

User Quick Guide – Licensee OLO Ordering

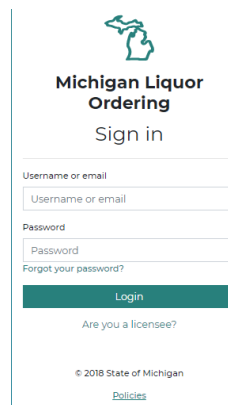
Log in after Account Registration has been completed. For more information on registering your Online Liquor Order (OLO) Account, please see manual for OLO User registration process.

Overview

The Michigan Liquor Control Commission OLO system provides licensees with electronic liquor ordering functionality. The online system allows licensees to place, edit, copy, and cancel orders. Licensees using the OLO system will be able to search order history and copy previous orders.

Login

Licensees who are registered in the OLO system will use the sign in page to log in and place an order (See details for registration process above).



The screenshot shows the login interface for the Michigan Liquor Ordering system. At the top, there is a green outline of the state of Michigan. Below it, the text reads "Michigan Liquor Ordering" and "Sign in". There are two input fields: "Username or email" and "Password". Below the password field is a link that says "Forgot your password?". A green "Login" button is positioned below the input fields. At the bottom of the form, there is a link that says "Are you a licensee?". At the very bottom, there is a copyright notice "© 2018 State of Michigan" and a link for "Policies".

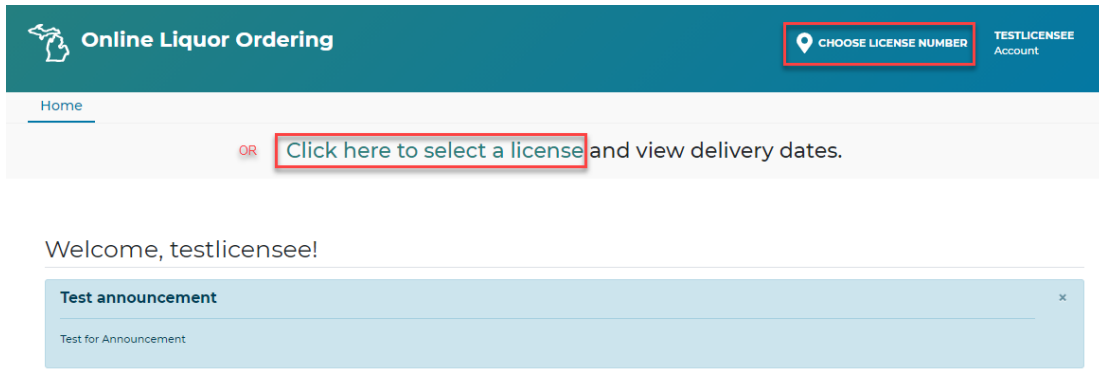
Licensees who have forgotten their password may select the *Forgot your Password?* link to receive a password reset email.

Dashboard

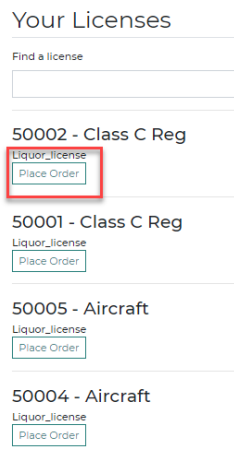
After successfully logging into the OLO system. Licensees will be directed to the dashboard page. MLCC uses this dashboard to communicate important messages to licensees.

Select a License Number

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



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



After a license has been selected, the user will see a message that the license number has been validated.



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.

