

GROCERY MANAGEMENT SYSTEM (GMS) IT ACCESS FORM For Authorized Store Operators

ALL FIELDS MUST BE TYPED. THIS FORM WILL NOT BE PROCESSED IF HAND-WRITTEN.

ONE FORM IS REQUIRED FOR EACH TYPE OF ACCESS REQUESTED. SEE BELOW:

The Grocery Management System (GMS) is the system used to order, track and monitor beer, wine and cider deliveries to store operators. This system provides for three types of users, if different levels of access are required; please complete one form for each type.

1. **Corporate Level User (Head Office):** This level enables the user to manage all store and all banners at the corporate level and view and download the product catalogue. The user has multi store access to create and view purchase order transactions, receive order notifications and enter receipt details. If requested, this user can view and download invoices from the GMS portal.

2. **Banner Level User:** This level enables the user to manage all stores under the banner and view and download the product catalogue. This user has multi store access to create and view purchase order transactions, receive order notifications and enter receipt details. If requested, this user can view and download invoices from the GMS portal.

3. **Store Level User:** This level enables the user to manage a single store and view and download the product catalogue. This user has single store access to create and view purchase order transactions, receive order notifications and enter receipt details. This type of user **does not** have access to invoices.

Complete the following required information and identify the required user access. Complete **ONE** of the following user level profiles:

CORPORATE LEVEL (Head Office) INFORMATION: Complete this section to request corporate level access. Otherwise leave blank.	
Corporate Name	
Contact Name	Telephone Number

BANNER LEVEL INFORMATION: Complete this section to request banner level access. Otherwise leave blank.	
Corporate Name	
Contact Name	Telephone Number

STORE LEVEL INFORMATION: Complete this section to request store level access. Otherwise leave blank.	
Store Name	Store Operator Number
Contact Name	Telephone Number
Store Address	

USER DETAILS - ORDERING

Populate the table below with the users who require access to create and receive orders in GMS. Store Operators may request a maximum of three (3) users per store location. Corporate and Banner level may request access for more than 3 users by submitting multiple forms.

Grant Ordering Access	Ordering <input type="checkbox"/>	Ordering <input type="checkbox"/>	Ordering <input type="checkbox"/>
Revoke Ordering Access	Ordering <input type="checkbox"/>	Ordering <input type="checkbox"/>	Ordering <input type="checkbox"/>
Request Change of existing information (e.g. email, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User ID (required for change to access, name, title or email)			
First Name *			
Last Name *			
Email Address *			
Enter Email address for Notifications or check box to use above* +			

*Required Field

+ Notifications are sent for order confirmation

USER DETAILS - INVOICING

Populate the table below with the users who require access to view and download invoices in GMS. Invoicing access is only available at Corporate and Banner level. Invoicing access requested for store level users will **not** be granted. Corporate and Banner level may request access to view and download invoices for more than 3 users by submitting multiple forms.

Grant Invoicing Access	Invoicing <input type="checkbox"/>	Invoicing <input type="checkbox"/>	Invoicing <input type="checkbox"/>
Revoke Invoicing Access	Invoicing <input type="checkbox"/>	Invoicing <input type="checkbox"/>	Invoicing <input type="checkbox"/>
Request Change of existing information (e.g. email, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User ID (required for change to access, name, title or email)			
First Name *			
Last Name *			
Email Address *			
Enter Email address for Notifications or check box to use above* +			

*Required Field

+ Notifications are provided when new invoices are available for download in the GMS system; a maximum of three users can receive notifications

Authorized By: _____

Title: _____

Signature: _____

Date: _____

mm/dd/yyyy

It is the Store Operator’s responsibility to ensure user information is kept current.

Return completed form to wholesaleservice@lcbo.com