

# LOCAL ALCOHOL PRODUCERS MANUAL

FY2025-26

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# GENERAL

## INTRODUCTION

Newfoundland Labrador Liquor Corporation (NLC) is responsible for the importation, sale and distribution of beverage alcohol within the Province of Newfoundland and Labrador. NLC operates 28 Liquor Stores and supplies 145 Liquor Express outlets throughout Newfoundland and Labrador.

NLC has developed this document to outline the policies and procedures for obtaining a local Brewery, Winery or Distillery licence in Newfoundland and Labrador, as well as a guideline to assist Local Alcohol Producers in doing business with NLC.

## DEFINITIONS

**BEER:** An alcoholic liquor in a proportion that is prescribed in the regulations obtained by the fermentation of an infusion or decoction of barley, malt and hops in drinkable water.

If an alcoholic beverage meets the requirements of the beer compositional standard, the common name “beer” must appear on the label.

**BLENDED SPIRITS:** Beverages produced from a process involving anything other than raw materials, including neutral grain spirits and bulk spirits that have been refined through additional distillation.

**BREWERS AGENT LICENCE (BA):** Authorizes the sale of local brewery products, approved by the NLC, in a convenience store.

**BREWERS RETAIL LICENCE:** Authorizes a local brewer to sell its own approved products at a specific location.

**BREWERY OR BREWER:** An establishment or person licensed under the laws of Canada to produce beer.

**CIDER:** An alcoholic liquor obtained by the fermentation process of apple juice. It must not contain less than 2.5 percent and not more than 13.0 percent absolute alcohol by volume.

**DISTILLED SPIRITS:** Beverages processed entirely with raw materials, such as grains or a mash, and alcohol which is fermented and distilled at the manufacturing site.

**DISTILLERY:** An establishment licensed under the laws of Canada to produce spirits.

**LOCAL ALCOHOL PRODUCER (LAP):** A person, company or establishment licensed under the laws of Canada to produce Beer, Wine or Spirits in Newfoundland and Labrador.

**READY TO DRINK (RTD):** An alcoholic beverage that is sold in a prepared premixed form, ready for consumption. The three categories of RTDs include malt-based, spirit-based and wine-based beverages.

**SPIRIT:** An alcoholic liquor obtained by distillation mixed with drinkable water and other substance in solution, and includes, among other things, brandy, rum, whisky, vodka or gin.

**WINE:** An alcoholic liquor obtained by the fermentation of the natural sugars contained in fruit, vegetable, vegetable products, honey or the like.

**WINERY OR VINEYARD:** An establishment licensed under the laws of Canada to produce wine.

## KEY CONTACTS

<b>GENERAL AND LICENCING INQUIRES:</b>	<b>PHONE NUMBER:</b>	<b>EMAIL:</b>
Local Alcohol Producers – General Inquiries	(709) 724-1243	Localalcoholproducers@nliquor.com
Licensing & Regulatory Compliance – Licensing Inquiries	(709) 724-1159	corporateservices@nliquor.com
<b>MERCHANDISING DEPARTMENT:</b>		
Scott Collins - Category Manager Spirits & Beer	(709) 724-3516	Scott.collins@nliquor.com
Janine Penney - Category Manager Wine & RTD	(709) 724-1127	Janine.penney@nliquor.com
<b>SUPPLY CHAIN MANAGEMENT:</b>		
Christina Murphy – Product Supply Manager	709) 724-1273	Christina.murphy@nliquor.com
<b>DISTRIBUTION MANAGEMENT:</b>		
Doyle Lewis – Manager – Distribution Services	(700) 724-1173	Doyle.lewis@nliquor.com



# LOCAL BREWERY LICENSING

## LICENSING PROCEDURES

A local Brewery licence to sell beer in the province, may be issued to a person or company licensed under the laws of Canada to produce beer.

If you are interested in establishing a local Brewery in Newfoundland and Labrador, please use the following as a guideline of the requirements.

