



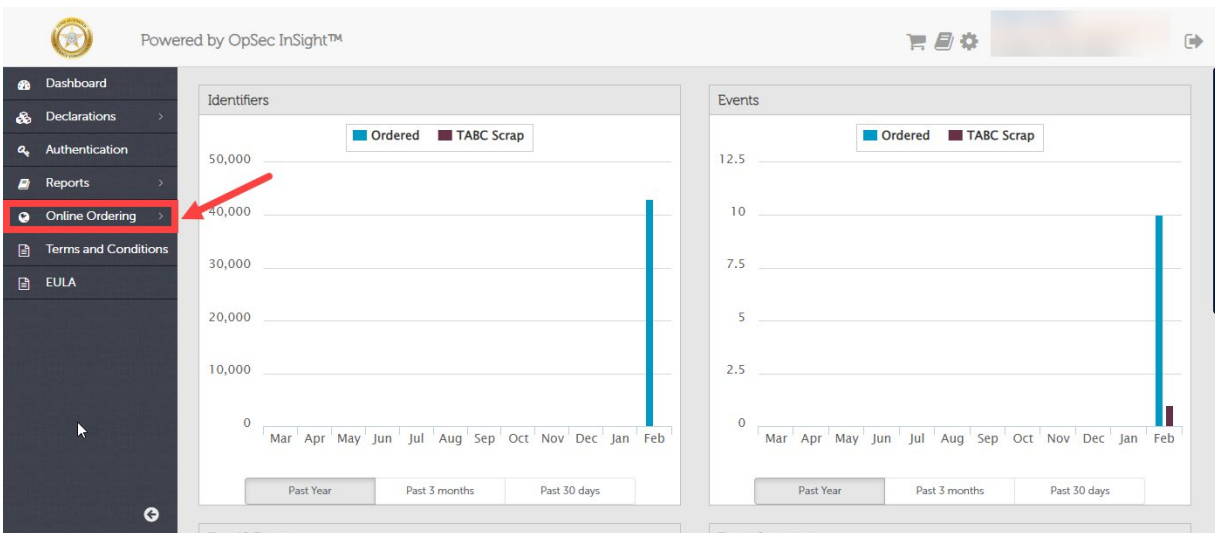
How to Return TABC Tax ID Stamps

Local Distributor Permit (LP) holders or their representatives can return unused tax ID stamps to the vendor through the online system. Follow the steps below to return stamps.

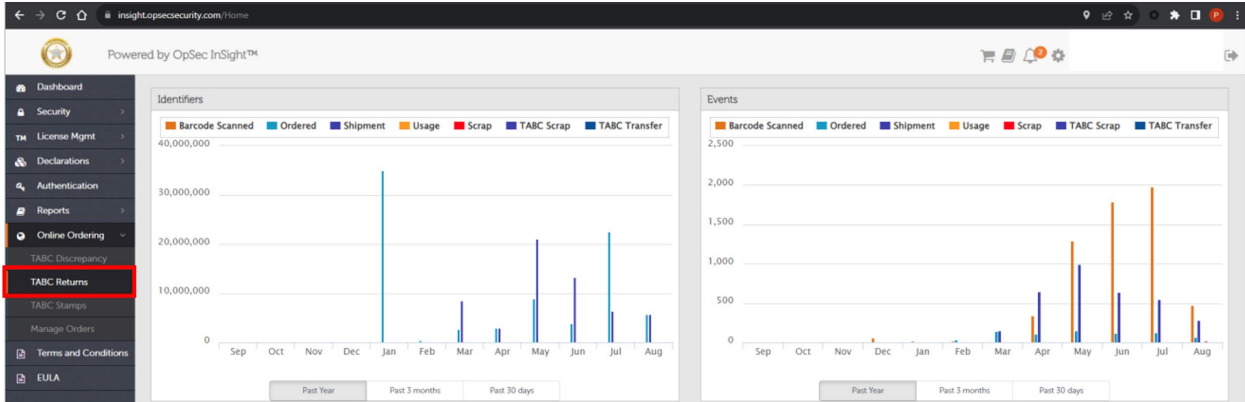
1. Log in to OpSec Security's online system at: <https://InSight.opsecsecurity.com/>.

The image shows the OpSec Security login interface. At the top is the OpSec Security logo. Below it are two input fields: one for an email address (containing 'yours@example.com') and one for a password (containing 'your password'). Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a blue button with the text 'LOG IN >'.

