



# New Item Submission System (NISS)

## Agent/Supplier User Guide



Table of Contents

**INTRODUCTION..... 3**

**Overview..... 3**

**Support..... 3**

**NISS at a Glance..... 4**

**To Access NISS..... 4**

**PASSWORD..... 6**

**First Time Use..... 6**

**PRODUCT SUBMISSION..... 8**

**PRODUCT NEED ITEM LIST..... 12**

**PRODUCT NEED ITEM DETAIL (Start submission here) ..... 13**

**SUBMISSION LIST..... 15**

**Submission Status Check..... 17**

**SUBMISSION – SUPPLIER..... 22**

**SUBMISSION – PRODUCT..... 24**

**SUBMISSION - PRICE/PACK..... 27**

**LOGOFF..... 31**

**GLOSSARY OF KEY TERMS..... 32**

**PROCESS DESCRIPTIONS..... 33**

**NISS MENUS and Commands..... 33 Common**

**Items..... 33**

**Function Menu ..... 34**

**Submission Sub-Menu..... 34**

**Record Command Buttons..... 35**

**Page Navigation..... 35**

**Item Selection..... 36**

**Warnings & Error Messages..... 36**

**INTRODUCTION**

**Overview**

This Guide helps LCBO agents and suppliers use the New Item Submission System (NISS). NISS is a web-based tool that agents and suppliers can use to view LCBO ‘Product Needs’ letters and to submit their new products for review. The system allows the LCBO’s Product Management area to log, track and approve or decline the submissions. Agents/suppliers are notified via email of



any modifications to their application, and whether or not their product has been accepted or declined.

This Guide describes the steps to follow at the various stages of a product submission. It shows the web page that corresponds to that stage, and provides an explanation for each element appearing on the page.

**Support**

If you have questions that are not addressed by this Guide please do one of the following:

For technical questions, contact QLogitek in one of the following ways:

Name	Title	Telephone	Email
QLOGITEK			
(During working hours)	Helpdesk	1-800-699-8204 option 2 Mon – Fri; 8am – 5pm	Support.centre@qlogitek.com
(After working hours)	Helpdesk	1-800-699-8204 option 2 leave a voice message and it will be routed accordingly	Support.centre@qlogitek.com

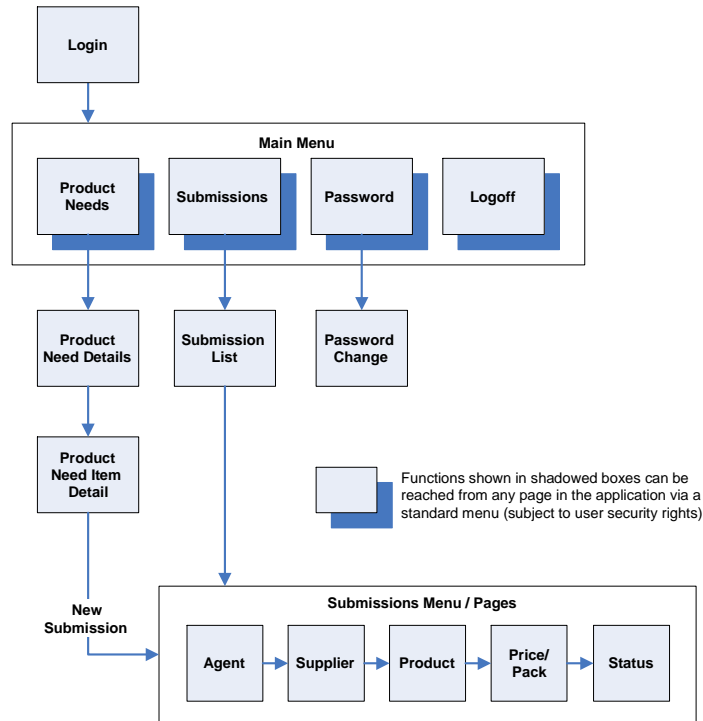
For business questions, contact the appropriate LCBO Business Unit:

LCBO			
General		416 - 365 - 5855	
Purchases:		416 - 365 - 5900	
VINTAGES:		Mon – Fri; 8:30 am – 4:30 pm	

**NISS at a Glance**

The diagram below provides an overview of NISS web pages. Once you are registered and authorized to access NISS, LCBO agents and suppliers can login to view, create, update, or cancel product submissions, and to view their status.

Once you login, you can navigate through all authorized web pages. Some elements on a page may be “greyed out” depending on the product category or status. Click the HELP hyperlink in the top right corner of each page to get specific information about using that page.



## To Access NISS

Every NISS user must be registered and equipped with a proper user login id, password, and agent id.

To learn how to register, click on the “How to apply for access” menu item at the bottom of the NISS LOGIN page.

## LOGIN

Overview: This is the entry page of the New Item Submission System (NISS). You need to key in your User Login Id (e.g. email address format) and your Password; then click on the LOGIN button.