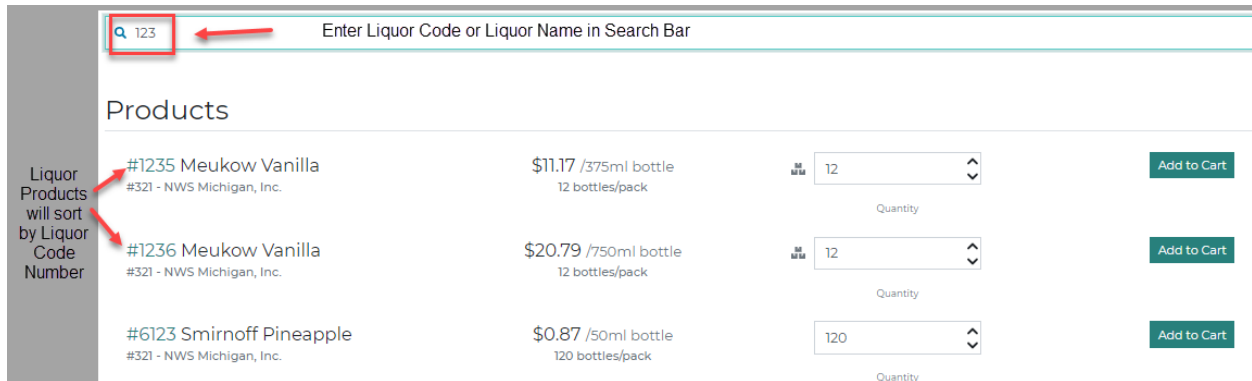
Placing a New Liquor Order

After a license number is selected and validated. Users are directed to the *Products* page. Users can also access the product page by selecting *Products* from the menu at the top of the page.



Searching for Liquor Products

Licensees can search for products using the liquor code or liquor name. Licensees should enter the code or name into the search box at the top of the *Products* page.



Liquor products will populate and sort by liquor code number.

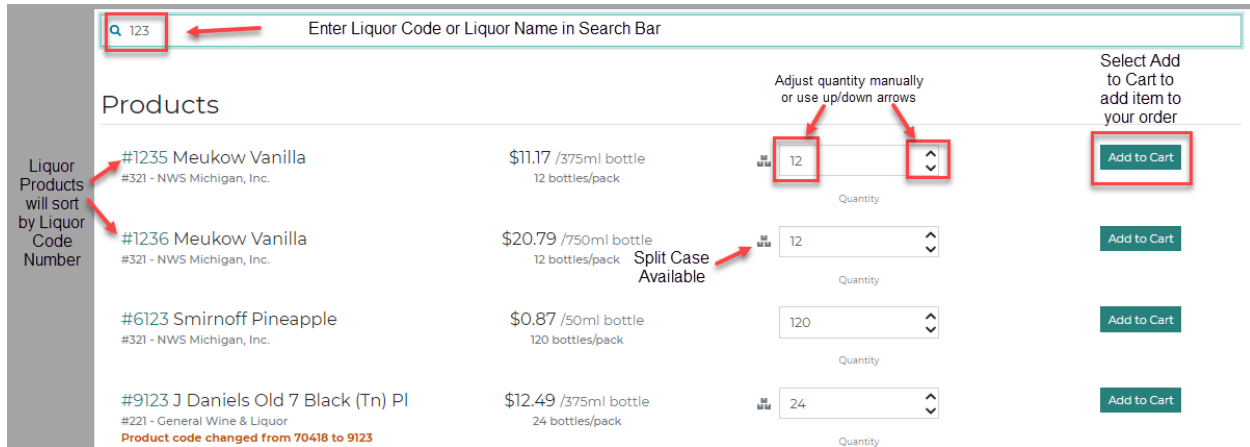
Adding an item to Liquor Order (Adding an item to the Cart)

Quantities can be adjusted manually or by using the up/down arrows next to the quantity box.

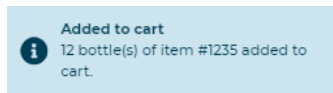
*The OLO system automatically calculates available split orders and pack sizes, which display in the *Quantity* box when using the up/down arrows.

Products that can be ordered with split cases are identified using the split case icon.

Select the *Add to Cart* button to add item to your order



When an item is successfully added to your cart, a box will pop up in the lower right corner letting you know the items were added to the cart.



Submitting your Order

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



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 until submitted. To submit an order, select validate, 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.

General Wine & Liquor Validate Clear Cart

Product	Quantity	Unit Price	Liters	Total	Remove
Grey Goose Le Citron (750 ml) 166	12	\$26.78	9	\$321.36	✘
Total			9	\$321.36	

Imperial Beverage Company

Product	Quantity	Unit Price	Liters	Total	Remove
Weill Vodka PI (1000 ml) 18817	12	\$6.95	12	\$83.40	✘
Total			12	\$83.40	

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total	Remove
Banker's Club Blend (1000 ml) 121	12	\$7.12	12	\$85.44	✘
Total			12	\$85.44	

Out of stock items

Product	Quantity	Unit Price	Liters	Action
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ORDER SUMMARY

Order subtotal	\$329.52
DISCOUNT @ 17 %	(\$56.02)
Liquor Tax	\$39.54
SALES TAX @ 6 %	\$19.77
Order total	\$332.81

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

Need multiple confirmation emails? + Email address

Continue Shopping Checkout

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.

Editing an Order that has already been Submitted/Confirmed by ADA

Orders that have already been submitted by the licensee and confirmed by the ADA can be edited before the designated cutoff date.

