

Food Manufacture Excellence Awards

2020 – How to Guide – Entries

Please click on the below links to go to the relevant page.

Contents

- [Setting up an account – if you are a new user](#)
- [Signing in](#)
- [Completing your Entrant Details form](#)
- [Completing your entries](#)
- [Categories](#)
- [Questions and file uploads](#)
 - [Category Awards](#)
 - [Industry Initiative Awards – Food Manufacture Award for Export](#)
 - [Industry Initiative Awards – Food Manufacture Supply Chain Partnership Awards](#)
 - [Industry Initiative Awards – Food Manufacture Technology Partnership Award](#)
 - [Industry Initiative Awards – Food Manufacture Training Award](#)
 - [People Awards – Food Manufacture Apprentice of the Year](#)
 - [People Awards – Food Manufacture Site Team of the Year](#)

Setting up an account – if you are a new user

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

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

Step 2: Click the 'Register' button under the 'Create an Account' header.

FOOD manufacture **X** excellence AWARDS

[HELP](#)

Welcome to the Food Manufacture Excellence Awards

Not used this site before?
Please create an account

[Create new account](#)

Already created an account?
You can [log in](#) here.

Steps for entering
1 - Complete the entrant details form
2 - Select your category
3 - Supply details and upload supporting documentation - you can amend your details until you click the submit button

Forgotten your password?
[Password recovery](#)

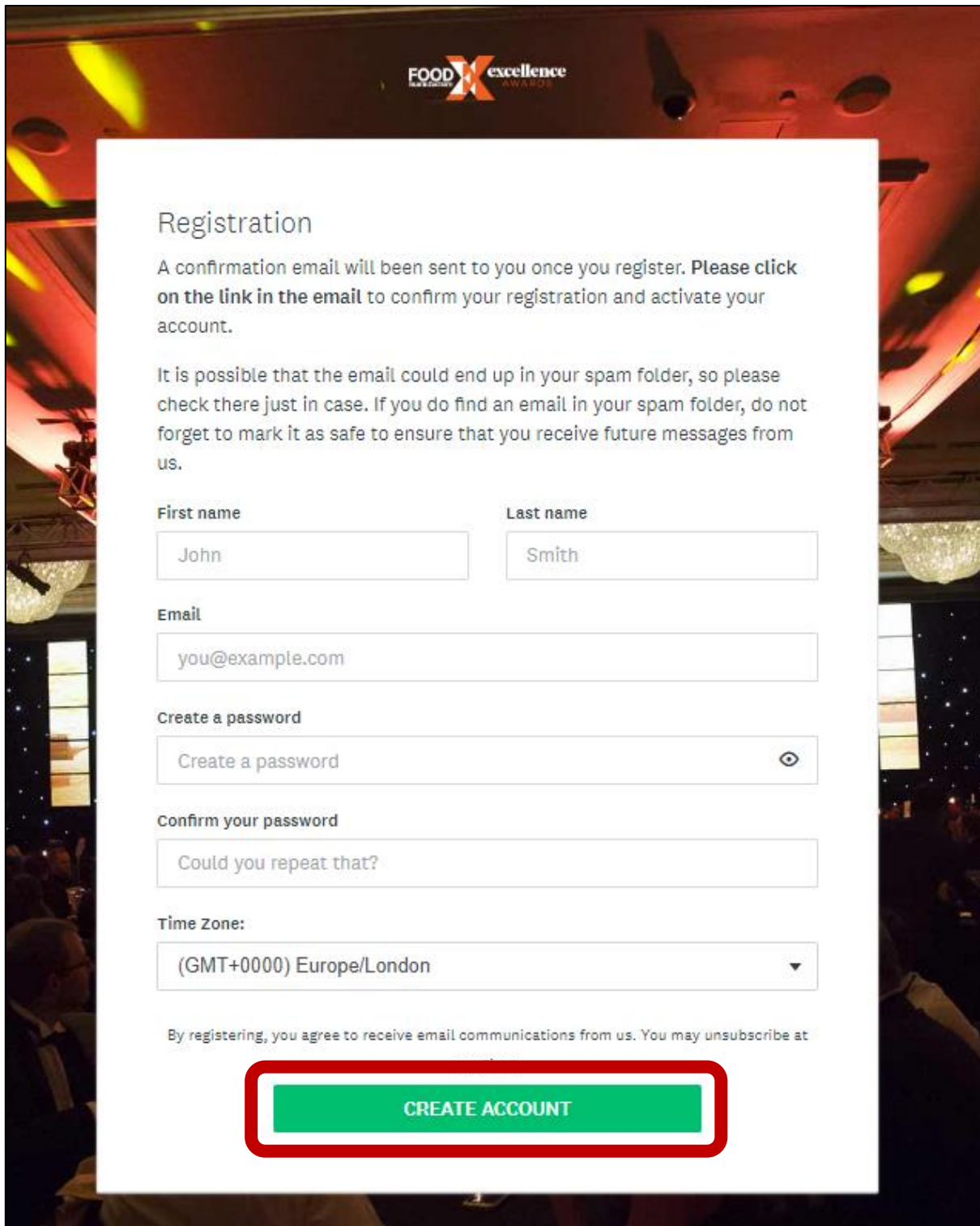
Create an account
Create an account to enter this year's awards.
[Register »](#)

