



Revised Oct-16

## WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

### **LISTED ITEMS IN WYOMING**

The Wyoming Liquor Division (WLD) is the exclusive wholesaler of all wine and spirits.

#### **Listed items are:**

- Items ordered in bulk (typically by the tier or by the pallet)
- Stored in the Wyoming Liquor Division's warehouse for our retailers to order daily.
- Require representation by a licensed Wyoming Industry Representative (broker)

#### **Getting an item listed**

- Your 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
- 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

#### **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
- WLD purchases product from the vendor of record (Winery, Distillery, or licensed U.S. Importer)

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