

Loblaw Companies Limited

Supply Chain Vendor Portal Business Closures User Guide V1.0

VERSION HISTORY

Version	Date of Update	Updated By	Comments
V1.0	2024-01-22	Manik Kumar	

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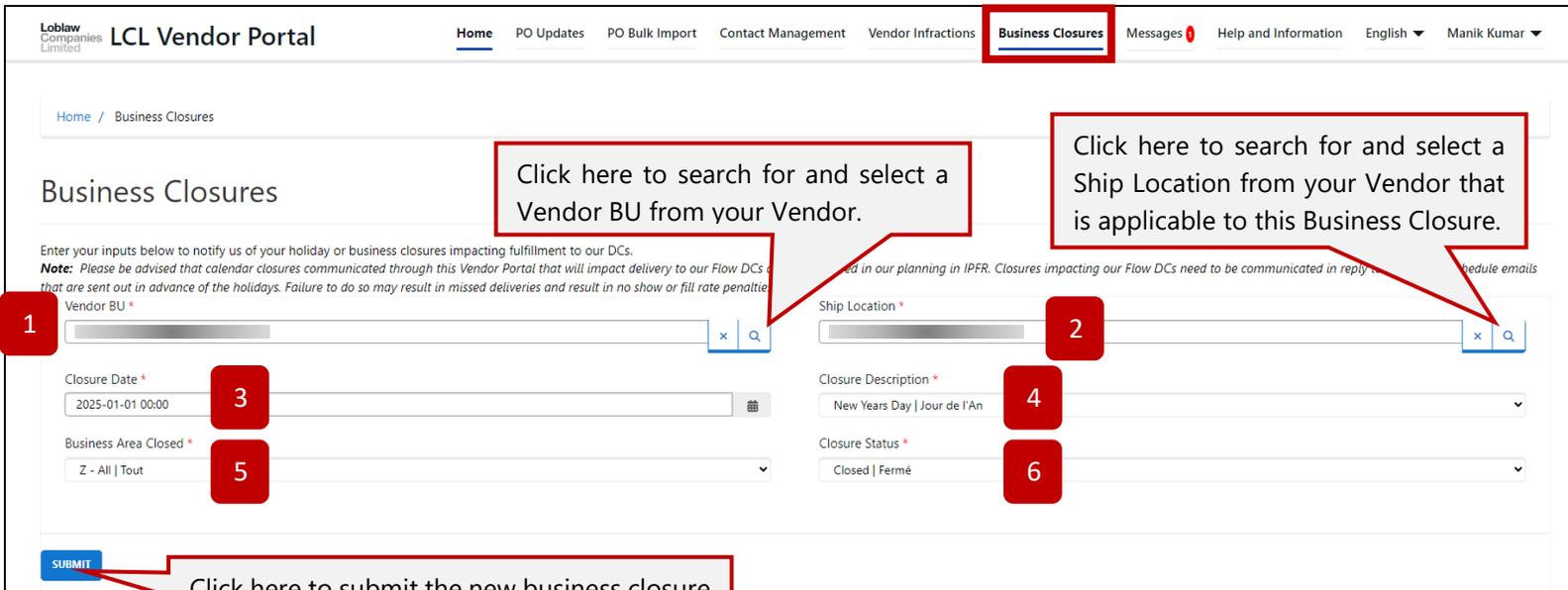
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OVERVIEW

This document gives instructions on how to create, view, and edit Business Closures in the Supply Chain Vendor Portal. Use this to manage your holiday or business closures impacting fulfillment to Loblaw’s Distribution Centres. The latest version of this document can always be found on the [Help Page](#) on the Vendor Portal.

Creating a New Business Closure

Navigate to the Business Closures page from the menu after signing in. You will see an input form, which is explained below.



- 1. Vendor BU:** Select the Vendor BU record that this new business closure applies to.
- 2. Ship Location:** Select your Ship Location facility that is closed for this new business closure.
- 3. Closure Date:** Provide the date that the Ship Location is closed.

