



PURCHASING PROCESS

Types of Submissions:

Product Calls

Product Calls are open to all products fitting the criteria outlined in the current Vintages Product Needs Schedule. A pre-submission must be entered through NISS by the posted deadline. Agents should refrain from resubmitting the same or next vintage of a wine that has already been scheduled for an upcoming release, excluding iconic wines and collaborative items.

Vintages Direct

This refers to applications, outside of the Product Calls, for which a sample is not required for tasting. Approval from the appropriate buyer is required before submitting an application.

Vintages Ad Hoc

This refers to applications, outside of the Product Calls, for which a sample is required for tasting. Approval from the appropriate buyer is required before submitting an application.

Accepted Applications

Each application must be accompanied by a complete quote on supplier letterhead. Fully completed applications are vital to ensuring expedient purchases. Estimated retail price must be stated in Canadian dollars.

If you have any questions regarding accepted applications, please call Vintages at 416-365-5863.

Dropping Off Samples

We will accept delivery of samples Monday to Thursday, 8:30 am to 4:00 pm, during the week of the sample deadline. Please note: LCBO Security will not accept product samples after hours.

Tasting Results

Tasting results are available through NISS only. Due to the potential volume of telephone inquiries, Vintages cannot accept calls regarding tasting results.

Notice To Purchase

Vintages issues a Notice To Purchase via NISS for all products we intend to purchase; that is, when a decision to purchase has been made, a Notice To Purchase will be issued. This is the only precursor to the issuing of the purchase order. Offers under consideration should not be interpreted as intent to purchase.

You can inquire about the status of the NTP, release date/purchase quantity 5 weeks after the tasting date, or in the case of a direct purchase, 5 weeks after the paperwork has been received. Queries before this time frame will not be entertained.

Agents are requested to acknowledge the Notice To Purchase and must agree to honour and adhere to all clauses therein on behalf of their suppliers. Suppliers are required to agree to all terms and conditions specified in the purchase order. We are not able to issue a purchase order until suppliers have registered for Web P.O. More information on Web P.O. can be found [here](#).



Please do not fax or email acknowledgements as we are not able to process these.

Sales and inventory levels are available through LCBO data sources such as the complimentary Narrowcast service or by purchasing additional information through the Sale of Data (SOD) program. More information on SOD is available [here](#).

Sales Performance Targets

The sales target for products purchased for Vintages retail releases is (minimum) 75% sell-through after eight weeks in stores. Achieving these targets and increasing sku productivity ensures a continuous flow of new and exciting products. It also allows us to allocate a larger portion of the most current release out to stores.

For products with a rebate agreement that fail to achieve 75% sell-through after **eight weeks**, a 20% rebate term will be applied to all remaining inventory. The product will then be marked down to clear.