



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

ONLINE LAUNCH OF THE SAQ CATALOG OF OFFERS

Good news! The online *Catalog of offers* of the Société des alcools du Québec is now available!

We are sending you this Information Bulletin in order to inform you of the improvements to the catalog and the new procedures associated with specialty products and renewals.

The objectives of this new catalog include acquiring improved adaptability and commercial flexibility in order to take advantage of the best business opportunities with a view to better serve our customers. In order to achieve these objectives, the SAQ will have access to a bank of offers that will be available at all times. This catalog will allow the SAQ to respond more effectively to the needs identified through the category management process while reducing time to market.

For the user, the main benefits of the *SAQ Catalog of offers* include the following:

- Intelligent form: drop-down menu
- Online retail price calculator
- Update the information, at all times, until the offer expires (e.g.: vintage, notoriety, price, etc.)
- Offer valid for 1 year for specialty products and renewals

The following types of offers are included in the *SAQ Catalog of offers*:

- Offers received following a call for tenders (AO): regular products
- Spontaneous offers (OS): specialty products
- Renewal offers (RC): all specialty products (products purchase by lot, by continuous supply and Signature products)

For more information, please consult the following sections of this document:

- Improvements to the *SAQ Catalog of offers* (Page 2)
- *SAQ Catalog of offers* – Specialty Products (Page 6)
- *SAQ Catalog of offers* – Renewals (Page 7)
- Activity Schedule (Page 8)

If you have any questions, please submit them to your respective association or to the **Service d'Assistance aux Relations d'Affaires** (Business Relations Assistance Service) at sara@saq.qc.ca

We will consolidate all the questions we receive, and we will send you the answers in an Information Bulletin entitled *Questions and Answers – SAQ Catalog of offers*, which will be published on the SAQ-B2B electronic portal in mid-November.



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

IMPROVEMENTS TO THE SAQ CATALOG OF OFFERS

The *SAQ Catalog of offers*, online since October 28th, allows you to submit, visualize and modify information concerning your offers that you will submit to the SAQ. You can access the catalog through the SAQ-B2B or GWS online portals using your current access.

You will find the new section entitled *Catalog of offers* on the *My Products* page (formerly named *Catalog*).

Catalogue of offers

You can view and edit the data concerning your offers.

[View my catalog of SAQ offers](#)

If you choose this link, you will have access to all your offers (draft, submitted, in processing, etc.) for your regular and specialty products. You can also select specific columns (Status, Product Name, Colour, Expiry date of the offer, etc.) from this page for a customized view.

Note: Offer for a specialty product or a renewal is valid for 1 year. You can use the *Expiry date of the offer* column to manage your offers.



My offer catalog - Home

Offer Number	Product	Offer Type	Status	Expiry date of the offer	Communication	Action to accomplish
OS-102906	Château Untel ABC	Spontaneous offer	In final process	October 06 2010	View results	
RC-102911	Château BCBG	Renewal Offer	Awaiting final pieces	October 06 2010		Submit the samples Submit the labelling
AO-102916	Liqueur d'Anastasia	Call for Tenders Offer	Draft (Delete)			
OS-102925	Domaine ancestral	Spontaneous offer	Draft (Delete)			
OS-102964	Domaine ancestral grande réserve	Spontaneous offer	Draft (Delete)			
OS-102988	La Grande Plénitude	Spontaneous offer	Draft (Delete)			
AO-102994	Le Rosé du marais	Call for Tenders Offer	Draft (Delete)			
RC-102909	Bon baisé de France	Renewal Offer	Submitted (Cancel)	October 06 2010		

[Select columns](#)

1 [See the SAQ call for tenders and the search notifications](#)

2 [Create a renewal offer](#)

3 [Create a spontaneous offer](#)

4 [Create a spontaneous offer from an existing offer](#)



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

Hyperlinks are available at the bottom of this page for your convenience:

- 1 [See the SAQ call for tenders and search notifications:](#) Consult and respond to calls for tenders for regular products or consult specific needs for new specialty products.
- 2 [Create a renewal offer:](#) for all specialty products (products procured by lot, continuous supply products, and Signature products) already in the SAQ directory.
- 3 [Create a spontaneous offer:](#) for all new specialty products (products procured by lot and Signature products).
- 4 [Create a spontaneous offer from an existing offer](#)

Intelligent form

If you choose to create a spontaneous offer or an offer in response to a call for tenders, you will find an intelligent form that includes a drop-down menu that will facilitate the completion of your offer (product type, controlled designation, etc.).

