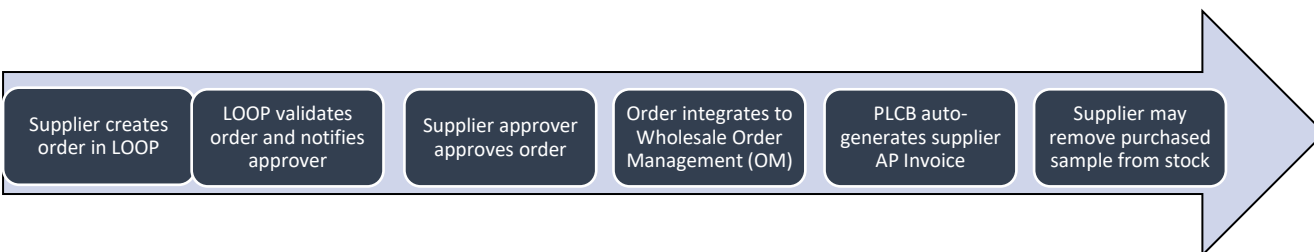


Supplier – Sample Order Entry in LOOP Quick Reference Guide

Introduction

- Prior to entering a sample order in the Pennsylvania Liquor Control Board's (PLCB) Licensee Online Order Portal (LOOP), suppliers need to set up a payment method. Please refer to the [Supplier - Manage Payment Method in LOOP QRG](#) for instructions on adding a payment method to your account. Once a payment method has been set up and verified (with automated clearing house [ACH] on file), you may begin entering sample orders.
- The sample order entry process is similar to entering a Special Order (SO) with the addition of a couple of steps:
 - After logging in, use the Change License Identification Number (LID) menu and select your own Supplier LID from the list of LIDs you are assigned.
 - After items have been added to an order, the supplier needs to select a payment method rather than entering a delivery method for the order.
 - Delivery method is defaulted to Sample Order.
 - The supplier will need to look for an approval notice for the order and approve the order in LOOP before the order can be fulfilled.
 - Sample order fulfillment will follow the same process as an SO:



- The supplier will enter the following details for a sample order:
 - Select the supplier LID from the list of accounts
 - Delivery method is Sample Order
 - Item(s)
 - Customer purchase order (PO) number
 - Payment method
- LOOP will calculate pricing and update the Cart Summary with totals.
- Once the order has been created, LOOP will send a notification to the (supplier) order approver. The supplier approver will review and approve or reject the order and optionally update the payment method, releasing it for processing.

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Course Glossary

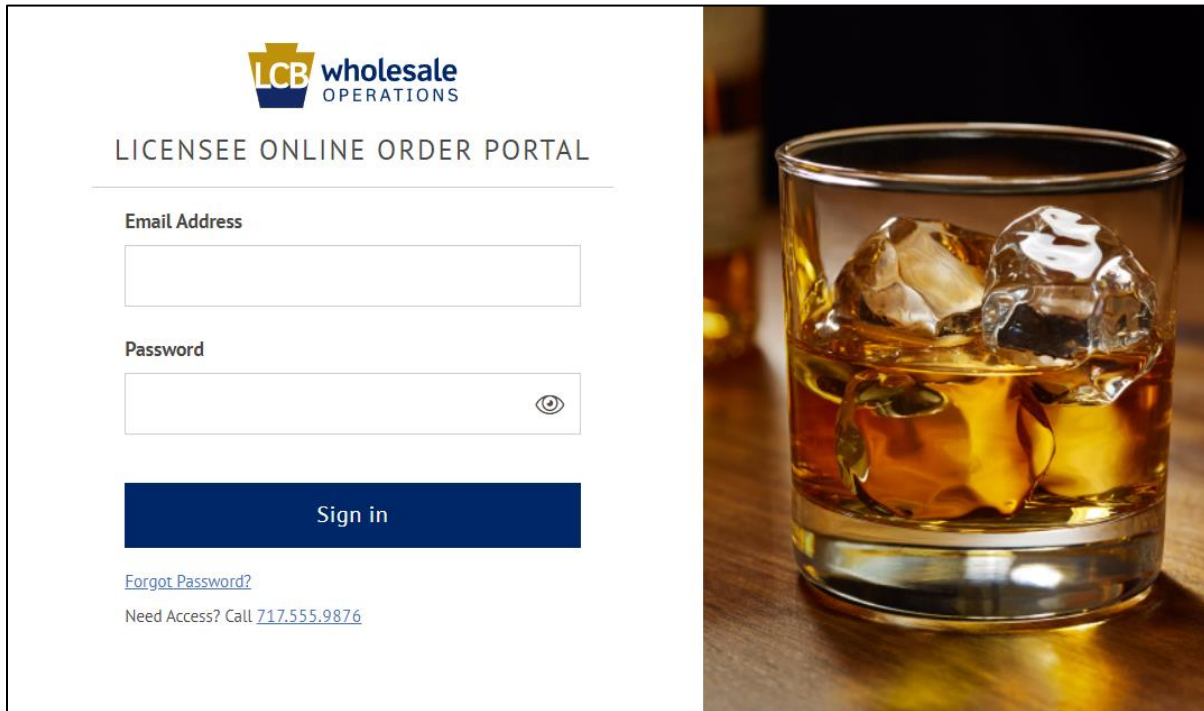
Acronym	Meaning
LID	License Identification Number
LOOP	Licensee Online Order Portal
LTMF	Logistics, Transportation & Merchandising Factor
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
SO	Special Order

