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

October 2026

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.

Table of Contents

TERMS & INSTRUCTIONS OF PURCHASE 2
PURCHASING CONTACTS 2
INDUSTRY ROLES 3
PRODUCT OPTIONS 4
OTHER OPTIONS FOR BRINGING PRODUCT INTO OUR STATE 4
LISTED ITEMS IN WYOMING 5
SPECIAL ORDER ITEMS IN WYOMING 6
SPECIAL ORDER CHANGES 7
PRICE CHANGES 7
VINTAGES 7
QUANTITY PER CASE CHANGES 7
WLD CONTACT INFO 7
ONE-TIME BUYS 8
One-Time Buy Offers Form 9
LISTING ITEMS IN WYOMING 10
PRODUCT SIZE EXTENSION 10
JUST CAN'T WAIT ITEMS 11
LISTING MEETING INSTRUCTIONS 12
MARCH MAIL-IN NEW ITEM LISTING SUBMISSION: 13
FOR JUNE NEW LISTING MEETING: 14
FOR SEPTEMBER NEW LISTING MEETING: 14
LISTING CRITERIA AND DELISTING PROCESS 15
MAKING A CHANGE ON A LISTED ITEM 16
FLOOR STOCK ADJUSTMENT 17
DEPLETION ALLOWANCE (DA) GUIDELINES 18
Sample DA Letter 19
PROMOTIONAL PACKAGING 20
MISSHIPPED PRODUCT 20
GENERAL ALCOHOL SAMPLING GUIDELINES 21
ALLOCATED PRODUCTS 24
Limited Listed Process: 25
FREIGHT REQUIREMENTS 26
Invoicing information 27

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. 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-eliqinv@wyo.gov or fax invoice directly to WLD's accounting department at 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	linda.skorcz@wyo.gov
Master Data Special Orders Tim Glassbrook	307-777-7978	tim.glassbrook@wyo.gov
Listed Product Price Changes Wendy Gregorio	307-777-6457	wendy.gregorio@wyo.gov
Buyer Special Orders Sean Knaub	307-777-2495	sean.knaub@wyo.gov
Buyer Alex Baca	307-777-6452	alex.baca@wyo.gov
Buyer David Williams	307-777-5374	david.williams@wyo.gov
Buyer Tia Maxwell	307-777-6447	tia.maxwell@wyo.gov

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.
- Located at 6601 Campstool Road Cheyenne, Wyoming, 82007.
- 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.

*Listed items are published in the WLD's quarterly price list. A 90-day supply is kept on hand in the warehouse.

PRODUCT OPTIONS

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

LISTED ITEMS

Items that are published in the WLD's quarterly price list and ordered in bulk (by layer or pallet) to keep a 90-day supply in the warehouse. Retailers can order the majority of listed items by the bottle. Listed items must be available for order at any time in any quantity (not allocated).

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 unique, 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 and be listed at least one year 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.

- Limited Listed – Allocated and Highly Allocated items guaranteed to sell out immediately upon release. WLD purchases the entire allocation and puts on hold until 10:00 am the first Tuesday of the next month. Retailers can only order by calling 307-777-7231 to enter phone queue.

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.
- Depletion allowances (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 (except special order items).
- 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. The state does not own any retail facilities, and does not mandate shelf pricing. All special-order items must be submitted to WLD in writing by a licensed Wyoming retailer.

Special order items are:

- Ordered in full case quantities.
- Not stored in the Wyoming Liquor Division's warehouse.
- Ordered per each retailer's request.
- Not required to be represented by a licensed Wyoming Industry Representative (broker).

Special order items are not:

- Subject to return by retailer once the vendor has already shipped to the WLD.
- Refundable if retailer changes their mind and does not immediately inform the WLD prior to vendor processing for shipment.

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 orders items are not subject to return or refund.

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 company no longer represents the product, please notify the WLD.

Please follow the below guidelines when processing a WLD special order request to ensure vendor 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 dor-liq-specialpricing@wyo.gov with the PO# in the subject line.
- Include all necessary changes in the body of the email.
- WLD will update all necessary information and send a revised copy of the order.
- Do not process the order until a revised copy is received 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

- A vintage specific order will have the vintage followed by "ONLY" at the beginning of the product description (i.e., 2024 Vintage Only).
- 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 a revised copy of the PO is received from the WLD.

