



# Liquor Agency Operations

## Weekly Activity Report

**Monday, March 28, 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 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 Order Schedule for 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 only to Agencies serviced out of the Cincinnati warehouse region.**

- **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.

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

➤ **April Price File & Shelf Tags:**

The April price file has been generated and is available on the Agency Portal. Shelf tags for April 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.

**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)**