# **LCBO**

# Oracle R12 iSupplier User Guide

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### CONTACT INFORMATION

FUNCTIONAL QUESTIONS: <u>isupplier@lcbo.com</u> TECHNICAL ISSUES: <u>servdesk@lcbo.com</u>

# Benefits of using iSupplier

The LCBO iSupplier Portal is a collaborative application enabling secure transactions between buyers and suppliers using the Internet. The LCBO iSupplier Portal allows you to view your invoices and payment information, as well as maintain your address and contact information by submitting that information to the LCBO for approval.

This guide contains information required in order to use the iSupplier Portal application. It illustrates the information available to you, the actions you can perform in iSupplier, and how to navigate through the application to access each of these areas.

## System Requirements

Oracle's iSupplier Portal is fully internet-enabled and requires no software installation on your computer. For best performance you will require a Microsoft operating system (at minimum Windows XP Service Pack 3), an internet browser of the latest version (such as Internet Explorer version 6 and above), a display with 800x600 screen resolution or higher, and an internet connection supporting at least 64 Kb/Sec.

# Registering for iSupplier

All new suppliers are sent invitations to register for iSupplier via email to the email addresses provided on the Vendor Profile Form. To register an existing supplier for iSupplier, complete the Vendor Information and Contact Information sections of the Vendor Profile Form, found in the forms section of the Doing Business with LCBO website <a href="http://www.doingbusinesswithlcbo.com/tro/Forms-Documents/Forms/Forms.shtml">http://www.doingbusinesswithlcbo.com/tro/Forms-Documents/Forms/Forms.shtml</a>. Please ensure the form is signed and dated at the bottom of page 2. Email the completed form to accounts.payable@lcbo.com.

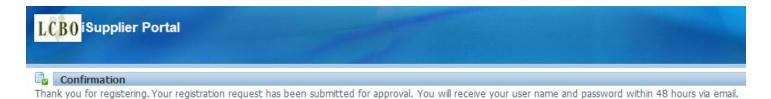
After your form is received, you will receive an invitation to register via email. Click on the iSupplier Registration Link contained in the email to complete the registration process.

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iSupplier Special	Invitation: Click here to register! ISupplier Registration Link .
Dear Valued Sup	plier,
The LCBO has inv	vested in Oracle iSupplier, a self-service business application for suppliers to access invoice and payment information online. Some of the many benefits of iSupplier include:
i) Real-time onlin	ie access, available 24 hours a day, 7 days a week
ii) Secure, passw	iord-protected portal
iii) Access to LCB	O invoice information, such as invoice status, supplier quote, and cases LCBO received
iv) Access to LCB	O payment information, such as payment terms, payment date, and payment method
v) Information ca	an be downloaded in a spreadsheet format
Once your iSuppl	ier registration is complete, you will receive and email within 48 hours with your user name and password. You will then have access to update your business and contact information in real-time, as well as add additional users for your organization.
To access the iSu	upplier registration form, please click on the following link: iSupplier Registration Link.
For more informa	ation about iSupplier and how it can benefit your company, please visit our website at http://cbotrade.com/accounts_payable_isupplier.htm

### The link will open the iSupplier Registration page. Fill in your information and click Submit.

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	ystem. name@domain.com Enall address vill be used as the Username. ↓ ↓	Phone Area Code * Phone Number Extension Fax Area Code Fax Number	416-999-9999	Cancel	Submit
				Cancel	Sub <u>m</u> it

You will receive confirmation that your registration has been completed.



After your registration has been completed and approved, you will receive an email containing your password.

# Logging Into iSupplier

Logging into iSupplier is a two-step process. You must first log into the LCBO network and then into the iSupplier application.

### 1) Log into the LCBO Secure Network

Once you have received your password via email, go to <u>www.lcbonet.com</u> and enter your username and password. **Note**: Your username is your email address.

Realm must be set to LCBO-Realm.

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😭 🏟 🏈 Junos	Pulse Secure Access Service
JUNIPER.	
Welcome	to the
Junos	Pulse Secure Access Service
Username	name@domain.com Please sign in to begin your secure session.
Password	•••••
Realm	LCBO-Realm
	Sign In

After logging into the network, you are presented with the following links.

To access iSupplier, click on the iSupplier System link.

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Sisupplier System The You can use a wilkcard value "%" to search for invoices meeting certain criteria. For example, if you search by "106%" it will display all invoices beginning with 106. If you search by all invoices ending with 80. If you search by "103%654% it will display all invoices beginning with 103 and ending with 654.	%80" it will display
Supplier User Manual Supplier Online Manual	Ð
Help Page	(D
Password Change Password Change	ť₽
LCBO Trade Resources Online	Ð

### 2) Log into the iSupplier System

You will be prompted for your user name and password to log into the iSupplier system.

**Note**: If you have access to multiple supplier accounts, you must enter the user name associate with each of these accounts. Subsequent user names will have the supplier number in the user name, i.e. <u>name12345@domain.com</u>.

ORACLE		
	*User Name (example: michael.james.smith) *Password (example: 4u99v23) Login Cancel	
	AccessibilityNone	
	Select a Language: English	

### You are now logged into iSupplier.

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Invoices/Payments Home Admin			
Notifications	Full List	Invoices	
Subject	Date	Invoices	
No results found.		Payments     Payments	

# Navigating iSupplier

### Home Tab

The Home tab is the main screen you are brought to when you log into iSupplier. It contains quick links to the Invoices and Payments screens. Click any link to go directly to the corresponding page.

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### Admin Tab

The Admin tab contains your company's information.

The General page shows your company name and supplier number. If applicable, your Tax Registration Number will also be shown.

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General     Company Profile     Address Book     Contact Directory     Business Classifications	General Organization Name Supplier Number Alas Parent Supplier Name Parent Supplier Number	72801	DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration	

Under Company Profile you can access your Address Book, Contact Directory, and Business Classifications.



The Address Book shows your company's current address. You can create, remove, or update this at any time. For detailed instructions, see the section on address updates.

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<ul> <li>Business</li> <li>Classifications</li> </ul>					

The Contact Directory lists all of your company's contacts, and those who have iSupplier user accounts. Active contacts are listed in the top section and inactive contacts are listed in the bottom section when expanded. You can create, remove, or update this at any time. For detailed instructions, see the section on contact updates.

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General	Contact Directory	: Active Contacts							
Company Profile	Create								
Address Book	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Contact	John	Smith	416-999-9999	name@domain.com	Current	~	Û		1

The Business Classification page shows your company's business classification. You can create, remove, or update this at any time. For detailed instructions, see the section on business classification updates.

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	Bags								
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	Chemicals								
	Computer Equipment & Accessories								
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	Design Services								
	Educational Services								
	Employee								
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	Freight								
	Furniture								

### Invoices/Payments Tab

The Invoices/Payments tab is where you will go to search for invoice and payment details.

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# Viewing Invoice Information

To view invoice information, navigate to the View Invoices page under the Invoices/Payments tab.

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Invoice	Description	Invoice Date	Type Currency	Amount Due Payment Status	Due Date Payme	nt Receipt Discount Da	te Available Discount Attachments
No search conducted.							
							Export

### **Invoice Search Options**

To search for invoices, enter information into any of the following fields (or a combination of fields) and click the Go button. To narrow down your search, enter as much information in your search criteria as possible.

- Invoice Number
- Payment Number
- Payment Status
- Invoice Amount
- Amount Due
- Invoice Date
- Due Date

**Note for product suppliers**: The invoice number is the LCBO Purchase Order number, not your commercial invoice number.

<u>Tip</u>: Use the wildcard character (%) to widen your search criteria. For example, enter "12345%" to query all invoices beginning with 12345, or alternatively, "%12345%" to query all invoices that contain 12345.

### Example 1: Search for an invoice by invoice number

Enter the invoice number in the 'Invoice Number' field and click the Go button. In this example, we are searching for invoice number 101-0012399.

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-	Go Clear											
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### The invoice information will be displayed.

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### Example 2: Search for an invoice by payment number

Enter the LCBO payment number in the 'Payment Number' field and click the Go button. In this example, we are searching for invoices included on payment number 668997.

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### All invoices and deductions included on that payment will be displayed.

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102-0012345T 101-0012399	PRODUCT	15-Mar-2013	Standard					668997				

### Example 3: Search for an invoice by payment status

You have the option to search for invoices based on their payment status: Not Paid, Partially Paid, or Paid. To search for all unpaid invoices, select 'Not Paid' from the drop-down menu in the 'Payment Status' field and click the Go button. This can also be used in combination with other search criteria.

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### A list of all unpaid invoices will be displayed.

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123456	01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345 PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

### Example 4: Search for an invoice by amount

To search invoices by amount, you have 4 options:

1) Search by exact amount  $\rightarrow$  enter the invoice amount in the 'From' and 'To' fields and click Go. In this example we are searching for invoices in the amount of \$1,000.

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102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013				

2) Search by amount range → enter an amount range in the 'From' and 'To' fields and click Go. In this example, we are searching for invoices between \$1,000 and \$2,000.

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Invoices/Payments Home A						-					
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Search by amounts greater than a particular amount → enter an amount in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all invoices over \$1,000.

Invoices/Payments Home Admin     View Invoices View Payments     Simple Search     Payment Number   Payment Status   Payment Status   Invoice Anumar   1000   To   To   Due Date From   Invoice Anumar   Due Date From   Invoice Anumar   Payment Status   Invoice Anumar   Due Date From   Invoice Anumar   Due Date From   Invoice Anumar   Payment Status   Invoice Anumar   Invoice Anumar   Due Date From   Invoice Anumar   Payment Status   Invoice Anumar   Invoice Anumar <t< th=""><th>LCBO is</th><th>upplier Portal</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	LCBO is	upplier Portal											
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102-0012345 PRODUCT 01-Apr-2013 Standard CAD 1,000.00 (Not Paid 01-MAY-2013	Invoice	Description	Invoice Date 🕶	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
	123456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
101-0012399 PRODUCT 15-Mar-2013 Standard CAD 120,550.00 0.00 Paid 14-APR-2013 668997	102-0012345		01-Apr-2013	Standard		1,000.00	1,000.00 Not Paid	01-MAY-2013					
	101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Search by amounts less than a particular amount → leave the 'From' field blank and enter an amount in the 'To' field. Click the Go button. In this example, we are searching for all invoices less than \$0. This query will pull up all deductions.

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Pay	ment Status	~				ue Date From	То					
Invoice A	mount From	То	0		b	(example: 22-May	-2013)					
	Go	Clear										
oice	Description	Invoice Date -	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachmer
2-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
F12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				

### Example 5: Search for an invoice by date

To search invoices by date, you have 4 options:

1) Search by exact date → enter the invoice date in the 'From' and 'To' fields and click the Go button. In this example, we are searching for invoices with an invoice date of April 1, 2013.

