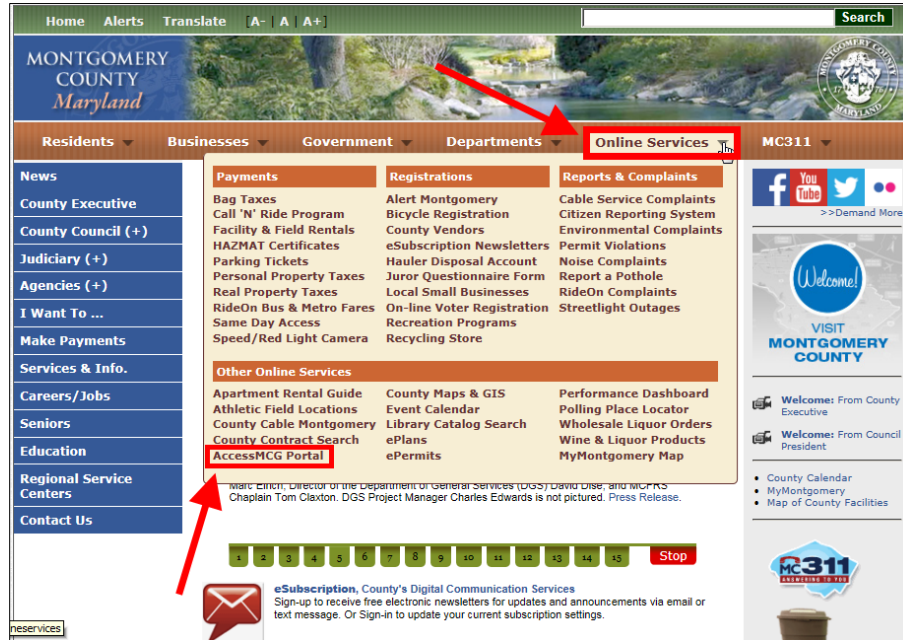


How to Submit Price Changes in iSupplier

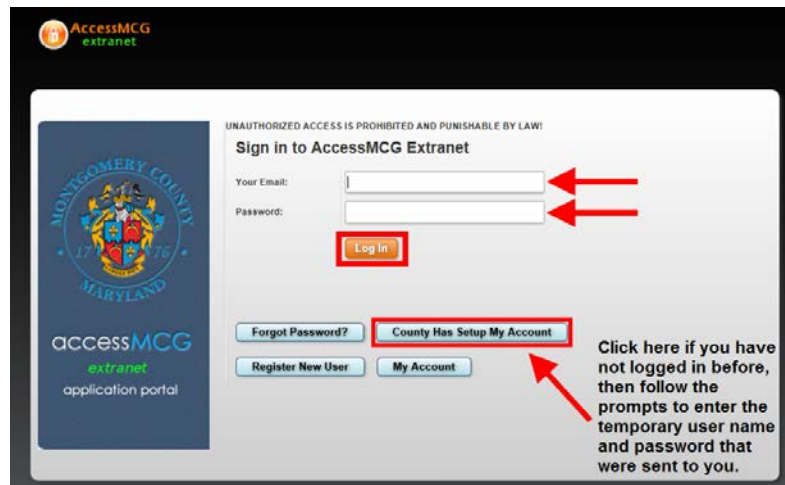
Important things to remember when making price changes in iSupplier:

- iSupplier has two separate and distinct functions with separate access links, MCG DLC Price Submission and MCG iSupplier Portal. The Price Submission link will take you to the area where you can submit price changes, and the iSupplier Portal allows you to review invoices and payments, as well as any DLC purchase orders.
- You can only submit price changes between the 2nd and the 11th of each month.
- You can only submit price changes for the following month (ex. submit May 2 – 11 for June price changes).
- You can only submit prices changes one time per month (per blanket). Once you click the submit button, you cannot make any changes to that blanket until the 2nd of the following month when it becomes available again.
- The blanket agreement must be in a status of Open in order to make price changes.
- If you are making price changes and your session times out or you lose your Internet connection, you will have to log back in and start over again (your work is not saved). For this reason, DLC recommends that you export your blanket agreement to an Excel spreadsheet (see step 5 below), make all of your changes on it, then once you have everything finalized, log into iSupplier and enter your changes.
- When entering price changes, please do make any additional changes to your blanket agreement such as removing discontinued items or pack size changes. The only exception is entering your supplier item codes. All other changes to your blanket agreement should be submitted via email to DLCSPOrders@MontgomeryCountyMD.gov. Please do not enter a price of \$0 for any item as that will change the price in the system to \$0. If you no longer carry a product, please send an email to the email address above and request that it be removed from your blanket agreement.

