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

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

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.

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

**Request new sub-account**

Which main account would you like to use? *

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

More info *

- Enter some additional information to specify your inquiry.

- Click on "Send request".

Once 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 Wine Trophy (only the current Wine Trophies will appear).

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

You can always check the status of your registrations by clicking on “Registered Wines”.
3. Payment

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

![Payment options image]

**Important** - please specify the invoice number, your customer ID or the company name as subject of the transfer.

Because of safety reasons, our system is not creating invoices automatically; our financial department will send it (at the latest) a few days after the current Wine 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 image]

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 automatically registered in the Wine Trophy. Remember, you can always check your submissions on "Wine Registration > Registered Wines".
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 additional bottles of each submitted wine.
- Bottles à 0.75 liters; in case of lower capacity bottles please send 3 liters in total.
- 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 ensure that no customs duties are incurred.

Addresses:

**Berliner Wein Trophy:**
Deutsche Wein Marketing
“Berliner Wein Trophy”
Am Borsigturm 1
D-13507 Berlin
Germany

**Portugal Wine Trophy:**
Museo do Vinho Bairrada
"Portugal Wine Trophy"
Av. Eng. Tavares da Silva
3780-203
Portugal

**Asia Wine Trophy:**
Daejeon International Marketing Enterprise
"Asia Wine Trophy"
480, Daedeok-daero
Yuseong-gu, Daejeon
Korea

*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 "Current sample passports".*

Current sample passports

<table>
<thead>
<tr>
<th>Wine 1</th>
<th>Wine 2</th>
<th>Wine 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>2018</td>
<td>2015</td>
</tr>
<tr>
<td>Vintage</td>
<td>Still wine</td>
<td>Still wine</td>
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<tr>
<td>Category</td>
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<td>Rot</td>
</tr>
<tr>
<td>Wine type</td>
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<td>Germany</td>
</tr>
<tr>
<td>Country</td>
<td>Germany</td>
<td>Germany</td>
</tr>
</tbody>
</table>

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.wine-trophy.com](http://www.wine-trophy.com) 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.