CREDIT REPORTING TUTORIAL FOR WHOLESALERS

This is a tutorial to familiarize wholesalers with the new NYSLA Credit Reporting System.
For testing, use the following link to reach this login screen: https://secure.zinergy.net/nysapricepostings/WholesaleDelinquentListingLogin.asp

When the system is released you will use a different link: https://www.nysapricepostings.com/WholesaleDelinquentListingLogin.asp

Log in, either as the license principal (upper section) or user (lower section.)

Use your actual License Serial Number.
If you customarily log in using the upper section, with no Userid you may be required to log in using the lower section. You will see a screen explaining what you need to do.

This will require you to use the same Serial Number and password with a Userid of the letters “cod” plus your serial number (e.g. if your Serial Number is 9999999 your Userid will be cod9999999. Your password will be unchanged.
You have three major options:

- Search the Delinquent Listing by serial number or alphabetic search
- Search the Delinquent Listing date range
- Display a complete listing of all delinquencies or those for a selected category of retailer
• Enter a License Serial Number or Premises or Trade Name or Premises Location or Name of Principal, then click “Search”
A search by license number will return one record, or none.

The results include the Premises Name, DBA Name, License Number, Address, County, License Class, License Type, Expiration Date, License Status and Delinquent Status.
A search by name will return any record where that name appears in the Premises Name, DBA Name or Address; many records may be returned.

The results are divided into pages with up to 500 records per page.

The search may be by any group of letters that appears in one or more of those fields.
• Wholesale Delinquent Query is a search limited to a range of dates.
• You may search all license types, or limit the search to a single license type.
• Click the appropriate button to select New Premises Added or Premises Removed during the specified period.
• If a business is added and then removed within the period, it will only appear in the Premises Removed list.
### WHOLESALE DELINQUENT QUERY – DATE ENTRY

- Beginning and Ending Dates are entered by selecting them from a drop-down calendar.
A search by date range may return a large number of records.
- The results are divided into pages with up to 500 records per page.
- You may scroll through the results and move from page to page.
WHOLESALE DELINQUENT QUERY - RESULTS

The results can be sorted by clicking any column header.

The results will be sorted by numeric or alphabetical order, as appropriate.

<table>
<thead>
<tr>
<th>Serial #</th>
<th>License Class</th>
<th>License Type</th>
<th>Premises Name</th>
<th>Dba Name</th>
<th>Address</th>
<th>County</th>
<th>City, State, Zip</th>
<th>License Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000006</td>
<td>222</td>
<td>L</td>
<td>ASHLEY CHENG (DEMO)</td>
<td>DIAMOND CITY MARKET</td>
<td>30 LAFFERTY LANE</td>
<td>ALBA</td>
<td>BAILEY, NY 12345</td>
<td>License is active</td>
</tr>
<tr>
<td>8000007</td>
<td>126</td>
<td>AX</td>
<td>CARTER OPERATIONS (DEMO)</td>
<td>CARTER’S CRAFT BEER</td>
<td>480 LAMH STREET</td>
<td>ALBA</td>
<td>BILODEAU, NY 12345</td>
<td>License is active</td>
</tr>
<tr>
<td>8000008</td>
<td>244</td>
<td>TW</td>
<td>CARVER'S FOODS (DEMO)</td>
<td>TURKEY HOLLOW</td>
<td>194 BRODWAY ST</td>
<td>ALBA</td>
<td>DELTRICK, NY 12345</td>
<td>License is inactive</td>
</tr>
<tr>
<td>8000003</td>
<td>348</td>
<td>CL</td>
<td>GARDINER R SHOP INC (DEMO)</td>
<td>GARDINER'S SHOP</td>
<td>448 RUGGEE AVENUE</td>
<td>ALBA</td>
<td>MARJAYA, NY 12345</td>
<td>License is inactive</td>
</tr>
<tr>
<td>8000003</td>
<td>120</td>
<td>AX</td>
<td>HOWARD BEER CO (DEMO)</td>
<td>HOWARD BEER SHOP</td>
<td>100 LAMPERT AVE</td>
<td>ALBA</td>
<td>ELLINGTON, NY 12345</td>
<td>Expired</td>
</tr>
<tr>
<td>8000001</td>
<td>222</td>
<td>L</td>
<td>JOFFREY'S FOODS OF SOUTH WEYNON (DEMO)</td>
<td>SEPTIM FOOD &amp; DRUG</td>
<td>6432 KVATCH ROAD</td>
<td>ALBA</td>
<td>WEYNON, NY 12345</td>
<td>Expired</td>
</tr>
<tr>
<td>8000005</td>
<td>222</td>
<td>L</td>
<td>WELSH OPERATING CO INC (DEMO)</td>
<td>WELSH'S WINES</td>
<td>40 GARDINER ST</td>
<td>ALBA</td>
<td>COLLIER, NY 12345</td>
<td>License is active</td>
</tr>
<tr>
<td>8000004</td>
<td>128</td>
<td>AX</td>
<td>WEST FARMS INC (DEMO)</td>
<td>WEST FARMS BEER</td>
<td>77 KAUPHAN STREET</td>
<td>ALBA</td>
<td>DAVIES, NY 12345</td>
<td>OPERATING UNDER SABA</td>
</tr>
</tbody>
</table>
WHOLESALE DELINQUENT QUERY – SAVE RESULTS

