

## 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.

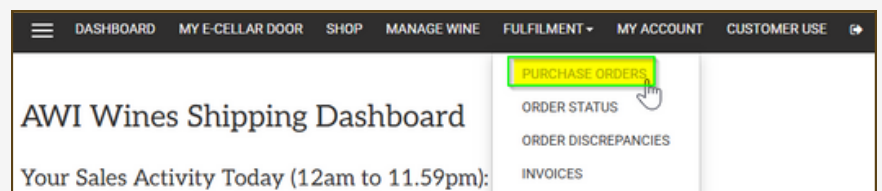
When possible, please do not combine orders going to different destination countries into the same box. If you must combine different destinations into one box, please include all packing slips and clearly mark the outside of the box with ALL destination countries for our logistics team to separate out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

## Preparing your purchase order for dispatch





1. Print your packing lists & dispatch labels from **FULFILMENT> PURCHASE ORDERS**

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.

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.



PO Number	Country	Date	Value	View Order	PO Packing Slip	PO Dispatch Label
	UK Mainland			i		
	USA			i		
	UK Mainland			i		
	USA			i		

**PO Dispatch Label**





Select preferred service to send ordered wines to our Auckland warehouse

☐ MF Cromwell

☒ own courier (fastest option for delivery to Auckland)

**Print** **Close**

## 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

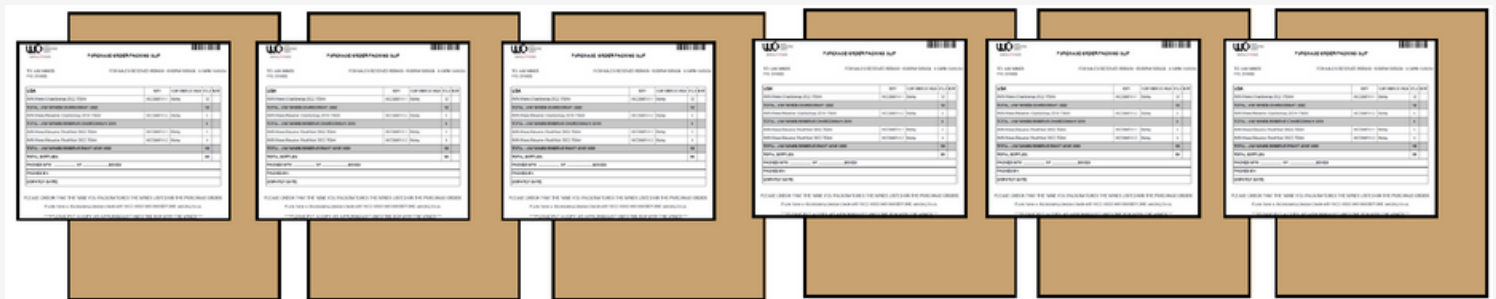
6 btl case #2

6 btl case #3

6 btl case #4

6 btl case #5

6 btl case #6



- After retrieving your total 30 bottles for this purchase order, using the packing list, prepare to pack for receipt 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		FOR SALES RECEIVED PERIOD: 10:00PM 12/03/24 - 9:59PM 13/03/24		
P/O: 010605				
USA	REF#	CUSTOMER DETAILS	BTLS	SENT
AWI Wines Chardonnay 2022 750ml	WCD088741-1	Storey	12	6
<b>TOTAL: AWI WINES CHARDONNAY 2022</b>			12	6
AWI Wines Reserve Chardonnay 2019 750ml	WCD088741-2	Storey	6	
<b>TOTAL: AWI WINES RESERVE CHARDONNAY 2019</b>			6	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-1	Storey	3	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-2	Storey	3	
<b>TOTAL: AWI WINES RESERVE PINOT NOIR 2022</b>			12	
<b>TOTAL BOTTLES:</b>			30	6
PACKED INTO <u>1</u> OF <u>6</u> BOXES				
PACKED BY: <b>Bob</b>				
DISPATCH DATE: <b>1/3/24</b>				
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		FOR SALES RECEIVED PERIOD: 10:00PM 12/03/24 - 9:59PM 13/03/24		
P/O: 010605				
USA	REF#	CUSTOMER DETAILS	BTLS	SENT
AWI Wines Chardonnay 2022 750ml	WCD088741-1	Storey	12	6
<b>TOTAL: AWI WINES CHARDONNAY 2022</b>			12	6
AWI Wines Reserve Chardonnay 2019 750ml	WCD088741-2	Storey	6	
<b>TOTAL: AWI WINES RESERVE CHARDONNAY 2019</b>			6	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-1	Storey	3	
AWI Wines Reserve Pinot Noir 2022 750ml	WCD088741-2	Storey	3	
<b>TOTAL: AWI WINES RESERVE PINOT NOIR 2022</b>			12	
<b>TOTAL BOTTLES:</b>			30	6
PACKED INTO <u>2</u> OF <u>6</u> BOXES				
PACKED BY: <b>Bob</b>				
DISPATCH DATE: <b>1/3/24</b>				
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

