



# WYOMING DEPARTMENT OF REVENUE, LIQUOR DIVISION, PURCHASING DEPARTMENT FOR VENDORS AND BROKERS

April 2025

## **Mission Statement**

**The Wyoming Liquor Division is charged with the dual mission of being the exclusive wholesaler of alcoholic beverages in the state and monitoring alcohol control laws.**

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## **TERMS & INSTRUCTIONS OF PURCHASE**

1. Responsibility will not be accepted by the Wyoming Liquor Division (WLD) for any merchandise shipped unless covered by a Purchase Order.
2. Freight pre-paid (FOB DESTINATION) merchandise ordered by the WLD will be received subject to test and inspections, and if rejected, shall remain the property of the vendor. In any event, title to merchandise does not pass to the WLD until acceptance of delivery by the Division.
3. The vendor agrees to follow pricing policies for both listed and special-order merchandise.
4. Submit vendor invoices to the WLD within three days of ship date. To ensure prompt payment, please mail them to: [dor-eliginv@wyo.gov](mailto:dor-eliginv@wyo.gov) or fax invoice directly to WLD's accounting department at [307-777-6255](tel:307-777-6255)

Mailing address:

Wyoming Liquor Division  
6601 Campstool Road  
Cheyenne WY 82002-0110

5. Vendor must supply standard Bill of Lading (shipping manifest) providing all the necessary data covering shipment.
6. The WLD purchase order number must appear on all invoices, shipping orders and related correspondence.
7. Please ship all merchandise in accordance with the instructions noted on Purchase Order in shipping instructions at the bottom of the PO.
8. Do not backorder. If merchandise is not available, please cancel the item and notify the WLD prior to shipping.
9. PROTECT FROM EXTREME TEMPERATURES.

## **Purchasing Contacts**

Purchasing Manager Linda Skorcz	307-777-6451	<a href="mailto:linda.skorcz@wyo.gov">linda.skorcz@wyo.gov</a>
Master Data Special Orders Mindy Golden	307-777-6455	<a href="mailto:mindy.golden@wyo.gov">mindy.golden@wyo.gov</a>
Special Order Price Changes Tia Maxwell	307-777-7978	<a href="mailto:tia.maxwell@wyo.gov">tia.maxwell@wyo.gov</a>
Listed Product Price Changes Wendy Gregorio	307-777-6457	<a href="mailto:wendy.gregorio@wyo.gov">wendy.gregorio@wyo.gov</a>
Buyer Special Orders Sean Knaub	307-777-2495	<a href="mailto:sean.knaub@wyo.gov">sean.knaub@wyo.gov</a>
Buyer Alex Baca	307-777-6452	<a href="mailto:alex.baca@wyo.gov">alex.baca@wyo.gov</a>
Buyer David Williams	307-777-5374	<a href="mailto:david.williams@wyo.gov">david.williams@wyo.gov</a>
Buyer Brian Judkins	307-777-6447	<a href="mailto:brian.judkins@wyo.gov">brian.judkins@wyo.gov</a>

## **INDUSTRY ROLES**

### **GENERAL INFORMATION FOR VENDORS OF DISTILLED SPIRITS AND WINES**

#### **The Wyoming Liquor Division (WLD) is ...**

- A control state for alcoholic beverages.
- The exclusive wholesaler of liquor and listed wine. (Malt beverages are distributed by private wholesalers licensed by the Liquor Division.)
- Selling and shipping all liquor and listed wine from the Liquor Division warehouse located at 6601 Campstool Road Cheyenne, Wyoming, 82007 with the exception of a licensed wine direct shipper.
- A collector of state excise taxes through the wholesale pricing.
- Not presently an "In-Bond" warehouse.
- Not a bailment state.

#### **Vendors**

- Are not required to possess special trucking permits.
- Are not required to have special licenses.
- Must include the Federal Excise Tax in the FOB price quotations for products.
- Must ensure all promotional practices and labeling requirements of products comply with the Alcohol & Tobacco Tax and Trade Bureau (TTB)
- Are required to provide all pricing and product information to WLD

#### **Licensees (Retailers)**

- Are private enterprises – individually owned and operated.
- Charged the same wholesale price regardless of quantities ordered or business location.
- Each order is delivered FOB (freight prepaid) to their location.
- Set their own pricing.
- Place their own orders.

#### **Industry Representative (Broker)**

- Must be licensed by the WLD on an annual basis.
- Must renew license by June 30th of each year.

## **PRODUCT OPTIONS**

WLD hosts two formal listing opportunities per year. The delisting process is done in conjunction with listing presentations, twice a year. With the exception of special-order items, all other items listed below require representation by a licensed Wyoming industry representative (broker) and an NABCA code number.

### **LISTED ITEMS**

- Items that are ordered by WLD in bulk (by the layer or by the pallet) that our retailers can order daily by the bottle or by the case. Items must be available for order at any time in any quantity.

## **OTHER OPTIONS FOR BRINGING PRODUCT INTO OUR STATE**

- Special orders — Items that are ordered specifically per retailer's request in standard case quantity and the minimum order requirement is one case. We do not order "extra" cases to stock in our warehouse.
- One Time Buy — Items that are allocated, promo packaging, limited release, season specific, etc. WLD will order a determined amount and our retailers can order by the bottle or by the case while supplies last. Must be in and out of our warehouse in 30 days or less.
- Size Extension Listing - Items that are a size extension of a regular listed item. The current listed product of the size extension being requested must meet a minimum of one pallet in monthly sales volume before a size extension will be granted.
- Just Can't Wait Listing — Items that are unique, make up a new category, or are fast breaking items of known brands that are released between listing meetings. These items will be handled like a regular listed item.
- Summer Seasonal — Items that are in special packaging and/or specific to the summer season. Retailers can order by the bottle or by the case while supplies last. After all our inventory is depleted, as long as the vendor still has stock, retailers may order via special order. The list of items to consider is presented by the industry representative (broker).
- Holiday Offerings – Includes Halloween, Fall, Thanksgiving, Christmas, Valentines and St. Patrick's Day themed items.
- Holiday Listed — Items in holiday packaging that are a regular listed item. Retailers can order by the bottle or by the case while supplies last.
- Holiday Special — Items in holiday packaging that are not a regular listed item. Retailers can order in standard case quantities.

