



SUPPLIER MANUAL

This manual is a reference guide to help explain the obligations of suppliers who are currently conducting business with the Oregon Liquor Cannabis Commission and to educate new prospective suppliers about the OLCC's policies and procedures

OREGON LIQUOR & CANNABIS COMMISSION

OLCC'S MISSION

Support businesses, public safety, and community livability through education and the enforcement of liquor and marijuana laws.

VISION

Provide world-class selection and service supporting and educating liquor agents, consumers, suppliers/brokers, and employees through the acquisition, distribution, and delivering continuous revenue growth of distilled spirits in Oregon.

VALUES

We promote diversity, honesty, inclusion, and integrity in all we do.

We encourage innovation to meet consumer demands.

We foster an environment of collaboration as we work toward a common goal.

We pride ourselves on complete transparency into our successes and missteps.

We measure ourselves against the highest standards.

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DISTILLED SPIRITS PROGRAM

The Distilled Spirits Program operates the retail liquor business, meeting the public's needs while promoting safe and responsible sales of distilled spirits and operating a profitable business for the State. The Distilled Spirits Program contains two Departments; Wholesale Operations, which includes Purchasing-Distribution Center, and Retail Services.



Wholesale Operations

Purchasing staff coordinates liquor movement from the distilleries and importers for timely delivery to the Commission's Distribution Center. The Distribution Center receives liquor shipments daily and warehouses the product. The liquor orders are filled and arranged for shipment to liquor stores, military bases, Native American reservations, and airlines.

Retail Services

Retail Services Department staff are responsible for ensuring proper accounting for the State's liquor inventory and revenue.



PRODUCTS



New Product: There are two ways a new product can be introduced in Oregon. The supplier can present distilled products not currently available for sale in Oregon to the Listing Committee for approval or when a customer special orders product not available in Oregon through a retail liquor store.

Listing Process: The Listing Committee meets five times per year to hear presentations for new products. Presentations may include the uniqueness of the

product, sales history, manufacturing process, customer demand, pricing, and promotions. After listening to all presentations, the committee votes to determine if a product should be listed. Approved items are then made available to order through the OLCC Distribution Center for liquor stores across the State. A product that the committee does not approve must wait six months before being presented again.

Suppliers are limited to two items per listing meeting or one family of brands. (i.e., a tequila brand that generally includes a Plata or Silver, Reposado, and Anejo.

Listing Criteria: The Listing Committee will evaluate products based on the following criteria:

- **Brand strength/recognition:** Are customers aware of the product?
- **Price:** How does the price compare to other products, and who is the competition?
- **Category need:** Does the new product fill a need not filled by other products currently carried by OLCC?
- **Category trends:** Is the category growing or declining?
- **Sales in other states:** Does the product have any sales history to demonstrate the product's potential?
- **Marketing support:** What methods will the supplier use to create awareness and demand for the product (i.e., in-store sampling, consumer promotion, price discounting support, on-premises promotion)?
- **Product appearance and taste:** Does it present a perception of value?
- **Special order demand:** Have there been any sales through special orders?
- **Supplier reliability:** If applicable, what is the supplier service level of their other listed products

Required Materials for Listing Meeting Considerations:

- Standard Quotation & Specification Form (Exhibit 1)
- Copy of the TTB Certification of Label Approval (COLA)
- Image of Bottle (jpeg and white background preferred)
- A sample bottle of each actual item being presented
- 15-50ml samples of each item
- 15-Sell Sheets of each item or brand



For additional information on Listing Meetings, contact the Purchasing Department at 503-872-5087 or email olcc.productlisting@oregon.gov.



Listing Meeting Schedule:

Listing meetings are held virtually (Microsoft TEAMS) in January, March, July, May, and September (Exhibit 8). Click on the link below for new product listing submission.

[OLCC-NewProductListingSubmission](#)

Special Order Products: The Commission maintains a wide selection of listed liquor products. However, some customers do occasionally request products not currently listed in Oregon. Such requests are referred to as "Special Orders."

Special Order Process:

- Customers place an order for the product currently not available in Oregon with the liquor store.
- Purchasing Department contacts the supplier/vendor for pricing and advises the liquor store.
- Purchasing Department will order the product after notifying the liquor store of the bottle price.
- Suppliers/vendors are approved to ship the product to the OLCC warehouse upon receiving the order from Purchasing Department.
- The OLCC warehouse does not carry an inventory of special order items. It is prohibited to ship stock that has not been ordered.

Documents Required for Special Order Items:

- Standard Quotation & Specification Form (Exhibit 1)
- Copy of TTB Certification of Label Approval (COLA)
- Letter of Authority if the supplier is different from the company listed on the COLA
- Image of Bottle (jpeg and white background preferred)
- For additional information on the special order process, please email your inquiry to OLCC.SpecialOrder@oregon.gov.

Holiday Products: Suppliers are required to submit holiday products for Listing Committee approval each year at the May meeting.



Documents required for holiday product listing consideration:

- Standard Quotation & Specification Form (Exhibit 1)
 - Value packs with an upcharge will not be considered.
- Photo image of the item and/or a sample are required
- Copy of the TTB Certification of Label Approval (COLA)
- A cover sheet indicating the item by code (if applicable), a description of the product, case pack quantity, case dimensions, case weight, and the quantity available.

*Holiday Value-added packs will be reviewed by the Listing Committee only. Presentations are not required.



Line or Size Extensions:

The OLCC Purchasing Department will consider a request for line or size extensions if the brand's 750ml or listed size meets the criteria listed below.

- R12 months sales of 1,200 cases or,
- R12 months sales of \$200,000

For line extension all items within the brand family must also meet the minimum net profit requirement.

Supplier can present brands not approved for line or size extensions to the Listing Committee for approval.



On-Pack/Value-Added Pack: Supplier must complete the On-Pack/Value Added Pack Approval Form (Exhibit 3) and submit it to the Purchasing Department for prior approval. Any On-Packs/Value Added Packs shipped to the OLCC Warehouse without prior consent may be returned.



On-Pack: When an On-Pack is offered, the On-Pack item must not be removed or sold separately from the original bottle unless directed by OLCC. Unless an exception is approved by Commission staff, On-Pack must not exceed 50ml size, not exceed two 50ml per original bottle, not be a size that is currently listed, and be attached only to bottles 700ml or larger. An On-Pack attached to non-like products (such as Tequila 750ml with Triple Sec 50ml) must be from the same supplier and must be prepackaged and ready to be shipped to the liquor stores.

Value-Added Pack: When a Promotional Value Added Pack is added to regularly listed items, these are typically confined to the 750ml and 1.75L size (i.e., Jack Daniels Black with two logo brand glasses).

When the promotion pack is the same pack size as the regularly listed item and has a unique UPC & SCC, OLCC Purchasing Department will assign a new Oregon item. If the Value-Added Pack has the same UPC & SCC as the regularly listed item, the product is received under the regular code and placed at the front of the line to be shipped to the liquor stores.



However, most promotional items of this nature are a lesser pack size than the regular product code. The 750ml sizes are often six bottles per case instead of 12 bottles per case, and the 1.75L is usually three bottles per case instead of six bottles per case.

PRICING

Determination of Price: The price of each product shall be determined based on standard price quotation submitted by supplier or through OLCC on-line pricing application and accepted by OLCC. The delivered price to the Commission's warehouse to include taxes, freight, and duties.



The OLCC calculates the retail price of distilled spirits, by applying a markup formula to the total invoice cost per case on the standard quote form or online submission by the supplier. All prices submitted and accepted will become the most current operative. *(See OLCC Markup Formula for more detail on page 6.)*

Retail Price: OLCC sets the retail price for products according to a markup formula. OLCC requires all products to be priced no lower than the minimum unit pricing formula assigned by container size.

Minimum Unit Price: Each container size sold in the State of Oregon has been assigned a minimum price per proof ounce. The minimum price per proof milliliter multiplied by total proof and container size in milliliters equals the minimum price, which will then be adjusted upward to end in \$0.95.

Designated Minimum Price Per Proof Milliliter by container size:

Container Size	Price Per Proof Milliliter
1.75 Liter	0.000127
1.00 Liter	0.000134
750 Milliliter	0.000140
700 Milliliter	0.000143
375 Milliliter	0.000163
200 Milliliter	0.000200
50 Milliliter	0.000376

Coupons/Rebates: Pursuant to ORS 471.730 & 471.745, OLCC requires all products to be priced no lower than the minimum unit pricing formula assigned by container size.

