

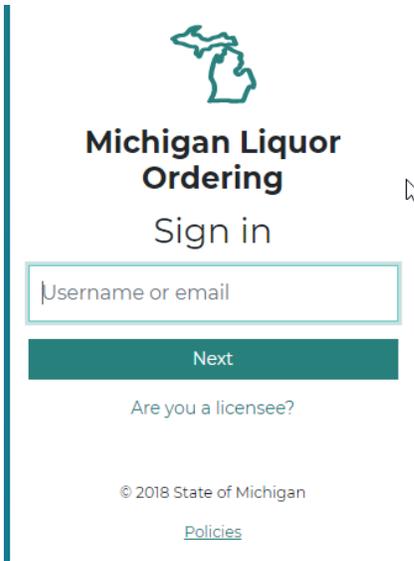
User Quick Guide – Licensee

First time login/Account Setup:

1. See manual for registration process.

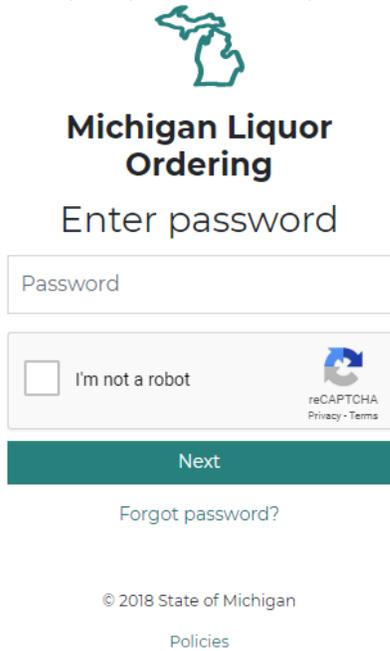
Log In:

1. At the **Michigan OLO** website: Key in your Username or Email and select **Next**.



The screenshot shows the Michigan Liquor Ordering website's sign-in page. At the top is a green outline of the state of Michigan. Below it, the text "Michigan Liquor Ordering" is displayed in a bold, black font, followed by "Sign in" in a slightly smaller black font. A text input field with a light blue border contains the placeholder text "Username or email". Below the input field is a dark green button with the word "Next" in white. Underneath the button, the text "Are you a licensee?" is visible. At the bottom of the page, there is a copyright notice "© 2018 State of Michigan" and a link for "Policies".

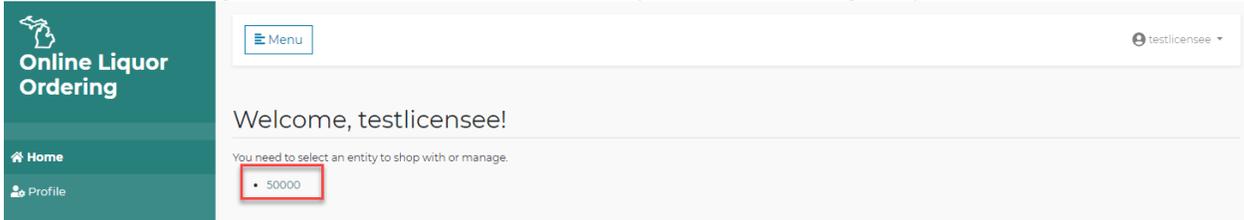
2. Enter your password, complete reCaptcha process, select **Next**.



