

ISLD: Licensee Web Portal

Authorization Request

The licensee web portal is available by request only. To request an account, you will go to <http://liquor.idaho.gov/licensee/auth-request.aspx> and provide the following information:

- Premise Number of the bar
- E-mail address

This is the e-mail address you will use to receive information regarding the website.

After requesting authorization to the web portal, ISLD staff will review the application and create your account. You should be provided with a response within 2 business days. When your request is approved, ISLD will assign you an initial password. You may change this initial password when you log in. Both your e-mail address and your password can be updated after logging in.

Logging In

After ISLD has authorized your web account, you will log in using your Premise Number (**not** your DSN) and your password. To log in, you can either go through the navigation (you will select User Portals -> Licensee Portal) or to this URL: <http://liquor.idaho.gov/licensee/default.aspx>

IDAHO Official Government Website

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IDAHO STATE LIQUOR
DIVISION

Liquor Laws ▾ About Us ▾ ISLD News ▾ Product Information ▾ Store Locator ▾ Education ▾ User Portals ▾ Contact Us

Idaho State Liquor Division

Our Mission

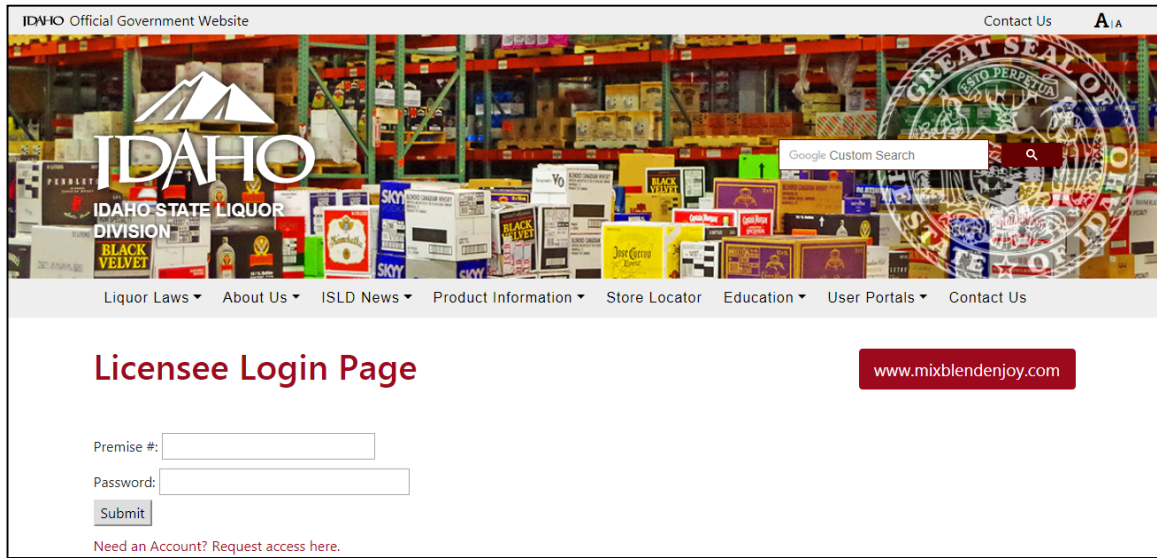
The mission of the Idaho State Liquor Division is to provide control over the importation, distribution, sale, and consumption of distilled spirits; curtail intemperate use of beverage alcohol; and responsibly optimize the net revenues to the citizens of Idaho.

Our Vision

The vision of the Idaho State Liquor Division is to be the most respected and highest performing purveyor of distilled spirits in the U.S.A.

Supplier/Broker Portal
Licensee Portal
Supplier/Broker FAQ
Pricing Calculator
PQRS Assistant

You will need to enter your Premise Number and password to the login page, and then click on **Submit**.



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Licensee Login Page

Premise #:

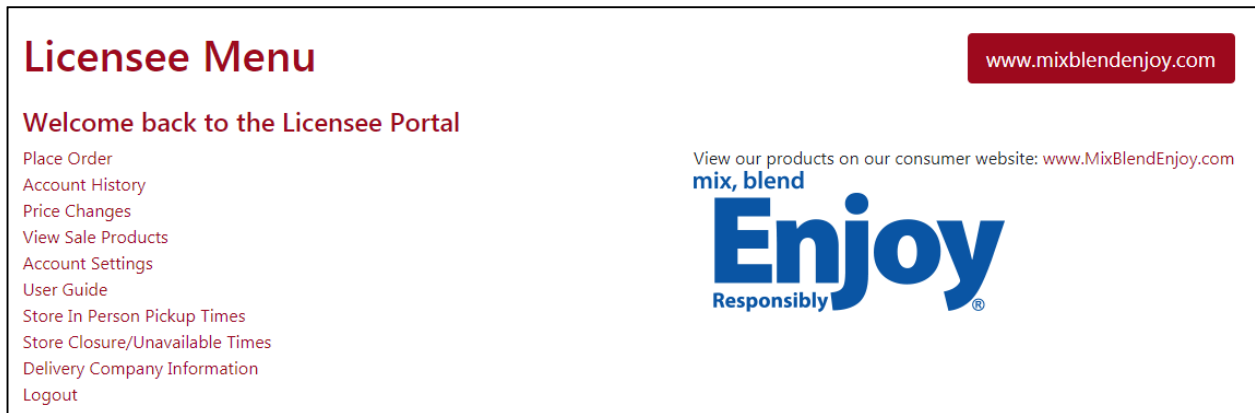
Password:

[Need an Account? Request access here.](#)

www.mixblendenjoy.com

After successful login, you will be directed to the welcome page.

Welcome Page



Licensee Menu

www.mixblendenjoy.com

Welcome back to the Licensee Portal

- [Place Order](#)
- [Account History](#)
- [Price Changes](#)
- [View Sale Products](#)
- [Account Settings](#)
- [User Guide](#)
- [Store In Person Pickup Times](#)
- [Store Closure/Unavailable Times](#)
- [Delivery Company Information](#)
- [Logout](#)

View our products on our consumer website: www.MixBlendEnjoy.com

Enjoy
Responsibly

The welcome page includes the following links:

- Place Order (used to create an online order)
- Account History (a list of previously placed orders)
- Price Changes (a link to the price changes file)
- View Sale Products (a link to the products on sale for the current month)
- Account Settings (used to change your e-mail address and password, edit order sheet, and edit preferences for frequent purchases and contact permissions)
- User Guide (a link to the latest version of this document)
- Store In Person Pickup Times (displays pickup windows for each store location)
- Store Closure/Unavailable Times (used to see scheduled store closures by store)
- Delivery Company Information (part of a delivery pilot, displays delivery availability and pricing)
- Logout (logs you out of the system)

Placing an Order

When you click on [Place Order](#) on the welcome page, you will be directed to a screen with a dropdown to select the store you wish to place an order with. The store you last placed an order with will automatically be selected. You must complete an order with one store before you can place an order with a second store. *Currently online ordering is only available with ISLD State Stores.*

Choose Store

www.mixblendenjoy.com

Select the store to place your order with:

108 - BOISE - 3439 N COLE

[Search Products](#) [Use Order Sheet](#) [Use Sale List](#)

[Home](#)

After selecting your store, there are three options to choose from for order entry, [Search Products](#), [Use Order Sheet](#), or [Use Sale List](#).

