

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.
- Vendor logs in to the Licensee Online Order Portal (LOOP) and creates an SO for licensee review/approval. Review <u>Supplier - Special Order Entry in LOOP QRG</u> 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 <u>before</u> 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.





The supplier uses the Oracle Supplier Portal to search for SO orders to fill. The supplier reviews each order in the Supplier Portal to fulfill or cancel if they cannot fill. The supplier creates an ASN in the Supplier Portal triggering customer payment. The supplier prints shipping labels in the Supplier Portal and physically ships the order.

An automated invoice will be generated once the ASN has been created.

Note: Sample Orders will use the same fulfillment process, but these orders will be entered and approved by the supplier. See the <u>Supplier - Sample Order Entry in LOOP Quick Reference</u> <u>Guide</u> 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
	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 <u>Welcome Springboard</u>.
- 2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

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Supplier Portal	
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3. Click Manage Orders from the Tasks List.

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Supplier Portal				A725% SAD727 2120, 1-48	
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Tasks					
Contract Manufacturing Manage Production Reports 	Requiring Attention	Recent Activity		Transaction Reports	
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Manage Inventory Manage Replenishment Requests Orders		Receipts	27 "*	Invoice Amount Invoice Price Variance Amount	114 USD 0 USD
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet	2.8K				
Manage Agreements	зк				
Channel Programs	Invoices Overdue Schedules Overdue or Due Today				
Manage Programs					
Shipments	Supplier News				
Manage Shipments					
Create ASN					
Create ASBN Lipload ASN or ASBN					
View Receipts	u				
View Returns					





4. Click **Search** to see a list of the latest Orders or enter the [purchase order (PO) number] in the <u>Order</u> 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).

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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**.

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6. Click Search.

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7. Click **View**, then click **Columns**.

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O Detach	P-PA-NORTH-02	2	Cutwater Vodka Transfusio	in Ca	1	10 Each	Each	4.01	40.10 USD	Open	SPBW LLC ()	5/11/23	5/11/23	50211353	SPBW LL
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A . Reorder Columns	P-PA-NORTH-02	4	Maschio Brut Prosecco No	n Vir	1	1 Each	Each	1.27	1.27 USD	Open	5601 FOODS LLC	4/13/23	4/13/23	50170736	5601 FO
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A Pennsylvania Li 80003690	P-PA-NORTH-02	1	6-750 Crystal Head Vodka	Aure 3062704011	1	14 Case	Case	198.72	2,782.08 USD	Open	DC4		3/24/23		
🛕 : Pennsylvania U 80003688	P-PA-NORTH-02	1	Mozart Dark Chocolate Cre	ram	1	6 Each	Each	15.76	94.56 USD	Open	PLCB Store (1)	3/13/23	3/13/23	62851838	PLCB Str
A Pennsylvania Li 80003588	P-PA-NORTH-02	2	Woodford Reserve Bourbo	n Ke	1	6 Each	Each	30.30	181.80 USD	Open	PLCB Store ()	3/13/23	3/13/23	62851838	PLC8 Sto
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A. Pennsylvania Li 80003688	P-PA-NORTH-02	5	Sycamore Lane Pinot Grig	io	1	6 Each	Each	3.19	19.14 USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB Sto
A Pennsylvania Li 80003679	P-PA-NORTH-02	1	Plantation Rum Pineapple	Stip	1	1 Each	Each	23.46	23.45 USD	Open	SPBW LLC O	3/23/23	3/23/23	50160473	SPBW LL
A Pennsylvania Li 80003679	P-PA-NORTH-02	2	Cutwater Vodka Transfusio	in Ca	1	1 Each	Each	4.01	4.01 USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW LL
A Pennsylvania Li 80003668	P-PA-NORTH-02	1	Alta Vista Estate Torrontes	Salt	1	2 Each	Each	7.96	15.92 USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Sto
A . Pennsylvania Li 80003668	P-PA-NORTH-02	2	Alta Vista Estate Malbec M	lendi	1	2 Each	Each	7.96	15.92 USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB Stc

8. Click Show All.

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	Sort 🕨	🖌 Туре	6-750 Crystal Head Vodka Aurc 30627	04011 1	14 Case	Case	198.72	2,782.08 USD	Open	DC4	4/28/23			
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۵.	Query By Example	Received Amount	6-750 Crystal Head Vodka Aure 30627	04011 1	14 Case	Case	198.72	2,782.08 USD	Open	DC4	3/24/23			
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4 . P	ennsylvania Li 80003688	Supplier Contact	Mozart Dark Chocolate Cream	1	6 Each	Each	15.76	94.56 USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLC8 S
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1. P	ennsylvania Li 80003688	 Source Agreement 	Sycamore Lane Pinot Grigio	1	6 Each	Each	3.19	19.14 USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB S
P	ennsylvania Li 80003679	 Revision Date 	Plantation Rum Pineapple Stig	1	1 Each	Each	23.46	23.45 USD	Open	SPBW LLC 0	3/23/23	3/23/23	50160473	SPBW L
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A P	ennsylvania Li 80003668	 Rejected Quantity 	Alta Vista Estate Torrontes Salt	1	2 Each	Each	7.96	15.92 USD	Open	PLCB Store	3/23/23	3/23/23	50160339	PLCB SI
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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.

