



Merchandising Promotions Tracking System

User Guide



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Overview

This User Guide helps LCBO Agents use the Merchandising Promotions Tracking System (MPTS).

- The system is web-based and allows Agents to apply on-line for LCBO Merchandising Promotions and Programs.
- The system enables the LCBO to review, track, approve, and invoice all merchandising applications.
- Agents can view the status of their application and retrieve summary reports.

This User Guide outlines the steps to follow at the various stages of a merchandising application submission.

The screen captions provide a step by step explanation for each element on the page.

User Support

For questions not addressed in this guide, please use the following contacts:

- 1) For technical questions:

LCBO Helpdesk
servdesk@lcbo.com
8:00-16:30 EST, Monday to Friday, Excluding Statutory Holidays

- 2) For business questions relating to promotional policies and/or procedures, contact the appropriate Business Unit:

Name	Title	Telephone	Hours
Wines (New World & Ontario)	Image Administrator	(416) 365-5896	8:00-16:30 EST, Monday to Friday, (Excl. Stat. Holidays)
Wines (European)	Image Administrator	(416) 365-5874	
White Spirits Ready-to-Drink	Image Administrator	(416) 864-6971	
Brown Spirits	Image Administrator	(416) 365-5893	
Beers	Image Administrator	(416) 864-2425	



System Access

How to Access the System

Every user must be registered and equipped with a proper user login id and password.

To learn how to register, please refer to the Merchandising Promotions Tracking System information available on the LCBO Trade Resources Website.

The Merchandising Promotions Tracking System is accessed through www.lcbonet.ca. Your User ID and password will be emailed to you once you are setup. Use that ID and password to:

- Log into the LCBO Instant Virtual Extranet (IVE)
- Log into the Merchandising Promotions Tacking System

Login

This is the entry page of the Merchandising Promotions Tracking System.

Key in your **User ID** and your **Password** and then click the LOGIN button.
Your User Login ID will be in email format (i.e. john.smith@anycompany.com).

Password

LCBO Merchandising Promotions Tracking System

Login

User Id:

Password:

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A password consists of a string of six (6) to eight (8) characters. It must be a combination of letters and numbers and is case sensitive.

First Time Use:

Upon receipt their user login identifier and initial password from LCBO Helpdesk.

Password can be reset by emailing the helpdesk (servdesk@lcbo.com).

Note: your password will be emailed to you. It will not be given out over the telephone.



Home Page



Merchandising Promotion Tracking System

Help Contact Us Logout

Home Promotions

Welcome to Merchandising Promotions Tracking System

Message Board
 Check Here for Promotional Updates and System Alerts
 Hello - we are ready to go

Promotion Summary Table

Search Promotion Year 2007 Business Unit

Promotion Theme Period	Approved	Declined	Pending	Incomplete	Late Submission	Change Requests
200701 200701 Fusion	33	33	0	0	0	0
200702 200702 European Tour	26	37	0	0	0	0
200703 200703 Coolers & Party Zone	27	36	0	0	0	0
200704 200704 Spirit Cocktails	41	34	0	0	0	0
200705 200705 Beer	27	33	0	8	0	0
200706 200706 Grill it	44	32	0	1	0	0
200707 200707 Ontario Wines	19	29	0	3	0	0
200708 200708 Whisky	38	33	0	2	0	0
200709 200709 Holiday I	25	50	0	0	0	2
200710 200710 Holiday II	40	40	0	0	3	2
200711 200711 Big Brand/Big Game	17	15	1	0	0	0
200712 200712 Wine 101	21	31	1	3	2	1
200713 200713 The A List	38	34	2	0	5	2

- **Message Board**

The message board communicates general information regarding the system such as outages, or promotional information such as upcoming deadlines, new promotional opportunities, and available programs.

- **Promotion Summary Table**

The Promotions Summary Table summarizes the status of all promotional applications for an Agent for a given year, categorized by promotional turn. The table defaults to the current fiscal year. Other years can be viewed by selecting a year in the drop down menu and clicking the 'Search' button.