Search Products will direct you to the Shopping Basket page. **Use Order Sheet** brings up a Customizable Ordering Sheet that you can fill out and add to the order. **Use Sale List** brings up a list of all sale products that you can fill out and add to the order.

Shopping Basket Page (includes three sections and a header)

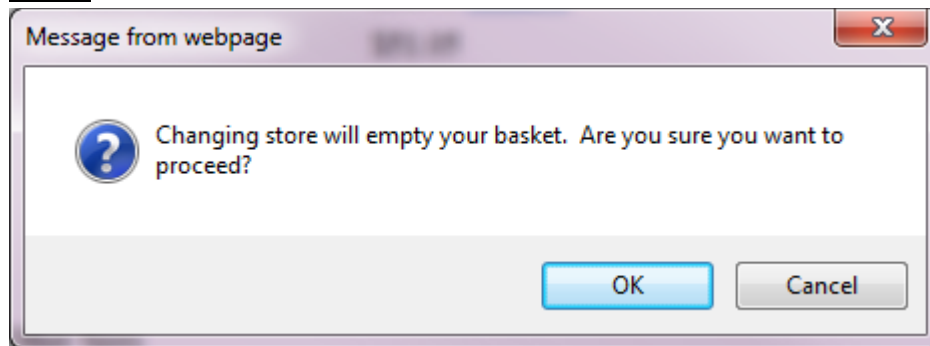
Store Information (Header)

You are placing an order with:

Store: 108
3439 N COLE
BOISE, ID 83704
208-327-7086
[Change Store](#)

The header lists the store information for the store you are placing an order with. This includes store number, street address, and phone number. Below this information is a [Change Store](#) link. You can change stores at any time, but if you have items in your basket, changing stores will empty your basket. There is a pop-up verification that will appear if you have items in your basket when you click on [Change Store](#). Clicking on [OK](#) will take you back to the select store screen and empty your basket. Clicking on

Cancel will return you to the basket page.



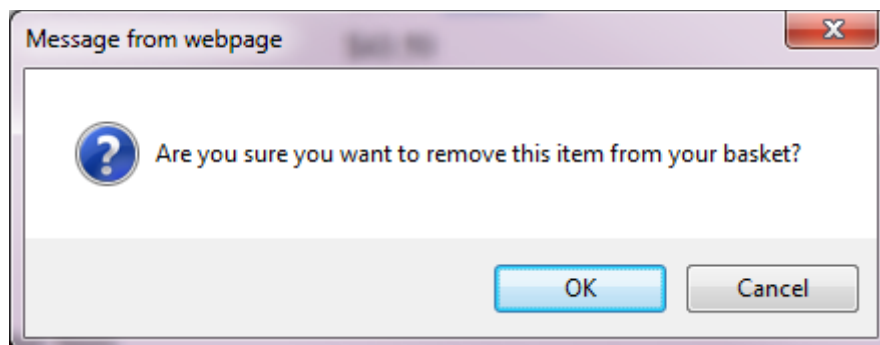
Items in Basket

The next section is the basket itself. This includes all items that are currently on your order. For each item, you can see the following information:

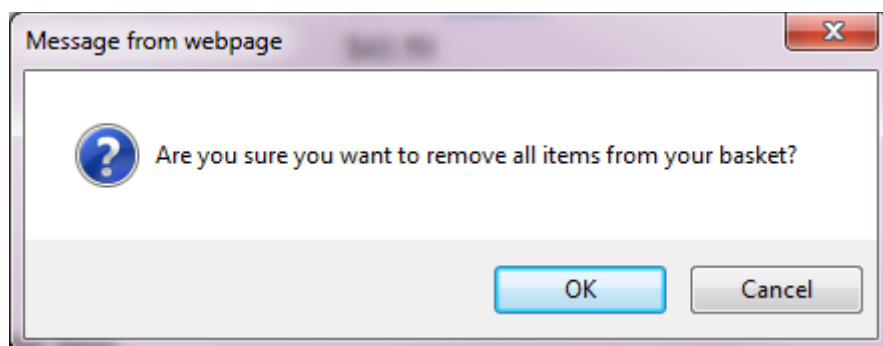
- NABCA Code
- Item Description
- Size (in ml)
- Item Category
- Quantity on Hand at the store (see special notes below)
- Price Per Bottle
- Amount to Order
- Sub-total for this Item
- Remove item link – this will remove this line item from the basket.

Additionally you will see a grand total.

Clicking on a Remove link for an item will pop up this warning (see below). Clicking **OK** will remove the item from the basket. Clicking **Cancel** will leave the item in your basket.



Clicking on the [Empty Basket](#) link below the basket items will pop-up a warning message (see below). If you select [OK](#), this will remove all items from your basket. If you select [Cancel](#), all the items will remain in your basket.



Clicking on [Update Basket](#) or [Add to Basket](#) will update/add all items you have requested in any of the three sections to your basket. A warning message will appear if you attempt to add more of an item than the store has on hand.

Error adding product 79136, requested quantity (2) greater than quantity on hand (1).

NABCA	Description	Size	Category	On Hand	Price	Your Order	Sub-Total	
11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	49	\$25.60	<input type="text" value="1"/>	\$25.60	Remove
Grand Total						1 bottles	\$25.60	

[Empty Basket](#)
[Update Basket](#)
[Review Order](#)

You will receive a warning if you hit [Update Basket](#) without altering any quantities.

Please add, remove, or update an item.

NABCA	Description	Size	Category	On Hand	Price	Your Order	Sub-Total	
11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	125	\$23.70	<input type="text" value="1"/>	\$23.70	Remove
65066	GOLDSCHLAGER CINNAMON SCHNAPPS	750	Schnapps	12	\$21.80	<input type="text" value="1"/>	\$21.80	Remove
Grand Total						2 bottles	\$45.50	

[Empty Basket](#)
[Update Basket](#)
[Review Order](#)

Clicking on [Review Order](#) will take you to the order review page.

