

**185—8.2(123) Rules and regulations as between shippers and this division.**

**8.2(1) *Shipment into state.*** Shipments of alcoholic liquors can only be made into the state of Iowa by suppliers. Shipments can only be made to the state warehouse, 1918 S.E. Hulsizer, Ankeny, Iowa 50021, or to receiving points designated by the administrator.

**8.2(2) *Purchase order and requirements.*** The original copy of the purchase order and a duplicate acknowledgment copy are mailed directly by the division to the supplier. The shipping plant will execute the acknowledgment duly signed and will return it directly to the merchandising coordinator.

**8.2(3) *Bottle-label requirements and registration.*** After the type of container and labels submitted are approved by the division for use on shipments into Iowa, no change may be made in the type of container or labels without the express approval of the division. All labels must conform to the regulations of the Bureau of Alcohol, Tobacco and Firearms.

**8.2(4) *Standard case code label.*** All shipments of alcoholic liquor or wine, consigned to the division, must have affixed to each shipping case a standard case code label as adopted by the Industry Advisory Committee for Control States. Affix the standard case code label to the end of the case and to that end of the case which will place the government serial number side on your left as you stand facing the case. Affix the label in the upper left hand corner of the designated end of the case and about ¼ inch away from the edges to prevent fringing. On such merchandise where serial numbers are not used, affix the standard case code label on the recognized end of said case. This will permit the warehouse to tier cases with the end with the standard case code label outward and the government or serial number side on the left as you stand facing the tier of cases.

**8.2(5) *Notification—changes in age, proof, formula.*** Whenever consent has been given by the division for a change in either age or proof, the supplier must notify the division at the time the first shipment goes forward, giving the new age or proof together with car number and initial, and date of shipment. Failure of the shipper to give this notification shall mean that the shipper shall assume all cost of necessary inconvenience suffered by the division as a result of the changes made. Letter covering this advice should be forwarded to the administrator of the division, State Office Building, 1918 S.E. Hulsizer, Ankeny, Iowa 50021.

**8.2(6) *Car loading plan.*** Be as consistent as possible in keeping codes together and yet keep cases properly and safely braced.

**8.2(7) *Standard manifest of liquor shipment.*** Standard manifest of liquor shipment on typewriter (or its equivalent as to legibility) and handled as follows:

- a. Original to go forward with shipment.
- b. Duplicate to accompany copy of forwarding advice furnished to the traffic department.

**8.2(8) *How to consign shipments.*** All shipments to the division are to be forwarded on straight bill of lading. The original bill of lading is to be retained in the files of the shipper. The signed memorandum copy of the bill of lading is to be forwarded to the products division, attention: Traffic manager.

**8.2(9) *Freight bill.*** Under the sales agreement with the division, the goods are to be sold on a freight-collect basis unless otherwise specified.

**8.2(10) *Forwarding advice.*** Upon forwarding shipment the shipper shall send by first-class mail such advice showing therein:

- a. Shipping point .....
- b. Shipping date .....
- c. Carrier or car number .....
- d. Division purchase order nos .....
- e. .... cases of code .....
- ..... cases of code .....
- ..... cases of code .....

The above advice should be sent to the traffic manager of the division, Alcoholic Beverages Division, 1918 S.E. Hulsizer, Ankeny, Iowa 50021.

**8.2(11)** Rescinded 5/2/84.

**8.2(12)** *Invoicing instructions.* Shipping plant is to use its own regular invoice form as no special invoice form is supplied by the division. Purchase order number must be shown on the invoice and in the proper place. Car initial and number must be shown without fail and complete routing. Iowa code number must be shown on the same line with the particular brand and size and not placed at the foot of the invoice. The various items on the invoices must be listed in consecutive order of the code numbers, namely, the item carrying the lowest code number must be the first item appearing on the face of the invoice. The signed memorandum copy of the bill of lading is to be attached to the invoice when mailed to the division. Shipping plant will retain in its files the original bill of lading. After completing the invoice to the above extent, the shipping plant must show the following claimant's affidavit typewritten across the face of the original and duplicate of the invoice and to have same signed and dated:

Claimant's Affidavit

State of \_\_\_\_\_

County ss:

We, \_\_\_\_\_, the within

claimant, do state that items for which payment is claimed were furnished under authority of the law, that the charge is just and lawful and that the same is wholly unpaid.

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

The invoice in duplicate carrying the above claimant's affidavit together with signed memorandum copy of the bill of lading is to be forwarded to: (Also see following note)

Accounting Department  
Alcoholic Beverages Division  
1918 S.E. Hulsizer  
Ankeny, Iowa 50021

NOTE: Shipping plant must be careful to observe the special requirements of Iowa and forward all shipping papers complete, attached together, and in one envelope to the Accounting Department, Alcoholic Beverages Division, 1918 S.E. Hulsizer, Ankeny, Iowa 50021, so that same will be received by time shipment arrives. A complete set of shipping papers to the accounting department will comprise the following:

- a. Invoice in duplicate with Claimant's Affidavit executed thereon.
- b. Acknowledgment of order duly executed.
- c. Signed memorandum copy of bill of lading.

**8.2(13)** Reserved. [Rescinded effective 10/8/80]

This rule is intended to implement Iowa Code sections 123.4 and 123.20(1).