**LCBO**

**Welcome to the LCBO's New Item Submission System**

---

User Id:  Password:  [LOGIN](#)

[Terms and Conditions](#) | [Privacy Statement](#) | [How to apply for access](#)

Item	Description
User Id	Your user login identifier provided by QLogitek when you register. This will be in an email format.
Password	A string of between 6 and 8 characters initially assigned by QLogitek. The password must be a combination of letters and numbers, and is case sensitive. You may change your password by clicking on Password on the main menu within NISS.
Login	When your password has been validated, click on this button to go to the first page of NISS. The first page will be the Product Need page.
Terms and Conditions	Click on this menu item for LCBO's terms and conditions which you can download and read.
Privacy Statement	Click on this menu item to go to the LCBO's privacy statement.
How to apply for access	Click on this menu item for a description of the User Registration process for NISS.
<a href="#">Glossary</a>	<a href="#">Introduction</a>
<a href="#">Process</a>	<a href="#">Common</a>
<a href="#">Download</a>	

## PASSWORD

**Overview:** This page allows you to change the password. A password consists of a string of six (6) to (8) characters. It must be a combination of letters and numbers and is case sensitive.

In case you forget your password, you can have it reset by calling 1800-699-8204. The QLogitek Support Centre will ask you the secret question on record for you, to which you must respond with the secret answer.

Note: Your new password will be emailed to you. It will not be given out over the telephone.

### First Time Use

After receiving the user login identifier and initial password from QLogitek, new users should immediately change the login password after logging in the first time.

This should be done at all times that the user requests the password to be reset. New agents can still make submissions without having an agent number, but will have to fill in all the agent details on the Agent Page of the product submission.

<div data-bbox="472 1276 1425 1829"> <p><b>LCBO</b> <a href="#">Product Needs</a>   <a href="#">Submissions</a>   <b>PASSWORD</b>   <a href="#">Logoff</a> </p> <hr/> <p><b>PASSWORD CHANGE</b></p> <p>* indicates a mandatory field</p> <p>Name: *  <input type="text" value="Andy Agent"/></p> <p>User ID: *  <input type="text" value="s_andy.agent@agency.ca"/></p> <p>Old Password: *  <input type="password"/></p> <p>New Password: *  <input type="password"/></p> <p>Repeat Password: *  <input type="password"/></p> <p style="text-align: center;"><input type="button" value="SAVE"/></p> <p>New Item Submission System (NISS), v1.04    <a href="#">Trade Resources Web Page</a></p> <p style="text-align: right;"></p> </div>	
<p>Item</p>	<p>Description</p>



Common: - <a href="#">Function Menu</a>				
Name	Displays the user ID assigned to you.			
User ID	Displays your user identifier. Note: - Once the User ID is entered at setup time, it can never be changed.			
Old Password	Enter your current password.			
New Password	Enter the new password to be used in subsequent logins.			
Repeat Password	Retype your new password. Do not copy it from the New Password field.			
Common: - <a href="#">Record Command Buttons</a>				
<a href="#">GLOSSARY</a>	<a href="#">INTRODUCTION</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

## PRODUCT SUBMISSION

To Initiate a Submission:

1. Select the desired product need by clicking on the button next to the product need ID number (Product Need List Page).
2. A list of product need items will be displayed.
3. Select the desired product need item (Product Need Item List Page).
4. Review the details of the Product Needs Item to check that it is the one for which you wish to submit a product (Product Need Item Detail Page).
5. Click the “New Submission” button to proceed (Product Need Item Detail Page).

6. You will be presented with a screen to initiate the entry of the Agent details. This screen has five tabs for entry of data and viewing the history of status changes on the submission (Submission – Agent Page).

To Complete or Update a Submission:

1. To complete a submission, you are required to fill in the information about the Agent, Supplier, Product, and Price/Pack on the corresponding pages. You should save your submission information as you finish each page. This will allow you to see any error messages relating to that page, and to correct the errors before moving on to the next page. To print or save the submission form, you will need Acrobat Reader 6.0. This is available from a link on the NISS page of Trade Resources Online.
2. While a submission shows “New Submission” status, you can still withdraw that submission. When a submission is accepted, you will not be able to withdraw the submission. You can view the Status of a submission through the Submission Menu (Submission List Page).
3. When it is time to submit a sample, you can print a submission form from the Agent, Supplier, Product, or Price/Pack page. To print or save the submission form, you will need Acrobat Reader 6.0. This is available from a link on the NISS page of Trade Resources Online. You will attach this form to your product sample and drop it off at the LCBO office on or before the due date. To determine whether your sample has been received, check the Submission Status Page for the “Sample Received” status.

#### **IMPORTANT**

- If the application is not used for 60 minutes, it will time out. You will lose any unsaved work and will have to log-in again.
- Don't forget to save your work throughout your work session. Click on the save button to ensure that your work is not lost.
- Some LCBO database information may override several data items in NISS. For instance, you cannot change the phone number. If you change other details such as phone numbers, addresses, etc. you must make sure





that the changes are reflected on the database by contacting LCBO. You cannot change or correct database details from NISS.

- LCBO sets a maximum number of submissions per product need item, per agent. For example, if the maximum number of submissions is two, an agent or a supplier can only submit two products for the specific product need item. LCBO staff can submit a product on behalf of agent or supplier when authorized.
- The product submission status changes over time to reflect where it is in the review/submission cycle.
- Once a submission is saved, it counts towards the maximum number allowed.

