Montgomery County Maryland
Department of Liquor Control

iSupplier Quick Start Guide

for Supplier Inquiry

May 14 2014

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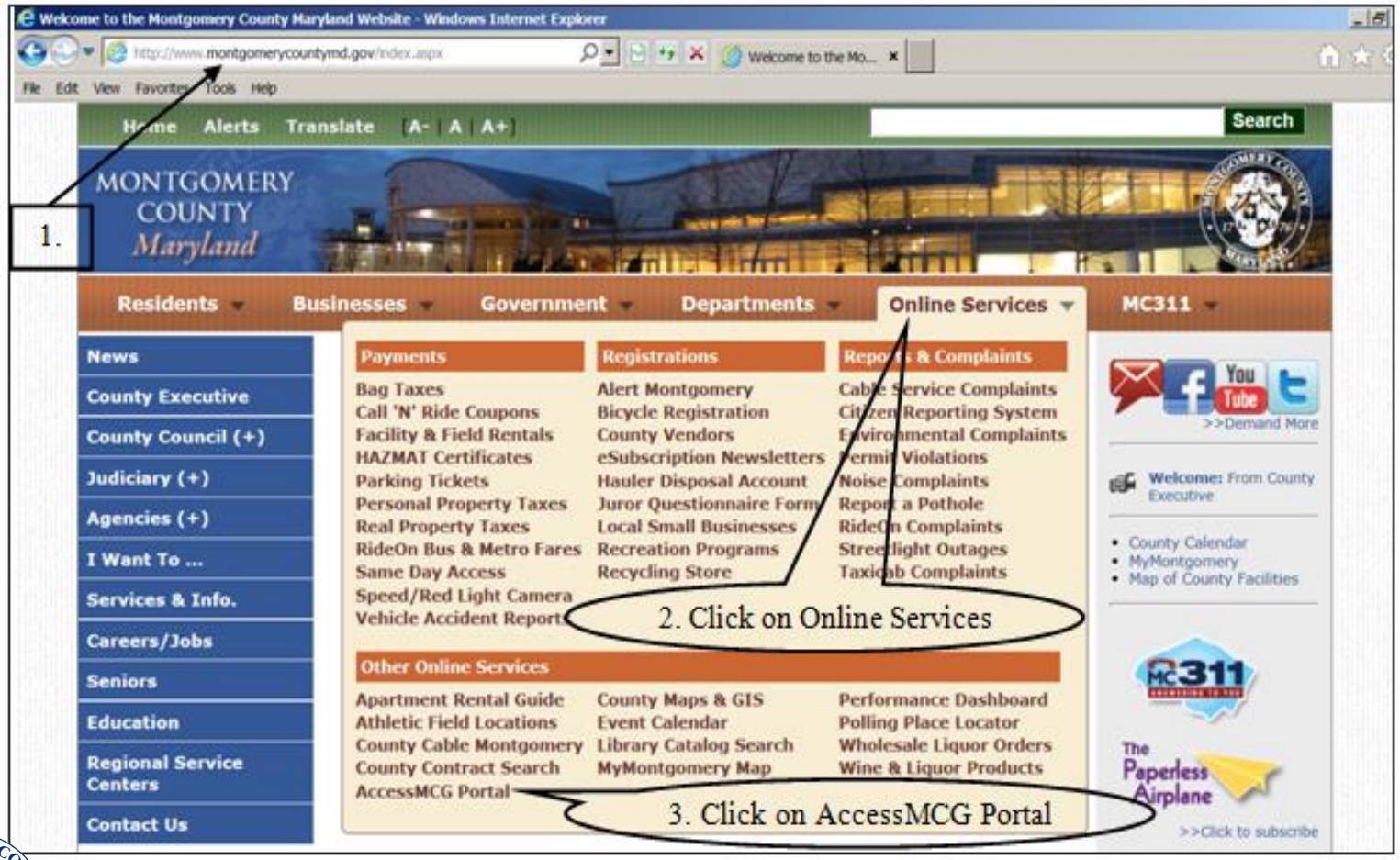
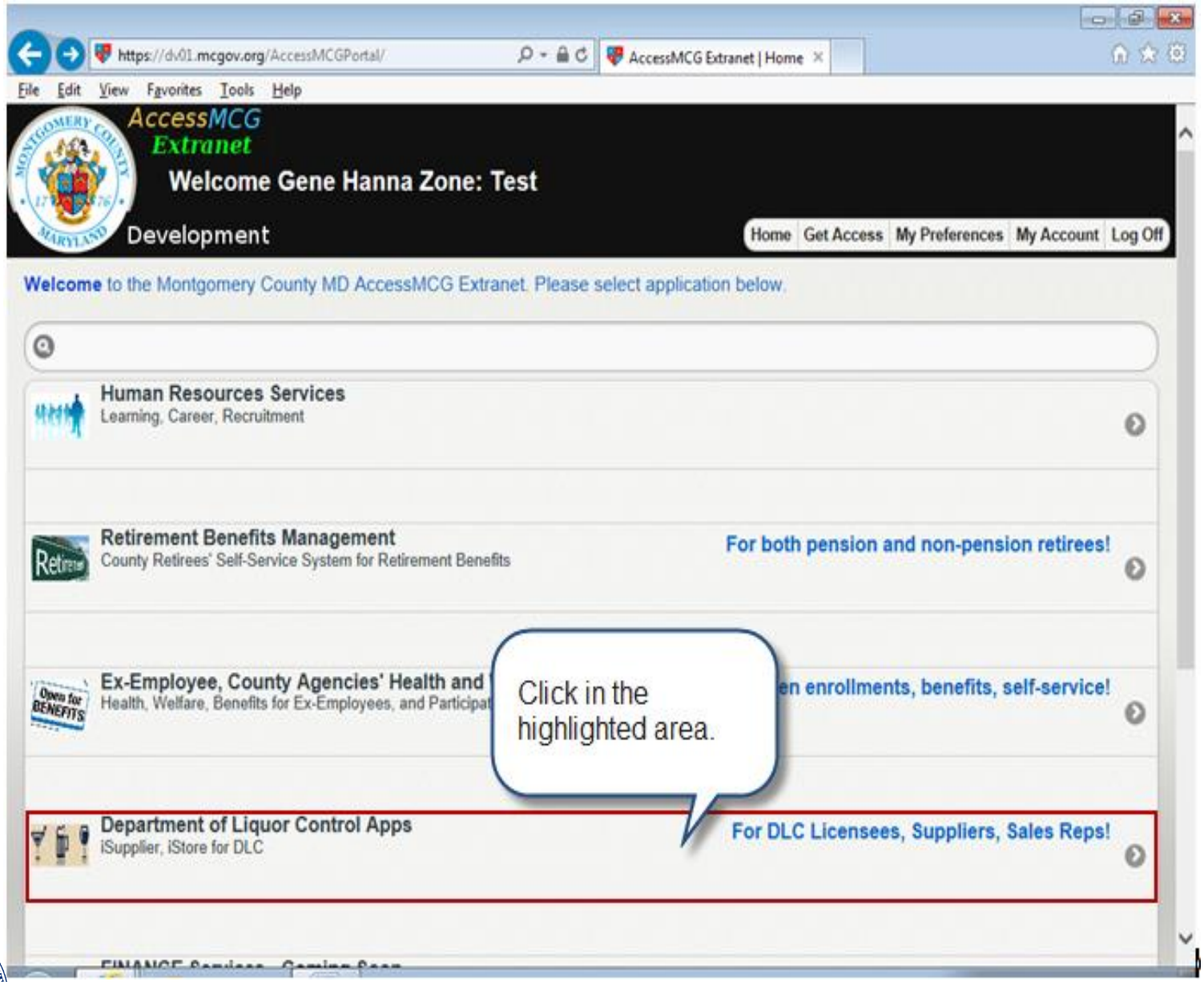
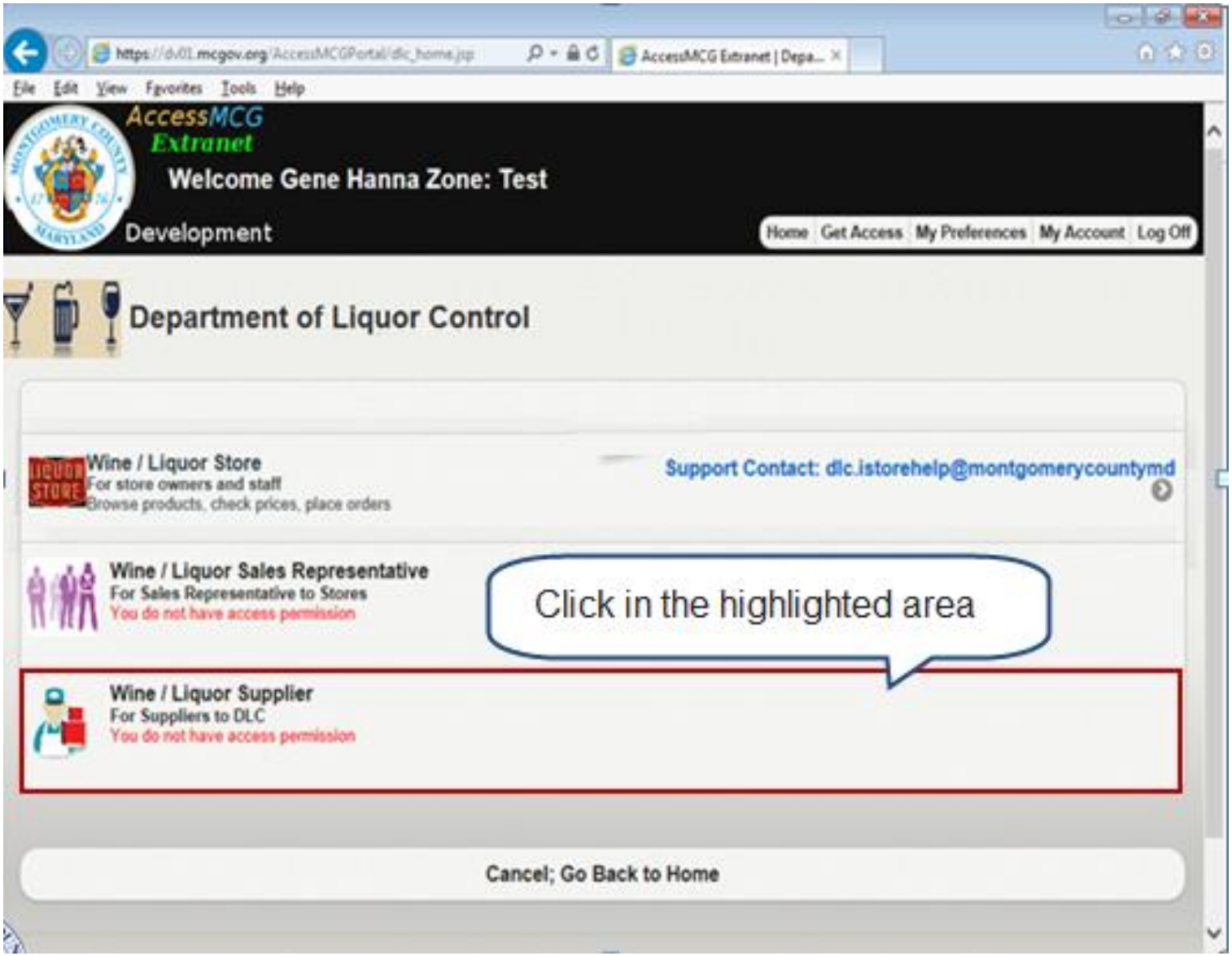
Log In to AccessMCG
URL: montgomerycountymd.gov

