

# LCBO

**VENDOR PORTAL  
USER'S MANUAL  
FOR SUPPLYING SOURCES  
To Authorized Store Operators**

Version 1.17 August 2022

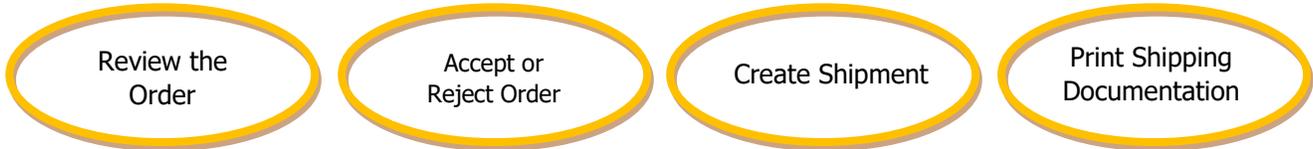


## INTRODUCTION

This User's Manual is a reference tool that provides a general tutorial on the most commonly used features and options currently available in the LCBO Grocery Management System – Vendor Portal.

## PROCESS OVERVIEW

Below are the key action items that the vendor is required to do for every order in their account:

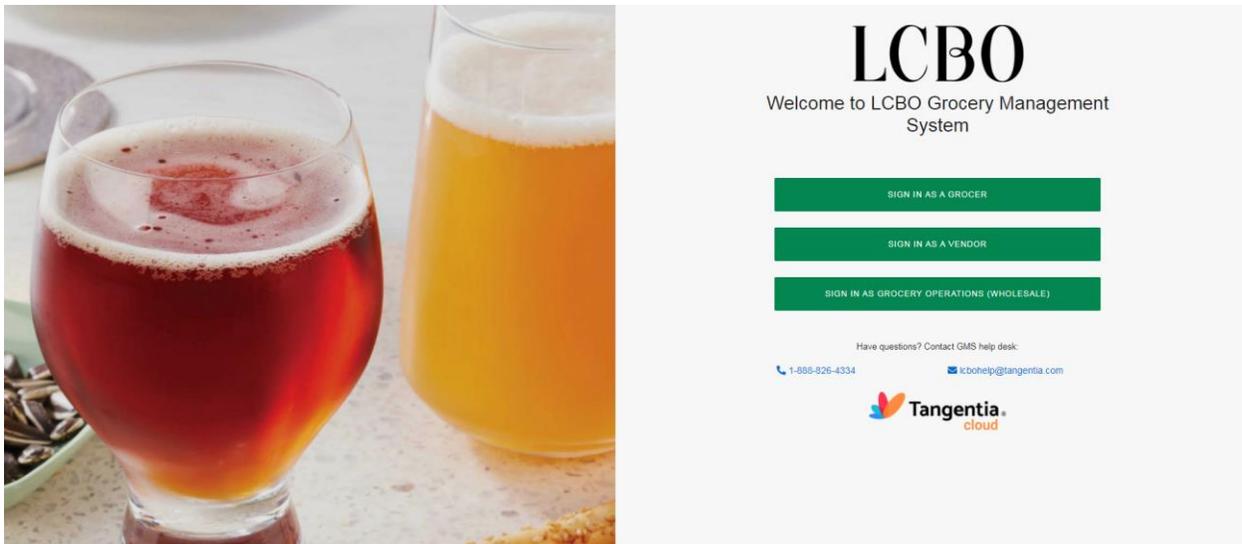


## GETTING STARTED

### Logging In

Open your web browser and type in the following URL: <https://lcbo.tangentiacommerce.com/> on the address line, then press enter.

This will take you to the following screen:

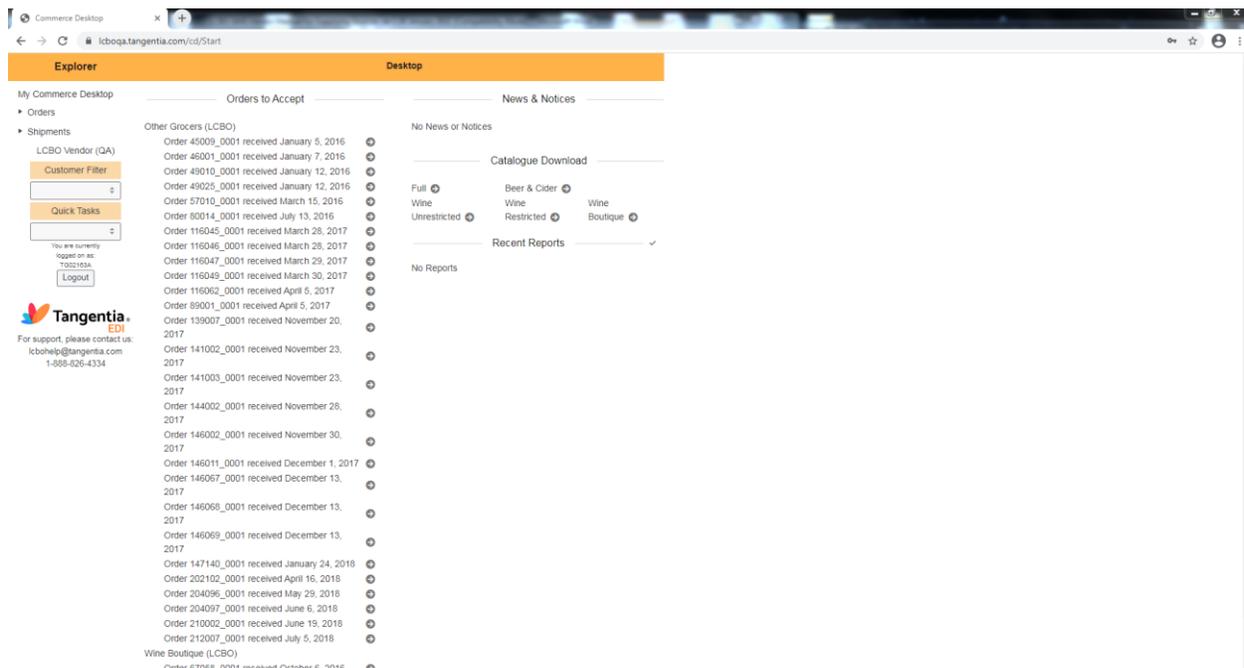


Login by selecting sign in as a vendor and then enter your Username and Password.