## **LISTED ITEMS IN WYOMING**

The Wyoming Liquor Division (WLD) is the exclusive wholesaler of all spirits and listed wines.

### **Listed items are:**

- Items ordered in bulk (by the tier or pallet).
- Stored in the Wyoming Liquor Division's warehouse for retailers to order daily.
- Not allocated by the vendor, and available to order by the WLD in quantity sufficient to keep stocked in warehouse without shortage for lengthy period of time.
- Required to be represented by a licensed Wyoming Industry Representative (broker).

### **Getting an item listed**

- Sales rep must present each item at a scheduled listing meeting for listing consideration.
- Standard quotation and specification form must be completed by the vendor.
- Products must be readily available in any quantity, at any time.

### **After an item is approved for listing:**

- WLD will submit initial order (no vendor managed inventory).
- WLD will submit replenishment order based on sales, and economic ordering quantity (EOQ).
- Vendor will fill WLD orders in quantity requested, on ship date requested (provided stock is available); or contact buyer to revise quantity and ship date if product is out of stock.
- Vendor may submit price changes quarterly.
- DAs must be submitted 60 days prior to effective month.
- Can no longer be direct shipped to customers.

### **The following applies to all products prior to an order being placed:**

- WLD verifies the TTB Cola registry for vendor and product information.
- Vendor must obtain an NABCA code number.
- WLD purchases product from the national vendor of record (Winery, Distillery, or licensed U.S. Importer).

## **SPECIAL ORDER ITEMS IN WYOMING**

The Wyoming Liquor Division (WLD) is the exclusive wholesaler of all spirits and listed wines. We do not own any of the retail facilities and we do not mandate shelf pricing. All special-order items must be submitted to WLD in writing by a licensed Wyoming retailer.

### **Special order items are:**

- Items ordered in full case quantities.
- Not stored in the Wyoming Liquor Division's warehouse.
- Items ordered per each retailer's request.
- Items that do not require representation of a licensed Wyoming Industry Representative (broker).

### **How special-order items are set up:**

- A licensed Wyoming retailer submits a request to the WLD.
- WLD verifies the vendor of record info with the TTB.
- WLD sends request for quotation (RFQ) to vendor of record.
- Vendor fills out RFQ and sends back to WLD.
- WLD places order with vendor per retailer's request.

### **Request for quotes:**

- Quote each item by the case (not by the bottle).
- Only quote FOB (and freight if freight prepaid).
- Markup, state excise tax and freight charges will be added on WLD end (Not included on RFQ).
- WLD does not accept unsolicited quotes.
- WLD does not update pricing from price lists.

### **After a special order is placed:**

- Vendor confirms receipt of order.
- Any changes need to be noted on PO and sent back to WLD.
- WLD makes all necessary changes and sends revised order back to vendor (Do not ship order until WLD sends revised PO).
- After arrival at WLD, orders will ship to requesting retailer. • Vendor submits invoice to WLD – WLD sends payment to vendor.

## **SPECIAL ORDER CHANGES**

A Wyoming Liquor Division (WLD) purchase order is an agreement with the vendor to procure special order products at the FOB price specified on the purchase order. The WLD will only authorize payment for the price reflected on the special purchase order.

If the requested product is no longer produced, or your company no longer represents the product, please notify the WLD.

Please follow the below guidelines when processing a WLD special order request to ensure your company receives proper payment.

### **PRICE CHANGES**

The WLD must be notified of all price changes **prior** to the order shipping to Wyoming. Follow instructions on the purchase order for price changes.

- Email WLD with the PO# in the subject line. Include all necessary changes in the body of the email.  
We will update all necessary information and send you a revised copy of the order.
- Do not process the order until you receive the revised copy from the WLD.
- New price must be effective for at least 30 days from submitted change.

### **VINTAGES**

Please ship the current vintage unless otherwise noted on the PO

- Any orders for specific vintage will have the vintage followed by "ONLY" at the beginning of the product description. The WLD will not accept any other vintage for these orders. If the specified vintage is not available, please notify the WLD immediately.

### **QUANTITY PER CASE CHANGES**

The WLD must be notified of all quantity per case and size changes **prior** to shipping the order. If the product description does not indicate bottles per case, the WLD assumes industry standard for the noted size (i.e., 12/cs for 750ML, 24/cs for 375ML, 6/cs for 1.5L, etc.).

- Email the WLD immediately with the PO# and all necessary changes.
- Do not process the order until you receive the revised copy from the WLD.

### **WLD CONTACT INFO**

Price changes and confirmations:

- Confirmations – please use email at the bottom right of the PO
- Price changes or quantity per case changes –tia.maxwell@wyo.gov
- Invoice email - dor-eliqinv@wyo.gov (invoices only)
- Phone – 307-777-2496



## **ONE-TIME BUYS**

**PURPOSE:** One-Time Buys (OTB) exist for the benefit of the Wyoming retail licensees and their customers. They are to be used as a means to allow access to products not readily available through usual WLD procedures (i.e., special order, direct ship, listed inventory, etc.).

**PROCEDURE:** Information regarding future OTBs can be found at <https://liquor365.wyo.gov/> under the **One Time Buys** section. Ads for new OTBs available for sale will post on Mondays and Wednesdays at 8:00 a.m. Orders can be placed once ad appears online, and continue while supplies last. The ad will be removed when the product is sold out.

