

Supplier - Licensee Special Order Fulfillment Quick Reference Guide

Introduction

Below is a summary of all steps that must happen, in the following sequence, in order for Special Orders (SOs) to be created, approved and fulfilled for licensees.

1. Licensee must authorize SO vendor for placement of SOs on behalf of the licensee account.
2. Vendor logs in to the Licensee Online Order Portal (LOOP) and creates an SO for licensee review/approval. Review [Supplier - Special Order Entry in LOOP QRG](#) for guidance on this process.
3. Licensee approves SO, which passes the order from LOOP to the new Oracle Supplier Portal.
4. Supplier uses the Manage Orders dashboard to action the orders in the new Oracle Supplier Portal. Supplier reviews each SO to confirm that it can be shipped in full.

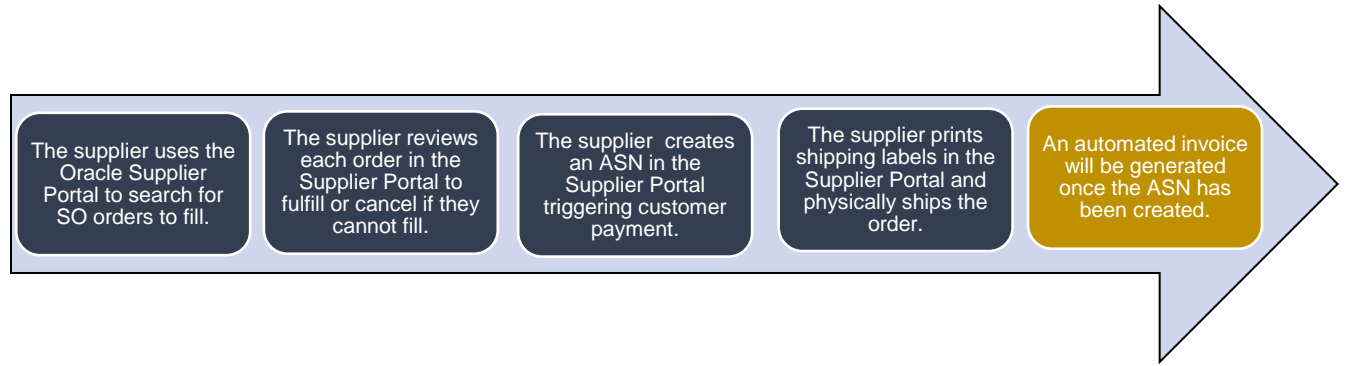
From there, the supplier EITHER emails the Pennsylvania Liquor Control Board (PLCB) to cancel the licensee SO if it cannot be fulfilled or proceeds as follows to fulfill in full.

5. A promise date is automatically established from the LOOP order as the request date plus 11-17 days, depending on the day of the week the order is created by the supplier.

Note: Promise dates for SOs do NOT need to be updated unless the supplier believes the order cannot be fulfilled within a 30-day window from when the order was shipped. If needed, the supplier may revise or update the promise date for an SO in the new Oracle Supplier Portal.

Note: Going forward, the advance shipment notice (ASN) needs to be submitted before the shipping label is printed. Once the supplier creates an ASN for an order, payment will be collected by the PLCB from the licensee, inclusive of any supplier-imposed delivery fee. The shipping label will not be available to print until payment has been successful.

6. Supplier must create an advance shipment notice (ASN) for each licensee SO in the new Oracle Supplier Portal. ASNs should be created before the SOs are physically shipped to Licensee Service Centers (LSCs)/Fine Wine & Good Spirits (FW&GS) stores/customers. Creating the ASN changes the SO status so they may be received by the PLCB and picked up by customers.
7. Supplier must print a shipping label for each box in each SO from the new Oracle Supplier Portal. New messaging has been added to the shipping label to reflect payment status - a shipping label cannot be printed until customer payment is successful.
8. An invoice will be automatically created based on creation of the ASN for each licensee SO. One invoice will be created for each SO.



Note: Sample Orders will use the same fulfillment process, but these orders will be entered and approved by the supplier. See the [Supplier - Sample Order Entry in LOOP Quick Reference Guide](#) for more information on entering and approving a Sample Order in LOOP.

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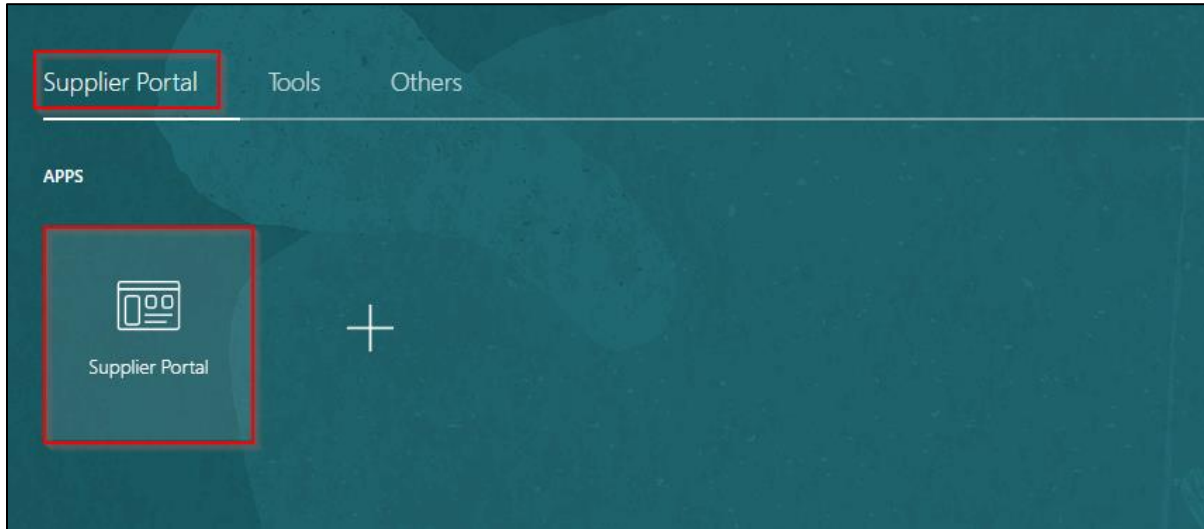
Glossary

Acronym	Meaning
AR	Accounts Receivable
ASN	Advance Shipment Notice
BU	Business Unit
CFIN	Oracle Cloud Financials
DC	Distribution Center
FW&GS	Fine Wine & Good Spirits
LOOP	Licensee Online Order Portal
LSC	Licensee Service Center
LTMF	Logistics, Transportation and Merchandising Factor
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
POD	Proof of Delivery
SO	Special Order
UOM	Unit of Measure

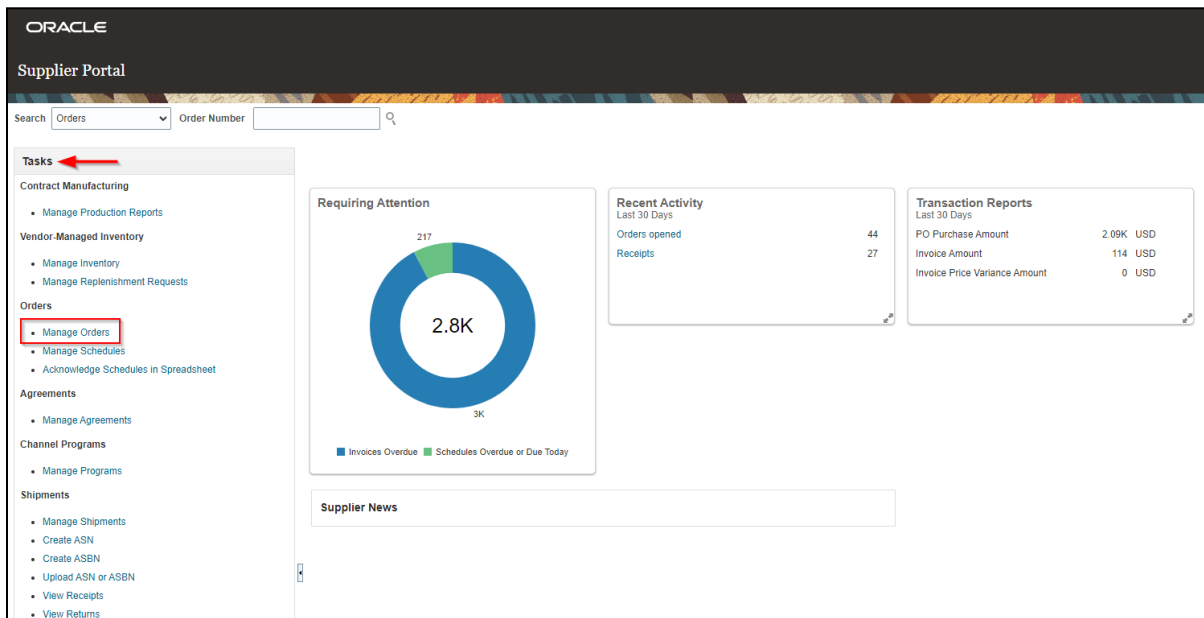
Select Licensee Special Order to View or Fulfill

Link to eLearning Video: [Supplier - Search for FW&GS Store or LSC Pickup Special Order](#)