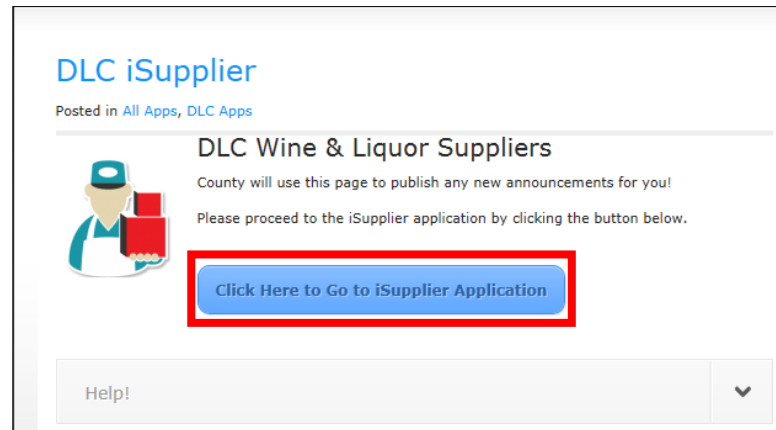
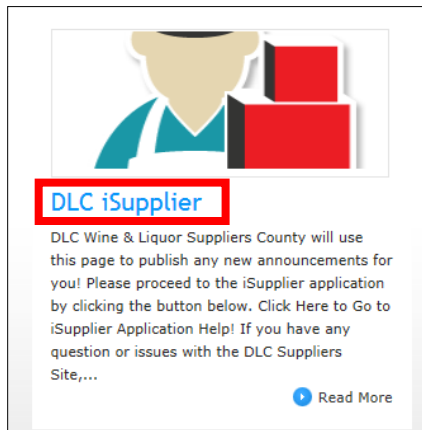
1. To access iSupplier, go to the Montgomery County website at www.MontgomeryCountyMD.gov. Click on the **Online Services** drop-down menu, then click on the **AccessMCG Portal** link.



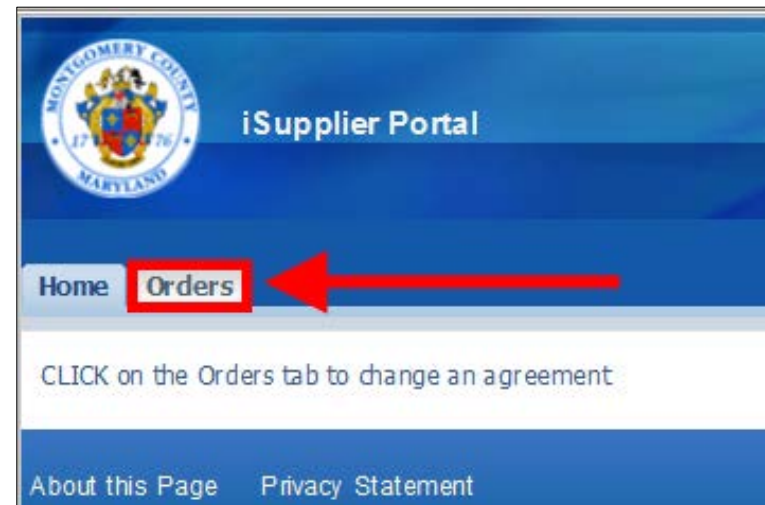
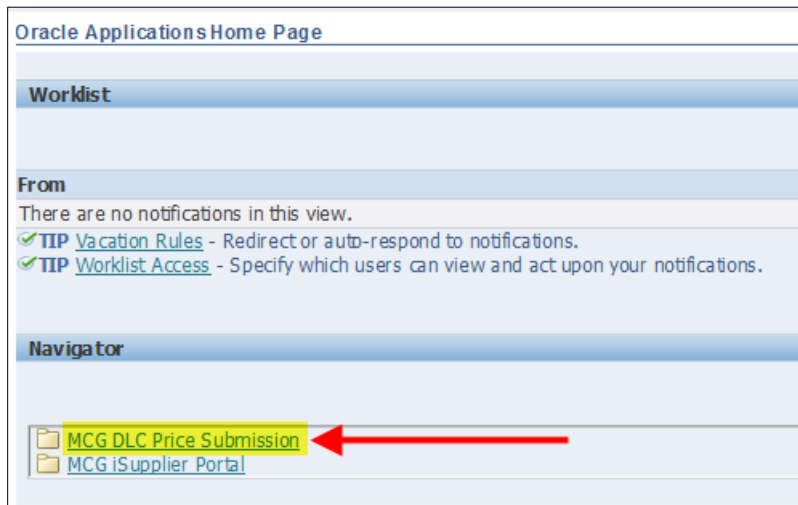
2. Enter your email address and password, and click **Log In** (note: If you have not logged in to iSupplier previously, click the button that says County Has Setup My Account, and follow the prompts to enter the temporary user name and password that were sent to you).



