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.

There are 7 modules outlining the most common functions you will perform.
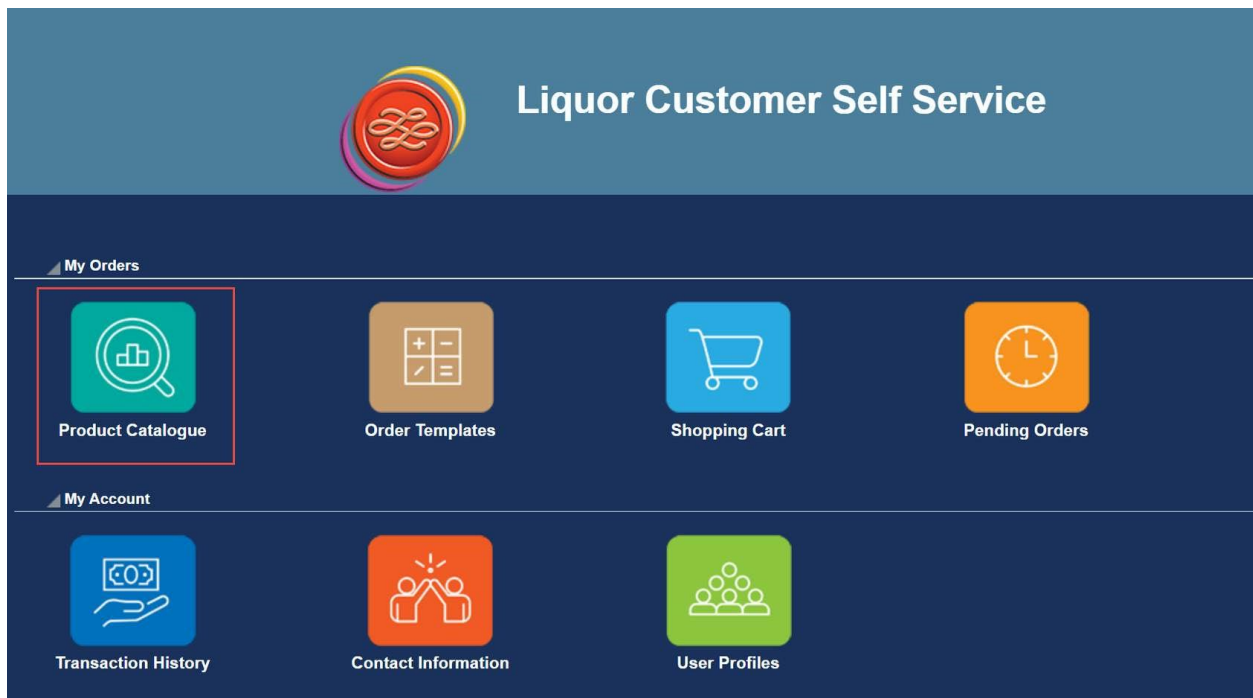
Table of Contents

1. Product Catalogue
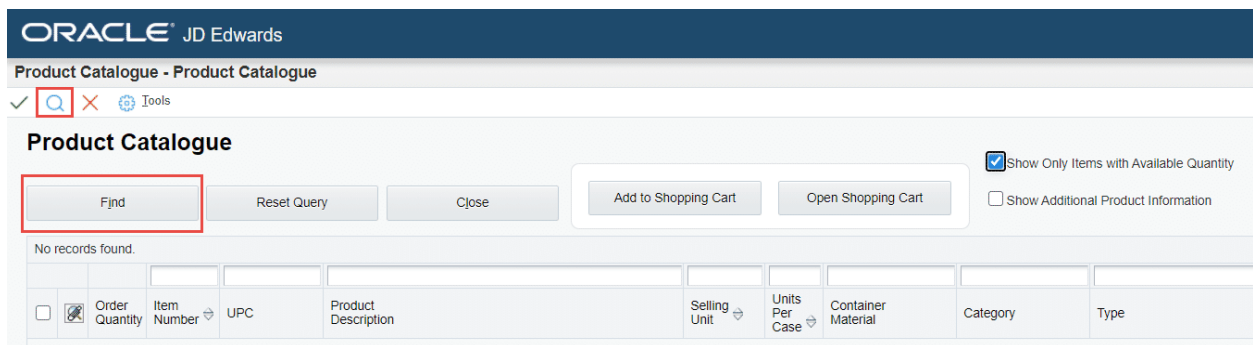
Accessing the Product Catalogue Screen

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.

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.

Ordering an Item

You can add items to your Shopping Cart directly from the Product Catalogue.
Click in the **Order Quantity** field and type in the quantity you would like to order.

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.

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**.

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

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

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**.
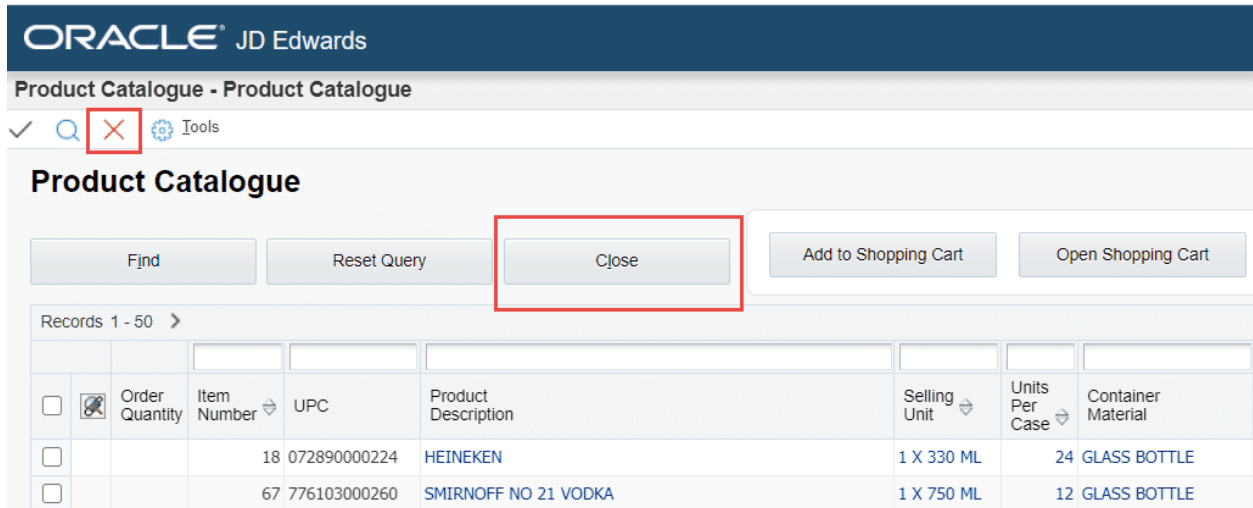
Closing the Product Catalogue Screen

