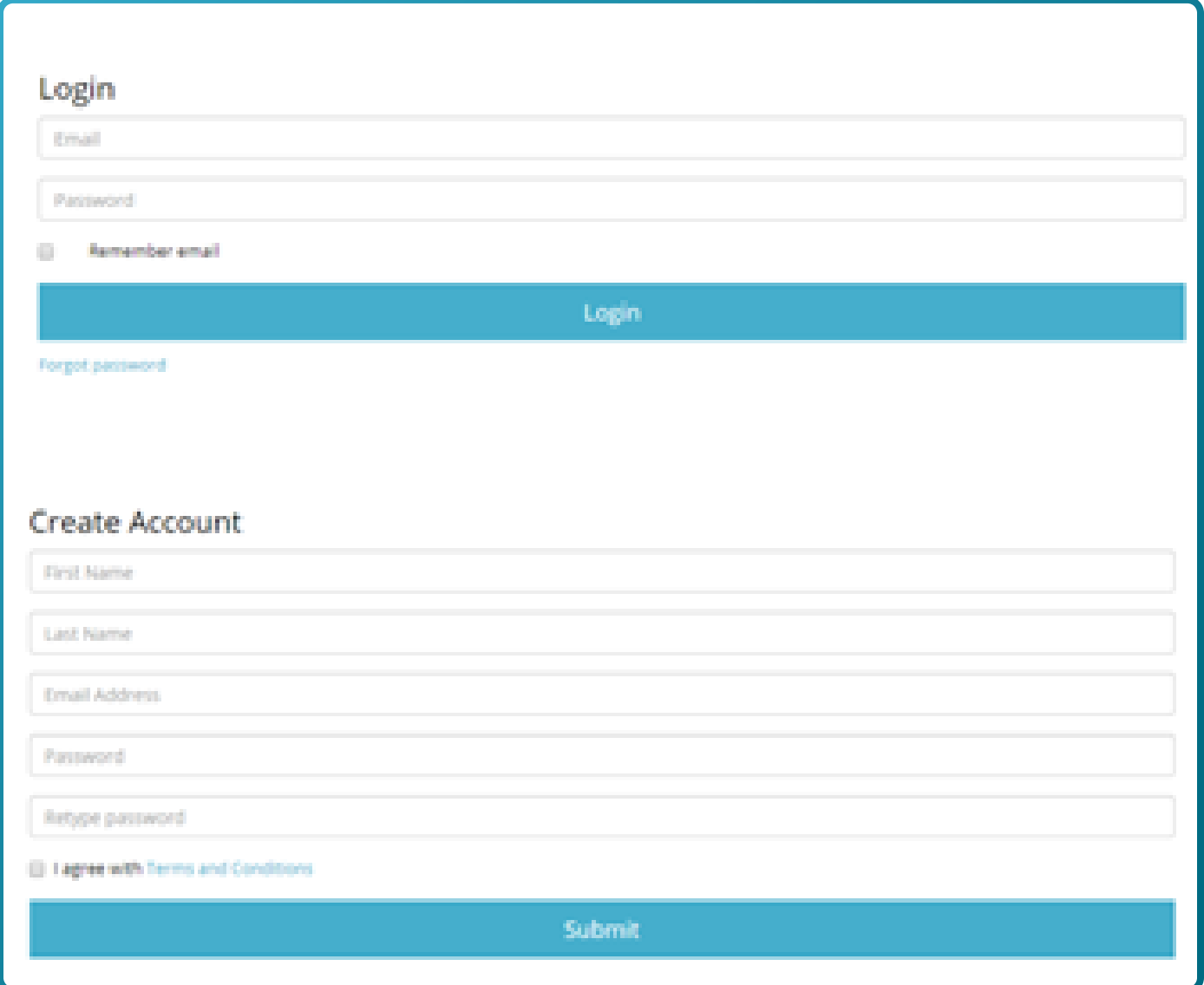


# 1

## CREATE AN ACCOUNT

- When entering the Quality Food Awards for the first time you will be required to create an account. Once you have submitted your details you will receive an email from [noreply@evessio.com](mailto:noreply@evessio.com) asking to confirm your details. You will need to follow this link in order to activate your account.
- If you have already registered an account in previous years you can use these details again to login.
- If you have forgotten your password, click on the link [Forgot password](#) and enter your registered email address to receive password reset instructions.



The screenshot shows a web form with two main sections: 'Login' and 'Create Account'. The 'Login' section includes fields for 'Email' and 'Password', a checkbox for 'Remember email', a blue 'Login' button, and a link for 'Forgot password'. The 'Create Account' section includes fields for 'First Name', 'Last Name', 'Email Address', 'Password', and 'Retype password', a checkbox for 'I agree with Terms and Conditions', and a blue 'Submit' button.



