



MONTGOMERY COUNTY Alcohol Beverage Services

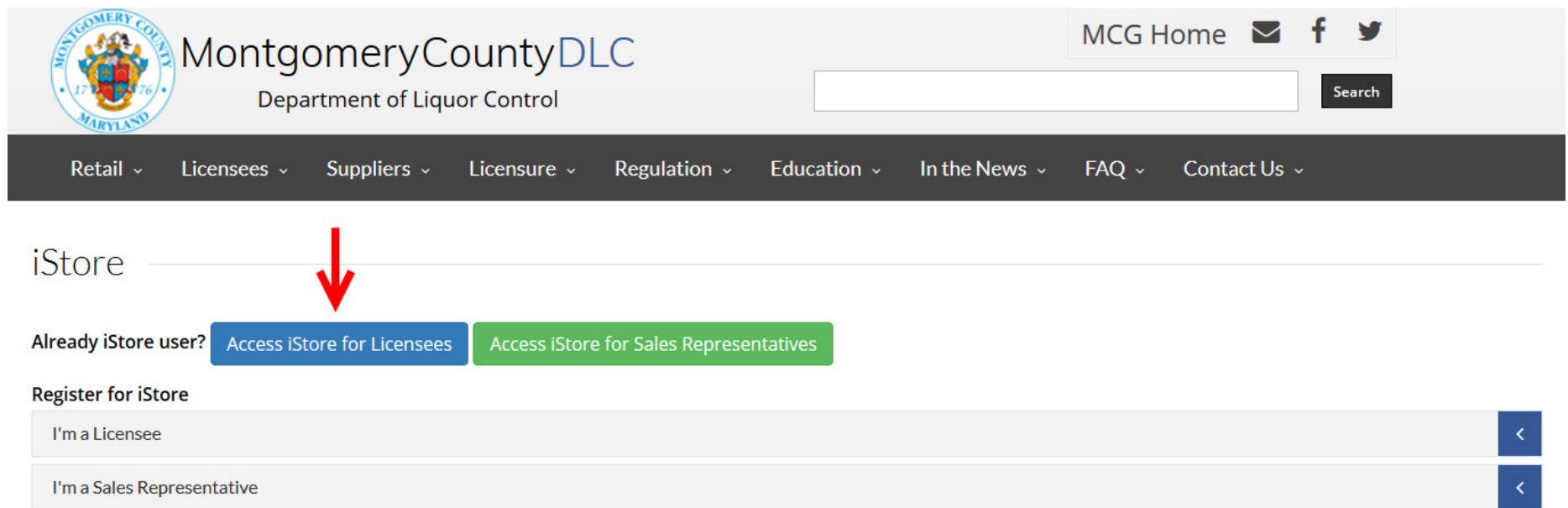
iSTORE USER GUIDE FOR LICENSEES

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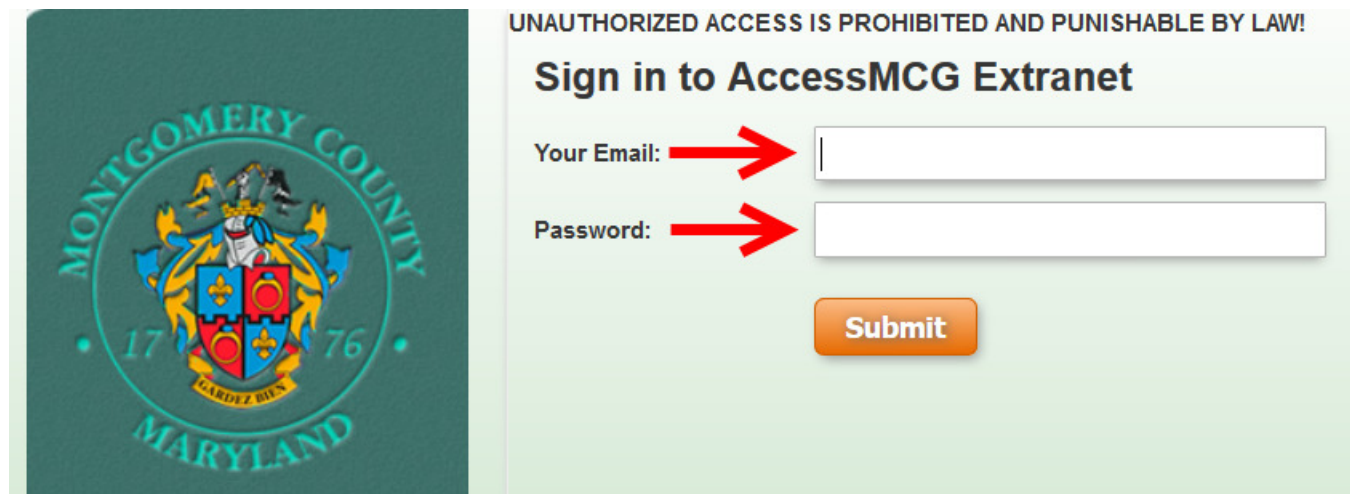
Login Instructions

1. Log into the iStore from the ABS website at www.MontgomeryCountyMD.gov/ABS/istore



The screenshot shows the Montgomery County Department of Liquor Control (DLC) website. At the top is the county seal and the text "MontgomeryCountyDLC Department of Liquor Control". To the right are links for "MCG Home", email, Facebook, and Twitter, along with a search bar. A dark navigation bar contains links for Retail, Licensees, Suppliers, Licensure, Regulation, Education, In the News, FAQ, and Contact Us. Below this is the "iStore" section. A red arrow points to the "Access iStore for Licensees" button. Other options include "Access iStore for Sales Representatives", "Register for iStore", "I'm a Licensee", and "I'm a Sales Representative".

On the Sign-in screen, enter your **email address** and **password**, and click the **Submit** button.



The screenshot shows the "Sign in to AccessMCG Extranet" screen. On the left is the Montgomery County seal. The main area has a warning "UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!". Below this is the title "Sign in to AccessMCG Extranet". There are two input fields: "Your Email:" and "Password:". Red arrows point to both fields. Below the fields is an orange "Submit" button.

2. The first screen is a landing page. This is where ABS will post messages such as scheduled system outages or other relevant information. To proceed to iStore, click the box that says **Click Here to Go to iStore Application**.



3. Upon entering iStore, you will be on the Home/Catalog screen. From here you can search for products and add them to a shopping cart.

The screenshot shows the Montgomery County iStore interface. At the top is the header with the Montgomery County logo and the text "MONTGOMERY COUNTY MARYLAND Department of Liquor Control FARM 69 - EBSTST21". Below the header is a navigation bar with tabs: "Montgomery SR Catalog", "Direct Item Entry", "Track Orders", "Shopping Cart", "Shopping List", "FAQ", and "Reports". A search bar is located below the navigation bar with a "Search" button and a "Go" button. A "Navigation pane" is on the left side, containing links: "Browse", "Montgomery SR Catalog", "Direct Item Entry", "Track Orders", "Shopping Cart", "Shopping List", "FAQ", and "Reports". The main content area displays a table of products with columns: "Select", "DLC Item Number", "Item Name", "Tag", "BPC", "Supplier Name", "UOM", "Unit Price", and "Available Qty". The table lists various wine and spirit items. On the right side, there is a "Welcome" section with the user's name "John Smith" and a "Logout" link. Below this is a "View Shopping Cart" link and a "View Saved/Shared Carts" link. At the bottom right, there is a "Your DLC account information" section showing the "Registry ID: 11100", "Customer: ABC BEER AND WINE", "Account: 104000", and "Description: ABC BEER AND WINE, LTD".

Navigation tabs (pointing to the top navigation bar): Montgomery SR Catalog, Direct Item Entry, Track Orders, Shopping Cart, Shopping List, FAQ, Reports.

Search fields (pointing to the search bar): Search, Go, Advanced Search.

Add items directly to your cart by selecting them and clicking the Add to Cart button (pointing to the "Add to Cart" button).

your name (pointing to the "Welcome John Smith" section).

scroll between catalog pages (pointing to the "Previous 1 - 25 Next 25" pagination controls).

Navigation pane (pointing to the left sidebar): Browse, Montgomery SR Catalog, Direct Item Entry, Track Orders, Shopping Cart, Shopping List, FAQ, Reports.

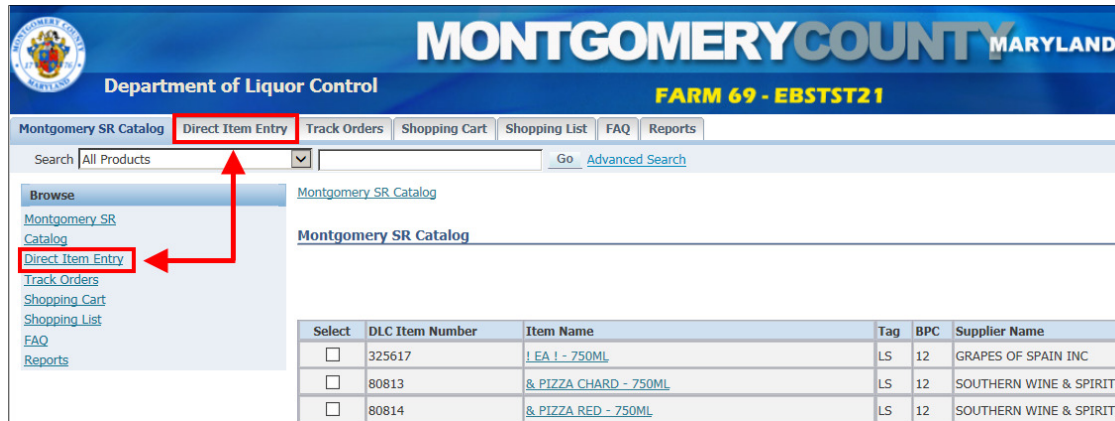
Note: if the Select box is not visible, it means that product is not available to order. For example, stock items (Tag = ST) with an Available Qty of 0 will be unavailable to order until there is stock in the warehouse. (pointing to the "Available Qty" column in the product table).

