

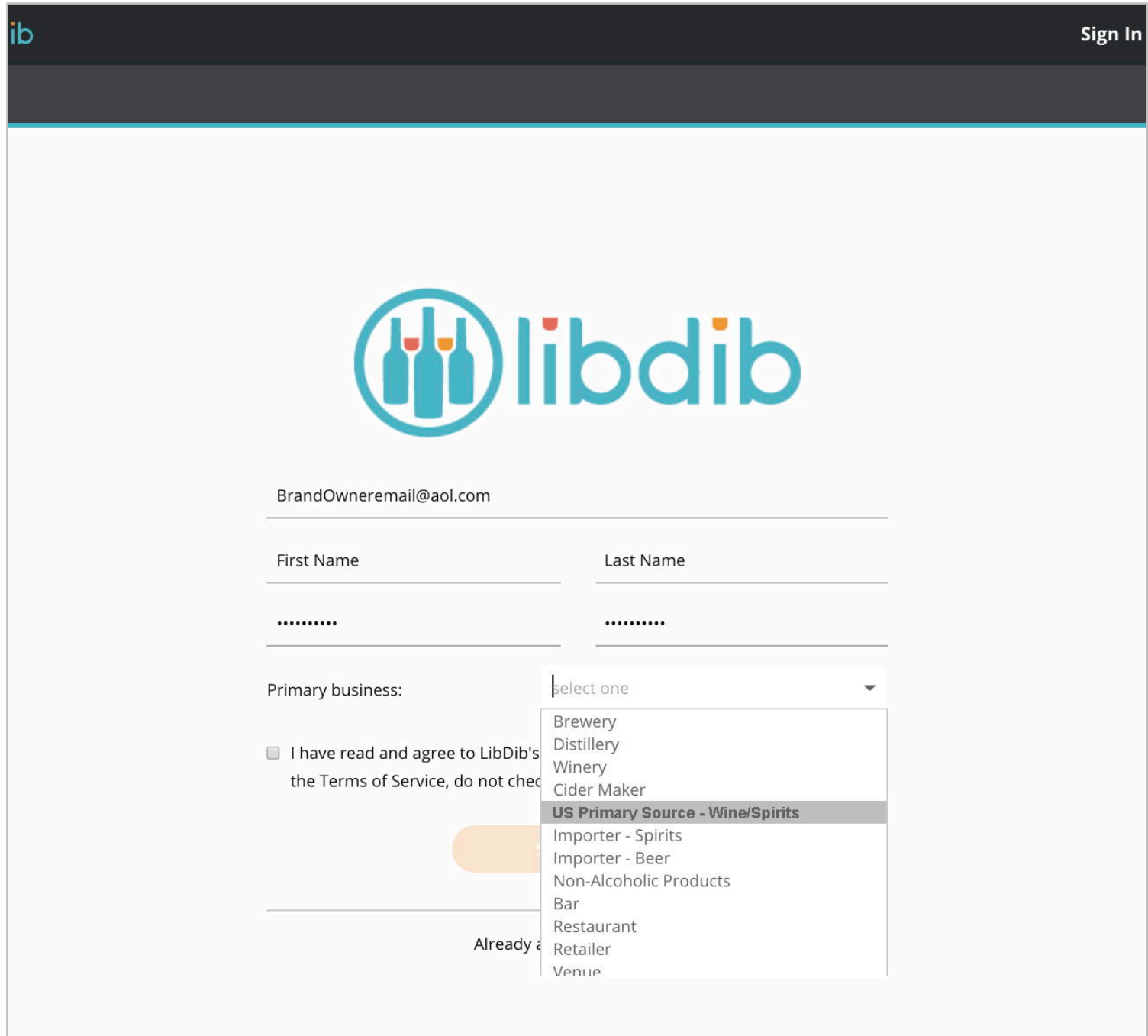
LibDib Sign-Up Requirements For ASE Clients



