



Regulatory Licensing and Permitting System (RLPS) Direct Shipper Quarterly Report

RLPS Direct Shipper Quarterly Report: Content

- RLPS Citizen Access: <https://rlps.abc.tn.gov/citizenaccess/>
- Direct Shipper Quarterly Report Process
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 - Quarters WITHOUT shipments
 - Important Reminders
 - **Process II: Quarterly Report Submission Instructions** (Slides 20-40)

RLPS Direct Shipper Quarterly Report

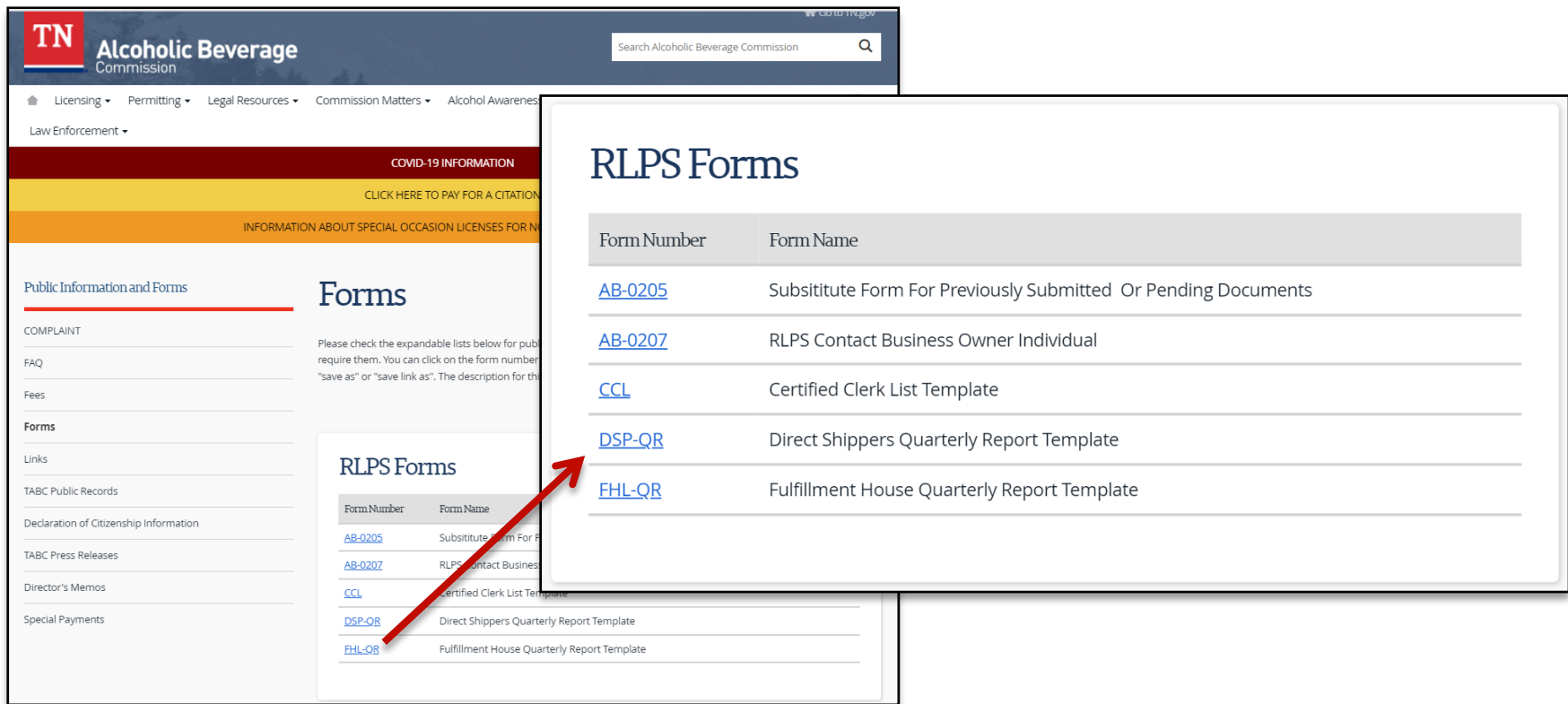
Process I:

Quarterly Report CSV Document Instructions

[PART 1: Download your Template](#)

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **First**, visit the TABC website and **download the Direct Shipper Quarterly Report template**
 - <https://www.tn.gov/abc/public-information-and-forms/forms.html>