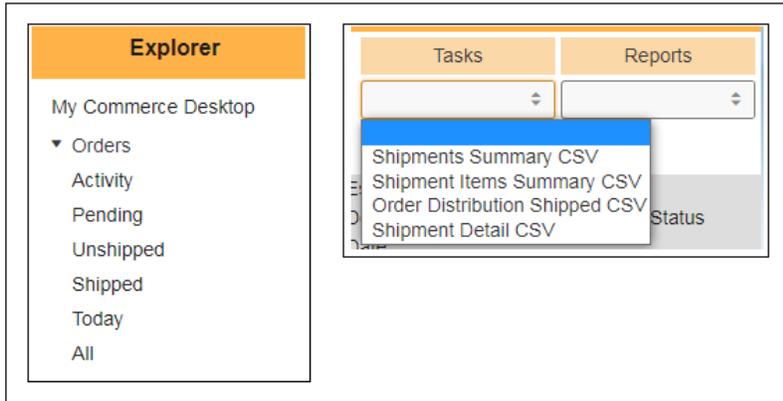
## Desktop Page

The main Desktop page is the first screen displayed once you log in to your account. The following is visible on this screen:

- Explorer menu** – which you will use to navigate the website.
- Partner Filter** – used to filter your data by customer.
- Quick Tasks menu** – used to access most common tasks used in LCBO GMS.
- Logout button** – used when you are finished working and wish to conclude your session.
- Order to Accept area** – which shows you what new orders have come in.
- News & Notices section** – where information about new features is listed from time to time.
- Catalogue Download** – Download the list of products on the catalogue.
- Recent Reports** – Not in use.



CSV reports by order status: Pending, Unshipped, Shipped, Today and All are available. Reports are available for any task:



Ship Date	Status	Filter	Tasks	Reports			
MM/DD/YYYY		Apply					
MM/DD/YYYY		Clear					
Partner	Shipment Number	BOL Number	Ship Date	Grocer PO Number	Store No	Total Case Count	Status
Metro (LCBO)	924	33811	23 Dec 2020	5470_1222	5479	1	✔ Acknowledged
Loblaws (LCBO)	923	32756	14 Dec 2020	5485_11206	5485	1	✔ Acknowledged

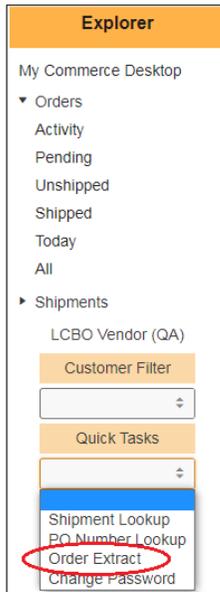
## PROCESSING ORDERS

### Order Transmission

Please note there is a time delay in order transmission. Orders can take up to 1.5 hours from the time the grocer submits an order, to the time the order reaches the vendor portal in GMS. Supplying Sources should take this into consideration when establishing order cut-off times for grocery customers.

### Order Extract

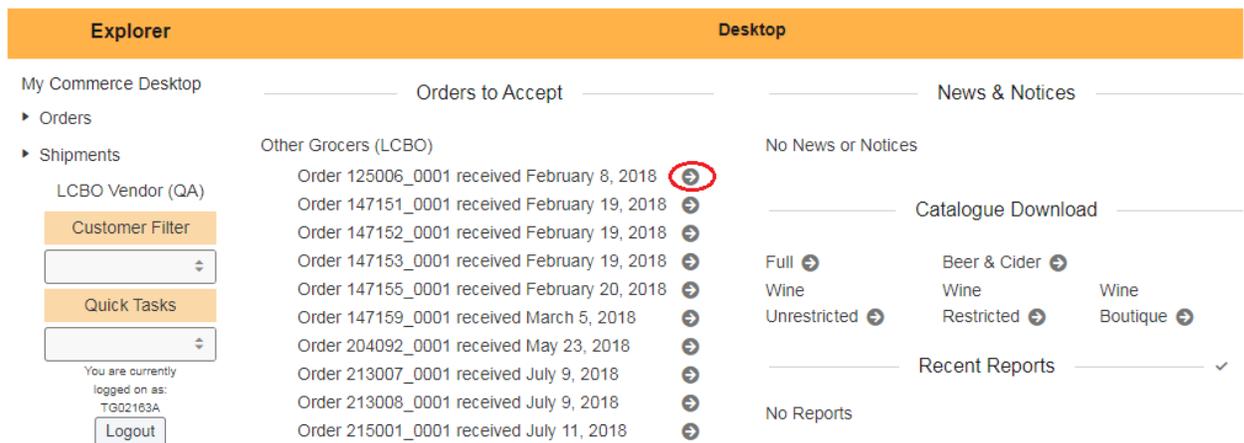
The Order Extract is designed to allow supplying sources access to information in GMS in a format that can be used for operational purposes. This raw data dump is available on demand and is downloadable in CSV format to be sorted by the user. Data is available at the line item level and can be filtered by date, order status, store number and customer. The Data Extract is accessible through 'Quick Tasks' and by selecting 'Order Extract'.



