



# *Liquor Agency Operations*

## Weekly Activity Report

**Tuesday, February 16, 2016**

***Recent Activity & Stakeholder Communications:***

➤ **January Sales Reporting:**

Please note that Liquor Control has closed the Agency sales reporting period for January. This includes all A3A permit holders who are submitting sales through the Agency Portal. If there are any corrections/adjustments that need to be made to January sales, they will need to be made using a sale date in the current month. If you need assistance, please contact your auditor or call the Liquor Control Help Desk at 877-812-0013.

➤ **Inclement Weather Deliveries:**

During periods of inclement weather, please be sure to keep delivery areas clear of ice and snow. Please note that if your delivery is delayed due to inclement weather or equipment problems, the trucking company is allowed to be up to an hour past the scheduled delivery time before they are considered late. The trucking company manager or driver will notify you directly of any such delays.

➤ **System Maintenance:**

Necessary system maintenance was performed on Tuesday, February 9<sup>th</sup> at 3:00 p.m. The Agency Portal was unavailable for approximately 30-45 minutes. Agencies were notified as soon as the maintenance was completed and the Portal was available.

➤ **Rush Orders for Holiday – Monday, February 15<sup>th</sup> :**

Due to the recent Holiday (Presidents' Day, Monday, February 15<sup>th</sup>), all Rush Orders submitted after 8:00 a.m. on February 12 – 15 were processed on Tuesday, February 16<sup>th</sup> at 8:00 a.m. for delivery on either February 17<sup>th</sup> or 18<sup>st</sup>.

Agencies must be sure to comply with the Rush Order parameters to ensure requests are effectively managed:

- **50 case maximum; five case minimum.**
- **Only one Rush Order will be processed per week.**

Rush Orders that do not meet the above criteria will not be approved. Please contact your auditor should you need additional assistance with the ordering process.

➤ **Burnett's Gin (8995B) Signage:**

It has come to the Division's attention that some Agencies may have a sign for a sale on Burnett's Gin (brand code: 8995B). This sale price is not reflected in the February price file. Please remove all Burnett's Gin signage, other than the price sticker supplied by the Division, from your Agency.

***Know additional people who would like this weekly report? Send their email addresses to: [matt.mullins@com.state.oh.us](mailto:matt.mullins@com.state.oh.us)***