1. Navigate to the Welcome Springboard.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

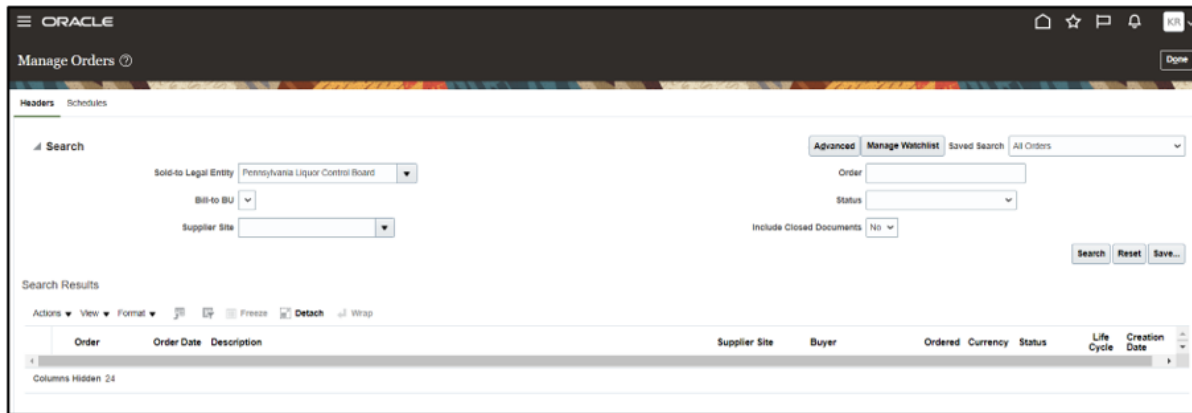


3. Click **Manage Orders** from the Tasks List.



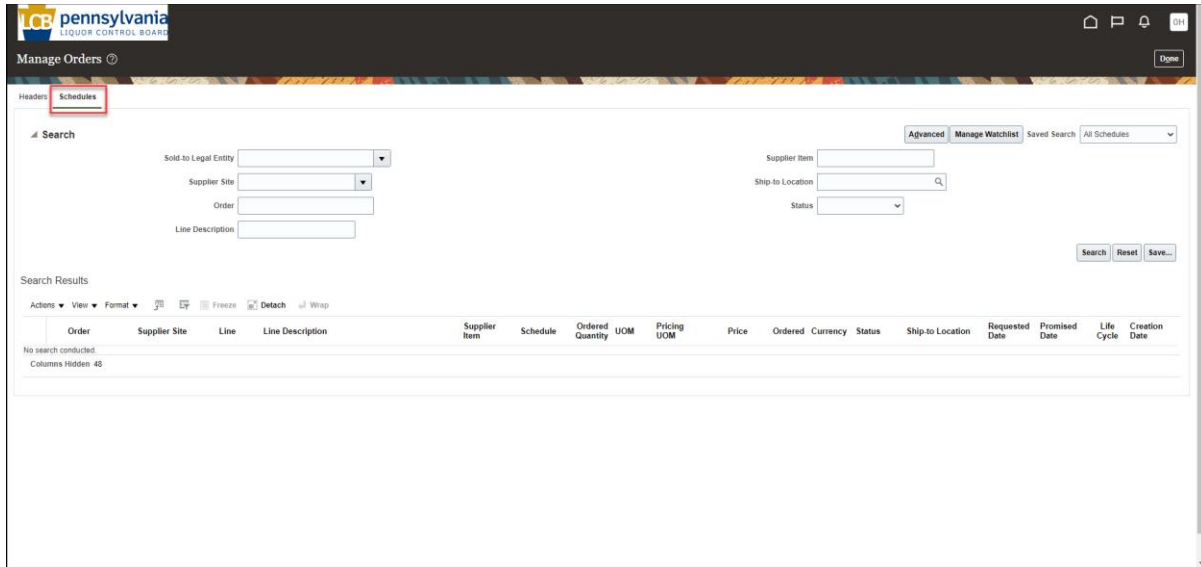
4. Click **Search** to see a list of the latest Orders or enter the [purchase order (PO) number] in the Order field and click **Search** to view a specific order.

Field Name	Field Type	Input	Instructions
Sold-to Legal Entity	Dropdown	Text	The default value is “Pennsylvania Liquor Control Board” (optional).
Bill-to BU	Dropdown	Text	Bill-to Business Unit (BU). The only available value is “Enterprise BU” (optional.)
Supplier Site	Dropdown	Text	Select [supplier site] from the dropdown menu (optional).
Order	User	Number	Enter the [PO number] (optional).
Status	Dropdown	Text	Choose [status] from the dropdown menu (optional).
Include Closed Documents	Dropdown	Text	The default value is “No” and will return only OPEN orders. Set to “Yes” to view ALL orders including those fully processed and CLOSED (optional).

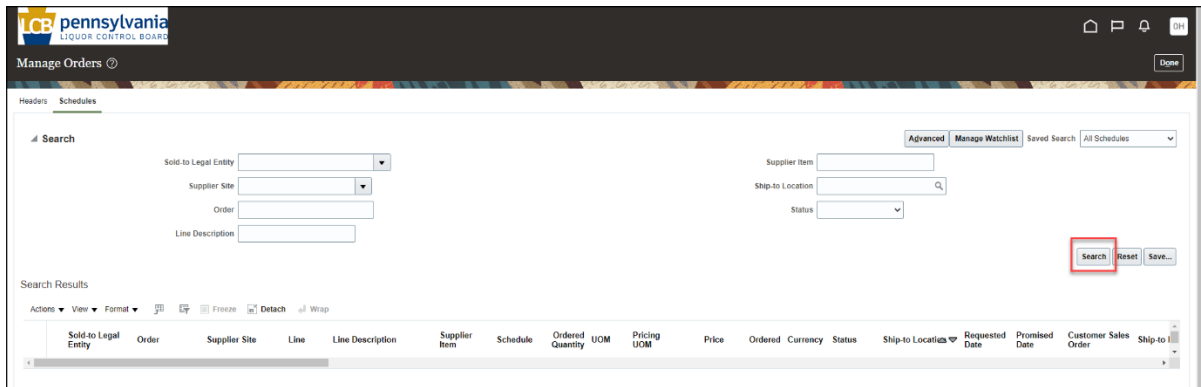


Note: The list of orders displayed when hitting the Search key without entering an Order will include both SOs and Stock Orders that need to be filled listed by newest to oldest Order Date.

5. In order to understand which orders are SOs, perform the following steps. Click **Schedules**.



6. Click **Search**.



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7. Click View, then click Columns.

The screenshot shows the 'Manage Orders' interface with the 'View' dropdown menu open. The 'Columns' option is highlighted, indicating the user is about to click it to view the column headers of the search results table.

8. Click Show All.

The screenshot shows the 'Manage Orders' interface with the 'Columns' dropdown menu open. The 'Show All' option is highlighted, indicating the user is about to click it to display all columns in the search results table.

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The Ship-to-Location is added to the Search Results columns. Scrolling to the right will also show more columns that were added.

Sold to Legal Entity	Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Customer Sales Order	Ship-to I
Pennsylvania Li...	80003882	P-PA-NORTH-02	1	Plantation Rum Pineapple Stge		1	1	Each	Each	23.46	23.46	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
Pennsylvania Li...	80003882	P-PA-NORTH-02	2	Cutwater Vodka Transfusion Ci		1	10	Each	Each	4.01	40.10	USD	Open	SPBW LLC	5/11/23	5/11/23	50211353	SPBW LL
Pennsylvania Li...	80003777	P-PA-NORTH-02	1	6-750 Crystal Head Vodka Aur	3052704011...	1	14	Case	Case	198.72	2,782.08	USD	Open	DC4	4/28/23			

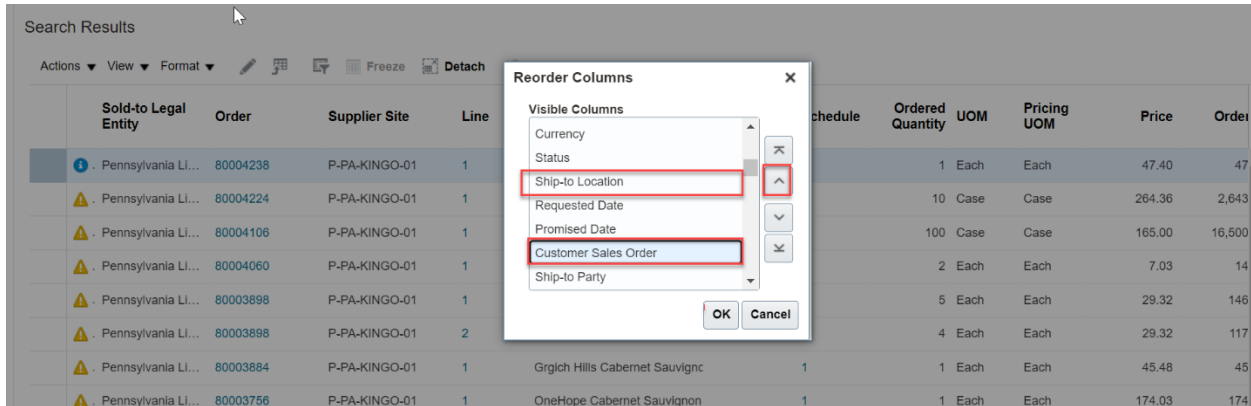
Note: SOs can be identified by looking for the following information:

- Ship-to is a PLCB Store, LSC or a customer address
- Document Type is Non-Bailment
- Blue information icon – with message “scheduled goods shipped to a third party”

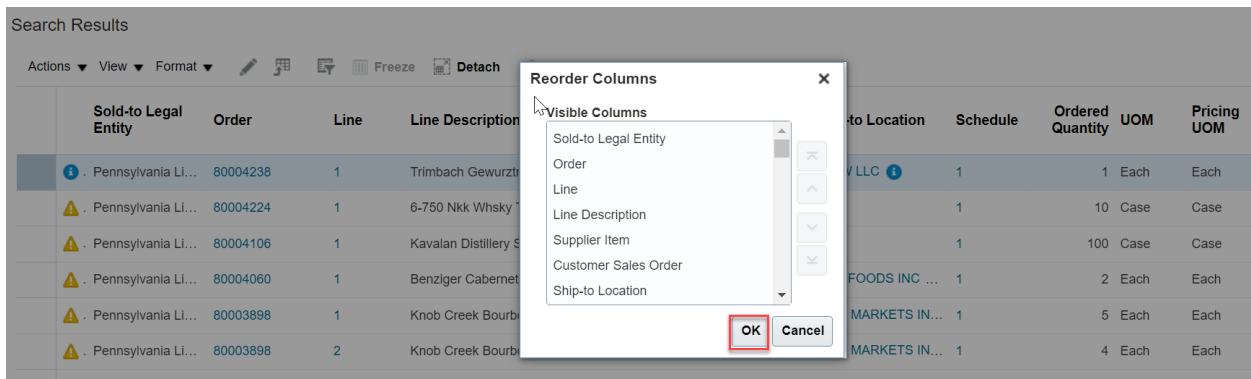
9. Personalize your view of this screen (Schedules tab) to easily identify SOs in the future. Click **View**, then click **Reorder Columns**.

Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Order	
P-PA-KINGO-01	1	Trimbach Gewurztraminer Cuv		1	1	Each	Each	47.40	47	
P-PA-KINGO-01	1	6-750 Nkk Whsky Tktsr Pr Mit \	1490423003...	1	10	Case	Case	264.36	2,643	
P-PA-KINGO-01	1	Kavalan Distillery Select Whisk	0471008523...	1	100	Case	Case	165.00	16,500	
P-PA-KINGO-01	1	Benziger Cabernet Sauvignon :		1	2	Each	Each	7.03	14	
P-PA-KINGO-01	1	Knob Creek Bourbon Single Ba		1	5	Each	Each	29.32	146	
Pennsylvania Li...	80003898	P-PA-KINGO-01	2	Knob Creek Bourbon Single Ba		4	Each	Each	29.32	117

- Find **Customer Sales Order** and use the Up Arrow to move this column to the front page near Order. Repeat this process for **Ship-to Location**.



