



Get Ready ...

WEB PO System FAQs

1. **Why is the LCBO moving to a web-based solution to deliver and process purchase orders?**

The goal of this web-based purchase order application is to streamline the purchase order process for the LCBO and its partners.

2. **Is registration a mandatory requirement?**

Yes; all LCBO suppliers **must** register on-line for the new WEB PO System.

3. **When will the new WEB PO System go 'live'?**

The new system will be released early 2010.

4. **When will I be notified to register to the WEB PO system?**

Suppliers will receive an information package in October with instructions on how to apply for access to the new system. Regular updates will be posted on Trade Resources Online (TRO).

5. **What will change in the Purchase Order Process?**

All supplier purchase orders will be posted on-line and this process will **eliminate** faxes.

For suppliers who use the 'Auto-fax' method, the purchase order process will be completely on-line (e.g. acknowledgements, request changes to ship date, etc.).

For suppliers who use the 'EDI' (Electronic Data Interchange) method, you will continue to receive your PO via EDI. The process to request changes to ship date and quantities must be performed within this new application.

6. **What are the benefits of this new system?**

- Eliminates faxes and reduces emails and telephone calls
- Reduces manual data entry and paper handling
- Reduces postage and handling costs
- Reduces order cycle
- Improves accuracy of data
- Timely exchange of data
- Improves customer service

