MONTGOMERY COUNTY DEPARTMENT OF LIQUOR CONTROL

iSTORE USER GUIDE FOR LICENSEES

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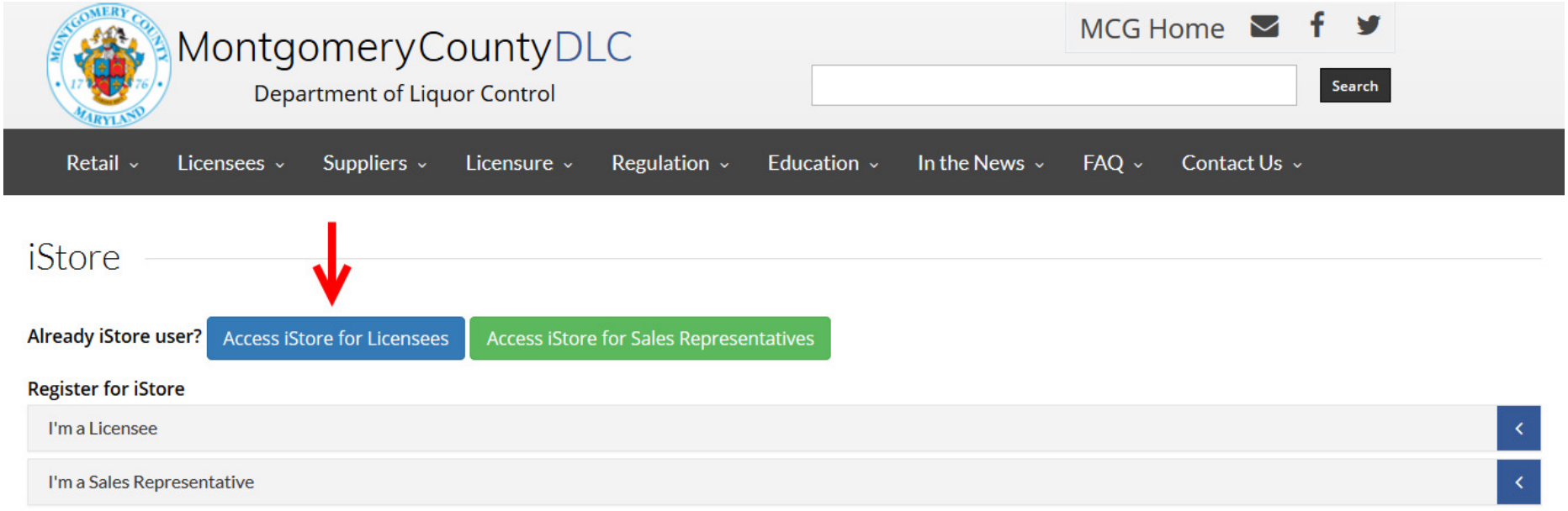
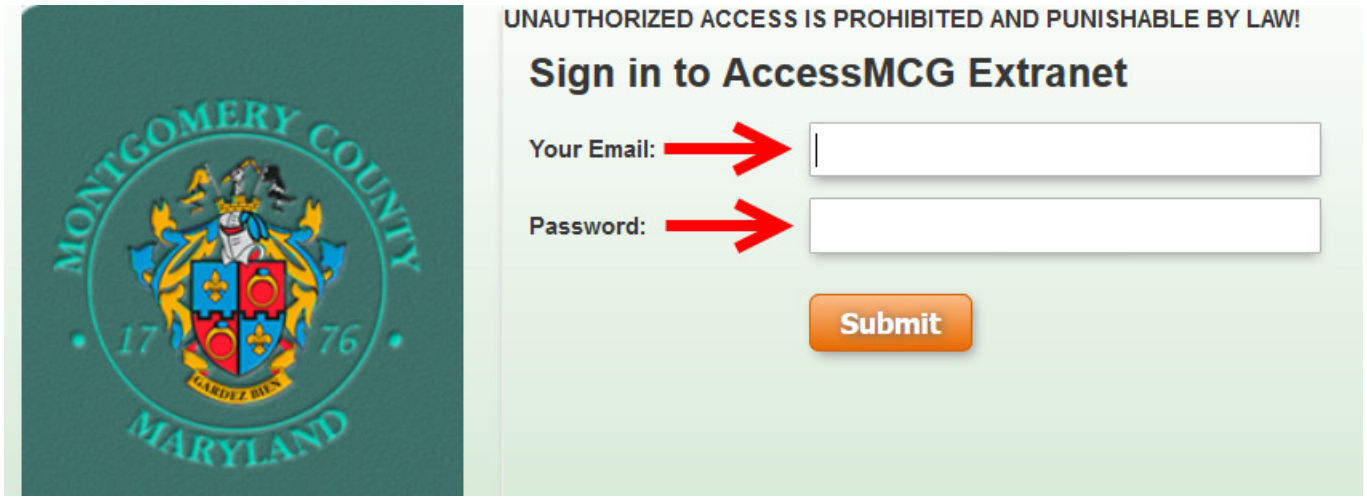
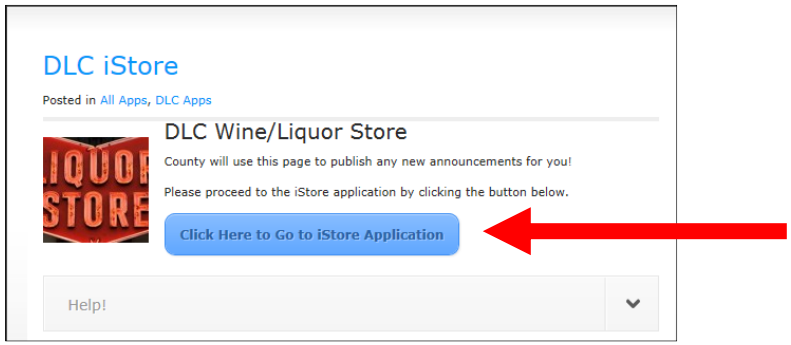
Login Instructions

1. Log into the iStore from the DLC website at www.MontgomeryCountyMD.gov/dlc/istore

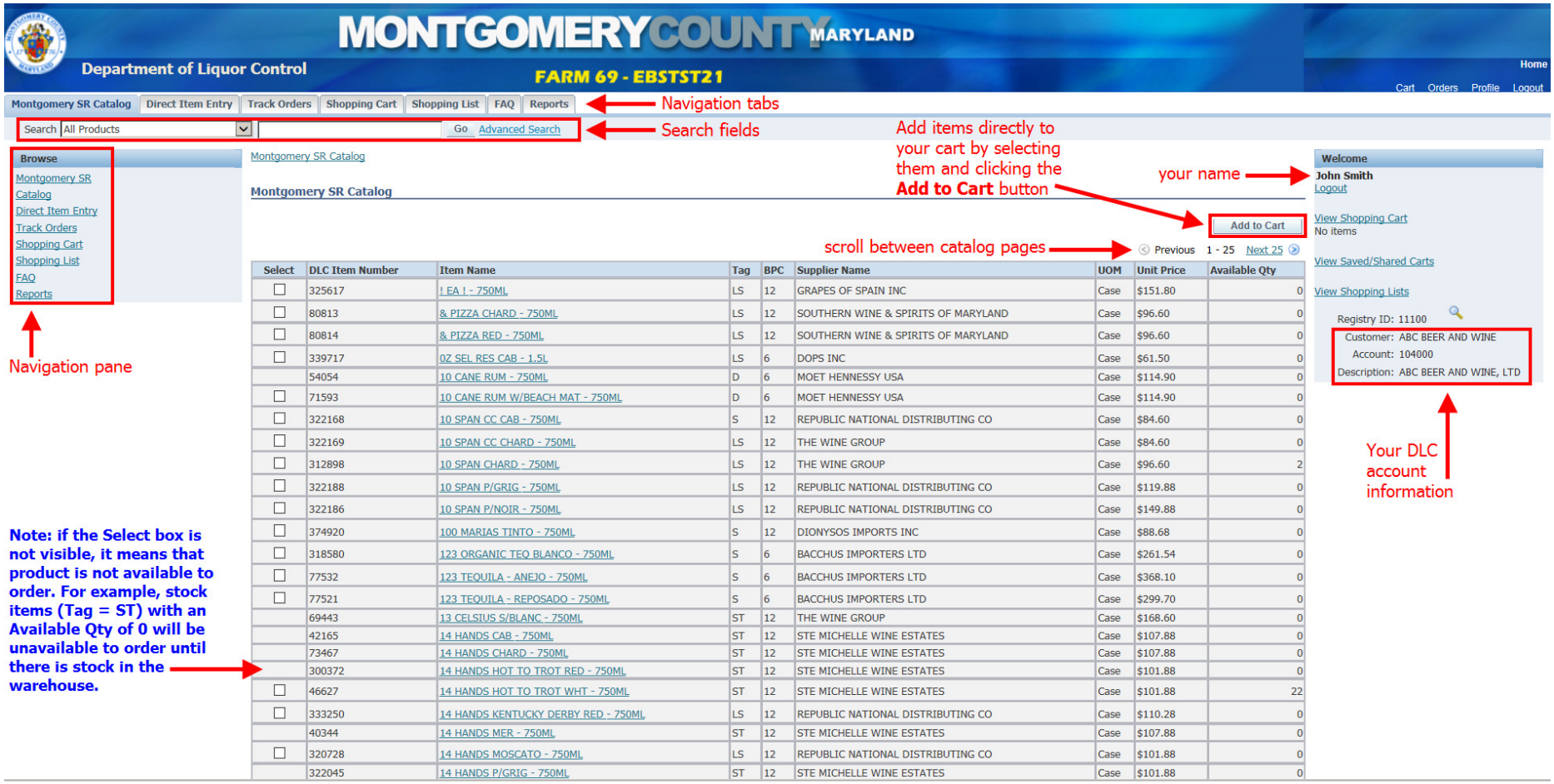


On the Sign-in screen, enter your **email address** and **password**, and click the **Submit** button.



2.	The first screen is a landing page. This is where DLC will post messages such as scheduled system outages or other relevant information. To proceed to iStore, click the box that says **Click Here to Go to iStore Application**. 

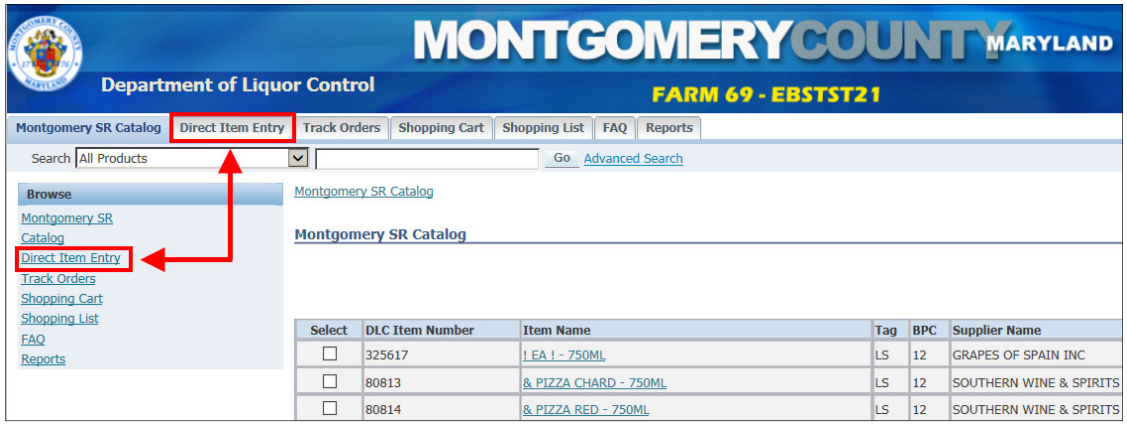
3. Upon entering iStore, you will be on the Home/Catalog screen. From here you can search for products and add them to a shopping cart.



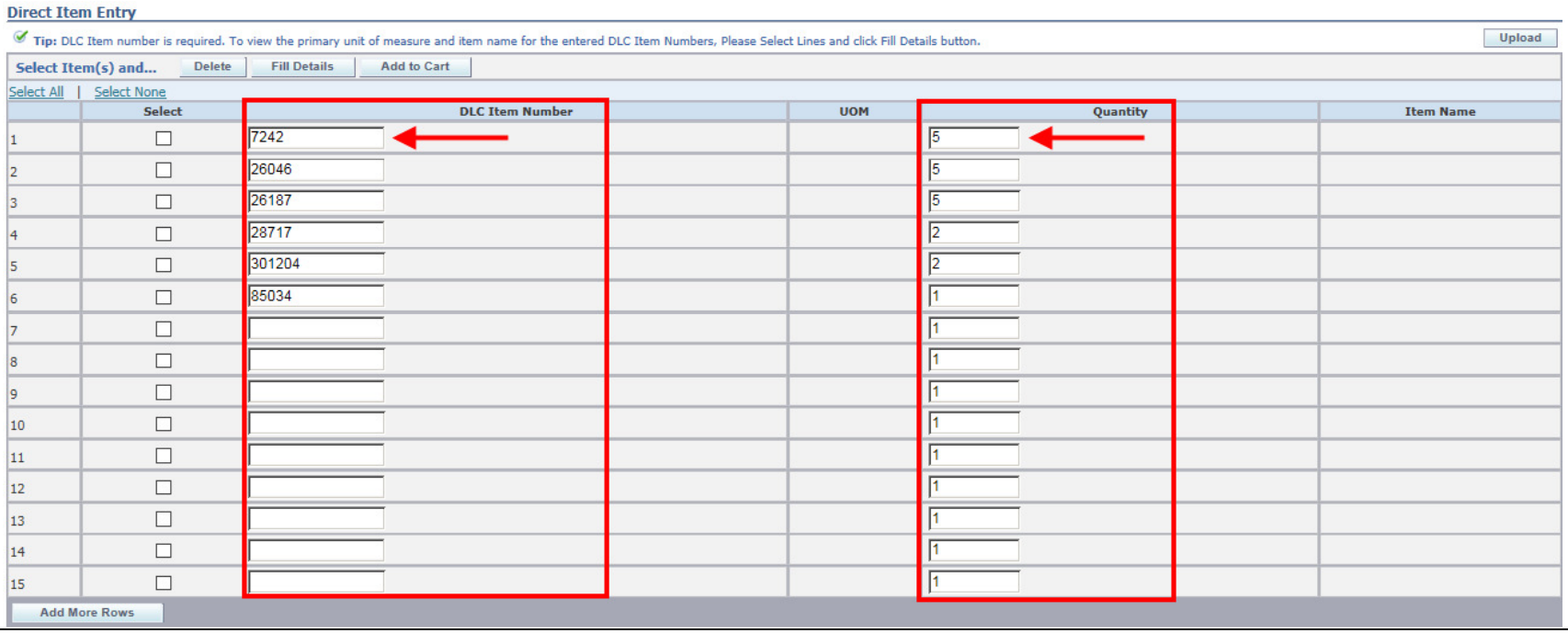
Select	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Unit Price	Available Qty
☐	325617	! EA ! - 750ML	LS	12	GRAPES OF SPAIN INC	Case	$151.80	0
☐	80813	& PIZZA CHARD - 750ML	LS	12	SOUTHERN WINE & SPIRITS OF MARYLAND	Case	$96.60	0
☐	80814	& PIZZA RED - 750ML	LS	12	SOUTHERN WINE & SPIRITS OF MARYLAND	Case	$96.60	0
☐	339717	0Z SEL RES CAB - 1.5L	LS	6	DOPS INC	Case	$61.50	0
	54054	10 CANE RUM - 750ML	D	6	MOET HENNESSY USA	Case	$114.90	0
☐	71593	10 CANE RUM W/BEACH MAT - 750ML	D	6	MOET HENNESSY USA	Case	$114.90	0
☐	322168	10 SPAN CC CAB - 750ML	S	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	$84.60	0
☐	322169	10 SPAN CC CHARD - 750ML	LS	12	THE WINE GROUP	Case	$84.60	0
☐	312898	10 SPAN CHARD - 750ML	LS	12	THE WINE GROUP	Case	$96.60	2
☐	322188	10 SPAN P/GRIG - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	$119.88	0
☐	322186	10 SPAN P/NOIR - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	$149.88	0
☐	374920	100 MARIAS TINTO - 750ML	S	12	DIONYSOS IMPORTS INC	Case	$88.68	0
☐	318580	123 ORGANIC TEQ BLANCO - 750ML	S	6	BACCHUS IMPORTERS LTD	Case	$261.54	0
☐	77532	123 TEQUILA - ANEJO - 750ML	S	6	BACCHUS IMPORTERS LTD	Case	$368.10	0
☐	77521	123 TEQUILA - REPOSADO - 750ML	S	6	BACCHUS IMPORTERS LTD	Case	$299.70	0
	69443	13 CELSIUS S/BLANC - 750ML	ST	12	THE WINE GROUP	Case	$168.60	0
	42165	14 HANDS CAB - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$107.88	0
	73467	14 HANDS CHARD - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$107.88	0
	300372	14 HANDS HOT TO TROT RED - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$101.88	0
☐	46627	14 HANDS HOT TO TROT WHT - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$101.88	22
☐	333250	14 HANDS KENTUCKY DERBY RED - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	$110.28	0
	40344	14 HANDS MER - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$107.88	0
☐	320728	14 HANDS MOSCATO - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	$101.88	0
	322045	14 HANDS P/GRIG - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	$101.88	0