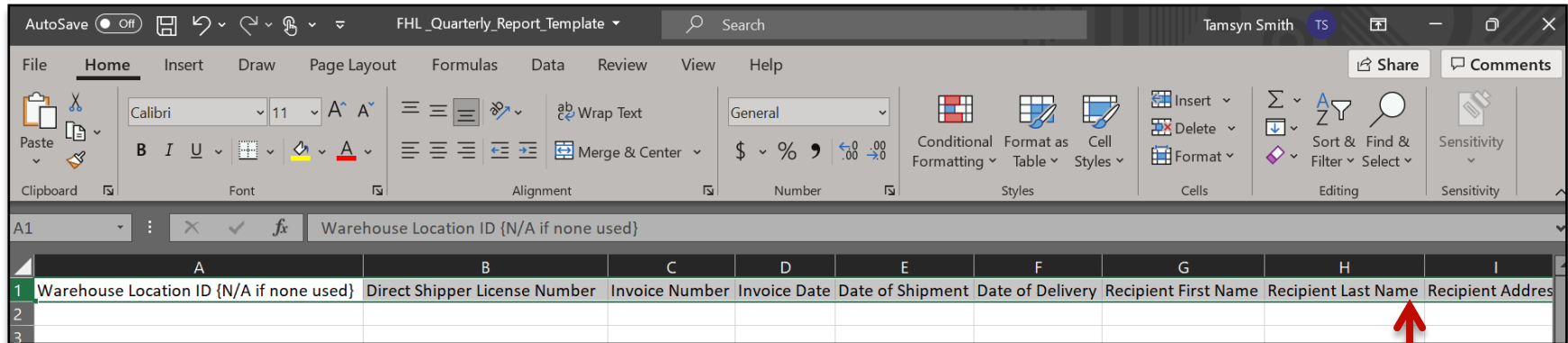


The screenshot shows the Tennessee Alcoholic Beverage Commission website. The main content area displays a table of RLPS Forms. A red arrow points from the 'DSP-QR' link in the main content area to a larger, detailed view of the RLPS Forms table.

Form Number	Form Name
AB-0205	Substitute Form For Previously Submitted Or Pending Documents
AB-0207	RLPS Contact Business Owner Individual
CCL	Certified Clerk List Template
DSP-QR	Direct Shippers Quarterly Report Template
FHL-QR	Fulfillment House Quarterly Report Template

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Open your Downloaded** template in a program that supports editing CSV file formats
 - For the purpose of this tutorial, we will be using Excel as the program to modify the template



IMPORTANT

DO NOT modify the first row of this file in any way; doing so will cause technical errors during the report submission process.

DO NOT change file format; The document file type must remain a CSV file



RLPS Direct Shipper Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

[PART 2: Add shipment details](#)

RLPS Direct Shipper Quarterly Report: CSV Quick Guide

- Quick Guide:

Field Name	Format	Required
Warehouse Location ID {N/A if none used}	N/A	N/A
Fulfilment House License Number	FHL-XXX-0000000 or N/A	Provide if available
Direct Shipper License Number	RTL DSP-XXX-0000000	Y
Invoice Number	Alphanumeric (NO COMMAS)	Y
Invoice Date	MM/DD/YYYY	Y
Date of Shipment	MM/DD/YYYY	Y
Date of Delivery	MM/DD/YYYY or N/A	Provide if available
Recipient First Name	Text	Y
Recipient Last Name	Text	Y
Recipient Address	Alphanumeric (NO COMMAS)	Y
Recipient City	Text	Y
Recipient State	Two-digit State Code (ex: TN)	Y
Recipient Zip	5 Digit Number	Y
Tracking Number	Alphanumeric (NO COMMAS)	Y
Brand Name	Alphanumeric (NO COMMAS)	Y
Volume in Liters {Numerical} {Round Up}	Number (NO DECIMALS)	Y
Quantity - Bottle Count	Number (NO DECIMALS)	Y
Sale Price	Number (decimals accepted, ex: 0.00)	Y
Common Carrier Name	Text	Y
Common Carrier FEIN {N/A if none used}	N/A	N/A



RLPS Direct Shipper Quarterly Report: CSV Instructions

- The next 8 slides breaks down each field of your CSV template
 - You will know which fields are required
 - The format of each field
 - And be provided with examples

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data**

- Warehouse Location ID {N/A if none used}

- This field is not applicable for your record type
 - Format: N/A

A
Warehouse Location ID {N/A if none used}
N/A
N/A

- Fulfillment House License Number

- This field is optional for your record type
 - Format (if applicable): FHL-XXX-0000000
 - Format (if NOT applicable): N/A

B
Fulfillment House License Number
FHL-OTN-2212417



RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- *Direct Shipper License Number*

