

PURCHASING

Policy Number: 08-05
Subject: Listing
Effective: August 1988 (*Revised January 2025*)

Introduction:

As provided by Section 32B-2-204, this policy outlines the procedures used to determine those items to be listed. This policy will also set the procedures for the initial distribution of products once they have been listed.

Definitions

1. **"Temporary Status Item"** means items that have been temporarily listed by the Purchasing Division. These items include holiday/seasonal type items, trial items and other items that would be considered a "One Time Buy."
2. **"General Distribution Item"** means items that may be carried in all Utah state liquor stores and package agencies.
3. **"Limited Distribution Item"** means an item that is in limited supply and may not be available to all stores.

Policy:

1. Suppliers may file a submission for listing a product with the Department at any time. A listing committee composed of two Purchasing Division members and two additional department members shall rate and approve the General Distribution and Limited Distribution submissions.
2. Submissions will be evaluated by the listing committee and will be accepted or rejected by the listing committee based on such factors as;
 - 2.1. market demand,
 - 2.2. category need,
 - 2.3. promotional and/or advertising activity,
 - 2.4. performance in other markets,
 - 2.5. special order requests,
 - 2.6. quality of product,
 - 2.7. pricing,
 - 2.8. past supplier performance,
 - 2.9. availability of products to supply stores and package agencies,

- 2.10. whether the pallet configuration of the product conforms to a 40" X 48" X 62" high pallet size,
 - 2.11. any other factor that might be available for consideration.
- 3. With the approval of the Purchasing Division, a supplier may trade one item for another if it includes:
 - 3.1. One product size for another
 - 3.2. A packaging change
 - 3.3. A labeling change
- 4. **Samples:** The Purchasing Division may request a sample after receiving the listing submission. This request will be sent by email from the Purchasing Division.
 - 4.1. If a sample is requested, the applicant shall send, prepaid, a sample of a particular type, vintage, and production lot of a particular branded product to the Purchasing Division. Samples may not be sent via U.S. mail.
 - 4.2. The Purchasing Division shall evaluate the samples and forward any pertinent information to the listing committee for review.
 - 4.3. Samples may be retained for vendor/representative evaluation, Purchasing Division evaluation, or uniqueness substantiating the Department's acceptance or denial of the product listing. Samples not being retained for any reason are to be destroyed after being logged out of the sample room inventory log.