

LCBO Vendor Onboarding Form

This is a MANDATORY FORM for registering as a new Vendor, changing information previously submitted and registering for LCBO Gateway. All fields must be typed. Hand-written and incomplete forms will NOT be processed. Digital or handwritten signatures are accepted.

SECTION 1

Basic Information – New Vendor / Updated Vendor Information

Legal Vendor Name			
Operating Name (if different from Legal Vendor Name)			
Street Number & Address			
Unit/Suite		City	
Province/State		Country	
Postal/ZIP Code		HST Registration Number (Canadian Vendors only)	
Telephone (include country + area code)			

Basic Information – Previous Information (Existing Vendors Only)

Previous Legal Vendor Name	
Previous Operating Name (if different from Legal Vendor Name)	
Supplier Number	
Vendor Number	

Vendor Contact Information

You must provide at least 1 contact for Finance, 1 contact for Quality Assurance (QA). You may provide up to 2 additional contacts for other business matters.

Please Note: Vendor contacts who are identified as Authorized Representatives must have the authority to legally bind the Vendor. The LCBO will only accept requests for changes to the Vendor information provided herein including but not limited to, Banking Information, in writing from an Authorized Representative of the Vendor.

	Name (First Last)	Telephone	Email	Business Title	Department	Type	Authorized Representative (check box if Yes)
1						Finance	☐
2						Quality Assurance	☐
3							☐
4							☐
5							☐

Banking Information

Last 4 digits of your bank account number are included in the payment notification. Please notify accounts.payable@lcbo.com immediately if there is any issue with the bank account number listed

Name of Bank			
Street Number & Address			
Unit/Suite		City	
Province/State		Country	
Postal/ZIP Code		Primary Transaction Currency (select one)	
Account Number / International Bank Acct (IBAN)		Bank Number (Canadian Banks Only)	
Routing Method (select one)		Routing/Branch Number	

Previous Banking Information for Existing Vendors (if applicable)

Vendor's previous banking information, whenever an update to existing records is required.

Name of Bank			
Street Number & Address			
Unit/Suite		City	
Province/State		Country	
Postal/ZIP Code		Primary Transaction Currency (select one)	
Account Number / International Bank Acct (IBAN)		Bank Number (Canadian Banks Only)	
Routing Method (select one)		Routing/Branch Number	

Agent Information

Will you be appointing a licensed Agent to represent your interests with the LCBO? **Check box if Yes**

If yes, complete the following forms and submit the completed package with this Vendor Onboarding Form:

- 1) [Appointment of Exclusive Agent Letter](#); and
- 2) If applicable, [Direction to Pay Agent](#) Form

The LCBO will not take instructions from your appointed Agent unless the LCBO receives the signed Appointment of Exclusive Agent Letter.

SECTION 2

LCBO Gateway Access

LCBO Gateway is a central platform that gives Vendors secure access to order, invoice and payment information. You may provide access to your employees and/or Agent partner(s) for read-only or write access. Access to LCBO Gateway is subject to all Users acknowledging and accepting the [LCBO Gateway Terms and Conditions](#).

By granting write access to the authorized Users below, the Vendor confirms that it grants authority to each User to legally bind the Vendor. The LCBO will consider all actions taken by a User authorized to view and take actions on behalf of the Vendor to be duly authorized by the Vendor. Authorization of a User by the Vendor will enable a User to obtain access to all the information that the Vendor is able to access through LCBO Gateway or that the LCBO may make available from time to time and to make full use of all related LCBO Gateway features. The Vendor agrees and acknowledges that access to LCBO Gateway enables a User to view all information regarding the Vendor including, without limitation, orders and other transactions between the Vendor and the LCBO, and payments made to the

LCBO

Vendor, and that any User with write access will be able to take actions on behalf of the Vendor, and the Vendor hereby authorizes the LCBO to provide access to the Vendor's information to the Users listed below.

The Vendor shall notify the LCBO promptly in writing whenever a User ceases to be employed by the Vendor, or the Vendor wishes to revoke a User's access to LCBO Gateway for any reason.

User Details

	User Email	User First Name	User Last Name	User Type	Agent Name & Agent Number (if applicable)	Orders App Access* (Read/Write)	Invoices App Access (Read-only)	Receive Notifications (Yes/No)	Authorized Representative (check box if Yes)
1							☐	☐	☐
2							☐	☐	☐
3							☐	☐	☐
4							☐	☐	☐
5							☐	☐	☐
6							☐	☐	☐

Note:

For Vendor-Beverage Alcohol and Agent user types: Read or write access is available to the Orders app.

For Vendor-Other and Carrier user types: Only read access is available to the Orders app.

SECTION 3

Vendor Authorization

The Vendor: 1) certifies that all information provided above is correct and complete, 2) authorizes and directs the LCBO to make payments to the Vendor in accordance with the banking information set out above, 3) accepts the LCBO Gateway Terms and Conditions which can be found at www.doingbusinesswithlcbo.com; and 4) represents that the individual signing below on its behalf is properly authorized to do so. Digital or handwritten signatures are accepted.

NAME OF AUTHORIZED SIGNATORY	BUSINESS TITLE	SIGNATURE	DATE (MM/DD/YYYY)

Internal Use Only

Additional Vendor Details

Plant		Schema Group	
Payment Terms		Incoterm	
Agent Code (if not already provided)		Manufacturer Code	
Distributor ID (Direct to Store Suppliers)		Bill To / Payee Agent (Business Partner)	

Port Code – Good Supplier Vendor (If applicable)

Port Code		Address	
City		Region	
Postal Code /Zip Code		Country	

Port Code – Good Supplier Vendor (if applicable)

Port Code		Address	
City		Region	
Postal Code /Zip Code		Country	

Product Manager Signature	
------------------------------	--