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Login Instructions

1. Log into the iStore from the ABS website at www.MontgomeryCountyMD.gov/ABS. Once on the ABS website, click the Suppliers link in the left menu bar, then click the iStore – Sales Reps link. 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 ABS. If you have not received a temporary user name and password, please contact ABS at 240-777-1961 or ABSiStoreHelp@montgomerycountymd.gov.
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 and select a licensee for which you want to place an order, search for products and add them to a shopping cart, and access other areas of the site through the navigation tabs or links.
Select a Customer

1. The first thing you must do before you can begin adding items to a shopping cart, is select the customer/licensee for whom you are placing the order. Click the magnifying glass icon in the Welcome box to right.

![Welcome box showing John Smith and a search icon](image)

2. Enter the customer name or account number in the corresponding field and click Go.

   Note: use the percent sign (%) as a wild card to search using a partial name. For example, enter Mar% to see all business names that begin with Mar. A percent sign placed in front of the search term will find all names with that search term anywhere in the name.

![Search and Select Customer](image)
3. Select the customer and click the **Select** button. Once the customer is selected, orders you place or look at are for this customer until you either log out or select a different customer. If unsure which customer is selected, click the Montgomery SR Catalog navigation tab or link to access the Home screen and look in the *Welcome* box.
Order Products Using Direct Item Entry

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

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

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**.
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 verify any applicable discounts. **Note:** please refer to page 24 of this document for item tag definitions.

5. When you’re ready to check out, click **Checkout**.
6. Click **Next**

7. Click **Place Order**
8. You will receive a confirmation with the 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 15 of this guide).
2. Open the template and enter the ABS item numbers and quantities in the corresponding columns. Note: the UOM, or unit of measure, column should always contain CS (i.e. case). **Save** the document.

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

4. Click **Browse** to find the file on your computer.
5. Find the file on your computer and double-click on it.

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

![Shopping Cart Table]

```markdown
<table>
<thead>
<tr>
<th>DLC Item Number</th>
<th>Item Name</th>
<th>Tag</th>
<th>BPC</th>
<th>Supplier Name</th>
<th>UOM</th>
<th>Quantity</th>
<th>Regular Price</th>
<th>Discount/Surcharge</th>
<th>Sale Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2640</td>
<td>MOLSON XXX 4/6 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>MILLER BREWING COMPANY</td>
<td>Case</td>
<td></td>
<td>$21.85</td>
<td>$0.00</td>
<td>$21.85</td>
<td>$23.70</td>
</tr>
<tr>
<td>2828</td>
<td>SAM ADAMS BOSTON LAGER 2/12NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>BOSTON BEER CORPORATION</td>
<td>Case</td>
<td></td>
<td>$29.90</td>
<td>$-1.00</td>
<td>$28.90</td>
<td>$173.40</td>
</tr>
<tr>
<td>2825</td>
<td>YUENGLING LIGHT 4/6 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>YUENGLING BREWERY</td>
<td>Case</td>
<td></td>
<td>$20.50</td>
<td>$0.00</td>
<td>$20.50</td>
<td>$41.00</td>
</tr>
<tr>
<td>3085</td>
<td>YUENGELING LAGER 2/12 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>YUENGLING BREWERY</td>
<td>Case</td>
<td></td>
<td>$18.25</td>
<td>$0.00</td>
<td>$18.25</td>
<td>$18.25</td>
</tr>
<tr>
<td>3093</td>
<td>YUENGLING LAGER 2/12 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>YUENGLING BREWERY</td>
<td>Case</td>
<td></td>
<td>$18.25</td>
<td>$0.00</td>
<td>$18.25</td>
<td>$18.25</td>
</tr>
<tr>
<td>3999</td>
<td>BLUE MOON 4/6 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>MILLER BREWING COMPANY</td>
<td>Case</td>
<td></td>
<td>$27.45</td>
<td>$0.00</td>
<td>$27.45</td>
<td>$54.90</td>
</tr>
<tr>
<td>5573</td>
<td>FLYING DOG SNAKE DOG 4/6 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>FLYING DOG BREWERY LLP</td>
<td>Case</td>
<td></td>
<td>$27.50</td>
<td>$0.00</td>
<td>$27.50</td>
<td>$27.50</td>
</tr>
<tr>
<td>5932</td>
<td>MODELO ESPECIAL 4/6 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>CROWN IMPORTS</td>
<td>Case</td>
<td></td>
<td>$26.50</td>
<td>$0.00</td>
<td>$26.50</td>
<td>$26.50</td>
</tr>
<tr>
<td>6254</td>
<td>ST PAULI GIRL 2/12 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>ANHEUSER BUSCH INC</td>
<td>Case</td>
<td></td>
<td>$25.55</td>
<td>$0.00</td>
<td>$25.55</td>
<td>$25.55</td>
</tr>
<tr>
<td>7234</td>
<td>BUD 18PK UNR - 12OZ</td>
<td>ST</td>
<td>18</td>
<td>ANHEUSER BUSCH INC</td>
<td>Case</td>
<td></td>
<td>$13.95</td>
<td>$0.00</td>
<td>$13.95</td>
<td>$13.95</td>
</tr>
<tr>
<td>7400</td>
<td>FLYING DOG HEFEWEIZEN 4/6NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>FLYING DOG BREWERY LLP</td>
<td>Case</td>
<td></td>
<td>$27.50</td>
<td>$0.00</td>
<td>$27.50</td>
<td>$27.50</td>
</tr>
<tr>
<td>7803</td>
<td>HEINEKEN 4/6NR - 70Z</td>
<td>ST</td>
<td>24</td>
<td>HEINEKEN USA</td>
<td>Case</td>
<td></td>
<td>$15.60</td>
<td>$0.00</td>
<td>$15.60</td>
<td>$15.60</td>
</tr>
<tr>
<td>7838</td>
<td>FLYING DOG VARIETY PACK 2/12 NR - 12OZ</td>
<td>ST</td>
<td>24</td>
<td>FLYING DOG BREWERY LLP</td>
<td>Case</td>
<td></td>
<td>$28.50</td>
<td>$0.00</td>
<td>$28.50</td>
<td>$28.50</td>
</tr>
</tbody>
</table>
```
Create a Shopping List

