284-8311.

If password change is successful, a pop-up box appears stating 'Your password has been changed'. Click *OK*. User is taken to the Bulletin Board screen.



While logging in, if you enter incorrect login data, an error message will show the reasons you can not log in. At this point, re-enter the correct *User Name* and *Password*.

NOTE: Once logged in, if the user is inactive for more than 20 minutes, the system will automatically logoff the user. If this occurs, the user will have to login again following the steps above.

AFTER YOU LOGIN – BULLETIN BOARD

After a user logs in, the Bulletin Board will be displayed. It provides updates on LCBO purchasing policies and procedures and important announcements.

LCBO	Web PO
	January 15, 2010 CONTACT US HELP LOG OFF
<ul style="list-style-type: none"> Home Page Bulletin Board Alert List Purchase Orders Purchase Order List Administration My Profile Change Password <p>User: John Doe Blue Day Wines & Spirits</p>	<p>Bulletin Board</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Web PO User Guides available on lcbotrade.com</p> </div> <p style="font-size: small;">Last Modified: 09 DEC 2009 17:28:14</p>
	Do not use back button. 

DATE-MONTH-YEAR Format

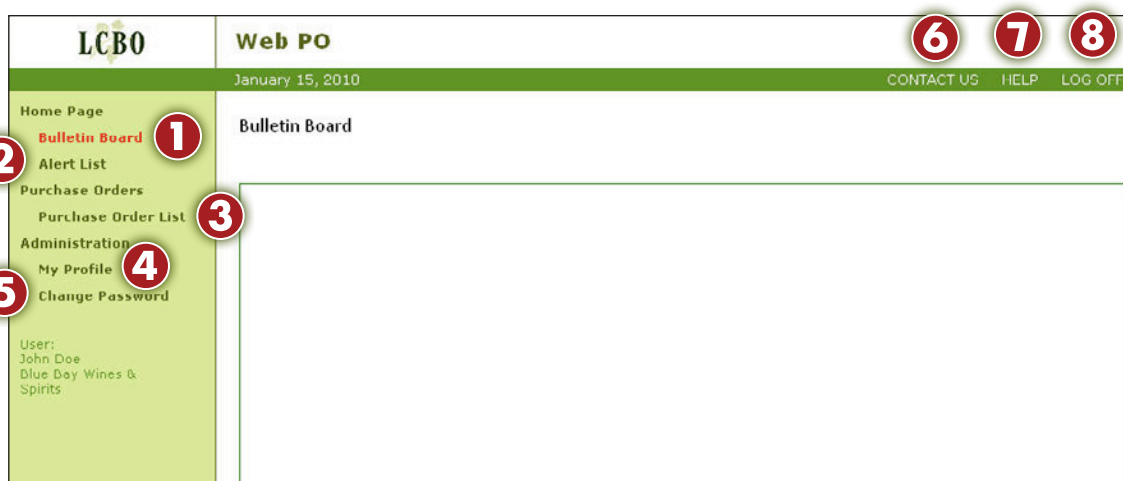
Dates are shown in a **date-month-year format** with the date being a 2 digit numeric, the month being a 3 letter alpha, and the year being a 4 digit numeric (e.g. 01-Jan-2009, with a leading zero shown on the date of the month, if the date is before the 10th day of the month). Times are shown in a 24-hour format, as hh:mm (e.g., 13:15, 09:30 - with a leading zero shown where needed).

NOTE:

NAVIGATION & SCREEN BASICS

From the Bulletin Board (or from any page or screen), users can navigate through the entire site using the standard menu found on the left-hand side on every screen.

In order to use the Web PO system effectively, you should familiarize yourself with the basic elements of the menu as seen below. Simply click on any given menu item to navigate to that page or screen.



- 1 *Bulletin Board* – Provides pertinent information users are required to know
- 2 *Alert List* – Provides alerts of information which need to be viewed and/or acted on and then closed
- 3 *Purchase Order List* - Provides users with the ability to select and then view the history and details of a purchase order
- 4 *My Profile* - Provides users with the ability to view and change the details of their individual profile
- 5 *Change Password* - Allows users to change their password at any time
- 6 *Contact Us* – By clicking this, a box pops up providing key contact information
- 7 *Help* - By clicking this, a box pops up providing help and support for the Web PO system
- 8 *Logoff* – Allows users to logoff from the Web PO system at any time

■ The **“Back”** button or arrow on the **Explorer** tool bar has been disabled



SECTION 2

GETTING STARTED & SCREEN BASICS

NAVIGATION & SCREEN BASICS

CONTACT US HELP LOG OFF

CONTACT US - Clicking *CONTACT US* on any screen displays contact information for procedural support by email and for technical support by email or by phone.

HELP – Click *Help* on to display the currently selected help topics.

HOW TO LOG OUT/LOG OFF – Click *LOG OFF*, located at the top righthand corner of any screen.

READING AND UPDATING YOUR PROFILE

User may update personal and contact information in Web PO by accessing My Profile, located in the menu.

STEP 1: Click on *My Profile* in the main menu bar on any screen. Doing this will take you to the *My Profile* screen (below).

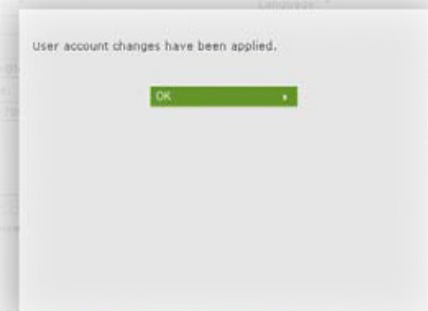


STEP 2: Once on this screen, you can edit:

- First Name
- Middle Name
- Last Name
- Email address and email confirmation
- Telephone number
- Fax number
- Verification word
- Alerts—whether user wishes to receive alerts

STEP 3: Click *SAVE* once changes have been made. If you click on *CANCEL*, the information entered is cleared from the fields.

Once saved, a pop up screen will appear informing the user that the account changes have been applied. To exit this pop-up screen, click *OK*.



FORGOT PASSWORD

After clicking *Forgot Password?* from the main login screen, a 'Forgot Password' pop-up screen will appear.



Enter your *Verification Word*. Click the *PROCEED* box.



If *Verification Word* is accurate a pop-up screen will appear. It informs you that an email containing your new password has been emailed to the address you provided when you applied for access to Web PO.

Click the *OK* box to acknowledge receipt of your new password. After clicking the *OK* box, you will be taken to another screen where you are required to change your password.



■ If you have forgotten your *Verification Word*, call your Supplier Administrator or technical support to reset your password.

CHANGE YOUR PASSWORD

Users can change their password at any time and from any screen. From any screen, click *Change Password* in the menu bar.

LCBO	Web PO
January 15, 2010 CONTACT US HELP LOG OFF	
<ul style="list-style-type: none"> Home Page Bulletin Board Alert List Purchase Orders Purchase Order List Administration My Profile <li style="color: red;">Change Password <p>User: John Doe Blue Bay Wines & Spirits</p>	<h4 style="margin-top: 0;">Change Password</h4> <p>Name: <input type="text" value="John Doe"/></p> <p>User ID: <input type="text" value="DoeJohn007"/></p> <p>Old Password * <input type="password" value="••••••••"/></p> <p>New Password * <input type="password" value="••••••••"/> <small>New password must contain at least eight characters, beginning with at least two upper-case letters, followed by at least one digit and ending in two or more lower-case letters.</small></p> <p>Confirm Password * <input type="password" value="••••••••"/></p> <p style="text-align: center;"><input type="button" value="SAVE"/></p>

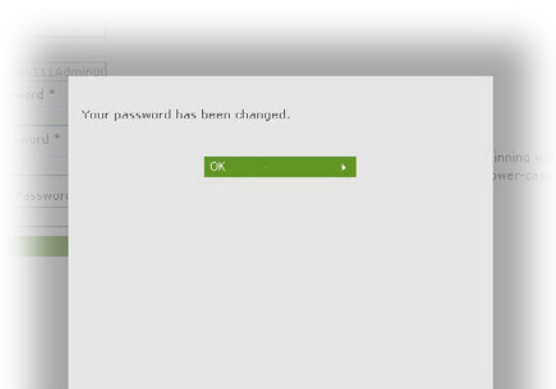
STEP 1: Enter *Old Password*.

STEP 2: Enter *New Password*.

STEP 3: *Confirm* (new) *Password*.

STEP 4: Click *SAVE*. At this point, with a pop-up screen the system notifies you that your password has been changed.

STEP 5: To proceed, user must click *OK* box (right).



NOTE: Users might be required to change their password if an administrator has reset their password.

HOW TO PRINT

Many screens within Web PO offer the user the ability to print out the data found on the web page. The user will easily be able to identify the *PRINT* box located on those pages which allow for printing data.

<p>My Profile</p> <p>Change Password</p> <p>User: Jane Doe Blue Bay Wines & Spirits</p>	<p>Outstanding <input type="button" value="v"/></p> <p>Port of Exit -- All -- <input type="button" value="v"/></p> <p><input type="button" value="PRINT"/> <input type="button" value="CLEAR"/></p>
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TO PRINT—Click on the *PRINT* box to print in Web PO. This brings up the data being printed in a separate window.



SECTION 3

WEB PO SUPPLIER ADMINISTRATION

WEB PO SUPPLIER ADMINISTRATION

(For Supplier Administrators only)

INTRODUCTION:

This section of the User Guide will help the Supplier Administrator manage various administrative functions within the new Web Purchase Order System (Web PO). This section of the guide will only describe those functions unique to the Supplier Administrator. These functions include the ability to:

- Set up new users
- Decide whether a user is to have read/write or read only capability (Read/write capability allows one to submit requests for purchase order changes)
- Receive alerts and/or assign alerts to other users with read/write access
- Search and view all existing Web PO users within or associated with the Supplier Administrator's organization
- Reset a user's password
- Activate and deactivate users
- Delete users



SECTION 3

WEB PO SUPPLIER ADMINISTRATION

ROLE OF THE 'WEB PO SUPPLIER ADMINISTRATOR'

(For Supplier Administrators only)

The Administrator must be an authorized Supplier representative. The Administrator is responsible for the set-up and maintenance of other users within the organization, including the type of access to assign to their users. 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.

There are two types of access or permissions a Supplier Administrator can grant WEB PO users: **Read/Write** or **Read Only**.