Order Products Using Direct Item Entry

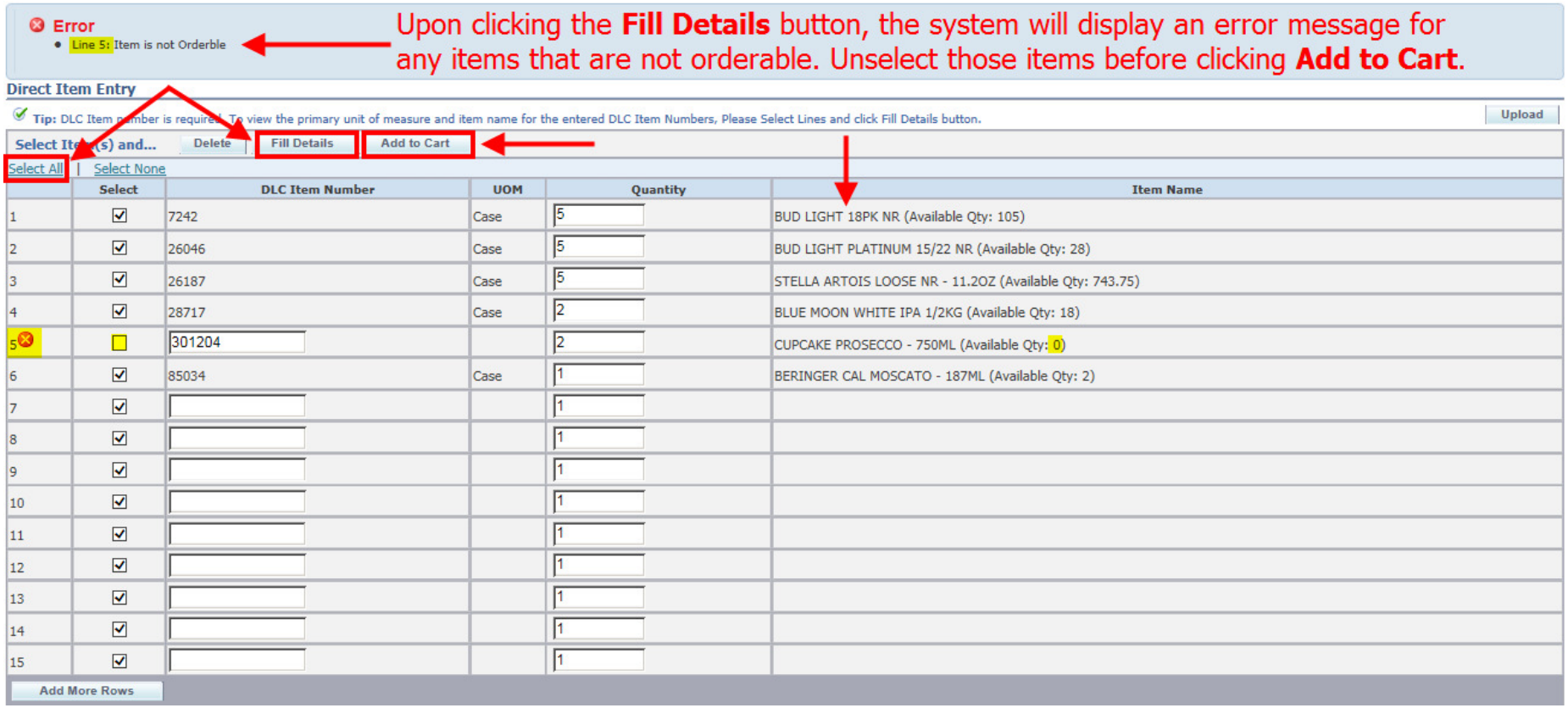
1. Click the **Direct Item Entry** tab or the Direct Item Entry link.



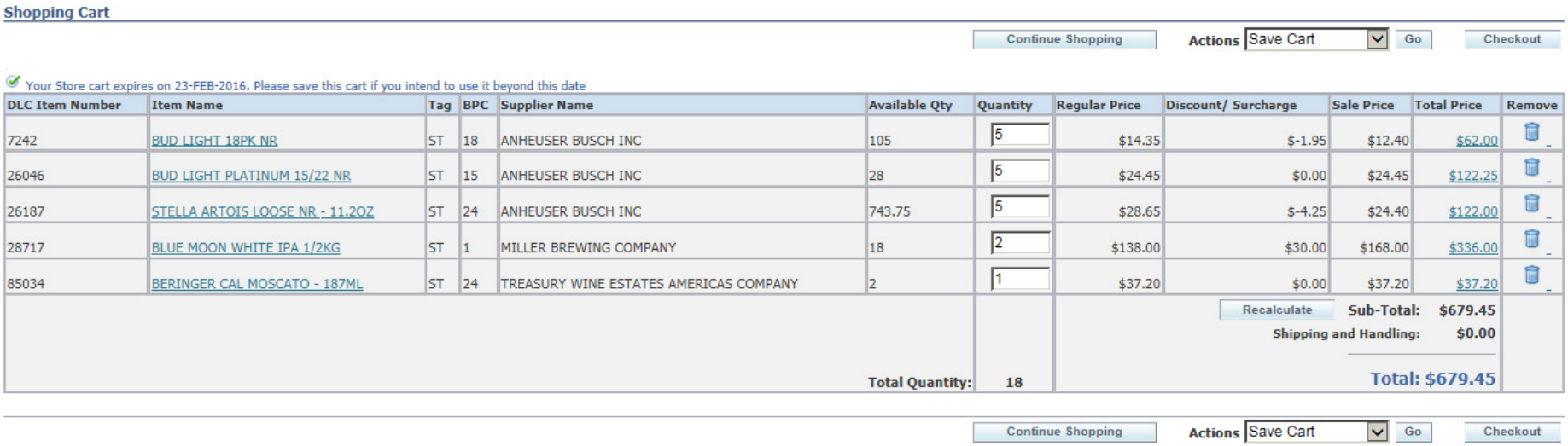
2. Enter the **DLC item number** in that column and the number of cases you want in the **Quantity** column.



3. Once you finish entering items, click the **Select All** link to select the items. Click the **Fill Details** button to display a description of the items so you can review them before you add them to the cart. Note: Upon clicking the Fill Details button, the system will display an error message if any items you've entered are not available to order. Uncheck the Select button for those items before clicking **Add to Cart** to add the items to the shopping cart.



4. The shopping cart displays. From here you can change the quantities (click the Recalculate button to see the adjusted total), delete items from the cart by clicking the trash can icon in the Remove column to the far right, and see any applicable discounts (note: kegs display the keg deposit as a surcharge). Note: please refer to page 29 of this document for item tag definitions.



Shopping Cart

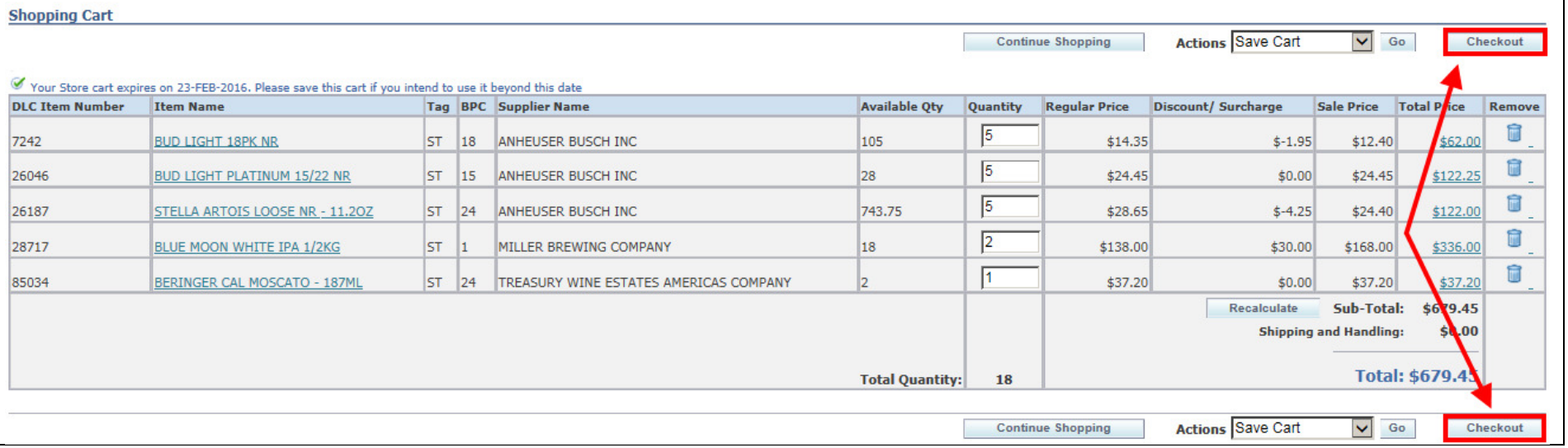
Continue Shopping | Actions: Save Cart | Go | Checkout

Your Store cart expires on 23-FEB-2016. Please save this cart if you intend to use it beyond this date

DLC Item Number	Item Name	Tag	BPC	Supplier Name	Available Qty	Quantity	Regular Price	Discount/ Surcharge	Sale Price	Total Price	Remove
7242	BUD LIGHT 18PK NR	ST	18	ANHEUSER BUSCH INC	105	5	$14.35	$-1.95	$12.40	$62.00	
26046	BUD LIGHT PLATINUM 15/22 NR	ST	15	ANHEUSER BUSCH INC	28	5	$24.45	$0.00	$24.45	$122.25	
26187	STELLA ARTOIS LOOSE NR - 11.2OZ	ST	24	ANHEUSER BUSCH INC	743.75	5	$28.65	$-4.25	$24.40	$122.00	
28717	BLUE MOON WHITE IPA 1/2KG	ST	1	MILLER BREWING COMPANY	18	2	$138.00	$30.00	$168.00	$336.00	
85034	BERINGER CAL MOSCATO - 187ML	ST	24	TREASURY WINE ESTATES AMERICAS COMPANY	2	1	$37.20	$0.00	$37.20	$37.20	
					Total Quantity:	18		Recalculate	Sub-Total:	$679.45	
									Shipping and Handling:	$0.00	
										Total: $679.45	

Continue Shopping | Actions: Save Cart | Go | Checkout

5. When you're ready to check out, click **Checkout**.



Shopping Cart

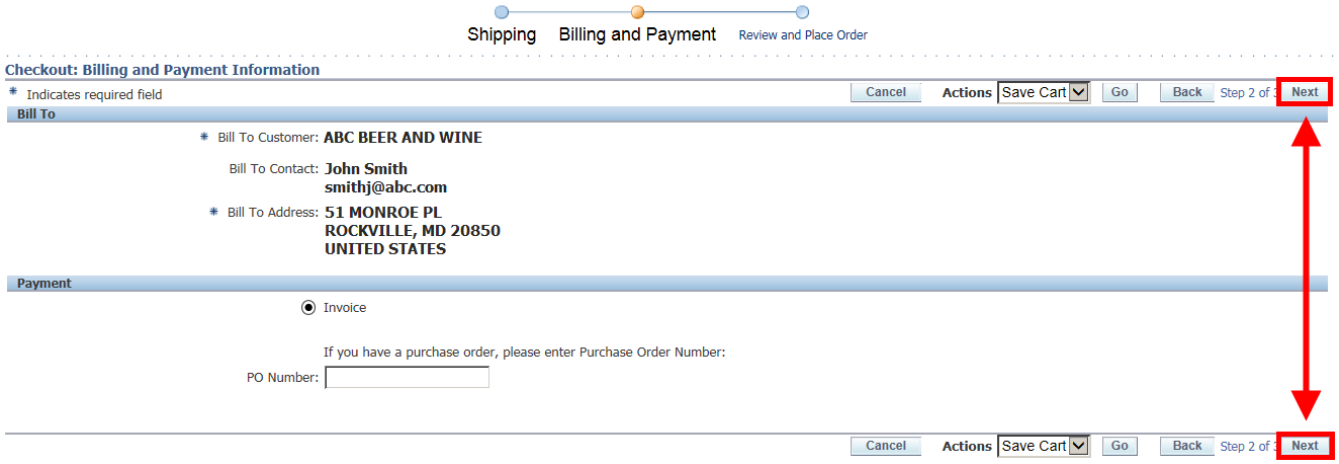
Continue Shopping | Actions: Save Cart | Go | Checkout

Your Store cart expires on 23-FEB-2016. Please save this cart if you intend to use it beyond this date

