Customer Generated Purchase Orders (CGPO)

TRAINING DOCUMENT
for Vendors
on CGPO process

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1 Purpose

Alabama ABC COO, Neil Graff, sent a letter to the suppliers and brokers regarding a new Alabama ABC special-order process called Customer Generated Purchase Order (CGPO). *See Appendix A for a copy of the letter*.

As that letter stated, the purpose for this CGPO process is to allow a special-order product to be shipped directly to an ABC store to reduce the time needed to fill an order and to reduce the opportunity for an item to get lost or damaged in our current distribution system.

2 CGPO Process Flow
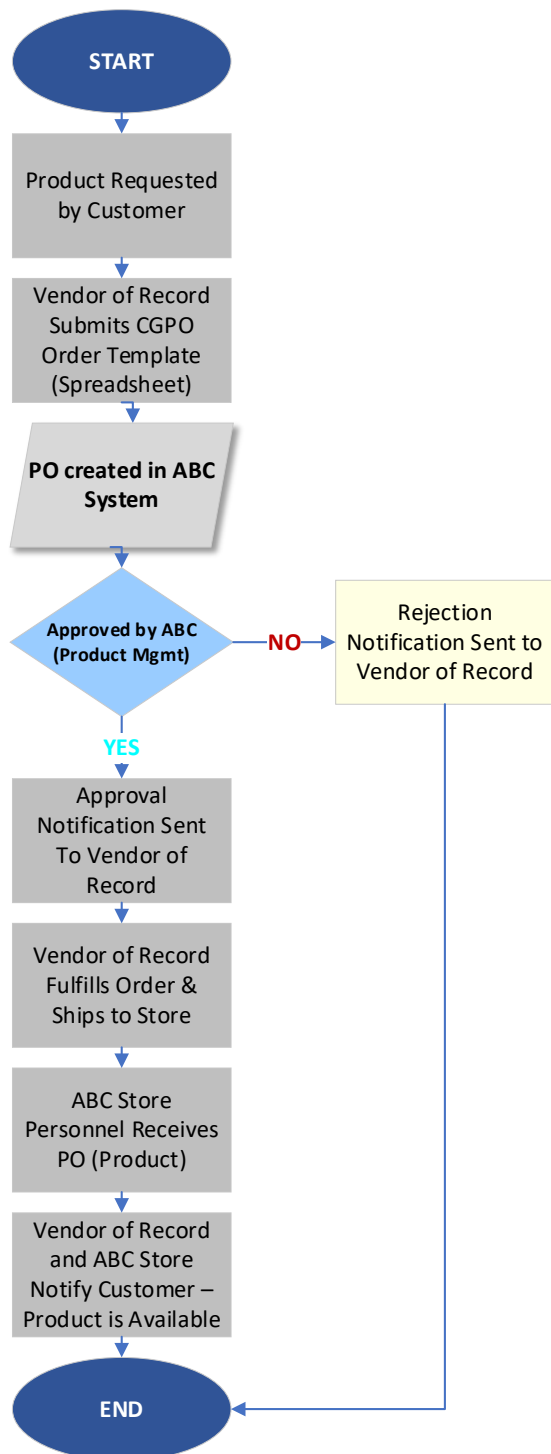
If you are interested in becoming a CGPO vendor of record, please contact Brian Guilbeau at the ABC Board at (334) 271-3840.

➢ Customer requests a special-order product directly from the Vendor of Record (supplier, broker, or another licensed 3rd party).

➢ Vendor of Record will initiate the CGPO process by submitting either an ABC pre-generated Excel spreadsheet template, containing order information, to the ABC Board's ERP system cgposervice@abc.alabama.gov or a standard web-based exchange (xml) format.

➢ The orders will be processed in ABC's ERP system, and the ABC Board's Product Management division will be responsible for approving or rejecting the purchase orders (POs).

➢ Notifications (approved -or- rejected) are sent to the vendor of record. If a PO is approved, the approval notification to the vendor of record will contain the ABC Board's Purchase Order number (example PO-12345).

➢ The vendor of record is responsible for fulfilling the order and shipping the product directly to the selected ABC store using a third-party shipping carrier of their choice. A label must be affixed to each case that meets ABC requirements.

➢ The receiving ABC store is responsible for receiving the product into the store's warehouse by utilizing the "Transfer In" process at the register.

➢ Once the product is received into the ABC store's inventory, the vendor of record and ABC store will contact the customer and inform them their order is ready for pick-up.

➢ The purchase is then completed at the register when the customer picks up the ordered product.

3 Initiate Purchase Order process

Note: The Vendor of Record MUST submit the pricing of the CGPO products to ABC Product Management Division at cgpopricing@abc.alabama.gov PRIOR to submitting any purchase orders.

1. Vendor of Record will initiate the purchase order process by submitting an excel spreadsheet (CGPO template) containing the order information to the ABC Board's ERP system at cgposervice@abc.alabama.gov.
   - Who is the Vendor of Record? See CGPO letter sent by Neil Graff for detail explanation.
   - If a rejection email is received, contact Catherine Sistrunk at the ABC Board.
   - If there are issues or questions on the ordering process, contact Catherine Sistrunk at the ABC Board.
2. The orders will be processed in ABC's ERP system.
3. ABC's Product Management Division will review the purchase orders (PO's) and approve or reject the PO's.
4. Notifications (approved -or- rejected) are sent to the vendor of record.
5. If a PO is approved, the approval notification to the vendor of record will contain the ABC's Purchase Order number (example PO-12345).

