Appendix A: Submitting a Product Registration Ticket

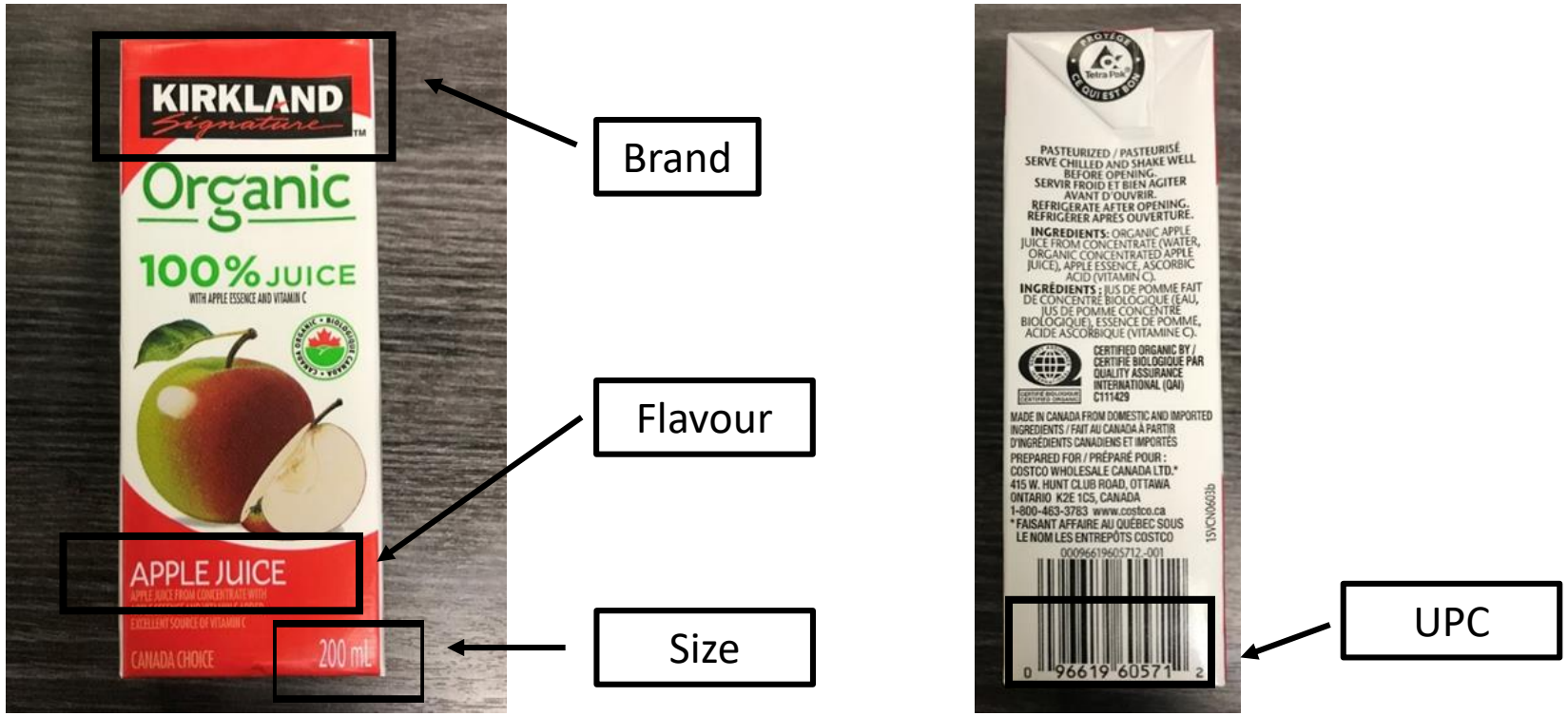
Take Photos

Prior to submitting the ticket, photos must be taken of the container(s). An acceptable image must clearly display the:

- Brand name
- Flavour
- Size
- UPC number (if applicable)
- Container Material

Please move to the next page of this document to view an example of acceptable photos of containers

