



# The DLC iStore Connection

Montgomery County, MD Department of Liquor Control  
iStore/iSupplier News and Information for Suppliers & Sales Reps



December 2014

## Special Order Process Beginning February 2, 2015

When the Montgomery County Department of Liquor Control implements the new Warehouse and Order Management system on February 1, 2015, Suppliers (not DLC) will determine which licensees will receive Special Order products. Each day, the DLC will upload a report to the DLC Supplier website. The report will show all sales orders on a weekly basis – from Friday at noon to the following Friday at noon. Suppliers should review this report and send an email to the DLC at [DLCSPOrders@MontgomeryCountyMD.gov](mailto:DLCSPOrders@MontgomeryCountyMD.gov) containing all of the sales order numbers for orders that need to be changed or that cannot be fulfilled. The deadline to send the email is 6 a.m. on the day the supplier expects to receive purchase orders from the DLC. The DLC will cancel or revise the sales order as requested prior to preparing the purchase order. We encourage suppliers and sales representatives to monitor the reports from the DLC and communicate with licensees whose orders will be revised or cancelled. If suppliers do not take any action on this report by advising the DLC which orders to revise or cancel, the DLC will fill the special orders for the following week on a first-come, first-served basis. Please direct questions to Sunil Pandya at 240-777-1956 or [Sunil.Pandya@MontgomeryCountyMD.gov](mailto:Sunil.Pandya@MontgomeryCountyMD.gov).

## Key Dates for Price Submissions

Price change submissions for liquor and wine must be done through iSupplier on the 2nd through the 11th of each month and will take effect on the 1st of the following month. For instance, liquor and wine price changes for March will be submitted through iSupplier on February 2nd through 11th. Beer price submissions must be submitted to your DLC beer buyer, also on the 2nd through 11th of each month. If you have not yet registered for an iSupplier account, please contact Chris Williams by telephone at 240-777-1903 or email her at [WilliC@MontgomeryCountyMD.gov](mailto:WilliC@MontgomeryCountyMD.gov).

## **iStore & iSupplier Video Tutorials**

- [iStore for Sales Reps video tutorial](#)
- [iSupplier Price Change Requests video tutorial](#)
- [iSupplier Purchase Order, Invoice and Payment Inquiry video tutorial](#)

Please note that sales reps may only pick up orders at the warehouse on behalf of licensees that have a registered ACH account. All pick-up orders must be picked up by 3:30 p.m. on the day the order is placed or the order will be cancelled.