BevHub

SUPPLIER TRAINING GUIDE

PRELIMINARY
APPLICATION

ALCOOL · NB · LIQUOR
BEER SPIRITS WINE
BIÈRES SPIRITUEUX VINS

AUGUST 2021

BevHub

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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.

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.

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.

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.

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 negotiated.[1]

Field		Field	
Shipping from / Expédition depuis :	⌄	Name / Nom: *	
Ship From Contact Name (First Name) / Expéditeur – Personnne-ressource (prénom): *		Ship From Contact Name (Last Name) / Expéditeur – Personnne-ressource (nom de famille): *	
Ship From Address / Expéditeur – Adresse: *		Freight Terms / Conditions de fret: *	⌄
Ship From Email / Expéditeur – Courriel: *		Currency / Devise: *	⌄

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: *	Beer ⌄
Product Name / Nom du produit : *	Dragon Ale 473ml

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[1] Freight 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 06 ⌄

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.

Bottles per selling unit / Bouteilles par unité de vente : *	1 ⌃⌄

SIX MONTHS SALES FORCAST 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.

Price per Shipping Case / Prix par emballage d'expédition: *	0.00 ⌃⌄

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.

6 Months Sales Forecast Prévision des ventes sur six mois : *	30 ⌃⌄
Country of Origin / Pays d'origine: *	Canada ⌄

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. BevHub accepts UPCs that are 12 or 13 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. BevHub accepts SCCs that are 13 or 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: *

1111111111111

SCC /
CCS: *

1111111111111

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. Different mandatory fields for tasting notes will appear depending on the Item Class of product selected above; for example, below is for wine and spirits. Each field must be filled in and has a limit of 100 characters. If additional information is needed, it can be added in the larger tasting note field below the mandatory fields.

Appearance /
Apparence

Nose
(Aromas) /
Nez (arômes)

Taste Profile
(Flavours) /
Profil de goût
(saveurs)

Finish /
Finale

Tasting Notes (English - Eg.
Aroma,Flavour,Finish,Aging) /
Notes de dégustation (anglais - Eg.
Arôme,Saveur,Finale,Vieillissement): *

Tasting Notes (French - Eg.
Aroma,Flavour,Finish,Aging) /
Notes de dégustation (français - Eg.
Arôme,Saveur,Finale,Vieillissement):

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 *	6	MSRP / PDSF (prix de détail suggéré par le fabricant) *	0.00
UPC on Carrier / CUP sur le transporteur *	2222222222222	Kit U of M Schedule ID /	Case 04
Kit Height / Dimensions de l'emballage hauteur *	0.00		
Kit Length / Dimensions de l'emballage longeur *	0.00		
Kit Width / Dimensions de l'emballage largeur *	0.00		
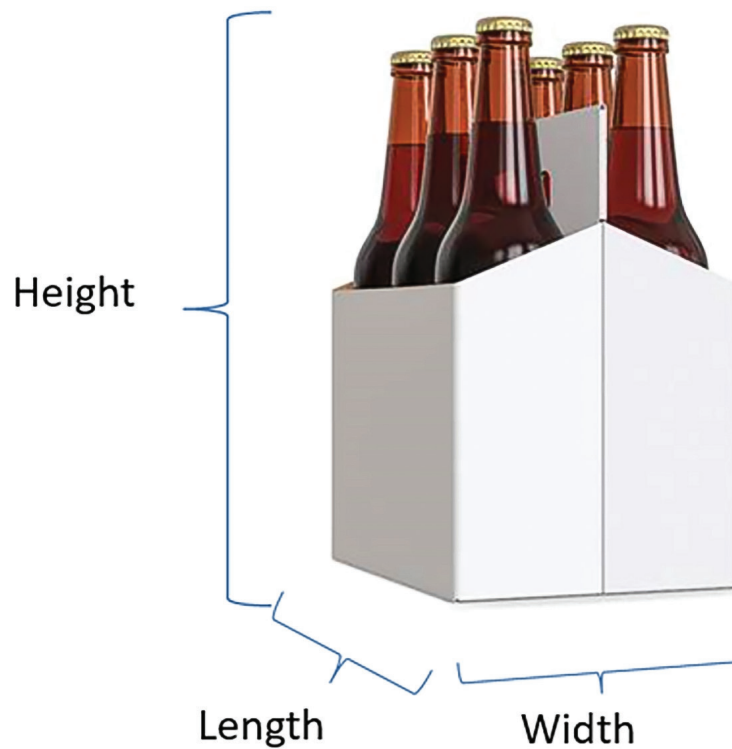
SUBMITTING THE APPLICATION:

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.
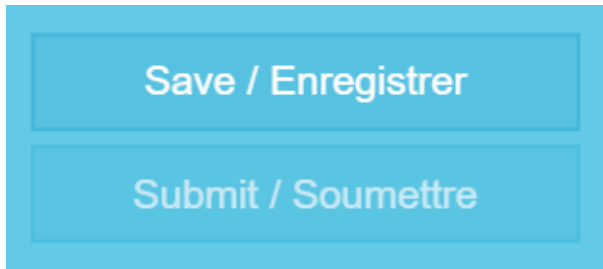
After you have submitted your application, it will be evaluated, and you'll be informed via email if it has been approved for a full listing or rejected (see example email below). The email will be sent to the email address that was provided to ANBL when you were first set up for BevHub. If you need 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