

# Supplier - Special Order Entry in LOOP Quick Reference Guide

## Introduction

Vendor Buy	ver places order in LOOP	LOOP validates order and notifies approver	Licensee approver approves order	Order integrates to Wholesale Order Management (OM)
	Il enter the follo <ul> <li>License Id</li> <li>Delivery m</li> <li>Item(s)</li> <li>Customer</li> <li>Special inst</li> </ul>	wing details for an orde entification (LID) Numb nethod purchase order (PO) nu structions (if applicable)	r:	the licensee
	ne Licensee Onl th totals.	ine Order Portal (LOOF	P) will calculate pricing an	nd update the Cart Summary
• OI	nce the order ha	as been created, LOOP	will send a notification to	o the licensee.
		review and approve or r g it for processing.	eject the order and optic	onally update the payment
• <mark>S</mark> i	uppliers will rece	eive a notification email	when the order is appro	ved or rejected.





# **Table of Contents**

Course Glossary	3
Supplier Special Order Entry in LOOP	3
Create Licensee Special Order	3
Populate New Order from Existing Order	19
View Placed Special Orders	23
View Special Order Details	26
Notification of Order Approval or Rejection	27





# **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 Special Order Entry in LOOP**

Link to eLearning video: <u>Supplier – Special Order Entry in LOOP</u>

## **Create Licensee Special Order**

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

Circuit Address	
Sign in <u>Forgot Password?</u> Need Access? Call <u>717.555.9876</u>	





≡	Wholesale OPERATIONS	Search			Q Ship to Licensee	Capital Wine
	Welcome to Licensee	Online Order Portal	-	_	Restaurant (Lique	License ID: w)   Expires May 30, 2022 Manage License: PICB+
	<		Have a	nice day		>
		Upcoming Orders		Submitted Status		
		In-store Pickup   50120829 Pick Up Wed Dec 7   Cartiste Marketplace	\$41.94	In-store Pickup   50120362 Submitted by Russel Hulstine on Nov 22 at 3:13 pm Pay In Store	\$33.37	
		Cancelled   Call <u>717.123.9876</u>	View Order History	Approve	Reject	
			view order History /	Submission Date: Wed Aug 17   Wed Aug 17	View All Order Approvals >	

The LOOP Dashboard is displayed after log in.

2. Click **Change LID** in <u>Profile</u> to select the licensee for which the order is being placed.

Vendor buyers may be associated with multiple licensees, each with a LID. Once logged in, the supplier must select the licensee for which they are creating the order.

Search		Q Ship to Licensee A Karthik Capital Wine.	F	
		Welcome, Karthik ×		
Welcome to Licensee Online Order I	Dortal	Capital Wine & Spirits + GIANT EAGLE INC-63251	chat	
	Portai	Order History		
		Return History		
1	Have a nice day	Order Approvals		
	have a mee way	Invoice History		
		Purchase Lists		
Upcoming Orders	Submitted Status	Payment Methods		
	- Subinited Status	Profile Details		

A small pop-up window will appear.





#### 3. Click Select.

Select LID	×
Filter LID	Q
CCR PENNSYLVANIA FOOD SERVICE INC-41100	Select
WEIS MARKETS INC-60649	Select
<b>GIANT EAGLE INC-61390</b> 100 SETTLERS RIDGE CENTER DR PITTSBURGH, PA, 15205	Select
GIANT EAGLE INC-63251	✓ Selected
HOLLYWOOD CASINO AT PENN NATIONAL RACECOURSE-68702	Select

**Note**: Filter LID in the search bar or scroll through the list to select a licensee. Only licensees that have authorized the supplier to place Special Orders on their behalf are available to select.