Sign In
Email:

Password:

[Sign In »](#)
[Forgot your password?](#)

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



FOOD excellence AWARDS

Registration

A confirmation email will be sent to you once you register. **Please click on the link in the email** to confirm your registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

First name
John

Last name
Smith

Email
you@example.com

Create a password
Create a password

Confirm your password
Could you repeat that?

Time Zone:
(GMT+0000) Europe/London

By registering, you agree to receive email communications from us. You may unsubscribe at

CREATE ACCOUNT

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.

Signing in

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

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

FOOD **excellence**
manufacture **AWARDS**

HELP

Welcome to the Food Manufacture Excellence Awards

Not used this site before?
Please create an account

Create new account

Already created an account?
You can [log in](#) here.

Steps for entering

- 1 - Complete the entrant details form
- 2 - Select your category
- 3 - Supply details and upload supporting documentation - you can amend your details until you click the submit button

Forgotten your password?

Password recovery

Create an account

Create an account to enter 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.

Completing your Entrant Details form

Step 1: You will now be on your account home page. To begin your entry process click 'Start' next to 'Entrant Details'.

The screenshot shows the 'FOOD manufacture excellence AWARDS' logo at the top. Below it is a navigation bar with 'CATEGORIES', 'HELP', and 'SETTINGS'. The main content area has a 'Home' link and three steps: 'Step 1: Complete your Entrant Details form', 'Step 2: Click on the 'View Categories' button below to select your category', and 'Step 3: Complete the entry form, upload supporting documentation and click SUBMIT'. It also says 'Repeat steps 2 & 3 to enter all categories you wish to enter.' Below this is a 'Your Tasks' section with a table:

TASK	STATUS	ACTIONS
Entrant Details	INCOMPLETE	▶ Start

Below the table is the text: *Not all required user tasks have been completed.*

[Back to top](#)

Step 2: You will now be presented with your entrant details form. Please fill out all of the required information.

User Information Form [Back to Account](#)

* denotes a mandatory question

Your Contact Details

Title* Mr Mrs Ms Miss Dr

First name*

Surname*

Job Title*

Company Name*

Address line 1*

Address line 2

Town*

County*

Phone*

Mobile

Email*

Step 3: Once all the information is complete, please ensure you have accepted our terms of entry. These can be reviewed here: <https://www.foodmanawards.co.uk/terms-of-entry/>. Click 'Save and Continue' at the bottom of the page.

Terms of Entry*

Click to view the [Terms of Entry](#)

Accept

FoodManufacture may use your contact data to keep you informed of its products and services by email or by phone. You can withdraw your marketing consent at any time by clicking the unsubscribe link in such email or by sending an email to dataprivacy@wrbm.com. More information on our processing can be found in our [Privacy Notice](#).

By submitting this form, you acknowledge that you have read and understand our [Privacy Notice](#).

Save

Save & Continue

Completing your entries

Step 1: You will be taken back to your account home page. Click 'View Categories' to select which categories you wish to enter.