ASE clients must follow these steps to sign up on LibDib correctly

Step 1: Sign Up

1. **Go to LibDib.com** and click on "Sign Up."
2. **On the sign up form, put your email in the email field.**
3. **In the space for "Primary Business" choose "US Primary Source - Wine" or US Primary Source - Spirits" from the dropdown menu.**



The screenshot shows the LibDib sign-up interface. At the top right is a "Sign In" link. The LibDib logo, featuring three stylized bottles in a circle, is centered. Below the logo is an email input field containing "BrandOwneremail@aol.com". Underneath are two input fields for "First Name" and "Last Name", each followed by a dotted line indicating a password field. The "Primary business:" label is followed by a dropdown menu. The dropdown is open, showing a list of options: "Brewery", "Distillery", "Winery", "Cider Maker", "US Primary Source - Wine/Spirits" (which is highlighted), "Importer - Spirits", "Importer - Beer", "Non-Alcoholic Products", "Bar", "Restaurant", "Retailer", and "Venue". To the left of the dropdown, there is a checkbox labeled "I have read and agree to LibDib's the Terms of Service, do not check" and a partially visible "Already a" link.

ib Sign In

libdib

BrandOwneremail@aol.com

First Name Last Name

.....

Primary business: select one

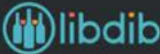
- Brewery
- Distillery
- Winery
- Cider Maker
- US Primary Source - Wine/Spirits**
- Importer - Spirits
- Importer - Beer
- Non-Alcoholic Products
- Bar
- Restaurant
- Retailer
- Venue

☐ I have read and agree to LibDib's the Terms of Service, do not check

Already a

Step 2: Company Information

1. **Insert Company Name** – Use American Spirits Exchange/Your Company Name.
2. **EIN** – leave blank
3. **Insert your company address.**
4. **Insert your company phone number.**
5. Click “Next”

 1-844-542-3421

Start by setting up your company

LibDib provides a platform for licensed makers to legally sell wine, beer and spirits to licensed Restaurants, Bars and Retailers. Fill out some basic information about your company to get started.

** is required*

*

Company Name/American Spirits Exchange

Employer Identification Number

State Tax Number (if different from EIN)

*

111 Brand Owner Lane

Street Address 2 (e.g. Suite Number)

*

San Jose

*

California

▼

*

95119

*

555-555-5555|

Optional Referral Code

Phone Number

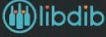
Referral Code


NEXT

Step 3: License Page

On this page choose “Skip for Now.”

**LibDib will provide ASE's license numbers


1-844-542-3421

Messages 1Basic TemplateBrandOwner's 

PRODUCTSMARKETSPREVIEWSELLINGORDERSRESOURCESCOMPANY NAME/AMERICAN SPIRITS EXCH...

Next, show us your licenses

LibDib needs to know you are a licensed producer of alcohol before your products can be sold. Enter the numbers here and be done with it or if you don't have access right now, you can enter them later under your Business Profile.

Skip for Now

Federal and Home State Licensing

Shown below are the details you have given us on your federal and home state licenses. Because these are so important, the latest information is shown on your main profile page and on the Compliance tab for each market. You can add or modify the information from any location. Thank you for keeping your federal and home state licenses up to date.

Federal Permit

1Entered2Pending3Ready

Permit Number

Registry Number, if applicable

SAVE

State Producer License

1Entered2Pending3Ready

California

License Number

SAVE

Step 4: Tell Us About Yourself

1. For “How did you hear about LibDib” choose “American Spirits Exchange”
2. Tell us if you’ve sold via 3-tier distribution before.

[PRODUCTS](#) [MARKETS](#) [PREVIEW](#) [SELLING](#) [ORDERS](#) [RESOURCES](#)

Last step: Tell us a bit more about yourself

This information will help LibDib customize your experience on the platform.

Skip for Now

How did you hear about LibDib?

☐ Blog

☐ Online Search

☐ Beverage Media

☐ American Spirits Exchange

☐ Referral from a Maker

☐ wine.com

☐ Advertisement

☐ Other

☐ Press

☐ Restaurant, bar, retailer

☐ Conference

Have you ever sold via 3-tier distribution before?

