

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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| Order Approval or Rejection | |
| Approve | |
| Reject | |





Glossary

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





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 <u>Licensee Online Order Portal (LOOP)</u>, enter valid login credentials, then **Sign In**.

| LICENSEE ONLINE ORDER PORTAL | |
|--|--|
| Email Address | |
| Password | |
| Sign in | |
| Eccipat Dassword? Need Access? Call <u>217.555.9826</u> | |
| Need Access/ Usil /11/2222/8/10 | |





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

| = | Sea Sea | rch | | Q B Party & & Ancuguon. V B Seen |
|---|--------------------------|--|-------------------------------------|---|
| | Welcome to Licensee O | nline Order Portal | | Leanus ID: 819492 Rodavart (Japon) (Appins Hay 50, 2022 Hanaya Licensi: NCB: |
| | | < | Have a nice day | > |
| | | Upcoming Orders | For Your Approval | 1 |
| | | There are no upcoming orders to display. | There are no orders needing approva | l at this time. |
| | | | deciliatory > | Ylew All, Order, Anorovala > |
| | | Purchase Lists List Norm 0 Last Healfiel 0 | Recent Orders | |





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

| | Sear | ch | | | Q & Hek Up & Karthik & ASCLUDOR_ ~ ~ | 7 items \$94.93 | | | | |
|--|-------------------|--|-----------------------|-------------------------|--|--------------------|--|--|--|--|
| | | There are no upcoming orders to display. | | | There are no orders needing approval at this time. | | | | | |
| | | Fulfilment Date: Wed May 1 | 8 <u>Tue Apr 26</u> | View Order History > | View All. Order Approvals > | | | | | |
| | | Purchase Lists | | | Recent Orders | | | | | |
| | | List Name 🌻 | Last Modified 🍦 | | | | | | | |
| | | New Purchase List | May 10, 2022 | Add All Items to Cart + | No orders available. | | | | | |
| | | <u>Purchase List</u> | Apr 27, 2022 | Add All Items to Cart + | 2 | | | | | |
| | | | | View All Purchase Lists | View Order History > | | | | | |
| | Bulk Order Upload | | | | | | | | | |
| Opencioad a CSV remolate Enter SKUs manually | | | | | | | | | | |

A Pop-up Window will appear.





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

| 4291 | X Cart | | Ū |
|--|------------|--------------|--|
| PLCB Item # Product Name Price Quantity 4291 | Items to C | | |
| PLCB Item # Product Name Price 4291 other Roy 4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (1 bottle) \$0.79 per ounce | Add All | Quantity | |
| PLCB Item # Product Name 4291 4291 ther Roy 4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (1 bottle) \$0.79 per ounce | | Price | |
| e PLCB Item # Product Name 4291 other Roy 4291 Jack Daniel's Old No 7 Black Label Tennessee Whi 750ML (1 bottle) \$0.79 per ounce | | | iskey 80 Proof 🗲 |
| e PLCB Item # | | Product Name | Jack Daniel's Old No 7 Black Label Tennessee Whi |
| je PLCB | ł | ltem # | 42: Jac |
| | < Uploa | ge PLCE | other Rov |

5. Click Add Another Row to add additional products.

| Bulk U | pload | | | × |
|-----------------|----------------------------------|--|---|----------------------------|
| 1 of 1 products | s contain errors. They are group | ped at the top of table below. | Add A | II Available Items to Cart |
| Image | PLCB Item # | Product Name | Price | Quantity |
| | 4291 | 4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750ML (1 bottle) \$0.79 per ounce | <mark>\$19.99</mark> \$24.99 each | Out of stock |
| Add Another | is out of stock | | | |
| Add Another | | | | |
| | | | | |
| | | | | |





6. Click Add All Available Items to Cart.

| ILK Up | contain errors. They are gro | Add A | Add All Available Items to Cart | | | |
|-----------|------------------------------|--|---------------------------------|----------|---|--|
| nage | 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 + | Û | |
| | 20085000028548 | 20085000028548 Barefoot On Tap Rose 3L (6 bottles) \$0.23 per ounce | | | Û | |
| This item | | Please check that you have entered PLCB item number and not SCC number. | | | | |

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

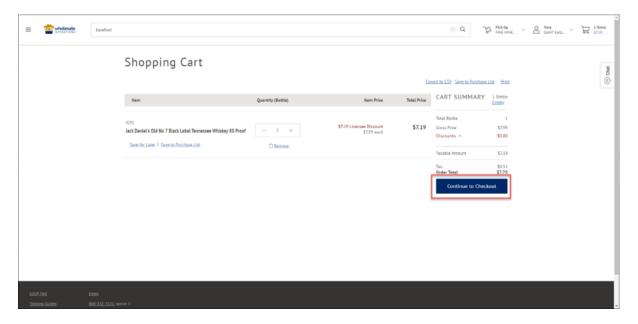
7. Click the **Shopping Cart Icon** to view the item(s) in the cart, then confirm they are correct.

| ſ | | | | | | | _ | • |
|---|---|-------------------------|--------|---|-------------|----------|----------------------|---|
| | = | wholesale Geckations | learch | Q | Pine Wine & | ABCUQUOR | ₽ 1 items 57 5719 | |
| ŀ | | | | | | | | 8 |





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.

| E Concentroise Search | | Q D Party C Brance D Parton Control Co |
|-----------------------|--|--|
| | Pickup Date and Time Date Wed, Apr 13 Thu, Apr 14 Fril, Apr 15 Sat, Apr 16 Time 7-8pm | CART SUMMARY 1. Bortle Emoty Total Bottle 1 Gross Price \$7.99 Discounts\$0.80 Taseble Amount \$7.19 |
| | 8-9pm 9-10pm 10-11pm 11-12pm Note: Times are not guaranteed. We will enail you when your order is ready. | Tox \$0.51 Order Total \$7.70 Place Order |



10. Click Place Order.

| = | wholesale oreactions | Search | | | | | | d Br | newne · A avy newne · A avy | 0.5L. ~ 🕁 18005 |
|---|-------------------------|--------|--------------------------|--------------------------|---------------------------|-------------|--------|----------------|--------------------------------|-----------------|
| | | | Pickup Date a | and Time | | | | CART SUMMARY | 1 Bottle Empty | |
| | | | Date | | | | | Total Bottle | 1 | |
| | | | Wed, Apr 13 Today | Thu, Apr 14 | Fri, Apr 15 | Sat, Apr 16 | | Gross Price | \$7,99 -\$0,80 | |
| | | | Time | | | | , , | | -30.80 | |
| | | | 7-8pm | | | | | Taxable Amount | \$7.19 | |
| | | | 8-9pm | | | | | Tax | \$0.51 \$7.70 | |
| | | | 9-10pm | | | | | Order Total | \$7.70 | |
| | | | 10-11pm | | | | | Place Order | | |
| | | | 11-12pm | | | | | - | | |
| | | | Note: Times are not guar | anteed. We will email yo | u when your order is read | ts. | | | | |

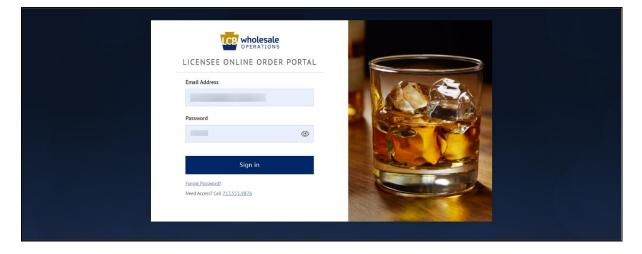
Note: After the order is submitted, the status will change to "Pending Approval."