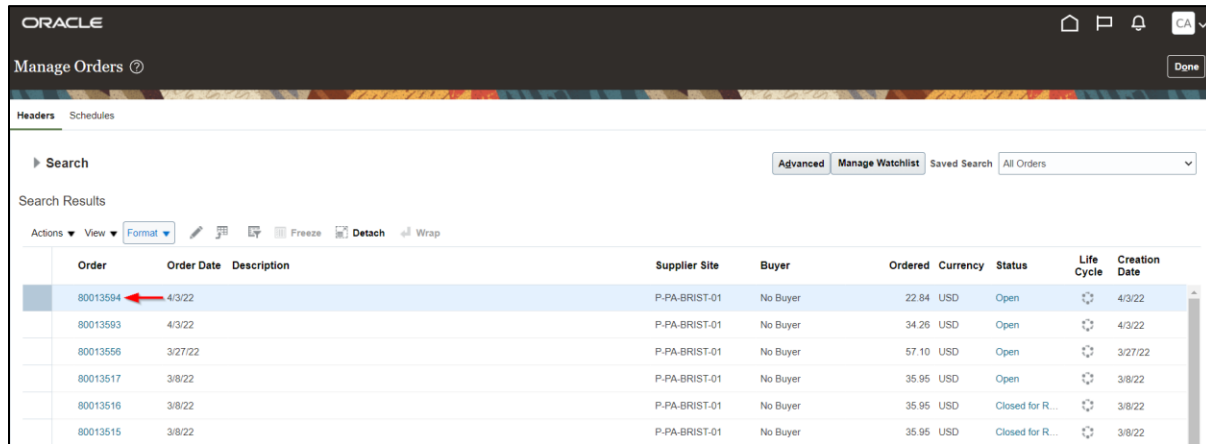
- Click **OK** to reorder the columns and save this view of the Schedules Tab.



The columns will be reordered. You will now be able to identify SOs without scrolling through the columns.

Search Results											
Actions View Format [Icons] Freeze Detach Wrap											
	Sold-to Legal Entity	Order	Line	Line Description	Supplier Item	Customer Sales Order	Ship-to Location	Schedule	Ordered Quantity	UOM	Pricing UOM
1	Pennsylvania LI...	80004238	1	Trimbach Gewurztraminer Cuvi		50240198	SPBW LLC 1	1	1	Each	Each
2	Pennsylvania LI...	80004224	1	6-750 Nkk Whsky Tktsr Pr Mlt \ 1490423003...			DC5	1	10	Case	Case
3	Pennsylvania LI...	80004106	1	Kavalan Distillery Select Whisk 0471008523...			DC4	1	100	Case	Case
4	Pennsylvania LI...	80004060	1	Benziger Cabernet Sauvignon 1		50212507	EPIC FOODS INC ...	1	2	Each	Each

12. Click the hyperlink for the Order number to be reviewed under the Order Column.



13. Review Order details.

Field Name	Field Type	Input	Instructions
Order	Number	Auto	Displays order number.
Status	Text	Auto	Displays current status.
Bill-to Location	Text	Auto	Displays bill-to location.
Ship-to Location	Text	Auto	Displays PLCB Store, LSC or address for direct delivery. If Ship-to Location is a distribution center (DC), this is not an SO.
Ordered	Number	Auto	Displays total ordered dollars.
Payment Terms	Text	Auto	Displays payment terms assigned to PO. Inherited directly from Oracle Cloud Financials (CFIN).
Item	Number	Auto	Displays line items ordered.
Quantity	Number	Auto	Displays line quantity ordered.
UOM	Text	Auto	Displays line item unit of measure.
Price	Number	Auto	Displays line item unit price.

Oracle
Non-Bailment Order: 80013594

Buttons: Print PO, Print Special Order Shipping Label, Acknowledge, Actions, Refresh, Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Bill-to BU: ENTERPRISE BU
 Order: 80013594
 Status: Open
 Buyer: No Buyer
 Creation Date: 4/3/22

Supplier: VINTAGE IMPORTS INC
 Supplier Site: P-PA-BRIST-01
 Supplier Contact: [Redacted]
 Bill-to Location: PLCB - AP OFFICE
 Ship-to Location: LICENSEE SERVICE CENTER

Ordered: 22.84 USD
 Description: [Redacted]
 Source Agreement: BPA_1865
 Supplier Order: [Redacted]

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 50

Shipping Method: Customer Self Pickup-Truckload-Ground
 Freight Terms: None
 FOB: [Redacted]

Additional Information

Purchase Order Type: [Redacted]
 Supplier Terms & Conditions: [Redacted]
 Contract Reference: [Redacted]
 Contract Type: [Redacted]
 Contract Number: [Redacted]
 Procurement Source: [Redacted]

Lines Schedules

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	000592159	Emilio Lustau Vermut White Sherry Jerez Non Vintage	2	Each	11.42	22.84	Open

14. To view additional information about the Customer Sales Order, click the **Print PO** button.

Oracle
Non-Bailment Order: 80014842

Buttons: Print PO, Print Special Order Shipping Label, Acknowledge, View PDF, Actions, Refresh, Done

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board
 Bill-to BU: ENTERPRISE BU
 Order: 80014842
 Status: Open
 Buyer: No Buyer
 Creation Date: 7/31/23

Supplier: [Redacted]
 Supplier Site: P-PA-NINGU-01
 Supplier Contact: [Redacted]
 Bill-to Location: PLCB - AP OFFICE
 Ship-to Location: PLCB Store

Ordered: 81.60 USD
 Description: [Redacted]
 Source Agreement: BPA_1168
 Supplier Order: [Redacted]

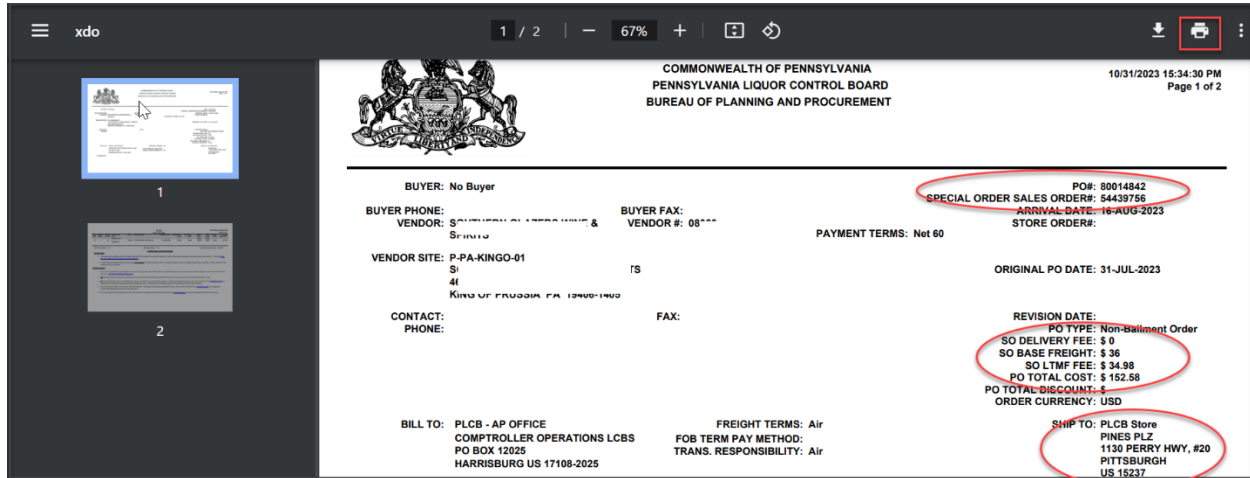
Order Life Cycle

Ordered: 81.60 USD

View Details

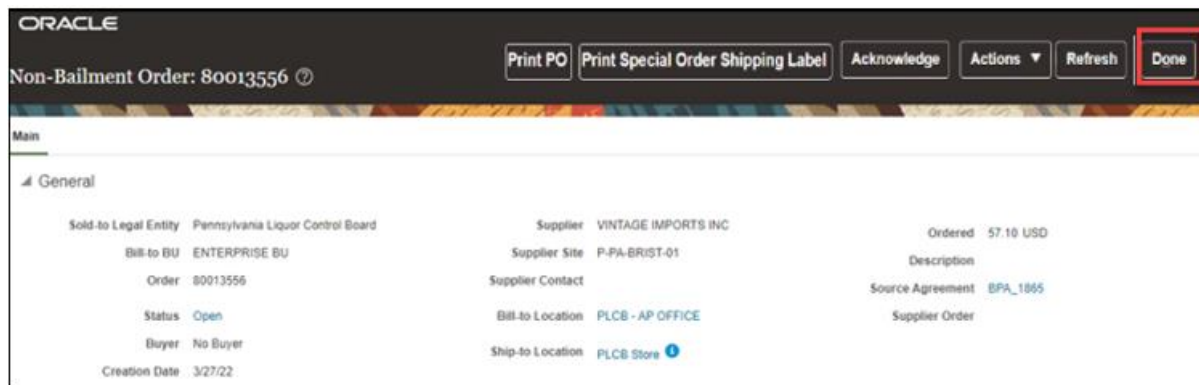
A print version of the PO will display in a new window.

15. The print version of the PO contains additional information including the SO Sales Order Number (from LOOP), SO Delivery Fee, SO Base Freight and SO logistics, transportation and merchandising factor (LTMF) Fees as well as the Ship To Address for the order. Click the **printer icon** to print the PO or close the window to exit.



You will return to the Order Detail screen.

16. Click **Done** if just viewing the order. Partial order fulfillment is not allowed for licensee SOs. Suppliers must cancel the order (drop ship PO) if they cannot fulfill the order in full. Based on the review of the order, continue on to the next section to fulfill the SO or go to [Cancel Order](#) if you cannot fill the order in full.



