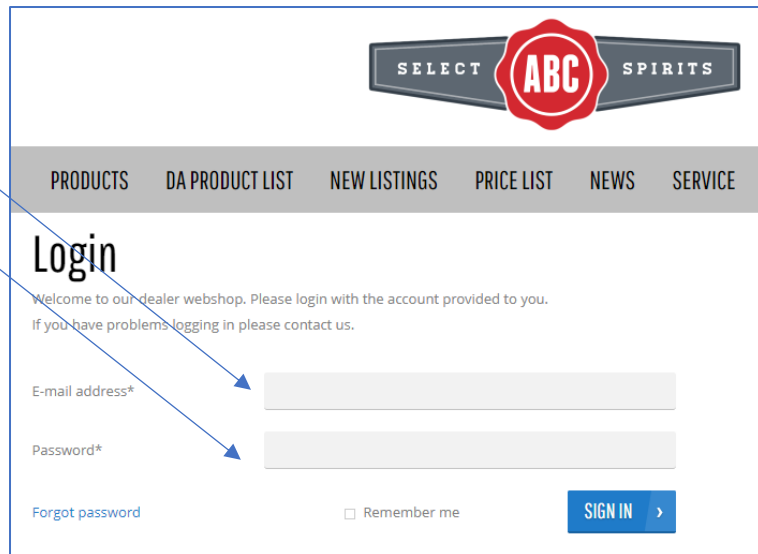


AABC Licensee Online Ordering

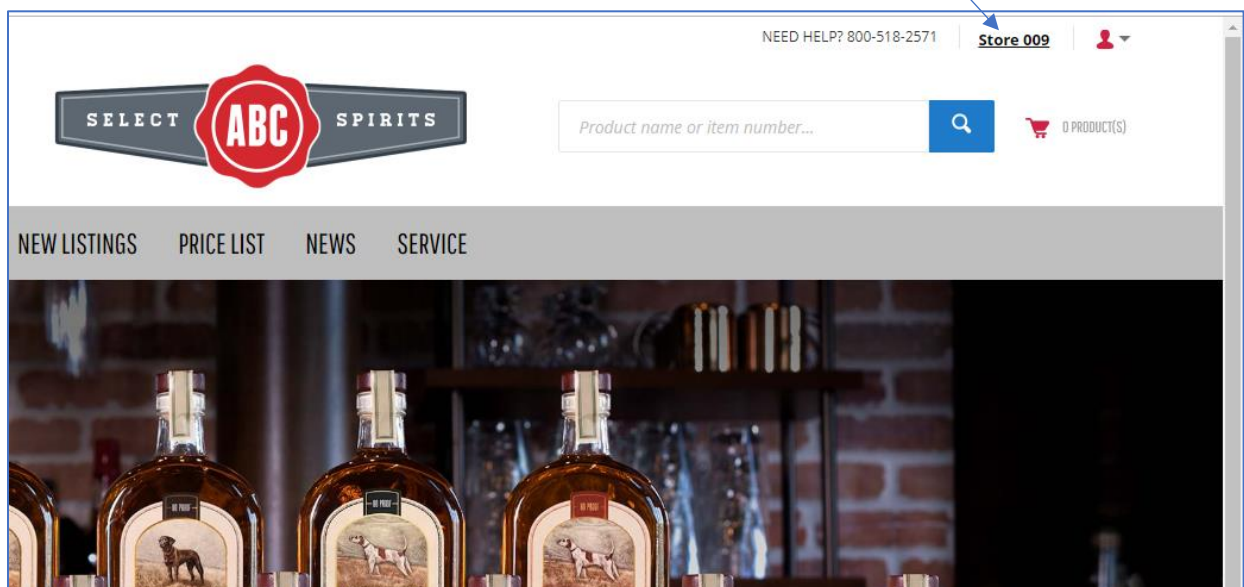
Rev. 1/07/2019

- 1) Log on to the AABC Online Ordering website at: <https://onlineordering.alabcboard.gov>
If you are an existing user of the Alabama Interactive Ordering, use your existing username and password.

