



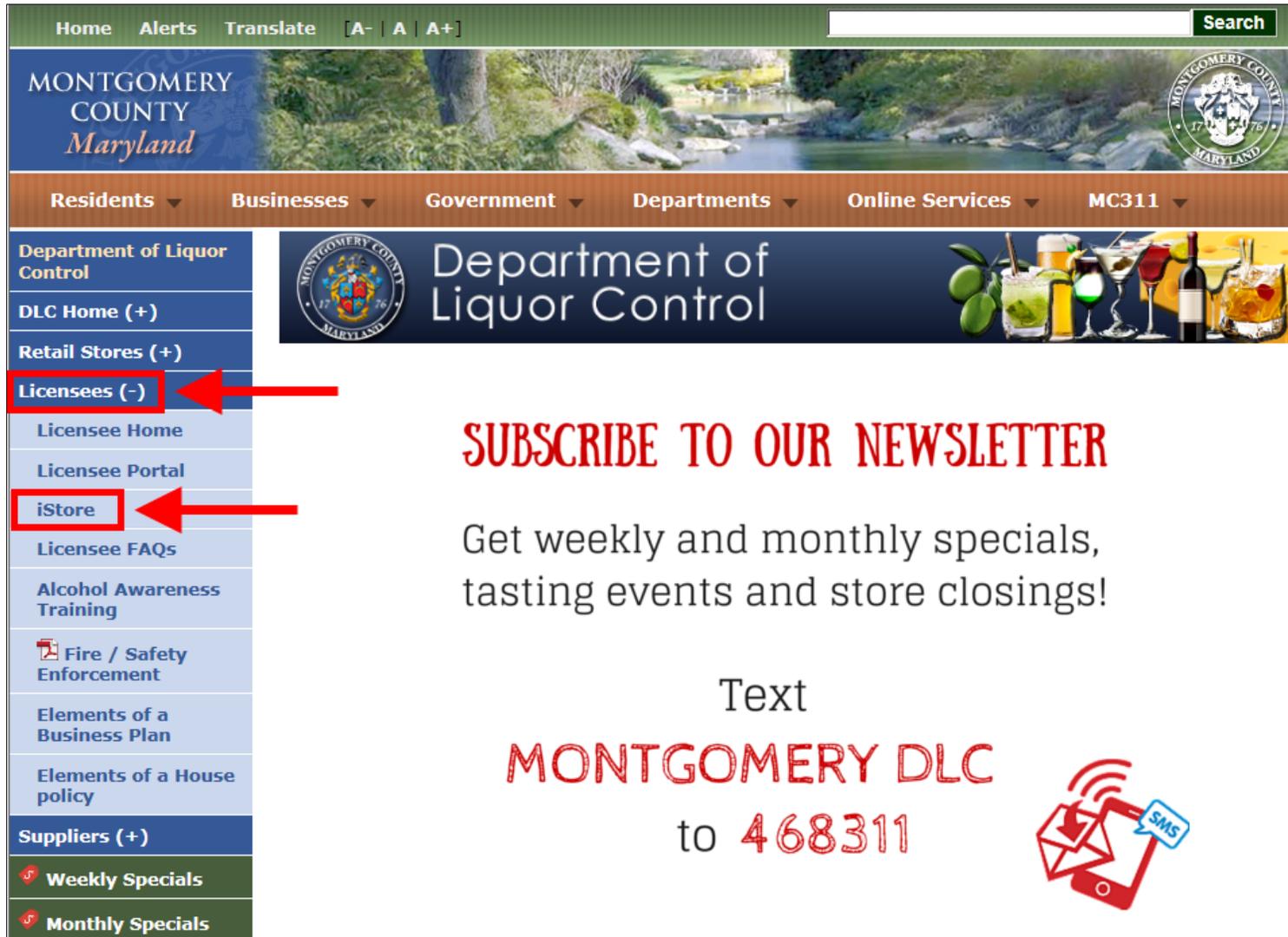
MONTGOMERY COUNTY DEPARTMENT OF LIQUOR CONTROL iSTORE USER GUIDE FOR LICENSEES

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Login Instructions

1. Log into the iStore from the DLC website at www.MontgomeryCountyMD.gov/DLC. Once on the DLC website, click the **Licenses** link in the left menu bar, then click the **iStore** link.