## **PRODUCT NEED LIST**

Depending on what type of NISS user you are, you will likely start from the Product Need List page. This page allows you to browse product needs and serves as a launching pad to submit a new product to the LCBO. When on this page, you can do one of the following:

1. Submit a product.
2. Review your list of current product submissions.
3. Change password.
4. Log off (Logoff Screen).



LCBO **PRODUCT NEEDS** | [Submissions](#) | [Password](#) | [Logoff](#)

Filter By Category:

ID	Description	Category	Need Items	Submissions
119	Beer - 2005/06	Beer	4	
120	Special Markets - 2005/06	Special Markets	2	
118	Spirits - 2005/06	Spirits	6	

< First | < Previous | Next > | Last > Page  (Page 1 of 1)

New Item Submission System (NISS), v1.04 [Trade Resources Web Page](#)

Item	Description
Common: - <a href="#">Function Menu</a>	
Filter by Category	Select a category from the drop down list to narrow down the search or display of product needs.
Apply Filter	Click on the button to display only product needs of the selected product category.
Common: - <a href="#">Item Selection</a>	
ID	The product needs identification number. Click on this number to access more screens that identify the individual product need items within the product need.
Description	The general product need description.
Category	The category to which the product need belongs.
Needs Item	Indicates the number of specific individual need items within this general product need.

Submissions	The number of products that you have submitted against this product need. Click on the number to see a list of the submissions.			
	Click on this button (which appears to the left of each product need) to see a list of the individual product need items called for within this product need.			
Common: - <a href="#">Page Navigation</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

## PRODUCT NEED ITEM LIST

**Overview:** You select a product need item on this page to view the details of the product required, and to initiate a product submission.

<p>The screenshot shows the LCBO Product Needs interface. At the top, there are navigation links: Submissions, Password, and Logoff. Below this, the 'PRODUCT NEED' section displays 'ID: 2721' and 'Product Need Description: Special Needs Spring Product Needs'. The 'Product Need Category' is set to 'Special Markets'. A 'CANCEL/RETURN' button is visible. Below the form is a table of 'PRODUCT NEED ITEMS':</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Description</th> <th>Sample Due</th> <th>Submissions</th> </tr> </thead> <tbody> <tr> <td>80</td> <td>Fancy Gift Package Vodkas</td> <td>12-Sep-2005</td> <td></td> </tr> <tr> <td>81</td> <td>Vodka Coolers</td> <td>12-Aug-2005</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the screenshot, it says 'New Item Submission System (NISS), v1.04 Trade Resources Web Page' and the LOBIZ logo.</p>		ID	Description	Sample Due	Submissions	80	Fancy Gift Package Vodkas	12-Sep-2005		81	Vodka Coolers	12-Aug-2005	
ID	Description	Sample Due	Submissions										
80	Fancy Gift Package Vodkas	12-Sep-2005											
81	Vodka Coolers	12-Aug-2005											
Item	Description												
Common: - <a href="#">Function Menu</a>													
ID	The general product need identification number.												
Product Need Description	Description of the general product need.												



Product Need Category	Category in which the general product need falls.			
Common: - <a href="#">Record Command Buttons</a>				
Common: - <a href="#">Item Selection</a>				
ID	Product need item identification number assigned by NISS.			
Presub (not shown)	Applies to VINTAGES needs only, and is the date by which a pre-submission should be submitted to NISS.			
Sample Due	The date by which a product sample must arrive at LCBO.			
Tasting (not shown)	Applies to VINTAGES needs only, and is the planned date for tasting submitted products.			
Submissions	Number of products submitted for that product need item.			
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

**PRODUCT NEED ITEM DETAIL (START SUBMISSION HERE)**

**Overview:** This is the page where you review a product need item and submit a new product for it.



**LCBO** [PRODUCT NEEDS](#) | [Submissions](#) | [Password](#) | [Logoff](#)

**PRODUCT NEED**

ID: 2721      Description: Special Needs Spring Product Needs      Category: Special Markets

---

**PRODUCT NEED ITEM**

ID: 80      # of Submissions: 0      [NEW SUBMISSION](#)

Maximum Submissions per Agent/Supplier:

Product Need Item Description: \*

Product Specifications:

Sample Due Date:

Price Range:       Buying Area:

[CANCEL/RETURN](#)

New Item Submission System (NISS), v1.04      Trade Resources Web Page     

PRODUCT NEED ITEM DETAIL	
Item	Description
Common: - <a href="#">Function Menu</a>	
ID	The general product need identification number.
Category	A category to which the product need belongs.
Description	The general product need description.
ID	Product Need Item identification number.
# of Submissions	Counter for the total number of submissions you made for that need item.



NEW SUBMISSION	Click on the button to make a new submission.			
Maximum Submissions per Agent/Supplier	The upper limit for the number of products that may be submitted by an agent or a supplier for that product need item.			
Product Specification	Shows the expected characteristics of products submitted for that need item.			
Number of SKUs (not shown)	For VINTAGES needs only, indicates the number of different products that will be purchased.			
Average Quantity in cases/SKU (not shown)	For VINTAGES needs only, shows the approximate number of cases of each product that will be purchased.			
Pre-submission Due Date (not shown)	For VINTAGES needs only, shows the date when a presubmission must be entered into NISS.			
LCBO Callback Date (not shown)	For VINTAGES, is the date when the LCBO will respond to a pre-submission of a product.			
Sample Due Date	The date by which a product sample must arrive at LCBO to be evaluated.			
Scheduled Tasting Date (not shown)	For VINTAGES needs only, is the date when the product submitted for the need item will be tasted.			
Price Range	The expected retail price range of products submitted for this product need item.			
Buying Area	LCBO’s Business Unit that may purchase the submitted product.			
Common: - <a href="#">Record Command Buttons</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

## SUBMISSION LIST

**Overview:** This page lists your current product submissions, and permits you to filter the list to view only specific types of submissions.