Using the Search Bar

1. Navigate to <u>LOOP</u>, enter valid login credentials, then **Sign In**.



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

| = | in the state of th | Search | | | | Q B PRA U | NE Y C Kutha ARCUQUAL. Y | 38000 846.35 |
|---|--|--------|--------------------------|--------------------|------------------------------|--------------------------|---|---|
| | Welcome to Licensee | Onli | ine Order Portal | - | - | - | License H Restaurant (Licens) Explore Ma Manage Licer | 9: #10402 y 59, 2022 set: PLCB <u>*</u> |
| | | < | | Have a r | vice day | | > | |
| | | | Upcoming Orders | | For Your Approval | 1 | | |
| | | | There are no upcoming or | lers to display. | There are no orders needing. | approval at this time. | | |
| | | | B - 1 1 | View Order History | Barrant Ordana | View ALL Order Approvals | | |
| | | | Purchase Lists | • | Recent Orders | | | |





3. Click the **Search bar**.

| Search | | | | d Ja | PICK Up Converting Con |
|----------------------------|--|----------------------|--|--|--|
| Welcome to Licensee Onl | ine Order Portal | | - | - | License ID: R10303 Restaurant (Liquo) (Expires May 30, 22 Manage License: PLCB: |
| | < | Have a | nice day | | > |
| | Upcoming Orders | | For Your Approval | ÷ | |
| | In-store Pickup <u>50180196</u> Pick Up pending 11685 Bustleton Ave | \$23.09 | In-store Pickup <u>50200426</u> Submitted by Ramachandra on Aug 17 at 4:53 pm Pay In Store | \$31.61 | |
| | A | | | | |
| | Processing Preparing Ready for Pickup Picked Up | | Approve | Reject | |
| | Fulfillment Date: pending | View Order History > | Submission Date: Wed Aug 17 Wed Aug 17 | Wed Aug 17 <u>View All Order</u> > <u>Approvals</u> | |
| | Purchase Lists | | Recent Orders | | |
| | List Name 🗘 Last Modified 🗘 | | | | |

4. Begin typing the item to search for.

| = | CB wholesale | bar |] | | | ⊗ Q | ZI PICK UP FINE WINE V | O Tony Giant Eagl ∨ | ณ |
|---|--------------|-----|---|-------------------------|--|-----|---------------------------|------------------------|----------|
| | | | | PHOTO COMING SOON | 1940 Chates Sourceain Bourbon Barrel Cabernet Sauvignon 2004 (Lindies) (547 pr sunce \$11.99 each | | | | (=) Chat |
| | | | | 1 | H003 Knob Creek Single Barrel Straight Rye Whiskey 115 Proof FWG5 Exclusive Barrel 8718bLott4006 730kt, Lbminej (13.73 pro ware \$59.99 each | | | | 0 |
| | | | | | 1978 Barenders Trading Company Pina Colade Cocktall 25 Proof 200 mL Out of Stock Out of Stock S4.59 each | | | | |
| | | | | I | 1568 Wild Turkey Kentucky Spirits Bourbon FWGS Private Barrel 19 1081 2004: (b burling) [31:39 per ounce 564.99 each | | | | |
| | | | | 1 | scosi Knob Creek Single Barrel Straight Rye Whiskey 115 Proof FWGS Exclusive Barrel 100KCR015 8617A Jöhn L bunien (1237 per unice \$59.99 each | | | | |
| | | | | NACES | 49054 Henry McKena Single Barrel Straight Bourbon Bottled in Bond 10 Year Old 100 Proof 750mt, Dunielli 137 per ounce \$50.99 each | | | | |
| | | | | | 2503 | | | | |

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).





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

| ≡ | UCB wholesale | barefoot | | | | ® Q | ₽ Pick Up FINE WINE ∨ | ⊖ Tony GIANT EAGL ∨ | Å |
|---|---------------|----------|---------------------------------------|---|---------------------|-----|--------------------------|------------------------|------|
| | | | 1 | 98827 Barefoot Blueberry Pruitscato 7504L (Lostley) 19.32 per suice \$7.599 each | - 1 + Add Bottles 🕁 | | | | Chat |
| | | | | 97031 Barefoot Buttery Chardonnay 1.5(; It bottie) [\$0.38 per ounce \$13.699 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 17080 Barefoot Fruitscato Mango Moscato 75944.(L bottiel) 10.32 per cunce \$7.99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 6539 Barefoot Refresh Summer Red Spritzer 7564-L(1 konties) 10.32 per cunce \$7.99 each | Out of Stock | | | | |
| | | | A A A A A A A A A A A A A A A A A A A | 7%6 Barfoot Hard Seltzer Peach and Nectarine 4x250 mL Cans 11.(1 bottles) 5024 per cunce \$7.99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | 2 | 9442 Barefoot Cabernet Sauvignon 7594.(L botten) (5.0.3 per eunce \$7,99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 8927 Barefoot Merlot 4x187 mL 24484.(L bottlet) \$0.32 per ounce \$7.99 each | Out of Stock | | | | |

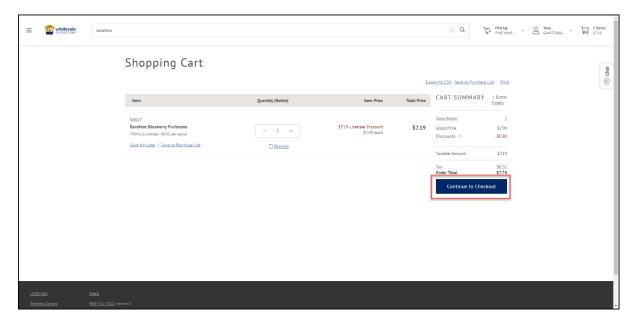
6. Click the **Shopping Cart Icon** to view the item(s) in the cart.

