



October, 2014

To: All Trade Associations

Re: Isupplier Invoice Attachments and Instructional Video

In October, 2013, the LCBO introduced invoices as attachments in iSupplier for the following invoice types:

- Bonus AIR MILES® (BAM)
- Limited Time Offer (LTO)
- VINTAGES Classics Collection Catalogue (CS)
- VINTAGES Essentials Collection (ESS)
- In-Store Tastings (TST)
- Special Events Tastings (TSTM)
- Promotional Programs
- Quality Assurance (QA)

Effective October 23, 2014, the LCBO is introducing two additional invoices that will be accessible prospectively through the iSupplier portal:

- Supplier Delist Sale (PA)
- Supplier Rebate (PA)

Invoice copies will no longer be mailed/emailed to suppliers and invoices can only be obtained through the iSupplier portal.

The LCBO is also introducing an instructional video on how to get started and navigate within iSupplier. This video will be divided into various sections and complement the existing use guide. It can be found on the [iSupplier System](#) page on Trade Resources Online. It will also be available on the iSupplier portal.



Discover the World

Suppliers not currently registered for iSupplier are asked to submit a [Vendor Profile Form](#) to isupplier@lcbo.com to request access. You will be sent an invitation to register via email within 24 - 48 hours.

If you have any questions regarding iSupplier, please email isupplier@lcbo.com or visit the [iSupplier page online](#) for more details.

Sincerely,

Patrick Paraninfo

Manager, Accounts Payable/Receivable & Capital Assets, LCBO