3. Click on the link that says **DLC iSupplier**. On the next page, click on the button that says **Click Here to Go to iSupplier Application**.



4. Click on **MCG DLC Price Submission** (this will only be visible between the 2nd and the 11th of each month). Next, click on the **Orders** tab at the top of the screen.



- Select the blanket agreement you want to edit and click **Request Changes** (note: the blanket must have a status of Open in order to make changes).

Home Orders

Purchase Orders

Purchase Orders

Views

Select Order: **Request Changes**

Select PO Number	Rev	Operating Unit	Supplier Site	Document Type	Description	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/> 100273	11	MCG DLC Operating Unit	RNDC MONUMENT	Blanket Agreement		07-May-2015 08:49:29	Brd, Brian L.	USD		Open
<input type="radio"/> 100216	60	MCG DLC Operating Unit	RNDC	Blanket Agreement		01-May-2015 11:31:10	Yallouros, Michael G.	USD		Buyer Change P
<input checked="" type="radio"/> 100217	8	MCG DLC Operating Unit	RNDC MONUMENT	Blanket Agreement		16-Apr-2015 12:13:11	Yallouros, Michael G.	USD		Open

About this Page Privacy Statement

Home Orders Home Logout Preferences Help Diagnostics

- Note that the blanket agreement defaults to the last page of a multi-page blanket. Click the drop-down arrow to go to the beginning (or a specific page) of the blanket agreement.

JESSUP, MD

Buyer [Yallouros, Michael G.](#) Ship-To Address

Order Date 16-Apr-2015 12:13:11 Address 201 Edison Park Drive
Gaithersburg, MD 20878

Description Open

Status Open

Note to Supplier

Sourcing Document

Organization MCG DLC Operating Unit Bill-To Address

Address 201 Edison Park Drive
Gaithersburg, MD 20878

Supplier Order Number P01752825

Attachments None

PO Details

✓ TIP Click on the Show link to view price break details of a line.
[Show All](#) [Hide All](#)

