



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.