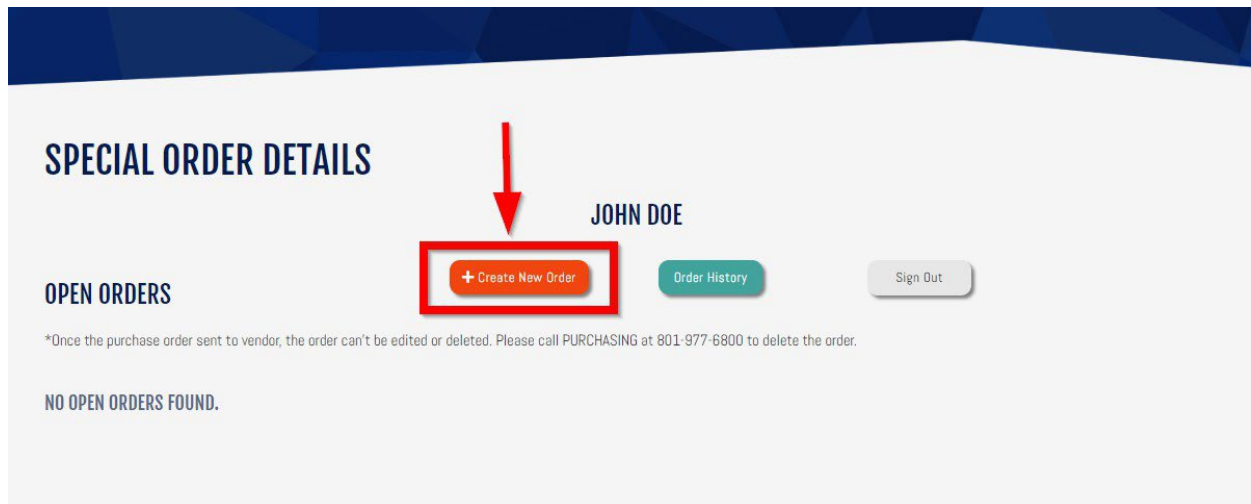


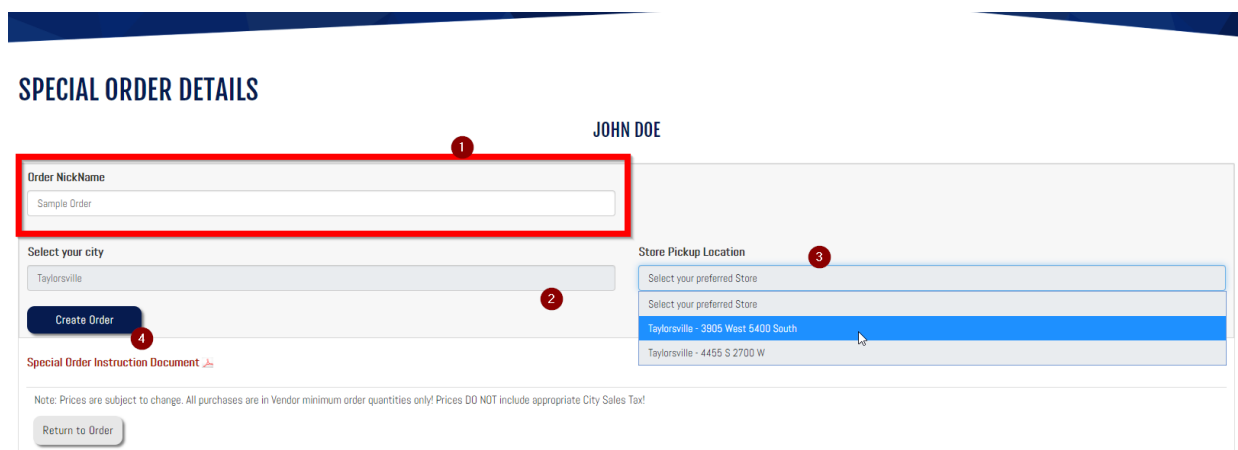
Placing a Special Order

Now that you have an account, you can place a special order. The item might already exist in our catalog, or you may have ordered it in the past, or it may be a product we've never heard of. Whichever type of item you submit, we will work diligently to get that product into your hands. Follow the steps below to submit a special order.

