



# Information Bulletin

## Private Order Policy

To all agents

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### Effective date

Good news! After issuing its revised Private Order Policy on June 17, 2009, the Société des alcools du Québec would like to inform you that the effective date of the revised Policy and the online form to be used for submitting your private order requests has been set at October 19, 2009.

You will need a username and a password in order to access the new form. This information will be sent by e-mail on October 15 to all agents with whom we have done business in the past two years and for whom we have an e-mail address on file. If you have not received anything by October 19 or for more information, please contact the Private Order Department, at 514-254-6000, **extension 5903**.

The form will be available on the SAQ-B2B and SAQ.com websites in French and English. Once this form is available, it will be the only form that will be accepted for submitting your private order requests.

### Formats of 10 L or more

The SAQ would also like to take advantage of this Information Bulletin to inform you that formats of 10 L or more in cardboard boxes will no longer be authorized for maritime shipping. Therefore, if you indicate a format that is equal to or in excess of 10 L, you must also indicate the type of container.

### Important documents

In order to fully understand the changes brought about by the implementation of the revised Private Order Policy, we encourage you to read the following documents:

- [Private Order Policy – Version for Promotional Agents](#)
- [List of applicable storage fees for promotional agents and permit holders](#)
- [List of applicable return fees for promotional agents](#)
- [List of evaluation criteria for promotional agents and permit holders](#)
- [Case sticker](#)
- [Estimated times for product availability](#)
- [Reminder of the principles – Sale of alcoholic beverages](#)
- [Fees for non-compliant products](#)
- [Form](#)