Newfoundland Labrador Liquor Corporation Licence Requirements:

- Obtain an application for a local Brewery licence from NLC Corporate Services
- Please note if you intend to sell Beer for consumption on your premises, you will require a Lounge Licence
- Completed Personal Data Sheets for all shareholders or directors
- Current Certificate of Conduct for all Directors
- Written Municipal approval
- Written approval from the Provincial Fire Commissioner's Office
- One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms, including storage
- A current signed copy of a lease or purchase agreement
- If incorporated, please provide Notice of Directors form, The Corporations Act (Form 6)
- Written approval from the Canada Revenue Agency
- Verification of Food Establishment Licence
- Written approval from Buildings Accessibility and Fire & Life Safety
- Once all information is collected, a pre-licensing inspection will be conducted

## **OTHER AGENCY REQUIREMENTS**

### **CANADA REVENUE AGENCY (CRA):**

CRA issues the licence to produce alcohol in Canada and will assist with any production questions you may have. For more information, please contact call 1-888-327-7999.

### **DIGITAL GOVERNMENT AND SERVICE NL:**

To operate a local Brewery, a Food Establishment Licence is required. Digital Government and Service NL conducts health inspections at all food establishments in the province, including local breweries. For more information, please visit <https://www.gov.nl.ca/dgsnl/licences/env-health/food/premises> or call (709) 729-2104.

The proposed local Brewery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please visit <https://www.gov.nl.ca/dgsnl/licences/building> or call (709) 729-1038.

### **ENVIRONMENT AND CLIMATE CHANGE:**

An environmental assessment may be required. For further information, please visit [www.gov.nl.ca/ecc/env-assessment/](http://www.gov.nl.ca/ecc/env-assessment/)

### **CANADIAN FOOD INSPECTION AGENCY (CFIA):**

To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.



# LOCAL WINERY LICENSING

## LICENSING PROCEDURES

A local Winery licence to sell Wine or Cider in the province, may be issued to a person or company licensed under the laws of Canada to produce Wine.

If you are interested in establishing a local Winery in Newfoundland and Labrador, please use the following as a guideline of the requirements.

Newfoundland Labrador Liquor Corporation Licence Requirements:

- Obtain an application for a local Winery licence from NLC Corporate Services
- Please note if you intend to sell Wine for consumption on your premises, you will require a Lounge Licence
- Completed Personal Data Sheets for all shareholders or directors
- Current Certificate of Conduct for all Directors and shareholders
- Written Municipal approval
- Written approval from the Provincial Fire Commissioner's Office
- One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms, including storage
- A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment
- If incorporated, please provide Notice of Directors form, The Corporations Act (*Form 6*)
- Written approval from the Canada Revenue Agency
- Verification of Food Establishment Licence
- Written approval from Buildings Accessibility and Fire & Life Safety
- Once all information is collected, a pre-licensing inspection will be conducted

## **OTHER AGENCY REQUIREMENTS**

### **CANADA REVENUE AGENCY (CRA):**

CRA issues the licence to produce Wine in Canada and will assist with any production questions you may have. For more information, please call 1-888-327-7999.

### **DIGITAL GOVERNMENT AND SERVICE NL:**

To operate a Winery, a Food Establishment Licence is required. Digital Government Service NL conducts health inspections at all food establishments in the province, including Wineries. For more information, please visit <https://www.gov.nl.ca/dgsnl/licences/env-health/food/premises> or call (709) 729-2104.

The proposed Winery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more information, please visit <https://www.gov.nl.ca/dgsnl/licences/building> or call (709) 729-1038.

### **ENVIRONMENT AND CLIMATE CHANGE:**

An environmental assessment may be required. For further information, please visit [www.gov.nl.ca/ecc/env-assessment](http://www.gov.nl.ca/ecc/env-assessment)

### **CANADIAN FOOD INSPECTION AGENCY (CFIA):**

To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.





# LOCAL DISTILLERY LICENSING

## LICENSING PROCEDURES

A local Distillery licence to sell Spirits in the province, may be issued to a person or company licensed under the laws of Canada to produce Spirits.

If you are interested in establishing a local Distillery in Newfoundland and Labrador, please use the following as a guideline of the requirements.

