



NORTHWEST DISTRIBUTION & STORAGE

INBOUND INVENTORY POLICIES & GUIDELINES

Inventory Inbound to NWDS:

- Notify NWDS of incoming product and quantities 72 hours prior to shipment
 - Email *Transfer of Product* form / BOL to inventory@nwdist.com
- Transportation must be requested by the customer 72 hours prior to shipment
 - Email *Transfer of Product* form / BOL to transportation@nwdist.com
- Send Product Setup Request for all new incoming product 1 week prior to receipt
 - Email *Product Setup Request* form to inventory@nwdist.com
 - Only one *Product Setup Request* required per item per vintage
- Inventory will be received into system within 48 hours.
- *Transfer of Product* form / BOL must accompany all incoming product
 - A complete and accurate description with a separate line for each product NWDS is receiving is required including:
 - Case amount and/or bottle quantity
 - Description/Varietal
 - Appellation of origin designation and/or other description
 - Product Code
 - Bottle size and bottle quantity per case
 - Exact percentage of alcohol content for each line item.
 - Production date
 - Lot code
 - Weight
 - Volume shipped in gallons
 - In Bond or Tax Paid indicated
 - Email or phone for contact for revisions
- Pallet Tags must be placed on each pallet
 - Prior to being accepted by NWDS, each pallet tag must include the following information:
 - Customer Name/Customer Part Number (if you have part numbers)
 - Description/Variety
 - Vintage
 - Bottle size/# of bottles per case
 - Exact percentage of alcohol content (No longer acceptable: <14%, >14%)
 - Tax Status
 1. BOND with bonded winery number
 2. TAXPAID
 3. UNLABELED
- Inventory will be confirmed via email from NWDS within 48 hours
 - Please make sure that we have the correct email address on file