- This field is **REQUIRED** for your record type
- This field is used to indicate the Direct Shipper License Number respective to each shipment
 - Format: RTLDSP-XXX-0000000

B
Direct Shipper License Number
RTLDSP-OTN-1820373
RTLDSP-OTN-1907613

- *Invoice Number*

- This field is **REQUIRED** for your record type
- This field is used to indicate the Invoice Number respective to each shipment
 - Format: Alphanumeric (NO COMMAS)

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Invoice Date

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Shipment

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Delivery

- This field is optional for your record type
 - If applicable format: MM/DD/YYYY
 - If not applicable format: N/A

D	E	F
Invoice Date	Date of Shipment	Date of Delivery
1/1/2022	1/2/2022	1/10/2022
1/2/2022	1/3/2022	1/11/2022

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- *Recipient First Name*

- This field is **REQUIRED** for your record type
 - Format: Text

- *Recipient Last Name*

- This field is **REQUIRED** for your record type
 - Format: Text

G	H
Recipient First Name	Recipient Last Name
John	Smith
Jane	Doe

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- *Recipient City*

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)

- *Recipient Address*

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)

- *Recipient State*

- This field is **REQUIRED** for your record type
 - Format: Two-digit State Code

- *Recipient Zip*

- This field is **REQUIRED** for your record type
 - Format: 5-digit zip code

I	J	K	L
Recipient Address	Recipient City	Recipient State	Recipient Zip
123 Baker Street	Nashville	TN	37188
456 Parkers Road	Phoenix	AZ	85501



RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Tracking Number

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)

M
Tracking Number
9876543
8765432

- Brand Name

- This field is **REQUIRED** for your record type
 - Format: Alphanumeric (NO COMMAS)
- *IMPORTANT*** See slide 16 for directions on how to report multiple brands in a single shipment.

N
Brand Name
Brand 1
Brand 2

- Volume in Liters {Numerical} {Round Up}

- This field is **REQUIRED** for your record type
 - Format: Numerical, NO decimals

O
Volume in Liters {Numerical} {Round Up}
5
9

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Quantity - Bottle Count

- This field is **REQUIRED** for your record type
 - Format: Number (No Decimals)

- Sale Price

- This field is **REQUIRED** for your record type
 - Format: 0.00

- Common Carrier name

- This field is **REQUIRED** for your record type
 - Format: Text

- Common Carrier FEIN {N/A if none used}

- This field is **Optional*** for your record type
 - ***Note:** Business requirements may change, please continue to stay up to date on TABC Rules and Regulations as the field requirement may change.

EXAMPLES:

P	Q	R	S
Quantity - Bottle Count	Sale Price	Common Carrier Name	Common Carrier FEIN {N/A if none used}
2	49.95	UPS	N/A
4	99.9	FedEx	123534



RLPS Direct Shipper Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

[PART 3: Helpful Tips](#)



RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Multiple brands in a single Shipment**

- If one shipment contains multiple brands, **a separate row of data is needed for each Brand.**
 - The following fields are to be respective to each Brand listed in a row
 - Bottle Count
 - Volume in Liters
 - Brand Name
 - All other fields will be respective to the shipment.
 - This includes invoice details, dates, recipient information, as well as total sale price.

Example:

	A	B	C	D
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Dat
2	N/A	RTL DSP-OTN-1900000	4567	1/1/202
3	N/A	RTL DSP-OTN-1900000	4567	1/1/202

	M	N	O	P	Q	
Zip	Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}	Quantity - Bottle Count	Sale Price	Comm
7243	654B	EXAMPLE BRAND 1	5	6	\$65.00	UPS
7243	654B	EXAMPLE BRAND 2	2	2	\$65.00	UPS



RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Quarters WITHOUT shipments**

- No CSV upload required

- Instructions:

- When asked if you've had any shipments this quarter:
 - » select "NO" response
- Bypass the Document upload section of the report
- Add an Authorized Individual Contact
- Review and Submit report

The image shows a screenshot of a web form titled "Quarterly Report Details". The form has a blue header and a light gray body. Under the heading "QUARTERLY REPORT INFORMATION", there are three fields: "Filing Period:", "License Type:", and "Have you made any shipments in this quarter?". The "Have you made any shipments in this quarter?" field has a red arrow pointing to it from a callout box. The callout box contains the text "* Have you made any shipments in this quarter?:" and two radio buttons: "Yes" and "No". The "No" radio button is selected. Below the callout box, there is another callout box showing the "Yes" and "No" radio buttons again, with the "No" button selected.

RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Important Reminders:**

- **Do NOT change the format of your downloaded template.** (Slide 5)
 - Column header names must not be modified
 - No rows are to be added above headers
 - The file type must always be saved as CSV (Comma Separated Value)
- **Do NOT use commas in any data field** (Slide 5)
- **Follow field format requirements to avoid errors.** (Slides 8-15)
- **Only one (1) brand name per row.** (Slide 17)
- **CSV Uploads are no longer needed if you've had NO shipments during that quarter.** (Slide 18)

RLPS Direct Shipper Quarterly Report

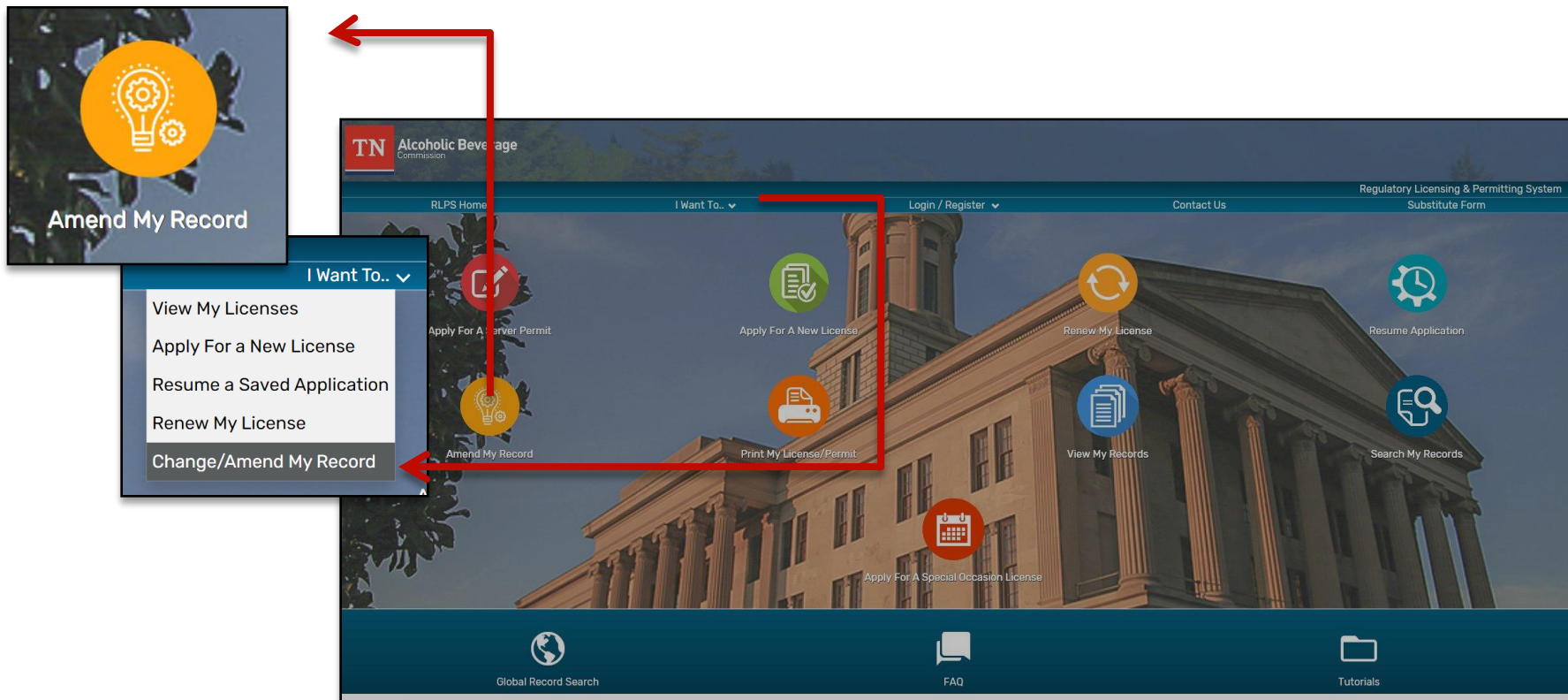
Process II:

Quarterly Report Submission Instructions



RLPS Direct Shipper Quarterly Report: Submission

- To begin, locate and **click on the Amend My Record button** on the home screen, **or use the “I Want To…” option** from the navigation bar.



RLPS Direct Shipper Quarterly Report: Submission

- Next, **log into your RLPS account**

Home Licenses

Notice:
This feature requires registration and/or login, please login to continue.