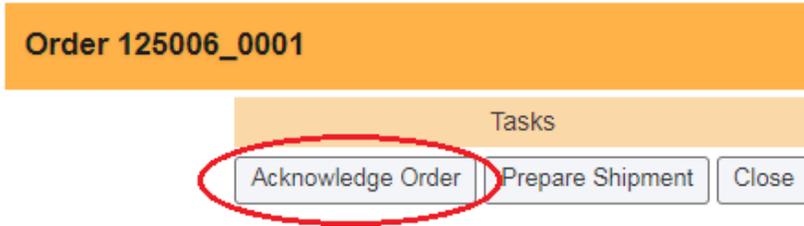
## Accepting Orders

Within **24 hours** of receiving an order, order acceptance **must** be completed. There are two ways of doing this the first way is covered below, and the second way is covered under Order Acknowledgment and Processing Shipment via File Upload.

- 1) On the **Desktop**, under **Orders to Accept**, open the order by clicking the icon next to it.



2) Select **Acknowledge Order** from the top right task bar on the window:



3) Enter the Delivery Date and the quantities beside each ordered SKU then click **Apply**.

- This delivery date is an estimated delivery date and can be changed when the shipment is prepared (see page 7 for further details)
- The acknowledged quantity for each SKU may be reduced if needed (see page 20 for further details) but cannot be increased.

Order 125006\_0001

Delivery Date Tasks

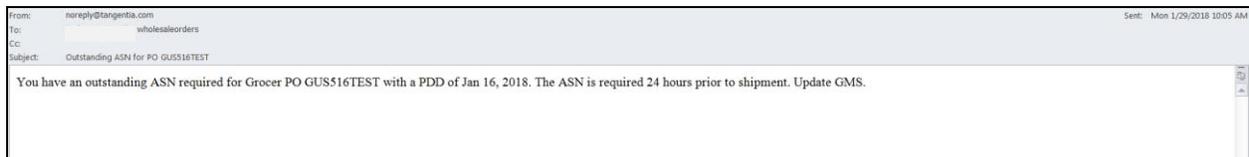
Apply Close

Product Code	Description	Size	Qty.	Selected
<i>Ship To : 5860</i>				
0012047	Newcastle Brown Ale+	500 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
0073791	Carlsberg 6 Pk-B+	1980 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
0238378	Growers Peach Cider 6 Pk-B	1980 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
0238436	Growers Granny Smith Apple Cider 6 Pk-B	1980 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
0032284	Faxe Red+	500 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
0001578	>(V)Twisted (Flat Rock Cellars)	750 mL	<input type="text" value="20"/>	<input checked="" type="checkbox"/>
TOTAL:			120	

## Processing Shipments (Advanced Shipping Notice - ASN)

- Processing a shipment **must** be completed **24 hours** prior to delivery.
- There are two ways of doing this. The first way is covered below, and the second way is covered under Order Acknowledgment and Processing Shipment via File Upload
- If shipment is **not** prepared within 14 days of the order date, the order will be “Deemed Not Shipped,” and quantities will default to 0. This will negatively impact payment.

It is the responsibility of the supplying source to enter shipment details in GMS for every purchase order 24 hours prior to delivery. An email notification will be sent to supplying sources that have not completed shipping details in GMS.



An email is sent for every purchase order with outstanding shipping information and is sent daily until the supplying source enters shipping details in GMS for each purchase order.

- 1) To view all orders, click **Orders** and then **All** under the **Explorer Menu**. You will see the **Accept** and **Ship Status** columns on the right hand corner of the screen. Acknowledged orders will have a green status under **Accept Status**. Shipped orders will have a green status under **Ship Status**. Any blank circles indicate that such orders are pending processing. Open the order that you are ready to ship.

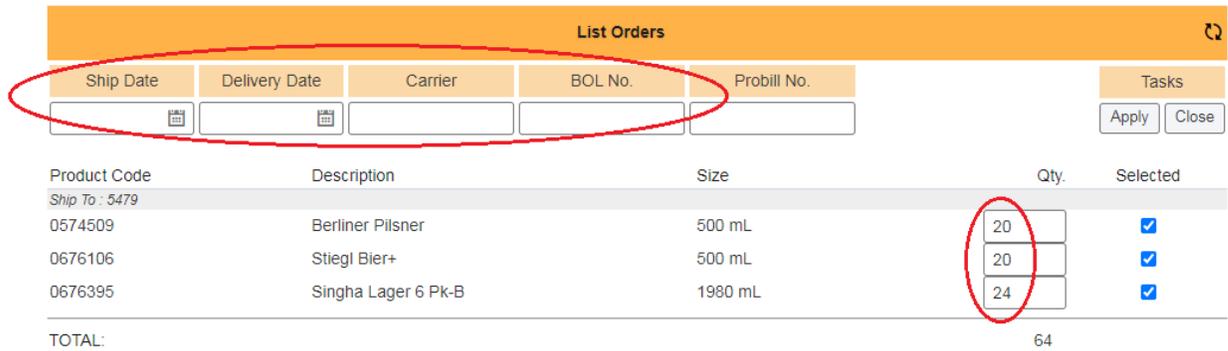
Explorer		List Orders									
Received Date	Ship Date	PDD	Grocer PO Number	GMS Order Number	Store Number	Customer	Sort By	Filter	Tasks	Reports	
MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Contains			<input type="checkbox"/> ARTERRA <input type="checkbox"/> CANEX <input type="checkbox"/> COMMISSOS		Apply			
MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY						Clear			
Customer	Store Number	PO Number	PO Date	GMS Order Number	Shipping DC	Order Received Date	Preliminary Delivery Date	Ship Date	Estimated Delivery Date	Accept Status	Ship Status
Metro (LCBO)	5479	5470_1222	22 Dec 2020	841031_0001	V	22 Dec 2020	26 Dec 2020			Accepted	Pending
Metro (LCBO)	5479	5479-1512	15 Dec 2020	841028_0001	V	15 Dec 2020	19 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5480	5480-1512	15 Dec 2020	841029_0001	V	15 Dec 2020	19 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5572	JIRA590_11	11 Dec 2020	841026_0001	W	11 Dec 2020	18 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5572	JIRA590_10	11 Dec 2020	841025_0001	W	11 Dec 2020	18 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5572	JIRA590_9	11 Dec 2020	841024_0001	W	11 Dec 2020	18 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5572	JIRA590_8	11 Dec 2020	841023_0001	W	11 Dec 2020	11 Dec 2020	11 Dec 2020	11 Dec 2020	Accepted	Shipped
Loblaws (LCBO)	5572	JIRA590_7	11 Dec 2020	841022_0001	W	11 Dec 2020	18 Dec 2020	11 Dec 2020	11 Dec 2020	Accepted	Shipped
Loblaws (LCBO)	5572	JIRA590_5	11 Dec 2020	841020_0001	W	11 Dec 2020	18 Dec 2020	11 Dec 2020	11 Dec 2020	Accepted	Shipped
Loblaws (LCBO)	5572	JIRA590_6	11 Dec 2020	841021_0001	W	11 Dec 2020	18 Dec 2020			Accepted	Pending
Loblaws (LCBO)	5572	JIRA590_4	11 Dec 2020	841018_0001	W	11 Dec 2020	18 Dec 2020	11 Dec 2020	11 Dec 2020	Accepted	Shipped
Loblaws (LCBO)	5572	JIRA590_3	11 Dec 2020	841017_0001	W	11 Dec 2020	18 Dec 2020	11 Dec 2020	11 Dec 2020	Accepted	Shipped