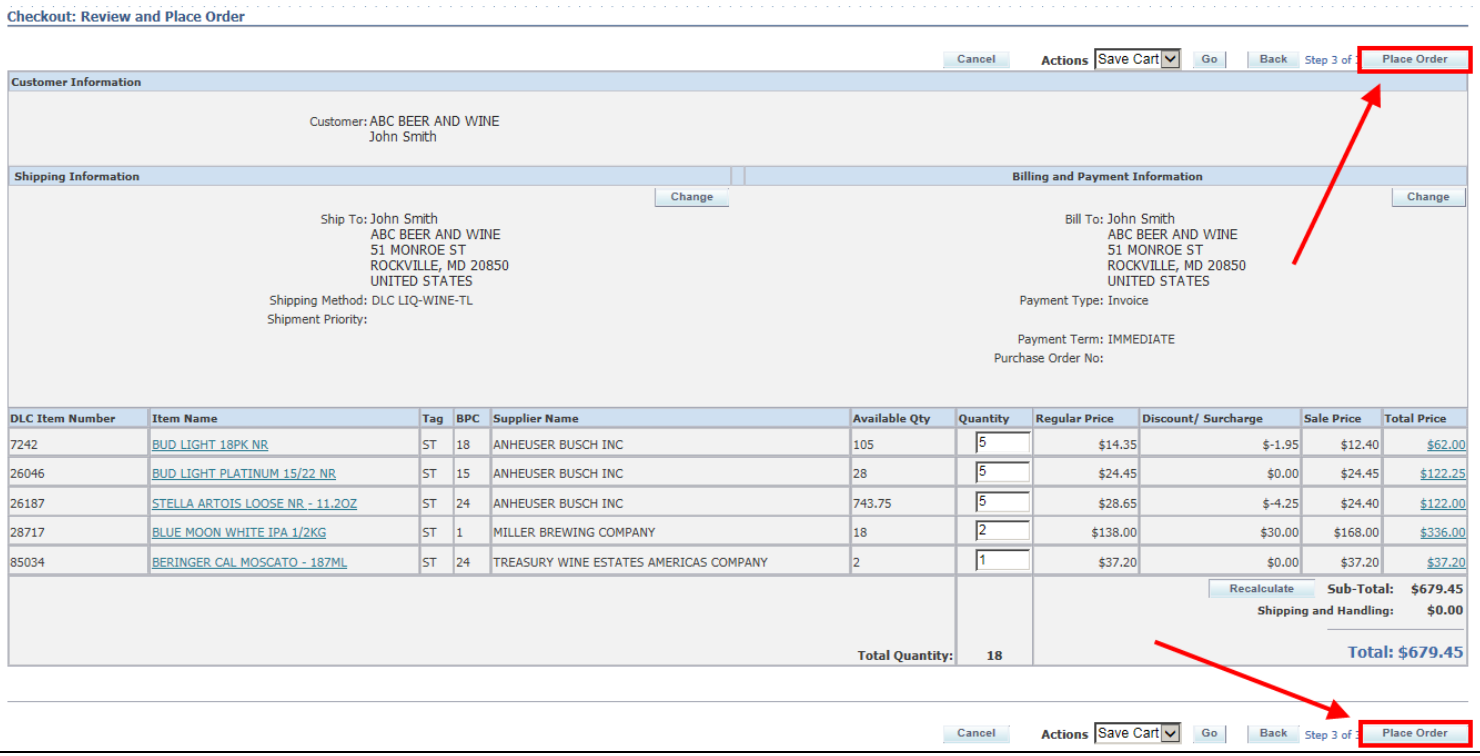
DLC Item Number	Item Name	Tag	BPC	Supplier Name	Available Qty	Quantity	Regular Price	Discount/ Surcharge	Sale Price	Total Price	Remove
7242	BUD LIGHT 18PK NR	ST	18	ANHEUSER BUSCH INC	105	5	$14.35	$-1.95	$12.40	$62.00	
26046	BUD LIGHT PLATINUM 15/22 NR	ST	15	ANHEUSER BUSCH INC	28	5	$24.45	$0.00	$24.45	$122.25	
26187	STELLA ARTOIS LOOSE NR - 11.2OZ	ST	24	ANHEUSER BUSCH INC	743.75	5	$28.65	$-4.25	$24.40	$122.00	
28717	BLUE MOON WHITE IPA 1/2KG	ST	1	MILLER BREWING COMPANY	18	2	$138.00	$30.00	$168.00	$336.00	
85034	BERINGER CAL MOSCATO - 187ML	ST	24	TREASURY WINE ESTATES AMERICAS COMPANY	2	1	$37.20	$0.00	$37.20	$37.20	
					Total Quantity:	18		Recalculate	Sub-Total:	$679.45	
									Shipping and Handling:	$0.00	
										Total: $679.45	

Continue Shopping | Actions: Save Cart | Go | Checkout

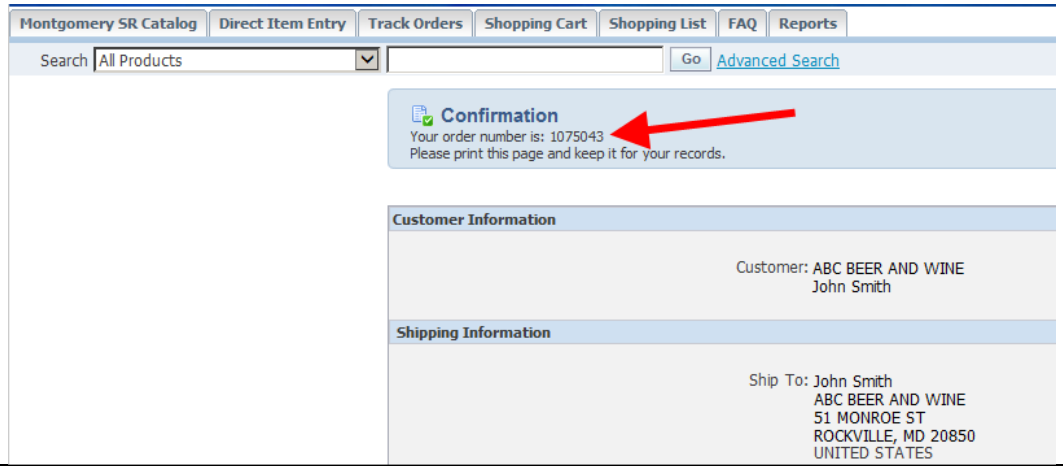
6. Click **Next**



7. Click **Place Order**

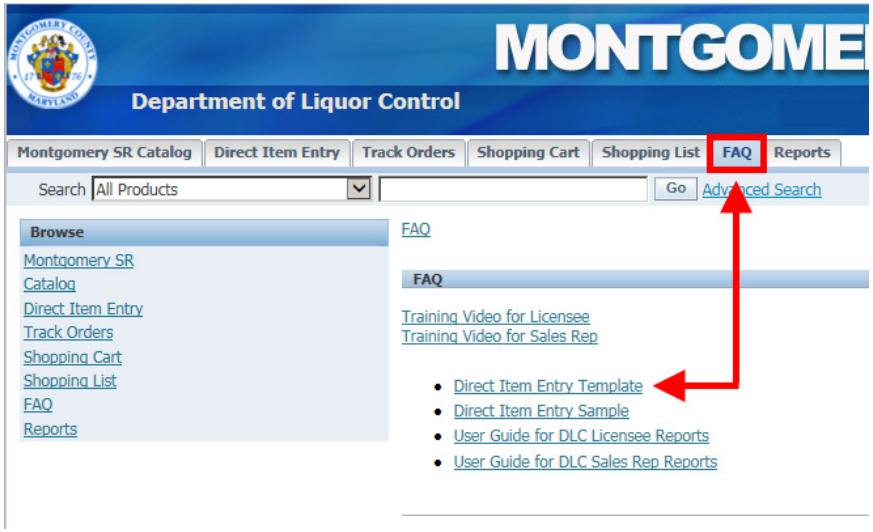


8.	You will receive a confirmation with your order number.

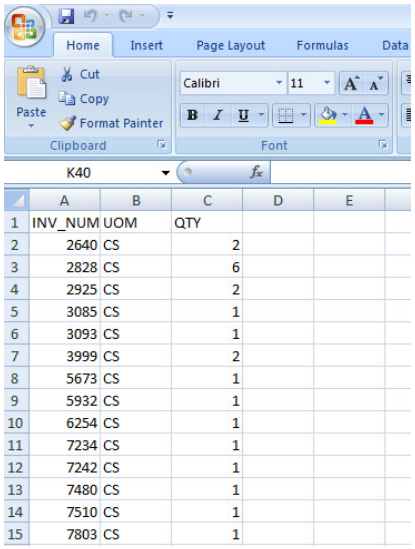


Order Products Using the File Upload Feature

1.	Under the **FAQ** tab, there is a Microsoft Excel template called **Direct Item Entry Template** that you can use to enter your item numbers and quantities, which can then be uploaded to the Direct Item Entry screen. Since it is an Excel document, you can save this document and use it repeatedly, or use it to build a specific type of order and save it as a list (refer to the Create a Shopping List section on page 14 of this guide).

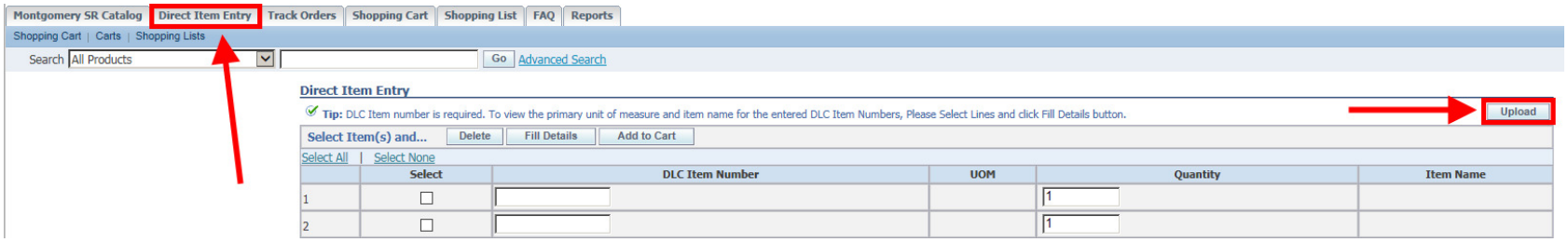


2. Open the template and enter the DLC item numbers and quantities in the corresponding columns.
Note: the UOM (unit of measure) column should always contain CS (case). **Save** the document to your computer.

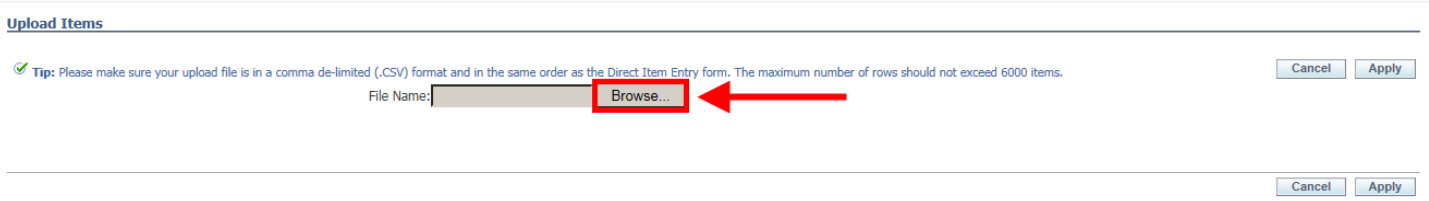


	A	B	C	D	E
1	INV_NUM	UOM	QTY		
2	2640	CS	2		
3	2828	CS	6		
4	2925	CS	2		
5	3085	CS	1		
6	3093	CS	1		
7	3999	CS	2		
8	5673	CS	1		
9	5932	CS	1		
10	6254	CS	1		
11	7234	CS	1		
12	7242	CS	1		
13	7480	CS	1		
14	7510	CS	1		
15	7803	CS	1		

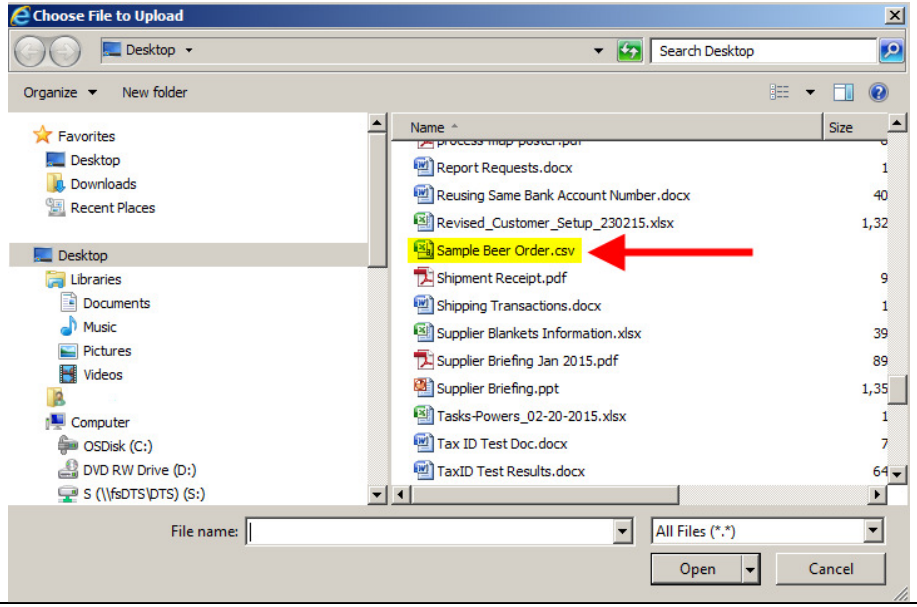
3. Click the **Direct Item Entry** tab, and then click **Upload**.



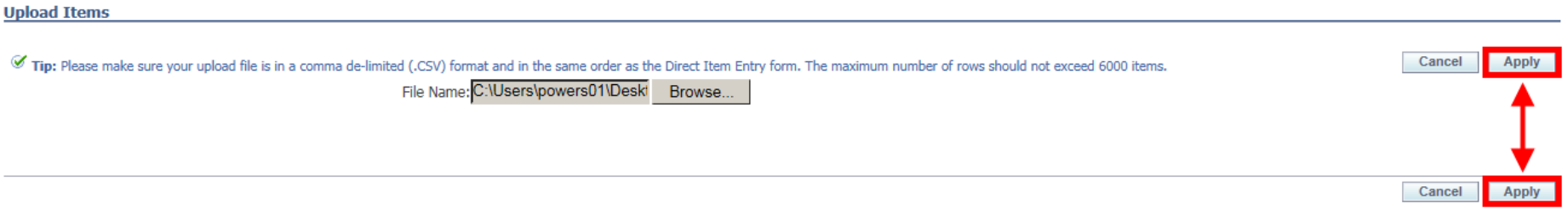
4. Click **Browse** to find the file on your computer.



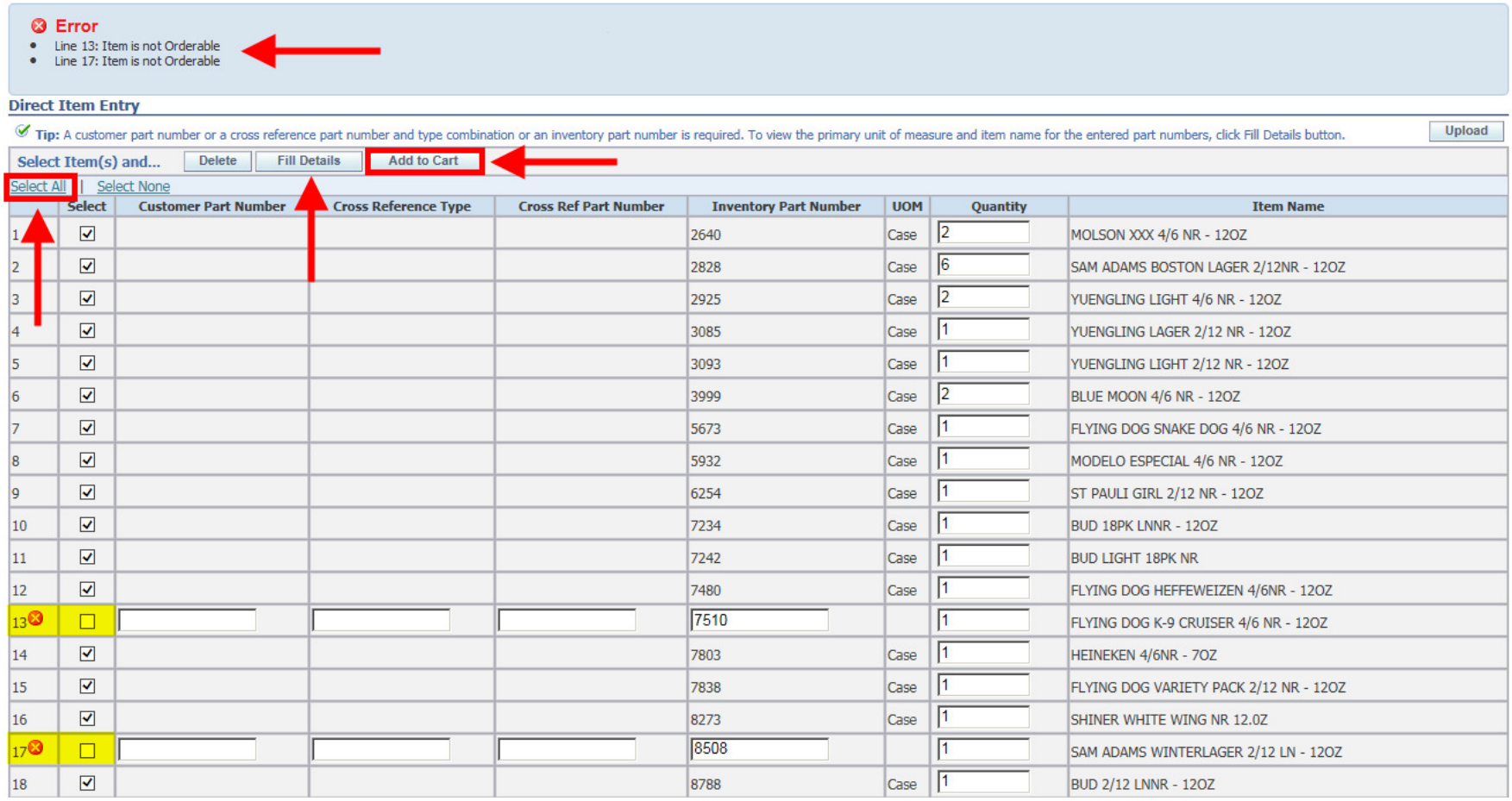
5. Find the file on your computer and double-click on it.



