

# The Grocer Own Label Accreditation Scheme – Application Process

## Setting up an account – If you are a new user

*If you have previously registered for any of our other events, your log in details will stay the same across all our FluidReview sites.*

**Step 1:** Go to <https://wrbookings.thegrocerownlabel.co.uk/>.

**Step 2:** Click the 'Register' button under the 'Create your account' header.



MAIN SITE HELP

Welcome to the application site for The Grocer Own Label Accreditation Scheme 2019.

### Is this your first application in the 2019 awards?

You must [create an account](#) before you can submit your applications.

Please select how many products you wish to submit, pay (either online or by invoice) and then supply individual product line details.

### Already created an account?

You can [log in](#) here.

You can amend individual product details until you click the submit button for each product.

Go back to [The Grocer Own Label Accreditation Scheme 2019](#) homepage.

### Create your account

Create an account to enter products into this year's awards.

Register »

### Sign In

Email:

you@example.com

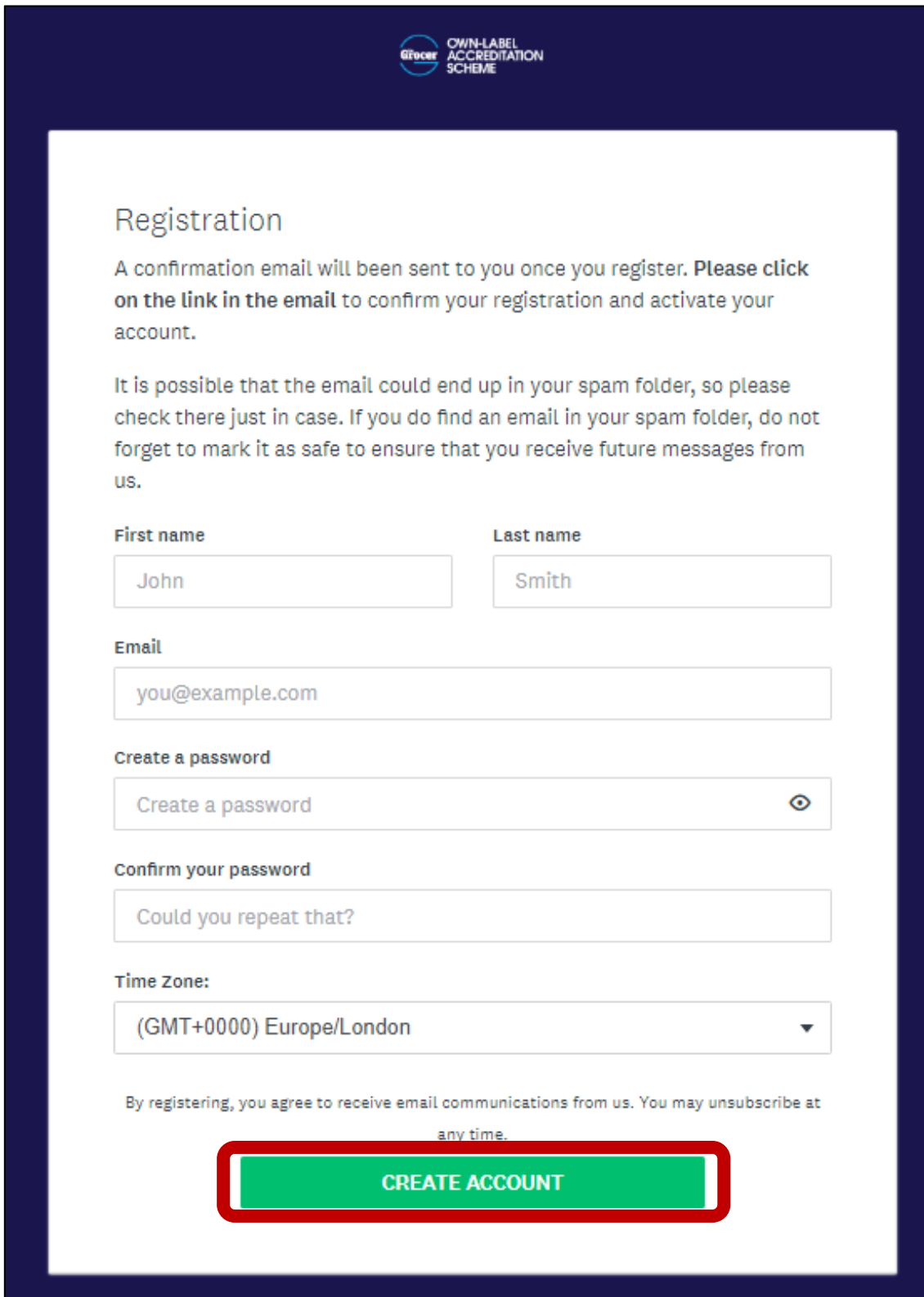
Password:

Enter your password here...