Your DLC account information (pointing to the account details on the right): Registry ID: 11100, Customer: ABC BEER AND WINE, Account: 104000, Description: ABC BEER AND WINE, LTD.

| Select | DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Unit Price | Available Qty |
|--------------------------|-----------------|-------------------------------------|-----|-----|-------------------------------------|------|------------|---------------|
| <input type="checkbox"/> | 325617 | 1 EA ! - 750ML | LS | 12 | GRAPES OF SPAIN INC | Case | \$151.80 | 0 |
| <input type="checkbox"/> | 80813 | 8 PIZZA CHARD - 750ML | LS | 12 | SOUTHERN WINE & SPIRITS OF MARYLAND | Case | \$96.60 | 0 |
| <input type="checkbox"/> | 80814 | 8 PIZZA RED - 750ML | LS | 12 | SOUTHERN WINE & SPIRITS OF MARYLAND | Case | \$96.60 | 0 |
| <input type="checkbox"/> | 339717 | 0Z SEL RES CAB - 1.5L | LS | 6 | DOPS INC | Case | \$61.50 | 0 |
| <input type="checkbox"/> | 54054 | 10 CANE RUM - 750ML | D | 6 | MOET HENNESSY USA | Case | \$114.90 | 0 |
| <input type="checkbox"/> | 71593 | 10 CANE RUM W/BEACH MAT - 750ML | D | 6 | MOET HENNESSY USA | Case | \$114.90 | 0 |
| <input type="checkbox"/> | 322168 | 10 SPAN CC CAB - 750ML | S | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | \$84.60 | 0 |
| <input type="checkbox"/> | 322169 | 10 SPAN CC CHARD - 750ML | LS | 12 | THE WINE GROUP | Case | \$84.60 | 0 |
| <input type="checkbox"/> | 312898 | 10 SPAN CHARD - 750ML | LS | 12 | THE WINE GROUP | Case | \$96.60 | 2 |
| <input type="checkbox"/> | 322188 | 10 SPAN P/GRIG - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | \$119.88 | 0 |
| <input type="checkbox"/> | 322186 | 10 SPAN P/NOIR - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | \$149.88 | 0 |
| <input type="checkbox"/> | 374920 | 100 MARIAS TINTO - 750ML | S | 12 | DIONYSOS IMPORTS INC | Case | \$88.68 | 0 |
| <input type="checkbox"/> | 318580 | 123 ORGANIC TEQ BLANCO - 750ML | S | 6 | BACCHUS IMPORTERS LTD | Case | \$261.54 | 0 |
| <input type="checkbox"/> | 77532 | 123 TEQUILA - ANEJO - 750ML | S | 6 | BACCHUS IMPORTERS LTD | Case | \$368.10 | 0 |
| <input type="checkbox"/> | 77521 | 123 TEQUILA - REPOSADO - 750ML | S | 6 | BACCHUS IMPORTERS LTD | Case | \$299.70 | 0 |
| <input type="checkbox"/> | 69443 | 13 CELSIUS S/BLANC - 750ML | ST | 12 | THE WINE GROUP | Case | \$168.60 | 0 |
| <input type="checkbox"/> | 42165 | 14 HANDS CAB - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$107.88 | 0 |
| <input type="checkbox"/> | 73467 | 14 HANDS CHARD - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$107.88 | 0 |
| <input type="checkbox"/> | 300372 | 14 HANDS HOT TO TROT RED - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$101.88 | 0 |
| <input type="checkbox"/> | 46627 | 14 HANDS HOT TO TROT WHT - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$101.88 | 22 |
| <input type="checkbox"/> | 333250 | 14 HANDS KENTUCKY DERBY RED - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | \$110.28 | 0 |
| <input type="checkbox"/> | 40344 | 14 HANDS MER - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$107.88 | 0 |
| <input type="checkbox"/> | 320728 | 14 HANDS MOSCATO - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | \$101.88 | 0 |
| <input type="checkbox"/> | 322045 | 14 HANDS P/GRIG - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | \$101.88 | 0 |

Order Products Using Direct Item Entry

1. Click the **Direct Item Entry** tab or the Direct Item Entry link.



MONTGOMERY COUNTY MARYLAND
Department of Liquor Control
FARM 69 - EBSTST21

Montgomery SR Catalog **Direct Item Entry** Track Orders Shopping Cart Shopping List FAQ Reports

Search All Products [Advanced Search](#)

Browse
[Montgomery SR Catalog](#)
[Direct Item Entry](#)
[Track Orders](#)
[Shopping Cart](#)
[Shopping List](#)
[FAQ](#)
[Reports](#)

Montgomery SR Catalog

| Select | DLC Item Number | Item Name | Tag | BPC | Supplier Name |
|--------------------------|-----------------|-----------------------|-----|-----|-------------------------|
| <input type="checkbox"/> | 325617 | ! EA ! - 750ML | LS | 12 | GRAPES OF SPAIN INC |
| <input type="checkbox"/> | 80813 | & PIZZA CHARD - 750ML | LS | 12 | SOUTHERN WINE & SPIRITS |
| <input type="checkbox"/> | 80814 | & PIZZA RED - 750ML | LS | 12 | SOUTHERN WINE & SPIRITS |

2. Enter the ABS **item number** in that column and the number of cases you want in the **Quantity** column.

Direct Item Entry

Tip: DLC Item number is required. To view the primary unit of measure and item name for the entered DLC Item Numbers, Please Select Lines and click Fill Details button.

Select Item(s) and...

Select All | Select None

| | Select | DLC Item Number | UOM | Quantity | Item Name |
|----|--------------------------|-------------------------------------|-----|--------------------------------|-----------|
| 1 | <input type="checkbox"/> | <input type="text" value="7242"/> | | <input type="text" value="5"/> | |
| 2 | <input type="checkbox"/> | <input type="text" value="26046"/> | | <input type="text" value="5"/> | |
| 3 | <input type="checkbox"/> | <input type="text" value="26187"/> | | <input type="text" value="5"/> | |
| 4 | <input type="checkbox"/> | <input type="text" value="28717"/> | | <input type="text" value="2"/> | |
| 5 | <input type="checkbox"/> | <input type="text" value="301204"/> | | <input type="text" value="2"/> | |
| 6 | <input type="checkbox"/> | <input type="text" value="85034"/> | | <input type="text" value="1"/> | |
| 7 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 8 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 9 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 10 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 11 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 12 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 13 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 14 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 15 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |

3. Once you finish entering items, click the **Select All** link to select the items. Click the **Fill Details** button to display a description of the items so you can review them before you add them to the cart. Note: Upon clicking the Fill Details button, the system will display an error message if any items you've entered are not available to order. Uncheck the Select button for those items before clicking **Add to Cart** to add the items to the shopping cart.

Error

Line 5: Item is not Orderble

Upon clicking the **Fill Details** button, the system will display an error message for any items that are not orderable. Unselect those items before clicking **Add to Cart**.

Direct Item Entry

Tip: DLC Item number is required. To view the primary unit of measure and item name for the entered DLC Item Numbers, Please Select Lines and click Fill Details button.

Upload

Select Item(s) and...

Delete

Fill Details

Add to Cart

Select All

Select None

| | Select | DLC Item Number | UOM | Quantity | Item Name |
|----|-------------------------------------|-----------------|------|----------|---|
| 1 | <input checked="" type="checkbox"/> | 7242 | Case | 5 | BUD LIGHT 18PK NR (Available Qty: 105) |
| 2 | <input checked="" type="checkbox"/> | 26046 | Case | 5 | BUD LIGHT PLATINUM 15/22 NR (Available Qty: 28) |
| 3 | <input checked="" type="checkbox"/> | 26187 | Case | 5 | STELLA ARTOIS LOOSE NR - 11.2OZ (Available Qty: 743.75) |
| 4 | <input checked="" type="checkbox"/> | 28717 | Case | 2 | BLUE MOON WHITE IPA 1/2KG (Available Qty: 18) |
| 5 | <input type="checkbox"/> | 301204 | | 2 | CUPCAKE PROSECCO - 750ML (Available Qty: 0) |
| 6 | <input checked="" type="checkbox"/> | 85034 | Case | 1 | BERINGER CAL MOSCATO - 187ML (Available Qty: 2) |
| 7 | <input checked="" type="checkbox"/> | | | 1 | |
| 8 | <input checked="" type="checkbox"/> | | | 1 | |
| 9 | <input checked="" type="checkbox"/> | | | 1 | |
| 10 | <input checked="" type="checkbox"/> | | | 1 | |
| 11 | <input checked="" type="checkbox"/> | | | 1 | |
| 12 | <input checked="" type="checkbox"/> | | | 1 | |
| 13 | <input checked="" type="checkbox"/> | | | 1 | |
| 14 | <input checked="" type="checkbox"/> | | | 1 | |
| 15 | <input checked="" type="checkbox"/> | | | 1 | |

Add More Rows

4. The shopping cart displays. From here you can change the quantities (click the Recalculate button to see the adjusted total), delete items from the cart by clicking the trash can icon in the Remove column to the far right, and see any applicable discounts (note: kegs display the keg deposit as a surcharge).
Note: please refer to page 29 of this document for item [tag definitions](#).

Shopping Cart

Continue Shopping

Actions Save Cart

Go

Checkout

✓ Your Store cart expires on 23-FEB-2016. Please save this cart if you intend to use it beyond this date

| DLC Item Number | Item Name | Tag | BPC | Supplier Name | Available Qty | Quantity | Regular Price | Discount/ Surcharge | Sale Price | Total Price | Remove |
|-----------------|---|-----|-----|--|---------------|--------------------------------|---------------|------------------------|------------|-----------------|--------|
| 7242 | BUD LIGHT 18PK NR | ST | 18 | ANHEUSER BUSCH INC | 105 | <input type="text" value="5"/> | \$14.35 | \$-1.95 | \$12.40 | \$62.00 | |
| 26046 | BUD LIGHT PLATINUM 15/22 NR | ST | 15 | ANHEUSER BUSCH INC | 28 | <input type="text" value="5"/> | \$24.45 | \$0.00 | \$24.45 | \$122.25 | |
| 26187 | STELLA ARTOIS LOOSE NR - 11.2OZ | ST | 24 | ANHEUSER BUSCH INC | 743.75 | <input type="text" value="5"/> | \$28.65 | \$-4.25 | \$24.40 | \$122.00 | |
| 28717 | BLUE MOON WHITE IPA 1/2KG | ST | 1 | MILLER BREWING COMPANY | 18 | <input type="text" value="2"/> | \$138.00 | \$30.00 | \$168.00 | \$336.00 | |
| 85034 | BERINGER CAL MOSCATO - 187ML | ST | 24 | TREASURY WINE ESTATES AMERICAS COMPANY | 2 | <input type="text" value="1"/> | \$37.20 | \$0.00 | \$37.20 | \$37.20 | |
| | | | | | | Total Quantity: 18 | | | | | |
| | | | | | | | | Recalculate | Sub-Total: | \$679.45 | |
| | | | | | | | | Shipping and Handling: | | \$0.00 | |
| | | | | | | | | | | Total: \$679.45 | |

Continue Shopping

Actions Save Cart

Go

Checkout

5. When you're ready to check out, click **Checkout**.

Shopping Cart

Continue Shopping

Actions Save Cart

Go

Checkout

✓ Your Store cart expires on 23-FEB-2016. Please save this cart if you intend to use it beyond this date

| DLC Item Number | Item Name | Tag | BPC | Supplier Name | Available Qty | Quantity | Regular Price | Discount/ Surcharge | Sale Price | Total Price | Remove |
|-----------------|---|-----|-----|--|---------------|--------------------------------|---------------|------------------------|------------|-----------------|--------|
| 7242 | BUD LIGHT 18PK NR | ST | 18 | ANHEUSER BUSCH INC | 105 | <input type="text" value="5"/> | \$14.35 | \$-1.95 | \$12.40 | \$62.00 | |
| 26046 | BUD LIGHT PLATINUM 15/22 NR | ST | 15 | ANHEUSER BUSCH INC | 28 | <input type="text" value="5"/> | \$24.45 | \$0.00 | \$24.45 | \$122.25 | |
| 26187 | STELLA ARTOIS LOOSE NR - 11.2OZ | ST | 24 | ANHEUSER BUSCH INC | 743.75 | <input type="text" value="5"/> | \$28.65 | \$-4.25 | \$24.40 | \$122.00 | |
| 28717 | BLUE MOON WHITE IPA 1/2KG | ST | 1 | MILLER BREWING COMPANY | 18 | <input type="text" value="2"/> | \$138.00 | \$30.00 | \$168.00 | \$336.00 | |
| 85034 | BERINGER CAL MOSCATO - 187ML | ST | 24 | TREASURY WINE ESTATES AMERICAS COMPANY | 2 | <input type="text" value="1"/> | \$37.20 | \$0.00 | \$37.20 | \$37.20 | |
| | | | | | | Total Quantity: 18 | | | | | |
| | | | | | | | | Recalculate | Sub-Total: | \$679.45 | |
| | | | | | | | | Shipping and Handling: | | \$0.00 | |
| | | | | | | | | | | Total: \$679.45 | |

