

Customer Order Portal
Created on 9/24/2009 12:48 PM

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Customer Order Portal

Order Portal (for Suppliers)

Order Entry

Create an Order - SLO

Procedure

Description:

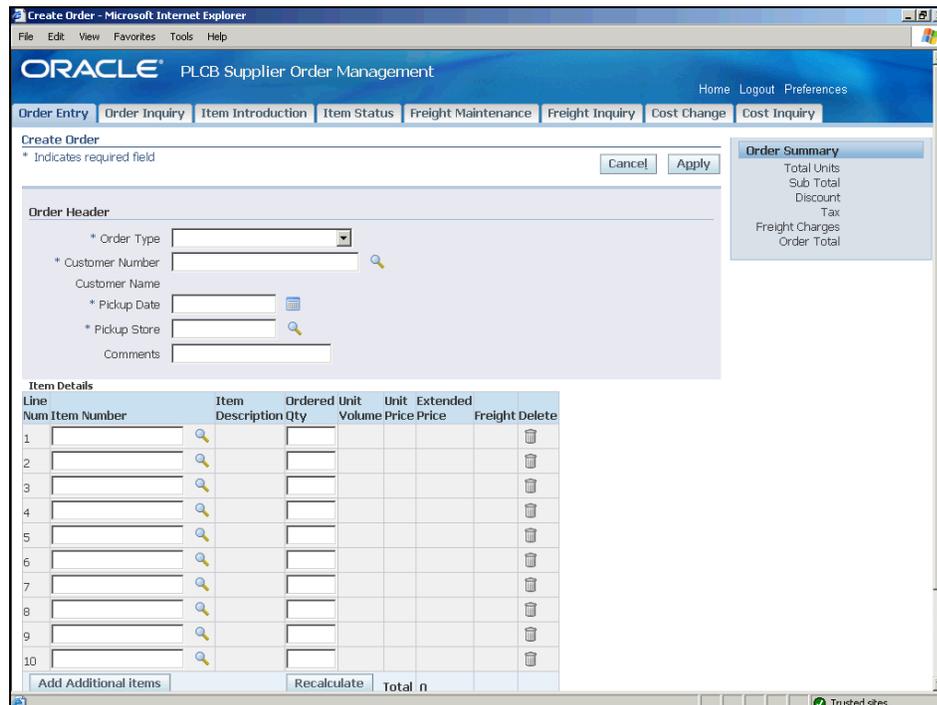
Use this procedure to create a special liquor order (SLO).

Note: Only SLO items can be placed on a SLO type order.

Oracle Prerequisites:

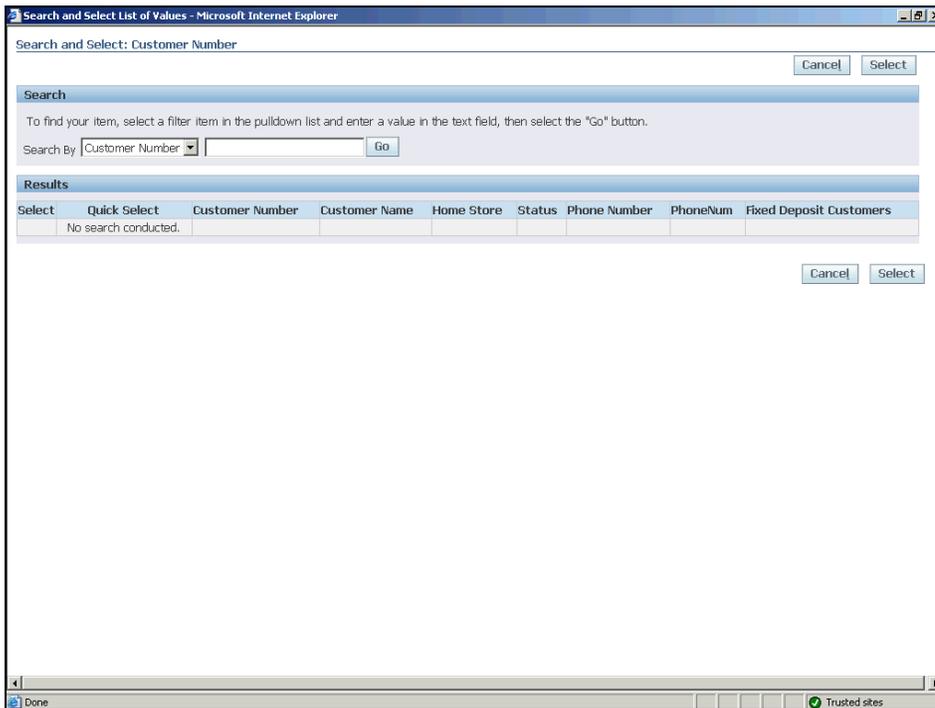
- The customer must exist in the system.
- The items must exist in RMS.

Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.

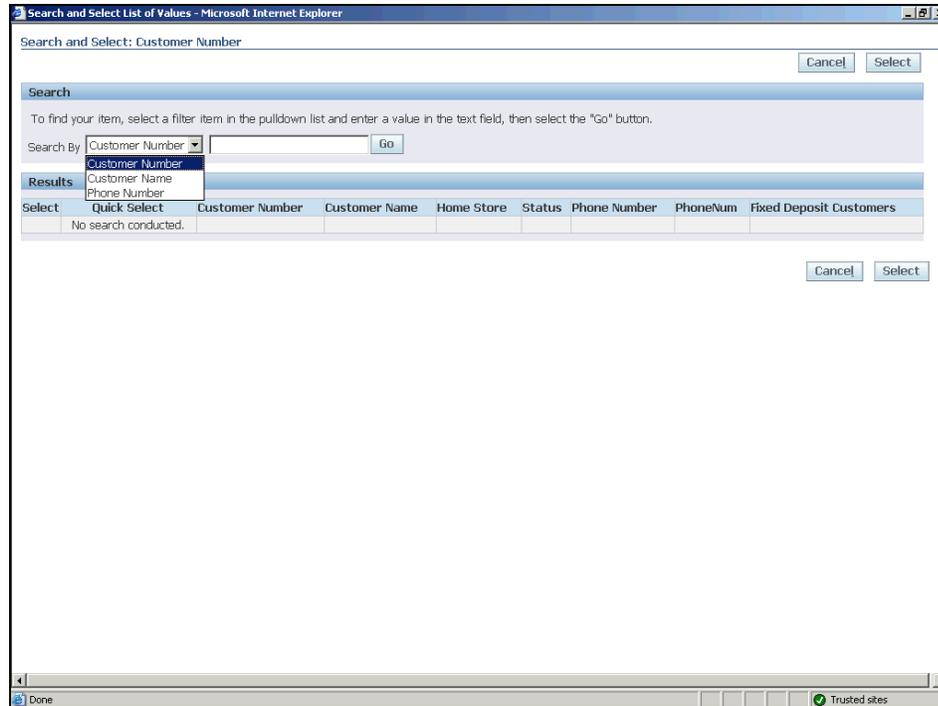


Line Num	Item Number	Item Description	Qty	Ordered Unit Volume	Unit Price	Extended Price	Freight	Delete
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

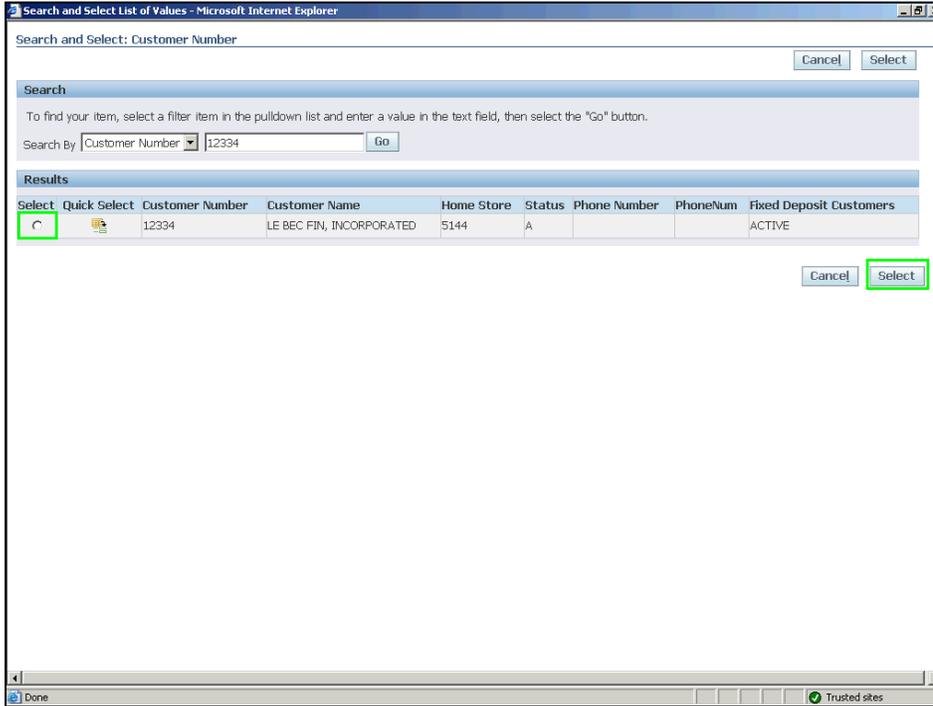
Step	Action
2.	<p>Enter the order header details in the <i>Order Header</i> section.</p> <p>Click on the ORDER TYPE field's drop-down icon.</p> 
3.	<p>Click on the SLO ORDER list item.</p> 
4.	<p>Enter or select the customer using the CUSTOMER NUMBER field.</p> <p>Note: Vendors can place orders only for the licensees that are on the Fixed Deposit Program.</p> <p>To search for an existing customer, click on the SEARCH icon next to the CUSTOMER NUMBER field.</p> 



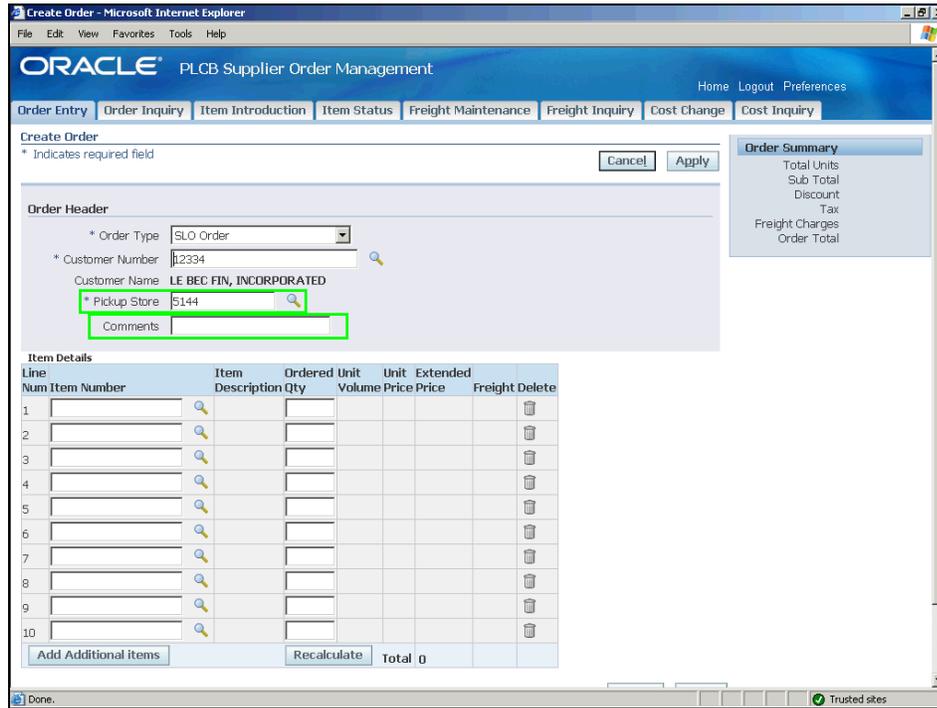
Step	Action
5.	<p>The Search and Select List of Values window displays.</p> <p>Click on the SEARCH BY field's drop-down icon.</p> 



Step	Action
6.	<p>Select the appropriate search criteria.</p> <p>You can search for a customer by the CUSTOMER NAME, CUSTOMER NUMBER, or the PHONE NUMBER.</p> <p>Note: The customer number is the LID number.</p> 
7.	<p>Click in the SEARCH BY field.</p> 
8.	<p>Enter the appropriate search value.</p>
9.	<p>Click on GO.</p> 



Step	Action
10.	<p data-bbox="342 1062 841 1094">Select the appropriate customer record.</p> <p data-bbox="342 1129 1292 1192">To select a record, click in the SELECT radio button and then click on the SELECT icon. Or click on the QUICK SELECT icon for the desired record.</p> 



Create Order

* Indicates required field

Order Header

* Order Type: SLO Order

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

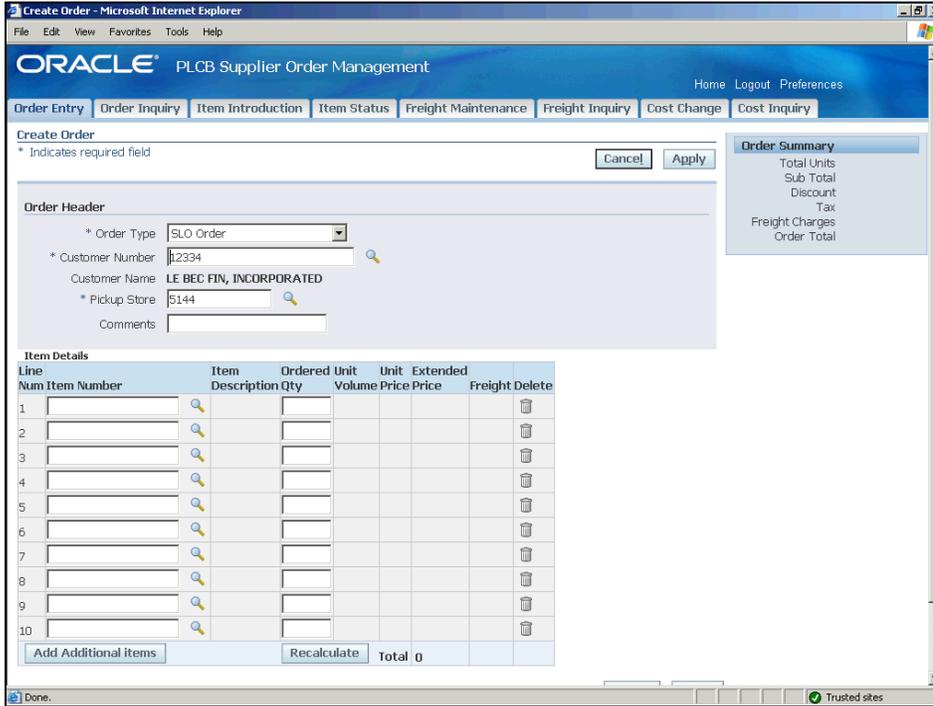
Order Summary

- Total Units
- Sub Total
- Discount
- Tax
- Freight Charges
- Order Total

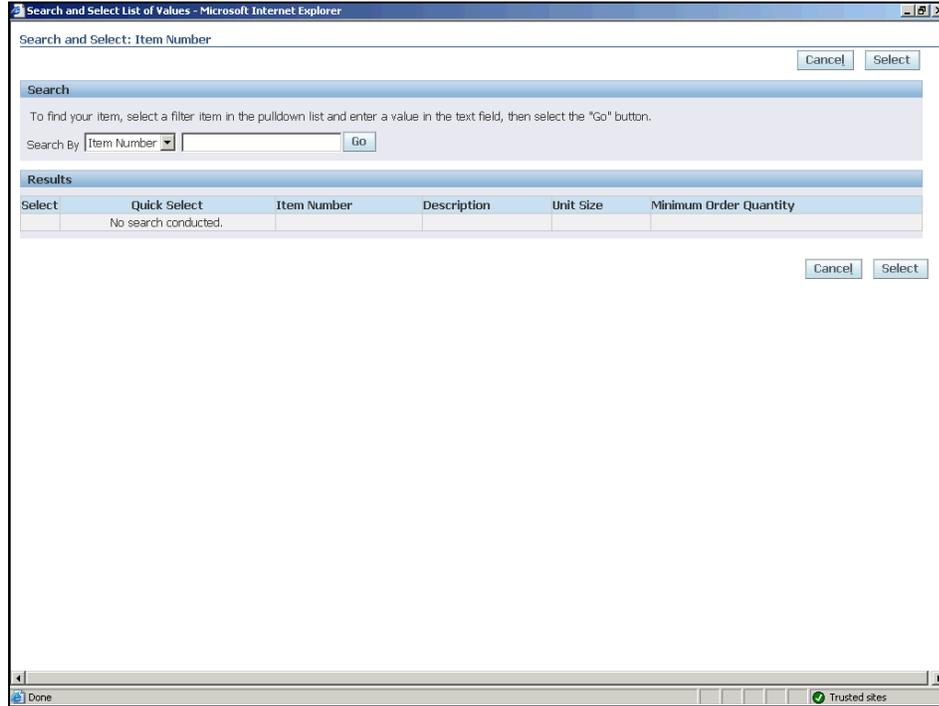
Line Num	Item Number	Item Description	Qty	Ordered Unit Volume	Unit Price	Extended Price	Freight	Delete
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Recalculate Total 0

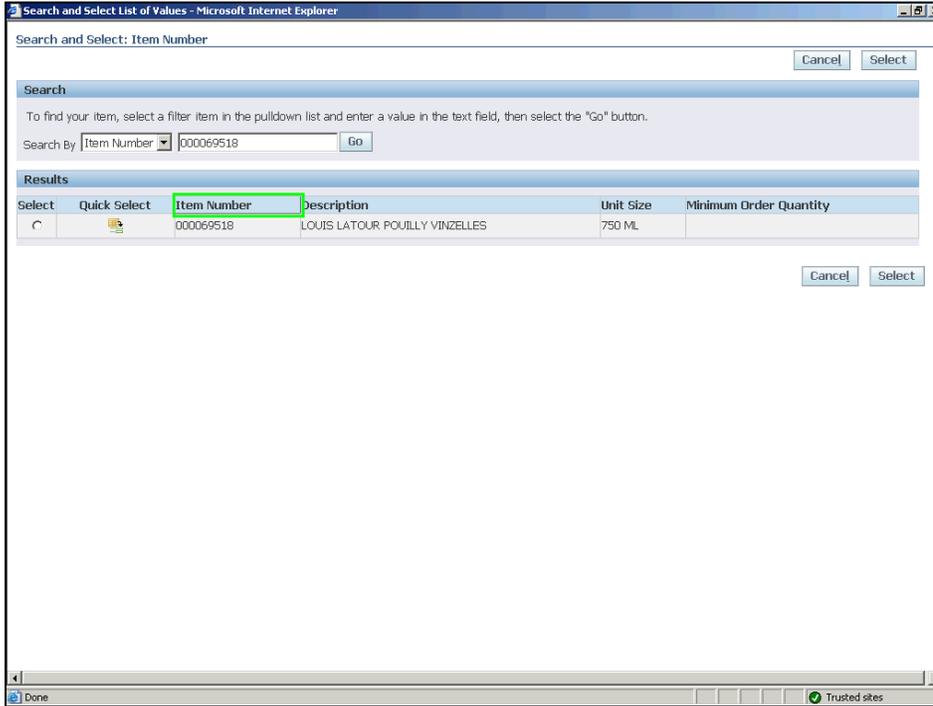
Step	Action
11.	<p>Note that the PICKUP STORE field defaults to the customer's home store. Validate the entry and change it if required.</p> <p>Optionally, enter comments in the COMMENTS field.</p>



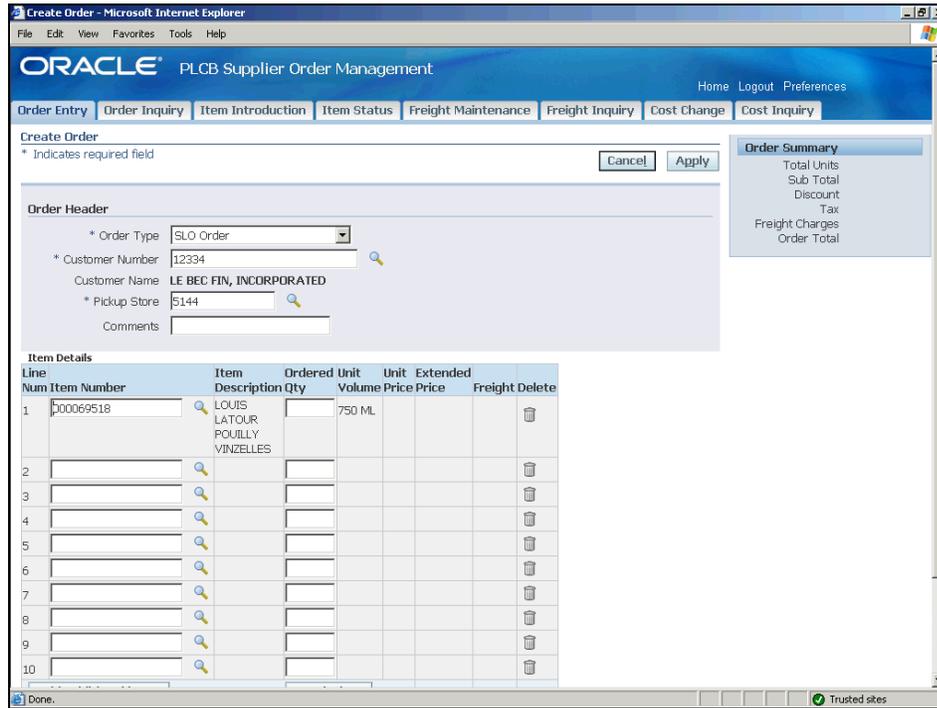
Step	Action
12.	<p>Next, in the <i>Item Details</i> section, specify the line items for the order. Enter the appropriate item number or use the search option to look for the desired item.</p> <p><i>Note:</i> Only those items that are in the vendor portfolio are available for ordering.</p> <p>To search for an item, click on the SEARCH icon next to the first ITEM NUMBER field.</p> 



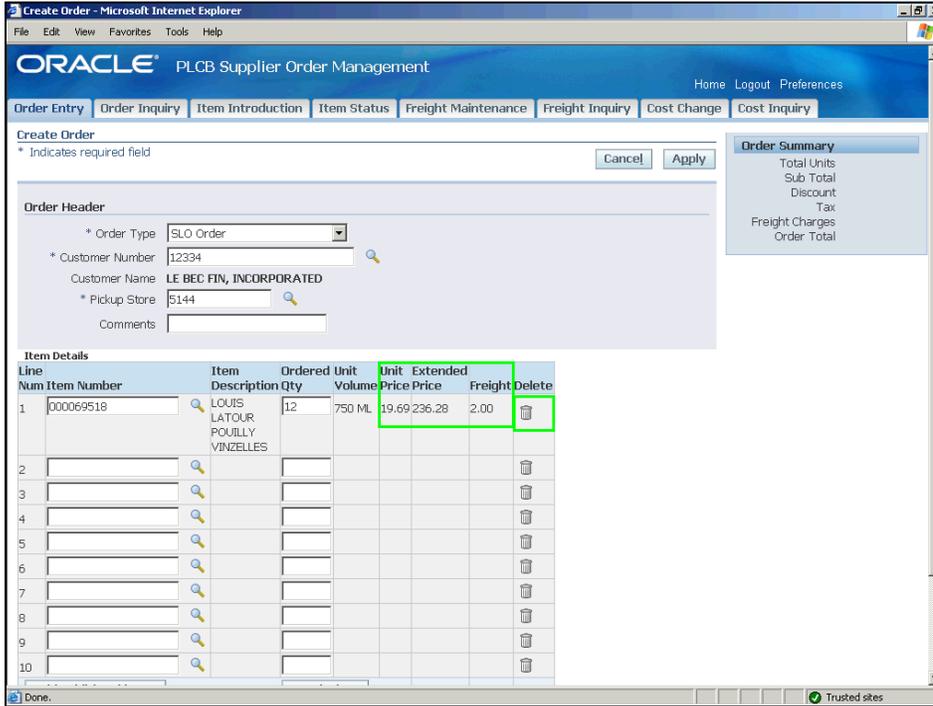
Step	Action
13.	<p>In the search window, click on the SEARCH BY field's drop-down icon.</p> 
14.	<p>Select the appropriate search criteria.</p> <p>You can search by the ITEM NUMBER or the DESCRIPTION.</p> 
15.	<p>Click in the SEARCH BY field.</p> 
16.	<p>Enter the appropriate search value.</p> <p>If searching using the item number, enter the 9-digit item number.</p> <p>Note: If the item number has less than 9-digits enter the item number with the leading zeros. For example, to specify the item number 69518, enter it as 000069518 (with four zeros in the beginning).</p>
17.	<p>Click on GO.</p> 



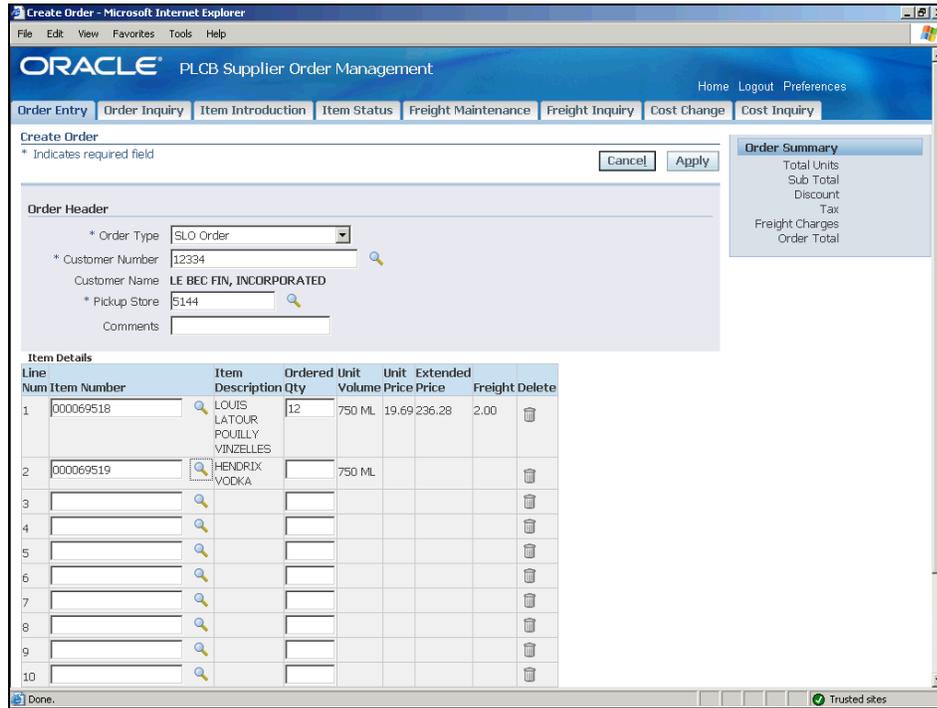
Step	Action
18.	<p>Select the desired item from the search results.</p> <p><i>Note: If the search returns multiple records, you can click on the ITEM NUMBER column heading to sort the results by the item number. Click on the column heading to view the items in the ascending order. Click on it again to change the view to descending order.</i></p> 



Step	Action
19.	Click in the ORDERED QTY field. 
20.	Enter the desired quantity.
21.	Press the [Tab] key on the keyboard.



