

# **AUTHORIZED DISTRIBUTION AGENT (ADA) INFORMATION BOOK**

## **PART 1**



# **MICHIGAN LIQUOR CONTROL COMMISSION**

# ADA INFORMATION BOOK

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## NOTICE

The enclosed materials compose a compilation of major Michigan Liquor Control Commission Orders, Bulletins, policies, and procedures regarding accounting and systems operations for Authorized Distribution Agents (ADAs).

This compilation is intended only as a guide to basic ADA operations. It does not replace any other policies or procedures, and is subject to change.

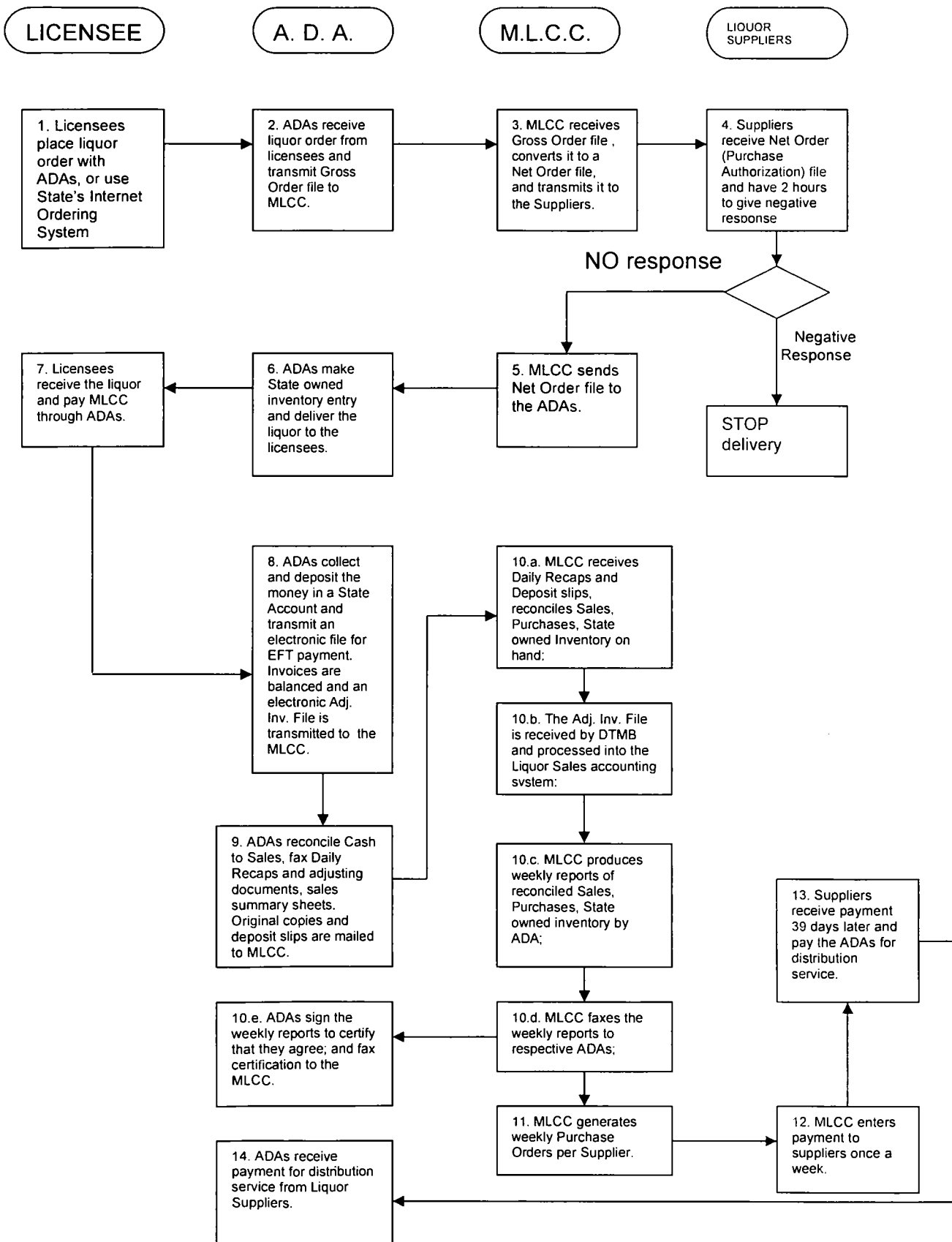


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Overview

## Liquor delivery procedure (flow chart)



## **Liquor delivery procedure**

The state of Michigan, being one of the "control" states in terms of manufacture, sale and distribution of alcoholic beverage, is responsible for the licensing of businesses which manufacture and sell alcoholic beverages and the enforcement of liquor laws.

The Michigan Liquor Control Commission (MLCC) was created after the repeal of Prohibition in 1933 "for control of the alcoholic beverage traffic within the state of Michigan." Until 1997 MLCC was the only organization in Michigan authorized to warehouse and distribute liquor to retailers. Since 1997 these functions are performed by private companies called Authorized Distribution Agents (ADA).

To become an ADA, a potential candidate must fulfill all Commission requirements designed for a proper and lawful liquor sale.

Only Michigan licensed Liquor Suppliers (producers or distributors) are allowed to sell spirits in Michigan. A Liquor Supplier, which has obtained approval from MLCC to sell spirits in Michigan, and an ADA sign an agreement for bailment storage and distribution of supplier's products. MLCC reviews the agreement and authorizes the Distribution Agent to store the products on behalf of the supplier and the State of Michigan, and to distribute on the State's behalf.

ADAs must have contractual agreement with the suppliers of spirits, and to store liquor products before they are contacted by the retail licensees for placing a liquor purchase order.

In Michigan every store or bar which want to sell liquor must register with MLCC as a liquor licensee. Every morning MLCC transmits an electronic file called "Licensee Master File" to each ADA, which should take orders only from liquor licensees which appear on this file.

1. Licensees place liquor orders with ADAs by telephone. To place a liquor order the liquor licensees need complete information about the ordering process. Therefore, the MLCC provides the liquor licensees monthly with "Price book" and a "Supplemental" when needed. The "Price book" has information in regard to:
  - 1.1 each ADA's line of products carried,
  - 1.2 how to contact each ADA,
  - 1.3 telephone number for placing orders,
  - 1.4 codes which must be used in ordering process,
  - 1.5 current prices,
  - 1.6 methods of payment.
2. ADAs receive liquor orders from licensees in their computer systems. Based on these orders the ADAs generate and transmit an electronic Gross Order File (GOF) to the MLCC. The file should pertain to orders placed on previous day, and it creates a report called "ADA's new orders list." (See attachment #2)
3. MLCC receives Gross Order File, converts it to a Net Order File (NOF), and sorts the file per liquor supplier. The NOF produces a report called "Authorization for Purchasing for ADA

distribution ” (see attachment #3) which is transmitted to each supplier. MLCC has to do the conversion because GOF has the orders per bottle, and the suppliers sell their products only by case. (If a licensee ordered 3 bottles only, the State has to buy a case of at least 6 bottles). The difference between ADAs’ GOF and the NOF will be built up the State Inventory from which the ADAs will sell the next order. The ADAs have to transmit daily to the MLCC the Gross Order File even if they have the ordered product in their inventory. In that case the MLCC will not order it from the supplier but still will have to “give permission” for delivery.

4. Suppliers receive the report “Authorization for purchasing for ADA distribution” and have to respond within 2 (two) hours if they do not want the liquor to be sold; if they do not respond in 2 hours, MLCC considers an affirmative answer.
5. MLCC gives permission to the ADAs to deliver the ordered liquor to the Liquor Licensees. The ‘Permission’ is an electronic file which generates a report called “Purchase Order”(see attachment #5) transmitted daily to each ADA containing the conversion of Gross Order File into the Net Order File. Based on this report, the MLCC pays for the liquor purchased per supplier. Also this report has the distribution cost remitted to the suppliers by the MLCC. The distribution cost is calculated by multiplying the number of cases sold per each ADA, by a certain dollar amount which is decided by a particular legislature.
6. After the ‘permission’ was received the ADAs generate invoices and deliver the liquor to the Liquor Licensees. ADAs must assign a specific order day and a specific delivery day for each Licensee. The delivery day must be within six days of the date the order is placed. The process of generating invoices is governed by the MLCC computation rules (see the attachment).
7. Licensees have to pay for the liquor at the time of delivery. Payment must be in cash or a negotiable instrument made payable to MLCC, or by EFT (Electronic Funds Transfer). The licensees have the responsibility to verify the delivery, and to make any necessary adjustments on the invoice when the ADA’s driver is still on their premise. The driver will modify the invoice or will make a note on the invoice for a credit on the next invoice.
8. ADAs collect and deposit all payments in a State of Michigan account. Invoices are checked for under/over charges and other type of adjustments accordingly. An electronic Adjusted Invoice File is sent via E-mail to MLCC by the second business day after delivery. For EFT payments ADAs transmit an electronic file to the MLCC.
9. ADAs reconcile Cash to Sales and send the deposit slips, Daily Recaps of Cash and Sales, Invoice Summary Total Page, and supporting documentation to the MLCC Data Management Section. The reporting deadline for the Daily Recaps of Cash and Sales is two business days after delivery.
10. a. The MLCC Data Management section receives Daily Recaps, deposit slips, and supporting documentation; it reconciles reported cash, State Owned Inventory on hand, Sales and Purchases. The process of cash reconciliation can result with an overage or a shortage between ‘cash to account for’ and the actual deposit. According to the Commission Ruling all overages belong to the State, and the ADAs are responsible for the shortages.

- c. The MLCC produces weekly reports of reconciled Sales, Purchases, and State Owned Inventory by ADA.
  - d. The MLCC Data Management section faxes the above reports to each ADA.
  - e. ADAs sign the reports to certify that they agree with reported amounts of Sales, Purchases, and State Owned Inventory; or they reconcile any exceptions with the MLCC.
  - f. ADAs fax signed certification to MLCC.
11. Weekly, the MLCC generates Liquor Purchase Orders to Suppliers.
  12. MLCC pays the Suppliers for the liquor delivered to the Liquor Licensees, and for the liquor deposited on the ADAs premises, plus a flat distribution cost per case.
  13. Suppliers receive payment at least once per month and pay the ADAs for distribution services a flat fee per case.

Required

Licensee Name DBA	The "Doing Business As" license name of the Licnese Master file.
License Number	Numeric designation assigned to an establishment selling spirits.
Minus Sign	A blank or "-" to compliment the preceding field to designate a positive or negative value of that field
MLCC	Michigan Liquor Control Commission
N.A.B.C.A.	The abbreviation for the National Alcoholic Beverage Control Association.
Number of Bottles	Total containers of that invoice.
OTR	Office of Technology Resources.
Retail Amount	Total invoice amount before discount, taxes and adjustments.
Split Case Fee	The dollar amount charged for picking orders for this invoice.
Summary	A condensed form of information.
Tax Amount	The dollar amount charged the licensee for the invoiced products.
Transaction Type	A designation assigned to distinguish between detail and total records.
Transmittal File	A file of records capable of being electronically transferred across a communication line.
Todays Date	Current computer day in CCYYMMDD.
Total Dollar Sales	The accumulated monetary value of the product sold.



The Michigan Liquor Control Commission (MLCC), through Bulletins and Operating Procedures, has a long list of requirements of the Authorized Distribution Agents (ADAs). That list is presented below although it may not be in its entirety. The ADAs must do the following:

- Participate in taking orders via the Online Liquor Ordering System
- Reduce available spirit inventory each time an order is received and accepted (i.e. maintain perpetual inventories)
- Enter into contracts with suppliers
- Maintain adequate warehousing
- Provide licensees with a liquor ordering and delivery day
- Prepare licensee invoices following MLCC computation rules
- Use the Liquor Code Master daily
- Deliver to all areas of the state and deliver to licensees once a week if the licensees order at least one standard case totaling a minimum of 9000ml
- Prepare Signature Sheets and collect licensee signatures on them for all deliveries. Submit them in an acceptable format within five days of the invoice dates.
- Accept cash, checks or EFT as payment for liquor orders unless notified by MLCC to only accept cash
- Prepare and perform deposits of spirit payments. Make deposits into assigned State of Michigan bank accounts.
- Suspend deliveries to licensees if notified by the MLCC that they are on a Stop Purchase Status.
- Comply with schedules of accounting periods (week numbers, week ending dates, accounting months) when transmitting info to the MLCC
- Report all sales and adjustments, including dollar amounts and inventory, by sending us the Adjusted Daily Invoice File, created using very specific instructions and file layouts.
- Complete and submit the Daily Recap of Cash and Sales Report (Recap), using very specific instructions. Submit EFT payment information.
- Submit cash deposit slips, recording cash and checks on separate deposit slips
- Inform MLCC of corrections/changes to inventory
- Keep track of over/undercharges. Must credit licensees for overcharges and collect from licensees any undercharges. Must correct prices in system and correct Recaps. MLCC should be notified of state inventory adjustments due to invoice adjustments.
- Resolve cash shortages/overages within 90 days. ADAs are responsible for shortages if shortages are not offset by overages.
- Comply with year-end procedures by separating September sales and deposits from October sales and deposits and transmitting/mailling Recaps, deposit slips, EFT files and invoice files on time
- Verify the accuracy of State's ending inventory each week on the Weekly Sales and Purchases report.

- Create and transmit daily Gross Order Files in compliance with very specific instructions and file layouts
- Follow all Gross Order File rules for State holidays. For Friday holidays, a separate file must be sent for Thursday gross orders and should not be combined with Friday/Saturday/Sunday gross orders that will be sent to the MLCC on Monday.
- Inform MLCC immediately of theft/hijackings of licensee products from ADA vehicles or from warehouse theft of spirits of ten cases or more
- Obtain a copy of the driver's license of someone picking up an order from the warehouse
- Ensure delisted or cancelled codes aren't sold/delivered
- Ensure an SDD licensee does not order a product that has been approved for a price reduction for one year from the approval date of the price reduction. The product may not be ordered in regular or other packaging.
- Comply with all new Sales, Inventory and Purchasing System (SIPS) requirements, including providing data to the MLCC via a web service instead of transmitting files
- Provide invoices via their websites
- Refuse to accept supplier instructions for disposition of State-owned inventory
- Refuse to sell one spirit code as a different spirit code
- Follow all rules to process voluntary liquor returns including picking up products from licensee if necessary and returning them to the warehouse and State inventory. Verify to MLCC that all of this has been done.
- Use MLCC Liquor License Master File on a daily basis to update databases
- Allow MLCC auditors to count state-owned inventory
- Accept the licensee return of cream drink products for replacement or credit if the licensee purchased the products within the last six months
- Keep receiving reports of product received from vendors for four years
- Retain paper copies of licensee invoices for a period of 6 months
- Cooperate with the other ADA's when products change from one ADA to another



State of Michigan  
John Engler, Governor


Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
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Lansing, Michigan 48909-7505  
(517) 322-1345

## *BULLETIN*

**DATE:** August 19, 1999

**TO:** All Authorized Distribution Agents

**FROM:** Jeffrey M. Jones, Manager  
Data Management Section 

**SUBJECT:** Revised Licensee List File

Beginning on September 1, 1999, the Liquor Control Commission will be transmitting the daily Licensee List file to you in a revised format.

Beginning on September 1, we will be sending you a Licensee List file that contains an extra, one character field at the end of the file. This field will be used to flag licensees who will pay their invoices by electronic fund transfer (EFT).

A "Y" in this field will indicate a licensee who pays by EFT and an "N" will indicate a licensee who does not pay by EFT.

This change has necessitated an increase in the total file size from three-hundred nineteen characters to three-hundred twenty characters.

This field in each licensee's record will initially be set to "N" by the MLCC. These records will also be updated as necessary by MLCC staff.

We anticipate no problems with this change as it was discussed and agreed to by all concerned at our August 11, 1999 MLCC/ADA meeting.

Please make sure that the appropriate personnel on your staffs are aware of this change.

If you have any questions regarding this matter please contact me at (517)322-1227.

cc: Nancy King                      Roger Boog  
    Deb Lange                         Allen Parker

Attachment

Bulletin Number 2960-17



JOHN ENGLER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN LIQUOR CONTROL COMMISSION  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
NOELLE A. CLARK, DIRECTOR

DAN GUSTAFSON  
CHAIRPERSON

## BULLETIN 3042-17

**DATE:** August 14, 2002  
**TO:** All Authorized Distribution Agents  
Executive Staff  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** Commission Orders

At its administrative meeting of July 16, 2002 the Michigan Liquor Control Commission passed the following administrative orders pertaining to ADA operations:

- "...that the License Master File be amended to include a one-character field to indicate the licensee's payment status, effective August 4, 2002."
- "... that the following requirement be adopted as a business operating procedure: Authorized Distribution Agents shall use the MLCC Liquor License Master file as revised June 17, 2002 on a daily basis, or as provided by the MLCC, to update their licensee databases. The effective date of the June 17, 2002 revised MLCC Liquor License Master file which includes a one character field to indicate the licensee's payment status is August 4, 2002."
- "...that the MLCC's Liquor Code Master database file be amended to replace the two 12 digit Uniform Product Code numbers to two 14 digit Global Trade Identification Numbers, effective August 4, 2002."

Please forward this information to all of the appropriate personnel in your organization.

If you have any questions please contact Jeff Jones at 517.322.1227, or by e-mail at [jjones@michigan.gov](mailto:jjones@michigan.gov).

# EDP FILE DESCRIPTION

FILE NAME: LICENSEE LIST (LICMSTR.sql)		DATA NAME: CL39 (Nightly Unix Cron from CLCCLL db)		PAGE: 1 OF 1	
DIVISION: Liquor Control Commission			SECTION: Financial Management		
FILE TYPE: Electronic		HEADER ID: UNLABELED		SEQUENCE: LICENSEE NAME	
RECORD SIZE: 299	BLOCKING FACTOR: 10	BLOCK SIZE: 2990	FORMAT: FIXED	LABEL: UNLABELLED	
OUTPUT FROM: CLCCLL db (Unix Cron Job CLCCLL.SH @ 7pm M-F)			REMARKS: YEAR - CCYY DATES - CCYYMMDD		
INPUT TO: ADA					
FROM	TO	DESCRIPTION	FORMAT	LENGTH	
1	2	LICENSEE TYPE	N PIC 9 (2)	2	
3	5	3-CHAR LICENSE TYPE ABBREVIATION	A/N PIC X (3)	3	
6	11	LICENSE NUMBER	N PIC 9 (6)	6	
12	51	DBA NAME (DOING BUSINESS AS)	A/N PIC X (40)	40	
		BUSINESS ADDRESS			
52	56	Street Number	N PIC 9 (5)	5	
57	58	Street Direction	A/N PIC XX (2)	2	
59	83	Street Name	A/N PIC X (25)	25	
84	103	City	A/N PIC X (20)	20	
104	123	Township	A/N PIC X (20)	20	
124	125	County Code	N PIC 9 (2)	2	
126	140	County Name	N PIC X (15)	15	
141	142	State	A/N PIC XX (2)	2	
143	147	Zip Code	N PIC 9 (5)	5	
148	187	LICENSEE NAME (Last, First, Middle)/(OWNER)	A/N PIC X (40)	40	
188	197	BUSINESS PHONE NUMBER	A/N PIC X (10)	10	
		MAILING ADDRESS			
198	229	Street Number & Name	A/N PIC X (32)	32	
230	261	Additional Addr Information	X PIC X (32)	32	
262	281	City	X PIC X (20)	20	
282	283	State	X PIC XX(2)	2	
284	293	Zip Code	A/N PIC X(10)	10	
294	294	EFT Flag	X PIC X (1) Y or N	1	
295	295	Licensee Payment Status *	" ", C, or S	1	
296	299	Filler for Future Use	Blank	4	
		* " " = CHECK BASIS			
		C = CASH BASIS			
		S = STOP PURCHASE			
PREPARED BY: DSL		DATE: 4/30/2003	TOTAL CHARACTERS: 299		

## EDP FILE DESCRIPTION

DATE ISSUED: 07/15/1997		FILE NAME: Code Master for Vendors, ADA's, MLBA, Larry Stotz, and eSkye		SYSTEM: CL20	
REVISION NO. 01		DIVISION: Liquor	SECTION: Financial Management		SECTION No:
REVISION DATE: 08/04/02		OUTPUT FROM: CL20/087	INPUT TO: ADA'S systems		PAGE NO. 1 OF 1
RECORD SIZE: 131	BLOCKING FACTOR: 1	BLOCK SIZE:131		FORMAT: Fixed	FILE TYPE: Disk
SEQUENCE: Liquor Code				REMARKS: all liquor code with A or I or E status	
HEADER I.D. CL20087D01					
FROM	TO	DESCRIPTION	FORMAT	LENGTH	
1	5	LIQUOR CODE	9(5)	5	
6	37	BRAND NAME	X(32)	32	
38	40	ADA NUMBER	999	3	
41	44	VENDOR NUMBER	9(04)	4	
45	46	TYPE	99	2	
47	50	PROOF	999V9	4	
51	53	BOTTLE SIZE	999	3	
54	56	PACK SIZE	999	3	
57	63	BASE PRICE	9(05)V99	7	
64	70	ON PREMISE PRICE	9(05)V99	7	
71	77	OFF PREMISE PRICE	9(05)V99	7	
78	84	SHELF PRICE	9(05)V99	7	
85	87	PALLET SIZE	999	3	
88	89	TIER SIZE	99	2	
90	90	CODE STATUS VALUE A, I, or E	X(1)	1	
91	104	UPC CODE NUMBER 1	9(14)	14	
105	118	UPC CODE NUMBER 2	9(14)	14	
119	126	EFFECTIVE DATE MMDDCCYY	9(8)	8	
127	131	CASE WEIGHT	999V99	5	
TOTAL CHARACTERS:				131	







Order Placement

## Liquor delivery procedure

1. Licensees place liquor orders with ADAs by telephone, Internet, EDI, and Salesman. To place a liquor order the liquor licensees need complete information about the ordering process. Therefore, the MLCC provides the liquor licensees quarterly with a "Price Book" and monthly a "Supplemental." The Price Book and the Supplemental can be viewed on line at the State website [www.michigan.gov/lcc](http://www.michigan.gov/lcc)  
The "Price Book" has information in regard to:
  - a. each ADA's line of products carried,
  - b. how to contact each ADA,
  - c. telephone number for placing orders,
  - d. internet address for placing orders,
  - e. codes which must be used in ordering process,
  - f. current prices,
  - g. methods of payment.
  
1. ADAs receive liquor orders from licensees in their computer system. Based on these orders the ADAs generate and transmit an electronic Gross Order File (GOF) to the MLCC daily. The file must contain all orders placed on previous day. The system after processing these files (GOFs) creates a report which summaries all the ADAs orders received (see attachment # 1). Simultaneously the system creates also another report based on the ADAs' GOF, a report which presents ADAs' out of balance new orders (see attachment # 2). This reports presents the liquor codes which were ordered by the licensees but due to some of reasons they were rejected.
  
2. MLCC receives the Gross Order File, converts it to a Net Order File (NOF), and sorts the file per liquor supplier. The NOF produces a report called "Authorization for Purchasing for ADA Distribution" (see attachment # 3) which is transmitted to each supplier. The net orders file is computed by reducing the gross orders by unreserved inventory already owned by the State. The amounts needed are then rounded up to full cases. (If a licensee ordered 3 bottles only, the State buys a case if there is no state inventory). The amount of the NOF is added to the reserved State Inventory from which the State will sell that order. The ADAs have to transmit daily to the MLCC the Gross Order File and must have the ordered product in their inventory.
  