1. **Read-Write (R/W)** access grants permission to users to read, request changes to and confirm purchase orders and should only be assigned to users within your organization that are able to legally bind the Supplier and execute agreements on behalf of the Supplier.
2. **Read-Only (R/O)** access grants the ability to only view purchase order information and print; no PO change requests are possible.

NOTE: A Supplier Administrator may grant Read-Only permission to an Agent.

NAVIGATION

After login, the Supplier Administrator can navigate to those screens where they can perform their unique tasks. All of their tasks are found within the *User List* area of the main menu bar. Only a Supplier Administrator can see this heading within the menu bar.

STEP 1: From the main menu on the left side of the *Bulletin Board* screen, click on *User List*.



STEP 2: The User List screen appears. This screen is used for both setting up new users and searching for or editing existing user information.



NOTE: Only Suppliers Administrators are able to enter this screen.

SET UP A NEW USER

To register a new user, the Supplier Administrator must assign Read/Write or Read Only access to users; please reference the section **'Role of the Web PO Supplier Administrator'**.

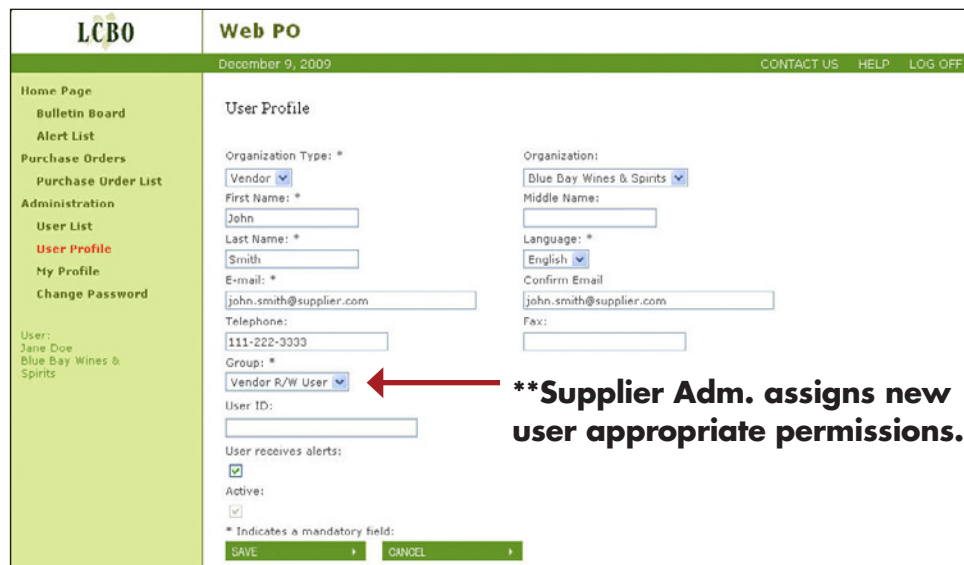
STEP 1: Click on the *User List* screen.



STEP 2: Click on *NEW USER* at the bottom of the screen.

STEP 3: The *User Profile* screen appears. Enter all new user's information. Mandatory fields are noted with an asterisk.

Select desired *Group* from the drop-down menu on the screen (either *Vendor Admin*, *Vendor R/W User*, *Vendor R/O User*).



SET UP A NEW USER

STEP 4: If the new user is to receive **alerts**, check the box.

ALERTS— If a Supplier Administrator is the only user registered, then the Supplier Administrator needs to be the recipient of alerts sent from the Web PO application. In this case, the *User receives alerts* box must be checked. At least one user per supplier must receive alerts from the Web PO application.

To divert the alerts, the administrator will need to set up at least one other user so that this other user can receive the alerts instead of the administrator. In this case, Supplier Administrator users will need to uncheck their own *User receives alerts* boxes.

NOTE: **ACTIVE**—The *Active* tick-box indicates whether the user is an active user or not. A tick means user is active; no tick means user is inactive. An administrator can use this field to either revoke or re-instate a user.

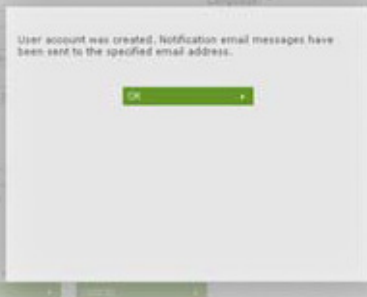
NOTE: **CANCEL**—The *Cancel* button allows the Administrator to abandon any changes to the user record. Once clicked, it returns the administrator to the *User List* screen.

SET UP A NEW USER

STEP 5: Click the **SAVE** box to retain entered information.

A pop-up screen appears informing the Administrator that the new user account was created, and that an email has been sent to the new user.

STEP 6: Click the **OK** box.



The administrator returns to the *User Profile* screen.

The Web PO system generates a *User ID* which populates the *User ID* field within the new user's profile.

NOTE: The system sends new users an e-mail which provides them their *User ID*. A second email is then sent providing users with a temporary password that must be changed when they first login to Web PO.

SEARCH FOR EXISTING USER INFORMATION

The Supplier Administrator has the ability to search for and edit existing user information.



STEP 1: Select the group (either *Vendor Admin*, *Vendor R/O User* or *Vendor R/W User*) from the *Group* drop-down menu.

STEP 2: Enter the name (optional) or part of the name in the *User Name* field on the *User List* screen.

For example, entering "Jo" could find users with the following names: Joe Smith, Joanne Peters, etc. – a listing of records containing some combination of the letters originally entered.

If nothing is entered into the *User Name* field, search will provide a listing of all users.

NOTE: The *Organization Type* and *Organization* fields are pre-selected with no options to perform.

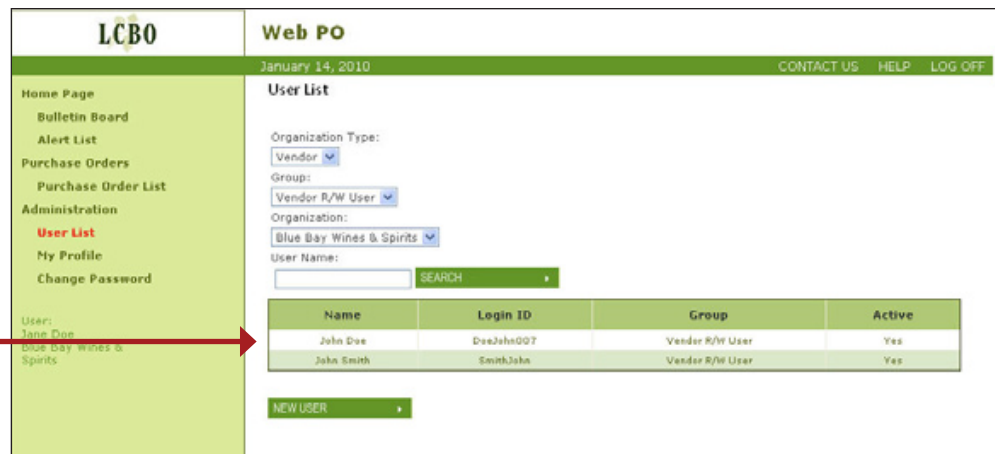
STEP 3: Click the *Search* button. The Search results screen appears with a list of users.



If your search for users does not yield results, then check the search filters to ensure they are correct.

SEARCH FOR EXISTING USER INFORMATION

STEP 4: Click on the desired user name within the results screen.



Name	Login ID	Group	Active
John Doe	DoeJohn007	Vendor R/W User	Yes
John Smith	SmithJohn	Vendor R/W User	Yes

The system will display the *User Profile* screen for that user, ready for editing.



Organization Type: * Vendor

Organization: Blue Bay Wines & Spirits

First Name: * John

Last Name: * Doe

E-mail: * john.doe@bluebay.com

Telephone: 123-456-7890

Group: * Vendor R/W User

User ID: DoeJohn007

User receives alerts:

Active:

* Indicates a mandatory field.

SAVE CANCEL DELETE RESET PASSWORD

EDIT EXISTING USER INFORMATION

STEP 1: From the *User Profile* screen, click within the particular user field box you wish to edit.

Mandatory fields are noted with an asterisk.

NOTE: The assigned *User ID* is shown (greyed out) but is disabled so it can't be changed. This is the ID that a user uses to login to Web PO.

STEP 2: If the user is to receive alerts, the *User receive alerts* box must be checked. A list of the various alerts and their definitions can be found in the last section of this Guide.

STEP 3: The *Active* check-box indicates whether the user is an active user or not.

A check-mark means user is active; no check-mark means user is inactive. An administrator can use this field to revoke or re-instate a user on the system.

EDIT EXISTING USER INFORMATION

LCBO	Web PO
January 14, 2010	
CONTACT US HELP LOG OFF	
<ul style="list-style-type: none"> Home Page Bulletin Board Alert List Purchase Orders Purchase Order List Administration User List User Profile My Profile Change Password <p>User: Jane Doe Blue Bay Wines & Spirits</p>	<h4>User Profile</h4> <p>Organization Type: * <input type="text" value="Vendor"/></p> <p>Organization: <input type="text" value="Blue Bay Wines & Spirits"/></p> <p>First Name: * <input type="text" value="John"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: * <input type="text" value="Smith"/></p> <p>Language: * <input type="text" value="English"/></p> <p>E-mail: * <input type="text" value="john.smith@supplier.com"/></p> <p>Confirm Email <input type="text" value="john.smith@supplier.com"/></p> <p>Telephone: <input type="text" value="111-222-3333"/></p> <p>Group: * <input type="text" value="Vendor R/W User"/></p> <p>User ID: <input type="text" value="SmithJohn"/></p> <p>User receives alerts: <input checked="" type="checkbox"/></p> <p>Active: <input checked="" type="checkbox"/></p> <p>* Indicates a mandatory field:</p> <p> <input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE"/> <input type="button" value="RESET PASSWORD"/> </p>

* Indicates a mandatory field:

STEP 4: Click *Save* button to retain edited or revised data. Once data has been saved, the system takes the administrator to the *User - List* screen. Nothing can be saved unless mandatory fields have been entered. Data in non-mandatory fields (e.g., *Telephone*) need not be initially entered, enabling the administrator to return in the future to do so.

OR

Click the *Cancel* button to abandon any changes to the user record. Once clicked, it returns the administrator to the *User - List* screen.

OR

Click the *Delete* button to remove a user's profile completely from the WEB PO System. Click *OK* in the pop-up message box to confirm the delete request.