You may save the results by clicking the “Save” link.

The results will be saved in the selected sort order.

The results saved will be the complete results of the current search, not just those on the current page.

Click “Prev” or “Next” to move to a different page.

Results are saved in TAB delimited format.

Your browser will determine the location of the saved file.
For consistency with the existing system the fields are in the same sequence and are the same sizes as in the existing system, including blank fields. All fields are of character type.

1. `serial C(7)`
2. `blank1 C(5)`
3. `county C(30)`
4. `license_type C(2)`
5. `legacy_serial C(7)`
6. `license_class C(5)`
7. `premise_name C(40)`
8. `dba_name C(40)`
9. `address C(150)`
10. `blank2 C(10)`
11. `premise_city C(30)`
12. `premise_state C(2)`
13. `premise_zip C(10)`
14. `license_status C(1)`
This is the Wholesale Delinquent Management Menu.
Menu options allow you to manage your active delinquencies including adding, updating and removing delinquencies.
You may choose to review inactive delinquencies.
The new Batch and API interfaces are also available.
The Batch and API WebService Submissions are available for special users that are approved by SLA. If you want to use one of these, first contact SLA for more details about it. Both features are available in the test version of site.
From this screen you may add, remove, update or print delinquencies.
This will be a complete listing and may be sorted by any column header.
One record appears for each delivery amount and date.
Note that each record shows the ID of the user who added the record or batch of records.
Records that were added automatically will have a notation to indicate this.
To add new delinquencies, click that button.
If you click Add New Delinquency you then search by license number or name.
• A search by serial number will return one retailer (or none)
• A search by name may return many retailers
• Click “Select” for the desired retailer
Once you have selected a specific retailer, you enter the delivery amount and select the delivery date of a specific delinquent delivery.

- Comment/Reference is optional
- Click “Save” to save and return to the Active Delinquencies screen.
- Click “Save & Add Another Premises” to do so, or to add another delinquency for the same retailer.
WHOLESALE DELINQUENT MGMT – REMOVE DELINQUENCIES

- Use the checkboxes to select individual records for removal.
- When done, click Remove Delinquencies.
- This process cannot be reversed, so review carefully before clicking Remove.
- The checkboxes are not used for Update or Print.
WHOLESALE DELINQUENT MGMT – UPDATE DELINQUENCIES

<table>
<thead>
<tr>
<th>Serial #</th>
<th>Premises Name</th>
<th>Address</th>
<th>County</th>
<th>Date On</th>
<th>Delivery Amt</th>
<th>Delivery Date</th>
<th>User ID On</th>
<th>License Class</th>
<th>License Type</th>
<th>Comment/Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>8000005</td>
<td>ASHLEY CHENG (DEMO)</td>
<td>30 LAFFERTY LANE</td>
<td>ALBA</td>
<td>02/22/2016</td>
<td>55.55</td>
<td>02/15/2016</td>
<td>9999999</td>
<td>222</td>
<td>L</td>
<td>TEST 8</td>
</tr>
<tr>
<td>8000006</td>
<td>CARTER OPERATIONS (DEMO)</td>
<td>400 LAMB STREET</td>
<td>ALBA</td>
<td>02/22/2016</td>
<td>66.66</td>
<td>02/16/2016</td>
<td>9999999</td>
<td>128</td>
<td>AX</td>
<td>TEST 9</td>
</tr>
</tbody>
</table>