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.

2. Order Templates

Accessing the Order Templates Screen

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.
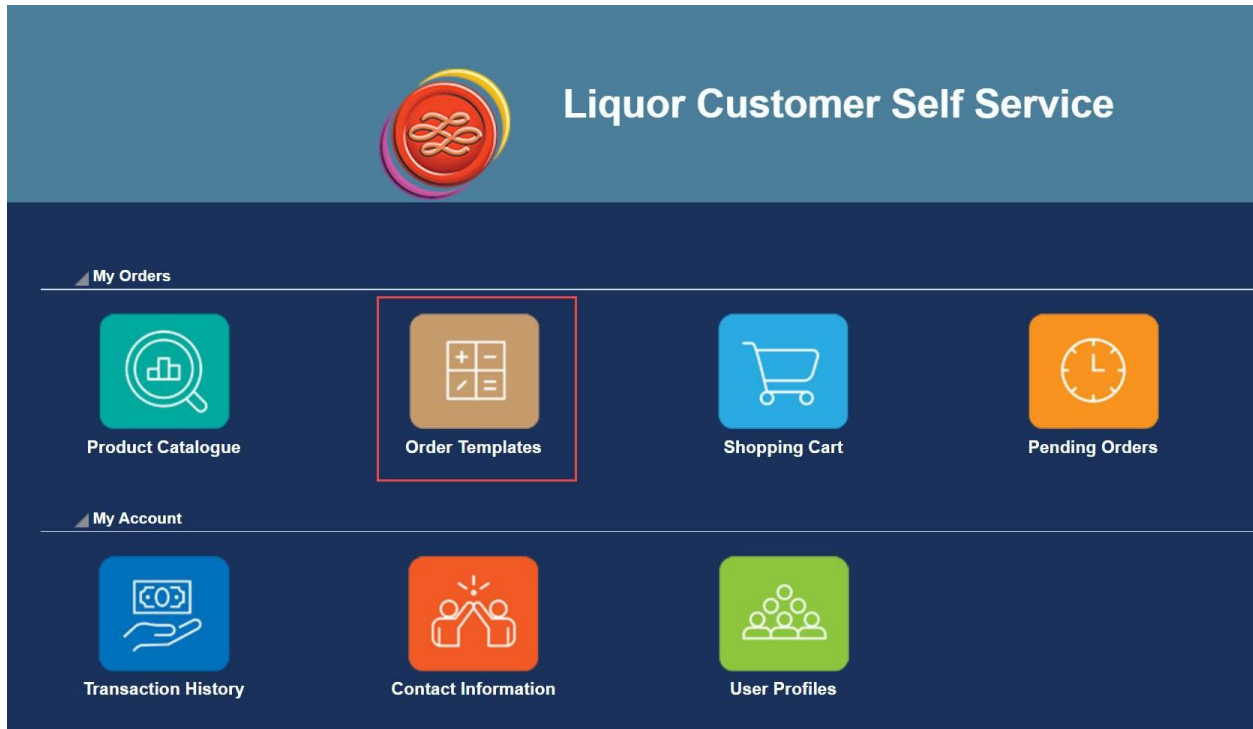
Creating a New Order Template

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

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

To add order items to the template, enter the I**tem Number** and **Quantity**.
Once you enter the item number, the **Product Description** field will automatically populate.

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

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.

Using a Template to Place an Order

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

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.

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.

Editing an Existing Template

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

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.

Copying a Template

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

You can now enter a name for the template and edit the order.
Click on the **Save** button to save your changes.

Deleting a Template

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

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

ORACLE® JD Edwards

Order Templates - Order Templates for LIQUOR RETAIL STORE

✓ Q + ▢ 🗑 ✕ ⚙ Tools

Manage Order Templates

Order Templates - Delete Confirmation   ℹ

Are you sure that you want to Delete the selected Template?