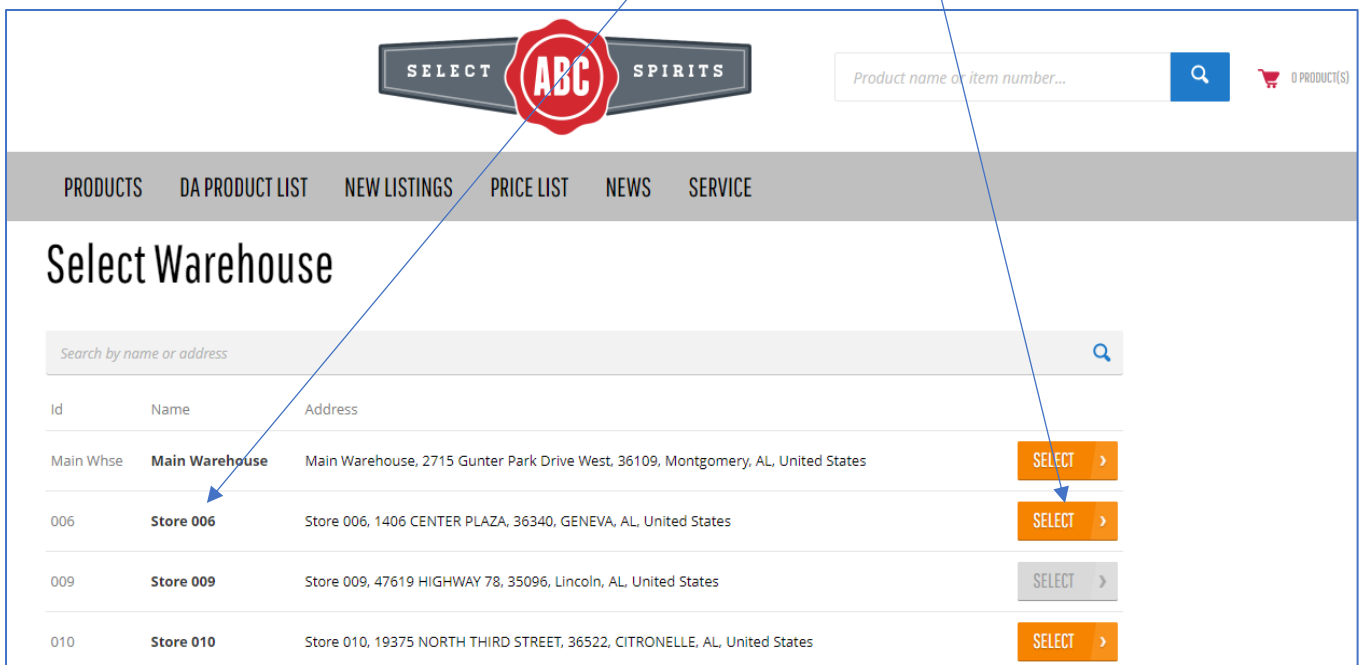


The screenshot shows the login page for the AABC Online Ordering website. At the top, there is a logo for "SELECT ABC SPIRITS" with a red seal containing the letters "ABC". Below the logo is a navigation menu with the following items: PRODUCTS, DA PRODUCT LIST, NEW LISTINGS, PRICE LIST, NEWS, and SERVICE. The main heading is "Login". Below the heading, there is a welcome message: "Welcome to our dealer webshop. Please login with the account provided to you. If you have problems logging in please contact us." There are two input fields: "E-mail address*" and "Password*". Below the "E-mail address*" field, there is a link for "Forgot password". Below the "Password*" field, there is a checkbox for "Remember me" and a blue "SIGN IN" button with a right-pointing arrow.

- 2) Left Click the Store Number (located at the top right corner of the screen).



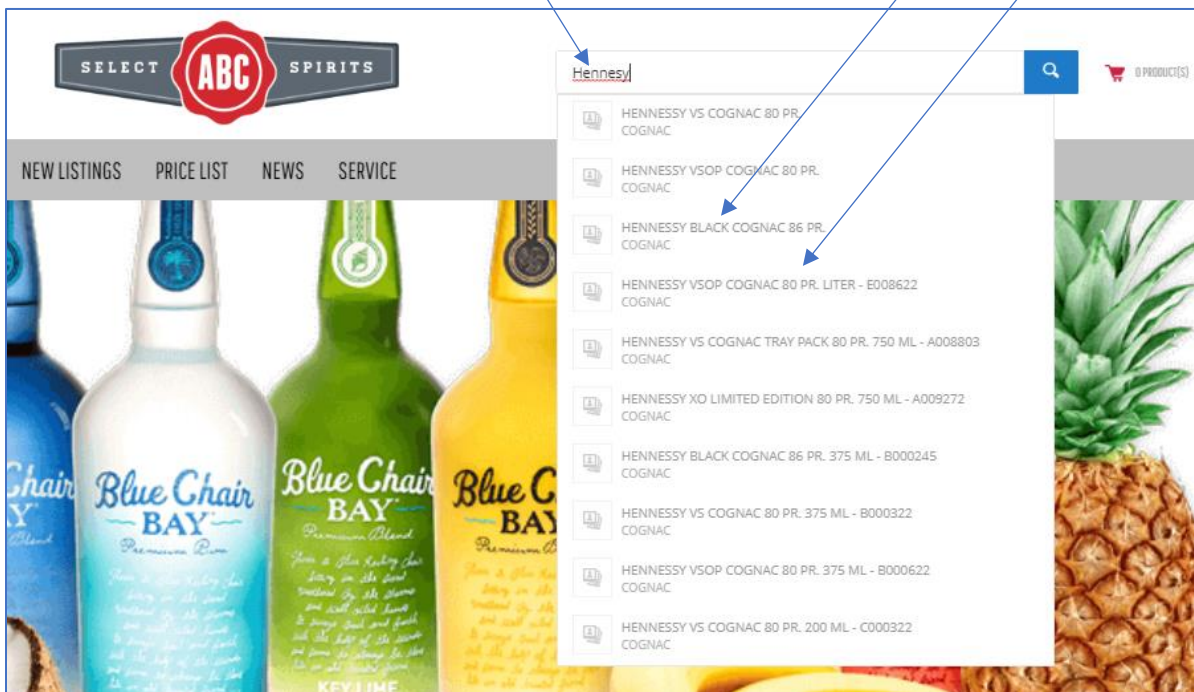
- 3) Use the list to select the store you want to use to purchase, and pick up, the item(s). For this example we are going to use Store #6. Left Click “Select”.



- 4) Once you have selected the Store there are three (3) ways you can search for an item:

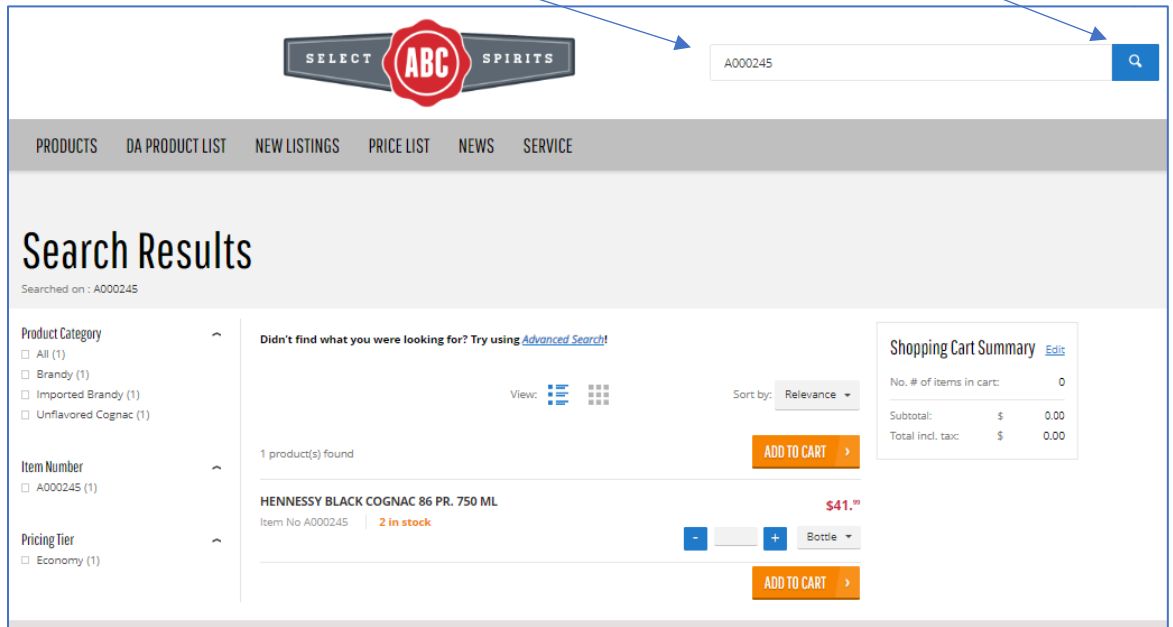
- a) Type in the name of the product, then scroll down to the type (flavor or proof) and bottle size.