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

CE wholesale	Search	Q	Ship to Licensee	Capital Wine V	đ
Welcome to Licensee	Online Order Portal		Restaurant (Li	License ID: quor)   Expires May 30, 2022 Manage License: PLCB+	
<	Have a nice day			>	

**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 <u>Item Catalog</u>.

Browse All Departments	×	Q
WINE	>	
SPIRITS	>	
ACCESSORIES		e Order Portal
		Have a nice day

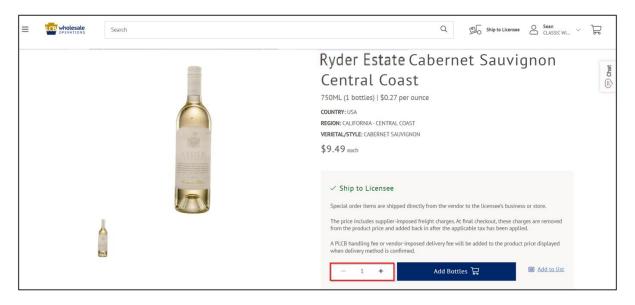
6. Alternatively, search for a particular item using the <u>Search Bar</u>.

≡	wholesale operations	Search Q	의 Ship to Licensee	Capital Wine V	Ŗ
	Welcome to Licensee	Online Order Portal	Restaurant (Liqi	License ID: Jor)   Expires May 30, 2022 Manage License: PLCB+	Chat
	<	Have a nice day		>	





7. Click the "+" Icon to increase or the "-" Icon to decrease the quantity of a selected item.



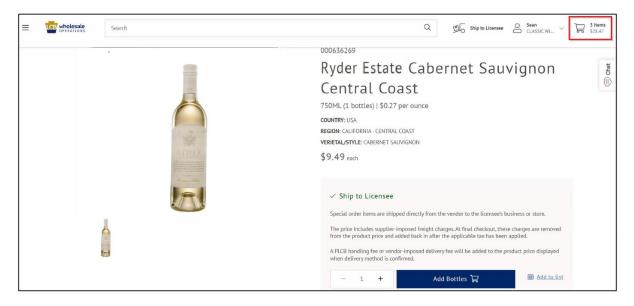
#### 8. Click Add Bottles.

Search	Q Ship to Licensee O Sean CLASSIC WILL Y
R YDER	Ryder Estate Cabernet Sauvignon Central Coast 750ML (1 botties)   \$0.27 per ounce COUNTRY: USA REGION: CALIFORNIA - CENTRAL COAST VERIETAL/STYLE: CABERNET SAUVIGNON \$9.49 each
	<ul> <li>Ship to Licensee</li> <li>Special order items are shipped directly from the vendor to the licensee's business or store.</li> <li>The price includes supplier-imposed freight charges At final checkout, these charges are removed from the product price and added back in after the applicable tax has been applied.</li> <li>A PLCB handling fee or vendor-imposed delivery fee will be added to the product price displayed when delivery method is confirmed.</li> </ul>





9. Click the Shopping Cart Icon.



10. Alternatively, click **Download a CSV Template** to perform bulk order upload on the <u>Landing Page</u> (as shown in the screenshot below).

	Search	$Q \qquad \qquad$			
		No orders available.			
		S			
	View All Purchase Lists >	View Invoice History >			
Bulk Order Upload Drag a .csv or .xtsx file here or click the upload button below.					





11. Alternatively, click **Enter SKUs manually** on the <u>Landing Page</u> (as shown in the screenshot below).

	Search	Q J FickUp S_ V C Kurnik Sets				
	There are no upcoming orders to display.	There are no orders needing approval at this time.				
	Fulfiliment Date: Wed May 18   Tue Aor 26 View Order His	ary > View All Order Approvals >				
	Purchase Lists	Recent Orders				
	List Name 🗘 Last Modified 🗘					
	New Purchase Liss May 10, 2022 Add All Items to Car	+ No orders available.				
	Purchase List Apr 27, 2022 Add All Items to Can	+				
	View All Purchase List	s > View Oxfer History >				
Bulk Order Upload						
Uptoad a CSV or Excel File      Download a CNV Templane      Enter SNUs manually						

A pop-up window will appear.

