

GO LIVE

WITH



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 Washington, D.C.

Estimated time to market

- Wine: Immediately
- Spirits: Immediately

Step 1: Sign up at LibDib.com

- [Pick a Plan](#): Gold, Silver, Plus or Limited. [Click here](#) for side by side comparisons
- Brand new to distribution? Consider a one month Priority Onboarding Package. Email makers@libdib.com to sign up
- Upload your licenses and permits
- Add your brand and offerings, here's how: [click here](#)
- Set the price for offerings and submit, here's how: [click here](#)

Step 2: Compliance

PRO TIP: TTB and Home State Licensing can be entered in the Maker Profile, click on Compliance on the left hand side. ([here's how](#)) You can also enter your FedEx Alcohol Shipping Agreement [here](#). This will copy the information to each market.

ACCOUNTS:

- Profile
- Business Profile
- Compliance
- Account Status
- Address
- Team Members
- Notification Preferences

Compliance Information

Keep your license, permit and certificate information up to date here.

Federal and Home State Licensing
Shown below are the details you have given us on your federal and home state licenses. Because these are so important, the latest information is shown on your main profile page and on the Compliance tab for each market. You can add or modify the information from any location.
Thank you for keeping your federal and home state licenses and information up to date.

Federal Permit

General Pending Done

CD-9-9802 - 36
Permit Number, if applicable

SAVE

Click To Add Document

State Producer Licenses

State Dealer Licenses

General Pending Done

License
A235600002 - Manufacturer (distillery & rectified)

SAVE

Click To Add Document

FedEx Alcohol Shipping Agreement
Only FedEx-approved, licensed alcohol shippers that have entered into a FedEx Alcohol Shipping Agreement may ship alcohol via FedEx services. License-to-ship alcohol shipping in the US requires that the shipper must be a FedEx-approved alcohol shipper. The recipient must be a business entity that holds appropriate alcohol licenses, and the shipper must otherwise comply with applicable laws. Shipments can make via FedEx Express, FedEx Ground, or FedEx Home Delivery services.

I am using LIBDIB with my own FedEx agreement

Enter ID#

SAVE

To sell in Washington, D.C., LibDib requires the following documentation:

- **All Makers:**

- Photocopy of TTB License of the distillery or winery
- 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](#)

- **In State Makers:**

- Class A manufacturer's license

- **Out of State Makers:**

- Photocopy of your home state alcohol license
- Using ASE, MHW or Park Street?
 - When filling out the onboarding please work with ASE/MHW/Park Street to get their appropriate license information
- Using a Co-packer or contract distillery/winery?
 - LibDib 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.

- [LibDib License Numbers](#)

- LibDib Address

LibDib
4235 Sheriff Road, N.E.,
Washington, D.C., 20019

PRO TIP: On the platform, state specific information can be uploaded within the market under the Compliance Tab to "Additional Market Specific Permits." ([here's how](#)) If the TTB/State/FedEx licenses/permits are uploaded within your profile, these will be copied over to each market.

The screenshot displays a user profile section with three main categories, each with an 'EDIT' button:

- Home State Licensing and Federal Permits:** Contains two license entries: 'Federal License: 09-5-6902 -- 34' and 'State License: 4206428082 -- Manufacturer (Distillery & rectified)'.
- Additional Market Specific Permits:** Currently empty.
- Fedex Alcohol Shipping Agreement:** Contains one entry: 'Fedex Shipping Agreement: Complete'.

- Set up your [LibShip account](#). *LibShip accounts must be activated* before products go live in the marketplace.
- All Makers must agree to the Market Agreement in the Compliance Tab on the platform.

Market Agreement

- I have reviewed the [Safe Shipping](#) document and agree to ship product according to LibDib's Safe Shipping Guidelines. This includes using appropriate packaging materials and shipping to the "Ship to" location shown on my Fulfillment Order Notification. I understand any breakage that occurs in transit is my responsibility and will be handled and replaced within 2 business days.
- I agree to accept (or reject), ship, and enter tracking information into the platform within 2 business days of receiving the Fulfillment Order Notification.
- I agree to maintain accurate and updated inventory (including vintages and availability). If I fail to ship within 2 business days or am unable to fulfill a sale of live offerings on two or more occasions, I understand LibDib has the right to remove my offerings from any and all markets.
- No Shipment Fee: I agree to pay a \$25 No-Shipment fee if the sale of a live offering is refused for any reason. The fee may be waived if a replacement offering (i.e., new vintage, batch or replacement product) is accepted by the Buyer.
- Makers that submit a Digital Request that is refused by the Buyer are subject to a \$50 fee.
- I agree to only use LibShip when shipping my offerings for LibDib FFOs.

Step 3: Pricing Offerings

- Follow the [LibDib Pricing Guide](#) to achieve Maker pricing success. Pricing products for distribution is one of the most important pieces of the puzzle. The beverage alcohol business is highly saturated and very competitive. Price too high, a Buyer will ignore. Price too low and a Maker's costs are not covered.
- LibDib team members will review all the information. Makers will receive an email once offerings are approved and are Live in a market. This can take several weeks depending whether or not the compliance information is complete. For priority service, [Gold and Silver](#) members can touch base with their Portfolio Manager to prioritize and approve.