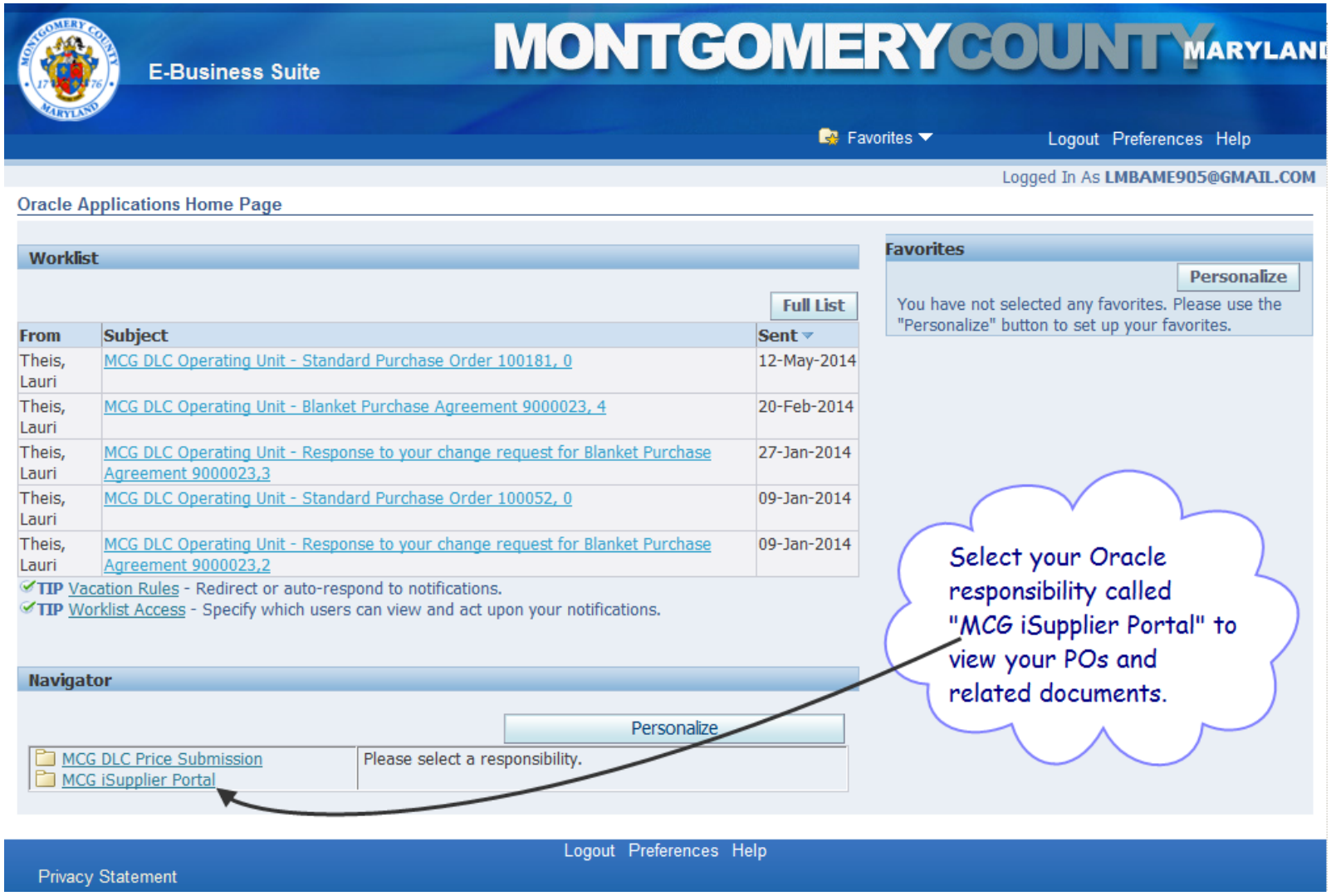


accessMCG
extranet
application portal
UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!
Sign in to AccessMCG Extranet
Your Email:
Password:
Log In
Forgot Password?
Register New User
County Has Setup My Account
My Account
4. Enter your registered email address
5. Enter your password
6. Click the Log In button

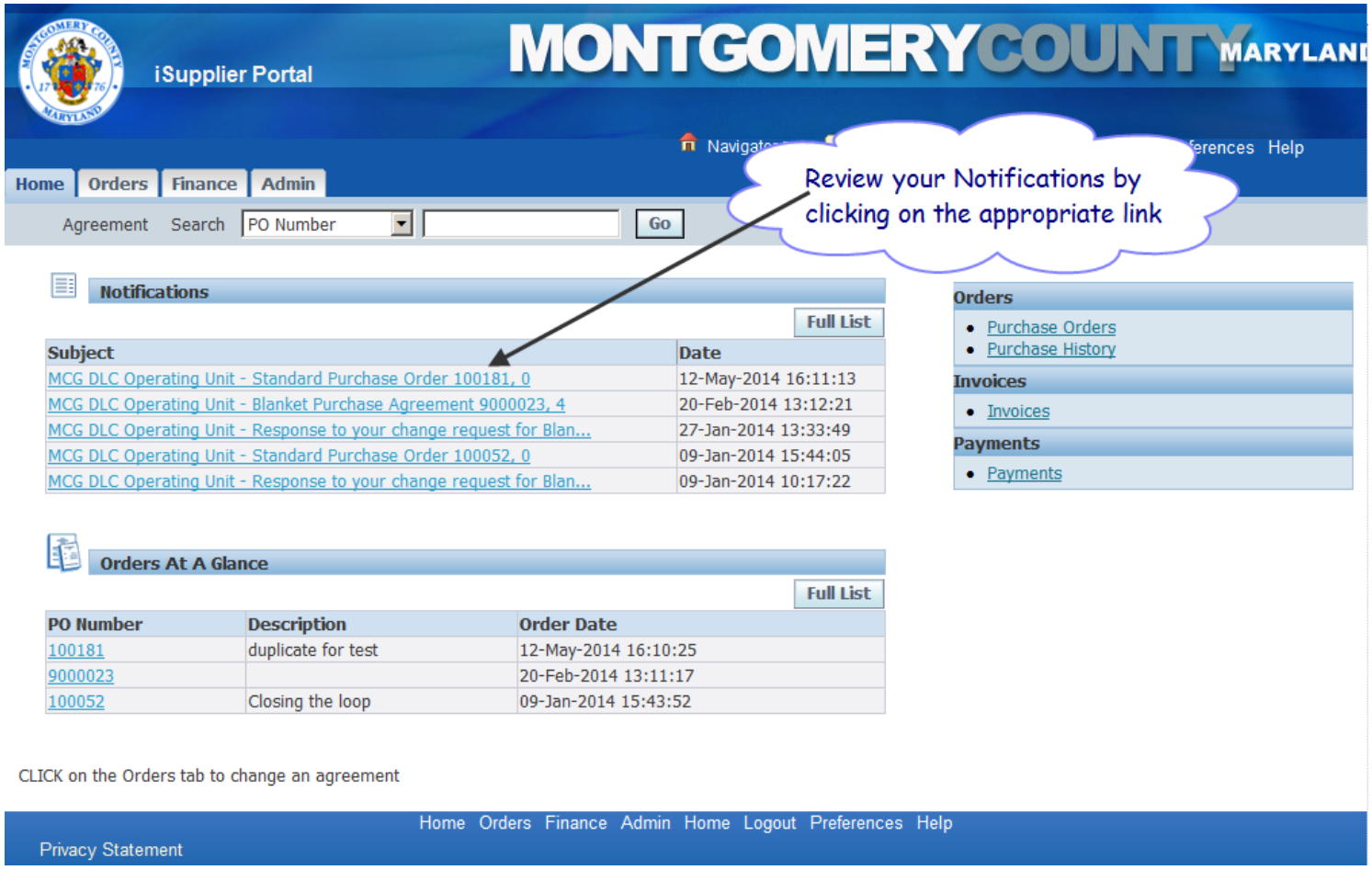

https://dv01.mcgov.org/AccessMCGPortal/
AccessMCG Extranet | Home
File Edit View Favorites Tools Help
AccessMCG
Extranet
Welcome Gene Hanna Zone: Test
Development
Home Get Access My Preferences My Account Log Off
Welcome to the Montgomery County MD AccessMCG Extranet. Please select application below.
Human Resources Services
Learning, Career, Recruitment
Retirement Benefits Management
County Retirees' Self-Service System for Retirement Benefits
For both pension and non-pension retirees!
Ex-Employee, County Agencies' Health and
Health, Welfare, Benefits for Ex-Employees, and Participat
en enrollments, benefits, self-service!
Click in the highlighted area.
Department of Liquor Control Apps
iSupplier, iStore for DLC
For DLC Licensees, Suppliers, Sales Reps!

