



# Liquor Agency Operations

## Weekly Activity Report

**Monday, February 29, 2016**

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

➤ **March Price File & Shelf Tags:**

The March price file has been generated and is now available on the Agency Portal. Shelf tags for March were mailed to Agencies last week. Please e-mail the helpdesk at [COMLiquorBaseHelpDesk@com.state.oh.us](mailto:COMLiquorBaseHelpDesk@com.state.oh.us) or call 1-877-812-0013 if you have any questions or concerns.

➤ **System Maintenance Schedule 2016:**

Please note that routine system maintenance is scheduled to be performed on the third weekend of every month (normally from Friday at 11 p.m. until Saturday at 6 a.m.). Below are the dates for these maintenance weekends for the rest of 2016. Having this schedule will allow Agencies more time to prepare. If there are any requirements that create any significant need to change the date and/or expected outage time, we will provide as much advance notice as possible.

- March 18-20
- April 15-17
- May 20-22
- June 17-19
- July 15-17
- August 19-21
- September 16-18
- October 21-23
- November 18-20
- December 16-18

➤ **Sazerac Bourbons VPU:**

The following items are Vendor Pick-up (VPU) only until further notice.

- **Blanton's (911B)**
- **Elmer T. Lee (2923B)**

Agents must contact your RNDC General representative directly for information on availability. Please do not put in requests for Vendor Pick-up of these items. All VPU requests from Agencies for these items will be rejected. Please note that the Division will approve only one VPU of these items for no more than one case of each.

**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)**