



Revised Oct-16

## WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

### **LISTING MEETING INSTRUCTIONS**

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

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

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

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

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

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

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