

## Montgomery County Department of Liquor Control – Supplier/Sales Rep Communication

DATE SENT	MESSAGE	ATTACHMENTS
4/30/2015	<p><b>Product Price Changes in iSupplier</b></p> <p>When you log into iSupplier May 2 - 11 to update your prices for June, please add your supplier item numbers to your blanket agreement.</p> <p>Your supplier item numbers will appear on all DLC purchase orders thereafter, which will assist your shipping department, as well as enable the DLC accounts payable team to process your invoices more quickly.</p> <p>Additionally, please note that iSupplier should only be used to submit price changes and add your supplier item numbers. All other changes to your blanket agreement, such as removing discontinued items or changes to bottles-per-case size, should be submitted to <a href="mailto:DLCSPOrders@MontgomeryCountyMD.gov">DLCSPOrders@MontgomeryCountyMD.gov</a>.</p> <p>Please do not enter a price of \$0 for any item as this will change the price in the system to \$0. If you no longer carry a product, please send an email to the address listed above and request that it be removed from your blanket agreement.</p> <p>Thank you for your assistance.</p>	N/A
3/23/2015	<p><b>DLC 13-Month Sales Trend Report Now Available</b></p> <p>The 13-Month Sales Trend Report is now available on the DLC <a href="#">Supplier portal</a> under the Monthly Reports category, and is available in PDF and Excel formats.</p> <p>The 13-Month Sales Trend Report is organized alphabetically by supplier (you can click Ctrl + F to initiate a search). Under each supplier name, products are listed alphabetically, and the following information is displayed for each product:</p> <ul style="list-style-type: none"> <li>• DLC item code</li> <li>• Product description/size</li> <li>• Tag</li> <li>• Bottles per case</li> <li>• Warehouse case sales</li> <li>• Retail case sales</li> </ul>	N/A

	<ul style="list-style-type: none"> <li>Total sales (warehouse and retail combined)</li> </ul> <p>Thank you for your patience as we worked to finalize this report. If you have questions, please contact Sunil Pandya at <a href="mailto:Sunil.Pandya@MontgomeryCountyMD.gov">Sunil.Pandya@MontgomeryCountyMD.gov</a> or 240-777-1956.</p>	
3/3/2015	<p><b>13-Month Sales Trend Report</b></p> <p>The 13-month Sales Trends Report (formerly known as the 609 Report) is currently under development. We anticipate that it will be ready the week of March 16, 2015.</p> <p>In the meantime, please utilize the DLC Delivered and Returns Report by Supplier, which is available on the <a href="#">DLC Supplier portal</a>.</p> <p>Thank you.</p>	N/A
2/24/2015	<p><b>Liquor Control Reports Now Available in iStore</b></p> <p>The Montgomery County Department of Liquor Control has made several reports available in iStore. By logging into iStore and clicking on the "Reports" tab at the top of the screen, you can access reports that show real-time information for orders and returns. Use these reports to track special orders, see all orders for a specific licensee, and many other functions to help you manage your business.</p> <p>A user guide for working with the iStore reports is attached and will also be available in iStore under the FAQ tab.</p>	<a href="#">User Guide – DLC Sales Rep Reports</a>
2/13/2015	<p><b>DLC Purchase Orders</b></p> <p><u>Attention Local Special Order Liquor and Wine Suppliers</u></p> <p>Effective immediately, Montgomery County Liquor Control Buyer, Brian Byrd, will begin to prepare all local special order purchase orders by 12 noon on the day they are due. The cut-off time for adding to, or changing a purchase order is 12 noon.</p> <p><b>We are not changing your scheduled day --- we are clarifying the cut-off time.</b></p> <p>Going forward, you will not receive more than one purchase order on the same day.</p> <p>Please keep in mind that the process of preparing purchase orders begins at noon, and purchase orders will be printed and faxed to you when they are ready. Please allow sufficient time if you are waiting for the fax.</p>	N/A

	<p>You can access <a href="#">iSupplier</a> after 12:00 noon, where the purchase order will be available as soon as it has been approved by Brian.</p> <p>Please remember to access the Special Order Report on the DLC <a href="#">Supplier Portal</a> to review all orders for your products. If you want to cancel or revise a sales order, please email the sales order number and the line number to <a href="mailto:DLCSPOrders@MontgomeryCountyMD.gov">DLCSPOrders@MontgomeryCountyMD.gov</a>. Please do not email individual buyers to cancel or revise orders.</p> <p>We appreciate your cooperation in this matter.</p>	
2/4/2015	<p><b>Good News! DLC Special Order Process</b></p> <p>Montgomery County Liquor Control will NOT cancel unfilled sales orders resulting from a partial shipment on a Special Order Purchase Order.</p> <p>We will assume that the short-shipment, is due to your company being temporarily out of stock.</p> <p>Those unfilled sales orders will remain viable and will be reordered on subsequent purchase orders until the item is shipped, or you, the sales representative, cancel the order.</p> <p>Please keep in mind that, when received, the system will sell the item to the licensee who first ordered the product (FIRST IN, FIRST OUT).</p> <p>It is therefore necessary that you monitor the daily special order report posted on the DLC supplier portal and email: <a href="mailto:DLCSPOrders@MontgomeryCountyMD.gov">DLCSPOrders@MontgomeryCountyMD.gov</a> to cancel or revise any special order.</p>	N/A
2/3/2015	<p><b>DLC Purchase Orders</b></p> <p>Please note that Purchase Orders on iSupplier are <b>informational only</b>. The Montgomery County Department of Liquor Control will continue to fax Purchase Orders to your Shipping Department.</p> <p>Thank you.</p>	N/A
1/22/2015	<p><b>DLC Reports and Request for Supplier Item Numbers</b></p> <p>Below is a list of DLC reports that will be available to suppliers on the DLC supplier portal (behind the log-in screen). The daily reports will be available beginning January 30th, with the exception of the On-Hand Quantity Report, which will be available beginning February 1. The monthly reports will be available beginning in March. The DLC will continue to maintain</p>	N/A

APPX (the old system) reports for the calendar year 2014.

