



## **SICPATRACE order stamps (distributor)**

Distributors enter orders for one roll or more of any stamp type they handle. Stamps should be ordered such as to avoid shortages should weather or unexpected events briefly interfere with FedEx or UPS deliveries.

It is good practice to have a back-up for placing stamp orders, so please email Customer Support if another person at your site (name, phone, and email) should also be set up.

Likewise if your only Delivery Option is Standard.

Orders placed by 10 AM are shipped the same business day.

13 Steps

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Created by

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Last Updated

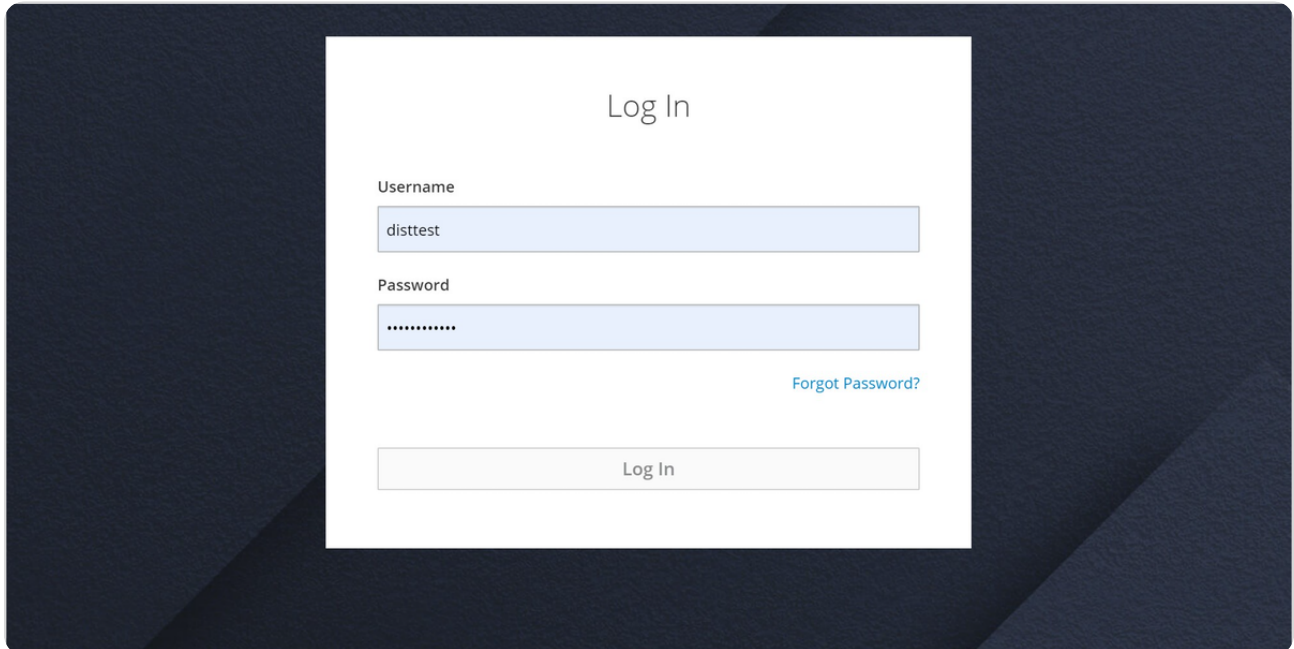
April 25, 2022

STEP 1

**Go to login to the state SICPATRACE site**

STEP 2

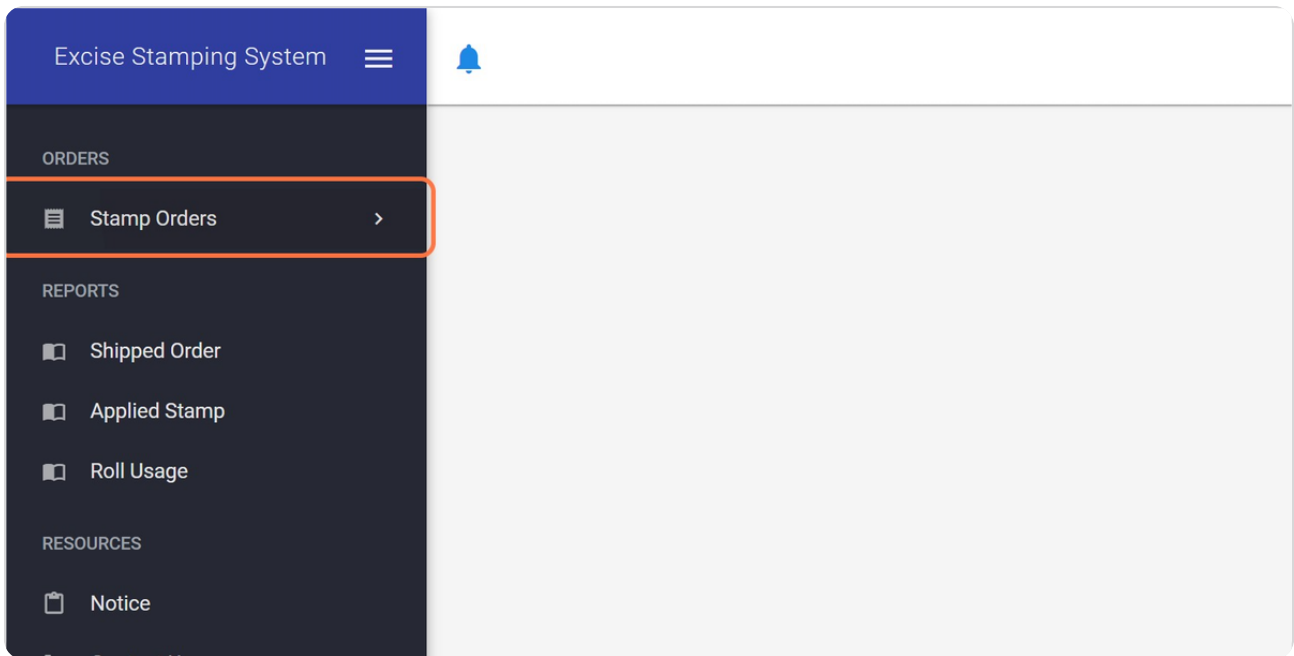
**Type your username and password, then click login.**



The image shows a login form on a dark blue background. The form is white and centered. At the top of the form is the title "Log In". Below the title are two input fields. The first is labeled "Username" and contains the text "disttest". The second is labeled "Password" and contains a series of dots. To the right of the password field is a blue link that says "Forgot Password?". Below these fields is a light gray button with the text "Log In".