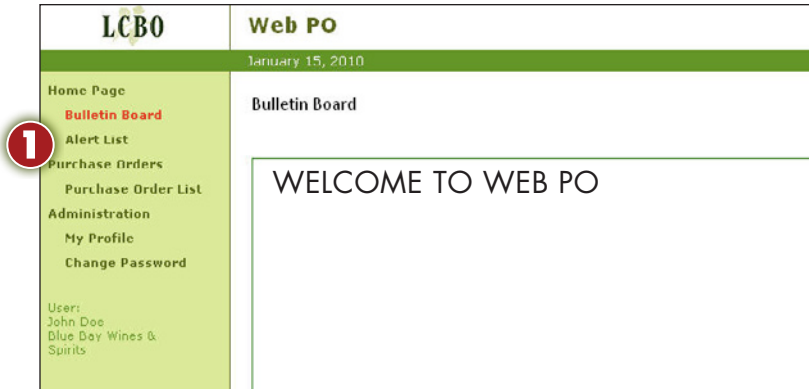
OR

Click the *RESET PASSWORD* to reset a user's password. If clicked, users will be notified via e-mail of their new password, at which point they will have to change this password and create a new one.

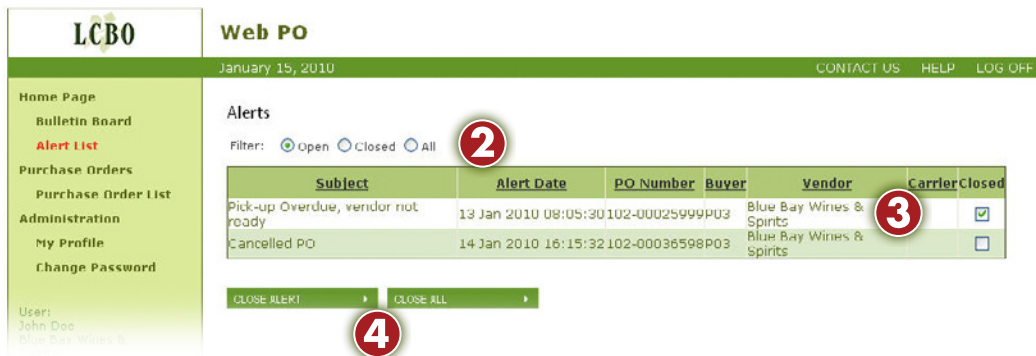
VIEWING ALERTS

Alerts are sent to the user to notify or remind them of action that has or has not been taken. They are to be viewed, and after viewing must be closed.

STEP 1: To view **alerts**, click *Alert List* from the main menu on any screen.



This action will bring about the *Alert List*.



STEP 2: View *Open*, *Closed* or *All* alerts by selecting the appropriate filter on the alerts page.

STEP 3: Once having viewed and read an *Open* alert, you must close the alert by clicking the *Closed* check-box relating to the alert.

STEP 4: Click the CLOSE ALERT button on the Alerts screen to close one alert at a time or click CLOSE ALL button to close all alerts.

NOTE: A list of the various alerts and their definitions can be found in the last section of this Guide.

VIEWING ALERTS

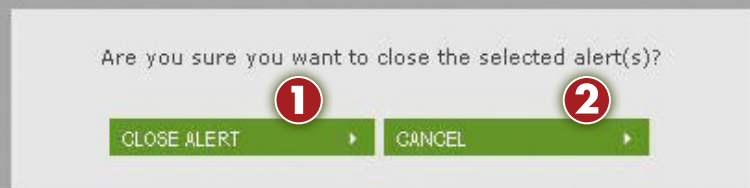
In order to continue you must either *Close* the alert(s) or *Cancel*.

STEP 5:

1 CLOSING INDIVIDUAL ALERTS:

Once you have clicked the *CLOSE ALERT* button on the Alerts screen, a confirmation pop-up message appears.

Click the *CLOSE ALERT* button to confirm. You will be returned to the *Alert List* screen.

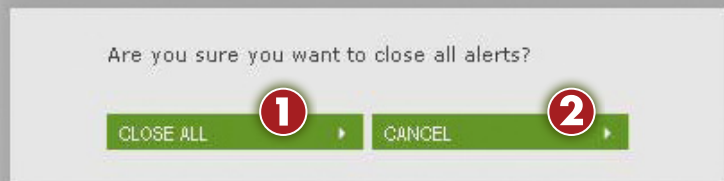


OR

1 CLOSING ALL ALERTS:

Once you have clicked the *CLOSE ALL* button on the Alerts screen, a confirmation pop-up message appears.

Click the *CLOSE ALL* button to confirm. You will be returned to the *Alert List* screen.



2 If you *Cancel*, the alert(s) will remain open and you will be returned to the *Alert List* screen.



SECTION 4

VIEWING PURCHASE ORDERS AND ALERTS

PURCHASE ORDER LIST

The first action taken as part of the Web PO process is the LCBO's email notification to a Supplier that a PO has been issued. From here, the LCBO seeks a confirmation of the PO from the Supplier. This confirmation process is tracked and documented within the Web PO system. For the Supplier, the first step in the process is to go to the *Purchase Order List*.

STEP 1: Click *Purchase Order List* in Menu Bar under the *Purchase Orders* heading on any screen. The *Purchase Orders List* screen appears.

The screenshot shows the LCBO Web PO interface. The top navigation bar includes 'CONTACT US', 'HELP', and 'LOG OFF'. The left-hand menu has 'Purchase Order List' highlighted in red. A red circle with the number '1' is placed over this menu item. The main content area displays 'WELCOME TO WEB PO'.

The *Purchase Orders List* shows a listing of all the POs of a given supplier.

The screenshot shows the 'Purchase Order List' screen. It features a search and filter section with fields for PO Number, Date Type (Order Date), Date From, Date To, Status (Outstanding), Appointment #, Port of Exit (All), and Vendor (Blue Bay Wines & Spirits - 0002465). Below this is a table of purchase orders.

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & Trd Terms	Port Exit	Appt #	Rec Whse	Action	History
102-00025999	08 Dec 2009	05 Jan 2010		Change Rejected	Blue Bay Wines & Spirits	FOB FOB	F3094		102		PO HISTORY
102-00036595	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036596	14 Jan 2010	14 Jan 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036597	14 Jan 2010	14 Jan 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036599	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036611	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036612	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036613	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036614	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY
102-00036617	15 Jan 2010	26 Feb 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY

Navigation: |< First < Previous > Next Last >| 1 2

Do not use back button. L'OBIZ

VIEWING PURCHASE ORDER – FILTERING

In viewing POs, users can narrow their search for a specific purchase order(s) on the *Purchase Order List*. The more refined the search, the quicker the response.

On the *Purchase Order List* screen, there are **7** fields or categories to work within to refine or filter a listing of purchase orders.

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt #	Rec Whse	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		Waiting on Vendor	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY

PO numbers consist of a 3 digit warehouse prefix, and then a string of 8 digits representing a PO (e.g., 102 - 00012345). In the future, as the number of POs issued increase, the number of leading zeros found in a PO will decrease.

1 To Search by PO Option 1 – To search by PO, users can enter the purchase order number into the *PO Number* field.

Once you have entered the purchase order's warehouse prefix (e.g., 102 -) plus the next first 4 digits (e.g., 0003), a drop-down list will appear from which you can scroll-down and select your desired PO.

This list becomes more refined as more digits are entered.

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt #	Rec Whse	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		Waiting on Vendor	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036597	14 Jan 2010	14 Jan 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036599	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036611	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036612	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036613	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036614	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036619	15 Jan 2010	26 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036619	15 Jan 2010	26 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
104-00036415	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	104		CONFIRM	PO HISTORY

VIEWING PURCHASE ORDER—FILTERING

1 To Search by PO Option 2 – To search by PO, users can first enter the 8 digit number into the PO Number field following the 3 digit warehouse prefix and then click the **SEARCH** button.

LCBO Web PO
January 22, 2010

Purchase Order List

PO Number: 00036595 **1**

Date Type: Order Date

Date From: [] Date To: []

Status: -- All --

Appointment #: []

Port of Exit: -- All --

Vendor: Blue Bay Wines & Spirits - 0002465

PRINT RESET SEARCH

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt.#	Ret. Whse	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		Waiting on Vendor	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY

In the above example, the user enters *00036595* and clicks **SEARCH**. The PO number including the 3-digit warehouse prefix is shown in the PO List of Details (*102 - 00036595*).

2 Date Type—The Order Date (i.e., the date the PO was created) is the default when referencing all POs.

Users can also search POs based on either *Arrival Date* or *Ship Date*, depending on location of supplier.

LCBO Web PO
January 22, 2010

Purchase Order List

PO Number: 00036595

Date Type: Order Date **2**

Date From: [] Date To: []

Status: -- All --

Appointment #: []

Port of Exit: -- All --

Vendor: Blue Bay Wines & Spirits - 0002465

PRINT RESET SEARCH

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt.#	Ret. Whse	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		Waiting on Vendor	Blue Bay Wines & Spirits	FOB FOB	F3094		102	CONFIRM	PO HISTORY

NOTE: Besides *Date Type*, Canadian sourced POs can also be searched by the *Arrival Date* - which is the scheduled arrival date of product at the LCBO warehouse. Regarding all non-Canadian sourced POs, they can also be referenced by their *Ship Date* - which is the scheduled date suppliers will ship product.

VIEWING PURCHASE ORDER—FILTERING

3 **4** *Date From & Date To* – These fields work together and refer back to the type of date selected in the Date Type filter. With both these fields, enter either specific dates or select a range in dates from the adjacent pop-up calendar.



PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Ship & Terms	Port Exit	Appt. #	B	W
102-00036595	14 Jan 2010	25 Feb 2010		Confirmed	Blue Bay Wines & Spirits	FOB	FOB	F3094		10

5 *Status* – There are 10 different status types which enable users to filter and further refine their PO search.

Status – The default for the *Status* filter is *Outstanding*. There are 5 types of Outstanding (green and italic) statuses: *New*, *Revised*, *Waiting on Vendor/Supplier*, *Change Rejected*, *Cancelled*.

(Reference the following page for a complete list of outstanding statuses.)

6 *Appointment Number* – NOT CURRENTLY IN USE

7 *Port of Exit* – Select from drop-down menu either All or a particular Port. Or, you can also enter beginning letters of desired Port into field and options will begin to appear; you can then choose desired Port from drop-down options by clicking desired Port.



