

# LCBO

Oracle R12 iSupplier

User Guide

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## **CONTACT INFORMATION**

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FUNCTIONAL QUESTIONS: [isupplier@lcbo.com](mailto:isupplier@lcbo.com)

TECHNICAL ISSUES: [servdesk@lcbo.com](mailto:servdesk@lcbo.com)

## Benefits of using iSupplier

The LCBO iSupplier Portal is a collaborative application enabling secure transactions between buyers and suppliers using the Internet. The LCBO iSupplier Portal allows you to view your invoices and payment information, as well as maintain your address and contact information by submitting that information to the LCBO for approval.

This guide contains information required in order to use the iSupplier Portal application. It illustrates the information available to you, the actions you can perform in iSupplier, and how to navigate through the application to access each of these areas.

## System Requirements

Oracle's iSupplier Portal is fully internet-enabled and requires no software installation on your computer. For best performance you will require a Microsoft operating system (at minimum Windows XP Service Pack 3), an internet browser of the latest version (such as Internet Explorer version 6 and above), a display with 800x600 screen resolution or higher, and an internet connection supporting at least 64 Kb/Sec.

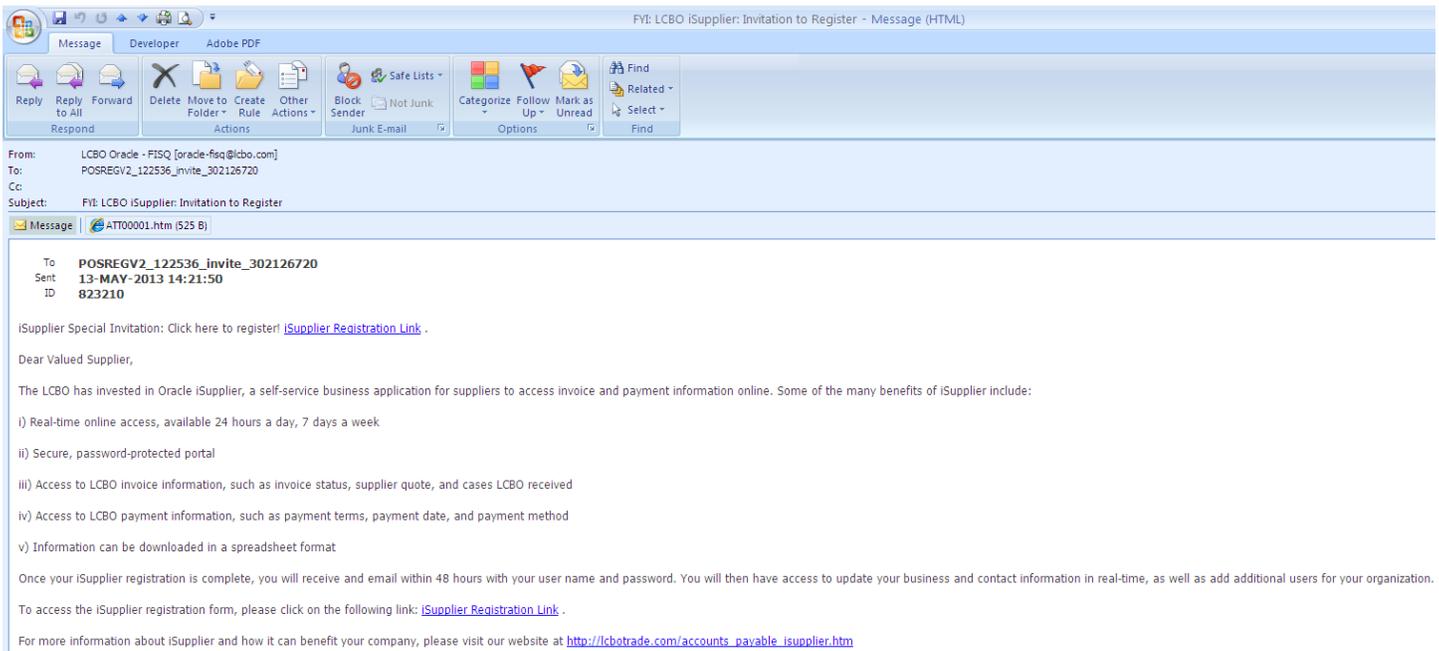
## Registering for iSupplier

All new suppliers are sent invitations to register for iSupplier via email to the email addresses provided on the Vendor Profile Form. To register an existing supplier for iSupplier, complete the Vendor Information and Contact Information sections of the Vendor Profile Form, found in the forms section of the Doing Business with LCBO website

[Accounts Payable > Forms](#)

Please ensure the form is signed and dated at the bottom of page 2. Email the completed form to [accounts.payable@lcbo.com](mailto:accounts.payable@lcbo.com).

After your form is received, you will receive an invitation to register via email. Click on the iSupplier Registration Link contained in the email to complete the registration process.



The link will open the iSupplier Registration page. Fill in your information and click Submit.

**LCBO iSupplier Portal** Close Preferences

**Respond to Invitation**  
 You have been invited to register. Please complete the registration form and then click the submit button.  
 \* Indicates required field Cancel Submit

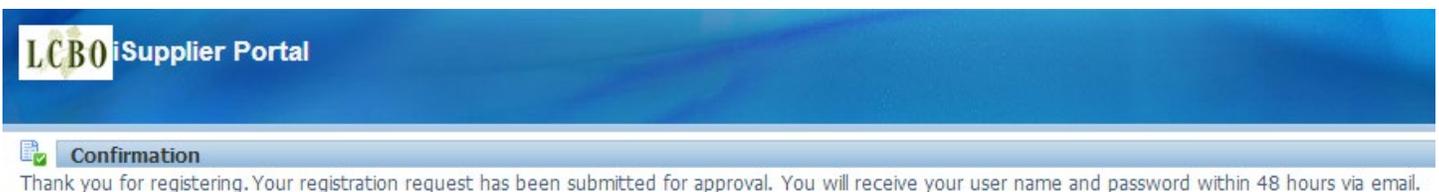
**My Company Details**  
 Company Name: **ABC WINERY**

**My Profile**  
 Enter your information. Your email address will be your Username for the system.

* Email Address	<input type="text" value="name@domain.com"/>	Phone Area Code	<input type="text"/>
Contact Title	<input type="text"/>	* Phone Number	<input type="text" value="416-999-9999"/>
* First Name	<input type="text" value="John"/>	Extension	<input type="text"/>
Middle Name	<input type="text"/>	Fax Area Code	<input type="text"/>
* Last Name	<input type="text" value="Smith"/>	Fax Number	<input type="text"/>
Job Title	<input type="text"/>		

Cancel Submit

You will receive confirmation that your registration has been completed.



After your registration has been completed and approved, you will receive an email containing your password.

# Logging Into iSupplier

Logging into iSupplier is a two-step process. You must first log into the LCBO network and then into the iSupplier application.

## 1) Log into the LCBO Secure Network

Once you have received your password via email, go to [www.lcbonet.com](http://www.lcbonet.com) and enter your username and password.

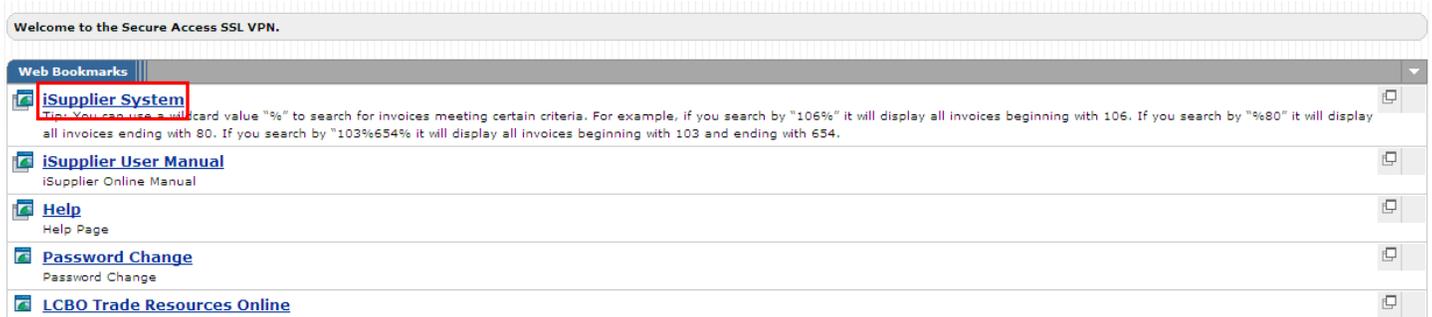
**Note:** Your username is your email address.

Realm must be set to LCBO-Realm.



After logging into the network, you are presented with the following links.

To access iSupplier, click on the iSupplier System link.



## 2) Log into the iSupplier System

You will be prompted for your user name and password to log into the iSupplier system.

**Note:** If you have access to multiple supplier accounts, you must enter the user name associate with each of these accounts. Subsequent user names will have the supplier number in the user name, i.e. [name12345@domain.com](#).



The image shows the Oracle iSupplier login page. At the top left is the Oracle logo. Below it is a banner with a globe and several small images of people. The main content area contains a login form with the following fields and elements:

- \*User Name:  (example: michael.james.smith)
- \*Password:  (example: 4u99v23)
- Buttons:
- Accessibility:  (dropdown menu)
- Language selection: [Select a Language: English](#)

You are now logged into iSupplier.



The image shows the LCBO iSupplier Portal dashboard. At the top left is the LCBO logo and the text "iSupplier Portal". Below this are navigation tabs: [Invoices/Payments](#), [Home](#), and [Admin](#). On the right side, there are links: [Navigator](#), [Favorites](#), [Home](#), [Logout](#), [Preferences](#), and [Help](#). The main content area is divided into two sections:

- Notifications:** A table with columns "Subject" and "Date". The subject is "No results found." and there is a [Full List](#) button.
- Invoices:** A list with a bullet point and a link: [Invoices](#).
- Payments:** A list with a bullet point and a link: [Payments](#).

# Navigating iSupplier

## Home Tab

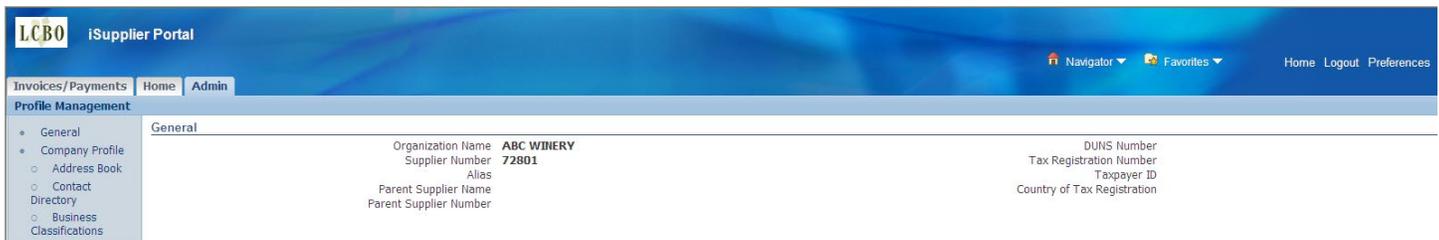
The Home tab is the main screen you are brought to when you log into iSupplier. It contains quick links to the Invoices and Payments screens. Click any link to go directly to the corresponding page.



## Admin Tab

The Admin tab contains your company's information.

The General page shows your company name and supplier number. If applicable, your Tax Registration Number will also be shown.



Under Company Profile you can access your Address Book, Contact Directory, and Business Classifications.



The Address Book shows your company's current address. You can create, remove, or update this at any time. For detailed instructions, see the section on address updates.



The Contact Directory lists all of your company's contacts, and those who have iSupplier user accounts. Active contacts are listed in the top section and inactive contacts are listed in the bottom section when expanded. You can create, remove, or update this at any time. For detailed instructions, see the section on contact updates.

The Business Classification page shows your company's business classification. You can create, remove, or update this at any time. For detailed instructions, see the section on business classification updates.

## Invoices/Payments Tab

The Invoices/Payments tab is where you will go to search for invoice and payment details.

## Viewing Invoice Information

To view invoice information, navigate to the View Invoices page under the Invoices/Payments tab.

The screenshot shows the LCBO iSupplier Portal interface. At the top, there's a navigation bar with 'View Invoices' selected. Below this is a 'Simple Search' section with several input fields: Invoice Number, Payment Number, Payment Status (dropdown), Invoice Amount (From/To), Amount Due (From/To), Invoice Date (From/To), and Due Date (From/To). A 'Go' button and a 'Clear' button are present. Below the search fields is a table with columns: Invoice, Description, Invoice Date, Type, Currency, Amount, Due, Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. The table currently shows 'No search conducted.'

## Invoice Search Options

To search for invoices, enter information into any of the following fields (or a combination of fields) and click the Go button. To narrow down your search, enter as much information in your search criteria as possible.

- Invoice Number
- Payment Number
- Payment Status
- Invoice Amount
- Amount Due
- Invoice Date
- Due Date

**Note for product suppliers:** The invoice number is the LCBO Purchase Order number, not your commercial invoice number.

**Tip:** Use the wildcard character (%) to widen your search criteria. For example, enter "12345%" to query all invoices beginning with 12345, or alternatively, "%12345%" to query all invoices that contain 12345.

### Example 1: Search for an invoice by invoice number

Enter the invoice number in the 'Invoice Number' field and click the Go button. In this example, we are searching for invoice number 101-0012399.

This screenshot is similar to the first one, but the 'Invoice Number' field is populated with '101-0012399'. The 'Go' button is highlighted with a red box, indicating the search action.

