

Supplier – View the PLCB Item Number for Approved Items in Oracle Supplier Portal

Introduction

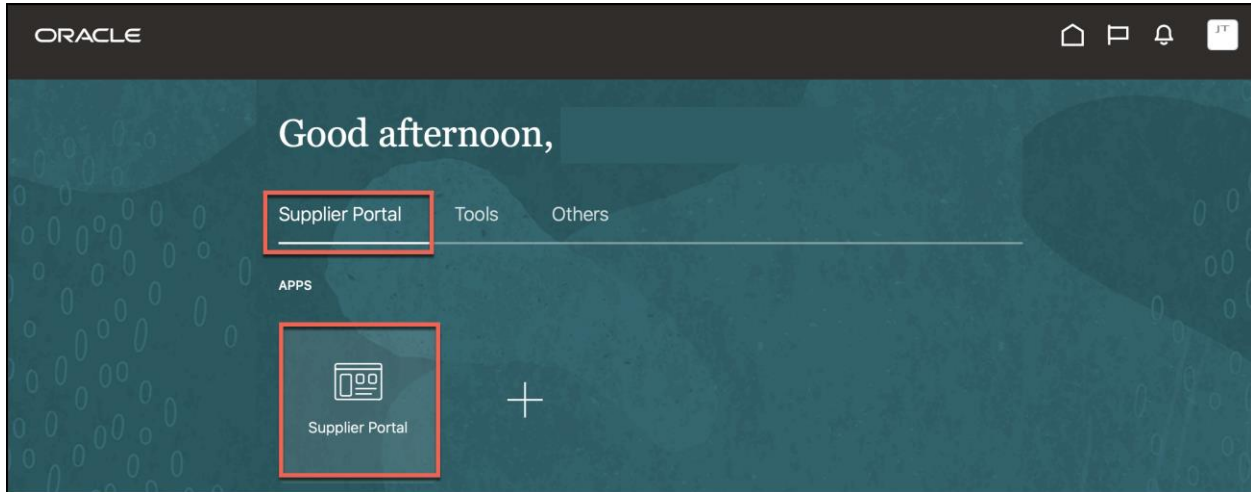
This guide will show how to find the Pennsylvania Liquor Control Board (PLCB) Item Number in the Oracle Supplier Portal. The same process will be used for all item types. The PLCB Item Number will be populated in Oracle Supplier Portal once the item has been approved by the PLCB.

Items that have been approved will display in item lists with a status of "Accepted" shown as a green circle with a checkmark in it.

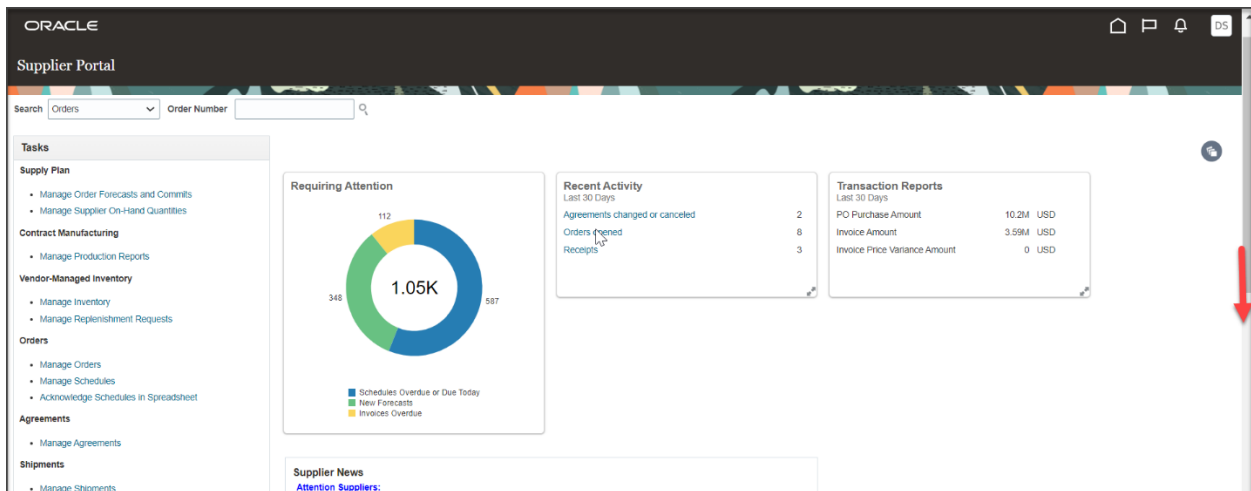
View the PLCB Item Number for Approved Items in Oracle Supplier Portal