6. Click **Apply**.



7. The items will appear in the Direct Item Entry screen. Note: Click the **Select All** link and **Fill Details** to see if any items you entered are not available to order (for instance if it is out of stock, a seasonal item or a discontinued item). **Uncheck** the items for which there is an error message and then click **Add To Cart**.



Error
- Line 13: Item is not Orderable
- Line 17: Item is not Orderable

Direct Item Entry

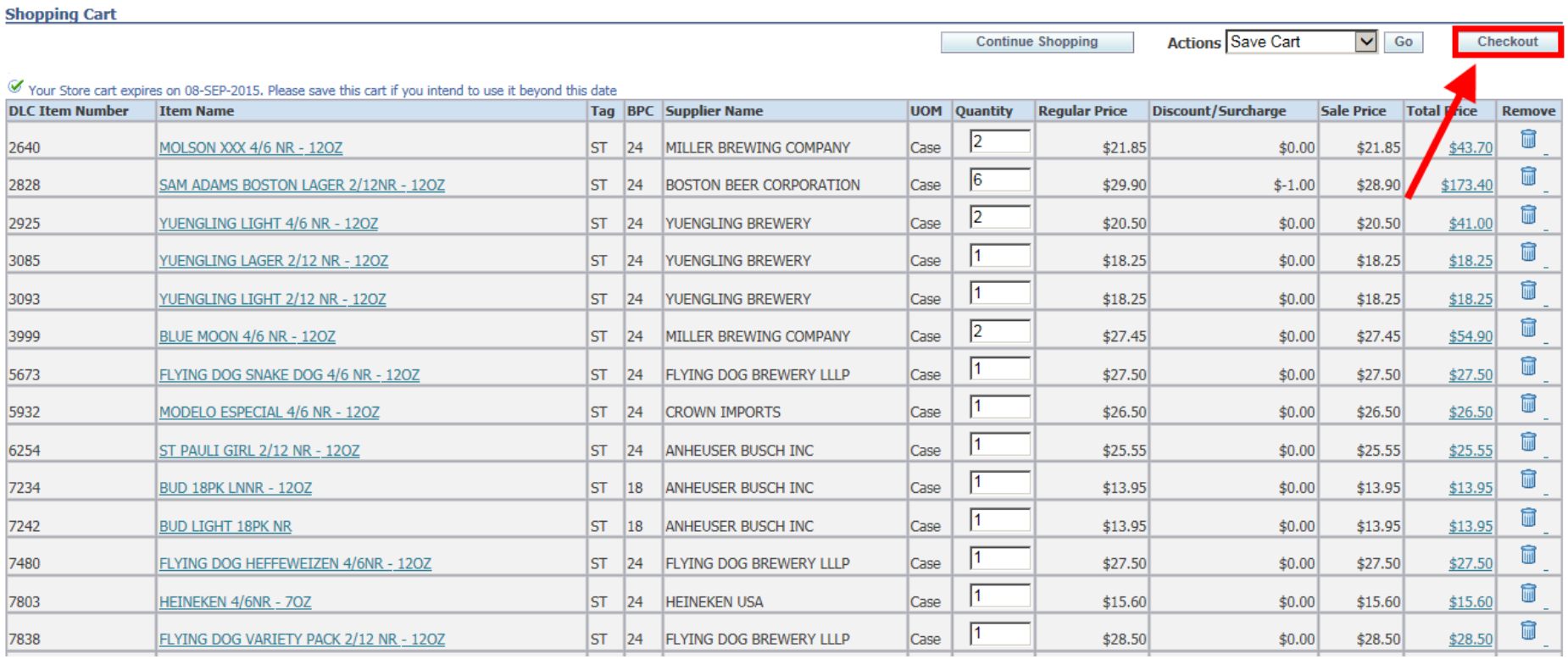
Tip: A customer part number or a cross reference part number and type combination or an inventory part number is required. To view the primary unit of measure and item name for the entered part numbers, click Fill Details button. Upload

Select Item(s) and... Delete | Fill Details | Add to Cart

Select All | Select None

	Select	Customer Part Number	Cross Reference Type	Cross Ref Part Number	Inventory Part Number	UOM	Quantity	Item Name
1	☑				2640	Case	2	MOLSON XXX 4/6 NR - 12OZ
2	☑				2828	Case	6	SAM ADAMS BOSTON LAGER 2/12NR - 12OZ
3	☑				2925	Case	2	YUENGLING LIGHT 4/6 NR - 12OZ
4	☑				3085	Case	1	YUENGLING LAGER 2/12 NR - 12OZ
5	☑				3093	Case	1	YUENGLING LIGHT 2/12 NR - 12OZ
6	☑				3999	Case	2	BLUE MOON 4/6 NR - 12OZ
7	☑				5673	Case	1	FLYING DOG SNAKE DOG 4/6 NR - 12OZ
8	☑				5932	Case	1	MODELO ESPECIAL 4/6 NR - 12OZ
9	☑				6254	Case	1	ST PAULI GIRL 2/12 NR - 12OZ
10	☑				7234	Case	1	BUD 18PK LNNR - 12OZ
11	☑				7242	Case	1	BUD LIGHT 18PK NR
12	☑				7480	Case	1	FLYING DOG HEFFEWEIZEN 4/6NR - 12OZ
13	☐				7510		1	FLYING DOG K-9 CRUISER 4/6 NR - 12OZ
14	☑				7803	Case	1	HEINEKEN 4/6NR - 7OZ
15	☑				7838	Case	1	FLYING DOG VARIETY PACK 2/12 NR - 12OZ
16	☑				8273	Case	1	SHINER WHITE WING NR 12.0Z
17	☐				8508		1	SAM ADAMS WINTERLAGER 2/12 LN - 12OZ
18	☑				8788	Case	1	BUD 2/12 LNNR - 12OZ

8. Your shopping cart will appear. Click **Checkout**.



Shopping Cart

Continue Shopping | Actions: Save Cart | Go | Checkout

Your Store cart expires on 08-SEP-2015. Please save this cart if you intend to use it beyond this date

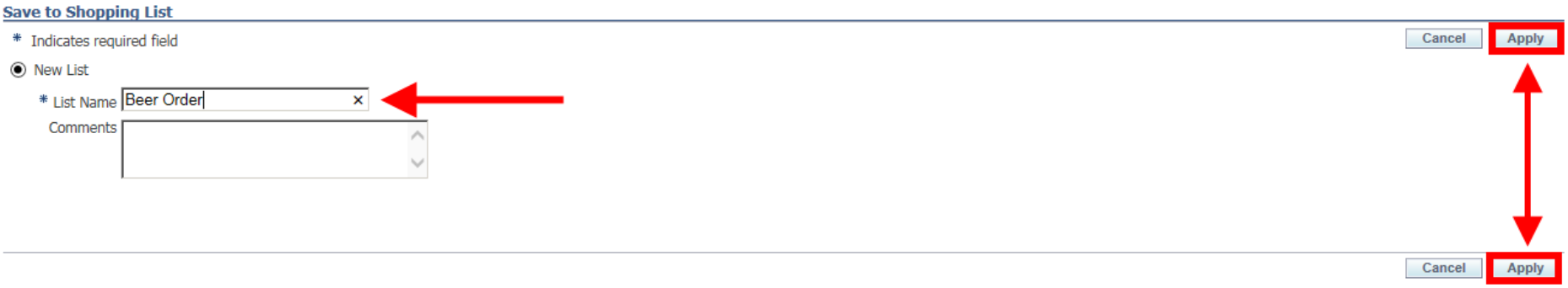
DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Quantity	Regular Price	Discount/Surcharge	Sale Price	Total Price	Remove
2640	MOLSON XXX 4/6 NR - 12OZ	ST	24	MILLER BREWING COMPANY	Case	2	$21.85	$0.00	$21.85	$43.70	
2828	SAM ADAMS BOSTON LAGER 2/12NR - 12OZ	ST	24	BOSTON BEER CORPORATION	Case	6	$29.90	$-1.00	$28.90	$173.40	
2925	YUENGLING LIGHT 4/6 NR - 12OZ	ST	24	YUENGLING BREWERY	Case	2	$20.50	$0.00	$20.50	$41.00	
3085	YUENGLING LAGER 2/12 NR - 12OZ	ST	24	YUENGLING BREWERY	Case	1	$18.25	$0.00	$18.25	$18.25	
3093	YUENGLING LIGHT 2/12 NR - 12OZ	ST	24	YUENGLING BREWERY	Case	1	$18.25	$0.00	$18.25	$18.25	
3999	BLUE MOON 4/6 NR - 12OZ	ST	24	MILLER BREWING COMPANY	Case	2	$27.45	$0.00	$27.45	$54.90	
5673	FLYING DOG SNAKE DOG 4/6 NR - 12OZ	ST	24	FLYING DOG BREWERY LLLP	Case	1	$27.50	$0.00	$27.50	$27.50	
5932	MODELO ESPECIAL 4/6 NR - 12OZ	ST	24	CROWN IMPORTS	Case	1	$26.50	$0.00	$26.50	$26.50	
6254	ST PAULI GIRL 2/12 NR - 12OZ	ST	24	ANHEUSER BUSCH INC	Case	1	$25.55	$0.00	$25.55	$25.55	
7234	BUD 18PK LNNR - 12OZ	ST	18	ANHEUSER BUSCH INC	Case	1	$13.95	$0.00	$13.95	$13.95	
7242	BUD LIGHT 18PK NR	ST	18	ANHEUSER BUSCH INC	Case	1	$13.95	$0.00	$13.95	$13.95	
7480	FLYING DOG HEFFEWEIZEN 4/6NR - 12OZ	ST	24	FLYING DOG BREWERY LLLP	Case	1	$27.50	$0.00	$27.50	$27.50	
7803	HEINEKEN 4/6NR - 7OZ	ST	24	HEINEKEN USA	Case	1	$15.60	$0.00	$15.60	$15.60	
7838	FLYING DOG VARIETY PACK 2/12 NR - 12OZ	ST	24	FLYING DOG BREWERY LLLP	Case	1	$28.50	$0.00	$28.50	$28.50	

Create a Shopping List

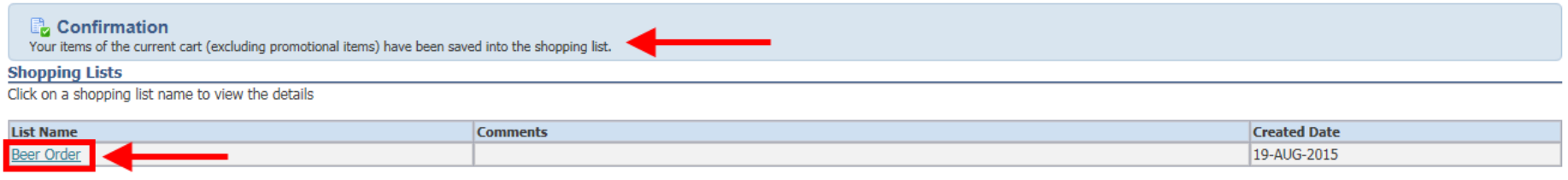
1. A shopping list is a saved list of items that you can use repeatedly. For example, if you order the same products every week, you can create a shopping list so you do not have to re-enter the items each week. You can create multiple shopping lists, so you can have one for your beer order and a separate list for your wine order. Note: to create a shopping list, the items must first be added to a shopping cart.

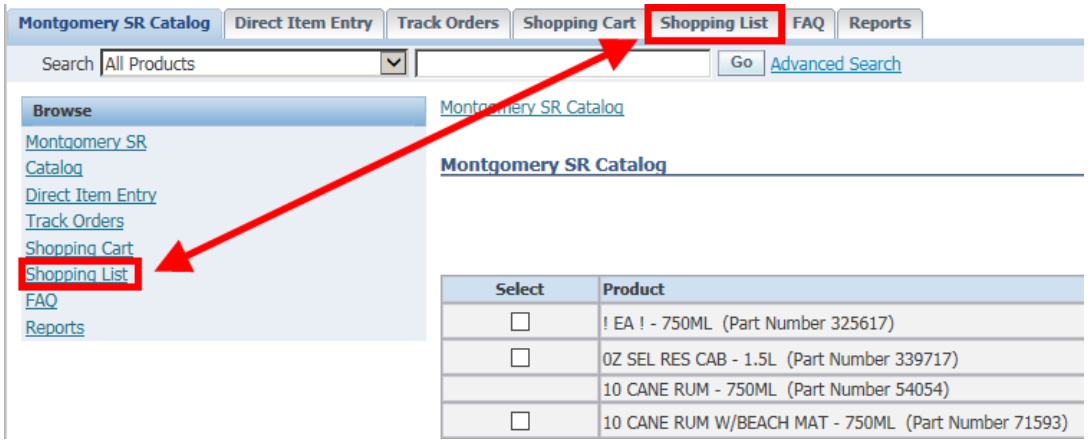
2. From the Shopping Cart screen, select **Save To List** from the *Actions* drop-down menu and click **Go**.

3. Enter a list name and click **Apply**.

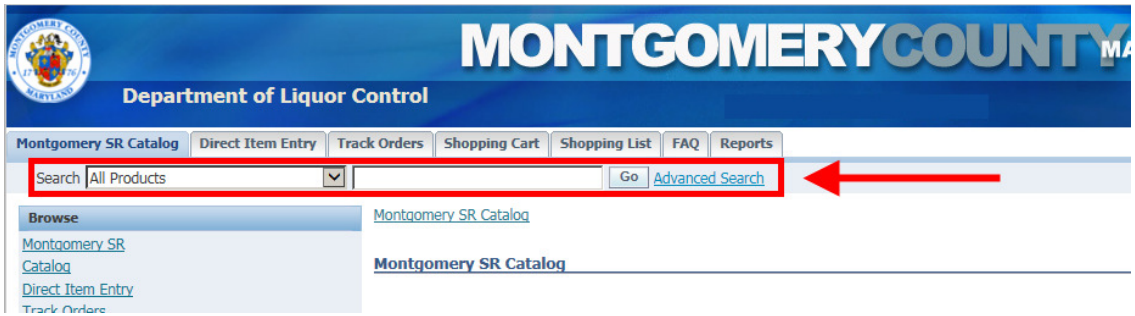
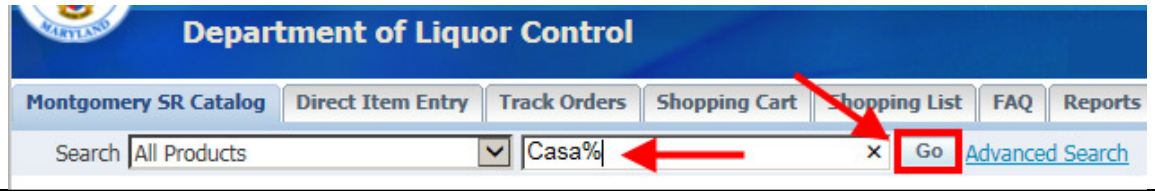


4. You will receive a confirmation that your list is saved, and you will see your list (click on the list name to open it).