Supplier Sample Order Entry in LOOP

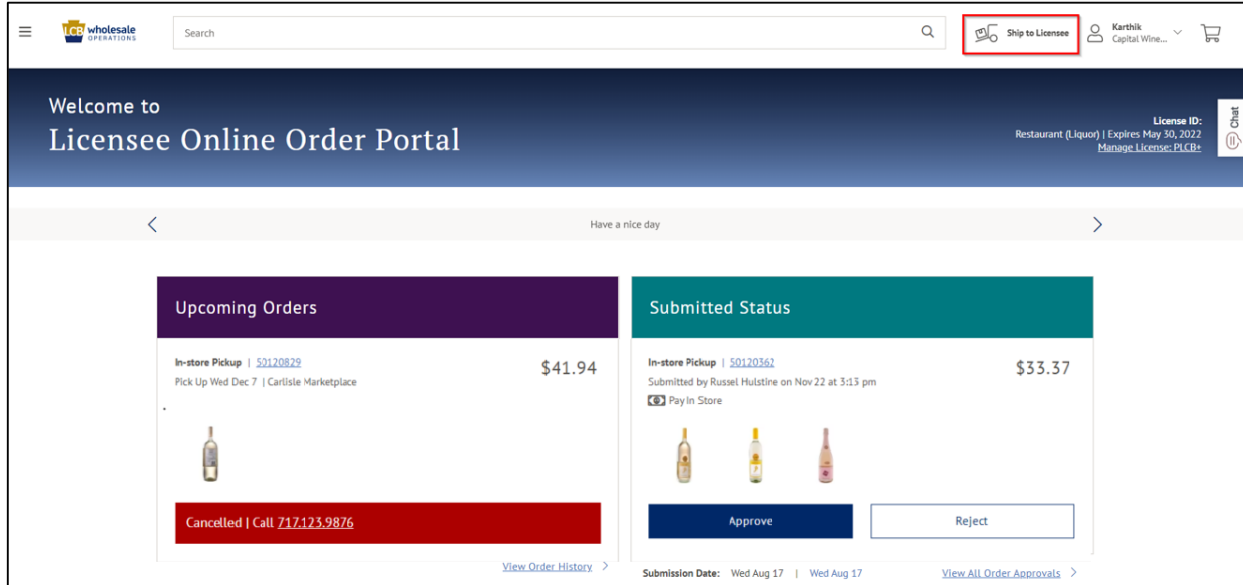
Link to eLearning video: [Supplier - Sample Order Entry in LOOP](#)

Create Sample Order

1. Log in to the [Licensee Online Order Portal](#) (LOOP) with registered credentials.



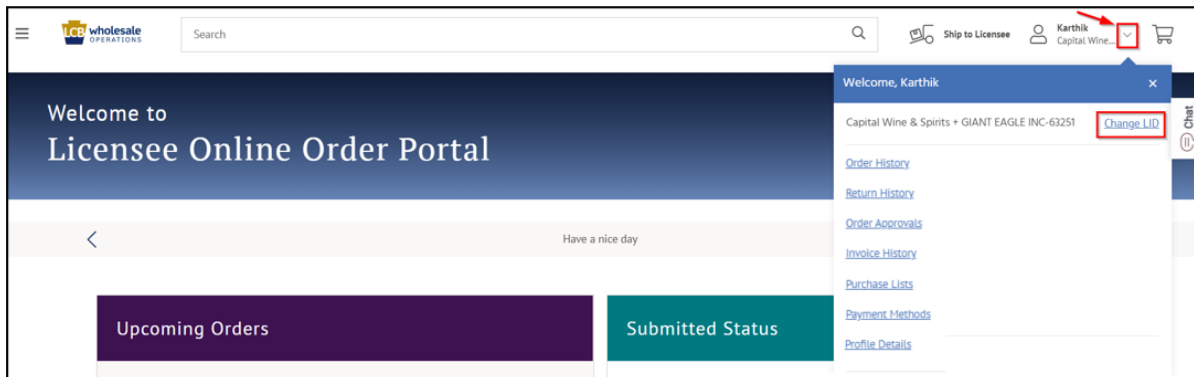
The image shows a screenshot of the Licensee Online Order Portal (LOOP) login page on the left and a photograph of a glass of whiskey with ice on the right. The login page features the ICB Wholesale Operations logo at the top, followed by the text "LICENSEE ONLINE ORDER PORTAL". Below this are two input fields: "Email Address" and "Password". The "Password" field includes a toggle icon for visibility. A blue "Sign in" button is positioned below the fields. At the bottom of the login form, there are links for "Forgot Password?" and "Need Access? Call 717.555.9876". The photograph on the right shows a clear glass filled with amber-colored whiskey and several ice cubes, set on a wooden surface.



The LOOP Dashboard is displayed after log in.

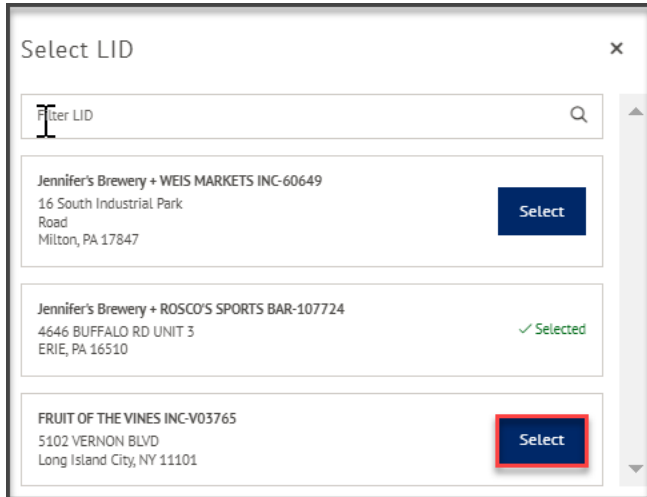
2. Click **Change LID** in Profile to select the supplier LID for which the order is being placed.

For sample order entry, the supplier must select the supplier LID for which they are creating the sample order.

