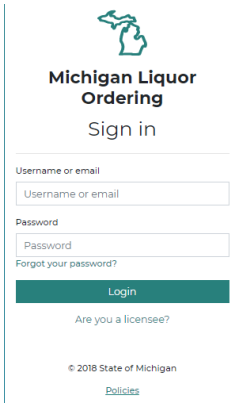
Log in after Account Registration has been completed. For more information on registering your Online Liquor Order (OLO) Account, please see manual for OLO User registration process.

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).



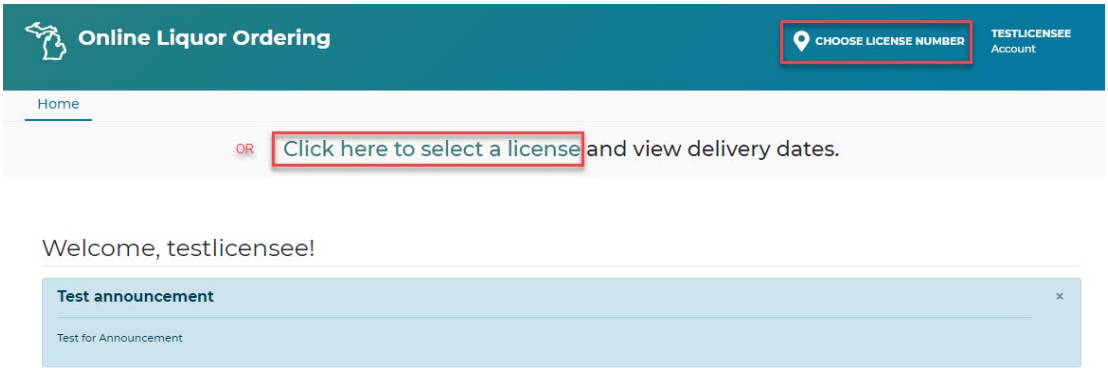
Licensees who have forgotten their password may select the *Forgot your Password?* link to receive a password reset email.

Dashboard

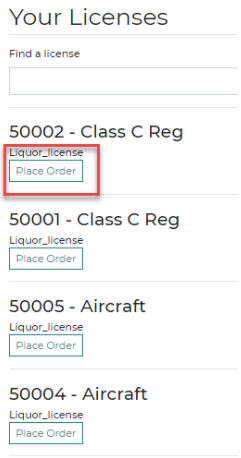
After successfully logging into the OLO system. Licensees will be directed to the dashboard page. MLCC uses this dashboard to communicate important messages to licensees.

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.

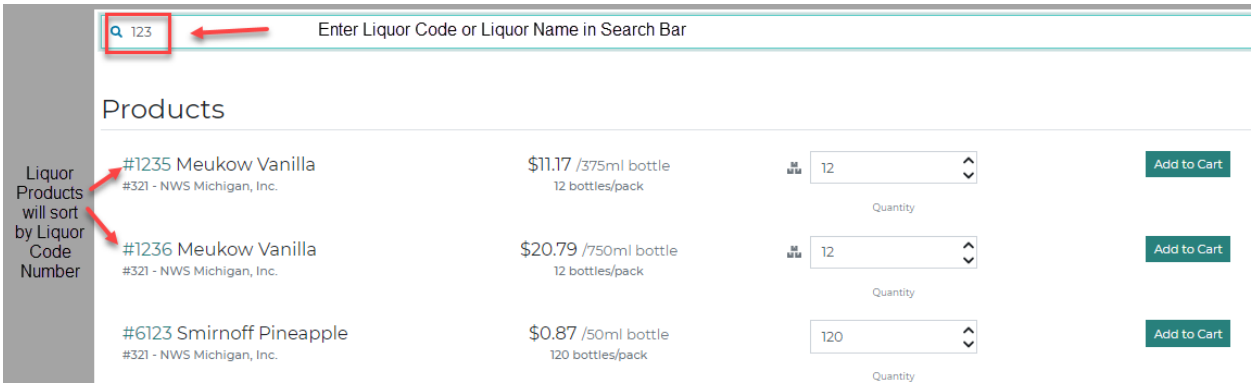
Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin placing their liquor order.

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.

