

Vinosmith Updates

Attachments

You can now attach Purchase Orders, BOLs, labels, and any required paperwork to orders submitted through Vinosmith.

Once an order is saved, please click on the order number again in which you will then see the option to add attachments at the bottom of the page.



Please ensure that if you have included a BOL, Label(s), or paperwork for an order that you are noting this in the Special Instructions when submitting the order. The Distribution Team will then know to check for your attachments when processing your orders.

Please note that Elenteny is not responsible for any warehouse or carrier issues if an order is released without the required paperwork if this instruction is not included when submitting the order.

A screenshot of the 'New Order' form in the Vinosmith application. The form has a dark red header with the 'VINOSMITH' logo and navigation tabs for 'Dashboard', 'Accounts', 'Tastings', 'Wines', 'Orders', 'Producers', 'Reports', and 'Calendar'. The 'Orders' tab is active. The form fields include: 'Account' (VinVero Wines & Spirits), 'Shipping Address' (Default), 'Sales Rep' (-- Choose Sales Rep --), 'Order Date' (2023-06-16), 'Delivery Date' (2023-06-17), and 'Terms' (Net 30 (0)). There are also sections for 'Delivery Instructions (Public)' containing 'Carrier - ODFL', 'Net terms - 60', and 'BOL ATTACHED TO ORDER', and a 'Private Note - for INTERNAL USE ONLY' field.

Invalid Delivery Dates

Weekend delivery dates have now been blacked out when submitting orders. These date options are no longer a clickable field which should drastically reduce any invoice date issues going forward. Please reach out to your Account Manager if this feature has not been updated

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for you.

Draft Orders

Draft orders are now fully functional. When saving an order as a draft it **will** pull inventory and the quantities on that draft order will be deducted from the available inventory showing in Vinosmith.

Future Orders

You may have noticed this banner appear at the top of the page when submitting a future order into Vinosmith. This is just an informational notification. It does not affect, limit, or stop you from submitting any future orders in the system.

This Order Has a Far-Future Delivery Date – About 19 days from now
You might not need to process this order right now.

Common Questions:

Can I attach more than one document?

- Yes.

What if I forgot to attach my BOL to my order and it has already been processed?

- Please email orders@elentyimports.com with your BOL and invoice number so we can ensure to add it to your invoice paperwork.

I forgot to note in the instructions that I added a BOL or Labels.

- Please email orders@elentyimports.com with your BOL and invoice number so we can ensure to add it to your invoice paperwork.

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I don't see the option to add the attachment.

- This field is only available after you have saved your order. You will have to click on the order number and it should then appear at the bottom half of the page.

What if I have a future order and haven't received the BOL for the order yet?

- Feel free to submit your future order including the note in special instructions that the BOL has been attached.

You can upload your paperwork any time before the Distribution Team has processed your order. If we see this note in your Special Instructions and no attachment has been uploaded, we will reach out directly.

Do I need to include the PO paperwork in the attachments?

- No, all information needed to process the order should already be included in the instructions notes, so we won't need to review your POs unless there is a discrepancy.

Can I upload attachments to Draft orders?

-Yes

Is there a limit on how far in advance I can submit a future order?

-No, but we kindly recommend only submitting future order up to a month in advance.

What if I submit an order with a past date in error?

-You will receive an Invalid Delivery Date email directly from Vinosmith with instructions on how to edit the order. This invalid order will also appear on the Vinosmith order page as an Unconfirmed Order.

Please reach out to your Account Manager if you have any questions.