



DEPARTMENT OF LIQUOR CONTROL

Isiah Leggett
County Executive

George F. Griffin
Director

MEMORANDUM

November 4, 2014

TO: Department of Liquor Control Licensees

FROM: George Griffin, Director, Department of Liquor Control 

SUBJECT: Special Order Process for Department of Liquor Control Licensees

Montgomery County Department of Liquor Control (DLC) will implement a new Oracle Warehouse Management and Order Management system on February 1, 2015. I want to take this opportunity to explain how Special Orders are processed by DLC. The following outlines the process and procedure for Special Order products beginning February 2, 2015:

1. Special Order products can be ordered by several methods:
 - a. Ordering online using the new iStore feature, calling the Order Section at 240-773-1901 and/or faxing your order to the Order Section at 240-777-1909.
 - b. Sales Reps may order on your behalf.
2. Based on product availability, each Supplier will decide which Licensee Special Order will be fulfilled. DLC does not have access to product availability data and therefore processes all orders and forwards the information to the Supplier for fulfillment. DLC will cancel the Special Orders that cannot be filled by the Supplier.
3. DLC encourages all Licensees to work closely with your Supplier and Sales Reps on the availability of Special Orders to ensure that your order will be filled.
4. DLC will provide Licensees weekly reports (see attached) on your open orders via your e-mail address in iStore. In reviewing these reports, if you do not see your Special Order listed, that indicates that your order was not able to be filled and the order was subsequently cancelled.
5. If you would like to cancel your order, please call the Order Section and provide them the Order Number and Line Number of the item you want cancelled.

As we implement this new system, we look forward to continuing our partnership. If you have any questions, please contact Sunil Pandya at 240-876-7101 or via e-mail at sunil.pandya@montgomerycountymd.gov.

Attachment: Licensee Open Order Report

201 Edison Park Drive • Gaithersburg, Maryland 20878 • 240-777-1900 • 240-777-1962
www.montgomerycountymd.gov

montgomerycountymd.gov/311



301-251-4850 TTY

DEPARTMENT OF LIQUOR CONTROL
LICENSEE OPEN ORDERS REPORT

LICENSEE: 29 CONVENIENCE MART

ITEM CODE	DESCRIPTION	TAG	ORDER NUMBER	LINE NUMBER	ORDERED DATE	SCHEDULE SHIP DATE	ORDERED QUANTITY	PRICE
84678	APOTHIC CAL RED BLEND - 750ML	ST	1001768	1	8/14/14	8/22/14	1	106.20
313969	BAREFOOT CEL PINK MOSCATO - 1.5L	ST	1001768	15	8/14/14	8/22/14	1	64.14
68691	BELLA SERA P/GRIG - 750ML	ST	1001768	13	8/14/14	8/22/14	1	75.60
75191	BERINGER FOUNDERS EST CAB - 750ML	ST	1001768	21	8/14/14	8/22/14	1	81.48
75175	BERINGER FOUNDERS EST MER - 750ML	ST	1001768	14	8/14/14	8/22/14	1	81.48
86078	BERINGER PINK MOSCATO - 1.5L	ST	1001768	17	8/14/14	8/22/14	1	57.30
83804	BLACK BOX P/GRIG (ITALY) 6/CS - 3L	ST	1001768	10	8/14/14	8/22/14	1	105.30
80357	BY COASTAL CHARD - 750ML	ST	1001768	9	8/14/14	8/22/14	1	86.28
83810	CH ST MICH RIESLING - 750ML	ST	1001768	4	8/14/14	8/22/14	1	67.80
82031	CLOS DU BOIS CAB - 750ML	ST	1001768	12	8/14/14	8/22/14	1	134.28
424730	CUPCAKE MALBEC - 750ML	ST	1001768	20	8/14/14	8/22/14	1	96.60
82078	CUPCAKE MARLBOROUGH S/BLC - 750ML	ST	1001646	2	8/7/14	8/15/14	1	96.60
82078	CUPCAKE MARLBOROUGH S/BLC - 750ML	ST	1001768	3	8/14/14	8/22/14	1	96.60
84023	CUPCAKE P/GRIG DOC - 750ML	ST	1001646	8	8/7/14	8/15/14	1	96.60
84023	CUPCAKE P/GRIG DOC - 750ML	ST	1001768	11	8/14/14	8/22/14	1	96.60
82538	FRANZIA CHARD BIB - 5L	ST	1001646	1	8/7/14	8/15/14	1	54.20
68535	GEKKEIKAN SAKE - 750ML	ST	1001646	7	8/7/14	8/15/14	1	62.28
68268	HARTLEY & GIBSONS CREAM SHERRY - 750ML	ST	1001768	22	8/14/14	8/22/14	1	47.70
320041	HITCHING POST HOMETOWN P/NOIR - 750ML	S	1006911	2	6/5/14	6/13/14	1	214.20
145661	LURTON ARAUCANO CAB - 750ML	LS	1006911	1	6/5/14	6/13/14	1	103.08
329339	SANTA JULIA ORGANICA CHARD - 750ML	S	1000911	3	6/5/14	6/13/14	1	94.68
84212	SUTTER HOME CAB - 187ML	ST	1001768	6	8/14/14	8/22/14	2	28.56
84107	SUTTER HOME MER - 750ML	ST	1001768	19	8/14/14	8/22/14	1	54.60
83148	SUTTER HOME MOSCATO - 1.5L	ST	1001768	7	8/14/14	8/22/14	1	55.50
53210	SUTTER HOME P/GRIG - 750ML	ST	1001768	23	8/14/14	8/22/14	1	54.60
80130	SUTTER HOME PINK MOSCATO - 750ML	ST	1001768	18	8/14/14	8/22/14	1	54.60
83771	SUTTER HOME WH/ZIN - 1.5L	ST	1001646	3	8/7/14	8/15/14	1	55.50
80950	TAYLOR PORT - 750ML	ST	1001768	16	8/14/14	8/22/14	1	84.68
85910	WOODBIDGE CHARD - 750ML	ST	1001646	6	8/7/14	8/15/14	1	67.00
26964	YELLOW TAIL CHARD - 1.5L	ST	1001768	2	8/14/14	8/22/14	2	54.30
74713	YELLOW TAIL CHARD - 750ML	ST	1001768	5	8/14/14	8/22/14	1	54.00
74861	YELLOW TAIL MER - 750ML	ST	1001646	5	8/7/14	8/15/14	1	54.00
58319	YELLOW TAIL P/GRIG - 750ML	ST	1001768	8	8/14/14	8/22/14	1	57.60
26956	YELLOW TAIL SHZ - 1.5L	ST	1001646	4	8/7/14	8/15/14	1	54.30

Please call the Order Section at 240-777-1901 and provide them the ORDER Number and LINE Number that may you wish to cancel.

REPORT DATE: 11/03/2014