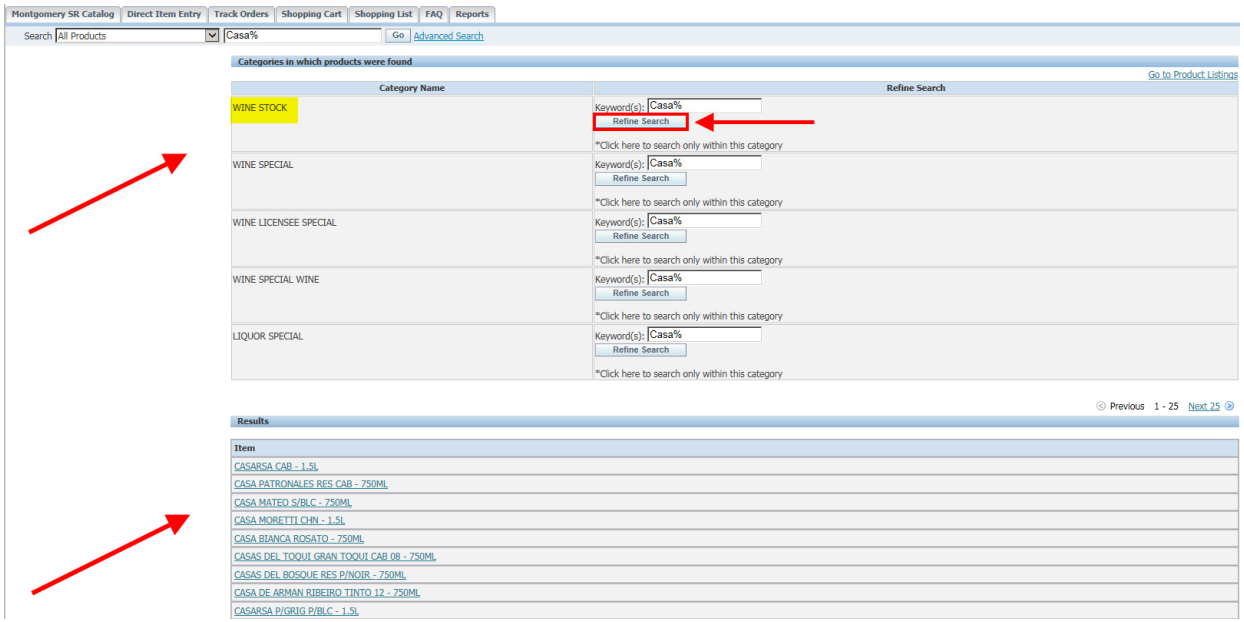


5.	To access your saved lists from anywhere within iStore, click on the **Shopping List** tab or link. 

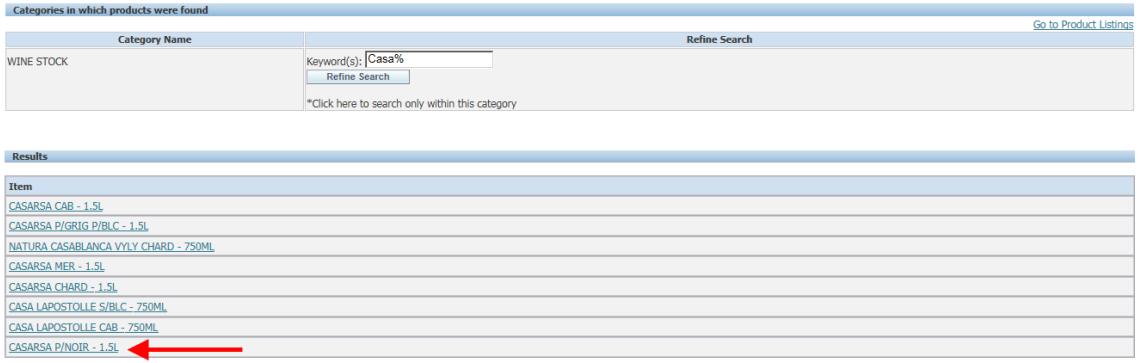
Search the Catalog

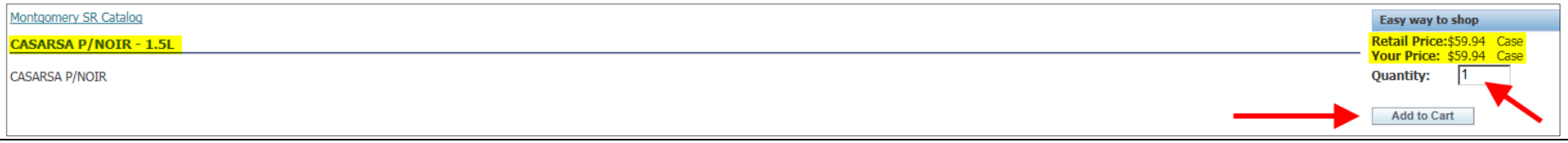
1.	To search for products in the catalog, use the Search field in the top, left corner of the screen. 
2.	Enter a product name. Use the percent sign (%) as a wild card to search using a partial name. For example, enter Casa% to see all products in the catalog that begin with Casa. A percent sign placed in front of the search term will find all products with that search term anywhere in the product name. 

3. The bottom section lists all of the products in the catalog that begin with Casa. The top section lists the categories that contain products beginning with Casa. You can click the **Refine Search** button that corresponds to a category to see only items in that category.

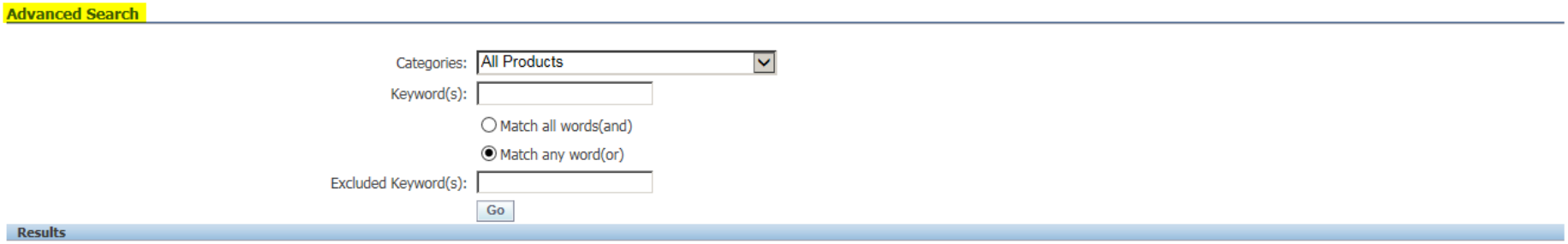


4. For example, if you click Refine Search for the WINE STOCK category, you will see a list of stock wines that begin with Casa. Click on a product name to see the price and/or add the item to your cart. Note: if you do not see the **Quantity** field and **Add to Cart** button, the product is currently not available to order.

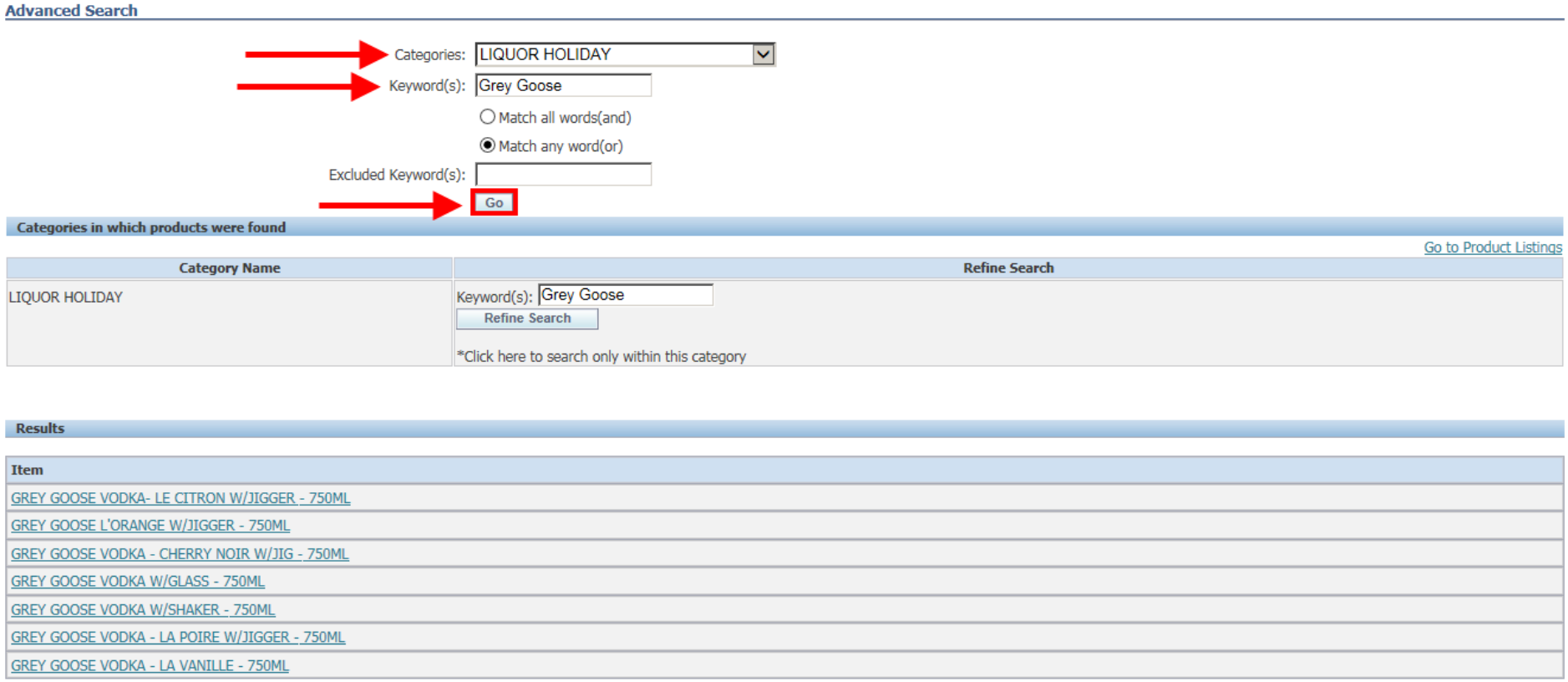




5. The Advanced Search enables you to select a specific product category, as well as exclude products from your search results that contain a specific word or words.

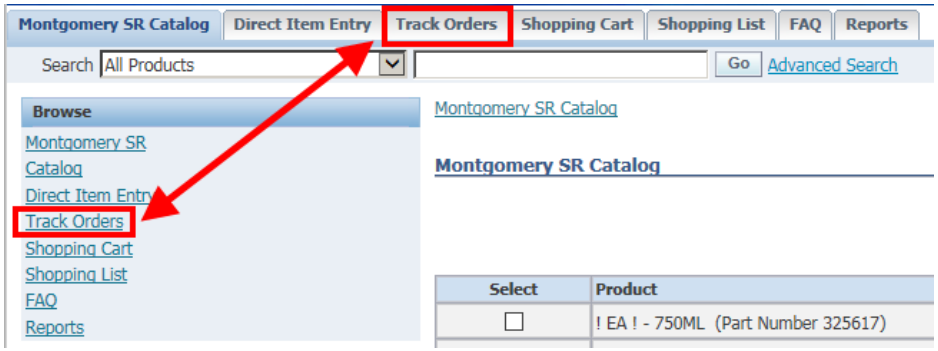


For example, if you want to see Grey Goose holiday items, select LIQUOR HOLIDAY as the category, enter Grey Goose in the Keyword(s) field, and click **Go**.