Note: a spontaneous offer (specialty products) is valid for 1 year. Therefore, you must keep it updated, at all times, throughout the period of validity (available quantity, vintage, notoriety, price, etc.)

Spontaneous offer



Offer number : OS-100932 Tarif : CA\$ 195

Product :

* Required information if the field is editable

Product details

Product name *

Product nature *

Family *

Product type *

Country of origin *

Controlled designation *

Region *

Subregion 1 *

Subregion 2 *

Subregion 3 *

Subregion 3 *




Information Bulletin

SAQ Catalog of offers

To all agents and suppliers


If you choose to create a renewal offer, you will find the current information concerning your product that has been entered in our database. It is important to update your offer, at all times, throughout the period of validity (available quantity, vintage, notoriety, price, etc.).

Some of the information requested will have a help button  in order to provide you with more details in terms of what we require.

Offer details

Distribution network *


Category * N/A
[Incoterm](#)

Supplier price (per case) * 

[Suggested retail price](#) Not calculated

Specify the authorized reduction so that your product can be retained for the SAQ Dépôt banner % (15% minimum)

Make-ready time of the order (days) *

Available quantity (cases) * 

Allocated quantity (cases)

End date of the allocation


Choose the currency applicable to the sold product(s) at the SAQ by the supplier registered in the Contact section.
The currency is one of the elements which must be selected to start the "calculation of the price".

Calculating the retail price online - Calculator

You can now calculate the retail price online from the catalog. You can calculate the estimated retail price or the supplier's price in the *Offer details* section.

Calculator

Request OS-100103

test catégorie 

Calculated at **November 10, 2009** according to the last published rates.

Requested supplier price XEU
Requested retail price CAD

Calculated prices	
Supplier price	Retail price
125.00 XEU	68.50 CAD

[Accept](#)
[PDF Version](#)

[See list of exchange rates](#)

The retail prices are shown in Canadian dollar and respect the [policy of rounding prices](#) SAQ.



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

Search notifications

You can access “SAQ calls for tenders and the search notifications” using the hyperlink that appears under the *My Products* tab, or by selecting the *Call for Tenders* tab. The SAQ will publish the specific needs to be met for specialty products and calls for tenders for regular products.

The screenshot shows the SAQ B2B interface. At the top, there is a navigation bar with the SAQ B2B logo and a 'Log out' button. Below the navigation bar, there are several tabs: Desktop, My Products, Marketing Information, Call for Tenders, Transmission of Info. to Agents, and Administration. The 'Call for Tenders' tab is selected. Below the tabs, there is a search area with a 'Keyword(s)' input field, a 'Received Date' dropdown menu, a 'Product Line' dropdown menu, and a 'Search' button. To the right of the search area, there is a checkbox labeled 'View Unread Active Call For Tenders'. Below the search area, there is a 'Sort Offers by:' section with three radio buttons: 'Product Line', 'Received Date' (which is selected), and 'Time Left'. Below the sort options, there is a link: 'View the SAQ Call for Tenders History'. Below the link, there is a note: 'Click on the title of the Call for Tenders to view its details or to suggest a product to the requesting buyer.' Below the note, there is a section titled 'Active Calls for Tenders' with a button labeled 'Mark All Call For Tenders as Read'. Below this section, there is a table with the following data:

Created by	Title	Product Line	Received Date	Time Left
Société des alcools du Quebec.	AO - Regular product - Analysis period Febuary 2010		2009/11/06	12 Day(s)
Société des alcools du Quebec.	Search Notification - Beer flavored	Beer	2009/11/06	12 Day(s)
Société des alcools du Quebec.	AO - Specialty Product - Rosé Wine 2009 Vintage	Wine	2009/10/30	5 Day(s)

Note: Other than its access and the improvements mentioned in this Information Bulletin, no changes have been made to the offer presentation form. For more information concerning the operation of the various applications of the catalog, please contact the **Service d'Assistance aux Relations d'Affaires** (Business Relations Assistance Service) at sara@saq.qc.ca.



