

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
<u>Winery Supply Order Form</u>	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
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	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
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	Wednesday: Load van by route, deliver to stores and provide order form.	Distribution
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	If necessary, coordinate local pickup orders.	Distribution
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<u>Winery Supply Order Form</u>	Review delivered items, uncheck received items in <u>Winery Supply Order Form</u> .	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		