



Liquor Customer Self Service

This training is intended for commercial customers using Liquor Customer Self- Service to view products, place orders, or view transaction history.

Listed below you will see 7 modules outlining the most common functions you will perform.

- ☰ Product Catalogue

- ☰ Order Templates

- ☰ Shopping Cart

- ☰ Pending Orders

- ☰ Transaction History

- ☰ Contact Information

- ☰ User Profiles

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Product Catalogue

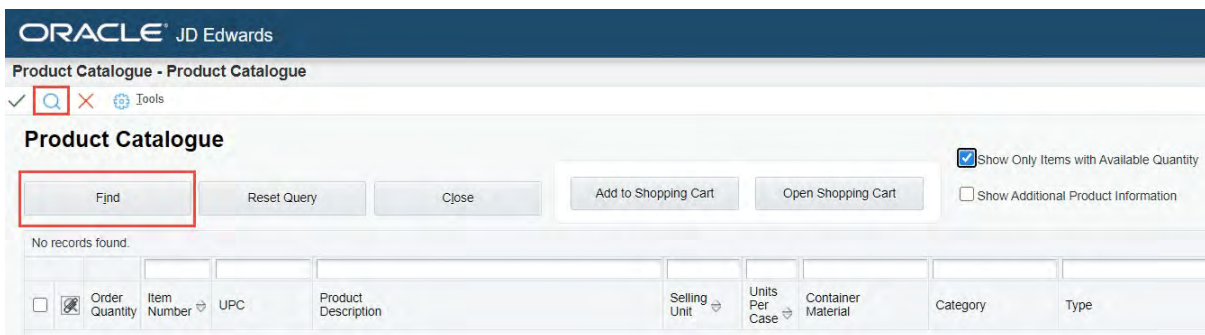
Click on the **Product Catalogue** icon located in the **My Orders** section to open.



There are two ways to populate the table:

1. Click on the **Magnifying Glass** icon located on the toolbar along the top, or
2. Click on the **Find** button

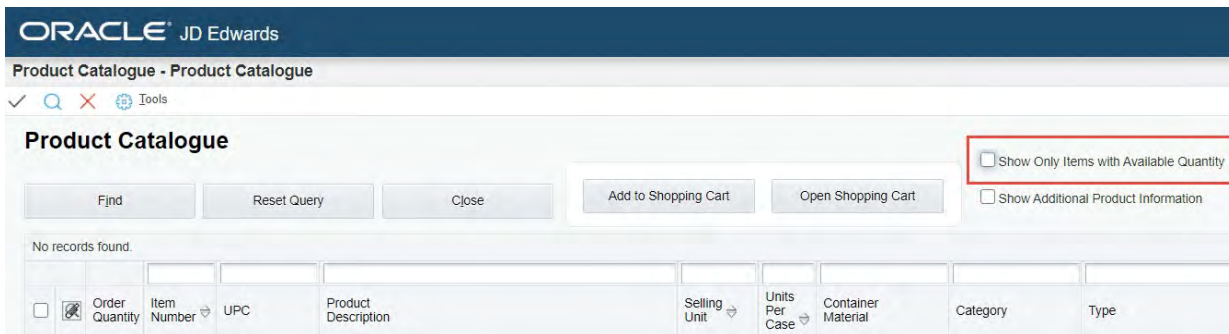
By default, the table is sorted by **Item Number** and will show only items with an available quantity.



Customers can only see items that are available for them to order and will not see restricted items (same as ATLAS).

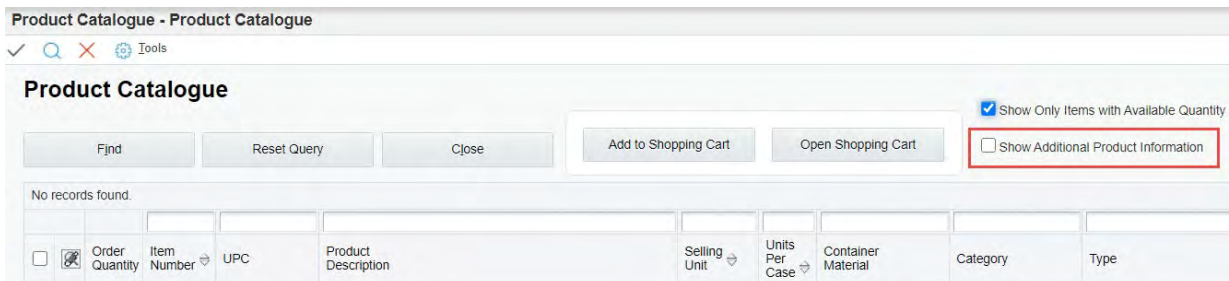
If you would like to see/search all items, including those that do not have available stock, unselect the checkbox for **Show Only Items with Available Quantity**, located at the top of the page.

The table will re-populate and now show these additional items.



Selecting **Show Additional Product Information** at the top of the page will show additional information such as:

- Country of Origin
- Percent Alcohol
- List Status
- Tasting Notes



Searching for an Item

Items can be searched for by typing directly into the open fields along the top of the table and then hitting Enter (or clicking the **Find** button).

Note: The table will timeout if not used after a few minutes, you will need to refresh your search information.

Product Catalogue - Product Catalogue

✓ 🔍 ✕ ⚙️ Tools

Product Catalogue

2 Find Reset Query Close Add to Shopping Cart Open Shopping Cart

No records found.

1

<input type="checkbox"/>	Order Quantity	Item Number ↕	UPC	Product Description	Selling Unit ↕	Units Per Case ↕	Container Material

These fields are not case sensitive, but once you hit enter, the field will automatically update to show in all capitals with an asterisk (*) on each side of the search text.

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Product Catalogue - Product Catalogue

Product Catalogue

Find Reset Query Close Add to Shopping Cart

No records found

Order Quantity Item Number UPC Product Description Selling Unit Units Per Case Container Material Category

Smirnoff

Type in what you would like to search for and press Enter (or click Find)

ORACLE JD Edwards
Product Catalogue - Product Catalogue

Product Catalogue

Find Reset Query Close Add to Shopping Cart

Records 1 - 18

Order Quantity Item Number UPC Product Description Selling Unit Units Per Case Container Material Category

SMIRNOFF

The text now shows as all capitals with an asterisk (*) on either side

Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material	Category
	67	776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE	SPIRITS
	4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4	GLASS BOTTLE	SPIRITS
	14867	082000762331	SMIRNOFF ICE CAESAR	1 X 330 ML	24	GLASS BOTTLE	REFRESHMENT BEV

Ordering an Item

You can add items to your Shopping Cart directly from the Product Catalogue.

Click on the **Order Quantity** field and type in the quantity you would like to order and then click **Find**.

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Product Catalogue - Product Catalogue

Product Catalogue

Find Reset Query Close Add to Shopping Cart Open Shopping Cart

Records 1 - 18

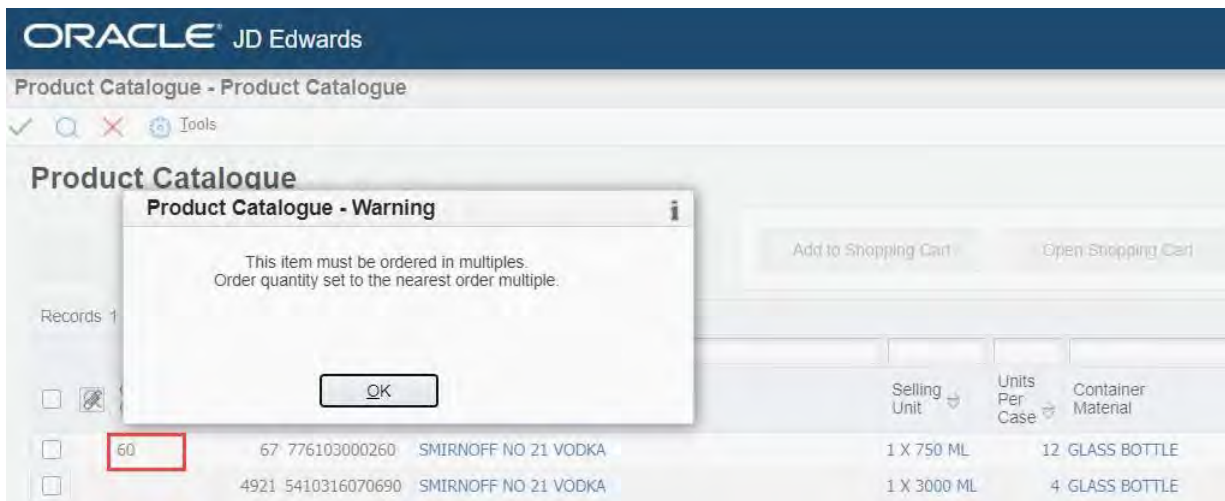
	Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material	Category
<input type="checkbox"/>	50	67	776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE	SPIRITS
<input type="checkbox"/>		4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4	GLASS BOTTLE	SPIRITS

The quantity must be entered in single units, not by cases.

Some items require you to order in case multiples.

The system will automatically round to the nearest order multiple. Click **OK**.

Note: You can see what the Units Per Case are for each item by looking at this column in the Product Catalogue table.



The screenshot shows the Oracle JD Edwards Product Catalogue interface. A warning dialog box is displayed over the product list, stating: "Product Catalogue - Warning. This item must be ordered in multiples. Order quantity set to the nearest order multiple." The dialog has an "OK" button. In the background, a table lists products with columns for "Selling Unit", "Units Per Case", and "Container Material". The first row shows "SMIRNOFF NO 21 VODKA" with a selling unit of "1 X 750 ML" and 12 units per case. The second row shows "SMIRNOFF NO 21 VODKA" with a selling unit of "1 X 3000 ML" and 4 units per case. The number "60" in the quantity column of the first row is highlighted with a red box.

	Selling Unit	Units Per Case	Container Material
60	1 X 750 ML	12	GLASS BOTTLE
	1 X 3000 ML	4	GLASS BOTTLE

If the available quantity of the item is less than the Order Quantity you have entered, the system will automatically change the number to the amount that is currently available.

To add an item to your Shopping Cart from within the Product Catalogue, click on the **checkbox** on the far left of the row and then click on **Add to Shopping Cart**.

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Product Catalogue - Product Catalogue

✓ 🔍 ✕ ⚙️ Tools

Product Catalogue

Find Reset Query Close **Add to Shopping Cart** Open Shopping Cart

Records 1 - 18

<input type="checkbox"/>	Order Quantity	Item Number	UPC	Product Description	Units Per Case	Container Material
<input checked="" type="checkbox"/>		67	776103000260	SMIRNOFF NO 21 VODKA	12	GLASS BOTTLE
<input type="checkbox"/>		4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4 GLASS BOTTLE

Must click the check box before selecting Add to Shopping Cart

If the order item was successfully added to the Shopping Cart the row will be highlighted in green.

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Product Catalogue - Product Catalogue

Tools

Product Catalogue

Find Reset Query Close **Add to Shopping Cart** Open Shopping Cart

Records 1 - 18

<input type="checkbox"/>	<input type="checkbox"/>	Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		67	776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE
<input type="checkbox"/>	<input type="checkbox"/>		4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4	GLASS BOTTLE

You can view your current Shopping Cart at any time by clicking on **Open Shopping Cart** located along the top.

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Product Catalogue - Product Catalogue

✓ 🔍 ✕ ⚙️ Tools

Product Catalogue

Find Reset Query Close Add to Shopping Cart **Open Shopping Cart**

Records 1 - 18

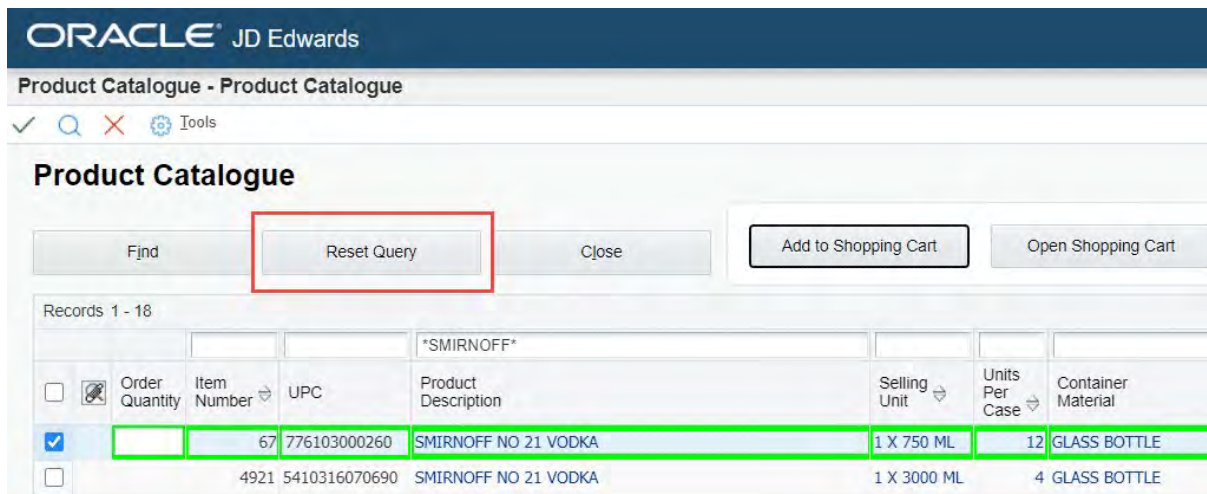
<input type="checkbox"/>	Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material
<input checked="" type="checkbox"/>		67	776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE
<input type="checkbox"/>		4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4	GLASS BOTTLE

If Items and Order Quantities are entered in the table and **Add to Shopping Cart** is not selected and another search is started, it will erase the information that was entered.

Resetting the Product Catalogue

To reset the Product Catalogue click on **Reset Query** located along the top. This will clear all search text entered but it will not refresh the table itself.

To refresh the table, either click on the **Magnifying Glass** located on the top toolbar, click the **Find** button or click in one of the search fields and hit **Enter**.

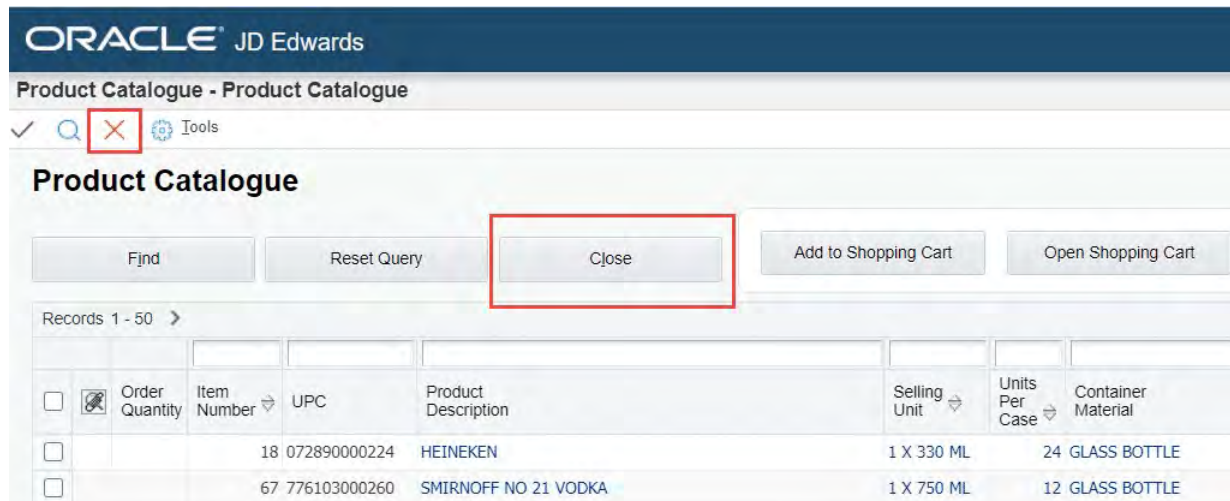


The screenshot shows the Oracle JD Edwards Product Catalogue interface. At the top, there is a dark blue header with the Oracle logo and 'JD Edwards'. Below this is a light blue bar with the text 'Product Catalogue - Product Catalogue'. A toolbar contains a checkmark, a magnifying glass, a red 'X', and a gear icon labeled 'Tools'. Below the toolbar, the title 'Product Catalogue' is displayed. A row of buttons includes 'Find', 'Reset Query' (highlighted with a red box), 'Close', 'Add to Shopping Cart', and 'Open Shopping Cart'. Below the buttons, it says 'Records 1 - 18'. A table displays product information with columns: Order Quantity, Item Number, UPC, Product Description, Selling Unit, Units Per Case, and Container Material. The first row is highlighted in green and shows a checked checkbox, an empty order quantity, item number 67, UPC 776103000260, product description 'SMIRNOFF NO 21 VODKA', selling unit '1 X 750 ML', units per case '12', and container material 'GLASS BOTTLE'. A second row shows item number 4921, UPC 5410316070690, product description 'SMIRNOFF NO 21 VODKA', selling unit '1 X 3000 ML', and container material '4 GLASS BOTTLE'.

	Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material
<input checked="" type="checkbox"/>		67	776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE
<input type="checkbox"/>		4921	5410316070690	SMIRNOFF NO 21 VODKA	1 X 3000 ML	4	GLASS BOTTLE

Close Product Catalogue Screen

To navigate back to the **Main Menu**, click on the red **X** located in the toolbar along the top left or click the **Close** button.



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Product Catalogue - Product Catalogue

✓ 🔍 ✕ ⚙️ Tools

Product Catalogue

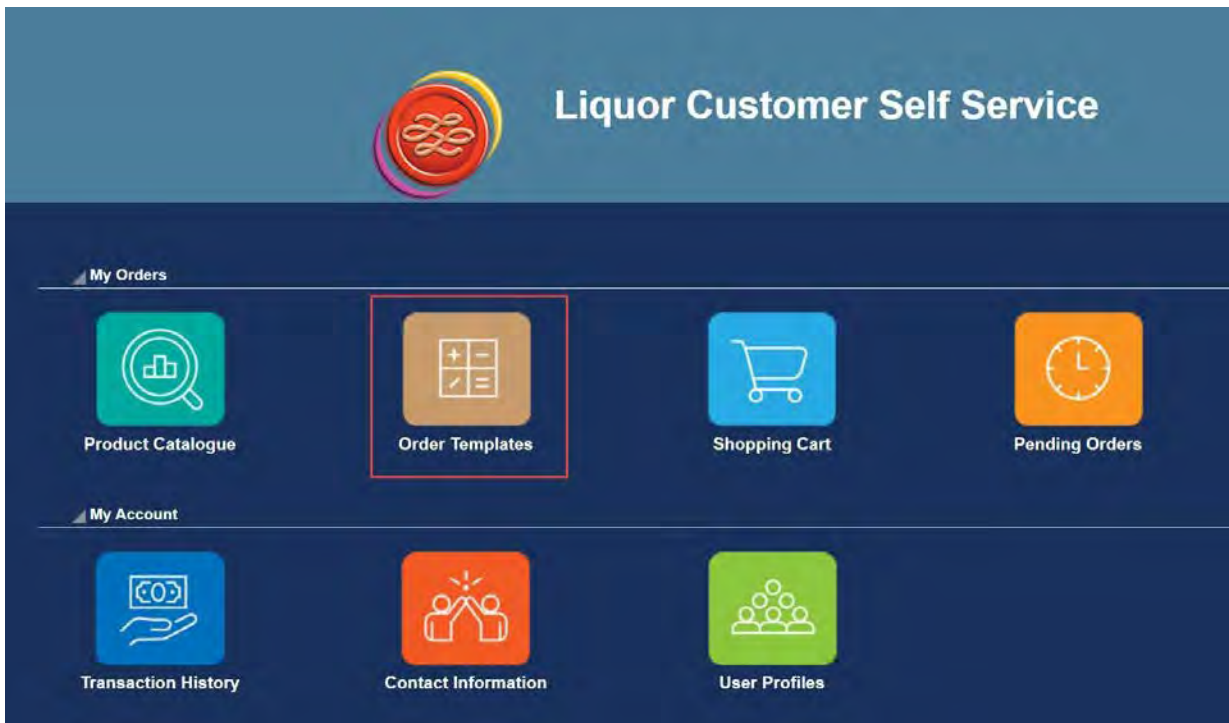
Find Reset Query **Close** Add to Shopping Cart Open Shopping Cart

Records 1 - 50 >

<input type="checkbox"/>	<input type="checkbox"/>	Order Quantity	Item Number	UPC	Product Description	Selling Unit	Units Per Case	Container Material
<input type="checkbox"/>	<input checked="" type="checkbox"/>			18 072890000224	HEINEKEN	1 X 330 ML	24	GLASS BOTTLE
<input type="checkbox"/>	<input type="checkbox"/>			67 776103000260	SMIRNOFF NO 21 VODKA	1 X 750 ML	12	GLASS BOTTLE

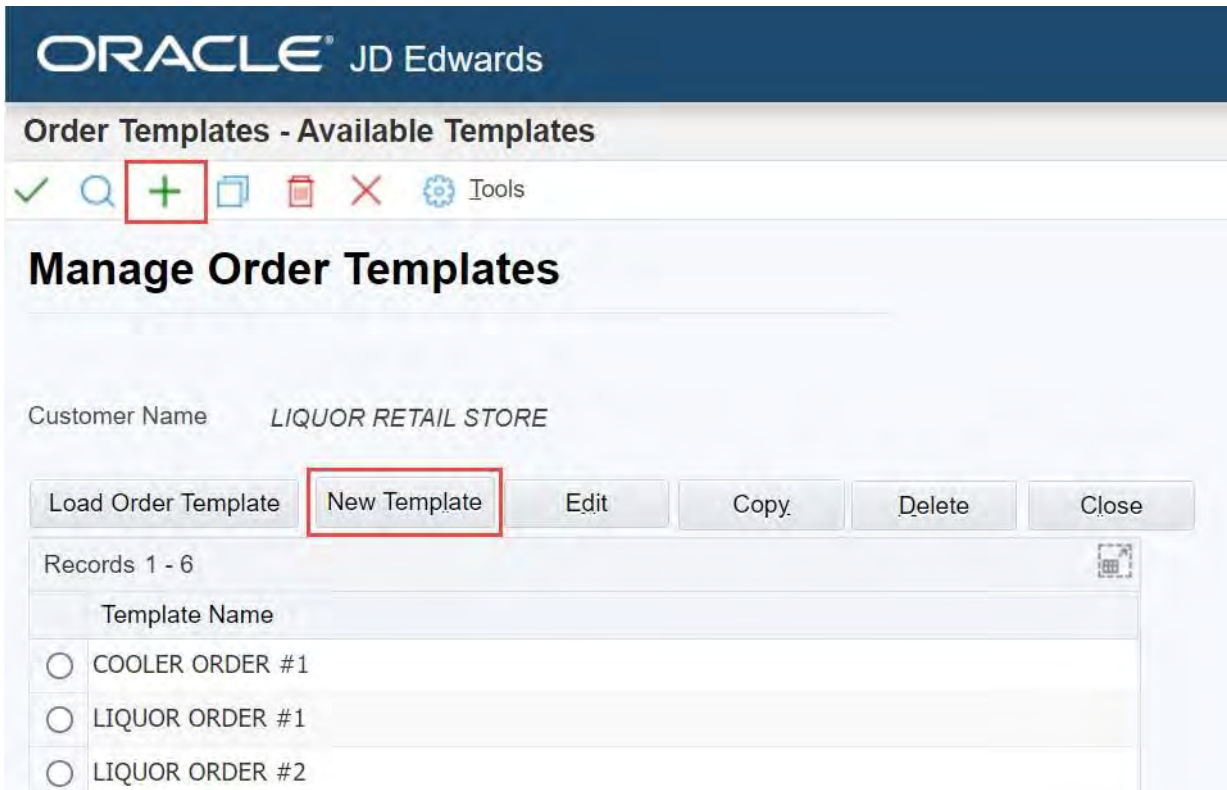
Order Templates

Click on the **Order Templates** icon located in the **My Orders** section to open. Here you can create, edit and use templates for repeat orders that you place.



Create a New Order Template

To create a new order template, click on the green + located in the toolbar along the top or the **New Template** button.



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Order Templates - Available Templates

✓ 🔍 **+** 📄 🗑️ ✕ ⚙️ Tools

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Load Order Template **New Template** Edit Copy Delete Close




Records 1 - 6

Template Name
<input type="radio"/> COOLER ORDER #1
<input type="radio"/> LIQUOR ORDER #1
<input type="radio"/> LIQUOR ORDER #2

Enter the name of the template into the **Template Name** field. This field is required.

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Order Templates - Order Template Revisions


✓    Tools

Add Order Template

Company Name *LIQUOR RETAIL STORE*

Template Name

Records 1 - 1 * OrderTemplate_Grid_CSS ▾   

<input type="checkbox"/>	 Item Number *	Quantity *	Product Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To add order items to the template, enter the **Item Number** and **Quantity**.

Once you enter the item number, the **Product Description** field will automatically populate.

ORACLE® JD Edwards

Order Templates - Order Template Revisions

✓ Tools

Add Order Template

Company Name *LIQUOR RETAIL STORE*

Template Name

Records 1 - 2 * OrderTemplate_Grid_CSS

<input type="checkbox"/>		Item Number *	Quantity *	Product Description
<input type="checkbox"/>		18	<input type="text" value="48"/>	HEINEKEN LAGER 330 B
<input type="checkbox"/>				

Once you have finished entering all your order items, click the **Save** button to save your new template.

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Order Templates - Order Template Revisions

✓ 🗑️ ✖️ ⚙️ Tools

Add Order Template

Company Name *LIQUOR RETAIL STORE*

Template Name

Delete **Save** Close

Records 1 - 2 * OrderTemplate_Grid_CSS

<input type="checkbox"/>	<input type="checkbox"/>	Item Number *	Quantity *	Product Description
<input type="checkbox"/>	<input type="checkbox"/>	18	48	HEINEKEN LAGER 330 B
<input type="checkbox"/>	<input type="checkbox"/>			

If you click the Close button before you save, anything entered into this template will be lost.

Once you have clicked the **Save** button, the screen will close and redirect you back to the **Manage Order Templates** screen.

You will now see the new template available for your use.

ORACLE JD Edwards

Order Templates - Available Templates

✓ 🔍 + 📄 🗑️ ✖️ ⚙️ Tools

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Load Order Template New Template Edit Copy Delete Close

Records 1 - 4

Template Name
<input type="radio"/> COOLER ORDER #1
<input type="radio"/> LIQUOR ORDER #1
<input type="radio"/> LIQUOR ORDER #2
<input checked="" type="radio"/> Weekly Order

Using a Template to Place an Order

Select the template you would like to use and then click on the **Load Order Template** button.

ORACLE® JD Edwards

Order Templates - Available Templates

✓ 🔍 + 📄 🗑️ ✕ ⚙️ Tools

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Load Order Template **2** Template Edit Copy Delete Close

Records 1 - 4

	Template Name
<input type="radio"/>	COOLER ORDER #1
<input type="radio"/>	LIQUOR ORDER #1
<input type="radio"/>	LIQUOR ORDER #2
<input checked="" type="radio"/>	Weekly Order

1

A preview of the order template will open showing the items and quantities.

Click on the **Add to Shopping Cart** button to add all the items to your shopping cart.

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Order Templates - Order Templates

✓ 🔍 ✕ ⚙️ Tools

Load Order Template

Template Name **Weekly Order** Add to Shopping Cart Close

Records 1 - 1 * SelectTemplate_Grid_CSS

Item Number *	Quantity	Product Description
18	48	HEINEKEN LAGER 330 B

If items are not available or order multiples are not met, these items will be highlighted in the Shopping Cart with an explanation.

The order has now been added to the Shopping Cart and a screen previewing the Shopping Cart will automatically open.

To place the order, follow the checkout process in the Shopping Cart – items can be added, modified and removed there.

To exit this screen, save the items you have added to the Shopping Cart and return to Order Templates, click on the Save and Exit button.

The screenshot shows the Oracle JD Edwards interface for 'Order Templates - Sales Order Detail Revisions'. The page includes a header with the Oracle logo and 'JD Edwards'. Below the header, there is a 'Tools' icon and a 'Detail Revisions' section. The 'Detail Revisions' section contains several input fields: 'Order Date' (01/11/2022), 'Privately Distributed Requested Date', 'MBLL Distributed Requested Date', 'Sold To' (27010), 'Privately Distributed Delivery Instructions', and 'MBLL Distributed Delivery Instructions'. There is also a 'Customer Reference' field. At the bottom right of this section, there are four buttons: 'Save and Exit' (highlighted with a red box), 'Delete Line', 'Reprice Order', and 'Checkout'. Below this section is a table with the following columns: 'Item Number', 'Order Quantity', 'Product Description', 'Package Size', 'Unit Price', and 'Extended Price'. The table shows two records, with the first record having an item number of 18 and an order quantity of 48.

Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
18	48				

Edit an Existing Template

Select the template you would like to edit and then click on the **Edit** button.

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Order Templates - Available Templates

✓ 🔍 + 📄 🗑️ ✖️ ⚙️ Tools

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Load Order Template New Tem **2** **Edit** Copy Delete Close

Records 1 - 4

	Template Name
<input type="radio"/>	COOLER ORDER #1
<input type="radio"/>	LIQUOR ORDER #1
<input type="radio"/>	LIQUOR ORDER #2
<input checked="" type="radio"/>	Weekly Order

1

In the **Edit Order Template** screen you can change the **Template Name** and modify the order details.

Once you have made your changes, click the **Save** button.

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Order Templates - Order Template Revisions

✓ 🗑️ ✕ ⚙️ Tools

Edit Order Template

Company Name *LIQUOR RETAIL STORE*

Template Name

Delete **Save** Close

Records 1 - 3 * OrderTemplate_Grid_CSS

<input type="checkbox"/>	<input type="checkbox"/>	Item Number *	Quantity *	Product Description
<input type="checkbox"/>		18		48 HEINEKEN LAGER 330 B
<input checked="" type="checkbox"/>		42		12 CANADIAN CLUB WHISKY
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	

Copy a Template

To copy a template, highlight the template and click on the **Copy** button.

ORACLE® JD Edwards

Order Templates - Available Templates

✓ 🔍 + 📄 🗑️ ✕ ⚙️ Tools

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Load Order Template New Template Ed **2** **Copy** Delete Close

Records 1 - 4

	Template Name
<input type="radio"/>	COOLER ORDER #1
<input type="radio"/>	LIQUOR ORDER #1
<input type="radio"/>	LIQUOR ORDER #2
<input checked="" type="radio"/>	Weekly Order

1

You can now enter a name for the template and edit the order.

Click on the **Save** button to save your changes.

