# **Fulfilling Orders**

Daily at 10pm, you will be emailed your Purchase Order/Fulfilment Request for all orders received in the last 24 hours.

Note: These sometimes filter into your junk/spam folder, so please check there if you are expecting one and it has not come through yet.

There will be a separate email for each different destination, and the corresponding Purchase Order pdf will be included on the email. Fulfilment requests go to the main login email for your account, as well as the listed cc email address (if applicable).

Once you receive an order notification, follow these simple steps to ensure your wines are received correctly at our export warehouse in Auckland.

When possible, please do not combine orders going to different destination countries into the same box. If you must combine different destinations into one box, please include <u>all packing slips</u> and <u>clearly mark the outside of the box with ALL destination countries</u> for our logistics team to separate out on arrival at the warehouse.

# First, print your packing lists & dispatch labels from FULFILMENT> PURCHASE ORDERS



	E DASHBOARD	E-CELLAR DOOR	BUY WINE	PROFILE MAN	AGE/ADD WINES	EDIT WINE DETAILS	FULFILMENT	Q	GO 📜 (
	Durch	nco Or	dore /	Eulfily	nont I	Request			
VV CD	Fulcia	aseon	uers/	Fuiiii	lient i	vequest			
PO Number	Country	Date	Status	Value	View Order	Print PO/Packing	Slip Pri	nt Shipping Label	Mark Sent
8	AUSTRALIA	17/05/21	Requested	\$1,882.33	i	6	0		
must combine		ions into one box	x, please inclu			rders going to differ mark the outside of			

## Packing list/slip

## Dispatch label

Direct courier to our export warehouse is the fastest method. You can use our Napier, Blenheim, or Cromwell consolidated Mainfreight pallet; these arrive with us weekly.

If you are using a facility like WineWorks to dispatch your wine to us, attach the shipping label to your order in their portal, or email them a copy.



Example: 30x bottle Purchase Order

For a purchase order of 30 bottles, this would be split across a combination of multiple cases, e.g. 5x 6 btl cases.

Print as many multiples of the list & labels as boxes you're dispatching.

6 btl case #1	1 6 btl case	#2 6 btl case #	#3 6 btl case #	#4 6 btl case #5	5 6 btl case #6
<image/>				<image/>	

Example: 30x bottle Purchase Order

After retrieving your total 30 bottles for this purchase order, using the packing list, prepare to pack for receival by our warehouse. Indicate on each packing list what is in each respective 6 bottle case.

Or 6 btl case #1:							or 6 btl case #2:	IRCHASE ORDER/PACKI	NG SLIP			
TO: AWI WINES FOR SALES P/O: 010605	RECEIVED PERIOD: 1	0.00PM 12/03/24 - 9.	59PM	1 13/0	3/24		TO: AWI WINES P/O: 010605	FOR SALES RECEIV	ED PERIOD: 10	0.00PM 12/03/24 - 9.	59PM	13/03/24
USA	REF#	CUSTOMER DETAILS	BTLS	SENT	]	Ī	USA		REF#	CUSTOMER DETAILS	BTLS	SENT
AWI Wines Chardonnay 2022 750ml	AWI Wines Chardonnay 2022 750ml WCD088741-1 Storey			6	1	1	AWI Wines Chardonnay 2022 750ml	WCD088741-1	Storey	12	6	
TOTAL: AWI WINES CHARDONNAY 2022	TOTAL: AWI WINES CHARDONNAY 2022				1	1	TOTAL: AWI WINES CHARDONNAY 2022					6
AWI Wines Reserve Chardonnay 2019 750ml WCD088741-2 Storey -			6			1	AWI Wines Reserve Chardonnay 2019 7	'50ml	WCD088741-2	Storey -	6	$\square$
TOTAL: AWI WINES RESERVE CHARDONNAY 2019	TOTAL: AWI WINES RESERVE CHARDONNAY 2019					٦	TOTAL: AWI WINES RESERVE CHARDONNAY 2019					
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-1	Storey	3		-	1	AWI Wines Reserve Pinot Noir 2022 750	imi	WCD088741-1	Storey	3	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-2	Storey	9			1	AWI Wines Reserve Pinot Noir 2022 750	imi	WCD088741-2	Storey	9	
TOTAL: AWI WINES RESERVE PINOT NOIR 2022		·	12			1	TOTAL: AWI WINES RESERVE PINOT	NOIR 2022			12	
TOTAL BOTTLES:				6	1	1	TOTAL BOTTLES:				30	6
PACKED INTO1 OF					1	F	PACKED INTO2 OF	<mark>6</mark> BOXES				
PACKED BY: BOD					1	F	PACKED BY: BOD					
DISPATCH DATE: 1/3/24					1	1	DISPATCH DATE: 1/3/24					
PLEASE CHECK THAT THE WINE YOU PACK MATCHES If you have a discrepancy please check with W				RDE	R.	PL	EASE CHECK THAT THE WINE YO	DU PACK MATCHES THE WI				RDER.

\*\*\*\*PLEASE PUT A COPY (AS A PACKING LIST) INTO THE BOX WITH THE WINES\*\*\*\*

\*\*\*\*PLEASE PUT A COPY (AS A PACKING LIST) INTO THE BOX WITH THE WINES\*\*\*\*

Example: 30x bottle Purchase Order

Put your verified & completed packing list into each respective case



Example: 30x bottle Purchase Order

Seal your cases, and adhere the WCD labels onto the outside of each case.



#### Click "Mark Sent" truck icon once the wines have been dispatched. Done!

E DASHBOAR	D E-CELLAR DOOR	BUY WINE MANA	GE WINE FULFILME	NT - YOUR PROFIL	.e customeruse 🛛	Q	60 📜 (0)
WCD	Purcha	se Ord	ers / Fi	ılfilme	nt Request		
WCD .	i urcita	SC OIU	CI5 / I (		ni nequest		
PO Number	Country	Date	Value	View Order	Print PO/Packing Slip	Print Shipping Label	Mark Sent
10605	USA	13/03/24	\$1,194.66	i	G	<del>0</del>	
5513	AUSTRALIA	02/12/22	\$15.00	i	ß	<b>e</b>	Mark Sent
37	AUSTRALIA	21/10/21	\$5.00	i	۵	<del>0</del>	~
32	AUSTRALIA	23/09/21	\$10.00	i	ß	⊖	
21	AUSTRALIA	18/08/21	\$5.00	i	6	₽	~
20	AUSTRALIA	17/08/21	\$5.00	i	A	A	~

PO Number	Country	Date	Value	View Order	Print PO/Packing Slip	Print Shipping Label	Mark Sent
	USA	13/03/24	\$1,194.66	i		0	
	AUSTRALIA	02/12/22	\$15.00	i		e	68
	AUSTRALIA	21/10/21	\$5.00	i		e	~
	AUSTRALIA	23/09/21	\$10.00	i		0	68
21	AUSTRALIA	18/08/21	\$5.00	i	B	0	~
	AUSTRALIA	17/08/21	⊕ staging.w	inecollective.direct		Ð	~
19	AUSTRALIA	13/08/21	Mark order 1	0605 as sent?		0	
	AUSTRALIA	05/05/21			OK Cancel	8	68
4	AUSTRALIA	22/04/21	\$120.00	i		0	a