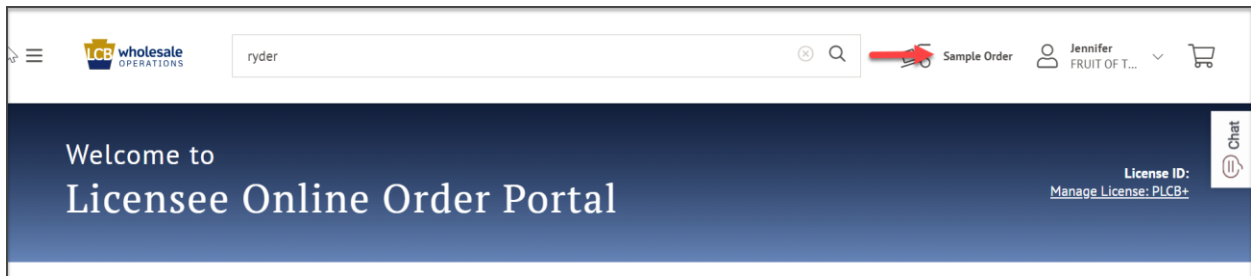


A small pop-up window will appear.

3. Click **Select**.

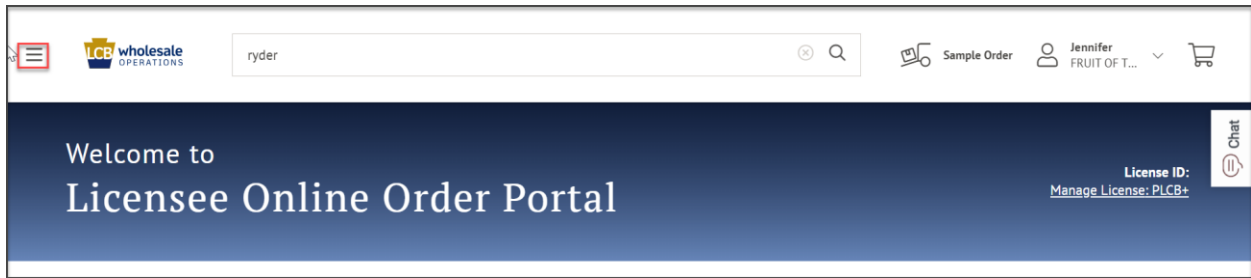


Note: Filter LID in the search bar or scroll through the list to select the supplier LID.



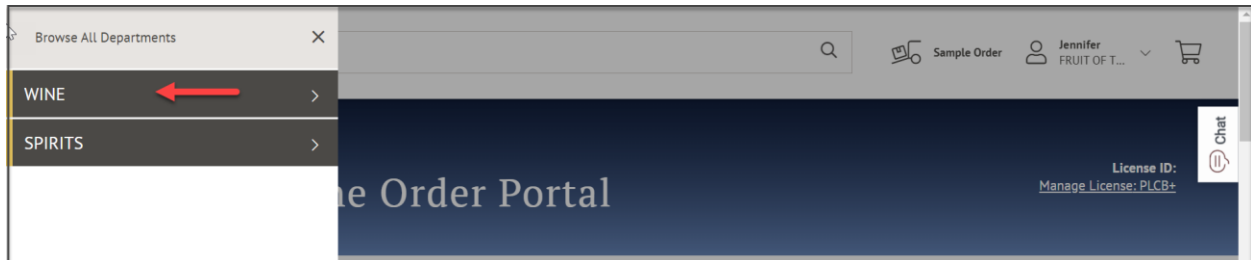
Once the supplier LID is selected the Delivery Location will change to Sample Order.

4. Search an item by using the browse option. Click the **Menu Icon** on the top left corner.

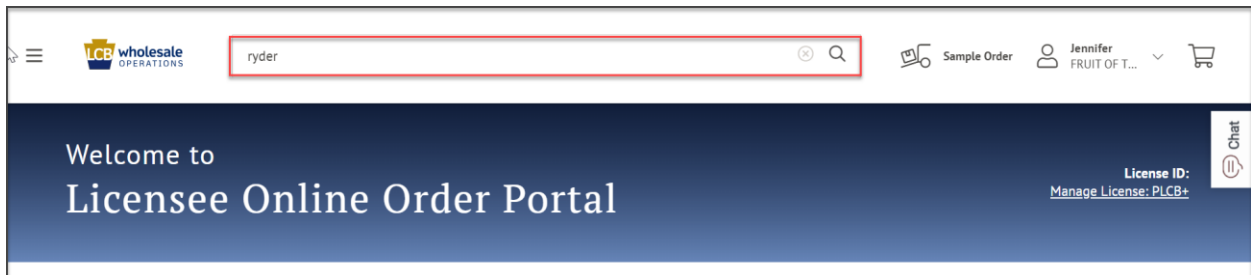


Note: The menu icon is available in the upper left corner of the screen, where users can access product navigation information.

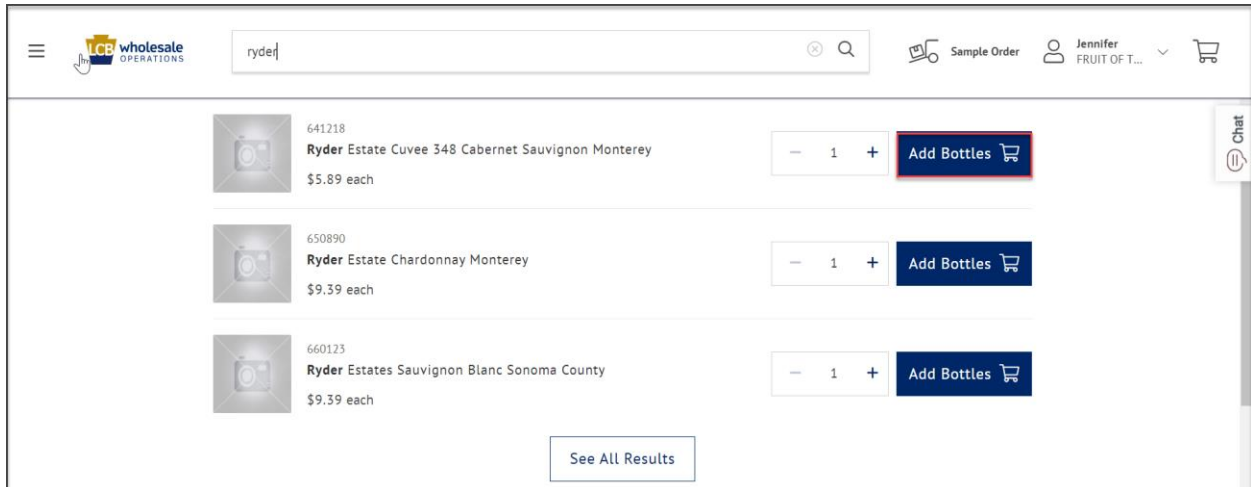
5. Select an item by navigating through the Item Catalog.



