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

Introduction

The new Oracle Supplier Portal allows suppliers to the Pennsylvania Liquor Control Board (PLCB) of Special Order (SO) spirits and wines 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 SO items for sale to licensees through the Licensee Online Order Portal (LOOP) and retail customers through FWGS.com, and for direct delivery or delivery to Fine Wine & Good Spirits (FW&GS) stores or Licensee Service Centers (LSC) for customer pickup.

For instructions regarding entering stock items, refer to the Supplier - Create and Submit Items in Oracle Supplier Portal QRG.

Before You Begin

Before following steps to create items in the Supplier Portal, you must register with the PLCB as a supplier.

SO suppliers, in addition to creating a new item in the new Oracle Supplier Portal, must continue to submit the Special Order Eligibility - New Item Form, using their internal item number both in the Oracle Supplier Portal and within the "Item Intro Request #" field on the form. Items will not be reviewed or acted upon until both submissions are complete.

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

Attribute Definitions

Understanding of attributes — or fields — will help when creating items in the Supplier Portal. Review the Attribute Definitions at the end of this document for more information about the fields in the system.

Table of Contents

Glossary

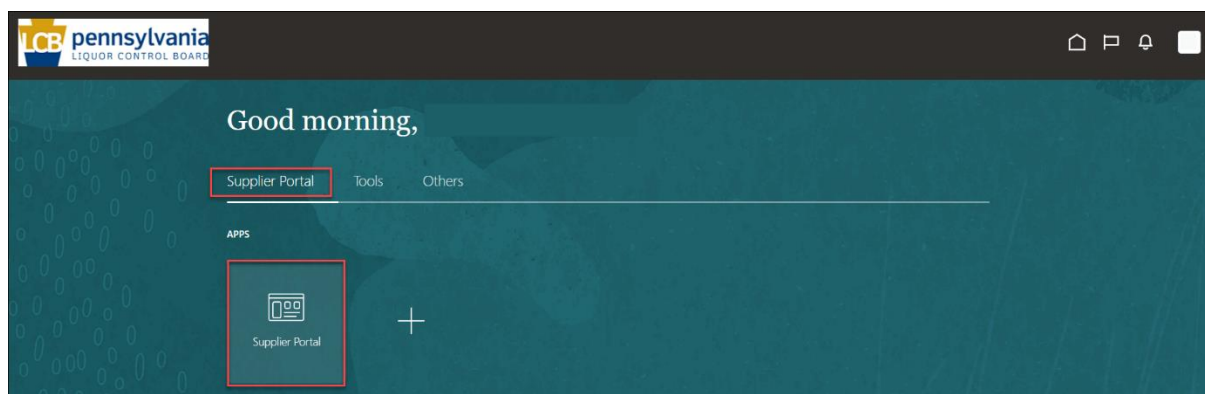| Acronym	Meaning
ABV	Alcohol by Volume (as a percentage of total volume)
COLA	Certificate of Label Approval
DC	Distribution Center
DD	Domestic Direct
DSD	Direct Store Delivery
FW&GS	Fine Wine & Good Spirits
GTIN	Global Trade Item Number
INTC	International Consolidator
LOOP	Licensee Online Ordering Portal
LSC	Licensee Service Center
LWH	Length, Width, Height
PDH	Product Data Hub
POS	Point of Sale
QRG	Quick Reference Guide
RTD	Ready-to-Drink
SCC	Shipping Container Code
SO	Special Order
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 Item (Oracle Supplier Portal)

Link to eLearning video: Supplier – Create Special Order Items in the Oracle Supplier Portal

1.   Log in to the Oracle Supplier Portal:

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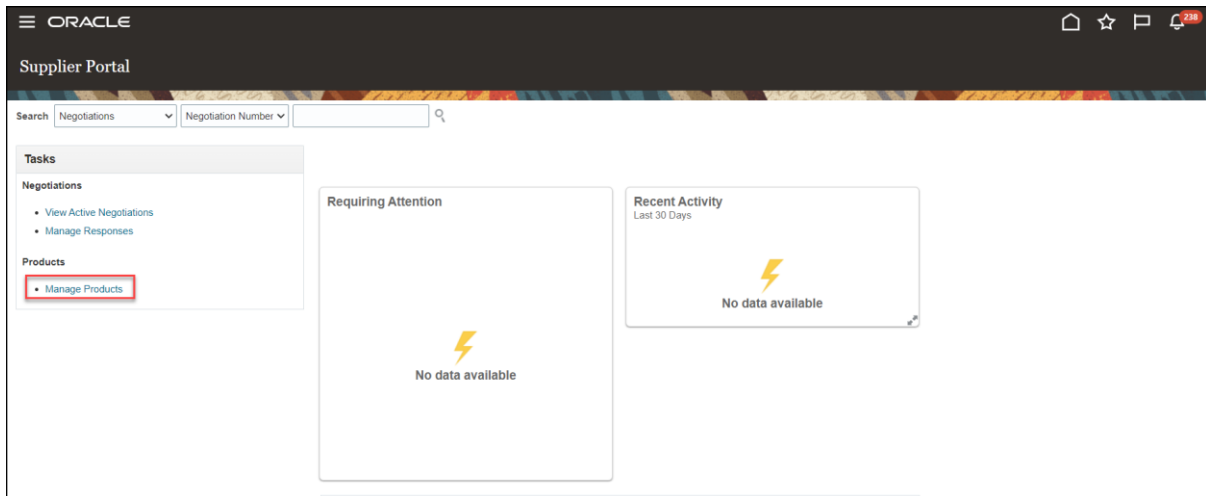   b. Enter **Password**
      c. Click **Sign In**

