

## Licensee - LOOP Order Entry Quick Reference Guide

# Licensee - LOOP Order Entry Quick Reference Guide

### Introduction:

This reference guide will explain how to enter and manage orders in the new Licensee Online Order Portal (LOOP) by:

- Entering items manually
- Using the search bar
- Uploading a CSV or Excel file
- Browsing by department
- Using the Mobile Barcode Scan feature
- Populating a LOOP order based on a previously placed order
- Approving or rejecting a LOOP order

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## Glossary

Acronym	Meaning
LOOP	Licensee Online Order Portal
PLCB	Pennsylvania Liquor Control Board

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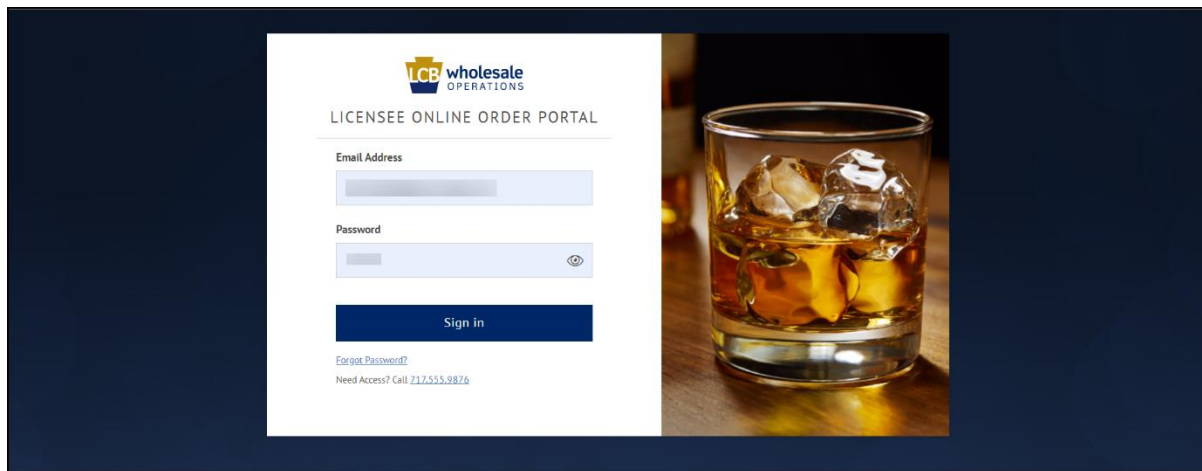
### LOOP Order Entry

All licensee orders will be captured in the new Licensee Online Order Portal (LOOP). The Licensee Buyer, Approver or Administrator (Admin) will place orders for stock merchandise (not Special Orders [SOs]) in LOOP, and the Licensee Approver or Licensee Admin will approve orders to release them for processing. We will now walk through the different ways to place an order in LOOP.

Link to eLearning video: [Licensee - LOOP Order Entry](#)

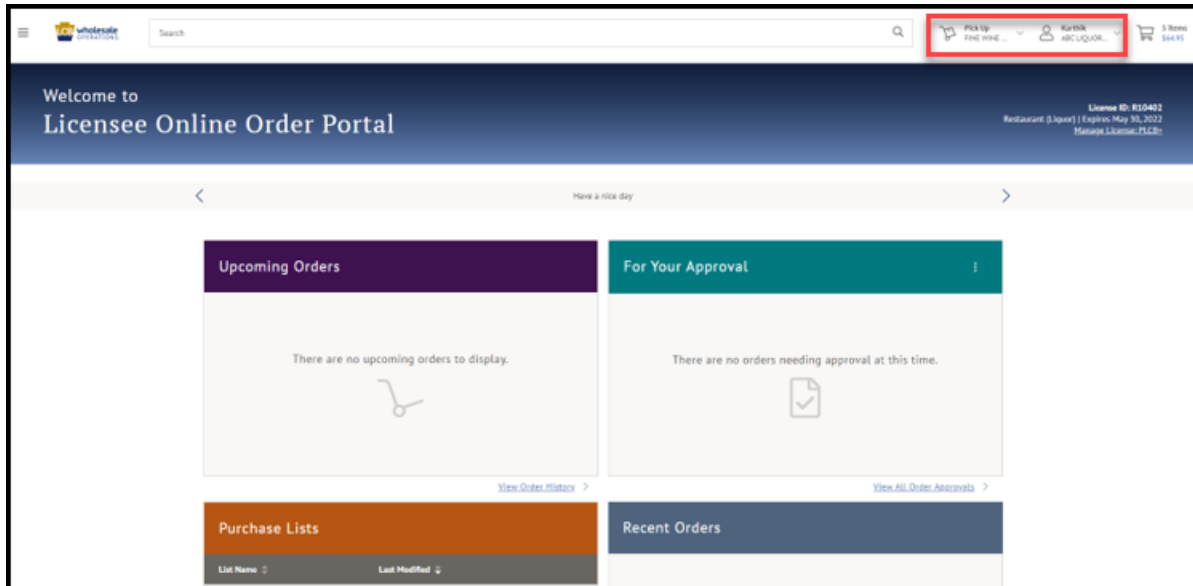
### Enter Items Manually

1. Navigate to the [Licensee Online Order Portal \(LOOP\)](#), enter valid login credentials, then **Sign In**.



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2. Verify the fulfillment type and store before moving to placing the order.



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3. Click **Enter SKUs manually** on the Landing Page (as shown at the bottom of the screenshot below).

The screenshot displays the LCP Wholesale Operations web application. The top navigation bar includes the LCP logo, a search bar, and user information for Karthik ABC LIQUOR. The main content area is divided into four panels:

- Upcoming Orders:** "There are no upcoming orders to display." with a calendar icon.
- Orders Needing Approval:** "There are no orders needing approval at this time." with a document icon.
- Purchase Lists:** A table with columns for List Name, Last Modified, and an "Add All Items to Cart" button.
 

List Name	Last Modified	Action
<a href="#">New Purchase List</a>	May 10, 2022	<a href="#">Add All Items to Cart</a>
<a href="#">Purchase List</a>	Apr 27, 2022	<a href="#">Add All Items to Cart</a>
- Recent Orders:** "No orders available." with a calendar icon.

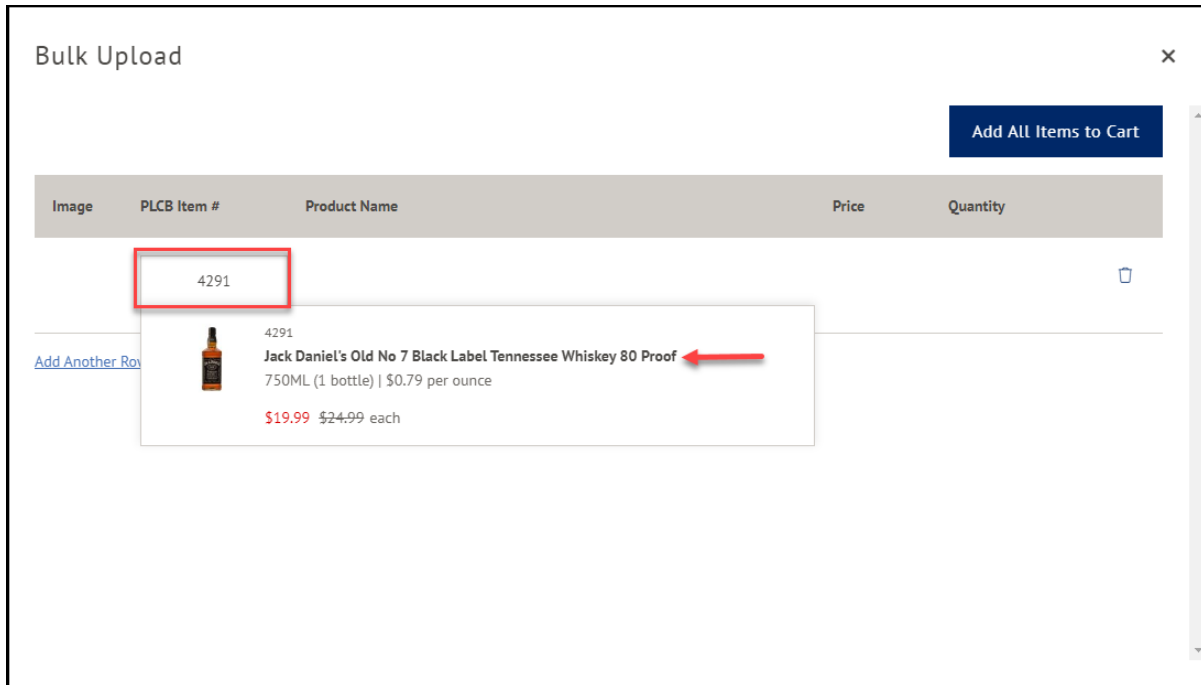
At the bottom of the page, the "Bulk Order Upload" section contains the following options:

- Upload a CSV or Excel File
- Download a CSV Template
- Enter SKUs manually** (highlighted with a red box)

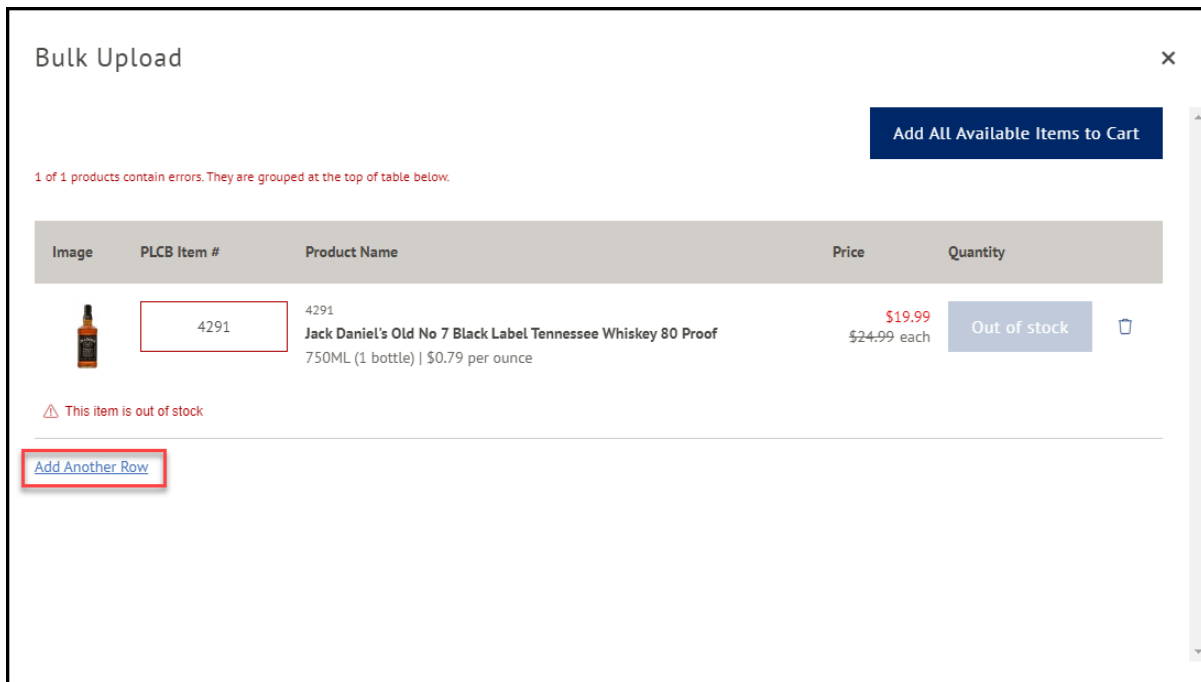
*A Pop-up Window will appear.*

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4. Enter [SKU/PLCB Item Number], then select the product.



5. Click **Add Another Row** to add additional products.



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6. Click **Add All Available Items to Cart**.

Bulk Upload

1 of 2 products contain errors. They are grouped at the top of table below.

Image	PLCB Item #	Product Name	Price	Quantity
	4291	4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (1 bottle)   \$0.99 per ounce	\$24.99 each	- 1 +
	20085000028548	20085000028548 Barefoot On Tap Rose 3L (6 bottles)   \$0.23 per ounce		

This item is not available for pickup. Please check that you have entered PLCB item number and not SCC number.

