



Information Bulletin

To all suppliers and agents

New form Limited Revocable Power of Attorney for Suppliers of Alcoholic Beverages

We have updated the Limited Revocable Power of Attorney for Suppliers of Alcoholic Beverages form. Here are the details:

Form

The document is available in the Power of Attorney section of the Policies and Standards tab on the SAQ-B2B.com website.

Note that **ALL** sections of the form must be completed. Any missing or erroneous information will nullify the power of attorney. If necessary, we will send you a correction request. You should make the corrections directly on the form and resubmit it to us.

Process

For new suppliers, the power of attorney number is not required in order to submit an offer.

However, if a product is selected for sale, when the supplier receives the final request for documentation, it will also receive the following notice:

Please be sure the agent entered for the new product offer is authorized to represent you for SAQ purposes by having a power of attorney. Otherwise, you must fill out the power-of-attorney form found in the Power of Attorney section of the Policies and Standards tab on the www.saq-b2b.com website.

The new email address to be used when submitting the document is procurement@saq.qc.ca

Orders may be issued even if the power of attorney form is awaiting processing.

Effective date

These changes go into effect on **January 24, 2019**. Please note that only the new form will be considered and processed after that date. However, current powers of attorney and those currently being processed remain valid and require no further action on your part.

For more information, please contact
our Business Relations Assistance Service (SARA)
through [Contact SARA](#) or at 514 254-2711.