



# VENDOR PROFILE

**ALL FIELDS MUST BE TYPED IN CAPITAL LETTERS. THE FORM WILL NOT BE ACCEPTED IF HAND-WRITTEN**

Vendors must complete and submit this form to be added to the LCBO vendor database and to obtain access to the LCBO's iSupplier application.

The LCBO will not issue any purchase orders to a vendor until it has been added to the LCBO vendor database.

Vendors may use this form 1) to register as a new vendor or 2) to change information previously submitted to the LCBO.

Before submission to the LCBO, ensure the form is signed at the bottom of page 2.

**New product vendors and product vendor name changes: Forward completed form to the applicable LCBO category manager**

**New Marketing vendors and Marketing name changes: Email completed form to [marketinginvoices@lcbo.com](mailto:marketinginvoices@lcbo.com)**

**For all other changes to existing vendors: Email completed form to [accounts.payable@lcbo.com](mailto:accounts.payable@lcbo.com)**

| VENDOR INFORMATION                         |             | New                                       | Change                            | No change                        |
|--|-------------|---|-----------------------------------|----------------------------------|
| Legal Vendor Name (insert full legal name) |             |   |                                   |                                  |
| Vendor Number                              |             |   | Canadian GST/HST Registration No. |                                  |
| Street No.                                 | Street Name |   | Unit/Suite                        |                                  |
| City/Town                                  |             | Province/State/Region                     |                                   | Postal/Zip Code                  |
| Country                                    |             | Country Code - Area Code - Phone # - Ext. |                                   | Country Code - Area Code - Fax # |

| CONTACT INFORMATION   |  | New | Change | No change |
|---|--|-----|--------|-----------|
| <p>Complete the "Finance" section below with the name and email addresses of the Vendor contact(s) who are authorized by the Vendor to receive an iSupplier user ID and to receive LCBO payment notifications. Vendor information will not be finalized and payment will not be issued until iSupplier registration is complete. Each iSupplier username issued to the Vendor must be used only by the designated authorized user. The email address shown for each authorized user should include the Vendor's company name (e.g., <a href="mailto:jsmith@acmewines.com">jsmith@acmewines.com</a>). If the Vendor does not have an Internet domain name, you may indicate a different email address. The LCBO may contact the Vendor to authenticate the identity of the authorized user in such a case. Each person registered as an iSupplier authorized user will be set up with "Manage My Profile" access, which provides the ability to view the Vendor's transactions, view/modify the Vendor's addresses, contact names and business classifications in the LCBO database, and to request changes to modify, add and/or remove iSupplier authorized users on behalf of the Vendor. For more information on iSupplier, please visit our website at <a href="http://www.lcbotrade.com">www.lcbotrade.com</a> and refer to the attached terms and conditions.</p> <p>Complete the "Sales" section below with the name and email addresses of the Vendor's sales contact(s).</p> |  |     |        |           |
| Finance Contact Email Addresses (type in lowercase)   |  |     |        |           |
| 1)  |  |     |        |           |
| 2)  |  |     |        |           |
| 3)  |  |     |        |           |
| Vendor/Sales Contact Email Addresses (type in lowercase)  |  |     |        |           |
| 1)  |  |     |        |           |
| 2)  |  |     |        |           |
| 3)  |  |     |        |           |

| NAME CHANGES                |                                    |
|-----------------------------|------------------------------------|
| Previous Legal Vendor Name  |                                    |
| Previous LCBO Vendor Number | Effective Date (mm/dd/yyyy)<br>/ / |

**PROCEED TO PAGE 2**

**ELECTRONIC BANKING INFORMATION**

New

Change

No change

\*Account name on bank records must match your legal vendor name. Payments may be delayed if account currency and purchase order currency differ.

Name of Financial Institution

|            |                       |                         |
|------------|-----------------------|-------------------------|
| Street No. | Street Name           | Unit/Suite              |
| City/Town  | Province/State/Region | Postal/Zip Code Country |

|   |                    |                |                  |
|---|--------------------|----------------|------------------|
| <b>Complete this section for Banks Residing in Canada</b> | Institution Number | Transit Number | Account Currency |
|   | Account Number     |                |                  |

|  |  |                        |
|--|--|------------------------|
| <b>Complete this section for Banks Residing Outside Canada</b> | International Bank Account Number (IBAN)   |                        |
|  | Routing/Swift Code   | Account Currency       |
|  | <b>INTERMEDIARY BANK DETAILS – APPLICABLE ONLY FOR PROCESSING PAYMENTS IN CANADIAN FUNDS</b> |                        |
|  | Name of Financial Institution  |                        |
|  | Street No.   | Street Name Unit/Suite |
|  | City/Town  | Province/State/Region  |
| Postal/Zip Code  | Country Routing/Swift Code   |                        |

The Vendor 1) certifies that all information provided above is correct and complete, 2) authorizes and directs the LCBO to make payments to the Vendor at the bank set out above, and 3) accepts the iSupplier Terms and Conditions attached hereto.

