

Supplier - Special Order Entry in LOOP Quick Reference Guide

Introduction



- The supplier representative authorized by the licensee to place orders on behalf of the licensee will enter the following details for an order:
 - License Identification (LID) Number
 - Delivery method
 - Item(s)
 - Customer purchase order (PO) number (from licensee, if available)
 - Special instructions (if applicable), which will be visible to the licensee
 - Supplier-imposed shipping fee (for direct delivery orders only), if any
- The Licensee Online Order Portal (LOOP) will calculate pricing and update the Cart Summary with totals.
- Once the order has been created, LOOP will send a notification to the licensee.
- The licensee will review and approve or reject the order and optionally update the payment method, releasing it for processing.
- **Suppliers will receive a notification email when the order is approved or rejected.**

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Course Glossary

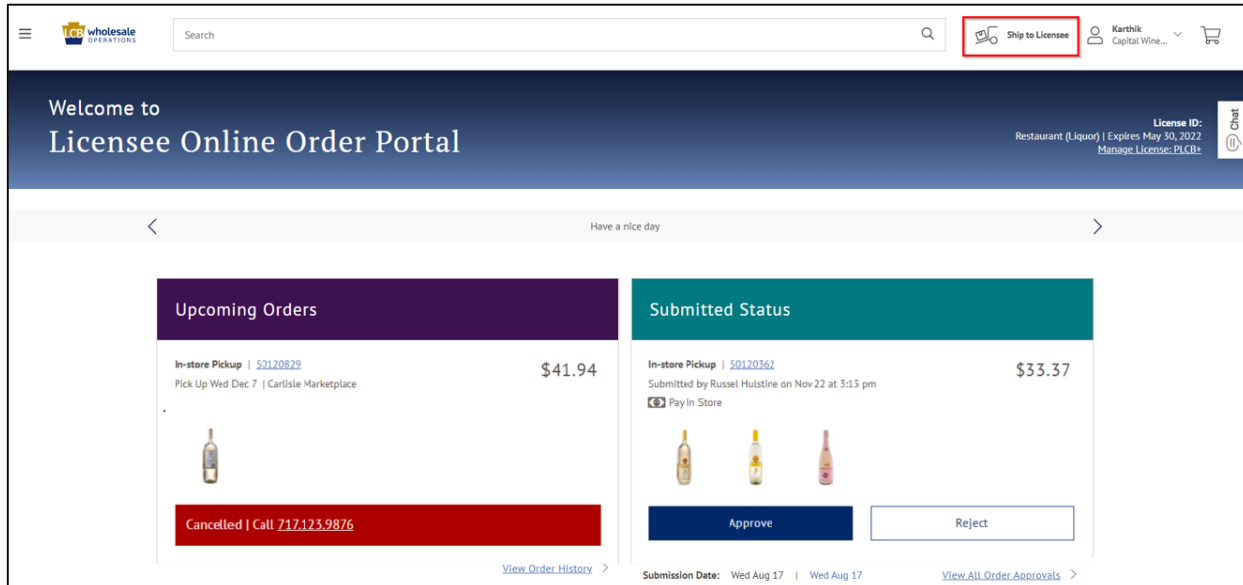
Acronym	Meaning
LID	License Identification Number
LOOP	Licensee Online Order Portal
LTMF	Logistics, Transportation & Merchandising Factor
PLCB	Pennsylvania Liquor Control Board
PO	Purchase Order
SO	Special Order

Supplier Special Order Entry in LOOP

Link to eLearning video: [Supplier – Special Order Entry in LOOP](#)

Create Licensee Special Order

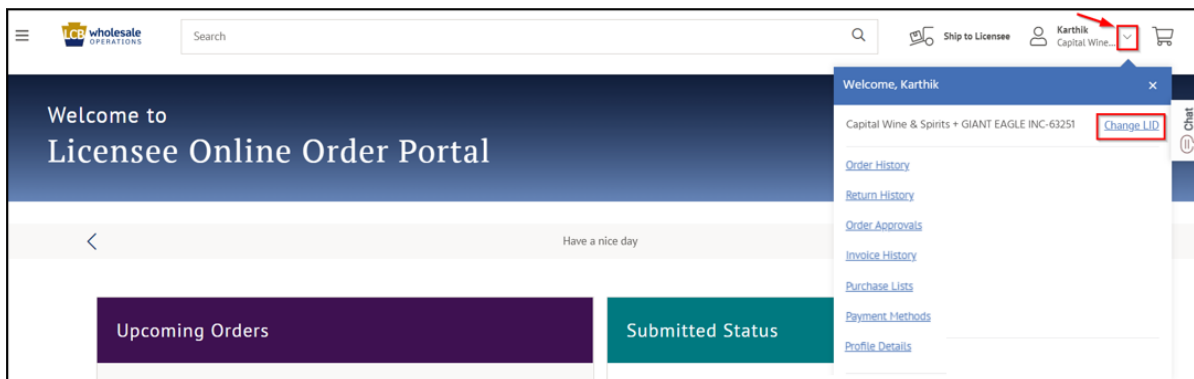
1. Log in to the Licensee Online Order Portal (LOOP) with registered credentials.



The LOOP Dashboard is displayed after log in.

2. Click **Change LID** in Profile 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.



A small pop-up window will appear.

3. Click **Select**.

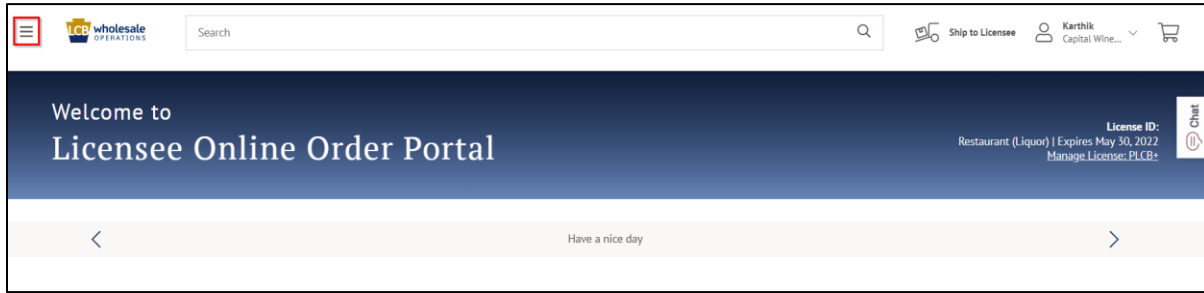
Select LID ×

🔍

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

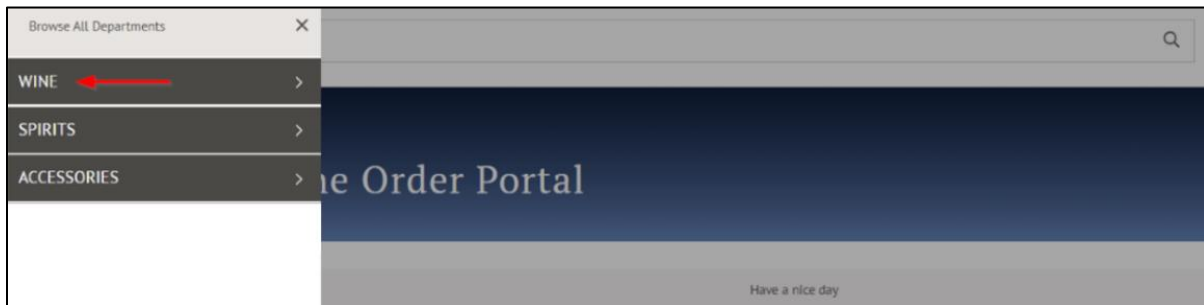
Note: Filter LID in the search bar or scroll through the list to select a licensee. Only licensees that have authorized the supplier to place Special Orders on their behalf are available to select.