Application Status	Description
Approved	At least one program in the application was approved.
Declined	No programs in the application were approved and at least one program was declined.
Pending	Application not yet reviewed by Category Management.
Incomplete	Not all programs within the application have been submitted.
Late Submission	Application was submitted by the Agent after the deadline and has not been reviewed by Category Management.
Change Requests	After an application is approved or after a deadline, changes to the application can only be made through change requests. This column indicates that change requests exist for the application.



- Clicking on any number in a status column for a given promotional turn will lead to a detailed summary of item numbers on promotion for that turn.

	Approved	Declined	Pending	Incomplete	Late Submission	Change Requests
33	33	0	0	0	0	0
26	37	0	0	0	0	0
27	36	0	0	0	0	0
41	34	0	0	0	0	0
27	33	0	8	0	0	0
44	32	0	1	0	0	0
19	29	0	3	0	0	0
38	33	0	2	0	0	0
25	50	0	0	0	0	2
40	40	0	0	3	2	2
17	15	1	0	0	0	0
21	31	1	3	2	1	1
38	34	2	0	5	2	2

Details Page:

Merchandising Promotion Tracking System

Applications | Invoicing | Reports

Home Promotions

Applications

Create

Search

Applications

Products

Change Requests

Search

Go to page: 1 2 3 4 5 6 7 8 9 10 20

Item Number	Item Name	Business Unit	Period	Programs	Status
			200701		Approved
67	Smirnoff Vodka	Spirits	200701	2 View	Approved
141	Bacardi Superior	Spirits	200701	2 View	Approved
166	Sogrape Mateus Rose	Wines	200701	1 View	Approved
190	Smirnoff Vodka	Spirits	200701	1 View	Approved
281	Walker's Special Old	Spirits	200701	1 View	Approved
307	Seagrams V.O.	Spirits	200701	1 View	Approved
505	Martini & Rossi Sweet Vermouth Red	Wines	200701	1 View	Approved
570	Beefeater Dry	Spirits	200701	2 View	Approved
653	McGuinness Silk Tassel	Spirits	200701	1 View	Approved



Search \ Applications

- Click "View" to see the short summary of programs for selected item number.
- Click "Hide" to hide the short summary of programs.
- You can enter search criteria in the boxes corresponding to the field names and click on the Search button to narrow down your results.
- Click on any item number to bring up the details for the item (see "Application Detail" shown below.)

LCBO
Merchandising Promotion Tracking System

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Applications

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Search Go to page

Item Number	Item Name	Business Unit	Period	Programs
67	Smirnoff Vodka	Spirits	200701	2 Hide Sold Space: End Aisle Approved Support: Value Add Approved
141	Bacardi Superior	Spirits	200701	2 View
166	Sogrape Mateus Rose	Wines	200701	1 View
190	Smirnoff Vodka	Spirits	200701	1 View
281	Walker's Special Old	Spirits	200701	1 View
307	Seagrams V.O.	Spirits	200701	1 View

Application Detail (Approved)

Item Number: 67
Promotion Period: 200701
Business Unit: Spirits

Description: Smirnoff Vodka
Agent: 155 - DIAGEO CANADA INC.
Buyer: P02 - DOMESTIC SPIRITS
Vendor: 95 - DIAGEO CANADA INC. 1

Origin: QUEBEC
Unit Size: 750 ML
Retail Price: 23.65
List/Delist: 2

Comments: end approved - va approved

Programs | Non Applied | Details | Forecast | Contest Rules | Change Requests

New Programs		Incomplete	Pending	Late Submission	Approved	Declined	Cancelled
Add	Category In Section				EA		
Add	Bonus Airmiles				VA		

Value Add Program Details

*Description: Smirnoff Lime Twist 50 mL
*VA Cost: \$ 2.00

Note: All quantity fields are in cases

Applied Quantities
Plant: 3369
Sales: 375
Mother Carton:

Approved Quantities
Plant: 3369
Sales: 375
Mother Carton:

*Billing Party:

- Click on a program name (EA, VA, etc.) to see details for that program, as shown above.

