



**Washington State
Liquor Control Board**
3000 Pacific Ave. SE Olympia WA, 98504

Purchasing Division
P.O. Box 43096
Olympia, WA 98504-3096
Telephone: 360-664-1786
E-Mail: kwa@liq.wa.gov

January 9, 2008

No. 2008-01

TO: ALL SUPPLIERS

**FROM: STEVE BURNELL, MARKETING MANAGER
KIM WARD, SPIRIT BUYING MANAGER / ROBIN HALL SPIRITS BUYER**

**SUBJECT: ONE-TIME-ONLY (OTO) SPECIALTY ITEMS FOR
2008 (JUNE) SUMMER SPIRIT DISPLAY PROGRAM**

The Board plans to acquire approximately 40 unique spirit items for sale during this June summer promotion. These will be One-Time-Only (OTO) acquisitions and there will be no repeat replenishment or purchase orders. Please limit submissions to "spirit" brands which showcase a Summer Celebration Theme such as Fathers Day, Graduations, Friends and family picnics and BBQ's.

If you have one (1) or more of these specialty bottles or packages, complete a control state Standard Quotation and Specification Form for our reference in making selections. If you need any of these forms, please request them from Kelly Higbee in Liquor Purchasing at (360) 664-1659.

Deadline – February 8, 2008

For us to consider your specialty item(s), please submit one (1) picture of each. We must receive the completed quotations and pictures no later than February 8, 2008 for the items to receive consideration.

In addition, items selected will require delivery at our Seattle, Washington Distribution Center no later than May 1, 2008. We plan on submitting all Summer Spirit Display OTO orders to suppliers by March 14, 2008. Orders for this promotion that are received too late for us to make timely distribution to our retail outlets will be returned at supplier's expense.

Quotations must contain the following information:

1. **IMPORTANT**: Please include quantity available or allocated to the State of Washington for each item submitted for consideration.
2. Please attach this cover sheet with your submission (or identify your submission as: Summer Spirit Display Program).
3. FOB: WSLCB Distribution Center, Seattle, Washington.
4. Multi-bottle gift packs must denote packs per case and bottles per gift pack (example: four/three bottle packs per case).
5. Pallet quantity, including block and tier quantities.



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All Suppliers
Page 2
January 9, 2008

6. Outside dimensions of shipping case (length, width, height).
7. UPC, SCC and Control States Codes must be included on all quotes for each item offered.
 - a. All items submitted must have a unique Control States Code and UPC number.
8. On-packs of a listed item must be submitted separately.
9. Individual cases should not exceed 45 pounds in weight.

IMPORTANT:

Improperly Coded or Packaged Merchandise

Be certain that all product shipped to us has the correct labeling. Case labels and bottle UPC labels must be correct, must scan properly and **must match the information that you submitted on your Standard Quotation and Specification Forms.**

Our warehouse management system requires that all cases be properly labeled with scannable UPC and SCC bar code symbology. We will be using the SCC as a tracking code.

Each case must be packed in one individual solid box. Our materials handling system cannot accept cartons that are “strapped” or “taped” together to make one case.

Pallet height, including the pallet, must not exceed 68 inches.

Product cases must not overhang the pallet by more than 4 inches on any side.

Improperly coded or packaged merchandise will not be received and may be subject to return to the supplier.

Split Receipts

SPLIT deliveries of Summer Spirit Display Program One-Time-Only items will not be accepted. All stock ordered for a particular item must be shipped to us at the same time.

rh
cc: Registered Agents



Washington State
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Purchasing Division
P.O. Box 43096
Olympia, WA 98504-3096
Telephone: 360-664-1668
E-Mail: djb@liq.wa.gov

January 18, 2008

No. 2008-2

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, PURCHASING DIRECTOR

SUBJECT: DISTRIBUTION CENTER CLOSURE FEBRUARY 25-29, 2008

Due to inventory activities the Washington State Liquor Control Board Distribution Center will be **closed for inbound receiving** from February 25 through February 29, 2008.

NO deliveries will be scheduled or accepted during this week.

Please notify your freight carriers of this closure period. Receiving will re-open on March 3, 2008. As usual, all deliveries must have pre-scheduled appointment times. Our inbound scheduling fax number is (206) 389-2509; the receiving telephone number is (206) 389-2508.

If you have any questions regarding this correspondence, please contact the Liquor Purchasing Division at (360) 664-1759.

mkr

cc: Registered Agents
Pat McLaughlin
John Redal
Matt Pridgeon
Bob Kion
Marlon Goetz



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January 24, 2008

No. 2008-3

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, PURCHASING DIRECTOR

SUBJECT: 2008 SUPPLIER SHUTDOWN DATES

Supplier shutdowns have a significant impact on the Liquor Control Board's workflow. In an effort to minimize impact, we are compiling a calendar of all known supplier shutdowns for the upcoming year.