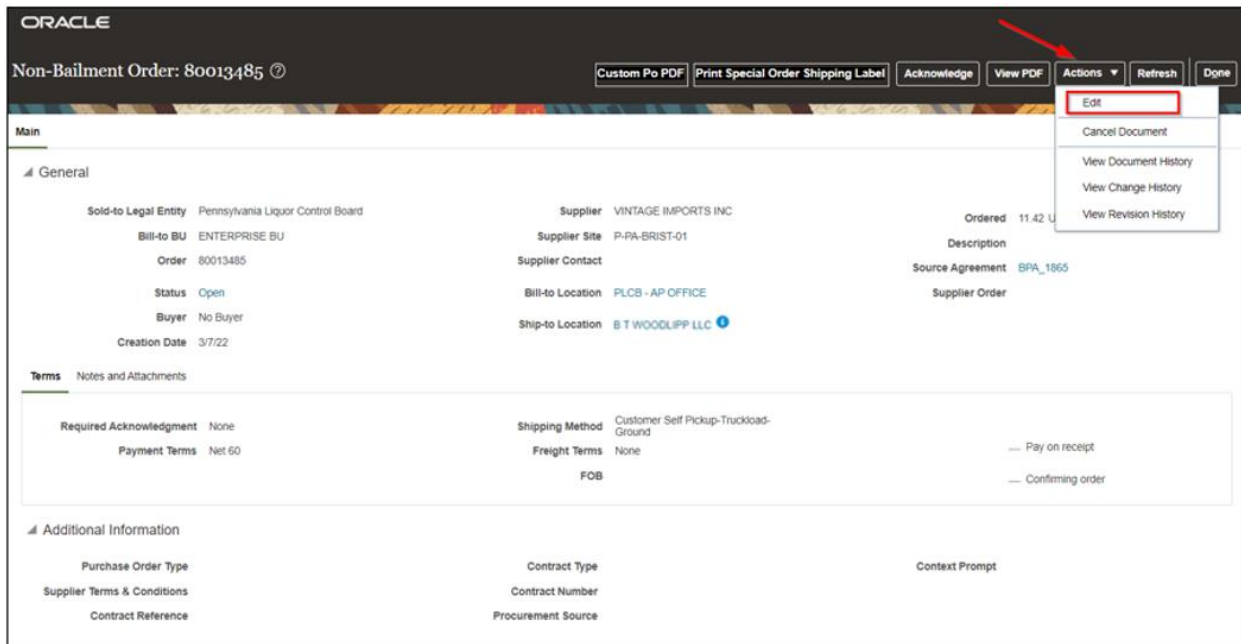
Update Promised Delivery Date

A promise date is automatically established from the LOOP order as the request date plus 11-17 days, depending on the day of the week the order is created by the supplier.

Note: Promise dates for SOs do NOT need to be updated unless the supplier believes the order cannot be fulfilled within a 30-day window from when the order was shipped. If needed, the supplier may revise or update the promise date for a SO in the new Oracle Supplier Portal. The promise date can be set up as any future date. Changes to promise date are reviewed and approved by the SO Team.

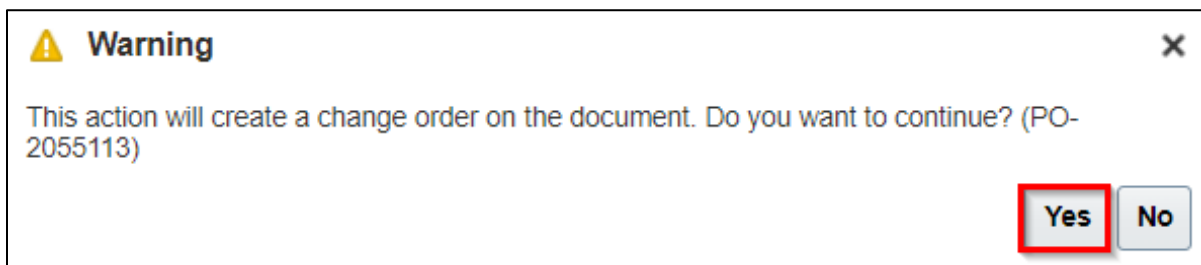
Link to eLearning Video: [Supplier - Update the Promised Delivery Date on a Licensee Special Order](#)

1. From the selected order, click the **Actions** dropdown, then select **Edit**.



A small pop-up window will appear.

2. Click **Yes**.



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3. Enter **Description** explaining the reason for the change in Promise Date.

ORACLE

Edit Change Order: 1

Change Order 1 Status: Incomplete Initiating Party: Supplier

* Description: Change Order: Promise date update Amount Changed: 0.00 USD Initiator: Cindy Ashton

Creation Date: 6/2/22

Main

General

Sold-to Legal Entity: Pennsylvania Liquor Control Board Supplier: VINTAGE IMPORTS INC

Bill-to BU: ENTERPRISE BU * Supplier Site: P-PA-BRIST-01 Ordered: 11.42 USD

Order: 80013485 Supplier Contact: Cindy Ashton Description

Status: Open Bill-to Location: PLCB - AP OFFICE Agreement: BPA_1665

* Buyer: No Buyer Default Ship-to Location

Creation Date: 3/7/22

Terms: Notes and Attachments

Payment Terms: Net 60 Shipping Method: Customer Self Pickup-Truckload-Ground --- Pay on receipt

Freight Terms: None --- Confirming order

FOB

4. Click **Schedules Tab**.

Edit Change Order: 1

Sold-to Legal Entity: Pennsylvania Liquor Control Board Supplier: VINTAGE IMPORTS INC

Bill-to BU: ENTERPRISE BU * Supplier Site: P-PA-BRIST-01 Ordered: 11.42 USD

Order: 80013485 Supplier Contact: Cindy Ashton Description

Status: Open Bill-to Location: PLCB - AP OFFICE Agreement: BPA_1665

* Buyer: No Buyer Default Ship-to Location

Creation Date: 3/7/22

Terms: Notes and Attachments

Payment Terms: Net 60 Shipping Method: Customer Self Pickup-Truckload-Ground --- Pay on receipt

Freight Terms: None --- Confirming order

FOB

Additional Information

Purchase Order Type: Contract Type: Contract Prompt: Contract Number: Procurement Source: Contract Reference: Supplier Terms & Conditions:

Lines: **Schedules**

Actions: View, Format, Freeze, Detach, Wrap

Line	Description	* Location	* Quantit	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Emilio Lustau Vermut White Sherry Jerez Non Vintage	LICENSEE SER...	1	Each	3/7/22	3/7/22	

Columns Hidden: 18

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5. Update the [Promised Delivery Date] to the date you anticipate delivery to be made.

The screenshot shows the 'Edit Change Order' interface. At the top right, there are buttons for 'Actions', 'Save', 'Submit', and 'Cancel'. The main form area contains several sections: 'Solid-to Legal Entity' (Pennsylvania Liquor Control Board), 'Supplier' (VINTAGE IMPORTS INC), 'Ordered' (11.42 USD), 'Description', and 'Agreement' (BPA_1665). Below this, there are 'Terms' and 'Additional Information' sections. The 'Schedules' section is expanded, showing a table with the following data:

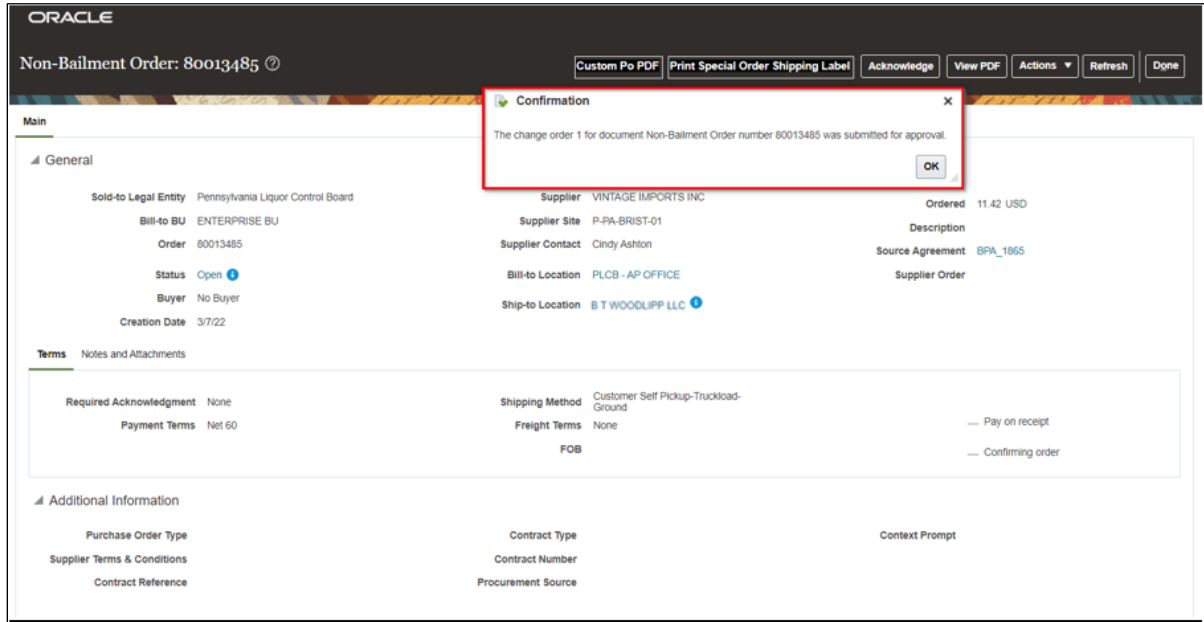
Line	Description	* Location	* Quantit	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	Emilio Lustau Vermont White Sherry Jerez Non Vintage	LICENSEE.SER.	1	Each	3/7/22	6/30/22	Unable to fulfill g

6. Click **Save**, then click **Submit**.

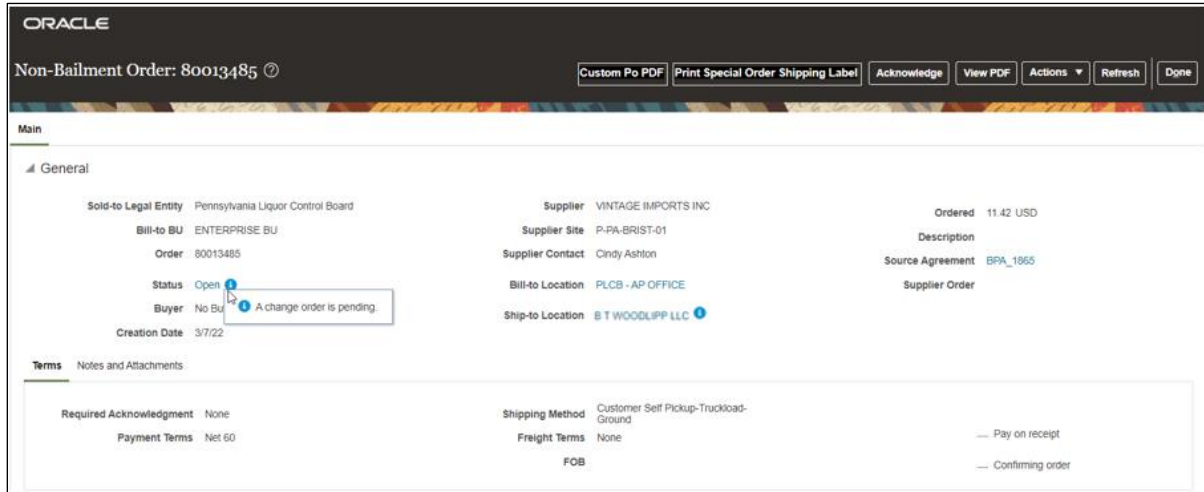
This screenshot is identical to the one above, but with two red arrows pointing to the 'Save' and 'Submit' buttons in the top right corner of the form.

