

## Guidelines for Special Orders

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*\*Shipping costs are the responsibility of the supplier.*

### Labeling

Each case will need TWO labels:



#### Additional Information

Labels should be on white stock paper with black lettering unless approved otherwise.

*When stacking the cases on the pallet make sure the side labels are all facing out.*

1) One will go on the top of the case (criteria in green below)

- 6-digit order #
- ABC Board name

Example:

**Order # 343687**  
**Warren County ABC Board**



This is the 6-digit order # which is always found in the subject line of the email.



\*NOTE TO SUPPLIER: If the bottles per case or case cost shown below is not correct, please notify the ABC Commission immediately. All cases must be labeled with the six digit Order # and ABC Board name.

THIS IS YOUR AUTHORITY TO SHIP:

Ship To: North Carolina ABC Commission Warehouse  
Address: 404 East Tryon Road, Raleigh, NC 27610

Bill To: Warren County ABC Board  
Address: 2200 Highway 101 West, Norlina, NC, 27563

This is the ordering ABC Board

\*NOTE TO ABC BOARD  
This price is subject to change at any time prior to delivery to the ABC Commission warehouse.

Code	Brand	Supplier	Bottle Size	Proof	Age	Bottles Per Case	Case Cost	Qty
65-441	Gran Coramino Anejo	Proximo Spirits	.75L	80		3	\$157.38	8

This is the 5-digit NC Code identifier for this product

Example:

**Demetrio Premium®  
Tequila Blanco**  
750ml 12 bottles  
80 Proof

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6 09613 68203 2

NC 64-998

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10609613682039

2) One will go on the side of the case

- Product name
- NC code
- Description & Size
- [SCC & UPC codes](#)

### Real Life Examples of Top Labels:



### Real Life Examples of Side Labels:



### Short Shipments

It is important to ship orders in their entirety. Any partial shipment will be closed out as short-shipped. Please do NOT send in remaining cases at a later date as the order will be closed on our end. You will need to contact the ABC Boards to submit a new order for additional cases.

### Invoicing & DSDLink ([Click here for DSDLink Supplier User Guide](#))

**You do not need to send an invoice.** All products that go to the ABC Boards have to be processed through our state warehouse, LB&B, and THEY create and send the invoices to the boards. The ABC Boards have 30 days *from the day they receive the products* from our warehouse to remit payment. Those invoices are accessible through DSDLink for every supplier. For access, reach out to Shay Rodgers of LB&B, who will be happy to set you up in our system.

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919-534-1914