

Supplier - Retail Special Order Portal Quick Reference Guide

Introduction



The Retail Special Order Portal (RSOP) is a new application for the management of Special Orders (SOs) submitted by retail customers via FWGS.com. Suppliers will use the RSOP to manage orders, shipments and invoices.

RSOP dashboards will display new orders and provide visibility to them. Once a supplier reviews a new Purchase Order (PO), they will fulfill each retail SO by completing the following steps in RSOP, in order:

1. Enter a promise date.
2. Acknowledge the PO.
3. Create a shipping label for each box in the order and complete all order details, then affix to boxes.
4. Generate an Advance Shipment Notice (ASN) and ship the goods.
5. An invoice will be automatically created when the ASN arrives at PLCB. Suppliers are able to use the Retail Special Order Portal to view these invoices.
6. 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.
7. Cancel a PO that cannot be fulfilled.

Navigation of the RSOP to fulfill and cancel orders is covered in this guide.

Table of Contents

Introduction	1
Glossary	3
Retail Special Order Portal Dashboard Navigation	4
Search Functionality	8
Review a New PO	10
Enter a Promise Date	16
Acknowledge an Order	17
Create Carton Label	19
Create an ASN	21
Searching for an ASN	24
Searching for an Invoice	27
Proof of Delivery for Direct Delivered SOs	31
Cancel Order	32

Glossary

Acronym	Meaning
ASN	Advance Shipment Notice
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
RSOP	Retail Special Order Portal
SO	Special Order

Retail Special Order Portal Dashboard Navigation

The Retail Special Order Portal (RSOP) dashboard provides an overview of Special Order (SO) statuses and the ability to drill down into priorities that need to be addressed. There are seven dashboards.

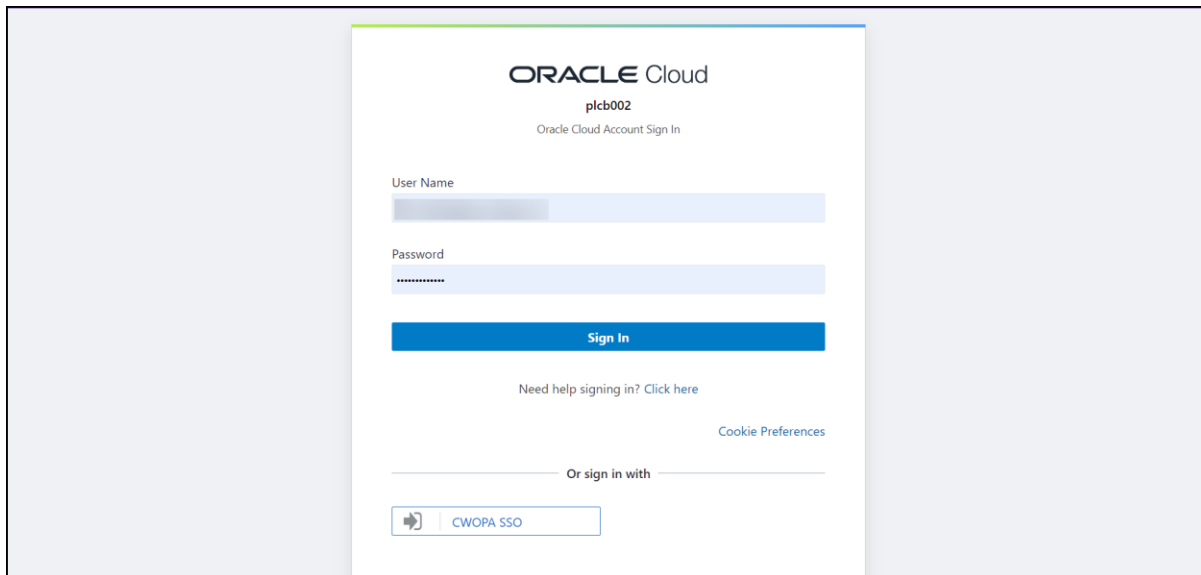
Primary dashboards for suppliers:

- Purchase Orders (POs) not acknowledged after seven days
- POs with no advance shipment notice (ASN) (suppliers will also receive an email 10 days before promise date for orders that have not shipped.)

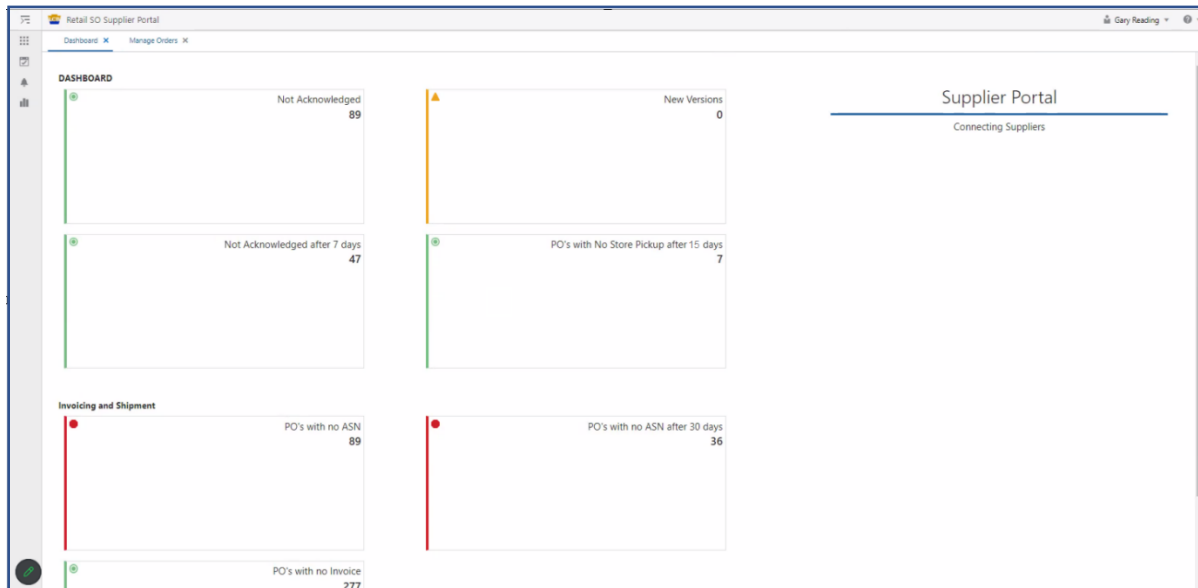
Other dashboards:

- POs not acknowledged
- POs with no ASN after 30 days, warranting Pennsylvania Liquor Control Board (PLCB) cancellation (for use by PLCB SO Team)
- POs with no invoice
- SOs not picked up within 15 days of delivery and warranting PLCB cancellation (for use by PLCB SO Team)

1. Log in to the RSOP.



2. Homepage Dashboard displays.



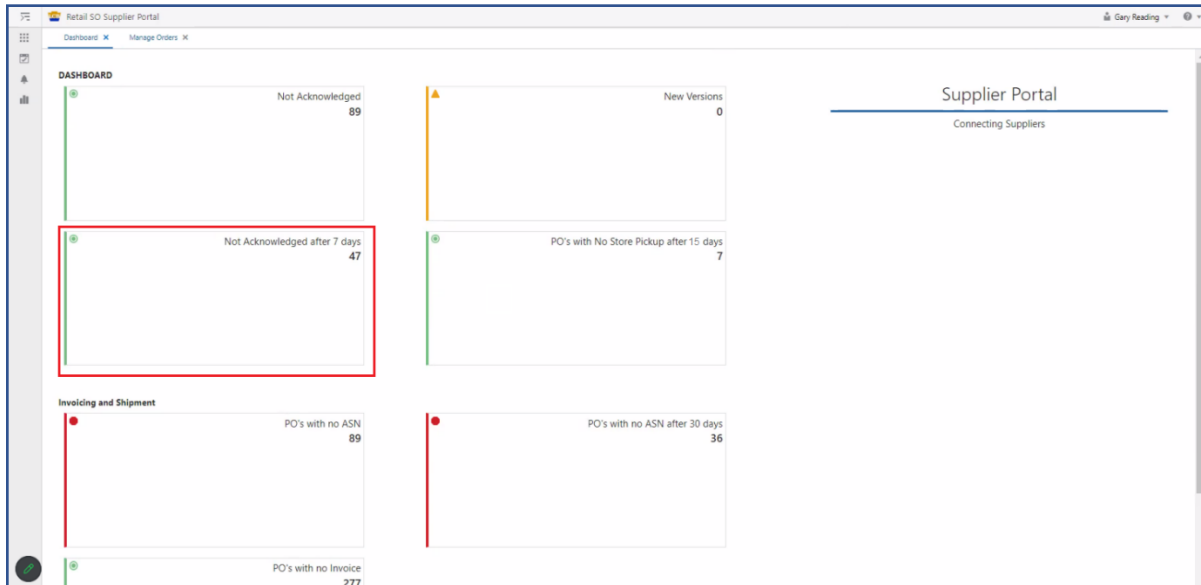
Note: The supplier will first see dashboard tiles, featuring SO counts by category. By clicking on a tile, RSOP will open a new tab and display further details for that category. The dashboard provides a quick and efficient view on priorities to be addressed, such as the acknowledgement of POs, creation of ASNs and invoice tracking.

3. The dashboard tiles and their associated detail page descriptions are below.

Tile	Description
Not Acknowledged	Displays POs that are available and have not been acknowledged by the supplier.
*Not Acknowledged after 7 days	Displays POs not acknowledged that aged for seven days or longer.
New Versions	Disregard, not used by PLCB.
*POs with no ASN	Displays POs that have no ASN.
*POs with no Invoice	Displays POs that not yet invoiced.
POs with no Store Pickup after 15 days	Displays orders yet to be picked up at stores after 15 days.
POs with no ASN after 30 days	Displays POs for which ASNs have not been created after 30 days.

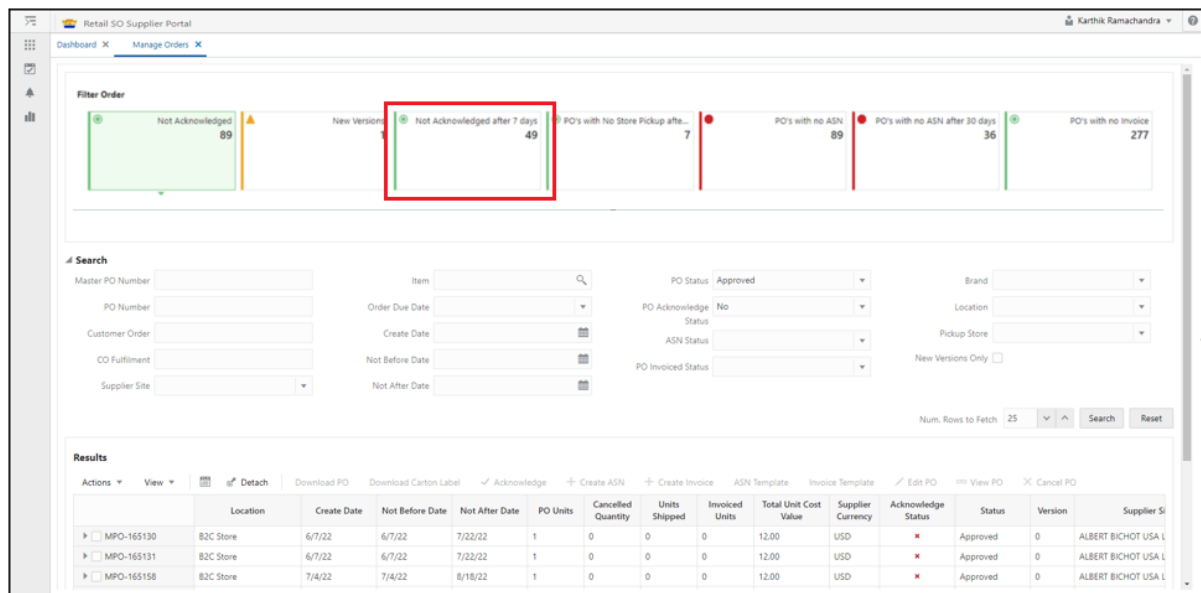
Note: Dashboards marked with an asterisk are the primary tiles and pages to be used by Suppliers.