After logging into your special orders account, you land on your Special Order homepage where you'll see any open orders you may have and the order's status. To create a new order, click on the orange "Create New Order" button.



Give your order a nickname. The order will be sent to the default store you set up in your account. If you would like to change the store you can change the city and pickup location by using the drop downs (Licensee customers do not have a default store). Once those fields are correct click the "Create Order" button.





Placing a Special Order

Now we need to add items to the order, you can do this by clicking the light blue-green button and selecting either an item you know exists in the special order catalog, an item you have recently ordered, or a brand new item. We will add one of each.

SPECIAL ORDER DETAILS

JOHN DOE

Order NickName: Sample Order

Status: In Progress -- Not submitted to DABC

Select your city: Taylorville

Store Pickup Location: Taylorville - 4455 S 2700 W

Update

Add To Order -

- Special Order Catalog
- Previous Order
- New Item

Note: Prices are subject to change. All purchases are in Vendor minimum order quantities only! Prices DO NOT include appropriate City Sales Tax!

Return to Order

The first item I'll add is from the special order catalog - simply click on the "Special Order Catalog" option in the dropdown and begin typing the name of the item or click and scroll in the list. Select the qty you want - NOTE: this is not how many bottles, but how many CASES. After selecting the item and qty, make any comments and click on "Add to Order"

ADD FROM SPECIAL ORDER CATALOG

Special Order Catalog

ZD ABACUS XXII BOTTLING 750ml - \$2222.97

Qty(Cases)

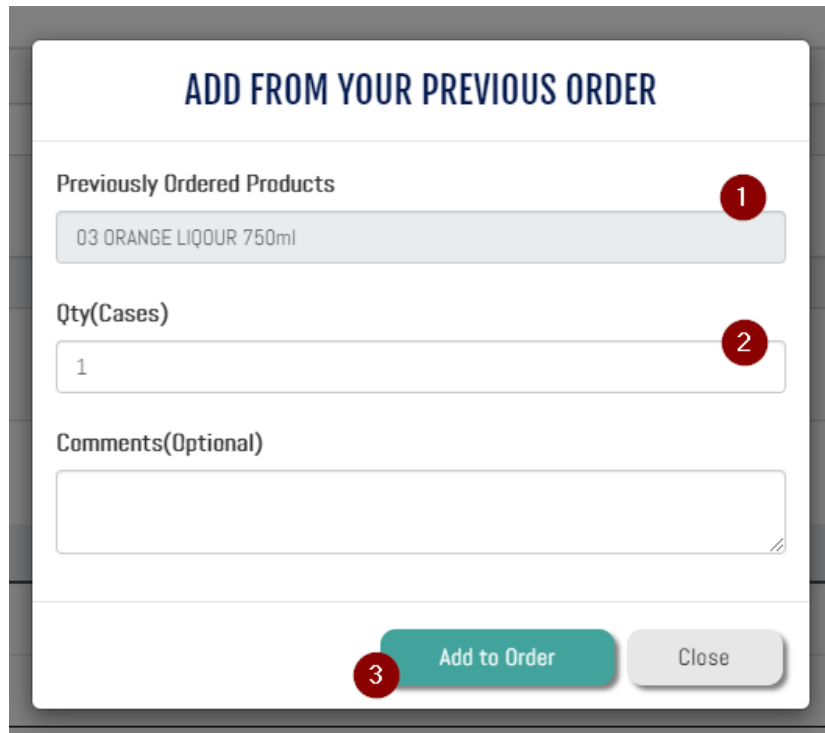
1

Comments(Optional)

Add to Order Close

Placing a Special Order

If you are ordering an item, you have ordered through the special order program before you can click “Add to Order” and then select the second option “Previous Order”. In the resulting popup you can click the item dropdown and see items that you have ordered in the past. Select the item you wish to order, the qty (again in CASES), add any comments and then click “Add to Order”



ADD FROM YOUR PREVIOUS ORDER

Previously Ordered Products 1

03 ORANGE LIQOUR 750ml

Qty(Cases) 2

1

Comments(Optional)

3 Add to Order Close



Placing a Special Order

If you are adding an item to your order that you are unsure as to whether it exists in any catalog or not, you can add a new item. Click “Add to Order” and then select the third option in the list “New Item”. Fill out the popup as best you can - including adding any images you may have of the product. When you have filled out the popup click “Add to Order.”

