

BevHub

SUPPLIER TRAINING GUIDE
PRELIMINARY
APPLICATION



AUGUST 25, 2020

BevHub

SUPPLIER TRAINING GUIDE

PRELIMINARY APPLICATION

INTRODUCTION:

BevHub is ANBL's onboarding portal designed to list new products and reorder existing products.

This training guide is for the short-list preliminary application. Once your product is approved you will be required to fill out a full-listing application that will require additional data (please see Supplier Training Guide - BevHub - Full Application).

LOGGING IN:

Log into BevHub using the credentials provided to you by ANBL. For best results, Google Chrome should be used as BevHub's functionality is reduced in other browsers and some features do not work properly.



DASHBOARD INTRODUCTION:

Once logged into BevHub, you will see a list of all your current BevHub applications. On the left-hand side of the screen there are various filters that can be used to find an existing application. At any point during the application process you will be able to save your progress. To recall your application, enter the application number in the request number field and click on the desired application. Click “Edit” near the top of the screen to continue with your application.

The screenshot displays the ANBL Product Listing Request dashboard. The top navigation bar includes the ANBL logo and the user name 'Jennifer Hutton'. The sidebar on the left contains various filter and form options. The main content area shows a table of Product Listing Requests with columns for Request Number, Request Date, Item Class, Application Type, Product, UPC, Status, Call Name, Re-order, Preliminary Listing Request Number, and Reject Reason. The table contains three rows of data. Below the table, there are navigation buttons and a '1 - 3 of 3 items' indicator. At the bottom of the screen, there is a navigation bar with a link to 'Product Preliminary Listing Request / Liste préliminaire...' and three action buttons: 'Delete Effacer', 'Edit Modifier', and 'Print Imprimer'.

RequestNu... / Numéro de la demande	Request Date / Date de la demande	Item Class / Catégorie de l'article	Application Type / Type de demande	Product / Produit	UPC / CUP	Status / État	Call Name / Demande de propositions	Re-order / Commander de nouveau	Preliminary Listing RequestNu...	Reject Reason
APPR-00012968	6/24/2020	Other Liquor		Apple Dragon 500ml		Resubmit Application	Cider Local Producer Summer Call 2020	No		Space in thematic
ALR-00014128	6/25/2020	Beer		Dragon Tears 355ml		Resubmit Application	Beer Winter Call 2020	No	APPR-00012974	Other
ALR-00014123	6/24/2020	Other Liquor		Dragon's Spit 270ml	40507670...	Saved	Cooler Winter Call 2020	No	APPR-00012967	

BEGINNING AN APPLICATION:

To begin your prelisting application, access the correct form by clicking on the “Forms” tab at the top left of the screen then clicking on the product prelisting request.

The image shows a blue navigation bar with two tabs: 'Filters / Filtres' and 'Forms / Formulaires'. The 'Forms / Formulaires' tab is highlighted with an orange border. Below the tabs, the text 'Product Prelisting Request / Liste préliminaire des produits manquants' is displayed.

Once the initial screen opens, you will see a dropdown where you can select your call name. The call name that you select will be the one that the Assistant Category Manager communicated in the Product Listing Call notification. You will also see the product keyword search box and the UPC search box. Use one or the other to search for any previously existing products.

To begin your application, choose the call name from the dropdown list. Enter one or two keywords or the UPC in the appropriate search field to see if ANBL has carried this product before with your company. If the product is one that ANBL has carried before, please select the correct product and size from the list by clicking on the little button beside the product and choosing select product at the bottom. Depending on the search there may be more than one page of results, be sure to check all pages. If the product is one that ANBL has already carried, this will pre-populate some of the fields based on what is currently in our system. To complete the sections of the form, click on the “Vendor Details” and the “Product Details” bars below.

If no matching product appears, select new listing and it will open the blank form to be filled out.

Take note of your prelisting application request number or APPR number because it can help you to locate the application later. It is also useful to have in case you must ask a question about the details in the application.

Product Preliminary Listing Request / Liste préliminaire des produits manquants

Call Request

Call Name / Demande de propositions: *

Product Search Keyword / Mot clé de recherche de produit:

UPC Search / Recherche de CUP:

Description UPC SCC

0 items per page No items to display

Select Product New Listing

Vendor Details / Renseignements sur le fournisseur

Product Details / Détails sur les produits

Be sure to fill in all empty fields with a red asterisk beside them or edit any incorrect data before submitting the application. Please note that for a reorder you will not be able to edit the bottle size, item class or the bottle per selling unit. Changes to data within these fields merits a new product application.

BILLING VENDOR:

The first step is to select your “Bill To” vendor. This is the vendor where the invoice to ANBL for the products ordered and where the payment for those products will be sent to. It is very important that the information for these fields are correct because it can cause delays in processing the payment if wrong. Click on the dropdown beside the “Bill To” field.

