

Section 1	Login
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This page allows a Licensee to login to a secure site to place a liquor order, check product availability at their family of liquor stores, maintain order history and status as well as accessing monthly LTO’s (Limited Time Offers) and adding them to their order.

General Public Information

Please visit our general public website at www.peilcc.ca

P.E.I. Liquor Control Commission
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Website Administrator: picampbell@gov.pe

Liquor Control Commission
Régie des alcools

Welcome to the Prince Edward Island Liquor Control Commission's Licensee Website

The Prince Edward Island Liquor Control Commission is pleased to offer its licensees (the holder of a liquor license) "on-line" ordering system. As a Licensee, you may register as a user of our "on-line" ordering system, following which you will be able to:

- place your premises' liquor order directly with your liquor store
- check availability of products within your family of liquor stores
- maintain an order history
- check on your order's status
- access monthly LTO's specials and add them to your order

Registered Users:

REGISTERED USERS, please login with your user name and password.

User Name:	<input type="text"/>
Password:	<input type="password"/>

To become a “Registered User” of The Loop, contact the Website Administrator to register your User Name and to assign you a temporary password to allow you access.

Once you are registered, type in your “User Name” and “Password” and click “Submit”.

There will be a forced password change every six months. Upon expiry, a popup box will prompt you to enter a new password. After six unsuccessful attempts to login, the account will be locked and the Website Administrator must be contacted to have the account password reset. A notice will also be sent to the licensee’s email address to advise their account has been locked.

A session will last four hours before it times out and asks you to log back in.

If you forget your password, “click here” at the “Forgot Your Password?” prompt which brings up the appropriate screen (see page 2).

Section 1	Login
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Forgotten Password?

Please enter your username and license number below and click “Submit”.

A new password will be emailed to you immediately. Use this password to log into the site, then go to the ‘My Profile’ page and change your password.

Forgot your password?

Please enter your username and license number below and click 'Submit'.

Your password will be emailed to you immediately.

User Name:	<input type="text"/>
License#:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Section 2	Home Page
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This is an information screen which provides up-to-date information on LTO’s; a price list; new product listings and delistings; and supplier information related links.

Simply click on the title to view the information.

DEI

*Liquor Control Commission
Régie des alcools*

Welcome Licensees to **"The Loop"** your "Licensee On-line Ordering Program".

[Price List](#)

[New Listings](#)

[Delistings](#)

[Limited Time Offers](#)

[Product Information](#)

A Licensee Notice Board with pertinent information from Head Office is also maintained as well as a link to the Liquor Control Commission’s public website.

Section 3	New Order
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This screen provides the following options on how you would like to start a new order:

1. New Orders - simply start a new order.
2. Active Orders - allows you to continue a previously saved but un-submitted order.
3. Order Templates - allows you to select a completed order that was saved as a template.
4. Order History - allows access to all of your orders that have been completed through the website to be used to create a new order.
5. Note: historical orders will be accessible through the website for 13 months.

You can begin the ordering process by beginning with an empty order, continuing an existing order, or using a template as an order.

Please select one of the options below to begin your order:

- [New Orders - This is an empty order.](#)
- [Active Orders - This is a previously saved order.](#)
- [Order Templates - A template that you have created.](#)
- [Order History - An order that has been made in the past.](#)

Section 4 Shopping Cart

This screen displays the items that currently exist in the Licensee’s shopping cart and allows the Licensee to add more items to the order.

Shopping Cart

BIN# Name Range(\$): Min Max

Quantity:

BIN#	Flag	Description	Size	#	Unit(\$)	Total(\$)	Avail.
17820V		Bacardi Extreme Orange	341 ml	<input type="text" value="6"/>	\$1.82	\$10.92	<input type="button" value="X"/>
17813V		Bacardi Breezer Margarita	341 ml	<input type="text" value="12"/>	\$2.21	\$26.52	<input type="button" value="X"/>

Web Order ID: 8812 **Store:** Test Store
Total Cost (Ordered): \$45.86 **Total Cost (Avail):** \$0.00
Last Availability Check: 4/15/2003 3:00:00 PM **Next Availability Check:** 4/15/2003 3:30:00

All orders that have at least one item in the order will be saved and accessible (with the ability to continue them) by viewing the “Active Orders” screen. Each order created is assigned a Web Order ID # which is automatically generated by the website.

