

Supplier Delivery Scheduling Process

Purpose

The purpose of this document is to provide step-by-step instructions for suppliers to schedule deliveries in MIPS.

1. Log in to MIPS with a username and password.

Good morning, Katherine Lastname!

For navigation, use the buttons/links provided by the application, not the ones provided by the browser.

Products

- Search Product Specifications
- Specification Changes Report
- Search Product Consideration Listings
- Request Product Consideration Listing
- Product Consideration Listing Report
- New Products Attachment
- Search Newly Attached Products - Below Criteria Reports
- Search Newly Attached Products - Above Criteria
- Search Detached Products - Below Criteria

Discounts

- Search Discounts
- Add a Discount

Contribution Margin

- Contribution Margin Report
 - Product listed before July 1, 2013 (12 Months)
 - Products listed on or after July 1, 2013 (14 Months)
- Product Delist Report
 - Product listed before July 1, 2013 (12 Months)
 - Products listed on or after July 1, 2013 (14 Months)

Stores

- Tasting
 - Schedule Tasting Event
 - Search Tasting Event Schedule
- Store Display
 - Start New Store Display Proposal
 - Search Store Display Event

Inventory

- Search Current Inventory Levels
- Search Attachments
- Search Attached Stores by Products
- Search Number of Attached Stores
- Search Top Profit Stores

Transportation

- Search Vendor Deliveries
- Add Vendor Deliveries
- Search Day Delivery Details
- Search Business Rating
- Products Discrepancy Report

Reports

- My Reports
- Store-At-A-Glance Performance Report

Ordering

- Search Orders/Guides
- Create Order
- Add Order Guide

Tutorials / Guides

- Search Orders/Guides Tutorial
- Create Order Tutorial
- Create Order Guide Tutorial
- Tasting Event Scheduler User Guide

MIPS

- Update Contact Information
- Leave Feedback
- View Terms and Conditions

2. In the Transportation Category, click on "Add Vendor Deliveries."
3. Then select the appropriate vendor name for the vendor making the delivery from the list in the "Vendor(s) for Delivery" field.
 - If making a delivery with multiple vendors, click on the first vendor and hold the "Ctrl" key to select the other vendors.
4. Click next.



Transportation

- [Search Vendor Deliveries](#)
- [Add Vendor Deliveries](#)
- [Search Day Delivery Details](#)
- [Search Business Rating](#)
- [Products Discrepancy Report](#)

Scheduler Sched Maintenance

Add a New Vendor Delivery Page 1

 Denotes a required field

Vendor(s) for Delivery

Please use Ctrl key to select multiple vendors.

★ Select Vendor(s)

- A. HARDY USA LTD.-567
- A.I.G. WINE & SPIRITS IMPORT CO-126
- A.V. BRANDS-005
- ABB PARTNERS, LLC-049
- ADAMBA IMPORTS INTL INC.-541
- ANCHOR DISTILLING COMPANY-345
- BACARDI USA, INC-035
- BREAKTHRU BEVERAGE VIRGINIA-027
- BROWN FORMAN CORPORATION-033
- DSWE -472
- E. & J. GALLO WINERY-155
- F. KORBEL & BROS. INC-518
- FIFTH GENERATION, INC-516
- HEARTLAND WINE & SPIRITS-201
- ICONIC IMPORTS, INC.-547

5. In the dropdown list, select the carrier that will be making the delivery.

- If the carrier is not provided in the drop down list, please contact Bryan Vaughan at 804-213-4525 or Demond Middleton at 804-213-4534 to have them set up the vendor in MIPS.
- The "Load Type" will always be Pallet.
- External Order Id – optional external PO number (vendor)
- External Comments – optional comment regarding delivery

Add a New Vendor Delivery

Denotes a required field

Vendor(s) For Delivery:

Only the Carriers for all of the vendors are displayed

★ Carrier

★ Load Type

External Order Id

External Comments

Cancel ◀ Prev Next ▶ Submit

Delivery Navigation
[Modify Vendors](#)
 Products Page
 2 3

Link Navigation
[Add New Delivery](#)
[Perform New Search](#)

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6	<input type="text"/>	<input type="text"/>
	004614	Dewar's 25 Year Signature Scotch	750ml	6	<input type="text"/>	<input type="text"/>
	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6	<input type="text"/>	<input type="text"/>
	004861	Dewar's White Label Scotch	50ml	120	<input type="text"/>	<input type="text"/>
	004863	Dewar's White Label Scotch	200ml	48	<input type="text"/>	<input type="text"/>
	004864	Dewar's White Label Scotch	375ml	24	<input type="text"/>	<input type="text"/>
	004866	Dewar's White Label Scotch	750ml	12	<input type="text"/>	<input type="text"/>
	004867	Dewar's White Label Scotch	1L	12	<input type="text"/>	<input type="text"/>



6. Locate the product code for the items scheduled to be delivered.
7. For each product enter the number of cases that are to be delivered in the "Cases" field.
 - The "Bottles" field will remain blank.
8. Hit Submit when all products are entered.

Add a New Vendor Delivery

Denotes a required field

Vendor(s) For Delivery: _____ :

Only the Carriers for all of the vendors are displayed

★ Carrier

★ Load Type

External Order Id

External Comments

Cancel ◀ Prev Next ▶ Submit

Delivery Navigation
[Modify Vendors](#)
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Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6	<input type="text"/>	<input type="text"/>
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	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6	<input type="text"/>	<input type="text"/>
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	004864	Dewar's White Label Scotch	375ml	24	<input type="text"/>	<input type="text"/>
	004866	Dewar's White Label Scotch	750ml	12	<input type="text"/>	<input type="text"/>
	004867	Dewar's White Label Scotch	1L	12	<input type="text"/>	<input type="text"/>



9. In the "Link Navigation" box on the right portion of the screen, click on "Schedule Delivery."

View Vendor Delivery

The Vendor Delivery has been successfully added.

