

GIFT PACK/VAP ATC ONLINE SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control
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P.O. Box 837
Jefferson City, MO 65101
<https://atc.dps.mo.gov>

Table of Contents

| | |
|-----------------------------|----|
| LOG IN..... | 3 |
| GIFT PACK/VAP DETAILS:..... | 6 |
| UPLOAD DOCUMENTS:..... | 8 |
| BRAND LABEL STATUS: | 12 |

LOG IN

After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

Search License

License Number:

Please enter your search criteria below. If the exact information is not known, a 'wildcard' search can be performed. To perform a wildcard search on Licensee, DBA, Address Line 1 or City enter a "%" at the beginning and/or end of the search criteria value. For example, on Address 1 enter Kemp% to search on all the street names that begin with the letters Kemp. Enter %kemp% to search all the street names that have kemp in the middle. Alternatively, enter %kemp to find all addresses that end with kemp - use this if you know the street name but not the number.

Licensee:

DBA:

Address Line 1:

City:

State:

County:

Search Results (2) Page Size:

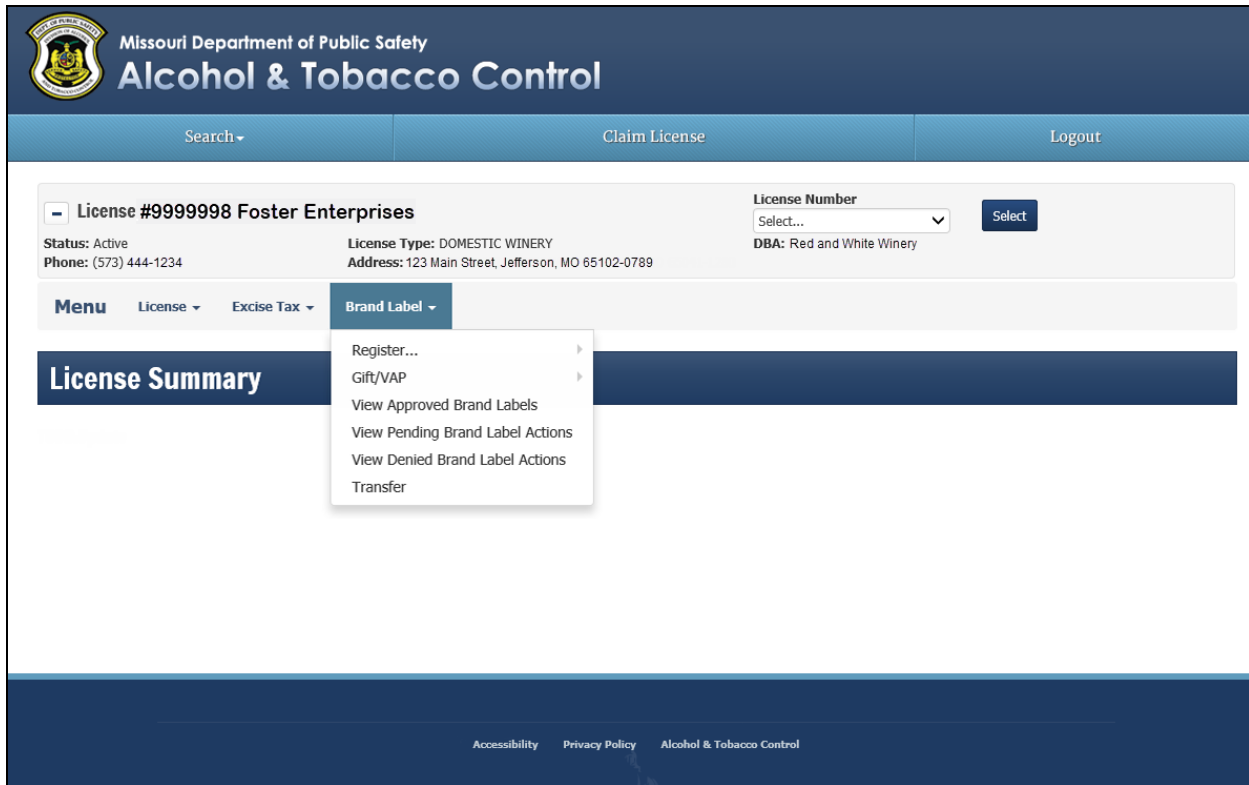
| License Number | Type | Licensee | DBA | Address Line 1 | City | State | County | Status |
|----------------|----------------------------|--------------------|-----------------------|--------------------|---------|-------|-----------|--------|
| 9999998 | DOMESTIC WINERY | Foster Enterprises | Red and White Winery | 123 Main Street | Anytown | MO | GASCONADE | Active |
| 9999996 | Liquor Wholesale Solicitor | Foster Enterprises | Foster's Distributing | 456 Hickory Street | Anytown | MO | GASCONADE | Active |

