

JobsOhio **Beverage System**

Warehouse Transition Update

Update to Suppliers, Brokers and Vendors

April 1, 2017

Important Dates

Groveport DC Timeline

- Began accepting appointments: March 13th
- Start inbound receiving: April 3rd
- All SKUs on hand: April 28th
- Start outbound deliveries: May 1st
- Full inventory required: June 9th
- Complete store transition: June 9th
- Product removed from incumbent warehouses:
no later than Aug. 31st

Green DC Timeline

- Began accepting appointments: March 27th
- Start inbound receiving: April 17th
- All SKUs on hand: May 12th
- Start outbound deliveries: May 15th
- Full inventory required: June 23rd
- Complete store transition: June 23rd
- Product removed from incumbent
warehouses: no later than Aug. 31st

By close of business April 3rd, we will have approximately 6,600 cases of product in the new warehouse in Groveport!

Inbound Appointments

- Schedule your appointments now! We have a long way to go to stay on track with needed levels of inventory prior to Agency go live.
- If you have any questions about the appointment process, please contact Paul Ledger at paul.ledger2@dhl.com.
- Appointment forms are attached to the email with this update. Please note: We require ONE load per appointment request form and a packing list attached for each load.
- Appointments must be sent to the following email addresses:

To schedule appointments at Groveport:

Appointments.groveportOH@DHL.com

To schedule appointments at Green:

Appointments.greenOH@DHL.com

Inbound Appointments

- Each Supplier can request a recommended level of inventory on hand
 - To request the recommended volume, please email paul.ledger2@dhl.com
- Appointments on a first-come, first-served basis
 - During transition, “hot” items will be accommodated
 - LTL (less than truck load) carriers also have to make an appointment
- Consolidated loads need to be identified on booking
- Receiving hours 7 a.m. – 4 p.m., Monday - Friday

Daily Appointments	3-Apr	10-Apr	17-Apr	24-Apr	1-May	8-May	15-May	22-May	29-May	5-Jun
Groveport	7	15	20	20	20	20	10	10	10	10
Green	0	0	7	15	20	20	20	20	10	10

Training Dates & Registration

- Enterprise Portal training invitation and registration was sent on March 29th
- Training dates are as follows:
 - Wednesday, April 5 at 10 a.m. EST
 - Wednesday, April 5 at 1 p.m. EST
 - Thursday, April 6 at 10 a.m. EST
 - Thursday, April 6 at 1 p.m. EST
 - Friday, April 7 at 11 a.m. EST
- Register for the session of your choice at the following link. The drop-down list of session choices is at the top of the page when you open the link.
 - <https://attendee.gotowebinar.com/rt/7005142893806342914>
- Training sessions will be approx. two (2) hours in length

Training Dates & Registration

- Upon completion of training, you will receive log-in information for the new Enterprise Portal
 - Completion of training is necessary to receive login information
- Each Supplier company and Broker company will receive ONE log-in credential at this time
 - Additional credentials can be requested if needed; a form will be provided that can be filled out with the necessary details and returned for access.
- Credentials will be sent at the close of each training session
 - For security purposes, each person identified to receive the credentials will receive two emails with the necessary log in details:
 - Email #1 - Lorraine Terry (terry@jobs-ohio.com) will send you an email with the User ID
 - Email #2 - Jennifer Richardson (jennifer.richardson@com.ohio.gov) will send you an email with the associated password

Case Label Clarification

- It is required that a SCC or case barcode be visible on adjacent sides of each case
- An OHIO human readable state code must be visible on one side
- The case barcode/SCC can be 12 or 14 digits. DHL can scan any machine readable barcode.
 - If the case barcode and the bottle UPC are the same, it is strongly advised you have an SCC barcode also included
 - SCC-14 (14 digits) is used to check in shipments of multiple units of product at the warehouse
 - The UPC barcode is a 12-digit code for product that allows retailers to check out individual units of product. If the case barcode and the bottle UPC are different, that is ok. DHL can use the case barcode in lieu of SCC. If the case barcode and the bottle UPC are the same, DHL could be in a situation where the UPC reflects a case, not a bottle, thus causing quantity discrepancies once a case leaves bailment

We understand this sounds complex. If there continues to be questions, we can set-up a brief webinar to speak in person. Please let Lorraine Terry or Paul Ledger know of your questions.