4. Click any of the dashboard tiles.



Note: This will open a new “Manage Orders” tab.

5. Review the list of related POs on the Manage Orders Tab.

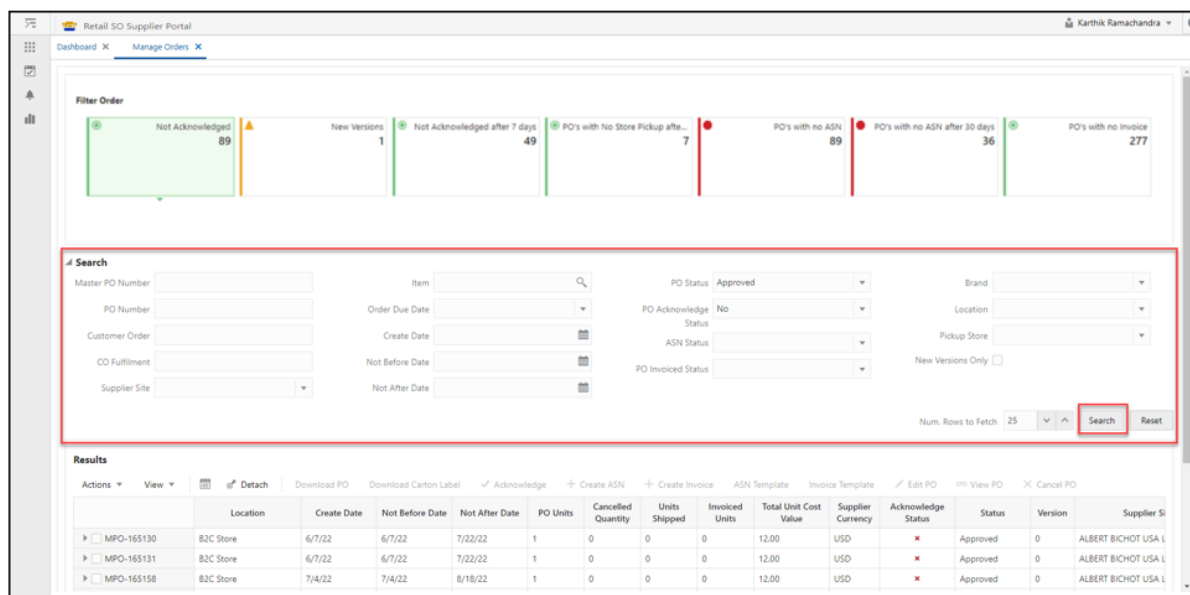


Note: The tile selected is highlighted above, and details are displayed in the lower Results section.

Field	Description
Location	All retail SO POs are written against the virtual ecommerce store 4650.
Not Before Date	The PO Create Date, used to ensure inventory is not delivered before the defined date.
Not After Date	Defaults to PO Create Date + 30 days; used to ensure inventory is not delivered after the defined date.
Pickup Date	Disregard, not used by PLCB.
PO Units	Number of units ordered.
Canceled Quantity	Number of units canceled, shown after a supplier cancels a PO. Note all SO orders must be fulfilled/shipped in full or canceled in full.
Shipped Units	Number of units shipped. Note all SO orders must be fulfilled/shipped in full or canceled.
Invoiced Units	Number of units invoiced. Note all SO orders must be fulfilled/invoiced in full or canceled.
Total Unit Cost Value	PO Quantity X Item Unit Cost (supplier cost).
Supplier Currency	US Dollars
Acknowledge Status	Green circle with checkmark indicates the supplier has acknowledged the order. An unacknowledged order will show a red X.
Status	<p>Three statuses exist:</p> <ul style="list-style-type: none"> • “Approved” for all active POs. POs remain in “Approved” status until the order is shipped. • “Closed” for POs that have been shipped. • “Canceled” for POs that have been canceled by the supplier or SO team.
Versions	Disregard, not used by PLCB.
Supplier Site	Provides information about the supplier’s site name.

Search Functionality

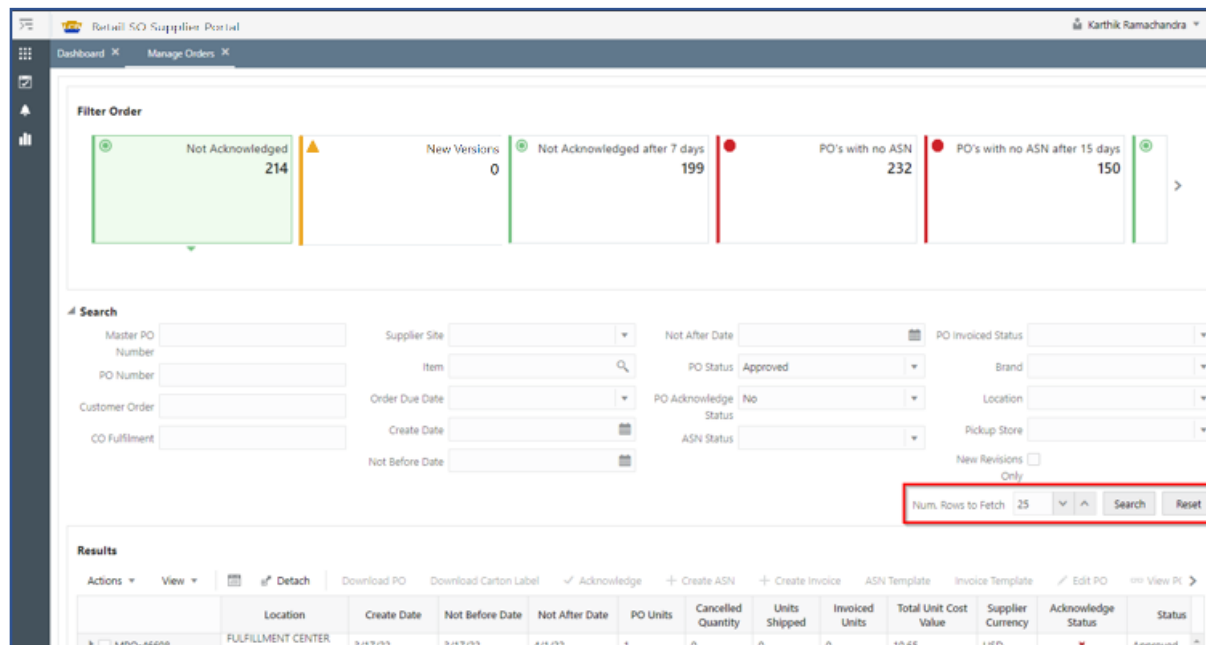
1. The Manage Orders Tab also includes a search section with the following fields.



Field Name	Description
Master PO Number	Used to filter the search by PO number. Master PO and PO Number are the same.
PO Number	Used to filter the search by PO number. Master PO and PO Number are the same.
Customer Order	Disregard, not used by PLCB.
CO Fulfillment	Disregard, not used by PLCB.
Supplier Site	Used to filter the search by supplier site.
Item	Used to filter the search by item ordered. Clicking on the magnifying glass icon presents a new screen enabling item search by nine-digit item number and Item Description.
Order Due Date	Used to filter the search by promise date within the following timeframes: <ul style="list-style-type: none"> • Next Day • This Week • Next Week • Two Weeks • This Month
Pickup Date	Disregard, not used by PLCB.
Not Before Date	Used to filter the search by Not Before Date (PO Create Date).
Not After Date	Used to filter the search by Not After Date (PO Create Date + 30 days).
PO Status	Used to filter the search by PO Status: Approved, Canceled or Closed.
PO Acknowledge Status	Used to filter the search by PO acknowledged status: Yes or No.
ASN Status	Used to filter the search by ASN status: Fully ASN'd or Not ASN'd.
PO Invoice Status	Used to filter the search by invoice status: Fully invoiced or Not invoiced.
Brand	Disregard, not used by PLCB.
Location	Disregard, all SO POs are written against virtual ecommerce store, 4650.

Pickup Store	Used to filter the search by pickup store for store-delivered orders. Pickup store drop-down will be populated only with stores that have SO customer pickup orders.
New Versions Only	Disregard, not used by PLCB.

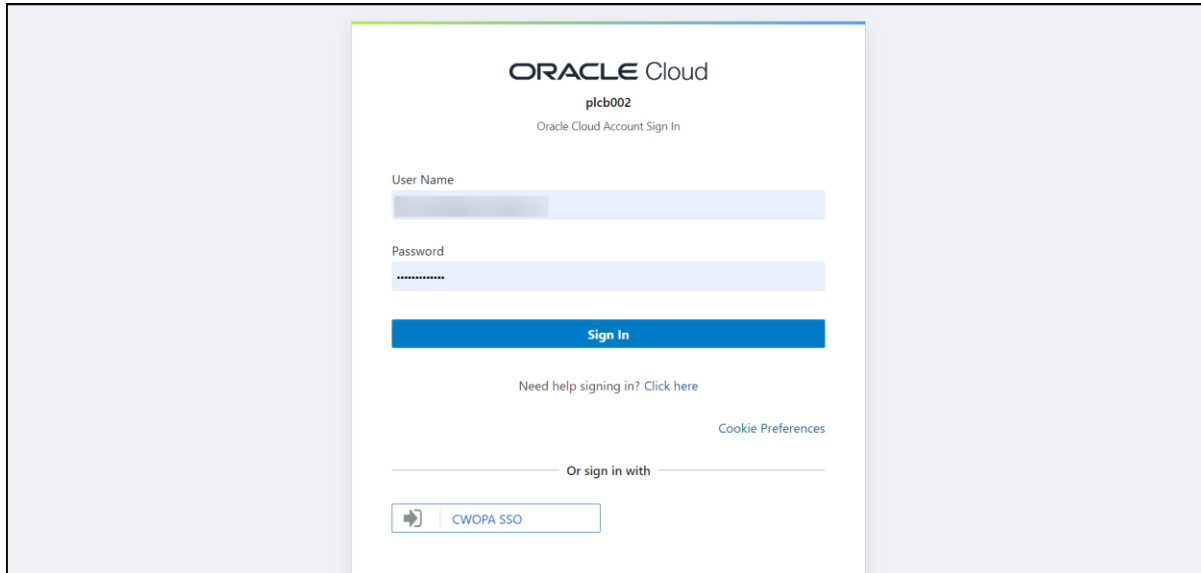
- After selecting search criteria, click **Search** button to return POs that match the criteria entered, or **Reset** to remove the entered filters. The Number of Rows to fetch can be increased or decreased using the up/down arrows to limit the number of result rows displayed.