E-mail: Password: **Login »**

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

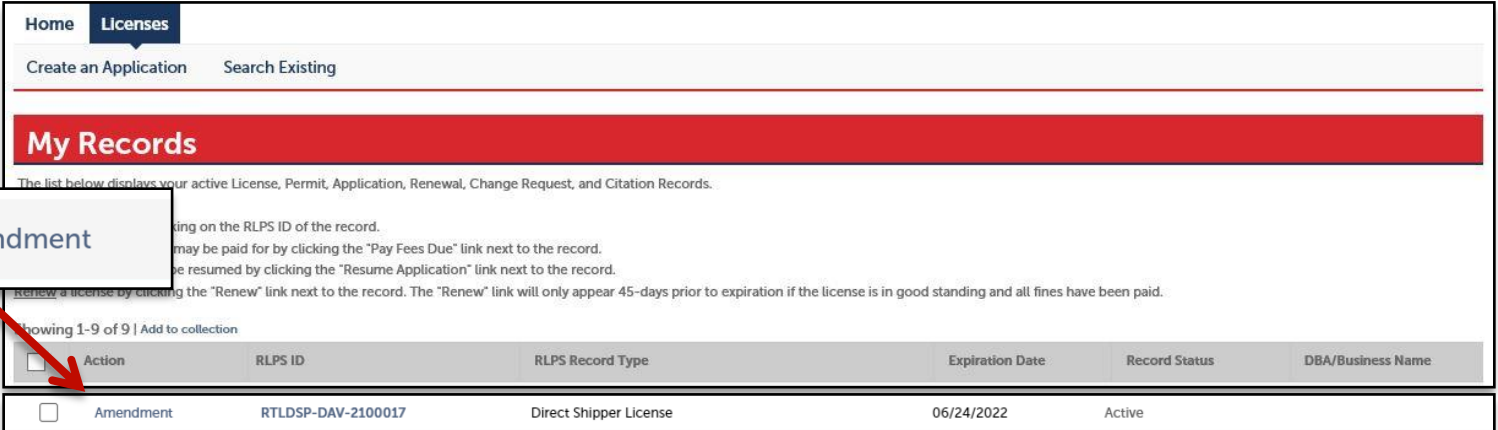
New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

RLPS Direct Shipper Quarterly Report: Submission

- Once logged in, you will be taken to a list of records in “Active” or “About to Expire” status.
- **Click the “Amendment” Button**
 - ***Note:** This button should always be available to your valid license records. If you do not see this button, please email TABC.HelpDesk@tn.gov for assistance.



The screenshot shows the 'My Records' section of the RLPS Direct Shipper interface. A callout box with a red arrow points to the 'Amendment' button in the 'Action' column of the table. The table contains one record for a Direct Shipper License.

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/>	Amendment	RTL DSP-DAV-2100017	Direct Shipper License	06/24/2022	Active	

RLPS Direct Shipper Quarterly Report: Submission

- *Select an Amendment Type*
 - Locate and select the Change Request Quarterly Report amendment type
 - **Click “Continue Application”**

Home Licenses

Create an Application Search Existing

Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking here.

- Change request for Certified Manager / Certified Clerk – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- Change Request Information Owner – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- Change Request Site Modification – Select this record to inform ABC of modifications to the current structure or layout when the business is located in a building.
- Change Request Warehouse Location – Select this record to inform ABC of new warehouse locations associated with your Fulfillment House License.
- Quarterly Report – Select this record to submit your Quarterly Report. This is for Direct Shipper and Fulfillment House Licenses only.

Search

Change Request Information Owner
 Change Request Quarterly Report
 Change Request Warehouse Location

Continue Application »

Continue Application »

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
 - **Help text** at the top of the amendment form provides information to assist you in knowing when reports are due.
 - Additionally, the date-range for each quarter is available for review.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Warehouse Location

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
 - **“Error” at top of page is informational only**
 - Warehouse locations are not applicable to Direct Shipper Licenses
 - You may disregard this message



An error has occurred.

Empty WAREHOUSE LOCATIONS found on RTLDSP-DAV-2228727

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Filing Period*** respective to the filing period that you are submitting.
 - * **Note:** this will NOT be the filling period you're actively in, but the recently completed quarter.

The screenshot displays the 'Quarterly Report Details' form. The 'QUARTERLY REPORT INFORMATION' section includes a warning icon and the text '* Filing Period:'. Below this is a dropdown menu currently set to '--Select--'. The dropdown menu is expanded in a larger view on the right, showing the following options: '--Select--', '1st Quarter', '2nd Quarter', '3rd Quarter', and '4th Quarter'. Below the 'Filing Period' field is the '* License Type:' field with another '--Select--' dropdown. At the bottom of the form, there is a question '* Have you made any shipments in this quarter?:' with radio buttons for 'Yes' and 'No'.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select “Direct Shipper”*** as your license type.
 - *Note:** If you represent a Fulfillment House, please exit this tutorial and locate the Fulfillment House Quarterly Report tutorial [HERE](#).

