

Olympia, Washington 98504-3096

August 8, 2011

BULLETIN

TO: ALL STORES, CONTRACT LIQUOR STORES, AND DISTRIBUTION CENTER
FROM: Kimberly Ward, Buying Manager
SUBJECT: Alert Bulletin #060

Old Gift Sets-Over 6 months Old

For gift sets that have been in your store for longer than six months, the newly approved Product Distribution Strategy allows stores to pull out the naked good, sell it as the naked good, and discard the remainder of the gift pack.

In order to do this you will need to:

1) Claim the expired gifts sets in damaged merchandise.

State stores, please process a claim in the damaged merchandise system by doing a LOSS using claim codes "Other." Please put the product description in the note field.

Contract Stores, please use claim code 16 in the CLSRS Damaged merchandise screen and send an email to Merchacct@liq.wa.gov stating which set you claimed. This email is crucial to getting your store getting charged correctly on the listed brand.

2) Do a reverse claim for the listed brand code in damaged merchandise.

State stores do a GAIN using claim code "other" and please put the product description in the note field.

Contract Stores – Add the "claimed" bottles in your inventory under the listed brand. Merchandise Accounting will do a reverse claim to charge your store for the listed item. (CLS's cannot enter a negative amount in CLSRS).

If you need assistance with entering claims, contact Merchandise accounting at Merchacct@liq.wa.gov .

Please contact your District Manager with any other questions regarding this new policy and procedure.