Your existing order

Items in the cart that have already been submitted to the ADA and confirmed, will appear with a blue vertical line next to the product name and a *quantity ordered* amount displayed.

Cart

i Items in your cart are pending until submitted. To submit an order, select validate, verify your order summary and select check selecting the "orders" tab in the left column, and selecting "edit order" from the order you would like to edit.

General Wine & Liquor Validate Clear Cart

Product	Quantity	Unit Price	Liters	Total	Remove
 Bacardi Superior (P R) (375 ml) 21843	0 Quantity ordered: 0	\$5.80	0	\$0.00	x
 Grey Goose Vodka (1000 ml) 93140	0 Quantity ordered: 12	\$37.49	0	\$0.00	x
Total			0	\$0.00	

To edit an existing order, access the existing order:

- Select *Order Tab*, identify order you wish to edit and select the *Edit Order* link to be directed to the cart, or
- Select the *Cart Icon* in the upper right corner

Items in the cart that have already been submitted to the ADA and confirmed, will appear with a blue vertical line next to the product name and a *quantity ordered* amount displayed. Your existing Order

Adding and Adjusting Items in Your existing Order

The screenshot shows the OLO ordering system interface. At the top, there are navigation tabs for Home, Products, and Orders. Below this, there are three columns representing different companies and their order dates: IMPERIAL BEVERAGE COMPANY (141) on 1/11/2021, GENERAL WINE & LIQUOR (221) on 12/22/2020, and NWS MICHIGAN, INC. (321) on 1/4/2021. A search bar for products is located below the company information. A note states: "Carts (orders) that have been adjusted will need to be validated before checking out".

The main cart area is divided into sections for different companies. The "General Wine & Liquor" section contains three items: Bacardi Superior (P R) (375 ml) 21843, Daniels Old 7 Black (Tr) PI (375 ml) 9123, and Grey Goose Vodka (1000 ml) 93140. The first two items have a blue vertical line next to their names, indicating they are confirmed. The third item does not. Annotations point to these items with the text: "Items that can be edited, but have already been submitted/ confirmed by ADA (Vertical Blue Line to left of Liquor Name)".

The "Imperial Beverage Company" section contains one item: Well Vodka PI (1000 ml) 18817. This item does not have a blue vertical line. An annotation points to it with the text: "New Items that have been added to order (No blue line next to liquor name)".

The "NWS Michigan, Inc." section contains one item: Dented Brick Well Vodka (1000 ml) 17761. This item does not have a blue vertical line.

At the bottom, there is an "Out of stock items" section. It contains one item: Piece Of Cake Chocolate PI (50 ml) 17338. This item has a blue vertical line next to its name. An annotation points to the "Action" icon next to it with the text: "Select Out of Stock Action Icon to add Items back to cart for validation".

Other annotations include: "Adjust Quantity Manually or using up/down Arrows" pointing to the quantity input fields, and "Validate" and "Clear Cart" buttons at the top right of the cart area.

On the right side, there is an "ORDER SUMMARY" table:

ORDER SUMMARY	
Order subtotal	\$1,277.52
DISCOUNT @ 17 %	(\$217.18)
Liquor Tax	\$153.30
SALES TAX @ 6 %	\$76.65
Order total	\$1,290.29

Below the summary, there is a confirmation email field: "A confirmation email will be sent to: test.licensee@michigan.gov". There are also "Continue Shopping" and "Checkout" buttons.

Additional items can be added using the *search for products* box at the top of the page or by selecting the *products* tab.

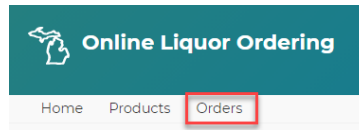
Adjustments to quantities can be made within the cart or by adding items

Removing an item that is confirmed can be done by changing the quantity to zero, validate the cart, and checkout. The quantity ordered will be updated to zero.

Items that are out of stock can be added back to the cart by selecting the action icon next to the product.

Viewing my Order History

All confirmed orders are available to view immediately by selecting the *Order* tab.



Order history will start the day the new system is launched. The order history will only display orders that were placed using the new OLO site. *Orders placed directly through an ADA or Salesperson will not be available using this tab.*

Orders are sorted by delivery date, with the most recent at the top.

ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER #
DEC 14, 2020 /	DEC 22, 2020	GENERAL WINE & LIQUOR	8755971	\$449.88 \$454.39	9692 LICENSER # 80000 8dlt order
Liquor Code 93140	Product Grey Goose Vodka	Quantity 12	Unit Price \$37.49	Subtotal \$449.88	
Liquor Code 21843	Product Bacardi Superior (P R)	Quantity 0	Unit Price \$5.80	Subtotal \$0.00	
DEC 14, 2020 /	DEC 21, 2020	IMPERIAL BEVERAGE COMPANY	2793258	\$330.60 \$333.90	9694 LICENSER # 80000 Copy order
Liquor Code 16787	Product Jackson Morgan Salted Caram PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
Liquor Code 18817	Product Well Vodka PI	Quantity 12	Unit Price \$6.95	Subtotal \$83.40	
Liquor Code 16778	Product Jackson Morgan Bread Puddin PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
DEC 14, 2020 /	DEC 21, 2020	NWS MICHIGAN, INC.	1923989	\$482.04 \$486.85	9689 LICENSER # 80000 Copy order
Liquor Code 2981	Product Tito's Handmade Vodka	Quantity 12	Unit Price \$24.11	Subtotal \$289.32	
Liquor Code 2982	Product Tito's Handmade Vodka	Quantity 6	Unit Price \$32.12	Subtotal \$192.72	

Orders can be searched with the following filters:

- Date
 - Delivery Date
 - Ordered On Date
- Selector
 - Confirmation Number
 - Order Number
 - Product ID (Liquor Code)
- Distributor

Orders

Search

Dates

Delivered on From To

Ordered On

Selector

Confirmation #

Order #

Product ID

Distributors:

Imperial Beverage Company

General Wine & Liquor

NWS Michigan, Inc.

Additional Features – Copy a previous order

Users can copy an order previously placed to add items to the cart that are commonly ordered. To copy an order:

- Select Orders tab
- Identify the order you wish to copy
- Select Copy Order link to the right of the order

ORDER PLACED / UPDATED	DELIVERY DATE	COMPANY/ID	ORDER NUMBER #	SUBTOTAL TOTAL	COPY OR INFO
DEC 16, 2020 /	DEC 23, 2020	NWS MICHIGAN, INC.	9329603	4-40-361 \$278.32	COPY ORDER
Liquor Code 5502	Product Capt Morgan Spiced Rum (Pr) Pl	Quantity 6	Unit Price \$22.32	Subtotal \$133.92	
Liquor Code 387	Product Courvoisier V S	Quantity 24	Unit Price \$11.61	Subtotal \$278.64	

- All items from the order will be added to your cart.

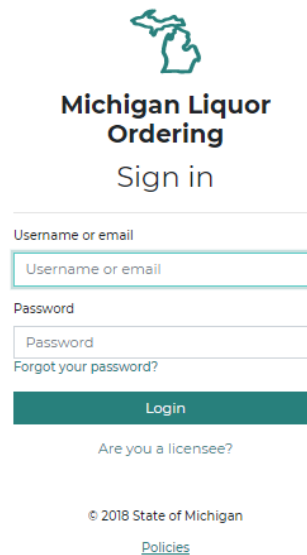
NWS Michigan, Inc.


Product	Quantity	Unit Price	Liters	Total	Remove
Courvoisier V S (375 ml) 387	24	\$11.61	9	\$278.64	X
Capt Morgan Spiced Rum (Pr) Pl (1750 ml) 5502	6	\$22.32	10.5	\$133.92	X
Total			19.5	\$412.56	

Out of stock items

Log In:

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




**Michigan Liquor
Ordering**
 Sign in

Username or email

Password

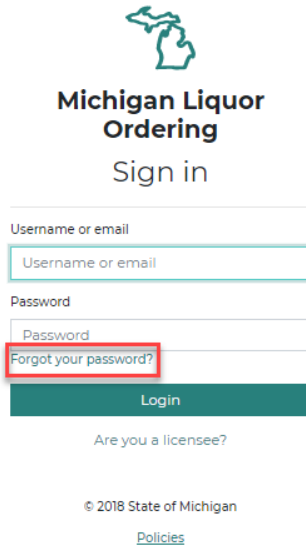
[Forgot your password?](#)

Login

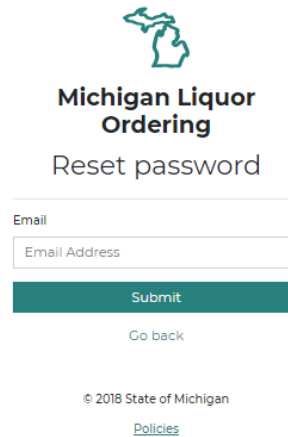
[Are you a licensee?](#)

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[Policies](#)

2. If you have forgotten your password, select **Forgot your password?**, enter your email address and select **Submit**.