Note: During a "Blackout" period the program status will show as "Pending". The final program status will not display until the Blackout period is over.



Search for an Existing Application

- Use this search to find an item that is part of an application.
- Click on “Promotions” tab.
- The default search is “Applications”.
- Enter your search criteria in the boxes provided, or select your criteria from the drop down list and click “Search” button.
- Your results will be displayed in a table, as shown below.
- Clicking on item number will take you to the “Application Detail” page for that item.

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Merchandising Promotion Tracking System

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Search

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Item Number	Item Name	Business Unit	Period	Programs	Status
67	Smirnoff Vodka	Spirits	200701	2 View	Approved
141	Bacardi Superior	Spirits	200701	2 View	Approved
166	Sogrape Mateus Rose	Wines	200701	1 View	Approved
190	Smirnoff Vodka	Spirits	200701	1 View	Approved
281	Walker's Special Old	Spirits	200701	1 View	Approved
307	Seagrams V.O.	Spirits	200701	1 View	Approved
505	Martini & Rossi Sweet Vermouth Red	Wines	200701	1 View	Approved
570	Beefeater Dry	Spirits	200701	2 View	Approved
653	McGuinness Silk Tassel	Spirits	200701	1 View	Approved



Search for an Product

- The Products search can be used to find any item, regardless of whether the item is on promotion.
- Under "Search" menu, click on "Products".

- In the search results, if a product is already a part of an application, the existing application can be edited by clicking the "Edit" button in the right column.
- If the product is not a part of an application, a new application for that product can be created by clicking the "Create" button.

Products

Item Number	Item Name	Business Unit	Agent	Buyer	Vendor	Action
224	Aberlour 16 Year Old Scotland (Chivas Brother	Vintages	CORBY DISTILLERIES LIMITED	P12 - VINTAGES - NEW WORLD	CHIVAS BROTHERS	Create
281	Walker's Special Old	Spirits	CORBY DISTILLERIES LIMITED	P02 - DOMESTIC SPIRITS	HIRAM WALKER & SONS LTD.	Edit
331	Beefeater Dry	Spirits	CORBY DISTILLERIES LIMITED	P05 - IMPORTED SPIRITS	CHIVAS BROTHERS	Create
356	Dubonnet Rouge	Wines	CORBY DISTILLERIES LIMITED	P01 - EUROPEAN WINES	RICARD S.A.	
398	Tia Maria	Spirits	CORBY DISTILLERIES LIMITED	P05 - IMPORTED SPIRITS	ALLIED DISTILLERS	Create



Change Request Search

- Use this search to find Change Requests for an application.
- Click the “Promotions” tab located in the top right hand corner.
- Under the “Search” menu, click the “Change Requests” submenu.
- Enter your search criteria in the fields provided or select your criteria from the drop down lists.
- Your results will be displayed in a table as shown below.

Merchandising Promotion Tracking System

Home **Promotions**

Applications | Reports | **Change Requests**

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Search
Applications
Products
Change Requests

Search

Item Number	Item Name	Period	Description	Application Status	Change Request Status
123133	Ouzo 12	200701	Please change the case quantity to 240 cases	Approved	Approved
301507	Wente Cabernet Sauvignon (V)	200701	Re-applying for a Regular Shelf Extender per email from Susan Chee.	Approved	Approved
413062	Two Oceans Cabernet Sauvignon/Merlot*	200701	Please remove from End Aisle program and replace with Two Oceans Chardonnay (750 ml.) temporary Product # 4000418 with an LTO of \$1.00 - this brand will be part of the 25K Air Miles contest as well. A new application will be submitted for the Chardonnay. Thanks	Approved	Declined
620575	Osborne Solaz Tempranillo Cabernet Sauvignon*	200701	Please cancel the VA program for Osborne Solaz Tempranillo Cabernet Sauvignon - +620575. Thank you.	Declined	Approved



Create a New Application

An application must be created and submitted for every LCBO item to be promoted.
An application is linked to one LCBO item number and can contain multiple programs.

