Supplier – Create and Submit Items in Oracle Supplier Portal Quick Reference Guide

Introduction

The new Oracle Supplier Portal allows suppliers to the PLCB of spirits, wines, consumables and accessories to initiate item creation and make updates to items.

This Quick Reference Guide (QRG) shows suppliers how to use the new Supplier Portal to submit requests for stock items stored in a PLCB distribution center (DC) and for direct store delivery (DSD) items sent directly to Fine Wine & Good Spirits stores.

For instructions regarding entering Special Order (SO) items, refer to the Supplier - Create and Submit Special Order Items in Oracle Supplier Portal QRG.

Before You Begin

There are two prerequisites to creating items in the Supplier Portal. First, you must register with the PLCB as a supplier. Second, your items must have gone through the negotiation process and been agreed to by PLCB Product Management. You do not have to wait for PLCB Board approval to enter and save your items but should wait until the negotiation is complete before submitting items to ensure negotiation information is in the system.

More information regarding these PLCB policies and procedures can be found on the PLCB website, lcb.pa.gov, under the Suppliers tab.

Important Terminology

The items you supply to the PLCB are organized into a hierarchy to support purchasing transactions, inventory management and shipping. Understanding the terminology below will help you when creating items in the Supplier Portal. Also, please review the Attribute Definitions at the end of this document for more information about the fields in the system.

Parent Item

The first level of the hierarchy represents a sellable and orderable item and is referred to as the Parent Item. These are typically quantified and considered in eaches or units. For example, a Parent Item can be a single item or a multi-pack sold as a single unit.

There are several barcode types and numbers that identify Parent Items in the Oracle Supplier Portal, and you will supply one of these when submitting item requests. Most often this will be a 12-digit Universal Product Code or UPC-A. As you will see in the steps, the field is called "UPC Type." However, the following numeric barcode types are available in the Oracle Supplier Portal:

- EAN13, which is the European Article Number (EAN) and 13 digits, more common on European items.

- EAN8, which is the EAN, based on EAN13, 8 digits, more common on European items and designed to be shorter to fit on smaller items.

- ISBN10, which is the International Standard Book Number (ISBN) 10 and 10 digits, commonly used on books and not typically used at the PLCB.

- ISBN13, which is the ISBN 13, 13 digits and the newer version of ISBN10. This is not typically used at the PLCB.

- UPC-A, which is the Universal Product Code (UPC) often associated with consumer products in North America. This number is the preferred type for the Parent Item and is 12 digits.

- UPC-E, which is the UPC E and 8 digits with the first value as zero and the last value as the check digit, like the UPC-A. The 6 digits in between represent a "suppressed" version of the UPC-A, designed to be shorter to fit on smaller items, such as mini bottles. The Oracle Supplier Portal requires all 8 digits when UPC-E is the barcode type.

While the field containing the barcode number in the Oracle Supplier Portal is labeled "Supplier UPC," you will enter the corresponding number to the barcode type as described above.

Supplier Shipping Container Code (SCC)/Global Trade Item Number (GTIN) Item

The second level of the hierarchy represents the physical product case, which contains the sellable Parent Item. This level is a way to track cases including multiples of the Parent Item under one item number. Once you submit a Parent Item, you can create a Supplier SCC/GTIN item request immediately thereafter. When you submit a Supplier SCC/GTIN, you will again provide the same value for "Supplier UPC" you provided for the Parent Item, as well as the Supplier SCC/GTIN number.

When PLCB processes the item, the system will link the two items using the Parent Item barcode type and number provided. DSD items do not have an associated Supplier SCC/GTIN.

Other System Numbers

After items are submitted in the Oracle Supplier Portal, the Parent and Supplier SCC/GTIN items are each assigned a 9-digit PLCB item number, which is how the PLCB commonly refers to the items in the system, although these numbers will not be visible in the Manage Products area of the Oracle Supplier Portal.

The 9-digit item number will also be exposed on FWGS.com and the Licensee Online Order Portal (LOOP). LOOP will also feature Supplier SCC/GTIN numbers for Licensee Delivery Program (LDP) customers.

Item Entry Process Overview

The Oracle Supplier Portal supports the creation of both Parent and Supplier SCC/GTIN items described above. System attributes – or fields – provide a way to record specific item information to pass along to the PLCB. This document is organized so that the user can follow steps that apply to all Parent Items, then to the section with the steps to enter attributes for a specific type of Parent Item (spirits, wines, consumables or accessories).

In most cases, users will first follow the steps to enter a Parent Item (for example, stock wines or spirits), add document attachments and bottle images, then create the Supplier SCC/GTIN for the associated Parent Item.

For example, when creating an item request for a wine, you will enter basic information for the Parent Item using these instructions. You will then follow the steps in Create Wines Parent Item, after which you will follow the steps to Add File Attachments and Item Images and submit the item. Once the Parent Item is submitted, you will enter basic information for the related Supplier SCC/GTIN using these instructions, then follow steps in Create Wines Supplier SCC/GTIN and submit the item.

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Glossary

| Acronym	Meaning
ABV	Alcohol by Volume (as a percentage of total volume)
COLA	Certificate of Label Approval
DC	Distribution Center
DD	Vendor Domestic Direct
DSD	Direct Store Delivery
EAN	European Article Number
GTIN	Global Trade Item Number
INTC	International Consolidator
ISBN	International Standard Book Number
LWH	Length, Width, Height
PDH	Product Data Hub
PLCB	Pennsylvania Liquor Control Board
POS	Point of Sale
QRG	Quick Reference Guide
RTD	Ready-to-Drink
SCC	Shipping Container Code
SO	Special Order
SBS	Step by Step
TTB	Alcohol and Tobacco Tax and Trade Bureau
UOM	Unit of Measure
UOP	Unit of Purchase
UPC	Universal Product Code
WMS	Warehouse Management System

Create Parent Item (Oracle Supplier Portal)

Link to eLearning video: Supplier - Create and Submit a Stock Parent Item in Oracle Supplier Portal

1.   Log in to the Oracle Supplier Portal:

      a. Enter **User ID**
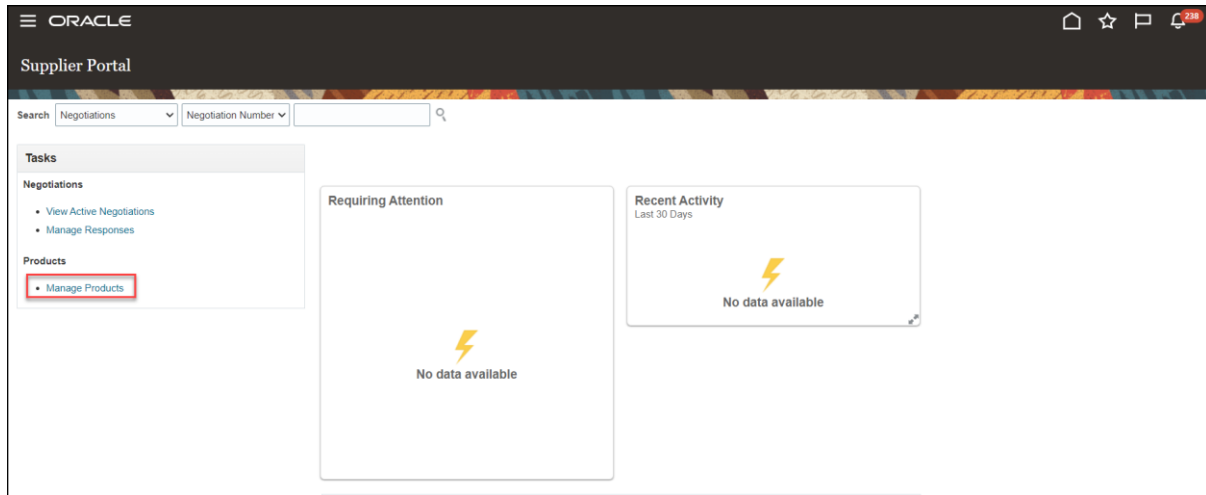   b. Enter **Password**
      c. Click **Sign In**

2.   Navigate to the Welcome Springboard.
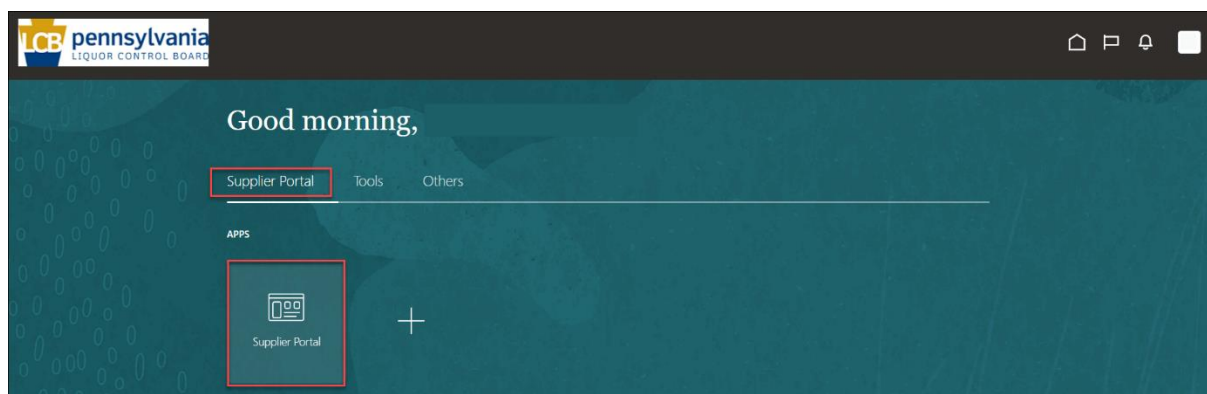
3.   Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
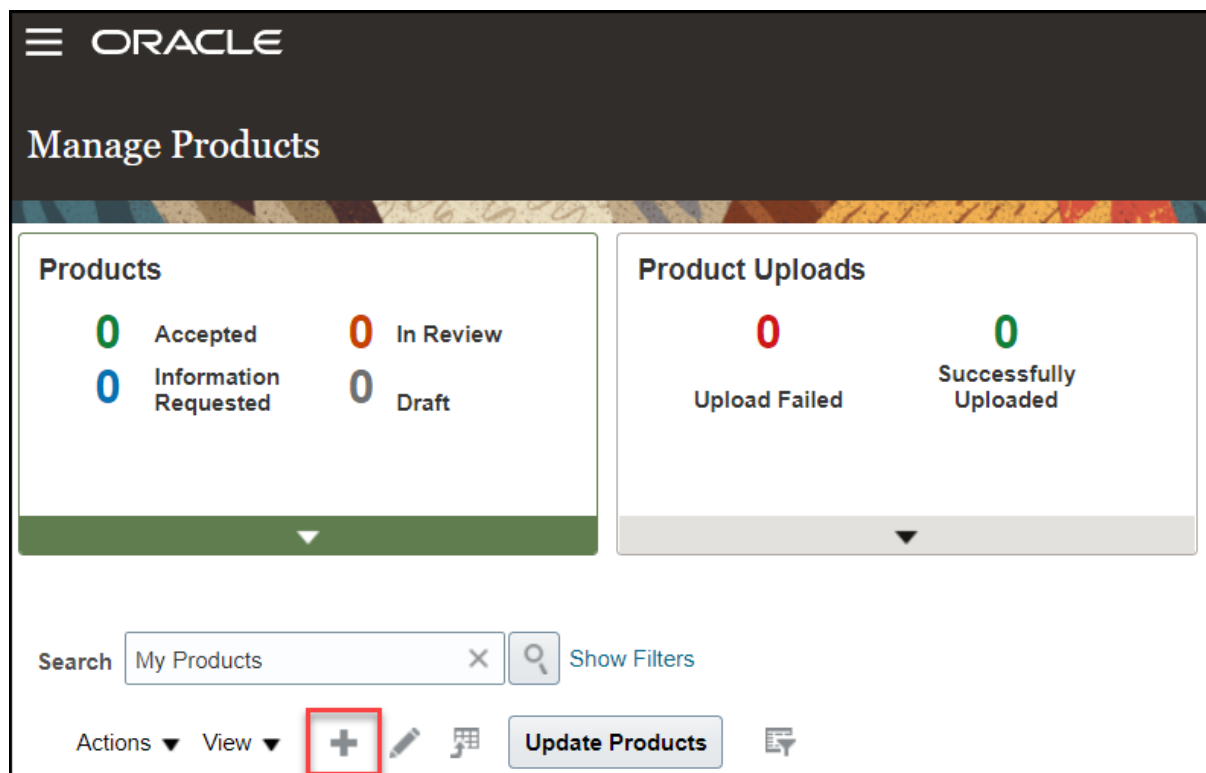
4. Click the **Manage Products link** on the <u>left side of the screen</u> under the <u>Products Heading</u>.

Note: You may need to scroll down through headings to see Manage Products > Manage Products.

The <u>Manage Products screen</u> will appear.

5. Click **+ Icon (Create)**.

The <u>Create Product screen</u> will appear.

6.   Select [Category] for the Parent Item from the dropdown menu in the
       Category Box using the following guidelines:

Category	Use when the item is …
Parent Spirits	Vodka, gin, rum, whiskey, tequila, scotch, liqueur, cordials and others.
Parent Wines	All types of wine, including red, white, rosé, sparkling, dessert and others.
Parent Accessories	Corkscrews, bottle toppers, wine bags, glassware, barware and others.
Parent Consumables	Non-alcoholic items and cocktail garnishes such as olives, cherries, salt and others.

