



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

Department: Warehouse	Effective Date: 6/18/2019	Revision: 00
Initiator: S. Weary	Revised By:	Approved By: K. Kemp
Document Title: Ordering Wine from Warehouse		
Category: Warehouse; Shipments;		

- Used for request Warehouse shipments for product stored at either Miller Family Wine Company warehouse locations

- Log onto portal.millerfamilywinecompany.com
- Input **Email** and **Password**
 - Contact Warehouse for Email & Password
 - Optional, check *Remember me?* to save login credentials
- Click **LOG IN**



PRODUCTS HOME SEARCH MY ACCOUNT CONTACT US

Welcome, Please Sign In!

Returning Customer

Email:

Password:

Remember me?

[Forgot password?](#)

LOG IN

- 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**

- 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. Cannot exceed Available Quantity

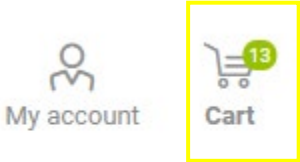
Home > Products

DISPLAY 50 ITEMS PER PAGE SORT BY Name: Z to A BOND-BOND No

Item No	Name	UOM	Avail Quantity	Vintage Size Case	Quantity	Add to cart
RQSEVGPNI8D	18 VIN GRIS OF PINOT NOIRSOLOMON ESTATE SMV ALC 13%	CS	49	2018 /750 /12	30	Add to cart

7. Click **Cart**

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



My account Cart

PRODUCTS HOME SEARCH MY ACCOUNT CONTACT US

8. Review & enter in required fields:

- a. **Bond No**, if Bond to Bond = Yes
- 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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Bond-Bond

No

Product Code - Description	Quantity	Avail.	Vintage/Size/Case Size	UOM	
Please select <input type="button" value="v"/>	1				ADD TO CART

Shopping cart

Remove	SKU	Product(s)	Unit of Measure	Vintage/Size/Case	Avail Stock/Quantity	Qty.
<input type="checkbox"/>	RQSEVGN18D	18 VIN GRIS OF PINOT NOIR SOLOMON ESTATE SMV ALC 13%	CS	2018 /750 /12	49	<input type="text" value="30"/>

Export Order:

* PO:

Req Ship Date:

06/17/2019

* Freight Terms:

* Carrier:

Upload File:

No file chosen

Special Instructions

CHECKOUT

9. Click **CHECKOUT**

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

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

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