To create a new application for existing product:

- Click the “Promotions” tab located in the top right hand corner.
- Click the “Create” menu on the left hand side.
- Enter the Item Number and Promotion Period you wish to apply for and click the Create button.

LCBO Merchandising Promotion Tracking System

Applications | Reports | Home | Promotions

Applications **Create Application**

Create
Search

Item Number:
Promotion Period:

Note: The application will be loaded if it already exists for the specified item number and promotion period.

Create

- The application will be loaded if it already exists for the specified item number and promotion period.
- If the application does not exist, a new application will be created as shown below.

Application Detail (Incomplete)

Item Number: 8854
Promotion Period: 200712
Business Unit: Spirits

Description: Gibson's Finest
Agent: 256 - PMA CANADA LTD.
Buyer: P02 - DOMESTIC SPIRITS
Vendor: 48280 - WILLIAM GRANT & SONS CANADIAN

Origin: QUEBEC
Unit Size: 1140 ML
Retail Price: 37.45
List/Delist: 2

Programs | Non Applied | Details | Forecast | Contest Rules | Change Requests

New Programs		Sold Space	Incomplete	Pending	Late Submission	Approved	Declined	Cancelled
Add	Category In Section							
Add	Bonus Airmiles							

- Select the Program from the drop-down menu.
- Click on the “Add” button to create the program chosen in the box beside the button.
- Details for the program can be entered in the newly created Program Details page.

For any Program Details page the following are common buttons:

- “Save” – the program will be saved without submitting it to Category Management for approval. The program can be accessed again before submitting to Category Management for approval.
- “Submit” – The application will be submitted to Category Management for approval.
- “Cancel” – The most recent changes for the program will be cancelled.



Sold Space Programs

End Aisle

- You will get a list of all End Aisles available for that promotional turn.
- If your product cannot participate in End Aisle program in that promotional turn, the checkboxes will be disabled.
- Apply for an End Aisle by clicking the appropriate checkbox.
- Billing Party must be selected from the drop down list.
- Click the Charity Donation checkbox if the product is participating in a LCBO Charity Donation.

End Aisle Program Details

Name	Number	Description	Applied
Hero Display	HD	Premium Wines	<input type="checkbox"/>
End Aisle 1	1	Ontario Wines	<input checked="" type="checkbox"/>
End Aisle 2 (+C* Stores)	2	Ontario Wines	<input type="checkbox"/>
End Aisle 3 (+C* Stores)	3	Ontario Wines	<input type="checkbox"/>
Solution End Aisle 4(+C* Stores)	4A	A. Ontario Wines	<input type="checkbox"/>
Solution End Aisle 4(+C* Stores)	4B	B. Ontario Wines	<input type="checkbox"/>
End Aisle 5 (+C* Stores)	5	Ontario Wines	<input type="checkbox"/>
End Aisle 6 (+C* Stores)	6	Ontario Wines	<input type="checkbox"/>
End Aisle 7	7	Ontario Wines	<input type="checkbox"/>
Solution End Aisle 8	8A	A. Ontario Wines	<input type="checkbox"/>
Solution End Aisle 8	8B	B. Ontario Wines	<input type="checkbox"/>
Solution End Aisle 9	9A	A. Ontario Wines	<input type="checkbox"/>
Solution End Aisle 9	9B	B. Ontario Wines	<input type="checkbox"/>
End Aisle 10	10	Ontario Wines	<input type="checkbox"/>
End Aisle 11	11	Ontario Wines	<input type="checkbox"/>
Solution End Aisle 12	12A	A. Ontario Wines	<input type="checkbox"/>
Solution End Aisle 12	12B	B. Ontario Wines	<input type="checkbox"/>
End Aisle 13	13	Ontario Wines	<input type="checkbox"/>
End Aisle 14	14	Ontario Wines	<input type="checkbox"/>
End Aisle 15	15	Ontario Wines	<input type="checkbox"/>
End Aisle 16	16	Ontario Wines	<input type="checkbox"/>
End Aisle 17	17	Ontario Wines	<input type="checkbox"/>
End Aisle 18	18	Ontario Wines	<input type="checkbox"/>
End Aisle 19	19	Ontario Wines	<input type="checkbox"/>
End Aisle 20	20	Ontario Wines	<input type="checkbox"/>