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Order Templates - Order Template Revisions

✓ Tools

Add Order Template

Company Name *LIQUOR RETAIL STORE*

Template Name

Delete Save Close

Records 1 - 3 * OrderTemplate_Grid_CSS

<input type="checkbox"/>		Item Number *	Quantity *	Product Description
<input type="checkbox"/>		18	48	HEINEKEN LAGER 330 B
<input type="checkbox"/>		42	12	CANADIAN CLUB WHISKY
<input type="checkbox"/>				

Delete a Template

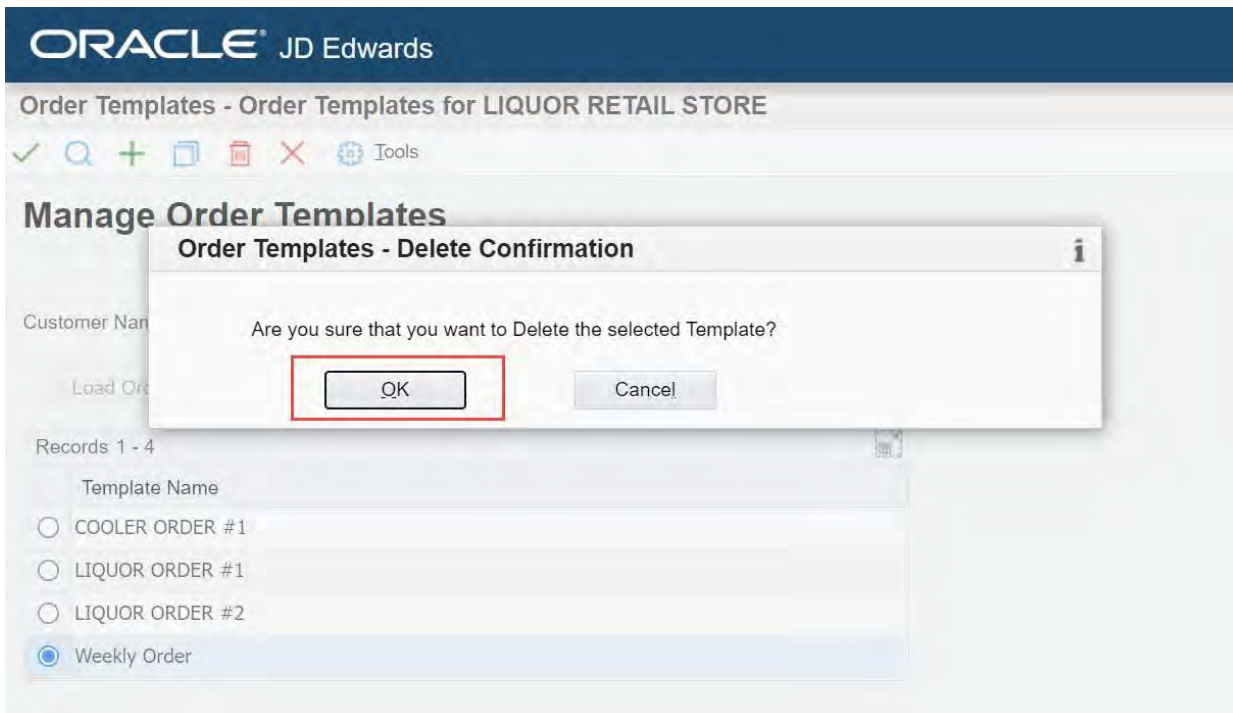
To delete a template, highlight the template and click on the **Delete** button.

The screenshot shows the Oracle JD Edwards interface for managing order templates. At the top, the Oracle JD Edwards logo is displayed. Below it, the page title is "Order Templates - Available Templates". A toolbar contains icons for checkmark, search, add, copy, delete, and close, along with a "Tools" button. The main heading is "Manage Order Templates". Below this, the "Customer Name" is set to "LIQUOR RETAIL STORE". A row of buttons includes "Load Order Template", "New Template", "Edit", "Copy" (with a blue box containing the number "2"), "Delete" (highlighted with a red box), and "Close". Below the buttons, it says "Records 1 - 4". A table lists the templates:

Template Name	
<input type="radio"/>	COOLER ORDER #1
<input type="radio"/>	LIQUOR ORDER #1
<input type="radio"/>	LIQUOR ORDER #2
<input checked="" type="radio"/>	Weekly Order 1

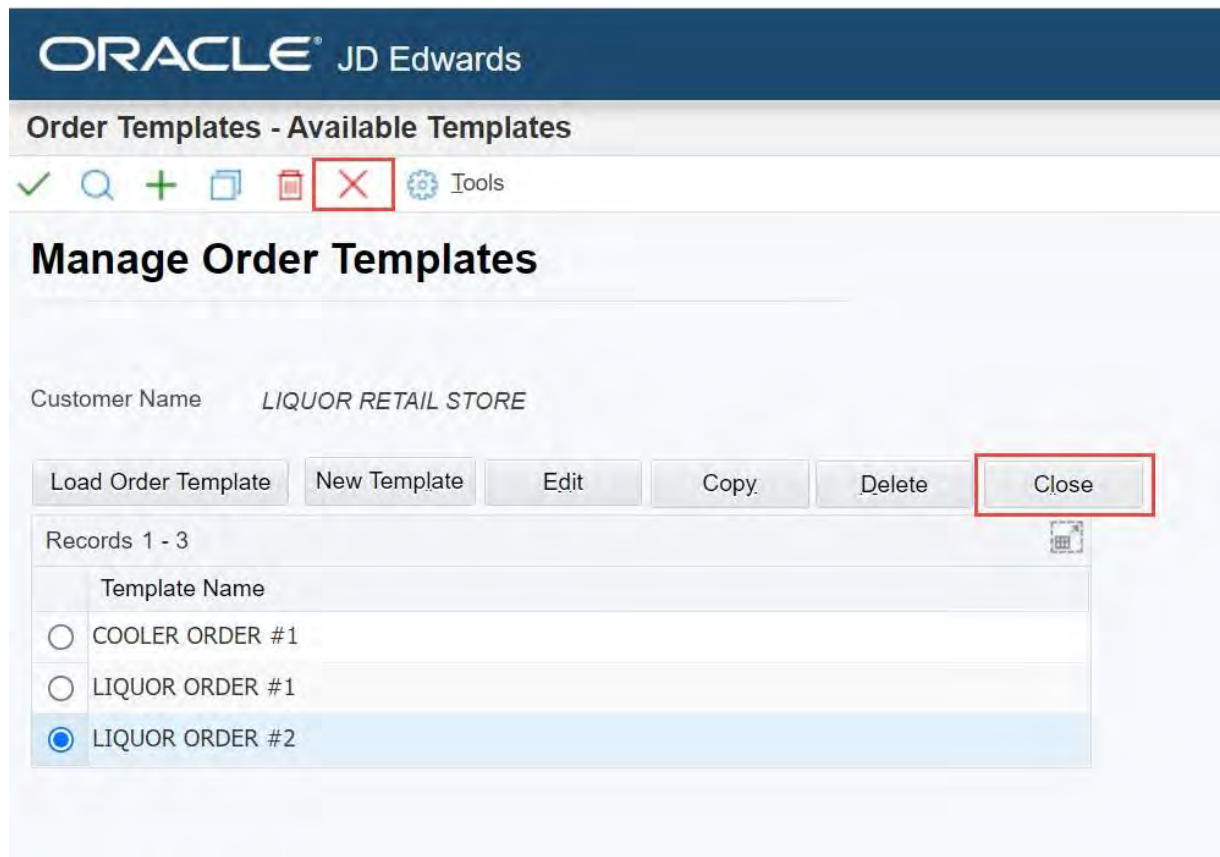
You will be asked to confirm that you want to delete the selected template.

Click **OK** to delete.



Close Order Templates Screen

To navigate back to the **Main Menu**, click on the red X located in the toolbar along the top or click the **Close** button.



The screenshot displays the Oracle JD Edwards interface for the "Order Templates - Available Templates" screen. The top header shows the Oracle logo and "JD Edwards". Below the header, the title "Order Templates - Available Templates" is visible. A toolbar contains several icons: a checkmark, a magnifying glass, a plus sign, a document icon, a trash can, a red X icon (highlighted with a red box), and a gear icon labeled "Tools".

Manage Order Templates

Customer Name *LIQUOR RETAIL STORE*

Buttons: Load Order Template, New Template, Edit, Copy, Delete, Close (highlighted with a red box).

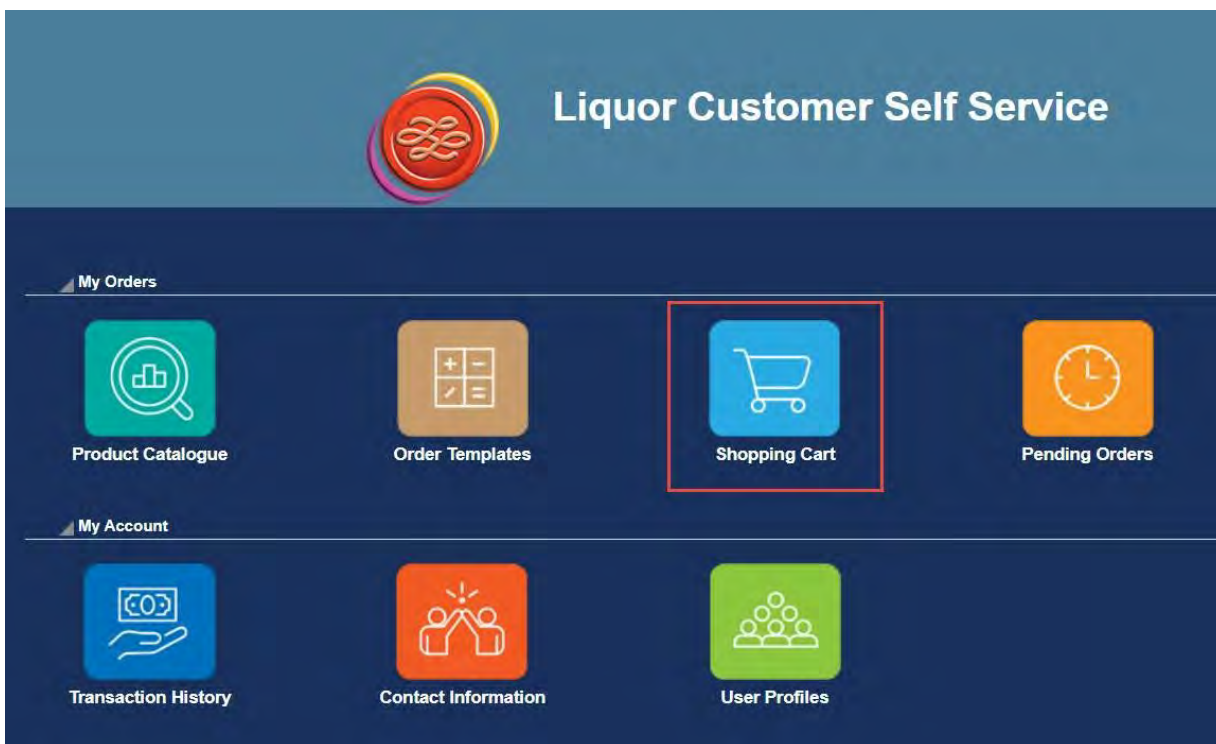
Records 1 - 3

	Template Name
<input type="radio"/>	COOLER ORDER #1
<input type="radio"/>	LIQUOR ORDER #1
<input checked="" type="radio"/>	LIQUOR ORDER #2

Shopping Cart

Click on the **Shopping Cart** icon located in the **My Orders** section to open.

Here you will be able to add items to your shopping cart, modify your shopping cart and place your order.



If multiple users are using the Liquor Customer Self Service at the same time, items being added to an order are saved to a shared shopping cart.

There are several fields located at the top of the Shopping Cart screen.

The **Order Date** and **Sold To** (customer number) fields are generated by the system and you will not be able to edit them.

You are able to edit the following fields:

Privately Distributed Requested Date – the date you would like to receive the privately distributed items in the order

MBLL Distributed Requested Date – the date you would like to receive the MBLL distributed items in the order

Privately Distributed Delivery Instructions – delivery instructions for privately distributed items in the order

MBLL Distributed Delivery Instructions – delivery instructions for MBLL distributed items in the order

Customer Reference – your notes about the order or your in-house order number/order tracking

The screenshot displays the Oracle JD Edwards interface for 'Shopping Cart - Sales Order Detail Revisions'. At the top, the Oracle logo and 'JD Edwards' are visible. Below the title bar, there are navigation options like 'Tools' and 'Detail Revisions'. The main area contains several input fields: 'Order Date' (disabled), 'Sold To' (containing '27010'), 'Privately Distributed Requested Date', 'MBLL Distributed Requested Date', 'Privately Distributed Delivery Instructions', and 'MBLL Distributed Delivery Instructions'. A 'Customer Reference' field is also present. Action buttons include 'Save and Exit', 'Delete Line', 'Reprice Order', and 'Checkout'. At the bottom, a table header is visible with columns: 'Item Number', 'Order Quantity', 'Product Description', 'Package Size', 'Unit Price', and 'Extended Price'. The table currently shows 'Records 1 - 1'.

If you have added items to the Shopping Cart from the Product Catalogue or Order Template, they will be listed when you open the Shopping Cart.

Adding Items to the Shopping Cart

There are 3 ways to add items when you are in the shopping cart:

OPTION 1 – Manually Enter Item # and Quantity

OPTION 2 – Copy & Paste from an Excel Spreadsheet

OPTION 3 – Use the Product Search Function

OPTION 1 - Manually Enter Item Number and Order Quantity

1. Click in the **Item Number** field and enter the item number you would like to order.
2. Click in the **Order Quantity** field and enter the quantity.
3. Press **Enter**.

ORACLE JD Edwards

Shopping Cart - Sales Order Detail Revisions

Tools

Detail Revisions

Order Date 12/13/2021 Privately Distributed Requested Date MBLL Distributed Requested Date

Sold To 27010 Privately Distributed Delivery Instructions MBLL Distributed Delivery Instructions

Customer Reference

Save and Exit Delete Line Reprice Order Checkout

Records 1 - 2

<input type="checkbox"/>	Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
<input checked="" type="checkbox"/>	18	24				
<input type="checkbox"/>						
<input type="checkbox"/>						

You can only use the Manitoba Liquor & Lotteries' Item Number, the product UPC code will not work.

Once you have pressed Enter, the system will generate the fields for this item.

Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
18	24	HEINEKEN LAGER 330 B	330 ml x 24	2.30	55.20

Order Quantities must be entered in the item's correct order multiple. If they are not entered in the correct order multiple, the system will automatically round up to the nearest multiple.

A pop-up window will open alerting you that the system is going to round up to the nearest order multiple.

Click OK.

Shopping Cart - Warning

Items must be ordered in multiples.
Some order quantities have been set to the nearest order multiple.

OK

There may be an occurrence when an item may "red line" if an incorrect order multiple is entered.