☐ Yes

☐ Yes, but limited

☐ No

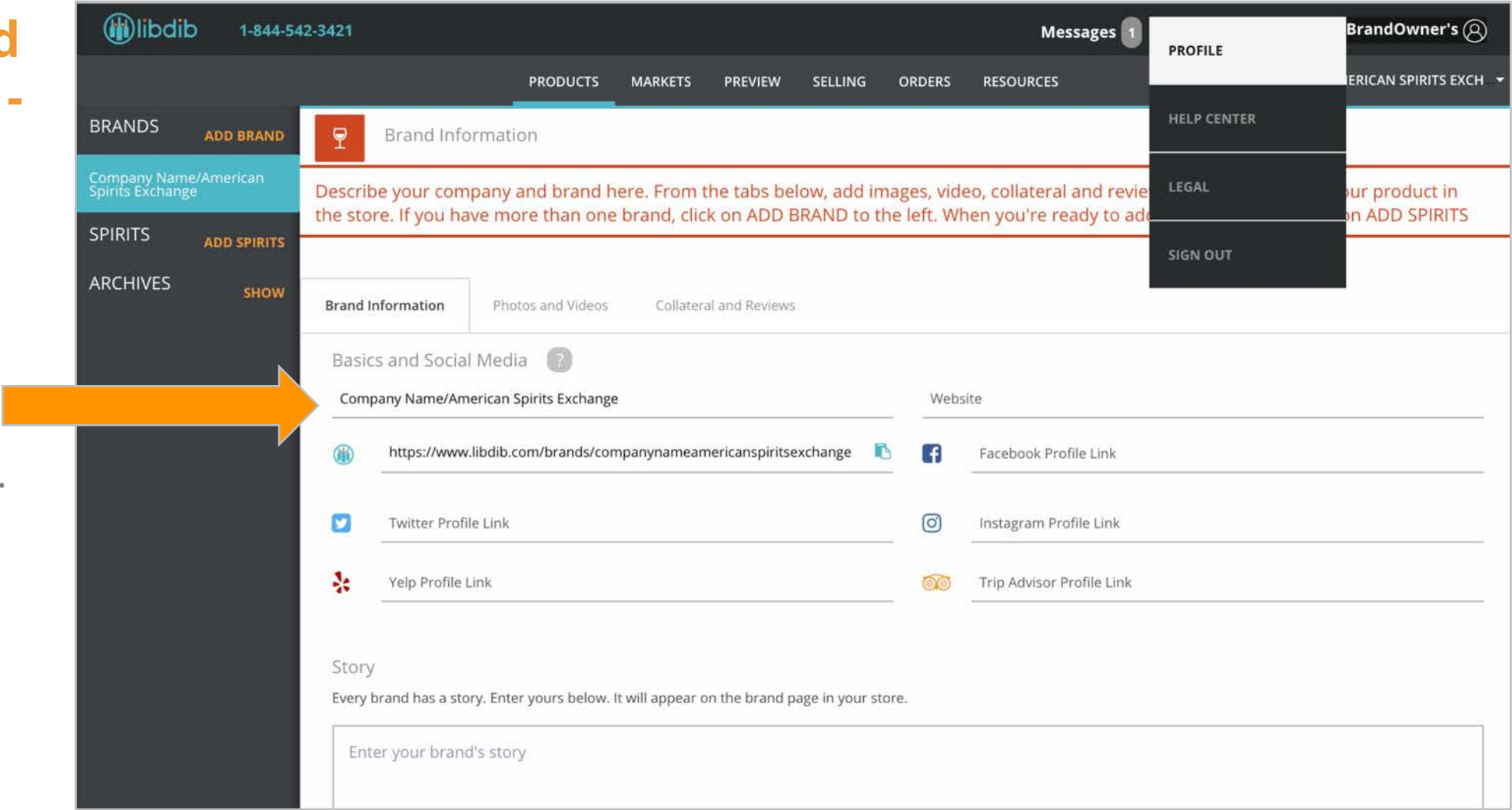
CONTINUE

Step 5: Brand Information - Company

When you sign up, this will default to your Company Name/American Spirits Exchange.