The invoice information will be displayed.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Invoice Number (101-0012399), Amount Due From (empty), To (empty), Invoice Date From (empty), To (empty), Due Date From (empty), To (empty), and Invoice Amount From (empty) To (empty). The 'Go' button is highlighted. Below the search fields is a table with the following data:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

**Example 2: Search for an invoice by payment number**

Enter the LCBO payment number in the 'Payment Number' field and click the Go button. In this example, we are searching for invoices included on payment number 668997.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Payment Number (668997), Invoice Date From (empty), To (empty), Due Date From (empty), To (empty), and Invoice Amount From (empty) To (empty). The 'Go' button is highlighted. Below the search fields is a table with the following data:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
No search conducted.												

All invoices and deductions included on that payment will be displayed.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Payment Number (668997), Invoice Date From (empty), To (empty), Due Date From (empty), To (empty), and Invoice Amount From (empty) To (empty). The 'Go' button is highlighted. Below the search fields is a table with the following data:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

### Example 3: Search for an invoice by payment status

You have the option to search for invoices based on their payment status: Not Paid, Partially Paid, or Paid. To search for all unpaid invoices, select 'Not Paid' from the drop-down menu in the 'Payment Status' field and click the Go button. This can also be used in combination with other search criteria.

The screenshot shows the LCBO iSupplier Portal search interface. The 'Payment Status' dropdown menu is set to 'Not Paid'. The 'Go' button is highlighted with a red box. The search results table is empty, indicating no search conducted.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
No search conducted.												

A list of all unpaid invoices will be displayed.

The screenshot shows the LCBO iSupplier Portal search interface with search results for unpaid invoices. The 'Payment Status' dropdown is set to 'Not Paid'. The search results table displays two invoices.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

### Example 4: Search for an invoice by amount

To search invoices by amount, you have 4 options:

- 1) Search by exact amount → enter the invoice amount in the 'From' and 'To' fields and click Go. In this example we are searching for invoices in the amount of \$1,000.

The screenshot shows the LCBO iSupplier Portal search interface with search results for invoices with an amount of 1000. The 'Invoice Amount From' and 'To' fields are both set to 1000. The search results table displays one invoice.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

- 2) Search by amount range → enter an amount range in the 'From' and 'To' fields and click Go. In this example, we are searching for invoices between \$1,000 and \$2,000.

The screenshot shows the LCBO iSupplier Portal interface. In the 'Simple Search' section, the 'Invoice Amount From' field is set to 1000 and the 'To' field is set to 2000. The 'Go' button is highlighted. Below the search criteria, a table of search results is displayed, with the first row highlighted in red.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

- 3) Search by amounts greater than a particular amount → enter an amount in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all invoices over \$1,000.

The screenshot shows the LCBO iSupplier Portal interface. In the 'Simple Search' section, the 'Invoice Amount From' field is set to 1000 and the 'To' field is blank. The 'Go' button is highlighted. Below the search criteria, a table of search results is displayed, with the first three rows highlighted in red.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
124556		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

- 4) Search by amounts less than a particular amount → leave the 'From' field blank and enter an amount in the 'To' field. Click the Go button. In this example, we are searching for all invoices less than \$0. This query will pull up all deductions.

The screenshot shows the LCBO iSupplier Portal interface. In the 'Simple Search' section, the 'Invoice Amount From' field is blank and the 'To' field is set to 0. The 'Go' button is highlighted. Below the search criteria, a table of search results is displayed, with the first two rows highlighted in red.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
102-0012345I		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				

### Example 5: Search for an invoice by date

To search invoices by date, you have 4 options:

- 1) Search by exact date → enter the invoice date in the 'From' and 'To' fields and click the Go button. In this example, we are searching for invoices with an invoice date of April 1, 2013.

**Tip:** Use the calendar button to choose your date, or be careful to enter the date in the proper format (01-Apr-2013).

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Invoice Date From' and 'To' fields both set to '01-Apr-2013'. The 'Go' button is highlighted. Below the search form is a table of results:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				

- 2) Search by date range → enter a date range in the 'From' and 'To' fields and click Go. In this example, we are searching for invoices between March 1, 2013 and April 1, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Invoice Date From' set to '01-Mar-2013' and 'To' set to '01-Apr-2013'. The 'Go' button is highlighted. Below the search form is a table of results:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
02-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
02-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
F12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
01-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

- 3) Search for invoices after a particular date → enter a date in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all invoices with invoice dates after April 1, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Invoice Date From' set to '01-Apr-2013' and the 'To' field is blank. The 'Go' button is highlighted. Below the search form is a table of results:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				

- 4) Search for invoices before a particular date → leave the 'From' field blank and enter a date in the 'To' field. Click the Go button. In this example, we are searching for all invoices with invoice dates up to, and including April 1, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the 'Invoice Date From' field blank and the 'Invoice Date To' field set to '01-Apr-2013'. The 'Go' button is highlighted. Below the search form is a table of search results:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997				
E12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997				
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

**Example 6: Search for an invoice using multiple search criteria**

To search for invoices, you can enter as little or as much search criteria as you wish. In this example, we are searching for all unpaid invoices over \$1,000 after April 1, 2013 that contain "123" in the invoice number.

The screenshot shows the LCBO iSupplier Portal search form. The 'Invoice Number' field contains '%123%', 'Payment Status' is set to 'Not Paid', and 'Invoice Amount From' is set to '1000'. The 'Invoice Date From' field is blank and 'Invoice Date To' is set to '01-Apr-2013'. The 'Go' button is highlighted.

All invoices meeting these criteria will be displayed.

The screenshot shows the search results for the multiple criteria search. The table displays the following results:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	50,000.00	50,000.00 Not Paid	30-JUN-2013					
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00 Not Paid	01-MAY-2013					

## Example 7: Advanced Search

Additional advanced search options are available by clicking on the 'Advanced Search' button.

The screenshot shows the LCBO iSupplier Portal interface. At the top, there is a navigation bar with 'Invoices/Payments', 'Home', and 'Admin' tabs. Below this, there are links for 'View Invoices' and 'View Payments'. The main content area is titled 'Simple Search' and contains several input fields for searching: Invoice Number, Payment Number, Payment Status (a dropdown menu), Invoice Amount From, To, Amount Due From, To, Invoice Date From, To, and Due Date From, To. An 'Advanced Search' button is highlighted with a red box in the top right corner of the search area. Below the search fields is a table with columns: Invoice, Description, Invoice Date, Type, Currency, Amount, Due Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. The table currently shows 'No search conducted.'

This will open the Advanced Search page.

The screenshot shows the LCBO iSupplier Portal interface with the 'Advanced Search' page open. The search criteria are: Invoice Number (is), Invoice Date (is), Payment Number (is), and Receipt Number (is). There are radio buttons for 'Show table data when all conditions are met.' and 'Show table data when any condition is met.'. Below the search fields is a table with columns: Invoice, Description, Invoice Date, Type, Currency, Amount, Due Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. The table currently shows 'No search conducted.'

Each search field contains a drop-down menu that can be used to narrow down your search.

The screenshot shows the LCBO iSupplier Portal interface with the 'Advanced Search' page open. The 'Invoice Number' dropdown menu is open, showing options: 'is', 'is not', 'contains', 'starts with', and 'ends with'. The other search criteria remain: Invoice Date (is), Payment Number (is), and Receipt Number (is). There are radio buttons for 'Show table data when all conditions are met.' and 'Show table data when any condition is met.'. Below the search fields is a table with columns: Invoice, Description, Invoice Date, Type, Currency, Amount, Due Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. The table currently shows 'No search conducted.'

You can also add additional search fields from the drop-down menu below by choosing a field and clicking the Add button.

The screenshot shows the 'Advanced Search' section of the iSupplier Portal. It includes radio buttons for search criteria (all conditions met vs. any condition met), input fields for Invoice Number, Invoice Date, Payment Number, and Receipt Number, and a table with columns: Invoice, Description, Inv Amount Due, Type, Currency, Amount, Due Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. A red box highlights the 'Add Another' dropdown menu which is open, listing various search fields.

## Viewing Invoice Details

After you have searched for an invoice, you can view additional details for that invoice by clicking on the invoice number link.

**Note:** Additional details are provided on various fields throughout iSupplier. Links are displayed in blue and are underlined.

The screenshot shows the 'Simple Search' section of the iSupplier Portal. It includes input fields for Invoice Number (101-0012399), Payment Number, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search fields is a table with columns: Invoice, Description, Invoice Date, Type, Currency, Amount, Due Payment Status, Due Date, Payment, Receipt, Discount Date, Available Discount, and Attachments. The first row of the table is highlighted with a red box.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
<a href="#">101-0012399</a>	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Additional details for this invoice are displayed.

- The General section contains the invoice date, supplier name, supplier site, and address.
- The Payment Information contains the total amount of the payment (total of all invoices included on the payment), payment status, payment date, payment number, and payment terms.
- The Invoice Lines tab shows a breakdown of the invoice amount, such as product, tax, and bottle deposit. For product suppliers, it shows the Bill of Lading quantity, number of cases received, and the product quote.

**General**

Invoice Date: 15-Mar-2013  
 Batch:  
 Attachments: None  
 Supplier: ABC WINERY  
 Supplier Site: DEF  
 Address: 123 KING STREET TORONTO, M5V 3A1

**Amount Summary**

Item: 120,550.00  
 Freight: 0.00  
 Miscellaneous: 0.00  
 Tax: 0.00  
 Prepayment: 0.00  
 Retainage: 0.00  
 Withholding Tax: 0.00  
 Total: 120,550.00

**Payment Information**

Paid: 120,550.00  
 Discount Taken: 0.00  
 Due: 0.00  
 Status: Paid  
 Payment Date: 13-MAY-2013  
 Payment: 668997  
 Term: NET 30 DAYS ON RECEIPT IN WAREHOUSE  
 Method:

Line	Type	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retainage
1	Item	011111	50,000.00	100	150.00	15.5900				0.00
2	Item	022222	25,000.00	300	300.00	32.9800				0.00
3	Item	033333	30,250.00	150	150.00	36.2500				0.00
4	Item	DEPOSIT	10,000.00							0.00
5	Item	HST	5,300.00							0.00

The Scheduled Payments tab shows the payment due date and details about the payment.

**Scheduled Payments**

Due Date	Amount	Remaining Amount Status	Method
14-Apr-2013	120,550.00	0.00 Fully Paid	Check

To return to the previous page, click the 'Return to Invoices/Payments: View Invoices' link at the bottom of the page.

If the invoice has been paid, you can also view payment details by clicking on the payment number link.

**Simple Search**

Invoice Number: 101-0012399  
 Payment Number:  
 Payment Status:  
 Invoice Amount From: To:

Amount Due From: To:  
 Invoice Date From: To:  
 Due Date From: To:  
 (example: 22-May-2013)

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

Details of the payment will be displayed.

LCBO iSupplier Portal

Payment: 668997 (Total CAD 117,550.00)

Payment Date: 13-May-2013  
Method: Check

Supplier: ABC WINERY  
Supplier Site: DEF  
Address: 123 KING STREET  
TORONTO M5V 3A1

Included Invoices

Invoice	Invoice Date	Currency	Amount	Payment Status	Payment Receipt	Attachments
LE12345	01-Apr-2013	CAD	<2,500.00>	Paid	<2,500.00>	
102-0012345T	01-Apr-2013	CAD	<500.00>	Paid	<500.00>	
101-0012399	15-Mar-2013	CAD	120,550.00	Paid	120,550.00	

## Viewing Invoices Included on a Payment

To view all invoices included on a particular payment from the Invoices tab, you can either search by the payment number, or click on the payment number link for the invoice you have queried.

LCBO iSupplier Portal

View Invoices | View Payments

Simple Search

Invoice Number: 101-0012399  
Payment Number:   
Payment Status:   
Invoice Amount From:  To:

Amount Due From:  To:   
Invoice Date From:  To:   
Due Date From:  To:  (example: 22-May-2013)

Go Clear

Advanced Search

Invoice	Description	Invoice Date	Type	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00	Paid	14-APR-2013	668997				

All invoices included on that payment will be listed.

LCBO iSupplier Portal

Payment: 668997 (Total CAD 117,550.00)

Payment Date: 13-May-2013  
Method: Check

Supplier: ABC WINERY  
Supplier Site: DEF  
Address: 123 KING STREET  
TORONTO M5V 3A1

Included Invoices

Invoice	Invoice Date	Currency	Amount	Payment Status	Payment Receipt	Attachments
LE12345	01-Apr-2013	CAD	<2,500.00>	Paid	<2,500.00>	
102-0012345T	01-Apr-2013	CAD	<500.00>	Paid	<500.00>	
101-0012399	15-Mar-2013	CAD	120,550.00	Paid	120,550.00	

## Exporting Invoice Information to Excel

After you have searched for invoices, you can export these details into Excel by clicking on the Export button either at the top or bottom of the page.

**Note:** If the data extends onto multiple pages, the export will pick up all data in your search results. You do not need to export each page individually.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
123456		01-May-2013	Standard	CAD	50,000.00	50,000.00	Not Paid	30-Jun-2013					
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00	Paid	01-APR-2013	668997				
102-0012345	PRODUCT	01-Apr-2013	Standard	CAD	1,000.00	1,000.00	Not Paid	01-MAY-2013					
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00	Paid	01-APR-2013	668997				
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00	Paid	14-APR-2013	668997				

You will be prompted by Excel to either open or save the file.

