LCBO
let's get together

Ontario Breweries considering distribution through the LCBO Warehouse should review the material and follow up with any questions.

- The Vendor/Agent must provide the LCBO with a letter of intent to transition to the warehouse citing a specific date, on official vendor letterhead. Note all the active SKU's and state if they are available through the Grocery channel.

- It is recommended that the transition date be at least 16-20 weeks out from the date that the letter of intent is provided to the LCBO. The lead time is required to process the transition, gaining access to systems, carton reviews, issuing of PO's, and other details.

- Transitioning Items require a new NISS pre submission application, and full listing lifecycle to align with the Inventory team for the NPI process that facilitates PO's and forces if eligible.

- The Vendor is responsible to get a carton review via Quality Assurance to assure the carton meets all regulations and LCBO Packaging standards, including a functional SCC code.

- A Carton Review is mandatory, complete Form LCB 2102, and facilitate the testing with Karen Carter.
  www.doingbusinesswithlcbo.com Form 2102 Request for Shipping Container Exam.

  Form should be sent to Head Office with a physical carton sample, SCC Code on the carton, 1 Selling unit of the item, and include the plastic wrap. If it is a carton with dividers, include the divider and 1 selling unit of the item.

- Vendor asked to review product packaging standards – Click here for Product Packaging Standards [Trade Site Product Packaging Standars for Quality Assurance](#)

- The Vendor must request & gain access to Web PO & IMS Systems which enable the Vendor to book appointments to deliver product to the LCBO Distribution Centres and track PO's. www.doingbusinesswithlcbo.com

- Determine the TI-HI specifications for the pallet.

- The LCBO Warehouse cost of service per pricing template on www.doingbusinesswithlcbo.com (under pricing)

- The Vendor should consider the stale date and shelf life of their product as the LCBO will cease distributing inventory 30 days from becoming stale dated. Stale dated beer can be picked up by the vendor or destroyed by QA; these charges are debited back to vendor via QA.

- The Vendor does not have any control over which stores order the beer, through warehouse distribution and the product is available to 660+ stores. A Vendor that ships via Direct Delivery controls all aspects of distribution and dictates what stores they would like to ship to. This can result in items being listed in underperforming stores that would result in lower overall performance of Litres/Store/Period LSP.

- The Vendor must have an appropriate delivery vehicle & driver meet requirements that meets the LCBO Distribution Centre's guidelines.

- Vendor responsible to apply anti-skid to pallets that arrive to warehouse, failure to do so results in QA non-compliance chargebacks & delay of product to market.

- CIF shipping terms is the standard (cost, insurance & freight covered by vendor)

  (CIF = Cost Insurance Freight incoterm means vendor is responsible to deliver the product to the warehouse)

- Date coding information is required; complete LCB 2099 Beer Coding Information, access using the link: http://www.doingbusinesswithlcbo.com/tro/Forms-Documents/Forms/Forms.shtml

- Category will send out a communication to retail advising of the distribution change 1 week in advance of the transition date.

- The Vendor should also communicate to retail in advance of the transition to suggest retail order extra stock to mitigate any possible stock outs from last delivery to the first warehouse delivery.

- Only New and seasonal items get forced to 100 stores for LCBO Warehouse Distributed Suppliers.

- Current/Existing items do not get forced to 100 stores when the supplier transitions from Direct to LCBO Distribution.

- The process to change distribution is robust, time sensitive, involves multi divisional configuration to execute, and is not approved for the sole purpose to attain a force list.