



Revised Oct-16

## WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

### **SPECIAL ORDER ITEMS IN WYOMING**

The Wyoming Liquor Division (WLD) is the exclusive wholesaler of all wine and spirits. We do not own any of the retail facilities and we do not mandate shelf pricing.

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

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

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

- A licensed Wyoming retailer submits a request to the WLD
- WLD verifies the vendor of record info with the TTB
- WLD sends request for quotation (RFQ) to vendor of record
- Vendor fills out RFQ and sends back to WLD
- WLD places order w/ 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 – **Do not include 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 P/O 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 P/O
- After arrival at WLD orders will ship to retailers accordingly
- Vendor submits invoice to WLD - WLD sends payment to vendor

Please contact the purchasing manager at 307-777-6451 with additional questions.