For this example, we will use “Hennessy”.

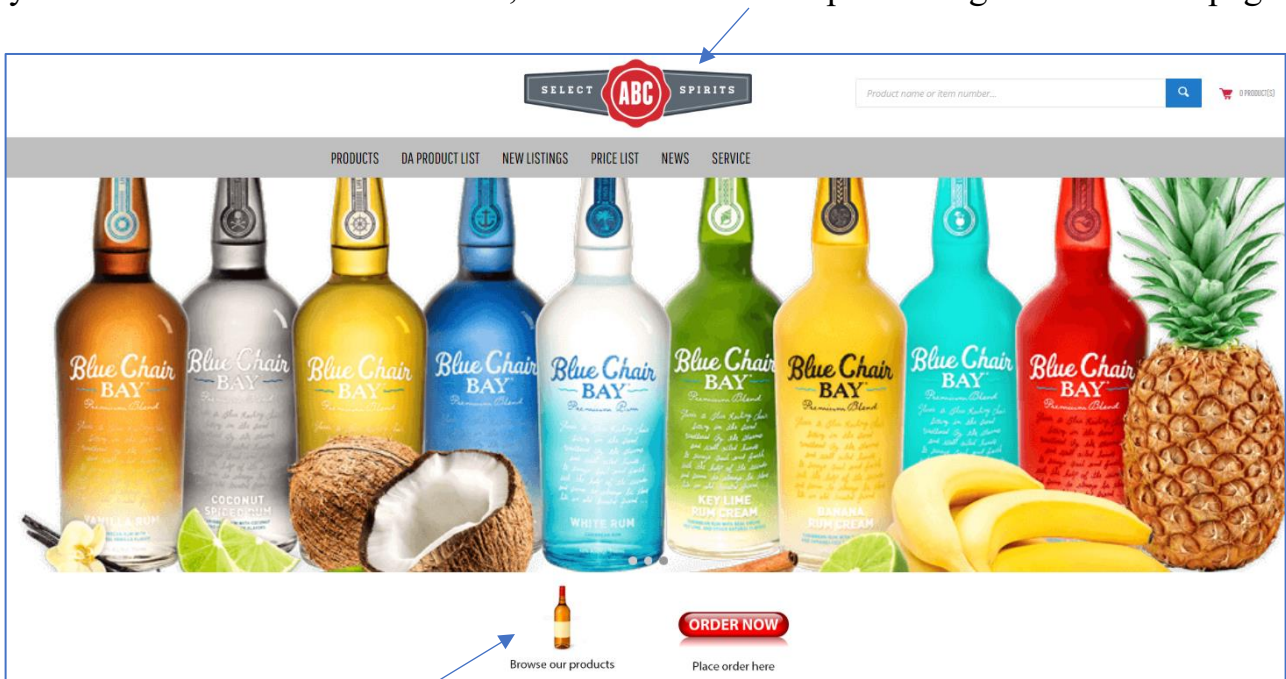


b) Type the Item Number in the Search Bar using a Letter for the Bottle Size, and Numbers for the item. Then, Left Click the Magnifying Glass icon.

Letter	Size
A	750 ml
B	375 ml
C	200 ml
D	50 ml
E	1.0 l
F	1.75 l
G	100 ml



c) If you don't know the Item Number, Left Click "Select Spirits" to go to the Home page.



Left Click "Browse our products"

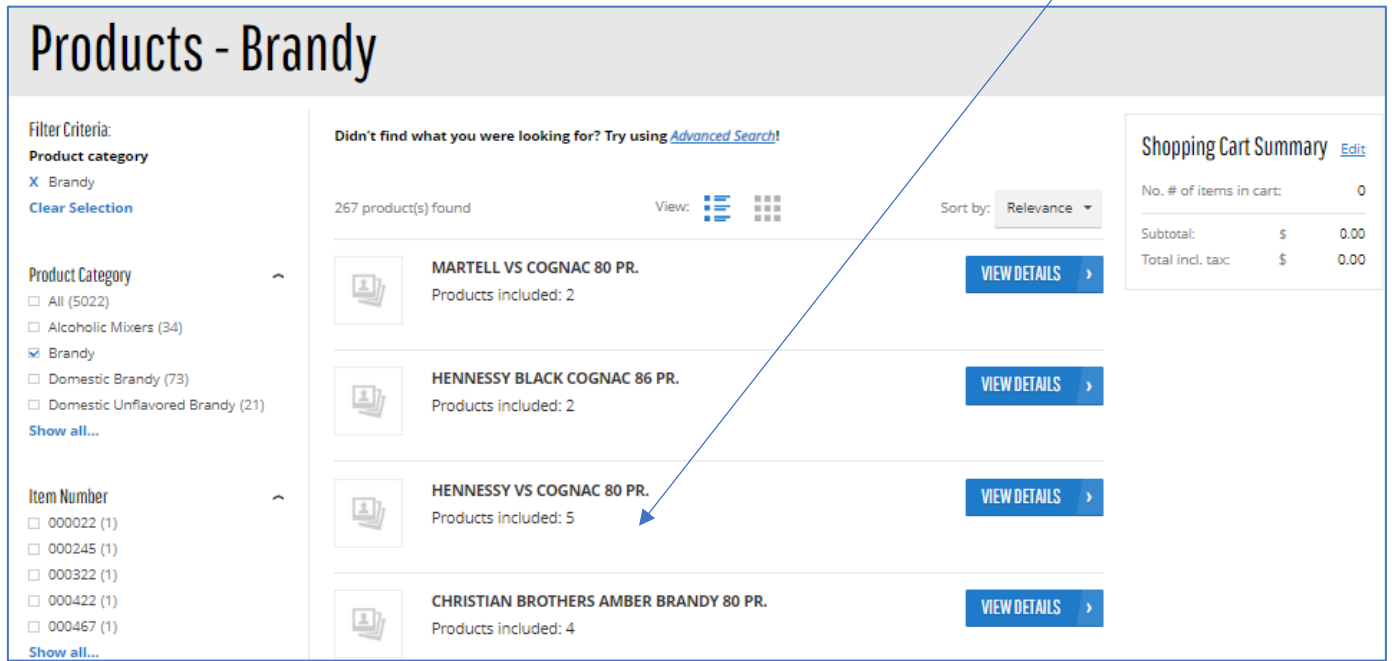
5) Under “Product Category” Left Click “Show all” to expand the list.