To view your current list of Product Submissions:

1. Click on the Submissions option on the main menu.
2. A list of your product submissions will be displayed.



- Select the desired product submission by clicking on the box to the left of it, or on the Product Submission ID number next to it.

You may also filter the list by selecting a Product Need from the drop-down list at the top of the page, or by selecting a specific submission by its submission ID. After either of these actions, click on the Apply Filter button to filter the list.

LCBO Product Needs | SUBMISSIONS | Password | Logoff ?

Filter By Product Need:

Filter By Product Need Item:

or specific Submission Id:

**APPLY FILTER**

Sub. ID	Product Need Item ID	Description	Product/Status	Agent	Supplier
33	11	WHISKY - ANCIENT	Old Sailor Closed	0002 QLOGITEK	NEWFOUNDLAND LIQUOR CORP.
34	12	ACCESSORIES01, ACCESSORIES01 - SHOP	Old Sailor Product Set-up Completed	0002 QLOGITEK	NEWFOUNDLAND LIQUOR CORP.
35	23	ACCESSORIES03, ACCESSORIES03 - INTE	Old Sailor Sample Ready for Lab Testing	0002 QLOGITEK	NEWFOUNDLAND LIQUOR CORP.
38	12	ACCESSORIES01, ACCESSORIES01 - SHOP	Drunken Sailor Vodka Product Set-up Completed	0100 PARK&TILFORD-GIBSON DISTILLERIES,	INNISKILLIN WINE INC.
49	14	BEER U.S.A., BEER - U.S.A. - U.S.A.	Good Beer Closed	0001 BRANDS NOT REPORTED	ANGOSTURA BITTERS LTD.
51	13	COOLER BEER BASED, COOLER - BEER B	Croatian Crackling C... Sample Ready for Lab Testing	0002 ATSUM DISTRIBUTING	COLIO ESTATE WINES INC.
56	11	WHISKY - ANCIENT	Product Set-up Initiated		
58	20	CALIFORNIA RED WI, CALIFORNIA RED W	Best Product Set-up Initiated	0001 BRANDS NOT REPORTED	ANGOSTURA BITTERS LTD.
59	13	COOLER BEER BASED, COOLER - BEER B	Grandiose Brand Beer Product Set-up Initiated	0002 ATSUM DISTRIBUTING	COLIO ESTATE WINES INC.
60	20	CALIFORNIA RED WI, CALIFORNIA RED W	King's Kangaroo Plan... Product Set-up Initiated	0002 ATSUM DISTRIBUTING	COLIO ESTATE WINES INC.

< First | < Previous | Next > | Last >

Page 1 (Page 1 of 12)

New Item Submission System (NISS), v1.04 Trade Resources Web Page

Item	Description
<b>Common: - <a href="#">Function Menu</a></b>	
Filter by Product Need or specific Submission ID	Select a product need from the dropdown list. or key in a submission ID when it is known.
<b>APPLY FILTER</b>	Click on this button to reduce the size of the list based on one of the above parameters.

Common: - <a href="#">Item Selection</a>				
Sub. ID	The submission’s identification number. This will be assigned by NISS when you first save your submission.			
Product Need Item ID	The product need item identification number.			
Description	Description of the product need item.			
Product/Status	Product name and its current submission status.			
Agent	The Agent Number and Agent Name.			
Supplier	The Supplier Number and Supplier Name.			
Common: - <a href="#">Page Navigation</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

### Submission Status Check

The following table shows the status for each stage of a product submission.

Status	Action
1. Incomplete Product Submission	Shows when any validation checks have failed on product submission. The agent can edit and resubmit as necessary. Changes must be completed by the submission due date. Incomplete product submissions will have their status changed to “Closed” after the presubmission or sample due date passes.





- 2. New Product Submission  
Shows for General Purchases product submissions that have passed all validation checks.  
  
Once the LCBO Business Unit has changed the status, the agent/supplier will not be able to make any further changes, but will be able to see the status and the information that they have entered.
- 3. New Presubmission  
Shows when VINTAGES product submissions have passed all validation checks.  
  
The same rules apply here as shown under New Product Submission.
- 4. Submission Cancelled  
An agent or supplier can cancel a submission only if the status shows Incomplete, New Product Submission, or New Pre-submission.
- 5. Pre-submission Accepted  
Shows when a VINTAGES pre-submission has been accepted for further consideration. The agent / supplier is automatically notified by email of the pre-submission acceptance. The agent may now submit, on the due date, a product sample with a printed copy of the product review form.

Status	Action
6. Pre-submission Declined	Shows when a VINTAGES pre-submission has been declined for further consideration.
7. Sample Received	Shows when the LCBO Business Unit receives the product sample with the printed product review form.
8. Scheduled for Tasting	Shows when the LCBO’s Quality Services department schedules the sample for tasting.
9. Tasting Waived	Shows when the LCBO’s Quality Assurance or Business Unit staff determine that the sample does not require tasting.
10. Tasted	Shows when the product has been tasted.