3. Suppliers receive the report "Authorization for Purchasing for ADA Distribution" each day the State wants to purchase liquor from them. Suppliers have to respond within 2 (two) hours if they do not want the liquor to be purchased by the State. If they do not respond in two hours, MLCC considers it an affirmative answer.
  
4. MLCC gives a copy of the net order file to the ADAs to enter into their inventory records to keep in sync with the State. Based on the net order report, the MLCC pays for the liquor purchased per supplier. Also this report calculates the distribution cost remitted to the suppliers by the MLCC. The distribution cost is calculated by multiplying the number of cases purchased by supplier, by a per case fee which is set each year.
  
5. After the orders are assembled the ADAs generate invoices and deliver the liquor to the Liquor Licensees. ADAs must assign a specific order day and a specific delivery day for each Licensee. The delivery day must be within six days of the date the order is placed. The process of generating invoices is governed by the MLCC computation rules (See attachment # 4).

REPORT NO. CL30992-2

ADA ROLL CALL

PAGE 1

MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

WEEK 30 ENDING: 04/28/2007  
DATE FOR: 04/27/2007  
DATE PRODUCED: 04/27/2007

ADA	STATUS	TOTAL BOTTLES	GROSS AMOUNT
121	HERE	75,856	578,368.40
221	HERE	188,162	1,483,410.85
321	HERE	19,099	211,099.95
341	HERE	1,032	7,655.50
399	OUT	0	0.00

(4)

2

MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

WEEK 31 ENDING: 05/05/2007  
DATE FOR 04/30/2007  
DATE PRODUCED: 04/30/2007

ADA 221 CODE	BRAND NAME	CIS \$AMT	ADA AMT\$	BDTTLES	REASON
1066	ROYAL CANADIAN			48	WRONG ADA ASSIGNED
1473	ROYAL CANADIAN PL			129	WRONG ADA ASSIGNED
14303	CANADIAN RICH & RARE			672	WRONG ADA ASSIGNED
14307	CANADIAN RICH & RARE			526	WRONG ADA ASSIGNED
14308	CANADIAN RICH & RARE			175	WRONG ADA ASSIGNED
14721	ROYAL CANADIAN			107	WRONG ADA ASSIGNED
14722	ROYAL CANADIAN			3672	WRONG ADA ASSIGNED
14723	ROYAL CANADIAN			1965	WRONG ADA ASSIGNED
14727	ROYAL CANADIAN			472	WRDNG ADA ASSIGNED
14737	ROYAL CANADIAN TRAVELER			179	WRONG ADA ASSIGNED
70646	MALIBU RAINBOW PACK/CRAN JUICE			6	CANCEL LIQUOR CODE
70807	EVAN WMS BLACK/50ML EVAN WMS			84	CANCEL LIQUOR CODE
85303	ROYAL CANADIAN			720	WRONG ADA ASSIGNED
86200				6	INVALID LIQUOR CDDE
92760	CANADIAN RICH & RARE TRAVELER			66	WRONG ADA ASSIGNED
94515	CANADIAN RICH & RARE			24	WRONG ADA ASSIGNED
95830	CANADIAN RICH & RARE			684	WRONG ADA ASSIGNED

3

REPORT NO: CL30961-1  
MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

AUTHORIZATION FOR PURCHASING  
FOR ADA DISTRIBUTION

PAGE: 1

VENDOR: 100 ADAMBA IMPORTS

DATE FOR: 04/26/2007  
WEEK: 30 ENDING: 4/28/2007  
DATE PRODUCED: 04/26/2007

The supplier has '2 hours' from receipt to reject or alter the purchase order quantities listed or the merchandise will be withdrawn from the supplier's inventory in ADA's facility.

CODE NO	BRAND NAME	TOTAL PURCHASES
85673	LUKSUSOWA 80-BOX DISPLAY	1
86006	LUKSUSOWA 80 (POL)	3
87930	LUKSUSOWA 80 (POL)	4
89926	ULTIMAT VODKA	1
92646	POLMOS OLD KRUPNIK (POL)	1
VENDOR TOTAL CASES		10

MAY 29 2007

CL30996P01  
MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

WEEKLY PURCHASE ORDER  
WEEK NO.29

PAGE: 1  
WEEKEND: 04/21/2007  
RUN DATE: 04/20/2007  
M L C C #: 18064 - 18079

VENDOR: LIQUOR CODE	100 CASES ORDERED	ADAMBA IMPORTS BRAND NAME	BOTTLE SIZE	PACK SIZE	CASE COST	ORDERED AT: 221 TOTAL COST CASES ORD'D
102-3	1	ULTIMAT BLACK CHERRY VODKA	750 ML	6	\$159.50	\$159.50
318-0	1	BAK'S ZUBROWKA BISON BRAND	750 ML	6	\$79.50	\$79.50
368-4	1	BAK'S BLACKBERRY BRANDY	750 ML	12	\$102.10	\$102.10
8445-6	1	LUKSUSOWA 80 (POL)	375 ML	24	\$101.83	\$101.83
8600-6	19	LUKSUSOWA 80 (POL)	1750 ML	6	\$79.63	\$1,512.97
8793-0	30	LUKSUSOWA 80 (POL)	750 ML	12	\$95.64	\$2,869.20
8992-6	3	ULTIMAT VODKA	750 ML	6	\$159.50	\$478.50
9160-0	3	SLIWOWICA PLUM BRANDY	750 ML	12	\$102.18	\$306.54
9186-0	2	WISNIAK CHERRY CORDIAL	750 ML	12	\$95.68	\$191.36
9242-6	1	LUKSUSOWA 100 (POL)	750 ML	12	\$102.18	\$102.18
9984-0	1	LUKSUSOWA 80 (POL)	1000 ML	12	\$124.37	\$124.37

63

NET CASE COST \$6,028.05

TOTAL 63 CASES ORDERED THIS VENDOR X \$6.97

NET DISTRIBUTION COST \$439.11

GRAND TOTAL

\$6,467.16



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

*Jeff Jones*  
Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN 2958-17

**DATE:** August 2, 1999  
**TO:** All Authorized Distribution Agents and Executive Staff  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** Gross Order File

At the meeting on Wednesday, July 28, 1999, the Liquor Control Commission approved the following Order:

“... All Authorized Distribution Agents shall be in compliance with the instructions and file layouts for the creation and transmission of a Gross Order File the morning after the orders have been taken. Copies of the instructions are on file in the Commission’s supplemental minute record.”

Attached, for your use, please find a copy of the instructions and file layouts to which the Order refers. Please note that this file has always been required. There are no changes to the requirements, and the format of the file has not changed. The creation and transmission instructions have just been formalized as a Commission Order.

If you have any questions please contact Pam Hamilton in the Financial Management Division at 517.322.1379.

**Bulletin #2958-17**

Attachments.

Jeff

Shot Glasses

MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the following request for deletion of product from the approved products list, be approved effective August 2, 1999:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Seagram Americas	375ml Godiva Liqueur	24 Bottles

MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the request of John D. Tennant, Consul General of Canada, to import eight cases of alcoholic liquor (wine) from Pelee Island Winery, 455 Seacliff Drive, County Road 20, Kingsville, Ontario, to the Canadian Consulate, 600 Renaissance Center, Suite 1100, Detroit, Michigan, as itemized on the list on file in the Commission's supplemental minute record, be approved pursuant to Commission Order of October 30, 1979.

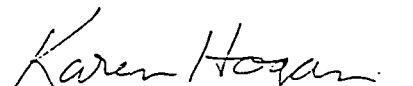
\* Mrs. King presented a request for a Commission Order which would contain the instructions and file layouts for Authorized Distribution Agents (ADAs) for the creation and transmission of a Gross Order File the morning after orders have been taken. She advised that this Order does not involve a change in the current procedure. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that all Authorized Distribution Agents shall be in compliance with the instructions and file layouts for the creation and transmission of a Gross Order File the morning after the orders have been taken. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

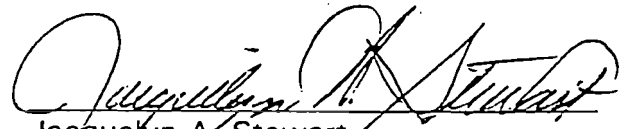
\* Mrs. King requested changes to the Commission's Order of August 20, 1997 which detailed the accounting and system reporting requirements for Authorized Distribution Agents. She stated that the proposed changes would: reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the



Commission's Order of August 20, 1997 regarding the submission of the Adjusted Daily Invoice File and the Daily Recap of Cash and Sales by Authorized Distribution Agents, be amended, effective September 13, 1999, to reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

The meeting recessed at 10:50 a.m.

  
Karen Hogan  
Commission Aide

  
Jacquelyn A. Stewart  
Chairwoman

**Instructions for Daily Gross Order File (ADA New Order File)**

**Purpose:** Each Authorized Distribution Agent of the Michigan Liquor Control Commission is required to report all new liquor orders to the Office of Technology Resources for processing on behalf of the Michigan Liquor Control Commission on a daily basis. This information shall be sent electronically in the form of an order file using the following instructions, and is subject to change by the Office of Technology Resources and the Michigan Liquor Control Commission.

**Required:** This file will represent the total of a day's new licensee orders to an Authorized Distribution Agent, and will be transmitted to the Office of Technology Resources on a daily basis. Totals from this report will be used to generate daily purchase orders for the Michigan Liquor Control Commission's suppliers. At least one "Detail Record" must be created per daily order. An "Orders Total Record" must be included for each daily order file, and must follow the "Orders Total Record" format.

**Instructions:** Please refer to the attached EDP File Description to build the "ADA New Order File" "Detail" and "Orders Total" records as follows:

**ADA New Order File (Detail Record):**

One record, "Type 0" Detail Record, must be created for every different liquor code on each day's new order file. Each order must contain at least one "Type 0" record.

- **Transaction Type** - Value is "0."
- **ADA Number** - The three digit numeric identifier assigned to the Authorized Distribution Agent by the Michigan Liquor Control Commission.
- **Liquor Code** - The five digit MLCC numeric identifier from the Liquor Code Master of the liquor product that the Authorized Distribution Agent is ordering.
- **Bottles Ordered** - The total quantity of bottles of this product that are being ordered for the MLCC to fill new orders.
- **Bottles Ordered Minus Sign** - Will contain either a "-" if negative or a blank space if positive.
- **Filler** - Blank spaces. Reserved for future use.
- **Date Order Taken** - The date that the Authorized Distribution Agent places this order with the Michigan Liquor Control Commission. In format CCYYMMDD.
- **ADA Sequence Number** - Numeric identifier assigned to this order by the Authorized Distribution Agent.
- **Filler** - Blank spaces. Reserved for future use.
- **Gross Dollar Orders** - Bottles Ordered multiplied by Base Price per bottle of this product.
- **Gross Dollar Orders Minus Sign** - Will contain either a "-" if negative or a blank space if positive.

**Instructions for Daily Gross Order File (ADA New Order File)**

Continued:

**ADA New Order File (Orders Total Record):**

One record, "Type 9" Total Record, must be created for each day's new order file. Each order must contain at least one "Type 9" record, placed at the end of the file.

- **Transaction Type** - Value is "9."
- **ADA Number** - The three digit numeric identifier assigned to the Authorized Distribution Agent by the Michigan Liquor Control Commission.
- **Liquor Code** - Value is "99999."
- **Total Bottles Ordered** - The total quantity of bottles that are being ordered for the MLCC in this file.
- **Filler** - Blank spaces. Reserved for future use.
- **Date Order Taken** - The date that the Authorized Distribution Agent places this order with the Michigan Liquor Control Commission. In format CCYYMMDD.
- **Filler** - Blank spaces. Reserved for future use.
- **Gross Total Dollar Orders** - The total of all of the Gross Dollar Orders amounts from the New Order File Detail Records.
- **Gross Total Dollar Orders Minus Sign** - Will contain either a "-" if negative or a blank space if positive.

**Required:**

The order cycle for each day must begin between the hours of 12:01am and 7:00am of that day, and may not last for more than 24 hours, with the exception of weekends. Authorized Distribution Agents may have a weekend order cycle that starts between 12:01am and 7:00am on Friday, and extends until no later than 7:00am the following Monday. Orders taken in this cycle will be dated with the Friday date.

For example, the order day for Wednesday October 18, 2000 may start at 2:30am on Wednesday October 18, and end at 2:29am on Thursday, October 19.

Orders must be dated for the order cycle day they were taken in, i.e., orders taken in the above example should be dated October 18.

Each day's Daily Gross Orders File must be titled "Ordxxxmddccyy.txt", where xxx equals the three digit ADA number as assigned by the MLCC, and mddccyy equals the date the orders were ~~taken~~. The file in the given example would be titled "Ordxxx10182000.txt." *ready for delivery.*

Gross Order Files must be transmitted, using File Transfer Protocol (FTP) software, to a MLCC designated host, currently Internet Poling (IP) address ~~148.149.39.5~~, in its entirety by 7:00am on the day after the orders were placed. The file generated in the above example must be transmitted to the MLCC host by 7:00am on Thursday, October 19, 2000.

*new address*

*136.181.109.9*  
*Apr. 27, 07*

# EDP FILE DESCRIPTION

*J.M.J.*  
2 10-25-06

FILE NAME: ADA New Order File (Detail Record)	DATA NAME:	PAGE: 1 OF 1
-----------------------------------------------	------------	--------------

DIVISION: Liquor Control Commission	SECTION: Financial Management
-------------------------------------	-------------------------------

FILE TYPE: Disk	HEADER ID: CL55100D01/nnn	SEQUENCE: Liquor Code
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RECORD SIZE: 51	BLOCKING FACTOR: 1	BLOCK SIZE: 51	FORMAT: Fixed	LABEL: Standard
-----------------	--------------------	----------------	---------------	-----------------

OUTPUT FROM: ADA E-Mail	REMARKS: YEAR - CCYY DATES - CCYYMMDD
INPUT TO: CL30989	

FROM	TO	DESCRIPTION	FORMAT	LENGTH
1	1	Transaction Type	9 Value is "0"	1
2	4	ADA Number	9 (3)	3
5	9	Liquor Code	9 (5)	5
10	15	Bottles Ordered	9 (6)	6
16	16	Bottles Ordered Minus Sign	X	1
17	23	Filler	X (7)	7
24	31	Date Order Taken	X (8) CCYYMMDD	8
32	36	ADA Sequence Number	X (5)	5
37	42	Filler	X (6)	6
43	50	Gross Dollar Orders	9 (6)V99	8
51	51	Gross Dollar Orders Minus Sign	X	1
		Note: All Minus Sign fields will contain either a "-" or a blank.		

# EDP FILE DESCRIPTION

2 of 2 <sup>JJJ</sup>  
10-25-06

FILE NAME: ADA New Order File (Orders Total Record)			DATA NAME:		PAGE: 1 OF 1
DIVISION: Liquor Control Commission				SECTION: Financial Management	
FILE TYPE: Disk			HEADER ID: CL55100D01/nnn		SEQUENCE: Liquor Code
RECORD SIZE: 51	BLOCKING FACTOR: 1		BLOCK SIZE: 51	FORMAT: Fixed	LABEL: Standard
OUTPUT FROM: ADA E-Mail				REMARKS: YEAR - CCYY DATES - CCYYMMDD	
INPUT TO: CL30989					
FROM	TO	DESCRIPTION	FORMAT	LENGTH	
1	1	Transaction Type	9 Value is "9"	1	
2	4	ADA Number	9 (3)	3	
5	9	Liquor Code	9 (5) Value is "99999"	5	
10	15	Total Bottles Ordered	9 (6)	6	
16	23	Filler	X (8)	8	
24	31	Date Order Taken	X (8) CCYYMMDD	8	
32	42	Filler	X (11)	11	
43	50	Gross Total Dollar Orders	9(6)V99	8	
51	51	Gross Total Dollar Orders Minus Sign	X	1	
		Note: All Minus Sign fields will contain either a "-" or a blank.			

OR061025 - Notepad

File Edit Format View Help

032102595000239	000000	20061025	00314285
032102596000009	000000	20061025	00014985
032102597000003	000000	20061025	00007905
032102598000012	000000	20061025	00008940
032102604000103	000000	20061025	00180765
032102605000013	000000	20061025	00022815
032102618000010	000000	20061025	00017550
032102619000001	000000	20061025	00001755-
032102620000004	000000	20061025	00007020
032102621000004	000000	20061025	00007020
032102628000003	000000	20061025	00003150
032102640000020	000000	20061025	00035100
032102644000360	000000	20061025	00201600
032102645000006	000000	20061025	00007350
032102649000015	000000	20061025	00008550
032102651000024	000000	20061025	00014640
032102652000003	000000	20061025	00003675
032102663000006	000000	20061025	00003660
032102664000022	000000	20061025	00023100
032102667000050	000000	20061025	00061250
032102669000001	000000	20061025	00002190
032102690000006	000000	20061025	00015270
032102699000001	000000	20061025	00003950
032102717000003	000000	20061025	00009210
032102718000003	000000	20061025	00011325
032102734000003	000000	20061025	00002070
032102741000006	000000	20061025	00003660

Ln 1, Col 1

Spoke with client earlier this morning about the changes discussed below. He said he had not received a test me. Have you

Start

Licensing and Enforce...

Inbox - Microsoft Out...

FW: Gross Orders Ph...

OR061025 - Notepad



2:19 PM



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## MEMORANDUM

DATE: November 18, 1998

TO: All Authorized Distribution Agents

FROM: <sup>NJK</sup> Nancy J. King, Director of Financial Management

SUBJECT: Salesmen's Orders

This memorandum is being issued as a clarification of the Michigan Liquor Control Commission's policy on salesmen's orders.

ADAs initiated discussion at our last MLCC-ADA meeting regarding delivery of merchandise and acceptance by licensees where the ADA has a signed salesmen's order form for such merchandise.

The Liquor Control Commission is continuing its policy under privatization for these items. Licensees must take delivery of items invoiced through submission of a bonafide signed order from a liquor salesman to the ADA within the regular ordering cycle. The affected ADA may withhold future deliveries until acceptance of and payment for merchandise ordered under this method.

Please note the following conditions under which ADAs may process salesmen's orders with the Commission. The salesman's order must indicate in noticeable type that the licensee understands they will be required to take delivery of the merchandise. The licensee must sign the order. Signatures must be from individuals at the licensed establishment authorized to order such merchandise.

cc: Jacquelyn Stewart  
Walt Keck  
Seymour Podolsky  
Steve Robinson  
✓ Jeff Jones  
Liliana Paceagiu  
Susan Broughton  
Angela Gilmore



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN #3000 -17

BOP

**DATE:** November 14, 2000

**TO:** Vendors, Vendor Representatives, Authorized Distribution Agents,  
and Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Gross Order File

At the meeting on November 7, 2000, the Michigan Liquor Control Commission approved revisions to its Order of July 28, 1999 which set forth ADA requirements for the creation and transmission of a Daily Gross Order File. The Order of July 28, 1999 stated:

"All Authorized Distribution Agents shall be in compliance with the instructions and file layouts for the creation and transmission of a Gross Order File the morning after the orders have been taken. Copies of the instructions are on file in the Commission's supplemental minute record."

The revised Order approved on November 7, 2000 states:

"..that the Commission order of July 28, 1999 be amended to change the manner of transmission from E-mail to transmission via FTP software; change the deadline for receipt from 8:00 a.m. to 7:00 a.m.; and provide additional language clarifying and defining " a day" and provide an example of "a day", in accordance with the instructions on file in the commission's supplemental minute record, effective November 15, 2000."

The complete set of revised instructions on Gross Order files referenced in the amended November 7, 200 Order are attached for ADA use. There are no additional changes to the instructions, other than the ones referenced in the amended Order.

If you have any questions, please contact the Financial Management Division at 517.322.1382.

Attachment.



Jff

Shot Glasses

MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the following request for deletion of product from the approved products list, be approved effective August 2, 1999:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Seagram Americas	375ml Godiva Liqueur	24 Bottles

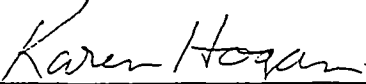
MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the request of John D. Tennant, Consul General of Canada, to import eight cases of alcoholic liquor (wine) from Pelee Island Winery, 455 Seacliff Drive, County Road 20, Kingsville, Ontario, to the Canadian Consulate, 600 Renaissance Center, Suite 1100, Detroit, Michigan, as itemized on the list on file in the Commission's supplemental minute record, be approved pursuant to Commission Order of October 30, 1979.

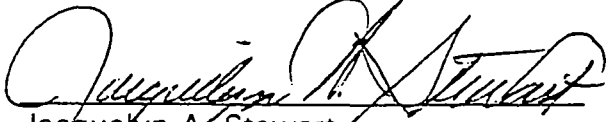
\* Mrs. King presented a request for a Commission Order which would contain the instructions and file layouts for Authorized Distribution Agents (ADAs) for the creation and transmission of a Gross Order File the morning after orders have been taken. She advised that this Order does not involve a change in the current procedure. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that all Authorized Distribution Agents shall be in compliance with the instructions and file layouts for the creation and transmission of a Gross Order File the morning after the orders have been taken. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

\* Mrs. King requested changes to the Commission's Order of August 20, 1997 which detailed the accounting and system reporting requirements for Authorized Distribution Agents. She stated that the proposed changes would: reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the

Commission's Order of August 20, 1997 regarding the submission of the Adjusted Daily Invoice File and the Daily Recap of Cash and Sales by Authorized Distribution Agents, be amended, effective September 13, 1999, to reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

The meeting recessed at 10:50 a.m.

  
Karen Hogan  
Commission Aide

  
Jacquelyn A. Stewart  
Chairwoman



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## Bulletin 3006 - 17

**DATE:** December 8, 2000

**TO:** Vendors, Vendor Representatives, Authorized Distribution Agents, NABCA, and Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Code Master File Changes

Attached for your use is a revised record layout for the Liquor Code Master. This revised layout reflects the addition of four more data fields, which you should find useful:

A one-character CODE STATUS (A, Active or I, Inactive or E, Clear Springs Alcohol) field

Two, twelve-character UPC CODE NUMBER fields

An eight-character EFFECTIVE DATE field

We will be sending you the Code Master file in this revised format on approximately December 27, 2000. You should be prepared to use this file on its effective date, December 31, 2000.

Please distribute this revised record layout to the appropriate members of your staff. If you have any questions please contact Jeff Jones of the Financial Management Division at 517.322.1227.