SECTION 4

VIEWING PURCHASE ORDERS AND ALERTS

VIEWING PURCHASE ORDER – FILTERING

STATUS – There are 5 different *Outstanding* statuses which enable users to filter and further refine their PO search.

OUTSTANDING STATUSES	
New	LCBO submitted a purchase order and the Supplier has not yet viewed it in the portal. Once viewed, status automatically changes to <i>Waiting on Supplier</i> .
Revised	LCBO has submitted a purchase order change and the Supplier has not yet viewed it in the portal. Once viewed, status automatically changes to whatever the previous status was.
Waiting on Supplier	Supplier has opened, but not confirmed the PO.
Change Rejected	LCBO rejected the Supplier change request.
Confirmed	Supplier has agreed to quantity of product ordered and all relevant dates. At this point, the Web PO system is waiting for the supplier to indicate that the goods are ready to be shipped.

- NOTE:** Other *Status* Types which are not classified as *Outstanding* are as follows:
- *Waiting on LCBO* means Supplier has submitted a change request(s) and is waiting for LCBO to accept and re-issue or reject.
 - *Cancelled* means that the LBCO has cancelled the order.
 - *Ready To Ship* means that the Supplier has advised the Web PO that the goods are ready to be shipped.
 - *Picked-up* means that the PO goods have changed possession from supplier to transporter.
 - *Received* means that the product(s) is received at the warehouse.

VIEWING PURCHASE ORDERS – SEARCHING POs

SEARCH FUNCTION:

1. Users can also search for purchase orders using the *Search* function. Simply input information into one or more of the filters and click *Search*.

If the results of the search are not what was intended, users can reset searched cells and start over by clicking *RESET*, which will return the user to the default screen.

The screenshot shows the LCBO Web PO interface. On the left is a navigation menu with options like Home Page, Bulletin Board, Alert List, Purchase Orders, and Administration. The main content area is titled 'Purchase Order List' and contains search filters for PO Number, Date Type, Date From, Date To, Status, Appointment #, Port of Exit, and Vendor. Below the filters are buttons for PRINT, RESET, and SEARCH. A table of purchase orders is displayed with columns for PO Number, Order Date, Ship Date, Arrival Date, Status, Vendor, Shp & Trd Terms, Port Exit, Appt #, Rec Wise, Action, and History. The row for PO 102-00036598 is highlighted in pink, and a red arrow points to it with the word 'Cancelled' written next to it.

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & Trd Terms	Port Exit	Appt #	Rec Wise	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094	102		CONFIRM	PO HISTORY
102-00036596	14 Jan 2010	14 Jan 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094	102		CONFIRM	PO HISTORY
102-00036597	14 Jan 2010	14 Jan 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094	102		CONFIRM	PO HISTORY
102-00036598	14 Jan 2010	15 Jan 2010		Cancelled	Blue Bay Wines & Spirits	FOB FOB	F3094	102			PO HISTORY
102-00036599	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB FOB	F3094	102		CONFIRM	PO HISTORY
102-00036611	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094	102		CONFIRM	PO HISTORY

2. Whenever a field or line item is highlighted in pink, this tells the user that the highlighted PO is cancelled.

NOTE: If you come to the *Purchase Order List* and find that there are no outstanding purchase orders, check your drop-down menus to see if the filter settings are what you want.



SECTION 4

VIEWING PURCHASE ORDERS AND ALERTS

VIEWING PURCHASE ORDERS – PO HISTORY

STEP 1: From the *Purchase Order List* users can view the complete history of any purchase order in the listing by clicking on the *PO History* box adjacent to the particular purchase order line item.

Web PO
January 15, 2010

Purchase Order List

PO Number: Date Type:

Date From: Date To:

Status: Appointment #:

Port of Exit: Vendor:

PRINT RESET SEARCH

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & Trm	Port Exit	Appt #	Rec Wize	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	FOB	F3094	102	CONFIRM	PO HISTORY
102-00036596	14 Jan 2010	14 Jan 2010		New	Blue Bay Wines & Spirits	FOB	FOB	F3094	102	CONFIRM	PO HISTORY
102-00036597	14 Jan 2010	14 Jan 2010		Revised	Blue Bay Wines & Spirits	FOB	FOB	F3094	102	CONFIRM	PO HISTORY
102-00036598	14 Jan 2010	15 Jan 2010		Cancelled	Blue Bay Wines & Spirits	FOB	FOB	F3094	102		PO HISTORY
102-00036599	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	FOB	F3094	102	CONFIRM	PO HISTORY
102-00036611	14 Jan 2010	25 Feb 2010		Revised	Blue Bay Wines & Spirits	FOB	FOB	F3094	102	CONFIRM	PO HISTORY

STEP 2: The *PO History* screen details the statuses, changes, transactions, etc. in the lifecycle of a given purchase order.

Web PO
January 15, 2010

PO History

PO #: Order Date:

PO Status:

PRINT

PO Changes and Change Requests

Order Date	Ship Date	Status	Transaction Date	Transaction Type
14-Jan-2010	25-Feb-2010	Ready to Ship	14/01/2010 3:45:55 PM	Current Version of PO

PO Status History

Status	Transaction Date
Ready to Ship	15/01/2010 3:56:09 PM
Confirmed	15/01/2010 2:12:41 PM
New	14/01/2010 3:45:56 PM

All the details associated with a purchase order are listed and sorted in descending order of transaction date. The *PO History* screen also provides a purchase order's current status as found in the *PO Status* field.

VIEWING PURCHASE ORDERS – PO HISTORY

STEP 1: Click the *PRINT* button prints the entire transaction history for the order displayed. This includes all subsequent pages not visible on the screen.

The screenshot shows the LCBO Web PO interface. On the left is a navigation menu with options like Home Page, Bulletin Board, Alert List, Purchase Orders, PO Details, PO History (highlighted), Administration, My Profile, and Change Password. The main content area is titled 'Web PO' and shows 'January 15, 2010' at the top right. Below the title, there are input fields for 'PO #' (102-00036595) and 'Order Date' (14-Jan-2010). A 'PRINT' button is visible. Below this, there are two tables: 'PO Changes and Change Requests' and 'PO Status History'.

Order Date	Ship Date	Status	Transaction Date	Transaction Type
14-Jan-2010	25-Feb-2010	Ready to Ship	14/01/2010 3:45:55 PM	Current Version of PO

Status	Transaction Date
Ready to Ship	15/01/2010 3:56:09 PM
Confirmed	15/01/2010 2:12:41 PM
New	14/01/2010 3:45:56 PM

To print, click on the printer icon in the top toolbar.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'PO History - PO # 102-00036595' page. A red arrow points to the printer icon in the browser's top toolbar. The page content is identical to the previous screenshot, showing the PO details and status history tables.



SECTION 4

VIEWING PURCHASE ORDERS AND ALERTS

VIEWING PURCHASE ORDER DETAILS

STEP 1: From the *Purchase Order List* screen, mouse over a given PO and the selected PO line item turns green. Click highlighted (greened) line item and *PO Details* screen for the selected PO appears.

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Anpt #	Rec Whse	Action	History
102-00036595	14 Jan 2010	25 Feb 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036596	14 Jan 2010	14 Jan 2010		New	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY
102-00036597	14 Jan 2010	14 Jan 2010		Revised	Blue Bay Wines & Spirits	FOB	F3094	102		CONFIRM	PO HISTORY

PO Details Screen



Purchase Order Header

PO #: 102-00036596
 PO Status: New
 Receiving Warehouse: 102
 Order Date: 14-Jan-2010
 Scheduled Ship Date: 14-Jan-2010
 Reason:

Port of Exit: VALPARAISO
 Port of Entry: TORONTO, ON
 Buyer Code: P03
 Trade Terms: FOB
 Supplier Vendor No: 0002465
 Total Quantity: 1040
 Weight: 15628 KG
 Container Size: 40 Foot Container
 Equipment Type: Normal

Instructions and Notes

Payment Terms: NET 030 DAYS ON RECEIPT
 Order Instructions:

Purchase Order Detail Information

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
083300097659	235663	BLUE BAY CHARD	011X004	440	38.93	12X 750 ML	REQUEST QTY CHANGE
083300097550	248625	BLUE BAY MERLOT	015X004	600	38.93	12X 750 ML	REQUEST QTY CHANGE

VIEWING PURCHASE ORDER DETAILS

PO DETAILS SCREEN

From the *PO Details* screen the user can perform a number of actions including: *CONFIRM* a PO, perform PO Change Requests (*REQUEST DATE CHANGE, REQUEST QTY CHANGE*) and indicate that PO goods are *Ready to Ship*.

The screenshot displays the 'Web PO' interface. On the left is a navigation menu with options like 'Home Page', 'Purchase Orders', and 'Administration'. The main content area is titled 'PO Details' and shows 'Purchase Order Header' information such as PO #, Status, Receiving Warehouse, Order Date, and Scheduled Ship Date. It also lists 'Instructions and Notes' including payment terms and order instructions. At the bottom, there is a table for 'Purchase Order Detail Information' with columns for UPC / SCC, LCBO Item #, Description, TI HI, Qty, Case Quote, Case Config, and Action. Action buttons for 'REQUEST DATE CHANGE', 'CONFIRM', 'PO HISTORY', and 'PRINT' are visible.

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
083300097659	235663	BLUE BAY CHARD	011X004	440	38.93	12X 750 ML	REQUEST QTY CHANGE ▶
083300097550	248625	BLUE BAY MERLOT	015X004	600	38.93	12X 750 ML	REQUEST QTY CHANGE ▶



SECTION 5

PURCHASE ORDER ACTIONS

HOW TO CONFIRM A PURCHASE ORDER

(For Read/Write Users and Supplier Administrators Only)

INTRODUCTION

Supplier Administrators and users with Read/Write access have the ability to confirm purchase orders. Once users are satisfied with the details of an order, they can confirm the order.

- If a PO has not been confirmed within 3 days of being posted, an *Alert* is produced and emailed to the Supplier and LCBO. The Alert will be emailed everyday until the suppliers confirms the PO.