WLD CONTACT INFO

Price changes and confirmations:

- Confirmations – please email the Buyer identified at the bottom of the PO
- Email price changes or quantity per case changes – dor-liq-specialpricing@wyo.gov
- Invoice email - dor-eliqinv@wyo.gov (invoices only)

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 24 to 48 hours prior to the expected release date. OTB sales begin Mondays and Wednesdays at 10:00 a.m. and the products remain available 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?

LISTING 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 Class A Wyoming Industry Representative (broker).

Getting an item listed

- Sales Representative must present each item during scheduled listing period 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.
- Depletion allowances (DAs) must be submitted 60 days prior to effective month.
- Can no longer be direct shipped to customers.
- Special orders for tray packs will not be accepted.

The following applies to all products prior to a listed 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).

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.
- Current listed item must have been listed for at least one year.
- 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.
- Acceptance is subject to WLD approval.

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 Representative may request consideration at any time

FOR CONSIDERATION, THE INDUSTRY REPRESENTATIVE MUST SUBMIT THE FOLLOWING WITH REQUEST:

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

UPON APPROVAL WLD WILL:

- Notify industry Representative.
- 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

The listing and delisting processes are essential in order to continually provide the best possible service and product selection for retailers and consumers. 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 inclusion in the published Wholesale Price List.

The listing committee members include the Department of Revenue Director, Liquor Division Administrator, Liquor Division Purchasing Manager, Buyers and volunteer retailer representatives.

Class A Sales Representatives may request listed status via two methods

- March listing submissions for the June Price Book shall be chosen after committee examination of mail-in packets and samples.
- June and September listing requests for inclusion in September and December Price Books will be presented by Class A Sales Representative in person or online.

For each new listing request (mail-in or Representative presentation)

- Process shall begin at least 75 days prior to March 1, June 1, and September 1.
- A memo will be sent to the primary Industry Representative by WLD outlining the dates, deadlines and specific instructions for the upcoming new listing meetings.
- The WLD purchasing manager will coordinate with the industry representative and schedule all new listing meetings.
- No more than twelve (12) products, including size extensions, may be introduced at any one of the new listing presentation meetings.
- Cover sheet must group items by vendor and attachments should be in cover sheet order.
- Incomplete/late packets will not be accepted and may result in the cancelation of presentation.

Primary Evaluation Criteria for all listing periods include:

- Historical sales
- Customer requests
- Brand recognition or relevance
- Tasting results (when applicable)
- Packaging and shelf presence
- Compliance with federal/state standards
- Category trends
- Marketing support
- RTD variety pack availability preferred over single flavor packs

MARCH MAIL-IN NEW ITEM LISTING SUBMISSION:

A complete packet must arrive at WLD by mail or hand delivery by March 1. Please ensure all information is accurate and complete, as inaccurate or incomplete packets will not be considered. Rejected packets will be sent back via email with instructions how to correct and resubmit during the next listing period.

WLD mailing address:
6601 Campstool Road
Cheyenne, WY 82002

Required Materials for Packet:

- Cover sheet grouping items by vendor with attachments in cover sheet order.
- Standard Quotation and Specification form completed by the vendor
- Size Extension form (if applicable)
- NABCA Control State Code Number
- Profile sheet – including marketing plan

Optional Materials for Packet:

- Samples
  - Representatives may submit product samples for evaluation as part of listing review.
  - Samples are provided voluntarily and will not be purchased or reimbursed by the WLD.
  - Preferably in the same size as the unit presented.
  - Must be labeled "Listing Consideration Samples – WLD"
- Sell sheets
- Pictures of product or package
- Recipes
- Printed PowerPoint slides
- Documentation of sales via direct shipment
- Analytics including (i.e., target demographic, supplier strategy, industry trends)

Evaluation and Selection Process for mail-in submission;

1) Initial Screening conducted by Purchasing Manager and Master Data Specialist to:
   a. Validate completeness
   b. Identify items that address category gaps and opportunities
   c. Review items special order performance
   d. Prior delisting status

2) Committee Review – Items advancing from screening undergo committee evaluation. Criteria assessed include:
   a. Packet and documentation review
   b. Product sampling evaluation (when applicable)
   c. Market support plans
   d. Vendor reliability and fulfillment history
   e. Packaging compliance and customer appeal

FOR JUNE NEW LISTING MEETING:

- The complete packet must be mailed or hand delivered (do not email or fax packet) and received at the WLD office least 10 working days prior to the scheduled meeting.
- June Listing Presentations must be finalized before June 30.
- Selected items will be listed in the next September 1 – November 30 Price List.

