

Licensee - View Placed Orders and Details in LOOP Quick Reference Guide

Introduction

All personnel added to the profile for a licensee will be assigned the Buyer role and will be able to manage orders within the Pennsylvania Liquor Control Board's (PLCB) Licensee Online Order Portal (LOOP).

This course focuses on the Licensee Buyer role and the associated ability to view placed orders and order details.

Key Functions

LOOP will retrieve all placed orders for your account from PLCB systems. LOOP will then present the orders to you in a single ordered list. After LOOP has retrieved your orders, you will be able to select an order and view the details.





View placed orders and order details in LOOP

Link to eLearning video: Licensee - View Placed Orders and Details in LOOP

1. Navigate to <u>LOOP</u>, then click **Sign in**.

Wholesale	
LICENSEE ONLINE ORDER PORTAL	
Email Address	
Password	
0	
Sign in	
Enropt Pacoward2 Need Access? Call <u>717.555.9876</u>	

2. Click the Dropdown Arrow for the licensee.

	Search		Q Brick Up Fine Wine & V Karthik ABC LIQUOR V	1 items \$9,999.99				
			Welcome, Karthik	×				
Welcome to		ABC LIQUOR LLC-95348	767					
License	e Online Order Portal		Order History	<u>_CB+</u>				
			Return History					
/	Coodile Cood ### 0110 over	Vilag coop Update Card	Order Approvals					
	Credit Card Officer	anng soon. <u>Opposte carb</u>	Invoice History					
			Purchase Lists					
11,	acoming Orders	For Your Approval	Payment Methods	Pick Upp Fine Wine & Karthik Karthik CR R LLC-95348 767 7022 CR Vovals Istery Lists Methods tails				
0,			Members					
			Vendors					
			Profile Details					
	There are no upcoming orders to display.	There are no orders	LID Account Details					





3. Click Order History.

	holesale PERATIONS	Search		Q D Pick Up Sine & V S Karthik ABC LIQUOR V	1 items \$9,999.99				
Welco	ome to ensee	Online Order Portal	Welcome, Karthik X ABC LIQUOR LLC-95349 Oxder History						
	<	Credit Card **** 0110 exp	iring soon. <u>Update Card</u>	Order Approvals Invoice History Purchase Lists					
L ₂	Upce	oming Orders	For Your Approval	Payment Methods Members					
		There are no upcoming orders to display.	There are no orders	venoors Profile Details LID Account Details					

Note: The lower portion of the window will automatically populate with your recent order history.

4. Click an order number that populates in the lower portion of the window to view the details of that order. Alternatively, search for a specific order by entering an order number in the upper search bar, then click **Search**. Once the order appears, click on the order number to view the details.

≡	wholesale operations	Search						Q	$\label{eq:pickup} \begin{array}{c} \mbox{Pickup} \\ \mbox{Fine Wine δ_{\dots}} \end{array} \hspace{0.5cm} & \mbox{Abc Liquor.} \end{array}$. ∼
	<u>Home</u> > 0	Order History								
			Search Search by Orr or Order Stat	der Number, Custo us	mer PO Number, Item	Number, Order	Date From	Date To	Search	
			Order Date 🌲	Order 🌲	Customer PO#	Qty	Total	Status 🖨		
			Apr 6, 2022 9:1 am	<u>o30005</u>	3210073	2	\$19999.98	Submitted	Add All Items to Cart + Save to purchase list	

The order details for the order will populate.





wholesale OPERATIONS	Search				Q	₽ Pick Up Fine Wine & ~	ABC LIQUOR	
Home > Order	History > Order Details							
Order History Return History Order Approvals	Order Date Apr 6, 2022 9:1 am	Order # o30005	Customer PO #	Order Type pickup		Status SUBMITTED	Print	
Invoice History Purchase Lists Payment Methods Members Vendors Profile Details LID Account Detai	Pickup Information Pickup Store Address 102 Four Coins Drive, PA, 15317 Pickup Date Apr 12, 2022		Contact Information License Premise 1424-26 POTOMAC AVE, PA, 15216 License Nichame 1424-26 POTOMAC AVE Primary Contact Karthik Ramachandra Contact Email kramachandra85+pulicadmin@gmail.com Primary Phone Primary Business Phone		Totals Total Bottles Gross Price Taxable Amount Tax Order Total		2 \$19999.98 \$19999.98 \$0 \$19999.98	
	Copy to Cart			Qty (Bottles)		Unit Price	Export CSV Item Total	
	000007882			Ordered: 2 Shipped: -		\$9,999.99	\$19999.98	
	Need to return somethir Pickup items can be returned a	ng? at the store.						

