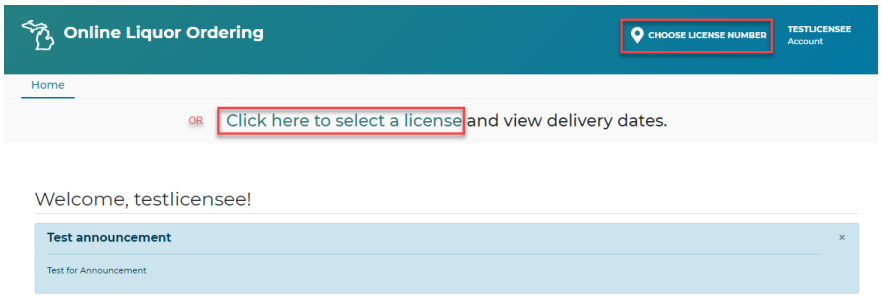
MILO Additional Features – Quick Add Products by Code

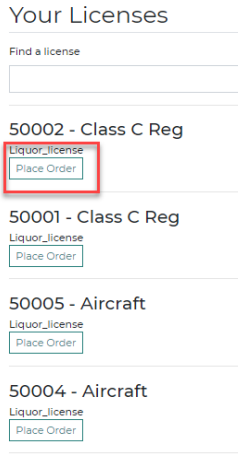
OLO users (Owner) have the ability to add products to a product list by code and quantity. This additional feature will allow users who know their liquor codes to more efficiently add items to a product list and add them to the cart.

Login and Select a License Number

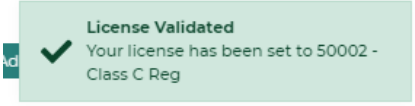
Licensees will login and choose a license number they would like to manage or place an order for. Licenses can be selected by choosing *Click here to select a license* or *Choose License Number*:

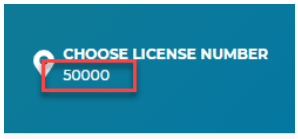


Your Licenses will display, select *Place Order* button under license you wish to manage or place an order for.



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.

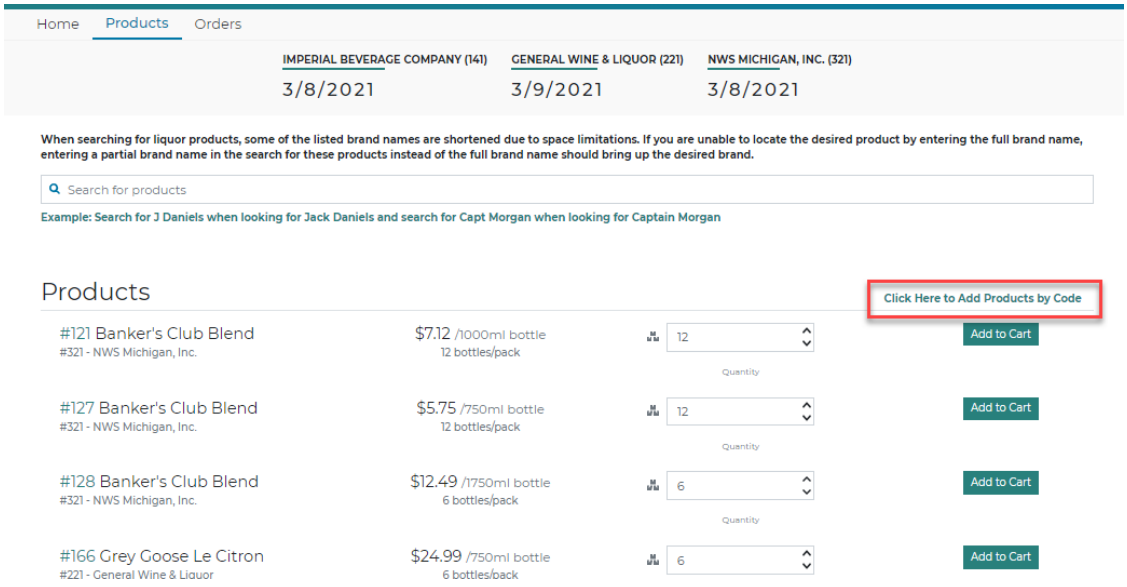




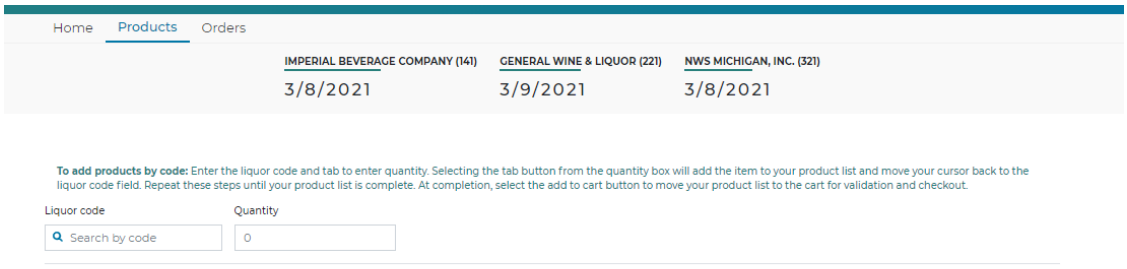
Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin placing their liquor order.