Distilled Spirits Markup Formula

FORMULA 1: LESS THAN \$78.06 PER CASE AT COST

- Total Invoice (case cost) multiplied by 2.131
- Add outbound freight charge of \$1.40 per case
 - *If "SPECIAL ORDER" item add special handling fee of \$12.15*
- Divide case sell price by bottles per case and round up to the next nickel. (i.e. \$13.44 rounds to \$13.45)
- Add \$.50 surcharge

Bottles Per Case Example	12
Case Cost Example	\$75.00
Total Invoice (Case Cost)	\$75.00
Multiply by markup of 2.131	\$159.83
Outbound freight add-on (\$1.40)	161.23
Divide per case (by bottles)	\$13.44
Rounded up bottle price	\$13.45
Add \$.50 surcharge	\$13.95
Retail Shelf Price per bottle	\$13.95

Special Order Status	
Total Invoice (Case Cost)	\$75.00
Multiply by markup of 2.131	\$159.83
Outbound freight add-on (\$1.40)	161.23
<i>Special Order Handling Fee (\$12.15)</i>	<i>\$173.38</i>
Divide per case (by bottles)	\$13.44
Rounded up bottle price	\$13.45
Add \$.50 surcharge	\$13.95
Retail Shelf Price per bottle	\$13.95

FORMULA 2: GREATER THAN \$78.06 PER CASE AT COST

- Total invoice (case cost) plus \$14.45 multiplied by 1.798
- Add outbound freight charge of \$1.40 per case.
 - *If "SPECIAL ORDER" item add special handling fee of \$12.15*
- Divide case sell price by bottles per case and round up to the next nickel.(i.e. \$14.27 rounds to \$14.30)
- Add \$.50 surcharge

Bottles Per Case Example	12
Case Cost Example	\$80.00
Total Invoice (Case Cost)	\$80.00
Case add-on amount (\$14.45)	\$94.45
Multiply by markup of 1.798	\$169.82
Outbound freight add-on (\$1.40)	\$171.22
Divide per case (by bottles)	\$14.27
Rounded up bottle price	\$14.30
Add \$.50 surcharge	\$14.80
Retail Shelf Price per bottle	\$14.80

Special Order Status	
Total Invoice (Case Cost)	\$80.00
Case add-on amount (\$14.45)	\$94.45
Multiply by markup of 1.798	\$169.82
Outbound freight add-on (\$1.40)	\$171.22
<i>Special Order Handling Fee (\$12.15)</i>	<i>\$183.37</i>
Divide per case (by bottles)	\$15.28
Rounded up bottle price	\$15.30
Add \$.50 surcharge	\$15.80
Retail Shelf Price per bottle	\$15.80

Item Status: Distilled spirit products approved for sale in Oregon are assigned an item status. The item status will help staff and suppliers to identify the movement of the item. (i.e., if the item is regularly carried in the OLCC warehouse, discontinued, or closeout)



ITEM STATUS DESCRIPTION		
Regular	"R"	Sales must average of 25 cases or more per month.
Limited	"L"	Sales of 24 cases or less per month.
Trial	"T"	Generally used for a new item to test sales performance in the market for about 12 to 18 months.
One-Time-Buy	"O"	Short-term trial. Supplier is permitted to ship in one pallet. Additional shipments require approval.
Holiday	"H"	Item available for the holiday season. Allocated by the Purchasing Department
Seasonal	"B"	Item that is not available year-round. Limited inventory available.
Vendor Allocated	"A"	Unique and very limited quantity available. Allocated by supplier/vendor.
Special Order	"S"	Item that is ordered through the special order process. Generally, there will be no inventory in the warehouse.
Manufacturer Only	"M"	Product sold only at the Oregon Distillery Retail Outlet.
OLCC Discontinued	"D"	Item the OLCC discontinued due to poor sales performance.
Vendor Discontinued	"V"	Item discontinued by supplier/vendor.
Closeout	"X"	Item that is on mark-down to clear out the inventory.

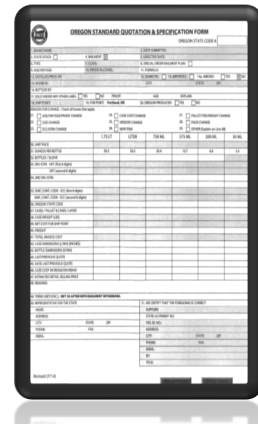
Completing Standard Quotation & Specification Form:

Information needed to complete the "Standard Quotation & Specification" form. (Exhibit 1)

- Oregon Item Code (Required on all existing product currently available for sale in Oregon).
- Brand Name (Jack Daniels Black, Crown Royal Apple, etc.)
- Date Submitted
- Effective Date
- Type (Vodka, Gin, Tequila, Whiskey etc.)
- Class (Flavor Vodka, Blanco, Reposado, Anejo, etc.)
- Proof/Alcohol
- Distilled/Produced By
- Shipping Point (Where the Product is being shipped from)
- Reason for change (Must check all boxes that apply)
 - Age/Vintage/Proof Change
 - SCC/GTIN Change
 - Case Cost Change
 - Vendor Change
 - New Item
 - Pallet/Tier/Weight Change
 - Pack Change
 - Other (i.e., cases allocated to OR, item in VAP)
- Unit Pack (Number of units per case)
- Ounce per Bottle
- Bottles/Sleeve (Required for 50ml size)
- Universal Product Code (UPC)
- Shipping Container Code (SCC)
- Cases/Pallet & Cases/Layer (Number of cases per pallet and cases per layer, i.e., **55/11**)
- Case Weight (in lbs)
- Net Cost FOB Ship Point
- Total Invoice Cost (cost per case to the OLCC)
- Case Dimensions (Length/Width/Height in inches)

Supplier information:

- Federal ID Number (FEIN)
- Address – City – State- Zip
- Phone
- Email
- Submitted By
- Title
- Oregon Representative if applicable





Price Changes Guideline: Supplier can change the total invoice cost per case of Regular, Limited, and Trial Listing items quarterly. Suppliers may request a change in total invoice cost by submitting a standard price quotation via email or through an online pricing application. Contact the OLCC Purchasing Department to sign up for online price changes.

Price change requests through the [online pricing application](#) must be received 30 days prior to the effective date. The effective date is the 1st of each month. Price changes not received on time will not be processed.

Quarterly Price Change Deadline Date (On-Line Pricing Application)	
Q1. February, March, and April	December 30 th
Q2. May, June, and July	March 31 st
Q3. August, September, and October	June 30 th
Q4. November, December, and January	September 30 th

Price change requests using [standard price quotations](#) must be emailed to OLCC.DistilledSpiritPricing@oregon.gov and received a minimum of 45 days in advance of the month the change will be effective. The effective date is the 1st of each month. Price changes not received on time will not be processed.

Quarterly Price Change Deadline Date (Standard Price Quotation Submission)	
Q1. February, March, and April	December 15 th
Q2. May, June, and July	March 15 th
Q3. August, September, and October	June 15 th
Q4. November, December, and January	September 15 th

Special Price Allowances (SPA): Each month, suppliers are eligible to offer Special Price Allowances (SPA), which discount certain items for one month. Suppliers may request a SPA discount by submitting the request on a company letter (Exhibit 2) or through the online pricing application. (See online pricing for more information). For an item to qualify for SPA, the following criteria will be applied:

- 700ml, 750ml or 1.75L regular status (R) items are the only sizes that are eligible.
- A brand can post off once a quarter—a maximum of four post-offs per (**calendar**) year-per brand. There must be two months between SPA's.
- Qualifying post-offs must offer at least 8% of the case cost as the minimum discount.
- Discount amounts must not be greater than 15% of the landed case cost.
- The everyday case cost must be \$84.00 or greater to qualify.
- Items must sell an average of 25 cases per month. Exceptions will only be made for line pricing if the core item qualifies. (i.e., Bailey's Irish Cream (core item) sold over 25 cases per month, all other flavors in the line would be eligible regardless of the case sales.)
- The Commission reserves the right to **refuse** any item for post-off that has had a recent and repetitive record of out-of-stocks caused by the vendor.

SPA Submission Deadline Date – (On-Line Pricing Application)			
Month	Due Date	Month	Due Date
January	November 30 th	July	May 31 st
February	December 31 st	August	June 30 th
March	January 31 st	September	July 31 st
April	February 28 th	October	August 31 st
May	March 31 st	November	September 30 th
June	April 30 th	December	October 31 st

SPA Submission Deadline Date – (Company Letter)			
Month	Due Date	Month	Due Date
January	November 15 th	July	May 15 th
February	December 15 th	August	June 15 th
March	January 15 th	September	July 15 th
April	February 15 th	October	August 15 th
May	March 15 th	November	September 15 th
June	April 15 th	December	October 15 th

**All quarterly price changes or Special Price Allowance (SPA) discounts must not be lower than the minimum unit pricing formula assigned by container size.*

WAREHOUSE

Bailment: Defined as a warehouse storage arrangement in which the supplier retains title to the inventory shipped to the OLCC warehouse and held in bailment until a binding Purchase Order (P.O.) is created between OLCC and the supplier. Once a bidding purchase order is created, the title will transfer to OLCC. OLCC then withdraws the managed inventory from bailment and stages it in the OLCC-designated area of the warehouse for shipment to the OLCC liquor stores for sale. Suppliers are paid for products withdrawn from bailment twice per month.



OLCC will determine the initial and ongoing quantity of products that supplier may store at the warehouse. Supplier is responsible for maintaining the required level of product at the warehouse. Supplier will have direct access to inventory information through the supplier portal and must use this information for maintaining adequate levels of inventory at the warehouse. Managed inventory levels of listed products are not permitted to exceed the levels as determined by OLCC.

The inventory levels are determined based on demand and sales of related products in the same category. Bailment inventory levels are set as follows:

Minimum Inventory Level

- Products with Regular, Limited, and Trial Status will be set at **3-WEEKS**.

