NISS/NTP User Guide

New Item Submission System (NISS)
Notice To Purchase (NTP)

Contents

This user guide is specific for the NTP module of the NISS. With the launch of this module, the agent and supplier access to NISS is similar except that the latter access is "read-only" access meaning suppliers are able to view all the details of the submission but are not able to make any edits.

Once the LCBO has decided to purchase a product, a notice will be sent both by email to the agent and supplier and will be available on the NISS stating the criteria upon which the purchase order will be cut.

The NTP serves simply as a notification, however, if there are any concerns or questions regarding the information included in the NTP, please contact the LCBO.

When an NTP is sent, it may also include a request for additional information.
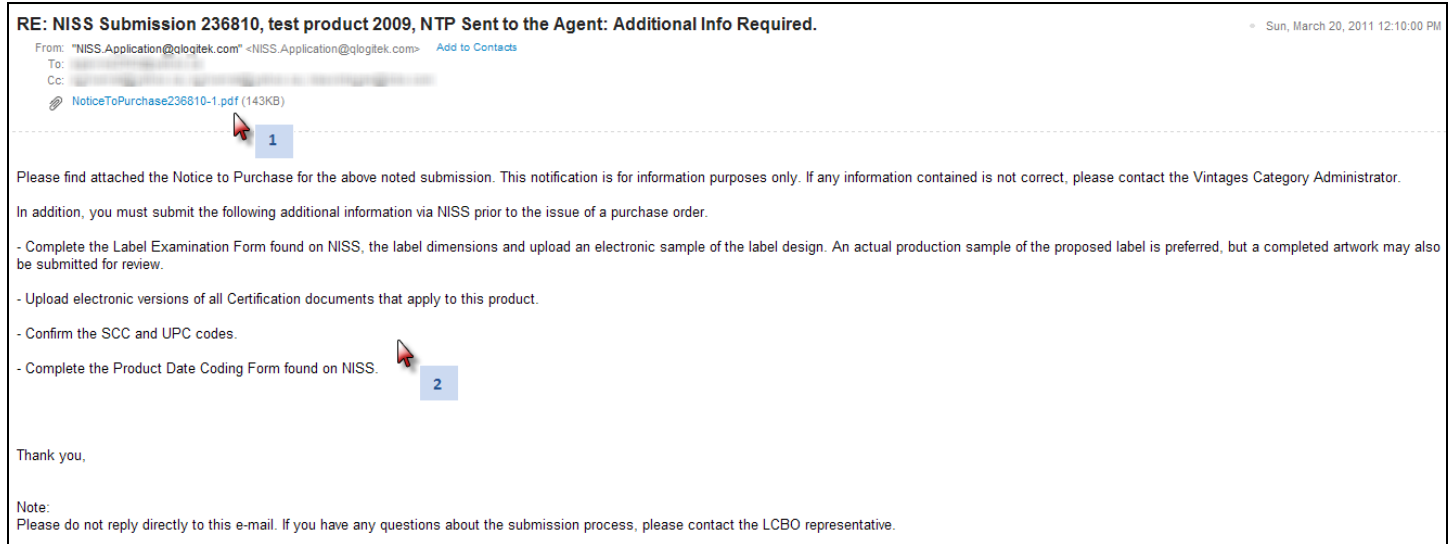
Viewing NTP

For submissions that previously had a "Letter of Commitment" (LOC), you will still be able to view the LOC by clicking on the "NTP" tab of the submission and clicking the "Review Letter of Commitment" button.

You may view the NTP in one of three ways.