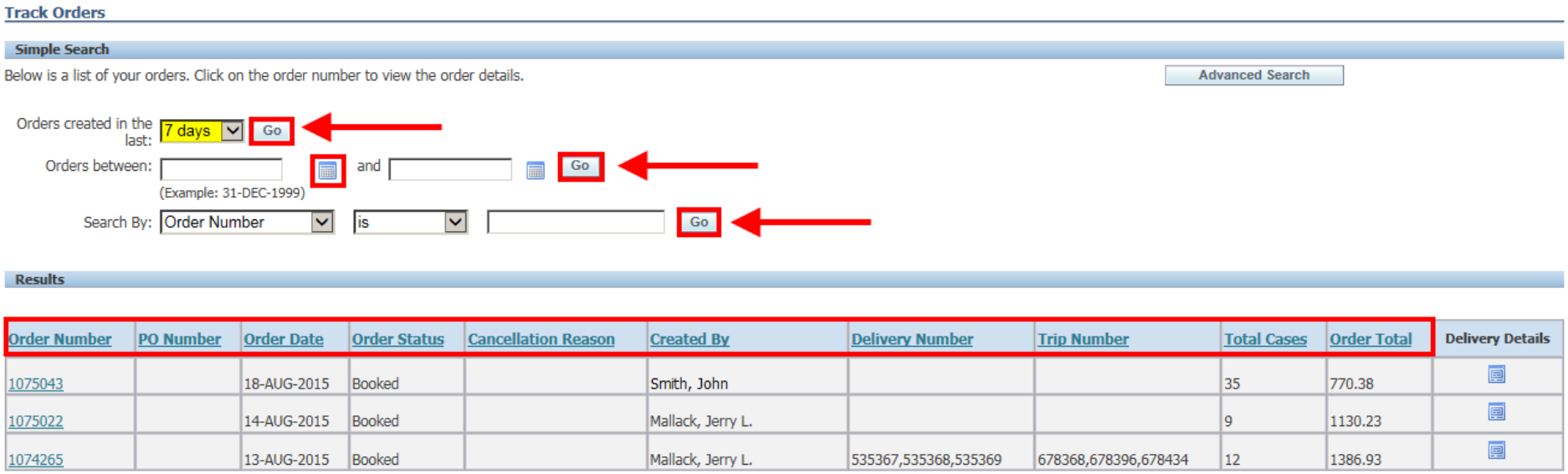
Track Orders

1. Click on the **Track Orders** tab or link.

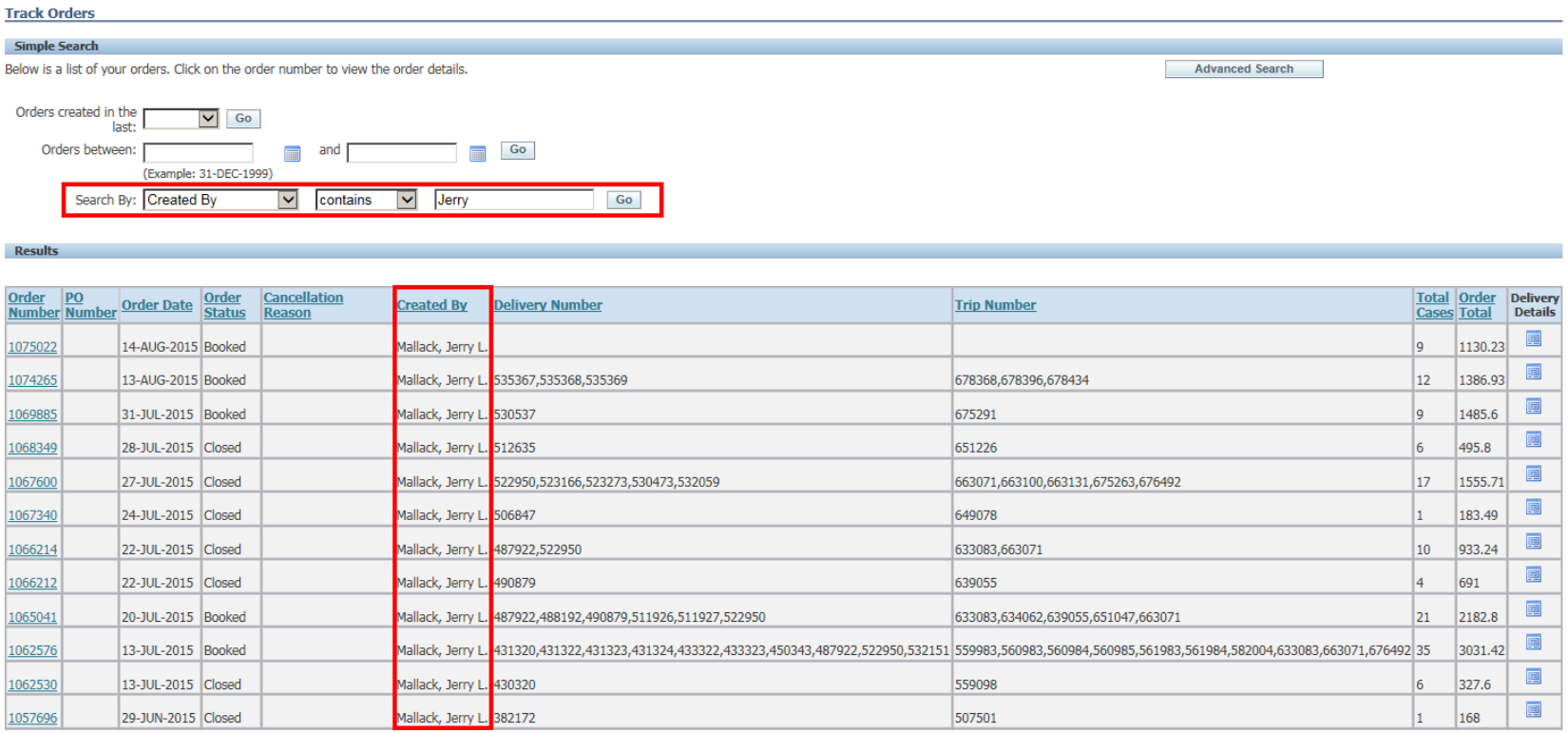


2. By default, orders placed within the last seven days will be displayed. Click on the *Orders created in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search orders placed within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

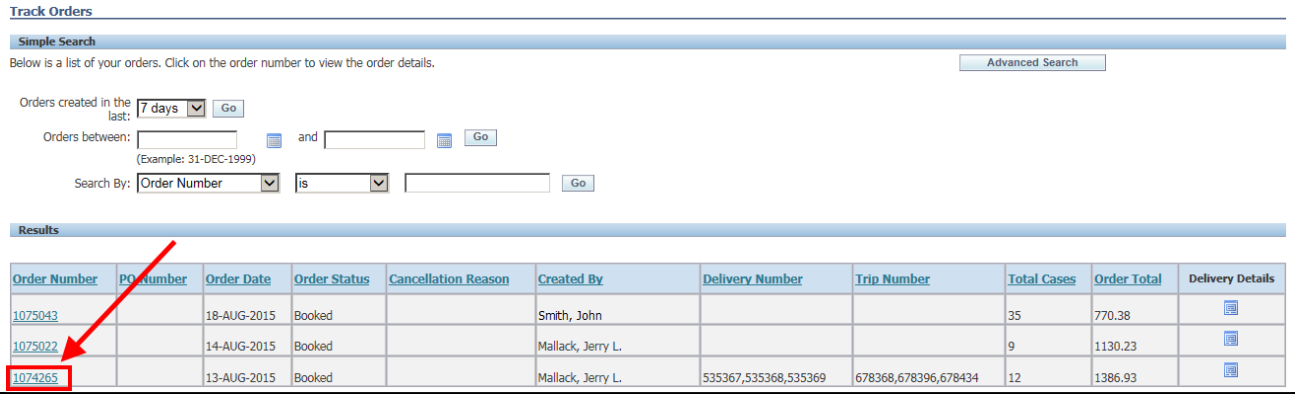


3. For example, if you wanted to see all orders placed by a specific person, such as a sales rep, you could select **Created By** from the *Search By:* drop-down menu, use the second drop-down menu to further define the search, enter the name in the search field, and click **Go**. The example below demonstrates that you do not need the full name of the person; you can select "contains" from the secondary drop-down menu and enter a partial name.



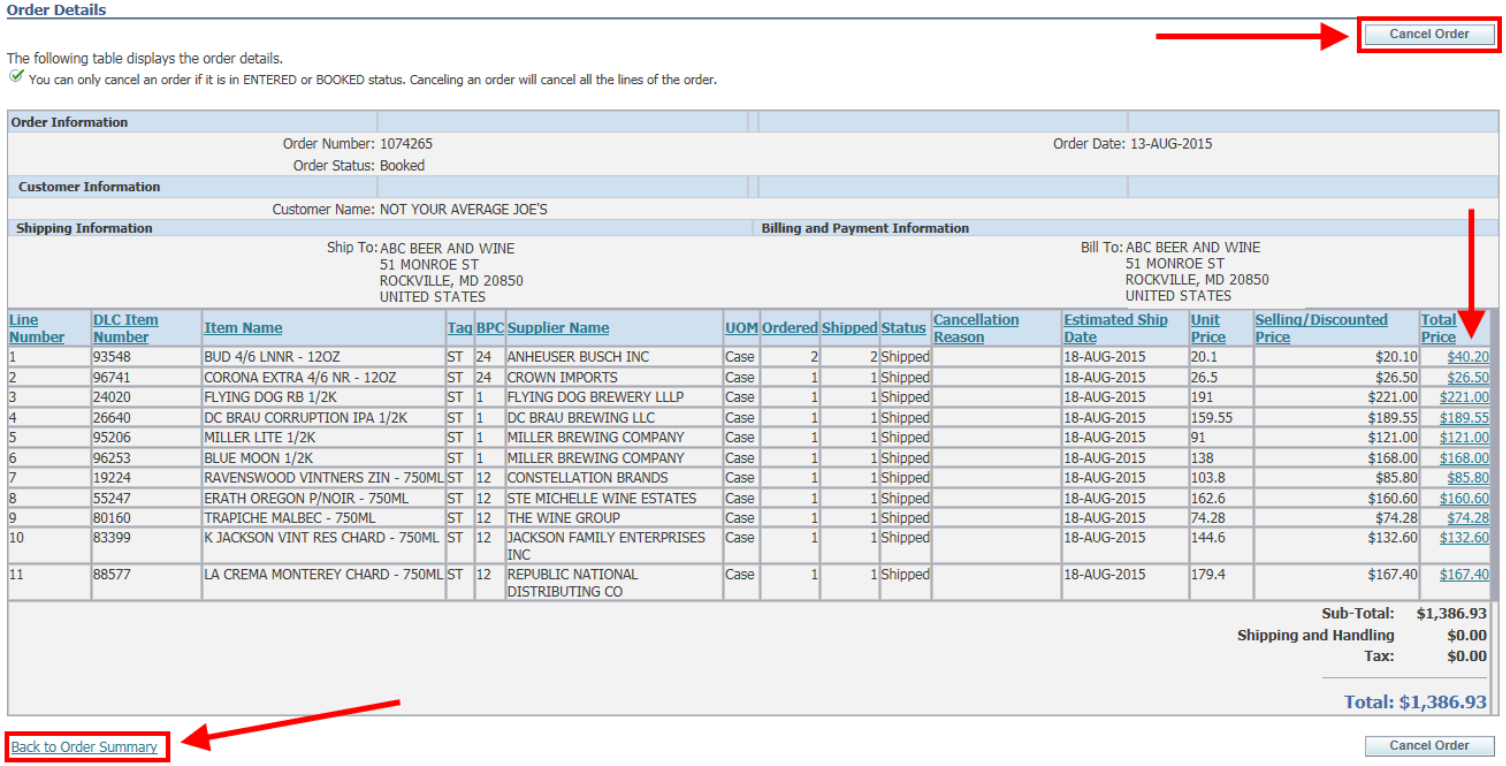
Order Number	PO Number	Order Date	Order Status	Cancellation Reason	Created By	Delivery Number	Trip Number	Total Cases	Order Total	Delivery Details
1075022		14-AUG-2015	Booked		Mallack, Jerry L.			9	1130.23	
1074265		13-AUG-2015	Booked		Mallack, Jerry L.	535367,535368,535369	678368,678396,678434	12	1386.93	
1069885		31-JUL-2015	Booked		Mallack, Jerry L.	530537	675291	9	1485.6	
1068349		28-JUL-2015	Closed		Mallack, Jerry L.	512635	651226	6	495.8	
1067600		27-JUL-2015	Closed		Mallack, Jerry L.	522950,523166,523273,530473,532059	663071,663100,663131,675263,676492	17	1555.71	
1067340		24-JUL-2015	Closed		Mallack, Jerry L.	506847	649078	1	183.49	
1066214		22-JUL-2015	Closed		Mallack, Jerry L.	487922,522950	633083,663071	10	933.24	
1066212		22-JUL-2015	Closed		Mallack, Jerry L.	490879	639055	4	691	
1065041		20-JUL-2015	Booked		Mallack, Jerry L.	487922,488192,490879,511926,511927,522950	633083,634062,639055,651047,663071	21	2182.8	
1062576		13-JUL-2015	Booked		Mallack, Jerry L.	431320,431322,431323,431324,433322,433323,450343,487922,522950,532151	559983,560983,560984,560985,561983,561984,582004,633083,663071,676492	35	3031.42	
1062530		13-JUL-2015	Closed		Mallack, Jerry L.	430320	559098	6	327.6	
1057696		29-JUN-2015	Closed		Mallack, Jerry L.	382172	507501	1	168	

4. Click on the order number to see the details of that order.



Order Number	PO Number	Order Date	Order Status	Cancellation Reason	Created By	Delivery Number	Trip Number	Total Cases	Order Total	Delivery Details
1075043		18-AUG-2015	Booked		Smith, John			35	770.38	
1075022		14-AUG-2015	Booked		Mallack, Jerry L.			9	1130.23	
1074265		13-AUG-2015	Booked		Mallack, Jerry L.	535367,535368,535369	678368,678396,678434	12	1386.93	

5. From the Order Details screen, you can cancel the entire order by clicking the **Cancel Order** button. Note: you can only cancel an order if the order status is *Entered* or *Booked*. Additionally, you can only cancel the entire order. If you want to cancel only certain line items, you must contact the DLC Order Section at 240-777-1901. Click the **Back to Order Summary** link to return to the order summary screen. Note: please refer to page 29 of this document for an explanation of what the various statuses on this screen mean.



Order Details

Cancel Order

The following table displays the order details.

You can only cancel an order if it is in ENTERED or BOOKED status. Canceling an order will cancel all the lines of the order.

Order Information

Order Number: 1074265
Order Status: Booked
Order Date: 13-AUG-2015

Customer Information

Customer Name: NOT YOUR AVERAGE JOE'S

Shipping Information

Ship To: ABC BEER AND WINE
51 MONROE ST
ROCKVILLE, MD 20850
UNITED STATES

Billing and Payment Information

Bill To: ABC BEER AND WINE
51 MONROE ST
ROCKVILLE, MD 20850
UNITED STATES

Line Number	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Ordered	Shipped	Status	Cancellation Reason	Estimated Ship Date	Unit Price	Selling/Discounted Price	Total Price
1	93548	BUD 4/6 LNNR - 12OZ	ST	24	ANHEUSER BUSCH INC	Case	2	2	Shipped		18-AUG-2015	20.1	$20.10	$40.20
2	96741	CORONA EXTRA 4/6 NR - 12OZ	ST	24	CROWN IMPORTS	Case	1	1	Shipped		18-AUG-2015	26.5	$26.50	$26.50
3	24020	FLYING DOG RB 1/2K	ST	1	FLYING DOG BREWERY LLLP	Case	1	1	Shipped		18-AUG-2015	191	$221.00	$221.00
4	26640	DC BRAU CORRUPTION IPA 1/2K	ST	1	DC BRAU BREWING LLC	Case	1	1	Shipped		18-AUG-2015	159.55	$189.55	$189.55
5	95206	MILLER LITE 1/2K	ST	1	MILLER BREWING COMPANY	Case	1	1	Shipped		18-AUG-2015	91	$121.00	$121.00
6	96253	BLUE MOON 1/2K	ST	1	MILLER BREWING COMPANY	Case	1	1	Shipped		18-AUG-2015	138	$168.00	$168.00
7	19224	RAVENSWOOD VINTNERS ZIN - 750ML	ST	12	CONSTELLATION BRANDS	Case	1	1	Shipped		18-AUG-2015	103.8	$85.80	$85.80
8	55247	ERATH OREGON P/NOIR - 750ML	ST	12	STE MICHELLE WINE ESTATES	Case	1	1	Shipped		18-AUG-2015	162.6	$160.60	$160.60
9	80160	TRAPICHE MALBEC - 750ML	ST	12	THE WINE GROUP	Case	1	1	Shipped		18-AUG-2015	74.28	$74.28	$74.28
10	83399	K JACKSON VINT RES CHARD - 750ML	ST	12	JACKSON FAMILY ENTERPRISES INC	Case	1	1	Shipped		18-AUG-2015	144.6	$132.60	$132.60
11	88577	LA CREMA MONTEREY CHARD - 750ML	ST	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	1	1	Shipped		18-AUG-2015	179.4	$167.40	$167.40

Sub-Total: $1,386.93
Shipping and Handling $0.00
Tax: $0.00
Total: $1,386.93

Back to Order Summary

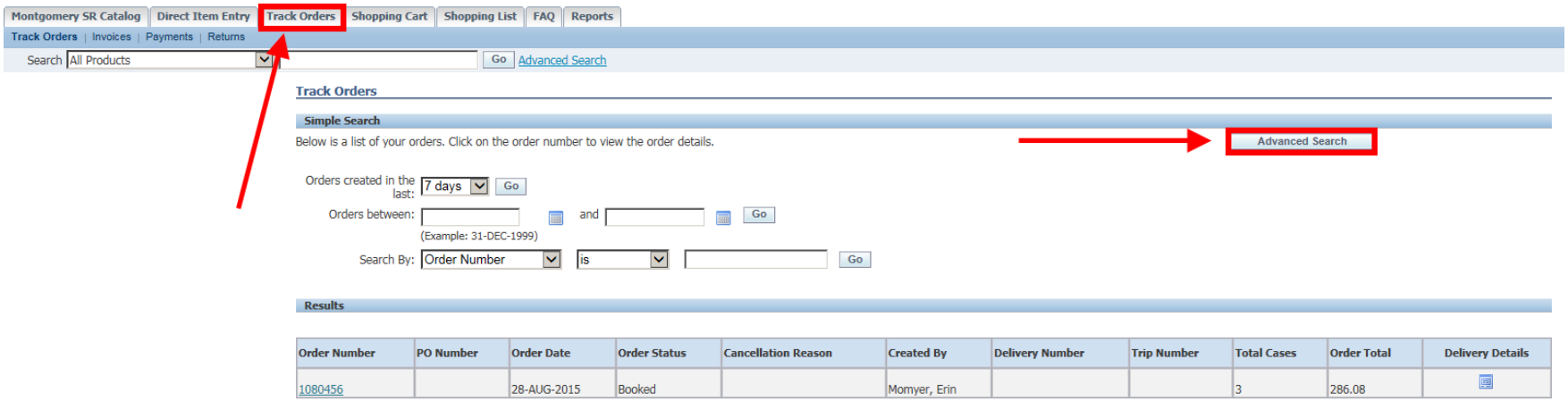
Cancel Order

6. Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column. In the example below, the Supplier Name heading was clicked, which displays the data alphabetically by that column.