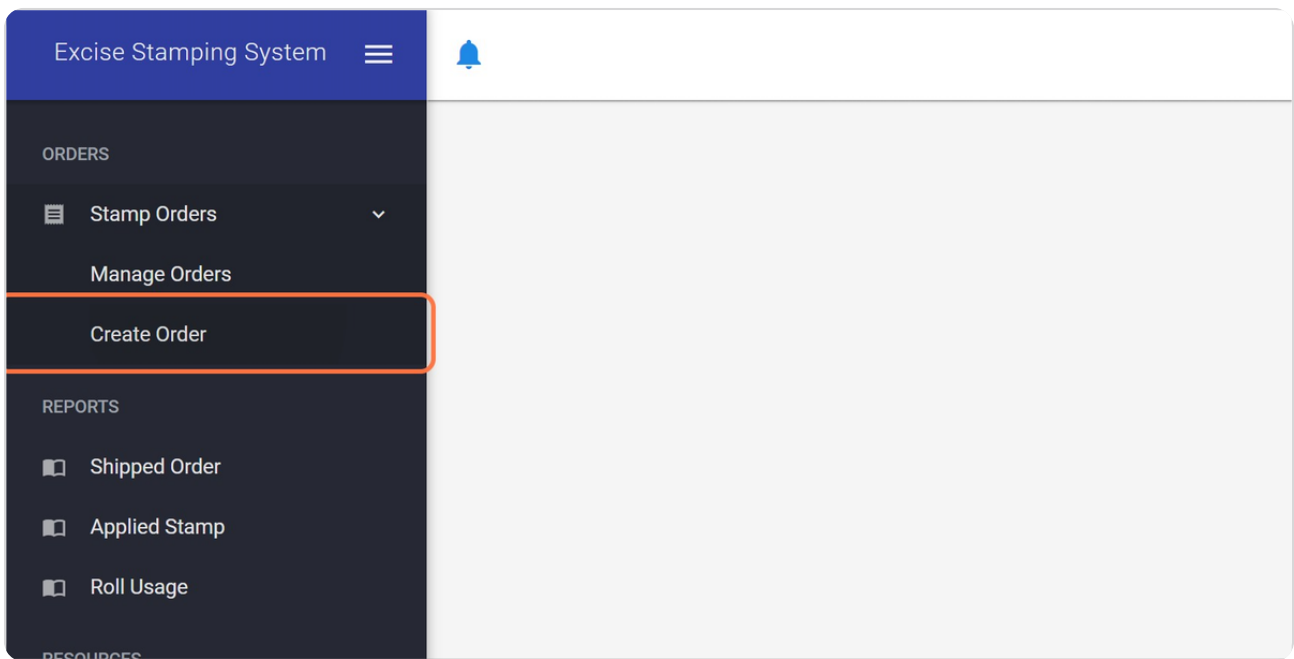
STEP 3

**Click on Stamp Orders...**



STEP 4

**Click on Create Order**



## STEP 5

### Click on Delivery Option...

The screenshot shows the 'Create Stamp Order' page in the Excise Stamping System. The left sidebar contains navigation options: Stamp Orders (Manage Orders, Create Order), PORTS (Shipped Order, Applied Stamp, Roll Usage), and SOURCES (Notice, Contact Us, User Guides). The main content area is titled 'Create Stamp Order' and has a section for 'Order Detail'. A dropdown menu labeled 'Delivery Option \*' is highlighted with a red box. To its right is a text input field for 'Manufacturer PO#'. Below this is a 'Distributor Information' section with a table containing columns for Name, Address, Contact, and Ph. The table has one row with a partially visible name and the number '55' in the 'Ph' column.

## STEP 6

### Select a delivery option

Standard comes quickly without a charge to the distributor.

However providing a FedEx or UPS account to customer support allows you to choose faster Collect options charged to your carrier account.

The screenshot shows the 'Create Stamp Order' page with the 'Delivery Option \*' dropdown menu open. The options listed are: Standard - 3rd Day PM, Collect - FedEx 2nd Day AM, Collect - FedEx Next Day PM, Collect - FedEx Next Day AM (highlighted with a red box), and Collect - FedEx Next Day Early AM. The 'Manufacturer PO#' field is visible to the right. Below the dropdown is a 'Product Information' section with a table containing columns for Product and Quantity of.

## STEP 7

Optional, add your PO# or similar info

The screenshot shows a form with a dark header bar containing "Create Order" and "Cancel" buttons. Below the header, there are several horizontal bars. A dropdown menu labeled "Manufacturer PO#" is open, showing a text input field with the placeholder text "Up to 20 characters". Below this, there are labels for "Contact", "Phone", and "Account Number".

## STEP 8

Click to add rolls, or manually enter quantity

The screenshot shows the "Create Stamp Order" form. The header bar includes "Create Order" and "Cancel" buttons. The form is divided into three main sections: "Order Detail", "Distributor Information", and "Product Information".

