



# Liquor Agency Operations

## Weekly Activity Report

**Monday, March 21, 2016**

*Recent Activity & Stakeholder Communications:*

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

Please note that the **Cincinnati warehouse** will be closed on **Friday, April 1<sup>st</sup>** for an audit. The temporary Agency ordering schedule for stores in the Cincinnati 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 Cincinnati warehouse:**

- If your normal delivery day is Monday, March 28<sup>th</sup> or Tuesday, March 29<sup>th</sup>, **please submit requisitions by Wednesday, March 23<sup>rd</sup>.**
- If your normal delivery day is Wednesday, March 30<sup>th</sup>, **please submit requisitions by Thursday, March 24<sup>th</sup>.**
- If your normal delivery day is Thursday, March 31<sup>st</sup>, **please submit requisitions by Sunday, March 27<sup>th</sup>.**
- If your normal delivery day is Friday, April 1<sup>st</sup>, **please submit requisitions by Monday, March 28<sup>th</sup>.**
- If your normal delivery day is Monday, April 4<sup>th</sup>, **please submit requisitions by Tuesday, March 29<sup>th</sup>.**

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

➤ **Rush Orders & Cincinnati Warehouse Audit:**

Please note the following Rush Order schedule for the Cincinnati warehouse audit. These dates will impact the delivery dates for Rush Orders.

- **Cincinnati warehouse closed for audit – April 1<sup>st</sup> :**  
Rush Orders submitted after 8:00 a.m. on Thursday, March 31<sup>st</sup> – April 3<sup>rd</sup> will be processed on Monday, April 4<sup>th</sup> for delivery by Tuesday, April 5<sup>th</sup>. Trucking will contact you with the day/time of your delivery.

➤ **System Maintenance Weekends:**

Regularly scheduled system maintenance was successfully performed on Friday, March 18<sup>th</sup>. During all scheduled system maintenance events, please make arrangements for conducting business accordingly prior to the scheduled date/time. Please do not attempt to access the Agency Portal during system maintenance. If you normally post your retail sales at night, you will need to post them the following morning. When posting retail sales, don't forget to change the date to the actual date of sale.

\*Please note that routine maintenance is scheduled to be performed the third weekend of every month. Below are the dates for the maintenance weekends for the rest of 2016. 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.

- 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

***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)***