Attachment

A:\codemast.doc

## EDP FILE DESCRIPTION

DATE ISSUED: 07/15/1997		FILE NAME: Code Master for NABCA, Vendors, and ADA's		SYSTEM: CL20	
REVISION NO.		DIVISION: Liquor	SECTION: Financial Management		SECTION No:
REVISION DATE: 11/20/2000		OUTPUT FROM: CL20/087	INPUT TO: ADA'S systems		PAGE NO. 1 OF 1
RECORD SIZE: 122	BLOCKING FACTOR: 1	BLOCK SIZE:122	FORMAT: Fixed		FILE TYPE: Disk
SEQUENCE: Liquor Code			REMARKS: all liquor code with A or I or E status		
HEADER I.D. CL20087D01					
FROM	TO	DESCRIPTION	FORMAT	LENGTH	
1	5	LIQUOR CODE	9(5)	5	
6	37	BRAND NAME	X(32)	32	
38	40	ADA NUMBER	999	3	
41	44	VENDOR NUMBER	9(04)	4	
45	46	TYPE	99	2	
47	50	PROOF	999V9	4	
51	53	BOTTLE SIZE	999	3	
54	56	PACK SIZE	999	3	
57	63	BASE PRICE	9(05)V99	7	
64	70	ON PREMISE PRICE	9(05)V99	7	
71	77	OFF PREMISE PRICE	9(05)V99	7	
78	84	SHELF PRICE	9(05)V99	7	
85	87	PALLET SIZE	999	3	
88	89	TIER SIZE	99	2	
90	90	CODE STATUS VALUE A, I, or E	X(1)	1	
91	102	UPC CODE NUMBER 1	9(12)	12	
103	114	UPC CODE NUMBER 2	9(12)	12	
115	122	EFFECTIVE DATE MMDDCCYY	9(8)	8	
				TOTAL CHARACTERS:	122

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
DAVID C. HOLLISTER, DIRECTOR

JUDITH M. ALLEN  
CHAIRWOMAN

## **BULLETIN 3056-17**

**Date** June 9, 2003  
**To** Authorized Distribution Agents  
**From** Michigan Liquor Control Commission  
**Subject** Commission Order – Online Ordering

At its administrative meeting of June 3, 2003 the Michigan Liquor Control Commission issued the attached Commission Order regarding Online Ordering, and adopted it as a Business Operating Procedure.

If you have any questions regarding this matter please contact the Financial Management Division at 517.322.1382.

Attachments

STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite I  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
408 Oliver, PO Box 823  
Troy, MI 48099

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 1907  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

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In accordance with the provisions of R 436.1802(14), the following Order regarding the Commission's Internet liquor ordering system is adopted as a business operating procedure:

In accordance with the provisions of R 436.1802(14), the following instruction is adopted as a business operating procedure for the Commission's Internet liquor ordering system:

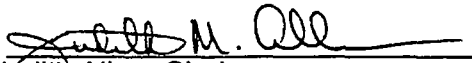
Effective with the date of this Order, any future Authorized Distribution Agents certified by the Commission must participate in the State of Michigan's Internet liquor ordering system.


The Authorized Distribution Agent's portion of the Internet liquor ordering system must be tested and approved for use in writing by the Commission prior to certification as an Authorized Distribution Agent by the Commission.


Authorized Distribution Agents currently participating in the Internet liquor ordering system must continue to participate.

Authorized Distribution Agents must check for available inventory on a real-time basis for each item ordered and must respond on the availability of the inventory in accordance with the design of the Internet liquor ordering system.

Authorized Distribution Agents must make a good faith effort to investigate and correct problems that may arise from the shared Internet liquor ordering system.

  
Judith Allen, Chairwoman

  
James McBryde, Commissioner

  
Claudia L. Gartin, Commissioner

June 3, 2003

ADMINISTRATIVE  
MEETING OF THE  
MICHIGAN LIQUOR CONTROL COMMISSION

Held: Tuesday, June 3, 2003  
Lansing – 9:35 a.m.

Present: Judith M. Allen, Chairwoman  
Claudia L. Gartin, Commissioner  
James McBryde, Commissioner  
Kenneth Wozniak, Commission Aide  
Rick Perkins, Director of Enforcement Division  
Nancy King, Director of Finance Division  
Steve Robinson, Finance Division  
Karen Hogan, Commission Aide

---

The meeting was called to order by Chairwoman Allen.

MOVED BY COMMISSIONER GARTIN, SUPPORTED BY CHAIRWOMAN ALLEN, AND UNANIMOUSLY CARRIED, that the minutes of the Commission Meeting of May 27, 2003, be approved as written and presented.

MOVED BY COMMISSIONER GARTIN, SUPPORTED BY CHAIRWOMAN ALLEN, AND UNANIMOUSLY CARRIED, that the following actions be taken in accordance with the E-Quote reports dated June 2, 2003, copies of which are on file in the Commission's supplemental minute record:

That the products listed below be granted exceptions to the standard pack sizes, inasmuch as these items are packaged nationally or meet other exceptions as indicated and be approved for listing in the approved products list, effective June 29, 2003:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Allied Domecq Spirit (NWS Michigan, Inc.)	750ml Laphroaig Scotch-15 Year	6 Bottles
Brown-Forman Corp. (General Wine & Liquor)	750ml Old Forester Birthday Bourbon	6 Bottles
Sidney Frank Imp. (General Wine & Liquor)	750ml Grey Goose La Vanille	6 Bottles
Future Brands LLC	50ml Absolut 5 Pack	140 Bottles



(NWS Michigan, Inc.)	750ml Vox Raspberry Vodka	6 Bottles
	50ml Vox Raspberry Vodka	50 Bottles
Great Lakes Dist & Brokerage (NWS Michigan, Inc.)	750ml Martin Miller's London Dry Gin	6 Bottles
Jacquín Chas Et Cie (General Wine & Liquor)	1000ml Martin Miller's London Dry Gin	6 Bottles
	750ml Pravda	6 Bottles
	50ml Vendome VSOP Brandy	60 Bottles
	200ml Vendome VSOP Brandy	24 Bottles
	375ml Vendome VSOP Brandy	12 Bottles
Shaw-Ross International (General Wine & Liquor)	50ml Raynal Napoleon VSOP (Fr)	60 Bottles
White Rock Dist. (NWS Michigan, Inc.)	200ml Destinee Liqueur	24 Bottles
	375ml Destinee Liqueur	12 Bottles
	750ml Destinee Liqueur	6 Bottles

That the following requests for addition of product to the approved products list, be approved for listing, effective June 29, 2003:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Barton Brands Ltd-A (General Wine & Liquor)	1750ml Speyburn Single Malt-10 Yr	6 Bottles
Heaven Hill Dist. (General Wine & Liquor)	50ml Whaler's 50ml Trial 4 Pk Pl	120 Bottles
Jacquín Chas Et Cie (General Wine & Liquor)	750ml Vendome VSOP Brandy	12 Bottles
	1000ml Vendome VSOP Brandy	12 Bottles
Korea Trading (Chinese Import & Export)	375ml Charm Soju	24 Bottles
Majestic Dist. (NWS Michigan, Inc.)	750ml Xanath Vanilla Liqueur	12 Bottles
Pernod Ricard USA (General Wine & Liquor)	50ml Seagram's Apple Vodka	120 Bottles
	200ml Seagram's Citrus Vodka	48 Bottles
	750ml Seagram's Citrus Vodka	12 Bottles
	375ml Seagram's Raspberry Vodka	24 Bottles
Vineyards Fine Wines	750ml Vampyre	12 Bottles

That the following requests for promotional or special packaging approval, be approved for listing effective June 29, 2003:

Tuesday, June 3, 2003  
Page 3

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Allied Domecq Spirit (NWS Michigan, Inc.)	750ml Kahlua w/Luminary Tin	12 Bottles
	750ml Sauza Tres Gen Anejo w/2 Glasses	6 Bottles
	750ml Stolichnaya 80/Sht Gl Ice Mold	6 Bottles
Barton Brands Ltd-A (General Wine & Liquor)	750ml Amaretto Di Amore Class w/2 Gl	12 Bottles
	375ml Caravella Combo 2 Pk w/2 Glasses	24 Bottles
	750ml Raspberry Di Amore w/2 Glasses	12 Bottles
	750ml Sambuca Di Amore w/2 Glasses	12 Bottles
	750ml Grey Goose L'Orange w/Pewter Glass	6 Bottles
Sidney Frank Imp. (General Wine & Liquor)	750ml Grey Goose La Vanille w/Pewter Glass	6 Bottles
	750ml Grey Goose Le Citron w/Pewter Glass	6 Bottles
	750ml Grey Goose Vodka w/Pewter Glass	6 Bottles
	750ml Vox & 375ml DeKuyper Apple PI 2 Pack	12 Bottles
Future Brands LLC (NWS Michigan, Inc.)	750ml Tyrconnell w/2 Tasting Glasses	6 Bottles
	750ml Vandermint Liqueur w/Wall Pocket	6 Bottles
	750ml Whaler's Coconut w/50ml Vanille	12 Bottles
Heaven Hill Dist. (General Wine & Liquor)	750ml Tequila Rose Liqueur w/Coffee Mug	6 Bottles
	750ml Wisers Deluxe-10 Yr w/2 Glasses	6 Bottles
McCormick Dist. (NWS Michigan, Inc.)	750ml Belvedere Vodka w/Shot Glass & Bowl	6 Bottles
Millennium Import (NWS Michigan, Inc.)	750ml Cruzan Coconut w/50ml Mango	12 Bottles
Todhunter Imports (General Wine & Liquor)		

That the following requests for deletion of product from the approved products list, be approved effective June 29, 2003:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Allied Domecq Spirit	750ml Laphroaig Scotch-15 Yr.	12 Bottles
Future Brands LLC	750ml Vox & 375ml DeKuyper Sour Apple w/Shaker	12 Bottles
Shaw-Ross International	50ml Raynal Napoleon VSOP (Fr)	120 Bottles

Commission Meeting  
Tuesday, June 3, 2003

That the following requests for deletion of product from the approved products list, be approved effective August 3, 2003:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Sidney Frank Imp.	750ml Grey Goose L'Orange w/2 Martini Glasses	6 Bottles
	750ml Grey Goose Vodka w/Martini Glasses	6 Bottles
	1750ml Jagermeister w/Pewter Shot Glass	6 Bottles

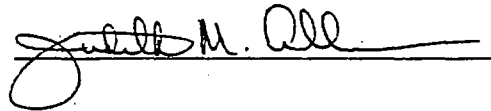
Mrs. King presented a request for a Commission Order which would prohibit split cases on value-added packages. After discussion, IT WAS MOVED BY COMMISSIONER GARTIN, SUPPORTED BY COMMISSIONER McBRYDE, AND UNANIMOUSLY CARRIED, that, in accordance with the provisions of Rule 436.1802(14) of the Commission's "Spirits" rules, Commission Order of November 4, 1998 be amended and restated and adopted as a business operating procedure as follows: Due to the requirements of the internet liquor ordering system, orders for value added packages shall be for full cases only. Code numbers in the 70000 series identify value added packages. Further, Mrs. King was directed to prepare a bulletin to notify Authorized Distribution Agents of this amended Order.

Mrs. King also presented a request for a Commission Order to require that Authorized Distribution Agents currently participating in the internet liquor ordering system continue to participate and that any new Authorized Distribution Agent be required to participate in the internet liquor ordering system. After discussion, IT WAS MOVED BY COMMISSIONER McBRYDE, SUPPORTED BY COMMISSIONER GARTIN, AND UNANIMOUSLY CARRIED, that, in accordance with the provisions of Rule 436.1802(14) of the Commission's "Spirits" rules, the following instruction is adopted as a business operating procedure for the Commission's internet liquor ordering system: Effective with the date of this Order, any future Authorized Distribution Agents certified by the Commission must participate in the State of Michigan's internet liquor ordering system. The Authorized Distribution Agent's portion of the internet liquor ordering system must be tested and approved for use in writing by the Commission prior to certification as an Authorized Distribution Agent by the Commission. Authorized Distribution Agents currently participating in the internet liquor ordering system must continue to participate. Authorized Distribution Agents must check for available inventory on a real-time basis for each item ordered and must respond on the availability of the inventory in accordance with the design of the internet liquor ordering system. Authorized Commission Meeting  
Tuesday, June 3, 2003

Distribution Agents must make a good faith effort to investigate and correct problems that may arise from the shared internet liquor ordering system. Further, Mrs. King was directed to prepare a bulletin to notify Authorized Distribution Agents of this Order.

Mrs. King reported on the April, 2003 Financial Report. She stated that dollar sales are up \$24 million.

The meeting recessed at 9:53 a.m.

A handwritten signature in black ink, appearing to read "J. M. All", is written over a horizontal line. The signature is cursive and somewhat stylized.

Chairwoman

---

Karen Hogan  
Commission Aide

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
KEITH W. COOLEY, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON  
LIQUOR COMMISSION

## **Bulletin # 3117-17**

**Date:** April 16, 2007  
**To:** All Authorized Distribution Agents  
**From:** Michigan Liquor Control Commission  
**Subject:** New IP Address for On-Line Liquor Ordering

At the end of April the State of Michigan will have a new Internet Protocol (IP) address for its On-Line Liquor Ordering application which is being moved to a new server. You need to know this new address so that the shared On-Line Liquor Ordering system can have a smooth transition. Our hope is that the licensees will not suffer any downtime with the system. Let's please all do our part.

The new primary IP address as of April 29, 2007 is: 136.181.109.44.

The new secondary IP address as of April 29, 2007 is: 136.181.109.38.

Please contact your Information Technology staff immediately. They need this information because they need to make changes in their programming to use the new addresses. The current IP address 136.181.109.20 will no longer work after April 29, 2007.

Unfortunately, we do not have an exact date that this will occur. We suggest you add one or both of these new addresses as secondary and third IP address the last week in April. On May 1<sup>st</sup>, you can delete the current primary address.

The end of April is fast approaching so your staff will have to act quickly. If you or your staff have any questions please contact Steve Cook at 517.322.1383 or [cooks1@michigan.gov](mailto:cooks1@michigan.gov).



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
ANDREW S. LEVIN, ACTING DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

## Bulletin # 3166-17

**DATE:** October 27, 2010  
**TO:** Retail Licensees  
Authorized Distribution Agents  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** Required On-Line Spirit Ordering

**This bulletin is to update the two previous notices that were included in the Michigan Liquor Control Commission's (MLCC) quarterly price lists.**

Since these notices were issued, the MLCC has modified its plan to require all retail licensees to use the State of Michigan's On-Line Ordering system to order distilled spirits. The plan has been modified in two ways. First, the new effective date is March 1, 2011. Second, the smaller retail licensees will be given an additional four months in which to comply with this requirement.

**Effective March 1, 2011**, the MLCC will require all retail licensees who purchased \$10,000 or more in distilled spirits in the most recent calendar year to use the On-Line Ordering system to order their distilled spirits. The MLCC will not authorize any exceptions to this requirement for licensees who purchased \$10,000 or more in distilled spirits in the most recent calendar year.

The Commission will allow the smaller retail licensees, those with less than \$10,000 in distilled spirit purchases, to phase in their use of the On-Line Ordering system until July 1, 2011. Those licensees currently participating in on-line Lottery games may be required to comply earlier than July 1, 2011.

**As of July 1, 2011** all retail licensees must order their distilled spirits through the State of Michigan's On-Line Ordering system.

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

## On-Line Ordering Requirement Schedule

All Licensees that purchased \$10,000 or more in distilled spirits during the most recent complete calendar year

Will be required to order their distilled spirits through the State of Michigan's On-Line Ordering System beginning on March 1, 2011

Licensees that purchased less than \$10,000 in distilled spirits during the most recent complete calendar year

Will be required to order their distilled spirits through the State of Michigan's On-Line Ordering System beginning on July 1, 2011



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN LIQUOR CONTROL COMMISSION  
ANDREW J. DELONEY  
CHAIRMAN

STEVEN H. HILFINGER  
DIRECTOR

## Bulletin No. 2012-02

**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.





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

RESCINDED  
by Adm  
2015-02

**Date:** November 6, 1998

**To:** Authorized Distribution Agents, Vendors, Vendor Representatives,  
and Executive Staff

**From:** Michigan Liquor Control Commission

**Subject:** Split Cases On Value-Added Packages

At its November 4, 1998 meeting, the Michigan Liquor Control Commission (MLCC) issued the following Order regarding split cases on value-added packages:

"IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that Authorized Distribution Agents may, at their discretion, accept split case purchases of value added products, effective immediately; further, that a bulletin be sent to ADA's advising of the above action."

It was stated at the meeting that the Commission did not allow split cases of value added products prior to privatization, that ADAs should be allowed to choose whether they wish to split value added cases, and that most value added cases are ½ packs or less.

Bulletin #2936-17





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

**DATE:** January 11, 2000

**TO:** Vendors of Spirits, Vendor Representatives,  
Authorized Distribution Agents and Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Value Added Packs

At the Business Meeting of the Michigan Liquor Control Commission on December 7, 1999, discussion was held regarding the Commission's policy of only accepting quotations for value-added spirit packages with either no upcharge or with an upcharge of at least \$3.00 per bottle. After discussion, the Commission determined that limiting the pricing of value-added packages was no longer necessary.

The Commission therefore ordered on December 7, 1999 that the Commission Order of November 12, 1996 be amended to remove the requirement that a quotation for value-added spirit packages only be accepted with no upcharge or with an upcharge of at least \$3.00 per bottle. The Commission further ordered that this change shall be effective January 31, 2000.

**Therefore, effective January 31, 2000, quotations for value-added spirit packages will no longer be required to have either no upcharge or at least a \$3.00 per bottle upcharge to qualify for approval in Michigan.** The Commission will consider for approval any price quotation for value-added spirit packages as it does for all other spirit packages.

Quotations for new value-added packages are accepted at any time, and if approved, the new value-added package will be included in the next monthly supplemental price list. The Commission allows price changes for existing value-added packages only in conjunction with quarterly price books. Quotations for the April 30, 2000 price book must be filed with the Commission by February 20, 2000.

If you have any questions on this matter, please contact Rick Perkins at (517) 322-1420.





State of Michigan  
John Engler, or

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

December 7, 2000

To: Specially Designated Distributor Licensees  
On-Premises Liquor Licensees  
Executive Staff

The Liquor Price List includes a number of value-added products in the 7000 code number series. Typical value added items include glasses, mugs, pitchers, novelty items, and mixes. Off-premise licensees **must** sell these package products as approved and are prohibited from removing the included value-added item.

On-premise licensees may purchase these items through their Authorized Distribution Agent (A.D.A.) or may purchase them from a Specially Designated Distributor (S.D.D.) as part of their permitted purchase of up to 9 liters of spirits, during any 1-month period.

However, Rule 436.1321(3) and (8) of the Commission's "Advertising" rules provide as follows:

"(3) There shall not be advertising of alcoholic liquor on anything which has any value, use, or purpose other than the actual advertising value, except upon written order of the commission."

"(8) A licensee licensed to sell alcoholic liquor for consumption on the premises shall not sell, give, or furnish to anyone, novelty items bearing brand logo type on the licensed premises, nor shall the licensee use novelty items on the licensed premise except upon written order of the commission."

Therefore, an on-premise licensee purchasing value added package products must promptly separate the value added item and remove from the premises any of these items bearing a brand name or logo and any novelty items. These value-added items must be removed from the premises within 2 days of receipt and never be used on the premises. Failure to comply with these rules may result in enforcement action by the Commission.

Mark D. Smith  
Director of Enforcement

Bulletin No. 3007-17





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN #3024-17

DATE: August 1, 2001  
TO: Vendors, Vendor Representatives, Authorized Distribution Agents,  
Executive Staff  
FROM: Michigan Liquor Control Commission  
SUBJECT: Value-Added Packages

RESCINDED  
by Adm  
2015-02

On July 24, 2001, the Michigan Liquor Control Commission issued the following Order:

"MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER GARTIN, AND UNANIMOUSLY CARRIED, that the following criteria be adopted as a business operating procedure, in accordance with the provisions of R 436.1802(14), for the listing of spirit products with additional merchandise attached as value-added packages:

1. "Value-added package" shall be defined as a package containing a spirit product and either a spirit or other non-alcoholic merchandise.
2. Value-added packages may be sold in Michigan without any additional upcharge or surcharge pursuant to Rule 436.1321(2) and Rule 436.1321(3).
3. A value-added package shall not be lower in price than the spirit product without additional merchandise.
4. All quotations for value-added packages shall include a sample package or accurate photographs or electronic images of the package.
5. No container which requires a deposit shall be included in any value-added package.
6. A value-added package which includes an additional spirit product is limited to a 50ml size added product.
7. All value-added packages shall comply with the Commission's generally accepted packaging requirements.
8. The Commission will not be responsible for damaged or defective merchandising items in value-added packages.
9. The Commission reserves the right to reject or withdraw any value-added package considered inappropriate for distribution to the general public.
10. Authorized Distribution Agents and Specially Designated Distributor (SDD) licensees are prohibited from separating value-added packages, including value-added packages which include a 50ml size additional spirit product."





State of Mi  
John Engler 10r

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN #3025-17

DATE: August 1, 2001

TO: Specially Designated Distributor Licensees, On-Premise Liquor Licensees, Executive Staff

FROM: Michigan Liquor Control Commission

SUBJECT: Value-Added Packages

A value-added package is defined as "a package containing a spirit product and either a spirit or other non-alcoholic merchandise". Generally, value-added items include brand logoed glasses, mugs, pitchers, novelty items, and mixes. Off-premise and on-premise licensees may purchase value-added packages.

On July 24, 2001, the Michigan Liquor Control Commission issued the following Order, in part: ". . . Authorized Distribution Agents and Specially Designated Distributor (SDD) licensees are prohibited from separating value-added packages, including value-added packages which include a 50ml size additional spirit product." Thus, off-premise licensees are prohibited from separating value-added packages and removing the value-added item.

Rule 436.1321(3) and (8) of the Commission's "Advertising" rules provide as follows: "(3) There shall not be advertising of alcoholic liquor on anything which has any value, use, or purpose other than the actual advertising value, except upon written order of the commission. . . . (8) A licensee licensed to sell alcoholic liquor for consumption on the premises shall not sell, give, or furnish to anyone, novelty items bearing brand logo type on the licensed premises, nor shall the licensee use novelty items on the licensed premise except upon written order of the commission." On-premise licensees must separate value-added packages and remove all brand-logoed value-added items from the premises. These value-added items may not be used on the licensed premises.

Failure to comply with the above will result in enforcement action by the Commission.



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LIQUOR CONTROL COMMISSION

\* \* \* \* \*

In the matter of the Business Operating Procedure )  
on the Distribution of Value Added Packages )  
During the Holidays by the Authorized Distribution )  
Agents )

General Wine & Liquor Company, Inc. )  
373 Victor Avenue )  
Highland Park, MI 48203 )

NWS Michigan, Inc. )  
17550 Allen Road )  
Brownstown, MI 48192 )

Chinese Import & Export Co. )  
1100 Owendale – Suite F )  
Troy, MI 48083 )

RESCINDED  
by Adm  
2015-02

At the September 11, 2012 meeting of the Michigan Liquor Control Commission  
(Commission) in Lansing, Michigan.

PRESENT: Andrew J. Deloney, Chairman  
Teri L. Quimby, Commissioner  
Dennis Olshove, Commissioner

**ADMINISTRATIVE ORDER NO. 2012-08**  
**HOLIDAY DISTRIBUTION OF VALUE ADDED PACKAGES**



Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. MCL 436.1201(2) provides the Commission with the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the manufacture, importation, possession, transportation and sale thereof. Further, administrative rule R 436.1802(14) authorizes, the Commission by order to establish further business operating procedures for authorized distribution agents (ADAs) relative to the wholesaling and distribution of spirits.

Previously the Commission approved an Administrative Order on March 28, 2006 establishing criteria for the distribution of spirit value-added packages. This Order did not achieve its intended purpose, an equitable distribution of value added packages during the holiday season. Instead this order became an unnecessary restriction on the packaging and marketing trends in this industry.