1. A shopping list is a saved list of items that you can use repeatedly. You can create multiple shopping lists. For example, you can create a separate shopping list for each customer, which contains items that customer typically orders, or create a shopping list that contains only your company’s products. **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**.

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

   ![Search Field](image)

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.

   ![Search Example](image)
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 or add the item to your 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.

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.
Track Orders

1. Click on the Track Orders tab or link. **Note**: data is based on login credentials; therefore you will only see information for orders that you placed.

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. Click Advanced Search for more options.
3. Click on the order number to see the details for that order.

4. 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 24 of this document for an explanation of what the various statuses on this screen mean.
5. 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.

<table>
<thead>
<tr>
<th>Line Number</th>
<th>BLC Item Number</th>
<th>Item Name</th>
<th>Tag BLP Supplier Name</th>
<th>UOM Ordered</th>
<th>Shipped Status</th>
<th>Cancellation Reason</th>
<th>Estimated Ship Date</th>
<th>Unit Price</th>
<th>Selling/Discounted Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>80901</td>
<td>JIM CRAWFORD S/RLC - 750ML</td>
<td>ST</td>
<td>12</td>
<td>1</td>
<td>Shipped</td>
<td>31-JUL-2015</td>
<td>$134.80</td>
<td>$134.80</td>
<td>$134.80</td>
</tr>
<tr>
<td>1</td>
<td>25425</td>
<td>DOGFISH HEAD TWEASON ALE 8/4 NR - 1200ST</td>
<td>ST</td>
<td>24</td>
<td>DOGFISH HEAD CRAFT BREWERY</td>
<td>31-JUL-2015</td>
<td>37.75</td>
<td>37.75</td>
<td>37.75</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>75884</td>
<td>CANYON ROAD MERLOT 750ML</td>
<td>AL</td>
<td>12</td>
<td>1</td>
<td>Shipped</td>
<td>31-JUL-2015</td>
<td>48.60</td>
<td>48.60</td>
<td>48.60</td>
</tr>
<tr>
<td>8</td>
<td>85452</td>
<td>LA MARCA PROSECCO 187ML</td>
<td>AL</td>
<td>24</td>
<td>1</td>
<td>Shipped</td>
<td>31-JUL-2015</td>
<td>92.40</td>
<td>92.40</td>
<td>92.40</td>
</tr>
<tr>
<td>6</td>
<td>95026</td>
<td>MILLER LITE 1/2K</td>
<td>ST</td>
<td>1</td>
<td>Shipped</td>
<td>Miller Brewing Company</td>
<td>31-JUL-2015</td>
<td>121.00</td>
<td>121.00</td>
<td>121.00</td>
</tr>
<tr>
<td>5</td>
<td>96233</td>
<td>BLUE MOON 1/2K</td>
<td>ST</td>
<td>1</td>
<td>Shipped</td>
<td>Miller Brewing Company</td>
<td>31-JUL-2015</td>
<td>128.00</td>
<td>128.00</td>
<td>128.00</td>
</tr>
<tr>
<td>4</td>
<td>25661</td>
<td>LEBENKUGEL SUMMER SHANDY 1/2K</td>
<td>ST</td>
<td>1</td>
<td>MILLER BREWING COMPANY</td>
<td>31-JUL-2015</td>
<td>128.00</td>
<td>128.00</td>
<td>128.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>35512</td>
<td>HOGUE S/RLC - 750ML</td>
<td>LS</td>
<td>12</td>
<td>1</td>
<td>Shipped</td>
<td>31-JUL-2015</td>
<td>101.60</td>
<td>101.60</td>
<td>101.60</td>
</tr>
<tr>
<td>2</td>
<td>110063</td>
<td>CYT XPLORADOR CHARD - 750ML</td>
<td>LS</td>
<td>12</td>
<td>REPUBLIC NATIONAL DISTRIBUTING CO</td>
<td>31-JUL-2015</td>
<td>71.4</td>
<td>71.4</td>
<td>71.4</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>85186</td>
<td>TRAPICHE M/REC - 750ML</td>
<td>ST</td>
<td>1</td>
<td>Shipped</td>
<td>The Wine Group</td>
<td>31-JUL-2015</td>
<td>62.28</td>
<td>62.28</td>
<td>62.28</td>
</tr>
<tr>
<td>0</td>
<td>95281</td>
<td>YUNNING GIRLS LAGER 1/2K</td>
<td>ST</td>
<td>1</td>
<td>Shipped</td>
<td>Yющуюнig Brewery</td>
<td>31-JUL-2015</td>
<td>120.00</td>
<td>120.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