| ≡ | CB wholesale | barefoot | | | | ⊗ Q | ₽ Plak Up FINE WINE ∨ | O Tony GIANT EAGL ∨ | 1 items \$7.19 |
|---|--------------|----------|---|--|---------------------|-----|--------------------------|------------------------|-------------------|
| | | | 4 | 98827 Barefoot Blueberry Fruitscato 7504. (Libmiten) 50.32 per cunce \$7.99 each | - 1 + Add Bottles 🕁 | | | | Chat |
| | | | | 97031 Barefoot Buttery Chardonnay 1.5.(1 better) 10.38 per surce \$13.99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 97080 Barefoot Fruitscato Mango Moscato 75944 (L tottile) \$0.32 per ounce \$7.99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 6539 Barefoot Refresh Summer Red Spritzer 75044 (1 kottlet) 50.32 per ounce \$7.99 each | Out of Stock | | | | |
| | | | | 796 Barefacet Hard Seltzer Peach and Nectarine 4x250 mL Cans 11. (1 bottles) 50.24 per cunce \$7.99 each | - 1 + Add Bottles 😾 | | | | |
| | | | 2 | 9442 Barefoot Cabernet Sauvignon 7504. (L bettien) § 0.32 per eunce §7.99 each | - 1 + Add Bottles 🕁 | | | | |
| | | | | 8927 Barefoot Meriot 4x187 mL 248HL (t bottlen) [\$0.32 per ounce \$7.99 each | Out of Stock | | | | |





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.

| = 🔤 | holesale | Search | | | d ß | newer 2 | bey BANTEASL |
|-----|----------|--------|---|-----------------|------------|-------------------|-----------------|
| | | | Pickup Date and Time | CART | SUMMARY | 1 Bottle Emoty | |
| | | | Date | Total Bot | tie | 1 | |
| | | | Wed, Apr 13 Today Thu, Apr 14 Fril, Apr 15 Sat, Apr 16 | Gross Pri | ce | \$7.99 | |
| | | | Time | Discoun | ts A | -\$0.80 | |
| | | | 7-8pm | Taxable / | Amount | \$7.19 | |
| | | | 8-9pm | Tax Order Ta | | \$0.51 \$7.70 | |
| | | | 9-10pm | order te | tat | 37.70 | |
| | | | 10-11pm | | Place Orde | er | |
| | | | 11-12pm | | | | |
| | | | Note: Times are not guaranteed. We will email you when your order is ready. | | | | |





9. Click **Place Order**.

| = | CB wholesale | barefoot | | | | | | ⊗ (| Q ZI Pick Up | GIANT EAGL | 1 ltems |
|---|--------------|----------|--------------------------|--------------------------|---------------------------|-------------|---|--------------------|-------------------|------------|---------|
| | | | | | | | | CART SUMMARY | 1 Bottle | | |
| | | | Date | | | | | Total Bottle | Empty | | Chat |
| | | | Thu, Nov 10 Today | Fri, Nov 11 | Sat, Nov 12 | Sun, Nov 13 | | Gross Price | \$7.99 -\$0.80 | | Chat |
| | | | Time | | | | - | Taxable Amount | \$7.19 | | |
| | | | 11am-Noon | | | | | Tax Order Total | \$0.51 \$7.70 | | |
| | | | Noon-1pm | | | | | Place Ord | | | |
| | | | 1-2pm 2-3pm | | | | | | | | |
| | | | 3-4pm | | | | | | | | |
| | | | 4-5pm | | | | | | | | |
| | | | 5-6pm | | | | | | | | |
| | | | 6-7pm | | | | | | | | |
| | | | 7-8pm | | | | | | | | |
| | | | Note: Times are not guar | anteed. We will email yo | u when your order is read | ly. | | | | | |
| | | | Payment | | | | | | | | |
| | | | Payment Method | | | | | | | | |
| | | | Pay In Store | | | | | | | | |

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





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**.

| LICENSEE ONLINE ORDER PORTAL | | |
|---|----------|--|
| Email Address | ACTION A | |
| Password | | |
| Sign in | | |
| Eorgot Password? Need Access? Call <u>717,555,9876</u> | | |
| | | |

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

| E Search | | d Sa walk | HE., Y B Kartha NE., Y B Kartha NE., Y B Saens |
|---------------------------|--|--|--|
| Welcome to Licensee On | line Order Portal | | License (D. 193492 Restaurant (Liquor) (Liquine May 93, 2022 Managa License: PLCBy |
| | Kana a | nice day | > |
| | Upcoming Orders | For Your Approval : | |
| | There are no upcoming orders to display. | There are no orders needing approval at this time. | |
| | New Order History > | View All Order Anorovals | |
| | Purchase Lists | Recent Orders | |





3. Click Upload a CSV or Excel file.

| ≡ | OPERATIONS | Search | | | $\label{eq:Q} Q \qquad \qquad$ | | | | | |
|---|---|-----------------------------|-----------------------|--------------------------|--|--|--|--|--|--|
| | | There a | re no upcoming orders | i to display. | There are no orders needing approval at this time. | | | | | |
| | | Fulfilment Date: Wed May 18 | Tue Apr 26 | View Order History | View All Order Approvals > | | | | | |
| | | Purchase Lists | | | Recent Orders | | | | | |
| | | List Name 👙 | Last Modified 🍦 | | | | | | | |
| | | New Purchase List | May 10, 2022 | Add All Items to Cart + | No orders available. | | | | | |
| | | Purchase List | Apr 27, 2022 | Add All Items to Cart. + | 2 | | | | | |
| | | | | View All Purchase Lists | View Order History > | | | | | |
| | Bulk Order Upload Drag a cav or xixx file here or click the upload button below. | | | | | | | | | |
| | | | | Enter SKU | Us manually | | | | | |

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.