« < Page 1 of 1 > »

[Accessibility](#) [Privacy Policy](#) [Alcohol & Tobacco Control](#)

After you have selected your license, the system will take you to the License Summary page.

You will see a Menu Bar located below the license detail. Hover over “Brand Label”.



Hover over “Gift/VAP” and then click on “New Registration”.

The screenshot displays the Missouri Department of Public Safety Alcohol & Tobacco Control website. At the top, the logo and name are visible. Below the navigation bar, there is a search field and buttons for 'Claim License' and 'Logout'. The main content area shows details for License #99998 FOSTER ENTERPRISES, including its status (Active), phone number, license type (LIQUOR MANUFACTURER SOLICITOR), and address. A 'License Number' dropdown menu is also present. A 'Menu' bar contains options for 'License', 'Excise Tax', and 'Brand Label'. The 'Brand Label' dropdown is open, showing options like 'Register...', 'Gift/VAP', 'View Approved Brand Labels', 'View Pending Brand Label Actions', 'View Denied Brand Label Actions', and 'Transfer'. The 'Gift/VAP' option is circled in blue, and a secondary dropdown menu is open from it, with 'New Registration' also circled in blue. The 'License Summary' section is visible on the left. At the bottom, there are links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

GIFT PACK/VAP DETAILS:

Provide a Name for the Gift Pack/VAP, this is a mandatory field.

A listing of your approved brand labels will display. Filter or Search as necessary to locate the items included in the package.

Gift/VAP - Register

Instruction: Approved Brand Label products can be combined to make a gift pack. Use the **Add** button next to each product to indicate the product(s) that will make up the gift pack. After adding the products, review them in the **Proposed Gift Pack** list below, complete the registration, and submit your gift pack for review by ATC.

Gift Pack Details

Giftpack Name

This Gift Pack includes...
 Non-alcoholic item(s)

Effective Date **Termination Date**
 (Optional)

Comments

 5000 characters remaining

Filter Your Approved Brand Labels

Brand Number **Referred Brand Name**
 % Wildcard Search

Product Type
 All Liquor Malt Wine

Search

Approved Brand Labels

Search Results: 691 Page Size: 10

| | Brand Number | Referred Brand Name | Product Owner | Class Type | Origin | Alcohol Percent | Proof | Effective Date | Termination Date | Status |
|------------------------------------|--------------|---------------------|---------------|--------------------------------|---------------|-----------------|-------|----------------|------------------|--------|
| <input type="button" value="Add"/> | L12345 | SHOW ME GIN | | 201 - LONDON DRY DISTILLED GIN | 22 - KENTUCKY | 32 | 80.0 | 8/25/2014 | | Active |
| <input type="button" value="Add"/> | L000007 | RED AND BLUE GIN | | 201 - LONDON DRY DISTILLED GIN | 00 - AMERICAN | 28 | 70.0 | 8/25/2014 | | Active |

Click the “Add” button next to the brand number.

This brand label will list in the “Proposed Brand Labels” bar.