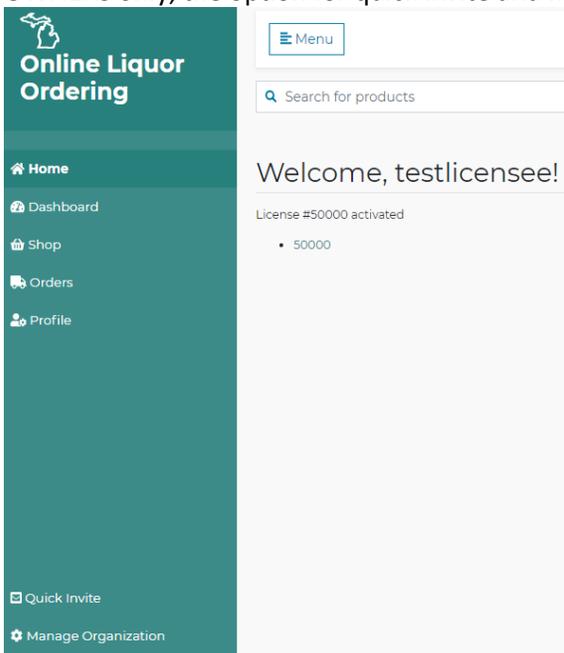
The screenshot shows the Michigan Liquor Ordering website's password entry page. At the top is a green outline of the state of Michigan. Below it, the text "Michigan Liquor Ordering" is displayed in a bold, black font, followed by "Enter password" in a slightly smaller black font. A text input field with a light blue border contains the placeholder text "Password". Below the input field is a reCAPTCHA widget consisting of a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA widget is a dark green button with the word "Next" in white. Underneath the button, the text "Forgot password?" is visible. At the bottom of the page, there is a copyright notice "© 2018 State of Michigan" and a link for "Policies".

Navigating the OLO System:

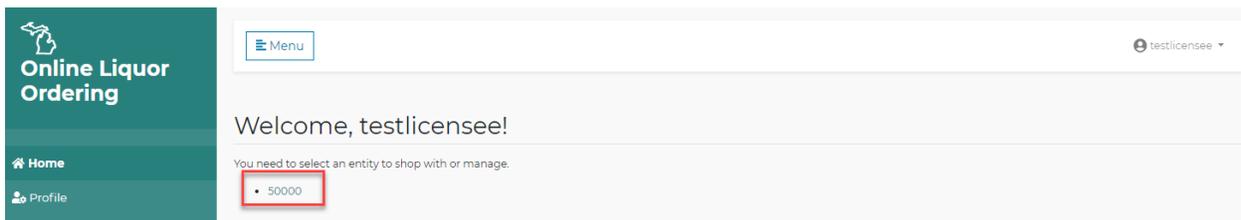
3. After successful login, select the license number that you wish to manage or place an order for.



4. Menu in left column will expand to display Home, Dashboard, Shop, Orders, Profile. For account OWNERS only, the option for quick invite and manage organization will display.



5. Home – Selecting the **Home** button will take you back to the page where a license number can be selected. Users who are linked to more than one license will use this button to navigate from one license to another.



6. Dashboard- Selecting the **Dashboard** button will display MLCC announcements, ADA delivery days for the license selected, and any upcoming price changes.

Online Liquor Ordering

Menu | testlicensee | [Shopping Cart]

Search for products

Dashboard

Announcements

There are no announcements at this time.

There are no upcoming price increases.

Upcoming Price Changes

Name	Current	Upcoming	Effective On
[Navigation: << < > >>]			

Upcoming Delivery Dates

Distributor	Delivery Date
Imperial Beverage Company (14)	06/17/2019
General Wine & Liquor (22)	06/25/2019
NWS Michigan, Inc. (32)	06/21/2019

7. Shop- Selecting the **Shop** tab will display the products available for ordering. Products can be searched and added to the cart using this tab. See **Create an New Order** Section below for more detail.

Online Liquor Ordering

Menu | testlicensee | [Shopping Cart]

Search for products

Products

#10088 G & M Glenturret-11 Yr #221 - General Wine & Liquor	\$62.49 /750ml bottle 6 bottles/pack	1 Quantity	[Add to Cart]
#1009 Dekuyper Hot Damn #321 - NWS Michigan, Inc. Product code changed from 86923 to 1009	\$0.85 /50ml bottle 120 bottles/pack	120 Quantity	[Add to Cart]
#10092 G & M Glenburgie-10 Yr #221 - General Wine & Liquor	\$56.24 /750ml bottle 6 bottles/pack	1 Quantity	[Add to Cart]

8. Orders- Selecting the **Order** tab allows users to view the history of orders placed using the OLO system (history will begin June 18th).
 - a. Orders can be searched using the filters at the top of the screen.
 - b. Users can select the **Edit Cart** button next to an order, this will allow the user to edit a confirmed order. See the **Edit a Confirmed Order** section below for more detail.
 - c. Users will have the option to copy an order. Selecting **Copy Order** will add all products from a previous order to the user's new order.

