



To all agents and suppliers

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### Case Packaging Changes

Suppliers must comply with the number of sales units per case shown on the purchase order.

For safety reasons and to avoid inventory discrepancies, cases cannot be glued or otherwise attached together in any way. For example, it is forbidden to glue together two six-unit cases to make a 12-unit case.

If a case packaging change is required for a **regular product**, the supplier must inform us of the change as soon as possible by emailing a message with the following information to [selectiondesproduits@saq.qc.ca](mailto:selectiondesproduits@saq.qc.ca):

- the product code
- the product name
- the new number of sales units per case
- the new supplier purchase price for the case, which must maintain the same retail price
- the new bottle bar code (UPC/EAN-13) and case bar code (SCC/EAN-14). Note that as long as there remains inventory with the preceding SAQ product code, the bar code cannot be switched to the new code
- the new shipping carton data:
  - length (cm)
  - width (cm)
  - height (cm)
  - weight in grams (g) or kilograms (kg).

Case change requests for **specialty products** must be indicated in the renewal offer for the product in the SAQ Catalog of Offers.

For more information, please contact  
the **Service d'Assistance aux Relations d'Affaires (SARA)**,  
our business relations assistance service,  
at [sara@saq.qc.ca](mailto:sara@saq.qc.ca) or 514 254-2711.