[Add Another Row](#)

**Note:** Ensure there are no products added in error before clicking Add All Available Items to Cart.

7. Click the **Shopping Cart Icon** to view the item(s) in the cart, then confirm they are correct.

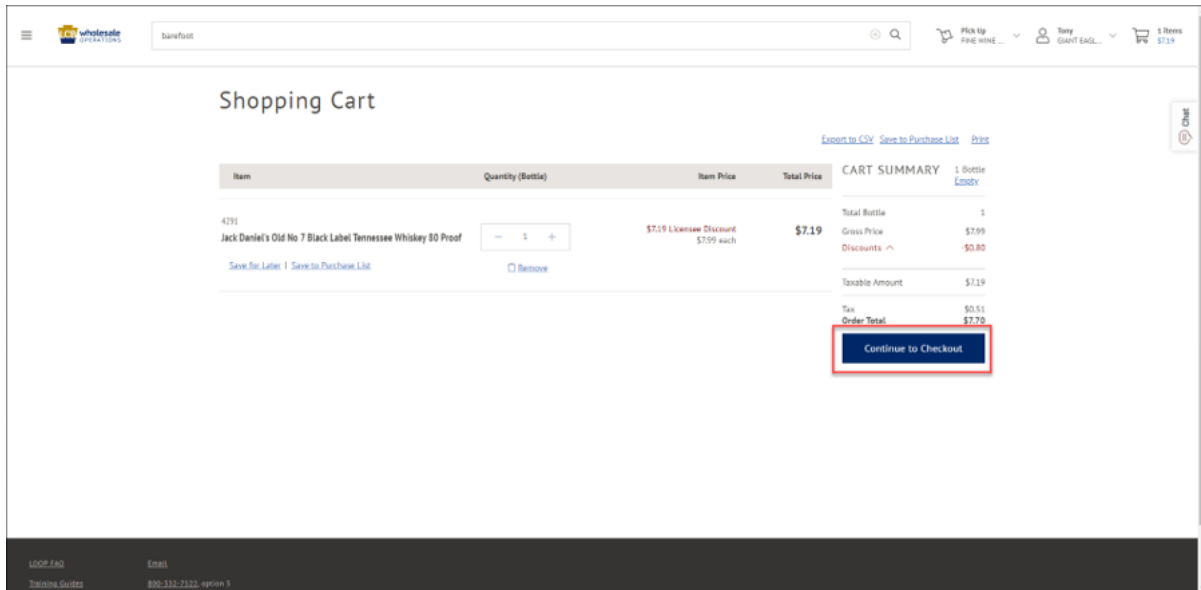
wholesate Search

Pick Up First Wine &... ABC LIQUOR... 0 Items \$124

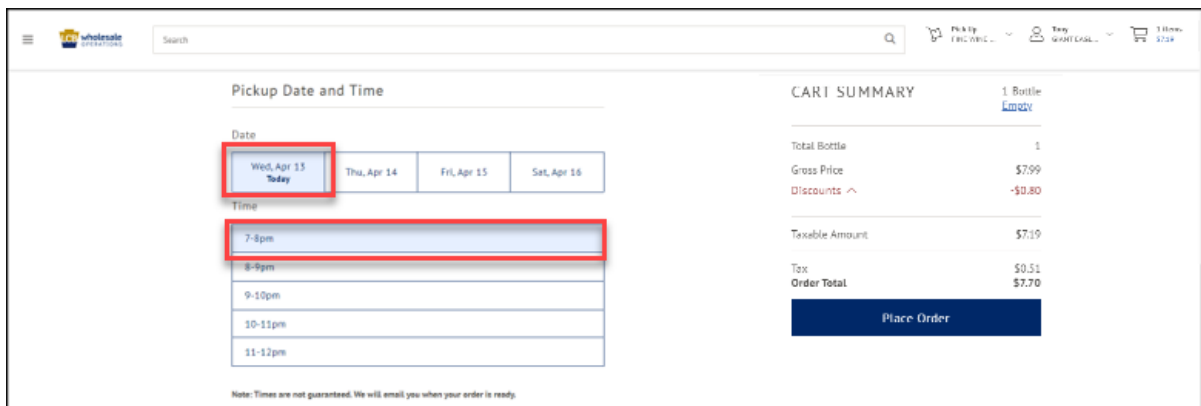


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## 8. Click **Continue to Checkout**.



9. If scheduling a pickup order at a Fine Wine & Good Spirits (FW&GS) store, select a date and time from the options presented. If scheduling a pickup order at a Licensee Service Center (LSC), a payment method must also be selected. If Licensee Delivery Program (LDP) is the fulfillment method, only dates (no times) will appear. A date and payment method must be selected from the available options.



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### 10. Click **Place Order**.

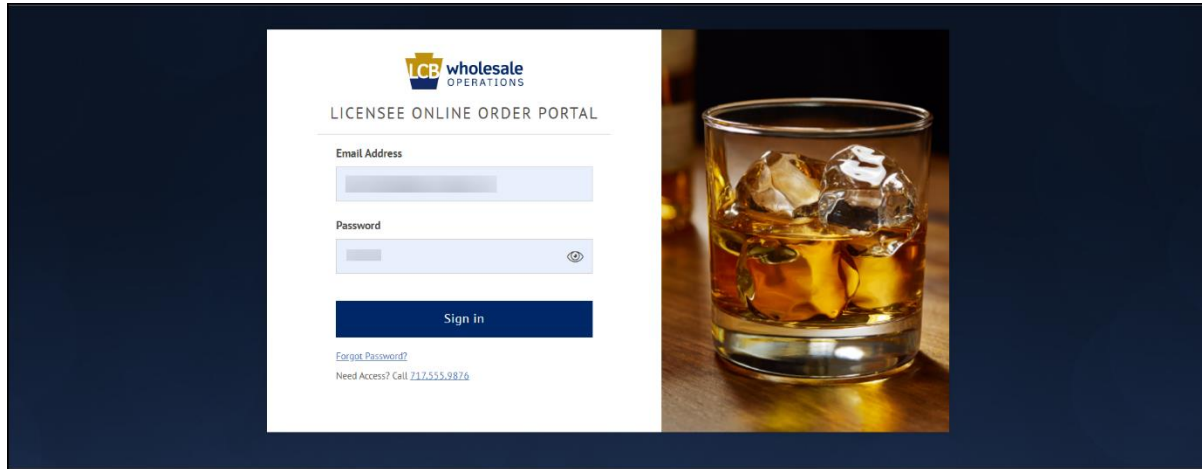
The screenshot shows the LOOP Order Entry interface. On the left, under "Pickup Date and Time", there are sections for "Date" and "Time". The "Date" section shows a grid of days: "Wed, Apr 13 Today", "Thu, Apr 14", "Fri, Apr 15", and "Sat, Apr 16". The "Time" section shows a list of time slots: "7-8pm", "8-9pm", "9-10pm", "10-11pm", and "11-12pm". On the right, the "CART SUMMARY" shows "1 Bottle" with a link to "View". Below this, a table lists: "Total Bottle 1", "Gross Price \$7.99", "Discounts -\$0.80", "Taxable Amount \$7.19", "Tax \$0.51", and "Order Total \$7.70". At the bottom of the cart summary, a blue button labeled "Place Order" is highlighted with a red border. At the very bottom of the page, a note reads: "Note: Times are not guaranteed. We will email you when your order is ready."

**Note:** After the order is submitted, the status will change to “Pending Approval.”

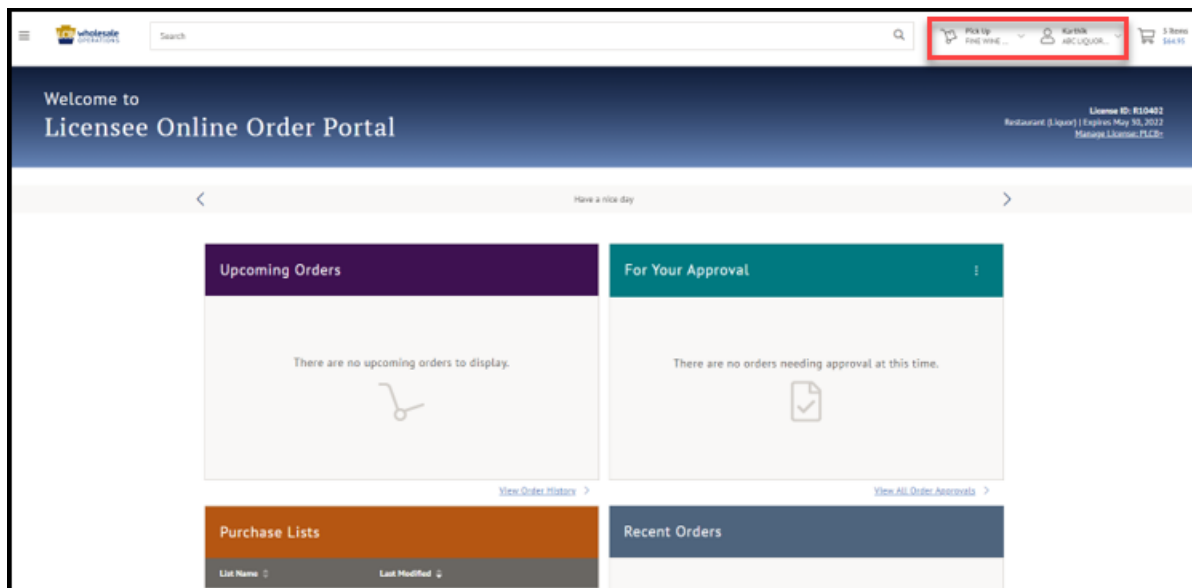
## Licensee - LOOP Order Entry Quick Reference Guide

### Using the Search Bar

1. Navigate to LOOP, enter valid login credentials, then **Sign In**.

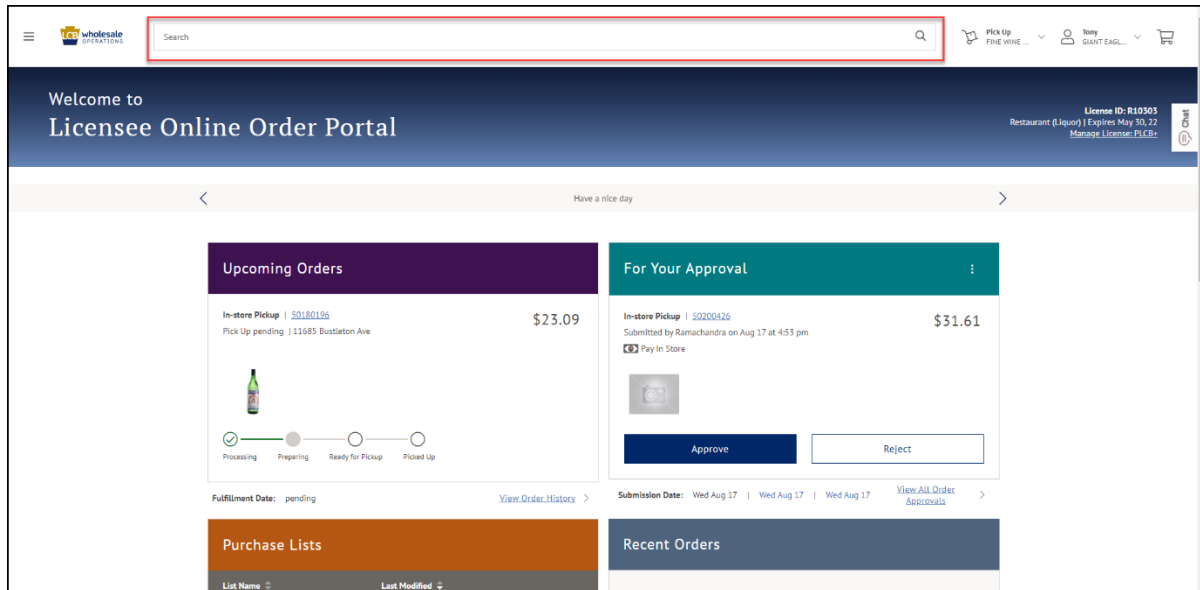


2. Verify the fulfillment type and store before moving to placing the order.

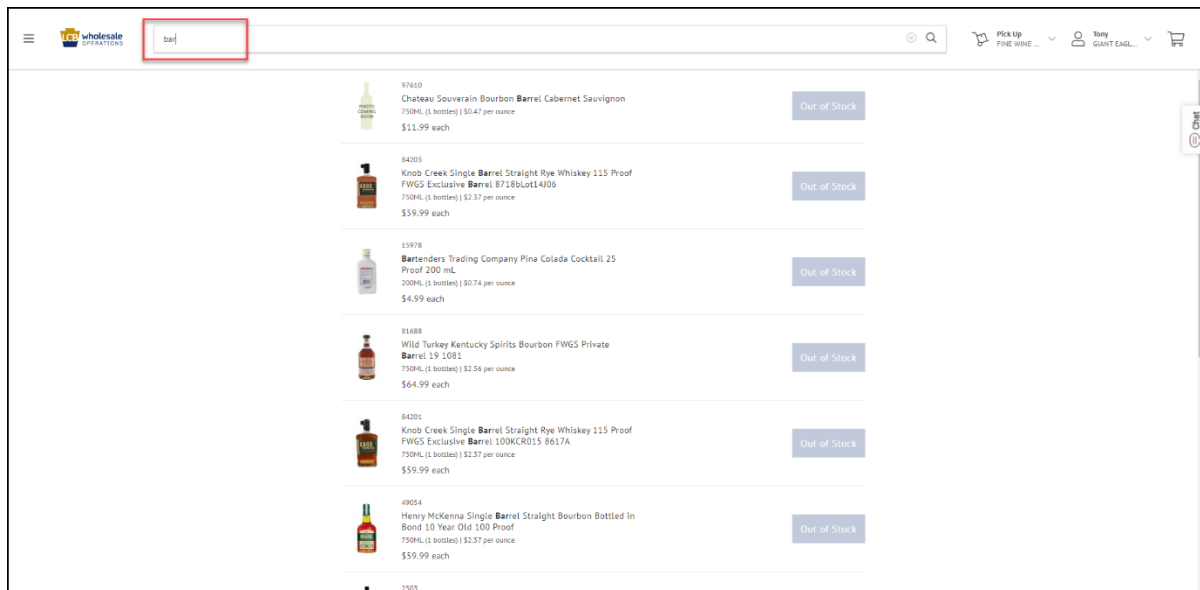


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### 3. Click the **Search bar**.