Quick Add Products by Code

Select “Click Here to Add Products by Code:

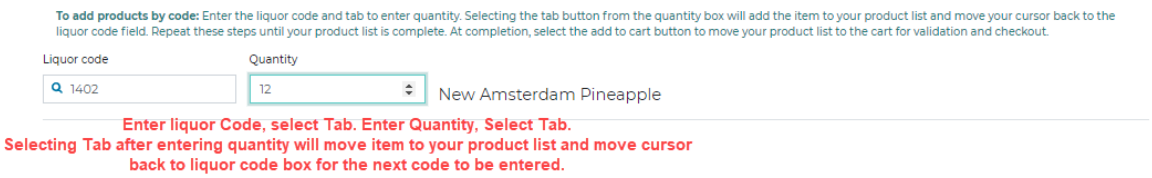


User will be directed to the Add Products by Code page.



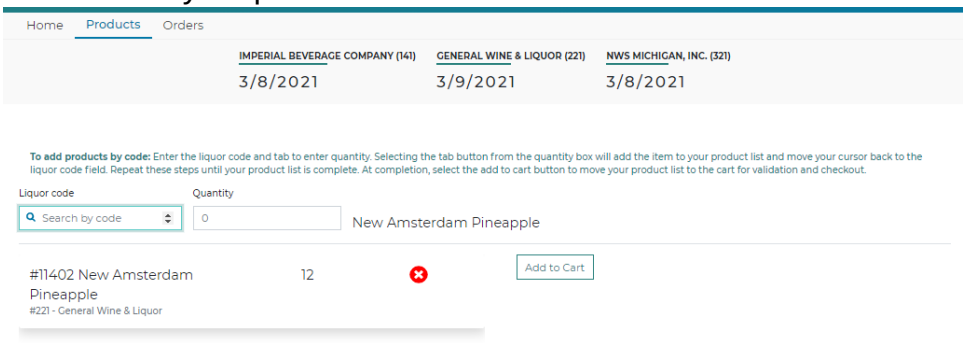
Users will complete the following steps to create a product list:

- 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.

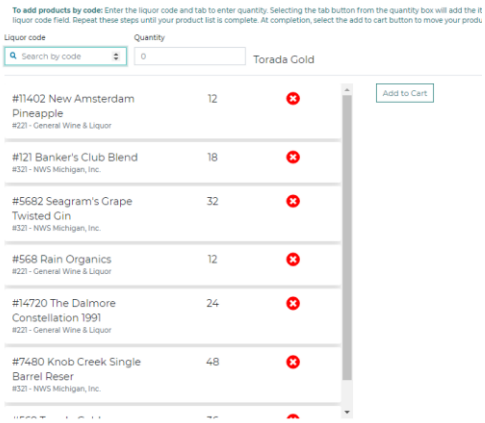


Enter liquor Code, select Tab. Enter Quantity, Select Tab.
Selecting Tab after entering quantity will move item to your product list and move cursor back to liquor code box for the next code to be entered.