File Download  
Do you want to open or save this file?  
Name: export.tsv  
Type: Microsoft Office Excel Worksheet  
From: lcbosuppliergavpn.lcbo.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Open the file to view your results.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Invoice	Description	Invoice Date	Type	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount
2	123456		1-May-13	Standard	CAD	50,000.00	50,000.00	Not Paid	30-Jun-13				
3	102-0012345T		1-Apr-13	Credit Memo	CAD	-500	0	Paid	1-Apr-13	668997			
4	102-0012345	PRODUCT	1-Apr-13	Standard	CAD	1,000.00	1,000.00	Not Paid	1-May-13				
5	LF12345	LAB FEE	1-Apr-13	Credit Memo	CAD	-2,500.00	0	Paid	1-Apr-13	668997			
6	101-0012399	PRODUCT	15-Mar-13	Standard	CAD	120,550.00	0	Paid	14-Apr-13	668997			

You can also export the invoice details information for a particular invoice.

**LCBO iSupplier Portal** Navigator Favorites Home Logout Preferences

Invoices/Payments **Home** Admin

**View Invoices** | View Payments

Invoices/Payments: View Payments > View Invoices >

Standard Invoice: 101-0012399 (Total CAD 120,550.00)

Currency=CAD

**General**

Invoice Date **15-Mar-2013**

Batch

Attachments **None**

Supplier **ABC WBIERY**

Supplier Site **DEF**

Address **123 KING STREET  
TORONTO, MSV 3A1**

**Amount Summary**

Item **120,550.00**

Freight **0.00**

Miscellaneous **0.00**

Tax **0.00**

Prepayment **0.00**

Retainage **0.00**

Withholding Tax **0.00**

Total **120,550.00**

**Payment Information**

Paid **120,550.00**

Discount Taken **0.00**

Due **0.00**

Status **Paid**

Payment Date **13-MAY-2013**

Payment **668997**

Term **NET 30 DAYS ON RECEIPT IN  
WAREHOUSE**

Method

Export

**Invoice Lines** | Scheduled Payments

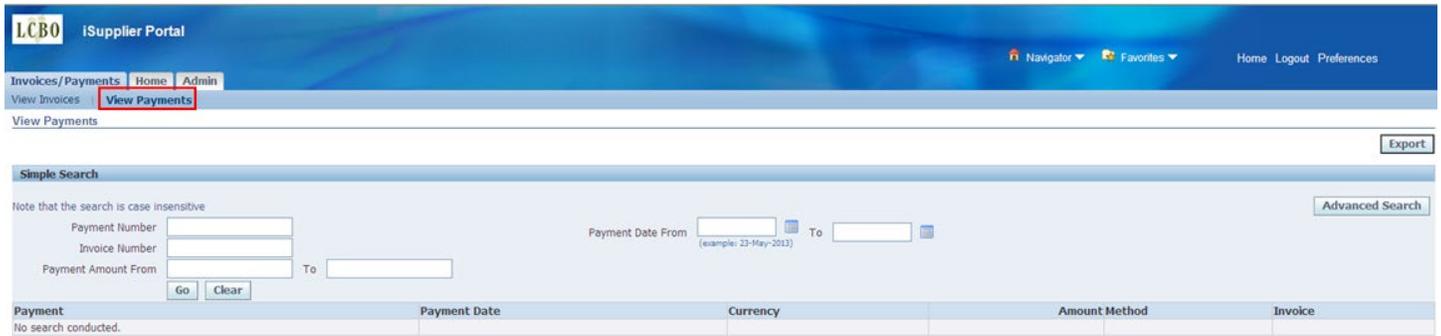
Line #	Type	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retainage
1	Item	011111	50,000.00	100	150.00	15.5900				0.00
2	Item	022222	25,000.00	300	300.00	32.9800				0.00
3	Item	033333	30,250.00	150	150.00	36.2500				0.00
4	Item	DEPOSIT	10,000.00							0.00
5	Item	HST	5,300.00							0.00

[Return to View Invoices](#)

Export

# Viewing Payment Information

To view payment information, navigate to the View Payments page under Invoices/Payments tab.



## Payment Search Options

To search for payments, enter information into any of the following fields (or a combination of fields) and click the Go button. To narrow down your search, enter as much information in your search criteria as possible.

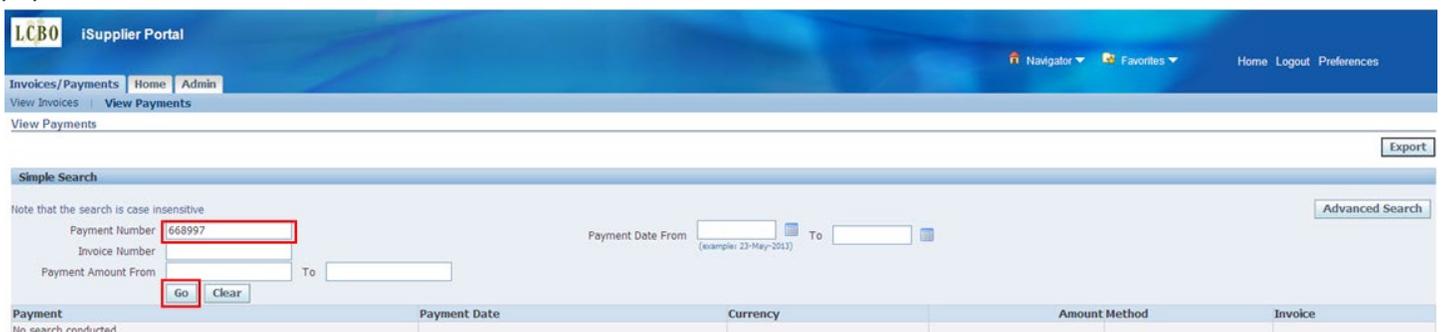
- Payment Number
- Invoice Number
- Payment Amount
- Payment Date

**Note for product suppliers:** The invoice number is the LCBO Purchase Order number, not your commercial invoice number.

**Tip:** Use the wildcard character (%) to widen your search criteria. For example, enter “12345%” to query all payments beginning with 12345, or alternatively, enter “%12345%” to query all payments containing 12345.

### Example 1: Search for a payment by payment number

Enter the payment number in the ‘Payment Number’ field and click the Go button. In this example, we are searching for payment number 668997.



The payment information will be displayed.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Payment Number: 668997, Invoice Number: (empty), Payment Date From: 13-May-2013, and Payment Date To: (empty). The 'Go' button is highlighted. Below the search form, a table displays the search results:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 2: Search for a payment by invoice number

Enter the invoice number in the 'Invoice Number' field and click the Go button. In this example, we are searching for invoice number 101-0012399.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Invoice Number: 101-0012399. The 'Go' button is highlighted. Below the search form, a table displays the search results:

Payment	Payment Date	Currency	Amount/Method	Invoice
No search conducted.				

Payment details related to the invoice will be displayed.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Invoice Number: 101-0012399. The 'Go' button is highlighted. Below the search form, a table displays the search results:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 3: Search for a payment by amount

To search payments by amount, you have 4 options:

- 1) Search by exact amount → enter the payment amount in the 'From' and 'To' fields and click Go. In this example we are searching for payments in the amount of \$117,550.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has the following fields filled: Payment Amount From: 117550, Payment Amount To: 117550. The 'Go' button is highlighted. Below the search form, a table displays the search results:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 2) Search by amount range → enter an amount range in the 'From' and 'To' fields and click Go. In this example, we are searching for payments between \$100,000 and \$200,000.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Amount From 100000, To 200000. The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 3) Search by amounts greater than a particular amount → enter an amount in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all payments over \$100,000.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Amount From 100000, To (blank). The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 4) Search by amounts less than a particular amount → leave the 'From' field blank and enter an amount in the 'To' field. Click the Go button. In this example, we are searching for all payments less than \$200,000.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Amount From (blank), To 200000. The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

### Example 4: Search for a payment by date

To search payments by date, you have 4 options:

- 1) Search by exact date → enter the payment date in the 'From' and 'To' fields and click the Go button. In this example, we are searching for payments with a payment date of May 13, 2013.

**Tip:** Use the calendar button to choose your date, or be careful to enter the date in the proper format (13-May-2013).

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Payment Date From' and 'To' fields both set to '13-May-2013'. The 'Go' button is highlighted. Below the search form is a table with the following data:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 2) Search by date range → enter a date range in the 'From' and 'To' fields and click Go. In this example, we are searching for payments between May 1, 2013 and May 31, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Payment Date From' set to '01-May-2013' and 'To' set to '31-May-2013'. The 'Go' button is highlighted. Below the search form is a table with the following data:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 3) Search for payments after a particular date → enter a date in the 'From' field and leave the 'To' field blank. Click the Go button. In this example, we are searching for all payments with payment dates after May 1, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The 'Simple Search' section has 'Payment Date From' set to '01-May-2013' and the 'To' field is empty. The 'Go' button is highlighted. Below the search form is a table with the following data:

Payment	Payment Date	Currency	Amount/Method	Invoice
668997	13-May-2013	CAD	117,550.00 Check	Multiple

- 4) Search for payments before a particular date → leave the 'From' field blank and enter a date in the 'To' field. Click the Go button. In this example, we are searching for all payments with payment dates up to, and including May 31, 2013.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Date From (blank) To 31-May-2013. The 'Go' button is highlighted. The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
668992	13-May-2013	CAD	117,550.00 Check	Multiple

**Example 5: Search for a payment using multiple search criteria**

To search for payments, you can enter as little or as much search criteria as you wish. In this example, we are searching for all payments between \$100,000 - \$200,000 up to May 31, 2013 where the payment number begins with 6.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Number 6%, Payment Date From (blank) To 31-May-2013, and Payment Amount From 100000 To 200000. The 'Go' button is highlighted. The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
668992	13-May-2013	CAD	117,550.00 Check	Multiple

**Example 6: Advanced Search**

Additional advanced search options are available by clicking on the 'Advanced Search' button.

The screenshot shows the LCBO iSupplier Portal interface. The search criteria are: Payment Number (blank), Invoice Number (blank), and Payment Amount From (blank) To (blank). The 'Advanced Search' button is highlighted. The search results table is as follows:

Payment	Payment Date	Currency	Amount/Method	Invoice
No search conducted.				

This will open the Advanced Search page.

LCBO iSupplier Portal

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Payments >

View Payments

Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
Show table data when any condition is met.

Payment Number is [ ] [ ]  
Invoice Number is [ ] [ ]  
Payment Amount is [ ] [ ]  
Payment Date is [ ] [ ] (example: 23-May-2013)

Go Clear Add Another Invoice Number Add

Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

Each search field contains a drop-down menu that can be used to narrow down your search.

LCBO iSupplier Portal

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Payments >

View Payments

Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
Show table data when any condition is met.

Payment Number is [ ] [ ]  
Invoice Number is [ ] [ ]  
Payment Amount is [ ] [ ]  
Payment Date is [ ] [ ] (example: 23-May-2013)

Go Clear Add Another Invoice Number Add

Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

You can also add additional search fields from the drop-down menu below by choosing a field and clicking the Add button.

LCBO iSupplier Portal

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Payments >

View Payments

Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.  
Show table data when any condition is met.

Payment Number is [ ] [ ]  
Invoice Number is [ ] [ ]  
Payment Amount is [ ] [ ]  
Payment Date is [ ] [ ] (example: 23-May-2013)

Go Clear Add Another Invoice Number Add

Payment	Payment Date	Currency	Amount Method	Invoice
No search conducted.				

Invoice Number  
Operating Unit  
Payment Amount  
Payment Date  
Payment Method  
Payment Number  
Supplier Site

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## Viewing Payment Details

After you have searched for a payment, you can view additional details for that payment by clicking on the payment number link.

**Note:** Additional details are provided on various fields throughout iSupplier. Links are displayed in blue and are underlined.

The screenshot shows the LCBO iSupplier Portal interface. At the top, there are navigation links for 'Invoices/Payments', 'Home', and 'Admin'. Below this, there are search filters for 'Payment Number' (668997), 'Invoice Number', and 'Payment Amount From'. The 'Payment Date' is set to 13-May-2013. The search results table shows one payment with a total amount of 117,550.00 CAD, using a check method. The 'Invoice' field contains a blue underlined link labeled 'Multiple'.

Payment	Payment Date	Currency	Amount	Method	Invoice
668997	13-May-2013	CAD	117,550.00	Check	<a href="#">Multiple</a>

Additional details for this payment are displayed, including a list of invoices included on the payment.

This screenshot provides detailed information for payment 668997. It includes the payment date (13-May-2013), method (Check), and currency (CAD). Supplier information is listed as ABC WINERY, DEF, 123 KING STREET, TORONTO M5V 3A1. Below this, a table lists the included invoices with their dates, amounts, and payment statuses.

Invoice	Invoice Date	Currency	Amount	Payment Status	Payment Receipt	Attachments
<a href="#">LF12345</a>	01-Apr-2013	CAD	<2,500.00>	Paid	<2,500.00>	
<a href="#">102-0012345T</a>	01-Apr-2013	CAD	<500.00>	Paid	<500.00>	
<a href="#">101-0012399</a>	15-Mar-2013	CAD	120,550.00	Paid	120,550.00	

To return to the previous page, click the 'Return to Invoices/Payments: View Invoices' link at the bottom of the page.

## Viewing Invoices Included on a Payment

To view a list of invoices and invoice details included on a payment, click on the link in the Invoice field after querying a payment.

**Note:** If there are multiple invoices included on the payment, the link will show "Multiple." If there is only one invoice on the payment, the link will show the invoice number.

