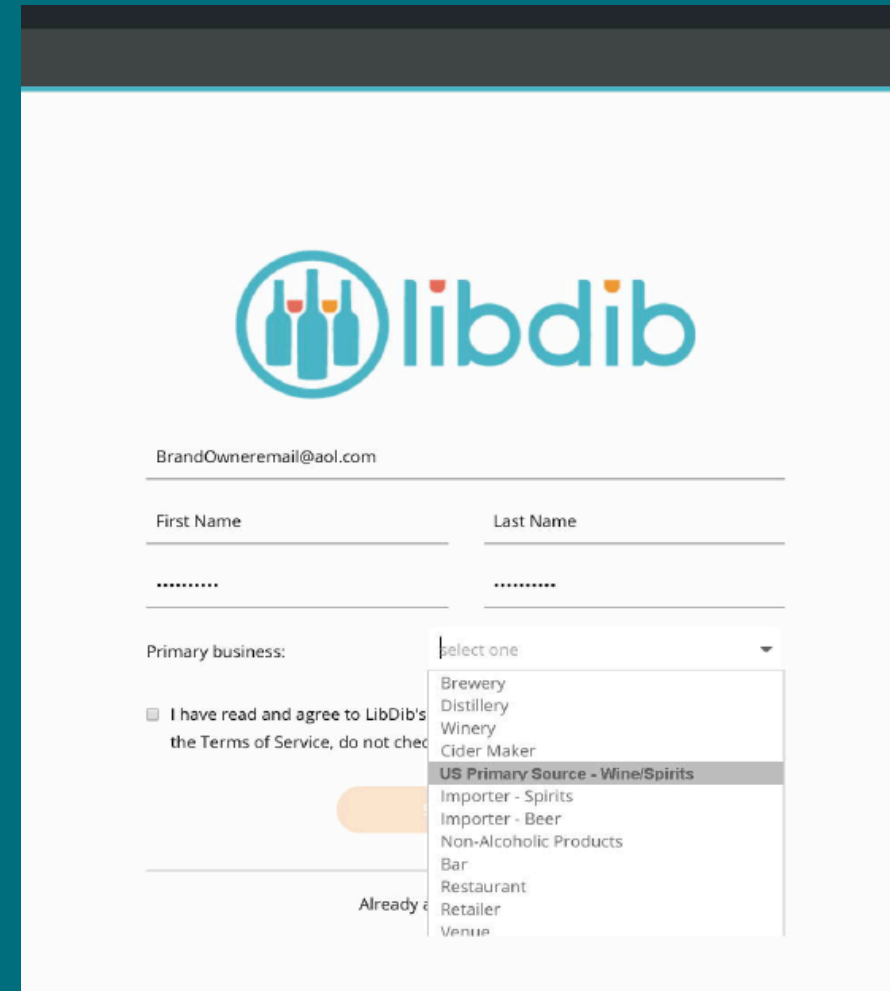


LibDib Sign-Up Requirements

ASE CLIENTS

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

1. Go to **LibDib.com** and click on “Sign Up”
2. On the signup 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 form. At the top is the LibDib logo, which consists of three stylized bottles in a circle followed by the text 'libdib'. Below the logo is a text input field for 'BrandOwneremail@aol.com'. Underneath are two input fields for 'First Name' and 'Last Name', each followed by a line of asterisks indicating a required field. Below these is a 'Primary business:' label and a dropdown menu. The dropdown menu 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 menu, there is a checkbox labeled 'I have read and agree to LibDib's the Terms of Service, do not check'.

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 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”.

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.



