Supply Ordering and Delivery Process

1. Purpose

The purpose of this procedure is to establish an efficient and effective ordering and fulfillment process for all needed supplies.

2. Scope

This procedure is applicable to all Greenhouse Winery locations (Main Winery and stores) and BALs for Greenhouse Winery.

3. Responsibilities

- Store Leads

- General Manager

- Tasting Room Manager

- Distribution and Shipping

- Ordering

- BAL Managers

4. Definitions

None

5. Procedure

Winery Supply Order and Delivery

Procedure / Form	Process Step / Activity	Responsible Function
Winery Supply Order Form	Assess inventory at the location, both in stock and needed stock and complete the Wine Supply Order Form by Tuesday at 3 PM.	Store Lead / BAL Manager / General Manager
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	Review completed order form, create PDF copies of orders.	Supply Chain Manager
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Ordering Contact and Supplier List	Send orders to fulfillment contacts per the Ordering Contact and Supplier List	Supply Chain Manager

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	The distribution team receives the completed order form and gathers wine/supplies, double checks the order for Quality Control and signs a hardcopy of the form in preparation for delivery.	Distribution team
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Winery Supply Order Form	Order supplies for direct delivery or local pickup per the completed Wine Supply Order Form and assigned suppliers	Ordering Department
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Winery Supply Order Form	On Wednesdays, deliveries are made of the wine/supplies stored in our warehouse. Review the order form with the Store Lead/Manager/GM/BAL Manager upon delivery and have them sign as approval and file in Distribution files.	Distribution Store Lead/BAL Manager/General Manager
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Winery Supply Order Form	Review all delivered items for the week, uncheck received items in Winery Supply Order Form.	Store Lead / BAL Manager/General Manager
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	If there is any item missing, contact the Ordering Contact for that item so they can resolve the issue If stores need something in an emergency, use petty cash to obtain the item or come to the winery to get what is needed.	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		