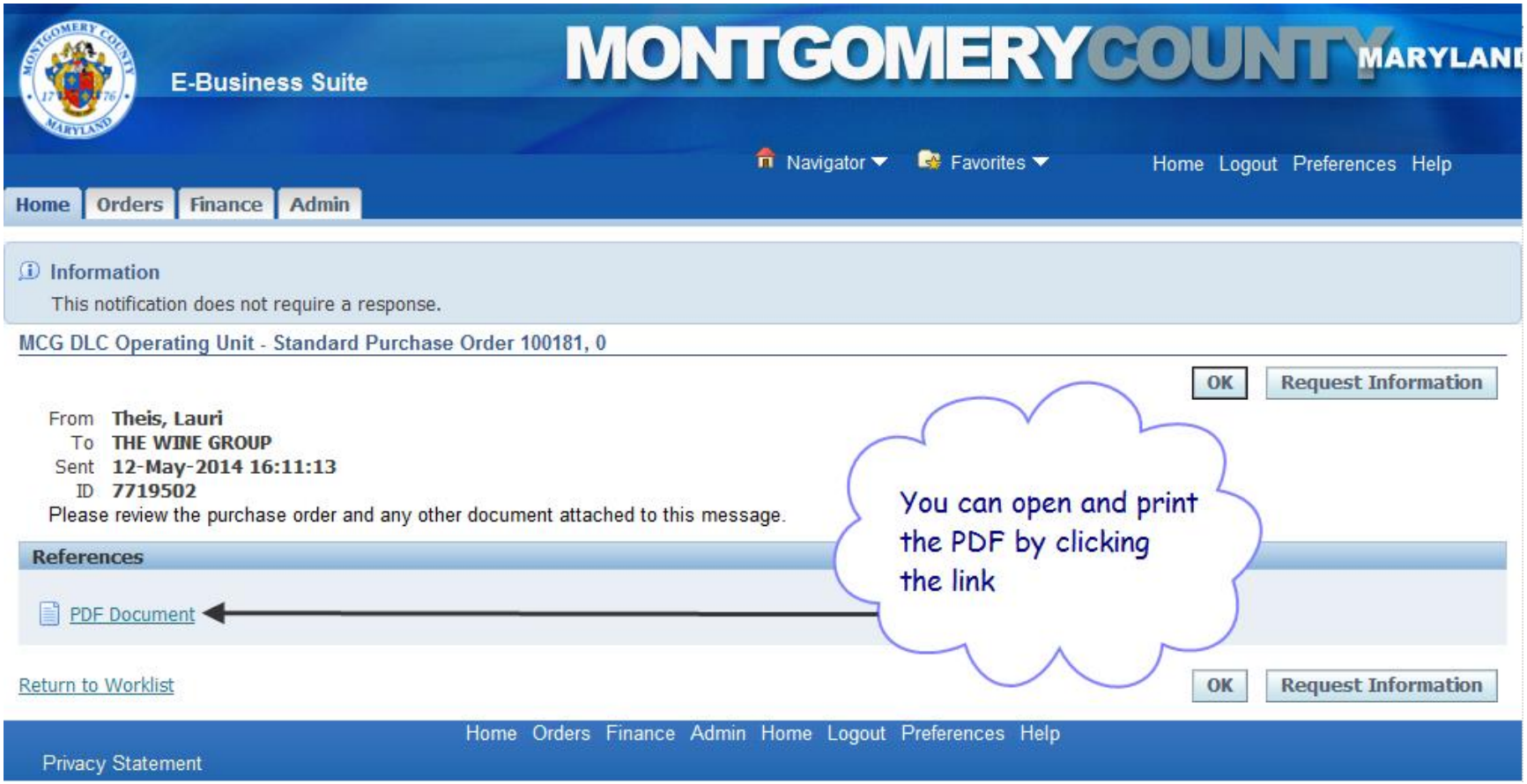

AccessMCG Extranet | Depa...
File Edit View Favorites Tools Help
AccessMCG
Extranet
Welcome Gene Hanna Zone: Test
Development
Home Get Access My Preferences My Account Log Off
Department of Liquor Control
Wine / Liquor Store
For store owners and staff
Browse products, check prices, place orders
Support Contact: dlc.istorehelp@montgomerycountymd
Wine / Liquor Sales Representative
For Sales Representative to Stores
You do not have access permission
Click in the highlighted area
Wine / Liquor Supplier
For Suppliers to DLC
You do not have access permission
Cancel; Go Back to Home

Navigating the Oracle Home Page



Reviewing your Notifications




E-Business Suite
MONTGOMERY COUNTY MARYLAND
Navigator
Favorites
Home Logout Preferences Help
Home Orders Finance Admin
Information
This notification does not require a response.
MCG DLC Operating Unit - Standard Purchase Order 100181, 0
OK
Request Information
From Theis, Lauri
To THE WINE GROUP
Sent 12-May-2014 16:11:13
ID 7719502
Please review the purchase order and any other document attached to this message.
References
PDF Document
You can open and print the PDF by clicking the link
Return to Worklist
OK
Request Information
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement

Viewing the Purchase Order

MONTGOMERY COUNTY
MARYLAND
Department of Liquor Control

PURCHASE ORDER

PO Date: 12-MAY-2014

Supplier:	Ship To:	Bill To:
THE WINE GROUP (3103) 4596 S TRACY BLVD{ACH} TRACY, CA 95378 TINA CLAAS	201 Edison Park Drive LIQUOR CONTROL Gaithersburg, MD 20878	201 Edison Park Drive LIQUOR CONTROL Gaithersburg, MD 20878

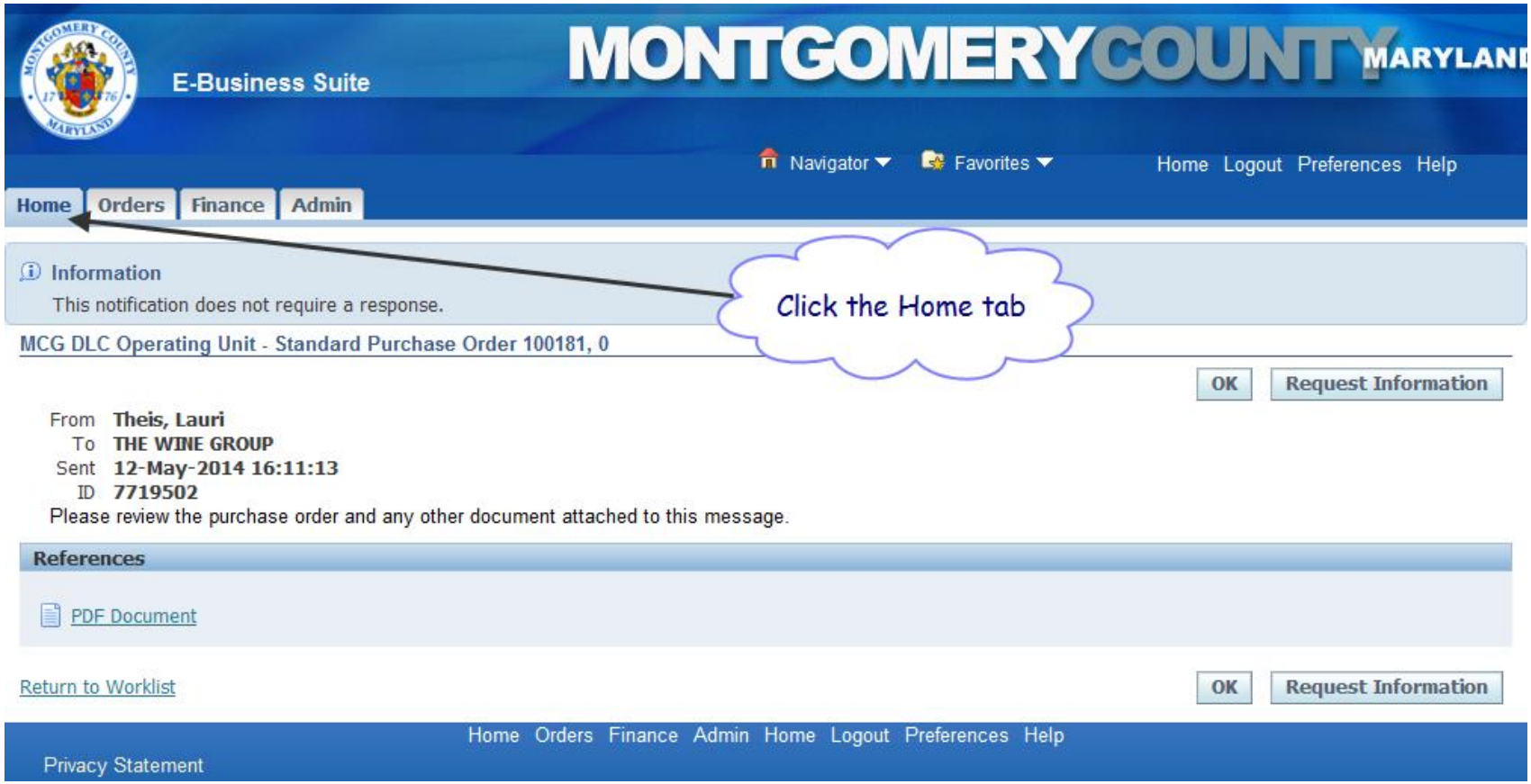
Purchase Order Information:

	Buyer	Phone	PO Number	Need By
duplicate for test	Lauri Theis	240--77-7-19	100181 Rev: 0	12-MAY-2014

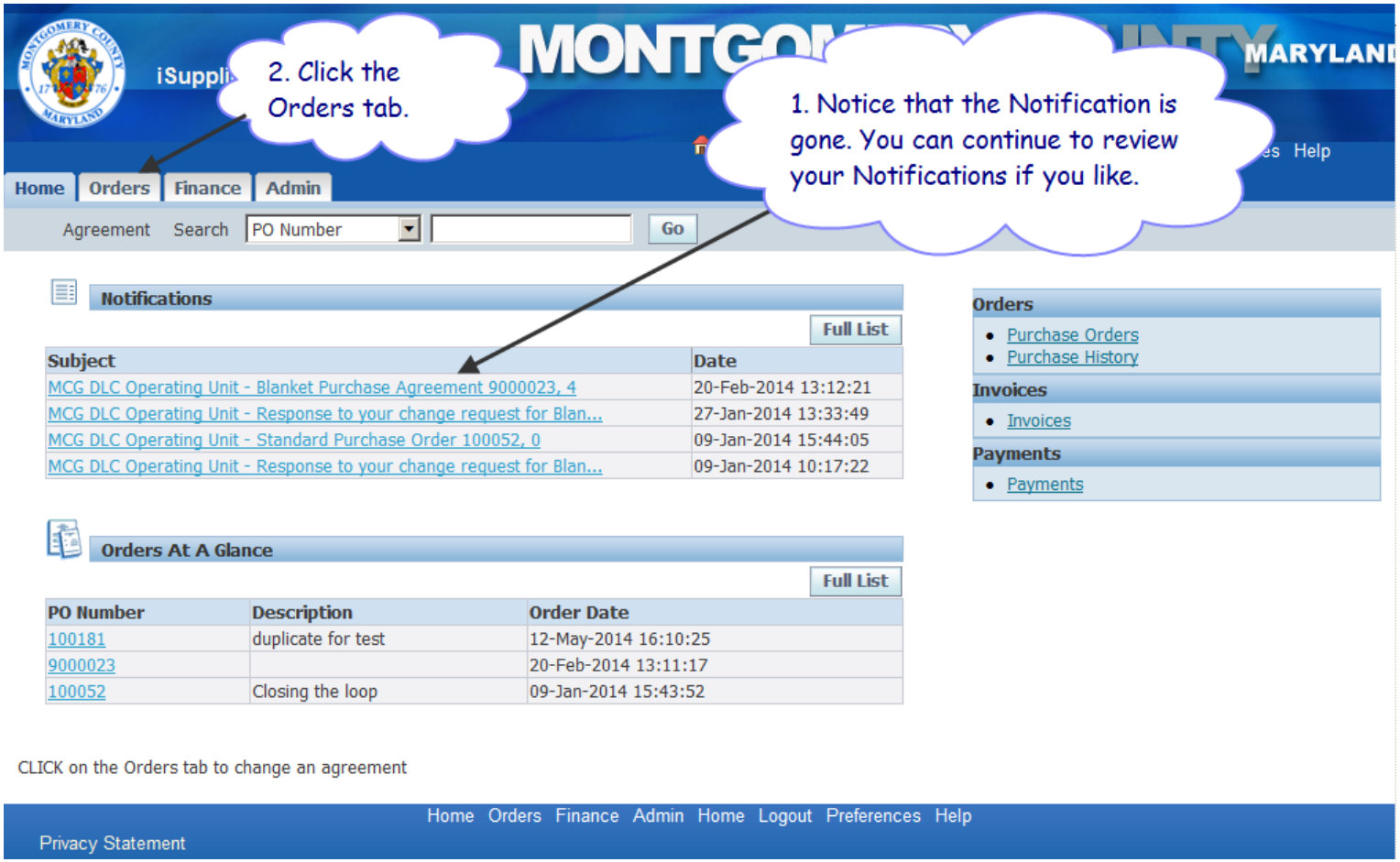
Line	Quantity	Item	BPC	Item Description	Unit Price	AMOUNT
1	5	313727 Vendor #: WG101	12	TRAPICHE RED BLEND - 750ML	$83.00	$415.00
2	16	21202 Vendor #: WG102	12	TRAPICHE OAK CASK MALBEC - 750ML	$86.00	$1,376.00
3	2	138371	12	TRAPICHE OAK CASK CAB - 750ML	$85.00	$170.00

