







Instructions for registering wines at any Wine Trophy of the DWM

Thank you for participating in a Wine Trophy of the DWM, the most important wine competitions worldwide under the patronage of the OIV. To make organisation easier, we have summarised the main steps with all relevant information.

1. Registration:

Do you have already a user account? Great! Just log in at http://system.wine-trophy.com/Account/LogOn
Do you need an account? No problem! Simply register at http://system.wine-trophy.com/Account/Registration

Login		
User Name		
Password		
	Forgot password	
	Login	

Registration

You're not registered yet?

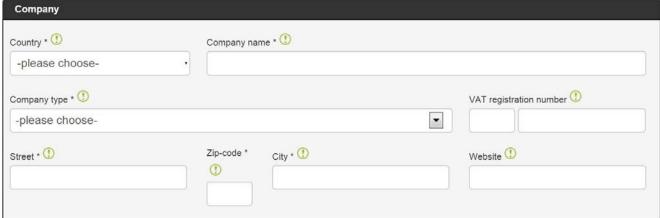
Register here

If you do not have an account, you can easily register.

If you need an account, just fill in all the details. We will accept your request as soon as possible.

Registration





I accept the terms and conditions of Deutsche Wein-Marketing GmbH



To finish the registration you have to accept our "Terms & Conditions" and click on

Register

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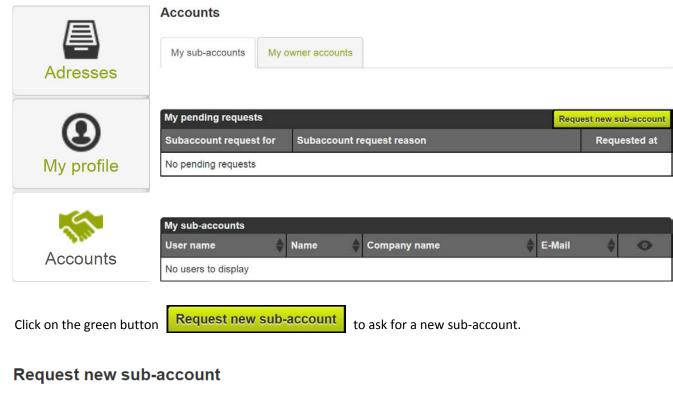




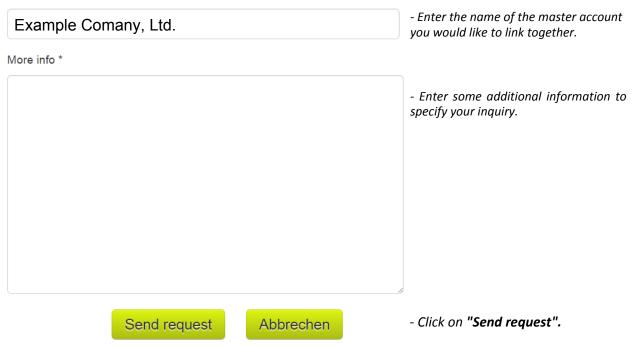


1.1 Sub-Accounts (if you don't need a sub-account, please ignore this page):

To create a sub-account you must be logged in, then click on "Accounts" on the left side panel.



Which main account would you like to use? *



After we receive your request, we will bind you to the correct master account.

Please note that we need up to one working day to confirm your account.



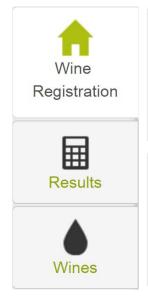






2. Submitting the wines:

Once we have accepted your *new account request*, log on, **click on the tab "Wine Registration"** at the left side panel, and select your desired Trophy (only the current Trophies will appear).