**REQUIREMENTS:** The following items/conditions are required to be included at the time request for OTB is made:

- A complete and accurate standard quote form with NABCA state code; UPC code;
- Correct pricing (use FOB to match DA sales price of current, or upcoming next 3 months);
- Available quantity must be sufficient to cover anticipated need as determined by WLD Administrator;
- JPEG or PNG image;
- Vendor and Broker must agree to 10 percent price decrease for OTBs and seasonal items not depleted from WLD warehouse after 90 days.

**EXAMPLES:** To be selected for OTBs, items presented should meet at least one of the following criteria:

- Unique, available for limited time only or seasonal release;
- Promotional or value-added pack included with a listed item that must be sold under separate code due to different quantity per case, cost, pick up point, etc.; or
- High cost per case prohibits many licensees from purchasing full case. (OTB allows purchasing by the bottle).

### **Limited One-Time Buys:**

In the case of a shortage in the supply of any alcoholic liquor, the division may apportion its available supply among the licensees in an equitable manner. In the event of a Limited OTB, order quantities are limited and case quantities ordered maybe be subject to decrease.

## One-Time Buy Offers Form

Please complete the below information for OTB item offered, and include a completed standard quote.

Code Number: \_\_\_\_\_ Size: \_\_\_\_\_

Description: \_\_\_\_\_

Allocation: \_\_\_\_\_ Quantity Suggested: \_\_\_\_\_

Quote included: \_\_\_\_\_ YES \_\_\_\_\_ NO

Vendor: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Date available to ship: \_\_\_\_\_

- 1) Which of the three main criteria best describes the product you are requesting be selected as a OTB?  
It is a unique, high-cost, limited supply item?
- 2) Will the quantity be sufficient to cover the anticipated need?
- 3) Will you agree to a 10 percent depletion allowance for unsold product remaining in the WLD's warehouse after 90 days?

## **PRODUCT SIZE EXTENSION**

An item currently listed that is selling at least a pallet of product per month can be considered for a size extension.

### **For consideration:**

- Current listed item must be selling at least one pallet of product per month.
- If multiple sizes are currently listed, WLD will review the volume and dollar sales of the 750 ML size.
- Standard Quotation and Specification forms must be filled out for each item.
- Extension of glass or PET in the same size as the current listing have the same sales requirements.

### **Upon approval:**

- WLD will submit initial order.
- WLD will submit replenishment order based on sales (no vendor managed inventory).
- Vendor may submit price changes quarterly.
- DAs must be submitted 60 days prior to effective month.
- Item must meet all requirements of a regular listed item.

## **JUST CAN'T WAIT ITEMS**

Items that are unique, make up a new category, or are fast breaking items of known brands that become available outside a normal listing window. These items are handled like a regular listed item after they are received in the Wyoming Liquor Division warehouse. Industry representatives may request consideration at any time

### **FOR CONSIDERATION, THE INDUSTRY REP MUST SUBMIT THE FOLLING WITH REQUEST:**

- Standard quotation and specification form completed by vendor.
- New listing request profile sheet.
- Licensee Interest Form.

### **UPON APPROVAL WLD WILL:**

- Notify industry rep
- Place order with the vendor
- Enter DA info if applicable
- Publish product info in next quarterly Wholesale Price Book

All listed items, including a Just Can't Wait item, must have broker representation

## **LISTING MEETING INSTRUCTIONS**

All products listed by the Wyoming Liquor Division (WLD) shall comply with procedures to introduce, present and obtain approval by the listing committee for new product listing in the published Wholesale Price List. The listing committee shall consist of (but not limited to) the Department of Revenue Director, Liquor Division Administrator, Liquor Division Purchasing Manager, Buyers and retailer representatives.

### **PRIOR TO EACH LISTING MEETING:**

- WLD will email each rep a new "On Watch" list
- WLD will email each rep a new "Not-To-Be-Reordered" (NTBRO) list that will include items previously on the Watch list that did not meet the criteria to remain listed.

### **FOR EACH BIENNIAL NEW LISTING MEETING:**

- Presentations shall take place at least 75 days prior to August 1 and February 1
- Presentations for the August Price List must be finalized before mid-April
- Presentations for the February Price List must be finalized before mid-October
- A memo will be sent to the primary industry representative by WLD outlining the dates and deadlines for the upcoming new listing meetings
- The WLD purchasing manager will coordinate with the industry representative and schedule all new listing presentation meetings
- No more than eighteen (18) products may be introduced at any one of the new listing presentation meetings
- The required packet shall be completed and mailed or hand delivered (do not email or fax packet) to the WLD purchasing manager at least 10 working days prior to the scheduled meeting
- Each packet shall include a Profile Sheet, Quotation and Specification form for each item, and Proposed New Listing Coversheet.

### **AFTER THE MEETINGS ARE COMPLETE:**

- The listing committee will discuss and evaluate each product submitted.
- The industry rep will be notified via email which items were approved.
- Each industry rep is responsible for notifying any supplier that was not able to attend.
- The WLD purchasing manager will place orders for all approved new listings.

## **LISTING CRITERIA AND DELISTING PROCESS**

All products listed by the Wyoming Liquor Division (WLD) shall comply with established policies regarding listed item pricing, labeling, shipping, depletion allowances, and allocating.

- WLD has the discretion to maintain or delist products in each product category.
- Listed items are reviewed in January and July in conjunction with biannual listing meeting invitations.
- Items not meeting the required standard may go on "Watch" for 6 months, or be immediately delisted at the WLD's discretion.

### **Criteria to remain listed:**

- Distilled Spirit must sell an average of one tier per month in sales (minimum \$600 in sales).
- Domestic and Imported Wine must average one tier per month in sales (minimum \$1,200 sales).
- Items must be readily available with no allocation restrictions and no prolonged vendor caused out of stock issues.
- Items that do not meet either the tier or dollar sales requirements, and fall in the bottom 1 percent of sales based on a year's average case sales may be delisted without going on watch.