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

| N | ame | Date modified | Туре | Size |
|-----------------|--------------------|-------------------|-------------------|------|
| νT | oday (2) | | | |
| | sample-bulk-upload | 5/18/2022 5:38 PM | Microsoft Excel C | |
| | Dump | 5/18/2022 5:52 PM | File folder | |
| < | | | | |
| <u>n</u> ame: | sample-bulk-upload | ~ A | ll Files | ~ |
| <u>n</u> arrie. | sample-buik-upload | ĭ | | |
| | | | <u>O</u> pen Can | cel |

- 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.

| 2 products | contain errors. They are group | ed at the top of table below. | Add A | ll Available Items to (| Cart |
|------------|---------------------------------|--|--------------|-------------------------|------|
| nage | 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 + | Û |
| 11.54 | 20085000028548 | 20085000028548 Barefoot On Tap Rose 3L (6 bottles) \$0.23 per ounce | | | Û |
| This item | is not available for pickup. Pl | ease check that you have entered PLCB item number and not SCC number. | | | |





6. 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.

| = | wholesale pressions | Search | | d Ja | hallp · A lary moving. · · · · · · · · · · · · · · · · · · · | ₽ 10au |
|---|------------------------|--------|---|--|---|--------|
| | | | Pickup Date and Time | CART SUMMARY | 1 Bottle Emoty | |
| | | | Date Wed, Apr 13 Thu, Apr 14 Fril, Apr 15 Set, Apr 16 Time | Total Bottle Gross Price Discounts | 1 \$7.99 -\$0.80 | |
| | | | 7-åpm | Taxable Amount | \$7.19 | |
| | | | 8-9pm 9-10pm | Tax Order Total | \$0.51 \$7.70 | - 1 |
| | | | 10-11pm | Place Order | | |
| | | | 11-12pm | | | |
| | | | Note: Times are not guaranteed. We will email you when your order is ready. | | | |

7. Click Place Order.

| = | wholesale protections | Search | | | | | | d B | nang 83 | key KANTDASL. ~ 0⊐ 100m SZ39 |
|----------------------|--------------------------|--------|--------------------------|--------------------------|---------------------------|-------------|--------------|--------------------------|-------------------|------------------------------------|
| Pickup Date and Time | | | | | | | CART SUMMARY | 1 Bottle Empty | | |
| | Date | | | | | | Total Bottle | 1 | | |
| | | | Wed, Apr 13 Today | Thu, Apr 14 | Fri, Apr 15 | Sat, Apr 16 | | Gross Price Discounts | \$7.99 -\$0.80 | |
| | | | Time | | | | , | | | |
| | | | 7-8pm | | | | | Taxable Amount | \$7.19 | |
| | | | 8-9pm | | | | | Tax | \$0.51 | |
| | | | 9-10pm | | | | | Order Total | \$7.70 | |
| | 10-11pm | | | | | | | Place Order | | |
| | 11-12pm | | | | | | | | | |
| | | | Note: Times are not guar | anteed. We will email yo | u when your order is read | ły. | | | | |

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





Browse by Department

1. Click the **Menu Icon** in the top left corner next to the <u>PLCB Logo</u>.

| | Search | | | Q Z Pick Up \vee | PITTSBURG |
|--------------------|--|--------------------|---|--------------------------|--|
| Welcome License | ^{to} ee Online Order Portal | | | Ըսծ (Լեզ | License ID: C1587 uor) Expires May 30, 2023 Manage: License: PLCB± |
| | < | Have a | nice day | | > |
| | Upcoming Orders | | For Your Approval | ÷ | |
| | In-store Pickup 50130128 Pick Up Thu Dec 15 11685 Bustleton Ave | \$72.19 | In-store Pickup <u>50130328</u> Submitted by Hulstine on Dec 20 at 9:59 am Pay in Store | \$110.70 | |
| | | | | | |
| | O Processing Preparing Residy for Pickup Picked Up | | Арргоче | Reject | |
| | Fulfilment Date: Thu Dec 15 | View Order History | Submission Date: Tue Dec 20 | View All Order Approvals | |

2. Select the department to shop.

| Browse All Departments | < | | | Q JJ Pick Up ~ | Russel V D |
|------------------------|-------------------------------------|--------------------|--|----------------------------|---|
| WINE > | | _ | | | |
| SPIRITS > | | | | | License ID: C1587 5 |
| ACCESSORIES > | ne Order Portal | | | Club (Liqu | or) Expires May 30, 2023 Manage License: PLCB+ |
| L | | _ | _ | _ | _ |
| | | Have a r | | > | |
| | | _ | | | |
| |) Orders | | For Your Approval | | |
| | 50130128 5 11685 Bustleton Ave | \$72.19 | In-store Pickup 50130328 Submitted by Hulstine on Dec 20 at 9:59 am | \$110.70 | |
| | Sarting Ready for Pickup Picked Up | | Approve | Reject | |
| | hu Dec 15 | View Order History | Submission Date: Tue Dec 20 | View All Order Approvals > | - |



3. Select the product type under <u>Browse All Departments</u>.

| < Browse All Departments X | | | | Q JI Pick Up ~ | S Russel |
|-------------------------------|-------------------------------------|--------------------|--|--------------------------|-----------------------|
| SHOP ALL WINE > | | | | | |
| RED > | | | | | License ID: C1587 |
| WHITE > | ie Order Portal | | | | Manage License: PLCB+ |
| ROSÉ | | | | | |
| SPARKLING > | | Have a r | nice day | | > |
| DESSERT | | | | | _ |
| FRUIT & BEVERAGE WINES | g Orders | | For Your Approval | | |
| SAKE | | | | | |
| PORT | 50130128 5 11685 Bustleton Ave | \$72.19 | In-store Pickup 50130328 Submitted by Hulstine on Dec 20 at 9:59 am | \$110.70 | |
| SHERRY | | | Pay In Store | | |
| VERMOUTH | | | 4 | | |
| MEAD | | | | | |
| MORE WINES > | arring Ready for Pickup Picked Up | | Approve | Reject | |
| COUNTRIES, STATES & REGIONS > | hu Dec 15 | View Order History | Submission Date: Tue Dec 20 | View All Order Approvats | |

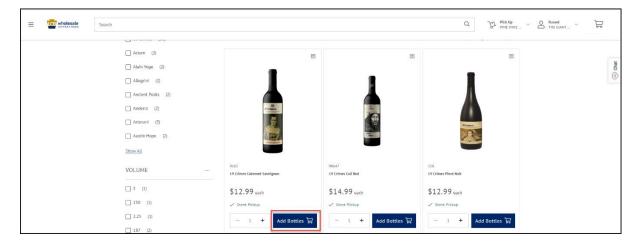
4. Select an item, then adjust the quantity using +/-.

| = | wholesale | Search | | | | | | Q | Pick Up | Russel ~ | IJ |
|---|-----------|--------|-------------------|---|--------------------------------------|-----------------------------|----------------|----------------|-----------|----------|------|
| | | | ,, | | | | | | | | |
| | | | Actum (2) | | | 1 | | | 12 | | |
| | | | Alain Voge (2) | | | | | | | | Chat |
| | | | Allegrini (2) | | | | | | | | |
| | | | Anclent Peaks (2) | | | | | | | | |
| | | | Anderra (2) | | of classes. | | | | | | |
| | | | Artevani (3) | | | 1 | | Divisies. | | | |
| | | | Austin Hope (2) | | TEX | - | | Million . | | | |
| | | | Show All | | | | | | | | |
| | | | VOLUME | - | 9165 19 Crimes Cabernet Sauvignon | 98647 19 Crimes Cati Red | 158 19 Crit | mes Pinot Noir | | | |
| | | | 5 (1) | | \$12.99 each | \$14.99 each | \$12 | 2.99 each | | | |
| | | | 250 (1) | | Store Pickup | Store Pickup | | tore Pickup | | | |
| | | | 2.25 (1) | | - 1 + Add Bottles | - 1 + Add Bott | | 1 + Add E | Bottles 🙀 | | |
| | | | 187 (2) | | Add Bottles | Add Bolt | ues e | Add t | sources 🛤 | | |