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

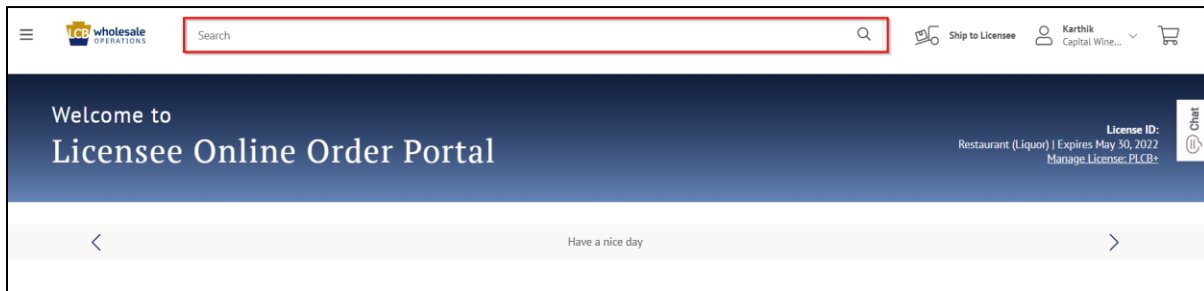


Note: The menu icon is available in the upper left corner of the screen, where users can access product navigation information.

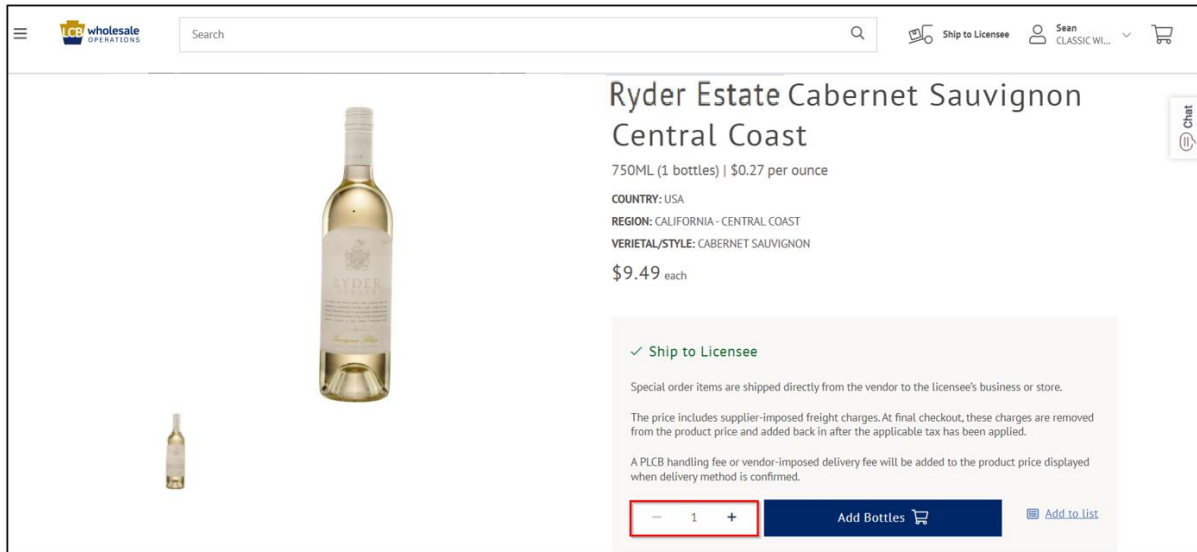
5. Select an item by navigating through the Item Catalog.



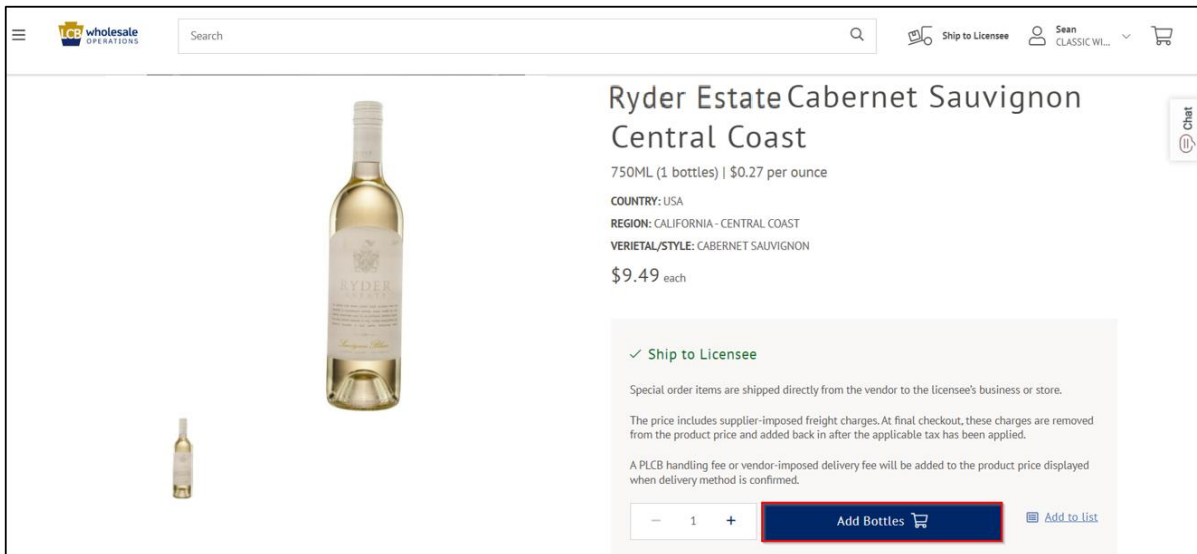
6. Alternatively, search for a particular item using the Search Bar.



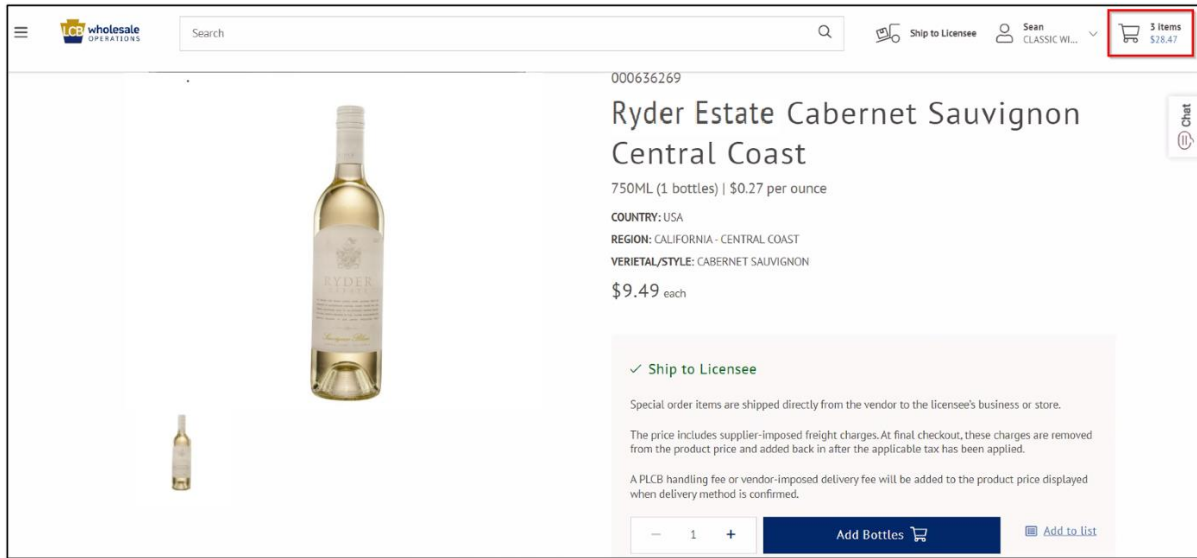
7. Click the “+” Icon to increase or the “-” Icon to decrease the quantity of a selected item.