Notes:

1. Prices listed online are estimates only. A final price will only be determined at the time of payment at the store.

2. On hand quantities are estimates only. These values are updated once daily and will reflect the end of day on hand quantity from the previous evening. If you are concerned about the availability of a specific item, please contact the store directly.

Search

The next section is the search section. You can search by any of the following:

- Category
- Description
- NABCA (note that searching for a specific NABCA code will disregard all other search inputs)

You can limit your search results to any combination of the following:

- 750 ml and 1000 ml bottles
- 1750 ml bottles
- Bottles of any other size
- Sale Products Only (yes/no)

Check the box(es) for the appropriate size(s) and the results will display only those sizes selected. If you select “Yes” for Sale Products Only, the only search results returned will be products that are on sale for the current month.

Search Results will initially be sorted by NABCA code. For each product found by the search, the following will be listed:

- NABCA
- Description
- Size (in ml)
- Category
- Quantity on Hand at the Store (quantity the store had on hand at the close of business the previous day)
- Price
- Add to Order (the quantity you wish to order)

You can change the sort by clicking on one of the red headers (NABCA, Description, Size, or Price). Any initial sort will be in ascending order (smallest to largest, A->Z). Clicking on a column title a second time will reverse the direction of the sort (for example: high price to low price).

NABCA	Description	Size	Category	On Hand	Price	Add To Order
40574	SKINNYGIRL CUCUMBER VODKA	750	Cordials	1	\$18.95	<input type="text" value="0"/>
Closeout 59164	1800 ULTIMATE SKINNY MARGARITA	750	Cordials	3	\$9.45	<input type="text" value="0"/>
64000	ABSENTE LIQUEUR	750	Cordials	14	\$36.29	<input type="text" value="0"/>

If you have any products that are on sale or are closeout items, a new column will appear on the far left.

Closeout items will be noted in the far left column.

Closeout 35453	SVEDKA CHERRY VODKA	750	Vodka	4	\$12.30	0
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Sale items will also be noted in the far left column. If you mouse over the “SALE!” text, a pop-up with sale information will appear.

NABCA Description	Size	Category	On Hand	Price	Add To Order
<u>SALE!</u> 42666 MOUNT GAY ECLIPSE BARBADOS RUM	750	Rum	7	\$18.00	0
<div>Add to Basket</div>					

NABCA Description	Size	Category	On Hand	Price	Add To Order
<u>SALE!</u> 42666 MOUNT GAY ECLIPSE BARBADOS RUM	750	Rum	7	\$18.00	0
<div><div>Add to</div><div>Original Price: \$18.95 Savings: \$0.95 Sale Price: \$18.00</div><div>Frequency</div><div>Display Top ___ Results 10 Change</div></div>					

Special Cases:

If you search for a specific NABCA that is not available at the current store, the search feature will tell you which stores had that item on hand at the end of the previous business day. A list of all such stores will be provided.

Search

Search defaults to 750 ml and 1000 ml bottles only. Use the checkboxes below to specify desired sizes.

Search Category Select One... Search

☒ Show 750 ml / 1000 ml ☐ Show 1750 ml ☐ Show Other Sizes

Description Sale Products Only: No

NABCA Searching for NABCA value will disregard all other search inputs.

Product 35453 (SVEDKA CHERRY VODKA) not found at this store.
This item is available at the following stores: 101, 103, 132, 202, 321, 391.

Add to Basket

If you search for an invalid NABCA code, the website will display the following warning message:

Search

Search defaults to 750 ml and 1000 ml bottles only. Use the checkboxes below to specify desired sizes.

Search Category

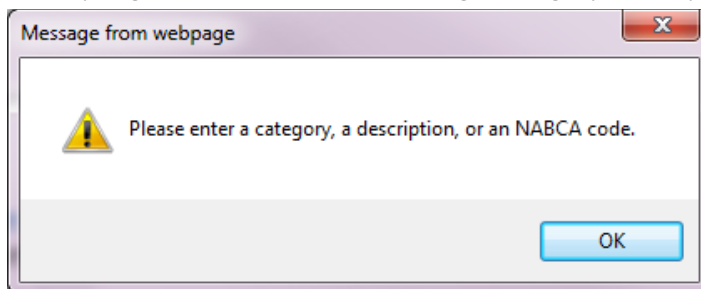
☒ Show 750 ml / 1000 ml ☐ Show 1750 ml ☐ Show Other Sizes

Description Sale Products Only:

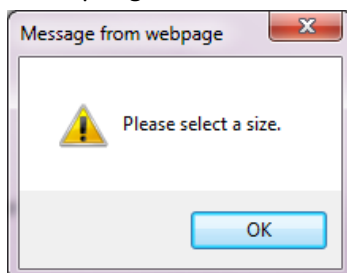
NABCA Searching for NABCA value will disregard all other search inputs.

The requested NABCA does not exist.

Attempting to search without selecting a category, description, or NABCA code will display this warning:



Attempting to search without selecting a size will display this warning:



Frequent Purchases

The final section of the Basket page is the Frequent Purchases section. This section will list the top x products that you have purchased in the past year (x can be 5, 10, 25, or 50; you can change the number displayed). These products will include the following information:

- NABCA
- Description
- Size (in ml)
- Category
- Quantity On Hand at the store
- Price per bottle

- Number to Add to Order (defaults to 0)
- The number of bottles ordered in the previous 12 months.

To appear on this list, the item must have been purchased. Orders that are in submitted, canceled, pending, or available status will not be reflected in this section.

Note: To change the default sorting and number of frequent purchase results displayed, go to the Account Settings -> Edit Preferences page.

Special Cases

If there are items in your basket when you click on [Place Order](#) you will receive the warning below. To keep the items in the basket, click on [View Basket](#). To discard them and begin again, click on [Search Products](#). Note that the store the items are from will not be displayed in the dropdown to select.

Choose Store

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There are already items in your basket. Changing stores will empty your basket.
To change stores, select the desired store in the dropdown and hit 'Search Products'. To proceed with your current order, click on the 'View Basket' button.
Select the store to place your order with:

Select One...

[Search Products](#)
[View Basket](#)

[Home](#)

Custom Ordering Sheet

The Order Sheet brings up a form with items from your customized order sheet. Initially this is based on your purchase history. Enter quantities and Review Order. [Search For More Items](#) will add items and take you to the Basket page with search options.

Note: The Order Sheet can be modified under Account Settings -> Edit Order Sheet. Items can be added, removed, and the display arrangement can be changed (Change List Ordering).