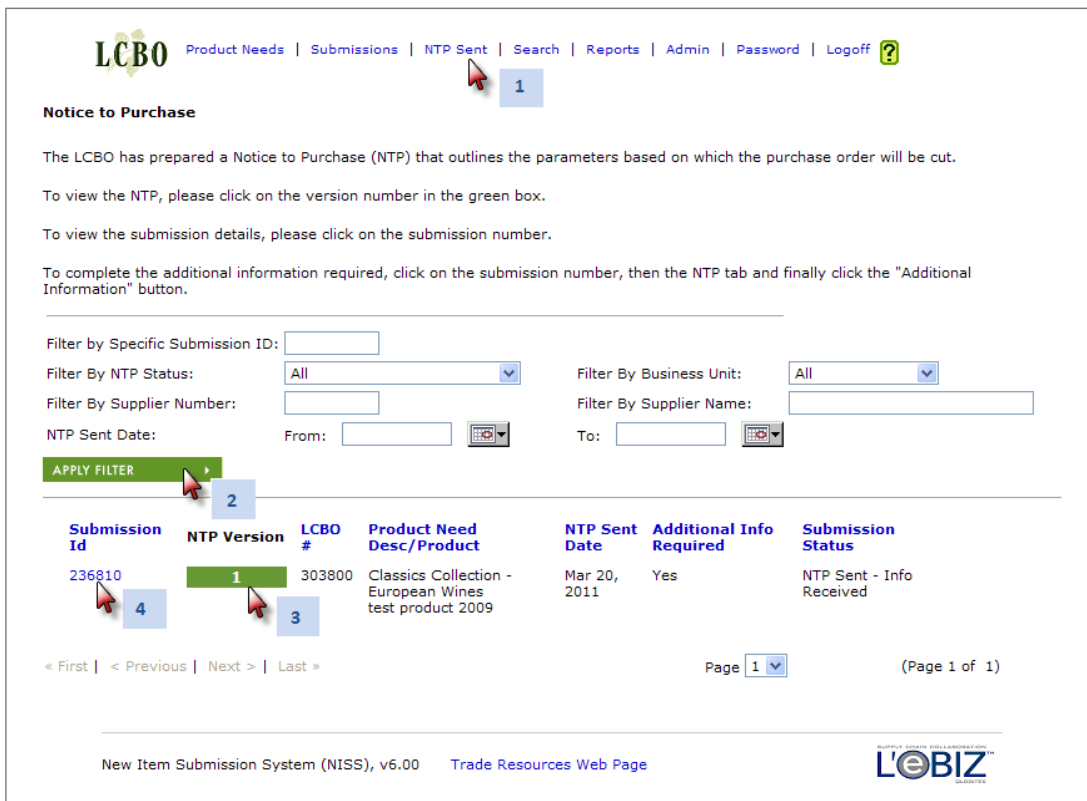## I. <u>Attachment in the notification email</u>

1. To view a pdf copy of the NTP, please open the attachment in the email

2. The list in the email identifies the additional information required by the LCBO to complete the submission process.

II. <u>"NTP Sent" menu item</u>

1. To view all available NTPs, click on the "NTP Sent" item in the top menu.

2. If you wish to narrow down the list of NTPs below, you may filter it by any one or combination of criteria in the following list:
   a. Submission ID
   b. NTP Status (includes, NTP Sent – No Info Required, NTP Sent – Info Required, NTP Sent – Info Received)
   c. Business Unit
   d. Supplier Number
   e. Supplier Name
   f. NTP Sent date
3. Clicking on the submission ID number will link you to the submission.
4. Clicking on the version number in the green box will open a new window that contains the NTP.

You are able to sort the order of the list of NTP by clicking on the following headers:
   a. Submission ID
   b. LCBO #
   c. Product Need Desc/Product
   d. NTP Sent Date
   e. Additional Info Required
   f. Submission Status

The first click on any of the above criterion will sort submissions in ascending order. A second click will sort the submissions by that criterion in descending order.

III. "NTP " tab

1. If you are in a submission, by clicking on the "NTP" tab you will be able to view all the versions of NTP for that submission.

2. By clicking on the link under "NTP ID", a new window will open that will include that version of the NTP. Please note that the number that appears after the "-" in the NTP ID is the version number of the NTP.
3. If the LCBO requires additional information for that submission, the "Additional Information" button will be visible. By clicking on the "Additional Information" button, a new window will open that identifies the information that the LCBO requires. The additional information required for the latest version of the NTP overrides all previous requirements.

Completing Additional Information

Once you click on the "Additional Information" button, a new window will open that will include that additional information that the LCBO is requesting.