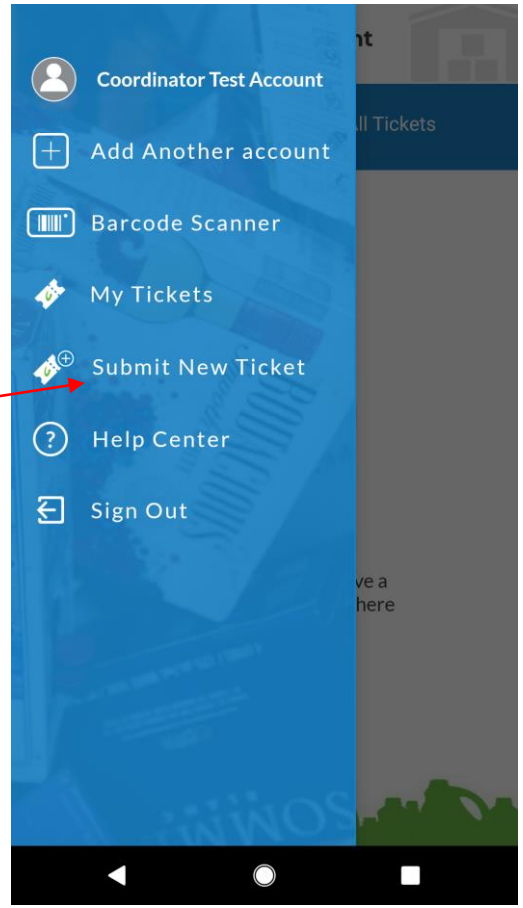
Acceptable Photos Example



Appendix A: Submitting a Product Registration Ticket

New Ticket

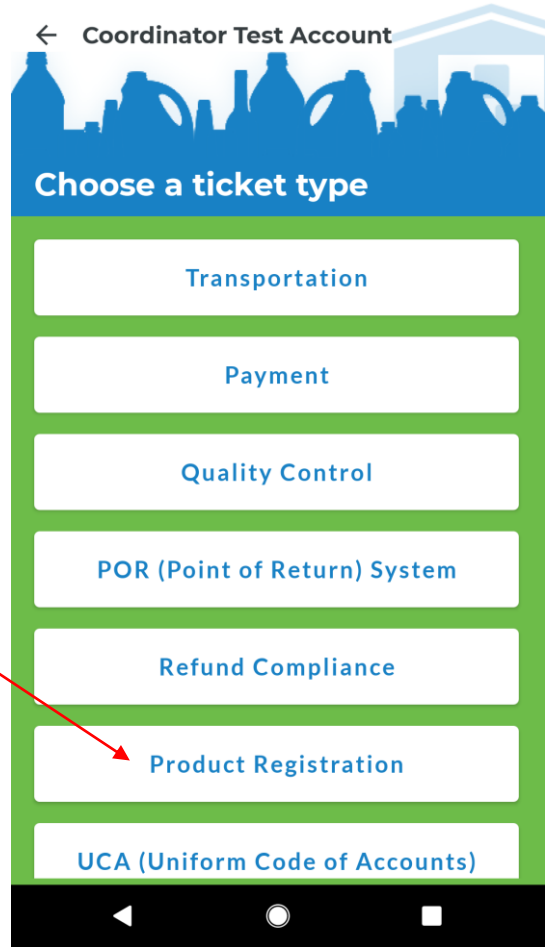
Click on “Submit New Ticket”



Appendix A: Submitting a Product Registration Ticket

Select Category

Select the “Product Registration” form

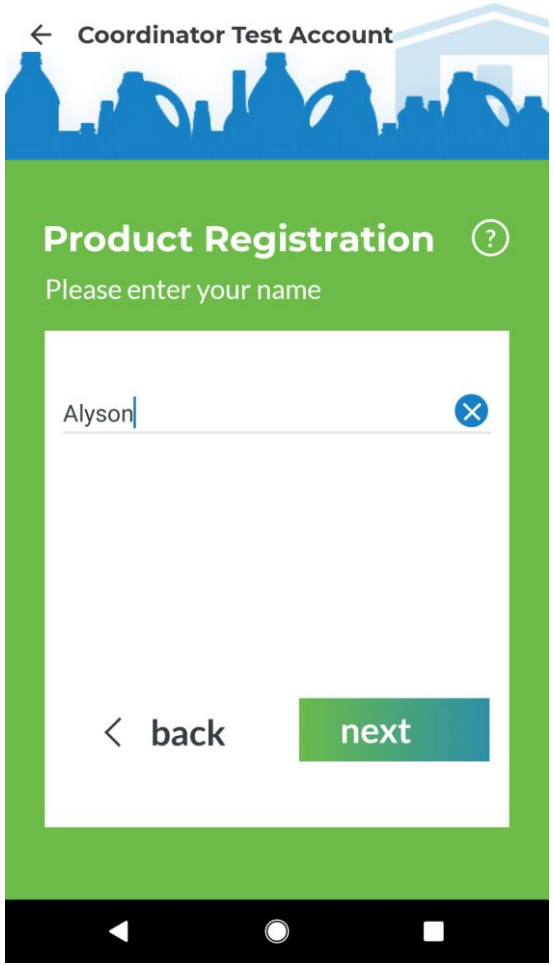


Appendix A: Submitting a Product Registration Ticket

Who is submitting the ticket?