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Full Name (typed)

\_\_\_\_\_  
Authorized Signature (hand-written)

\_\_\_\_\_  
Business Title

|  |                               |               |
|--|-------------------------------|---------------|
| <b>INTERNAL USE ONLY<br/>APPROVAL BY LCBO MANAGEMENT</b> |                               |               |
| _____<br>Print Name                                      | _____<br>Authorized Signature | _____<br>Date |



## TERMS AND CONDITIONS FOR ACCESS TO iSUPPLIER APPLICATION

The following terms and conditions govern the use of the Liquor Control Board of Ontario (“**LCBO**”) Web-Based iSupplier Application (the “**Application**”).

In these terms and conditions, “**Trading Partner**” means the LCBO trading partner (such as, for example, a supplier) who is authorized by the LCBO to access the Application, and “**User**” means an individual who uses the Trading Partner’s user name and password for the Application. By using the Application, the Trading Partner agrees to be bound by the following terms and conditions.

1. The Trading Partner may apply for user names and passwords for more than one individual. Each such user name and password is to be used by a single person in the Trading Partner’s organization. The Trading Partner confirms that it grants authority to each individual who is given a user name and password to legally bind the Trading Partner. The LCBO will consider all actions taken by an individual using a user name and password assigned to the Trading Partner to be duly authorized by the Trading Partner. The Trading Partner shall be bound by all information, applications, agreements and instructions submitted to the LCBO through the Application using a user name and password assigned to the Trading Partner.
2. The LCBO reserves the following rights, each of which it may exercise in its sole discretion at any time: (i) to limit the time period during which access to the Application will be made available; (ii) to modify the manner in which it makes information or services available through the Application; (iii) to modify the manner in which it reports and presents data in the Application; (iv) to modify the type of information or services that it makes available through the Application; (v) to discontinue providing information or services through the Application to the Trading Partner; and (vi) to cancel this agreement.
3. The Trading Partner shall keep its user names and passwords for the Application confidential. The Trading Partner is responsible for the security of its user names and passwords. The Trading Partner shall follow such procedures, controls, instructions and guides as the LCBO may reasonably require (and in the absence of any such requirements, the Trading Partner shall use commercially reasonable controls and procedures) in connection with the Application and for safeguarding the user names and passwords assigned to the Trading Partner. The Trading Partner’s user names and passwords will enable a User to obtain access to all of the information that the Trading Partner submits or is able to access through the Application or that the LCBO may make available from time to time and to make full use of all related Application features. The Trading Partner authorizes the LCBO to provide access to the Trading Partner’s information or applications to anyone using the Trading Partner’s user names and passwords.
4. The Trading Partner is responsible for: (i) all activities that occur using its user names and passwords, and (ii) notifying the LCBO of any unauthorized use of any of its user names or passwords. The Trading Partner shall notify the LCBO promptly of any changes in the Trading Partner information and User information submitted in connection with the Trading Partner’s application for access to the Application to ensure that it is kept accurate and complete. Without limiting the previous sentence, **the Trading Partner shall notify the LCBO promptly in writing whenever a User ceases to be employed by the Trading Partner or the Trading Partner wishes to revoke a user name and password for any reason.**
5. The LCBO’s records will, in the absence of obvious error or except as otherwise agreed by the LCBO, be conclusive evidence of the information the LCBO receives from the Trading Partner, and the transactions between the LCBO and the Trading Partner, resulting from the Trading Partner’s use of the Application.
6. Any information provided by the LCBO is believed to be accurate and reliable. However, the LCBO does not guarantee that such information is accurate or complete or current or error-free at all times. Such information is provided for informational purposes only. The LCBO is not responsible for any error in such information. The Trading Partner’s exclusive remedy against the LCBO for any error in such information is limited to the correction of any erroneous information.
7. USE OF THE APPLICATION IS AT THE TRADING PARTNER’S SOLE RISK. THE APPLICATION IS PROVIDED STRICTLY ON AN “AS IS”, “AS AVAILABLE” BASIS. TO THE MAXIMUM EXTENT PERMITTED BY LAW, THE LCBO DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS RELATING TO THE APPLICATION (INCLUDING, WITHOUT LIMITATION, WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USAGE OF TRADE). LCBO DOES NOT WARRANT, REPRESENT, GUARANTEE OR COVENANT THAT THE APPLICATION WILL BE UNINTERRUPTED OR ERROR FREE, NOR DOES LCBO MAKE ANY WARRANTY, REPRESENTATION, GUARANTEE OR COVENANT AS TO THE RESULTS THAT MAY BE