2) Click **Prepare Shipment**.



3) Fill in the following fields, enter the shipment quantities for each SKU, then click **Apply**

- **Ship Date** – Enter the date the product is shipped
- **Delivery Date** – Enter in the estimated delivery date
- **Carrier** – Enter the carrier for the order
- **BOL No.** – Enter the bill of lading number for the shipment



4) The order shipment is now complete

## Order Acknowledgment and Processing Shipment via File Upload

Supplying sources can upload a csv file to acknowledge and ship multiple orders at once.

- Note only **CSV file types** will be accepted
- Not all orders need to be acknowledged or shipped in any given upload. Orders can be left blank if the vendor is unsure when the order will be actioned.

### Order Acknowledgment

On the **Desktop**, drop down the menu under **Quick Tasks**, select “Upload Ack/Ship File”

The screenshot shows the 'Explorer' and 'Desktop' sections of the vendor portal. In the 'Explorer' sidebar, under 'Quick Tasks', the 'Upload Ack/Ship File' option is circled in red. The 'Desktop' area displays a list of orders from 'Other Grocers (LCBO)' with their receipt dates and status icons. Other sections like 'News & Notices' and 'Catalogue Download' are also visible.

- 1) Click on Download Acknowledgement Template. This will download a csv file with all orders that require acknowledgment.

### Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

[Download Acknowledgement Template](#) [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.



2) Open the downloaded file. The first five columns will be pre-populated with order details. Review the orders and fill in the remaining required columns for all orders that need to be acknowledged.

- Accepted Quantity (Required) – The quantity must be a positive whole number
- Delivery Date (MM/DD/YYYY Required) – E.g., date format, “08/10/2022” (August 10<sup>th</sup>, 2022)

	A	B	C	D	E	F	G
1	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity (Required)	Delivery Date (MM/DD/YYYY Required)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2		
3	5091	Test02	0015884	Hucklejack Canadian Lager	5		
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2		
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2		
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1		
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2		
8	5512	Test01	0020186	Dab Ultimate Light	1		
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4		
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3		
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1		

	A	B	C	D	E	F	G
1	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity (Required)	Delivery Date (MM/DD/YYYY Required)
2	5091	Test02	0013886	Krombacher Hell 4pk-C+	2	2	08/10/2022
3	5091	Test02	0015884	Hucklejack Canadian Lager	5	5	08/10/2022
4	5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2	2	08/10/2022
5	5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2	2	08/10/2022
6	5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1	1	08/10/2022
7	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	08/10/2022
8	5512	Test01	0020186	Dab Ultimate Light	1	1	08/10/2022
9	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	08/10/2022
10	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	08/10/2022
11	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	08/10/2022

3) Once all the required information is filled in, save and close the csv file

4) Now go back to the screen in step 1 and upload the csv file by clicking on “Upload File”

### Upload Acknowledgment/Shipment File

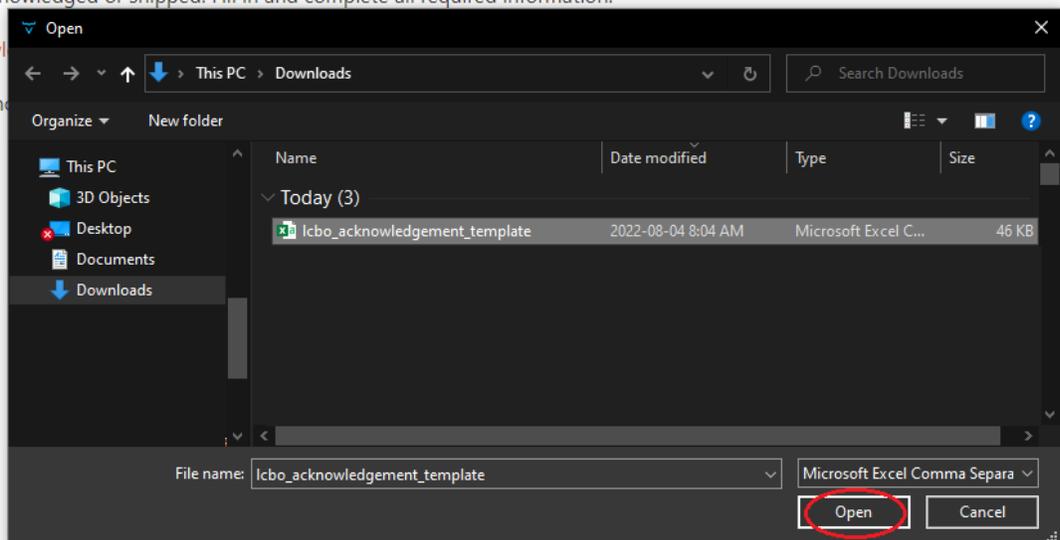
This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