To add an item to your shopping cart:

- If you know the Bin # for the product, click on the Bin button (a dot appears); enter the Bin # and quantity; click Add to Order - the product then appears in the order pad.
- If you do not know the Bin #, you can order a product by name. Click on the Name button (a dot appears);

- < Range - min/max: if you are looking for a product in a particular price range
enter price here;
- < Category: ie. spirits, wine, beer
- < Sub-category: ie. vodka, rum, gin
- < Sub-class: ie. table, economy, dark, white
- < Description: displays the product name
- < Size: the sizes available for that product
- < Quantity: enter the quantity
- < Add to Order: moves the product to the order pad.

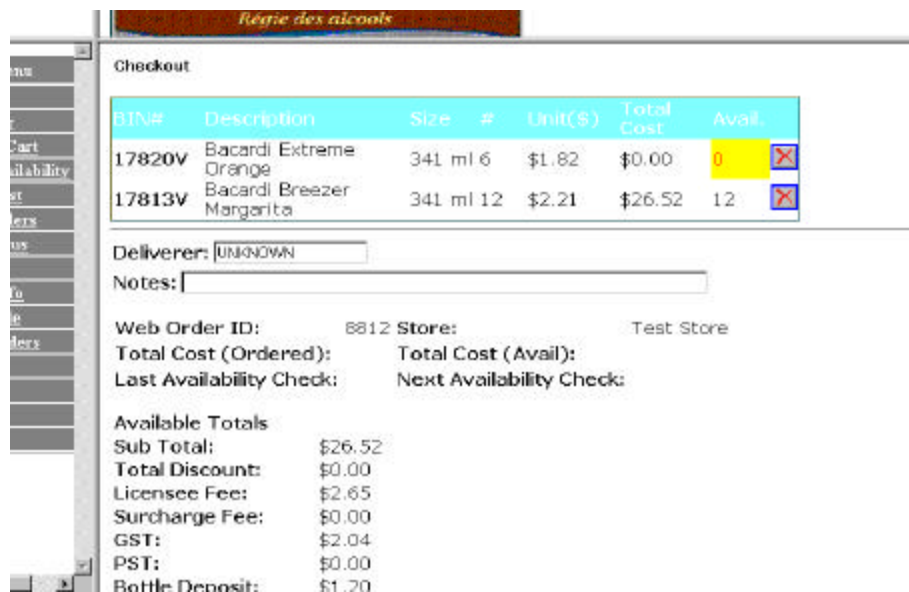
- The unit price displayed equals the basic price minus discounts.
- The # field allows the user to change the quantity ordered by clicking on the field and entering a new number.
- Delete removes the item from the order pad.
- Flag - if an asterisk (*) appears on the line, this represents a product bulletin. Click on the asterisk and a pop-up box will display the information.
- Last availability check - displays last time product quantities were updated on the website from the store.
- Next availability check - displays when next product quantity will be updated on the website from the store.
- New order - saves the current order (can be found under Active Orders) and starts a new order.
- Scroll bar - allows user to scroll through all items on the order.
- Total cost ordered (running total) - will include the product discounts, bottle deposits, GST and licensee fees for all products in the order.
- ***Important: to determine your actual cost for a particular item, start a New Order enter the Bin # and a quantity of 1 - your total cost is the total cost for that item; then delete this order.***
- ***There could be a slight difference in the total cost of orders between the website and the store POS system due to rounding of taxes and discounts. The store POS system (Market²) totals will apply so you must contact your store before making out your cheque for your purchase.***

Please note: quantities from the stores are updated every half hour which may represent a slight difference in the quantity available, therefore, please always check with our store for your final total prior to making out your cheque for your purchase.

- Continue to Checkout - when clicked performs a check availability on the latest product quantities received from the store and moves on to the checkout screen.

Checkout Screen

This screen allows the Licensee to see which items are available in the order and to submit the order to the store.