The screenshot shows the website's navigation bar with links for Home, Alerts, Translate, and a search box. Below the navigation bar is a banner for the Department of Liquor Control. The left sidebar menu includes links for Department of Liquor Control, DLC Home (+), Retail Stores (+), Licenses (-), Licensee Home, Licensee Portal, iStore, Licensee FAQs, Alcohol Awareness Training, Fire / Safety Enforcement, Elements of a Business Plan, Elements of a House policy, Suppliers (+), Weekly Specials, and Monthly Specials. Two red arrows point to the 'Licenses (-)' and 'iStore' links. To the right of the menu is a graphic for a newsletter sign-up with the text 'SUBSCRIBE TO OUR NEWSLETTER', 'Get weekly and monthly specials, tasting events and store closings!', 'Text MONTGOMERY DLC to 468311', and an icon of a smartphone with an SMS bubble.

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

Note: **if you have never before logged into iStore**, click the link that says “County Has Setup My Account” and follow the prompts using the temporary user name and password provided to you by DLC. If you have not received a temporary user name and password, please contact DLC at 240-777-1961 or DLCiStoreHelp@montgomerycountymd.gov.



2. The first screen is a landing page. This is where DLC 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.

Navigation pane

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.

Navigation tabs

Search fields

Add items directly to your cart by selecting them and clicking the Add to Cart button

your name

scroll between catalog pages

Your DLC account information

Select	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Unit Price	Available Qty
<input type="checkbox"/>	325617	1 EA I - 750ML	LS	12	GRAPES OF SPAIN INC	Case	\$151.80	0
<input type="checkbox"/>	80813	& PIZZA CHARD - 750ML	LS	12	SOUTHERN WINE & SPIRITS OF MARYLAND	Case	\$96.60	0
<input type="checkbox"/>	80814	& 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 Go [Advanced Search](#)

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

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 **DLC 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		
								<input type="button" value="Recalculate"/> Sub-Total: \$679.45 Shipping and Handling: \$0.00				
Total Quantity:						18			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		
								<input type="button" value="Recalculate"/> Sub-Total: \$679.45 Shipping and Handling: \$0.00				
Total Quantity:						18			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 **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 **Next**

7. Click Place Order

Checkout: Review and Place Order

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

Customer Information

Customer: ABC BEER AND WINE
John Smith

Shipping Information Change

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

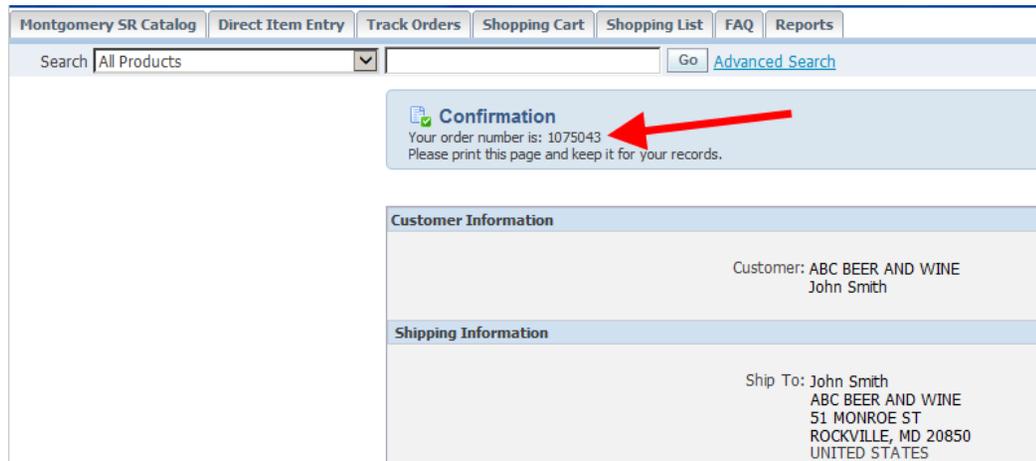
Billing and Payment Information Change

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
<input type="button" value="Recalculate"/> Sub-Total: \$679.45 Shipping and Handling: \$0.00										
Total Quantity: 18						Total: \$679.45				