Step	Action
22.	<p>The UNIT PRICE, EXTENDED PRICE, and FREIGHT for the line item populate automatically.</p> <p>If desired, click on the DELETE icon to remove the item from the order.</p>
23.	<p>Click in the ITEM NUMBER field on LINE NUM 2.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>
24.	<p>Enter the appropriate item number or use the search option to look for the desired item.</p>
25.	<p>Press the [Tab] key on the keyboard.</p>



Order Header

* Order Type: SLO Order

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Item Details

Line Num	Item Number	Item Description	Qty	Unit	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000069518	LOUIS LATOUR POUILLY VINZELLES	12	750 ML	19.69	236.28	2.00		
2	000069519	HENDRIX VODKA		750 ML					
3									
4									
5									
6									
7									
8									
9									
10									

Step	Action
26.	Press the [Tab] key on the keyboard again.
27.	Enter the quantity to be ordered in the ORDERED QTY field.
28.	Press the [Tab] key on the keyboard.

Training Guide

Customer Order Portal



Create Order - Microsoft Internet Explorer

ORACLE® PLCB Supplier Order Management

Home Logout Preferences

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry

Create Order

* Indicates required field

Cancel Apply

Order Header

* Order Type: SLO Order

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Order Summary

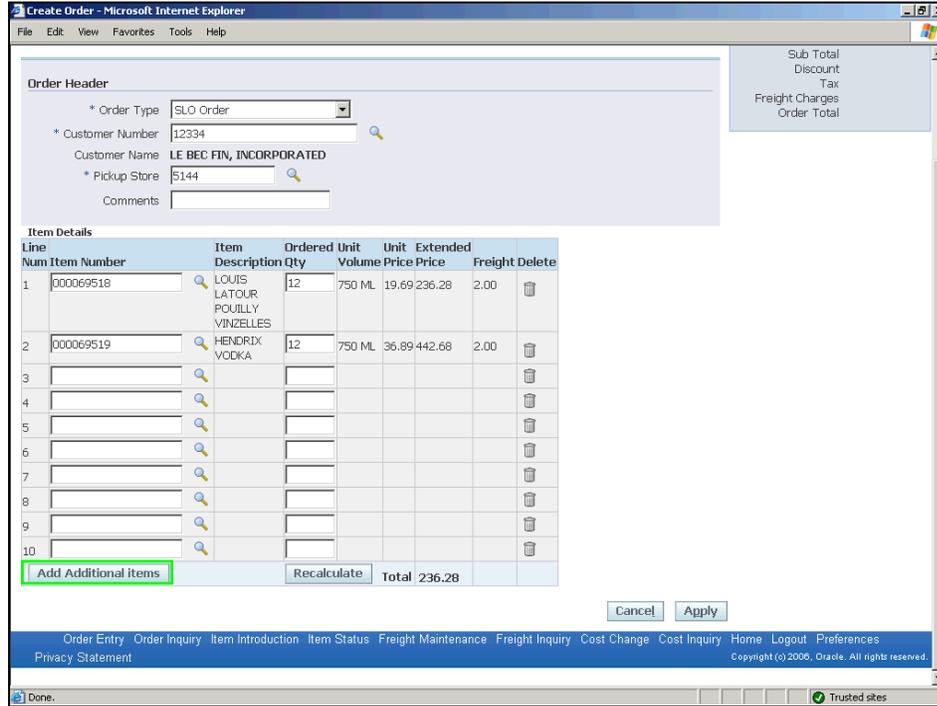
Total Units
Sub Total
Discount
Tax
Freight Charges
Order Total

Item Details

Line Num	Item Number	Item Description	Qty	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000069518	LOUIS LATOUR POUILLY VINZELLES	12	750 ML	19.69	236.28	2.00	🗑
2	000069519	HENDRIX VODKA	12	750 ML	36.89	442.68	2.00	🗑
3								🗑
4								🗑
5								🗑
6								🗑
7								🗑
8								🗑
9								🗑
10								🗑

Done. Trusted sites

Step	Action
29.	<p>Similarly, enter all the items for the order.</p> <p>Click on the SCROLLBAR to move to the bottom of the window.</p>



Order Header

* Order Type: SLO Order
 * Customer Number: 12334
 Customer Name: LE BEC FIN, INCORPORATED
 * Pickup Store: S144
 Comments:

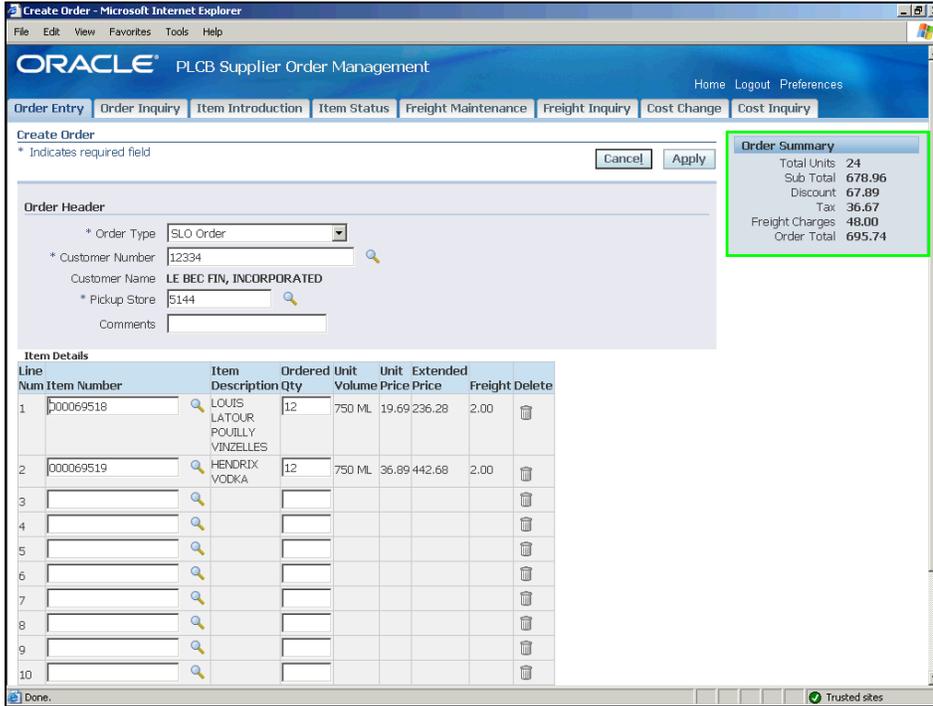
Item Details

Line	Item Number	Item Description	Ordered Qty	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000069518	LOUIS LATOUR FOUILLY VINZELLES	12	750 ML	19.69	236.28	2.00	
2	000069519	HENDRIX VODKA	12	750 ML	36.89	442.68	2.00	
3								
4								
5								
6								
7								
8								
9								
10								

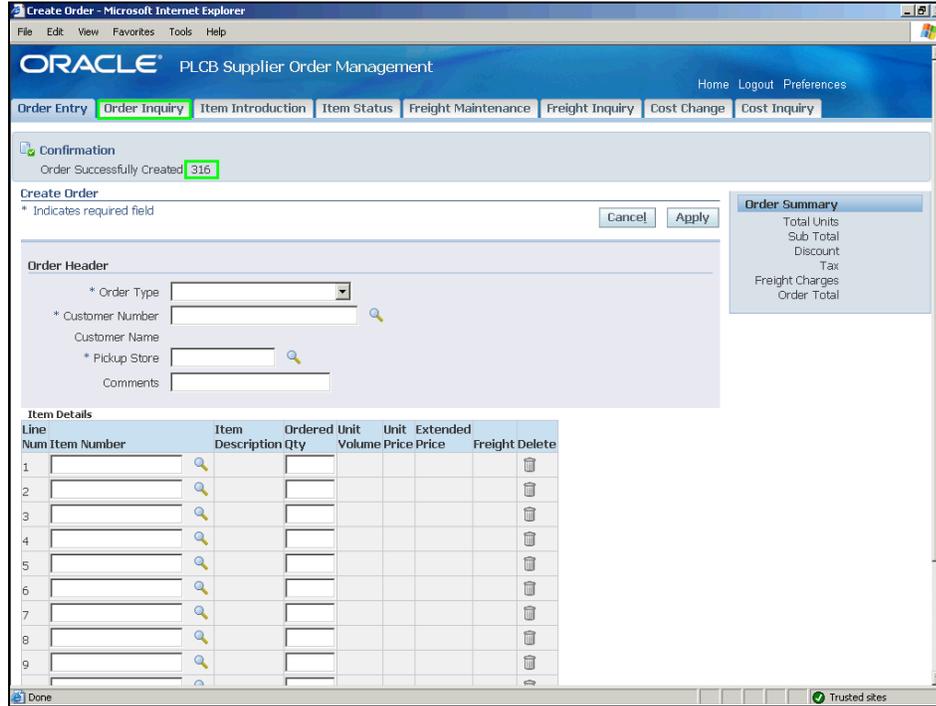
Buttons: Add Additional Items, Recalculate, Total 236.28, Cancel, Apply

Footer: Order Entry, Order Inquiry, Item Introduction, Item Status, Freight Maintenance, Freight Inquiry, Cost Change, Cost Inquiry, Home, Logout, Preferences, Privacy Statement, Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
30.	<p>After entering all the items click on RECALCULATE to calculate the order totals in the <i>Order Summary</i> section.</p> <p><i>Note:</i> By default, the <i>Order Entry</i> form allows you to enter 10 items at a time. To enter more than 10 items, click on the ADD ADDITIONAL ITEMS icon. The ADD ADDITIONAL ITEMS icon adds lines in multiples of 10's.</p> <p></p>
31.	<p>Scroll up the window to view the <i>Order Summary</i> section.</p>



Step	Action
32.	<p>Review and verify the numbers in the <i>Order Summary</i> section and click on APPLY to create the order.</p> <p><i>Note:</i> Orders once created cannot be updated. To make changes to a previously created order, cancel the existing order and create a new one.</p> <p></p>



Step	Action
33.	<p>A blank <i>Order Entry</i> form is displayed with a confirmation message at the top.</p> <p>Note the assigned order number and if desired, use the <i>Order Inquiry</i> form to view the details and status of the order at any time.</p>
34.	<p>End of Procedure.</p>

Create an Order - Luxury Order Vendor Supplied (LOVS)

Procedure

Description:

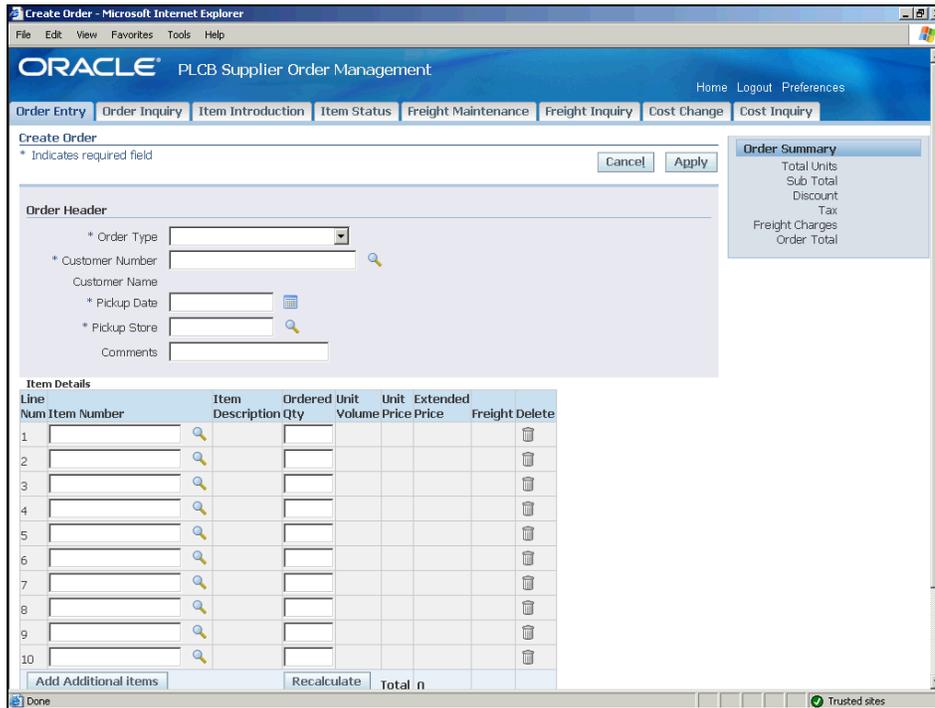
Use this procedure to create a Luxury Order Vendor Supplied (LOVS) order.

Note: Only luxury items can be placed on a LOVS order type.

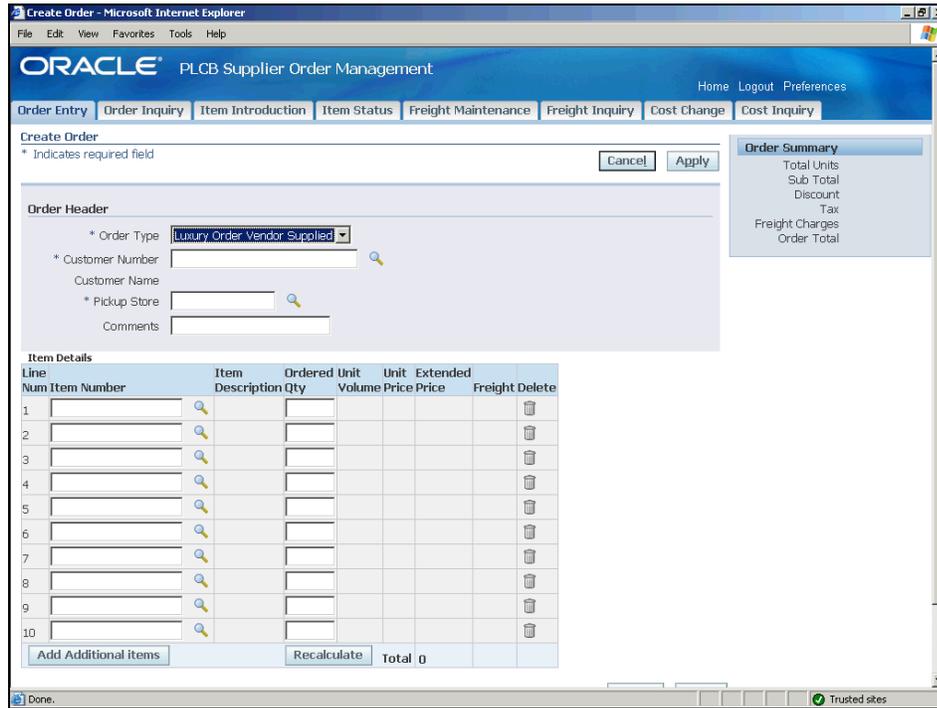
Oracle Prerequisites:

- The customer must exist in the system.
- The customer must be a member of the Fixed Deposit Program.
- The items must exist in RMS.

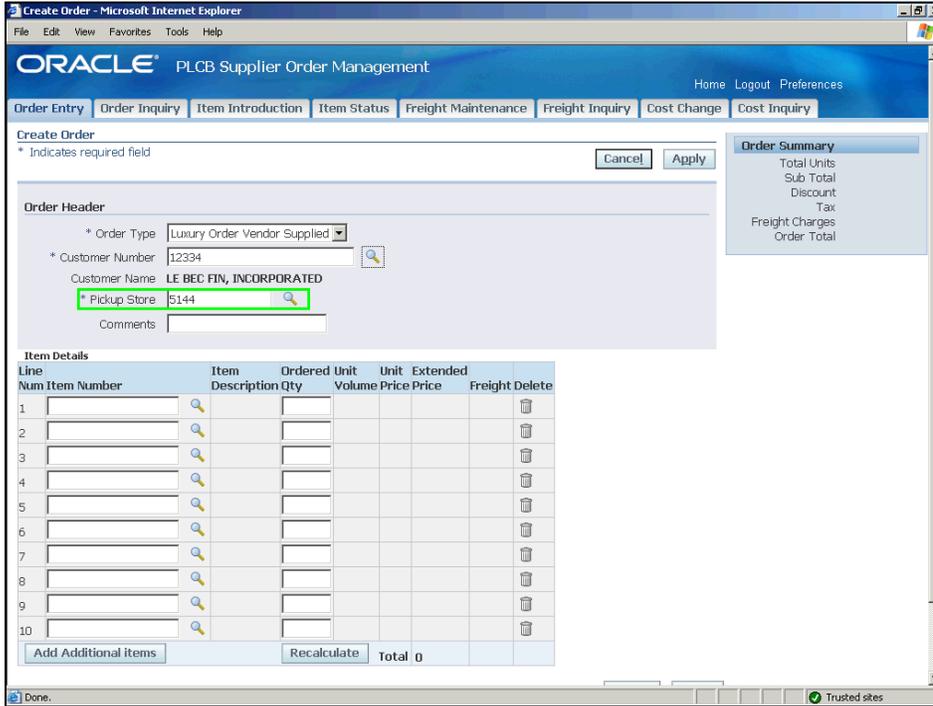
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.



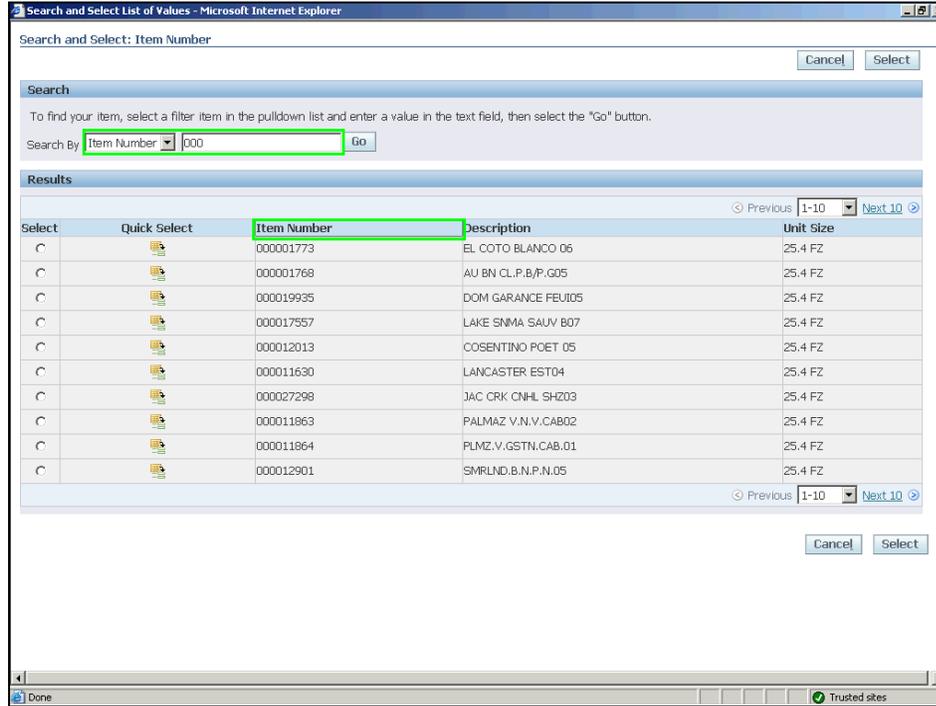
Step	Action
2.	<p>Enter the order header details in the <i>Order Header</i> section.</p> <p>Click on the ORDER TYPE field's drop-down icon.</p> 
3.	<p>Click on the LUXURY ORDER VENDOR SUPPLIED list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Luxury Order Vendor Supplied</div>



Step	Action
4.	<p>Specify the customer.</p> <input type="text"/>
5.	<p>Enter or select the customer number (LID number) in the CUSTOMER NUMBER field.</p>
6.	<p>Press the [Tab] key on the keyboard.</p>



Step	Action
7.	<p>Note that the PICKUP STORE field defaults to the customer's home store. Validate the entry and change it if required.</p> <p>Optionally, enter comments in the COMMENTS field.</p> <p>Click in the first ITEM NUMBER field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
8.	Enter or select the appropriate item number.
9.	Press the [Tab] key on the keyboard.



Step	Action
10.	<p>If an incomplete or an invalid item number is entered, a search is initiated based on the item number. The <i>Search and Select List of Values</i> displays a list of all items matching the search criteria.</p> <p>Select the desired item from the search results.</p> 

Training Guide

Customer Order Portal



Create Order - Microsoft Internet Explorer

ORACLE PLCB Supplier Order Management

Home Logout Preferences

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry

Create Order

* Indicates required field

Cancel Apply

Order Header

* Order Type: Luxury Order Vendor Supplied

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Order Summary

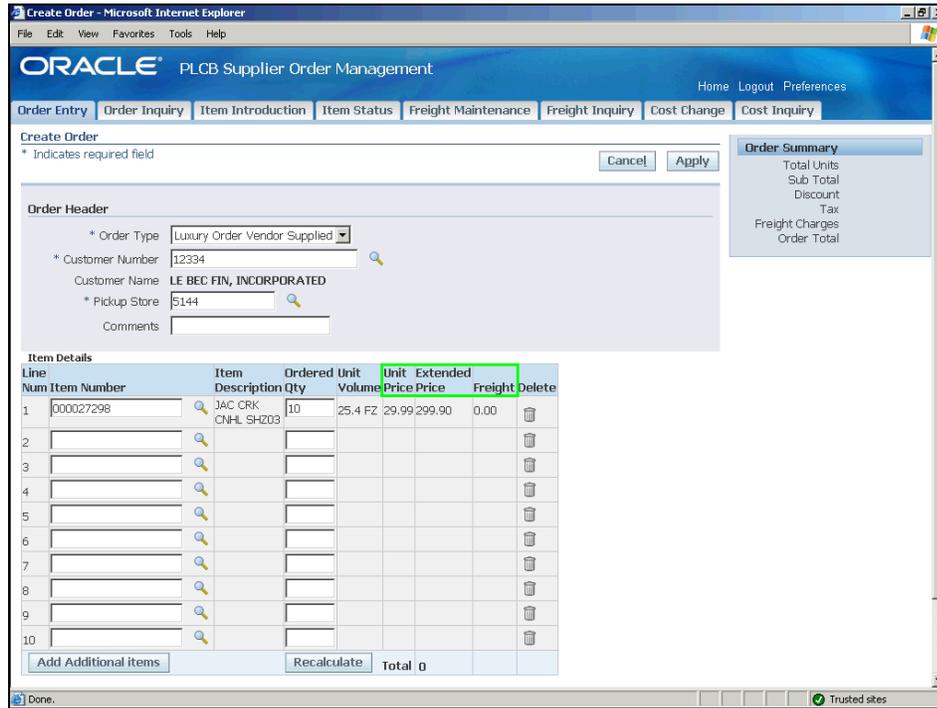
Total Units
Sub Total
Discount
Tax
Freight Charges
Order Total

Item Details

Line Num	Item Number	Item Description	Ordered Qty	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000027298	JAC CRK CNHL SH203		25.4 FZ				
2								
3								
4								
5								
6								
7								
8								
9								
10								

Add Additional Items Recalculate Total 0

Step	Action
11.	Click in the ORDERED QTY field. <input type="text"/>
12.	Enter the desired quantity.
13.	Press the [Tab] key on the keyboard.