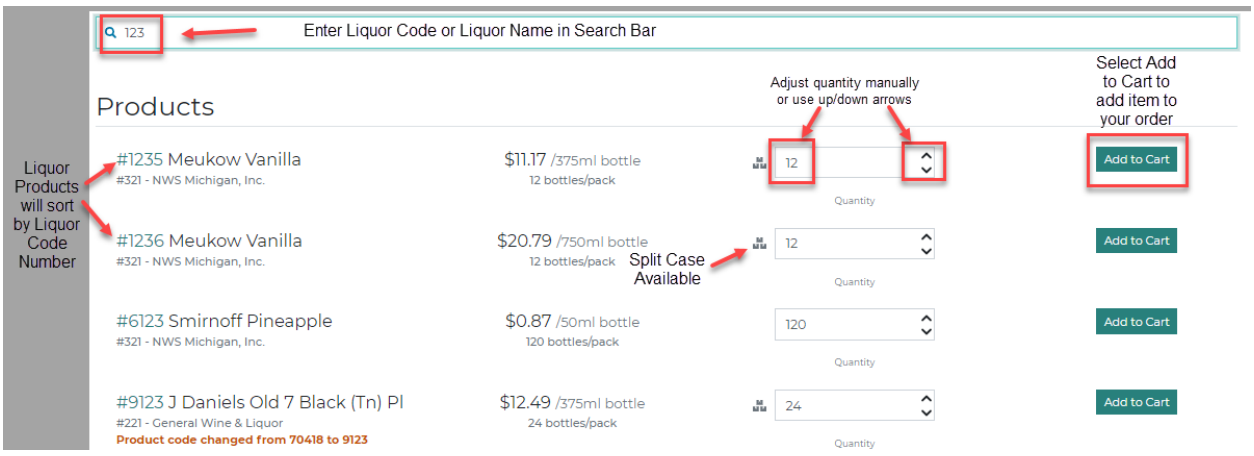
Adding an item to Liquor Order (Adding an item to the Cart)

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

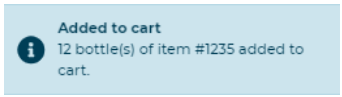
> *The OLO system automatically calculates available split orders and pack sizes, which display in the *Quantity* box when using the up/down arrows.

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

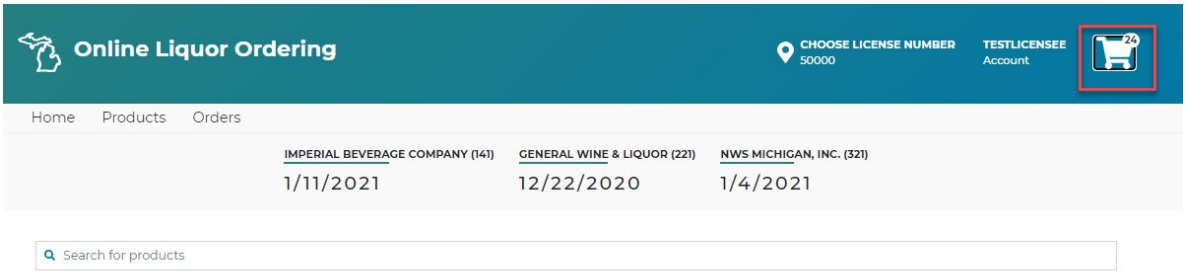


When an item is successfully added to your cart, a box will pop up in the lower right corner letting you know the items were added to the cart.



Submitting your Order

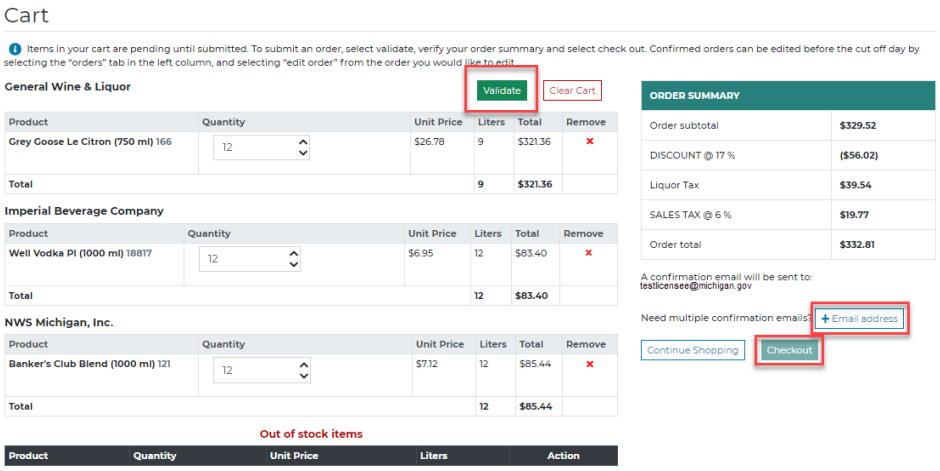
When ready to place your order, select the *Cart* icon located in the upper right corner.



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



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.

