Special Liquor Order (SLO) New Item Introduction System:

User Guide for SLO Suppliers and Vendors

This guide was developed to help suppliers and vendors access, use, and navigate the PLCB's Internet-based system for the submission of new SLO items.

Updates to the new item entry screens for wines and spirits were made in February 2017. Additional information is required on those screens to help expedite the processing and approval of new items. See pages 5 through 10 for details regarding the information that must now be provided on these screens.

The PLCB welcomes comments and suggestions regarding the quality and usefulness of this document. If you find any errors, have suggestions for improvement, or have questions regarding the SLO new item entry system, please contact us at 800-332-7522 (option 1) or ra-lbslo@pa.gov.

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Recommended Browsers for Using the SLO Item Entry System

The following browsers were tested were successfully tested for use with this application. Other browsers may also support the system but haven't been tested.

Internet Explorer

The table below outlines the certified combinations of 64-bit Internet Explorer Browser, Windows Desktop Client Operating System and JRE (64-bit) streams with minimum versions, where applicable.

Browser	Windows 10 (32-bit & 64-bit)	Windows 8.1 (32-bit & 64-bit)	Windows 7 (32-bit & 64-bit)	Windows Vista (32-bit)
IE 11	JRE 1.8.0_51 and higher JRE 1.7.0_85 and higher	JRE 1.8.0_25 and higher JRE 1.7.0_10 and higher JRE 1.6.0_37 and higher	JRE 1.8.0_25 and higher JRE 1.7.0_10 and higher JRE 1.6.0_24 and higher	Not Certified
IE 9	Not Certified	Not Certified	Not Certified	JRE 1.8.0_25 and higher JRE 1.7.0_10 and higher JRE 1.6.0_03 and higher

Chrome

The following table outlines the latest versions that have been tested against the application.

Windows 10 (32-bit & 64-bit)	Windows 8.1 (32-bit & 64-bit)	Windows 7 (32-bit & 64-bit)
Chrome v44	Chrome v44	Chrome v35

Browser	Mobile Operating System	Certified Devices
Chrome v35	Android v4.1 or Higher	Samsung Galaxy Tab (4.1.2)

Safari

The tables below outline certified Browser, Operating System and JRE versions.

Browser	OS X v10.7.5 or higher	OS X v10.8.2 or higher	OS X v10.9.1 or higher	OS X v10.10.2 or higher	OS X v10.11.5 or higher
Safari 9.1.1 or higher	Not Certified	Not Certified	Not Certified	JRE 1.8.0_31 JRE 1.7.0_72 and higher	JRE 1.8.0_91 and higher
Safari 8.0.3 or higher	Not Certified	Not Certified	Not Certified	JRE 1.8.0_31 JRE 1.7.0_72 and higher	JRE 1.8.0_31 JRE 1.7.0_72 and higher
Safari 7.0.1 or higher	Not Certified	Not Certified	JRE 1.8.0_25 JRE 1.7.0_45 and higher	Not Certified	Not Certified
Safari 6.0.2 or higher	JRE 1.7.0_21 and higher	JRE 1.8.0_25 JRE 1.7.0_21 and higher	Not Certified	Not Certified	Not Certified

Icons and Buttons

The following icons and buttons are used in the SLO Item Entry System:

Icon/Buttons		Description
Help or Tip icon		Click this icon to access the description or information about a particular field.
Search icon		Click this icon to open the Search and Select Window, which allows you to search a description or a value of a field. If you know the value for a field, enter it and press the Tab key. If you know the beginning of the value, begin typing characters into the LOV field, and matching values will be displayed inline (look-ahead capability). Choose your desired value or wait for the Search and Select page to launch.
Sort icon		Sort columns by clicking this icon. An arrow pointing downward means descending. An arrow pointing upward means ascending.
Drop-down list		Lists all available choices for the field
Apply Button	Apply	Saves and applies the changes made. Depending on the window, clicking this button may also close the current window.
Calculate Button	Calculate	Validates required fields and calculates other values based on input.
Cancel Button	Cancel	Cancels the changes made. Depending on the window, clicking this button may also close the current window.
Search Button	Search	Displays the results set based on search criteria.
Clear Button	Clear	Clears the search criteria and results set.
Go Button	Go	Displays the results set based on search criteria. Similar to the Search button. *NOTE: Depending on browser version, this icon might also appear on the right side of a field, especially if the field value is dependent on the value of another field. In these cases, the "Go" button must be clicked to render the form.*
Radio Button		A graphical control element clicked to select only one of the predefined objects.
Quick Select Icon		Quickly select the value of the predefined element.
Calendar Icon		Select to launch the Date Picker pop-up window. When you select a date, the window closes and inserts the date into the field.