After the review and discussion of this issue at the meeting, the Commission finds that this Administrative Order should be rescinded.

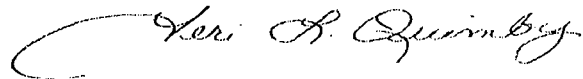
THEREFORE, IT IS ORDERED that the Administrative Order of the Commission dated March 28, 2006 is hereby RESCINDED, effective immediately.

MICHIGAN LIQUOR CONTROL COMMISSION



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Andrew J. Deloney, Chairman



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Teri L. Quimby, Commissioner



---

Dennis Olshove, Commissioner

Date: September 11, 2012

sdr



JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
DAVID C. HOLLISTER, DIRECTOR

JUDITH M. ALLEN  
CHAIRWOMAN

## BULLETIN 3055-17

**Date** June 9, 2003  
**To** Authorized Distribution Agents  
**From** Michigan Liquor Control Commission  
**Subject** Commission Order - Split Case Policy

At its administrative meeting of June 3, 2003 the Michigan Liquor Control Commission issued the attached Commission Order regarding split case sales of value added products, and adopted it as a Business Operating Procedure.

If you have any questions regarding this matter please contact the Financial Management Division at 517.322.1382.

Attachments

STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite I  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
408 Oliver, PO Box 823  
Troy, MI 48099

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 1907  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

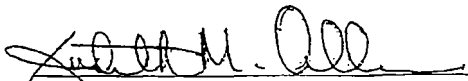
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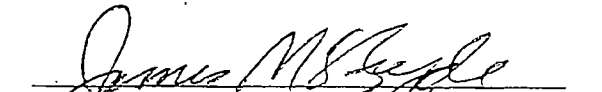
In accordance with the provisions of R 436.1802(14), the November 4, 1998 Liquor Control Commission Order regarding split cases on value-added packages is amended to prohibit split cases on value-added packages and is restated and adopted as a business operating procedure:

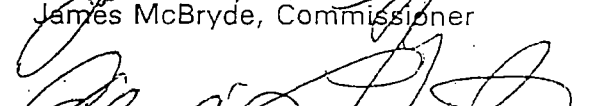
In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure for split case orders on value added packages:

Due to the requirements of the internet liquor ordering system, orders for value added packages shall be for full cases only.

Code numbers in the 70000 series identify value added packages.

  
Judith Allen, Chairwoman

  
James McBryde, Commissioner

  
Claudia L. Gartin, Commissioner

June 3, 2003

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON  
LIQUOR COMMISSION

December 17, 2003

**Bulletin 3067 - 17**

RESCINDED  
by Adm  
2015-02

Mr. Syd Ross, General Wine and Liquor, Mr. Steve Null, National Wine & Spirits,  
Mr. J. Lewis Cooper, J. Lewis Cooper Co., Mr. Henry Fox, Fox Sales Co.,  
Mr. Jim Fabiano, Fabiano Brothers Inc., Mr. Sam Wang, Chinese Import and Export

Gentlemen:

I am transmitting to you a copy of the monthly meeting minutes of December 3, 2003 and pages 11 and 12 of the semi-annual public hearing also held December 3, 2003. These documents contain items of interest to all Authorized Distribution Agents.

Specifically, Mr. Jim Anderson spoke at the monthly meeting and Mr. Wilson DeSilva had a letter read into the record at the semi-annual public hearing. Both of these people are licensees and both had similarities in their concern about the availability of holiday value added packages. In addition to these two speakers we had telephone calls from other customers with the same concerns.

The Monthly Meeting minutes summarize Mr. Anderson's comments. However, at the meeting Mr. Anderson also spoke very specifically about an "allocation list" for limited availability merchandise. He said he was not on this list nor was he able to get on the list, therefore he could not get certain merchandise.

The Commission would be interested in all ADAs' comments on these concerns. It remains the Commission's interpretation of the Liquor Code that all licensees should have an opportunity to obtain limited availability merchandise. In addition to your comments on the concerns voiced, it would be helpful for Commission staff to understand your system mechanism to extend availability of limited quantity merchandise to all licensees.

The public is always welcome at these meetings, but I am extending a special invitation to Authorized Distribution Agents to attend our quarterly meetings (formerly monthly meetings) and our semi-annual meetings. Frequently customers attend these meetings and give comments on the spirits delivery system.

Sincerely,

Nida R. Samona

Attachments.

cc: Judy Allen  
Pat Gagliardi  
Nancy King

Adas121703.doc

Michigan Liquor Control Commission  
7150 Harris Drive • P.O. BOX 30005 • LANSING, MICHIGAN 48909-7505  
[www.michigan.gov](http://www.michigan.gov) • (517) 322-1345 Lansing Office



JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

## Bulletin 3099-17

RESCINDED  
by Adm  
2015-02

**DATE:** April 3, 2006

**TO:** Authorized Distribution Agents  
Vendor Representatives  
Vendors  
Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Business Operating Procedure – Holiday Value Added Packs

Be advised that, at its administrative meeting of March 28, 2006, the Michigan Liquor Control Commission adopted the attached Business Operating Procedure regarding Value Added Packs produced for the Christmas holiday season.

The MLCC will be monitoring this process through the 2006 holiday season and reviewing the outcome of this new procedure.

If you have any questions please contact Jeff Jones at 517.322.1227, or email [jjones@michigan.gov](mailto:jjones@michigan.gov).

Attachment

STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite I  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
3508 Bristol  
Troy, MI 48083

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 469  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

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In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure regarding holiday value added products:

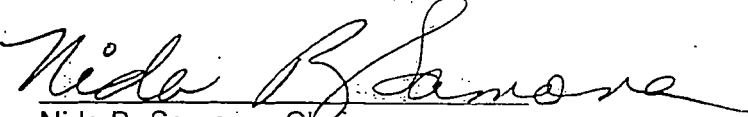
In an effort to insure an equitable distribution of value added products produced for the Christmas holiday season, Authorized Distribution Agents must withhold from presales 15% of Michigan's total allocation of value added products produced for the Christmas holiday season.

The 15% withholding of value added products will apply to the top 50 statewide codes as determined by the most recent "Case Sales Report of Alcoholic Beverages" report of the National Alcoholic Beverage Control Association.

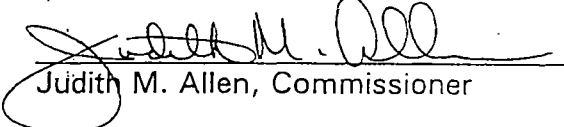
Authorized Distribution Agents must release for sale the 15% withheld amount on the Wednesday prior to the effective date of the fourth quarter (November) liquor price list.

Authorized Distribution Agents must provide the Commission with the value added product allocation list upon receipt of the list from the supplier.

Authorized Distribution Agents must provide the Commission with the name of a contact person to help resolve any issues regarding holiday value added products.

  
Nida R. Samona, Chairperson

  
Pat Gagliardi, Commissioner

  
Judith M. Allen, Commissioner

March 28, 2006





JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
KEITH W. COOLEY, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

**Bulletin 3120-17**

**DATE:** June 14, 2007  
**TO:** Authorized Distribution Agents  
Executive Staff  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** Business Operating Procedure – Holiday Value Added Packs

RESCINDED by  
Adm 2015-02

Be advised that the Business Operating Procedure regarding Value Added Packs produced for the Christmas holiday season, adopted by the Michigan Liquor Commission at its administrative meeting of March 28, 2006, will continue through the 2007 holiday season.

The MLCC will be monitoring this process through the 2007 holiday season and reviewing the outcome of this procedure.

If you have any questions please contact Susan Broughton at 517.322.5106, or email [broughtons@michigan.gov](mailto:broughtons@michigan.gov).

Attachment.

STATE OF MICHIGAN  
DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite 1  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
3508 Bristol  
Troy, MI 48083

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 469  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

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In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure regarding holiday value added products:

In an effort to insure an equitable distribution of value added products produced for the Christmas holiday season, Authorized Distribution Agents must withhold from presales 15% of Michigan's total allocation of value added products produced for the Christmas holiday season.

The 15% withholding of value added products will apply to the top 50 statewide codes as determined by the most recent "Case Sales Report of Alcoholic Beverages" report of the National Alcoholic Beverage Control Association.

Authorized Distribution Agents must release for sale the 15% withheld amount on the Wednesday prior to the effective date of the fourth quarter (November) liquor price list.

Authorized Distribution Agents must provide the Commission with the value added product allocation list upon receipt of the list from the supplier.

Authorized Distribution Agents must provide the Commission with the name of a contact person to help resolve any issues regarding holiday value added products.



*Nida R. Samona*

Nida R. Samona, Chairperson

*Pat Gagliardi*

Pat Gagliardi, Commissioner

*Judith M. Allen*

Judith M. Allen, Commissioner

March 28, 2006

JENNIFER M. GRANHOLM  
GOVERNOR



NIDA R. SAMONA  
CHAIRPERSON

STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
STANLEY "SKIP" PRUSS, DIRECTOR

**Bulletin 3145-17**

**DATE:** August 12, 2009

**TO:** Authorized Distribution Agents  
Vendor Representatives  
Vendors  
Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Business Operating Procedure – Holiday Value Added Packs

RESCINDED  
by Adm 2015-02

The Business Operating Procedure regarding Value Added Packs, produced for the Christmas holiday season, adopted by the Michigan Liquor Commission at its administrative meeting of March 28, 2006 will continue through the 2009 holiday season. Attached is a copy of this Business Operating Procedure for your information.

The procedure requires the Authorized Distribution Agents (ADA's) to withhold 15% of Michigan's allocated cases of value added products for the top 50 statewide codes. The ADA's must then release this 15% of value added cases for regular sale on Wednesday, October 28, 2009. The ADA's must provide the Commission with the value added product allocation lists upon receipt of the lists from the suppliers.

Brokers and salespersons participating in holiday trade shows should track the amount of each product that is available for presale at that show and remove the product from display when the amount available for presale is exhausted.

If you have any questions please contact Susan Broughton at 517-322-5106, or email [broughtons@michigan.gov](mailto:broughtons@michigan.gov).

Attachment

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Liquor Control Commission  
7150 Harris Drive • P.O. Box 30005 • Lansing, Michigan 48909-7505  
[www.michigan.gov/lcc](http://www.michigan.gov/lcc) • (517) 322-1345 Lansing Office

Rescinded 9-12-2012

STATE OF MICHIGAN  
DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
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Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 469  
Mt. Pleasant, MI 48804

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ADMINISTRATIVE ORDER

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In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure regarding holiday value added products:

In an effort to insure an equitable distribution of value added products produced for the Christmas holiday season, Authorized Distribution Agents must withhold from presales 15% of Michigan's total allocation of value added products produced for the Christmas holiday season.

The 15% withholding of value added products will apply to the top 50 statewide codes as determined by the most recent "Case Sales Report of Alcoholic Beverages" report of the National Alcoholic Beverage Control Association.

Authorized Distribution Agents must release for sale the 15% withheld amount on the Wednesday prior to the effective date of the fourth quarter (November) liquor price list.

Authorized Distribution Agents must provide the Commission with the value added product allocation list upon receipt of the list from the supplier.

Authorized Distribution Agents must provide the Commission with the name of a contact person to help resolve any issues regarding holiday value added products.

Nida R. Samona

Nida R. Samona, Chairperson

Pat Gagliardi

Pat Gagliardi, Commissioner

Judith M. Allen

Judith M. Allen, Commissioner

March 28, 2006 → rescinded Sept. 11, 2012



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LIQUOR CONTROL COMMISSION

\* \* \* \* \*

In the matter of Value Added Packages )  
for Distilled Spirits, Distributed by the Authorized )  
Distribution Agents )

General Wine & Liquor Company, Inc. )  
373 Victor Avenue )  
Highland Park, MI 48203 )

NWS Michigan, Inc. )  
17550 Allen Road )  
Brownstown, MI 48192 )

Chinese Import & Export Co. )  
1100 Owendale – Suite F )  
Troy, MI 48083 )  
\_\_\_\_\_ )

RESCINDED  
by Adm  
2015-02

At the September 11, 2012 meeting of the Michigan Liquor Control Commission  
(Commission) in Lansing, Michigan.

PRESENT: Andrew J. Deloney, Chairman  
Teri L. Quimby, Commissioner  
Dennis Olshove, Commissioner

**ADMINISTRATIVE ORDER NO. 2012-06**  
**DISTILLED SPIRIT VALUE ADDED PACKAGES**



Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. MCL 436.1201(2) provides the Commission with the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the manufacture, importation, possession, transportation and sale thereof. Further, administrative rule R 436.1802(14) authorizes, the Commission by order to establish further business operating procedures for authorized distribution agents (ADAs) relative to the wholesaling and distribution of spirits.

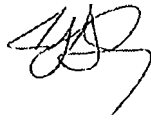
Previously the Commission approved an Administrative Order on July 24, 2001 establishing criteria for the listing of spirit products with additional merchandise attached as value-added packages. The existing Order did not contemplate certain packaging currently being marketed as well as other changes occurring over the years in this industry.

After review and discussion of these issues at the meeting, the Commission finds that a new Administrative Order should be approved.

THEREFORE, IT IS ORDERED THAT:

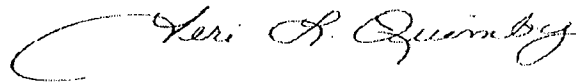
- A. The Administrative Order of the Commission dated July 24, 2001 is hereby **RESCINDED**.
- B. The following business operating procedures are APPROVED:
  1. The ADAs shall warehouse and distribute "value-added packages", defined as a package that contains a spirit product and either non-alcoholic merchandise or another spirit product.

2. The ADAs may warehouse and distribute value-added packages in Michigan with or without an up charge or surcharge.
  3. The ADAs shall not warehouse and distribute a value-added package that is lower in price than the spirit product without the additional merchandise.
  4. The ADAs shall warehouse and distribute only those value-added packages where the product quotation includes an accurate photograph or electronic image of the package.
  5. The ADAs shall warehouse and distribute value-added packages that include additional spirit product(s) limited to 50 ml size added bottles. Up to four 50 ml size bottles may be added to a purchased bottle of at least a 750 ml size. No more than one 50 ml size added bottle may contain the same spirit product as the purchased bottle. All of the added 50 ml size bottles must contain different spirit products from each other. Only one 50 ml size spirit bottle may be added to a purchased bottle of a 375 ml size or smaller. All of the added 50 ml size bottles must contain spirit products that are currently available for sale in Michigan.
  6. The ADAs shall warehouse and distribute only those value-added packages that have been approved by the Commission.
  7. The ADAs are prohibited from separating the additional merchandise from value-added packages, including those packages that contain 50 ml size additional spirit bottles.
- C. This new Administrative Order is effective immediately.



---

Andrew J. Deloney, Chairman



---

Teri L. Quimby, Commissioner



---

Dennis Olshove, Commissioner

Date: September 11, 2012

sdr





STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LIQUOR CONTROL COMMISSION

\*\*\*\*\*

In the matter of Distilled Spirit )  
Value Added Packages, Distributed by the )  
Authorized Distribution Agents )  
  
General Wine & Liquor Company, Inc. )  
373 Victor Avenue )  
Highland Park, MI 48203 )  
  
NWS Michigan, LLC )  
17550 Allen Road )  
Brownstown, MI 48192 )  
  
Chinese Import & Export Co. )  
1100 Owendale – Suite F )  
Troy, MI 48083 )  
\_\_\_\_\_)

At the March 3, 2015 meeting of the Michigan Liquor Control Commission  
(Commission) in Lansing, Michigan.

PRESENT: Andrew J. Deloney, Chairman  
Teri L. Quimby, Commissioner  
Dennis Olshove, Commissioner

**ADMINISTRATIVE ORDER NO. 2015-02  
DISTILLED SPIRIT VALUE ADDED PACKAGES**

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. MCL 436.1201(2) provides the Commission with the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the manufacture, importation, possession, transportation and sale thereof. Further, administrative rule R 436.1802(14)

authorizes the Commission to establish, by order, further business operating procedures for authorized distribution agents (ADAs) relative to the wholesaling and distribution of spirits.

The Commission finds that distilled spirit value added package requirements are necessary to regulate distilled spirit value added packages offered for sale within the state. The existing distilled spirit value added package requirements are outdated. The Commission is aware of national commercial trends in the distilled spirit industry. To better serve the retail licensees, vendors of spirits, and consumers in this state, new requirements are necessary.

After review and discussion of these issues at the meeting, the Commission finds that this Administrative Order should be approved to establish requirements for distilled spirit value added packages. Further, the Commission finds that Administrative Orders 2012-06 and 2012-08 dated September 11, 2012; Administrative Orders dated March 28, 2006, July 24, 2001, and November 4 1998; and Bulletins numbered 3145-17, 3120-17, 3099-17, 3067-17, 3024-17, and 2936-17, should all be rescinded immediately.


**THEREFORE, IT IS ORDERED THAT:**

- A. Administrative Orders issued by the Commission regarding distilled spirit value added package requirements and identified as Administrative Orders 2012-06 and 2012-08 dated September 11, 2012; and Administrative Orders dated March 28, 2006, July 24, 2001, and November 4 1998, are all hereby RESCINDED effective immediately.
- B. Bulletins issued by the Commission regarding distilled spirit value added package requirements and numbered 3145-17, 3120-17, 3099-17, 3067-17, 3024-17, and 2936-17 are all hereby RESCINDED, effective immediately.
- C. A manufacturer may offer for sale any of the following value added packages, after approval by the Commission:
  1. A package that contains one bottle of a distilled spirit product and non-alcoholic merchandise.

2. A package that contains two or more bottles of distilled spirit products and is priced at a discount of up to 33% of the total minimum retail shelf price of all of the separate distilled spirit product bottles in the package, and may also contain non-alcoholic merchandise.
3. A package that contains one 750 milliliter (ML), one 1.0 liter (L), or one 1.75 L size bottle of a distilled spirit product and bonus distilled spirit product not to exceed 200 ML, subject to the following:
  - a. The 200 ML maximum bonus quantity shall be met from one of the following:
    1. Not more than four 50 ML size bottles of bonus distilled spirit product.
    2. Not more than two 100 ML size bottles of bonus distilled spirit product.
    3. Not more than one 200 ML size bottle of bonus distilled spirit product.
    4. A combination of one 100 ML size bottle of bonus distilled spirit product and not more than two 50 ML size bottles of bonus distilled spirit product.
  - b. Not more than one of the bonus size bottles may include the same distilled spirit product as the 750 ML, 1.0 L, or 1.75 L size bottle. All other bonus size bottles shall contain different distilled spirit products from each other and from the 750 ML, 1.0 L, or 1.75 L size bottle.
  - c. All of the 50 ML size, 100 ML size, and 200 ML size bottles of bonus distilled spirit products shall contain distilled spirit products that are available for sale in Michigan.
4. A package that contains one 375 ML or one 200 ML size bottle of a distilled spirit product and not more than one 50 ML size bottle of bonus distilled spirit product, subject to the following:

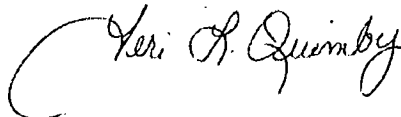
- a. The bonus 50 ML size bottle may contain either the same distilled spirit product or different distilled spirit product from the 375 ML or 200 ML size bottle.
  - b. The bonus 50 ML size bottle of distilled spirit product shall contain distilled spirit product that is available for sale in Michigan.
- D. The certified ADAs shall warehouse and distribute only those distilled spirit value added packages that have been approved by the Commission.
- E. The certified ADAs shall not separate any of the items contained in a distilled spirit value added package approved by the Commission.
- F. Licensed retailers shall not separate any of the items contained in a distilled spirit value added package approved by the Commission.
- G. This Administrative Order is effective immediately.

MICHIGAN LIQUOR CONTROL COMMISSION



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Andrew J. Deloney, Chairman



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Teri L. Quimby, Commissioner



---

Dennis Olshove, Commissioner



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

JANUARY 10, 1997

TO: VENDORS, VENDOR REPRESENTATIVES,  
AUTHORIZED DISTRIBUTION AGENTS & EXECUTIVE STAFF

At the Commission meeting of January 7, 1997 the following split case policy was approved.

<u>Size</u>	<u>All Licensees</u>	<u>Size</u>	<u>All Licensees</u>
1.75ML	1 or 3	200ML	12 or 24
Liter	1, 3 or 6	100ML	No splits
750ML	1, 3 or 6	50ML	No splits
375ML	3, 6 or 12		

Authorized Distribution Agents (ADA) may be less restrictive if they wish; for example: it is permissible to split 100ML or 50ML sizes.

Other items that should be revisited are:

1. A licensee is allowed up to 12 emergency orders per year at a cost up to \$20.00 per order. An emergency order must be made available within 18 hours except when the order is placed on a Saturday or Sunday.
2. An ADA shall not charge a delivery fee (except for emergency orders) or a split-case fee.
3. The posted shelf price or advertised price by the SDD shall not include the 6% sales tax. The 6% sales tax shall be collected at the time of retail sale.
4. The minimum case requirement for delivery by an authorized distribution agent to a retailer shall be one case.
5. An on-premise licensee may purchase up to 9 liters per month from an off-premise licensee that has a federal wholesale basic permit. Both the on-premise and off-premise licensees must maintain a record of these purchases and sales.

If you have any questions in regard to this matter, please contact the Michigan Liquor Control Commission.

Sincerely,

Wm. E. Lawens, Director  
Michigan Liquor Control Commission  
Purchasing Division

WEL/sa  
#2894-17





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

May 30, 1997

VENDORS  
VENDOR REPRESENTATIVES  
AUTHORIZED DISTRIBUTION AGENTS

This is to advise you of the following Orders adopted by the Commission at its meeting of May 28, 1997:

1. The multi-state case code label as proposed by the National Alcoholic Beverage Control Association was approved for spirit products imported into Michigan.
2. An authorized distribution agent (ADA) must assign a specific delivery day for each retail licensee provided the delivery day is within six days of the date the order is placed and shall deliver the order on that delivery date unless an earlier date is agreed to by both the authorized distribution agent and the retail licensee.
3. The minimum 1 case order established by Commission Order of December 18, 1996 for delivery by an authorized distribution agent to a retail licensee shall be considered to be met in those instances where products ordered by the retail licensee are out of stock and the retail licensee's order otherwise meets the minimum 1 case requirement.

Failure to comply with the above directives will be considered a violation of the Michigan Liquor Control Act or administrative rules of the Commission and will be subject to the penalty provisions of the Act.

Sincerely,

MICHIGAN LIQUOR CONTROL COMMISSION

Asha Shah, Business Manager and  
Chief Operating Officer

Bulletin #2902-17



JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

## Bulletin 3065-17

**DATE:** December 11, 2003  
**TO:** Authorized Distribution Agents  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** Administrative Order

Be advised that, at its administrative meeting of December 3, 2003, the Michigan Liquor Control Commission amended its May 28, 1997 Order regarding the minimum case requirement for delivery by an Authorized Distribution Agent to define a "case", restated the Order, and adopted it as a business operating procedure, effective February 1, 2004.

Copies of the meeting minutes and this amended Order are attached.

If you have any questions please contact Jeff Jones at 517.322.1227.