The screenshot shows the ABC Spirits website interface. At the top, there is a navigation bar with the logo 'SELECT ABC SPIRITS' and a search bar. Below the navigation bar, there are tabs for 'PRODUCTS', 'DA PRODUCT LIST', 'NEW LISTINGS', 'PRICE LIST', 'NEWS', and 'SERVICE'. The 'PRODUCTS' tab is selected. The main content area is titled 'Products' and features a 'Product Category' sidebar on the left. The sidebar lists various categories with checkboxes and counts, and a 'Show all...' link is highlighted with a blue arrow. The main content area displays a list of products, including 'BARTON CANADIAN WHISKY 80 PR. 3 YR. test', 'UV VODKA PET 80 PR.', and 'BARTON LIGHT RUM 80 PR.'. A 'Shopping Cart Summary' box is visible on the right side of the page.

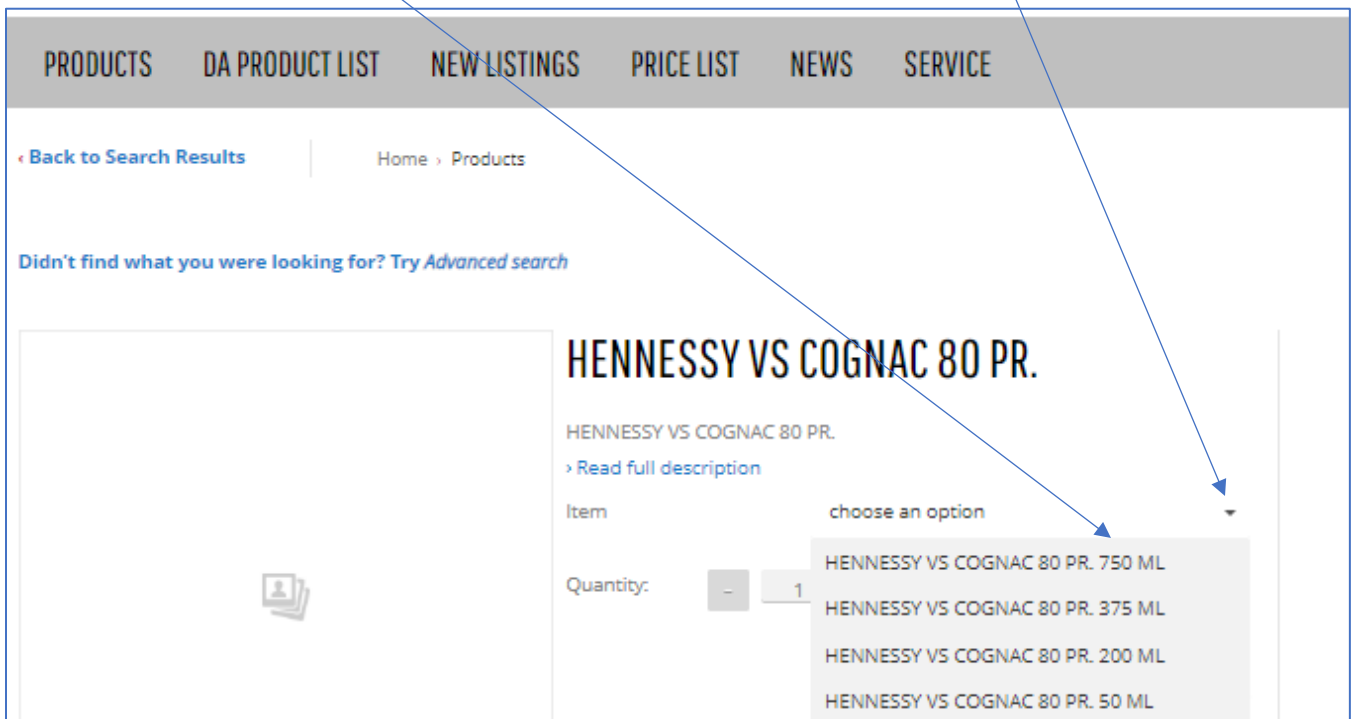
6) For this example, we are going to look for Hennessy.
Left Click the box beside “Brandy”.

The screenshot shows the ABC Spirits website interface. At the top, there is a navigation bar with the logo 'SELECT ABC SPIRITS' and a search bar. Below the navigation bar, there are tabs for 'PRODUCTS', 'DA PRODUCT LIST', 'NEW LISTINGS', 'PRICE LIST', 'NEWS', and 'SERVICE'. The 'PRODUCTS' tab is selected. The main content area is titled 'Products' and features a 'Product Category' sidebar on the left. The sidebar lists various categories with checkboxes and counts, and the 'Brandy (267)' option is selected with a blue arrow. The main content area displays a list of products, including 'BARTON CANADIAN WHISKY 80 PR. 3 YR. test' and 'UV VODKA PET 80 PR.'. A 'Shopping Cart Summary' box is visible on the right side of the page.

7) The new screen shows all the available brandies. Left Click the desired Item.



8) To see the available sizes, Left Click the pull down beside “choose an option”.



9) Once the size is selected, the new screen will show the Item, the available stock,



the quantity, and the selection for “Bottle” or “Case”.

