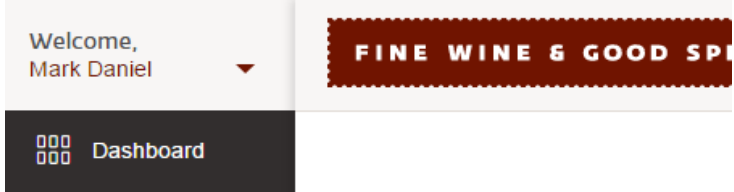
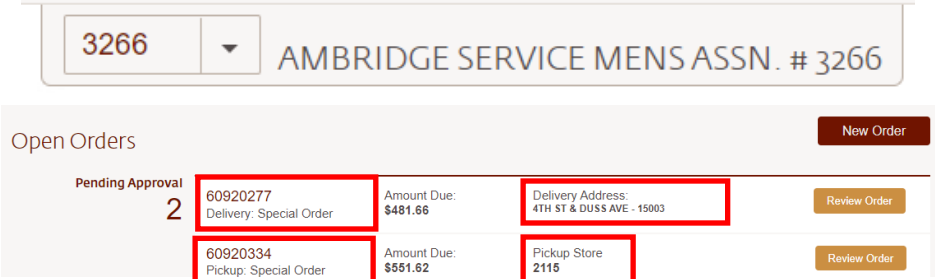



### LOOP | Special Order Approval or Rejection

<p>Log in to your LOOP account, and you will first arrive at the <b>Dashboard</b>. You will start here each time you login to LOOP.</p>	
<p>You will see Special Orders that are <b>Pending Approval</b>.</p> <p><b>Please note:</b> There are two Special Order types, Delivery and Pickup.</p>	
<p>Click on <b>Review Order</b>.</p>	

### Special Order: Store Pickup

**Order Settings** will display all order details.

Please verify that the **Pickup Store** is correct and has the right items and quantities requested. If not, reject the order.

**Please note:** An order requiring modification must be rejected by the licensee, then resubmitted by the supplier.

Back New Order for 3266 AMBRIDGE SERVICE MENS ASSN. 3266 AMBRIDGE SERVICE MENS ASSN. # 3266

Order Settings #60920334

Payment Information\*  
Disc ending with 9818 - exp. 12/25

Order Type  
Pickup: Special Order

Pickup Store  
Store #2115  
3725 Capital City Mall Dr  
CAMP HILL, PA 17011-7003

Vendor  
Vendor #02423  
CAPITAL WINE & SPIRITS

Contact Information  
Primary Contact Person  
Willie Close

Primary Business Phone  
(717) 555-1212

ITEM CODE	QTY (ORDERED)	MIN QTY	PRODUCT NAME	VOLUME	CASE PACK	UNIT PRICE	TOTAL	FREIGHT	
1	71173	20	12	Copperidge Cabernet Sauvignon	750 ML	1	\$3.89	\$77.80	\$32.00
2	71580	20	6	Napa Cellars Merlot 2006	750 ML	1	\$17.79	\$355.80	\$60.00

Subtotal \$433.00  
Tax \$26.02  
Freight \$92.00  
Units 40 Total \$551.62

Accept Order Reject Order

### Special Order: Delivery

**Order Settings** will display all order details.

Please verify that the **Delivery Address** is correct and has the right items and quantities requested. If not, reject the order.

**Please note:** An order requiring modification must be rejected by the licensee, then resubmitted by the supplier.

Back New Order for 3266 AMBRIDGE SERVICE MENS ASSN. 3266 AMBRIDGE SERVICE MENS ASSN. # 3266

Order Settings #60920277

Payment Information\*  
Disc ending with 9818 - exp. 12/25

Order Type  
Delivery: Special Order

Delivery Address  
4TH ST & DUSS AVE  
AMBRIDGE, PA 15003

Vendor  
Vendor #02423  
CAPITAL WINE & SPIRITS

Contact Information  
Primary Contact Person  
Willie Close

Primary Business Phone  
(717) 555-1212

ITEM CODE	QTY (ORDERED)	MIN QTY	PRODUCT NAME	VOLUME	CASE PACK	UNIT PRICE	TOTAL	FREIGHT	
1	71173	20	12	Copperidge Cabernet Sauvignon	750 ML	1	\$2.29	\$45.80	\$32.00
2	71580	20	6	Napa Cellars Merlot 2006	750 ML	1	\$16.09	\$321.80	

Subtotal \$367.60  
Delivery Charges \$0.00  
Tax \$22.06  
Freight \$92.00  
Units 40 Total \$481.66

Accept Order Reject Order Compare Pickup

### Compare Price Button

The **Compare Price** button for the licensee that selects the Delivery option: This screen provides the licensee a price comparison between a direct-delivered versus store-delivered Special Order.

The “Delivery” price does NOT include the supplier-imposed direct delivery fee reflected at the bottom of the order, while the “Pickup” price is inclusive of PLCB’s handling fee and no additional delivery.

**Compare Price**

ITEM CODE	PRODUCT NAME	QTY	UNIT PRICE (PICKUP*)	UNIT PRICE (DELIVERY*)	LINE TOTAL (PICKUP)	LINE TOTAL (DELIVERY)
71173	Copperidge Cabernet Sauvignon	20	\$3.89	\$2.29	\$77.80	\$45.80
71580	Napa Cellars Merlot 2005	20	\$17.79	\$16.09	\$355.80	\$321.80

**\*NOTE:**  
This screen is intended to provide the licensee a price comparison between a direct-delivered versus store-delivered Special Order.  
The “Delivery” price does NOT include the supplier-imposed direct delivery fee reflected at the bottom of the order, while the “Pickup” price is inclusive of PLCB’s handling fee and no additional delivery fee applies.  
If the licensee disapproves of the delivery/pickup determination made by the supplier for this order, the licensee may reject the order and request the supplier re-enter it for an alternate delivery/pickup method.

Order Summary	Pickup	Delivery
Subtotal	\$433.60	\$367.60
Delivery Fee*	\$0.00	\$0.00
Tax	\$26.02	\$22.06
Freight	\$92.00	\$92.00
Order Total	\$551.62	\$481.66

Ok

To accept the order, select a payment type from the **Payment Information** drop-down menu, and click “Accept Order.”

### Payment Information\*

Disc ending with 9818 - exp. 12/25

Accept Order

To reject the order, simply click “Reject Order.”

Reject Order

If your Payment Method is not showing when you review the order through the Dashboard, go to the **My Orders** tab. Click the ellipsis at the end of the row. You will see the **Review Order** tab. Follow the same process to Approve or Reject.

STATUS AMOUNT

View Export Spreadsheet Print Review Order

An email will be sent to the licensee when the order has been prepared for shipment, and another email will be sent when the order is ready for pickup.