

LCBO

Customer User Guide

VERSA PAY

LCBO Customer User Guide

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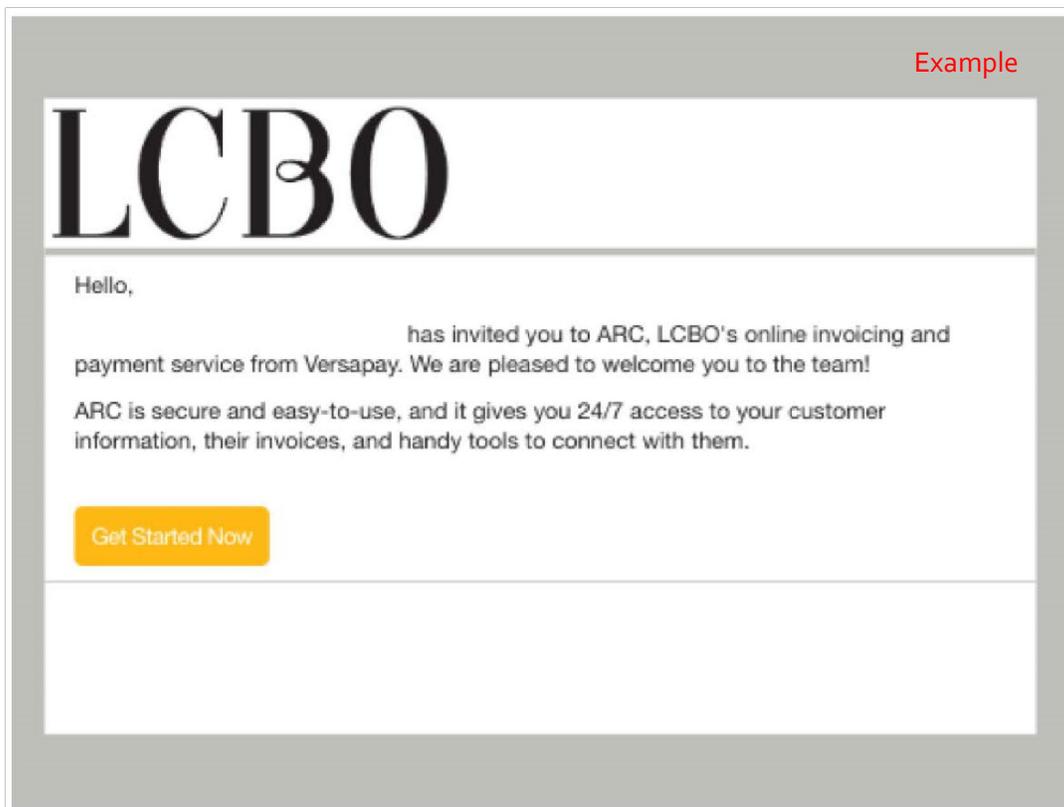
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LCBO Customer User Guide

HOW TO CREATE AN INVOICE

Welcome to LCBO's cloud-based invoice payment solution user guide!

Now that you have completed your first order, you will receive an invitation from the LCBO to create a user account with ARC our new online invoice and payment system.



Clicking the "Get Started Now" button will direct you to a Terms and Conditions page, which requires your agreement and then continue to view and pay your invoices online.

ARC Terms of Use

This agreement (the "Agreement") is between you and VersaPay. It is a legal document that governs your access to, and use of, VersaPay's online service for receiving and paying invoices from your suppliers (the "Service"). Your suppliers must subscribe to VersaPay's services in order for you to use the Service to pay that supplier's invoices. In this Agreement, the terms:

"VersaPay", "we", "us" and "our" refer to VersaPay Corporation, an Ontario corporation with its principal place of business at 210-214 King St. W, Toronto, Ontario M5H 3S6; and

"you" and "your" refer to the business entity (whether in the form of a corporation, partnership, sole proprietorship, unincorporated association or other entity that carries on business) on behalf of which you are using the Service.

"User Data" refers to your email address at a minimum, but may also include other optional information you provide such as your name and company address.

By using the Service you agree to be bound by the terms and conditions of this Agreement. If you do not agree to be bound by this Agreement you must not use or access the Service. Before your first use

Yes, I agree to these terms of use.

Continue

Note: You can access your LCBO invoices anytime by going to <https://secure.versapay.com> and logging in. Also, you will receive various email notifications where you will again be directed to login to view print and pay your invoices.

SEND A VOID CHEQUE ONCE YOUR ACCOUNT IS AVAILABLE

To our office at: 2460 Stanfield Road, Mississauga, Ontario L4Y 1S2. Attention: Plarent Koca

CREATE A PASSWORD

Follow Steps

Password Must Include

You need to add a password to add a payment method

Adding a password is a great idea.