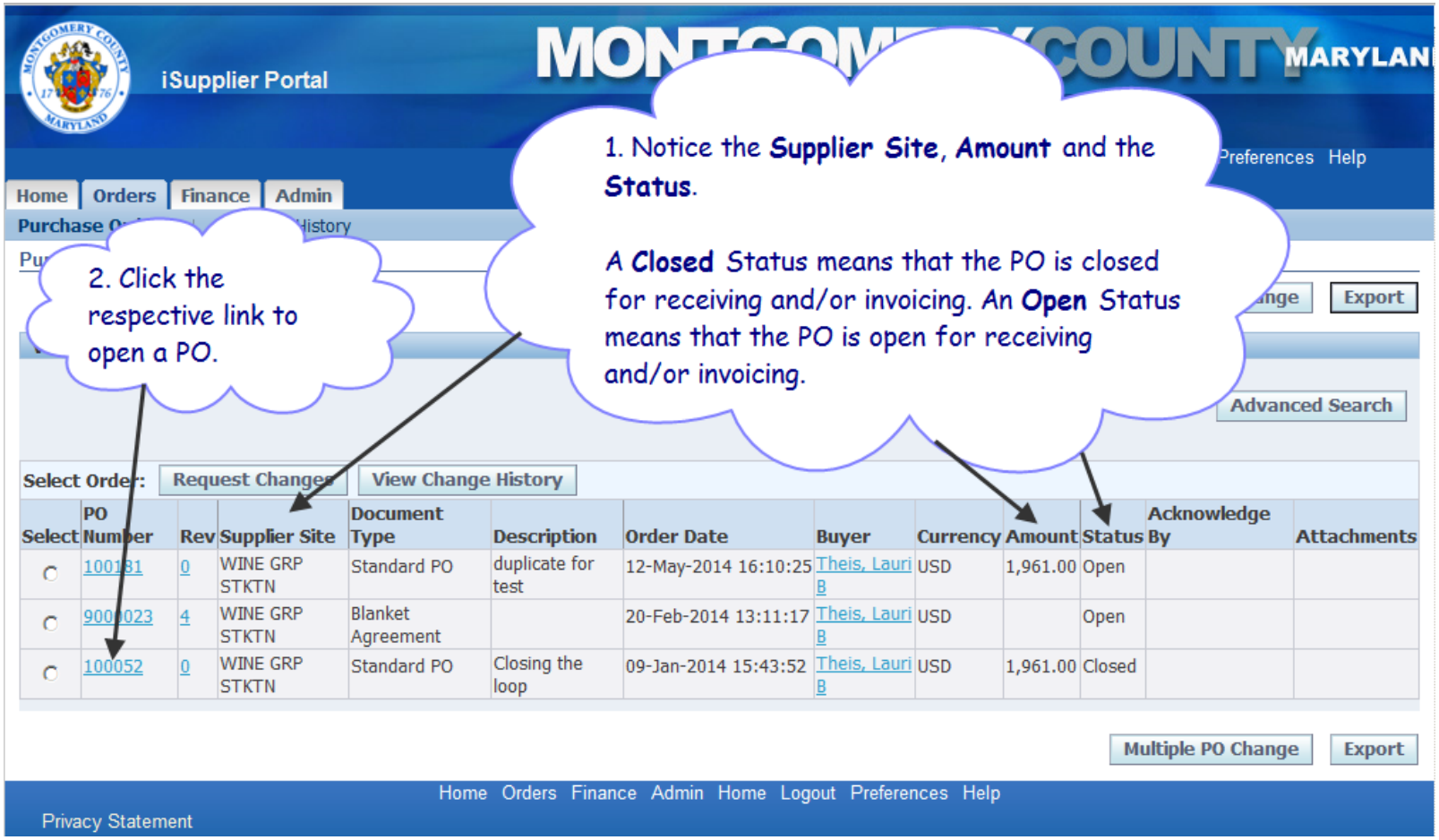
Total Cases: 23 **Total:** **$1,961.00**

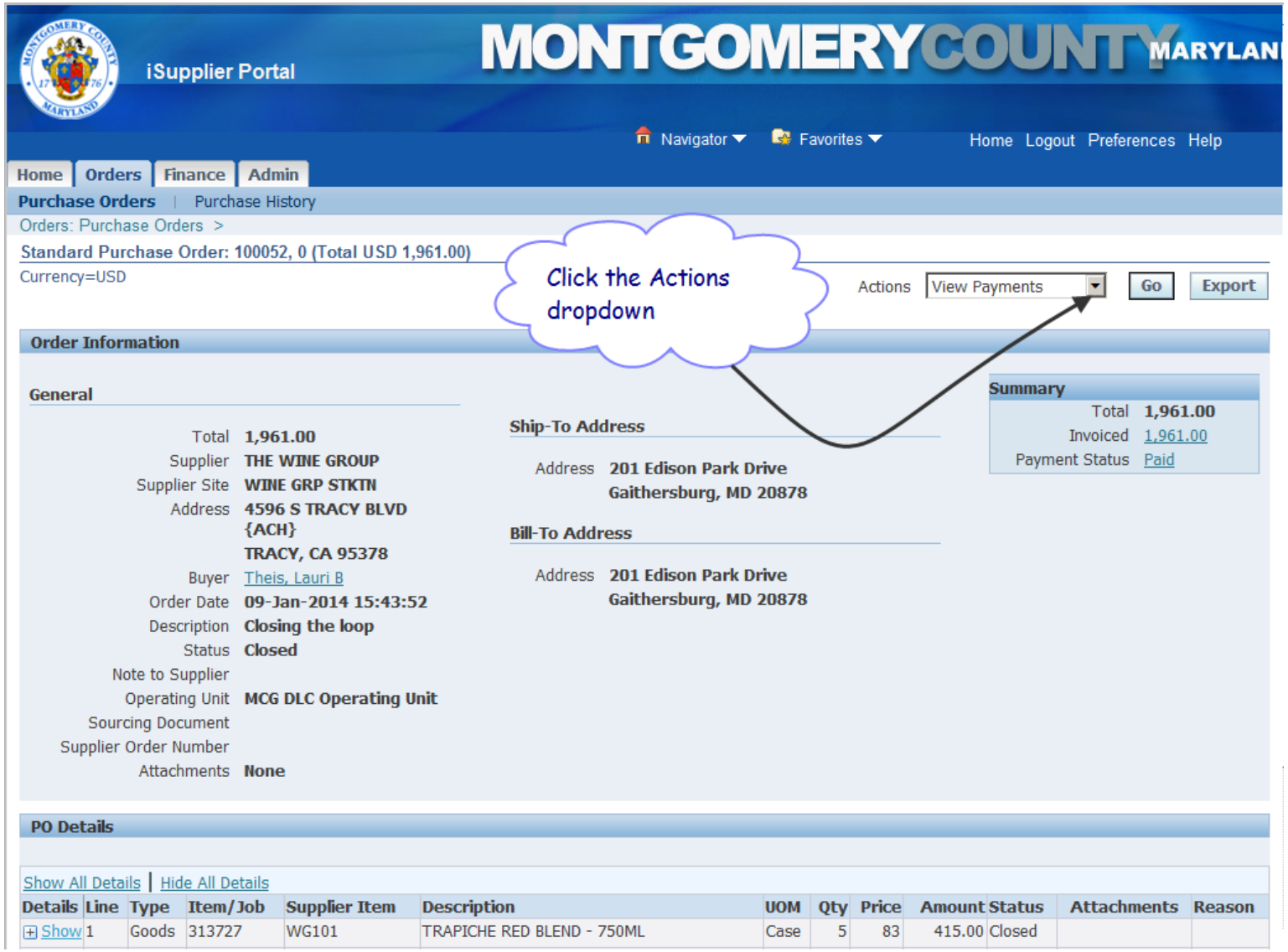
Note: If you disagree with the price stated on the PO, please contact Purchasing **PRIOR** to shipment.
Montgomery County A/P will only pay the price shown on this PO for items shipped.
If there is a change in product specifications, please contact DLC Purchasing as well.

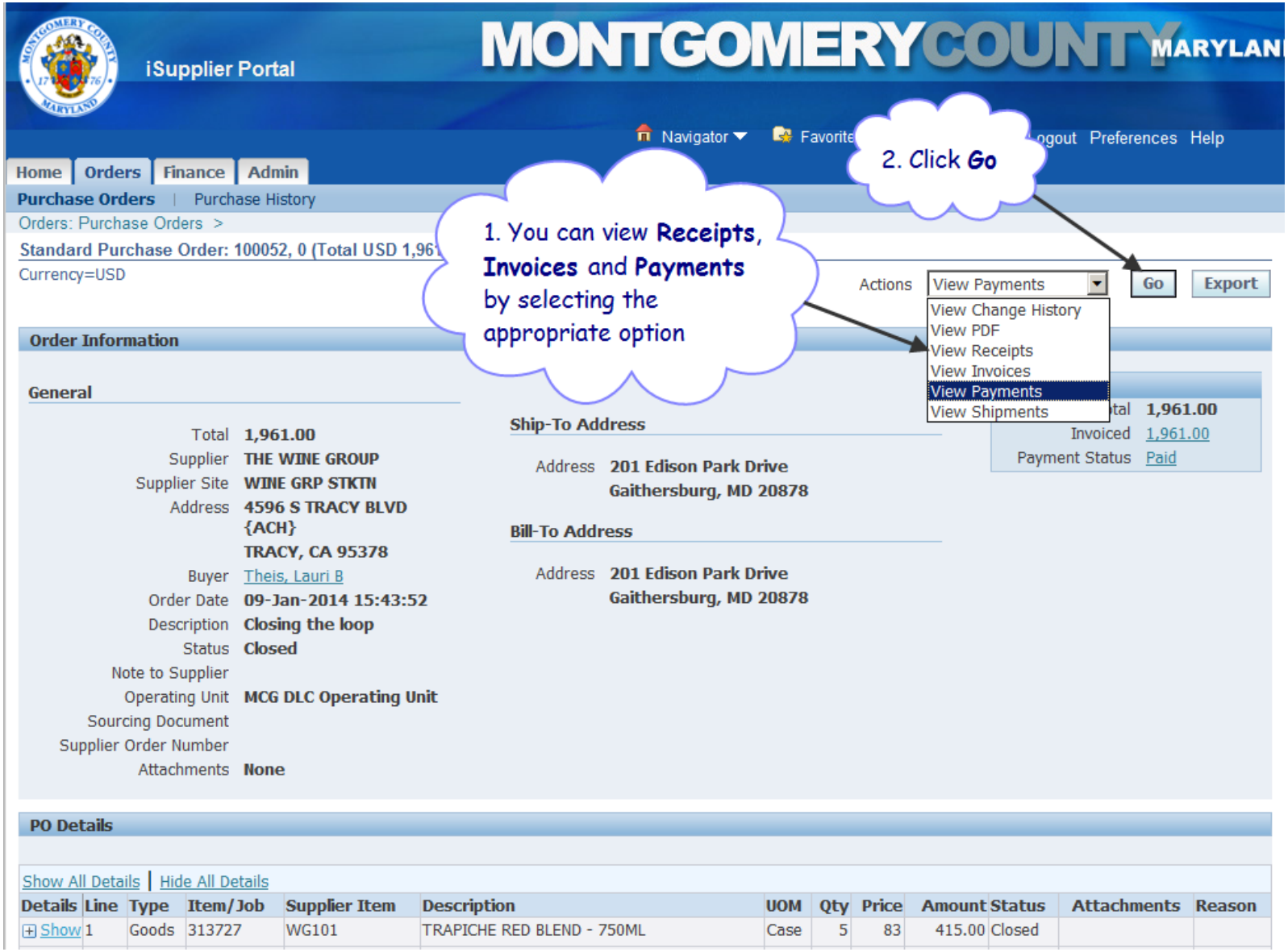

E-Business Suite
MONTGOMERY COUNTY MARYLAND
Navigator
Favorites
Home Logout Preferences Help
Home
Orders
Finance
Admin
Information
This notification does not require a response.
Click the Home tab
MCG DLC Operating Unit - Standard Purchase Order 100181, 0
OK
Request Information
From Theis, Lauri
To THE WINE GROUP
Sent 12-May-2014 16:11:13
ID 7719502
Please review the purchase order and any other document attached to this message.
References
PDF Document
Return to Worklist
OK
Request Information
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement

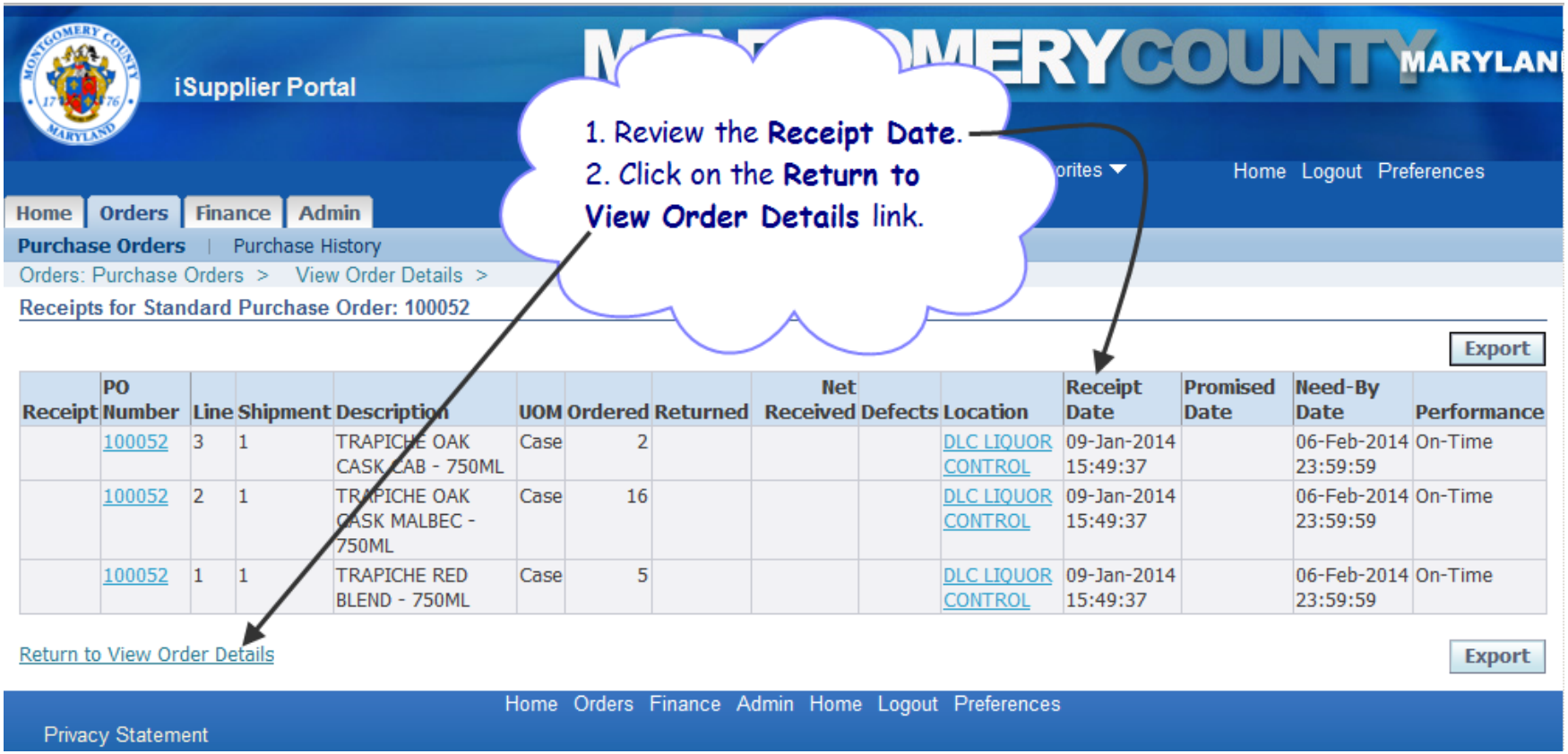
Reviewing Your POs and Related Documents