2.   Navigate to the <u>Welcome Springboard</u>.

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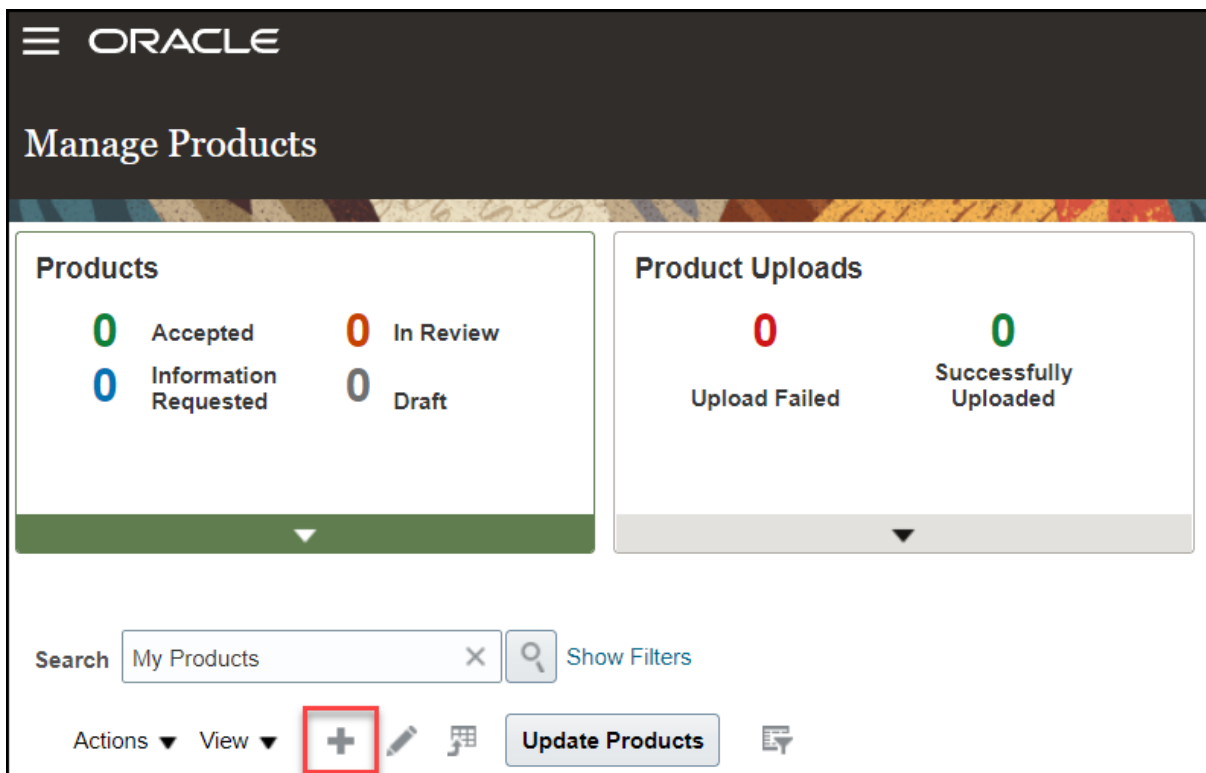
4.   Click the **Manage Products link** on the <u>left side of the screen</u> under the <u>Product Heading</u>.

Note: You may need to scroll down through headings to see 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 item from the dropdown menu in the <u>Category Box</u> using the following guidelines:

| Category	Use when the item is…
Non-stock Spirits	Vodka, gin, rum, whiskey, tequila, scotch, liqueur, cordials and others.
Non-stock Wines	All types of wine, including red, white, rosé, sparkling, dessert and others.
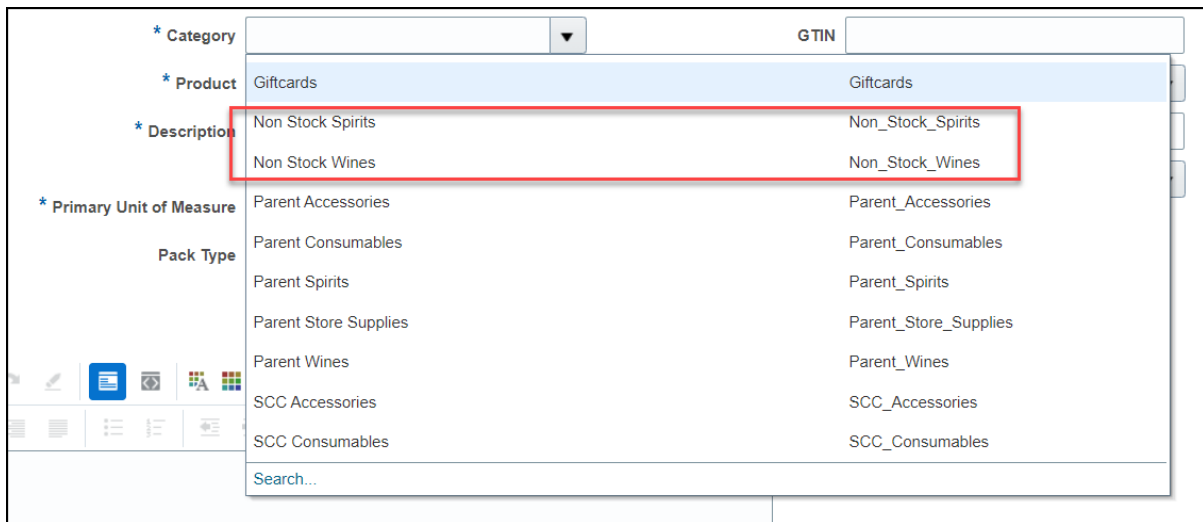
Notes: Values within dropdown fields display alphabetically, with only the first 10 values appearing in the dropdown list. Click "Search" to see more options. See the <u>Search Attributes in Oracle Supplier Portal</u> section for more information on how to search within dropdown fields.