Review a New PO

The supplier will receive an email for each SO PO created. The PO number can be entered directly into the Manage Orders window to review the order.

1. Log in to the RSOP.



2. Click **Tasks**, then select **Orders**.



3. Click **Manage Orders**, and the Manage Orders Tab will display.



4. Enter the [PO Number] in the **PO Number** and click **Search**.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there are filter cards for 'Not Acknowledged' (37), 'New Versions' (0), 'Not Acknowledged after 7 days' (21), 'PO's with No Store Pickup after...' (1), 'PO's with no ASN' (37), and 'PO's with no ASN after 30 days' (14). Below the filters is a search section with various input fields. The 'PO Number' field is highlighted with a red box and contains the value '63636'. The 'Search' button is also highlighted with a red box. Below the search section is a 'Results' section with a table header and a row of data.

Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Involved Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Site
No items to display.													

5. Click the Checkbox for the PO in Results.

The screenshot shows the 'Retail SO Supplier Portal' interface. The 'PO Number' field is highlighted with a blue box and contains the value '63636'. The 'Search' button is also highlighted with a red box. Below the search section is a 'Results' section with a table header and a row of data. The checkbox for the first row is highlighted with a red box.

Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Involved Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Site
<input checked="" type="checkbox"/> MPO-63636	FULFILLMENT CENTER 4650	1/26/23	1/26/23	2/25/23	1	0	0	30.47	USD	*	Approved	0	SOUTHERN GLAZERS

Action Menu/Icons	Description
Action	The user can use this button to select other actions available. Options available in the Action dropdown are the same as the menu options displayed across the top of the Results table.
View	Allows users to detach (display) results in a separate window to display additional records
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Download PO	Disregard, not used by PLCB.
Download Carton Label	Download shipping label for the selected order. Labels are available after the supplier acknowledges the PO. This option will download a zip file with a PDF.
Acknowledge	Acknowledge the selected PO. This option is only available after the supplier has entered a promise date from the Edit PO screen.
Create ASN	Opens the function to create an ASN for the selected PO. The option to create an ASN is only available for acknowledged POs.
Create Invoice	Disregard, not used by PLCB. Invoices will be auto-generated when an ASN is submitted.
ASN Template	Disregard, not used by PLCB.
Invoice Template	Disregard, not used by PLCB.
Edit PO	Opens the Order Details screen for the selected PO displaying details including non-merchandise expenses and allowing the user to enter a promise date and comments (optional). The option to edit a PO is available for approved POs.
View PO	Opens the Order Details screen in read-only mode for the selected PO displaying details including non-merchandise expenses, promise date and comments.
Cancel PO	Cancel a single or multiple POs. The option to cancel PO is available for approved POs that have not been shipped.

6. Click **Edit PO** button.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there are navigation tabs for 'Dashboard' and 'Manage Orders'. Below this is a 'Filter Order' section with several filters: 'Not Acknowledged' (37), 'New Versions' (0), 'Not Acknowledged after 7 days' (21), 'PO's with No Store Pickup after...' (1), 'PO's with no ASN' (37), and 'PO's with no ASN after 30 days' (14). Below the filters is a 'Search' section with various input fields for Master PO Number, PO Number (63636), Item, Order Due Date, Create Date, CO Fulfillment, Supplier Site, PO Status, PO Acknowledge Status, ASN Status, PO Invoiced Status, Brand, Location, and Pickup Store. A 'Num. Rows to Fetch' dropdown is set to 25. The 'Results' section shows a table with columns: Location, Create Date, Not Before Date, Not After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Version, and Supplier Site. The 'Edit PO' button is highlighted in the table's action column.

Location	Create Date	Not Before Date	Not After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Version	Supplier Site
MPO-63636	FULFILLMENT CENTER 4650	1/26/23	1/26/23	2/25/23	1	0	0	30.47	USD	*	Approved	0	SOUTHERN GLAZERS

The *Edit Order Tab* appears.

7. Review the available information in the Order Date Changes Section.

The screenshot shows the 'Retail SO Supplier Portal' interface with the 'Edit Order: 63636' tab selected. The 'Order Date Changes' section is highlighted with a red box. It contains the following information:

- Order Number: 63636
- Terms: Net 60
- Customer Order ID: 2149-001
- Fulfillment ID: 24883
- Cancelled Reason:
- Create Date: 01/26/23
- Not Before Date: 01/26/23
- Not After Date: 02/25/23
- Pickup Store: FINE WINE & GOOD SPIRITS 2102
- * Promise Date:
- Pickup Store Address: FINE WINE & GOOD SPIRITS 2102 WEST SHORE PLZ 1200 MARKET ST ELMOYNE PA 17043-1417 US
- Comments:

Below the 'Order Date Changes' section is the 'Cost and Quantity Changes' section, which contains a table with columns: Item, VPN, Barcode, Item Description, Location Type, Location, Qty Level, Ordered Quantity, Order Cost, and Cancelled Quantity.

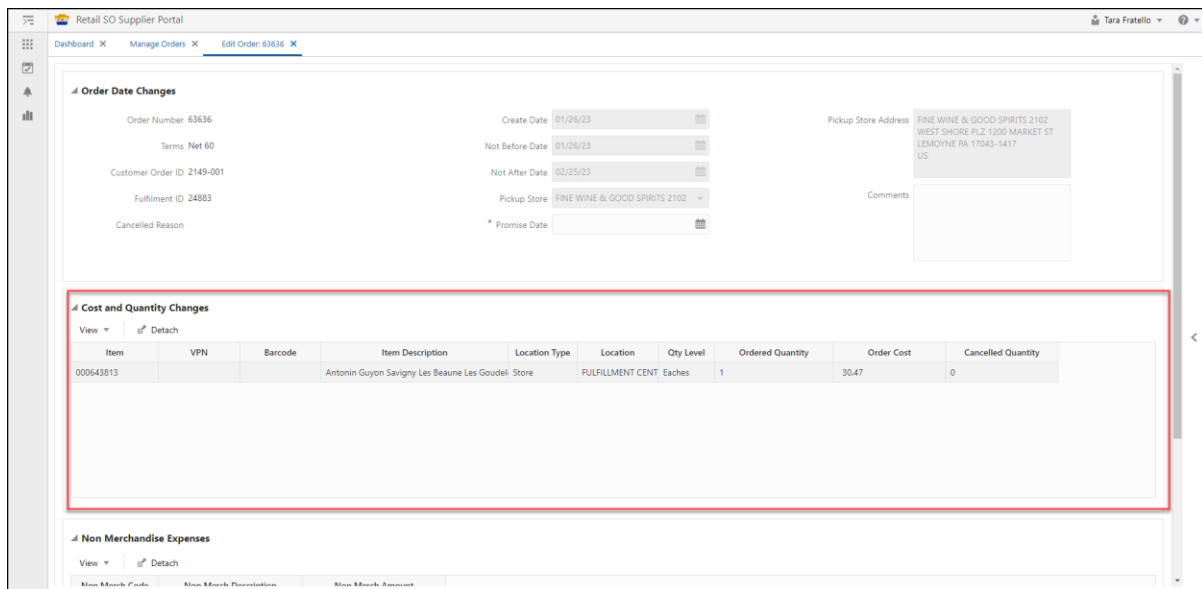
Item	VPN	Barcode	Item Description	Location Type	Location	Qty Level	Ordered Quantity	Order Cost	Cancelled Quantity
000643813			Antonin Guyon Savigny Les Beaune Les Goudel	Store	FULFILLMENT CENT	Eaches	1	30.47	0

Below the 'Cost and Quantity Changes' section is the 'Non Merchandise Expenses' section, which contains a table with columns: Non Merch. Code, Non Merch. Description, and Non Merch. Amount.

Field	Description
Order Number	PLCB PO number.
Terms	Displays payment terms.
Customer Order ID	Disregard, not used by PLCB.
Fulfilment ID	Disregard, for PLCB use.
Not Before Date	PO create date.
Not After Date	PO Create date + 30 days.
Pickup Date	Disregard, not used by PLCB.
Pickup Store	Displays the customer requested pickup store. This field will be blank for direct delivery orders.
Promise Date*	Required. Displays and allows editing of the Promise Date, which is the estimated date the order will be delivered. Promise date is restricted between current date and Not After Date.
Comments	Displays and allows editing of the PO comments.

Note: An asterisk denotes a required entry. Only the Promise Date and Comments can be edited for SO Orders, all other fields are read-only.

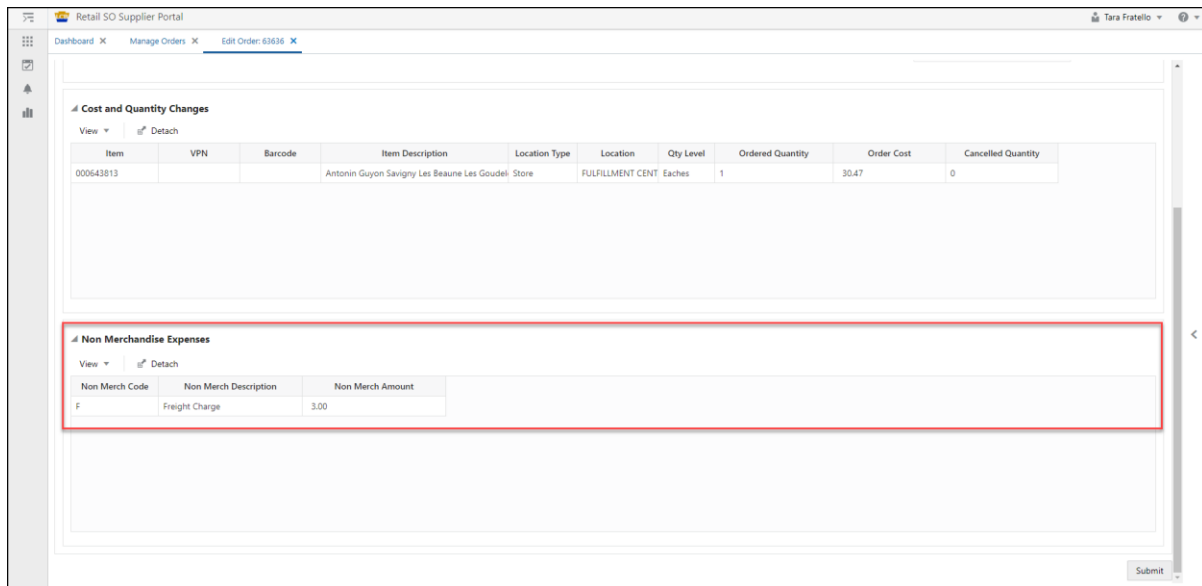
8. Review the order information in the Cost and Quantity Changes Section.



Note: All fields are read-only.

Field	Description
Item	Displays the nine-digit item ID
VPN	Disregard, not used by PLCB.
Barcode	Disregard, not used by PLCB.
Item Description	Displays the item name/description.
Location type	This will always be “store.”
Location	The location will always be PLCB e-commerce store 4650.
Qty Level	PLCB SOs will always use “eaches.”
Ordered Quantity	Displays number of units ordered.
Order Cost	Displays supplier item cost per unit. Does not include SO Freight.
Canceled Quantity	Displays the item canceled quantity associated to the PO after a supplier cancels an order.