- 11. Submission Accepted to Proceed Shows when the LCBO Business Unit accepts the product for further consideration. The agent or supplier will be notified by email.
- 12. Submission Declined Shows when the LCBO Business Unit declines the product submission. The agent or supplier will be notified by email.
- 13. Sample Ready for Lab Testing Shows when LCBO Business Unit sends the sample to the lab.
- 14. Sample is Outdated Shows if the original sample becomes outdated. The agent or supplier may be required to submit another sample.
- 15. Initiate Product Set-up Shows when the LCBO Business Unit processes the submission to set it up on their database.
- 16. Product Set-up Initiated Shows when the product information has been sent to the database.
- 17. Product Setup Completed Shows when the database confirms that it has set up the product.

Status	Action
18. Product Setup Bypassed	Shows when the LCBO by-passes the product set-up activities. This occurs if the product already exists on the database.
19. Product Set-up Withdrawn	<p>This is an internal LCBO status.</p> <p>If, as an agent, you wish to cancel a submission, this can be done at any time prior to the closing date for the need item, as long as the submission has not yet been “Accepted to Proceed”.</p> <p>To cancel a submission, select the “Delete” button on the “Submissions” screen. To cancel a submission after it has been “Accepted to Proceed”, please contact your LCBO product representative.</p>



20. Closed Shows when there is no further action to be taken on a product submission. This status will remove it from the visible product submissions.

## **SUBMISSION – AGENT**

**Overview:** This screen allows you to enter agent information or to verify that your agent information is correct.

If you are an unregistered agent, you may fill in information on the screen. If your product application has been accepted, and the LCBO decides to purchase your product, you must register by emailing the appropriate Business Unit contact.

Registered agents will have their information appear as entered on the LCBO's database. Contact the appropriate LCBO Business Unit if changes are required. Registered agents will be able to fill in the name and email of the contact representing a product submission.

You should save your submission information as you finish the page. This will allow you to see any error messages relating to the page, and to correct the errors before moving on to the next page. To print or save the submission form, you will need Acrobat Reader 6.0. This is available from a link on the NISS page of Trade Resources Online.





Agent Name	Name of the agent.
Contact Name	The name of the contact person working for the agent.
Address	The address of the agent.
City, Province and Postal Code	The name of the city, province with postal code where the agent resides.
Phone Number	The voice phone number by which the agent contact person can be reached. Please use a dash to separate area code, exchange and sequence number (e.g. 011-789-4567-1234 or 1-905-475-5678).
Fax Number	The telephone number to which the LCBO can fax a document. Please use a dash to separate area code, exchange and sequence number (e.g. 011-789-4567-1234 or 1-905-475-5678).
Email Address	This is the email address to which any notifications concerning your product submission will be sent.
Common: - <a href="#">Record Command Buttons</a>	

## SUBMISSION – SUPPLIER

**Overview:** The agent who submits a product for consideration by the LCBO provides information about the supplier that the agency represents.

You should save your submission information as you finish the page. This will allow you to see any error messages relating to the page, and to correct the errors before moving on to the next page. To print or save the submission form, you will need Acrobat Reader 6.0. This is available from a link on the NISS page of Trade Resources Online.



**LCBO** Product Needs | **SUBMISSIONS** | Password | Logoff

Submission ID: 216    Status: Incomplete Product Submission    Need Id: 2721    Need Item Id: 80    Need Item Description: Fancy Gift Package Vodkas

---

Agent | **Supplier** | Product | Price/Pack | Status

\* indicates a mandatory field

Supplier # (if known):      Supplier Name: \*

Address: \*

(Line 1)    Province or State: \*

(Line 2)

City: \*

Postal Code:

Phone Number: \*     Fax Number: \*

Email Address:

Payment Terms:

---

New Item Submission System (NISS), v1.04    Trade Resources Web Page   

Item	Description
Common: - <a href="#">Function Menu</a>	
Submission ID	The submission's identification number.

Status	Status of the submission within the context of NISS.
Need ID	The general product need identification number.
Need Item ID	The product need item identification number.
Need Item Description	Description of the product need item.
Common: - <a href="#">Submission Menu</a>	

Supplier #	The number assigned to the product supplier by the LCBO. This should be entered where possible. In the case of new suppliers, or where the number is not available, leave this blank but fill in all the mandatory elements identifying the supplier on this page.			
RETRIEVE VENDOR	Click on this button to retrieve the supplier's information already available at the LCBO.			
Supplier Name	The name of the product supplier.			
Address	Address of the product supplier.			
City	The city in which the supplier is located.			
Province or State	The province or state in which the supplier is located.			
Postal Code	The postal code of the supplier's address.			
Phone Number	The telephone number for the supplier, including appropriate country code, area code and exchange. Please use dash to separate country code, area code, exchange, and sequence number (e.g. 011-789-4567-1234 or 1-905-475-5678).			
Fax Number	The telephone number for the supplier, to which the LCBO can fax a document. Please use dash to separate country code, area code, exchange, and sequence number (e.g. 011-789-4567-1234 or 1-905-4755678).			
Email Address	The supplier's email address.			
Payment Terms	Description of the supplier's terms for payment of invoices.			
Common: - <a href="#">Record Command Buttons</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	<a href="#">Download</a>



### SUBMISSION – PRODUCT

**Overview:** This page is for you to input information about a product. This is an example of a General Purchases submission page. A VINTAGES page will look slightly different. Please complete all mandatory fields.