Notes: Values within dropdown fields display alphabetically, with only the first 10 values appearing in the dropdown list. Click "Search" to see more options. See the Search Attributes in Oracle Supplier Portal section for more information on how to search within dropdown fields.

Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Attribute Groupings

Attributes — or fields — are organized in groups by category and differ by the category selected. For example, if you choose Parent Wines, only the fields for that category will appear. If you select Parent Spirits, a different set of fields appears. Refer to the screenshots on the next two pages for the order in which fields are grouped and the table that follows to show which groups appear for which category.

Click the triangle icon to the left of each group to expand or collapse the group of fields.

Parent Spirits Attribute Groupings

Attributes for Parent Spirits are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Negotiation Details

▸ Pack Attributes

▸ Selling Unit Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Beverage Ratings

▸ Global Attributes

▸ Geographical Attributes

▸ Organic Attributes

▸ WMS Attributes

▸ Spirit Attributes

Parent Wines Attribute Groupings

Attributes for Parent Wines are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Negotiation Details

▸ Pack Attributes

▸ Selling Unit Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Beverage Ratings

▸ Global Attributes

▸ Geographical Attributes

▸ Organic Attributes

▸ WMS Attributes

▸ Sparkling Wine Attributes

▸ Wine Attributes

Parent Accessories Attribute Groupings

Attributes for Parent Accessories are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Pack Attributes

▸ Selling Unit Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Geographical Attributes

▸ Global Attributes

▸ Organic Attributes

▸ WMS Attributes

Parent Consumables Attribute Groupings

Attributes for Parent Consumables are grouped as shown below.

▸ Formatted Description

▸ Pack Attributes

▸ Selling Unit Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Geographical Attributes

▸ Global Attributes

▸ Organic Attributes

▸ WMS Attributes

Attribute Group Matrix

Attribute Group	Spirits	Wines	Accessories	Consumables
Product Type Attributes	X	X	X	
Negotiation Details Attributes	X	X		
Pack Attributes	X	X	X	X
Selling Unit Attributes	X	X	X	X
UPC Attributes	X	X	X	X
Beverage Attributes	X	X	X	X
Beverage Rating Attributes	X	X		
Global Attributes	X	X	X	X
Geographical Attributes	X	X	X	X
Organic Attributes	X	X	X	X
WMS Attributes	X	X	X	X
Spirit Attributes	X			
Sparkling Attributes		X		
Wine Attributes		X		

7. Enter the **Universal Product Code (UPC) Number** for the Parent Item in the Product Box.

Notes: Do not copy and paste into Oracle Supplier Portal fields. Doing so may cause an unexpected result and delay your submission.

The UPC must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). You will enter this same number in the Product Supplier UPC field later in the steps and again if creating an associated Supplier SCC/GTIN. It is expected that these fields contain the same number and match.

Ensure there are no trailing spaces in any fields.

8. Enter the **Description** (or name of the item) according to the PLCB naming convention in the E-commerce Policies and Procedures for Vendors document.

Notes: Use only alphanumeric characters in the description field. Do not use any special characters such as the percent symbol (%), ampersand (&), asterisk (*) or others.

Expert reviews will be added in step 10. A field to add tasting notes is included within the Global Attributes Section for each item type.

Click and drag the triangle in the lower right corner of the field to resize the box to see more content if necessary.

9.   Select **Each** from the dropdown menu in the <u>Primary Unit of Measure Box</u>.

Note: Disregard and do not enter Pack Type, Global Trade Item Number, GTIN Unit of Measure, Manufacturer Part Number and Manufacturer Name fields. The PLCB does not use these fields.

10.   Enter an expert review, if your product has one, in the <u>Formatted Description
        Box</u>.

11.   Click **Save** any time after completing steps 1 through 10 to save your work.

12.   Go to one of the sections below for the item you are entering:

    - Create Spirits Parent Item
    - Create Wines Parent Item
    - Create Consumables or Accessories Parent Item

Create Spirits Parent Item

1.   Complete the fields in the <u>Product Type Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select one of the spirits types: • Brandy-Cognac • Cocktails • Gin • Grain alcohol (permit only) • Liqueur-cordials • Rum • Tequila • Vodka • Whiskey
Product Sub Type*	Dropdown	User	Select from available options, which display based on the type of spirits selected from the Product Type. Note: Gin, grain, vodka and rum product types have only one value available in the product sub-type field.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

2.   Complete the fields in the <u>Negotiation Details Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Negotiation Number*	Dropdown	User	Select the negotiation number for the item. Note: Click "Search" to see more negotiation numbers for your company.
Negotiation Line Number*	Dropdown	User	Select the line number from the list for the item you are requesting. Note: You will see an item description associated with a line number in the dropdown.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: The negotiation number and negotiation line number values will be available once PLCB publishes the negotiation.

3.   Complete the fields in the <u>Pack Attributes Section</u>:

Note: These fields apply to a case (also referred to as pack or carton) of the individual items.

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the item. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the Parent Item.

Field Name	Field Type	Input	Instructions
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Parent Item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.
Units Per Inner*	Number	User	Disregard and do not change the default for the Parent Item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: All measurements entered should have a corresponding UOM. For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

4.   Complete the fields in the <u>Selling Unit Attributes Section</u>:

Note: These fields apply to one individual unit of the item. This is commonly referred to as "each" or "eaches."

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters.
Selling Unit Length*	Number	User	Enter the unit's length (measure front to back between the bottle's longest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the length of the collar (widest part of the bottle).
Selling Unit Height*	Number	User	Enter the unit's height (measure bottle from top to bottom) in inches.
Selling Unit Width*	Number	User	Enter the unit width (measure bottle left to right between the bottle's widest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the width of the collar (widest part of the bottle).
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).

Field Name	Field Type	Input	Instructions
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume (metric) and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Parent Item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

5. Complete the fields in the UPC Attributes Section:

Field Name	Field Type	Input	Instructions
UPC Type*	Dropdown	User	Select barcode type for the item. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type selected. This is the same number entered in the Product field. You will enter the same barcode number in the "Supplier UPC" field when creating the associated Supplier SCC/GTIN. The UPC must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product).

Field Name	Field Type	Input	Instructions
			Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
UPC Supplier Cost*	Number	User	Enter the agreed upon cost in US dollars. Also referred to as the "unit cost."
Supplier*	Dropdown	User	Select the vendor of record who provides the item to the PLCB.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Notes: Selecting UPC Type without entering the Supplier UPC is considered incomplete.

There is no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

6.   Complete the fields in the <u>Beverage Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Select the flavor for spirits products like rum, vodka and other spirits items or leave blank. If an appropriate option is not in the list, select "Other."
Licensee Only?	Dropdown	User	For regular stock and one-time buy items, leave blank. Select "Licensee Only" to indicate if the item is intended primarily for licensees and not to be stocked at retail, understanding the PLCB cannot restrict sales of the item to licensees and will fulfill any retail sales requests for it. Select "Salesman Sample" if the item is a product sample intended to be consumed at a licensed location for product promotion or marketing or leave blank. Note: If both values apply to the item, once a green checkmark appears in the status column on the Manage Products screen indicating the item was published, you can submit a request to update this value.
Liquid Color*	Dropdown	User	Select the color of the spirits item.
Age	Dropdown	User	Select the age in a number of years old for the spirits item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item or leave blank. If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock spirits item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage

Field Name	Field Type	Input	Instructions
			is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines but also to some spirits. If vintage does not apply to the item, you can leave this field blank. Refer to Attribute Definitions for more information.
Item Qualifier*	Dropdown	User	For stock Parent Items, select "regular item," "One Time Buy" or "One Time Buy — Holiday."
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For Point of Sale (POS)	Dropdown	User	Disregard and do not enter for the Parent Item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Parent Item.
Proof*	Dropdown	User	If the item has both alcohol by volume (ABV) and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Wine ABV*	Dropdown	User	If item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

7.   Complete the fields in the Beverage Rating Attributes Section:

Field Name	Field Type	Input	Instructions
Rating Code 1 Rating Code 2 Rating Code 3 Rating Code 4 Rating Code 5	Dropdown	User	Select critics for products for which access to ratings/reviews are available, mainly luxury products by vintage.
Rating Value 1 Rating Value 2 Rating Value 3 Rating Value 4 Rating Value 5	Dropdown	User	Select the value for the corresponding critic's rating codes supplied in the Rating Code.

◢ Beverage Ratings

Rating Code 1	[▼]		Rating Value 3	[▼]
Rating Value 1	[▼]		Rating Code 4	[▼]
Rating Code 2	[▼]		Rating Value 4	[▼]
Rating Value 2	[▼]		Rating Code 5	[▼]
Rating Code 3	[▼]		Rating Value 5	[▼]

Notes: For any Rating Code selected, you must select an associated Rating Value.

Refer to the Attribute Definitions for an example of how to complete these fields.

8.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the beverage brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Enter the name of the company that makes the item when different from the vendor of record identified in the UPC Attributes group.
Tasting Notes	Text	User	Enter a brief explanation that is helpful to consumers. Identify: 1) Look, 2) Aromas, 3) Taste, 4) Finish, 5) Pairings Click here for the e-commerce policy and procedures related to tasting notes.

Field Name	Field Type	Input	Instructions
			Note: Click and drag the triangle in the lower right corner of the field to resize the box to see more content if necessary.
Short Description*	Text	User	Enter a brief description of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.
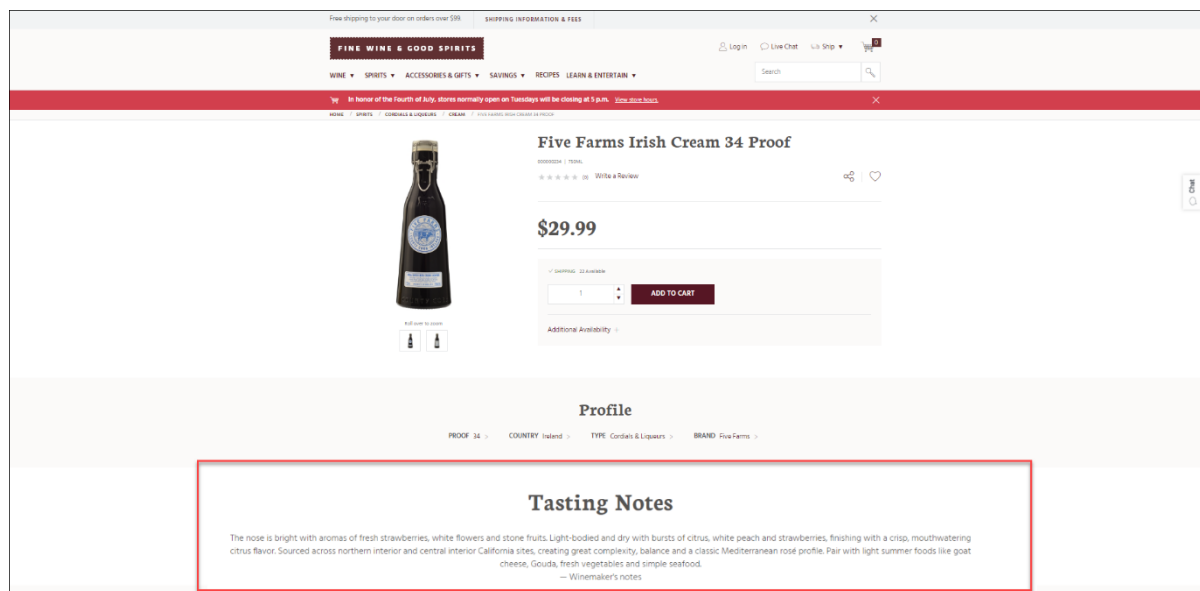

Example tasting notes as displayed on FWGS.com site.

9.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

◢ Geographical Attributes

* Country [_____] ▼   State [_____] ▼

10.   Complete the fields in the Organic Attributes Section:

Field Name	Field Type	Input	Instructions
Organic	Dropdown	User	Select "Organic" or "Organically Grown Grapes" if produced without the use of unnecessary chemicals, such as pesticides.
Biodynamic	Dropdown	User	Select "Yes" or "No" if produced using organic farming with locally sourced material.
Vegan	Dropdown	User	Select "Yes" or "No" if free from animal products.
Sulfite-Free	Dropdown	User	Select "Yes" or "No" if no added sulfites and also has natural sulfite levels below a legally defined threshold.
Sustainable	Dropdown	User	Select "Yes" or "No" if produced sustainably (i.e., minimizing natural resources and conserving energy).
Salmon Safe	Dropdown	User	Select "Yes" or "No" if produced without harming salmon and certified as such.
Fairtrade	Dropdown	User	Select "Yes" or "No" if produced fairly and humanely to meet the internationally recognized Fairtrade standards.
Natural	Dropdown	User	Select "Yes" or "No" if item is produced from naturally derived ingredients.
Gluten Free	Dropdown	User	Select "Yes" or "No" if item is produced from ingredients that do not naturally have gluten in them.

⊿ Organic Attributes

Organic	[▼]	
Biodynamic	[▼]	Salmon Safe [▼]
Vegan	[▼]	Fair Trade [▼]
Sulfite-Free	[▼]	Natural [▼]
Sustainable	[▼]	Gluten Free [▼]

Note: Any attribute above marked as "yes" must be certified by a third party. The certification should be evident either from the attached label images or marketing material.

