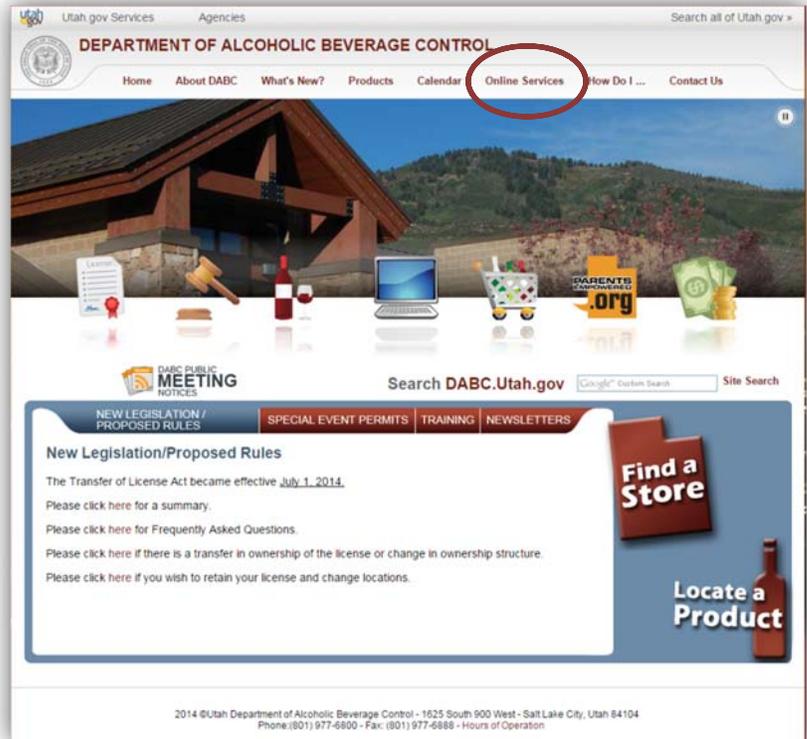


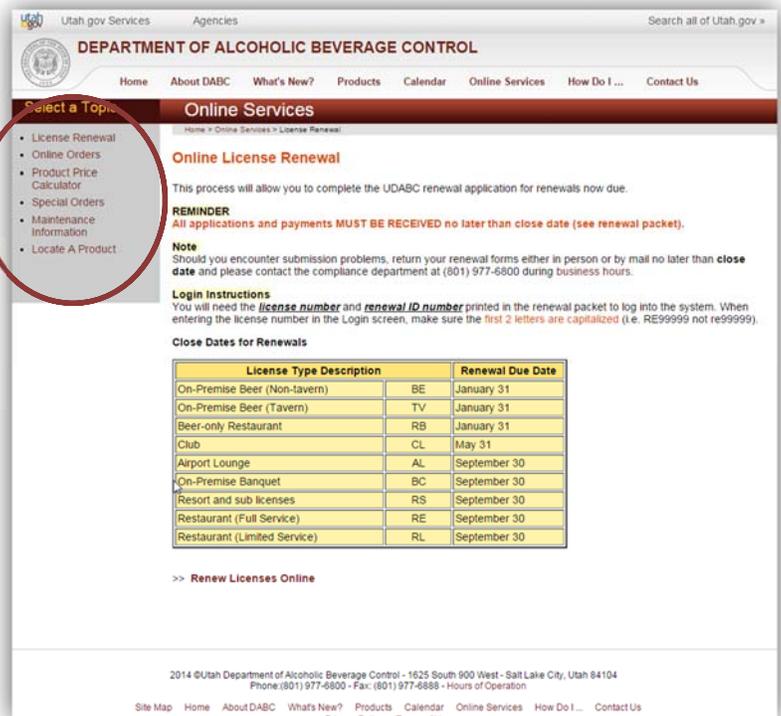
Special Order Procedures

To Start:

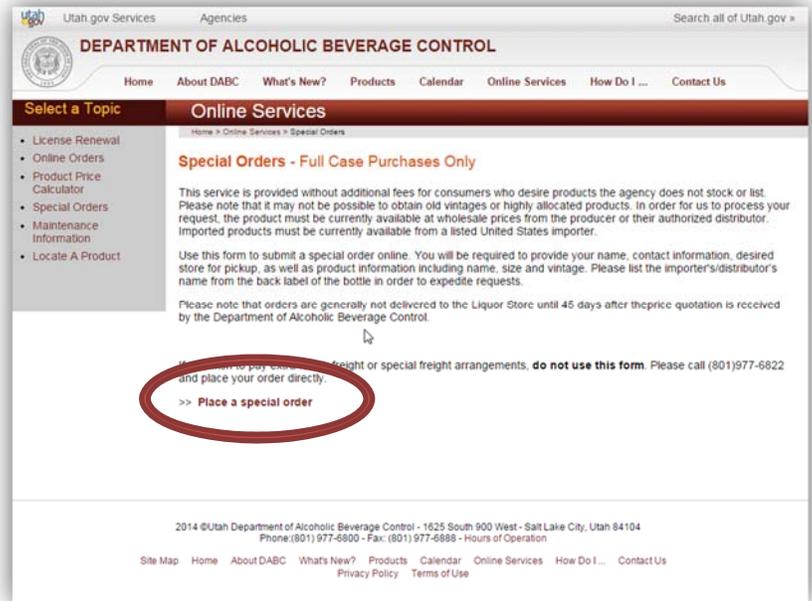
1. Go to the DABC Web Site
<http://www.alcbev.state.ut.us/>
2. Select the **Online Services** Tab at the top of the page.



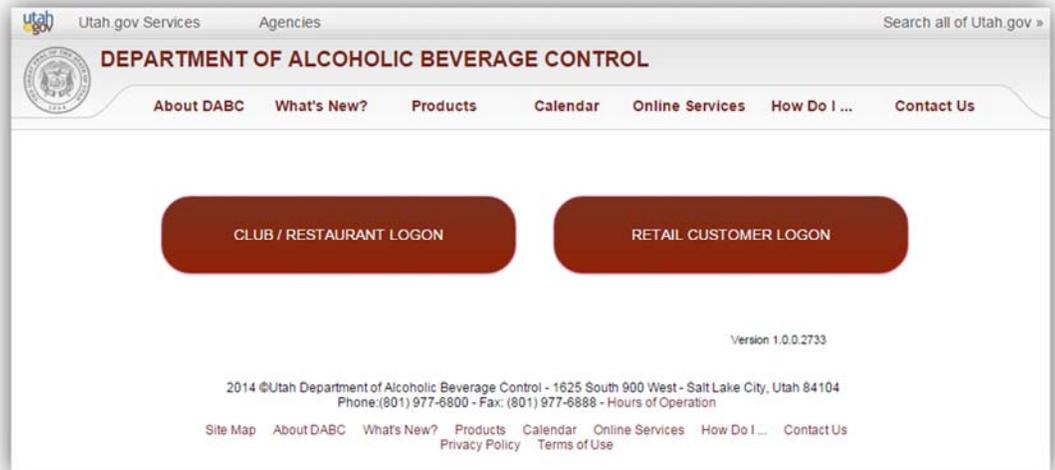
3. Select the **Special Orders** Tab at the left of the screen.