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 Non-stock Wines, only the fields for that category will appear. If you select Non-stock Spirits, a different set of fields appears. Refer to the screenshots on the next 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.
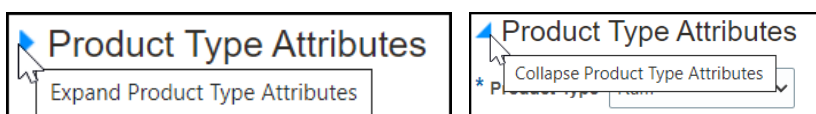
Attribute Group Matrix

Attribute Group	Spirits	Wines
Product Type Attributes	X	X
Pack Attributes	X	X
Selling Unit Attributes	X	X
Spirit Attributes	X	
Wine Attributes		X
Sparkling Attributes		X
UPC Attributes	X	X
Beverage Attributes	X	X
Geographical Attributes	X	X
Global Attributes	X	X
Non-Stock Attributes	X	X
Organic Attributes	X	X
WMS Attributes	X	X

Non-stock Spirits Attribute Groupings

Attributes for Non-stock Spirits are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Pack Attributes

▸ Selling Unit Attributes

▸ Spirit Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Geographical Attributes

▸ Global Attributes

▸ NonStock Attributes

▸ Organic Attributes

▸ WMS Attributes

Non-stock Wines Attribute Groupings

Attributes for Non-stock Wines are grouped as shown below.

▸ Formatted Description

▸ Product Type Attributes

▸ Pack Attributes

▸ Selling Unit Attributes

▸ Wine Attributes

▸ Sparkling Wine Attributes

▸ UPC Attributes

▸ Beverage Attributes

▸ Geographical Attributes

▸ Global Attributes

▸ NonStock Attributes

▸ Organic Attributes

▸ WMS Attributes

7.　　Enter your **Company's Internal Item Number** for the 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.

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.

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. SO expert reviews and tasting notes will not display on LOOP, but they will display on FWGS.com.

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 Primary Unit of Measure Box.

Notes: Disregard and do not enter Pack Type, Global Trade Item Number (GTIN), GTIN Unit of Measure (UOM), 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>.
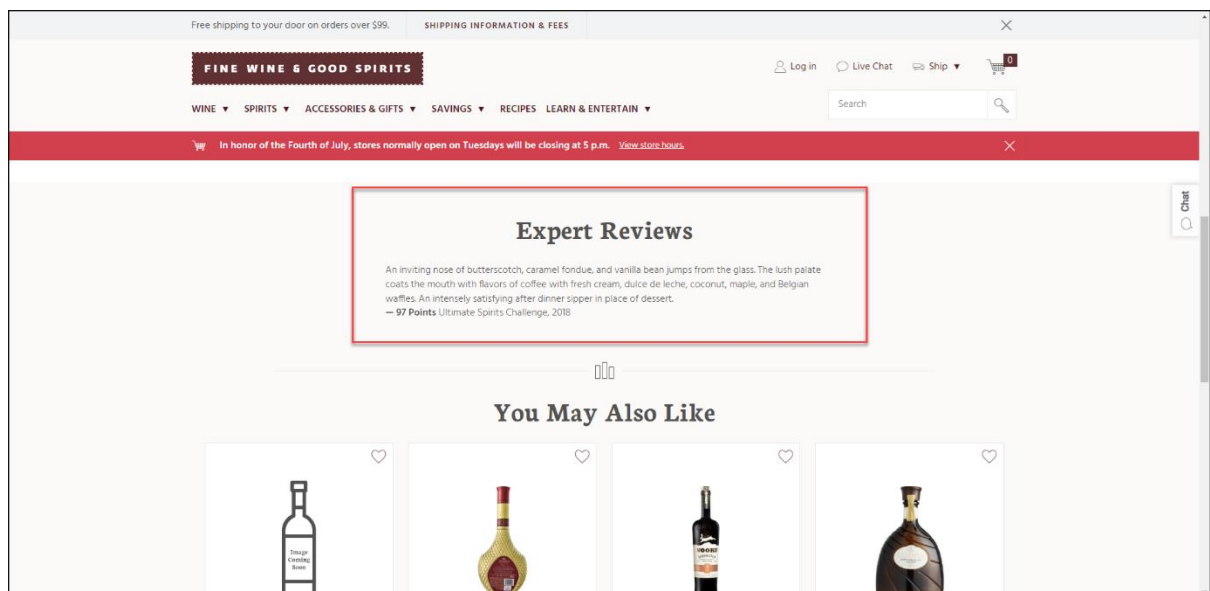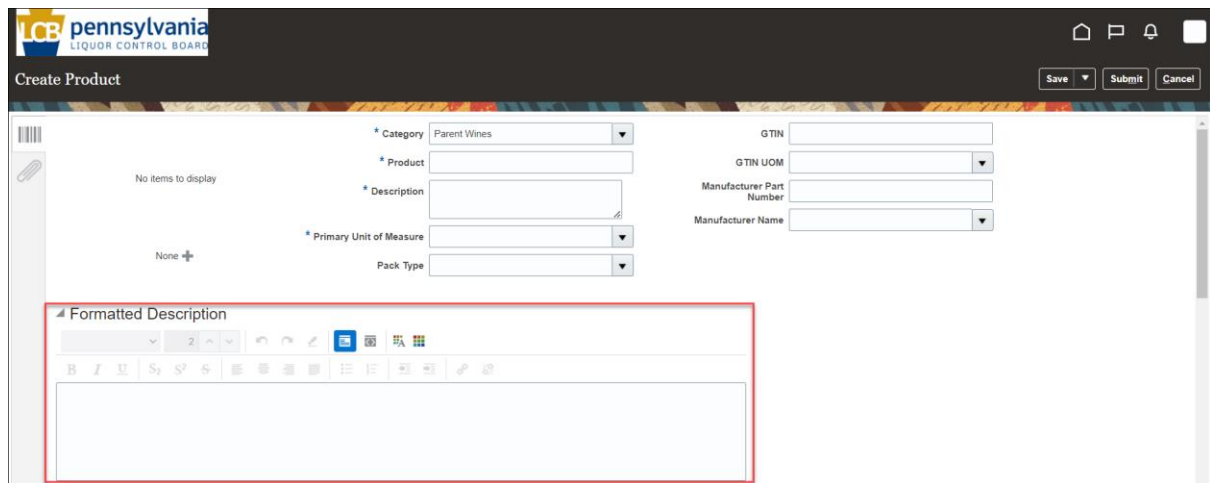
SO expert reviews will not display on LOOP, but they will display on FWGS.com. Above is an example of an expert review displayed on FWGS.com.