Maximum Inventory Level

- Regular status items will be set at **8-WEEKS** supply based on the seasonally adjusted historical average.
- Limited status items will be set at **10-WEEKS** supply based on the seasonally adjusted historical average.
- Trial status items will be set at **12-WEEKS** supply based on the seasonally adjusted historical average.

OLCC will request supplier removal of inventory over the maximum level allowed from the warehouse within 15 business days of notification.



Delivery of Product

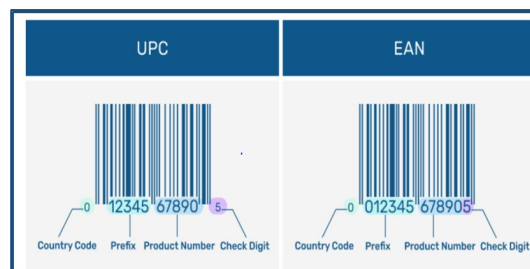
Freight; Risk of Loss; Permits:

Product will be shipped by supplier CIP (cost and insurance paid) destination to the warehouse without charge to OLCC. Supplier shall pay all freight and assume all risk of loss or damage to product through delivery to, and while stored in bailment at, the warehouse. Supplier will secure any applicable state and federal permits and federal special occupational tax stamps required before alcoholic beverages are shipped into the warehouse and provide copies of same to OLCC upon request.

Product Marking and Coding: Supplier shall mark on each shipper case the Oregon Item Code, Product Name, and scannable bar code identifier in standard Universal Product Code (UPC) format on the adjacent side of the case and Shipping Container Code (SCC) format on the short and long sides of the case. Products that do not comply with the requirements may be subject to additional fees, including, without limitation, the costs of labeling. See "Shipping and Labeling Requirements" (Exhibits 4) for more detail.

Universal Product Code (UPC & EAN): There are primarily two barcode formats in retail sales. These two formats are predominantly used in their own regions, The UPC is used in North America, while EAN is used everywhere else globally. The UPC format is 12-digits while EAN is 13.

The UPC's & EAN's are unique configurations consisting of a block of black and white bars with an accompanying number that appears on individual product allowing for tracking ringing up items in stores. UPC's & EAN's standardize the identities of millions of products across various manufacturing, distribution, and retailing systems, ensuring that everyone in the marketplace is buying and selling exactly what they think they're buying and selling. The UPC & EAN barcode consists of Company Prefix, Product Number, and Check Digit.



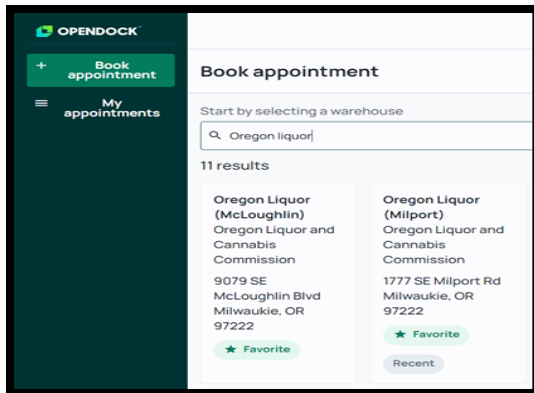
each
and
help

Shipping Container Code (SCC): is a 14-digit barcode placed on the outside of your shipping carton. The SCC allows OLCC to scan the shipment of multiple units of your product as it comes into the warehouse. It tells the system how many units of a product will be included in a standard shipping carton. This information will be entered into OLCC's inventory management system.



Delivery Appointments:

Delivery to the OLCC warehouses must have a confirmed appointment set up in Opendock. Delivery appointments should be secured as far in advance as possible but with accurate estimated arrival dates and times to avoid the rescheduling of loads. All deliveries without a prior appointment will be refused.



To schedule a delivery appointment, go to
<https://schedule.opendock.com/login>

You will find our warehouses by searching for Oregon Liquor in Opendock.

Same day service request must be submitted by 12:00pm

OLCC's receiving hours are 6:00 a.m. to 2:30 p.m. (PST), Monday through Friday, unless otherwise communicated. There will be no receiving on Saturdays, Sundays, or State or Federal designated holidays. Hours may be subject to change.

All distilled spirits must be shipped to a OLCC warehouse	
1777 SE Milport Road Milwaukie, OR 97222	9079 SE McLoughlin Blvd. Portland, OR 97222
McLoughlin warehouse deliveries can be up to 3 pallets. All other deliveries must go to the Milport warehouse	

If you have any questions, email or call the warehouse logistics coordinator
Warehouse.scheduling@olcc.oregon.gov (503)872-5037

ASN Product Information Data: Supplier shall timely inform OLCC with the most current and pertinent information concerning any special characteristics of the products and the procedures known to or developed by the supplier with respect to the receiving, storing, handling, shipping, transporting, and/or disposing of the products; and furnish OLCC with all correct and proper information and instructions to permit OLCC to prepare products for shipment, including shipping papers and certifications, in a manner which conforms such shipments with all applicable governmental regulations.



Acceptance of Products for Bailment: OLCC may refuse to accept products delivered for bailment for any of the following reasons:

Products not in Conformity with an ASN:

Products which arrive at a warehouse which are not identified on the packing list or bill of lading, will not be received into bailment. In each instance, the supplier will be notified, and supplier must remove all such products in accordance with OLCC's instructions. If supplier is unable to immediately remove the products, OLCC will quarantine and track the

products. Supplier must remove all quarantined products within fifteen (15) business days of initial delivery or OLCC will consider such product as excess, and overstock fee adjustments will accrue from date of delivery and be charged to supplier.

Damaged Shipments:

- OLCC will conduct a reasonable inspection of shipments to determine whether the product is defective. OLCC will attempt to notify the supplier of any discovered defects. OLCC is not liable for failure to find any defects in the product upon delivery or to inform the supplier of any such defects.
- OLCC reserves the right to refuse an entire shipment of damaged product or accept all or a portion of the damaged shipment and charge the supplier back to recoup any administrative costs. The OLCC Warehouse Operations Manager, or designee, will be responsible for determining whether damaged goods are to be received into the bailment inventory. OLCC will always attempt to resolve any problems in this area to the mutual satisfaction of the Vendor and OLCC.
- At the discretion of OLCC, goods with slight damage may be received into a managed area separate from items stored for bailment and placed in the repack area. OLCC will file a claim against the supplier for damaged bottle(s). The supplier is responsible for filing a claim against the carrier.

Items not approved for listing: OLCC will not accept any product that is not listed or otherwise approved for OLCC's bailment program. Unlisted and delivered products will be returned at the supplier's expense.

Excess Inventory: OLCC may not accept product that exceeds required inventory levels.



Removal of Product by Supplier: Supplier may remove some or all of its bailment items for any reason and at any time prior to the expiration of the bailment agreement. The OLCC requires seven days written notice before the pick-up date. OLCC may recover its actual expenses for handling, storing, and repackaging the bailment items. To request withdrawal of the product from the OLCC warehouse, contact OLCC's Transportation & Inventory Controller.

OLCC Request Removal of Product: OLCC will give notice to supplier that product must be returned for any of the following reasons.

- Supplier shipped product that is not listed or otherwise approved for OLCC's bailment program.
- Inventory over the maximum level allowed
- Defective or recalled product. This includes unmarketable product because of product deterioration, leaking containers, damaged labels or missing or mutilated tamper-evident closures, or other defects that make the product unmarketable. Defective product may be exchanged for an equal quantity of identical products or may be returned for cash or credit against outstanding indebtedness. OLCC will present supplier with a distillery claim for all defective products through the supplier portal.
- Product may no longer be lawfully sold. Products that may no longer be lawfully sold may be returned for cash or credit against outstanding indebtedness. This would include situations where, due to a change in regulation or administrative procedure over which the trade buyer or an affiliate of the trade buyer has no control, a particular size or brand is no longer permitted to be sold.
- Termination of OLCC sales of distilled alcohol. When a trade buyer terminates operations, products on hand may be returned for cash or credit against outstanding indebtedness. This does not include a temporary seasonal shutdown.
- Change in product. A trade buyer's inventory of a product which has been changed in formula, proof, label or container may be exchanged for equal quantities of the new version of that product.

- Discontinued products. When a producer or importer discontinues the production or importation of a product, a trade buyer's inventory of that product may be returned for cash or credit against outstanding indebtedness.

In the event any product is recalled by a regulatory body, the manufacturer or supplier discovers a reason that the product is not in compliance with the applicable specifications, supplier shall immediately notify OLCC of the recall or non-compliance and shall provide copies of the notice or other documentation.

OLCC will refer to supplier any requests by its customers to return defective product and supplier shall promptly handle all such requests. Any product shall be deemed to be nonsalable product if OLCC or its customer believes that a product is not fit for sale for whatever reasons. If defective or nonsalable products are returned to OLCC, OLCC may return such product to supplier and supplier will be charged a fee as set forth in the Supplier Manual (Exhibit 9). If any product is recalled by supplier because of defects, revisions, or upgrades, OLCC will, at supplier's request, provide reasonable assistance with the recall and supplier will pay OLCC's expenses in connection with such recall.

