

# JobsOhio **Beverage System**

## Warehouse Transition Update

Update to Suppliers, Brokers and Vendors

April 18, 2017

# Important Dates

## Groveport DC Timeline

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

## Green DC Timeline

- Began accepting appointments: March 27
- Started inbound receiving: April 14
- All SKUs on hand: May 12
- Start outbound deliveries: May 15
- Full inventory required: June 23
- Complete store transition: June 23
- Product removed from incumbent  
warehouses: no later than Aug. 31

# Information Needed for OS&D

- In order to notify you of Overages, Shortages and Damages (OS&D) in a timely and efficient manner, we need a single point of contact for each Supplier for these communications
- Please submit your single point of contact for OS&D to [terry@jobs-ohio.com](mailto:terry@jobs-ohio.com) or [paul.ledger2@dhl.com](mailto:paul.ledger2@dhl.com)
- The point of contact will be contacted via email from DHL when there is an OS&D

# Online Information

- Supplier documents (updates) are now posted online at [www.ohiolmp.com](http://www.ohiolmp.com) under Resources; General Resources
- Training presentation, recorded video of training and job aids will be posted online soon

# Inbound Appointments

- Schedule your appointments now! If you have any questions about the appointment process, please contact Paul Ledger at [paul.ledger2@dhl.com](mailto: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
- Product can be shipped on either pallet or slip sheet.
  - When the DHL team schedules appointments they will manage the number of loads with slip sheets and ensure there are not too many slip sheet loads close together. Slip sheet loads take longer to off load than pallet loads. To make the labor efficient and turn around fast, the load types will be mixed throughout the appointment windows
- Appointments must be sent to the following email addresses:
  - To schedule appointments at Groveport:**  
[Appointments.groveportOH@DHL.com](mailto:Appointments.groveportOH@DHL.com)
  - To schedule appointments at Green:**  
[Appointments.greenOH@DHL.com](mailto: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](mailto:paul.ledger2@dhl.com)
- 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 Update

- Enterprise Portal training was conducted April 5, 6 and 7
- Additional training will be coordinated as time allows during Agency deployment
- Training presentation and job aids will be posted online
- Recording of training will be posted online

# Enterprise Portal Credentials

- 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](mailto:terry@jobs-ohio.com)) will send you an email with the User ID
  - Email #2 - Jennifer Richardson ([jennifer.richardson@com.ohio.gov](mailto:jennifer.richardson@com.ohio.gov)) will send you an email with the associated password
- 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.



# 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](mailto:liquoragencyhelp@com.state.oh.us)

# Agency Go-Live Sequence

- The Agency rollout sequence is available online at [www.ohiolmp.com](http://www.ohiolmp.com)
- This sequence document shows key dates for every Agency in the state, including when they will transition to the new system
  - If you have any questions, please contact Lorraine Terry at [terry@jobs-ohio.com](mailto:terry@jobs-ohio.com)
- Please use this data for inventory planning to support **all six warehouses** during the Agency deployment period
- Excel and PDF versions of the sequence are available under the Resources tab on the website

# 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
- Please place a **Return to Vendor** request if you would like to remove product from the incumbent warehouses
- 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

# Key Dates for Incumbent Warehouse Operations

- The Agency rollout sequence is available online at [www.ohiolmp.com](http://www.ohiolmp.com)
- Use this document to monitor needed inventory across the four incumbent warehouses
- Using the document and filtering the data, the following dates are the LAST shipments of product from each incumbent warehouse
  - Cincinnati – May 25
  - Columbus – June 7
  - Toledo – June 9
  - Cleveland – June 9
- Dates for the final audit of each warehouse will be set soon