Download Acknowledgement

2. Upload the Acknowledgement

**Upload File...**



5) Once the file has been uploaded, a table showing all the orders in the csv file will appear on the window screen. If there are no errors an option to **Apply** will appear under the table. If there are errors then a new file with the corrections will need to be re-uploaded (see below).

**Status**

There are three different statuses:

- Error – There is an issue with the order line. Click on the error icon to see the issue.
- Ok – There is no issue with the order line
- Skipped – The order was left blank in the csv file, so it was ignored (skipped).

Status
ERROR
OK
SKIPPED

**No Error**

There are no errors in the uploaded csv file. The status will show “OK” beside all orders that will be processed. Review the acknowledgment details once again before clicking “Apply”.

**Upload Acknowledgment/Shipment File**

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

[Download Acknowledgement Template](#)   [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

✓ lcbo\_acknowledgement\_template (11).csv ×

3. Review acknowledgement details below. If all information is correct, click Apply to complete the upload. You will receive a message that the file upload was successful.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity	Delivery Date
OK	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	Aug. 10, 2022
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 10, 2022
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 10, 2022
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 10, 2022
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 10, 2022

**Upload Acknowledgment/Shipment File**

Your upload has been processed

2 acknowledgements successfully created

Close Window

**Error**

If there are any errors the status will show "ERROR" for that order line. Click on the error icon to see the issue. After reviewing the issue click "Clear" to remove the data from the table. Correct the error(s) in the csv file and re-upload the new file.

**Upload Acknowledgment/Shipment File**

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

[Download Acknowledgement Template](#) [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcbo\_acknowledgement\_template (11).csv ×

3. Error(s) have been found in the file. Click on the row for Details. Please make all necessary correction(s) and upload a new file.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Accepted Quantity	Delivery Date
ERROR	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	-2	Aug. 10, 2022
<ul style="list-style-type: none"> <li>Accepted quantity is less than zero</li> </ul>							
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 10, 2022
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 10, 2022
OK	5512	Test01	0084012	Lefte Blonde 6 Pk-B	3	3	Aug. 10, 2022
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 10, 2022

Clear

## Processing Shipment

On the **Desktop**, drop down the menu under **Quick Tasks**, select "Upload Ack/Ship File"

The screenshot shows the 'Explorer' and 'Desktop' sections of the LCBO Vendor (QA) interface. In the 'Explorer' sidebar, the 'Quick Tasks' dropdown menu is open, and 'Upload Ack/Ship File' is highlighted with a red circle. The 'Desktop' area shows a list of orders under 'Other Grocers (LCBO)' and a 'Catalogue Download' section with various filters like 'Full', 'Wine', and 'Unrestricted'.

- 1) Click on Download Shipment Template. This will download a csv file with all orders that have not shipped yet.

### Upload Acknowledgment/Shipment File

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

[Download Acknowledgement Template](#) [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.



2) Open the downloaded file. The first five columns will be pre-populated. Review the orders and fill in the remaining required columns for all orders that will be shipped.

- Shipped Quantity (Required) – The quantity must be a positive whole number
- Ship Date (MM/DD/YYYY Required) – E.g., date format, “08/10/2022” (August 10<sup>th</sup>, 2022)
- Delivery Date (MM/DD/YYYY Required) – E.g., date format, “08/10/2022” (August 10<sup>th</sup>, 2022)
- Carrier (Required) – Name of the delivery company
- Bill Of Lading (Required) – ASN number, please note commas are not accepted
- Probill (Optional) – This field is open to the supplier to enter any additional order details

A	B	C	D	E	F	G	H	I	J	K
Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity (Required)	Ship Date (MM/DD/YYYY Required)	Delivery Date (MM/DD/YYYY Required)	Carrier (Required)	Bill Of Lading (Required)	Probill (Optional)
5091	Test02	0013886	Krombacher Hell 4pk-C+	2						
5091	Test02	0015884	Hucklejack Canadian Lager	5						
5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2						
5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2						
5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1						
5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2						
5512	Test01	0020186	Dab Ultimate Light	1						
5512	Test01	0022757	Erdinger Weissbier 4-Pack	4						
5512	Test01	0084012	Leffe Blonde 6 Pk-B	3						
5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1						

A	B	C	D	E	F	G	H	I	J
Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity (Required)	Ship Date (MM/DD/YYYY Required)	Delivery Date (MM/DD/YYYY Required)	Carrier (Required)	Bill Of Lading (Required)
5091	Test02	0013886	Krombacher Hell 4pk-C+	2	2	08/09/2022	08/10/2022	Dhaval	123
5091	Test02	0015884	Hucklejack Canadian Lager	5	5	08/09/2022	08/10/2022	Dhaval	123
5091	Test02	0018342	Ix Poets Hazy Mariner Cloudy Ipa	2	2	08/09/2022	08/10/2022	Dhaval	123
5091	Test02	0021202	Somersby Pear Cider 4x473ml Cans	2	2	08/09/2022	08/10/2022	Dhaval	123
5091	Test02	0133470	Krombacher Pils 6 Pk-B+	1	1	08/09/2022	08/10/2022	Dhaval	123
5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	08/12/2022	08/13/2022	Dhaval	7890
5512	Test01	0020186	Dab Ultimate Light	1	1	08/12/2022	08/13/2022	Dhaval	7890
5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	08/12/2022	08/13/2022	Dhaval	7890
5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	08/12/2022	08/13/2022	Dhaval	7890
5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	08/12/2022	08/13/2022	Dhaval	7890