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•	Pennsylvania Li	80003696	P-PA-NORTH-02	1	Maschio Brut Prosecco Nor	Nir 🛛	1	1 Each	Each	1.27	1.27 USD	Open	5601 FOODS LLC	4/13/23	4/13/23	50170736	5601 FC
4	Pennsylvania Li	80003694	P-PA-NORTH-02	1	6-750 Crystal Head Vodka	Aure 3062704011	1	14 Case	Case	198.72	2,782.08 USD	Open	DC4	3/24/23			
4	Pennsylvania Li	80003691	P-PA-NORTH-02	1	3-1.75L Crystal Head Vodka	a 80 3052704011	1	28 Case	Case	156.60	4,384.80 USD	Open	DC5	3/24/23	3/24/23		
4	Pennsylvania Li	80003690	P-PA-NORTH-02	1	6-750 Crystal Head Vodka	Aure 3062704011	1	14 Case	Case	198.72	2,782.08 USD	Open	DC4		3/24/23		
4	Pennsylvania Li	80003688	P-PA-NORTH-02	1	Mozart Dark Chocolate Cre	am	1	6 Each	Each	15.76	94.56 USD	Open	PLCB Store ()	3/13/23	3/13/23	62851838	PLCB S
4	Pennsylvania Li	80003688	P-PA-NORTH-02	2	Woodford Reserve Bourbor	n Ke	1	6 Each	Each	30.30	181.80 USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB St
4	Pennsylvania Li	80003588	P-PA-NORTH-02	3	Zardetto Prosecco DOC		1	12 Each	Each	7.31	87.72 USD	Open	PLCB Store	3/13/23	3/13/23	62851838	PLCB St
4	Pennsylvania Li	80003688	P-PA-NORTH-02	4	Sycamore Lane Chardonna	iy.	1	6 Each	Each	3.20	19.20 USD	Open	PLCB Store ()	3/13/23	3/13/23	62851838	PLCB St
4	Pennsylvania Li	80003688	P-PA-NORTH-02	5	Sycamore Lane Pinot Grigi	0	1	6 Each	Each	3.19	19.14 USD	Open	PLCB Store 3	3/13/23	3/13/23	62851838	PLC8 SI
4	Pennsylvania Li	80003679	P-PA-NORTH-02	1	Plantation Rum Pineapple 5	Stigi	1	1 Each	Each	23.46	23.46 USD	Open	SPBW LLC	3/23/23	3/23/23	50160473	SPBW L
4	Pennsylvania Li	80083679	P-PA-NORTH-02	2	Cutwater Vodka Transfusion	n Ca	1	1 Each	Each	4.01	4.01 USD	Open	SPBW LLC ()	3/23/23	3/23/23	50160473	SPBW L
4	Pennsylvania Li	80003668	P-PA-NORTH-02	1	Alta Vista Estate Torrontes	Salt	1	2 Each	Each	7.96	15.92 USD	Open	PLCB Store ()	3/23/23	3/23/23	50160339	PLCB St
	Provide the second second	00003550	D DA MODTH 02	~	Alle Made Catalo Malao M			1 Each	Each	7.04	16.02 1100	0.000	DI CE State	2/22/22	2/22/22	E0150330	01.00.01

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**.

Search	n Res	sults	× 13	Freeze	Detach	Wrap						
		About This Record Columns	•	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity UOM	Pricing UOM	Price	Orde
	0.	Freeze		P-PA-KINGO-01	1	Trimbach Gewurztraminer Cu	ve	1	1 Each	Each	47.40	47
	۸·	Detach		P-PA-KINGO-01	1	6-750 Nkk Whsky Tktsr Pr Ml	t\ 1490423003	. 1	10 Case	Case	264.36	2,643
	۸·	Sort	•	P-PA-KINGO-01	1	Kavalan Distillery Select Whit	sk 0471008523	. 1	100 Case	Case	165.00	16,500
	۸	Reorder Columns		P-PA-KINGO-01	1	Benziger Cabernet Sauvigno	n (1	2 Each	Each	7.03	14
	▲ ·	Query By Example		P-PA-KINGO-01	1	Knob Creek Bourbon Single B	3a	1	5 Each	Each	29.32	146
	🛕 . F	Pennsylvania Li 80003	898	P-PA-KINGO-01	2	Knob Creek Bourbon Single I	3a	1	4 Each	Each	29.32	117





10. 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**.

Searc	ch Results	>										
Actio	ons 🔻 View 👻 Format	• / 严	🕞 🥅 Freeze 🔐	Detach	Reorder Columns	×	1					
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	🛕 . Pennsylvania Li	80004224	P-PA-KINGO-01	1	Requested Date			10	Case	Case	264.36	2,643
	🛕 . Pennsylvania Li	80004106	P-PA-KINGO-01	1	Promised Date	~		100	Case	Case	165.00	16,500
	🛕 . Pennsylvania Li	80004060	P-PA-KINGO-01	1	Customer Sales Order Ship-to Party	×		2	Each	Each	7.03	14
	🛕 . Pennsylvania Li	80003898	P-PA-KINGO-01	1		ancel		5	Each	Each	29.32	146
	🛕 . Pennsylvania Li	80003898	P-PA-KINGO-01	2		ancer		4	Each	Each	29.32	117
	🛕 . Pennsylvania Li	80003884	P-PA-KINGO-01	1	Grgich Hills Cabernet Sauvignc	1		1	Each	Each	45.48	45
	🛕 . Pennsylvania Li	80003756	P-PA-KINGO-01	1	OneHope Cabernet Sauvignon	1		1	Each	Each	174.03	174