Please notify the Liquor Control Board of the anticipated shutdowns you have scheduled for 2008, no later than Friday, February 1, 2008.

If you have any questions regarding this correspondence, please contact the Liquor Purchasing Division at (360) 664-1759.

mkr



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February 15, 2008

No. 2008-4

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, PURCHASING DIRECTOR

SUBJECT: FINAL NOTICE ABOUT CONVERSION TO E-MAIL ALL SUPPLIER
BULLETINS

Per our previous correspondence, in an effort to be more environmentally friendly and communicate in the most efficient manner, the WSLCB is transitioning to sending out "All Supplier Bulletins" by e-mail, rather than the traditional postal mail format.

To ensure that all parties are receiving the e-mail version, we are sending this final "All Supplier Bulletin" both via e-mail and postal mail, so you should receive the same bulletin in both formats. This will be the LAST bulletin sent out in both formats. **If you did not receive this bulletin via e-mail, and only received the mailed copy, please contact Meagan Renick at mkr@liq.wa.gov as soon as possible with your e-mail address to be added to the distribution list.** Mailed bulletins will no longer be sent from this point forward.

If you have any questions regarding this correspondence, please contact Meagan Renick at (360) 664-1759.

mkr



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March 13, 2008

No. 2008-05

TO: ALL SUPPLIERS
FROM: DEBI J. BESSER, C.P.M., DIRECTOR OF PURCHASING
SUBJECT: WSLCB DELIVERY STANDARDS DOCUMENT

In September, the WSLCB sent out a Delivery Standards document for your review and comment, and approximately 20 suppliers and stakeholders expressed specific feedback. We have now reviewed all this feedback and had further communication with many stakeholders regarding their specific feedback. In most cases, we were able to make changes to address, or grant exceptions for, almost all the specific concerns. In some cases, we developed compromises that acknowledged the concern as well as the operational constraints in our Distribution Center.

The WSLCB Delivery Standards are the most effective way for us to clearly communicate our expectations and needs to our supplier partners, in order to most effectively and efficiently operate our Distribution Center. We are now officially publishing the Delivery Standards to all affected and interested parties. The full Delivery Standards document is attached to this email message.

The new standards will become effective July 1, 2008. This time period allows for suppliers to make any necessary adjustments for the updated standards. Until July 1, we will continue to operate based on the current standards.

Should you have any further questions or need further assistance, please feel free to contact me at 360-664-1668 or djb@liq.wa.gov.



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

March 17, 2008

No. 2008-6

TO: ALL SUPPLIERS
FROM: DEBI J. BESSER, C.P.M., DIRECTOR OF PURCHASING
SUBJECT: ONE-TIME-ONLY (OTO) SPECIALTY ITEMS FOR THE 2008 HOLIDAY SEASON (DUE APRIL 18, 2008)

The Board plans to acquire a variety of unique items for sale during the 2008 holiday season. These will be One-Time-Only (OTO) acquisitions, and there will be no repeat replenishment or purchase orders.

If you have bottles or packages, such as a spirituous beverage in a particularly attractive bottle, decanter, glass/mug co-pack, gift sets or a wine bottle packed with glasses, etc., that you wish us to consider offering as a 2008 Holiday OTO, please submit the following to WSLCBorders@liq.wa.gov.

- 1) The attached control state Standard Quotation and Specification Form. In the remarks section (54), please note if the cases will be conveyable (based on the criteria listed below), and what date the product will be available to ship.
- 2) A digital photo of the product

In order to be conveyable, carton must meet the following requirements:

Outside dimensions of less than: L =22, W = 17, H =14.

Weigh less than 50 pounds each

Have at least a 32 Edge Crush Test (ECT), single-wall cartons

The deadline for submissions is April 18, 2008. We must receive the completed quotation form and digital photo no later than April 18, 2008 for the items to receive consideration.

The WSLCB will submit all Holiday OTO orders to suppliers by July 11, 2008. **Items selected by the Board will require delivery at our Seattle, Washington Distribution Center (DC) in the following timeframes:**

Non-conveyable items: between September 1st and September 30th

Conveyable items: between September 15th and October 15th

To ensure distribution to our retail outlets for the months of November and December, the majority of the shipments of Holiday One-Time-Only Specialty Items from our DC to our stores will occur during September and October. If goods are not received in our DC by the deadline, there is not guarantee the goods will be shipped prior to Thanksgiving. All products must be shipped in accordance to the WSLCB Delivery Standards.

