



iStore PIN Ordering Ownership

New Process for iStore Ordering with Enhanced Licensee Controls

- On **Saturday, February 20**, ABS will roll out a new iStore process that will give licensees full control of all orders that are made for their business. ABS has developed a unique PIN for each licensee to share with approved staff and sales reps that will be permitted to order product for their account. This unique PIN will be emailed to each licensee on January 23 and will also be visible in their iStore account starting on January 23. IStore will operate as normal until the go “live” date of February 20. This time frame between January 23 and February 20 gives licensees and sales reps a month to distribute and obtain PIN numbers as necessary.
- **Between January 23 and February 20, each business will need to share their unique PIN with approved staff and sales reps who should have access to order on their behalf.** Licensees should also take this opportunity to add any staff in iStore that should be able to order on behalf of their business or remove staff in iStore that should no longer have this access. **Licensees will be responsible for all orders placed under their account after February 20.**

Utilizing a unique PIN gives customers:

- Full control of alcohol purchases for their business.
- Peace of mind that only those who have been given access by the licensee can order on their behalf.
- Confidence that there will not be unauthorized (“surprise”) purchases on the delivery truck.
- Real-time access to enable or disable authorized users with a single click, whenever the need arises.
- The ability to see everyone who has access to their account as well as the ability to view and manage all orders placed on behalf of their business.



PROCESS & ACTIONS FOR LICENSEES

- All licensees (Owner/Manager/Current iStore Users) will be emailed their new PIN on Saturday January 23. This PIN is unique to your business. You can also view your PIN when logged into iStore under the “welcome” tab, highlighted in yellow.

The screenshot displays the iStore Alcohol Beverage Services interface. At the top left is the Montgomery County Maryland logo. The main header includes the text "iStore Alcohol Beverage Services" and navigation links for "Direct Item Entry" and "Orders". A search bar is located below the header with a dropdown menu set to "All Products" and a search input field. On the right side, a user profile dropdown is open, showing a "Welcome" message for "TARJAN PATEL" at "MONTGOMERY BEER AND WINE". The profile details include: Registry ID: 1016563, Customer: MONTGOMERY BEER AND WINE, Account: 27890, and Description: MONTGOMERY BEER AND WINE, INC. The PIN is displayed as "3299" in a yellow box, with a "Generate New PIN" button next to it. Below the profile, there are links for "View Saved/Shared Carts", "View Shopping Lists", "Sales Rep Access", "Profile Reports", and "Sales". The main content area features a banner titled "iStore Tips and Best Practices" with text about cancelling stock items and special items, accompanied by a "SALE" tag graphic.



Search **All Products** ▾

Welcome

Attention Licensees:

Pick-Up Window Day/Hour Changes Week of December 21st and week of 28.2020

HOURS

ABS pick up window will be **open on Tuesday and Thursday, 8 AM - 2 PM** for those two weeks only, **completed by 1:30 p.m.**, prior to arriving at the ABS Warehouse for processing by the 2:00 p.m. deadline. For orders placed the day prior to pick-up starting business hours, **150 case maximum**. For orders placed on the day of pick-up, **100 case maximum**.

Delivery Day & Ordering Deadline Changes:

Monday, Dec. 21 deliveries will be made as normal - **Ordering Deadline: Remain as normal, Friday, Dec. 18, 2020**. Normal Tuesday, Dec. 22 deliveries will be made on Monday, Dec. 21 - **Ordering Deadline: Friday, Dec. 18, 2020**. Normal Wednesday, Dec. 23 deliveries will be made on Tuesday, Dec. 22 - **Ordering Deadline: Monday, Dec. 14, 2020**.

AS DAY

ATIONS CLOSED

Registry ID:
1016563

Customer:
MONTGOMERY BEER AND WINE

Account:
27890

Description:
MONTGOMERY BEER AND WINE, INC

PIN: **0844**

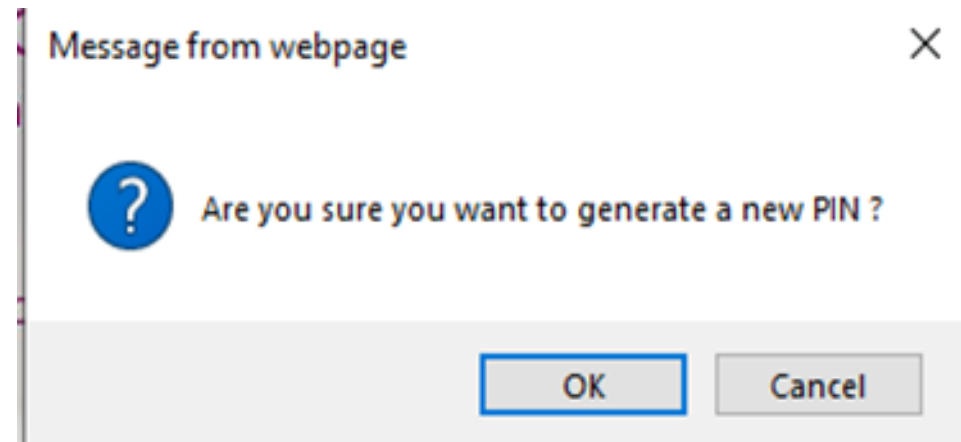
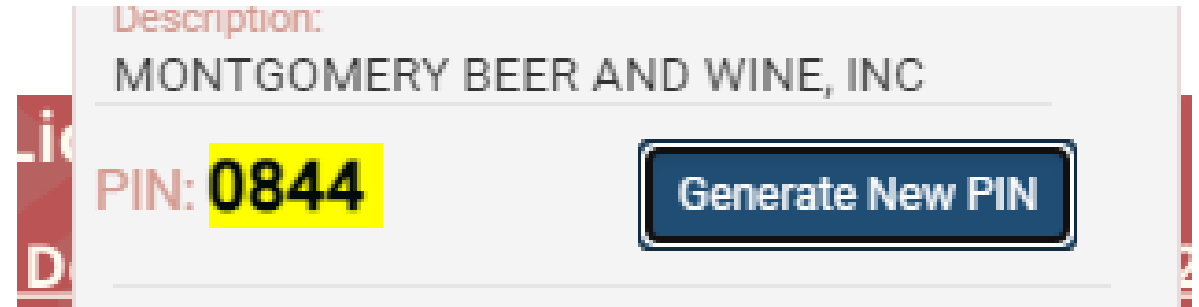
[View Saved/Shared Carts](#)
[View Shopping Lists](#)
[Sales Rep Access](#)

[Profile](#)
[Reports](#)
[Customer Service](#)

To change your PIN:

- Login to iStore
- Hover over the "welcome" menu at the top-right of the screen
- This PIN is exclusive to your account. You can (1) change this PIN, (2) share this PIN, (3) sales rep will use this PIN along with your account number, (4) if you share this PIN with a sales rep, it means you gave permission to place orders on your behalf.
- Please notify any approved sales reps who can order product on your behalf with your custom new PIN to access your account. Licensees should share their PIN ONLY with sales reps they have approved to order product on their behalf.
- If you would like to change your PIN, you are able to generate a new PIN directly in iStore. Be sure to remove any email accounts that would be automatically emailed of the new PIN and/or disable any sales rep you do not want to receive the new PIN.

- Click on the blue "Generate New PIN" button
- A confirmation message will pop up, please click "ok" to continue
- Once PIN is generated, you will be directed back to the iStore home page.
- If your PIN is changed, an email will be sent to all Store Owner/Manager/iStore users within your business.





If you have any questions, please email

ABS.CommunicationCenter@montgomerycountymd.gov