# 2

## ENTERING A PRODUCT

- Once you have logged into your account you will be able to begin your entry. The category you chose on the entry page will now be visible in your basket.
- Please confirm which category best suits your product from the dropdown list. This will help us determine which category your product will be judged in. Please note that this may be the same as the category name.
- When filling out product details please provide details as accurately as possible. These details will be provided to judges when judging your product.
- Use the 100-word description to best describe your product; this is your opportunity to tell the judges why your product is great and deserves an award. Include USPs and any origin story your product may have.
- When uploading pictures please ensure you upload a hi-res image as these will be provided to judges and may be used on the awards night if you are shortlisted. For multiple images you will need to create a zip file for uploading.

The screenshot shows a multi-step process for entering a product. At the top, there are four steps: Step 1 (Basket), Step 2 (Personal details), Step 3 (Invoice details), and Step 4 (Summary). Below this is a 'Basket' section showing '1 item'. The main form is titled 'Awards Nomination' and includes a dropdown menu for 'Condiments'. There are 'Required' and 'Optional' fields, a 'CLOSING DATE' field, and buttons for 'Save for later' and 'Delete'. The 'Name of Product' field has a note: 'Please state the retailer name before the product name if there is one (Retailer) Yogurt. This means we can make sure the right retailer is named on the product.'



# 3

## ENTERING FURTHER PRODUCTS

- You can add as many products to your basket as you would like, this can be done across multiple categories.
- At the bottom of the page you will find a dropdown box where you will be able to choose your next category. Be sure to select the correct awards (e.g. Quality Food Awards, Christmas Quality Food Awards, etc.).
- You will find a category description appears underneath once a category has been selected.
- Once you have selected the correct category click the green add button. Your product will then appear below your current entries.

The screenshot shows a web interface for entering products. At the top, there is a grey bar with the text "Select a category to begin the entry process". Below this is a search bar containing "Biscuits - Sweet" and a green button labeled "+ ADD CATEGORY" with a quantity of "x1". A descriptive line reads "Any sweet biscuit item inclusive of cookies, shortbreads etc". The main section is titled "Awards Nomination" and contains two items:

- Item 1/2:** Category "Condiments". It features a progress bar with "0/16" in red and "0/5" in grey, with labels "Required" and "Optional" above the bars. There are "Save for later" and "Delete" buttons.
- Item 2/2:** Category "Biscuits - Sweet". It also has a progress bar and "Save for later" and "Delete" buttons.



# 4

## ADDING YOUR PERSONAL DETAILS

- Once you have finished entering your product details you will be able to review your basket. At this point you will need to read and accept our Terms and Conditions.
- You will then be taken to Step 2, personal details.

**Basket Summary** 2 items

Awards Nomination	Required fields	Cost
Condiments	Required 19/16	
Biscuits - Sweet	Required 19/16	
<b>TOTAL COST</b> <small>(In applicable VAT)</small>		

I have read and accept the Terms and Conditions [?](#)

[Show missing fields](#)

**CONTINUE >**

**Step 1** Basket | **Step 2** Personal details | Step 3 Invoice details | Step 4 Summary

**Step 1** Basket | **Step 2** Personal details | Step 3 Invoice details

**Personal Details**

Title \*

First Name \*

Last Name \*

Email Address \*

Telephone Number \*

Company Name \*

Job Title \*

Address Line 1 \*



# 5

## ENTERING INVOICE DETAILS

- Your next step will be to enter your invoice details. You will have three options; to use your personal details, enter new invoice details or use previously saved invoice details (this option is only available to returning accounts)

Invoice Details

**I will use my personal details** | I will use new invoice details | I will use previously saved invoice details

Invoice Contact \*  
Other

Title \*  
Ms.

First Name \*



# 6

## PAYMENT DETAILS

- The final stage in the entry process is payment page. At this stage you will be able to enter any discount codes you may have into the voucher box.
- You can then choose your payment method. Your entry can be paid with an invoice or using a credit/debit card through First Data. If paying through First Data you will be redirected to a payment page once you click Complete. Please note invoice payments are not available one month prior to the entry deadline.

Summary

Product	VAT rate	Price	Sub Total	VAT	Total
Awards Nomination					Items 2
<b>Biscuits - Sweet</b>					
Nomination name: [input]					
Nomination code: PGM60MWPWIED6N					
<b>Condiments</b>					
Nomination name: [input]					
Nomination code: NCBHJZ327QNHUIN					
Awards Nomination Subtotal:					
					Subtotal VAT Total

Voucher

Payment Method

Invoice

optional

First Data

Secure payment  
First Data 