Product Handling Charges: Suppliers will be charged for the following services:

DESCRIPTION OF CHARGES	EXAMPLES
Coding/Recoding Product	Missing/Incorrect Code
Repacking	Bottle/Case Change
Combining/Separating Cases	Taping/Breaking Straps
Restacking	Charge for Each Case
Recoup Charge	Salvage of product caused by insufficient packaging, cartons, or pallets.
Bottle Inspection	Inspecting for Errors/Lot Code
Destruction of Product Requested by Supplier	Product Destruction
Excess Inventory Level Fee	OLCC may apply an overstock fee when the product identified as excess inventory is not picked up within (15) business days of receiving notification. (Fee applies per item)
See Exhibit 9 for current product handling charges.	

Payment Process: Once a supplier is set up as an OLCC liquor vendor, our Financial Services department will set up a vendor profile in order to issue payments. A W-9 is required to set up the vendor/supplier profile. Verification is done against IRS records. Once the profile is active, the supplier can sign up for direct deposit.



On approximately the 1st and 16th of each month, OLCC shall provide a summary of bailment withdrawals and notice of payment to the supplier through the OLCC's Supplier Portal. Payment to supplier shall be within thirty (30) days from the summary and notice is issued.

Distillery Claims (Unsalable items such as defective labels, defective caps, or broken seals, etc.) will be deducted from the liquor payment. Distillery Claims are located in the OLCC supplier portal. [Supplier Reports>Accounting>Distillery Claim](#). The claims are generated approximately on the 8th day of each month and are dated the month prior to their creation.

If a P.O./Invoice is not created, then no payment is due to you. If there is a claim, but no P.O./Invoice was generated, we cannot deduct the claim amount. That claim becomes due and payable to OLCC within 30 days of the claim date.

Vendor of Record Change: When a supplier requests to change the current vendor of record of the item(s) available for sale in Oregon, the following information is needed to make the change:

- A letter from the current supplier stating they no longer represent the product(s). If the new supplier cannot obtain this letter, there must be a letter of authority from the COLA holder, or the new vendor of record must be the holder of the COLA. (Exhibit 6)
- A letter from the new vendor of record stating they are the new representative for the product(s) and a list of all Oregon item codes changing vendor.
- A copy of the COLA(s).
- A completed standard quotation form for each item that is changing vendor.
- All items of the same brand must change vendor. A brand cannot be split between vendors.
- The letter(s), quote(s) and copy of the COLA(s) must be sent to OLCC.DistilledSpiritPricing@oregon.gov at least 45 days prior to the effective date. These changes are effective on the 1st day of each month.

Delisting/Discontinuing: Twice per year, the Purchasing Department will review all products for possible delisting/discontinuation. Products are identified based on net profit contributed to the State. The net profit is established within major and minor categories. Products must be in distribution for at least 12 months before being considered for delisting/discontinuation. (See Exhibit 10 for current delisting criteria).

A screenshot of the SAP BusinessObjects BI launch pad login interface. The page has a white background with a blue header bar. The title "SAP BusinessObjects BI launch pad" is at the top. Below it, instructions read: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." There are three input fields: "System:" with the value "REPORTS:6400", "User Name:" with the value "leslien", and "Password:" with masked characters. A "Log On" button is located below the password field. The SAP logo is in the bottom left corner, and a "Help" link is in the bottom right corner.

Supplier Portal: Suppliers and brokers doing business in Oregon are given access to the OLCC's online portal. The portal offers beneficial information to assist suppliers and brokers in managing the bailment inventory, such as daily withdrawals, receiving, and viewing the sales(s) of their products (s) in the retail stores.

The Web Address for the Supplier/Vendor portal (B.I. LaunchPad) is:

<https://reports.olcc.state.or.us>

For access to the OLCC online portal, contact the purchasing department at OLCC.DistilledSpiritPricing@olcc.oregon.gov or OLCC.SpecialOrder@olcc.oregon.gov.

RETAIL STORE

Distillery Representatives: The activities of Distillery Representatives are regulated. They may not give samples to agents, store personnel, or customers in the store except as follows:



Distillery Representatives may give agents samples of not more than four 50ml factory-sealed containers of distilled spirits one time per brand. The sample must be a Commission approved brand. If a product is not available in a 50ml container, a Distillery Representative must request prior approval to sample in a larger factory-sealed container. The Distillery Representative must make the request in writing to

the Purchasing Coordinator. Agents may give the samples to store personnel who are at least 21 years old. Samples must not be consumed in a retail liquor store or within the immediate vicinity. All samples must be in sealed bottles.

Gifts: Distillery Representatives are not allowed to give gifts to agents or receive gifts from them. However, they may visit stores to educate agents and store personnel about listed products and provide informational material. For further information on gifts and gratuities, see [OAR 845-004-0005](#).



Store Claims: Distillery Representatives may approve distillery claims and remove the claimed product from the store. Distillery Representatives writing off distillery claims [must sign and print their name on the claim form](#). Agents are responsible for submitting the store paperwork to OLCC for credit.

Store Stock Transfer: Distillery Representatives may assist agents with store-to-store stock transfers of the product(s) they represent. The stock transfer must arrive at the destination by the end of the month so all parties can account for and report the transfer in the current month.

Advertising: If a Retail Sales Agent chooses to allow signs and displays in the retail liquor store, each Manufacturer, Wholesale Distributor, or Distillery Representative must be given a reasonable opportunity to advertise.

If the sign or display's total value is \$500 or more, the item can only be loaned to the Retail Sales Agent. The display must be marked as the property of the Manufacturer, Wholesaler, Distributor, or Distillery Representative, marked with the date the loan begins, and can only be loaned for a maximum of 90 days per calendar year. At no time can a loan period exceed more than 90 consecutive days. The Manufacturer, Wholesaler, Distributor, or Distillery Representative can only have one such sign on display at any one time in any one liquor store. The value of a sign or display is the actual cost to the supplier who initially purchased it. Transportation and installation costs are excluded.



A Retail Sales Agent may not request, accept, give away or remove on-packs, sweepstakes, or premium items from the store at any time or otherwise use the items for personal or business gain. Displays and signs may be removed by the Manufacturer, Wholesaler, Distributor, or a Distillery Representative. Retail Sales Agents may dispose of old and unused displays and signs but must not use these items for personal or business gain.



Sweepstake or Premium Offer: A Retail Sales Agent must not require the purchase of liquor in order to receive a prize, merchandise, or other things of value unless the Manufacturer, Wholesaler, Distributor, or Distillery Representative donates the prize or merchandise to a charitable cause or community non-profit entity. A sweepstake participant may complete an

entry blank at a retail liquor store, but a person representing a Manufacturer, Wholesaler, Distributor, or Distillery Representative must draw the entry at the end of the promotion and contact the winner. Any sweepstake or premium offer must be delivered to the winner at a location other than a retail liquor store. Retail Sales Agents, liquor store personnel, commission staff, or their immediate family living in the same household cannot participate in a sweepstake.



Distilled Spirit Tasting: The Commission allows sponsors to conduct distilled spirits tastings in retail liquor stores at the sole discretion of the Retail Sales Agent for the purpose of promoting the sponsor's products. For purposes of this rule, "sponsors" are Oregon distillery licensees, out-of-state manufacturers of distilled spirits, importers of distilled spirits, Distillery Representatives, and the employees or agents of distillery licensees, out-of-state manufacturers, importers, and Distillery Representatives. Tastings are subject to the requirements and limits described in [OAR 845-015-0155](#).

Tasting Sizes, Number of Samples per Participant: The size of each distilled spirits tasting shall be no more than one-quarter fluid ounce of distilled spirits in a single container. The container may also contain nonalcoholic beverages; however, the container's total amount may be no more than two ounces. A sponsor may not provide more than one-half ounce total of distilled spirits per participant per day.

The distilled spirits product(s) provided for tastings must be available for sale at the retail liquor store where and when the tasting occurs.

Identified Tasting Area: Retail Sales Agents who allow tastings at their retail liquor store must identify a specific tasting area. The area must be of a size and design such that the person(s) conducting the tasting can observe and control persons in the area to ensure no minors or visibly intoxicated persons possess or consume alcohol. Customers must remain in the tasting area until they have finished consuming the sample(s). In exclusive retail liquor stores, the tasting area may be the entire retail liquor store. In non-exclusive retail liquor stores, the Retail Sales Agent must identify a tasting area, and keep on file at the retail liquor store a floor plan sketch identifying the tasting area.

Duration of Tastings Allowed: Tastings are limited to a maximum of three consecutive hours per sponsor per retail liquor store per day. Only one sponsor at a time may conduct sample tastings in a retail liquor store.

Server Requirements: Each alcohol server must have a valid Oregon service permit.



Record Keeping: The sponsor must keep a record of each tasting they conduct, including the date and location of each event, the products served, and the names of the servers. The sponsor must retain records of tastings for one year.

Sponsor Responsibilities:

- Provide the distilled spirits product to be tasted and remove any remaining product at the end of the tasting.
- Provide or pay a person to serve the distilled spirits being tasted.
- The server must be a sponsor or an employees or agent of the sponsor.
- Must not compensate the Retail Sales Agent, or any employee or agent of the Retail Sales Agent, to participate in the tasting.



