



On-line Manual for **BG 1**

Application to press grapes in terms of the Wine of Origin Scheme

IMPORTANT

Only a registered SAWIS member can apply for WS numbers. Please contact the Certification Department (021-8075764) should you experience problems in this regard.

Please note: All IPW queries and issues must be sorted out with Daniel Schietekat, IPW Certification (021-8896555).

1. To Add New farm to receive grapes from

Please note: If the farm(s) you wish to source grapes from are not on your Member profile, you can add the farm(s) by following the steps below.

1. Login.
2. Click on MENU, My Member Relationships.
3. Click on NEW button in right hand corner.
4. Type in appropriate farm number (e g 1234000, 4567001).
5. Type in appropriate member type (e g Source farm).
6. Send request (Top right hand).
7. The farm will be added to your profile.

2. Apply for New WS number

1. Login
2. Click on Menu, Harvest Application Wizard (BG1).
3. Click Continue.
4. Choose appropriate option under Services For. (Fill in SAWIS Producer number where applicable). Please note that the Wine and Spirit Board fees will be billed directly to the SAWIS Producer for whom services are provided.
5. Click Next.
6. Fill in required information for this WS number.
7. Click Next.
8. Add valid farm(s).
9. Click Next.
10. Check that all data is correct as required. Add note if necessary e g. Organic.
11. If there is a problem and something is not correct, click on previous until the problem can be corrected.
12. If all is correct, click on Submit Application.
13. The WS number will be issued and will appear on the screen.
14. Click on Create New WS Number for subsequent numbers. Repeat steps 4 – 11.

3. To view allocated numbers

1. Click on My WS Numbers (or directly on Menu – My Harvest Applications & WS numbers).
2. To view farms linked to WS number - Click on WS number.

4. To Edit WS number (Production cellar, Origin, Variety, Type)

Please note: Editing can only be done until production commences.

1. Click on WS number you wish to edit.
2. Click on Edit entire WS number (Top right hand). Follow steps 4-11 under Section 2 – Apply for New WS Number.
3. Click on X Close to go back to My Harvest Application.

5. Pressing together of varieties and or production areas

(Only necessary if you would like to indicate as such on your label).

Follow Apply for New WS number steps up to step 5.

6. Fill in required information and choose Request New WS number for pressing together of variety/production area.
7. Click Next.
- 8(a) Choose first production area and variety.
Click on Search button to display valid farms.
Add valid farm(s).
- (b) Choose second production area and variety.
Click on Search button to display valid farms.
Add valid farm(s) (If only production area is press together repeat variety choice as in first instance or if only variety is press together repeat production area choice as in first instance).
Repeat until all data is added as required.
9. Click Next.
10. Check that all data is correct as required.
11. If there is a problem and the data is not correct click on previous and correct the problem.
12. If all information is correct, click on Submit Application.
13. The WS number will be issued and will appear on the screen.