3) Once all the required information is filled in, save and close the csv file

4) Now go back to the screen in step 1 and upload the csv file by clicking on “Upload File”

### Upload Acknowledgment/Shipment File

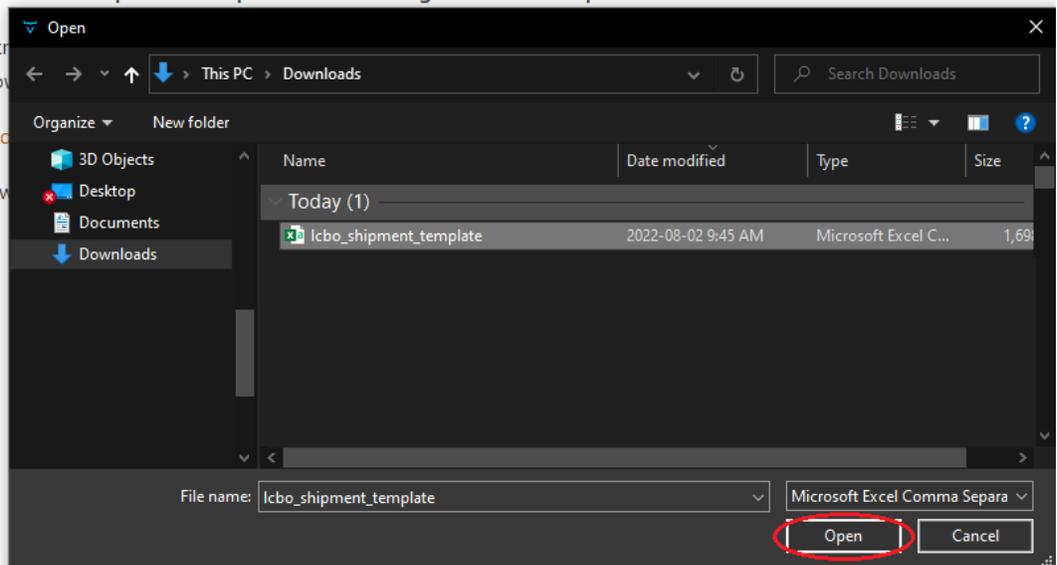
This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgment/shipment file if you have not been acknowledged.

Download Acknowledgment/shipment file

2. Upload the Acknowledgment/shipment file

Upload File...



- 5) Once the file has been uploaded, a table showing all the orders in the csv file will appear on the window screen. If there are no errors an option to **Apply** will appear under the table. If there are any errors then a new file with the corrections will need to be re-uploaded (see below).

**Status**

There are three different statuses:

- Error – There is an issue with the order line. Click on the error icon to see the issue.
- Ok – There is no issue with the order line
- Skipped – The order was left blank in the csv file, so it was ignored (skipped).

Status
ERROR
OK
SKIPPED

**No Error**

There are no errors in the uploaded csv file. The status will show “OK” beside all orders that will be processed. Review the shipment details once again before clicking “Apply”.

**Upload Acknowledgment/Shipment File**

This page allows you to complete and upload acknowledgement and shipment details into GMS

1. Download the Acknowledgement or Shipment template. The template will be prepopulated with order details for all orders that have not been acknowledged or shipped. Fill in and complete all required information.

[Download Acknowledgement Template](#)   [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

✓ lcbo\_shipment\_template (3).csv ×

3. Review shipment details below. If all information is correct, click Apply to complete the upload. You will receive a message that the file upload was successful.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity	Ship Date	Delivery Date	Carrier
OK	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	2	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0084012	Leffe Blonde 6 Pk-B	3	3	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval

**Upload Acknowledgment/Shipment File**

Your upload has been processed

2 shipments successfully created

Close Window

**Error**

If there are any errors the status will show "ERROR" for that order line. Click on the error icon to see the issue. After reviewing the issue click "Clear" to remove the data from the table. Correct the error(s) in the csv file and re-upload the new file.

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[Download Acknowledgement Template](#)   [Download Shipment Template](#)

2. Upload the Acknowledgement or Shipment file. This file should be in csv format.

Upload File...

✓ lcb0\_shipment\_template (3).csv ×

3. Error(s) have been found in the file. Click on the row for Details. Please make all necessary correction(s) and upload a new file.

Status	Store	Purchase Order	LCBO Item	Description	Ordered Quantity	Shipped Quantity	Ship Date	Delivery Date	Carrier
<b>ERROR</b>	5512	Test01	0000018	Heineken Lager 6 Pk-B ++	2	-2	Aug. 12, 2022	Aug. 13, 2022	Dhaval
<ul style="list-style-type: none"> <li>Shipped quantity is negative</li> </ul>									
OK	5512	Test01	0020186	Dab Ultimate Light	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0022757	Erdinger Weissbier 4-Pack	4	4	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0084012	Lefte Blonde 6 Pk-B	3	3	Aug. 12, 2022	Aug. 13, 2022	Dhaval
OK	5512	Test01	0179986	Birra Castello Lager 6 Pk-B+	1	1	Aug. 12, 2022	Aug. 13, 2022	Dhaval

Clear

## PRINTING REQUIRED SHIPPING DOCUMENTATION

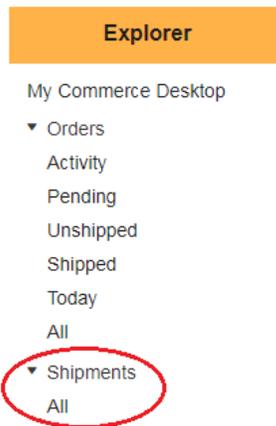
The following shipping documentation **must** accompany each shipment.