The image shows a screenshot of a web application interface for submitting a quarterly report. The main heading is "Quarterly Report Details". Below this, there is a section titled "QUARTERLY REPORT INFORMATION".

There are two main fields highlighted with red boxes and arrows:

- * Filing Period:** A dropdown menu currently showing "1st Quarter".
- * License Type:** A dropdown menu currently showing "--Select--". A red arrow points to this field from the "Direct Shipper" option in the expanded dropdown menu below it.

Below the "License Type" field, there is a radio button group for "Have you made any shipments in this quarter?" with "Yes" selected.

On the left side of the screen, there is a sidebar with a navigation menu including "Home" and "Licenses". Below the menu, there is a message: "An error has occurred. Empty WAREHOUSE LOCATIONS found". Below that, there is a section for "Change Request Quarterly Report" with a progress indicator showing "1. Quarterly Report" and "2. Cons...".



RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Indicate YES if you have had shipments this quarter**
 - **Indicate NO if you have had zero (0) shipments this quarter**

The screenshot displays the 'Quarterly Report Details' form. At the top, there are navigation links for 'Home' and 'Licenses', and buttons for 'Create an Application' and 'Search Existing'. A red error message states: 'An error has occurred. Empty WAREHOUSE LOCATIONS found on RTLSP-DAV-2'. Below this, there is a 'Change Request Quarterly Report' section with '1 Quarterly Report' and '2 Contacts'. The main section is titled 'Step 1: Quarterly Report > Quarterly Report Info' and includes instructions: 'This form must be completed quarterly and received by the Commission by the 15th of the following quarter.' It lists the quarters: 1st (Jan-Mar), 2nd (Apr-Jun), 3rd (Jul-Sep), and 4th (Oct-Dec). The 'Quarterly Report Details' section contains three fields: 'Filing Period' (dropdown), 'License Type' (dropdown), and 'Have you made any shipments in this quarter?' (radio buttons). A red arrow points to the 'No' radio button.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **The Warehouse Location Table is not applicable** for your record type,
 - **Move forward to the Attachments portion of this page.**

