



Discover the World

March 4th, 2010

To All Trade Associations:

We are pleased to advise you that the notification below has been e-mailed to all suppliers that have been registered for Web PO:

Web PO's "Go Live" date is March 15, 2010--No More Faxed POs!

Thank you for applying to the new Web PO System.

You will receive your login information (User ID and temporary password in two separate emails) on March 15th, 2010. Web PO will be the only method of receiving, reviewing, submitting and making changes to the LCBO purchase orders once the system launches on March 15, 2010. New Purchase Order Terms and Conditions, effective March 1, 2010, are available by clicking [here](#).

For more information on Web PO, the following resources are available to you: (please click on the links below)

- [Supplier User Guide](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [A Recorded Webinar](#) (an online Introduction session)
- [Webinar Frequently Asked Questions \(FAQs\)](#)

For Web PO support, please email webpo@lcbo.com.

NOTE: In order to receive emails from LCBO, your email settings must not treat emails from the LCBO, specifically from LCBOWebPO@LCBOadmin.com, as "junk" or "spam" email. Please adjust your settings accordingly.

Sincerely,

Shari Mogk-Edwards
Vice President, Merchandising

Tom Wilson
Vice-President, VINTAGES

cc. B. Peter
B. Downey