A Confirmation message box will appear.

7. Click OK.



Note: The change order will be submitted for approval by the SO Team. The order status will be *Open* with an information icon stating, "A change order is pending." Supplier must await SO Team approval of the updated promise date before proceeding to creation of an ASN.



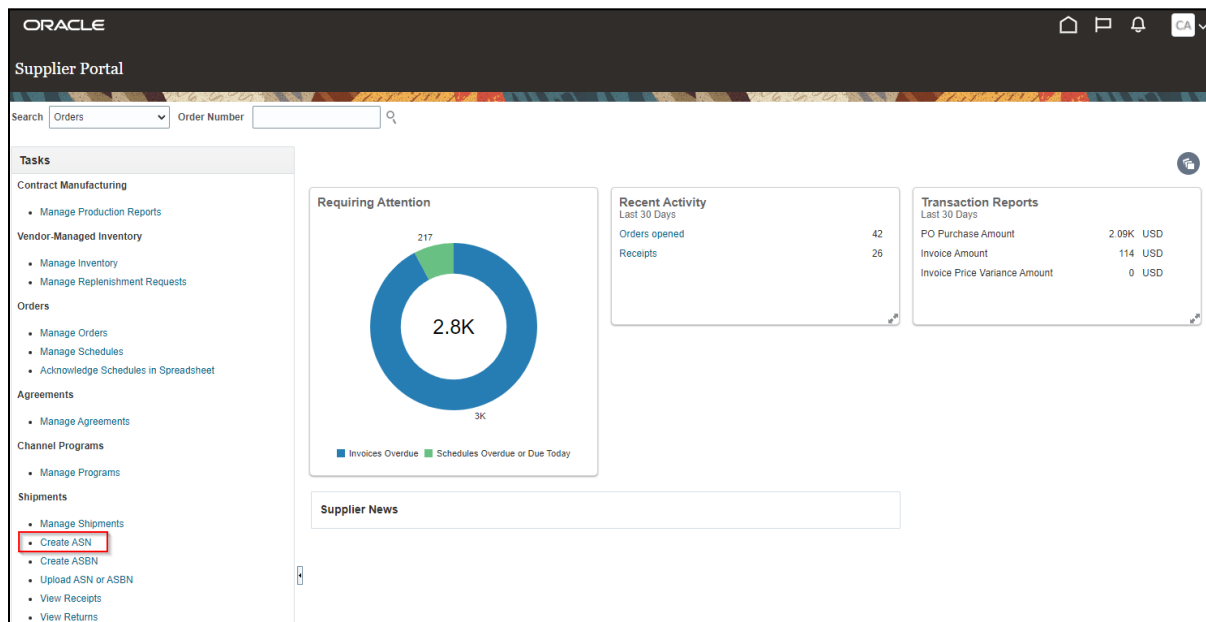
Create ASN

Link to Learning video: [Supplier - Create ASN for Licensee Special Order](#)
(* see [new eLearning](#) - effective date TBD *)

ASNs must be created before the SO is physically shipped, otherwise the orders can't be systemically received by the PLCB or the customer, which leaves a suspended order the supplier can't invoice for.

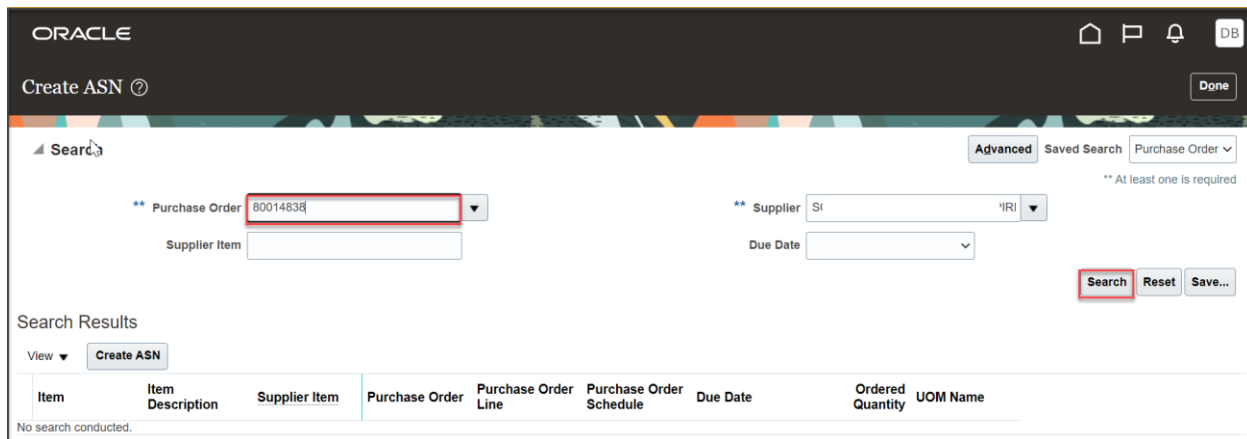
The ASN should be created prior to printing the shipping labels for the SO. Submitting the ASN will trigger customer payment. Payment processing is expected to be completed within one hour of submitting the ASN. Once payment has completed successfully, the shipping label will be available to print, and the SO can be physically shipped to the PLCB store, LSC or direct to customer. This process will prevent shipping orders where the customer payment has not been successfully completed.

1. Return to the **Supplier Portal Landing Page** and Click **Create ASN** from the Tasks List.



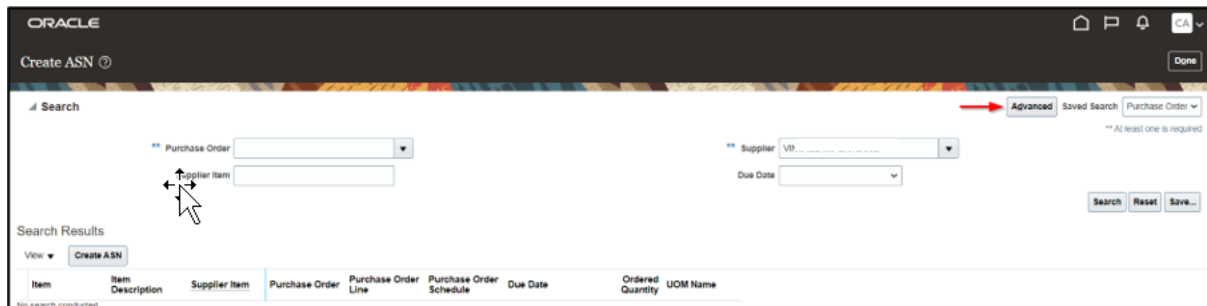
2. Enter PO number under Create ASN section and click **Search**.

Field Name	Field Type	Input	Instructions
Purchase Order**	Number	Dropdown	Enter [PO number].
Supplier Item	Text	User	(Optional.)
Supplier**	Text	Dropdown	Choose a [supplier] from the dropdown.
Due Date	Date	User	Choose a [date] that POs are due.

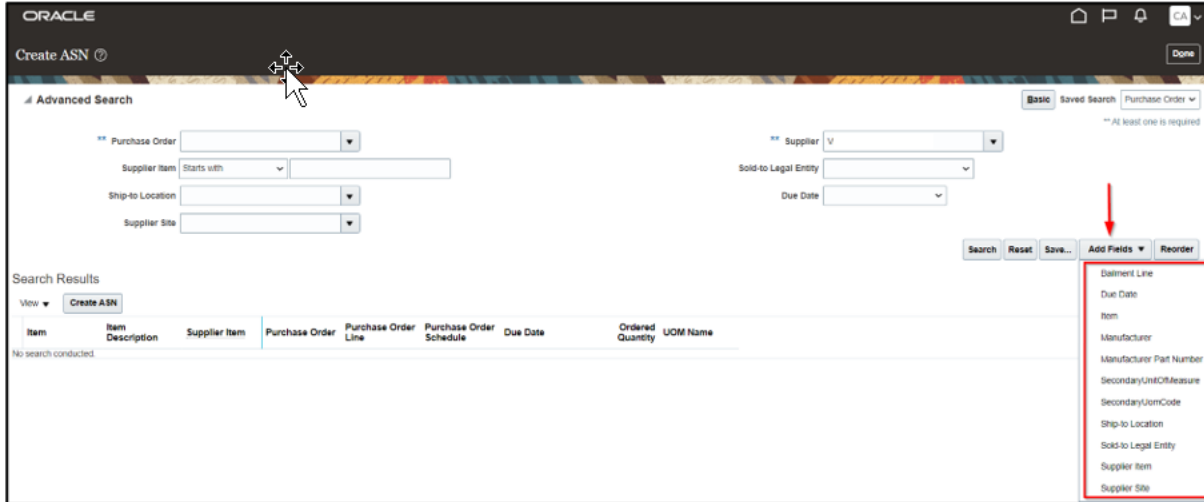


Note: Fields marked with double asterisks (**) mean that at least one of those fields must be entered for searching.

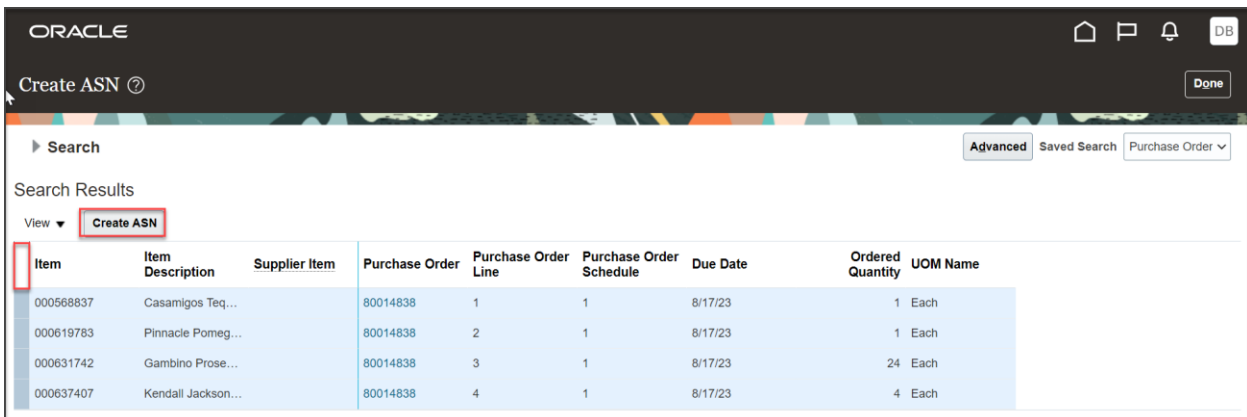
3. Alternatively, click **Advanced** to use additional search parameters.