Custom Order Sheet

www.mixblendenjoy.com

[Home](#)

Custom Ordering Sheet **Store: 108**

3439 N COLE

BOISE, ID 83704

208-327-7086

	NABCA	Description	Size	Category	On Hand	Price	Your Order
Closeout	2870	BAILEYS WITH 2 GLASSES	750	Creme Liqueurs	0	\$18.95	Out of Stock
	15626	JAMESON IRISH WHISKEY	750	Irish Whiskey	41	\$28.45	<input type="text" value="0"/>
	11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	35	\$25.60	<input type="text" value="0"/>
	11295	CROWN ROYAL CANADIAN FLASK	375	Canadian Whiskey	13	\$14.68	<input type="text" value="0"/>
	11776	BLACK VELVET CANADIAN	750	Canadian Whiskey	22	\$8.98	<input type="text" value="0"/>
SALE!	35388	FINLANDIA TANGERINE FUSION VODKA	750	Vodka	0	\$15.15	Out of Stock
	65256	JAGERMEISTER LIQUEUR	750	Cordials	26	\$21.80	<input type="text" value="0"/>
	88296	PATRON SILVER TEQUILA	750	Tequila and Mezcal	30	\$44.60	<input type="text" value="0"/>
	951240	BARDENAY GIN	750	Gin	16	\$26.55	<input type="text" value="0"/>

No Additional Items Needed - Review Order

[Search For More Items](#)

Sale List Ordering

The Sale List brings up a form with items that are on sale at the selected store. Enter quantities and Review Order. [Search For More Items](#) will add items and take you to the Basket page with search options.

On Sale Order Sheet

www.mixblendenjoy.com

[Home](#)

Store: 108

3439 N COLE

BOISE, ID 83704

208-327-7086

NABCA	Description	Size	Category	On Hand	Full Price	Savings	Price	Your Order
4084	ABERLOUR 12 YR SINGLE MALT SCOTCH	750	Scotch Whiskey	4	\$50.30	\$7.60	\$42.70	<input type="text" value="0"/>
4356	BALVENIE 12 YR DOUBLE WOOD SINGLE MALT	750	Scotch Whiskey	7	\$57.90	\$3.80	\$54.10	<input type="text" value="0"/>
4367	BALVENIE 14 YR CARIBBEAN CASK	750	Scotch Whiskey	4	\$73.10	\$3.80	\$69.30	<input type="text" value="0"/>
4796	CUTTY SARK SCOTCH	750	Scotch Whiskey	6	\$18.95	\$1.90	\$17.05	<input type="text" value="0"/>
4936	THE FAMOUS GROUSE SCOTCH	750	Scotch Whiskey	8	\$23.70	\$2.85	\$20.85	<input type="text" value="0"/>
5014	GLENFIDDICH 15 YR SINGLE MALT SCOTCH SOLERA RSV	750	Scotch Whiskey	4	\$56.95	\$2.85	\$54.10	<input type="text" value="0"/>
89787	SAUZA EXTRA GOLD TEQUILA	1000	Tequila and Mezcal	11	\$18.00	\$1.90	\$16.10	<input type="text" value="0"/>
89841	SAUZA HORNITOS ANEJO TEQUILA	750	Tequila and Mezcal	4	\$28.45	\$2.85	\$25.60	<input type="text" value="0"/>

No Additional Items Needed - Review Order

[Search For More Items](#)

Pick Up Method

If you have selected a store location that is participating in the pilot of the delivery service, when you click on [Review Order](#) you will be taken to a page that gives you the option to choose whether to pick the order up in person or to have it delivered by a third party delivery service. Please note that the only way to place an order for delivery is through the Licensee Portal.

Pick Up Method

www.mixblendenjoy.com

This location allows delivery by a third-party delivery service. To do so you must authorize this service to pick up your product. If you pay by EFT, you must authorize the delivery service to sign for the product and authorize your payment for the bottles picked up.

Delivery will have a service charge to be paid to the delivery service separately. How would you like to receive your order?

Select One...
Change Order

Delivery will have a service charge to be paid to the delivery service separately. How would you like to receive your order?

Select One...
Select One...
I will pick up the order myself. (Free)
Idaho Liquor Delivery LLC (Estimated: \$8.00)

This screen has a dropdown with the options for order pickup type. The options will include “I will pick up the order myself. (Free)” as well as a list of delivery companies that will deliver from that location. Each delivery company option will list an estimated delivery fee – the final fee charged will be based on the number of bottles actually picked up. (Reminder: Delivery fees are paid to the delivery company directly and are not collected by the ISLD.)

Please note that the delivery company may require an account or additional information from you prior to placing an order for them to deliver. The estimated price listed on the website is an estimate only – delivery company fees may change without ISLD’s knowledge.

You will not see this page unless the store you selected is a delivery pickup location. If it is not, you will skip this page and continue to the Review Order (In Person Pickup) page.

Review Order (In Person Pickup)

Review Order

www.mixblendenjoy.com

You are ordering from:

Store: 101
1419 GROVE ST.
BOISE, ID 83702
208-334-2399

Please review the items below and click on "Finalize" to place your order.

To change your order, click on "Change Order".

To discard your order, click on "Discard Order". This will empty your basket.

NABCA	Description	Size	Category	On Hand	Price	Your Order	Sub-Total
11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	193	\$25.60	2	\$51.20
11776	BLACK VELVET CANADIAN	750	Canadian Whiskey	42	\$8.98	2	\$17.96
15626	JAMESON IRISH WHISKEY	750	Irish Whiskey	162	\$28.45	2	\$56.90
65256	JAGERMEISTER LIQUEUR	750	Cordials	46	\$21.80	2	\$43.60
88296	PATRON SILVER TEQUILA	750	Tequila and Mezcal	154	\$44.60	2	\$89.20
Grand Total						10 bottles	\$258.86

Comments:

Pickup Time:

Select One...

Reminder: Please give the store at least 3 hours to pick your order.

Change Order

Finalize Order

Discard Order

This page displays all items from your basket that will be on your order. Verify that the items in the list are correct. In addition, there is a comment box that will allow you to send a short message to the store with your order.