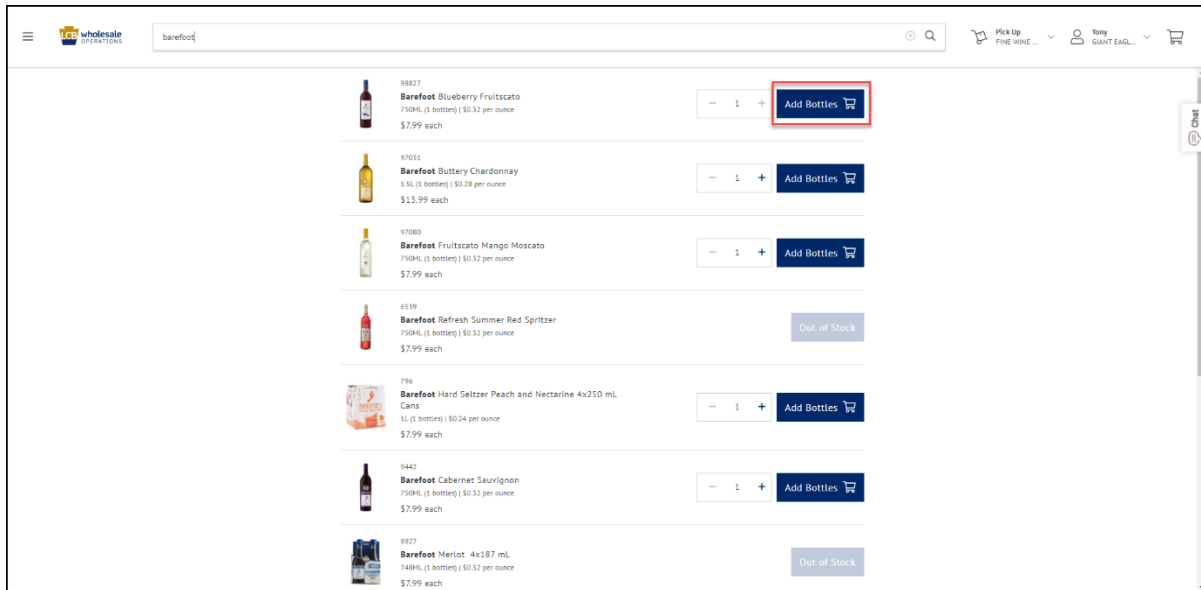
### 4. Begin typing the item to search for.



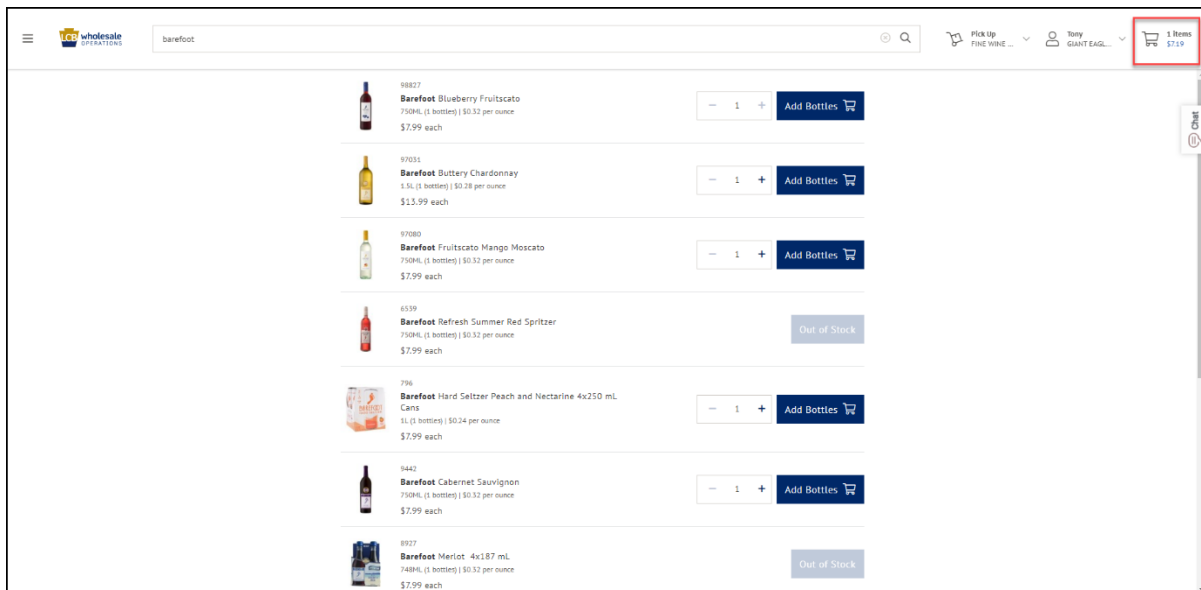
**Note:** A search can be performed by typing in item key words including, but not limited to: product name, product description, brand name, category type, SKU/PLCB Item Number (for FW&GS or LSC pickup) or by Shipping Container Code (SCC) (for LDP).

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5. Adjust item quantity (+/-) as needed. Click **Add Bottles** to add item(s) to cart.

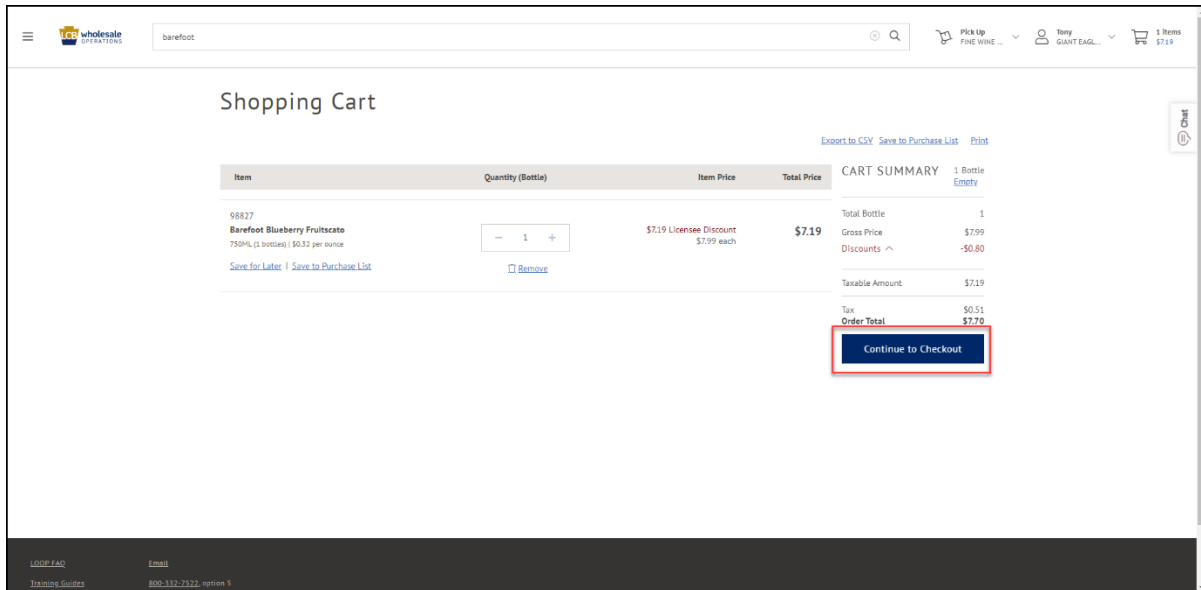


6. Click the **Shopping Cart Icon** to view the item(s) in the cart.

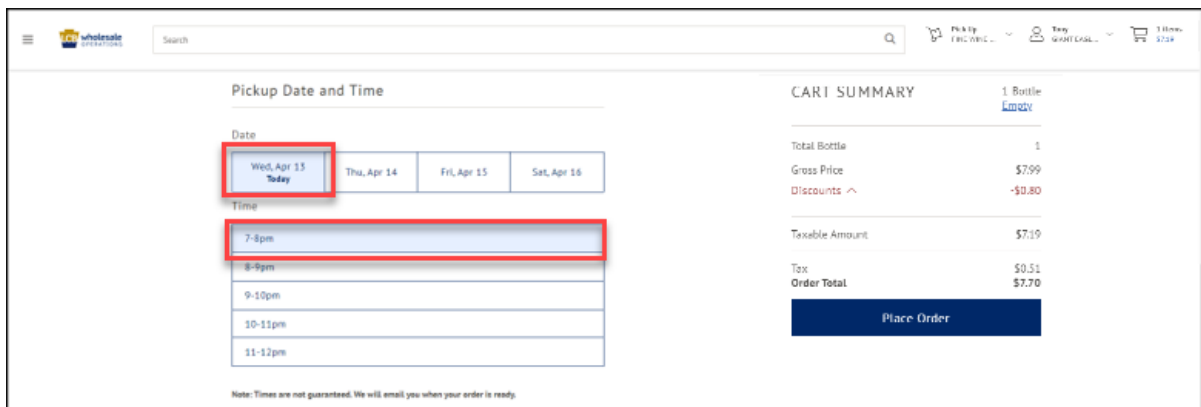


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## 7. Click **Continue to Checkout**.



8. If scheduling a pickup order at a FW&GS store, select a date and time from the options presented. If scheduling a pickup order at an LSC, a payment method must also be selected. If LDP is the fulfillment method, only dates (no times) will appear. A date and a payment method must be selected from the available options.



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## 9. Click Place Order.

The screenshot shows the LCB Wholesale Operations website interface. The top navigation bar includes the LCB logo, the text 'wholesale OPERATIONS', a search bar, and a shopping cart icon with '1 Items \$7.19'. The main content area is divided into two columns. The left column contains a 'Date' selector with 'Thu, Nov 10 Today' selected, and a 'Time' selector with 'Noon-1pm' selected. Below these are sections for 'Payment' and 'Payment Method', with 'Pay In Store' selected. The right column displays a 'CART SUMMARY' for '1 Bottle Easydy'. The summary includes: Total Bottle (1), Gross Price (\$7.99), Discounts (-\$0.80), Taxable Amount (\$7.19), Tax (\$0.51), and Order Total (\$7.70). A blue 'Place Order' button is highlighted with a red rectangular box.

