

## 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.

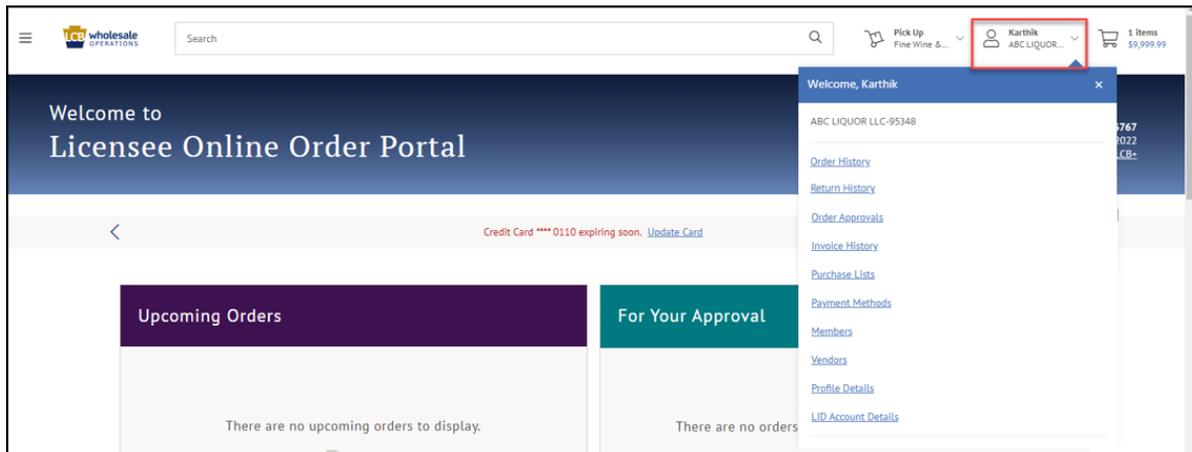
## View placed orders and order details in LOOP

Link to eLearning video: [Licensee - View Placed Orders and Details in LOOP](#)

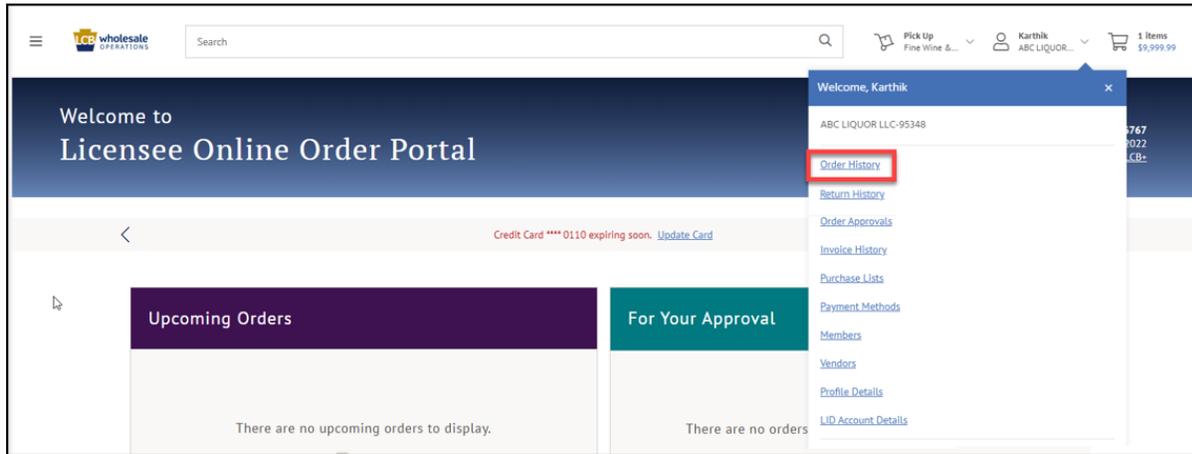
1. Navigate to LOOP, then click **Sign in**.



2. Click the **Dropdown Arrow** for the licensee.

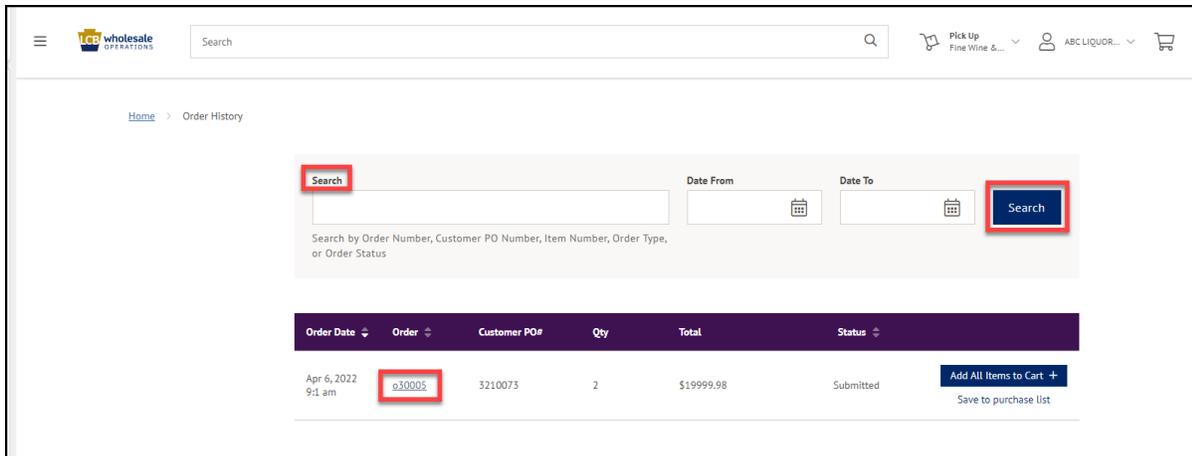


3. Click **Order History**.



**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.



*The order details for the order will populate.*

Pick Up  
Fine Wine &...

Karthik  
ABC LIQUOR...

[Home](#) > [Order History](#) > Order Details

## Order Details: o30005

[Print](#)

[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
Apr 6, 2022 9:1 am	o30005		pickup	SUBMITTED

**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 Nickname**  
1424-26 POTOMAC AVE

**Primary Contact**  
Karthik Ramachandria

**Contact Email**  
kramachandra85+pulicadmin@gmail.com

**Primary Phone**

**Primary Business Phone**

**Totals**

Total Bottles	2
Gross Price	\$19999.98
Taxable Amount	\$19999.98
Tax	\$0
<b>Order Total</b>	<b>\$19999.98</b>

[Copy to Cart](#)

[Export CSV](#)

	Item	Qty (Bottles)	Unit Price	Item Total
<input type="checkbox"/>	000007882	Ordered: 2 Shipped: -	\$9,999.99	\$19999.98

**Need to return something?**  
Pickup items can be returned at the store.