Quotations must contain the following information:

1. Quantity available or allocated to the State of Washington for each item submitted for consideration.
2. FOB: WSLCB Distribution Center, Seattle, Washington.
3. Multi-bottle gift packs must denote packs per case and bottles per gift pack (example: four/three bottle packs per case).
4. Pallet quantity, including block and tier quantities.
5. Outside dimensions of shipping case (length, width, height).
6. UPC, SCC and Control States Codes must be included on all quotes for each item offered.
 - a. All items submitted must have a unique Control States Code and UPC number.
7. On-packs of a listed item must be submitted separately.

mr

cc: Registered Agent

STANDARD QUOTATION AND SPECIFICATION FORM

1. STATE - WASHINGTON		2. DATE SUBMITTED	
3. BRAND NAME		4. EFFECTIVE DATE	
5. <input type="checkbox"/> STATE STOCK PLAN	6. <input type="checkbox"/> BAILMENT PLAN	7. <input type="checkbox"/> SPECIAL PURCHASE ORDER PLAN	
8. TYPE	9. CLASS	10. FORMULA	
11. AGE / VINTAGE	12. PROOF / ALCOHOL CT.	13. <input type="checkbox"/> DOMESTIC	14. <input type="checkbox"/> IMPORTED
15. DISTILLED / PRODUCED BY		16. ADDRESS	
17. BOTTLED BY		18. ADDRESS	
19. DO YOU HOLD A WA WINE WHOLESALERS LICENSE? <input type="checkbox"/> NO <input type="checkbox"/> YES			
20. SOLD UNDER ANY OTHER LABEL <input type="checkbox"/> NO <input type="checkbox"/> YES PROOF AGE EXPLAIN			

21. SHIPPING POINT	22. F.O.B. POINT IS W.S.L.C.B.		
23. <input type="checkbox"/> AGE / VINTAGE / PROOF CHANGE	26. <input type="checkbox"/> CASE COST CHANGE	29. <input type="checkbox"/> PALLET / TIER / WEIGHT CHANGE	
24. <input type="checkbox"/> SIZE CHANGE	27. <input type="checkbox"/> VENDOR CHANGE	30. <input type="checkbox"/> PACK CHANGE (CASE, UNIT)	
25. <input type="checkbox"/> SCC / UPC CHANGE	28. <input type="checkbox"/> NEW ITEM	31. <input type="checkbox"/> OTHER – SPECIFY IN REMARKS (#54)	

	OTHER	3 LITER 4 LITER	1.75 L 1.5 L	LITER	750 ML	375 ML 500 ML	200 ML 187 ML	50 ML 100 ML
32. Ounces Per Bottle		101 / 135	59.2 / 50.7	33.8	25.4	12.7 / 16.9	6.8 / 6.3	1.7 / 3.4
33. Unit Pack (Change if not Standard)		4	6	12	12	24	48	120 / 60
34. Sleeve Quantity (i.e. 10 Packs / 12 Btls)								REQUIRED
35. Vendor No. UPC								
36. Ship. Cont. Code-SCC (first 8 digits)								
37. Ship. Cont. Code SCC (last 6 digits)								
38. NABCA Control State No.								
39. Pallet / Tier Quantity								
40. Case Weight								
41. Net Cost F.O.B. Ship Point								
42. U.S. Freight								
43. Ocean Freight								
44. Marine Insurance								
45. Other Charges								
46. Add Discount or Insert Net								
47. Total Invoice Cost (Delivered WSLCB)								
48. Case Dimensions (L/W/H)								
49. Unit Dimensions (L/W/H)								
50. Min. Shipping Quantity								
51. Last / Previous Quoted Cost								
52. Date Last / Previous Quote								
53. Case Cost Increase / Decrease								

54. REMARKS	50 ML: UPC BAR CODE ON EACH UNIT <input type="checkbox"/> YES <input type="checkbox"/> NO
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55. TERMS (NET / DISCOUNT)	
58. UNIT PACK (SINGLE, SLEEVE PACK, GIFT BOX) 59. UNIT SHAPE (ROUND, SQUARE, FLAT) 60. UNIT MATERIAL (PLASTIC, GLASS, METAL) BOARD USE ONLY	56. REPRESENTATIVE FOR THE STATE NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ PHONE NO. _____ FAX NO. _____ 57. WE CERTIFY THAT THE FOREGOING IS CORRECT SUPPLIER NAME _____ STATE LIC/PERMIT NO. _____ FED. I.D. NO. _____ ADDRESS _____ CITY, STATE, ZIP _____ BY: _____ PHONE NO. _____ TITLE _____ FAX NO. _____
SUPPLIER NUMBER LIQ 455-40-2/04	



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

April 17, 2008

No. 2008-7

To: ALL SUPPLIERS

From: STEVE BURNELL, MARKETING MANAGER

Subject: TIMELY SUBMISSION OF PRICE CHANGES/DISCOUNT OFFERS

This notice is intended to remind all suppliers of our lead-time requirements for price changes and discount offers.

