

Permittee – Completing the Bulk Purchase Form in LOOP Quick Reference Guide

Introduction

Below is a summary of all steps that must happen, in the following sequence, to complete a Bulk Purchase Form using the Pennsylvania Liquor Control Board's Licensee Online Order Portal (LOOP).

1. Bulk Purchase (BP) and Alcohol Non-beverage (AN) permit holders will receive an email containing a link to LOOP. When you receive this email, log in to the system and reset your password. This is a one-time process. After setting up your login credentials, you will be able to begin using the system to log bulk purchase requests.
2. Log in to LOOP. At login you will be presented with the Bulk Purchase Form. Complete and submit the form online. Payments will continue to be processed the same way they are today. Submit a check or money order manually. Payments will be processed monthly by the PLCB Accounting group.
3. The Special Order (SO) Team will review and approve submitted Bulk Purchase Forms. Once a Bulk Purchase Form is approved, the SO Team will forward the information to the indicated supplier.
4. The bulk purchase transaction can now be completed between the BP or AN permit holder and the supplier.

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Glossary

Acronym	Meaning
AN	Alcohol Non-beverage Permit
BP	Bulk Purchase Permit
LOOP	Licensee Online Order Portal
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
SO	Special Order

Complete Bulk Purchase Form in LOOP

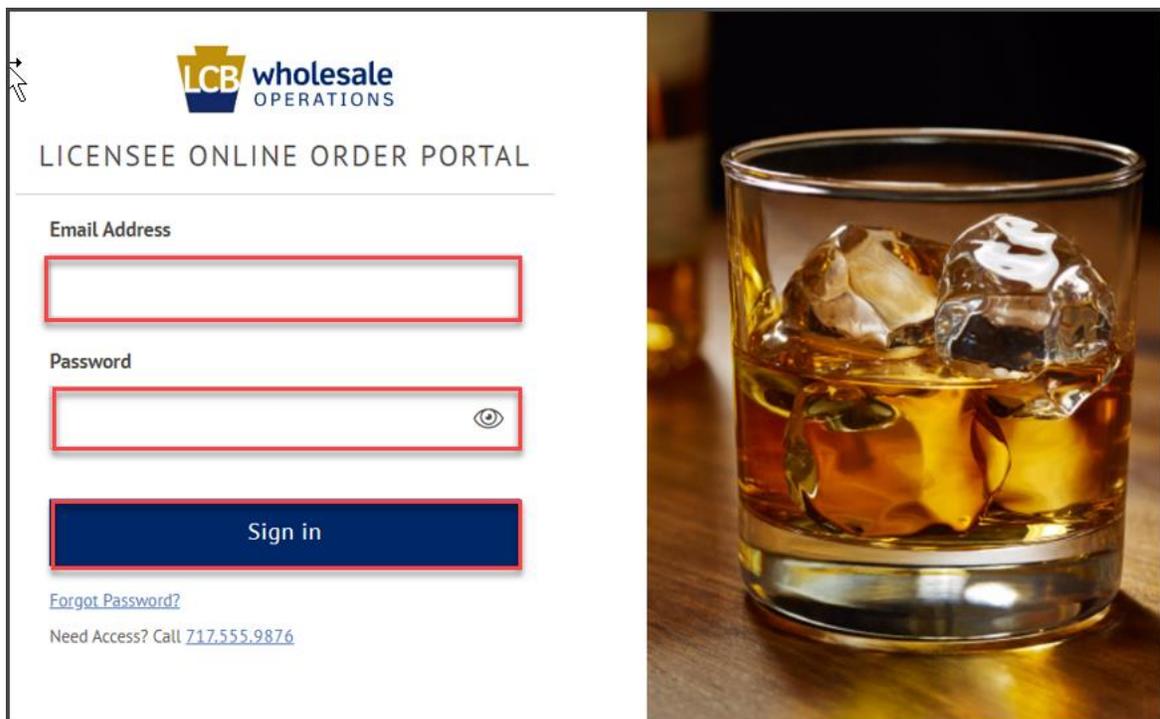
Link to eLearning Video: [Permittee - Completing the Bulk Purchase Form in LOOP](#)

BP and AN permit holders are now able to complete the bulk purchase form online. Once submitted, the SO Team at the PLCB will review and approve the bulk purchase request and forward the approved form to the supplier so that the transaction can be completed.

