

# 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/.



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

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		Past Year Past 3 months Past 30 days	Past Year Past 3 months Past 30 days
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#### 3. Select **TABC Returns**.

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## 4. Select the **Request Order** tab.

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88	Dashboard	BC Stamps	
&	Declarations >		
٩,	Authentication	Order History Request Order	
8	Reports >		
۲	Online Ordering	Start Date m Date Order Status Select V Order Number Search	
B	Terms and Conditions	Organization	
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## The system will display the screen below.

	ed by OpSec InSight™	) = <i>1</i>
Dashboard	TABC Returns	
Security	Order History Descurt Order	
тм License Mgmt		
🚷 Declarations	Please Complete The Following Fields To Request An Order	
a, Authentication		
Reports	Order Number         Organization           0080011298         Texas Alcoholic Beverage Commission TABC	
Online Ordering	Import File Email CC	
Terms and Condit	Submit	
	Total Labels for Order 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Add Line Cancel Order Complete Order
	Primary License ID (P)  Subordinate License ID (LP)	Reason for Return *
	Stamps List/Ranges Notes	Select an option v Proof Documentation (Police Report, etc.) © Choose file Upland
	* Line Number SRU Description Quantity Price per Label	Total Price Actions
	No data available in table	
	Showing 0 to 0 of 0 entries	Previous Next

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

Please Complete The Fo	vilowing Fields To Request An Order			
Order Number 0080001418		Organization OpSec Security - Lancaster	¥	
Import File	Sutenit	Email CC		
	Total Labels for Order 0	Total Price for Order 0.0000		Add Line Cancel Order Complete Ord

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.

Please Complete The Following Fields To Reques	it An Order			
Order Number 0080001418	Organization OpSec Security	r - Lancaster	~	
Import File ge Choose File Submit	Email CC			
	Total Labels for Order	Total Price for Order 0.0000		

 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).

Please Complete The Following Fields To R	equest An Order			
Order Number 0080001418	Organizatio OpSec Secu	n ity - Lancaster	~	
Import File B Choose File Submit	Email CC			
	Total Labels for Order	Total Price for Order 0.0000		Add Line Cancel Otder Complete O

- 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:
    - o Inactive LP permit
    - Excessive stamps
    - o 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: BB0000001-BB00000499, BB00000789, BB00000791, BB00000799

• Optional: In the **Notes** field, you can choose to provide a brief explanation for returning the stamps.

Order History Request Order						
Nease Complete The Following Fields T	o Request An Order					
Order Number		Organization				
0080011304		Texas Alcoholic Beve	erage Commission TABC			
mport File	F	Email CC				
Submit	L					
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TABC Returns						
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Line Number  wing 0 to 0 of 0 entries  C Returns  imary License ID (P) *	SKU	Description	Otantity No data available Subordinate License ID (LP) *	Price per Label	Total Price	Actions
Line Number  wing 0 to 0 of 0 entries  CReturns  rimary License ID (P) •  123456789	SKU	Description	Ouantity No data available Subordinate License (D (LP) * 223346559	Price per Label	Total Price Total Price Reason for Return • Inactive LP Permit	Actions Previous
Line Number  owing 0 to 0 of 0 entries  C Returns  imary License ID (P) * 12345/789  tamps List/Ranges	SKU	Description	Cuantity No data available Subordinate License (D (LP) + 223546559 Notes	Price per Label	Total Price Reason for Return * Inactive LP Permit Proof Documentation (Police Report, etc.)	Previous

• Upload supporting documentation if needed.

#### 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.

ense Information								
Basic Details	Basic Details							
Address	License ID				Legacy License ID			
Entity Information	Legacy License Type		P - Package	Store Permit (P)	License Status			Active
Additional Info	Renewal Date			12/19/2021	Original Issue Date			
😓 Contact Details	Expiration Date			12/30/2023	Legacy License Entity Number			
<ul> <li>Measurement Info</li> <li>Property Ownership</li> </ul>	Subordinates							
D Location Diagram	License#	Ŧ	Application Sub Type#	1		Ŧ	Subordinate Status#	Ŧ
<ul> <li>Business Info</li> <li>Bond Information</li> </ul>			Local Distributor's Permit (LP)				Active	
Sales Tax Info	ie e ⊨ ⊨ 5 v iten	is per page						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.

Order Number Organization   0880111304 Texas Alcoholic Beverage Commission TABC   port File Email CC   © Concose File Email CC   © Concose File Complete Order   0 0.00000	avec Complete The Following Reids To Request An Order Order Number Organization Organization Tess Alcoholic Beerrage Commission TABC  port File Email CC  Total Labels for Order 0 0 0000  TABC Returns  Primary License ID (P)* Reason for Return* Select an option Select an option  Proof Documentation (Police Report, etc)  Service Select an option  Select						
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Order Number     Organization       0080011304     Texas Alcoholic Beverage Commission TABC       port File     Email CC       sc Choose File     Submit       Total Labels for Order     Total Price for Order       0     0.0000	are Complete The Following Reids To Request An Order Order Number Organization Description	Primary License ID (P) *			Subordinate License ID (LP) *	Reason for Return *	
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Order Number Organization	ase Complete The Following Reids To Request An Order	0080011304		Texas Alcoholic Beve	rage Commission TABC 🗸 👻		
	ase Complete The Following Fields To Request An Order	Order Number		Organization			

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

Add Line	/	
Item Select	~ ·	Quantity of Labels for this line
		Cancel 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
TABC VD v1	
TABC Order	
Image Preview:	
	Cancel

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

0080011304		Organization Texas Alcohol	n lic Beverage Commission TABC 🗸 🗸				
sport File Submit		Email CC	]				
	Total Labels for 500	Order	Total Price for Order 0.0500		Add Line Cancel C	rder Complete Order	
TABC Returns							
Primary License ID (P) -			Subordinate License ID (LP) *		Select an option		~
Stamps List/Ranges			Notes		Proof Documentation (1	Police Report, etc)	
A Line Number	sku	Descriptio	on	Quantity	Price per Label	Total Price	Actions

• 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 *I* 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 induction 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.

lease Complete The Following Fle	lds To Request An Order						
Order Number Organi			ganization				
0080011304 Texas Alcoh			pholic Beverage Commission TABC 🗸 🗸				
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	Total Labels for Orde	er	Total Price for Order		Add Line Cancel Or	der Complete Order	
TABC Returns							
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			Notes		Proof Documentation (Police Report, etc)		
Stamps List/Ranges			Notes		Proof Documentation (Pe	olice Report, etc)	
Stamps List/Ranges			Notes		Proof Documentation (Pe	olice Report, etc)	
Stamps List/Ranges			Notes		Proof Documentation (Pe	olice Report, etc) Upload	
Stamps List/Ranges	SKU	Description	Notes	Quantity	Proof Documentation (Pr	Uplead	Actic

- 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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