- Proposed Brand Label(s)

- Proposed Brand Labels for Gift Pack

Search Results: 1 Page Size: 10 ▾

| | Brand Number | Referred Brand Name | Product Owner | Class Type | Origin | Alcohol Percent | Proof | Effective Date | Termination Date | Status |
|--------|--------------|---------------------|---------------|--------------------------------|---------------|-----------------|-------|----------------|------------------|--------|
| Remove | L12345 | SHOW ME GIN | | 201 - LONDON DRY DISTILLED GIN | 00 - AMERICAN | 32.24 | 80.6 | 8/03/2015 | | Active |

« < Page 1 of 1 > »

- Gift Pack Pictures

Before you begin the Upload process, review the list of Required Documents. You will not be able to submit until you upload **all** required documents. Your scanned document(s) must be in TIF or PDF format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 5MB or less.

1. Select the required document from the Document Type drop down list.
2. Click **Browse** to browse your computer for the required document. Once found, click the **Open** button to choose the file to upload.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the documents that you have already uploaded to your application—doing so will slow down the review of your application.

Required Documents

Document Type

Gift Pack Picture

Upload

Document Type

▾

Document Description

Optional

File

Browse...

Upload

Uploaded Documents

No records found.

Back

Save

Submit

UPLOAD DOCUMENTS:

In the Gift Pack Pictures bar, documents required to be uploaded that correspond to your submission will be listed under “Required Documents”.

Gift Pack Pictures

Before you begin the Upload process, review the list of Required Documents. You will not be able to submit until you upload **all** required documents.

Your scanned document(s) must be in TIF or PDF format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 5MB or less.

1. Select the required document from the Document Type drop down list.
2. Click **Browse** to browse your computer for the required document. Once found, click the **Open** button to choose the file to upload.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the documents that you have already uploaded to your application—doing so will slow down the review of your application.

Required Documents

| Document Type |
|-------------------|
| Gift Pack Picture |

Upload

Document Type:

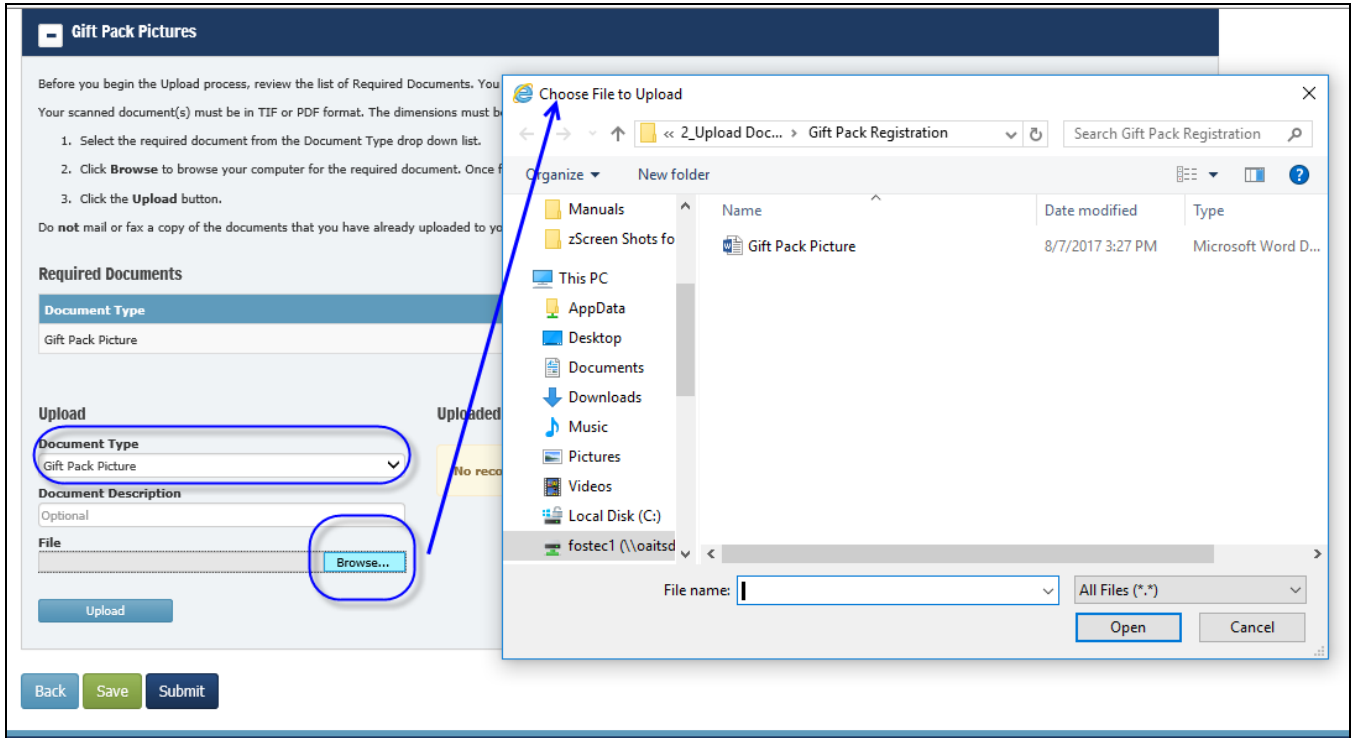
Document Description:

File:

Uploaded Documents

No records found.

Under the “Upload” section, select the required document type and click Browse to search your computer for the picture.



Once you have entered all of the information and uploaded all of the required documents, click the “Submit” button or use the “Back” button to go back to review previous screens and make any changes.

Clicking “Submit” button will send your submission to ATC for review.

Gift Pack Pictures

Before you begin the Upload process, review the list of Required Documents. You will not be able to submit until you upload **all** required documents.

Your scanned document(s) must be in TIF or PDF format. The dimensions must be smaller than 1600 by 1600 pixels and the file size should be 5MB or less.

1. Select the required document from the Document Type drop down list.
2. Click **Browse** to browse your computer for the required document. Once found, click the **Open** button to choose the file to upload.
3. Click the **Upload** button.

Do **not** mail or fax a copy of the documents that you have already uploaded to your application—doing so will slow down the review of your application.

Required Documents

| Document Type |
|-------------------|
| Gift Pack Picture |

Save successful.

Upload

Document Type:

Document Description:

File:

Uploaded Documents

| | Document Type | Document Description | Created By | Created Date | |
|-------------------------------------|-------------------|----------------------|------------|--------------|---------------------------------------|
| <input type="button" value="View"/> | Gift Pack Picture | | [REDACTED] | 11/09/2017 | <input type="button" value="Delete"/> |

You will receive the following message indicating your submission was successfully submitted.

The screenshot displays the user interface of the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, the department's logo and name are visible. Below the header, there are navigation links for 'Search', 'Claim License', and 'Logout'. The main content area shows details for License #999998, FOSTER ENTERPRISES, which is active. A green message box, highlighted with a blue border, states: 'Gift/VAP successfully submitted as of 11/17/2017 11:03:53 AM and is awaiting review.' Below this, the 'Gift Pack Details' section shows the name 'COLLEEN'S GP NAME', a checked box for 'Non-alcoholic item(s)', an effective date of 11/17/2017, and a termination date field. A comments section contains the text 'This is a comment of the non-alcoholic items.' and '4955 characters remaining'. The bottom section, 'Proposed Brand Label(s)', shows a search results table with one result. The table has columns for Brand, Referred Brand Name, Product, Class Type, Origin, Alcohol, Proof, Effective, Termination, and Status.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search ▾ Claim License Logout

License #999998 FOSTER ENTERPRISES [Return to License](#)

Status: Active License Type: LIQUOR MANUFACTURER SOLICITOR DBA:
Phone: (314) 444-1234 Address: 123 MAIN STREET. ST LOUIS, MO 63139-1106

Menu License ▾ Excise Tax ▾ Brand Label ▾

Gift/VAP - Register

Gift/VAP successfully submitted as of 11/17/2017 11:03:53 AM and is awaiting review.