How to Fix a "Red Line" Order Multiple Error

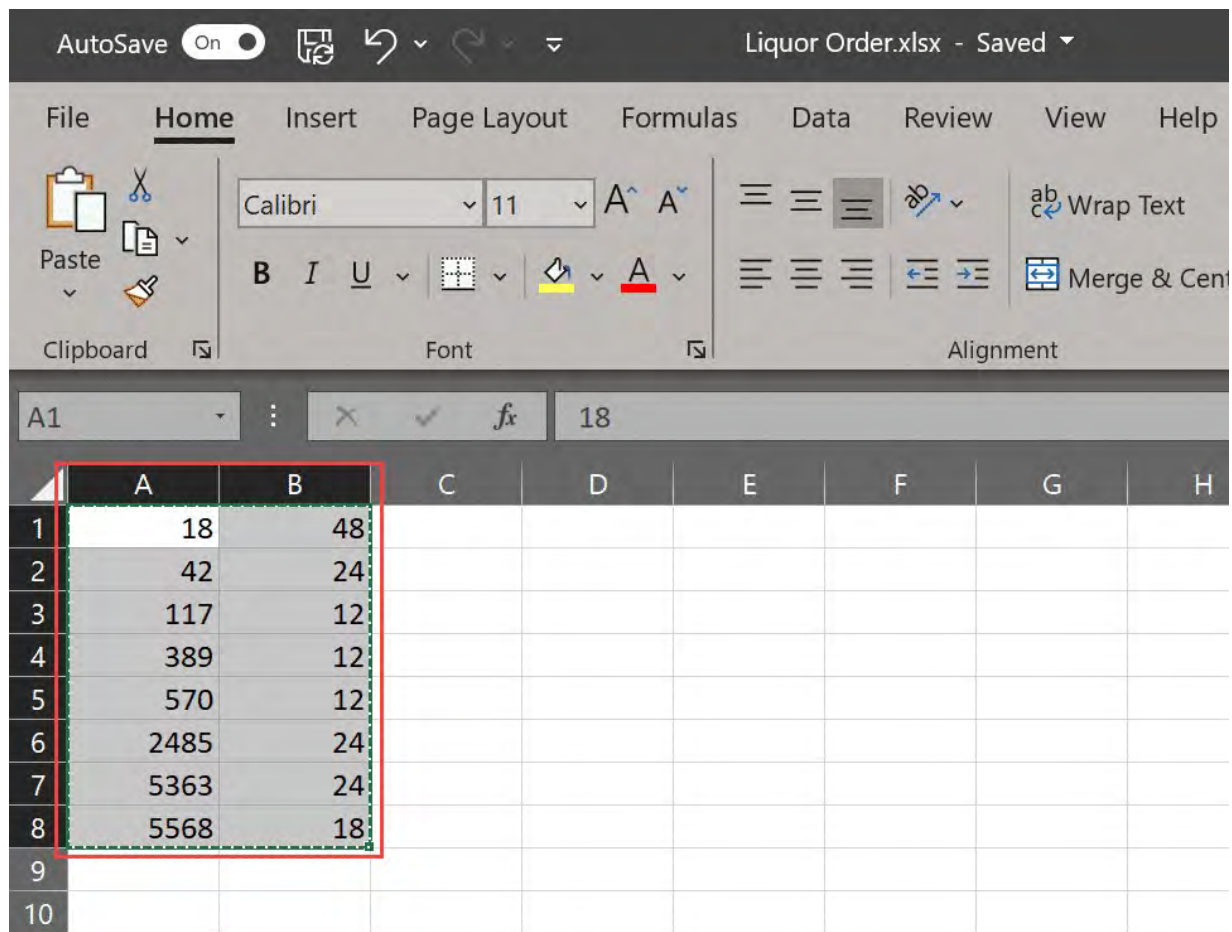
1. On a new line, re-enter the **Item Number**.
2. Enter the correct order multiple in the **Order Quantity** field.
3. Press **Enter**.
4. Delete the "red lined" item that contains the incorrect order multiple from the order.

OPTION2 - Copy & Paste from an Excel Spreadsheet

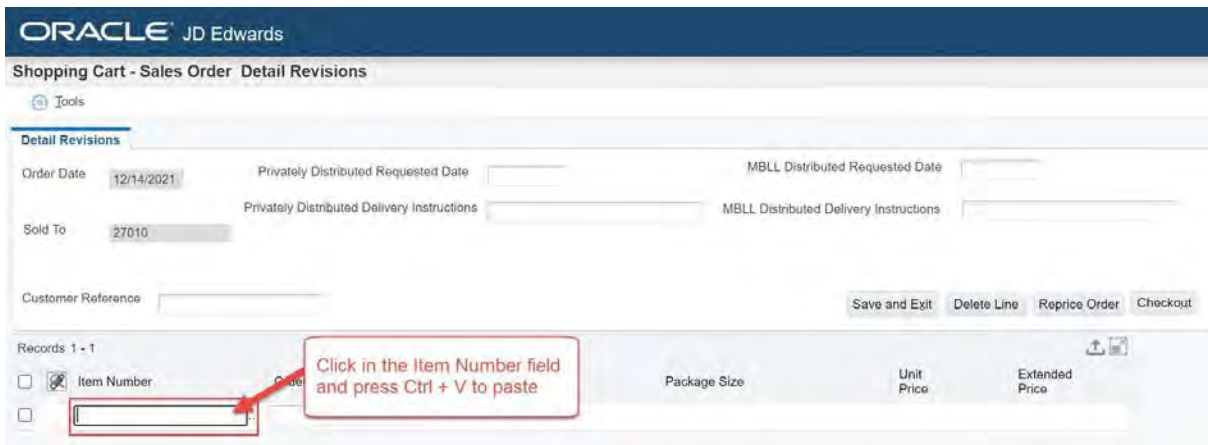
You can copy multiple item numbers and quantities from an Excel spreadsheet and paste directly into the Shopping Cart.

Open your Excel spreadsheet and copy the cells that contain the **Item Number** and **Order Quantity**.

Note: The columns in the spreadsheet must be in order of **Item Number** and then **Order Quantity**.

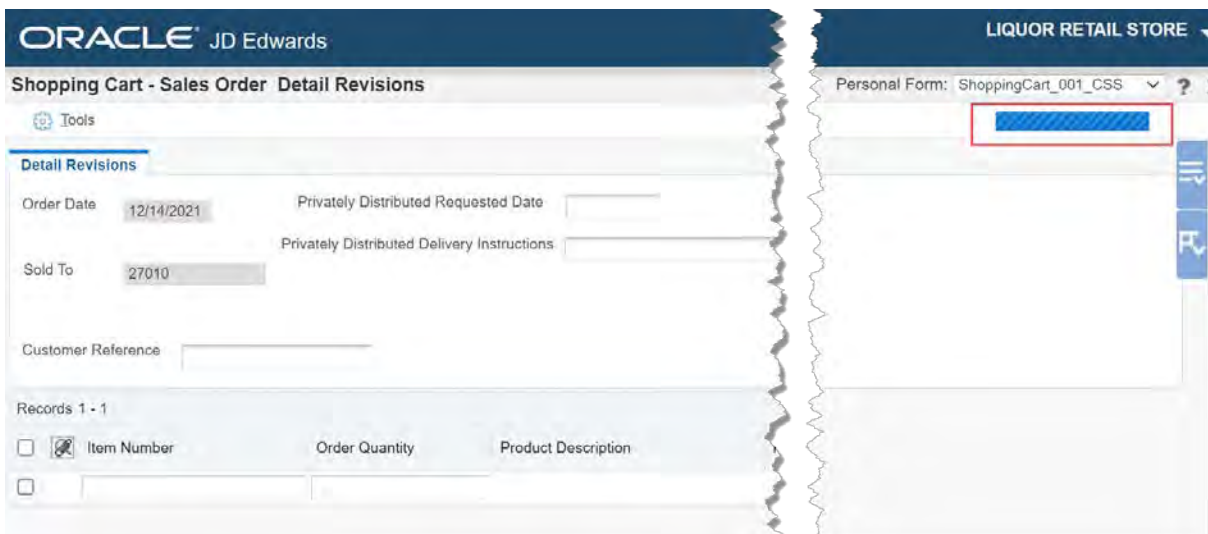


Open your Shopping Cart and click in the **Item Number** field. Press **Ctrl + V** on your keyboard to paste.



You can see that the system is processing the paste action when the blue bar appears on the top-right of the screen.

This could take a few minutes depending on the size of the upload, do not hit any buttons or close while this is processing.



Once the system has finished processing the paste action, the blue bar will disappear and you will see all the order items and quantities listed.

ORACLE JD Edwards

Shopping Cart - Sales Order Detail Revisions

Tools

Detail Revisions

Order Date: 12/14/2021 Privately Distributed Requested Date: MBLL Distributed Requested Date:

Sold To: 27010 Privately Distributed Delivery Instructions: MBLL Distributed Delivery Instructions:

Customer Reference:

Save and Exit Delete Line Reprice Order Checkout

Records 1 - 8

<input type="checkbox"/>	<input type="checkbox"/>	Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
<input type="checkbox"/>		18		48 HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
<input type="checkbox"/>		42		24 CANADIAN CLUB WHISKY	750 ml x 12	24.15	579.60
<input type="checkbox"/>		117		12 BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
<input type="checkbox"/>		389		12 KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
<input type="checkbox"/>		570		12 BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
<input type="checkbox"/>		2485		24 SAUZA BLANCO TEQUILA	750 ml x 12	28.99	695.76
<input type="checkbox"/>		5363		24 WYBOROWA VODKA	750 ml x 12	25.39	609.36
<input type="checkbox"/>		5568		18 YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02

OPTION 3 - Use the Product Search Function to Add

You can add items by using the **Product Search Function**:

1. Click in an empty **Item Number** field.
This will make the Product Search Function button visible to the right of this field.
2. Click the **Product Search Function** button.

Depending on the internet browser you are using this could be an ellipsis or a magnifying glass.

The screenshot shows the Oracle JD Edwards interface for 'Shopping Cart - Sales Order Detail Revisions'. At the top, there is a dark blue header with the 'ORACLE JD Edwards' logo. Below the header, the page title 'Shopping Cart - Sales Order Detail Revisions' is displayed. A 'Tools' icon is visible on the left. The main content area is titled 'Detail Revisions' and contains several input fields: 'Order Date' (09/23/2021), 'Privately Distributed Requested Date', 'Sold To' (190), 'Delivery Instructions Privately Distributed', and 'Customer Reference'. Below this, a table shows 'Records 1 - 1'. The table has columns for 'Item Number', 'Order Quantity', 'Product Description', and 'Package'. The 'Item Number' column contains a yellow highlighted cell with a blue '1' and a red-bordered ellipsis button. The 'Order Quantity' column has a blue '2'. The 'Product Description' and 'Package' columns are empty.

A **Product Search & Select** window will open.

To find the item you would like to add to the Shopping Cart, use the search fields.

Shopping Cart - Product Search & Select

Records 1 - 10

BACARDI

Item Number	UPC	Product Description	Selling Unit	Units Per Case	Category	Type
<input checked="" type="radio"/>	117 620213015402	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	12	SPIRITS	RUM
<input type="radio"/>	19332 080480981556	BACARDI GRAN RESERVA MAESTRO DE RON	1 X 750 ML	12	SPIRITS	RUM
<input type="radio"/>	23893 080480007645	BACARDI OAKHEART SPICED RUM	1 X 1140 ML	6	SPIRITS	RUM
<input type="radio"/>	23899 080480007553	BACARDI SUPERIOR WHITE RUM	1 X 1140 ML	6	SPIRITS	RUM
<input type="radio"/>	23906 080480007621	BACARDI BLACK RUM	1 X 1140 ML	6	SPIRITS	RUM
<input type="radio"/>	23913 620213025104	BACARDI GOLD RUM	1 X 1140 ML	6	SPIRITS	RUM
<input type="radio"/>	25708 080480983383	BACARDI ANEJO CUATRO	1 X 750 ML	12	SPIRITS	RUM
<input type="radio"/>	25776 080480983406	BACARDI GRAN RESERVA 10 YEAR RUM	1 X 750 ML	6	SPIRITS	RUM
<input type="radio"/>	29663 29663	BACARDI TEST RUM	1 X 750 ML	12	SPIRITS	RUM
<input type="radio"/>	200295 080480400637	BACARDI COCONUT RUM	1 X 750 ML	12	SPIRITS	RUM

To add the item to your Shopping Cart:

1. Select the row.
2. Click on the **Checkmark** icon located on the toolbar along the top.

The screenshot shows a software window titled "Shopping Cart - Product Search & Select". At the top left, there is a toolbar with a checkmark icon, a blue box containing the number "2", a close icon, and a "Tools" button. Below the toolbar is the "Product Search" section, which includes a search filter set to "*BACARDI*" and a "Records 1 - 10" indicator. A table lists various Bacardi rum products with columns for Item Number, UPC, Product Description, Selling Unit, Units Per Case, Category, and Type. The row for "BACARDI BLACK RUM" (Item Number 23906) is highlighted in blue. A blue box with the number "1" is positioned over the selection radio button in the first column of this row.

Item Number	UPC	Product Description	Selling Unit	Units Per Case	Category	Type
<input type="radio"/>	117 620213015402	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	12 SPIRITS	RUM	RUM
<input type="radio"/>	19332 080480981556	BACARDI GRAN RESERVA MAESTRO DE RON	1 X 750 ML	12 SPIRITS	RUM	RUM
<input type="radio"/>	23893 080480007645	BACARDI OAKHEART SPICED RUM	1 X 1140 ML	6 SPIRITS	RUM	RUM
<input type="radio"/>	23899 080480007553	BACARDI SUPERIOR WHITE RUM	1 X 1140 ML	6 SPIRITS	RUM	RUM
<input checked="" type="radio"/>	23906 080480007621	BACARDI BLACK RUM	1 X 1140 ML	6 SPIRITS	RUM	RUM
<input type="radio"/>	23913 620213025104	BACARDI GOLD RUM	1 X 1140 ML	6 SPIRITS	RUM	RUM
<input type="radio"/>	25708 080480983383	BACARDI ANEJO CUATRO	1 X 750 ML	12 SPIRITS	RUM	RUM
<input type="radio"/>	25776 080480983406	BACARDI GRAN RESERVA 10 YEAR RUM	1 X 750 ML	6 SPIRITS	RUM	RUM
<input type="radio"/>	29663 29663	BACARDI TEST RUM	1 X 750 ML	12 SPIRITS	RUM	RUM
<input type="radio"/>	200295 080480400637	BACARDI COCONUT RUM	1 X 750 ML	12 SPIRITS	RUM	RUM

You will be taken back to the **Shopping Cart** and the **Item Number** will now be populated, to complete adding the item to the shopping cart:

1. Click in the **Order Quantity** field and enter the quantity.
2. Press **Enter**.

ORACLE JD Edwards

Shopping Cart - Sales Order Detail Revisions

Tools

Detail Revisions

Order Date: 12/14/2021 Privately Distributed Requested Date: MBLD Distributed Requested Date:
Privately Distributed Delivery Instructions: MBLD Distributed Delivery Instructions:
Sold To: 27010

Customer Reference: Save and Exit Delete Line Reprice Order Checkout

Records 1 - 2

<input type="checkbox"/>	Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
<input type="checkbox"/>	23906	6				
<input type="checkbox"/>						

Deleting an Item

To remove an item from your Shopping Cart:

1. Select the item's row you would like to remove by clicking the checkbox on the far left
2. Click the **Delete Line** button

Note: You can delete multiple lines at once.

The screenshot displays the Oracle JD Edwards Shopping Cart - Sales Order Detail Revisions interface. The top section includes fields for Order Date (12/14/2021), Privately Distributed Requested Date, MBL Distributed Requested Date, Sold To (27010), Privately Distributed Delivery Instructions, and MBL Distributed Delivery Instructions. Below these fields is a Customer Reference field and a navigation bar with buttons: Save and 2, Delete Line, Reprice Order, and Checkout. The 'Delete Line' button is highlighted with a red box, and the number '2' is highlighted in a blue box. The main table lists items with columns for Item Number, Order Quantity, Product Description, Package Size, Unit Price, and Extended Price. The first row (Item 18) is highlighted in blue, and the second row (Item 42) has a checked checkbox in the first column.

Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
18		48 HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
42		24 CANADIAN CLUB WHISKY	750 ml x 12	24.15	579.60
117		12 BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
389		12 KAHLUA COFFEE LIQVOR	750 ml x 12	29.70	356.40
570		12 BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
2485		24 SAUZA BLANCO TEQUILA	750 ml x 12	28.99	695.76
5363		24 WYBOROWA VODKA	750 ml x 12	25.39	609.36
5568		18 YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02

Reprice Order

Customers must select the **Reprice Order** button to see what their final price will be after any applicable pricing changes.

NOTE: If the Reprice Order button is not selected, order totals may change.