2. Select the **Online Ordering** option from the main menu on the left.



3. Select TABC Returns.



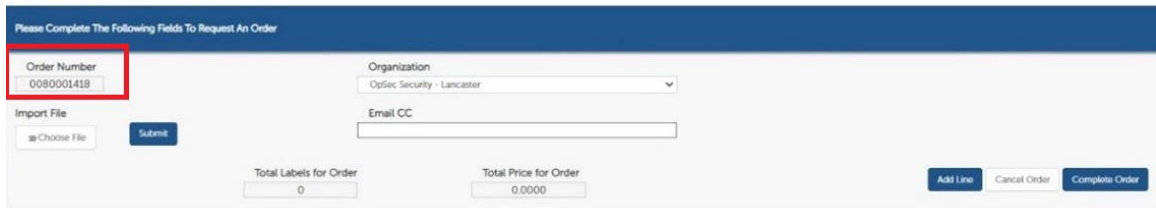
4. Select the Request Order tab.

The screenshot shows the 'TABC Stamps' page. The 'Request Order' tab is selected and highlighted with a red box and a red arrow. Below the tabs are input fields for Start Date, End Date, Order Status (a dropdown menu), Order Number, and Organization. A Search button is also present.

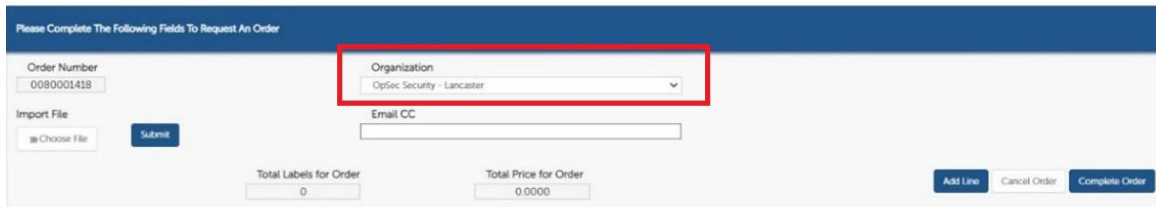
The system will display the screen below.

The screenshot shows the 'TABC Returns' page. The 'Request Order' tab is selected. The form contains the following fields: Order Number (0080011298), Organization (Texas Alcoholic Beverage Commission TABC), Import File (Choose File), Email CC, Total Labels for Order (0), Total Price for Order (0.0000), Primary License ID (LP) *, Subordinate License ID (LP) *, Reason for Return *, Stamps List/Ranges, Notes, and Proof Documentation (Police Report, etc) (Choose file). There are buttons for Add Line, Cancel Order, and Complete Order. At the bottom, there is a table with columns: Line Number, SKU, Description, Quantity, Price per Label, Total Price, and Actions. The table is currently empty, showing 'No data available in table'.

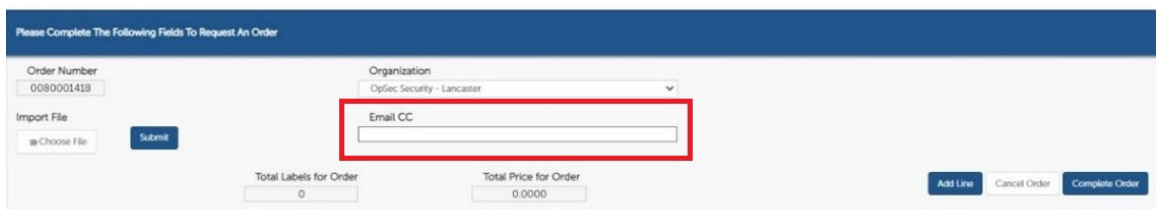
The system automatically assigns an order number, which is displayed in the **Order Number** field. This field can't be changed.



5. The **Organization** field should have the business entity that is requesting to return the tax ID stamps. The system automatically selects your organization. If you have multiple entities, you must select the entity that corresponds to the permitted location.



6. In the **Email CC** field, you can add more email addresses that will also be notified when the order is completed. You can also add more than one email address separated by semicolons and a space (e.g., janedoe@emailaddress.com; johndoe@emailaddress.com).