Warehouse Location

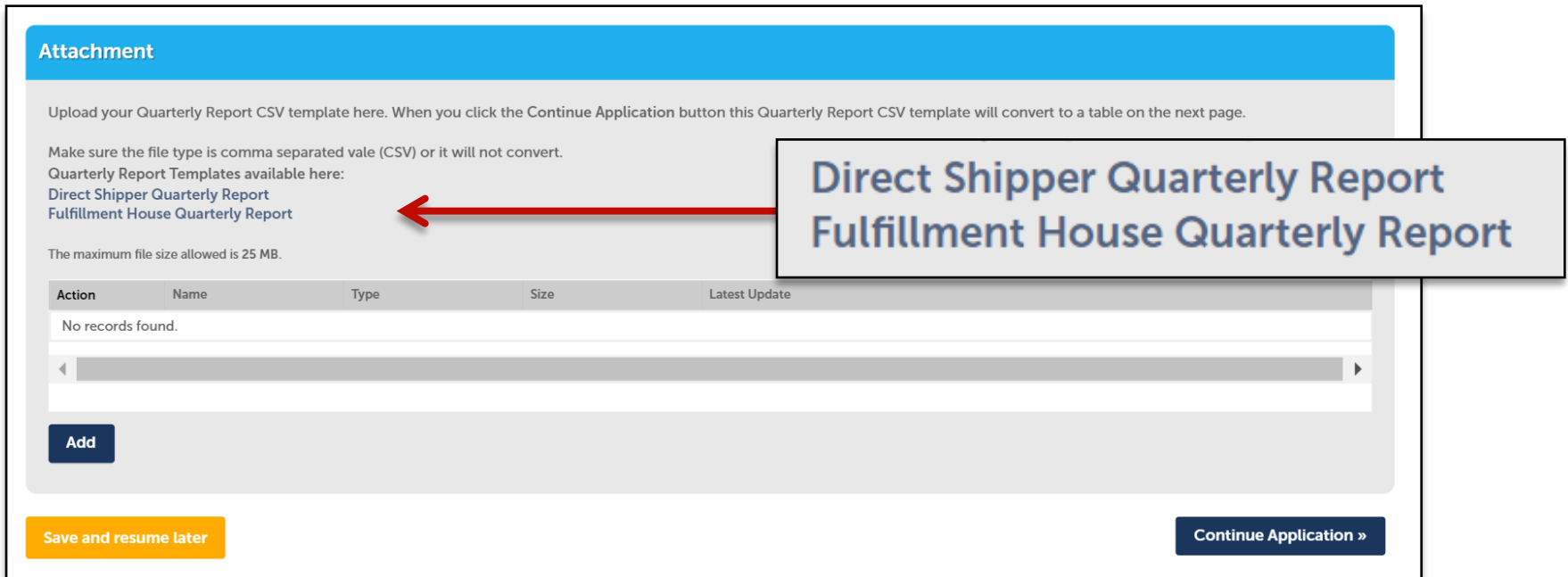
WAREHOUSE LOCATIONS

Showing 0-0 of 0

Name of Building if Applicable	Street Name	City	State	Zip Code	Location ID
No records found.					

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Help text** on the “Attachments” section of your form includes a direct link to the Quarterly Report CSV Templates needed to complete your amendment if you have not already downloaded one.



Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will convert to a table on the next page.

Make sure the file type is comma separated vale (CSV) or it will not convert.
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type	Size	Latest Update
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - For quarters **WITH** Shipments:
 - Click the “Add” button and **upload your Quarterly Report CSV Document***.
 - ***Note:** Your document should only contain shipment details relevant to the filing period you’re submitting.
 - For quarters **WITHOUT** Shipments:
 - **Skip** and **continue to next step** (slide 36)

Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will convert to a table on the next page.

Make sure the file type is comma separated vale (CSV) or it will not convert.
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Size	Latest Update
No records found.			

Add

Save and resume later

Continue Application >

File Upload

The maximum file size allowed is 25 MB.

DS Quarterly Report Template-Example.csv

Continue Add Remove All Cancel

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Quarterly Report as the document type** for your uploaded Quarterly Report CSV Document, **then click “Save” button***.

* Type:

--Select--

Quarterly Report

--Select--

Generic Additional Document

Quarterly Report

File:

DS Qu

Example.csv

Description:

Save

spell check

Save Add Remove All

***Note:** Only the Quarterly Report is required, however you may upload other documents as needed by selecting the Generic Additional Document type for all other files.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Click the **“Continue Application”** button after all documents have been saved
 - *Note:** If an error occurs related to your uploaded Quarterly Report, please delete the document, update document with needed corrections, then upload the new corrected copy.

Attachment

Upload your Quarterly Report CSV template here

Make sure the file type is comma separated value (CSV)

Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type
Actions ▾	FHL Quarterly Report Template-Example.csv	Quarterly Report

Add

Save and resume later

Continue Application »

Continue Application »

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 2*
 - All details from your uploaded CSV document will be converted into a table in your Amendment form (if applicable)
 - **Review table rows for accuracy** then **click the “Continue Application” button.**

The screenshot displays the 'Change Request Quarterly Report' interface. The main table contains the following data:

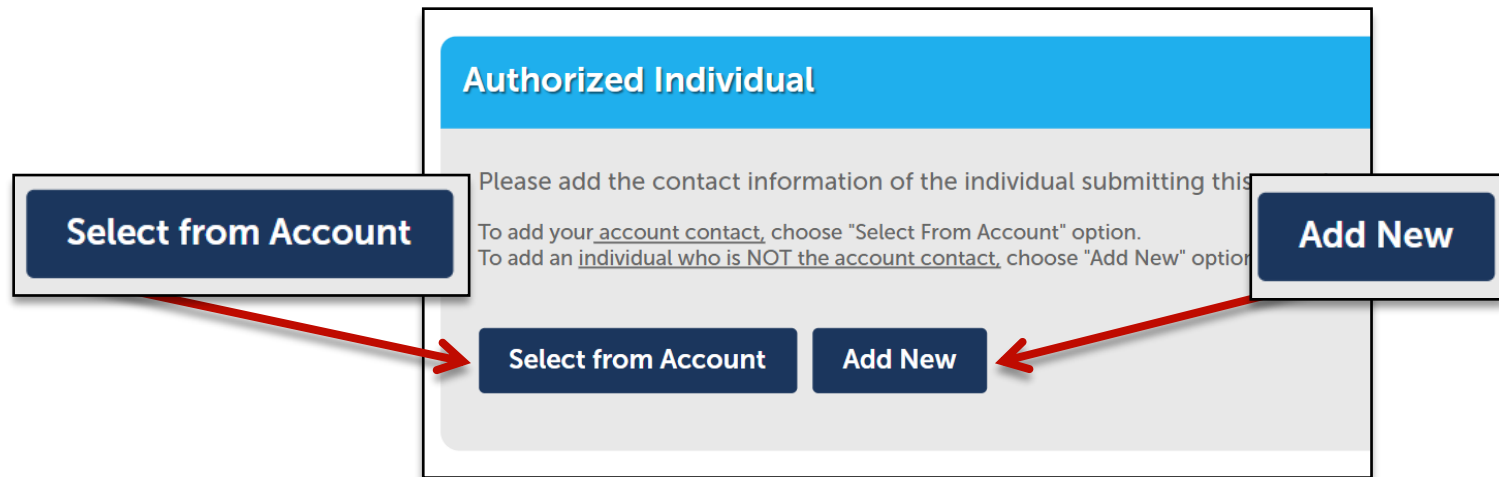
Warehouse Location ID (N/A if none used)	Direct Shipper License Number	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient First Name	Recipient Last Name	Recipient Address	Recipient City	Recipient State	Recipient Zip	Tracking Number	Brand Name	Volume in Liters (Numerical) (Round Up)	Quantity - Bottle Count	Sale Price	Common Carrier Name	Coif n use
N/A	RTL DSP-DAV-2100017	1234567	01/01/2022	1/2/2022	01/10/2022	John	Smith	123 Baker Street	Nashville	TN	37188	9876543	Brand 1	5	2	49.95	UPS	N/A
N/A	RTL DSP-DAV-2100017	1234568	01/02/2022	1/3/2022	01/11/2022	Jane	Doe	456 Parkers Road	Phoenix	AZ	85501	8765432	Brand 2	10	4	99.9	FedEx	123

At the bottom of the interface, there is a 'Continue Application »' button. A callout box with a blue background and white text contains the text 'Continue Application »'. A red arrow points from this callout box to the 'Continue Application »' button at the bottom right of the interface. Another red arrow points from the 'Continue Application »' button to the first row of the table.



RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts*
 - **Add yourself as the Authorized Individual** submitting your Quarterly Report.
 - If you're submitting from YOUR account, choose the "Select from Account" contact option.
 - If you're Submitting from an account that you are managing on behalf of another user, choose the "Add New" contact option.



RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts - Continued*

- **Add your Contact Information and click the “Continue” Button.**

- Title
- First and Last name
- Primary Phone
- E-mail
- Mailing Address

Contact Information ×

Please fill in all required information.

* Title:
Business Representative

* First: Joe * Last: Johnson

* Primary Phone:
6546546546

* E-mail:
tamsyn.smith@tn.gov

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

✔ Contact address updated successfully.

Showing 1-1 of 1

Address Type	Address	Actions
Mailing	456 Johnson Pwky	Actions ▼

Continue Discard Changes

Continue

RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts - Continued*
 - Once your contact has been successfully added, **click the “Continue Application” button**

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 2: Contacts > Authorized Individual

* Indicates a required field.

Authorized Individual

Please add the contact information of the individual submitting this report.

To add your account contact, choose "Select From Account" option.
To add an individual who is NOT the account contact, choose "Add New" option.

✔ Contact added successfully.

Joe Johnson
tamsyn.smith@tn.gov
Primary Phone: 6546546546
Edit Remove

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	456 Johnson Pwky	Actions ▼

Save and resume later

Continue Application >

RLPS Direct Shipper Quarterly Report: Submission

- Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please **click “Continue Application” button.**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »

RLPS Direct Shipper Quarterly Report: Submission

- You have officially completed your Quarterly Report Amendment*.
- If any additional information is required, the user will be notified by a member of TABC.

The screenshot shows a web interface for the RLPS Direct Shipper Quarterly Report. At the top, there are navigation links for 'Home' and 'Licenses'. Below this, there are two buttons: 'Create an Application' and 'Search Existing'. A red horizontal line separates this header from the main content area. The main content area is titled 'Change Request Quarterly Report' and features a progress bar with four steps: '1 Quarterly Report', '2 Contacts', '3 Review', and '4 Record Issuance'. The '4 Record Issuance' step is highlighted with a blue underline. Below the progress bar, the text 'Step 4: Record Issuance' is displayed. A green banner with a checkmark icon contains the message: 'Your record has been successfully submitted. Please print your record and retain a copy.' Below this banner, the text reads: 'Thank you for using RLPS Citizen Access. Your Record Number is 22M-QUAR-Q1-000001. You will need this number to check the status of your record.' At the bottom, there is a blue button labeled 'View Record Details »' and a line of text: 'You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.'



Thank You