Sign In »

[Forgot your password?](#)

**Step 3:** Fill out the below details and press 'Create Account' at the bottom of the page.



The image shows a registration form titled "Registration" with a Grocer CWIN-LABEL ACCREDITATION SCHEME logo at the top. The form includes instructions about email confirmation and spam folders. It contains input fields for "First name" (John), "Last name" (Smith), "Email" (you@example.com), "Create a password" (Create a password), and "Confirm your password" (Could you repeat that?). A "Time Zone" dropdown menu is set to "(GMT+0000) Europe/London". At the bottom, there is a green "CREATE ACCOUNT" button highlighted with a red border. A disclaimer states: "By registering, you agree to receive email communications from us. You may unsubscribe at any time."

**Step 4:** You will then receive a confirmation email containing a link. **Make sure you click on this link to activate your account.** Once you have done this, you will be able to log in using the below process.

**Please note:** Emails from FluidReview may automatically be sent to your spam or junk folder. Please make sure you check these folders. **If you have not received an email within 2 hours please contact Jessica Pope on 01293 610354 or by email [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).**

# Signing in

**Step 1:** Enter the email address your account is registered with and the corresponding password in the 'Sign In' box below.

*If you have previously registered for any of our other events, your log in details will stay the same across all our FluidReview sites.*



[MAIN SITE](#)   [HELP](#)

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### Is this your first application in the 2019 awards?

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Go back to [The Grocer Own Label Accreditation Scheme 2019 homepage](#).

### Create your account

Create an account to enter products into this year's awards.

[Register »](#)

### Sign In

Email:

Password:

[Sign In »](#)

[Forgot your password?](#)

*If you have any problems setting up your account or signing in please contact Jessica Pope on 01293 610354 or [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

# Completing Your Contact Details Form

**Step 1:** You will now be on your account home page. From here to begin your application process click 'Start' next to 'Contact Details'.

Home

## Entries

Step 1: Edit and submit your Contact Details  
Step 2: [Add entries](#) and checkout  
Step 3: [View list of entries](#) then edit and submit each product

### Your Tasks

TASK	STATUS	ACTIONS
Contact Details	INCOMPLETE	<a href="#">▶ Start</a>

**Step 2:** You will now be presented with your contact details form. Please fill out all the information required. At the top of the page you will need to confirm if you are the Retailer or Supplier and your primary contact details. By confirming this you will not need to fill out these details again.

### Contact Details 2019

\* denotes a mandatory question

Retailer or Supplier\*

Retailer  Supplier

## Primary Contact Details

Title\*  Mr  Mrs  Ms  Miss  Dr

First name\*

Surname\*

Job title\*

Company\*

Address line #1\*

Address line #2

Town\*

County\*

Postcode\*

Phone\*

Mobile

Email\*

*The primary contact details will be the details we will use for all correspondence.*

**Step 3:** Select how you would like to pay and accept our terms of entry. To review these please refer to <http://www.thegrocerownlabel.co.uk/terms-of-entry/>.

**Please note that once you have accepted our Terms of Entry you have agreed to pay for the entries you add to your account.**

### Entry Fee

£459 + VAT per product

The next step of the entry process will ask how many applications you wish to enter.

### How do you wish to pay?

(The next step of the entry process will ask how many products you wish to enter.)

- **Online** to pay by credit or debit card. A VAT receipt will be emailed to you within a few hours.
- **Invoice** if you wish to receive an invoice by email (within 5 working days).

Online  Invoice

### Terms of Entry\*

To view click here [Terms of Entry](#)

Accept

Save

Save & continue

## If you are paying by invoice – if not please skip to step 5

**Step 4:** The form will ask you if the invoice details are the same as the primary contact details. If you would like your invoice directed to a different person or address select yes and more fields will appear for you to input the information. Please also ensure you provide your purchase order number if required.

How do you wish to pay?

(The next step of the entry process will ask how many products you wish to enter.)

- Online to pay by credit or debit card. A VAT receipt will be emailed to you within a few hours.
- Invoice if you wish to receive an invoice by email (within 5 working days).

Online  Invoice

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Are the invoice details same as above\*

Yes  No

---

Purchase Order

Please supply your purchase order reference

*Please note that we need a contact name to be able to raise your invoice. 'Accounts' or department names will not be accepted.*

**Step 5:** Once you have completed all of the above, click 'Save & continue' at the bottom of the page.

How do you wish to pay?

(The next step of the entry process will ask how many products you wish to enter.)

- Online to pay by credit or debit card. A VAT receipt will be emailed to you within a few hours.
- Invoice if you wish to receive an invoice by email (within 5 working days).