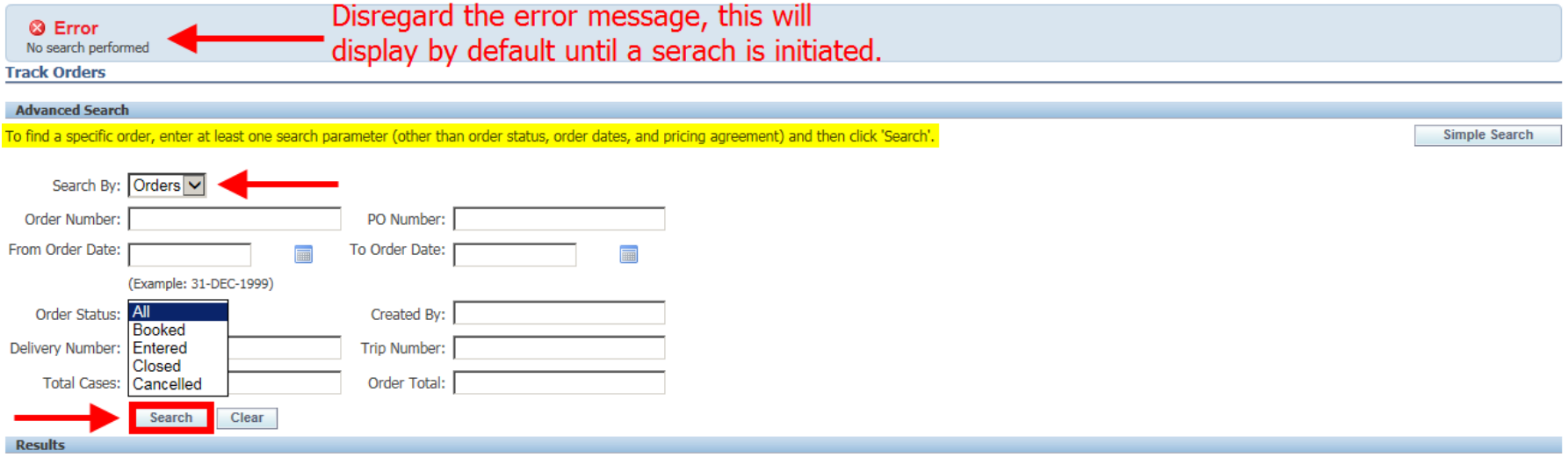
Line Number	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Ordered	Shipped	Status	Cancellation Reason	Estimated Ship Date	Unit Price	Selling/Discounted Price	Total Price
11	80911	KIM CRAWFORD S/BLC - 750ML	ST	12	CONSTELLATION BRANDS	Case	1	1	Shipped		31-JUL-2015	163.8	$151.80	$151.80
1	25425	DOGFISH HEAD TWEASON' ALE 6/4 NR - 12OZ	ST	24	DOGFISH HEAD CRAFT BREWERY	Case	1	1	Shipped		31-JUL-2015	38.75	$38.75	$38.75
9	75884	CANYON ROAD MERLOT - 750ML	AL	12	E & J GALLO WINERY	Case	1	1	Shipped		31-JUL-2015	54.6	$54.60	$54.60
12	85432	LA MARCA PROSECCO - 187ML	AL	24	E & J GALLO WINERY	Case	1	1	Shipped		31-JUL-2015	92.4	$92.40	$92.40
8	405817	CANYON ROAD P/GRIG - 750ML	AL	12	E & J GALLO WINERY	Case	1	1	Shipped		31-JUL-2015	54.6	$54.60	$54.60
2	95206	MILLER LITE 1/2K	ST	1	MILLER BREWING COMPANY	Case	1	1	Shipped		31-JUL-2015	91	$121.00	$121.00
3	96253	BLUE MOON 1/2K	ST	1	MILLER BREWING COMPANY	Case	1	1	Shipped		31-JUL-2015	138	$168.00	$168.00
4	25601	LEINENKUGEL SUMMER SHANDY 1/2K	ST	1	MILLER BREWING COMPANY	Case	1	1	Shipped		31-JUL-2015	132	$162.00	$162.00
7	305112	HOGUE S/BLC - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	1	1	Shipped		31-JUL-2015	101.88	$101.88	$101.88
6	100803	CYT XPLORADOR CHARD - 750ML	LS	12	REPUBLIC NATIONAL DISTRIBUTING CO	Case	6	6	Shipped		25-AUG-2015	71.4	$71.40	$428.40
10	80160	TRAPICHE MALBEC - 750ML	ST	12	THE WINE GROUP	Case	1	1	Shipped		31-JUL-2015	74.28	$62.28	$62.28
5	95281	YUENGLING LAGER 1/2K	ST	1	YUENGLING BREWERY	Case	1	1	Shipped		31-JUL-2015	90	$120.00	$120.00

Track Orders (Advanced Search)

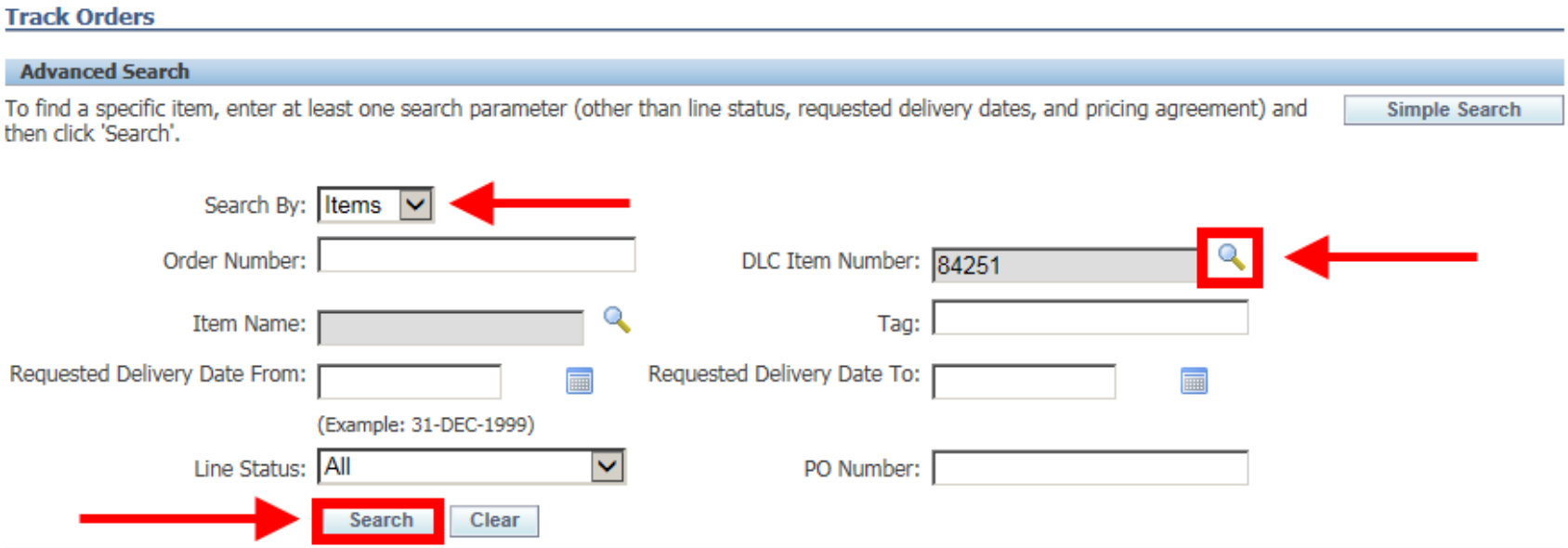
1. To access the Track Orders Advanced Search feature, go to the **Track Orders** tab or link, and click on the **Advanced Search** button.



2. An error message will display by default until you actually initiate a search. In the *Search By:* drop-down box, you can select Orders or Items. You will have different search fields depending on which one you select. If you select **Orders** from the *Search By:* drop-down menu, you can search by Order Number, PO Number, Order Date (enter a date range to see all orders placed within that date range), Order Status, Delivery Number, Trip Number (a delivery number and trip number are included on every commercial invoice that you receive from the DLC delivery driver), Total Cases, Order Total, or any combination of those search criteria. The more search fields you populate, the more you will narrow your search results. Click the **Search** button to run the search.



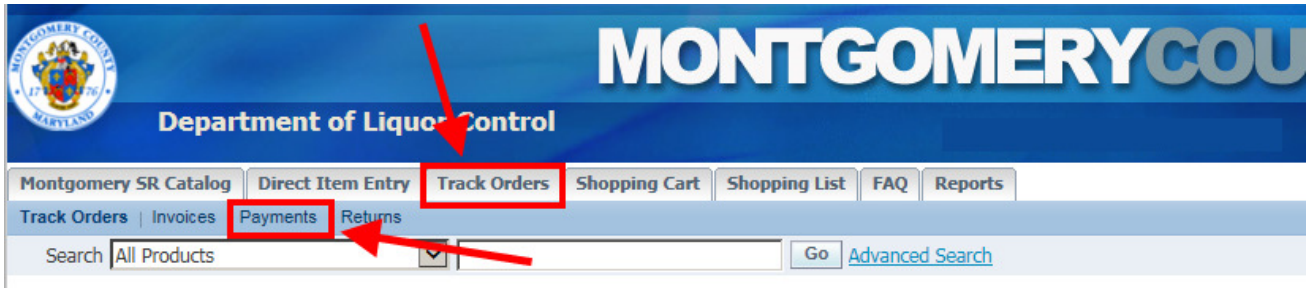
3. If you select **Items** from the *Search By:* drop-down menu, you can search by Order Number, Item Number, (click the magnifying glass first, and then enter the item number on the next screen), Item Name (click on the magnifying first, and then enter the item name on the next screen), the Requested Delivery Date or date range, the Line Status (select the specific status from the Line Status: drop-down menu), the PO Number, or a combination of search criteria. In the example below, an item search was done for item# 84251. The results display all orders that contain that item number.



Order Number	Line Number	DLC Item Number	Item Name	Tag	BPC	Supplier Name	UOM	Ordered	Shipped	Estimated Ship Date	Status	PO Number
1076565	8	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	21-AUG-2015	Closed	
1072519	1	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	11-AUG-2015	Closed	
1071434	1	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	07-AUG-2015	Closed	
1028251	1	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	14-APR-2015	Closed	
1024616	1	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	03-APR-2015	Closed	
1006422	1	84251	BAREFOOT CEL RED MOSCATO - 750ML	ST	12	E & J GALLO WINERY	Case	1	1	13-FEB-2015	Closed	

Track Payments

1. Click the **Track Orders** tab or link and then click the **Payments** link.



2. By default, payments made within the last seven days will be displayed. Click on the *Payments in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search payments made within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search. In the example below, payments made in the last 14 days are displayed based on the search criteria entered.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

Payments

Please note that payments for an order are reflected only upon actual receipt.

Payments in last: 14 days Go

Payments between: and Go

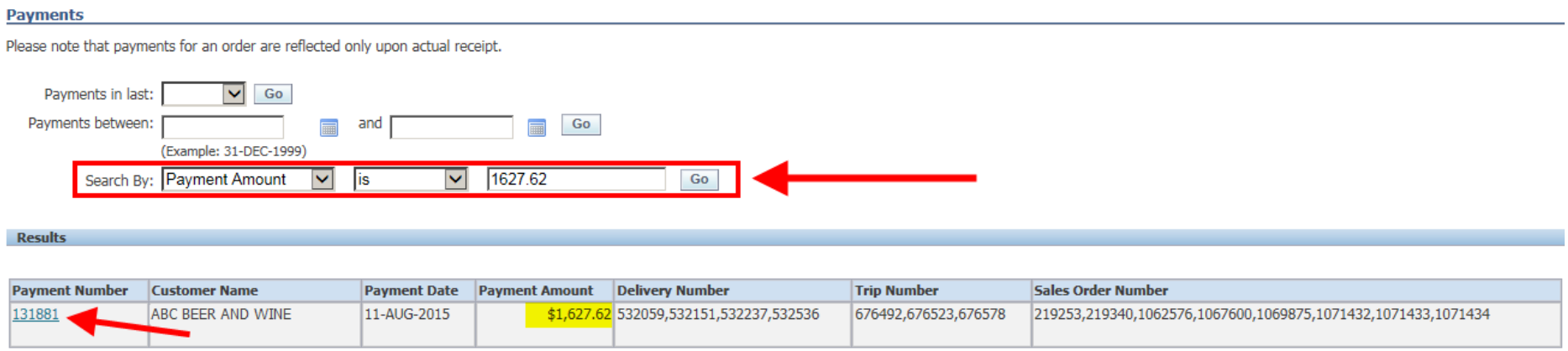
(Example: 31-DEC-1999)

Search By: Payment Number is Go

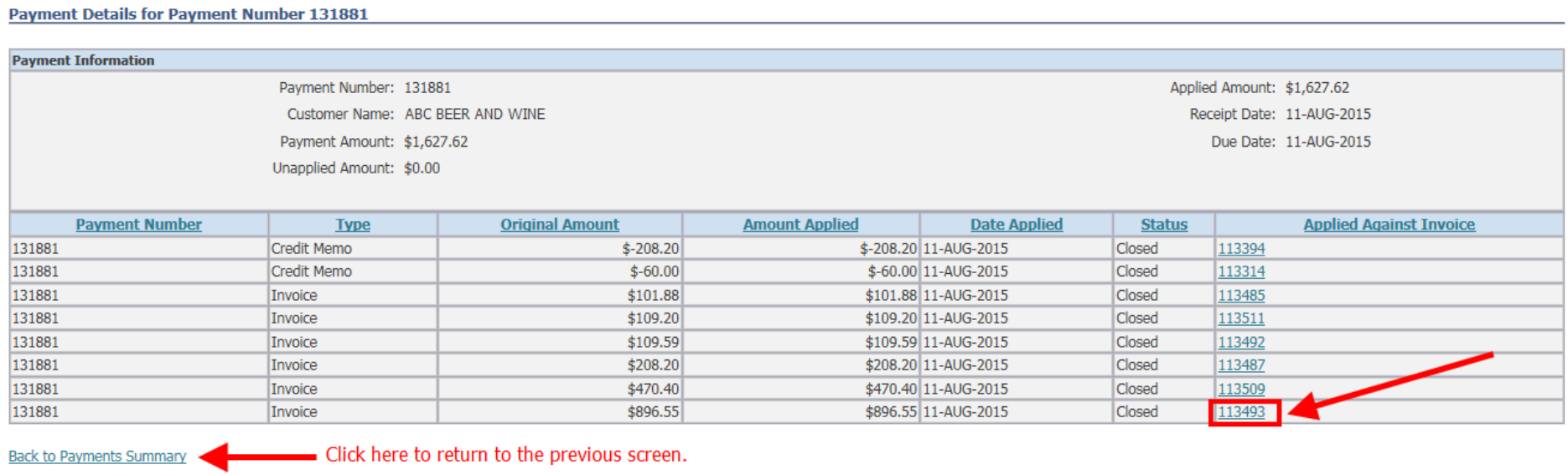
Results

Payment Number	Customer Name	Payment Date	Payment Amount	Delivery Number	Trip Number	Sales Order Number
134730	ABC BEER AND WINE	27-AUG-2015	$911.20	539756,539886,540038	680179,680204,680281	220912,1077602
134394	ABC BEER AND WINE	25-AUG-2015	$1,171.35	537843,538041,538159,538698	678952,678979,679013,679138	220580,220705,1075195,1076565
133487	ABC BEER AND WINE	20-AUG-2015	$1,104.23	536491,536784	678633,678699	220234,1062576,1072517,1075022,1075195
133163	ABC BEER AND WINE	18-AUG-2015	$1,538.01	534996,535014,535312,535367,535368,535369	678368,678396,678434	219994,1039835,1071434,1072519,1074265

3. To search for a specific payment, for example if your ACH bank account was charged and you want to find that specific payment to see what was included, you would select **Payment Amount** from the *Search By:* drop-down menu, enter the payment amount in the search field and click **Go**. The summary information for that payment displays, including the Delivery Numbers and Sales Orders associated with that payment. Click the **Payment Number** to see additional information. Note: a delivery number and trip number are included on every commercial invoice that you receive from the driver at the time of delivery.



