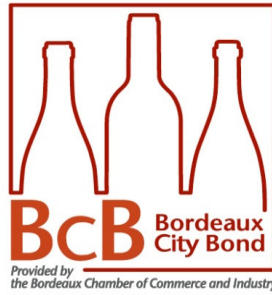


HOW TO USE YOUR WEBVIN?



Practical Guide

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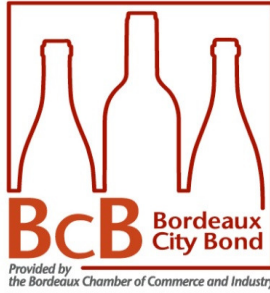
About this Practical Guide ...

This Practical Guide is exclusively aimed to Bordeaux City Bond Clients in order to briefly present them the navigation on the internet tool WebVin via a secure access.

On this book, we present the functions and the information which are the most used by our customers.

This Practical Guide presents some simple explanations to make our WebVin more friendly to you.

For any help you could need, please feel free to contact **Bordeaux City Bond Offices** at +33. (0).557.894.030 or +33. (0).557.894.031 or by email at contact@bordeauxcitybond.fr



Glossary

Filters: enable BCB clients to define search criteria and then provide them more efficient and effective searches.

Items: refers to the product designation as *Château x, Domaine y ...*

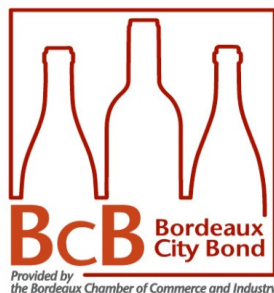
Item details: refers to details such as vintage, packaging, colour of the wine ...

Location: refers to BCB internal reference.

Location	
Firm	Bruges <input type="button" value="v"/>
Site	Bruges <input type="button" value="v"/>

Lot identification: refers either to the lot number or to the observations made by BCB.

RHD: Receipt Handling Delivery



State of Stocks

<u>Item code</u>	<u>Item designation</u>	<u>Items details code</u>	<u>Items details designation</u>	<u>Pallets</u>	<u>Units</u>	<u>Bottles</u>	<u>Gross weight</u>	<u>Net weight</u>	<u>Hold</u>
PAGPL	GD PUY LACOSTE	206ANR	GD PUY LACOSTE 06 0.75 R 12 CB	1	24	288	0,000	0,000	
PAGPL	GD PUY LACOSTE	206AORLF	GD PUY LACOSTE 06 0.75 R 12 CB	1	1	12	0,000	0,000	

Location:

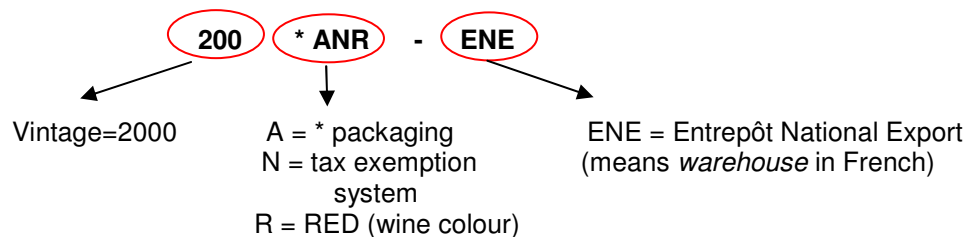
- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Filters:

- Lot identification: select your search criteria according to the type of observations made by BCB (for instance : « damaged cover »)
- Items: select your search criteria according to the wine designation (ex : Lafite Rothschild)
 - o The Item Code is an internal code system and corresponds to the "cru" (vineyard/appellation) and the first letters correspond to the name of the wine :
 - for instance : HMCAN ⇒ Haut Médoc **C**ANTEMERLE ;
 - MGGIS ⇒ Margaux **G**ISCOURS ;
 - PALAF ⇒ Pauillac **L**afite Rothschild

Item details :

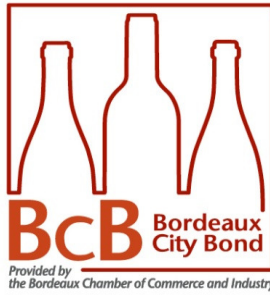
- o Items details code = ex : **200ANR-ENE**



* packaging :

- A = 0.75 x 12
- B = 0.75 x 6
- C = 0.375 x 24
- D = 0.375 x 12
- E = 1.5 x 6

+ click VIEW



Temporary RHD

This section enables you to look at all your orders in process: receipt – handling - delivery.

Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

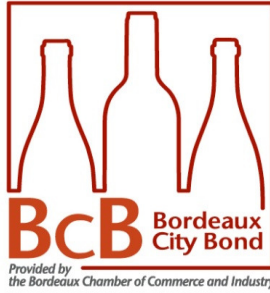
Filters:

- You can follow the preparation of your order either with the registration date, registration number, supplier/recipient or items.
- The more common used filters are the supplier/recipient and items.

+ click VIEW

- For more detailed information, click the “white button” (on the left column).