**Order Detail:**

- Delivery Option\*: Collect - FedEx Next Day AM
- Manufacturer PO#: Up to 20 characters

**Distributor Information:**

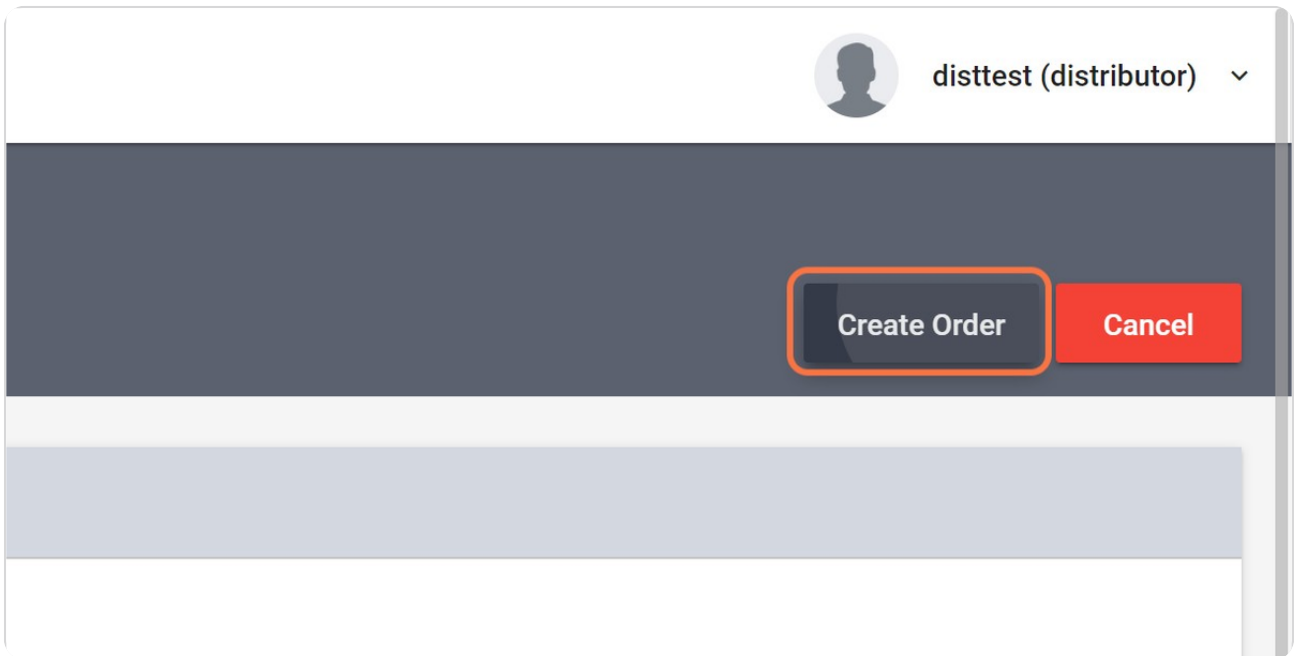
Name	Address	Contact	Phone	Account Number
			555551212	123456789

**Product Information:**

Product	Quantity of Unit(s)	Quantity of Stamp(s)
S2 - MI-STATE Roll of 1,200 Stamps	0	0
S4 - MI-TRIBAL Roll of 30,000 Stamps	0	0
SS - MI-TRIBAL Roll of 1,200 Stamps	0	0