✔ Your form has been completed successfully. ✕

[Home](#)

Step 1: Complete your Entrant Details form

Step 2: Click on the 'View Categories' button below to select your category

Step 3: Complete the entry form, upload supporting documentation and click SUBMIT

Repeat steps 2 & 3 to enter all categories you wish to enter.

Your Tasks

TASK	STATUS	ACTIONS
Entrant Details	COMPLETE	View Edit

ℹ No applications found

[View Categories »](#)

Step 2: To select a category click the 'Create Entry' button. The criteria for each category can be found at the end of this document.

CATEGORY	DESCRIPTION	ACTIONS
Category Awards - Ambient Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Bakery Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Chilled & Fresh Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Dairy Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Drinks Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Frozen Foods Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Ingredients Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Category Awards - Meat, Poultry and Seafood Manufacturing Company of the Year		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Industry Initiative - Food Manufacture Award for Export		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>
Industry Initiative - Food Manufacture Supply Chain Partnership Award		<input type="text" value="1"/> Create Entries <i>Max limit of 1 entries.</i>

Industry Initiative - Food Manufacture Training Award	<input type="text" value="1"/>	Create Entries <i>Max limit of 1 entries.</i>
People Awards - Food Manufacture Apprentice of the Year	<input type="text" value="1"/>	Create Entries
People Awards - Food Manufacture Site Team of the Year	<input type="text" value="1"/>	Create Entries

Please note you can only submit one entry into the Category Awards which you must enter to be eligible for the Overall Awards. You can enter all of the Industry Initiative's but only once and you can enter the People Awards as many times as you like. Further details about categories can be found at the end of this document.

If you have any problems adding entries to your account, please contact Jessica Pope on 01293 610354 or by email Jessica.Pope@wrbm.com.

Step 3: Your entry will be created and you will be taken to your entry home page. Click 'Start' next to your entry form.

Please note the names of forms and uploads will vary depending on which category you are entering. For further details on category questions and uploads please refer to the end of this guide.

FMEA-0479

Category Awards - Ambient Manufacturing Company of the Year

Complete your entry form, upload supporting documentation and SUBMIT to send your entry to the judges

[Click here to return to your list of all entries](#)

Application Stage

TASK	DEADLINE	STATUS	ACTIONS
Category Awards Entry Form	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide your company logo*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best represents your business*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best supports your entry*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide one document of no more than 2 pages in length showing data/examples the business is particularly proud of, illustrating business performance.*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
<p>These could include health & safety record, sickness and absence figures, staff retention, manufacturing cycle time, changeover time, throughput, overall equipment effectiveness, production attainment, planned vs emergency maintenance, downtime, yield (please note all judges sign non-disclosure agreements and all information is completely confidential). More information will strengthen your case, but please include as little or as much as you feel is appropriate.</p> <p>(Please note all judges sign non-disclosure agreements and all information is completely confidential)</p>			
Submit	29/07/2019 10:00:00 BST	PREREQUISITES NOT MET	

[Back to top](#)

Step 4: Please answer all the questions. Once completed click 'Save & Continue' at the bottom of the page.

Please note the following pages do not include the full list of questions and uploads. Please refer to the end of this guide for this information.

[Back](#)

Entry form for category: Category Awards - Ambient Manufacturing Company of the Year

Please state if your annual company turnover is more or less than £10m

- Less than 10m
- More than £10m

Please provide a brief description about the company's activities and confirm that it manufactures product itself, rather than outsourcing production*

Words entered: 0. Max: 50

Please submit a summary explaining why your company merits an award. The successes referenced should be related to your company's financial performance / market share. *

Words entered: 0. Max: 200

Business development

Describe how the company has invested in the business over the past 12 months and detail a successful initiative that it has delivered. This initiative could encompass a new product or packaging innovation, for example. What KPIs were applied to measure your performance?*

Words entered: 0. Max: 300

[Save](#) [Save & Continue](#)

Step 5: You now need to upload your supporting files. Click 'Start' next to one of the upload tasks.