6. Alternatively, search for a particular item using the Search Bar.

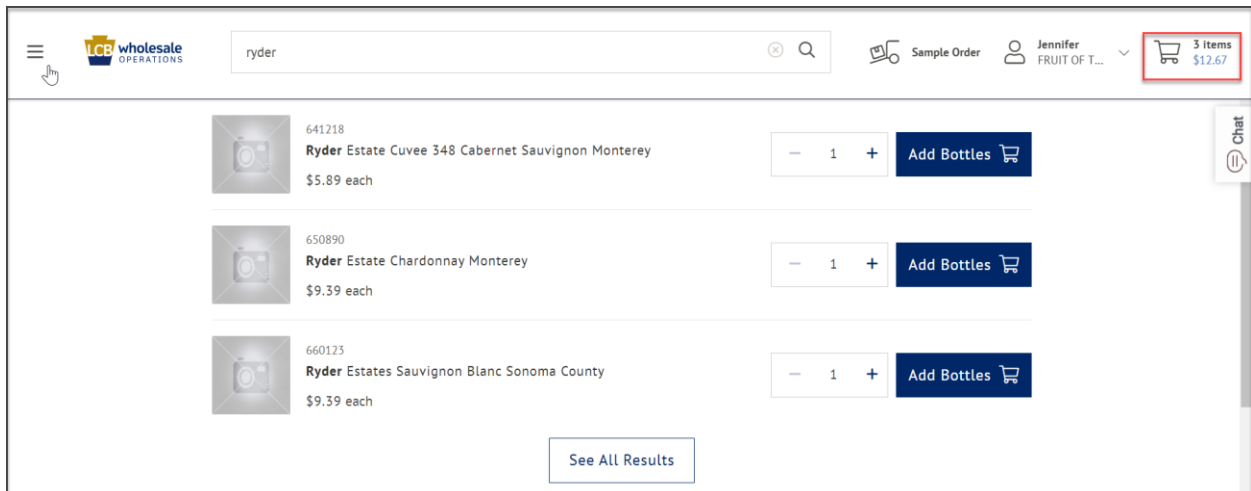


- 7. Click the “+” Icon to increase or the “-” Icon to decrease the quantity of a selected item. Then click **Add Bottles**.



Add additional items as needed. Items can also be added using the Bulk Upload function, or manual item entry from the Landing Page.

- 8. When finished adding items, click the **Shopping Cart Icon**.



9. Validate the Shopping Cart.

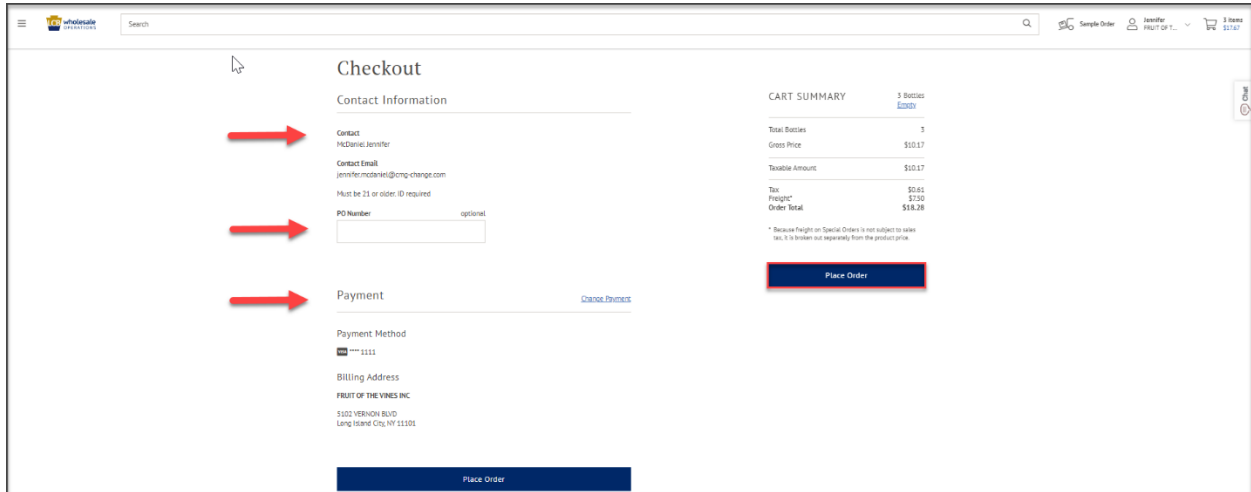
The screenshot shows the 'Shopping Cart' page with one item: 'Ryder Estate Cuvee 348 Cabernet Sauvignon Monterey'. The quantity is 3, and the total price is \$10.17. A red box highlights the 'CART SUMMARY' section on the right, which shows: 3 Bottles Empty, Total Bottles 3, Gross Price \$10.17, Taxable Amount \$10.17, Tax \$0.61, Freight* \$7.50, and Order Total \$18.28. A 'Continue to Checkout' button is visible at the bottom right.

Notes: A shopping cart can be modified by increasing or decreasing the item quantity. Click **Remove** to delete an item from the cart.