This screenshot shows the search results for payment 668997. The search criteria are the same as in the previous screenshot. The results table shows the payment details, and the 'Invoice' field now contains a blue underlined link labeled 'Multiple'.

Payment	Payment Date	Currency	Amount	Method	Invoice
668997	13-May-2013	CAD	117,550.00	Check	<a href="#">Multiple</a>

A list of invoices and the invoice details for that payment will be displayed. To drill down to view additional invoice details, click on an invoice number.

**LCBO iSupplier Portal**

Navigator Favorites Home Logout Preferences

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Payments >

Invoices for Payment: 668997

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Attachments
102-0012345T		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	01-APR-2013	668997		
LF12345	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	01-APR-2013	668997		
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997		

Return to Invoices/Payments: View Payments

Details for that invoice will be displayed.

**LCBO iSupplier Portal**

Navigator Favorites Home Logout Preferences

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Payments > View Invoices >

Standard Invoice: 101-0012399 (Total CAD 120,550.00)

Currency=CAD

**General**

Invoice Date: 15-Mar-2013

Batch:

Attachments: None

Supplier: ABC WINERY

Supplier Site: DEF

Address: 123 KING STREET TORONTO, M5V 3A1

**Amount Summary**

Item: 120,550.00

Freight: 0.00

Miscellaneous: 0.00

Tax: 0.00

Prepayment: 0.00

Retainage: 0.00

Withholding Tax: 0.00

Total: 120,550.00

**Payment Information**

Paid: 120,550.00

Discount Taken: 0.00

Due: 0.00

Status: Paid

Payment Date: 13-MAY-2013

Payment: 668997

Term: NET 30 DAYS ON RECEIPT III WAREHOUSE

Method:

Line	Type	Description	Amount	BOL Cases	Cases Received	Supplier Quote	Qty	Price Receipt	Tax Included	Retainage
1	Item	011111	50,000.00	100	150.00	15.5900				0.00
2	Item	022222	25,000.00	300	300.00	32.9800				0.00
3	Item	033333	30,250.00	150	150.00	36.2500				0.00
4	Item	DEPOSIT	10,000.00							0.00
5	Item	HST	5,300.00							0.00

Return to View Invoices

## Viewing Netting Information

Netting Payments are payments made to LCBO on your behalf. These reduce the Payables LCBO owed you and reduces your Receivables you owe LCBO. After you have searched for a payment, on the payment screen below, you will notice the “Method” column is blank when a payment is due to Netting vs “DIRECT DEPOSIT” or “WIRE” when it is a payment issued to you. You will also note the payment # is a smaller number.

**LCBO iSupplier Portal**

Navigator Favorites Home Logout Preferences

Purchase Orders Invoices/Payments Home Admin

View Invoices View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number:

Invoice Number:

PO Number:

Payment Amount From:  To:

Payment Date From: 01-Sep-2022 To: 21-Sep-2022

Go Clear

Advanced Search

Payment	Payment Date	Currency	Amount	Method	Status	Invoice	PO Number
1324981	21-Sep-2022	CAD	250.00	DIRECT DEPOSIT	Negotiable	DEMO1	
134714	16-Sep-2022	CAD	750.00		Cleared	DEMO1	

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Click the hyperlink in the invoice column for the netted payment. Note if the payment represents a single invoice, the invoice # is noted. If there are multiple invoices, "Multiple" will appear.

**LCBO iSupplier Portal**

Purchase Orders | **Invoices/Payments** | Home | Admin

View Invoices | **View Payments**

View Payments Export

**Simple Search**

Note that the search is case insensitive

Payment Number:   
 Invoice Number:   
 PO Number:

Payment Amount From:  To:   
 Payment Date From: 01-Sep-2022 To: 21-Sep-2022

Go Clear Advanced Search

Payment	Payment Date	Currency	Amount Method	Status	Invoice	PO Number
<a href="#">1324481</a>	21-Sep-2022	CAD	250.00 DIRECT DEPOSIT	Negotiable	DEMO1	
<a href="#">134714</a>	16-Sep-2022	CAD	750.00	Cleared	DEMO1	

Export

Privacy Statement | Purchase Orders | Invoices/Payments | Home | Admin | Home | Logout | Preferences | Copyright (c) 2006, Oracle. All rights reserved.

Click the calculator to the right of "Netting Report"

**LCBO iSupplier Portal**

Purchase Orders | **Invoices/Payments** | Home | Admin

View Invoices | View Payments

Invoices/Payments: View Payments >  
 Standard Invoice: DEMO1 (Total CAD 1,000.00)  
 Currency=CAD

**General**

Invoice Date: 01-Apr-2022  
 Batch:   
 Attachments: None  
 Supplier: DEMONSTRATION  
 Supplier Site: DEF  
 Address: 123 MY STREET  
 TORONTO, M1M 4T3

**Amount Summary**

Item	1,000.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>1,000.00</b>

**Payment Information**

Paid	1,000.00
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	Multiple
Payment	Multiple
Term	IMMEDIATE
Method	Multiple

**Netting Information**

Netted Amount	750
Reckoning Currency	CAD
Netting Report	

**Invoice Lines** | Scheduled Payments

Line	Type	Description	Amount	Cases Received	Container Deposit	BOL Cases	Supplier Quote	Qty	Price:PO Number	Receipt	Tax Included	Retainage Cases Received	Container Deposit	BOL Cases	Supplier Quote
1	Item		1,000.00									0.00			

[Return to Invoices/Payments: View Payments](#) Export

Privacy Statement | Purchase Orders | Invoices/Payments | Home | Admin | Home | Logout | Preferences | Copyright (c) 2006, Oracle. All rights reserved.

Ensure "Final Netting Report" is visible in the Template and click "Run"

**LCBO iSupplier Portal**

Purchase Orders | **Invoices/Payments** | Home | Admin

View Invoices | View Payments

Invoices/Payments: View Payments > Invoice Details >

**Information**  
 Request Id 42027784 is currently at status Pending. Report output will be available when it is complete.

**View Netting Report**

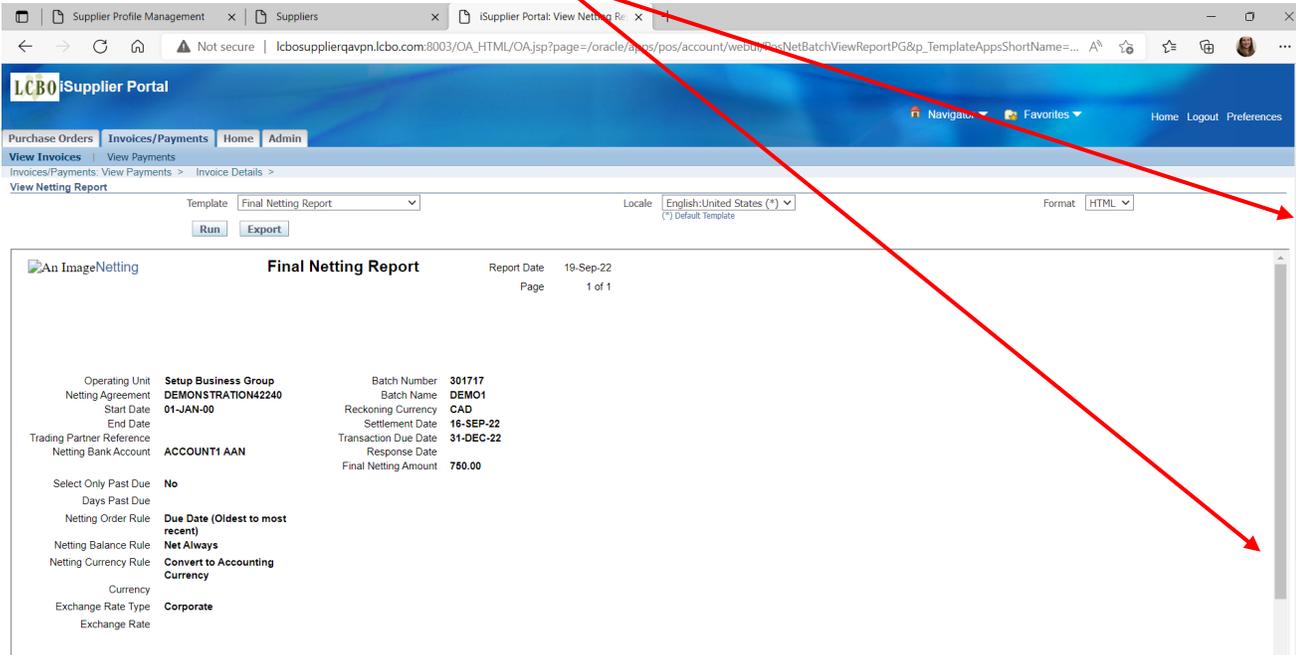
Template: **Final Netting Report** | Locale: English:United States (\*) | Format: HTML

Run

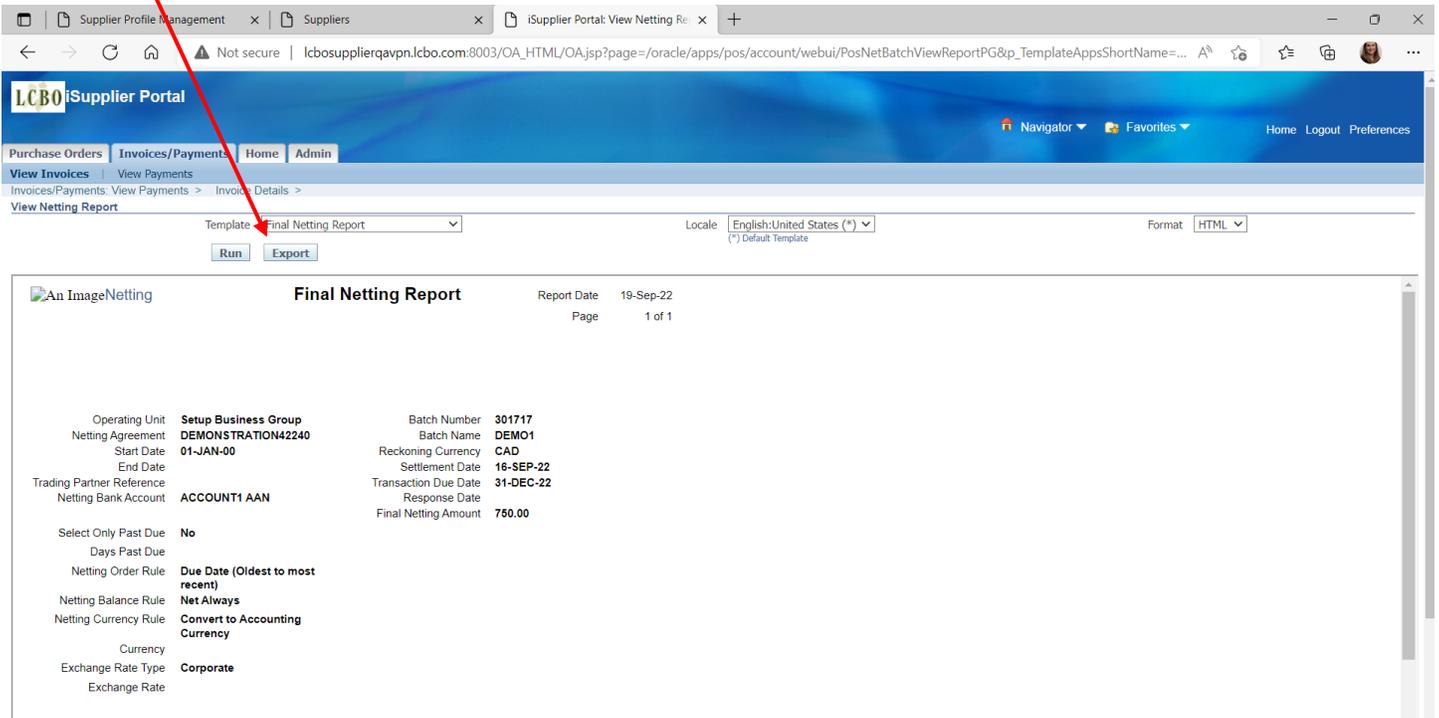
[Return to Invoice Details](#)

Privacy Statement | Purchase Orders | Invoices/Payments | Home | Admin | Home | Logout | Preferences | Copyright (c) 2006, Oracle. All rights reserved.

You can view the netting report by scrolling both bars to the right

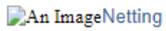


You may export and save the report for your reference



The Final Netting Report provides details as to what your Receivables was applied to.

