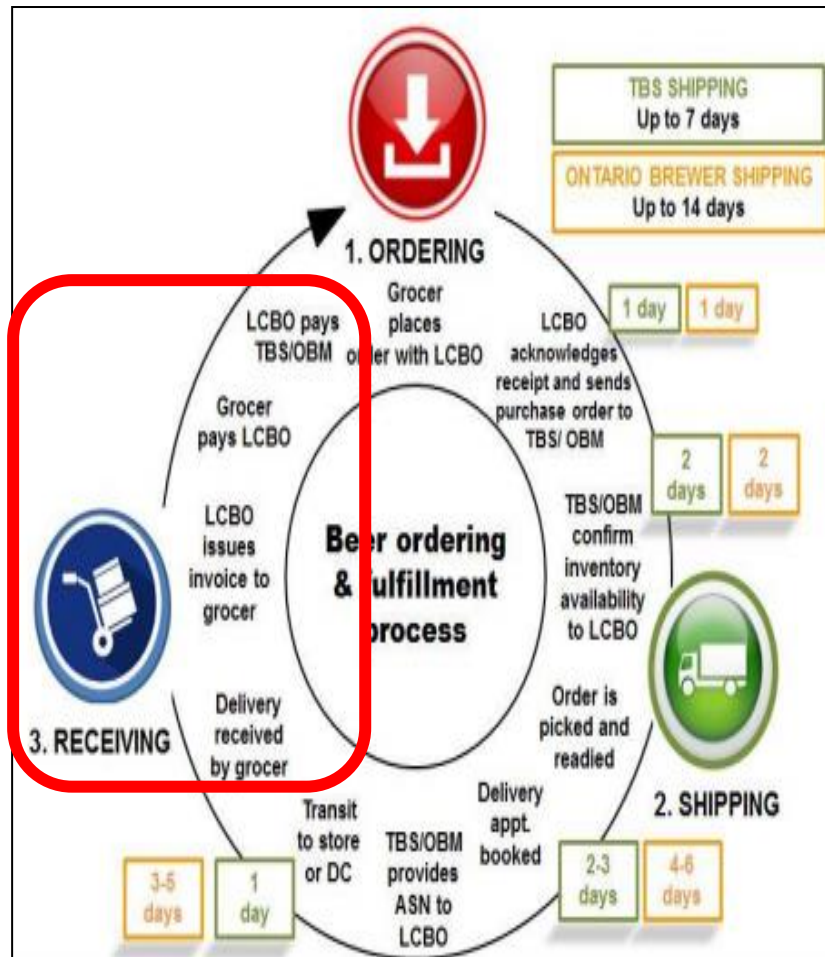


Shipping Documentation Compliance

The implications of inaccurate delivery documents



May 2016



Today's Challenges & Implications

- Grocers receiving multiple deliveries with no standard delivery documentation
- Grocers are receiving hand written documents, invoices, non-compliant documents or nothing at all.
- Grocers are unable to accurately receive deliveries due to unacceptable paperwork and are refusing shipments
- This hinders the grocers ability to register receipts which consequently creates invoice reconciliation discrepancies which delays payments to supplying sources

LCBO Product Management Policies & Procedures Manual for Wholesale to Authorized Grocery Stores

<http://www.doingbusinesswithlcbo.com/big/docs/02082016-Addendum%20to%20Grocery%20Manual.pdf>

Shipping Documentation

The following shipping documentation must accompany each shipment and be **type faced** and not hand-written:

1) **Bill of Lading (BOL)** must contain the following information:

- Identification of ship-to-location (grocer store name and corresponding LCBO store #)
- Grocer purchase order number
- Total number of pallets
- Total number of cases
- Identify any company-owned or returnable pallets
- Must be marked 'freight prepaid'

2) **Packing Slip** must contain the following information:

- Identification of ship-to location (grocer store name and corresponding LCBO store #)
- Grocer purchase order number
- Itemized list of the shipment including
 - **LCBO Item #**
 - **LCBO Item Description**
 - Quantity of delivery in **cases**