11. Complete the fields in the <u>WMS Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	User	Disregard and do not enter for the Parent Item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

◢ WMS Attributes

| Temp Control | ▼ | | * Shipping Lane | ▼ |
| High Value | ▼ | | Vendor Number | |

12. Complete the fields in the Spirit Attributes Section:

Field Name	Field Type	Input	Instructions
Spirit Quality	Dropdown	User	Select a value for cognac quality grade and aging or bottled in bond.
Spirit Profile	Dropdown	User	Select a value for taste and flavor or the absence of certain toxic contaminants.

⊿ Spirit Attributes

Spirit Quality [▼]   Spirit Profile [▼]

13. Follow the steps in Add File Attachments and Item Images to include all required documents and item images. This will include documents such as the Alcohol and Tobacco Tax and Trade Bureau (TTB) Certificate of Label Approval/Exemption (COLA). This will also include uploading item images for placement on the PLCB e-commerce website.

14. Click **Submit** in the top right corner after adding the required attachments and images.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

15. If the sellable Parent Item will be ordered for delivery to a DC, follow the steps to Create Supplier SCC/GTIN Item to create the associated Supplier SCC/GTIN item. If this is a DSD item, you do not need to create an associated Supplier SCC/GTIN item and can stop here.

Create Wines Parent Item

1.   Complete the fields in the Product Type Attributes Section:

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select one of the wine types: • Fortified Wine • Other-Dessert Wines • Sparkling Wine • Table Wine
Product Sub Type*	Dropdown	User	Select from available options, which display based on the type of wine selected from the Product Type.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

◢ Product Type Attributes

* Product Type [　　　　　⌄]   * Product Sub Type [　　　　　▼]

2.   Complete the fields in the Negotiation Details Attributes Section:

Field Name	Field Type	Input	Instructions
Negotiation Number*	Dropdown	User	Select the negotiation number for the item. Note: Click "Search" to see more negotiation numbers for your company.
Negotiation Line Number*	Dropdown	User	Select the line number from the list for the item you are requesting. Note: You will see an item description associated with a line number in the dropdown.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

▲ Negotiation Details

| * Negotiation Number | ▼ | | * Negotiation Line Number | ▼ |

Note: The negotiation number and negotiation line number values will be available once PLCB publishes the negotiation.

3.   Complete the fields in the Pack Attributes Section:

Note: These fields apply to a case (also referred to as pack or carton) of the individual items.

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the item. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the Parent Item.
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Parent Item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement

Field Name	Field Type	Input	Instructions
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.
Units Per Inner*	Number	User	Disregard and do not change the default for the Parent Item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.
Height*	Number	User	Enter the number of layers on the pallet.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: All measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

4.   Complete the fields in the Selling Unit Attributes Section:

Note: These fields apply to one individual unit of the item. This is commonly referred to as "each" or "eaches."

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters.
Selling Unit Length*	Number	User	Enter the unit's length (measure front to back between the bottle's longest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the length of the collar (widest part of the bottle).
Selling Unit Height*	Number	User	Enter the unit's height (measure bottle from top to bottom) in inches.
Selling Unit Width*	Number	User	Enter the unit width (measure bottle left to right between the bottle's widest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the width of the collar (widest part of the bottle).
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume (metric) and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Parent Item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

5.   Complete the fields in the UPC Attributes Section:

Field Name	Field Type	Input	Instructions
UPC Type*	Dropdown	User	Select barcode type for the item. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type selected. This is the same number entered in the Product field. You will enter the same barcode number in the "Supplier UPC" field when creating the associated Supplier SCC/GTIN. The UPC must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
UPC Supplier Cost*	Number	User	Enter the agreed upon cost in US dollars. Also referred to as the "unit cost."
Supplier*	Dropdown	User	Select the vendor of record who provides the item to the PLCB.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

▲ UPC Attributes

UPC Type	[▼]	* UPC Supplier Cost [ ]
Supplier UPC	[ ]	* Supplier [▼]

Notes: Selecting UPC Type without entering the Supplier UPC is considered incomplete.

There is no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

6.   Complete the fields in the <u>Beverage Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Disregard and leave blank for stock wine Parent Items.
Licensee Only?	Dropdown	User	Disregard and leave blank for stock wine Parent Items.
Liquid Color*	Dropdown	User	Select the color of the wine item.
Age	Dropdown	User	Select the age in a number of years old for the wine item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item. If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock wine item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines but also to some spirits. If vintage does not apply to the item, you can leave this field blank. Refer to Attribute Definitions for more information.

Field Name	Field Type	Input	Instructions
Item Qualifier*	Dropdown	User	For stock Parent Items, select "regular item," "One Time Buy" or "One Time Buy — Holiday."
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Parent Item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Parent Item.
Proof*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

7.   Complete the fields in the <u>Beverage Ratings Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Rating Code 1 Rating Code 2 Rating Code 3 Rating Code 4 Rating Code 5	Dropdown	User	Select critics for products for which access to ratings/reviews are available, mostly luxury products by vintage.

Rating Value 1 Rating Value 2 Rating Value 3 Rating Value 4 Rating Value 5	Dropdown	User	Select the value for the corresponding critic's rating codes supplied in the Rating Code.

◢ Beverage Attributes

Flavor		* Item Qualifier	
Licensee Only ?		* Price Segments	
* Liquid Color		Quantity Key For POS	
Age		Licensee Party	
Cocktail Type		* Proof	
Vintage		* Wine ABV	

Notes: For any Rating Code selected, you must select an associated Rating Value.

Refer to the Attribute Definitions for an example of how to complete these fields.

8.   Complete the fields in the <u>Global Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the beverage brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Enter the name of the company that makes the item when different from the vendor of record identified in the UPC Attributes group.
Tasting Notes	Text	User	Enter a brief explanation that is helpful to consumers. Identify: Look, 2) Aromas, 3) Taste, 4) Finish, 5) Pairings Click here for the e-commerce policy and procedures related to tasting notes. Note: Click and drag the triangle in the lower right corner of the field to resize the box to see more content if necessary.
Short Description*	Text	User	Enter a brief explanation of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Example tasting notes as displayed on FWGS.com site.

9. Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

10.   Complete the fields in the <u>Organic Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Organic	Dropdown	User	Select "Organic" or "Organically Grown Grapes" if produced without the use of unnecessary chemicals, such as pesticides.
Biodynamic	Dropdown	User	Select "Yes" or "No" if produced using organic farming with locally sourced material.
Vegan	Dropdown	User	Select "Yes" or "No" if free from animal products.
Sulfite-Free	Dropdown	User	Select "Yes" or "No" if no added sulfites and also has natural sulfite levels below a legally defined threshold.
Sustainable	Dropdown	User	Select "Yes" or "No" if produced sustainably (i.e., minimizing natural resources and conserving energy).
Salmon Safe	Dropdown	User	Select "Yes" or "No" if produced without harming salmon and certified as such.
Fairtrade	Dropdown	User	Select "Yes" or "No" if produced fairly and humanely to meet the internationally recognized Fairtrade standards.
Natural	Dropdown	User	Select "Yes" or "No" if item is produced from naturally derived ingredients.
Gluten Free	Dropdown	User	Select "Yes" or "No" if item is produced from ingredients that do not naturally have gluten in them.

Note: Any attribute above marked as "yes" must be certified by a third party. The certification should be evident either from the attached label images or marketing material.

11.   Complete the fields in the <u>WMS Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	User	Disregard and do not enter for the Parent Item.

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

12.   Complete the fields in the <u>Sparkling Wine Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Sparkling Method	Dropdown	User	Select the sparkling wine production method.
Sparkling Subclass	Dropdown	User	Select the additional definition of sparkling wine, such as Brut, Dry and others.

◢ Sparkling Wine Attributes

Sparkling Method [▼]   Sparkling Subclass [▼]

13.   Complete the fields in the <u>Wine Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Sweetness	Dropdown	User	Select a number indicating wine sweetness for the wine.
Wine Quality	Dropdown	User	Select the indicator or characteristic that explains if the wine is of high quality.
Varietal/Blend	Dropdown	User	Select the primary grape variety of the wine.
Wine Appellation	Dropdown	User	Select the legally determined and protected wine region for the wine.
Wine Profile	Dropdown	User	Select the flavor profile of the wine.
Oak Influence	Dropdown	User	Select the number indicating the flavors associated with oak for the wine.
Body	Dropdown	User	Select the number indicating how heavy and rich the wine tastes.

◢ Wine Attributes

Sweetness [▼]   Wine Profile [▼]
Wine Quality [▼]   Oak Influence [▼]
Varietal/Blend [▼]   Body [▼]
Wine Appellation [▼]

14.   Follow the steps in <u>Add File Attachments and Item Images</u> to include all
        required documents and item images. This will include documents such as the
        Alcohol and Tobacco Tax and Trade Bureau (TTB) Certificate of Label
        Approval/Exemption (COLA). This will also include uploading item images for
        placement on the PLCB e-commerce website.

15.   Click **Submit** in the top right corner after adding the required attachments and
        images.

*After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the
item will be approved or rejected.*

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under
the Bell Icon in the <u>Global Header</u> of the Oracle Supplier Portal. Depending on the
comments, you may need to make corrections and resubmit the item.
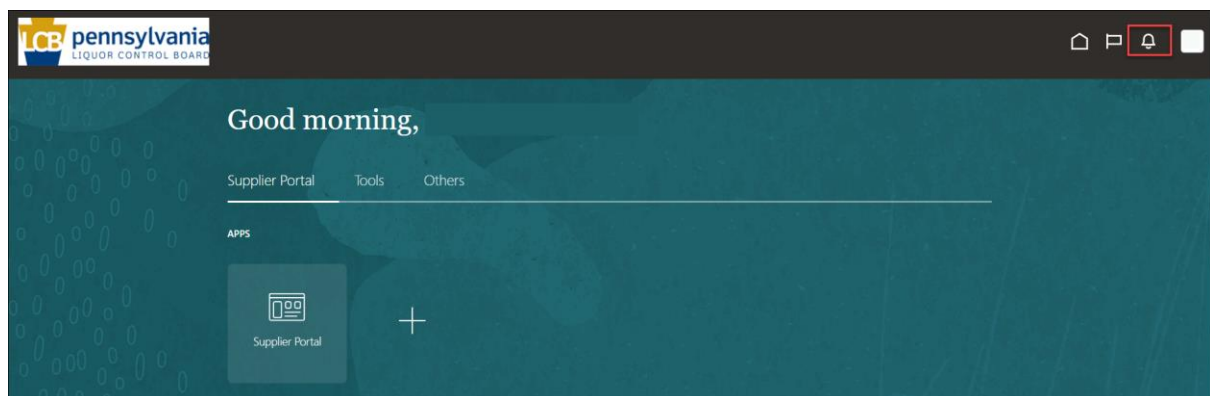
16.   If the sellable Parent Item will be ordered for delivery to a DC, follow the steps
        to <u>Create Supplier SCC/GTIN Item</u> to create the associated Supplier
        SCC/GTIN item. If this is a DSD item, you do not need to create an
        associated Supplier SCC/GTIN item and can stop here.

Create Consumables or Accessories Parent Item

1.   If entering an accessory Parent Item, complete the fields in the Product Type Attributes Section. If a consumables item, go to the next step.

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select **Accessories**.
Product Sub Type*	Dropdown	User	Select from available options, which display when the Product Type is "Accessories."

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

◢ Product Type Attributes

* Product Type [⌄]   * Product Sub Type [▼]

2.   Complete the fields in the Pack Attributes Section:

Note: These fields apply to a case (also referred to as pack or carton) of the individual items.

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the item. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the Parent Item.
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Parent Item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).

Field Name	Field Type	Input	Instructions
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "OZ" (ounces) or "LB" (pounds).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.
Units Per Inner*	Number	User	Disregard and do not change the default for the Parent Item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: All the measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

3.   Complete the fields in the <u>Selling Unit Attributes Section</u>:

Note: These fields apply to one individual unit of the item. This is commonly referred to as "each" or "eaches."

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	If the item contains a liquid, enter volume in milliliters or liters. If the item does not contain a liquid, enter "1" milliliter.
Selling Unit Length*	Number	User	Enter the unit's length (measure front to back between the bottle's longest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the length of the collar (widest part of the bottle).
Selling Unit Height*	Number	User	Enter the unit's height (measure bottle from top to bottom) in inches.
Selling Unit Width*	Number	User	Enter the unit width (measure bottle left to right between the bottle's widest points) in inches. Note: If a bottle has a narrow base with a wider collar, enter the width of the collar (widest part of the bottle).

Field Name	Field Type	Input	Instructions
Selling Unit Weight UOM*	Dropdown	User	Select "OZ" (ounces) or "LB" (pounds).
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume (metric) and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Parent Item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

4.   Complete the fields in the UPC Attributes Section:

Field Name	Field Type	Input	Instructions
UPC Type*	Dropdown	User	Select barcode type for the item. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type selected. This is the same number entered in the Product field. You will enter the same barcode number in the "Supplier UPC" field when creating the associated Supplier SCC/GTIN. The UPC must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product).

Field Name	Field Type	Input	Instructions
			Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
UPC Supplier Cost*	Number	User	Enter the agreed upon cost in US dollars. Also referred to as the "unit cost."
Supplier*	Dropdown	User	Select the vendor of record who provides the item to the PLCB.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Notes: Selecting UPC Type without entering the Supplier UPC is considered incomplete.