<u>**Tip</u>**: Use the calendar button to choose your date, or be careful to enter the date in the proper format (01-Apr-2013).</u>

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102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
<u>102-0012345T</u>		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				

2) Search by date range → enter a date range in the 'From' and 'To' fields and click Go. In this example, we are searching for invoices between March 1, 2013 and April 1, 2013.

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	mount From	То				Due Date From (example: 22-May-201						
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Invoice	Description	Invoice Date -	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
02-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
02-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
F12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
01-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Search for invoices after a particular date → enter a date in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all invoices with invoice dates after April 1, 2013.

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Payn	ment Status	~				Due Date From	То				
Invoice An	nount From	То				(example: 22-May-2013	) 10				
	Go	Clear									
Invoice	Description	Invoice Date *	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount Attachments
23456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013				
02-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997			
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013				
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997			

Search for invoices before a particular date → leave the 'From' field blank and enter a date in the 'To' field. Click the Go button. In this example, we are searching for all invoices with invoice dates up to, and including April 1, 2013.

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voice	Description	Invoice Date -	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachmen
2-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
2-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
Street and address of the Address of												
F12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				

### Example 6: Search for an invoice using multiple search criteria

To search for invoices, you can enter as little or as much search criteria as you wish. In this example, we are searching for all unpaid invoices over \$1,000 after April 1, 2013 that contain "123" in the invoice number.

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Payment Number				Invoice Date From 01-Apr-201	3 🔲 То		
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No search conducted.							

### All invoices meeting these criteria will be displayed.

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	ment Status Not P	1000 To				Due Date From (example: 22-Ma	у-2013) То					
Invoice	Go	Clear Invoice Date 🔻	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

### Example 7: Advanced Search

Additional advanced search options are available by clicking on the 'Advanced Search' button.

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Payment Number				Invoice Date From	To		
Payment Status	×			Due Date From	То		
Invoice Amount From		То		(example: 22-	May-2013)	-	
	Go Clear						
Invoice	Description	Invoice Date	Type Currency	Amount Due Payment Status	Due Date Payment	Receipt Discount Date	Available Discount Attachments
No search conducted.							

### This will open the Advanced Search page.

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Invoice	Descriptio	n Invoice Date	Type Currency	Amount	Due Payment Status	Due Date	Payment	Receipt Dis	count Date	Available Discount	Attachments
No search conducted.											

### Each search field contains a drop-down menu that can be used to narrow down your search.

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No search conducted.													

You can also add additional search fields from the drop-down menu below by choosing a field and clicking the Add button.

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<ul> <li>Show table data wher</li> <li>Show table data wher</li> <li>Invoice Number</li> <li>Invoice Date</li> <li>Payment Number</li> <li>Receipt Number</li> </ul>		met.	22-May-2013)	V Ad	a								Simple Search
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Privacy Statement			Packing Slip Payment Number			nivoicesrea	yments nome Admin	Home Logout Prefere	nees nep			Coevright (c) 200	8, Oracle. All rights reserved.
- Indeg observation			Payment Status Receipt Number Supplier Site										

### Viewing Invoice Details

After you have searched for an invoice, you can view additional details for that invoice by clicking on the invoice number link.

**Note**: Additional details are provided on various fields throughout iSupplier. Links are displayed in blue and are underlined.

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Go	Clear									
Invoice Description	Invoice Date 💌	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount Attachments
101-0012399 PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997			

Additional details for this invoice are displayed.

- The General section contains the invoice date, supplier name, supplier site, and address.
- The Payment Information contains the total amount of the payment (total of all invoices included on the payment), payment status, payment date, payment number, and payment terms.
- The Invoice Lines tab shows a breakdown of the invoice amount, such as product, tax, and bottle deposit. For product suppliers, it shows the Bill of Lading quantity, number of cases received, and the product quote.

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Line 🔺	Туре	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retainage
1	Item	011111	50,000.00	100	150.00	15.5900				0.00
2	Item Item	022222 033333	25,000.00 30,250.00	300	300.00 150.00	32.9800 36.2500				0.00
4	Item	DEPOSIT	10,000.00	150	150.00	30.2500				0.00
	Item	HST	5,300.00							0.00

Return to Invoices/Payments: View Invoices

Export

### The Scheduled Payments tab shows the payment due date and details about the payment.

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General Invoice Date 15-Mar-2013 Batch Attachments None Supplier ABC WINERY Supplier Site DEF Address 123 KING STREET TOROITTO, M5V 3A1 Invoice Lines Scheduled Payments	Miscelle Prepa Ret	Item         120,550.00           reight         0.00           Tex         0.00           Tex         0.00           Jamas         0.00           Tex         0.00	Discount Taken 0 Due 0 Status P Payment Date 1 Payment <u>6</u> Term N	20,550.00 .00 .00 akl 3-MAY-2013	
Due Date 14-Apr-2013 Return to Invoices/Payments: View Invoices	Amount 120,550.00	R	Remaining Amount Status 0.00 Fully Paid	Method Check	Export

To return to the previous page, click the 'Return to Invoices/Payments: View Invoices' link at the bottom of the page.

If the invoice has been paid, you can also view payment details by clicking on the payment number link.

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Invoice	Description	Invoice Date 🕶	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997			

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### Details of the payment will be displayed.

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Payment: 668997 (Total	CAD 117,550.00)						
							Exp
					Supplier ABC WINERY		
			Payment Date 13-I Method Che		Supplier Site DEF Address 123 KING STREET		
					Supplier Site DEF		
Included Invoices					Supplier Site DEF Address 123 KING STREET		
	Invoice Date	Currency			Supplier Site DEF Address 123 KING STREET TORONTO M5V 3A1	Payment Receipt	Attachments
Invoice	Invoice Date 01-Apr-2013	Currency		sck	Supplier Site DEF Address 123 KING STREET TORONTO M5V 3A1	Payment Receipt <2,500.00>	Attachments
Included Invoices Invoice IF12245 102-0012345T				ck Amount Paymen	Supplier Site DEF Address 123 KING STREET TORONTO M5V 3A1		Attachments

### Viewing Invoices Included on a Payment

To view all invoices included on a particular payment from the Invoices tab, you can either search by the payment number, or click on the payment number link for the invoice you have queried.

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### All invoices included on that payment will be listed.

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ayment: 668997 (Total	CAD 117,550.00)					
			it Date 13-May-2013 fethod Check	Supplier ABC WINERY Supplier Site DEF Address 123 KING STREET TORONTO MSV 3A1		Exp
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ivoice	Invoice Date	Currency	AmountP	ayment Status	Payment Receipt	Attachments
12345	01-Apr-2013	CAD	<2,500.00> Pa		<2,500.00>	
2-0012345T	01-Apr-2013	CAD	<500.00> Pa	bid	<500.00>	
01-0012399	15-Mar-2013	CAD	120,550.00 Pa	sid	120,550.00	

Export

Return to Invoices/Payments: View Invoices

### Exporting Invoice Information to Excel

After you have searched for invoices, you can export these details into Excel by clicking on the Export button either at the top or bottom of the page.

**Note**: If the data extends onto multiple pages, the export will pick up all data in your search results. You do not need to export each page individually.

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nvoice	Description	Invoice Date 🛩	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachment
23456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
02-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
02-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
		01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
F12345 101-0012399	LAB FEE PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Export

### You will be prompted by Excel to either open or save the file.

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	Go	Clear					From: Icbosu								
Invoice	Description	Invoice Date 🔻	Туре	Currency							Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	5			Open	Save	Cancel					
102-0012345T		01-Apr-2013	Credit Memo	CAD			_				668997				
<u>102-0012345</u>	PRODUCT	01-Apr-2013	Standard	CAD											
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2		While files from the	Internet can b	be useful, some file	es can potentially	668997				
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	12	<b>U</b>	harm your compute save this file. What	er. If you do no	ot trust the source,	do not open or	<u>668997</u>				
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### Open the file to view your results.

	А	В	С	D	E	F	G	Н	- I	J	K	L	М
1	Invoice	Description	Invoice Date	Туре	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount
2	123456		1-May-13	Standard	CAD	50,000.00	50,000.00	Not Paid	30-Jun-13				
3	102-0012345T		1-Apr-13	Credit Memo	CAD	-500	0	Paid	1-Apr-13	668997			
4	102-0012345	PRODUCT	1-Apr-13	Standard	CAD	1,000.00	1,000.00	Not Paid	1-May-13				
5	LF12345	LAB FEE	1-Apr-13	Credit Memo	CAD	-2,500.00	0	Paid	1-Apr-13	668997			
6	101-0012399	PRODUCT	15-Mar-13	Standard	CAD	120,550.00	0	Paid	14-Apr-13	668997			
-													

### You can also export the invoice details information for a particular invoice.

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General Invoice Dat Batci Attachment Supplie Supplier Sit Addres	e 15-Mar h s None r ABC W1 e DEF s 123 KD TOROM	NERY			Amount Summary           Item 120,550.00           Freight 0.00           Miscellanceus 0.00           Tax 0.00           Prepayment 0.00           Retainage 0.00           Withholding Tax 0.00           Total 120,550.00				AY-2013	Expo
line 🔺	Туре	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retaina
6	Item	011111	50,000.00	100	150.00	15.5900				0
2	Item	022222	25,000.00	300	300.00	32.9800				0
E.	Item	033333	30,250.00	150	150.00	36.2500				0
F.	Item	DEPOSIT	10,000.00							0
E.	Item	HST	5,300.00							0

Export

Return to View Invoices

# Viewing Payment Information

To view payment information, navigate to the View Payments page under Invoices/Payments tab.

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Invoices/Payments Home Admin View Invoices View Payments				
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Payment Amount From To				
Go Clear				
Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

### **Payment Search Options**

To search for payments, enter information into any of the following fields (or a combination of fields) and click the Go button. To narrow down your search, enter as much information in your search criteria as possible.

- Payment Number
- Invoice Number
- Payment Amount
- Payment Date

**Note for product suppliers**: The invoice number is the LCBO Purchase Order number, not your commercial invoice number.

<u>**Tip</u>**: Use the wildcard character (%) to widen your search criteria. For example, enter "12345%" to query all payments beginning with 12345, or alternatively, enter "%12345% to query all payments containing 12345.</u>

### Example 1: Search for a payment by payment number

Enter the payment number in the 'Payment Number' field and click the Go button. In this example, we are searching for payment number 668997.

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Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

### The payment information will be displayed.

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Invoice Numbe	er	(example: 23-May-2013)		
Payment Amount From	m To			
	Go Clear			
Payment	Payment Date 💌	Currency	Amount Method	Invoice
<u>668997</u>	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 2: Search for a payment by invoice number

Enter the invoice number in the 'Invoice Number' field and click the Go button. In this example, we are searching for invoice number 101-0012399.