Logging On to the Application

To log on to the application, visit the SLO Portal, which is accessible from lcb.pa.gov, under "Suppliers" → "Managing Existing Business."

1. Provide the following information:
   a. Enter your user name in the **User Name** field.
   b. Enter your password in the **Password** field.

2. Click **Login.**

3. Navigate to the **PLCB Supplier Order Management NEW** responsibility and click the hyperlink.
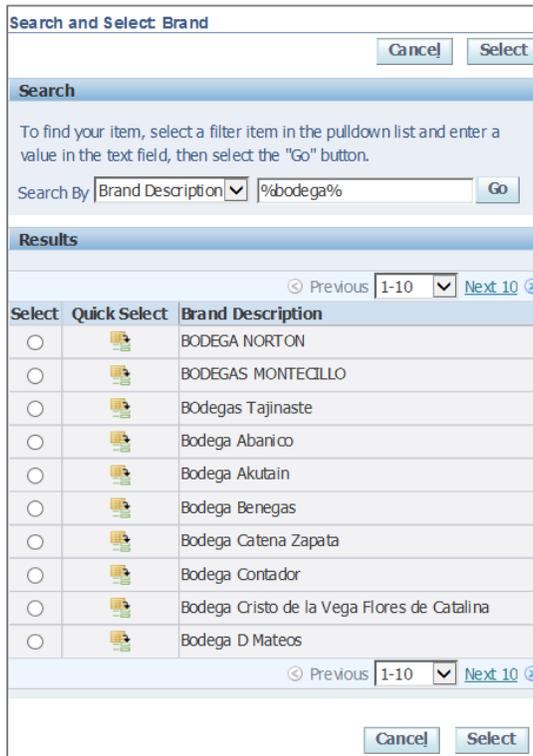
Logging Out of the Application

To log out of the application, click **Logout** link, which is on the top right of the Oracle E-Business Suite window.

Search and Select Window

Clicking on the search icon 🔍 will open the Search and Select Window.

1. In the **Search By** field, select from the available choices in the drop-down list.

2. Enter the name, description, or value (search string) you want to search.

   NOTE: Make sure to enter the wildcard character (%) before and/or after the search string to display all possible matches. For example: %bodega%

3. Click the **Go** button [Go] to display the results.

4. Choose from the results displayed by clicking the Select radio button ○

   NOTE: The results list will only display the first 10 hits. Click the Next 10 ⊙ or ⊙ Previous 10 links to display the next (or previous) results set. You can also modify your search string to refine the results set.

5. Then choose one of the following options:

   a. Click **Select** to select the respective value and close the window.

   b. Click **Cancel** to cancel the selection and close the window.

      NOTE: You may also click on the Quick Select icon 📇 to quickly select the value and close the window.

New Item Request

This is where you submit new wine and spirit items for PLCB consideration. All required fields are indicated by an asterisk (*), and required fields for wines differ from required fields for spirits. Following, item submission processes are detailed separately for creating new wine requests and creating new spirits requests.

Create Wine Request

To create the request, follow the following steps on the Item Introduction screen.

1. In the **Department** field, select Non-Stock Wine from the drop-down list. This is a required field.

2. In the **Class** field, select the appropriate class from the drop-down list. You must select a department before you can select a class. This is a required field.

3. In the **Subclass** field, select the subclass from the drop-down list. You must select a department and class before you can select a subclass. This is a required field.