There is no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

5.   Complete the fields in the Beverage Attributes Section:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Disregard and leave blank for stock wine Parent Items.
Licensee Only?	Dropdown	User	Disregard and leave blank for stock wine Parent Items.
Liquid Color*	Dropdown	User	Select the color of the wine item.
Age	Dropdown	User	Select the age in a number of years old for the wine item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item.

			If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock wine item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines but also to some spirits. If vintage does not apply to the item, you can leave this field blank. Refer to Attribute Definitions for more information.
Item Qualifier*	Dropdown	User	For stock Parent Items, select "regular item," "One Time Buy" or "One Time Buy — Holiday."
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Parent Item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Parent Item.
Proof*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

⊿ Beverage Attributes

Flavor		* Item Qualifier	
Licensee Only ?		* Price Segments	
* Liquid Color		Quantity Key For POS	
Age		Licensee Party	
Cocktail Type		* Proof	
Vintage		* Wine ABV	

6.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

⊿ Geographical Attributes

* Country		State	

5.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the beverage brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Type the name of the company that makes the product when different from the vendor of record identified in the UPC Attributes group.

Field Name	Field Type	Input	Instructions
Tasting Notes	Text	User	Enter a brief explanation helpful to consumers. Identify: Look, 2) Aromas, 3) Taste, 4) Finish, 5) Pairings Click here for the e-commerce policy and procedures related to tasting notes. Note: Click and drag the triangle in the lower right corner of the field to resize the box to see more content if necessary.
Short Description*	Text	User	Type a description of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

6.   Complete the fields in the <u>Organic Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Organic	Dropdown	User	Select "Organic" or "Organically Grown Grapes" if produced without the use of unnecessary chemicals, such as pesticides.
Biodynamic	Dropdown	User	Select "Yes" or "No" if produced using organic farming with locally sourced material.
Vegan	Dropdown	User	Select "Yes" or "No" if free from animal products.

Field Name	Field Type	Input	Instructions
Sulfite-Free	Dropdown	User	Select "Yes" or "No" if no added sulfites and also has natural sulfite levels below a legally defined threshold.
Sustainable	Dropdown	User	Select "Yes" or "No" if produced sustainably (i.e., minimizing natural resources and conserving energy).
Salmon Safe	Dropdown	User	Select "Yes" or "No" if produced without harming salmon and certified as such.
Fairtrade	Dropdown	User	Select "Yes" or "No" if produced fairly and humanely to meet the internationally recognized Fairtrade standards.
Natural	Dropdown	User	Select "Yes" or "No" if item is produced from naturally derived ingredients.
Gluten Free	Dropdown	User	Select "Yes" or "No" if item is produced from ingredients that do not naturally have gluten in them.

Note: Any attribute above marked as "yes" must be certified by a third party. The certification should be evident either from the attached label images or marketing material.

7.   Complete the fields in the <u>WMS Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).

Field Name	Field Type	Input	Instructions
Vendor Number	Number	User	Disregard and do not enter for the Parent Item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

8.　Follow the steps in Add File Attachments and Item Images to include all required documents and item images. This will include documents such as the Alcohol and Tobacco Tax and Trade Bureau (TTB) Certificate of Label Approval/Exemption (COLA). This will also include uploading item images for placement on the PLCB e-commerce website.

9.　Click **Submit** in the top right corner after adding the required attachments and images.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.
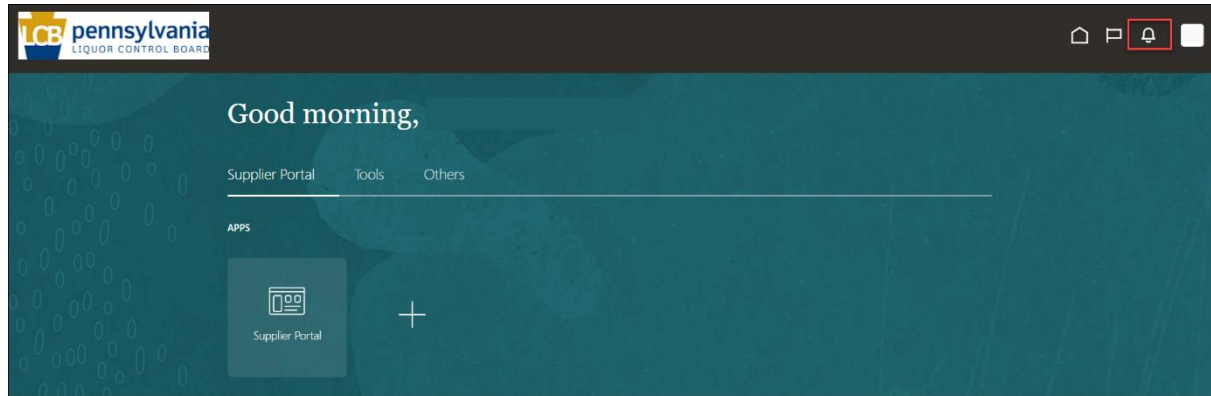
17.   If the sellable Parent Item will be ordered for delivery to a DC, follow the steps to Create Supplier SCC/GTIN Item to create the associated Supplier SCC/GTIN item. If this is a DSD item, you do not need to create an associated Supplier SCC/GTIN item and can stop here.

Add File Attachments and Item Images

Suppliers must attach Alcohol and Tobacco Tax and Trade Bureau (TTB) Certificate of Label Approval/Exemption (COLA) documents as PDFs, as well as attach front and back unit images for each item. If there are additional images, such as side or packaged shots, those can be provided as well.

Important Note

Do NOT add any images or attachments using the plus (+) icon on the <u>Create Product Screen</u> as shown here. Instead, you will click the **Paperclip Icon** on the left side of the screen to add all files.
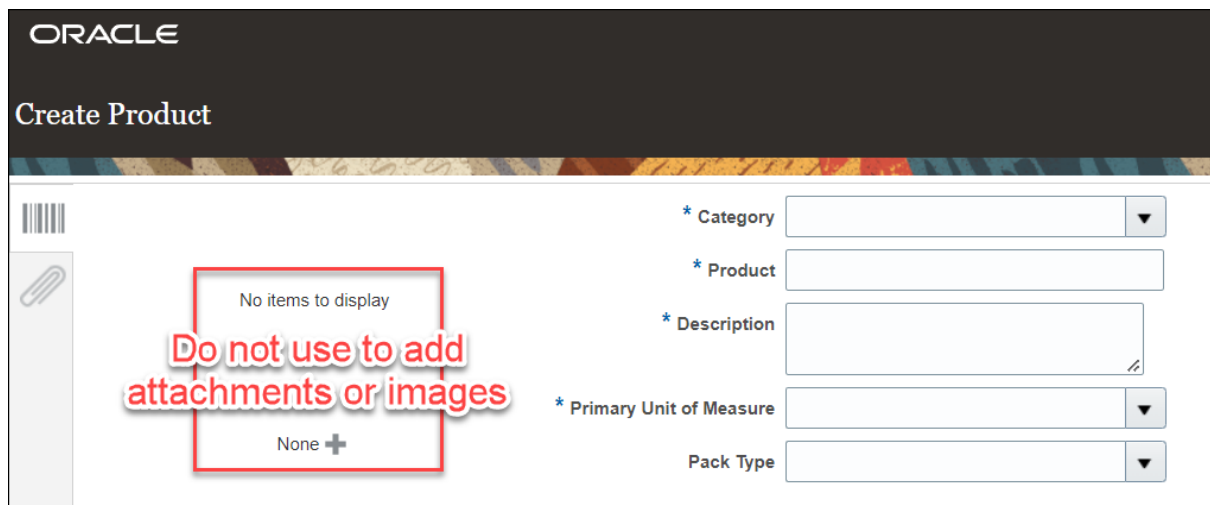
Item Image Requirements

Item images must be provided for placement on FWGS.com and LOOP. Adhere to the below requirements and instructions. It is your responsibility to provide these items and notify the PLCB of product packaging changes. Please direct digital asset questions to ra-lbdigitalassets@pa.gov.

Follow these guidelines for image files:
- Must be high resolution, 10 inches wide by 10 inches high, minimum 300 PPI
- Remove background and fill with solid 100% white background
- File format must be JPG, PNG or TIF

Item Image Filename Requirements

Item image filenames must be unique in the system. When you upload an item image, you must adhere to the following file naming convention, including the underscores to separate each element.

supplierID_productID_imageview

| Element	Description	Example
Supplier ID	Supplier number associated with the supplier from the Oracle Supplier Portal	03007
Product ID	Number the supplier uses to identify that unique product	100001
Image View	F for front or B for back and a number to identify the order of the front, side, package or back image	F1 F2 F3 B1

Filename Examples

- **03007_100001_F1.jpg** for Front Image
- **03007_100001_F2.jpg** for Package Image
- **03007_100001_F3.jpg** for Side Image
- **03007_100001_B1.jpg** for Back Image

Add File or Image Attachments

1.   Click the **Paperclip Icon** to add a document or image file.
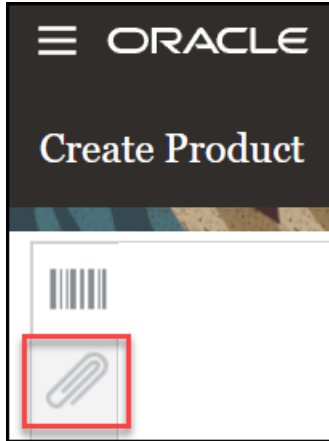
2.   Click the "**+**" **Icon** or the **Actions** menu, then click **Add Attachment**.
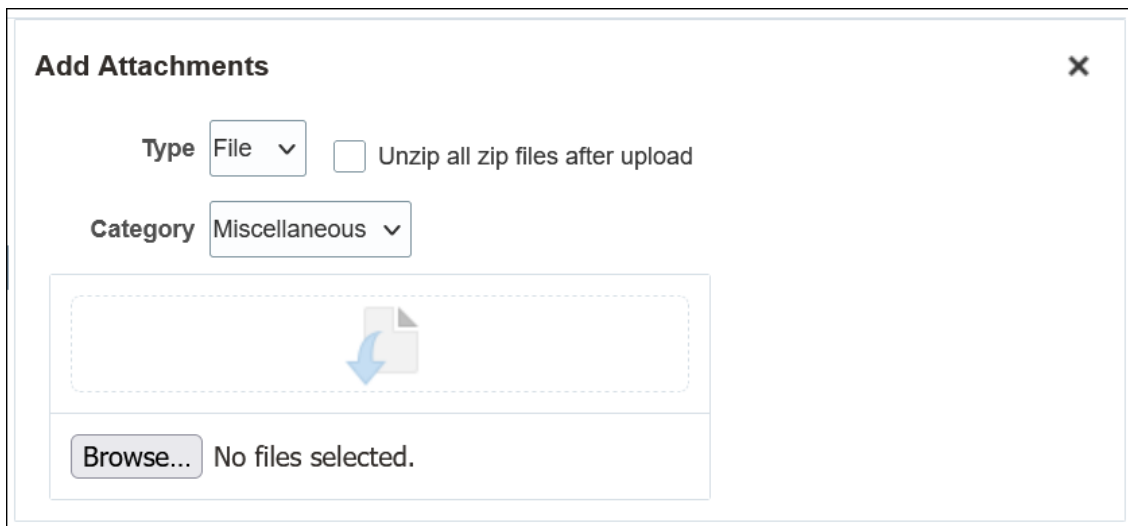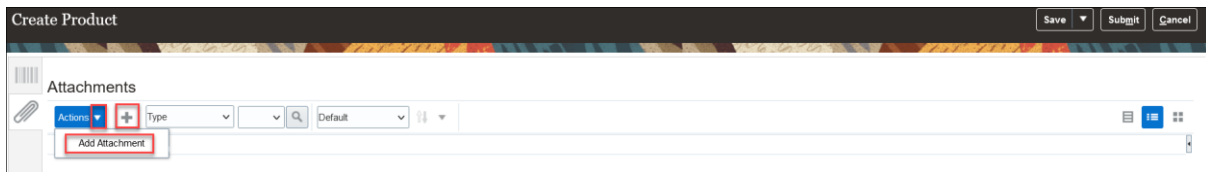
The Add Attachment screen appears.

3.   Click **Browse**, then select the attachment to be uploaded from the local
       machine.

The file is added to the Attachments Section.

Notes: Repeat this step to continue adding document or image files.

You can hold down the **Ctrl key** on the keyboard to select more than one file at a
time.

Users can also drag and drop files to the Add Attachments section.

Click the **Attributes** icon on the left side of the screen at any time to return to the
Create Products Screen.
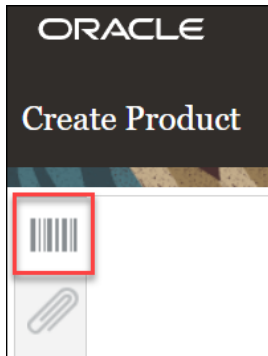
The file is added to the Attachments Section.