7. Complete the additional data for the return request.
 - Enter your AIMS license numbers. Enter the number(s) only. Do not enter the lettered license or permit abbreviation associated with your license. Only enter the license number.
 - Example: If your primary license is **P123456789**, enter **123456789 (no P)**.
 - Select the **Reason for Return** from the dropdown list:
 - Inactive LP permit
 - Excessive stamps
 - Other
 - Add the ID numbers for the stamps you are returning. Use dashes to separate stamp ranges and commas to separate individual stamp numbers.
 - Example: BB00000001-BB00000499, BB00000789, BB00000791, BB00000799

- Optional: In the **Notes** field, you can choose to provide a brief explanation for returning the stamps.
- Upload supporting documentation if needed.

TABC Returns

Need help finding the P and LP permit numbers?

An authorized user with Prime access to the permit can log in to the Alcohol Industry Management System (AIMS) to find this information.

- [Log in to AIMS](#).
- If prompted, select the owner business entity for the permit you need to find.
- Select **View my licenses**.
- Select the primary permit number.
- The License ID for the P and LP permits will be displayed under Basic Details.
 - **Primary License ID:** The nine-digit License ID found above the Legacy License Type: P - Package Store Permit.
 - **Subordinate License ID:** The nine-digit number to the left of the Local Distributor Permit (LP) under the Subordinates section of the Basic Details screen.

The following image shows where to find this information in AIMS.

License Information

- Basic Details
- Address
- Initial Info
- Entity Information
- Additional Info
- Contact Details
- Measurement Info
- Property Ownership
- Location Diagram
- Business Info
- Bond Information
- Sales Tax Info

Basic Details

License ID	Legacy License ID
Legacy License Type P - Package Store Permit (P)	License Status Active
Renewal Date 12/19/2021	Original Issue Date
Expiration Date 12/30/2023	Legacy License Entity Number

Subordinates

License#	Application Sub Type#	Subordinate Status#
	Local Distributor's Permit (LP)	Active

1 - 1 of 1 Items

8. To add the stamps you're returning, follow the steps below and repeat them as needed:
 - Click the **Add Line** button.

TABC Returns

Order History Request Order

Please Complete The Following Fields To Request An Order

Order Number 0080011504	Organization Texas Alcoholic Beverage Commission TABC
Import File <input type="button" value="Choose File"/> <input type="button" value="Submit"/>	Email CC <input type="text"/>

Total Labels for Order: 0 Total Price for Order: 0.0000 **Add Line**

TABC Returns

Primary License ID (P) *	Subordinate License ID (LP) *	Reason for Return *
<input type="text"/>	<input type="text"/>	Select an option
Stamps List/Ranges <input type="text"/>	Notes <input type="text"/>	Proof Documentation (Police Report, etc) <input type="button" value="Choose file"/> <input type="button" value="Upload"/>

Line Number	SKU	Description	Quantity	Price per Label	Total Price	Actions
No data available in table						

Showing 0 to 0 of 0 entries

- Select the TABC Returns/Discrepancies from the dropdown list in the **Item** field.

Add Line

<div style="border: 2px solid red; padding: 2px;"> <p>Item</p> <p>Select</p> </div>	<p>Quantity of Labels for this line</p> <input style="width: 100%;" type="text"/>
<input type="button" value="Cancel"/> <input style="background-color: #0056b3; color: white; padding: 5px 15px;" type="button" value="Add"/>	

- Enter the quantity of stamps to return in the **Quantity of Labels** field.
Important note: You must enter the total number of stamps instead of the number of sheets or rolls. For example, if you're returning 10 sheets, enter "800" as the quantity because 10 sheets x 80 stamps per sheet = 800 stamps total.

9. Click the **Add** button to save the line and return to the **Request Order** screen.

Add Line

Item: 9010006 TABC Returns/Discrepancies

Quantity of Labels for this line: 500

TABC VD v1

TABC Order: TABC Order

Image Preview:

Cancel Add

10. The order line you added should be displayed in a data table on the **Request Order** screen.

Please Complete The Following Fields To Request An Order

Order Number: 0080011304

Organization: Texas Alcoholic Beverage Commission TABC

Import File: Choose File

Email CC:

Total Labels for Order: 500

Total Price for Order: 0.0500

Add Line Cancel Order Complete Order

TABC Returns

Primary License ID (P) *

Subordinate License ID (LP) *

Reason for Return *

Stamps List/Ranges

Notes

Proof Documentation (Police Report, etc)

Choose file Upload


Line Number	SKU	Description	Quantity	Price per Label	Total Price	Actions
1	9010006	TABC Returns/Discrepancies	500	0.0001	0.0500	


Showing 1 to 1 of 1 entries

Previous 1 Next

- If you have multiple formats (e.g., sheets, small rolls, large rolls) of stamps to return, please repeat steps 7 and 8.