Create Order

* Indicates required field

Order Header

* Order Type: Luxury Order Vendor Supplied

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Item Details

Line Num	Item Number	Description	Qty	Unit	Volume	Price	Extended Price	Freight	Delete
1	000027298	JAC CRK CNHL SH203	10		25.4 FZ	29.99	299.90	0.00	
2									
3									
4									
5									
6									
7									
8									
9									
10									

Recalculate Total 0

Step	Action
14.	Specify the next item on the order. <input type="text"/>
15.	Enter or select the appropriate item number.
16.	Press the [Tab] key on the keyboard.

Training Guide

Customer Order Portal



Oracle® PLCB Supplier Order Management

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry

Home | Logout | Preferences

Create Order

* Indicates required field

Cancel | Apply

Order Header

* Order Type: Luxury Order Vendor Supplied

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Order Summary

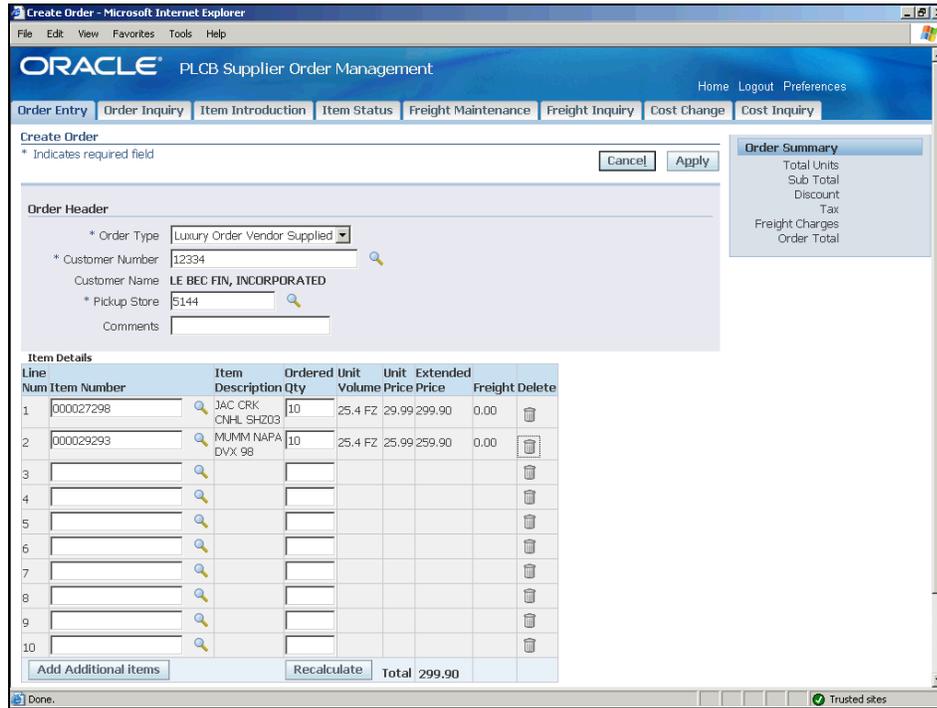
Total Units
Sub Total
Discount
Tax
Freight Charges
Order Total

Item Details

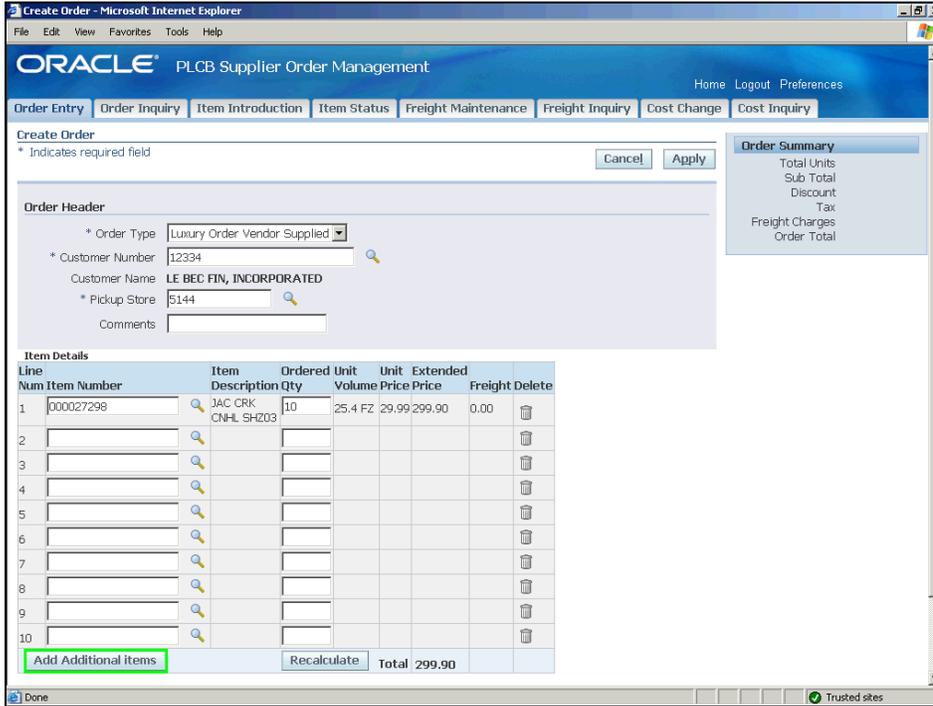
Line Num	Item Number	Item Description	Ordered Qty	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000027298	JAC CRK CNHL SH203	10	25.4 FZ	29.99	299.90	0.00	🗑️
2	000029293	MUMM NAPA DVX 98		25.4 FZ				🗑️
3								🗑️
4								🗑️
5								🗑️
6								🗑️
7								🗑️
8								🗑️
9								🗑️
10								🗑️

Add Additional Items | Recalculate | Total 299.90

Step	Action
17.	Press the [Tab] key on the keyboard again.
18.	Enter the quantity to be ordered in the ORDERED QTY field.
19.	Press the [Tab] key on the keyboard.



Step	Action
20.	<p>To delete an item from the order, click on the DELETE icon for the appropriate line entry.</p> 



Create Order

* Indicates required field

Order Header

* Order Type: Luxury Order Vendor Supplied

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

Item Details

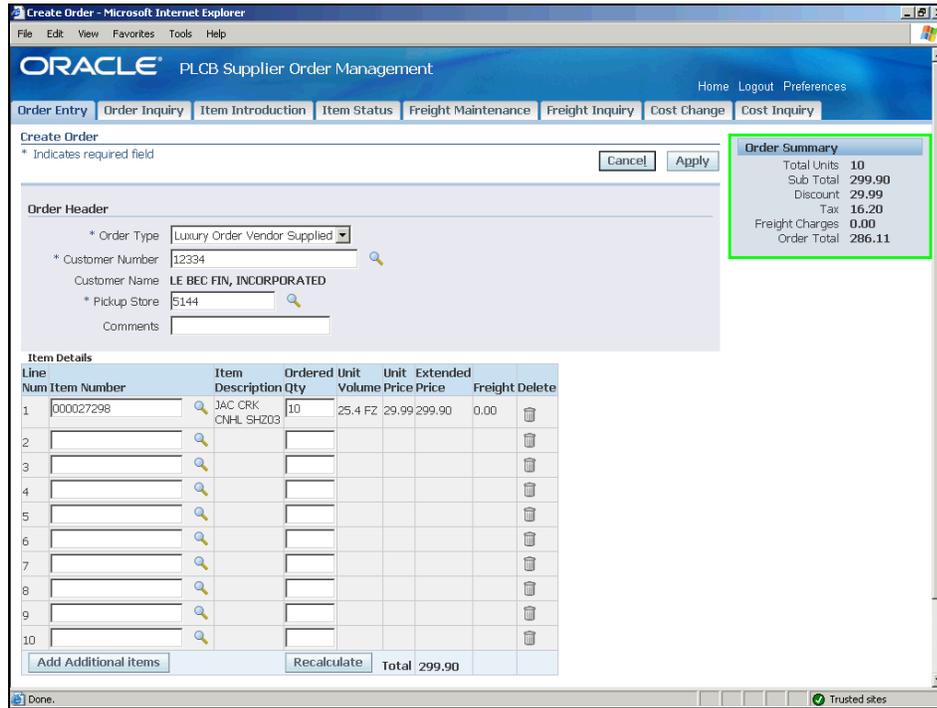
Line Num	Item Number	Item Description	Qty	Unit Volume	Unit Price	Extended Price	Freight	Delete
1	000027298	JAC CRK CNHL SH203	10	25.4 FZ	29.99	299.90	0.00	
2								
3								
4								
5								
6								
7								
8								
9								
10								

Recalculate Total 299.90

Order Summary

- Total Units
- Sub Total
- Discount
- Tax
- Freight Charges
- Order Total

Step	Action
21.	<p>After entering all the items click on RECALCULATE to calculate the order totals in the <i>Order Summary</i> section.</p> <p>Recalculate</p>



Order Header

* Order Type: Luxury Order Vendor Supplied

* Customer Number: 12334

Customer Name: LE BEC FIN, INCORPORATED

* Pickup Store: S144

Comments:

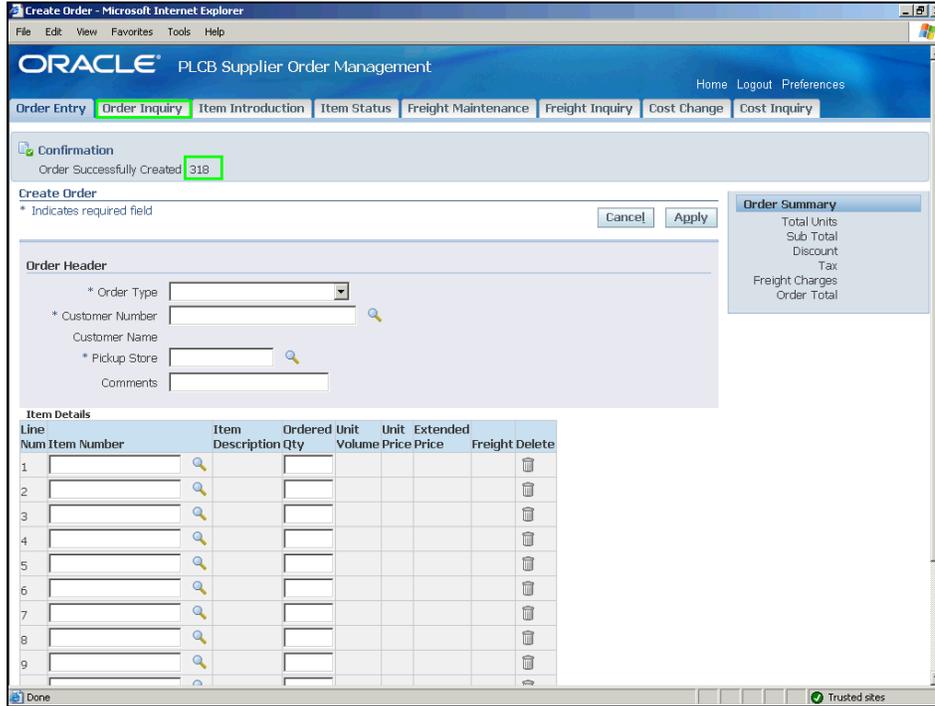
Line Num	Item Number	Item Description	Qty	Unit	Volume	Price	Extended Price	Freight	Delete
1	000027298	JAC CRK CNHL SH203	10	FZ	25.4	29.99	299.90	0.00	
2									
3									
4									
5									
6									
7									
8									
9									
10									

Order Summary

Total Units: 10
 Sub Total: 299.90
 Discount: 29.99
 Tax: 16.20
 Freight Charges: 0.00
 Order Total: 286.11

Total: 299.90

Step	Action
22.	<p>Review and verify the numbers in the <i>Order Summary</i> section and click on APPLY to create the order.</p> <p></p>



Step	Action
23.	A blank <i>Order Entry</i> form is displayed with a confirmation message at the top. Note the assigned order number and if desired, use the <i>Order Inquiry</i> form to view the details and status of the order at any time.
24.	End of Procedure.

Order Inquiry

Search and View an Order

Procedure

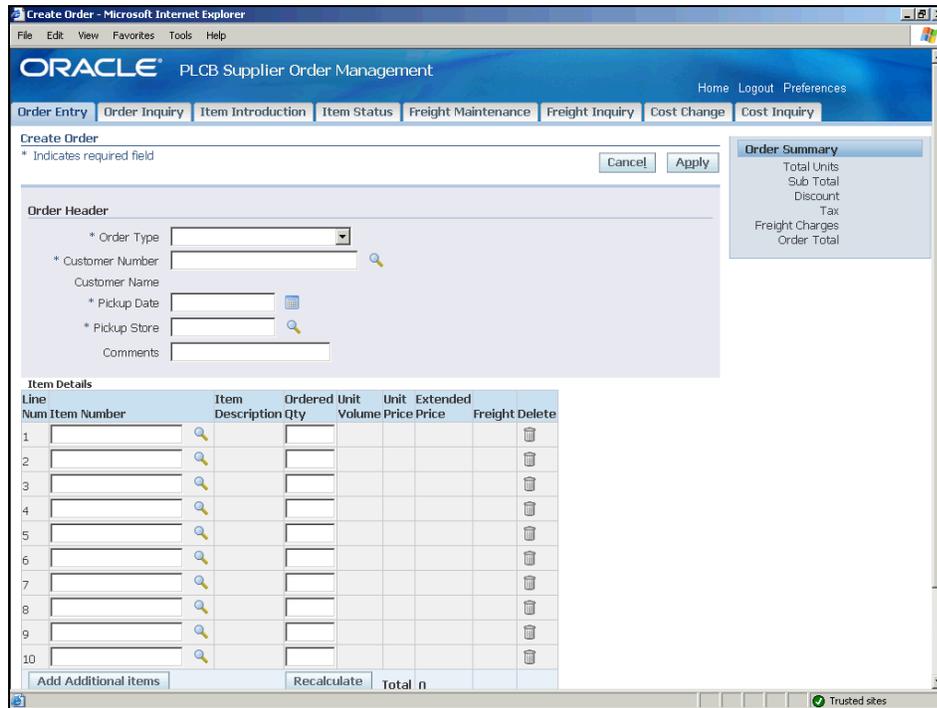
Description:

Use this procedure to search for an existing order and view its details.

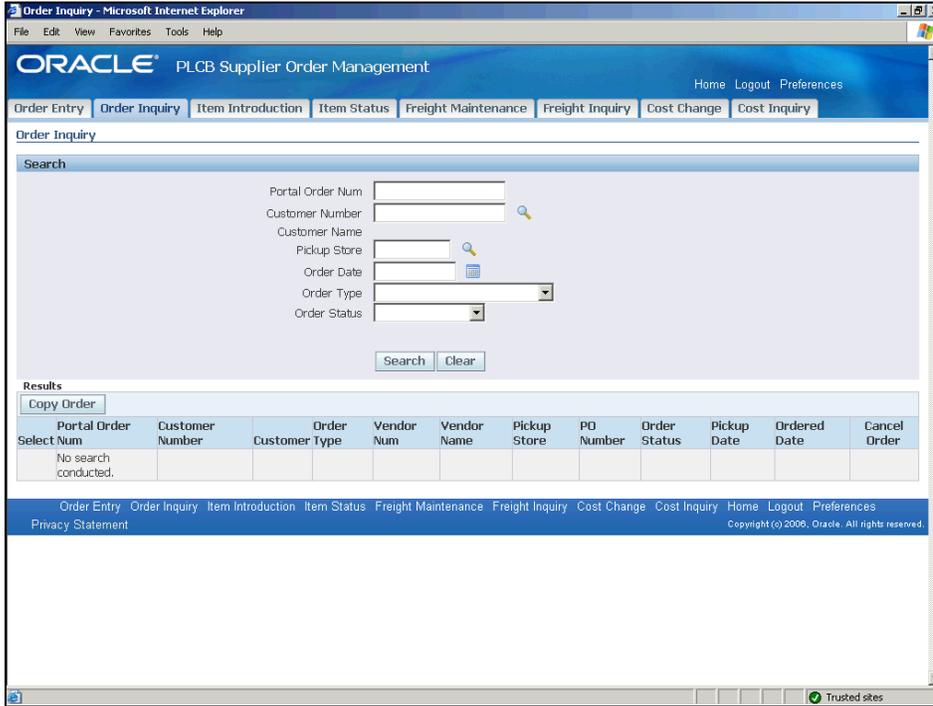
Oracle Prerequisites:

- The order must exist in the *Order Management Portal*.

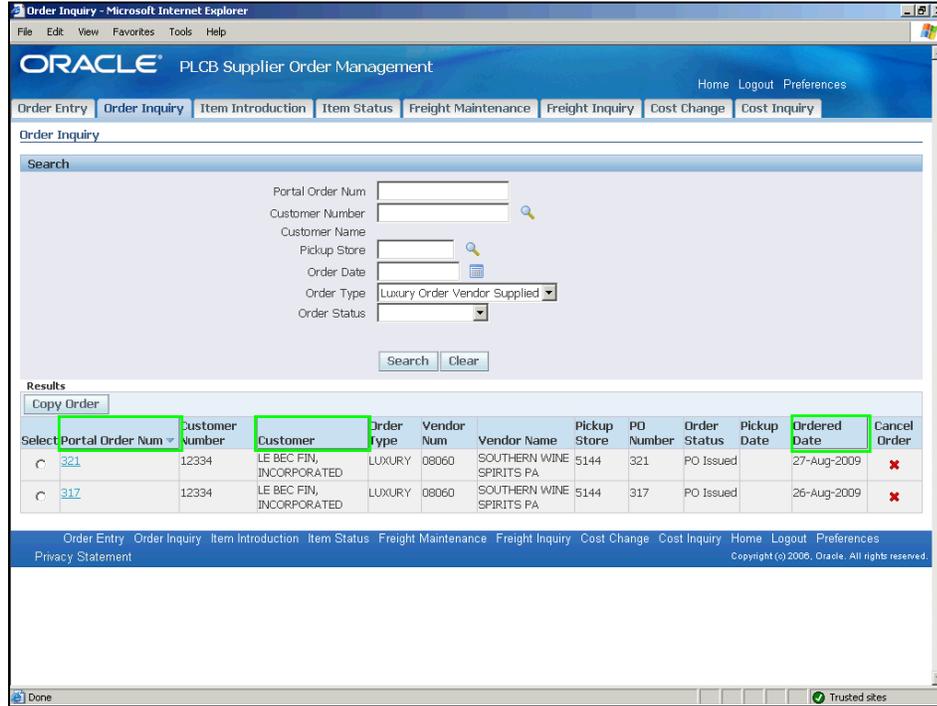
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.



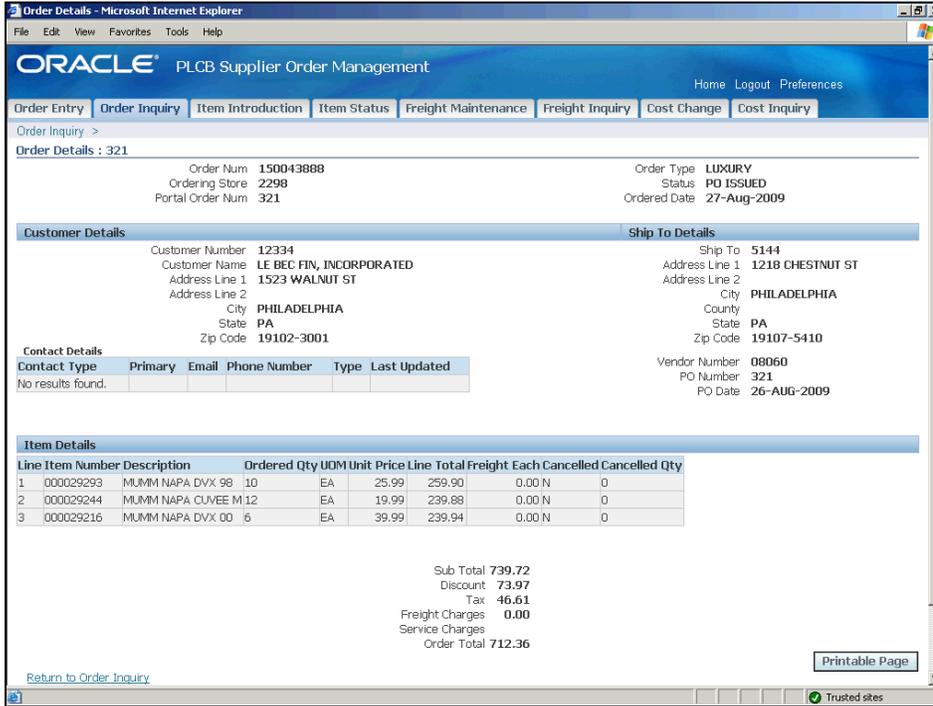
Step	Action
2.	<p data-bbox="440 1129 824 1161">Click on the <i>Order Inquiry</i> tab.</p> <p data-bbox="440 1163 618 1194">Order Inquiry</p>



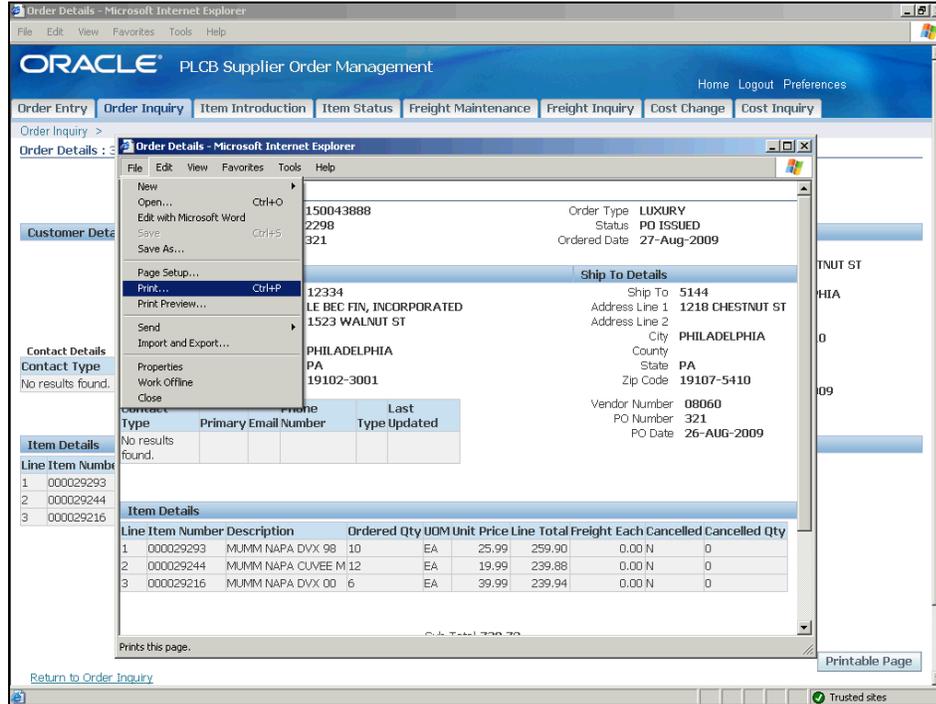
Step	Action
3.	<p>Use any of the fields in the <i>Search</i> section to enter a search criterion.</p> <p>Select the appropriate search parameter(s).</p> 
4.	<p>Enter or select the appropriate search value(s).</p> 
5.	<p>Click on SEARCH.</p> 



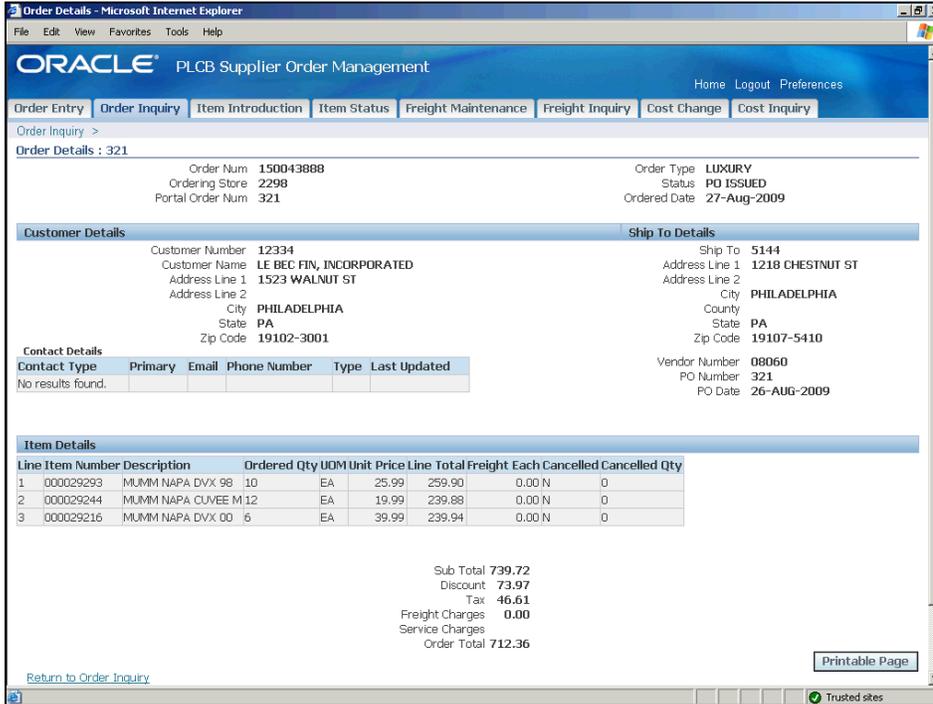
Step	Action
6.	<p>The search results display in the <i>Results</i> section.</p> <p>If desired, click on any of the column headings with the bold borders, such as: PORTAL ORDER NUM, CUSTOMER, and ORDERED DATE to sort the results accordingly.</p> <p>To view the details of an order, click on the associated link in the PORTAL ORDER NUM column.</p> <p>321</p>



Step	Action
7.	<p>The order details for the selected order are displayed. View the required information.</p> <p>Optionally, click on the PRINTABLE PAGE icon to open the order in a printable version and print it.</p> 



Step	Action
8.	<p>A printable version of order displays in a separate browser window.</p> <p>To print the order, follow the menu path: FILE > PRINT.</p>
9.	<p>After printing the order, close the window displaying the printable version of the order.</p> 



Step	Action
10.	Review the order details and return to the <i>Order Inquiry</i> form. Return to Order Inquiry
11.	Click on CLEAR to clear the search results. <input type="button" value="Clear"/>
12.	End of Procedure.

