

Written Order Database



The Written Order Database was created in order to maintain, on a state-wide basis, the statutes in place to restrict alcohol purchases over monthly limits in localities with a damp local option.

Alcoholic Beverage Control

550 W 7th Ave Suite 1600

Anchorage, AK 99501

907-269-0350

4/1/2016

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Logging In

In order to gain access to the written order database you must first create a “myAlaska” account.

Please visit: www.my.alaska.gov

Once you have created your “myAlaska” Account:

- click on the “*Services*” tab on Myalaska
- scroll down to the “*Services for Businesses*” section
- Click on “*ABC Written Orders*”.

You will need to contact the Alcoholic Beverage Control office to acquire a transfer code.



Services for Businesses

[ABC Written Orders](#)

ABCWrittenOrders enables package stores se

[Alaska Background Check Provider Portal](#)

Services to allow to providers to submit and m

[AMCO - Marijuana Licensing](#)

Alcoholic & Marijuana Control Office - Online A

**You can find our contact information on our website www.commerce.alaska.gov/web/AMCO*

Once you have entered the correct code you will then be taken to a new screen where you will be able to enter written orders.

ONE TIME CODE CONFIRMATION

After ABC staff created your account in this system, you were sent a Transfer Code.
Enter the code here to permanently connect your myAlaska account to your ABC Written Orders account.

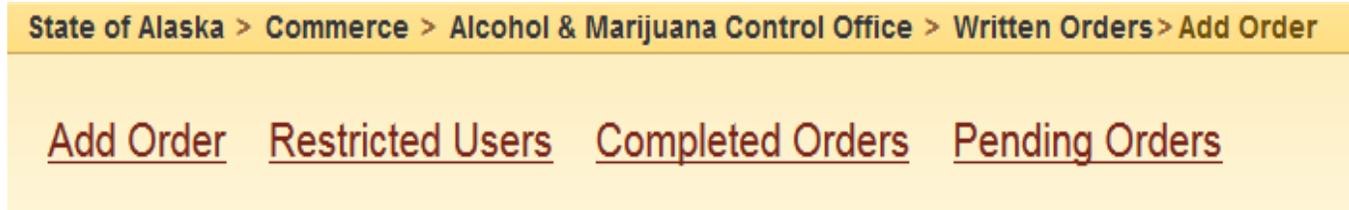
*

NOTE: If the form will not accept your Transfer Code, either you do not have a working account yet, or you are trying to enter the wrong code.



Navigating the Written Order Database

Across the top of the screen you will see the following:



You will utilize these four buttons to accurately enter and maintain orders in the database.

Add order – will allow you to enter new orders

Restricted users – you will use this list to determine who you can and can't sell alcohol to

Completed orders – you can view past orders

Pending Orders – you can complete or cancel pending orders

Add Order

This is the main screen that you will utilize to enter your written orders into the database.

- Enter the purchaser ID number
This will most often be the purchaser's Alaska Driver's License or Alaska State identification card number.
 - The Purchaser's ID state will default to Alaska
 - Select the Purchasers Community
 - Enter the Date on the written order letter
 - Enter the Order Received Date
 - You can enter your store order number or inventory control number (*this is optional but may come in handy if you need to do future internal research*)
- Under the **order quantity** you need to correctly fill out how many liters/gallons of the following

- Distilled Spirits
- Wine
- Malt Beverages

Enter the amount of alcohol requested in the written order letter. In the next step, the database will verify the amount of alcohol available to the purchaser.



If the amount of alcohol requested is a higher amount than what is allowed for the current month or they have already purchased their allotment for the month, you will receive this error message. 

Error - Purchaser has exceeded their monthly limit.
* Required

Purchaser ID: 654321 - AK
 Name: Jane Doe
 Address: 123 A St,
 Community Name: Anchorage

[Edit Purchaser Information](#)

Store Order Number:

Order Receive Date *: / /
 mm / dd / yyyy

Letter Date *: / /
 mm / dd / yyyy

	Ordered	Remaining
Distilled Spirits	<input type="text" value="12"/>	-12.00 liters
Wine	<input type="text" value="1.00"/>	21.00 liters
Malt Beverages	<input type="text" value="1.00"/>	9.00 gallons

If a purchaser is new, or if the community selected does not match the information for the purchaser in the database, you will be prompted to add or modify the purchaser – see [the add/modify purchaser section](#).

If the purchaser is not allowed to receive alcohol by written order, you will be taken to a Restricted Purchaser page – see [the Restricted User Section](#).

If the purchaser already has a pending order in the database, a warning in red text will appear at the top of the page, allowing you to open the existing order; you then have the option to go to the pending order or to continue creating a new order.

Warning - Purchaser has pending order at this store. [Cancel Order and Go To Pending Orders](#)
* Required



Add/Modify Purchaser

If a purchaser is not in the database, or if the community selected does not match the database entry for the purchaser, you will be prompted to add or modify the purchaser after filling out the initial order information on the New Order Entry page.

1. Verify the purchaser ID.

If the purchaser ID has been entered incorrectly, click on the "Cancel" button to return to the initial order.

2. Modify the community from the drop-down menu, if needed.
3. Enter/modify the name of the purchaser. First and last names are required.
4. Enter/modify the physical residence address.

P.O. BOX ADDRESSES ARE NOT ALLOWED

5. Click on the "Continue" button.

EDIT PURCHASER

ALCOHOLIC BEVERAGE CONTROL BOARD
No purchaser record found for 0123456 - AK

*Required
Residence

Purchaser ID 0123456 - AK

Purchaser ID Type (Optional)

Community * Anchorage ▼

Name *
First Name *
Middle Name (Optional)
Last Name *
Suffix (Optional)

Address 1 *
Address 2 (Optional)
Zipcode *
Zip Ext (Optional)

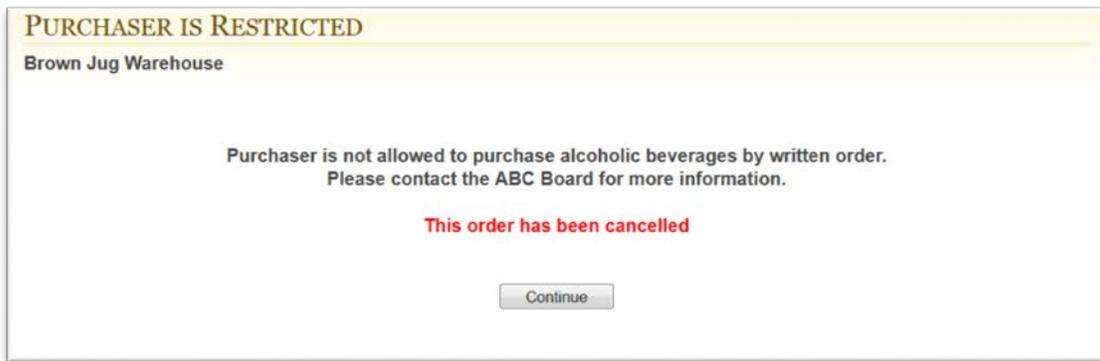


Restricted Users

The ABC Board maintains a list of individuals who, under AS 04.16.200, are convicted after 10/24/1987 of a violation of AS 04.11.010. You are not permitted to sell alcoholic beverages by written order to an individual on this list.

When using the database, you will be alerted if a purchaser is restricted.

After you enter a purchaser’s ID, location, and alcohol quantities and click on the “Continue” button, a Restricted Purchaser page opens if the purchaser has restrictions:



You can contact the ABC office for more information, but you will not be able to process a written order for the individual.

To view and search a list of restricted purchasers, click on the “Restricted Users” button.

[Add Order](#) [Restricted Users](#) [Completed Orders](#) [Pending Orders](#)

Welcome *naomi.iohnston3* [Sign-Out](#)

RESTRICTED USERS

Enter Last Name here, or [Search](#) [Clear Search](#)

Enter ID Number here

PER AS 04.06.095 THE INFORMATION CONTAINED IN THE DATABASE IS CONFIDENTIAL AND IS NOT SUBJECT TO INSPECTION OR COPYING.

THE INFORMATION IN THIS DATABASE IS ONLY AVAILABLE TO PACKAGE STORE LICENSEE, AGENT, OR EMPLOYEE TO CONSULT BEFORE SHIPPING ALCOHOL TO A PURCHASER IN A RESTRICTED AREA AS PROVIDED IN AS 04.11.150(g).



Completed Orders

Orders that have been successfully submitted can be viewed on this page. The information shown will include the ID#, Last name, Confirmation page, ship date and the confirmation number.

COMPLETED ORDERS	ORDER CONFIRMATION
ALCOHOLIC BEVERAGE CONTROL BOARD	ALCOHOLIC BEVERAGE CONTROL BOARD
Select All <input type="button" value="Go"/>	
ID# 987654 - AK, Doe Store Order Number: 123456 click to open confirmation page Ship Date: 3/8/2016 12:00:00 AM Confirmation Number: 2016030893574	Store Order Number: 123456 Purchaser ID: 987654 Purchaser: Jon Doe Address: 123 A St
ID# 654321 - AK, Doe Store Order Number: 123456 click to open confirmation page Ship Date: 3/8/2016 12:00:00 AM Confirmation Number: 2016030893575	Date on Letter: 3/6/2016 Order Receive Date: 3/7/2016 Ship/Pickup Date: 3/8/2016 Shipper: None Confirmation Number: 2016030893574

Pending Orders

There are situations that may arise where you will need to place an order on hold. To do so, there is a button at the bottom of the “Add Order” screen labeled “Hold Order”



Once orders that have been put on hold it will be saved in the “pending orders” section for five days or to the end of the month, whichever comes first.

Please note that putting an order on hold reserves the alcohol amounts in the order. If an order needs to be cancelled, it is important to cancel the order so that the alcohol remaining in the purchaser’s monthly limit is accurate. When you place an order on hold, a confirmation page states when it will expire:



HOLD ORDER
ALCOHOLIC BEVERAGE CONTROL BOARD

This order has been saved and is now in Pending Orders

This order will expire end of day
3/14/2016

[Continue](#)

To make changes, confirm or cancel a Pending order:

1. Click on the “Pending Orders” button. The Pending Orders page opens:
2. Select the pending order. You can either scroll to the order, or you can select the purchaser from the drop-down menu at the top of the page and click on the “Go” button. Either way, you will need to click on the “click to open order” link to open the Order Delivery page.

The Order Delivery page opens, and you can adjust information as needed to process the order.

PENDING ORDERS
ALCOHOLIC BEVERAGE CONTROL BOARD

Select All

ID# 6861664 - AK, Johnston
Store Order Number:
[click to open order](#)
Expiration Date: 3/14/2016
Received Date: 3/7/2016