Attachments



STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

General Wine & Liquor Company, Inc.  
373 Victor Avenue  
Highland Park, MI 48203

NWS Michigan, Inc.  
17550 Allen Road  
Brownstown, MI 48192

J. Lewis Cooper Co.  
Trans-Con, Inc.  
3101 Gulley Rd., Suite I  
Dearborn, MI 48124-4405

Chinese Import & Export Co.  
408 Oliver, PO Box 823  
Troy, MI 48099

Henry A. Fox Sales Company  
4494 36<sup>th</sup> Street SE  
Kentwood, MI 49512

Fabiano Bros., Inc.  
1219 N. Mission, PO Box 1907  
Mt. Pleasant, MI 48804

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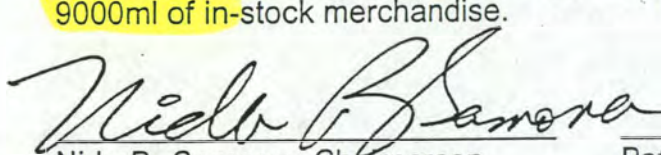
ADMINISTRATIVE ORDER

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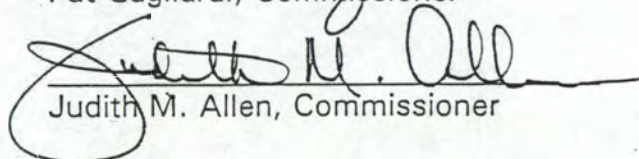
In accordance with the provisions of R 436.1802(14), the May 28, 1997 Liquor Control Commission Order regarding the minimum case requirement for delivery by an authorized distribution agent to a retailer is amended to define a "case" and is restated and adopted as a business operating procedure:

In accordance with the provisions of R 436.1802(14), the following instructions are adopted as a business operating procedure for the minimum case requirement for delivery by an authorized distribution agent to a retailer:

The **minimum case requirement** for delivery by an authorized distribution agent to a retailer shall be met when products ordered by the retail licensee consists of **9000ml of in-stock merchandise.**

  
Nida R. Samona, Chairperson

  
Pat Gagliardi, Commissioner

  
Judith M. Allen, Commissioner

December 3, 2003



ADMINISTRATIVE  
MEETING OF THE  
MICHIGAN LIQUOR CONTROL COMMISSION

Held: Wednesday, December 3, 2003  
Lansing – 10:18 a.m.

Present: Nida R. Samona, Chairperson  
Pat Gagliardi, Commissioner  
Judith M. Allen, Commissioner  
Kenneth Wozniak, Commission Aide  
Julie Wendt, Director of Licensing Division  
Rick Perkins, Director of Enforcement Division  
Nancy King, Director of Finance Division  
Steve Robinson, Finance Division  
Karen Hogan, Commission Aide

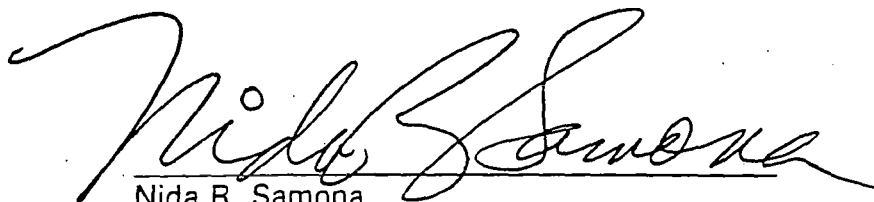
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The meeting was called to order by Chairperson Samona.

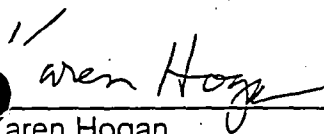
MOVED BY COMMISSIONER ALLEN, SUPPORTED BY COMMISSIONER GAGLIARDI, AND UNANIMOUSLY CARRIED, that the minutes of the Commission Meeting of November 25, 2003, be approved as written and presented.

Discussion took place on the request of Mrs. King for an amendment to the Commission's Order of May 28, 1997 regarding the minimum 1 case order for delivery by an authorized distribution agent to a retail licensee. After discussion, IT WAS MOVED BY COMMISSIONER GAGLIARDI, SUPPORTED BY COMMISSIONER ALLEN, AND UNANIMOUSLY CARRIED, that, in accordance with the provisions of Rule 46.1802(14) of the Commission's "Spirits" rules, Commission Order of May 28, 1997 be amended and restated and adopted as a business operating procedure for the minimum case requirement for delivery by an authorized distribution agent to a retailer as follows: "The minimum case requirement for delivery by an authorized distribution agent to a retailer shall be met when products ordered by the retail licensee consists of 9000ml of in-stock merchandise." Further, Mrs. King was directed to prepare a bulletin to notify Authorized Distribution Agents of this amended Order to be effective February 1 2004; notification to retail licensees will be included in the price book effective February 1, 2004 .

The meeting recessed at 10:22 a.m.



Nida R. Samona  
Chairperson



Karen Hogan  
Commission Aide



436.1205 Privatization of warehousing & delivery of  
Spirits; ADAs

Sec. 205

- (c) The person has an adequate warehousing facility located in this state for the storing of spirits from which all delivery of spirits to retail licensees shall be made.
- (3) An authorized distribution agent shall not have a direct or indirect interest in a supplier of spirits or in a retailer. A supplier of spirits or a retailer shall not have a direct or indirect interest in an authorized distribution agent. An authorized distribution agent shall not hold title to spirits.
- (4) An authorized distribution agent shall deliver to each retailer located in its assigned distribution area on at least a weekly basis if the order meets the minimum requirements. Except that in those weeks that accompany a state holiday, the commission may order a modified delivery schedule provided that a retailer waits not longer than 9 days between deliveries due to a modified delivery schedule. The commission shall provide for an integrated on-line ordering system for spirits and shall require the continuance of any ordering system in existence on the activation date of the system established under section 206. The minimum requirements shall be set by the commission and shall be a sufficient number of bottles to comprise not more than 2 cases. A retailer may pick up the product at the authorized distribution agent's warehouse. To avoid occasional emergency outages of spirits, a retail licensee may make up to 12 special emergency orders to an authorized distribution agent per calendar year which order shall be made available to the retail licensee within 18 hours of the placing of the order. A special emergency order placed on Saturday or Sunday shall be made available to the retail licensee before noon on the following Monday. An authorized distribution agent may impose a fee of up to \$20.00 to deliver a special emergency order to a retail licensee.
- (5) In locations inaccessible to a motor vehicle as that term is defined by the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, the authorized distribution agent shall arrange that a delivery of spirits to a retailer be in compliance with the following procedures:
- (a) After processing an order from a retailer, an authorized distribution agent shall contact a retailer to confirm the quantity of cases or bottles, or both, and the exact dollar total of the order.
- (b) The authorized distribution agent shall have the responsibility to coordinate with the retailer the date and time a driver is scheduled to deliver the order to a ferry transport dock, shall arrange any ferry, drayage, or other appropriate service, and shall pick up the retailer's payment at that time.
- (c) The ferry transport company or company representing any other form of conveyance shall take the retailer's payment to the mainland dock and give that payment to the authorized distribution agent's driver.
- (d) The ferry transport company or company representing any other form of conveyance shall transport the order to the drayage or other appropriate company at the island dock for immediate delivery to the retailer.
- (e) The drayage or other appropriate company shall deliver the order to the retailer.
- (6) The authorized distribution agent is responsible for the payment of all transportation and delivery charges imposed by the ferry, drayage, or other conveyance company and is responsible for all breakage and any shortages, whether attributable to the ferry, drayage, or other conveyance company or any combination of those companies, until the order is delivered to the retailer's establishment. This subsection does not in any way prevent the authorized distribution agent from seeking reimbursement or damages from any company conveying the authorized distribution agent's product.
- (7) Except as otherwise provided in subsection (4), an authorized distribution agent shall not charge a delivery fee or a split-case fee for delivery of spirits sold by the commission to a retailer.
- (8) An authorized distribution agent or prospective authorized distribution agent shall maintain and make available to the commission or its representatives, upon notice, any contract or written agreement it may have with a supplier of spirits or other authorized distribution agent for the warehousing and delivery of spirits in this state.
- (9) For any violation of this act, rules promulgated under this act, or the terms of an order appointing an authorized distribution agent, an authorized distribution agent shall be subject to the suspension, revocation, forfeiture, and penalty provisions of sections 903(1) and 907 in the same manner in which a licensee would be subject to those provisions. An authorized distribution agent aggrieved by a penalty imposed by the commission may invoke the hearing and appeal procedures of section 903(2) and rules promulgated under that section.

## Invoice Generation

Licensee Information

Licensee Payments

### **Liquor delivery procedure**

6. After the 'permission' was received the ADAs generate invoices and deliver the liquor to the Liquor Licensees. The liquor should be delivered no later than the third day after the order. The process of generating invoices is governed by the MLCC computation rules (see the attachment).
7. Licensees have to pay for the liquor at the time of delivery. Payment must be in cash or a negotiable instruments made payable to MLCC, or by EFT (Electronic Funds Transfer). The licensees have the responsibility to verify the delivery, and to make any necessary adjustments on the invoice when the ADA's driver is still on their premise. The driver will modify the invoice or will make a note on the invoice for a credit on the next invoice.
8. ADAs collect and deposit all payments in a State of Michigan account. Invoices are checked for under/over charges and other type of adjustments accordingly. An electronic Adjusted Invoice File is sent via E-mail to MLCC by the second business day after delivery. For EFT payments ADAs transmit an electronic file to the MLCC.
9. ADAs reconcile Cash to Sales and send the deposit slips, Daily Recaps of Cash and Sales, Invoice Summary Total Page, and supporting documentation to the MLCC Data Management Section. The reporting deadline for the Daily Recaps of Cash and Sales is two business days after delivery.

## CONSUMER INDUSTRY & SERVICES

### **CORRECT PRICE FOR COMPUTATIONS FOR PREPARING INVOICES.**

For Discount and taxes:

Base price x .17 rounded to nearest penny - x the number of bottles and add to the discount total.

Base price x .04 rounded to nearest penny x 3 x number of bottles and add to tax total.

For Off Premise Only

Base price x .0185 rounded to nearest penny x number of bottles and add to tax total.

### **FOR LICENSE BOTTLE COST AND EXTENDED AMOUNT BY ITEM.**

1. Base price x .17 rounded to nearest penny and subtract from base price.
2. Base price x .04 rounded to nearest penny x 3 and add to result of step 1 (On Premise).
3. Base price x .0185 rounded to nearest penny and add to result of step 2 = Licensee bottle cost (Off Premise).
4. Licensee Bottle Cost x number of bottles = extended amount or line item total (Add to amount of invoice).
5. Add the tax computed in step 2 and step 3 to the base price to arrive at shelf price.





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

DATE: January 9, 1998

TO: All Authorized Distribution Agents (ADAs)  
Vendors  
Vendor Representatives  
Executive Staff

FROM: Nancy J. King, <sup>NJK</sup> Director of Financial Management  
Michigan Liquor Control Commission

SUBJECT: Effective Date of Liquor Price Changes

At their meeting on January 6, 1998 the Liquor Control Commission approved the following order regarding liquor price changes. This policy has immediate effect. It will be in effect unless and until the Commission takes action to change it. So far ADAs have received specific instructions for the two prior price changes which have occurred since privatization of liquor distribution. Instructions will no longer be sent at each price change since the following policy will apply for the January 25, 1998 price change and all subsequent price changes until further notice.

The price which is in effect on the date a liquor order is delivered to a licensee is the price which will be charged to the licensee and collected by the ADA. Daily adjusted Invoice Files transmitted to the MLCC must contain only one price per product, which will be the price in effect for the day being reported. The day being reported will contain one entire day's deliveries. The ADA's ordering system will notify licensees of the correct price information based on the scheduled delivery date.

If you have any questions please contact my office at 517.322.1382.

Bulletin #2918-17





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

Financial Management Division  
Jeffrey M. Jones

## MEMORANDUM

**DATE:** February 18, 1999

**TO:** All Authorized Distribution Agents

**FROM:** Jeffrey M. Jones, Manager  
Data Management Section

**SUBJECT:** Change in Reporting Requirements: Invoice Adjustments

As you are aware, the reporting requirements under the privatized liquor distribution system are still evolving, as is the entire system itself.

At the onset of privatization, accounting requirements for ADAs closely mimicked those followed by the former State Stores. These included the requirement to very specifically identify all types of bottle adjustments and credits, so that the State could charge them back to the proper accounts.

As the privatized system has developed, from the State's view, this need no longer exists. As adjustments are made, bottles now are simply added back to (or subtracted from, as appropriate) State inventory. As State inventory is always made whole, there is nothing for the State to charge back to anyone.

As a result of this, we now request that all of you report prior day adjustment types "1" and "2", "Bottle Credits" and "Merchandise Return Refunds," respectively, as type "2" "Merchandise Return Refunds." They should be reflected as type "2" adjustments in the Adjusted Invoice File, and also on line 15 of the daily recap.

Line 16 of the daily recap, "Bottle Credits", and type "1" adjustments to the Adjusted Invoice File, should no longer be used.

The effective date of this change is March 1, 1999.

We appreciate everyone's cooperation in this matter, and look forward to further improvements and efficiencies.

If you have any questions regarding this matter please contact me.

cc: Nancy King  
Steve Robinson  
Liliana Paceagiu

Bonnie Czaika  
Roger Boog  
Allen Parker

Claudia Mueller





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

*Jeff Jones*  
Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN 2959-17

DATE: August 2, 1999  
TO: All Authorized Distribution Agents and Executive Staff  
FROM: Michigan Liquor Control Commission  
SUBJECT: Revisions to the Accounting and System Reporting Requirements

At the meeting on Wednesday, July 28, 1999, the Liquor Control Commission approved the following Order:

“It was moved by Commissioner Keck, supported by Chairwoman Stewart, and carried that the Commission’s Order of August 20, 1997 regarding the submission of the Adjusted Daily Invoice File and the Daily Recap of Cash and Sales by Authorized Distribution Agents be amended, effective September 13, 1999, to reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. Copies of the instructions are on file in the Commission’s supplemental minute record.”

Attached, for your use, please find a copy of the instructions and file layouts to which the Order refers. Please note that ADAs must begin abiding by the new reporting deadlines no later than September 13, 1999.

These reporting deadlines were changed to enable the Financial Management Division to begin reporting to the Department of Consumer and Industry Service and other State departments under time guidelines agreed to by the Commission earlier this year. In addition, the long time periods initially given to ADAs to report to the Commission were designed to allow for system start up problems, a period that is long behind us.

If you have any questions, please contact Jeff Jones in the Financial Management Division at 517.322.1227.

Bulletin #2959-17

Attachments.

Jul  
70

Shot Glasses

MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the following request for deletion of product from the approved products list, be approved effective August 2, 1999:

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Seagram Americas	375ml Godiva Liqueur	24 Bottles

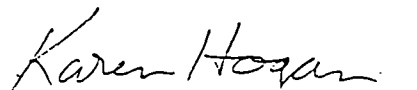
MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the request of John D. Tennant, Consul General of Canada, to import eight cases of alcoholic liquor (wine) from Pelee Island Winery, 455 Seacliff Drive, County Road 20, Kingsville, Ontario, to the Canadian Consulate, 600 Renaissance Center, Suite 1100, Detroit, Michigan, as itemized on the list on file in the Commission's supplemental minute record, be approved pursuant to Commission Order of October 30, 1979.

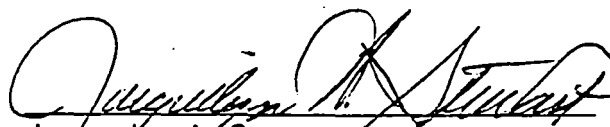
\* Mrs. King presented a request for a Commission Order which would contain the instructions and file layouts for Authorized Distribution Agents (ADAs) for the creation and transmission of a Gross Order File the morning after orders have been taken. She advised that this Order does not involve a change in the current procedure. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that all Authorized Distribution Agents shall be in compliance with the instructions and file layouts for the creation and transmission of a Gross Order File the morning after the orders have been taken. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

\* Mrs. King requested changes to the Commission's Order of August 20, 1997 which detailed the accounting and system reporting requirements for Authorized Distribution Agents. She stated that the proposed changes would: reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY CHAIRWOMAN STEWART, AND CARRIED, that the

Commission's Order of August 20, 1997 regarding the submission of the Adjusted Daily Invoice File and the Daily Recap of Cash and Sales by Authorized Distribution Agents, be amended, effective September 13, 1999, to reduce the reporting deadline for the Adjusted Daily Invoice File from 5 days to 2 days; reduce the reporting deadline for the Daily Recap of Cash and Sales from 10 days to 2 days; and clarify the instructions for these reports. Copies of the instructions are on file in the Commission's supplemental minute record. Mrs. King was directed to prepare a Bulletin notifying ADAs of the above requirements.

The meeting recessed at 10:50 a.m.

  
Karen Hogan  
Commission Aide

  
Jacquelyn A. Stewart  
Chairwoman

**MICHIGAN LIQUOR CONTROL COMMISSION**  
**Invoice Adjustment Summary**  
**August 1, 2005**  
**(Revised)**

I. Adjustment type 1:

- Breakage, Shortage or Unsaleable from a prior order – Concealed damage- “Dry Breaker”.
- Item has already been reported as sold. The licensee makes the claim at a later date .
- This is a money credit. It is to be entered on line 13 of the Daily Recap of Cash and Sales.
- This is to appear as a net dollar adjustment in the Total Record of the Adjusted Invoice file on the day the credit is given.
- The code number and number of bottles are to be entered in the RO record of the Adjusted Invoice file on the day credit is given so they can be added back into Available State Owned inventory totals, but they do not affect total number of bottles sold, or the amount of gross dollar sales.
- Under old system this would have been charged to the vendor.

II. Adjustment type 2:

- Merchandise Return Refund – A refund adjustment affecting inventory and cash collected.
- Prior day adjustment. Merchandise has already been reported as sold. The licensee is asking to return it at a later date.
- This is a money credit. It is to be entered on line 13 of the Daily Recap of Cash and Sales.
- This is to appear as a net dollar adjustment in the Total Record of the Adjusted Invoice file on the day the credit is given. However, cannot have a negative dollar invoice.
- The code number and number of bottles are to be entered in the RO record of the Adjusted Invoice file on the day credit is given so they can be added back into Available State Owned inventory totals, but they do not affect total number of bottles sold, or the amount of gross dollar sales.
- Under old system would not have been charged to vendor or carrier.

III. Adjustment type 3:

- Shortage or Breakage found on delivery – same day adjustment.
- Licensee wanted merchandise, but it is not on the order or it is broken.
- Changes gross dollar amount of invoice to a lesser amount. Changes bottles sold to a lesser amount. Changes net dollar amount to a lesser amount.
- Must report bottles originally ordered, bottles sold(delivered), and bottles adjusted in the RO record so they can be added back into Available State Owned inventory totals.
- It does not appear on Daily Recap of Cash and Sales. Gross Sales that do appear on the Daily Recap have already been reduced.
- Under old system would have been charged to carrier.

**MICHIGAN LIQUOR CONTROL COMMISSION**  
**Invoice Adjustment Summary**  
**August 1, 2005**  
**(Revised)**

**IV. Adjustment type 4:**

- Order Canceled or Changed to a Lesser Amount – same day adjustment.
- It is initiated by licensee. Order is deliverable in whole, but licensee has refused all or part of it.
- It is reported exactly as Adjustment type 3 above.
- Under old system would not have been charged to vendor or carrier.

**V. Adjustment type 5:**

- Voluntary Return or Confiscation. Voluntary Return requires Commission Order.
- It does not affect daily sales reported by ADA on Daily Recap of Cash and Sales.
- It does not appear on Daily Recap of Cash and Sales.
- Code number and number of bottles returned only are entered in the RO record of the Adjusted Invoice file ("Bottles Adjusted " field) as a type "5" adjustment so they can be added back into Available State Owned inventory totals.
- Payment is handled through MLCC Financial Management Division.

**VI. Adjustment type 6:**

- Carrier breakage
- Breakage found after delivery that was obviously caused by the ADA during the delivery process.
- Reported exactly like Adjustment type 1 above.
- Under old system would be charged to carrier.

**VII. Adjustment type 7:**

- Adjustments to Sales and Inventory done by MLCC Financial Management Division during reconciliation.

**VIII. Adjustment type 8:**

- Regular Sale.

**IX. Over/Undercharge**

- It is a dollar only adjustment. It should appear as a net dollar adjustment in the TO record of the Adjusted Invoice file on the day collection is made or credit is given.
- It could be caused by pricing error, driver making a same day adjustment and not calculating invoice correctly, etc.
- Appears on line 11 and 12 of Daily Recap of Cash and Sales (payment/collection for outstanding over/undercharges).
- Also appears on lines 15 and 16 of Daily Recap of Cash and Sales (discovery of new over/undercharges which occurred "today").



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN LIQUOR CONTROL COMMISSION  
ANDREW J. DELONEY  
CHAIRMAN

STEVE ARWOOD  
DIRECTOR

## Bulletin No. 2013-09

### Authorized Distribution Agent Inventory and Invoice Adjustments

Below is an updated listing of the inventory and invoice adjustment descriptions that are to be used by authorized distribution agents to make adjustments to the invoice file. Please note that adjustment types 3 and 6 should not be transmitted in the invoice file.

#### Adjustment Type 2 (Merchandise Return Refund):

- This adjustment is for a prior day's sale. Merchandise has already been reported as sold. The licensee asked to return it at a later date.
- **This adjustment is also for breakage or dry breaker found by the licensee after delivery. It used to be sent to the Commission as a Type 6 adjustment, but Type 6 adjustments are now obsolete.**
- This is a refund adjustment affecting State inventory and cash collected.
- It is a money credit. It is to be entered on line 13 on the Daily Recap of Cash and Sales.
- It is to appear as a net dollar adjustment in the Total Record of the Adjusted Invoice file on the day the credit is given. However, it cannot have a negative dollar invoice.
- The code number and number of bottles are to be entered in the RO records of the Adjusted Invoice file on the day credit is given, so the bottles may be added back into the Available State-Owned Inventory totals. This does not affect the total number of bottles sold or the amount of gross dollar sales.

#### Adjustment Type 4 (Same Day Adjustment):

- This adjustment is for an order that was cancelled or changed to a lesser amount by a licensee. The order was deliverable in whole, but the licensee refused all or part of it.
- **This adjustment is also for carrier breakage found at delivery. It used to be sent to the Commission as a Type 3 adjustment, but Type 3 adjustments are now obsolete.**
- It changes the gross dollar amount of an invoice to a lesser amount. It also reduces bottles sold and net dollars.
- ADAs must report bottles originally ordered, bottles sold (delivered), and bottles adjusted in the RO record, so the adjusted bottles may be added back into the Available State-Owned Inventory totals.
- It does not appear on the Daily Recap of Cash and Sales. Gross Sales that do appear on the Daily Recap of Cash and Sales have already been reduced.



Adjustment Type 5 (Voluntary Return or Confiscation):

- This adjustment is for voluntary returns of liquor inventory to the Commission. A voluntary return requires a Commission Order.
- This adjustment is also for confiscations of liquor by Treasury and Enforcement.
- This adjustment type does not include police confiscations.
- It does not affect daily sales reported by the ADA on the Daily Recap of Cash and Sales.
- It does not appear on the Daily Recap of Cash and Sales.
- Code number and number of bottles returned only are entered in the RO record of the Adjusted Invoice file ("Bottles Adjusted" field) as a Type "5" adjustment, so the bottles can be added back into the Available State-Owned Inventory totals.
- Payments are handled through the Commission's Financial Management Division.