- The user can delete line items on this screen but if they want to edit quantities or add new items, they must click “Edit Order” to return to the Shopping Cart screen.
- The “Available” column displays quantities available at your store. If the quantity available is less than the quantity ordered, then the quantity available will be highlighted.
- The Licensee can check the availability of a product at a store in his family of stores by clicking the Check Availability button.
 - To reserve product from another store, the store must be contacted and arrangements made to pickup the product. Orders can only be placed through the website to your default store. See Section 5 - Check Availability.

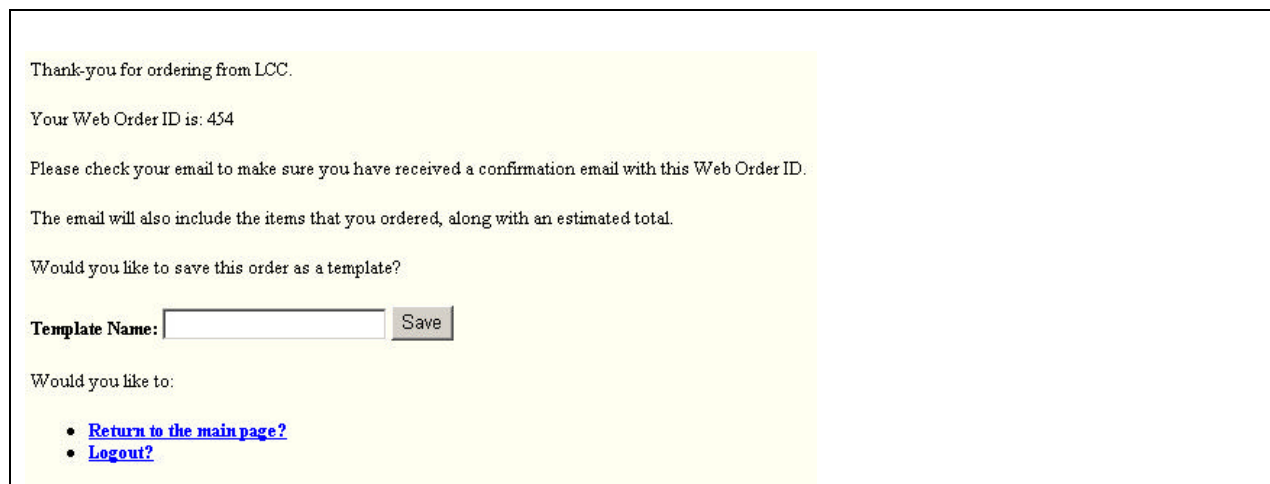
- Submit Order - submits the order to the store and sends an email to the store and the Licensee to confirm the order was sent.

*** Draught orders pricing does not include delivery charges and draught is ordered by the store after the licensee orders it. However, it will always appear as available on the website and the price will be included in the order.**

Submitted your order takes you to the “Confirmation Screen”.

Confirmation Screen

This screen confirms the order has been submitted and that emails have been sent to the store and licensee to confirm.

A screenshot of a web page with a yellow background. The text reads: "Thank-you for ordering from LCC.", "Your Web Order ID is: 454", "Please check your email to make sure you have received a confirmation email with this Web Order ID.", "The email will also include the items that you ordered, along with an estimated total.", "Would you like to save this order as a template?", "Template Name: [input field] Save", "Would you like to:", followed by two bullet points: "• [Return to the main page?](#)" and "• [Logout?](#)".

Thank-you for ordering from LCC.

Your Web Order ID is: 454

Please check your email to make sure you have received a confirmation email with this Web Order ID.

The email will also include the items that you ordered, along with an estimated total.

Would you like to save this order as a template?

Template Name: Save

Would you like to:

- [Return to the main page?](#)
- [Logout?](#)

Template name - allows the user to enter a name for this order to be saved as a template order.

The user can then choose to return to the Home Page or Logout.

Please note: store pickup schedules, etc. may also be found on this page.

Please note: no product quantities are reserved on the website until your order has been submitted.

If the quantity requested is higher than the quantity available, it will be assumed by the store manager that if this additional product comes into the store before the order is shipped out that the licensee wants this product added to his/her order.