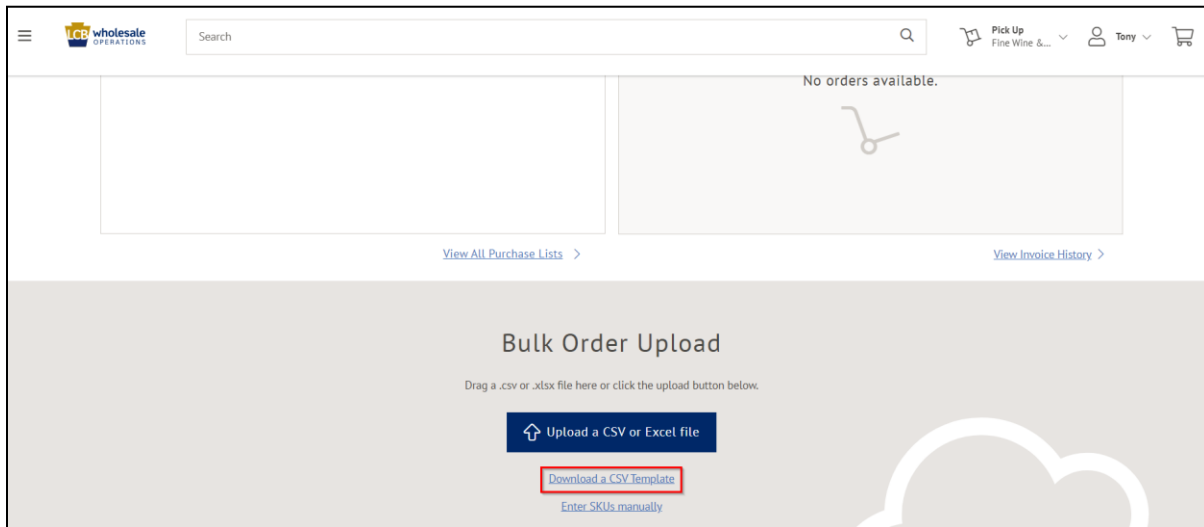
8. Click Add Bottles.



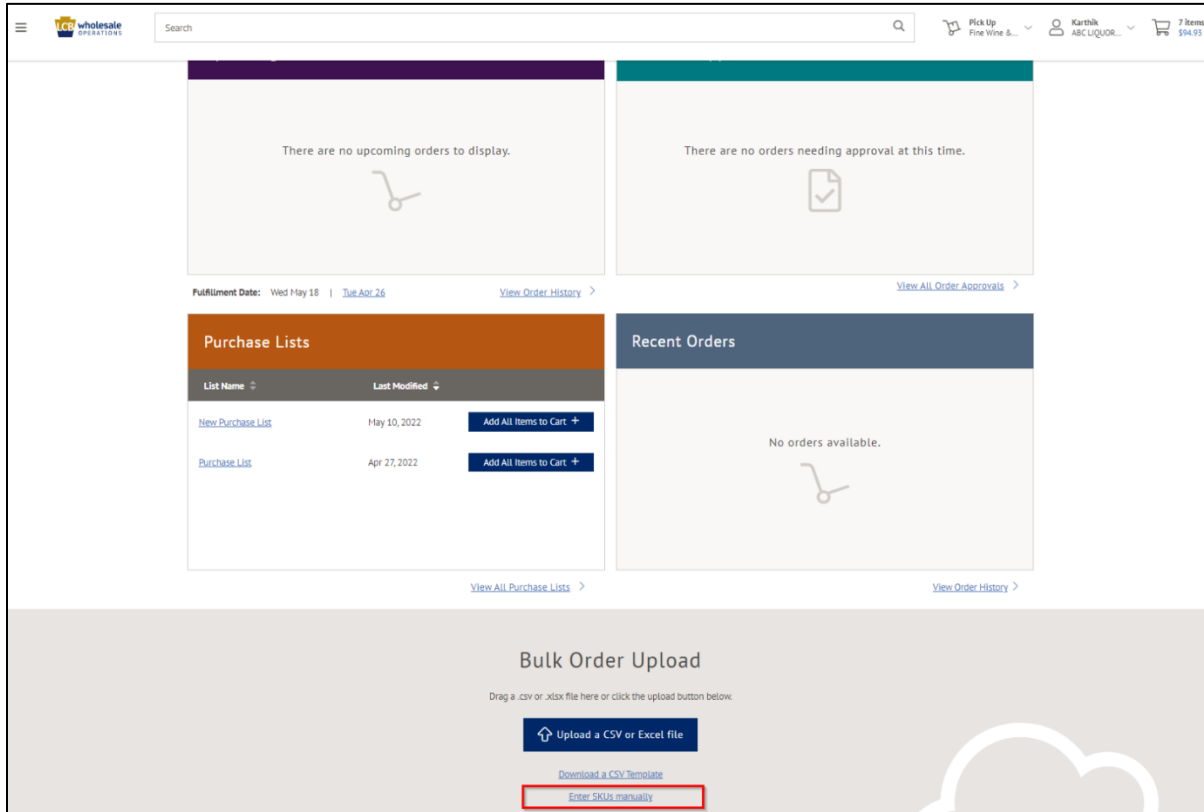
9. Click the **Shopping Cart Icon**.