Adjustment Type 7 (Commission Adjustments):

- This adjustment is for correcting State sales and inventory. It is done by the Commission's Financial Management Division during reconciliation.

Overcharge/Undercharge Adjustment:

- This adjustment is for correcting pricing errors such as the wrong price being charged on a liquor code, a licensee writing a check with an incorrect amount, or a driver making a same day adjustment and not calculating the invoice correctly. All three of these examples result in the wrong amount being paid by the licensee.
- It is a dollar-only adjustment and should appear as a net dollar adjustment in the TO record of the Adjusted Invoice file on the day collection is made or credit is given.
- It appears on lines 11 and 12 on the Daily Recap of Cash and Sales (payment/collection for outstanding over/undercharges).
- It also appears on lines 15 and 16 on the Daily Recap of Cash and Sales (discovery of new over/undercharges which occurred "today").





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director


Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

Financial Management Division  
Jeffrey M. Jones

## MEMORANDUM

DATE: February 22, 1999

TO: All Authorized Distribution Agents

FROM: Jeffrey M. Jones, Manager  
Data Management Section 

SUBJECT: Revision to Adjusted Invoice File "Total" page

To facilitate improved reconciliation procedures and to accommodate the upcoming EFT payment program, we are requesting that you make some slight changes to the format of this page.

The first change we need is the addition of a new item on the page which shows the total net amount of invoices paid that day by EFT. It should be labeled "Total EFT's" and appear in a conspicuous place on the page.

The second change is to the individual *categories* of Gross Sales, Discount, and Net Sales being totaled at the end of the report. There are six separate sales categories that we are now requesting you to list:

1. Off-Premise
2. On-Premise
3. Military
4. Hospital
5. Airline
6. Limited Alcohol Buyers

If you are not currently showing report totals by sales category, please begin doing so. If you are currently combining the Hospital and Military sales categories, please begin reporting them separately. We have attached a sample of a "Total" page for your reference.

To aid in your programing changes, and to document our requirements, the following is a listing of license types to be included in each sales category:

Sales Category  
1. Off-Premise

License Type  
License Types 10, SDD and 15, SDD Resort  
License Type 79, Brandy Manufacturer

Page two  
All Authorized Distribution Agents  
February 19, 1999

<u>Sales Category</u>	<u>License Type</u>
2. On-Premise	License Types 01, Class C and 05, Class C Resort License Types 02, B Hotel and 06, B Hotel Resort License Type 09, Club - License Type 13, Trains License Type 12, Watercraft - License Type 96 Indian Tribe
3. Military	License Type 95, Military Permit <u>see attached</u>
4. Hospital	License Type 90, Hospital Permit
5. Airline	License Type 14, Airline
6. Ltd. Alcohol Buyers	License Type 87, Limited Alcohol Buyers

Please make these changes effective with the invoice summary for sales of March 15, 1999.

Thank you for your cooperation in this matter. These modifications will lead to quicker and more accurate reconciliation and reporting, which is sure to be of benefit to all concerned.

If you have any questions regarding this matter please feel free to contact me at (517)322-1227.

cc: Nancy King  
Steve Robinson  
Liliana Paceagiu  
Bonnie Czaika  
Claudia Mueller  
Roger Boog  
Allen Parker

**Jones, Jeff (CIS)**

---

**From:** Lange, Deborah S (CIS)  
**Sent:** Thursday, March 27, 2003 10:19 AM  
**To:** Jones, Jeff (CIS)  
**Subject:** RE: License Types

Here is listing of type, abbreviation, and description:

01 CLASSC CLASS C  
02 B HOTL B-HOTEL  
03 TAVERN TAVERN  
04 ~~A-HOTL A-HOTEL~~ *Beer/wine*  
05 CC RES CLASS C RESORT  
06 BH RES B-HOTEL RESORT  
07 T RES TAVERN RESORT  
08 AH RES A-HOTEL RESORT  
09 CLUB CLUB  
10 SDD SPECIALLY DESIGNATED DISTRIBUTOR  
11 SDM SPECIALLY DESIGNATED MERCHANT  
12 WAT CR WATERCRAFT  
13 TRAIN TRAIN  
14 AIRCR AIRCRAFT  
15 SDDRES SDD RESORT  
16 G-1 CLASS G-1  
17 G-2 CLASS G-2 *- Beer/wine*  
18 G-1RES CLASS G-1 RESORT  
19 G-2RES CLASS G-2 RESORT  
24 24 HR 24-HOUR LICENSE  
73 PURCH PURCHASER  
74 BROKER BROKER CORPORATION  
75 VNDREP VENDOR REPRESENTATIVE  
77 VOS VENDOR OF SPIRITS  
78 ADA AUTHORIZED DISTRIBUTION AGENTS  
79 MFGBRD BRANDY MANUFACTURER  
80 SLSPRN SALESPERSON IDENTIFICATION  
81 SELLER SELLER OF ALCOHOL  
82 OSSB OUTSTATE SELLER OF BEER  
83 OSSW OUTSTATE SELLER OF WINE  
84 WARE WAREHOUSER  
85 WHLSE WHOLESALE  
86 INDMFG INDUSTRIAL MANUFACTURER  
87 LAB LIMITED ALCOHOL BUYER  
88 MFGSPR MANUFACTURER OF SPIRITS  
89 BREWER MICHIGAN BREWER  
90 HOSPT HOSPITAL PERMIT  
91 MFGMSP MANUFACTURER OF MIXED SPIRITS  
92 OSSMS OUTSTATE SELLER OF MIXED SPIRITS  
93 BREPUB BREW PUB  
94 MICBRE MICRO BREWER  
95 MILIT MILITARY PERMIT  
96 INDIAN INDIAN TRIBE PERMIT  
97 WTR MICHIGAN WINE TASTING ROOM  
98 WM MICHIGAN WINE MAKER  
99 SWM MICHIGAN SMALL WINE MAKER

46 rows selected.

-----Original Message-----

**From:** Jones, Jeff (CIS)  
**Sent:** Thursday, March 27, 2003 10:12 AM  
**To:** Lange, Deborah S (CIS)  
**Subject:** License Types



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## BULLETIN 3037-17

**DATE:** March 6, 2002  
**TO:** All Authorized Distribution Agents  
**FROM:** Michigan Liquor Control Commission  
**SUBJECT:** New License Types

On January 2, 2002 the Governor signed Senate Bill 331 which provides, in part, for the creation and issuance of a class G-1 license for the sale of beer, wine, and spirits members only of certain private golf clubs.

Authorized Distribution Agents need to be aware that they must add two new license types to their ordering and invoice processing systems as follows, per Act No. 223 of the Public Acts of 2001, effective March 22, 2002:

<u>Type #</u>	<u>Class</u>	<u>Sales/Order/Invoice Type</u>
16	G-1	On-Premise (Same as Class C)
18	G-1 Resort	On-Premise (Same as Class C)

These two new license types are reflected in the attached Licensee Applicable Tax And Ordering Matrix, revised 2-19-02.

Please forward this information to all of the appropriate personnel in your organization.

If you have any questions please contact Jeff Jones at 517.322.1227, or email at [jjones@michigan.gov](mailto:jjones@michigan.gov).

ADA 221

Invoice Summary 04/19/2007

Date Produced 4/20/2007

Page: 1

Bottles	Gross	Discount	Tax 12%	D185-SL	Subtotal	Adjustments	Net
---------	-------	----------	---------	---------	----------	-------------	-----

Grand Totals:

1,398,532.85	237,913.96	167,028.68	19,366.57	347,014.15	1,610.30	1,345,403.85
--------------	------------	------------	-----------	------------	----------	--------------

Gross: Class-C: 348,481.90	SDD: 1,046,841.75	Hospital: 0.00	Air: 0.00	Limited: 0.00
Discount: Class-C: 59,229.14	SDD: 177,914.68	Hospital: 0.00	Air: 0.00	Limited: 0.00
Net: Class-C: 289,252.76	SDD: 868,927.07	Hospital: 0.00	Air: 0.00	Limited: 0.00
		Sales Tax-Air: 0.00		

Net Total EFT: 282,715.68

Military gross: 3,209.20  
 Military discount: 770.13  
 Military net: 2,439.07



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LIQUOR CONTROL COMMISSION

\*\*\*\*\*

In the matter of License Types in )  
Adjusted Invoice File )  
Procedures for: )  
 )  
Michigan Authorized Distribution Agents )  
 )  
 )  
\_\_\_\_\_ )

At the April 12, 2016 meeting of the Michigan Liquor Control Commission in Lansing, Michigan.

PRESENT: Andrew J. Deloney, Chairman  
Teri L. Quimby, Commissioner  
Dennis Olshove, Commissioner

**ADMINISTRATIVE ORDER NO. 2016-01**  
**LICENSE TYPES IN ADJUSTED INVOICE FILE**

Article IV, Section 40, of the Constitution of Michigan (1963), permits the legislature to establish a Liquor Control Commission (Commission), which shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. MCL 436.1201(2) provides the Commission with the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the manufacture, importation, possession, transportation and sale thereof.

MCL 436.1205(1) states that the commission shall, as provided in section 203(1), by order appoint authorized distribution agents to engage in the warehousing and delivery of spirits in this state so as to ensure that all retail licensees continue to be properly serviced with spirits. An authorized distribution agent is subject to uniform requirements, including business operating procedures that the commission may prescribe by rule, subject to this section. Additionally, according to administrative rule R

436.1802(14), the commission may, by order, establish further business operating procedures for authorized distribution agents relative to the wholesaling and distribution of spirits.

The Commission receives daily Adjusted Invoice information from each Authorized Distribution Agent (ADA) for reconciliation. Gross Sales, Discounts and Net Sales shall be included and totaled by six separate categories: (1) Off-Premise, (2) On-Premise, (3) Military, (4) Hospital, (5) Airline and (6) Limited Alcohol Buyers. Specific license types shall be included within each of the six categories.

After review and discussion of the issue at the meeting, the Commission finds that any orders, bulletins, policies, directives, memorandums, or other communications regarding License Types shall be rescinded and superceded with this Administrative Order.

THEREFORE, IT IS ORDERED THAT:

- A. Memorandum, Revision to Adjusted Invoice File "Total" page, dated February 22, 1999, is hereby RESCINDED effective immediately.
- B. Any orders, bulletins, policies, directives, memorandums, or other communications regarding License Types shall be rescinded and superceded with this Administrative Order.
- C. ADAs shall electronically send the Commission, within two business days, daily Adjusted Invoice information that includes Gross Sales, Discounts and Net Sales that are totaled by six separate categories: (1) Off-Premise, (2) On-Premise, (3) Military, (4) Hospital, (5) Airline and (6) Limited Alcohol Buyers.



D. ADAs shall include the following license types in each sales category:

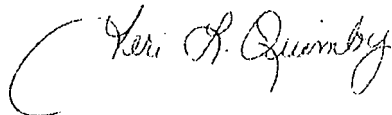
Sales Category	License Type
1. Off-Premise	10-SDD, 15-SDD Resort
2. On-Premise	01-Class C, 05-Class C Resort, 02-B Hotel, 06-B Hotel Resort, 09-Club, 13-Trains, 12-Watercraft, 16-Class G-1, 18-Class G-1 Resort 96-Indian Tribe
3. Military	95-Military Permit
4. Hospital	90-Hospital Permit
5. Airline	14-Airline
6. Limited Alcohol Buyers	86-Industrial Manufacturers 87-Limited Alcohol Buyers

MICHIGAN LIQUOR CONTROL COMMISSION



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Andrew J. Deloney, Chairman



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Teri L. Quimby, Commissioner



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Dennis Olshove, Commissioner

**Daily Recap of Cash and Sales**

July, 1999

## Instructions for Daily Recap of Cash and Sales

**Purpose:** Each Authorized Distribution Agent of the Michigan Liquor Control Commission is required to report cash collections and sales to the Michigan Liquor Control Commission (MLCC) on a daily basis on a report they are to generate, entitled "Daily Recap of Cash and Sales," in the format prescribed by the Commission using the following instructions. The Commission may instruct ADAs to combine recap reports for more than one location or for ADAs which are in some way related.

**Required:** **First, the ADAs must fax one copy of the Total page from the corresponding Adjusted Daily Invoice File to the MLCC Financial Management Division as soon as it is available, but no later than the second business day after delivery.**

Second, send 2 (two) copies of the Daily Recap of Cash and Sales and supporting documentation to the Data Management section of the MLCC. The first copy must be labeled copy 1 and the second, copy 2. ADAs should retain a copy of the completed report.

Recaps and supporting attachments sent by regular U.S. mail must be post marked no later than two business days subsequent to the sales date to which they pertain.

Recaps and supporting attachments sent by private carrier or by U.S. Express mail must have a pickup date of no more than two business days subsequent to the sales date to which they pertain, as determined by the carrier's internal tracking number.

ADAs may also ~~fax~~ <sup>email</sup> the Daily Recap of Cash and Sales and supporting documents to the Data Management section at 517.322.1016 within the time frames stated above.

Print and use totals from the corresponding Adjusted Daily Invoice File to enter on the recap. Send a copy of this "Total page" with each Daily Recap of Cash and Sales report.

ADAs must generate the Daily Recap in the prescribed format, as shown in the attached example. Lines must be numbered as shown in the example. DO NOT deviate from the line numbering assigned by the Commission.

### Instructions for Daily Recap of Cash and Sales

ADA delivery drivers may adjust customer invoices on the day of delivery for items broken or missing. Adjusted invoices are to be reported in the Adjusted Daily Invoice File according to the Invoice Adjustment Summary given to ADAs.

Instructions:

- 1) Complete the heading of the Daily Recap of Cash and Sales with
  - ADA Name
  - ADA Number (Three digits, assigned by MLCC)
  - ADA Location - can state all if this is an accumulative recap for all locations of an ADA. State the location of facilities covered by the recap.
  - Date - Use the date corresponding to the date of sales being reported.
  
- 2) Sales Information: Using the total page from the appropriate Adjusted Daily Invoice File (see example) complete the Gross, Discount and Net columns of the Daily Recap, lines 1 through 7.

Use the exact breakdown as shown on the Daily Recap example. The categories are: SDD, Class C, Military, Hospital, Airline, and Limited Alcohol Buyers. Do not show more or fewer licensee sales categories than shown in the example. Enter Totals on line 7, Total.

3) Taxes, lines 8, 9 and 10. Enter the total taxes from the total page of the Daily Adjusted Invoice File for ~~Alcohol Tax 1.85%~~, Specific Taxes 12%, and Sales Tax 6% on lines 8, 9 and 10 respectively. Do not manually compute these amounts from sales figures.

4) Collection of Undercharges, line 11. Enter the total undercharges collected for the day. Attach copies of documents for this item totaling to the reported amount on this line. Amounts must appear in the Invoice Adjustment field in the Adjusted Daily Invoice File.

5) Refunds of Overcharges, line 12. Enter the total overcharge amount refunded for the day. Attach copies of documents for this item totaling to the reported amount on this line. Amounts must correspond to the reported amounts in the Invoice Adjustment field in the Adjusted Daily Invoice File.

6) Merchandise Return Refunds, line 13. Enter the net amount of refunds. Merchandise Return Refunds must follow the format given to ADAs by the

### Instructions for Daily Recap of Cash and Sales

Instructions:  
(continued)

MLCC. Attach a copy of every Merchandise Return Refund reported to the Daily Recap.

7) Subtotal, line 14. Enter a subtotal for lines 7 through 13.

8) New Overcharges, line 15. Following the format given by the MLCC for reporting overcharges, enter the total amount of new overcharges.

9) New Undercharges, line 16. Following the given format for reporting undercharges given by the MLCC, enter the total amount of new undercharges.

~~10) Line 17. Enter the amount shown on line 18 of the previous day's recap.~~

~~11) Outstanding Orders, line 18. Enter the TOTAL amount of ALL outstanding orders, regardless of which business day they pertain to.~~

12) Total, line 19. Enter a total of lines 14 through 18.

13) Accounts Receivable: Military and State Agencies, line 20. Enter the total amount of invoices for sales to other state agencies and approved military licensees. Attach a copy of these invoices to the recap.

14) Electronic Funds Transfer, line 21. Enter the total Net amount of all invoices paid by EFT, as shown on the "Total" page of the Adjusted Invoice File. 15) Total Cash to Account For, line 22. Enter the net of lines 19 through 21.

16) Total Collections (Deposits), line 23. Enter the total of all deposit slips for the day's sales. Attach pink and blue copies of all deposit slips to the recap.

17) Difference - Cash Over/Short, line 24. Subtract line 23 from line 22 and enter the amount on line 24. Circle the corresponding word Over or Short in the explanation section. ADAs will be charged for cash shortages.

July, 1999

### Instructions for Daily Recap of Cash and Sales

(continued)

Signature: ADA representative sign on line "Prepared by:" and complete "Date" with date recap was prepared.

Attachments: The following items must be attached to every Daily Recap of Cash and Sales: 1) 2 copies of the recap, labeled copy 1 and copy 2, 2) All pink and blue copies of deposit slips totaling the deposits for the day being reported, 3) Total page from the corresponding Adjusted Daily Invoice File, 4) All adjustment forms including Merchandise Return Refunds, Overcharges and Undercharges, and LC663, Inventory of Returned Liquor.

Mail To: Send daily recap with attachments to: **EMAIL**

Data Management  
Michigan Liquor Control Commission  
7150 Harris Drive  
P. O. Box 30005  
Lansing, MI 48909



# DAILY RECAP OF CASH AND SALES

ADA # \_\_\_\_\_

ADA NAME \_\_\_\_\_

SALES DATE \_\_\_\_\_

LOCATIONS BEING REPORTED \_\_\_\_\_

SALES:	<u>GROSS</u>	<u>DISCOUNT</u>	<u>NET SALE</u>
1 SDD	XXXXX	XXXXX	XXXXX
2 CLASS C	XXXXX	XXXXX	XXXXX
3 MILITARY	XXXXX	XXXXX	XXXXX
4 HOSPITAL	XXXXX	XXXXX	XXXXX
5 AIRLINE	XXXXX	XXXXX	XXXXX
6 LIMITED ALCOHOL BUYERS	XXXXX		XXXXX
.....			
7 TOTAL	XXXXX	XXXXX	XXXXX
-----			
8 PLUS: ALCOHOL TAX - 1.85% - TOTAL FROM DAILY ADJUSTED INVOICE FILE			XXXXX
9 SPECIFIC TAXES- 12% - TOTAL FROM DAILY ADJUSTED INVOICE FILE			XXXXX
10 SALES TAX - 6% - TOTAL FROM DAILY ADJUSTED INVOICE FILE			XXXXX
11 COLLECTION OF UNDERCHARGES			XXXXX
12 LESS: REFUND OF OVERCHARGES			XXXXX
13 MERCHANDISE RETURN REFUNDS			XXXXX
-----			
14 SUBTOTAL			XXXXX
15 PLUS: NEW OVERCHARGES			XXXXX
16 LESS: NEW UNDERCHARGES			XXXXX
<del>17 PLUS: YESTERDAY'S LINE 18</del>			<del>XXXXX</del>
<del>18 LESS: TOTAL OUTSTANDING ORDERS</del>			<del>XXXXX</del>
-----			
19 TOTAL			XXXXX
20 LESS: ACCOUNTS RECEIVABLE MILITARY AND STATE AGENCIES			XXXXX
21 PAYMENTS BY ELECTRONIC FUNDS TRANSFERS			XXXXX
=====			
22 TOTAL CASH TO ACCOUNT FOR			XXXXX
23 TOTAL COLLECTIONS (DEPOSIT)			XXXXX
-----			
24 DIFFERENCE (CASH OVER/SHORT)			XXXXX
=====			

Prepared by: \_\_\_\_\_

Date \_\_\_\_\_

Circle one:    Copy 1    Copy 2

**Cash Overages**

All cash overages resulting from over collections belong to the State of Michigan. All cash overages shall be reported by ADAs on daily recaps. Overages will be remitted on the recap for the day they are collected. Cash overages of any amount may not be kept by an ADA for any reason. If a pattern is established by an ADA which indicates to the Commission that overages are not being remitted, the Commission will take action it deems appropriate."

After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that the above policy regarding pricing errors and cash overages and shortages be adopted, effective immediately.

Mrs. King presented for the Commission's review the following proposed policy on shortages on deposit tickets submitted by Authorized Distribution Agents (ADAs):

"Shortages on deposit tickets submitted by ADAs are reported to the MLCC Financial Management Division by the Department of Treasury when they are notified of errors by the State's bank. After a 3 month holding period, ADAs will be charged for all unresolved shortages, regardless of the amount, excluding shortages with an offsetting overage or bank errors. Any corrections found will be refunded to the ADA with the next month's billing. ADAs will be responsible for the full amount of such shortages. Overages belong to the state."

After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that the above policy regarding deposit shortages be adopted, effective immediately.

Mrs. King was directed to prepare a Bulletin informing Authorized Distribution Agents, Vendors, and Vendor Representatives of the policies regarding pricing errors and cash overages and shortages and deposit shortages.

# Bulletin 2915-17

December 10, 1997

To: All ADA's

From: Michigan Liquor Control Commission

Subject: Policy Statement on Acceptable Payment Instruments for Liquor Purchase

In an effort to shed some light on what has become a cloudy situation I will attempt to clarify what may and what may not be used to pay for liquor.

Section 436.16 of the Michigan Liquor Control Act states in part: "A sale or purchase of alcoholic liquor made in a state liquor store and by all types of licensees shall be for cash only,

The privilege of writing checks is extended to all licensees until they prove themselves unable to handle a checking account by the writing of multiple dishonored checks. Licensees that are not allowed to write checks are considered to be on a "CASH" basis and must pay for their orders with one of the following items, bank or postal money order, certified check, cashier's check, or cash. Please notice that money orders other than bank or postal are not included on the above list; this is because other types of money orders contain a disclaimer printed on the back of them that states that the seller may not use them to purchase goods or services for their business. Due to past problems the current policy is to refuse to accept these types of money orders from any licensee even though it is possible that the licensee may have purchased the money order from a vendor other than itself

Unfortunately the above policy could not predict changes in the way many companies are choosing to manage their assets and we now must allow some exceptions. The following companies have chosen to forgo the use of checking accounts in the day to day running of their businesses and have contracted with money order companies to pay their vendors.

Borman's, Inc. d/b/a Farmer Jack

Clark Refining and Marketing, Inc.

Dairy Mart Convenience Stores, Inc.

Please make sure that your drivers and warehouse personnel are aware of the fact that the above companies may use non-bank money orders to purchase liquor.

If the commission becomes aware of any other exceptions to the above policy that information will be passed on to you. If you have any questions please contact Steven M. Cook at 517-322-1383.

Bulletin 2915-17

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

January 24, 2006

To: All ADA's

From: Michigan Liquor Control Commission  
Financial Management Div.  
Steven M. Cook

Subject: Addendum to Bulletin 2915-17

The following companies have filed paperwork with the Michigan Liquor Control Commission verifying that they have contracted permission with their money order providers to pay for goods & services with money orders printed on their premises.

Borman's Inc. d/b/a Farmer Jack  
Wal-Mart Stores, Inc.  
The Kroger Co. of Michigan d/b/a Kroger's  
Quick-Sav Food Stores, Ltd.  
Murk's Village Market, Inc.  
Miner's Inc.