Link to eLearning video: [Supplier - View the PLCB Item Number for Approved Items in Oracle Supplier Portal](#)

1. Log in to the Oracle Supplier Portal.
2. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



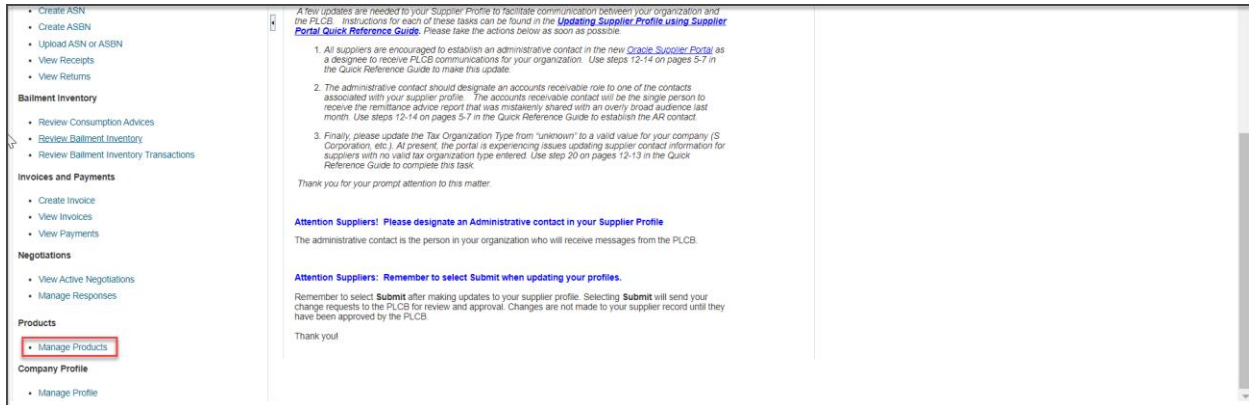
The Supplier Portal Work Area will appear.



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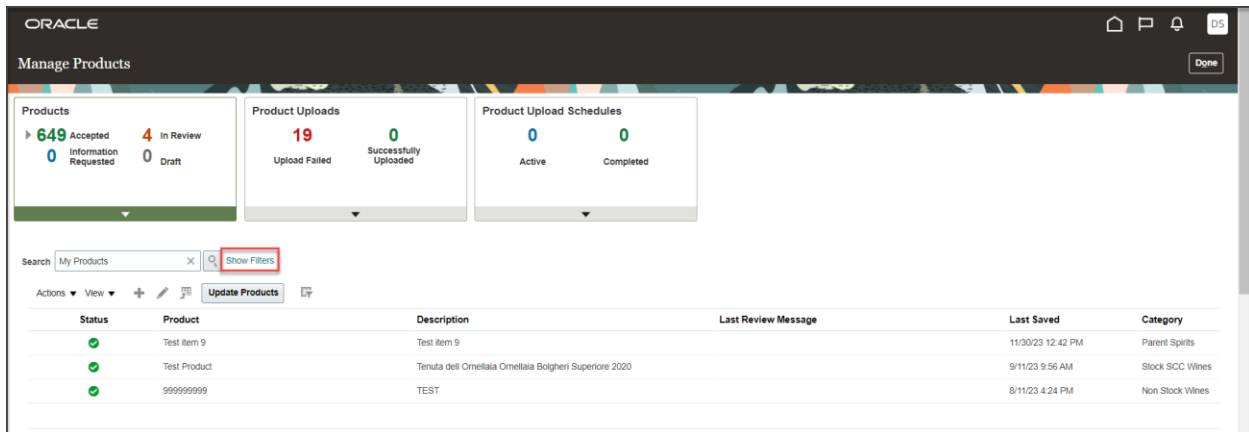


3. Scroll down to the Products menu. Click **Manage Products**.



The Manage Products Screen will appear.