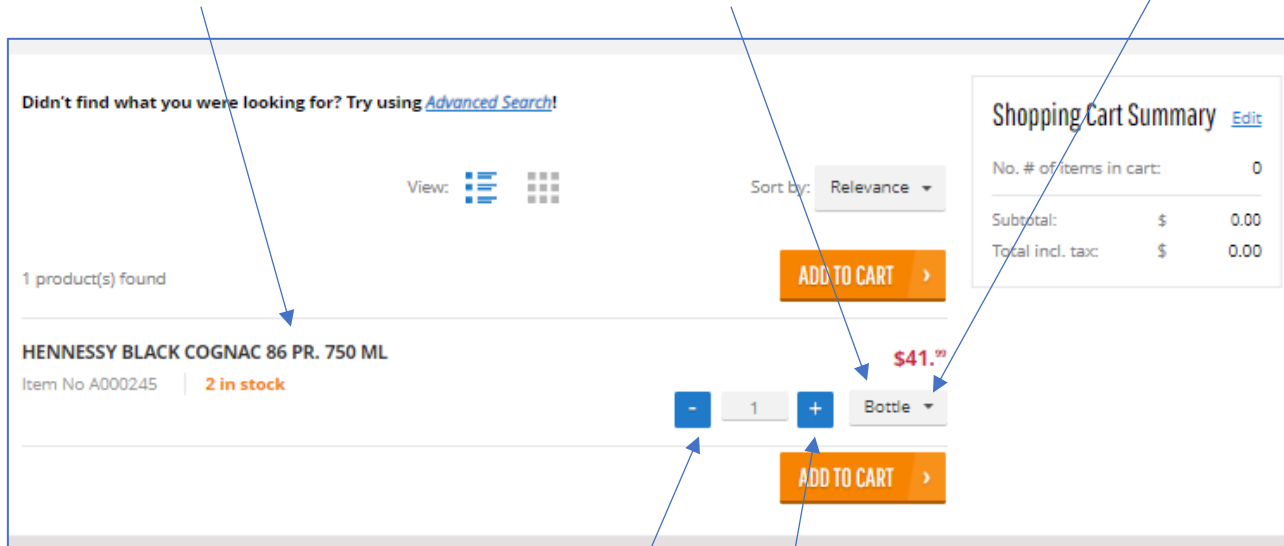
10) Once the quantity, and either “bottle” or “Case” has been selected, then Left Click “Add to Cart”.

Note: If the desired Item is Out of Stock, you may add it to your “Wish List”.
Please see the instructions at the end of these ordering instructions.

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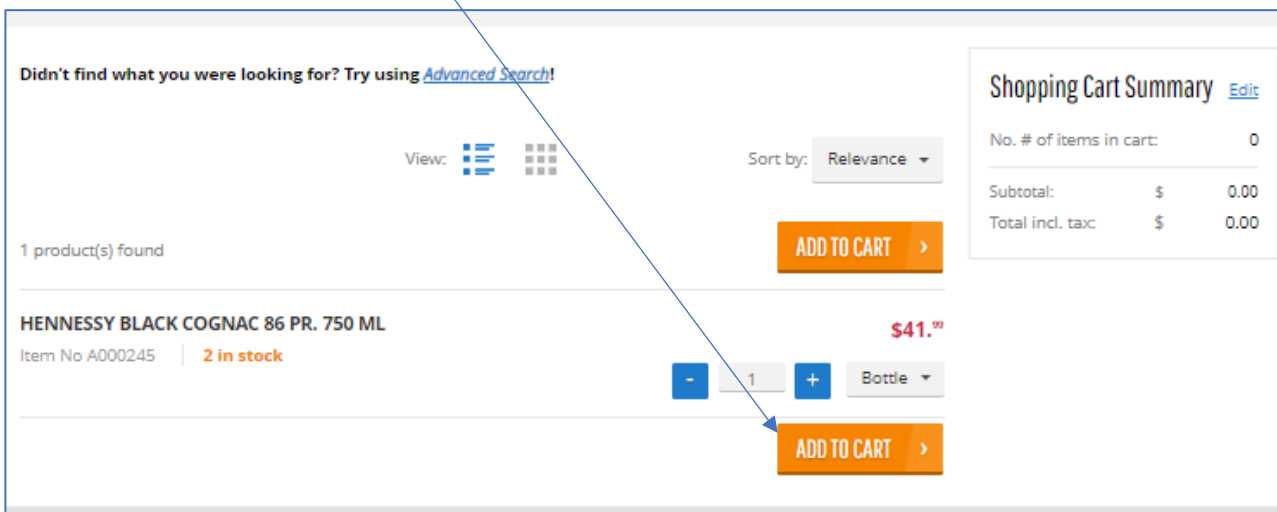
Adding Items to the Cart:

11) After the Item has been selected, to select “Bottle” or “Case”, use the pull down.

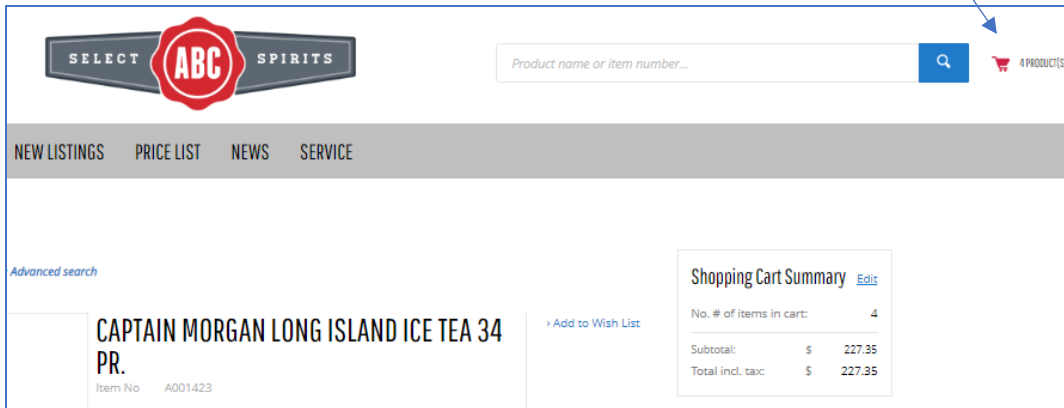


12) To enter the Quantity you want, use the “ - “ and “ + “ buttons.

