

To: All Suppliers Using CHEP Pallets
From: Manitoba Liquor & Lotteries – Supply Chain
Date: September 17, 2026
RE: PO Number Required for Inbound Shipments using CHEP Pallets

Effective immediately, all liquor suppliers who ship product to Manitoba Liquor & Lotteries (MBLL) using CHEP pallets are required to include the valid MBLL Purchase Order (PO) number when reporting CHEP transactions. This is a CHEP requirement and is necessary to ensure CHEP transaction records can be reconciled with actual inbound shipments to MBLL.

REFERENCE

Reference

OTHER REFERENCE

Other Reference



Sender	Receiver	Date of Dispatch	Reference 1	Reference 2	Reference 3
ABC	XYZ	20220630	899XXXXXXXXX	12345678	XXXXXXXXXX



The MBLL PO number must be entered in the Reference #3 field in the CHEP portal for all inventory shipped to MBLL. All transactions reported through EDI or FTP will require updates to your system and settings. For manually reported transactions, please ensure all employees are made aware of this requirement for future reporting.

Inbound shipments reported without a valid MBLL PO number in the Reference #3 field may be subject to rejection and/or a Proof of Delivery (POD) request to reverse the transaction in the CHEP system.

All Bill of Lading documentation should be clearly marked with the following information:

- Valid MBLL PO number
- Pallet type
- Quantity of pallets

If you have any questions or concerns, please reach out to your CHEP representative.

Thank you for your continued partnership.