The money orders from the above companies should be preprinted with either State Of Michigan or Michigan Liquor Control Commission as the payee.

If you have any questions please contact Steven M. Cook at 517-322-1383.



STATE OF MICHIGAN

MICHIGAN LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
STANLEY 'SKIP' PRUSS, DIRECTOR

JENNIFER GRANHOLM  
GOVERNOR

NIDA R. SAMONA  
CHAIRPERSON

## Update to Bulletin 2915-17

June 30, 2010

To: All ADA's

From: Michigan Liquor Control Commission

Subject: Policy Statement on Acceptable Payment Instruments for Liquor Purchase

In an effort to shed some light on what has become a cloudy situation I will attempt to clarify what may and what may not be used to pay for liquor.

Section 436.16 of the Michigan Liquor Control Act states in part: "A sale or purchase of alcoholic liquor made in a state liquor store and by all types of licensees shall be for cash only,

The privilege of writing checks is extended to all licensees until they prove themselves unable to handle a checking account by the writing of multiple dishonored checks. Licensees that are not allowed to write checks are considered to be on a "CASH" basis and must pay for their orders with one of the following items, bank or postal money order, certified check, cashier's check, or cash. Please notice that money orders other than bank or postal are not included on the above list; this is because other types of money orders contain a disclaimer printed on the back of them that states that the seller may not use them to purchase goods or services for their business. Due to past problems the current policy is to refuse to accept these types of money orders from any licensee even though it is possible that the licensee may have purchased the money order from a vendor other than itself

Unfortunately the above policy could not predict changes in the way many companies are choosing to manage their assets and we now must allow some exceptions. The following company has chosen to forgo the use of a checking account in the day to day running of its business and has contracted with Western Union money order company to pay its suppliers.

7-Eleven, Inc.

Please make sure that your drivers and warehouse personnel are aware of the fact that the above company may use non-bank money orders to purchase liquor.

If the commission becomes aware of any other exceptions to the above policy that information will be passed on to you. If you have any questions please contact Steven M. Cook at 517-322-1383.

MOVED BY COMMISSIONER GAGLIARDI, SUPPORTED BY COMMISSIONER ALLEN, AND UNANIMOUSLY CARRIED, that the products as listed on the sheets on file in the Commission's supplemental minute record be delisted effective December 31, 2006 in accordance with the provisions of the Commission's Order of March 30, 2004, inasmuch as sales of these products have not met the applicable sales standard for the sales period ending September 30, 2006.

Mrs. King presented licensee requests for special price reductions on spirit products. MOVED BY COMMISSIONER ALLEN, SUPPORTED BY COMMISSIONER GAGLIARDI, AND UNANIMOUSLY CARRIED, that the indicated actions be taken on the products as listed on the sheets on file in the Commission's supplemental minute record in accordance with the provisions of the Commission's Order of February 15, 2006 regarding special price reductions on spirit products.


Mrs. King explained the procedure taken by the Finance Division upon notification of receipt of a NSF check from a licensee. She advised that the licensee is immediately placed on "stop purchase", the ADAs are notified of the change in status, an invoice letter is sent to the licensee which includes a \$20.00 service charge. Upon payment of the NSF check, the following general guidelines are followed: If the licensee has not had any NSFs in the last year, the licensee is returned to check writing status; if the licensee has had 2 NSFs in the last 6 months, the licensee is placed on cash payment status for 2 months; and if the licensee has had 3 or more NSFs in the last year they are placed on cash payment status for 3 to 6 months. After discussion, Mrs. King was directed to continue the present procedure as noted above; further, licensees that have been placed on stop purchase status and are requesting special consideration due to exigent circumstances shall be directed to contact Ken Wozniak.

The meeting recessed at 12:50 p.m.

The meeting reconvened at 1:00 p.m. and was called to Order by Chairperson Samona. Present were: Chairperson Samona, Commissioner Gagliardi, Commissioner Allen.

Julie Wendt, Director of Licensing Division, met with the Commission and presented matters pertaining to licensing and enforcement for consideration, the details and decisions of which are on file in the Commission's supplemental minute record.

Moved, supported and carried that the meeting adjourn.

  
Nida R. Samona  
Chairperson

Commission Meeting 10-17-2006





~~MEMORANDUM~~ *Bulletin* 2926

DATE: June 1, 1998

TO: All Authorized Distribution Agents, Vendors, Vendor Representatives  
Executive Staff

*NJK*  
FROM: Nancy J. King, Director of Financial Management

SUBJECT: Commission Policy on Pricing Errors, and Cash Overages and Shortages

The following policy on pricing errors and cash overages and shortages was approved by the Liquor Control Commission at its meeting of May 20, 1998, effective immediately:

**Pricing errors**

ADAs will be notified of all pricing errors found by the MLCC. Notification of these errors will be in writing and transmitted to the ADA. The ADA must correct each pricing error in their invoicing system no later than 1 full work day after being notified. The ADAs are responsible for all cash shortages for pricing errors of which they have been notified, that are not corrected within the given time period. ADAs may be required to give credits to licensees for pricing errors not corrected within the given time period, regardless of other policies on invoice overcharges, at the sole discretion of the Commission. ADAs are required to make good faith efforts to find and correct pricing errors on their own.

**Invoice Errors**

If an individual licensee invoice is found to contain a bona fide error or errors which total \$1.00 or less, an ADA will not be required to complete overcharge or undercharge documentation, and will not be required to collect from the licensee or provide credit to the licensee. This policy will apply only to pricing errors of which the ADA is not aware, or has not had the full time period allowed to correct. Should a pattern of invoicing errors be established, in the opinion of the Commission, the Commission may take whatever steps it deems appropriate to correct the situation.

**Cash Shortages**

All recaps for a company for a sales day are considered to be the ADA's daily recap for purposes of this policy. Large ADAs (as defined by the Commission) will be allowed a variance of \$10.00 per day for cash shortages. Small ADAs will be allowed a \$1.00 variance per day. If a pattern of shortages is noted by the MLCC, the allowed difference may be reduced or eliminated at the sole discretion of the MLCC, and the MLCC may hold the ADA responsible for these shortages. Specific cash shortages which can be shown to have a direct offsetting relationship with specific reported cash overages will not be charged to ADAs.

**Cash Overages**

All cash overages resulting from over collections belong to the State of Michigan. All cash overages shall be reported by ADAs on daily recaps. Overages will be remitted on the recap for the day they are collected. Cash overages of any amount may not be kept by an ADA for any reason. If a pattern is established by an ADA which indicates to the Commission that overages are not being remitted, the Commission will take action it deems appropriate.

If you have any questions on the application of this policy contact Jeff Jones at 517.322.1382.



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director


Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

Financial Management Division  
Jeffrey M. Jones

## MEMORANDUM

DATE: October 27, 1998

TO: All Authorized Distribution Agents

FROM: Jeffrey M. Jones, Manager  
Data Management Section  
Financial Management Division 

SUBJECT: Bank Deposit Tickets

Effective immediately, the date that is entered on the pre-printed "date" line of State of Michigan bank deposit slips is to be the date that the funds are actually deposited with the bank.

In addition, please write the words "sales of" in the bottom, right hand corner of the deposit slip and write the date that the sales pertain to next to them.

Thank you in advance for your cooperation in this matter. If you have any questions please contact me at (517)322-1227.

cc: Nancy King  
Liliana Paceagiu  
Chris Volz



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## MEMORANDUM

DATE: September 15, 1998

TO: All ADAs

FROM: Nancy J. King, <sup>UTK</sup> Director of Financial Management

SUBJECT: Counterfeit Money

At the MLCC - ADA meeting on September 9, 1998 the matter of counterfeit bills was brought up. The MLCC was requested to provide information on the handling and consequences of ADAs receiving counterfeit bills at the time of liquor delivery collections.

Counterfeit bills found by the bank would be subject to the Commission's policy on deposit shortages transmitted to the ADAs in Bulletin #2925-17, dated June 1, 1998. Counterfeit bills found by the bank would cause a debit memo to be issued to the State by the bank. In turn, the Commission would hold the ADA responsible for the resulting cash shortage. The ADA would be charged for this shortage according to the process set forth in Bulletin #2925-17.

If the ADA can recover the money from the responsible licensee, the Commission will eliminate the corresponding pending shortage charge to the ADA. The collection would have to be deposited and reported to the Commission according to procedures required for Daily Recap of Cash and Sales document.

This problem should be greatly minimized by the recent institution of cash handling surcharges.

cc: Jacquelyn Stewart  
Walter Keck  
Seymour Podolsky  
Steve Robinson  
Jeff Jones  
Liliana Paceagiu



State of Michigan  
John Engler 101

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## MEMORANDUM

**DATE:** June 1, 1998

**TO:** All Authorized Distribution Agents, Vendors, Vendor Representatives  
Executive Staff

**FROM:** *NJK*  
Nancy J. King, Director of Financial Management

**SUBJECT:** Commission Policy on Deposit Shortages

The following policy on shortages on deposit tickets submitted by ADAs was approved by the Liquor Control Commission at its meeting of May 20, 1998, effective immediately:

Deposit shortages are reported to the MLCC Financial Management Division by the Department of Treasury when Treasury is notified of errors by the State's bank. The ADAs, after a 3 month holding period, will be charged for all unresolved shortages, regardless of the amount. Shortages with an offsetting overage or bank errors are excluded.

Each month's deposit shortages will be held a period of three months by the Commission staff. This will allow each item the time needed for research and any offset or correction. If a shortage correction is found after that time, it will be refunded to the ADA with the next month's billing. ADAs are responsible for the full amount of such shortages. Overages belong to the State.

The allowance the State makes for daily cash shortages is contained within the policy on shortages on Daily Recaps. Actual deposits made by ADAs should be correct.

If you have any questions on the application of this policy contact Jeff Jones at 517.322.1382.

Bulletin # 2925-17



## MEMORANDUM

DATE: June 1, 1998

TO: All Authorized Distribution Agents, Vendors, Vendor Representatives  
Executive Staff

FROM: <sup>NJK</sup> Nancy J. King, Director of Financial Management

SUBJECT: Commission Policy on Deposit Shortages

The following policy on shortages on deposit tickets submitted by ADAs was approved by the Liquor Control Commission at its meeting of May 20, 1998, effective immediately:

Deposit shortages are reported to the MLCC Financial Management Division by the Department of Treasury when Treasury is notified of errors by the State's bank. The ADAs, after a 3 month holding period, will be charged for all unresolved shortages, regardless of the amount. Shortages with an offsetting overage or bank errors are excluded.

Each month's deposit shortages will be held a period of three months by the Commission staff. This will allow each item the time needed for research and any offset or correction. If a shortage correction is found after that time, it will be refunded to the ADA with the next month's billing. ADAs are responsible for the full amount of such shortages. Overages belong to the State.

The allowance the State makes for daily cash shortages is contained within the policy on shortages on Daily Recaps. Actual deposits made by ADAs should be correct.

If you have any questions on the application of this policy contact Jeff Jones at 517.322.1382.

Bulletin # 2925-17



ADAs  
June 1, 1998  
Page 2

#### Cash Overages

All cash overages resulting from over collections belong to the State of Michigan. All cash overages shall be reported by ADAs on daily recaps. Overages will be remitted on the recap for the day they are collected. Cash overages of any amount may not be kept by an ADA for any reason. If a pattern is established by an ADA which indicates to the Commission that overages are not being remitted, the Commission will take action it deems appropriate.

If you have any questions on the application of this policy contact Jeff Jones at 517.322.1382.

MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that the request of Bacardi-Martini U.S.A., Inc. for special package approval of 750ml B&B Father's Day On-Pack with Lighter, a copy of which is on file in the Commission's supplemental minute record, be denied.

Mrs. King presented the following policy on pricing errors and cash overages and shortages for the Commission's consideration:

**"Pricing errors**

ADAs will be notified of all pricing errors found by the MLCC. Notification of these errors will be in writing and transmitted to the ADA. The ADA must correct each pricing error in their invoicing system no later than 1 full work day after being notified. The ADAs will be responsible for all cash shortages for pricing errors of which they have been notified, that are not corrected within the given time period. ADAs may be required to give credits to licensees for pricing errors not corrected within the given time period, regardless of other policies on invoice overcharges, at the sole discretion of the Commission. ADAs are required to make good faith efforts to find and correct pricing errors on their own.

**Invoice Errors**

If an individual licensee invoice is found to contain a bona fide error or errors which total to \$1.00 or less, an ADA will not be required to complete overcharge or undercharge documentation, and will not be required to collect from the licensee or provide credit to the licensee. This policy will apply only to pricing errors of which the ADA is not aware, or has not had the full time period allowed to correct. Should a pattern of invoicing errors be established, in the opinion of the Commission, the Commission may take whatever steps it deems appropriate to correct the situation.

**Cash Shortages**

All recaps for a company for a sales day are considered to be the ADA's daily recap for purposes of this policy. Large ADAs (as defined by the Commission) will be allowed a variance of \$10.00 per day for cash shortages. Small ADAs will be allowed a \$1.00 variance per recap. If a pattern of shortages is noted by the MLCC the allowed difference may be reduced or eliminated at the sole discretion of the MLCC, and the MLCC may hold the ADA responsible for these patterns. Specific cash shortages which can be shown to have a direct offsetting relationship with specific reported cash overages will not be charged to ADAs.

JENNIFER M. GRANHOLM  
GOVERNOR



NIDA R. SAMONA  
CHAIRPERSON

STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
STANLEY "SKIP" PRUSS, DIRECTOR

## Bulletin 3141-17

DATE: June 12, 2009  
TO: Authorized Distribution Agents  
Executive Staff  
FROM: Michigan Liquor Control Commission  
SUBJECT: Procedure on Shortages and Overages

Pursuant to the Business Operating Procedure dated May 19, 2009, the following is the Michigan Liquor Control Commission's procedure regarding shortages and overages:

### Cash Shortages – Daily Recap

A cash shortage reported on the combined Daily Recap is defined as the deficit between the amount of cash that the ADA should have collected (according to the details on the Daily Recap) and the cash the ADA actually collected and deposited, according to the deposit slip. Specific cash shortages which can be shown to have a direct offsetting relationship with specific reported cash overages will not be charged to the ADA, but may be offset against the specific reported cash overages. The ADA will be given 90 days to resolve any cash shortages. If, after 90 days, cash shortages remain unresolved, they become the sole responsibility of the ADA and the ADA will be billed, on a monthly basis, for all cash shortages incurred during a month. An ADA will be allowed a variance of \$10.00 per day for cash shortages. This allowance may be reduced or eliminated at the sole discretion of the MLCC if an ADA develops a pattern of shortages.

### Cash Overages – Daily Recap

A cash overage reported on the combined Daily Recap is defined as the surplus between the amount of cash that the ADA should have collected (according to the details on the Daily Recap) and the cash the ADA actually collected and deposited, according to the deposit slip. Any cash overages which can be shown to have a direct offsetting relationship with specific reported cash shortages may be offset with the specific reported cash shortages. The ADA will be given 90 days to resolve any cash overages. If, after 90 days, cash overages remain unsolved, they become the property of the State of Michigan. If a pattern develops by an ADA which indicates to the Commission that cash overages are not being remitted, the Commission, at its discretion, may take any action it deems appropriate.

*Note: Occasionally, an ADA will submit invoices to the MLCC in a subsequent week and in a different pricing quarter than the invoices should have been submitted to the MLCC. Because the MLCC computes sales at the current product prices, the sales that the MLCC computes will be different than the sales reported on the Daily Recap. The Detail Gross Sales, Total Gross Sales, Discount and Tax lines on the Daily Recap must be adjusted for the difference in the MLCC calculated invoice prices and the original invoices prices.*

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Liquor Control Commission  
7150 Harris Drive • P.O. Box 30005 • Lansing, Michigan 48909-7505  
www.michigan.gov/lcc • (517) 322-1345 Lansing Office

*The licensee was charged and paid the correct amount for his order as his invoice was calculated at the product prices effective for that invoice date. The error is the fault of the ADA's processing procedure. Therefore, any cash overage or shortage resulting from the adjustments made to the Daily Recap will be reflected in the amount on the line at the bottom of the Daily Recap: Differences (cash over/short). It will be treated as any other cash overage or cash shortage would be treated.*

Deposit Shortages:

Deposit shortages are reported to the MLCC Financial Management Division by the Department of Treasury when Treasury is notified of errors by the State's bank. Deposit shortages may be offset with directly corresponding cash deposit overages from the Daily Recap. They may also be offset with bank correction memos (credit memos). An ADA will be given 90 days to resolve any deposit shortages. After 90 days, any unresolved deposit shortages become the sole responsibility of the ADA. The ADA will be billed for an entire month's deposit shortages. An ADA will be allowed a variance of \$10.00 per day for deposit shortages. This allowance may be reduced or eliminated at the sole discretion of the MLCC if an ADA develops a pattern of deposit shortages.

Deposit Overages:

Deposit overages are reported to the MLCC Financial Management Division by the Department of Treasury when Treasury is notified of errors by the State's bank. Deposit overages may be offset with directly corresponding cash deposit shortages from the Daily Recap. They may also be offset with bank correction memos (debit memos). An ADA should not assume that a deposit overage found by the State's bank belongs to it and should not automatically deduct it from a future deposit of a day's liquor sales. If, after researching the deposit overage, an ADA can prove the deposit overage found by the bank clearly belongs to it, then the MLCC will allow the deposit overage to be deducted from a future deposit of a day's liquor sales. An ADA will be given 90 days to resolve any deposit overages. After 90 days, any unresolved deposit overages become the property of the State of Michigan.

If you have any questions regarding this Bulletin, please contact Pam Hamilton in the Financial Management Division at 517-322-1379.

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
**LIQUOR CONTROL COMMISSION**  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
STANLEY "SKIP" PRUSS, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

## Bulletin 3142-17

DATE: June 12, 2009  
TO: Authorized Distribution Agents  
Executive Staff  
FROM: Michigan Liquor Control Commission  
SUBJECT: Procedure on Liquor Invoice Overcharges and Undercharges

Pursuant to the Business Operating Procedure dated May 19, 2009, the following is the Michigan Liquor Control Commission's procedure regarding liquor invoice overcharges and undercharges:

An overcharge or undercharge results when an amount more or less than the actual amount of an invoice is charged to a licensee. An overcharge occurs when an amount more than the actual invoice price is charged to a licensee. The additional amount that the licensee paid must be refunded to the licensee. An undercharge occurs when an amount less than the actual invoice price is charged to a licensee. The difference between the actual cost of the liquor invoice and the licensee's payment must be collected from the licensee. Types of over/undercharges include the following:

- 1.) Wrong Merchandise – An acceptance by a licensee of different product than was ordered.
- 2.) Math Error – An incorrect invoice price computation of gross sales, discount or tax amounts.  
Ex: Driver circles wrong item amount on an invoice for an item not accepted and deducts that amount from the invoice.
- 3.) Payment Error – A licensee check written in excess of or less than the invoice.  
Ex: A licensee pays for the total invoice amount even if there is an adjustment and new net amount written on the invoice.  
Ex: A licensee writes the narrative part of his check different than the numerical part of his check.
- 4.) Pricing error – An invoice calculation error created by the ADA using the wrong Codemaster.

Over/undercharges may be found by either the ADA or by an MLCC Finance staff member. If an individual licensee invoice is found (either by the ADA or by the MLCC) to contain an error or errors which total \$1.00 or less, an ADA will not be required to complete overcharge or undercharge documentation and will not be required to provide credit to or collect from the licensee. This policy will apply only to pricing errors of which the ADA is not aware or has not had one full working day to correct.

The MLCC will notify the ADA of any pricing errors found. Notification of these errors will be in writing and transmitted to the ADA. The ADA must correct each pricing error in its

DELEG is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

invoicing system no later than one full working day after being notified. The ADAs will be responsible for all cash shortages for pricing errors of which they have been notified, that are not corrected within the given time period. ADAs may be required to give credits to licensees for pricing errors not corrected within the given time period, regardless of other policies on invoice overcharges, at the sole discretion of the Commission. ADAs are required to make good faith efforts to find and correct pricing errors on their own. In the Commission's opinion, should a pattern of invoicing errors be established, the Commission may take whatever steps it deems appropriate to correct the situation.

The ADAs must enter each over/undercharge into their systems so that licensees may be credited or charged as necessary on future invoices. The ADAs shall notify the licensee of a future credit or charge to upcoming invoices. In the case of an overcharge, the State cannot accept negative invoices. Refunds cannot exceed an invoice amount. If a refund is larger than an invoice, the remaining amount of the refund shall be reduced from future invoices. If, within 90 days, there are no invoices against which to apply a refund, the State will process a check to refund the money to the licensee. The licensee must request the check and refunds must be \$10.00 or greater. In the case of an undercharge, if an ADA has not collected the money within 90 days, the ADA will be billed for the undercharge. Upon collection of the undercharge from the ADA, the MLCC will record it as being paid.

For all overcharges and undercharges, the Detail Gross, Total Gross, Discount and Tax lines on the Daily Recap shall be corrected by the finder (ADA or MLCC) of the over/undercharges. When invoices are adjusted by the ADA, any changes to State inventory shall be conveyed to the MLCC. For example, if a licensee receives a delivery of different product than he ordered and decided to keep that product, the MLCC shall be notified by the ADA so that the MLCC may adjust its sales to the correct product sold and correct its inventory by buying the product that was actually delivered and releasing from pending inventory the product that was actually purchased by the MLCC.

All overcharges and undercharges found by the ADA or the MLCC shall be reported on the Daily Recap as a New Overcharge (Line 15) or a New Undercharge (Line 16) for the date they occurred and the Daily Recap shall be accompanied by Overcharge or Undercharge Memorandums, dated the same date as the Daily Recap. Each over/undercharge shall be documented on a separate Overcharge or Undercharge Memorandum and must include the following information:

- Sales/Daily Recap date
- License number
- Type of error/adjustment
- Invoice amount
- Amount collected
- Amount to be refunded/collected

When the ADAs collect an undercharge from a licensee, they shall report this on the Daily Recap on Line 11, Collection of Undercharges. When the ADAs refund an overcharge to a licensee, they shall report this on the Daily Recap on Line 12, Refund of Overcharges. For each collection or refund, the original Under/Overcharge Memorandum shall be attached to the Daily Recap on which the collection or refund appears. Detail that explains the collection or refund shall be attached as well.

If you have any questions regarding this Bulletin, please contact Pam Hamilton in the Financial Management Division at 517-322-1379.



MLCC - ADA Sales and  
Inventory Reconciliation



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

May 4, 1998

AUTHORIZED DISTRIBUTION AGENTS  
EXECUTIVE STAFF

This is to advise you that the Michigan Liquor Control Commission, at its meeting of April 28, 1998, approved an Order adopting the following transaction reconciliation requirements for Authorized Distribution Agents.

“...all Authorized Distribution Agents (ADAs) shall certify to the Commission the accuracy of the Weekly Sales and Purchase Report prepared by the Commission from information submitted by the ADAs within 1 week of the receipt of this report; further, any discrepancies claimed by the ADAs shall be reviewed with staff and, if agreement is not reached the matter will be presented to the Commission for further evaluation.”

The action taken by the Commission has immediate effect.

Please contact Jeffrey Jones of the Commission's Financial Management Division at 517.322.1382 with any questions regarding the reconciliation requirements.