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

SAQ CATALOG OF OFFERS – SPECIALTY PRODUCTS

We have modified the selection process for specialty products in order to allow us to identify market opportunities more quickly and to complete or optimize the selection of products in the various categories.

Presentation process for a new specialty product

From now on, you can:

- submit or withdraw a product offer at any time
- update an offer at any time until it expires
- calculate the retail price online

In addition, you will receive a response once your offer has been analyzed.

Note: Each offer is valid for 1 year and a fee of CA\$ 195 applies (non-refundable).

Selection process for a new specialty product

The SAQ will consult the *Catalog of offers* on an ongoing basis, according to opportunities and needs:

- Offers that are identified as opportunities and that meet certain needs will be analyzed.
- A response will be sent to suppliers and agents following this analysis.

Note: A category or sub-category may be analyzed several times per year. However, the SAQ will establish specific periods of analysis in order to ensure that each offer is analyzed at least once per year. This schedule will be published at a later date.

Search Notifications

In addition to analyzing the offers submitted via the *SAQ Catalog of offers*, the SAQ may publish a search notifications for more specific needs (e.g.: specific operations) or for the purpose of increasing the number of offers submitted for a specific category.

Note: The SAQ will no longer publish calls for tenders for specialty products (with the exception of Related Products and Gift Packs).



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

SAQ CATALOG OF OFFERS – RENEWALS

The *SAQ Catalog of offers* will improve the supply process and the total offer of specialty products in the outlets. To this end, the SAQ will carry out a periodical review of categories in order to determine its needs. Offers for renewals can be submitted for all specialty products that are already marketed by the SAQ (products purchase by lot, continuous supply, and Signature products).

Presentation process for a new renewal offer (valid for 1 year)

From now on, you can:

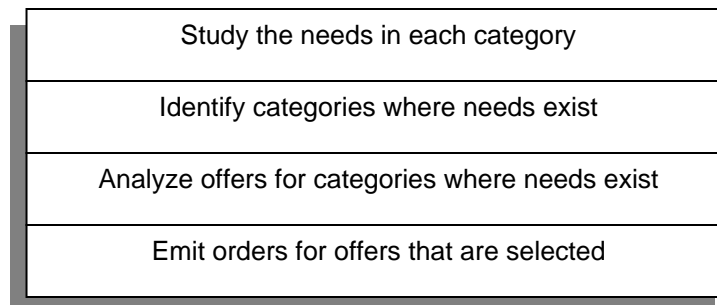
- submit or withdraw a product offer at any time
- update a proposal at any time until it expires
- calculate the retail price online

In addition, you will receive a note confirming that an order will be emit later. You may also receive several orders for the same offer.

Note: Processing fees do not apply to a renewal offer.

Periodic management cycle for renewals

The following diagram outlines the periodic management cycle for renewals:



Note: A response will not be sent to an offer in a category in which no needs have been identified by the SAQ. However, the offer will remain valid for a period of 1 year. Therefore, it will be evaluated at every period.



Information Bulletin

SAQ Catalog of offers

To all agents and suppliers

ACTIVITY SCHEDULE

Activity	Date
Calls for Tenders for regular products C10PL1	Early November 2009
Beginning of online responses for new specialty products	December 2009
Renewals	<i>See Renewal transition period*</i>

***Renewal transition period**

Beginning October 24:

- All new renewal offers must be submitted via the new *SAQ Catalog of offers*.
- Parallel management between the previous system and the new *SAQ Catalog of offers* will take place during the transition period.
- Responses will be sent before December 31, 2009 for all offers submitted using the previous system.
- Once the transition period has expired, management of renewals will be carried out exclusively via the new *SAQ Catalog of offers*.