4. Click **Add Fields** to include more search parameters and click **Search**.



Select **Purchase Order** and **Purchase Order Line**, then click **Create ASN**. SOs must be shipped in full. When creating the ASN, select all PO lines by using Ctrl+ Select lines or use the top left blank cell to select all lines together.



As a best practice, always review the PO details before creating an ASN.

5. Enter the following information under the section Create ASN Details.

Field Name	Field Type	Input	Instructions
Shipment*	Text	User	Enter a unique shipment number (established by the supplier).
Shipped Date*	Date	User	Enter [shipped date] upon shipment of the order. The shipped date must not be later than the current date.
Expected Receipt Date*	Date	User	Enter the [date the shipment is expected to be received] at the delivery destination. This value must be the same as Shipped Date or later.
Freight Term	Dropdown	User	Disregard, not used for SOs.
Shipping Method	Dropdown	User	Disregard, not used for SOs.
Number of Supplier Packing Units	Number	User	Disregard, not used for SOs.
Bill of Lading	Text	User	Disregard, not used for SOS.
Waybill	Text	User	Disregard, not used for SOs.
Packing Slip	Text	User	Disregard, not used for SOs.
Packing Code	Text	User	Disregard, not used for SOs.
Special Handling Code	Text	User	Disregard, not used for SOs.
Tare Weight	Number	User	Disregard, not used for SOs.
Tare Weight UOM	Dropdown	User	Disregard, not used for SOs.
Net Weight	Number	User	Disregard, not used for SOs.
Net Weight UOM	Dropdown	User	Disregard, not used for SOs.
Comments	Text	User	Disregard, not used for SOs.
Quantity*	Number	User	Enter shipped quantity value (must match the ordered quantity, partial shipments are NOT allowed).
UOM Name	Dropdown	Auto	Defaults to the ordered UOM.

Note: Fields marked with a single asterisk (*) are mandatory fields, therefore must be entered. Oracle will not allow you to enter the same shipment number more than once. If the supplier enters a duplicate, an error will be displayed after clicking the submit button.

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6. Scroll down to the line level and enter the shipped quantity for each line item. SOs cannot be partially filled, so the shipped quantity should equal the order quantity.

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
000568837	Casamigos Teq...		80014838		Each		1	Each	0
000619783	Pinnacle Pomeg...		80014838		Each		1	Each	0
000631742	Gambino Prose...		80014838		Each		24	Each	0
000637407	Kendall Jackson...		80014838		Each		4	Each	0

7. Click **Submit**.

Create ASN Details [Submit] [Cancel]

Header

* Shipment:

* Shipped Date: 10/31/23 4:24 PM

* Expected Receipt Date: 10/31/23 4:24 PM

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

8. Click **OK**.

ORACLE [Home] [CA]

Create ASN Details [Submit] [Cancel]

Header

* Shipment: ASN456

* Shipped Date: 4/4/22 9:39 PM

* Expected Receipt Date: 4/4/22 9:39 PM

Freight Terms:

Shipping Method:

Number of Supplier Packing Units:

Bill of Lading:

Waybill:

Packing Slip:

Packaging Code:

Special Handling Code:

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Comments:

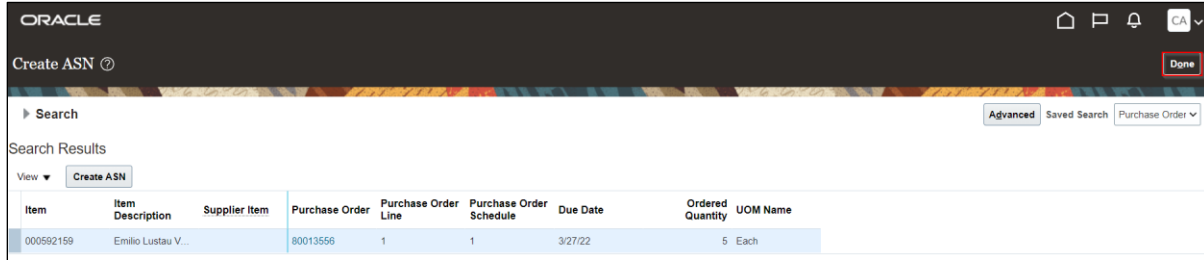
Confirmation
ASN ASN456 was created. Number of lines: 1 [OK]

Lines

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
000592159	Emilio Lustau V.	80013556		5	Each		5	Each	0

Note: You cannot edit an ASN once submitted.

9. Click **Done**.



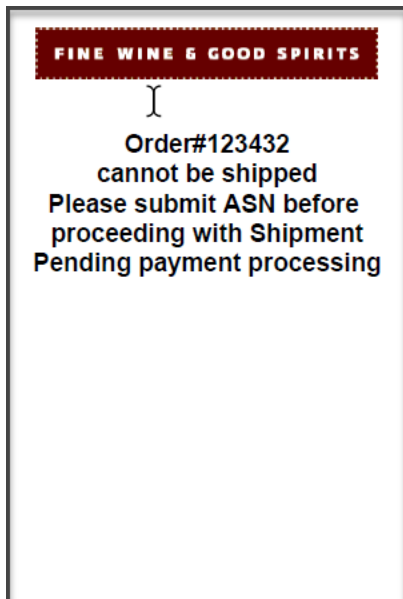
Print Shipping Label(s) – one for each box in the SO

Link to Learning video: [Supplier - Print Licensee Special Order Shipping Label](#)
 (* see [new eLearning](#) - effective date TBD *)

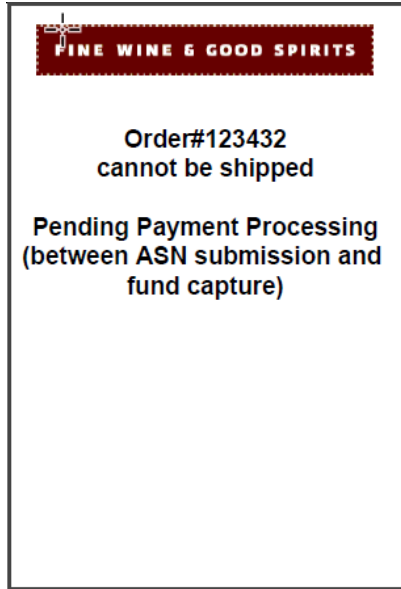
The ASN should be created prior to printing the shipping labels for the SO. Submitting the ASN will trigger customer payment. Payment processing is expected to be completed within one hour of submitting the ASN. Once payment has completed successfully, the shipping label will be available to print, and the SO can be physically shipped to the PLCB store, LSC or direct to customer. This process will prevent shipping orders where the customer payment has not been successfully completed.

Note: The shipping label will display four different messages depending on the status of the ASN and payment processing. Below are examples of the shipping labels in each status.

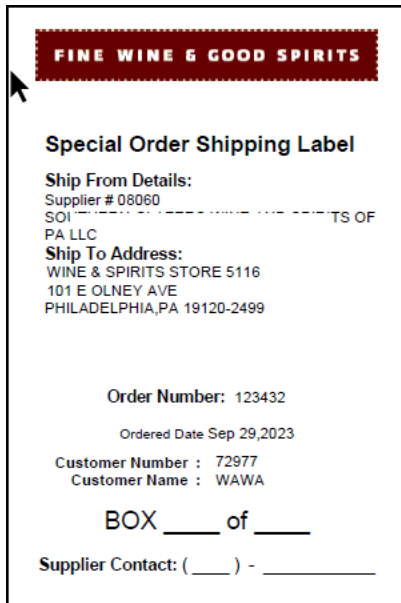
Example 1: Shipping label prior to ASN creation



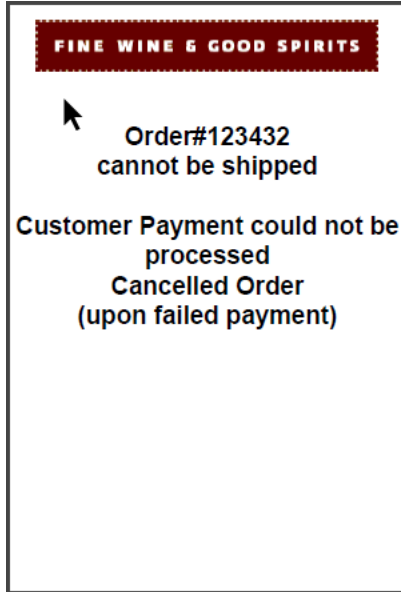
Example 2: Shipping label after ASN created, payment in process



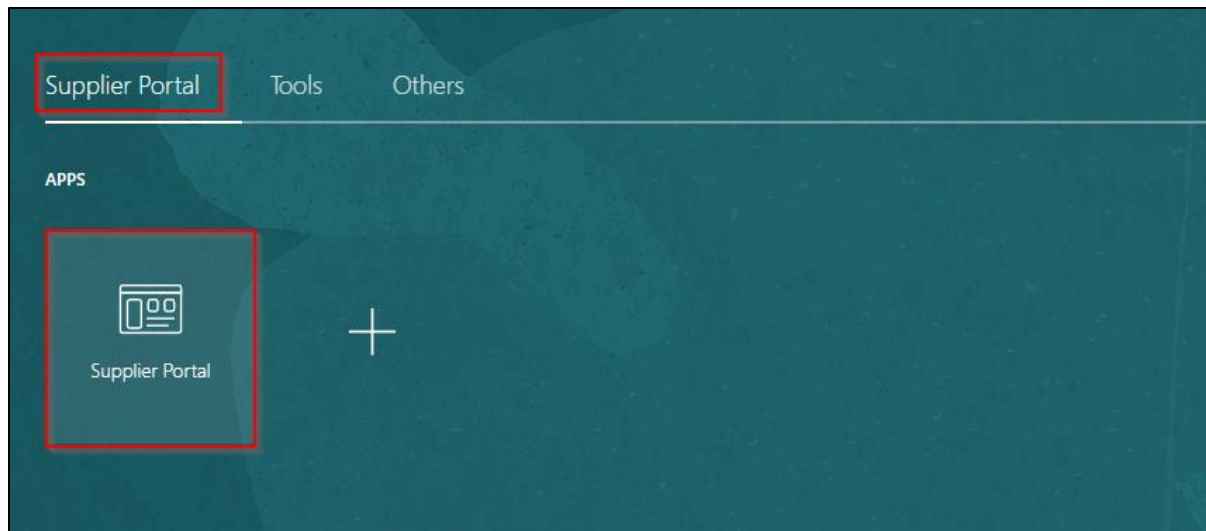
Example 3: Payment processing successful