Online  Invoice

---

Terms of Entry\*

To view click here [Terms of Entry](#)

Accept

---

# Purchasing your applications

**Step 1:** After completing your contact details form, you will now be back to your account home page. You will now need to select the how many applications you wish to submit. Click 'View Entries'.

✔ Your form has been completed successfully. ×

[Home](#)

## Entries

Step 1: Edit and submit your Contact Details  
Step 2: [Add entries](#) and checkout  
Step 3: [View list of entries](#) then edit and submit each product

### Your Tasks

TASK	STATUS	ACTIONS
Contact Details	COMPLETE	<a href="#">View</a> Task is Locked

### Your Entries

SEARCH:  [Go](#)

*i* No applications found

[View Entries >](#)

**Step 2:** Select the amount of entries you wish to add to your cart by editing the number in the box below and clicking 'Add to cart'.

## Entries

ENTRY	DESCRIPTION	PRICE	QUANTITY	ACTIONS
Entry (online)	£459.00 + VAT	£550.80	<input type="text" value="1"/>	<a href="#">Add to cart</a>



**Step 3:** Your entries will show up in a ribbon at the bottom of the page. You can expand this section to see how many entries you have in your cart by clicking the arrow. Once you have selected your amount click 'Proceed to Checkout'.

## Entries

ENTRY	DESCRIPTION	PRICE	QUANTITY	ACTIONS
Entry (online)	£459.00 + VAT	£550.80	<input type="text" value="1"/>	In Cart

▶ Items ( 1 )

Proceed to Checkout

▼ Items ( 1 )

Proceed to Checkout

Entry (online)

×

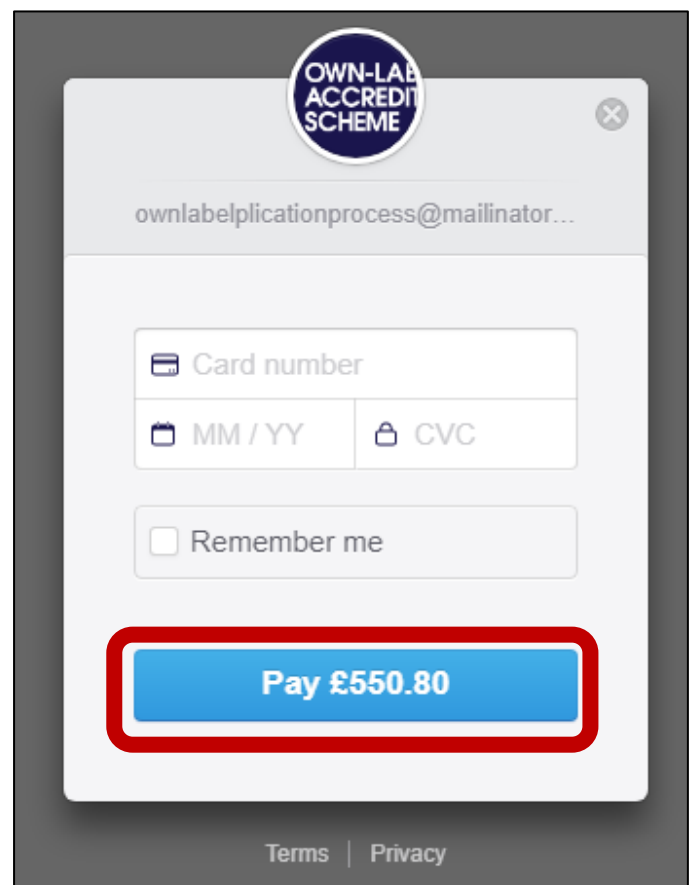
*If you have any problems adding applications to your cart please contact Jessica Pope on 01293 610354 or by email [Jessica.Pope@wrbm.com](mailto:Jessica.Pope@wrbm.com).*

If you are paying by card – if not skip to 'If you are paying by invoice'

**Step 4:** You will be directed through to our payment portal stripe. Enter all your details below and click 'Pay'.

You will be redirected to your home screen once payment has gone through.

*If you have any problems processing payment please contact Jessica Pope on 01293 610354.*



The image shows a payment form for the Own-Lab Accreditation Scheme. At the top, there is a logo for 'OWN-LAB ACCREDITATION SCHEME' and a close button. Below the logo, the email address 'ownlabelapplicationprocess@mailinator...' is displayed. The form contains several input fields: a 'Card number' field, a 'MM / YY' field, and a 'CVC' field. There is also a 'Remember me' checkbox. At the bottom of the form, there is a large blue button labeled 'Pay £550.80'. Below the button, there are links for 'Terms' and 'Privacy'.

## If you are paying by invoice

**Step 4:** Once you have added your entries to your cart your invoice has been requested. You will need to return to your home page by clicking 'View my list'.