The screenshot shows the 'Orders' section of the Online Liquor Ordering system. It includes a search bar, a navigation menu on the left, and a table of orders. The table has columns for Order Placed/Updated, Delivery Date, Distributor, Confirmation #, Total, and Order #. Two orders are visible: one from General Wine & Liquor and one from Imperial Beverage Company.

ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	TOTAL	ORDER #
JUN 10, 2019 / JUN 10, 2019	JUN 18, 2019	GENERAL WINE & LIQUOR	7794567	\$0.00	6378 Copy order
Liquor Code	Product	Quantity	Unit Price	Subtotal	
7228	Bacardi Gold (P R) Pl	0	\$21.41	\$0.00	
13139	Bacardi Black	0	\$5.80	\$0.00	
84293	Bacardi Gold (P R)	0	\$0.87	\$0.00	
38321	Bacardi Superior (P R)	0	\$16.75	\$0.00	
828	Bacardi Coconut	0	\$11.61	\$0.00	
JUN 10, 2019 / JUN 10, 2019	JUN 17, 2019	IMPERIAL BEVERAGE COMPANY	210097	\$0.00	6384 Edit order
Liquor Code	Product	Quantity	Unit Price	Subtotal	
14009	Davenport's American Blended	0	\$13.37	\$0.00	

9. Profile- Selecting the **Profile** tab allows the user to manage their username and password information.

The screenshot shows the 'My Profile' section of the Online Liquor Ordering system. It includes a navigation menu on the left and a form for updating profile information. The form includes fields for Username (testlicensee) and Email (test.licensee@michigan.gov), with 'Update' and 'Change Password' buttons.

10. Quick Invite -Owners Only. The **Quick Invite** tab is available to OLO licensee owners only. This tab allows the user to invite another OLO user to place orders for the license number selected. User will enter and confirm the email address of the user being added. Selecting **Confirm** will send a registration email to the new user. The new user will NOT be able to send invitations to additional users. The owner is limited to adding TWO active users.

The screenshot shows the 'Invitation to 50000' dialog box. It has a title bar with a close button. It contains two input fields: 'Recipient's email address' and 'Confirm email'. At the bottom, there are 'Invite' and 'Close' buttons.

11. Manage Organization- Owners Only. Users added by the owner will not be able to access this functionality. The **Manage Organization** tab allows the account owner to view the group name, members and invitations sent for the license selected.

- a. Name- the name field will default to the license number. User will have the option of changing the name. Updating this field will change what is displayed on the Home page.

- b. License #- indicates the license number that is being viewed.
- c. Members- Displays list of users for the group.
 - i. If a user needs to be removed, the user will select **Remove**. An email will be sent to the user letting them know they are no longer able to access the license.
 - ii. Licenses are limited to one owner and two users
- d. Invitations- displays the list of all invites (registration emails/tokens) sent out by the owner.
 - i. Selecting **resend** will resend an email to a new user. The user **MUST** use the most recent email they receive.
 - ii. Selecting **cancel** will void the token sent. If a user attempts to register after the cancel button is selected they will receive an error message.

The screenshot shows the 'Online Liquor Ordering' interface. The sidebar on the left contains navigation links: Home, Dashboard, Shop, Orders, and Profile. The main content area is titled 'Manage 50000' and includes a search bar for products. Below the search bar, there is a section for 'License #50000' with an 'Update' button. The 'Members' section displays a table with columns for Role, Handle, and Email. The 'Invitations' section displays a table with columns for Sent To, Created On, Created By, Expires On, Token, Active, and Claimed.