Previous 25 376-395 of 395 Next

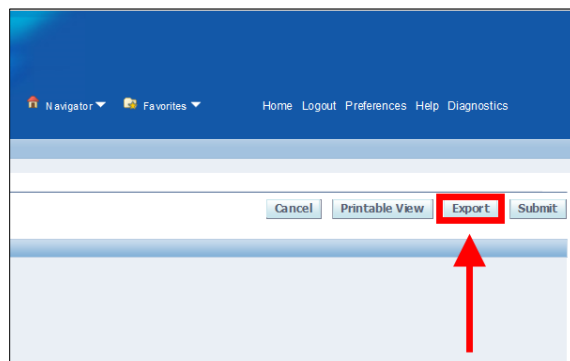
Details	Line	Type	Item / Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	376	Goods	404632			HARTFORD ARRENDALL P/NOIR - 750ML	Case		360.05						Open				
Show	377	Goods	406562			CAMBRIA TEPUSQUET S'YR - 750ML	Case		155.93						Open				
Show	378	Goods	408735			YANGARRA SHZ - 3L	Case		14.67						Open				
Show	379	Goods	415758			HARTFORD LAURA'S CHARDONNAY - 750ML	Case		269.47						Open				
Show	380	Goods	425400			ARROWOOD CAB - 1.5L	Case		240						Open				
Show	381	Goods	425427			ANAKOTA HELENA DAK 06 - 750ML	Case		315.02						Open				
Show	382	Goods	427128			CH LASSEGUE 06 - 750ML	Case		139.98						Open				
Show	383	Goods	428673			BAS TIANICH LA MOZZA PERAZZI - 750ML	Case		131.88						Open				
Show	384	Goods	428683			BAS TIANICH S/BLC - 750ML	Case		131.93						Open				
Show	385	Goods	428694			BAS TIANICH ROSATO - 750ML	Case		107.94						Open				
Show	386	Goods	428705			BAS TIANICH VESPA BIANCO - 750ML	Case		287.93						Open				
Show	387	Goods	428716			BAS TIANICH VESPA ROSSO - 750ML	Case		299.93						Open				
Show	388	Goods	429487			ZACA MESA BLACK BEAR S'YR - 750ML	Case		239.54						Open				
Show	389	Goods	430358			HARTFORD SEASCAPE CHARD - 750ML	Case		279.94						Open				
Show	390	Goods	433729			MIONETTO SERGIO ROSEE - 750ML	Case		36						Open				
Show	391	Goods	434957			HENKELL TROCKEN PICCOLO - 187ML	Case		47.85						Open				
Show	392	Goods	435180			ALTIVO MAL - 750ML	Case		92.28						Open				
Show	393	Goods	313335			YANGARRA ESTATE SHZ - 750ML	Case		80						Open				
Show	394	Goods	41342			HARTFORD COURT RR ZIN - 750ML	Case		239.3						Open				
Show	395	Goods	324875		478069	FLOR ROSE PROSECCO - 750ML	Case		99.96						Open				

Additional information is needed to connect HCG-SECURE-ID. Click to provide additional information.

7. Please enter your supplier item numbers if they are not provided. This will ensure that they are included on your purchase orders, which will help DLC Accounts Payable team process your invoices faster. Note: for any line where a supplier item number is added, the month and year should be added to the Reason column to the far right. Please use three characters for the month, followed by the four-digit year (ex. JUN2015, JUL2015, AUG2015, etc.).

Details	Line	Type	Item/ Job Revision	Supplier Item	Description	UOM Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Goods	57215		LA CREMA SONOMA P/NOIR - 375ML	Case		111.96					Closed				
Show	2	Goods	57320	000000	FREEMARK ABBEY MERLOT - 750ML	Case		240					Closed				
Show	3	Goods	60690		ZACA MESA S'YR - 750ML	Case		203.93					Closed				
Show	4	Goods	64823		LA CREMA CARNEROS P/NOIR - 750ML	Case		149.96					Closed				
Show	5	Goods	65803		ANAKOTA HELENA MONTANA CAB - 750ML	Case		279.98					Closed				
Show	6	Goods	73881		CALINA RES CAB - 750ML	Case		79.92					Closed				
Show	7	Goods	73890		CALINA RES CARMENERE - 750ML	Case		79.92					Closed				
Show	8	Goods	74810	1289654	CAMBRIA KATHERINES VYD CHARD - 750ML	Case		131.88					Open				JUN2015
Show	9	Goods	77321		ZACA MESA VYDS CHARD - 750ML	Case		47.4					Closed				
Show	10	Goods	80184	7468950	PAGO CIMERA TORRONTES - 750ML	Case		112					Open				JUN2015
Show	11	Goods	80196	4982765	PAGO CIMERA MALBEC - 750ML	Case		95.93					Open				JUN2015
Show	12	Goods	80359	5087681	BENVOLIO P/GRIG - 750ML	Case		71.93					Open				JUN2015
Show	13	Goods	80711	6981135	ARCENO CHIANTI CLASSICO - 750ML	Case		71.96					Open				JUN2015
Show	14	Goods	84758		MATANZAS CREEK CHARD - 750ML	Case		179.93					Closed				

8. It is recommended that you export your blanket agreement to an Excel spreadsheet and use it to make your price changes before you enter them in iSupplier. This will enable you to make any necessary edits in Excel before entering in iSupplier. Remember, you can only update your blanket agreement one time each month, so once you click Submit, you cannot make any additional changes until the following month. To export your blanket agreement, click the **Export** button in the top-right corner of the screen.