OK   Cancel

Records 1 - 4
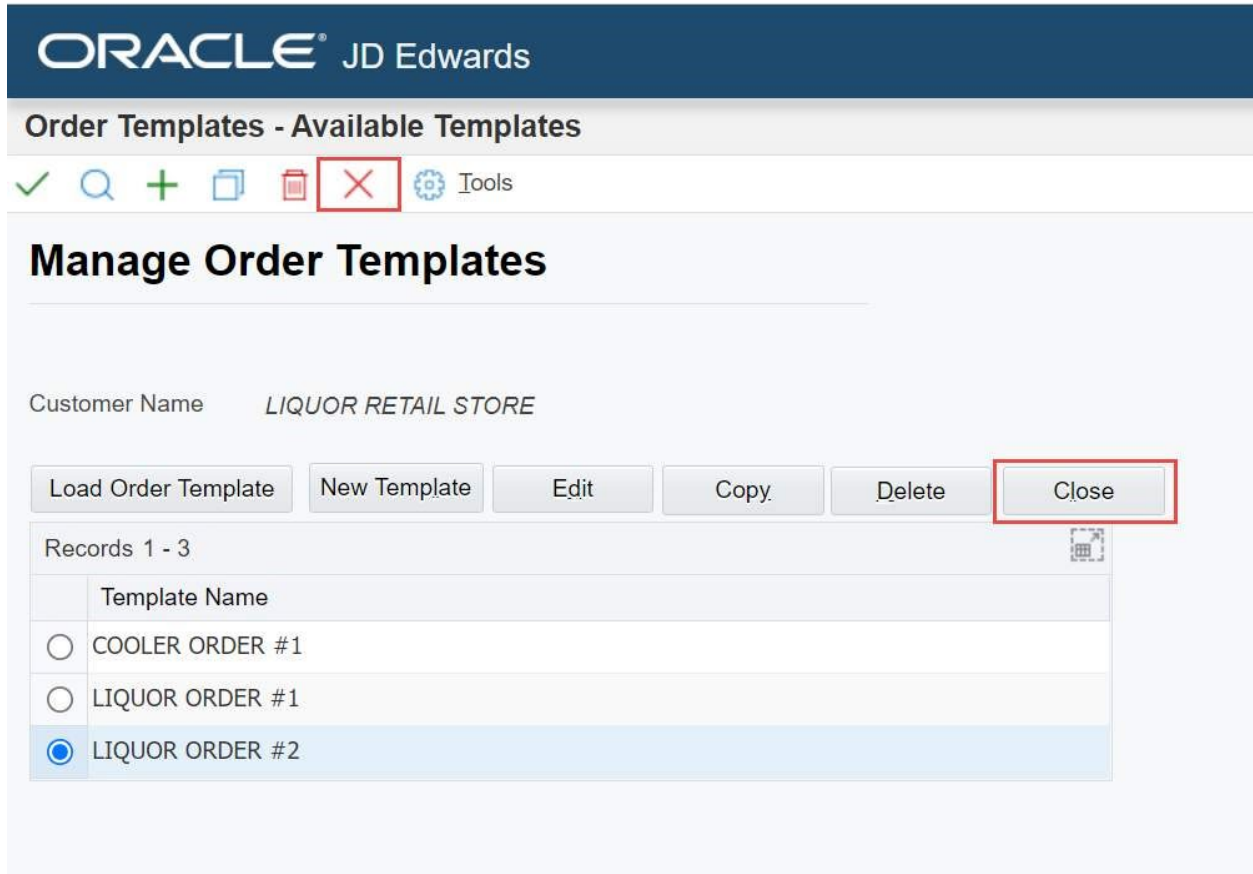
Template Name
○ COOLER ORDER #1
○ LIQUOR ORDER #1
○ LIQUOR ORDER #2
◉ Weekly Order
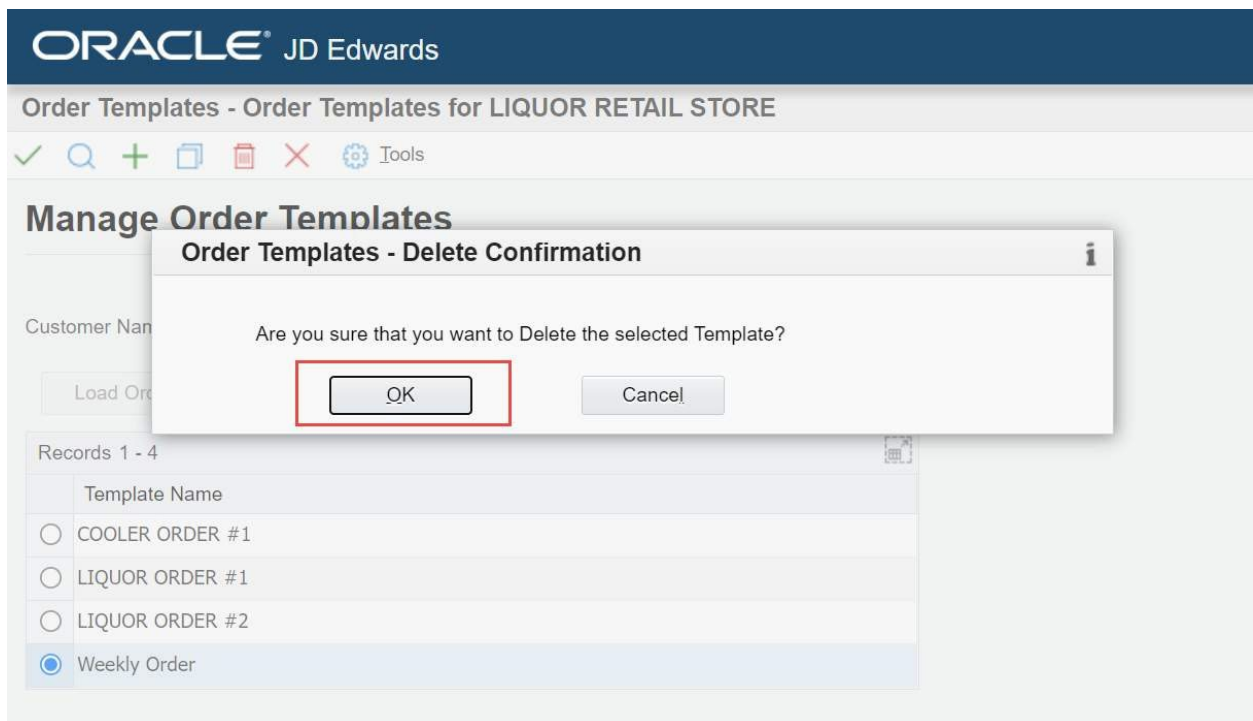
Closing the Order Templates Screen