1. Bill of Lading (BOL)
2. Packing Slip

### 1. Bill of Lading (BOL)

To prepare a bill of lading document:

- 1) Navigate to the shipment menu in GMS:



- 2) Open an order that has been shipped, under the reports drop down shown, select Bill of Lading

The screenshot displays shipment details for a shipment dated December 14, 2020. The 'Reports' dropdown menu is open, showing 'Bill of Lading' and 'Packing Slip' options, with 'Bill of Lading' circled in red. Below the details is a table with columns: Order No, Order Date, PO No, Deemed Not Shipped, Accept Status, and Ship Status.

Order No	Order Date	PO No	Deemed Not Shipped	Accept Status	Ship Status
6637/1	December 8, 2020	5485_11206		● Accepted	● Shipped

- 3) This will generate the bill of lading which is to be included with the shipment

**Bill Of Lading**

<b>Grocer PO No.</b>	5485_11206	<b>Ship To</b>	5485 EMILIANO AND ANAS NOFRILL - 5485 245 DIXON ROAD ETOBICOKE, ON M9P2M4
<b>BOL No.</b>	32756		
<b>ASN No.</b>	000923		
<b>GMS Order No.</b>	840011_0001		
<b>Probill No.</b>			
<b>Total Shipped Cases</b>	1	<b>From</b>	LCBO Vendor (QA) Toronto, ON
<b>Pallet Count</b>	0		
<b>Carrier</b>	LCBO		
<b>Ship Date</b>	December 14, 2020		
<b>Freight</b>	Prepaid		
<b>Weight(kg)</b>			

LCBO Item No.	Description	Weight(kg)	Shipped Cases
0354928	Konig Pilsner+	12.60	1

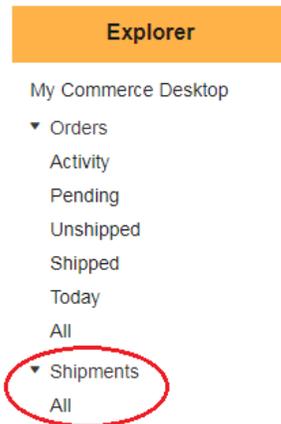
  

<b>Shipper:</b>	LCBO Vendor (QA)	<b>Carrier</b>	LCBO	<b>Received</b>	5485 EMILIANO AND ANAS NOFRILL - 5485
<b>Shipped By:</b>		<b>Carried By:</b>		<b>Received By:</b>	
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	

**2. Packing Slip**

To prepare a packing slip:

- 1) Navigate to the shipment menu in GMS:



2) Open an order that has been shipped, under the reports drop down shown, select Packing Slip

Order No	Order Date	PO No	Deemed Not Shipped	Accept Status	Ship Status
6637/1	December 8, 2020	5485_11206		● Accepted	● Shipped

Ship Date	December 14, 2020	Ship To	5485 EMILIANO AND ANAS NOFRILL - 5485
BOL No.	32756		245 DIXON ROAD
Carrier	LCBO		ETOBICOKE, ON
Probill No.			M9P2M4
Est. Delivery Date	December 14, 2020	Shipment Status	Acknowledged
Package Count	1		

Tasks	Reports
Close	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">▼</div> <div style="background-color: #007bff; color: white; padding: 2px;">Bill of Lading</div> <div style="background-color: #007bff; color: white; padding: 2px; border: 2px solid red;">Packing Slip</div> </div>

3) This will generate a packing slip which is to be included with the shipment

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### Packing Slip

<b>BOL No.</b> 32756	<b>Ship To</b> 5485 EMILIANO AND ANAS NOFRILL - 5485 245 DIXON ROAD ETOBICOKE, ON M9P2M4
<b>Ship Date</b> December 14, 2020	
<b>GMS Order No.</b> 840011_0001	<b>Ship From</b> LCBO Vendor (QA) Toronto, ON
<b>Grocer PO No.</b> 5485_11206	
<b>ASN</b> 923	

SCC Master	UPC Master	LCBO Item No.	Description	Size (ml)	Case Qty.
4100770305551	4100770005550	0354928	Konig Pilsner+	500	1

## Order Decline

Supplying sources decline to fill grocery purchase orders for a variety of reasons including, but not limited to, inventory availability, location of grocery store and ordered quantity. The 'Order Decline' function permits a supplying source to decline an order for any reason in one step. 'Order Decline' is available for orders that have yet to be acknowledged or shipped.

Order 841026\_3842

Tasks

Reports

Acknowledge Order

Prepare Shipment

Decline Order

Close

⌵

GMS Order No. 841026\_3842  
 Grocer PO No. JIRA590\_11  
 Order Received Date December 11, 2020  
 PO Date December 11, 2020  
 Preliminary Delivery Date  
 Estimated Delivery Date  
 GMS Order Number 841026\_3842  
 Order Status  
 Messages

Ship To Location 5572 RCS SCARBOROUGH SUPERST - 5572  
 1755 BRIMLEY ROAD  
 SCARBOROUGH, ON  
 M1P0A3

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Quoted Price
626824180065	0617647	568 mL	Amsterdam Blonde	10		\$37.92
626824600082	0460899	473 mL	Cruiser All Day Pale Ale Can	10		\$47.28
626824180041	0573576	473 mL	Amsterdam Space Invader	10		\$47.28
Totals:				30		

Declining an order will populate the purchase order with zero '0' cases acknowledged and shipped and update order status to Declined. The grocer will not expect delivery of a declined order.