4. Click **Submit** in the top right corner after adding the required attachments and images and completing all of the required fields for the item.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.
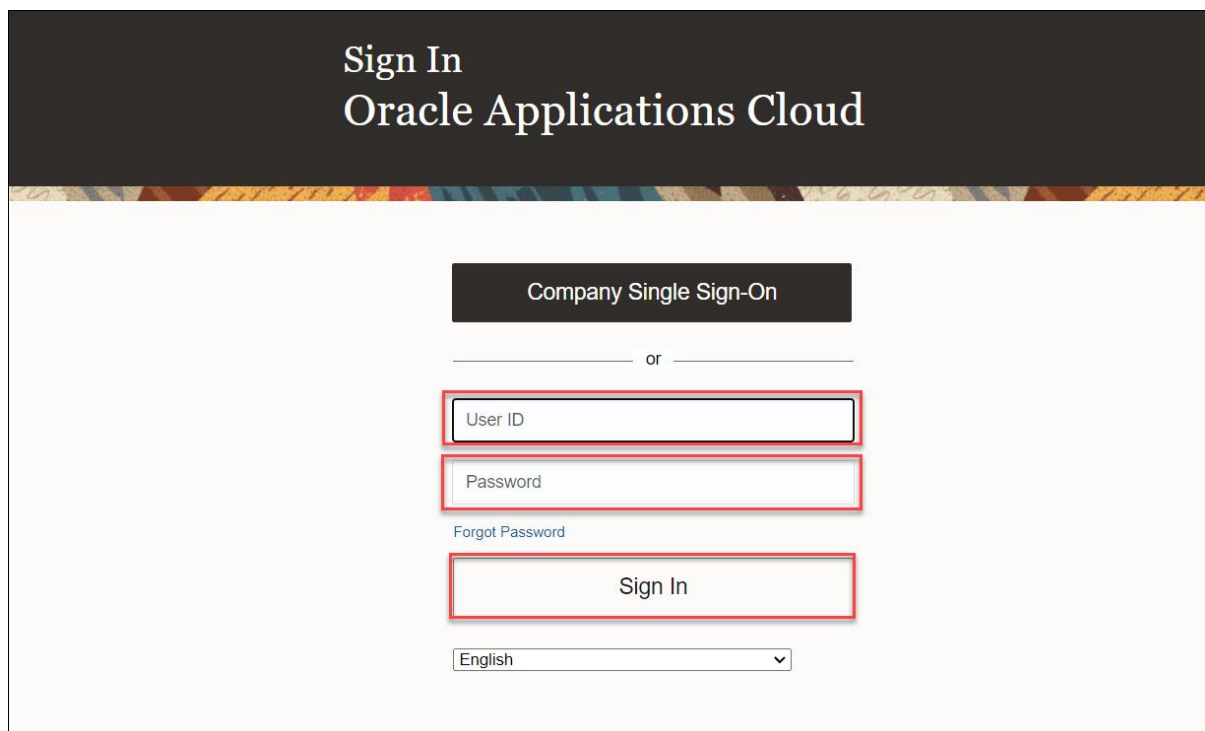

5. If the sellable Parent Item will be ordered for delivery to a DC, follow the steps to Create Supplier SCC/GTIN Item to create the associated Supplier SCC/GTIN item. If this is a DSD item, you do not need to create an associated Supplier SCC/GTIN item and can stop here.
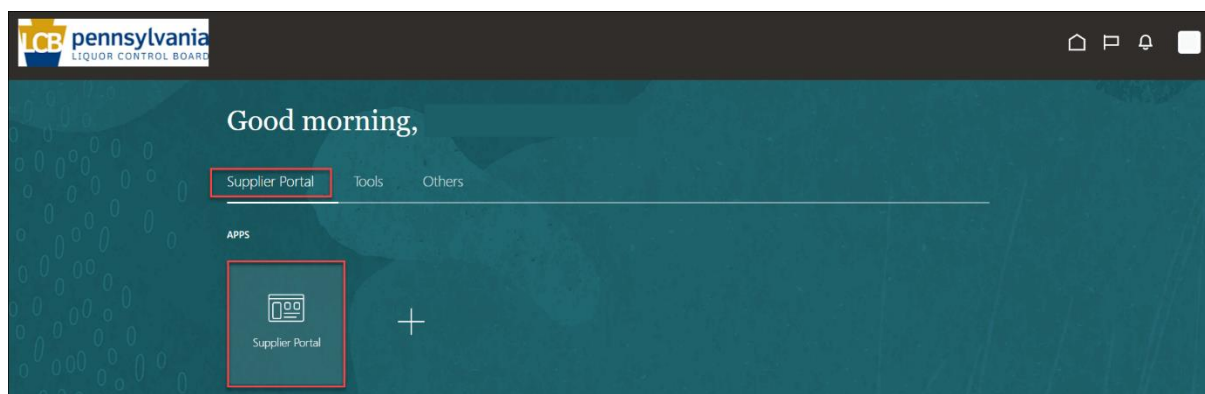
Create Supplier SCC/GTIN Item (Oracle Supplier Portal)

Link to eLearning video: Supplier - Create and Submit Supplier SCC/GTIN Item in Oracle Supplier Portal

1.   Log in to the Oracle Supplier Portal:

     a.   Enter **User ID**
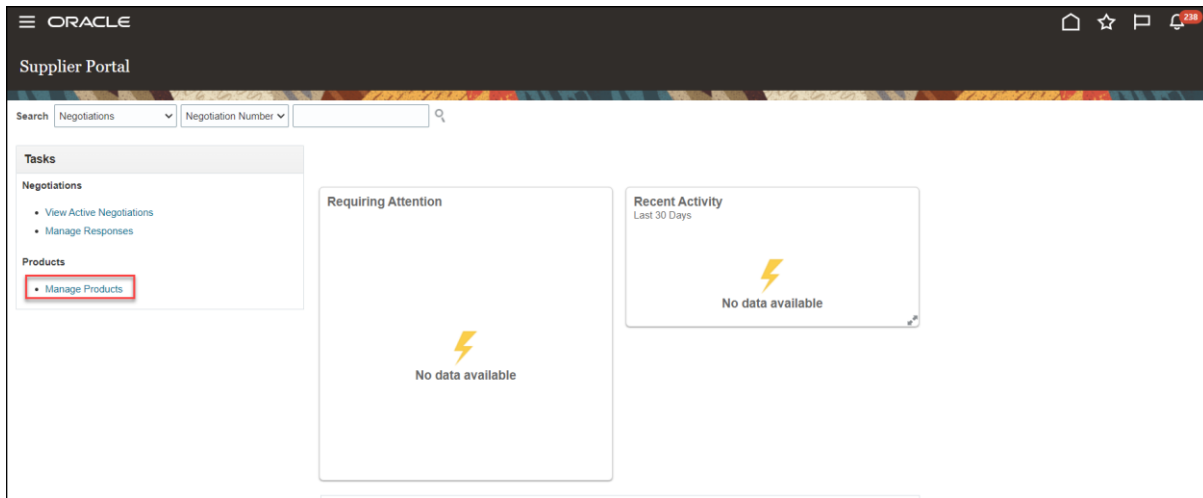   b.   Enter **Password**
     c.   Click **Sign In**

2.   Navigate to the Welcome Springboard.

3.   Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.
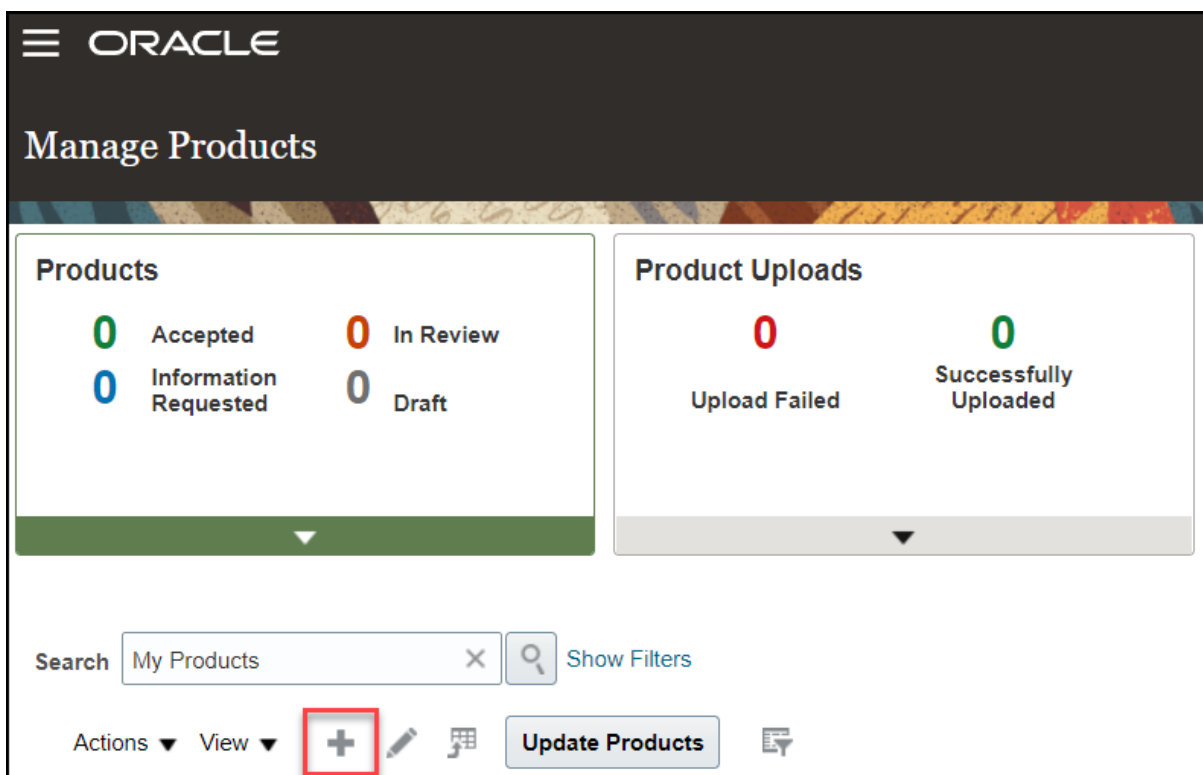
4.   Click the **Manage Products link** on the <u>left side of the screen</u>.

The <u>Manage Products screen</u> will appear.

Note: You may need to scroll down through headings to see Products > Manage Products.

5.   Click **+ Icon (Create)**.

The <u>Create Products screen</u> will appear.

6.   Select the **SCC Category** for the Supplier SCC/GTIN item from the dropdown
menu in the Category Box using the following guidelines.

Category	Use when the item is …
Stock SCC Spirits	Vodka, gin, rum, whiskey, tequila, scotch, liqueur, cordials and others.
Stock SCC Wines	All types of wine, including red, white, rosé, sparkling, dessert and others.
SCC Accessories	Corkscrews, bottle toppers, wine bags, glassware, barware and others.
SCC Consumables	Cocktail garnishes such as olives, cherries, salt and others.

Notes: Values within dropdown fields display alphabetically, with only the first 10 values appearing in the dropdown list. Click "Search" to see more options. See the Search Attributes in Oracle Supplier Portal section for more information on how to search within dropdown fields.

Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Attribute Groupings

Attributes — or fields — are organized in groups by category and differ by the category selected. For example, if you select Stock SCC Spirits, only the fields for that category will appear. If you selected Stock SCC Wines, a different set of fields will appear. Refer to the screenshots on the next two pages for the order in which fields are grouped.

Click the triangle icon to the left of each group to expand or collapse the group of fields.

Stock SCC Spirits Attribute Groupings

Attributes for Stock SCC Spirits are grouped as shown below.

Stock SCC Wines Attribute Groupings

Attributes for Stock SCC Wines are grouped as shown below.

SCC Consumables Attribute Groupings

Attributes for SCC Consumables are grouped as shown below.

▸ Formatted Description

▸ Pack Attributes

▸ Selling Unit Attributes

▸ SCC Attributes

▸ Beverage Attributes

▸ Global Attributes

▸ Geographical Attributes

▸ WMS Attributes

SCC Accessories Attribute Groupings

Attributes for SCC Accessories are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Pack Attributes

▸ Selling Unit Attributes

▸ SCC Attributes

▸ Beverage Attributes

▸ Geographical Attributes

▸ Global Attributes

▸ WMS Attributes

7.   Enter the **14-digit SCC Product Number** or **Global Trade Item Number (GTIN)** for the Supplier SCC/GTIN item in the <u>Product Box</u>.

Notes: Do not copy and paste into Oracle Supplier Portal fields. Doing so may cause an unexpected result and delay your submission.

Ensure there are no trailing spaces in any fields.

8.   Enter the **Description** according to the PLCB naming convention in the
       E-commerce Policies and Procedures for Vendors document.

Note: Use only alphanumeric characters in the description field. Do not use any
special characters such as the percent symbol (%), ampersand (&), asterisk (*) or
others.

9.   Select **Case** from the dropdown menu in the Primary Unit of Measure Box.

Note: The unit of measure for Supplier SCC/GTIN items should always be "Case."

Notes: Disregard and do not enter Pack Type, Global Trade Item Number, GTIN
Unit of Measure, Manufacturer Part Number and Manufacturer Name. The PLCB
does not use these fields.

Disregard and do not enter a description in the Formatted Description Box, as the
PLCB does not use this field for the Supplier SCC/GTIN.

