

## Suppliers and Sales Reps Preparation for February 2015

### Implementation of DLC Warehouse Management

#### Important Dates to Remember

<b>January 12</b>	<p>Log into iSupplier to confirm you can access. If assistance is needed, contact: Bob Vest, 240-777-2911 or <a href="mailto:Bob.Vest@MontgomeryCountyMD.gov">Bob.Vest@MontgomeryCountyMD.gov</a></p> <p><b>iSupplier Help:</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:DLCiSupplierHelp@MontgomeryCountyMD.gov">DLCiSupplierHelp@MontgomeryCountyMD.gov</a></li> <li>• iSupplier changes/additions</li> </ul>
<b>January 12</b>	<p>First day Sales Reps can log into iStore to confirm access. Cannot place orders in iStore until January 29<sup>th</sup>. For assistance, contact: Bob Vest, 240-777-2911 or <a href="mailto:Bob.Vest@MontgomeryCountyMD.gov">Bob.Vest@MontgomeryCountyMD.gov</a></p> <p><b>iStore Help:</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:DLCiStoreHelp@MontgomeryCountyMD.gov">DLCiStoreHelp@MontgomeryCountyMD.gov</a></li> </ul>
<b>January 16</b>	<p><b><i>DLC February Price Book / Newsletter Published on DLC website at <a href="http://www.MontgomeryCountyMD.gov/DLC">www.MontgomeryCountyMD.gov/DLC</a></i></b></p>
<b>January 23</b>	<p><b><i>Last day Sales Reps can place orders with DLC Buyers</i></b></p>
<b>January 24-28</b>	<p><b><i>Continue to submit Items to DLC Buyers for setup</i></b></p>
<b>January 29</b>	<p>First day to place orders in iStore for delivery on Tuesday, February 3, 2015. For assistance: Bob Vest, 240-777-2911 or <a href="mailto:Bob.Vest@MontgomeryCountyMD.gov">Bob.Vest@MontgomeryCountyMD.gov</a></p> <p><b>iStore Help:</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:DLCiStoreHelp@MontgomeryCountyMD.gov">DLCiStoreHelp@MontgomeryCountyMD.gov</a></li> </ul>
<b>January 30</b>	<p>DLC Purchasing will produce special product purchase orders</p>
<b>February 2</b>	<p>Submit price adjustments for March through iSupplier (submit February 2<sup>nd</sup>-11<sup>th</sup>)</p>

FYI: There will be no deliveries to Licensees on February 2, 2015. The warehouse will be open for receiving on February 2, 2015.