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

Sear	ch Results										
Acti	ons 🔻 View 👻 Format	• / 严	Fre	eze 📄 Detach	Reorder Columns	×	1				
	Sold-to Legal Entity	Order	Line	Line Description	Visible Columns		•to Location	Schedule	Ordered Quantity	иом	Pricing UOM
	3 . Pennsylvania Li…	80004238	1	Trimbach Gewurztr	Order			1	1 8	Each	Each
	🛕 . Pennsylvania Li	80004224	1	6-750 Nkk Whsky	Line Description			1	10 (Case	Case
	🛕 . Pennsylvania Li	80004106	1	Kavalan Distillery S	Supplier Item			1	100 (Case	Case
	🛕 . Pennsylvania Li	80004060	1	Benziger Cabernet	Customer Sales Order Ship-to Location		FOODS INC	1	2 1	Each	Each
	🛕 . Pennsylvania Li	80003898	1	Knob Creek Bourb		ancel	MARKETS IN	1	5 6	Each	Each
	🛕 . Pennsylvania Li	80003898	2	Knob Creek Bourb		Januel	MARKETS IN	1	4 8	Each	Each

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

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		Sold-to Legal Entity	Order	Line	Line Description	Supplier Item	Customer Sales Order	Ship-to Location	Schedule	Ordered Quantity UOM	Pricing UOM	
	0	Pennsylvania Li	80004238	1	Trimbach Gewurztraminer Cuv	/e	50240198	SPBW LLC 🚯	1	1 Each	Each	^
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	4	Pennsylvania Li	80004106	1	Kavalan Distillery Select Whish	c 0471008523		DC4	1	100 Case	Case	
	A ·	Pennsylvania Li	80004060	1	Benziger Cabernet Sauvignon	:	50212507	EPIC FOODS INC	1	2 Each	Each	- 1





12. Click the hyperlink for the Order number to be reviewed under the <u>Order Column</u>.

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Actions •	View View	▼ 🎢 🕎 Freeze 🔐 Detach 🚽 Wrap								
	Order	Order Date Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	
	80013594 🔫	4/3/22	P-PA-BRIST-01	No Buyer	22.84	USD	Open	0	4/3/22	^
	80013593	4/3/22	P-PA-BRIST-01	No Buyer	34.26	USD	Open	0	4/3/22	
	80013556	3/27/22	P-PA-BRIST-01	No Buyer	57.10	USD	Open	\odot	3/27/22	
	80013517	3/8/22	P-PA-BRIST-01	No Buyer	35.95	USD	Open	0	3/8/22	
	80013516	3/8/22	P-PA-BRIST-01	No Buyer	35.95	USD	Closed for R	0	3/8/22	
	80013515	3/8/22	P-PA-BRIST-01	No Buyer	35.95	USD	Closed for R	0	3/8/22	

13. Review Order details.

Field Name	Field Type	Input	Instructions
Order	Number	Auto	Displays order number.
Status	Text	Auto	Displays current status.
Bill-to	Text	Auto	Displays bill-to location.
Location			
Ship-to	Text	Auto	Displays PLCB Store, LSC or address for direct
Location			delivery. If Ship-to Location is a distribution center
			(DC), this is not an SO.
Ordered	Number	Auto	Displays total ordered dollars.
Payment	Text	Auto	Displays payment terms assigned to PO. Inherited
Terms			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.



Supplier - Licensee Special Order Fulfillment Quick Reference Guide



ORACLE		5a		
	Print PO Print S	pecial Order Shipping Label	Acknowledge Activ	ons ▼ Refresh D <u>o</u> ne
Ion-Bailment Order: 80013594 🕐				
	The second second	AND IN I AND AND		100
# General				
Sold-to Legal Entity Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	Ordered	22.84.USD
Bill-to BU ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description	
Order 80013594	Supplier Contact		Source Agreement	BPA_1855
Status Open	Bill-to Location	PLCB - AP OFFICE	Supplier Order	
Buyer No Buyer	This to Location	LICENSEE SERVICE CENTER		
Creation Date 4/3/22	Ship-to Location	0		
Terms Notes and Attachments				
Required None Acknowledgment Payment Terms . Net 60	Shipping Method Freight Terms	Customer Self Pickup-Truckload- Ground None		 Pay on recept
	100		2	 Confirming order
Additional Information				
Purchase Order Type	Contract Type		Context Prompt	
Supplier Terms & Conditions	Contract Number			
Contract Reference	Procurement Source			
Lines Schedules				
Actions • View • Format • 💬 📴 Freeze 🔛 0	Mach of Wrap			
Line Item Description			Quantity UOM	Price Ordered Status
🛕 1 000592159 Emilio Lustau Vernut W	hite Sherry Jerez Non Vintage		2 Each	11.42 22.64 Open
Columns Hidden 15			-	

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

ORACLE						
Non-Bailment O	rder: 800148 Print PO	Print Special Order Shi	ipping Label Acknowled	dge View PDF Actions	s ▼ Refresh Done	Order Life Cycle
Main				\$		Ordered
Sold-to Legal	Pennsylvania Liquor Control Board	Supplier	S IS	Ordered	81.60 USD	
Bill-to BU	ENTERPRISE BU	Supplier Site	P-ma-ningo-ui	Description		0 20 40 60 80 100
Order	80014842	Supplier Contact		Source Agreement	BPA_1168	
Status	Open	Bill-to Location	PLCB - AP OFFICE	Supplier Order		View Details
Buyer	No Buyer	Ship-to Location	PLCB Store			
Creation Date	7/31/23					
Terms Notes and Atta	achments					

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.