Continue Shopping

Actions Save Cart

Go

Checkout

6. Click **Next**

Shipping **Billing and Payment** Review and Place Order

Checkout: Billing and Payment Information

* Indicates required field

Cancel Actions Save Cart Go Back Step 2 of 3 **Next**

Bill To

* Bill To Customer: **ABC BEER AND WINE**

Bill To Contact: **John Smith**
smithj@abc.com

* Bill To Address: **51 MONROE PL**
ROCKVILLE, MD 20850
UNITED STATES

Payment

☒ Invoice

If you have a purchase order, please enter Purchase Order Number:
PO Number:

Cancel Actions Save Cart Go Back Step 2 of 3 **Next**

7. Click **Place Order**

Checkout: Review and Place Order

Cancel Actions Save Cart Go Back Step 3 of 3 **Place Order**

Customer Information

Customer: ABC BEER AND WINE
John Smith

Shipping Information **Billing and Payment Information**

Ship To: John Smith
ABC BEER AND WINE
51 MONROE ST
ROCKVILLE, MD 20850
UNITED STATES
Shipping Method: DLC LIQ-WINE-TL
Shipment Priority:

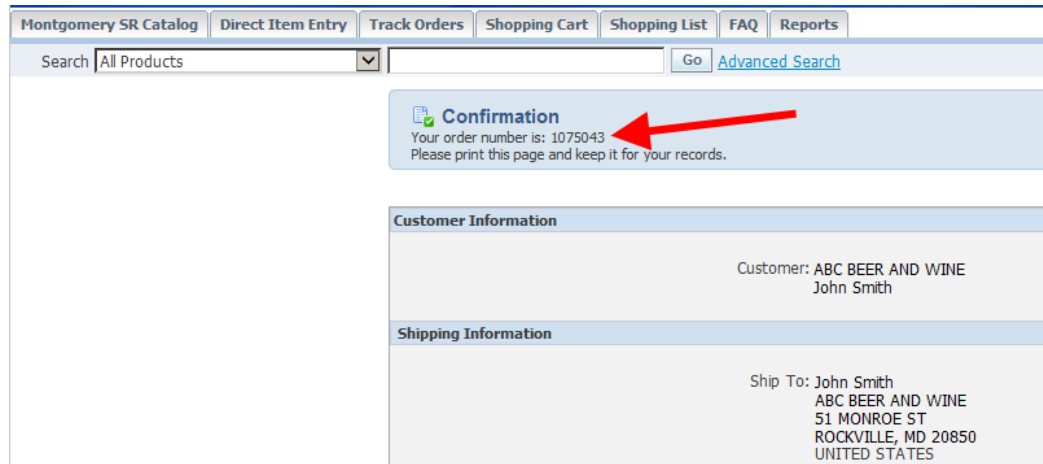
Bill To: John Smith
ABC BEER AND WINE
51 MONROE ST
ROCKVILLE, MD 20850
UNITED STATES
Payment Type: Invoice
Payment Term: IMMEDIATE
Purchase Order No:

| DLC Item Number | Item Name | Tag | BPC | Supplier Name | Available Qty | Quantity | Regular Price | Discount/ Surcharge | Sale Price | Total Price |
|------------------------|---------------------------------|-----|-----|--|---------------|-----------|---------------|---------------------|------------|-------------|
| 7242 | BUD LIGHT 18PK NR | ST | 18 | ANHEUSER BUSCH INC | 105 | 5 | \$14.35 | \$-1.95 | \$12.40 | \$62.00 |
| 26046 | BUD LIGHT PLATINUM 15/22 NR | ST | 15 | ANHEUSER BUSCH INC | 28 | 5 | \$24.45 | \$0.00 | \$24.45 | \$122.25 |
| 26187 | STELLA ARTOIS LOOSE NR - 11.2OZ | ST | 24 | ANHEUSER BUSCH INC | 743.75 | 5 | \$28.65 | \$-4.25 | \$24.40 | \$122.00 |
| 28717 | BLUE MOON WHITE IPA 1/2KG | ST | 1 | MILLER BREWING COMPANY | 18 | 2 | \$138.00 | \$30.00 | \$168.00 | \$336.00 |
| 85034 | BERINGER CAL MOSCATO - 187ML | ST | 24 | TREASURY WINE ESTATES AMERICAS COMPANY | 2 | 1 | \$37.20 | \$0.00 | \$37.20 | \$37.20 |
| Total Quantity: | | | | | | 18 | | | | |

Recalculate **Sub-Total: \$679.45**
Shipping and Handling: \$0.00
Total: \$679.45

Cancel Actions Save Cart Go Back Step 3 of 3 **Place Order**

8. You will receive a confirmation with your order number.



Montgomery SR Catalog Direct Item Entry Track Orders Shopping Cart Shopping List FAQ Reports

Search All Products Go Advanced Search

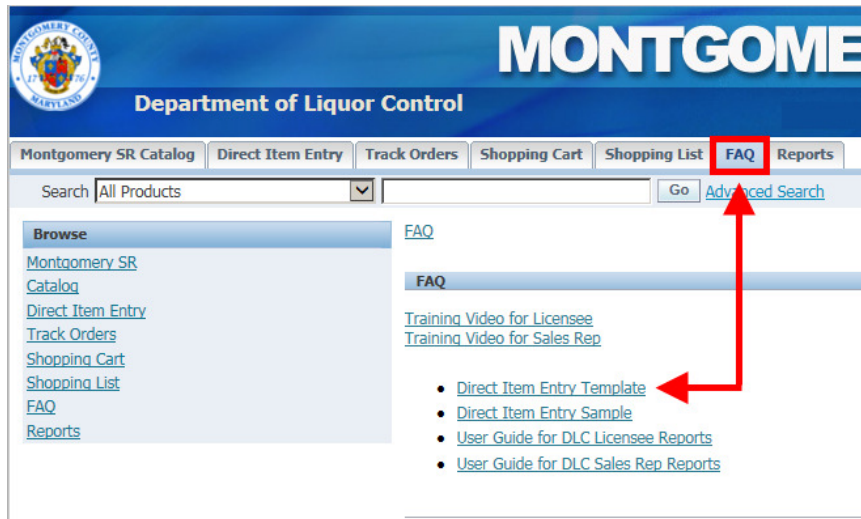
Confirmation
Your order number is: 1075043
Please print this page and keep it for your records.

Customer Information
Customer: ABC BEER AND WINE
John Smith

Shipping Information
Ship To: John Smith
ABC BEER AND WINE
51 MONROE ST
ROCKVILLE, MD 20850
UNITED STATES

Order Products Using the File Upload Feature

1. Under the **FAQ** tab, there is a Microsoft Excel template called **Direct Item Entry Template** that you can use to enter your item numbers and quantities, which can then be uploaded to the Direct Item Entry screen. Since it is an Excel document, you can save this document and use it repeatedly, or use it to build a specific type of order and save it as a list (refer to the [Create a Shopping List](#) section on page 14 of this guide).



MONTGOMERY COUNTY
Department of Liquor Control

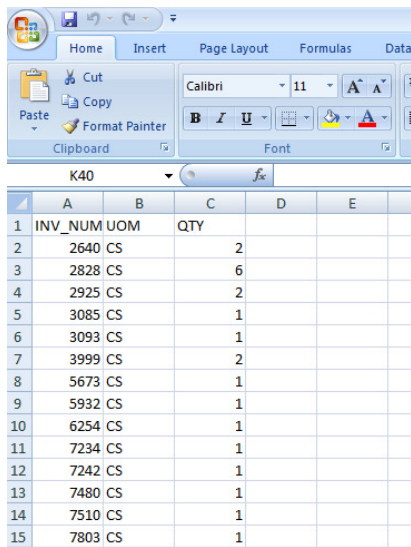
Montgomery SR Catalog Direct Item Entry Track Orders Shopping Cart Shopping List **FAQ** Reports

Search All Products Go Advanced Search

Browse
[Montgomery SR Catalog](#)
[Direct Item Entry](#)
[Track Orders](#)
[Shopping Cart](#)
[Shopping List](#)
[FAQ](#)
[Reports](#)

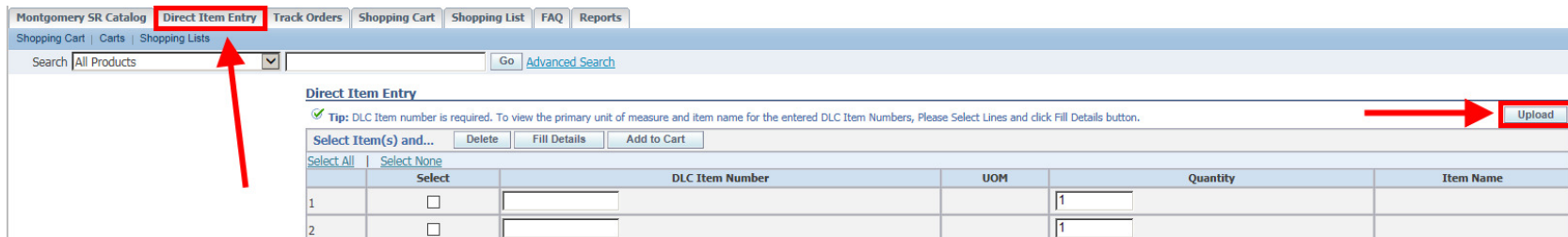
FAQ
[Training Video for Licensee](#)
[Training Video for Sales Rep](#)
[Direct Item Entry Template](#)
[Direct Item Entry Sample](#)
[User Guide for DLC Licensee Reports](#)
[User Guide for DLC Sales Rep Reports](#)

2. Open the template and enter the ABS item numbers and quantities in the corresponding columns.
Note: the UOM (unit of measure) column should always contain CS (case). **Save** the document to your computer.



| | A | B | C | D | E |
|----|---------|-----|-----|---|---|
| 1 | INV_NUM | UOM | QTY | | |
| 2 | 2640 | CS | 2 | | |
| 3 | 2828 | CS | 6 | | |
| 4 | 2925 | CS | 2 | | |
| 5 | 3085 | CS | 1 | | |
| 6 | 3093 | CS | 1 | | |
| 7 | 3999 | CS | 2 | | |
| 8 | 5673 | CS | 1 | | |
| 9 | 5932 | CS | 1 | | |
| 10 | 6254 | CS | 1 | | |
| 11 | 7234 | CS | 1 | | |
| 12 | 7242 | CS | 1 | | |
| 13 | 7480 | CS | 1 | | |
| 14 | 7510 | CS | 1 | | |
| 15 | 7803 | CS | 1 | | |

3. Click the **Direct Item Entry** tab, and then click **Upload**.



Montgomery SR Catalog **Direct Item Entry** Track Orders Shopping Cart Shopping List FAQ Reports

Shopping Cart | Carts | Shopping Lists

Search All Products Go [Advanced Search](#)

Direct Item Entry

Tip: DLC Item number is required. To view the primary unit of measure and item name for the entered DLC Item Numbers, Please Select Lines and click Fill Details button.