* Billing Party:

Charity Donation:


Save Submit Cancel



Free Standing Insert

- All mandatory fields are marked with an asterisk.
- Select the Type from the drop-down list.
- By selecting "Type", the "Rate" will automatically be displayed.
- Select the Title from the drop-down list.
- Select the Billing Party from the drop-down list.

Free Standing Insert Program Details

*Type:  Rate \$:8500.00 *Title:

*Billing Party:

Mini Thematic

- All mandatory fields are marked with an asterisk.
- Select the Billing Party from the drop-down list.

Mini Thematic Program Details

*Thematic Option:

*Billing Party:

POD

- This program is by invitation only.
- All mandatory fields are marked with an asterisk.
- Select Pod Type from the drop down list (i.e. New, Hot & Premium).
- To apply for a Pod Type, select the appropriate checkbox beside the Pod Type description.
- Select the Billing Party from the drop-down list.

Pod Program Details

Pod Type: 

Pod Type	Applied
New	<input type="checkbox"/>
Hot & Premium 1	<input checked="" type="checkbox"/>
Hot & Premium 2	<input type="checkbox"/>

Tasting Required:

*Billing Party:



Shelf Extenders

- Select the Shelf Extender type to apply for by clicking the appropriate checkbox.
- For regular Shelf Extenders, select the maximum number of stores from the drop-down list.
- Click the Charity Donation box if the product is participating in an LCBO Charity program.
- Select the Billing Party from the drop-down list.

Shelf Extender Program Details

Charity Donation: *Billing Party:

Extender Type	Applied	Approved	No. Stores	Location
Shelf Extenders - Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Discovery	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Shelf Extenders - Community	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
Shelf Extenders - Green	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

Note: Regular Extender applications will not be approved for more stores than applied for. However, applications may be approved for fewer stores.

Discover Our Community

- Click on the calendar for start date which must be a Sunday
- Click on the calendar for end date which must be a Saturday
- Select the number of participating products from the Option drop-down list
- Highlight stores and select
- Check any of the boxes if applicable
- Select the billing party from the drop-down list

Discover Our Community Program Details

*Event Name: *Billing Party:

* Start Date:

* End Date:

* Option:

Charity Donation: Contest: Custom Label: In-Store Tasting: DM Approval:

Additional Information for Store #

Available

- 5 - A - 1654 QUEEN STREET EAST - TORONTO-CENTRAL
- 6 - A - 11 BROCK AVENUE - TORONTO-CENTRAL
- 7 - B - 2340 DUNDAS STREET WEST - TORONTO-CENTRAL
- 8 - B - 908 ST. CLAIR AVENUE WEST - TORONTO-CENTRAL
- 9 - B - 879 BLOOR STREET WEST - TORONTO-CENTRAL
- 10 - AAA - 10 SCRIVENER SQUARE - TORONTO-CENTRAL
- 11 - B - 932 GERRARD STREET EAST - TORONTO-CENTRAL
- 12 - A - 512 PARLIAMENT STREET A - TORONTO-CENTRAL
- 13 - A - 1145 DANFORTH AVENUE - TORONTO-CENTRAL
- 14 - B - 337 SPADINA AVENUE - TORONTO-CENTRAL

Selected

* Location:

Message Board Info:

Comments:

Status Code: Reason:

Override:

Invoice Status: Not Invoiced

Created By: Created On:

Updated By: Updated On:

Approved By: Approved On:



Support Programs

Bonus Air Miles (BAM)

- All mandatory fields are marked with an asterisk.
- Enter the number of Bonus Airmiles (###)
- Select the Billing Party from the drop-down list.