Section 5	Check Availability
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This feature allows the licensee to check the availability of a particular product at stores within your family of stores (area). This screen can be used during the checkout process and can also be accessed from the sidebar menu.

Check Availability

BIN# Name Range(\$): Min Max

Beer Moose Lager Canadian 12 pk

Quantity: Check Availability

BIN	Description	Size	Unit (\$)	Store Name	# Avail.
80350R	Canadian	12 pk	\$14.1	Alberton	12
80350R	Canadian	12 pk	\$14.1	O'Leary	12
80350R	Canadian	12 pk	\$14.1	Tignish	12
80350R	Canadian	12 pk	\$14.1	Tyne Valley	12
80350R	Canadian	12 pk	\$14.1	Test Store	12



The search can be conducted by Bin # or Name (see Shopping Cart). The quantity desired must also be entered then the check availability button selected. It returns the number available (based on the last update from the store to the website). If you find product at another store that you would like to reserve, click on the store name for store contact information. As you can only place an order through the website to your default store, you must directly contact the other store to place an order. The price displayed is the basic price.

Section 6	Product Price List
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This page supplies product information including Bin #, Department, Size, Name, and the Basic Price of the product.

Product List

Spirit Cooler ▾

BIN	Department	Description	Size	Basic Price
17815V	Spirit Cooler	Bacardi Breezer Island Pineap	330 ml	\$2.25
17813V	Spirit Cooler	Bacardi Breezer Margarita	341 ml	\$2.21
17816V	Spirit Cooler	Bacardi Breezer Tropical Oran	330 ml	\$2.25
17830V	Spirit Cooler	Bacardi Calypso	341 ml	\$2.25
17830Z	Spirit Cooler	Bacardi Calypso	1 L	\$5.22
17820V	Spirit Cooler	Bacardi Extreme Orange	341 ml	\$1.82
17810V	Spirit Cooler	Bacardi Key Lime	341 ml	\$2.21
17810Z	Spirit Cooler	Bacardi Key Lime	1 L	\$5.22
17880V	Spirit Cooler	Bacardi Pina Colada	341 ml	\$2.21
17880Z	Spirit Cooler	Bacardi Pina Colada	1 L	\$5.22
	Spirit			

The basic price does not include GST, PST, Discount or Bottle Deposits. With product purchase, applicable taxes are applied.

To display a product list, either select a particular department or all from the drop-down list.

Section 8	Active Order
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This page displays all unsubmitted orders. If you have started an order but not yet submitted it to the store, it will appear here. From this page the licensee can view the order, continue the order, or delete the order.

Active Orders

Order ID	Total Cost	Last Update	Continue	X
8739	\$201.66	4/10/2003	Continue	X
8746	\$80.03	4/10/2003	Continue	X
8812	\$45.86	4/15/2003	Continue	X
8793	\$814.16	4/13/2003	Continue	X

Details for Order 8739:

BIN#	Name	Size	#
17830V	Bacardi Calypso	341 ml	5
90250R	Coles Cream Ale	50 L	1

- Order ID - link that displays the details of the order (the bottom of the screen).
- Continue - this will take you to the Shopping Cart screen and your order will appear in the order pad. From here the licensee can continue this order.
- You cannot add an Active Order to an existing order in the Shopping Cart. Therefore, choose to continue the Active Order first and then add more items to the order once it is in the Shopping Cart.
- If you have an existing order (i.e. Order ID 50) in your shopping cart, and then you go to the Active Orders page and choose to continue another order (i.e. Order 60), then order 50 will be sent to the Active Orders page and Order 60 will populate the Shopping Cart.
- X icon - click on this screen <icon> to delete the order. A popup box will confirm you want to delete the order.
- The total cost displayed is the cost of the items that have been requested so far on this order.

Section 8	Order Status
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The Order Status screen displays all of your submitted orders and the status of each based on the filters at the top of the screen.