5. Click **Add Bottles** to add the item to the <u>Shopping Cart</u>.



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

| E Search | Q | ₽ Pickup Fine Wine & ~ | ARCUQUOR V | \$0 itows \$865.47 |
|----------|---|---------------------------|------------|-----------------------|
|----------|---|---------------------------|------------|-----------------------|

7. Click Continue to Checkout.

| = | oreaxistas | Search | | | | | Q. 12 Pick Up V 🖉 Russel | 60 itoms 5863.47 |
|---|------------|--------|--|--------------------|---|-------------|---|---------------------|
| | | | Shopping Cart | | | En | mont in CDY. Serve in Prentime List Print | (ii) Chat |
| | | | Item | Quantity (Botties) | Item Price | Total Price | CART SUMMARY 60 Botties | |
| | | | 4357 Spatela Vermouth Extra Dry 1 L LL (). Institut () 5027 per nove Saron for Later Saron to Parchase Link | - s + | \$8.09 Licensee Discount \$8.99 each | \$40.46 | Total Bettiss 60 Griss Price 5959.40 Discourts ^ | |
| | | | 4359 Spatola Vermouth Sweet 1 L 11 () hotting 5027 per name Saves for Later Saves to Parchase List | - s + | \$8.09 Licensee Discount \$8.99 each | \$40.46 | Tax \$53.83 Order Tetat \$925.28 Continue to Checkout | |
| | | | 4291 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Pool 73044 (I kmin) (10 PP pr nurve Sare Ter Laber Sare In Rechase List | - 10 + | \$22.49 Licensee Discount \$24.59 each | \$224.91 | | |
| | | | 9910 Barufast Grigis 1.5. (1 bentig 10028 per susce Save fin Later Save to Parchase Litt | 20 + | \$12.59 Licensee Ofscount \$13.99 each | \$251.82 | | |





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.

| = | wholesale | Search | | Q | JJ PlekUp ∨ | PHTISOURS V 🛱 Sector |
|---|-----------|--------|--|---|---|----------------------|
| | | | Pickup Date and Time Date Wed, Apr 13 Thus, Apr 14 Frit, Apr 15 Sat, Apr 16 Time | CART SUMMARY Total Bottles Griss Price Tesable Amount Tasi Order Tetal | 1 Each 60 \$959.40 •\$95.93 \$863.47 \$51.81 \$915.28 | |
| | | | 7-8pm | Place Order | | |
| | | | 8-9pm 9-10pm | | | |
| | | | 10-11pm | | | |
| | | | 11-12pm | | | |
| | | | Note: Times are not guaranteed. We will email you when your order is ready. | | | |

9. Click Place Order.

| = 1 | B wholesale | Search | | | | | Q | JI Pick Up ∨ | PITTSBURS | £`~ | 2 60 itons \$163.47 |
|-----|-------------|--------|---|---------------------------|-------------------------|-------------|--|--|-----------|-----|------------------------|
| | | | Pickup Date a Date Wed, Apr 13 Time 7-8pm 9-10pm 10-11pm 11-12pm | nd Time Thu, Apr 14 | Frl, Apr 15 | Sat, Apr 16 | CART SUMMARY Total Betties Gross Price Discouts ~ Essable Amount Taxe Order Total Place Ord | 1 Each 90 5959.40 -193.35 585.47 5915.28 5915.28 | | | |
| | | | Note: Times are not guar | anteed. We will email you | when your order is read | ly. | | | | | |

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





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**.







| 6-38 ∞ 🖬 | 10 | 12% | | | | | |
|---|--------------------|-------------|--|--|--|--|--|
| ☆ ● Icbloop.com/ho | me 🌵 | 33 : | | | | | |
| = | olesale NATIONS | | | | | | |
| Welcome to Licensee Online O License ID: R36661 Restaurant (Liquor) Expires Manage License: PLCB: | | Chat | | | | | |
| Have a nice | day | | | | | | |
| Upcoming Orders | | | | | | | |
| There are no upcoming orders | | | | | | | |
| View Order History | | | | | | | |
| For Your Approval | | | | | | | |
| ра О Ш | 8 | Ē | | | | | |





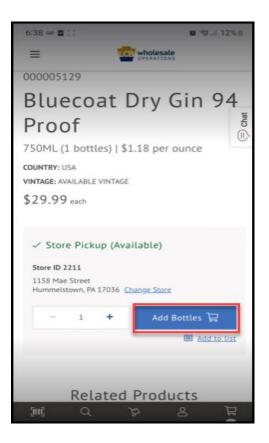
2. Scan the **barcode**.







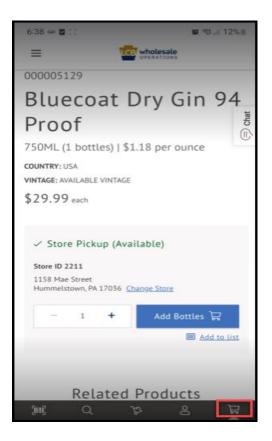
3. Click Add Bottles.







4. Click the **Shopping Cart**.







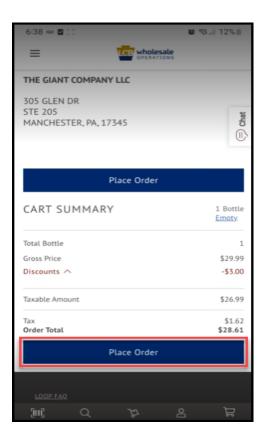
5. Choose Pickup Date and Time.

| 6:38 🚥 🖬 🖂 | | | u 🖘 J 12% i |
|-------------------------|----------------|----------------|--------------------|
| Ξ | 10 | Wholesale | |
| Pickup D | ate and | Time | |
| Date | | | () Chat |
| Tue, Aug 23 Today | Wed, Aug 24 | Thu, Aug 25 | Fri, Aug 26 |
| Time | | | |
| 9-10am | | | |
| 10-11am | | | |
| 11am-Noo | n | | |
| Noon-1pm | 10 | | |
| 1-2pm | | | |
| 2-3pm | | | |
| 3-4pm | | | |
| 4-5pm | | | |
| 5.6nm | | _ | |
| Sun | a n | 2 2 | E |





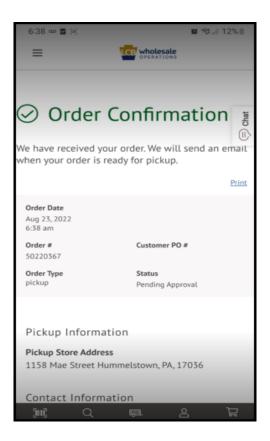
6. Click Place Order.