12. Enter the [nine-digit PLCB Item Number], then select the product.

Bulk Uplo	ad				х
				Add all items to Cart	
Image PL	CB Item #	Product Name	Price	Quantity	
[	5213			Û	
Add Another Roy		000005213 <b>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</b> 750ML (1 bottles)   \$0.51 per ounce \$12.99 each			





13. Click Add Another Row to add additional products.

Bulk Up	load			×
				Add all items to Cart
Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 <b>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</b> 750ML (1 bottles)   \$0.51 per ounce	\$12.99 each	- 1 <b>+</b> Ū
Add Another R	ow			

14. Click the "+" **Icon** to increase or the "-" **Icon** to decrease the quantity of a selected item.

Bulk Up	load			×
				Add all items to Cart
Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 <b>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</b> 750ML (1 bottles)   \$0.51 per ounce	\$12.99 each	- 1 <b>+</b> Û
Add Another R	<u>ow</u>			

15. Click **Delete** to remove the item.

Bulk I	Jpload			×
				Add all items to Cart
Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 <b>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</b> 750ML (1 bottles)   \$0.51 per ounce	\$12.99 each	- 1 <b>+</b> D
Add Anoth	er Row			





#### 16. Click Add all items to Cart.

Bulk Up	load			×
				Add all items to Cart
Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 <b>14 Hands Hot to Trot Smooth Red Blend Columbia Valley</b> 750ML (1 bottles)   \$0.51 per ounce	\$12.99 each	- 1 <b>+</b> D
Add Another R	<u>ow</u>			

## 17. Validate the <u>Shopping Cart</u>.

≡	OPERATIONS	Search			Q E	Ship to Licensee	O Sean CLASSIC WI ~	3 items \$28.47
	Sho	pping Cart			Evr	ort to CSV Save to	Purchase List Print	(I) Chat
	ltem		Quantity (Bottles)	Item Price	Total Price	CART SUMM		
	750ML (1	69 ees Cabernet Sauvignon Central Coast bottleg) 150.27 per ounce Later   Save to Purchase List	- 3 +	\$6.79 each	\$20.37	Total Bottles Gross Price Taxable Amount Tax Freight* <b>Order Total</b> * Because freight on	3 \$20.37 \$20.37 \$1.63 \$8.10 <b>\$30.10</b> Ssecial Orders is not	
						subject to sales tax separately from the	to Checkout	

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





#### 18. Click **Continue to Checkout**.

≡	CB wholesale	Se	arch			Q E	Ship to Licensee	CLASSIC WI	√ → <sup>3</sup> items \$28.47
	Sho	оррі	ng Cart			Ex	port to CSV Save to P	Purchase List Print	(I) Chat
	Item			Quantity (Bottles)	Item Price	Total Price	CART SUMM	ARY 3 Bottles	
	750ML	egrees Cab	ernet Sauvignon Central Coast 50.27 per ounce Save to Purchase List	- 3 +	\$6.79 each	\$20.37	Total Bottles Gross Price Taxable Amount Tax	3 \$20.37 \$20.37 \$1.63	
							Freight* Order Total * Because freight on s subject to sales tax, separately from the	\$8.10 \$30.10 Special Orders is not it is broken out product price below.	
					-		Continue t	to Checkout	





19. On the <u>Checkout Screen</u>, validate for direct delivery details and optionally enter a delivery fee, or select **PLCB Store** for store delivery. Once a delivery fee is added, the cart summary will update to reflect this fee.

E Search Search	Q Ship to Licensee Arthlik Gapital Wine	3 items 528.47
Checkout		Chat
Contact Information	CART SUMMARY 3 Bottles Empty	
Contact Ramachandra Karthik	Total Bottles 3	
Contact Email kramachandra85*pulicadmin@gmail.com	Gross Price \$20.37 Supplier-Imposed Shipping Fee \$14.00	
Must be 21 or older. ID required	Taxable Amount \$34.37	
PO Number optional	Tax         \$2.40           Freight*         \$8.10           Order Total         \$44.87	
Special Instructions optional	<ul> <li>Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.</li> </ul>	
Add additional authorized recipients	Place Order	
Shipping		
Ship to Licensee C Licensee Address PLCB Store		
GIANT EAGLE INC PA Liquor Control Board SW Distribution Center Pittsburgh, PA, 15238 <u>Use Secondary Address</u> Enter Shipping Cost		
\$ 14 This charge will be passed on to the licensee to cover your shipping costs.		
Place Order		

Optionally enter PO Number or Special Instruction, which will be visible to the licensee.