9. Review information displayed in the Non-Merchandise Expense Section.



Note: The RSOP displays non-merchandise expenses to be paid by a retail customer, including SO Freight and any supplier-imposed delivery fees for direct delivered retail SOs. These are not part of the PO but will be included automatically on the supplier’s invoice.

Field	Description
Non-Merch Code	Displays the non-merchandise expense code for SO Freight (F) and supplier-imposed direct delivery fee (D).
Non-Merch Description	Displays the non-merchandise expense description of the PO.
Non-Merch Amount	Displays the total order-level non-merchandise amount for SO Freight (F) and supplier-imposed direct delivery fee (D).

10. After reviewing the PO, determine if you are able to ship this Special Order, if not go to [Cancel PO](#). If you want to fulfill this PO, you will need to enter a Promise Date.

Enter a Promise Date

1. Scroll back up to the Order Date Changes section of the Edit Order Tab.
2. Enter [Promise Date], which is the estimated date the order will be delivered, and [Comments] (optional).

Order Date Changes

Order Number: 63636
 Terms: Net 60
 Customer Order ID: 2149-001
 Fulfillment ID: 24883
 Cancelled Reason:

Create Date: 01/26/23
 Not Before Date: 01/26/23
 Not After Date: 02/25/23
 Pickup Store: FINE WINE & GOOD SPIRITS 2102

* Promise Date: 02/02/23

Pickup Store Address: FINE WINE & GOOD SPIRITS 2102
 WEST SHORE PLZ, 1200 MARKET ST
 LEMOYNE PA 17043-1417
 US

Comments:

Cost and Quantity Changes

Item	VPN	Barcode	Item Description	Location Type	Location	Qty Level	Ordered Quantity	Order Cost	Cancelled Quantity
000643813			Antonin Guyon Savigny Les Beaune Les Goudel	Store	FULFILLMENT CENT, Eaches	1	30.47	0	

Non Merchandise Expenses

Note: An asterisk denotes a required entry. The Promise Date must be between the Not Before Date and the Not After Date. Cancel the order if it cannot be fulfilled within this 30-day window.

3. Click **Submit**.

Order Date Changes

Order Number: 63636
 Terms: Net 60
 Customer Order ID: 2149-001
 Fulfillment ID: 24883
 Cancelled Reason:

Create Date: 01/26/23
 Not Before Date: 01/26/23
 Not After Date: 02/25/23
 Pickup Store: FINE WINE & GOOD SPIRITS 2102

* Promise Date: 02/02/23

Pickup Store Address: FINE WINE & GOOD SPIRITS 2102
 WEST SHORE PLZ, 1200 MARKET ST
 LEMOYNE PA 17043-1417
 US

Comments:

Cost and Quantity Changes

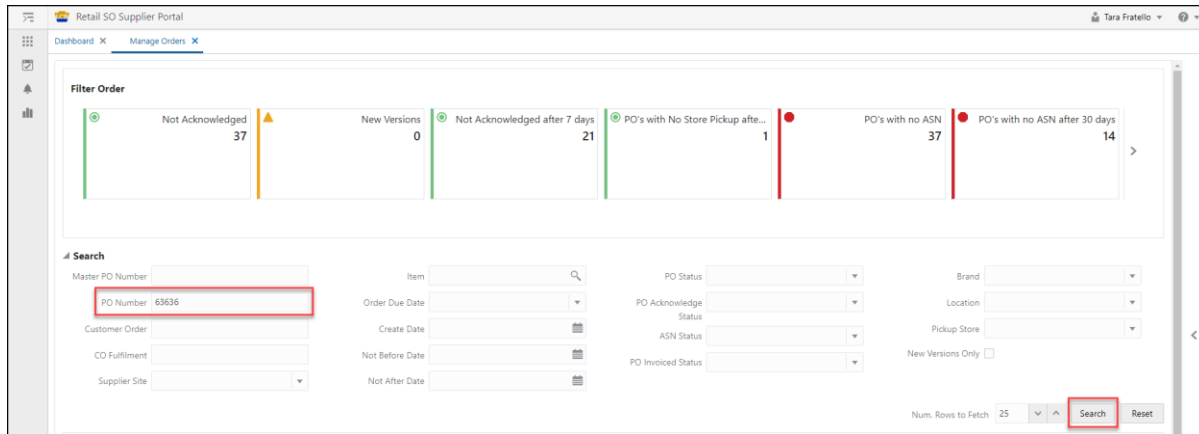
Non Merchandise Expenses

Submit

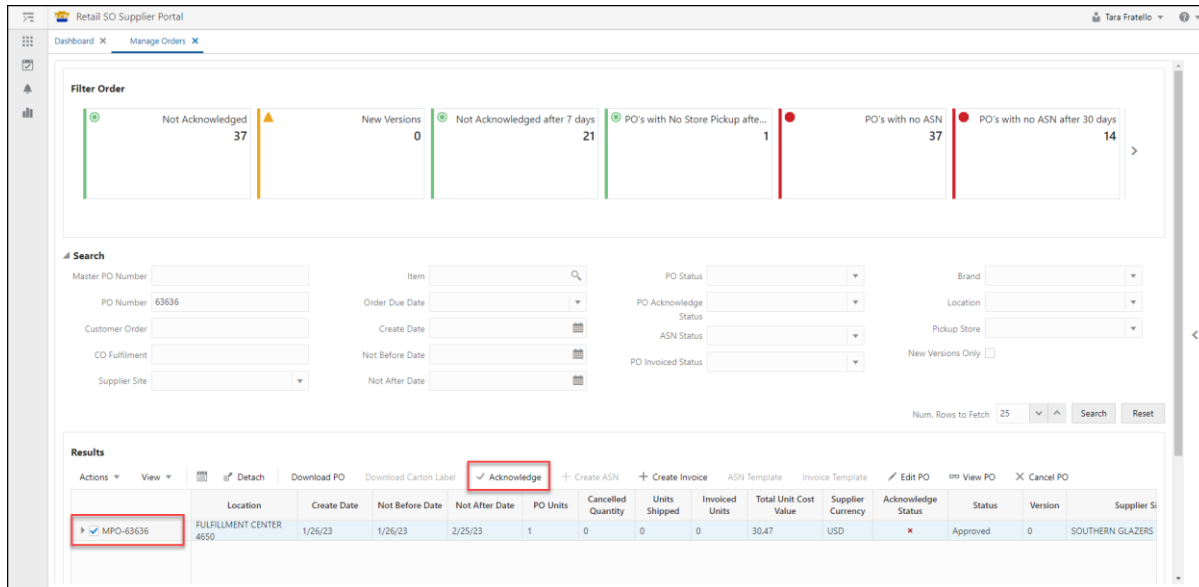
Note: The Edit PO functionality can also be used to revise or update a promise date for any order that has not yet had an ASN created for it.

Acknowledge an Order

1. The user must refresh the filter before they can acknowledge the order. Select the same order you updated the Promise date for in Manage Orders. Enter [PO number] in the PO Number field, then click **Search**.

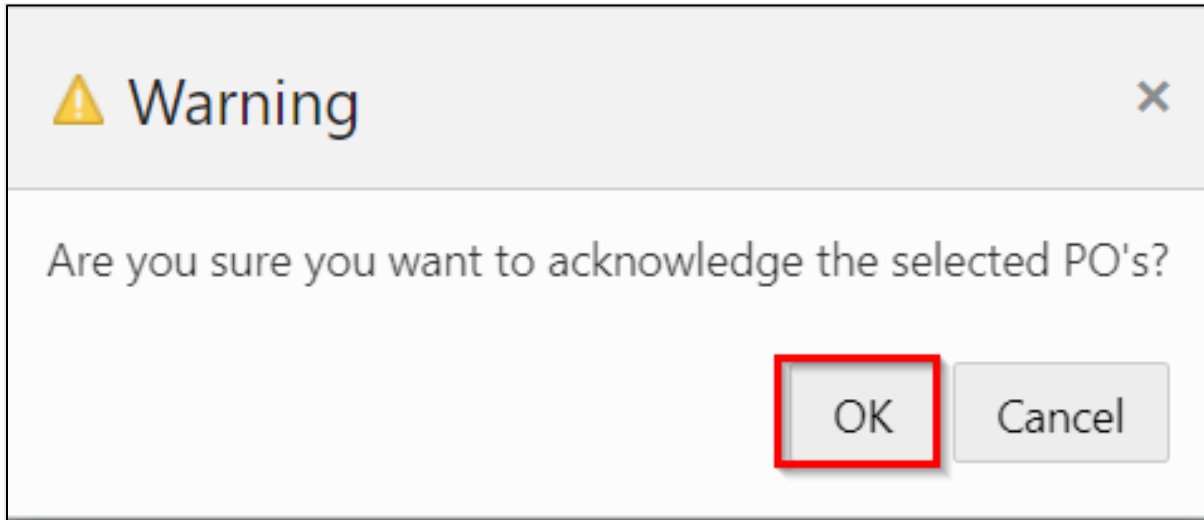


2. Click the checkbox for the PO, then click **Acknowledge** from the Menu Section.

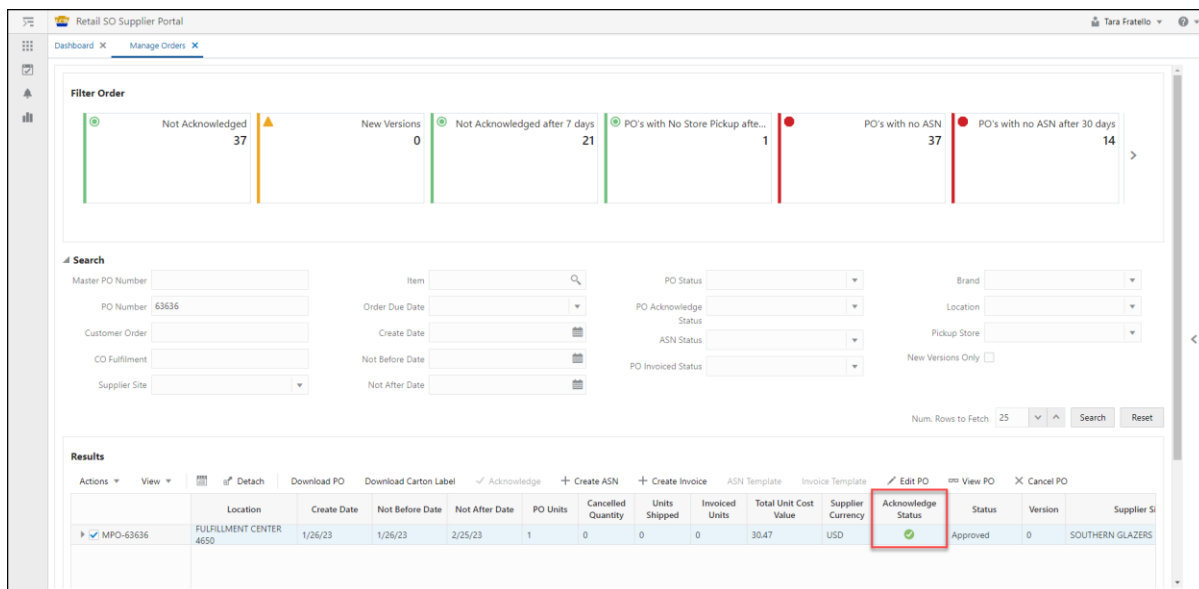


A small pop-up window will appear.