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

Note: The system will display an error message if you try to save before completing the steps above.

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

- Create Spirits Item
- Create Wine Item

Create Spirits 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 <u>Pack Attributes Section.</u> Special Order Items are sold and shipped by bottle or each, so pack attributes should be based on an each rather than a case.

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	Disregard and do not change the default for the item.
Case Dimension Unit	Dropdown	User	Disregard and do not change the default for the item.

Field Name	Field Type	Input	Instructions
of Measure (UOM)*			
Default Unit of Purchase (UOP)*	Dropdown	Auto	Disregard and do not change the default for the item.
Tier*	Number	Auto	Disregard and do not change the default for the item.
Height*	Number	Auto	Disregard and do not change the default for the item.
Case Packaging*	Dropdown	User	Disregard and do not change the default for the item.
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	Disregard and do not change the default for the item.
Volume UOM*	Dropdown	User	Select liters or milliliters for the case volume measurement.
Case Length*	Number	User	Disregard and do not change the default for the item.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected. This should be based on a pack of 1 unit.
Case Width*	Number	User	Disregard and do not change the default for the item.
Case Height*	Number	User	Disregard and do not change the default for the item.
Case Weight*	Number	User	Disregard and do not change the default for the item.
Units Per Inner*	Number	Auto	Disregard and do not change the default for the item.
Units Per Case*	Number	Auto	Disregard and do not change the default for the item. The default value is 1.

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.

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	Disregard and do not change the default for the item.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters. This should be the same as the value entered in Pack Attributes: Case Volume above.
Selling Unit Length*	Number	User	Disregard and do not change the default for the item.
Selling Unit Height*	Number	User	Disregard and do not change the default for the item.
Selling Unit Width*	Number	User	Disregard and do not change the default for the item.
Selling Unit Weight UOM*	Dropdown	User	Disregard and do not change the default for the item.
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 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 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.

5.   Complete the fields in the UPC Attributes Section:

Field Name	Field Type	Input	Instructions
UPC Type	Dropdown	User	Disregard and do not enter for the item.
Supplier UPC	Number	User	Disregard and do not enter for the item.
UPC Supplier Cost*	Number	User	Enter the unit cost in US dollars NOT inclusive of SO freight. Freight will be established in a later step.
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.

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	Select "Licensee Only" if you want to make this SO available only on LOOP. Leave blank if you also want the product to be available on FWGS.com for retail sales. Select "Salesman Sample" if the item is a product sample intended to be consumed at a licensed location for product promotion or marketing. 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 spirits item or leave blank. Select "Available Vintage" if the retail price in US dollars is $20 or less. 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	Select "Special Order."
Price Segments*	Dropdown	User	Disregard and do not change the default for the item.
Quantity Key For Point of Sale (POS)	Dropdown	User	Disregard and do not enter for the item.
Licensee Party	Dropdown	User	Disregard and do not enter for the item.
Proof*	Dropdown	User	Disregard and do not change the default for the item.
Wine Alcohol by Volume (ABV)*	Dropdown	User	Disregard and do not change the default for the 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.

7.   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.

8.   Complete the fields in the Global Attributes Section:

Field Name	Field Type	Input	Instructions
Brand*	Dropdown	User	Disregard and do not change the default for the item.
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. 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.

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.

SO tasting notes will not display on LOOP, but they will display on FWGS.com.

9. Complete the fields in the <u>Non-Stock Attributes Section</u>:

Field Name	Field Type	Input	Instructions
SO Retail Direct Delivery Opt-in	Dropdown	User	If you did not select "Licensee Only" in a prior step as a beverage attribute and want to offer the product for retail sale at FWGS.com not only for retail store delivery but also for direct delivery to retail customers, select "Yes" to opt-in for direct delivery. You will be able to establish a per-bottle delivery fee for direct delivered retail SOs. Select "No" if you only want to deliver retail SOs placed at FWGS.com to FW&GS stores for customer pickup.
SO Retail Direct Delivery Fee (Per Bottle)*	Number	User	If "SO Retail Direct Delivery Opt-in" is "Yes," enter a per-bottle delivery fee to be imposed on every direct delivery order for the item placed at FWGS.com. If you selected "No" for "SO Retail Direct Delivery Opt-in," disregard and do not change the default for the item.
SO Retail Direct Delivery Fee UOM (Per Bottle)*	Dropdown	User	Disregard and do not change the default for the item.
SO Freight (Per Bottle)*	Number	User	Enter the SO freight (included within the retail price displayed for customers) for the item. Click here for Maximum Freight Allowances for Suppliers information.
SO Freight UOM (Per Bottle)*	Dropdown	User	Disregard and do not change the default for the 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.

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 WMS Attributes Section:

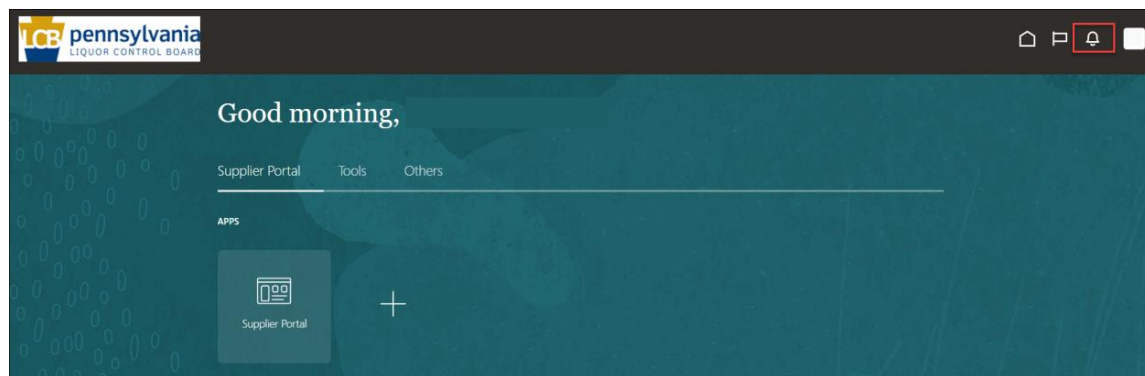| Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Disregard and do not enter for the item.
High Value	Dropdown	User	Disregard and do not enter for the item.
Shipping Lane*	Dropdown	User	Select "N/A."
Vendor Number	Number	User	Disregard and do not enter for the item.