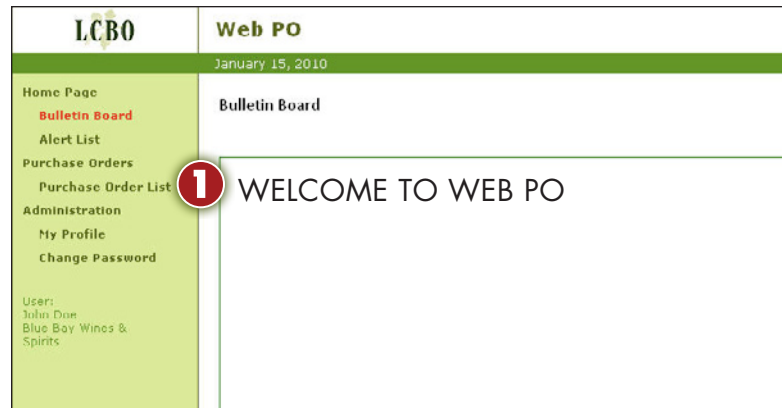
■ CANCELLED PURCHASE ORDERS

NOTE: A Supplier cannot cancel a purchase order. If the Supplier and LCBO cannot reconcile a change request, then LCBO will cancel the order thereby changing the status of the purchase order in WEB PO to Cancelled.

HOW TO CONFIRM A PURCHASE ORDER

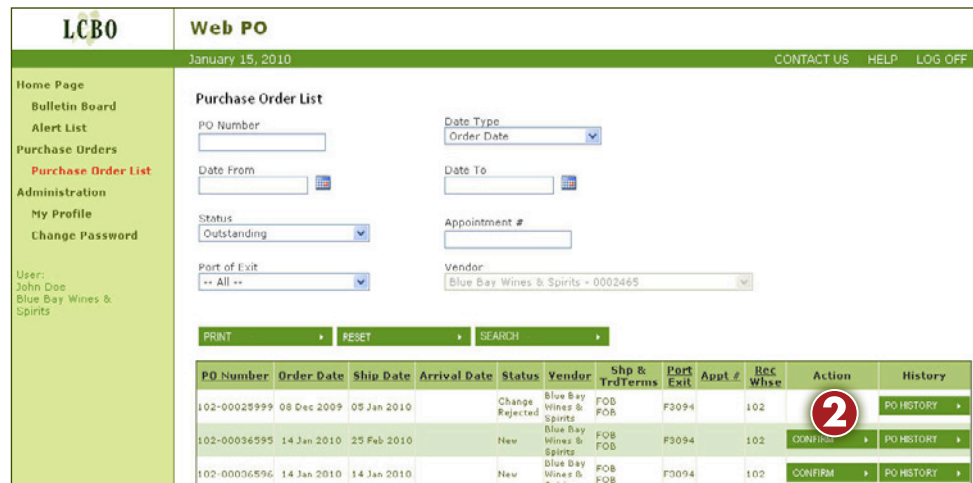
STEP 1: From the *Bulletin Board* screen (or from any screen), click *Purchase Order List* from within the main menu.

NOTE: Once confirmed, a refreshed Purchase Order List screen appears showing a status of Confirmed and an Action of Ready to Ship.



STEP 2:
Option 1: From within the *Purchase Order List* screen, click the **CONFIRM** button to confirm a PO.

This submits the confirmation to LCBO and sets the PO's status to **CONFIRMED**.



Once confirmed, a refreshed Purchase Order List screen appears showing a status of Confirmed and an Action of Ready to Ship.



HOW TO CONFIRM A PURCHASE ORDER

STEP 2:
Option 2: To confirm a PO from within an order's *PO Details* screen, click the **CONFIRM** button.

By clicking the **CONFIRM** button, the user commits to the agreement of the purchase order with the LCBO.

The screenshot shows the 'Web PO' interface for a purchase order. The 'Purchase Order Header' section contains the following details:

- PO #: 102-00036596
- PO Status: New
- Receiving Warehouse: 102
- Order Date: 14-Jan-2010
- Scheduled Ship Date: 14-Jan-2010
- Reason:
- Part of Exit: VALPARAISO
- Freight Forwarder Name: OVERSEAS SHIPMENTS
- FF Contact Name: OVERSEAS SHIPMENTS
- Carrier Name:
- Shipping Terms: FOB
- Order Type: Import
- Appointment #:
- Vendor Name: Blue Bay Wines & Spirits
- Currency: CAD
- Previous Ship Date:
- Part of Entry: TORONTO, ON
- Buyer Code: P03
- Trade Terms: FOB
- Supplier Vendor No: 0002465
- Total Quantity: 1040
- Weight: 15628 KG
- Container Size: 40 Foot Container
- Equipment Type: Normal

The 'Instructions and Notes' section shows:

- Payment Terms: NET 030 DAYS ON RECEIPT
- Order Instructions:

At the bottom of the instructions section, there are several buttons: 'REQUEST DATE CHANGE', 'CONFIRM' (highlighted with a red circle and the number 2), 'PO HISTORY', and 'PRINT'.

The 'Purchase Order Detail Information' table is as follows:

UPC / SCC	LCBO Item #	Description	TI	HI	Qty	Case Quote	Case Config	Action
003300097659	235663	BLUE BAY CHARD	011X004		440	38.99	12X 750 ML	REQUEST QTY CHANGE
003300097550	249625	BLUE BAY MERLOT	015X004		600	38.93	12X 750 ML	REQUEST QTY CHANGE

At the bottom right of the interface, there is a 'Do not use back button.' warning and the 'LOBIZ' logo.

A pop-up window appears giving the user the option to agree or disagree with the terms and conditions.

To download a pdf copy of the PO agreement, click on *Purchase Order Terms and Conditions* located inside window on screen.

The pop-up window contains the following text:

This Purchase Order is subject to and incorporates by reference the LCBO's [Purchase Order Terms and Conditions](#). Please review the LCBO's Purchase Order Terms and Conditions carefully, and then click on the "I Agree" button to indicate that the Vendor accepts this Purchase Order, including the LCBO's Purchase Order Terms and Conditions. That action is the equivalent of the Vendor's signature and indicates the Vendor's acceptance of this Purchase Order and intends to be legally bound by it. If the Vendor does not accept this Purchase Order, click on the "I Do Not Agree" button.

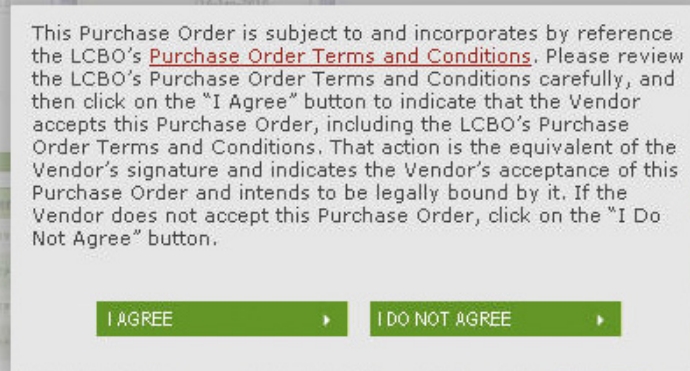
At the bottom of the window, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'.

HOW TO CONFIRM A PURCHASE ORDER

STEP 3: By selecting *I AGREE*, the *PO Status* changes to Confirmed.

OR

By selecting *I DO NOT AGREE*, keeps the order at a *Waiting on Supplier* status.



Confirmed PO Status

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case	Quote	Case Config	Action
003300097659	235663	BLUE BAY CHARD	011X004	440	12	3.90	12X 750 ML	REQUEST QTY CHANGE
003300097550	248625	BLUE BAY MERLOT	015X004	600	12	3.93	12X 750 ML	REQUEST QTY CHANGE

Once confirmed, the *Ready to Ship* button appears on the Purchase Order List Screen. To change a POs status to *Ready to Ship*, see page 57.



SECTION 5

PURCHASE ORDER ACTIONS

HOW TO PERFORM PURCHASE ORDER CHANGE REQUESTS

INTRODUCTION

Suppliers can request purchase order changes (POC) until the PO is shipped. However, the LCBO has the final say by submitting a POC through the portal.

When the LCBO sends a **Purchase Order Change** (POC) to the Web PO portal, the pending change requests will be cleared and the order will be set to its previous status. If more changes are desired, the Supplier will have to start the change process over again.

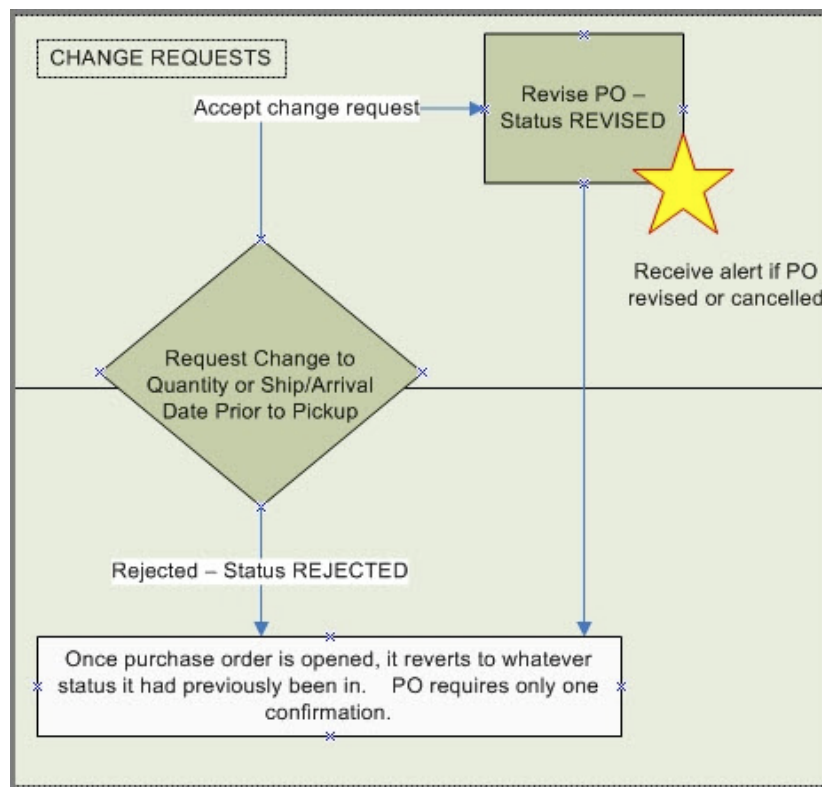
When LCBO submits a POC to the Web PO portal, the *Confirm* button (or *Ready to Ship* button) will reappear, returning the order back to the status it was prior to the change request.