User will get an Order Confirmation.







Populate New LOOP Order Based on Previously Placed Order



1. Navigate to <u>LOOP</u>, enter valid login credentials, then **Sign In**.

2. Select **Order History** from the dropdown menu next to the <u>Shopping Cart</u>.

| = Contracting proc. | | ⊙ Q & Arkitp Proteines_ ~ A Russel GANTEAQ_ ~ ₽ |
|---|---|---|
| Welcome to Licensee Online Order Portal | Welcome, Russel × CIANT LAQLE INC 49844 Change LLD Date: History Brites: Lissory | |
| Kave an | | Octor Avernatis Innate History Partister Lites Parener Literbods |
| Upcoming Orders In-store Prickup 5011224 Pick Up Veed Dec 14 11685 Busisten Ave \$119.20 | For Your Approval | Menters Venters Profile Details LID.Account Details |
| Not All Items Available See Desits Processing Progening Receipting Receipting Prodect lip | There are no orders needing approval at this time. | Sign.Dus |
| Puditiment Date: Web Doc.14 The Doc.13 Steer Order History > Purchase Lists | View All Order Adorn | xiar |
| List Name 0 Last Hooffed 3 Aug 31 Aug 31, 2022 Add Ail terms to Cart + | 5000112 > Placed on Nov 9 10000017 > Placed on Jan 4 | 6541.98 |





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

| | esale p | inot | | | | | | | | | | ⊗ Q | Fine Wine & | ✓ O Russel GIANT EAGL ✓ | Å |
|----------|-----------------------|--|--|---|----------------|-------------------|--------------------------|-------------------|---|--------------------|---------|---------------------------------|-------------|----------------------------|-----------|
| | | | Home > Order History Order Histor My Account | сy | | | | | | | | | | | (I) Chat |
| | | | Order History Betwen History Order Approvalia Invoice History Purchase Lists Bayment Histords | Search Search by Order N Name or Last Nam | lumber, Custor | &GS Pickup Orders | FW&GS Walke | Date From | İ | Date To | Ĩ | Search Clear Search | | | |
| | | | Members Menders Profile Details LID Account Details | Des 14 2022 | 0rder ₽ ≑ | Customer PO # | QSy 12 Bottles | Total \$274.64 | | Status Approved | Save to | tems to Cart + purchase list | | | |
| 1002 FAQ | Emeil | | | Dec 12, 2022 5 | 0121121 | LauraLSCorder | 64 Bottles | \$1,293.97 | | Approved | | tems to Cart + | | | |
| | <u>800-3</u> Hours | i <u>132-7522.</u> option S s of Operation: Monday – F | | | | | | | | | | | | | is of Use |

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

| wholesale optimateState pinot | | | | | | | ⊗Q | J2 Pick Up Fine Wine & ✓ C GANT E | aal V |
|--|---|--|-------------------------|---|---|---|--|--------------------------------------|---------------|
| E Contracting processing processi | Order Detail My Account Order Johany Beturn History Order Accounts Invoise History Parchase Lists Enverse Lists Listorias Listorias Profile Details | s: 50121222 Order Date Det 14,2022 227 pm Pickup Information Pickup Size Addres 90 Vandum Aff Mrx, Bio 90 Vandum Aff Mrx, Bio 90 Vandum Aff Ang, Bio 90 Vandum Aff An | Order # 50121224 | Customer FO # Lucross Forma Contact Informati Lucross Prentie 6337 ROUTE TO JENNETTE, PA 15644 Lucrose Michanne Privery Contact Road Huistine Contact famile | Order Type Pictup | Status Picies tip Totals Tetal Bottles Gross Price Tissebie Amount Taxe | 8105 5 5124 95 -522 50 5112 45 5475 | D Free Nore 6 | 922 ~ 29 0 |
| | LID Account Details | Copy to Cart (2) Rem 4291 Jack Daniet's Old 75044, Borniet's Old | No 7 Stack Label Tennes | nextooptester 13 (Bggrai Primary Phone 717580455 Primary Business Phone | Lcom Qiy (Rettice) Orderet: Shipped: S | 5 \$22.49 Standard Licensee | S119.20 Export CSV Hem Totak S112.45 | | |
| | | 4293 Jack Daniel's Old I 750ML (1 bottie) \$0 | No 7 Green Label Tennes | ssee Whiskey 80 Proof | Ordered: 6 Shipped: 0 | | | | |

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.





5. Click **Copy to Cart**.

| PERATIONS pinot | | | | | | | ⊗ Q | $\begin{array}{c} & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & $ | Å |
|-----------------|---|--|--|---|---|--|---|--|---|
| | Order Deta | ils: 501212 | 24 | | | | | | |
| | My Account Order History Return History | Order Date Dec 14, 2022 2.57 pm | Order # 50121224 | Customer PO # UATOOS | Order Type Pickup | Status Picked Up | Print | | |
| | Odde Aneronala Innisio Hintory Pactosee Lists Revenet Hanthoods Hernheur Methoos Restin Denails List Account Denails | Pickup Informatik Pickup Stark Address Unhet Industria (Para, 98 Vanadium Rd Bridgeville, PA 15017 Pickup Dats Dec 14, 2022 7:00 pm | | Contact Informati Lienne Premie 6517 ROUTE 80 JEANETTE, PA 15644 Lienne Nickname Primary Centact Russlei Hicisne Contact Email newloogtester 13@gmai Primary Proto | | Totats Total Bottes Gess Nice Discourts ^ Taxable Anount Tax Order Total | 5 5124.95 -5122.50 5112.45 56.75 5119.20 | | |
| | | Copy to Cart (2) Rem 4291 Jack Daniel's Oi 75044.(1 Joctor) | d No 7 Black Label Tennes 50 90 per curce | Primary Business Phone see Whiskey 30 Proof | Qty (Bottliet) Ordered: 4 Shipped: 1 | 5 \$22.49 Standard Licensee | Excort CSV Item Total \$112.45 | | |
| | | 4293 | d No 7 Green Label Tenne: | ssee Whiskey 80 Proof | Ordered: 6 Shipped: 0 | 5 \$20.69 Standard Licensee | | | |