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

1

2

3

Entered

Pending

Ready

Permit Number

Registry Number, if applicable

SAVE

State Producer License

1

2

3

Entered

Pending

Ready

California

License Number

SAVE

Step 3: License Page

1. On this page choose "Skip for Now

**LibDib will provide ASE'S license numbers

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

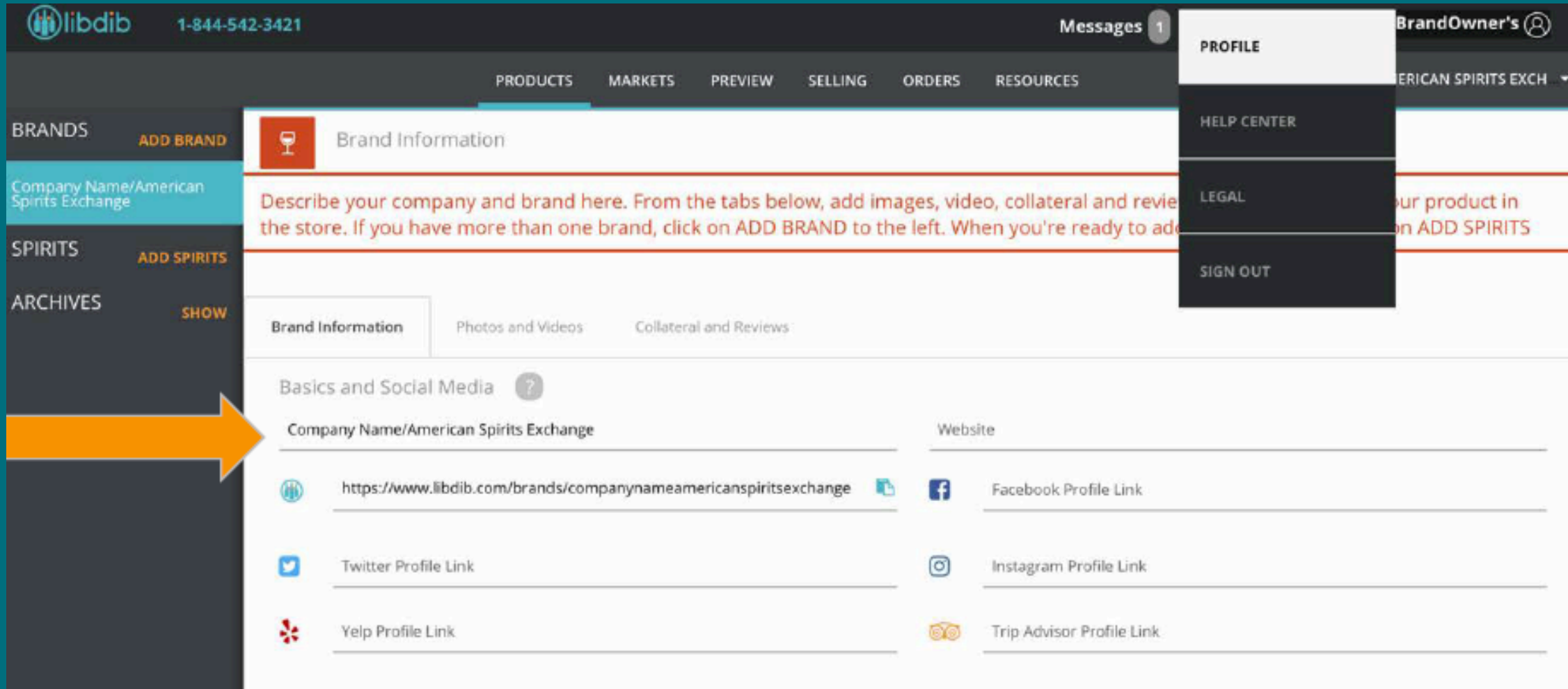
[CONTINUE](#)

Step 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.

Step 5: Brand Information - Company

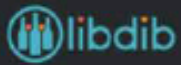
1. When you sign up, this will default to your Company Name/ American Spirits Exchange.
2. Change this line to your brand name.
3. Then go to the profile page.