Order Status

Order ID	Template	Total Cost	Last Update	Order Date	Status		
8737	Monday Order	\$159.50	4/10/2003	4/10/2003	1	<input type="button" value="Print"/>	<input type="button" value="Add to Order"/>
8767	fridays	\$64.51	4/11/2003	4/11/2003	1	<input type="button" value="Print"/>	<input type="button" value="Add to Order"/>

Details for Order 8737: Template Name:

BIN	Name	Size	#	#
			Received	Ordered
80000R	Blue Quarts	625 ml	0	5
90040R	Canadian Draught	50 L	0	1



- Status 1: indicates that your order has been sent to the store but has not yet been imported into the store’s point of sale system
- Status 2: indicates your order has been imported into the store’s point of sale system
- Status 3: indicates your order has been paid
- Status 4: indicates your order has been voided at the store
- Status 5: indicates your order has been cancelled at the store

- Once your order has been paid for at the store, it will appear as paid (Status 3) on the website within the next hour. However, the actual quantities of your order and the actual dollar total of your order will not be displayed on the site until the next business day.

- The Licensee can start new orders as well as save an order as a template from here (template names are displayed).
- Orders remain in the database for 13 months.
- Click on the Order ID for a preview of the order to appear on the bottom of the page. Note, the preview contains quantities ordered and received. To view the entire order, click the print button which brings up this screen.
- If you did not give your order a template name during the checkout process, you can add a name here. Click on the order ID then enter a name in the template name field and click save. If you start to change the template name of an order, then decide to cancel the change, click on the Reset button and the template name will revert to its last saved name.

Note: To print an order, click the print button on your browser menu

BIN#	Name	Size	#Orderd	#Received	Indiv(\$)	Total(\$)
80000R	Blue Quarts	625 ml	5	0	\$2.55	\$12.75
90040R	Canadian Draught	50 L	1	0	\$151.07	\$151.07

Web Order ID: 8737

Total Ordered: \$159.5023 Total Available: \$159.5023

Return to Order Status

- To print this order, click within the order area of the page with your mouse, then click the printer icon on the browser menu.
- If the orders displayed here are Status 1 or 2, the total displayed is for quantities available. If the order is paid (Status 3), this total is the total paid.
- The Return to Order History button takes you back to the Order Status or History screen.
- From the Order Status Screen, you can select an order and use it as a template to create a new order by clicking on the “Add to Order” button. This takes you to the Shopping Cart Screen. From here you will notice all quantities are zero so you must enter in the desired quantity by clicking the # field, deleting the zero and then entering your desired quantity. This prompts you to update your request or cancel the quantity you entered. All line items have a large “X” to the right of the screen. If you click on this, a popup box asks if you wish to delete the record (line). Answering “yes” deletes the line item.
- All lines with zero quantities ordered must be deleted as the system will not allow you to move to the Checkout screen unless the # field is 1 or greater.
- From here (Shopping Cart), items can be added to your order in the usual way and the order submitted as discussed on the Shopping Cart page.

Section 9 Limited Time Offers (LTO)

This page can be accessed by clicking the LTO link on the homepage or by clicking on the LTO button on the sidebar.

LTO's

All

Update

BIN	Description	Size	Reg	Promo	End Date	#
17830V	Bacardi Calypso	341 ml	\$2.25	\$1.87	6/30/2003	<input type="text"/>
17790V	Blue Typhoon	341 ml	\$2.25	\$1.87	6/30/2003	<input type="text"/>
17760H	Cranberry Apple	4 pk	\$8.16	\$6.46	6/30/2003	<input type="text"/>
17780H	Cranberry Peach	4 pk	\$8.16	\$6.46	6/30/2003	<input type="text"/>
18010H	Wildberry Extra Cooler	4 pk	\$8.16	\$6.46	6/30/2003	<input type="text"/>
17750H	Wildberry Vodka	4 pk	\$8.16	\$6.46	6/30/2003	<input type="text"/>
04090A	Alberta Springs	375 ml	\$9.68	\$9.18	4/30/2003	<input type="text"/>
04090Z	Alberta Springs	750 ml	\$17.84	\$16.99	4/30/2003	<input type="text"/>
03380Z	Bacardi 1873	750 ml	\$18.99	\$18.09	4/30/2003	<input type="text"/>
03000Z	Bacardi White	750 ml	\$17.63	\$16.78	4/30/2003	<input type="text"/>
17540Z	Baja Luna	750 ml	\$23.36	\$18.69	6/30/2003	<input type="text"/>
02060A	Banff Ice	375 ml	\$9.6	\$9.05	4/30/2003	<input type="text"/>
02060Z	Banff Ice	750 ml	\$17.97	\$17.12	4/30/2003	<input type="text"/>

Select a particular department from the drop-down list to view LTO's related to one particular department or select All.

