



## **NISS/LOC –Supplier User Guide**

New Item Submission System (NISS)  
Letter of Commitment (LOC)

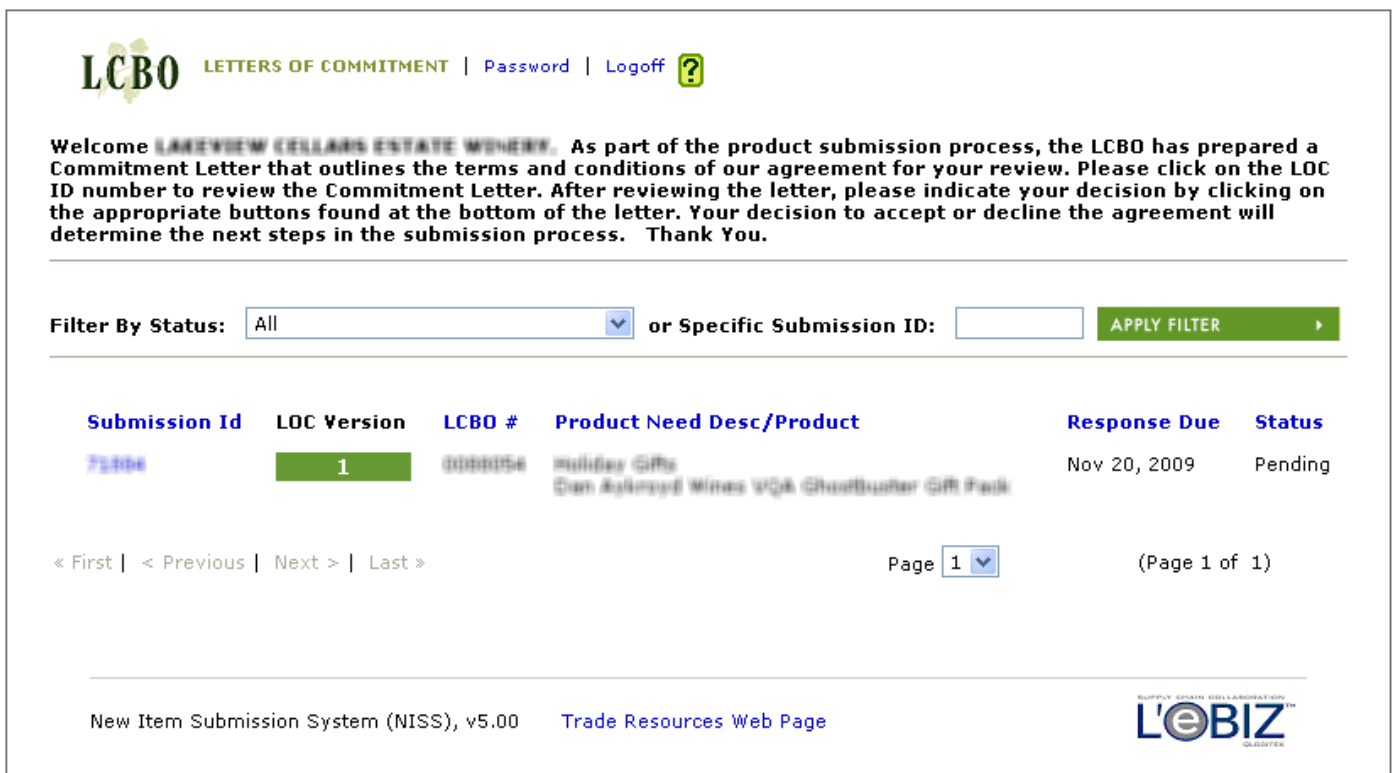
This user guide is specific for the LOC module of the NISS.

Once the LCBO has decided to purchase a product, a letter will be available on the NISS to advise the Supplier of the terms and conditions under which the LCBO wishes to purchase the product.

The supplier may accept or reject the letter. Should the supplier accept the letter, they will have to provide the LCBO with additional information to proceed with the submission process. Should the supplier reject the letter, they will be able to provide the LCBO with feedback as to their reasons for rejection.

### To reply to an LOC:

1. As a user with supplier access, when you login to NISS you will be presented with a screen that outlines the status of the LOCs that are available to your organization.