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

3. Shopping Cart

Accessing the Shopping Cart Screen

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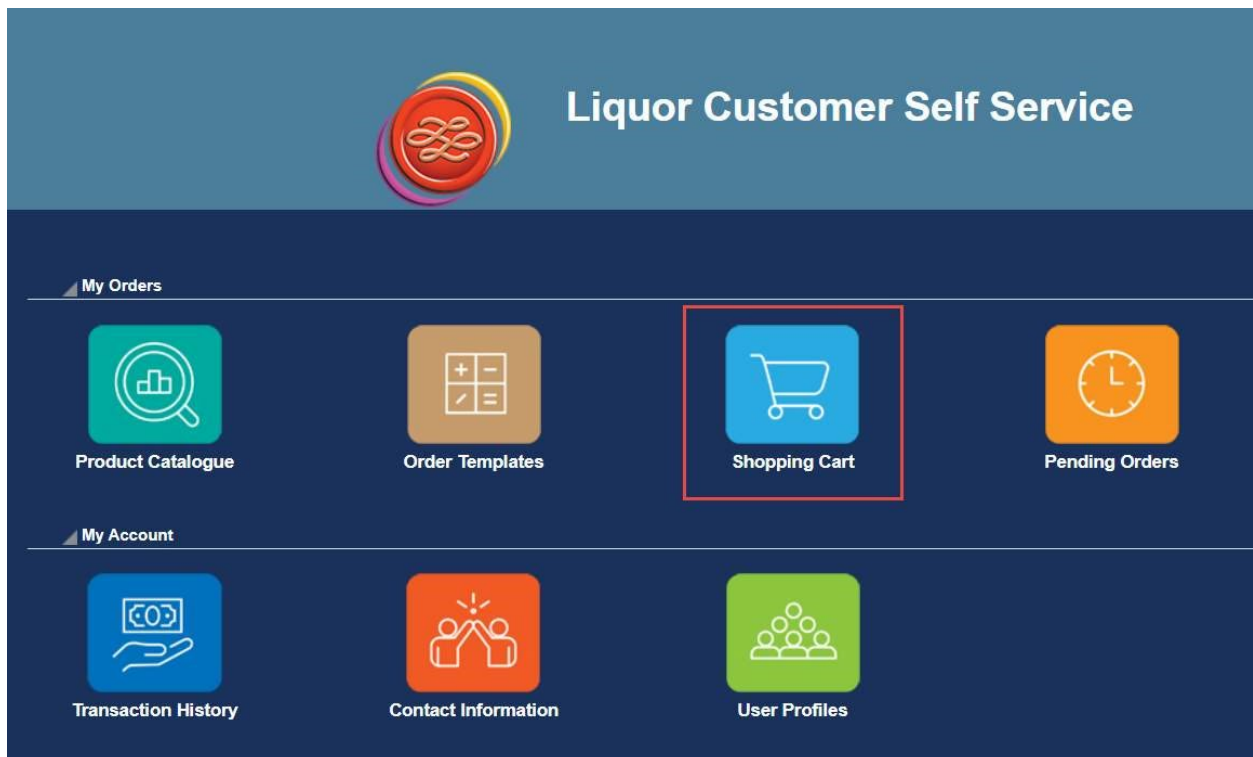
If multiple users are using the Liquor Customer Self Service at the same time, items being added to an order are saved to a shared shopping cart.

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

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:
1. Manually Enter Item Number and Quantity
2. Copy & Paste from an Excel Spreadsheet
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.**

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.

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**.

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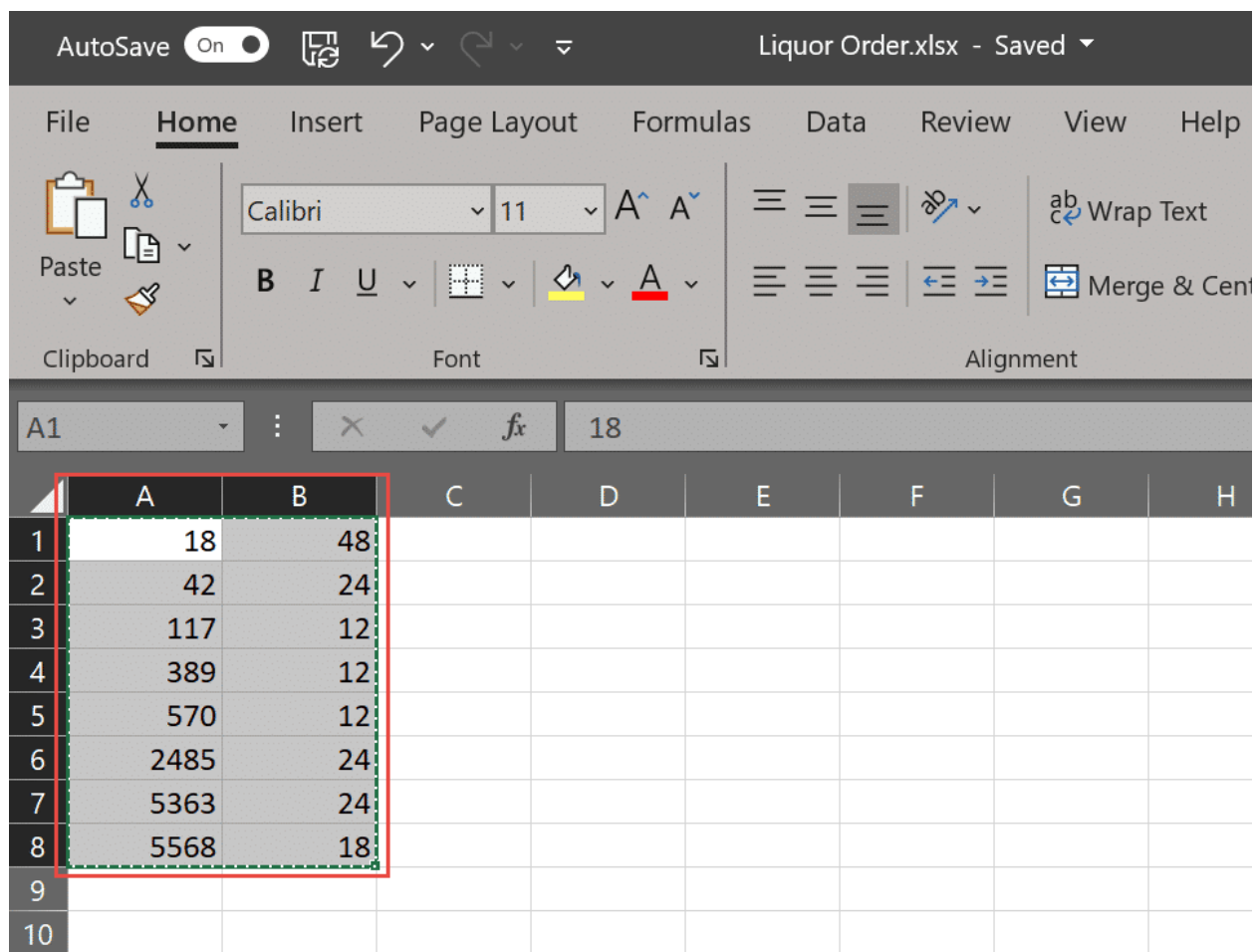
1. On a new line, re-enter the **Item Number**.
2. Enter the correct order multiple in the **Order Quantity** field.
3. Press **Enter**.
4. **Delete** the "red lined" item that contains the incorrect order multiple from the order.