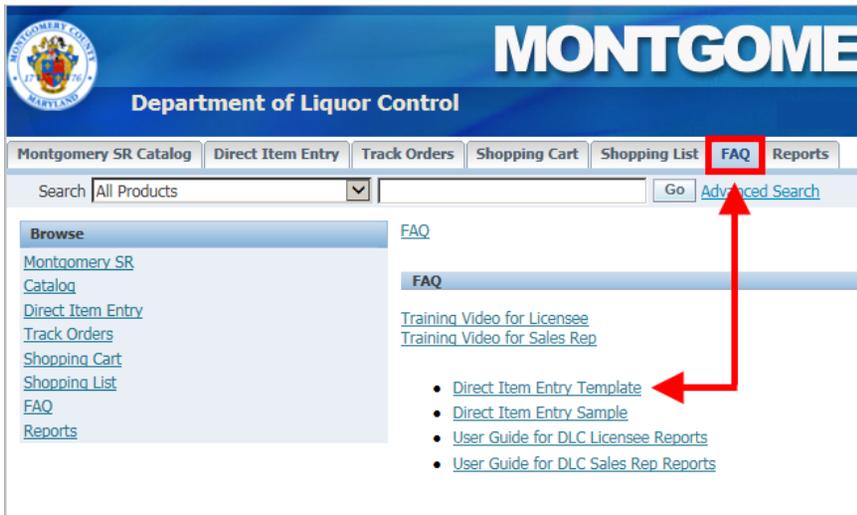
Cancel Actions Save Cart Go Back Step 3 of **Place Order**

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

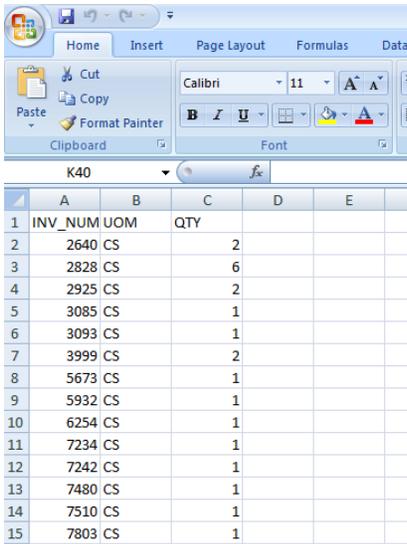


Order Products Using the File Upload Feature

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).

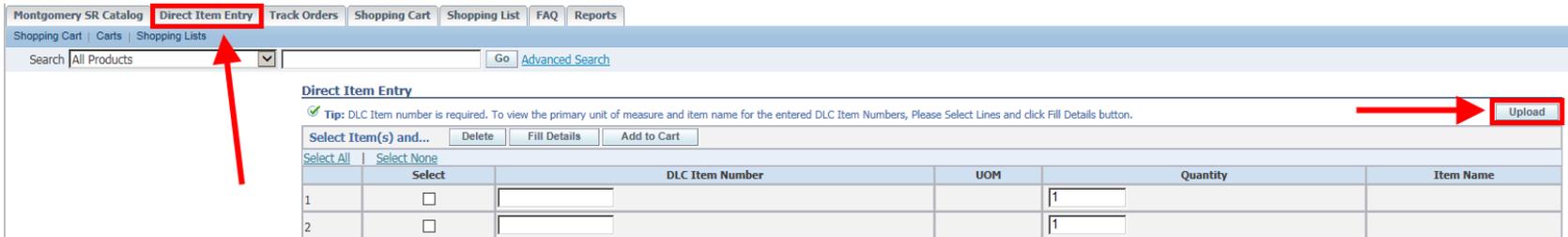


2. Open the template and enter the DLC item numbers and quantities in the corresponding columns.
Note: the UOM (unit of measure) column should always contain CS (case). **Save** the document to your computer.



	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

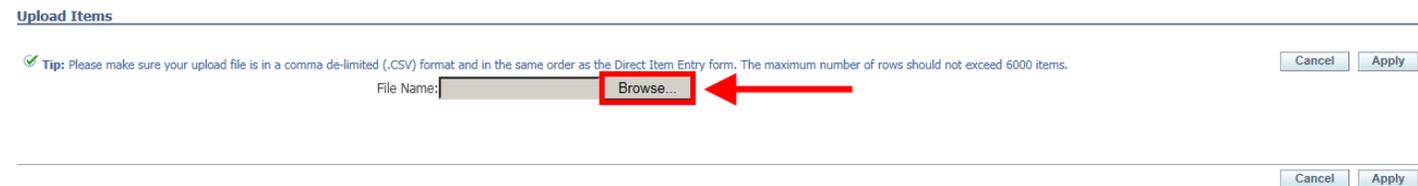
Tip: DLC Item number is required. To view the primary unit of measure and item name for the entered DLC Item Numbers, Please Select Lines and click Fill Details button.