You should save your submission information as you finish the page. This will allow you to see any error messages relating to the page, and to correct the errors before moving on to the next page. To print or save the submission form, you will need Acrobat Reader 6.0. This is available from a link on the NISS page of Trade Resources Online.

LCBO Product Needs | SUBMISSIONS | Password | Logoff ?

Submission ID: 216    Status: Incomplete Product Submission    Need Id: 2721    Need Item Id: 80    Need Item Description: Fancy Gift Package Vodkas

Agent | Supplier | **Product** | Price/Pack | Status

\* indicates a mandatory field

Product Name: \*  
Voka Delight

UPC Number: \*    SCC Number: \*  
036000291452    00012345678905

Producing Country: \*    Producing Region: \*  
CANADA    ONTARIO

Purchasing Country: \*    Purchasing Region: \*  
CANADA    ONTARIO

Vintage:    Percent Alcohol: \*  
    70.00

Sugar Content (g/litre): \*    Liquor Type: \*  
20.00    SPIRITS

Pickup Point: \*  
Toronto

Pickup Phone Number:

Is this product sold in any other Canadian Jurisdiction:

Additional Sizes:    Previous Special Purchase:  
   

Previous Duty Free:    Previous Vintage:  
   

Other:

Forecast Quarter 1 (in cases): \*    Forecast Quarter 3 (in cases): \*  
30    50

Forecast Quarter 2 (in cases): \*    Forecast Quarter 4 (in cases): \*  
40    90

Promotional Support (\$): \*  
3,000.00

SAVE    CANCEL    DELETE    PRINT

New Item Submission System (NISS), v1.04    Trade Resources Web Page    L'OBIZ

Item	Description
------	-------------



Common: - <a href="#">Function Menu</a>	
Submission ID	The submission's identification number.
Status	State of the submission within the context of NISS.
Need ID	The product need identification number.
Need Item ID	The product need item identification number.
Need Item Description	Description of product need item.
Common: - <a href="#">Submission Menu</a>	
Product Name	The name of the submitted product.
UPC Number	Universal Product Code number. For VINTAGES submissions, this is not mandatory, but if entered it must be a valid UPC number.
SCC Number	Shipping Container Code number. For VINTAGES submissions, this is not mandatory, but if entered it must be a valid SCC number.
Producing Country	Select a country from the drop-down list.
Producing Region	Select a region from the drop-down list.
Purchasing Country	Select a country from the drop-down list.
Purchasing Region	Select a region from the drop-down list.
Vintage	The year the product was produced. For VINTAGES submissions, this is a mandatory element. If the vintage is not applicable, enter 0 (zero).
Percent Alcohol	Proportion of alcohol in the product.



Sugar Content	Amount of sugar in the product, expressed in grams per litre. Required for General Purchases submissions only. Enter your sugar code. If this is not applicable to the product, enter 0 (zero) as a default.
Liquor Type	Type to be selected from the drop-down list.
Pickup Point	Location where the product can be picked up.
Pickup Phone Number	The phone number for the contact at the pickup location.
Is this product sold in any other Canadian jurisdiction	Check box for yes or no.
Additional Sizes	Check box for yes or no. Required for General Purchases submissions only.
Previous Special Purchase	Check box for yes or no. Required for General Purchases submissions only.
Previous Duty Free	Check box for yes or no. Required for General Purchases submissions only.
Previous Vintage	Check box for yes or no. Required for General Purchases submissions only.
Other (General Purchases) Other/Press Coverage (VINTAGES)	Comments about the product, or details about press coverage.
Forecast Quarter 1	Projected sales in the first quarter. Required for General Purchases submissions only.
Forecast Quarter 2	Projected sales in the second quarter. Required for General Purchases submissions only.
Forecast Quarter 3	Projected sales in the third quarter. Required for General Purchases submissions only.



Forecast Quarter 4	Projected sales in the fourth quarter. Required for General Purchases submissions only.			
Promotional Support	Budget for product promotion. Required for General Purchases submissions only.			
Common: - <a href="#">Record Command Buttons</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

### SUBMISSION - PRICE/PACK

**Overview:** You enter information about a submitted product’s price and packaging. You should save your submission information as you finish the page. To print or save the submission form, you will need Acrobat Reader 6.0.



**LCBO** [Product Needs](#) | [SUBMISSIONS](#) | [Password](#) | [Logout](#)

Submission ID: 216    Status: New Product Submission    Need Id: 2721    Need Item Id: 80    Need Item Description: Fancy Gift Package Vodkas

\*\*\* Your Submission is Complete \*\*\*

Agent	Supplier	Product	Price/Pack	Status
-------	----------	---------	------------	--------

\* indicates a mandatory field

**Pricing Information**

Quote Per Case: \*     Quote Type: \*

Quotation Currency: \*

Selling Units Per Shipping Case: \*     Calculated Price Per Selling Unit: 12.00

Estimated Retail Price: \*

**Selling Unit Information**

Container Type: \*     Container Weight (gm.): \*

Package Material:     Package Weight (gm.):

Stopper Type: \*     Stopper Weight (gm.): \*

**Gift Package**

Package Cost:     Contents Cost:

**Case Information**

Selling Unit Size: (ml.) \*     # Units per Selling Pack: \*

Case Length (cm.): \*     Case Width (cm.): \*

Case Height (cm.): \*     Case Weight (kg.): \*     Calculated Case Volume: 19,200,000.00 cm<sup>3</sup>.

