



BevHub

SUPPLIER TRAINING GUIDE
— FULL LISTING APPLICATION



AUGUST 2021

BevHub

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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.

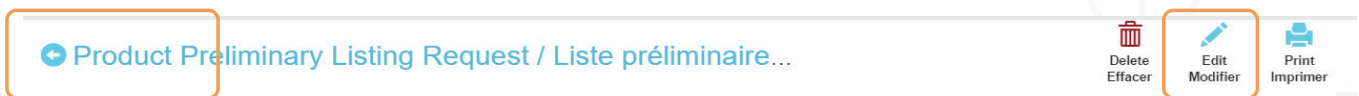
LOCATING THE FULL APPLICATION:

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 ...

Vendor Details / Renseignements sur le fournisseur

Product Details / Détails sur les produits

Attachments / Pièces jointes

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 - Length (cm) /
Mesure de la caisse – Longueur
(cm): *

| | | |
|--|-------|--------|
| | 10.00 | ^ v |
|--|-------|--------|

CASE METRIC - Height (cm) /
Mesure de la caisse – Hauteur
(cm): *

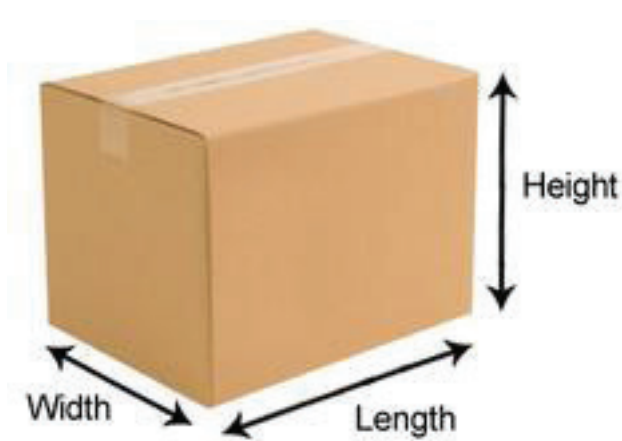
| | | |
|--|-------|--------|
| | 10.00 | ^ v |
|--|-------|--------|

CASE METRIC - Width (cm) /
Mesure de la caisse – Largeur
(cm): *

| | | |
|--|-------|--------|
| | 10.00 | ^ v |
|--|-------|--------|

CASE METRIC - Weight (kg) /
Mesure de la caisse – Poids
(kg): *

| | | |
|--|-------|--------|
| | 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: *

Country of Origin / Pays d'origine: *

Country of Production / Pays de production: *

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: *

Gluten Free / Sans gluten: *

Vegan / Végétalien: *

PRODUCT CLASSIFICATION:

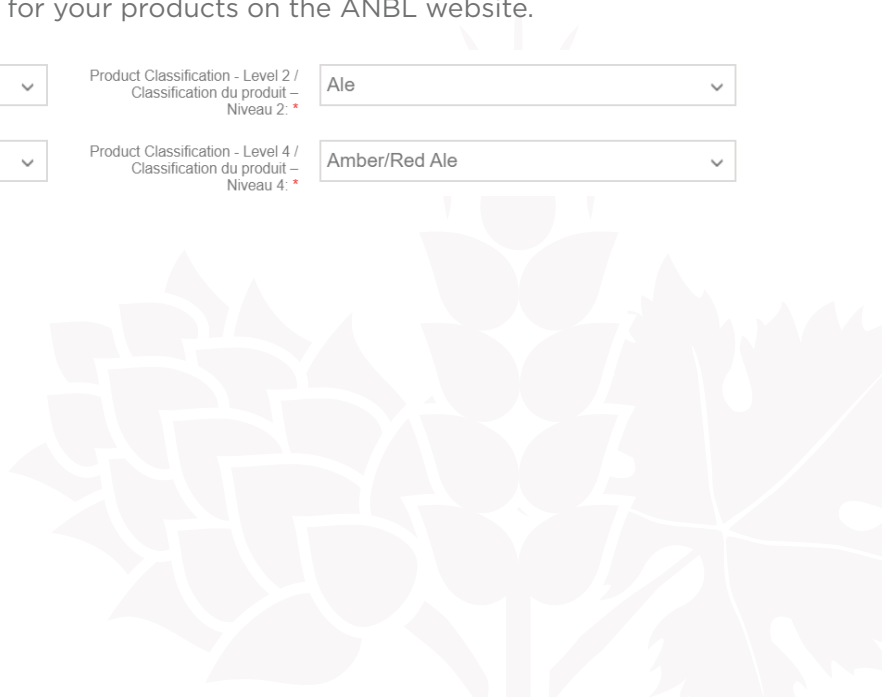
Next, you are going to use the dropdown beside the product classification fields to select your classification levels. At each level what you select will either ask for further refinement at the next level or stop at the current level. Not all products will have 4 levels, some will only have 2 or 3. 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: *