10.   Click **Save** at any time to save your work.

11.   Go to one of the sections below for the item you are entering:

- Create Supplier SCC/GTIN Spirits Item
- Create Supplier SCC/GTIN Wines Item
- Create Supplier SCC/GTIN Consumables Item
- Create Supplier SCC/GTIN Accessories Item

Create Spirits Supplier SCC/GTIN Item

1.   Complete the fields in the <u>Product Type Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select one of the spirits types: • Brandy-Cognac • Cocktails • Gin • Grain alcohol (permit only) • Liqueur-Cordials • Rum • Tequila • Vodka • Whiskey
Product Sub Type*	Dropdown	User	Select from available options, which display based on the type of spirits selected from the Product Type. Note: Gin, grain, vodka and rum product types have only one value available in the product sub-type field.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

◢ Product Type Attributes

* Product Type [⌄]   * Product Sub Type [▼]

2.   Complete the fields in the Pack Attributes Section:

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the sellable unit inside the packaging. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Default Unit of Packaging (UOP)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches.
Case Height*	Number	User	Enter the height for the case in inches.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.

Field Name	Field Type	Input	Instructions
Units Per Inner*	Number	User	Disregard and do not change the default for the SCC item.
Units Per Case*	Number	User	Enter the number of items per Supplier SCC/GTIN (for example, 6, 12, 24).

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Notes: If you do not see the appropriate value for a required dropdown field and there is no default value, choose "Other" from the dropdown.

All the measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

3.   Complete the fields in the Selling Unit Attributes Section:

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters.
Selling Unit Length*	Number	User	Enter the case length in inches.
Selling Unit Height*	Number	User	Enter the case height in inches.

Field Name	Field Type	Input	Instructions
Selling Unit Width*	Number	User	Enter the case width in inches.
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume (metric) and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

4.   Complete the fields in the SCC Attributes Section:

Field Name	Field Type	Input	Instructions
Supplier SCC UOM*	Dropdown	User	Select **Case**. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type of the Parent Item to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. This number should match the one provided for the Parent Item in the Product and Supplier UPC fields. The Supplier UPC value must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
SCC Supplier Cost*	Number	User	Enter the agreed upon cost of the Supplier SCC/GTIN item in US dollars.
Supplier SCC*	Number	User	Enter the unique 14-digit Supplier SCC/GTIN number used to order the case of the individual parent sellable items within. This is the same number entered in the Product field. The Supplier SCC/GTIN must be unique. The PLCB can provide a 14-digit Supplier SCC/GTIN if needed.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Notes: If only some Supplier SCC/GTIN attributes are entered, the request will be considered incomplete and can be rejected by the PLCB.

Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

There is no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

5.   Complete the fields in the Beverage Attributes Section:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Select the flavor for spirits products like rum, vodka and other spirits items or leave blank. If an appropriate option is not in the list, select "Other."
Licensee Only?	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Liquid Color*	Dropdown	User	Select the color of the spirits item.
Age	Dropdown	User	Select the age in a number of years old for the spirits item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item or leave blank.

Field Name	Field Type	Input	Instructions
			If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock spirits item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines, but also to some spirits.
Item Qualifier*	Dropdown	User	For stock Supplier SCC/GTIN items, select "regular item," "One Time Buy" or one of the One Time Buy – Holiday options.
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Proof*	Dropdown	User	If the item has both alcohol by volume (ABV) and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Wine Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

6.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

7.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the beverage brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item.

Field Name	Field Type	Input	Instructions
			System will copy the date from the Parent Item.
Tasting Notes	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item.
Short Description*	Text	User	Enter a brief description of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

8. Complete the fields in <u>WMS Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	User	Disregard and do not enter for the Supplier SCC/GTIN item.

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

9.   Click **Submit** in the top right corner.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

Create Wines Supplier SCC/GTIN Item

1. Complete the fields in the Product Type Attributes Section:

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select one of the wine types: • Fortified Wine • Other-Dessert Wines • Sparkling Wine • Table Wine
Product Sub Type*	Dropdown	User	Select from available options, which display based on the type of wine selected from the Product Type.

▲ Product Type Attributes

* Product Type [▼]   * Product Sub Type [▼]

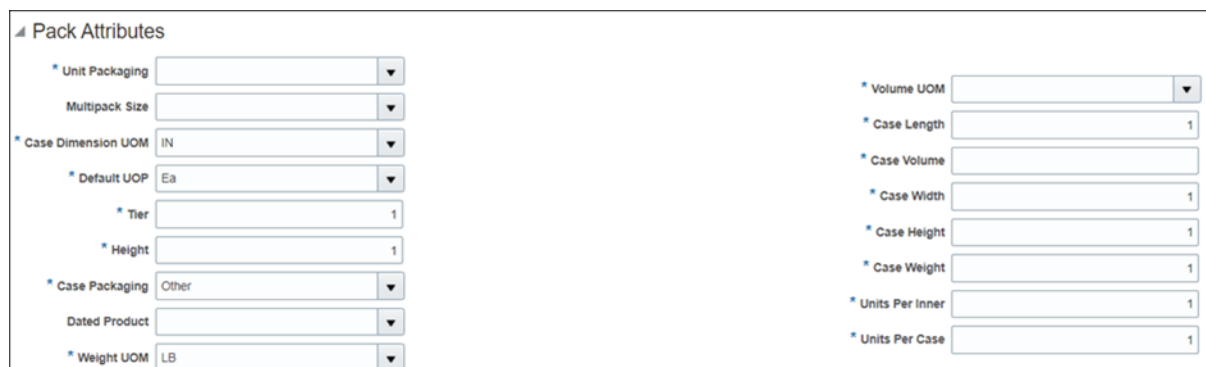**Note**: Fields marked with a single asterisk (*) are mandatory fields and must be filled out.

2. Complete the fields in the Pack Attributes Section:

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the unit inside the pack. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.

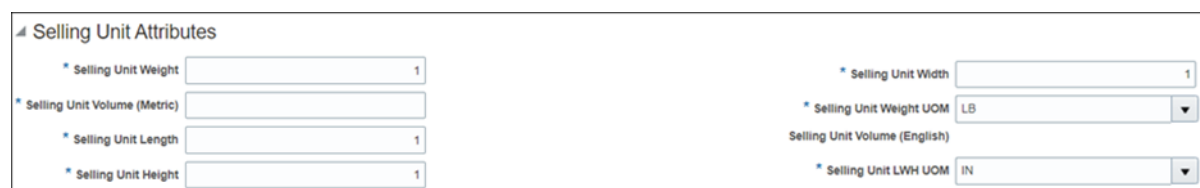| Field Name	Field Type	Input	Instructions
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.
Units Per Inner*	Number	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.

All the measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

3.   Complete the fields in the Selling Unit Attributes Section:

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters.
Selling Unit Length*	Number	User	Enter the case length in inches.
Selling Unit Height*	Number	User	Enter the case height in inches.
Selling Unit Width*	Number	User	Enter the case width in inches. Measurement of the case width in inches.
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

4.   Complete the fields in the <u>SCC Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Supplier SCC UOM*	Dropdown	User	Select **Case**. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type of the Parent Item to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. The Supplier UPC value must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
SCC Supplier Cost*	Number	User	Enter the agreed upon cost of the Supplier SCC/GTIN item in US dollars.
Supplier SCC*	Number	User	Enter the unique 14-digit Supplier SCC/GTIN number used to order the case of the individual parent sellable items within. This is the same number entered in the Product field. The Supplier SCC/GTIN must be unique. The PLCB can provide a 14-digit Supplier SCC/GTIN if needed.

◢ SCC Attributes

| Supplier SCC UOM | [▼] | * SCC Supplier Cost | [ ] |
| Supplier UPC | [ ] | Supplier SCC | [ ] |

Notes: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases,

you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

If only some Supplier SCC/GTIN attributes are entered, the request will be considered incomplete and can be rejected by the PLCB.

There is currently no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

5.   Complete the fields in the <u>Beverage Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Disregard and leave blank for stock wine Supplier SCC/GTIN items.
Licensee Only?	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Liquid Color*	Dropdown	User	Select the color of the wine item.
Age	Dropdown	User	Select the age in a number of years old for the wine item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item or leave blank. If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock wine item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines, but also some spirits.
Item Qualifier*	Dropdown	User	For stock Supplier SCC/GTIN items, select "regular item," "One Time Buy" or one of the One Time Buy – Holiday options.

Field Name	Field Type	Input	Instructions
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Proof*	Dropdown	User	If the item has both alcohol by volume (ABV) and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Wine Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

6.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

7.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the beverage brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item. System will copy the date from the Parent Item.
Tasting Notes	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item.
Short Description*	Text	User	Enter a brief description of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

8.   Complete the fields in the WMS Attributes Section:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than

Field Name	Field Type	Input	Instructions
			or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	User	Disregard and do not enter for the Supplier SCC/GTIN item.

Shipping Lane Values

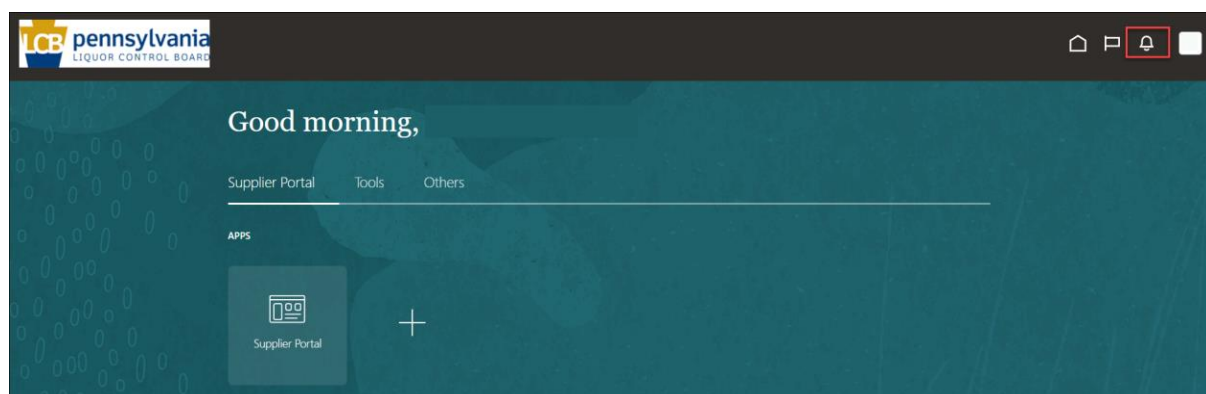| Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

9. Click **Submit** in the top right corner.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.
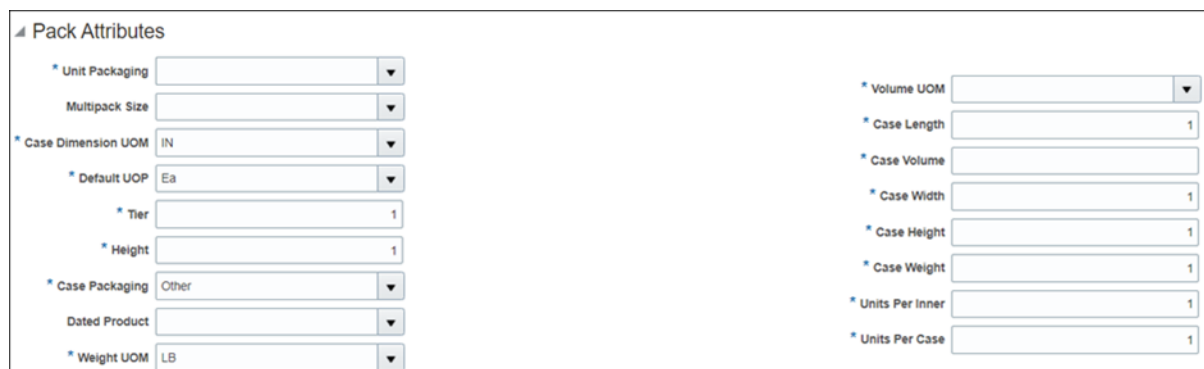
Create Consumables Supplier SCC/GTIN Item

1.   Complete the fields in the Pack Attributes Section:

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the sellable unit inside the packaging. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Select "IN" (inches) or "MM" (millimeters).
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected.
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending

Field Name	Field Type	Input	Instructions
			on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected
Units Per Inner*	Number	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: All the measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

2.   Complete the fields in the Selling Unit Attributes Section:

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.

Field Name	Field Type	Input	Instructions
Selling Unit Volume (Metric)*	Number	User	If the item contains a liquid, enter volume in milliliters or liters. If the item does not contain a liquid, enter "1" milliliter.
Selling Unit Length*	Number	User	Enter the case length in inches.
Selling Unit Height*	Number	User	Enter the case height in inches.
Selling Unit Width*	Number	User	Enter the case width in inches.
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

3.   Complete the fields in the SCC Attributes Section:

Field Name	Field Type	Input	Instructions
Supplier SCC UOM*	Dropdown	User	Select **Case.** Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.

Field Name	Field Type	Input	Instructions
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type of the Parent Item to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. The Supplier UPC value must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
SCC Supplier Cost*	Number	User	Enter the agreed upon cost of the Supplier SCC/GTIN item in US dollars.
Supplier SCC*	Number	User	Enter the unique 14-digit Supplier SCC/GTIN number used to order the case of the individual parent sellable items within. This is the same number entered in the Product field. The Supplier SCC/GTIN must be unique. The PLCB can provide a 14-digit Supplier SCC/GTIN if needed.

Notes: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

If only some Supplier SCC/GTIN attributes are entered, the request will be considered incomplete and can be rejected by the PLCB.