3. Click **OK**.



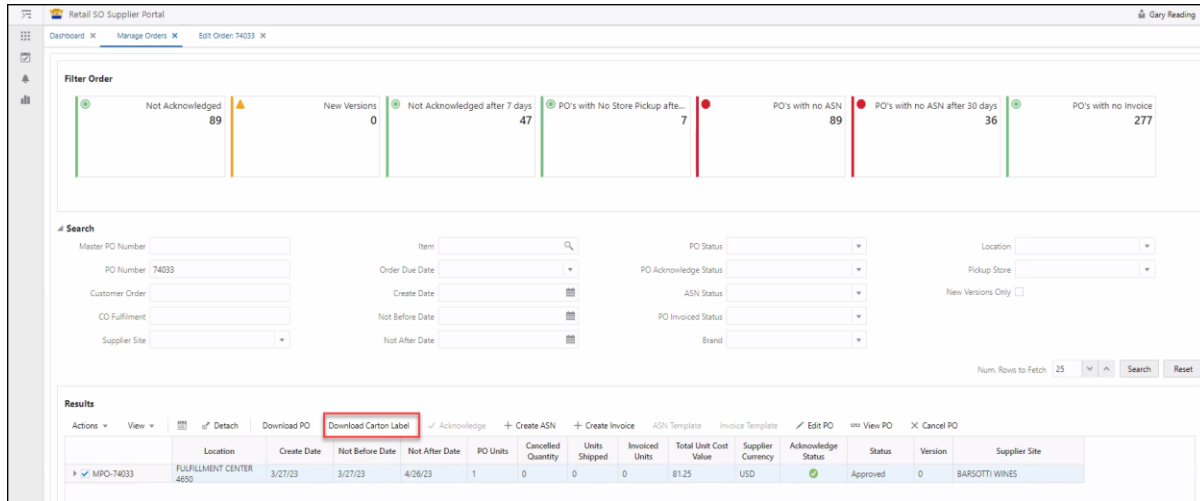
4. The acknowledge status will be changed on the order to a green check mark.



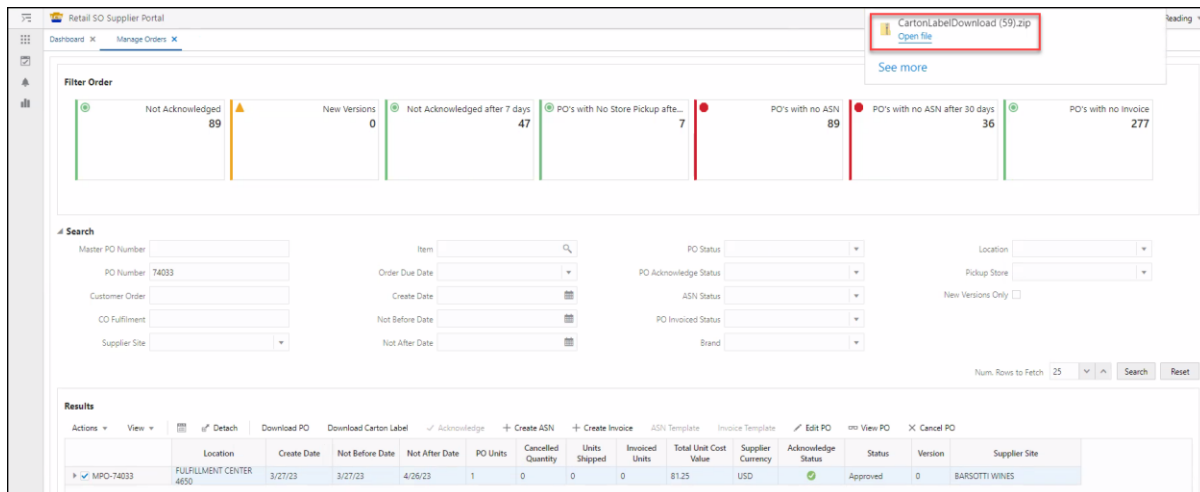
Create Carton Label

When you are ready to ship the product, you will need to create a carton label. The carton label will show the final delivery address for the order– PLCB store (address is also visible on Edit PO Tab) or customer direct delivery address (address only visible on Carton label).

1. From the Manage Orders Tab, click **Download Carton Label**.



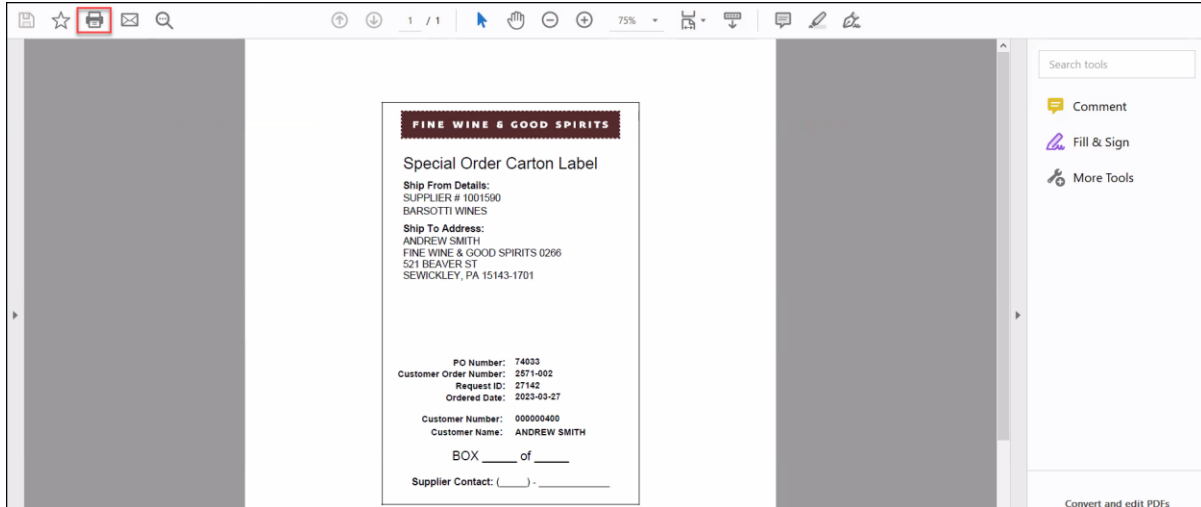
2. Click **Open file** on the download pop up.



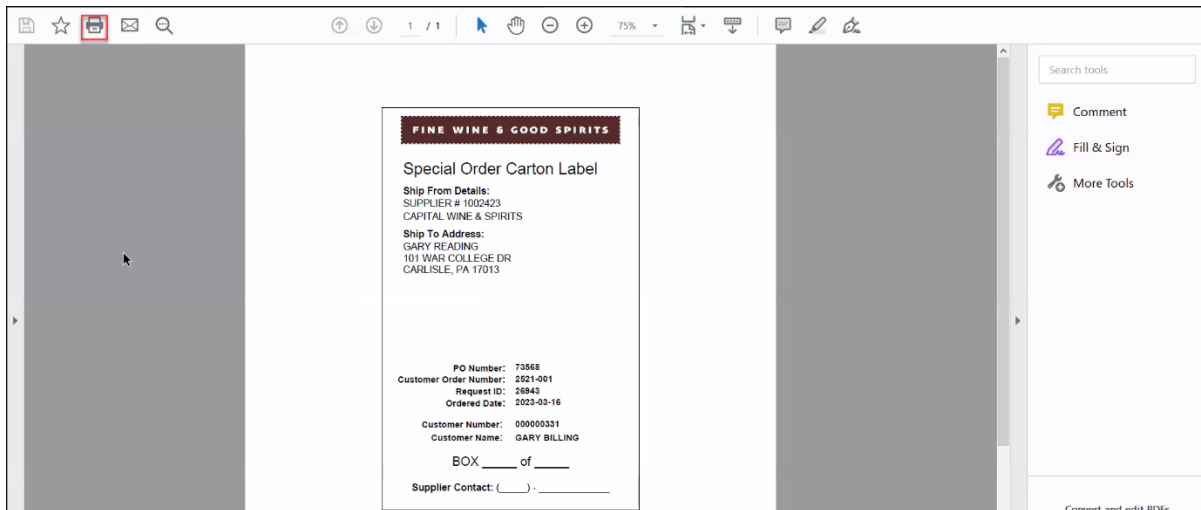
3. Click the PDF to open.

<input type="checkbox"/>	Name	Type	Compressed size	Password p...	Size	Ratio	Date modified
<input checked="" type="checkbox"/>	MPO-74033.pdf	Adobe Acrobat Document	14 KB	No	15 KB	7%	4/25/2023 10:42 PM

4. Click Print to print the carton label. Print a separate label for each box in the Special Order.
Ship to store label example:



Ship to customer label example:

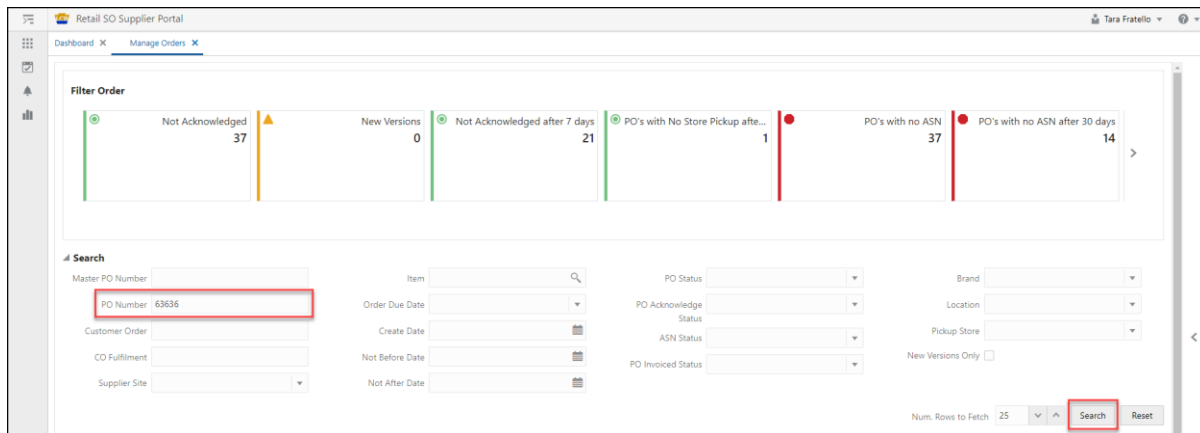


5. Affix the shipping labels to each box, and fill in the label with the box number and total number of boxes (i.e. Box 1 of 2, Box 2 of 2), as well as entering the supplier contact number.