4. **Closure Description:** Select the applicable holiday for this new Business Closure.
5. **Business Area Closed:** Select the business area that is closed at your selected Ship Location for this new Business Closure. Definitions are below.
 - a. **O - Order Desk | Comptoir de commandes:** Days you can receive AND begin processing orders. Note that Loblaw will not generate orders on days you indicate as Closed.
 - b. **W - Order Processing | Délai de traitement des commandes:** Days when the selected Ship Location can process orders. Note that Loblaw will extend the appropriate amount of lead time based on your facility's closures.
 - c. **S - Supplier Warehouse/Shipping | Entrepôt du fournisseur/expédition:** Days when Loblaw Transport can pick up POs from the selected Ship Location. Note that Loblaw will not plan pickups on days you indicate as Closed. Applies to Loblaw Transport pickup locations only (backhaul). Please select No Change if this does not apply to this location.
 - d. **A - Delivery to LCL DCs | Livraison aux CD de LCL:** Days when orders from the selected Ship Location can be delivered to Loblaw DCs. Note that Loblaw will not plan deliveries on days you indicate as Closed. Applies to Vendor Delivery locations only (prepaid). Please select No Change if this does not apply to this location.
 - e. **Z - All | Tout:** Selecting this option closes all of the above business areas for the selected Closure Date.
6. **Closure Status:** Select the status applicable to this new Business Closure. Status definitions are explained below. Note: Please only use the "Closed" / "Open" options to indicate a change in your normal business hours because of the holiday.
 - a. **Closed | Fermé:** Selected Business Area is closed during the selected holiday in the Closure Description field.
 - b. **Open | Ouvert:** Selected Business Area is open during the selected holiday in the Closure Description field.
 - c. **No Change | Pas de Changement:** Selected Business Area has no change to its regular hours during the selected holiday in the Closure Description field.

Viewing Business Closures for your Vendor

On the same page, below the input form explained in the section, you will see a table of all Business Closures in the system. You can sort on it by clicking one of the columns, search by Ship Location / Closure Date / Business Area / Closure Status / Closure Description from the search box, or download all displayed records using the "Download Records" button.

Click here to download the displayed records.

Click on any column to sort by it.

Type to search against the table.

Click here to edit an existing record.

Vendor ID (Vendor BU)	Ship Location ↑	Closure Date	Closure Status	Business Area	Closure Description	Notifier	Created On	Modified On ↓	
		2025-01-01 00:00	Closed Fermé	Z - All Tout	New Years Day Jour de l'An	Manik Kumar	2024-01-22 10:33	2024-01-22 10:33	
		2023-05-22 14:01	Closed Fermé	Z - All Tout	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:04	Closed Fermé	Z - All Tout	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:08	Closed Fermé	O - Order Desk Comptoir de commandes	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:05	Closed Fermé	Z - All Tout	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:07	Closed Fermé	Z - All Tout	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:09	Closed Fermé	W - Order Processing Délai de traitement des commandes	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:11	Open Ouvert	S - Supplier Warehouse/Shipping Entrepôt du fournisseur/expédition	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-05-22 14:12	Open Ouvert	A - Delivery to LCL DCs Livraison aux CD de LCL	Victoria Day Fête de la Reine		2024-01-17 09:31	2024-01-17 09:31	
		2023-03-20 09:55	Closed Fermé	Z - All Tout	Other Autre		2024-01-17 09:27	2024-01-17 09:27	

Editing an Existing Business Closure

In the table of submitted Business Closures, click the icon on the right side of a record to edit the record. Certain fields are editable. Make any necessary changes and click the "Submit" button to record your changes.

Edit ×

You can edit the Closure Date, Closure Description, and Closure Status of this Business Closure record.

Vendor BU *	Ship Location *
<input type="text" value="1"/>	<input type="text" value="3"/>
Closure Date *	Closure Status *
<input type="text" value="2025-01-01 00:00"/>	<input type="text" value="Closed Fermé"/>
Business Area Closed *	
Z - All Tout	
Closure Description *	
<input type="text" value="New Years Day Jour de l'An"/>	

Click here to record your changes for this existing Business Closure.