Two Solutions

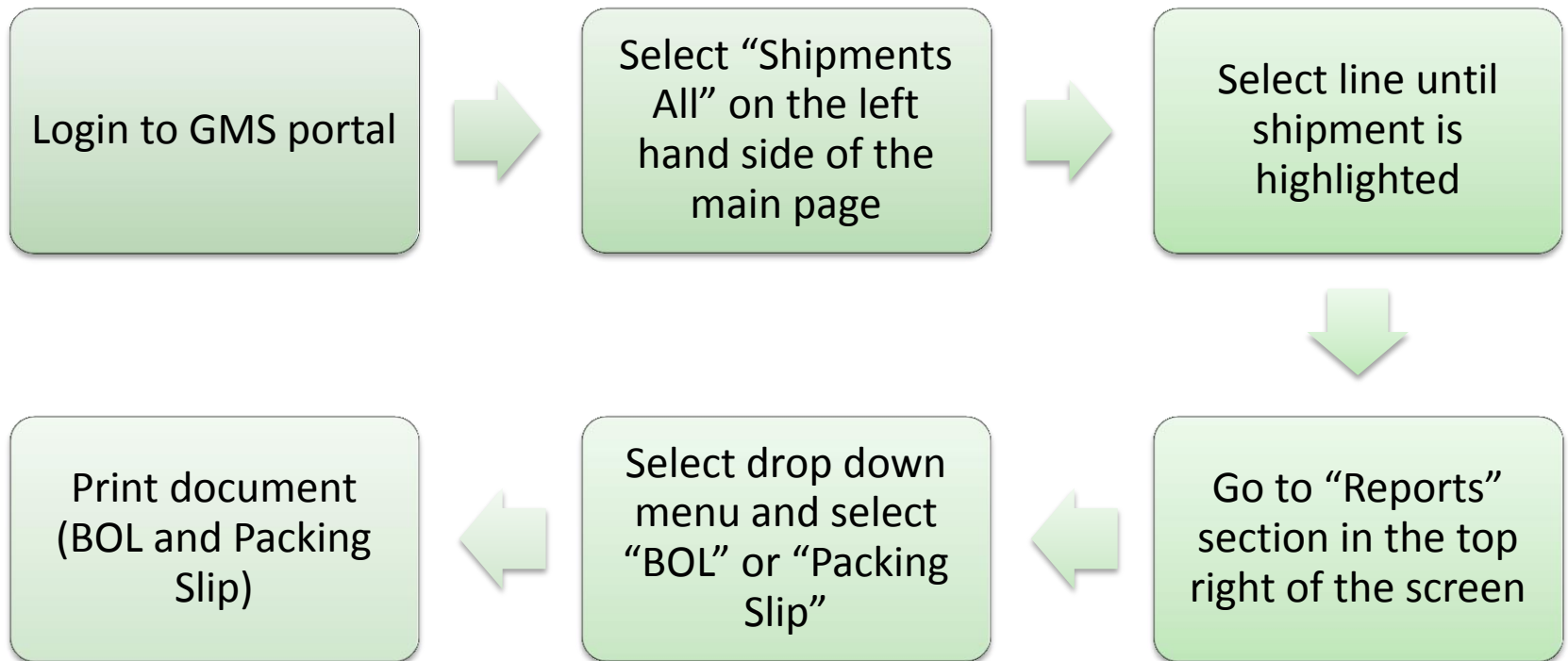
Amend Existing Delivery Documents

- Supplying sources may amend their existing documents to ensure all of the delivery paperwork is in compliance with the Shipping Procedure manual (Section 3 of the Addendum)
- **OR**

Use New GMS Portal BOL & Packing Slip

- A new GMS Portal enhancement is now available which enables supplying sources to print a Bill of Lading (BOL) and Packing Slip for each shipment

If you chose to use GMS, how to print a BOL & Packing slip using the Portal



Login to GMS portal

Login



User Name

Password:

Login

Wholesale Operations Group

Select shipments and all on the left hand side of the main page

LCBO

Explorer | **Desktop**

My Commerce Desktop

- Orders
- Shipments**
- Invoices
- Reports
- Activity
- Products
- Preferences

LCBO (Vendor)

