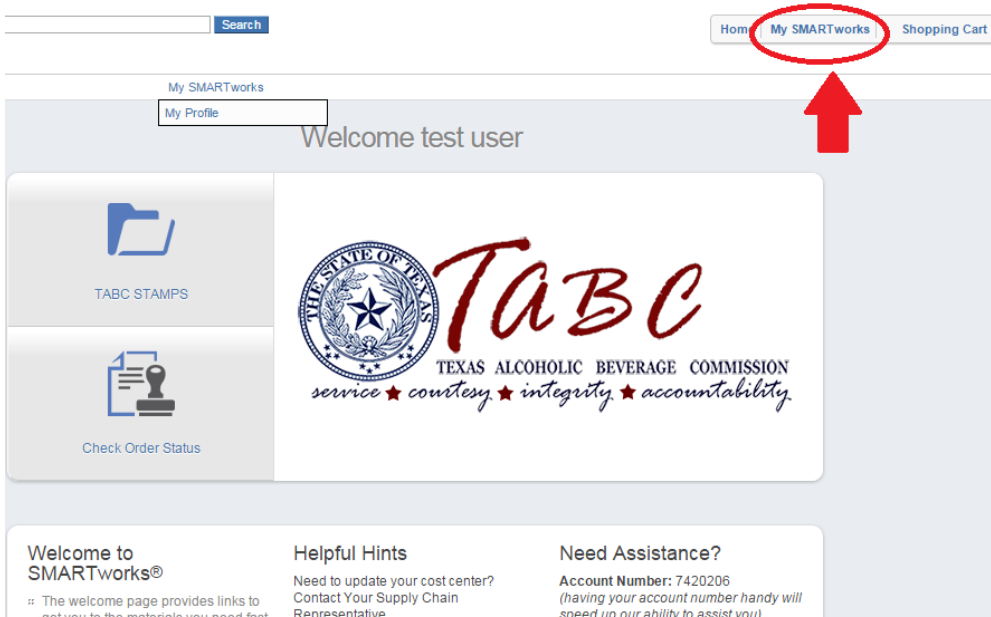


1. SMARTworks login Page



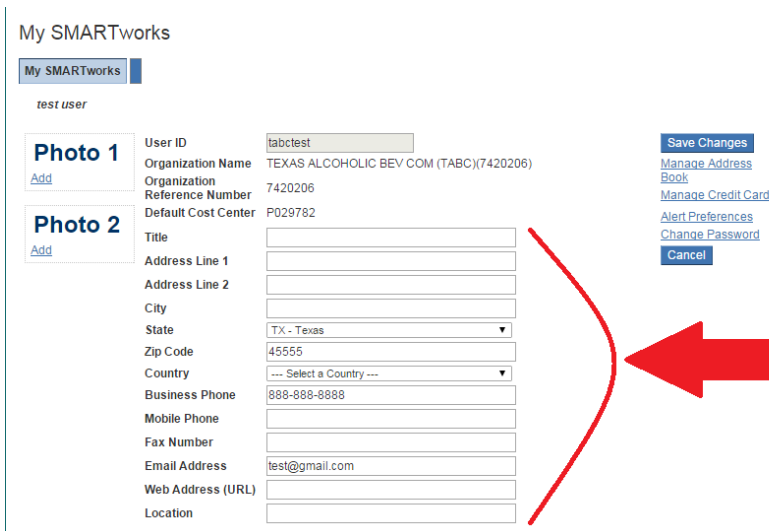
The image shows the SMARTworks login page. At the top, it says "SMARTworks LOGIN." Below this, there are two input fields: "USER NAME" with the text "tabctest" and "PASSWORD" with a masked password of seven dots. Below the password field, there are two links: "Forgot your password?" and "Need help? 866.541.0937". At the bottom right, there is a "SUBMIT" button with a right-pointing arrow.

2. After initial login, please click on **My SMARTworks** to update user profile information such as contact info and mailing address.