Change this line to your brand name.

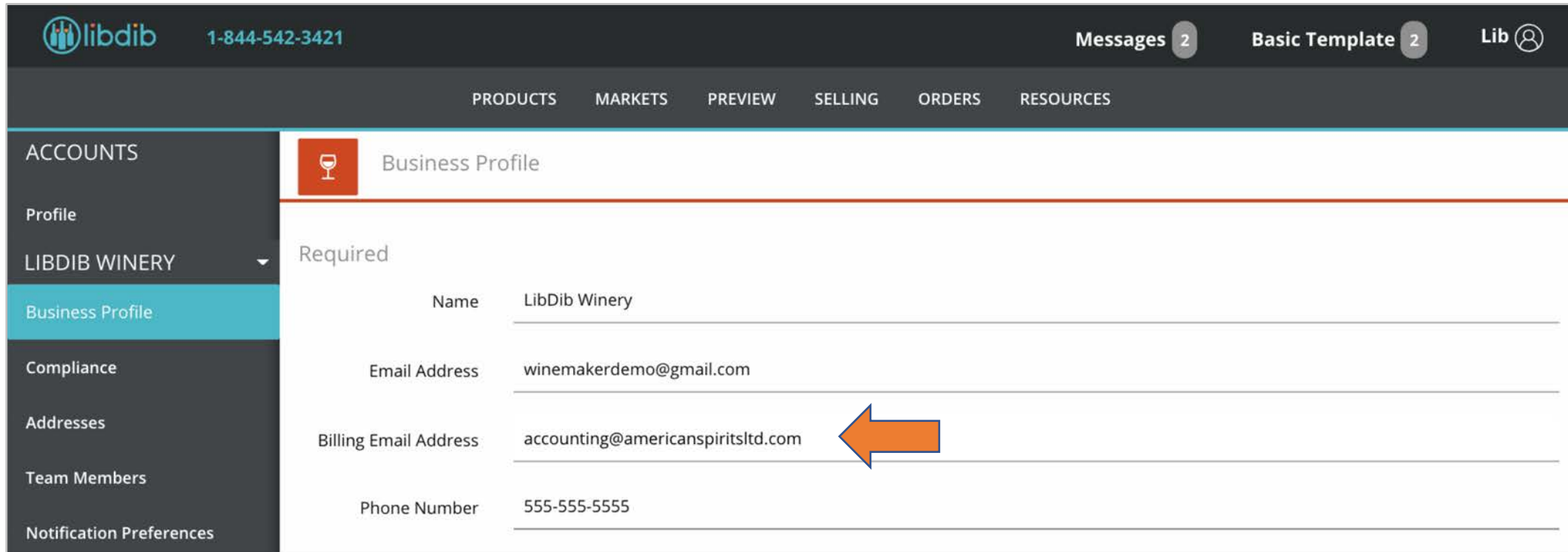
Then go to the PROFILE page.



The screenshot shows the libdib web application interface. At the top, there's a header with the libdib logo, a phone number (1-844-542-3421), a Messages notification (1), and a user profile dropdown for 'BrandOwner's'. Below the header is a navigation bar with tabs: PRODUCTS, MARKETS, PREVIEW, SELLING, ORDERS, and RESOURCES. On the left side, there's a sidebar with a 'BRANDS' section containing 'ADD BRAND', 'Company Name/American Spirits Exchange', 'SPIRITS' with 'ADD SPIRITS', and 'ARCHIVES' with 'SHOW'. An orange arrow points from the 'Company Name/American Spirits Exchange' text to the 'Brand Information' form. The form has a title 'Brand Information' and a description: 'Describe your company and brand here. From the tabs below, add images, video, collateral and review your product in the store. If you have more than one brand, click on ADD BRAND to the left. When you're ready to add your product in the store, click on ADD SPIRITS'. Below the description are three tabs: 'Brand Information' (selected), 'Photos and Videos', and 'Collateral and Reviews'. Under the 'Brand Information' tab, there's a section 'Basics and Social Media' with a help icon. It contains two columns of input fields: 'Company Name/American Spirits Exchange' and 'Website' in the first row; 'https://www.libdib.com/brands/companynameamericanspiritsexchange' and 'Facebook Profile Link' in the second row; 'Twitter Profile Link' and 'Instagram Profile Link' in the third row; and 'Yelp Profile Link' and 'Trip Advisor Profile Link' in the fourth row. At the bottom, there's a 'Story' section with a prompt: 'Every brand has a story. Enter yours below. It will appear on the brand page in your store.' and a text area labeled 'Enter your brand's story'.

