

Replenishment Order Refresher Training

Ohio | Department
of Commerce
Division of Liquor Control

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Agenda

- Suggested Replenishment Order Update Procedure
- Sorting Items
- Deleting Items
- Printing and Using the Transfer Overview Report
- Entering Multiple Items
- Identifying Restricted Items
- Handling Errors
- Adding Restricted Items
- Timeline for Submitting Orders



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Suggested Replenishment Order Update Procedure

1. Run and print the Transfer Overview report for the appropriate transfer order number
2. Walk the store, update quantities on the printed report, write down items to be added (if an item is on the order, do not add it), mark out the items not needed
3. Open the order, sort the items by number
4. Delete the items you do not want
5. Add the items not originally on the order and highlight restricted items

Suggested Replenishment Order Update Procedure (Cont.)

6. Update the case quantities for the remaining items on the order
7. Save and close the transfer order
8. Determine if any of the restricted items are Delisted by running the Brand Master report
9. To have a special order item or an item not currently allocated to your agency added to your order, contact the Liquor Enterprise Service Center (LESC) to route the request to the appropriate DOLC staff. The LESL can be reached at 877-812-0013 or via email, liquoragencyhelp@com.state.oh.us. Do NOT submit the order.

Printing Transfer Overview Report

To print the Replenishment order, run the Transfer Overview report. The report is sorted by Item Number.

The screenshot shows a web application interface for the Ohio Department of Commerce. The main content area displays a 'Transfer order' for 'TAMARKIN COMPANY INC' with details: To 30750, 777 Neil Avenue, Columbus, OH 43215. The order was created on 7/22/2017, with a ship date of 7/22/2017, status of 'Created', and mode of delivery 'TRUCKING'. An 'Export' button is visible, which has opened a dropdown menu with options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. A red arrow points to the 'PDF' option with the text 'Click the Export drop-down button and select PDF'. Another red arrow points to a print icon in the browser's toolbar with the text 'Click the print icon if the file opens in Acrobat Reader'. Below the main content, the Ohio Department of Commerce logo and 'Division of Liquor Control' are displayed. At the bottom right, the 'Liquor Modernization Project' logo is shown with the tagline 'Accurate | Reliable | Useful'.

If the print icon is not visible, export the report to pdf and then print. The PDF might open in a new tab in the browser or in Acrobat Reader. You can also print the Transfer Overview report first and mark the items you do not want. Open the Replenishment order and delete those items.

Walk the store and update quantities on the print out (using a clip board), write down items to be added, and mark items to be deleted.

Reopen the Replenishment order. If an item is already on the order, do not add it. Adjust the CASE quantities on the original line in the **QTY** field.

After putting in the new total case qty. in the **Qty** field, press "Tab" on the keyboard and then click the **Update** (save disc) button.

Sorting Items by Number

Click on the header **Item number**

Line number	Item number	Product name
1.0000000000	0062B	
2.0000000000	0064M	
3.0000000000	0063E	
4.0000000000	0064B	
5.0000000000	0064D	
6.0000000000	0041B	
7.0000000000	0041L	
8.0000000000	0013B	
9.0000000000	0014B	
10.0000000000	0014D	
11.0000000000	0009B	ABSOLUT ELECTRIK
8.0000000000	0013B	ANGELS ENVY RYE
9.0000000000	0014B	ANCIENT AGE
10.0000000000	0014D	ANCIENT AGE
6.0000000000	0041B	DISARONNO
7.0000000000	0041L	DISARONNO
1.0000000000	0062B	ABSOLUT RUBY RED
3.0000000000	0063E	ABSOLUT 5 PACK
4.0000000000	0064B	ABSOLUT MANDRIN
5.0000000000	0064D	ABSOLUT MANDRIN

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Sort the items by number, then delete the items that you do not want.

Deleting Items

Click anywhere on the item line to select it, then click the **Delete** button.

Line number	Item number	Product name	Qty	Unit	Transfer quantity	Original Qty	Inventory unit
1.0000000000	0057B	ABSOLUT	48.00	B	48.00		B
2.0000000000	0469B	PAUL MASSON VS	24.00	B	24.00		B
3.0000000000	0721E	SOUTHERN COMFORT	36.00	B	36.00		B
4.0000000000	8958B	SHELLBACK SPICED	144.00	B	144.00		B

OR

Select 2 items to delete
Note: Only 2 items can be deleted at one time.

