



Get Ready ♦♦♦

...For A New Web Purchase Order System; early 2010

- Simplifies Purchase Order Process
- Eliminates Faxes, reduces paperwork and calls
- Provides on-line access to view the status of purchase orders, request changes and much more
- Notifies you via email when POs are issued

Dear Trade Partner,

As part of our continuing efforts to improve customer service, streamline the purchasing process, and to reduce costs, we are implementing a 'web-based purchase order system'.

Coming in October, you will receive a registration package which will include:

- Instructions on how to apply for access to the Web PO System
- System highlights

Please be advised that "all suppliers" will be required to register to the new WEB PO System.

For suppliers who use the auto-fax method, you must access purchase orders on the WEB PO System. For suppliers who use the electronic data interchange method (EDI), the process to request changes to ship date and quantities will be done on-line. Please refer to the **FAQs** on lcbotrade.com.

Your continued efforts and full support will help to streamline the purchasing process and ultimately improve how well we work together.

Stay tuned....

Bob Downey

Sincerely
Bob Downey
Senior Vice-President, Sales and Marketing



For FAQs Check Out lcbotrade.com