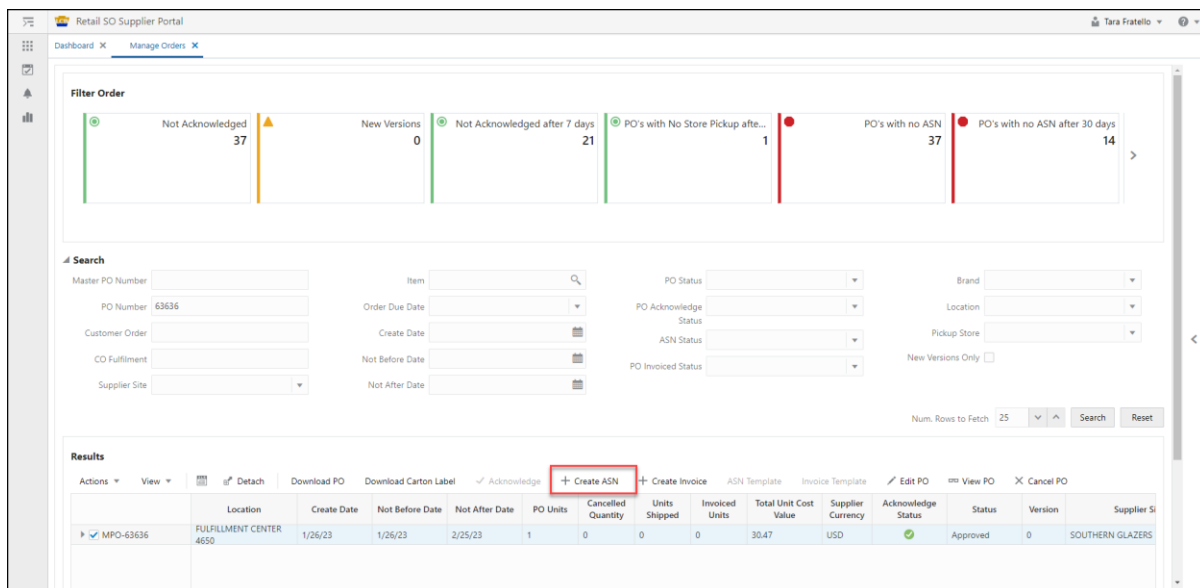
Create an ASN

ASNs should be created right before the order is physically shipped. The system uses the creation of the ASN to trigger customer payment, as well as changing the status of the order in the store systems to “shipped” to set up the order for receipt in the stores.

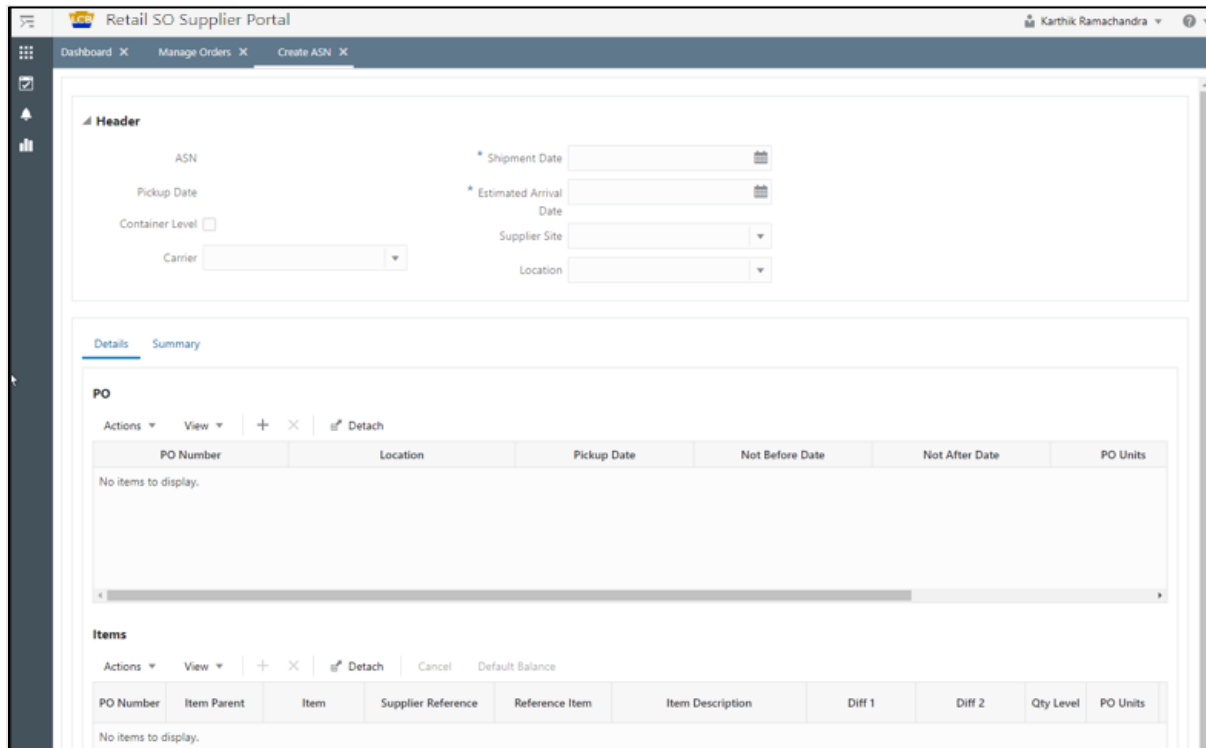
1. From the Manage Orders Tab, search for your order by entering the [PO Number] in the **PO Number** field. Click **Search**.



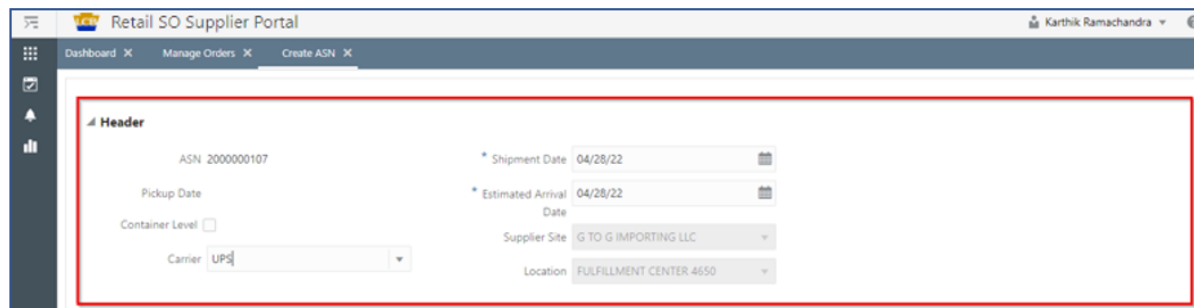
2. In order to create an ASN, the order must have a green check mark in the “Acknowledge Status” column. Click **Create ASN**.



A new Create ASN Tab will appear.



- The ASN will be auto-populated based on the PO. The ASN should be created on the day you are shipping the order.



Field Name	Description
ASN	Displays the auto-generated number for the ASN.
Pickup Date	Disregard, not used by PLCB.
Container Level	Disregard, not used by PLCB.
Carrier	Optional, if supplier wants to add to the ASN.
Shipment Date*	Defaults to current date.
Estimated Arrival Date*	Defaults to the current date. Optionally enter the date you expect the order to arrive at its delivery destination.
Supplier Site	Name of the supplier site for the order, defaults from the PO.
Location	All SO POs are written against virtual ecommerce store 4650.

Note: An asterisk denotes a required entry. ASNs may only include one PO and must be shipped in full.

4. Click **Create ASN**.

The screenshot displays the 'Retail SO Supplier Portal' interface. At the top, there are tabs for 'Dashboard', 'Manage Orders', 'Create ASN', and 'Create ASN'. The main content area is divided into three sections: 'PO', 'Containers', and 'Items'. Each section contains a table with specific data. The 'PO' section shows a single row with PO Number 46692, Location FULFILLMENT CENTER 4650, and PO Units 1. The 'Containers' section shows a single row with Container ID PLCB000123, Final Location FULFILLMENT CENTER 4650, and Tracking Number TRK000123456. The 'Items' section shows a single row with PO Number 46692, Item 000602134, and Item Description 'Via Castello Montecucco Rosso Montalcino DOC Tuscanv 2016'. A 'Create ASN' button is located in the bottom right corner of the interface.

PO Number	Location	Pickup Date	Not Before Date	Not After Date	PO Units
46692	FULFILLMENT CENTER 4650		3/16/22	3/31/22	1

Container ID	Final Location	Container Units	Weight	Length	Width	Height	Container Cube	Expedite Flag	In Store Date	Carrier Shipment Number	Tracking Number
PLCB000123	FULFILLMENT CENTER 4650	0	20	30	50	75			4/28/22	UPS001234	TRK000123456

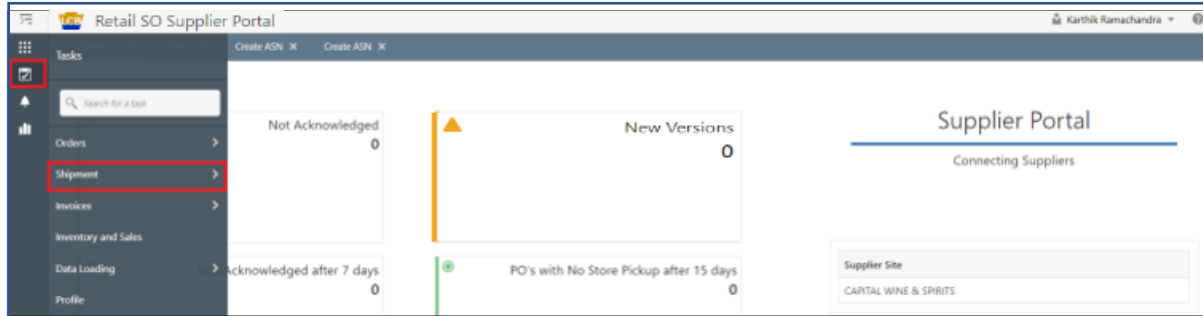
PO Number	Item Parent	Item	Supplier Reference	Reference Item	Item Description	Diff 1	Diff 2	Qty Level	PO Units
46692		000602134			Via Castello Montecucco Rosso Montalcino DOC Tuscanv 2016			Eaches	1

Create ASN

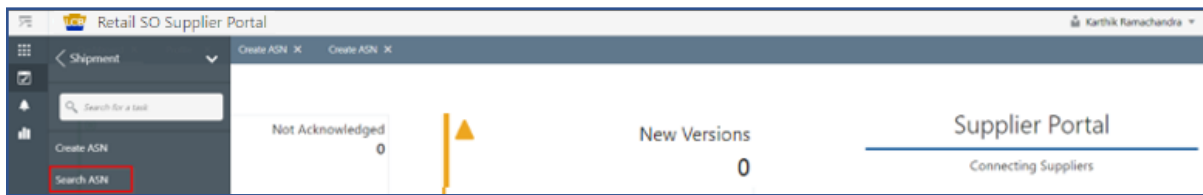
Searching for an ASN

The Search Shipment screen provides the ability to search and review ASNs.

