



Liquor Agency Operations

Weekly Activity Report

Monday, March 7, 2016

Recent Activity & Stakeholder Communications:

➤ **Warehouse Audit Schedule - Rush Orders:**

Please note the following schedule for warehouse audits. These dates will impact the delivery dates for Rush Orders in each region.

Toledo warehouse closed for audit – March 18th:

- Rush Orders submitted after 8:00 a.m. on March 17 – 20 will be processed on Monday, March 21 for delivery by Tuesday, March 22. Trucking will contact you with the day/time of your delivery.

Cincinnati warehouse closed for audit – April 1st:

- Rush Orders submitted after 8:00 a.m. on Thursday, March 31st – April 3rd will be processed on Monday, April 4th for delivery by Tuesday, April 5th. Trucking will contact you with the day/time of your delivery.

Columbus warehouse closed for audit – April 18th:

- Rush Orders submitted after 8:00 a.m. on Friday, April 15th – April 18th will be processed on Tuesday, April 19th for delivery by Wednesday, April 20th. Trucking will contact you with the day/time of your delivery.

Cleveland warehouse closed for audit – April 29th:

- Rush Orders submitted after 8:00 a.m. on Thursday, April 28th – May 1st will be processed on Monday, May 2nd, for delivery by Tuesday, May 3rd. Trucking will contact you with the day/time of your delivery.

If you have any questions about this schedule, please contact your allocations clerk.

➤ **System Update – Vendor Portal:**

A system update was performed on March 4th at 1:30 p.m. During that time, the **Vendor Portal** was unavailable for approximately 30 minutes. This system update was successfully completed.

➤ **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 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

➤ **Product Ordering Update:**

Please note that Agencies may order only one case of each of the following items:

- **Buffalo Trace Bourbon (1499B)**
- **Buffalo Trace Bourbon (1499D)**
- **Eagle Rare Single Barrel (2880B)**

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