



# Order Renewals

## Upcoming Web-based application

Temporary delay in Renewal Request reception  
To all agents and suppliers

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The *Société des alcools du Québec* would like to inform its business partners that it is preparing to introduce a Web-based application for Order Renewal Request forms in mid-December 2007. In order to ensure the effectiveness of the transition of technological tools, the SAQ will temporarily stop receiving Order Renewal Request forms, including those for the SAQ Signature banner. This will take effect as of November 9, 2007, at 12:00 noon local time in Montréal.

In addition to ensuring the effectiveness of the technological transfer, this temporary delay in processing renewal requests will allow the SAQ to finalize the analysis of the requests that it has already received, and to send out responses before the holiday period.

The SAQ's requirements for the 2007 holiday period and up to the spring 2008 period have been met, which means that this temporary stoppage will not impact our stocks. In light of this, positive responses to renewal requests that are submitted to us before the deadline will be rare. The SAQ is counting on your sound judgement and your usual cooperation in sending only those requests that cannot wait until after the holiday period for processing.

Information concerning the procedure to follow in order to access the new Web-based Order Renewal Request form will be sent to you in mid-December. At that time, you will be invited to prepare your requests online for analysis and processing from the SAQ as of January 7, 2008. The sales results for the holiday period will be known by that time, and therefore, January will be an appropriate time for the SAQ to make decisions concerning its future purchases.

### **Web-based application for Order Renewal Request forms**

#### **Advantages**

1. Creating and submitting order 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 the e-mail message.
2. Saving significant amounts of time and energy by accessing a **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 new fields, including Annual allocation (reserved quantity for Québec), Acknowledged contest or publication, and a larger Comments field, etc.



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### Important changes

- 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.

If you need more information, please consult the document entitled [Instructions for special revocable power of attorney](#), which is available through the B2B electronic portal. We recommend that you proceed 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.

- **New product certification** resulting from a decrease in requests for samples, labels, and analysis reports (major review of the SRSE rating). You will receive additional information in mid-December.

For more information, please contact the  
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(Business Relations Assistance Service)  
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