Cancel an Order

Procedure

Description:

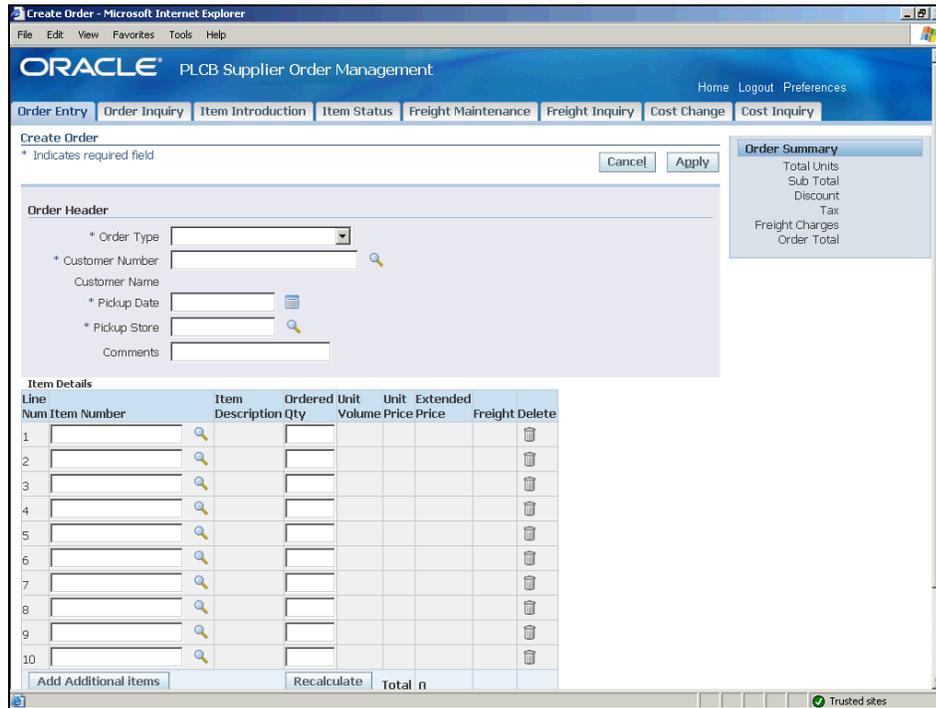
Orders once submitted can only be cancelled and not updated. To make changes to a previously created order, cancel the existing order and create a new one.

Use this procedure to cancel an order.

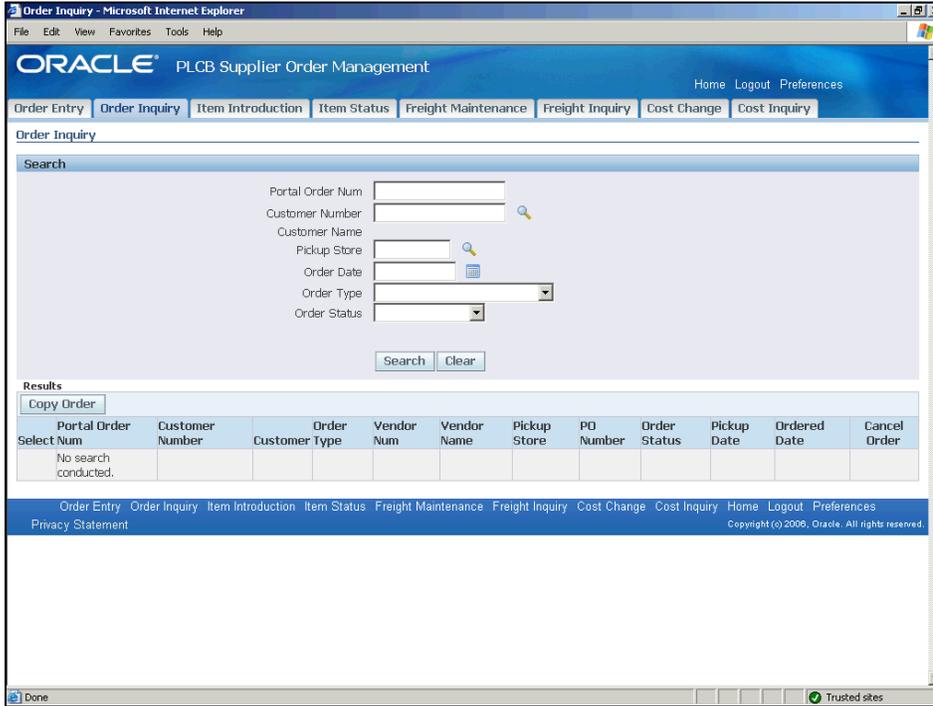
Oracle Prerequisites:

- The order must exist in the system.
- The order must be created using the *Order Management Portal*.

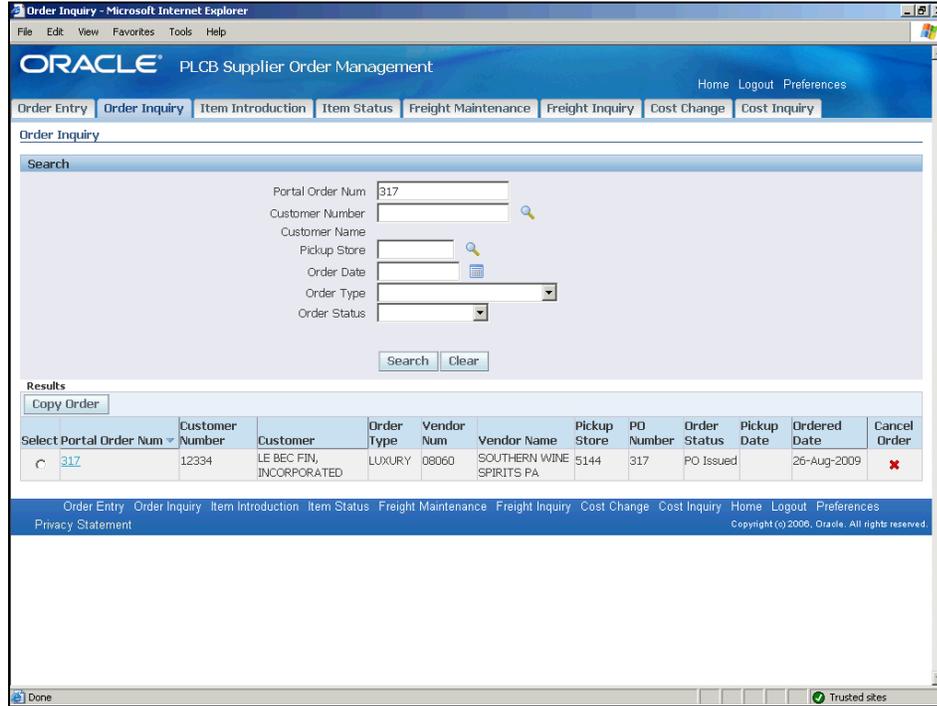
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.



Step	Action
2.	Click on the <i>Order Inquiry</i> tab to search for the order to be cancelled. Order Inquiry



Step	Action
3.	<p>Use any of the fields in the <i>Search</i> section to search for the desired order.</p> <p>Select the appropriate search parameter(s).</p> <input data-bbox="344 1159 631 1205" type="text"/>
4.	<p>Enter or select the appropriate search value(s).</p>
5.	<p>Click on SEARCH.</p> <input data-bbox="344 1304 475 1346" type="button" value="Search"/>



Step	Action
6.	<p>If desired, click on the link in the PORTAL ORDER NUM column of the order to view its details.</p> <p>317</p>

Training Guide

Customer Order Portal



Order Details - Microsoft Internet Explorer

ORACLE PLCB Supplier Order Management

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry

Order Inquiry >

Order Details : 317

Order Num: 150043887
 Ordering Store: 2298
 Portal Order Num: 317

Order Type: LUXURY
 Status: PO Issued
 Ordered Date: 26-Aug-2009

Customer Details

Customer Number: 12334
 Customer Name: LE BEG FIN, INCORPORATED
 Address Line 1: 1523 WALNUT ST
 Address Line 2:
 City: PHILADELPHIA
 State: PA
 Zip Code: 19102-3001

Ship To Details

Ship To: 5144
 Address Line 1: 1218 CHESTNUT ST
 Address Line 2:
 City: PHILADELPHIA
 County:
 State: PA
 Zip Code: 19107-5410

Contact Details

Contact Type	Primary	Email	Phone Number	Type	Last Updated
No results found.					

Vendor Number: 08060
 PO Number: 317
 PO Date: 26-AUG-2009

Item Details

Line	Item Number	Description	Ordered Qty	UOM	Unit Price	Line Total	Freight	Each	Cancelled	Cancelled Qty
1	000001773	EL COTO BLANCO D6 12		EA	6.49	77.88	0		N	0

Sub Total: 77.88
 Discount: 7.78
 Tax: 4.91
 Freight Charges: 0
 Order Total: 90.57

[Printable Page](#)

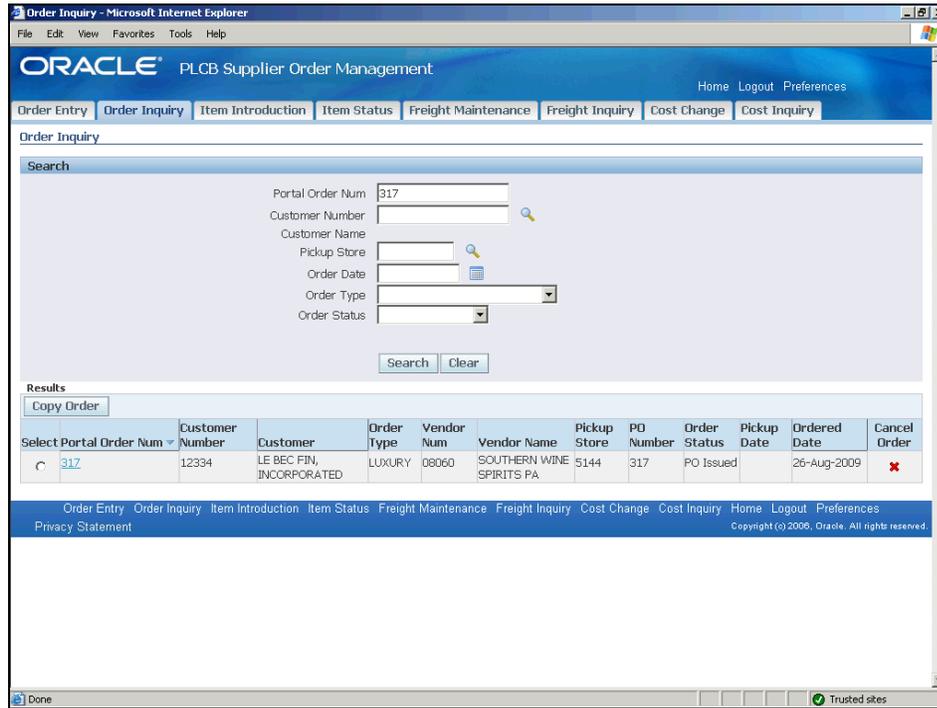
[Return to Order Inquiry](#)

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry | Home | Logout | Preferences

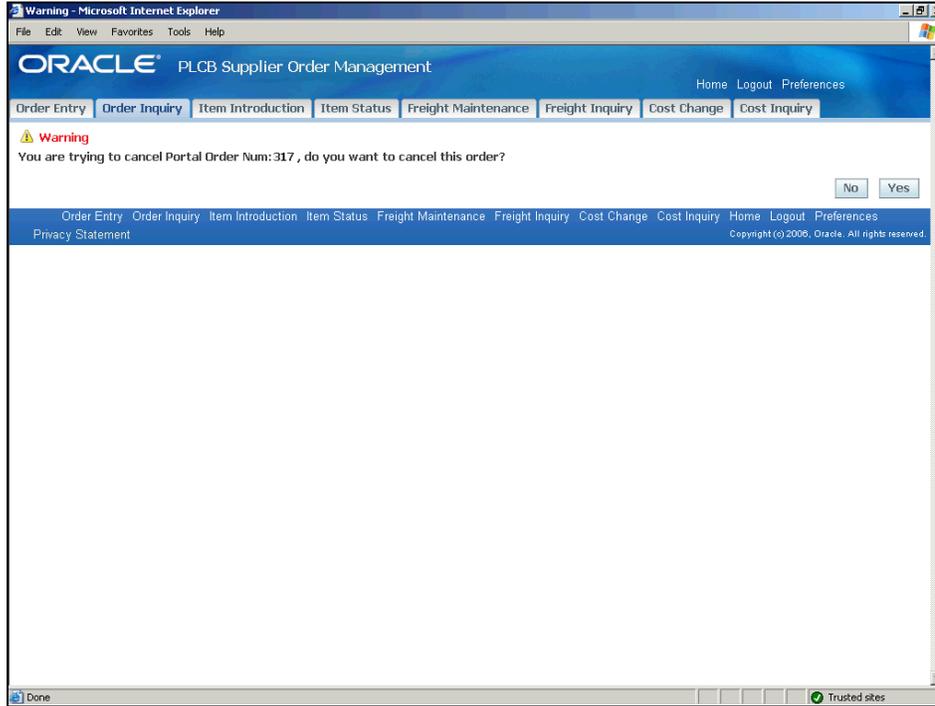
Privacy Statement | Copyright (c) 2009 Oracle. All rights reserved.

Done | Trusted sites

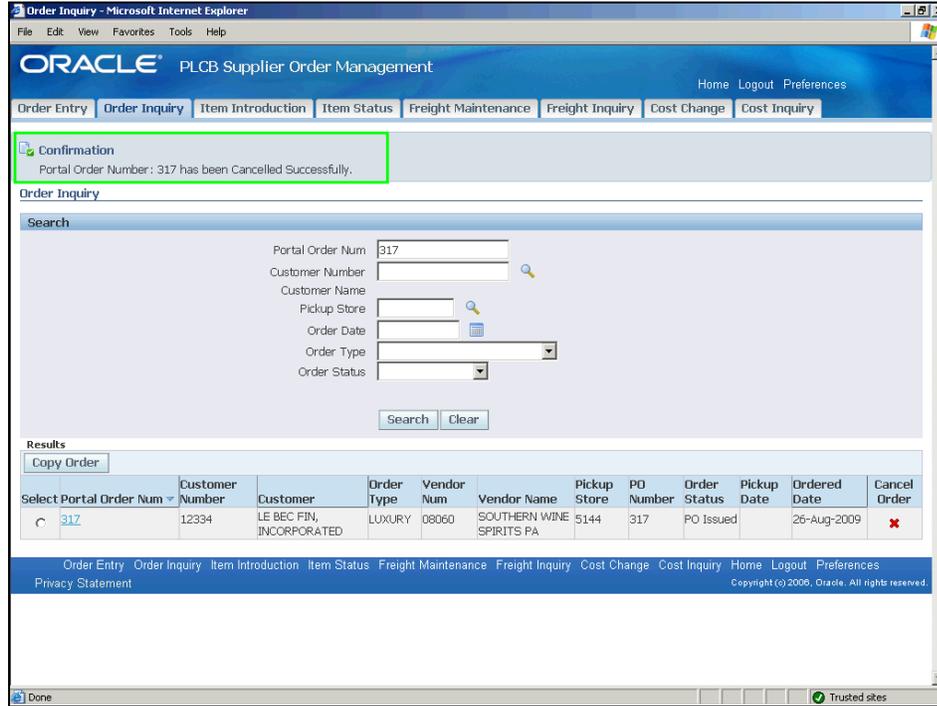
Step	Action
7.	<p>View the information and return to the <i>Order Inquiry</i> form.</p> <p>Return to Order Inquiry</p>



Step	Action
8.	<p>Click on the CANCEL ORDER icon for the order to be cancelled.</p> 



Step	Action
9.	Click on YES to confirm the action. 



Step	Action
10.	<p>Click on SEARCH to execute the search again.</p> 
11.	<p>Verify the ORDER STATUS for the cancelled order and clear the search results.</p> 
12.	<p>End of Procedure.</p>

Copy an Order

Procedure

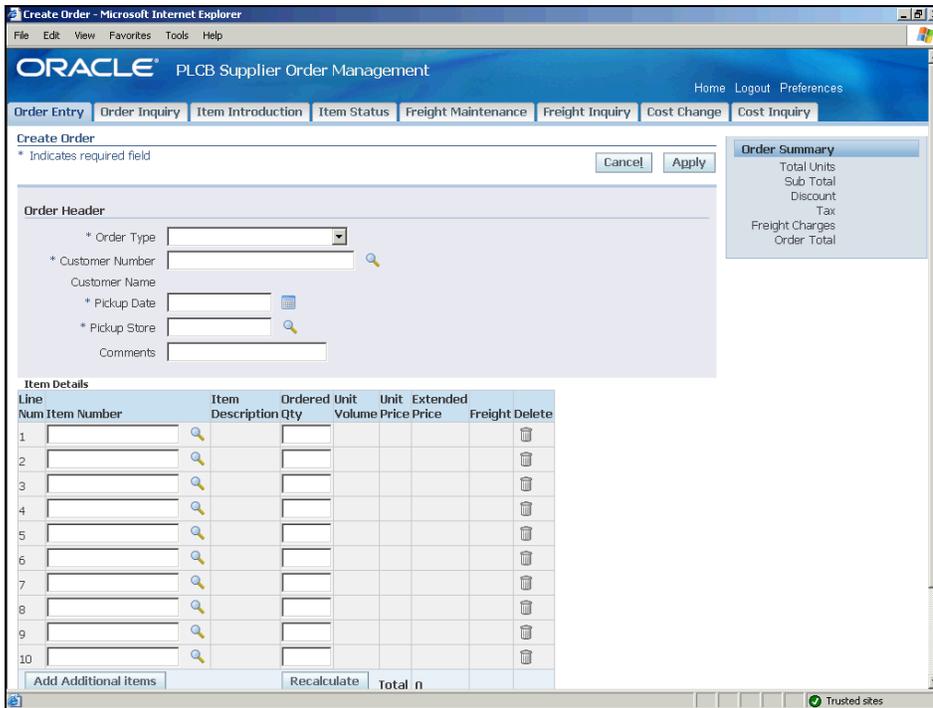
Description:

Use this procedure to copy an existing order to create a new order.

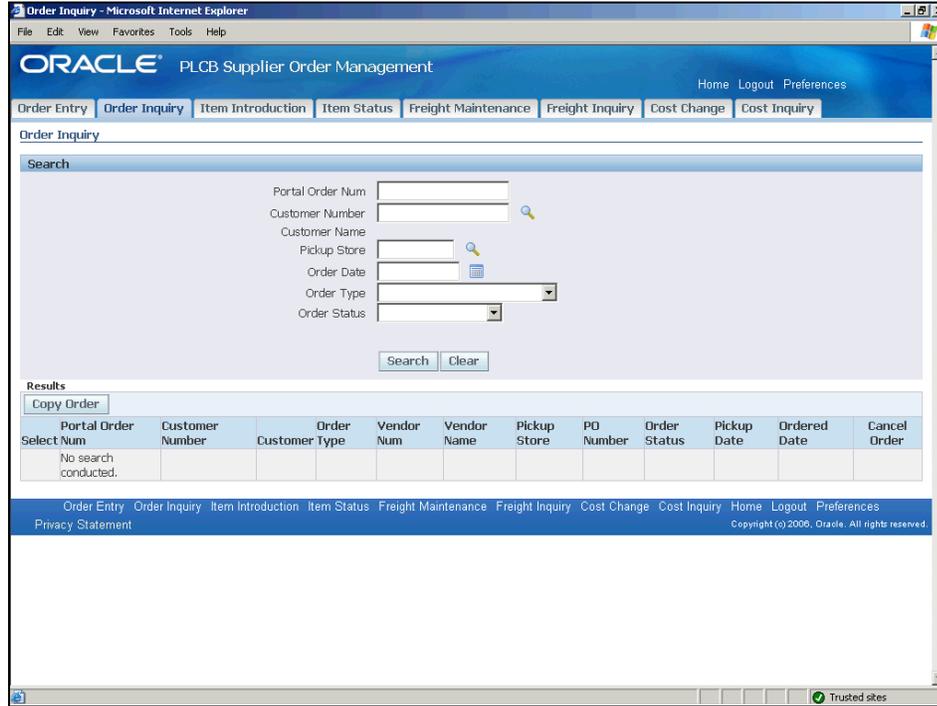
Oracle Prerequisites:

- The order must exist in the *Order Management Portal*.