PRODUCTS USED FOR TASTINGS/SAMPLES					
<small>Product in bailment at the Distribution Center (DC) may be requested for tastings/sampling. Complete this form and submit to the DC in person or by email: OLCC.Distribution@olcc.oregon.gov with "Tasting/Sampling Product" in the subject line at least 48 hours prior to pick-up. Payment by cash or check only is due at pick-up. For further information, contact 503-873-5015 or 1-800-426-2004 option 2.</small>					
Company or Oregon Distillery Licensee Name <input type="text"/>					
Contact Name <input type="text"/>		Date <input type="text"/>			
Email Address <input type="text"/>		Phone <input type="text"/>			
Name of Person <input type="text"/>	Requested Date of Pickup <input type="text"/>	Requested Time of Pickup <input type="text"/>			
To register the first entry press the tab or enter key					
Item Code	Item Description	Bottles Per Case	# of Full Cases	Charge Per Case	Total Charge
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
Picked up by: <input type="text"/>		Total # of Cases	0	Due OLCC	\$0.00
For OLCC Use Only:					
(Revised 11/22) Use additional forms if needed.					

Sample Product: Suppliers may request to remove the product(s) from the bailment inventory to be used for tastings/samples. To request the product(s) in bailment from the OLCC warehouse, the supplier must complete the "Product Used for Tasting/Sampling" form (Exhibit 7) and submit it to the Distribution Office in person or by email (OLCC.Distribution@olcc.oregon.gov) with "Tasting/Sampling Product" in the subject line at least 48 hours prior to pick-up. The supplier will be charged a processing fee of \$5.00 per case removed from bailment for tastings/samples. Payment must be by cash or check and is due at pick-up. We cannot accept credit/debit cards.

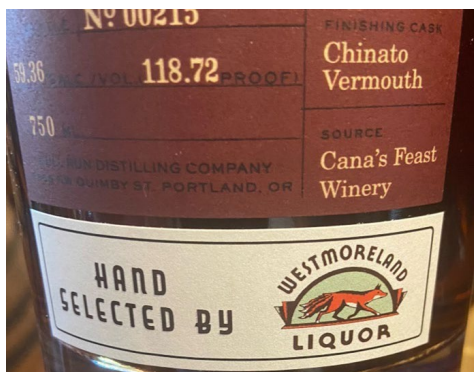


OLCC Barrel Order Procedure

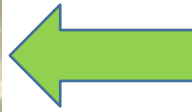
The procedure for all barrel orders will be as follows:

- ❖ The product must be a “Regular” or “Limited” listing item.
- ❖ The product case sales must be at least 25 cases per rolling 12 months.
- ❖ Store requesting the barrel must complete the “Barrel Order Request” form (Exhibit 11) and email completed form to the purchasing division at OLCC.BarrelOrder@olcc.oregon.gov.
- ❖ Barrel order forms must be typed, include the correct item code and contact information for the Supplier/Broker. **** Handwritten forms or photos of the form will be rejected.****
- ❖ Suppliers’ must receive an approval from the OLCC purchasing division prior to shipping of the barrel. **Barrels delivered without prior approval from the OLCC purchasing division will be returned at supplier’s expense.**
- ❖ **Private labels are not allowed.** However, bottles may be specialized by the addition of customized add-ons. Examples of add-ons include bottle-neckers and stickers that promote a specific licensee or liquor store.
 - Customized add-ons for liquor stores may be applied prior to shipping the barrel to the OLCC.
 - Customized add-ons for licensees must be applied after the customer has purchased the product and it has been removed from the liquor store.
Customized add-on labels for specific licensees cannot be shipped through the OLCC warehouse. Any product received with customized licensee add-on labels will be refused or returned at supplier’s expense.

**Examples of permitted add-ons:*

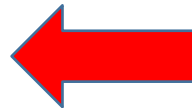
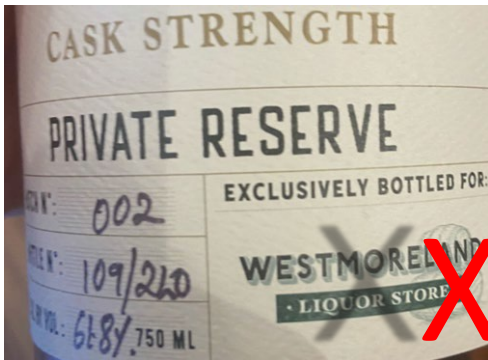


In this example the *Selected By* label is separate from the original bottle label and is added on as a sticker.



This example shows an allowable neck hanger.

Example of add-on that is not permitted:



The example shows the store information was printed directly on the label. This is considered a change of label and is not allowed.

- ❖ All approved barrels shipped to OLCC warehouse must be packaged together on a single pallet with a packing list and be clearly labeled. The Barrel Order form must be placed on top of the pallet or there must be a label at least 72" font size placed on top of the pallet with the store number and location. This is to avoid barrel orders shipped to OLCC without the barrels being processed as regular goods.



OREGON LIQUOR & CANNABIS COMMISSION

DISTILLED LIQUOR

Private Labels and Customized Add-Ons

Private Labels

1. For an Oregon Retail Licensee

Unless allowed by the exception explained below, a manufacturer of distilled liquor, and its representatives, employees, contractors, and agents, may not produce a "private label" for an Oregon retail licensee. This is true even if the manufacturing licensee is the same as the recipient retail licensee.

Exception:

- A supplier may feature the brand name and/or logo of another manufacturer on the label for a bottle of distilled liquor. The fact that the featured manufacturer also holds a retail liquor license in Oregon would not cause the special label to be treated as prohibited financial assistance as long as the label does not make any specific reference to the manufacturer's retail operation. In addition, the fact that the name and branding of the featured manufacturer is the same as the name and branding of that manufacturer's retail business would not necessarily preclude the supplier from creating a label with the featured party's branding.
- Keep in mind:
 - Both parties must follow Oregon laws on financial assistance. Financial assistance from a supplier to a retailer is prohibited unless specifically allowed under OAR 845, Division 13.
 - Retail licensees must always obtain distilled liquor through an Oregon liquor store, unless the manufacturer is selling the distilled liquor to its own full on-premises retail licensed business.
 - All distilled liquor sold in Oregon must first be approved for sale in Oregon by the OLCC.

2. For an Oregon Liquor Store

A manufacturer or wholesaler (supplier) of distilled liquor may not produce a "private label" for an Oregon liquor store.

Customized Add-Ons

A customized add-on is something added to the bottle of distilled liquor that does not change the label and adds customized or personalized information to the bottle promoting a specific retail licensee in Oregon. Examples of add-ons include bottle-neckers and stickers.

1. For an Oregon Retail Licensee

A supplier may provide a customized add-on to a bottle of distilled liquor for a retail licensee. However, the retail licensee must purchase the customized add-on from the supplier for a reasonable fee (which the OLCC defines as at least the supplier's cost) and the customized add-on must be added to the bottle AFTER the bottle has been purchased by the retail licensee at a retail liquor store. Most likely, it is the retail licensee who places the additional markers on the bottles, but the retail licensee could hire a third-party to provide this service (cannot be the manufacturer).

2. For an Oregon Liquor Store

A supplier may provide a customized add-on to a bottle of distilled liquor for a retail liquor store. The customized add-on is added to the bottle by the supplier either prior to the bottle arriving at the OLCC warehouse or when the bottle is still at the Oregon liquor store.

Customized "Add-Ons" for Bottles of Distilled Liquor FAQ's

	For an OREGON RETAIL LICENSEE (Full On-Premises and TSL)	For an OREGON LIQUOR STORE
May a manufacturer or wholesaler (supplier) produce a "private label" for a bottle of distilled liquor?	No.	No.
Is there a way for a supplier to provide customized or personalized information to a bottle of distilled liquor?	Yes. A supplier may provide a customized add-on to a bottle of distilled liquor.	Yes. A supplier may provide a customized add-on to a bottle of distilled liquor.
What is a customized add-on?	<p>A customized add-on is something added to the bottle of distilled liquor that:</p> <ul style="list-style-type: none"> a) Does not change the label; and b) Adds customized or personalized information to the bottle promoting a specific <u>retail licensee</u> in Oregon. <p><i>Examples of add-ons include bottle-neckers and stickers.</i></p>	<p>A customized add-on is something added to the bottle of distilled liquor that:</p> <ul style="list-style-type: none"> a) Does not change the label; and b) Adds customized or personalized information to the bottle promoting a specific <u>liquor store</u> in Oregon. <p><i>Examples of add-ons include bottle-neckers and stickers.</i></p>
How does a supplier provide a customized add-on for a bottle of distilled liquor in Oregon?	<p>The retail licensee must purchase the customized add-on from the supplier for a reasonable fee (which the OLCC defines as at least the supplier's cost) and the customized add-on is added to the bottle AFTER the bottle has been purchased by the retail licensee.</p>	<p>The customized add-on is added to the bottle either:</p> <ul style="list-style-type: none"> a) By the supplier prior to the bottle arriving at the OLCC; or b) When the bottle is still at the Oregon liquor store.