Select Item(s) and... Delete Fill Details Add to Cart

Select All Select None

| | Select | DLC Item Number | UOM | Quantity | Item Name |
|---|--------------------------|----------------------|-----|--------------------------------|-----------|
| 1 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |
| 2 | <input type="checkbox"/> | <input type="text"/> | | <input type="text" value="1"/> | |

4. Click **Browse** to find the file on your computer.

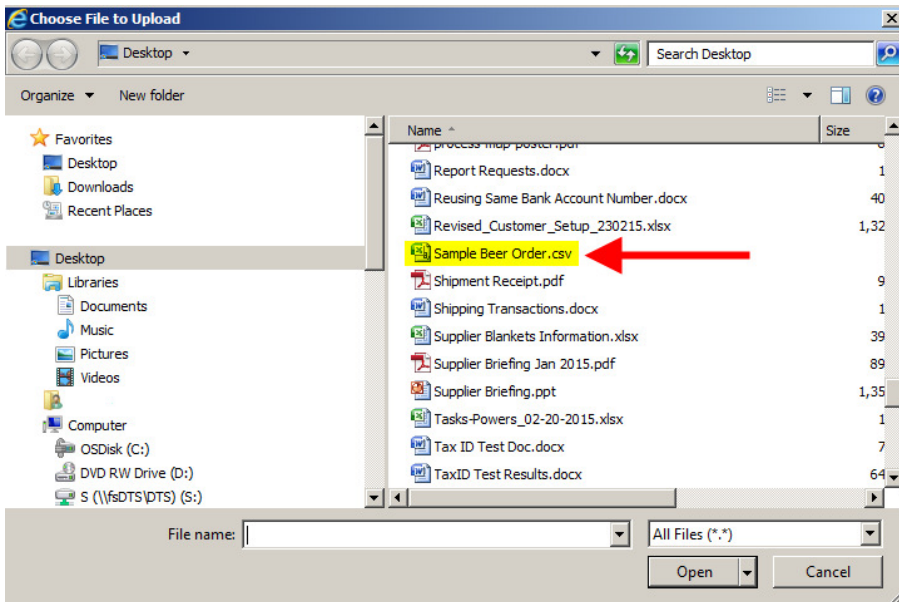


Upload Items

Tip: Please make sure your upload file is in a comma de-limited (.CSV) format and in the same order as the Direct Item Entry form. The maximum number of rows should not exceed 6000 items.

File Name: **Browse...**

5. Find the file on your computer and double-click on it.



6. Click **Apply**.

Upload Items

Tip: Please make sure your upload file is in a comma de-limited (.CSV) format and in the same order as the Direct Item Entry form. The maximum number of rows should not exceed 6000 items.

File Name: C:\Users\powers01\Desktop\ Browse...

Cancel Apply

Cancel Apply



7. The items will appear in the Direct Item Entry screen. **Note:** Click the **Select All** link and **Fill Details** to see if any items you entered are not available to order (for instance if it is out of stock, a seasonal item or a discontinued item). **Uncheck** the items for which there is an error message and then click **Add To Cart**.

✖ Error

- Line 13: Item is not Orderable
- Line 17: Item is not Orderable

Direct Item Entry

✓ **Tip:** A customer part number or a cross reference part number and type combination or an inventory part number is required. To view the primary unit of measure and item name for the entered part numbers, click Fill Details button. Upload

Select Item(s) and...
Delete
Fill Details
Add to Cart

Select All
Select None

| | Select | Customer Part Number | Cross Reference Type | Cross Ref Part Number | Inventory Part Number | UOM | Quantity | Item Name |
|------|-------------------------------------|----------------------|----------------------|-----------------------|-----------------------|------|----------|--|
| 1 | <input checked="" type="checkbox"/> | | | | 2640 | Case | 2 | MOLSON XXX 4/6 NR - 12OZ |
| 2 | <input checked="" type="checkbox"/> | | | | 2828 | Case | 6 | SAM ADAMS BOSTON LAGER 2/12NR - 12OZ |
| 3 | <input checked="" type="checkbox"/> | | | | 2925 | Case | 2 | YUENGLING LIGHT 4/6 NR - 12OZ |
| 4 | <input checked="" type="checkbox"/> | | | | 3085 | Case | 1 | YUENGLING LAGER 2/12 NR - 12OZ |
| 5 | <input checked="" type="checkbox"/> | | | | 3093 | Case | 1 | YUENGLING LIGHT 2/12 NR - 12OZ |
| 6 | <input checked="" type="checkbox"/> | | | | 3999 | Case | 2 | BLUE MOON 4/6 NR - 12OZ |
| 7 | <input checked="" type="checkbox"/> | | | | 5673 | Case | 1 | FLYING DOG SNAKE DOG 4/6 NR - 12OZ |
| 8 | <input checked="" type="checkbox"/> | | | | 5932 | Case | 1 | MODELO ESPECIAL 4/6 NR - 12OZ |
| 9 | <input checked="" type="checkbox"/> | | | | 6254 | Case | 1 | ST PAULI GIRL 2/12 NR - 12OZ |
| 10 | <input checked="" type="checkbox"/> | | | | 7234 | Case | 1 | BUD 18PK LNNR - 12OZ |
| 11 | <input checked="" type="checkbox"/> | | | | 7242 | Case | 1 | BUD LIGHT 18PK NR |
| 12 | <input checked="" type="checkbox"/> | | | | 7480 | Case | 1 | FLYING DOG HEFFWEIZEN 4/6NR - 12OZ |
| 13 ✖ | <input type="checkbox"/> | | | | 7510 | | 1 | FLYING DOG K-9 CRUISER 4/6 NR - 12OZ |
| 14 | <input checked="" type="checkbox"/> | | | | 7803 | Case | 1 | HEINEKEN 4/6NR - 7OZ |
| 15 | <input checked="" type="checkbox"/> | | | | 7838 | Case | 1 | FLYING DOG VARIETY PACK 2/12 NR - 12OZ |
| 16 | <input checked="" type="checkbox"/> | | | | 8273 | Case | 1 | SHINER WHITE WING NR 12.0Z |
| 17 ✖ | <input type="checkbox"/> | | | | 8508 | | 1 | SAM ADAMS WINTERLAGER 2/12 LN - 12OZ |
| 18 | <input checked="" type="checkbox"/> | | | | 8788 | Case | 1 | BUD 2/12 LNNR - 12OZ |

8. Your shopping cart will appear. Click **Checkout**.

Shopping Cart

[Continue Shopping](#)

Actions

[Save Cart](#)

[Go](#)

[Checkout](#)

✓ Your Store cart expires on 08-SEP-2015. Please save this cart if you intend to use it beyond this date

| DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Quantity | Regular Price | Discount/Surcharge | Sale Price | Total Price | Remove |
|-----------------|--|-----|-----|-------------------------|------|--------------------------------|---------------|--------------------|------------|--------------------------|--------|
| 2640 | MOLSON XXX 4/6 NR - 12OZ | ST | 24 | MILLER BREWING COMPANY | Case | <input type="text" value="2"/> | \$21.85 | \$0.00 | \$21.85 | \$43.70 | |
| 2828 | SAM ADAMS BOSTON LAGER 2/12NR - 12OZ | ST | 24 | BOSTON BEER CORPORATION | Case | <input type="text" value="6"/> | \$29.90 | \$-1.00 | \$28.90 | \$173.40 | |
| 2925 | YUENGLING LIGHT 4/6 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | <input type="text" value="2"/> | \$20.50 | \$0.00 | \$20.50 | \$41.00 | |
| 3085 | YUENGLING LAGER 2/12 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | <input type="text" value="1"/> | \$18.25 | \$0.00 | \$18.25 | \$18.25 | |
| 3093 | YUENGLING LIGHT 2/12 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | <input type="text" value="1"/> | \$18.25 | \$0.00 | \$18.25 | \$18.25 | |
| 3999 | BLUE MOON 4/6 NR - 12OZ | ST | 24 | MILLER BREWING COMPANY | Case | <input type="text" value="2"/> | \$27.45 | \$0.00 | \$27.45 | \$54.90 | |
| 5673 | FLYING DOG SNAKE DOG 4/6 NR - 12OZ | ST | 24 | FLYING DOG BREWERY LLLP | Case | <input type="text" value="1"/> | \$27.50 | \$0.00 | \$27.50 | \$27.50 | |
| 5932 | MODELO ESPECIAL 4/6 NR - 12OZ | ST | 24 | CROWN IMPORTS | Case | <input type="text" value="1"/> | \$26.50 | \$0.00 | \$26.50 | \$26.50 | |
| 6254 | ST PAULI GIRL 2/12 NR - 12OZ | ST | 24 | ANHEUSER BUSCH INC | Case | <input type="text" value="1"/> | \$25.55 | \$0.00 | \$25.55 | \$25.55 | |
| 7234 | BUD 18PK LNNR - 12OZ | ST | 18 | ANHEUSER BUSCH INC | Case | <input type="text" value="1"/> | \$13.95 | \$0.00 | \$13.95 | \$13.95 | |
| 7242 | BUD LIGHT 18PK NR | ST | 18 | ANHEUSER BUSCH INC | Case | <input type="text" value="1"/> | \$13.95 | \$0.00 | \$13.95 | \$13.95 | |
| 7480 | FLYING DOG HEFFWEIZEN 4/6NR - 12OZ | ST | 24 | FLYING DOG BREWERY LLLP | Case | <input type="text" value="1"/> | \$27.50 | \$0.00 | \$27.50 | \$27.50 | |
| 7803 | HEINEKEN 4/6NR - 7OZ | ST | 24 | HEINEKEN USA | Case | <input type="text" value="1"/> | \$15.60 | \$0.00 | \$15.60 | \$15.60 | |
| 7838 | FLYING DOG VARIETY PACK 2/12 NR - 12OZ | ST | 24 | FLYING DOG BREWERY LLLP | Case | <input type="text" value="1"/> | \$28.50 | \$0.00 | \$28.50 | \$28.50 | |

Create a Shopping List

1. A shopping list is a saved list of items that you can use repeatedly. For example, if you order the same products every week, you can create a shopping list so you do not have to re-enter the items each week. You can create multiple shopping lists, so you can have one for your beer order and a separate list for your wine order. **Note:** to create a shopping list, the items must first be added to a shopping cart.