✔ 2 new item(s) created [View my list.](#) ×

[Home](#) » [Entries](#) [View my list](#)

## Entries

ENTRY	DESCRIPTION	PRICE	QUANTITY	ACTIONS
Entry (Invoice)	£459.00 + VAT	--	<input type="text" value="1"/>	<a href="#">Add to cart</a>

***Please note once you have added entries to your account you have agreed to pay for the entries.***

# Completing your Applications

**Step 1:** Each application will have its own separate form. To begin click 'Edit' next to one of your entries.

## Entries

Step 1: Edit and submit your Contact Details  
Step 2: [Add entries](#) and checkout  
Step 3: [View list of entries](#) then edit and submit each product

### Your Tasks

TASK	STATUS	ACTIONS
Contact Details	COMPLETE	<a href="#">View</a> Task is Locked

### Your Entries

SEARCH:  [Go](#)

APPLICATION ID	REFERENCE ID	ENTRY	STATUS
<a href="#">OLFDA-1386</a>	OLFDA-1386	Entry (Invoice)	IN PROGRESS <a href="#">Edit</a>

[View Entries >](#)

**Step 2:** Click 'Start'

## OLFDA-1386 (OLFDA-1386)

### Entry (Invoice)

[Return to View your list of entries](#)

### Grocer Own Label applications

TASK	DEADLINE	STATUS	ACTIONS
<a href="#">Product Form</a>	29/10/2018 23:59:00 BST	INCOMPLETE	<a href="#">Start</a>
<a href="#">Submit Application</a>	29/10/2018 23:59:00 BST	PREREQUISITES NOT MET	

**Step 3:** You will now need to complete your product form with the information below. You will be asked for retailer contact details if you selected supplier on the contact details form and vice versa. Once you have completed all the details click 'Save & continue' at the bottom of the page.

### Product Form

Prior to completing this form please ensure you are aware of the category criteria and definition of new or existing product which can be found [here](#)

#### Retailer

Title\*  Mr  Mrs  Ms  Miss  Dr

First Name\*

Surname\*

Company\*

Phone\*

Email\*

#### Product Details

Full product name\* (Prefixed with retailer & brand)

Retailer name\*

Product category\*  Everyday  Premium

Product type\*  Ambient  Frozen  Chilled

Target audience\*

Is your Product? \*New products have to be launched in the past 12 months  Existing  New  Pioneer

*If you are entering alcohol please select yes and input your ABV%*

Alcohol\*  Yes  No

If 'Yes', state ABV (%)

Price (£) – please enter RRP and

not a promotional price\*

Size (g/ml)\*

No. of servings\*

Preparation method (i.e . Hob, Grill,  
Oven, Microwave, Ready to Serve)

– Please include Cooking

temperature and/or defrost time\*

Shelf life\*

Ingredients - as stated on pack \*

Date launched into market\*

Is product available nationally or regionally?\*

- National  Regional

Give an example of where the product is listed\*

Save

Save & continue

**Step 4:** Click 'Submit Application' to complete your application. **Please note that if you do not click this button your application will not be complete.**

✔ Your form has been completed successfully.

[Home](#) » [Entry \(Invoice\)](#) » [Test](#)

## Test (OLFDA-1386)

[Download item](#)

### Entry (Invoice)

Return to [View your list](#) of entries

#### Grocer Own Label applications

TASK	DEADLINE	STATUS	ACTIONS
Product Form	29/10/2018 23:59:00 BST	COMPLETE	<a href="#">View</a> <a href="#">Edit</a>
<a href="#">Submit Application</a>	29/10/2018 23:59:00 BST	INCOMPLETE	

**Step 5:** Click 'Continue'.

*Please note that once you have submitted your application you will not be able to make any changes to your entry.*

[Home](#) » [Entry \(Invoice\)](#) » [Test](#) » [Submit Application](#)

## Submit your item

You are now submitting your item.

Please be advised that you will no longer be able to make further changes to this item.

[Cancel](#)

[Continue](#)

**Step 6:** Click 'Back to account' to complete any other applications using the same steps as above.

✓ Your item has been submitted.

[Home](#) » [Entry \(Invoice\)](#) » [Test](#) » Submit Application

## Submit your item

Your item has been submitted.

[Back to account](#)

Your home page will now show your product name and your submitted product will show as complete.

## Entries

Step 1: Edit and submit your Contact Details  
Step 2: [Add entries](#) and checkout  
Step 3: [View list of entries](#) then edit and submit each product

### Your Tasks

TASK	STATUS	ACTIONS
Contact Details	COMPLETE	<a href="#">View</a> Task is Locked

### Your Entries

SEARCH:  [Go](#)

APPLICATION ID	REFERENCE ID	ENTRY	STATUS
Test	OLFDA-1386	Entry (Invoice)	COMPLETE <a href="#">View</a>

[View Entries >](#)