Liquor Enterprise Service Center

Our Liquor Enterprise Service Center (LESC) is now up and running!

- New and improved help center, committed to customer service
- Open 24 hours a day, 7 days a week
- Staffed by the subject matter experts from the project team
- Committed to **resolving** all issues
- The LESG will be staffed up during deployment to ensure stakeholders have the support they need through the transition
- The LESG is for **EVERY** stakeholder of the Ohio Liquor Enterprise, including Suppliers and Brokers

Call: 877-812-0013

Email: liquoragencyhelp@com.state.oh.us

Agency Go-Live Sequence

- The Agency rollout sequence is now online
- This sequence document shows key dates for every Agency in the state, including when they will transition to the new system
<https://liqagency.com.ohio.gov/LMP2/index.aspx#>
 - If you have any questions, please contact Lorraine Terry at terry@jobs-ohio.com
- Please use this data for inventory planning to support six warehouses during the deployment period
- Excel and PDF versions of the sequence are available under Resources tab on the website above

Incumbent Transfer Process

Before Incumbent Warehouse Closes

- We will NOT use the existing Warehouse Transfer Process to move product from an incumbent warehouse to a new warehouse
- All product coming to new warehouse locations must come in as new product from the Supplier, regardless of its origin
 - For example, you are welcome to pick up your product from Spartan and bring it to DHL, ensuring the pallet meets standards set forth by DHL for inbound freight
- Product must be palletized
- An appointment with the DHL warehouse shall be made by the Vendor
- Appointments will use the standard Appointment Request Form (one form per load)
- DHL will receive inbound product from Vendor
- OS&D would be managed as per the standard process
- New FIFO date is receipt date of product at new warehouse

Incumbent Transfer Process

After Incumbent Warehouse Closes

- DHL will provide a transportation contact should you wish to use their services
- Representative Owner/Vendor of product shall be on site at incumbent warehouse to agree to count and product condition
- Product must be palletized
- Pallet to be placarded and sealed with security tape before loading on trailer
- An appointment with the DHL warehouse must still be made by the Vendor
- No more than three vendors per load; each would create their own BOL
- Appointment will use the standard Appointment Request Form
- DHL will receive inbound product from Vendor
- OS&D would be managed as per the standard process
- New FIFO date is receipt date of product at new warehouse

Appendix

Site Contacts - Groveport

Cassandra Stuckey - Customer Service Supervisor
customersvc.groveportOH@DHL.com

To schedule appointments:

Appointments.groveportOH@DHL.com

Appointment form and sample packing list attached to 3/24 update email

Tony Ferguson – Site Manager Groveport
Tony.Ferguson@dhl.com

Rob Huff – General Manager
Rob.Huff@DHL.com

Paul Ledger – Key Point of Contact for Transition
512.517.2052
Paul.Ledger2@DHL.com

Site Contacts - Green

Cassandra Stuckey - Customer Service Supervisor
customersvc.greenOH@DHL.com

To schedule appointments:

Appointments.greenOH@DHL.com

Appointment form and sample packing list attached to 3/24 update email

Ryan Stannert - Site Manager Green
Ryan.Stannert@DHL.Com

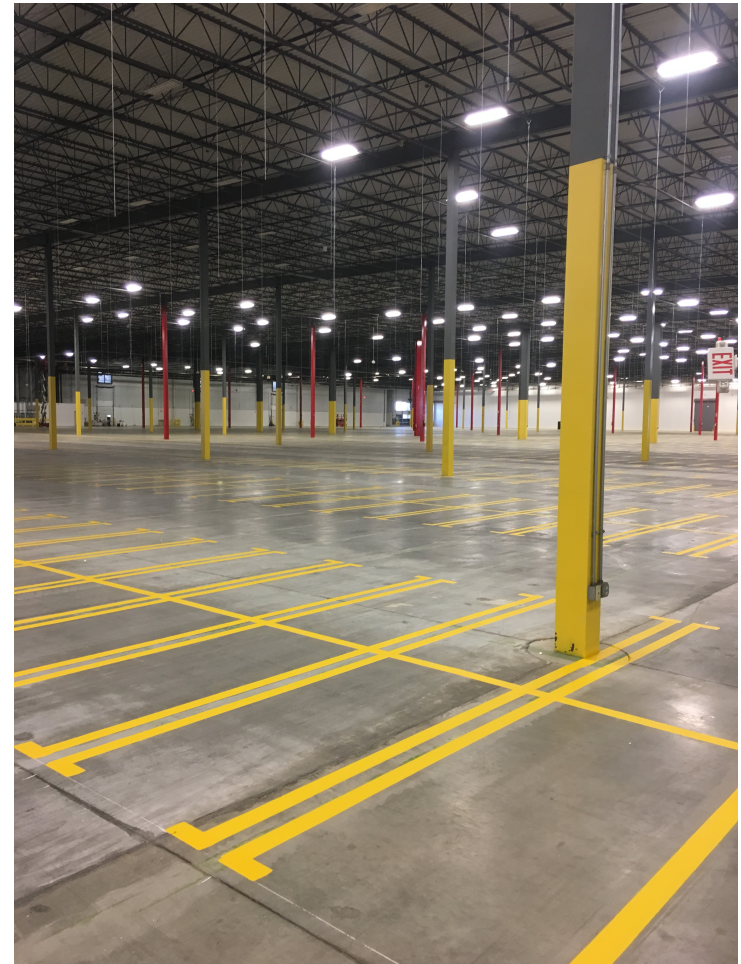
Rob Huff – General Manager
Rob.Huff@DHL.com