9. In your Excel document, add a column called New Price to the right of your existing price column. Find the items for which you want to change the price and enter the new price in the New Price column.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Line	Type	Item/Job	Item/J	Item Rev	Supplier Item	Description	UOM	Quantity	Price(USD)	New Price	Amount(USD)
2	1	Goods	211				114954	Case		0.00		
3	2	Goods	1104			0	HEINEKEN KEG PALLET	Case		0.00		
4	3	Goods	1180			0	EMPTY CIDER KEGS - KEGS	Case		0.00		
5	4	Goods	1228			0	DLC L/W PALLET	Case		0.00		
6	5	Goods	2461			941033	FINEST CALL LIME JUICE - 1L	Case		38.28	38.50	
7	6	Goods	2704			87864	VERDI SPUMANTE MB NR - 25.4OZ	Case		50.00		
8	7	Goods	2844			87875	VERDI SPUMANTE MB 4/6NR - 187ML	Case		46.00		
9	8	Goods	4685			706150	TIGER BEER 4/6 11.2OZ NR	Case		25.00		
10	9	Goods	5037			871216	AFFLIGEM BLONDE BEER 4/6 NR - 12OZ	Case		37.25		
11	10	Goods	5797			103094	MURPHYS RED 4/6 NR - 12OZ	Case		26.75		
12	11	Goods	5800			925120	HACKER PSCHORR MUNICH GOLD 4/6NR - 12OZ	Case		27.50		
13	12	Goods	5819			925242	HACKER PSCHORR WEISS 4/6 NR - 12OZ	Case		27.50	30.00	
14	13	Goods	7641				DEGROENS ALTFEST 1/2K	Case		92.00		
15	14	Goods	8826			925136	HACKER OCTOBERFEST 4/6NR - 12OZ	Case		27.50		
16	15	Goods	9156			823106	BARD'S TAIL DRAGON'S GOLD 4/6NR - 12OZ	Case		30.00		
17	16	Goods	10693			52161	TAYLOR LAKE COUNTRY RED - 3L	Case		27.49		
18	17	Goods	10707			357190	KING EST DOM P/NOIR 6/CS - 750ML	Case		253.02		
19	18	Goods	12327			171497	CH ST MICH CANOE RIDGE MER 6/C - 750ML	Case		95.47		
20	19	Goods	12343			170154	VILLA MT EDEN GRAND RES CHARD - 750ML	Case		85.32		
21	20	Goods	12351			171478	CH ST MICH COLD CREEK CAB 6/CS - 750ML	Case		119.47		
22	21	Goods	12866			171479	CH ST MICH COLD CREEK MER 6/CS - 750ML	Case		119.47		
23	22	Goods	13145			257240	STAGS LEAP S/BLC - 750ML	Case		171.74		
24	23	Goods	13560			824195	GRGICH HILLS CHARD - 750ML	Case		343.20		
25	24	Goods	13757			848990	LINGANORE TERRAPIN WHITE - 750ML	Case		83.40	83.75	
26	25	Goods	13803			171858	CH ST MICH CANOE RDG CHARD 6/C - 750ML	Case		90.00		
27	26	Goods	13811			824190	GRGICH HILLS CAB - 750ML	Case		447.60		
28	27	Goods	13862			295530	ANTINORI TIGNANELLO 6/CS - 750ML	Case		440.00		
29	28	Goods	15253			138404	ALICE WHITE LEXIA - 750ML	Case		58.93		
30	29	Goods	15334			147125	LOUIS ROEDERER BRUT PREM 6/CS - 750ML	Case		202.92		
31	30	Goods	15440			514644	MASI MASIANCO - 750ML	Case		123.72		
32	31	Goods	16527			515579	PIO CESARE BAROLO VV - 750ML	Case		510.24		
33	32	Goods	16551			703428	MERRYVALE STARMONT CHARD - 750ML	Case		162.00	162.57	
34	33	Goods	17051			171067	EROCIA RIESLING 6/CS - 750ML	Case		84.91		
35	34	Goods	17469			257404	HAWK CREST CAL CAB - 750ML	Case		123.72		
36	35	Goods	17540			703435	MERRYVALE STARMONT MER - 750ML	Case		156.00		
37	36	Goods	17779			849063	LINGANORE MAY WINE - 750ML	Case		126.60		
38	37	Goods	17868			848991	LINGANORE WH RAVEN - 750ML	Case		83.40		
39	38	Goods	18074			654120	KENWOOD RR P/NOIR - 375ML	Case		66.61		
40	39	Goods	18139			848986	LINGANORE SKIPJACK - 750ML	Case		94.92		

