

To: Liquor Commercial Customers
From: Manitoba Liquor & Lotteries (MBLL)
Date: February 18, 2025
RE: Customer Self Service (CSS) Outage and Upgrade to Checkout

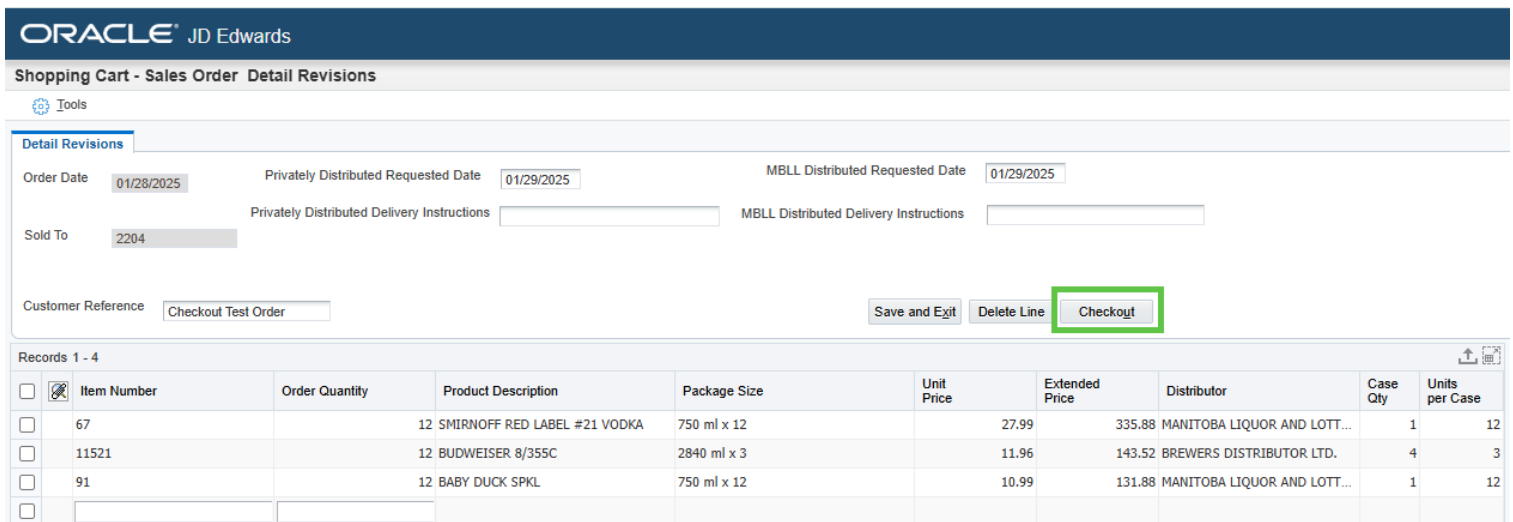
CSS Outage and Upgrade to Checkout

Effective Tuesday, March 4th, 2025, there will be an update to Customer Self Service (CSS) that will enhance your order placement experience and streamline the final steps of your ordering process. Due to this, Liquor Commercial Customers will be unable to place orders on CSS between 6:00 am – 7:00 am on Tuesday, March 4th, 2025. To ensure minimal disruption to your business, customers are encouraged to place orders for liquor products prior to this system upgrade window, or after it is complete on Tuesday, March 4th, 2025.

With this update, the current **Reprice** button will be replaced with a new, mandatory **Checkout** button. The **Checkout** button will automatically calculate all applicable fees, dues, and taxes, giving you a clear and complete view of your total invoice before submitting your order.

How to Use the Checkout Button:

Placing a New Order: Instead of using the Reprice button, simply click on the new **Checkout** button to see the final invoice total before confirming your order.



The screenshot shows the Oracle JD Edwards Shopping Cart interface. At the top, it says "ORACLE JD Edwards" and "Shopping Cart - Sales Order Detail Revisions". Below this, there are several input fields for "Order Date", "Privately Distributed Requested Date", "MBLL Distributed Requested Date", "Sold To", "Privately Distributed Delivery Instructions", and "MBLL Distributed Delivery Instructions". A "Customer Reference" field contains "Checkout Test Order". At the bottom right, there are three buttons: "Save and Exit", "Delete Line", and "Checkout". The "Checkout" button is highlighted with a green border.

Item Number	Order Quantity	Product Description	Package Size	Unit Price	Extended Price	Distributor	Case Qty	Units per Case
67	12	SMIRNOFF RED LABEL #21 VODKA	750 ml x 12	27.99	335.88	MANITOBA LIQUOR AND LOTT...	1	12
11521	12	BUDWEISER 8/355C	2840 ml x 3	11.96	143.52	BREWERS DISTRIBUTOR LTD.	4	3
91	12	BABY DUCK SPKL	750 ml x 12	10.99	131.88	MANITOBA LIQUOR AND LOTT...	1	12

Shopping Cart - Order Summary

Order Number 2516455

Sold To

Ship To

Item Number	Order Quantity	Product Description	Pkge Size	Unit Price	Extended Price
67	12	SMIRNOFF RED LABEL #21 VODKA	1 X 750 ML	27.99	335.88
11521	12	BUDWEISER 8/355C	8 X 355 ML	11.96	143.52
		Container Deposit			9.60
91	12	BABY DUCK SPKL	1 X 750 ML	10.99	131.88
MHA DUES- ML...		MHA Dues- MLCC liquor		1.87	1.87
MHA DUES- PR...		MHA Dues- Private Distribution		.57	.57
BDL -MINIMU...		BDL -MINIMUM ORDER QTY.		75.00	75.00
		Order Total. . .			698.32
		Taxable Amount			686.28
		@ Tax Rate5.00 %			20.54
		INVOICE TOTAL			718.86

Records 1 - 12 * ShopingCartOrdRew_Grid_001_CSS

Revise Order Place Order

Order Revisions: Should you need to revise your order, select **Revise Order**, make the necessary edits, and then click on the **Checkout** button again. This will automatically update the invoice total to reflect any changes made.

Place Order: Once your order is complete, click the **Place Order** button to submit it. Your order has now been successfully submitted.

Should you have any questions or require assistance, please contact the Liquor Contact Centre at 204-474-5500 or LiquorContactCentre@mbl.ca.