There is currently no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was

entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

4.   Complete the fields in the Beverage Attributes Section:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Select the flavor for spirits products like rum, vodka and other spirits items or leave blank. If an appropriate option is not in the list, select "Other."
Licensee Only?	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Liquid Color*	Dropdown	User	Select the color of the spirits item.
Age	Dropdown	User	Select the age in a number of years old for the spirits item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item or leave blank. If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock spirits item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines, but also to some spirits.
Item Qualifier*	Dropdown	User	For stock Supplier SCC/GTIN items, select "regular item,"

Field Name	Field Type	Input	Instructions
			"One Time Buy" or one of the One Time Buy – Holiday options.
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Proof*	Dropdown	User	If the item has both alcohol by volume (ABV) and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Wine Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

5.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the item brand.

Field Name	Field Type	Input	Instructions
			If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item. System will copy the date from the Parent Item.
Tasting Notes	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item.
Short Description*	Text	User	Enter a brief description of the product within 33 characters. A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

6.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If country selected is the United States, select the state where the beverage is produced.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

7.   Complete the fields in the <u>WMS Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	User	Disregard and do not enter for the Supplier SCC/GTIN item

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.
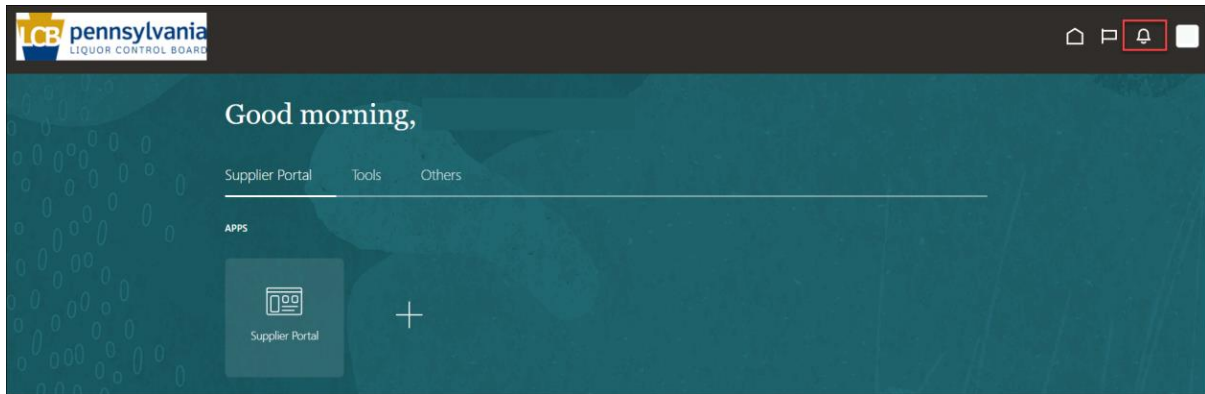

8.   Click **Submit** in the top right corner.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

Create Accessories Supplier SCC/GTIN Item

1.   Complete the fields in the Product Type Attributes Section:

Field Name	Field Type	Input	Instructions
Product Type*	Dropdown	User	Select **Accessories**.
Product Sub Type*	Dropdown	User	Select from available options, which display based on the type of accessories selected from the Product Type.

◢ Product Type Attributes

* Product Type [⌄]   * Product Sub Type [▼]

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out.

2.   Complete the fields in the Pack Attributes Section:

Field Name	Field Type	Input	Instructions
Unit Packaging*	Dropdown	User	Select the packaging type for the item. If the option you are looking for is not in the list, select "Other."
Multipack Size	Dropdown	User	If a multipack, select the number of units per item.
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Select "IN" (inches) or "MM" (millimeters).
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Tier*	Number	User	Enter the tier (number of cases stored on a single layer of a pallet).
Height*	Number	User	Enter the number of layers on the pallet.

Field Name	Field Type	Input	Instructions
Case Packaging*	Dropdown	User	Select packaging type, such as barrel or wood crate.
Dated Product	Dropdown	User	Select "Yes" if the product is freshness dated (packaged/bottled on, consume by, use by, best by, expires by or other date), otherwise select "No."
Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces).
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Enter the case length for the item in inches or millimeters, depending on the selection you made for Case Dimension UOM.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected
Case Width*	Number	User	Enter the width for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Height*	Number	User	Enter the height for the case in inches or millimeters depending on the Case Dimension UOM you selected.
Case Weight*	Number	User	Enter the weight in pounds or ounces, depending on the Weight UOM you selected.
Units Per Inner*	Number	User	Disregard and do not change the default for the Supplier SCC/GTIN item.
Units Per Case*	Number	User	Enter the number of Parent Items in a case.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

Note: All the measurements entered should have a corresponding Unit of Measure (UOM). For example, "Case Weight" entered without the "Weight UOM" is considered incomplete.

3.   Complete the fields in the <u>Selling Unit Attributes Section</u>:

Field Name	Field Type	Input	Instructions
Selling Unit Weight*	Number	User	Enter the weight of the item in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)*	Number	User	If the item contains a liquid, enter volume in milliliters or liters. If the item does not contain a liquid, enter "1" milliliter.
Selling Unit Length*	Number	User	Enter the case length in inches.
Selling Unit Height*	Number	User	Enter the case height in inches.
Selling Unit Width*	Number	User	Enter the case width in inches.
Selling Unit Weight UOM*	Dropdown	User	Select "LB" (pounds) or "OZ" (ounces)
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume and selling unit weight UOM attributes are entered, and the item is saved.
Selling Unit Length, Width, Height (LWH) UOM*	Dropdown	User	Disregard and do not change the default for the Supplier SCC/GTIN item.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

4.   Complete the fields in the SCC Attributes Section:

Field Name	Field Type	Input	Instructions
Supplier SCC UOM*	Dropdown	User	Select **Case**. Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
Supplier UPC*	Number	User	Enter the unique number for the item that corresponds to the barcode type of the Parent Item to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. The Supplier UPC value must be unique. The PLCB can provide a 12-digit UPC if needed (for example, for a vintage product). Note: Ensure this field is complete before submitting, as the request can be rejected if there is no value provided.
SCC Supplier Cost*	Number	User	Enter the agreed upon cost of the Supplier SCC/GTIN item in US dollars.
Supplier SCC*	Number	User	Enter the unique 14-digit Supplier SCC/GTIN number used to order the case of the individual parent sellable items within. This is the same number entered in the Product field.

Field Name	Field Type	Input	Instructions
			The Supplier SCC/GTIN must be unique. The PLCB can provide a 14-digit Supplier SCC/GTIN if needed.

▴ SCC Attributes

Supplier SCC UOM [▼]   * SCC Supplier Cost [   ]
Supplier UPC [   ]   Supplier SCC [   ]

Notes: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

If only some Supplier SCC/GTIN attributes are entered, the request will be considered incomplete and can be rejected by the PLCB.

There is no error checking (check digit) code to verify accuracy of barcode numbers in Oracle Supplier Portal. Examine the entry to verify the item number was entered accurately. You can also use an online barcode check digit calculator to confirm accuracy of your entry.

5.   Complete the fields in the Beverage Attributes Section:

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Select the flavor for spirits products like rum, vodka and other spirits items or leave blank. If an appropriate option is not in the list, select "Other."
Licensee Only?	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Liquid Color*	Dropdown	User	Select the color of the spirits item.
Age	Dropdown	User	Select the age in a number of years old for the spirits item or leave blank.
Cocktail Type	Dropdown	User	Select the cocktail type if the item is a ready-to-drink (RTD) or cocktail mixer item or leave blank.

Field Name	Field Type	Input	Instructions
			If an appropriate option is not in the list, select "Other."
Vintage	Dropdown	User	Select vintage for the stock spirits item as negotiated or leave blank. Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Note: This mainly applies to wines, but also to some spirits.
Item Qualifier*	Dropdown	User	For stock Supplier SCC/GTIN items, select "regular item," "One Time Buy" or one of the One Time Buy – Holiday options.
Price Segments*	Dropdown	User	Select the level of price segment, for example, standard or premium.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Licensee Party	Dropdown	User	Disregard and do not enter for the Supplier SCC/GTIN item.
Proof*	Dropdown	User	If the item has both alcohol by volume (ABV) and proof, select values for both attributes. If the item has only proof, select Proof and select N/A for ABV.
Wine Alcohol by Volume (ABV)*	Dropdown	User	If the item has both ABV and proof, select values for both attributes. If the item has only ABV, select ABV and select N/A for the Proof.

Note: Fields marked with a single asterisk (*) are mandatory fields and must be filled out, or an error message will appear and the item will not save. In some cases, you may need to accept the default value. "N/A" or "Other" may be available values if you do not have information for a field.

6.   Complete the fields in the Geographical Attributes Section:

Field Name	Field Type	Input	Instructions
Country*	Dropdown	User	Select the country where the item is produced.
State	Dropdown	User	If Country selected is the United States, select the state where the beverage is produced.

Note: If you do not see the appropriate value for a required dropdown field and there is no default value, choose "Other" from the dropdown.

7.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Select the accessory brand. If an appropriate option is not in the list, select "Not Found."
Manufacturer	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item. System will copy the date from the Parent Item.
Tasting Notes	Text	User	Disregard and leave field blank for the Supplier SCC/GTIN item.
Short Description*	Text	User	Enter a brief description of the product within 33 characters.

Field Name	Field Type	Input	Instructions
			A 33-character short description is displayed on bin labels in Fine Wine & Good Spirits stores.

8.   Complete the fields in the WMSAttributes Section:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Dropdown	User	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane*	Dropdown	User	Select the route product comes through to the PLCB (see the explanation of values below).
Vendor Number	Number	Auto	Disregard and do not enter for the Supplier SCC/GTIN item.

Shipping Lane Values

Field Value	Meaning
DD	Vendor Domestic Direct – supplier delivers to PLCB DCs.
DSD	Direct Store Delivery – supplier delivers to store.
INTC	International Consolidator – supplier works with PLCB Consolidator.

9.   Click **Submit** in the top right corner.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed, the item will be approved or rejected.

Notes: You will see an error message if the required fields are not filled out.

If the item requires further corrections or is rejected, you will see a notification under the Bell Icon in the Global Header of the Oracle Supplier Portal. Depending on the comments, you may need to make corrections and resubmit the item.

Search Attributes in Oracle Supplier Portal

Some of the dropdown fields in the Oracle Supplier Portal contain large lists of values. Using the search feature will help you retrieve a relevant value when there are more than 10 values in the list, or you do not see the value you are looking for.

Link to eLearning video: Supplier - Search Attributes in Oracle Supplier Portal

In this example, we will use the Brand Field within Global Attributes Section to review the search functionality.

1.   Click the **Brand Dropdown**, then click **Search**.
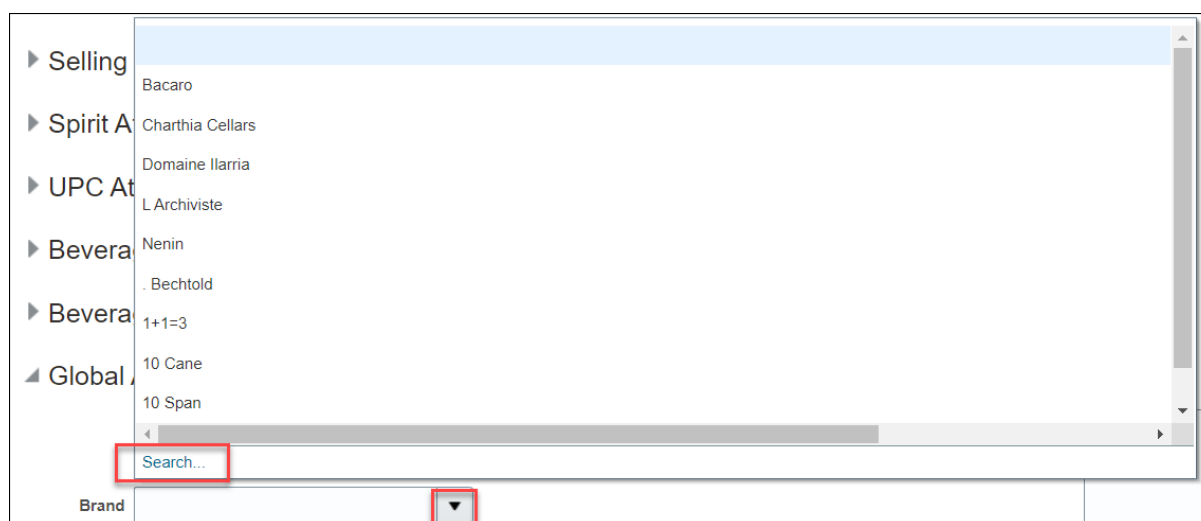
The Search screen appears.

Notes: The Search Section provides fields (search criteria) that you can use to filter and narrow down your search results.