ADD NEW ITEM

New Product Name

Vendor/Distributor/Producer(If Known)

Size(ML) **Qty(Cases)**

Comments(Optional)

Have you purchased this item in the US previously?

Yes No

Images(If Available)

Front Label

No file chosen

Back Label

No file chosen

Other Label

No file chosen



Placing a Special Order

If after adding products to the order, before you have submitted the order, you would like to edit or delete an item on the order you can click on the blue pencil button to edit or the red trash bin to delete.

SPECIAL ORDER DETAILS

JOHN DOE

Order NickName Sample Order	Status In Progress -- Not submitted to DABC		
Select your city Taylorsville	Store Pickup Location Taylorsville - 4455 S 2700 W		
Update			
Add To Order			
Product Name	Total Price	Qty (Cases)	Actions
ZD ABACUS XXII BOTTLING 750ml	\$4445.94	2 (3)	
O3 ORANGE LIQUOR 750ml	\$266.76	1 (12)	
	\$4712.70		
Submit Order			
Special Order Instruction Document			
<small>Note: Prices are subject to change. All purchases are in Vendor minimum order quantities only! Prices DO NOT include appropriate City Sales Tax!</small>			
Return to Order			

If you feel comfortable submitting the order, click on the “Submit Order” button near the bottom of the page. You will be asked again to confirm the order - if everything looks correct click “Submit”, if you need to make changes click “Cancel” and make the appropriate changes.

SPECIAL ORDER DETAILS

JOHN DOE

Order NickName Sample Order	Status In Progress -- Not submitted to DABC		
Select your city Taylorsville	Store Pickup Location Taylorsville - 4455 S 2700 W		
Update			
Add To Order			
Product Name	Total Price	Qty (Cases)	Actions
ZD ABACUS XXII BOTTLING 750ml	\$4445.94	2 (3)	
O3 ORANGE LIQUOR 750ml	\$266.76	1 (12)	
	\$4712.70		
Submit Order			
Special Order Instruction Document			
<small>Note: Prices are subject to change. All purchases are in Vendor minimum order quantities only! Prices DO NOT include appropriate City Sales Tax!</small>			
Return to Order			



Placing a Special Order

However, if you would like to save your progress, but not yet submit it to the DABS, you can click the “Return to Order” button at the bottom of the page.

SPECIAL ORDER DETAILS

JOHN DOE

Order NickName Sample Order	Status In Progress - Not submitted to DABC		
Select your city Taylorsville	Store Pickup Location Taylorsville - 4455 S 2700 W		
Update			
Add To Order			
Product Name	Total Price	Qty (Cases)	Actions
ZD ABACUS XXII BOTTLING 750ml	\$4445.94	2 (3)	
03 ORANGE LIQUOR 750ml	\$268.78	1 (12)	
	\$4712.70		
Submit Order			
Special Order Instruction Document			
Warning: Prices are subject to change. All purchases are in Vendor minimum order quantities only! Prices DO NOT include appropriate City Sales Tax!			
Return to Order			

When you submit an order, if the item exists in the DABS catalog it will create a PO and get the item on the way to your store, however, if there are items that are new - such as the “New Item Example” on this order - it may take a while to track down the item and determine if it can even be ordered. You can keep an eye on the status of each item by viewing the order.