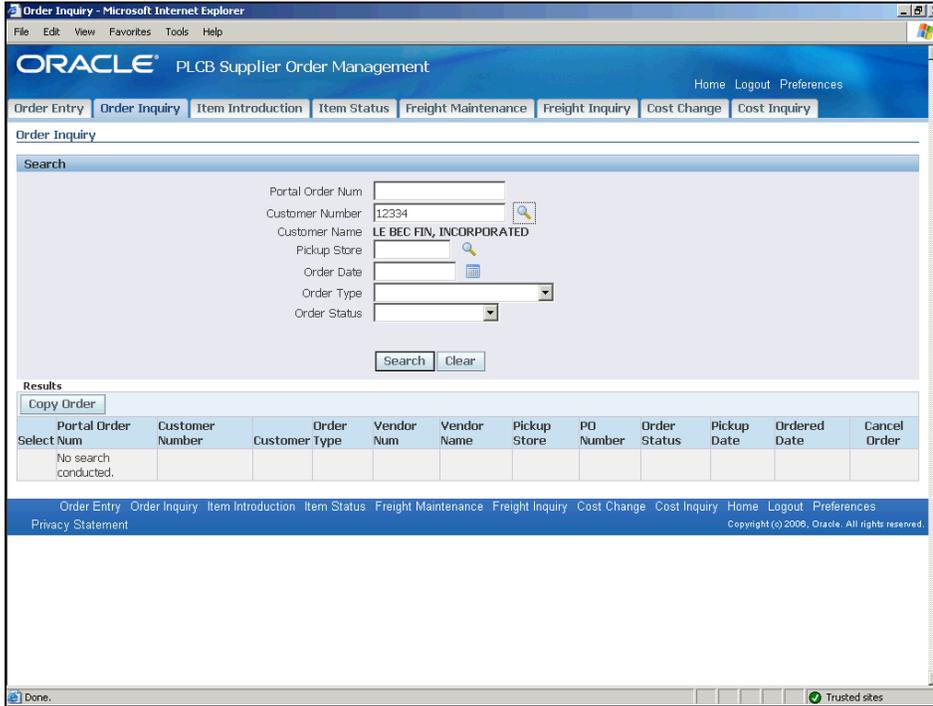
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the <i>PLCB SUPPLIER ORDER MANAGEMENT</i> responsibility.



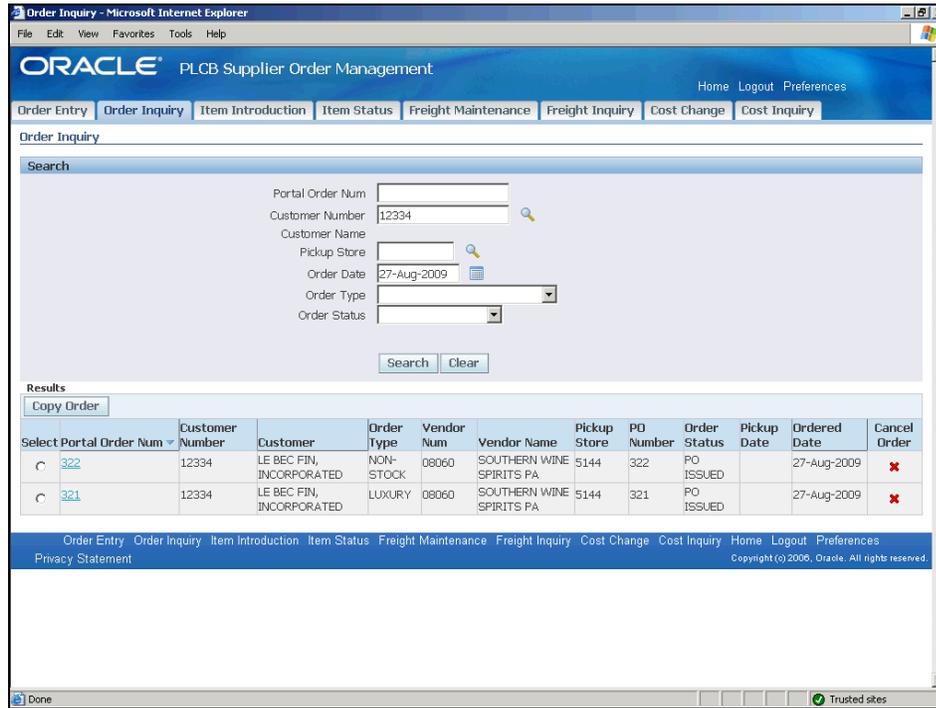
Step	Action
2.	<p>Click on the <i>Order Inquiry</i> tab to search for the order to be copied.</p> <p>Order Inquiry</p>



Step	Action
3.	Use any of the fields in the <i>Search</i> section to search for the desired order. <input data-bbox="440 1094 729 1140" type="text"/>
4.	Select the appropriate search parameter(s).



Step	Action
5.	Enter the appropriate search value(s). <input type="text"/>
6.	If available, use multiple search parameters to refine the search.
7.	Click on SEARCH. <input type="button" value="Search"/>



Step	Action
8.	<p>If desired, click on the link in the PORTAL ORDER NUM column of the order to be copied to view its details.</p> <p>322</p>

Training Guide

Customer Order Portal



Order Details - Microsoft Internet Explorer

ORACLE PLCB Supplier Order Management

Home Logout Preferences

Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry

Order Inquiry >

Order Details : 322

Order Num: 150043889 Order Type: NON-STOCK
 Ordering Store: 2298 Status: PO ISSUED
 Portal Order Num: 322 Ordered Date: 27-Aug-2009

Customer Details		Ship To Details	
Customer Number	12334	Ship To	5144
Customer Name	LE BEC FIN, INCORPORATED	Address Line 1	1218 CHESTNUT ST
Address Line 1	1523 WALNUT ST	Address Line 2	
Address Line 2		City	PHILADELPHIA
City	PHILADELPHIA	County	
State	PA	State	PA
Zip Code	19102-3001	Zip Code	19107-5410

Contact Type	Primary	Email	Phone Number	Type	Last Updated
No results found.					

Vendor Number: 08060
 PO Number: 322
 PO Date: 26-AUG-2009

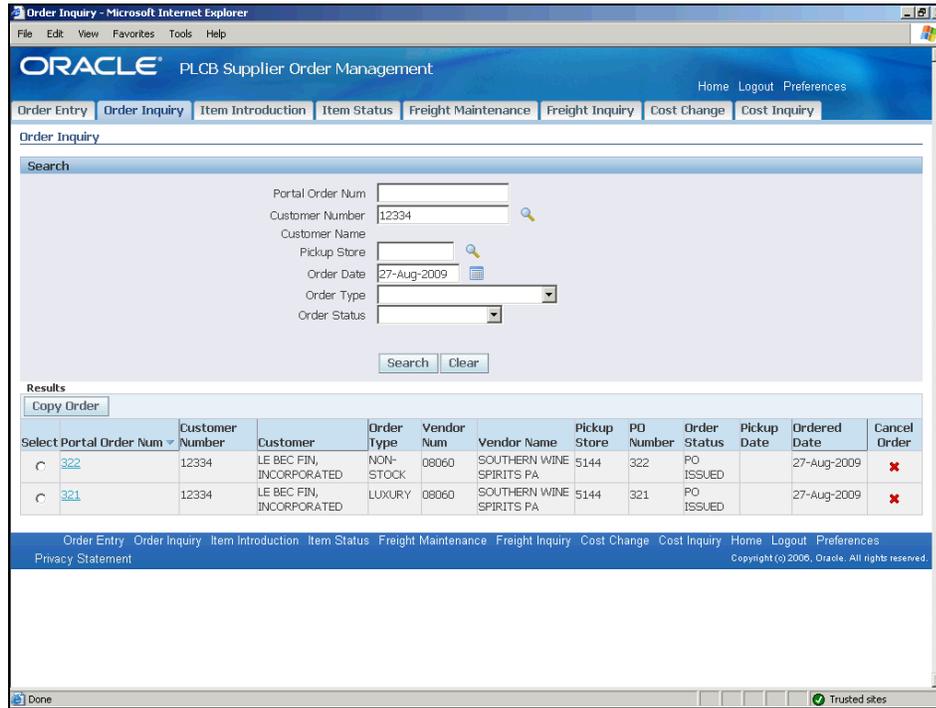
Item Details									
Line	Item Number	Description	Ordered Qty	UOM	Unit Price	Line Total	Freight Each	Cancelled	Cancelled Qty
1	000069518	LOUIS LATOUR POUILLY VINZELLES	2	EA	19.69	39.38	2.00	N	0
2	000066366	KAI VODKA	10	EA	33.49	334.90	0.80	N	0
3	000066323	BRAMPTON CABERNET SAUVIGNON	6	EA	14.29	85.74	0.30	N	0

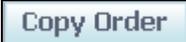
Sub Total: 460.02
 Discount: 46.00
 Tax: 28.99
 Freight Charges: 13.80
 Order Total: 548.81

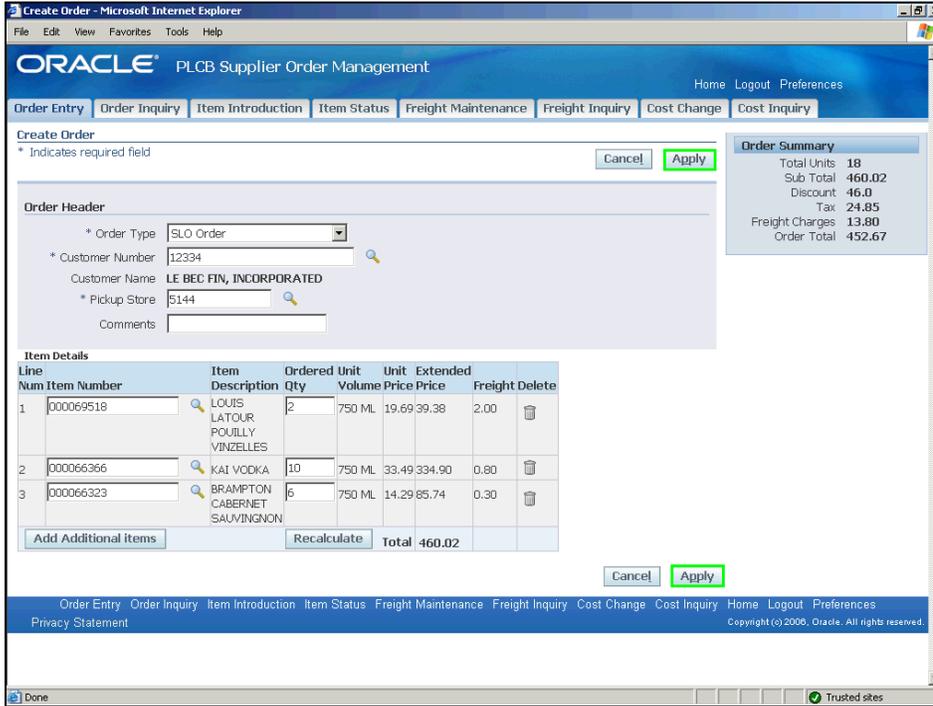
Printable Page

[Return to Order Inquiry](#)

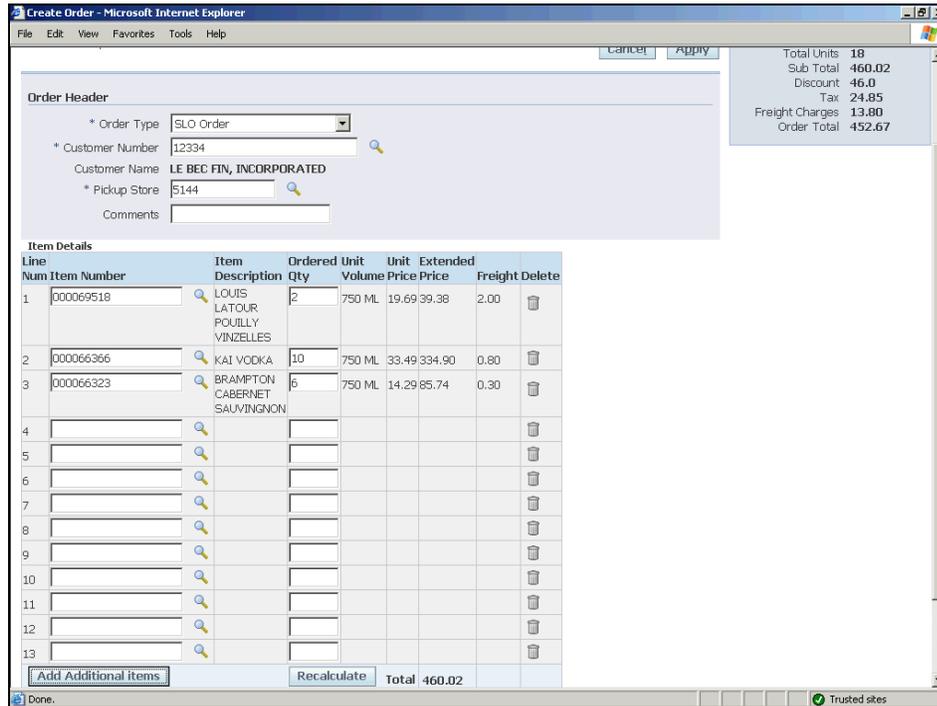
Step	Action
9.	<p>View the information and return to the <i>Order Inquiry</i> form.</p> <p>Return to Order Inquiry</p>



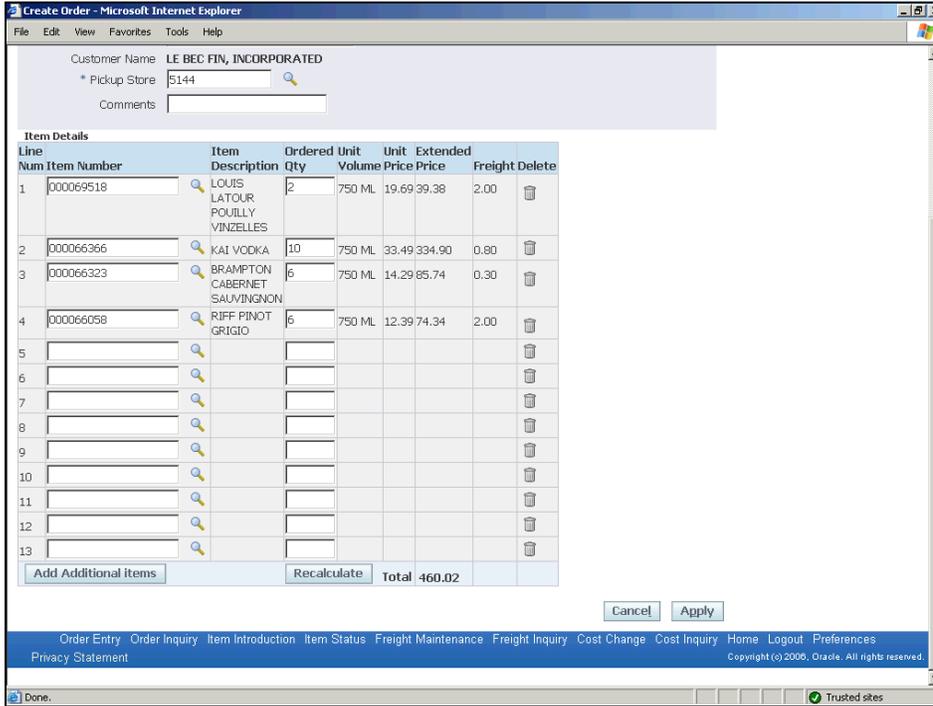
Step	Action
10.	<p>Select the order to be copied.</p> 
11.	<p>Click on COPY ORDER.</p> 



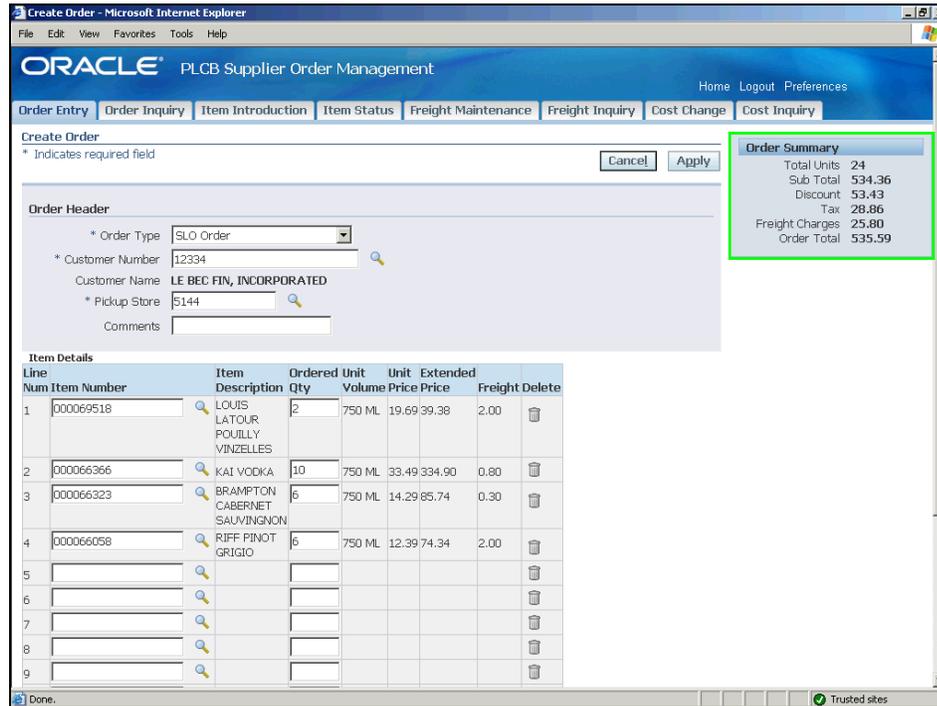
Step	Action
12.	<p>Make any changes if needed and create the new order.</p> <p>To create an exact same order, click on APPLY now.</p> <p>Click on ADD ADDITIONAL ITEMS to add more items to the order.</p> <p>Add Additional items</p>



Step	Action
13.	<p>Activate the ITEM NUMBER field in the next available line.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
14.	<p>Enter the appropriate item number or use the search option to look for the desired item.</p>
15.	<p>Press the [Tab] key on the keyboard.</p>
16.	<p>Press the [Tab] key on the keyboard again.</p>
17.	<p>Enter the quantity to be ordered in the ORDERED QTY field.</p>
18.	<p>Press the [Tab] key on the keyboard.</p>
19.	<p>Similarly, make all the required changes.</p> <p>When done, click on the SCROLLBAR to move to the bottom of the window.</p>



Step	Action
20.	<p>Click on RECALCULATE.</p> 
21.	<p>Scroll up the window to view the <i>Order Summary</i> section.</p>



Step	Action
22.	<p>Review and verify the numbers in the <i>Order Summary</i> section and click on APPLY to create the order.</p> <p></p>
23.	<p>End of Procedure.</p>

Item Introduction and Inquiry

New Item Introduction

Procedure

Description:

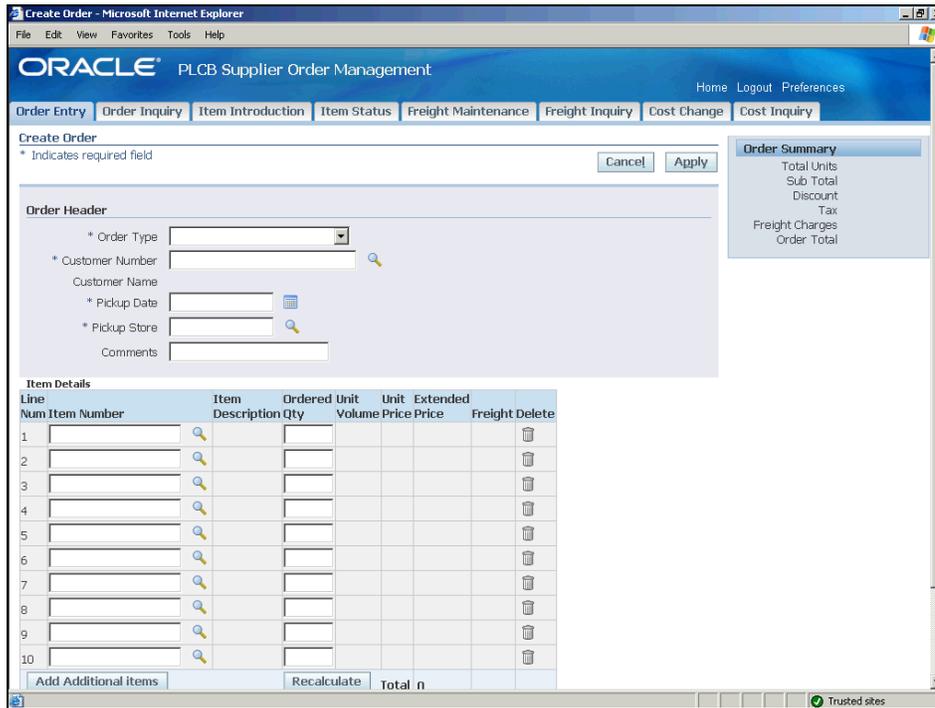
Use this procedure to submit a request to introduce a new item.

Note: Once submitted, the item request cannot be modified, cancelled, or deleted until it is approved or rejected by the SLO staff at the Central Office.

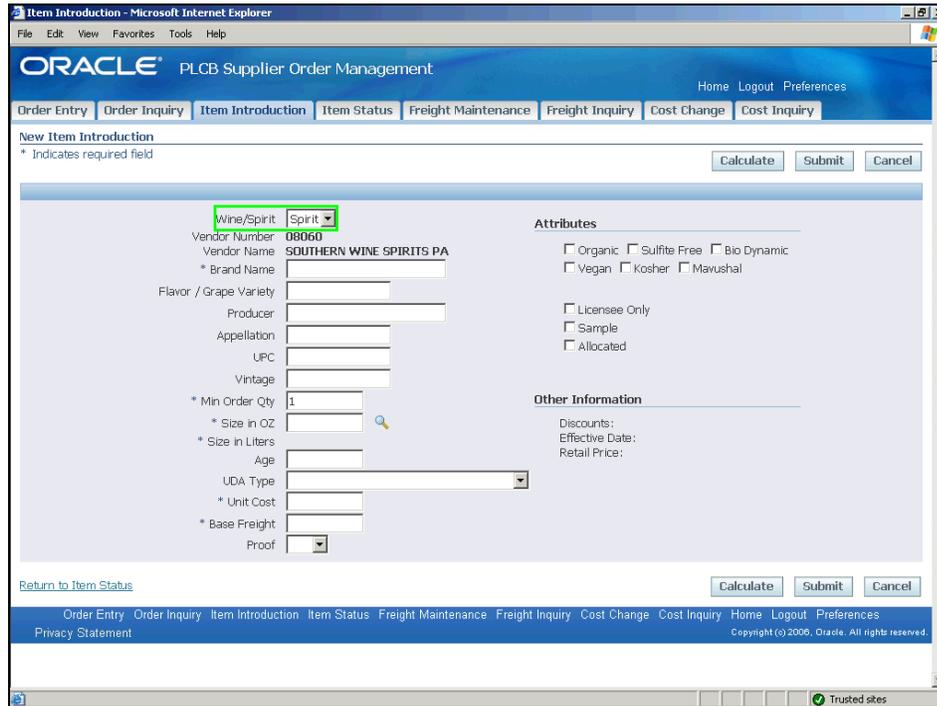
Oracle Prerequisites:

- The supplier must have the valid login id and the responsibility to access the *Order Management Portal*.

Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.

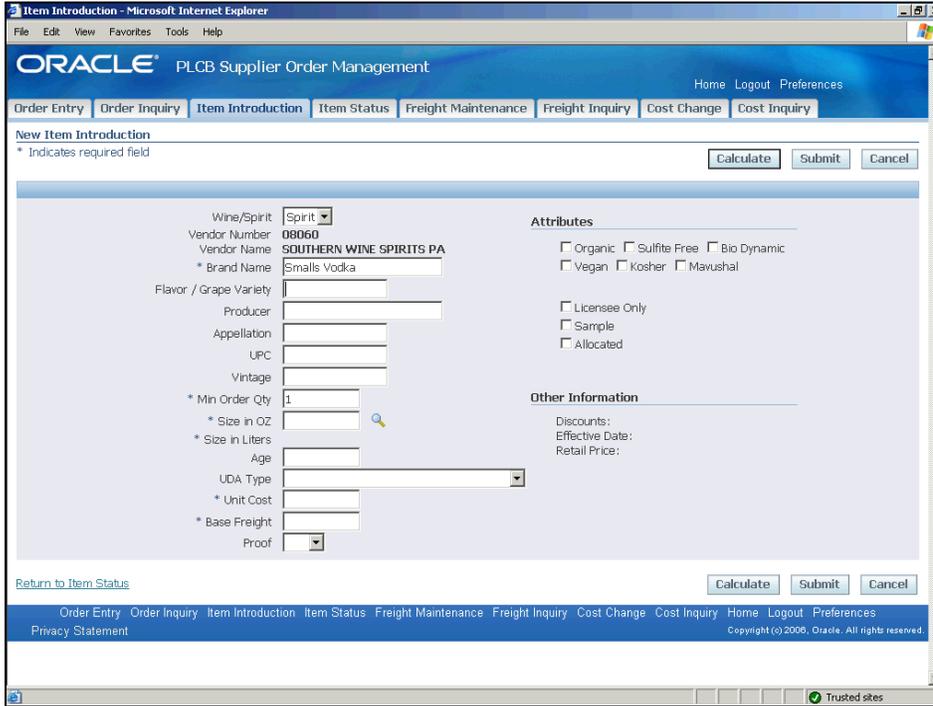


Step	Action
2.	Click on the <i>Item Introduction</i> tab. Item Introduction



The screenshot shows the 'New Item Introduction' form in the Oracle PLCB Supplier Order Management system. The 'Wine/Spirit' dropdown menu is highlighted with a green box and is currently set to 'Spirit'. The form includes fields for Vendor Number (08060), Brand Name (SOUTHERN WINE SPIRITS PA), Flavor / Grape Variety, Producer, Appellation, UPC, Vintage, Min Order Qty (1), Size in OZ, Size in Liters, Age, UDA Type, Unit Cost, Base Freight, and Proof. There are also sections for Attributes (Organic, Sulfite Free, Bio Dynamic, Vegan, Kosher, Mavushal, Licensee Only, Sample, Allocated) and Other Information (Discounts, Effective Date, Retail Price). Buttons for Calculate, Submit, and Cancel are visible at the top and bottom of the form.