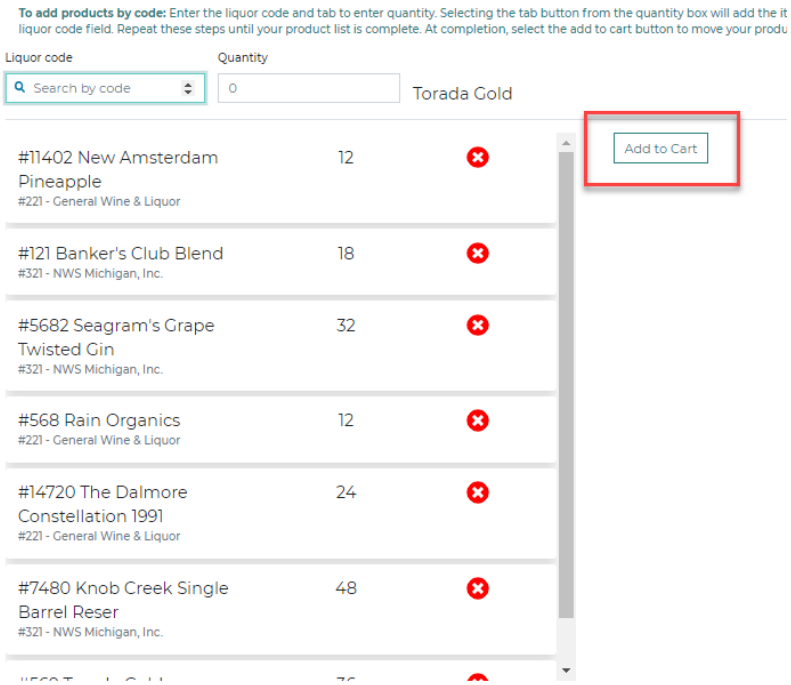
- Items are added to your product list



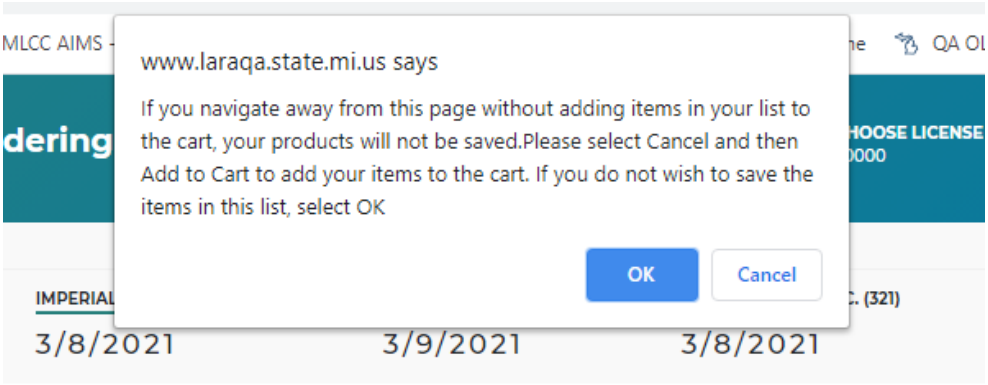
- Repeat these steps until your product list is complete.
- Verify items in your product list are accurate



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

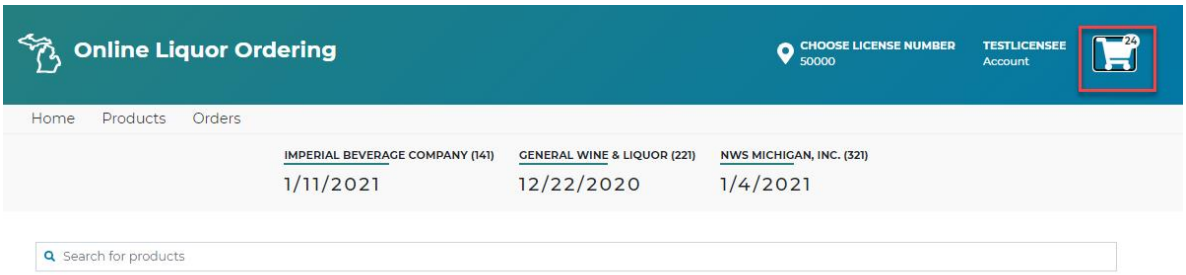


PLEASE NOTE: You must add items to your cart before navigating away from this screen or your product list will be lost. A warning box will appear for licensees who have not added items to the cart, but are trying to leave the page:



Submitting your Order

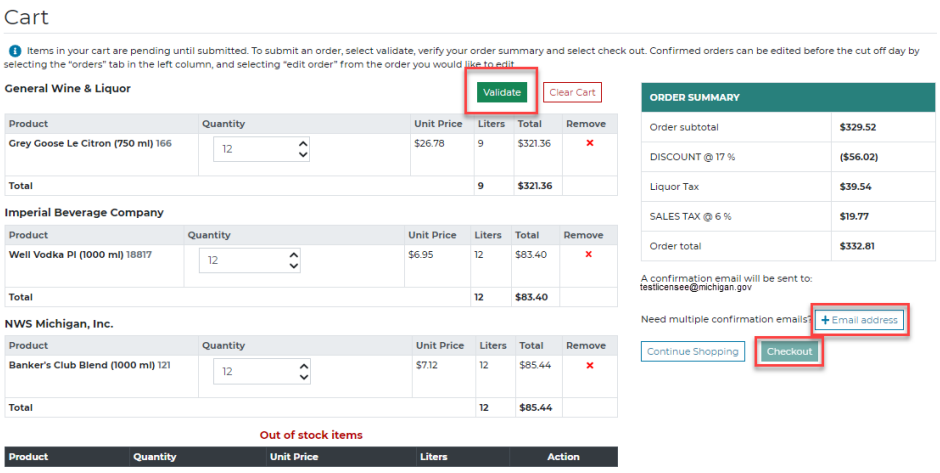
When ready to place your order, select the *Cart* icon located in the upper right corner.



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.