**Note:** After the order is submitted, the status will change to “Pending Approval.”

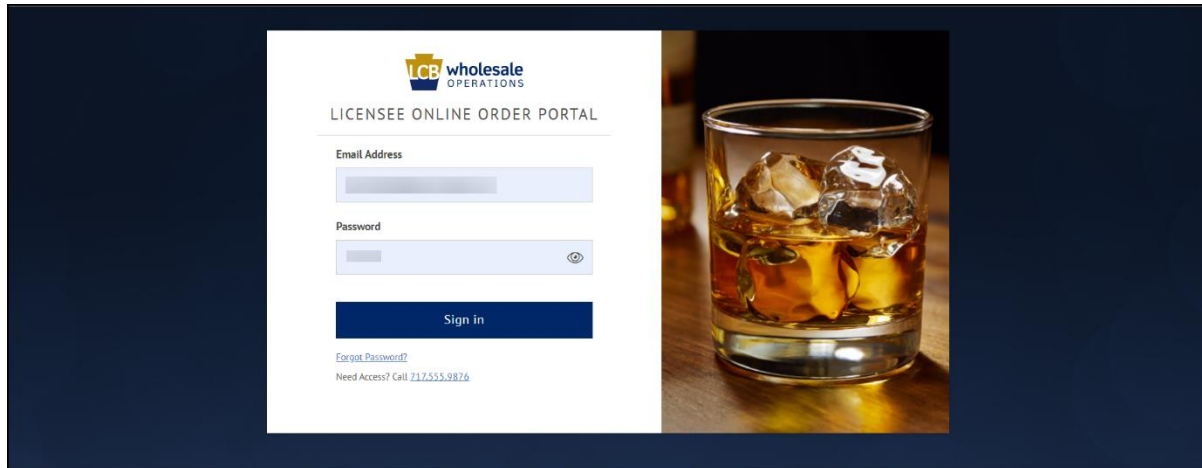
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### Upload a CSV or Excel File

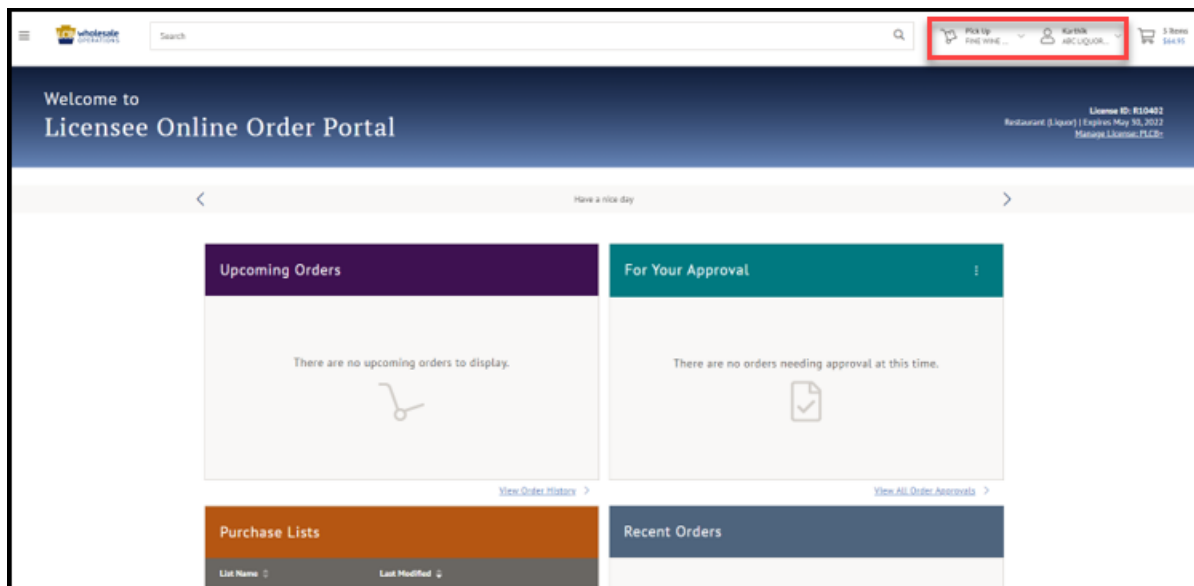
Licensees can upload a CSV or Excel file to LOOP as a faster way to upload a larger order.

**Note:** The CSV file template is also available for download on the LOOP homepage.

1. Navigate to LOOP, enter valid login credentials, then **Sign In**.



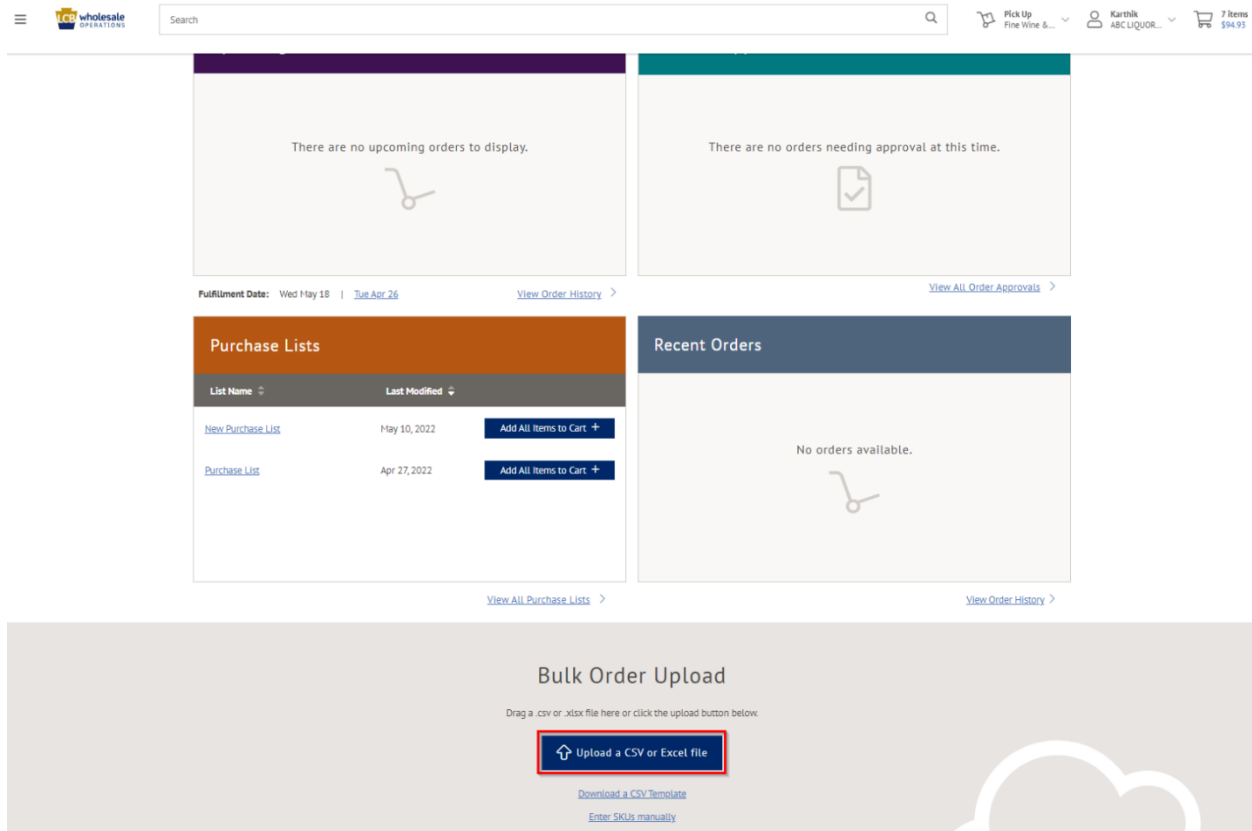
2. Verify the fulfillment type and store before moving to placing the order.





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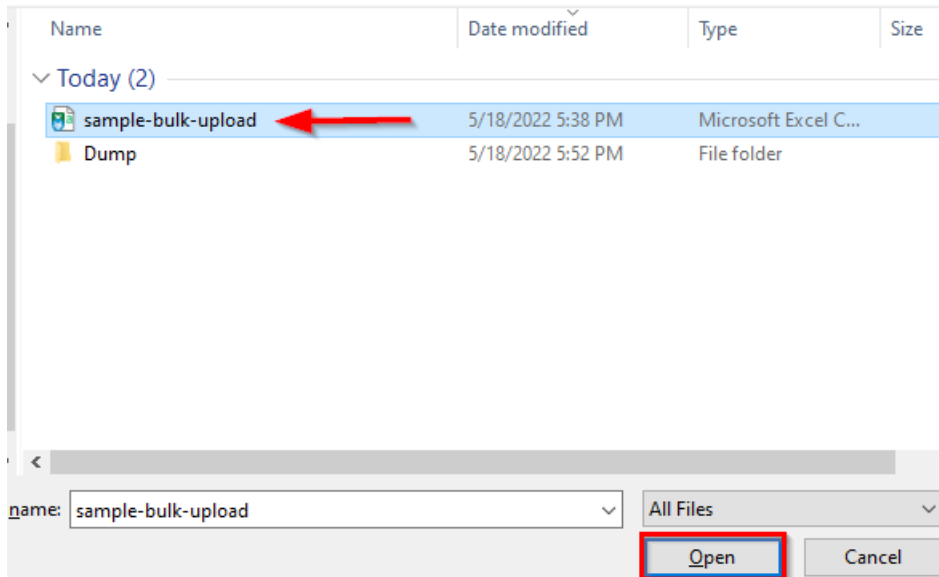
## 3. Click Upload a CSV or Excel file.



**Note:** An example csv template can be found by clicking the Download a CSV Template link at the bottom of the screen, just below the Upload a CSV or Excel file button.

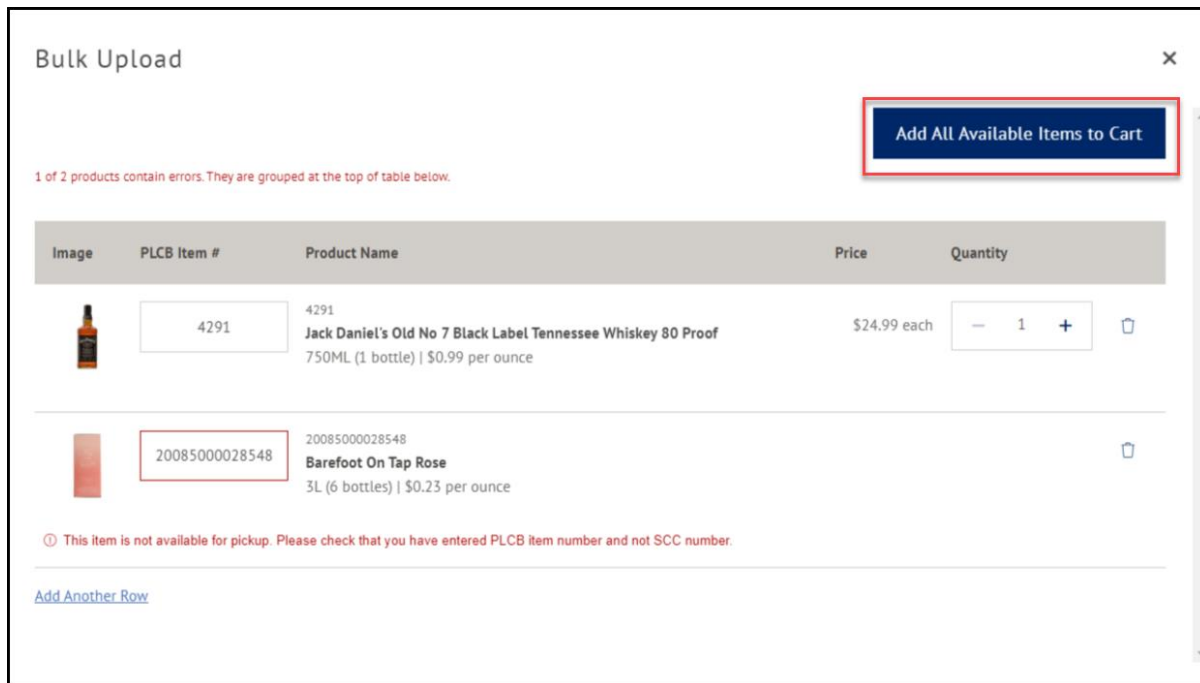
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4. Select **Saved File** from the local folder and drive, then click **Open**.



*A Pop-up Window will appear.*

5. Verify the details. Adjust [Quantity] or delete [PLCB Item] if necessary, then click **Add All Available Items to Cart**.



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- If scheduling a pickup order at a FW&GS store, select a date and time from the options presented. If scheduling a pickup order at an LSC, a payment method must also be selected. If LDP is the fulfillment method, only dates (no times) will appear. A date and a payment method must be selected from the available options.

The screenshot shows the 'Pickup Date and Time' selection interface. On the left, under 'Date', 'Wed, Apr 13 Today' is selected and highlighted with a red box. Below it, under 'Time', the '7-8pm' slot is selected and highlighted with a red box. On the right, the 'CART SUMMARY' shows 1 Bottle with a Gross Price of \$7.99 and a Total of \$7.70. A 'Place Order' button is located at the bottom right of the cart summary area.

- Click **Place Order**.