The screenshot shows the libdib website interface. The top navigation bar includes the libdib logo, the phone number 1-844-542-3421, a Messages notification with 1 message, and a user profile dropdown menu with options: PROFILE, HELP CENTER, LEGAL, and SIGN OUT. The main navigation bar contains links for PRODUCTS, MARKETS, PREVIEW, SELLING, ORDERS, and RESOURCES. The left sidebar has sections for BRANDS (with an ADD BRAND button), SPIRITS (with an ADD SPIRITS button), and ARCHIVES (with a SHOW button). The main content area is titled 'Brand Information' and contains a red-bordered box with instructions: '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 this are three tabs: Brand Information (selected), Photos and Videos, and Collateral and Reviews. The 'Brand Information' tab is further divided into 'Basics and Social Media' and a question mark icon. Under 'Basics and Social Media', there are several input fields: 'Company Name/American Spirits Exchange' (highlighted by an orange arrow), 'Website', 'https://www.libdib.com/brands/companynameamericanspiritsexchange' (with a libdib icon), 'Facebook Profile Link' (with a Facebook icon), 'Twitter Profile Link' (with a Twitter icon), 'Instagram Profile Link' (with an Instagram icon), 'Yelp Profile Link' (with a Yelp icon), and 'Trip Advisor Profile Link' (with a Trip Advisor icon).

Step 6: Brand Information – Billing Email

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

1-844-542-3421

Messages 2Basic Template 2Lib

PRODUCTSMARKETSPREVIEWSELLINGORDERSRESOURCES

ACCOUNTS

Profile

LIBDIB WINERY


Business Profile

Compliance

Addresses

Team Members

Notification Preferences

Business Profile

Required

Name

LibDib Winery

Email Address

winemakerdemo@gmail.com

Billing Email Address

accounting@americanspiritsltd.com

Phone Number

555-555-5555



ACCOUNTS

Profile

LIBDIB WINERY

Business Profile

Compliance

Addresses

Team Members

Notification Preferences



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

* is required

* LibDib Winery

* 6980 Santa Teresa Blvd

201

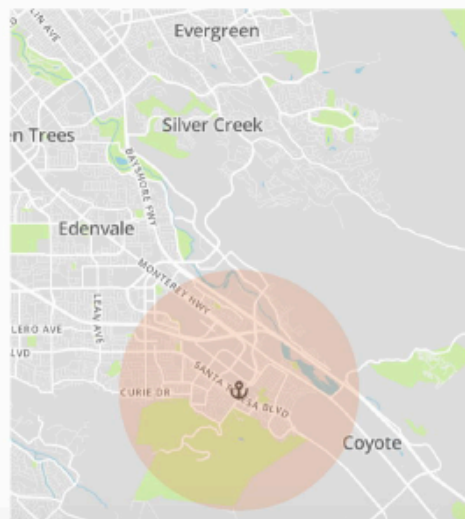
* San Jose

* California

* 95119

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

ADD ADDRESS



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 409, Bridgeport, SC 19405
3. **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.

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

*

Red

United States of America

*

13.2% ABV

Total Production

LibDib Winery

Central Coast

2014 Cabernet Sauvignon

*

is required

Product Image and Label Information

12345678910123

Pending

LibDib Winery

2014 Cabernet Sauvignon

Central Coast, California

Add Front Label Image

Front Label Photo

Add Back Label Image

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

PRODUCTS

MARKETS

PREVIEW

SELLING

ORDERS

RESOURCES

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

+ 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

\$0.00

Selling Price per Case

Working with ASE + LibDib

- **Compliance** – Before your offerings can “Go Live” on LibDib, you must:
 1. Send a copy of your PO Submission to makers@libdib.com
 2. Submit Brand Registration 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).
 1. If you are storing product in your own facility/warehouse, it is your responsibility to ship the order and enter the tracking information on the ORDERS page within 36 hours. When shipping the product, be sure to follow the instructions provided with the FFO.
 2. 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.