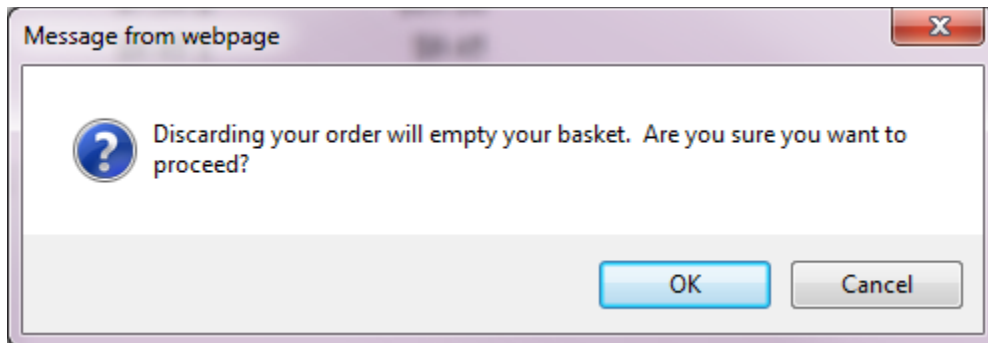
When choosing to pick up in person (or if a location does not allow delivery orders), the dropdown will show available pickup windows that end at least 3 hours from the current time. The pickup windows available will start at that point and continue for 7 days based on the number of pickup slots still available for each time window. We request that you give the store at least 3 hours' notice before you pick up your order (there is an on screen note to remind you of this: "**Reminder: Please give the store at least 3 hours to pick your order.**").

If you try to finalize an order without selecting a pickup time, you will receive the following warning:

Order cannot be submitted without a pickup time.

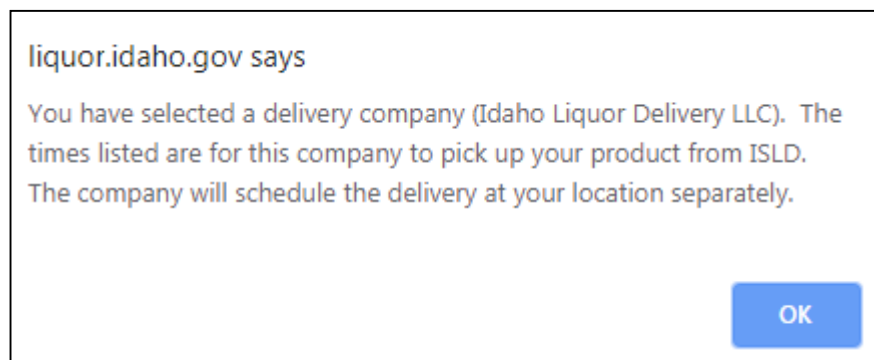
To alter your order, click on **Change Order**. This will take you back to the Basket page and allow you to modify the contents of your basket.

To discard the order completely, click on **Discard Order**. This will empty your basket and return you to the welcome screen. There is a pop-up verification on this page when you click on **Discard Order**. If you select **OK** your basket will be emptied, if you select **Cancel** you will remain on the Review Order page.



Clicking on **Finalize Order** will submit your order to the store. This is the only way to submit the order to the store. After your order is finalized and submitted, you will be directed to the order detail page. This page will be updated as the status of your order is updated.

Review Order (Delivery Company Pickup)



When you select the delivery option, you will receive a pop-up window like the above.

Review Order

www.mixblendenjoy.com

You are ordering from:

Store: 101
1419 GROVE ST.
BOISE, ID 83702
208-334-2399

Please review the items below and click on "Finalize" to place your order.

To change your order, click on "Change Order".

To discard your order, click on "Discard Order". This will empty your basket.

NABCA	Description	Size	Category	On Hand	Price	Your Order	Sub-Total
11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	193	\$25.60	2	\$51.20
11776	BLACK VELVET CANADIAN	750	Canadian Whiskey	42	\$8.98	2	\$17.96
15626	JAMESON IRISH WHISKEY	750	Irish Whiskey	162	\$28.45	2	\$56.90
65256	JAGERMEISTER LIQUEUR	750	Cordials	46	\$21.80	2	\$43.60
88296	PATRON SILVER TEQUILA	750	Tequila and Mezcal	154	\$44.60	2	\$89.20
Grand Total						10 bottles	\$258.86

Comments:

Available to Delivery Company (Idaho Liquor Delivery LLC): Select One...

☐ By checking this box, I agree to the **Terms and Conditions** of using a Third Party Delivery Service. Separate payment to the Delivery Service is required.

[Change Order](#)

[Finalize Order](#)

[Discard Order](#)

When you choose a delivery company pickup, the next available window will end at least 24 hours from the current time. The delivery pickup windows available will start at that point and continue for 7 days based on the number of delivery pickup slots still available for each time window at the store. This review page works similarly to the In Person Pickup with a few changes related to working with a delivery service.

To submit an order you will need to select the time for the delivery company to pick up the order from the store and also you will have to check the box to agree to the Terms and Conditions of delivery service.

If you try to finalize an order without selecting a pickup time, you will receive the following warning:

Order cannot be submitted without a pickup time.

If you try to finalize an order without checking the box for the terms and conditions, you will receive the following warning:

You must agree to the terms and conditions to submit an order for delivery.

You will need to reselect a pickup time as availability may have changed.

Order Details Page

This page includes details about your orders. The top of the page will include the store you are ordering from (including store number, street address, and phone number). If an invoice number has been assigned to you by the store, this number will also appear in this section.

Order History Record

www.mixblendenjoy.com

This order was placed in a previous month. Prices change on the first of the month. Please verify order total with the store.

Copy Order to Basket

Order From: Store 101 #5

1419 GROVE ST.

BOISE, ID 83702

208-334-2399

Order placed on: 12/5/2019 1:13:40 PM

Available to Idaho Liquor Delivery LLC on: Tuesday, 12/10/2019 between 11:30 AM and 1:00 PM

Invoice #

This order has been approved by store 101.

Note that any changes to this order must be made by customer until purchase is finalized and payment is complete.

Status Message text is displayed here.

This is an example of an order that is scheduled for delivery. Please remember that the pickup by the delivery company may not be during the same time window as the delivery to your location. ISLD is **NOT** responsible for the delivery time of these orders – the scheduling of the delivery to your location is handled by you and the delivery company outside of the portal.

Order From: Store 101

1419 GROVE ST.

BOISE, ID 83702

208-334-2399

Order placed on: 8/26/2019 1:49:59 PM

Pickup on: Friday, 8/30/2019 between 11:00 AM and 1:00 PM

This is an example of an in person pickup.

The date the order was placed will be visible as well as information about the status of the order.

Orders can be one of the following statuses:

- Submitted – you have submitted your order to the store. The store has not yet reviewed the order.
- Pending – the store has reviewed and approved the order. At this time, an invoice number will be assigned to the order.

- Available – the order has been gathered by the store and is available for pickup. Note that the items on the order will not be updated if you have requested changes directly to the store.
- Purchased – you have paid for this order and received the product. This status will also include the date that the purchase was completed.
- Canceled – the order has been canceled.

Note that there is a [Copy Order to Basket](#) button at the top of the page. If you wish to copy this order, you can click on this button. (See the Copy an Order section for details.)

