



TO: Supplier & Industry Representatives

FROM: Laurie Kennedy, Manager, Supply Chain Administration

DATE: November 23, 2017

RE: **PRICE CHANGE REQUEST FORM INSTRUCTIONS**

As mentioned in September's Supply Chain 2.0 industry meeting, Manitoba Liquor & Lotteries is introducing a number of process improvements to improve efficiency. We have updated the existing Price Change Request form on MBLLpartners.ca to resolve several recurring submission problems. Changes to the form include:

- Required columns are identified by a red asterisk (*).
- Detailed guidelines are listed on the INSTRUCTIONS tab of the form. Please review carefully.

In order to have your price change submission processed:

- All products listed on the Price Change Request Form must have freight, exchange or retail price change(s). **Do not** list any products that do not have changes to their prices.
- All required fields (marked with *) must be completed with up-to-date information.
- All products listed must be eligible for price changes.

CORRECTING ERRORS

Submissions containing multiple errors will be sent back to the agent with a courtesy explanation and opportunity to correct and resubmit within a specified timeframe.

COMPETITIVE PRICE CHANGES

Detailed criteria for products to qualify for Competitive Price Changes are outlined on the INSTRUCTIONS tab of the Price Change Request form. Competitive products **must** be from the same country of origin, the same retail price and same package size. Products that do not meet these criteria will not be considered for competitive price changes.

With your assistance we will ensure our product data remains accurate and up-to-date at all times.

If you have any questions or would like assistance filling out the revised form for the first time, please contact me at laurie.kennedy@mbll.ca or 204-957-2500 ext. 2840.

A handwritten signature in blue ink, appearing to read "Laurie Kennedy", is positioned above the typed name.

Laurie Kennedy,
Manager, Supply Chain Administration