This page presents you with up-to-date Limited Time Offers. You can add an item(s) from this page to your Shopping Cart by simply entering the quantities required in the # box and then clicking the Update button. These items are then added to your current order. If you have not yet started an order, a new one will automatically be created for you. Click on the Shopping Cart link to view this order.

Section 10	Product Information
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Beers	Spirits
<u>Beamish Red Irish Ale</u>	<u>Allied Domecq</u>
<u>Becks</u>	<u>Amarula</u>
<u>Bitburger</u>	<u>Appleton Estate</u>
<u>Boddingtons</u>	<u>Bacardi</u>
<u>Budweiser</u>	<u>Baileys</u>
<u>Caffreys</u>	<u>Brown Foreman</u>
<u>Carlsberg</u>	<u>Captain Morgan</u>
<u>Coors</u>	<u>Catto's Rare</u>
<u>Corona</u>	<u>Chivas Regal</u>
<u>Fosters</u>	<u>Courvoisier</u>
<u>Granite Brewery</u>	<u>Drambuie</u>
<u>Grolsch</u>	<u>Finlandia Vodka</u>
<u>Guinness Brewing</u>	<u>Glenlivet</u>
<u>Hart Brewing</u>	<u>Glenora Distillery</u>
<u>Heineken</u>	<u>Glen Ord Scotch</u>
<u>Keith's</u>	<u>Grand Marnier</u>
<u>Labatt's Brewery</u>	<u>J&B Scotch</u>
<u>Molson</u>	<u>Jack Daniels</u>
<u>Moosehead Brewery</u>	<u>Jose Cuervo Tequila</u>
<u>Newcastle Brown Ale</u>	<u>Kittling Ridge</u>
<u>Old Milwaukee</u>	<u>Malibu Rum</u>

This information page is maintained by the Liquor Control Commission Website Administrator. It supplies links to the supplier websites, other liquor boards and more.

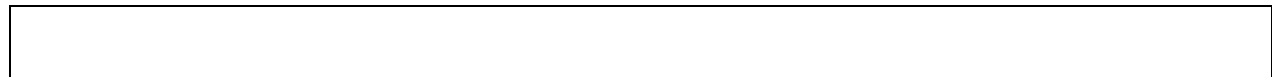
This page can be accessed by clicking on the Product Info button the sidebar or by clicking the Product Information link on the home page.

Section 11	My Profile
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The Profile page lists your default store name and the main contact person for your licensed establishment.

Profile

Store Name:	Test Store
Contact:	<input type="text" value="Jerry"/>
Email Address:	<input type="text" value="jsmith@abc.com"/>
Password:	<input type="password" value="*****"/>
Password (confirm):	<input type="password" value="*****"/>
Pickup Person:	<input type="text" value="Aubrey's"/>



You can update your email address (if you change your email address, a notification will be sent to both your old and new email addresses).

You can change your password.

You can enter a default pickup person.

Click save to apply any changes.

Click reset instead of save to revert to previous entries.

Section 12	Search Orders
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This page lets you find out how many of a particular product you have ordered and received (through the website) for a set date range over the last 13 months.

Search Past Orders

BIN#:
Start Date: (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

BIN	Description	Size	Ordered	Received
80000R	Blue Quarts	625 ml	24	0

Enter the Bin #, the start date and the end date in the format shown above (mm/dd/yyyy) and then click the search button to return information.

If you leave these fields blank, then all products and quantities for the orders that have been placed through the website will be returned.

Section 13

FAQ’s (Frequently Asked Questions)

The FAQ’s page provides answers to some frequently asked licensee questions - ie. wine and draught discounts, acceptable methods of payment. etc.

How can I become a licensee?

You must first apply to the LCC Head Office and meet the requirements as outlined in the application form.

I am a licensee and I want to order alcohol. Where do I go from here?

Click the Log in link on the left and enter your email address and password, as given to you by LCC officials.