4. Select the **Place a special order** at the bottom of the screen.

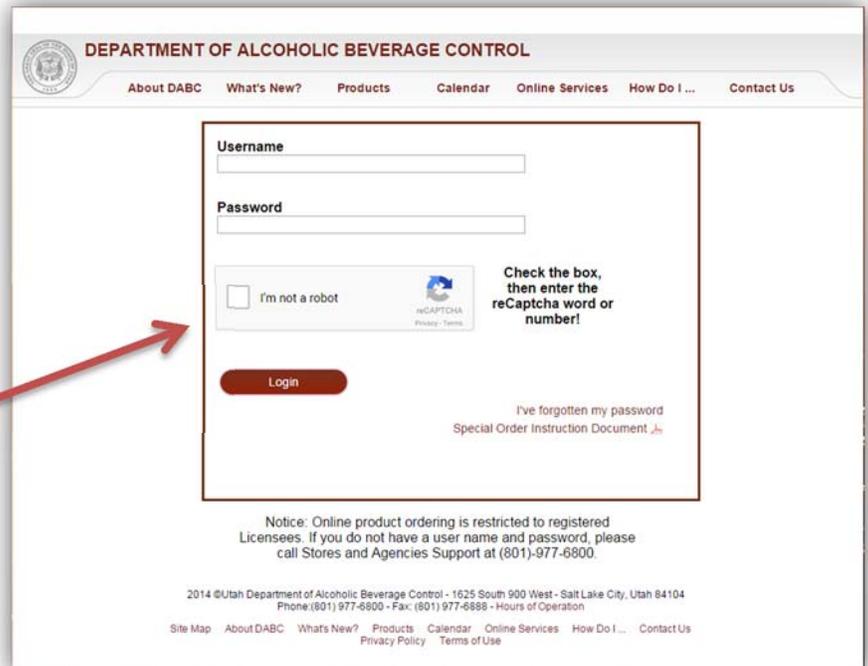


5. Select the direction that pertains to you.



6. Enter your login information and select the **Login** button.

Check the box and follow the instructions, you will be directed to enter the number or the phrase seen in the reCAPTCHA photo.

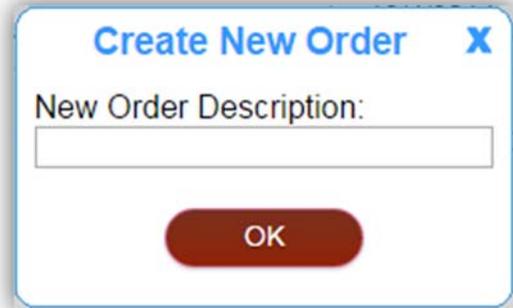


7. When entering the program for the first time you will be greeted by a blank Special order screen like this:



8. To start, select the **Create New Order** Button.

9. You will be prompted to assign your order a description that will be given to the order you are creating. In the field provided, you may type in anything you would like to use to keep track of your order.



10. You will be directed to the Special Order Menu screen:



Special Order Catalog

Select the **Special Order Catalog** Tab for items that are currently in the DABC system.

You may enter the Item Code or the Item Name. Entering an item name will start a search function to assist in finding the product.



Products You Ordered Previously

Once you've completed an order you will be able to locate any items previously ordered by selecting the **Products Ordered Previously** Button

Products You Ordered Previously
SAMUEL SMITH ORGANICALE 550ml

Item Code
909034

Qty (Cases)

Add Item to Order

Select the drop down menus to search for your previously ordered items.

New Item

Use the **New Item** Button for any products that are not in the DABC system

Fill in the information of the desired product and the quantity of **cases** you wish to purchase.

New Product Name

Vendor/Distributor/Producer/Importer

Size (ml)

Qty (Cases)

Add Item to Order

11. Once you select the **Add Item to Order** Button, an order list will be created:

You may continue to add/remove items or adjust quantities.

Once completed with the order, select the location you desire the product to be delivered to by using the **Change Delivery Location** Button (entered location will default for ensuing orders).

Select the **Submit Order for Pricing/Availability** Button to submit the order.