Then click the **Remove** button.

Line number	Item number	Product name	Qty	Unit
1.0000000000	0057B	ABSOLUT	48.00	B
2.0000000000	0469B	PAUL MASSON VS	24.00	B
3.0000000000	0721E	SOUTHERN COMFORT	36.00	B
4.0000000000	8958B	SHELLBACK SPICED	144.00	B



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Entering Multiple Items

- To add multiple items at one time in any Internet browser, separate the items with a comma
 - 0066L,0057L,0026L,0026D
 - A space after comma is not required
- After the items appear, click the top check box to select all the items, then click the **Select** button
- If a number is typed incorrectly, it will not appear in the list

Entering Multiple Items (Cont.)

066L,0057L,0026L,0026D Item number

Item number	Product name	Name
<input type="checkbox"/>	0006B	ANDYS OLD NO 5 Bourbon
<input type="checkbox"/>	0007B	ABSOLUT ELYX Vodka
<input type="checkbox"/>	0008B	ABERL 12 NON CHILL Scotch
<input type="checkbox"/>	0009B	ABSOLUT ELECTRIK Vodka
<input type="checkbox"/>	0010B	AFTERSHOCK Schnapps
<input type="checkbox"/>	0011B	AALBORG AKVAVIT Vodka
<input type="checkbox"/>	0012B	ANCHO REVES Cordial
<input type="checkbox"/>	0013B	ANGELS ENVY RYE Bourbon
<input type="checkbox"/>	0014B	ANCIENT AGE Bourbon
<input type="checkbox"/>	0014D	ANCIENT AGE Bourbon

1 2 3 4 5 6 7 8 9 10 ...

Select ->

1. Enter item numbers separated by a comma, then press "Enter" on the keyboard

2. Click the top check box to select all the items

0026D,0026L,0057L,0066L Item number

Item number	Product name	Name
<input checked="" type="checkbox"/>	0026D	OLD THOMPSON Blend
<input checked="" type="checkbox"/>	0026L	OLD THOMPSON Blend
<input checked="" type="checkbox"/>	0057L	ABSOLUT Vodka
<input checked="" type="checkbox"/>	0066L	JACK DANIELS Bourbon

Select ->

3. Press the **Select** button to add all items to the order

Adding items

- Early in the morning is the best time to add items, response time is faster
- Add up to 5 items at a time
 - The system adds 1 case automatically. Update the case qty only if more than 1 case is needed
 - If the green tire continues to spin, press “F5” or “Esc” on the keyboard to abort and re-enter the items
- Click **OK** to go back to *Transfer Order* window

Adding items (Cont.)

- Go to the last page of the transfer order and make sure the added items appear
 - You can also click on the column title **Line number** to sort the line numbers. Click on it a second time for the arrow to point downward. The items just added should be visible
- Click **Save and Close** and reopen the transfer order after a significant number of items have been added

Identifying Restricted Items

- If an item cannot be added due to a restricted message, mark it on the printed Transfer Overview report and click **OK** to go back to the *Transfer Overview* window
 - Ensure the items are not Delisted by running the Brand Master report or using the Wholesale Terminal
- If an item is Active or Special Order and you want it added to your order, you will need to contact the Liquor Enterprise Service Center to have the request routed to the appropriate DOLC staff. Do this once you have modified the rest of your order.

Run the Brand Master report with the "On hand only" option deselected, then enter the item number in the search box to see its status.

Checking the status of an item can also be done using the Wholesale Terminal. Details are in the Appendix of this document.

If you regularly carry some of the Active restricted items, request to have the restriction removed. Once the restriction is removed, those items should appear on your replenishment order. If not, you will be able to add them.

