# LION

# "How To" Guide

**Last updated: February 2023**

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## What is LION?

LION (Liquor Information Online Network) is a reporting system that is only available to Suppliers and Agents that have products listed in SK. It contains reports on sales data, wholesale pricing, wholesale price promotions and on-hand inventory and purchase orders for products that are distributed through BDL, SLEEMANS and Minhas.

## How to Request an Account

Individual account creation requests can be sent to SLGA Service Desk at servicedesk@slga.com. The following information will be needed:

- First and last name
- Organization
- Job title
- Phone number
- Email address
- Full mailing address

## How to Log In

Go to https://drive.slga.com and login using your login credentials. Once logged in, click on "Portals" on the left-hand side of the screen and double-click on "Lion Reporting".
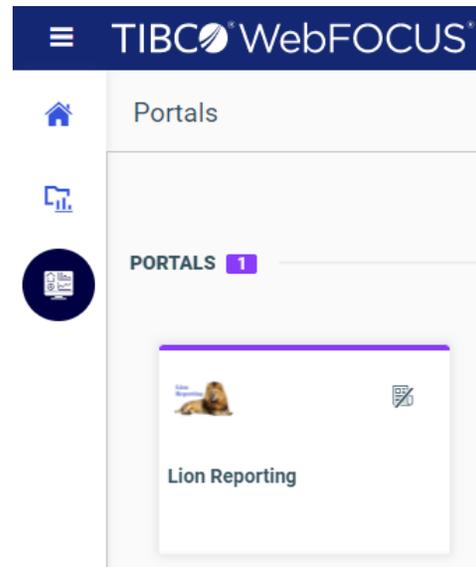
## How to Request a Password Reset

To request a password reset, contact the SLGA Service Desk at servicedesk@slga.com or 306-787-8181.

## How to Close an Account

When a LION user leaves your organization, notify SLGA (at servicedesk@slga.com or, wholesalepricing@slga.com) to cancel their access immediately to ensure key competitive data remains protected. On a similar note, we strongly discourage username and password sharing amongst users.

## How to Navigate the Interface

Use the tabs across the top of the screen to access different reports.



Each report offers its own set of filters. Mandatory fields are flagged with an asterisk. After indicating the desired search criteria, click on the "Submit" button to run the report. The "Reset" button will clear all selections to start again. Once the report has run, the "Hide filters" button located on the top-right corner can be used to optimize screen space.

## How to Download Data in CSV or Excel Format

Each report has two different tabs: a formatted view and raw data for CSV and Excel file downloads. To download a CSV or Excel file, navigate to the second tab, click on the *"vertical dots"* icon on the top-right corner and select the "Export" option. Finally, choose the desired file type and click on the "Export" button.

## How to Hide a Column

To hide certain column, click its header and check the "Hide Column" box.



To return to the original layout, click on the *"vertical dots"* icon and select "Restore Original".



## How to Save a Report in PDF Format

Start by running the desired report. Click on the *"vertical dots"* icon on the top-right corner and go to Show Records >> Show All.

Then, click on the same *"vertical dots"* select "Print".



Click on the "Print" button.
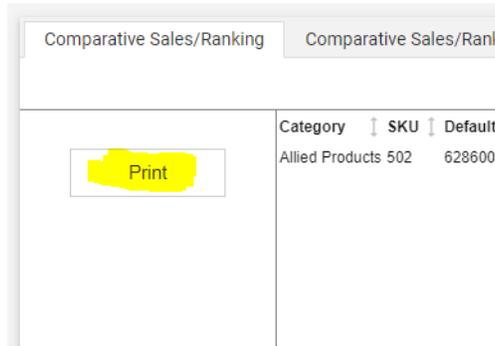


On the print dialog box, pick "Save to PDF". Depending on the width of the report, you may need to use a landscape layout and/or reduce the scale factor. (It is also possible to hide unneeded columns, as explained above).

Finally, click "Save" and a PDF file will be created on your device.



## Reports Available

Wholesale reports show product purchased by all Saskatchewan retailers. Reports that are agent-specific will show data only for the products they represent. Data at the retail-store level is provided

only on retail stores that consent to SLGA sharing their information.

| Report | Description |
|---|---|
| Sales to RSP | Wholesale orders and shipment volumes by SKU and retail store over the selected time period.<br>This report is agent specific. |
| Sales History | Monthly shipment volumes from the SLGA Distribution Centre and Private Distributors to retail stores, broken down by category and SKU. |
| Comparative Sales/Rankings | Sales performance comparison at the SKU and category levels, based on shipments (from the SLGA Distribution Centre and Private Distributors) to retail stores each month of the selected time period compared to the same time period in the previous year. The report also ranks products based on their sales volumes, both overall and within each category. |
| On-hand Inventory | SKU inventory levels at the SLGA Distribution Centre. Data is updated on a daily basis and the timestamp of the last refresh is stated.<br>This report is agent specific. |
| PO History | Current and historical purchase orders from the SLGA wholesale purchasing team to suppliers. Case prices are displayed in the original currency of the PO.<br>This report is agent specific. |
| Price Report | Current and historical wholesale prices of products available through the SLGA Distribution Centre and Private Distributors. |
| Wholesale Price Promotions | Current and historical wholesale price promotions (WPPs) available through the SLGA Distribution Centre. |

## Sales to RSP

The report provides monthly order and shipment volumes from the SLGA Distribution Centre and Private Distributors (BDL, Sleeman) to retail locations, broken down by category, SKU and Retail Store Permittee (RSP). Account level data is provided only on those RSPs that provided information sharing consent to the SLGA. Sales to RSPs that did not sign the data sharing waiver are grouped together in the "Other" category. The number of retailers in the "Other" group is displayed. Arbitrary start and end dates can be requested by the user. The report is agent-specific, meaning that agents can access data only on the products they represent.

## Sales History

The report provides monthly shipment volumes from the SLGA Distribution Centre and Private Distributors (BDL, Sleeman) to retail locations, broken down by category, SKU and sales channel (i.e.: SLGA Retail Stores vs Private Retail Stores). This report is equally visible to all users. The information is not restricted based on agency ID.

## Comparative Sales and Rankings

The report provides a sales performance comparison at individual SKU level, by comparing shipments (from the SLGA Distribution Centre and Private Distributors) to stores in each month of the selected time period to the same month in the previous year. An overall performance comparison for the selected timeframe is also available at the SKU and category levels. The report also ranks products based on their sales performance, both overall and within each category. This report is equally visible to all users. The information is not restricted based on agency ID.

## On-hand Inventory

The report provides current inventory levels at the SLGA Distribution Centre. The data is updated daily and the timestamp of the last data refresh is explicitly stated on the report. The report is agent-specific, meaning that agents can access data only on the products they represent.

## PO History

The report lists current and historical purchase orders, including the order line detail. Both *finished* and *printed* orders are included. The case prices are reported in the original currency of each PO. For example, if a PO was created in Euros, the PO report will display the Euro amounts without converting them to Canadian dollars. The report is agent-specific, meaning that agents can access data only on the products they represent.

## Price Report

The report provides the complete list of current and historical wholesale prices of products available through the SLGA Distribution Centre and Private Distributors (BDL, Sleeman). This report is equally visible to all agents and suppliers. The information is not restricted based on the agency ID.

## Wholesale Price Promotions

The report provides data on current and historical wholesale price promotions at the individual SKU level. This report is equally visible to all users. The information is not restricted based on agency ID.

# What is my Agency or Vendor Number?

You will need to know your agency or vendor number in advance. If you have any questions about it, contact the Wholesale Pricing team at wholesalepricing@slga.com.