2. From the Shopping Cart screen, select **Save To List** from the *Actions* drop-down menu and click **Go**.

Shopping Cart

Continue Shopping **Actions** Save Cart **Save To List** Go Checkout
 Check Availability
 Delete Cart
 Direct Item Entry

✓ Your Store cart expires on 08-SEP-2015. Please save this cart if you intend to use it beyond this date

| DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Quantity | Regular Price | Discount/Surcharge | Sale Price | Total Price | Remove |
|-----------------|--------------------------------------|-----|-----|-------------------------|------|----------|---------------|--------------------|------------|-------------|--------|
| 2640 | MOLSON XXX 4/6 NR - 12OZ | ST | 24 | MILLER BREWING COMPANY | Case | 2 | \$21.85 | \$0.00 | \$21.85 | \$43.70 | |
| 2828 | SAM ADAMS BOSTON LAGER 2/12NR - 12OZ | ST | 24 | BOSTON BEER CORPORATION | Case | 6 | \$29.90 | \$-1.00 | \$28.90 | \$173.40 | |
| 2925 | YUENGLING LIGHT 4/6 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | 2 | \$20.50 | \$0.00 | \$20.50 | \$41.00 | |
| 3085 | YUENGLING LAGER 2/12 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | 1 | \$18.25 | \$0.00 | \$18.25 | \$18.25 | |
| 3093 | YUENGLING LIGHT 2/12 NR - 12OZ | ST | 24 | YUENGLING BREWERY | Case | 1 | \$18.25 | \$0.00 | \$18.25 | \$18.25 | |

3. Enter a list name and click **Apply**.

Save to Shopping List

* Indicates required field

☒ New List

* List Name

Comments

Cancel **Apply**

Cancel **Apply**

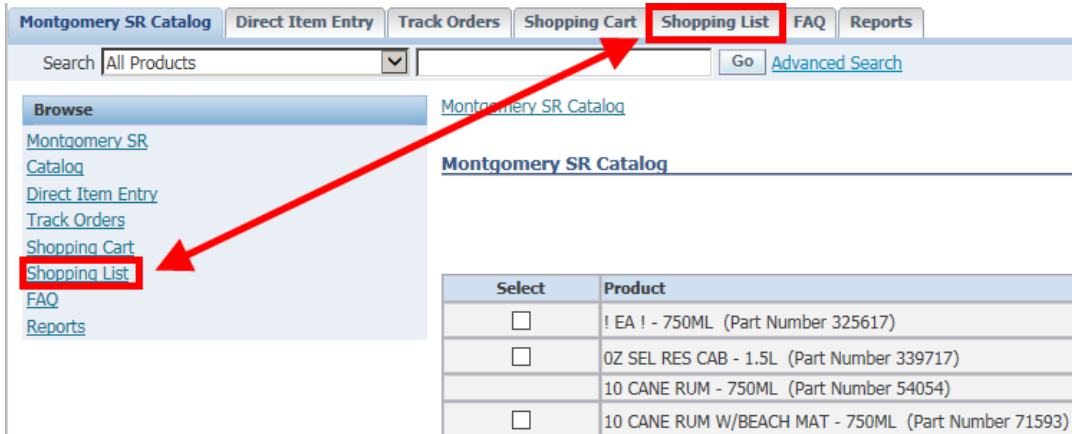
4. You will receive a confirmation that your list is saved, and you will see your list (click on the list name to open it).

Confirmation
 Your items of the current cart (excluding promotional items) have been saved into the shopping list.

Shopping Lists
 Click on a shopping list name to view the details

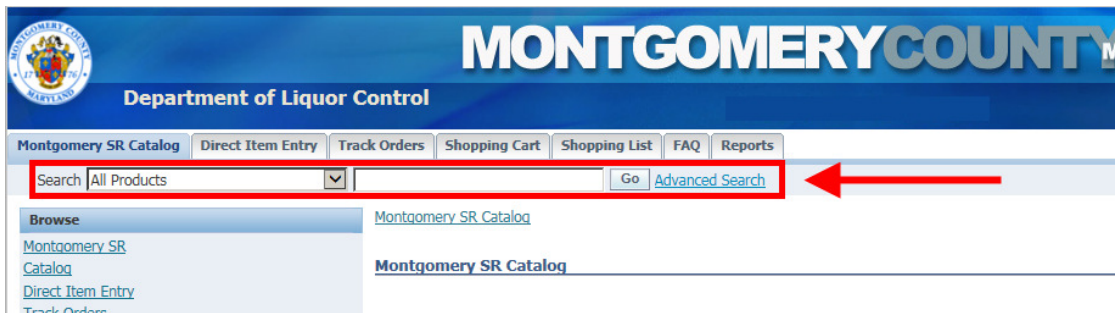
| List Name | Comments | Created Date |
|-------------------|----------|--------------|
| Beer Order | | 19-AUG-2015 |

5. To access your saved lists from anywhere within iStore, click on the **Shopping List** tab or link.

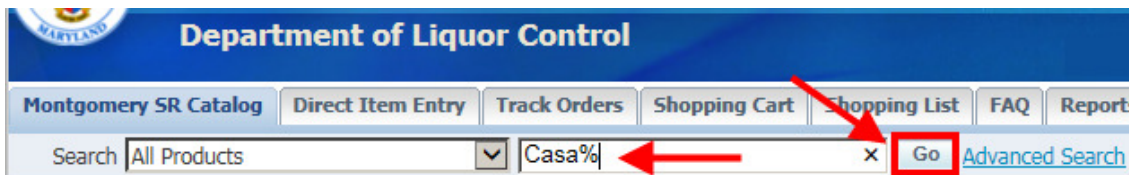


Search the Catalog

1. To search for products in the catalog, use the Search field in the top, left corner of the screen.



2. Enter a product name. Use the percent sign (%) as a wild card to search using a partial name. For example, enter Casa% to see all products in the catalog that begin with Casa. A percent sign placed in front of the search term will find all products with that search term anywhere in the product name.



3. The bottom section lists all of the products in the catalog that begin with Casa. The top section lists the categories that contain products beginning with Casa. You can click the **Refine Search** button that corresponds to a category to see only items in that category.

Montgomery SR Catalog | Direct Item Entry | Track Orders | Shopping Cart | Shopping List | FAQ | Reports

Search: All Products [Casa%] Go Advanced Search

Categories in which products were found

| Category Name | Refine Search |
|-----------------------|------------------------------------|
| WINE STOCK | Keyword(s): Casa% Refine Search |
| WINE SPECIAL | Keyword(s): Casa% Refine Search |
| WINE LICENSEE SPECIAL | Keyword(s): Casa% Refine Search |
| WINE SPECIAL WINE | Keyword(s): Casa% Refine Search |
| LIQUOR SPECIAL | Keyword(s): Casa% Refine Search |

Go to Product Listings

Results

Previous 1 - 25 Next 25

| Item |
|---|
| CASARSA CAB - 1.5L |
| CASA PATRONALES RES CAB - 750ML |
| CASA MATEO S/BLC - 750ML |
| CASA MORETTI CHN - 1.5L |
| CASA BIANCA ROSATO - 750ML |
| CASAS DEL TOQUET GRAN TOQUET CAB 08 - 750ML |
| CASAS DEL BOSQUE RES P/NOIR - 750ML |
| CASA DE ARMAN RIBEIRO TINTO 12 - 750ML |
| CASARSA P/GRIG P/BLC - 1.5L |

4. For example, if you click Refine Search for the WINE STOCK category, you will see a list of stock wines that begin with Casa. Click on a product name to see the price and/or add the item to your cart. **Note:** if you do not see the **Quantity** field and **Add to Cart** button, the product is currently not available to order.

Categories in which products were found

| Category Name | Refine Search |
|---------------|------------------------------------|
| WINE STOCK | Keyword(s): Casa% Refine Search |

Go to Product Listings

Results

Item

| |
|--------------------------------------|
| CASARSA CAB - 1.5L |
| CASARSA P/GRIG P/BLC - 1.5L |
| NATURA CASABLANCA VVLY CHARD - 750ML |
| CASARSA MER - 1.5L |
| CASARSA CHARD - 1.5L |
| CASA LAPOSTOLLE S/BLC - 750ML |
| CASA LAPOSTOLLE CAB - 750ML |
| CASARSA P/NOIR - 1.5L |

Montgomery SR Catalog

CASARSA P/NOIR - 1.5L

CASARSA P/NOIR

Easy way to shop

Retail Price: \$59.94 Case
Your Price: \$59.94 Case

Quantity: 1

Add to Cart

5. The Advanced Search enables you to select a specific product category, as well as exclude products from your search results that contain a specific word or words.

Advanced Search

Categories:

Keyword(s):

☐ Match all words(and)
☒ Match any word(or)

Excluded Keyword(s):

Results

For example, if you want to see Grey Goose holiday items, select LIQUOR HOLIDAY as the category, enter Grey Goose in the Keyword(s) field, and click **Go**.

Advanced Search

Categories:

Keyword(s):

☐ Match all words(and)
☒ Match any word(or)

Excluded Keyword(s):

Categories in which products were found

[Go to Product Listings](#)

| Category Name | Refine Search |
|----------------|---|
| LIQUOR HOLIDAY | Keyword(s): <input type="text" value="Grey Goose"/> <input type="button" value="Refine Search"/> <small>*Click here to search only within this category</small> |

Results

| Item |
|--|
| GREY GOOSE VODKA- LE CITRON W/JIGGER - 750ML |
| GREY GOOSE L'ORANGE W/JIGGER - 750ML |
| GREY GOOSE VODKA - CHERRY NOIR W/JIG - 750ML |
| GREY GOOSE VODKA W/GLASS - 750ML |
| GREY GOOSE VODKA W/SHAKER - 750ML |
| GREY GOOSE VODKA - LA POIRE W/JIGGER - 750ML |
| GREY GOOSE VODKA - LA VANILLE - 750ML |

Track Orders

1. Click on the **Track Orders** tab or link.

Montgomery SR Catalog | Direct Item Entry | **Track Orders** | Shopping Cart | Shopping List | FAQ | Reports

Search: All Products [Go] [Advanced Search](#)

Browse

- [Montgomery SR Catalog](#)
- [Direct Item Entry](#)
- [Track Orders](#)**
- [Shopping Cart](#)
- [Shopping List](#)
- [FAQ](#)
- [Reports](#)

[Montgomery SR Catalog](#)

| Select | Product |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | ! EA ! - 750ML (Part Number 325617) |

2. By default, orders placed within the last seven days will be displayed. Click on the *Orders created in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search orders placed within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

Track Orders

Simple Search

Below is a list of your orders. Click on the order number to view the order details.

[Advanced Search](#)

Orders created in the last: **7 days** [Go] ←

Orders between: [] [Calendar Icon] and [] [Calendar Icon] [Go] ←

(Example: 31-DEC-1999)

Search By: **Order Number** [Go] ←

Results

| <u>Order Number</u> | <u>PO Number</u> | <u>Order Date</u> | <u>Order Status</u> | <u>Cancellation Reason</u> | <u>Created By</u> | <u>Delivery Number</u> | <u>Trip Number</u> | <u>Total Cases</u> | <u>Order Total</u> | <u>Delivery Details</u> |
|-------------------------|------------------|-------------------|---------------------|----------------------------|-------------------|------------------------|----------------------|--------------------|--------------------|-------------------------|
| 1075043 | | 18-AUG-2015 | Booked | | Smith, John | | | 35 | 770.38 | |
| 1075022 | | 14-AUG-2015 | Booked | | Mallack, Jerry L. | | | 9 | 1130.23 | |
| 1074265 | | 13-AUG-2015 | Booked | | Mallack, Jerry L. | 535367,535368,535369 | 678368,678396,678434 | 12 | 1386.93 | |

3. For example, if you wanted to see all orders placed by a specific person, such as a sales rep, you could select **Created By** from the *Search By*: drop-down menu, use the second drop-down menu to further define the search, enter the name in the search field, and click **Go**. The example below demonstrates that you do not need the full name of the person; you can select “contains” from the secondary drop-down menu and enter a partial name.

Track Orders

Simple Search

Below is a list of your orders. Click on the order number to view the order details.