Cases Per Pallet: \*

Pallet Configuration (in cases): Cases Per Tier: \*     Pallet Configuration: Number of Tiers: \*

Cases Per 20' Container: \*     Cases Per 40' Container or 45' truck trailer: \*     Cases Per Temp-Controlled Container: \*

New Item Submission System (NISS), v1.04    [Trade Resources Web Page](#)

Item	Description
Common: - <a href="#">Function Menu</a>	
Submission ID	The product submission identification number.
Status	Shows the status of a submitted product.



Need ID	The general product need identification number for which the product is being submitted.
Need Item ID	The product need item identification number for which the product is being submitted.
Need Description	The description of the product need item.
Common: - <a href="#">Submission Menu</a>	
Quote Per Case	The quoted price for a case of product expressed in the Quote Currency.
Quote Type	Type of quote selected from a drop-down list.
Quotation Currency	The type of currency used for the quoted price.
Selling Units Per Shipping Case	Number of units per case.
Calculated Price Per Selling Unit	Average price per selling unit in a case. This is calculated by NISS from the Quote Per Case and the Selling Units Per Shipping Case.
Estimated Retail Price	Price to be charged at the retail point of sale.
Container Type	Retail container used to sell the product, selected from a drop down list.
Container Weight	The weight of the retail container.
Package Material	The type of material used to pack and ship the product, selected from a drop down list.
Package Weight	The weight of the package in grams.
Stopper Type	Lid used to cap a product, selected from a drop-down list.
Stopper Weight	The weight of the stopper.
Package Cost	The cost of the package (gift packs only).
Contents Cost	The cost of the net product (gift packs only).
Selling Unit Size	The volume of the retail container, in millilitres.



# of Units per Selling Pack	The count of selling units in a pack.			
Case Length	The dimension of the length of a case, in centimetres.			
Case Width	The dimension of the width of a case, in centimetres.			
Case Height	The dimension of the height of a case, in centimetres.			
Case Weight	The weight of a case, in kilograms.			
Cases Per Pallet	Numbers of cases that can fit in a pallet.			
Pallet Configuration: Cases Per Tier	The number of cases in a single layer that can be stacked up on a pallet.			
Pallet Configuration: Number of Tiers	The number of layers that can be stacked up on a pallet.			
Cases Per 20' Container	Number of cases that can be stored in a 20' container. If this is not applicable to the product, enter 1.			
Cases Per 40' Container or 45' Truck Trailer	Number of cases that can be stored in a 40' container or 45' truck trailer. If this is not applicable to the product, enter 1.			
Cases Per Temp-Controlled Container	Number of cases that can be stored in a refrigerated container. If this is not applicable to the product, enter 1.			
Common: - <a href="#">Record Command Buttons</a>				
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	Download

## SUBMISSION – STATUS

**Overview:** This is a log of the changes of status that took place on a submission, with the most recent change shown first.



**LCBO** [Product Needs](#) | [SUBMISSIONS](#) | [Password](#) | [Logoff](#)

Submission ID: 216      Status: New Product Submission      Need Id: 2721      Need Item Id: 80      Need Item Description: Fancy Gift Package Vodkas

---

[Agent](#) | [Supplier](#) | [Product](#) | [Price/Pack](#) | [Status](#)

Date	Status	Updated By
12-Jul-2005 10:45PM	New Product Submission	Andy Agent
12-Jul-2005 09:50AM	Incomplete Product Submission	Andy Agent

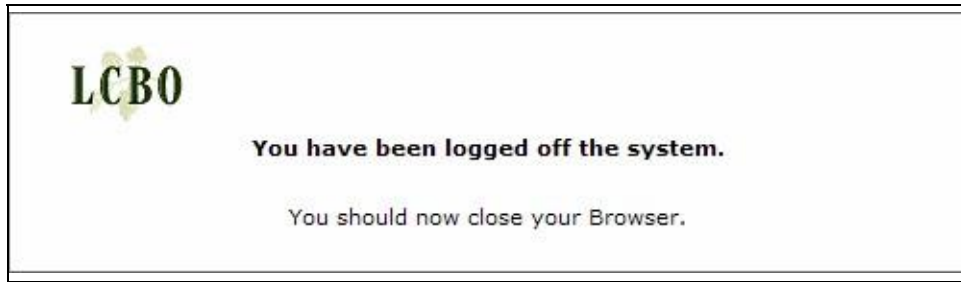
New Item Submission System (NISS), v1.04      [Trade Resources Web Page](#)

Item	Description			
Common: - <a href="#">Function Menu</a>				
Submission ID	A submission’s identification number.			
Status	Submission’s current status.			
Need Id	A general product need identification number.			
Item Id	A product need item identification number.			
Need Item Description	Description of the product need item.			
Common: - <a href="#">Submission Menu</a>				
Date	Date on which the change of status took place.			
Status	Submission status on that date.			
Updated By	Name of the user whose action changed the status.			
<a href="#">Glossary</a>	<a href="#">Introduction</a>	<a href="#">Process</a>	<a href="#">Common</a>	<a href="#">Download</a>



## LOGOFF

**Overview:** When you click on the Signoff menu item, this screen will be displayed to confirm that you have been signed off. You should close your browser to ensure that no information on your NISS session is retained in your computer's memory.