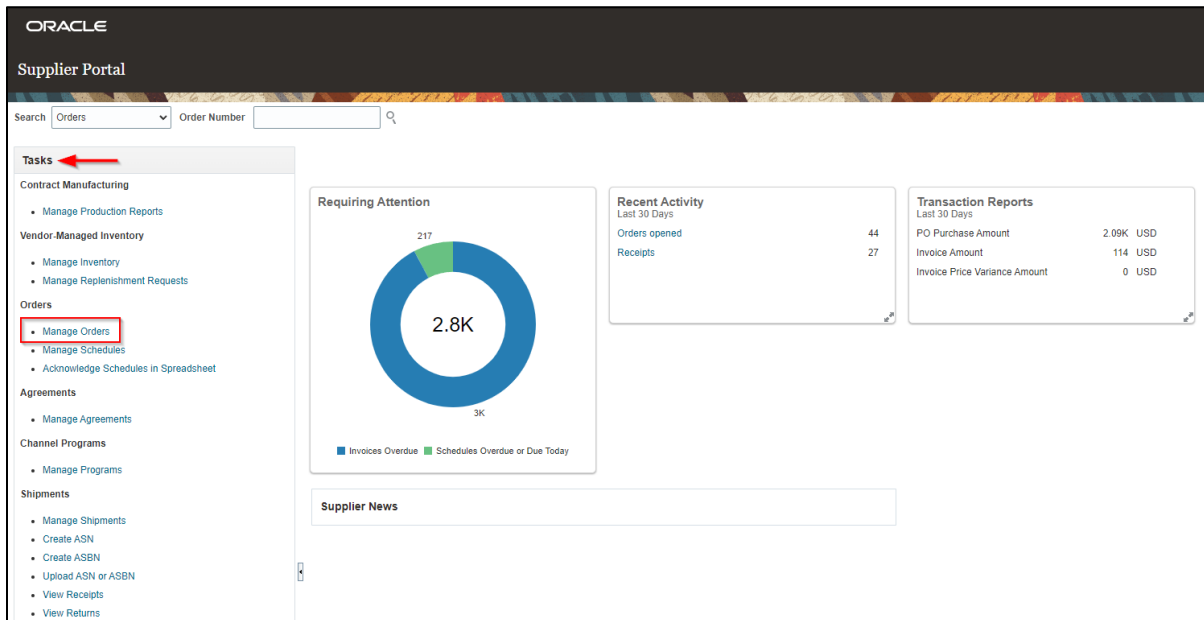
Example 4: Payment processing failed



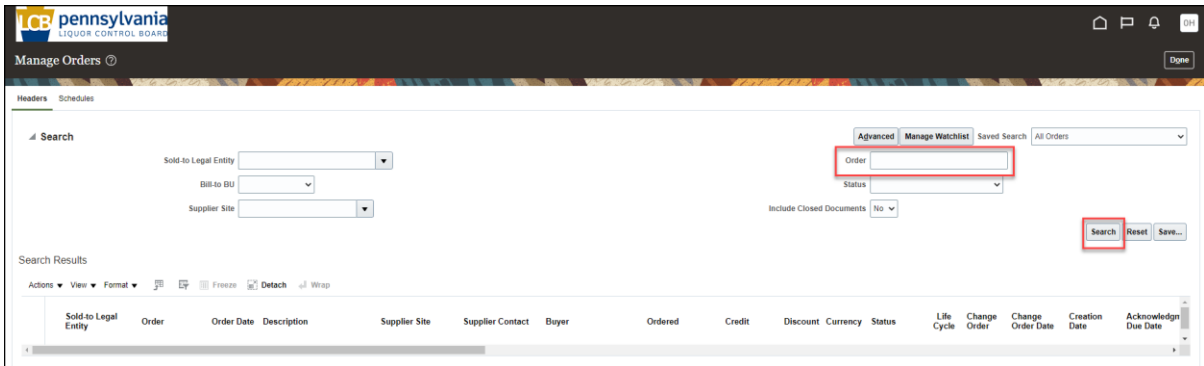
1. Navigate to the [Welcome Springboard](#).
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



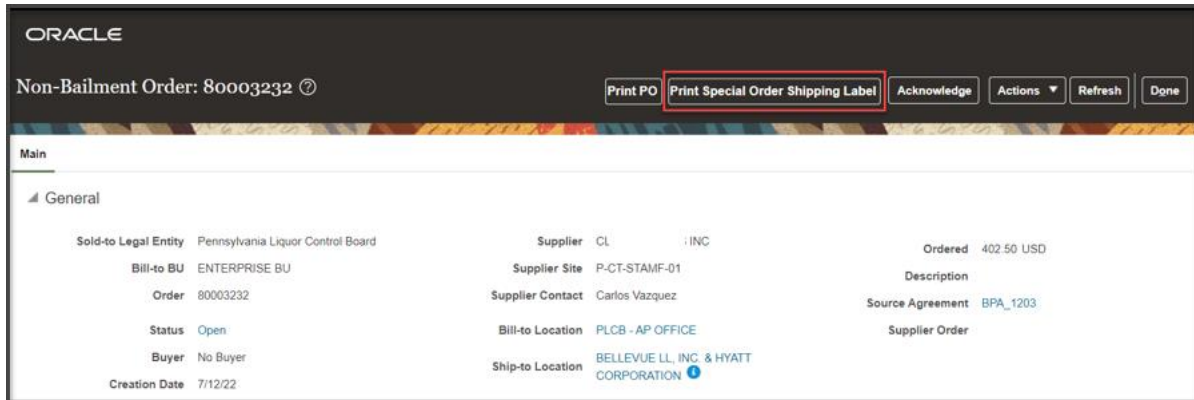
3. Click **Manage Orders** from the Tasks List.



4. Enter [PO Number] in the Order field, then click **Search**.

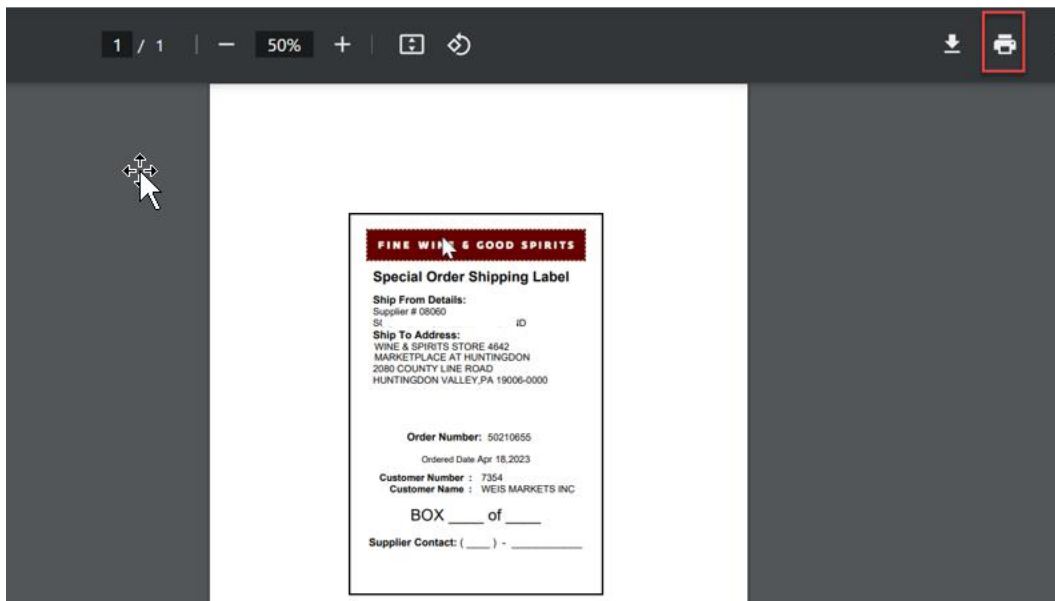


5. From the selected order, click **Print Special Order Shipping Label** to print shipping label.

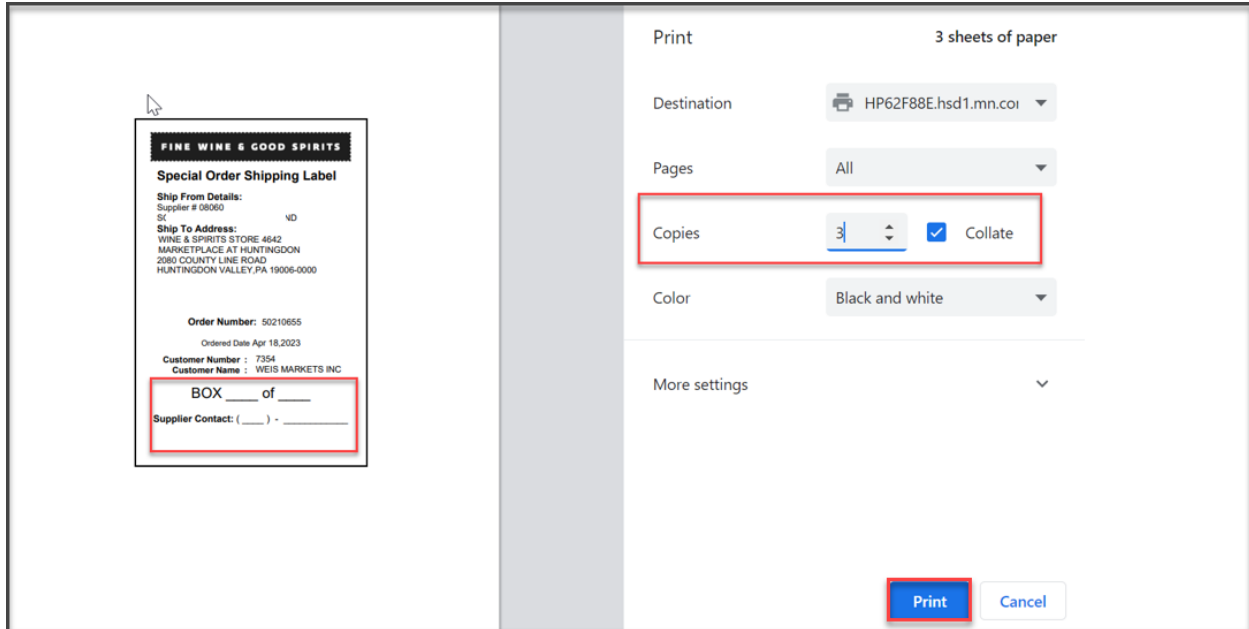


Another Window Opens.