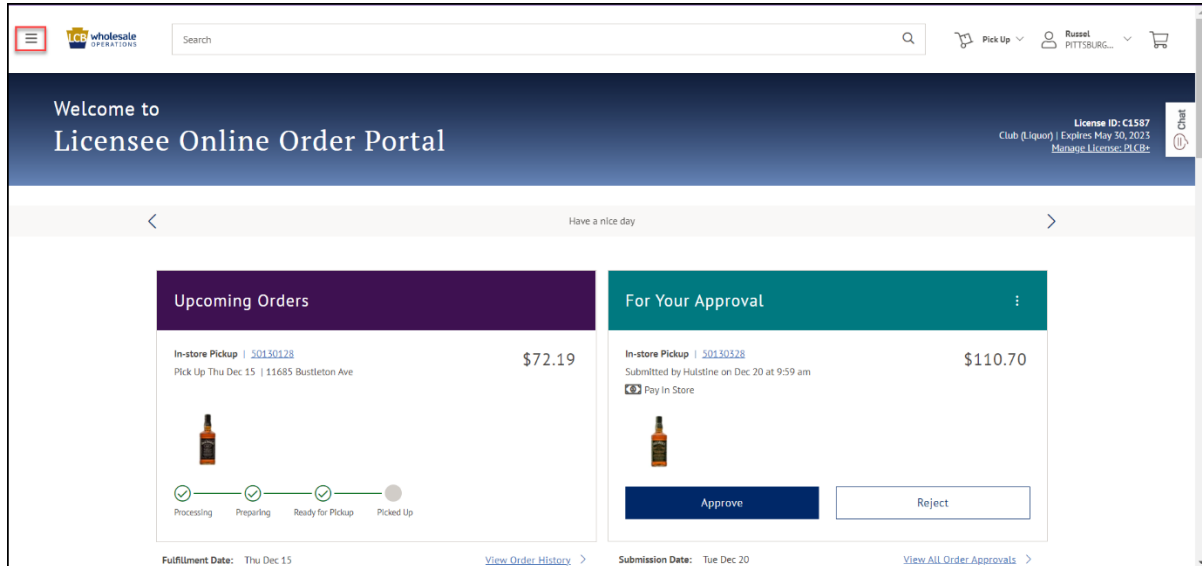
This screenshot is identical to the previous one, but the 'Place Order' button in the 'CART SUMMARY' section is now highlighted with a red box, indicating the next step in the process.

**Note:** After the order is submitted, the status will change to “Pending Approval.”

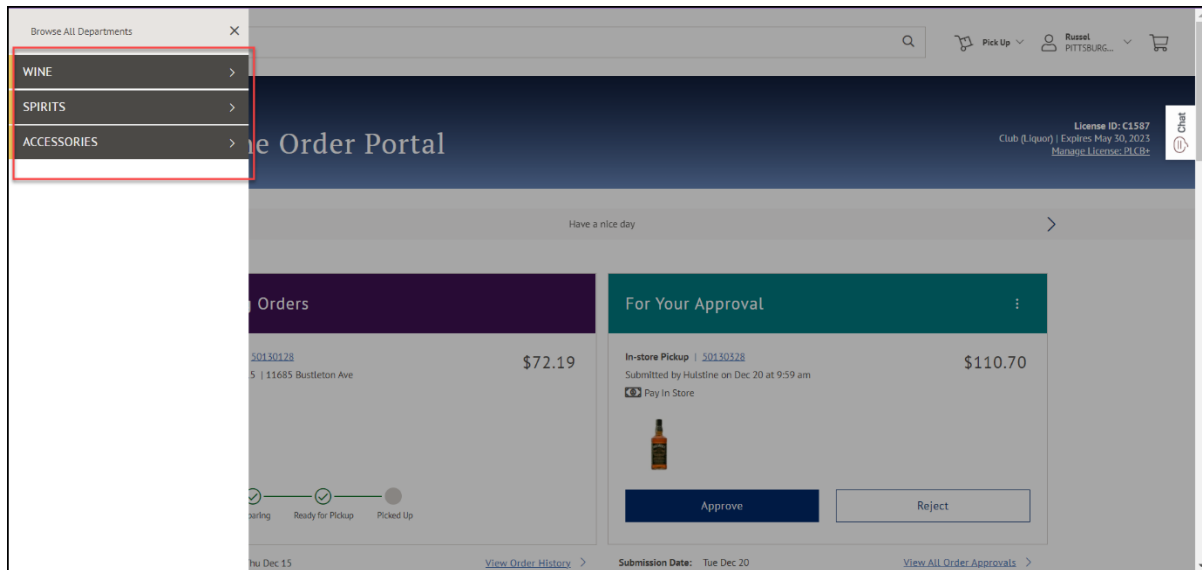
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## Browse by Department

1. Click the **Menu Icon** in the top left corner next to the PLCB Logo.

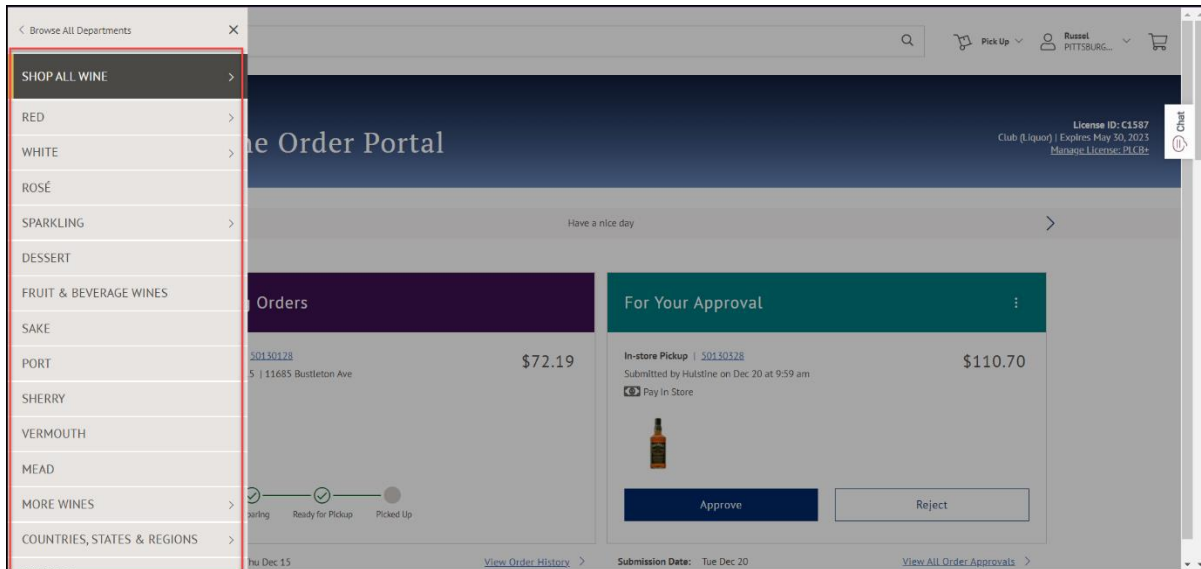


2. Select the department to shop.

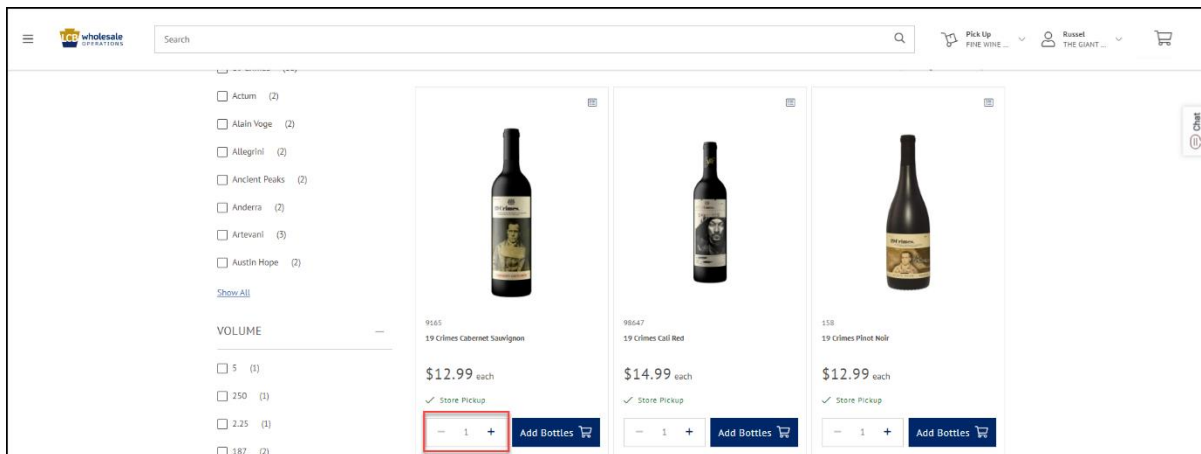


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3. Select the product type under Browse All Departments.

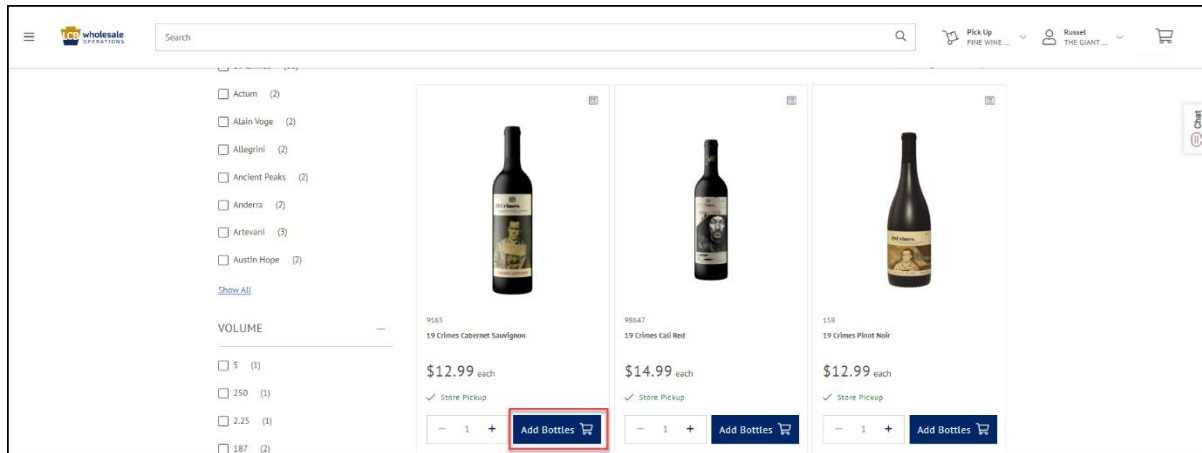


4. Select an item, then adjust the quantity using +/-.



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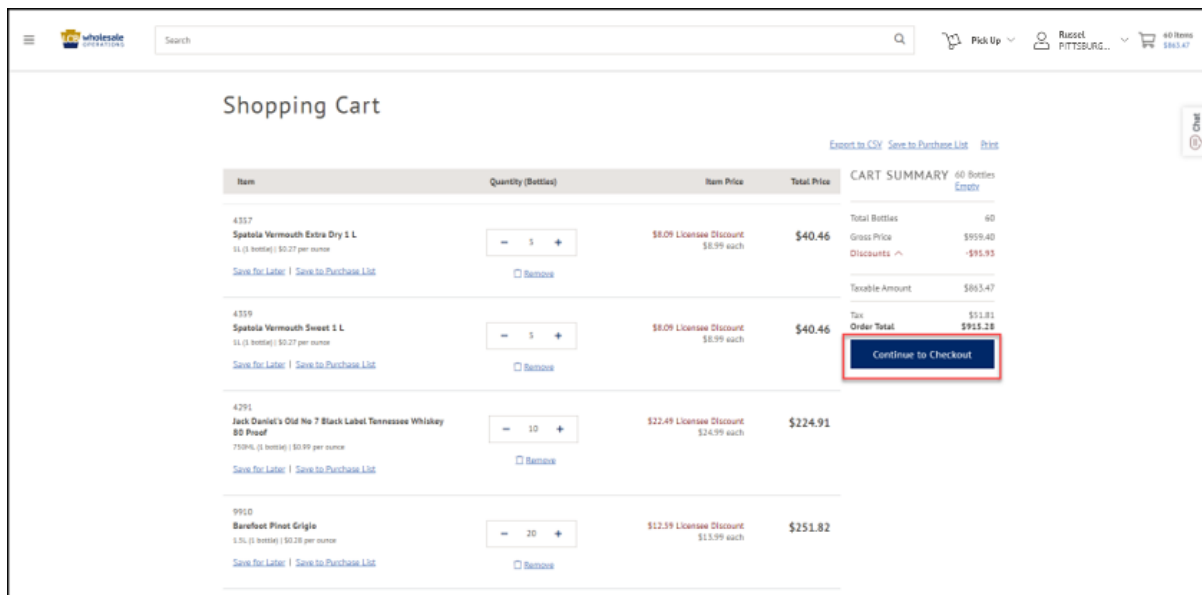
5. Click **Add Bottles** to add the item to the Shopping Cart.



6. Click the **Shopping Cart Icon** to view the items in the cart for accuracy.



7. Click **Continue to Checkout**.



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- If scheduling a pickup order at a FW&GS store, select a date and time from the options presented. If scheduling a pickup order at an LSC, a payment method must also be selected. If LDP is the fulfillment method, only dates (no times) will appear. A date and a payment method must be selected from the available options.