Newfoundland Labrador Liquor Corporation Licence Requirements:

- Obtain an application for a local Distillery licence from NLC Corporate Services
- Please note if you intend on producing a Distilled product or a Blended product
- Please note if you intend to sell Spirits for consumption on your premises, you will require a Lounge Licence
- Completed Personal Data Sheets for all shareholders or directors
- Current Certificate of Conduct for all Directors and shareholders
- Written Municipal approval
- Written approval from the Provincial Fire Commissioner's Office
- One set of floor plans, drawn to scale on paper no larger than 8.5" x 14", outlining the proposed licensed area, including dimensions of clearly identified rooms, including storage
- A current signed copy of a lease or purchase agreement, or another document that verifies ownership and/or legal possession of the establishment (e.g., Property Tax Bill)
- If incorporated, please provide Notice of Directors form, The Corporations Act (*Form 6*)
- Written approval from the Canada Revenue Agency
- Verification of Food Establishment Licence
- Written approval from Buildings Accessibility and Fire & Life Safety
- Once all information is collected, a pre-licensing inspection will be conducted

## OTHER AGENCY REQUIREMENTS

### **CANADA REVENUE AGENCY (CRA):**

CRA issues the licence to produce alcohol in Canada and will assist with any production questions you may have. For more information, please call 1-888-327-7999.

### **DIGITAL GOVERNMENT AND SERVICE NL:**

To operate a Distillery, a Food Establishment Licence is required. Digital Government and Service NL conducts health inspections at all food establishments in the province, including distilleries. For more information, please [visit https://www.gov.nl.ca/dgsnl/licences/env-health/food/premises](https://www.gov.nl.ca/dgsnl/licences/env-health/food/premises) or call (709) 729-2104.

The proposed Distillery will also need approvals for Buildings Accessibility and Fire and Life Safety. For more **information, please visit <https://www.gov.nl.ca/dgsnl/licences/building>** or call (709) 729-1038.

### **ENVIRONMENT AND CLIMATE CHANGE:**

An environmental assessment may be required. For further information, please visit [www.gov.nl.ca/ecc/env-assessment/](http://www.gov.nl.ca/ecc/env-assessment/)

### **CANADIAN FOOD INSPECTION AGENCY (CFIA):**

To discuss labeling requirements under the Food and Drugs Act, please contact CFIA at (709) 772-4424.

# PRODUCT PRE-SUBMISSION

## PRE-SUBMISSION PROCEDURE

All suppliers must receive either a Brewery, Winery or a Distillery licence from NLC Corporate Services in order to sell Beer, Wine, Cider and Spirits or Ready to Drink (RTD) beverages in the province.

As you move through the process, it is important for you to consult with NLC Merchandising Department, which is responsible for the products approved and sold by a Local Alcohol Producer (LAP).

NLC Merchandising Department will review product categories based on a Category Review Schedule, which is generated on a yearly basis. The NLC will accept applications for new products in accordance with the category review process.

There are three listing types:

- **General Listings:** The term general listing is assigned to a product, typically through the call for order process. General Listings are ordered on a regular basis, as supply is required and will have a place in the applicable shelf set
- **One Time Orders:** One time order listings can be given to products that are only available for a limited time, on a seasonal basis, specialty allocated products or to determine the success of a product in market before becoming a general list. One time order listings are approved within a category call or through a one time order supplier agreement
- **Ad Hoc Listings:** Ad Hoc listings include products that do not fall within the timelines of the applicable category call. Suppliers must first submit a Pre-Submission package for the applicable category manager to consider. The Pre-Submission details and more information around all three listing types can be found under the NLC Listing Policy

The NLC is committed to ensuring that products purchased and offered embrace diversity and inclusion and do not cause harm or offense to our customers and communities regardless of gender, age, sex, race, class, religion, ethnicity, ability, language, sexual orientation, gender identity and political views.

NLC Merchandising Department will review and evaluate products to ensure they do not cause harm or offense to customers and communities. NLC Merchandising Department, in its sole discretion, reserves the right to determine whether an element of product branding may reasonably be perceived as contravening the above. This includes, but is not limited to, product names, partnership names, brand elements (logos, wording, graphics, images, print and digital artwork, etc.).