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Involce Number 101-0012399		(example: 23-May-2013)		
Payment Amount From				
Go Clear				
Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

### Payment details related to the invoice will be displayed.

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Payment Number		Payment Date From (example: 23-May-2013) To		
Invoice Number	101-0012399	(example: 23-May-2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 🛩	Currency	AmountMethod	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 3: Search for a payment by amount

To search payments by amount, you have 4 options:

1) Search by exact amount  $\rightarrow$  enter the payment amount in the 'From' and 'To' fields and click Go. In this example we are searching for payments in the amount of \$117,550.

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Invoices/Payments Home Admin			
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Invoice Number		umple: 23-May-2013)	
Payment Amount From 1175	i50 To 117550		
Go Clear			
Payment Payment		Amount	
668997 13-May-20	13 CAD	117,550.00 C	heck <u>Multiple</u>

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2) Search by amount range  $\rightarrow$  enter an amount range in the 'From' and 'To' fields and click Go. In this example, we are searching for payments between \$100,000 and \$200,000.

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Invoice Number	(example: 23-May-2013)	,		
Payment Amount From 100000 To 200000				
Go Clear				
Payment Date 🗸	Currency		Amount Method	Invoice
668997 13-May-2013	CAD		117,550.00 Check	Multiple

Search by amounts greater than a particular amount → enter an amount in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all payments over \$100,000.

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Simple Search			
Note that the search is case insensitive			Advanced Search
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Invoice Number	(example: 23-May-2013)		
Payment Amount From 100000 To			
Go Clear			
Payment Date 🛩	Currency	Amount Method	Invoice
668997 13-May-2013	CAD	117,550.00 Check	Multiple

Search by amounts less than a particular amount → leave the 'From' field blank and enter an amount in the 'To' field. Click the Go button. In this example, we are searching for all payments less than \$200,000.

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View Payments				
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Simple Search				
Note that the search is case in	isensitive			Advanced Search
Payment Number		Payment Date From example: 23-May-2013) To		
Invoice Number		(example: 23-May-2013)		
Payment Amount From	And and a second s	200000		
	Go Clear			
Payment	Payment Date 🔻	Currency	Amount Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 4: Search for a payment by date

To search payments by date, you have 4 options:

1) Search by exact date  $\rightarrow$  enter the payment date in the 'From' and 'To' fields and click the Go button. In this example, we are searching for payments with a payment date of May 13, 2013.

<u>**Tip</u>**: Use the calendar button to choose your date, or be careful to enter the date in the proper format (13-May-2013).</u>

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Note that the search is case inse	ensitive			Advanced Search
Payment Number		Payment Date From 13-May-2013 To 13-M	av-2013	
Invoice Number		(ecample: 23 May 2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 🔻	Currency	AmountMethod	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

2) Search by date range → enter a date range in the 'From' and 'To' fields and click Go. In this example, we are searching for payments between May 1, 2013 and May 31, 2013.

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Simple Search				
Note that the search is case inse	insitive			Advanced Search
Payment Number		Payment Date From 01-May-2013 📰 To 🛐	-May-2013	
Invoice Number		(example: 23-May-2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 🗸	Currency	Amount Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

3) Search for payments after a particular date → enter a date in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all payments with payment dates after May 1, 2013.

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Invoice Number		(Kamper 23-May-2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 🗸	Currency	Amount Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

 Search for payments before a particular date → leave the 'From' field blank and enter a date in the 'To' field. Click the Go button. In this example, we are searching for all payments with payment dates up to, and including May 31, 2013.

LCBO iSupplier Portal Invoices/Payments Home A			ñ Navigator 👻 🗟 Favorites 🔻	Hame Logaut Preferences
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Note that the search is case insensit Payment Number Invoice Number Payment Amount From Go	To	Payment Date From (example: 23-May-2011) To 31-May-	2013	Advanced Search
Payment	Payment Date 🔻	Currency	Amount Method	Invoice
<u>668997</u>	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 5: Search for a payment using multiple search criteria

To search for payments, you can enter as little or as much search criteria as you wish. In this example, we are searching for all payments between \$100,000 - \$200,000 up to May 31, 2013 where the payment number begins with 6.

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Payment 668997	Go Clear Payment Date > 13-May-2013	Currency CAD	Amount Method 117,550.00 Check	Invoice Multiple

### Example 6: Advanced Search

Additional advanced search options are available by clicking on the 'Advanced Search' button.

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Note that the search is case insensitive				Advanced Search
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Invoice Number		(example: 23-May-2013)		
Payment Amount From To				
Go Clear				
Payment	Payment Date	Currency	Amount Method	Invoice
No coarch conducted				

### This will open the Advanced Search page.

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Advanced Search					
Specify parameters and v	values to filter the data that is displayed in your results	s set.			Simple Search
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O Show table data whe	n any condition is met.				
Payment Number	is 💌				
Invoice Number	is 💌				
Payment Amount	is 🗸				
Payment Date	is 💌				
	(example: 23-May-2013)				
	Go Clear Add Another Invoice Number	✓ Add			
Payment		Payment Date	Currency	Amount Method	Invoice
No search conducted.					

### Each search field contains a drop-down menu that can be used to narrow down your search.

LĈBO ISupplier Portal Invoices/Payments Home Admin			ñ Navigator 🕶 📴 Favorites 🕶	Home Logout Preferences
View Invoices   View Payments				
Invoices/Payments: View Payments >				
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Advanced Search				
Specify parameters and values to filter the data that is displayed in your results	set.			Simple Search
<ul> <li>Show table data when all conditions are met.</li> </ul>				
O Show table data when any condition is met.				
Payment Number is				
Invoice Number				
Payment Amount contains				
Payment Date starts with ends with (example: 23-May-2013)				
Go Clear Add Another Invoice Number 🛩	Add			
Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

You can also add additional search fields from the drop-down menu below by choosing a field and clicking the Add button.

LCB0 ISupplier Portal		📅 Navigator 🔻 📑 Favorites 🕶	Home Logout Preferences
View Invoices   View Payments			
Invoices/Payments: View Payments >			
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No search conducted. Operating Unit			
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Privacy Statement	involcesir ayments nome Admin Home Lugout Preferences		Copyright (c) 2006, Oracle. All rights reserved

### **Viewing Payment Details**

After you have searched for a payment, you can view additional details for that payment by clicking on the payment number link.

Note: Additional details are provided on various fields throughout iSupplier. Links are displayed in blue and are underlined.

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Invoice Number		(example: 23-May-2013)		
Payment Amount From	To			
	Go Clear			
Payment	Payment Date 🔻	Currency	AmountMethod	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

Additional details for this payment are displayed, including a list of invoices included on the payment.

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Payment: 668997 (Total	CAD 117,550.00)					
		Payment Dat Metho	13-May-2013 Check	Supplier ABC WINERY Supplier Site DEF Address 123 KING STREET TORONTO MSV 3A1		
Included Invoices						
	Invoice Date	Currency	Amount Pay	ment Status	Payment Receipt	Attachments
nvoice		CAD	<2,500.00> Paic		<2,500.00>	
	01-Apr-2013				<500.00>	
Invoice LF12345 102-0012345T	01-Apr-2013 01-Apr-2013	CAD	<500.00> Paic			

To return to the previous page, click the 'Return to Invoices/Payments: View Invoices' link at the bottom of the page.

### Viewing Invoices Included on a Payment

To view a list of invoices and invoice details included on a payment, click on the link in the Invoice field after querying a payment.

Note: If there are multiple invoices included on the payment, the link will show "Multiple." If there is only one invoice on the payment, the link will show the invoice number.

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Invoice Number		(example: 23-May-2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 💌	Currency	Amount	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

A list of invoices and the invoice details for that payment will be displayed. To drill down to view additional invoice details, click on an invoice number.

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	Description	Invoice Date 🔻	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Attachments
nvoice 02-0012345T		Invoice Date -	Type Credit Memo	Currency CAD	Amount (500.00)	Due Payment Status	Due Date	Payment 668997	Receipt	
nvoice									Receipt	

### Details for that invoice will be displayed.

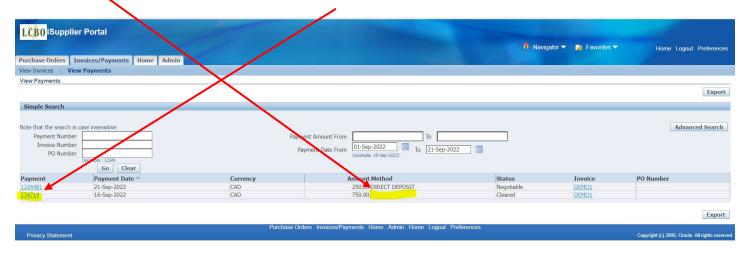
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Standard In	voice: 101-00	012399 (Total CAD 120,550.00	))							
Currency=CA	D									Expor
Consent					A			Payment Information	1	
General					Amount Summary			Paid 12	20,550.00	
Invoice D	ate 15-Mar	-2013			Item 120,550.00			Discount Taken 0.	.00	
	tch	2015			Freight 0.00			Due 0.	.00	
	nts None				Miscellaneous 0.00			Status Pa	aid	
	lier ABC WI	NERV						Payment Date 13	3-MAY-2013	
Supplier S								Payment 66	58997	
	ess 123 KDN	IC STREET			Prepayment 0.00			Term NE	ET 30 DAYS ON RECEIPT IN	
Addi		0, M5V 3A1			Retainage 0.00			W	AREHOUSE	
	TOKOWI	0, M3V 3A1			Withholding Tax 0.00			Method		
Invoice Lin	es Sched	uled Payments			Total <b>120,550.00</b>					
ine 🔺	Туре	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retaina
	Item	011111	50,000.00	100	150.00	15.5900				0
	Item	022222	25,000.00	300	300.00	32.9800				0
	Item	033333	30,250.00	150	150.00	36.2500				0.
	Item	DEPOSIT	10,000.00							0.
	Item	HST	5,300.00							0.