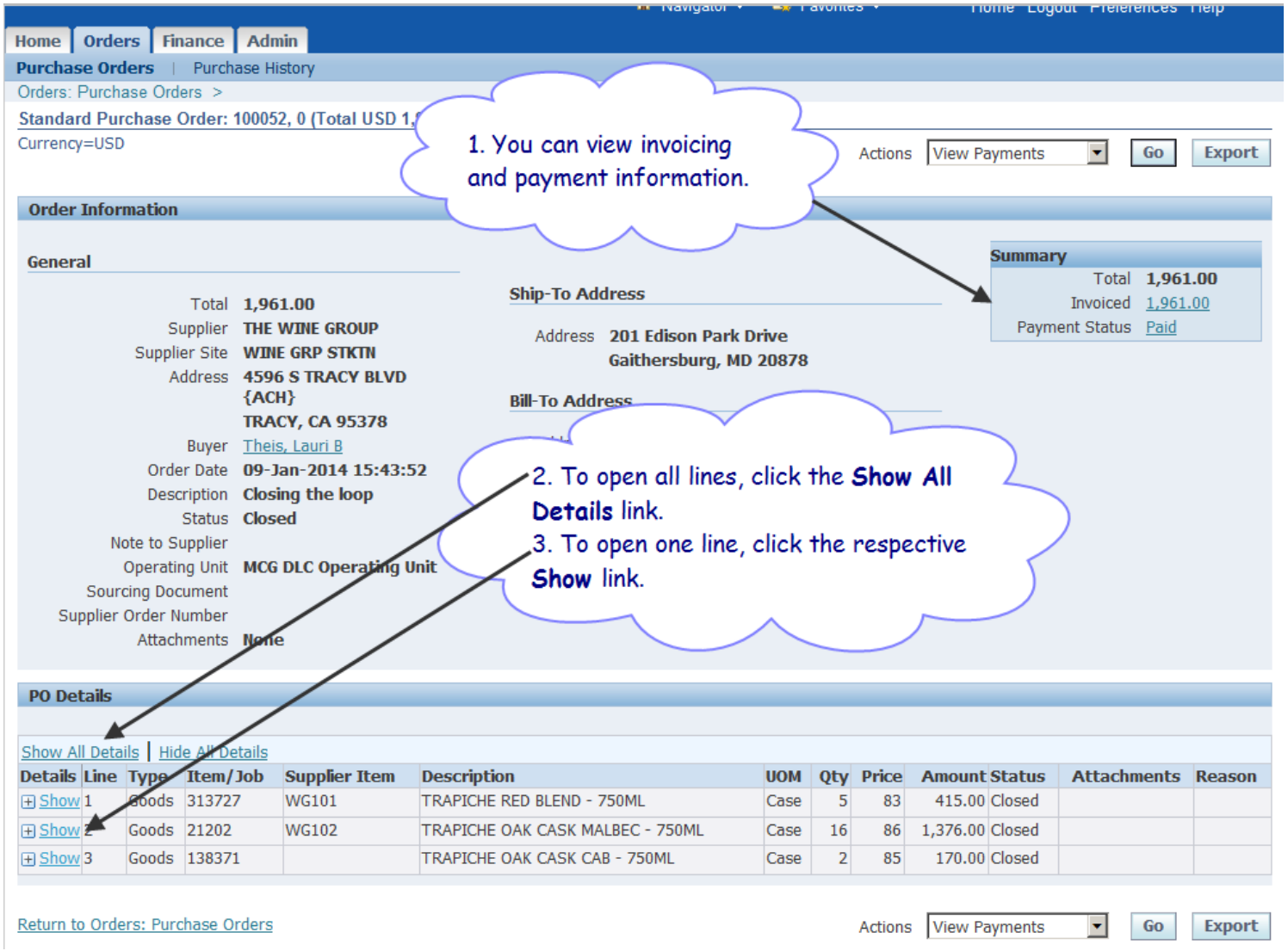


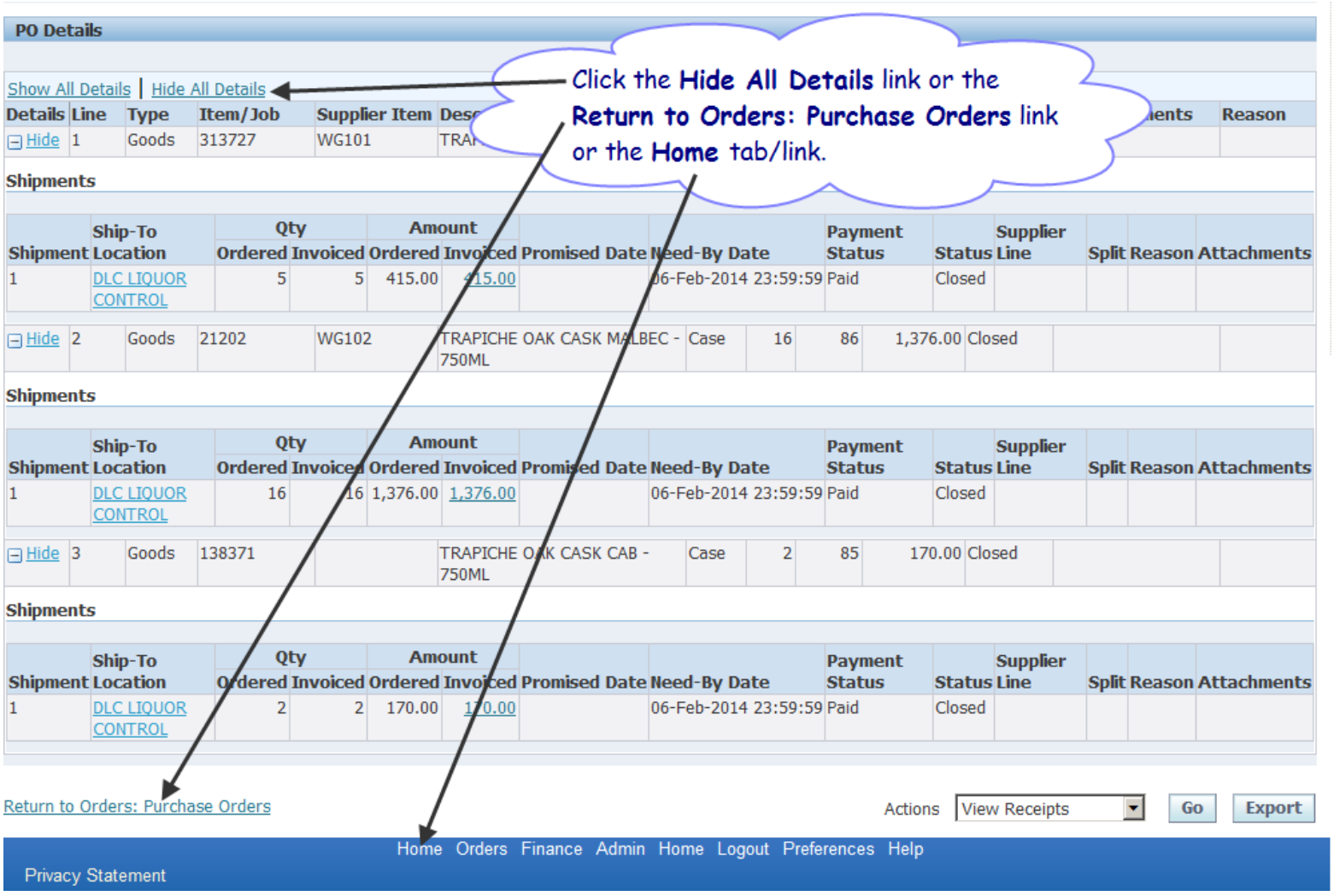

iSupplier Portal
MONTGOMERY COUNTY MARYLAND
Preferences Help
Home Orders Finance Admin
Purchase Orders History
Export
Advanced Search
1. Notice the Supplier Site, Amount and the Status.
A Closed Status means that the PO is closed for receiving and/or invoicing. An Open Status means that the PO is open for receiving and/or invoicing.
2. Click the respective link to open a PO.
Select Order: Request Changes View Change History
Select | PO Number | Rev | Supplier Site | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Acknowledge By | Attachments
100131 | 0 | WINE GRP STKTN | Standard PO | duplicate for test | 12-May-2014 16:10:25 | Theis, Lauri B | USD | 1,961.00 | Open
9000023 | 4 | WINE GRP STKTN | Blanket Agreement | | 20-Feb-2014 13:11:17 | Theis, Lauri B | USD | | Open
100052 | 0 | WINE GRP STKTN | Standard PO | Closing the loop | 09-Jan-2014 15:43:52 | Theis, Lauri B | USD | 1,961.00 | Closed
Multiple PO Change Export
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement

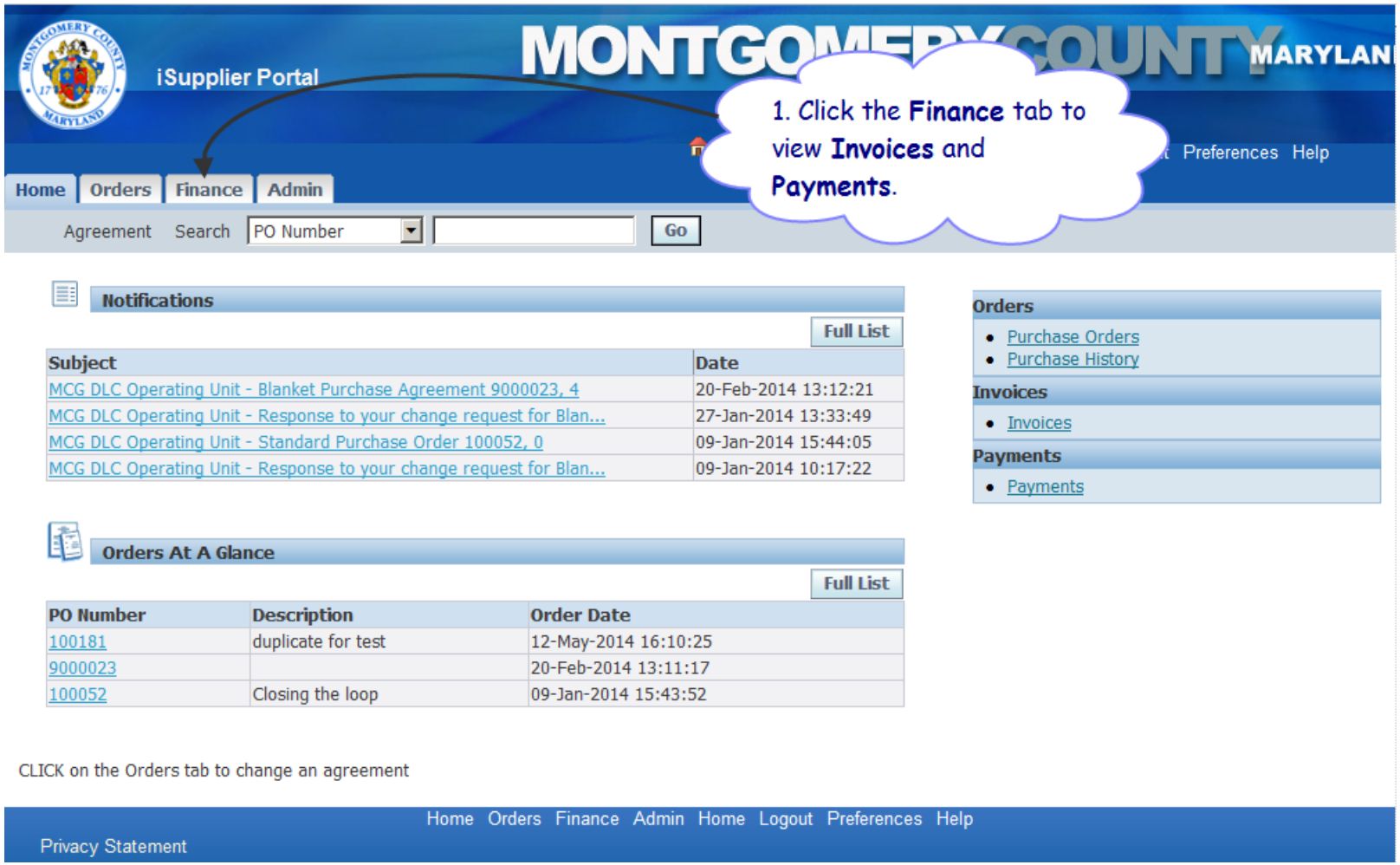

iSupplier Portal
MONTGOMERY COUNTY MARYLAN
Navigator
Favorites
Home Logout Preferences Help
Home
Orders
Finance
Admin
Purchase Orders
Purchase History
Orders: Purchase Orders >
Standard Purchase Order: 100052, 0 (Total USD 1,961.00)
Currency=USD
Click the Actions dropdown
Actions
View Payments
Go
Export
Order Information
General
Total 1,961.00
Supplier THE WINE GROUP
Supplier Site WINE GRP STKTN
Address 4596 S TRACY BLVD {ACH} TRACY, CA 95378
Buyer Theis, Lauri B
Order Date 09-Jan-2014 15:43:52
Description Closing the loop
Status Closed
Note to Supplier
Operating Unit MCG DLC Operating Unit
Sourcing Document
Supplier Order Number
Attachments None
Ship-To Address
Address 201 Edison Park Drive Gaithersburg, MD 20878
Bill-To Address
Address 201 Edison Park Drive Gaithersburg, MD 20878
Summary
Total 1,961.00
Invoiced 1,961.00
Payment Status Paid
PO Details
Show All Details | Hide All Details
Details Line Type Item/Job Supplier Item Description UOM Qty Price Amount Status Attachments Reason
Show 1 Goods 313727 WG101 TRAPICHE RED BLEND - 750ML Case 5 83 415.00 Closed