This process is very similar to the current process for bulk purchases, except that the form will be completed online in LOOP rather than being submitted via email.

Note: Payments will continue to be processed manually. Submit a check or money order to the PLCB. Payments will be processed by the PLCB Accounting group monthly.

1. Log in to the [Licensee Online Order Portal](#) (LOOP) with registered credentials. Click **Sign in**.



The Bulk Purchase form will display with the permit holder information populated at the top of the form.

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2. Enter the following fields:

Field Name	Field Type	Input	Instructions
Vendor Email*	Text	User	Enter the Vendor Email address.
Vendor Name*	Text	User	Enter the Vendor Name.
Vendor Address*	Text	User	Enter the Vendor Address.
PO# Sent to Vendor by Permittee	Text	User	Optional. Enter the PO number sent to the Vendor.
Containers*	Number	User	Enter the number of units of product that are being ordered.
UOM*	Text	User	Enter the unit of measure (barrel, case, etc.) for the item being purchased.
Class of Merchandise*	Text	User	Enter the product that is being ordered. This may be a vendor product number and/or a detailed description of the item being ordered.
Carrier Name	Text	User	Optionally, enter the name of the carrier that will deliver the order.
Delivery Point	Text	User	Optionally, enter the point of delivery for the order (loading dock 3).
Signature*	Text	User	Enter the name/signature of the person at the Permittee company authorized to purchase the product.

Note: Fields marked with an asterisk are mandatory, therefore a value must be present.


BULK PURCHASE ORDER

Required *

NEW COVENANT FARM LLC-107948
evantrump+plcb13@gmail.com
BP48126
6725 ROUTE 25, GRATZ, PA 17030

Vendor Email *

Approval notifications will be sent to this email address.

Vendor Name *

Enter the vendor email address and name that the bulk order will be placed with.

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Vendor Address *

P.O.# Sent to Vendor by Permittee optional

Products
Enter type and size of container and alcohol proof and type

Containers *	UOM *
<input type="text" value="1"/>	<input type="text"/>

Class of Merchandise *

[+ Add another](#)

Enter the vendor's physical address, and optionally add the PO number you are using internally for the purchase. Enter your items by indicating the number of units, unit of measure (gallons, barrels, etc.) and item number/item description.

Note: If more than one item is being ordered, use the **+Add another** link to add another line to the form and continue entering your items.

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Carrier Name	optional
<input type="text"/>	
0 / 150 characters	
Must be licensed for transportation of alcohol or liquor.	
Delivery Point	optional
<input type="text"/>	
0 / 150 characters	

Optionally, enter the carrier's name and instructions for where the order should be delivered.

Signature *
<input type="text"/>
Service Charges for Approval
<hr/>
Alcohol
Service charge of five dollars (\$5.00) must accompany each order placed with distillers outside of Pennsylvania by BP and AN permittees.
Liquors and Wines
Service charge of five dollars (\$5.00) must accompany each order.
<input type="submit" value="Submit"/>
Log Out

Sign the document by entering the name of the person as the Permittee authorized to purchase the product. Click the **Submit** button to send the completed form to the SO Team at the PLCB for review and approval. Once the form has been submitted, the SO Team will review the form, and send it to the vendor when it has been approved as authorization of the transaction.

Note: Payments will continue to be processed manually. Submit a check or money order to the PLCB along with a copy of your request form to facilitate matching the payment with the correct request form. Payments will be processed by the PLCB Accounting group monthly.

Enter another bulk purchase order or click the **Log Out** link to exit LOOP.