

SHIPPING INSTRUCTIONS

1- EXPORT LICENSE

Subject to the transportation terms agreed upon, suppliers shall obtain at their own risk and cost any export license or any other official authorization and carry out all the customs formalities required to export goods, if applicable.

2- PICK-UP OF MERCHANDISE

Upon receiving the supplier's order acceptance, the SAQ's Transport Department or freight forwarder, if applicable, shall simultaneously send shipping instructions to the supplier and carrier. Upon receipt of the instructions, the supplier shall confirm the exact date of pick-up to the designated carrier.

Should the pick-up date be delayed, the supplier has the obligation to contact the SAQ to determine if there have been any changes to the shipping instructions.

3- LOADING OF MERCHANDISE

The supplier shall affix the seal(s) supplied by the carrier (or failing which, by the supplier) on each loading unit door.

The supplier shall load the total quantity of cases for all orders in accordance with the shipping instructions.

The supplier shall proceed with the loading in the type of equipment indicated in the shipping instructions.

The supplier shall be responsible for stowing goods when they are purchased FCA – supplier's warehouse.

When cases need to be loaded into a container, they shall not be placed on pallets, unless the parties exceptionally agree otherwise.

For all other products shipped other than by container, cases shall be placed on pallets to enable mechanical loading and unloading. Pallets shall be secured with shrink wrap. In addition, the number of cases per

pallet shall be stable and comply with the SAQ pallet pattern. Lastly, CPC or CHEP pallets shall be used, failing which the SAQ shall neither credit nor refund any amount to the supplier for pallets.

For products shipped other than by container, and when the carrier is attending the loading, the free time is one (1) hour per portion of 9,000 kg of goods for a maximum of two (2) hours. Beyond the free time allocated, the supplier shall be assessed demurrage charges at the rate in effect at the SAQ.

The SAQ may amend these shipping instructions at any time and set out other terms and conditions when an exceptional or special situation arises.

4- TRANSMISSION OF DOCUMENTS

The supplier shall send two copies of the commercial invoice and documents certifying that the customs formalities for export were duly completed, along with any certificates of origin or of age required to the following address:

Société des alcools du Québec
Douanes et accise
905, avenue De Lorimier
Montréal (Québec)
H2K 3V9
CANADA

The shipping manifest (or bill of lading), indicating the names of the shipper, consignee, carrier, along with the quantities, brand names, weight, product description, order number(s) and seal number(s) shall be sent to the following address:

Société des alcools du Québec
Acheminement et transport
Centre de distribution de Montréal
2021, rue des Futailles
Montréal (Québec)
H1N 3M7
CANADA

The supplier and the SAQ may mutually agree to send the above-mentioned documents electronically, by replacing them with an equivalent message via electronic data interchange (EDI).