4. 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



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

6 btl case #1

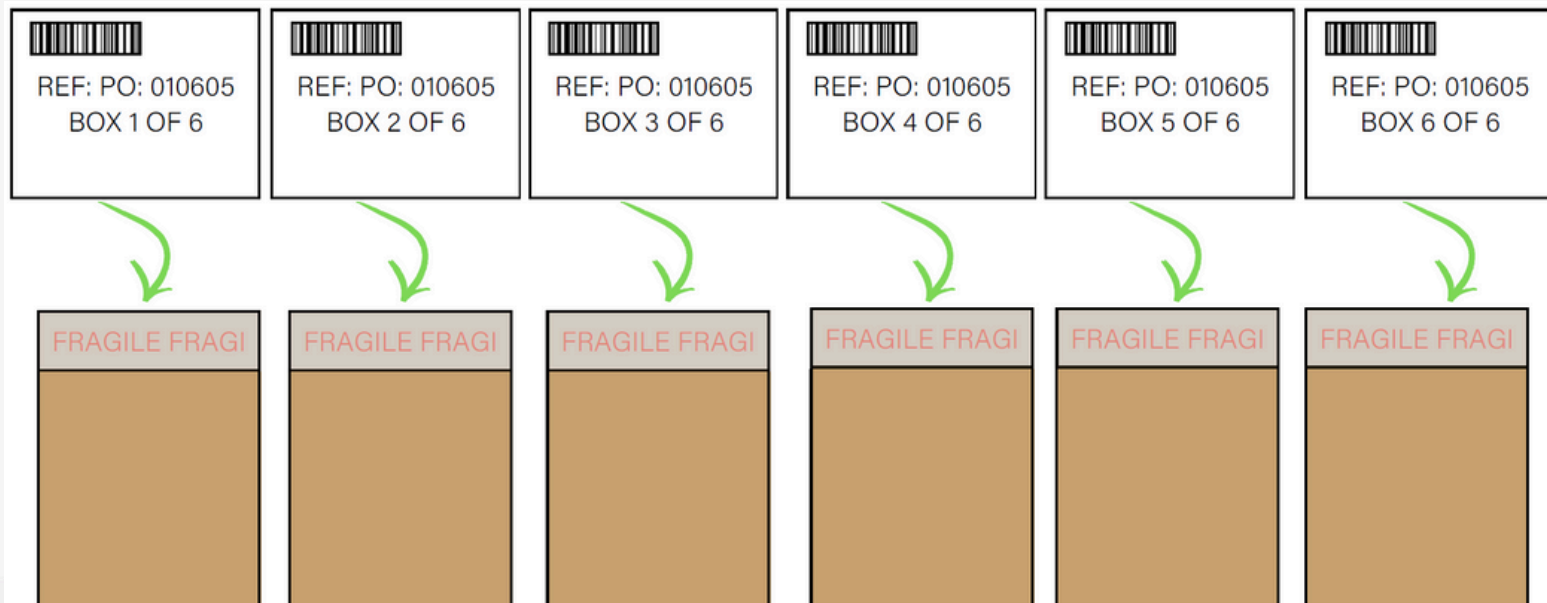
6 btl case #2

6 btl case #3

6 btl case #4

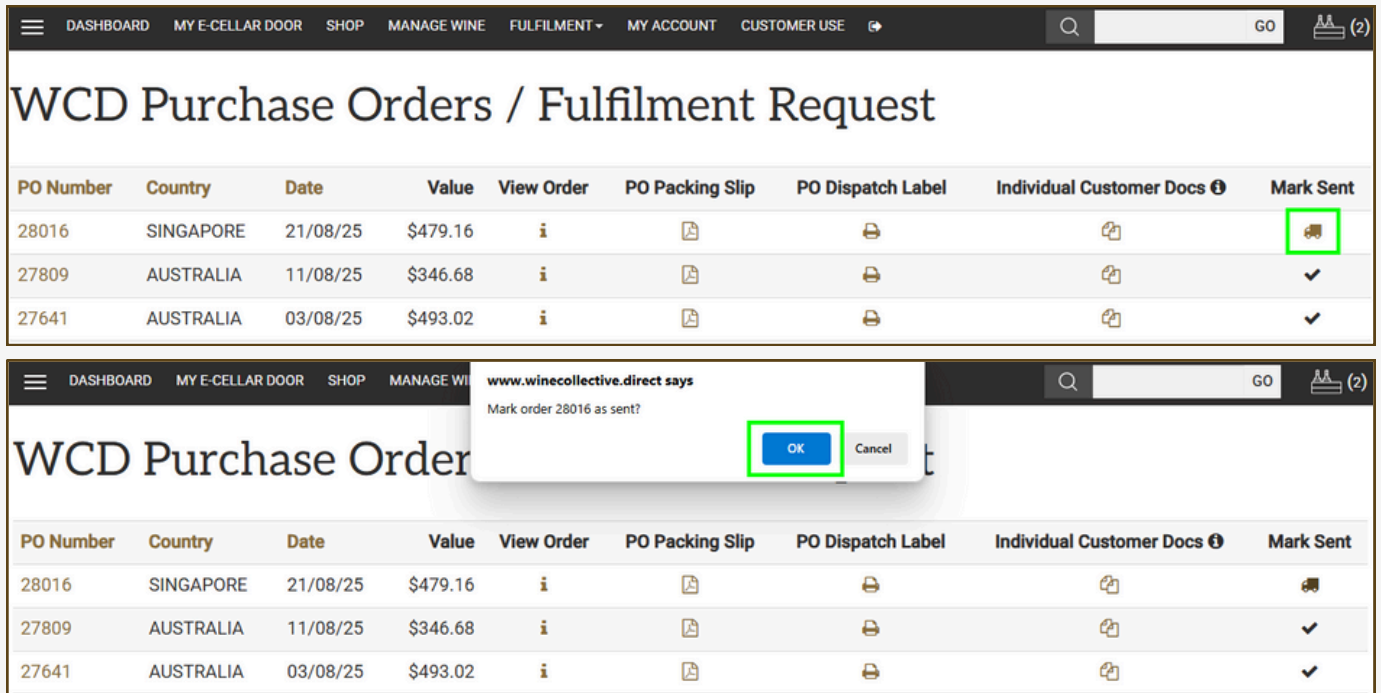
6 btl case #5

6 btl case #6




## Preparing your purchase order for dispatch

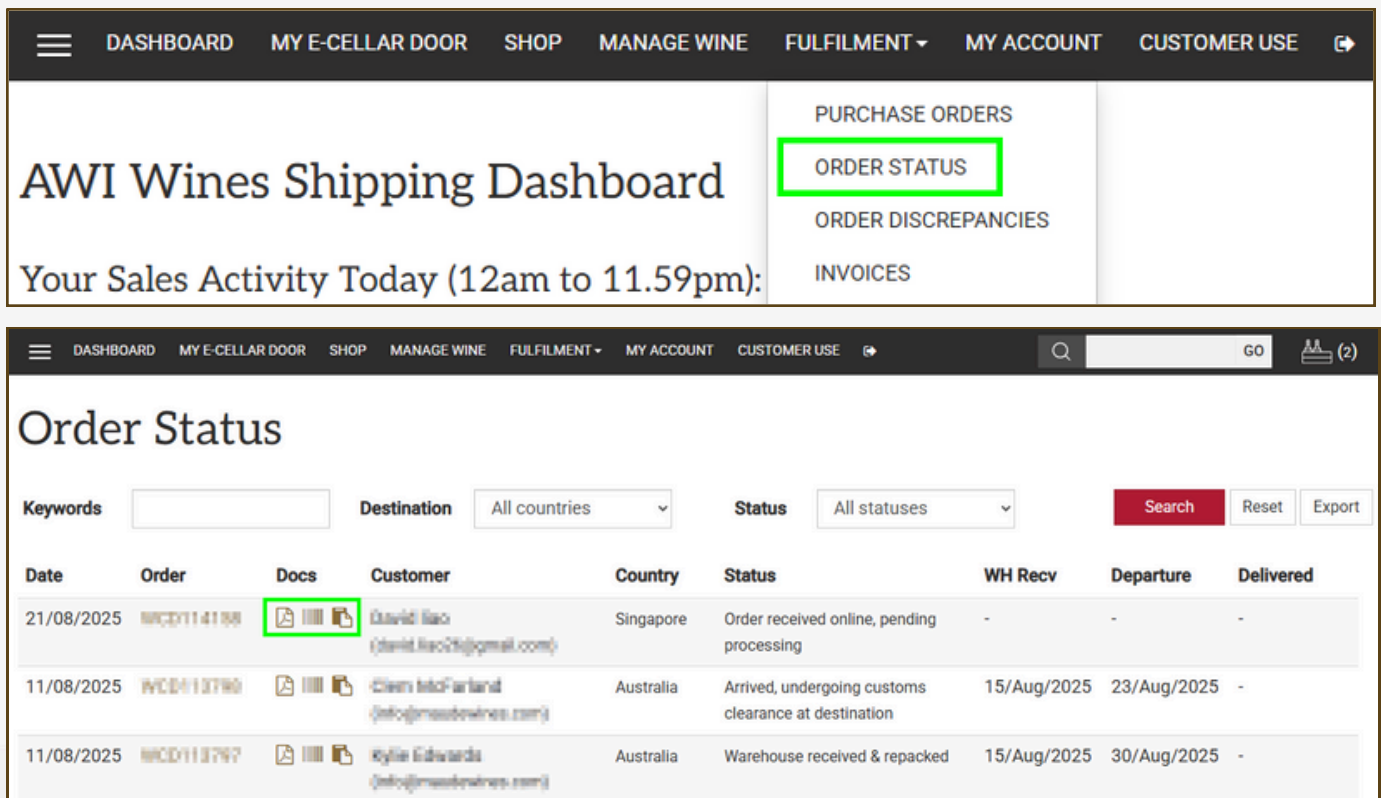
6. Click "Mark Sent" truck icon once the wines have been dispatched. Done!






The screenshot shows the 'WCD Purchase Orders / Fulfilment Request' page. A table lists three orders. The 'Mark Sent' column for the first order (PO Number 28016) has a truck icon highlighted with a green box. A modal dialog box is open, asking 'Mark order 28016 as sent?' with 'OK' and 'Cancel' buttons. The 'OK' button is also highlighted with a green box.

