

TO VENDORS REQUESTING UNIMERC BRAND CODE ASSIGNMENTS AND CHANGES:

To assure prompt, accurate assignment on new UNIMERC Brand Codes and to change existing codes please adhere to the following instructions:


1. Complete the enclosed forms, 001 for spirits, 002 for wine or 003 for beer/malt beverages. Return both the DISCUS and vendor copies to DISCUS-UNIMERC. The vendor copy with assigned codes will then be returned to you.
2. For each product include an approved copy of the Bureau of Alcohol, Tobacco and Firearms Form ATF 5100.31, "Application for and Certification/Exemption of Label/Bottle Approval". For wine products under 7% alcohol, send copies of the label.
3. Enclosed payment of \$35.00 for each code assignment or change, check made payable to DISCUS-UNIMERC. (See attached fee schedule.)
4. Enclose payment of \$35.00 for each code assignment to be faxed or mailed to vendor. Additional instructions are attached.

Code applications and changes will be processed in the sequence received. Products requiring priority treatment should be indicated. Agency deadlines in Connecticut, Kansas, Maryland and Missouri require prompt action which may not be possible if instructions are not followed.

Requests should be sent by mail or alternative delivery service. Codes will not be assigned by telephone. Under normal conditions, requests for codes will be processed within two business days after receipt.

Please call me if you require additional information.

Sincerely,



Michael Moore
UNIMERC Research Assistant
Industry Statistics Division
(202) 682-8897/98

ADDITIONAL INSTRUCTIONS

UNIMERC CODE ASSIGNMENTS, CHANGES, CORRECTIONS ANE DELETIONS

DISCUS Forms 001, 002, and 003 require your vendor code or basic permit number and Class/Type codes for each beverage as approved for your products by the Alcohol and Tobacco Tax and Trade Bureau on TTB MB 1513.0020. Class and type codes are shown in the upper left hand corner of Form OMB 1513-0020 under FOR TTB USE ONLY (box marked CT).

- a) Distilled Spirits: In Class and Type Column, DISCUS Form 001, insert three digit code
FORM 001 from TTB Form OMB 1513-0020.
- b) Wine: In class column, the first digit of the TTB four digit wine code (8), is
FORM 002 already shown. The second TTB digit for wine type, (red, white, etc.)
should be inserted in the Type column. The last two TTB digits represent
country of origin which you should insert in the Country of Origin column
- c) Beer/Malt Bev: Under class, the first digit of the TTB three digit code or 9 is already pre-
FORM 003 printed. Under type, the last two digits for Beer, Al, Malt Liquor, etc.,
should be inserted.
- d) Vendor No: or Insert your six (6) digit TTB vendor code or basic permit number in the
Basic Permit box marked "Vendor Code/Basic Permit No." on TTB Form OMB 1513-
0020.

Correction of Errors

Revised codes are required for correction of errors. To request corrections, complete forms 001 for spirits, 002 for wine for 003 for beer and return to DISCUS-UNIMERC with copies of TTB Form OMB 1513-0020. NO CHARGE FOR CORRECTION OF ERRORS.

Deletions

Complete and return applicable DISCUS beverage form as above and insert '3' in the last column of the firm. NO CHARGE FOR DELETIONS.

OBSOLETE AND CODES NO LONGER NEEDED SHOULD BE NOTIFIED PROMPTLY TO DISCUS-UNIMERC NO CHARGE.

**FEE SCHEDULE
DISCUS-UNIMERC**

\$35.00 CHARGE FOR EACH PRODUCT SENT BACK BY FAX OR MAIL:

DISTILLED SPIRITS

Initial code Registration
Product Name Change (Different Brand Name with Same Contents)
Proof Change
Type Change
Age Change
Vendor Addition and/or Transfer

WINE

Initial Code Registration
Product Name Change (Different Brand Name with Same Contents)
Same Brand Name, Different Regions/Areas/Vineyards
Type Change
Vintage Change
Vendor Addition and/or Transfer

BEER

Initial Code Registration
Product Name Change (Different Brand Name with Same Contents)
Type Change
Vendor Additional and/or Transfer

NO FEE CHARGED FOR CORRECTION ON DISCUS ERRORS OR FOR CODE DELETIONS