



STATE OF IDAHO  
LIQUOR DIVISION  
1349 E. Beechcraft Court  
BOISE, ID. 83719  
208-947-9400  
208-947-9401 (Fax)  
[CO-Purchasing@liquor.idaho.gov](mailto:CO-Purchasing@liquor.idaho.gov)

TRADING PARTNER AGREEMENT BETWEEN  
IDAHO STATE LIQUOR DIVISION  
AND

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The Idaho State Liquor Division, an agency of the State of Idaho, hereinafter referred to as ISLD and supplier identified above, hereinafter referred to as the Supplier; enter into this agreement for the purpose of operating the trade partner's guidelines. This agreement will be effective \_\_\_\_\_, and will remain in effect until cancelled or termination. This Agreement may be revised in writing by the ISLD.

**TRADING PARTNERS AGREEMENT**

1. There will be a minimum and a maximum quantity for each item (code) stored in ISLD's distribution center (exceptions-closeout and special order items).
2. The minimum and maximum inventory level thresholds are accessible on the [Supplier/Broker Portal](#), where the Supplier can manage their inventory and facilitate replenishments to an ISLD distribution center (subject to adjustments with increases for truckload, pallet, tier, etc.).
  - a. These parameters may be adjusted quarterly in accordance with sales volume or due to negotiations with ISLD. No changes are allowed without prior approval from ISLD.
3. The Supplier has the right to maintain whatever quantities they desire within the quantity parameters of the ISLD.

4. The Supplier will not maintain an inventory of special order or closeout items at ISLD's distribution center unless listed or approved by ISLD.
5. ISLD will send the Supplier a purchase order for all special order items. ISLD may "withdraw for purchase" the special order merchandise from bailment stock into state stock upon its arrival to an ISLD distribution center.
6. Case quantities below the minimum requirements (causing out of stocks) and over the maximum (causing excessive over stocks) may impact an ISLD distribution center and retail operation's. ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.
7. It is **mandatory** that **Control State Code numbers (CSC numbers)** issued by the **National Alcohol Beverage Control Association, (hereinafter referred to as NABCA,)** or ISLD issued state code numbers, are included on each item on the shipping manifest. Additionally, it is **mandatory** that the **Standard Case Code numbers (SCC numbers)**, are included on each case shipped. **Items/Shipments that are not compliant are subject to refusal**, and ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.

**Please see examples of CASE CODE LABEL INSTRUCTIONS at the end of this document.**

8. If the order to be shipped is different in any way from the suggested replenishment order placed by ISLD, the Supplier must notify ISLD fifteen (15) days in advance of the merchandise arriving in an ISLD distribution center. If the Supplier does not comply, ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.
9. Each load shall be shipped under shipper's load and count. Each case shall be clearly labeled with the CSC numbers.
10. Supplier responsible spoilage claims – if small amounts of damaged merchandise are received, concealed or otherwise, ISLD will purchase the damaged merchandise and file a claim against the Supplier. Defective caps, bottles, labels, or product spoilage at store level, may result in a claim against the Supplier. All claims are deducted from future bailment invoices and are listed on the ISLD [Supplier/Broker Portal](#). If no bailment invoice is large enough to offset the claim, within 60 days, the Supplier is responsible for payment to ISLD to resolve any outstanding claims. If claims are unresolved beyond 60 days, new purchase orders will cease. ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.
11. Local Supplier representatives may be asked to inspect the damaged merchandise and sign ISLD's loss/damage form.
12. Products on manifests, that are not shipped (short-shipped), will not be received into bailment by ISLD.