Step	Action
3.	<p>The <i>New Item Introduction</i> form displays. Fill in the details for the new item.</p> <p>Use the WINE/SPIRIT field to specify if the item is a wine or a spirit.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px 0;"></div>
4.	Enter the brand name in the BRAND NAME field.
5.	Press the [Tab] key on the keyboard.

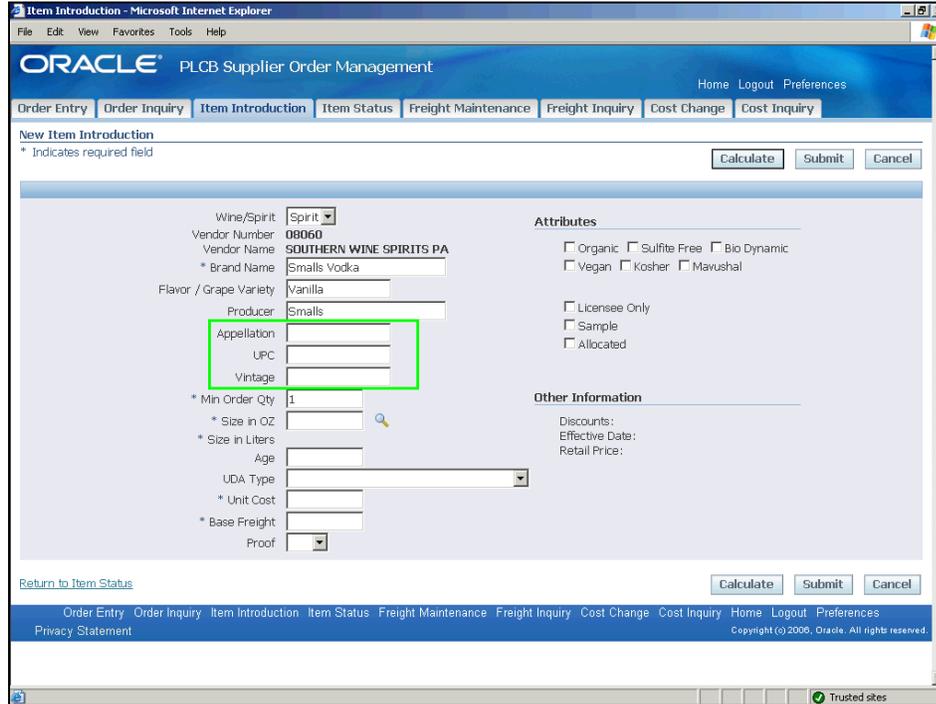


The screenshot shows the 'New Item Introduction' form in the Oracle PLCB Supplier Order Management system. The form is titled 'New Item Introduction' and includes a note that '*' indicates a required field. The form is divided into several sections:

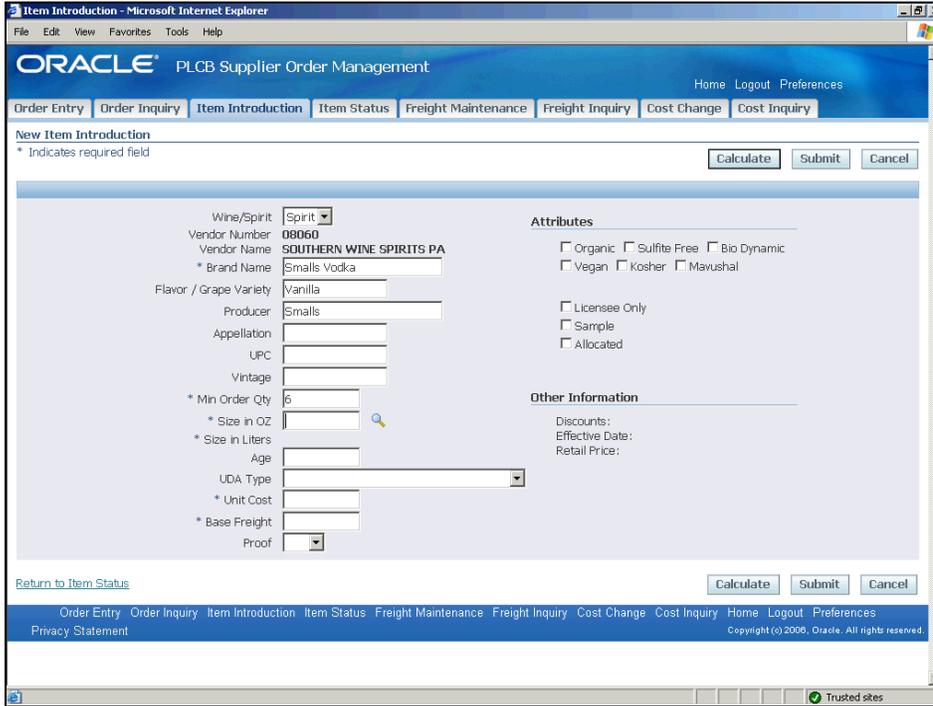
- Basic Information:** Wine/Spirit (Spirit), Vendor Number (08060), Vendor Name (SOUTHERN WINE SPIRITS PA), Brand Name (Smalls Vodka), Flavor / Grape Variety, Producer, Appellation, UPC, Vintage, * Min Order Qty (1), * Size in OZ, * Size in Liters, Age, UDA Type, * Unit Cost, * Base Freight, and Proof.
- Attributes:** Organic, Sulfite Free, Bio Dynamic, Vegan, Kosher, Mavushal, Licensee Only, Sample, and Allocated.
- Other Information:** Discounts, Effective Date, and Retail Price.

Buttons for 'Calculate', 'Submit', and 'Cancel' are present at the top right and bottom right of the form. A 'Return to Item Status' link is located at the bottom left. The Oracle logo and 'PLCB Supplier Order Management' are visible at the top of the page.

Step	Action
6.	Optionally, enter the flavor or the grape variety of the item in the FLAVOR / GRAPE VARIETY field.
7.	Press the [Tab] key on the keyboard.
8.	Optionally, specify the producer in the PRODUCER field.



Step	Action
9.	<p>Similarly, if applicable specify APPELLATION, UPC, and VINTAGE for the item.</p> <p>Specify the minimum order quantity for the item in the MIN ORDER QTY field. It is set to one by default.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>
10.	<p>To change the quantity, double-click in the MIN ORDER QTY field and enter the new quantity.</p>
11.	<p>Press the [Tab] key on the keyboard.</p>



Item Introduction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ORACLE PLCB Supplier Order Management Home Logout Preferences

Order Entry Order Inquiry **Item Introduction** Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry

New Item Introduction
 * Indicates required field Calculate Submit Cancel

Wine/Spirit: Spirit
 Vendor Number: 08060
 Vendor Name: SOUTHERN WINE SPIRITS PA
 * Brand Name: Smalls Vodka
 Flavor / Grape Variety: Vanilla
 Producer: Smalls
 Appellation:
 UPC:
 Vintage:
 * Min Order Qty: 6
 * Size in OZ: 
 * Size in Liters:
 Age:
 UDA Type:
 * Unit Cost:
 * Base Freight:
 Proof:

Attributes

Organic Sulfite Free Bio Dynamic
 Vegan Kosher Mavushal

Licensee Only
 Sample
 Allocated

Other Information

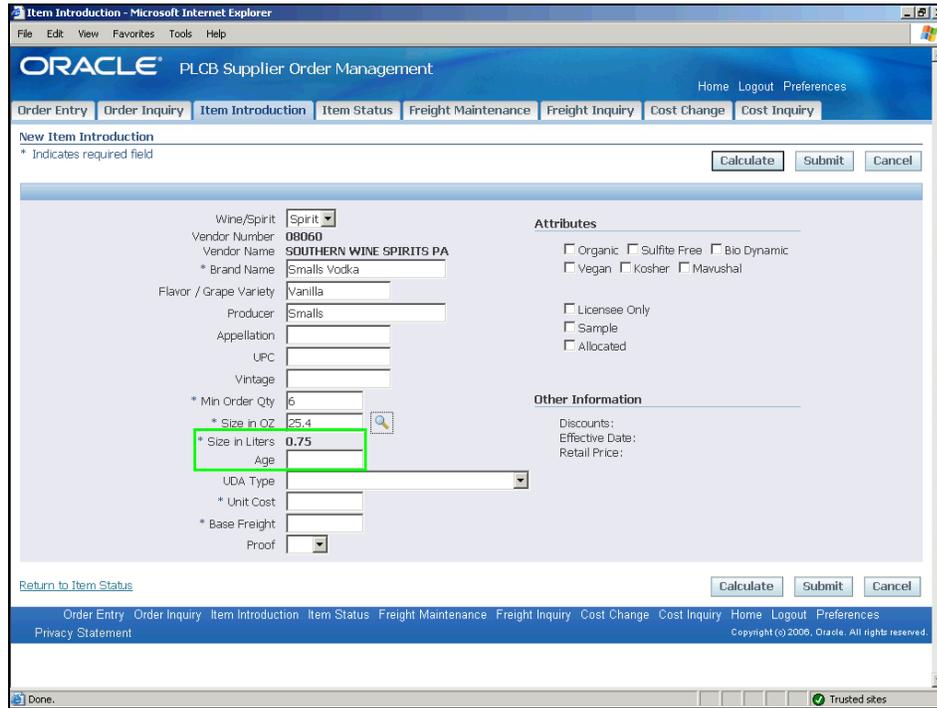
Discounts:
 Effective Date:
 Retail Price:

[Return to Item Status](#) Calculate Submit Cancel

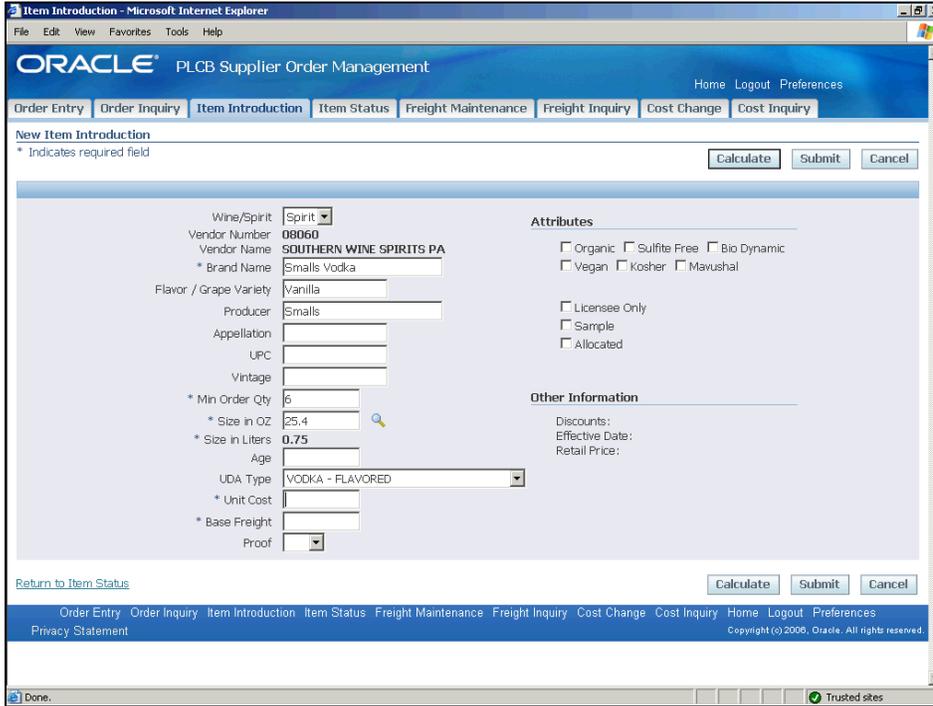
Order Entry Order Inquiry Item Introduction Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry Home Logout Preferences
 Privacy Statement Copyright (c) 2008, Oracle. All rights reserved.

Trusted sites

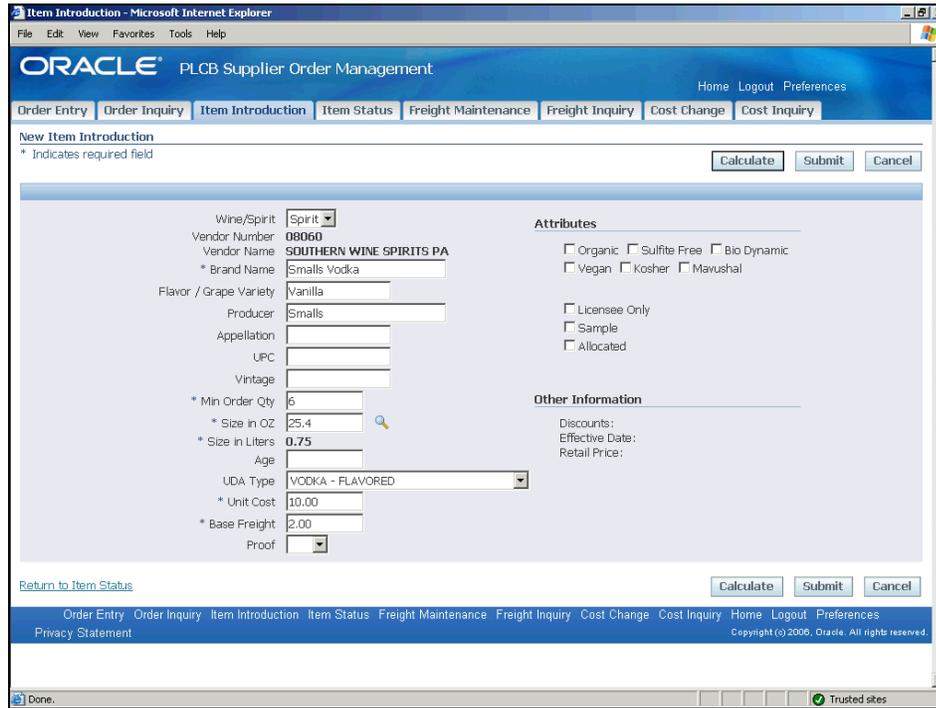
Step	Action
12.	Enter the size of the item in ounces in the SIZE IN OZ field.
13.	Press the [Tab] key on the keyboard.



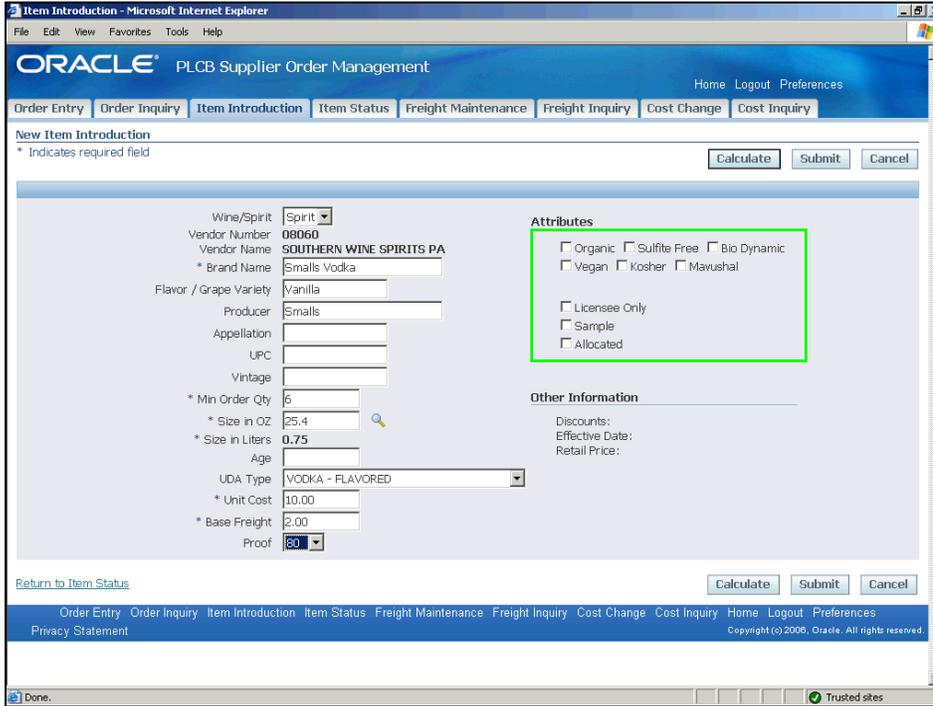
Step	Action
14.	<p>If applicable, enter the AGE for the item.</p> <p>Use the UDA TYPE field to specify the type of the item.</p> 
15.	If required, scroll through the list to find the desired entry.
16.	<p>Select the appropriate entry from the list.</p> 
17.	Press the [Tab] key on the keyboard.



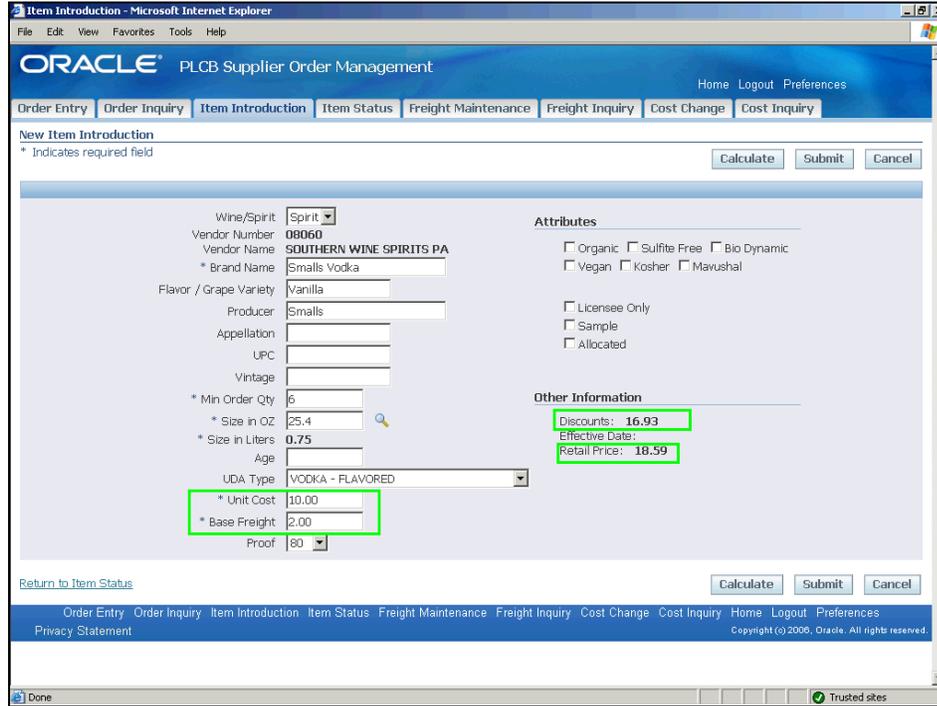
Step	Action
18.	Specify the unit cost for the item in the UNIT COST field.
19.	Press the [Tab] key on the keyboard.
20.	<p>Enter the base freight for the item in the BASE FREIGHT field.</p> <p><i>Note: The base freight should not be more than the unit cost and should end in a zero. For example, base freight can be \$1.00 but not \$1.05.</i></p>



Step	Action
21.	If applicable, select the PROOF for the item. 
22.	If required, scroll through the list to find the desired entry.
23.	Select the appropriate entry from the list. 



Step	Action
24.	<p>In the <i>Attributes</i> section, select all that is applicable.</p> <p>Then, click on the CALCULATE icon to view the retail price for the item.</p>



Item Introduction - Microsoft Internet Explorer

ORACLE PLCB Supplier Order Management

Home Logout Preferences

Order Entry Order Inquiry **Item Introduction** Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry

New Item Introduction

* Indicates required field

Calculate Submit Cancel

Wine/Spirit Spirit

Vendor Number 08060

Vendor Name SOUTHERN WINE SPIRITS PA

* Brand Name Smalls Vodka

Flavor / Grape Variety Vanilla

Producer Smalls

Appellation

UPC

Vintage

* Min Order Qty 6

* Size in OZ 25.4

* Size in Liters 0.75

Age

UDA Type VODKA - FLAVORED

* Unit Cost 10.00

* Base Freight 2.00

Proof 80

Attributes

Organic Sulfite Free Bio Dynamic

Vegan Kosher Mavushal

Licensee Only

Sample

Allocated

Other Information

Discounts: 16.93

Effective Date:

Retail Price: 18.59

Return to Item Status

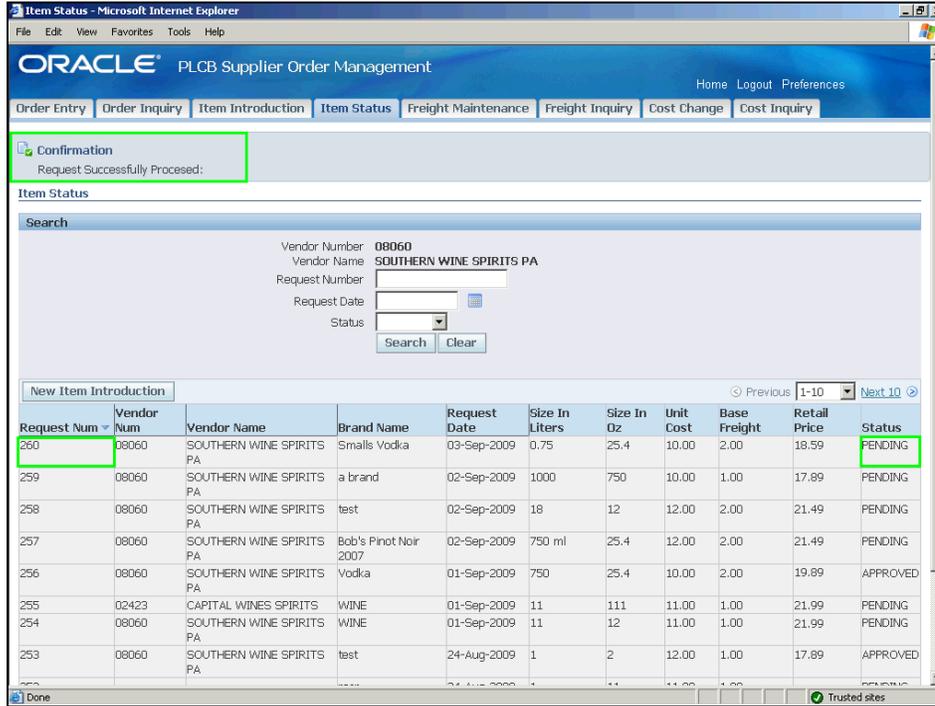
Calculate Submit Cancel

Order Entry Order Inquiry Item Introduction Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry Home Logout Preferences

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Done Trusted sites

Step	Action
25.	<p>If desired, change the values in the UNIT COST and BASE FREIGHT fields and click on CALCULATE again to obtain the desired retail price for the item.</p> <p>When done, click on SUBMIT to submit the request to introduce the new item.</p>



Step	Action
26.	<p>Once the request is submitted successfully, the <i>Item Status</i> form displays with a confirmation message at the top.</p> <p>Note that the request is automatically assigned a REQUEST NUMBER and the STATUS is set to PENDING. You can check the status of the request at any time using the <i>Item Status</i> form.</p>
27.	<p>End of Procedure.</p>

Item Status Inquiry

Procedure

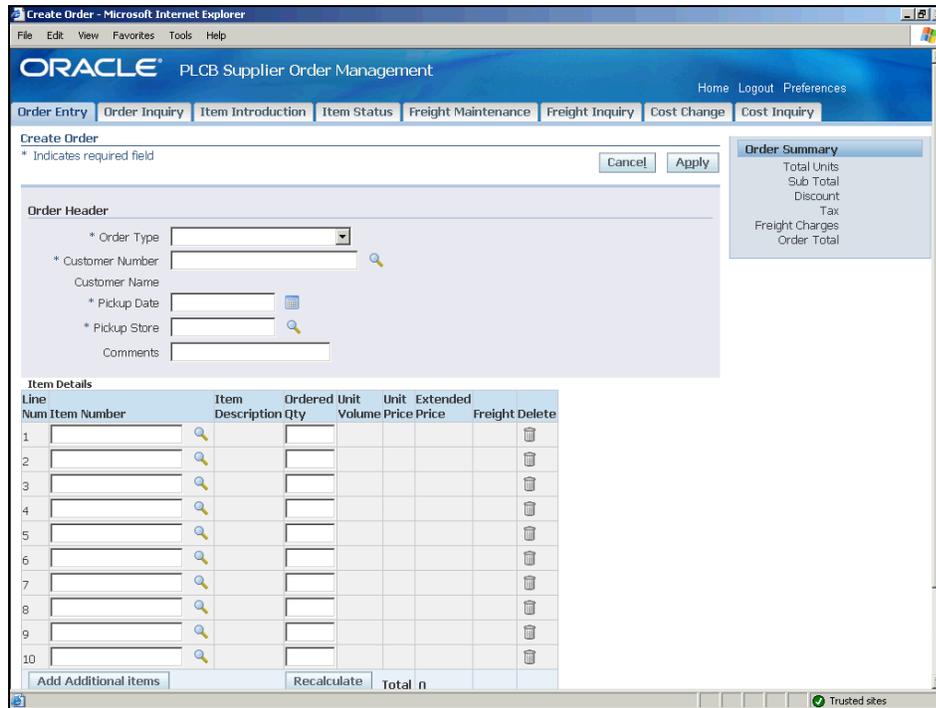
Description:

Use this procedure to search for an item request and verify the item status.