Option 2 – 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

Privately Distributed Delivery Instructions

MBLL Distributed Requested Date

MBLL Distributed Delivery Instructions

Sold To: 27010

Customer Reference

[Save and Exit] [Delete Line] [Reprice Order] [Checkout]

Records 1 - 9

		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 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
☐							

Option 3 – Use the Product Search Function

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.

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 | | | | | ? ▢ X |

Product Search

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

Records 1 - 10

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.

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

Shopping Cart - Product Search & Select

Product Search

Records 1 - 10

BACARDI

33

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.**

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.

Repricing an 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.

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 | |

| | | Privately Distributed Delivery Instructions | | MBLL Distributed Delivery Instructions | |

Sold To   27010

Customer Reference

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

Records 1 - 8

☐ 🖉	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
☐						

Saving and Exiting

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

	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
☐	23906	24	BACARDI BLACK RUM	1140 ml x 6	34.52	828.48
☐	BDL -MINIMUM ORDER QTY.		BDL -MINIMUM ORDER QTY.		30.00	30.00
☐						

Shopping Cart - Sales Order Detail Revisions

ORACLE JD Edwards

Tools

Detail Revisions

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

Privately Distributed Delivery Instructions   MBLL Distributed Delivery Instructions

Sold To 27010

Customer Reference   Save and Exit   Delete Line   Reprice Order   Checkout

Records 1 - 10

Placing an Order

To begin the checkout out 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 | | 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 - 9

		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
☐		23906	24	BACARDI BLACK RUM	1140 ml x 6	34.52	828.48
☐							

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   * ShopingCartOrdRew_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 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   * ShopingCartOrdRew_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

40

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.

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.

Closing the 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.

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.

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.

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

	A	B	C	D	E	F	G
1	Item Numb	Order Qua	Product D	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 C(	1 X 750 ML	29.7	356.4
7	570		12	BEEFEATEF	1 X 750 ML	25.89	310.68
8	5363		24	WYBOROW	1 X 750 ML	25.39	609.36
9	5568		18	YELLOW T/	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							

46

4. Pending Orders

Accessing the Pending Orders Screen

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.
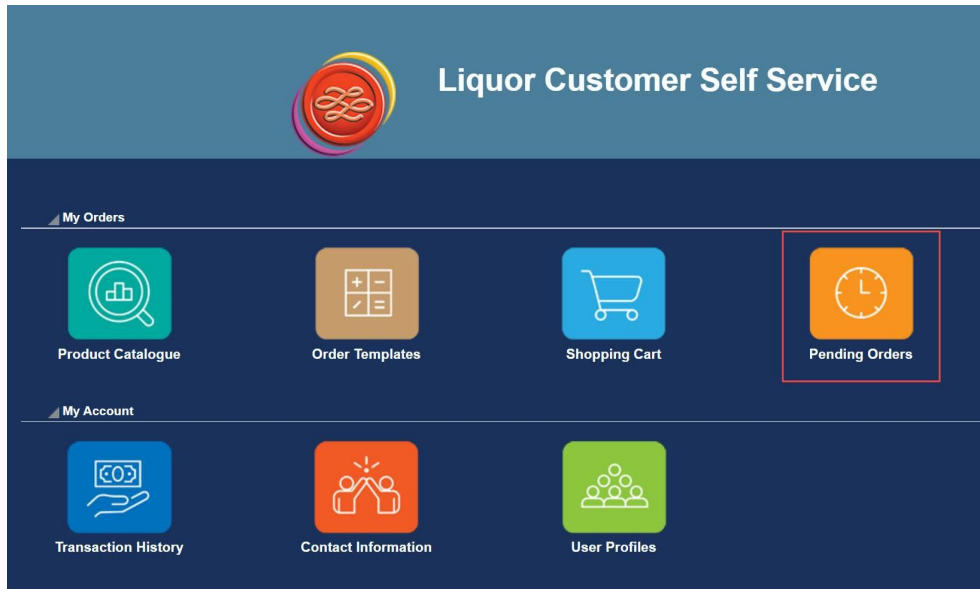
This table will only show your orders that are still open/pending and what their status is.
NOTE: Privately distributed orders will disappear from this screen overnight and will
then be visible in Transaction History.