Spirit pricing is adjusted monthly and wine pricing is adjusted quarterly. The quarters are January-March, April-June, July-September, and October-December. The requirements below apply to both spirits and wines.

- 1) **Price changes** must be submitted on a Control States Standard Quotation and Specification Form with a **minimum of 45 days notice** before the effective date of the prices changes. **Prices may only be changed effective the first day of the month.** This also applies to age and proof changes.
- 2) **Discount offers** (Special Purchase Allowances and/or Depletion Allowances) must be **submitted 60 days prior to the month that they are to be effective** and go into effect the first day of the month. **The only exception is that spirit SPA's for the month of December must be received at least 90 days before the effective date.**
This advance notice:
 - a) gives us adequate time to calculate retail pricing, forecast inventory requirements, and give suppliers adequate time to prepare and ship our inventory needs (many suppliers require at least 4 to 6 weeks order lead time).
 - b) allows us sufficient time to print and distribute our retail price books, price change notices, and individual product shelf tickets for our retail outlets.

This correspondence pertains to items listed by the Washington State Liquor Control Board for sale in our Washington State Liquor Control Board retail stores and contract liquor stores. Please be aware that wine and malt beverage price filing requirements administered by the Manufacturers, Importers and Wholesalers Division of the Washington State Liquor Control Board are different from those stated above.

Please contact us at (360) 664-1659 if you have any questions or desire additional information.

cc: Registered Agents



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

May 15, 2008

No. 2008-8

TO: ALL SUPPLIERS
FROM: STEVE BURNELL, MARKETING MANAGER
SUBJECT: GIFT CARTON REQUIREMENTS FOR HOLIDAY 2008
(NOT HOLIDAY ONE-TIME-ONLY ITEMS OR "ON-PACKS")

Holiday 2008 is just around the corner. If you plan to offer any of your listed items in gift wrap or gift cartons, you must follow the requirements and filing deadlines outlined below.

CODING AND LABELING REQUIREMENTS:

1. All holiday cartons and gift tins should have the **same** Control States Code as the regularly listed and packaged item.
2. **All cartons** must have the identical scannable UPC bar code symbology on the outside jacket as on the inside bottle. This information must also appear on the case label.
3. Ensure properly sized case code labels are affixed to the cases. These labels must have the correct Control States Code, UPC Code, UPC Bar Code Symbology and **SCC codes**.
4. All labels must scan at our dock. If labels do not scan, you may be subject to product refusal.
5. Enter gift carton SCC code on the back of this document for each gift carton item.

GIFT WRAP/GIFT CARTONS:

1. We will place individual orders for holiday gift wrap/gift cartons. Do not convert shipments to gift wrap/gift cartons without prior authorization.
2. Provide allocation quantities if any. We anticipate requirements for approximately 80% of November/December's total sales for last year. Please keep your allocated offer in alignment with this figure.

CASE PACKAGING:

1. Designate how your product is packaged (examples).
 - ⇒ All cartons
 - ⇒ Half cartons/Half bottles

SUBMISSION DEADLINE:

FILL OUT AND RETURN THE ATTACHED FORM PAGE BY JULY 7, 2008 TO KELLY HIGBEE AT KSH@LIQ.WA.GOV.

1. Liquor Purchasing Department must have all appropriate information no later than July 7, 2008. This information will be taken into consideration when replenishment requests and purchase orders are written for your products.
2. Information received after this date may result in your items not being available in gift wrap/gift cartons.

Thank you for your attention and support. Should you have questions, please contact Kelly Higbee at 360-664-1659.

kh
cc: Registered Agents



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

June 2, 2011

Nb. 2008-09

To: ALL SUPPLIERS

From: KIMBERLY WARD, BUYING MANAGER

Subject: SPECIAL ORDER PROCESS CHANGES

One of the less well-known functions of the Liquor Control Board is the ordering of unlisted products for sale to consumers and licensees. In fulfilling these "special orders", customer service is critical, and to that end, we need to work closely with suppliers to get timely information on pricing and shipment status.

To do this most effectively, we are making a change to the way that we seek special order quotes from suppliers. Quotes for special order products have historically been requested via fax. Effective June 1, 2008, we will be sending emails to suppliers to request special order quotes on our standard quote form. This will be a more efficient way to communicate with the supplier community and should ensure quicker turnaround time on receiving quotes. To implement this new process, Casey Wilker, Special Order Buyer, will be working with all suppliers to obtain current email addresses.

In addition to moving to email, the LCB will be setting a standard turn-around time for responses to a price quote request. We need to receive a response within two weeks of the date the first quote request has been sent. One week after our initial request, we will send a second request to ensure the initial request wasn't lost. If no response has been received from the supplier within two weeks, we will advise the customer that we have been unable to obtain pricing and product cannot be ordered. We are setting this standard to ensure that our customers receive information in a timely manner.