**If the above criteria are not met, the item will be put on watch.**

**After an item is flagged as on watch, WLD will:**

- Notify the Rep in writing of all items they represent that are now on watch.
- Request Rep notify each vendor in writing of any items that are now on watch.
- Minimize the volume of inventory that is ordered/stored at WLD warehouse.
- Run an Items on Watch Performance report at the end of the 6-month period.
- The last 3 months' worth of sales will be averaged to determine if the product should be saved.

**Items on watch that were not able to meet the minimum requirements will be delisted.**

- Products will be marked as "Not-To-Be-Reordered"
- No more listed orders will be placed
- Remaining inventory needs to be depleted prior to next listing meeting
- DAs submitted by vendor will need to be on a separate DA letter with an effective date of "until all inventory is depleted"

Note — Any product that reappears on a subsequent "Watch" list for a 3<sup>rd</sup> time will automatically be "Delisted". Saving this item will not be an option at this point.

## **MAKING A CHANGE ON A LISTED ITEM**

WLD prints and distributes quarterly price-books to all licensed retailers in Wyoming. To ensure up-to-date and accurate information is provided, please follow the guidelines below when submitting information to make changes on a listed item.

### **Changes Included but not limited to:**

- Pricing (For decreases please see Floor Stock Adjustment memo).
- Quantity per case.
- Pallet/tier (Can be updated at any time).
- FOB point (Can be updated at any time but restrictions apply) Industry Rep / Broker (Can be updated at any time).
- NABCA code changes.
- Description (Can be updated at any time).

### **The vendor must:**

- Submit a new Standard Quotation and Specification form.
- Provide WLD with no less than 60 days' notice unless otherwise noted above
- Update case code labels

### **Required date schedule:**

- To be effective February 1<sup>st</sup>, quotes are due no later than November 30 of the previous year.
- To be effective May 1<sup>st</sup>, quotes are due no later than February 28.
- To be effective August 1<sup>st</sup>, quotes are due no later than May 31.
- To be effective November 1<sup>st</sup>, quotes are due no later than August 31.

Notification of changes without a Quotation and Specification form cannot be accepted.

## **FLOOR STOCK ADJUSTMENT**

Because Wyoming is not a bailment state and our available inventory was purchased at the higher price, a floor stock adjustment is required to allow us to pass along the decrease to the Wyoming retailers effective the same month as the new price.

The floor stock adjustment letter must be submitted with the Standard Quotation and Specification Form. Deadlines to submit listed quotations and floor stock adjustments for decreases are as follows:

Changes effective February 1 are due November 30 of the previous year  
Changes effective May 1 are due February 28  
Changes effective August 1 are due May 31  
Changes effective November 1 are due August 31

Submit the Floor Stock Adjustment letter on company letterhead and include the following:

- NABCA code #
- Size
- Product description
- Old FOB cost
- New FOB cost
- FOB \$ difference per case
- Date floor stock adjustment is effective (Ex. Effective on all inventory as of January 31, 20XX to lower the price on both the purchasing and selling sides February 1, 20XX)
- Signature line with contact information

The Wyoming Liquor Division will bill back the vendor for the difference between the old FOB and new FOB for any stock remaining in our warehouse. Inventory reports are generated the last business day of the month prior to the floor stock adjustment taking effect. These are the quantities used for floor stock adjustment billing purposes.

## **DEPLETION ALLOWANCE (DA) GUIDELINES**

DAs are only offered on listed items. The WLD will not accept depletion allowances on items that are vendor constrained, on allocation, in short supply or out of stock.

### **Required information on each DA letter:**

- An effective date that starts on the 1<sup>st</sup> of a month
- NABCA Code
- Size
- Description
- DA Dollar amount per bottle/pack (must be at least 10% of the selling cost)
- DA Dollar amount per case (equal to DA offer per bottle/pack multiplied by number of bottle/pack)

### **Requirements for DAs:**

- Cannot be offered more than 2 consecutive months.
- Must be submitted at least 60 days prior to the effective date.
- Cannot be submitted more than 3 months in advance.
- DA amount needs to be submitted correctly to correspond with quarterly price changes
- Information must be submitted by the vendor of record
- Will not be accepted for the first month an item is listed

## **DA GUIDELINES FOR NOT TO BE REORDERED ITEMS**

When the status of a listed item is changed to NTBRO or delisted please use the following guidelines when submitting a depletion allowance letter to deplete any remaining inventory:

### **On company letterhead please include the following:**

- Effective date — must start on the 1<sup>st</sup> of the next month (until all current inventory is depleted)
- NABCA Code - Size Description - DA Dollar amount (must be at least 10% of the selling cost)
- Must be submitted on a separate sheet — do not include with your regular monthly DAs

### **WLD will:**

- Maintain a copy of the letter from month to month until all inventory is depleted
- Change the item status to special order once all inventory is depleted
- Bill back the vendor for all items sold during the sale month

### **To make changes to an existing DA letter:**

- Submit a new letter with an effective date of the 1<sup>st</sup> of the next month.
- Make sure the date states "until all current inventory is depleted".



**Sample DA Letter**  
**COMPANY LETTERHEAD**

Current date

Ms. Linda Skorcz  
Purchasing Manager  
Wyoming Liquor Commission  
6601 Campstool Rd  
Cheyenne, WY 82002-0500

Dear Ms. Skorcz:

On behalf of company name we are pleased to offer the following ***Depletion Allowances*** during the month of **February 2022**:

<b>NABCA</b>			<b>DA Case</b>	<b>DA Bottle</b>
<b><u>Code #</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>
12345	750 ml	ABC Wine 12/cs	\$24.48	\$2.04

Should you should have any questions, please contact me (\*\*\*) \*\*\*\_\*\*\*\*

Thank you for your continued support of our brands.

