



Information Bulletin

Private Orders

To all agents

Details on the rollout of new technology tools at the Private Orders Department

Monday, October 3, 2011, saw the rollout of new technology tools at the Private Orders Department. For details on the rollout dates, please see the [implementation schedule](#).

New website

The new website, whose address is:

<https://commande.saq.com/CommandePrivee/pagesNonSecurisees/login.seam?cid=2408>, include the following new sections:

- [Home page](#)
- [My Drafts](#)
- [My History](#)
- [My Suppliers](#)
- [My Profile](#)

Other relevant information

- **Storage fee invoice:** your storage fee invoices and your invoicing details will be sent to you by email.
- **Release notification:** you will receive a release notification when a product in your request is released. This means you will no longer have to wait until all the products are available before ordering.
- **New follow-up procedure for your requests:** private order follow-up requests will now be handled exclusively by email and should be sent to the following address: infocommandes.privees@saq.qc.ca
- **New structure within the Private Orders Department:** responsibilities will be redefined within the team. Here is the new [employee telephone list](#). We want to thank Claudette Dugas-Vanasse and Valérie Frenette for their contribution and professionalism. We wish them every success in their next assignment.

For more information about the subjects covered in this bulletin, please contact Julien Laurin by email at the following address: j.laurin@saq.qc.ca.