4. In the **Product Name** field, enter the name or description of the item. This is a required field.

   NOTE: Limit product name to 99 characters or less using the preferred naming convention as follows:

   <Producer> <Brand> <Flavor> <Varietal> <Appellation> <Quality> <Vineyard Name> <State> <Vintage>
   For example: Fossil and Fawn Black Label Pinot Gris Eola Amity Hills Silvershot Vineyard Oregon 2015

5. In the **Brand** field, enter or search for the brand of the item by clicking on the search icon.   This is a required field.

   NOTE: If the brand does not exist within the search results, enter or search NOT FOUND in the ***Brand*** *field. Entering NOT FOUND will display an* ***Enter Brand Name*** *field after the* ***Brand*** *field directing you to enter the brand name instead.*

For example, if your brand is "New Brand Name" and that brand does not exist from the search results, enter the following:
- *In the **Brand** field, enter NOT FOUND.*
- *In the **Enter Brand Name** field, enter "New Brand Name."*

6. In the **Flavor/Grape Variety** field, select the item's grape variety from the drop-down list. This is a required field.

7. In the **Wine Color** field, select the color of the item from the drop-down list. This is a required field.

8. In the **Vintage** field, select the vintage of the item from the drop-down list. Leave this blank if the item is not vintage-specific.

9. In the **Age** field, select the age of the item from the drop-down list.

   NOTE: some types of wines like fortified wines (Port, Sherry, Madeira, Marsala, Commandaria) and grain or rice wines (Saké, Soju, Shōchū) are aged.

10. In the **Minimum Order Quantity** field, enter your preferred minimum quantity for an order. This is a required field.

    NOTE: As of January 2017, state law prohibits an SLO supplier from refusing an order for a single bottle.

11. In the **Minimum Order Quantity** field, enter the quantity for the minimum order. This is a required field.

12. In the **Size in OZ** field, enter or search for the size of the item by clicking on the search icon. This is a required field.

    *NOTE: The **Size in Liters** field will be calculated automatically based on the value entered/selected in the **Size in OZ** field.*

13. In the **Unit Cost** field, enter the cost per unit of the item. This is a required field.

    NOTE: The unit cost should be at least 10 cents ($0.10 or more).

14. In the **Base Freight** field, enter the freight cost per unit of the item. This is a required field.

    NOTE: The base freight should be at least 10 cents ($0.10 or more), but it cannot be greater than the unit cost.

15. In the **Item Type** field, select the type of the item from the drop-down list. The item type field is the RLC or UDA Type of the item. This is a required field.

16. In the **Marketing Category** field, select the item's marketing category from the drop-down list. This is a required field.

17. In the **Product Quality** field, select the quality of the item from the drop-down list. This field indicates the quality or characteristics of the product such as the sweetness level (Brut, Brut Nature, Dry,Demi-Sec), style of German Riesling (Kabinett, Spatlese, Auslese, Haldtrocken/Fienherb, Trocken), and Jewish dietary distinctions/process (Kosher, Mavushal).

18. In the **Imported/Domestic** field, select if the item is imported or not from the drop-down list. This is a required field.

19. In the **Country** field, select country where the item was produced from the drop-down list.

20. In the **State/Province** field, select the state or province of the country where the item was produced from the drop-down list.

NOTE: Only enter a value in this field if the country chosen/entered in the Country field is "USA"

21. In the **Appellation** field, select the region of the country where the item was produced from the drop-down list. This is a required field.

22. In the **Appellation Subclass 1** field, select the geographical location used to identify where the grapes for a wine were grown from the drop-down list.

23. In the **Appellation Subclass 2** field, select the sub-geographical location used to identify where the grapes for a wine were grown from the drop-down list.

24. In the **Appellation Subclass 3** field, select the sub-geographical location used to identify where the grapes for a wine were grown from the drop-down list.

25. Select the **Organic** checkbox to indicate if the item is organic.

26. Select the **Sulfite Free** checkbox to indicate if the item is free of sulfites.

27. Select the **Bio Dynamic** checkbox to indicate ift the item is made using a biodynamic method of agriculture.

28. Select the **Vegan** checkbox to indicate if the item is vegan or contains no animal-derived products.

29. Select the **Gluten Free** checkbox to indicate if the item is gluten free.

30. In the **None, Salesman Sample, Licensee Only, Allocated Licensee Item** group of options, choose the appropriate value.