Sincerely,

## **PROMOTIONAL PACKAGING**

The Wyoming Liquor Division must ensure all handling costs associated with promotional packaging is recouped.

### **Promotional item fees:**

- Non-alcohol items (candles, candy, hats, belt buckles, etc.) will not get charged state excise tax.
- Alcohol items will be charged the appropriate state excise tax.
- All fees will be charged back to the vendor via a debit memo.
- Total fee amount will be deducted from the next payment made to the vendor by WLD.

## **MISSHIPPED PRODUCT**

It is the vendors/supplier's responsibility to ship only the requested items to the Wyoming Liquor Division. Keeping product shipped in error will be at the discretion of the Wyoming Liquor Division.

### **Listed misshipped product to be returned to the vendor:**

- Vendor is responsible for all shipping arrangements.
- Product must be picked up from WLD warehouse in 30 days or less.
- Product not picked up in 30 days or less may be destroyed at the vendor's expense.
- Product will not be received into WLD warehouse.
- WLD will not pay for product.

### **Special Order misshipped products to be returned to the vendor:**

- Vendor is responsible for all shipping arrangements.
- Product must be picked up from WLD warehouse in 30 days or less.
- Product not picked up in 30 days or less may be destroyed at the vendor's expense.
- Product will not be received into WLD warehouse.
- WLD will not pay for product.

### **Special Order misshipped products to be received at WLD:**

- Purchase order created for receiving items shipped in error are for billing purposes only, and are not sent to vendors. (To avoid the vendor duplicating the error.)
- Product will be received into WLD warehouse.
- Upon purchase by retailer no special-order fee will be applied.

## **GENERAL SAMPLING GUIDELINES FOR VENDORS & INDUSTRY REPRESENTATIVES**

These sampling guidelines are current as of January 2024, are not all-inclusive and shall not be considered as legal advice. Please contact the Wyoming Liquor Division (WLD) for questions regarding any sampling event or circumstances not covered in these guidelines.

### **Overview:**

- Provided that all applicable state and federal laws, rules, and regulations pertaining to the shipment of alcoholic beverages into Wyoming are strictly adhered to, along with adherence to all applicable sampling laws, rules and policies, samples are not prohibited.
- Manufacturers, through their Wyoming industry representatives, are authorized to furnish samples to licensed retailers and the WLD.
- Manufacturers shall designate a temporary licensed industry representative if their product line is not currently represented by a Wyoming industry representative
- Wyoming Industry Representatives (Reps) include:
  - Individually licensed Class A, B and C Reps, also known as Brokers
  - Malt beverage wholesale distributors o Distilleries o Microbreweries o Wineries
- Reps may only provide samples of the products they are appointed or assigned to represent.
- Sampling is defined as displaying to a licensed retailer the smallest quantity available for the buyer to determine the quality of the product offered.
- Samples may be provided only to retailers who have not previously purchased the brand of distilled spirits, wine or malt beverage being offered by the industry representative.
- Sample product may not be used as a direct gift or as a product discount based upon licensee's current or future purchases.
- Sample product shall have the seal broken at the time of presentation to the retailer or their designated employee(s).
- Sample products not utilized during sampling events must be destroyed or removed by the Rep unless the sample products are retailer owned.
- Shipments of product samples directly to Class A, B or C Reps or licensed retailer are illegal and expressly prohibited.

### **Lawful Sources of Samples:**

- Samples may be obtained only from the following sources:
  - Vendor samples of distilled spirits or wines sent to the WLD
  - WLD listed product inventory (Salesman Samples from Stock)
  - Wyoming malt beverage wholesale distributors
  - Retailer owned inventory provided by the retailer
  - Retailer owned inventory purchased by the Rep at full retail price from the retailer

**Note:** Manufacturer Satellite locations are considered as retailers

## **DISTILLED SPIRITS AND WINE SAMPLES THROUGH THE WLD**

### **Reps may obtain samples from WLD as follows:**

- Pre-paid samples sent by vendors to the WLD
- Samples from WLD listed inventory

### **Requirements**

- All samples are subject to approval by the WLD.
- All pre-paid distilled spirits and wine samples must be shipped to the WLD
- Prepaid samples shipped to WLD must have the Industry Rep's name on the outside of each box.
- Prepaid samples shipped to WLD must be clearly marked "SAMPLES" on the outside of each box.
- All samples are subject to approval by the WLD.
- Allow 3 business days to process pre-paid samples after their delivery to WLD.
- Allow 3 business days to process samples from stock after request is made.
- Reps will be billed for all fees associated with all samples with payment in full due by the 20<sup>th</sup> of the following month.
- Samples will be shipped to a retailer designated by the Rep (with prior approval from retailer).
- Samples not included with a retailer's order may incur a minimum delivery charge.
- The Rep shall advise the WLD in advance, of the intended use of the sample, the type of event, location of event.

### **The following charges will be assessed for PRE-PAID product:**

- Incoming freight if applicable
- State Excise Tax
- Outgoing freight of \$8.00 per case
- Handling charge of \$5 per case

### **The following charges will be assessed for product withdrawn from WLD Inventory:**

- F.O.B case cost
- Incoming freight
- 17.6% markup
- State Excise Tax
- Split case charge if applicable
- State and Laramie County Sales Tax
- Outgoing freight of \$8.00 per case

## **SAMPLING EVENTS**

Reps may conduct sampling events at various appropriately licensed or permitted locations in Wyoming including:

- Licensed Retailer sampling and training events
- Consumer sampling events
- Trade shows, conventions, charitable and fund-raising events
- WLD product Listing Meetings

### **Licensed Retailer Sampling Events**

Restrictions on quantity of samples furnished to any retailer at any one time include:

- No more than 500 ml of any brand of distilled spirits,
- No more than 3 liters of any brand of wine.
- No more than 3 gallons of any brand of malt beverage.
- 50 ml spirits or 187 ml wines used for "neckers<sup>ll</sup>" will be excluded from numerical limitations.