≡	xdo	1 / 2 -	67% + 🕄 🔇	± 👼 :
			COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA LIQUOR CONTROL BOARD BUREAU OF PLANNING AND PROCUREMENT	10/31/2023 15:34:30 PM Page 1 of 2
		BUYER: No Buyer BUYER PHONE: VENDOR: S ^{ALINITIAL} ALL AND ALL	BUYER FAX: VENDOR #: 08*** PAYMENT TERMS IS	PO#: 60014842 PD#: 60014842 SECIAL ORDER SALES ORDER#: 5439756 ARRWAL BATE: 16 AUG 2023 STORE ORDER#: Not 60 ORIGINAL PO DATE: 31-JUL-2023
	2	King of Friddin fri 1940-14 Contact: Phone:	NUU FAX:	REVISION DATE: PO TYPE: Non-Baliment Order SO BASE FREICHT: 5 36 SO LTMF FEE: 53.98 PO TOTAL DISCOUNT: 5 OFDER CURRENCY: USD
		BILL TO: PLCB - AP OFFICE COMPTROLLER OPERATIONS PO BOX 12025 HARRISBURG US 17108-2025	FREIGHT TERMS: Air LCBS FOB TERM PAY METHOD: TRANS. RESPONSIBILITY: Air	SHIP TO: PLCB Store PINES PLZ 1130 PERRY HWY, #20 PITTSBURGH US 15237

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 <u>Cancel</u> <u>Order</u> if you cannot fill the order in full.

ORACLE							-
Non-Bailment Orde	r: 80013556 ⑦	Print PO	Print Special Order Shipping Label	Acknowledge	Actions v	Refresh	Done
Main	ANALOS ACCEST OF A L	NITTON NATION			0		115710
⊿ General							
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	Ordered	57.10 USD		
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description			
Order	80013556	Supplier Contact		Source Agreement	BPA_1865		
Status	Open	Bill-to Location	PLCB - AP OFFICE	Supplier Order			
Buyer	No Buyer	Ship-to Location	PLCB Store				
Creation Date	3/27/22						





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: <u>Supplier - Update the Promised Delivery Date on a Licensee Special</u> Order

- ORACLE Non-Bailment Order: 80013485 @ Custom Po PDF Print Special Order Shipping Label Acknowledge View PDF Actions V Refresh Edit Main Cancel Document View Document History ∡ General View Change History Sold-to Legal Entity Pennsylvania Liquor Control Board Supplier VINTAGE IMPORTS INC View Revision History Ordered 11.42 U Bill-to BU ENTERPRISE BU Supplier Site P-PA-BRIST-01 Description Order 80013485 Supplier Contact Source Agreement BPA_1865 Status Open Bill-to Location PLC8 - AP OFFICE Supplier Order Buyer No Buye Ship-to Location BT WOODLIPP LLC Creation Date 3/7/22 Terms Notes and Attachments Shipping Method Customer Self Pickup-Truckload-Ground Required Acknowledgment None Freight Terms None - Pay on receipt Payment Terms Net 60 FOB - Confirming order Additional Information Context Prompt Purchase Order Type Contract Type Contract Number Supplier Terms & Conditions Contract Reference Procurement Source
- 1. From the selected order, click the Actions dropdown, then select Edit.

A small pop-up window will appear.

2. Click Yes.







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

ORACLE				$\hat{\Box}$	ЪĴ	CA
Edit Change Order: 1 ⊘			Actions 🔻	Save	• Submit	Cancel
Change Order	1 Status	Incomplete Initiating Party	Supplier			
* Description	Change Order: Promise date Amount Changed update A	0.00 USD Initiator	Cindy Ashton			
Creation Date	6/2/22					
Main						
⊿ General ⑦						
Sold-to Legal Entity	Pennsylvania Liquor Control Board Supplier	VINTAGE IMPORTS INC Ordered	1.42 USD			
Bill-to BU	ENTERPRISE BU * Supplier Site	P-PA-BRIST-01 Description				
Order	80013485 Supplier Contact	Cindy Ashton Agreement	BPA 1865	~		
Status	Open Bill-to Location	PLCB - AP OFFICE				
* Buyer	No Buyer Default Ship-to Location					
Creation Date	3/7/22					
Terms Notes and Attachments						
Payment Term	s Net 60 Shipping Method	Customer Self Pickun-Truckload-Ground				
	Freight Terms	None	 Pay on receipt 			
	FOE	1	 Confirming order 			

4. Click Schedules Tab.

Edit Change Order: 1 ⊘						Action	s 🔻 🛛 Save	▼ Sub <u>m</u> it	Cancel
Solisto Legal Entity Bill-to BU Order Status "Buyer Crastion Terms Notes and Attachments	Pennsylvana Ligux Consid Board ENTERPRISE BU 80013485 Cpen No Buyer 3/7/22	Supplier * Supplier Site Supplier Contact Bill-to Location Default Ship-to Location	VanTage IMPORTS INC P-P-ABISTO1 Ondy Ashton PLCB - AP OFFICE		Or Descr	dered 11.42 USD iption ement BPA_1865	4		
Payment Term:	s Net 60	Shipping Method Freight Terms FOB	Customer Setf Pickup-Truckload-Ground None	Self Pickup-Truckload-Ground Pay on recept Confirming order			celpt g order		
Additional Information Purchase Order Type Supplier Terms & Conditions Contract Reference Lines Schedules		Contract Type Contract Number Procurement Source	•		Context Pro	mpt			
Actions View Pormat Line Description 1 Emilo Lustau V Columns Hidden 18	X 377 < EF III Freeze III Detach of Wrap			* Location *	Quantit UOM	Requested Delivery Date 3/7/22	Promised Delivery Date	Change Rea	ason