For further details, please refer to NLC Listing Policy.



# LISTING, PRICING & PROMOTIONS

## GENERAL LISTING AND PRICING PROCEDURES (WINERY & DISTILLERY)

A completed NLC LAP Listing Application will be sent to Local Alcohol Producers – General Inquires at [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com) and NLC Merchandising Department.

Prior to any application approval, a label or product image must be provided to NLC Merchandising Department for review.

As a part of the NLC LAP Listing Application process please indicate where the product will be sold, NLC Liquor Stores or on-premise only.

Product pricing is based on NLC pricing policy. For more information on pricing, please contact Local Alcohol Producers – General Inquires at [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com)

The final retail of a product will be subject to review by NLC Merchandising Department.

Once a product price is approved, the product will then need an assigned NLC product number (SKU). The retail pricing and SKU is displayed on the NLC Approved Product Pricelist.

Price changes for a LAP outside of the approved annual NLC price change, are subject for review and approval by NLC Merchandising Department.

## **GENERAL LISTING AND PRICING PROCEDURES (LOCAL BREWERY)**

A completed NLC LAP Listing Application will be sent to Local Alcohol Producers – General Inquires at [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com) and NLC Merchandising Department.

Prior to any application approval, a label or product image must be provided to NLC Merchandising Department for review.

As a part of the NLC LAP Listing Application process please indicate where the product will be sold, NLC Liquor Stores and the BA channel or on-premise only.

Product pricing is based on NLC pricing policy. For more information on pricing, please contact Local Alcohol Producers – General Inquires at [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com)

The final retail of a product will be subject to review by NLC Merchandising Department.

Once a product price is approved, the product will then need an assigned NLC product number (SKU). The retail pricing and SKU is displayed on the NLC Approved Product Pricelist and the BA pricelist.

If on-premise only is selected, the product price and SKU will show on the NLC Approved Product Pricelist only.

Price changes for a local brewery will be reviewed and approved by NLC Merchandising Department. Once a new NLC LAP Listing Application is submitted and approved, the new price will be displayed on the next released BA pricelist as per the BA Pricelist Schedule.

## **PROMOTIONS**

Promotional programs are available to beverage alcohol suppliers in Newfoundland and Labrador. A LAP is invited to submit their promotional budget and apply for promotional programming through NLC Electronic Promotional Application Calendar (ePAC).

A LAP is responsible for contacting NLC Merchandising Department to present a brand plan.

If interested in any promotional programs, please contact NLC Merchandising Department to discuss available opportunities.

For more information please review NLC Retail Promotional Policy.



# PRODUCT DISTRIBUTION

## ROUTE TO MARKET: LOCAL WINERY & DISTILLERY

Once a product is approved, an email notification will be sent with the final retail price and a SKU number. The product can then be sold in NLC Liquor Stores and Liquor Express.

Spirits, Wine, RTDs and Cider will need to be distributed through the NLC Distribution Centre and are not permitted to be self-distributed to NLC Liquor Stores or Liquor Express.

## NLC DISTRIBUTION CENTRE: LOCAL WINERY & DISTILLERY

Once a purchase order is received from NLC Supply Chain Management, the LAP will need to reach out to the warehouse to arrange a delivery appointment (*refer to Delivery Appointments: NLC Distribution Centre*).

All product delivered to the NLC Distribution Centre must be:

- Delivered in cardboard cartons strong enough to withstand assembly and shipping
- Not exceeding the maximum case weight of 19 kgs or 42 lbs
- Delivered on a pallet, and not exceeding 62 inches in height
- Delivered on a vehicle that can be unloaded mechanically through the NLC Distribution Centre receiving door which is 48 inches from ground level
- Not unloaded at ground level or by hand

Products will be monitored and re-ordered by NLC Supply Chain Management.

NLC Distribution Centre will monitor the product shelf life. Once a product is within five weeks of its best before date the NLC Supply Chain Management will advise the LAP. Please note that shipping will stop from NLC Distribution Centre once a product is within two weeks of its best before date. If this product reaches the best before date it will be billed back to the LAP at cost, plus a fee per case to dispose of the product in an environmentally responsible manner.