It's possible for LCBO to reject only one of several change requests made by the Supplier, and to send a POC for the balance. This would still update the order on the portal. If LCBO does not agree with the change, e.g., a quantity change request, the Supplier could *Cancel* the change request and issue an agreeable quantity or revert to the previous one.

While change requests are pending, the status of the PO changes to *Waiting on LCBO*.

If the Supplier would like to cancel the change request at any time, they must click *Cancel* which will clear the change request. The screen will revert back to the *PO Details* screen and will also return PO Status to its previous status.

FLOWCHART OF PURCHASE ORDER CHANGE REQUESTS

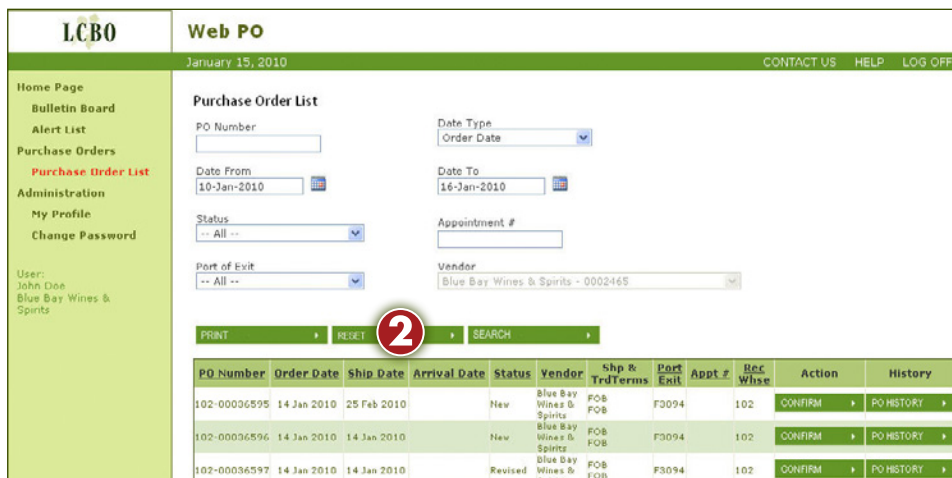
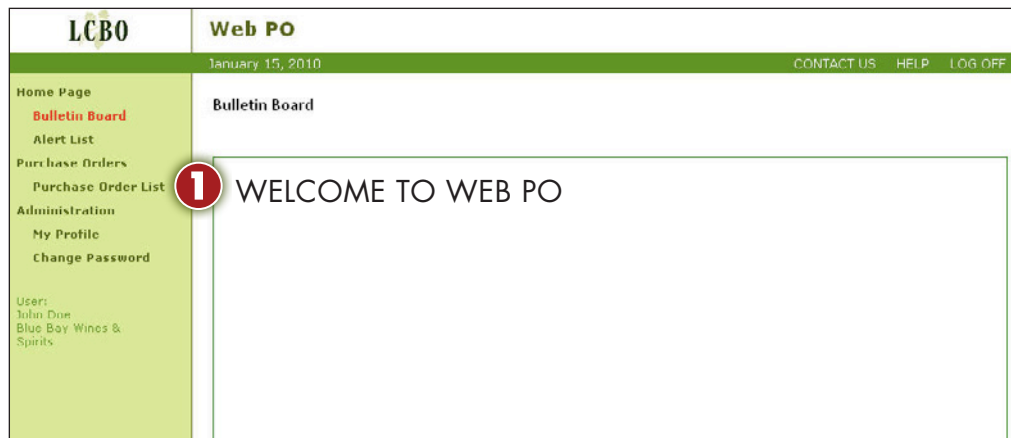


Flowchart of change request process. To view entire chart, see **Web PO System Flowchart** in the **Before You Begin** section of this Guide.

HOW TO REQUEST A DATE CHANGE

Users can request a change in the date at any time from when the user first opens a *New* or *Revised* order until the order has reached *Picked Up* status, at which time the order is locked to the Supplier from further change requests.

STEP 1: From the main menu on any screen, click on *Purchase Order List*.



STEP 2: From within the *Purchase Order List* screen, click on the desired purchase order line item to bring up its *PO Details* screen (following page).

HOW TO REQUEST A DATE CHANGE

STEP 3: The *PO Detail* screen appears. Then click *Request Date Change*, at which point the screen changes.

Requested Date Change

The screenshot shows the LCBO Web PO interface. The left sidebar contains navigation links: Home Page, Bulletin Board, Alert List, Purchase Orders (with sub-links for Purchase Order List, **PO Details**, and PO History), Administration, My Profile, and Change Password. The main content area is titled 'Web PO' and shows 'PO Details' for a Purchase Order. The 'Purchase Order Header' section includes fields for PO # (102-00036617), Order Type (Import), PO Status (Waiting on Vendor), Appointment #, Receiving Warehouse (102), Vendor Name (Blue Bay Wines & Spirits), Order Date (15-Jan-2010), Currency (CAD), Scheduled Ship Date (26-Feb-2010), and Previous Ship Date. The 'Instructions and Notes' section shows Payment Terms (NET 030 DAYS ON RECEIPT) and Order Instructions. At the bottom, there is a table for 'Purchase Order Detail Information' with columns for UPC / SCC, LCBO Item #, Description, TI HI, Qty, Case Quote, Case Config, and Action. The 'REQUEST DATE CHANGE' button is highlighted with a red arrow.

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
083300097550	248625	BLUE BAY MERLOT	015X004	800	38.93	12X 750 ML	REQUEST QTY CHANGE

HOW TO REQUEST A DATE CHANGE

After clicking the *Request Date Change* button, the *Request Date Change* button then changes to *Cancel Date Change* and the current *Ship Date* or *Arrival Date* is copied to within the *Previous Ship Date* or *Previous Arrival Date* field. The *Confirm* or *Ready to Ship* button disappears for the duration of the change request.

Cancel Date Change

4

5

LCBO Web PO

January 15, 2010 CONTACT US HELP LOG OFF

PO Details

Purchase Order Header

PO #: 102-00036596 Order Type: Import
 PO Status: New Appointment #:
 Receiving Warehouse: 102 Vendor Name: Blue Bay Wines & Spirits
 Order Date: 14-Jan-2010 Currency: CAD
 Scheduled Ship Date: 14-Jan-2010 Previous Ship Date: 14-Jan-2010
 Reason: Packaging delay

Port of Exit: VALPARAISO Port of Entry: TORONTO, ON
 Buyer Code: P03
 Freight Forwarder Name: OVERSEAS SHIPMENTS Trade Terms: FOB
 Supplier Vendor No. 0002465
 FF Contact Name: OVERSEAS SHIPMENTS Total Quantity: 1040
 Weight: 15628 KG
 Carrier Name: Container Size: 40 Foot Container
 Shipping Terms: FOB Equipment Type: Normal

Instructions and Notes

Payment Terms: NET 030 DAYS ON RECEIPT
 Order Instructions:

CANCEL DATE CHANGE SUBMIT CHANGE REQUEST PO HISTORY PRINT

Purchase Order Detail Information

UPC / SCC	LCBO Item #	Description	TI	HI	Qty	Case Quote	Case Config	Action
093300097659	23563	BLUE BAY CHARD	011X004	440	39.93	12X 750 ML		REQUEST QTY CHANGE
093300097550	24925	BLUE BAY MERLOT	015X004	600	39.93	12X 750 ML		REQUEST QTY CHANGE

Do not use back button. LOBIZ

STEP 4: Select a proposed new date by clicking on the **calendar** button adjacent to the *Ship Date* button.

STEP 5: If you would like to cancel the date change request at any time, you must click **CANCEL DATE CHANGE** which will clear the change request.

If you click the **CANCEL DATE CHANGE** button, then, the screen will revert back to its previous *PO Details* screen and will also return *PO Status* to its previous status.

HOW TO REQUEST A DATE CHANGE

STEP 6: You must select a *Reason* from the drop-down menu in order to complete the change request.

The screenshot shows the 'Web PO' interface for a purchase order. The 'Reason' dropdown menu is open, showing the following options:

- Packaging delay
- Content delay
- Vintage Rollover delay
- Plant shut-down
- Carrier/Forwarder issue
- Weather
- Mechanical Breakdown
- Production Delay
- Other

The interface also displays the following details:

- PO #:** 102-00036596
- Order Type:** Import
- PO Status:** Waiting on Vendor
- Appointment #:**
- Receiving Warehouse:** 102
- Vendor Name:** Blue Bay Wines & Spirits
- Order Date:** 14-Jan-2010
- Currency:** CAD
- Scheduled Ship Date:** 18-Jan-2010
- Previous Ship Date:** 14-Jan-2010
- Port of Exit:**
- Port of Entry:** TORONTO, ON
- Freight Forwarder Name:**
- Buyer Code:** P03
- FF Contact Name:** OVERSEAS SHIPMENTS
- Supplier Vendor No.:** 0002465
- Carrier Name:**
- Shipping Terms:** FOB
- Payment Terms:** NET 030 DAYS ON RECEIPT
- Total Quantity:** 1040
- Weight:** 15620 KG
- Container Size:** 40 Foot Container
- Equipment Type:** Normal

Buttons at the bottom include: CANCEL DATE CHANGE, SUBMIT CHANGE REQUEST, PO HISTORY, and PRINT.

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
083300097659	235669	BLUE BAY CHARD	011X004	440	38.93	12X 750 ML	REQUEST QTY CHANGE
083300097550	248625	BLUE BAY MERLOT	015X004	600	38.93	12X 750 ML	REQUEST QTY CHANGE

The following is a listing of reason codes found in the drop-down menu:

1. *Packaging delay*
2. *Content delay*
3. *Vintage Rollover delay*
4. *Plant shut-down*
5. *Carrier/Forwarder issue*
6. *Other* (Supplier enters reason – space is limited to 50 characters)

HOW TO REQUEST A DATE CHANGE

STEP 7: Click *Submit Change Request* which will post the change request for LCBO to respond.

The screenshot shows the 'Web PO' interface for a purchase order. The 'PO Details' section includes fields for PO #, Status, Receiving Warehouse, Order Date, Scheduled Ship Date, Reason, Port of Exit, Freight Forwarder Name, FF Contact Name, Carrier Name, and Shipping Terms. A dropdown menu is open for the 'Reason' field, showing options like 'Packaging delay', 'Packaging delay', 'Content delay', 'Vintage Rollover delay', 'Plant shut-down', 'Carrier/Forwarder issue', 'Weather', 'Mechanical Breakdown', 'Production Delay', and 'Other'. The 'Submit Change Request' button is highlighted with a red circle and the number 7. Below the 'Instructions and Notes' section, there is a table for 'Purchase Order Detail Information' with columns for UPC / SCC, LCBO Item #, Description, TI HI, Qty, Case Quote, Case Config, and Action.

