



To all agents and suppliers

Procedure for Changing a Product's Supplier

Here are the steps to follow when a product is acquired and marketed by a new supplier, be it due to an acquisition (a takeover of a company by another company), a change in company management (e.g. a split between two owners), a resumption of responsibility for marketing by the supplier or an error in an offer (wrong supplier specified in the offer):

- In a letter written on its official letterhead, the current supplier informs us:
 - that it will no longer be supplying the product (include the list of products)
 - of the name of the new supplier from whom the product will be purchased
 - the effective date of this change, and
 - provides a notice of revocation of the limited revocable power of attorney of the currently designated agent.

- In a letter written on its official letterhead, the new supplier informs us:
 - that it is taking over the sales and marketing of the product (include the list of products)
 - of the date on which it will begin or once again begin selling the product, and
 - if applicable, sends a new [Notice of appointment and limited revocable power of attorney for suppliers of alcoholic beverages](#).

The documents should be emailed to fournisseur.amm@saq.qc.ca.

If the supplier is new to the SAQ, it must also fill out the [Banking information form](#) and email it to the Supplier Accounting Department at comptabilitefournisseurs@saq.qc.ca.

We also remind you that the new supplier's banking institution and warehouse must be in the same country.

For more information, please contact
the **S**ervice d'**A**ssistance aux **R**elations d'**A**ffaires (SARA),
our business relations assistance service,
at sara@saq.qc.ca or 514 254-2711.