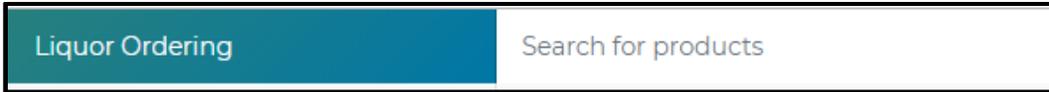
Role	Handle	Email	
USER	riannaflores	Floresr@michigan.gov	Remove
USER	paceagliu	paceagliu@michigan.gov	Remove
OWNER	testlicensee	test.licensee@michigan.gov	

Sent To	Created On	Created By	Expires On	Token	Active	Claimed		
hoppes1@michigan.gov	5/7/19, 3:13 PM	testlicensee	5/19/19, 3:13 PM	JYKRTFU4OZ	false	false	Resend	Cancel
hayes3@michigan.gov	6/10/19, 1:13 PM	testlicensee	6/13/19, 1:13 PM	2B7T3POGAN	false	true	Resend	Cancel
MalISI@michigan.gov	6/12/19, 1:48 PM	system	6/15/19, 1:48 PM	U4FXCHA6IM	false	true	Resend	Cancel
hoppes1@michigan.gov	6/10/19, 1:15 PM	testlicensee	6/13/19, 1:15 PM	DJ4RQZZWXX	true	false	Resend	Cancel
hoppes1@michigan.gov	6/10/19, 1:12 PM	testlicensee	6/13/19, 1:12 PM	6NDBYKAWX9	false	false	Resend	Cancel

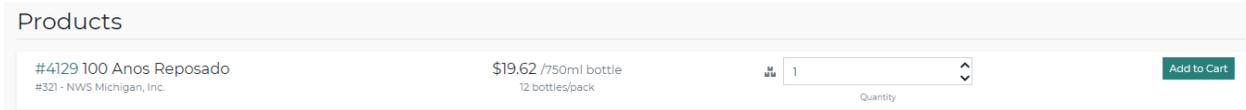
Create a NEW Order

NOTE: Orders are placed by license number in the OLO system. Only one pending order will be created per license. If your license has multiple users, the users will view and edit the same pending orders. Additionally, all users will have the ability to view the order history for the license, not just the orders that they placed. To edit a confirmed order, see instructions on editing a confirmed order.

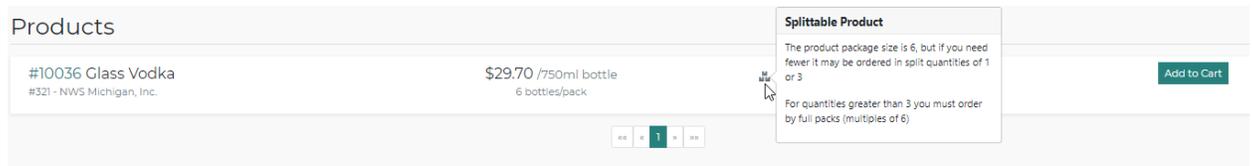
1. Use the **Shop** tab to find products/ add them to your cart.
2. Search box- The search box will allow users to search by keying in the liquor code or name. System will allow searches for partial codes or names.



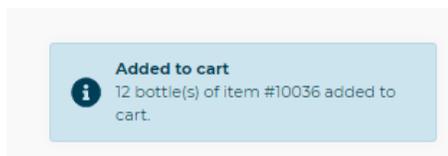
3. Product Information- the system will display liquor code, product name, ADA name and number, bottle size, price per bottle, pack size, and quantity. Select or enter a valid quantity and select **Add to Cart**.



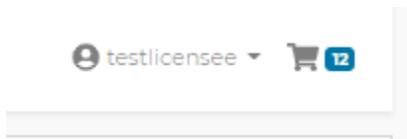
- a. Splittable Products- products that are available in splits are indicated by the  icon. Hovering over the icon will display the quantities that are available. The up and down arrows in the quantity section will only display quantities that are available for ordering.



