GO LIVE

WITH

RNDC

ON DEMAND

District of Columbia

Step-by-step instructions to sell in the Nation's Capital

PLEASE NOTE: The following information is constructed to serve as a guideline for entry into the state. It is not purported to be legal advice. For specific compliance and legal inquiries, please seek independent legal counsel.

The Path To DC

New to On Demand? Review these Helpful Links:

FAQ's: RNDC On Demand
A Maker's Guide to RNDC On Demand
The Differences Between LibDib and On Demand

Estimated time to market

- Up to 45 days.

1. Compliance

To sell in District of Columbia, RNDC requires the following documentation:

- All Makers:
  - Copy of TTB License of the winery or distillery.
  - FedEx Alcohol Shipper's Permit. More information can be found here
  - LibShip Certification
  - Only if you have sales representation in the market: Solicitor's License
  - Using ASE, MHW, or Park Street?
    - When filling out the onboarding please select one of the above companies and RNDC will work directly with them to obtain your Brand Registration Numbers and State Compliance Documents.
  - Using a Co-packer or contract distillery/winery?
    - RNDC needs the license of who gets paid. If the product is still owned by the co-packer at the time of purchase, that is the license that is needed.
- In State Makers
  - Class A manufacturer's license
- Out of State Makers:
  - Copy of home state alcohol license
- RNDC Information:
  - All RNDC physical addresses can be found at www.rndc-usa.com

*This guide is meant to provide information to Makers about the documents needed for distribution. Both LibDib and RNDC recommend Makers work with alcohol compliance experts to ensure adherence to all laws and regulations.

2. Communications and Accuracy

- All Makers new to RNDC On Demand must email makers@libdib.com in order for the markets to be visible within your LibDib account. Send an email titled "New Maker: RNDC On Demand" and request access within the body of the email.

- Makers selling to RNDC in District of Columbia are part of the RNDC on Demand program. RNDC is the official distributor of record.

- LibDib is the technology that supports the division.

- Dean Parker is the Portfolio Manager for all RNDC On Demand markets. The Maker Team at LibDib will be your assistance for onboarding questions about the platform.

- Streamlining communications makes the process go faster and smoother. On all emails, please include:

  - Dean Parker: dean.parker@rndc-usa.com

  - LibDib Maker Team (Makers): makers@libdib.com

- Being accurate with all information, the spelling of brands and products, sizes, alcohol levels etc. is very important. If there are mistakes that need to be corrected, it is like starting the process over. Please check that all RNDC On Demand submissions are correct and accurate.

3. Account Set Up

- RNDC on Demand Makers need to have both a LibDib account and an eRNDC account.

- New to LibDib? Click here to set up your account.

- New to RNDC? To set up your RNDC account, please send the following information to Dean and the LibDib Maker Team. This step is setting you up as an RNDC Supplier. The Subject of your email should be "New RNDC On Demand Supplier: District of Columbia."

  - State Name (District of Columbia)

  - License Holder Name

  - Attach TTB Basic Permit, Home State License and any District of Columbia specific permits.

  - If applicable, Broker name

- See below for images of what Dean needs to submit to set up a new Supplier.

- Once the web form from RNDC is received, Suppliers MUST check the "Using RNDC On Demand" box. Not checking this box will cause delays.

- You will be notified when the RNDC supplier account setup is complete. This may take up to two days assuming all the information submitted is correct. Please reach out to Dean if there are any further questions.

- Now that you are set up as an RNDC supplier, you can set up an eRNDC account. Still having trouble accessing your account? Please reach out to Dean Parker.

- How to access your eRNDC and LibDib accounts?

  - To access eRNDC please go to, erndc.com

  - To access LibDib please go to, libdib.com

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4. Pricing

- Pricing in the RNDC on Demand model is different from LibDib's other markets. Makers will need to supply the Case FOB, Pack Size and Suggested Retail Price to Dean Parker who will lead a pricing discussion and determine pricing tiers.

- Pricing cannot be manually adjusted.