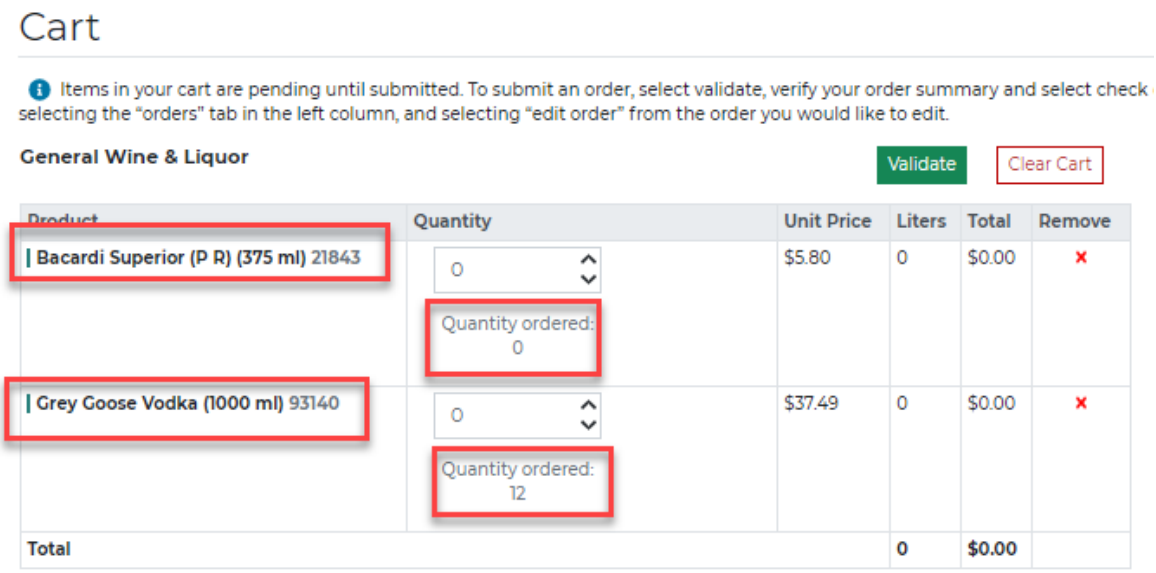
Select the *Checkout* button when ready to submit the order to the ADA(s). A confirmation email goes to the default email address, any additional emails entered, and to the MLCC.

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.

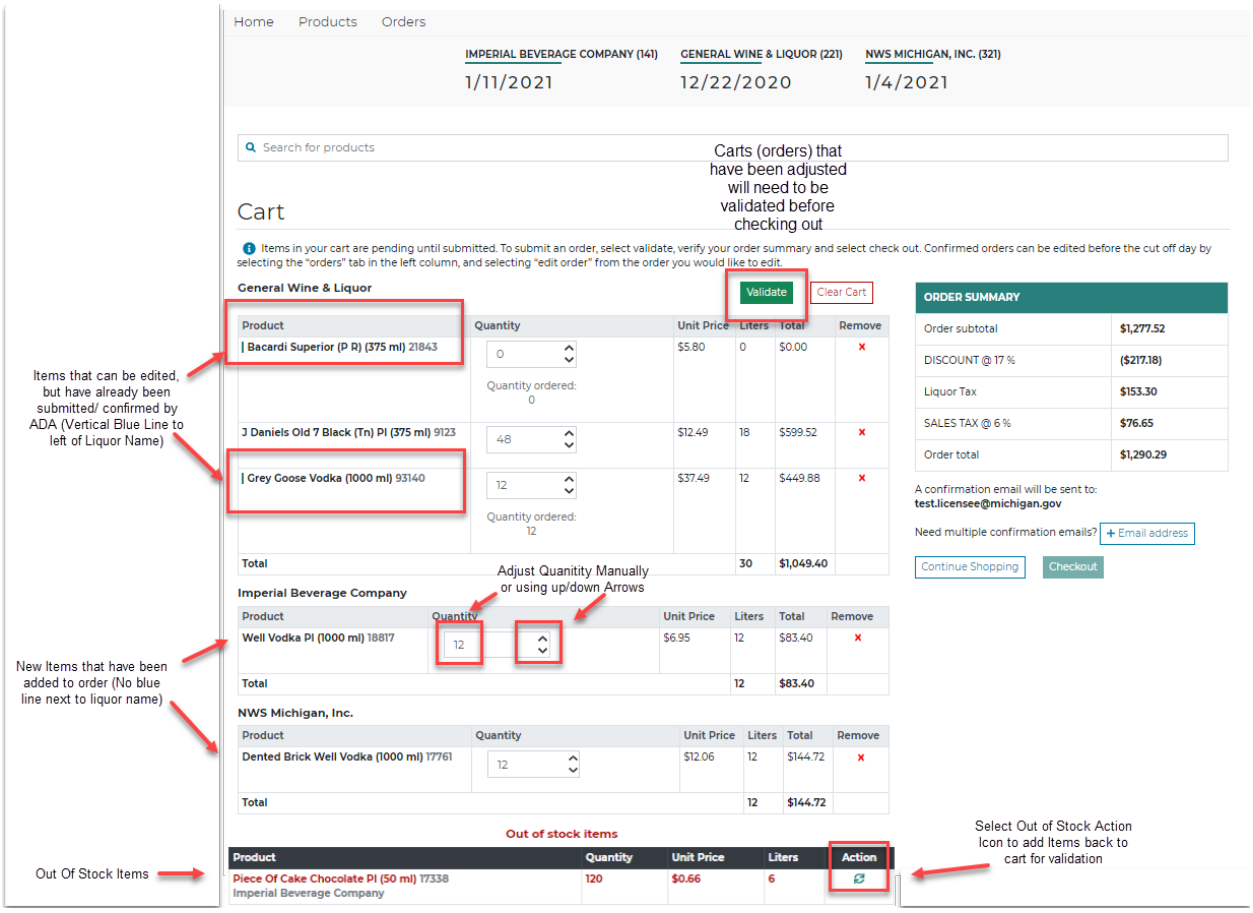


To edit an existing order, access the existing order:

- 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



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.

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.