To avoid the many individual requests for quote, we request that all of our suppliers send us a monthly listing of pricing for your products that are available to sell in the state of Washington. Many of our suppliers already do this, and it is immensely helpful. If you are planning any upcoming price changes, it is also important that you notify us as soon as possible, so we can maintain current pricing for products.

In addition to providing timely response to requests for quotes, it is very important that suppliers also provide timely updates on the status of Purchase Orders. It is our expectation that suppliers provide an expected delivery date within two weeks of receiving a Purchase Order. If you are unable to provide a delivery date, it is very important that you advise us of any anticipated delays or supply issues within two weeks of order placement, so we can inform our customer(s).



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The LCB appreciates our positive relationship with the supplier community and is looking forward to the future of continuing to improve our working relationship. Please contact Casey Wilker at (360) 664-1669 if you have any questions or desire additional information.

cc: Registered Agents



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

May 28, 2008

No. 2008-10

To: ALL SUPPLIERS

From: DEBI J. BESSER, C.P.M., DIRECTOR OF PURCHASING

Subject: HOLIDAY OTO's

Dear Valued Suppliers of the WSLCB,

The Holiday OTO Selection committee has made their recommendations on the selection of Holiday OTOs for the 2008 Holiday season and the Board has approved the recommendation. Attached is a complete listing of all products that have been selected as well as rejected.

We do not have final quantities at this time. All suppliers with approved items will have their orders no later than July 11, 2008.

Should you have any further questions or need further assistance, please feel free to contact Kimberly Ward at 360-664-1786 or kwa@liq.wa.gov, or me at the contact information below.

Sincerely,

Debi Besser, C.P.M.
Director of Purchasing
djb@liq.wa.gov
360-664-1668



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

May 28, 2008

No. 2008-11

TO: ALL SUPPLIERS
FROM: STEVE BURNELL, MARKETING MANAGER
SUBJECT: PURCHASING INTERNET SITE

On Thursday, May 1, 2008 the Purchasing Division launched their Internet site. Go to www.liq.wa.gov and click on Supplier Information, which can be located under the third heading titled **Product and Purchasing Information**.

You will find information such as new listing packet; spirit and wine calculators; standard quotation form; all supplier, merchandise, alert and product availability bulletins, current month temporary price reduction list; current month price book in PDF; store display assignments; store shelf schematics; seasonal page (currently Washington wines).

Please contact Missy Aulabaugh at 360-664-1652; mka@liq.wa.gov.

ma
cc: Registered Agents



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June 9, 2008

No. 2008-12

TO: ALL SUPPLIERS

FROM: DEBI J. BESSER, C.P.M., DIRECTOR OF PURCHASING

SUBJECT: SUPPLIER LEAD TIMES

In our continued effort to keep the Washington State Liquor Control Board information systems current and efficiently serving our customers, we need to update our ordering systems lead times for all of our suppliers.

Please send your required lead times via email to Kimberly Ward at kwa@liq.wa.gov no later than June 27, 2008. Please provide the brand code and lead-time in weeks, for listed products only.

Thank you for your attention to this matter.

If you have any questions regarding this correspondence, please contact Kimberly Ward at (360) 664-1786.

rch

cc: Registered Agents



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504

June 9, 2008

No. 2008-13

TO: ALL SUPPLIERS
FROM: DEBI BESSER, C.P.M., DIRECTOR OF PURCHASING
SUBJECT: NEW LISTING MEETINGS

Although many suppliers have been frequent participants in our new listing process, there have been recent logistical change in location, and we wanted to take this opportunity to remind everyone of the process.

Information on how to submit a product for listing consideration can be found on the LCB Internet site at http://www.liq.wa.gov/LiqPurchasing/Purchase_introHome.asp. When all of the required paperwork has been submitted, you will receive an appointment to attend a new listing meeting.

New listing meetings are generally held monthly (except for May, August and November). The new listing committee is comprised of Purchasing and Retail staff and chaired by the Director of Purchasing. The Board members, Administrative, Business Enterprise, and Retail Directors are optional attendees.