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

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

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

🔍 ✕ ⚙ Tools

| 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 Rate5.000 %			157.11
○			INVOICE TOTAL			3,304.17

50

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

		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 Rate5.000 %			157.11
○				INVOICE TOTAL			3,304.17

Closing the 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.

5. Transaction History

Accessing the Transaction History Screen

Click on the **Transaction History** icon located in the **My Account** section to open.
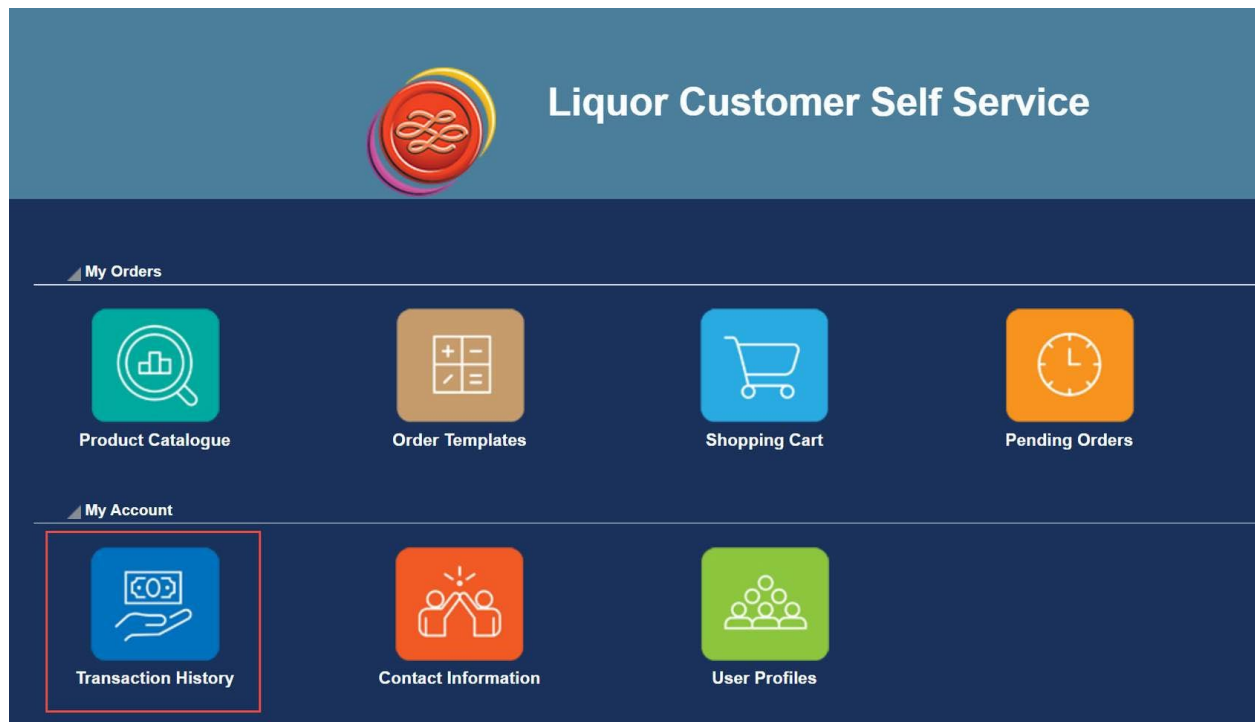
Here you will see all your transactions, including orders placed, credits issued and payments made.

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**

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

Exporting Data

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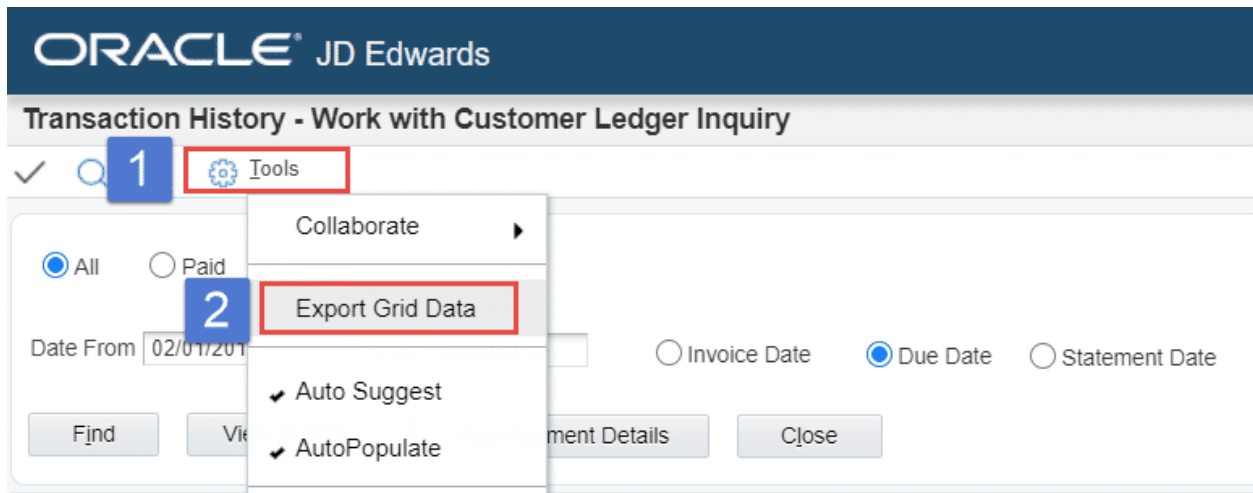
The second method to export the data from the table is to click on the **Export Grid Data** button located on the top right corner of the table.
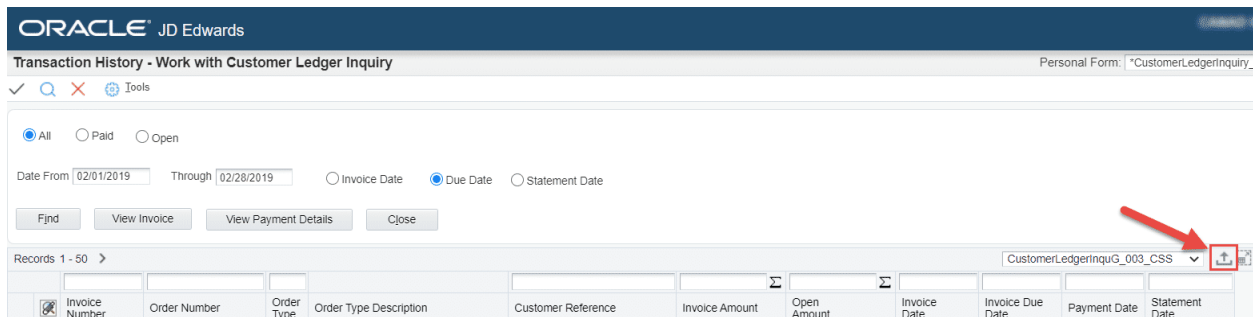
Online Invoice

