Virginia ABC Supplier Scorecard Violations

May 17th, 2019



Purpose

To give suppliers a better understanding of the Virginia ABC supplier scorecard violations, how to review violations and improve scorecard scores.



Reporting Period

8/1/2018 - 4/30/2019

Supplier Scorecard



Helpful Links

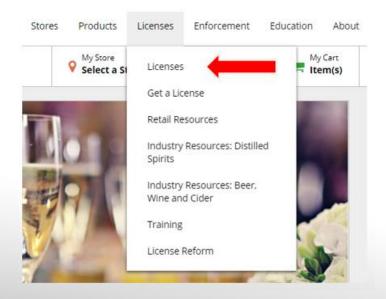
- For detailed information regarding the supplier scorecard please visit: https://www.abc.virginia.gov/licenses/spirits-industry-resources/supplier-scorecards
- For more information regarding the fees associated with the supplier scorecard, please view the Virginia ABC Supplier Manual (specifically pages 15-17):

https://www.abc.virginia.gov/library/licenses/pdfs/supplier-manual.pdf



How to Gain Access to MIPS

- 1. Start by going to our Virginia ABC website: www.abc.virginia.gov.
- 2. Click on the Licenses header and then click on Licenses.





3. On the right side of the page is MIPS Access, click on the "MIPS inventory system" link. Click on Log In. Click on the link Sign up for an Account Central account. Follow the steps and establish your login and password.



4. Once submitted, log in with your new login and password that you created. The first page to come up will be requesting access to our MIPS system. Go through the questions and hit submit. Once submitted, the request will be reviewed by the Logistics Department and your account will be verified and set up.



How to View Violations

- 1. Login to MIPS
- 2. From the home screen, click "Search Business Rating" under the Transportation category.

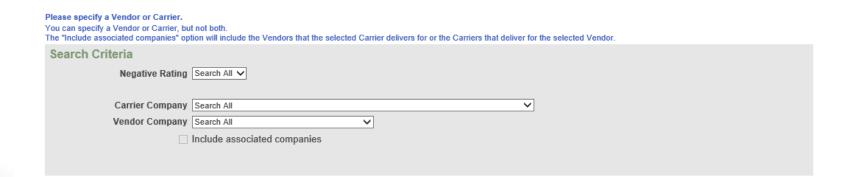
Transportation

- · Search Vendor Deliveries
- · Add Vendor Deliveries
- · Search Day Delivery Details
- Search Business Rating
- Products Discrepancy Report



3. Use the dropdown list for "Vendor Company" to find the correct vendor.

Search Business Rating





4. Click the magnifying glass ("view") on the right side of the page to see current vendor violations.

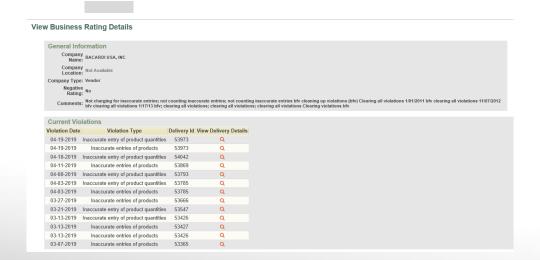




Here, all current violations for the past 90 days will be available for review. There are four types of delivery violations.

DELIVERY VIOLATIONS:

- Delivery appointment cancellations (without 24 hour notice)
- · No shows for a scheduled appointment
- · Inaccurate entries of products
- · Inaccurate entries of product quantities





You will notice that when "Cancellation" and "No Show for a Scheduled Appointment" violations are listed the entries are straight forward. Viewing Delivery Details will show the products that were supposed to be delivered.

