

## **New Supplier and Ordering Procedure for Wine and Spirits Procurement for Penn**

**This new procedure will involve two suppliers working together with one contact for both.**

Lids Liquor Delivery, LLC for delivery- Supplier number: 682090

Pennsylvania Winery and Distillery Management Company LLC (PWADMC) for alcohol procurement- Supplier number: 682136

1. Contact Gary Wills to discuss quantity and budget needs for alcohol, and the appropriate order form will be provided.
2. Fill in the order form and email it back to Gary Wills. Be sure the top portion is completed with your **name, contact #, date of event, date of delivery, and delivery address, including floor and room number.**
3. Wait for confirmation that the product is available and that pricing is accurate before creating the POs for the order.
4. Once product and delivery confirmation is received, two non-catalog POs can be created. One PO will be for the delivery (Lids Liquor Delivery) and one for the alcohol (PAWDMC). Please note: Gary is on the road often and may be unable to reply immediately. All orders and inquiries will be addressed by the end of the day.
5. Regularly scheduled delivery days are Tuesday and Friday (dates may be subject to change).
6. Please allow a minimum of 5 Days for ALL orders. Rush orders will be made available but cannot be guaranteed.

Please be reminded that alcohol cannot be purchased for resale except by those entities holding a valid Pennsylvania Liquor License.

Regarding UPENN Tax Exempt Status, PAWDMC is a university-approved supplier of wine and spirits effective January 6, 2025. Lids Liquor Delivery, LLC is a university-approved supplier and transporter of wine and spirits.

University staff may purchase wines and spirits for consumption at approved on-campus University events and local dinners. Wine/spirits purchases are NOT exempt from Pennsylvania sales tax.

**Lids Liquor Delivery, LLC:** 9675 Academy Rd., Philadelphia, PA 19114

E-mail: [Garylids@phillylids.com](mailto:Garylids@phillylids.com)

Text/Call: 267-257-1380

Lids Transporter Class A License # IA4342

**Pennsylvania Winery and Distillery Management Company LLC (PWADMC):** 9675 Academy Rd., Philadelphia, PA 19114

E-mail: [Garylids@phillylids.com](mailto:Garylids@phillylids.com)

Text/Call: 267-257-1380