Fields marked with a single asterisk (*) are mandatory fields that must be filled out. Fields marked with double asterisks (**) mean that at least one of the fields must be filled out.
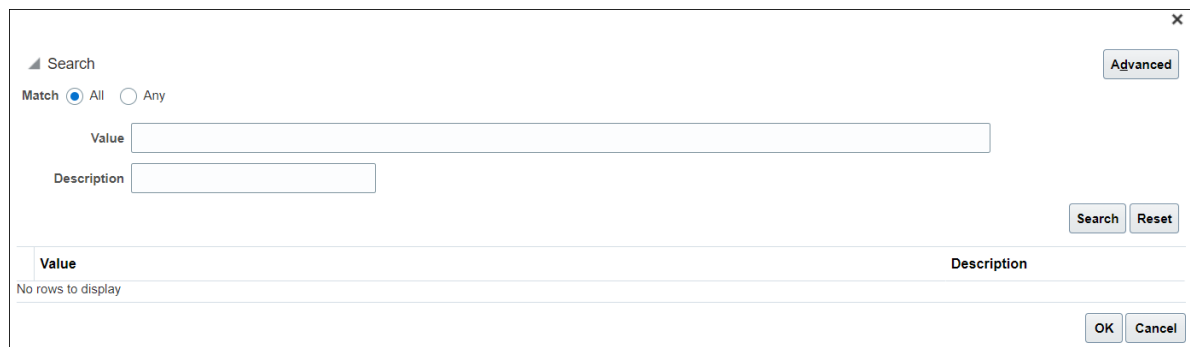
If there is no asterisk, you can leave the field blank.
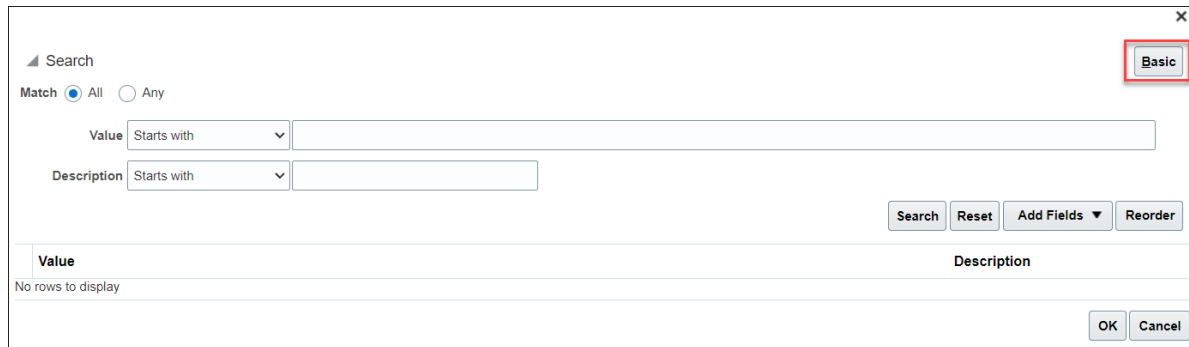
2.   Enter the desired search criteria. For example:

Field Name	Description
Match	Select "All" to search all the keywords provided. Select "Any" to search any of the keywords provided, which will provide a broader set of results.
Value	Enter desired [value name] to produce a list of values matching the name. In most cases in the Oracle Supplier Portal, value and description are the same, so you will generally search for value.
Description	Enter desired [description name] to produce a list of values matching the description. In most cases in the Oracle Supplier Portal, value and description are the same, so you will generally search for value.
Advanced/Basic	Toggle between advanced and basic search functionality. The advanced search feature is covered in the Supplier - Oracle Supplier Portal Supply Chain Management (SCM) QRG.

Basic Search Screen

Advanced Search Screen

The Search Results will appear.

3.   Select the [value], then click **OK**.

Wildcard Search Queries

When entering search values, you can use the percent sign (%) as a wildcard to search for generic values. For example, to search for values beginning with B and containing the letter O (such as,) enter B%O.

Search Term	Matches
Win%	The word **win.** Words beginning with **win**, such as **wine** or **wind.**

Note: The % wildcard does not control the number of wild characters. The search logic attempts to find matches containing values in any position.

Attribute Definitions for Reference

Attribute	Definition
Product Type Attributes	
Product Type	A way to further classify an item within a category.
Product Sub Type	Values that update based on the Product Type you selected to further classify an item.
Negotiation Details	
Negotiation Number	Numbers associated with your company's negotiations.
Negotiation Line Number	Numbers with a brief item description that update based on the negotiation number you selected.
Pack Attributes	
Unit Packaging	Package type for the individual item, such as box, can or glass.
Multipack Size	Number of individually packed items sold as a unit.
Case Dimension UOM	Length, width and height measurement definition of the case in inches or millimeters.
Default UOP	Package configuration (each or case) by which the product would typically be sold.
Tier	Number of cases stored on a single layer of a pallet.
Case Packaging	Package type for the case, such as barrel, keg, wood crate, corrugate box or shrink-wrapped trey.
Dated Product	Items that are freshness dated and have packaged/bottled on, consume, use, best, expires by or other dates displayed on the item.
Weight UOM	Weight measurement definition of the case in pounds or ounces.
Volume UOM	Volume measurement definition of the case in either liters or milliliters.
Case Volume	Volume of each individual unit in the case multiplied by the number of units in the case in liters or milliliters depending on the Volume UOM selected.
Units Per Inner	Disregard and do not change the default for the Parent Item. A subset of a case containing a portion of the individual quantities in an item. If a case is made up of inners (or sleeves), the number of units in each inner.
Case Length	Length of the case in inches or millimeters, depending on Case Dimension UOM selected.
Case Width	Width of the case in inches or millimeters, depending on Case Dimension UOM selected
Case Height	Height of the case in inches or millimeters, depending on Case Dimension UOM selected.

Attribute	Definition
Case Weight	Weight of the case in pounds or ounces, depending on Weight UOM selected.
Units Per Case	Number of single items in one case. Spirits are usually sold in cases consisting of 12 bottles, in which instance, units per case would be 12.
Height	Number of layers of cases stored on a pallet.
Selling Unit Attributes	
Selling Unit Weight	Weight of the case in pounds or ounces, depending on Selling Unit Weight UOM selected.
Selling Unit Volume (Metric)	Volume of each individual unit in the case multiplied by the number of units in the case in liters or milliliters depending on the Selling Unit Volume UOM selected.
Selling Unit Length	Length of the unit in inches is measured from front to back between the bottle's longest points. If a bottle has a narrow base with a wider collar, enter the length of the collar (widest part of the bottle).
Selling Unit Height	Height of the unit in inches measured from top to bottom.
Selling Unit Width	Width of the unit in inches measured left to right between the bottle's widest points. If a bottle has a narrow base with a wider collar, enter the width of the collar (widest part of the bottle).
Selling Unit Weight UOM	Weight measurement definition of the case in pounds or ounces.
Selling Unit Volume (English)	Automatically calculated volume in fluid ounces based on Selling Unit Volume (metric) value.
Selling Unit Length, Width, Height (LWH) UOM	Length, width and height measurement definition of the case in inches.
Spirit Attributes	
Spirit Quality	Value for cognac quality grade and aging or bottled in bond.
Spirit Profile	Descriptive terms for the taste and flavor or the absence of certain toxic contaminants of the beverage.
UPC Attributes	
UPC Type	Forms of barcode labeling, with UPC-A being the most common barcode type for Parent Items at the PLCB.
Supplier UPC	Universal Product Code barcode is a unique 12-digit number associated with the sellable Parent Item (also known as UPC-A) and the most common barcode for retail product labeling.

Attribute	Definition
	You will enter the same UPC number when creating the associated Supplier SCC/GTIN. The number must match exactly to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. The UPC must be unique. The PLCB can provide a UPC if needed (for example, for a vintage product).
UPC Supplier Cost	Agreed upon cost between Supplier and the PLCB in US dollars. Also referred to as the "unit cost."
Supplier	Vendor of record that provides the item.
Beverage Attributes	
Flavor	Distinctive taste for flavored spirits products like rum, vodka and other spirits items or wine items.
Licensee Only?	For regular stock and one-time buy items, leave blank. Licensee Only: Indicate if the item is intended primarily for licensees and not to be stocked at retail, understanding the PLCB cannot restrict sales of the item to licensees and will fulfill any retail sales requests for it. Salesman Sample: Indicates if the item is a product sample intended to be consumed at a licensed location for product promotion or marketing or leave blank. If both values apply to the item, once a green checkmark appears in the status column on the Manage Products screen indicating the item was published, you can submit a request to update this value.
Liquid Color	Visual description of liquid for the spirits or wine item.
Age	Length of time in number of years old for the spirits or wine item.
Cocktail Type	Common varieties of ready-to-drink and cocktail mixers.
Vintage	The year the spirits or wine was produced. This mainly applies to wines but also to some spirits. 3 values in the dropdown are not associated to a specific year:

Attribute	Definition
	Available Vintage: Only applies to items negotiated as such with PLCB, and the PLCB will receive/sell whatever vintage is available, subject to the product still being saleable and in good condition. Multi-vintage: Applies only to items negotiated as such with PLCB and used when PLCB will accept more than one (but specific) vintages. Nonvintage: Some wines are not assigned vintages or the product in each bottle is a mixture of different harvest years.
Item Qualifier	Describes if an item is a regular item, one-time buy or holiday one-time buy.
Price Segments	Level of price segment for items, for example, standard or premium.
Quantity Key For POS	Disregard for stock Parent Items.
Licensee Party	Disregard for stock Parent Items.
Proof	Method to indicate the ethanol content for an item and is double the ABV. Mainly applies to spirits but also some wines.
Wine Alcohol by Volume (ABV)	Method to indicate the alcohol content by percentage for an item. Mainly applies to spirits but also some wines.
Beverage Rating Attributes	
Rating Code	List of critics who provide ratings/reviews, primarily for luxury products by vintage. Item 000085712 Far Niente Chardonnay Napa Valley Estate Bottled 2019 has the following attributes: Rating Code 1 = Wine Enthusiast; Rating Value 1 = 94 Rating Code 2 = Wine Spectator; Rating Value 2 = 89 Attributes are pairs (each rating code needs a corresponding rating value). An item can have ratings from more than one source.
Rating Value	List of rating codes associated with critic's reviews selected.
Global Attributes	
Brand	Unique or distinctive name of the item.
Manufacturer	Company that makes the item.

Attribute	Definition
Tasting Notes	Also known as product notes, which explain the item's 1) Look, 2) Aromas, 3) Taste, 4) Finish, 5) Pairings
Short Description	33-character description displayed on bin labels in Fine Wine & Good Spirits stores and other documents.
Geographical Attributes	
Country	Location where the item is produced.
State	If country selected is the United States, location where the item is produced.
Organic Attributes	
Organic	Item is produced without the use of unnecessary chemicals, such as pesticides.
Biodynamic	Item is produced using organic farming with locally sourced material.
Vegan	Item is produced free from animal products.
Sulfite-Free	Item does not have added sulfites, but its natural sulfite levels are below a legally defined threshold.
Sustainable	Item is produced sustainably, minimizing natural resources and conserving energy.
Salmon Safe	Item is produced without harming salmon and certified as such.
Fairtrade	Item is produced fairly and humanely to meet the internationally recognized Fairtrade standards.
Natural	Item is produced from naturally derived ingredients, including fruit juices or milk or malt, sugar, acid, flavoring and coloring materials.
Gluten Free	Item is produced from ingredients that do not naturally have gluten in them.
WMS Attributes	
Temp Control	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
High Value	Select "Yes" if the UPC Supplier Cost (Unit Cost) field is greater than or equal to $50 US dollars for the item, otherwise select "No."
Shipping Lane	Identifies the route or method the item comes to the PLCB (vendor domestic direct, direct store delivery, international consolidator or special order).
Vendor Number	Disregard for stock Parent Items.
Sparkling Wine Attributes	
Sparkling Method	Production method, whereby wine undergoes a second fermentation process in the bottle to produce carbon dioxide.
Sparkling Subclass	Definition of sparkling wine, such as Brut, Dry and others.

Attribute	Definition
Wine Attributes	
Sweetness	Sliding scale with values from 1 to 17. 1 with the least and 17 with the most sweetness. No standard to compare to because taste is subjective. Used for consumer education.
Wine Quality	Indicates the quality or characteristics of the product such as style of German Riesling (Kabinett, Spatlese, Auslese, Trocken) and Jewish dietary distinctions/process (Kosher, Mevushal).
Varietal/Blend	Primary grape variety of the wine.
Wine Appellation	Legally determined and protected wine region or geographic location for the wine.
Wine Profile	Adjectives describing wine flavors.
Oak Influence	Sliding scale with values from 0 (zero) to 15. 0 with no oak influence and 15 with the most oak. No standard to compare to because taste is subjective. Used for consumer education Select 0 (zero) only if the wine is unoaked.
Body	Sliding scale with values from 1 to 17. 1 with the least and 17 with the most body. No standard to compare to because taste is subjective. Used for consumer education.
SCC Attributes	
Supplier SCC UOM	Unit of measure for the Supplier SCC/GTIN is case.
Supplier UPC	This is the same 12-digit UPC barcode number you entered for the Parent Item. The number must match exactly to ensure the Supplier SCC/GTIN is linked to the Parent Item in the system. The UPC must be unique. The PLCB can provide a UPC if needed (for example, for a vintage product).
SCC Supplier Cost	Agreed upon cost of the Supplier SCC/GTIN item in US dollars.
Supplier SCC	The 14-digit Supplier SCC/GTIN number used to order the case of the individual parent sellable items within. This number is also referred to as the Global Trade Item Number (GTIN). The Supplier SCC/GTIN must be unique. The PLCB can provide a Supplier SCC/GTIN if needed (for example, for a vintage product). The provided Supplier SCC/GTINs would have to be applied to the case following all the normal PLCB DC standards.