The screenshot shows the 'Pickup Date and Time' selection interface. On the left, under 'Date', 'Wed, Apr 13 Today' is selected and highlighted with a red box. Below it, under 'Time', '7-8pm' is selected and highlighted with a red box. On the right, the 'CART SUMMARY' shows 1 Each of a product with a total of \$959.40, a discount of -\$95.95, a taxable amount of \$863.47, and a tax of \$12.81, resulting in an order total of \$876.28. A blue 'Place Order' button is located at the bottom of the cart summary.

- Click **Place Order**.

This screenshot is identical to the previous one, but the 'Place Order' button in the cart summary is now highlighted with a red box, indicating the next step in the process.

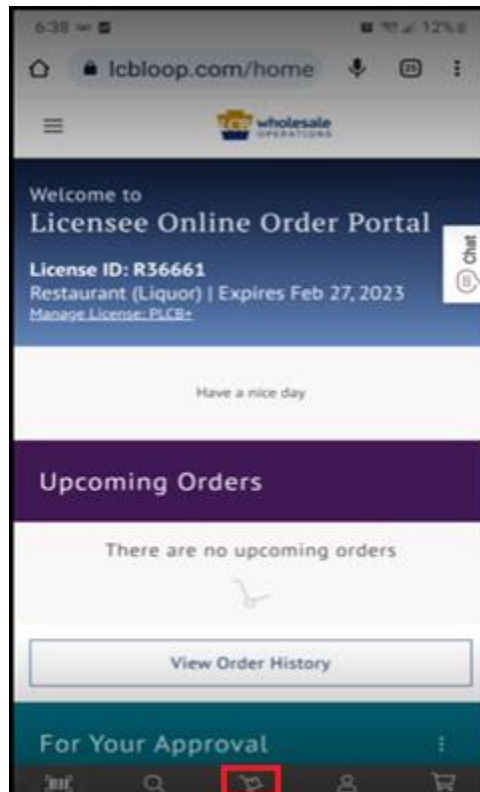
**Note:** After the order is submitted, the status will change to “Pending Approval.”

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### Mobile Barcode Scan

Licensees can navigate to lcbloop.com using any device with an enabled barcode scanner.

1. Log into LOOP on a mobile device. Verify your fulfillment method by clicking the fulfillment method icon in the bottom center, then click **Scan**.





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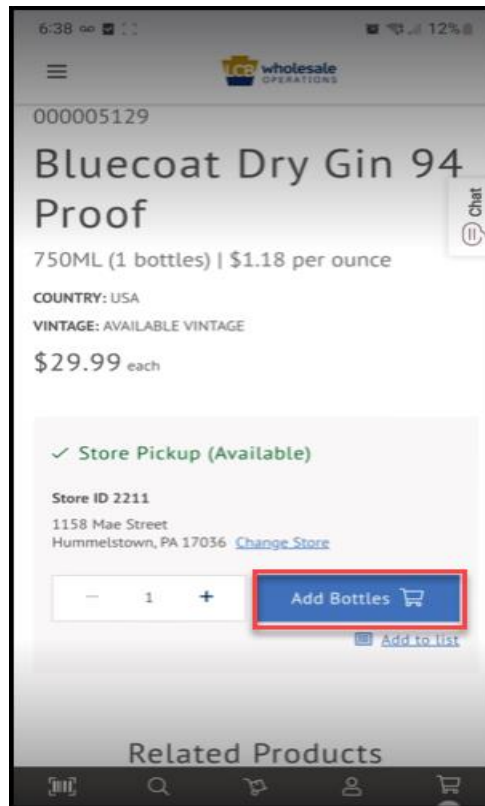
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2. Scan the barcode.



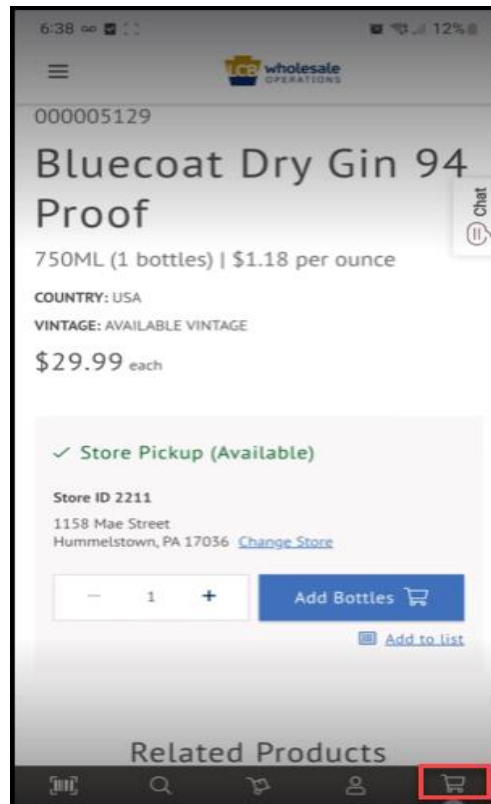
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3. Click **Add Bottles**.



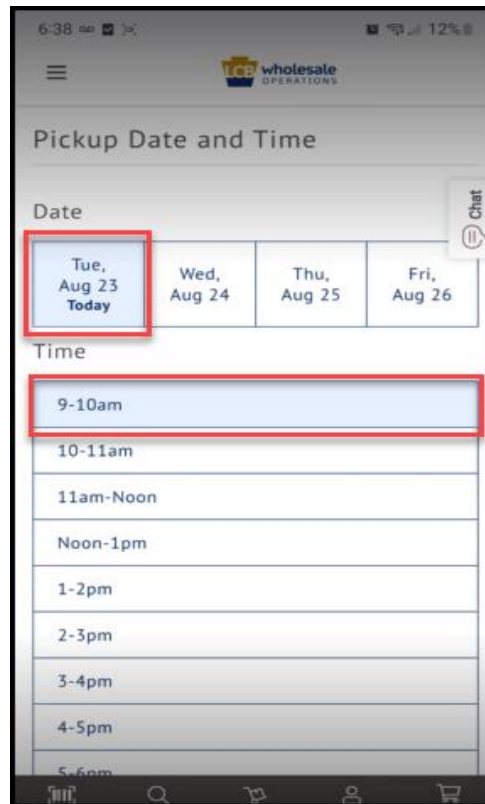
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4. Click the **Shopping Cart**.



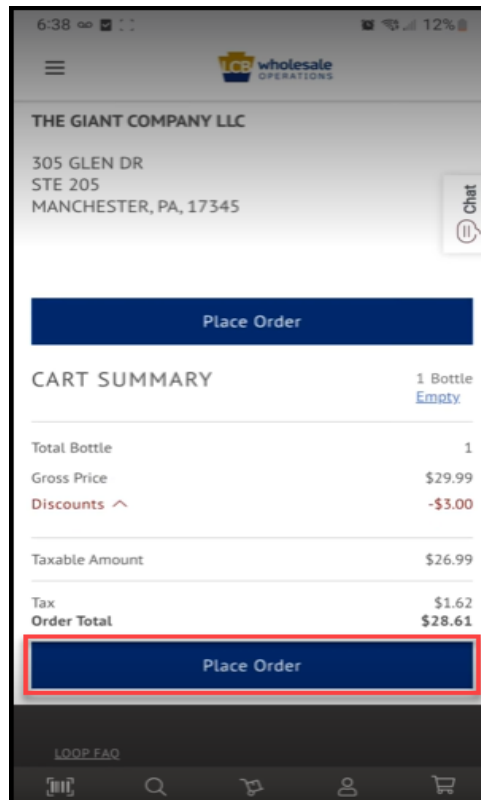
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### 5. Choose Pickup Date and Time.



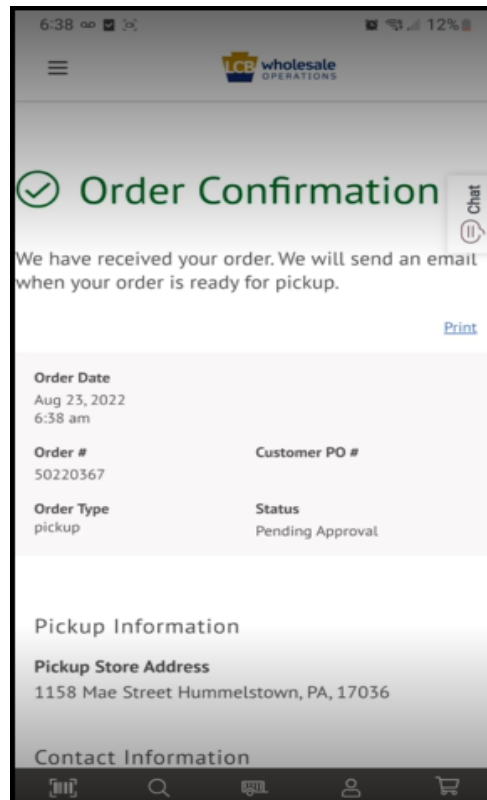
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6. Click **Place Order**.



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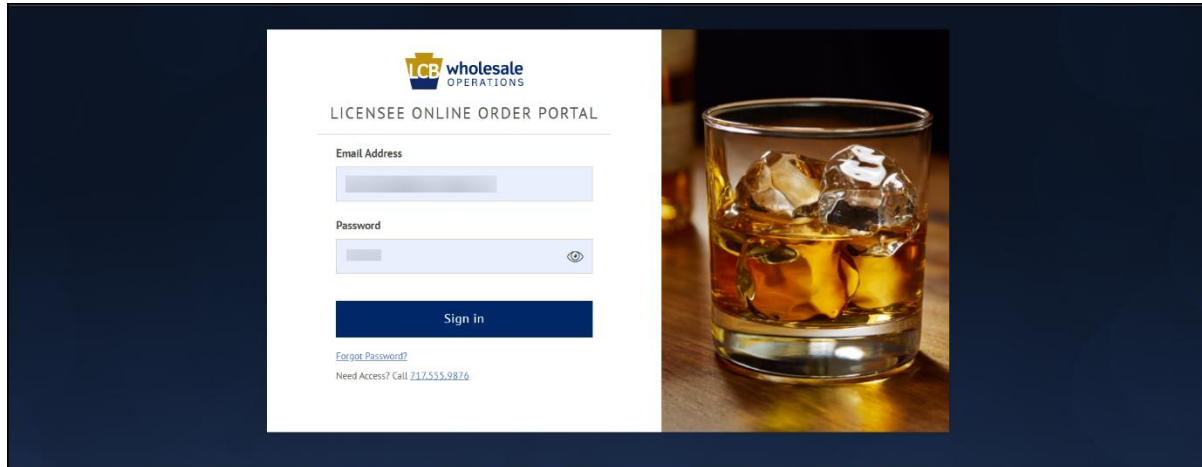
User will get an Order Confirmation.



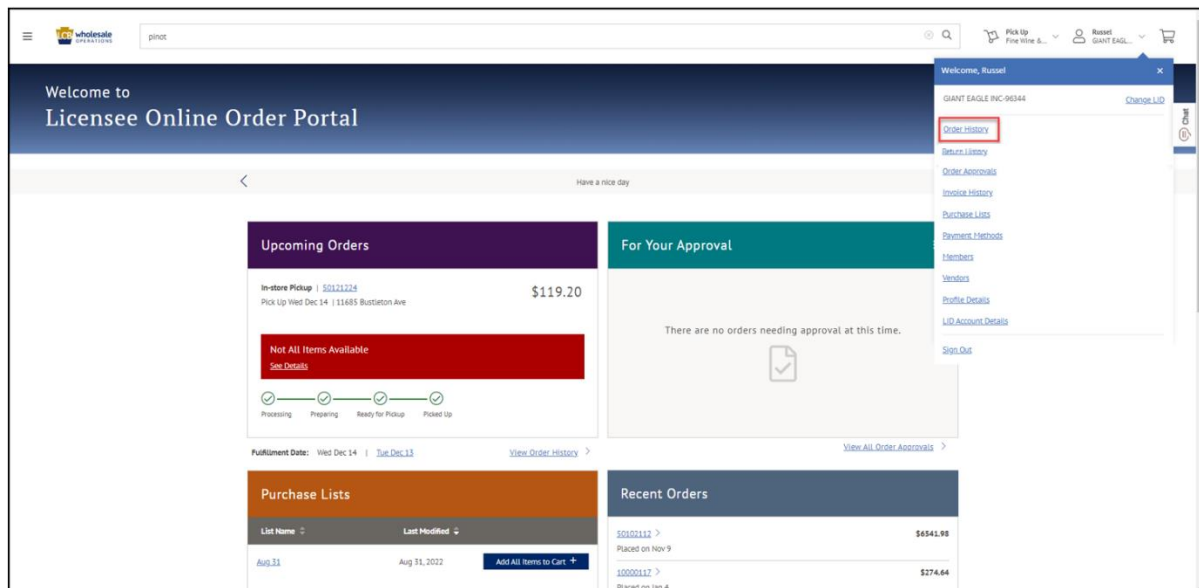
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### Populate New LOOP Order Based on Previously Placed Order