4. Add to Cart- selecting **Add to Cart** will add the product to your cart.
 - a. User will see a blue box display in the lower right corner confirming item was added to the cart.



- b. User will see the number next the cart icon increase.

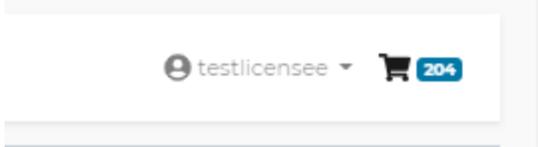


- c. Order requirements:
 - i. Each ADA has a 9- liter minimum order requirement

5. Pending Cart – Users will continue to build their orders by adding items to the cart. The cart tab will hold the items indefinitely. The items in a submitted order can be edited in the cart until the licenses established cut off time.

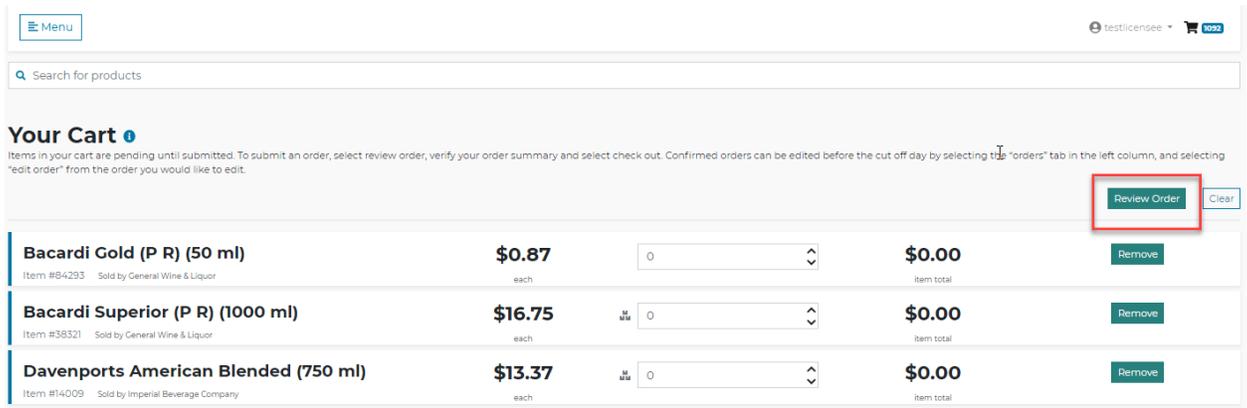
Submit an Order:

1. Select the **Cart** tab in the upper right corner to display your cart.



2. From the Cart, select **Review Order**.

- a. Removing an item from a cart that has not been submitted and confirmed will remove the item from the cart, the item will no longer be visible in the cart. FOR ITEMS IN THE CART THAT HAVE BEEN SUBMITTED AND CONFIRMED IN A PREVIOUS ORDER, selecting the remove button will place a zero in the quantity box. You will continue to see the item with a zero quantity on your order confirmation and emails.



3. Order Summary- The order summary will separate the products by ADA.

- a. Any order errors will display in red and will need to be corrected before checkout.
- b. **Edit Cart** – select this button to edit items or quantities in the cart
- c. Order Summary- displays subtotal, any applicable discounts, liquor tax or sales tax and Order total.
- d. **+ Email address** – this button can be used to add addition email recipients for the order confirmation.
- e. Out of Stock- any item that is out of stock will be displayed in this section. This will be sent in your order confirmation. If you are editing a submitted order, you can recheck stock by selecting the **Re-Check Stock** button.
- f. **Checkout** – Select this button to submit your order

Online Liquor Ordering

Menu

testlicensee

Imperial Beverage Company

Product	Quantity	Unit Price	Liters	Total
Davenport's American Blended (750 ml) 14009	0	\$13.37	0	\$0.00
Honor Brand Hay & Sunshine (750 ml) 17041	0	\$37.49	0	\$0.00
Total	0		0	\$0.00