FOR SEPTEMBER NEW LISTING MEETING:

- The complete packet must be mailed or hand delivered (do not email or fax packet) and received at the WLD office least 10 working days prior to the scheduled meeting.
- September Listing Presentations must be finalized before September 30.
- Selected items will be listed in the next December 1 -- February 28 Price List.

After Listing Committee meets and evaluates product submitted:

- The industry rep will be notified via email which items were approved.
- Each industry rep is responsible for notifying suppliers.
- The WLD purchasing manager will determine initial quantities for all approved new listings.
- New listings chosen must arrive at WLD prior to first day of Price Book to remain listed.

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 February, June and October.
- Only items listed for 12 or more months are reviewed in the delisting months.
- Results will be emailed to Representatives by the end of the evaluation month.
- Representatives are responsible for notifying suppliers
- Items not meeting the required standard may go on "Watch" for 4 months, or be immediately delisted at the WLD's discretion.

Criteria to remain listed:

1) Distilled Spirit must sell an average of one tier per month in sales (minimum $600 in sales).
2) Domestic and Imported Wine must average one tier per month in sales (minimum $1,200 sales).
3) Items must be readily available with no allocation restrictions and no prolonged vendor caused out of stock issues.
4) Items that do not meet either the tier or dollar sales requirements, and fall in the bottom 2 percent of sales based on a year's average case sales may be delisted without going on watch.

On Watch Consideration:

- If any of the above criteria are not met, the item may be put on watch.
- Items failing to meet either the tier or dollar sales requirement and selling fewer than an average of six cases may be put on watch.
- Items meeting the dollar sales requirement and selling fewer than an average of three cases per month may be put on watch.

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

- Notify the Representative in writing of all items they represent that are now on watch.
- Request Representative 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.

Items on watch for a 3rd time will be:

- Automatically delisted.
- Marked as "Not-To-Be-Reordered" (NTBR).
- Not ordered without a special-order request.

WLD's expectations for NTBR items:

- Vendor will submit a separate DA letter with an effective date of "until all inventory is depleted".
- Representatives will make depleting the delisted inventory from the warehouse a priority.
- Remaining inventory will be depleted prior to next listing meeting.

MAKING A CHANGE ON A LISTED ITEM

WLD composes and publishes a quarterly price-books on liquor365.wyo.gov available for all licensed retailers in Wyoming to access. 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 March 1, quotes are due no later than December 30 of the previous year.
- To be effective June 1, quotes are due no later than March 31.
- To be effective September 1, quotes are due no later than June 30.
- To be effective December 1, quotes are due no later than September 30.

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

FLOOR STOCK ADJUSTMENT

Wyoming is not a bailment state. On hand inventory requires a floor stock adjustment in order to offer a price decrease to the Wyoming retailers for items WLD purchased at higher 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 March 1 are due December 31 of the previous year
Changes effective June 1 are due March 31
Changes effective September 1 are due June 30
Changes effective December 1 are due September 30

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 1st 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 1st 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 1st 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:**

NABCA Code #	**Size**	**Description**	**DA Case Amount**	**DA Bottle Amount**
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 requirements:

- Vendor must email a standard quote form to the Buyer when requesting promotional or VAP (value added packs) be sent in place of regular listed goods.
- FOB, quantity per case, pick up location must be the same as the regular listed item.
- Buyer will only order quantity require to keep 90 days of inventory on hand.

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 WID 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 ALCOHOL SAMPLING GUIDELINES

These sampling guidelines are not all-inclusive and shall not be considered as legal advice. Please contact the Wyoming Liquor Division (WLD) for questions regarding this information, 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 licensed Wyoming industry representatives, are authorized to furnish samples to licensed retailers, consumers, non-profit or charitable organizations and the WLD.
- Manufacturers shall designate a temporary licensed industry representative if their product line is not currently represented by a licensed Wyoming industry representative.
- Wyoming Industry Representatives (Reps) include:
  - Individually licensed Class A, B and C Reps, also known as Brokers
  - Malt beverage wholesale distributors
  - Distilleries
  - Microbreweries
  - Wineries
- Reps may only provide samples of the products they are appointed or assigned to represent.
- Sampling is defined under Wyoming state law as displaying to a licensed retailer the smallest quantity available for the buyer to determine the quality of the product offered.
- Retailer 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) or consumers.
- 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, alcohol retailers or any other recipient other than the WLD, or a licensed malt beverage wholesaler, 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.
  - Wine and distilled spirits must be shipped within separate boxes and only one (1) metric size is allowed per box.
- 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.
- Allow 10 business days to process pre-paid samples after their delivery to WLD.
- Allow 10 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 20th of the following month.
- Samples may be shipped by the WLD to licensed alcoholic liquor retailers as 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 per case at the current outgoing freight rate
- 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 per case at the current outgoing freight rate when applicable

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

Licensed Retailer Sampling and Training 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” 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. Said records will be provided to the Wyoming Liquor Division within twenty (20) working days upon receipt of request.