The screenshot shows the Oracle JD Edwards interface for 'Shopping Cart - Sales Order Detail Revisions'. The page includes a header with the Oracle logo and 'JD Edwards'. Below the header, there is a 'Tools' icon and a 'Detail Revisions' section. This section contains several input fields: 'Order Date' (12/14/2021), 'Privately Distributed Requested Date', 'MBLL Distributed Requested Date', 'Privately Distributed Delivery Instructions', 'MBLL Distributed Delivery Instructions', 'Sold To' (27010), and 'Customer Reference'. At the bottom of this section are four buttons: 'Save and Exit', 'Delete Line', 'Reprice Order' (highlighted with a red box), and 'Checkout'. Below the buttons is a table with 8 columns: 'Item Number', 'Order Quantity', 'Product Description', 'Package Size', 'Unit Price', and 'Extended Price'. The table contains 8 rows of data for various products.

Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
117	12	BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
2485	24	SAUZA BLANCO TEQUILA	750 ml x 12	28.99	695.76
5363	24	WYBOROWA VODKA	750 ml x 12	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02

Save and Exit

To save the items in your Shopping Cart and exit without losing them, click the **Save and Exit** button.

ORACLE JD Edwards

Shopping Cart - Sales Order Detail Revisions

Tools

Detail Revisions

Order Date: 12/14/2021 Privately Distributed Requested Date: MBL Distributed Requested Date: Privately Distributed Delivery Instructions: MBL Distributed Delivery Instructions: Sold To: 27010 Customer Reference: **Save and Exit** Delete Line Reprice Order Checkout

Records 1 - 10

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18	48	HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
<input type="checkbox"/>	<input checked="" type="checkbox"/>	117	12	BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
<input type="checkbox"/>	<input checked="" type="checkbox"/>	389	12	KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
<input type="checkbox"/>	<input checked="" type="checkbox"/>	570	12	BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2485	24	SAUZA BLANCO TEQUILA	750 ml x 12	28.99	695.76
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5363	24	WYBOROWA VODKA	750 ml x 12	25.39	609.36
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5568	18	YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23906	24	BACARDI BLACK RUM	1140 ml x 6	34.52	828.48
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BDL -MINIMUM ORDER QTY.		BDL -MINIMUM ORDER QTY.		30.00	30.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>						

Placing an Order

To begin the checkout process, click the **Checkout** button.

ORACLE JD Edwards

Shopping Cart - Sales Order Detail Revisions

Tools

Detail Revisions

Order Date: 12/14/2021 Privately Distributed Requested Date: MBL Distributed Requested Date:

Sold To: 27010 Privately Distributed Delivery Instructions: MBL Distributed Delivery Instructions:

Customer Reference:

Save and Exit Delete Line Reprice Order **Checkout**

Records 1 - 9

<input type="checkbox"/>	<input checked="" type="checkbox"/> Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price
<input type="checkbox"/>	18	48	HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
<input type="checkbox"/>	117	12	BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
<input type="checkbox"/>	389	12	KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
<input type="checkbox"/>	570	12	BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
<input type="checkbox"/>	2485	24	SAUZA BLANCO TEQUILA	750 ml x 12	28.99	695.76
<input type="checkbox"/>	5363	24	WYBOROWA VODKA	750 ml x 12	25.39	609.36
<input type="checkbox"/>	5568	18	YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02
<input type="checkbox"/>	23906	24	BACARDI BLACK RUM	1140 ml x 6	34.52	828.48
<input type="checkbox"/>						

The **Order Review** screen will open. Here you will see the order total, including taxes and any other applicable fees.

Note: We highly recommend you make note of your order number at this stage in case you need to refer to it for future inquiries.

ORACLE JD Edwards

Shopping Cart - Order Summary

Order Number: 1267913

Sold To: 27010 LIQUOR RETAIL STORE
 Ship To: 27010 LIQUOR RETAIL STORE

Records 1 - 15 * ShoppingCartOrdRew_Grid_001_CSS

Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	1 X 330 ML	2.30	110.40
		Container Deposit			4.80
117	12	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	1 X 750 ML	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	1 X 750 ML	25.89	310.68
2485	24	SAUZA BLANCO TEQUILA	1 X 750 ML	28.99	695.76
5363	24	WYBOROWA VODKA	1 X 750 ML	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1 X 1500 ML	27.39	493.02
23906	24	BACARDI BLACK RUM	1 X 1140 ML	34.52	828.48
BDL -MINIMU...		BDL -Minimum Order Qty.		30.00	30.00
		Order Total. . .			3,743.82
		Taxable Amount			3,739.02
		@ Tax Rate5.00 %			186.95
		INVOICE TOTAL			3,930.77

Revise Order Place Order

Before placing your order you can export the details of it for future reference. Go to the **Exporting Order Details** section below to see steps on how to do this.

If you would like to make changes to the order, click the **Revise Order** button and this will take you back to the Shopping Cart.

Note: You will see a warning message in the Shopping Cart stating, "Order not placed. Cart can be revised."

ORACLE® JD Edwards

Shopping Cart - Order Summary

Order Number: 1267913

Sold To: 27010 LIQUOR RETAIL STORE

Ship To: 27010 LIQUOR RETAIL STORE

Records 1 - 15 * ShoppingCartOrdRew_Grid_001_CSS

Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	1 X 330 ML	2.30	110.40
		Container Deposit			4.80
117	12	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	1 X 750 ML	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	1 X 750 ML	25.89	310.68
2485	24	SAUZA BLANCO TEQUILA	1 X 750 ML	28.99	695.76
5363	24	WYBOROWA VODKA	1 X 750 ML	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1 X 1500 ML	27.39	493.02
23906	24	BACARDI BLACK RUM	1 X 1140 ML	34.52	828.48
BDL -MINIMU...		BDL -Minimum Order Qty.		30.00	30.00
		Order Total . .			3,743.82
		Taxable Amount			3,739.02
		@ Tax Rate 5.00 %			186.95
		INVOICE TOTAL			<u>3,930.77</u>

Revise Order Place Order

Once you have reviewed your order and are satisfied with it, click the **Place Order** button.

A blue bar may appear on the top-right of the screen while the system is placing your order.

This could take a few minutes depending on the size of the upload, do not hit any buttons or close while this is processing.

ORACLE JD Edwards LIQUOR RETAIL STORE

Shopping Cart - Order Summary Personal Form: (No Personalization) ?

Order Number: 1267916
Sold To: 27010 LIQUOR RETAIL STORE
Ship To: 27010 LIQUOR RETAIL STORE

Records 1 - 15 * ShoppingCartOrdRew_Grid_001_CSS

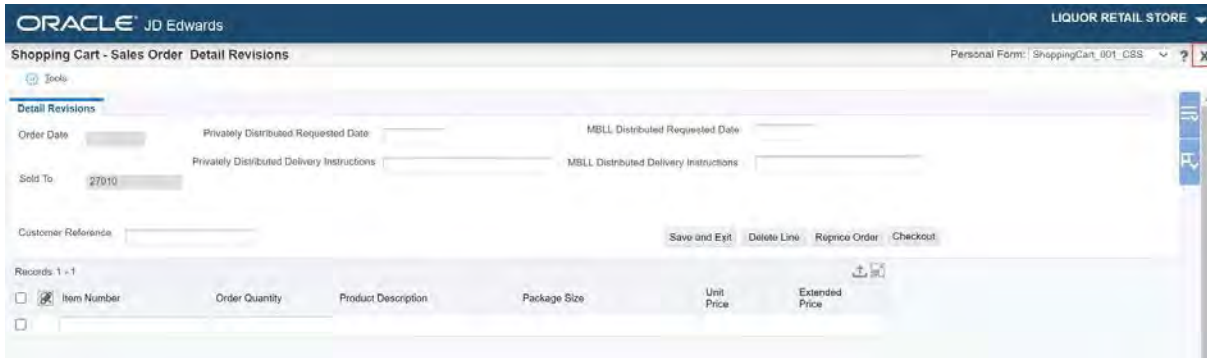
Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	1 X 330 ML	2.30	110.40
		Container Deposit			-4.80
42	24	CANADIAN CLUB WHISKY	1 X 750 ML	24.15	579.60
117	12	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	1 X 750 ML	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	1 X 750 ML	25.89	310.68
2485	12	SAUZA BLANCO TEQUILA	1 X 750 ML	28.99	347.88
5363	24	WYBOROWA VODKA	1 X 750 ML	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1 X 1500 ML	27.39	493.02
BDL -MINIMU...		BDL -Minimum Order Qty.		-30.00	30.00
		Order Total . . .			3,147.06
		Taxable Amount			3,142.26
		@ Tax Rate 5.00 %			157.11
		INVOICE TOTAL			3,304.17

Revise Order Place Order

Note: Once the order has been placed, the Order Review screen will close and you will automatically be re-directed to a now empty shopping cart.

Close Shopping Cart Screen

To exit the Shopping Cart, click on the X located on the top right corner.



You will be able to view the order that was just placed under **Pending Orders**, located on the main menu.

Exporting Order Details (Optional)

Before placing your order you can export the details of your order for future reference.

In the Shopping Cart - Order Summary, click on the **Export Grid Data** button located on the top right corner of the table.


ORACLE JD Edwards

Shopping Cart - Order Summary

Order Number: 1267917

Sold To: 27010 LIQUOR RETAIL STORE

Ship To: 27010 LIQUOR RETAIL STORE

Records 1 - 14 * ShoppingCartOrdRew_Grid_001_CSS 

Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	1 X 330 ML	2.30	110.40
		Container Deposit			4.80
42	24	CANADIAN CLUB WHISKY	1 X 750 ML	24.15	579.60
117	12	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	1 X 750 ML	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	1 X 750 ML	25.89	310.68
5363	24	WYBOROWA VODKA	1 X 750 ML	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1 X 1500 ML	27.39	493.02
BDL -MINIMU...		BDL -Minimum Order Qty.		30.00	30.00
		Order Total . .			2,799.18
		Taxable Amount			2,794.38
		@ Tax Rate5.00 %			139.72
		INVOICE TOTAL			<u>2,938.90</u>

Revise Order Place Order

The **Export Assistant** will open.

1. Select an export option
2. Select **All** under **Define Cell Range** (this will export all lines and order totals, including taxes)
3. Click **Continue** located along the top

Note: The export will not include the Order Number.

ORACLE JD Edwards

3 Shopping Cart - Order Summary

Continue Cancel

Export Assistant

Export Options

1 Export To Excel
 Export To Comma Separated Values (CSV)
 Export To Clipboard

Define Cell Range

2 Export: All Selected Range
Click Continue to export all rows and all columns.

Depending on your internet browser, a file will be created and saved in your **Downloads** folder.

In Chrome, the file will also temporarily show along the bottom. From here you have the option to **Open** the file.

ORACLE JD Edwards

Shopping Cart - Order Summary

Order Number: 1267917

Sold To: 27010 LIQUOR RETAIL STORE

Ship To: 27010 LIQUOR RETAIL STORE

Records 1 - 14 * ShoppingCartOrdRew_Grid_001_CSS

Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
18	48	HEINEKEN LAGER 330 B	1 X 330 ML	2.30	110.40
		Container Deposit			4.80
42	24	CANADIAN CLUB WHISKY	1 X 750 ML	24.15	579.60
117	12	BACARDI SUPERIOR WHITE RUM	1 X 750 ML	25.41	304.92
389	12	KAHLUA COFFEE LIQUOR	1 X 750 ML	29.70	356.40
570	12	BEEFEATER LONDON DRY GIN	1 X 750 ML	25.89	310.68
5363	24	WYBOROWA VODKA	1 X 750 ML	25.39	609.36
5568	18	YELLOW TAIL SHIRAZ	1 X 1500 ML	27.39	493.02
BDL -MINIMU...		BDL -Minimum Order Qty.		30.00	30.00
		Order Total. . .			2,799.18
		Open			2,794.38
		Always open files of this type			139.72

Revise Order Place Order

Book1 (3).xls

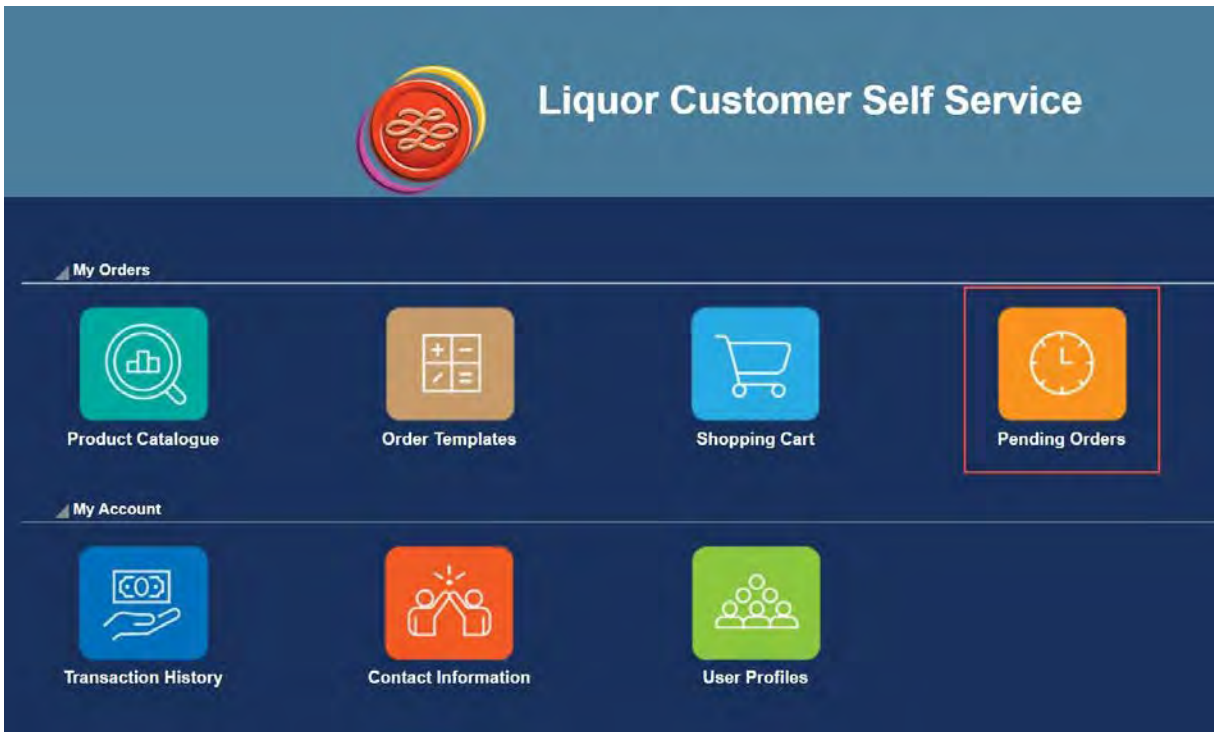
If you selected Excel as your export option, this is what the exported data will look like.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, and Alignment. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	Item Number	Order Qua	Product De	Pkge Size	Unit Price	Extended Price	
2	18	48	HEINEKEN	1 X 330 ML	2.3	110.4	
3			Container Deposit			4.8	
4	42	24	CANADIAN	1 X 750 ML	24.15	579.6	
5	117	12	BACARDI S	1 X 750 ML	25.41	304.92	
6	389	12	KAHLUA CC	1 X 750 ML	29.7	356.4	
7	570	12	BEEFEATER	1 X 750 ML	25.89	310.68	
8	5363	24	WYBOROW	1 X 750 ML	25.39	609.36	
9	5568	18	YELLOW TA	1 X 1500 M	27.39	493.02	
10	BDL -MINIMUM ORDE		BDL -Minimum Order		30	30	
11							
12			Order Total. . .			2799.18	
13			Taxable Amount			2794.38	
14			@ Tax Rate5.00 %			139.72	
15			INVOICE TOTAL			2938.9	
16							

Pending Orders

Click on the **Pending Orders** icon located in the **My Orders** section to open. Here you can see your orders that are still open/pending.



This table will only show your orders that are still open/pending and what their status is.

NOTE: Privately distributed orders will disappear from this screen overnight and will then be visible in Transaction History.