General Wine & Liquor

Product	Quantity	Unit Price	Liters	Total
Bacardi Cold (P D) (50 ml) 84293	0	\$0.87	0	\$0.00
Bacardi Superior (P D) (1000 ml) 38321	0	\$16.75	0	\$0.00
Bacardi Cold (P D) Pl (750 ml) 7228	0	\$22.50	0	\$0.00
Bacardi Cold (P D) Pl (750 ml) 7228	12	\$19.62	21	\$235.92
Bacardi Black (375 ml) 13139	0	\$5.80	0	\$0.00
Bacardi Coconut (750 ml) 828	0	\$11.61	0	\$0.00
Total	12		21	\$235.92

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total
1800 Silver (50 ml) 1645	0	\$1.78	0	\$0.00
Seagram's V O (750 ml) 14908	288	\$27.66	504	\$7966.08
Absolut Elyx (750 ml) 14942	0	\$71.41	0	\$0.00
Jameson (Irish) (1000 ml) 94376	0	\$33.91	0	\$0.00
1800 Silver (200 ml) 6974	0	\$6.24	0	\$0.00
Jim Beam (750 ml) 9248	180	\$31.24	315	\$6426.00
Capt Morgan Spiced Rum (P D) (750 ml) 41307	96	\$14.24	72	\$1399.04
Jameson (Irish) (375 ml) 25463	0	\$13.37	0	\$0.00
Fireball Cinnamon Pl (100 ml) 7829	96	\$1.78	9.6	\$170.88
Class Vodka (750 ml) 10036	12	\$20.70	9	\$356.40
Total	909.6		1618.40	\$16,118.40

ORDER SUMMARY

Order subtotal	\$16,375.32
DISCOUNT @ 17%	\$2,783.80
Liquor Tax	\$1,965.03
SALES TAX @ 6%	\$982.52
Order total	\$16,539.07

A confirmation email will be sent to: test.licensee@michigan.gov

Need multiple confirmation emails? [+ Email address](#)

[Edit Cart](#) [Checkout](#)

Out of stock items

Product	Quantity	Unit Price	Liters	Action
Kessler (50 ml) 4400 NWS Michigan, Inc.	120	\$0.88	6	Re-Check Stock
Beam's 8 Star Blend (1000 ml) 89830 NWS Michigan, Inc.	288	\$7.12	288	Re-Check Stock

4. Your Order has been submitted to the ADA(s).
 - a. Order confirmation displays
 - b. Order confirmation email is sent to user and will contain confirmation number
 - c. Orders can be viewed in the **Orders** tab in the left column and will contain confirmation number

Online Liquor Ordering

Menu

testlicensee

Search for products

Thank You!

Please check your email for your order details.

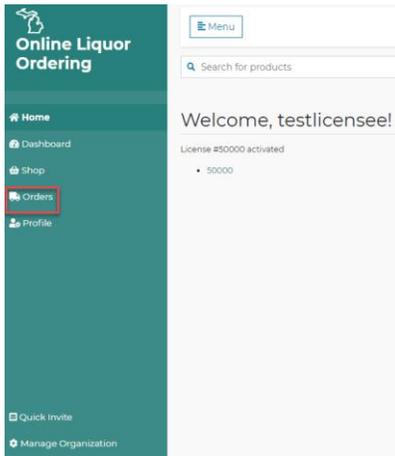
Having trouble? [Contact us](#)

[Continue to orders](#)

Edit a Confirmed Order:

A confirmed order has a confirmation number from the ADA. These orders can be edited until the designated cut off time established by the ADA.

1. Select **Orders** from left column.



2. In order list, Select **Edit Order** next to the order you would like to edit. NOTE- you will see all items from confirmed orders that are eligible to be updated in your cart. You could receive a new confirmation for more than on ADA depending on your cut off time for each ADA.
 - a. Order can be modified by updating the quantities, using the shop tab to add products, or removing items.

Orders

Search

Dates: From: To:

Selector: Value:

Distibutors:

- Imperial Beverage Company
- General Wine & Liquor
- NWS Michigan, Inc.

ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	TOTAL	ORDER # 650
JUN 14, 2019 / JUN 14, 2019	JUN 25, 2019	GENERAL WINE & LIQUOR	7768725	\$256.92	<input type="button" value="Edit order"/>
Liquor Code 7228	Product Bacardi Gold (P R) Pl	Quantity 0	Unit Price \$21.41	Subtotal \$0.00	
Liquor Code 13139	Product Bacardi Black	Quantity 0	Unit Price \$5.90	Subtotal \$0.00	
Liquor Code 7228	Product Bacardi Gold (P R) Pl	Quantity 12	Unit Price \$21.41	Subtotal \$256.92	
Liquor Code 84293	Product Bacardi Gold (P R)	Quantity 0	Unit Price \$0.67	Subtotal \$0.00	
Liquor Code 828	Product Bacardi Coconut	Quantity 0	Unit Price \$11.61	Subtotal \$0.00	
Liquor Code 38321	Product Bacardi Superior (P R)	Quantity 0	Unit Price \$16.75	Subtotal \$0.00	

3. Removing items from an order than has already been confirmed.
 - a. ANY ITEMS IN THE CART THAT HAVE BEEN SUBMITTED AND CONFIRMED IN A PREVIOUS ORDER- selecting the **Remove** button will place a zero in the quantity box. You will continue to see the item with a zero quantity on your order confirmation and emails.

Your Cart

Items in your cart are pending until submitted. To submit an order, select review order, verify your order summary and select check out. Confirmed orders can be edited before the cut off day by selecting the "orders" tab in the left column, and selecting "edit order" from the order you would like to edit.

				Review Order	Clear
Honor Brand Hay & Sunshine (750 ml) <small>Item #17041 Sold by Imperial Beverage Company</small>	\$37.49 <small>each</small>	 <input type="text" value="0"/>	\$0.00 <small>Item total</small>	Remove	
Jameson (Irish) (1000 ml) <small>Item #94376 Sold by NWS Michigan, Inc.</small>	\$33.91 <small>each</small>	 <input type="text" value="0"/>	\$0.00 <small>Item total</small>	Remove	
Bacardi Black (375 ml) <small>Item #13139 Sold by General Wine & Liquor</small>	\$5.80 <small>each</small>	 <input type="text" value="0"/>	\$0.00 <small>Item total</small>	Remove	
Jim Beam (1750 ml) <small>Item #9248 Sold by NWS Michigan, Inc.</small>	\$31.24 <small>each</small>	 <input type="text" value="180"/>	\$5,623.20 <small>Item total</small>	Remove	
Capt Morgan Spiced Rum (P R) (750 ml)	\$14.24 <small>each</small>	 <input type="text" value="96"/>	\$1,367.04 <small>Item total</small>	Remove	

4. Order Summary- The order summary will separate the products by ADA.
 - a. Any order errors will display in red and will need to be corrected before checkout.
 - b. **Edit Cart** – select this button to edit items or quantities in the cart
 - c. Order Summary- displays subtotal, any applicable discounts, liquor tax or sales tax and Order total.
 - d. **+ Email address** – this button can be used to add addition email recipients for the order confirmation.
 - e. Out of Stock- any item that is out of stock will be displayed in this section. This will be sent in your order confirmation. If you are editing a submitted order, you can recheck stock by selecting the **Re-Check Stock button**.
 - f. **Checkout** – Select this button to submit your order

Imperial Beverage Company

Product	Quantity	Unit Price	Liters	Total
Davenport's American Blended (750 ml) 14009	0	\$13.37	0	\$0.00
Honor Brand Hay & Sunshine (750 ml) 17041	0	\$37.49	0	\$0.00
Total	0		0	\$0.00