Advanced Search

Orders created in the last:

Orders between: and
(Example: 31-DEC-1999)

Search By: **Created By**

Results

| Order Number | PO Number | Order Date | Order Status | Cancellation Reason | Created By | Delivery Number | Trip Number | Total Cases | Order Total | Delivery Details |
|-------------------------|-----------|-------------|--------------|---------------------|-------------------|---|---|-------------|-------------|------------------|
| 1075022 | | 14-AUG-2015 | Booked | | Mallack, Jerry L. | | | 9 | 1130.23 | |
| 1074265 | | 13-AUG-2015 | Booked | | Mallack, Jerry L. | 535367,535368,535369 | 678368,678396,678434 | 12 | 1386.93 | |
| 1069885 | | 31-JUL-2015 | Booked | | Mallack, Jerry L. | 530537 | 675291 | 9 | 1485.6 | |
| 1068349 | | 28-JUL-2015 | Closed | | Mallack, Jerry L. | 512635 | 651226 | 6 | 495.8 | |
| 1067600 | | 27-JUL-2015 | Closed | | Mallack, Jerry L. | 522950,523166,523273,530473,532059 | 663071,663100,663131,675263,676492 | 17 | 1555.71 | |
| 1067340 | | 24-JUL-2015 | Closed | | Mallack, Jerry L. | 506847 | 649078 | 1 | 183.49 | |
| 1066214 | | 22-JUL-2015 | Closed | | Mallack, Jerry L. | 487922,522950 | 633083,663071 | 10 | 933.24 | |
| 1066212 | | 22-JUL-2015 | Closed | | Mallack, Jerry L. | 490879 | 639055 | 4 | 691 | |
| 1065041 | | 20-JUL-2015 | Booked | | Mallack, Jerry L. | 487922,488192,490879,511926,511927,522950 | 633083,634062,639055,651047,663071 | 21 | 2182.8 | |
| 1062576 | | 13-JUL-2015 | Booked | | Mallack, Jerry L. | 431320,431322,431323,431324,433322,433323,450343,487922,522950,532151 | 559983,560983,560984,560985,561983,561984,582004,633083,663071,676492 | 35 | 3031.42 | |
| 1062530 | | 13-JUL-2015 | Closed | | Mallack, Jerry L. | 430320 | 559098 | 6 | 327.6 | |
| 1057696 | | 29-JUN-2015 | Closed | | Mallack, Jerry L. | 382172 | 507501 | 1 | 168 | |

4. Click on the order number to see the details of that order.

Track Orders

Simple Search

Below is a list of your orders. Click on the order number to view the order details.

Advanced Search

Orders created in the last:

Orders between: and
(Example: 31-DEC-1999)

Search By: **Order Number**

Results

| Order Number | PO Number | Order Date | Order Status | Cancellation Reason | Created By | Delivery Number | Trip Number | Total Cases | Order Total | Delivery Details |
|-------------------------|-----------|-------------|--------------|---------------------|-------------------|----------------------|----------------------|-------------|-------------|------------------|
| 1075043 | | 18-AUG-2015 | Booked | | Smith, John | | | 35 | 770.38 | |
| 1075022 | | 14-AUG-2015 | Booked | | Mallack, Jerry L. | | | 9 | 1130.23 | |
| 1074265 | | 13-AUG-2015 | Booked | | Mallack, Jerry L. | 535367,535368,535369 | 678368,678396,678434 | 12 | 1386.93 | |

5. From the Order Details screen, you can cancel the entire order by clicking the **Cancel Order** button. Note: you can only cancel an order if the order status is *Entered* or *Booked*. Additionally, you can only cancel the entire order. If you want to cancel only certain line items, you must contact the ABS Order Section at 240-777-1901. Click the **Back to Order Summary** link to return to the order summary screen. Note: please refer to page 29 of this document for an explanation of what the various [statuses](#) on this screen mean.

Order Details

The following table displays the order details.

✓ You can only cancel an order if it is in ENTERED or BOOKED status. Canceling an order will cancel all the lines of the order.

| Order Information | | | | | | | | | | | | | | |
|--|-----------------|----------------------------------|-----|-----|-----------------------------------|------|---------|---------|---------|--|---------------------|------------|--------------------------|-------------|
| Order Number: 1074265 | | | | | | | | | | Order Date: 13-AUG-2015 | | | | |
| Order Status: Booked | | | | | | | | | | | | | | |
| Customer Information | | | | | | | | | | | | | | |
| Customer Name: NOT YOUR AVERAGE JOE'S | | | | | | | | | | | | | | |
| Shipping Information | | | | | | | | | | Billing and Payment Information | | | | |
| Ship To: ABC BEER AND WINE 51 MONROE ST ROCKVILLE, MD 20850 UNITED STATES | | | | | | | | | | Bill To: ABC BEER AND WINE 51 MONROE ST ROCKVILLE, MD 20850 UNITED STATES | | | | |
| Line Number | DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Ordered | Shipped | Status | Cancellation Reason | Estimated Ship Date | Unit Price | Selling/Discounted Price | Total Price |
| 1 | 93548 | BUD 4/6 LNNR - 12OZ | ST | 24 | ANHEUSER BUSCH INC | Case | 2 | 2 | Shipped | | 18-AUG-2015 | 20.1 | \$20.10 | \$40.20 |
| 2 | 96741 | CORONA EXTRA 4/6 NR - 12OZ | ST | 24 | CROWN IMPORTS | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 26.5 | \$26.50 | \$26.50 |
| 3 | 24020 | FLYING DOG RB 1/2K | ST | 1 | FLYING DOG BREWERY LLLP | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 191 | \$221.00 | \$221.00 |
| 4 | 26640 | DC BRAU CORRUPTION IPA 1/2K | ST | 1 | DC BRAU CORRUPTION IPA 1/2K | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 159.55 | \$189.55 | \$189.55 |
| 5 | 95206 | MILLER LITE 1/2K | ST | 1 | MILLER BREWING COMPANY | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 91 | \$121.00 | \$121.00 |
| 6 | 96253 | BLUE MOON 1/2K | ST | 1 | MILLER BREWING COMPANY | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 138 | \$168.00 | \$168.00 |
| 7 | 19224 | RAVENSWOOD VINTNERS ZIN - 750ML | ST | 12 | CONSTELLATION BRANDS | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 103.8 | \$85.80 | \$85.80 |
| 8 | 55247 | ERATH OREGON P/NOIR - 750ML | ST | 12 | STE MICHELLE WINE ESTATES | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 162.6 | \$160.60 | \$160.60 |
| 9 | 80160 | TRAPICHE MALBEC - 750ML | ST | 12 | THE WINE GROUP | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 74.28 | \$74.28 | \$74.28 |
| 10 | 83399 | K JACKSON VINT RES CHARD - 750ML | ST | 12 | JACKSON FAMILY ENTERPRISES INC | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 144.6 | \$132.60 | \$132.60 |
| 11 | 88577 | LA CREMA MONTEREY CHARD - 750ML | ST | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | 1 | 1 | Shipped | | 18-AUG-2015 | 179.4 | \$167.40 | \$167.40 |
| Sub-Total: | | | | | | | | | | | | | \$1,386.93 | |
| Shipping and Handling | | | | | | | | | | | | | \$0.00 | |
| Tax: | | | | | | | | | | | | | \$0.00 | |
| Total: | | | | | | | | | | | | | \$1,386.93 | |

Back to Order Summary

Cancel Order

6. Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column. In the example below, the Supplier Name heading was clicked, which displays the data alphabetically by that column.

| Line Number | DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Ordered | Shipped | Status | Cancellation Reason | Estimated Ship Date | Unit Price | Selling/Discounted Price | Total Price |
|-------------|-----------------|---|-----|-----|-----------------------------------|------|---------|---------|---------|---------------------|---------------------|------------|--------------------------|-------------|
| 11 | 80911 | KIM CRAWFORD S/BLC - 750ML | ST | 12 | CONSTELLATION BRANDS | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 163.8 | \$151.80 | \$151.80 |
| 1 | 25425 | DOGFISH HEAD TWEASON' ALE 6/4 NR - 12OZ | ST | 24 | DOGFISH HEAD CRAFT BREWERY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 38.75 | \$38.75 | \$38.75 |
| 9 | 75884 | CANYON ROAD MERLOT - 750ML | AL | 12 | E & J GALLO WINERY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 54.6 | \$54.60 | \$54.60 |
| 12 | 85432 | LA MARCA PROSECCO - 187ML | AL | 24 | E & J GALLO WINERY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 92.4 | \$92.40 | \$92.40 |
| 8 | 405817 | CANYON ROAD P/GRIG - 750ML | AL | 12 | E & J GALLO WINERY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 54.6 | \$54.60 | \$54.60 |
| 2 | 95206 | MILLER LITE 1/2K | ST | 1 | MILLER BREWING COMPANY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 91 | \$121.00 | \$121.00 |
| 3 | 96253 | BLUE MOON 1/2K | ST | 1 | MILLER BREWING COMPANY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 138 | \$168.00 | \$168.00 |
| 4 | 25601 | LEINENKUGEL SUMMER SHANDY 1/2K | ST | 1 | MILLER BREWING COMPANY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 132 | \$162.00 | \$162.00 |
| 7 | 305112 | HOGUE S/BLC - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 101.88 | \$101.88 | \$101.88 |
| 6 | 100803 | CYT XPLORADOR CHARD - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | 6 | 6 | Shipped | | 25-AUG-2015 | 71.4 | \$71.40 | \$428.40 |
| 10 | 80160 | TRAPICHE MALBEC - 750ML | ST | 12 | THE WINE GROUP | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 74.28 | \$62.28 | \$62.28 |
| 5 | 95281 | YUENGLING LAGER 1/2K | ST | 1 | YUENGLING BREWERY | Case | 1 | 1 | Shipped | | 31-JUL-2015 | 90 | \$120.00 | \$120.00 |

Track Orders (Advanced Search)

- To access the Track Orders Advanced Search feature, go to the **Track Orders** tab or link, and click on the **Advanced Search** button.

The screenshot shows the top navigation bar with tabs: Montgomery SR Catalog, Direct Item Entry, **Track Orders** (highlighted with a red box and a red arrow), Shopping Cart, Shopping List, FAQ, and Reports. Below this is a sub-navigation bar with: **Track Orders**, Invoices, Payments, and Returns. A search bar contains 'All Products' and a 'Go' button, with a red arrow pointing to the 'Track Orders' tab. Below the search bar is the 'Track Orders' section with a 'Simple Search' header. A red arrow points from the 'Advanced Search' button in the top right to the 'Advanced Search' button in the 'Simple Search' section. Below this are search filters: 'Orders created in the last: 7 days' with a 'Go' button; 'Orders between:' with date pickers and a 'Go' button; and 'Search By:' with a dropdown set to 'Order Number', a 'is' dropdown, and a 'Go' button. Below the filters is a 'Results' section with a table:

| Order Number | PO Number | Order Date | Order Status | Cancellation Reason | Created By | Delivery Number | Trip Number | Total Cases | Order Total | Delivery Details |
|--------------|-----------|-------------|--------------|---------------------|--------------|-----------------|-------------|-------------|-------------|------------------|
| 1080456 | | 28-AUG-2015 | Booked | | Momyer, Erin | | | 3 | 286.08 | |

- An error message will display by default until you actually initiate a search. In the *Search By:* drop-down box, you can select Orders or Items. You will have different search fields depending on which one you select. If you select **Orders** from the *Search By:* drop-down menu, you can search by Order Number, PO Number, Order Date (enter a date range to see all orders placed within that date range), Order Status, Delivery Number, Trip Number (a delivery number and trip number are included on every commercial invoice that you receive from the ABS delivery driver), Total Cases, Order Total, or any combination of those search criteria. The more search fields you populate, the more you will narrow your search results. Click the **Search** button to run the search.