Order NickName Test 1007	Status Pending		
Select your city Salt Lake City	Store Pickup Location Club Store - 1875 South 900 West		
Estimated Delivery Date: 12/8/2021			
Product Name - Code	Total Price	Qty (Cases)	Actions
4TH RABBIT AGAVE SPIRIT 750ml - 908121 Order sent to Vendor	\$454.56	1 (6)	
STEPH OGIER COTES DU RH VENU ROUGE 750ml - 922404 Order sent to Vendor	\$245.28	1 (12)	
VAIMAKI FAMILY POPOLKA RED 750ml - 922364 Order sent to Vendor	\$318.72	1 (12)	
VAIMAKI FAMILY POPOLKA WHITE 750ml - 922363 Order sent to Vendor	\$1176.96	4 (12)	

Once you have submitted an order, if the items are listed as “Order sent to Vendor” you cannot delete or edit the order - instead you must call the DABS purchasing team to resolve any issues or make any changes. The DABS purchasing team can be reached at dabspurchasing@utah.gov or (801) 977-6800

Placing a Special Order

Once the vendor, price and availability of an item have been determined, it will be sent back for your confirmation. You will receive an email confirming the product was found. You must log into your special order account to confirm pricing and qty. Start by logging into your special order account and finding the order - click on the “Review & Confirm” button to view the items on the order.

OPEN ORDERS + Create New Order Order History Sign Out

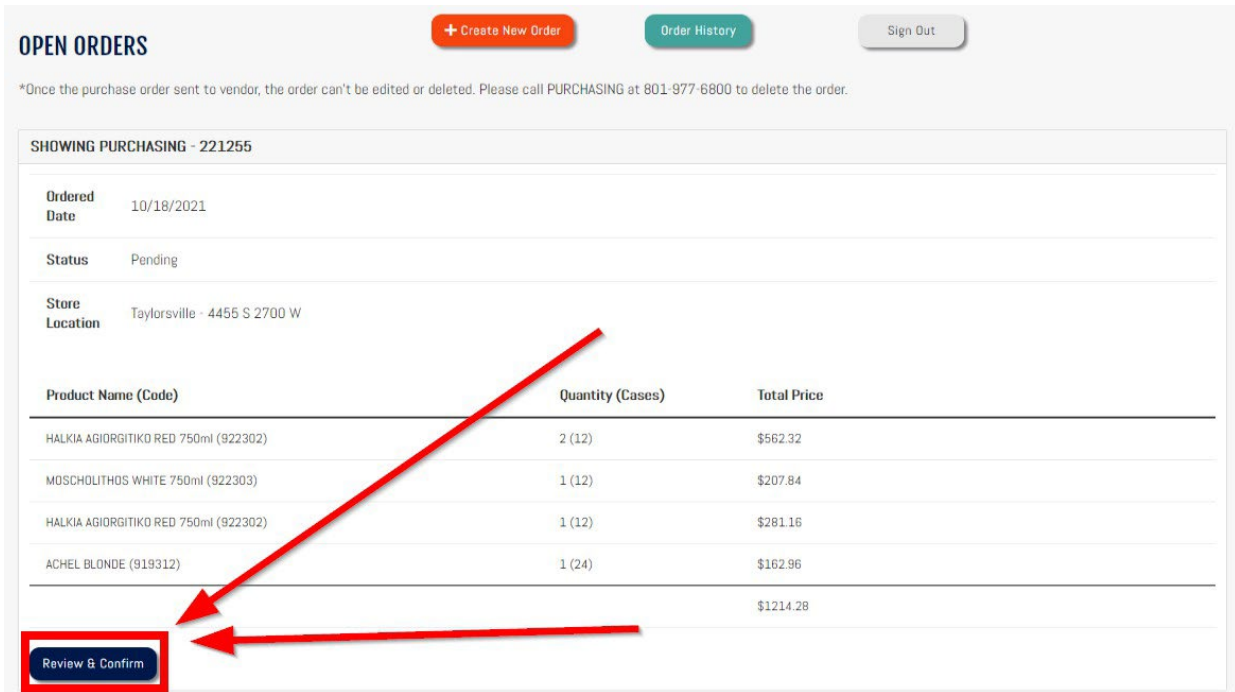
*Once the purchase order sent to vendor, the order can't be edited or deleted. Please call PURCHASING at 801-977-6800 to delete the order.