Return to View Invoices

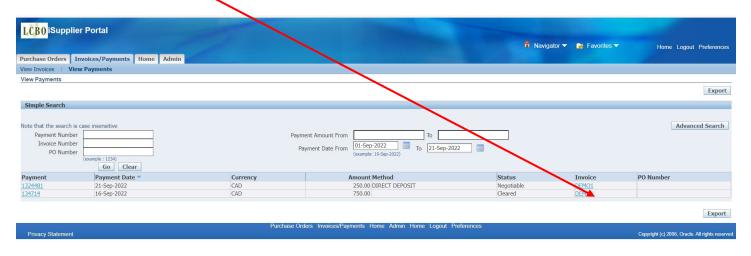
Export

### **Viewing Netting Information**

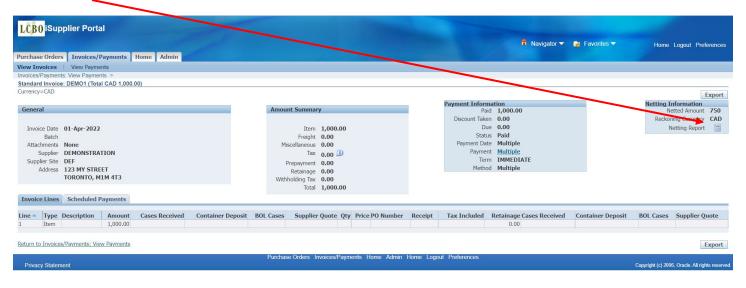
Netting Payments are payments made to LCBO on your behalf. These reduce the Payables LCBO owed you and reduces your Receivables you owe LCBO. After you have searched for a payment, on the payment screen below, you will notice the "Method" column is blank when a payment is due to Netting vs "DIRECT DEPOSIT" or "WIRE" when it is a payment issued to you. You will also note the payment # is a smaller number.



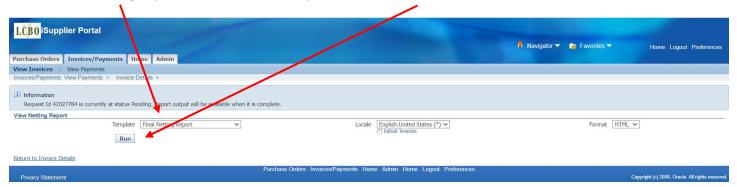
Click the hyperlink in the invoice column for the netted payment. Note if the payment represents a single invoice, the invoice # is noted. If there are multiple invoices, "Multiple" will appear.



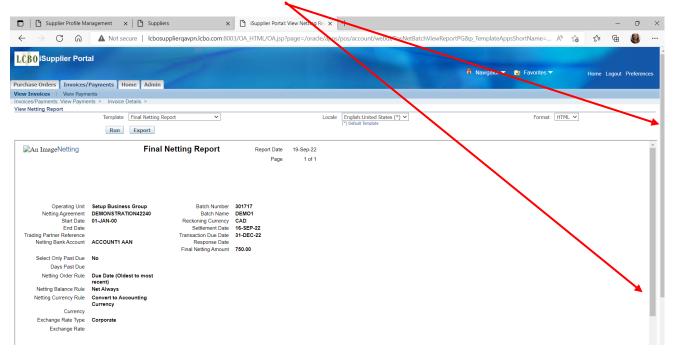
### Click the calculator to the right of "Netting Report"



Ensure "Final Netting Report" is visible in the Template and click "Run"



### You can view the netting report by scrolling both bars to the right



### You may export and save the report for your reference

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Operating Unit Setup I						
	NSTRATION42240 Batch Nam	e DEMO1				
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The Final Netting Report provides details as to what your Receivables was applied to.

The top section is a summary which contains the settlement date (payment date) and the total \$ netted

An ImageNetting	Final Netting Report	Report Date 19-Sep-22 Page 1 of 1
Operating Unit Netting Agreement Start Date End Date Trading Partner Reference	01-JAN-00 Reckoning Curr Settlement	me DEMO1
Netting Bank Account		late
Select Only Past Due	No	
Days Past Due		
Netting Order Rule	recent)	
Netting Balance Rule	Net Always	
Netting Currency Rule	Convert to Accounting Currency	
Currency		
Exchange Rate Type	Corporate	
Exchange Rate		

Supplier Supplier Taxpayer ID	DEMON STRATION 123456789		Supplier Number plier Tax Reg No.	166590	:	Bite DEF
Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency	Converted Netted Amount
DEMO1	Standard	01-APR-22	1,000.00	750.00	CAD	750.00

Customer Taxpayer 1 ID	DEMON STRATION 123456789	-	Customer Number omer Tax Reg No.	42240	Location	n 59680
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount
DEMO2	MISC AR	02-APR-22	750.00	750.00	CAD	750.00

End of Report

The Supplier details are the Payables portion of the netted payment which show your Payables applied.



Customer Customer Taxpayer ID	DEMON STRATION 123456789		Customer Number omer Tax Reg No.	42240	Location	59680
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount
DEMO2	MISC AR	02-APR-22	750.00	750.00	CAD	750.00

End of Report

The Customer details are the Receivables portion of the netted payment which show your Receivables applied.

▶An ImageNettir	ng	Final N	letting Repo	ort	Report Date Page	19-Sep-22 1 of 1
and Trading Partner Refer Netting Bank Acc Select Only Past Days Past Netting Order Netting Balance Netting Currency	ment DEMONSTRAT Date 01-JAN-00 Date ence sount ACCOUNT1A : Due No : Due No : Due Date (Old recent) Rule Due Date (Old recent) Rule Net Always Rule Convert to Acc Currency rency	AN est to most	Bato Reckoning C Settleme Transaction D Respon	Number 301717 Internet DEMO1 Jurrency CAD ant Date 16-SEP ue Date 31-DEC se Date Amount 750.00	I 2-22	
Supplier Supplier Taxpayer ID	DEMONSTRATION 123456789		Supplier Number plier Tax Reg No.	166590	Site	DEF
Invoice Number	Invoice Type	Invoice Date	Invoice	Netted	Invoice	Converted
DEMO1	Standard	01-APR-22	Amount 1.000.00	Amount 750.00	Currency CAD	Netted Amount 750.00
				[	Total	750.00
Customer Customer Taxpayer ID	DEMON STRATION 123456789		Customer Number omer Tax Reg No.	42240	Locatio	n 59680
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount
DEMO2	MISC AR	02-APR-22	750.00	750.00		750.00
					Total	750.00

н

End of Report

### **Exporting Payment Information to Excel**

After you have searched for payments, you can export these details into Excel by clicking on the Export button either at the top or bottom of the page.

Note: If the data extends onto multiple pages, the export will pick up all data in your search results. You do not need to export each page individually.

LCB0 iSupplier F			🏦 Navigator 👻 🗟 Favorites 👻	Home Logout Preferences
Invoices/Payments Ho View Invoices   View Pa				
View Payments	yments			
				Export
Simple Search				
Note that the search is case Payment Numbe Invoice Numbe Payment Amount Fror	r 668997	Payment Date From (example: 23-May-2011) To		Advanced Search
Payment	Payment Date 🔻	Currency	AmountMethod	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple
				Export

### You will be prompted by Excel to either open or save the file.

LCB0 iSupplier Portal			
		🏛 Navigator 🔻 🚭 Favorites 🔻	Home Logout Preferences
Invoices/Payments Home Admin			
View Invoices   View Payments			
View Payments			
			Export
Simple Search			
Note that the search is case insensitive			Advanced Search
Payment Number 668997	File Download	3	
Invoice Number			
Payment Amount From To	Do you want to open or save this file?		
Go Clear	Real Name: export.tsv		
Payment Date 🔻	Name: export.tsv Type: Microsoft Office Excel Worksheet, 129 bytes	AmountMethod	Invoice
668997 13-May-2013	From: Icbosupplierqavpn.lcbo.com	117,550.00 Check	Multiple
	Open Save Cancel		Export
Privacy Statement	While files from the Internet can be useful, some files can potentially		Copyright (c) 2006, Oracle. All rights reserved.
	ham your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>		

### Open the file to view your results.

	А	В	С	D	E	F
1	Payment	Payment Date	Currency	Amount	Method	Invoice
2	668997	13-May-13	CAD	117,550.00	Check	Multiple
_						

### You can also export data from the invoice details page for the payment.

							📅 Navigator 🔻	😼 Favorites 🔻	Home Log	pout Preferences
nvoices/Payment	Home Admin									
iew Invoices	View Payments									
	Cour Daymonto									
worces/Payments:	view rayments >									
nvoices/Payments. 1 nvoices for Payme										Exp
		Invoice Date 🔻	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Attachments
nvoices for Payme	nt: 668997	Invoice Date -	Type Credit Memo	Currency CAD	Amount (500.00)	Due Payment Status	Due Date 01-APR-2013	Payment 668997	Receipt	
nvoices for Payme	nt: 668997								Receipt	

# iSupplier Maintenance

You have the ability to update the following supplier information through the iSupplier system. Your request will be sent to the LCBO for review and approval prior to being updated.

- Address Information
- Contact Information
- Business Classification

### Address Updates

At any time, you can create a new address, change an existing address, or remove an existing address from the iSupplier system. To do so, navigate to the Admin tab and click on Address Book. Your current address information will be shown.

Note: Address Name is for LCBO use only.

			📅 Navigator 🔻 🤷	Favorites - Home Log	out Preferences Help
ces/Payments	Home Admin				
le Management					
General	Address Book				
Company Profile	Create				
Address Book	Address Name 🔺	Address Details	Country	Update	Remove
Contact	DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada	/	8

### Creating a New Address

If your company has multiple locations, you can create additional addresses. To create a new address, click the 'Create' button.

LCB0 iSupplie		Street, and Street, and	n Navigator 👻 🛤 P	worites <del>▼</del> Horne Log	jout Preferences Help
Invoices/Payments	Home Admin				
Profile Management					
General     Company Profile	Address Book Create				
<ul> <li>Address Book</li> </ul>	Address Name 🔺	Address Details	Country	Update	Remove
<ul> <li>Contact</li> <li>Directory</li> </ul>	DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada	1	8
<ul> <li>Business</li> <li>Classifications</li> </ul>					

Enter the new address details and click the 'Save' button. To cancel, click the 'Cancel' button.

### Note: Address details must be typed in CAPITAL LETTERS.

n: Profile Management: A te Address	ddress Book >						
licates required field	-						Cance
	Supplier Name	ABC WINERY		Supplier Number	72801		Cance
		TORONTO		Phone Area Code			
		Canada	~	Phone Number	and the second se		
	Address Line 1 Address Line 2	and the second		Fax Area Code Fax Number		1	
	Address Line 3	SOTIE 1300		Fax Number Email Address			
	Address Line 4						
	City/Town/Locality	TORONTO					
	County						
	State/Region						
	Province						
	* Postal Code	C31 3CM					
•							
Note		~					

Cancel Save

You will receive confirmation that the new address has been added to your Address Book and the new address will be displayed. A notification will also be sent to the LCBO.