Transport vehicles leaving NLC Distribution Centre are not temperature controlled in the summer so product may be exposed to heat.

## **ROUTE TO MARKET: LOCAL BREWERY**

Once a product is approved and on the BA Pricelist, it can then be self-distributed and sold through NLC Liquor Stores and the BA channel. A delivery appointment must be made with the NLC Liquor Stores (*refer to Delivery Appointments: NLC Liquor Stores (Local Brewery)*).

A product is not permitted to be sold through the BA channel until it is listed on the BA Price List.

A local Brewery can sell product through its own retail location, separate from the Brewery, if a Brewers Retail Licence is obtained through NLC Corporate Services. Only approved products that are produced by the local Brewery can be sold at this retail location.

## **NLC DISTRIBUTION CENTRE: LOCAL BREWERY**

To distribute product through the NLC Distribution Centre please contact NLC Supply Chain Management.

After a purchase order is received from NLC Supply Chain Management the local Brewery will need to reach out to the NLC Distribution Centre to arrange a delivery appointment (*refer to Delivery Appointments: NLC Distribution Centre*).

All product will be subject to a non-refundable fee, as per the NLC Pricing Policy, to cover warehousing and shipping expenses. This is invoiced monthly based on receipts at the warehouse.

All product delivered to the NLC Distribution Centre must be:

- Delivered in cardboard cartons strong enough to withstand assembly and shipping
- Not exceeding the maximum case weight of 19 kgs or 42 lbs
- Delivered on a pallet, not exceeding 62 inches in height
- Delivered on a vehicle that can be unloaded mechanically through the NLC Distribution Centre receiving door which is 48 inches from ground level
- Not unloaded at ground level or by hand

A local Brewery is responsible for inventory management and will need to notify NLC Supply Chain Management if products need to be replenished.

A local Brewery is responsible for contacting stores to ensure buy-in and sell through.

NLC Distribution Centre will monitor the product shelf life. Once a product is within five weeks of its best before date the NLC Supply Chain Management will advise the local Brewery. Please note that shipping will stop from NLC Distribution Centre once a product is within two weeks of its best before date. If this product reaches the best before date it will be:

- Billed back to the local Brewery at cost, plus a fee per case to dispose of the product in an environmentally responsible manner, or;
- Removed by the local Brewery, or;
- Replaced by the local Brewery with new inventory

NLC Distribution Centre is not a cold storage environment, and transport vehicles leaving NLC Distribution Centre are not temperature controlled in the summer so product may be exposed to heat.

## **DELIVERY APPOINTMENTS: NLC DISTRIBUTION CENTRE**

Delivery appointments will need to be arranged by noon the day before the requested delivery day. Please call **(709)-724-1227** to arrange an appointment.

Please ensure to provide NLC Distribution Centre with the following paperwork upon delivery:

- NLC Purchase Order Number
- SKU Number
- Product Description
- Product Lot Number
- Delivered Quantities (by case)
- Pallet Count
- Full Supplier Name
- Ship from location/address
- Shipping Case Configuration (number of retail selling units per shipping case)



## **DELIVERY APPOINTMENTS: NLC LIQUOR STORES (LOCAL BREWERY)**

Delivery appointments will need to be arranged by noon the day before the requested delivery day. Please call NLC Store Management of the applicable NLC Liquor Stores where the product is being delivered.

All deliveries are to be completed between the NLC Corporate Store receiving hours, 9 AM – 4 PM, and through the assigned receiving area.

Please ensure to provide the NLC Corporate Store with paperwork upon delivery that contains:

- NLC Purchase Order Number
- SKU Number
- Product Description
- Product Lot Number
- Delivered Quantities (by case)
- Pallet Count
- Full Supplier Name
- Ship from location/address
- Shipping Case Configuration (number of retail selling units per shipping case)

## **RETURN TO VENDOR (LOCAL BREWERY)**

When a product from a local Brewery is found to be damaged or stale-dated after receipt it shall be removed from shelves, kept in a designated area and recorded on a beer order form as a return to vendor.

