



## WYOMING DEPARTMENT OF REVENUE LIQUOR DIVISION POLICY & PROCEDURE

### **LISTING CRITERIA AND DELISTING PROCESS**

- WLD has the discretion to maintain or delist products in each product category
- Listed items are reviewed in January and July in conjunction with biannual listing meetings.
- Any items not meeting the required standard will go on “Watch” for 6 months. (This will give the vendor and industry rep time to execute a plan to save this item from delisting.)

### **Criteria to remain listed and not go on watch:**

- Distilled Spirit – Must sell an average of 1 tier or \$500.00 per month in sales.
- Domestic and Imported Wine must average \$1000.00 or 1 tier per month in sales.
- Items must be readily available with no allocation restrictions that may cause out of stock issues.

**If the above criteria are not met, the item will be put on watch.**

### **After an item is flagged as on watch, WLD will:**

- Notify the Rep in writing of all items they represent that are now on watch
- Notify each vendor in writing of any items that are now on watch
- Minimize the volume of inventory that is ordered/stored at WLD warehouse
- Run an Items on Watch Performance report at the end of the 6 month period
- The last 3 months’ worth of sales will be averaged to determine if the product was saved (October, November and December for January & April, May and June for July)

### **Items on watch that were not able to meet the minimum requirements will be delisted.**

- Products will be marked as Not To Be Re-ordered
- No more orders will be placed
- Remaining inventory needs to be depleted prior to next listing meeting
- DAs submitted by vendor will need to be on a separate DA letter with an effective date of “until all inventory is depleted”

Note – Any product that reappears on a subsequent “Watch” list for a 3<sup>rd</sup> time will automatically be “Delisted”. **Saving this item will not be an option at this point.**