Bonus Air Miles Details

* Bonus Air Miles:

Description:

* Billing Party:

Bundled Bonus Air Miles (BBAM)

- All mandatory fields are marked with an asterisk.
- Enter the number of additional Bonus Air Miles (###)
- Enter the second LCBO item number if Option 1 is selected.
- Enter the second and third LCBO item number if Option 4 is selected.
- Select the Billing Party from the drop-down list.

Bundled Bam Program Details

* Bundled Option:

* Additional Bonus Air Miles:

Bundled Item #1:

* Billing Party:

* Description:

Contest

- All mandatory fields are marked with an asterisk.
- Enter a contest name.
- Select the contest type to apply for by clicking the appropriate boxes.
- Select the Billing Party from the drop-down list.

Contest Program Details

* Contest Name:

Comments:

Contest Type	Applied
End Aisle/Shelf Extender	<input type="checkbox"/>
Necktag-Contest	<input type="checkbox"/>
Standalone on-shelf	<input type="checkbox"/>
Value Add/on-pack	<input type="checkbox"/>
Ballot	<input type="checkbox"/>

* Billing Party:



Limited Time Offer (LTO)

- All mandatory fields are marked with an asterisk.
- Enter the LTO amount (##.##)
- Select the Billing Party from the drop-down list.

Limited Time Offer Program Details

*LTO Offered: \$

*Billing Party:

Necktag

- All mandatory fields are marked with an asterisk.
- Enter the Necktag name.
- Click the Charity Donation checkbox if the product is participating in a LCBO Charity promotion.
- Enter the Sales Applied quantity in cases.
- Select the Billing Party from the drop-down list.

Necktag Program Details

*Necktag Name:

Charity Donation:

*Sales Applied Quantity:

*Billing Party:

Note: All quantity fields are in cases

Shelf Talker

- Click the Regular Shelf Talker checkbox.
- Select the Billing Party from the drop-down list.

Shelf Talker Program Details

Regular Shelf Talker:

*Billing Party:



Value Add

- All mandatory fields are marked with an asterisk.
- Enter the Value Add Description.
- Enter the Value Add Cost (##.##)
- Enter the Plant applied quantity in cases if applicable.
- Enter the Sales applied quantity in cases if applicable.
- Enter the Mother Carton number if applicable.
- Select the Billing Party from the drop-down list.

Value Add Program Details

*Description:

*VA Cost: \$

Note: All quantity fields are in cases

Applied Quantities

Plant:

Sales:

Mother Carton:

*Billing Party:

Voucher

- All mandatory fields are marked with an asterisk.
- Enter the Voucher quantity.
- Select the Billing Party from the drop-down list.

Voucher Program Details

* Voucher Quantity (Units):

*Billing Party:

Important

- An asterisk "*" indicates a mandatory field. You will not be able to submit an application if a mandatory field is blank.
- Applications received after the deadline date are flagged as a late submission.
- The system will not accept an application for a product that is not eligible to participate in a given program.
- Only submitted applications will be reviewed by Category Management. Applications that are saved but not yet submitted will NOT be reviewed.
- Saving an application allows you to save your work and return to the system at a future date to complete the application. The application will be placed in "Incomplete" status. Incomplete applications will not be reviewed until submitted.



Create Application for New Products

- To create and submit an application for a new product that does not have an assigned LCBO item number a Temporary Item Number must be created.
- Please contact the appropriate Business Unit Image Administrator (Wines, Spirits, or Beers & Special Markets) to request a Temporary Item Number.
- Once a temporary number is issued, applications for the new product can be submitted as explained in this guide.
- When an LCBO item number is assigned to the new product, the temporary item number will be automatically replaced with the LCBO item number.

The following template must be filled out and sent to the Business Unit Image Administrator to request a Temporary Item Number:

Temporary LCBO# (To be completed by the Image Administrator)	Business Unit	Agent Number	Agent Name	Supplier Number	Supplier Name	Estimated Retail Price	Unit Size (i.e. 750ml)	Product Name	Set/Subset (i.e. Africa/Red Africa/South)



Non Applied

- Non Applied programs are assigned to an application by Category Management.
- Within each application, the table found in the 'Non Applied' tab summarizes the status of each non applied program that exists within that application (see table below).
- Once a Non Applied program is approved, you will be able to enter details for that program using the "Details" tab.