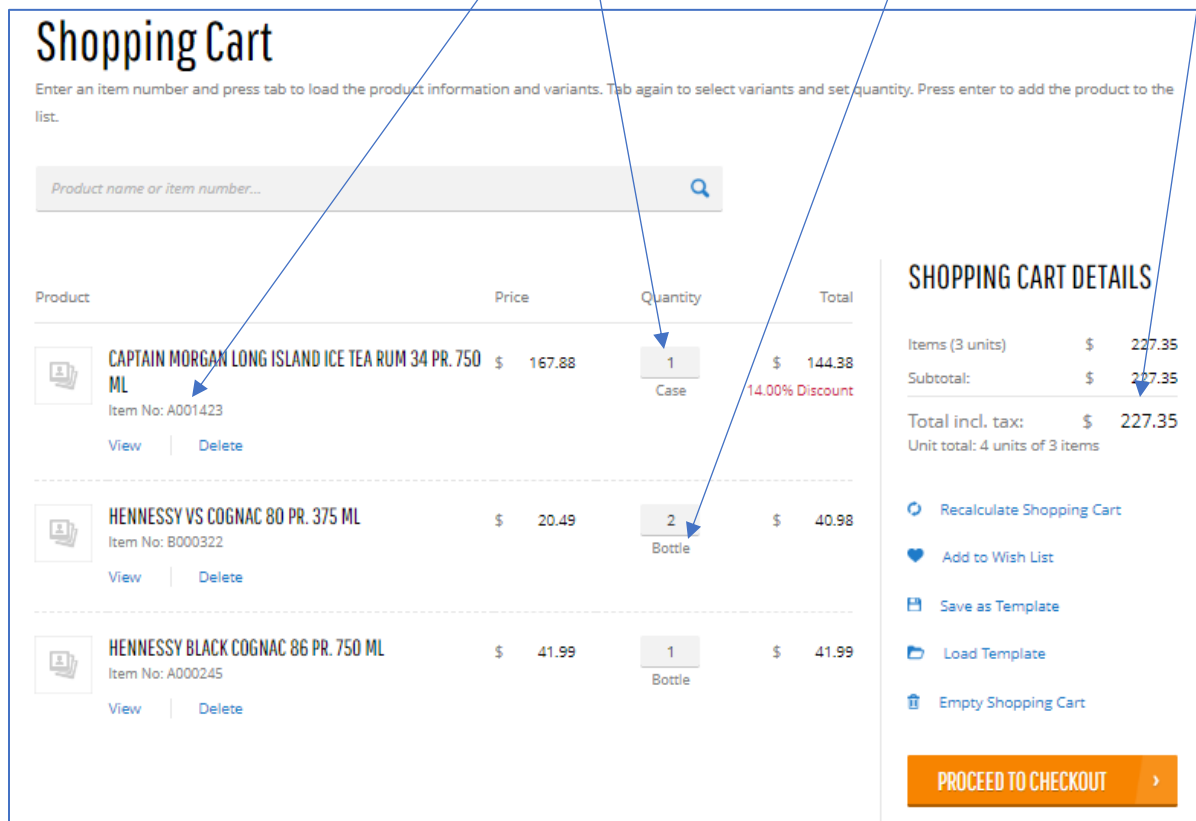
13) Once the Item, Bottle or Case, and the quantity have been entered
Left Click “ADD TO CART”.



- 14) If you are ordering more than one Item, repeat steps #4 thru #7 until all your desired Items have been placed in the Cart.
- 15) Once all your Items have are in the Cart, Left Click the Cart Icon to view your Cart.



- 16) The new screen shows all the Items, Quantities, Bottle or Case, and the Total Price.



17) **Note:** If the Item is no longer wanted, the quantity cannot be changed to zero. The Item line will have to be Deleted.

Shopping Cart

Enter an item number and press tab to load the product information and variants. Tab again to select variants and set quantity. Press enter to add the product to the list.

Product name or item number...

Product	Price	Quantity	Total
CAPTAIN MORGAN LONG ISLAND ICE TEA RUM 34 PR. 750 ML Item No: A001423 View Delete	\$ 167.88	1 Case	\$ 144.38 14.00% Discount
HENNESSY VS COGNAC 80 PR. 375 ML Item No: B000322 View Delete	\$ 20.49	2 Bottle	\$ 40.98
HENNESSY BLACK COGNAC 86 PR. 750 ML Item No: A000245 View Delete	\$ 41.99	1 Bottle	\$ 41.99

SHOPPING CART DETAILS

Items (3 units) \$ 227.35

Subtotal: \$ 227.35

Total incl. tax: \$ 227.35

Unit total: 4 units of 3 items

[Recalculate Shopping Cart](#)
[Add to Wish List](#)
[Save as Template](#)
[Load Template](#)
[Empty Shopping Cart](#)

[PROCEED TO CHECKOUT](#)




If the Quantity size is changed from “Bottle” to “Case”, or vice versa, the Item Line will need to be Deleted, and a new Item Line will need to be added to the Cart with the Proper Quantity size.

This space intentionally left blank.

Shopping Cart






Enter an item number and press tab to load the product information and variants. Tab again to select variants and set quantity. Press enter to add the product to the list.

Product name or item number...

Product	Price	Quantity	Total
 CAPTAIN MORGAN LONG ISLAND ICE TEA RUM 34 PR. 750 ML Item No: A001423 View Delete	\$ 167.88	1 Case	\$ 144.38 14.00% Discount
 HENNESSY VS COGNAC 80 PR. 375 ML Item No: B000322 View Delete	\$ 20.49	2 Bottle	\$ 40.98
 HENNESSY BLACK COGNAC 86 PR. 750 ML Item No: A000245 View Delete	\$ 41.99	1 Bottle	\$ 41.99

SHOPPING CART DETAILS

Items (3 units) \$ 227.35
 Subtotal: \$ 227.35
 Total incl. tax: \$ 227.35
 Unit total: 4 units of 3 items

-  [Recalculate Shopping Cart](#)
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-  [Empty Shopping Cart](#)

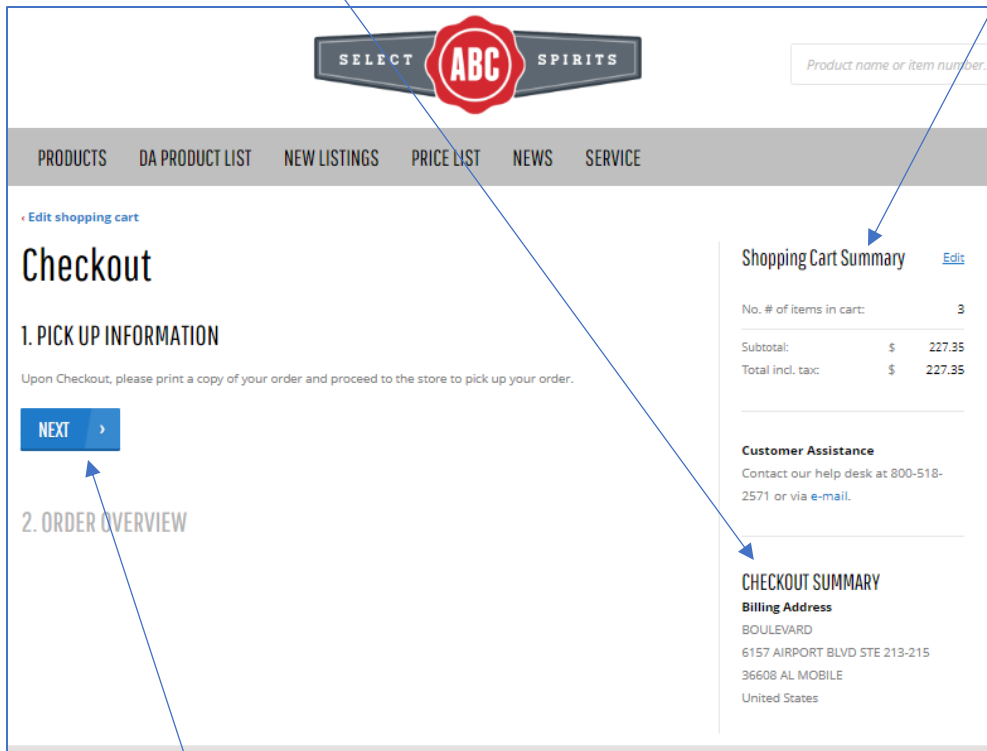
[PROCEED TO CHECKOUT](#)

18) If there any quantity changes made, Left Click “Recalculate Shopping Cart”.