3.1 CGPO template - excel

The excel spreadsheet (CGPO template) has two tabs (Order Headers and Order Lines):

1. **Order Headers tab contains the following fields:**
   - **Customer Address**
   - **Customer Company**
   - **Customer Name**
   - **Customer Email**
   - **Supplier Email**
   - **Customer Phone**
   - **Supplier Order Id** – *Supplier Order Id on the 'Order Lines' tab should match up with one of the Supplier Order Ids on the 'Order Headers' tab. Supplier Order Id must be a unique id for each order.*
   - **Store Number** – *Store where product will be shipped. Store Number must be 3 digits (ex: Store 12 is 012).*
     - Note: ABC stores currently participating in this CGPO process are: 034, 036, 042, 053, 066, 067, 132, 142, 192, 193, 196, 236 and 237. In another month or so, we will be rolling this CGPO process out to all the remaining ABC stores.
     - See Wholesale Store list at: https://www.alabcboard.gov/sites/default/files/2021-02/Wholesale%20Stores%20List%202.26.21.pdf
     - See Store list at: https://alabcboard.gov/sites/default/files/inline-files/3_15_22%20STORE%20Master%20List.pdf
   - **AABC Vendor Id Number** – *If you need a Vendor ID, contact ABC Product Management Division.*
2. **Order Lines tab contains the following fields:**

- **Supplier Order Id** - *The Supplier Order Id on the 'Order Lines' tab should contain the order details of the Supplier Order Id listed on the 'Order Headers' tab.*
- **Item Number** – *Item number of the product.*
- **Order Quantity –** *Quantity of the product to order.*
- **Unit of Measure** – *Only cases are allowed for CGPO orders. The acceptable unit of measure value should be "cs".*

See the attached sample spreadsheet.

CGPO Template.xlsx

Order Header tab

Order Lines tab

4 Fulfill and ship order

The supplier is responsible for fulfilling the order and shipping the product directly to the selected ABC store using a third-party shipping carrier of their choice. *Note: A label must be affixed to each case that meets the ABC requirements for information. See the below shipping label example for the key information that must be on the label.*

Shipping Label

Shipping Label Example – Should be affixed to each Case

Deliver to AL ABC Store #: 236   Street Address: 123 Main Street

City: Birmingham   State: AL   Zip: 12345

AL ABC Purchase Order Number: PO1234567   QTY: 1 of 2

Vendor Of Record: LibDib   Contact Info: Libdib@gmail.com

Product Name: Two James Gin, Two James American Whiskey

Size: 750 ML   Pack: 12 bottles   ABC Item Code: A200716

Ordering Account Name: Lanells' Package Store   Contact: Lanell

Phone Number: 205-123-1234   AL ABC License Number: P1234567

5 CGPO XML Process

To use the xml format, follow the steps below:
- Contact ABC IT Division at (334) 271-3840. ABC IT will set up your account and provide your login credentials
- Vendor will provide heir IP address for external login
- ABC IT would send the user account and connection instructions
- Vendor will complete the xml file according to the xml template
- Vendor will FTP xml file to designated CGPO folder
- Xml file will start to be processed and Archived
- PO will be pending approval/rejection by PM

Below is the xml template:

```xml
<document>
    <Order>
        <SUPPLIERORDERID>CGPO_Test_FD_03312022_1</SUPPLIERORDERID>
        <CUSTOMERNAME>Charles Young</CUSTOMERNAME>
        <CUSTOMEREMAIL>cyoung032222@gmail.com</CUSTOMEREMAIL>
        <CUSTOMERPHONE>123-456-7890</CUSTOMERPHONE>
        <CUSTOMERCOMPANY>Young's Liquors</CUSTOMERCOMPANY>
        <CUSTOMERADDRESS>123 Green Street, Montgomery, AL 36117</CUSTOMERADDRESS>
        <SUPPLIEREMAIL>fred@fredsdistilling.com</SUPPLIEREMAIL>
        <STORENUMBER>012</STORENUMBER>
        <AABCVENDORIDNUMBER>292</AABCVENDORIDNUMBER>
        <Lines>
            <SUPPLIERORDERID>CGPO_Test_FD_03312022_1</SUPPLIERORDERID>
            <ITEMNUMBER>A010105</ITEMNUMBER>
            <UNITOFMEASURE>cs</UNITOFMEASURE>
            <ORDERQUANTITY>1</ORDERQUANTITY>
        </Lines>
        <Lines>
            <SUPPLIERORDERID>CGPO_Test_FD_03312022_1</SUPPLIERORDERID>
            <ITEMNUMBER>A010285</ITEMNUMBER>
            <UNITOFMEASURE>cs</UNITOFMEASURE>
            <ORDERQUANTITY>1</ORDERQUANTITY>
        </Lines>
    </Order>
</document>
```

Attached is a sample of a xml file.

CGPO Test.xml

6 Appendix A

Alabama ABC COO, Neil Graff, sent a letter to the suppliers and brokers regarding a new special-order process known as Customers Generated Purchase Orders (CGPO). Attached is a copy of the letter for your reference.

CGPO Letter for
Vendors of Record.c