**Track Returns**

1. Click on the **Track Orders** tab or link and then click on the **Returns** link. Note: data displayed here is based on login credentials; therefore you will only see returns data for orders that you placed.

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 criterion entered.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.
3. Click on the return number to see detailed information about the return.

<table>
<thead>
<tr>
<th>Return Number</th>
<th>Original Order Details</th>
<th>Return Order Date</th>
<th>Return Status</th>
<th>Cancellation Reason</th>
<th>Created By</th>
<th>Total Cases</th>
<th>Order Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>219551</td>
<td></td>
<td>12-AUG-2015</td>
<td>Booked</td>
<td></td>
<td>Reed, Adrienne</td>
<td>6</td>
<td>180</td>
</tr>
<tr>
<td>219240</td>
<td></td>
<td>10-AUG-2015</td>
<td>Booked</td>
<td></td>
<td>Momyer, Erin</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>219253</td>
<td>1062576-19</td>
<td>10-AUG-2015</td>
<td>Booked</td>
<td></td>
<td>Reed, Adrienne</td>
<td>3</td>
<td>208.2</td>
</tr>
<tr>
<td>219880</td>
<td>05-AUG-2015</td>
<td>Booked</td>
<td></td>
<td></td>
<td>Momyer, Erin</td>
<td>6</td>
<td>180</td>
</tr>
<tr>
<td><strong>218772</strong></td>
<td>1053314-9,1067600-6</td>
<td>05-AUG-2015</td>
<td>Booked</td>
<td></td>
<td>Reed, Adrienne</td>
<td>5</td>
<td>3071.3</td>
</tr>
</tbody>
</table>

**Return Details**

Return Information

- Customer Name: ABC BEER AND WINE
- Ordered Date: 05-AUG-2015
- Order Total: $3,071.30

<table>
<thead>
<tr>
<th>Line</th>
<th>DLC Item Number</th>
<th>Item Name</th>
<th>Tag</th>
<th>Supplier Name</th>
<th>UOM Returned</th>
<th>Return Reason</th>
<th>Status</th>
<th>Cancellation Reason</th>
<th>Price</th>
<th>Original Order Number</th>
<th>Qty Ordered</th>
<th>Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75562</td>
<td>LADYBURN 40YR SINGLE MALT - 750ML AL</td>
<td>1</td>
<td>WILLIAM GRANT AND SONS INC</td>
<td>Case 2</td>
<td>Business Decision</td>
<td>Closed</td>
<td></td>
<td>2,897.20</td>
<td>1053314</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>108803</td>
<td>CYT XPLORADOR CHARD - 750ML LS</td>
<td>12</td>
<td>REPUBLIC NATIONAL DISTRIBUTING CO</td>
<td>Case 3</td>
<td>Business Decision</td>
<td>Closed</td>
<td></td>
<td>4,214.20</td>
<td>1067600</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total: $3,071.30
Tax: $0.00
Charges: $0.00
Return Total: $3,071.30

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**.

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](http://www.montgomerycountymd.gov/ABS) and click on the **Suppliers** then **Suppliers Home** link on the left side and click on **User Guide - ABS Sales Rep Reports in iStore** under the Sales Reps heading, or click [here](http://www.montgomerycountymd.gov/ABS).
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.

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