19) When the Cart is complete, Left Click “Proceed to Checkout”.

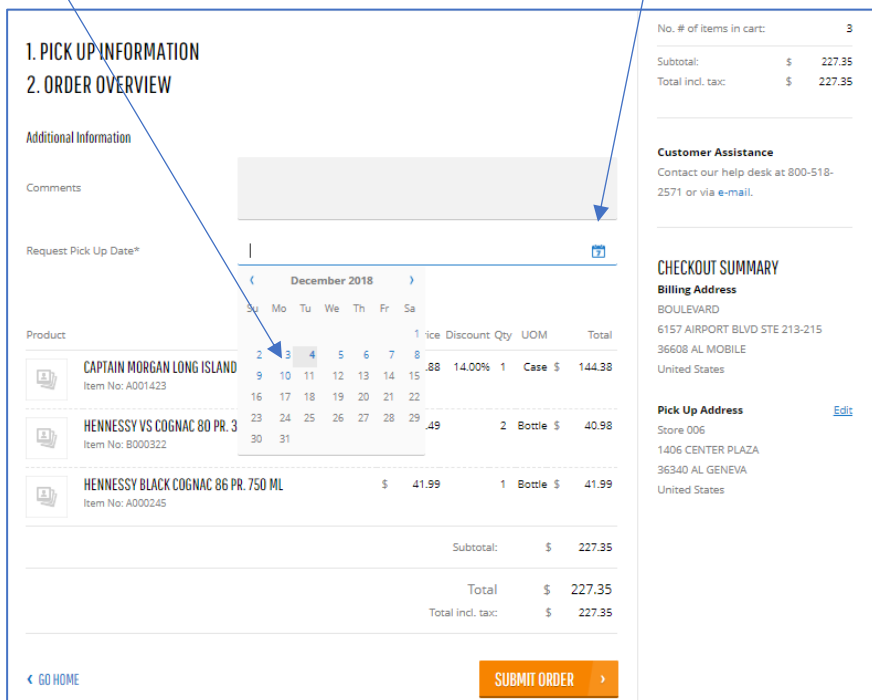
This space intentionally left blank.

20) The new screen shows the “Shopping Cart Summary” (Number of Items in Cart, and Total Price), and the “Checkout Summary” (Billing Address).



21) Left Click “Next >”.

22) On the new screen Left Click the Calendar Icon to select the day you want to pick up, and pay for, the order. **Note:** Items cannot be picked up on Saturday or Sunday.



23) Any messages you want to add can be included in the “Comments” section.

Checkout

1. PICK UP INFORMATION
2. ORDER OVERVIEW

Additional Information

Comments

I will pick this order up before 12:00 noon.

Request Pick Up Date* 12/10/2018

24) Left Click “Submit Order”.

Checkout

1. PICK UP INFORMATION
2. ORDER OVERVIEW

Additional Information

Comments

I will pick this order up before 12:00 noon.

Request Pick Up Date* 12/10/2018

Product	Price	Discount	Qty	UOM	Total
CAPTAIN MORGAN LONG ISLAND ICE TEA RUM 34 PR. 750 ML Item No: A001423	\$ 67.88	14.00%	1	Case	\$ 144.38
HENNESSY VS COGNAC 80 PR. 375 ML Item No: B000322	\$ 20.49		2	Bottle	\$ 40.98
HENNESSY BLACK COGNAC 86 PR. 750 ML Item No: A000245	\$ 41.99		1	Bottle	\$ 41.99
Subtotal:					\$ 227.35
Total:					\$ 227.35
Total incl. tax:					\$ 227.35

[GO HOME](#) **SUBMIT ORDER**

Shopping Cart Summary [Edit](#)

No. # of items in cart: 3

Subtotal: \$ 227.35

Total incl. tax: \$ 227.35

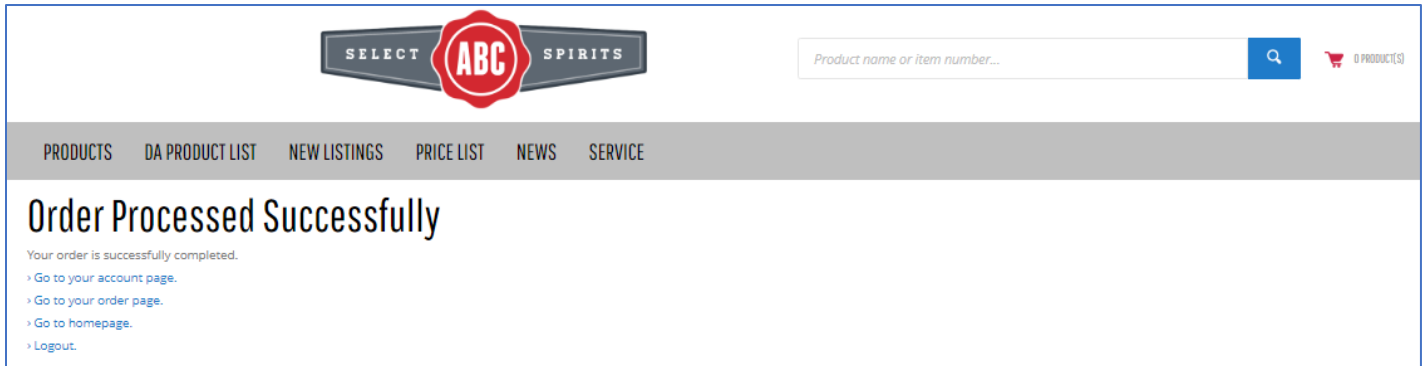
Customer Assistance
Contact our help desk at 800-518-2571 or via [e-mail](#).