Application Stage

TASK	DEADLINE	STATUS	ACTIONS
Category Awards Entry Form	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide your company logo*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best represents your business*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best supports your entry*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide one document of no more than 2 pages in length showing data/examples the business is particularly proud of, illustrating business performance.*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start

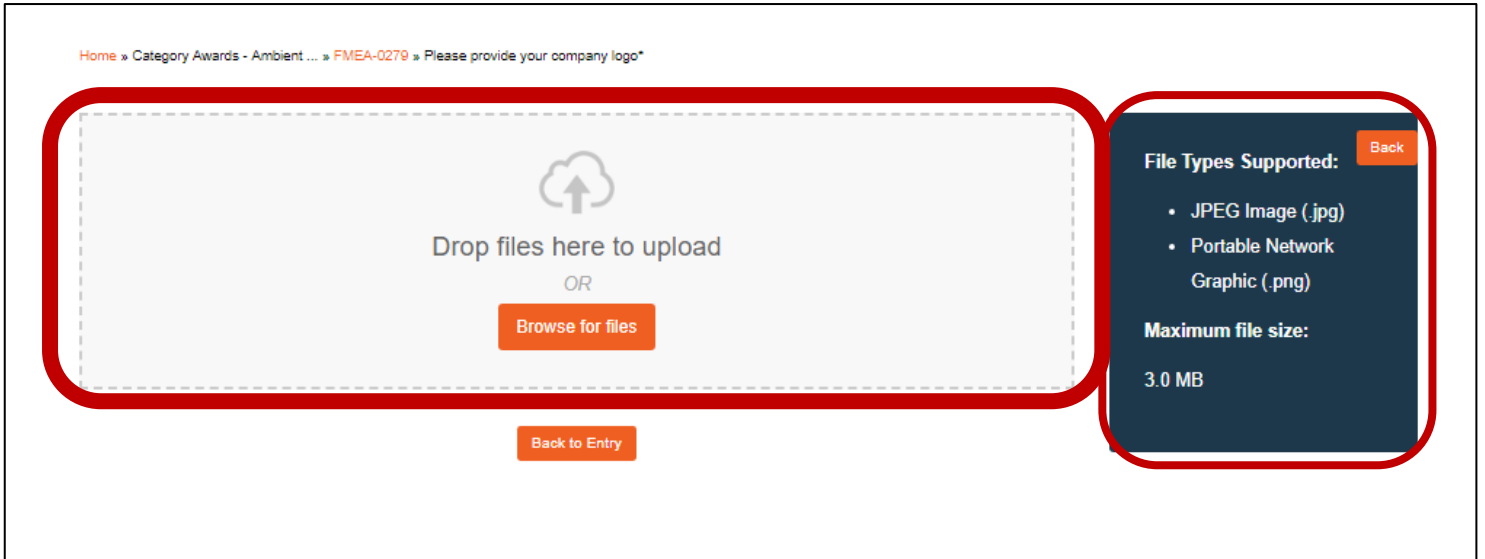
These could include health & safety record, sickness and absence figures, staff retention, manufacturing cycle time, changeover time, throughput, overall equipment effectiveness, production attainment, planned vs emergency maintenance, downtime, yield (please note all judges sign non-disclosure agreements and all information is completely confidential). More information will strengthen your case, but please include as little or as much as you feel is appropriate.

(Please note all judges sign non-disclosure agreements and all information is completely confidential)