Step 6: Brand Information – Billing Email

Make sure that accounting@americanspiritsltd.com is the billing email address listed in the business profile.



The screenshot shows the LibDib user interface. At the top, the LibDib logo and phone number 1-844-542-3421 are on the left, and 'Messages 2', 'Basic Template 2', and a 'Lib' user icon are on the right. A navigation bar below the header contains links for PRODUCTS, MARKETS, PREVIEW, SELLING, ORDERS, and RESOURCES. On the left side, a sidebar menu lists ACCOUNTS, Profile, LIBDIB WINERY (with a dropdown arrow), Business Profile (highlighted in teal), Compliance, Addresses, Team Members, and Notification Preferences. The main content area is titled 'Business Profile' with a wine glass icon. It contains a 'Required' section with five fields: Name (LibDib Winery), Email Address (winemakerdemo@gmail.com), Billing Email Address (accounting@americanspiritsltd.com), and Phone Number (555-555-5555). An orange arrow points to the Billing Email Address field.

| | |
|-----------------------|-----------------------------------|
| Required | |
| Name | LibDib Winery |
| Email Address | winemakerdemo@gmail.com |
| Billing Email Address | accounting@americanspiritsltd.com |
| Phone Number | 555-555-5555 |

Step 7: Addresses

Make sure these areas are correct in the "Addresses" section:

1. **Primary:** Must be your business address.
2. **Billing:** Use ASE's address – 408 E. Fourth Street Suite 209,
Bridgeport, SC 19405
1. **Shipping:** Where your product will be shipping from

***Note:** You will need to add an address before you can assign it. Click on "ADD ADDRESS" to do this.

ACCOUNTS

Profile

LIBDIB WINERY

Business Profile

Compliance

Addresses

Team Members

Notification Preferences

PRODUCTS

MARKETS

PREVIEW

SELLING

ORDERS

RESOURCES

Addresses

Primary

LibDib Winery, 6980 Santa Teresa Blvd 201, San Jose, CA 95119

Billing

American Spirits Exchange, 408 E. Fourth Street Suite 209, Bridgeport, SC 19405

Shipping

Warehouse, 1234 Test Blvd, San Jose, CA 95119

ADD

CANCEL

* LibDib Winery

* 6980 Santa Teresa Blvd

201

* San Jose

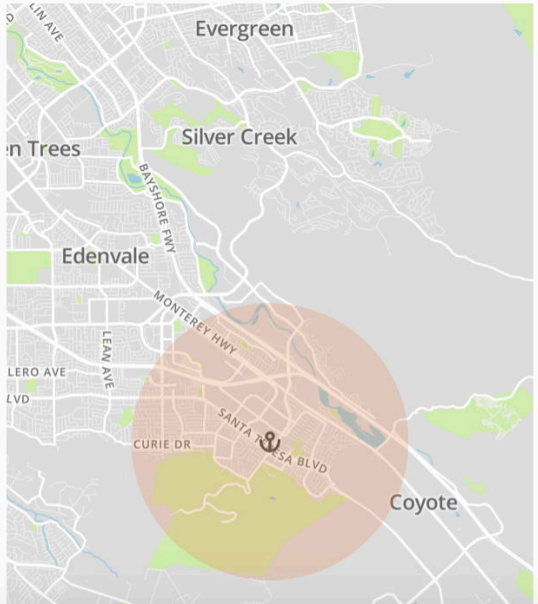
* California

* 95119

How do you plan to ship from this location? (Select all that apply).