PO Number	Country	Date	Value	View Order	PO Packing Slip	PO Dispatch Label	Individual Customer Docs	Mark Sent
28016	SINGAPORE	21/08/25	\$479.16	<a href="#">i</a>	<a href="#">📄</a>	<a href="#">📄</a>	<a href="#">📄</a>	
27809	AUSTRALIA	11/08/25	\$346.68	<a href="#">i</a>	<a href="#">📄</a>	<a href="#">📄</a>	<a href="#">📄</a>	✓
27641	AUSTRALIA	03/08/25	\$493.02	<a href="#">i</a>	<a href="#">📄</a>	<a href="#">📄</a>	<a href="#">📄</a>	✓

Alternatively, if you prefer to dispatch your orders individually, you can download the individual dispatch documents below, then follow the packing and dispatch guidance above.



The screenshot shows the 'AWI Wines Shipping Dashboard'. A sidebar menu on the right has 'ORDER STATUS' highlighted with a green box. Below the dashboard header, there are filters for Keywords, Destination, and Status. The main table lists three orders with their status, warehouse receipt date, departure date, and delivery status.

Date	Order	Docs	Customer	Country	Status	WH Recv	Departure	Delivered
21/08/2025	WCD114188		David Rao (david.rao26@gmail.com)	Singapore	Order received online, pending processing	-	-	-
11/08/2025	WCD113760		Clara McFarland (info@masdevines.com)	Australia	Arrived, undergoing customs clearance at destination	15/Aug/2025	23/Aug/2025	-
11/08/2025	WCD113797		Kyle Edwards (info@masdevines.com)	Australia	Warehouse received & repacked	15/Aug/2025	30/Aug/2025	-