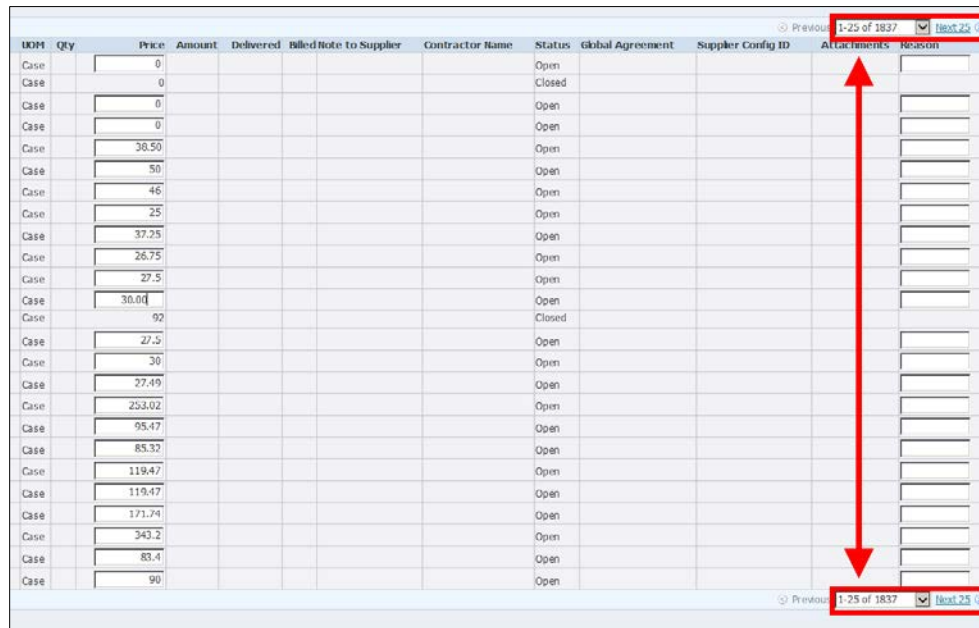
10. Next, filter the New Price column to show only the items with price changes. Use the Line number (far left column) that corresponds to the item for which you're changing the price. Looking at the sample spreadsheet below, you know that line numbers 5, 12, 24, 32, 451 and so on are items with price changes.

