



DEPARTMENT OF LIQUOR CONTROL

Isiah Leggett  
County Executive

George F. Griffin  
Director

MEMORANDUM

October 31, 2014

**TO:** Department of Liquor Control Suppliers

**FROM:** George Griffin, Director, Department of Liquor Control 

**SUBJECT:** Special Order Process for Department of Liquor Control Suppliers

Montgomery County Department of Liquor Control (DLC) will implement a new Oracle Warehouse Management and Order Management system in 2015. I want to take this opportunity to communicate our partnership as it relates to Special Orders.

The following outlines the process and procedure for Special Order products beginning February 2, 2015:

1. Suppliers; not DLC, will determine which Licensees will receive Special Order products.
2. DLC will provide Suppliers a daily report of all Special Orders on the DLC Supplier Web Portal. Please review a sample report attached to this memorandum. The Report captures all sales orders on a weekly basis – from Friday noon to the next Friday noon.
3. Suppliers will notify DLC by email the sales order number that needs to be changed or cancelled for orders that cannot be filled. The email address is: [DLCSPORDERS.MONTGOMERYCOUNTYMD.GOV](mailto:DLCSPORDERS.MONTGOMERYCOUNTYMD.GOV). The deadline for the communication is 6.00 AM on the day the supplier expects to receive Purchase Orders from DLC.
4. DLC will cancel or revise the sales order as requested prior to preparing a Purchase Order.
5. We encourage Sales Reps and Suppliers to monitor the reports and to communicate with Licensees whose orders are revised.

We look forward to continuing our partnership as we implement the DLC Warehouse and Order Management system. If you have any questions, please contact Sunil Pandya at 240-777-1956 or via e-mail at [sunil.pandya@montgomerycountymd.gov](mailto:sunil.pandya@montgomerycountymd.gov).

Attachment: Special Orders Report

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[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

[montgomerycountymd.gov/311](http://montgomerycountymd.gov/311)



301-251-4850 TTY

DEPARTMENT OF LIQUOR CONTROL  
SPECIAL ORDERS REPORT

FROM  
2014/10/10 12:00:00  
TO  
2014/10/17 12:00:00

AIG WINE & SPIRITS - AIG W&S

ITEM CODE	ITEM DESCRIPTION	LICENSEE	ORDERED QUANTITY	ITEM TAG	BPC	BTL SIZE	ORDER NUMBER	LINE NUMBER	BOOKED DATE
100811	VARICHON ET CLERC BDB SPARK 750ML	COUNTRY BOY BEER & WINE	5	LS	12	750ML	1002229	2	10/14/14



Suppliers should email any revisions to the order and provide information for the fields highlighted above to DLC at [DLCSPorders.MontgomeryCountyMD.gov](mailto:DLCSPorders.MontgomeryCountyMD.gov)

**DEADLINE: 6 a.m. on the day the supplier expects to receive purchase orders from DLC**