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

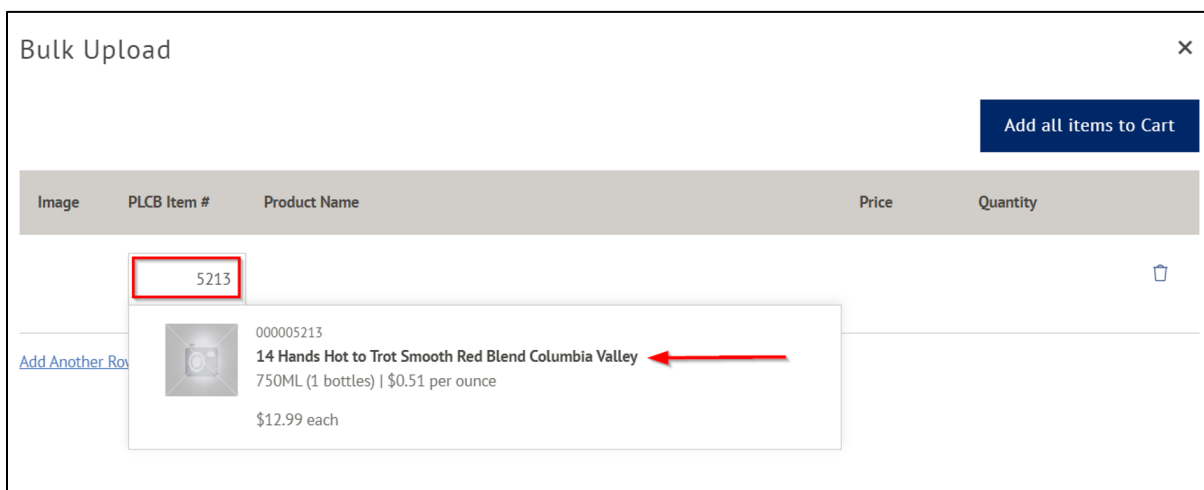


- Alternatively, click **Enter SKUs manually** on the Landing Page (as shown in the screenshot below).



A pop-up window will appear.

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



13. Click **Add Another Row** to add additional products.

Bulk Upload ×

[Add all items to Cart](#)

Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	- 1 +

[Add Another Row](#)

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

Bulk Upload ×

[Add all items to Cart](#)

Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	- 1 +

[Add Another Row](#)

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

Bulk Upload ×

[Add all items to Cart](#)

Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	- 1 +

[Add Another Row](#)

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

Bulk Upload ✕

Add all items to Cart

Image	PLCB Item #	Product Name	Price	Quantity
	5213	000005213 14 Hands Hot to Trot Smooth Red Blend Columbia Valley 750ML (1 bottles) \$0.51 per ounce	\$12.99 each	<input type="button" value="-"/> 1 <input type="button" value="+"/> <input type="button" value="✕"/>

[Add Another Row](#)

17. Validate the Shopping Cart.

TCB wholesale OPERATIONS

Ship to Licensee
Sean CLASSIC WL...
3 Items \$28.47

Shopping Cart

[Export to CSV](#)
[Save to Purchase List](#)
[Print](#)

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce Save for Later Save to Purchase List	<input type="button" value="-"/> 3 <input type="button" value="+"/>	\$6.79 each	\$20.37
<input type="button" value="Remove"/>			

CART SUMMARY 3 Bottles [Empty](#)

Total Bottles	3
Gross Price	\$20.37
Taxable Amount	\$20.37
Tax	\$1.65
Freight*	\$8.10
Order Total	\$30.10

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

Continue 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**.

The screenshot shows a web application interface for a shopping cart. At the top, there is a navigation bar with the 'TcB wholesale OPERATIONS' logo, a search bar, and user information including 'Sean CLASSIC WI...' and a shopping cart icon showing '3 Items \$28.47'. The main heading is 'Shopping Cart'. Below this, there are links for 'Export to CSV', 'Save to Purchase List', and 'Print'. The cart contains one item: '000636269 30 Degrees Cabernet Sauvignon Central Coast', with a quantity of 3 bottles and a total price of \$20.37. A 'Remove' button is visible for this item. To the right, a 'CART SUMMARY' section shows: Total Bottles: 3, Gross Price: \$20.37, Taxable Amount: \$20.37, Tax: \$1.63, Freight*: \$8.10, and Order Total: \$30.10. A red arrow points to a blue 'Continue to Checkout' button at the bottom right of the cart area.

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce	3	\$6.79 each	\$20.37

CART SUMMARY	
Total Bottles	3
Gross Price	\$20.37
Taxable Amount	\$20.37
Tax	\$1.63
Freight*	\$8.10
Order Total	\$30.10

- On the Checkout Screen, 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.

The screenshot displays the 'Checkout' page in the LOOP system. The page is divided into several sections:

- Contact Information:** Includes fields for Contact Name (Ramachandra Karthik), Contact Email (krmachandra85+publadmin@gmail.com), and a note that the user must be 21 or older. There are optional fields for PO Number and Special Instructions, both highlighted with red boxes.
- Shipping:** Offers the option to 'Ship to Licensee'. The 'Licensee Address' option is selected and highlighted with a red box. The address for GIANT EAGLE INC is displayed. Below this, the 'Enter Shipping Cost' field is set to \$ 14 and highlighted with a red box.
- CART SUMMARY:** A table on the right side of the page showing the order details:

CART SUMMARY		3 Bottles Empty
Total Bottles		3
Gross Price	\$20.37	
Supplier-Imposed Shipping Fee	\$14.00	
Taxable Amount	\$34.37	
Tax	\$2.40	
Freight*	\$8.10	
Order Total	\$44.87	

Red boxes in the original image highlight the PO Number, Special Instructions, Licensee Address, Shipping Cost, and the Shipping Fee in the cart summary.

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.

The screenshot shows a checkout page with the following sections:

- Contact Information:** Includes fields for Contact (Ramachandra Karthik), Contact Email (kramachandra85+puticadmin@gmail.com), PO Number (optional), and Special Instructions (optional). A note states "Must be 21 or older. ID required".
- Shipping:** Includes a "Ship to Licensee" section with radio buttons for "Licensee Address" and "PLCB Store" (which is selected and highlighted with a red box). A "Change Store" link is also present.
- CART SUMMARY:** A table showing the following items:

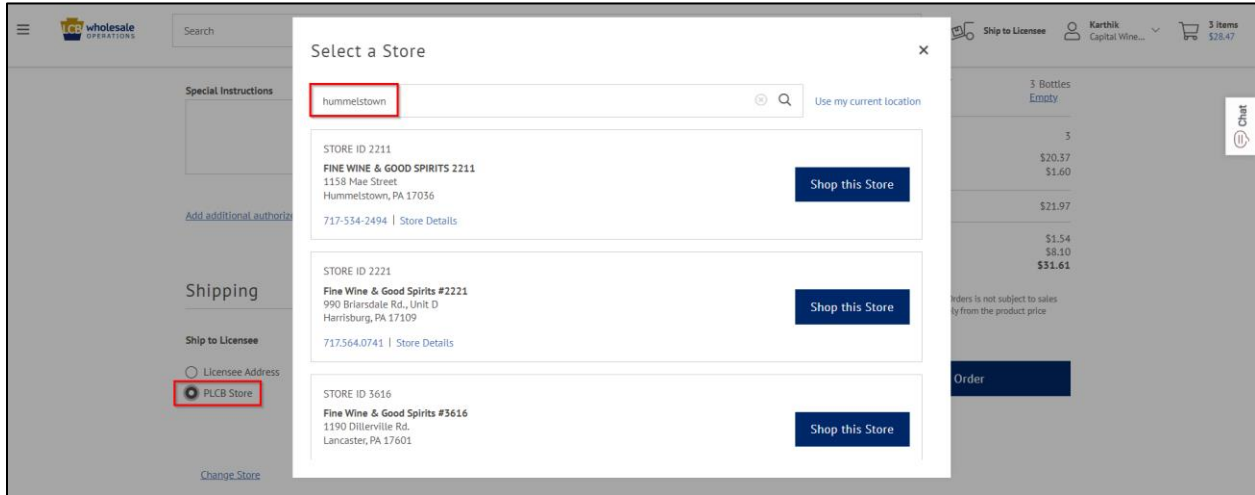
Total Bottles	3
Empty	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
Taxable Amount	\$21.97
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

A "Place Order" button is located below the cart summary.