12.   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). No images of SO items will be displayed at FWGS.com or LOOP.

13.   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 in conjunction with a completed Special Order Eligibility - New Item Form, (supplier should use the internal item number entered in the Product box early in the item entry process within the "Item Intro Request #" field on the form), 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 Wine 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 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.

2.   Complete the fields in the <u>Pack Attributes Section</u> <mark>Special Order Items are sold and shipped by bottle or each, so pack attributes should be based on an each rather than a case.</mark>

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	<mark>Disregard and do not change the default for the item.</mark>
Case Dimension Unit of Measure (UOM)*	Dropdown	User	Disregard and do not change the default for the item.
Default Unit of Purchase (UOP)*	Dropdown	User	Disregard and do not change the default for the item.
Tier*	Number	User	<mark>Disregard and do not change the default for the item.</mark>
Height*	Number	User	<mark>Disregard and do not change the default for the item.</mark>
Case Packaging*	Dropdown	User	<mark>Disregard and do not change the default for the item.</mark>
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	Disregard and do not change the default for the item.
Case Volume*	Number	User	Enter case [Volume] depending on the Volume UOM you selected. <mark>This should be based on a pack of 1 unit.</mark>
Case Width*	Number	User	Disregard and do not change the default for the item.
Case Height*	Number	User	Disregard and do not change the default for the item.
Case Weight*	Number	User	Disregard and do not change the default for the item
Units Per Inner*	Number	User	Disregard and do not change the default for the item.

Field Name	Field Type	Input	Instructions
Units Per Case*	Number	User	<mark>Disregard and do not change the default for the item. The default value is 1.</mark>

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 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	Disregard and do not change the default for the item.
Selling Unit Volume (Metric)*	Number	User	Enter volume in milliliters or liters. <mark>This should be the same as the value entered in Pack Attributes: Case Volume above.</mark>
Selling Unit Length*	Number	User	Disregard and do not change the default for the item.
Selling Unit Height*	Number	User	Disregard and do not change the default for the item.
Selling Unit Width*	Number	User	Disregard and do not change the default for the item.
Selling Unit Weight UOM*	Dropdown	User	Disregard and do not change the default for the item.
Selling Unit Volume (English)	Number	Auto	Volume is automatically calculated in fluid ounces once the selling unit volume (metric) and selling unit weight UOM

Field Name	Field Type	Input	Instructions
			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 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 Wine Attributes Section:

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.

Note: This information will appear on FWGS.com for retail SOs.

5.   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.

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

Field Name	Field Type	Input	Instructions
UPC Type	Dropdown	User	Disregard and do not enter for the item.
Supplier UPC	Number	User	Disregard and do not enter for the item.
UPC Supplier Cost*	Number	User	Enter the unit cost in US dollars NOT inclusive of SO freight. Freight will be established in a later step.
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.

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

Field Name	Field Type	Input	Instructions
Flavor	Dropdown	User	Disregard and leave blank for wine items.
Licensee Only?	Dropdown	User	Select "Licensee Only" if you want to make this SO available only on LOOP. Leave blank if you also want the product to be available on FWGS.com for retail sales. Select "Salesman Sample" if the item is a product sample intended to be

Field Name	Field Type	Input	Instructions
			consumed at a licensed location for product promotion or marketing. 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 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 wine item or leave blank. Select "Available Vintage" if the retail price in US dollars is $20 or less. Select "Nonvintage" if the item is not vintage-specific or the product in each bottle is a mixture of different harvest years. 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	Select "Special Order."
Price Segments*	Dropdown	User	Disregard and do not change the default for the item.
Quantity Key For POS	Dropdown	User	Disregard and do not enter for the item.
Licensee Party	Dropdown	User	Disregard and do not enter for the item.
Proof*	Dropdown	User	Disregard and do not change the default for the item.
Wine Alcohol by Volume (ABV)*	Dropdown	User	Disregard and do not change the default for the 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.

8.   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.

9.   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

Field Name	Field Type	Input	Instructions
			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.

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.

SO tasting notes will not display on LOOP, but they will display on FWGS.com.

10.   Complete the fields in the Non-Stock Attributes Section:

Field Name	Field Type	Input	Instructions
SO Retail Direct Delivery Opt-in	Dropdown	User	If you did not select "Licensee Only" in a prior step as a beverage attribute and want to offer the product for retail sale at FWGS.com not only for retail store delivery but also for direct delivery to retail customers, select "Yes" to opt-in for direct delivery. You will be able to establish a per-bottle delivery fee for direct delivered retail SOs. Select "No" if you only want to deliver retail SOs placed at FWGS.com to FW&GS stores for customer pickup.
SO Retail Direct Delivery Fee (Per Bottle)*	Number	User	If "SO Retail Direct Delivery Opt-in" is "Yes," enter a per-bottle delivery fee to be imposed on every direct delivery order for the item placed at FWGS.com.