Bordeaux City Bond		Customer	VI047	-	CUSTOMER					
Bruges		Movement form	Number 30640	of	30/04/2009					
		Customer order		of	12/02/2009					
		Loaded pallets	1,00							
		Collect	13/02/2009							
<u>Recipient</u>			<u>Carrier</u>							
Supplier/Recipient :		Company : SCHENKER								
Name :		Plate registration :								
Address :		Driver :								
Mail code :		Comments :								
City :										
Goods-out note Number 30640										
Item	Item designation	Item details	Items details designation	Movement	Pallets	Units	Bottles	Gross weight	Net weight	Terms letter number
LRHBR	HAUT BRION ROUGE	206BNR	2006 CB6/1 R (NF)	Outgoing	1	3	18	0,000	0,000	001
					1,00	3,00	18,00	0,000	0,000	



Movements

This section enables you to look at all your movements of your wines (ingoing, outgoing, initial stock) for a given period of time, since your account is opened in BCB.

Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Filters:

- Select a period (dd/mm/yyyy)
- Items: select your search criteria according to the wine designation (ex : Lafite Rothschild)

+ click VIEW

Three coloured lines detail the movements:

- blue line = initial stock
- green line = movement note
- white line = totals (initial stock – movement note)

You can select the green line or the white line clicking the “white button” on the View column.



Order-Delivery note

This section allows you to perform searches among receipt (goods in) and delivery (goods out) notes.

Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Filters:

- You can follow the preparation of your order either with the registration date, registration number, supplier/recipient or items.
- The more common used filters are the supplier/recipient and items.

+ click VIEW



Web Orders

This section enables you to place an order. Web orders online process is divided in two parts: first, you have to create the order heading and then, to add the needed order lines.

IMPORTANT: Entering an order does not mean that your order will be processed. To do this, you must send your order.

➤ Order heading

Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Then, fill in the data relating to :

- the Carrier: you can select a carrier or add a new one
- the Recipient
- the Order: you can choose your own order number

+ click Validate

👉 You can now view your order heading

➤ Add order lines

- On your heading page, click “Add lines”, select the items you want with the “Add” column

+ click Validate

- Precise order instructions if necessary, the order unit and the needed units.

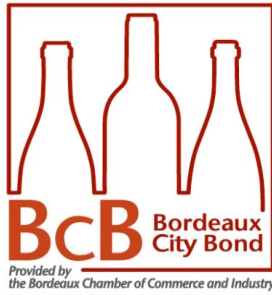
IMPORTANT: “Units” = Cases / 2 units = 2 cases

+ click Validate

- Your order is now classified in the “Unsent orders”: **To send it to BCB, please click the green arrow (in the “Send” column).**

IMPORTANT:

- “Unsent orders”: all the orders entered on the WebVin but not sent yet to BCB.
- “Sent orders”: all the orders entered on the WebVin and sent to BCB.
- “Received orders”: all the orders sent to BCB and processed by BCB.



Traceability

This section enables you to view the history of all wines. Traceability is the availability to consult the history, the location, the supplier, the carrier... of an item.

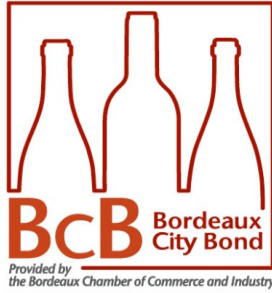
Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Filters: More than a dozen of filters are available to narrow your search. The more common used and useful are the three following:

- items (wine designation)
- registration date
- batch number (when BCB has notified reserves/observations to the Customer. For instance, "one damaged cover").

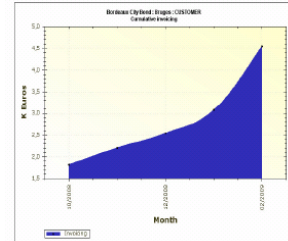
+ click VIEW



Charts

This section enables you to generate statistics charts:

- select a period of time (dd/mm/yyyy)
- select your chart
- you can save or print the charts



Location:

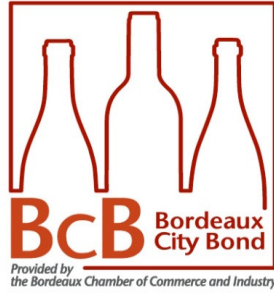
- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.



Download

This section enables you to download:

- Invoicing: not in function yet. Upcoming
- BCB Sales Terms & Conditions.



Items Pictures

Location:

- No need, for BCB customers, to select this function. As it is a BCB internal location reference, this function is already pre-selected on the WebVin.

Filters:

- Select your search criteria according to your wine designation.

Photos of bottles and/or cases can be taken by BCB at Customers request (according to BCB Price List / "Other Services").



This section enables you to consult your photos online. You can enlarge the photos by clicking "Show this item" on the column.

+ click SHOW



Logout

By selecting this section, you will exit the WebVin application. You will be automatically redirected to the Identification section.



Technical Specifications

The *Technical Specifications* section provides you with more detailed and complete technical information relating to the navigation on your WebVin.