If you have had products with us in the past, you will see a list of existing vendors as well as the option to create a new vendor. Select the correct vendor by locating the vendor name beside the alpha-numeric code. This code is assigned to you by ANBL when a new vendor is created and is used internally. Review the vendor information on the screen, under the “Bill To” vendor for accuracy and make edits where needed. Note: Fields in an existing vendor card may be blank, this will overwrite the mandatory field requirement.

If you are choosing a new vendor, then you will have to fill out the company name, contact name (first and last) the address and the contact email address. It is preferred that you use a generic email as opposed to a person-specific email, for example orders@xcompany.com.

Call Request

Vendor Details / Renseignements sur le fournisseur

Request Number / Numéro de la demande: * APPR-00012978

Company ID / Carte d'identité de l'entreprise: * 475

Bill to / Facturer à: *

Contact Name (First Name) / Personne-ressource (prénom): *

Address / Adresse: *

Contact Name (Last Name) / Personne-ressource (nom de famille): *

Email / Courriel: *

SHIPPING VENDOR:

The next step is to choose the “Shipping From” vendor. This is the location where the product will be picked up and is based on the Billing Vendor selected in the first step. Again, it is of utmost importance that the information is correct and up to date. Please review the information on the screen and make edits where necessary. Note: You will not be able to edit the freight terms for an existing vendor, please do not create a new Shipping Vendor. If a change to the freight terms is needed, please reach out to the assistant category manager.

For a new shipping vendor, you will have two options. If the shipping address is identical to the billing, then choose same vendor and the information will populate automatically. If the shipping address is different from the billing vendor, then please select “Other Vendor.” Note you will need to enter the company name, contact name (first and last) the address and the contact email address. Again, it is preferred that you use a generic email as opposed to a person specific email, for example orders@xcompany.com. You will also need to add the currency and freight terms.

It is the responsibility of the supplier to confirm that the freight terms are correct. Additionally, if you do not see a shipping term associated with the country that you’ve enter for the shipping address, please contact the appropriate Assistant Category Manager, as a new shipping point will have to be negotiated¹.

Shipping from / Expédition depuis :	<input type="text"/>	Name / Nom :	<input type="text"/>
Ship From Contact Name (First Name) / Expéditeur – Personne- ressource (prénom) :	<input type="text"/>	Ship From Contact Name (Last Name) / Expéditeur – Personne- ressource (nom de famille) :	<input type="text"/>
Ship From Address / Expéditeur – Adresse :	<input type="text"/>	Freight Terms / Conditions de fret :	<input type="text"/>
Ship From Email / Expéditeur – Courriel :	<input type="text"/>	Currency / Devise :	<input type="text"/>

PRODUCT DETAILS:

Once you have completed the vendor details, click on the product details banner to open the next section.

ITEM CLASS AND NAMING CONVENTIONS:

Choose your item class then enter the product name along with the size of the product. If the product is a multiple, please enter the name followed by the number of containers in the selling package and a “B” for bottles or “C” for cans. If the product is a single, enter the size followed by “ml”.

Item Class / Classe d'article :	<input type="text" value="Beer"/>
Product Name / Nom du produit :	<input type="text" value="Dragon Ale 473ml"/>

¹Freight terms indicate who is paying the freight, where the product is being picked up, and who is responsible for it. FOB Port means that the supplier pays for transportation of the goods to the port of shipment, including loading costs. The buyer then pays the cost of marine freight transport, insurance, destuffing, and transportation from the arrival port to the destination. Ex Works means that the supplier makes the product available at a designated location, and the buyer is responsible for the transport costs. CIF Fredericton means the supplier is responsible for all shipping costs.

SELLING UNITS (NUMBER PER CASE):

Next select your selling units per case. If you have 6 or 12 individual bottles, then choose “Case 06” or “Case 12”. If you have a case of 4 six packs, then choose “Case 04”. If you have 1 product per case, please choose “UNIT” and not “Case 01”.

Selling Units per Case /
Bouteilles par caisse: *

CASE COST AND SELLING UNITS:

Enter the cost of the shipping case and the bottles per selling unit, this would be the number of bottles that a customer would purchase with one unit.

Price per Shipping Case /
Prix par emballage d'expédition: *

Bottles per selling unit /
Bouteilles par unité de vente : *

SIX MONTHS SALES FORECAST AND COUNTRY OF ORIGIN:

Enter the estimated six months sales forecast in cases and select the country of origin from the dropdown menu. The country of origin is where the product is grown or produced and includes where the ingredients come from.

