



# Liquor Agency Operations

## Weekly Activity Report

**Monday, April 11, 2016**

*Recent Activity & Stakeholder Communications:*

➤ **24 Hour System Maintenance Weekend – April 16<sup>th</sup> - 17<sup>th</sup> :**

Regularly scheduled system maintenance will be performed on **Saturday, April 16**. This will help with the on-going efforts to modernize the system and improve usability for the stakeholders. **The Agency Portal will be unavailable beginning Saturday, April 16<sup>th</sup> at 9:00 a.m. until Sunday, April 17<sup>th</sup> at 9am.** Please make arrangements for conducting business accordingly, and please do not attempt to access the Agency Portal during that time.

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 be advised that Friday retail sales will need to be posted before 9:00 a.m. Saturday morning. All wholesale sales that are established after maintenance has begun will need to be manually created and signed by the customer.

\*Please note that routine maintenance is scheduled to be performed the third weekend of every month.

➤ **Revised Warehouse Audit Schedule:**

Please note that the scheduled dates for the warehouse audits have been changed. More details regarding requisition dates and Rush Order schedules will be provided as soon as they are determined. The revised warehouse audit schedule is as follows:

- **Toledo warehouse audit – April 15<sup>th</sup>**
- **Columbus warehouse audit – April 25<sup>th</sup>**
- **Cleveland warehouse audit – May 6<sup>th</sup>**

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

Please note that the **Toledo warehouse** will be closed on **Friday, April 15<sup>th</sup>** 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, April 15<sup>th</sup>, please submit requisitions by **Monday, April 11<sup>th</sup>**.
- If your normal delivery day is Monday, April 18<sup>th</sup>, please submit requisitions by **Tuesday, April 12<sup>th</sup>**.

Please contact your allocations clerk 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)**