The screenshot shows the 'Track Orders' section with an 'Advanced Search' header. A red arrow points to an error message box that says 'Error No search performed'. Below the error message is a yellow banner that reads: 'To find a specific order, enter at least one search parameter (other than order status, order dates, and pricing agreement) and then click 'Search''. Below the banner is the 'Search By:' dropdown set to 'Orders' (highlighted with a red arrow). Below this are search fields: 'Order Number:', 'PO Number:', 'From Order Date:', 'To Order Date:', 'Order Status:' (with a dropdown menu showing 'All', 'Booked', 'Entered', 'Closed', 'Cancelled'), 'Created By:', 'Delivery Number:', 'Trip Number:', 'Total Cases:', and 'Order Total:'. At the bottom are 'Search' and 'Clear' buttons, with a red arrow pointing to the 'Search' button. Below the search fields is a 'Results' section.


3. If you select **Items** from the *Search By:* drop-down menu, you can search by Order Number, Item Number, (click the magnifying glass first, and then enter the item number on the next screen), Item Name (click on the magnifying first, and then enter the item name on the next screen), the Requested Delivery Date or date range, the Line Status (select the specific status from the Line Status: drop-down menu), the PO Number, or a combination of search criteria. In the example below, an item search was done for item# 84251. The results display all orders that contain that item number.

Track Orders



Advanced Search


To find a specific item, enter at least one search parameter (other than line status, requested delivery dates, and pricing agreement) and then click 'Search'.

[Simple Search](#)



Search By: **Items** ▼ 

Order Number:

DLC Item Number:  

Item Name: 


Tag:

Requested Delivery Date From:  Requested Delivery Date To: 

(Example: 31-DEC-1999)

Line Status: **All** ▼

PO Number:

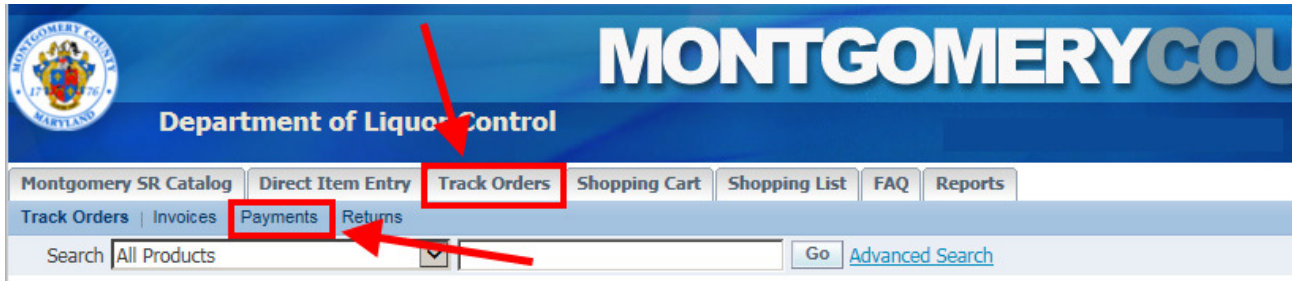
 **Search** [Clear](#)

Results

| Order Number | Line Number | DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Ordered | Shipped | Estimated Ship Date | Status | PO Number |
|-------------------------|-------------|-----------------|----------------------------------|-----|-----|--------------------|------|---------|---------|---------------------|--------|-----------|
| 1076565 | 8 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 21-AUG-2015 | Closed | |
| 1072519 | 1 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 11-AUG-2015 | Closed | |
| 1071434 | 1 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 07-AUG-2015 | Closed | |
| 1028251 | 1 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 14-APR-2015 | Closed | |
| 1024616 | 1 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 03-APR-2015 | Closed | |
| 1006422 | 1 | 84251 | BAREFOOT CEL RED MOSCATO - 750ML | ST | 12 | E & J GALLO WINERY | Case | 1 | 1 | 13-FEB-2015 | Closed | |

Track Payments

1. Click the **Track Orders** tab or link and then click the **Payments** link.



2. By default, payments made within the last seven days will be displayed. Click on the *Payments in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search payments made within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search. In the example below, payments made in the last 14 days are displayed based on the search criteria entered.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

Payments

Please note that payments for an order are reflected only upon actual receipt.

Payments in last: **14 days**

Payments between: and

(Example: 31-DEC-1999)

Search By: **Payment Number** is

Results

| <u>Payment Number</u> | <u>Customer Name</u> | <u>Payment Date</u> | <u>Payment Amount</u> | <u>Delivery Number</u> | <u>Trip Number</u> | <u>Sales Order Number</u> |
|------------------------|----------------------|---------------------|-----------------------|---|-----------------------------|--|
| 134730 | ABC BEER AND WINE | 27-AUG-2015 | \$911.20 | 539756,539886,540038 | 680179,680204,680281 | 220912,1077602 |
| 134394 | ABC BEER AND WINE | 25-AUG-2015 | \$1,171.35 | 537843,538041,538159,538698 | 678952,678979,679013,679138 | 220580,220705,1075195,1076565 |
| 133487 | ABC BEER AND WINE | 20-AUG-2015 | \$1,104.23 | 536491,536784 | 678633,678699 | 220234,1062576,1072517,1075022,1075195 |
| 133163 | ABC BEER AND WINE | 18-AUG-2015 | \$1,538.01 | 534996,535014,535312,535367,535368,535369 | 678368,678396,678434 | 219994,1039835,1071434,1072519,1074265 |

3. To search for a specific payment, for example if your ACH bank account was charged and you want to find that specific payment to see what was included, you would select **Payment Amount** from the *Search By:* drop-down menu, enter the payment amount in the search field and click **Go**. The summary information for that payment displays, including the Delivery Numbers and Sales Orders associated with that payment. Click the **Payment Number** to see additional information. Note: a delivery number and trip number are included on every commercial invoice that you receive from the driver at the time of delivery.

Payments

Please note that payments for an order are reflected only upon actual receipt.

Payments in last:

Payments between: and

(Example: 31-DEC-1999)

Search By: **Payment Amount** is 1627.62



Results

| Payment Number | Customer Name | Payment Date | Payment Amount | Delivery Number | Trip Number | Sales Order Number |
|------------------------|-------------------|--------------|----------------|-----------------------------|----------------------|---|
| 131881 | ABC BEER AND WINE | 11-AUG-2015 | \$1,627.62 | 532059,532151,532237,532536 | 676492,676523,676578 | 219253,219340,1062576,1067600,1069875,1071432,1071433,1071434 |



4. The Payment Details screen displays the invoices and credits (and their respective amounts) that made up this payment. In the example below, two credits (returns) and six invoices made up this payment. To see what products were billed or returned, click the invoice number in the *Applied Against Invoice* column to the far right.

Payment Details for Payment Number 131881

| Payment Information | | | | | | |
|----------------------------------|-------------|-----------------|----------------------------|--------------|--------|-------------------------|
| Payment Number: 131881 | | | Applied Amount: \$1,627.62 | | | |
| Customer Name: ABC BEER AND WINE | | | Receipt Date: 11-AUG-2015 | | | |
| Payment Amount: \$1,627.62 | | | Due Date: 11-AUG-2015 | | | |
| Unapplied Amount: \$0.00 | | | | | | |
| Payment Number | Type | Original Amount | Amount Applied | Date Applied | Status | Applied Against Invoice |
| 131881 | Credit Memo | \$-208.20 | \$-208.20 | 11-AUG-2015 | Closed | 113394 |
| 131881 | Credit Memo | \$-60.00 | \$-60.00 | 11-AUG-2015 | Closed | 113314 |
| 131881 | Invoice | \$101.88 | \$101.88 | 11-AUG-2015 | Closed | 113485 |
| 131881 | Invoice | \$109.20 | \$109.20 | 11-AUG-2015 | Closed | 113511 |
| 131881 | Invoice | \$109.59 | \$109.59 | 11-AUG-2015 | Closed | 113492 |
| 131881 | Invoice | \$208.20 | \$208.20 | 11-AUG-2015 | Closed | 113487 |
| 131881 | Invoice | \$470.40 | \$470.40 | 11-AUG-2015 | Closed | 113509 |
| 131881 | Invoice | \$896.55 | \$896.55 | 11-AUG-2015 | Closed | 113493 |



[Back to Payments Summary](#) Click here to return to the previous screen.

5. The Invoice Details screen displays the specific products that were invoiced including the Regular Price, any discounts that were applied, the Sale Price after discount, and the Total Price (sale price multiplied by the quantity).

Invoice Details for Invoice Number 113493

| Invoice Information | | | | | | | | | |
|---------------------------|-----------------|---------------------------------|-----|-----|-----------------------|--------------------|--------------------|-----------------|------------------|
| Invoice Number: 113493 | | | | | Amount Due: \$0.00 | | | | |
| Invoice Date: 07-AUG-2015 | | | | | Due Date: 07-AUG-2015 | | | | |
| Original Amount: \$896.55 | | | | | PO Number: | | | | |
| Line Number | DLC Item Number | Item Name | Tag | BPC | Quantity | Regular Price (\$) | Unit Discount (\$) | Sale Price (\$) | Total Price (\$) |
| 10 | 25601 | LEINENKUGEL SUMMER SHANDY 1/2K | ST | 1 | 1 | \$132.00 | -30 | 162 | 162 |
| 11 | 25601 | KEG CHARGE.6016 | ST | 1 | 1 | \$30.00 | -30 | 162 | 162 |
| 13 | 25538 | FLYING DOG DOGTOBERFEST 1/2K | ST | 1 | 1 | \$158.65 | -30 | 188.65 | 188.65 |
| 14 | 25538 | KEG CHARGE.6016 | ST | 1 | 1 | \$30.00 | -30 | 188.65 | 188.65 |
| 1 | 25564 | NB FAT TIRE 1/2K | ST | 1 | 1 | \$148.00 | -30 | 178 | 178 |
| 2 | 25564 | KEG CHARGE.6016 | ST | 1 | 1 | \$30.00 | -30 | 178 | 178 |
| 4 | 26640 | DC BRAU CORRUPTION IPA 1/2K | ST | 1 | 1 | \$159.55 | -30 | 189.55 | 189.55 |
| 5 | 26640 | KEG CHARGE.6016 | ST | 1 | 1 | \$30.00 | -30 | 189.55 | 189.55 |
| 7 | 25390 | KEG CHARGE.6014 | SB | 1 | 1 | \$30.00 | -30 | 178.35 | 178.35 |
| 9 | 25390 | VICTORY HEADWATER PALE ALE 1/2K | SB | 1 | 1 | \$148.35 | -30 | 178.35 | 178.35 |

[Back to Invoice Summary](#)

Track Returns

- Click on the **Track Orders** tab or link and then click on the **Returns** link.

Montgomery SR Catalog | Direct Item Entry | **Track Orders** | Shopping Cart | Shopping List | FAQ | Reports

Track Orders | Invoices | Payments | **Returns**

Search: All Products Go [Advanced Search](#)

- By default, returns made within the last seven days will be displayed. Click on the *Returns created in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search returns made within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search. In the example below, returns made in the last 30 days are displayed based on the search criteria entered.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

Returns

Below is a list of your returns. Click on the return number to view the return details.