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
089900097659	295669	BLUE BAY CHARD	011X004	440	38.99	12X 750 ML	REQUEST QTY CHANGE ▶
083300097550	248625	BLUE BAY MERLOT	015X004	600	38.93	12X 750 ML	REQUEST QTY CHANGE ▶

STEP 8: After submitting your change request, this pop-up screen appears.

To continue you must either agree or disagree with the stated terms by clicking on the appropriate box.

By clicking *I Agree* button, the status of the PO changes to *Waiting on LCBO* (see next page).

The pop-up dialog box contains the following text: "By clicking the 'Submit Change Request' button, the Vendor is submitting an offer to the LCBO to change a Purchase Order. No change to the Purchase Order is effective unless and until the LCBO accepts the changes proposed by the Vendor. The LCBO is deemed to have accepted the changes proposed by the Vendor only upon issuing a revised Purchase Order corresponding to the changes proposed by the Vendor." Below the text are two buttons: "I AGREE" and "I DO NOT AGREE".

HOW TO REQUEST A DATE CHANGE

After a change request has been submitted and agreed upon by the supplier, the status of the PO changes to *Waiting on LCBO*.

The screenshot shows the 'Web PO' interface for a purchase order. The 'Purchase Order Header' section displays the following details:

- PO #: 102-00036596
- PO Status: Waiting on LCBO
- Receiving Warehouse: 102
- Order Date: 14-Jan-2010
- Scheduled Ship Date: **18-Jan-2010** (highlighted in yellow)
- Reason: Packaging delay
- Port of Exit: VALPARAISO
- Port of Entry: TORONTO, ON
- Buyer Code: P03
- Trade Terms: FOB
- Supplier Vendor No: 0002465
- Total Quantity: 1040
- Weight: 15620 KG
- Container Size: 40 Foot Container
- Equipment Type: Normal

The 'Purchase Order Detail Information' table below shows the following items:

UPC / SCC	LCBO Item #	Description	TT HI	Requested Change Qty	PO Qty	Reason	Case Quote	Case Config	Action
083200097659	225662	BLUE BAY CHARD 011X004		440			28.93	12X 750 ML	REQUEST QTY CHANGE
083300097550	248625	BLUE BAY MERLOT015X004		600			38.93	12X 750 ML	REQUEST QTY CHANGE

Navigation buttons at the bottom include: CANCEL DATE CHANGE, PO HISTORY, and PRINT.

PO changes are highlighted in yellow.

HOW TO REQUEST A QUANTITY CHANGE

Users can request a change in the order quantity at any time from when they first open a *New* or *Revised* order until the order has been picked up, at which time the order is locked to the user from further change requests. Also, the user can request more than one quantity change at a time.

The screenshot shows the 'Web PO' interface for a purchase order. The left sidebar contains navigation links such as 'Home Page', 'Bulletin Board', 'Alert List', 'Purchase Orders', 'Purchase Order List', 'PO History', 'Administration', 'My Profile', and 'Change Password'. The main content area is titled 'PO Details' and includes a 'Purchase Order Header' section with fields for PO #, Status, Receiving Warehouse, Order Date, Scheduled Ship Date, Reason, Port of Exit, Freight Forwarder Name, FF Contact Name, Carrier Name, Shipping Terms, Order Type, Appointment #, Vendor Name, Currency, Previous Ship Date, Port of Entry, Buyer Code, Trade Terms, Supplier Vendor No., Total Quantity, Weight, Container Size, and Equipment Type. Below this is an 'Instructions and Notes' section with 'Payment Terms: NET 030 DAYS ON RECEIPT' and 'Order Instructions:'. A row of buttons includes 'REQUEST DATE CHANGE', 'CONFIRM', 'PO HISTORY', and 'PRINT'. At the bottom, a 'Purchase Order Detail Information' table lists items with columns for UPC / SCC, LCBO Item #, Description, TI HI, Qty, Case Quote, Case Config, and Action. The first row shows a 'BLUE BAY MERLOT' with a 'REQUEST QTY CHANGE' button highlighted by a red circle with the number 1.

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
003300077550	240625	BLUE BAY MERLOT	015W004	000	30.93	12X 750 ML	REQUEST QTY CHANGE

STEP 1: From within the *Purchase Order Details* screen, click *Request Quantity Change*. At this point, the *Request Quantity Change* button will change to *Cancel Quantity Change*.

HOW TO REQUEST A QUANTITY CHANGE

STEP 2: After clicking *Request Quantity Change*, input a proposed new quantity.

Payment Terms: NET 030 DAYS ON RECEIPT
Order Instructions:

REQUEST DATE CHANGE | SUBMIT CHANGE REQUEST | CONFIRM | PO HISTORY | PRINT

Purchase Order Detail Information									
UPC / SCC	LCBO Item #	Description	TI HI	Requested Change Qty	PO Qty	Reason	Case Quote	Case Config	Action
08300097550	240625	BLUE BAY MERLO		2	000	Packaging delay	38.93	12X 750 ML	CANCEL QTY CHANGE

STEP 3: The user must select a *Reason* code from drop-down menu to complete the request.

The following is a listing of the various reasons found in the drop-down menu:

1. *Packaging delay*
2. *Content delay*
3. *Vintage Rollover delay*
4. *Plant shut-down*
5. *Carrier/Forwarder issue*
6. *Other* (Supplier enters reason – space is limited to 50 characters)

LCBO Web PO January 15, 2010 CONTACT US HELP LOG OFF

PO Details

Purchase Order Header

PO #: 102-00036617 Order Type: Import
 PO Status: New Appointment #:
 Receiving Warehouse: 102 Vendor Name: Blue Bay Wines & Spirits
 Order Date: 15-Jan-2010 Currency: CAD
 Scheduled Ship Date: 26-Feb-2010 Previous Ship Date:
 Reason:
 Port of Exit: VALPARAISO Port of Entry: TORONTO, ON
 Buyer Code: P03
 Freight Forwarder Name: OVERSEAS SHIPMENTS Trade Terms: FOB
 Supplier Vendor No. 0002465
 FF Contact Name: OVERSEAS SHIPMENTS Total Quantity: 800
 Weight: 11928 KG
 Carrier Name: Container Size: Consolidate LTL
 Shipping Terms: FOB Equipment Type: Normal

Instructions and Notes

Payment Terms: NET 030 DAYS ON RECEIPT
Order Instructions:

REQUEST DATE CHANGE | SUBMIT CHANGE REQUEST | CONFIRM | PO HISTORY | PRINT

Purchase Order Detail Information									
UPC / SCC	LCBO Item #	Description	TI HI	Requested Change Qty	PO Qty	Reason	Case Quote	Case Config	Action
08300097550	240625	BLUE BAY MERLOT15X004		750	800	Packaging delay	38.93	12X 750 ML	CANCEL QTY CHANGE

Do not use

- Packaging delay
- Content delay
- Vintage Rollover delay
- Plant shut-down
- Carrier/forwarder issue
- Weather
- Mechanical Breakdown
- Production Delay
- Other

3

HOW TO REQUEST A QUANTITY CHANGE

STEP 4: Click *SUBMIT CHANGE REQUEST* to submit change request.

The screenshot shows the 'Web PO' interface for a purchase order. The 'Purchase Order Header' section includes details like PO # (102-00036617), PO Status (New), Receiving Warehouse (102), Order Date (15-Jan-2010), and Scheduled Ship Date (26-Feb-2010). Below this, the 'Instructions and Notes' section shows 'Payment Terms: NET 030 DAYS ON RECEIPT' and 'Order Instructions:'. A red circle with the number '4' highlights the 'SUBMIT CHANGE REQUEST' button. At the bottom, the 'Purchase Order Detail Information' table is visible, with a dropdown menu open for the 'Reason' column of the first row.

UPC / SUC	LCBO Item #	Description	TI HI	Requested Change Qty	PO Qty	Reason	Case Quote	Case Config	Action
083300097550	248625	BLUE BAY MERLOT15X004		750	800	Packaging delay	38.93	12X 750 ML	CANCEL QTY CHANGE

NOTE: To cancel the change request at any time, click **CANCEL QTY CHANGE** which will clear the change request. The screen will revert back to its previous *PO Details* screen and will also return *PO Status* to its previous status.

STEP 5: After submitting your change request, the following pop-up screen appears.

To continue you must either agree or disagree with the stated terms by clicking on the appropriate box.

The pop-up dialog box contains the following text: "By clicking the 'Submit Change Request' button, the Vendor is submitting an offer to the LCBO to change a Purchase Order. No change to the Purchase Order is effective unless and until the LCBO accepts the changes proposed by the Vendor. The LCBO is deemed to have accepted the changes proposed by the Vendor only upon issuing a revised Purchase Order corresponding to the changes proposed by the Vendor." Below the text are two buttons: 'I AGREE' and 'I DO NOT AGREE'.



SECTION 5 PURCHASE ORDER ACTIONS

HOW TO REQUEST A QUANTITY CHANGE

If the supplier agrees to the terms and conditions regarding the change request, then the request is posted for the LCBO to respond. In the meantime, its status changes to *Waiting on LCBO*. Again, the highlighted yellow references the change request in the purchase order.

The screenshot shows the LCBO Web PO interface. The left sidebar contains navigation links such as Home Page, Bulletin Board, Alert List, Purchase Orders, and PO Details. The main content area displays PO Details for PO # 102-00036617, including PO Status (Waiting on LCBO), Receiving Warehouse (102), Order Date (15-Jan-2010), and Scheduled Ship Date (26-Feb-2010). Below this is the Instructions and Notes section, showing Payment Terms (NET 030 DAYS ON RECEIPT) and Order Instructions. At the bottom, there is a table titled 'Purchase Order Detail Information' with columns for UPC / SCC, LCBO Item #, Description, TI HI, Requested Change Qty, PO Qty, Reason, Case Quote, Case Config, and Action. The row for item 1004 has a Requested Change Qty of 750, PO Qty of 800, and Reason of Packaging delay. This row is highlighted in yellow. A red arrow points from the text 'Highlighted area references the change request' to this row. Below the table, there is a footer with the text 'Do not use back button.' and the LOBIZ logo.