- *More details will be discussed during the pricing conversation with the RNDC Portfolio Manager (Dean Parker)*

5. Product Set Up

Follow these steps to build out your account after price has been agreed upon:

- Login to your eRNDC account and <u>add products</u>.

Select the brand name on the left panel, then navigate to the Distribution States tab and select District of Columbia. THIS IS IMPORTANT. **SKIPPING THIS STEP WILL CAUSE DELAYS IN SET UP.**

- ○ Select the product from the left panel, select the product info box in the package information, **select** District of Columbia **as the market** and submit.

Then, send an email to Dean and the Maker Team to confirm the set-up. Response turnaround time is 7-10 business days.

- **Go to your LibDib account and repeat the process in the District of Columbia market.**

- **Ensure that you choose "On Demand" from the drop down within the Markets tab.**
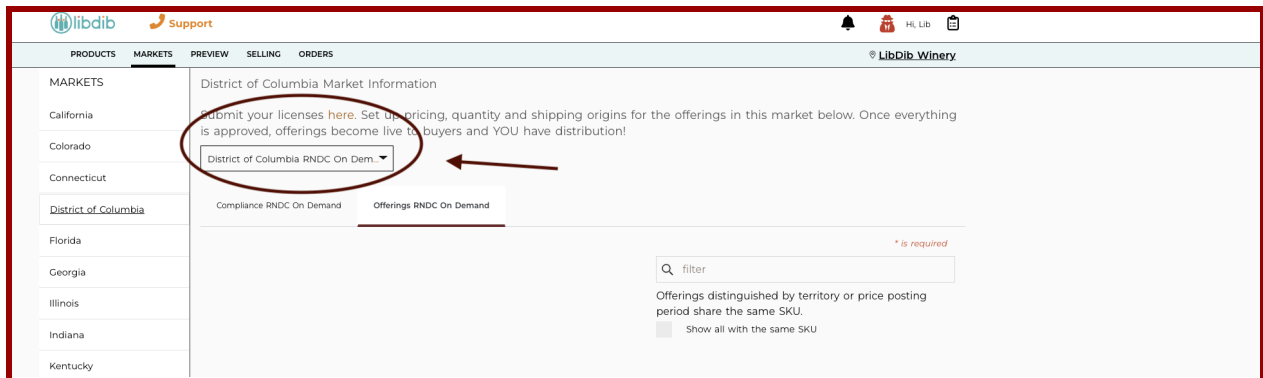
- Makers will need to notify Dean Parker and the LibDib Maker Team when set up on both eRNDC and LibDib has been completed.

- Once RNDC has processed the request, LibDib will link the products and send a completion notification.

6. Time to Sell

- Use LibDib's digital tools to submit [Digital Requests](#) on your LibDib account.

- If within a "crossover state," ensure that you are submitting the DR within the correct market (Illinois RNDC On Demand).
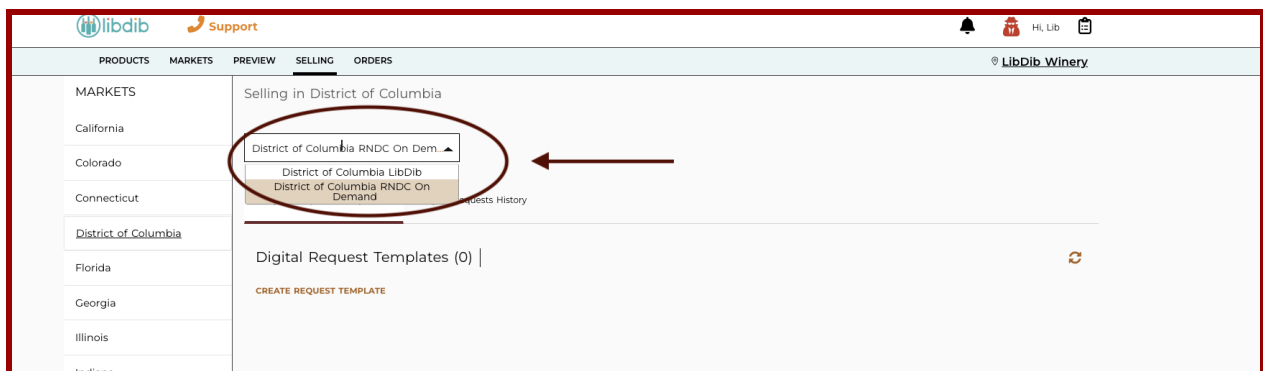
- If the buyer has not claimed their eRNDC account, they can do so [here](#).