The image shows the 'Sign in' page for Michigan Liquor Ordering. At the top is a green outline of Michigan. Below it, the text reads 'Michigan Liquor Ordering' and 'Sign in'. There are two input fields: 'Username or email' and 'Password'. A red box highlights the 'Forgot your password?' link below the password field. Below the fields is a green 'Login' button. At the bottom, there is a link 'Are you a licensee?' and a copyright notice '© 2018 State of Michigan' with a 'Policies' link.

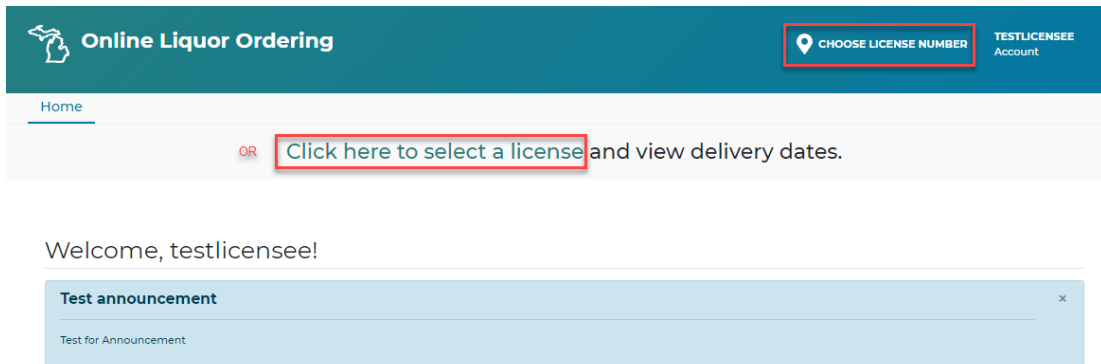


The image shows the 'Reset password' page for Michigan Liquor Ordering. At the top is a green outline of Michigan. Below it, the text reads 'Michigan Liquor Ordering' and 'Reset password'. There is one input field labeled 'Email' with the placeholder 'Email Address'. Below the field is a green 'Submit' button. At the bottom, there is a link 'Go back' and a copyright notice '© 2018 State of Michigan' with a 'Policies' link.

Navigating the OLO System:

3. After successful login, licensees will be directed to the homepage. The homepage displays announcements from MLCC.

Select the license number that you wish to place an order for by selecting **Click here to select a license** or **Choose License Number**.



The image is a screenshot of the OLO homepage. The top navigation bar is dark teal with the Michigan logo, 'Online Liquor Ordering', and a 'CHOOSE LICENSE NUMBER' button with a location pin icon. On the right, it says 'TESTLICENSEE Account'. Below the navigation bar, there is a 'Home' link and a red 'OR' followed by a red box around the text 'Click here to select a license' and 'and view delivery dates.'. Below this, there is a 'Welcome, testlicensee!' message and a 'Test announcement' banner with a close button 'x'.

From the Your License list, select **Place Order** under license you wish to place an order for.

OLO User Guide – OLO Ordering Quick Reference

Your Licenses

Find a license

50002 - Class C Reg
Liquor_license
Place Order

50001 - Class C Reg
Liquor_license
Place Order

4. Once a license has been selected, the OLO Header will display the following:
 - a. Home, Products, and Orders Tabs
 - b. License number selected, user information, and cart will display in upper right corner
 - c. Delivery dates will be displayed in the banner at the top of the page.
 - d. Product search box will display under delivery dates.

The screenshot shows the top navigation bar of the OLO website. On the left, there is a logo for Michigan and the text "Online Liquor Ordering". On the right, there are links for "CHOOSE LICENSE NUMBER 50000" and "TESTLICENSEE Account" with a shopping cart icon showing 18 items. Below the navigation bar, there are three tabs: "Home", "Products", and "Orders". Underneath the tabs, there is a banner with three columns of information: "IMPERIAL BEVERAGE COMPANY (141)" with a date of "1/11/2021", "GENERAL WINE & LIQUOR (221)" with a date of "1/12/2021", and "NWS MICHIGAN, INC. (321)" with a date of "1/11/2021". Below the banner is a search bar with the placeholder text "Search for products".

5. Select **Product** or use the product search bar to search and order spirit products.

The screenshot shows the "Products" section of the OLO website. At the top, there is a search bar with the placeholder text "Search for products". Below the search bar, there is a list of three products, each with a product ID, name, price, and quantity options. The first product is "#121 Banker's Club Blend" with a price of "\$7.12 /1000ml bottle" and "12 bottles/pack". The second product is "#127 Banker's Club Blend" with a price of "\$5.75 /750ml bottle" and "12 bottles/pack". The third product is "#128 Banker's Club Blend" with a price of "\$12.49 /1750ml bottle" and "6 bottles/pack". Each product has a quantity selector and an "Add to Cart" button.