Line	Type	Item/Job	Item/Job	Item Rev	Supplier Item	Description	UOM	Quantity	Price(USD)	New Price	Amount(USD)
5	Goods	2461			941033	FINEST CALL LIME JUICE - 1L	Case		38.28	38.50	
12	Goods	5819			925242	HACKER PSCHORR WEISS 4/6 NR - 12OZ	Case		27.50	30.00	
24	Goods	13757			848990	LINGANORE TERRAPIN WHITE - 750ML	Case		83.40	83.75	
32	Goods	16551			703428	MERRYVALE STARMONT CHARD - 750ML	Case		162.00	162.57	
452	Goods	46185			51174	MANISCHEWITZ CHERRY - 750ML	Case		37.32	37.50	
557	Goods	61360			43211	R MONDAVI MOSCATO D'ORO 12/CS - 375ML	Case		124.00	124.50	
623	Goods	75418			801212	VENDANGE P/GRIG - 1.5L	Case		33.84	35.00	
716	Goods	100927			465154	CRISTALINO EX/DRY - 750ML	Case		70.92	71.25	
789	Goods	131172			114823	SUTTER HOME P/GRIG 24/CS - 187ML	Case		24.28	25.00	
860	Goods	168980			242612	ESTRELLA CHARD - 1.5L	Case		42.18	43.00	
861	Goods	168998			242602	ESTRELLA CAB - 1.5L	Case		42.18	43.00	
866	Goods	172553				ESTANCIA MERITAGE RED 12/CS - 375ML	Case		135.00	137.00	
910	Goods	193755			247084	DOMINO CAL MER - 750ML	Case		51.72	52.20	
974	Goods	329883			247480	FRUSION JUICY WHITE - 750ML	Case		32.52	33.50	
1177	Goods	380113			633268	DARIOUSH CHARD - 750ML	Case		171.00	172.00	
1223	Goods	404063				TRINCHERO FAMILY P/NOIR - 750ML	Case		61.75	62.10	
1278	Goods	438030			178497	ALTA VISTA CLASSIC MAL - 750ML	Case		88.20	89.39	
1334	Goods	317442			476379	QUADRILATERO CHARD - 750ML	Case		90.12	92.00	
1335	Goods	317444				QUADRILATERO DOLCEZZA - 750ML	Case		90.12	92.00	

11. Once logged back into DLC Price Submission, find the line number and enter the new price in the Price column (as in the example below, find line 5, enter the new price and the Reason). Note: the Reason is the month and year that the price change takes effect. Please use three characters for the month, followed by the four-digit year (ex. JUN2015, JUL2015, AUG2015, etc.). Note: you can only submit price changes for the following month.

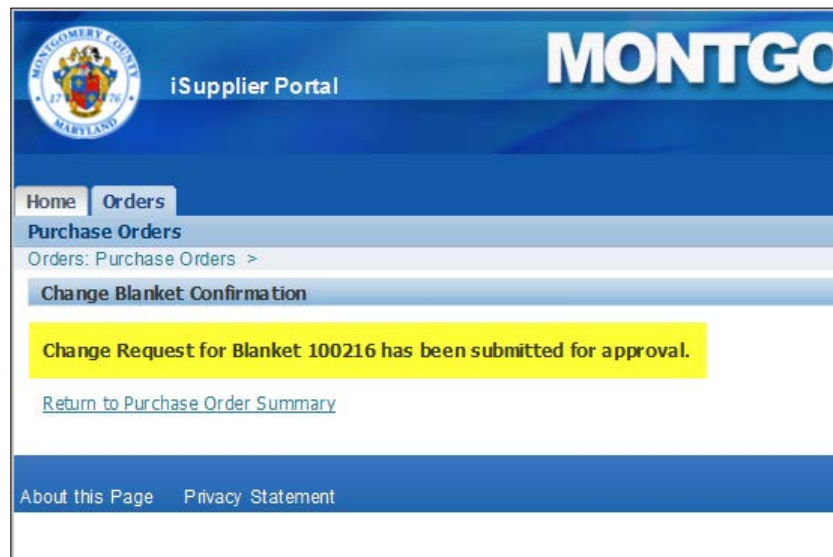
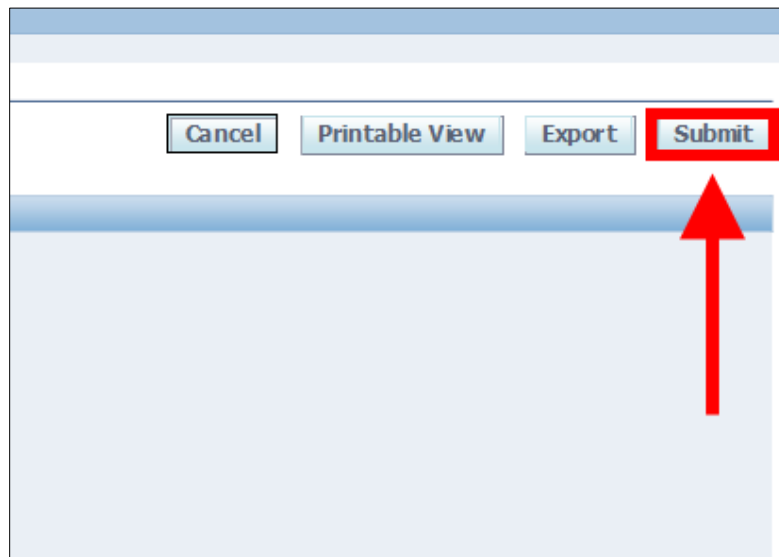
Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Rate to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
5	Goods	2461		941033	FINEST CALL LIME JUICE - 1L	Case		38.50						Open				JUN2015
12	Goods	5819		925242	HACKER PSCHORR WEISS 4/6 NR - 12OZ	Case		30.00						Open				JUN2015