4. The Payment Details screen displays the invoices and credits (and their respective amounts) that made up this payment. In the example below, two credits (returns) and six invoices made up this payment. To see what products were billed or returned, click the invoice number in the *Applied Against Invoice* column to the far right.



5. The Invoice Details screen displays the specific products that were invoiced including the Regular Price, any discounts that were applied, the Sale Price after discount, and the Total Price (sale price multiplied by the quantity).

Invoice Details for Invoice Number 113493

Invoice Information

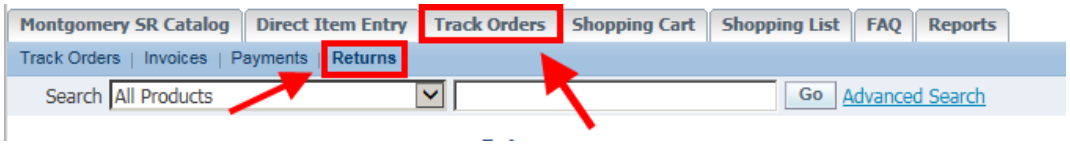
Invoice Number: 113493
Invoice Date: 07-AUG-2015
Original Amount: $896.55
Amount Due: $0.00
Due Date: 07-AUG-2015
PO Number:

Line Number	DLC Item Number	Item Name	Tag	BPC	Quantity	Regular Price ($)	Unit Discount ($)	Sale Price ($)	Total Price ($)
10	25601	LEINENKUGEL SUMMER SHANDY 1/2K	ST	1	1	$132.00	-30	162	162
11	25601	KEG CHARGE.6016	ST	1	1	$30.00	-30	162	162
13	25538	FLYING DOG DOGTOBERFEST 1/2K	ST	1	1	$158.65	-30	188.65	188.65
14	25538	KEG CHARGE.6016	ST	1	1	$30.00	-30	188.65	188.65
1	25564	NB FAT TIRE 1/2K	ST	1	1	$148.00	-30	178	178
2	25564	KEG CHARGE.6016	ST	1	1	$30.00	-30	178	178
4	26640	DC BRAU CORRUPTION IPA 1/2K	ST	1	1	$159.55	-30	189.55	189.55
5	26640	KEG CHARGE.6016	ST	1	1	$30.00	-30	189.55	189.55
7	25390	KEG CHARGE.6014	SB	1	1	$30.00	-30	178.35	178.35
9	25390	VICTORY HEADWATER PALE ALE 1/2K	SB	1	1	$148.35	-30	178.35	178.35

Back to Invoice Summary

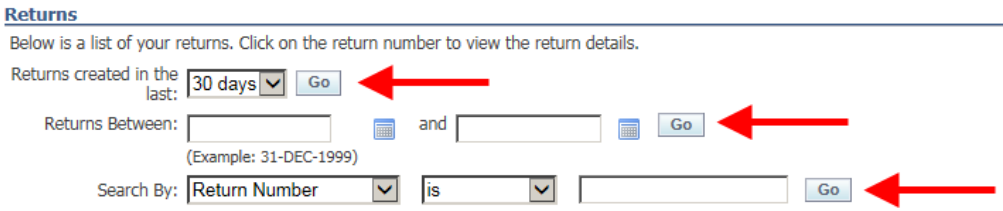
Track Returns

1. Click on the **Track Orders** tab or link and then click on the **Returns** link.



2. By default, returns made within the last seven days will be displayed. Click on the *Returns created in the last:* drop-down menu to select 7, 14, 30, 60, or 90 days. You can also search returns made within a specified date range or on a specific date (click the calendar icon to select a date). Additionally, you can search by any of the column headings on this screen by clicking the *Search By:* drop-down menu. Click the **Go** button to initiate the search. In the example below, returns made is the last 30 days are displayed based on the search criteria entered.

Note: when the column headings are blue and underlined, you can click on a heading name to sort the information by that column.

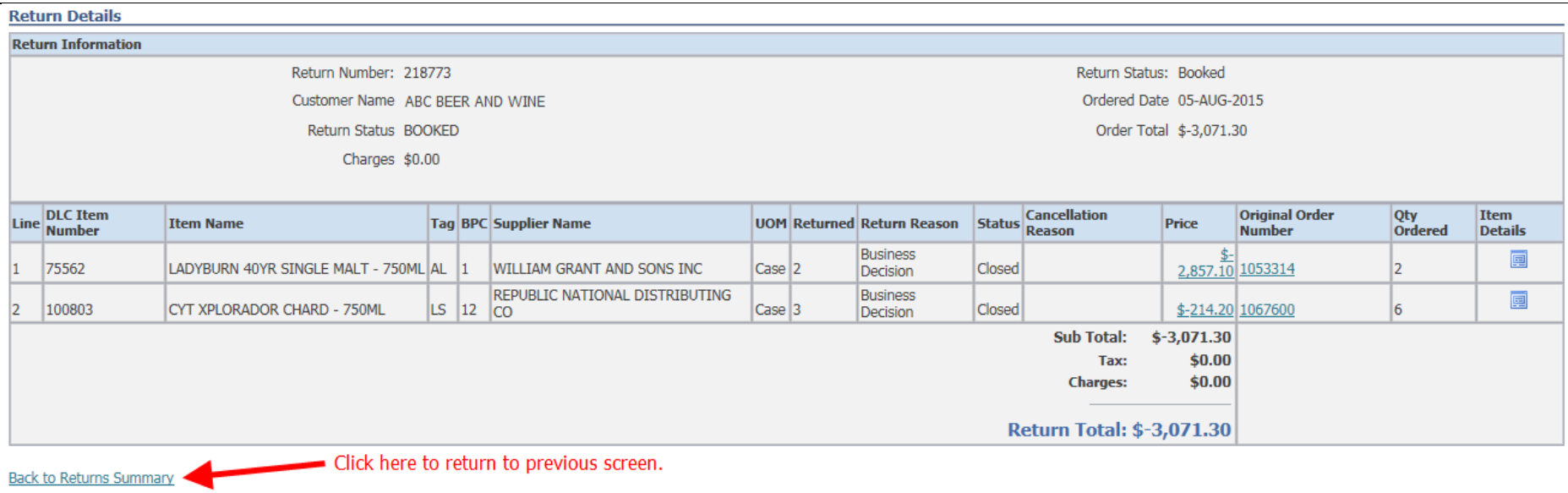


All Returns

Return Number	Original Order Details	Return Order Date	Return Status	Cancellation Reason	Created By	Total Cases	Order Total
219551		12-AUG-2015	Booked		Reed, Adrienne I	6	180
219340		10-AUG-2015	Booked		Momyer, Erin	2	60
219253	1062576-19	10-AUG-2015	Booked		Reed, Adrienne I	3	208.2
218886		05-AUG-2015	Booked		Momyer, Erin	6	180
218773	1053314-9,1067600-6	05-AUG-2015	Booked		Reed, Adrienne I	5	3071.3

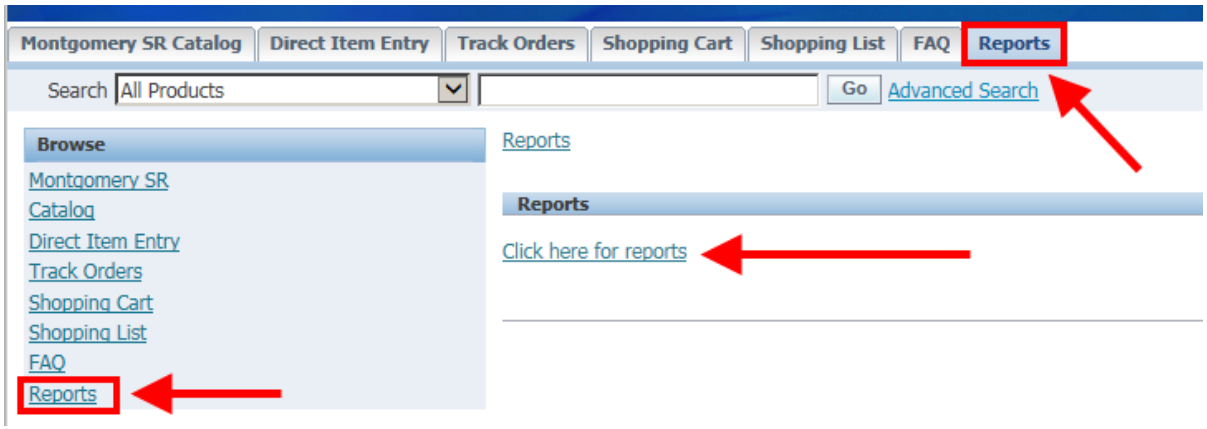
3. Click on the return number to see detailed information about the return.

Return Number	Original Order Details	Return Order Date	Return Status	Cancellation Reason	Created By	Total Cases	Order Total
219551		12-AUG-2015	Booked		Reed, Adrienne I	6	180
219340		10-AUG-2015	Booked		Momyer, Erin	2	60
219253	1062576-19	10-AUG-2015	Booked		Reed, Adrienne I	3	208.2
218886		05-AUG-2015	Booked		Momyer, Erin	6	180
218773	1053314-9,1067600-6	05-AUG-2015	Booked		Reed, Adrienne I	5	3071.3

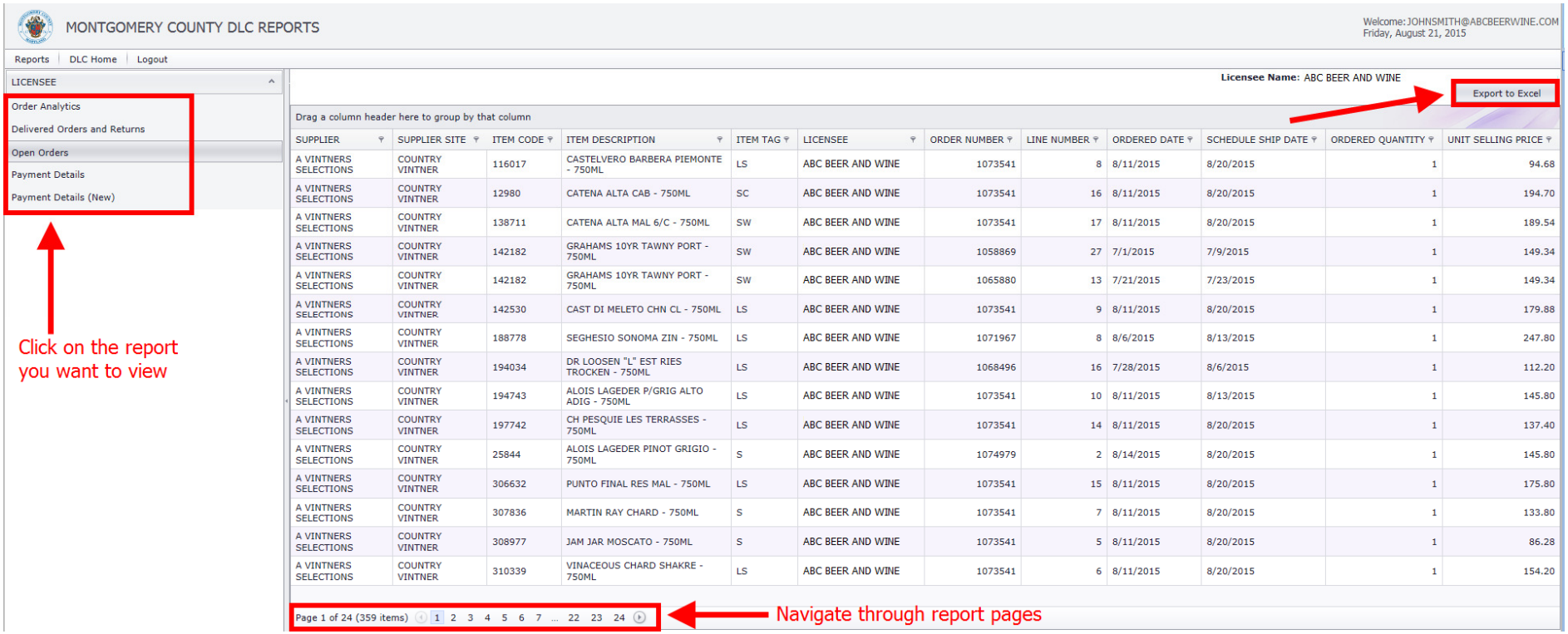


View Reports

1. Click the **Reports** tab or link and then click the link that says **Click here for reports** (you may be promoted to re-enter your iStore user name and password).

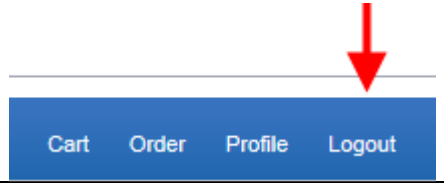


2. On the left side, click on the report you want to view. Data is real-time and can be sorted, filtered and grouped to meet your specific needs. To access the user guide that explains how to use iStore reports, please go to the DLC website at www.montgomerycountymd.gov/dlc/licensees, click on *iStore Reports User Guide*



Logout

1. You can log out of iStore from any screen by clicking on **Logout** either at the top-right or bottom-middle of the screen.



Tag and Status Definitions

Item Tag – a DLC tag that identifies what category a product falls into

- ***AL*** = Allocated items (limited supply)
- ***HO*** = Holiday (available only during certain times of the year)
- ***LS*** = Licensee Special (items not sold in stores and must be purchased out of the warehouse)
- ***S*** = Special items (not normally carried in stores, but have been requested by licensee)
- ***SB*** = Special Beer
- ***SC*** = Specialty Center (not stocked in the warehouse, but carried in DLC retail stores)
- ***ST*** = Stock items
- ***SW*** = Special Wine (special wines that have a DLC cost of $18 per bottle or more, only sold out of warehouse)

Order Status – the order status identifies what stage the order or item is in. There are different statuses depending on which iStore screen you're on. Statuses on the Track Orders / Order Details screen include:

- ***Supply Eligible*** – product has been successfully booked and accepted in the system (visible for special-order products only)
- ***External Req Open*** – DLC Purchasing is preparing a purchase order (visible for special-order products only)
- ***PO Open*** – DLC Purchasing has sent the purchase order to the supplier/vendor for fulfillment (visible for special-order products only)
- ***Awaiting Shipping***
    a) For special-order products, this indicates that the product has been received in the DLC warehouse
    b) For stock products, this will be the status (whether the product is in the warehouse or not) until the item is shipped