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.
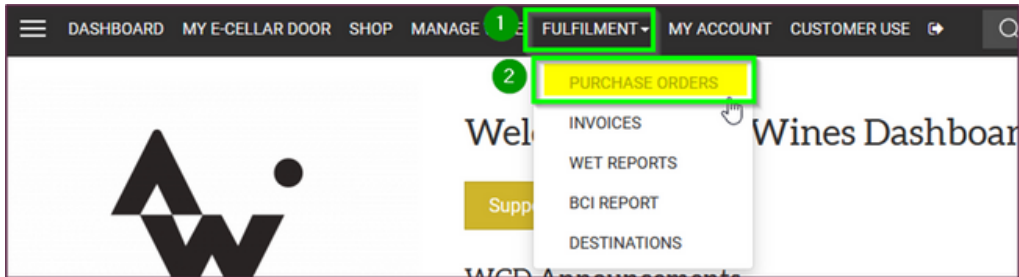Fulfilment requests go to the main login email for your account, as well as the listed cc email address (if applicable).

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.

Preparing your purchase order for dispatch

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

Preparing your purchase order for dispatch

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.

Preparing your purchase order for dispatch

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 | 6 btl case #2 | 6 btl case #3 | 6 btl case #4 | 6 btl case #5 | 6 btl case #6 |
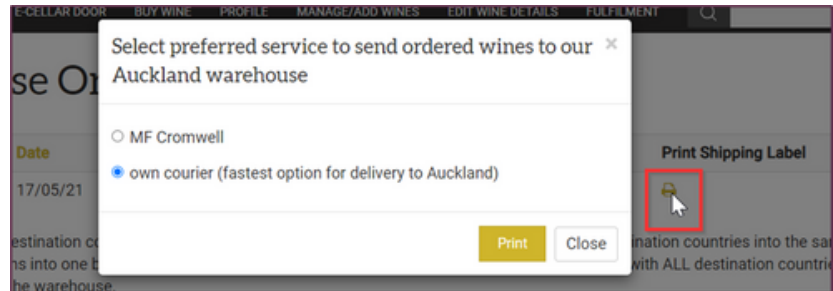
Preparing your purchase order for dispatch

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.

For 6 btl case #1:

PURCHASE ORDER/PACKING SLIP

TO: AWI WINES
P/O: 010605

FOR SALES RECEIVED PERIOD: 10.00PM 12/03/24 - 9.59PM 13/03/24

USA	REF#	CUSTOMER DETAILS	BTLS	SENT
AWI Wines Chardonnay 2022 750ml	WCD088741-1	Storey	12	6
TOTAL: AWI WINES CHARDONNAY 2022			12	6
AWI Wines Reserve Chardonnay 2019 750ml	WCD088741-2	Storey	6	
TOTAL: AWI WINES RESERVE CHARDONNAY 2019			6	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-1	Storey	3	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-2	Storey	9	
TOTAL: AWI WINES RESERVE PINOT NOIR 2022			12	
TOTAL BOTTLES:			30	6

PACKED INTO ......1...... OF ......6......BOXES

PACKED BY: Bob

DISPATCH DATE: 1/3/24

PLEASE CHECK THAT THE WINE YOU PACK MATCHES THE WINES LISTED ON THE PURCHASE ORDER.

If you have a discrepancy please check with WCD 0800 946 649 BEFORE sending to us.

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

For 6 btl case #2:

PURCHASE ORDER/PACKING SLIP

TO: AWI WINES
P/O: 010605

FOR SALES RECEIVED PERIOD: 10.00PM 12/03/24 - 9.59PM 13/03/24

USA	REF#	CUSTOMER DETAILS	BTLS	SENT
AWI Wines Chardonnay 2022 750ml	WCD088741-1	Storey	12	6
TOTAL: AWI WINES CHARDONNAY 2022			12	6
AWI Wines Reserve Chardonnay 2019 750ml	WCD088741-2	Storey	6	
TOTAL: AWI WINES RESERVE CHARDONNAY 2019			6	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-1	Storey	3	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-2	Storey	9	
TOTAL: AWI WINES RESERVE PINOT NOIR 2022			12	
TOTAL BOTTLES:			30	6

PACKED INTO ......2...... OF ......6......BOXES

PACKED BY: Bob

DISPATCH DATE: 1/3/24

PLEASE CHECK THAT THE WINE YOU PACK MATCHES THE WINES LISTED ON THE PURCHASE ORDER.