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

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

| = | CE wholesale | pinot | | | | | | | ⊙ Q JZ : | tek Up Ine Wine & Y O Russet GANT EAG Y In 12 Interns 5259-10 |
|---|--------------|-------|--|--|--|--|--|--|--|---|
| = | | pinot | Order Details My Account Date Jistary Beturn Hotory Order Joseph Details Details Details Details Hotoric Hotois Hotoric Details LiD Account Details | Order Date Die 14, 2022 2.5 pm Pickup Information Pickap Star Aderes Under Modernation Raw, Rings 94 Vanadum Rit Bringwille, RA, 15017 Pickap Date Deck 14, 2022 7.00 pm | Order # 50121224 | Customer PG # LUKTOOS Contact Informatio Leanes Premise 657 ROUTE 50 LEANESTER, ASSA44 Leanes Nickanne Prisary Contact Russet Hustome Contact Email meniologostents / Bigmark.c Prisary Panes Prisary Business Phone | om Qy (Botties | | Pass 5 5124 95 51220 511245 5135 30 5115 30 Passet CEV Rem Total | iatag le nome 6 Y Annuel Gont Luca Y THE 12 hann Control |
| | | | | 750ML (1 bottle) \$0.5 | o 7 Black Label Tennessee V 99 per ounce o 7 Green Label Tennessee V | | Ordered: Shipped: Ordered: Shipped: | 5 10% Applied \$24.99 each 6 \$20.69 Standard Licensee | \$112.45 | |
| | | | | 750ML (1 bottie) \$0.5 | | many or root | anppoo. | \$22.99 each | | |





7. Click **Continue to Checkout**.

| = | CPERATIONS | pinot | | | | | ⊗ Q | Pick Up Fine Wine & | ✓ O Russet GIANT EAGL ✓ | 12 items \$259.10 |
|-----------------|------------------|---|---|--------------------|---|-------------|--|--------------------------------|----------------------------|-------------------|
| | | | Shopping Cart | | | Ex | port to CSV_Save to Purchase List | Print | | Chat |
| | | | Item | Quantity (Bottles) | Item Price | Total Price | CART SUMMARY 12 B | ottles Y | | _ |
| | | | 4391 Jack Daniel's Old No 7 Black Label Tennessee Whiskey 80 Proof 750H. (1 botto) 1509 per ource Save for Later. 1 Save to Purchase List | - 6 + | \$22.49 Licensee Discount \$24.99 each | \$134.95 | Discounts ^ -5 | 12 187.88 28.78 59.10 | | |
| | | | 4295 Jack Daniel's Old No 7 Green Label Tennessee Whiskey 80 Proof 700H. (I. bette) 150% per owne Save for Later 1 Save to Parchase List | - 6 + | \$20.69 Licensee Discount \$22.99 each | \$124.15 | Tax 5 Order Total \$2 Continue to Checkout | 15.54 74.64 | | |
| | | | | | | | | | | |
| 1 | | | | | | | | | | |
| LOOP Trainit | FAQ ng Guides | Email <u>800-332-7522</u> , option 5 | | | | | | | | |

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.

| ≡ | CB wholesale | pinot | | | | | | | ⊗Q | Pick Up Fine Wine & Y & GIANT EAGL | ✓ ↓ 12 ltems \$259.10 |
|---|--------------|-------|-----------------------------------|--------------------------|--------------------|----------------|---|----------------|---------------------|---------------------------------------|--------------------------|
| | | | | | | | | | | | |
| | | | | | | | | CART SUMMARY | 12 Bottles Empty | | |
| | | | Store Pickup | | | | | Total Bottles | 12 | | 8 |
| | | | | | | | | Gross Price | \$287.88 | | Chat |
| | | | Store ID 0222 | | | | | Discounts ^ | -\$28.78 | | 0 |
| | | | United Industrial Park | | | | | Taxable Amount | \$259.10 | | |
| | | | Bridgeville, PA, 15017 | | | | | Tax | \$15.54 | | |
| | | | Change Store | | | | | Order Total | \$274.64 | | |
| | | | | | | | | Place Order | | | |
| | | | Pickup Date and Ti | ime | | | | | | | |
| | | | Tickup Date and Ti | line | | | | | | | |
| | | | Date | | | | | | | | |
| | | | Thu, Jan 19 Today Fri, | ri, Jan 20 Sa | at, Jan 21 | Sun, Jan 22 | | | | | |
| | | | Time | | | | | | | | |
| | | | 6-7pm | | | | | | | | |
| | | | 7-8pm | | | | 1 | | | | |
| | | | | | | | | | | | |
| | | | 8-9pm | | | | | | | | |
| | | | 9-10pm | | | | | | | | |
| | | | Note: Times are not guaranteed. W | We will email you when y | our order is ready | | | | | | |
| | | | Payment | | | Change Payment | | | | | |
| | | | Payment Method | | | | | | | | |





9. Click **Place Order**.

| pinot | | | | | | ⊗ Q | $\label{eq:rescaled} \begin{array}{c} \mathcal{T} & \mbox{Plick Up} \\ \mbox{Fine Wine 8} & \\ \end{array} & \begin{array}{c} \mathcal{S} & \mbox{Russel} \\ \mbox{GIANT EAGL} & \\ \end{array} \\ \end{array}$ | Å |
|-------|--|--------------------------|---------------------------|----------------|-----------------------------------|----------------------|---|---|
| | | | | | CART SUMMARY | 12 Bottles Empty | | |
| | Store Pickup | | | | Total Bottles | 12 | | |
| | Store ID 0222 | | | | Gross Price Discounts ^ | \$287.88 -\$28.78 | | |
| | United Industrial Park Bridgeville, PA, 15017 | | | | Taxable Amount | \$259.10 | | |
| | Change Store | | | | Tax Order Total Place Order | \$15.54 \$274.64 | | |
| | Pickup Date a | nd Time | | | | | | |
| | Date | | | | | | | |
| | Thu, Jan 19 Today | Fri, Jan 20 | Sat, Jan 21 | Sun, Jan 22 | | | | |
| | Time | | | | | | | |
| | 6-7pm | | | | | | | |
| | 7-8pm | | | | | | | |
| | 8-9pm | | | | | | | |
| | 9-10pm | | | | | | | |
| | Note: Times are not guar | inteed. We will email yo | u when your order is read | ly. | | | | |
| | Payment | | | Change Payment | | | | |
| | Payment Method | | | | | | | |

An Order Confirmation will appear.