- Your products will be visible and available for purchase on eRNDC. Buyers can search for them by name or by Product Division, "RNDC On Demand." See image below.
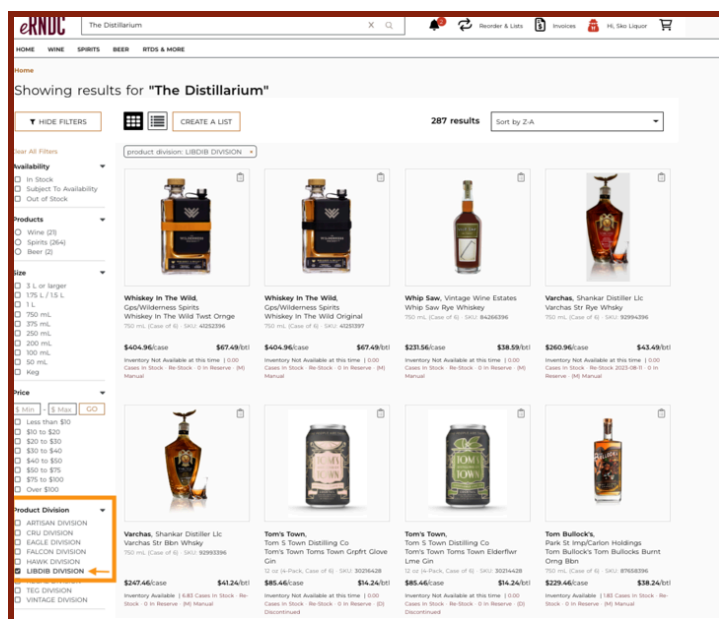
7. Shipping Corner

- Please write "RNDC On Demand - Take to Warehouse Receiving" on the outside of the case when shipping. [Click here to download printable labels.](#)

- If you receive a backorder/ return notification you must replace the [Digital Request](#).

- Makers must ship all orders using [LibShip](#) as the delivery service. Information about LibShip may be found [here](#).

- The cost of LibShip is paid for by RNDC. It will <u>not</u> be billed back to the Maker.

8. Receiving Orders

- Makers will receive an email with the Purchase Order and shipping labels or freight information. [Click here](#) for more information on freight.

9. Shipping Orders

- Makers are required to ship to the "Ship to Location" indicated on the shipping label within 24 hours.

- Makers are responsible for getting the shipment(s) to FedEx Drop off locations. Makers also have the option to include the package(s) with their regular FedEx pick ups or to schedule one if needed (more info here). Locations can be found here.

- LibShip labels and any applicable pickup fees are included within the RNDC on Demand operating margin. Unlike LibDib, Makers will not be billed back for first leg shipping with RNDC On Demand.

- FedEx will deliver the order to RNDC's warehouse. The order will be checked in and delivered to the Buyer via an RNDC delivery truck.

10. Get Paid

- RNDC is the distributor of record, therefore payments to Makers will come from RNDC not LibDib.

- RNDC location needs to receive an email from the Maker with the Accounts Payable information so payment can be set up. Please send the below information to SUPPLIER-DC@RNDC-USA.COM

  - Maker name (exactly as it is in eRNDC)
  - Accounts receivable contact name
  - Billing address
  - Phone number

Note: RNDC on Demand Markets have different payment terms. Click here for more info.
Still have questions? Reach out to us at Makers@libdib.com