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

Edit Change Orden 1						Action		
Edit Change Order: 1 @						Acutor	s ·	
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC				10,700	
Bill-to BU	ENTERPRISE BU	* Supplier Site	P-PA-BRIST-01		Descript	on		
Order	80013485	Supplier Contact	Cindy Ashton				10	
Status	Open	Bill-to Location	DI CR. AD OFFICE		Agreem	ent BPA_1865		
* Buyer	No Buyer		PEGE PER OFFICE					
Creation Date	3/7/22	Default Ship-to Location						
Terms Notes and Attachments								
Payment Terms	s Net 60	Shipping Method	Customer Self Pickup-Truckload-Ground					
		Freight Terms	None			 Pay on re 	ceipt	
		FOB				- Confirmin	g order	
Additional Information Purchase Order Type Supplier Terms & Conditions Contract Reference Lines Schedules	• •	Contract Type Contract Number Procurement Source			Context Prom	ot 🗸		
Actions View View Format View	K F < F Freeze Detach of Wrap			* Location * Q	Quantit UOM	quested	Promised	Change Reason
						invery Date	Derivery Date	-
1 Emilio Lustau V	ermut White Sherry Jerez Non Vintage			LICENSEE SER	1 Each 3/	122	6/30/22 0	Unable to fulfil gi
Columns Hidden 18								

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

Edit Change Order: 1 ⊘						Actio	ns 🔻 🛛 🖓 Sav	•••	Submit	Cancel
Soleto Lagal Entity Billito BU Order Status * Buyer Creation Date	Pennsylvania Lepor Control Board ENTERPRISE BU 80013485 Open No Buyer 3/7/22	Supplier * Supplier Site Supplier Contact Bill-to Location Default Ship-to Location	VINTAGE IMPORTS INC P-PA-BRISTO1 Cindy Ashton PLCB - AP OFFICE		O Desc Agre	rdered 11.42 USD iption ement BPA_1865	h			VAL
Payment Term	s Net 60	Shipping Method Freight Terms FOB	Customer Self Pickup-Truckload-Ground None			— Pay on r — Confirm	eceipt ng order			
Additional Information Purchase Order Type Supplier Terms & Conditions Contract Reference Lines Schedules	×	Contract Type Contract Number Procurement Source	•		Context Pr	ompt 🗸				
Actors View Vew Format Ve	X J < T Press Detach at Wrap			* Location	^a Quantit UOM	Requested Delivery Date 3/7/22	Promised Delivery Date 6/30/22	Ch	ange Rea:	son 11 gi

A Confirmation message box will appear.





7. Click OK.

ORACLE					
Non-Bailment Order: 8	0013485 ⑦	c	ustom Po PDF Print Special Order Shipping Label	Acknowledge	iew PDF Actions V Refresh Done
Main		Confirmatio	n	×	
		The change order 1	for document Non-Bailment Order number 80013485 was sub	mitted for approval.	
a General				ок	
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	Ordered	11.42 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description	,
Order	80013485	Supplier Contact	Cindy Ashton	Source Agreemen	t BPA_1865
Status	Open ()	Bill-to Location	PLCB - AP OFFICE	Supplier Orde	r
Buyer	No Buyer	Ship-to Location			
Creation Date	3/7/22				
Terms Notes and Attachments					
Required Acknowledgmen	t None	Shipping Method	Customer Self Pickup-Truckload- Ground		
Payment Term	s Net 60	Freight Terms	None		- Pay on receipt
		FOB			- Confirming order
Additional Information					
Purchase Order Type		Contract Type		Context Prompt	
Supplier Terms & Conditions		Contract Number			
Contract Reference	F	rocurement Source			

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.

ORACLE					
Non-Bailment Order: 8	80013485 ⑦	C	ustom Po PDF Print Special Order Ship	ping Label Acknowledge Vie	w PDF Actions Refresh
Main					
General					
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	Ordered	11.42.050
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description	1.42 000
Order	80013485	Supplier Contact	Cindy Ashton	Source Agreement	BPA_1865
Status	Open 0	Bill-to Location	PLC8 - AP OFFICE	Supplier Order	
Buyer	No Bu A change order is pending.	Ship-to Location	B T WOODLIPP LLC		
Creation Date	3/7/22				
Terms Notes and Atlachments					
Required Acknowledgmen	it None	Shipping Method	Customer Self Pickup-Truckload- Ground		
Payment Term	s Net 60	Freight Terms	None		
		FOB			





Create ASN

Link to Learning video: <u>Supplier - Create ASN for Licensee Special Order</u> (* see <u>new eLearning</u> - 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.