13. Products, arriving at the ISLD distribution center that are either not listed, or not shown, on the manifest, **will be received under a HOLD CODE** and the ISLD logistics team will coordinate a return authorization for the Supplier to pick up the non-listed products. The Supplier will be notified and is responsible for removal of product, in accordance to instructions provided by ISLD and outlined in the Bailment and Trading Partners Agreement. ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.
14. ISLD reserves the right to refuse an entire shipment of damaged merchandise and/or accept the damaged load. ISLD may restrict retail display activation and future listings of the Supplier's products, until these matters are resolved.
15. The Supplier certifies the consumer safety of any item delivered to an ISLD distribution center. The Supplier agrees to provide ISLD a copy of product test results upon request.
16. If any details listed in the Bailment Agreement and Trade Partners Agreement are in violation by the Supplier, ISLD reserves the right to restrict retail display activation and future listings of the Supplier's products.

### **SUPPLIER INFORMATION**

Supplier Name (or DBA): \_\_\_\_\_

Supplier Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Supplier Contact Name: \_\_\_\_\_

Primary Supplier Contact E-Mail Address: \_\_\_\_\_

Primary Broker Contact Name: \_\_\_\_\_

Primary Broker Contact E-Mail Address: \_\_\_\_\_

For ISLD Broker Portal Bailment Invoicing access- (See Bailment Agreement Section #8)

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**AGREEMENT EXECUTION**

\_\_\_\_\_  
Supplier Representative (Print Name & Title)

\_\_\_\_\_  
Supplier Representative (Signature)

\_\_\_\_\_  
Supplier Representative (Email)

\_\_\_\_\_  
Supplier Representative (Phone)

\_\_\_\_\_  
Date

Ray Homen, Deputy Director Procurement, Distribution & Facilities \_\_\_\_\_  
ISLD Representative (Print Name & Title)

\_\_\_\_\_  
ISLD Representative (Signature)

ray.homen@liquor.idaho.gov \_\_\_\_\_  
ISLD Representative (Email)

(208) 947-9406 \_\_\_\_\_

ISLD Representative (Phone)

\_\_\_\_\_  
Date

# CASE CODE LABEL INSTRUCTIONS FOR SPIRITS

The “case code label” is one of the benefits to the control state coding system. The following is a label example and explanation of the approved case code.

Example Label:



1. Actual size of the case code label is 4” x 6”.
2. Case code labels should be on white stock paper with black lettering unless approved otherwise.
  - \* The size of the product must be included.
3. Product Description
4. Control State Code Number
  - “320” represents the three-digit prefix to further identify class and type.
  - “43136” is the unique CSC number. (Note: All leading zeros should be omitted.)
  - “75” represents the two-digit suffix identifying the size.
  - The control state code number should be 7/8” to 1” high.
  - The prefix and suffix number should be ¼” to ½” high.
5. Other State Code Numbers
  - Pennsylvania and North Carolina code numbers should be 7/8” to 1” high. All other state code numbers should be ½” high.
6. UPC Symbology
  - The UPC Symbology should be located in the lower left hand corner of the case code label.
7. Location
  - The label should be located on an end panel.

All bar codes (UPC, EAN, SCC-14, SSSC-18, and other AIs and Data) shall be printed and placed in a vertical bar configuration (picket fence). Placement of bar codes is independent of print technology and Symbology employed.

# CASE CODE LABEL INSTRUCTIONS FOR RELATED BEVERAGE PRODUCTS

The “case code label” is one of the benefits to the control state coding system. The following is a label example and explanation of the approved case code.

Example Label:



1. Minimum size of the case code label is 2” x 3”.
2. Case code labels should be on white stock paper with black lettering unless approved otherwise.
  - \* The size of the product must be included.
3. Product Description
4. Control State Code Number
  - “398” represents the three-digit prefix to further identify class and type.
  - “62634” is the unique CSC number. (Note: All leading zeros should be omitted.)
  - “35” represents the two-digit suffix identifying the size.
6. UPC Symbology
  - A scannable UPC Symbol must be included on the case code label.
7. Location
  - The label should be located on an end panel.

All bar codes (UPC, EAN, SCC-14, SSCC-18, and other AIs and Data) shall be printed and placed in a vertical bar configuration (picket fence). Placement of bar codes is independent of print technology and Symbology employed.