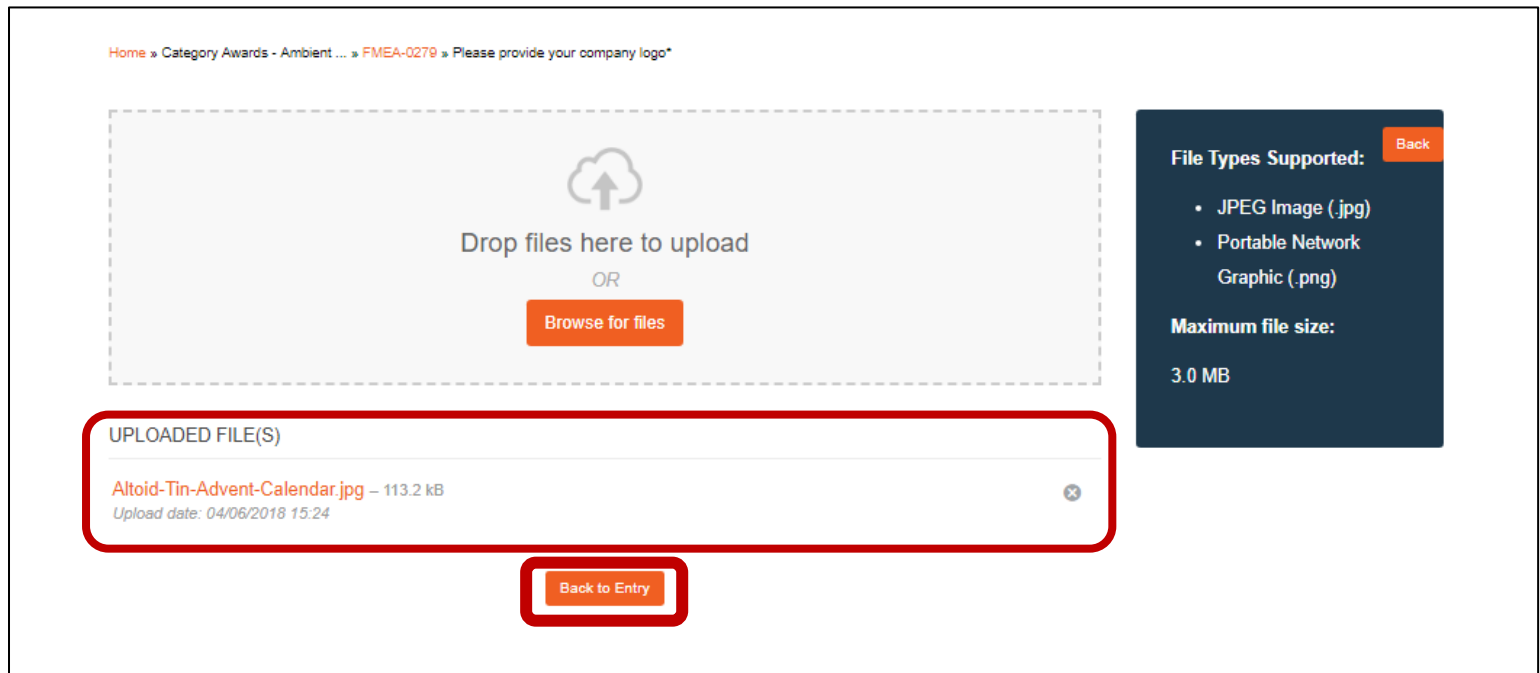
Submit	29/07/2019 10:00:00 BST	PREREQUISITES NOT MET
------------------------	-------------------------------	-----------------------

[Back to top](#)

Step 6: You can drag and drop the file from the folder on your computer or alternatively click 'Browse for files' to select your file and upload it. The file types supported are displayed on the right hand side.



Step 7: Your item will automatically upload and will show underneath the upload window. Once this is done click 'Back to Entry'.



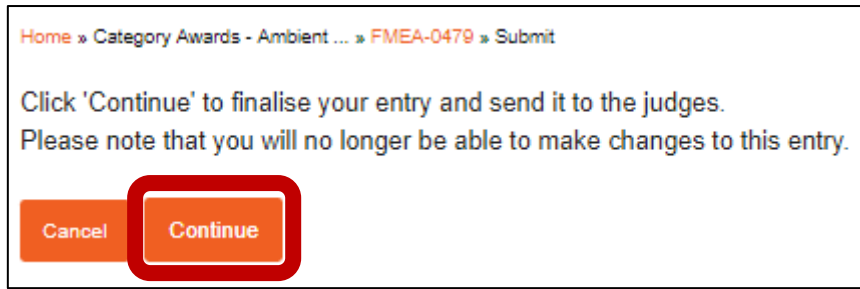
If you have any problems uploading your file, please contact Jessica Pope on 01293 610354 or by email on Jessica.Pope@wrbm.com.