PRO TIP: *If you have a special event, tasting or specific deadline to get your offerings to a certain Buyer, please reach out immediately to makers@libdib.com. With [Gold/Silver or Priority Onboarding](#), rush approvals are possible. Our team will evaluate each situation based on the timeline and make a recommendation. The more time given to the LibDib team to review, the more likely we can assist in tight deadline situations.*

Step 4: Shipping Corner (this is important!)

- Set up your [LibShip account](#). LibShip accounts must be activated before products go live in the marketplace.
- To utilize LibShip, Makers must have a FedEx Alcohol Shipper's Agreement. Click [here](#) for more information on how to obtain the permit. The process takes about two weeks. Once received, Makers must place their shipper's permit license number in the compliance section for each market.

PRO TIP: Write "LibDib Maker" on your application for speedier service. If the process takes more than two weeks, please reach out to libship@libdib.com for assistance.

- Makers must ship all orders to LibDib's partnered warehouse in Washington, D.C. and use [LibShip](#) as the delivery service. This is a regulatory requirement. All orders shipped outside of LibShip will be returned and the Maker is responsible for all fees incurred and shipping costs.
- More information about LibShip may be found [here](#).
- Makers must complete this [LibShip Training Certification](#).

Step 5: Fulfill Orders and Get Paid

- Did you get an order? [Here's what you do next](#).
- Makers will receive a Purchase Order, which LibDib calls a Fulfillment Order (FFO). Makers will be notified via an in-app alert and email. An SMS message notification can be sent as well.
- Log into your LibDib account to find specific order information including the Buyer, product(s) purchased, and delivery instructions.
- Makers are required to ship to the "Ship to Location" indicated on the ORDERS tab in your LibDib account and indicated on the FFO.

PRO TIP: It is the Maker's responsibility to ship to the specified location. If the product is not shipped correctly, it will be returned at Maker's expense and a reshipment is required. LibShip labels are pre-populated with the correct address.

- Once Makers receive the Fulfillment Order (FFO), they can log into their LibDib account and download [LibShip](#) Labels.

PRODUCTS MARKET PREVIEW SELLING **ORDERS**

Ship To:
 LibDib c/o CA Inventory LDHQ
 6980 Santa Teresa Blvd, San Jose, CA 95119
[Delivery Instructions](#)

Ordered: 02-11-21
 Delivered:
 Order #: 1018884
 Total: \$250.98

[Hide Order Line Items Details](#)

	QTY @ PRICE	DISCOUNT	LIBSHIP AMOUNT
LibDib Winery, 2012 Chardonnay, Central Coast, 750 mL, Case of 6, Glass Bottle, Cork, 14.0% Alc, SKU: 10000294	1 @ \$250.98	\$0.00	\$250.98

1. Shipments

Shipment #1
 LibDib - FedEx*

Weight in lbs: 34

Ship From:
 LibDib Winery, 6980 Santa Teresa Blvd 2B1, San Jose, CA 95119

ADD NEW "SHIP FROM" ADDRESS

CREATE LIBSHIP LABEL

CANCEL

+ ADD ANOTHER SHIPMENT

2. Assign Line Items to Shipments

LibDib Winery, 2012 Chardonnay, Central Coast, 750 mL, Case of 6, Glass Bottle, Cork, 14.0% Alc, SKU: 10000294	Shipment #1	Case in shipment
		1

3. Download Documents

a. Attach [WAREHOUSE INTRAC](#) outside the box

4. Drop Off at a FedEx location

- Makers are responsible for getting the shipment(s) into the hands of FedEx, either via drop off or pick up.
 - Makers can drop off at a [FedEx location](#).
 - Makers also have the option to include the package(s) with their regular FedEx pick ups or schedule one if needed (more info [here](#)). *Note: Scheduling a pick up incurs may incur additional fee.*
- Makers will be billed by LibDib monthly for purchased LibShip labels and any applicable pickup fees; this bill will be separate from payment for product(s). LibDib reserves the right to deduct LibShip fees from A/P if they are not paid on time. ● View your depletion reports [here](#).
- LibDib's payment terms for Makers is 60 days. The "clock" starts ticking the day the order ships out.
- LibDib pays Makers via Bill.com. If you are new to LibDib, reach out to billing@libdib.com to get set up.
- Maker must submit an invoice to LibDib. Please email all invoices to invoices@libdib.com. If LibShip bills or any payables are outstanding to LibDib at the time payment is due, LibDib will deduct the amount owed from what is paid to the Maker.



Maker Checklist for LibDib District of Columbia Distribution

- Set up LibDib Account
- Pick a Plan
- Upload TTB License
- Upload Home State License
- If you have "Feet on the Street": Get Solicitor's License
- Set up FedEx Account for LibShip
- Complete LibShip Certification
- Price and Submit Offerings into Market
- Receive Email When Offerings are Live