6 Months Sales Forecast
Prévision des ventes sur six
mois : *

Country of Origin /
Pays d'origine: *

CONTAINER SIZE AND ALCOHOL PERCENTAGE:

Enter your container size in ml for a one bottle, can, keg, and so forth. Next enter the alcohol percentage for the product.

Container Size (mL) /
Taille du contenant (ml): *

% Alcohol /
% alcool: *

TAXATION:

Using the dropdowns, please indicate if your product is “Customs Duty Paid” or “Excise Duty Paid.” It is the responsibility of the supplier to correct identify the taxation set-up for the product.

Please select “No” for both fields if product is foreign/sufferance – an imported product where the customs and excise duty are paid by ANBL when the products first enter the country.

Please select “Yes” for both fields if the product is duty paid – domestically sourced and the excise duty is paid directly to Canada Revenue Agency (CRA) by the supplier.

Please select “Yes” to the first question and “No” to the second question (see below) if the product is excise deferred – domestically sourced, but the excise duty has not been paid by the supplier, instead the excise is payable by ANBL.

Is product customs duty paid? / Les droits de douane sur les produits sont-ils payés? *	YES
Is product excise duty paid? / Les droits d'accise sur les produits sont-ils payés? *	NO

RETAIL PRICE AND NEW BRUNSWICK PRODUCED:

Enter the estimated retail by unit by using the calculator beside this field. Also, indicate if the product is produced in New Brunswick.

Estimated Retail by unit / Prix au détail approximatif par unité : *	0.00	
NB Produced / Fait au Nouveau-Brunswick :	NO	

UPC AND SCC:

Finally, enter the Universal Product Code (UPC) and Shipping Container Code (SCC) and fill out any additional fields depending on Item Class selected earlier in the application process. UPC is the bar code that is used to scan a product at the point of sale. UPCs are typically 12 digits long and should be unique to the product. SCC is the bar code that appears on the shipping unit of the product for example the case or the keg. SCCs are typically 14 digits long and must be unique to the product that they are assigned to. ANBL utilizes SCCs to generate the purchase order for all products, including kegs, so accuracy is essential. Note: If you receive a warning that the UPC or SCC is already in use, please contact the Assistant Category Manager or Product Data Coordinator immediately as they can help resolve the issue.

UPC / CUP: *	111111111111
SCC / CCS: *	11111111111111

KIT DETAILS (IF APPLICABLE):

Please indicate if the product is to be part of a kit by clicking on the check box to indicate “Yes”. Kits are open carriers that can be sold as single units or by the carrier. Both the bottle and the carrier require a unique UPC. If you click yes, you will need to fill out the additional kit details. Please indicate the number of individual products within the kit in the kit quantity field, for example 6. Add the retail price of the kit to the Manufacturers Suggested Retail Price field. Enter the unique UPC code on the carrier. As indicated earlier, the UPC on the kit and the UPC on the individual bottle must be different. Enter the kit “Unit of Measure (U of M) Schedule ID”. Enter the length, width and height dimensions of the kit in the dimension fields in centimeters

Is Kit Component? /
Est-ce que cet élément fait
partie de l'ensemble?



Kit /

Kit Quantity /
Quantité de l'ensemble *

MSRP /
PDSF (prix de détail suggéré
par le fabricant) *

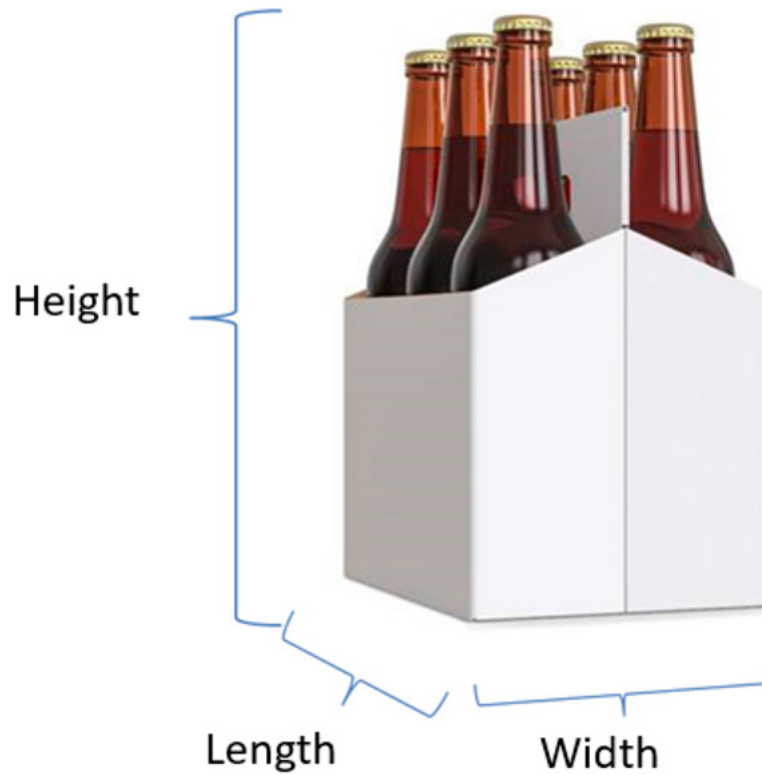
UPC on Carrier /
CUP sur le transporteur *