Step 8: Once all your files have been uploaded you will need to click 'Submit' to confirm your entry. **Please note, if you do not click this button your entry will not be complete.**

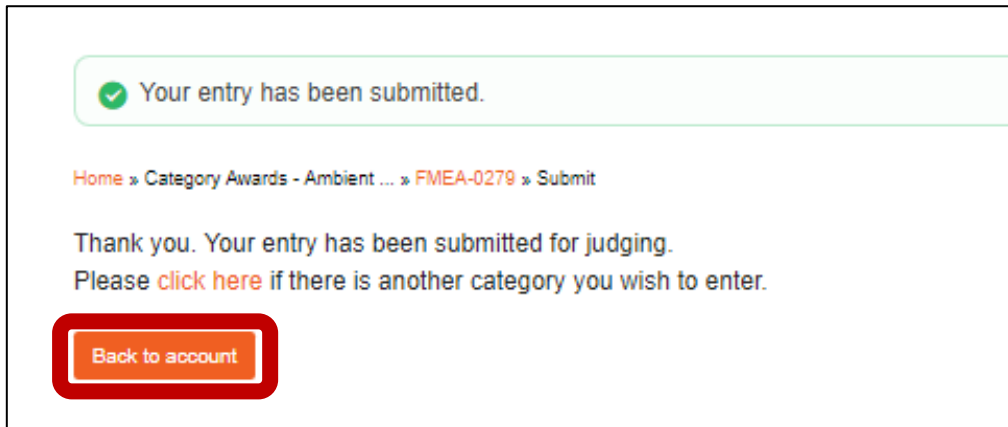
TASK	DEADLINE	STATUS	ACTIONS
Category Awards Entry Form	29/07/2019 10:00:00 BST	COMPLETE	View Edit Delete
Please provide your company logo*	29/07/2019 10:00:00 BST	COMPLETE	Edit
UPLOADED FILE(S)	UPLOAD DATE		
0756.jpg	04/06/2019 16:11		Remove
Please provide a photo that best represents your business*	29/07/2019 10:00:00 BST	COMPLETE	Edit
UPLOADED FILE(S)	UPLOAD DATE		
48365794_2361651074864007_3718150960469238784_o.jpg	04/06/2019 16:11		Remove
Please provide a photo that best supports your entry*	29/07/2019 10:00:00 BST	COMPLETE	Edit
UPLOADED FILE(S)	UPLOAD DATE		
Back Rest.jpg	04/06/2019 16:12		Remove
Please provide one document of no more than 2 pages in length showing data/examples the business is particularly proud of, illustrating business performance.*	29/07/2019 10:00:00 BST	COMPLETE	Edit
<p>These could include health & safety record, sickness and absence figures, staff retention, manufacturing cycle time, changeover time, throughput, overall equipment effectiveness, production attainment, planned vs emergency maintenance, downtime, yield (please note all judges sign non-disclosure agreements and all information is completely confidential). More information will strengthen your case, but please include as little or as much as you feel is appropriate.</p> <p>(Please note all judges sign non-disclosure agreements and all information is completely confidential)</p>			
UPLOADED FILE(S)	UPLOAD DATE		
BLANK.pdf	04/06/2019 16:12		Remove
Submit	29/07/2019 10:00:00 BST	INCOMPLETE	

Please note that once you have clicked 'Submit' you will not be able to make any changes to your entry.

Step 9: Click 'Continue'.



Step 10: Click 'Back to account' to complete your other entries.



Please follow the same steps for each of your entries. For details on what questions you will be asked and what uploads you will need for each category please refer to the end of this document.

Categories

The Manufacturing Awards' categories:

The aim of these awards is to independently highlight category leaders and trendsetters for their benefit and the benefit of their customers. Entries must demonstrate significant achievement in their category in at least three of the following areas: customer relationship building, quality assurance; environment and efficiency, skills development and training and business development. Entries should outline the benefits to the businesses of these achievements in terms of financial performance or market share and to its customers on the basis of one or more testimonials.

Category Awards

To be eligible for the Food Manufacture Company of the Year, you must enter a Category Award

- Ambient Manufacturing Company of the Year
- Bakery Manufacturing Company of the Year
- Drinks Manufacturing Company of the Year
- Chilled & Fresh Food Manufacturing Company of the Year
- Dairy Manufacturing Company of the Year
- Frozen Foods Manufacturing Company of the Year
- Ingredients Manufacturing Company of the Year
- Meat, Poultry and Seafood Manufacturing Company of the Year

Industry Initiative Awards

You can enter all the awards, but only once

- Food Manufacture Training Award*
- Food Manufacture Supply Chain Partnership Award*
- Food Manufacture Technology Partnership Award*
- Food Manufacture Award for Export*

People Awards

You can enter all the awards, as many times as you like

- Food Manufacture Site Team of the Year*
- Food Manufacture Apprentice of the Year*

*No split by size of turnover

Overall Awards

There is no entry process for the overall awards – the winners are chosen from the top performing small (sales under £10m) or large (sales above £10m) company in each of the main category awards.