The screenshot shows the LCBO NISS interface. At the top, there is a header with the LCBO logo and the text "LETTERS OF COMMITMENT | Password | Logoff ?". Below the header, a welcome message reads: "Welcome LAKEVIEW CELLARS ESTATE WINERY. As part of the product submission process, the LCBO has prepared a Commitment Letter that outlines the terms and conditions of our agreement for your review. Please click on the LOC ID number to review the Commitment Letter. After reviewing the letter, please indicate your decision by clicking on the appropriate buttons found at the bottom of the letter. Your decision to accept or decline the agreement will determine the next steps in the submission process. Thank You."

Below the message, there is a filter section: "Filter By Status: All" (with a dropdown arrow) "or Specific Submission ID: " (with an input field) and an "APPLY FILTER" button.

The main content is a table with the following columns: "Submission Id", "LOC Version", "LCBO #", "Product Need Desc/Product", "Response Due", and "Status".

Submission Id	LOC Version	LCBO #	Product Need Desc/Product	Response Due	Status
73384	1	0000054	Holiday Gifts Dan Aykroyd Wines VQA Ghostbuster Gift Pack	Nov 20, 2009	Pending

At the bottom of the table, there are navigation links: "« First | < Previous | Next > | Last »" and "Page 1" (with a dropdown arrow). To the right, it says "(Page 1 of 1)".

At the very bottom, there is a footer with "New Item Submission System (NISS), v5.00", a link to "Trade Resources Web Page", and the "L'EBIZ" logo.

The “Filter by Status” field allows you to view only those LOCs that have a specific status.

Click on the drop-down arrow, select the status and click on the “Apply Filter” button.

If you know the Submission ID of your application, you may enter it in the “Specific Submission ID” field and click the “Apply Filter” button.

*Available status values are:*

- “Accepted – Additional Information Required” — indicates that while you have accepted the terms and conditions, you have not yet completed the information required by the LCBO to proceed with the submission.
- “Accepted – LOC Complete” — indicates that the LOC has been submitted to the LCBO with the required additional information.
- “Declined” — indicates that you didn’t agree to the terms and conditions of the LOC. Once you have declined an LOC, you cannot undo that transaction.
- “Pending” — indicates that you have not yet replied to the LOC.

2. When the required LOC is displayed, click on the LOC version to view the terms and conditions of the letter. If you click on the Submission Id, you will be able to view the actual submission as it was entered by your agent.

Read the letter very carefully and click either the “I agree” or “I do not agree” based on your decision.

Sunday, November 01, 2009

LAKEVIEW CELLARS ESTATE WINERY  
4041 LOCUST LANE  
BEAUMVILLE, ON CANADA  
L0R 1R2

Dear Sir or Madam:

Re: NISS Submission No.: 71884 Dan Aylroyd Wines VQA Ghostbuster Gift Pack, 750 ml  
LCBO No.: 0088054

I have the pleasure of informing The Supplier (LAKEVIEW CELLARS ESTATE WINERY) that the above noted product (Dan Aylroyd Wines VQA Ghostbuster Gift Pack) has been selected for purchase by the Liquor Control of Ontario (the "LCBO"), subject to the terms and conditions set out in this letter.

This letter describes, among other things, 1) various conditions that must be satisfied before the LCBO will issue a purchase order for the Product, and 2) terms and conditions that apply when the Supplier supplies Products to the LCBO.

Conditions of Purchases.

1. **Sales Targets.**

The LCBO has established the following sales target for the Products:

Year	Case Quantity
First 6 Months of Year 1	30,000
Year 1	50,000

Acceptance Procedure

Carefully read the Terms and Conditions set out above.

If the Supplier accepts the Terms and Conditions set out in this letter, then click on the "I Agree" button below. That action is the equivalent of the Supplier's signature and indicates the Supplier's acceptance of the Terms and Conditions and that the Supplier intends to be legally bound by them.

If you click the "I Agree" button, you will be presented with a new page where you are required to enter additional information.

If the Supplier does not agree with them, click on the "I Do Not Agree" button.

I AGREE

I DO NOT AGREE

New Item Submission System (NISS), v5.00 [Trade Resources Web Page](#)



3. If you click "I do not agree", you will be presented with a screen where you can enter your reasons for declining the letter. This will provide the LCBO with the feedback they need for the next steps.
4. If you click "I agree", you will be asked to confirm your response by clicking "OK".

Please confirm that you are authorized to legally bind your corporation and that you agree to the terms and conditions set out in this letter by clicking on OK. Or click on BACK to return to the previous screen.

OK

BACK

### Acceptance Procedure

Carefully read the Terms and Conditions set out above.