Product Classification - Level 2 / Classification du produit - Niveau 2: *

Product Classification - Level 3 / Classification du produit - Niveau 3: *

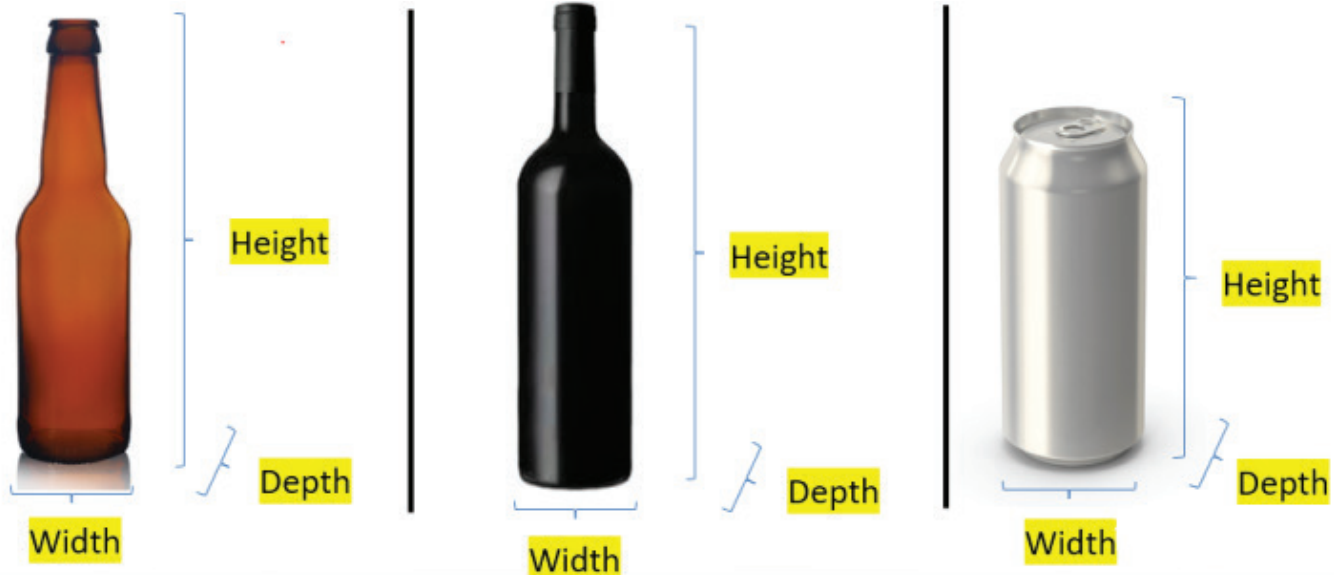
Product Classification - Level 4 / Classification du produit - Niveau 4: *



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 réemption * | <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: * | Cans | ▼ |
| Package Closure / Fermeture de l'emballage: * | Pull Tab | ▼ |
| Container Types / Type de conteneur: * | Can | ▼ |
| Container ID / Numéro d'identification du conteneur: * | <= 500 ml Recyclable | ▼ |

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

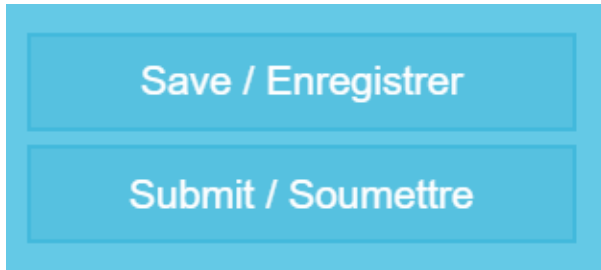
Attach Files.. / Joindre des fichiers

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.



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

ANBL ALR-00014273

bevhub.anbl.com/reporting?WFName=ANBL_Product_Listing_Request&RequestNumber=ALR-00014273

1 / 2

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
 Application Status: Saved / État: Application Approved
 Company ID / Carte d'identité: 034

Vendor Details / Renseignements sur le fournisseur

Vendor / Fournisseur: ALR-00014273
 Vendor Name / Nom du fournisseur: Application Approved
 Contact Name (First Name) / Personne-ressource (prénom): Ashley Medeiros
 Contact Name (Last Name) / Personne-ressource (nom de famille): Ashley Medeiros
 Address / Adresse: Modesto
 Province/State / Province ou état: CA
 Postal Code / Code postal: 95354
 Country / Pays: United States
 Email / Courriel: kathi.hoselton@ejgallo.com
 Phone 1 / No. de téléphone 1
 Phone 2 / No. de téléphone 2
 Fax / No. de télécopieur
 Currency / Devise

Acrobat (PDF) file
 CSV (comma delimited)
 Excel 97-2003
 Rich Text Format
 TIFF file
 Web Archive

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 |
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| 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.