MILO Additional Features – Quick Add Products by Code

OLO users (Owner) have the ability to add products to a product list by code and quantity. This additional feature will allow users who know their liquor codes to more efficiently add items to a product list and add them to the cart.

Login and Select a License Number

Licensees will login and choose a license number they would like to manage or place an order for. Licenses can be selected by choosing *Click here to select a license* or *Choose License Number*.

Online Liquor Ordering		TESTLICENSEE Account
Home		
Click here to select a license and view deliver	y dates.	
Welcome, testlicensee!		
Test announcement		×
Test for Announcement		

Your Licenses will display, select *Place Order* button under license you wish to manage or place an order for.

Your Licenses
Find a license
50002 - Class C Reg Liquor_license Place Order
50001 - Class C Reg Liquor_license Place Order
50005 - Aircraft Liquor_license Place Order
50004 - Aircraft Liquor_license Place Order

After a license has been selected, the user will see a message that the license number has been validated. The license number will display under Choose License Number.



Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin placing their liquor order.

Quick Add Products by Code

Select "Click Here to Add Products by Code:

me Products Orders				
	IMPERIAL BEVERAGE COMPANY (141)	GENERAL WINE & LIQUOR (22)) NWS MICHIGAN, INC. (32	21)
	3/8/2021	3/9/2021	3/8/2021	
nen searching for liquor products, some tering a partial brand name in the sear	e of the listed brand names are shortened ch for these products instead of the full b	d due to space limitations. If you brand name should bring up the c	are unable to locate the desire lesired brand.	ed product by entering the full brand name
Search for products				
ample: Search for J Daniels when looki	ng for Jack Daniels and search for Capt M	organ when looking for Captain	Morgan	
roducts				Click Here to Add Products by Cod
roducts				Click Here to Add Products by Cod
roducts #121 Banker's Club Blend	\$7.12 /1000r	ni bottie ដ 🗎	12	Click Here to Add Products by Cod Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000r 12 botties/	ni bottie 🚜 🖞	12 Quantity	Click Here to Add Products by Cod
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend	\$7.12 /1000r 12 bottles/ \$5.75 /750n	ni bottie 📲 🗌	Quantity	Click Here to Add Products by Cod
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000r 12 bottles/ \$5.75 /750r 12 bottles/	ni bottie 🚜 🔹	I2 🗘	Click Here to Add Products by Cod Add to Cart Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000 12 botties/ \$5.75 /750n 12 botties/	ni bottie 📲 - ni bottie 📲 - jeack	12 🗘 🗘 Quantity 12 🗘	Click Here to Add Products by Cod Add to Cart Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc. #128 Banker's Club Blend	\$7.12 /1000r 12 bottles/ \$5.75 /750n 12 bottles/ \$12.49 /1750	ni bottie 📲 🖸 ipack 📲 👔 ipack 📲	I2 🗘 Quantity I2 🗘	Click Here to Add Products by Cod Add to Cart Add to Cart Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc. #128 Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000r 12 bottles/ \$5.75 /750r 12 bottles/ \$12.49 /1750 6 bottles/	ni bottie 🚜 🖓	12 🗘 🗘 Quantity 12 🗘 🗘 Quantity 5 🗘	Click Here to Add Products by Cod Add to Cart Add to Cart Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc. #128 Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000 12 bottles/ \$5.75 /750n 12 bottles/ \$12.49 /1750 6 bottles/	ni bottie 📲 🗌	12 🗘 Quantity 12 🗘 Quantity 5 🔷	Click Here to Add Products by Cod Add to Cart Add to Cart Add to Cart
#121 Banker's Club Blend #321 - NWS Michigan, Inc. #127 Banker's Club Blend #321 - NWS Michigan, Inc. #128 Banker's Club Blend #321 - NWS Michigan, Inc. #166 Grey Goose Le Citron	\$7.12 /1000 12 bottles/ \$5.75 /750n 12 bottles/ \$12.49 /1750 6 bottles/ \$24.99 /7501	ni bottie 📲 ni bottie 📲 mi bottie 📲 pack 📲	12 Quantity Quantity 12 Quantity 5 Quantity Quantity	Click Here to Add Products by Cod Add to Cart Add to Cart Add to Cart

User will be directed to the Add Products by Code page.

