



Liquor Agency Operations

Weekly Activity Report

Monday, August 15, 2016

Recent Activity & Stakeholder Communications:

Labor Day Ordering Schedule

Please note that the Division of Liquor Control offices and all warehouses will be closed on Monday, September 5, 2016, for the Labor Day holiday. Please follow the schedule below to ensure timely processing of your requisitions:

- If your normal delivery day is Tuesday, August 30 or Wednesday, August 31, requisitions must be submitted by 3 p.m. on Thursday, August 25.
- If your normal delivery day is Thursday, September 1, requisitions must be submitted by 3 p.m. on Sunday, August 28.
- If your normal delivery day is Friday, September 2, requisitions must be submitted by 3 p.m. on Monday, August 29.
- If your normal delivery day is Monday, September, requisitions must be submitted by 3 p.m. on Tuesday, August 30.
- If your normal delivery day Tuesday, September 6, requisitions must be submitted by 3 p.m. on Wednesday, August 31.
- If your normal delivery day Wednesday, September 7, requisitions must be submitted by 3 p.m. on Thursday, September 1.

If you have any questions or concerns, please contact your allocations clerk, e-mail the help desk at COMLiquorBaseHelpDesk@com.state.oh.us or call 877-812-0013.

System Maintenance Weekend – August 19-20

Regularly scheduled system maintenance will be performed Friday, August 19. **The Agency Portal will be unavailable beginning Friday, August 19 at 11 p.m. until Saturday, August 20 at 6 a.m.** Please make arrangements for conducting business accordingly, and please do not attempt to access the Agency Portal during that time.

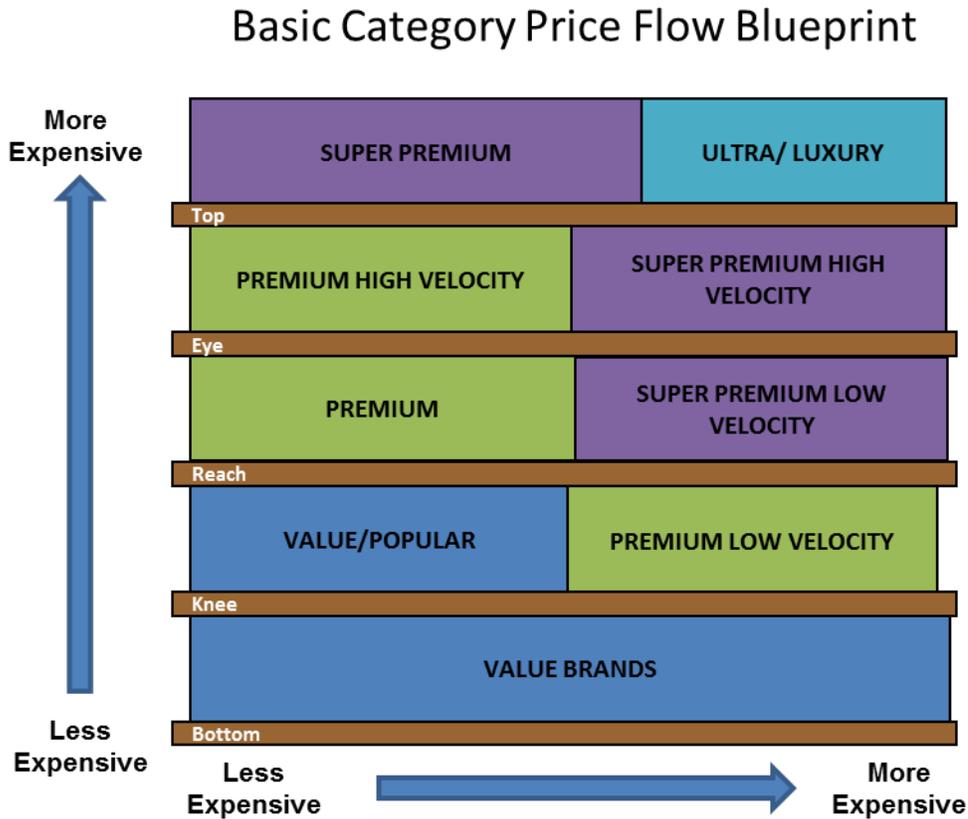
If you normally post your retail sales at night, you will need to post them the following morning. When posting retail sales, don't forget to change the date to the actual date of sale.

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

Agency Best Practices: Merchandising

Consumers' wants and demands change constantly. The Spirits Innovation Program, comprised of DOLC and vendor partners, is continuously monitoring sales trends to make sure liquor shelves are reflective of consumer insights. This process is called planogramming. Planogramming provides a uniform look for the agencies. Remaining compliant to your store's planogram will help improve the shopping experience for your consumer. One tip for planogram compliance:

If you receive a new item that is not on your planogram, place that product in its proper category next to items that are priced similarly. Follow the blueprint below for determining proper price flow placement:



Don't hesitate to talk to your auditor if you ever have questions regarding your planogram or product placement.

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