Product ID	Product Name	Price	Quantity	Action
#121	Banker's Club Blend #321 - NWS Michigan, Inc.	\$7.12 /1000ml bottle 12 bottles/pack	12	Add to Cart
#127	Banker's Club Blend #321 - NWS Michigan, Inc.	\$5.75 /750ml bottle 12 bottles/pack	12	Add to Cart
#128	Banker's Club Blend #321 - NWS Michigan, Inc.	\$12.49 /1750ml bottle 6 bottles/pack	6	Add to Cart

Spirits products can be searched by liquor code or liquor name. Search results will display numerically

OLO User Guide – OLO Ordering Quick Reference

Products

#235 Flor De Cana Extra Seco #321 - NWS Michigan, Inc.	\$16.07 /750ml bottle 12 bottles/pack	Quantity: 12	Add to Cart
#236 Flor De Cana Anejo Oro #321 - NWS Michigan, Inc.	\$16.07 /750ml bottle 12 bottles/pack	Quantity: 12	Add to Cart
#665 Canadian Hunter PI #321 - NWS Michigan, Inc.	\$1.78 /200ml bottle 48 bottles/pack	Quantity: 48	Add to Cart

Quantity can be adjusted manually or by using the up/down arrows. Select **Add to Cart** to add an item to your order.

#235 Flor De Cana Extra Seco #321 - NWS Michigan, Inc.	\$16.07 /750ml bottle 12 bottles/pack	Quantity: 12	Add to Cart
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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.


New Orders: The Cart

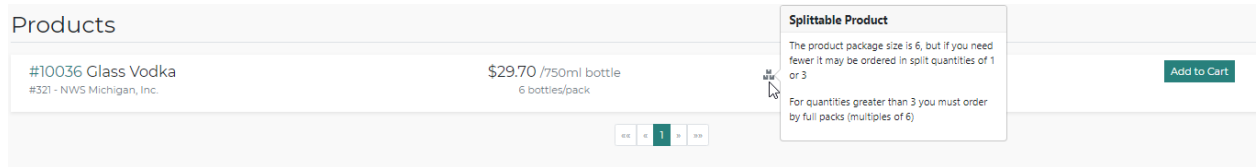
1. Use the **Shop** tab to find products/ add them to your cart.
2. Search box- The search box will allow users to search by keying in the liquor code or name. System will allow searches for partial codes or names.

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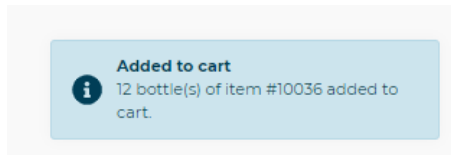
3. Product Information- the system will display liquor code, product name, ADA name and number, bottle size, price per bottle, pack size, and quantity. Select or enter a valid quantity and select **Add to Cart**.

Products			
#4129 100 Anos Reposado #321 - NWS Michigan, Inc.	\$19.62 /750ml bottle 12 bottles/pack	Quantity: 1	Add to Cart

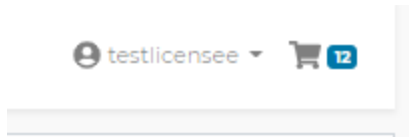
- a. Splittable Products- products that are available in splits are indicated by the  icon. Hovering over the icon will display the quantities that are available. The up and down arrows in the quantity section will only display quantities that are available for ordering.



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 licensees 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.

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The screenshot shows the OLO ordering interface. At the top left is a 'Menu' button. At the top right, there is a user profile 'testlicensee' and a shopping cart icon with '0000' items. Below the navigation is a search bar labeled 'Search for products'. The main section is titled 'Your Cart' with a help icon. Below the title is a note: '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.' To the right of this note are two buttons: 'Review Order' (highlighted with a red box) and 'Clear'. The cart contains three items:

Item Name	Price	Quantity	Item Total	Action
Bacardi Gold (P R) (50 ml) <small>Item #B4293 Sold by General Wine & Liquor</small>	\$0.87 <small>each</small>	0	\$0.00 <small>Item total</small>	Remove
Bacardi Superior (P R) (1000 ml) <small>Item #38321 Sold by General Wine & Liquor</small>	\$16.75 <small>each</small>	0	\$0.00 <small>Item total</small>	Remove
Davenports American Blended (750 ml) <small>Item #14009 Sold by Imperial Beverage Company</small>	\$13.37 <small>each</small>	0	\$0.00 <small>Item total</small>	Remove