LCBO iSupplie nvoices/Payments trofile Management			n Navigator 🗸 📍	Pravonties ❤ Horme Lo;	pout Preferences Help
General Company Profile O Address Book	Ca Confirmation TORONTO has been added to your Addres	ss Book.			
Contact Directory	Address Book				
o Business	Create				
Classifications	Address Name 🔺	Address Details	Country	Update	Remove
	DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada	1	1
	TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 1E5	Canada	1	0

### If your new address is rejected by the LCBO, it will no longer appear in your Address Book.

LCBO iSupplie	r Portal		📅 Navigator 🔻 🖣	Favorites <del>▼</del> Home Loo	pout Preferences Help
Invoices/Payments	Home Admin				
rofile Management					
General	Address Book				
Company Profile	Create				
• Address Book	Address Name 🔺	Address Details	Country	Update	Remove
<ul> <li>Contact</li> <li>Directory</li> </ul>	DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada	1	Û
o Business Classifications					

### Updating an Existing Address

If your address has changed, you can update the existing address in the system. To update an existing address, click the 'Update' icon for the address you wish to update.

	er Portal		fi Navigator 🔻 🕯	🖥 Favorites 🔻 🛛 Home Lo	gout Preferences Help
le Management					
General	Address Book				
	Create				
ompany Profile	Create				
		Address Details	Country	Update	Remove
Company Profile Address Book Contact rectory		Address Details 123 KBIG STREET TOROINTO, ON MSV 3A1	Country Canada	Update	Remove

The current details will be displayed. Enter your updates and click the 'Save' button. To cancel, click the 'Cancel' button. In this example, we have added 'SUITE 1100' to Address Line 2.

Note: Address details must be typed in CAPITAL LETTERS.

LCB0 iSupplier Portal		Contraction of the local division of the loc				
				Navigator 👻 🖣	🖥 Favorites 🕶	Home Logout Preferences
Admin: Profile Management: Address Book >						
Update Address						
* Indicates required field						Cancel Save
Supplier Name	ABC WINERY	Supplier Number	72801			
# Address Name	DEF	Phone Area Code	416			
Country	Canada 💌	Phone Number	r 999-9999			
Address Line 1	123 KING STREET	Fax Area Code	416			
Address Line 2	SUITE 1100	Fax Number	888-8888			
Address Line 3		Email Address	5			
Address Line 4						
* City/Town/Locality	TORONTO					
County						
State/Region						
Province	ON					
* Postal Code	M5V 3A1					
Note						
12177 C						
Note	<u>a</u>					
	×					
Include any additional details about the address sur	ch as the type of address. This will be visible to other buyers within your organi	ization as well as to the supplier. Also, include brief notes to buyer	about the change when changing addre	ss information.		
						Cancel Save

You will receive confirmation that your address details have been modified and the updated address details will be shown. A notification will also be sent to the LCBO.

ivoices/Payments	Home Admin		n Navigator 🔻 🛛	🔁 Favorites 👻 Home Log	jout Preferences Help
General Company Profile Address Book	Confirmation Details for your DEF address have been Address Book	modified.			
<ul> <li>Contact</li> <li>Directory</li> </ul>	Create				
Directory o Business		Address Details	Country	Update	Remove
Directory	Create	Address Details 123 KING STREET SUTTE 1100 TORONTO, ON NSV 3A1	Country Canada	Update 🧷	Remove

If your changes are rejected by the LCBO, these changes will no longer appear in your address.

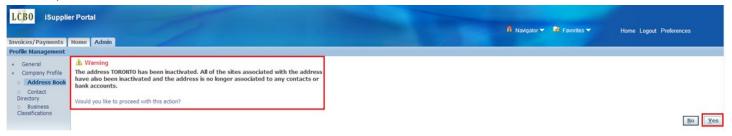
LCBO iSupplie	r Portal				
			n Navigator 🔻 🛽	Favorites 🔻 Home Lo	gout Preferences Help
voices/Payments	Home Admin				
Profile Management					
General	Address Book				
Company Profile	Create				
<ul> <li>Address Book</li> </ul>	Address Name 🔺	Address Details	Country	Update	Remove
o Contact Directory	DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada	1	1
<ul> <li>Business</li> <li>Classifications</li> </ul>	TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 155	Canada	1	8

#### **Removing an Existing Address**

To remove an address from your Address Book, click the 'Remove' button.

LCBO iSupplie			ñ Navigator 👻 😫	Favorites 🔻 Horne Lo	jout Preferences Help
rofile Management					
General Company Profile	Address Book Create				
<ul> <li>Address Book</li> </ul>	Address Name 🔺	Address Details	Country	Update	Remove
<ul> <li>Contact</li> <li>Directory</li> <li>Business</li> </ul>	DEF	123 KING STREET SUITE 1100 TORONTO, ON MSV 3A1	Canada	1	8
Classifications	TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 1E5	Canada	1	8

You will receive a warning message confirming that you would like to proceed with removing the address. Click 'Yes' to continue, or 'No' to return.



You will receive confirmation that your address has been removed and the address will no longer be shown. A notification will also be sent to the LCBO.

voices/Payments				🛱 Navigator 👻 🗟 Fav	vorites 🔻 Hom	e Logout Preferences Help
General Company Profile	Confirmation TORONTO address has been removed from your Address Book.					
<ul> <li>Contact</li> <li>Directory</li> </ul>	Address Book Create					
<ul> <li>Business</li> <li>Classifications</li> </ul>	Address Name -	Address Details	Countr	y	Update	Remove
Citra Interaction	DEF	123 KING STREET SUITE 1100 TORONTO, ON M5V 3A1	Canada		1	8

If your change is rejected by the LCBO, the removed address will reappear in your Address Book.

oc/Paymonte	Home Admin		n Navigator 🕶	🕏 Favorites 🔻 Home Log	gout Preferences Help
e Management	Nome Namin				
General	Address Book				
Company Profile	Create				
• Address Book	Address Name 🔺	Address Details	Country	Update	Remove
	DEF	123 KING STREET	Canada		
o Contact Directory o Business		SUITE 1100 TORONTO, ON M5V 3A1		/	Û

#### **Contact Updates**

At any time, you can add a new contact, change existing contact details, or remove an existing contact from the iSupplier system. To do so, navigate to the Admin tab and click on Contact Directory. A list of your current contacts will be shown. Inactive contacts will be shown at the bottom of the page by expanding the section.

					trangator -	🛛 🐼 Favorites 👻	Home Logout Pre	elerences
Home Admin								
Contact Directory	: Active Contacts							
Create								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
John	Smith	416-999-9999	name@domain.com	Current	~	8		
	Contact Directory Create First Name	Contact Directory : Active Contacts Create First Name Last Name	Contact Directory : Active Contacts Create First Name Last Name Phone Number	Contact Directory : Active Contacts Create First Name Last Name Phone Number Email	Contact Directory : Active Contacts           Create         First Name         Last Name         Phone Number         Email         Status	Contact Directory : Active Contacts Create First Name Last Name Phone Number Email Status User Account	Contact Directory : Active Contacts Create First Name Last Name Phone Number Email Status User Account Remove	Contact Directory : Active Contacts           Create         Email         Status         User Account         Remove         Addresses

#### Creating a New Contact

To add a new contact and request iSupplier access, click the 'Create' button.

LCBO iSupplie		- 27	P and a second	and the second		n Navigator 🔻	🔮 Favorites 👻	Home Logout Pr	eferences
Profile Management									
General	Contact Directory	: Active Contacts							
Company Profile	Create								
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Contact</li> <li>Directory</li> </ul>	John	Smith	416-999-9999	name@domain.com	Current		Û		1
<ul> <li>Business</li> <li>Classifications</li> </ul>	Contact Direct	ctory : Inactive Contacts							

#### Enter the contact details and click the 'Save' button.

30 iSupplie	r Portal						
					🛱 Navigator 🔻	📑 Favorites 🔻	Home Logout Preferences
	ent: Contact Directory >						
e Contact							
cates required field							Cancel Sa
				<u></u>			
Contact Title		Phone Area Code		1			
First Name	Mary	Phone Number	416				
Middle Name		Phone Extension	555-1234	Ī			
* Last Name	Jones	Alternate Phone Area Code					
Alternate Name		Alternate Phone Number		]			
Job Title		Fax Area Code					
Department		Fax Number					
Contact Email	mary.jones@abc.com						
Url							

You will receive confirmation that your new contact has been added. A request will also be sent to the LCBO to grant iSupplier access.

						🏦 Navigator 🔻	Favorites	Home Logout Pre	ferences
voices/Payments	Home Admin								
ofile Management									
General Company Profile	Confirmation Mary Jones has	been added to your Conta	act Directory.						
	Contact Directory	: Active Contacts							
<ul> <li>Address Book</li> <li>Contact</li> <li>Directory</li> </ul>	-	: Active Contacts							
<ul> <li>Contact</li> <li>Directory</li> <li>Business</li> </ul>	Contact Directory Create First Name	: Active Contacts	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Contact Directory	Create		Phone Number 416 555-1234	Email mary.smith@abc.com	Status Pending	User Account	Remove	Addresses	Update 2

Once your request is approved by the LCBO, the new contact will have the User Account field checked. They will also receive an email containing their password.

						🙃 Navigator 🔻	Favorites	Home Logout Pre	ferences
	Home Admin								
file Management									
and a construction of the second second									
	Contact Directory	: Active Contacts							
General Company Profile	Contact Directory Create	: Active Contacts							
General Company Profile Address Book		: Active Contacts	Phone Number	Email	Status	User Account	Remove	Addresses	Update
General Company Profile	Create		Phone Number 416 555-1234	Email mary.jones@abc.com	Status Current	User Account	Remove	Addresses	Update

If your request is rejected by the LCBO, your new contact will no longer be displayed.

LCBO iSupplie	er Portal					fi Navigator 🔻	🔹 🗟 Favorites 👻	Home Logout Pr	eferences
General     Company Profile	Contact Directory	: Active Contacts							
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Contact</li> <li>Directory</li> </ul>	John	Smith	416-999-9999	name@domain.com	Current	~	Î		1
<ul> <li>Business</li> <li>Classifications</li> </ul>	Contact Direct	tory : Inactive Contacts							

#### Updating an Existing Contact

To update an existing contact, click on the 'Update' button.

ices/Payments	Home Admin					🏦 Navigator 👻	😼 Favorites 🔻	Home Logout Pre	ferences
ile Management									
General	Contact Directory	: Active Contacts							
Company Profile	Create								
	Create First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Company Profile		Last Name Jones	Phone Number 416 555-1234	Email mary.jones@abc.com	Status Current	User Account	Remove	Addresses	Updat

Make the changes to the appropriate fields and click the 'Save' button. To cancel, click the 'Cancel' button. <u>Note</u>: If you change your email address, this will NOT change your user name. Your user name will remain as your old email address. If you would like your user name to be consistent with your email address, remove the contact associated with your old email address and create a new contact with the new email address details.