Submit wines Berliner Wein Trophy

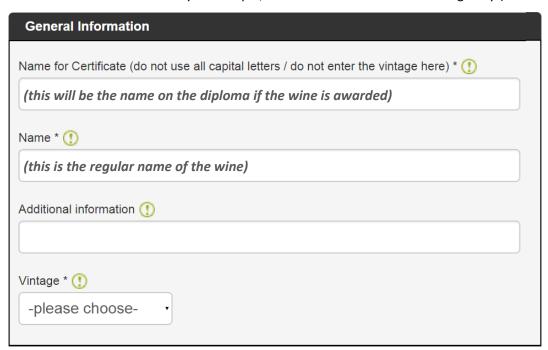
Submit wines Asia Wine Trophy

Submit wines Portugal Wine Trophy

Show current submissions

You can always check the status of your registrations by clicking on "Show current submissions".

Please fill in all the details of your sample, note that some of them are obligatory (marked with *)



IMPORTANT - note that there are two different name fields during the registration of the wine:

- Name for Certificate refers to the name that will appear on the diploma, if the wine is awarded.
- **Name** is simply the ordinary name of the wine.









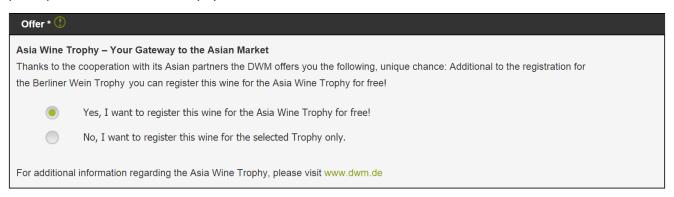
3. Payment

When you reach the step "Payment options", you will see our bank details to make a bank transfer.



Because of safety reasons, our system is not creating invoices automatically. Our financial department will send it a few days after the current Trophy.

- Asia Wine Trophy offer: those wines submitted for the Berliner Wein Trophy or Portugal Wine Trophy can participate in the Asia Wine Trophy at no additional cost.



Thanks to the co-working with the city of Daejeon in Korea, all the wines submitted to Berliner Wein Trophy or Portugal Wine Trophy can be registered also for Asia Wine Trophy for free.

An additional 6 bottles of the registered products will be required for the tasting in Asia.

To complete your submission, press on the save button (you can only save a wine, when every obligatory field is filled out).

As soon as you have saved the wine, it is automaticly registered in the Trophy. Remember, you can always check your registered wines on "Wine Registration > Show current submissions" (as shown in point 2).

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4. Sending the wine samples:

You will receive an email confirming those wines that have been correctly registered. This means you can send already the samples for the competition. Please mind the following important details when sending the samples:

- Participants of Berliner Wein Trophy or Portugal Wine Trophy must send four bottles of each submitted wine.
- Participants of Asia Wine Trophy must send six bottles of each submitted wine.
- A copy of the corresponding **Sample Pass*** must be enclosed in the package.
- Please write the **corresponding Trophy name** on the outside of the package.
- Please bear in mind that only packages sent carriage paid are accepted.
- Please ensure that no customs duties are incurred.

Addresses:

Berliner Wein Trophy:

Deutsche Wein Marketing "Berliner Wein Trophy"
Am Borsigturm 1
D-13507 Berlin
Germany

Asia Wine Trophy:

Deutsche Wein Marketing
"Asia Wine Trophy"
Am Borsigturm 1
D-13507 Berlin
Germany

Portugal Wine Trophy:

Museu do Vinho Bairrada "Portugal Wine Trophy" Av. Eng. Tavares da Silva 3780-203 Anadia Portugal

^{*} You can check, edit and print the Sample Passport whenever you need, directly from your account. Just click on "Wine Registration" tab at the left side and then "Show current submissions".

Berliner Wein Trophy							
•			Approval status	Name \$	Name for Certificate	Additional information	
0	ø		offen	Wine Sample for BWT	Wine Sample		

Deadlines for the registration of the wines and sending the samples:

We highly recommend that you check the deadlines on your user account, as they can be actualized.

You can also check our website www.dwm.de where you will also find much more information.

If you have any further questions, please contact us and our DWM team will gladly help you.







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