

VQA ONTARIO
Ontario's Wine Appellation Authority
NEWS & TIPS DECEMBER 2019

BENCHMARKING STUDY – Due Friday Dec. 6, 2019!

The Ontario Wine and Grape Industry Benchmarking Study survey was launched online on Friday Oct. 25th. Your invitation to participate, sent by email, included a unique Username and Password. If you didn't receive an invitation to participate in the survey please contact [Katherina Radcliffe](mailto:Katherina.Radcliffe@deloitte.ca) or email ontariowinestudy@deloitte.ca

Please complete the survey online before Friday Dec. 6, 2019. Participation is mandatory if your business intends to apply for the VQA Wine Support Program.

NO TASTINGS IN DECEMBER

Just a friendly reminder that the Tasting Panel does not operate in December. The Panel will resume in January with the first tasting scheduled for Monday Jan. 6, 2020. The LCBO lab will be closed over the break as well, with regular testing resuming in the New Year. If you have any questions, please contact [Kaitlin Wilson](mailto:Kaitlin.Wilson@vqa.com).

ONLINE REPORTING – MONTHLY SALES REPORTS

All members are required to upload their monthly sales reports online. Please do not mail or email your reports. You must also continue to send your completed Winery Reporting Template (J10 forms) to LCBO directly. Please pass this on to the person at your winery who submits the reports and remits the payments to VQAO.

VQA Monthly Sales Reports are filled out as part of the LCBO package "Winery Reporting Template". The "VQAO Monthly Sales Report" (form 3003) must be completed and uploaded to VQA Ontario's web-based application to create an invoice payable for the amount owing.

Here is what you will need to do:

- Complete the "VQAO Monthly Sales Report" form from the LCBO Winery Reporting Template package
- Save the template in Excel format
- Login to VQA Services
- Select Monthly Sales Reporting
- Select New Sales Report
- Select the reporting month, and enter the TOTAL Sales Litres, matching the litres on the VQA sales report Excel worksheet (total VQA litres sold for the period)
- Click on the "Browse" button to navigate to your saved LCBO Winery Reporting Template and upload it
- If you have uploaded the full J-10 LCBO report, your upload will be verified immediately. If you uploaded an extracted Excel worksheet or a .pdf version, however, you will need to wait for VQA admin to manually validate the litres match the uploaded report
- Don't forget to click "Save" before you exit the pop-up window
- Return to the home page

- Select Invoice Management (Your invoices for monthly sales levies will appear here, along with any other invoices from VQAO)
- Select as many invoices as you wish and click on pay now (do this no matter how you intend to pay)
- Select how you wish to pay – online or by cheque
- If you are paying by cheque – mail it to VQAO with the invoice #
- If you are paying online, follow the instructions provided (you will need to set up a credit card under the “edit profile” tab before you can use this).

MANAGING YOUR INVOICES FROM VQA ONTARIO

Reminder to activate an invoice for all services (Open and “make payment” for one or aggregate invoices)

As with monthly sales reports, invoices are generated on the VQA Services system for all VQA services. To generate a payable, you need to select the invoice and tell us how you intend to pay – online or by cheque. This allows our system to show the status of the invoice as owing or paid.

We recognize that some members would like to continue to pay by cheque but as we move to digital record keeping, you will have a much slower experience if you do not indicate the method of payment online when preparing your cheque.

A WELL-DESERVED RETIREMENT – THANK YOU BARBARA

After 20 years of dedicated service to VQA Ontario, Barbara Dodds has retired.

Moving forward, please contact any of our staff for your VQA needs:

General info, wine approvals, account information:

Kaitlin Wilson

416-367-2002

kaitlin.wilson@vqaontario.ca

Wine approvals, rules and regulations, communications:

Katherina Radcliffe

416-874-0549

katherina.radcliffe@vqaontario.ca

IT issues, audit and inspection:

Susan Piovesan

416-367-3796

susan.piovesan@vqaontario.ca

Policy and all other issues:

Laurie Macdonald

416-874-0560

laurie.macdonald@vqaontario.ca

HAPPY HOLIDAYS!

The staff at VQA Ontario, your Wine Appellation Authority wish you a safe and happy holiday.

Holiday hours:

Friday, December 20 – 8:00 am – 4:00 pm

Monday, December 23 to Wednesday January 1 – Office closed, email Laurie Macdonald if you require any urgent assistance.

Thursday, January 2 – 8:00 am – 4:30 pm