- Small Food Manufacture Company of the Year
- Large Food Manufacture Company of the Year
- Food Manufacture Company of the Year

Food Manufacture 2020 Business Leader of the Year

The Food Manufacture 2020 Business Leader of the Year is voted for online by the public. A shortlist is drawn up by the editorial team and designed to recognise leading lights and influencers in the industry for their achievements for their business and, potentially, the whole sector.

Questions and file uploads

*All questions and file uploads with an * next to them are compulsory. Please note the word limits for each question.*

Category Awards:

All the questions for the category awards are the same, this includes:

- Ambient Manufacturing Company of the Year
- Bakery Manufacturing Company of the Year
- Drinks Manufacturing Company of the Year
- Chilled & Fresh Food Manufacturing Company of the Year
- Dairy Manufacturing Company of the Year
- Frozen Foods Manufacturing Company of the Year
- Ingredients Manufacturing Company of the Year
- Meat, Poultry and Seafood Manufacturing Company of the Year

Questions:

[Back](#)

Entry form for category: Category Awards - Ambient Manufacturing Company of the Year

Please state if your annual company turnover is more or less than £10m

Less than 10m

More than £10m

Please provide a brief description about the company's activities and confirm that it manufactures product itself, rather than outsourcing production*

Words entered: 0. Max: 50

Please submit a summary explaining why your company merits an award. The successes referenced should be related to your company's financial performance / market share. *

Words entered: 0. Max: 200

Customer relationship building

Describe how the company has worked with a customer on innovation, range or category development, waste reduction, reformulation, promotions or any other initiative.*

Words entered: 0. Max: 300

Quality assurance

What initiatives in quality assurance has the company developed for its production processes? Please give an example/examples of how this resulted in improved customer satisfaction/reject rates.*

Words entered: 0. Max: 300

Environment

What new (commenced within the last 18 months) initiative(s) has the company implemented, for example, to reduce utility costs, energy consumption and giveaway/waste and manage food miles? *

Words entered: 0. Max: 300

Skills development and training

What is the company doing to improve the skills base of its workforce, engender a positive culture, and attract and retain the best people at all levels?*

Words entered: 0. Max: 300

Business development

Describe how the company has invested in the business over the past 12 months and detail a successful initiative that it has delivered. This initiative could encompass a new product or packaging innovation, for example. What KPIs were applied to measure your performance?*

Words entered: 0. Max: 300

File Uploads:

Please provide your company logo*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best represents your business*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide a photo that best supports your entry*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide one document of no more than 2 pages in length showing data/examples the business is particularly proud of, illustrating business performance.*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start

These could include health & safety record, sickness and absence figures, staff retention, manufacturing cycle time, changeover time, throughput, overall equipment effectiveness, production attainment, planned vs emergency maintenance, downtime, yield (please note all judges sign non-disclosure agreements and all information is completely confidential). More information will strengthen your case, but please include as little or as much as you feel is appropriate.

(Please note all judges sign non-disclosure agreements and all information is completely confidential)

Industry Initiative Awards

Food Manufacture Award for Export

Questions:

Industry Initiative - Food Manufacture Award for Export Form

What is your export sales growth in new and existing markets year on year?*

Words entered: 0. Max: 150

What is the valuation of new business in terms of bottom line contribution?*

Words entered: 0. Max: 150

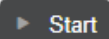
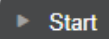
Please give us details of products sold and marketed*

Words entered: 0. Max: 150

Tell us how how essential trade contacts were built and established*

Words entered: 0. Max: 150

File Uploads:

Please provide documentation to support your year on year sales growth*	29/07/2019 10:00:00 BST	INCOMPLETE	
Please provide documentation to support your bottom line contribution*	29/07/2019 10:00:00 BST	INCOMPLETE	

Food Manufacture Supply Chain Partnership Award

Questions:

Industry Initiative - Food Manufacture Supply Chain Partnership Award Form

Explain in summary the partnership initiative to which this entry relates*

Words entered: 0. Max: 150

Explain the major benefits of this partnership to all parties involved*

Words entered: 0. Max: 150

Where relevant, how did this partnership improve supply chain efficiencies?*

Words entered: 0. Max: 150

How have you improved customer service?*

Words entered: 0. Max: 150

File Uploads:

Please provide one example of how you successfully met KPIs or any customer testimonies*	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Supporting documentation	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Where possible provide examples and data to support your entry			

Food Manufacture Technology Partnership Award

Questions:

Industry Initiative - Food Manufacture Technology Partnership Award Form

Back

This award is intended to highlight an exemplary partnership delivering genuine technological innovation, possibly to overcome a production hurdle, between a food or drink manufacturer and a service supplier, such as a packaging company, software provider, equipment firm, engineering business, processing consultancy, food safety consultancy or factory designer

Explain in summary the partnership initiative to which this entry relates *

Words entered: 0. Max: 150

Where relevant, how have you improved the following?: *

- Hygiene
- Health & safety
- Food safety
- Product shelf life or quality
- Packaging performance
- Cut waste
- Other

Words entered: 0. Max: 500

How has this partnership benefitted everyone involved?*

Words entered: 0. Max: 150

File Uploads:

Please provide one example of how you successfully met KPIs or any customer testimonies*

29/07/2019
10:00:00 BST

INCOMPLETE

▶ Start

Supporting documentation

29/07/2019
10:00:00 BST

INCOMPLETE

▶ Start

Where possible provide examples and data to support your entry

Food Manufacture Training Award

Questions:

Industry Initiative - Food Manufacture Training Award Form

What was the rationale for embarking on the new training programme?*

Words entered: 0. Max: 150

How were the opportunities for improvements identified?*

Words entered: 0. Max: 150

How was the programme implemented?*

Words entered: 0. Max: 150

How did you make sure staff were engaged?*

Words entered: 0. Max: 150

Please give examples of the use of external training providers.*

Words entered: 0. Max: 150

What was the evaluation of the success of the programme?*

Words entered: 0. Max: 150

File Uploads:

Please provide your training programme	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide the evaluation data of the training	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Please provide one photo of the training	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start
Supporting documentation	29/07/2019 10:00:00 BST	INCOMPLETE	▶ Start

Where possible provide examples and data to support your entry

People Awards

Food Manufacture Apprentice of the Year

Questions:

People Awards - Food Manufacture Apprentice of the Year Form

If you would like to enter more than one candidate into this category, please contact us on 01293 610422

Candidate Details

Name of candidate*

Words entered: 0. Max: 50

Job Title (must be any level of

junior or middle management)*

Words entered: 0. Max: 50

Age of candidate as of the 16th July

2018*

Tell us about the candidate's ability to acquire new skills and develop their career*

Words entered: 0. Max: 150

Please give us an example of how the candidate has contributed to their employer's success*

Words entered: 0. Max: 150

Tell us how they are willing to take on more responsibility? Please give examples*

Words entered: 0. Max: 150

How has the candidate demonstrated the ability to work as part of a team and their leadership potential?*

Words entered: 0. Max: 150

How has the candidate shown initiative in the role employed?*

Words entered: 0. Max: 150

Please give a testimony from the candidate's manager praising their verbal skills of communication*

Words entered: 0. Max: 200

File Uploads:

[Upload a photo of the candidate](#)

29/07/2019
10:00:00 BST

INCOMPLETE

▶ Start

Food Manufacture Site Team of the Year

Questions:

People Awards - Food Manufacture Site Team of the Year Form

If you would like to enter more than one team into this category, please contact us on 01293 610422

What is the size of the team?*

(In digits)

Please give details of a key project worked on and the achievements*

Words entered: 0. Max: 150

Please give a brief description of the team members, their backgrounds, roles and responsibilities*

Words entered: 0. Max: 250

Please give details of any personal development of individuals within the team*

Words entered: 0. Max: 150

Please give an overview of how the team has contributed to the business*

Words entered: 0. Max: 150

[Back to top](#)

File Uploads:

Please upload a photo of the team*

29/07/2019
10:00:00 BST

INCOMPLETE

▶ Start