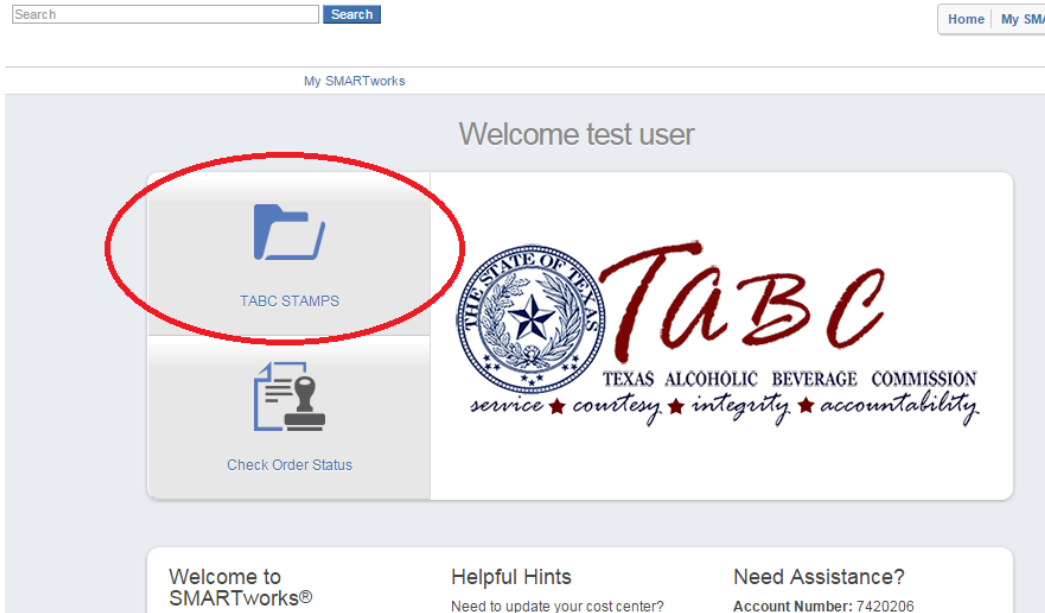
The image shows the My SMARTworks dashboard. At the top right, there is a navigation bar with "Home", "My SMARTworks", and "Shopping Cart". The "My SMARTworks" link is circled in red, and a red arrow points to it. Below the navigation bar, there is a "My SMARTworks" section with a "My Profile" link. The main content area features a "Welcome test user" message and a large graphic for the Texas Alcoholic Beverage Commission (TABC) with the text "service ★ courtesy ★ integrity ★ accountability". On the left side, there are two buttons: "TABC STAMPS" and "Check Order Status". At the bottom, there are three sections: "Welcome to SMARTworks®", "Helpful Hints", and "Need Assistance?".

3. Once in User Profile make any changes necessary, and remember to click **SAVE CHANGES**



The image shows the My SMARTworks User Profile form. The form is titled "My SMARTworks" and "test user". It contains a list of fields for user information, including "User ID", "Organization Name", "Organization Reference Number", "Default Cost Center", "Title", "Address Line 1", "Address Line 2", "City", "State", "Zip Code", "Country", "Business Phone", "Mobile Phone", "Fax Number", "Email Address", "Web Address (URL)", and "Location". The "Save Changes" button is highlighted in blue, and a red arrow points to it. There are also links for "Manage Address Book", "Manage Credit Card", "Alert Preferences", and "Change Password".

4. Now when ready to place an order simply click the home button and return to the home page. Click on the button that says **TABC STAMPS**





5. There are only two types of TABC stamp products available to order. Both are the same stamps but just packaged differently. One type is in rolls, and the other type is in sheets.
- a. If you choose to order TABC-SHEETS, remember that these come in full cartons of 800 individual stamps/carton. (Example: order of 1, means 1 carton = 800 stamps)
  - b. If you choose to order TABC-RL, remember that these come in full cartons of 5000 individual stamps/carton. (Example: order of 1, means 1 carton = 5000 stamps)

Once you have decided on a style of stamp and quantity that works best for you, please type in the number you wish to order and click the **Add** button.

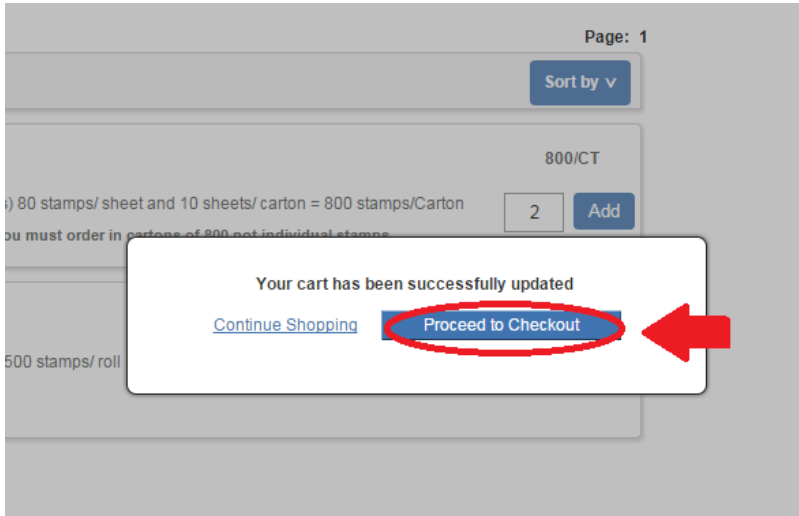
Displaying products 1 - 2 of 2

Page: 1

		Sort by v
	<b>TABC-SHEET</b> TABC-SHEET LABEL On-Premise Consumption Label (Liquor Sheet Stamps) 80 stamps/ sheet and 10 sheets/ carton = 800 stamps/ Carton PLEASE NOTE: Each sheet contains 80 liquor stamps. You must order in cartons of 800 not individual stamps. <a href="#">View Detailed Image</a>	800/CT <input type="text" value="2"/> <b>Add</b>
	<b>TABC-RL</b> TABC-RL On-Premise Consumption Label (Liquor Roll Stamps) 500 stamps/ roll , 10 rolls / carton = 5000 stamps/ carton <a href="#">View Detailed Image</a>	5000/CT <input type="text"/> <b>Add</b>