11. The data table with the return details has the following columns:
 - Line number
 - Item SKU
 - Item description
 - Quantity returned
 - Unit price per label
 - Item total price (Quantity x Price per label)

12. To edit an order line, click on the edit icon  under the Actions column. The system shows a screen like the image above and allows you to modify the line information.
 - Modify the information that you wish to change.
 - Click the **Add** button to save the changes or the **Cancel** button to exit without saving.

13. To delete an order line, click on the trashcan image  under the Actions column. Click **Proceed** to continue or click **Cancel** if you don't want to remove the order line.

14. When order lines are added, the system completes the following fields in the General Order Information section. **Prices are for reference only.**
 - **Total Labels for Order:** displays total number of labels as you add items to the order.
 - **Total Price for Order:** displays total price as you add items to the order.

15. Review the order details for any errors.

16. You can cancel the order by clicking the **Cancel Order** button. The system will discard the order and exit the screen.

17. Complete the return by clicking the **Complete Order** button.

TABC Returns

Order History [Request Order](#)

Please Complete The Following Fields To Request An Order

Order Number: 0080011304 Organization: Texas Alcoholic Beverage Commission TABC



Import File: Email CC:

Total Labels for Order: 500 Total Price for Order: 0.0500

TABC Returns

Primary License ID (P) * Subordinate License ID (LP) * Reason for Return *

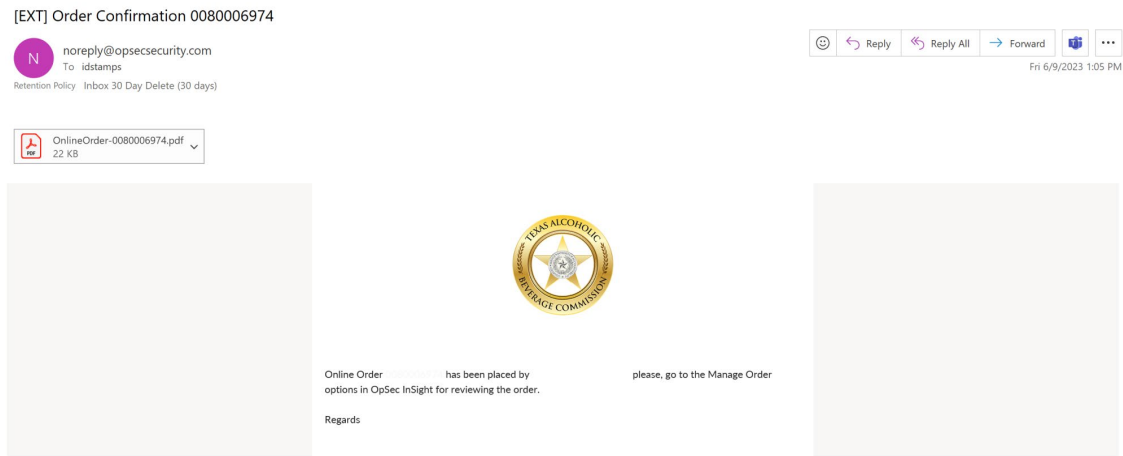
Stamps List/Ranges Notes Proof Documentation (Police Report, etc)

Line Number	SKU	Description	Quantity	Price per Label	Total Price	Actions
1	9010006	TABC Returns/Discrepancies	500	0.0001	0.0500	 

Showing 1 to 1 of 1 entries

18. When an order is submitted, the system:

- Saves the order record.
- Marks the created order with a **Pending** status.
- Sends an email notification confirming that the order has been submitted to:
 - The users specified in the selected order template.
 - All users included in the **Email CC** field in the General Order Information section.



19. After submitting, your request will be reviewed by TABC staff. You will receive an email with an attached FedEx shipping label to print once your request is approved. If your request is denied, the account holder will receive an email with an explanation for the denial.

Please mail your return within two to three business days after receiving the shipping label.

*Customer Guide
Track & Trace InSight
January 2023*

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