Home Products	Orders			
		IMPERIAL BEVERAGE COMPANY (141)	GENERAL WINE & LIQUOR (221)	NWS MICHIGAN, INC. (321)
		3/8/2021	3/9/2021	3/8/2021
To add products by code	e: Enter the liquor c	code and tab to enter quantity. Selecting t	he tab button from the quantity box	will add the item to your product list and move your cursor back to the
To add products by codd liquor code field. Repeat	e: Enter the liquor o these steps until yo	code and tab to enter quantity. Selecting t our product list is complete. At completion	he tab button from the quantity box n, select the add to cart button to mo	will add the item to your product list and move your cursor back to the ve your product list to the cart for validation and checkout.

Users will complete the following steps to create a product list:

- Enter liquor code, select tab
- Enter quantity, select tab
 - Selecting tab after the quantity will move the item to your product list and move the cursor back to the liquor code box for the next code to be entered.

To add products by co liquor code field. Repe	de: Enter the liquor code and tab to ent at these steps until your product list is co	quantity. Selecting the tab button from the quantity box will add the item to your product list and move your cursor back to the mplete. At completion, select the add to cart button to move your product list to the cart for validation and checkout.
Liquor code	Quantity	
Q 1402	12	New Amsterdam Pineapple
Enter li Selecting Tab after ent back to	quor Code, select Tab. Enter ering quantity will move item b liquor code box for the nex	Quantity, Select Tab. to your product list and move cursor code to be entered.

• Items are added to your product list

Home Produc	ts Orde	ers									
			IMPERIAL BEVERAGE	COMPANY (141)	GENERAL WINE & LI	QUOR (221)	NWS MICHIGA	N, INC. (321)			
			3/8/2021		3/9/2021		3/8/202	1			
To add products by o liquor code field. Rep	ode: Enter th eat these step	e liquor co ps until you	de and tab to enter qu ur product list is comple	antity. Selecting the etc. At completion	he tab button from the n, select the add to cart	quantity box v button to mov	vill add the item e your product li	to your produc	t list and mo or validation	ve your curso and checkout	r back to th t.
To add products by o liquor code field. Rep quor code	ode: Enter th eat these step	e liquor co ps until you Quantity	de and tab to enter qu ur product list is comple	antity. Selecting the tet. At completion	he tab button from the n, select the add to cart	quantity box v button to mov	vill add the item e your product li	to your products to the cart fo	t list and mo or validation	ve your curso and checkout	r back to th t.
To add products by o liquor code field. Rep quor code Q Search by code	ode: Enter the step	Quantity	de and tab to enter qu ur product list is compl	antity. Selecting th ete. At completion New Amste	he tab button from the h, select the add to cart erdam Pineappl	quantity box v button to mov Ə	vill add the item e your product li	to your produc at to the cart fo	t list and mo or validation	we your curso and checkout	r back to th t
To add products by o liquor code field. Rep quor code Q Search by code #11402 New An	ede: Enter the eat these step these step	e liquor co ps until you Quantity 0	ide and tab to enter qu ur product list is comple	antity. Selecting the tee. At completion	he tab button from the n, select the add to cart erclam Pineappl	quantity box v button to mov e dd to Cart	vill add the item e your product li	to your produc	t list and mo	ve your curso	r back to tř

- Repeat these steps until your product list is complete.
- Verify items in your product list are accurate



- Select Add cart
 - Selecting Add to Cart will move your product list items to your cart for review, validation, and checkout.