If you have a discrepancy please check with WCD 0800 946 649 BEFORE sending to us.

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

Preparing your purchase order for dispatch

Example: 30x bottle Purchase Order

Put your verified & completed packing list into each respective case

| 6 btl case #1 | 6 btl case #2 | 6 btl case #3 | 6 btl case #4 | 6 btl case #5 | 6 btl case #6 |

Preparing your purchase order for dispatch

Example: 30x bottle Purchase Order

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

6 btl case #1	6 btl case #2	6 btl case #3	6 btl case #4	6 btl case #5	6 btl case #6

REF: PO: 010605 BOX 1 OF 6	REF: PO: 010605 BOX 2 OF 6	REF: PO: 010605 BOX 3 OF 6	REF: PO: 010605 BOX 4 OF 6	REF: PO: 010605 BOX 5 OF 6	REF: PO: 010605 BOX 6 OF 6
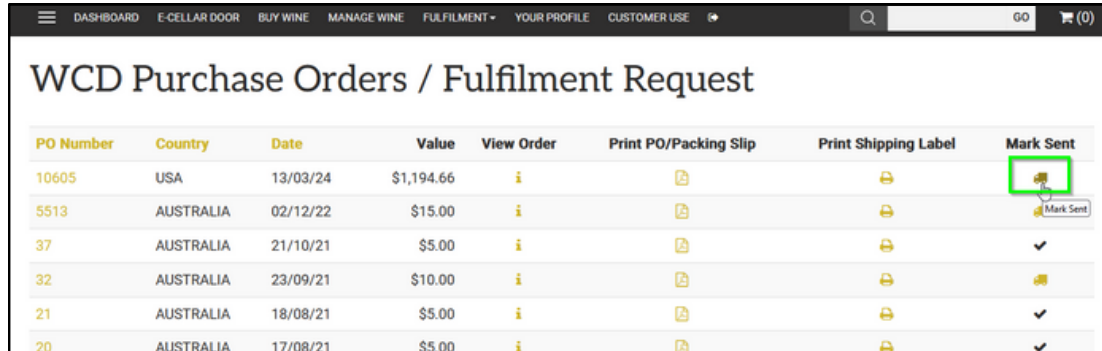
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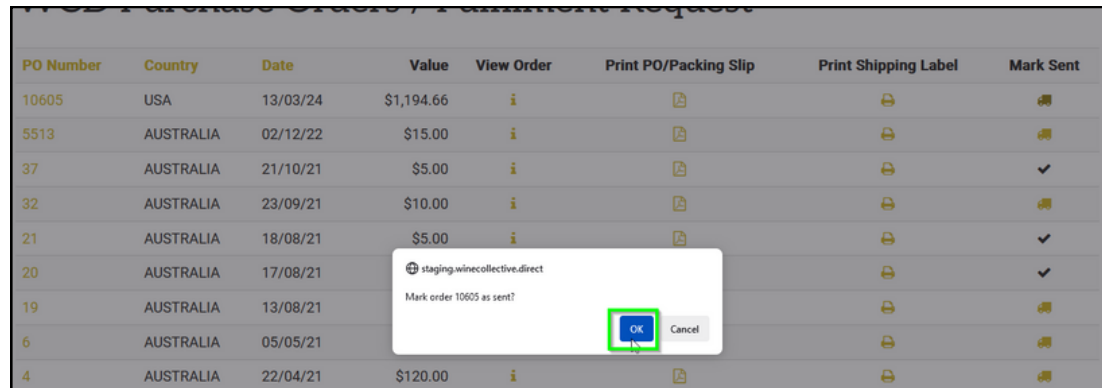
Preparing your purchase order for dispatch

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