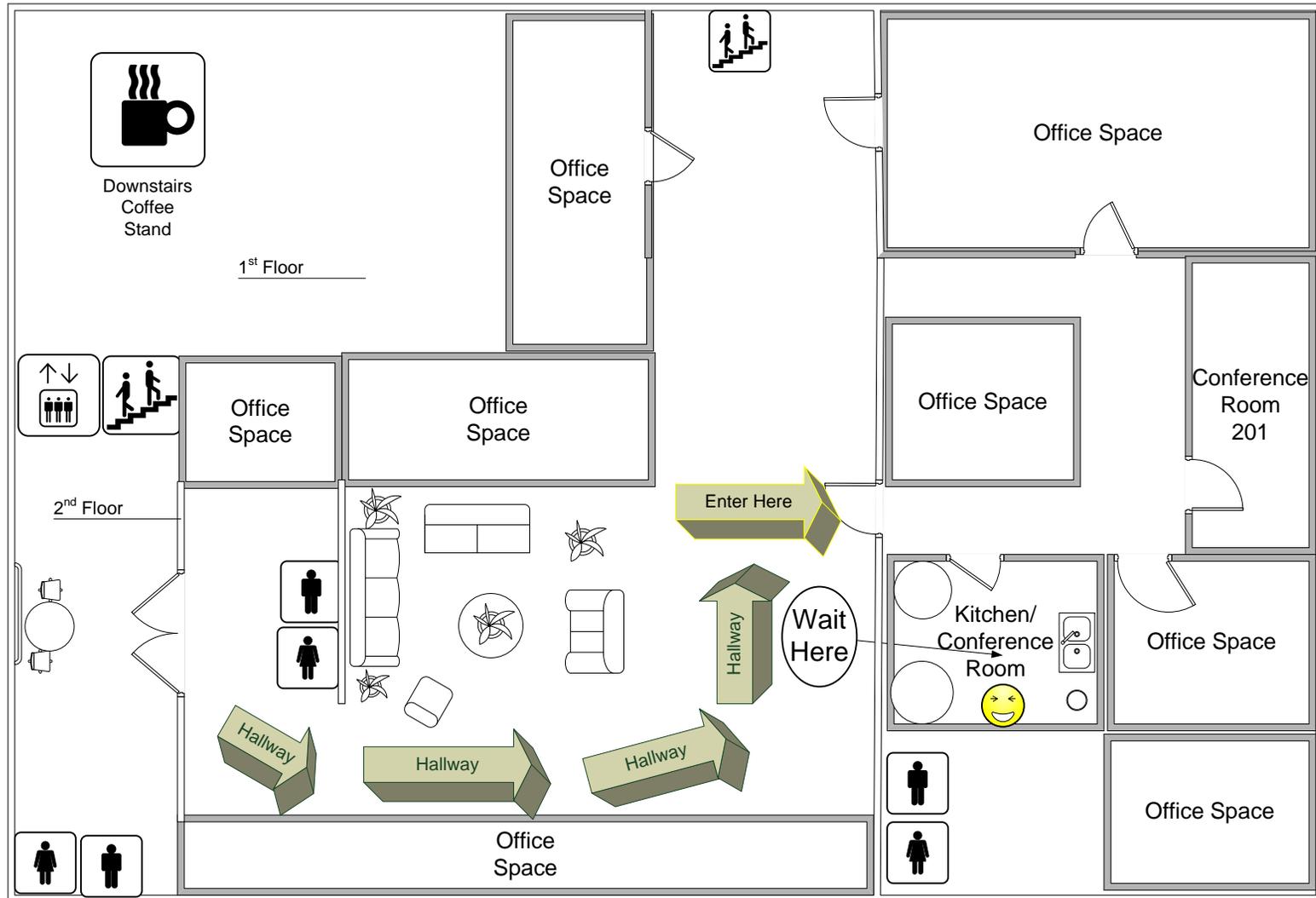
When you come into the Liquor Board offices in Olympia for your presentation, please sign in at the front desk on the first floor and receive a visitor's badge. Proceed back into the atrium, upstairs, through the glass doors, down the hall and through the upstairs atrium to the kitchen. (See map below)

Please wait in the kitchen area, rather than the upstairs atrium, as has been previously done, since the atrium is not part of the LCB offices. Any preparation for the meeting needs to be done in the kitchen. When the committee is ready to hear your presentation, staff will come to the kitchen and bring you to the meeting room.

The meetings are scheduled from 9:00 a.m. till 1:00 p.m. We schedule the presentations back to back with one 15 minute break. We want to ensure everyone has their full ten minutes in front of the committee; therefore it is imperative that you adhere to the ten minutes you have been allotted to present your products. We can get ahead of schedule at times, so arriving early is beneficial. We appreciate your cooperation and look forward to meeting with you.

Please contact Missy Aulabaugh at 360-664-1652; mka@liq.wa.gov. If you need assistance the day of the new listing meeting, you can contact Debi Besser at 360-915-3476 or Steve Burnell at 206-619-5415.

ma
cc: Registered Agents



Location of the New
Listing Meeting
Waiting Area



Washington State
Liquor Control Board
3000 Pacific Ave. SE Olympia WA, 98504



Washington State
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3000 Pacific Ave. SE Olympia WA, 98504

Delivery Standards and Specifications WSLCB Distribution Center Effective July 1, 2008

In order to efficiently operate the Washington State Liquor Control Board (WSLCB) Distribution Center, we need the cooperation of our suppliers and their freight carriers. We have documented our expectations to clearly communicate the standards required by the WSLCB and minimize any misunderstandings. The information in these pages serves to define the current and acceptable requirements for all products and shipments that arrive at the WSLCB Distribution Center. These specifications and standards are in effect as of the date of this document. The WSLCB retains the right to implement changes at any time, and will notify affected suppliers when changes occur. Suppliers are expected to notify their respective freight carriers.