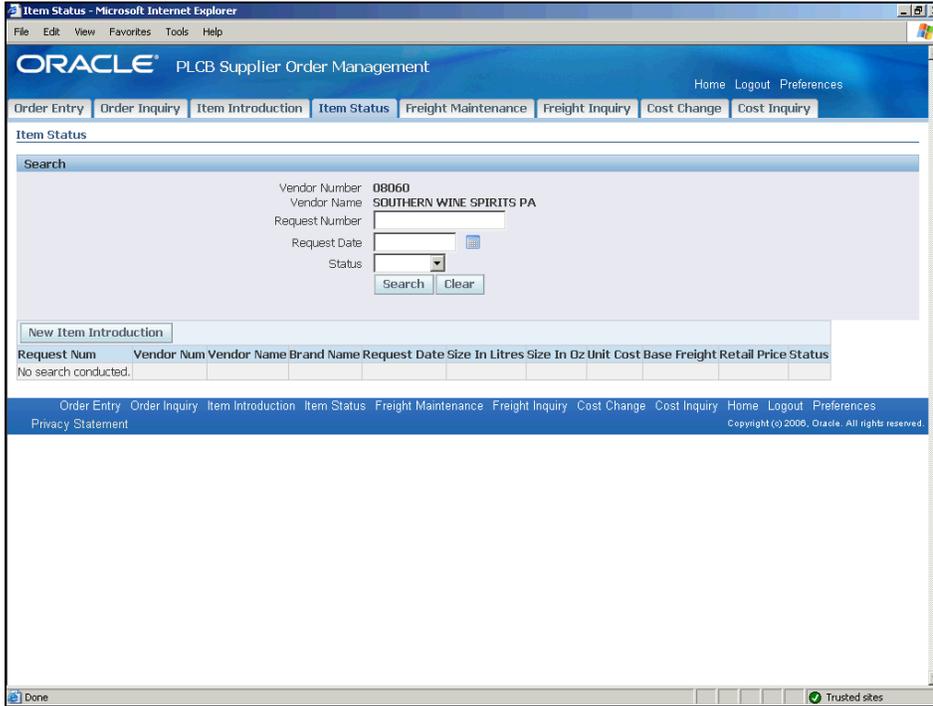
Oracle Prerequisites:

- The item request must exist in the system.
- The item request must be submitted using the *Order Management Portal*.

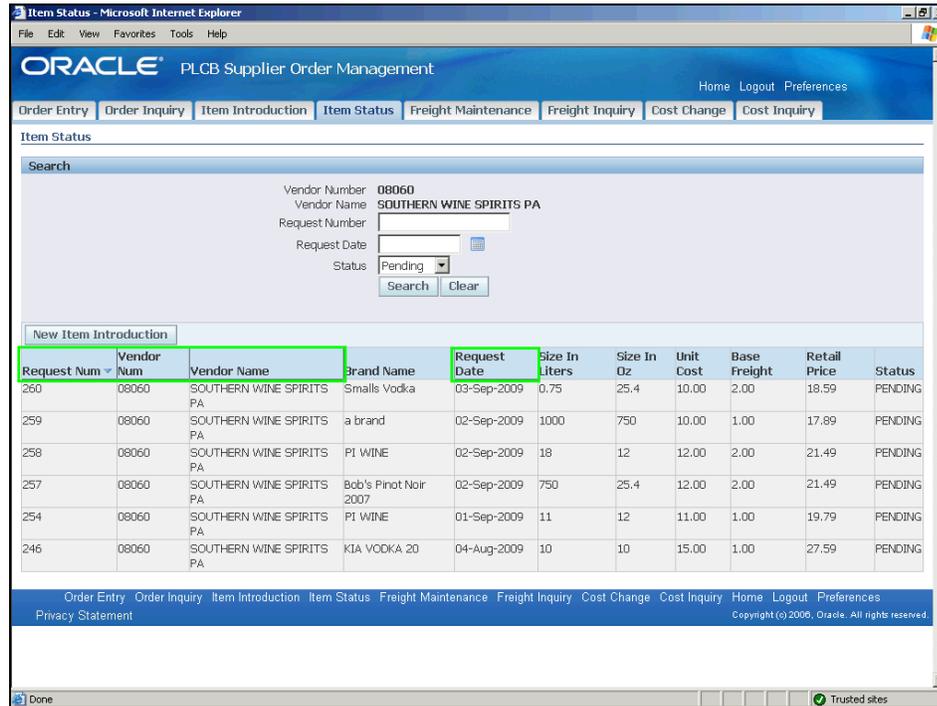
Step	Action
1.	<p>To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.</p>



Step	Action
2.	<p data-bbox="440 1129 792 1161">Click on the <i>Item Status</i> tab.</p> <p data-bbox="440 1161 597 1192">Item Status</p>



Step	Action
3.	<p>Enter an appropriate search criterion to locate the desired item request.</p> <p>Use any of the fields in the <i>Search</i> section to enter the search criteria.</p> 
4.	<p>Enter/select the appropriate search value(s).</p> 
5.	<p>Click on SEARCH.</p> 



Step	Action
6.	<p>View the required information and clear the search results.</p> <p><i>Note: The search results can be sorted based on the REQUEST NUM, VENDOR NUM, VENDOR NAME, and REQUEST DATE fields. Click on one of these column headings to sort the results accordingly.</i></p> <p><input type="button" value="Clear"/></p>
7.	<p>End of Procedure.</p>

Freight Maintenance and Inquiry

Create a New Freight Discount

Procedure

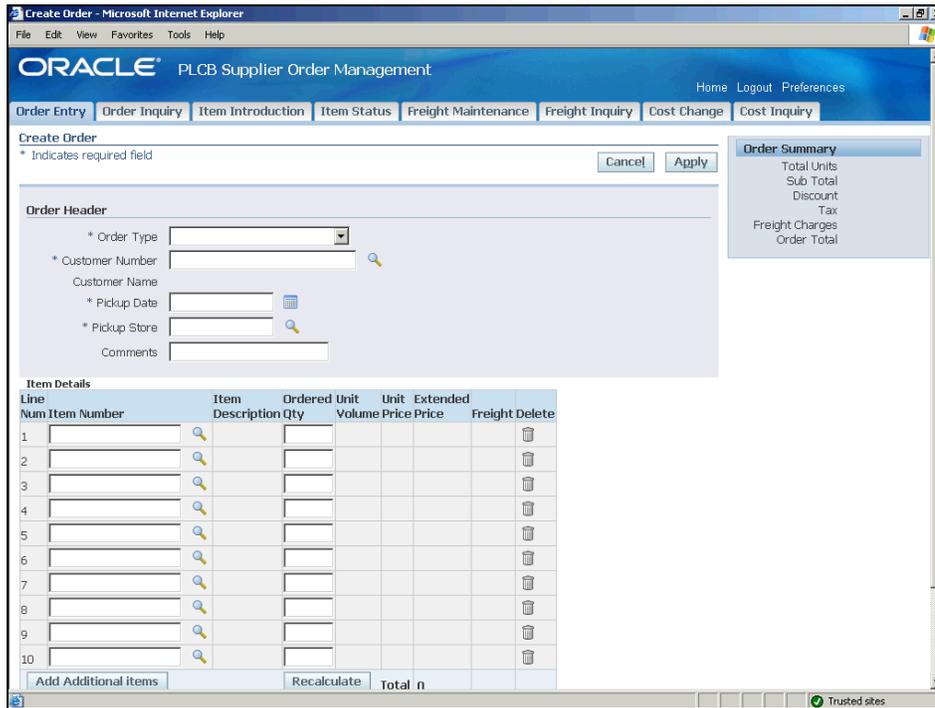
Description:

Use this procedure to create a new freight discount.

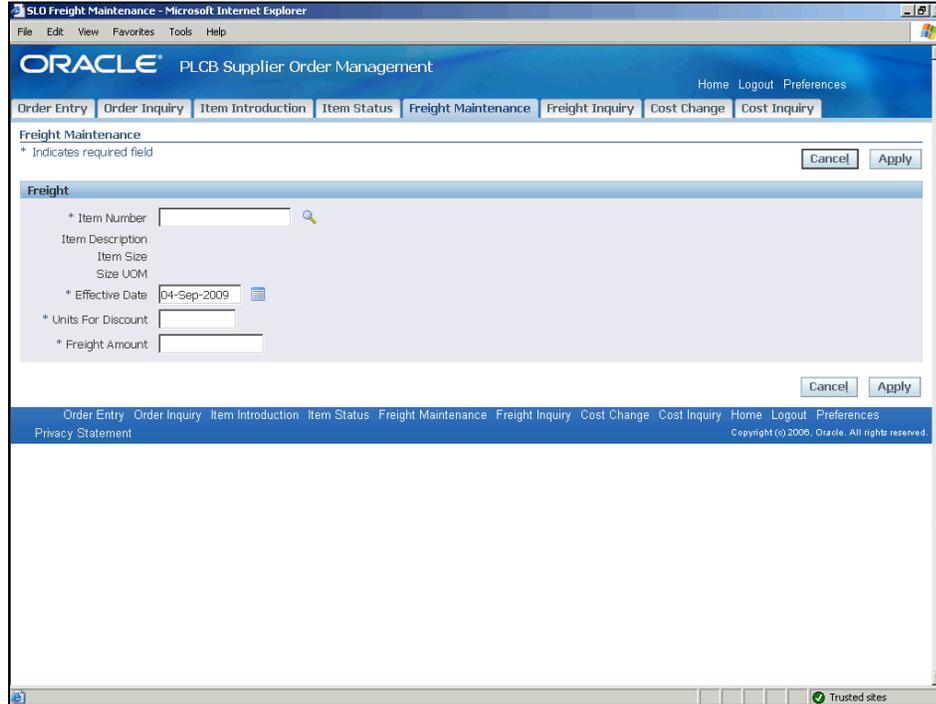
Oracle Prerequisites:

- The item must exist in RMS.

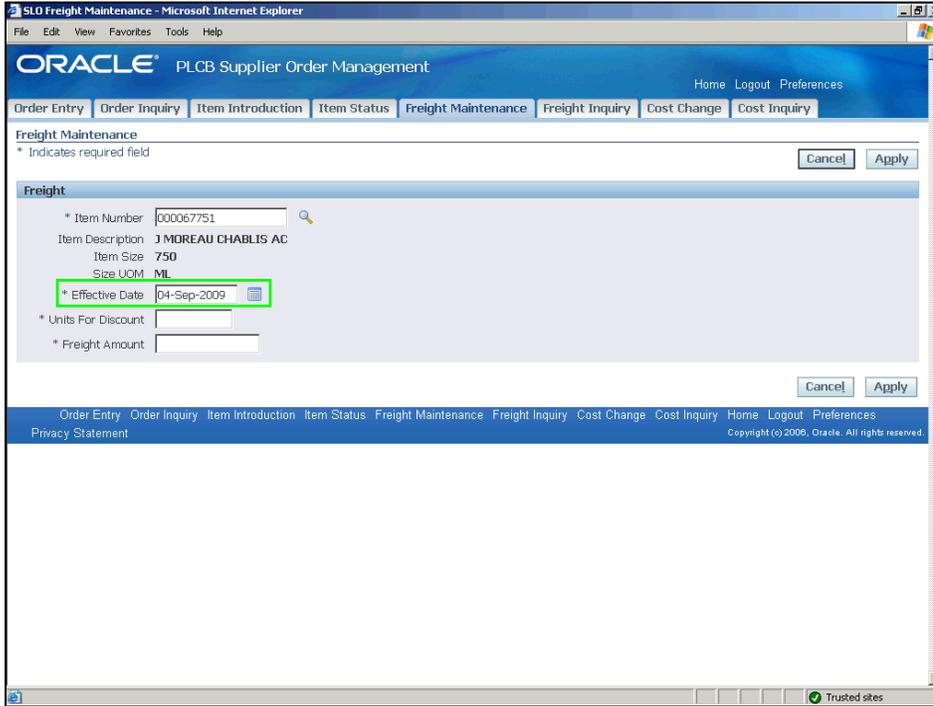
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.



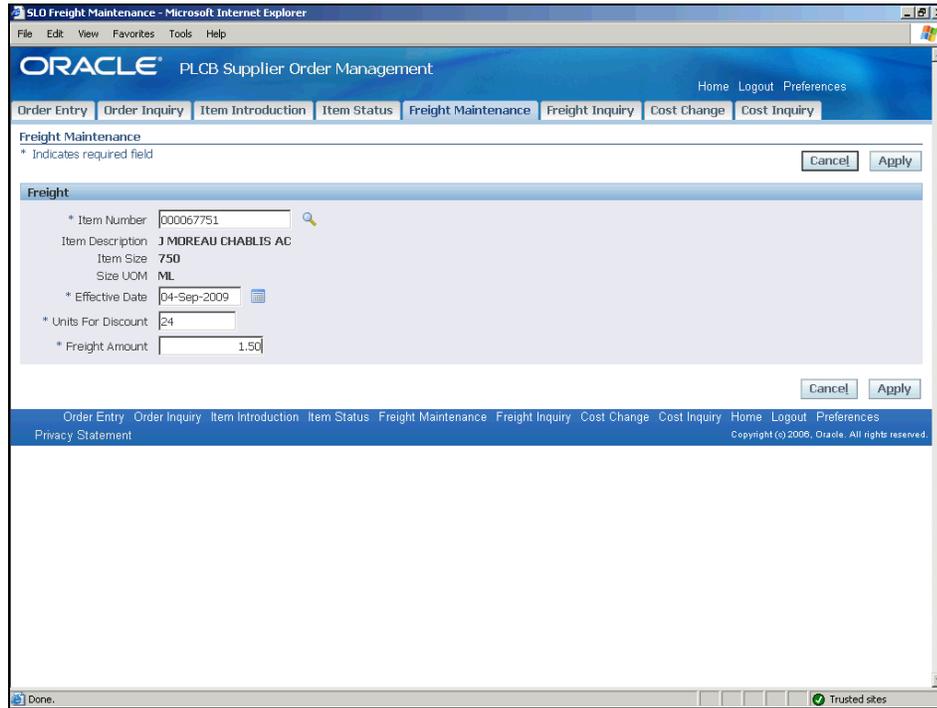
Step	Action
2.	Click on the <i>Freight Maintenance</i> tab. Freight Maintenance



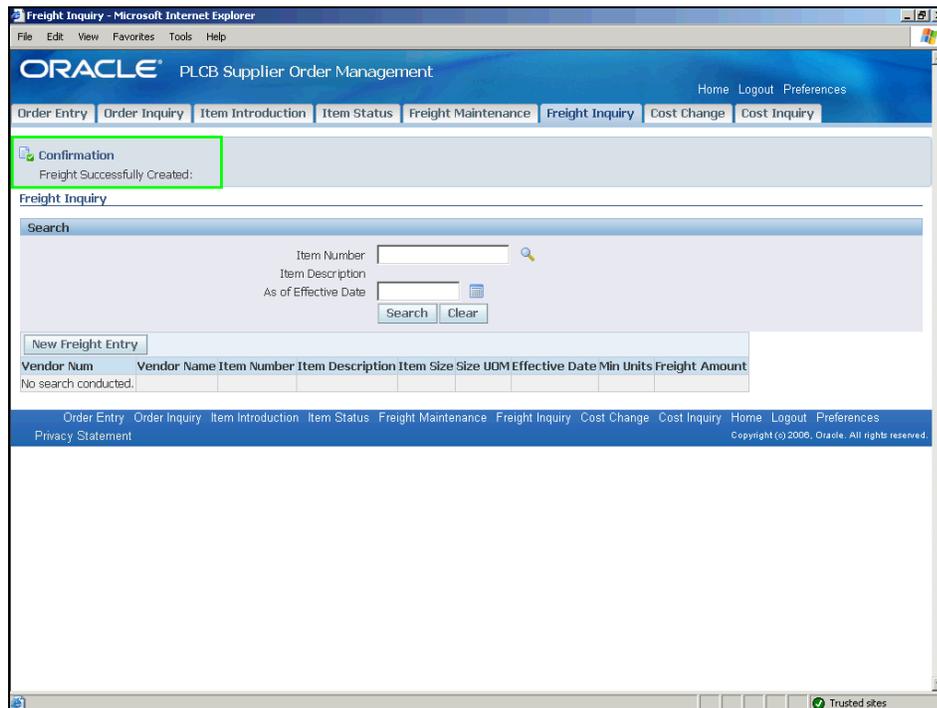
Step	Action
3.	<p>The <i>Freight Maintenance</i> form displays. Specify the item and the details for the new freight discount.</p> <p>Click in the ITEM NUMBER field.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>
4.	Enter the appropriate item number.
5.	Press the [Tab] key on the keyboard.



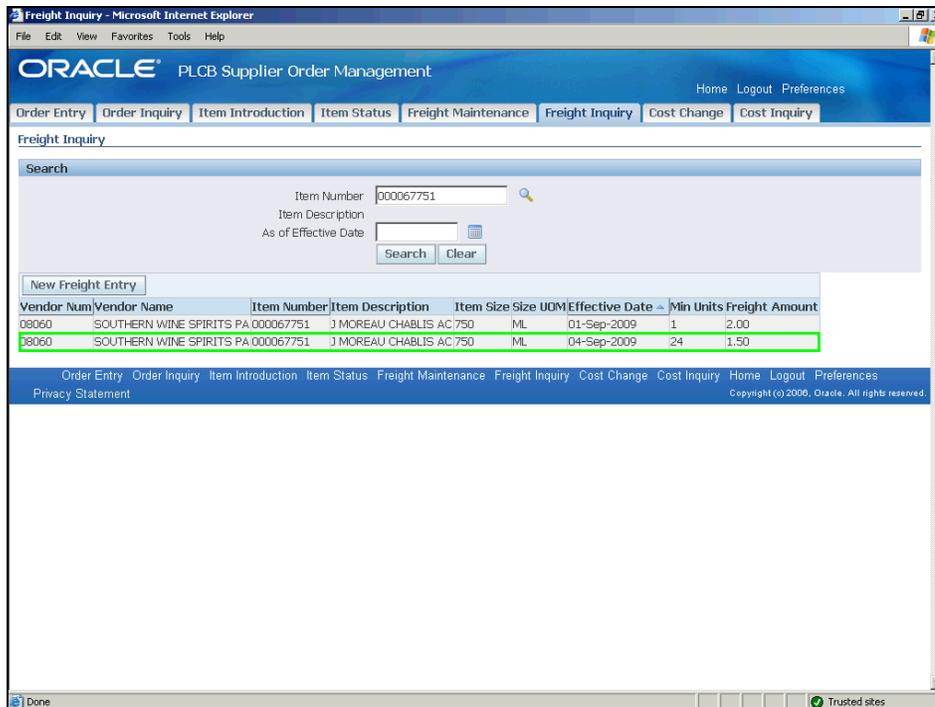
Step	Action
6.	<p>Verify the values in the ITEM DESCRIPTION, ITEM SIZE, and SIZE UOM fields.</p> <p>The EFFECTIVE DATE defaults to the next calendar day. If required, change it to a later date.</p> <div data-bbox="344 1226 516 1276" style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>
7.	<p>Specify the number of units for which the discount will be applicable in the UNITS FOR DISCOUNT field.</p>
8.	<p>Press the [Tab] key on the keyboard.</p>
9.	<p>Enter the desired freight amount in the FREIGHT AMOUNT field.</p>



Step	Action
10.	Click on APPLY.



Step	Action
11.	To verify the new discount, query the freight entries for the item. <input type="text"/>
12.	Enter the item number in the ITEM NUMBER field.
13.	Press the [Tab] key on the keyboard.
14.	Click on SEARCH. <input type="button" value="Search"/>



Step	Action
15.	Verify the new freight entry and click on CLEAR to clear the search results. <input type="button" value="Clear"/>
16.	End of Procedure.

Freight Inquiry

Procedure

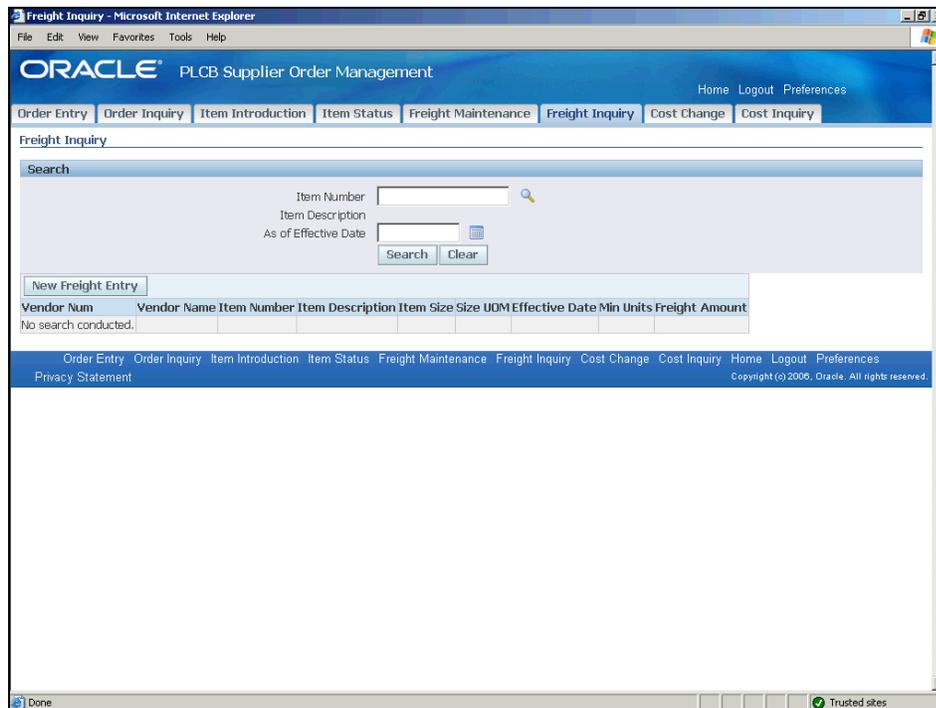
Description:

Use this procedure to search and view the desired freight entries.

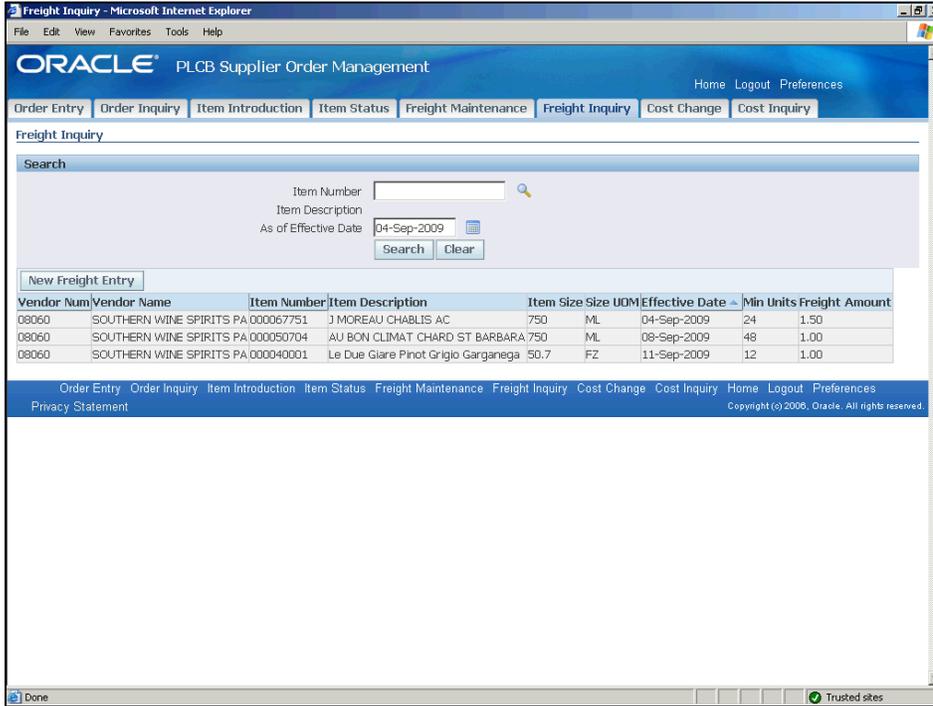
Oracle Prerequisites:

- The item must exist in RMS.
- The freight entries must exist in the system.

Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.
2.	Click on the <i>Freight Inquiry</i> tab. 



Step	Action
3.	Use the ITEM NUMBER or AS OF EFFECTIVE DATE fields to search for the desired freight entry. 
4.	Enter the appropriate search criterion.
5.	Click on SEARCH . 



Step	Action
6.	View the required information and click on CLEAR to clear the search results. 
7.	End of Procedure.

Cost Change and Inquiry

Cost Change for an Approved Item

Procedure

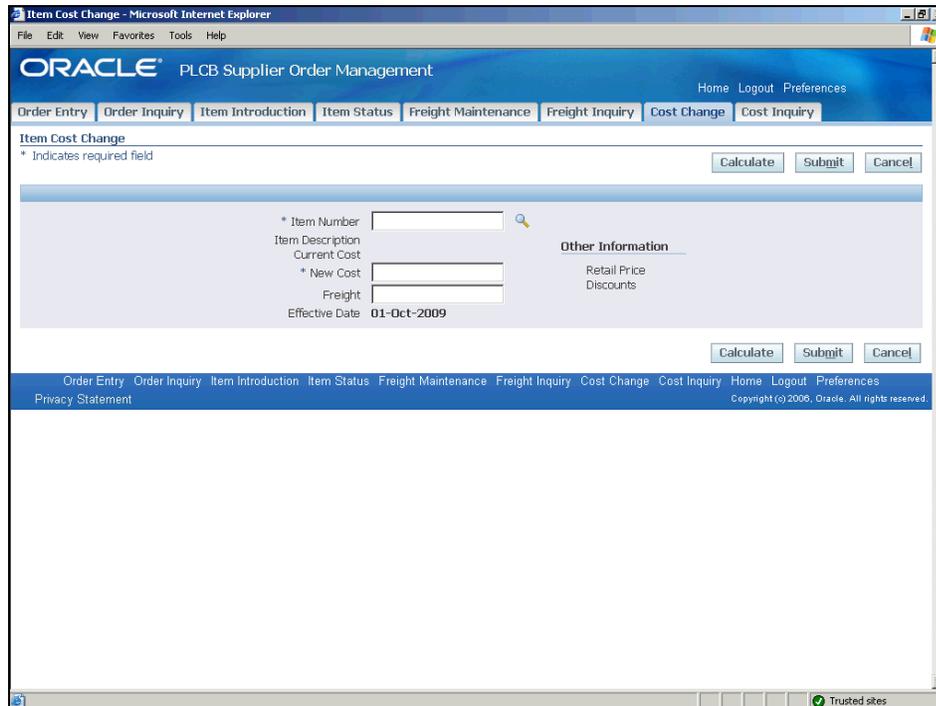
Description:

Use this procedure to request a cost change for an approved item.

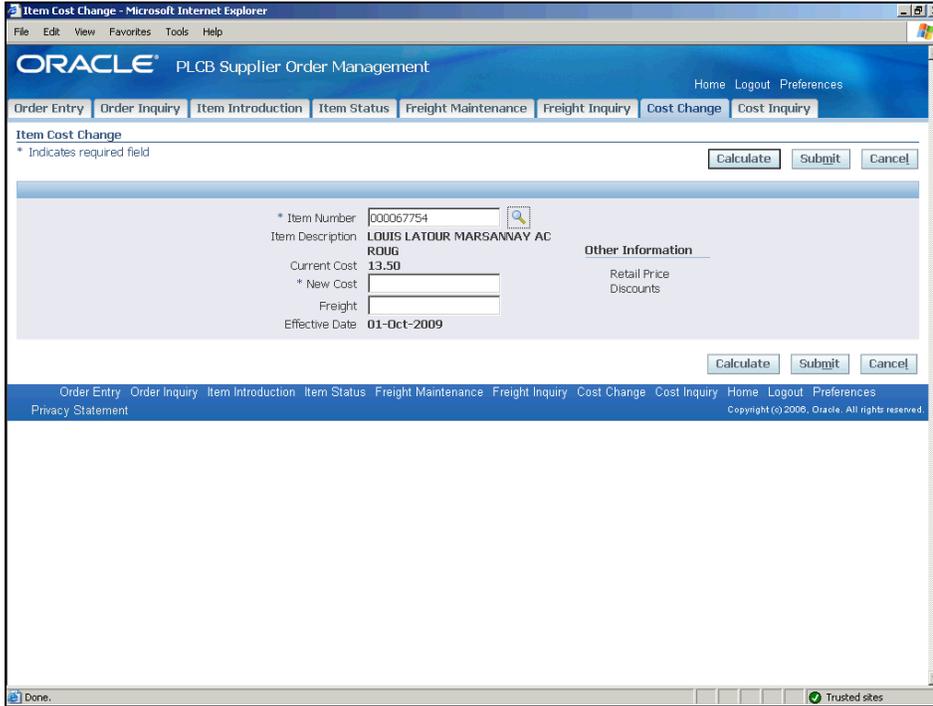
Oracle Prerequisites:

- The item must exist in RMS.

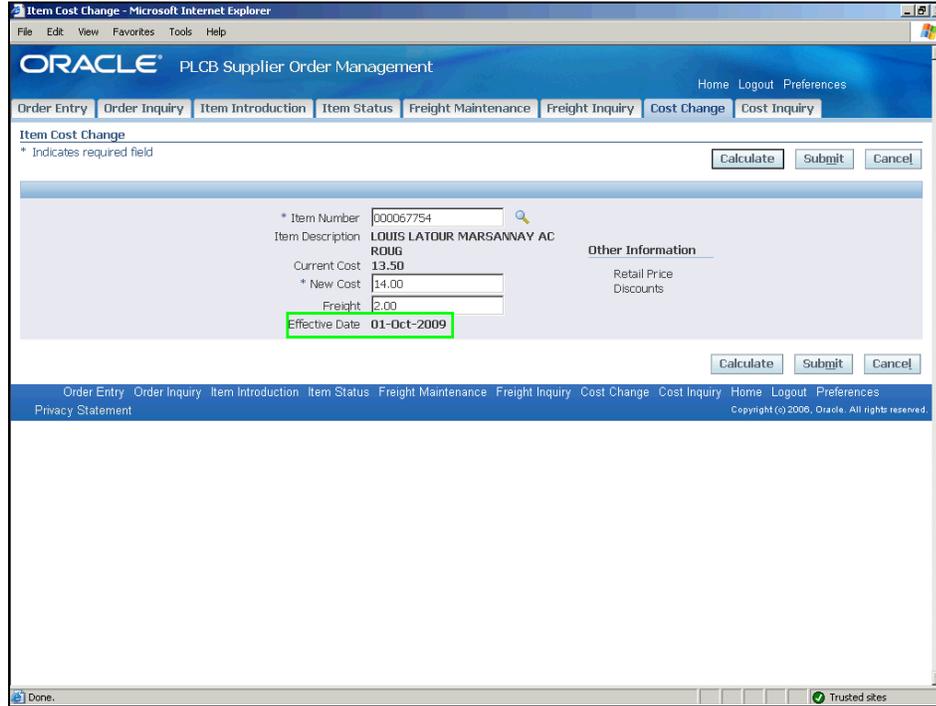
Step	Action
1.	To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.
2.	Click on the <i>Cost Change</i> tab. 



Step	Action
3.	<p data-bbox="440 1129 1398 1192">The <i>Item Cost Change</i> form displays. Specify the item for which the cost/base freight needs to be changed.</p> <p data-bbox="440 1230 873 1262">Click in the ITEM NUMBER field.</p> <div data-bbox="440 1262 727 1314" style="border: 1px solid black; width: 177px; height: 25px; margin-left: 0px;"></div>
4.	<p data-bbox="440 1325 889 1356">Enter the appropriate item number.</p>
5.	<p data-bbox="440 1371 899 1402">Press the [Tab] key on the keyboard.</p>



Step	Action
6.	Verify the values in the ITEM DESCRIPTION and the CURRENT COST fields.
7.	Enter the new cost for the item in the NEW COST field.
8.	Press the [Tab] key on the keyboard.
9.	Enter the base freight for the item in the FREIGHT field.



Item Cost Change - Microsoft Internet Explorer

ORACLE PLCB Supplier Order Management

Home Logout Preferences

Order Entry Order Inquiry Item Introduction Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry

Item Cost Change

* Indicates required field

Calculate Submit Cancel

* Item Number: 000067754

Item Description: LOUIS LATOUR MARSANNAY AC ROUG

Current Cost: 13.50

* New Cost: 14.00

Freight: 2.00

Effective Date: 01-Oct-2009

Other Information

Retail Price

Discounts

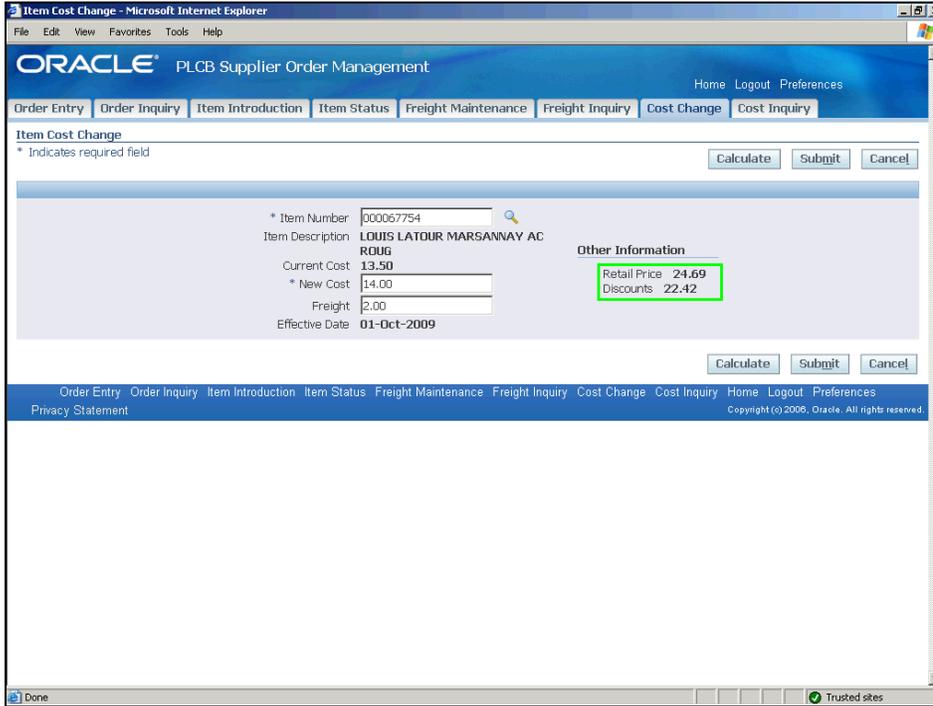
Calculate Submit Cancel

Order Entry Order Inquiry Item Introduction Item Status Freight Maintenance Freight Inquiry Cost Change Cost Inquiry Home Logout Preferences

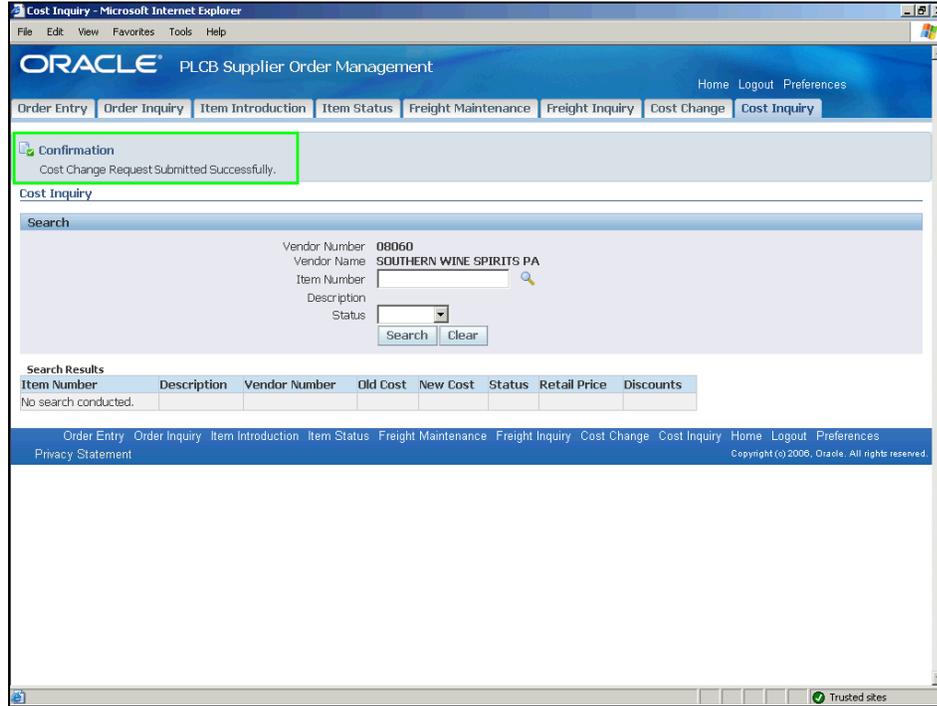
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Done. Trusted sites

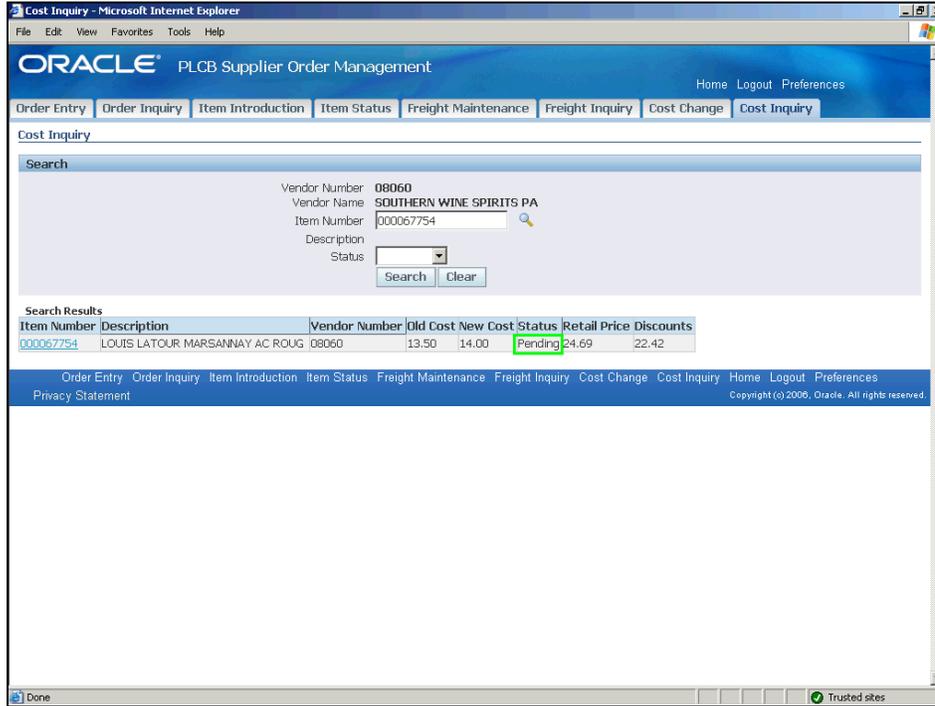
Step	Action
10.	<p>Note that the EFFECTIVE DATE is set to the first of the next month.</p> <p>Note: If the cost change request is submitted 10 or more days prior to the end of the month, the EFFECTIVE DATE is set to the 1st of the next month. However, if the cost change request is submitted less than 10 days prior to the end of the month, the EFFECTIVE DATE is set to the 1st of the following month.</p> <p>Click on CALCULATE to view the retail price and discounts for the item based on the new cost.</p>



Step	Action
11.	<p>If desired, change the values in the NEW COST and FREIGHT fields and click on CALCULATE again to obtain the desired retail price for the item.</p> <p>When done, click on SUBMIT to submit the request to change the cost of the item.</p>



Step	Action
12.	To view the status of the request just submitted, search for the request using the item number. <input type="text"/>
13.	Enter the appropriate item number.
14.	Press the [Tab] key on the keyboard.
15.	Click on SEARCH. <input type="button" value="Search"/>



Step	Action
16.	<p>Click on CLEAR to clear the search results.</p> 
17.	<p>End of Procedure.</p>

Cost Inquiry

Procedure

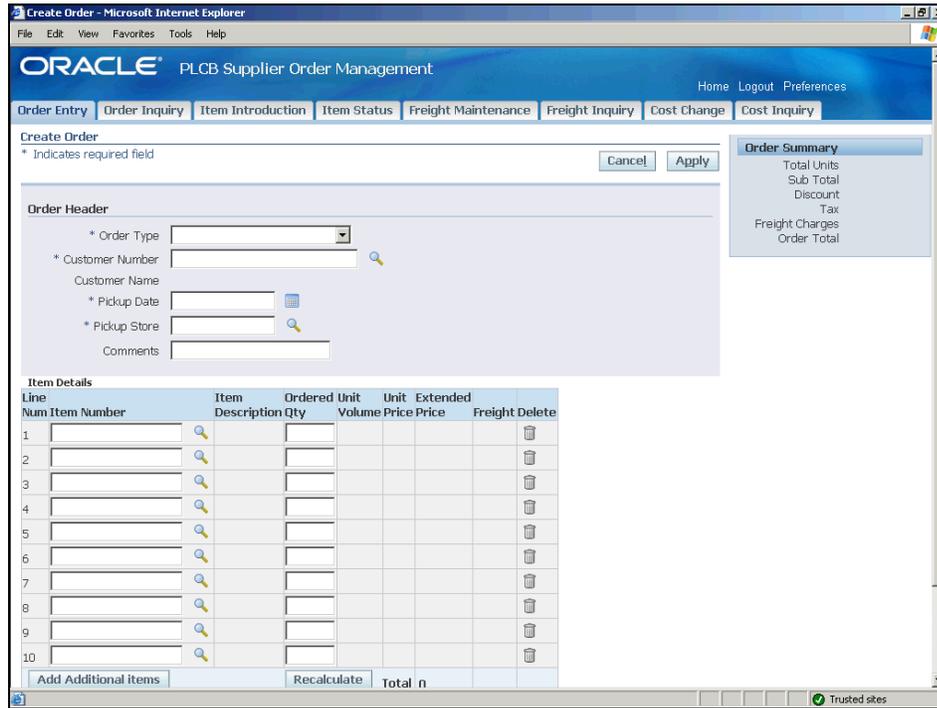
Description:

Use this procedure to perform a cost or a cost change request inquiry for an item.

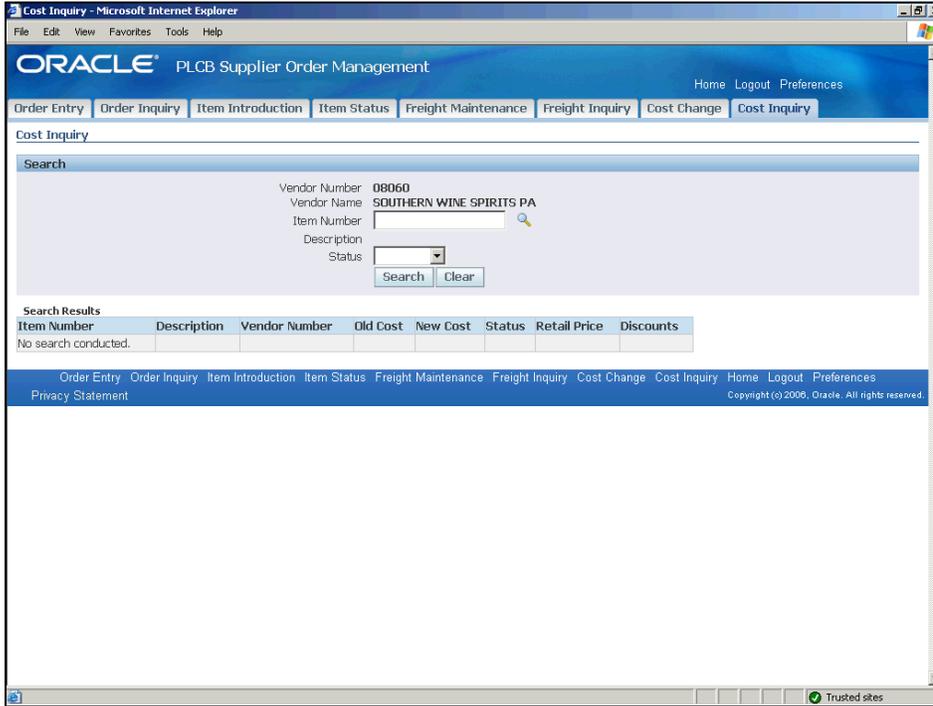
Oracle Prerequisites:

- The item must exist in the system.
- The cost change request must exist in the system.
- The cost change request must be submitted using the *Order Management Portal*.

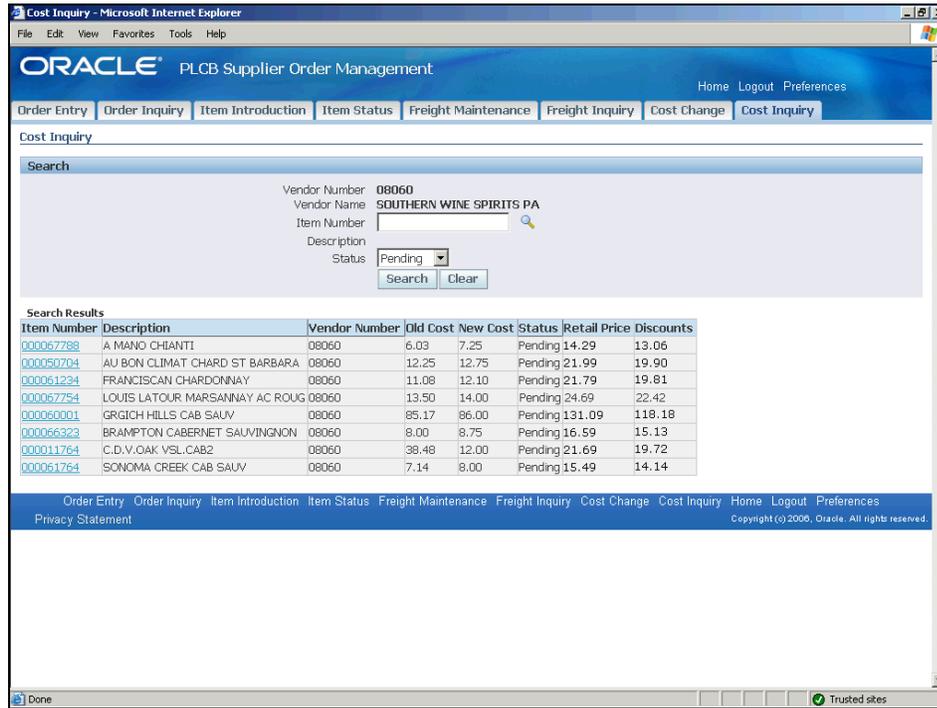
Step	Action
1.	<p>To complete this procedure, login to the <i>Order Management Portal</i> and select the PLCB SUPPLIER ORDER MANAGEMENT responsibility.</p>



Step	Action
2.	<p>Click on the <i>Cost Inquiry</i> tab.</p> <p>Cost Inquiry</p>



Step	Action
3.	<p>Use the ITEM NUMBER or STATUS fields to search for the desired cost change request.</p> 
4.	<p>Enter the appropriate search criterion.</p> 
5.	<p>Click on SEARCH.</p> 



Step	Action
6.	<p>View the required information and click on CLEAR to clear the search results.</p> 
7.	<p>End of Procedure.</p>