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

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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 D) (50 ml) 84293	0	\$0.87	0	\$0.00
Bacardi Superior (P D) (1000 ml) 38321	0	\$16.75	0	\$0.00
Bacardi Gold (P D) Pi (1750 ml) 7228	0	\$22.50	0	\$0.00
Bacardi Gold (P D) Pi (1750 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 (1750 ml) 14908	288	\$27.66	504	\$7966.08
Absolut Elyx (1750 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 Pi (100 ml) 7829	96	\$1.78	9.6	\$170.88
Class Vodka (750 ml) 10036	12	\$29.70	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.license@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

Thank You!

Please check your email for your order details.

Having trouble? [Contact us](#)

[Continue to orders](#)

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

i Items in your cart are pending until submitted. To submit an order, select validate, 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.

General Wine & Liquor

[Validate](#)

[Clear Cart](#)

Product	Quantity	Unit Price	Liters	Total	Remove
Grey Goose Le Citron (750 ml) 166	12	\$26.78	9	\$321.36	×
Total			9	\$321.36	

Imperial Beverage Company

Product	Quantity	Unit Price	Liters	Total	Remove
Well Vodka PI (1000 ml) 18817	12	\$6.95	12	\$83.40	×
Total			12	\$83.40	

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total	Remove
Banker's Club Blend (1000 ml) 121	12	\$7.12	12	\$85.44	×
Total			12	\$85.44	

Out of stock items

Product	Quantity	Unit Price	Liters	Action
---------	----------	------------	--------	--------

ORDER SUMMARY	
Order subtotal	\$329.52
DISCOUNT @ 17 %	(\$56.02)
Liquor Tax	\$39.54
SALES TAX @ 6 %	\$19.77
Order total	\$332.81

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

Need multiple confirmation emails?

[+ Email address](#)

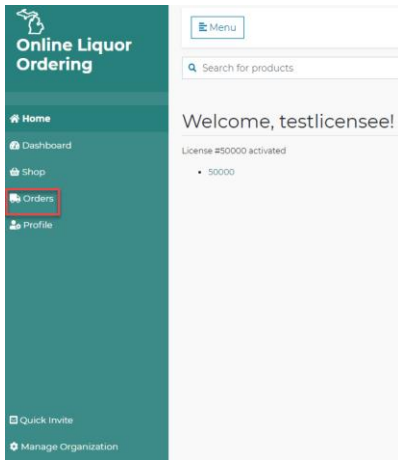
[Continue Shopping](#)

[Checkout](#)

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>	 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>	 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>	 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>	 180	\$5,623.20 <small>Item total</small>	Remove		
Capt Morgan Spiced Rum (P R) (750 ml)	\$14.24 <small>each</small>	 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

OLO User Guide – OLO Ordering Quick Reference

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) 17043	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	\$236.92
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	\$236.92

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 test.license@michigan.gov
 Need multiple confirmation emails?
[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

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
[Continue to orders.](#)

6.

Orders- Selecting the **Order** tab allows users to view the history of orders placed using the Current OLO system. Orders will be displayed with most current delivery date at the top.

OLO User Guide – OLO Ordering Quick Reference

ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9687 LICENSE # 50000 Kid's order
DEC 14, 2020 /	DEC 22, 2020	GENERAL WINE & LIQUOR	8755971	\$449.88 \$454.39	
Liquor Code 93140	Product Grey Goose Vodka	Quantity 12	Unit Price \$37.49	Subtotal \$449.88	
Liquor Code 21843	Product Bacardi Superior (P R)	Quantity 0	Unit Price \$5.80	Subtotal \$0.00	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9684 LICENSE # 50000 Copy order
DEC 14, 2020 /	DEC 21, 2020	IMPERIAL BEVERAGE COMPANY	2793258	\$330.60 \$333.90	
Liquor Code 16787	Product Jackson Morgan Salted Caram PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
Liquor Code 18817	Product Well Vodka PI	Quantity 12	Unit Price \$6.95	Subtotal \$83.40	
Liquor Code 16778	Product Jackson Morgan Bread Puddin PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9689 LICENSE # 50000 Copy order
DEC 14, 2020 /	DEC 21, 2020	NWS MICHIGAN, INC.	1923589	\$482.04 \$486.85	
Liquor Code 2981	Product Tito's Handmade Vodka	Quantity 12	Unit Price \$24.11	Subtotal \$289.32	
Liquor Code 2982	Product Tito's Handmade Vodka	Quantity 6	Unit Price \$32.12	Subtotal \$192.72	

Orders can be searched using the filters at the top of the screen.