Remember, you can use the drop-down menu at the top-right or bottom-right to go to a specific line number.



DOM#	Qty	Price	Amount	Delivered	Billed Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Case		0					Open				
Case		0					Closed				
Case		0					Open				
Case		0					Open				
Case		36.50					Open				
Case		50					Open				
Case		46					Open				
Case		25					Open				
Case		37.25					Open				
Case		26.75					Open				
Case		27.5					Open				
Case		30.00					Open				
Case		92					Closed				
Case		27.5					Open				
Case		30					Open				
Case		27.49					Open				
Case		253.02					Open				
Case		95.47					Open				
Case		85.32					Open				
Case		119.47					Open				
Case		119.47					Open				
Case		171.74					Open				
Case		343.2					Open				
Case		83.4					Open				
Case		90					Open				

12. Once you've finished entering your price changes, click the Submit button in the top-right corner of the screen. You will see a confirmation that your changes have been submitted.



13. If you go back and open that blanket agreement, you will see that the Status is “Supplier Change Pending” and the pending changes marked with a green starburst with your new and old price displayed.

Order Date	07-May-2015 16:50:17		Gaithersburg, MD 20878	
Description				
Status	Supplier Change Pending			
Note to Supplier				
Operating Unit	MCG DLC Operating Unit			
Sourcing Document				
Supplier Order Number	PO1752824			
Attachments	None			

PO Details										
* Indicates new values ** Indicates cancellation request										
Show All Details Hide All Details										
Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status
Show	1	Goods	211		114954	Case		0		Open
Show	2	Goods	1104	000000	HEINEKEN KEG PALLET	Case		0		Closed
Show	3	Goods	1180	000000	EMPTY CIDER KEGS - KEGS	Case		0		Open
Show	4	Goods	1228	000000	DLC L/W PALLET	Case		0		Open
Show	5	Goods	2461	941033	FINEST CALL LIME JUICE - 1L	Case		38.28	0.00	Supplier Change Pending
								38.5*		
Show	6	Goods	2704	87864	VERDI SPUMANTE MB NR - 25.4OZ	Case		50		Open
Show	7	Goods	2844	87875	VERDI SPUMANTE MB 4/6NR - 187ML	Case		46		Open
Show	8	Goods	4685	706150	TIGER BEER 4/6 11.2OZ NR	Case		25		Open
Show	9	Goods	5037	871216	AFFLIGEM BLONDE BEER 4/6 NR - 12OZ	Case		37.25		Open
Show	10	Goods	5797	103094	MURPHYS RED 4/6 NR - 12OZ	Case		26.75		Open
Show	11	Goods	5800	925120	HACKER PSCHORR MUNICH GOLD 4/6NR - 12OZ	Case		27.5		Open
Show	12	Goods	5819	925242	HACKER PSCHORR WEISS 4/6 NR - 12OZ	Case		27.5	0.00	Supplier Change Pending
								30*		
Show	13	Goods	7641		DEGROENS ALTFEST 1/2K	Case		92		Closed
Show	14	Goods	8826	925136	HACKER OCTOBERFEST 4/6NR - 12OZ	Case		27.5		Open
Show	15	Goods	9156	823106	BARD'S TAIL DRAGON'S GOLD 4/6NR - 12OZ	Case		30		Open