Gift Pack Details

Giftpack Name
COLLEEN'S GP NAME

This Gift Pack includes...
 Non-alcoholic item(s)

Effective Date: 11/17/2017

Termination Date:
(Optional)

Comments
This is a comment of the non-alcoholic items.
4955 characters remaining

Proposed Brand Label(s)

Proposed Brand Labels for Gift Pack

Search Results: 1 Page Size: 10 ▾

| Brand | Referred Brand Name | Product | Class Type | Origin | Alcohol | Proof | Effective | Termination | Status |
|-------|---------------------|---------|------------|--------|---------|-------|-----------|-------------|--------|
|-------|---------------------|---------|------------|--------|---------|-------|-----------|-------------|--------|

BRAND LABEL STATUS:

At any time you can view the status of your submissions by clicking on Gift/VAP and then on “View Pending” listed under the Brand Label tab.

Action Status:

Not Submitted – Licensee has saved registration without submitting it.

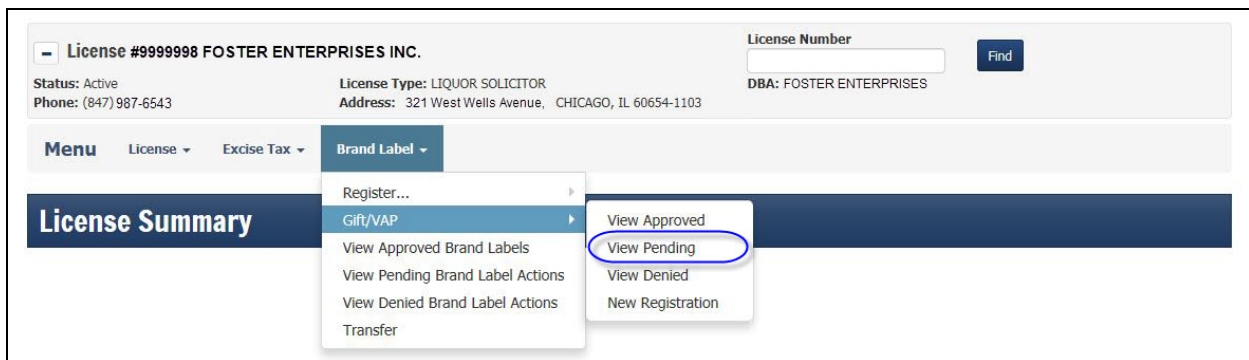
Submitted – Licensee has submitted registration to ATC.

In Initial Review – ATC has claimed the submission and is performing an initial review.

Action Required – Submission was sent back to licensee for correction.

Ready for Final Review – ATC has completed the initial review.

In Final Review – ATC is performing the final review.



Gift/VAP - Pending

Filter Your Pending Gift Packs

Action Status

Not Submitted
 Submitted
 In Initial Review
 Ready for Final Review
 ...

Your Pending Gift Packs

Search Results: 4 Page Size: 10

| | | Giftpack Name | Status | Non-alcoholic item(s) | Comments | Effective Date | Termination Date | Updated Date |
|-------------------------------------|---------------------------------------|--------------------------------|-------------------|-----------------------|----------------------------------------------------------------------------------------|----------------|------------------|---------------------|
| <input type="button" value="View"/> | <input type="button" value="Delete"/> | WINTER 2017 HOLIDAY CHEER PACK | Submitted | Yes | 2 GLASS TUMBLERS WITH ETCHED BELLS AND CRANBERRIES DISPLAYING ON ONE SIDE OF THE GLASS | 11/20/2017 | | 11/19/2017 10:42 AM |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | | Not Submitted | | | | | 10/17/2017 03:37 PM |
| <input type="button" value="View"/> | <input type="button" value="Delete"/> | Nathan's Great Giftpack | In Initial Review | No | | 10/25/2017 | | 11/19/2017 10:45 AM |
| <input type="button" value="View"/> | <input type="button" value="Delete"/> | COLLEEN'S GP NAME | Submitted | Yes | This is a comment of the non-alcoholic items. | 11/17/2017 | | 11/17/2017 11:03 AM |

<< < Page 1 of 1 > >>

Once your registration has been reviewed and approved by the Division, you will receive notification via email.