To view the online invoice for a transaction:
1. Select the transaction line
2. Click the **View Invoice** button

The **Online Invoice Review** provides:
- **specific order details**, including items and quantity ordered
- **order totals**, including additional charges and taxes

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

		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 Rate5.000 %			45.46		
○				Freight Charges					
○				INVOICE TOTAL			954.50		

Payment Details

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

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

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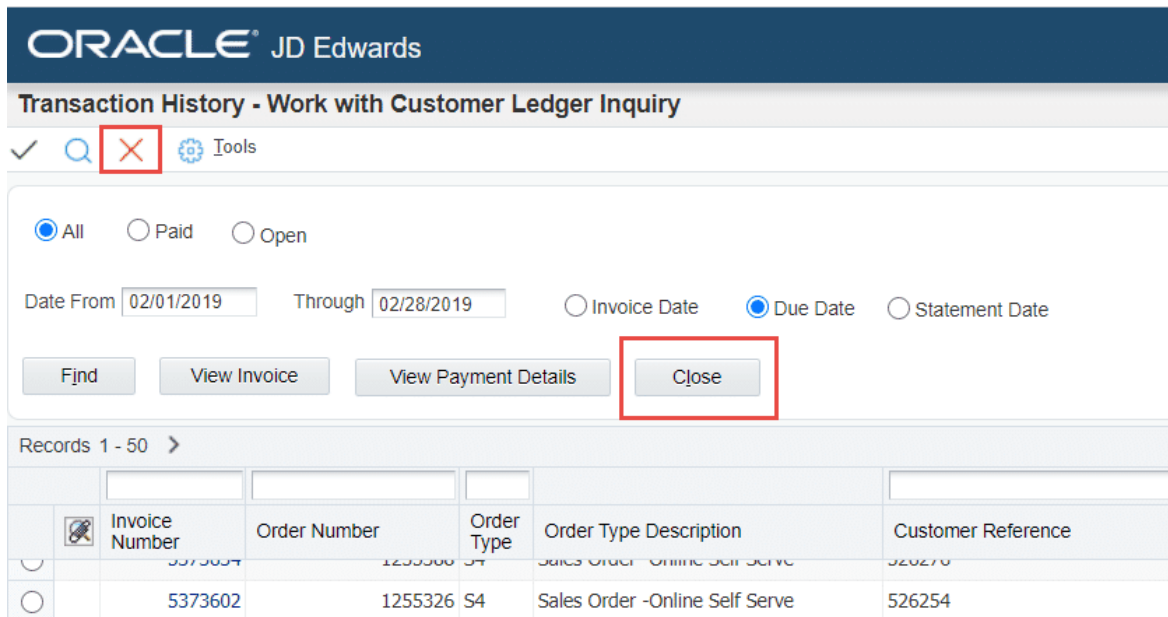
Closing the Transaction History Screen

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.

6. Contact Information

Accessing the Contact Information Screen

Click on the **Contact Information** icon located in the **My Account** section to open.
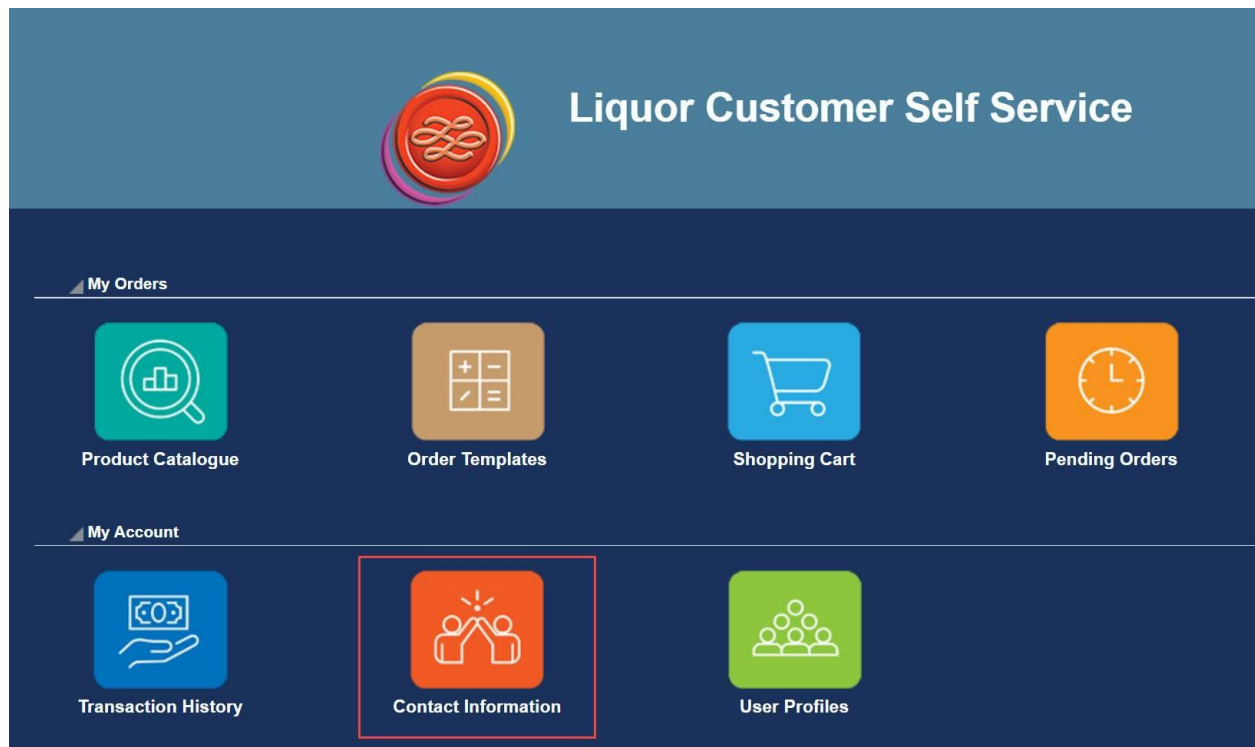
In the **Contact Information** screen, you can view your mailing address, email addresses and phone numbers.