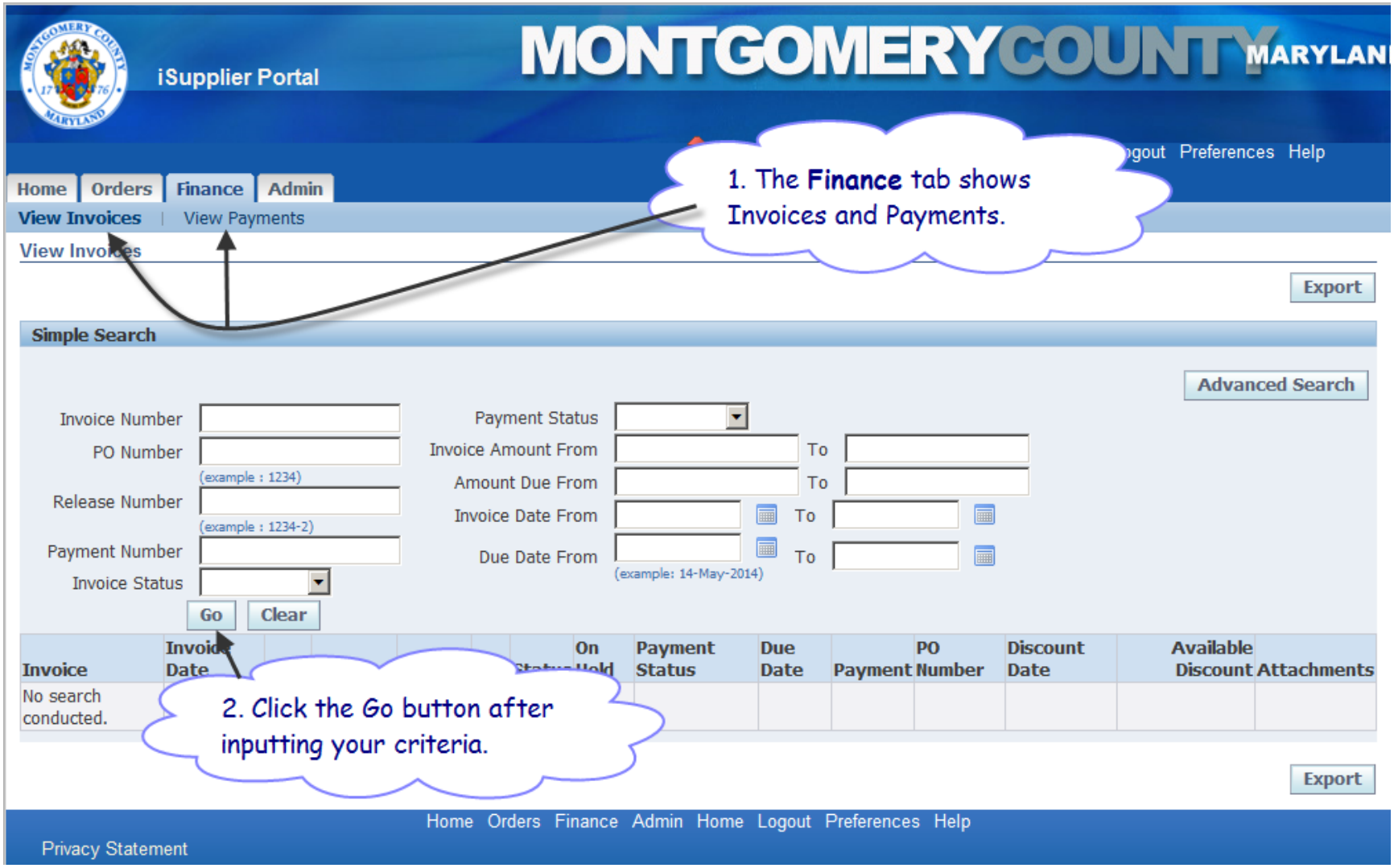

iSupplier Portal
MONTGOMERY COUNTY MARYLAN
Navigator
Favorite
ogout Preferences Help
Home
Orders
Finance
Admin
Purchase Orders | Purchase History
Orders: Purchase Orders >
Standard Purchase Order: 100052, 0 (Total USD 1,96
Currency=USD
1. You can view Receipts, Invoices and Payments by selecting the appropriate option
2. Click Go
Actions
View Payments
Go
Export
View Change History
View PDF
View Receipts
View Invoices
View Payments
View Shipments
Order Information
General
Total 1,961.00
Supplier THE WINE GROUP
Supplier Site WINE GRP STKTN
Address 4596 S TRACY BLVD {ACH} TRACY, CA 95378
Buyer Theis, Lauri B
Order Date 09-Jan-2014 15:43:52
Description Closing the loop
Status Closed
Note to Supplier
Operating Unit MCG DLC Operating Unit
Sourcing Document
Supplier Order Number
Attachments None
Ship-To Address
Address 201 Edison Park Drive Gaithersburg, MD 20878
Bill-To Address
Address 201 Edison Park Drive Gaithersburg, MD 20878
tal 1,961.00
Invoiced 1,961.00
Payment Status Paid
PO Details
Show All Details | Hide All Details
Details Line Type Item/Job Supplier Item Description UOM Qty Price Amount Status Attachments Reason
Show 1 Goods 313727 WG101 TRAPICHE RED BLEND - 750ML Case 5 83 415.00 Closed

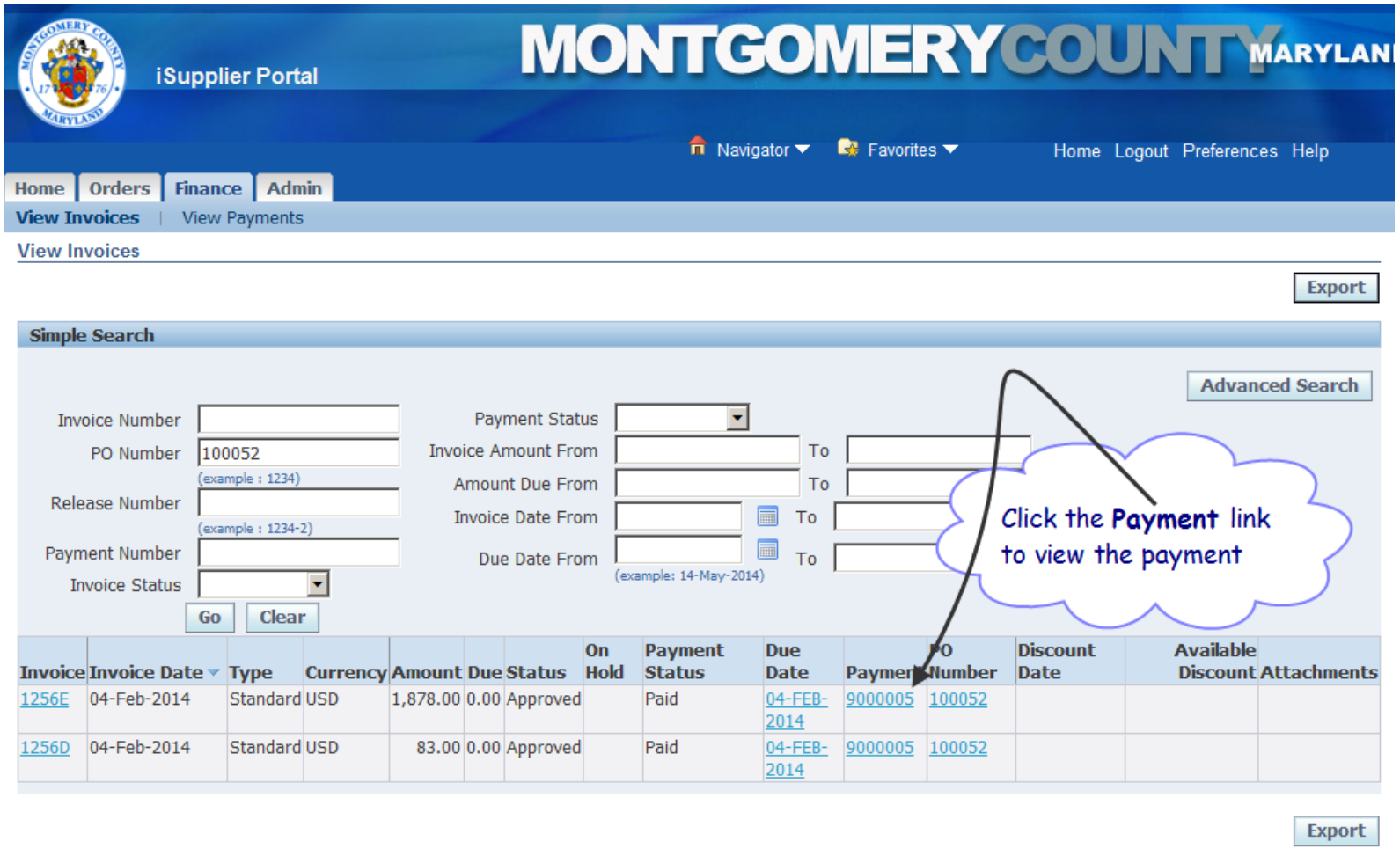

iSupplier Portal
MONTGOMERYCOUNTY MARYLAN
1. Review the Receipt Date.
2. Click on the Return to View Order Details link.
orites
Home Logout Preferences
Home Orders Finance Admin
Purchase Orders | Purchase History
Orders: Purchase Orders > View Order Details >
Receipts for Standard Purchase Order: 100052
Export
Receipt | PO Number | Line | Shipment | Description | UOM | Ordered | Returned | Net Received | Defects | Location | Receipt Date | Promised Date | Need-By Date | Performance
100052 | 3 | 1 | TRAPICHE OAK CASK CAB - 750ML | Case | 2 | DLC LIQUOR CONTROL | 09-Jan-2014 15:49:37 | 06-Feb-2014 23:59:59 | On-Time
100052 | 2 | 1 | TRAPICHE OAK CASK MALBEC - 750ML | Case | 16 | DLC LIQUOR CONTROL | 09-Jan-2014 15:49:37 | 06-Feb-2014 23:59:59 | On-Time
100052 | 1 | 1 | TRAPICHE RED BLEND - 750ML | Case | 5 | DLC LIQUOR CONTROL | 09-Jan-2014 15:49:37 | 06-Feb-2014 23:59:59 | On-Time
Return to View Order Details
Export
Home Orders Finance Admin Home Logout Preferences
Privacy Statement

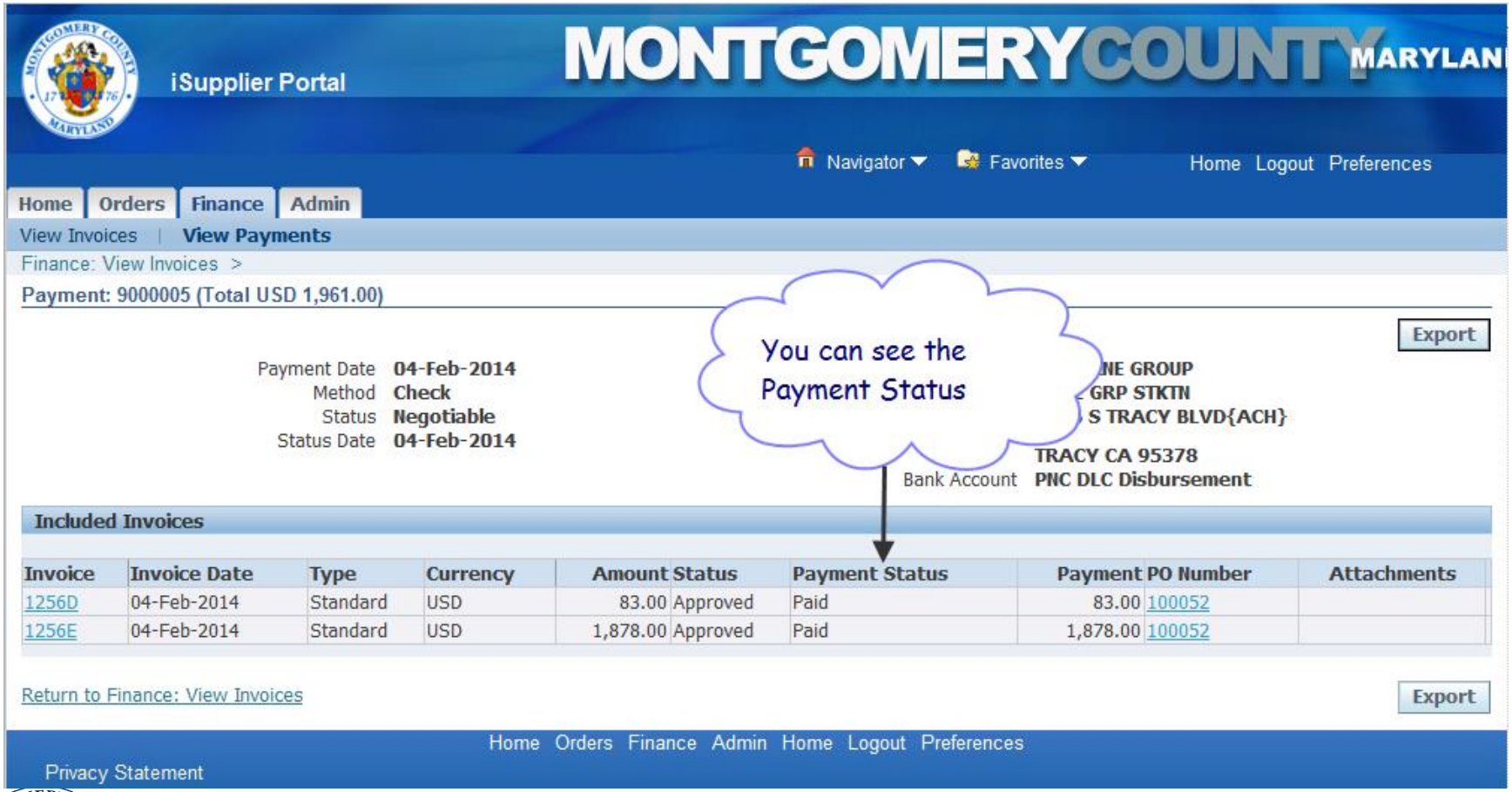

Home
Orders
Finance
Admin
Purchase Orders | Purchase History
Orders: Purchase Orders >
Standard Purchase Order: 100052, 0 (Total USD 1,
Currency=USD
1. You can view invoicing and payment information.
Actions
View Payments
Go
Export
Order Information
General
Total 1,961.00
Supplier THE WINE GROUP
Supplier Site WINE GRP STKTN
Address 4596 S TRACY BLVD {ACH} TRACY, CA 95378
Buyer Theis, Lauri B
Order Date 09-Jan-2014 15:43:52
Description Closing the loop
Status Closed
Note to Supplier
Operating Unit MCG DLC Operating Unit
Sourcing Document
Supplier Order Number
Attachments None
Ship-To Address
Address 201 Edison Park Drive Gaithersburg, MD 20878
Bill-To Address
Summary
Total 1,961.00
Invoiced 1,961.00
Payment Status Paid
2. To open all lines, click the Show All Details link.
3. To open one line, click the respective Show link.
PO Details
Show All Details | Hide All Details
Details Line Type Item/Job Supplier Item Description UOM Qty Price Amount Status Attachments Reason
Show 1 Goods 313727 WG101 TRAPICHE RED BLEND - 750ML Case 5 83 415.00 Closed
Show 2 Goods 21202 WG102 TRAPICHE OAK CASK MALBEC - 750ML Case 16 86 1,376.00 Closed
Show 3 Goods 138371 TRAPICHE OAK CASK CAB - 750ML Case 2 85 170.00 Closed
Return to Orders: Purchase Orders
Actions
View Payments
Go
Export