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

Select All	Select None	Select	DLC Item Number	UOM	Quantity	Item Name
		<input type="checkbox"/>	<input type="text"/>		1	
		<input type="checkbox"/>	<input type="text"/>		1	

Upload

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

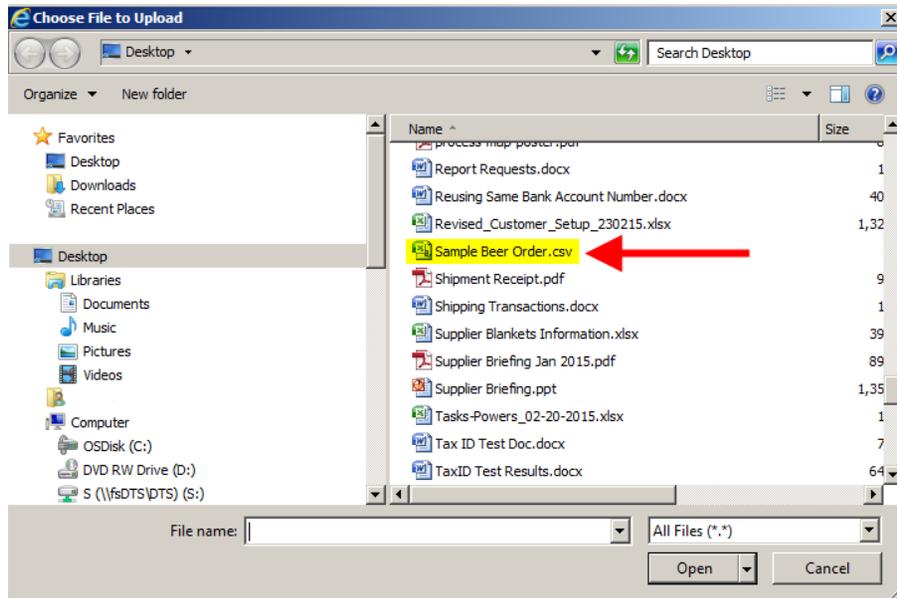


Upload Items

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\Desk 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 Check Availability Delete Cart Direct Item Entry **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		\$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	

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.

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

Search All Products [Go] Advanced Search

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

Select	Product
<input type="checkbox"/>	! EA ! - 750ML (Part Number 325617)
<input type="checkbox"/>	0Z SEL RES CAB - 1.5L (Part Number 339717)
<input type="checkbox"/>	10 CANE RUM - 750ML (Part Number 54054)
<input type="checkbox"/>	10 CANE RUM W/BEACH MAT - 750ML (Part Number 71593)

Search the Catalog

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

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
Montgomery SR Catalog
Direct Item Entry
Track Orders

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.

Department of Liquor Control

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

Search All Products [Go] Advanced Search

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.

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.

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](#)

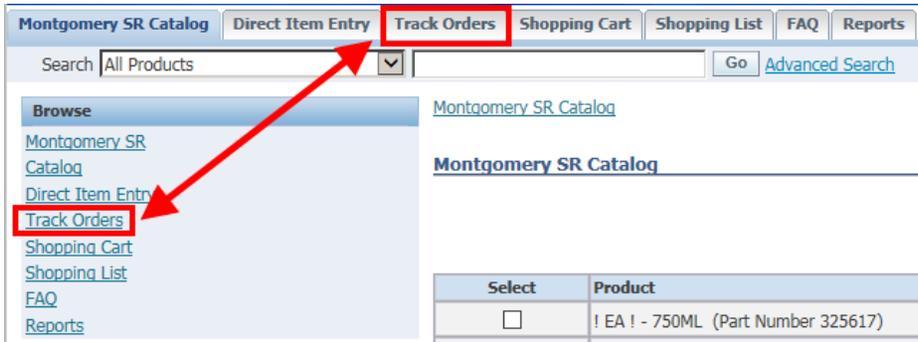
Category Name	Refine Search
LIQUOR HOLIDAY	Keyword(s): <input type="text" value="Grey Goose"/> <input type="button" value="Refine Search"/> <small>*Click here to search only within this category</small>

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.