The top section is a summary which contains the settlement date (payment date) and the total \$ netted



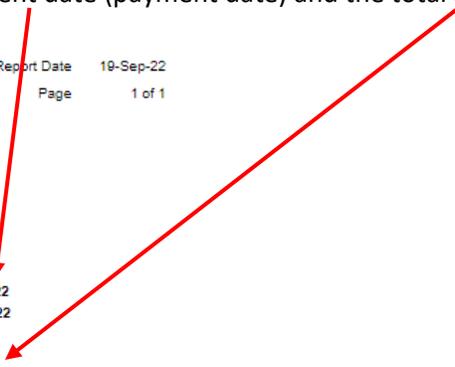
### Final Netting Report

Report Date 19-Sep-22  
Page 1 of 1

Operating Unit **Setup Business Group**  
 Netting Agreement **DEMONSTRATION42240**  
 Start Date **01-JAN-00**  
 End Date  
 Trading Partner Reference  
 Netting Bank Account **ACCOUNT1 AAN**

Select Only Past Due **No**  
 Days Past Due  
 Netting Order Rule **Due Date (Oldest to most recent)**  
 Netting Balance Rule **Net Always**  
 Netting Currency Rule **Convert to Accounting Currency**  
 Currency  
 Exchange Rate Type **Corporate**  
 Exchange Rate

Batch Number **301717**  
 Batch Name **DEMO1**  
 Reckoning Currency **CAD**  
 Settlement Date **16-SEP-22**  
 Transaction Due Date **31-DEC-22**  
 Response Date  
 Final Netting Amount **750.00**

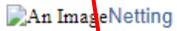


Supplier		Supplier Number		Site		
DEMONSTRATION		166590		DEF		
Supplier Taxpayer ID 123456789		Supplier Tax Reg No.				
Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency	Converted Netted Amount
DEMO1	Standard	01-APR-22	1,000.00	750.00	CAD	750.00
<b>Total</b>						<b>750.00</b>

Customer		Customer Number		Location		
DEMONSTRATION		42240		59680		
Customer Taxpayer ID 123456789		Customer Tax Reg No.				
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount
DEMO2	MISC AR	02-APR-22	750.00	750.00	CAD	750.00
<b>Total</b>						<b>750.00</b>

End of Report

The Supplier details are the Payables portion of the netted payment which show your Payables applied.



### Final Netting Report

Report Date 19-Sep-22  
Page 1 of 1

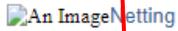
Operating Unit **Setup Business Group** Batch Number **301717**  
 Netting Agreement **DEMONSTRATION42240** Batch Name **DEMO1**  
 Start Date **01-JAN-00** Reckoning Currency **CAD**  
 End Date Settlement Date **16-SEP-22**  
 Trading Partner Reference Transaction Due Date **31-DEC-22**  
 Netting Bank Account **ACCOUNT1 AAN** Response Date  
 Final Netting Amount **750.00**  
  
 Select Only Past Due **No**  
 Days Past Due  
 Netting Order Rule **Due Date (Oldest to most recent)**  
 Netting Balance Rule **Net Always**  
 Netting Currency Rule **Convert to Accounting Currency**  
 Currency  
 Exchange Rate Type **Corporate**  
 Exchange Rate

Supplier	<b>DEMONSTRATION</b>		Supplier Number	<b>166590</b>	Site	<b>DEF</b>
Supplier Taxpayer ID	<b>123456789</b>		Supplier Tax Reg No.			
Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency	Converted Netted Amount
DEMO1	Standard	01-APR-22	1,000.00	750.00	CAD	750.00
<b>Total</b>						<b>750.00</b>

Customer	<b>DEMONSTRATION</b>		Customer Number	<b>42240</b>	Location	<b>59680</b>
Customer Taxpayer ID	<b>123456789</b>		Customer Tax Reg No.			
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount
DEMO2	MISC AR	02-APR-22	750.00	750.00	CAD	750.00
<b>Total</b>						<b>750.00</b>

End of Report

The Customer details are the Receivables portion of the netted payment which show your Receivables applied.



### Final Netting Report

Report Date 19-Sep-22  
Page 1 of 1

Operating Unit **Setup Business Group** Batch Number **301717**  
 Netting Agreement **DEMONSTRATION42240** Batch Name **DEMO1**  
 Start Date **01-JAN-00** Reckoning Currency **CAD**  
 End Date Settlement Date **16-SEP-22**  
 Trading Partner Reference Transaction Due Date **31-DEC-22**  
 Netting Bank Account **ACCOUNT1 AAN** Response Date  
 Final Netting Amount **750.00**  
 Select Only Past Due **No**  
 Days Past Due  
 Netting Order Rule **Due Date (Oldest to most recent)**  
 Netting Balance Rule **Net Always**  
 Netting Currency Rule **Convert to Accounting Currency**  
 Currency  
 Exchange Rate Type **Corporate**  
 Exchange Rate

Supplier	<b>DEMONSTRATION</b>			Supplier Number	<b>166590</b>	Site	<b>DEF</b>
Supplier Taxpayer ID	<b>123456789</b>			Supplier Tax Reg No.			
Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Netted Amount	Invoice Currency	Converted Netted Amount	
DEMO1	Standard	01-APR-22	1,000.00	750.00	CAD	750.00	
<b>Total</b>						<b>750.00</b>	

Customer	<b>DEMONSTRATION</b>			Customer Number	<b>42240</b>	Location	<b>59680</b>
Customer Taxpayer ID	<b>123456789</b>			Customer Tax Reg No.			
Transaction Number	Transaction Type	Transaction Date	Transaction Amount	Netted Amount	Transaction Currency	Converted Netted Amount	
DEMO2	MISC AR	02-APR-22	750.00	750.00	CAD	750.00	
<b>Total</b>						<b>750.00</b>	

End of Report

## Exporting Payment Information to Excel

After you have searched for payments, you can export these details into Excel by clicking on the Export button either at the top or bottom of the page.

**Note:** If the data extends onto multiple pages, the export will pick up all data in your search results. You do not need to export each page individually.

The screenshot shows the LCBO iSupplier Portal interface. At the top, there are navigation links for 'Invoices/Payments', 'Home', and 'Admin'. Below this, there are search filters for 'Payment Number' (668997), 'Invoice Number', and 'Payment Amount From'. The search results table displays the following data:

Payment	Payment Date	Currency	Amount	Method	Invoice
668997	13-May-2013	CAD	117,550.00	Check	<a href="#">Multiple</a>

You will be prompted by Excel to either open or save the file.

The screenshot shows the same search results as above, but with a 'File Download' dialog box open in the center. The dialog box contains the following information:

- Name: export.tsv
- Type: Microsoft Office Excel Worksheet, 129 bytes
- From: lcbosupplierqavpn.lcbo.com

The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. Below the dialog box, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?' and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Open the file to view your results.

	A	B	C	D	E	F
1	Payment	Payment Date	Currency	Amount	Method	Invoice
2	668997	13-May-13	CAD	117,550.00	Check	Multiple

You can also export data from the invoice details page for the payment.

The screenshot shows the LCBO iSupplier Portal interface for invoice details. The page title is 'Invoices for Payment: 668997'. The table displays the following data:

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Attachments
<a href="#">102-0012245T</a>		01-Apr-2013	Credit Memo	CAD	(500.00)	0.00 Paid	<a href="#">01-APR-2013</a>	668997		
<a href="#">1F12345</a>	LAB FEE	01-Apr-2013	Credit Memo	CAD	(2,500.00)	0.00 Paid	<a href="#">01-APR-2013</a>	668997		
<a href="#">101-0012399</a>	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	<a href="#">14-APR-2013</a>	668997		

# iSupplier Maintenance

You have the ability to update the following supplier information through the iSupplier system. Your request will be sent to the LCBO for review and approval prior to being updated.

- Address Information
- Contact Information
- Business Classification

## Address Updates

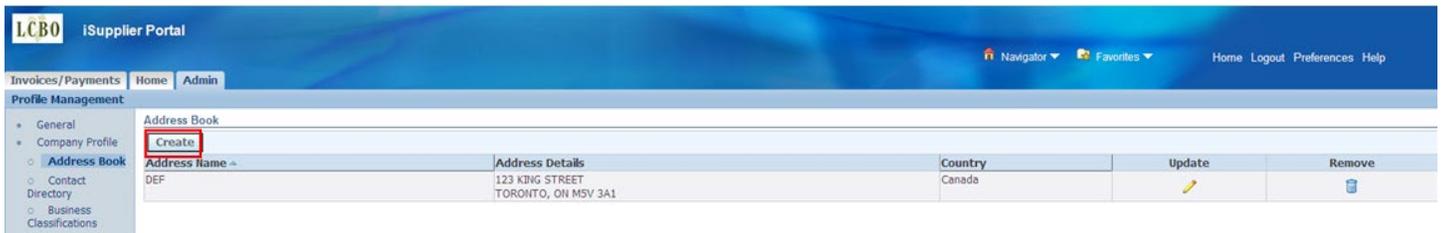
At any time, you can create a new address, change an existing address, or remove an existing address from the iSupplier system. To do so, navigate to the Admin tab and click on Address Book. Your current address information will be shown.

**Note:** Address Name is for LCBO use only.



## Creating a New Address

If your company has multiple locations, you can create additional addresses. To create a new address, click the 'Create' button.



Enter the new address details and click the 'Save' button. To cancel, click the 'Cancel' button.

**Note:** Address details must be typed in CAPITAL LETTERS.

You will receive confirmation that the new address has been added to your Address Book and the new address will be displayed. A notification will also be sent to the LCBO.

Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON M5E 1E5	Canada		

If your new address is rejected by the LCBO, it will no longer appear in your Address Book.

Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON M5E 1E5	Canada		

### Updating an Existing Address

If your address has changed, you can update the existing address in the system. To update an existing address, click the 'Update' icon for the address you wish to update.

Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET TORONTO, ON M5V 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON M5E 1E5	Canada		

The current details will be displayed. Enter your updates and click the 'Save' button. To cancel, click the 'Cancel' button. In this example, we have added 'SUITE 1100' to Address Line 2.

**Note:** Address details must be typed in CAPITAL LETTERS.

Supplier Name: ABC WINERY  
 Supplier Number: 72801  
 \* Address Name: DEF  
 Country: Canada  
 \* Address Line 1: 123 KING STREET  
 Address Line 2: SUITE 1100  
 Address Line 3:   
 Address Line 4:   
 \* City/Town/Locality: TORONTO  
 Country:   
 State/Region:   
 Province: ON  
 \* Postal Code: MSV 3A1

Phone Area Code: 416  
 Phone Number: 999-9999  
 Fax Area Code: 416  
 Fax Number: 888-8888  
 Email Address:   
 Cancel Save

Note:   
 Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.  
 Cancel Save

You will receive confirmation that your address details have been modified and the updated address details will be shown. A notification will also be sent to the LCBO.

Confirmation  
 Details for your DEF address have been modified.

Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET SUITE 1100 TORONTO, ON MSV 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 1E5	Canada		

If your changes are rejected by the LCBO, these changes will no longer appear in your address.

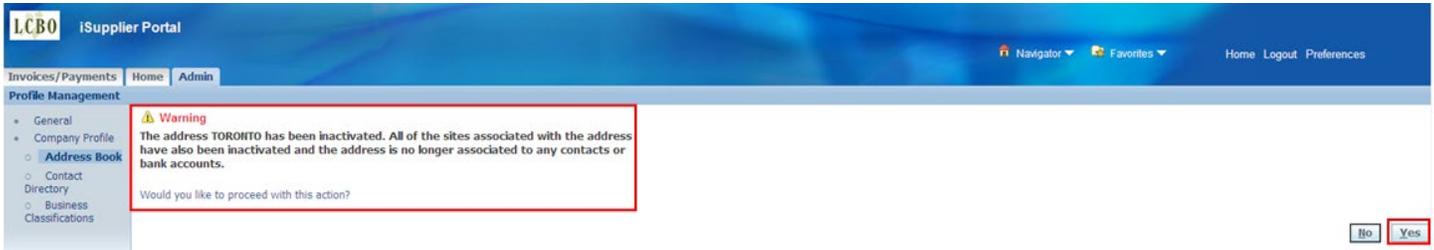
Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET TORONTO, ON MSV 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 1E5	Canada		

### Removing an Existing Address

To remove an address from your Address Book, click the 'Remove' button.

Address Name	Address Details	Country	Update	Remove
DEF	123 KING STREET SUITE 1100 TORONTO, ON MSV 3A1	Canada		
TORONTO	100 YONGE ST SUITE 1500 TORONTO, ON MSE 1E5	Canada		

You will receive a warning message confirming that you would like to proceed with removing the address. Click 'Yes' to continue, or 'No' to return.



You will receive confirmation that your address has been removed and the address will no longer be shown. A notification will also be sent to the LCBO.



If your change is rejected by the LCBO, the removed address will reappear in your Address Book.



## Contact Updates

At any time, you can add a new contact, change existing contact details, or remove an existing contact from the iSupplier system. To do so, navigate to the Admin tab and click on Contact Directory. A list of your current contacts will be shown. Inactive contacts will be shown at the bottom of the page by expanding the section.

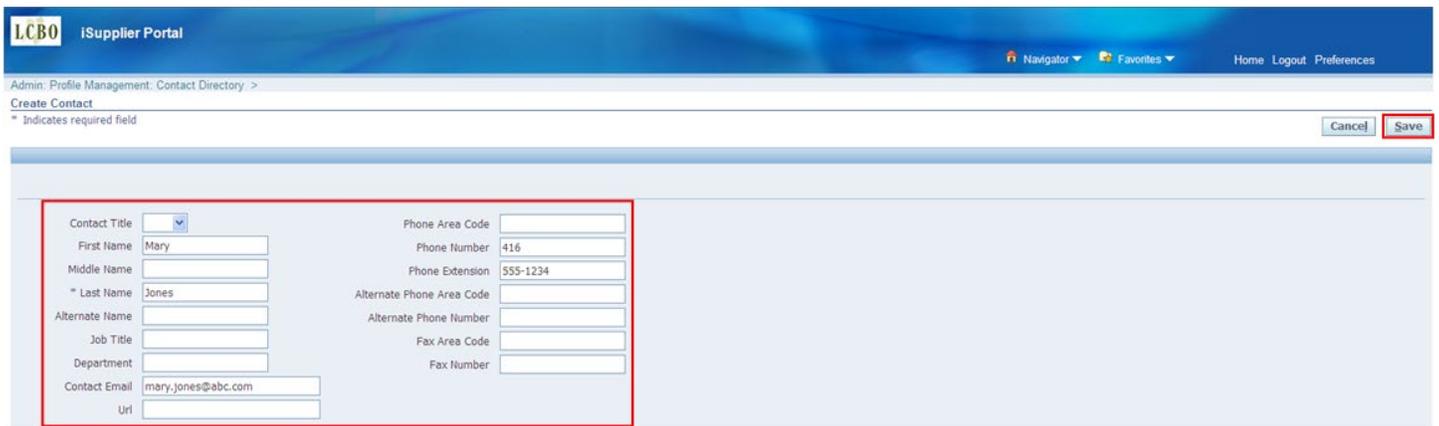


## Creating a New Contact

To add a new contact and request iSupplier access, click the 'Create' button.