Page: 1

6. Once you click add and successfully add product to your shopping cart, you will then be asked to proceed to checkout or continue shopping. Please select ***Proceed to Checkout.***



7. Please verify that your shipping information is populating correctly. If it is not you can simply select the ***CLEAR*** button located below the shipping info portion. This will allow you the user to put in any address you choose. All parcels will be shipping UPS and will ***NOT*** be able to deliver to a PO BOX.
- a. You must remember to fill out the ATTN: field. We suggest that you put the name of the person expecting the delivery.

A screenshot of a "Billing/Shipping" form. The form is divided into two main sections: "Billing Information" and "Shipping Information".  
**Billing Information:**  
- Cost Center: [Redacted]  
- Cost Center Name: OASIS LIQUOR STORE  
- Company Name: TX ALCOHOLIC BEV COM  
- Bill To Attn: [Empty]  
- Address 1: [Empty]  
- Address 2: 5806 MESA DR STE 110  
- City: AUSTIN  
- State: TX - Texas  
- Postal Code: 78731-3765  
- Country: USA - United States  
**Credit Card:**  
-  Pay By Credit Card  
**Shipping Information:**  
- Ship To ID: [Empty] Locate Address  
- Company Name: [Empty]  
- ATTN: \* [Empty] (circled in red)  
- Address 1: [Empty]  
- Address 2: [Empty]  
- City: [Empty]  
- State: -- Not Applicable  
- Postal Code: [Empty]  
- Country: USA - United States  
-  Inside Delivery  
- Clear button (circled in red)  
- 600 Albany St - SRC Assign Maintain Address Book  
-  Save for Future Use  
At the top of the form, there are navigation tabs: "1 REVIEW ORDER", "2 BILLING/SHIPPING", "3 INSTRUCTIONS", and "4 CONFIRMATION". Below the tabs are "Previous Step" and "Next Step" buttons.

8. After progressing to the next step, you will have the option to Expedite you order. Please Remember that TABC is supplying the stamps and shipping free of charge, but if you choose to expedite shipping you as the user will be expected to pay for the shipping and taxes associated with these additional costs. If you need to expedite a shipment and are will to pay for the additional charges, please select the **Expedite this Order** box, and supply in the text box below a date of delivery you are requesting. After this, you will also need to go back to the previous step and select the **Pay By Credit Card** box. This will open up additional fields for you to put in your personal credit card information to pay for the additional shipping charges.

**\*\* Your order will not be approved if you do not supply a credit card after selecting Expediting Instructions\*\***



◀ Previous Step Step 3 of 4 Next Step ▶▶

**Instructions**

Expedite Instructions:  Expedite this order

Describe any expedite details such as delivery time and method.  
(50 characters remaining)

**Warehouse Instructions:**

Describe any additional packaging, handling, or delivery details not already associated with your order.  
Do not include expedite details in the Warehouse Instructions field.

9. Once you have moved to the final Confirmation Step, you will be asked to review all aspects of the order such as order quantity and the shipping address. When you feel confident that everything looks correct please click the Submit Order button. This will route your order to the warehouse. You will receive a confirmation number once submitted. (Example: MV123) You can expect to receive your order within 3 to 4 business day.



**Submit Order**

◀ Previous Step Step 4 of 4 Next Step ▶▶

Provider: Standard Register			
ID	Description	Unit of Issue	Qty
TABC-SHEET	TABC-SHEET LABEL	800/CT	2

**Cost Center Details**

Cost Center: P029782

Cost Center Name: OASIS LIQUOR STORE

**Billing Information**

Company Name: TX ALCOHOLIC BEV COMMISSION

Bill To Attn: --

Address 1: --

Address 2: 5806 MESA DR STE 110

City: AUSTIN

State: TX - Texas

Postal Code: 78731-3765

Country: USA - United States

**Shipping Information**

Ship To ID: 7110167

Company Name: Liquor Joes

ATTN: Fred Johnson

Address 1: --

Address 2: 427 N COMMERCIAL ST

City: ARANSAS PASS

State: TX - Texas

Postal Code: 78336-2007

Country: USA - United States

Inside Delivery

