



## INSTRUCTIONS TO WINE SUPPLIERS

1. Once the selection of wine is announced, supplier should confirm reservation of the agreed volume. Suppliers are expected to reserve the selected vintage and entire agreed quantity. As Emirates Airline's wine menu is vintage specific, vintage change during the pouring period is not allowed. The entire parcel should have the same front label. Bottles that are received with a different vintage or different label will be returned at supplier's cost.
2. To satisfy audit requirements, the supplier should send a quotation direct to Emirates Airline procurement department which is taken as the official price confirmation. It is necessary to mention delivery terms (ex-cellars, FOB etc.) and carton packing (1x12? or 1x6?).  
Please note: we do not pay for palletising.
3. First time suppliers should complete a 'Supplier pre-qualification Questionnaire' provided by Emirates. This enables registering the supplier in Emirates procurement & payment systems. Company name should be as it appears in commercial invoices. Purchase orders cannot be issued without completing the supplier registration process.
4. Advise us your **FDA** registration number with registered address.
5. Upon announcing the selection, supplier should send SIX front labels to the following address by international courier. This does not apply to Economy class wines.

FAO: Kayleigh Armet  
Emirates Group HQ.  
6th Floor, Procurement - IFS  
P O Box 686  
Dubai, United Arab Emirates.  
Tel: 00971 4 708 4682

6. Screw-cap bottles for economy class & other classes: when loaded on flights, the bottles are placed horizontally and subject to turbulent weather conditions and other means of disturbances. Hence screw-caps must be fully & securely tighten to avoid leakage. Economy class wine labels must be water-proof. We highly recommend use of SARAN PVDC Film and SARANEX Coextruded Barrier Films For 187ml Wine Screw Cap Closures.
7. Once the above mentioned processes are completed, a rate agreement will be issued. Call of orders for individual deliveries are raised against the rate agreement.
8. Economy class wine: Advise the optimum load for a 40' reefer container (Bulk loaded) as we always place orders in full container loads. This brings in efficiency to supply chain and cost. Cartons should have sufficient strength to carry the weight and sustain stacking as well as to avoid splitting.