Field Name	Field Type	Input	Instructions
			If you selected "No" for "SO Retail Direct Delivery Opt-in," disregard and do not change the default for the item.
SO Retail Direct Delivery fee UOM (Per Bottle)*	Dropdown	User	Disregard and do not change the default for the item.
SO Freight (Per Bottle)*	Number	User	Enter the SO freight (included within the retail price displayed for customers) for the item. Click here for Maximum Freight Allowances for Suppliers information.
SO Freight UOM (Per Bottle)*	Dropdown	User	Disregard and do not change the default for the 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.

11.	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.

Field Name	Field Type	Input	Instructions
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.

12.   Complete the fields in the WMS Attributes Section:

Field Name	Field Type	Input	Instructions
Temp Control	Dropdown	User	Disregard and do not enter for the item.
High Value	Dropdown	User	Disregard and do not enter for the item.
Shipping Lane*	Dropdown	User	Select "N/A."
Vendor Number	Number	User	Disregard and do not enter for the item.

13. 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). No images of SO items will be displayed at FWGS.com or LOOP.

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 in conjunction with a completed Special Order Eligibility - New Item Form, (supplier should use the internal item number entered in the Product box early in the item entry process within the "Item Intro Request #" field on the form), 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.

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 labels. Front and back item photos are strongly recommended but not required. If there are additional images, such as side or packaged shots, those can be provided as well. Missing photos may delay approval of new SO items, while we reach out to the supplier for additional information. Naming conventions and high-resolution images are not required for Special Order products, since images of SOs are not displayed at FWGS.com or LOOP.
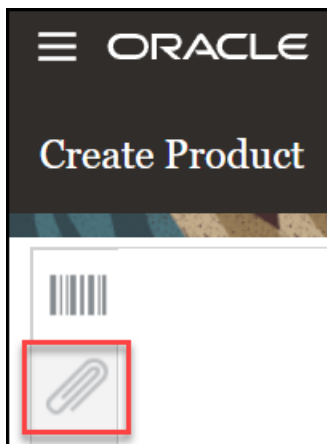
Important Note

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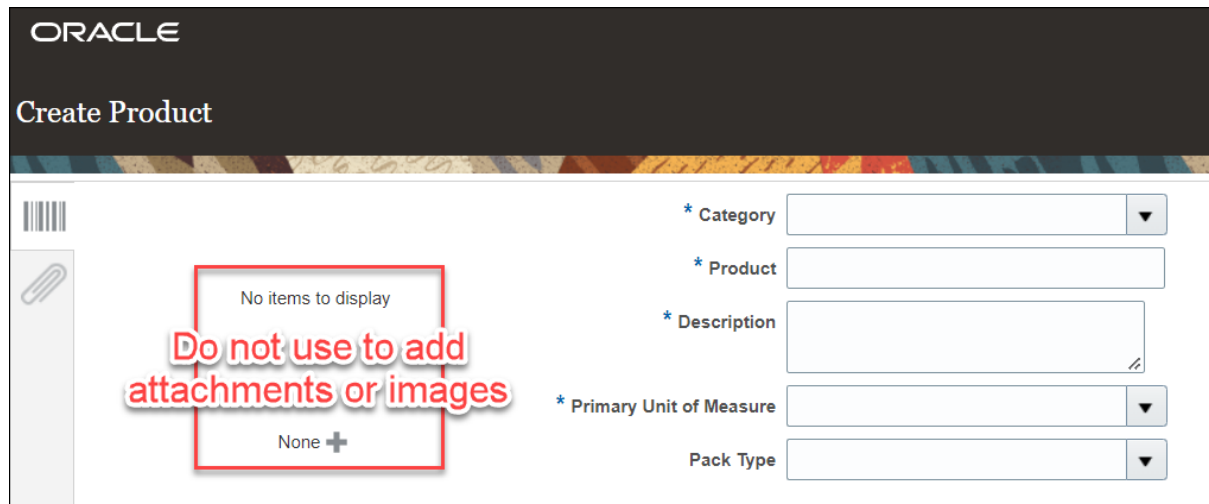
Add File or Image Attachments

1. Click the **Paperclip Icon** to add a document or image file.

2. Click the "**+**" **Icon** or **Actions** dropdown, then click **Add Attachment**.
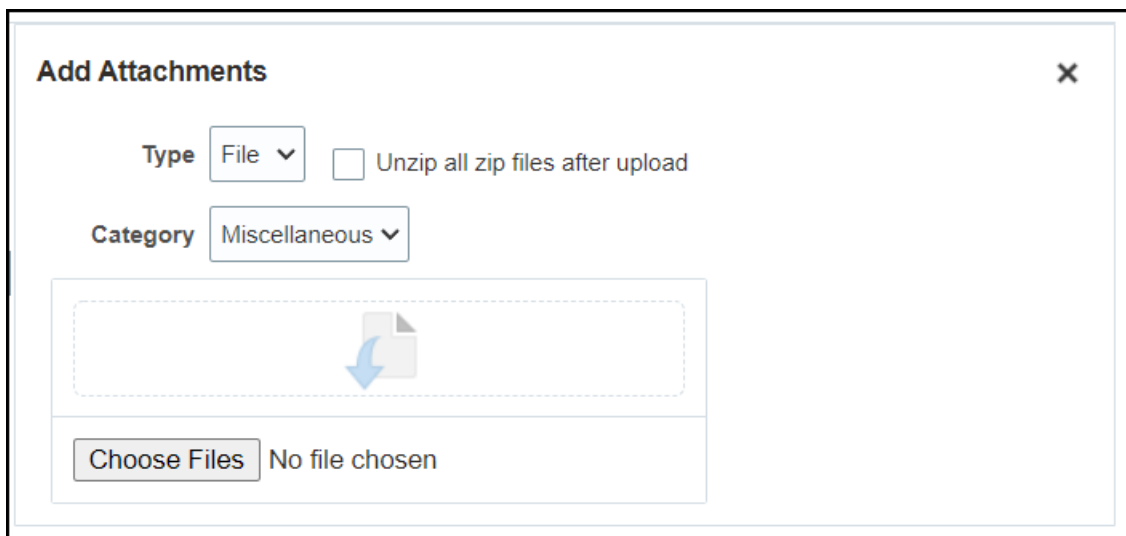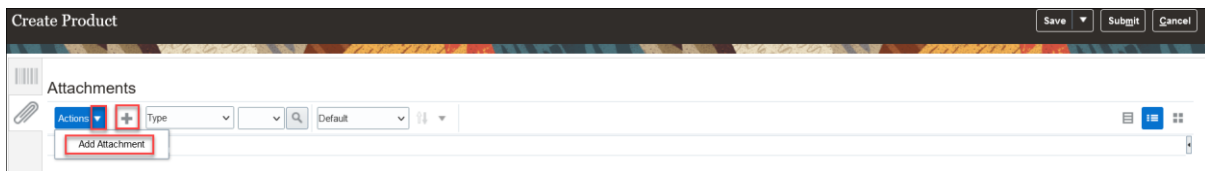
The Add Attachment Screen appears.

