



BEER ORDERING AND DEPOSITS

DEPOSITS

- Beer must be ordered using the Distributor Portal at <http://portal.bellsbeer.com> by an authorized user. For help, contact the portal administrator at portal@bellsbeer.com.
- Orders must be placed a minimum of four weeks in advance. For example, if an order is placed on Friday the 1st, the pickup date can be no sooner than Thursday the 28th.
- The deadline for orders in each four-week order cycle is 11:59p.m. EST on Friday.
- Orders will be approved by 2p.m. EST the following Monday.
- The order process is as follows:
 - Draft Orders: Orders are created manually or imported from a CSV file. As the order is being created the status is "Draft". You can save your order as a draft and come back to it as needed.
 - Submitted Orders: Once the order is submitted with all required criteria the order status becomes "Submitted." Submitted orders can be modified until the end of the day of request or until the order has been approved. Once an order is approved, a new order will need to be made if additional beer is needed.
 - Approved Orders: Your Bell's Brewery Rep will review the requested order, make any required changes, and acknowledge the order as "Approved."
 - Confirmed Orders: Upon approval the order is transferred to Bell's production facility where the order is checked for deliverability date and beer availability. You will be notified in the event of a change; otherwise, your order will be updated as "Confirmed."
 - Invoiced Orders: Upon pick up, the order will be submitted for invoicing and set to status "Invoiced."
 - Bell's does not create back-orders. If a product is not available and a Distributor wants to order that product, it should be re-ordered in the next ordering cycle.
- It is requested that brands be ordered in full pallet quantities when possible. When ordering less than a full pallet, beer must be ordered in full layers.
- A \$30 deposit for every keg ordered is added to each invoice.
- A \$4 charge will be added to every pallet shipped with beer. This is a non-refundable, non-returnable charge for states that return cooperage via SLG. States that return their own cooperage will receive a \$4 refund for reusable pallets (per Bell's discretion) holding returned kegs only.