General Wine & Liquor

Product	Quantity	Unit Price	Liters	Total
Bacardi Gold (P R) (50 ml) 84293	0	\$0.87	0	\$0.00
Bacardi Superior (P R) (1000 ml) 38321	0	\$16.75	0	\$0.00
Bacardi Gold (P R) DI (750 ml) 7228	0	\$22.50	0	\$0.00
Bacardi Gold (P R) DI (750 ml) 7228	12	\$19.62	21	\$235.92
Bacardi Black (375 ml) 13139	0	\$5.80	0	\$0.00
Bacardi Coconut (750 ml) 828	0	\$11.61	0	\$0.00
Total	12		21	\$235.92

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total
1800 Silver (50 ml) 1645	0	\$1.78	0	\$0.00
Seagram's V O (750 ml) 14908	288	\$27.66	504	\$7,966.08
Absolut Elyx (750 ml) 14942	0	\$71.41	0	\$0.00
Jameson (Irish) (1000 ml) 94376	0	\$33.91	0	\$0.00
1800 Silver (200 ml) 6974	0	\$6.24	0	\$0.00
Jim Beam (750 ml) 9248	180	\$31.24	315	\$6,426.00
Capt Morgan Spiced Rum (P R) (750 ml) 41307	96	\$14.24	72	\$1,399.04
Jameson (Irish) (375 ml) 25463	0	\$13.37	0	\$0.00
Fireball Cinnamon PI (100 ml) 7829	96	\$1.78	9.6	\$170.88
Class Vodka (750 ml) 10036	12	\$29.70	9	\$356.40
Total	486		909.6	\$16,118.40

ORDER SUMMARY

Order subtotal	\$16,375.32
DISCOUNT @ 17%	\$2,783.60
Liquor Tax	\$1,965.03
SALES TAX @ 6%	\$982.52
Order total	\$16,539.07

A confirmation email will be sent to testLicense@michigan.gov
 Need multiple confirmation emails?

Out of stock items

Product	Quantity	Unit Price	Liters	Action
Kessler (50 ml) 4400 NWS Michigan, Inc.	120	\$0.88	6	<input type="button" value="Re-Check Stock"/>
Beam's 8 Star Blend (1000 ml) 89830 NWS Michigan, Inc.	288	\$7.12	288	<input type="button" value="Re-Check Stock"/>

Your Order has been submitted to the ADA(s).

- g. Order confirmation displays
- h. Order confirmation email is sent to user and will contain confirmation number
- i. Orders can be viewed in the **Orders** tab in the left column and will contain confirmation number

Thank You!
Please check your email for your order details.

Having trouble? Contact us

Logging Out-

1. In the upper right corner, click on user name. Select **Sign Out**.

testlicensee

Rules

SPLIT CASE POLICY

At no cost, licensees can order split cases. By Commission Order, the ADA split case policy is listed below:

Bottle Size	Splits Allowed
1.75 liter	1 or 3
1.0 liter	1, 3, or 6
750 mL	1, 3, or 6
375 mL	3, 6, or 12
200 mL	12 or 24
100 mL	No Splits Allowed
50 mL	No Splits Allowed
70000 Series	No Splits Allowed *Limited Availability*

FEDERAL TAXES

The marked-up cost includes \$13.50 federal tax levied against each proof gallon.

STATE TAXES

Specific taxes on liquor are collected by the Commission at the time of sale to the retail licensee. All specific taxes are calculated on the marked-up cost. These taxes will be shown on the licensee's invoice. The specific taxes include:

4% - distributed to the School Aid Fund

4% - distributed to the General Fund

4% - distributed to the Convention Facility Development Fund

PRICE CHANGES

If the price of a product has changed, the new price will be charged to the licensee based on the date of delivery, not the date of order.

ADA PRODUCT CHANGES

Periodically, distribution rights for spirit brands change from one ADA to another due to contractual changes with the spirit suppliers. The Commission has established strict transition guidelines for ADAs to follow when product lines change so as to not interrupt the flow of spirit products. ADAs who no longer carry a particular spirit brand are required to advise retailers attempting to place an order with them that the brand is available through another ADA. Please notify the Michigan Liquor Control Commission if the ADAs are not notifying you that the brand is available from another ADA.