ADD ADDRESS

* is required



Step 8: Start Adding Products

PRODUCTS

MARKETS

PREVIEW

SELLING

ORDERS

RESOURCES

BRANDS

ADD BRAND

LibDib Winery

WINES

ADD WINE

2014 Cabernet Sauvignon

2012 Chardonnay

2014 Rose

2011 Pinot Noir

2016 Pinot Grigio

2018 Canernet Franc

2015 Red

2014 Cabernet Sauvignon

2014 Chardonnay

2015 Rose

2013 Cabernet Sauvignon - BTG

2018 White Wine

2013 Chardonnay (1)

2013 Cabernet Sauvignon

Wine Information

Welcome to LibDib! Enter your product information here. Add descriptions, images, tasting notes and sales materials. Then go to the Pricing page. It's that easy.

Wine and Package Information

Description and Tasting Notes

Photos and Videos

Collateral and Reviews

Wine Information

*

2014

Variety

*

13.2% ABV

*

Red

United States of America

Total Production

*

LibDib Winery

Central Coast

2014 Cabernet Sauvignon

12345678910123

Pending

LibDib Winery

2014 Cabernet Sauvignon

Central Coast, California

Add Front Label Image

Add Back Label Image

Front Label Photo

Back Label Photo

Package Information

Show Specifications

Show Archived Packages

Step 9: Price your Offerings by Market

Maker Price per Case:
This is the price LibDib will pay ASE. This price must match ASE's invoice.

***Note:** You must alert ASE's Permitting team and submit a Brand Registration Request Form for each state you wish to sell into with LibDib. Send ASE approval to makers@libdib.com.

libdib

1-844-542-3421

Skeleton Key Mode

Messages 2

Basic Template 2

Lib

PRODUCTSMARKETSPREVIEWSELLINGORDERSRESOURCES

MARKETS

California

Colorado

New York

Wisconsin

EFFECTIVE: 01/24/2019

EDIT MARKET TIMING

THRU: 03/20/2120

LibDib Winery

2014 Cabernet Sauvignon

Central Coast

LD SKU: 10007930

Availability

☒ In Stock

☐ Out of Stock

☐ Limited

☐ Coming Soon

☐ Not in Market

Quantity Available

0

Territory Filter

On Premise

Shipping

Shipping Origin

Warehouse

Pricing and Tiered Discounts

\$0

Maker Price per Case

\$0.00


Selling Price per Case

+ ADD DISCOUNT TIER

SAVE

SUBMIT FOR APPROVAL

Not Submitted



\$0

Case of 6

\$0

Each

750 mL

Bottle

LibDib Winery

2014 Cabernet Sauvignon

Central Coast, California

ADD TO BASIC TEMPLATE

Working with ASE + LibDib

- **Compliance** – Before your offerings can “Go Live” on LibDib, you must:
 1. Send a copy of your PO Submission Form to makers@libdib.com
 2. Submit Brand Registration Request Form(s) to ASE’s Permitting Team for each state you’d like to distribute with LibDib. Send approval to makers@libdib.com
- **Fulfillment** - When you receive an order, you will be notified by LibDib via email with a Fulfillment Order Notification (FFO).
 - If you are storing product in your own facility/warehouse, it is your responsibility to ship the order and enter tracking information on the ORDERS page within 36 hours. When shipping the product, be sure to follow the instructions provided with the FFO.
 - If you are storing with an ASE warehouse, LibDib will send a delivery request to ASE at the end of the business day on which the order was received to be processed by ASE on the following morning. It is your responsibility to follow up with shipping and marking orders as delivered.
- **Payment** - LibDib’s payment terms are 60 days. LibDib will pay ASE within 60 days from the date the order is marked as delivered.





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Email Us: makers@libdib.com



@LiberationDistribution

Linked  @libdib-inc



@lib_dib



@lib_dib