- Licensed Retailer sampling and 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 Class A Industry Representatives (Reps), are authorized to furnish samples for WLD listing meetings.

- Samples sent to the WLD must be clearly marked "Samples for Listing Meeting."
- The name of the Wyoming Class A Industry Rep must be clearly marked on outside of each case.
- Samples shipped to the WLD will incur all applicable charges including taxes.
- Only one bottle of any product should be sent as a listing meeting sample.
- Reps are responsible for communicating packaging and labeling requirements to their vendors.

Liquor Laws and Regulations Information Resources

For more information regarding liquor laws and regulations, or WLD policies, contact the Wyoming Liquor Division, Compliance section.

Email: 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 only10 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.

Limited Listed Process:

Allocated and Highly Allocated items guaranteed to sell out instantly and leave many unsatisfied retailers unable to purchase may qualify to sell as Limited Listed (LL).

- WLD purchases the entire allocation for LL items.
- Once received, LL items are put on hold in the warehouse until release date.
- LL items are available for licensed retailers to order by calling the WLD main number 307-777-7231 at 10:00 am on the first Tuesday of the month.
- Calls are placed in a queue and answered in the order received.
- WLD order takers must be logged into phone system and ready to accept orders promptly at 10:00 am.
- Quantities are limited, and only one order is accepted per licensee number.
- A list of LL items to be released is published on Liquor365 Online prior to sale day.

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

FREIGHT REQUIREMENTS

When products are received at the Wyoming Liquor Division, they must be loaded onto pallets and shipped using the correct tier and pallet sizes. Products should be organized neatly and secured within the trailer. Properly loaded trucks will enable quick unloading, allowing drivers to be on the way as efficiently as possible. Additionally, a pallet exchange program is available.

Trucks are accepted by appointment starting at 6:00 AM, Monday through Friday. Dispatchers or drivers must confirm the delivery date, time, case counts, and purchase order (PO) numbers with the Wyoming Liquor Division Warehouse personnel at (307) 777-6458 or dor-liq-warehouse@wyo.gov when picking up loads. Confirmed delivery appointments are required for all shipments, except for drop shipments. A drop shipment is defined as any load containing fewer than 600 cases. Although drop shipments do not require an appointment, dispatchers should still call ahead to notify Wyoming Liquor Division Warehouse personnel that a truck is on the way.

Loads that are not properly organized and secured inside the trailer will shift. Shifting pallets can result in breakage or damage to the container. The Wyoming Liquor Division Warehouse personnel spend additional time hand-stacking shifted loads or those not properly tiered or secured. Your attention to and compliance with shipping requirements will prevent your company from being assessed handling charges.

SPECIAL ORDER ITEMS: These are items that we do not keep in regular stock. We require that all Special Items have a Purchase Order and Wyoming Code Number marked on each case, preferably on the short side. This information may be provided using a computer label or handwritten, as long as it is clearly readable. At this time, we are not requiring barcodes for Special Order Items. Special Order Items should be stacked on their pallet(s) and not with the listed products.

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

Example A





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

WRONG OR MISSING CODE NUMBER OR UPC	**$100.00/PRODUCT**
RE-STACKING REQUIRED	**$10.00/CASE**
DESTRUCTION FEE	**$10.00/CASE**
RE-LABELING	**$25.00/CASE**
RE-PACKAGING	**$10.00/CASE**
EXTRA LABOR	**$25.00/PALLET**
LOADS NOT PALLETIZED THAT ARE REQUIRED	**$20.00/PALLET**
INCORRECT TIER CONFIGURATION	**$100.00/PRODUCT**
INCORRECT PRODUCT CONFIGURATION	**$10.00/CASE**

Charges assessed will be deducted directly from your invoice.

For any further questions or to schedule a delivery, reach out to the Wyoming Liquor Division Receiving Department at (307) 777-6458 or email dor-liq-warehouse@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, 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