ORACLE JD Edwards
Pending Orders - Order Review Personal Form:
Tools Pending Orders - Order Review
Address Number 27010 LIQUOR RETAIL STORE
Find View Order Close
Records 1 - 10 OrderReview_003_Grid_CSS

Order Date	Order Number	Order Type	Order Type Description	Customer Reference	Order Status	Held Order Explanation
<input checked="" type="radio"/>	12/14/2021	1267916 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/14/2021	1267915 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/14/2021	1267914 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/09/2021	1267906 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/09/2021	1267899 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	11/23/2021	1267759 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	10/28/2021	1267482 S4	Sales Order -Online Self Serve	BDL Order for Oct 29	Order Entered	Finance Hold
<input type="radio"/>	10/27/2021	1267481 S4	Sales Order -Online Self Serve	WINE PO# 12345	Order in Warehousing	
<input type="radio"/>	10/27/2021	1267480 S4	Sales Order -Online Self Serve	Cooler Order Thursday	Order in Warehousing	
<input type="radio"/>	10/27/2021	1267479 S4	Sales Order -Online Self Serve	Liquor Order Friday	Order in Warehousing	

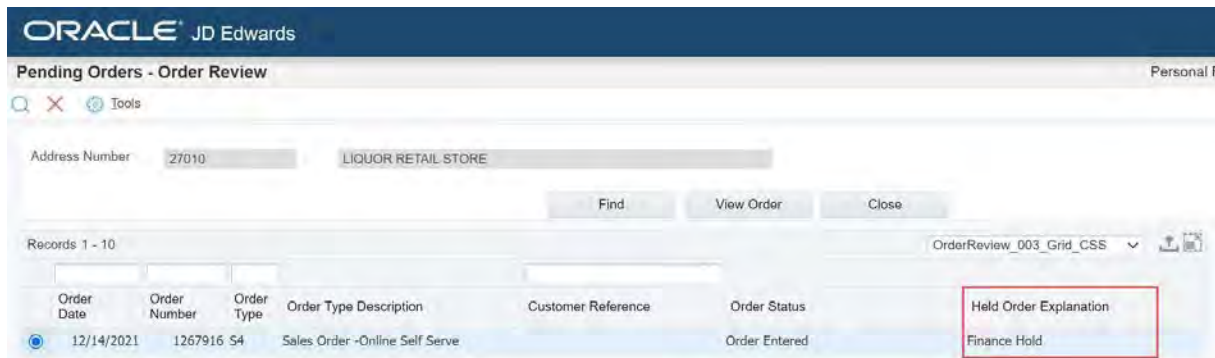
Held Order Explanation

If the order is being held, an explanation of the type of hold will be provided:

Payment Required – hold will be released once you have made payment for the total invoice amount

Finance Hold - contact Accounting for more information

Warehouse Hold – hold has been put on the order by the warehouse



The screenshot shows the Oracle JD Edwards 'Pending Orders - Order Review' interface. At the top, there is a search bar with 'Address Number' set to '27010' and 'LIQUOR RETAIL STORE'. Below the search bar are buttons for 'Find', 'View Order', and 'Close'. A table below shows one record with the following details:

Order Date	Order Number	Order Type	Order Type Description	Customer Reference	Order Status	Held Order Explanation
12/14/2021	1267916 S4	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold

If you have a question regarding a hold on one of your orders, contact the Liquor Contact Centre.

To view the details of a pending order, including the items ordered, quantity and pricing:

1. Select the order row
2. Click the **View Order** button

The screenshot displays the Oracle JD Edwards 'Pending Orders - Order Review' window. At the top, the 'Address Number' is 27010 and the location is 'LIQUOR RETAIL STORE'. Below this, there are 'Find' and 'View Order' buttons. The 'View Order' button is highlighted with a red box and a '2' next to it. Below the buttons, there is a table of pending orders. The first row is selected, and its radio button is highlighted with a red box and a '1' next to it.

Order Date	Order Number	Order Type	Order Type Description	Customer Reference	Order Status	Held Order Explanation
12/14/2021	1267916	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
12/14/2021	1267915	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
12/14/2021	1267914	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
12/09/2021	1267906	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
12/09/2021	1267899	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
11/23/2021	1267759	S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
10/28/2021	1267482	S4	Sales Order -Online Self Serve	BDL Order for Oct 29	Order Entered	Finance Hold
10/27/2021	1267481	S4	Sales Order -Online Self Serve	WINE PO# 12345	Order in Warehousing	
10/27/2021	1267480	S4	Sales Order -Online Self Serve	Cooler Order Thursday	Order in Warehousing	
10/27/2021	1267479	S4	Sales Order -Online Self Serve	Liquor Order Friday	Order in Warehousing	

This will take you to the **Open Orders – Order Review** screen. This screen shows:

- **specific order details**, including items and quantity ordered
- **order totals**, including additional charges and taxes

ORACLE JD Edwards

Pending Orders - Open Orders - Order Review

Order Number: 1267918 S4
 Sold To: 27010 LIQUOR RETAIL STORE

Records 1 - 15 * OpenOrder_Grid_001_CSS

Item Number	Order Quantity	Product Description	Vol/Case Size	Unit Price	Extended Price
18		48 HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
		Container Deposit			4.80
42		24 CANADIAN CLUB WHISKY	750 ml x 12	24.15	579.60
117		12 BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
389		12 KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
570		12 BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
2485		12 SAUZA BLANCO TEQUILA	750 ml x 12	28.99	347.88
5363		24 WYBOROWA VODKA	750 ml x 12	25.39	609.36
5568		18 YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02
		BDL -Minimum Order Qty.		30.00	30.00
		Subtotal			3,147.06
		Taxable Amount			3,142.26
		@ Tax Rate 5.000 %			157.11
		INVOICE TOTAL			3,304.17

To navigate back to the **Pending Orders** screen, click on the red **X** located in the toolbar along the top.

ORACLE JD Edwards

Pending Orders - Open Orders - Order Review

Order Number: 1267916 S4
 Sold To: 27010 LIQUOR RETAIL STORE

Records: 1 - 15 * OpenOrder_Grid_001_CSS

Item Number	Order Quantity	Product Description	Vol/Case Size	Unit Price	Extended Price
18		48 HEINEKEN LAGER 330 B	330 ml x 24	2.30	110.40
		Container Deposit			4.80
42		24 CANADIAN CLUB WHISKY	750 ml x 12	24.15	579.60
117		12 BACARDI SUPERIOR WHITE RUM	750 ml x 12	25.41	304.92
389		12 KAHLUA COFFEE LIQUOR	750 ml x 12	29.70	356.40
570		12 BEEFEATER LONDON DRY GIN	750 ml x 12	25.89	310.68
2485		12 SAUZA BLANCO TEQUILA	750 ml x 12	28.99	347.88
5363		24 WYBOROWA VODKA	750 ml x 12	25.39	609.36
5568		18 YELLOW TAIL SHIRAZ	1500 ml x 6	27.39	493.02
		BDL -Minimum Order Qty.		30.00	30.00
		Subtotal			3,147.06
		Taxable Amount			3,142.26
		@ Tax Rate 5.000 %			157.11
		INVOICE TOTAL			3,304.17

Close Pending Orders Screen

To navigate back to the **Main Menu**, click on the red X located in the toolbar along the top or click the **Close** button.

ORACLE JD Edwards

Pending Orders - Order Review Personal Form:

Address Number: 27010 LIQUOR RETAIL STORE

Find View Order Close

Records 1 - 10 OrderReview_003_Grid_CSS

Order Date	Order Number	Order Type	Order Type Description	Customer Reference	Order Status	Held Order Explanation
<input checked="" type="radio"/>	12/14/2021	1267916 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/14/2021	1267915 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/14/2021	1267914 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/09/2021	1267906 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	12/09/2021	1267899 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	11/23/2021	1267759 S4	Sales Order -Online Self Serve		Order Entered	Finance Hold
<input type="radio"/>	10/28/2021	1267482 S4	Sales Order -Online Self Serve	BDL Order for Oct 29	Order Entered	Finance Hold
<input type="radio"/>	10/27/2021	1267481 S4	Sales Order -Online Self Serve	WINE PO# 12345	Order in Warehousing	
<input type="radio"/>	10/27/2021	1267480 S4	Sales Order -Online Self Serve	Cooler Order Thursday	Order in Warehousing	
<input type="radio"/>	10/27/2021	1267479 S4	Sales Order -Online Self Serve	Liquor Order Friday	Order in Warehousing	

Transaction History

Click on the **Transaction History** icon located in the **My Account** section to open.



Here you will see all your transactions, including orders placed, credits issued and payments made.

Along the top you have options to control how you search for the transactions you want to see.

You can search for **Paid**, **Open** or **All** transactions.

You also have the option to set a date range to search within. There are 3 types of date ranges you can search for:

- **Invoice Date**
- **Due Date**
- **Statement Date**

ORACLE JD Edwards

Transaction History - Work with Customer Ledger Inquiry

✓ 🔍 ✕ ⚙️ Tools

All Paid Open

Date From Through Invoice Date Due Date Statement Date

F1nd View Invoice View Payment Details Close

Records 1 - 101

	Invoice Number	Order Number	Order Type	Order Type Description	Customer Reference	Invoice Amount	Open Amount	Invoice Date
<input checked="" type="radio"/>	5398449	1265921	S4	Sales Order -Online Self Serve	368882			06/02/2020
<input type="radio"/>	5398449	1265921	S4	Sales Order -Online Self Serve	368882	644.14	644.14	06/02/2020

Once you have made your search selection/s click the **Find** button to generate the results.

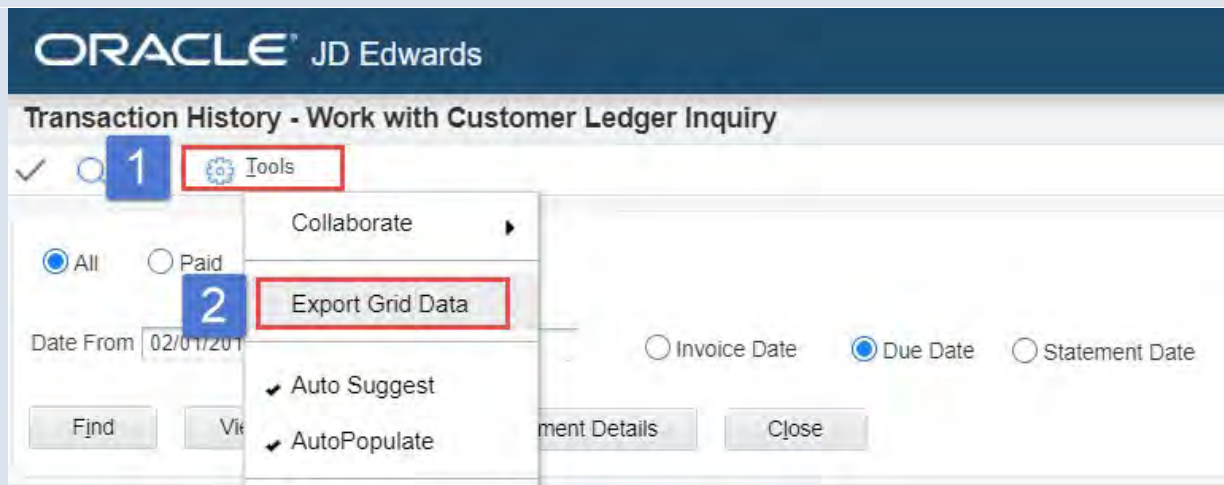
The screenshot shows the Oracle JD Edwards interface for 'Transaction History - Work with Customer Ledger Inquiry'. The search filters are set to 'All' (selected), 'Paid', and 'Open'. The date range is from 02/01/2019 to 02/28/2019, with 'Due Date' selected as the search criteria. The 'Find' button is highlighted with a red box. Below the filters, there are buttons for 'View Invoice', 'View Payment Details', and 'Close'. The table below shows two records:

Invoice Number	Order Number	Order Type	Order Type Description	Customer Reference	Invoice Amount	Open Amount	Invoice Date	Invoice Due Date
5373476	1254597	S4	Sales Order -Online Self Serve	525992	954.50		01/23/2019	02/22/2019
5373464	1254521	S4	Sales Order -Online Self Serve	525948	4,224.11		01/23/2019	02/22/2019

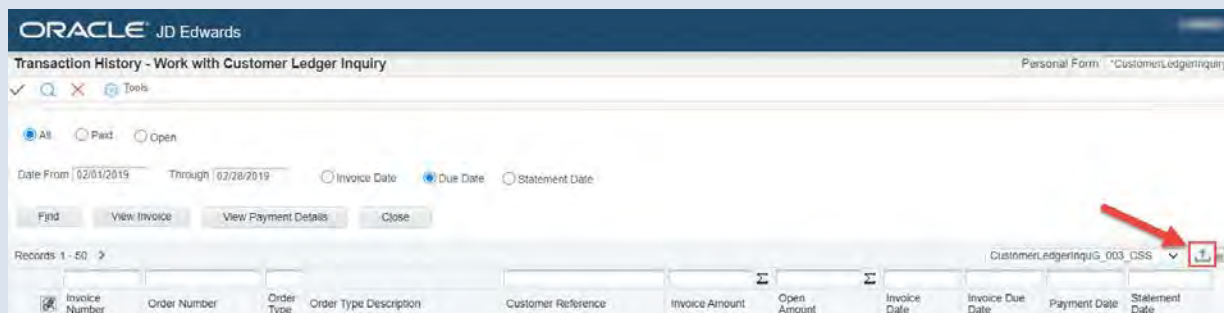
The data in the table can be exported to an Excel spreadsheet.

There are 2 ways this can be done.

The first way to export the data from the table is to click on **Tools** located on the toolbar along the top and then click **Export Grid Data** from the drop-down menu.



The second method to export the data from the table is to click on the **Export Grid Data** button located on the top right corner of the table.



To view the online invoice for a transaction:

1. Select the transaction line
2. Click the **View Invoice** button

The screenshot shows the Oracle JD Edwards interface for 'Transaction History - Work with Customer Ledger Inquiry'. The interface includes a header with the Oracle logo and 'JD Edwards', a title bar, and a toolbar with search and tools icons. Below the toolbar, there are radio buttons for 'All', 'Paid', and 'Open', and date filters for 'Date From' (02/01/2019) and 'Through' (02/28/2019). The 'Due Date' radio button is selected. A 'View Invoice' button is highlighted with a red box and a blue '2' in a square. Below the buttons, there is a table of records with columns for Invoice Number, Order Number, Order Type, Order Type Description, Customer Reference, Invoice Amount, Open Amount, Invoice Date, and Invoice Due Date. The first record is selected, and a blue '1' in a square is placed next to its 'Invoice Number' (5373464).