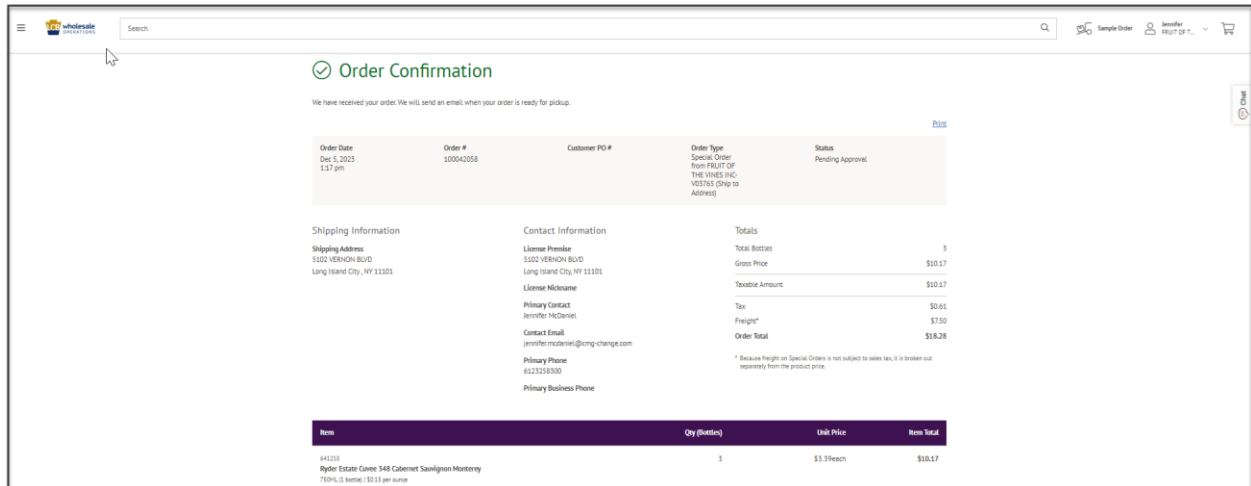
10. Click **Continue to Checkout**.

This screenshot is identical to the previous one, showing the shopping cart with the 'Continue to Checkout' button highlighted by a red box at the bottom right.

11. On the Checkout Screen, review the contact information and optionally add a PO number. Confirm the payment method, then click **Place Order**.

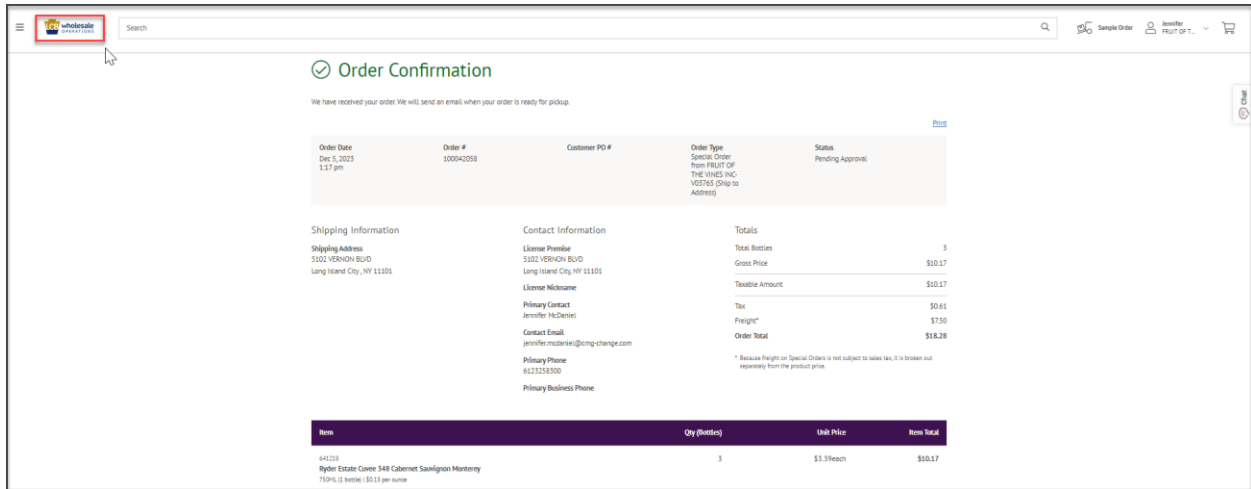


12. View the Order Confirmation Page.



The supplier approver is then notified of the order ready for review.

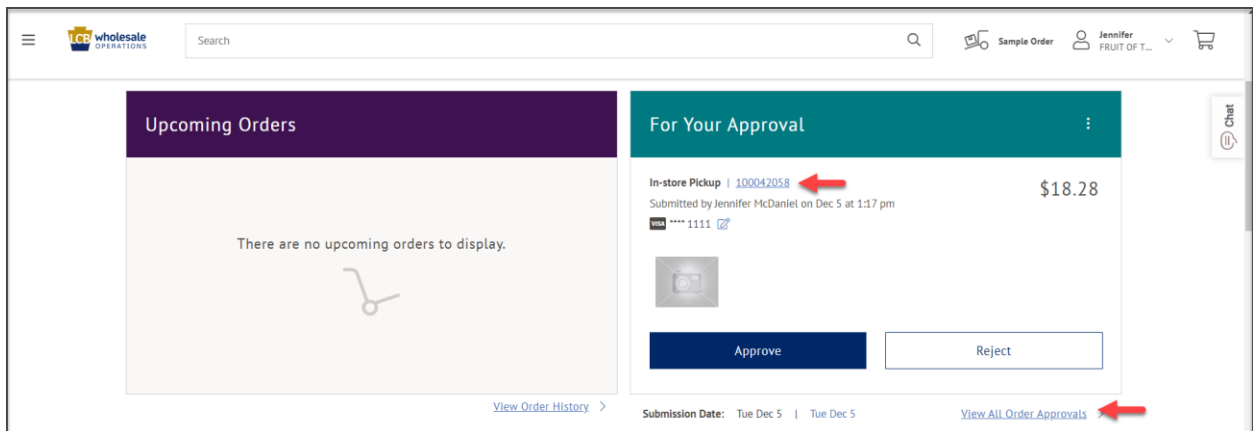
13. Click the **PLCB Logo** to return to the homepage.