Brand Master Report

Item status is shown on the Brand Master report

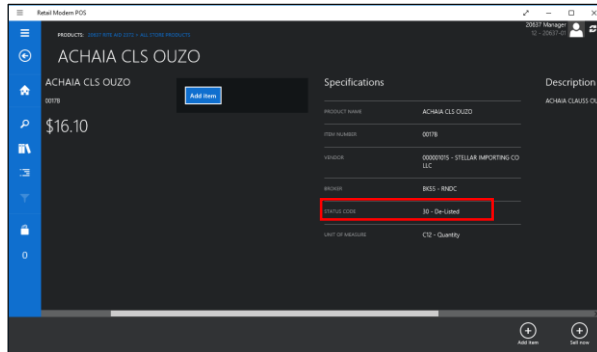
The screenshot shows a web application interface for the 'Brand Master' report. The table displays various items with columns for Item ID, Name, Location, and Status. The 'Status' column for item 00170 is highlighted in red and contains the text 'On Hand'.

Item ID	Name	Location	Status	Quantity	Unit Price	Total Price	Other Price	Net Price
00128	ANCHO REYES	Cardinal	CA	Active		\$28.95	\$0.00	\$28.95
00136	ANGEL BRYN ROE	Bourbon	CA	Active		\$73.47	\$0.00	\$69.07
00148	ANGENT AGE	Bourbon	C12	Active	7.00	\$16.10	\$0.00	\$16.10
00140	ANGENT AGE	Bourbon	CA	Active	10.00	\$18.34	\$0.00	\$18.37
00146	ANGENT AGE	Bourbon	C12	Active	3.00	\$12.45	\$0.00	\$11.71
00144	ANGENT AGE	Bourbon	C24	Active	3.00	\$5.25	\$0.00	\$4.94
00158	ABERLOUR 16	Scotch	CA	Active		\$64.13	\$0.00	\$60.29
00168	ABSOLUT CLASSIC	Vodka	C12	Active		\$15.77	\$0.00	\$14.83
00170	ACHA COLI ORO	Cardinal	C12	On Hand		\$16.10	\$0.00	\$16.14
00166	ABERLOUR 16	Scotch	CA	Active		\$110.48	\$0.00	\$103.07

Item status is shown on the Brand Master report. Make sure to run the report with the “On hand only” box deselected so all items are displayed.

Wholesale Terminal

Item status is also on the item query screen of the Wholesale terminal



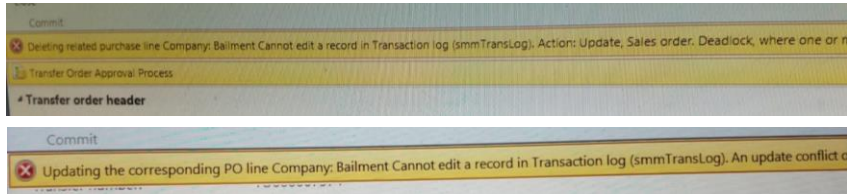
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The item status shows on the item query screen of the Wholesale terminal.

Handling Errors

- When a hard error appears during editing, **Save and Close** the order, reopen the order. The hard error may go away



- If the transfer order has 2 or more lines for the same item, look at the total case quantity. If the multiple lines add up to the quantity needed, do not make any changes

Adding Restricted Items

- Once all edits are done, click **Save and Close**. Do not **Submit** the Replenishment order if your Allocation Clerk needs to add restricted items
 - Contact the LESC with details on what you need added to your order. Your request will be routed to the appropriate DOLC staff. The Allocations Clerk will add the items you requested and then submit the Replenishment order for you
- If you do not need the Allocations Clerk to add item to the Replenishment order, submit the order

Timeline for Submitting Orders

- Orders are visible in the Enterprise Portal 3 days prior to the required delivery date, at approximately 7:00am and must be submitted by 8:00am the following day
 - The exception is for orders created on Fridays - these orders must be submitted by 8:00am on the following Monday
- Agencies have 24 hours to review, modify and submit replenishment transfer orders

Questions



ANY QUESTIONS

Find Help Here...

The New Liquor Enterprise Service Center (LESC):

- Committed to customer service
- Responsible for receiving operations inquiries and issues; for assigning, tracking, and reporting on all inquiries and issues, spotting trends and finding their causes
- Committed to **resolving** all issues
- Monitored by the Department of Commerce at highest levels

Inquiries can be logged by either of the following methods:

- email: liquoragencyhelp@com.state.oh.us
- phone: 877-812-0013



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