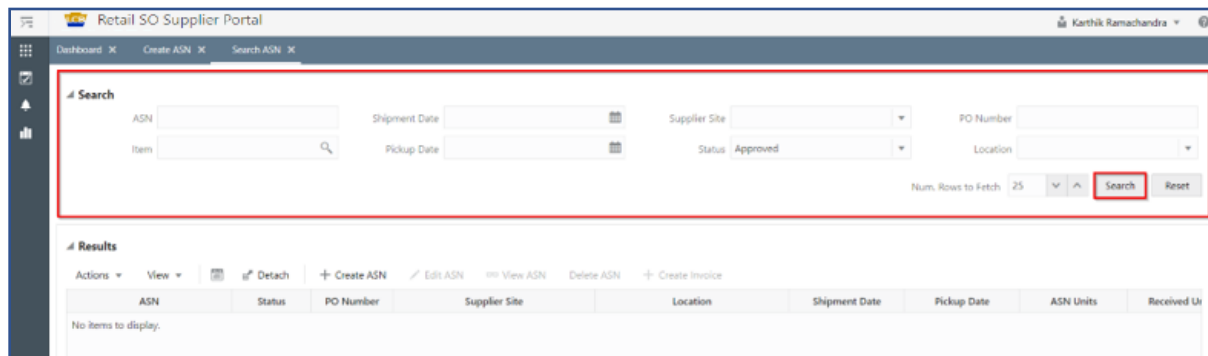
1. From the Dashboard, click **Tasks**, then select **Shipment**.



2. Click **Search ASN**.



3. Enter the appropriate search criteria, then click **Search**.



Field Name	Description
ASN	Filters results table by ASN Number.
Item*	Used to filter the search by item ordered. Clicking on the magnifying glass icon presents a new screen enabling item search by nine-digit item number and Item Description. Note VPN and Reference Item search options are not applicable.
Pickup Date	Disregard, not used by PLCB.
Shipment Date	Filters results by shipment date established by supplier.
Supplier Site	Filters results by supplier site.
Status	Filters results by ASN status: Approved or Deleted.
PO Number	Filters results by PO number.
Location	This will always be e-commerce store 4650.

4. Review the results.

Search

ASN: Shipment Date: Supplier Site: PO Number:

Item: Pickup Date: Status: Location:

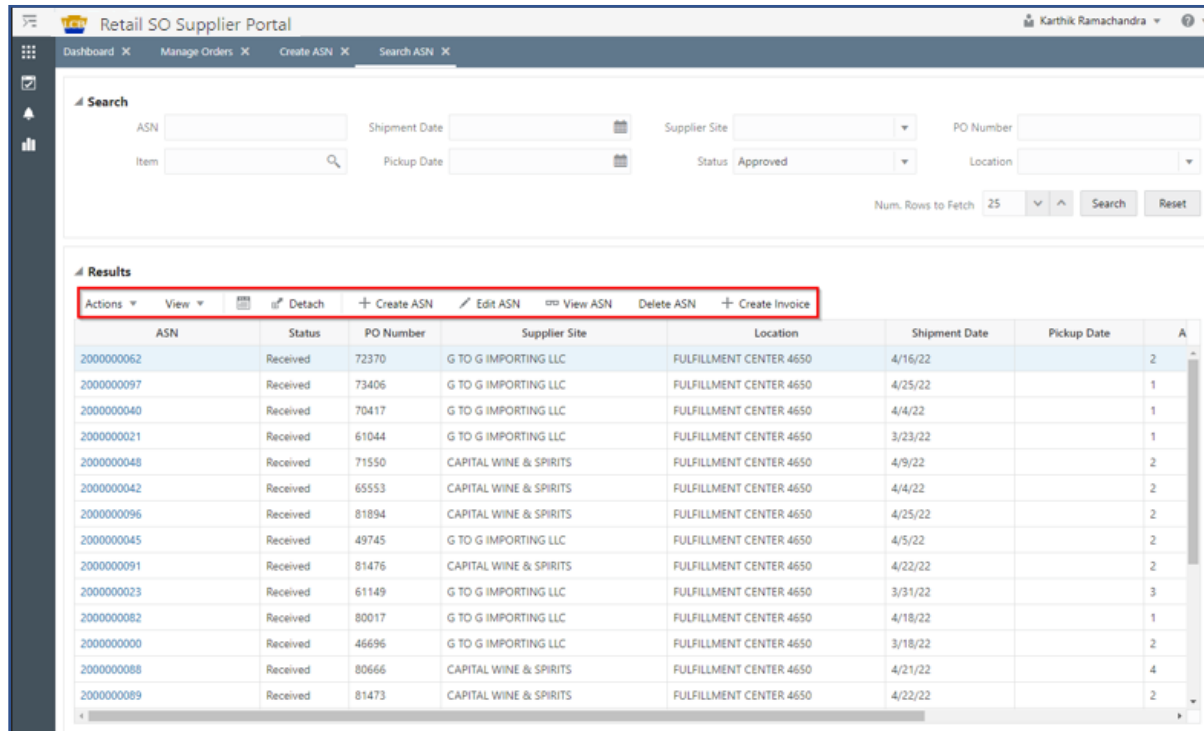
Num. Rows to Fetch: 25

Results

Actions:

ASN	Status	PO Number	Supplier Site	Location	Shipment Date	Pickup Date	A
2000000062	Received	72370	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/16/22		2
2000000097	Received	73406	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/25/22		1
2000000040	Received	70417	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/4/22		1
2000000021	Received	61044	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/23/22		1
2000000048	Received	71550	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/9/22		2
2000000042	Received	65553	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/4/22		2
2000000096	Received	81894	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/25/22		2
2000000045	Received	49745	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/5/22		2
2000000091	Received	81476	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2
2000000023	Received	61149	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/31/22		3
2000000082	Received	80017	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	4/18/22		1
2000000000	Received	46696	G TO G IMPORTING LLC	FULFILLMENT CENTER 4650	3/18/22		2
2000000088	Received	80666	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/21/22		4
2000000089	Received	81473	CAPITAL WINE & SPIRITS	FULFILLMENT CENTER 4650	4/22/22		2

5. Additional options are as follows.

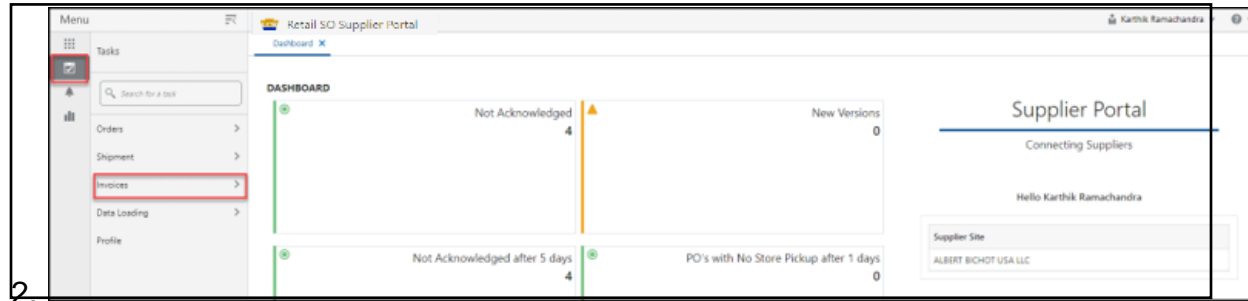


Action Menu/Icons	Description
Action	Select other actions available.
View	Select other actions available.
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Create ASN	Opens the Create ASN window.
Edit ASN	Disregard. ASNs are auto-received immediately, and an ASN in received status cannot be edited.
View ASN	Shows details of a selected ASN.
Delete ASN	Disregard. ASNs are auto-received immediately, and an ASN in received status cannot be deleted.
Create Invoice	Disregard, not used by PLCB. Invoices will be auto-generated when an ASN is submitted.

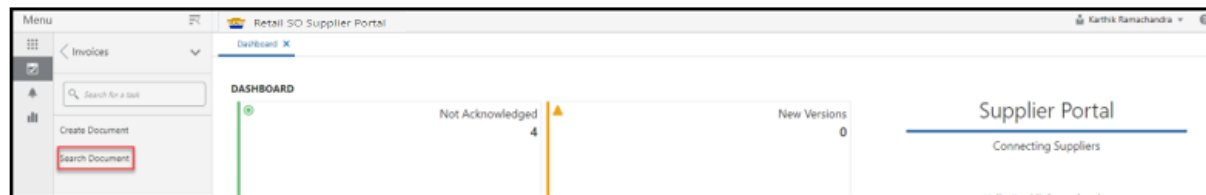
Searching for an Invoice

Once an ASN has been submitted, an Invoice will be automatically generated for the PO. Use the following steps to inquire on the automated invoices.

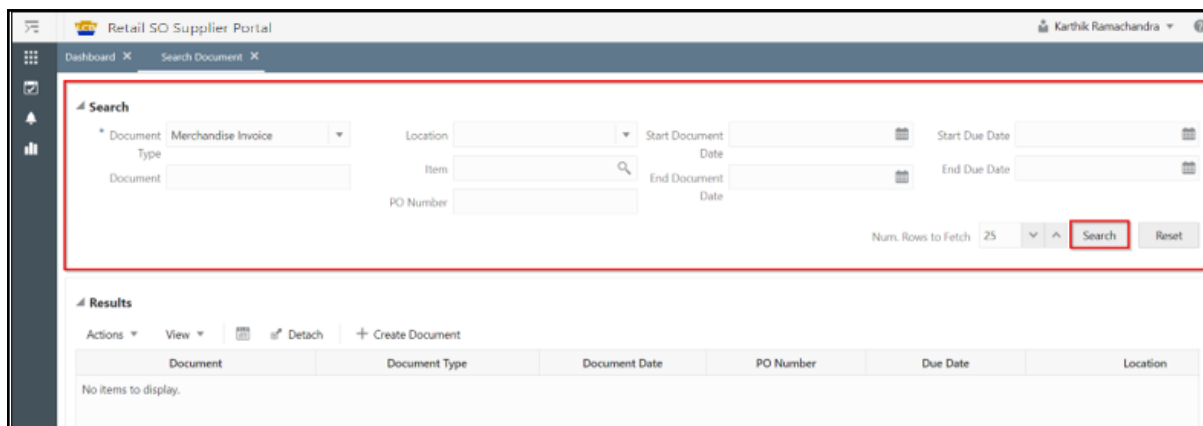
1. Click **Tasks**, then select **Invoices**.



2. Click **Search Document**.



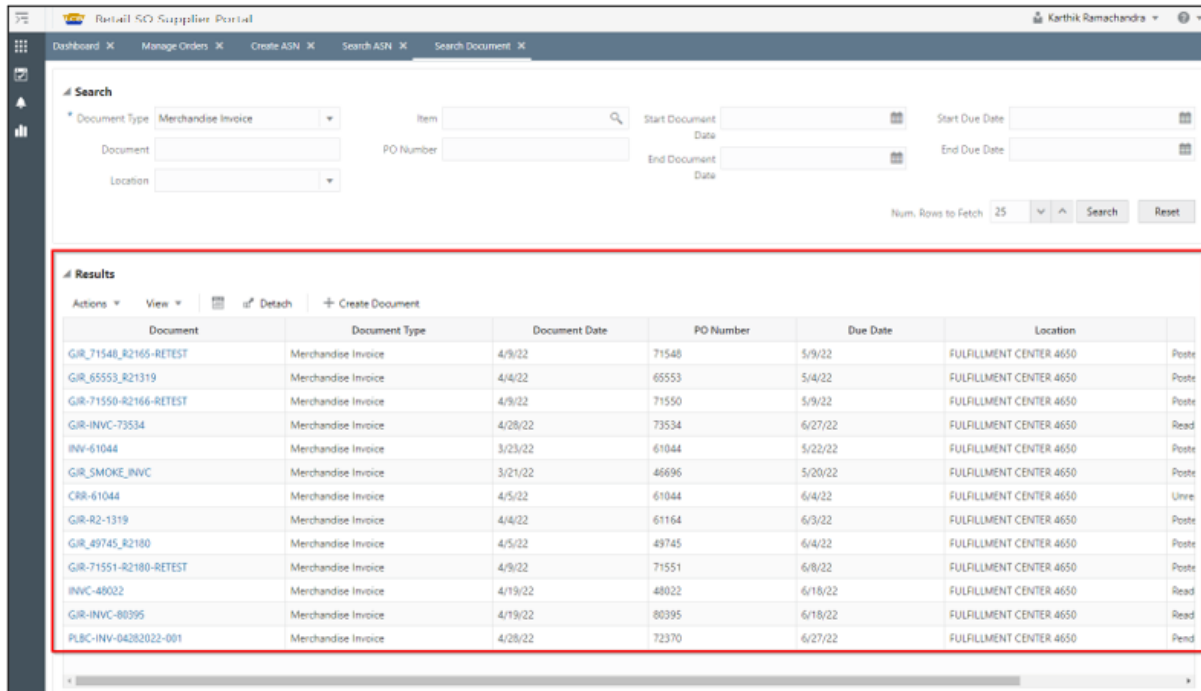
3. Enter the search criteria, then click **Search**.