NLC Store Management will contact the local Brewery to arrange a removal time.

Seventy-two hours is given to the local Brewery to make contact with NLC Store Management to determine if the product will be removed. After seventy-two hours, if NLC Store Management has not been advised by the local Brewery, the product will be billed back to the local Brewery at cost, plus a fee per case to dispose of the product.

If the local Brewery removes the affected product a credit note will be issued to NLC Store Management upon removal.

## **PRODUCT DATE CODES**

All products produced by a LAP is required to have a date code on all selling units.

A date code can be numeric, alphabetical or alphanumeric and must be readily discernable and legible.

If a product has no date code, it will not be accepted by the NLC Distribution Centre, NLC Liquor Stores or Liquor Express.

# REPORTS AND PAYMENTS

All general inquiries on reports and payments can be directed to NLC at [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com). For more information on completing the Monthly Commissions Report please use the [LAP Reporting Portal - Quick User Guide](#).

## MONTHLY COMMISSION REPORTING

Each month, the LAP must submit a Monthly Commission Report template which includes all production, sales, and inventory movement in the previous month as per the NLC Monthly Reporting Schedule. These dates are set to ensure that once the commission report is submitted, there is time for NLC to verify the data and send back to the LAP for review and payment, which is due on the 20<sup>th</sup> of each month.

A Monthly Commission Report template can be downloaded and submitted through the LAP Reporting Portal.

The report includes all production and sales, on and off premise (repackaging, sales, returns, destroyed, and adjustments for the month).

This Monthly Commission Report template is a source of information for production tracking and initial commission calculations for NLC.

NLC generates a Finalized Monthly Commission Report once data has been received.

If data is submitted by the reporting deadline, the LAP will receive the Finalized Monthly Commission Report prior to the 20th for review and validation. The LAP is to confirm by email the acceptance of the amount calculated on the Finalized Monthly Commission Report.

Once confirmation is received, a commission payment invoice will be generated and distributed to the LAP.

The LAP is responsible for ensuring the commission payment is received by NLC on or before the 20th of each month regardless of when the commission report is sent to NLC, which is a requirement of the license. Late monthly commission reporting or payments may be reported to NLC Regulatory Services for possible action on the LAP authorization to produce and sell alcohol beverages in the province.

If the Monthly Commissions Report Template is not received in time to complete a Finalized Monthly Commission Report and submit a commission payment by the due date, it is the responsibility of the LAP to calculate the commission amount due to NLC and submit payment based on the calculation.

## **MONTHLY COMMISSION REPORTING - NLC SALES (IF APPLICABLE)**

Within the Monthly Commission Report template there is an additional input tab for NLC sales.

If there are any sales to NLC stores and/or NLC Warehouse, the LAP will be required to submit a summary of all invoices for the month. This summary will include:

- Invoice number
- Date
- Branch
- SKU
- Product Description
- Quantity

The total quantity entered should agree with the Monthly Commission Report column: Sales to NLC Liquor Stores Net Returns.

Once the LAP NLC Sales are submitted through the LAP Reporting Portal, NLC will generate a Finalized Invoice Report. The calculations in this template are based on the LAP submitted data and compared to NLC receiving data.

NLC will send the Finalized Invoice Report along with the Finalized Monthly Commission Report to the LAP for review and validation. The LAP is to confirm by email the acceptance of the amount calculated on the Finalized Invoice Report. Once confirmation is received, this amount will be processed and paid to the LAP. If confirmation is not received from the LAP, payment will not be processed.

## **MONTHLY COMMISSION REPORTING – MID-MONTH NLC SALES (IF APPLICABLE)**

The LAP can submit a mid-month invoice, which would include any NLC sales from the 1<sup>st</sup>-15<sup>th</sup> of the month in order to receive payment for products twice per month. This should be submitted by the 20<sup>th</sup> of the current month (*i.e. April 1<sup>st</sup>-15<sup>th</sup> sales should be invoiced by April 20<sup>th</sup>*).