Click on the [Print](#) button to print your order.

A [Logout](#) link also appears in the right section of the page. Clicking on this link will log you out of the website.

Special Cases:

1. If you placed an order in a previous month that was not purchased or canceled, you will receive a warning message at the top of the page. This warning reads “**This order was placed in a previous month. Prices change on the first of the month. Please verify order total with the store.**”
2. If it is within the last 3 days of the month, a reminder will appear noting that prices change the first of the month and that the estimated cost of an order may change at the first of the month. This reminder reads: “**REMINDER: Prices will change on the first of the month. Your order total may change if you wait until next month to complete your purchase.**”

At this time, only orders initially placed online will be tracked online. Orders made directly with the store will be tracked in the store software, but will not be available online.

Copy an Order

After clicking on either [Copy](#) from the Order History List or [Copy Order to Basket](#) from the Order Details page, you will be directed to a page that allows you to select the store you wish to order from. The store you have completed the most purchases with will automatically be selected. After selecting a store, you will be directed to the Basket page and the items from the order will be populated.

Special Cases:

1. If the amount of a product you ordered and the amount you received differ (this can happen if you call the store to add an item to your order, for example), the larger quantity will be added to your basket. i.e. If you ordered 2 bottles of 11296 (Crown Royal) and received 3 bottles, 3 bottles will be added to the basket when you copy this order.
2. If the store you are copying the order to does not have a product on hand/does not have sufficient quantity you will receive a warning message that the amount requested was greater than the quantity on hand.

Order History List

Order History

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Estimated cost values displayed in red are orders that were placed in a previous month. Prices change on the first of the month. Please verify order total with the store.

Order Number	Order Date	Store	Status	Total Bottles	Estimated Cost	Pickup By	
5	12/5/2019 1:13:40 PM	101 - BOISE - 1419 GROVE ST.	Pending	18	\$574.80	Idaho Liquor Delivery LLC	Copy
Not Yet Assigned	8/26/2019 1:49:59 PM	101 - BOISE - 1419 GROVE ST.	Submitted	4	\$83.41	In Person Pickup	Copy
Not Yet Assigned	8/23/2019 10:39:47 AM	101 - BOISE - 1419 GROVE ST.	Submitted	18	\$476.96	Idaho Liquor Delivery LLC	Copy
Not Yet Assigned	8/20/2019 3:00:10 PM	101 - BOISE - 1419 GROVE ST.	Submitted	7	\$164.95	Idaho Liquor Delivery LLC	Copy

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The order history will list orders (from most recent to oldest order). Each order will list the following information:


- Order Number (if it has been assigned. “Not Yet Assigned” will appear for orders that have not yet been assigned a number. “None” will appear for canceled orders.)
- Order Date and Time
- Store
- Status (Submitted, Canceled, Pending, Available for Pickup, or Purchased)
- Total Bottles (this displays the total bottles purchased if the order is purchased, otherwise it displays the total bottles ordered)
- Estimated Cost (this displays the total cost of the bottles purchased if the order has been purchased, otherwise it displays the total estimated cost of the requested bottles – note that this value is an estimate only and is subject to change at the first of the month.)
- Pickup Type (this displays either “In Person Pickup” or the name of the delivery service scheduled to pick up this order)
- Copy button

Clicking on the order number will open the order details for that order.

Special Cases:

WARNING: There are items currently in your basket. Copying an existing order will remove these items.

Copy your order to:

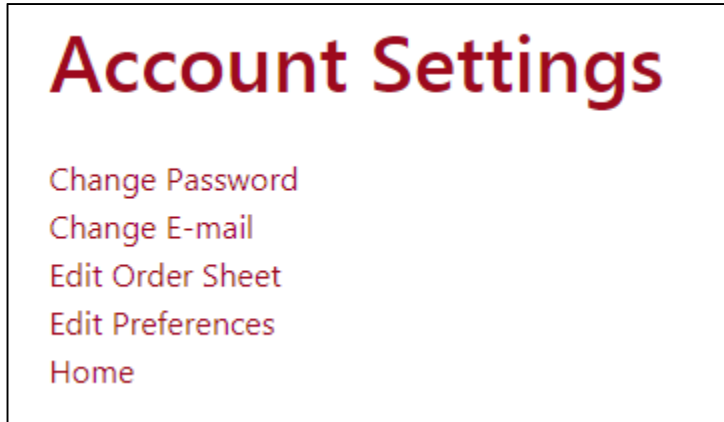
101 - BOISE - 1419 GROVE ST 

[Copy](#) [Cancel](#)

If there are items in your basket when you click on [Copy](#) or [Copy Order to Basket](#) you will receive the warning above. Clicking on [Copy](#) will empty your basket and copy the selected order to the store in the dropdown. Clicking on [Cancel](#) will return you to the Order History page.

Account Settings

By clicking on [Account Settings](#) from the main licensee menu, you will be directed to the page where you can modify your account settings.



Clicking on [Change Password](#) will allow you to change the password for your account.


Clicking on [Change E-mail](#) will allow you to update the e-mail address on file for your account.

Clicking on [Edit Order Sheet](#) will allow you to modify the custom order sheet available when you create your orders.

Clicking on [Edit Preferences](#) will update the preferences for your account.

Change Password Screen

This screen allows you to change the password for your account.



You will need to enter your current password as well as a new password to change your password.

New password requirements:

1. Must be at least 8 characters long.
2. Must be 50 characters or less in length.
3. Must include alphabetic characters and at least one of the following:
 - a. Lower and upper case letters

- b. Number characters
 - c. Special Characters (allowed characters are: ! @ # \$ % ^ & * ())
4. Cannot match current password.

Change E-mail Screen

This screen allows you to change the e-mail address associated with your account.

Change Email

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Current Email: <'your e-mail here'>

New Email:

Confirm New Email:

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You will not be able to modify the current e-mail address. You will need to enter the new e-mail address into the boxes below to update the account. If you have multiple locations, duplicate e-mail addresses are not allowed – each location must have a unique e-mail address.

Edit Order Sheet Screen

This section allows you to create or edit your custom order sheet. You can add new items to the list, remove items from the list, or change the order of the list.

