



# The DLC iStore Connection

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



January 14, 2015

## **Important Reminders**

- There will be no deliveries on Monday, February 2, 2015; however, the DLC warehouse will be open for receiving and pick-up orders.
- After February 1, 2015, transferring products from retail stores to the warehouse is no longer permitted. Products will be transferred to the retail store closest to the customer for pick up.
- Pick-up orders must be picked up at the DLC warehouse by 3:30 p.m. on the day the order is placed. All orders not picked up by 3:30 p.m. will be cancelled and the product returned to inventory.
- Sales representatives can only pick up orders at the DLC warehouse for customers who are registered for ACH.
- Price changes for wine and liquor must be submitted through iSupplier on the 2<sup>nd</sup> through the 11<sup>th</sup> of the month for the following month (i.e. submit February 2-11 for March price changes). Price changes for beer must be submitted to your DLC beer buyer (also on the 2<sup>nd</sup> – 11<sup>th</sup> of the month).
- DLC is implementing a three-way match payment system: POs must match the invoice price; PO must reflect the item on the invoice; the quantity on supplier invoice cannot exceed what is on the PO.

## **Have You Confirmed Your Access to the DLC iStore?**

As a reminder, sales representatives must place all orders through the DLC iStore. You are now able to log into the DLC iStore to confirm your access. By successfully logging into the DLC iStore, you are confirming that your account is valid. Please note that you cannot place orders in iStore until Thursday, January 29, 2015. By confirming your access to iStore ahead of time, you can ensure that you are ready to begin placing your orders on January 29. For instructions on how to log into iStore, click [here](#). If you have questions or are experiencing difficulty logging in, please send an email to [DLCiStoreHelp@MontgomeryCountyMD.gov](mailto:DLCiStoreHelp@MontgomeryCountyMD.gov) or call Bob Vest at 240-777-2911.

### **iStore & iSupplier Resources**

1. [iStore for Sales Reps video tutorial](#)
2. [iSupplier Price Change Requests video tutorial](#)
3. [iSupplier Price Change Requests Quick-Start Guide](#)
4. [iSupplier Purchase Order, Invoice and Payment Inquiry video tutorial](#)
5. [iSupplier Purchase Order, Invoice and Payment Inquiry Quick-Start Guide](#)