

<b>Title</b>	<b>Document #</b>	<b>Location</b>	<b>Rev #</b>	<b>Effective Date</b>
Ordering Supplies and Wine for the Stores	SUP-001	All Locations	0	02/05/2026

## **Ordering Supplies and Wine for the Stores**

### **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**