

# Wine and Store Supply Ordering and Delivery Process

## 1. Purpose

The purpose of this procedure is to establish requirements for ordering, fulfilling, and delivering winery supplies and wine to store locations.

## 2. Scope

This procedure is applicable to all Store Leads, Managers, Supply Chain personnel, and Ordering team members at Greenhouse Winery.

## 3. Responsibilities

- Store Leads
- Managers
- Distribution
- Ordering

## 4. Definitions

None

## 5. Procedure

### Winery Supply Order and Delivery

Procedure / Form	Process Step / Activity	Responsible Function
<a href="#">Winery Supply Order Form</a>	Open form, assess inventory, complete order (mark items, enter quantities).	Store Lead / Manager
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Square Chat	Send a confirmation message that the form is completed in the Square Production Chat.	Store Lead / Manager
	<i>Order deadline: Tuesday 3 PM</i>	
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	Review completed order form and create PDF copies of orders.	Supply Chain Manager
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	Send orders to fulfillment contacts.	Supply Chain Manager
	↓	

	Order supplies for direct delivery or local pickup.	Ordering Department
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	Receive order form Tuesday PM, gather wine/supplies, attach order form to order.	Distribution
	↓	
	Wednesday: Load van by route, deliver to stores and provide order form.	Distribution
	↓	
	If necessary, coordinate local pickup orders.	Distribution
	↓	
<a href="#">Winery Supply Order Form</a>	Review delivered items, uncheck received items in <a href="#">Winery Supply Order Form</a> .	Store Lead / Manager
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	Email Steve for missing items that were not delivered.	Store Lead / Manager

## REVISION HISTORY

Date	Revision #	Description of Revisions and reason for the change	Author	ISO Process Owner (Signature and Date)	Management Representative (Signature and Date)
01/20/2026	0	Initial Release	Steve Helinski		