



Department of Commerce

Division of Liquor Control

John R. Kasich, Governor
Jacqueline T. Williams, Director

Division of Liquor Control Agency Rush Order Instructions

When to use Rush Orders

- Agent determines need for a Rush Order based on an immediate wholesale or out-of-stock need.

How to Request a Rush Order

- Agents submit a Requisition (REQ) for a Rush Order in the Agency Portal by selecting "Vendor/Broker Pick-Up" in the Mode of Delivery and adding "Rush Order" under Notes.
- Rush Orders must be requested **prior to 8:00 a.m.** the day before product is needed.

Standards for Ordering

- Rush Orders must meet the following criteria:
 - Request must be for a minimum of five cases;
 - Must be an active item for sale (10, 70, or 79);
 - Only items at \$299 or less per base retail bottle price.

Exceptions Allowing for Vendor Pickups

- Items \$300 per bottle or greater will be permitted for vendor pickups (VPU). Please contact the product broker for all VPUs (a list of items approved for VPUs will be provided).
- Agency to Agency transfers, facilitated by product brokers, are still permitted under the Rush Order process.

Shipping of Products

- Warehouses will receive the information electronically and pick Rush Orders the same day.
- Trucking will deliver Rush Orders the next day. The entire process will be completed within a 24-36 hour window.
- Posting of Rush Order receipts will be done by DLC.
- Agents will receive notification of request approval from the trucking company, as well as the date of delivery. DLC will notify Agents if the request is denied.