ORACLE					\Box	ЪĴ	CA 🗸
Supplier Portal				N NY SON IS SUN 1		1 781 76 - 1874 (1 8 8
Search Orders V Order Number	U						
Tasks							6
Contract Manufacturing							
Manage Production Reports	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days			
Vendor-Managed Inventory	217	Orders opened	42	PO Purchase Amount		2.09K U	SD
Manage Inventory		Receipts	26	Invoice Amount		114 U	SD
Manage Replenishment Requests				Invoice Price Variance Amount	t	0 U	SD
Orders	2.81						
Manage Orders	2.0K						
Manage Schedules Acknowledge Schedules in Spreadsheet							
Agreemente							
Agreements	24						
Manage Agreements	76						
Channel Programs	Invoices Overdue Schedules Overdue or Due Today						
Manage Programs							
Shipments							
Manage Shipments Create ASN Create ASBN	supplier news						
Upload ASN or ASBN							
View Returns							
- Ten routing							



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

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

ORACLE					
Create ASN ⑦					Done
🔺 Seard 🤅				A <u>d</u> vanced	Saved Search Purchase Order ~
					** At least one is required
** Purchase Orde	80014838	▼	** Supplier S('IRI 🔻]
Supplier Iten			Due Date	~	
					Search Reset Save
Search Results					
View View View					
Item Item Description	Supplier Item Purchase Ord	er Purchase Order Purchase Order Line Schedule	Due Date	Ordered Quantity UOM Name	
No search conducted.					

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.

ORACLE						0 P Q 🛶
Create ASN ⑦						Done
	196 6 90 1		WARTE I THE STATE			
⊿ Search						Advanced Saved Search Purchase Order ~
						** At least one is required
	** Purchase Order	•		** Supplie	vit	
	Supplier Item			Due Dat	vie 🗸 🗸	
						Search Reset Save
Course Doculto	r\\					
Search Results						
View 👻 Create ASN						
Item Item Descr	ption Supplier Item	Purchase Order Line	Purchase Order Due Date Schedule	Ordered Quantity UOM Name		
No search conducted.						





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

ORACLE						
Create ASN ②	<u>á</u> r					Done
Advanced Search					Basic	Saved Search Purchase Order v
** Purchase Order	٣			** Supplier V	*	Providence and a response
Supplier Item	Starts with 🗸			Sold-to Legal Entity	~	
Ship-to Location	•			Due Date	~	
Supplier Site	•					+
					Search Reset S	ave Add Fields ¥ Reorder
Search Results						Bailment Line
View 👻 Create ASN						Due Date
Item Item Description	Supplier Item Purchase Order Purchase Order Purchase Order St	hase Order Due Date	Ordered Quantity UOM Name			Manufacturer
No search conducted.						Manufacturer Part Number
						SecondaryUnitOfMeasure
						SecondaryGomCode
						Ship-to Location
						Sold-to Legal Entity
						Supplier hem
						output sos

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.

(ORACLE										Þ.	О Д
€ CI	reate ASN 🤅)										D <u>o</u> ne
l Se vi	Search arch Results ew	ISN							Advance	ed Saved Search	Purcha	ase Order 🗸
Π	ltem	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name			
	000568837	Casamigos Teq		80014838	1	1	8/17/23	1	Each			
	000619783	Pinnacle Pomeg		80014838	2	1	8/17/23	1	Each			
	000631742	Gambino Prose		80014838	3	1	8/17/23	24	Each			
	000637407	Kendall Jackson		80014838	4	1	8/17/23	4	Each			

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	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.

Create ASN Det	ails 🕐				Sub <u>m</u> it <u>C</u> ancel
▲ Header					
43	* Shipment			Packing Slip	
	* Shipped Date	10/31/23 4:24 PM	Č.	Packaging Code	
	* Expected Receipt Date	10/31/23 4:24 PM	to.	Special Handling Code	
	Freight Terms	~		Tare Weight	
	Shipping Method		•	Tare Weight UOM	•
Num	ber of Supplier Packing Units			Net Weight	
	Bill of Lading			Net Weight UOM	•
	Waybill			Comments	
					<i>li</i>





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.

🔺 Line	es									
Actions View V 🏠 Remove Line										
	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
Þ	000637407	Kendall Jackson		80014838		Each		4	Each	0

7. Click Submit.

Create ASN Details ⑦			Submit Cancel
▲ Header			
k} ★ Shipment		Packing Slip	
* Shipped Date	10/31/23 4:24 PM	Packaging Code	
* Expected Receipt Date	10/31/23 4:24 PM	Special Handling Code	
Freight Terms	~	Tare Weight	
Shipping Method		▼ Tare Weight UOM	•
Number of Supplier Packing Units		Net Weight	
Bill of Lading		Net Weight UOM	•
Waybill		Comments	
			li li

8. Click **OK**.

ORACLE				이 ㅁ 후 💽 ~
Create ASN Details ⑦				Submit Cancel
⊿ Header				
* Shipment	ASN456		Packing Slip	
* Shipped Date	4/4/22 9:39 PM		Packaging Code	
* Expected Receipt Date	4/4/22 9:39 PM		Special Handling Code	
Freight Terms	~	Confirmation	Tare Weight	
Shipping Method		ASN ASN456 was created. Number of lines. 1.	Tare Weight UOM	
Number of Supplier Packing Units		OK	Net Weight	
Bill of Lading			Net Weight UOM	
Waybill			Comments	
Actions View View Remove Line				
Item Item Supplier Item	Purchase Order * Quantity U	OM Name Ship-to Location Ordered Quantity	Ordered Received Quantity UOM Quantity	
> 000592159 Emilio Lustau V	80013556 5	Each 🔻 5	i Each 0	

Note: You cannot edit an ASN once submitted.