CONTACT INFORMATION

Leisa Bertram
 Distilled Spirits Program Director
 Phone: 503-872-5038; Email: leisa.bertram@olcc.oregon.gov

Information	Name	Phone	Email
Purchasing & Distribution Office:			
Distribution	Alan Roe Assistant Distribution Services Director	503-872-5024	Alan.Roe@olcc.Oregon.gov
Transportation/Receiving/ Stock Returns/Inventory	Ara Huddleston Trans./Inventory Controller	503-872-5039	Ara.Huddleston@olcc.oregon.gov
Business Services	Mark Avent Assistant Business Services Director	503-872-5028	Mark.Avent@olcc.oregon.gov
Listing/Delisting/Pricing/ Inventory/Vendor Changes	Jen Townsend Purchasing Coordinator	971-990-3646	Jen.Townsend@olcc.oregon.gov
Special Orders	Miranda Cooley Special Orders Coordinator	971-413-3301	olcc.specialorder@olcc.oregon.gov
Freight/Claims/Samples	Jamal Miller Freight/Claims/Samples	503-872-5034	Jamal.Miller@olcc.oregon.gov
Warehouse:			
All Warehouse Matters	Corry Staten Day Shift Manager	503-872-6851	Corry.Staten@olcc.oregon.gov
All Warehouse Matters	Eric Thompson Swing Shift Manager	503-872-5016	Eric.Thompson@olcc.oregon.gov
Delivery Scheduling & Appointments	Paul Herbert Freight Scheduler	503-872-5037	Paul.Herbert@olcc.oregon.gov
Retail Services Department:			
Retail Services	Brian Eaker Retail Services Director (Interim)	503-872-5026	Brian.Eaker@olcc.oregon.gov
Store General Information	Mindy Jurik Administrative Assistant	503-872-5021	Mindy.Jurik@olcc.oregon.gov
Store-Related Matters (District 1)	Grant Hackworth District Manager	O: 541-276-7841 C: 541-969-8823	Gran.Hackworth@olcc.oregon.gov
Store-Related Matters (District 2)	Dave Owens District Manager	O: 541-618-7555 C: 541-944-2804	Dave.Owens@olcc.oregon.gov
Store-Related Matters (District 3)	Brian Eaker District Manager	O: 503-872-5026 C: 971-300-1239	Brian.Eaker@olcc.oregon.gov
Store-Related Matters (District 4)	Monica Rohrscheib District Manager	O: 503-872-5072 C: 503-804-5829	Monica.Rohrscheib@olcc.oregon.gov
Store-Related Matters (District 5)	Randy Howell District Manager	O: 503-872-5027 C: 503-781-4123	Randy.Howell@olcc.oregon.gov
Store-Related Matters (District 6)	James McHugh-Bodylski District Manager	O: 541-686-7548 C: 541-603-8921	James.McHugh-Bodylski@olcc.oregon.gov
Financial Services:			
Liquor/Freight Payments	Emily Greene Liquor/Freight	503-872-5175	Emily.Greene@olcc.oregon.gov

EXHIBITS

Exhibit – 1 (Standard Quotation & Specification Form)



OREGON STANDARD QUOTATION & SPECIFICATION FORM

OREGON STATE CODE #

Form must be typed. Highlighted fields required.

1. BRAND NAME:		2. DATE SUBMITTED:				
3. STATE STOCK: <input type="checkbox"/>	4. BAILMENT: <input checked="" type="checkbox"/>	5. EFFECTIVE DATE:				
6. TYPE:		7. CLASS:		8. SPECIAL ORDER BAILMENT PLAN: <input type="checkbox"/>		
9. AGE/VINTAGE:		10. PROOF/ALCOHOL:		11. FORMULA:		
12. DISTILLED/PROD. BY:		13. DOMESTIC: <input type="checkbox"/>		14. IMPORTED: <input type="checkbox"/>		14a. INBOND: <input type="checkbox"/> YES <input type="checkbox"/> NO
15. ADDRESS:		CITY:		STATE:		ZIP:
16. BOTTLED BY:						
17. SOLD UNDER ANY OTHER LABEL: <input type="checkbox"/> YES <input type="checkbox"/> NO EXPLAIN:						
18. SHIP POINT:		19. FOB POINT: Portland, OR		20. OREGON PRODUCED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
REASON FOR CHANGE - Check all boxes that apply.						
21. <input type="checkbox"/> AGE/VINTAGE/PROOF CHANGE		24. <input type="checkbox"/> CASE COST CHANGE		27. <input type="checkbox"/> PALLET/TIER/WEIGHT CHANGE		
22. <input type="checkbox"/> SIZE CHANGE		25. <input type="checkbox"/> VENDOR CHANGE		28. <input type="checkbox"/> PACK CHANGE		
23. <input type="checkbox"/> SCC/GTIN CHANGE		26. <input type="checkbox"/> NEW ITEM		29. <input type="checkbox"/> OTHER (Explain on Line 48)		
	OTHER	1.75 L	LITER/700 ML	750 ML	375ML/200 ML	50 ML
30. BOTTLES PER CASE						
31. OUNCES PER BOTTLE						
32. BOTTLES / SLEEVE						
33. SKU/GTIN - UPC (first 6 digits)						
UPC (second 6 digits)						
34. 2ND SKU/GTIN						
35. SHIP. CONT. CODE - SCC (first 8 digits)						
SCC (second 6 digits)						
36. OREGON STATE CODE						
37. CASES/PALLET & CASES/LAYER						
38. CASE WEIGHT (LBS)						
39. NET COST FOB SHIP POINT						
40. FREIGHT						
41. TOTAL INVOICE COST (line 39 + line 40)						
42. CASE DIMENSIONS (L/W/H) (INCHES)						
43. BOTTLE DIMENSIONS (D/W/H)						
44. LAST/PREVIOUS QUOTE						
45. DATE LAST/PREVIOUS QUOTE						
46. CASE COST INCREASE/DECREASE						
47. OLCC RETAIL PRICE						
48. REMARKS:						
49. TERMS (NET/DISC.): NET 30 AFTER BAILMENT WITHDRAWL						
50. REPRESENTATIVE FOR THE STATE				51. WE CERTIFY THAT THE FOREGOING IS CORRECT		
REPRESENTATIVES NAME:				SUPPLIER:		
COMPANY NAME:				STATE LIC/PERMIT NO:		
ADDRESS:				FED ID #:		
CITY:		STATE:		ADDRESS:		
PHONE:		CITY:		STATE:		ZIP:
EMAIL:		PHONE:		FAX:		
		EMAIL:				
		BY:				
		TITLE:				

(REVISED 2/22)



June 28, 2019

Distilled Spirit Pricing
Oregon Liquor Control Commission
P. O. Box 22297
Portland, OR 97222

Dear Barb:

The following are TPR items we're submitting for the month of **September 2019**.

ITEM	ITEM NO.	REGULAR CASE PRICE	CASE DISCOUNT	SPA SHELF PRICE	SPA CASE PRICE
CLEAR CREEK PEAR BRANDY 750ML	0430B	133.10	16.68	39.95	116.42
DOUBLE MT 750ML	4317B	134.60	20.02	19.95	114.58
MCCARTHY'S 750ML	6940B	166.47	16.68	49.95	149.79
LUCID 750ML	8477B	183.16	16.69	54.95	183.16
LUCID 375ML	8477E	214.69	33.37	29.95	181.32

Please let me know if you have any questions or comments.

Sincerely,

Kathleen Leisinger
Supply Chain Supervisor

cc: M. Spaeth
M. Spellman
R. Robinson



On-pack/Value Added Pack Approval Form

Date of Submission:

Company Name:

Local Representative's Name:

Email Address: Phone:

OR Item Code: Brand Name:

Size: UPC: SCC:

Bottles/Case: Case Weight: Case Dimensions:

**Case configuration cannot exceed maximum of
H20-W19-L24, weight cannot exceed 50 lbs.**

Number of Cases Allocated to Oregon:

Describe the Value Added Item:

Estimated Date of Arrival:

All On/Value Added Packs submitted for approval must include quote form and photo.

Please note: On/Value Added Packs with upcharges will not be accepted.

Cases exceeding maximum dimensions and weight listed above will not be accepted.

Additional Comments:

Approved by _____ Date: _____
OLCC, Purchasing

(1/23) Please return to Olcc.distilledspiritpricing@oregon.gov for approval. Thank you.

Exhibit – 4 (Case Label Requirements)



Oregon Liquor & Cannabis Commission

Shipping & Labeling Requirements

Product shipped to the OLCC warehouse must have the required labels on each case.

Shipper Case Label Requirements:

- The size of the case code label must be at least 4" X 6".
- Font size must be at least:
 - State identifier at least .20 inches (14 points)
 - Unique Item Code at least .33 inches (20 points)
 - Size identifier at least .20 inches (14 points)
- The SCC barcode must be on the short side and long side of the case.
- SCC & UPC barcode lines must be printed at 20mil (.02 inches) or greater in size.

**** SEE THE FOLLOWING PAGES FOR NEW CODING EXAMPLES ****

Case configuration cannot exceed maximum Length 24" x Width 19" x Height 20" and weight cannot exceed 50 lbs. Minimum dimensions must be at least 10" Length x 8" Width x 3" Height.

Pallet configuration must match the submitted quote and meet the following warehouse requirements:

- Standard pallet size of 40"x48".
- Product should utilize the majority of the pallet surface without overhanging the edges.
- Height (including pallet) should never be more than 6'. It does not need to be 6', but it cannot be over 6'. A height of 5' is preferred.
- Product should stack in an equal alternating pattern for stability, not just vertically stacked upon each other.
- Product should be stacked with codes numbers and barcodes visible to the outside as much as possible.
- The entire stack should be securely wrapped in stretch film.