Utah.gov Services Agencies Search all of Utah.gov »

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Special Order Details Logoff

Order Id: 100022

Remove Item	QTY (Cases)	CS PK	Product Name	Vendor Name	Item Cd	Size	Comments
X	3	12	LANCASTER CAB SAUV 06	WILSON DANIELS LTD	909134	375ml	
X	5	12	SAMUEL SMITH ORGANICALE	MERCHANT DU VIN	909034	550ml	
X	1		The Brew			355ml	
TOTAL	9						

Update Qty(s)

Item Selection Options
Special Order Catalog Products You Ordered Previously New Item

New Product Name The Brew Vendor/Distributor/Producer/Importer

Size (ml) 355 Qty (Cases)

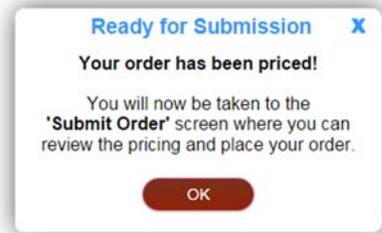
Add Item to Order

Submit Order for Pricing/Availability Change Delivery Location

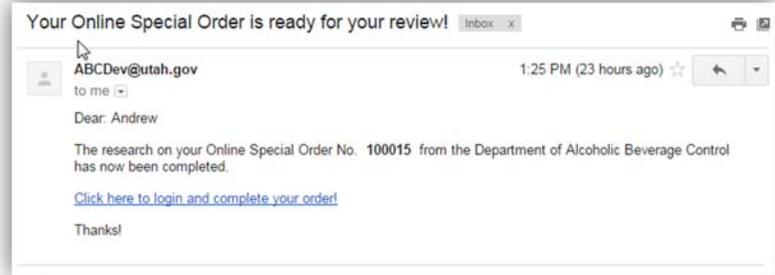
Delivery Location
STORE 12 - AVENUES SLC -- 402 EAST 6TH AVENUE SUITE 1 -- 801-533-5905

Note: Prices are subject to change at any moment. Version 3582
All purchases are in CASE quantities only!
*Prices DO NOT include appropriate City Sales Tax!

12. If the product/products ordered are set up in the departments system, you will immediately be directed to the final approval screen.



If your order requires research, an e-mail will be sent to you once that process is complete.

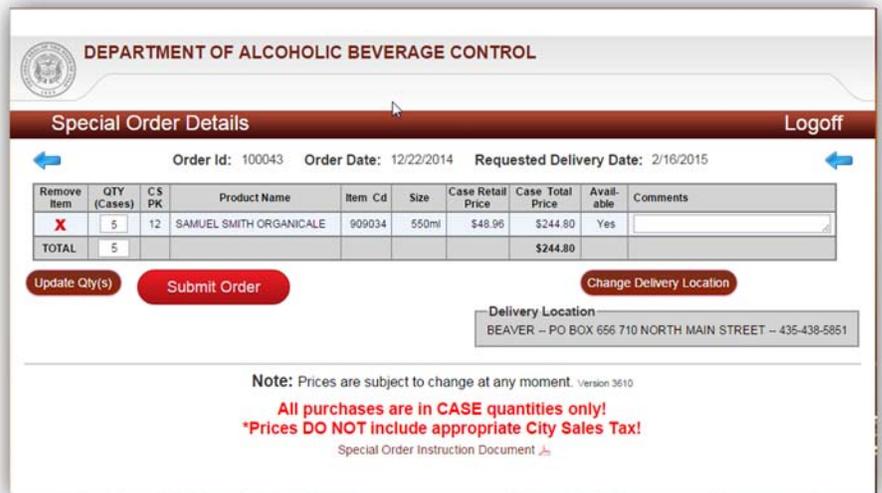


13. To approve an order you wish to purchase, return to the main order screen. All orders that are currently in the system will be listed. Select the order you wish to approve by clicking the **Open** Button.



14. You will be sent to the Approval screen where you may review and adjust your order before submitting it.

When you are satisfied with the pricing and the quantities select the **Submit Order** Button to initiate the shipping process.



15. Once your order arrives to your selected delivery location, you will be notified via e-mail and a department representative will contact you.