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** ←

Orders between: and ←

(Example: 31-DEC-1999)

Search By: **Order Number** is ←

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	<input type="button" value="Go"/>
1075022		14-AUG-2015	Booked		Mallack, Jerry L.			9	1130.23	<input type="button" value="Go"/>
1074265		13-AUG-2015	Booked		Mallack, Jerry L.	535367,535368,535369	678368,678396,678434	12	1386.93	<input type="button" value="Go"/>

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** contains Jerry

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	<input type="button" value="Details"/>
1074265		13-AUG-2015	Booked		Mallack, Jerry L.	535367,535368,535369	678368,678396,678434	12	1386.93	<input type="button" value="Details"/>
1069885		31-JUL-2015	Booked		Mallack, Jerry L.	530537	675291	9	1485.6	<input type="button" value="Details"/>
1068349		28-JUL-2015	Closed		Mallack, Jerry L.	512635	651226	6	495.8	<input type="button" value="Details"/>
1067600		27-JUL-2015	Closed		Mallack, Jerry L.	522950,523166,523273,530473,532059	663071,663100,663131,675263,676492	17	1555.71	<input type="button" value="Details"/>
1067340		24-JUL-2015	Closed		Mallack, Jerry L.	506847	649078	1	183.49	<input type="button" value="Details"/>
1066214		22-JUL-2015	Closed		Mallack, Jerry L.	487922,522950	633083,663071	10	933.24	<input type="button" value="Details"/>
1066212		22-JUL-2015	Closed		Mallack, Jerry L.	490879	639055	4	691	<input type="button" value="Details"/>
1065041		20-JUL-2015	Booked		Mallack, Jerry L.	487922,488192,490879,511926,511927,522950	633083,634062,639055,651047,663071	21	2182.8	<input type="button" value="Details"/>
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	<input type="button" value="Details"/>
1062530		13-JUL-2015	Closed		Mallack, Jerry L.	430320	559098	6	327.6	<input type="button" value="Details"/>
1057696		29-JUN-2015	Closed		Mallack, Jerry L.	382172	507501	1	168	<input type="button" value="Details"/>

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: 7 days

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

Search By: Order Number is

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	<input type="button" value="Details"/>
1075022		14-AUG-2015	Booked		Mallack, Jerry L.			9	1130.23	<input type="button" value="Details"/>
1074265		13-AUG-2015	Booked		Mallack, Jerry L.	535367,535368,535369	678368,678396,678434	12	1386.93	<input type="button" value="Details"/>

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 DLC 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		Customer Information		Shipping Information		Billing and Payment Information	
Order Number: 1074265 Order Status: Booked		Customer Name: NOT YOUR AVERAGE JOE'S		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	
Order Date: 13-AUG-2015							

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	20.10	\$20.10	\$40.20
2	96741	CORONA EXTRA 4/6 NR - 12OZ	ST	24	CROWN IMPORTS	Case	1	1	Shipped		18-AUG-2015	26.50	\$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 BREWING LLC	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.

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

Track Orders | Invoices | Payments | Returns

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

Track Orders

Simple Search

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

Orders created in the last:

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

Search By: is

Results

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	<input type="button" value="Details"/>

- 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 DLC 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.

Error
No search performed

Disregard the error message, this will display by default until a search is initiated.

Track Orders

Advanced Search

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

Search By:

Order Number: PO Number:

From Order Date: To Order Date:
(Example: 31-DEC-1999)

Order Status:
Booked
Entered
Closed
Cancelled

Created By:

Delivery Number: Trip Number:

Total Cases: Order Total:

Results

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:

Item Name: 

Requested Delivery Date From:  (Example: 31-DEC-1999)

Line Status: **All** 

DLC Item Number: **84251**  

Tag:

Requested Delivery Date To: 

PO Number:

 **Search**

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



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	Type	Original Amount	Amount Applied	Date Applied	Status	Applied Against Invoice
Payment Number: 131881		Applied Amount: \$1,627.62			Receipt Date: 11-AUG-2015	
Customer Name: ABC BEER AND WINE		Payment Amount: \$1,627.62			Due Date: 11-AUG-2015	
Payment 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](#) ←

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).