All shipments must include a packing slip.

Packing slip must include Product Description, Oregon State Code, Quantity of Cases and Bottles per Case.

Advance Shipping Notification is required for product shipped to the OLCC warehouse. Advance Shipping Notification must be emailed to Warehouse.Scheduling@oregon.gov prior to delivery.

Delivery to the OLCC warehouses must have a confirmed appointment set up in Opendock. Delivery appointments should be secured as far in advance as possible but with accurate estimated arrival dates and times to avoid the rescheduling of loads.

To schedule a delivery appointment, go to <https://schedule.opendock.com/login>

You will find our warehouses by searching for Oregon Liquor in Opendock.

Same day service request must be submitted by 12:00pm

If you have any questions, email or call the warehouse logistics coordinator

Warehouse.scheduling@olcc.oregon.gov (503)872-5037

All distilled spirits must be shipped to the OLCC warehouse – Delivery by appointment only.

McLoughlin warehouse deliveries can be up to 3 pallets. All other deliveries must go to the Milport warehouse.

9079 SE. McLoughlin Blvd.
Portland, OR 97222

1777 SE Milport Road
Milwaukie, OR 97222

**** SEE BELOW FOR NEW CODING EXAMPLES ****

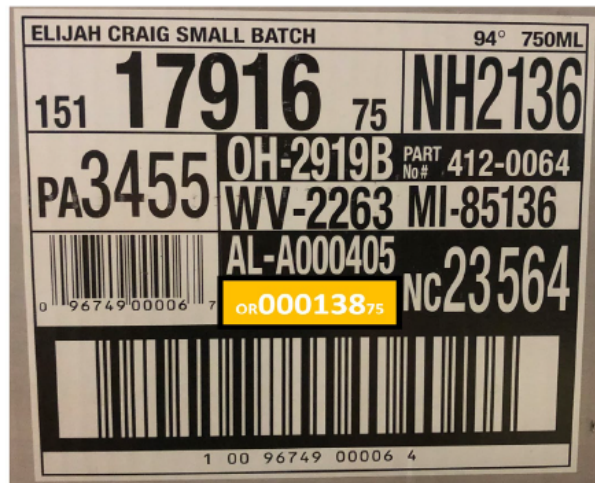
Shipper Case Label Requirements:

Due to space constraints on the NABCA shipper label panel, “999” is not required on the case label. Suppliers are only required to use 8-digits on the shipper case label.

The size of the case code label must be at least 4” X 6”.

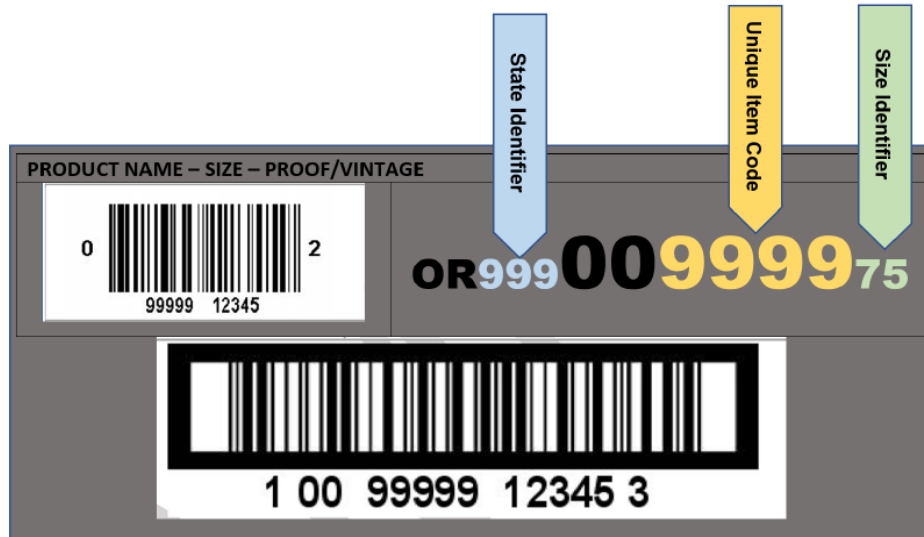
- Font size must be at least:
 - **State identifier at least .20 inches (14 points)**
 - **Unique Item Code at least .33 inches (20 points)**
 - **Size identifier at least .20 inches (14 points)**
- The SCC label must be on the short side and long side of the case.
- SCC & UPC barcode lines must be printed at 20mil (.02 inches) or greater in size.

For example, item code 99900212375 would be **OR00212375** for the shortened version



SIZE IDENTIFIER CHART	
SIZE	IDENTIFIER
1.75 Liter	17
1.00 Liter	10
750 Milliliter	75
700 Milliliter	70
375 Milliliter	37
200 Milliliter	20
50 Milliliter	5

Acceptable use of 11-digit state item code with “999” state identifier:



Short Side of Case:	Long Side of Case:
<ul style="list-style-type: none"> • Oregon State Item Code 	<ul style="list-style-type: none"> • SCC (Shipping Container Code)
<ul style="list-style-type: none"> • Size of Product 	
<ul style="list-style-type: none"> • Product Description 	
<ul style="list-style-type: none"> • UPC (Universal Product Code) 	
<ul style="list-style-type: none"> • SCC (Shipping Container Code) 	

Package Requirements for Canned Cocktails:

- Oregon Item code
- UPC number and barcode
- SCC number and barcode
- Canned cocktails cannot have Oregon bottle deposit on the cans.

If space does not allow the UPC & SCC label on the short or long side of the case. Suppliers may place the UPC & SCC label on top of the case

- Product must be in an enclosed case
- If shipped in a tray the product **must** be securely wrapped

Canned cocktails not meeting the package requirements will be returned at supplier expense.

See below examples of acceptable packaging:



Product Securely Wrapped onto Tray



Product Packaged in Enclosed Case

Exhibit – 5 (Packing List)



Packing List

3/22/2019 8:54:47 AM

Original - Not Negotiable

Page 1 of 1

Ship From:

Jim Beam LTDC
1509 U.S. 421 Leestown
Road
FRANKFORT, KENTUCKY
40601

Ship To:

Oregon Liq Control
1777 S.E. Milport Road.
Milwaukie, OR 97222

**Total
Packages**
0

**Description of
Articles**
Slip Sheet

Exel Delivery #: D290210251	Order #: 1024546241	Sales Order #: 4501585589	Carrier: 0000032435
Ship Date: 3/22/2019	Vehicle ID #: TCLU8478674	Customer PO: 4501585589	Mode TRCK

Special Instructions:

SEALS REQUIREDSEPARATE TIERS OF DIFFERENT PRODUCTS BYSLIPSHEETS.DO NOT MIX PRODUCTI WITHIN
TIER.SPECIAL ORDER ITEMS CAN SHIP AS A MIXEDPALLETLOWER VELOCITY ITEMS SHOULD BE ON TOP OF
HIGHER VELOCITY ITEMS IFSHIPED TOGETHER

Qty	Units	Picked From	Item #	State Item #	SCC	Description Former Item #	Batch #	Weight in lbs.	Proof		
112	CS	FTXE	MX005406	157B	10080686839030	SAUZA BLUE SILVER USA 750 ML 12 BxC 40?	L18283	4000.07	80.00		
60	CS	FTXE	MX005426	157H	10080686839207	SAUZA BLUE SILVER EXP USA 1750 6BxC 40?	L18109	2348.40	80.00		
72	CS	FTXE	MX005332	2100B	10080686836169	TRES GEN PLATA ORG USA 750 6BxC S/E 40?	L18274	1507.96	80.00		
72	CS	FTXE	MX005333	2101B	10080686836176	TRES GEN REPO ORG USA 750 6BxC S/E 40?	L18207	1507.96	80.00		
50	CS	FTXE	MX005451	4578B	10080686835803	HORNITOS A7EJO CRIST. USA 750 12BxC 40?	L18302	1818.82	80.00		
50	CS	FTXE	MX005250	6393B	10080686835322	HORNITOS BLANCO UPG USA 750 12BxC 40?	L19056	1818.80	80.00		
60	CS	FTXE	MX005252	6393H	10080686835346	HORNITOS BLANCO UPG USA 1750 6BxC 40?	L18318	2314.86	80.00		
55	CS	FTXE	MX005108	6620H	10080686833779	100 A7OS BLANCO 100% USA 1750 6BxC 40?	L18244	1940.07	80.00		
120	CS	FIBE	US111382	921H	10080686832123	SZA TEQ SILVER 1750X6 40% PET 7G	L9066FFD	2938.80	80.00		
48	CS	FTXE	MX005337	929F	10080686835049	HORNITOS REPOSADO EXP USA 50 120BxC 40?	L19052	1788.39	80.00		
162	CS	FTXE	US113813	929H	10080686835001	HORN REPO 1750X6 W/200ML PLATA '19 VAP	L19065	7047.00	80.00		
861						Shipment Total		29031.13			

Shipper, Per:

Carrier:

NAME:

Date:



SHIPPING

DSP-OR-20005 - 20585 BRINSON BLVS, STE# 5, BEND, OR 97701 - 8741

Ship to:

OLCC
9079 SE McLaughlin BLVD.
Portland, OR 97222
503-872-5000

Product

Cases

2288B Vodka

2287B Apple Pie

2384B Chai Tea Vodka

2960B Oregon Gin

3279B Bourbon

3933B Hot Pepper

Cases Received

APR 05 2013

@ OLCC Warehouse

By *[Signature]*



01/24/2019

To Whom It May Concern:

This will certify that (F.lli Branca Distillerie S.R.L.) is the sole owner of following brand(s):

- PUNT E MES
- CARPANO
- FERNET BRANCA
- CANDOLINI
- BRANCA MENTA
- BORGHETTI

We hereby appoint Park Street Imports, LLC as the Sole Source of Supply within the United States with full authority to act on our behalf in appointing distributors, registering products, and posting prices as may be required by law.