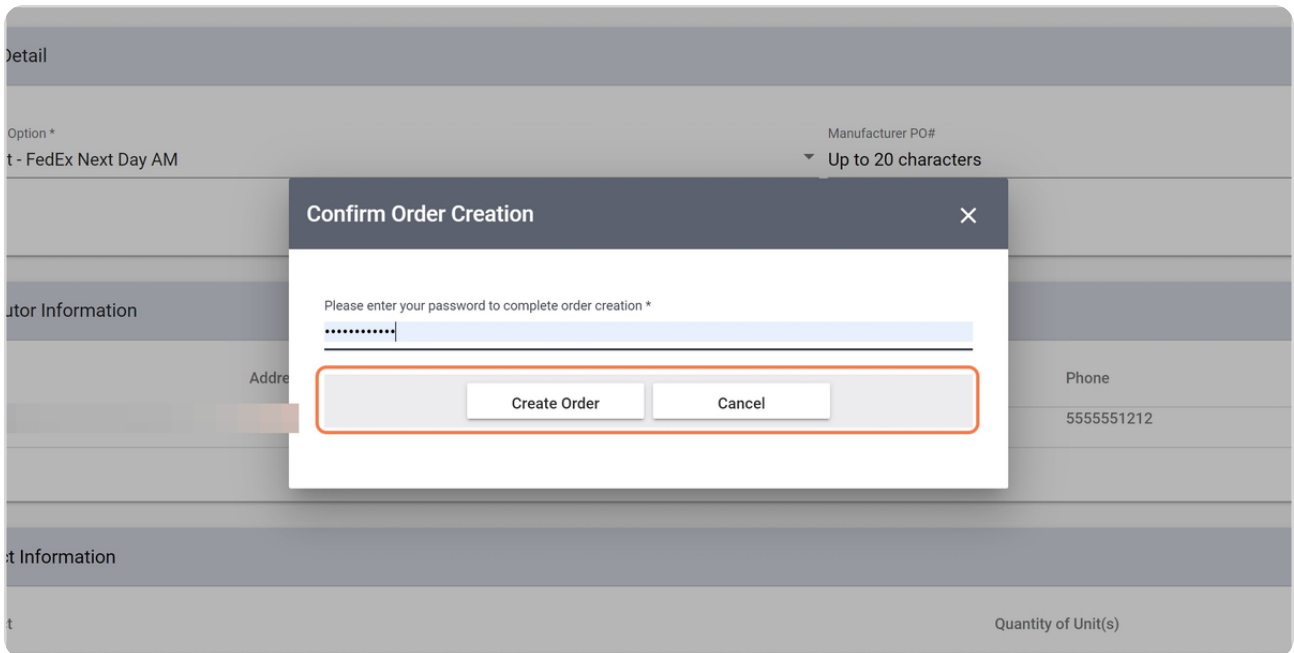
STEP 9

Click on Create Order



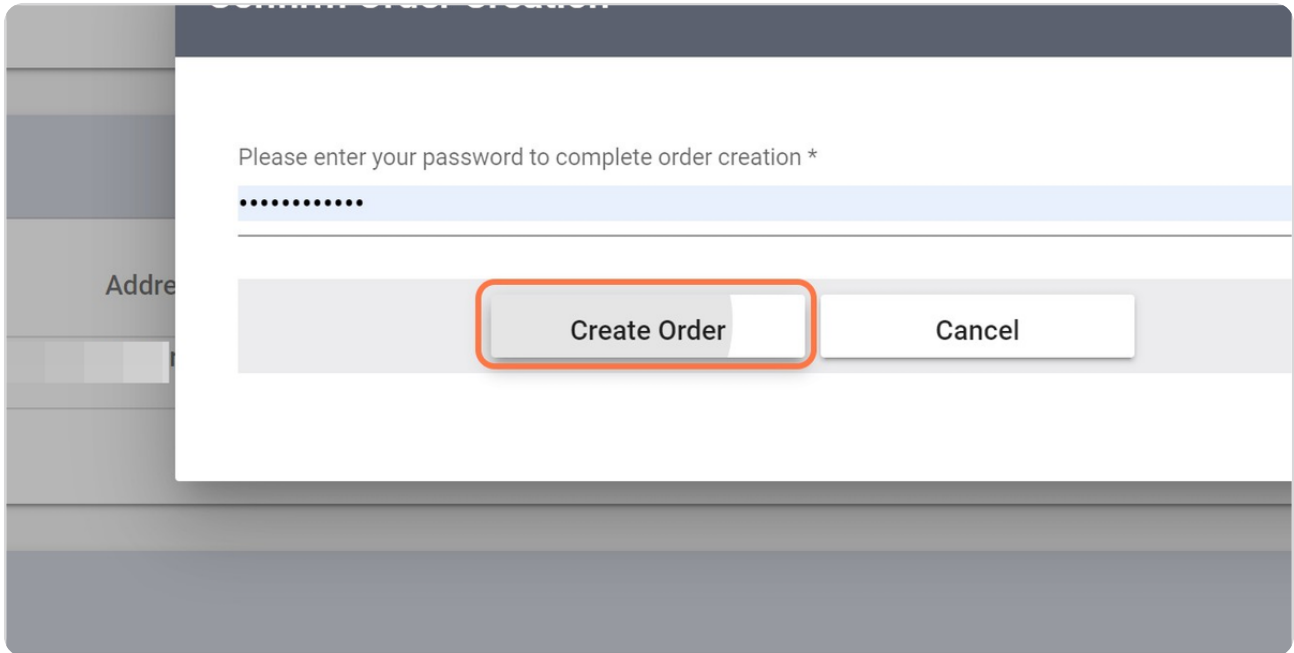
STEP 10

Type password