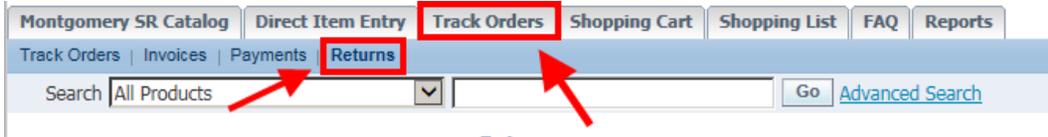
Invoice Details for Invoice Number 113493

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

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



2. 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: ←

Returns Between: and ←

(Example: 31-DEC-1999)

Search By: is ←

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

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
Customer Name: ABC BEER AND WINE
Return Status: BOOKED
Charges: \$0.00

Return Status: Booked
Ordered Date: 05-AUG-2015
Order Total: \$-3,071.30

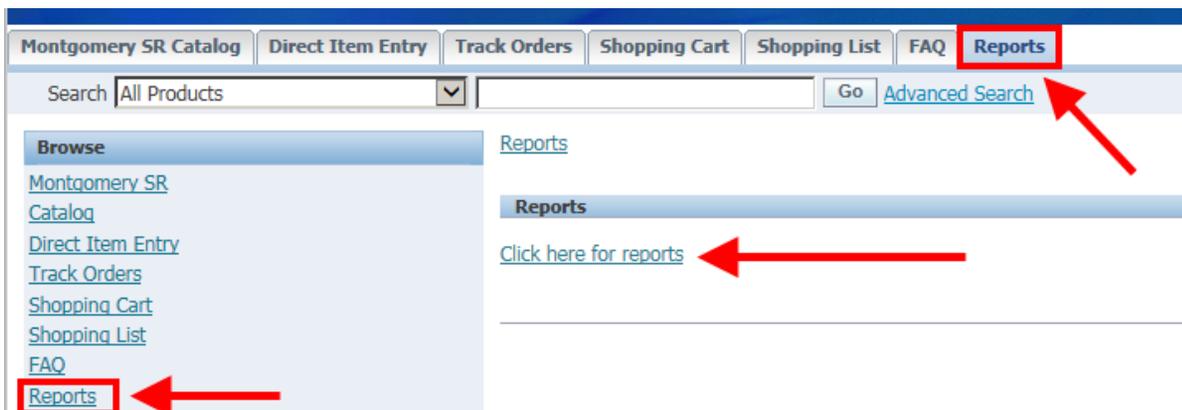
Line	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Returned	Return Reason	Status	Cancellation Reason	Price	Original Order Number	Qty Ordered	Item Details	
1	75562	LADYBURN 40YR SINGLE MALT - 750ML	AL	1	WILLIAM GRANT AND SONS INC	Case	2	Business Decision	Closed		2,857.10	1053314	2		
2	100803	CYT 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 navigation menu with the following 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 menu is a search bar with a dropdown menu set to 'All Products' and a 'Go' button. To the right of the search bar is a link for 'Advanced Search' with a red arrow pointing to it. On the left side, there is a 'Browse' section 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 Browse section is highlighted with a red box and a red arrow. In the main content area, there is a 'Reports' section with a link 'Click here for reports' highlighted with a red box and a red arrow.

- 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 DLC website at www.montgomerycountymd.gov/DLC and click on the *Licensees* then *Licensees Home* link on the left side and click on *User Guide DLC iStore Reports* under the Education heading, or click [here](#) if viewing this document online.

MONTGOMERY COUNTY DLC REPORTS

Welcome:JOHNSMITH@ABCBEERWINE.COM
Friday, August 21, 2015

Reports | DLC Home | Logout

LICENSEE Licensee Name: ABC BEER AND WINE

Export to Excel

Order Analytics
Delivered Orders and Returns
Open Orders
Payment Details
Payment Details (New)

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	GRAHAMS 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	GRAHAMS 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	SEGHESSO 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

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

Department of Liquor Control

MONTGOMERY COUNTY MARYLAND

MO

Logout

Cart Order Profile Logout

Tag and Status Definitions

Item Tag – a DLC 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 DLC retail stores)
- **ST** = Stock items
- **SW** = Special Wine (special wines that have a DLC 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** – DLC Purchasing is preparing a purchase order (visible for special-order products only)
- **PO Open** – DLC 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 DLC warehouse
 - b) For stock products, this will be the status (whether the product is in the warehouse or not) until the item is shipped