SHOWING PURCHASING - 221255

Ordered Date: 10/18/2021
 Status: Pending
 Store Location: Taylorsville - 4455 S 2700 W

Product Name (Code)	Quantity (Cases)	Total Price
HALKIA AGIORGITIKO RED 750ml (922302)	2 (12)	\$562.32
MOSCHOLITHOS WHITE 750ml (922303)	1 (12)	\$207.84
HALKIA AGIORGITIKO RED 750ml (922302)	1 (12)	\$281.16
ACHEL BLONDE (919312)	1 (24)	\$162.96
		\$1214.28

Review & Confirm



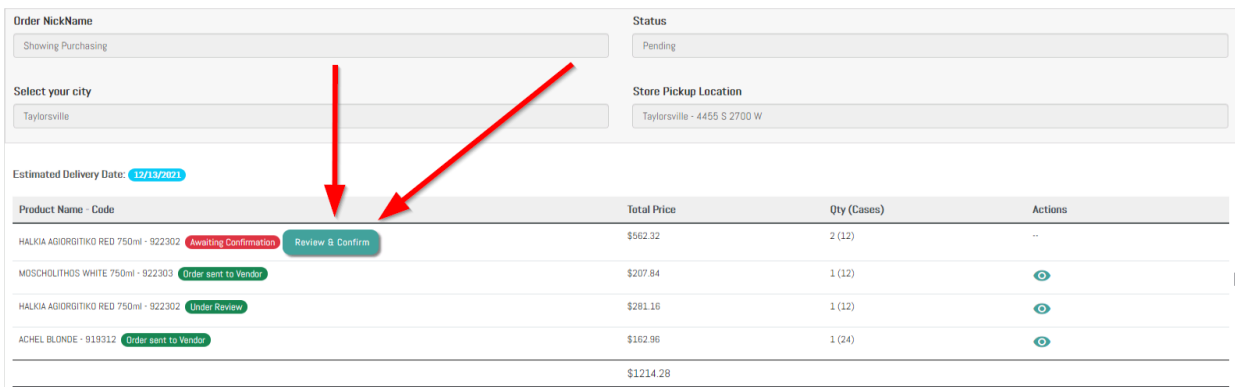
On the details screen you will see the item that is awaiting confirmation. Click the “Review & Confirm” button to the right of the item.

Order NickName: Showing Purchasing | Status: Pending

Select your city: Taylorsville | Store Pickup Location: Taylorsville - 4455 S 2700 W

Estimated Delivery Date: 12/13/2021

Product Name - Code	Total Price	Qty (Cases)	Actions
HALKIA AGIORGITIKO RED 750ml - 922302 Awaiting Confirmation	\$562.32	2 (12)	Review & Confirm
MOSCHOLITHOS WHITE 750ml - 922303 Order sent to Vendor	\$207.84	1 (12)	
HALKIA AGIORGITIKO RED 750ml - 922302 Under Review	\$281.16	1 (12)	
ACHEL BLONDE - 919312 Order sent to Vendor	\$162.96	1 (24)	
	\$1214.28		





Placing a Special Order

A box will appear with confirmation details - you can change the qty you wish to receive on this screen. You can confirm that you would like the item, cancel the item, or simply leave it in pending status, by clicking the “Close” button - if you need more time to think about it.

Once you have confirmed the item it will reflect “Order sent to Vendor.”

If you have additional questions or concerns, please reach out to the DABS purchasing team or call (801) 977-6800.

A screenshot of a web application dialog box titled "REVIEW AND CONFIRM YOUR ORDER". The dialog box has a white background and a dark blue border. It contains the following information:

- Product Name:** HALKIA AGIORGITIKO RED 750ml
- Vendor Name:** ELENTENY IMPORTS/EKLEKTIKON (200560)
- Quantity:** A text input field containing the number "2".
- Size:** 750
- Total Price:** \$562.32
- Status/Comments(Optional):** A scrollable text area containing two lines of text: "*Open PO: PP0267878 has 1 case ordered.*" and "*Open PO: PP0268131 has 1 case ordered.*".

At the bottom of the dialog box, there are three buttons: a teal "Confirm Item" button, a red "Cancel Item" button, and a grey "Close" button.