Approve a Sample Order

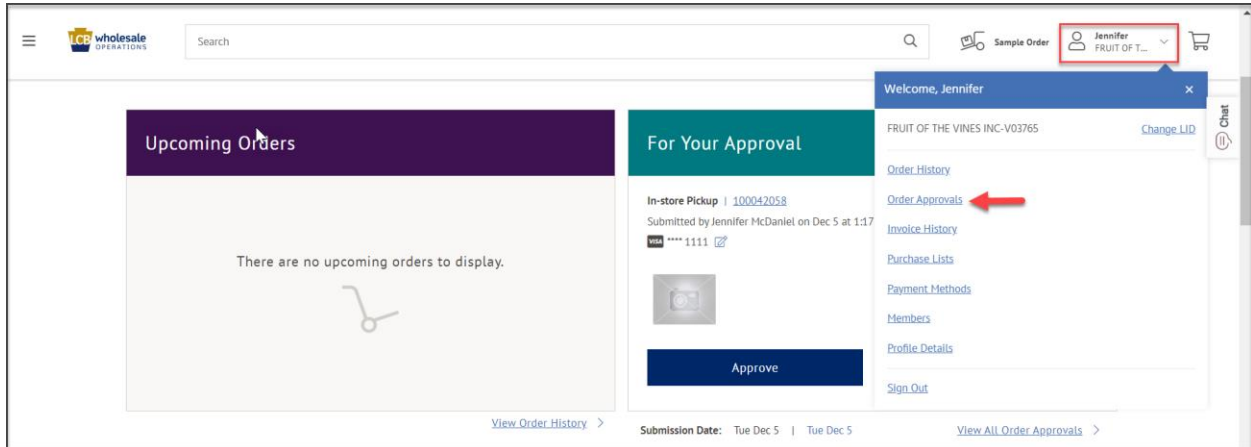
Once a sample order is submitted, it will be routed for approval. A supplier must have an Approver or Administrative role in order to approve sample orders.

1. Review the list of Sample Orders for approval on the For Your Approval dashboard on the Landing Page, and use the View All Order Approvals link to see the list of orders waiting for approval.



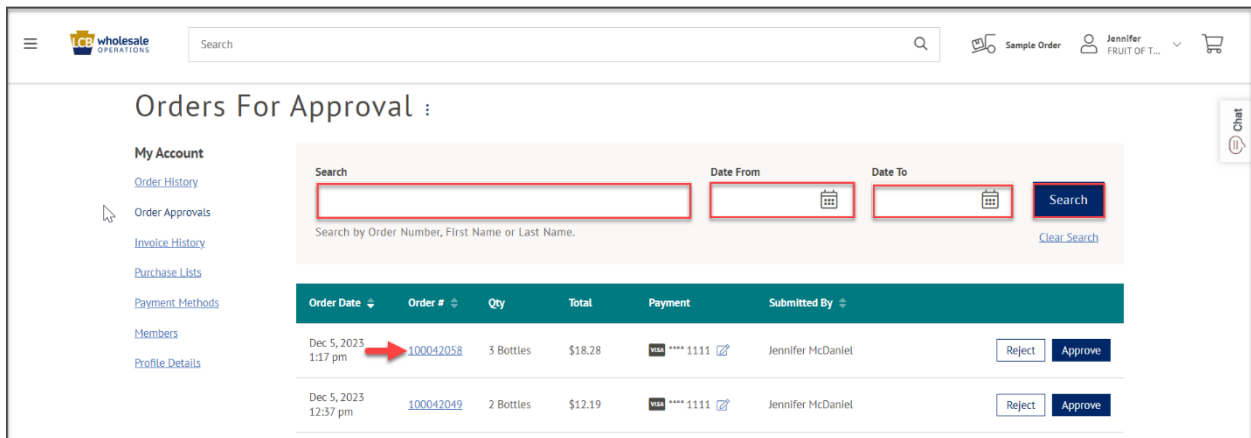
An order can be approved or rejected directly on the Landing Page, but before approving, review the details of the order by clicking the Order Number link in the For your Approval dashboard.

- Alternatively click the **Down Arrow Button** by the Profile at the top right of the screen. Click **Order Approvals**.



The search window for orders ready for approval will display.

- Click the **Order Number** link to view an order waiting for approval or enter [Order Number] (alternatively, enter date range) in the Search parameter. Click **Search**.



4. View the details of the selected order. Scroll down to view item details.

Approval Details: 100042058

My Account
[Order History](#)
[Order Approvals](#)
[Invoice History](#)
[Purchase Lists](#)
[Payment Methods](#)
[Members](#)
[Profile Details](#)

Order Date Dec 5, 2023 1:17 pm	Order # 100042058	Order Type Special Order From FRUIT OF THE VINES INC- V03765 (Ship To Address)	Submitted By Jennifer McDaniel	Reject Approve
---	-----------------------------	---	--	--

Shipping Information
Shipping Address
 5102 VERNON BLVD
 Long Island City, NY 11101

Contact Information
License Premise
 5102 VERNON BLVD
 Long Island City, NY 11101
License Nickname
Primary Contact
 Jennifer McDaniel
Contact Email
 jennifer.mcdaniel@cmg-change.com
Primary Phone
 6123258300
Primary Business Phone

Totals	
Total Bottles	3
Gross Price	\$10.17
Taxable Amount	\$10.17
Tax	\$0.61
Freight*	\$7.50
Order Total	\$18.28

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price.