Deliveries or individual products which do not meet these requirements may result in refusal of the delivery or fines, which represent our cost of equipment repair, cleanup, interruption of production, and/or labor resulting from associated problems.

For further information regarding these specifications, please contact: Receiving Warehouse Operator-in-charge at (206) 389-2508, email receiving@liq.wa.gov

Any exceptions to the following procedures must be approved by the WSLCB Director of Distribution @ 206-464-7958

HEALTH & SAFETY

Any delivery of stock or containers that are deemed unsafe to unload will be refused. We will provide information (pictures and narrative explanations) of our concerns upon request, should this occur.

The WSLCB Distribution Center has a trailer lock directly in front of the loading dock. The trailer lock system lifts the hook bar to capture the ICC bar on the back of semi-trailers. To ensure maximum safety it is imperative for the WSLCB employees to engage this trailer lock. A visual indication of the restraint's status is shown at all times by the status light outside and the control panel inside. It is the responsibility of the driver to make sure that before unloading, the device is engaged and shows red on the outside status light and before driving away from the building that the trailer lock indicator shows the status of green on the light outside.

The driver's tractor truck will remain engaged under the container/trailer at all times during the offloading process.

Issued March 2008; Effective July 1, 2008

SCHEDULING AND DELIVERY

The WSLCB Receiver Operator-in-charge (“Receiving”) will schedule delivery appointments upon request from a supplier using the standard WSLCB Appointment Request Form. The completed form can be emailed to receiving@liq.wa.gov (preferred) or faxed to (206) 389-2508.

- LCB will schedule delivery appointments within 24 hours of receipt of a completed Appointment Request Form.
- If a container number is not provided with the original appointment request, it needs to be communicated to Receiving at least 24 hours prior to the scheduled appointment.
- Supplier/carrier should arrive 15 minutes before their confirmed scheduled appointment time.
- If a carrier will not arrive by their scheduled appointment time, the carrier or supplier must inform the warehouse as soon as they become aware, but no less than 30 minutes before the scheduled delivery time. At that time, they should provide the anticipated arrival time and the reason for the delay. The LCB will make a reasonable effort to accommodate the late delivery. If that isn’t possible, the load will need to be rebooked/rescheduled using the scheduling procedure outlined above.
- If a carrier arrives for a scheduled appointment more than 15 minutes late, it will be considered a “Late”.
- If a carrier arrives from their appointment more than 30 minutes late, it will be considered a “No Show”. The load may be placed on Standby and off-loaded as time allows. If the carrier chooses not to wait, or the load cannot be off loaded that day, the supplier or carrier will need to request a new appointment.
- If an appointment is missed, or cancelled/rescheduled with less than 30 minutes notice, it will be considered a “No Show”. It is the supplier or carrier responsibility to send an e-mail containing the missed appointment time and resubmit a scheduling request.
- An appointment will only be recognized as changed when the carrier receives a new appointment time/date, from the WSLCB.
- Stock delivered on a day other than the confirmed, scheduled delivery appointment day may be subject to refusal.

DOCUMENTATION

- All deliveries must contain a manifest containing:
 - Product being shipped by quantity and
 - Washington State brand code numbers,
 - WSLCB Stock Replenishment Request (SR) or Purchase Order (PO) number, and
 - Number of unit loads (pallet equivalent).
- Delivery paperwork should be accurate and match the contents of the delivery.
- All paperwork must be available to Receiving at the point of delivery.

CARTON REQUIREMENTS

Individual cartons must:

- Weigh less than 50 pounds each.
- Have at least a 32 Edge Crush Test (ECT), single-wall cartons
- Be sealed by 2 to 3" wide tape (brown tape preferred) or glue. Reflective tape is not preferred due to interference with the distribution center photo-eyes. Glue cannot be excessive or tacky on the outside of cartons
- Exceptions to these guidelines must be requested by contacting the Director of Distribution at 206-464-7958.

Cartons should have dividers between bottles. If they do not have dividers, and breakage or scuffing prevents us from selling the product, the supplier will be liable for that product.

In order for a carton to be processed through the equipment in a normal manner at the Distribution, the cases needs to measure between 5 to 14 inches tall, 7 to 17 inches wide, and 9 to 22 inches long. Cases that exceed these measures may be granted exceptions on a case by case basis, but these oversized cases have to be processed manually, increasing our operational costs. In the future, we will be using the ability to process cases in the normal manner as criteria in our listing and de-listing decisions, to ensure the revenue generated by these products justifies the increased costs.