- To change or review an individual record, click Update.
- To create a copy suitable for sending to the retailer, click Print.
WHOLESALE DELINQUENT MGMT – UPDATE DELINQUENCIES

• If you select “Update” you will see this information about the record.
• You may change the Delivery Amount or the Delivery Date or both.
• You may add or change a comment or reference for this record.
• When done, click Apply Updates to save, or click Cancel.
• The next slide shows the format of “Print”
**NOTICE of DEFAULT**

*From RETAIL license certificate:*

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>LIC. TYPE</th>
<th>7 DIGIT SERIAL #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBA</td>
<td>OP</td>
<td>2124348</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME of RETAIL LICENSEE</th>
<th>DBA NAME (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST RECORD</td>
<td>TEST RECORD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREMISE ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 SECOND AVE</td>
<td>ANYCITY</td>
<td>NY</td>
<td>12345</td>
</tr>
</tbody>
</table>

**Date:** 01/19/2016

**DELIVERY DATE(s):**

- *dates within one current credit period only*  
- Last Delivery Date: 10/22/2015

**TOTAL**  
Amount Unpaid: $21.00

**NOTE:** In accordance with the provisions of Section 101-a/aa of the Alcoholic Beverage Control Law, notice is hereby given that you are in default for payment for purchase of alcoholic beverages. You may NOT purchase alcoholic beverages from any manufacturer or wholesaler except for cash, which means U.S. currency, money order, certified check, bank officer’s check, or draft or check drawn on the account of the retail licensee. The manufacturer or wholesaler may require that a check drawn on the account of the retail licensee be certified. The Notice of Default has been provided to the New York State Liquor Authority electronically.

**Name and Address of Manufacturer or Wholesaler:**

**TEST RECORD - NOT VALID**

**TEST ADDRESS**

**TEST CITY, NY 12134**
WHOLESALE DELINQUENT MGMT – INACTIVE DELINQUENCIES

Use this screen to review inactive delinquencies. This will be a complete listing and may be sorted by any column header. No changes can be made. Note that each record also shows the ID of the user who removed the record or batch of records. Records changed automatically will have a notation to indicate this.
This is an overview of the Batch Interface. For more detail consult the separate Batch tutorial.

- A batch of records will be submitted to add or remove items (with a unique delivery date and amount for each item.)
- The format of the batch file will be CSV (Comma Separated Values.)
- A single batch will include either additions or removals, but not both.
- Items may not be modified (for example, there will be no partial payments), only added or removed.
- A summary will be returned for each batch showing the number of items submitted, the number which were processed and the number which were rejected, along with the reasons for rejection.
- A result code will be returned for each record submitted showing whether the action occurred, and if not, a reason that the action failed.
- Another code will be returned indicating the status of the retailer after the batch is processed. The retailer could be off COD, still posted by you, still posted by another wholesaler, or still posted by both you and another wholesaler.
This is an overview of the API system. For more detail consult the API Specifications.

• The interface provides a protocol for listing, adding, modifying or removing delinquency items.
• Each interaction will consist of a request from the wholesaler and a response to the wholesaler.
• Each request will include credentials to validate the wholesaler submitting the request.
• The request may be for:
  • a list of licensees on COD
  • a submission of items to be added to from the delinquency file
  • a submission of items to be removed from the delinquency file.
• For additions or removals, each response will include a summary of items received, accepted or rejected.
• For additions or removals, each response will include a result code for each item in the group showing whether the item was accepted or rejected, and a reason for any rejection.
• Another code will be returned indicating the status of the retailer after the batch is processed. The retailer could be off COD, still posted by you, still posted by another wholesaler, or still posted by both you and another wholesaler.