	Invoice Number	Order Number	Order Type	Order Type Description	Customer Reference	Invoice Amount	Open Amount	Invoice Date	Invoice Due Date
<input type="radio"/>	5373476	1254597	S4	Sales Order -Online Self Serve	525992	954.50		01/23/2019	02/22/2019
<input checked="" type="radio"/>	5373464	1254521	S4	Sales Order -Online Self Serve	525948	4,224.11		01/23/2019	02/22/2019
<input type="radio"/>	5373424	1254251	S4	Sales Order -Online Self Serve	525766	1,939.83		01/23/2019	02/22/2019

The **Online Invoice Review** provides:

- **specific order details**, including items and quantity ordered
- **order totals**, including additional charges and taxes

ORACLE [®] JD Edwards									
Transaction History - Online Invoice Review									
Invoice Number: 5373476 RI 00001 Order Number: 1254597 S4 00001 Sold To: 190									
Records 1 - 14 * TransacHist_Grid_CSS									
Item Number	Order Quantity	Product Description	Vol/Case Size	Unit Price	Extended Price	Invoice No.	Invoice Date		
11717	8	JP WISERS SPECIAL BLEND WHISKY	1140 ml x 8	33.9900	271.92	5373476	01/23/2019		
12182	2	CROWN ROYAL DELUXE WHISKY	1140 ml x 9	39.9900	79.98	5373476	01/23/2019		
23771	12	CANYON ROAD PINOT GRIGIO	750 ml x 12	8.0000	96.00	5373476	01/23/2019		
23893	3	BACARDI OAKHEART SPICED RUM	1140 ml x 6	38.9900	116.97	5373476	01/23/2019		
161356	12	WILDBERRY VODKA 4/341B	1364 ml x 6	8.8162	105.79	5373476	01/23/2019		
323972	2	SAMBUCA LIQUEUR	750 ml x 12	23.1900	46.38	5373476	01/23/2019		
439000	12	CANYON ROAD MERLOT	750 ml x 12	8.0000	96.00	5373476	01/23/2019		
439018	12	CANYON ROAD CABERNET SAUVIGNON	750 ml x 12	8.0000	96.00	5373476	01/23/2019		
Order Total . . .					909.04				
Taxable Amount					909.04				
@ Tax Rate 5.000 %					45.46				
Freight Charges									
INVOICE TOTAL					954.50				

To close the **Online Invoice Review** screen, click on the red **X** located in the toolbar along the top.

ORACLE JD Edwards

Transaction History - Online Invoice Review

Tools

Invoice Number: 5373476 RI 00001
 Order Number: 1254597 S4 00001
 Sold To: 190

Records 1 - 14 * TransacHist_Grid_CSS

<input type="checkbox"/>	Item Number	Order Quantity	Product Description	Vol/Case Size	Unit Price	Extended Price	Invoice No.	Invoice Date
<input checked="" type="checkbox"/>	11717	8	JP WISERS SPECIAL BLEND WHISKY	1140 ml x 8	33.9900	271.92	5373476	01/23/2019
<input type="checkbox"/>	12182	2	CROWN ROYAL DELUXE WHISKY	1140 ml x 9	39.9900	79.98	5373476	01/23/2019
<input type="checkbox"/>	23771	12	CANYON ROAD PINOT GRIGIO	750 ml x 12	8.0000	96.00	5373476	01/23/2019
<input type="checkbox"/>	23893	3	BACARDI OAKHEART SPICED RUM	1140 ml x 6	38.9900	116.97	5373476	01/23/2019
<input type="checkbox"/>	161356	12	WILDBERRY VODKA 4/341B	1364 ml x 6	8.8162	105.79	5373476	01/23/2019
<input type="checkbox"/>	323972	2	SAMBUCA LIQUEUR	750 ml x 12	23.1900	46.38	5373476	01/23/2019
<input type="checkbox"/>	439000	12	CANYON ROAD MERLOT	750 ml x 12	8.0000	96.00	5373476	01/23/2019
<input type="checkbox"/>	439018	12	CANYON ROAD CABERNET SAUVIGNON	750 ml x 12	8.0000	96.00	5373476	01/23/2019
<input type="checkbox"/>			Order Total . .			909.04		
<input type="checkbox"/>			Taxable Amount			909.04		
<input type="checkbox"/>			@ Tax Rate 5.000 %			45.46		
<input type="checkbox"/>			Freight Charges					
<input type="checkbox"/>			INVOICE TOTAL			954.50		

If a transaction has been paid, you can view the payment details by:

1. Selecting the transaction line
2. Clicking the **View Payment Details** button

ORACLE JD Edwards
Transaction History - Work with Customer Ledger Inquiry
Personal Form: *Cus

✓ 🔍 ✕ ⚙️ Tools

All Paid Open

Date From 02/01/2019 Through 02/28/2019 Invoice Date Due Date Statement Date

Find View Invo **2** View Payment Details Close

Records 1 - 50 > CustomerLedgerInquG_003

Invoice Number	Order Number	Order Type	Order Type Description	Customer Reference	Invoice Amount	Open Amount	Invoice Date	Invoice Due Date	Payment Date
5373602	1255326	S4	Sales Order -Online Self Serve	526254	7,492.04		01/23/2019	02/22/2019	02/20/2019
1	5373476	S4	Sales Order -Online Self Serve	525992	954.50		01/23/2019	02/22/2019	02/20/2019
5373464	1254521	S4	Sales Order -Online Self Serve	525948	4,224.11		01/23/2019	02/22/2019	02/20/2019

From the **Payment Details** screen, you will see the payment amount and which orders this payment was applied to.

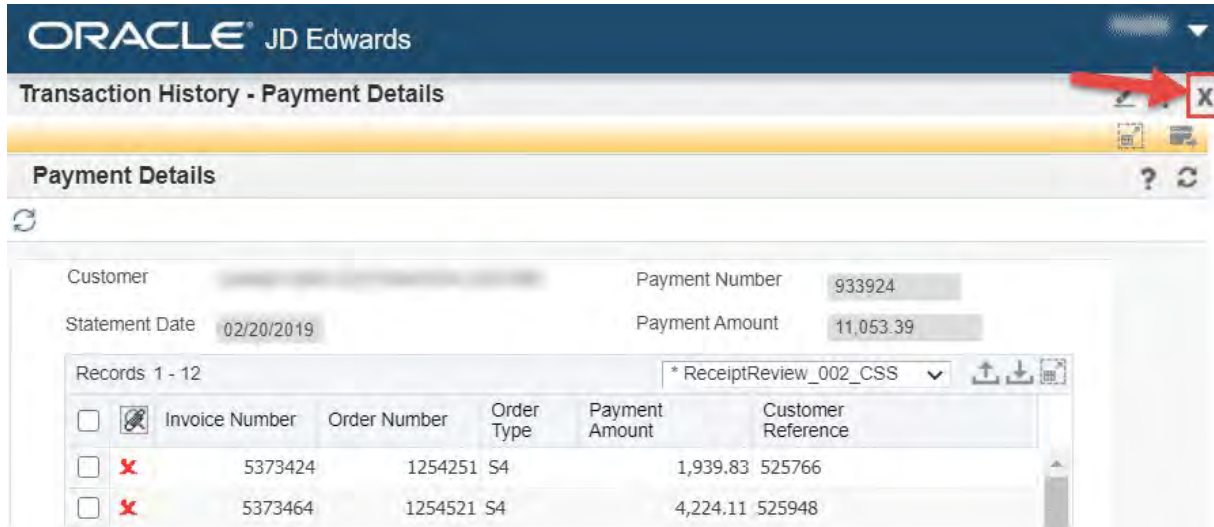
ORACLE JD Edwards
Transaction History - Payment Details
Payment Details

Customer [redacted] Payment Number 933924
Statement Date 02/20/2019 Payment Amount 11,053.39

Records 1 - 12 * ReceiptReview_002_CSS

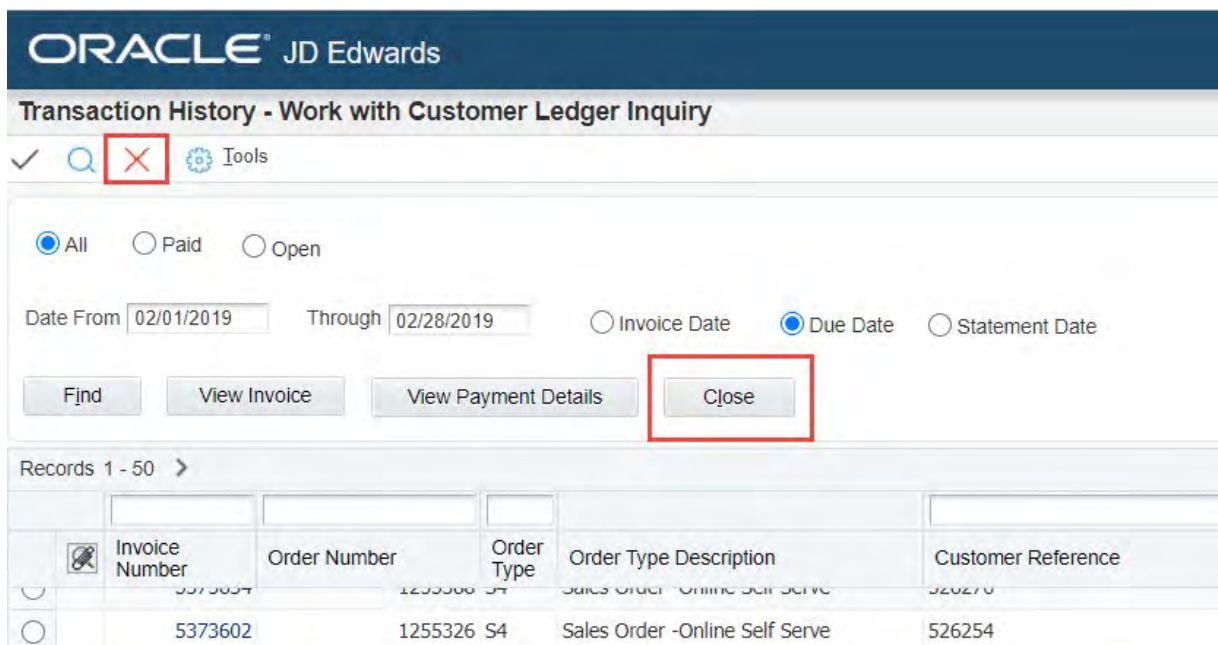
Invoice Number	Order Number	Order Type	Payment Amount	Customer Reference
5373424	1254251	S4	1,939.83	525766
5373464	1254521	S4	4,224.11	525948
5373476	1254597	S4	954.50	525992
5373602	1255326	S4	7,492.04	526254
5373634	1255388	S4	604.52	526276
5390905	243554	CB	438.18- 90	81956562
5390960	243609	CB	158.65- 91	94586
5391031	604887	CE	462.76- 90	81987436
5391032	604888	CE	152.41- 90	81987437

To close the **Payment Details** screen, click on the grey X located in the toolbar along the top right.



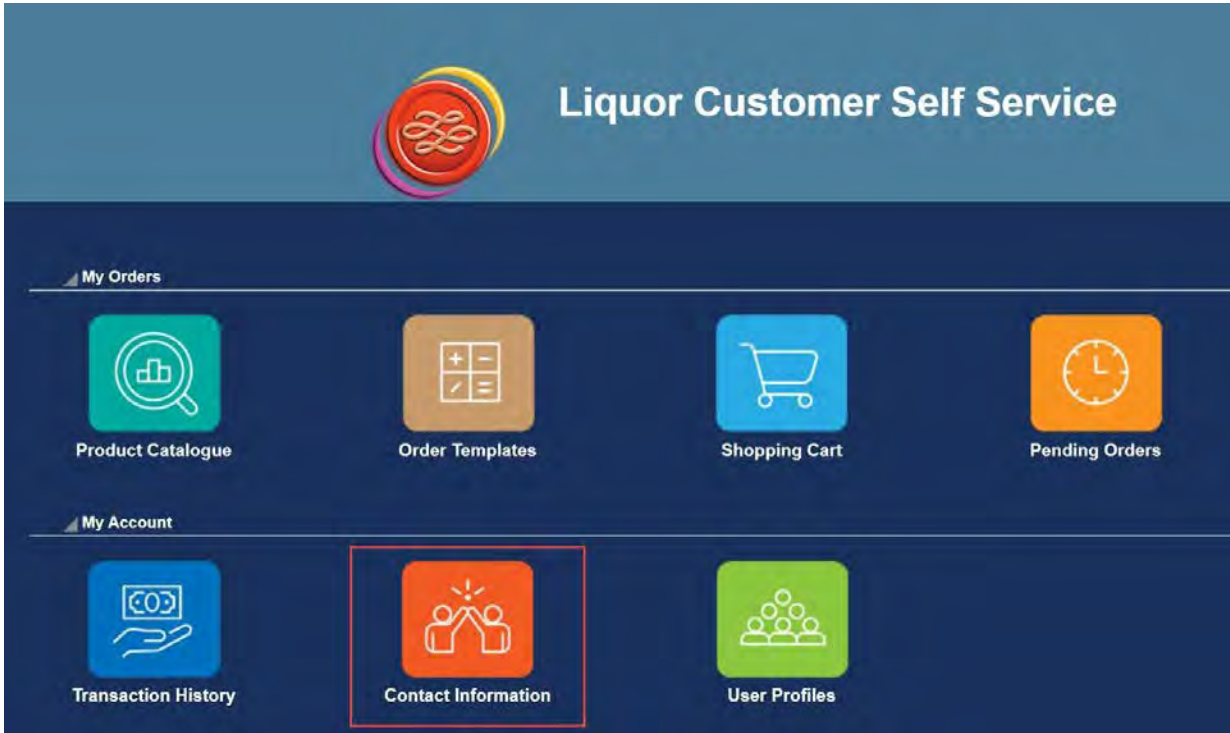
Close Transaction History Screen

To navigate out of the **Transaction History** screen back to the **Main Menu**, click on the red X located in the toolbar along the top, or click the **Close** button.



Contact Information

Click on the **Contact Information** icon located in the **My Account** section to open.



In the **Contact Information** screen, you can view your mailing address, email addresses and phone numbers.

ORACLE JD Edwards

Contact Information - Contact Information Self Service

Company Name: **LIQUOR RETAIL STORE** Address Book Number: **27010** Exit

General Info

For any changes to the below information, please send an email titled "Contact Information Change Request" outlining the change to accounting@mbll.ca

Mailing Name: LIQUOR RETAIL STORE

Address

Address Line 1	27010 MAIN STREET	City	WINNIPEG
Address Line 2		Province	Manitoba
Address Line 3		Postal Code	R0J 1W0
Address Line 4			

Electronic Addresses

Records 1 - 4 * ElectronicAdd_003_CSS

Email Address Type	Email Address
<input checked="" type="radio"/> Order Acknowledgement Email	bob@liquorretailstore.ca
<input type="radio"/> Invoice/Payment Advice Email	
<input type="radio"/> Email Address - Informational	betty@liquorretailstore.ca
<input type="radio"/> -- Select One --	

Phones

Records 1 - 4 * Phone_Cust_003_CSS

Phone Type	Phone/Fax Number
<input checked="" type="radio"/> Business Phone Number	2047881234
<input type="radio"/> Customer Cellular	2042229898
<input type="radio"/> Business - Accounting Dept	2047885678
<input type="radio"/> -- Select One --	

Phones

These are your various contact phone numbers.

Address

This is your physical address.

Electronic Addresses

This shows your email addresses which are used for:

- **Email Address - Informational:** basic contact email address
- **Order Acknowledgement:** order information (these are automatically sent by system)
- **Invoice/Payment Advice:** financial information (these are automatically sent by system)

Changes to your Contact Information can't be made directly in this screen.

To update any of your information, send an email titled "Contact Information Change Request" to accounting@mbl.ca

Close Contact Information Screen

To exit the **Contact Information** screen, click on the **Exit** button located on the top-right corner of the screen.