Kit U of M Schedule ID /
*

Kit Height /
Dimensions de l'emballage
hauteur *

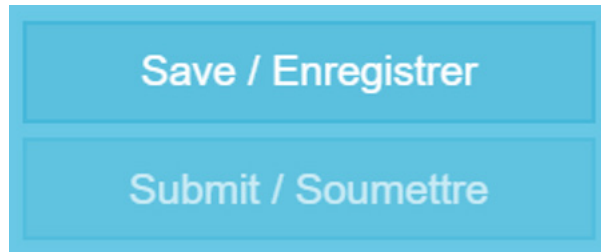
Kit Length /
Dimensions de l'emballage
longueur *

Kit Width /
Dimensions de l'emballage
largeur *



SUBMITTING THE APPLICATION:

Once these details are filled in completely, the submit button will activate in the bottom left hand corner of the screen. A pop up will appear asking if you wish to continue submitting this form, click "Yes". The form will be automatically be saved to your account.



After you have submitted your application, it will be evaluated, and you'll be informed via email if it has been approved for a full listing or rejected (see example email below). The email will be sent to the email address that was provided to ANBL when you were first set up for BevHub. If you need changes to this information, please contact the Product Data Coordinator. The recipient of the email will be responsible for notifying all interested parties of the application results. If it has been rejected, you'll be provided a reason code for why the application was not approved. The expected date of decision is included with the information you received from the listing call. If the prelisting application is approved, you will need to fill out a full application using the full listing training guide.

COMMUNICATION EXAMPLE:

Hi,

Initial Approval

Thank you for your submission(s) for Call ID - Beer Winter Call 2020. The below Pre-Listing Request(s) have been selected for further consideration. Please complete the full product application in Bev Hub before the deadline provided in the call memo.

Pre-Listing Request Number: APPR-00012974

Full Listing Request Number: ALR-00014128

Product Name: Dragon Tears 355ml





BevHub

SUPPLIER TRAINING GUIDE
— FULL LISTING APPLICATION



AUGUST 25, 2020

BevHub

SUPPLIER TRAINING GUIDE

FULL LISTING APPLICATION

INTRODUCTION:

This guide is for a full listing application. At this point you have already received notification of the products that were accepted for the next steps for the call and now need to enter the remaining data for your application. The first step is to go back to the login screen and log back into your BevHub account. If you are unsure how to do this step, please review the *Preliminary Application Guide*.

LOCATING THE FULL APPLICATION:

Once logged in, locate the application that you need to complete, using the filters on the left-hand side of the screen to search for the application by the application number or product name. To search for the product using the application number, enter the number in the “Request Number” field and click enter. Take note that preliminary applications begin with “APPR” and full application begin with “ALR”. The second method is to use the product name, type one or two words in the product name filter and hit enter.

RequestNu... / Numéro de la demande	Request Date / Date de la demande	Item Class / Catégorie de l'article	Application Type / Type de demande	Product / Produit	UPC / CUP	Status / État	Call Name / Demande de propositions	Re-order / Commander de nouveau	Preliminary Listing RequestNu...	Reject Reason
APPR-00012968	6/24/2020	Other Liquor		Apple Dragon 500ml		Resubmit Application	Cider Local Producer Summer Call 2020	No		Space in thematic
ALR-00014128	6/25/2020	Beer		Dragon Tears 355ml		Resubmit Application	Beer Winter Call 2020	No	APPR-00012974	Other
ALR-00014123	6/24/2020	Other Liquor		Dragon's Spit 270ml	40507670...	Saved	Cooler Winter Call 2020	No	APPR-00012967	

EDITING AN APPLICATION:

To begin editing the full application, click on the ALR number to open and then click on edit in the top right-hand corner of the application screen. At any point in the process you can save your application by clicking the save button on the bottom left of the editing screen.



If you have made an error in the Call Name during the preliminary application phase or if you have decided to submit the application for a different call, you can edit your call name by selecting the dropdown and choosing the correct call.

Call Request ^

Call Name / Demande de propositions: Cooler Winter ... v

Vendor Details / Renseignements sur le fournisseur v

Product Details / Détails sur les produits v

Attachments / Pièces jointes v

BILLING AND SHIPPING VENDORS:

Begin editing the billing and shipping vendor details by clicking on the appropriate bar. Billing is the vendor where the invoice to ANBL for the products ordered and where the payment for those products will be sent to. Shipping is the location where the product will be picked up and is based on the billing vendor selected in the first step. It is very important that the information for these fields are correct because it can cause delays in processing the payment and purchase orders if wrong.