6. Click **printer icon** in top right corner.

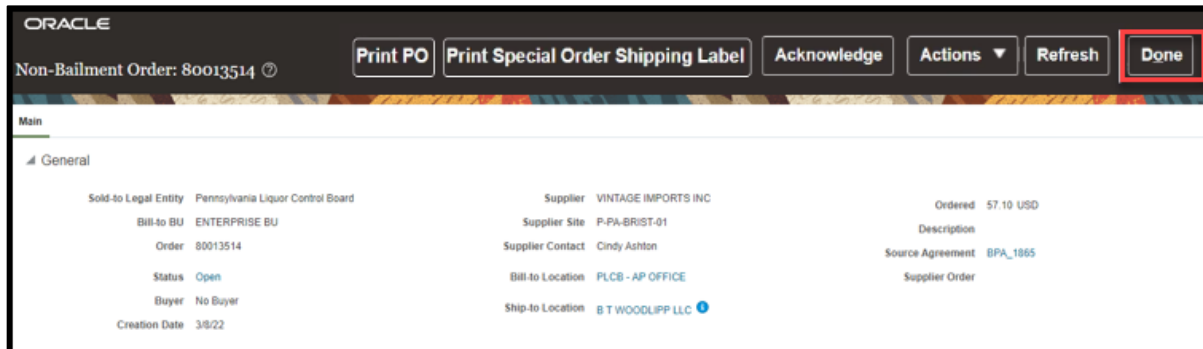


7. Update the number of copies of the label you need to print – **one per box in the order** – and click **Print**. Each box that will be shipped as part of the SO needs to have an SO shipping label attached.



8. Affix the shipping labels to the boxes and complete each label with the box number and total number of boxes for the order (i.e., Box 1 of 2, Box 2 of 2), and supplier contact phone number.

9. Click **Done**.



Note: Once the shipping labels have been printed and affixed to the boxes, the order should be physically shipped as soon as possible, since the ASN was already sent to the PLCB and the customer has paid for the product.

Inquire on an Invoice in Supplier Portal

Link to eLearning Video: [Supplier - Create an Invoice in Oracle Supplier Portal](#)
 (* see [new eLearning](#) - effective date TBD *)

After an ASN has been created, an invoice will be automatically generated for the SO or Sample Order and will include the SO Freight and SO Delivery fees. The invoices are created by a batch

process that runs hourly. Suppliers will receive an email notification report of SO invoices created each time the integration runs.

Below is an example of the automated Invoice Report that will be sent via email.

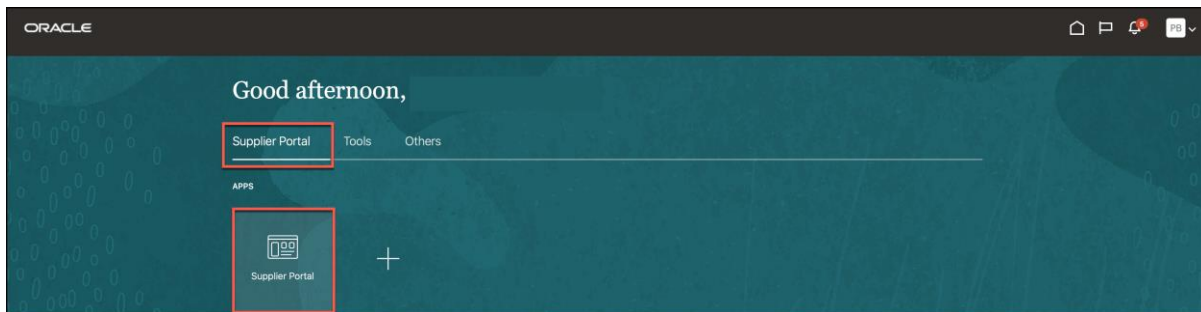
Sales Order Number	PO Number	AP Invoice Number	Invoice Date	Invoice Amount
31990251	80006102	SO31990251	2023/08/25	220.5
31990252	80006103	SO31990252	2023/08/25	220.5
31990253	80006104	SO31990253	2023/08/25	220.5
31990254	80006105	SO31990254	2023/08/25	220.5
31990255	80006107	SO31990255	2023/08/25	220.5
31990256	80006108	SO31990256	2023/08/25	220.5

This information can be used to inquire on the invoices in Oracle Supplier Portal.

Note: The invoice number that is generated is “SOXXXXXXXX” where XXXXXXXX is the customer sales order number. For Sample Orders, the invoice number will be Sample_SOXXXXXXXX, where XXXXXXXX is the customer sales order number.

Note: Auto-generated invoices cannot be updated manually, so Proof of Delivery will no longer be tied to the invoice. See Proof of Delivery Information in the next section for details.

1. Login to the Oracle Supplier Portal.
2. Click **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



3. Click the **View Invoice Link** under Invoices and Payments.

Bailment Inventory

- [Review Consumption Advices](#)
- [Review Bailment Inventory](#)
- [Review Bailment Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

4. Enter one or more of the following fields and click **Search**.

Field Name	Field Type	Input	Instructions
Invoice Number**	Text	User	Select the [invoice].
Supplier**	Dropdown	User	Select the [Supplier] from the list.
Supplier Site	Number	Auto	Options display based on Supplier.
Purchase Order**	Number	User	Select the [PO].
Invoice Status	Dropdown	User	Select [invoice status] from the list.
Paid Status	Dropdown	User	Select [Paid Status] from the list.
Payment Number	Number	User	Enter the [payment number].

Note: At least one field marked with a double asterisk ** is required. Both PO Number and Invoice Number are included in the emailed notification report.

Invoices matching your search criteria will display.

5. Alternatively, click **Advanced** in order to query invoices using additional criteria.

The Advanced Search pane will display

6. Enter one or more search criteria and click **Search**.

Note: At least one field marked with a double asterisk ** is required. Select [Supplier] from the list and enter a [date] in Invoice Date to display a list of all invoices created on the selected date.

A list of invoices matching your search criteria will display.

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
SO53952914	9/21/23	Standard	80014674	S	PA-PA-KING -01	520.20 USD	520.20 USD	In proc...		
SO56016626	9/21/23	Standard	80014524	S	PA-PA-KING -01	295.32 USD	295.32 USD	In proc...		

7. Click the **Invoice Number** link to see detailed information about the invoice.

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
SO53952914	9/21/23	Standard	80014674	S	PA-PA-KING -01	520.20 USD	520.20 USD	In proc...		
SO56016626	9/21/23	Standard	80014524	S	PA-PA-KING -01	295.32 USD	295.32 USD	In proc...		

8. Review the Invoice details, use the **scroll bar** to see information about the invoice lines.

Invoice: SO53952914 Done

Business Unit	ENTERPRISE BU	Invoice Amount	520.20 USD	Invoice Type	Standard
Legal Entity Name	Pennsylvania Liquor Control Board	Unpaid Amount	520.20 USD	Description	
Supplier or Party	SOUTHERN GLAZERS WINE & SPIRITS	Payment Currency	USD	Attachment	None
Supplier Site	PA-PA-KING -01	Tax Control Amount			
Address	ATTN ACCOUNTING, 460 AMERICAN AVENUE, King of Prussia, Pennsylvania PA 19406				
Invoice Date	9/21/23				

Lines Payments

Items

View Print Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Distr
						Number	Line	Schedule	Number	Line	Number	Line	
1	340.20	Bonanza Cabernet Sauvign...	60	5.67	Each	80014674	1	1					

9. Continue scrolling to see information about taxes, freight and delivery fees and totals.

Summary Tax Lines Shipping and Handling

View Print

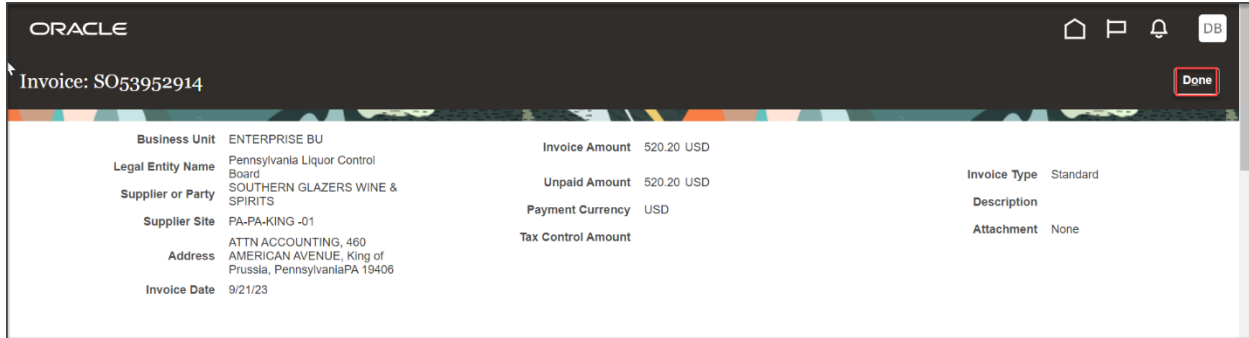
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Line	Type	Amount
2							2	Freight	180.00

Totals

Tax charges summary

Inclusive Tax	0.00	Items	340.20
Self-Assessed Tax	0.00	Freight	180.00
		Miscellaneous	0.00
		Tax	0.00
		Subtotal	520.20
		Less Inclusive Prepayments	0.00
		Remaining Amount	0.00
		Invoice Amount	520.20
		Less Withheld Tax	0.00
		Less Exclusive Prepayments	0.00
		Less Retainage	0.00
		Total Due	520.20

10. Click Done to return to the View Invoices Search window.



Proof of Delivery Information

Suppliers will not be required to submit proof of delivery for direct-delivered orders; however, the supplier must (1) maintain proof of delivery records for two years following delivery; and (2) provide such records to PLCB upon request. Failure to produce proof of delivery records upon request, in order to facilitate resolution of a customer dispute, will result in the supplier being liable for all costs paid by the customer (licensee or retail) for the disputed product, including related freight, taxes and delivery fees. Failure to maintain and/or provide such records upon request may also result in referral to and citation by the Pennsylvania State Police, Bureau of Liquor Control Enforcement.

Cancel a Licensee Special Order

Partial order fulfillment is not allowed for licensee SOs. Suppliers must cancel the order (drop ship PO) if they cannot fulfill the order in full.

To cancel an SO for a licensee, send an email to ra-lbslo@pa.gov and include the SO Number that needs to be canceled, and a reason for the cancellation. The SO team will cancel the customer order, which will automatically cancel the related PO.