



Liquor Agency Operations

Weekly Activity Report

Monday, March 14, 2016

Recent Activity & Stakeholder Communications:

➤ **Toledo Warehouse Audit - Temporary Ordering Schedule:**

Please note that the **Toledo warehouse** will be closed on **Friday, March 18th** for an audit. The Agency ordering schedule for stores in the Toledo warehouse region is listed below. Please follow this temporary schedule to ensure orders are submitted on the correct day and you receive the products you need. Delivery schedules will not be changed. **The following schedule applies only to Agencies serviced out of the Toledo warehouse:**

- If your normal delivery day is Friday, March 18th, please submit requisitions by **Monday, March 14th**.
- If your normal delivery day is Monday, March 21st, please submit requisitions by **Tuesday, March 15th**.

Please contact your allocations clerk if you have any questions or concerns.

➤ **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.

➤ **February Sales Reporting Closed:**

Please note that the Division has closed the Agency sales reporting period for February. 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 February 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 or e-mail COMLiquorBaseHelpDesk@com.state.oh.us.

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