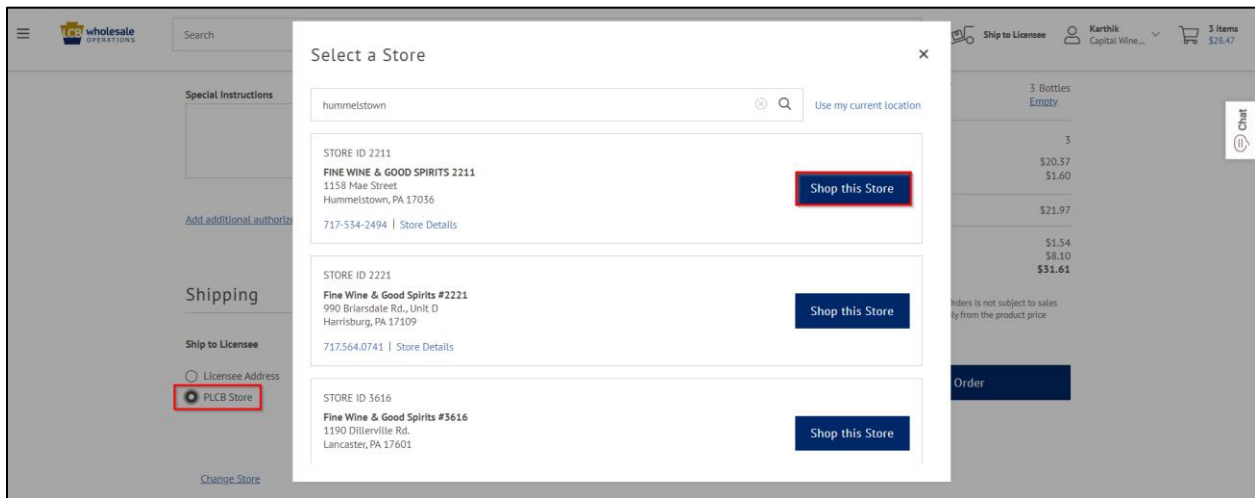
A "Place Order" button is also located at the bottom of the page.

A pop-up window will appear.

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



21. Click **Shop this Store**.



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

Checkout

Contact Information

Contact
Ramachandra Karthik

Contact Email
kramachandra85+pulicadmin@gmail.com

Must be 21 or older. ID required

PO Number optional

Special Instructions optional

CART SUMMARY

3 Bottles Empty

Total Bottles	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
<hr/>	
Taxable Amount	\$21.97
<hr/>	
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

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

[Add additional authorized recipients](#)

Shipping

Ship to Licensee

Licensee Address

PLCB Store

Store ID 2211

1158 Mae Street
Hummelstown, PA

[Change Store](#)

Place Order

Place Order

23. View the Order Confirmation Page.

Order Confirmation

We have received your order. We will send an email when your order is ready for pickup.

[Print](#)

Order Date	Order #	Customer PO #	Order Type	Status
Aug 17, 2022 5:00 pm	50200428		pickup	Pending Approval

Shipping Information

Shipping Address
undefined, undefined

Contact Information

License Premise
910 FREEPORT RD, PA, 15238

License Nickname

Primary Contact
Karthik Ramachandra

Contact Email
kramachandra85+puicadmin@gmail.com

Primary Phone

Primary Business Phone

Totals

Total Bottles	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
Taxable Amount	\$21.97
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

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

Item	Qty (Bottles)	Unit Price	Item Total
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML, \$0.27 per ounce	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.

Ship to Licensee

Karthik Capital Wine...

Order Confirmation

We have received your order. We will send an email when your order is ready for pickup. [Print](#)

Order Date	Order #	Customer PO #	Order Type	Status
Aug 17, 2022 5:00 pm	50200428		pickup	Pending Approval

Shipping Information

Shipping Address
undefined, undefined

Contact Information

License Premise
910 FREEPORT RD, PA, 15238

License Nickname

Primary Contact
Karthik Ramachandra

Contact Email
kramachandra85+pubicadmin@gmail.com

Primary Phone

Primary Business Phone

Totals

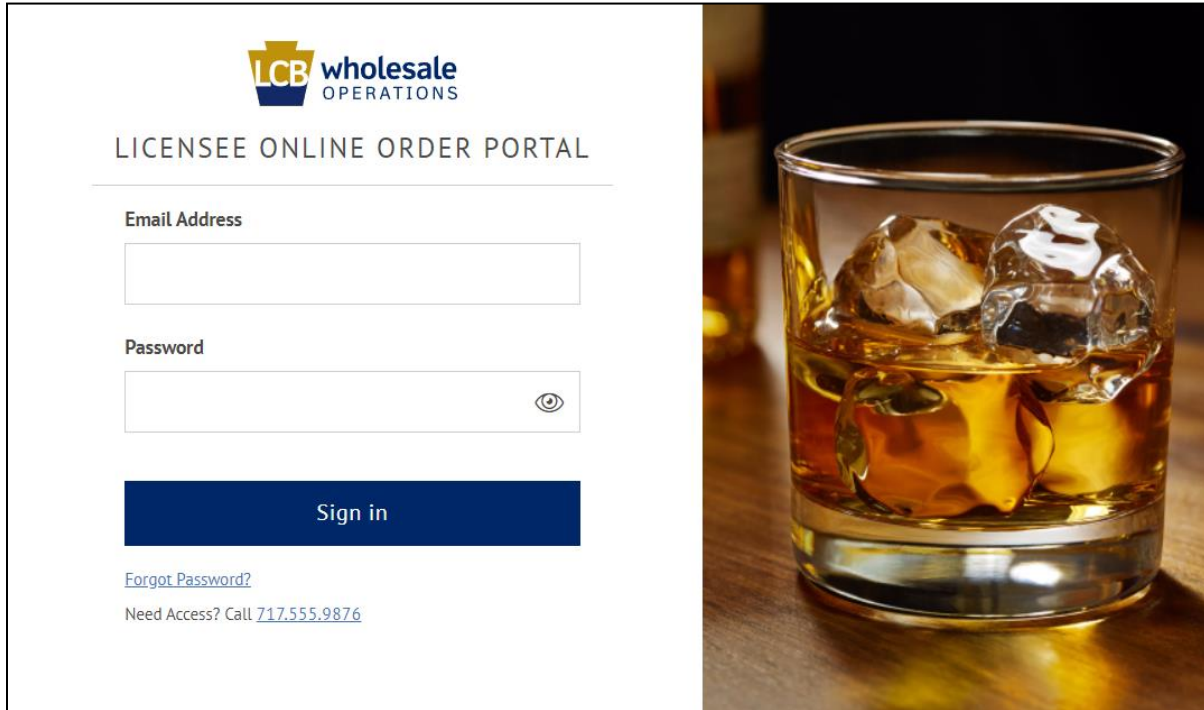
Total Bottles	3
Gross Price	\$20.37
PLCB Handling Fee	\$1.60
<hr/>	
Taxable Amount	\$21.97
<hr/>	
Tax	\$1.54
Freight*	\$8.10
Order Total	\$31.61

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

Item	Qty (Bottles)	Unit Price	Item Total
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML, \$0.27 per ounce	3	\$6.79	\$20.37