juor code	Quantity			
Search by code	0		Torada Gold	
#11402 New Amsterda Pineapple #221 - General Wine & Liquor	m	12	8	Add to Cart
#121 Banker's Club Ble #321 - NWS Michigan, Inc.	nd	18	8	
#5682 Seagram's Grap Twisted Gin #321 - NWS Michigan, Inc.	e	32	0	
#568 Rain Organics #221 - General Wine & Liquor		12	0	
#14720 The Dalmore Constellation 1991 #221 - General Wine & Liquor		24	0	
#7480 Knob Creek Sin Barrel Reser #321 - NWS Michigan, Inc.	gle	48	8	
FOT LOU		70	~	-

PLEASE NOTE: You must add items to your cart before navigating away from this screen or your product list will be lost. A warning box will appear for licensees who have not added items to the cart, but are trying to leave the page:



Submitting your Order

When ready to place your order, select the Cart icon located in the upper right corner.

°₿ 0	online Li	quor Or	dering		Account		
Home	Products	Orders	IMPERIAL BEVERAGE COMPANY (141)	<u>CENERAL WINE</u> & LIQUOR (221) 12/22/2020	<u>nws michig</u> an, inc. (321) 1/4/2021		
Q Sear	rch for product	ts					

The Cart

Items in your cart are pending until order has been submitted. After you have added your items to the cart, to submit an order:

- Select Validate Button
- Verify order summary is accurate
- Enter any additional email addresses to receive order confirmation
- Select Checkout Button
- Order Confirmation will appear
- Confirmation emails will be sent
- Order information will be accessible using the Orders Tab

Cart							
Items in your cart are pending un selecting the "orders" tab in the left of General Wine & Liquor	ntil submitted. To submit an order, sele olumn, and selecting "edit order" from	ect validate, verify your the order you would i	order su ke to ed Valida	mmary ar it	id select cheo lear Cart	k out. Confirmed orders can be edited be	fore the cut off day by
Product	Quantity	Unit Price	Liters	Total	Remove	Order subtotal	\$329.52
Grey Goose Le Citron (750 ml) 166	12	\$26.78	9	\$321.36	×	DISCOUNT @ 17 %	(\$56.02)
Total			9	\$321.36		Liquor Tax	\$39.54
Imperial Beverage Company						SALES TAX @ 6 %	\$19.77
Product	Quantity	Unit Price	Liters	Total	Remove		
Well Vodka PI (1000 ml) 18817	12	\$6.95	12	\$83.40	×	Order total A confirmation email will be sent to:	\$332.81
Total			12	\$83.40		testlicensee@michigan.gov	
NWS Michigan, Inc.						Need multiple confirmation emails?	+ Email address
Product	Quantity	Unit Price	Liters	Total	Remove	Continue Shonning	
Banker's Club Blend (1000 ml) 121	12	\$7.12	12	\$85.44	×	Continue shopping	
Total			12	\$85.44			
	Out of stock items						
Product Quantity	Unit Price	Liters		A	tion		

Additional Cart Information

The cart sorts all products within orders by ADA.

If an Item is out of stock, it will be moved to the Out of stock items section.

Any cart errors will be displayed and must be corrected before checking out (9-liter minimum, invalid quantities, etc).

Quantities of items in the cart can be adjusted within the cart manually or using the up/down arrows. If a quantity is adjusted after validating the cart, user will be required to validate the cart again before checking out.

When ready to complete the order, select the *Validate* button. At this point, the system accesses the ADA inventory in real time and returns out of stock inventory notices. If an out of stock notice reduces an order to less than the 9-liter minimum, messages display, and the User can edit the cart to correct the issue. All Errors must be corrected in order to checkout and place the order.

Select the + *Email address* box to enter additional email addresses that need to receive the order confirmation email.

Select the *Checkout* button when ready to submit the order to the ADA(s). A confirmation email goes to the default email address, any additional emails entered, and to the MLCC.