If the Supplier accepts the Terms and Conditions set out in this letter, then click on the "I Agree" button below. That action is the equivalent of the Supplier's signature and indicates the Supplier's acceptance of the Terms and Conditions and that the Supplier intends to be legally bound by them.

If you click the "I Agree" button, you will be presented with a new page where you are required to enter additional information.

If the Supplier does not agree with them, click on the "I Do Not Agree" button.

I AGREE

I DO NOT AGREE

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5. Once you click "OK", depending on the LCBO business unit buying the product, you will be required to complete either of the forms below with additional information needed to proceed with the submission:

**LCBO** LETTERS OF COMMITMENT | [Password](#) | [Logoff](#) ?

**You have accepted the Terms and Conditions in the Letter of Commitment. Please complete the following required information to proceed further:**

LOC ID: 5004-E    Submission ID: 5004    [REVIEW LETTER OF COMMITMENT](#)

New Product: 979553 - Vulcan (2003)

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UPC:     SCC:

Production lead time in calendar days:

Pallet Configuration:  cases x  tiers =  cases per pallet

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**Maximum number of cases in a 20' and 40' container**  
\*Please Note: 12" clearance must be maintained at the top of the container for the health and safety of our warehouse workers

With Temperature Control		Without Temperature Control	
20'	<input type="text"/>	20'	<input type="text"/>
40'	<input type="text"/>	40'	<input type="text"/>

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Click on the **SAVE** button to save any information entered for your review at a later time.  
Click on the **RETURN** button to go back to the previous page. The LCBO is not able to further consider your submission until you have submitted the information on the page.  
Click on the **SUBMIT** button to send the information entered to the LCBO for review.

[SAVE](#)    [RETURN](#)    [SUBMIT](#)    [PRINT](#)

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New Item Submission System (NISS), v5.00    [Trade Resources Web Page](#)

Thank you for your decision regarding the terms and conditions provided in the Letter of Commitment for:

LOC ID: 75894-1 Submission ID: 75894

[REVIEW LETTER OF COMMITMENT](#)

New Product: 0000154 - Dan Aykroyd Wines VQA Ghostbuster Gift Pack

### Additional Information Required

In order to complete the LOC process for review by the LCBO, please provide the additional information required below. All fields are mandatory.

### Sales Forecast

Please provide a sales forecast in cases, by period, for a rolling 13 period cycle. It should relate to the LCBO calendar, where Period 1 is April:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Pack Pricing Information

Quote for the beverage product and the non-alcoholic products below:

Product Description	LCBO Item#	Quote / Case
Dan Aykroyd Wines VQA Ghostbuster Gift Pack	<input type="text"/>	* <input type="text" value="0.00"/> CAD
Non-alcohol accessories (glasses, playing cards, cork, screws etc.) and packaging		<input type="text" value="0.00"/> CAD
<b>Total Percentage Alcohol Product 0%. Total Percentage Non-Alcohol Product 0%. Invalid Format (must be all digits)</b>		<b>Total: 0 CAD</b>

### Shipping Information

Please state the port that the product would be shipped from:

Please indicate if duty is / is not included in the quote:  Is Included  Is Not Included

Please provide the number of days required for you to prepare an order for shipping once an order is received:

### Tasting Note

Please provide any food pairings or tasting notes for our customers and staff (250 characters max):

### Documentation Required

Please provide a copy of the following certificates, where applicable, via fax (416) 123-4567 to Courtenay Wint ( Category Manager, Wines) in ONTARIO WINES. .

- Certificate of Authenticity
- Certificate of Origin
- Distillery's Licence
- Agent's Licence
- Organic Certification

### Digital Images Required

Please supply a high resolution digital copy of the product logo in both colour and black & white, in addition to a close crop bottle shot on a white background once the bottle label has been finalized. All files should be in .eps format. Please provide this on disk and forward to the attention of the Product Administrator for ONTARIO WINES.

(Maximum File Size: 2MB)

**Files Attached:**

Select	File Name
<input type="button" value="DELETE"/>	

Click on the **SAVE** button to save any information entered for your review at a later time.  
 Click on the **RETURN** button to go back to the previous page. The LCBO is not able to further consider your submission until you have submitted the information on the page.  
 Click on the **SUBMIT** button to send the information entered to the LCBO for review.

6. Please note that if you do not have all the information to complete the form, you are able to save the data you currently have by clicking “Save”. This will allow you to access the form at a later time without the need to re-enter the information.

Once the form is completed, click “Submit” to forward the information to the LCBO. Your LOC acceptance is completed only after you click the “Submit” button.