UPC / SCC	LCBO Item #	Description	TI HI	Requested Change Qty	PO Qty	Reason	Case Quote	Case Config	Action
			1004	750	800	Packaging delay	30.93	12x 750 ML	CANCEL QTY CHANGE

Highlighted area references the change request

NOTE: Change Requests are only requests until LCBO has approved the changes by updating the WEB PO portal.

HOW TO VIEW PURCHASE ORDERS AFTER A PO IS REVISED

The screenshot shows the 'Web PO' interface. On the left is a navigation menu with 'Purchase Order List' selected. The main area contains search filters for PO Number, Date Type (Order Date), Date From, Date To, Status (Outstanding), Appointment #, Port of Exit (All), and Vendor (Blue Bay Wines & Spirits - 0002465). Below the filters are buttons for PRINT, CLEAR, and SEARCH. A table lists purchase orders with the following data:

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt #	Rec Whse	Action	History
102-00025999	08 Dec 2009	05 Jan 2010		Revised	Blue Bay Wines & Spirits	FOB FOB	F3094		102		PO HISTORY

A red circle with the number '1' is placed over the 'Status' column of the table row.

1 If PO change request is approved by LCBO, then, status changes to *Revised*.

This screenshot is identical to the one above, but with a mouse cursor pointing at the 'Ship Date' (05 Jan 2010) of the revised purchase order. A red circle with the number '2' is placed over the cursor.

2 To see the details of a revised PO, user must click on PO line item. This will bring up the *PO Details* screen.

HOW TO VIEW PURCHASE ORDERS AFTER A PO REVISED

3 Any PO change will now be seen highlighted in yellow on the *PO Details* screen.

Purchase Order Header

PO #: 102-00025999 Order Type: Import
 PO Status: Revised Appointment #:
 Receiving Warehouse: 102 Vendor Name: Blue Bay Wines & Spirits
 Order Date: 08-Dec-2009 Currency: CAD
 Ship Date: 05-Jan-2010 Previous Ship Date:
 Reason:

Port of Exit: VALPARAISO Port of Entry: TORONTO, ON
 Freight Forwarder Code: F00222 Buyer Code: P03
 Freight Forwarder Name: OVERSEAS SHIPMENTS Trade Terms: FOB
 FF Contact Code: F00222 Supplier Vendor No.: 0002465
 FF Contact Name: OVERSEAS SHIPMENTS Total Weight: **10734 KG**
 Carrier Code:
 Carrier Name: Container Size: 20 Foot Container

Instructions and Notes

Payment Terms: NET 030 DAYS ON RECEIPT
 Order Instructions:

Purchase Order Detail Information

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Note	Case Config	Action
063300097659	235643	Blue Bay Cab	011X004	500		12X 750 ML	REQUEST QTY CHANGE
092200097550	249625	Blue Bay Chard	015X004	420		12X 750 ML	REQUEST QTY CHANGE

Purchase Order List

PO Number:

Date Type: Order Date

Date From:

Date To:

Status: Outstanding

Appointment #:

Port of Exit: -- All --

Vendor: Blue Bay Wines & Spirits - 0002465

PRINT CLEAR SEARCH

PO Number	Order Date	Ship Date	Arrival Date	Status	Vendor	Shp & TrdTerms	Port Exit	Appt #	Rec Whse	Action	History
102-00025999	08 Dec 2009	05 Jan 2010		Change Rejected	Blue Bay Wines & Spirits	FOB	F3094		102		PO HISTORY

4 If the LCBO rejects a change request, then, a status of *Change Rejected* will be seen within the PO line item on the *Purchase Order List* screen.

HOW TO INDICATE GOODS ARE READY TO SHIP

(Mandatory for all orders that have a lead time greater than seven days)

STEP 1: Click the "Ready to Ship" button once the order has been prepared and is ready to be shipped.

Once clicked, the *Ready to Ship* button disappears, leaving the purchase order in *Ready to Ship* status.

The status cannot be reversed and is submitted electronically to LCBO.

The *Ship Date* shown will be the latest *Request Ship Date*.

The screenshot shows the 'Web PO' interface for a purchase order. The 'Purchase Order Header' section displays details such as PO # 102-00036617, PO Status Confirmed, and Order Date 15-Jan-2010. The 'Instructions and Notes' section contains a 'READY TO SHIP' button, which is highlighted with a red circle and the number '1'. Other buttons include 'REQUEST DATE CHANGE', 'PO HISTORY', and 'PRINT'.

This screenshot shows the same purchase order as the previous one, but now the 'PO Status' is 'Ready to Ship'. A red arrow points to this status change. The 'READY TO SHIP' button is no longer visible in the 'Instructions and Notes' section.

This screen shows the new status of *READY TO SHIP*.

- Confirmed orders can also be indicated that they are *Ready to Ship* from within the *PO List* screen.
- Only confirmed orders can be changed to *Ready to Ship*. Change requests can still be made during this status.

NOTE:

REFERENCE

VIEWING INFORMATION NOT SHOWN ON THE SCREEN

The amount of detail that comes with a purchase order doesn't all fit on a 1024 x 768 screen. In order to accommodate all the information, a feature called Collapsing Panels will help negotiate this challenge (Figure A). In figure below, notice the two up *caret* and one down *caret* on the left side of each light green header. Clicking on these icons will either collapse or expand the respective sections. An up *caret* collapses a view and a down *caret* expands a view.

LCBO Web PO
 January 15, 2010 CONTACT US HELP LOG OFF

Purchase Order

Purchase Order Header

PO #: 102-00036596 Order Type: Import
 PO Status: New Appointment #:
 Receiving Warehouse: 102 Vendor Name: Blue Bay Wines & Spirits
 Order Date: 14-Jan-2010 Currency: CAD
 Scheduled Ship Date: 14-Jan-2010 Previous Ship Date:
 Reason:

Port of Exit: VALPARAISO Port of Entry: TORONTO, ON
 Buyer Code: P03
 Freight Forwarder Name: OVERSEAS SHIPMENTS Trade Terms: FOB
 Supplier Vendor No. 0002465
 FF Contact Name: OVERSEAS SHIPMENTS Total Quantity: 1040
 Weight: 15628 KG
 Carrier Name: Container Size: 40 Foot Container
 Shipping Terms: FOB Equipment Type: Normal

Instructions and Notes

Payment Terms: NET 030 DAYS ON RECEIPT
 Order Instructions:

REQUEST DATE CHANGE CONFIRM PO HISTORY PRINT

Purchase Order Detail Information

UPC / SCC	LCBO Item #	Description	TI HI	Qty	Case Quote	Case Config	Action
083300097659	235663	BLUE BAY CHARD	011X004	440	38.93	12X 750 ML	REQUEST QTY CHANGE
003300097550	240625	BLUE BAY MERLOT	015X004	600	30.90	12X 750 ML	REQUEST QTY CHANGE

Do not use back button. **LOBIZ**



SECTION 6

APPENDICES

ALERT DEFINITIONS

Alerts are sent to Suppliers through an automated email to the Alerts screen within the Web PO application. The following chart provides a breakdown of the alerts and the method of communication used to deliver them. "X" denotes the method used to communicate with the user.

ALERT TYPE DESCRIPTION	EDI SUPPLIER		NON-EDI SUPPLIER		FREQUENCY	TIMING	CLOSE ALERT WHEN
	EMAIL	SCREEN	EMAIL	SCREEN			
New PO			X		Once	Hourly	N/A
Overdue Confirmation – 3 business days	X	X	X	X	Repeat until actioned	Daily	Vendor clicks on Confirm When status changes to Confirmed, Picked-Up, Cancelled, Ready to Ship, Received or when user closes alert
Revised PO			X		Once	Hourly	N/A
FF order and Pick up Overdue 6 business days - Vendor Ready (only send the alert for FCL POs (equipment size 20 or 40)).	X	X	X	X	Repeat until actioned	Daily	Status changes to Picked Up, Cancelled, or Received. When user closes alert, alert is closed for that day but is recreated if not Picked-Up, Cancelled or Received.
FF Order and Pick-up Overdue 6 business days - Vendor not ready	X	X	X	X	Repeat until actioned	Daily	Status changes to Picked Up, Cancelled, Ready to Ship, or Received. When user closes alert, alert is closed for that day but is recreated if not Picked-Up, Cancelled or Received.
Cancelled PO			X	X	Once	Hourly	User closes alert



SECTION 6

APPENDICES

QUICK REFERENCE

QUICK REFERENCE	
APPLY FOR WEB PO ACCESS	1. Go to lcbotrade.com . Select TPAR (Trading Partner Access Request) under the heading Web-based System. The TPAR page will appear. Follow the steps to complete the form. -OR- 2. Click http://www.lcboaccess.com/trading_partner_access_request/
LOGIN TO WEB PO	Enter the url address LCBOWebPO.com in the browser address field. Click <Enter> or click Go button. The WEB PO login screen will be shown. Tip: Save the WEB PO address to your Favourites.
ALERTS	Provides alerts of information sent via email which need to be viewed and/or acted on by users and then closed. For example: Alerts are sent when a new purchase order is issued; for Overdue confirmation - 3 business days; for revisions, etc. Check out a list of Alerts in the Suppliers WEB PO User Guide.
SEARCH FOR A PO	Use the search options on the Purchase Order List screen. Change the Status field to ALL, and click the Search button. A list of all Pos will be shown in the results screen.
CONFIRM PO	To inform the LCBO that you have confirmed a specific PO from the Purchase Order List screen click the Confirm button on the PO 'line entry. (Under the Action heading) Confirm a PO within the PO Details Screen by clicking the Confirm button.
REQUEST CHANGES TO PO	If you require a change to the order quantity or ship date, select the PO Detail screen and follow the steps detailed in Section 5 of the Supplier Guide. The LCBO will review your request and either action or decline. An alert will be emailed to you requiring you to act on the information provided.
READY TO SHIP	Goods are ready to ship once the order has been prepared and is ready for delivery. Click the Ready to Ship button from the PO Details screen to inform the LCBO that the goods are ready to ship. Note; You still need to contact the forwarder to make shipping arrangements!
NEED HELP	Check out the online help on WEB PO; or reference the Supplier WEB PO User Guide. For more procedural Help, email webpo@lcbo.com . For technical support by e-mail or phone: techsupport@LCBOsupport.com or 1-866-284-8311