### **Record Keeping Requirements**

Reps shall maintain permanent record of the event dates, locations, and quantity of product by label and brand used for the following the sampling events listed below. Such records will be provided to the Wyoming Liquor Division within twenty (20) working days upon receipt of such request.

- Licensed Retailer training events
- Consumer sampling events
- Trade shows, conventions, charitable and fund-raising events
- Donations to non-profit or charitable organizations or fund-raising events

### **WLD Listing Meetings**

Manufacturers, through their Wyoming Reps, are authorized to furnish samples for WLD listing meetings.

- Samples sent to the WLD must be clearly marked "Samples for Listing Meeting"
- Name of industry rep must be clearly marked on outside of each case.
- No charges apply if boxes clearly marked "Samples for Listing Meeting" picked up at WLD.
- Boxes not clearly marked will incur regular sample charges.
- Reps are responsible for communicating with their vendors to avoid costs
- Only one bottle of any product should be sent as a listing meeting sample.

For more information regarding liquor laws and regulations, contact the Wyoming Liquor Division, Compliance section. **Email:** [dor-liq-compliance@wyo.gov](mailto:dor-liq-compliance@wyo.gov)

### **Compliance Agents:**

(307) 777-7233

(307) 777-6449

(307) 777-5708

### **Compliance Manager:**

(307) 777-6453

## **ALLOCATED PRODUCTS**

### **Allocated:**

Allocated products have been defined as an allocation of between 30 to 100 cases per allotment or vintage. The maximum can be higher based on the number of retail licensees requesting the product, and the size of the variance.

When the WLD is notified by a vendor or sales representative that an allocated special order item has become available, the WLD special order team notes the quantity available in the inventory record, changes the item status to “available” and begins accepting and processing special orders on a first-come, first-served basis. When the allocated quantity available is reached, the status is changed to “unavailable” and no more orders will be processed.

### **Highly Allocated:**

Highly allocated products have been defined as an allocation of 30 or fewer cases per allotment or vintage, and there are more retailers trying to order than there are cases available.

Pursuant to 12-2-303. (b), the **WLD is required by law** to treat everyone the same.

12-2-303. (b) In the case of a shortage in the supply of any alcoholic liquor, the division may apportion its available supply among the licensees in an equitable manner.

### **First-come, first-served ...**

When special order item allocations run out, vendors are asked to cancel last specials entered.

### **Just enough to go around ...**

If only 10 cases are allocated, and 10 retailers place special orders, everyone gets one. The first to submit orders don't get more than one.

### **Not enough to go around ...**

When the number of retailers placing orders for an item is greater than the number of cases allocated to the state, the WLD will allocate the available cases to as many licensees spread throughout, and to as many geographic locations across the state, as possible.

**The Liquor Division has the final decision on allocation of highly allocated items distributed within Wyoming.**

## **FREIGHT REQUIREMENTS**

Product received at the Wyoming Liquor Division must be loaded on pallets and shipped in proper tier and pallet sizes. Product should be squarely organized and secured in a trailer. Properly loaded trucks will facilitate trucks being unloaded in short order allowing the drivers to be on their way as quickly as possible. A pallet exchange program is available.

Trucks are received between **6:00am to 1:00pm Monday through Thursday and Friday 6am to 12pm by appointment only**. Dispatchers are required to confirm delivery date, time, case counts and PO numbers with the Wyoming Liquor Division Warehouse personnel at (307) 777-6458 when loads are picked up. Confirmed delivery appointments are required for all shipments, except drop shipments. A drop shipment is defined as loads with less than 600 cases. Even though drop shipments do not require an appointment, dispatchers should call ahead and notify Wyoming Liquor Division Warehouse personnel a truck is on the way.

Loads not properly organized and secured inside the trailer will shift. Shifting can result in breakage or container damage. Significant time is involved by Wyoming Liquor Division Warehouse personnel hand stacking shifted loads or loads not properly tiered. Your attention and compliance with shipping requirements will avoid your company being assessed handling charges.

**SPECIAL ORDER ITEMS:** Which are any items that we do not carry in regular stock. We are requiring that our Special Items have the Purchase Order and Wyoming Code Number on each case, preferably on the short side of the case. This can be a computer label or hand written just as long as it is readable. We are not requiring bar codes at this time on Special Order Items. **Special order items need to be stacked on a pallet(s) together.**

**Each listed product shipped is required to have the proper control state case code label affixed to the end of each case to include at least the UPC bar code. THIS WILL BE STRONGLY ENFORCED AND A FINE WILL BE LEVIED.** (Example A).

Example A





**1 00 99999 12345 3**

Product improperly shipped to the Liquor Division is subject to the following handling charges:

<b>WRONG OR MISSING CODE NUMBER OR UPC</b>	<b>\$100.00/ITEM</b>
<b>RE-STACKING REQUIRED</b>	<b>\$10.00/CASE</b>
<b>DESTRUCTION FEE</b>	<b>\$10.00/CASE</b>
<b>RE-PACKAGING</b>	<b>\$10.00/CASE</b>
<b>LOADS <u>NOT</u> PALLETIZED THAT ARE REQUIRED</b>	<b>\$20.00/PALLET</b>
<b>INCORRECT TIER CONFIGURATION</b>	<b>\$100.00/ITEM</b>

Charges assessed will be deducted directly from your invoice.

To schedule a delivery please call (307) 777-6458.