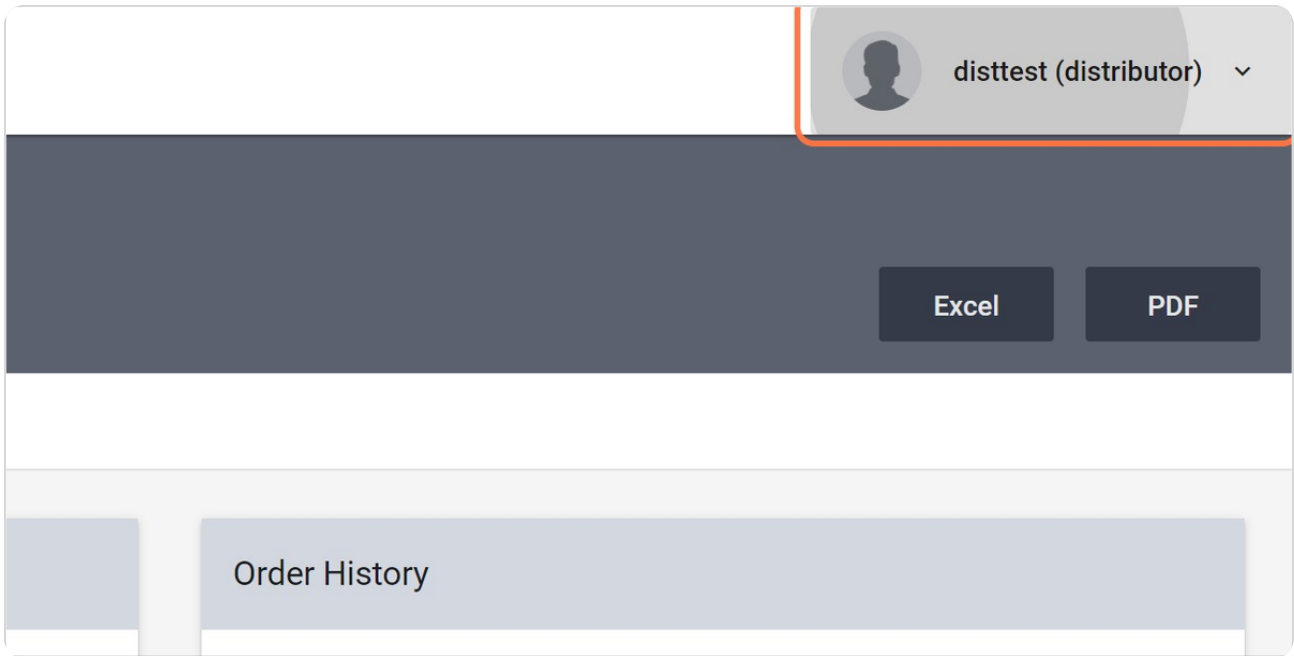
STEP 11

**Click on Create Order and the order will be displayed**



STEP 12

**Click on user ID if done**



STEP 13

## Click on Logout