Selecting **PLCB Store** to enable store pickup will automatically add the PLCB Handling Fee (LTMF) to the cart summary.

Checkout			(ii) Chat
Contact Informa	ition	CART SUMMARY	3 Bottles Empty
Contact Ramachandra Karthik Contact Email kramachandra85+pulicadmin Must be 21 or older. ID requir		Total Bottles Gross Price PLCB Handling Fee Taxable Amount Tax	3 \$20.37 \$1.60 \$21.97 \$1.54
PO Number	optional	Freight* Order Total	\$8.10 \$31.61
Special Instructions	optional	<ul> <li>Because height on Special Orders is not tax, it is broken out separately from the below.</li> </ul> Place Order	subject to sales product price
Add additional authorized rec	lpients		
Shipping			
Ship to Licensee Licensee Address PLCB Store Change Store			
	Place Order		

A pop-up window will appear.





20. Enter [Zip], [City] or [Address] to find the desired store.

E wholesale Search	Select a Store ×	Ship to Licensee	Karthik Capital Wine V Bro 528.47
Special Instr	hummelstown O Q Use my current location	3 Botties Empty	Chat
Add addition	STORE ID 2211 FINE WINE & 6000 SPIRITS 2211 1158 Nee Street Hummelstown, PA 17036 717-534-2494   Store Details	3 \$20.37 \$1.60 \$21.97 \$1.54	(i) Char
Shippi Ship to Licer	990 Briarsdale Rd., Unit D Harrisburg, PA 17109 Shop this Store	\$8.10 \$31.61 Indens is not subject to sales by from the product price	
O Licensee	STORE ID 3616 Fine Wine & Good Spirits #3616 1190 Dillerville Rd. Lancaster, PA 17601 Shop this Store	Order	

21. Click **Shop this Store**.

E wholesale Search	Select a Store	×	D Ship to Licensee Copital Wine
Special Instr	hummelstown	Q Use my current location	3 Bottles Empty
Add addition	STORE ID 2211 FINE WINE & GOOD SPIRITS 2211 1138 Mae Street Hummelstown, PA 17036 717-534-2494   Store Details	Shop this Store	3 520.37 51.60 521.97 51.54 58.10
Shippi Ship to Licer	990 Briarsdale Rd., Unit D Harrisburg, PA 17109	Shop this Store	\$31.61 Indexs is not subject to sales by from the product price
Change S	The STORE ID 3616 Fine Wine & Good Spirits #3616 1190 Dillerville Rd. Lancaster, PA 17601	Shop this Store	Order



22. After completing the shipping section, click **Place Order**.

Checkout			(
Contact Information		CART SUMMARY	3 Bottles Empty
<b>Contact</b> Ramachandra Karthik		Total Bottles Gross Price PLCB Handling Fee	3 \$20.37 \$1.60
<b>Contact Email</b> kramachandra85+pulicadmin@gmail.	.com	Taxable Amount	\$21.97
Must be 21 or older. ID required	optional	Tax Freight* Order Total	\$1.54 \$8.10 <b>\$31.61</b>
		* Because freight on Special Orders is no tax, it is broken out separately from the	nt subject to sales
Special Instructions	optional	below.	
		 Place Order	
Add additional authorized recipients			
Shipping			
Ship to Licensee			
<ul><li>Licensee Address</li><li>PLCB Store</li></ul>			
Store ID 2211			
1158 Mae Street Hummelstown, PA			
Change Store			
	Place Order		





23. View the Order Confirmation Page.

wholesale OPERATIONS Search				Q	의 Ship to Licensee	O Karthik Capital Wine ~
⊘ Order Co	nfirmation					
We have received your order. We v	will send an email when your or	der is ready for pickup.				Print
<b>Order Date</b> Aug 17, 2022 5:00 pm	<b>Order #</b> 50200428	Customer PO #	Order Type pickup		<b>Status</b> Pending Approval	
Shipping Information		Contact Information		Totals		
Shipping Address undefined, undefined		License Premise 910 FREEPORT RD, PA, 15238		Total Bottles Gross Price		3 \$20.37
		License Nickname		PLCB Handling Fee		\$1.60
		Primary Contact Karthik Ramachandra		Taxable Amount		\$21.97
		Contact Email		Tax		\$1.54
		kramachandra85+pulicadmin@gmail.com Primary Phone		Freight* Order Total		\$8.10 \$31.61
		Primary Business Phone			Orders is not subject to sales t t price below.	
ltem			Qty (Bottles)		Unit Price	Item Total
000636269 <b>30 Degrees Cabernet Sauvigno</b> 750ML   \$0.27 per ounce	m Central Coast		3		\$6.79	\$20.37

**Notes**: Based on shipping selection (direct delivery or store pickup), the Supplier-Imposed Shipping Fee or PLCB Handling Fee, respectively, will be listed in the totals, as well as SO Freight, broken out separately for tax purposes.

The licensee is then notified of the order ready for review.





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

wholesale OPERATIONS Search				Q	Ship to Licensee	Capital Wine V	P
	DNfirmation Will send an email when your orc	ler is ready for pickup.				Print	
<b>Order Date</b> Aug 17, 2022 5:00 pm	<b>Order #</b> 50200428	Customer PO #	Order Type pickup		tatus ending Approval		
Shipping Information Shipping Address undefined, undefined		Contact Information License Premise 910 FREEPORT RD, PA, 15238 License Nickname Primary Contact Karthik Ramachandraa Contact Email Kramachandra85*pulicadmin@gmail.com Primary Phone Primary Business Phone		Totals Total Bottles Gross Price PLCB Handling Fee Faxable Amount Fax Freight* Order Total Because freight on Special Order separately from the product prin		3 \$20.37 \$1.60 \$21.97 \$1.54 \$8.10 \$ <b>\$1.61</b> x, It is broken out	
ltem			Qty (Bottles)	ι	Jnit Price	Item Total	
000636269 30 Degrees Cabernet Sauvig 750ML   \$0.27 per ounce	non Central Coast		3		\$6.79	\$20.37	





# Populate New Order from Existing Order

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

CE wholesale		
LICENSEE ONLINE ORDER F	PORTAL	
Email Address		1000
Password		
	۲	
	_	
Sign in		
Forgot Password?		
Need Access? Call <u>717.555.9876</u>		





2. Navigate to <u>Profile</u>. Click the **Down Arrow Button**, then click **Order History**.

wholesale OPERATIONS	Search			Q 🖽	Ship to Licensee	O Karthik Capital Wine		ļ
 come to Censee	Online Order Portal			Welcome, Karth Capital Wine & S Order History Return History	hik Spirits + GIANT EAGLE If	NC-63251 <u>Cha</u>	X	Chat
<		Have a ni	ice day	Order Approvals Invoice History Purchase Lists				
	Upcoming Orders		Submitted Status	Payment Method Profile Details	15			

3. Select the LOOP Orders Tab.

=	CB wholesale	Search						Q	到 Ship to Licensee	O Karthik Capital Wine V	Å
		me > Order History	ry								Chat
	Ord	<b>y Account</b> Jer History	LOOP Orders	EDI & LSC Walk-in Orders	FW&GS Walk-In Or	ders				_	
	Orc	<u>urn History</u> <u>fer Approvals</u> oice History	Search			Date From	Date To		Search		
	Pur	r <u>chase Lists</u> /ment Methods	Search by Order I or Order Status	Number, Customer PO Number, Iter	n Number, Order Type,		<b></b>	1			

4. Enter [Order Number]. (Alternatively, enter [Customer PO Number], [Item Number], [Order Type], [Order Status] or [Date Range]) in the <u>Search Section</u>, then click **Search**.







4. Select an order, then click Add All Items to Cart +.

≡	CCB wholesale	Search						C		Ship to Licensee	O Karthik Capital Win	V F	٩L
	Home > Order H	listory											4
	Order	Histor	У										Chat
	My Account												
	Order History		LOOP Orders	EDI & L	SC Walk-in Orders	FW&GS Wal	k-In Orders						
	Return History												
	Order Approvals		Search				Date From	Da	ite To				
	Invoice History		50190520					iii l		iii ii	Search		
	Purchase Lists				tomer PO Number, Iten	n Number, Order	Type,						
	Payment Methods		or Order Statu	5									
	Profile Details												
			Order Date 🍦	Order 🌲	Customer PO#	Qty	Total	St	atus ‡				
		[	Aug 17, 2022 4:55 pm	<u>50190520</u>		5	\$44.87	Pending Ap	oproval		ems to Cart + ourchase list		

## 5. Click Shopping Cart.

≡	CB wholesale	Search						Q	Ship to Licensee	Capital Wine V	3 items \$60.87
	Home > Order H	istory									hat
	Order	Histor	У								(E) Chat
	My Account										
	Order History	ſ	LOOP Orders	EDI & LS	C Walk-in Orders	FW&GS Wal	k-In Orders				
	Return History										
	Order Approvals		Search				Date From	Date	То		
	Invoice History		50190520					İ	İ	Search	
	Purchase Lists				omer PO Number, Iten	Number, Order	Type,				
	Payment Methods		or Order Statu	S							
	Profile Details										
			Order Date 🌲	Order 🌲	Customer PO#	Qty	Total	Statu	: \$		
			Aug 17, 2022 4:55 pm	<u>50190520</u>		5	\$44.87	Pending Appro	oval	I All Items to Cart +	

Populates the cart with items and quantities of the selected order.





6. Validate <u>Shopping Cart</u>, then click **Continue to Checkout**.

≡	CB wholes	ale ons	Search			Q E	O Ship to Licensee	O Sean CLASSIC WI	✓ 3 items \$28.47
	S	hop	ping Cart			Ex	port to CSV Save to	Purchase List Prin	TC Chart
		ltem		Quantity (Bottles)	Item Price	Total Price	CART SUM	MARY 3 Bottles Empty	ŝ
		750ML (1 bott	Cabernet Sauvignon Central Coast es)   50.27 per ounce rr   Save to Purchase List	- 3 +	\$6.79 each	\$20.37	Total Bottles Gross Price Taxable Amount Tax Freight* Order Total	\$20.37 \$20.37 \$1.67 \$8.10 <b>\$30.10</b>	
									I

**Note**: Once the cart is created, the supplier will be able to make changes (including adding, removing and adjusting lines) and continue shopping, then proceed with <u>checkout</u> as previously detailed.





# View Placed Special Orders

1. Log in to <u>Licensee Online Order Portal</u> (LOOP) with registered credentials.

PORTAL		
		A A
٢		S pe
100 A	And in case of the local division of the loc	Name of Street o





2. Navigate to <u>Profile</u>. Click the **Down Arrow Button**, then click **Order History**.

E wholesale OPERATIONS	arch		Q 5hip to Licensee	Capital Wine
<sup>Welcome to</sup> Licensee C	Online Order Portal		Welcome, Karthik Capital Wine & Spirits + GIANT EAGLE Order History Return History	INC-63251 <u>Change LID</u>
<	Have a r	ilce day	Order Aporovals Invoice History Purchase Lists	
Up	coming Orders	Submitted Status	Payment Methods Profile Details	

3. Select the LOOP Orders Tab.

=	OPERATIONS	Search						Q	到。 Ship to Licensee	Capital Wine V	븹
		• Order History	У								Chat
	Order H	History	LOOP Orders	EDI & LSC Walk-in Orders	FW&GS Walk-In Or	ders				_	
	Order A	Approvals E History	Search			Date From	Date To	Ē	Search		
		ise Lists nt Methods	Search by Order N or Order Status	lumber, Customer PO Number, Item	Number, Order Type,						

4. Enter [Order Number]. (Alternatively, enter [Customer PO Number], [Item Number], [Order Type], [Order Status] or [Date Range]) in the <u>Search Section</u>, then click **Search**.

Search				Q	Ship to Licensee	O Karthik Capital Wine ~	Å
Home > Order History							() Chat
Order Histo My Account Order History	LOOP Orders EDI & LSC Walk	k-in Orders FW&GS Walk-In Or	rders				
Return History Order Approvals	Search		Date From	Date To			
Invoice History Purchase Lists Payment Methods	S0220226 Search by Order Number, Customer P or Order Status	20 Number, Item Number, Order Type,			Search		





## 5. Review the results.

esale Mitons	Search							Q	g6 :	Dhip to Licensee	Capital Wine	Å
	erder Histor	rv										(II) Cheel
My Ord Retu Ord	Account er History en History er Approvalis lice History	LOOP Orders Search 50220226	EDI & LSO	C Walk-in Orders	FW&GS Walk	-In Orders Date From	Cial Cial Cial Cial Cial Cial Cial Cial	ute To	Î	Search	-	
Ent	haise, Lists ment, Methods te, Detailts	Search by Ord or Order Statu Order Date C Aug 17, 2022 3:17 pm		mer PO Number, Iten Cuttomer PO#	Number, Order T Qty 7	ype, Total \$57.07	Ste Pending Ap	atus 0 pprovel		ns to Cart + archase list		





## View Special Order Details

- 1. Follow steps above to find the order for which you want to view details.
- 2. Select the order number by clicking the hyperlink.

Wholesale OPERATIONS	Search							(	Q	Ship to Licensee	O Karthik Capital Wine V	Å
	ome > Order History	ry										(The chat
Or	ly Account rder History eturn History	LOOP Orders	EDI & LSC Wa	Ik-in Orders	FW&GS Walk-	In Orders					_	
Or	rder Approvals voice History	Search 50220226				Date From	İ	Date To	i	Search		
Pa	archase Lists ayment. Methods	Search by Order or Order Status	Number, Customer	PO Number, Item	n Number, Order Ty	pe,						
Pr	rofile Details	Order Date 🌲	Order 🗘 C	ustomer PO#	Qty	Total		Status ≑				
		Aug 17, 2022 3:17 pm	50220226		7	\$57.07	Pending	Approval		Ill Items to Cart + e to purchase list		

3. Review the order details.

	Search				Q 🗐	Ship to Licensee	Capital Wine ~	٩
	ary > Order Details					Print	<u>Cancel Order</u>	
Order History Return History Order Approvals	Order Date Aug 17, 2022 3:17 pm	Order # 50220226	Customer PO #	Order Type pickup		Status Pending Approval		
Invoice History Purchase Lists Payment Methods Profile Details	Shipping Information Shipping Address undefined, undefined		Contact Information License Premise 910 FREEPORT RD, PA, 15238 License Nickname Primary Contact Karthik Ramachandra Contact Email kramachandra85+pulicadmin@gmail.com Primary Phone Primary Business Phone		Totals Total Bottles Gross Price PLCB Handling Fee Taxable Amount Tax Freight* Order Total * Because freight on Spec broken out separately fr			
	Copy to Carit						Export CSV	
	000537210 750ML   \$0.35 per ounce			Qty (Bottles) Ordered: 2 Shipped: 2	U	Init Price \$8.79	Item Total \$17.58	
	000636269 750ML   \$0.27 per ounce			Ordered: 3 Shipped: 3		\$6.79	\$20.37	





Approval	Details: 50220	226			
My Account Order History Beturn History	Order Date Aug 17, 2022 3:17 pm	Order # 50220226	Order Type Pickup	Submitted By Randy Yarger	
Order Approvals Invoice History Purchase Lists Payment Methods	Pickup Information Pickup Store Address 1158 Mac Street Hummelstown, PA 17056 Pickup Date Dec 11, 2022	License Prem	RT RD, PA, 15238	Total Bottles Total Bottles Gross Price PLCB Handling Fee Taxable Amount	5 \$37.95 \$2.22 \$40.17
Profile Details	1:44 pm	Karthik Rama Contact Emai kramachandr Primary Phor	t a85+pulicadmin@gmaiLcom	Tax Freight* Order Total	\$2.80 \$14.10 \$57.07
		Primary Busin	ness Phone	* Because freight on Special Orders is not broken out separately from the product p	

# Notification of Order Approval or Rejection

1. Once a Special Order has been approved or rejected by the licensee, you will receive an email notification. Below are examples of the emails that will be sent:



## Supplier - Special Order Entry in LOOP Quick Reference Guide



#### Approval email:

om: PLCB Automated < ate: Thursday, Decemb o: <radhikanallu+ventst< th=""><th>FW: Your Fine Wine &amp; Good Spirits Order with N R WARNING. This message was sent from outside you cno-reply@lcbloop.com&gt; er 14, 2023 at 11:03 AM 3@gmail.com&gt; &amp; Good Spirits Order with Number 58</th><th></th><th></th><th>Thu 12/14/202 pen attachments unless you re</th><th></th></radhikanallu+ventst<>	FW: Your Fine Wine & Good Spirits Order with N R WARNING. This message was sent from outside you cno-reply@lcbloop.com> er 14, 2023 at 11:03 AM 3@gmail.com> & Good Spirits Order with Number 58			Thu 12/14/202 pen attachments unless you re	
om: PLCB Automated < ate: Thursday, Decemb o: <radhikanallu+ventst< th=""><th>cno-reply@lcbloop.com&gt; er 14, 2023 at 11:03 AM 3@gmail.com&gt;</th><th></th><th></th><th></th><th></th></radhikanallu+ventst<>	cno-reply@lcbloop.com> er 14, 2023 at 11:03 AM 3@gmail.com>				
		250666 is App	roved		
	Order Approve	d		I	
	aber is 58250666 for account Golde Y LLC, approved on December 14,			_	
Shipping Address		Shippi	ng Methods		
11601 Roosevelt, Blvd, Philadelphia PA 19154 US		Vendor S	Ship to Premise		
Item		Qty	Price	-	
The link ed	Azelia Barolo Bricco Fiasco 2015	2	95.49		
The link ed	Azelia Barolo Bricco Fiasco 2012	2	113.49		
		Subtotal:	417.96		
		Discount: Tax: Shipping: Total:	0.00 27.18 47.00 492.14		

Thanks again for shopping at Fine Wine & Good Spirits





## Rejection email:

Randy Yarger	SFW: Your Fine Wine & Good Spirits Order with Number 58250669 is Rejected	Thu 12/14/2023 11:15 AM	143
EXTERNAL SENDE	FR WARNING. This message was sent from outside your organisation. Please do not click links or op	en attachments unless you recognise the source of	of this email

From: PLCB Automated <no-reply@lcbloop.com> Date: Thursday, Devember 14, 2023 at 11:04 AM To: <radhikanallu+ventst3@gmail.com> Subject: Your Fine Wine & Good Spirits Order with Number 58250669 is Rejected

# Order Rejected

#### Rejected UAT 12/14/23

The order number is 58250669 for account Golden Honey + THE GIANT

COMPANY LLC

Shipping Address	Shipping Methods
11601 Roosevelt,	Vendor Ship to Premise
Blvd,	
Philadelphia PA	
19154	
US	

Item		Qty	Price
× The linke d imag	360 Vodka	2	11.49
The linke d imao	360 Mandarine Orange Vodka	1	19.59
		Subtotal:	42.57
		Discount:	0.00
		Tax:	4.48
		Shipping:	43.50
		Total:	90.55

Thanks again for shopping at Fine Wine & Good Spirits