PO Details
Show All Details | Hide All Details
Click the Hide All Details link or the Return to Orders: Purchase Orders link or the Home tab/link.
Details Line Type Item/Job Supplier Item Reason
Hide 1 Goods 313727 WG101
Shipments
Shipment Ship-To Location Qty Ordered Qty Invoiced Amount Ordered Amount Invoiced Promised Date Need-By Date Payment Status Status Supplier Line Split Reason Attachments
1 DLC LIQUOR CONTROL 5 5 415.00 415.00 06-Feb-2014 23:59:59 Paid Closed
Hide 2 Goods 21202 WG102 TRAPICHE OAK CASK MALBEC - 750ML Case 16 86 1,376.00 Closed
Shipments
1 DLC LIQUOR CONTROL 16 16 1,376.00 1,376.00 06-Feb-2014 23:59:59 Paid Closed
Hide 3 Goods 138371 TRAPICHE OAK CASK CAB - 750ML Case 2 85 170.00 Closed
Shipments
1 DLC LIQUOR CONTROL 2 2 170.00 170.00 06-Feb-2014 23:59:59 Paid Closed
Return to Orders: Purchase Orders
Actions View Receipts Go Export
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement

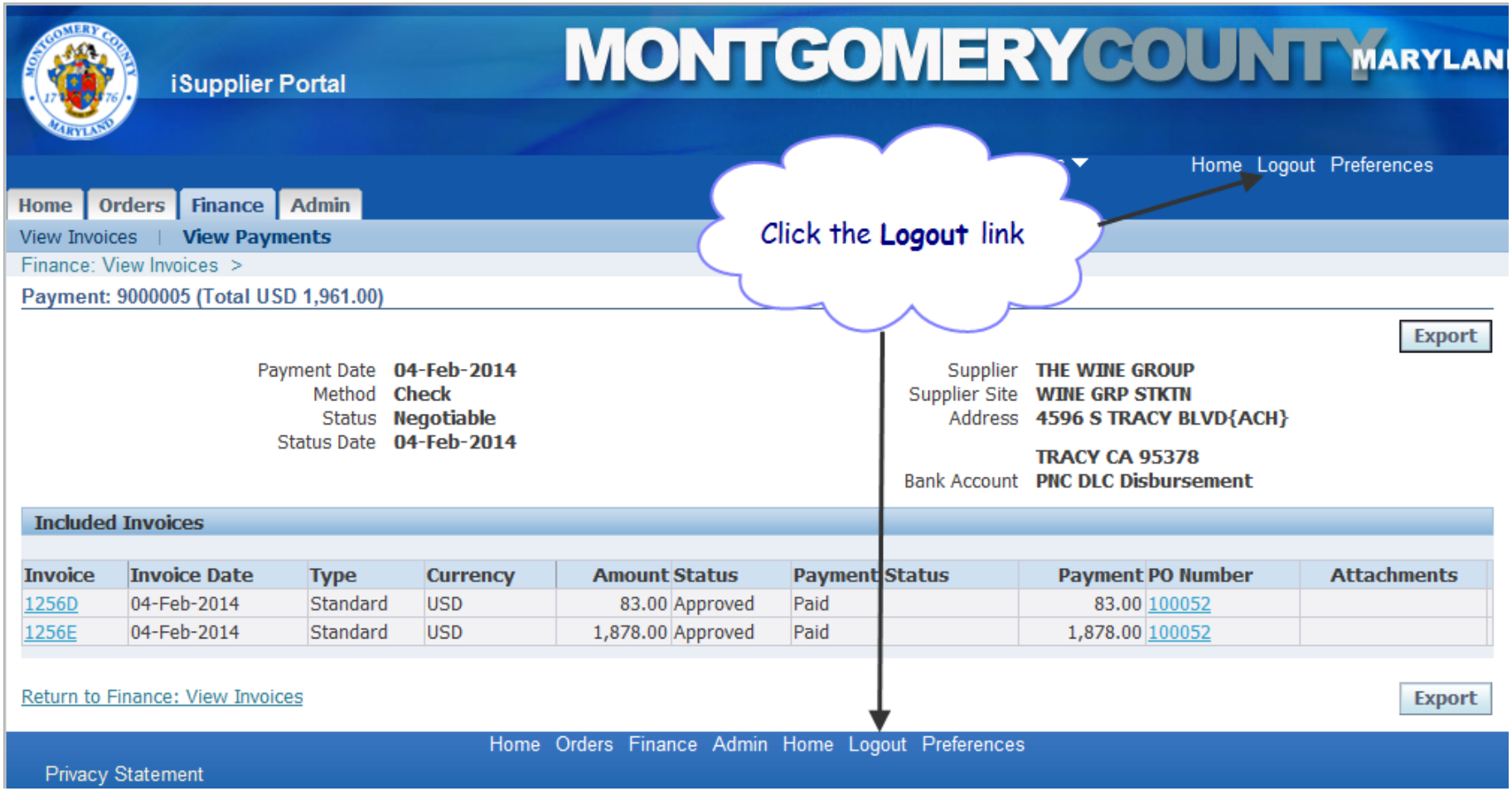

iSupplier Portal
MONTGOMERY COUNTY MARYLAN
1. Click the Finance tab to view Invoices and Payments.
Preferences Help
Home Orders Finance Admin
Agreement Search PO Number Go
Notifications
Full List
Subject Date
MCG DLC Operating Unit - Blanket Purchase Agreement 9000023, 4 20-Feb-2014 13:12:21
MCG DLC Operating Unit - Response to your change request for Blan... 27-Jan-2014 13:33:49
MCG DLC Operating Unit - Standard Purchase Order 100052, 0 09-Jan-2014 15:44:05
MCG DLC Operating Unit - Response to your change request for Blan... 09-Jan-2014 10:17:22
Orders
Purchase Orders
Purchase History
Invoices
Invoices
Payments
Payments
Orders At A Glance
Full List
PO Number Description Order Date
100181 duplicate for test 12-May-2014 16:10:25
9000023 20-Feb-2014 13:11:17
100052 Closing the loop 09-Jan-2014 15:43:52
CLICK on the Orders tab to change an agreement
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement


iSupplier Portal
MONTGOMERYCOUNTY MARYLAN
ogout Preferences Help
Home Orders Finance Admin
View Invoices | View Payments
1. The Finance tab shows Invoices and Payments.
View Invoices
Export
Simple Search
Advanced Search
Invoice Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status
Payment Status
Invoice Amount From
To
Amount Due From
To
Invoice Date From
To
Due Date From
To
(example: 14-May-2014)
Go
Clear
Invoice
Invoice Date
On Hold
Payment Status
Due Date
Payment
PO Number
Discount Date
Available Discount
Attachments
No search conducted.
2. Click the Go button after inputting your criteria.
Export
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement


iSupplier Portal
MONTGOMERY COUNTY MARYLAN
Navigator
Favorites
Home Logout Preferences Help
Home Orders Finance Admin
View Invoices | View Payments
View Invoices
Export
Simple Search
Advanced Search
Invoice Number
PO Number 100052
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status
Go Clear
Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To
(example: 14-May-2014)
Click the Payment link to view the payment
Invoice | Invoice Date | Type | Currency | Amount | Due | Status | On Hold | Payment Status | Due Date | Payment | PO Number | Discount Date | Available Discount | Attachments
1256E | 04-Feb-2014 | Standard | USD | 1,878.00 | 0.00 | Approved | | Paid | 04-FEB-2014 | 9000005 | 100052
1256D | 04-Feb-2014 | Standard | USD | 83.00 | 0.00 | Approved | | Paid | 04-FEB-2014 | 9000005 | 100052
Export
Home Orders Finance Admin Home Logout Preferences Help
Privacy Statement


iSupplier Portal
MONTGOMERYCOUNTY MARYLAN
Navigator
Favorites
Home Logout Preferences
Home Orders Finance Admin
View Invoices | View Payments
Finance: View Invoices >
Payment: 9000005 (Total USD 1,961.00)
Export
Payment Date 04-Feb-2014
Method Check
Status Negotiable
Status Date 04-Feb-2014
You can see the Payment Status
NE GROUP
GRP STKTN
S TRACY BLVD{ACH}
TRACY CA 95378
Bank Account PNC DLC Disbursement
Included Invoices
Invoice | Invoice Date | Type | Currency | Amount | Status | Payment Status | Payment | PO Number | Attachments
1256D | 04-Feb-2014 | Standard | USD | 83.00 | Approved | Paid | 83.00 | 100052
1256E | 04-Feb-2014 | Standard | USD | 1,878.00 | Approved | Paid | 1,878.00 | 100052
Return to Finance: View Invoices
Export
Home Orders Finance Admin Home Logout Preferences
Privacy Statement

Logging Out


iSupplier Portal
MONTGOMERYCOUNTY
MARYLAN
Home Logout Preferences
Click the Logout link
Home Orders Finance Admin
View Invoices | View Payments
Finance: View Invoices >
Payment: 9000005 (Total USD 1,961.00)
Export
Payment Date 04-Feb-2014
Method Check
Status Negotiable
Status Date 04-Feb-2014
Supplier THE WINE GROUP
Supplier Site WINE GRP STKTN
Address 4596 S TRACY BLVD{ACH}
TRACY CA 95378
Bank Account PNC DLC Disbursement
Included Invoices
Invoice | Invoice Date | Type | Currency | Amount | Status | Payment Status | Payment | PO Number | Attachments
1256D | 04-Feb-2014 | Standard | USD | 83.00 | Approved | Paid | 83.00 | 100052
1256E | 04-Feb-2014 | Standard | USD | 1,878.00 | Approved | Paid | 1,878.00 | 100052
Return to Finance: View Invoices
Export
Home Orders Finance Admin Home Logout Preferences
Privacy Statement