Order 841026\_3842

Tasks

Reports

Close

⌵

GMS Order No. 841026\_3842  
 Grocer PO No. JIRA590\_11  
 Order Received Date December 11, 2020  
 PO Date December 11, 2020  
 Preliminary Delivery Date  
 Estimated Delivery Date  
 GMS Order Number 841026\_3842  
Order Status Declined  
 Messages

Ship To Location 5572 RCS SCARBOROUGH SUPERST - 5572  
 1755 BRIMLEY ROAD  
 SCARBOROUGH, ON  
 M1P0A3

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Quoted Price
626824180065	0617647	568 mL	Amsterdam Blonde	0		\$37.92 ▲
626824600082	0460899	473 mL	Cruiser All Day Pale Ale Can	0		\$47.28 ▲
626824180041	0573576	473 mL	Amsterdam Space Invader	0		\$47.28 ▲
Totals:				0		

## Undershipping Orders

- 1) On the **Desktop**, under **Orders to Accept**, open the order by clicking the icon next to it.

The screenshot shows the 'Orders to Accept' section of the LCBO Vendor Desktop. The interface is split into two main panes: 'Explorer' on the left and 'Desktop' on the right. The 'Explorer' pane shows a navigation tree with 'Orders' and 'Shipments' expanded, and 'LCBO Vendor (QA)' selected. Below this are 'Customer Filter' and 'Quick Tasks' dropdowns, and a 'Logout' button. The 'Desktop' pane is titled 'Orders to Accept' and lists several orders from 'Other Grocers (LCBO)'. Each order entry includes the order number, receipt date, and a right-pointing arrow icon. The 'Recent Reports' section below shows 'No Reports'.

- 2) Select **Acknowledge Order** from the top right task bar on the window:

This screenshot shows the top of the 'Order 147151\_0001' window. Below the order title is a 'Tasks' bar containing three buttons: 'Acknowledge Order', 'Prepare Shipment', and 'Close'. The 'Acknowledge Order' button is circled in red.

- 3) When acknowledgement is selected, the quantities ordered by the grocer will display

This screenshot shows the product list for 'Order 147151\_0001'. The table has columns for Product Code, Description, Size, Qty., and Selected. The first row shows '0000018' for 'Heineken Lager 6 Pk-B +' with a size of '1980 mL' and a quantity of '5'. The '5' in the Qty. column is circled in red.

Product Code	Description	Size	Qty.	Selected
0000018	Heineken Lager 6 Pk-B +	1980 mL	5	<input checked="" type="checkbox"/>

- 4) Enter the Delivery Date and change the quantity of the items that you need to undership, then click **Apply**.

This screenshot shows the 'Order 147151\_0001' window with the 'Delivery Date' field set to '01/13/2021' and the quantity for 'Heineken Lager 6 Pk-B +' changed to '3'. Both the date field and the quantity '3' are circled in red.

Product Code	Description	Size	Qty.	Selected
0000018	Heineken Lager 6 Pk-B +	1980 mL	3	<input checked="" type="checkbox"/>

## Order Receipt

Order receipt details are now available on the order detail screen. The vendor can see the date the grocer received the order, the BOL number, and the received quantity. We advise the vendor to use this information to determine the orders that have zero-dollar invoices, which are no longer issued in iSupplier.

Received Date	Ship Date	PDD	Grocer PO Number	GMS Order Number
MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Contains	<input type="text"/>
MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	<input type="text"/>	
Customer	Store Number	PO Number	PO Date	GMS Order Number
Longo's (LCBO)	5423	JIRA616_4	31 May 2022	2016097_0001

**Order 2016097\_0001**

Tasks	Reports
Close	

GMS Order Number	2016097_0001	
Grocer PO Number	JIRA616_4	
Order Received Date	May 31, 2022	
PO Date	May 31, 2022	
Preliminary Delivery Date	May 31, 2022	
Estimated Delivery Date	May 31, 2022	
<b>Received Date</b>	<b>May 31, 2022</b>	
<b>BOL Number</b>	<b>34345</b>	
GMS Order Number	2016097_0001	
Order Status	Invoiced	
Messages		

Ship To Location 5423 LONGOS MOUNT PLEASANT - 5423  
65 DUFAY ROAD  
BRAMPTON, ON  
L7A 4J1

UPC	LCBO Item Number	Size	Description	Qty. in Cases	Deemed Not Shipped	Received Cases	Quoted Price
675325010401	0016136	473 mL	Somersby Mango & Lime Cider	10		10	\$38.54
063657042854	0019964	473 mL	Growers Sparkling Spritz Peach Orange Blossom	10		10	\$39.34
020707190101	0019985	473 mL	Seagram White Peach Cider	10		10	\$33.85
675325010241	0021206	1892 mL	Somersby Watermelon Cider 4x473ml Cans	10		10	\$34.70
020707105044	0279539	473 mL	Seagram Cider	10		10	\$33.85
Totals:				50			

## HELPDESK & SUPPORT CONTACT INFORMATION

For Technical Support Assistance, please contact:

**LCBO GMS Helpdesk**

1-888-826-4334

[lcbohelp@tangentia.com](mailto:lcbohelp@tangentia.com)

For all other inquiries, please contact:

**hello\_LCBO**

(416) 365-5842

1 (833) 840-6272

[email customer service](mailto:email_customer_service)

Inquiries regarding administration, invoicing, reports and form submissions:

**LCBO Grocery Operations**

[lcbogroceryoperations@lcbo.com](mailto:lcbogroceryoperations@lcbo.com)

LCBO GMS (Grocery Management system) is powered by



[tcloud.tangentia.com](http://tcloud.tangentia.com)



[tgateway.tangentia.com](http://tgateway.tangentia.com)