



## LCBO Product Packaging Standards - Consignment Warehouse Program

All wine imported into Ontario must meet strict Product Packaging Standards. While the rules for Consignment orders are somewhat different than for LCBO Retail orders, non-compliant shipments within either program face the possibility of processing delays and financial penalties. We have highlighted the important criteria for Consignment shipments here. Please review this information carefully and forward any questions you may have to Alisa ([info@buyersandcellars.ca](mailto:info@buyersandcellars.ca)).

### LCBO QUOTE FORM

To process new Purchase Orders, the LCBO requires you to complete their [Quote Sheet](#). This is the only version of this form that is accepted. Quote Sheets must include a Universal Product Code (**UPC**) and a Shipping Container Code (**SCC**) for each wine to be ordered.

### ORGANIC DECLARATION / ORGANIC CERTIFICATE

The LCBO Quote Form has a spot for you to declare whether the wine we want to order is organic or not. If it is organic, you must provide an **Organic Certificate** at the same time as you complete the Quote Sheet. The Organic Certificate must have a date on it. If you are sending us an older vintage, please send us the Certificate that covers the vintage we have ordered, not the most recent one. The name of the wine on the Quote must exactly match the name of that wine as it appears on the Certificate (unless the entire production at the winery in the year that the wine to be ordered was harvested and produced is certified Organic). You will also need to complete the LCBO's [Organic Declaration Form](#) which is a fillable PDF.

More Detailed information can be found [here](#)

### LABELLING REQUIREMENTS

Every wine imported into Ontario is reviewed by the LCBO's Quality Assurance Department prior to release for sale. In addition to a chemical analysis, the LCBO will review the bottle labels. The LCBO has some of the most stringent wine label requirements in the world. Non-compliance can result in costly penalties charged to producers and/or unnecessary delays in the release of wines into the market.

Click [here](#) to see an example of a **Simplified Wine Label**:

Of particular note:

**'Single Field of Vision'** items (common name (ie white wine, red wine, etc), net quantity, alcohol strength and country of origin) must be visible in a single field of vision; they cannot

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be split between the front and back labels. These mandatory items can either be together on the back or on the front label.

**Allergen declarations** must appear in a box and be black text on a white background, with a minimum font height of 1.1 mm (for the lower case 'o'). The English declaration must be on a separate line from the French version (which should not include 'des' (ie Contient ~~des~~ sulfites). Additionally, only titles 'contains/contient' may be in bold type, eg:

**Contains:** Sulphites

**Contient:** Sulfites

**Lot Codes** are required on each label. The LCBO has no specific requirements regarding the number of numbers and/or letters required for these codes. You can choose the format here. The regulatory language confirms that the lot code can be numeric, alphabetic or alphanumeric. It is very common in the industry to use a lot code that is linked to the packaging date, therefore in many cases it is a code that contains that information in one format or another.

**Agent representation** isn't required on the labels but it is something we appreciate you including if possible.

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If customizing your labels to meet these requirements is not an option, we hope printing and affixing a corrective sticker to the back of your bottles might be. We have created a [template](#) that you can customize for each wine to be shipped. The vertical alphanumeric code is an example of a suitable Lot Code.

**Nutritional labelling** is not allowed in Canada in the same format that is required in the EU. This is a federal regulation, not created by the LCBO. Any reference to nutrient contents (such as 'calories') requires a very complicated label to meet Canadian standards. In order to avoid corrective labelling (and non-compliant fees), please remove or cover up any reference to cal (such as E = 339 kJ/81 kcal per 100ml). QR codes leading to your nutrition information can remain as long as they are just codes with no words referencing nutrition.

**Universal Product Code (UPC)** or International Article Number (EAN) are required by the LCBO on all wine bottles imported into Ontario. The UPC is a 12-digit numeric machine-readable code that identifies a consumer unit. EAN codes are similar in structure, but have 1 additional digit encoded in the Number System Character.

### BOTTLE PARTITIONS

The LCBO requires bottle partitions in all cases of Consignment wine shipped to Ontario. These partitions must provide adequate **protection** against damage or breakage, prevent direct bottle to bottle contact and provide **vertical stability** during transportation and storage. They must be assembled so they remain **interlocked** and must be **secured** into the shipping container in a manner that will prevent them from becoming displaced.

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### SHIPPING CONTAINER LABEL

You must affix a customized label to all cases shipped to Ontario. These labels must include the Shipping Container Code (SCC), the name and vintage of the wine, bottle size and case configuration (ie 12 x 750mL) and Purchase Order Number. The LCBO Item Number is **not** allowed to appear on this label. Please send us a copy of these labels to approve before shipping. The LCBO will charge for any corrective work needed.

**Shipping Container Code (SCC)** - An SCC (also known as a **GTIN-14**) is a 14-digit barcode placed on the outside of your shipping carton. Each vintage of a wine shipped through LCBO Private Ordering Program requires a distinct SCC so it can be identified in the warehouse operating system. If two different vintages of the same wine are shipped with the same SCC, LCBO Specialty Services will have to re-label one of these items for their system to work, causing a delay in the release of the Purchase Order and the stock.

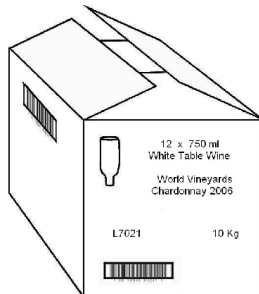
We encourage you to use a distinct SCC barcode for every new item number. If you require assistance generating a new code, please email Alisa at [info@buyerscellarswine.ca](mailto:info@buyerscellarswine.ca).

### Case Label Example

#### 1.3.3 Shipping Container Markings

(Example drawings below – see Chart 2 for full requirements)

A) Product sealed with a cork closure and stored in an inverted position.



B) Product stored in an upright position.

### PRODUCT PACKAGING STANDARDS

A complete list of all requirements and specifications for shipping wine to Ontario can be found online [here](#)