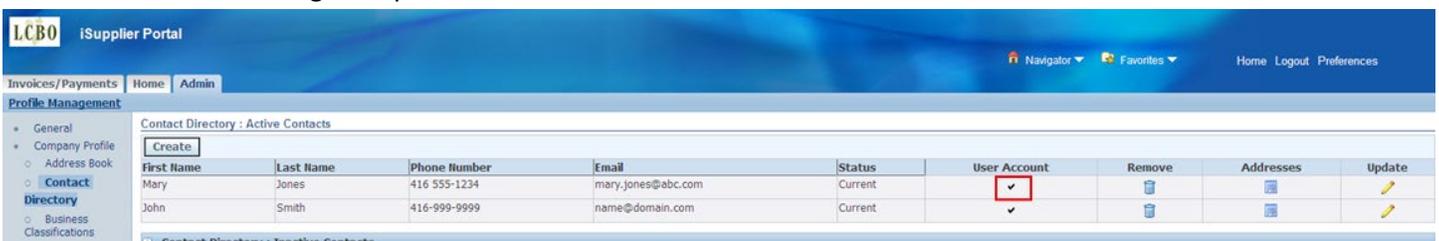
Enter the contact details and click the 'Save' button.



You will receive confirmation that your new contact has been added. A request will also be sent to the LCBO to grant iSupplier access.



Once your request is approved by the LCBO, the new contact will have the User Account field checked. They will also receive an email containing their password.

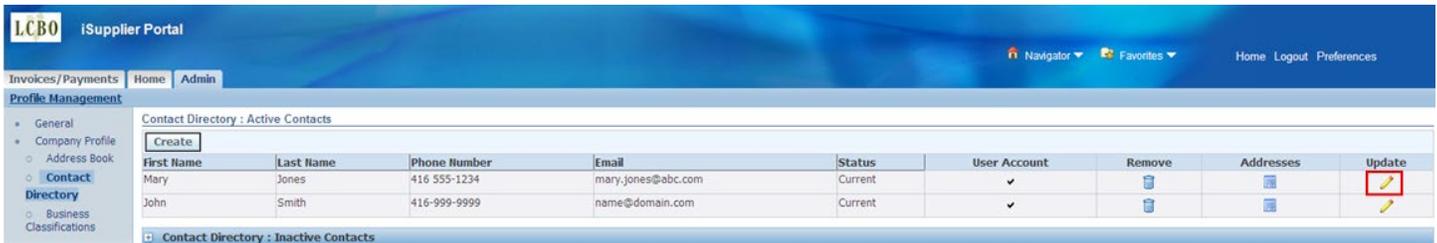


If your request is rejected by the LCBO, your new contact will no longer be displayed.



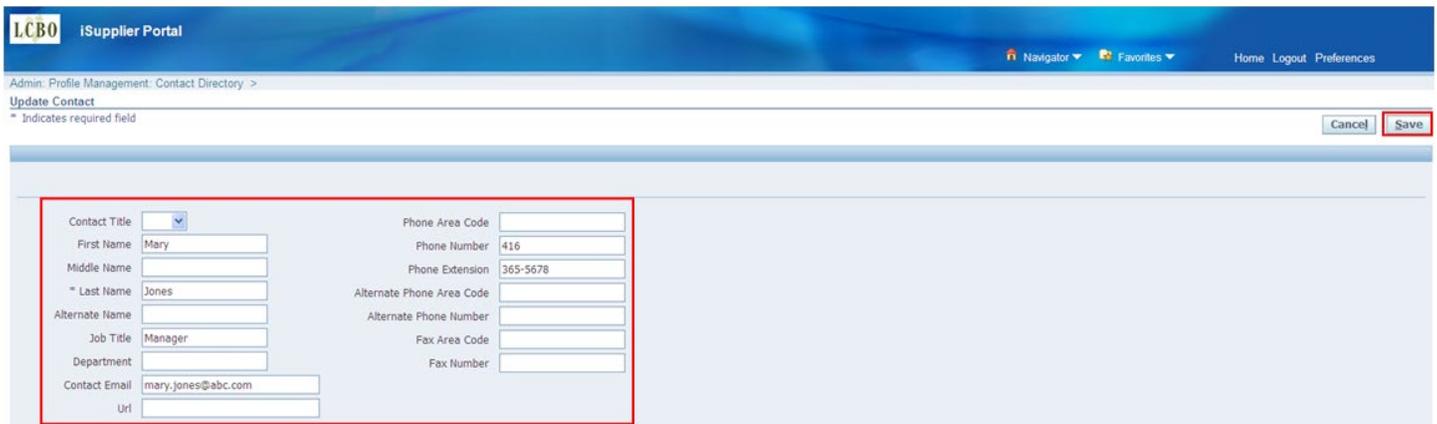
### Updating an Existing Contact

To update an existing contact, click on the 'Update' button.



Make the changes to the appropriate fields and click the 'Save' button. To cancel, click the 'Cancel' button.

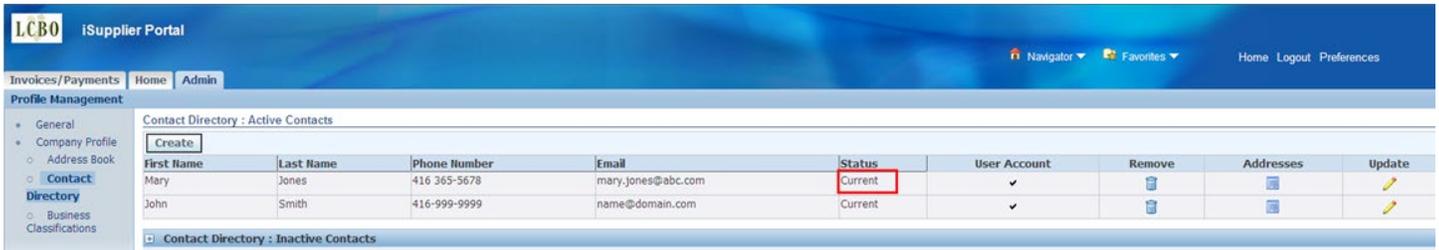
**Note:** If you change your email address, this will NOT change your user name. Your user name will remain as your old email address. If you would like your user name to be consistent with your email address, remove the contact associated with your old email address and create a new contact with the new email address details.



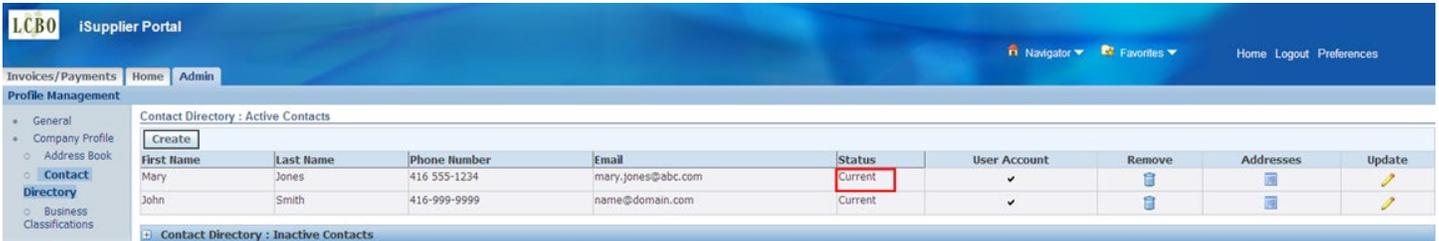
You will receive confirmation that your changes have been saved and a notification will be sent to the LCBO. The status will show 'Change Pending' until approved by the LCBO.



Once your changes are approved by the LCBO, the new details will be shown and the status will change to 'Current.'

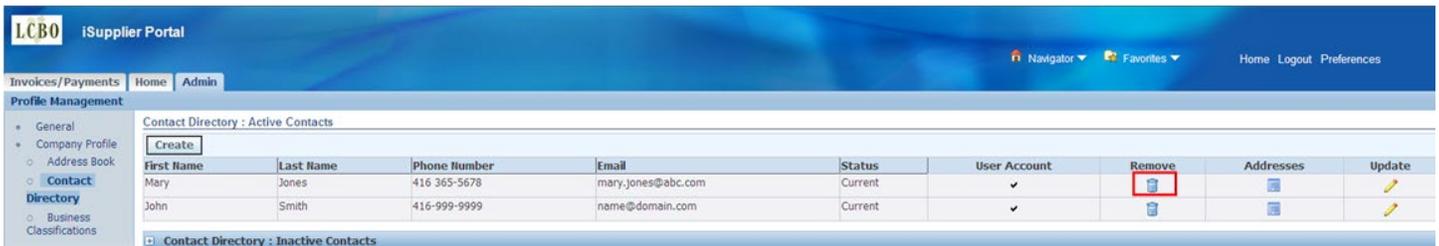


If your change is rejected by the LCBO, the old details will reappear and the status will change to 'Current.'



### Removing an Existing Contact

You have the ability to remove contacts that are no longer with your company, or that no longer require access to iSupplier. To remove an existing contact, click on the 'Remove' button.



You will receive confirmation that your contact has been removed from your Contact Directory. A notification will also be sent to the LCBO.



The removed contact will now be shown in the Inactive Contacts section with a status of Pending.

The screenshot shows the 'Contact Directory : Active Contacts' section. A table lists contacts with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. One contact, Mary Jones, has a 'Pending' status, which is highlighted with a red box.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
John	Smith	416-999-9999	name@domain.com	Current	✓			
Mary	Jones	416 365-5678	mary.jones@abc.com	Pending	✓			

Once your update is approved by the LCBO, the status will change to 'Inactive' and the user will no longer have access to the iSupplier system.

The screenshot shows the 'Contact Directory : Inactive Contacts' section. A table lists contacts with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. One contact, Mary Jones, has an 'Inactive' status, which is highlighted with a red box.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Mary	Jones	416 365-5678	mary.jones@abc.com	Inactive	✓			

If your update is rejected by the LCBO, the removed contact will reappear in your Contact Directory.

The screenshot shows the 'Contact Directory : Active Contacts' section. A table lists contacts with columns: First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. One contact, Mary Jones, has a 'Current' status, which is highlighted with a red box.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Mary	Jones	416 365-5678	mary.jones@abc.com	Current	✓			
John	Smith	416-999-9999	name@domain.com	Current	✓			

## Business Classification Updates

At any time, you can update your business classification details. To do so, navigate to the Admin tab and click on Business Classifications. Your current classification(s) will be shown.

**Note:** There are 3 pages of business classifications.

The screenshot shows the 'Business Classifications' section. A table lists various business classifications with columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The 'Applicable' column has a checkbox, and the 'Alcohol' row has this checkbox checked, highlighted with a red box.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Alcohol	<input checked="" type="checkbox"/>				
Bags	<input type="checkbox"/>				
Balers & Accessories	<input type="checkbox"/>				
Catering Services	<input type="checkbox"/>				
Chemicals	<input type="checkbox"/>				
Computer Equipment & Accessories	<input type="checkbox"/>				
Construction	<input type="checkbox"/>				
Consulting Services	<input type="checkbox"/>				
Design Services	<input type="checkbox"/>				
Educational Services	<input type="checkbox"/>				
Employee	<input type="checkbox"/>				
Employee Uniforms	<input type="checkbox"/>				
First Aid & Safety EQ	<input type="checkbox"/>				
Freight	<input type="checkbox"/>				
Furniture	<input type="checkbox"/>				

To make changes to your business classifications, simply check or remove the appropriate classifications and click the 'Save' button. In this example, we are adding 'Consulting Services' and removing 'Alcohol.'

