



**MILLER FAMILY**  
WINE COMPANY  
MillerFamilyWineCompany.com  
customerservice@thornhillcompanies.com

<b>Department:</b> Warehouse	<b>Effective Date:</b> 6/18/2019	<b>Revision:</b> 00
<b>Initiator:</b> Scharis Weary	<b>Revised By:</b>	<b>Approved By:</b> K. Kemp
<b>Document Title:</b> Ordering Wine from Warehouse Bond-to-Bond		
<b>Category:</b> Warehouse; Shipments;		

- Used for request Bond to Bond warehouse shipments only for product stored at either Miller Family Wine Company warehouse locations
- Must supply a Bond No.

1. Log onto [portal.millerfamilywinecompany.com](http://portal.millerfamilywinecompany.com)
2. Input **Email** and **Password**
  - a. Contact Warehouse for Email & Password
  - b. Optional, check *Remember me?* to save login credentials
3. Click **LOG IN**



PRODUCTS HOME SEARCH MY ACCOUNT CONTACT US

## Welcome, Please Sign In!

Returning Customer

Email:

Password:

Remember me?

[Forgot password?](#)

LOG IN

4. Go to **PRODUCTS**

PRODUCTS

HOME

SEARCH

MY ACCOUNT

CONTACT US

TEAMS > Public Procedures, Policies, MDG > Procedures  
**Every employee is responsible for verifying current document revision is being used  
& complying with procedural requirements.**

5. Select **Bond to Bond = Yes**

- a. Yes = Only shows product in bonded location (must ship to a bonded warehouse, bond number required)
- b. No = Shows product in bonded and tax paid locations but no shiners

6. Enter **Quantity** & click **Add to Cart**

- a. Repeat for all products needed for Shipment Request
- b. If Bond to Bond is Yes, you cannot add taxpaid product

Home > Products

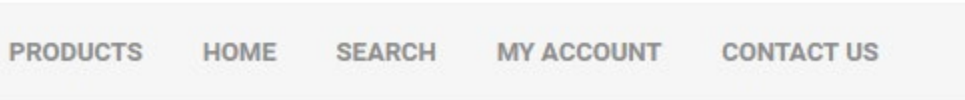
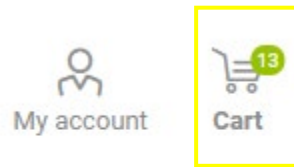
DISPLAY 50 ITEMS PER PAGE

SORT BY Position BOND-BOND Yes

Item No	Name	UOM	Avail Quantity	Vintage Size Case	Quantity	
SMP5BC11D	11 STOLPMAN PETIT SIRAHBALLARD CANYON ALC 14.5%	CS	81	2011 /750 /12	12	Add to cart

7. Click **Cart**

- a. Products can be added or removed from this page



8. Review & enter in required fields:

- a. **Bond No**
- b. **PO** = your reference no, must be unique every time
- c. Select **Freight Terms**
- d. Select **Carrier**
- e. Optional, **Upload File** by select *Choose File*
- f. **Req. Shipment Date**
  - i. If before 2 p.m., ship the next business date, if after 2pm, ship the following business day.
- g. Optional, **Special Instructions**

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Search Products

Bond-Bond: Yes  Bond No: BNW-CA-17077

Product Code - Description	Quantity	Avail.	Vintage/Size/Case Size	UOM	
RQUWBCV18D - 2018 WELL BORN CUVÉE PINOT NOISMV ALC13.5%	1	159	2018 /750 /6	CS	<b>ADD TO CART</b>

Shopping cart

Remove	SKU	Product(s)	Unit of Measure	VintageSizeCase	Avail StockQuantity	Qty.
<input type="checkbox"/>	RQUWBCV18D	2018 WELL BORN CUVÉE PINOT NOISMV ALC13.5%	CS	2018 /750 /6	159	1

[UPDATE SHOPPING CART](#) [CLEAR SHOPPING CART](#)

Export Order:

Req Ship Date: 06/15/2019

Special Instructions:

PO: 25874524

Freight Terms: WILL CALL

Carrier:

Upload File:  [Browse...](#)

9. Click **CHECKOUT**

10. **Billing Address** will display, click **CONTINUE**

**CHECKOUT**

**Billing address**

Select a billing address from your address book or enter a new address.

RTV WINERY, 2900, 3100, & 3248 RANCHO TEPUSQUET RD, Santa Maria, California 93454-9638, United States

**CONTINUE**

11. Select **Shipping Address** and click **CONTINUE**

- a. To add a new shipping address, see **Appendix A**
- b. To remove a shipping address, contact Miller Family Wine Company to remove

12. On the **Confirm Order** page, make sure the information is correct and click **Confirm**

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Billing Address	Shipping Address
<p><b>Bien Nacido</b>            Email: customerservice@thornhillcompanies.com            Phone: 8053186574            Fax:            Bien Nacido &amp; Solomon Hills Estates            2717 AVIATION WAY #101            SANTA MARIA , California 93455            United States</p>	<p><b>Bien Nacido</b>            Email: customerservice@thornhillcompanies.com            Phone: 8053186574            Fax:            Bien Nacido &amp; Solomon Hills Estates            2717 AVIATION WAY #101            SANTA MARIA , California 93455            United States</p>

SKU	Product(s)	Unit of Measure	VintageSizeCase	Qty.
RQUWBCV18D	2018 WELL BORN CUVEE PINOT NOISMV ALC13.5%	CS	2018 /750 /6	3

Bond-Bond	Bond No	Export Order	Po Number	Req Ship Date	Freight	Carrier
True	552512514	False	1552102	06/15/2019	WC	WC

Spec Instructions: this is a test

[BACK](#) [CONFIRM](#)

13. An **Order Number** will be given, click **Continue**
14. Email Confirmation will be sent to you and our Warehouse
  - a. Any alterations to the request, should be made via phone or email

## Thank you

Your order has been successfully processed!

**Order number: OR014196**

[CLICK HERE FOR ORDER DETAILS.](#)

[CONTINUE](#)

### Appendix A – Adding a new Shipping Address

- Can be added from checkout screen under shipping address or through your Account information
1. In the checkout screen, under Shipping Address, select **New Address** from drop down list (found at the bottom of the list)
  2. Enter all required information:
    - a. Email, optional
    - b. Name/Company
    - c. Country
    - d. State
    - e. City
    - f. Address 1
    - g. Address 2, optional
    - h. Zip / Postal code
    - i. Phone Number
    - j. Fax Number, optional
  3. Click **CONTINUE**

Select a shipping address from your address book or enter a new address.

New Address ▼

Email:

Name/Company: \*

Country: \*

State / province: \*

City: \*

Address 1: \*

Address 2:

Zip / postal code:

Phone number: \*

Fax number: