



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

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8/18/2021

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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 “**AMCOWrittenOrders**”.

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



**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 AMCO 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.

MyAlaska User Name:

Enter Authorization Code:

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



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

Pending Orders – you can complete or cancel pending orders

Completed orders – you can view past orders

Add Order

ADD ORDER

ALCOHOLIC BEVERAGE CONTROL BOARD

ID Number

Name

Address

Community

Letter Date

Received Date

Store Order Number

(Optional)

Order Quantity

Must enter at least one

	Ordered	Remaining	Notes
Distilled Spirits (liters)	0.00	10.50	
Wine (liters)	0.00	24.00	
Malt (gallons)	0.00	12.00	

Continue

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
- Hit continue
- 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.

Order Quantity
Must enter at least one

	Ordered	Remaining	Notes
Distilled Spirits (liters)	11.00 ⚠ Value for Spirits must be between 0 and 10.5.	-0.50	over monthly limit
Wine (liters)	0.00	24.00	
Malt (gallons)	0.00	12.00	

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



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 “Update Purchaser” button.

EDIT PURCHASER

ID Number

AK

IdType

Drivers License

▼

First Name

Middle Name

Last Name

Suffix

Address

Address Line 2

Zip

Zip4

Community

Select

▼

Update Purchaser

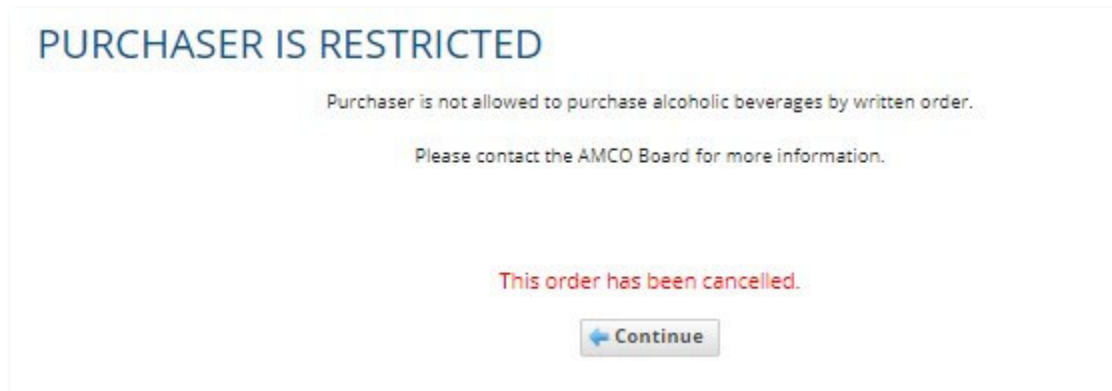


Restricted Users

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:



PURCHASER IS RESTRICTED

Purchaser is not allowed to purchase alcoholic beverages by written order.

Please contact the AMCO Board for more information.

This order has been cancelled.

[Continue](#)

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.



RESTRICTED USERS

ALCOHOLIC BEVERAGE CONTROL BOARD

Search by: ☒ Last Name ☐ OID No.

[Search](#) [Clear](#)

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

ALCOHOLIC BEVERAGE CONTROL BOARD

Search by: ☒ Last Name ☐ Store Order No.

1 Records

	ID#	State	Last Name	Store Order Number	Ship/Pickup Date	Confirmation Number	
		AK		12345	08/19/2021	2021819156746	<input type="button" value="↑"/> <input type="button" value="↓"/>

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COMPLETED ORDER

ALCOHOLIC BEVERAGE CONTROL BOARD

Store Order Number 12345
ID Number
Purchaser
Address
Date on Letter 08/18/2021
Order Receive Date 08/18/2021
Ship/Pickup Date 08/19/2021
Shipper
Confirmation Number 2021819156746



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:

PENDING ORDERS

ALCOHOLIC BEVERAGE CONTROL BOARD

This order has been saved and is now in Pending Orders.

This order will expire end of day 08/25/2021.

[← Back to Written Orders](#)

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. Select the purchaser and click on the “Edit” button.

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

PENDING ORDERS

ALCOHOLIC BEVERAGE CONTROL BOARD

2 Records

	ID#	State	Last Name	Store Order Number	Expiration Date	Received Date
View	Edit		AK		08/25/2021	08/18/2021
View	Edit		AK		08/25/2021	08/18/2021