Paul Ledger – Key Point of Contact for Transition
512.517.2052
Paul.Ledger2@DHL.com

Groveport Warehouse

- The center will predominantly serve Agency stores formerly served from Columbus & Cincinnati
- Steel frame concrete construction, built in 2000
- Facility will encompass forecasted 3-5% annual growth
- 310,000 square feet
- Capacity of 550,000 cases (2017)
- 27 dock doors
- 100% Audit of outbound loads
- 60-75 employees estimated
- Occupancy begins in March
- First Bookings March 13th
- First receipts April 3rd
- Deliveries commence May 1st

Groveport Warehouse



Additional property features:

- Sprinklers: ESFR
- Warehouse age: 17 years

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Beverage System

Green Warehouse

- The center will predominantly serve Agency stores formerly served from Toledo & Cleveland
- Steel frame concrete construction, built in 2002
- Facility will encompass forecasted 3-5% annual growth
- 350,000 square feet, 32 ft clear height.
- Capacity of 653,000 cases (2017)
- 28 dock doors
- 100% Audit of outbound loads
- 60-75 employees estimated
- Occupancy begins in March
- First Bookings March 27th
- First receipts April 17th
- Deliveries commence May 15th

Green Warehouse



Additional property features:

- 5,000 SF office space
- Sprinklers: ESFR
- Warehouse age: 15 years
- Easy access to I-77

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Green Warehouse



Additional Questions & Answers

- Q. If we are currently using a single 12-digit UPC on all of our bottles and also use the same UPC code on our cases will DHL now require a separate UPC code for bottles and cases?
A. We are not requiring any change in the labelling of cases versus bottles, other than the request for codes on adjacent sides of the box.
- Q. During the Q&A discussion, it was stated that VPU's will not be permitted for "high value" products. Please define "high value" products.
A. VPU will not be permitted for any product, regardless of value. "High value items" was an example of items that may have been picked up by the vendor in the past. Going forward, and contractually, JOBS and DHL will not permit VPU.
- Q. How do I get copies all of the webinars? Will you automatically email them, or do we need to request them?
A. Many of our webinars and events for the Contract Liquor Agencies are posted online at <https://liqagency.com.ohio.gov/LMP2/index.aspx>. If you would like a copy of the recorded Supplier Webinar that was hosted on 3/10, please email Lorraine Terry to request a copy.

Additional Questions & Answers

- Q. Can we ship mixed pallets/half pallets?
 - A. Yes. Cases of different SKUs are ideally separated by pallets. Please see the illustration below. At a minimum, cases of different SKUs must be separated by a slip sheet.



Additional Questions & Answers

- Q. What are acceptable forms for the ASN?
A. The main needs are reference number, item number and case quantity. If a Supplier can supply pallet count and trailer number that would be ideal but not needed.
- Q. Will the invoicing data that comes out of the new Enterprise Portal be in the same format as what is currently received from Tumbleweed?
A. Yes. The format will be the same.
- If a Supplier requires information about JOBS (W-9 for example) to use when setting JOBS up as a vendor to your company, please email Lorraine Terry (terry@jobs-ohio.com) for documents.