

Stage	Azureau Commitment	Responsibility	Supplier Support
Pre-submission	<ul style="list-style-type: none"> • Tender notice sent to suppliers on annual basis and reminder sent four weeks prior to submission deadline • Prepare tender entries for Vintages and LCBO General List 	Trade Marketing	<ul style="list-style-type: none"> • Provide timely and accurate data per item submitted for LCBO consideration • Net pricing must be guaranteed by supplier through the life of the submission
Pre-submission Accepted	<ul style="list-style-type: none"> • Secure samples and/or paperwork from suppliers for delivery to LCBO 	Trade Marketing	<ul style="list-style-type: none"> • Send samples • Update allocation from initial submission with 90 day guarantee
Submission Accepted to Proceed	<ul style="list-style-type: none"> • Update supplier on status. 	Trade Marketing	<ul style="list-style-type: none"> • Obtain/confirm updated allocation for 30, 60, 90 day window
NTP Issued	<ul style="list-style-type: none"> • Communicate timing of release and order volumes to supplier • Communicate packaging compliance requirements and ensure timely completion • Set up new supplier on all LCBO Web Systems 	Supply Chain	<ul style="list-style-type: none"> • Confirm net Pricing, Agency Fee, and A&P budget in writing • Confirm allocation of specific product and vintage (where applicable) is being held on allocation for the LCBO
PO Issued	<ul style="list-style-type: none"> • Answer any questions regarding the PO • Issue post-dated invoice to supplier (targeted to LCBO date) for Vintages order 	<ul style="list-style-type: none"> • Supply Chain • Finance & Admin 	<ul style="list-style-type: none"> • Confirm all PO terms and details (volume, formats, packaging, & ship date) • Supplier to accept order on WebPO or make needed amendments
Release and Beyond	<ul style="list-style-type: none"> • Monitor ongoing depletions of Vintages releases and period sales of continuous listings • Provide suppliers with LCBO iSupplier systems support to ensure timely payment 	<ul style="list-style-type: none"> • Supply Chain • Finance & Admin 	<ul style="list-style-type: none"> • Ensure Azureau invoices are paid in a timely manner