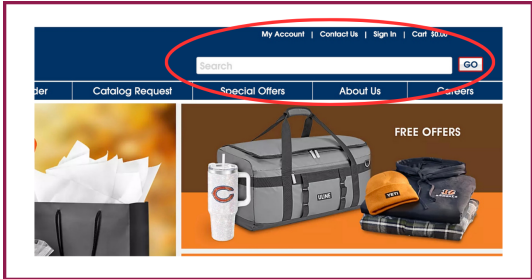
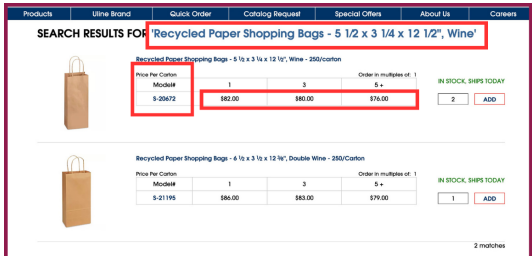
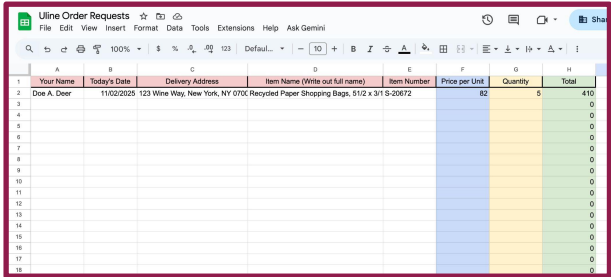


# SOP: Ordering Wine Shop Supplies

**Department:** General Managers  
**Accountable:** All General Managers  
**Last Updated:** 10/30/25  
**Effective Date:** 11/03/25

**Objective** General Managers (GMs) will be able to order standard retail wine shop supplies from Uline, ensuring each location can independently manage its orders while maintaining centralized oversight and approved payment procedures.

<p><b>Select your items from Uline</b></p>		<ol style="list-style-type: none"> <li>1. Navigate to <a href="http://www.uline.com">www.uline.com</a>.</li> <li>2. Use the search bar to search for the items you need.</li> </ol>
		<ol style="list-style-type: none"> <li>3. Note the:             <ul style="list-style-type: none"> <li>● Item name</li> <li>● Item number</li> <li>● Price</li> </ul> </li> </ol>

<p><b>Order the items</b></p>		<ol style="list-style-type: none"> <li>4. Navigate to the <a href="#">Wine Shop Supply Ordering</a> spreadsheet.</li> <li>5. Enter all fields <b>for each item</b>:             <ul style="list-style-type: none"> <li>● Your name</li> <li>● Date</li> <li>● Delivery Address</li> <li>● Item name (write out full name)</li> <li>● Item number</li> <li>● Price per unit</li> <li>● Quantity</li> </ul> </li> </ol> <p>*The sheet will calculate the total cost.</p>
	<ol style="list-style-type: none"> <li>6. Email John Doe to notify him of your order.</li> </ol>	

<p><b>Receiving and Verifying Supplies</b></p>	<p>When your shipment arrives:</p> <ol style="list-style-type: none"> <li>1. Verify that all items and quantities are correct.</li> <li>2. Inspect for any damage or defects.</li> <li>3. Reply to your original order confirmation email confirming that the shipment has been received and is complete.</li> </ol>
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