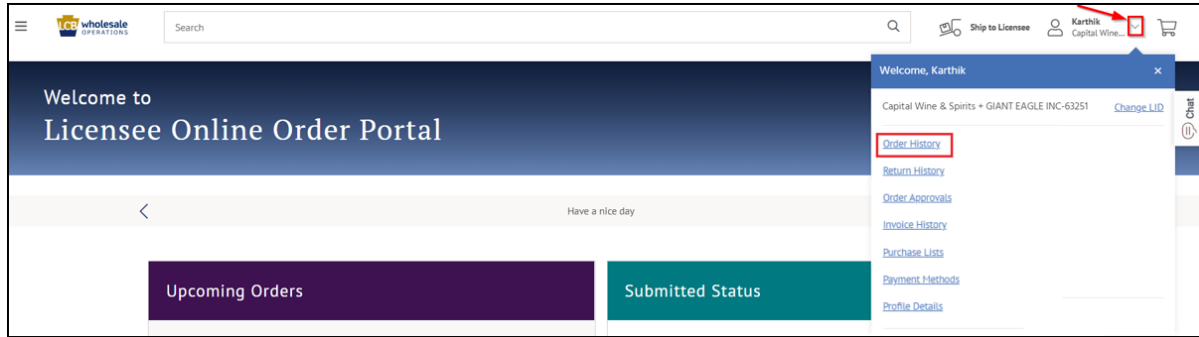
Populate New Order from Existing Order

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

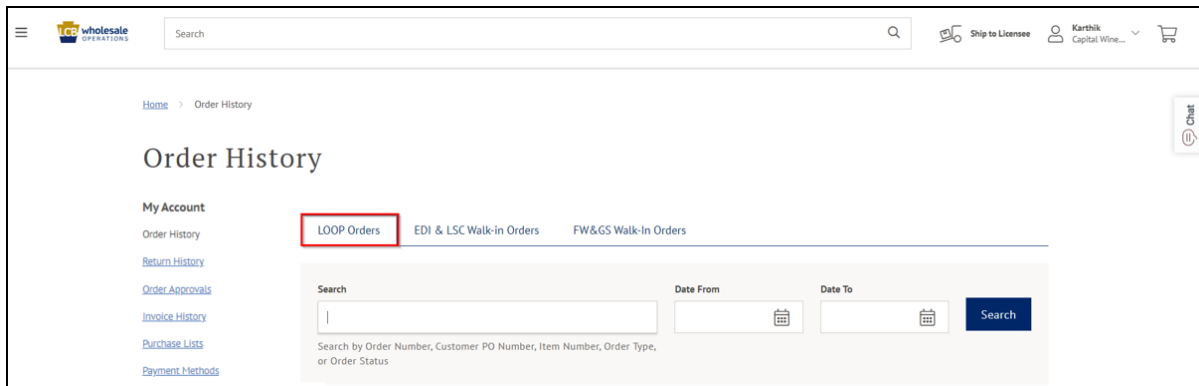


The image shows a screenshot of the Licensee Online Order Portal (LOOP) login page on the left and a photograph of a glass of whiskey with ice on the right. The login page features the ICB Wholesale Operations logo at the top, followed by the text "LICENSEE ONLINE ORDER PORTAL". Below this, there are 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 section, there are two links: "[Forgot Password?](#)" and "Need Access? Call [717.555.9876](tel:717.555.9876)". The photograph on the right shows a clear glass filled with whiskey and several ice cubes, set on a wooden surface.

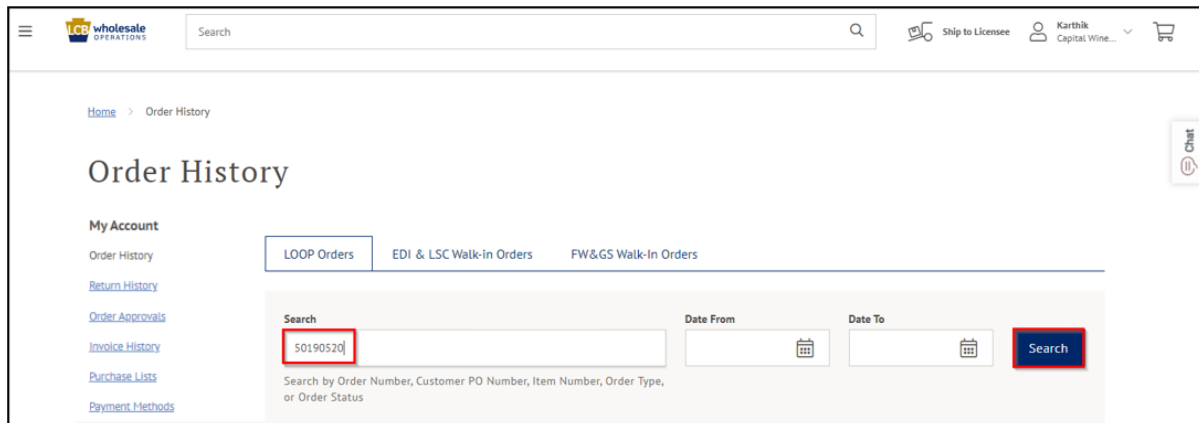
2. Navigate to Profile. Click the **Down Arrow Button**, then click **Order History**.



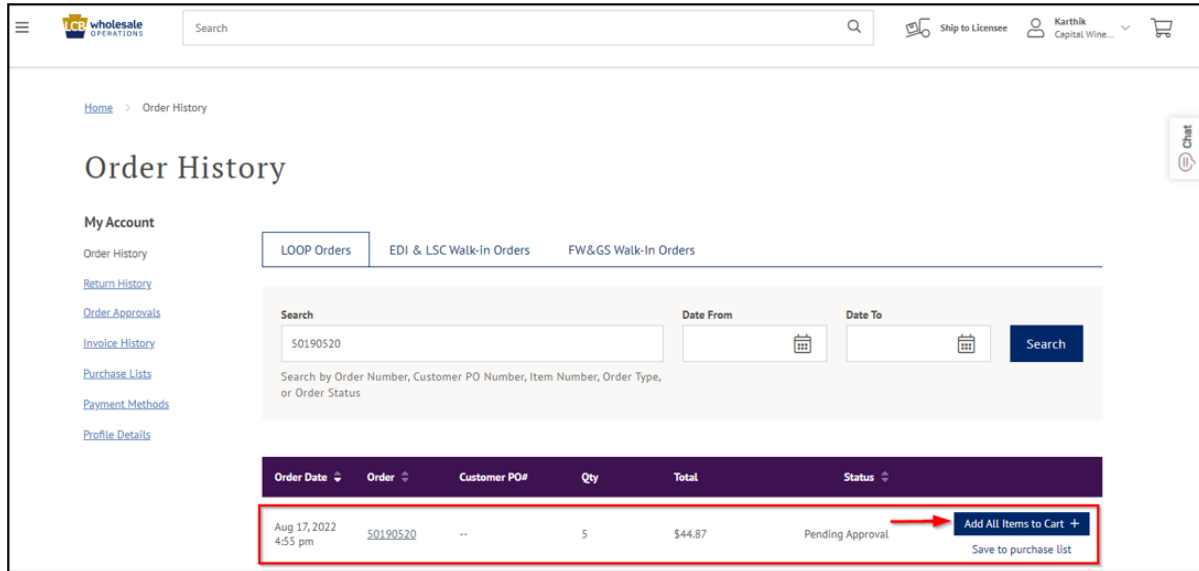
3. Select the **LOOP Orders Tab**.