The LAP will have to create the mid-month invoice and email the file/invoice to [Localalcoholproducers@nliquor.com](mailto:Localalcoholproducers@nliquor.com).

This invoice will include:

- The LAP Name
- HST Number
- Summary
- Invoice Number
- Vendor Cost
- HST and bottle deposit amount

## **PRICE SHEETS**

NLC will provide price sheets for each LAP.

The LAP will need a new price sheet anytime there is a new SKU, price update or a discount threshold is reached.

Commission rates, vendor costs and all other pricing information for each SKU will be included on the price sheet.

## **NLC AUDITS**

Monthly Commission Reports will be audited by NLC. Audits will occur every 1 to 2 years.

NLC will periodically request additional records from producers to validate production and sales reports. This can include production logs, excise reports, inventory counts, records of returns and destructions.

The LAP is required to keep a log of destroyed product. NLC is to be notified of any large or unusual dumps, prior to destruction. NLC may request to review product before it is dumped.

Litres of product reported as repackaged vs. actual product bottled will be assessed for reasonableness.

Additional commission may be due if there are audit findings.

# APPENDIX

## **BA PRICELIST SCHEDULE:**

<https://www.nliquorcorp.com/images/doing-business/files/Price-List/BA%20Price%20List%20Updated%20Schedule%20April%202024%20-%20March%202025.xlsx>

## **DEPARTMENT OF ENVIRONMENT AND CONSERVATION:**

[www.env.gov.nl.ca/env/env\\_assessment/index.html](http://www.env.gov.nl.ca/env/env_assessment/index.html)

## **FOOD AND DRUGS ACT - REGULATIONS AMENDING THE FOOD AND DRUG RELATIONS (BEER): CANADA GAZETTE:**

[gazette.gc.ca/rp-pr/p2/2019/2019-05-01/html/sor-dors98-eng.html](http://gazette.gc.ca/rp-pr/p2/2019/2019-05-01/html/sor-dors98-eng.html)

## **LAP REPORTING PORTAL:**

<https://nlcreporting.azurewebsites.net>

## **LAP REPORTING PORTAL - QUICK USER GUIDE:**

<https://nliquorcorp.com/images/doing-business/files/s-t/2025/LAP%20-%20Portal%20User%20Guide.pdf>

## **NLC APPROVED PRODUCT PRICELIST:**

<https://nliquorcorp.com/doing-business-with-nlc/alcohol/liquor-express/product-price-list>

## **NLC CATEGORY REVIEW SCHEDULE:**

<https://nliquorcorp.com/images/doing-business/files/s-t/March2024/FY2025%20Category%20Review%20Schedule.pdf>

## **NLC CORPORATE SERVICES:**

<https://nliquorcorp.com/doing-business-with-nlc/alcohol/alcohol-licensees/apply-for-a-liquor-license-in-newfoundland-labrador>

## **NLC LISTING POLICY:**

<https://nliquorcorp.com/images/doing-business/files/s-t/April2023/NLC-Listing%20Policy-FY2024.pdf>

## **NLC LOCAL ALCOHOL PRODUCER LISTING APPLICATION:**

<https://nliquorcorp.com/images/doing-business/files/s-t/2025/LAP%20Listing%20Application%20FY%202025.xlsx>

## **NLC MONTHLY REPORTING SCHEDULE:**

<https://nlcreporting.azurewebsites.net>

## **NLC PROMOTIONAL GUIDE:**

<https://nliquorcorp.com/images/doing-business/files/s-t/2024/NLC%20Retail%20Promotional%20Policy%202024-2025%20-%20Updated%20March%202024.pdf>

## **NLC STORE LOCATOR:**

<https://nliquor.com/store-locator/>

## **SERVICE NL:**

[www.servicentl.gov.nl.ca](http://www.servicentl.gov.nl.ca)

## **SERVICE NL – BUILDING ACCESSIBILITY AND FIRE AND LIFE SAFETY:**

[www.servicentl.gov.nl.ca/licenses/building/index.html](http://www.servicentl.gov.nl.ca/licenses/building/index.html)