The screenshot shows the 'Business Classifications' page in the LCB0 iSupplier Portal. The left sidebar contains a navigation menu with 'Business Classifications' selected. The main content area features a table with the following columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The 'Applicable' column contains checkboxes for each classification. 'Alcohol' has an unchecked checkbox, while 'Consulting Services' has a checked checkbox. The 'Save' button in the top right corner is highlighted with a red border.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Alcohol	<input type="checkbox"/>				
Bags	<input type="checkbox"/>				
Balers & Accessories	<input type="checkbox"/>				
Catering Services	<input type="checkbox"/>				
Chemicals	<input type="checkbox"/>				
Computer Equipment & Accessories	<input type="checkbox"/>				
Construction	<input type="checkbox"/>				
Consulting Services	<input checked="" type="checkbox"/>				
Design Services	<input type="checkbox"/>				
Educational Services	<input type="checkbox"/>				
Employee	<input type="checkbox"/>				
Employee Uniforms	<input type="checkbox"/>				
First Aid & Safety EQ	<input type="checkbox"/>				
Freight	<input type="checkbox"/>				
Furniture	<input type="checkbox"/>				

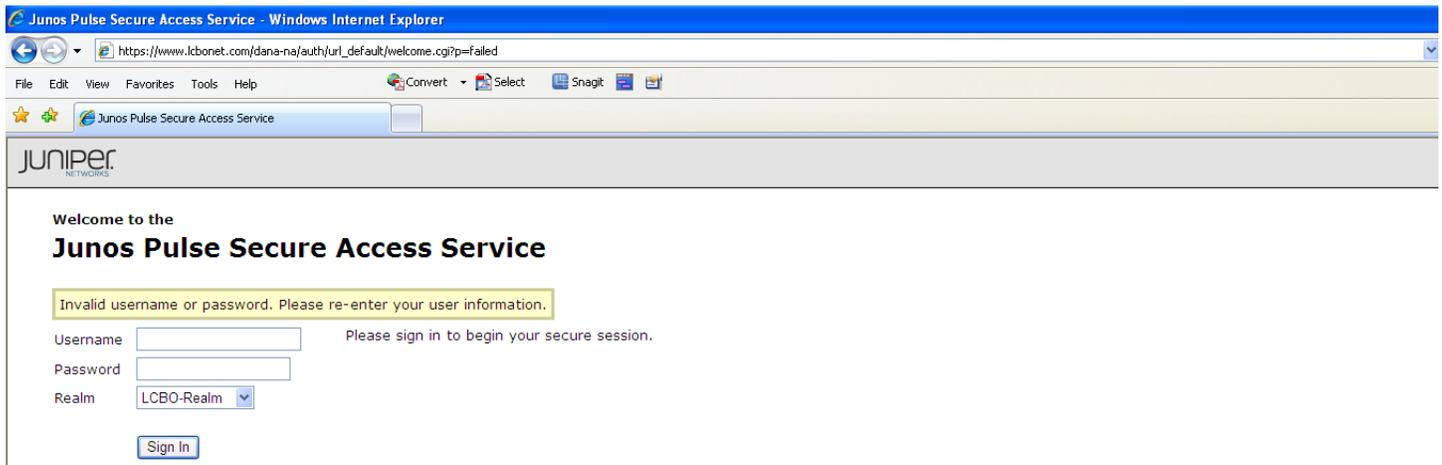
You will receive confirmation that your classifications have been saved. A notification will also be sent to the LCBO.

The screenshot shows the 'Business Classifications' page after a successful save. A confirmation message is displayed at the top: 'Confirmation: Your classifications have been saved.' The 'Save' button in the top right corner is highlighted with a red border. The table below shows the same data as the previous screenshot, with 'Consulting Services' checked and 'Alcohol' unchecked.

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Alcohol	<input type="checkbox"/>				
Bags	<input type="checkbox"/>				
Balers & Accessories	<input type="checkbox"/>				
Catering Services	<input type="checkbox"/>				
Chemicals	<input type="checkbox"/>				
Computer Equipment & Accessories	<input type="checkbox"/>				
Construction	<input type="checkbox"/>				
Consulting Services	<input checked="" type="checkbox"/>				
Design Services	<input type="checkbox"/>				
Educational Services	<input type="checkbox"/>				
Employee	<input type="checkbox"/>				
Employee Uniforms	<input type="checkbox"/>				
First Aid & Safety EQ	<input type="checkbox"/>				
Freight	<input type="checkbox"/>				
Furniture	<input type="checkbox"/>				

# Password Changes

If you are unable to log into the LCBO network, you must contact the IT Service Desk at [servdesk@lcbo.com](mailto:servdesk@lcbo.com) to have your password reset. This will update both your network password and your iSupplier password(s).



If you can log into the LCBO network, but cannot access the iSupplier system, you must change your password using the Password Change link. This will change both your network and iSupplier passwords, as well as any additional iSupplier accounts associated with your email address.



For example, if you have access to two vendor accounts: Vendor# 12345 and vendor# 67890, you will have two separate iSupplier user names. The first will be your email address and the second will be your email address with the vendor number in it, i.e. name67890@domain.com. Changing your password will change the password for both of these accounts.



Clicking on the Password Change link will open an Identity Manager page, where you can change your password.

User ID – this is your user name (email address).

Current Password – this is your current network password.

New Password – create a new password. This will be your new password for both the LCBO network and iSupplier.

Confirm New Password – re-enter your new password to confirm.

Click the 'OK' button once complete.

**Tivoli.** Identity Manager

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### Change Password

To change your password, please fill in all of the fields below and click OK.

User ID

Current Password

New Password

Confirm New Password

# Frequently Asked Questions

## Question 1:

How do I log into iSupplier?

## Answer:

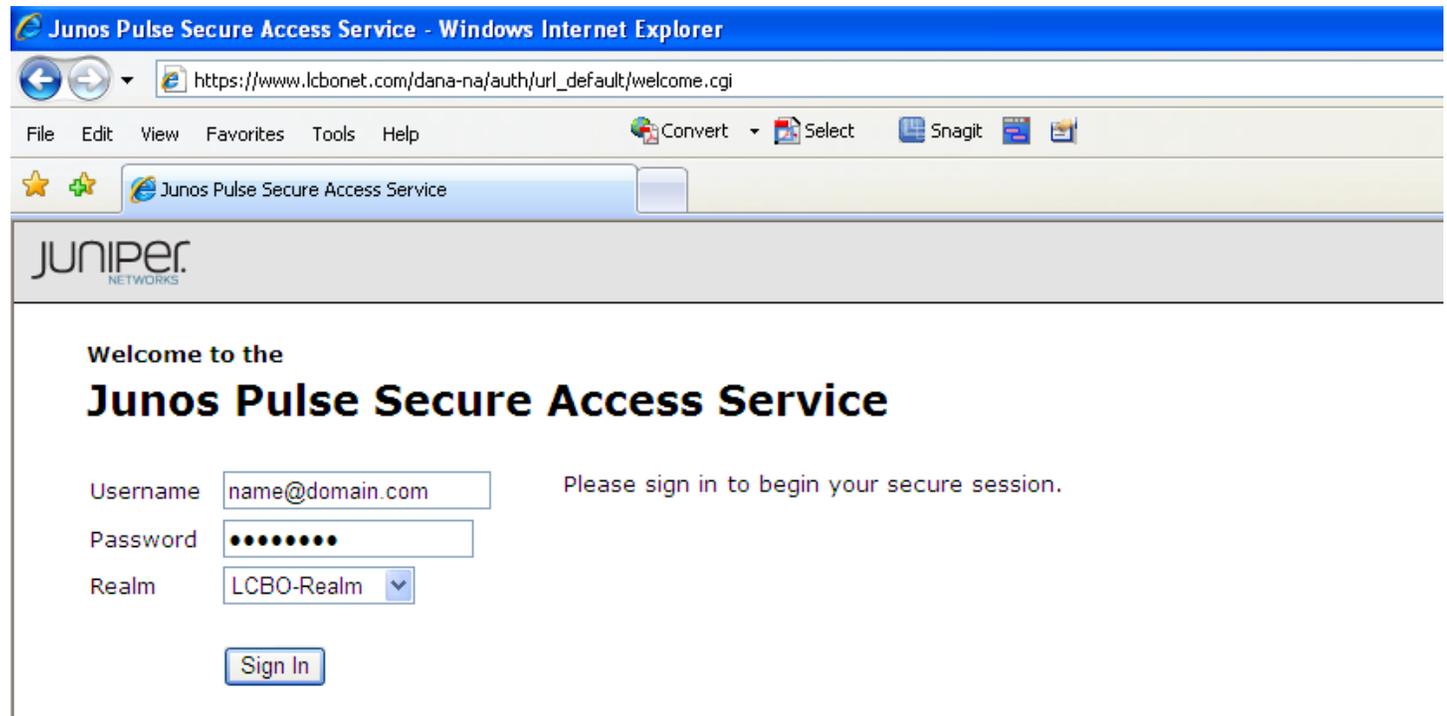
Logging into iSupplier is a two-step process. You must first log into the LCBO network and then into the iSupplier application.

### 1) Log into the LCBO Secure Network

Once you have received your password via email, go to [www.lcbonet.com](http://www.lcbonet.com) and enter your username and password.

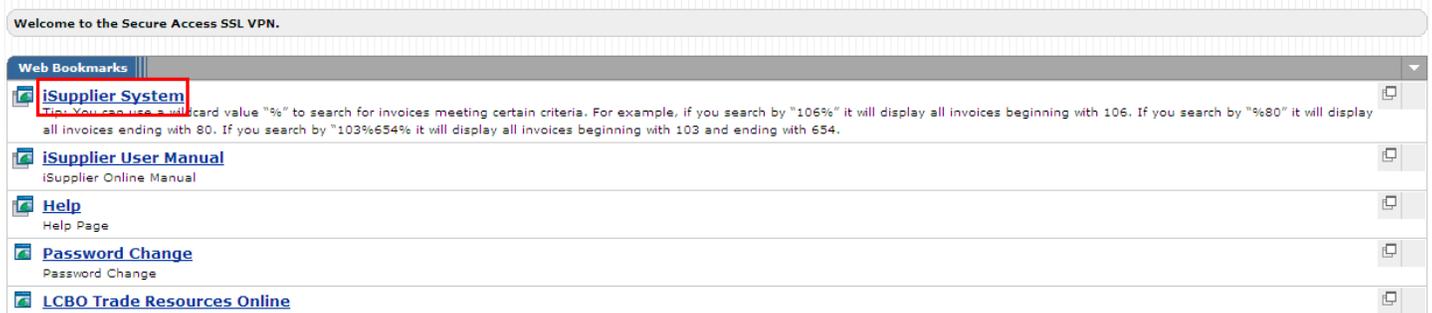
**Note:** Your username is your email address.

Realm = LCBO-Realm



After logging into the network, you are presented with the following links.

To access iSupplier, click on the iSupplier System link.



## 2) Log into the iSupplier System

You will be prompted for your user name and password to log into the iSupplier system.

**Note:** If you have access to multiple supplier accounts, you must enter the user name associate with each of these accounts. Subsequent user names will have the supplier number in the user name, i.e. [name12345@domain.com](#).



ORACLE

\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4u99v23)

Accessibility

Select a Language:  
[English](#)

### Question 2:

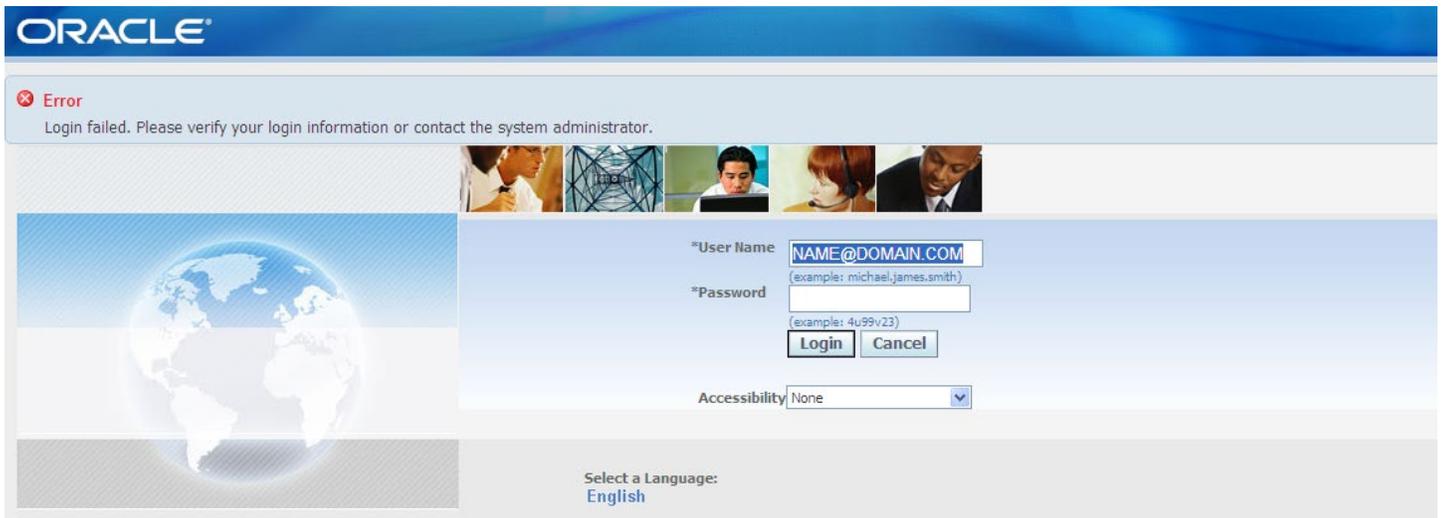
Why can't I log into the LCBO network?

### Answer:

Your user name is your email address and your password is emailed to you upon registration for iSupplier. If you forget your password, contact the LCBO IT Service Desk at [servdesk@lcbo.com](mailto:servdesk@lcbo.com) to have it reset. This will change both your network and iSupplier passwords.

### Question 3:

Why can I log into the LCBO network, but not into the iSupplier system?