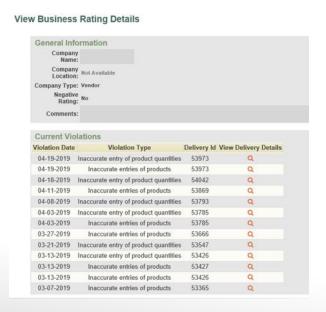
View Business Rating Details

General Information Company Name: Company Location: Not Available Company Type: Vendor Negative Rating: No Comments: **Current Violations** Violation Date Delivery Id View Delivery Details Violation Type 05-06-2019 54304 Inaccurate entries of products 04-17-2019 Inaccurate entries of products 54127 Q Q 53845 04-02-2019 Inaccurate entry of product quantities No show for a scheduled appointment 53816 Q 04-01-2019 Inaccurate entries of products 53766 Q

MARC

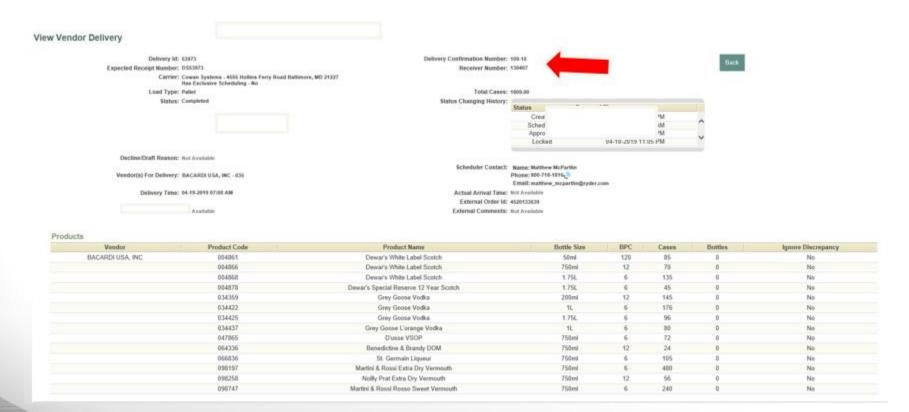
For "Inaccurate Entries of Products" and "Inaccurate Entry of Product Quantities" violations...

5. Click on "view" under "View Delivery Details" for more information regarding this violation.





6. Find the delivery confirmation number at the top of the screen to see the discrepancies that caused the violation. This will be used to search for the entry in the following steps.





7. Return to the MIPS home screen and click on the "Products Discrepancy Report" option under the Transportation category.

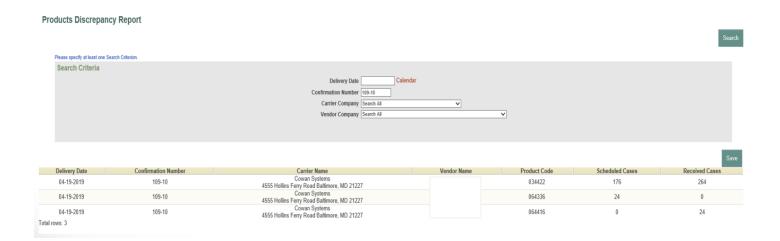


8. Enter in the Delivery Confirmation Number and click Search.





The products that received a violation will appear below.





How to Minimize Delivery Violations

- Please review all scheduled deliveries are entered correctly in MIPS. Failure to enter information in correctly, will result in a delivery violation.
- If a delivery needs to be cancelled, please communicate to the Virginia ABC warehouse at least 24 hours prior to the scheduled delivery. Cancellations with at least 24 hours notice, will not receive a violation.



For any questions, concerns or comments regarding the Virginia ABC Supplier Scorecard and associated delivery violations please contact:

- Greg Doerr Process Improvement Analyst 804-213-4657 greg.doerr@abc.virginia.gov
- Bryan Vaughan Transportation Manager 804-213-4525
 bryan.vaughan@abc.virginia.gov
- Mark Dunham Director of Logistics 804-213-4492
 mark.dunham@abc.virginia.gov
- John Shiffer Director of Marketing 804-213-4522
 john.shiffer@abc.virginia.gov

