

# Introduction To



August 24, 2015

# Rush Ordering is as Easy as



# Rush Order Highlights

- ✓ Rush Orders will be replacing vendor pickups effective 8/31
  - ✓ Vendors will still hand deliver \$300 per bottle items
- ✓ Rush orders are not broker specific, but do have to be a minimum of five cases total
- ✓ Rush orders will be delivered by our current trucking contractors within a 24-36 hour window



# When Should I Request a Rush Order?

## Submit a RUSH ORDER if...

- You need the product for an emergency wholesale situation
- You are out of stock of a fast selling item

## Submit a REQUISITION if...

- Your planned order will not give you enough product for the week
- You anticipate the need for additional product due to a large wholesale event
- You do not need the additional product immediately

## Submit a VENDOR PICKUP if...

- You have a customer who wants to purchase a bottle of liquor which is over \$300 retail price





# Requisitioning a Rush Order

The screenshot shows the 'Create Requisition' page on the Ohio.gov Department of Commerce Agency Portal. The browser address bar shows the URL: <https://agencyportal.com.ohio.gov/Requisition/CreateRequisition>. The page header includes the Ohio.gov logo and 'Department of Commerce Agency Portal'. The user is logged in as 'Liquor Control Agency User'. The main navigation bar includes 'Agency Portal', 'Help Videos', and 'Log out'. The left sidebar lists navigation options: Retail Sales, Wholesale Orders, Transfer Orders, Requisitions, Replenishment Orders, and Order Check-In. The main content area is titled 'Create Requisition' and contains a form with the following fields:

- Business Reason\***: A dropdown menu with '-Select-' selected.
- Mode of Delivery\***: A dropdown menu with 'Vendor/Broker Pick-Up' selected.
- Required Date\***: A text input field containing '08/19/2015'.
- Notes\***: A text input field containing 'Rush Order'. A green button below the field indicates '255 characters left'.

At the bottom of the form, there are fields for 'Brand Code' and 'Quantity (Cases)', along with '+ Add' and 'Search Brands' buttons.

- Rush orders look a lot like a normal requisition with two key differences
  1. Mode of Delivery = “Vendor/Broker Pick-Up”
  2. Notes must say, “Rush order”





# Submitting Order On Time



- Agents should have their Rush Order submitted to the Portal no later than 8AM the day before they need the Rush order
- The Warehouse picks the product the same day and trucking delivers the product the next day





# Receive Your Product



- The trucking company will call you to let you know approximately what time your rush order will be delivered
- Please remember: If your Rush Order is over 30 cases, you will need to have the appropriate amount of staff available to help unload the product

And as always, should you have any questions, feel free to call the Help Desk @ 877-812-0013