ORACLE JD Edwards

Contact Information - Contact Information Self Service

Company Name: **LIQUOR RETAIL STORE** Address Book Number: **27010**

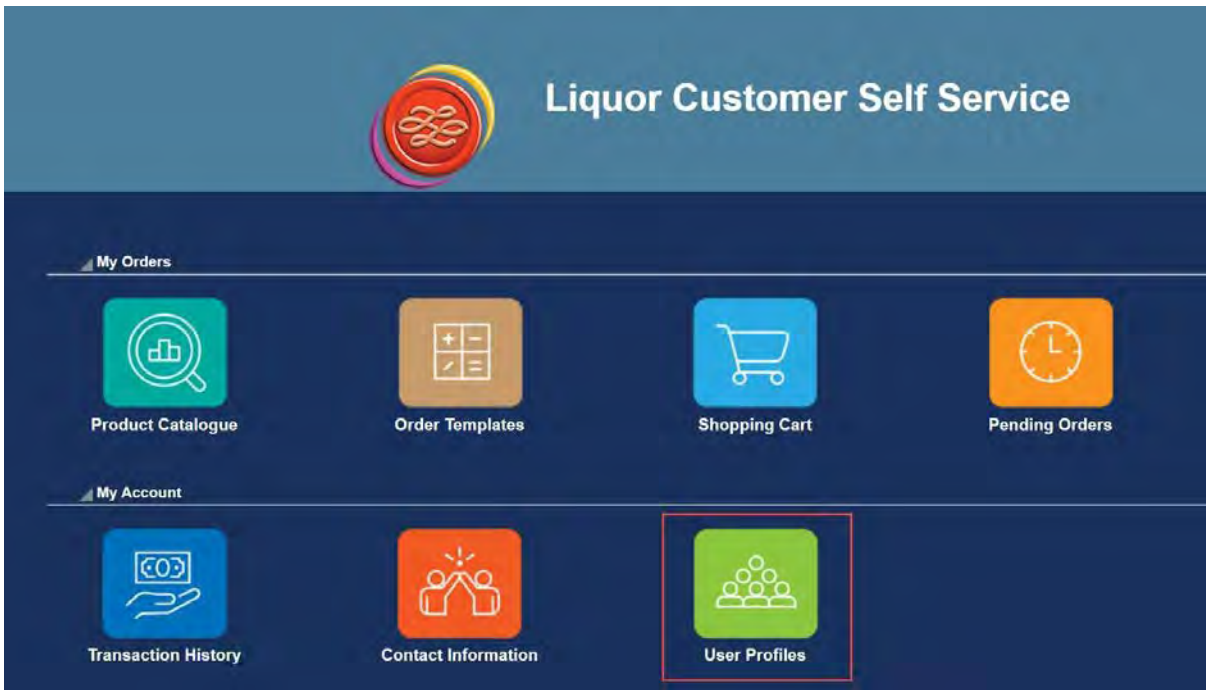
General Info

For any changes to the below information, please send an email titled "Contact Information Change Request" outlining the change to accounting@mbll.ca

Mailing Name LIQUOR RETAIL STORE

User Profiles

Click on the **User Profiles** icon located in the **My Account** section to open.



In the **Manage Users** screen, user profiles can be setup and managed.

While all users can see this screen, only those assigned an admin role will be able to access its functionality.

ORACLE JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 3

	System ID	User Name	Account Status
<input checked="" type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
<input type="radio"/>	CSSTESTSUP	csstestsup	

Add User Delete User Reset Password Lock/Unlock

Available Security Roles

Records 1 - 4

	Role	Role Description	Status	Effective Date
<input checked="" type="radio"/>	L_ADMIN	Liquor CSS Admin Role		10/22/2021
<input type="radio"/>	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
<input type="radio"/>	L_ORDERCLK	Liquor CSS Ordering Clerk role		10/22/2021

Add Role Remove Role

Type of Security Roles

Admin (L_ADMIN) —

The admin role is the only role that can control the roles of other users on the account. An admin can add, edit and delete user roles. Additionally they can reset passwords and lock/unlock an account.

It is strongly recommended that you have two admin role users set-up in case one of the admins gets locked out and needs a password reset. Support through the Liquor Contact Centre is only available Monday to Friday during regular business hours, which means they could be locked out for a while if it were to occur on an evening or weekend.

Finance Clerk (L_FINCLK) —

The finance clerk role is only able to view the financial information for the account, such as transaction history, invoices and payments.

* This role is restricted from placing orders.

Order Clerk (L_ORDERCLK) —

The order clerk role is able to place orders and has full access to the product catalogue, order templates and the shopping cart.

*This role can also see all of the same information that the finance clerk role can see.

When the customer is initially set-up, they will be given one super user account that has all 3 roles assigned to it.

Add User

To add a new user profile, click on the **Add User** button.

ORACLE JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 3

	System ID	User Name	Account Status
<input checked="" type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
<input type="radio"/>	CSSTESTSUP	csstestsup	

Add User Delete User Reset Password Lock/Unlock

Available Security Roles

Records 1 - 4

	Role	Role Description	Status	Effective Date
<input checked="" type="radio"/>	L_ADMIN	Liquor CSS Admin Role		10/22/2021
<input type="radio"/>	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
<input type="radio"/>	L_ORDERCLK	Liquor CSS Ordering Clerk role		10/22/2021

Add Role Remove Role

In the **User Profile** section there are 2 fields.

- The **System ID** field is automatically generated by the system and can't be edited.
- The **User Name** field is a required field and can't be changed once the profile has been created. This field must be unique and should help you identify who the user is. A suggestion is to use their first and last name.

The screenshot displays the Oracle JD Edwards user profile management interface. At the top, the Oracle logo and 'JD Edwards' are visible. Below that, the page title is 'User Profiles - Manage User Profiles for LIQUOR RETAIL STORE'. There are navigation icons for a checkmark, a red X, and a gear labeled 'Tools'. The main content area is divided into three sections: 'User Profile', 'User Password', and 'User Security'. In the 'User Profile' section, the 'System ID' field is highlighted with a red box and contains the value 'L27010_01'. The 'User Name' field contains the text 'REQUIRED' and has a note to its right: '*<=254 characters and unique to the system'. The 'User Password' section has two input fields for 'Password' and 'Confirm Password', with a list of requirements: 'Must include: - >= 8 characters, - a number, - a special character (!@#\$\$%), - <=2 consecutive characters'. The 'User Security' section shows 'Account Status' with 'Enabled' selected via a radio button and 'Disabled' unselected. At the bottom, there are 'Create' and 'Cancel' buttons.

In the **User Password** section you need to enter and confirm a password for the user you are creating.

The password should follow these rules:

- be at least 8 characters long
- include a number
- include a special character (!@#\$\$%)
- not have any 2 consecutive characters

ORACLE® JD Edwards

User Profiles - Manage User Profiles for LIQUOR RETAIL STORE

✓ ✕ ⚙ Tools

User Profile

System ID * L27010_01

User Name jane_smith *≤254 characters and unique to the system

User Password

Password • [] Must include:
- ≥ 8 characters
- a number
- a special character (!@#\$\$%)
- ≤2 consecutive characters

Confirm Password • []

User Security

Account Status Enabled Disabled

Create Cancel

To create the new user profile, click on the **Create** button.

ORACLE® JD Edwards

User Profiles - Manage User Profiles for LIQUOR RETAIL STORE

✓ ✕ ⚙ Tools

User Profile

System ID *

User Name *≤254 characters and unique to the system

User Password

Password

Confirm Password

Must include:
- ≥ 8 characters
- a number
- a special character (!@#\$%)
- ≤2 consecutive characters

User Security

Account Status Enabled Disabled

Assign Security Role to New or Existing Users

To complete the setup of a new user you will need to assign the type of security role they will have:

1. Select the user
2. Select the type of security role from the **Available Security Roles** list (you can only add 1 role at a time)
3. Click the **Add Role** button

ORACLE JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 4

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
1	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	jane_smith	

Add User Delete User Reset Password Lock/Unlock

Available Security Roles

Records 1 - 4

	Role	Role Description	Status	Effective Date
<input type="radio"/>	L_ADMIN	Liquor CSS Admin Role		10/22/2021
<input type="radio"/>	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
2	<input checked="" type="radio"/>	L_ORDERCLK	Liquor CSS Ordering Clerk role	10/22/2021

3 Add Role Remove Role

Once a role has been assigned, it will show as "Enrolled" in the **Status** column.

ORACLE® JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 4

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
<input type="radio"/>	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	jane_smith	

Add User Delete User Reset Password Lock/Unlock

Available Security Roles

Records 1 - 4

	Role	Role Description	Status	Effective Date
<input type="radio"/>	L_ADMIN	Liquor CSS Admin Role		10/22/2021
<input type="radio"/>	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
<input checked="" type="radio"/>	L_ORDERCLK	Liquor CSS Ordering Clerk role	Enrolled	10/22/2021

Add Role Remove Role

A security role must be assigned to a new user or they will not be able to login.

If a security role is changed, there may be a 10 minute delay while the system updates.

When setting up another Admin User Role, all 3 security roles must be assigned (users can only assign roles that are assigned to themselves).

Delete User

To delete a user profile:

1. Select the user you would like to delete
2. Click the **Delete User** button

ORACLE JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 4

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
1	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	jane_smith	

Add User **2** Delete User Reset Password Lock/Unlock

Available Security Roles

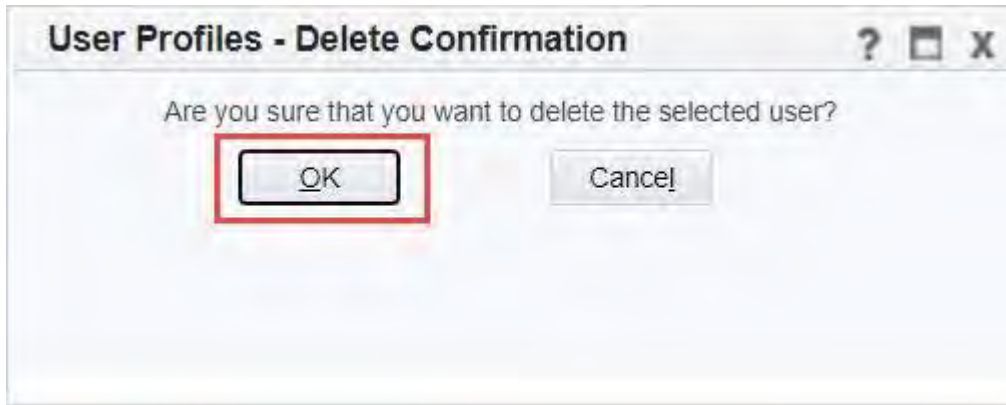
Records 1 - 4

	Role	Role Description	Status	Effective Date
<input type="radio"/>	L_ADMIN	Liquor CSS Admin Role		10/22/2021
<input type="radio"/>	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
<input checked="" type="radio"/>	L_ORDERCLK	Liquor CSS Ordering Clerk role	Enrolled	10/22/2021

Add Role Remove Role

A **Delete Confirmation** pop-up window will open.

Click the **OK** button to confirm or the **Cancel** button to cancel this action.



The admin super user account/s will be responsible for managing all of your users' passwords.

They can reset a password if a user forgets it or gets locked out of their account due to entering the incorrect password too many times.

Reset a User Password

To reset a user password:

1. Select the user you would like to reset the password for
2. Click the **Reset Password** button

ORACLE JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 4

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
1	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	m_sanchez	

Add User Delete User **2** Reset Password Lock/Unlock

In the **Administrative Password Revisions** section:

1. Enter the new password in the **Password** field
2. Re-enter the new password in the **Confirm New Password** field
3. Click the **Save** button

Note: You can click the Cancel button to back out of making any changes.

ORACLE® JD Edwards

User Profiles - Manage User Profiles for LIQUOR RETAIL STORE

✓ ✗ ⚙ Tools

Administrative Password Revisions

System ID L27010_01

Password **1** Must include:
- >= 8 characters
- a number
- a special character (!@#\$\$%)
- <=2 consecutive characters

Confirm New Password **2**

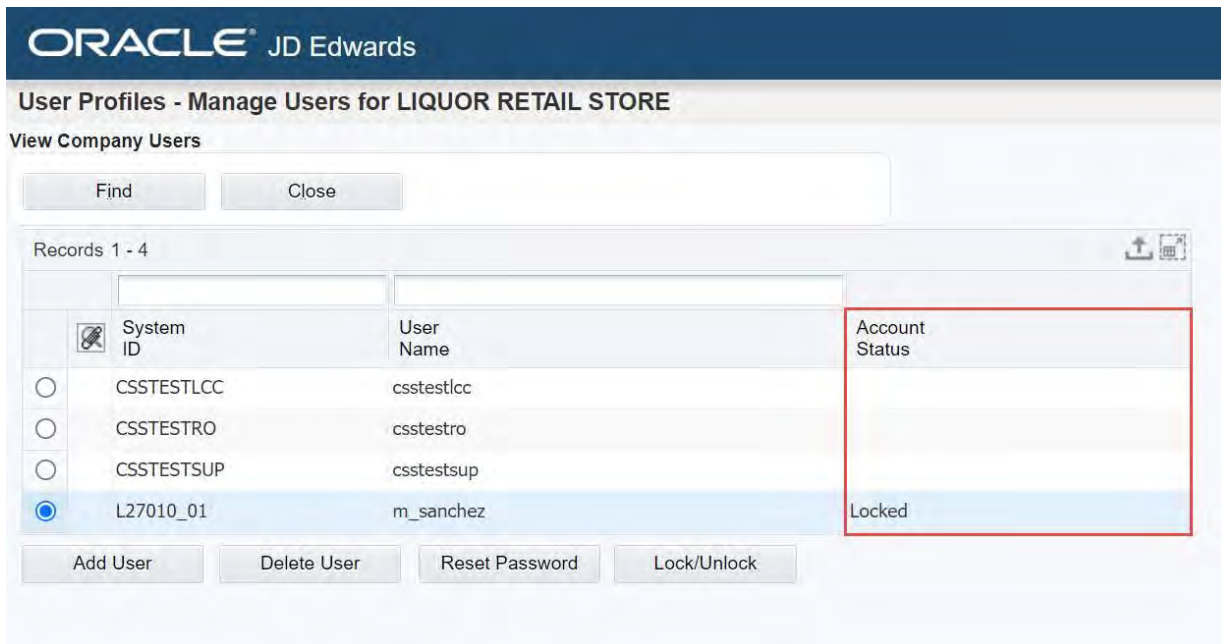
3

This process can also be used by a user to update their own password if they would like to change it.

Lock/Unlock a User

If a user has entered their password incorrectly too many times, they will be locked out of their account.

The user's **Account Status** will show as **Locked**.



ORACLE® JD Edwards

User Profiles - Manage Users for LIQUOR RETAIL STORE

View Company Users

Find Close

Records 1 - 4

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
<input type="radio"/>	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	m_sanchez	Locked

Add User Delete User Reset Password Lock/Unlock

To unlock a user's account:

1. Select the user you would like to unlock
2. Click the **Lock/Unlock** button

Once you have unlocked the account, reset the user's password following the steps outlined in the **Reset Password** section above.

The screenshot displays the Oracle JD Edwards 'User Profiles - Manage Users for LIQUOR RETAIL STORE' interface. It features a search bar with 'Find' and 'Close' buttons, and a table of users. The table has columns for System ID, User Name, and Account Status. The user 'L27010_01' with username 'm_sanchez' and status 'Locked' is selected. Below the table are buttons for 'Add User', 'Delete User', 'Reset Password', and 'Lock/Unlock'. A red box highlights the 'Lock/Unlock' button, and a blue box highlights the '1' next to the selected user row.

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
1	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	m_sanchez	Locked

The admin super user can also lock a user's account.

For example, if a user no longer requires the login, the account can be locked to ensure that they can't access the account information or place additional orders (if they have order access).

Close User Profiles Screen

To navigate back to the **Main Menu**, click the **Close** button.

The screenshot shows the Oracle JD Edwards interface for managing users. The title bar reads "ORACLE® JD Edwards" and the page title is "User Profiles - Manage Users for LIQUOR RETAIL STORE". Below the title, there is a section labeled "View Company Users" with a search bar containing "Find" and "Close" buttons. The "Close" button is highlighted with a red box. Below the search bar, there is a table with the following data:

	System ID	User Name	Account Status
<input type="radio"/>	CSSTESTLCC	csstestlcc	
<input type="radio"/>	CSSTESTRO	csstestro	
<input type="radio"/>	CSSTESTSUP	csstestsup	
<input checked="" type="radio"/>	L27010_01	m_sanchez	

At the bottom of the table, there are four buttons: "Add User", "Delete User", "Reset Password", and "Lock/Unlock".