Field Name	Description
Document Type*	Select Merchandise Invoice.
Document	<p>Filters results by Document ID. Document ID for the automated invoice will use the following format:</p> <p>For Direct Delivery (DD) POs: DD + NNNNNN + # + INV + SSSSSSS + _ + YYYYMMDD</p> <p>Where: DD – Prefix "DD" for all Direct Delivery POs NNNNNN – MFCS Purchase Order Number SSSSSSS – Supplier Site Number YYYYMMDD – System Date invoice created</p> <p>Ex: DD205796#INV1008060_20231207</p> <p>For Store Pickup POs: PU + NNNNNN + # + INV + SSSSSSS + _ + YYYYMMDD</p> <p>Where: PU – Prefix "PU" for all Store Pickup POs NNNNNN – MFCS Purchase Order Number SSSSSSS – Supplier Site Number YYYYMMDD – System Date invoice created</p> <p>Ex: PU205796#INV1008060_20231207</p>
Location	Location will always be virtual e-commerce store 4650.
Item	Filters results by nine-digit PLCB Item Number or Item Description.
PO Number	Filters results by PO number.
Start Document Date	Filters results by document create date range.
End Document Date	Filters results by document create date range.
Start Due Date	Filters results based on payment due date.
End Due Date	Filters results based on payment due date.

4. View results.

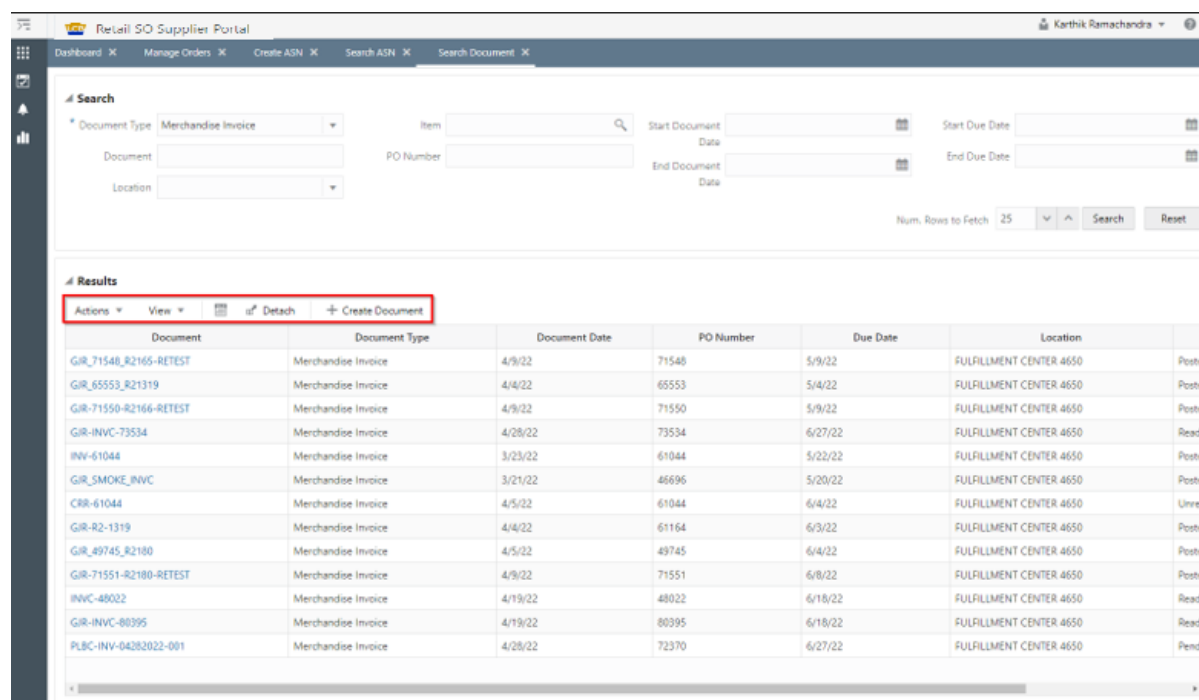
Supplier - Retail Special Order Portal Quick Reference Guide



Field Name	Description
Document	<p>Document ID for the automated invoice will use the following format:</p> <p>For Direct Delivery (DD) POs: DD + NNNNNN + # + INV + SSSSSSS + _ + YYYYMMDD</p> <p>Where: DD – Prefix "DD" for all Direct Delivery POs NNNNNN – MFCS Purchase Order Number SSSSSSS – Supplier Site Number YYYYMMDD – System Date invoice created</p> <p>Ex: DD205796#INV1008060_20231207</p> <p>For Store Pickup POs: PU + NNNNNN + # + INV + SSSSSSS + _ + YYYYMMDD</p> <p>Where: PU – Prefix "PU" for all Store Pickup POs NNNNNN – MFCS Purchase Order Number SSSSSSS – Supplier Site Number YYYYMMDD – System Date invoice created</p> <p>Ex: PU205796#INV1008060_20231207</p>
Document Type	Always Merchandise Invoice.
Document Date	Invoice creation date.
PO Number	PO associated with the invoice.
Due Date	Calculated based on the invoice create date and payment terms.

Location	All SO POs are written against virtual ecommerce store 4650.
Status	<p>Displays invoice status:</p> <p>“Pending” – invoice document has not yet been sent to Invoice Match.</p> <p>“Ready for Match” – invoice document is ready for invoice matching.</p> <p>“Posted” – invoice document has been matched.</p> <p>“Unresolved Match” – issues exist in trying to match the invoice to a PO.</p>

4. Use the buttons below to apply actions under the Results Section.



Action Menu/Icons	Description
Actions	The user can use this button to select other actions available.
View	The user can use this button to select other actions available.
Export to Spreadsheet	Export the table to a spreadsheet.
Detach	Displays results in a new window.
Create Document	Opens the Create Documents screen. The invoice data will be blank. Only one invoice can be created per PO.

Proof of Delivery for Direct-Delivered SOs

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 Order

Only orders that have not yet been shipped may be canceled.

Note: POs cannot be canceled between 12:30 a.m. and 2:30 a.m. ET, due to system updates.

1. From the Manage Orders Tab, search or select the order to be canceled, then click **Cancel PO**.

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there are navigation tabs for 'Dashboard' and 'Manage Orders'. Below this is a 'Filter Order' section with several filters: 'Not Acknowledged' (218), 'New Items' (0), 'Not Acknowledged after 7 days' (199), 'PO's with no ASN' (234), and 'PO's with no ASN after 15 days' (150). Below the filters is a search section with various input fields for 'Master PO Number', 'Supplier Site', 'Item', 'Order Due Date', 'Create Date', 'Not Before Date', 'PO Status', 'PO Acknowledge Status', 'ASN Status', 'PO Invoiced Status', 'Brand', 'Location', and 'Pickup Store'. There are also 'Search' and 'Reset' buttons. Below the search section is a 'Results' table with columns: 'Location', 'Create Date', 'Not Before Date', 'Not After Date', 'PO Units', 'Canceled Quantity', 'Units Shipped', 'Invoiced Units', 'Total Unit Cost Value', 'Supplier Currency', 'Acknowledge Status', and 'Status'. The first row of the table is highlighted with a red box, and the 'Cancel PO' button in the table's header is also highlighted with a red box.

Location	Create Date	Not Before Date	Not After Date	PO Units	Canceled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status
MPO-48938	3/17/22	3/17/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-47906	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-47913	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-48033	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-48024	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-48025	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-48026	3/23/22	3/23/22	4/7/22	1	0	0	0	1045	USD	*	Approved
MPO-48027	3/24/22	3/24/22	4/8/22	1	0	0	0	1045	USD	*	Approved
MPO-48028	3/24/22	3/24/22	4/8/22	1	0	0	0	1045	USD	*	Approved

A small pop-up window will appear.

2. Select an option from the dropdown menu next to Cancel Reason, then enter additional information in the Cancel Comment Box (optional) and click **OK**.

Cancel PO(s)

* Cancel Reason Product Out Of Stock ▼

Cancel Comment Enter additional information.

OK
Cancel

Cancel Reasons
Vintage No Longer Available
No Longer Represents the Product
Product Out of Stock
Entire Order Couldn't Be Fulfilled
Customer Changed Mind
Other

A small pop-up warning window will appear.

3. Click **OK**.

⚠ Warning ×

Are you sure you want to cancel the selected PO's?

OK
Cancel

4. The PO status will be updated to “Canceled.”

The screenshot shows the 'Retail SO Supplier Portal' interface. At the top, there are navigation tabs for 'Dashboard' and 'Manage Orders'. The dashboard displays several key metrics:

- Not Acknowledged: 216
- New Versions: 0
- Not Acknowledged after 7 days: 198
- PO's with no ASN: 231
- PO's with no .: (partially visible)

Below the dashboard is a search section with various filters:

- Master PO Number, PO Number, Customer Order, CO Fulfillment, Supplier Site
- Item, Order Due Date, Create Date, Not Before Date, Not After Date
- PO Status: Canceled
- Brand, PO: No, Location, Pickup Store
- Acknowledge Status, ASN Status, PO Invoiced Status
- New Revisions Only (checkbox)

At the bottom, there is a 'Results' table with the following columns: After Date, PO Units, Cancelled Quantity, Units Shipped, Invoiced Units, Total Unit Cost Value, Supplier Currency, Acknowledge Status, Status, Revision, and Supplier Site. The table contains three rows, with the middle row (MPO-46698) highlighted in red:

	After Date	PO Units	Cancelled Quantity	Units Shipped	Invoiced Units	Total Unit Cost Value	Supplier Currency	Acknowledge Status	Status	Revision	Supplier Site
▶ <input type="checkbox"/> MPO-46697	2	0	1	0	0	0.00	USD	✘	Canceled	0	G TO G IMPORTING LLC
▶ <input type="checkbox"/> MPO-46698	2	0	1	0	0	0.00	USD	✘	Canceled	1	G TO G IMPORTING LLC
▶ <input type="checkbox"/> MPO-48830	2	0	1	0	0	0.00	USD	✘	Canceled	0	C (Ctrl) TS