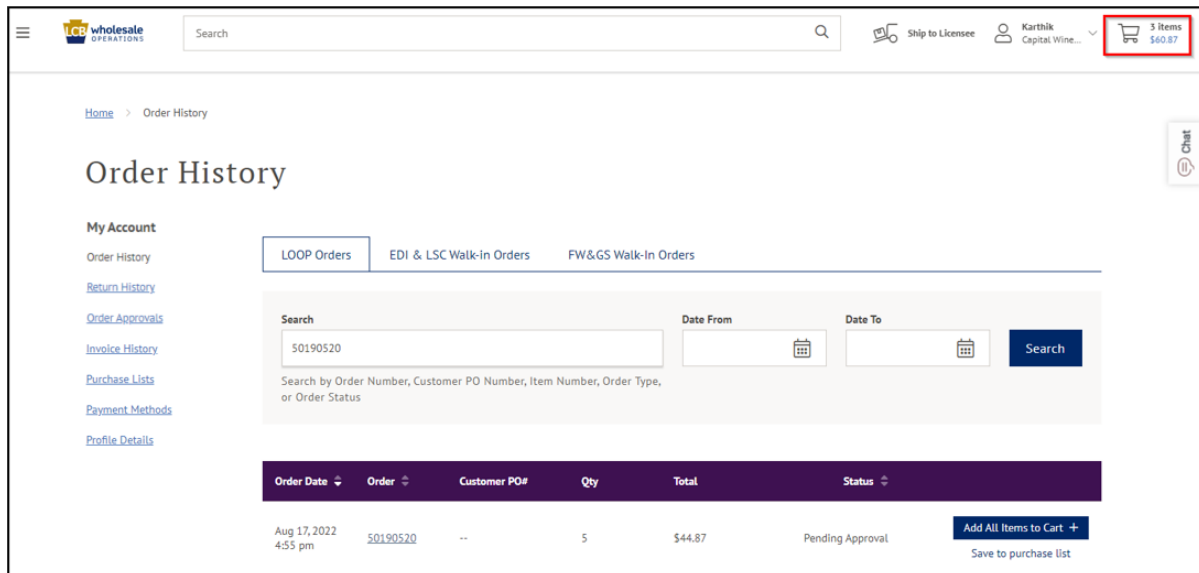
4. Enter [Order Number]. (Alternatively, enter [Customer PO Number], [Item Number], [Order Type], [Order Status] or [Date Range]) in the Search Section, then click **Search**.



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



5. Click **Shopping Cart**.



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

6. Validate Shopping Cart, then click **Continue to Checkout**.

TCB wholesale OPERATIONS

Search

Ship to Licensee Sean CLASSIC WI... 3 Items \$28.47

Shopping Cart

Export to CSV Save to Purchase List Print

Item	Quantity (Bottles)	Item Price	Total Price
000636269 30 Degrees Cabernet Sauvignon Central Coast 750ML (1 bottles) \$0.27 per ounce Save for Later Save to Purchase List	- 3 + Remove	\$6.79 each	\$20.37

CART SUMMARY 3 Bottles Empty

Total Bottles 3

Gross Price \$20.37

Taxable Amount \$20.37

Tax \$1.65

Freight* \$8.10

Order Total \$30.10

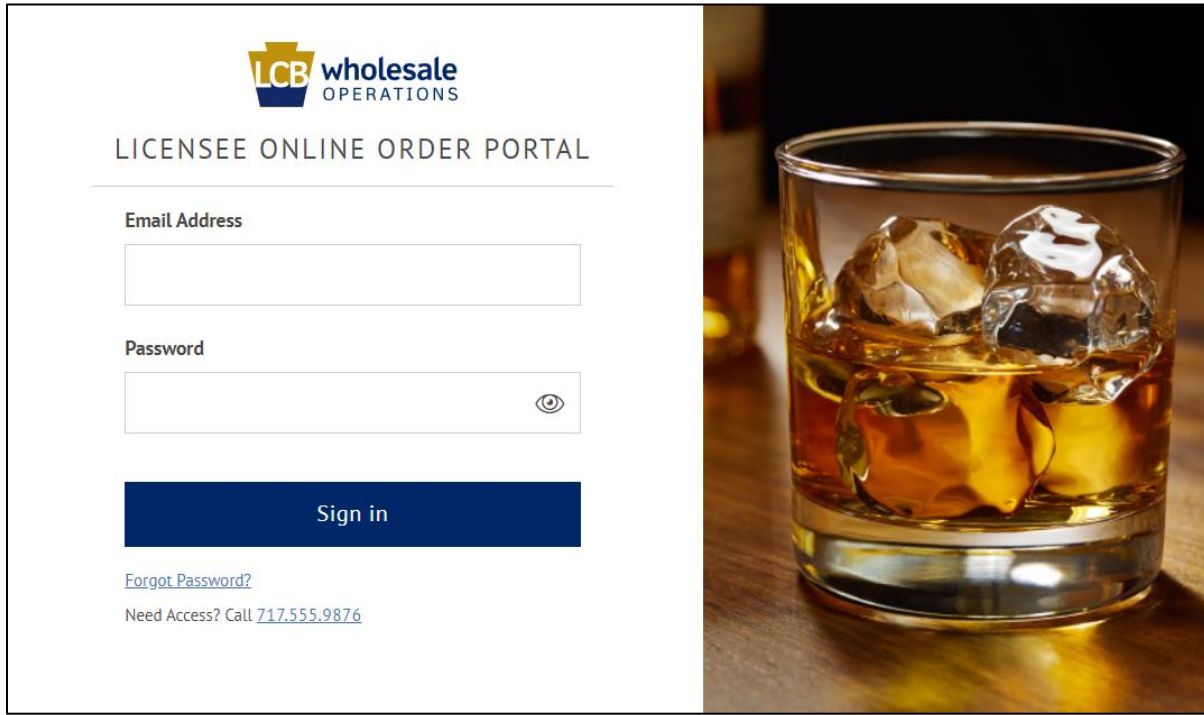
* Because freight on Special Orders is not subject to sales tax, it is broken out separately from the product price below.


[Continue to Checkout](#)

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 checkout as previously detailed.