Returns created in the last: Go

Returns Between: and Go

(Example: 31-DEC-1999)

Search By: is Go

All Returns

| <u>Return Number</u> | <u>Original Order Details</u> | <u>Return Order Date</u> | <u>Return Status</u> | <u>Cancellation Reason</u> | <u>Created By</u> | <u>Total Cases</u> | <u>Order Total</u> |
|------------------------|-------------------------------|--------------------------|----------------------|----------------------------|-------------------|--------------------|--------------------|
| 219551 | | 12-AUG-2015 | Booked | | Reed, Adrienne I | 6 | 180 |
| 219340 | | 10-AUG-2015 | Booked | | Momyer, Erin | 2 | 60 |
| 219253 | 1062576-19 | 10-AUG-2015 | Booked | | Reed, Adrienne I | 3 | 208.2 |
| 218886 | | 05-AUG-2015 | Booked | | Momyer, Erin | 6 | 180 |
| 218773 | 1053314-9,1067600-6 | 05-AUG-2015 | Booked | | Reed, Adrienne I | 5 | 3071.3 |

- Click on the return number to see detailed information about the return.

| <u>Return Number</u> | <u>Original Order Details</u> | <u>Return Order Date</u> | <u>Return Status</u> | <u>Cancellation Reason</u> | <u>Created By</u> | <u>Total Cases</u> | <u>Order Total</u> |
|------------------------|-------------------------------|--------------------------|----------------------|----------------------------|-------------------|--------------------|--------------------|
| 219551 | | 12-AUG-2015 | Booked | | Reed, Adrienne I | 6 | 180 |
| 219340 | | 10-AUG-2015 | Booked | | Momyer, Erin | 2 | 60 |
| 219253 | 1062576-19 | 10-AUG-2015 | Booked | | Reed, Adrienne I | 3 | 208.2 |
| 218886 | | 05-AUG-2015 | Booked | | Momyer, Erin | 6 | 180 |
| 218773 | 1053314-9,1067600-6 | 05-AUG-2015 | Booked | | Reed, Adrienne I | 5 | 3071.3 |

Return Details

Return Information

Return Number: 218773

Return Status: Booked



Customer Name: ABC BEER AND WINE

Ordered Date: 05-AUG-2015

Return Status: BOOKED

Order Total: \$-3,071.30

Charges: \$0.00

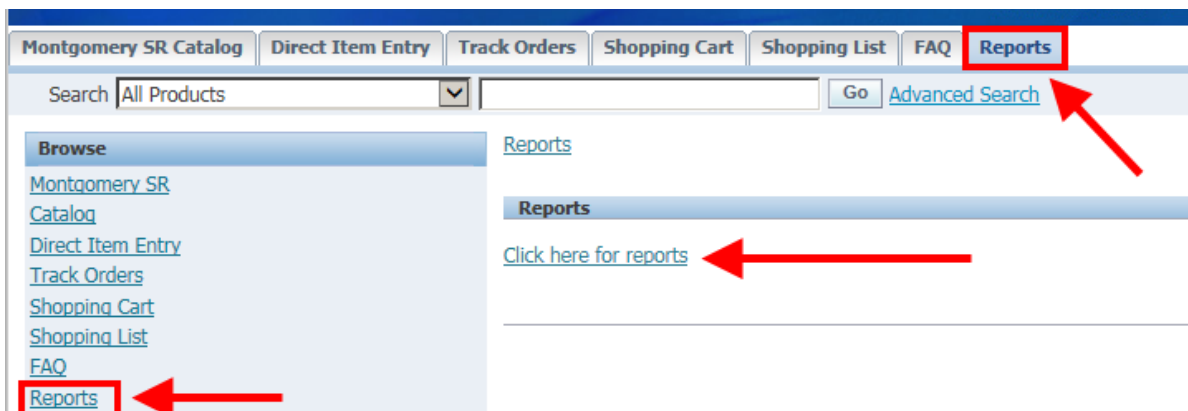
| Line | DLC Item Number | Item Name | Tag | BPC | Supplier Name | UOM | Returned | Return Reason | Status | Cancellation Reason | Price | Original Order Number | Qty Ordered | Item Details |
|------|-----------------|-----------------------------------|-----|-----|-----------------------------------|------|----------|-------------------|--------|---------------------|---------------|-----------------------|-------------|---|
| 1 | 75562 | LADYBURN 40YR SINGLE MALT - 750ML | AL | 1 | WILLIAM GRANT AND SONS INC | Case | 2 | Business Decision | Closed | | \$-2,857.10 | 1053314 | 2 |  |
| 2 | 100803 | CYT XPLORADOR CHARD - 750ML | LS | 12 | REPUBLIC NATIONAL DISTRIBUTING CO | Case | 3 | Business Decision | Closed | | \$-214.20 | 1067600 | 6 |  |
| | | | | | | | | | | | Sub Total: | \$-3,071.30 | | |
| | | | | | | | | | | | Tax: | \$0.00 | | |
| | | | | | | | | | | | Charges: | \$0.00 | | |
| | | | | | | | | | | | Return Total: | \$-3,071.30 | | |

[Back to Returns Summary](#)

Click here to return to previous screen.

View Reports

1. Click the **Reports** tab or link and then click the link that says **Click here for reports** (you may be promoted to re-enter your iStore user name and password).



The screenshot shows the iStore interface with a navigation bar at the top containing tabs: Montgomery SR Catalog, Direct Item Entry, Track Orders, Shopping Cart, Shopping List, FAQ, and Reports. The Reports tab is highlighted with a red box. Below the navigation bar is a search section with a dropdown menu set to 'All Products', a search input field, and a 'Go' button. To the left of the search section is a 'Browse' sidebar with a list of links: Montgomery SR, Catalog, Direct Item Entry, Track Orders, Shopping Cart, Shopping List, FAQ, and Reports. The Reports link in the sidebar is also highlighted with a red box. To the right of the search section, under the Reports tab, there is a link that says 'Click here for reports', which is also highlighted with a red box. A red arrow points from the 'Click here for reports' link back to the Reports tab in the navigation bar.

2. On the left side, click on the report you want to view. Data is real-time and can be sorted, filtered and grouped to meet your specific needs. To access the user guide that explains how to use iStore reports, please go to the ABS website at www.montgomerycountymd.gov/ABS/licensees, click on *iStore Reports User Guide*

MONTGOMERY COUNTY DLC REPORTS

Welcome: JOHN SMITH@ABCBEERWINE.COM
Friday, August 21, 2015

Reports | DLC Home | Logout

LICENSEE: ABC BEER AND WINE

Export to Excel

Drag a column header here to group by that column

| SUPPLIER | SUPPLIER SITE | ITEM CODE | ITEM DESCRIPTION | ITEM TAG | LICENSEE | ORDER NUMBER | LINE NUMBER | ORDERED DATE | SCHEDULE SHIP DATE | ORDERED QUANTITY | UNIT SELLING PRICE |
|-----------------------|-----------------|-----------|--|----------|-------------------|--------------|-------------|--------------|--------------------|------------------|--------------------|
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 116017 | CASTELVERO BARBERA PIEMONTE - 750ML | LS | ABC BEER AND WINE | 1073541 | 8 | 8/11/2015 | 8/20/2015 | 1 | 94.68 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 12980 | CATENA ALTA CAB - 750ML | SC | ABC BEER AND WINE | 1073541 | 16 | 8/11/2015 | 8/20/2015 | 1 | 194.70 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 138711 | CATENA ALTA MAL 6/C - 750ML | SW | ABC BEER AND WINE | 1073541 | 17 | 8/11/2015 | 8/20/2015 | 1 | 189.54 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 142182 | GRAHAM'S 10YR TAWNY PORT - 750ML | SW | ABC BEER AND WINE | 1058869 | 27 | 7/1/2015 | 7/9/2015 | 1 | 149.34 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 142182 | GRAHAM'S 10YR TAWNY PORT - 750ML | SW | ABC BEER AND WINE | 1065880 | 13 | 7/21/2015 | 7/23/2015 | 1 | 149.34 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 142530 | CAST DI MELETO CHN CL - 750ML | LS | ABC BEER AND WINE | 1073541 | 9 | 8/11/2015 | 8/20/2015 | 1 | 179.88 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 188778 | SEGHESSIO SONOMA ZIN - 750ML | LS | ABC BEER AND WINE | 1071967 | 8 | 8/6/2015 | 8/13/2015 | 1 | 247.80 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 194034 | DR LOOSEN "L" EST RIES TROCKEN - 750ML | LS | ABC BEER AND WINE | 1068496 | 16 | 7/28/2015 | 8/6/2015 | 1 | 112.20 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 194743 | ALOIS LAGEDER P/GRIG ALTO ADIG - 750ML | LS | ABC BEER AND WINE | 1073541 | 10 | 8/11/2015 | 8/13/2015 | 1 | 145.80 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 197742 | CH PESQUIE LES TERRASSES - 750ML | LS | ABC BEER AND WINE | 1073541 | 14 | 8/11/2015 | 8/20/2015 | 1 | 137.40 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 25844 | ALOIS LAGEDER PINOT GRIGIO - 750ML | S | ABC BEER AND WINE | 1074979 | 2 | 8/14/2015 | 8/20/2015 | 1 | 145.80 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 306632 | PUNTO FINAL RES MAL - 750ML | LS | ABC BEER AND WINE | 1073541 | 15 | 8/11/2015 | 8/20/2015 | 1 | 175.80 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 307836 | MARTIN RAY CHARD - 750ML | S | ABC BEER AND WINE | 1073541 | 7 | 8/11/2015 | 8/20/2015 | 1 | 133.80 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 308977 | JAM JAR MOSCATO - 750ML | S | ABC BEER AND WINE | 1073541 | 5 | 8/11/2015 | 8/20/2015 | 1 | 86.28 |
| A VINTNERS SELECTIONS | COUNTRY VINTNER | 310339 | VINACEOUS CHARD SHAKRE - 750ML | LS | ABC BEER AND WINE | 1073541 | 6 | 8/11/2015 | 8/20/2015 | 1 | 154.20 |

Page 1 of 24 (359 items) 1 2 3 4 5 6 7 ... 22 23 24

Logout

1. You can log out of iStore from any screen by clicking on **Logout** either at the top-right or bottom-middle of the screen.

MONTGOMERY COUNTY MARYLAND

Department of Liquor Control

Home | Cart | Order | Profile | Logout

Search for products

Track Orders

Advanced Search

Orders created in the last 7 days

Search by Order Number

Cart | Order | Profile | Logout

Cart | Order | Profile | Logout

Tag and Status Definitions

Item Tag – a ABS tag that identifies what category a product falls into

- **AL** = Allocated items (limited supply)
- **HO** = Holiday (available only during certain times of the year)
- **LS** = Licensee Special (items not sold in stores and must be purchased out of the warehouse)
- **S** = Special items (not normally carried in stores, but have been requested by licensee)
- **SB** = Special Beer
- **SC** = Specialty Center (not stocked in the warehouse, but carried in ABS retail stores)
- **ST** = Stock items
- **SW** = Special Wine (special wines that have a ABS cost of \$18 per bottle or more, only sold out of warehouse)

Order Status – the order status identifies what stage the order or item is in. There are different statuses depending on which iStore screen you're on. Statuses on the Track Orders / Order Details screen include:

- **Supply Eligible** – product has been successfully booked and accepted in the system (visible for special-order products only)
- **External Req Open** – ABS Purchasing is preparing a purchase order (visible for special-order products only)
- **PO Open** – ABS Purchasing has sent the purchase order to the supplier/vendor for fulfillment (visible for special-order products only)
- **Awaiting Shipping**
 - a) For special-order products, this indicates that the product has been received in the ABS warehouse
 - b) For stock products, this will be the status (whether the product is in the warehouse or not) until the item is shipped