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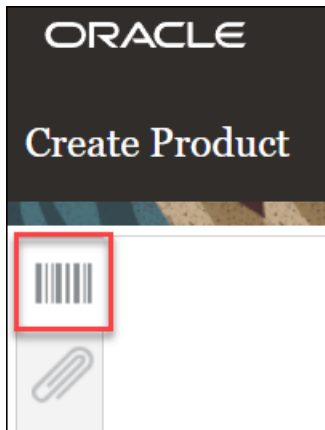
4.   Click **Submit** in the top right corner after adding the required attachments and images and completing all of the required fields for the item.

After clicking "Submit," the item is routed to PLCB for review. Once reviewed in conjunction with a completed Special Order Eligibility - New Item Form*, (supplier should use the internal item number entered in the Product box early in the item entry process within the "Item Intro Request #" field on the form), 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.
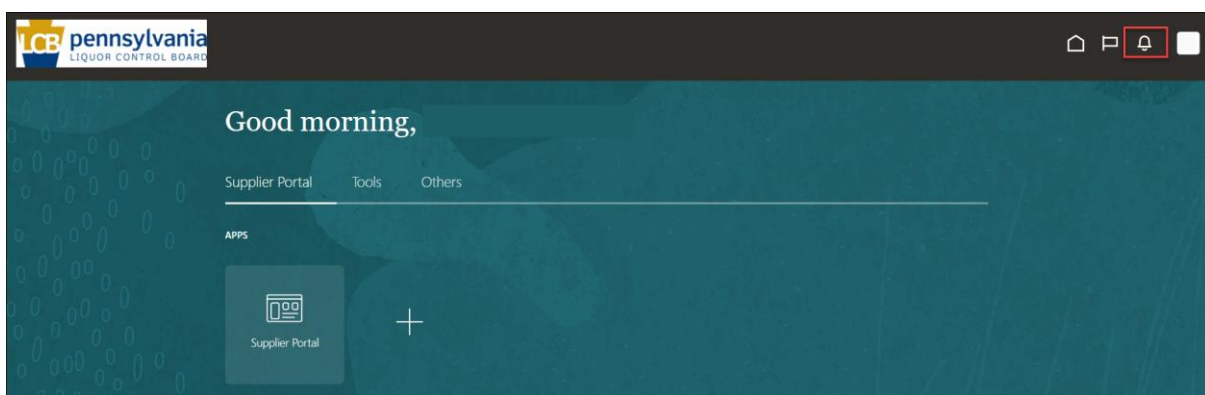
5. Search Attributes in Oracle Supplier Portal

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**.
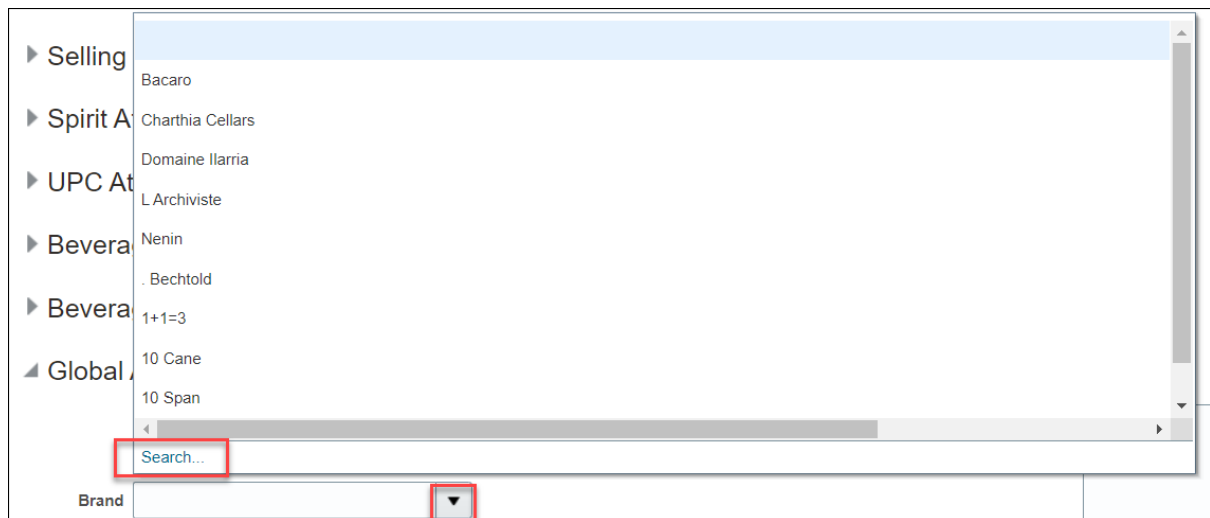
The Search screen appears.