    NOTE: You can only select one of these options.

31. Click **Calculate** to check the data for entry of required fields and to calculate the **Retail Price** for the item.

32. Then choose one of the following options.
    a. Click **Apply** to save and submit the request and to close the window.
    b. Click **Cancel** to cancel the request and close the window.

Create Spirit Request

To create the request, follow the following steps on the Item Introduction screen.

1. In the **Department** field, select Non-Stock Spirit from the drop-down list. This is a required field.

2. In the **Class** field, select the class from the drop-down list. You must select a department before you can select a class. This is a required field.

3. In the **Subclass** field, select the subclass from the drop-down list. You must select a department and class before you can select a subclass. This is a required field.

4. In the **Product Name** field, enter the name or description of the item. This is a required field.

   NOTE: Limit product name to 99 characters or less using the preferred naming convention as follows:

   <Producer> <Brand> <Flavor> <Item Type> <Region/Country> <Quality> <Age/Year> <Proof> For example: Gordon and MacPhail Highland Park Single Malt Scotch Island 8 Year Old 86 Proof

5. In the **Brand** field, enter or search for the brand of the item by clicking on the search icon. 🔍 This is a required field.

   NOTE: If the brand does not exist within the search results, enter or search NOT FOUND in the Brand field. Entering NOT FOUND will display an Enter Brand Name field after the Brand field directing you to enter the brand name instead.

   For example, if your brand is "New Brand Name" and that brand does not exist from the search results, enter the following:
   - *In the Brand field, enter NOT FOUND.*

o In the **Enter Brand Name** field, enter "New Brand Name."

6. In the **Flavor/Grape Variety** field, select flavor of the item from the drop-down list. Leave this blank if the item doesn't have any flavor.

7. In the **Vintage** field, select the vintage of the item from the drop-down list, if any.

8. In the **Age** field, select the age of the item from the drop-down list, if any.

9. In the **Proof** field, select the measure of the content of ethanol (alcohol) in the item from the drop-down list. This is a required field.

10. In the **Minimum Order Quantity** field, enter your preferred minimum quantity for an order. This is a required field.

    NOTE: As of January 2017, state law prohibits an SLO supplier from refusing an order for a single bottle.

11. In the **Size in OZ** field, enter or search for the size of the item by clicking on the search icon. This is a required field.

    *NOTE: The **Size in Liters** field will be calculated automatically based on the value entered/selected in the **Size in OZ** field.*

12. In the **Unit Cost** field, enter the cost per unit of the item. This is a required field.

    NOTE: The unit cost should be at least 10 cents ($0.10 or more).

13. In the **Base Freight** field, enter the freight cost per unit of the item. This is a required field.

    NOTE: The base freight should be at least 10 cents ($0.10 or more), but it cannot be greater than the unit cost.

14. In the **Item Type** field, select the type of the item from the drop-down list. The item type field is the RLC or UDA Type of the item. This is a required field.

15. In the **Marketing Category** field, select the item's marketing category from the drop-down list. This is a required field.

16. In the **Product Quality** field, select the quality of the item from the drop-down list. This field indicates the quality or characteristics of the product such as the Japanese Saké Type (Junmai, Ginjo, Daiginjo) and Jewish dietary distinctions/process (Kosher, Mavushal)

17. In the **Imported/Domestic** field, select if the item is imported or not from the drop-down list. This is a required field.

18. In the **Country** field, select country where the item was produced from the drop-down list.

19. In the **State/Province** field, select the state or province of the country where the item was produced from the drop-down list.

    NOTE: Only enter a value in this field if the country chosen/entered in the Country field is "USA"

20. Select the **Organic** checkbox to indicate if the item is organic.

21. Select the **Sulfite Free** checkbox to indicate if the item is free of sulfites.

22. Select the **Bio Dynamic** checkbox to indicate if the item is made using a biodynamic method of agriculture.

23. Select the **Vegan** checkbox to indicate if the item is vegan contains no animal-derived products.

24. Select the **Gluten Free** checkbox to indicate if the item is gluten free.

25. In the **None, Salesman Sample, Licensee Only, Allocated Licensee Item** group of options, choose the appropriate value.