BO iSupplie	r Portal						
					📅 Navigator 🕶	😫 Favorites 🔫	Home Logout Preferences
	ent: Contact Directory >						
ate Contact dicates required field							
olcates required held							Cance! Save
	Alter and Alter			1			
Contact Title	~	Phone Area Code					
First Name	Mary	Phone Number	416				
Middle Name		Phone Extension	365-5678				
* Last Name	Jones	Alternate Phone Area Code					
Alternate Name		Alternate Phone Number					
Job Title	Manager	Fax Area Code					
Department		Fax Number					
Contact Email	mary.jones@abc.com						
Url							

You will receive confirmation that your changes have been saved and a notification will be sent to the LCBO. The status will show 'Change Pending' until approved by the LCBO.

						📅 Navigator 👻 🕞	Favorites 🕶	Home Logout Prefe	erences
voices/Payments									
ofile Management									
General Company Profile Address Book	Confirmation								
· Address Book	Contact details	for Mary Jones have bee	in saved						
Address Book     Contact	Contact details	for Mary Jones have bee y : Active Contacts	in saved						
<ul> <li>Address Book</li> <li>Contact</li> <li>Directory</li> </ul>	Contact details		in saved						
<ul> <li>Address Book</li> <li>Contact</li> <li>Directory</li> <li>Business</li> </ul>	Contact details		Phone Number	Email	Status	User Account	Remove	Addresses	Update
Address Book     Contact	Contact details Contact Directory Create	y : Active Contacts		Email mary.jones@abc.com	Status Change Pending	User Account	Remove	Addresses	Updati

Once your changes are approved by the LCBO, the new details will be shown and the status will change to 'Current.'

bices/Payments	Home Admin					navigator 🗸	Favorites 🔻	Home Logout Pre	eferences	
file Management										
General Company Profile	Contact Directory : Active Contacts Create									
Company Profile	Language and the second									
Company Profile Address Book	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update	
Company Profile	Language and the second	Last Name Jones	Phone Number 416 365-5678	Email mary.jones@abc.com	Status Current	User Account	Remove	Addresses	Updati	

If your change is rejected by the LCBO, the old details will reappear and the status will change to 'Current.'

						👖 Navigator 🔻	Favorites	Home Logout Pre	ferences
oices/Payments file Management									
General Company Profile Address Book	Contact Directory Create First Name		Phone Number	Email	Status	User Account	Remove	Addresses	Uodat
Company Profile		Last Name	Phone Number 416 555-1234	Email mary.jones@abc.com	Status Current	User Account	Remove	Addresses	Update

#### **Removing an Existing Contact**

You have the ability to remove contacts that are no longer with your company, or that no longer require access to iSupplier. To remove an existing contact, click on the 'Remove' button.

voices/Payments	Home Admin					🏚 Navigator 🔻	Favorites	Home Logout Pre	ferences
ofile Management	Traine   Frankin								
General Company Profile	Contact Directory	: Active Contacts							
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Contact</li> </ul>	Mary	Jones	416 365-5678	mary.jones@abc.com	Current	~	1		1
o Business	John	Smith	416-999-9999	name@domain.com	Current	~	8		1

You will receive confirmation that your contact has been removed from your Contact Directory. A notification will also be sent to the LCBO.

						Navigator	Favorites	Home Logout Pre	eferences
file Managements	s Home Admin								
General	Confirmation	0							
	Manu Janua han		Construct Discontract						
Company Profile Address Book Contact	Manu Janua han	been removed from your C : Active Contacts	Contact Directory.						
Address Book	Mary Jones has		Contact Directory.						
Address Book	Mary Jones has Contact Directory		Contact Directory.	Email	Status	User Account	Remove	Addresses	Update

The removed contact will now be shown in the Inactive Contacts section with a status of Pending.

						n Navigator -	Favorites	Home Logout Pr	eferences
voices/Payments	Home Admin				and the second secon				
rofile Management	t								
General	Contact Directory	: Active Contacts							
Company Profile	Create								
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
							-		
• Contact	John	Smith	416-999-9999	name@domain.com	Current	~	10	199	1
• Contact		Smith	416-999-9999	name@domain.com	Current	~			-
<ul> <li>Contact</li> <li>Directory</li> </ul>	John	Smith tory : Inactive Contacts	416-999-9999	name@domain.com	Current	•			
Contact     Directory     Business	John	0.000	416-999-9999		Email		Status	User Acc	ount

Once your update is approved by the LCBO, the status will change to 'Inactive' and the user will no longer have access to the iSupplier system.

						🛱 Navigator 🗸	😪 Favorites 🔫	Home Logout Pr	ferences
voices/Payments ofile Management	Home Admin								
General	Contact Directory	: Active Contacts							
Company Profile	Create								
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Contact	John	Smith	416-999-9999	name@domain.com	Current	<b>,</b>	1		1
Directory Business	Contact Direct	ctory : Inactive Contacts							
Directory	Contact Direct     First Name	tory : Inactive Contacts	Phone Numb	per	Email		Status	User Acc	ount

If your update is rejected by the LCBO, the removed contact will reappear in your Contact Directory.

bices/Payments						Navigator	Favorites	Home Logout Pre	ferences
file Management	Home Admin								
General	Contact Directory	: Active Contacts							
Company Profile	Create								
Address Book	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Contact	Mary	Jones	416 365-5678	mary.jones@abc.com	Current	~	1		1
irectory	John	Smith	416-999-9999	name@domain.com	Current	~		1	

#### Business Classification Updates

At any time, you can update your business classification details. To do so, navigate to the Admin tab and click on Business Classifications. Your current classification(s) will be shown.

LCB0 iSupplier Portal 📅 Navigator 👻 😼 Favorites 👻 Home Logout Preferences Help Invoices/Payments Home Admin Profile Manager **Business Classifications**  General Cancel Save <u>Company Profile</u> Address Book Contact
 Directory
 Business
 Classifications TIP Date format example: 26-May-2013 ③ Previous 1-15 Y Next 15 ③ Classification Applicable Minority Type Certificate Number Certifying Agency Expiration Date 2 Alcohol Bags Balers & Accessories Catering Services Chemicals Computer Equipment & Accessories Construction Consulting Services Design Services Educational Services Employee Employee Uniforms First Aid & Safety EO Freight Furniture O Previous 1-15 
 <u>Next 15</u>
 O

**<u>Note</u>**: There are 3 pages of business classifications.

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To make changes to your business classifications, simply check or remove the appropriate classifications and click the 'Save' button. In this example, we are adding 'Consulting Services' and removing 'Alcohol.'

c/Paymonts	Home Admin				🏛 Navigator 🔻 📑 Favorites 👻	Home Logout Preferences Help
e Management	THOME PAULAN					
General	Business Classifications					
Company Profile Address Book Contact						Cancel
Directory						O Previous 1-15 of 34 Y
Business Classifications	Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Classifications	Alcohol					
	Bags					
	Balers & Accessories					
	Catering Services					
	Chemicals					
	Computer Equipment & Accessories					
	Construction					
	Consulting Services					
	Design Services					
	Educational Services					
	Employee					
	Employee Uniforms					
	First Aid & Safety EQ					
	Freight					
	Furniture					

#### You will receive confirmation that your classifications have been saved. A notification will also be sent to the LCBO.

					📅 Navigator 👻 😼 Favorites 👻	Home Logout Preferences Help				
	Home Admin									
file Management										
General Company Profile Address Book	Confirmation Your classifications have been saved.									
Contact	Business Classifications									
Directory Business Classifications	Cancel									
	Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date				
	Alcohol									
	Bags									
	Balers & Accessories									
	Catering Services									
	Chemicals									
	Computer Equipment & Accessories									
	Construction									
	Consulting Services									
	Design Services									
	Educational Services									
	Employee									
	Employee Uniforms									
	First Aid & Safety EQ									
	Freight									
	Furniture									

### **Password Changes**

If you are unable to log into the LCBO network, you must contact the IT Service Desk at <u>servdesk@lcbo.com</u> to have your password reset. This will update both your network password and your iSupplier password(s).

🖉 Junos Pulse Secure Access Service - Windows Internet Explorer	
🚱 🕤 👻 🔊 https://www.lcbonet.com/dana-na/auth/url_default/welcome.cgi?p=failed	×
File Edit View Favorites Tools Help 👫 Convert 🕶 🔂 Sele	t 🖳 Snagt 🧮 📺
😭 🏟 🎉 Junos Pulse Secure Access Service	
Welcome to the Junos Pulse Secure Access Servi	ce
Invalid username or password. Please re-enter your user informa	tion.
Username Please sign in to begin y	our secure session.
Password	
Realm LCBO-Realm	
Sign In	

If you can log into the LCBO network, but cannot access the iSupplier system, you must change your password using the Password Change link. This will change both your network and iSupplier passwords, as well as any additional iSupplier accounts associated with your email address.

ORACLE		
S Error Login failed. Please verify your login information or conta	ct the system administrator.	
	*User Name *Domain COM (example: michael.james.smith) (example: 4u99v23)	
	Accessibility None	
	Select a Language: English	

For example, if you have access to two vendor accounts: Vendor# 12345 and vendor# 67890, you will have two separate iSupplier user names. The first will be your email address and the second will be your email address with the vendor number in it, i.e. name67890@domain.com. Changing your password will change the password for both of these accounts.

JUNIPEr.		Home	Preferences	Session 00:59:59	Help Sign O
	Welcome to the Secure Access SSL VPN.				
	Web Bookmarks		-		
	iSupplier System Tp: You can use a widdard value "5s" to search for invoices meeting certain criteria. For example, if you search by "105%" it will display all invoices beginning with 106. If you search by "103%54% it will display all invoices beginning with 103 and ending with 654.	lisplay	9		
	iSupplier User Manual ISupplier Online Manual	1	9		
	<mark>и Нер</mark> нар Раде		9		
	Password Change     Password Change	1	g		
	LCBO Trade Resources Online		9		

Clicking on the Password Change link will open an Identity Manager page, where you can change your password.

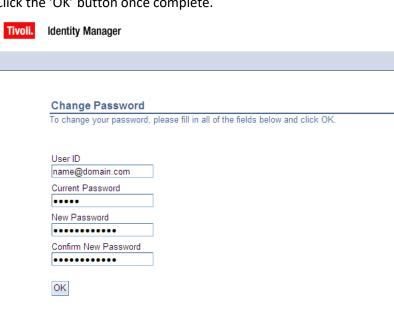
<u>User ID</u> – this is your user name (email address).

<u>Current Password</u> – this is your current network password.

<u>New Password</u> – create a new password. This will be your new password for both the LCBO network and iSupplier.

Confirm New Password – re-enter your new password to confirm.

Click the 'OK' button once complete.



## Frequently Asked Questions

<u>Question 1</u>: How do I log into iSupplier?