This letter supersedes any and all previous appointments.

If you have any questions, please call (+39028513265).

Regards,

Patrick Piana

(Patrick Piana /CEO/ F.lli Branca Distillerie)

Fratelli Branca Distillerie

Fratelli Branca Distillerie Srl - 20121 Milano - Via Broletto, 35
Tel. +39 02 8513.1 - Fax +39 02 85.13.269 - c.f. e p. iva 00720670157

Iscritta al Registro Imprese di Milano al n. 00720670157
Capitale Sociale Euro 1.500.000,00 i.v.

www.branca.it

Società soggetta all'attività di direzione e coordinamento della controllante BRANCA INTERNATIONAL S.P.A.,
con sede legale in Via Broletto 35, iscritta al Registro delle imprese di Milano, n° di iscrizione 80076740150

Exhibit – 7 (Tasting/Sampling Request Form)



PRODUCTS USED FOR TASTINGS/SAMPLING

Product in bailment at the Distribution Center (DC) may be acquired for tasting/sampling. Complete this form and submit to the DC in person or by email (OLCC.Distribution@Oregon.gov) with "Tasting/Sampling Product" in the subject line) at least 48 hours prior to pick-up. Payment by cash or check only is due at pick-up. For further information, contact 503-872-5015 or 1-800-426-2004 option 2.

Company or Oregon Distillery Licensee Name			
Contact Name		Date	
Email Address		Phone	
Name of Person Picking Up Product		Requested Date of Pickup	Requested Time of Pickup

To register the final entry press the tab or enter key.

Item Number	Item Description	Bottles Per Case	# of Full Case(s)	Charge Per Case	Total Charge
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
				5.00	0.00
Picked Up By:		Total # Of Cases	0	Due OLCC	\$0.00

For OLCC Use Only:

(Rev. 1/18)

Use Additional Forms if Needed



2026 Listing Meeting – Schedule & Information

All meetings are held virtually (Microsoft TEAMS)

Listing committee meetings are held every other month through September. There are no listing meeting dates beyond September of each year since there would not be enough time for new products to gain adequate distribution before the peak selling months of November and December. Suppliers are limited to 2 items per listing meeting or one family of products. IE: A tequila brand generally includes a Plata or Silver, Reposado, and Anejo.

Presentations not to exceed **5 minutes** per product. The presentation time will be strictly enforced. Products that the committee does not approve must wait 6 months before being presented again.

LISTING MEETING SCHEDULE AND REQUIRED DOCUMENTS & SAMPLES DUE DATE

Meeting Date	Required Materials & Samples Due Date
January 28 & 29, 2026	January 2, 2026
March 25 & 26, 2026	February 27, 2026
May 27 & 28, 2026	May 1, 2026
July 29 & 30, 2026	July 2, 2026
September 23 & 24, 2026	August 28, 2026

Required Materials for Listing Meeting Considerations:

Online Submission must be completed for each individual item:

- Click on [OLCC-NewProductListingSubmission](#)
- Complete the New Product Listing Sheet
 - Attach Completed Standard Quotation Form
 - Attach a Copy of the TTB Label Approval
 - Attach Bottle Image
 - Once submitted you will receive a confirmation email. You must open the email and click "**confirm email address**" to complete submission.
 - PowerPoint Presentation Optional (if submitting email to olcc.productlisting@oregon.gov)

Mail/Ship samples and sell sheets:

- 15-copies of the sell sheet for each item
- A sample bottle of each **actual item** being presented
- 15-50ml samples of each item. If the 50ml sample is unavailable, a generic (mock) 50ml labeled with the product name is acceptable (see example), or 15 samples of the next smallest available size. **Mock samples that are not clearly marked with the product name and/or leaking will not be accepted.**

All samples and sell sheets must be shipped to the address listed below using the attached label.

ATTENTION: OLCC Purchasing Coordinator - Listing Meeting
9079 SE McLoughlin Blvd.,
Milwaukie, OR 97222

To present your product, all materials, including samples for the listing meeting, **must be received** by the required due date listed above. Materials received **after** the due date will be set aside for 30 days. If no arrangement is made within 30 days, OLCC will destroy all materials received.

We will email a specific scheduled time prior to the meeting date with the Microsoft TEAMS meeting link. Contact olcc.productlisting@olcc.oregon.gov with any questions.

Suppliers/Vendors or brokers will be informed if the product(s) have been approved via email within five business days after the listing meeting.



Ship To:

**Attn: OLCC Purchasing Coordinator-
Listing Meeting Materials
Oregon Liquor Cannabis Commission
9079 SE McLoughlin Blvd.,
Milwaukie, OR 97222**

Product Handling Charges

Effective January 3, 2023



DESCRIPTION OF CHARGES	CHARGE	EXAMPLE
Coding/Recoding Product	\$5.00/case	Missing/Incorrect Code
Repacking	\$5.00/case	Bottle/case change
Combining/Separating Cases	\$5.00/case	Taping/breaking straps
Restacking	\$5.00/case	Charge for each code
Coup Shop Charge	\$5.00/case	Breakage from vendor/Vendor pallet falls
Bottle Inspection	\$5.00/case	Inspecting for errors
Excess Inventory Level Fee	\$100 per day	OLCC may apply an overstock fee when the product identified as excess is not picked up within (15) business days of receiving notification. (Fee applies per item)
Destruction of Product Requested by Supplier	Current Fee Approximately \$95 per ton plus a \$12 transaction fee. Minimum charge is \$28 for 340 pounds or less. \$38.00 per man hour for labor and a \$75 flat fee includes fuel, wear & tear, and mileage.	

Exhibit – 10 (Delisting/Discontinuing)

Oregon Liquor & Cannabis Commission

Delisting/Discontinuing Process

Effective 01/01/2023

The Purchasing Division will review all products for possible delisting/discontinuing qualifications every six months. The products are identified based on net profit contributed to the State, sales trends, and market needs. The net profit will be based on the Major and Minor categories. Products must be in distribution for at least 12 months before being considered for delisting/discontinuing. The 12 months distribution will be based on receiving the first shipment. The criteria for the delisting/discontinuing process are outlined below.

MAJOR CATEGORIES – NET PROFIT CRITERIA	
Container size	<i>Brandy, Cognac, Cachaca, Canadian, Whiskey, Domestic Whiskey, Gin, Irish Whiskey, Rum, Scotch, Tequila, Mezcal, Vodka</i>
1.75L- 750 ML – 700 ML	\$17,500
375ML – 200 ML	\$13,500
50 ML	\$10,000

MINOR CATEGORIES – NET PROFIT CRITERIA	
Container size	<i>Cordials, Other Imported Whiskey, Neutral Grain & All Other Liquor Classifications not identified in the Major Categories</i>
1.75L- 750 ML – 700 ML	\$12,500
375ML – 200 ML	\$10,000
50 ML	\$7,500

- ❖ Representatives and/or Suppliers will be notified via email of the product(s) identified for potential delisting/discontinuing.
- ❖ Representatives and/or Suppliers have six months to improve the sales performance of the product(s) identified.
- ❖ Exceptions may be made if the product is unique, one-of-kind, or seasonal, as determined by the OLCC Purchasing Division.
- ❖ If final delisting/discontinuing notification is given, Representatives/Suppliers have 45 days after notification to:
 - Pick up remaining inventory in bailment or
 - Request destruction of product at supplier's expense

** The Delisting/Discontinuing Process will be reviewed annually by the Commission. Representatives and Suppliers will be notified 30 days before any changes to this process.*

Revised 11/01/2022



Barrel Order

Barrel's are limited. Contact the Supplier/Broker/Rep to verify product is available before ordering.

If barrel is available to order, email this completed form directly to your District Manager for approval. The form should be typed and include the correct item code. Hand written copies or photos of form will not be accepted. Once approved by your District Manager the order will be placed and you will receive a confirmation email. Barrels will not be ordered until your request is received and approval is given.

Store Number:		Date Ordered:	
Store Name:		Store Representative:	
OR Item Code:		Item Description:	
Est. Bottle Price:		Estimated # of Cases per Barrel:	
Supplier/Broker/Representative's Name:			
Supplier/Broker/Representative's Phone:			
Supplier/Broker/Representative's Email:			
<input type="checkbox"/> Store Order	<input type="checkbox"/> Licensee/Customer Name:		

*Proposed Customized Add-On

☐ Sticker ☐ Neck-Hanger ☐ Add-On Statement:

Additional Comments:

(Revised 10/22)