Programs	Non Applied	Details	Forecast	Contest Rules	Change Requests	
Non Applied	Incomplete	Pending	Late Submission	Approved	Declined	Cancelled
		FD				

Details

- Detailed information is required for all approved End Aisle, Free Standing Insert, Shelf Talker, Category In Section and Mini Thematic applications.
- If an eligible program is in approved status, the program will be listed in the 'Details' tab.
- Selecting any listed program will display the detail fields for input.

Programs	Non Applied	Details	Forecast	Contest Rules	Change Requests
----------	-------------	---------	----------	---------------	-----------------

Below is a list of approved programs. Please select a program to enter details for:

End Aisle

End Aisle Details

Theme:	<input type="text"/>
Recipe Name:	<input type="text"/>
Recipe:	<input type="text"/>
Glassware:	<input type="text"/>
Garnish:	<input type="text"/>
Photo Direction:	<input type="text"/>
Food Pairing:	<input type="text"/>
Tasting Notes:	<input type="text"/>
Promotion Copy:	<input type="text"/>

Save Cancel



Forecast

- Forecasting information is required for all approved applications.
- Enter your forecasting information in the fields provided.

Programs Non Applied Details **Forecast** Contest Rules Change Requests

Forecasting

Forecast Regular Sales:

Forecast Uplift:

Forecast Total:

Save Cancel

Change Request

A change request is used when a revision to an existing application is required after it is submitted.

- Click on "New" to create a new change request.
- Enter request details in the box provided.
- Click "Save" to save the request without sending it to Category Management for review. The Change request will remain in 'Incomplete' status until submitted. 'Incomplete' requests can be updated at a later time before submitting to Category Management for review.
- Click "Submit" to submit your change request to Category Management for approval.

Programs Non Applied Details Forecast Contest Rules **Change Requests**

New

Description	Status
New Request : <input type="text"/>	

Save Submit Cancel



Agent Summary Report

- Click on the “Promotions” tab in the top right hand side corner.
- Click on the “Reports” tab on the left hand side corner.
- Click on the “Agent Summary” menu on the left.
- Enter your criteria in the fields provided.
- Promotional Turn is mandatory field.
- Click “Export to PDF” to export your report in PDF format.
- Click “Export to Excel” to export your report in Microsoft Excel format.

Merchandising Promotion Tracking System

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Reports

Agent Summary

Agent Summary

* Promotional Turn:

Vendor:

Business Unit:

Buyer:

Program:

SKU:

Export to PDF

Export to Excel



Logoff

To logoff, click **Logout** on the top right hand corner of the screen.

LCBO
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Home Promotions

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Welcome to Merchandising Promotions Tracking System

Message Board

Check Here for Promotional Updates and System Alerts
Hello - we are ready to go

Promotion Summary Table

Search Promotion Year **2007** Business Unit

Promotion Period	Theme	Approved	Declined	Pending	Incomplete	Late Submission	Change Requests
200701	200701 Fusion	30	31	1	0	0	0
200702	200702 European Tour	26	33	0	0	0	0
200703	200703 Coolers & Party Zone	25	34	0	0	0	0
200704	200704 Spirit Cocktails	39	31	0	0	0	0
200705	200705 Beer	26	30	0	7	0	0
200706	200706 Grill it	40	31	0	1	0	0
200707	200707 Ontario Wines	20	27	0	3	0	0
200708	200708 Whisky	35	31	0	2	3	0
200709	200709 Holiday I	25	45	0	0	1	1
200710	200710 Holiday II	38	40	0	0	3	1
200711	200711 Big Brand/Big Game	17	15	1	2	0	0
200712	200712 Wine 101	21	28	1	3	0	1
200713	200713 The A List	44	29	1	0	6	2