Partner Filter

Quick Tasks

You are currently logged on as: TG02173D

Logout

Orders to Accept

LCBO-Other Grocers

- Order 43100_0001 received April 26, 2016
- Order 39018_0001 received March 4, 2016

LCBO-Longo's

- Order 39119_0001 received March 7, 2016

LCBO-Sobeys

- Order 39034_0001 received March 4, 2016
- Order 39057_0001 received March 4, 2016
- Order 39035_0001 received March 4, 2016
- Order 39036_0001 received March 4, 2016
- Order 43188_0001 received April 26, 2016

LCBO-Loblaws

- Order 39054_0001 received March 4, 2016
- Order 43191_0001 received April 26, 2016
- Order 43189_0001 received April 26, 2016
- Order 43190_0001 received April 26, 2016
- Order 43186_0001 received April 26, 2016
- Order 39049_0001 received March 4, 2016

News & Notices

No News or Notices

Recent Reports

No Reports

Tangentia

For support, please contact us:
lcbohelp@tangentia.com
1-888-826-4334

Wholesale Operations Group

Select line until shipment is highlighted

LCBO

Explorer | List Shipments

My Commerce Desktop | Ship Date | Status | Filter | Tasks | Reports

Orders | Shipments | All | Invoices | Reports | Activity | Products | Preferences | LCBO (Vendor) | Partner Filter | Quick Tasks

You are currently logged on as: T602173D | Logout

Partner	Shipment No	Bot No	Ship Date	St
LCBO-Loblaws	1276	92522	21 Apr 2016	✓
LCBO-Loblaws	1274	92519	21 Apr 2016	✓
LCBO-Loblaws	1273	92518	21 Apr 2016	✓
LCBO-Loblaws	1272	92525	21 Apr 2016	✓
LCBO-Loblaws	1271	92524	21 Apr 2016	✓
LCBO-Loblaws	1270	92526	21 Apr 2016	✓
LCBO-Loblaws	1268	92528	21 Apr 2016	✓
LCBO-Loblaws	1267	92517	21 Apr 2016	✓
LCBO-Loblaws	1266	92515	21 Apr 2016	✓
LCBO-Loblaws	1265	92514	21 Apr 2016	✓
LCBO-Loblaws	1264	92516	21 Apr 2016	✓
LCBO-Loblaws	1263	92513	21 Apr 2016	✓
LCBO-Loblaws	1262	92512	21 Apr 2016	✓
LCBO-Loblaws	1261	92527	21 Apr 2016	✓
LCBO-Loblaws	1260	92530	21 Apr 2016	✓
LCBO-Loblaws	1259	92520	21 Apr 2016	✓
LCBO-Other Grocers	1258	91601	21 Apr 2016	✓
LCBO-Other Grocers	1257	91605	21 Apr 2016	✓
LCBO-Metro	1256	89502	20 Apr 2016	✓

1 of 1262 Shipments Selected | Select None | Show Selected | Select Range

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For support, please contact us:
lcbohelp@tangentia.com
1-888-826-4334

Wholesale Operations Group

Go to reports section in the top right of the screen



Select drop down menu and select BOL or Packing Slip

LCBO

List Shipments

Ship Date: [Calendar icon] Status: [Dropdown] Filter: [Apply] [Clear]

Tasks: [Dropdown] Reports: [Dropdown]

Reports dropdown menu (highlighted in red):

- Bill of Lading
- Packing Slip

Partner	Shipment No	Bol No	Ship Date	
LCBO-Loblaws	1276	92522	21 Apr 2016	✓
LCBO-Loblaws	1275	92521	21 Apr 2016	✓
LCBO-Loblaws	1274	92519	21 Apr 2016	✓
LCBO-Loblaws	1273	92518	21 Apr 2016	✓
LCBO-Loblaws	1272	92525	21 Apr 2016	✓
LCBO-Loblaws	1271	92524	21 Apr 2016	✓
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LCBO-Loblaws	1264	92516	21 Apr 2016	✓
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LCBO-Loblaws	1262	92512	21 Apr 2016	✓
LCBO-Loblaws	1261	92527	21 Apr 2016	✓
LCBO-Loblaws	1260	92530	21 Apr 2016	✓
LCBO-Loblaws	1259	92520	21 Apr 2016	✓
LCBO-Other Grocers	1258	91601	21 Apr 2016	✓
LCBO-Other Grocers	1257	91605	21 Apr 2016	✓
LCBO-Metro	1256	89502	20 Apr 2016	✓