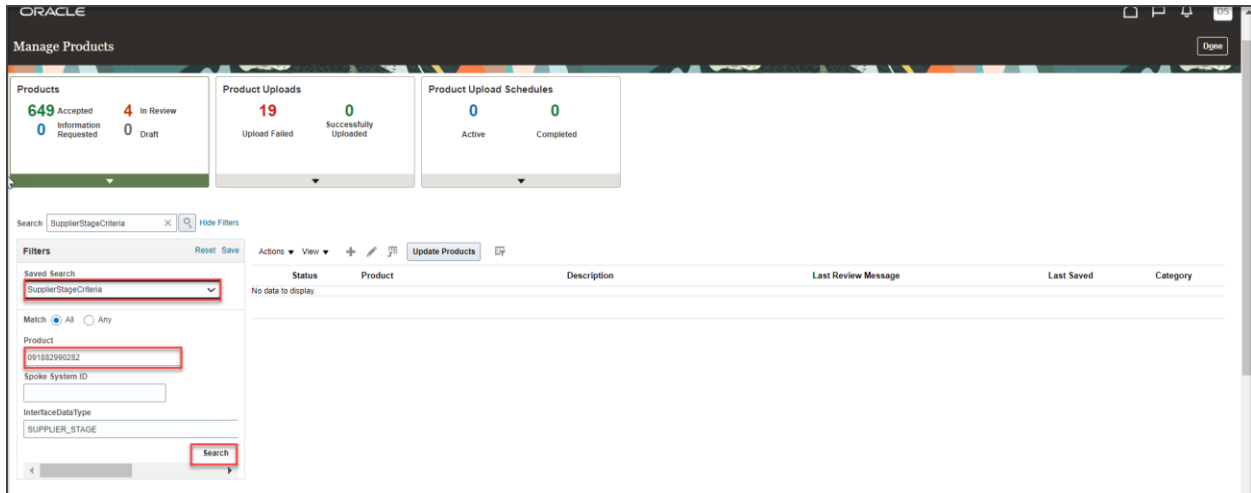
4. Click **Show Filters**.



The search criteria display.

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5. Enter your search criteria and click **Search**.

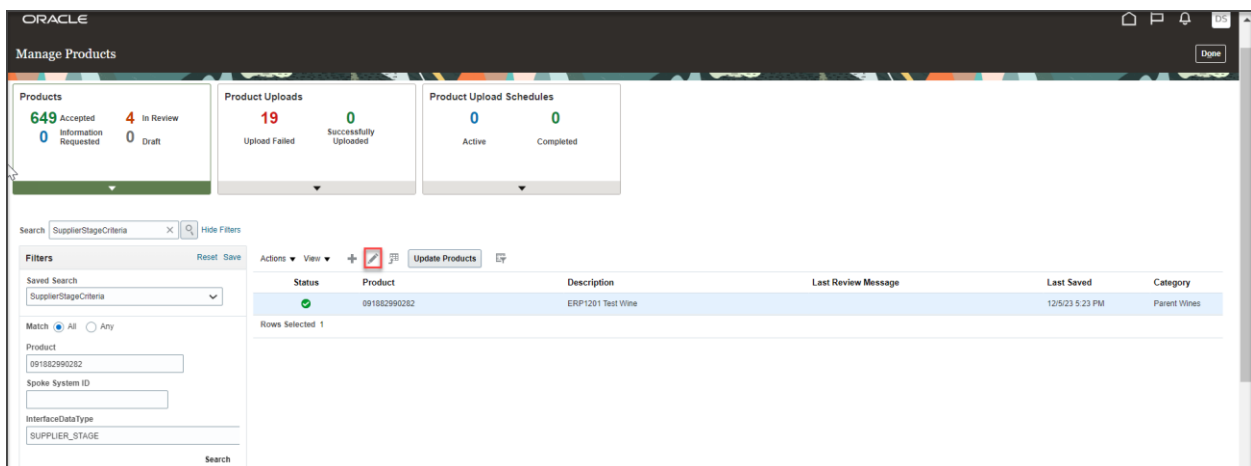


Search results will display.