OBTAINED FROM THE USE OF THE APPLICATION OR AS TO THE ACCURACY, RELIABILITY OR CONTENT OF ANY INFORMATION OR SERVICE ON THE APPLICATION. THE LCBO SHALL NOT BE LIABLE FOR ANY DELAY OR FAILURE TO PROVIDE ACCESS TO THE APPLICATION OR INFORMATION OR SERVICES AVAILABLE ON THE APPLICATION FOR ANY REASON WHATSOEVER INCLUDING, WITHOUT LIMITATION, SYSTEMS FAILURE OR TECHNOLOGICAL FAILURE OF THE LCBO'S WEB SITE OR THE WEB.

8. THE DOWNLOADING OF MATERIALS FROM THE APPLICATION IS DONE AT THE TRADING PARTNER'S OWN RISK. THE LCBO DOES NOT AT ANY TIME GUARANTEE, COVENANT, REPRESENT OR WARRANT THAT SUCH MATERIALS ARE FREE OF VIRUSES, WORMS, TROJAN HORSES OR OTHER DESTRUCTIVE CODE. THE TRADING PARTNER IS RESPONSIBLE FOR IMPLEMENTING SAFEGUARDS TO PROTECT ITS COMPUTER SYSTEM AND DATA.
9. IN NO EVENT WILL THE LCBO BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, COMPENSATORY OR PUNITIVE DAMAGES OR LOSSES, OR DAMAGES FOR LOSS OF INCOME, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, FAILURE TO REALIZE EXPECTED BUSINESS OPPORTUNITIES, LOSS OF DATA OR BUSINESS INFORMATION, OR LOSS OF OR DAMAGE TO PROPERTY, OR CLAIMS OF THIRD PARTIES, OR OTHER PECUNIARY LOSS, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE USE OF THE APPLICATION, EVEN IF THE LCBO HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES.
10. The Trading Partner shall not access or try to access restricted areas of the LCBO's computer system or perform or try to perform functions that are not authorized under this agreement or to disrupt, impair or interfere with the LCBO's computer system. If the LCBO reasonably suspects that the Trading Partner is doing so or attempting to do so, then the LCBO may take such action as the LCBO considers appropriate, without notice to the Trading Partner, including suspending the Trading Partner's access to the Application, cancelling the Trading Partner's access to the Application and cancelling this agreement.
11. This agreement in electronic form is the equivalent of an original written paper agreement between the Trading Partner and the LCBO. The Trading Partner consents to the exchange of information, documents and notices between the LCBO and the Trading Partner electronically. Without limitation, the LCBO may provide information, documents and notices to the Trading Partner to any electronic mail address provided by the Trading Partner or through any Applications that the Trading Partner is authorized to access. The LCBO, this Web Site and its server are physically located in the Province of Ontario. This agreement shall be governed by, subject to, and interpreted in accordance with the laws of the Province of Ontario and the parties agree to submit any disputes arising in connection with this agreement to the jurisdiction of the courts of the Province of Ontario.
12. All obligations of the parties and provisions of this agreement (including, without limitation, obligations of indemnification and provisions with respect to disclaimers and limitations of liability) which expressly or by implication survive termination or expiration of this agreement. In the event of termination, this agreement continues to apply and be binding upon the Trading Partner with respect to the Trading Partner's prior use of the Application.
13. The Trading Partner shall indemnify, defend and hold LCBO harmless from and against any and all claims, liabilities, damages, demands, suits, actions, losses or expenses (including all legal fees) (collectively "**Claims**") arising out of (i) the Trading Partner's use of the Application, (ii) any act or omission by the Trading Partner or its employees or agents that results in loss, damage, interference with or disruption to, the Application or the equipment or facilities of LCBO or any unauthorized or prohibited access to computer systems and data, or (iii) the Trading Partner's breach of this agreement.
14. The LCBO may change these terms and conditions at any time. Any change shall be effective immediately upon either a posting of such change on the Application or upon notification of the Trading Partner by electronic mail or conventional mail. Any use by the Trading Partner of the Application shall constitute the Trading Partner's agreement with any such change.
15. If any provision of this agreement conflicts with governing law or if any provision is held to be null, void or otherwise ineffective or invalid by a court of competent jurisdiction, (i) such provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law, and (ii) the remaining provisions shall remain in full force and effect.
16. The Trading Partner understands that access to the Application enables a User to view information regarding the Trading Partner including, without limitation, contact information, transactions between the Trading Partner and the LCBO and payments made to the Trading Partner, to vary information regarding the Trading Partner and to add and remove Users on behalf of the Vendor.