1 of 1262 Shipments Selected

Select None Show Selected Select Range

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Bill Of Lading

Grocer PO No. 986020	Ship To SOBEYS-5304-1 700 Queenston Road Hamilton, ON L8G 1A3
BOL No. 86553	
ASN No. 001233	
GMS Order No. 42268_0001	
Probill No.	
Total Shipped Cases 43	
Pallet Count 0	
Carrier	
Ship Date April 19, 2016	
Freight Prepaid	
Weight(kg)	From LCBO (Vendor)

Sample BOL

LCBO Item No.	Description	Weight(kg)	Shipped Cases
0009209	Becks 6 Pk-B +	0.00	2
0032359	Kaiser Beer	0.00	2
0074591	Tuborg Gold Beer+	0.00	4
0088815	Tatra Beer	0.00	5
0227694	Negra Modelo 6 Pk-B+	0.00	2
0270447	Guinness Draught Beer+	0.00	2
0296244	Guinness Draught 4 Pk-C +	0.00	2
0334052	Stiegl Grapefruit Radler	0.00	2
0407205	Grolsch Premium Lager 6pk-B +	0.00	3
0525188	Peroni Nastro Azzurro 6 Pk-B	0.00	4
0535294	Grolsch Premium Lager +	0.00	5
0614909	Kozel Beer +	0.00	4
0616540	Dos Equis Lager 6 Pk-B +	0.00	3
0676841	Red Stripe Lager 6 Pk-B+	0.00	3

Shipper:	LCBO (Vendor)	Carrier		Received	SOBEYS-5304-1
Per:		Per:		Per:	

Packing Slip

BOL No. 86553	Ship To SOBEYS-5304-1 700 Queenston Road Hamilton, ON L8G 1A3
Ship Date April 19, 2016	
GMS Order No. 42268_0001	Ship From LCBO (Vendor)
Grocer PO No. 986020	
ASN 1233	

Sample Packing Slip

SCC Master	UPC Master	LCBO Item No.	Description	Size (ml)	Case Qty.
	072311630122	0616540	Dos Equis Lager 6 Pk-B +	2130	3
	5901559950844	0088815	Tatra Beer	500	5
	083741150012	0535294	Grolsch Premium Lager +	500	5
	9003403193080	0334052	Stiegl Grapefruit Radler	500	2
	698614020899	0676841	Red Stripe Lager 6 Pk-B+	1980	3
	9028800751428	0032359	Kaiser Beer	500	2
	083741330018	0407205	Grolsch Premium Lager 6pk-B +	1980	3
	5000213015414	0270447	Guinness Draught Beer+	500	2
	5000213002834	0296244	Guinness Draught 4 Pk-C +	1760	2
	8008440222008	0525188	Peroni Nastro Azzurro 6 Pk-B	1980	4
	8594404001449	0614909	Kozel Beer +	500	4
	7501064192111	0227694	Negra Modelo 6 Pk-B+	2130	2
	5740700997365	0074591	Tuborg Gold Beer+	500	4
	082488143004	0009209	Becks 6 Pk-B +	1980	2

Summary

Implications

- Delivery documents not in compliance with the shipping procedure manual is causing downstream effects which includes delayed invoices to grocers which impacts payments to supplying sources, refused deliveries & receiving challenges for grocers
- Please see section 3 Order, Fulfillment and Delivery of the Addendum

Solution

- Amend existing delivery documents **OR** use the GMS BOL and Packing Slip going forward

Timeline

- All supplying sources are expected to have chosen a solution and be in place no later than Friday, May 13th 2016

Support

- If you have any questions or require any additional support, please feel free to contact your grocery wholesale operations team
- Email address wholesaleservice@lcbo.com or 416-365-5842