Copy to

<input type="checkbox"/>	Item	Qty (Bottles)	Unit Price	Item Total
<input type="checkbox"/>	641218 Ryder Estate Cuvee 348 Cabernet Sauvignon Monterey 750ML (1 bottle) \$0.13 per ounce	3	\$3.39 each	\$10.17

5. Click **Approve**.

Approval Details: 100042058

My Account
[Order History](#)
[Order Approvals](#)
[Invoice History](#)
[Purchase Lists](#)
[Payment Methods](#)
[Members](#)
[Profile Details](#)

Order Date Dec 5, 2023 1:17 pm	Order # 100042058	Order Type Special Order From FRUIT OF THE VINES INC- V03765 (Ship To Address)	Submitted By Jennifer McDaniel	Reject Approve
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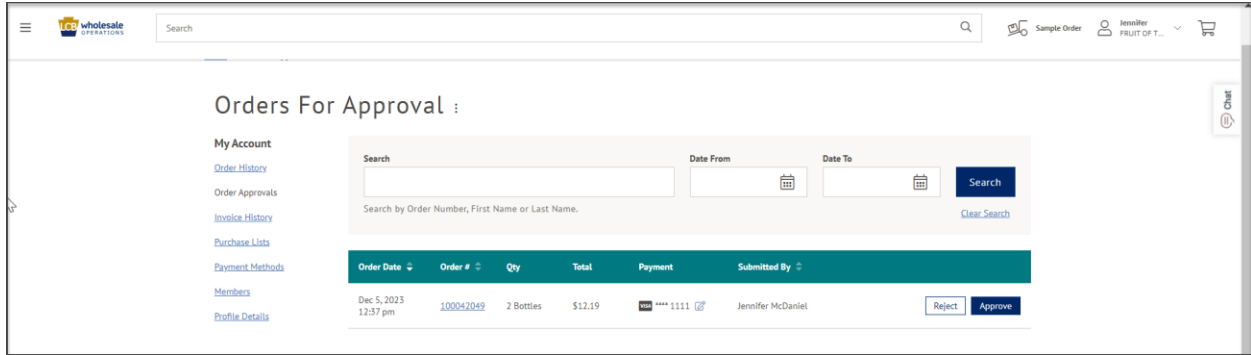
Shipping Information
Shipping Address
 5102 VERNON BLVD
 Long Island City, NY 11101

Contact Information
License Premise
 5102 VERNON BLVD
 Long Island City, NY 11101
License Nickname
Primary Contact
 Jennifer McDaniel
Contact Email
 jennifer.mcdaniel@cmg-change.com
Primary Phone
 6123258300
Primary Business Phone

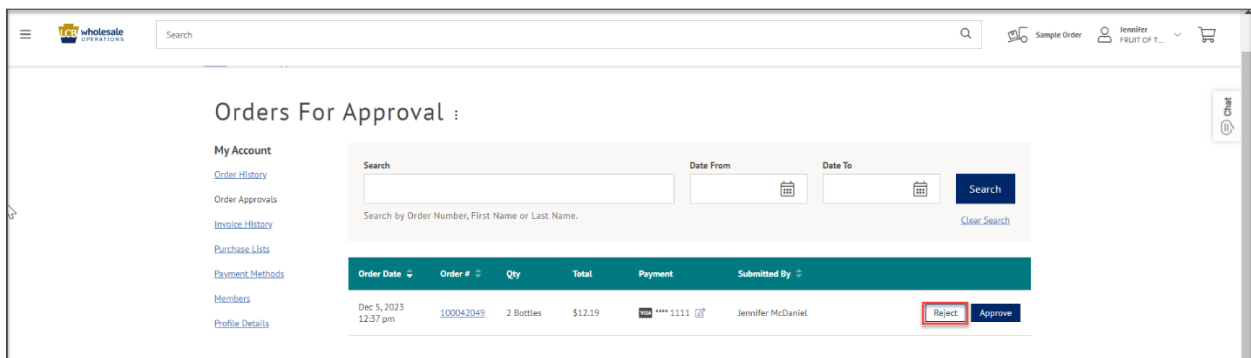
Totals	
Total Bottles	3
Gross Price	\$10.17
Taxable Amount	\$10.17
Tax	\$0.61
Freight*	\$7.50
Order Total	\$18.28

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price.

Once the order is approved, you will return to the list of orders waiting for approval.

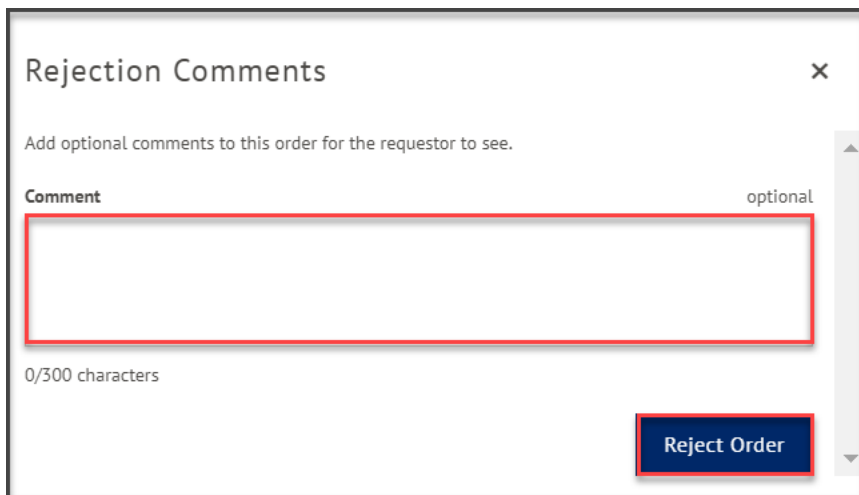


6. To reject an order, click **Reject**.



A rejection comments window will display.

