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**DATE:** February 7, 2012

**TO:** Retail Licensees  
Authorized Distribution Agents

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** On-Line Spirit Ordering

This notice is to remind all retail licensees of the Michigan Liquor Control Commission's (MLCC) on-line spirit ordering requirement. Effective July 1, 2011, the Michigan Liquor Control Commission (MLCC) converted to an all On-Line Ordering system for distilled spirits. The State of Michigan's On-Line Ordering system requires that each licensee have access to a computer with internet service. All regular weekly licensee orders for distilled spirits must be placed electronically through the internet.

However, a liquor licensee is permitted to add spirit products to their regular weekly on-line orders in either of the following two ways. The licensee can contact the Authorized Distribution Agent's (ADA) Customer Service Unit to order additional spirit products or the licensee can place an order for additional spirit products through their sales representative.

Please contact the Commission Help Line at 1-800-701-0513, if you have questions about the ordering of distilled spirits.