

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

## THANK YOU FOR RENEWING YOUR VQA ONTARIO MEMBERSHIP

Many thanks to our members for renewing their VQA memberships on time.

For those of you who have not yet renewed, please note that your membership has expired (effective April 1, 2019) and your online account has been set to "inactive" status – access to online services has been discontinued and no wine approval applications will be accepted, or results issued. Please login and renew by going to the "edit profile" tab if you wish to continue your VQA membership.

For those of you who have renewed online but not yet paid, your online access to account information will remain active, however no approval results will be issued until your account is brought up to date. If payment is not received by June 30, your membership will be terminated and access to your online account will be deactivated. Bylaw provisions related to resigned members will apply.

For wineries that discontinue their membership, approved VQA wines may be sold for up to 12 months after the membership ends using VQA regulated terms. After that grace period, all VQA terms must be removed from labels, and any descriptions of the wines or winery.

## 2018 TASTING DATA REPORT – NOW AVAILABLE

Our annual Tasting Data Report has been published! Find it here! Be sure to check it out and find out what the most common reasons for failure were last year – and how to avoid them! Reading the Tasting Data Report is just one way to help set yourself up for success at the Tasting Panel. It's important to understand how the process works and how to prepare your samples for assessment by the panel. You can read all about it on our [Regulations/Processes](#) page on the VQA public website. And of course, if you have any questions or comments, don't hesitate to contact [Katherina Radcliffe](#).

## NEW CFIA EXPORT CERTIFICATION PROCESS

Wineries that export and require export certification from the Canadian Food Inspection Agency (CFIA), per country of import requirements, are advised that they now require a CFIA licence in order to obtain a CFIA Certificate of Free Sale. Wineries can apply online via [MyCFIA](#) for both a licence and for a Certificate of Free Sale. This change is as a result of the new Safe Food for Canadians Regulations (SFCR). The licence requirement does not apply to non-exporting wineries. For more information, [click here](#).

## LABEL CHECK LIST

Understand the rules and make sure your labels are compliant! Use our Quick Reference Labelling Guide, located on the VQA Public website [Regulations/Packaging & Labelling](#) page to check both Federal

and VQA mandatory elements and any other labelling information. And of course, we're happy to provide advice over the phone or even review your label in advance. If you're not sure about something just email [Kaitlin Wilson](mailto:kaitlin.wilson@vqa.com) for help. She will be happy to assist you with all your labelling questions.

## REMINDER – UPLOAD (DON'T EMAIL) YOUR MONTHLY SALES REPORTS

Please upload your monthly sales reports using the secure VQA Services website. If the person who prepares these reports does not know that this is a new requirement for submitting these reports, please tell them!

Here is what you need to do:

- Complete the "VQA 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
- 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 verify 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 literage fees will appear here, along with any other invoices from VQAO)
- Select as many invoices as you wish and click on pay now
- 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 (note you will need to set up a credit card before you can use this).