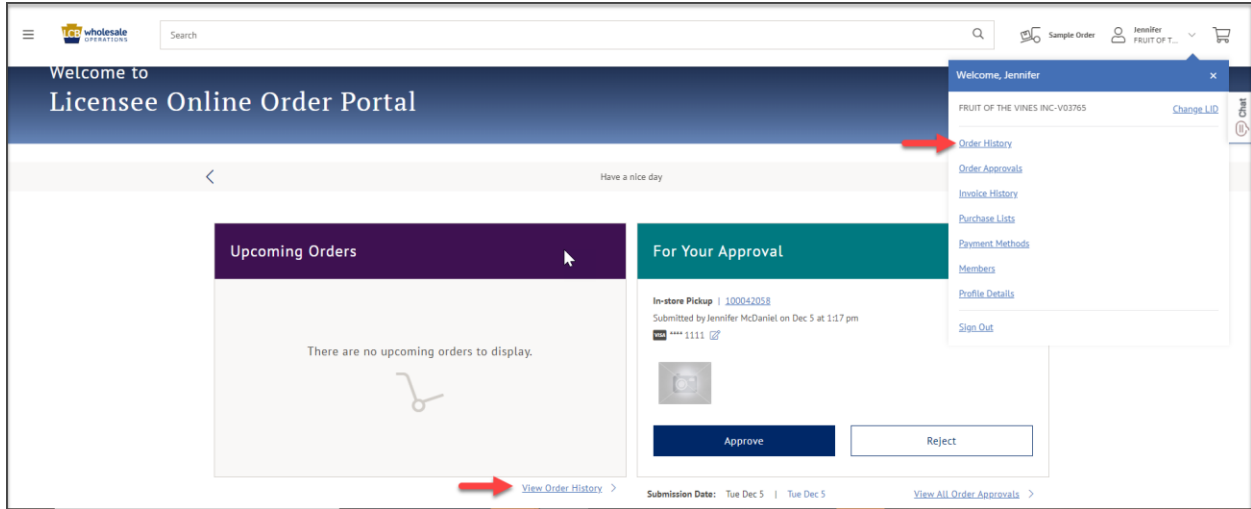
7. Enter a Comment. Click **Reject Order**.



Note: Order rejection comments are reported back to the buyer within LOOP.

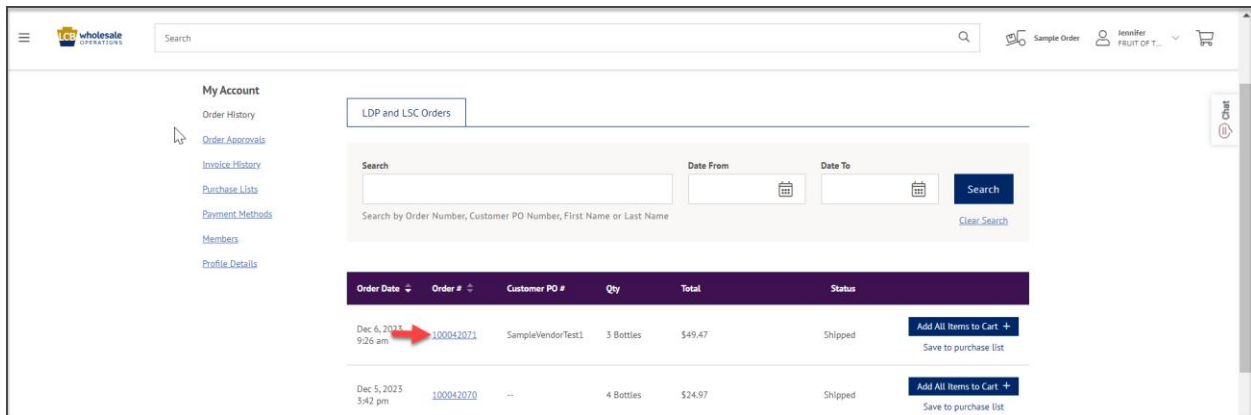
View Sample Order Details

1. From the Landing Page, click **Order History** from the dropdown menu, or click **View Order History** beneath the Upcoming Orders dashboard to view Sample Order history.



The Order History search window will display.

2. Click the Order Number link to view details of the order.



3. Review the order details. Scroll down to see item details.

Order Details: 100042071

My Account

- [Order History](#)
- [Order Approvals](#)
- [Invoice History](#)
- [Purchase Lists](#)
- [Payment Methods](#)
- [Members](#)
- [Profile Details](#)

Order Date	Order #	Customer PO #	Order Type	Status
Dec 4, 2023 9:26 am	100042071	SampleVendorTest1	Special Order from FRUIT OF THE VINES INC-W03765 (Ship to Store)	Shipped

Shipping Information

Shipping Address
5102 VERNON BLVD
Long Island City, NY 11101

Contact Information

License Premise
5102 VERNON BLVD
Long Island City, NY 11101

License Nickname

Primary Contact
Eric VanTrump

Contact Email
evantrump+plcb-ven1@gmail.com

Primary Phone
7347652341

Primary Business Phone
646-272-2022

Totals

Total Bottles	3
Gross Price	\$46.67
Taxable Amount	\$46.67
Tax	\$2.80
Order Total	\$49.47

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price.

[Copy to Cart](#) [Export CSV](#)

<input type="checkbox"/>	Item	Qty (Bottles)	Unit Price	Item Total
<input type="checkbox"/>	655246 Laberinto Pinot Noir Cezizas 2019 750ML (1 bottle) \$0.73 per ounce	Ordered: 2 Shipped: 0	\$18.49 each	\$36.98
<input type="checkbox"/>	648826 Wild Arc Sparkling Piquette Rosato Hudson Valley 2020 375ML (1 bottle) \$0.76 per ounce	Ordered: 1 Shipped: 0	\$9.69 each	\$9.69

4. Click the PLCB logo to return to the Landing Page.

Order Details: 100042071

My Account

- [Order History](#)
- [Order Approvals](#)
- [Invoice History](#)
- [Purchase Lists](#)
- [Payment Methods](#)
- [Members](#)
- [Profile Details](#)

Order Date	Order #	Customer PO #	Order Type	Status
Dec 6, 2023 9:26 am	100042071	SampleVendorTest1	Special Order from FRUIT OF THE VINES INC-W03765 (Ship to Store)	Shipped

Shipping Information

Shipping Address
5102 VERNON BLVD
Long Island City, NY 11101

Contact Information

License Premise
5102 VERNON BLVD
Long Island City, NY 11101

License Nickname

Primary Contact
Eric VanTrump

Contact Email
evantrump+plcb-ven1@gmail.com

Primary Phone
7347652341

Primary Business Phone
646-272-2022

Totals

Total Bottles	3
Gross Price	\$46.67
Taxable Amount	\$46.67
Tax	\$2.80
Order Total	\$49.47

* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price.