



## 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

Status \*

Benachrichtigungssprache \*

| Company                                      |  |                      |                         |
|--|--|----------------------|-------------------------|
| Country *                                    | Company name *                               |                      |                         |
| <input type="text" value="-please choose-"/> | <input type="text"/>                         |                      |                         |
| Company type *                               | <input type="text" value="-please choose-"/> |                      | VAT registration number |
| <input type="text"/>                         | <input type="text"/>                         |                      | <input type="text"/>    |
| Street *                                     | Zip-code *                                   | City *               | Website                 |
| <input type="text"/>                         | <input type="text"/>                         | <input type="text"/> | <input type="text"/>    |

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



## 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.

  
**Addresses**

**Accounts**

My sub-accounts

My owner accounts

**My pending requests** Request new sub-account

| Subaccount request for | Subaccount request reason | Requested at |
|------------------------|---------------------------|--------------|
| No pending requests    |                           |              |

**My sub-accounts**

| User name           | Name | Company name | E-Mail |  |
|---------------------|------|--------------|--------|--|
| No users to display |      |              |        |  |

Click on the green button Request new sub-account to ask for a new sub-account.

### Request new sub-account

Which main account would you like to use? \*

Example Comany, Ltd.

- Enter the name of the master account you would like to link together.

More info \*

- Enter some additional information to specify your inquiry.

Send request

Abbrechen

- Click on "Send request".




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).


|   |  |  |
|---|--|--|
| <br>Wine<br>Registration | <b>Submit wines<br/>Berliner Wein Trophy</b> | <b>Submit wines<br/>Asia Wine Trophy</b>   |
| <br>Results              | <b>Submit wines<br/>Portugal Wine Trophy</b> | <b>Show current<br/>submissions</b><br><br><i>You can always check the status of<br/>your registrations by clicking on<br/>"Show current submissions".</i> |
| <br>Wines                |  |  |

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


### General Information

Name for Certificate (do not use all capital letters / do not enter the vintage here) \* 


  

Name \* 

Additional information 

Vintage \* 

**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**.

**Payment options** \* ⓘ

Invoice paid by \*

-please choose-

The participation fees for the samples was paid into the account of Deutsche Wein Marketing upon indication of the invoice recipient.

Please book the fee for the samples from following credit card:

**Please transfer the invoiced sum to the following account:**

|                        |                              |
|------------------------|------------------------------|
| <b>Bank:</b>           | Commerzbank                  |
| <b>Bank code:</b>      | 100 400 00                   |
| <b>Account holder:</b> | Deutsche Wein Marketing GmbH |
| <b>Account number:</b> | 44 66 22 300                 |
| <b>IBAN:</b>           | DE 3510 0400 0004 4662 2300  |
| <b>SWIFT:</b>          | COBADEFFXXX                  |

**IMPORTANT** - please specify the invoice number, your customer ID or the company name as concept of the 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.

**Offer** \* ⓘ

**Asia Wine Trophy – Your Gateway to the Asian Market**

Thanks to the cooperation with its Asian partners the DWM offers you the following, unique chance: Additional to the registration for the Berliner Wein Trophy you can register this wine for the Asia Wine Trophy for free!

Yes, I want to register this wine for the Asia Wine Trophy for free!

No, I want to register this wine for the selected Trophy only.

For additional information regarding the Asia Wine Trophy, please visit [www.dwm.de](http://www.dwm.de)

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  button (you can only save a wine, when every obligatory field is filled out).

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



#### 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 |
|                      |  |  | 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](http://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.