Answer:

Logging into iSupplier is a two-step process. You must first log into the LCBO network and then into the iSupplier application.

1) Log into the LCBO Secure Network

Once you have received your password via email, go to <u>www.lcbonet.com</u> and enter your username and password. **Note**: Your username is your email address.

Real	Realm = LCBO-Realm									
C J	🖉 Junos Pulse Secure Access Service - Windows Internet Explorer									
G	😋 💽 👻 https://www.lcbonet.com/dana-na/auth/url_default/welcome.cgi									
File	Edit View	Favorites Tools Help	🍕 Convert 👻 🔂 Select 🛛 🕮 Snagit 🗮 📷							
	🕸 🄏 Junos	Pulse Secure Access Service								
JL										
	Welcome	to the								
	Junos Pulse Secure Access Service									
	Username	name@domain.com	Please sign in to begin your secure session.							
	Password	•••••								

After logging into the network, you are presented with the following links.

To access iSupplier, click on the iSupplier System link.

Sign In

Welcome to the Secure Access SSL VPN.	
Web Bookmarks	
Isupplier System The Yaw can use a will card value "%" to search for invoices meeting certain criteria. For example, if you search by "106%" it will display all invoices beginning with 106. If you search by "%80" it v all invoices ending with 80. If you search by "103%654% it will display all invoices beginning with 103 and ending with 654.	vill display
iSupplier User Manual iSupplier Online Manual	민
Help Help Page	Ē
Password Change Password Change	Ð
LCBO Trade Resources Online	Ð

#### 2) Log into the iSupplier System

You will be prompted for your user name and password to log into the iSupplier system.

**<u>Note</u>**: If you have access to multiple supplier accounts, you must enter the user name associate with each of these accounts. Subsequent user names will have the supplier number in the user name, i.e. <u>name12345@domain.com</u>.

ORACLE		
	*User Name mame@domain.com (example: michael.james.smith) *Password (example: 4u99v23) Login Accessibility	
	Select a Language: English	

#### Question 2:

Why can't I log into the LCBO network?

#### Answer:

Your user name is your email address and your password is emailed to you upon registration for iSupplier. If you forget your password, contact the LCBO IT Service Desk at <a href="mailto:servdesk@lcbo.com">servdesk@lcbo.com</a> to have it reset. This will change both your network and iSupplier passwords.

#### Question 3:

Why can I log into the LCBO network, but not into the iSupplier system?

ORACLE	
S Error Login failed. Please verify your login information or contact	t the system administrator.
	*User Name *Password (example: ful99v23)
	Accessibility None
	Select a Language: English

#### Answer:

You may have the incorrect user name or password. Your user name is your email address and your password is emailed to you upon registration. If you have access to multiple vendor accounts, your iSupplier user name will contain the vendor number for each subsequent supplier, i.e. name12345@domain.com.

To synch your passwords, click on the Password Change link.



You will be prompted for your user ID (email address), current network password and new password. This will become your new password for both the LCBO network and all iSupplier accounts.

Tivoli.	Identity Manager
	Change Password
	To change your password, please fill in all of the fields below and click OK.
	User ID name@domain.com
	Current Password
	New Password
	Confirm New Password
	OK

#### Question 4:

Why haven't I received my password?

Answer:

You will receive your iSupplier password via email shortly after your registration is completed. As your spam filter may block or delete messages, please check with your IT group to allow the successful delivery of LCBO emails, specifically from <u>isupplier@lcbo.com</u> and <u>PRODITIM\_Administrator@lcbo.com</u>.

#### Question 5:

Why can't I find specific invoices?

#### Answer:

There are a few reasons you may not be able to find particular invoices:

- The invoice is not yet in our system
   Accounts Payable processes invoices once they have been approved by our user departments. If you are unable
   to locate your invoice in iSupplier, please contact the individual or department who has placed the order.
- The product has not yet been received in our warehouse (product suppliers only)
   Once purchase orders are received by the LCBO warehouse, they will appear in iSupplier the following business day.
- 3) You are searching by your commercial invoice number rather than the LCBO purchase order number (product suppliers only)

The LCBO uses Purchase Order numbers as the invoice number (i.e. 102-00012345). You must search using the LCBO PO number.

#### Question 6:

When will I be paid for my invoice?

#### Answer:

Invoice payments are driven by the payment terms. Once you have queried an invoice, review the due date. To determine how the due date was calculated, review the invoice date and the terms.

**<u>Note</u>**: the due date is the date the invoice is applicable for payment. This is not necessarily the date the invoice will be paid.

**Note for product suppliers**: the invoice date is the date the product is received in our warehouse.

LCBO is	upplier Portal										
									📅 Nav	igator 🔻 📓 Favorites 🔻	Home Logout Preferences Help
Invoices/Payme	ents Home Adn	iin									
View Invoices	View Payments										
View Invoices											
											Export
Simple Search											
											Advanced Search
Invo	ice Number 101-00	12399				Amount Due From	То				
Paym	ent Number					Invoice Date From	🗐 То				
Payr	ment Status	~				Due Date From	То				
Invoice Ar	mount From	То				(example: 26-	May~2013)				
	Go	Clear									
Invoice	Description	Invoice Date 🔻	Туре	Currency	Amount		Due Date	Payment	Receipt	Discount Date	Available Discount Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997			

#### Question 7:

Why can't I see my payment?

#### Answer:

There are various ways to search for payments in iSupplier.

- 1) Under the Invoices/Payments tab, click on View Payments. You can search using various criteria on this page:
  - Payment Number
  - Invoice Number
  - Payment Amount
  - Payment Due Date

After you have searched for a payment, you can view additional details for that payment by clicking on the payment number link.

LCB0 iSupplier Port	tal		📅 Navigalor 👻 📑 Favoriles 🔻	Home Logout Preferences
Invoices/Payments Home	Admin			
View Invoices   View Payme	ents			
View Payments				
				Export
Simple Search				
Note that the search is case inse	ensitive			Advanced Search
Payment Number	668997	Payment Date From (example: 23-May-2013) To		
Invoice Number		(example: 23-May-2013)		
Payment Amount From	То			
	Go Clear			
Payment	Payment Date 🔻	Currency	AmountMethod	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

Additional details for this payment are displayed, including a list of invoices included on the payment.

					🏛 Navigator 🔻 😼 Favorites 🔫	Home Logout Preferences
nvoices/Payments	lome Admin					
View Invoices   View I	Payments					
nvoices/Payments: View	Payments >					
Payment: 668997 (Total	CAD 117,550.00)					
						Exp
			ate 13-May-2013 od Check	Supplier ABC WINERY Supplier Site DEF		
		110.0	or oncer	Address 123 KING STREET		
				TORONTO M5V 3A1		
Included Invoices						
Invoice	Invoice Date	Currency	AmountP	ayment Status	Payment Receipt	Attachments
LF12345	01-Apr-2013	CAD	<2,500.00> P	<2,500.00> Paid		
	01-Apr-2013	CAD	<500.00> P	<500.00> Paid		
102-0012345T		CAD	120,550.00 P		120,550.00	

2) From a particular invoice query

Once you have queried an invoice, you can view the payment status for that invoice in the Payment Status field. If the invoice has been paid, the payment number will be displayed and will contain a link in the Payment field. Click on the payment number link to view details for the payment.

LCBO iSup	plier Portal										
									📅 Navi	gator 👻 🤷 Favorites 👻	Home Logout Preferences Help
Invoices/Payment	ts Home Ad	min									
View Invoices	View Payments										
View Invoices											
											Export
Simple Search											
											Advanced Search
Invoice	Number 101-0	012399				Amount Due From	То				L
Paymen	t Number					Invoice Date From	🛄 То				
Payme	nt Status	~				Due Date From	То				
Invoice Amo	unt From	То				(example	: 26-May-2013)				
	Go	Clear									
Invoice	Description	Invoice Date 💌	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997			

#### Details for the payment, including a list of invoices included on the payment, will be displayed.

LCB0 iSupplier	Portal					
					🔒 Navigator 🔻 😫 Favorites 🔻	Home Logout Preferences
Invoices/Payments	Iome Admin					
View Invoices   View I	Payments					
Invoices/Payments: View	Invoices >					
Payment: 668997 (Total	CAD 117,550.00)					
						Export
		Payr	ment Date 13-May-2013 Method Check	Supplier ABC WINERY Supplier Site DEF		
				Address 123 KING STREET		
Included Invoices				Address 123 KING STREET		
Included Invoices	Invoice Date	Currency		Address 123 KING STREET	Payment Receipt	Attachments
	Invoice Date	Currency CAD	An	Address 123 KING STREET TORONTO MSV 3A1	Payment Receipt <2,500.00>	Attachments
Invoice			An <2,50	Address 123 KING STREET TORONTO M5V 3A1 wount Payment Status		Attachments

#### Question 8:

Where can I find additional invoice details, such as quote and number of cases for my beverage alcohol purchase orders?

#### Answer:

After you have searched for an invoice, you can view additional details for that invoice by clicking on the invoice number link.

LCB0 is	upplier Portal											
									📅 Nav	igator 🔻 🗣 Favorites 🔻	Home Logout Prefere	nces Help
Invoices/Paym	ents Home Adr	nin										
View Invoices	View Payments											
View Invoices												
												Export
Simple Search	h											
												Advanced Search
Inv	oice Number 101-00	12399			,	Amount Due From	То					
Payn	nent Number				1	invoice Date From	То					
Pay	ment Status	~				Due Date From	То					
Invoice A	mount From	То				(example: 22	-May-2013)					
	Go	Clear										
Invoice	Description	Invoice Date *	Туре	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Additional details for this invoice are displayed. These details can be exported to Excel by clicking on the 'Export' button.

LCB0 i	Supplier I	Portal									
								🏛 Navigator 🔽 👒	Favorites 🕶	Home Logout Prefer	ences
Invoices/Payr	nents Ho	me Admin									
View Invoices											
Invoices/Payme											
Standard Invo	ice: 101-00	12399 (Total CAD 120.55	50.00)								
Currency=CAD											Funnah
											Export
General					Amount Summary			Payment Informat			
Supplier Site Addres	h s None r ABC WII e DEF s 123 KIN TORONT	IERY			Item         120,550.00           Freight         0.00           Miscellaneous         0.00           Tax         0.00           Prepayment         0.00           Retainage         0.00           Withholding Tax         0.00           Total         120,550.00			Discount Taken Due Status Payment Date Payment	0.00	אנו דקני	
Line 🔺	Туре	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	т	ax Included	Retainage
1	Item	011111	50,000.00	100	150.00	15.5900					0.00
2	Item	022222	25,000.00	300	300.00	32.9800					0.00
3	Item	033333	30,250.00	150	150.00	36.2500					0.00
4	Item	DEPOSIT	10,000.00								0.00
5	Item	HST	5,300.00								0.00
Return to Invoid	es/Payment	s: View Invoices									Export

**Note**: The LCBO's payments are based on the Bill of Lading case quantities. If any variances between Bill of Lading and Cases Received exist, subsequent adjustments will be made. These adjustments will be made in the form of the original invoice number followed by a suffix, such as 102-00012345T. These adjustments will appear in iSupplier once the adjustment has been processed.