I’ve lost my password. What do I do now?

Please contact the LCC head office to have your password reset.

What methods of payment are accepted?

The Commission will accept credit cards, debit cards, cash, and certified cheques as payment.

What is the current wine & draught beer discount?

As of April 1, 2002, the discount on draught beer is 11% and wine is 15% and licensees are allowed to set their own pricing :

What is the pricing formula?

Example:

- basic price of a wine \$9.60
- 15% discount 1.44
- discounted price \$8.16
- 10% licensee levy .82

Section 14	Contact Information
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The purpose of this page is to supply pertinent information to licensees on such things as product representatives, head office personnel, website administrator and stores including phone and fax numbers and email links.

CONTACT INFORMATION

- Head Office Administration go to: www.peilcc.ca
- Liquor Suppliers go to: www.peilcc.ca
- Website Administrator go to: Pam Campbell c/o pjcampbell@gov.pe.ca

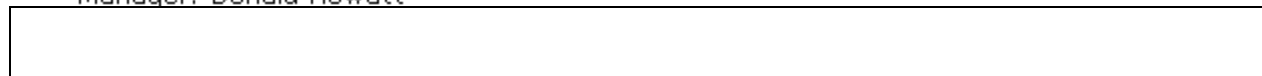
LIQUOR STORES

ALBERTON LIQUOR STORE # 001

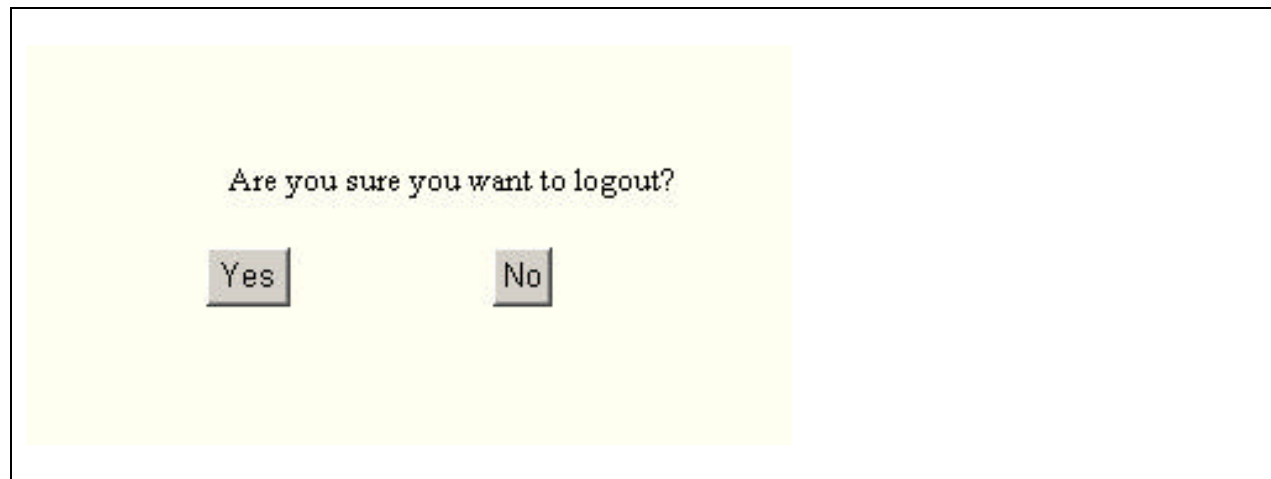
Telephone: 853-8640 Fax: 853-8641
491 Church St.
P. O. Box 65
Alberton, PE C0B 1B0
Manager: Stephen Callaghan
sfcallaghan@gov.pe.ca
LCCALBERTON@gov.pe.ca

BORDEN-CARLETON LIQUOR STORE # 002

Telephone: 437-8545 Fax: 437-8547
Gateway Village
100 Abegweit Blvd.
Borden-Carleton, PE C0B 1X0
Mailing address: P. O. Box 967, Ch'town, PE, C1A 7M4
Manager: Donald Howatt



Section 15	Logout
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Selecting “no” on the logout screen returns you to the home page.

Selecting “yes” on the logout screen takes you to the login page.