Please contact the Wyoming Liquor Division for any additional questions at (307) 777-7235 or by email at [scott.workman@wyo.gov](mailto:scott.workman@wyo.gov).



## **Invoicing information**

The Wyoming Liquor Division's accounting department will accept invoices by fax, mail, or e-mail. To ensure prompt payment, please fax your invoice directly to WLD's accounting department at [307-777-6255](tel:307-777-6255), or you can mail them to: dor-eliqinv@wyo.gov

Mailing address:

Wyoming Liquor Division

6601 Campstool Road

Cheyenne WY 82002-0110

Please make certain the cost on the invoice matches the PO price. If a price change is necessary, please follow the included directions for Listed (page 13) and Special-order price change (page 7 and Appendix A

## **APPENDIX A**

### Special Order Pricing



## **PROCESSING WYOMING LIQUOR DIVISION SPECIAL ORDER PURCHASE ORDERS**

A Wyoming Liquor Division (WLD) purchase order is an agreement with the vendor to procure special order products at the FOB price specified on the purchase order. The WLD will only authorize payment for the price reflected on the special purchase order.

Please follow the below guidelines when processing a WLD special order request to ensure your company receives proper payment.

### **PRICE CHANGES**

The WLD must be notified of all price changes **prior** to the order shipping to Wyoming.

- Follow instructions on the purchase order for price changes.
- Email WLD with the PO# in the subject line. Include all necessary changes in the body of the email. We will update all necessary information and send you a revised copy of the order.
- Do not process the order until you receive the revised copy from the WLD.
- New price must be effective for at least 30 days from submitted change.

### **VINTAGES**

Please ship the current vintage unless otherwise noted on the PO

- Any orders for specific vintage will have the vintage followed by "ONLY" at the beginning of the product description. The WLD will not accept any other vintage for these orders. If the specified vintage is not available, please notify the WLD immediately.

### **QUANTITY PER CASE CHANGES**

The WLD must be notified of all quantity per case and size changes **prior** to shipping the order. If the product description does not indicate bottles per case, the WLD assumes industry standard for the noted size (i.e., 12/cs for 750ML, 24/cs for 375ML, 6/cs for 1.5L, etc.).

- Email the WLD immediately with the PO# and all necessary changes.
- Do not process the order until you receive the revised copy from the WLD.

### **PRODUCT AVAILABILITY**

If the requested product is no longer produced, or your company no longer represents the product, please notify the WLD.

### **WLD CONTACT INFO**

Price changes and confirmations:

- Confirmations – please use email at the bottom right of the PO
- Price changes or quantity per case changes –tia.maxwell@[wyo.gov](mailto:wyo.gov)

Invoices:

- Email - [dor-eliqinv@wyo.gov](mailto:dor-eliqinv@wyo.gov) (invoices only)
- Phone – 307-777-2496
- Fax – 307-777-6255

## Licensee Interest Form

3/8/2012

PLEASE COMPLETE AND SEND TO:  
STATE OF WYOMING  
DEPARTMENT OF REVENUE  
LIQUOR DIVISION  
6601 Campstool Road  
Cheyenne WY 82002-0110  
PH: (307) 777-6451 FAX: (307) 777-5872  
Website <http://eliquor.wyoming.gov>

### NEW PRODUCT LISTING PROCESS FOR PRODUCTS THAT "JUST CAN'T WAIT"



### INTERIM NEW PRODUCT LISTING LICENSEE INTEREST FORM

#### Licensee Interest

Product Requested: \_\_\_\_\_

Size Requested: \_\_\_\_\_

Licensee Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

I would like to purchase this new product from the Wyoming Liquor Division. I am interested in providing this product to my customers routinely.

My initial order would be:

(cases)

I expect to order \_\_\_\_\_ per month.  
(cases)

Name: \_\_\_\_\_

(Please Print)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Licensed Industry Representative Signature)

# Standard Quote Form

STANDARD QUOTATION & SPECIFICATION FORM									
<b>VENDOR OF RECORD:</b>					<b>STATE CODE</b>				
1. STATE: WYOMING					2. DATE SUBMITTED:				
3. BRAND NAME:					4. EFFECTIVE DATE:				
5. STATE STOCK: <input checked="" type="checkbox"/>					6. BAILMENT: <input type="checkbox"/>				
7. SPECIAL PURCHASE ORDER PLAN: <input type="checkbox"/>									
8. TYPE:					9. CLASS:				
10. FORMULA:									
11. AGE/VINTAGE:					12. PROOF/ALCOHOL:				
13. DOMESTIC:									
14. IMPORTED:									
15. DISTILLED/PROD.BY:									
16. ADDRESS:					14. INBOND: <input type="checkbox"/> YES <input type="checkbox"/> NO				
17. BOTTLED BY:									
18. ADDRESS:									
19. SOLD UNDER ANY OTHER LABEL: <input type="checkbox"/> YES <input type="checkbox"/> NO					PROOF: AGE: EXPLAIN:				
20. SHIP POINT:					21. FOB POINT:				
22. FRT. PER CWT:									
<b>REASON FOR CHANGE:</b>									
23. <input type="checkbox"/> AGE/VINTAGE/PROOF CHANGE			26. <input type="checkbox"/> CASE COST CHANGE			29. <input type="checkbox"/> PALLET/TIER/WEIGHT CHANGE			
24. <input type="checkbox"/> SIZE CHANGE			27. <input type="checkbox"/> VENDOR CHANGE			30. <input type="checkbox"/> PACK CHANGE			
25. <input type="checkbox"/> SCC/UPC CHANGE			28. <input type="checkbox"/> NEW ITEM			31. <input type="checkbox"/> OTHER (Explain on Line 54)			
	OTHER	3 LITER/ 4 LITER	1.75 LT/ 1.5 LT	LITER	750 ML	375 ML/ 500 ML	200 ML/ 187 ML	50 ML/ 100 ML	
32. UNIT PACK									
33. OUNCES PER BOTTLE									
34. BOTTLES / SLEEVE									
35. VENDOR # - UPC (CO. - 6 DIGIT)									
- UPC (BRAND - 6 DIGIT)									
36. 2ND VENDOR # - UPC (CO. - 6 DIGIT)									
- UPC (BRAND - 6 DIGIT)									
37. SHIP. CONT. CODE - SCC (First 8 digits)									
SHIP. CONT. CODE - SCC (Last 6 digits)									
<b>38. STATE CODE</b>									
39. CASES / PALLET & CASES / LAYER									
40. CASE WEIGHT (LBS)									
41. NET COST FOB SHIP POINT									
42. U.S. FREIGHT									
43. OCEAN FREIGHT									
44. MARINE INSURANCE									
45. OTHER CHARGES / BAILMENT									
46. DISCOUNT OR INSERT NET									
<b>47. TOTAL INVOICE COST</b>									
48. CASE DIMENSIONS (L/W/H) (INCHES)									
49. BOTTLE DIMENSIONS (D/W/H)									
50. LAST/PREVIOUS QUOTED COST									
51. DATE LAST/PREVIOUS QUOTE									
52. CASE COST INCREASE/DECREASE									
53. COST PER SELLING UNIT									
54. REMARKS: (INDICATE MI ADA)									
55. Is this a product for which you want a limited listing period. <input type="checkbox"/> YES <input type="checkbox"/> NO If yes the listing ends / /									
56. TERMS (NET/DISC.):									
57. REPRESENTATIVE FOR THE STATE					58. WE CERTIFY THAT THE FOREGOING IS CORRECT				
NAME:					SUPPLIER:				
ADDRESS:					STATE LIC/PERMIT NO:				
LIC NO:					FED. ID. NO.:				
TELEPHONE:					ADDRESS:				
FAX:					TELEPHONE:				
					FAX:				
					BY:				
					TITLE:				
<b>STATE USE</b>									