    NOTE: You can only select one of these options.

26. Click **Calculate** to check the data for entry of required fields and to calculate the **Retail Price** for the item.

27. Then choose one of the following options:
    a. Click **Apply** to save and submit the new request and to close the window.
    b. Click **Cancel** to cancel the request and close the window.

Item Status Inquiry

The Item Status tab opens the Item Status window. In this window, you can view the status of a request (process detailed below), or click the **New Item Introduction** button to open the New Item Request window.

| Quick Order | Order Entry | Order Inquiry | Item Introduction | Item Status | Freight Maintenance | Freight Inquiry | Cost Change | Cost Inquiry | |

Item Status

Search

Vendor Number 02423
Vendor Name **CAPITAL WINE & SPIRITS**
Request Number [   ]
Request Date [   ]
Status [Completed ▾]
[Search] [Clear]

[New Item Introduction]   ◁ Previous 10 [21-30 ▾] Next 10 ▷

Request Num ▾	Item Number	Vendor Num	Vendor Name	Brand Name	Request Date	Size In Liters	Size In Oz	Unit Cost	Base Freight	Retail Price	Status
77092	000576760	02423	CAPITAL WINE & SPIRITS	Merion Golf Club Pinot Grigio Napa	23-Nov-2016	0.75	25.4	2.79	2.70	7.99	Completed
77091	000576759	02423	CAPITAL WINE & SPIRITS	Merion Golf Club Chardonnay Napa	23-Nov-2016	0.75	25.4	2.79	2.70	7.99	Completed
77090	000576758	02423	CAPITAL WINE & SPIRITS	Merion Golf Club Sauvignon Blanc Napa	23-Nov-2016	0.75	25.4	5.64	3.00	11.99	Completed
77089	000576757	02423	CAPITAL WINE & SPIRITS	Vina Eguia Reserva Temparnillo Rioja 2014	23-Nov-2016	0.75	25.4	8.19	3.00	15.29	Completed
77088	000576756	02423	CAPITAL WINE & SPIRITS	Vina Eguia Temparnillo Rioja 2014	23-Nov-2016	0.75	25.4	5.57	3.00	11.89	Completed
77087	000576755	02423	CAPITAL WINE & SPIRITS	Schug Pinot Noir Sonoma 2015	23-Nov-2016	0.75	25.4	9.73	3.00	17.29	Completed
77086	000576754	02423	CAPITAL WINE & SPIRITS	Schug Chardonnay Carneros	23-Nov-2016	0.75	25.4	9.50	3.00	16.99	Completed
77085	000576753	02423	CAPITAL WINE & SPIRITS	Forefront Pinot Noir Central Coast 2014	23-Nov-2016	0.75	25.4	6.95	3.00	13.69	Completed
77084	000576752	02423	CAPITAL WINE & SPIRITS	Pacific Heights Chardonnay Sonoma	23-Nov-2016	0.75	25.4	10.64	3.00	18.49	Completed
77083	000576751	02423	CAPITAL WINE & SPIRITS	Pacific Heights Pinot Noir Sonoma 2015	23-Nov-2016	0.75	25.4	13.81	3.00	22.59	Completed

[New Item Introduction]   ◁ Previous 10 [21-30 ▾] Next 10 ▷

View the Status of a Request

To view the status of an item request, enter or select one or all of the following search criteria:

Fields	Description
Request Number	Enter request number that was generated when the original item request was submitted.
Request Date	Enter the date when the original request was submitted.
Status	Select one of the following statuses from the list: **Pending:** Request is submitted and ready for review by PLCB **Rejected:** Request is rejected by PLCB **Approved:** Request is approved by PLCB and will be created as an active item in PLCB's Merchandising System. **Complete:** Request is complete. The item has been successfully created in PLCB's Merchandising System and is available for ordering and sale. *The item number field will be populated with the new PLCB code that will be used for ordering and sale.* **Error:** The item was approved but there was an error creating the item in PLCB's Merchandising System.

Then choose one of the following options.
a. Click **Search** to display the results that matched the search criteria.
b. Click **Clear** to reset and clear the search criteria and results.