- **Address** – This is your physical address.
- **Electronic Address** – 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)
- **Phones** – These are your various contact phone numbers.

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@mbll.ca
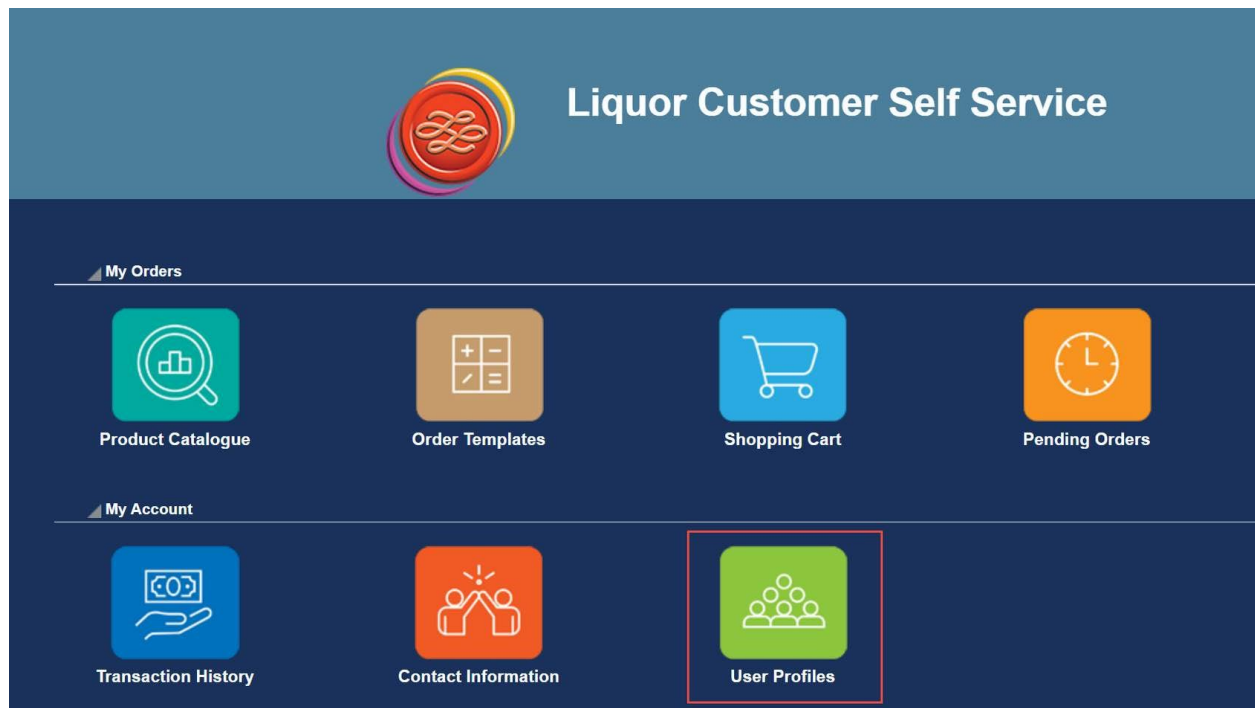
Closing the Contact Information Screen

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

7. User Profiles

Accessing the User Profiles Screen

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
⦿	CSSTESTLCC	csstestlcc	
○	CSSTESTRO	csstestro	
○	CSSTESTSUP	csstestsup	

Add User	Delete User	Reset Password	Lock/Unlock

Available Security Roles

Records 1 - 4

	Role	Role Description	Status	Effective Date
⦿	L_ADMIN	Liquor CSS Admin Role		10/22/2021
○	L_FINCLK	Liquor CSS Finance Clerk role		10/22/2021
○	L_ORDERCLK	Liquor CSS Ordering Clerk role		10/22/2021

Add Role	Remove Role

Types 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 a super user account that has all 3 roles assigned to it.

Adding a User

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

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.

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
Confirm Password •   - a special character (!@#$%)
                                    - <=2 consecutive characters

User Security

Account Status   ◉ Enabled   ○ Disabled

Create   Cancel

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

Assigning a 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

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

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).

Deleting a User

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

A **Delete Confirmation** pop-up window will open.
Click the **OK** button to confirm or the **Cancel** button to cancel this action.

Resetting a User Password

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.

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

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.

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**.

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 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.