Supplier Report	Publish Frequency
DLC Delivered Orders and Returns Licensee Report	Monthly
DLC Delivered Orders and Returns Supplier Report	Monthly
DLC On-Hand Quantity Report	Daily
DLC Open Orders Licensee Report	Daily
DLC Open Orders Supplier Report	Daily
DLC Sales Trend 13 Months Report	Monthly
DLC Special Orders - Distribution - Report	Daily
DLC Blanket Agreements Report	Daily

**- ATTENTION DLC LIQUOR & WINE SUPPLIERS -**

Please remember to provide the DLC with your supplier item numbers. By providing your supplier item numbers, the DLC can include them on our purchase orders to make your processing faster and easier. Note: If you have already provided your supplier item numbers with your SCC codes, thank you, and you may disregard this request.

**HOW TO PROVIDE YOUR SUPPLIER ITEM NUMBERS**

You can enter your supplier item numbers on your blanket agreement when they are made available in iSupplier for price change updates on the 2<sup>nd</sup> through the 11<sup>th</sup> of the month. Whether or not you have price changes to make, please log into iSupplier anytime between the 2<sup>nd</sup> and the 11<sup>th</sup> of the month and enter your supplier item numbers for all items listed on the blanket agreement.

Thank you.

*To access iStore and iSupplier video tutorials, reference guides, presentations and other information, please go to [www.MontgomeryCountyMD.gov/DLC](http://www.MontgomeryCountyMD.gov/DLC) and click on Suppliers, then Suppliers Home on the left side.*

1/20/2015

**Key Dates Related to the Oracle Implementation**

N/A

	<p>Attention Department of Liquor Control Sales Representatives:</p> <p>Below are key dates you need to know as we get close to the Oracle implementation of Order and Warehouse Management.</p> <ul style="list-style-type: none"> <li>• January 23 is the last day DLC Buyers will place orders in APPX (current system) for Sales Representatives</li> <li>• January 26 - 30: DLC warehouse will receive Special Order inventory ONLY for purchase orders cut January 23 and prior</li> <li>• <b><u>January 26, 27 and 28:</u></b> Sales Representatives should collect all special orders and be ready to input their orders into iStore on <b><u>January 29 and January 30 until noon.</u></b> THAT IS CORRECT, YOU CANNOT ENTER ORDERS UNTIL JANUARY 29.</li> <li>• <b><u>January 30:</u></b> on this morning, Sales Representatives will have the Special Order report available to them on the DLC supplier portal. This report will reflect all special orders placed. You must email the DLC Buyers prior to noon on January 30 to cancel/change sales orders. <b>Note the standard deadline of 6:00 a.m. is being extended for this day only.</b></li> <li>• <b><u>January 30:</u></b> DLC Buyers will cut purchase orders beginning at noon. Therefore, <b>during the week of January 26-30, Sales Representatives will only get purchase orders on January 30</b> (this applies to this week only).</li> </ul> <p>If you have any questions, please contact Bob Vest at <a href="mailto:Bob.Vest@MontgomeryCountyMD.gov">Bob.Vest@MontgomeryCountyMD.gov</a> or 240-777-2911.</p>	
12/31/2014	<p><b>DLC News and Information for Suppliers</b></p> <p>Please see the attached newsletter from the Montgomery County Department of Liquor Control for important dates and information related to the transition to the new warehouse and order management system.</p> <p>Thank you, and Happy New Year!</p>	2015-01_DLCiStoreNewsletter-Supplier-SalesReps
11/28/2014	<p><b>DLC News and Information for Suppliers</b></p> <p>Please read the attached Supplier newsletter for information related to the new DLC</p>	2014-12_DLCiStoreNewsletter-Supplier-SalesReps

	<p>warehouse and order management system launching on February 1, 2015.</p> <p>If you have questions, please send an email to <a href="mailto:DLCiSupplierHelp@MontgomeryCountyMD.gov">DLCiSupplierHelp@MontgomeryCountyMD.gov</a>.</p>	
11/5/2014	<p><b>Special Order Process for DLC Suppliers</b></p> <p>Please read the attached memo from George Griffin, Director of the Montgomery County Department of Liquor Control, regarding the process and procedure for Special Order products beginning February 2, 2015.</p>	10312014_SignedMemo-SpecialOrders_Suppliers
10/31/2014	<p><b>DLC iSupplier/iStore News and Information</b></p> <p>Please read the attached newsletter for important information related to the new Montgomery County Government Department of Liquor Control Inventory and Warehouse Management System. This is the first of several newsletters you will receive between now and February 1, 2015, when the new system launches.</p>	2014-10_DLCiStoreNewsletter-Supplier-SalesReps