Notes: The Search Section provides fields (search criteria) that you can use to filter and narrow down your search results.
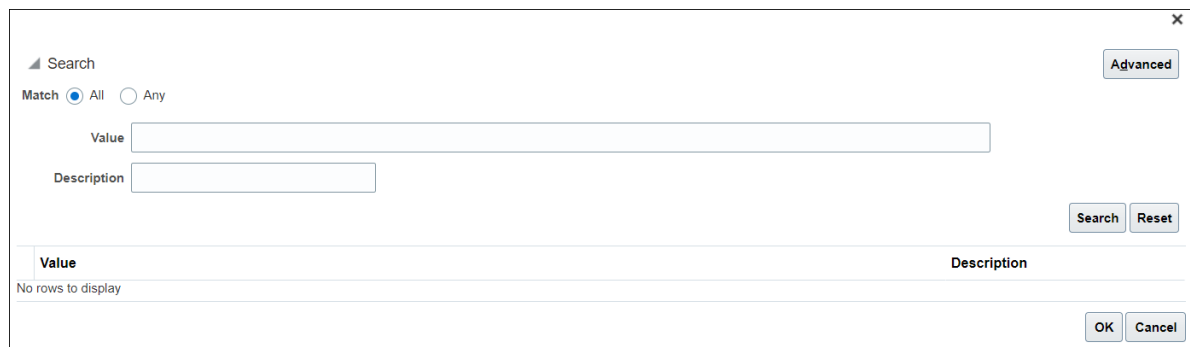
Fields marked with a single asterisk (*) are mandatory fields that must be filled out. Fields marked with double asterisks (**) mean that at least one of the fields must be filled out.

If there is no asterisk, you can leave the field blank.
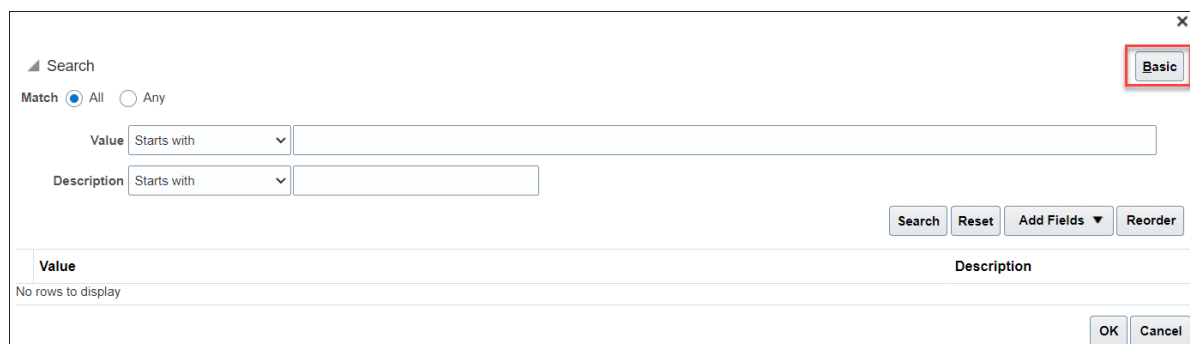
2.   Enter the desired search criteria. For example:

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 <u>Search Results</u> 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

Note that some of these attribute definitions are inapplicable to SOs, as previously identified in this document.

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.
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.

Attribute	Definition
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.
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.

Attribute	Definition
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.
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.
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.
UPC Attributes	
UPC Type	Forms of barcode labeling, with UPC-A being the most common barcode type for SO items at the PLCB.
Supplier UPC	Universal Product Code barcode is a unique 12-digit number associated with the sellable item (also known as UPC-A) and the most common barcode for retail product labeling.

Attribute	Definition
	The UPC must be unique. The PLCB can provide a UPC if needed (for example, for a vintage product).
UPC Supplier Cost	Unit cost in US dollars NOT inclusive of SO freight. Freight will be established in in the Non Stock Attributes group.
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?	Select "Licensee Only" if you want to make this SO available only on LOOP. Leave blank if you also want the product to be available on FWGS.com for retail sales. Select "Salesman Sample" if the item is a product sample intended to be consumed at a licensed location for product promotion or marketing. 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. Some types of wines like fortified wines (Port, Sherry, Madeira, Marsala, Commandaria) and grain or rice wines (Sake, Soju, Shochu) are aged.
Cocktail Type	Common varieties of ready-to-drink and cocktail mixers.
Vintage	The year the spirits or wine were produced. This mainly applies to wines, but also to some spirits. 3 values in the dropdown are not associated to a specific year: Available Vintage: Applies if the retail price in US dollars is $20 or less.

Attribute	Definition
	Multivintage: 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, holiday one time buy, or SO.
Price Segments	Level of price segment for items, for example, standard or premium.
Quantity Key For POS	Disregard for items.
Licensee Party	Disregard for 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.
Geographical Attributes	
Country	Location where the item is produced.
State	If country selected is the United States, location where the item is produced.
Global Attributes	
Brand	Unique or distinctive name of the item.
Manufacturer	Vendor of record that makes the item.
Tasting Notes	Also known as product notes, which explain the item's 1) Look, 2) Aromas, 3) Taste, 4) Finish, 5) Pairings SO tasting notes will not display on LOOP, but they will display on FWGS.com.
Short Description	33-character description on PLCB documents.
Non Stock Attributes	
SO Retail Direct Delivery Opt-in	Method to offer an item for retail sale at FWGS.com for either store delivery and direct delivery to retail customers. Not applicable to Licensees. You will be able to establish a per-bottle delivery fee for direct delivered retail SOs

Attribute	Definition
	is established in the "SO Retail Direct Delivery Fee (Per Bottle)".
SO Retail Direct Delivery Fee (Per Bottle)*	After opt-in, per-bottle delivery fee imposed on every direct delivery order for an item placed at FWGS.com.
SO Retail Direct Delivery Fee UOM (Per Bottle)*	Disregard for items.
SO Freight (Per Bottle)*	Price for freight (included within the retail price displayed for customers on FWGS.com) for an item.
SO Freight UOM (Per Bottle)*	Disregard for items.
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 [DD], direct store delivery [DSD], international consolidator [INTC]).

Attribute	Definition
Vendor Number	Disregard for items.