CHECKOUT SUMMARY

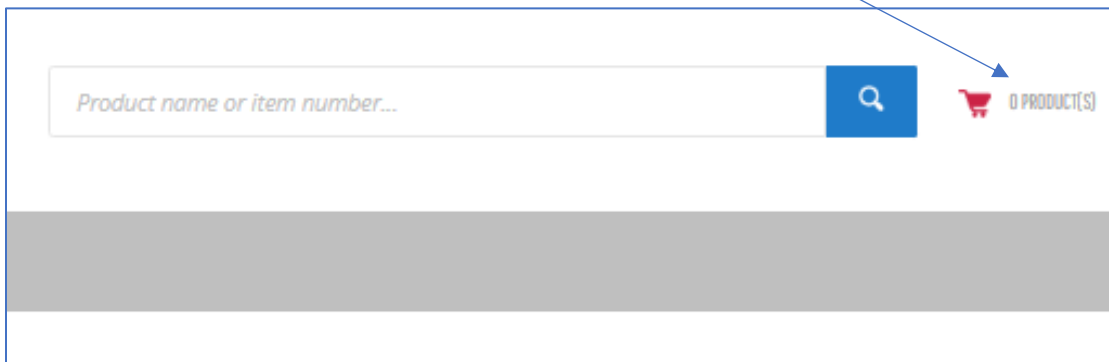
Billing Address
BOULEVARD
6157 AIRPORT BLVD STE 213-215
36608 AL MOBILE
United States

Pick Up Address [Edit](#)
Store 006
1406 CENTER PLAZA
36340 AL GENEVA
United States

- 25) The new screen shows that your order was processed successfully.
You will receive an e-mail confirmation of the order's placement.



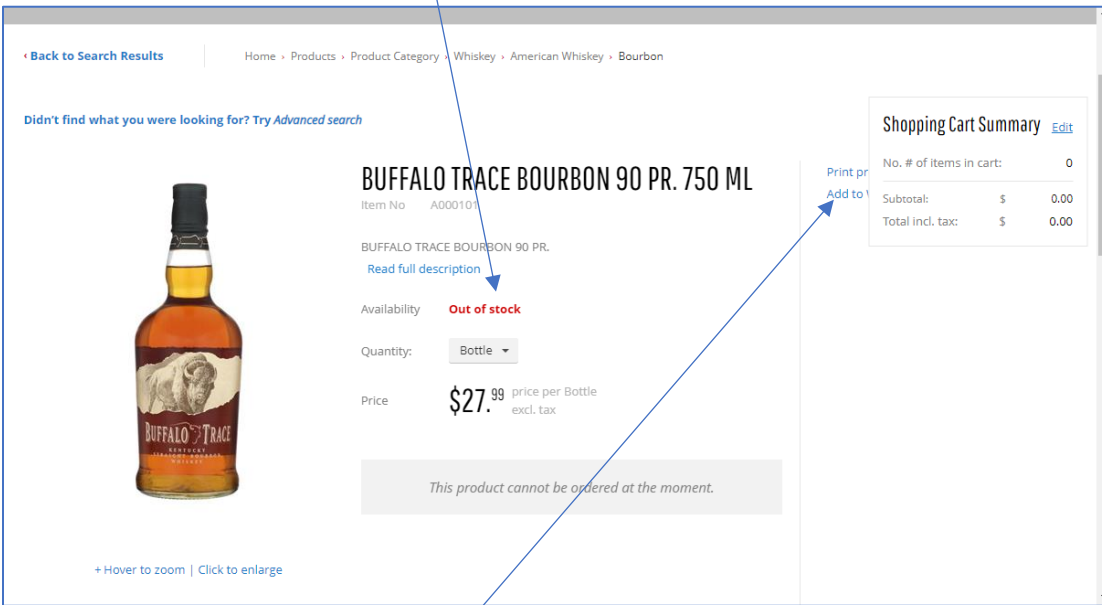
- 26) The shopping Cart is now shown as empty "0 Product(s)".



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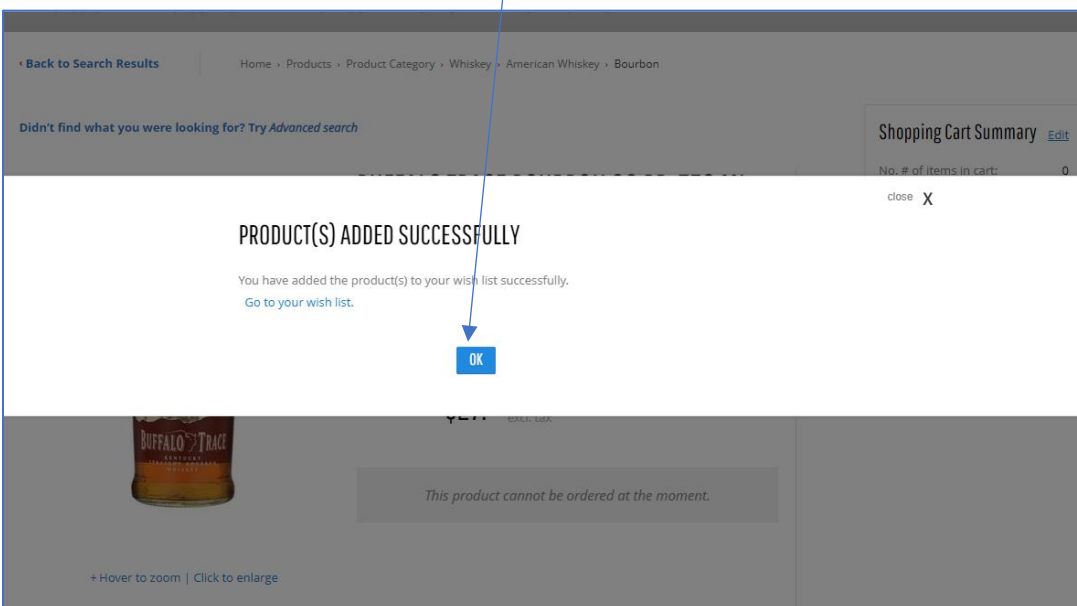
Wishlist Instructions

27) If an item is “Out of stock” you can add it to your “Wishlist”.



28) Left Click “Add to wishlist”.

29) On the new screen, Left Click “OK”.



30) You can continue shopping or proceed to the Check Out.

Note: Wishlist will serve as a reminder of items you wish to order when they come back in stock.

This information isn't seen at the Store level.