ORACLE

**Error**  
Login failed. Please verify your login information or contact the system administrator.

\*User Name   
(example: michael.james.smith)

\*Password

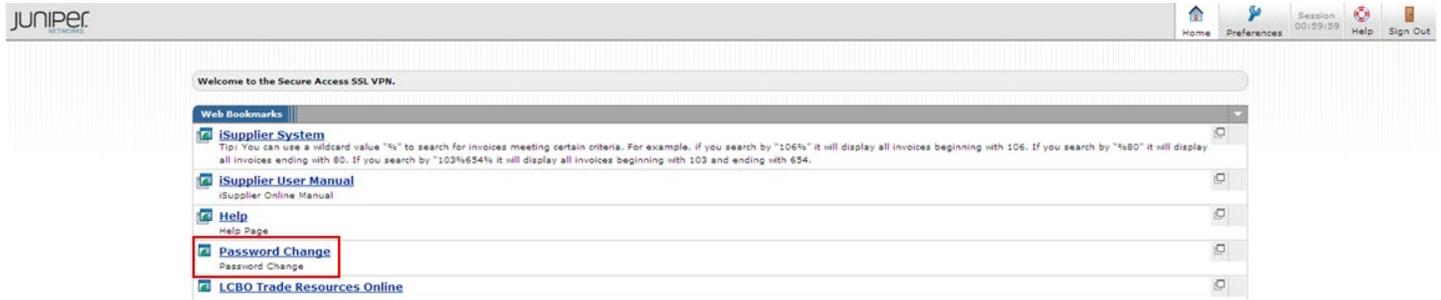
Accessibility

Select a Language:  
[English](#)

Answer:

You may have the incorrect user name or password. Your user name is your email address and your password is emailed to you upon registration. If you have access to multiple vendor accounts, your iSupplier user name will contain the vendor number for each subsequent supplier, i.e. name12345@domain.com.

To synch your passwords, click on the Password Change link.



You will be prompted for your user ID (email address), current network password and new password. This will become your new password for both the LCBO network and all iSupplier accounts.

**Tivoli.** Identity Manager

**Change Password**

To change your password, please fill in all of the fields below and click OK.

User ID

Current Password

New Password

Confirm New Password

Question 4:

Why haven't I received my password?

Answer:

You will receive your iSupplier password via email shortly after your registration is completed. As your spam filter may block or delete messages, please check with your IT group to allow the successful delivery of LCBO emails, specifically from [isupplier@lcbo.com](mailto:isupplier@lcbo.com) and [PRODITIM\\_Administrator@lcbo.com](mailto:PRODITIM_Administrator@lcbo.com).

### Question 5:

Why can't I find specific invoices?

### Answer:

There are a few reasons you may not be able to find particular invoices:

- 1) The invoice is not yet in our system  
Accounts Payable processes invoices once they have been approved by our user departments. If you are unable to locate your invoice in iSupplier, please contact the individual or department who has placed the order.
- 2) The product has not yet been received in our warehouse (product suppliers only)  
Once purchase orders are received by the LCBO warehouse, they will appear in iSupplier the following business day.
- 3) You are searching by your commercial invoice number rather than the LCBO purchase order number (product suppliers only)  
The LCBO uses Purchase Order numbers as the invoice number (i.e. 102-00012345). You must search using the LCBO PO number.

### Question 6:

When will I be paid for my invoice?

### Answer:

Invoice payments are driven by the payment terms. Once you have queried an invoice, review the due date. To determine how the due date was calculated, review the invoice date and the terms.

**Note:** the due date is the date the invoice is applicable for payment. This is not necessarily the date the invoice will be paid.

**Note for product suppliers:** the invoice date is the date the product is received in our warehouse.

The screenshot shows the LCBO iSupplier Portal interface. At the top, there is a navigation bar with 'Invoices/Payments', 'Home', and 'Admin' tabs. Below this, there are search filters for 'Invoice Number', 'Payment Number', 'Payment Status', and 'Invoice Amount From'. There are also date range filters for 'Amount Due From', 'Invoice Date From', and 'Due Date From'. A table of invoices is displayed below the search form. The 'Due Date' column in the table is highlighted with a red box.

Invoice	Description	Invoice Date	Type	Currency	Amount	Due Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00 Paid	14-APR-2013	668997				

## Question 7:

Why can't I see my payment?

## Answer:

There are various ways to search for payments in iSupplier.

1) Under the Invoices/Payments tab, click on View Payments. You can search using various criteria on this page:

- Payment Number
- Invoice Number
- Payment Amount
- Payment Due Date

After you have searched for a payment, you can view additional details for that payment by clicking on the payment number link.

LCBO iSupplier Portal

Invoices/Payments | Home | Admin

View Invoices | **View Payments**

View Payments Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Payment Number:  Payment Date From:  To:

Invoice Number:

Payment Amount From:  To:

Go Clear

Payment	Payment Date	Currency	Amount	Method	Invoice
<a href="#">668997</a>	13-May-2013	CAD	117,550.00	Check	<a href="#">Multiple</a>

Additional details for this payment are displayed, including a list of invoices included on the payment.

LCBO iSupplier Portal

Invoices/Payments | Home | Admin

View Invoices | **View Payments**

Invoices/Payments: View Payments >

Payment: 668997 (Total CAD 117,550.00) Export

Payment Date: 13-May-2013  
Method: Check

Supplier: ABC WINERY  
Supplier Site: DEF  
Address: 123 KING STREET  
TORONTO M5V 3A1

**Included Invoices**

Invoice	Invoice Date	Currency	Amount	Payment Status	Payment Receipt	Attachments
<a href="#">LF12345</a>	01-Apr-2013	CAD	<2,500.00>	Paid	<2,500.00>	
<a href="#">102-0012345T</a>	01-Apr-2013	CAD	<500.00>	Paid	<500.00>	
<a href="#">101-0012399</a>	15-Mar-2013	CAD	120,550.00	Paid	120,550.00	

[Return to Invoices/Payments: View Payments](#) Export

2) From a particular invoice query

Once you have queried an invoice, you can view the payment status for that invoice in the Payment Status field. If the invoice has been paid, the payment number will be displayed and will contain a link in the Payment field. Click on the payment number link to view details for the payment.

LCBO iSupplier Portal

Navigator Favorites Home Logout Preferences Help

Invoices/Payments Home Admin

View Invoices View Payments

View Invoices

Simple Search

Invoice Number: 101-0012399

Payment Number: [ ]

Payment Status: [ ]

Invoice Amount From: [ ] To: [ ]

Amount Due From: [ ] To: [ ]

Invoice Date From: [ ] To: [ ]

Due Date From: [ ] To: [ ]

Go Clear

Invoice	Description	Invoice Date	Type	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
101-0012399	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00	Paid	14-APR-2013	668997				

Details for the payment, including a list of invoices included on the payment, will be displayed.

LCBO iSupplier Portal

Navigator Favorites Home Logout Preferences

Invoices/Payments Home Admin

View Invoices View Payments

Invoices/Payments: View Invoices >

Payment: 668997 (Total CAD 117,550.00)

Payment Date: 13-May-2013

Method: Check

Supplier: ABC WINERY

Supplier Site: DEF

Address: 123 KING STREET

TORONTO M5V 3A1

Included Invoices

Invoice	Invoice Date	Currency	Amount	Payment Status	Payment Receipt	Attachments
<a href="#">101-0012345</a>	01-Apr-2013	CAD	<2,500.00>	Paid	<2,500.00>	
<a href="#">102-0012345T</a>	01-Apr-2013	CAD	<500.00>	Paid	<500.00>	
<a href="#">101-0012399</a>	15-Mar-2013	CAD	120,550.00	Paid	120,550.00	

Return to Invoices/Payments: View Invoices

**Question 8:**

Where can I find additional invoice details, such as quote and number of cases for my beverage alcohol purchase orders?

**Answer:**

After you have searched for an invoice, you can view additional details for that invoice by clicking on the invoice number link.

LCBO iSupplier Portal

Navigator Favorites Home Logout Preferences Help

Invoices/Payments Home Admin

View Invoices View Payments

View Invoices

Simple Search

Invoice Number: 101-0012399

Payment Number: [ ]

Payment Status: [ ]

Invoice Amount From: [ ] To: [ ]

Amount Due From: [ ] To: [ ]

Invoice Date From: [ ] To: [ ]

Due Date From: [ ] To: [ ]

Go Clear

Invoice	Description	Invoice Date	Type	Currency	Amount	Due	Payment Status	Due Date	Payment	Receipt	Discount Date	Available Discount	Attachments
<a href="#">101-0012399</a>	PRODUCT	15-Mar-2013	Standard	CAD	120,550.00	0.00	Paid	14-APR-2013	668997				

Additional details for this invoice are displayed. These details can be exported to Excel by clicking on the 'Export' button.

**Note:** The LCBO’s payments are based on the Bill of Lading case quantities. If any variances between Bill of Lading and Cases Received exist, subsequent adjustments will be made. These adjustments will be made in the form of the original invoice number followed by a suffix, such as 102-00012345T. These adjustments will appear in iSupplier once the adjustment has been processed.

**Question 9:**

How do I add or delete iSupplier users?

**Answer:**

Once you have completed your iSupplier registration, you will have the ability to request additional users for your organization, as well as remove existing users. An agent can be granted access if requested by their supplier. Each username and password is to be used by a single person.

To add a new contact and request iSupplier access, navigate to the Contact Directory under the Admin tab and click the 'Create' button.

Enter the contact details and click the 'Save' button.

You will receive confirmation that your new contact has been added. A request will also be sent to the LCBO to grant access to iSupplier.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Mary	Jones	416 555-1234	mary.smith@abc.com	Pending				
John	Smith	416-999-9999	name@domain.com	Current	<input checked="" type="checkbox"/>			

Once your request is approved by the LCBO, the new contact will have the User Account field checked. They will also receive an email containing their password.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Mary	Jones	416 555-1234	mary.jones@abc.com	Current	<input checked="" type="checkbox"/>			
John	Smith	416-999-9999	name@domain.com	Current	<input checked="" type="checkbox"/>			

If your request is rejected by the LCBO, your new contact will no longer be displayed.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
John	Smith	416-999-9999	name@domain.com	Current	<input checked="" type="checkbox"/>			

To remove contacts that are no longer with your company or that no longer require access to iSupplier, click on the 'Remove' button.



You will receive confirmation that your contact has been removed from your Contact Directory. A notification will also be sent to the LCBO.



The removed contact will now be shown in the Inactive Contacts section with a status of Pending.



Once your update is approved by the LCBO, the status will change to 'Inactive' and the user will no longer have access to the iSupplier system.



If your update is rejected by the LCBO, the removed contact will reappear in your Contact Directory.



**Question 10:**

Can I obtain invoice copies from iSupplier?

**Answer:**

Invoice copies can be retrieved from iSupplier. After you have searched for the invoice, on the View Invoices screen below, click the clip in the “Attachments” column. Then click the hyperlink in the “Title” column on the next page. You can either open or save the invoice copy for your reference.

**View Invoices** | View Payments  
Home >  
View Invoices

Export

**Simple Search**

To search, please enter at least one of the following search criteria: Invoice Number, Supplier

Advanced Search

Invoice Number: 151367  
Supplier: E. + J. GALLO WINERY  
Supplier Site: [ ]  
Receipt Number: [ ]  
Amount Due From: [ ] To: [ ]  
Invoice Amount From: [ ] To: [ ]  
Invoice Date From: [ ] To: [ ]  
Due Date From: [ ] To: [ ] (example: 18-Oct-2022)

Go Clear

Invoice	Invoice Date	Description	Type	Supplier	Supplier Site	Currency	Amount Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments	Netted Reckoning Amount	Currency	Netting Report
151367	11-Sep-2021	P202106 (15-Aug-21-11-Sep-21)	Credit Memo	E. + J. GALLO WINERY	DEF	CAD	(2,694.92)	0.00	Approved			Paid	1300346					

Export

**LCBO iSupplier Portal**  
Purchase Orders | **Invoices/Payments** | Home | Admin  
Navigator | Favorites | Home | Logout

**View Invoices** | View Payments  
Invoices/Payments: View Invoices >

**Attachments**

**Search**

Note that the search is case insensitive  
Title: [ ] Go

Show More Search Options

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage
	151367_11-SEP-2021.pdf	File	Invoice Image	To Supplier	APORA	13-Sep-2021	One-Time

Return to View Invoices

Purchase Orders | Invoices/Payments | Home | Admin | Home | Logout | Help | Preferences

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Do you want to open or save appl\_fis\_oracle\_apps\_apps\_st\_app\_lcb\_12.0.0\_interface\_out\_ap\_invoices\_151367\_11-SEP....pdf (5.65 KB) from lcbosupplierqavpn.lcbo.com? x

Open Save Cancel

# LCBO

# INVOICE

55 Lakeshore Blvd East., Dept. # 884  
Toronto, Ontario, M5E 1A4

Invoice Date: 11-SEP-2021  
Invoice Number: 151367  
Invoice Terms: IMMEDIATE

E. + J. GALLO WINERY  
POST OFFICE BOX 1130  
ATTN: CREDIT DEPT  
MODESTO, CA, 95353, US

Promotion : P202106 (15-Aug-21-11-Sep-21)

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Amount</u>	<u>Total</u>
1	ESS 103-00565642 232371	44	3.86	169.84
2	ESS 102-00568787 232371	88	3.86	339.68
3	ESS 102-00567132 454876	335	1.72	576.20
4	ESS 102-00565679 308122	112	1.72	192.64
5	ESS 104-00567124 454876	112	1.72	192.64
6	ESS 103-00567126 454876	280	1.72	481.60
7	VRF Release: 21-Aug-21 317693 17 Pinot Noir Kali H	1	210.00	210.00
8	ESS 102-00565679 232371	88	3.86	339.68
9	ESS 103-00565642 308122	56	1.72	96.32
10	ESS 103-00565642 454876	56	1.72	96.32
			SUB TOTAL :	2,694.92
			GST/HST :	0.00
			GRAND TOTAL : ( CAD)	2,694.92

**POSITIVE INVOICE TOTAL REPRESENTS AMOUNT OWING TO THE LCBO. INVOICE WILL BE DEDUCTED FROM FUTURE PAYMENTS. YOUR COMPANY WILL BE CONTACTED FOR PAYMENT IF NECESSARY.**