9. Click Done.

ORACL	E										Ĉ	CAV
Create ASN	1 @											Done
▶ Search		6.0		Jer Jan Ju				V * 6 . Do 7 D	Advanced	Saved Search	Purchase	e Order 🗸
View	ate ASN											
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name				
000592159	Emilio Lustau V		80013556	1	1	3/27/22	5	Each				

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

Link to Learning video: <u>Supplier - Print Licensee Special Order Shipping Label</u> (* see <u>new eLearning</u> - 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

FINE WINE & GOOD SPIRITS
Special Order Shipping Label
Ship From Details: Supplier # 08060 SOI PA LLC Ship To Address: WINE & SPIRITS STORE 5116 101 E OLNEY AVE PHILADELPHIA,PA 19120-2499
Order Number: 123432
Ordered Date Sep 29,2023
Customer Number : 72977 Customer Name : WAWA
BOX of
Supplier Contact: ()





Example 4: Payment processing failed



- 1. Navigate to the <u>Welcome Springboard</u>.
- 2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.

Supplier Portal	Tools Others			
APPS				
Supplier Portal	+			





3. Click Manage Orders from the Tasks List.

ORACLE					
Supplier Portal					
Search Orders V Order Number	् ् २			AN ART & BERT AT BART & MR.	
Tasks					
Contract Manufacturing					
Manage Production Reports	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days	
Vendor-Managed Inventory	217	Orders opened	44	PO Purchase Amount	2.09K USD
Manage lawster.		Receipts	27	Invoice Amount	114 USD
Manage Inventory Manage Replanichment Requests				Invoice Price Variance Amount	0 USD
Manage Replemistment Requests					
Orders Manage Orders Manage Schedules	2.8K		e ^a		
Acknowledge Schedules in Spreadsheet					
Agreements					
Manage Agreements	зк				
Channel Programs	Invoices Overdue Schedules Overdue or Due Today				
Manage Programs					
Shipments	Currentian Marrie				
Manage Shipments	supplier news				
Create ASN					
Create ASBN					
Upload ASN or ASBN	•				
View Receipts					
View Returns					

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

			д _{он}
Manage Orders 🗇			Done
	n 7 60 3	R 8 8	
A Search Advanced Manage Watchlist Served Search Ad Order Sold 30 Legal Entity • Order Bill-to BU • Satura •			~
Search Results Actors • Ver • Femat • J Er Contact al Wrap	Search	Reset	Save
Sold-to Legal Order Order Date Description Supplier Site Supplier Contact Buyer Ordered Credit Discount Currency Status Life Change Change Date Description Supplier Site Supplier Contact Buyer Ordered Credit Discount Currency Status Life Change Change Credit Order Date Description Supplier Site Supplier Site Supplier Contact Buyer Ordered Credit Discount Currency Status Life Change Change Credit Order Date Description Supplier Site Supplier Site Supplier Contact Buyer Ordered Credit Discount Currency Status Life Change Change Credit Discount Currency Status Credit Order Order Date Description Supplier Site Supplier Contact Buyer Ordered Credit Discount Currency Status Credit Discount Currency	sation te	Acknow Due Da	wledgn ste

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





ORACLE									
Non-Bailment Order	: 80003232 ⑦		Print PO	Print Special Order S	hipping Label	Acknowledge	Actions	Refresh	Done
Main_	Valdari Caldaria da Maria		876.7.7	C) 8 W 8 W		126 602			11-12
✓ General									
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	CL	INC		Ordered	402.50 USD		
Bill-to BU	ENTERPRISE BU	Supplier Site	P-CT-STAM	F-01		Description			
Order	80003232	Supplier Contact	Carlos Vazq	uez	Sou	irce Agreement	BPA_1203		
Status	Open	Bill-to Location	PLCB - AP C	DEFICE		Supplier Order			
Buyer	No Buyer	Ship to Location	BELLEVUE	LL, INC. & HYATT					
Creation Date	7/12/22	Ship to Looditori	CORPORAT	ION U					

Another Window Opens.

6. Click printer icon in top right corner.



 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.





		Print	3 sheets of paper
2		Destination	🖶 HP62F88E.hsd1.mn.coi 💌
FINE WINE 6 GOOD SPIRITS Special Order Shipping Label		Pages	All
Ship From Details: Supplier 50000 Strip From Dotton: VD Ship To Address: VD WRG: SPRITE 31 VER 6462 WRG: SPRITE 31 VER 6462 2080 COUNTY LINE ROAD 2080 COUNTY LINE ROAD		Copies	3 ≎ Collate
HUNTINGDON VALLEY,PA 19005-0000 Order Number: 50210655		Color	Black and white
Ordered Date Apr 18.2023 Customer Number : 7354 Customer Number : 7354 BOX of Supplier Contact: ()	-	More settings	~
			Print Cancel

- 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.

ORACLE					
Non-Bailment Order: 8	80013514 ⑦	nt PO Print Special Ord	er Shipping Label	Acknowledge	▼ Refresh Done
Main					
.⊿ General					
Sold-to Legal Entity	Pennsylvania Liquor Control Board	Supplier	VINTAGE IMPORTS INC	Ordered	57.10 USD
Bill-to BU	ENTERPRISE BU	Supplier Site	P-PA-BRIST-01	Description	
Order	80013514	Supplier Contact	Cindy Ashton	Source Agreement	BPA_1865
Status	Open	Bill-to Location	PLCB - AP OFFICE	Supplier Order	
Buyer	No Buyer	Ship-to Location	B T WOODLIPP LLC		
Creation Date	3/8/22				
1					

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: <u>Supplier - Create an Invoice in Oracle Supplier Portal</u> (* see <u>new eLearning</u> - 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.

	nsylvania CONTROL BOARD	NT PAYABLES STAN	IDARD INVOICES	
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_SOXXXXXXX, 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.