1. Navigate to LOOP, enter valid login credentials, then **Sign In**.



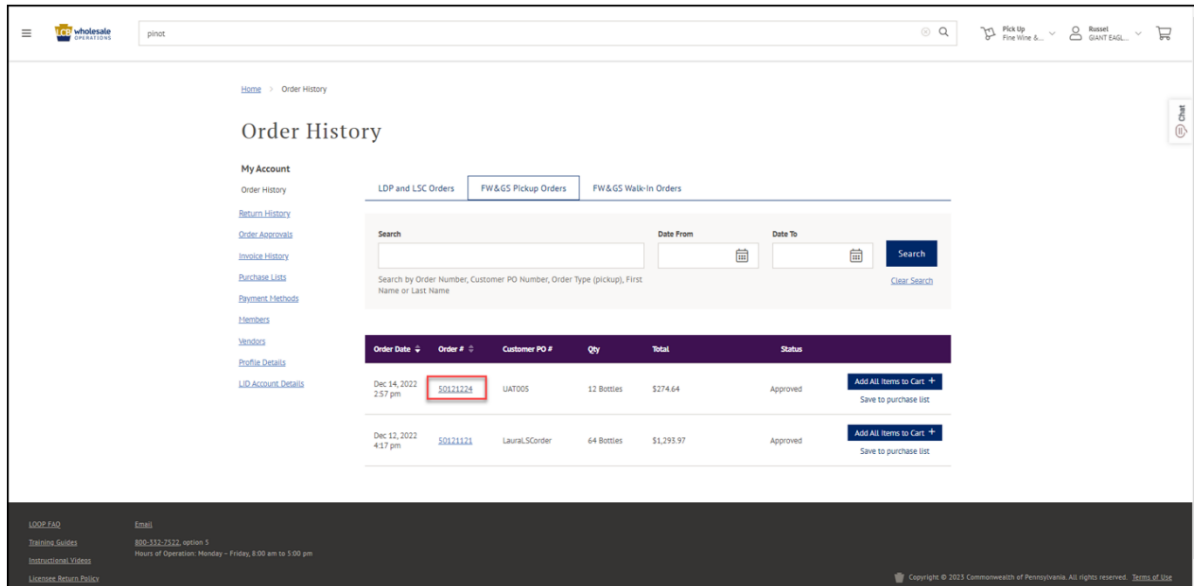
2. Select **Order History** from the dropdown menu next to the Shopping Cart.



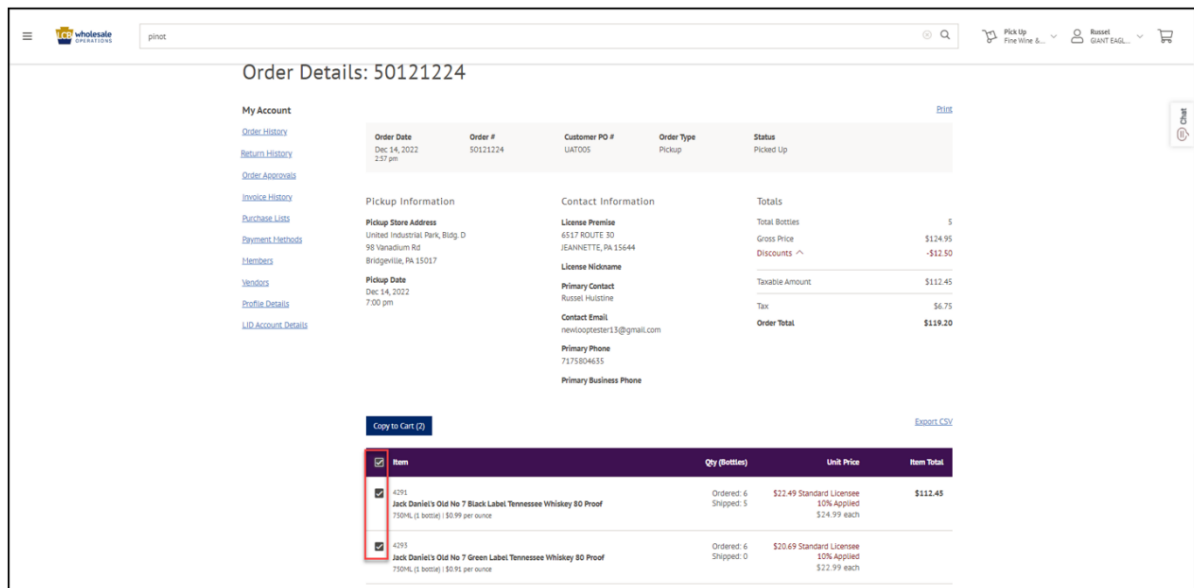


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3. Click the **Order Number** to view.



4. Click the **Check Box** to select the order.



**Note:** You can select the individual items that you would like to add to the cart by selecting the box next to that item. You can select all by clicking the box next to item in the banner.

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## 5. Click **Copy to Cart**.

**Order Details: 50121224**

**My Account**

- [Order History](#)
- [Return History](#)
- [Order Approvals](#)
- [Invoice History](#)
- [Purchase Lists](#)
- [Payment Methods](#)
- [Members](#)
- [Vendors](#)
- [Profile Details](#)
- [LID Account Details](#)

Order Date	Order #	Customer PO #	Order Type	Status
Dec 14, 2022 2:37 pm	50121224	UA7005	Pickup	Picked Up

**Pickup Information**

**Pickup Store Address**  
United Industrial Park, Bldg. D  
98 Vanadium Rd  
Bridgeville, PA 15017

**Pickup Date**  
Dec 14, 2022  
7:00 pm

**Contact Information**

**Licensee Name**  
6517 ROUTE 30  
JEANNETTE, PA 15644

**License Nickname**

**Primary Contact**  
Russell Hustine

**Contact Email**  
newloopster13@gmail.com

**Primary Phone**  
7175804635

**Primary Business Phone**

**Totals**

Total Bottles	5
Gross Price	\$124.95
Discounts	-\$12.50
Taxable Amount	\$112.45
Tax	\$6.75
<b>Order Total</b>	<b>\$119.20</b>

[Export CSV](#)

**Copy to Cart (0)**

Item	Qty (Bottles)	Unit Price	Item Total
4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (5 bottles)   \$9.99 per ounce	Ordered: 6 Shipped: 5	\$22.49 Standard Licensee 10% Applied \$24.99 each	\$112.45
4293 Jack Daniel's Old No 7 Green Label Tennessee Whiskey 80 Proof 750ML (5 bottles)   \$9.99 per ounce	Ordered: 6 Shipped: 0	\$20.69 Standard Licensee 10% Applied \$22.99 each	

The items from the previous order will populate in the cart.

## 6. Click the **Shopping Cart Icon** to view the order for accuracy.

**Order Details: 50121224**

**My Account**

- [Order History](#)
- [Return History](#)
- [Order Approvals](#)
- [Invoice History](#)
- [Purchase Lists](#)
- [Payment Methods](#)
- [Members](#)
- [Vendors](#)
- [Profile Details](#)
- [LID Account Details](#)

Order Date	Order #	Customer PO #	Order Type	Status
Dec 14, 2022 2:37 pm	50121224	UA7005	Pickup	Picked Up

**Pickup Information**

**Pickup Store Address**  
United Industrial Park, Bldg. D  
98 Vanadium Rd  
Bridgeville, PA 15017

**Pickup Date**  
Dec 14, 2022  
7:00 pm

**Contact Information**

**Licensee Name**  
6517 ROUTE 30  
JEANNETTE, PA 15644

**License Nickname**

**Primary Contact**  
Russell Hustine

**Contact Email**  
newloopster13@gmail.com

**Primary Phone**  
7175804635

**Primary Business Phone**

**Totals**

Total Bottles	5
Gross Price	\$124.95
Discounts	-\$12.50
Taxable Amount	\$112.45
Tax	\$6.75
<b>Order Total</b>	<b>\$119.20</b>

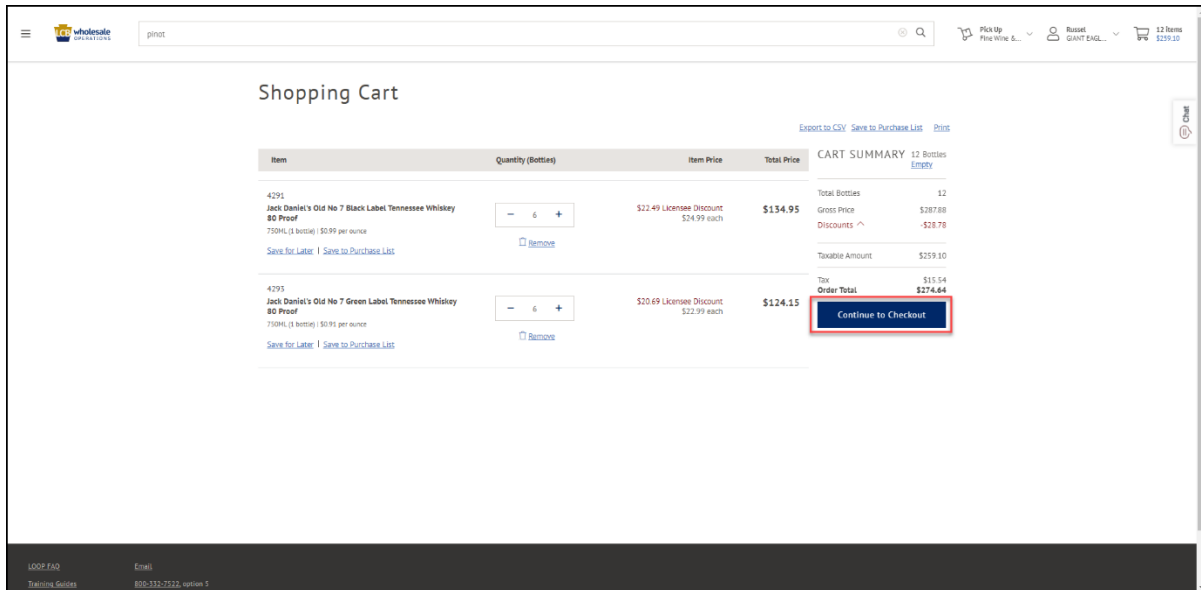
[Export CSV](#)

**Copy to Cart (0)**

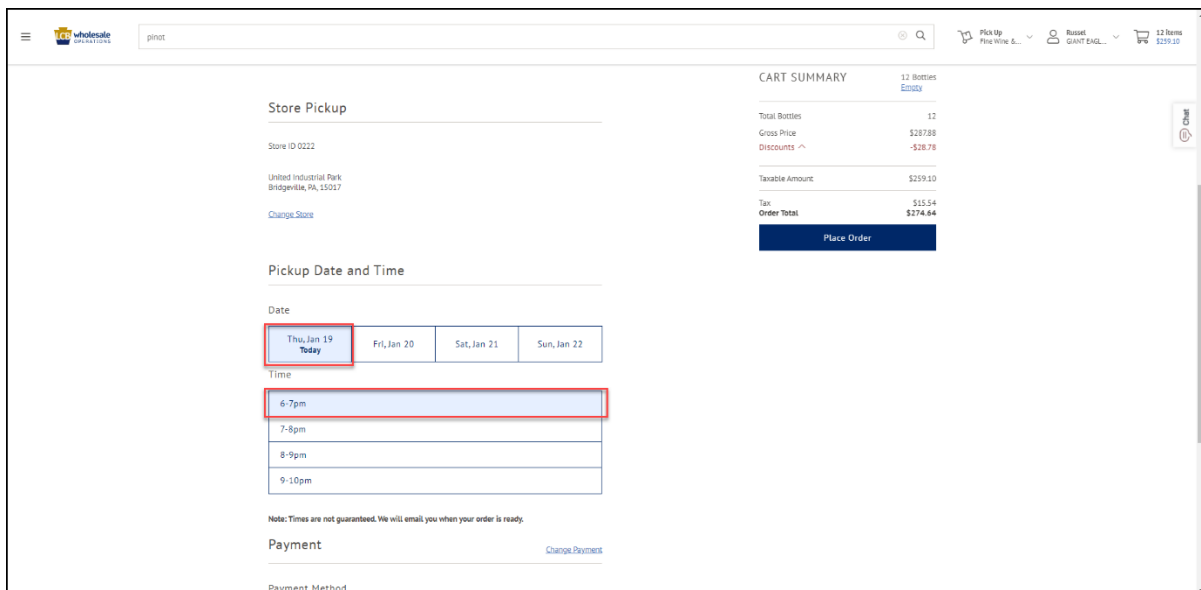
Item	Qty (Bottles)	Unit Price	Item Total
4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (5 bottles)   \$9.99 per ounce	Ordered: 6 Shipped: 5	\$22.49 Standard Licensee 10% Applied \$24.99 each	\$112.45
4293 Jack Daniel's Old No 7 Green Label Tennessee Whiskey 80 Proof 750ML (5 bottles)   \$9.99 per ounce	Ordered: 6 Shipped: 0	\$20.69 Standard Licensee 10% Applied \$22.99 each	

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## 7. Click **Continue to Checkout**.



