



Information Bulletin Renewal

To all agents and suppliers

Launch of the new Web-based application

Further to the Information Bulletin that was issued on November 7, which notified you of the temporary delay in accepting Renewal Request forms, the *Société des alcools du Québec* would like to inform you of the launch of the Web-based application for Renewal Request.

You can now prepare your Renewal Requests for all of your active speciality products that are procured in lots online, for analysis and processing by the SAQ beginning January 7, 2008.

Benefits

1. Creating and submitting Renewal Requests using a Web-based form whose **conformity is measured directly online**, which means the elimination of the Excel Renewal Request form, the elimination of the Excel Label Analysis Exemption form, and no more need to send e-mail messages.
2. Saving significant amounts of time and energy by accessing **one product catalogue per supplier**, which will eliminate the repetitive inputting of information that already exists in our database.
3. Keeping the SAQ up to date with respect to **new information** that is relevant to **purchasing decisions** by using a larger Comments field and new fields, including Annual allocation (reserved quantity for Québec) and Recognized publications or awards.

Major changes

- In order to submit a Renewal Request, you must access your user account through one of the following portals: www.saq-b2b.com or www.globalwinespirits.com.
- Only Renewal Requests that are submitted using the Web-based form will be accepted. Requests that are received by fax will not be processed.
- It will now be **mandatory for an agent to obtain a special revocable power of attorney** from the supplier **in order to submit a Renewal Request**. The majority of agents are already mandated by their suppliers to submit requests for renewals and price changes. The requirement to have the supplier provide written confirmation of the price would then be an irrelevant additional step. Once the power of attorney has been obtained, this step will be eliminated for everyone concerned.



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- If necessary, consult the document entitled Instructions for special revocable power of attorney, which is available through the B2B electronic portal. We recommend that you act before the end of December 2007 in order to ensure that your requests are processed once the evaluation of renewal requests resumes on January 7, 2008.

General information – New method for submitting Renewal Requests

Submission	New Web-based submission method You can now submit a Renewal Request directly online via the electronic portal to which you subscribe. In order to generate a Renewal Request, access the Product Management tab from your user account, and choose “Create a new request” in the Renewal section. Verify the information that appears, and correct it using the “Edit” button, if necessary.
Period	Start of analysis: Monday, January 7, 2008
Response	The SAQ will confirm whether your Renewal Request has been accepted or refused. If the product is renewed, you will receive the instructions to follow online. Please note that, effective immediately, in order for a label (label, back label and neck label) to be accepted for analysis, it must be submitted in JPEG format.

For more information, please contact the
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