Edit Custom Order Sheet

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Change List Ordering

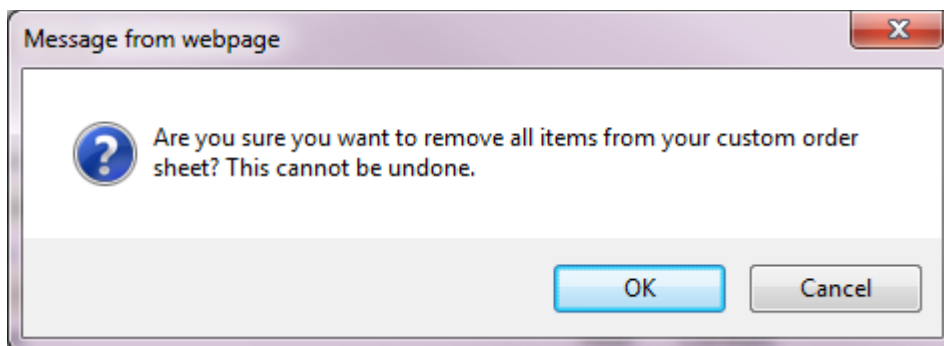
Remove All Items Export List

	NABCA	Description	Size	Category	Price	
Closeout	2870	BAILEYS WITH 2 GLASSES	750	Creme Liqueurs	\$18.95	Remove
	15626	JAMESON IRISH WHISKEY	750	Irish Whiskey	\$28.45	Remove
	11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey	\$25.60	Remove
	11295	CROWN ROYAL CANADIAN FLASK	375	Canadian Whiskey	\$14.68	Remove
	11776	BLACK VELVET CANADIAN	750	Canadian Whiskey	\$8.98	Remove
	35388	FINLANDIA TANGERINE FUSION VODKA	750	Vodka	\$15.15	Remove
	65256	JAGERMEISTER LIQUEUR	750	Cordials	\$21.80	Remove
	88296	PATRON SILVER TEQUILA	750	Tequila and Mezcal	\$44.60	Remove
	951240	BARDENAY GIN	750	Gin	\$26.55	Remove

NABCA Code:

Clicking on Change List Ordering will allow you to change the way that the list is ordered.

Clicking on Remove All Items will remove all the current items from your list and allow you to start again. You will first be prompted for confirmation that you really want to remove all items from your list.



Clicking on OK will delete all items from the list. **Note that this action cannot be undone.** Clicking on Cancel will leave the list as is.

Clicking on Export List will export the custom order sheet to a CSV format (which can be edited using Excel). This will export the NABCA code, description, size, and category name for each product in your list in the order that they appear on the list. This file will export as a .csv list which can be opened with Excel. Output will look like this:

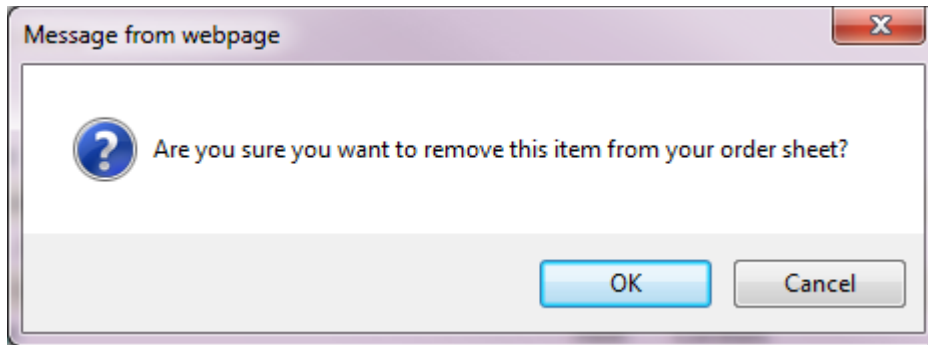
	A	B	C	D
1	NABCA	Description	Size	CategoryName
2	65256	JAGERMEISTER LIQUEUR	750	Cordials
3	2870	BAILEYS WITH 2 GLASSES	750	Creme Liqueurs
4	11296	CROWN ROYAL CANADIAN	750	Canadian Whiskey
5	11776	BLACK VELVET CANADIAN	750	Canadian Whiskey
6	11295	CROWN ROYAL (PLASTIC)	375	Canadian Whiskey
7	15626	JAMESON IRISH WHISKEY	750	Irish Whiskey
8	35388	FINLANDIA TANGERINE FUSION VODKA	750	Vodka
9	88296	PATRON SILVER TEQUILA	750	Tequila
10	951240	BARDENAY GIN	750	Gin
11	951525	ME N STANS HOT BUTTER RUM MIX	355	Non-Liquor Merc

Note the export link will open a new tab in your web browser.

At the bottom of the list, there is a box for you to enter a new NABCA code to add to the list. Clicking on Add will add this item to the bottom of the current list.

NABCA Code:

Each item in the list has a [Remove](#) link to the far right of the item. Clicking on this link will prompt you to confirm that you want to remove the item from your order sheet.



Clicking on [OK](#) will remove the item from the list. Clicking on [Cancel](#) will leave the item in the list.

Edit Custom Order Sheet Ranking Screen

This is the “normal” mode for editing the ordering of the custom order sheet. You can use the [Move to Beginning](#), [Up](#), [Down](#), and [Move to End](#) buttons to change the order of the list.

[Move to Beginning](#) will place the selected item first in the list. [Up](#) will move the item up one place in the list. [Down](#) will move the item down one place in the list. [Move to End](#) will place the item last in the list.

Clicking on [Save Changes](#) will save the updated list ordering. Clicking on [Discard Changes](#) will discard any changes made to the list ordering since it was last saved.

Clicking on [Switch to Advanced Mode](#) will switch to the Edit Custom Order Sheet Ranking editor in advanced mode.

Edit Custom Order Sheet Ranking

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Change the ordering arrangement by selecting an item from the list and then using the buttons below. Click on "Save Changes" to commit your changes to the site.

Click on "Discard Changes" to discard all changes to your order.

2870 - BAILEYS WITH 2 GLASSES
15626 - JAMESON IRISH WHISKEY
11296 - CROWN ROYAL CANADIAN
11295 - CROWN ROYAL CANADIAN FLASK
11776 - BLACK VELVET CANADIAN
35388 - FINLANDIA TANGERINE FUSION VODKA
65256 - JAGERMEISTER LIQUEUR
88296 - PATRON SILVER TEQUILA
951240 - BARDENAY GIN

Move to Beginning

Up

Down

Move to End

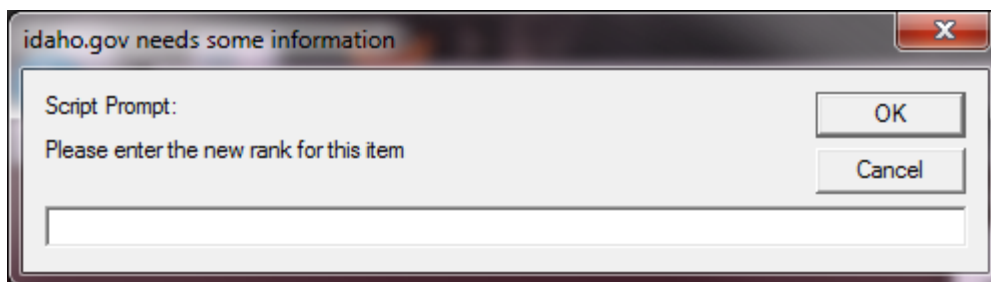
Save Changes

Discard Changes

[Switch to Advanced Mode](#)

Edit Custom Order Sheet Ranking Advanced Screen

This is the "advanced" mode for editing the ordering of the custom order sheet. You can use the [Update Selected Item](#) button to change the order of the list. When you click on the button, you will be prompted for the new rank of this item.