CASE LABELING REQUIREMENTS

The same labeling requirements apply, if information is printed on label or directly on the carton.

- At least one case label must be facing the outside of the pallet block and visible to Receiving personnel on each side of the pallet to aid in identification.

- The WSLCB requires the following information be on all cases of product received at our Distribution Center:
 - UPC (in both barcode and human readable formats)
 - The WSLCB item number (brand code/NABCA code)
 - An accurate, brief description of the product (including name, size and vintage or proof)
 - The Shipping Container Code (SCC) in both barcode and human readable formats. If a product does not have a UPC, NABCA, or SEC code, please contact the Purchasing Division at: purchasing@liq.wa.gov.
 - Barcodes must be of scannable quality.
- All codes on the case label must match the standard quotation form the supplier initially provided to Purchasing. Any questions regarding the standard quotation form, contact the Purchasing division at: purchasing@liq.wa.gov.
- The label (if printed on a sticker as opposed to on the carton surface) should be printed on WHITE stock sticker labels. Paper labels, if used, must be securely affixed with glue or tape on all four edges. Paper labels with only one edge taped tend to fall off leaving an un-identified box.
- New suppliers are encouraged to confirm that their labeling is acceptable prior to shipment by contacting Purchasing at: purchasing@liq.wa.gov.
- Shipments with incorrect, missing, or misapplied labels may be refused. The refused load must be picked up by the supplier and re-labelled.
- Special Order Labelling: Should contain the Purchase Order number, Special Order brand code (six digits starting with a 9), bar code created from the brand code, and the Outlet number.

PALLETS

Pallets must:

- Measure 40" X 48" and be in good condition,
- Have standard American pallet boards, with standard 4-way entry and a full perimeter base. No European boards will be accepted. The WSLCB Distribution Center does not have a pallet exchange program unless otherwise authorized.

Configuration:

- Pallet configuration must match the standard quotation form provided to Purchasing by the supplier. Changes in pallet quantity or carton size must be approved in advance.
- Only one product may be on each pallet, except for special orders

- Special Orders will be allowed to have mixed products on one pallet. All cases shall be clearly identified with labels that comply with labeling requirements (above).
- For a pallet to be processed through the Material Handling System at the Distribution Center, the unit load height should not exceed 72" including the pallet base. Maximum unit load height should not exceed 66" when unit load is placed on slip sheets. Over height pallets have to be processed manually, increasing our operational costs. If a supplier is unable to deliver pallets within these parameters, it may be reflected in supplier performance measures, such as the Supplier Scorecard, and may affect future product listing and de-listing decisions.
- The total weight of a pallet (pallet & goods) must not exceed 3,000 lbs.
- All pallets must be securely shrink-wrapped with no loose/overhanging wrap trailing from the pallet.
- Cases should not overhang the edge of the pallet by any more than 2". Product shipped on slip sheets must also conform to the maximum 44" X 52" dimensions. This is consistent with a 40" x 48" pallet with 2" of overhang on each side. These pallet block dimensions are the maximum acceptable in the automated system.
- Individual cartons can not be strapped together to represent a larger case quantity (i.e. Two 6 bottle cases taped together intending to be sold as one 12 bottle case).

DAMAGED PRODUCT

- Stock damaged during receipt will be documented on the carrier's manifest and a WSLCB Breakage Transfer-BOL Claim form (LIQ 259-32).
- Please note that the Supplier is responsible for:
 1. All damage caused by use of faulty container (trailer, railcar, etc.).
 2. Loss from containers prior to arrival at the LCB Distribution Center.
 3. Liabilities/costs associated with improper:
 - => Loading, bracing
 - => Product labeling
 - => Container labeling
 - => Notice for hazardous material co-shipment
 - => Failure to utilize proper shipping device
 - => Damage caused by moisture, excessive heat or freezing.

Note: WSLCB reserves the right to charge suppliers for excessive offloading times due to any of the issues listed above.

VEHICLE SUITABILITY

- Trailer floors should be in clean, good condition; flat and free from obstruction (center bars, other stock).
- Trailer must be able to reach the standard dock height of 48". Exceptions can be made by the approval of the Director of Distribution prior to the scheduled appointment.
- Trailer should be a box container, four walls, floor, and ceiling; absolutely no flat bed or curtain-side trucks.
- Unused straps should be unfastened and secured safely so they do not obstruct warehouse staff in unloading stock.
- If the trailer is being used for delivery of other company's stock, then WSLCB stock must be on the back of the trailer with a physical divider to mark the separation. WSLCB will not unload other company's stock to access stock for delivery to WSLCB.

EXCEPTIONS

- Requests for exceptions should be directed as indicated in individual paragraphs above or to the Director of Distribution at: 206-464-7958