

Vendor FAQ: Real Canadian Wholesale Club Mississauga

Vendor Contact Info:

Real Canadian Wholesale Club Mississauga
325 Central Parkway West,
Mississauga, ON, L5B 3X9
(T): 905-272-5644 www.wholesaleclub.ca

RCWC Account #:

Main Contact Person:

Kenny Martins (Order Coordinator)
Email address: cap00212@loblaw.ca

Marek Gdula (Store Manager)
Email address: mon00212@loblaw.ca

Check out www.wholesaleclub.ca to see more products and check pricing.

TIP: Remember to use the RCWC SNP Program email ordering system outlined here to save the 5% assembly fee charged on regular online orders.

How to complete the Order Form:

1. An updated Order Form will be sent to you each week by email, to reflect produce availability and pricing.
2. Order Form includes Produce, Dairy, Grains, Pantry Items and Supplies, and will reflect current prices.

Using the Order Form:

- Complete the highlighted section at the top of the form with your SNP information, including your account number.
- Fill out the items and quantities needed for your program.
- Save file for reconciliation of orders.

How to submit orders:

Send the Order Form as an attachment by email to:
cap00212@loblaw.ca
mon00212@loblaw.ca

In the Subject Line of your email, please write:
"SNP Order [site name] delivery for [insert date]"

You will receive an email confirmation.

If you do not receive an email confirmation, please follow up by emailing cap00212@loblaw.ca or calling 905-272-5644.

Who to contact with questions about my order:

Contact the Wholesale Club at 905-272-5644 and ask to speak to a manager. Follow up with an email to mon00212@loblaw.ca and cap00212@loblaw.ca.

When to Submit Orders:

All orders must be received by **Tuesday at 2:00 p.m.** in order to receive delivery the following week.

The option to order earlier than Tuesday is always available, and is recommended, if you can plan ahead.

This helps to ensure that you receive the products you want on time, and in the quantities you've ordered.

Deliveries:

Indicate your desired delivery day on each order.

A fee of \$55 + HST will be applied to each delivery.

The delivery fee can be found on your RCWC invoice, listed as "Assembly Plus".

How to Pay Invoices:

Invoices

You will find your RCWC invoice attached to the delivery when it arrives.

Timeline

Your SNP has 28 day terms. This means you have 28 days from the date on the invoice to pay.

Payment Method:

Cheque

**Tip: if you will be receiving more than one RCWC delivery within the 28 day term, we recommend you collect these invoices and combine them into one payment.*

Payable to: Real Canadian Wholesale Club

Memo: *include your RCWC/Loblaws Account #

Mail cheques to:

Loblaws Inc, PO Box 898

Winnipeg, MB R3C 2S1 Attn: Bernice Nayler

Sample Invoice:

The image shows a sample invoice from Wholesale Club. The invoice is for 'EVERYTHING FOODSERVICE' and includes the following details:

- Account #: 0000044051
- Invoice #: 0020609040475269
- Expiry: 28 Days
- Subtotal: 522.05
- HST 13%: 55.00 @ 13.000%
- Total: 529.20
- Number of Items: 16
- Assembly Plus fee: 55.00
- Total Cost: 522.05

Annotations on the invoice include:

- Blue circles around the account number and invoice number.
- Blue arrows pointing from the invoice number and account number to labels: '- Invoice #' and '- Account #'.
- Blue circles around the subtotal and total amounts.
- Blue arrows pointing from the subtotal and total amounts to labels: 'SUBTOTAL' and 'TOTAL'.

Questions about your Invoice?

Contact the Wholesale Club Front End Manager (Giovanna Dato) for assistance at 905-272-5644 or clk00212@loblaw.ca.

For more information contact:

Gerard Capellan

Food & Logistics Coordinator | Toronto Foundation for Student Success

416-394-6887 | gerard.capellan@tdsb.on.ca