Note: Some of the search fields may be pre-populated (such as the Created By email address in the My Products saved search). Please review the search criteria for pre-populated values and validate that they are aligned with the search you are conducting.

Note: Only items with a green checkmark (Accepted) will have a PLCB Item Number assigned.

6. Select an item by clicking on the line and click the **pencil icon**.



Item details will display.

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7. Click the expansion key by Supplier Portal Attributes.

The screenshot shows the Oracle Supplier Portal interface for editing product 091882990282. The 'Supplier Portal Attributes' section is collapsed, indicated by a red box around the expansion key. The visible fields include: Category (Parent Wines), Product (091882990282), Description (ERP1201 Test Wine), Primary Unit of Measure (Each), Status (IMPORTED), Pack Type, GTIN, GTIN UOM, Manufacturer Part Number, and Manufacturer Name. A formatted description is also visible: "The deep red ruby color beautifully reflects the light. Full bodied, robust and bold. 93 Points James Suckling".

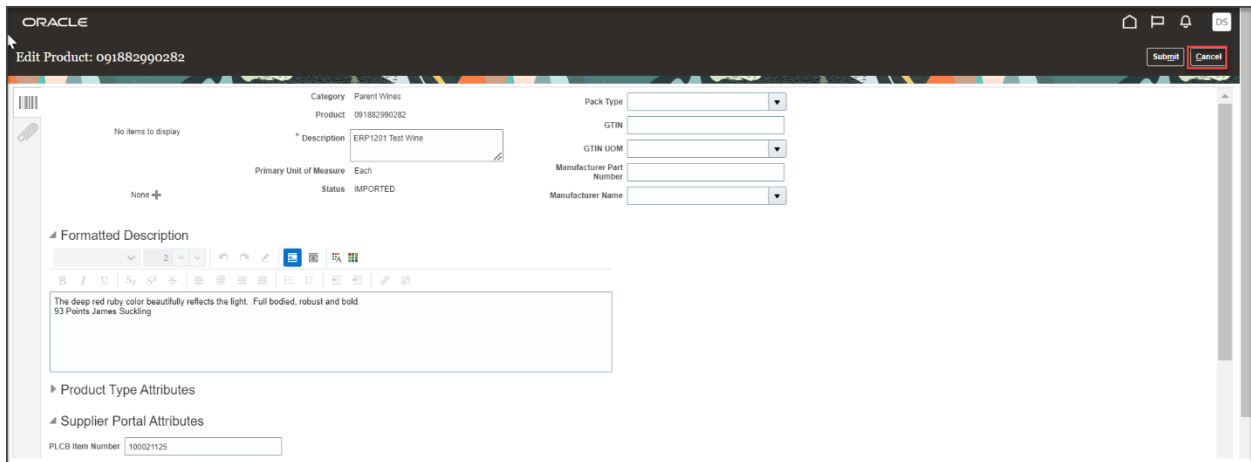
The PLCB Item Number will display in Supplier Portal Attributes.

The screenshot shows the Oracle Supplier Portal interface for editing product 091882990282. The 'Supplier Portal Attributes' section is expanded, revealing the PLCB Item Number field with the value 100021125. A red arrow points to this field. The other fields and formatted description are the same as in the previous screenshot.

Note: Both Parent and SCC Items will have different nine-digit item numbers assigned to them when they are approved by the PLCB. Depending on the item you have queried, you will see the associated PLCB Item Number. The number in the example above is for a Parent item.

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8. Click **Cancel** to return to the Manage Products screen.



9. Click **Done** to return to the Supplier Portal.