The image below shows all available options but you are likely to see variation of the different combinations of the following four sections:

    a. Label Examination Form
    b. Upload Certification Documents
    c. Confirm UPC and SCC Codes
    d. Product Date Coding Form

You are able to save the information as often as you need, however, the LCBO will not be able to see the completed sections until you click the "Submit" button.

I. Label Examination Form

In this section you will be able to complete the Label Examination Form and upload up to 3 files of images of the labels that may be on the bottle.

Once you click the "Submit" button on the bottom of the page, the "Preview Label Examination" button will become visible and you will be able to view and print the completed form.
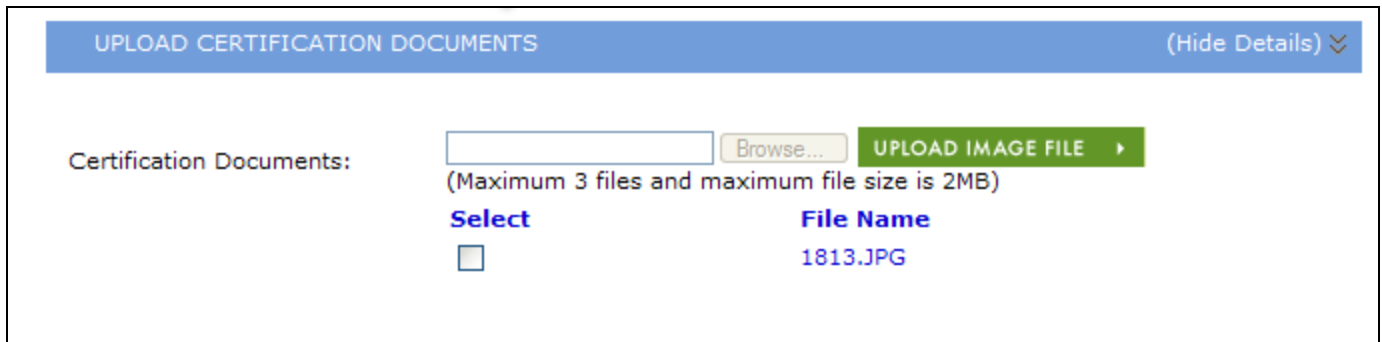
II. __Upload Certification Documents__

In this section you will be able to upload any certification documents that apply to the submission, e.g. Organic certification, VQA certification, etc.

Click on "Upload Image File" and a window will pop up where you can indicate the location of the image file you wish to upload. Once uploaded, you have the option to remove it and upload a different document. However, once the information is submitted you are not able to change it.
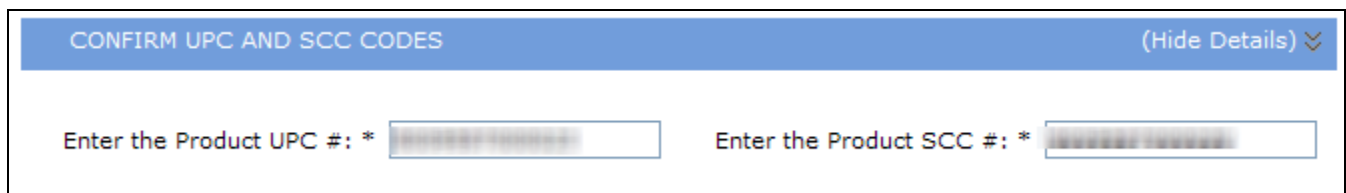

III. __Confirm UPC and SCC Codes__

The LCBO may request that you confirm or provide the UPC and SCC Codes.

Please ensure that you enter valid UPC and SCC codes otherwise, upon saving you will receive an error message that the UPC and SCC codes are invalid.

If the UPC and SCC codes are valid but different from what was previously entered in the submission, you will be asked to confirm that the most recent codes you entered are correct and that they should replace the previous entries.

IV. __Product Date Coding Form__

In this section you will be able to complete the Product Date Coding Form.

Wherever a 🔲 is clicked, you will be presented with a sample of the expected data.

Once you click the "Submit" button on the bottom of the page, the "Preview Label Examination" button will become visible and you will be able to view and print the completed form.