| = | wholesale | pinot | | | | | | ⊗ Q | $\mathcal{T}_{\text{InterWine $\delta_{}$}} \lor \ \ \ \ \ \ \ \ \ \ \ \ \$ | Ĵ |
|---|-----------|-------|---|---------------------------|--|--------------------|--|---|---|---------|
| | | | Order Conf | | is ready for pickup. Customer PD # | Order Type | Status | Print | | () Chat |
| | | | Jan 19, 2023 3.15 pm Pickup Information Pickup And Address Unidel Instantia Park, Biog D 99 Vansulum 4, 5027 Pickup Data Jan 19, 2023 6.00 pm | 50140719 | Contact Information License Nemiae 6357 R076 50 EANNETTE / J. 1544 License Niconame Primary Canada Canada Thatina Canada Thatina Canada Thatina Canada Thatina Canada Thatina Canada Thatina Canada Ca | Pictup | Penning approvel. Totals Totals Grass Hice Discounts Texania Amount Tex Grader Teals | 12 528788 -\$28.78 5259.10 \$1554 \$274.64 | | |
| | | | Ham 4391 Jack Daniel's Old No 7 Black Label T 75046, (1 bottle) i \$0.99 per ounce | nnessee Whiskey 80 Proof | | Qty (Bottics) 6 | Unit Price \$22.49 Licensee Discourc \$24.99each | item Total \$134.95 | | |
| | | | 4293 Jack Daniel's Old No 7 Green Label 1 | ennessee Whiskey 80 Proof | | 6 | \$20.69 Licensee Discount \$22.99each | \$124.15 | | |

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





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 <u>LOOP</u>, enter valid login credentials, then **Sign In**.

| UCE wholesale OPERATIONS LICENSEE ONLINE ORDER PORTAL | |
|---|--|
| Email Address | |
| Password | |
| Sign in Forgot Password? Need Access? Gall 217.555.9876 | |
| | |





2. Click the dropdown next to the <u>Shopping Cart</u>, then select **Order Approvals**.

| E Votesale Search | | | Q Traiter Drop C Russel The GUNT_ V |
|---------------------------|--|--|--|
| Welcome to Licensee On | line Order Portal | a rice day | Welcome, Russel × THE GUNT COMPANY LLC-87006 8 Drider History 0 Beturn History 0 Drider Asservatis 0 |
| | Upcoming Orders Trailer Drep 50100279 \$10,297,48 | For Your Approval | Invoice History Purchase Lists Payment Methods Members Vitrolocs |
| | Pick Up Fri Nov4 11685 Bustleton Ave | Submitted by Yanger on Oct 21 at 3x47 pm | Profile Details LID Account Details Storn Out |
| | Processing Shipped Delivered Puddiliment Date: Fri Nov 4 Thu Nov 3 Thu Nov 3 View Order History > Purchase Lists | | eject |
| | List Name 🌣 🛛 Last Medified 🖗 | 50060369 > | \$381.5 |

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

| CE wholesale | Search | | | | | | | | Q [11] | Trailer Drop \sim C | C Russel V THE GIANT V | Å |
|--------------|--|---|----------------------|------------------------|-----------------------------|--------------|---------------------------------|----------|----------------|-----------------------|---------------------------|---|
| | Home > Order Approvals Orders Fo | r Approv | al : | | | | | | | | | |
| | My Account Order History Beturn History Order Approvals | Search | er Number, First | Name or Last P | lame. | Date Fr | em III | Date To | Search | | | |
| | Involce History Purchase Lists Payment Methods Members | Order Date 🗢 Oct 21, 2022 3:47 pm | Order # 0 | Qty 51 Cases | Total \$16,341.91 | Payment | Submitted By 🗘 RandyG Yarger | ie Ie | Reject Approve |] | | |
| | Vendors Profile Details | Sep 2, 2022 10:34 am Aug 30, 2022 | 50060496 | 8 Bottles | \$71.17 | Pay In Store | Penn State | | Reject Approve | | | |
| | LID Account Details | Aug 30, 2022 2:22 pm | 50060425 50060414 | 3 Bottles 6 Bottles | \$54.35 \$66.09 | Pay In Store | Russel Hulstine Penn State | | Reject Approve | | | |
| | | Aug 30, 2022 2:18 pm | 50060413 | 5 Bottles | \$66.77 | Pay In Store | Penn State | | Reject Approve | | | |
| | | Aug 30, 2022 1:26 pm | 50060405 | 6 Bottles | \$69.73 | Pay In Store | Penn State | | Reject Approve | | | |

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.





Reject

- Search Q Trailer Drop V & Russel THE GIANT ... V Home > Order Approvals Chat Orders For Approval : My Account Search Order History Ē Return History Search by Order Number, First Name or Last Name Order Approvals Involce History Purchase Lists Qty Payment Methods Nov 22, 2022 3:14 pm 1 Bottle \$12.40 Pay In Store 50120391 Russel Hulstine Members Vendors Nov 22, 2022 3:13 pm \$33.37 Pay In Store Reject Approve 50120362 3 Bottles Russel Hulstine Profile Details LID Account Details Nov 22, 2022 12:13 pm \$20.97 Pay In Store 50120 2 Bottles Russel Hulstine Reject Nov 22, 2022 11:21 am Reject Approve 50120358 2 Bottles \$41.01 Pay In Store Russel Hulstine Nov 14, 2022 4:21 pm 50102-30 Bottles \$562.58 Pay In Store RandyG Yarger Reject Approve Oct 21, 2022 3:47 pm 50100149 51 Cases \$16.341.91 Ø RandyG Yarger Reject Approve Sep 2, 2022 10:34 am 🏦 🊥 tore 📝 5006 8 Bott \$71.17 Penn State Reject Approve Aug 30, 2022 3:45 pm Reject Approve Pay In Store 50060425 3 Bottles \$54.35 Russel Hulstine
- 1. Select **Reject** for an order the user does not want to approve.

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

| E Starch | | | | | | | ٩ | Trailer Drop V S Russ | Kel GGANT V 🕞 |
|----------|---|---|---|---|--|--|--|-----------------------|------------------|
| | Conser Approvalis Orders For App My Account Order History Seree | | | | Date From | n Date T | · | | Chat |
| | Brituri Selatory Order Approvals Search Instale Hallowy Parchase Laion Hermitel Selations Hermitel Selations | Add optional cor Comment 2022 0 2,0022 0,/300 characters 2,0022 | Comment | | tor to see. | optional Reject Order | Cent Search Cent Search Roter: Approx Roter: Approx | | |
| | 1213; Nov 22 11211 1221 12212 12212 1221 1221 12 | 2022 50120358 m 50102460 2022 50100149 m 50060496 | 2 Bottles 30 Bottles 51 Cases 8 Bottles 3 Bottles | \$41.01 \$5562.58 \$16.341.91 \$71.17 \$54.35 | Pay in Store Pay | Russel Huistine RandyG Yarger RandyG Yarger Penn State Russel Huistine | React Approx React Approx React Approx React Approx | | |