## 8. If scheduling a pickup order at a FW&GS store, select a date and time from the options presented. If scheduling a pickup order at an LSC, a payment method must also be selected. If LDP is the fulfillment method, only dates (no times) will appear. A date and payment method must be selected from the available options.



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## 9. Click Place Order.

The screenshot shows the 'Place Order' step in the LOOP Order Entry system. The interface includes a search bar at the top with the text 'pinot'. On the right, a 'CART SUMMARY' box displays the following information:

CART SUMMARY		12 Bottles
		Estim.
Total Bottles		12
Gross Price		\$287.88
Discounts		-\$28.78
Taxable Amount		\$259.10
Tax		\$15.54
<b>Order Total</b>		<b>\$274.64</b>

The 'Place Order' button is highlighted with a red rectangular box. Below the cart summary, the 'Pickup Date and Time' section is visible, showing a date selection for 'Thu, Jan 19 Today' and time slots from 6-7pm to 9-10pm.

An Order Confirmation will appear.

The screenshot shows the 'Order Confirmation' page. At the top, a green checkmark icon and the text 'Order Confirmation' are highlighted with a red box. Below this, a message states: 'We have received your order. We will send an email when your order is ready for pickup.' A 'Done' link is visible to the right.

Order Date	Order #	Customer PO #	Order Type	Status
Jan 19, 2023 5:15 pm	50140719		Pickup	Pending Approval

The page is divided into three main sections: Pickup Information, Contact Information, and Totals.

**Pickup Information:**

- Pickup Store Address: United Industrial Park, Bldg D, 98 Vanadium Rd, Bridgeville, PA 15017
- Pickup Date: Jan 19, 2023, 6:00 pm

**Contact Information:**

- License Premise: 6517 ROUTE 30, JEANNETTE, PA 15644
- License Nickname: [Redacted]
- Primary Contact: Russel Mustine
- Contact Email: newloopster11@gmail.com
- Primary Phone: 7175804635
- Primary Business Phone: [Redacted]

**Totals:**

Total Bottles	12
Gross Price	\$287.88
Discounts	-\$28.78
Taxable Amount	\$259.10
Tax	\$15.54
<b>Order Total</b>	<b>\$274.64</b>

At the bottom, a table lists the items in the order:

Item	Qty (Bottles)	Unit Price	Item Total
4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ml (1 bottle) - \$9.99 per ounce	6	\$22.49 License Discount \$24.99each	\$134.95
4293 Jack Daniel's Old No 7 Green Label Tennessee Whiskey 80 Proof	6	\$20.69 License Discount \$22.99each	\$124.15

**Note:** After the order is submitted, the status will change to "Pending Approval."

## Licensee - LOOP Order Entry Quick Reference Guide

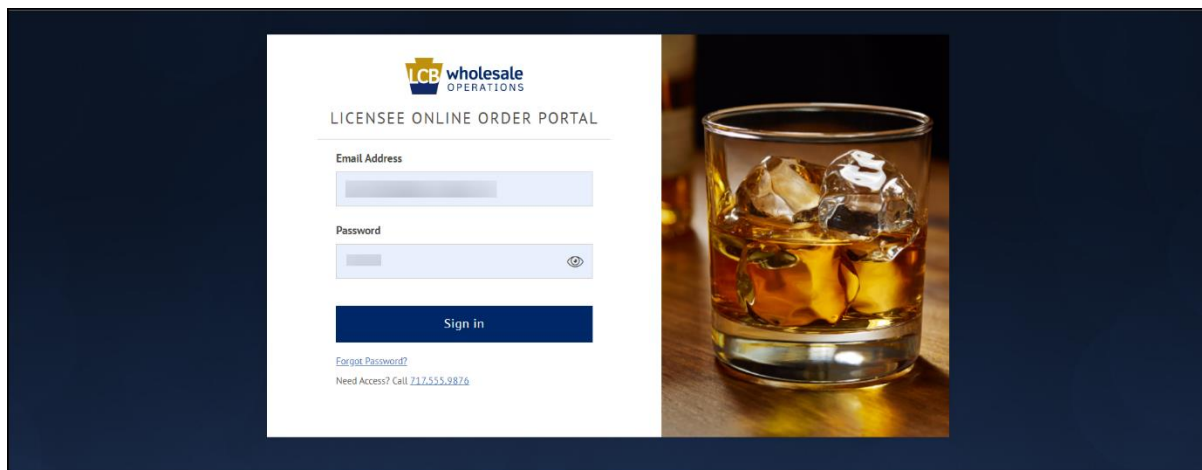
### Order Approval or Rejection

All licensee orders will be captured in LOOP. The Licensee Buyer, Approver or Administrator (Admin) will place orders for stock merchandise (not SOs) in LOOP, and the Licensee Approver or Licensee Admin will approve orders to release them for processing.

**Note:** Licensee roles are not exclusive. All licensee contacts will have a buyer role. A contact can have an approver or admin role in addition to the default buyer role.

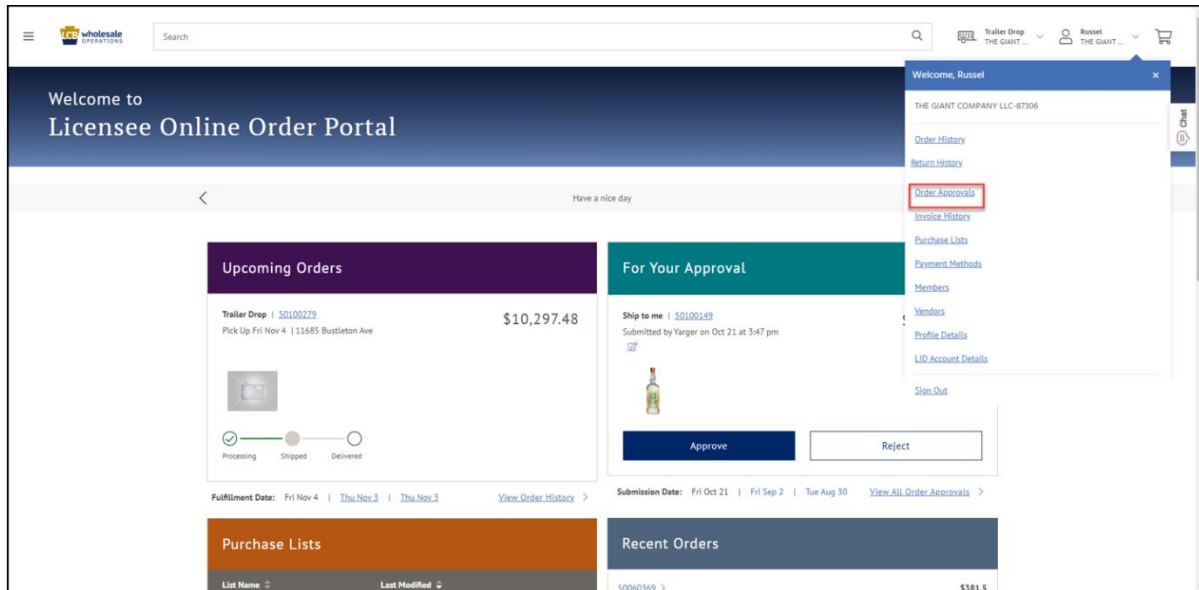
### Approve

1. Navigate to LOOP, enter valid login credentials, then **Sign In**.

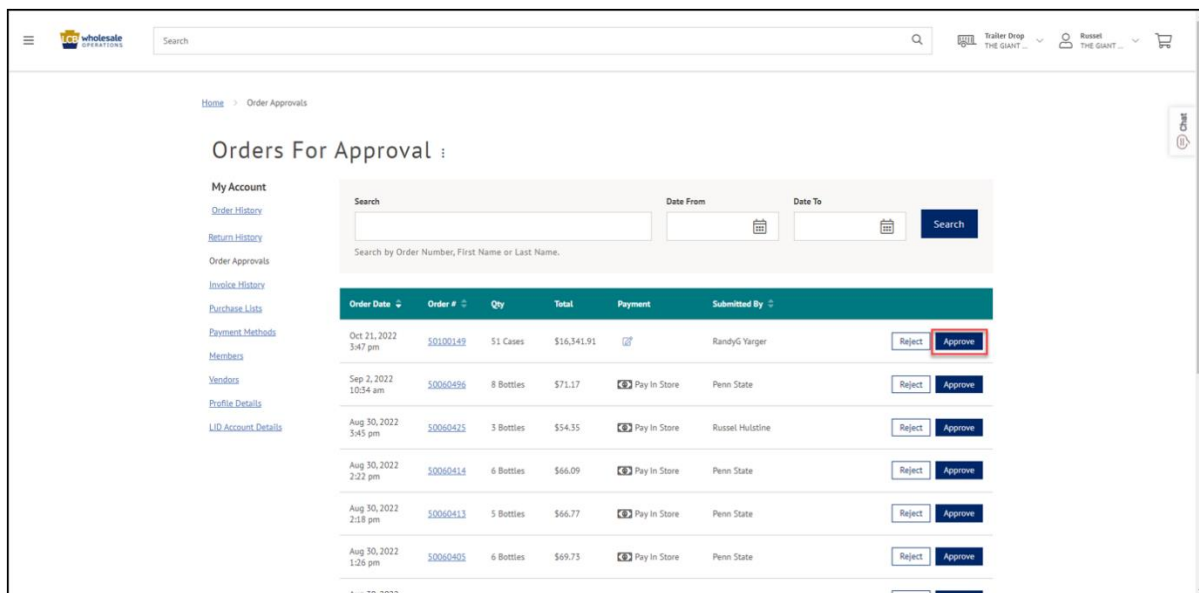


# Licensee - LOOP Order Entry Quick Reference Guide

2. Click the dropdown next to the Shopping Cart, then select **Order Approvals**.



3. Select **Approve** for the order to be approved.

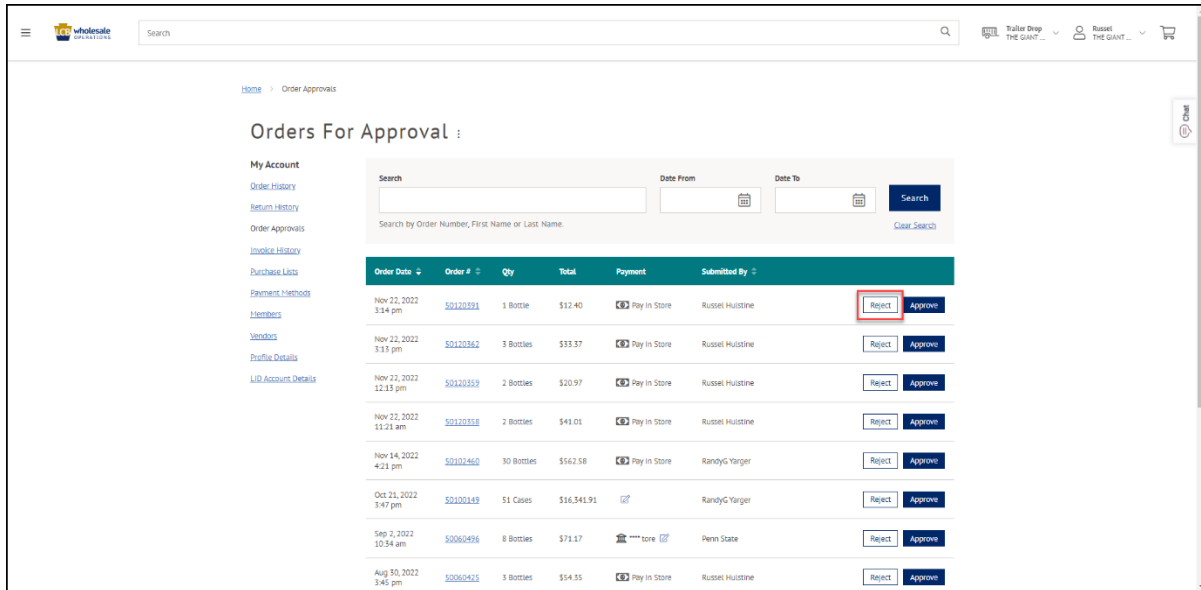


**Note:** Users can also search for an order by Order Number, or by the First or Last Name of the person who submitted the order if they do not see it populate.

# Licensee - LOOP Order Entry Quick Reference Guide

## Reject

1. Select **Reject** for an order the user does not want to approve.



2. Add a comment if needed, then click **Reject Order**.

