



## NORTHWEST DISTRIBUTION & STORAGE INBOUND INVENTORY POLICIES & GUIDELINES

### Inventory coming from wineries:

- Notify NWDS of incoming wine, dry goods & quantities- 72 hours prior to shipment
  - Email to [inventory@nwdist.com](mailto:inventory@nwdist.com)
- Transportation Requests must be authorized by the winery- 72 hours prior to shipment
  - Email to [transportation@nwdist.com](mailto:transportation@nwdist.com)
- Send Part Number/Product Information for all incoming wine 24-48 hours prior to receipt
  - Email form to [inventory@nwdist.com](mailto:inventory@nwdist.com)
- Inventory will be received into system within 24-48 hours.
- Bill of Lading must accompany all incoming product
  - A complete and accurate description with a separate line for each type of the wine NWDS is receiving is required including:
    - Case Amount
    - Bottle size/# of bottles per case
    - Volume shipped in gallons or liters
    - Type and Class of wine
    - Varietal and percent of blends
    - Appellation of origin designation & percentage thereof (i.e. 100% Willamette Valley)
    - Exact percentage of alcohol content for each line item.
    - Bond or Taxpaid clearly indicated on the paperwork
    - **BOND to BOND** shipments must be noted on bill of lading as well as the complete bond number of the bonded facility the shipment is coming from and NWDS bond number as the receiver. Complete bond number means all letters and numbers. NWDS Bond Number is : BWC-OR-190
    - **UNLABELED** wine must have an approved COLA on file
- Pallet Tags must be placed on each pallet
  - Prior to being accepted by NWDS, each pallet tag must include the following information:
    - Winery Name/Winery 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 24-48 hours
  - Please make sure that we have the correct email address on file