Some of this information has already been pre-populated from the prelisting request form. Fill in any remaining empty fields (city, province/state, postal code and country). If the product is a reorder, these fields will populate automatically, review them for accuracy and perform edits where needed. Take note that on an existing vendor, some of the fields may appear blank and this overwrites the mandatory field requirement.

Request Number / Numéro de la demande: *	ALR-00014123	Company ID / Carte d'identité de l'entreprise: *	475
Bill To / Facturer à: *	New Vendor	Vendor Name / Nom du fournisseur: *	BevHub Test Dragon
Contact Name (First Name) / Personne-ressource (prénom): *	XXXXX	Contact Name (Last Name) / Personne-ressource (nom de famille): *	XXXXX
Address/ Adresse *	1234 Main Street	City / Ville *	Any Town
Province/State / Province ou état: *	Anywhere	Postal Code / Code postal: *	XXX XXX
Country / Pays: *	Canada	Email / Courriel: *	orders@anycompany.com
Shipping From / Expédition depuis: *	Same Vendor	Name / Nom: *	BevHub Test Dragon
Ship From Contact Name (First Name) / Expéditeur - Personne- ressource (prénom): *	XXXXX	Ship From Contact Name (Last Name) / Expéditeur - Personne- ressource (nom de famille): *	XXXXX
Ship From Address / Expéditeur - Adresse: *	1234 Main Street	Ship From City / Expéditeur - Ville: *	Any Town
Ship From Province/State / Expéditeur - Province ou Etat: *	Anywhere	Ship From Postal Code/Zip Code / Expéditeur - Code postal ou Code Zip: *	XXX XXX
Ship From Country / Expéditeur - Pays: *	Canada	Ship From Email / Expéditeur - Courriel: *	orders@anycompany.com
Ship From Phone 1 / Expéditeur - No de téléphone 1:		Ship From Fax / Expéditeur - No de télécopieur:	
Ship From Phone 2 / Expéditeur - No de téléphone 2:		Freight Terms / Conditions de fret: *	Canada Southern Ontario Ex-Cellars

PRODUCT DETAILS:

To open the next section, click on the product details banner below vendor details. If the product is a reorder, these fields will populate based on what is currently in our system. Please review the form for accuracy and perform edits where needed. If the application is for a new listing these fields must be completed. Any information that provided in the prelisting will have already been pre-populated.

LAYERS PER PALLET AND UNITS PER LAYER:

Add your layers per pallet and units per layer.

Layers per Pallet /
Couches par palette: *

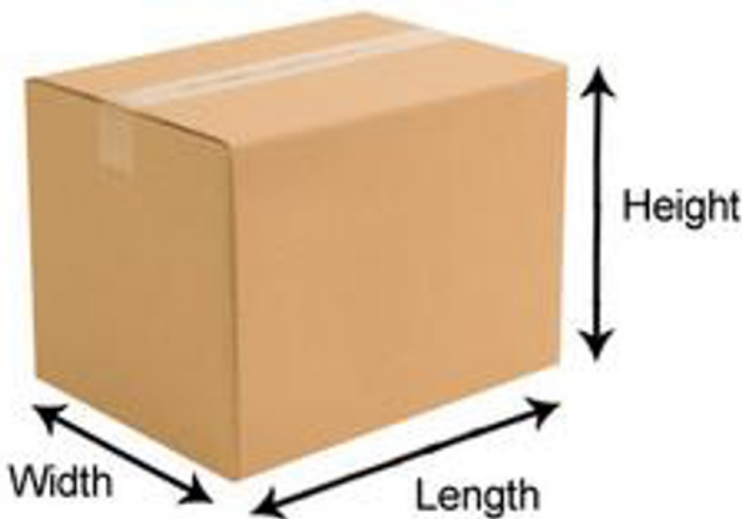
Units per Layer /
Unités par couche: *



CASE DIMENSIONS:

Add your dimensions for one shipping unit or case of each product. Please note that ANBL requires you to enter the length, height and width of the case in centimeters and the weight of the case in kilograms.