ORACLE		
	Good afternoon,	
	Supplier Portal Tools Others	
	AP96	
	Suppler Portal	

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





Bailment Inventory								
Review Consumption AdvicesReview Bailment InventoryReview 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.

ORACLE					ΡÛ	DB
View Invoices 🖌						Done
▲ Search			A <u>d</u> vanced	Saved Search	All Invoices	· · ·
				/	At least one is	s required
** Invoice Number		Consumption Advice				
** Supplier	•	Invoice Status	~			
Supplier Site	•	Paid Status	~			
** Purchase Order		Payment Number				
				Searc	h Reset	Save

Invoices matching your search criteria will display.





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

ORACLE					DB
View Invoices 🖌				l	D <u>o</u> ne
Search			Advanced Saved	Search All Invoices	~
** Invoice Number		Consumption Advice		** At least one is	required
** Supplier	•	Invoice Status	~		
Supplier Site	•	Paid Status	~		
** Purchase Order		Payment Number			
				Search Reset	Save

The Advanced Search pane will display

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

► View Invoices							Done
▲ Search			AND A CONTRACTOR			Basic Saved Search	All Invoices
** Invoice Number	Starts with	~		Invoice Status	Equals 🗸	~	
supplier ** Supplier	Equals	~	•	Paid Status	Equals ~	~	
Supplier Site	Equals	~	•	Payment Number	Equals 🗸		
** Purchase Order	Starts with	~		Invoice Amount	Equals 🗸	F	xample: 9/21/23
Consumption Advice	Starts with	~		Invoice Date	Equals v 9/21/23	Č6	
Due Date	Equals 🗸 m	rd/yy]				
					Search	Reset Save Add Fi	elds v Reorder

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.

Γ	Search Results	jearch Results										
	View 🔻 📲	Detach										
25	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	Si	TS	PA-PA-KING -01	520.20 USD	520.20 USD	In proc		
	SO56016626	9/21/23	Standard	80014524	Si	TS	PA-PA-KING -01	295.32 USD	295.32 USD	In proc		
L												

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

Search Result	S										
View 🔻 📰	Detach										
lnvoice 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	TS	PA-PA-KING -01	520.20 USD	520.20 USD	In proc		
SO56016626	9/21/23	Standard	80014524	S	TS	PA-PA-KING -01	295.32 USD	295.32 USD	In proc		
SO56016626	9/21/23	Standard	80014524	Si	TS	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: SO53952	914													Done
											_			
Busin	ess Unit	ENTERPRISE BU			Inv	voice Amount	520.20	USD						
Legal Enti	y Name	Pennsylvania Liquor Con Board	itrol								Inve	nice Type	Standard	
Supplier	or Party	SOUTHERN GLAZERS	OUTHERN GLAZERS WINE & PIRITS			npaid Amount	520.20	USD				once type	Otaridard	
Supr	lier Site	PA-PA-KING -01			Paym	ent Currency	USD				De	scription	120101	
Supplier Site PA-PA-KING-01 ATTN ACCOUNTING, 46 Address AMERICAN AVENUE, Ki Purseia, Penersidanaiba			0 ing of 19406		Tax Co	entrol Amount			3		At	tachment	None	
Invo	ce Date	9/21/23												
Ines Payments Items View ▼ IF I Detach														
Line Amo	int Des	cription	Quantity	Unit Price	UOM	Pu	Irchase (Drder	Rece	ipt	Consun Advi	nption ice		Distr
	Dea				Name	Number	Line	Schedule	Number	Line	Number	Line	Distribution Set	Ac Da
1 340	20 Bona	anza Cabernet Sauvign	60	5.67	Each	80014674	1	1						9/2
			_	_										

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

Summary Tax Lines Shipping and Handling									
View 🔻	Line * Regime	* Tax Name	Tax Jurisdiction * Tax Status	* Rate Name	Percentage	*	Line	Туре	Amount
4						•	2	Freight	180.00

Totals			
Tax charges summary			
		Items	340.20
Inclusive Tax	0.00	Freight	180.00
Self-Assessed Tax	0.00	Maaallanceus	0.00
		Wiscenarieous	0.00
		Tax	0.00
		Subtotal	520.20
		Less Inclusive Prepayments	0.00
		Domolelan Amoun	0
		Remaining Aniount	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.





ORACLE						DB D
Invoice: SO53952914						Done
Business Unit	ENTERPRISE BU	Invoice Amount	520 20 LISD			
Legal Entity Name	Pennsylvania Liquor Control	invoice Amount	520.20 GGD			
Supplier or Party	Board SOUTHERN GLAZERS WINE &	Unpaid Amount	520.20 USD	Invoid	e Type Standard	
Supplier of Party	SPIRITS	Payment Currency	USD	Desc	ription	
Supplier Site	PA-PA-KING -01			Atta	hment None	
Address	ATTN ACCOUNTING, 460 AMERICAN AVENUE, King of Prussia, PennsylvaniaPA 19406	Tax Control Amount				
Invoice Date	9/21/23					

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 <u>ra-lbslo@pa.gov</u> 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.

