



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 3rd time will automatically be “Delisted”. **Saving this item will not be an option at this point.**