Clicking on [Save Changes](#) will save the updated list ordering. Clicking on [Discard Changes](#) will discard any changes made to the list ordering since it was last saved.

Clicking on [Switch to Normal Mode](#) will switch to the Edit Custom Order Sheet Ranking editor in normal mode.

Advanced Edit Custom Ranking

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Change the ordering arrangement by selecting an item from the list and then using the buttons below. Click on "Save Changes" to commit your changes to the site.

Click on "Discard Changes" to discard all changes to your order.

(1) 2870 - BAILEYS WITH 2 GLASSES
(2) 15626 - JAMESON IRISH WHISKEY
(3) 11296 - CROWN ROYAL CANADIAN
(4) 11295 - CROWN ROYAL CANADIAN FLASK
(5) 11776 - BLACK VELVET CANADIAN
(6) 35388 - FINLANDIA TANGERINE FUSION VODK
(7) 65256 - JAGERMEISTER LIQUEUR
(8) 88296 - PATRON SILVER TEQUILA
(9) 951240 - BARDENAY GIN

Update Selected Item

Save Changes

Discard Changes

[Switch to Normal Mode](#)

Edit Preferences Screen

This page allows you to set your account preferences.

Edit Preferences

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Number of Frequent Purchases to display: 10 ▼

Sort Frequent Purchases by: Purchase Frequency (High to Low) ▼

Sign up for **Licensee E-News**. By subscribing, you will receive periodic e-newsletters from the ISLD. We may also reach out to you to inform you of licensee specific information including new products to the state and industry trends. This newsletter is sent through Constant Contact - your e-mail address and contact information will not be shared.

I grant the Idaho State Liquor Division permission to send informational material to my company by:

Mailing Address: No ▼

Your information will not be shared.

Submit

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The section at the top allows you to set the number of items that appear in the frequent purchases section as well as to determine the order those items are sorted in.

The lower section allows you to sign up for the licensee e-newsletter as well as to indicate if ISLD can send informational material to your company at their mailing address.

Store In Person Pickup Times

Store Pick Up Windows

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Please select a store to see standard pickup times for in person pickup. Please note that there is a limit to the number of orders that can be picked up during each window; availability for pickup is subject to change at the time of order placement.

Store:

In Person - Pickup Times

Please note that holidays and store closures are not reflected in this standard in person pickup schedule.

Sunday from 10:30 AM to 1:30 PM
Monday from 11:30 AM to 1:00 PM
Monday from 1:00 PM to 3:00 PM
Monday from 3:00 PM to 5:00 PM
Monday from 5:00 PM to 6:00 PM
Tuesday from 11:30 AM to 1:00 PM
Tuesday from 1:00 PM to 3:00 PM

When you select “In Person Pickup Times” from the menu, you can choose a store in the dropdown to see the times that in person pickups can be scheduled for that location. This schedule is the default for that store location and lists all times from Sunday through Saturday for a standard week. This schedule does not include any holidays or scheduled store closures.

Store Closures

When you select “Store Closure/Unavailable Times” you will be able to choose a store from the dropdown menu to see scheduled store closures for the next 6 months. This list will be updated as store closures are added.

Select a store from the dropdown to see scheduled order blackout dates/times where the store will be unavailable for order pickup.

Store:

Scheduled Store Pickup Unavailable

The selected store will be unavailable for order pickup on the following days and times.

Date(s)	Times
11/28/2019	Closed all day (Thanksgiving)
11/29/2019	Unavailable before 12:30 PM (Thanksgiving)
12/24/2019	Unavailable after 5:00 PM (Christmas Eve)
12/25/2019	Closed all day (Christmas)
12/26/2019	Unavailable before 12:30 PM (Christmas)

Delivery Company Information and Hours

When you select “Delivery Company Information” from the menu, you can select a delivery company and then select one of the stores that the selected company delivers from in the dropdowns. After

selecting these two values, you will see the list of delivery fees for that delivery service as well as a list of the pickup times for the delivery service at the selected store.

Delivery Company:	Idaho Liquor Delivery LLC ▼
Store:	101 - 1419 GROVE ST. (BOISE) ▼
Delivery Fees	
Delivery Range: 3 miles from the store. Out of Area delivery not allowed.	
Flat Delivery Fee Plus Per Bottle Fee	
For 1 to 10 bottles	\$10.00 \$0.25
For 11 to 100 bottles	\$5.00 \$0.25
For 101+ bottles	\$3.50 \$0.25

Delivery fees will be paid directly to the delivery service. ISLD will not be part of this payment. The payment is separate and the only money collected by ISLD at the time of the sale will be for the liquor product purchased.

Delivery fees are set up per delivery company and can include a minimum number of bottles, a maximum number of bottles, the flat fee for an order at that quantity of bottles, and a per bottle fee. The final amount charged will be the sum of the flat fee plus the per bottle fee. (e.g. a 24 bottle order for the company listed above would be an estimated delivery fee of $\$5.00 + (24 * \$0.25) = \$11.00$)

Delivery Company - Pickup Times
Please note that holidays and store closures are not reflected in this standard delivery pickup schedule.
REMINDER: The times listed below are the windows when the order can be picked up by the delivery company. ISLD is not responsible for actual delivery time.
Monday from 11:30 AM to 1:00 PM
Monday from 1:00 PM to 3:00 PM
Tuesday from 11:30 AM to 1:00 PM
Tuesday from 1:00 PM to 3:00 PM
Wednesday from 11:30 AM to 1:00 PM
Wednesday from 1:00 PM to 3:00 PM

The list of pickup times will be based on the delivery company availability, store hours, and the assigned delivery pickup slots per time period. These values are set per store, so different stores may have different delivery pickup windows. Not all in person pickup slots will have a corresponding delivery pickup slot.

General Notes

All pages that are accessed from links on the Licensee Menu as well as this menu itself are accessed by logging in with your premise number and password. These pages cannot be accessed without logging in.

Questions about the website can be directed to Production Control at ISLD.