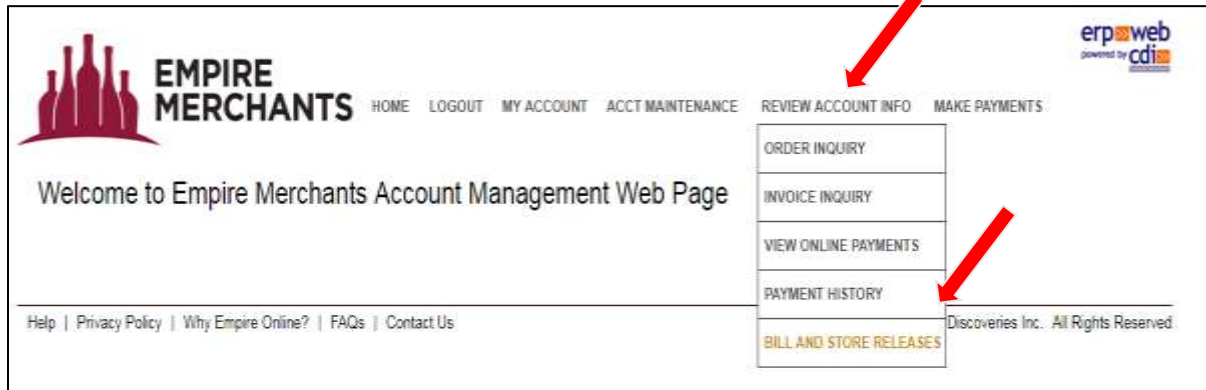


Bill & Store Release for Empire Online Customers

You can now release cases from your Bill and Store merchandise for next day delivery!

1. Log onto Empire Online. Click on 'Review Account Info' then 'Bill and Store Releases.'



2. Click the release button of the desired item(s). This click enables the "Cases Requested" field to be filled.

Ref	Cases In Storage	Cases Requested	Item Number	Description	Description Line 2	BPC	Size Code
<input type="checkbox"/>	35		568270	KORBEL EXTRA DRY	15PK	15	750 ML
<input type="checkbox"/>	50		36834	FRONTERA CAB/MERLOT	HOLIDAY LABEL	6	1.5 L
<input type="checkbox"/>	80		26669	CIROC PINEAPPLE VODKA 60PK		60	050 ML
<input type="checkbox"/>	8		518846	FINLANDIA VODKA		12	750 ML
<input type="checkbox"/>	10		36551	CIROC 750ML/50ML 24PK	6 80 750/5EA 50MLAPP/MANGO/BER	1	CMB
<input type="checkbox"/>	5		27860	THREE OLIVES VODKA	120PK	120	050 ML
<input type="checkbox"/>	50		19040	NEW AMSTERDAM PEACH VODKA		24	375 ML

3. Enter the "Cases Requested" to be released and delivered then click "Continue."

<input checked="" type="checkbox"/>	75	<input type="text" value="5"/>	11730	CIROC COCONUT VODKA 60PK		60	050 ML
<input type="checkbox"/>	70		578105	FRONTERA MERLOT NL		6	1.5 L
<input type="checkbox"/>	35		32838	NEW AMSTERDAM APPLE VODKA		24	375 ML
<input type="checkbox"/>	6		5067	RUSSIAN STANDARD ORIGINAL	6PK	6	1 L
<input type="checkbox"/>	30		36835	FRONTERA CHARD	HOLIDAY LABEL	6	1.5 L
<input type="checkbox"/>	10		28742	NEW AMSTERDAM MANGO VODKA		24	375 ML
<input type="checkbox"/>	150		36489	J WALKER BLACK	YANKEES EDITION VAP	12	750 ML
<input type="checkbox"/>	75		561208	PINDAR WINTER WHITE		12	750 ML
<input checked="" type="checkbox"/>	40	<input type="text" value="5"/>	33830	CIROC MANGO VODKA 60PK		60	050 ML

4. A summary appears for you to review. Then click "Confirm."

Cases In Storage	Cases Requested	Item Number	Description	Description Line 2	BPC	Size Code
75	5	11730	CIROC COCONUT VODKA 60PK		60	050 ML
40	5	33830	CIROC MANGO VODKA 60PK		60	050 ML

5. Your Bill and Store Release for next day delivery is complete! This message appears and an email confirmation is sent to the email address on file.