CASE METRIC - Width (cm) / Mesure de la caisse – Largeur (cm): *	<input type="text" value="10.00"/>	^ v
CASE METRIC - Weight (kg) / Mesure de la caisse – Poids (kg): *	<input type="text" value="10.00"/>	^ v
CASE METRIC - Length (cm) / Mesure de la caisse – Longueur (cm): *	<input type="text" value="10.00"/>	^ v
CASE METRIC - Height (cm) / Mesure de la caisse – Hauteur (cm): *	<input type="text" value="10.00"/>	^ v



COUNTRY OF EXPORT AND PRODUCTION:

Select your country of export and production. The country of origin has already been pre-populated from the prelisting request. The country of export is where the final product is exported from directly to ANBL. This should match the country selected in the shipping from vendor above. For example, if your product is shipping from a regional distribution center in Canada, select Canada as your country of export.

Country of production is where the final product was produced, packaged or bottled and is often identical to the country of origin.

Country of Export / Pays d'exportation: *	Canada
Country of Origin / Pays d'origine: *	Canada
Country of Production / Pays de production: *	Canada

TASTING NOTES:

Next, add your tasting notes which are a brief description of the product's taste profile. Note that ANBL only requires that you add an English Tasting Note, as the tasting notes will be translated to French by ANBL. A suggested style for tasting notes includes Aroma, Flavour, Finish & Aging.

Tasting Notes (English - Eg. Aroma, Flavour, Finish, Aging) / Notes de dégustation (anglais - Eg. Arôme, Saveur, Finale, Vieillessement): *	Aroma: Faint hint of berries. <u>Flavour</u> : Sweet with a spicy finish
Tasting Notes (French - Eg. Arôme, Saveur, Finale, Vieillessement) / Notes de dégustation (français - Eg. Arôme, Saveur, Finale, Vieillessement): *	

ORGANIC, GLUTEN-FREE AND VEGAN:

Use the dropdowns below the tasting notes to indicate if your product is organic, gluten-free or vegan. Only organic and gluten-free products that are certified by a recognized Canadian body are accepted for these fields and you will be asked to upload proof of that certification later in the application process. If the fields do not apply to your product or if you do not have certification, please select no.

Organic / Biologique: *	NO	Gluten Free / Sans gluten: *	NO	Vegan / Végétalien: *	NO
----------------------------	----	---------------------------------	----	--------------------------	----

PRODUCT CLASSIFICATION:

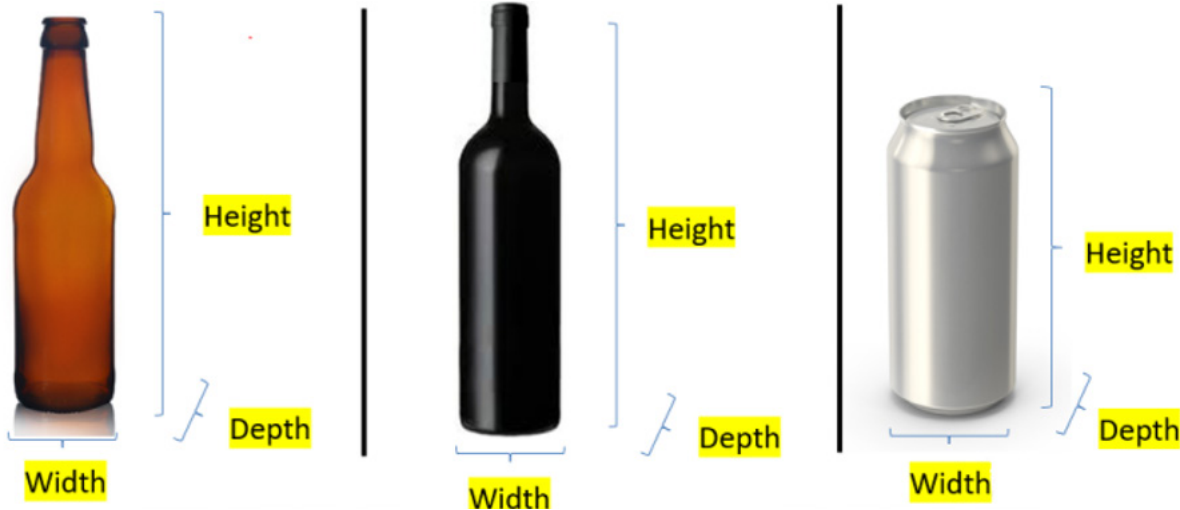
Next, you are going to use the dropdown beside the product classification fields to select your classification levels. At each level what you select will either ask for further refinement at the next level or stop at the current level. Not all products will have 4 levels, some will only have 2 or 3. If a selection is not available at higher levels, the process will stop and override the mandatory asterisks. The data in the first level should always match what is in the item class at the top of this section. Accurate catalogue levels help the customer to browse for your products on the ANBL website.

Product Classification - Level 1 / Classification du produit - Niveau 1: *	Beer	Product Classification - Level 2 / Classification du produit - Niveau 2: *	Ale
Product Classification - Level 3 / Classification du produit - Niveau 3: *	American Ales	Product Classification - Level 4 / Classification du produit - Niveau 4: *	Amber/Red Ale

SELLING UNIT MEASUREMENTS:

For the cust unit depth, width and height, we need you to add the dimensions of one single selling unit of your product, the can, bottle, or keg in centimeters.

CUST UNIT - Depth (cm) / Unités des clients — profondeur (cm) *	<input type="text" value="5.00"/>	CUST UNIT - Width (cm) / Unité du client – Largeur (cm) *	<input type="text" value="5.00"/>
CUST UNIT - Height (cm) / Unité du client – Hauteur (cm) *	<input type="text" value="5.00"/>		



SHELF LIFE AND EXPIRY INFORMATION:

Next, indicate if your product has a shelf life. If you indicate “no” then you do not need to fill out the shelf life in months, expiry code and expiry code format fields that follow. If you answer “yes”, then indicate how long your product lasts in months from the production date, indicate what format your expiry information is in and indicate how to read it. For example, if it is an expiry date then the format may be year/month/day or if it is a date of production then please provide us with an example and a key to understanding it. Having expiry information and clarity how to read them is beneficial in the event of a product recall.

Does your product have a shelf life? / Votre produit comporte-t-il une durée de conservation? *	<input type="text" value="YES"/>	Shelf Life (months) / Durée de conservation (mois) *	<input type="text" value="12"/>
Expiry Code / Code de péremption *	<input type="text" value="Best Before Date"/>	Expiry Code Format / Format du code de péremption *	<input type="text" value="YY/MM/DD"/>

ADDITIONAL PRODUCT DETAILS:

Several of the fields have already been pre-populated with the data from the prelisting, including the kit information. In the right column you need to add your container material. Please use the dropdown to select the best fit. Note, only kegs or non liquor should select exempt. Add the package closure and the container types fields, use the dropdown to select the best fit. For the container ID field, only kegs or non-liquor should select exempt. Bottles that are approved under the Standard Mould Bottle Agreement may choose less than (<=) or greater than (>) 500ml refillable all other products should be less than (<=) or greater than (>) 500ml recyclable.

Container Material / Matériel du contenant *	<input type="text" value="Cans"/>
Package Closure / Fermeture de l'emballage *	<input type="text" value="Pull Tab"/>
Container Types / Type de conteneur *	<input type="text" value="Can"/>
Container ID / Numéro d'identification du conteneur *	<input type="text" value="<= 500 ml Recyclable"/>

FOOD PAIRINGS:

You will also need to use the dropdowns to indicate 3 suggested food pairings for the product. Select the best fit from the options provided.

Food Pairing 1 / Appariements alimentaires 1 : *	Cheese	▼
Food Pairing 2 / Appariements alimentaires 2 : *	Chicken	▼
Food Pairing 3 / Appariements alimentaires 3 : *	Dessert	▼

ADDITIONAL FIELDS (IF APPLICABLE):

Depending on the item class of the product there may be additional fields that must be filled in specific to the type of product. Please fill in the fields accordingly. For example, wines will be asked to indicate their grape varieties and the percentage, which should total 100%.

PRODUCT IMAGE, LABELS, CERTIFICATION ATTACHMENTS:

Note, you only need to add 3 images unless you selected yes for Organic or Gluten-Free.

The last step before submitting your application is the attachments section. Click on the attachments banner at the bottom of the application to open this section. Using the dropdown menu choose which attachment you will be uploading. Click on the attach files button and attach the appropriate image for your selection. Repeat this process until a bottle image, front label, and back label are attached.

Additionally, if you selected yes for one or more of the certification fields, you would need to add the certification here as well. Please read carefully through the requirements for labeling and images located just below the file attachments and click on the I agree box.

Attachments / Pièces jointes

Select Attachment Type: Product Image / Image du produit Required

Attach Files.. / Joindre des fichiers

Sending products without compliant labels will result in a fee to the supplier to cover the costs of relabeling the products / L'expédition de produits sans étiquettes conformes entraînera pour le fournisseur l'imposition de frais destinés à couvrir les coûts de réétiquetage des produits.

I Agree / Je suis d'accord.

SUBMITTING THE APPLICATION:

Finally click on the submit button in the bottom left-hand corner of the screen and a pop up will appear indicating if any fields were incomplete or asking you if you wish to continue submitting your application, click yes.

Save / Enregistrer

Submit / Soumettre

After you have submitted your application, it will be evaluated, and you will be informed via email if it has been approved or rejected (see below for examples of an acceptance & rejection letter). The email will be sent to the email address that provided to ANBL when you were first set-up for BevHub. If you need changes to this information, please contact the Product Data Coordinator. The recipient of the email will be responsible for notifying all interested parties of the application results. If it has been rejected, you will be provided a reason code for why the application was not approved.