## LISTED (STATE STOCK) QUOTE FORM INSTRUCTIONS FOR WYOMING

- Open highlighted form from [eliquor.wyoming.gov](http://eliquor.wyoming.gov) using the following path:
  - Homepage - Wyoming Liquor Division Links - WLD Information Page - More Information and Forms - Product Information - Quotation and Specification Form
- All fields highlighted in yellow must be completed. Type directly on the form. There is no need to resize text boxes. Field names may disappear, but will reappear when “enter” or “tab” is pressed. Please keep in mind that Wyoming is not a bailment state.
  - **Make sure the bailment box is not selected.**
- Top right box: NABCA code number
- 1. State = Wyoming
- 2. Date Submitted
- 3. Brand Name = Product Description – should match product label
- 4. Effective Date = Feb. 1, May 1, Aug. 1, or Nov. 1. If NEW, use UPON APPROVAL
- 5. State Stock must be selected
- 8. Type = Varietal (i.e. Chardonnay, Blended Whiskey, etc.)
- 9. Class = Overview Category (i.e. Red Table Wine, Domestic Whiskey)
- 11. Age/Vintage
- 12. Proof/Alcohol Only required for distilled spirits
- 13. Domestic = x if product is domestic
- 14. Imported = x if product is imported
- 15. Distilled/Produced By
- 16. Address = Address of Distiller/Producer
- 17. Bottled By
- 18. Address = Address of Bottler
- 20. Ship Point = City & State where item is warehoused
- 21. FOB Point = City & State where WLD or WLD carrier will take possession of product. Should be Cheyenne, WY only if item will ship freight pre-paid
- 23. – 31. Reason for Change = select one
- 32. Unit Pack = Bottles per case (if packs, please enter bottles per sleeve in field 34.)
- 38. State Code = NABCA Code
- 39. Cases per pallet & cases per layer (i.e. 56/14, 100/25, etc.)
- 40. Case Weight
- 41. Net Cost FOB Ship Point = FOB case cost (include freight if freight pre-paid)
- 47. Total Invoice Cost = FOB case cost (should match line 41 exactly)
- 57. Representative for the State = Wyoming Licensed Industry Representative’s name (do not enter the company he/she works for in this field)
- 58. Supplier = Vendor of Record, telephone and fax numbers. By= Name of the person completing the quote

## New Listing Profile Sheet



PLEASE COMPLETE AND SEND TO:  
 STATE OF WYOMING  
 DEPARTMENT OF REVENUE  
 LIQUOR DIVISION  
 6601 Campstool Road  
 Cheyenne WY 82002-0110  
 PH: (307) 777-6451  
**Attention** Linda Skorcz

DATE:	<b>PROPOSED NEW LISTINGS PROFILE SHEET</b>		
	<b>INDUSTRY REPRESENTATIVE</b>	<b>COST TO RETAILER</b>	
<b>SUPPLIER</b>		<b>Case</b>	<b>Bottle</b>
<b>BRAND NAME</b>		\$	\$
<b>CATEGORY</b>			
<b>PRODUCT DESCRIPTION</b>		<b>BUDGET/ADVERTIZING</b>	
		<b>LOCAL</b>	<b>NATIONAL</b>
		\$	\$
<b>SIMILAR LISTED ITEMS</b>			
<b>WHY DOES WY NEED THIS ITEM</b>			
<b>IS THIS ITEM ALLOCATED?</b>			
<b>SALES IN ADJACENT STATES</b>	Colorado: _____	Idaho: _____	Utah: _____ Montana: _____
<b>SUPPORT FOR THE ITEM</b>	Will you offer DAs for this item?		
* * * PRODUCT NOT MEETING ESTABLISHED CRITERIA MAY BE DELISTED BY WLD * * *			

**COMPLETED PACKETS MAY NOT BE EMAILED OR FAXED**