Orders

Search

Dates

Delivered on From To

Ordered On

Selector

Confirmation # Value

Order #

Product ID

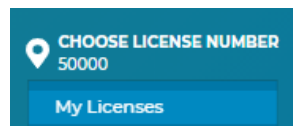
Distributors:

Imperial Beverage Company

General Wine & Liquor

NWS Michigan, Inc.

7. Changing license number selected – Select **Choose License Number** in upper right corner. Select **My Licenses** to display list of Your licenses.



Your Licenses

Find a license

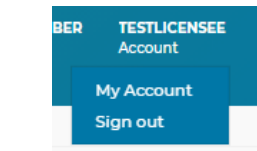
50002 - Class C Reg

Liquor_license

50001 - Class C Reg

Liquor_license

8. Profile- Selecting the **Username** in the upper right corner of the page to update user email, reset password, or sign out.



Select **My Account**, update email field and select **Update** to update email address

My Profile

Username
testlicensee

Email
test.licensee@michigan.gov

[Update](#) [Change Password](#)

Select **Change Password** to access change password screen. Enter current password, new password, and confirm password. Select **Change Password** to update password.

Change password

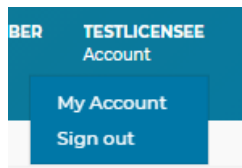
Current Password

New Password

Confirm Password

[Change Password](#) [Go Back](#)

Select **Sign Out** to log out of the system.



9. Cart- Select Cart icon to access cart. The cart displays

OLO User Guide – OLO Ordering Quick Reference

Cart

Items in your cart are pending until submitted. To submit an order, select validate, 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.

General Wine & Liquor

Validate

Clear Cart

Product	Quantity	Unit Price	Liters	Total	Remove
Bacardi Coconut (750 ml) 828	24	\$11.61	18	\$278.64	✖
Total			18	\$278.64	

Imperial Beverage Company

Product	Quantity	Unit Price	Liters	Total	Remove
Well Vodka PI (1000 ml) 18817	24	\$6.95	24	\$166.80	✖
Total			24	\$166.80	

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total	Remove
Tito's Handmade Vodka (1000 ml) 2981	12 Quantity ordered: 12	\$24.11	12	\$289.32	✖
Tito's Handmade Vodka (1750 ml) 2982	6 Quantity ordered: 6	\$32.12	10.5	\$192.72	✖
Total			22.5	\$482.04	

Out of stock items

Product	Quantity	Unit Price	Liters	Action
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ORDER SUMMARY

Order subtotal	\$927.48
DISCOUNT @ 17 %	(\$157.67)
Liquor Tax	\$111.30
SALES TAX @ 6 %	\$55.65
Order total	\$936.76

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

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

[Continue Shopping](#)

[Checkout](#)

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.

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.
- 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.
 - License #- indicates the license number that is being viewed.
 - Members- Displays list of users for the group.
 - 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.
 - Licenses are limited to one owner and two users
 - Invitations- displays the list of all invites (registration emails/tokens) sent out by the owner.
 - Selecting **resend** will resend an email to a new user. The user MUST use the most recent email they receive.
 - 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.

OLO User Guide – OLO Ordering Quick Reference

Online Liquor Ordering

Menu

Search for products

testlicensee

Manage 50000

Name
50000

Update

License #50000

Members

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

Invite

Invitations

Sent To	Created On	Created By	Expires On	Token	Active	Claimed		
hoppesel@michigan.gov	5/76/19, 3:13 PM	testlicensee	5/79/19, 3:13 PM	JYKRTFU4OZ	false	false	Resend	Cancel
hayess3@michigan.gov	6/70/19, 1:13 PM	testlicensee	6/73/19, 1:13 PM	2B7T3PO6AN	false	true	Resend	Cancel
MailSI@michigan.gov	6/72/19, 1:48 PM	system	6/75/19, 1:48 PM	U4FXCHA61M	false	true	Resend	Cancel
hoppesel@michigan.gov	6/70/19, 1:15 PM	testlicensee	6/73/19, 1:15 PM	D34RQZZWXX	true	false	Resend	Cancel
hoppesel@michigan.gov	6/70/19, 1:12 PM	testlicensee	6/73/19, 1:12 PM	6NDBYKAWX9	false	false	Resend	Cancel

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.