**GLOSSARY OF KEY TERMS**

Term	Definition
Agent	"Agent" refers to the representative of the supplier / manufacturer, licenced by the Alcohol and Gaming Commission of Ontario (AGCO). An agent may work directly for a single supplier or may represent several simultaneously. The LCBO will deal only with agents directly appointed in writing by a supplier. Any subagents who are subsequently appointed by agents and who are not direct appointees of a supplier will not be recognized by the LCBO. A supplier may authorize an agent to set price quotations or payment terms on their behalf. The LCBO recognizes the agent's authority to act on this basis only with express written authorization from the supplier. When an arrangement such as this is made in writing, it will continue to be effective until the LCBO receives express written instructions to the contrary from the supplier.
Product Need	A letter set up by the applicable LCBO Business Unit or category requesting new product submissions.
Product Need Item	The specific Business Unit or product category in which product submissions are invited.
Submission	A product offering to the LCBO by an agent / supplier against a product need item.
Supplier	"Supplier" generally refers to the manufacturer or producer of a product. This includes the distiller, brewer, wine maker and anyone from whom the LCBO agrees to purchase liquor. The supplier must generally carry out a substantial part of the manufacturing process, and in all cases, must have full legal rights to sell the product. Suppliers must comply with applicable liquor laws, regulations, and the terms and conditions of the LCBO purchase order. Suppliers must also comply with the advertising guidelines of the Alcohol and Gaming Commission of Ontario (AGCO).

## PROCESS DESCRIPTIONS

For further information about processes in NISS, please click on one of the following links:

- To initiate a new product submission [Product NEED List](#)
- To complete or update a product submission [Product NEED List](#)
- To view a list of your product submissions [Submission List](#)
- To understand the status changes on a product submission [Submission List](#)

## NISS MENUS AND COMMANDS

This is a list of menus, functions and commands that you will find on the NISS web pages.

### Common Items

The following elements are common to most NISS pages.

- [Function Menu](#)
- [Submission Sub-Menu](#)
- [Record Command Buttons](#)
- [Page Navigation](#)
- [Item Selection](#)
- [Warnings & Error Messages](#)

## Function Menu

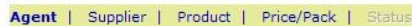


A horizontal navigation bar with the LCBO logo on the left, followed by the text 'PRODUCT NEEDS | Submissions | Password | Logoff ?'. The 'PRODUCT NEEDS' text is highlighted in green.

The function menu consists of five items. The item will be shown in upper case and in bold when you are working with that particular function.

- Product Needs: - Click to go to the Product Needs list.
- Submissions: - Click to go to the Submission List.
- Password: - Click to go to the Password Change page.
- Logoff: - Click to log out of NISS
- Help: - Click to launch a help page. It will describe how to use the page that you are working on.

## Submission Sub-Menu



A horizontal navigation bar with a light green background. It contains the text 'Agent | Supplier | Product | Price/Pack | Status'. The 'Agent' text is bolded.

The submission menu consists of five items. The item will be shown in bold when you are working with submission information, or a submission activity.

- Agent: - Click to see the agent information page.
- Supplier: - Click to see the supplier information page.
- Product: - Click to see the product information page.
- Price/Pack: - Click to see the price and package information page.
- Status: - Click to see the status page. It shows the history of status changes on the product submission.

## Record Command Buttons



Above is a partial set of command buttons to save, cancel, delete, or print information on a page. Not every page will have all of these buttons.

- **SAVE:** - Click to save what you entered into the database.
- **CANCEL:** - When you click on this button, your work will not be saved and NISS will take you back to the page where you came from.
- **DELETE:** - Click to delete the record in the database.
- **PRINT:** - Click on this button in the submission pages to print a product review form for the submitted product.

## Page Navigation



- **First:** - Click to see the first page of a list of records.
- **Previous:** - Click to see the previous page of records.
- **Next:** - Click to see the next page of records.
- **Last:** - Click to see the last page of records.
- **Page:** - You may select a page number from the drop down list, and NISS will show you the specific page of records.

## Item Selection

### PRODUCT NEED ITEMS

ID	Description	Sample Due	Submissions
167	Korean Beer	08-Aug-2005	
168	Autumn Ales (i.e. Belgian and English styles)	07-Oct-2005	
171	Winter Warmers (i.e. Barley Wine, Bock, Strong Ale)	06-Jan-2006	
172	Beer Ad-hoc	31-Mar-2006	

Some pages show multiple records. If the heading is in blue and you click on it, NISS will sort the records in reverse order. By clicking on the button to the left of an item, NISS will take you to a page for you to work on the selected record. By clicking on a button at the end of an item, NISS will take you to a page to do further work on that item. If the item number is shown in blue, you may also click on the number to work on that item.

## Warnings & Error Messages

When you save a data item that is invalid, or is mandatory and has not been entered, NISS will display a message in red, near the top of the screen. When this occurs during a product submission, the message relates to the current page. NISS will also tell you if there is any missing or invalid data on other pages for the submission, although it will not say which specific elements are causing the problem. To see the messages for these other pages, you will need to go to that page, and click on the Save button.

When an error is serious and it is outside the user's control, a message will automatically be sent to NISS technical support to resolve the problem.