It's quick and easy, and lets you:

- Securely store and re-use payment info
- Invite your colleagues to join you
- Take advantage of automatic payment options and other handy time-saving tools

Add a password

Password

Repeat Password

Continue

Return to Invoices

At least 8 characters
At least 1 lowercase letter
At least 1 uppercase letter
At least 1 number

PAYMENT METHOD

When you add a password, you can add the funding source you wish to use when paying invoices by opening your account settings and going into the "Payment Methods" section.

The screenshot shows the LCBO user interface. At the top left, the user is logged in as 'Test 8' (last login 16 minutes ago). The user's email is 'admin@gmail.com'. A dropdown menu is open, showing options: 'My Profile', 'Company Profile', 'Payment Methods' (highlighted with a red arrow), 'Exports', and 'Log Out'. Below the menu, there are navigation tabs for 'Invoices', 'Payments', and 'Activities'. A message states 'You are in Customer Support Mode. Click here to go back.' There is a search bar for 'Invoice # or PO #' and buttons for 'Open Items', 'What should I pay?', 'Scheduled Payments', and 'More'. On the right, there are buttons for 'Pay All' and 'Export'. Below this is a table of invoices:

<input type="checkbox"/>	Invoice #	PO #	Amount	Status	Invoice Date	Due Date	Balance
<input type="checkbox"/>	30000060		\$50,226.98	OVERDUE	08-22-2019	08-23-2019	\$50,226.98
<input type="checkbox"/>	40000060		\$50,226.98	OVERDUE	08-22-2019	08-23-2019	\$50,226.98

The LCBO only accepts Versa Pay as valid payment method

This screenshot shows the same LCBO user interface as above. A red arrow points to the 'Add Bank Account' button in the 'Ready To Pay' section. The 'Ready To Pay' section shows a table with one invoice selected for payment:

<input checked="" type="checkbox"/>	Invoice #	Amount	Owing	Payment	Note
<input checked="" type="checkbox"/>	30000060	\$50,226.98	\$50,226.98	\$50,226.98	

This screenshot shows the 'Add a bank account' form. A red arrow points to the 'Account holder' field, which contains the text 'Test 8'. The form includes fields for 'Select your bank' (CIBC), 'Transit number' (12345), 'Account number' (1234567), and 'Account holder' (Test 8). There are also fields for 'Your Name', 'Your Address', 'City', 'Province/State', and 'Postal/Zip'. A red arrow also points to the 'Account' dropdown menu, which is set to 'Account'.

To finish and add a bank account click on the "Add Bank Account" button. You'll be taken to a new agreement page once the bank account information has been approved.

NOTE: Business bank account information can be found at the bottom of your cheque.



PAYMENT METHOD PT 2

VersaPay ARC Pre-Authorized Debit Agreement for LCBO

In this pre-authorized debit agreement (Agreement), "VersaPay", "we" and "us" refer to VersaPay Corporation, "Company" refers to the above-named business customer of VersaPay, and "ARC" and the "Service" refer to the secure invoice presentation and payment portal you have been given access to by one or more of your suppliers. "User" means an individual who is authorized by Company to use the Service and to whom you (or we at your request) have supplied a user identification and password. Users may include, for example, Company's employees, consultants, contractors and agents. This Agreement is pursuant to the Terms of Use you agreed to when you registered to use the Service.

You are agreeing to the terms of this Agreement on behalf of Company.

You authorize and direct VersaPay to debit the specified Deposit Account in accordance with the terms and conditions of this Agreement. You undertake to inform VersaPay promptly, in writing, of any change to the Deposit Account.

This is a continuing but revocable authorization for the issue and processing of pre-authorized debits ("PADs") for business purposes, pursuant to the Agreement:

...

Invoices Payments Activities

Ready to pay (1)

You are in Customer Support Mode. [Click here to go back.](#)

My Profile

Company Profile

Payment Methods

My Notifications

Exports

Confirm Your Banking Information

If your bank account number is incorrect your VersaPay transactions will bounce. You may be charged a fee for each bounced transaction.

Your Branch: RBC, 1055 W Georgia St 35 Th Fl Rc, Vancouver, BC V6E 3S5

Your Transit Number: XXXXX

Your Bank Account Number: XXXXXXXX

Your Name: Test 8

Your Address: - , ,

Confirm Bank Account or [Go Back](#)

Click to Confirm

Test 8

(last login 22 minutes ago)

Balance Due: **\$100,453.96**

Last Payment: \$50,226.98 on 08-29-2019

Invoices Payments Activities

Ready to pay (1)

Successfully created bank account

You are in Customer Support Mode. [Click here to go back.](#)

My Profile

Company Profile

Payment Methods

Bank Accounts

Add Bank Account

RBC (4567)

1055 W Georgia St 35 Th Fl Rc, Vancouver, BC V6E 3S5

✓ This bank account is verified

† Fund Token: BA5MEE6V2EZN

[Pre-authorized Debit Agreement](#) for this account agreed to by koca300+admin@gmail.com of Test 8 on August 29, 2019 12:40.