#### Question 9:

How do I add or delete iSupplier users?

#### Answer:

Once you have completed your iSupplier registration, you will have the ability to request additional users for your organization, as well as remove existing users. An agent can be granted access if requested by their supplier. Each username and password is to be used by a single person.

To add a new contact and request iSupplier access, navigate to the Contact Directory under the Admin tab and click the 'Create' button.

LCBO iSupplie	Home Admin					🛱 Navigator 🤊	🖌 🕅 Favorites 👻	Home Logout Pre	eferences
Profile Management									
General	Contact Directory	: Active Contacts							
Company Profile	Create								
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Contact</li> </ul>	John	Smith	416-999-9999	name@domain.com	Current	~	î		1
Directory									
<ul> <li>Business</li> <li>Classifications</li> </ul>	Contact Direct	tory : Inactive Contacts							

Enter the contact details and click the 'Save' button.

0 iSupplier	Portal						
					🛱 Navigator 🔻	Favorites	Home Logout Preferences
Profile Manageme	nt: Contact Directory >						
Contact					 		
ates required field							Cancel
Contact Title	×	Phone Area Code					
First Name	Mary	Phone Number	416	]			
Middle Name		Phone Extension	555-1234				
* Last Name	Jones	Alternate Phone Area Code	-				
Alternate Name		Alternate Phone Number					
Job Title		Fax Area Code					
Department		Fax Number		1			
Contact Email	mary.jones@abc.com						
Url	(						

You will receive confirmation that your new contact has been added. A request will also be sent to the LCBO to grant access to iSupplier.

						🙃 Navigator 🔻	🗣 Favorites 🔻	Home Logout Pre	ferences
oices/Payments	Home Admin								
file Management									
General Company Profile Address Book	Confirmation Mary Jones has	been added to your Conta	ct Directory.						
Contact	Contact Directory								
Directory	Create								
Business	Create First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Updat
irectory		Last Name Jones	Phone Number 416 555-1234	Email mary.smith@abc.com	Status Pending	User Account	Remove	Addresses	Upda /

Once your request is approved by the LCBO, the new contact will have the User Account field checked. They will also receive an email containing their password.

icac/Daymonte	Home Admin					🛱 Navigator 🔻	Favorites	Home Logout Pre	ferences
le Management	Home Admin								
General Company Profile	Contact Directory Create	: Active Contacts							
Company Profile Address Book		Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Company Profile	Create		Phone Number 416 555-1234	Email mary.jones@abc.com	Status Current	User Account	Remove	Addresses	Update

If your request is rejected by the LCBO, your new contact will no longer be displayed.

LCBO iSupplie				and the second		fi Navigator 🕇	🔹 🗟 Favorites 🔻	Home Logout Pr	eferences
Profile Management									
General	Contact Directory	: Active Contacts							
Company Profile	Create								
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Contact</li> </ul>	John	Smith	416-999-9999	name@domain.com	Current	~	â		1
Directory							<b>a</b>		
<ul> <li>Business</li> <li>Classifications</li> </ul>	Contact Direct	tory : Inactive Contacts							

To remove contacts that are no longer with your company or that no longer require access to iSupplier, click on the 'Remove' button.

ivoices/Payments						🏛 Navigator 🔻	Favorites	Home Logout Pre	eferences
ofile Management									
General Company Profile	Contact Directory	: Active Contacts							
o Address Book	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
		Jones	416 365-5678	mary.jones@abc.com	Current	~	1		1
Contact Directory	Mary	Jones							

You will receive confirmation that your contact has been removed from your Contact Directory. A notification will also be sent to the LCBO.

oices/Payments	Home Admin					n Navigator 🛪	🗟 Favorites 🔻	Home Logout Pre	ferences
file Management									
General Company Profile	Confirmation Mary Jones has	been removed from your C	Contact Directory.						
Address Book Contact	Contact Directory	: Active Contacts							
Contact Directory	Contact Directory	: Active Contacts							
Contact		: Active Contacts	Phone Number	Email	Status	User Account	Remove	Addresses	Update

The removed contact will now be shown in the Inactive Contacts section with a status of Pending.

	-					Navigator	Favorites	Home Logout Pre	ferences
oices/Payments ofile Management	Home Admin								
General	Contact Directory	: Active Contacts							
Company Profile	Create								
Address Book	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Contact	John	Smith	416-999-9999	name@domain.com	Current	~	1		1
					PUBLIC STOLEN	L 17			
Business	Contact Direct	tory : Inactive Contacts							
Directory Business Classifications	Contact Direct First Name	tory : Inactive Contacts	Phone N	umber	Email		Status	User Aco	ount

Once your update is approved by the LCBO, the status will change to 'Inactive' and the user will no longer have access to the iSupplier system.

voices/Payments	Home Admin					Navigator	🔒 Favorites 🔻	Home Logout Pr	eferences
ofile Management									
General Company Profile	Contact Directory Create	: Active Contacts							
a diday an Barala	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
<ul> <li>Address Book</li> </ul>	rirst name								
• Contact	John	Smith	416-999-9999	name@domain.com	Current	•	1		1
<ul> <li>Contact</li> <li>Directory</li> </ul>	John	Smith tory : Inactive Contacts	416-999-9999	name@domain.com	Current	~	Û		1
o Business	John		416-999-9999 Phone Numl		Current		1	User Acc	ount

If your update is rejected by the LCBO, the removed contact will reappear in your Contact Directory.

LCBO iSupplie	er Portal					n Navigator 🔻	🗣 Favorites 👻	Home Logout Pre	eferences				
Profile Management													
General	Contact Directory : Active Contacts												
Company Profile	ofile Create												
<ul> <li>Address Book</li> </ul>	First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update				
o Contact	Mary	Jones	416 365-5678	mary.jones@abc.com	Current	~	1		1				
Oirectory O Business Classifications	John	Smith	416-999-9999	name@domain.com	Current	v	Û	1	1				
	Contact Direct	ctory : Inactive Contacts	0										

#### Question 10:

Can I obtain invoice copies from iSupplier?

#### Answer:

Invoice copies can be retrieved from iSupplier. After you have searched for the invoice, on the View Invoices screen below, click the clip in the "Attachments" column. Then click the hyperlink in the "Title" column on the next page. You can either open or save the invoice copy for your reference.

View Invoices	View Paymonts															
Home >	view rayments															
View Invoices																
																Export
Simple Search																
To coarch, ploaco op	ter at least one of the fol	lowing o	oarch critoriau	Invoico Nun	abor Suppl	lior									Advance	ed Search
Invoice Number				Invoice Nun	ibei, suppi		plier Site				Q				Auvano	eu Search
Supplier			0				Number			2						
PO Number	-	<u>. 1</u>	~			Amount D				_	То					
PO Number	(example : 1234)				I	invoice Amou					То		_			
Release Number						Invoice Da	ate From			То						
Invoice Status	(example : 1234-2)					Due D				То						
Payment Number						Due De	ate From (e	ample: 18	-Oct-2022)	- 10						
Payment Status																
	Go Clear															
Invoice Invoice D	ate V Description	Туре	Supplier	Supplier Site	Currency	Amount	Due Status	On Hold	PO Number	Receir	Payment of Status	Payment	Scheduled Payments	Attachments	Netted Reckoning Amount Currency	Netting Report
151367 11-Sep-202			E. + J.		CAD		0.00 Approv		Humber	Receip	Paid	1300346			Amount currency	
	21-11-Sep-21)	Memo	GALLO WINERY											<b>D</b>		
			WINERT												•	
																Export
LCB0 iSup	plier Portal															
												📅 N	lavigator 🔻	🗣 Favorites 🔻	Hom	e Logout
Purchase Order	s Invoices/Paym	ents	Home A	dmin												
View Invoices		cines [	nome m									_				
Invoices/Payment																
Attachments																
Search																
	ch is case insensitive															
Title	ant Ontines	Go														
	ran Options															
MarkView	Title		_	Ту	vpe D	escriptio	on	Cat	egory		Last Upda	ated By		Last Updated	Usage	
	<u>151367 11-SEP-2</u>	021.pd	lf	File	e I	nvoice Im	age	To S	Supplier		A PORA			13-Sep-2021	One-Tim	9
			_													
Return to View In	voices															
					Purcha	se Orders	Invoices/F	aymen	ts Hor <u>me</u>	Admi	n Home <u>L</u>	ogout Hel	p Preferen	ces		
Privacy Statem	ent														(	Copyright (c) :

Do you want to open or save appl\_fis\_oracle\_apps\_st\_appl\_lcbo\_12.0.0\_interface\_out\_ap\_invoices\_151367\_11-SEP....pdf (5.65 KB) from lcbosupplierqavpn.lcbo.com? ×

# LCBO

# INVOICE

55 Lakeshore Blvd East., Dept. # 884 Toronto, Ontario, M5E 1A4

Invoice Date:	11-SEP-2021
Invoice Number:	151367
Invoice Terms:	IMMEDIATE

E. + J. GALLO WINERY POST OFFICE BOX 1130 ATTN: CREDIT DEPT MODESTO, CA, 95353, US

Promotion : P202106 (15-Aug-21-11-Sep-21)

Item	Description	Qty	Amount	Total
1	ESS 103-00565642 232371	44	3.86	169.84
2	ESS 102-00568787 232371	88	3.86	339.68
3	ESS 102-00567132 454876	335	1.72	576.20
4	ESS 102-00565679 308122	112	1.72	192.64
5	ESS 104-00567124 454876	112	1.72	192.64
6	ESS 103-00567126 454876	280	1.72	481.60
7	VRF Release: 21-Aug-21 317693 17 Pinot Noir Kali H	1	210.00	210.00
8	ESS 102-00565679 232371	88	3.86	339.68
9	ESS 103-00565642 308122	56	1.72	96.32
10	ESS 103-00565642 454876	56	1.72	96.32
		:	SUB TOTAL :	2,694.92

GST/HST : 0.00

GRAND TOTAL : ( CAD) 2,694.92

# POSITIVE INVOICE TOTAL REPRESENTS AMOUNT OWING TO THE LCBO. INVOICE WILL BE DEDUCTED FROM FUTURE PAYMENTS. YOUR COMPANY WILL BE CONTACTED FOR PAYMENT IF NECESSARY.