Delivery Id: 54638
 Expected Receipt Number: Not Available
 Carrier:
 Load Type: Pallet
 Status: Draft

Decline/Draft Reason: Not Available
 Vendor(s) For Delivery:
 Delivery Time: Not Available
 Comments: Not Available

Delivery Confirmation Number: Not Available
 Receiver Number: Not Available

Total Cases: 72.00

Status Changing History:

Status	Date and Time
Created	05-14-2019 10:20 AM

Scheduler Contact: Not Available
 Actual Arrival Time: Not Available
 External Order Id: Not Available
 External Comments: Not Available



- Link Navigation
- Add New Delivery
- Update Delivery
- Schedule Delivery
- Perform New Search

Products

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6	50	0
	004614	Dewar's 25 Year Signature Scotch	750ml	6	10	0
	004810	Craigellachie 13 Year Single Malt Scotch	750ml	6	12	0

- 10. First, choose an available appointment date on the calendar. All vendors and carriers will have access to appointments up to two weeks in the future.
- 11. Blue dates = available appointments
- 12. Gray dates = no available appointments on this date

Schedule Vendor Delivery

★ Denotes a required field

General Information

Delivery Id: 54638

Carrier

Load Type: Pallet

Total Cases: 72.00

Status: Draft

Vendor(s) For Delivery

External Order Id: Not Available

Comments: Not Available

External Comments

Calendar

The delivery can only be scheduled 100 days out.

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

★ Available Times for

Select a date

When a date is selected from the calendar, open delivery appointments will appear in the "Available Times for" box located to the right of the calendar.

★ Available Times for
05-28-2019

06:30 AM
07:00 AM
07:30 AM
08:00 AM

12. Select one of the delivery times and click submit.

The delivery will now be in "Pending" status.

The Virginia ABC Logistics Division will review the appointment request and will approve deliveries. Any inventory concerns will be communicated to the vendor, prior to approval of delivery.

Following approval, vendors will receive a confirmation number in an email to the Scheduler Contact.

View Vendor Delivery

The Vendor Delivery Scheduled Time has been successfully updated.

Delivery Id: 54638
Expected Receipt Number: Not Available
Carrier: .
Load Type: Pallet
Status: Pending



Decline/Draft Reason: Not Available

Vendor(s) For Delivery:

Delivery Time: 05-28-2019 07:30 AM

Comments: Not Available

Delivery Confirmation Number: Not Available
Receiver Number: Not Available

Total Cases: 72.00

Status Changing History:

Status	Date and Time
Created	05-14-2019 10:20 AM
Scheduled	05-14-2019 10:28 AM

Scheduler Contact:

Actual Arrival Time: Not Available
External Order Id: Not Available
External Comments: Not Available

Link Navigation

- [Add New Delivery](#)
- [Update Delivery](#)
- [Approve/Decline Delivery](#)
- [Perform New Search](#)

Products

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
	004000	Aberfeldy 12 Year Single Malt Scotch	750ml	6	50	0
	004614	Dewar's 25 Year Signature Scotch	750ml	6	10	0
	004810	Craiggellachie 13 Year Single Malt Scotch	750ml	6	12	0



If a vendor wants to view, edit, reschedule or cancel their current order, head back to the main menu.

1. In the Transportation Category, click on "Search Vendor Deliveries."

MIPS | MANAGEMENT OF INVENTORY AND PRODUCT SALES

V/ABC
VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

My Account | Log Out | Support

Home

Good morning, Katherine Lastname!

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Transportation

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2. Enter the appropriate information in the search criteria to find a delivery.

Search Vendor Deliveries

Search Criteria		Sort Options	
Delivery Id	<input type="text"/>	Delivery Date	<input type="text"/> Calendar
Status	<input type="text" value="Approved"/>	Product Code	<input type="text"/>
Expected Receipt Number	<input type="text"/>	Delivery Confirmation Number	<input type="text"/>
Carrier	<input type="text" value="Search All"/>	Receiver Number	<input type="text"/>
External Order Id	<input type="text"/>		
Vendor	<div style="border: 1px solid #ccc; padding: 2px;"><p>A.I.G. WINE & SPIRITS IMPORT CO-126</p><p>A.V. BRANDS-005</p><p>ADAMBA IMPORTS INT'L INC.-541</p><p>ANCHOR DISTILLING COMPANY-345</p><p style="background-color: #0070C0; color: white;">BACARDI USA, INC-035</p></div>		

3. Use the appropriate "Action" button to edit/change/reschedule the delivery.

- View 
- Update 
- Cancel 
- Reschedule 

Search Vendor Deliveries

Search

Search Criteria

Delivery Id

Status

Expected Receipt Number

Carrier

External Order Id

Vendor
BACARDI USA, INC.-035
BACMAR INTERNATIONAL LLC DBA THE ROGUE GROUP LTD-755
BAD BEAR ENTERPRISES LLC DBA IOWA LEGENDARY RYE-752
BALCONES DISTILLING LLC-185
BARBOURSVILLE WINERY, INC.-041

Delivery Date [Calendar](#)

Product Code

Delivery Confirmation Number

Receiver Number

Sort Options

Delivery Time
 Carrier Name
 Delivery Id

Sort Order

Delivery Id	Carrier	Expected Receipt Number	Receiver Number	Delivery Confirmation Number	Delivery Time	Total Cases	Status	Action
54490	Cowan Systems - 4555 Hollins Ferry Road Baltimore, MD 21227			144-06	05-24-2019 09:30	1320	Approved	   

Rows: 1 to 1 of 1