View Placed Special Orders

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




 **wholesale**
OPERATIONS

LICENSEE ONLINE ORDER PORTAL

Email Address


Password

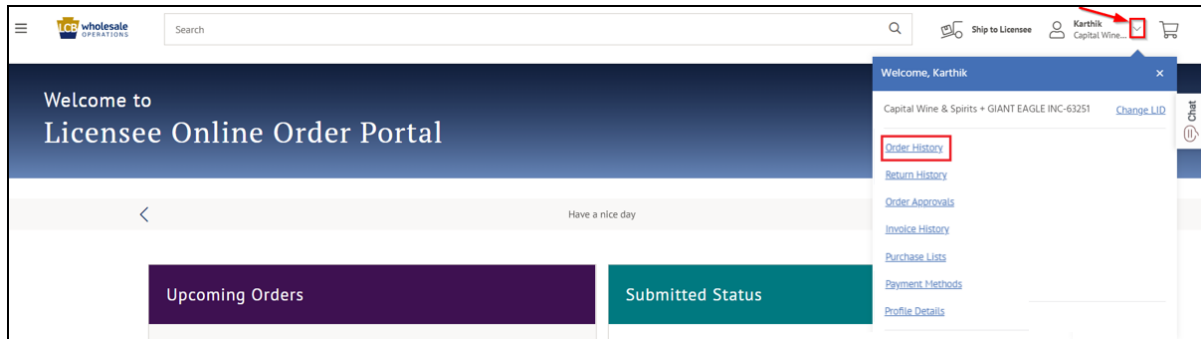
[Sign in](#)

[Forgot Password?](#)

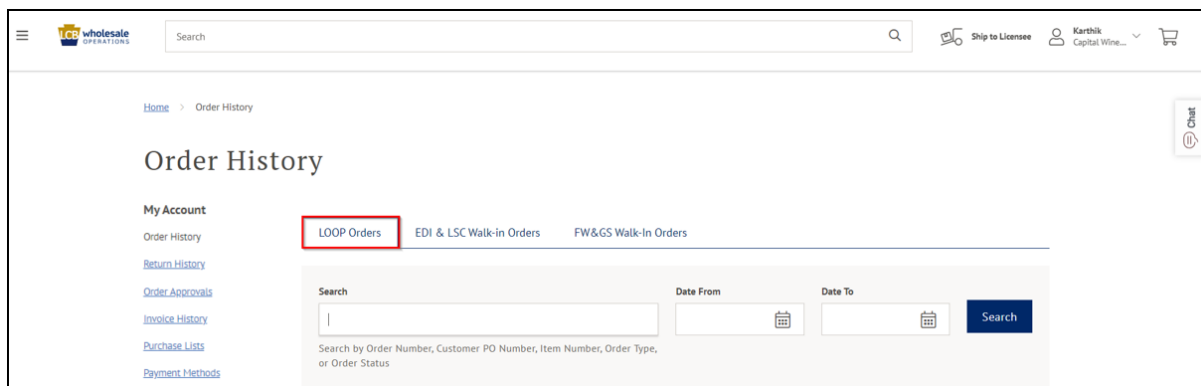
Need Access? Call [717.555.9876](tel:717.555.9876)



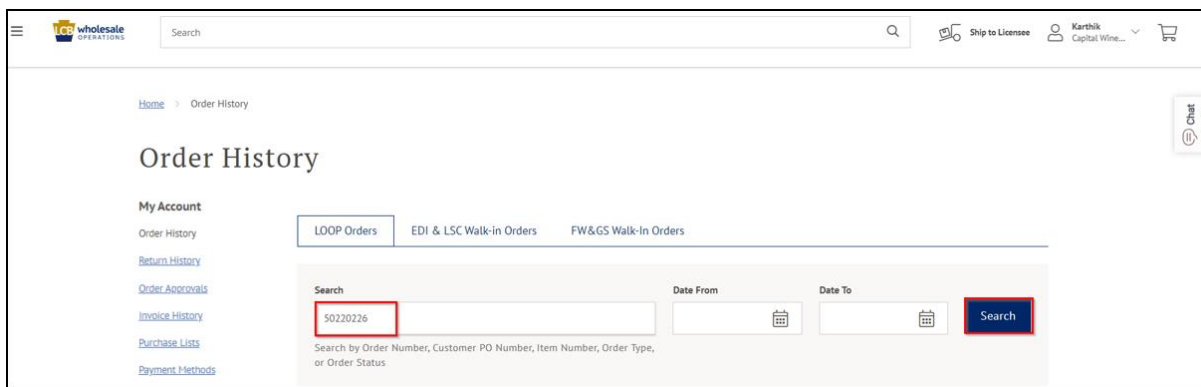
2. Navigate to Profile. Click the **Down Arrow Button**, then click **Order History**.



3. Select the **LOOP Orders Tab**.



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



5. Review the results.

The screenshot shows the 'Order History' page. At the top, there is a search bar containing '50220226'. Below the search bar, there are tabs for 'LOOP Orders', 'EDI & LSC Walk-in Orders', and 'FW&GS Walk-In Orders'. A search button is visible. Below the search bar, there is a table with the following data:

Order Date	Order	Customer PO#	Qty	Total	Status
Aug 17, 2022 3:17 pm	50220226	--	7	\$57.07	Pending Approval

A red box highlights the table headers. To the right of the table, there is a button labeled 'Add All Items to Cart' and a link 'Save to purchase 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.

Order History

My Account

Order History

Return History

Order Approvals

Invoice History

Purchase Lists

Payment Methods

Profile Details

Search: 50220226

Date From: [Calendar Icon] Date To: [Calendar Icon]

Search

Search by Order Number, Customer PO Number, Item Number, Order Type, or Order Status

Order Date	Order	Customer PO#	Qty	Total	Status
Aug 17, 2022 3:17 pm	50220226	--	7	\$57.07	Pending Approval

Add All Items to Cart + Save to purchase List

3. Review the order details.

Order Details: 50220226

Print | Cancel Order

My Account

Order History

Return History

Order Approvals

Invoice History

Purchase Lists

Payment Methods

Profile Details

Order Date	Order #	Customer PO #	Order Type	Status
Aug 17, 2022 3:17 pm	50220226	--	pickup	Pending Approval

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	5
Gross Price	\$57.95
PLCB Handling Fee	\$2.22
Taxable Amount	\$40.17
Tax	\$2.80
Freight*	\$14.10
Order Total	\$57.07

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

Copy to Cart | Export CSV

Item	Qty (Bottles)	Unit Price	Item Total
<input type="checkbox"/> 000537210 750ML \$0.35 per ounce	Ordered: 2 Shipped: 2	\$8.79	\$17.58
<input type="checkbox"/> 000636269 750ML \$0.27 per ounce	Ordered: 3 Shipped: 3	\$6.79	\$20.37

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:

Approval email:

Yesterday
 Randy Yarger FW: Your Fine Wine & Good Spirits Order with Number 58250666 is Approved Thu 12/14/2023 11:16 AM 144 ...
EXTERNAL SENDER WARNING. This message was sent from outside your organisation. Please do not click links or open attachments unless you recognise the source of this email

From: PLCB Automated <no-reply@lcbloop.com>
Date: Thursday, December 14, 2023 at 11:03 AM
To: <radhikanallu+ventst3@gmail.com>
Subject: Your Fine Wine & Good Spirits Order with Number 58250666 is Approved



Order Approved

Your order number is 58250666 for account Golden Honey + THE GIANT COMPANY LLC, approved on December 14, 2023 at 11:02 AM.

Shipping Address

11601 Roosevelt,
 Blvd,
 Philadelphia PA
 19154
 US

Shipping Methods

Vendor 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: 0.00
 Tax: 27.18
 Shipping: 47.00
Total: 492.14

Thanks again for shopping at [Fine Wine & Good Spirits](#)

Rejection email:

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

From: PLCB Automated <no-reply@lcbloop.com>
Date: Thursday, December 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

11601 Roosevelt,
 Blvd,
 Philadelphia PA
 19154
 US

Shipping Methods

Vendor Ship to Premise

Item	Qty	Price
The linke d iman 360 Vodka	2	11.49
The linke d iman 360 Mandarin 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](#)