COMMUNICATION EXAMPLE:

Hi,

Initial Review

Thank you for your submission(s) for Call ID - BevHub Test Call 2020. The below Product Listing Request(s) have been selected for further consideration.

Full Listing Request Number: ALR-00014127

Product Name: Dragon Fruit 473ml

Hi,

Reject

Thank you for your submission(s) for Call ID - Beer Winter Call 2020. A review has been completed and the below application(s) have been rejected. Reasons for rejection(s) are included.

Request Number: ALR-00014128

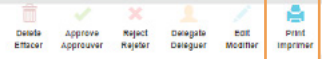
Product Name: Dragon Tears 355ml

Reason for Rejection: Other

SAVING AN APPLICATION RECORD:

Once an application has fully completed the BevHub process and a Purchase Order will be issued the application will disappear off the dashboard. If you wish to keep a record of the application, save a copy of the individual application using the Print Feature. Click on Print, then click on the export button to open the file as a PDF for saving.

Product Listing Request / Demandes de liste de produit



Request Details / Demandes de liste de produit

Request Number / Numéro de la demande: ALR-00014273
 Application Date / Date de la demande: 2020-06-29 11:08:58 AM
 Vendor Details / Renseignements sur le fournisseur:
 Vendor / Fournisseur: ALR-00014273
 Contact Name (First Name) / Personne-ressource (prénom): Ashley Medeiros
 Address / Adresse: Modesto, CA 95354
 Country / Pays: United States
 Phone 1 / No. de téléphone 1: [Redacted]
 Ship From Vendor / Expéditeur - Fournisseur: RDCAR001
 Ship From Contact Name (First Name) / Expéditeur - Personne-ressource: Victoria Titus-Gonsalves
 Ship From Address / Expéditeur - Adresse: 689 Edinburgh Drive, NB
 Ship From Province/State / Expéditeur - Province ou État: NB
 Ship From Country / Expéditeur - Pays: Canada
 Ship From Phone 1 / Expéditeur - No de téléphone 1: 0000000000000000
 Ship From Fax / Expéditeur - No de télécopieur: 5068559339

Vendor Details / Renseignements sur le fournisseur

Vendor Name / Nom du fournisseur: Application Approved
 Contact Name (Last Name) / Personne-ressource (nom de famille): Ashley Medeiros
 City / Ville: Modesto
 Postal Code / Code postal: 95354
 Email / Courriel: kathi.hoselton@ejgallo.com
 Phone 2 / No. de téléphone 2: [Redacted]
 Currency / Devise: [Redacted]
 Ship From Vendor Name / Expéditeur - Nom du fournisseur: RDC Armour E and J Gallo Ship Loc
 Ship From Contact Name (Last Name) / Expéditeur - Personne-ressource (nom de famille): Victoria Titus-Gonsalves
 Ship From City / Expéditeur - Ville: Moncton
 Ship From Postal Code/Zip Code / Expéditeur - Code postal ou Code Zip: E1E 2L4
 Ship From Email / Expéditeur - Courriel: gallocanada@ejgallo.com; wade.blanchard@ejgallo.com; Kathi.hoselton@ejgallo.com
 Ship From Phone 2 / Expéditeur - No de téléphone 2: [Redacted]
 Shipping Terms / Conditions de livraison: CIF Fredericton

DELETING AN UNWANTED APPLICATION:

You can also delete applications that are no longer needed or wanted. Be cautious, however, only applications that have been rejected, rejected for resubmission, or not submitted for a full listing can be deleted. To delete an unwanted application, click on the application number from the main launch page and click on the delete icon on the next page.

Liquor Rep Company ID / Identification de l'entreprise du représentant des boissons: 475

RequestNu... / Numéro de la demande	Request Date / Date de la demande	Item Class / Catégorie de l'article	Application Type / Type de demande	Product / Produit	UPC / CUP	Status / État	Call Name / Demande de propositions	Re-order / Commander de nouveau	Preliminary Listing RequestNu...	Reject Reason
APPR-00012968	6/24/2020	Other Liquor		Apple Dragon 500ml		Resubmit Application	Cider Local Producer Summer Call 2020	No		Space in thematic
ALR-00014128	6/25/2020	Beer		Dragon Tears 355ml		Resubmit Application	Beer Winter Call 2020	No	APPR-00012974	Other
ALR-00014123	6/24/2020	Other Liquor		Dragon's Spit 270ml	40507670...	Saved	Cooler Winter Call 2020	No	APPR-00012967	

1 - 3 of 3 items

Product Preliminary Listing Request / Liste préliminaire...

Delete Effacer, Edit Modifier, Print Imprimer

Also note applications that have been rejected for resubmission can now be resubmitted to other calls by changing the call name as indicated above.