Remove

VIEWING YOUR INVOICE

The screenshot displays the LCBO account dashboard. At the top left is the LCBO logo. Below it, a dark green status bar shows the user's last login time and a red box labeled '1' containing the 'Balance Due: \$65,040.02' and 'Last Payment: \$1,200.00 on 08-20-2019'. Below the status bar are three navigation tabs: 'Invoices' (highlighted with a red box and arrow '2'), 'Payments', and 'Activities'. A search field labeled 'Invoice # or PO #' with a magnifying glass icon is highlighted with a red box and arrow '3'. Below the search field are four status filter buttons: 'Open Items', 'What should I pay?', 'Scheduled Payments', and 'More', with a red box and arrow '4' around them. To the right of these filters are 'Pay All', 'Export', and a dropdown arrow, with a red box and arrow '5' around them. Below the filters are three action buttons: 'Pay', 'Mark for Payment', and 'PDF', with a red box and arrow '6' around them. A summary line indicates '4 invoices, \$66,390.02 Owing / \$66,390.02 Total. 3 credits, (\$1,350.00) available / (\$1,350.00) Total.' Below this is a table of invoices:

<input type="checkbox"/>	Invoice #	PO #	Amount	Status	Invoice Date	Due Date	Balance
<input type="checkbox"/>	101626		\$64,190.02	OVERDUE	08-16-2019	08-16-2019	\$64,190.02
<input type="checkbox"/>	11111		(\$600.00)	CREDIT	08-16-2019	08-16-2019	(\$600.00)
<input type="checkbox"/>	4164		(\$600.00)	CREDIT	08-16-2019	08-16-2019	(\$600.00)

1. **Status Bar:** Indicates your total balance due, your last login date and your last payment amount
2. **Navigation Tabs:** Allow you to navigate to various views of your account invoices, payments, and activities.
3. **Search Field:** You can search for records by Invoice Number, or PO Numbers
4. **Status Filters:** These buttons allow you to filter which invoices are displayed based on status. Only one filter per set can be selected at a time, e.g. Open and All. There's also a filter called "What Should I Pay?" which will display invoices within five days of the upcoming due date or any that are past due.
5. **Pay All and Export:** You can choose to pay all invoices or to export all the invoices in your list to a .csv file by clicking these buttons.
6. **Invoice Options:** When you have selected an invoice using the Invoice Selection Checkbox these options will become available. You can choose to pay the invoice(s) selected, mark them for future payment, or open PDF copies of the invoices on your desktop.
7. **Invoice Selection Checkbox:** You can flag this checkbox to select any given invoices for payment.
8. **Presented Invoice Link:** Click on the invoice link and it will open the invoice for you to view invoice details, payments, attachments and any comments related to the invoice.

MAKING A PAYMENT

You can click on the invoice number to review the invoice you would like to pay, and click the "Pay Now" button to make a payment.

NOTE: For NSF cheques will have 24 hours to resubmit a payment, including the \$35 Fee

Test 8 (last login 2 minutes ago) Balance Due: **\$100,453.96**
Last Payment: \$50,226.98 on 08-29-2019

Invoices Payments Activities Ready to pay (1)

You are in Customer Support Mode. [Click here to go back.](#)

Test 8 (933,006) Balance: **Pay Now** **View PDF**

#30000060 **\$50,226.98** < ☰ >

Amount: \$50,226.98 Invoice Date: 08/22/2019 Due Date: 08/23/2019 Status: **Overdue**

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INVOICE

Invoice # XXXXXX
Invoice Date 2019-08-22
Due Date 2019-08-23

Test 8 (last login 3 minutes ago) Balance Due: **\$100,453.96**
Last Payment: \$50,226.98 on 08-29-2019

Invoices **Payments** Activities Ready to pay (1)

You are in Customer Support Mode. [Click here to go back.](#)

You are about to make the following payment

SUMMARY OF PAYMENT TO LCBO

Pay with: RBC (4567)

==== TOTAL CHARGE ====

\$50,226.98

Cancel **Complete Payment**

HAVING PAYMENT ISSUES?

Please contact our LCBO Helpdesk

Email: b2bpayments@lcbo.com

Phone: 905-949-3533