

How to place an order in FORT

Login to FORT by going to <http://fort.wineryfulfillmentservices.com>



Username

Password

[Home](#) | [Services](#) | [System](#) | [Facility](#) | [Contact](#) |

Winery Fulfillment Services (WFS) is a family-owned, state-of-the-art wine fulfillment center in Walla Walla, Washington, bringing world class fulfillment expertise to the Washington wine industry. WFS is powered by the FORT System, the wine industry's leading warehouse management system and fulfillment platform. With significant economies of scale, our pick, pack and ship services help wineries achieve greater efficiencies and cost savings. Experience in national distribution and compliance, aided by aggregating volume through one single, integrated system, allows WFS to provide the most cost-efficient shipping solution available to wineries and direct marketers.

Once login, hover over the "orders" tab and select "add order"



Welcome Steve Hudson

Home **Orders** Products Reports Admin Support

Unshipped Packages

- Order Upload
- Order Upload -- Secured
- Add Order**
- Add Receiving Order
- Receiving Search
- Order Search

Packages	Rejected	On Hold	Printed / Unpacked	Packed / Unprinted	Printed / Packed	Total Unshipped
Club	0	0	0	0	0	0
Other	0	58	4	7	0	72
Trade	0	0	0	0	0	0
Total	0	58	4	7	0	72

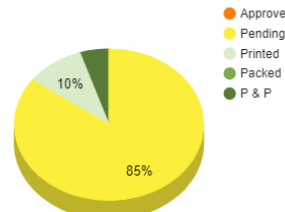
Shipped Packages

Transfer In	Transfer Out	Crossdock Received	Crossdock Sent	Scanned	Attempted	Exception	Delivered / Consigned
0	0	0	0	0	0	0	0
0	0	0	0	51	0	1	0
0	0	0	0	0	0	0	0
0	0	0	0	51	0	1	0

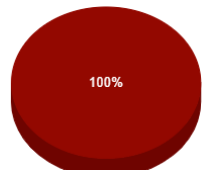
Performance & Scheduling

Packages	5+ days Late	1-4 days Late	Today	Tomorrow	2-4 days	5-10 days	11+ days
Club	0	0	0	0	0	0	0
Other	31	4	29	1	1	2	4
Trade	0	0	0	0	0	0	0
Total Unshipped	31	4	29	1	1	2	4
Uploaded / Pend. Approval	0	0	0	0	0	0	0
Unprinted / Unpacked	29	0	22	0	1	2	4
On Hold	2	0	2	0	0	0	0
Printed / Unpacked	0	4	2	1	0	0	0
Packed / Unprinted	0	0	0	0	0	0	0

Ready for Processing



Today's Shipment



From here, fill out all *required fields.

If you have an order number to reference, place that in the "Order #" field. If you do not, you can simply use the date as your order number, For example "052319"

*If you are ordering this for Will call. Make sure you chose that as the "Service level" and in the "special instructions" let us know who will be picking up the order.

- NOTE if these are samples please add the word sample to the "subtype"

- NOTE Please fill in the "Requested Ship Date" All orders for tomorrow must be submitted by 10am.

Order #	Invoice #	Brand	Order Date	Type	Subtype	Tax Status	Shipment Type	Shipment
052319		N/A	05/13/2019	Other		Tax Paid	Direct Shipment	N/A

Add Package

Package 1

Shipping Address		Billing Address	
Name	Steve Hudson	Same As Shipping	<input type="checkbox"/>
Company		Name	Customer Service
Address 1	173 Middle Waltsburg Road	Company	WFS
Address 2		Address 1	
City	walla walla	Address 2	
State	wa	City	
Zip	99362	Country	UNITED STATES (US)
Country	UNITED STATES (US)	State	
Work Phone	5098762461	Zip	
Mobile Phone		Country	UNITED STATES (US)
ID		Work Phone	
Bond #		Home Phone	
Delivery Window		Mobile Phone	
Hold at Location?	--	DOB	

Service Level	Will-call unpacked (WCU)	Tracking Number	
Requested Ship Date	05/27/2019	Requested Delivery Date	
Tax Transaction Type	Tax Paid	Is Gift?	No
Force 3 Tier?	No	Total Product Amount	
		Insured Amount	
		Compliance ID	
		Tax	
		Age Verification ID	

Surcharges	Special Instructions	Delivery Instructions	Gift Message

Scroll to the bottom of the page and select what you would like order from the dropdown.

*to filter dropdown, type in the vintage.

Tax Transaction Type: Tax Paid | Is Gift?: No | Tax: | Force 3 Tier?: No | Compliance ID: | Age Verification ID: |

Surcharges: | Special Instructions: | Delivery Instructions: | Gift Message: |

Products

*Available SKU	Quantity	Unit	Inventory Location
11FMCSRS-11 Collaboration Series Reserve Syrah	1	Unit	

Depletion Location: Default | Allocation: Allocate by Order | Check Address: Yes

License to License?: No | On-site Orders?: No | Process Credit Card Freight Charge: Do Not Charge | Insure packages for full price: No | Compliance Check Only: No

* = required

Next you can add the qty of your order. You can either order in single units or cases by selecting the dropdown.

Products

*Available SKU	Quantity	Unit	Inventory Location
16FMMPRV-16 Parvata	3	Unit	

SKU	Name	Quantity	Unit	Inventory Location
15FMEPN	15 Force Majeure Epinette	1	Case	
14PBCS	14 Parabellum BDX	6	Unit	
16FMMPRV	16 Parvata	3	Unit	

Package Reconfiguration Mode: Split and combine packages | License to License?: No | Allowable Package Containers: Dynamic | On-site Orders?: No | Virtual Kits Splittable: No | Process Credit Card Freight Charge: Do Not Charge | Depletion Location: Default | Insure packages for full price: No | Allocation: Allocate by Order | Compliance Check Only: No | Check Address: Yes

* = required

Reset | **Add Order**

Once you add order it is normal to see some red text. Retail price and low inventory will display as “warnings” If you see an **ERROR**, This means your order did not go through and you will need to read the error message and update your order.

Order

WARNINGS:

- Package Retail Value has been adjusted to \$340 by product retail.

[Go to order](#)