

LCBO

LCBO Fee Schedule for Non-compliance to Purchase Order Terms and Conditions (Effective April 1, 2024)

No.	Non-Compliance to Purchase Order Terms & Conditions	Handling and Administration Fee
Non-compliance of Product Attributes		
1	Shipping new products with different UPC than submitted in NISS	\$500.00 per product per order
2	Shipping new products with different SCC than submitted in NISS	\$500.00 per product per order
3	Changing the UPC of existing products without prior notification	\$500.00 per product per order
4	Changing the SCC of existing products without prior notification	\$500.00 per product per order
5	Notifying of currency change after the purchase order has been issued	\$500.00 per product per order
6	Failure to proactively advise LCBO of Vintage year changes for Frontline Vintage products	\$500.00 per product per order
7	Changing the quote price of an existing product after the purchase order has been issued	\$500.00 per product per order
Non-compliance with Purchase Order Details		
8	Changing the INCOterms (eg FOB or ExCellar) or pick-up location after the purchase order has been issued	\$1500.00 per order
9	Failure to proactively advise the LCBO of a vendor number change for a product which has open purchase orders	\$1500.00 per order
10	Changes (initiated by an agent or supplier) to a purchase order supporting an upcoming promotion or Summer Closure program, after the purchase order has been issued	\$1500.00 per order
No. Purchase Orders issued for Summer/Other Closures		
11	Purchase Orders issued to support vendor summer/other closures	\$500.00 per order up to 4 orders issued \$750.00 per order for 5 to 9 orders issued \$1000.00 per order for 10 or more orders issued
No. Non-Compliance with The WEBPO Manual or Vendor Performance Program Guidelines		
12	Failure to confirm receipt of the Purchase Order through WebPO or EDI within two (2) Business Days of the LCBO's issuance of the Purchase Order	\$50.00 per order
13	Failure to confirm the Purchase Order as Ready to Ship through Web PO or EDI on or before the Scheduled Ship Date or the end of the Vendor Prep Time (Scheduled Arrival Date minus the Transportation Lead Time)	\$50.00 per order
14	Failure to use WebPO to request any changes to the purchase order	\$500.00 per product per order

For more information, please contact merchandising.support@lcbo.com