Failure to comply with the above Order will be considered a violation of the Michigan Liquor Control Act or administrative rules of the Commission and will be subject to the penalty provisions of the Act.

Sincerely,

Nancy J. King  
Director of Financial Management

<u>COMPANY</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
Adamba Imports Int'l.	50ml Cherry Magic Liqueur	120 Bottles
	375ml Cherry Magic Liqueur	24 Bottles
	50ml Honey Magic Liqueur	120 Bottles
	375ml Honey Magic Liqueur	24 Bottles
	375ml Luksusowa Potato Vodka	24 Bottles
Hiram Walker	50ml Kahlua Royale Cream	60 Bottles
	375ml Kahlua Royale Cream	24 Bottles
	750ml Kahlua Royale Cream	12 Bottles
	750ml Kahlua Royale Cream Glass Set	6 Bottles

MOVED BY COMMISSIONER PODOLSKY, SUPPORTED BY COMMISSIONER KECK, AND UNANIMOUSLY CARRIED, that the Liquor Control Commission's Financial Report for the month of January, 1998, be approved and that copies be forwarded to the State Treasurer and the Budget Director of the Department of Management and Budget, in accordance with the provisions of Section 10, Act 8, P.A. 1933 (Ex. Sess.), as amended.

Discussion took place on the request of Mrs. King for a Commission Order which would require Authorized Distribution Agents to balance with the Commission on a weekly basis all purchase and sales information. After discussion, IT WAS MOVED BY COMMISSIONER PODOLSKY, SUPPORTED BY COMMISSIONER KECK, AND UNANIMOUSLY CARRIED, that all Authorized Distribution Agents (ADAs) shall certify to the Commission the accuracy of the Weekly Sales and Purchase Report prepared by the Commission from information submitted by the ADAs within one week of the receipt of this report; further, any discrepancies claimed by the ADAs shall be reviewed with staff and, if agreement is not reached the matter will be presented to the Commission for further evaluation.

Mrs. King reported that Vintage Wine, an Authorized Distribution Agent, has now submitted required purchase order information in an acceptable format, however the sales information has not been received and the Commission is unable to process sales and purchases of its products. Mrs. King was directed to report on the status of this matter at the next Business Meeting.

JENNIFER M. GRANHOLM  
GOVERNOR



NIDA R. SAMONA  
CHAIRPERSON

STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
KEITH W. COOLEY, DIRECTOR

**DATE:** 4-27-07

**TO:** Tracy Oakes, Trans-Con Company

**FROM:** <sup>NJK</sup>  
Nancy J. King, Director  
Financial Management Division

**SUBJECT:** Weekly Sales and Purchases

Enclosed is report CL30988PO1, Sales and Purchases for the week ending \_\_\_\_\_. This report itemizes the weekly purchases, sales, adjustments, and week ending State inventory for the liquor products your company distributes. It was prepared from information supplied to us by your company.

This information is also being sent to you in an electronic file format.

All items are shown in bottle quantities. In addition, gross sales are shown at base price. Adjustments of types 1,2, and 5 have been subtracted from gross sales.

If you agree with the amounts as shown in the report sign the certification at the bottom of this letter and return it to us by fax or U.S. mail within 7 days of this memorandum's date. Our address is at the bottom of this page, and our fax number is 517-322-1016. If you do not agree with any of the amounts as shown, contact Claudia Mueller within 7 days of this memorandum's date. Her telephone number is 517-322-5857.

*I certify that my company has reviewed the attached report CL30988PO1 for week ending \_\_\_\_\_, and that my company agrees with all amounts and balances as shown on that report.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC GROWTH  
LIQUOR CONTROL COMMISSION

WEEKLY SALES & PURCHASES  
FOR WEEK - 29 04/21/2007  
ADA 121

REPORT: CL30988P01  
DATE PRODUCED 04/26/2007  
PAGE 18

LIQUOR CODE	BRAND NAME	BAL FWD	PURCHASE	SALES	STATE INV	GROSS SALES	INVENTORY COST	INV ADJ
9700-0	MARASKA KOMOVICA BRA	12	0	1	11	\$15.90	\$105.93	3-
9715-0	NEWPORT CANADIAN X L	21	24	18	27	\$67.50	\$61.29	0
9719-6	DRAMBUIE (SCOT)	8	0	0	8	\$0.00	\$42.40	0
9720-5	BOMBAY, (ENG)	42	96	89	49	\$1,873.45	\$625.24	0
9736-0	MARASKA KRUSKOVAC 'R	9	0	0	9	\$0.00	\$85.14	0
9737-0	MARASKA KRUSKOVAC PE	4	0	0	4	\$0.00	\$36.52	0
9749-6	SUNTORY YAMAZAKI (JA	18	0	8	10	\$264.80	\$200.60	0
9753-6	TULLAMORE DEW CROCK	6	12	10	8	\$298.00	\$144.32	0
9755-6	M BRIZARD GRAND ORAN	12	0	3	9	\$52.65	\$95.76	0
9776-0	MOHAWK V S O P BRAND	11	0	0	11	\$0.00	\$54.34	0
9783-0	ROSITA TEQ LIQ	3	36	36	3	\$378.00	\$19.08	0
9790-0	ROSITA TEQ LIQ	7	0	0	7	\$0.00	\$74.48	0
9820-0	B & B D O M (FR)	30	48	54	24	\$804.60	\$216.72	0
9821-0	OLD SMUGGLER	7	24	22	9	\$231.00	\$57.24	0
9850-6	GLAYVA LIQ (SCOT)	12	0	2	10	\$48.40	\$146.70	0
9858-6	M BRIZARD WATERMELON	7	0	0	7	\$0.00	\$37.10	0
9859-6	E & J CASK & CREAM	13	12	14	11	\$245.70	\$117.04	0
9870-6	HUNGAROSPIRIT SLIVOV	12	0	0	12	\$0.00	\$122.52	0
9877-6	PECSETES BARACK PALI	22	0	0	22	\$0.00	\$212.74	0
9878-6	PECSETES SLIVOVITZ B	3	0	0	3	\$0.00	\$29.01	0
9887-0	NEWPORT CANADIAN X L	1	24	5	20	\$30.50	\$74.00	0
9887-6	MOHAWK BUTTERSCOTCH	8	0	4	4	\$26.60	\$16.12	0
9888-0	NEWPORT CANADIAN X L	16	12	18	10	\$141.30	\$47.60	0
9888-6	MOHAWK CINNAMON SCHN	2	0	0	2	\$0.00	\$8.06	0
9889-6	MOHAWK CR DE BANANA	5	12	13	4	\$102.05	\$19.04	0
9890-6	MOHAWK ROOTBEER SCHN	13	12	5	20	\$33.25	\$80.60	0
9902-0	DEUCES WILD DILUTED	5	6	0	11	\$0.00	\$93.72	0
9910-0	BADEL STARA SLJIVOVI	11	0	3	8	\$55.35	\$89.36	3-
9913-6	MCCORMICK OLD STYLE	8	48	30	26	\$220.50	\$115.70	0
9918-6	PLATTE VALLEY JUGS	15	0	5	10	\$79.00	\$95.80	0
9923-0	NEWPORT CANADIAN X L	6	6	5	7	\$64.25	\$54.53	0
9927-0	CHASKA LIGHT VODKA	7	0	4	3	\$26.40	\$12.00	0
9929-0	CHASKA LIGHT VODKA	7	6	10	3	\$105.00	\$19.08	0
9934-0	DEUCES WILD DILUTED	6	30	31	5	\$303.80	\$29.70	0
9959-0	MOHAWK V S O P BRAND	3	12	15	0	\$131.25	\$0.00	0
9962-6	CORTEL NAPOLEON V S	9	132	129	12	\$1,296.45	\$73.08	0
9969-6	BACARDI O	182	660	629	213	\$7,705.25	\$1,580.46	7-
9970-6	NEWPORT BRANDY	20	12	35	3-	\$306.25	\$15.90-	0
9980-0	KE KE BEACH CREAM LI	57	36	65	28	\$1,027.00	\$268.24	0
9982-6	BACARDI O	52	156	175	33	\$2,765.00	\$316.14	7-
9983-6	BACARDI O	2	18	15	5	\$368.25	\$74.40	0
9996-6	BACARDI O	55	120	132	43	\$462.00	\$91.16	0
9997-6	BACARDI O	161	384	363	182	\$2,305.05	\$700.70	3-

\* REPORT TOTAL \*

151208

339780

334,205

156,783

\$2,746,981.65

\$830,099.57

7,373-

\* STATE INVENTORY IN CASES \*

10,254

Michigan Department of Commerce

**EDP FILE DESCRIPTION**

DATE ISSUED 03-10-98	FILE NAME ADA'S WEEKLY SALES FILE	SYSTEM CL30
REVISION NO.	Division LIQUOR CONTROL	Section FINANCE
REVISION DATE 03-20-98	Output From CL30/988	Input To ADA E-MAIL
		SECTION NO
		PAGE NO 1

File Type DISK	Header I.D. WK/CL30988D01/ADA	Sequence LIQUOR CODE		
Record Size 40	Blocking Factor 50	Block Size 2000		
		Format FIXED		
		Label Type STANDARD		
FROM	TO	DESCRIPTION	FORMAT	LENGTH
1	3	ADA NUMBER	9(3)	3
4	8	LIQUOR CODE	9(5)	5
9	16	WEEKLY PO BOTTLES	S9(8)	8
17	24	WEEKLY NET SALES	S9(8)	8
25	32	WEEK ENDING STATE INVENTORY	S9(8)	8
33	40	WEEK ENDING DATE	9(8) CCYYMMDD	8
TOTAL CHARACTERS				40

## Product Transitions





State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

## Bulletin 295/

Date: May 14, 1999

To: All Vendors, Vendor Representatives, Authorized Distribution Agents,  
and Executive Staff

From: Jacquelyn Stewart, Chairwoman, Walter Keck, Commissioner, ~~Walter Keck~~  
Seymour Podolsky, Commissioner

Subject: Product Transition Requirements

At the meeting on May 12, 1999, the Michigan Liquor Control Commission set certain requirements for products which change from one Authorized Distribution Agent (ADA) to a different ADA. These requirements provide for a minimum stock transition period and establish customer ordering standards. The Commission's primary interest in setting these requirements is to ensure uninterrupted service to our retail licensees who are purchasing liquor from the State during ADA changes. The Commission requires that the minimum stock transition period and customer ordering standards be incorporated into current and future supplier-ADA contracts.

### Ordering

Ordering of product from the new ADA by licensees must take place the week prior to the effective date of the change according to the licensees' normal order-to-delivery cycle for the new ADA. However, no deliveries of the new products can occur by the new ADA until the effective date of the change or later.

The old ADA must continue to take orders and make deliveries until the effective date. However, the old ADA cannot take orders which would result in a delivery on or after the effective date of the change.

The old ADA's ordering message must say that the product is available from another ADA. The message may not say "That product is no longer available," or "That product is not available."

### Stock Movement

Stock movement must take place between supplier and new ADA a minimum of 2 weeks prior to the effective date of the change. The old ADA must ship or allow pick up of stock which it does not need to fill expected licensee orders prior to the effective date of the change.

All Vendors, Vendor Representatives, Authorized Distribution Agents,  
and Executive Staff  
May 14, 1999  
Page 2

The remaining inventory at the old ADA must be transferred to the new ADA within 2 weeks after the effective date of the change.

Other

Bulletins which deal with other aspects of products changing ADAs are noted here. The Commission requires that the change over from one ADA to another take place at the end of a week. The Bulletin covering this is #2938-17 dated November 24, 1998. The process of handling State owned inventory for changes of this kind is addressed in Bulletin #2930-17, dated September 10, 1998.

Please send copies of contract addendums and amendments to Julie Wendt, Director of Licensing, Michigan Liquor Control Commission, by July 31, 1999.

Bulletin # 2951-17

Jeff

Commission Meeting  
Wednesday, May 12, 1999  
Page 2

approved products list, a copy of which is on file in the Commission's supplemental minute record, be approved for listing, effective August 29, 1999:

<u>COMPANY AND AUTHORIZED DISTRIBUTION AGENT (ADA)</u>	<u>PRODUCT</u>	<u>PACK SIZE</u>
E & J Distillers Company	1750ml E & J Cask & Cream	6 Bottles

MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that the request of John D. Tennant, Consul General of Canada, to import 12 cases and 20 bottles of alcoholic liquor (beer-3 cases; wine-1 case and 7 bottles; scotch-2 bottles; vodka-2 bottles; gin 3 cases and 2 bottles; cordials & liqueurs-4 bottles; whiskey-3 bottles; tequila-2 bottles) from Windsor Tunnel Duty Free Shoppe, Windsor, Ontario, to the Canadian Consulate, 600 Renaissance Center, Suite 1100, Detroit, Michigan, as itemized on the list on file in the Commission's supplemental minute record, be approved pursuant to Commission Order of October 30, 1979.

\*

Mrs. King advised that there is not a uniform procedure on inventory redistribution for products which have changed Authorized Distribution Agents. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNANIMOUSLY CARRIED, that movement of inventory between supplier and the newly appointed Authorized Distribution Agent (ADA) must take place a minimum of two weeks prior to the effective date of the change and that inventory of the prior ADA must be transferred to the new ADA within two weeks after the effective date of the change; further, that ADAs are required to inform licensees that a product previously distributed by that ADA is available through the ADA now having the distribution contract for that product; also, that licensees be able to order the product from the new ADA one week prior to the availability of the product through the new ADA. The Commission further directed staff to include a statement in the next Price Book that when products change ADAs the previous ADA is responsible for notifying licensees which ADA will handle the product and any complaints should be directed to the Commission. Staff was directed to prepare a Bulletin notifying ADAs and vendor representatives of the above requirements.



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

**BULLETIN**

2952

**DATE:** June 2, 1999

**TO:** Vendors, Vendor Representatives, Authorized Distribution Agents,  
Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Product Transition Requirements

On May 12, 1999 the Michigan Liquor Control Commission issued the following Order regarding inventory redistribution and customer ordering standards for products which have changed Authorized Distribution Agents:

"MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, AND UNIMOUSLY CARRIED, that movement of inventory between supplier and the newly appointed Authorized Distribution Agent (ADA) must take place a minimum of two weeks prior to the effective date of the change and that inventory of the prior ADA must be transferred to the new ADA within two weeks after the effective date of the change; further, that ADAs are required to inform licensees that a product previously distributed by that ADA is available through the ADA now having the distribution contract for that product; also, that licensees be able to order the product from the new ADA one week prior to the availability of the product through the new ADA. The Commission further directed staff to include a statement in the next Price Book that when products change ADAs the previous ADA is responsible for notifying licensees which ADA will handle the product and any complaints should be directed to the Commission."

These requirements were outlined in Bulletin No. 2951-17 dated May 14, 1999. The May 14, 1999 Bulletin contained a requirement that the minimum stock transition period and customer ordering standards be incorporated into current and future supplier/ADA contracts. It has been determined that the above-referenced changes are not necessary on these contracts inasmuch as the provisions of MCL 436.1205(9) and Rule 436.1802(14) require that ADAs comply with applicable Commission Orders.

Bulletin No. 2952-17

3/1/3

Amendment to  
Stock Transition  
Period Order - Products  
Changing ADAs.

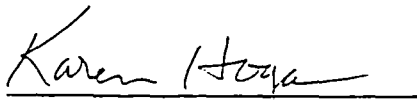
Commission Meeting  
Tuesday, June 1, 1999  
Page 5

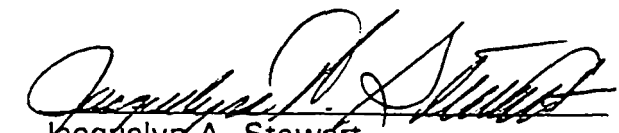
supplemental minute record.

\*

Discussion took place on the Commission's May 12, 1999 Order regarding inventory redistribution for products which have changed Authorized Distribution Agents (ADA). Bulletin No. 2951-17 was issued to Vendors, Vendor Representatives and ADAs regarding this Order and included a requirement that the minimum stock transition period and customer ordering standards be incorporated into current and future supplier/ADA contracts. After discussion, IT WAS MOVED BY COMMISSIONER KECK, SUPPORTED BY COMMISSIONER PODOLSKY, that an amended bulletin be issued which incorporates the May 12, 1999 Order and removes the requirement that current and future supplier/ADA contracts be amended to reflect minimum stock transition period and customer ordering standards inasmuch as the provisions of MCL 436.1205(9) and Rule 436.1802(14) require that ADAs comply with applicable Commission Orders.

The meeting recessed at 12:05 p.m.

  
Karen Hogan  
Commission Aide

  
Jacquelyn A. Stewart  
Chairwoman



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

NANCY K.  
Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

Bulletin 2956

**DATE:** August 3, 1999

**TO:** Vendors of Spirits, Vendor Representatives,  
Authorized Distribution Agents and Executive Staff

**FROM:** Michigan Liquor Control Commission

**SUBJECT:** Changes in the Distribution of Product Lines - ADA Changes

The Commission has received complaints both from retail licensees and consumers as a result of recent changes in products and Authorized Distribution Agents ("ADAs"). The Commission is charged with the responsibility of "supply(ing) such types of alcoholic liquor as are demanded by the public" pursuant to the Michigan Liquor Control Code. It is the Commission's responsibility to protect the interests of all parties involved in this enterprise: suppliers, ADAs, retailers, and consumers.

Through previous bulletins, the Commission has attempted to provide for a more orderly transition when changes in ADAs occur. These transition directives were designed to ensure an uninterrupted supply of products for our licensees and their customers. Unfortunately, these transition directives have not had the desired effect of stabilizing the spirit distribution system when ADA changes occur. The most recent round of ADA changes have again caused a great many problems for all of us. Our retail licensees are contacting us in significant numbers on the MLCC Help Line. Licensees are expressing frustration over not knowing where to get particular brands of spirits, and subsequently going without some products for extended periods of time. Sufficient supplies of inventory may not have been available to either of the ADAs involved, ADAs may have not had enough time to react, and payments to suppliers and ADAs continue to be problematic as a result. Such confusion has resulted in a lower level of service than our customers deserve under a control state system.

It does not appear that retail licensees were being properly advised of ADA changes either through ADA ordering voice messages or via monthly supplemental price schedules which are not always being delivered. The Commission believes that the best way to ensure that retail licensees are notified of ADA and product changes is through the "Liquor Price List" which is updated and published every three months.

**Therefore, at a meeting of the Commission on August 3, 1999, the Commission Ordered as follows: "It is the order of the Commission that effective immediately ADA changes will only be allowed in conjunction with the Commission's quarterly Liquor Price List. Further, Vendors of Spirits must notify the Commission of any ADA change no later than the "Final Filing Date" as published in the Schedule of Deadline Dates for the Liquor Price List as published by the Commission."**

**To change an ADA, a Vendor of Spirits must submit to the Commission a written cancellation notice for the old ADA and an executed contract for the new ADA by the scheduled deadline date.**

This Order also applies to a change in the Vendor of Spirits if the vendor change also involves an ADA change. In such cases, the Vendor of Spirits must also submit quotations to the Commission by the filing deadline. Those vendor changes that do not result in an ADA change are not affected by this Order.

Please refer to the enclosed Commission Bulletins which have previously been issued relative to changes in ownership and distribution of product lines. These are: Bulletin #2930-17, Commission Policy on State Inventory for Liquor Codes that Change Authorized Distribution Agents dated September 10, 1998; Bulletin #2938-17, Changes in Ownership and Distribution of Product Lines; and Bulletin #2951-17, Product Transition Requirements, dated May 14, 1999 revised on June 2, 1999 by Bulletin #2952-17.

Much of the information contained in the enclosed Bulletins still applies to changes in ADAs. In particular please note the stock movement and ordering provisions contained in the May 14, 1999 and June 2, 1999 Bulletins. Ordering product from the new ADA must take place the week prior to the ADA change according to the licensees' normal order/delivery cycle, so that the delivery to the licensee can be made on their first delivery date after the ADA change. Likewise, the old ADA must continue to take orders for the products until taking such orders would result in delivery to the licensee after the ADA change date. It is the Commission's intent that retail licensees must not suffer any service interruption. Stock movement between the Vendor of Spirits and the new ADA must begin a minimum of two weeks prior to the effective date of the ADA change. Movement of product can certainly begin prior to the two week minimum however, the old ADA must maintain adequate inventory to service licensees until the new ADA begins distribution of the brand.

**Again, effective immediately, please be advised that ADA changes will only be allowed on the effective date of the Liquor Price List and only when the Vendor of Spirits has properly notified the Commission as previously indicated.**

**The next scheduled Liquor Price List is effective October 31, 1999 with the filing deadline for new products, price changes and ADA changes is August 20, 1999.**

If you have any questions on this matter, please contact Rick Perkins at (517) 322-1420.



**Michigan Liquor Control Commission**

**Quarterly Price Book Deadlines**

	Price List #199	Price List #200	Price List #201	Price List #202	Price List #203	Price List #204	Price List #205
<b>Effective Date</b>	<u>4/30/2006</u>	<u>7/30/2006</u>	<u>10/29/2006</u>	<u>1/28/2007</u>	<u>4/29/2007</u>	<u>7/29/2007</u>	<u>10/28/2007</u>
<b>Bulletin to Vendors</b>	1/18/2006	4/19/2006	7/19/2006	10/18/2006	1/17/2007	4/18/2007	7/18/2007
<b>Final Filing Date:</b>	2/17/2006	5/19/2006	8/18/2006	11/17/2006	2/16/2007	5/18/2007	8/17/2007
<b>New Items</b>							
<b>Price Changes</b>							
<b>ADA Changes</b>							
<b>Other Changes</b>							

JENNIFER M. GRANHOLM  
GOVERNOR



STATE OF MICHIGAN  
LIQUOR CONTROL COMMISSION  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
STANLEY "SKIP" PRUSS, DIRECTOR

NIDA R. SAMONA  
CHAIRPERSON

**Bulletin # 3159-17**

May 13, 2010

Vendors  
Vendor Representatives

Re: Request to Change Authorized Distribution Agents

This bulletin is to formally notify you of the Michigan Liquor Control Commission's (MLCC) requirement, discussed at its administrative meeting on March 31, 2010. As to a vendor changing from one Authorized Distribution Agent (ADA) to another ADA, the MLCC will not routinely approve the vendor movement of products between the ADAs unless and until there is a request with the MLCC.

Effective immediately, a vendor must submit to the MLCC written documentation of its desire to change ADAs and must receive prior approval from the MLCC to take any action or make such changes. The written documentation must state all of the vendor's reasons supporting their desire to change ADAs. Any ADA may submit letters to the MLCC in regards to a request. The Commission will review and analyze every requested ADA change before making its decision to approve or deny the change. No ADA change can be made until the Commission has given express permission IN WRITING.

A vendor should not negotiate or discuss the possibility of an ADA change with another ADA and if there is such action, the vendors may be subject to delisting and the ADAs may be subject to decertification.

Please see that a copy of this letter is distributed to the appropriate people in your company.

Sincerely,

A handwritten signature in cursive script that reads "Nida R. Samona".

Nida R. Samona, Chairperson  
Michigan Liquor Control Commission

Cc: Authorized Distribution Agents

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Liquor Control Commission  
7150 Harris Drive • P.O. Box 30005 • Lansing, Michigan 48909-7505  
[www.michigan.gov/lcc](http://www.michigan.gov/lcc) • (517) 322-1345 Lansing Office