Entre your name and click next.

Please note that you cannot leave any information blank.

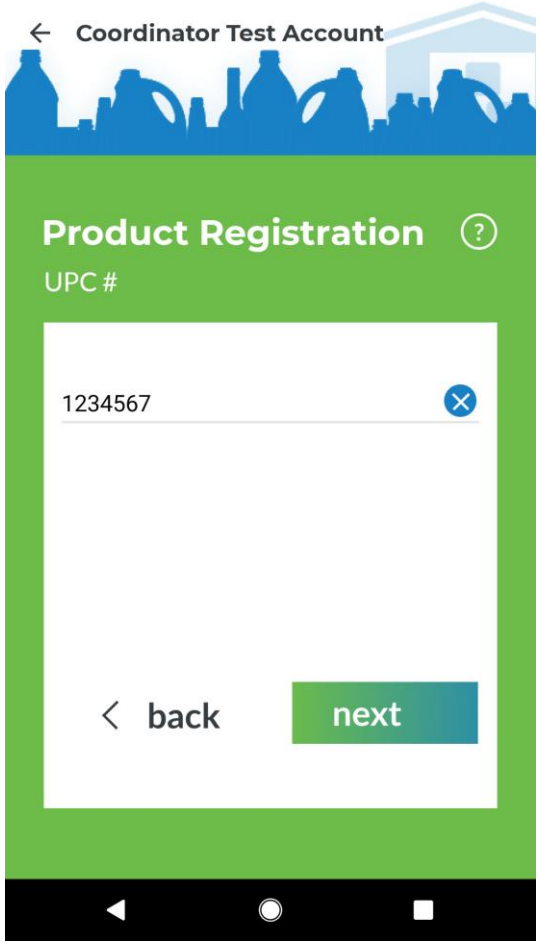


Appendix A: Submitting a Product Registration Ticket

Container UPC

Enter the container UPC. If the container does not have a UPC, please enter 0 (zero).

Please note that you cannot leave any information blank.

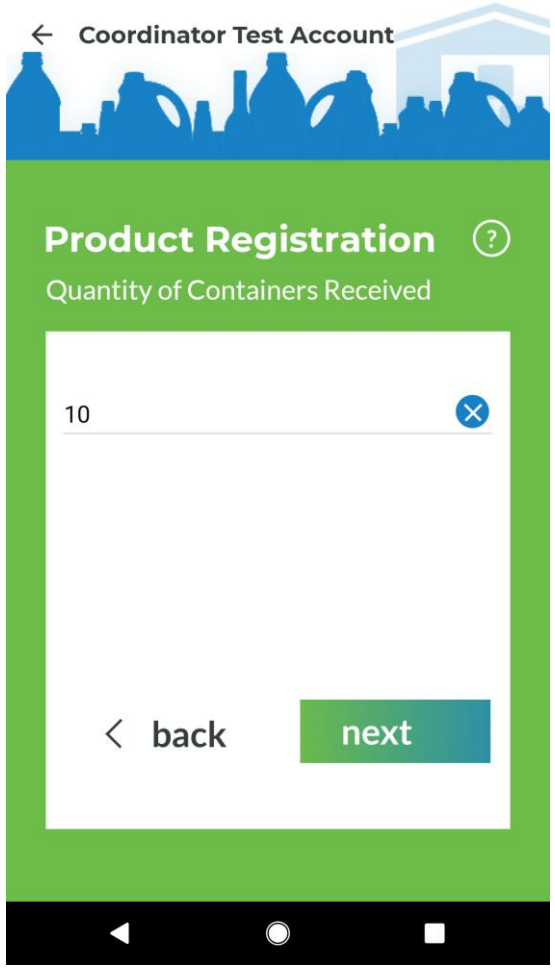


Appendix A: Submitting a Product Registration Ticket

Quantity Received

Enter the number of containers received and click next.

Please note that you cannot leave any information blank.

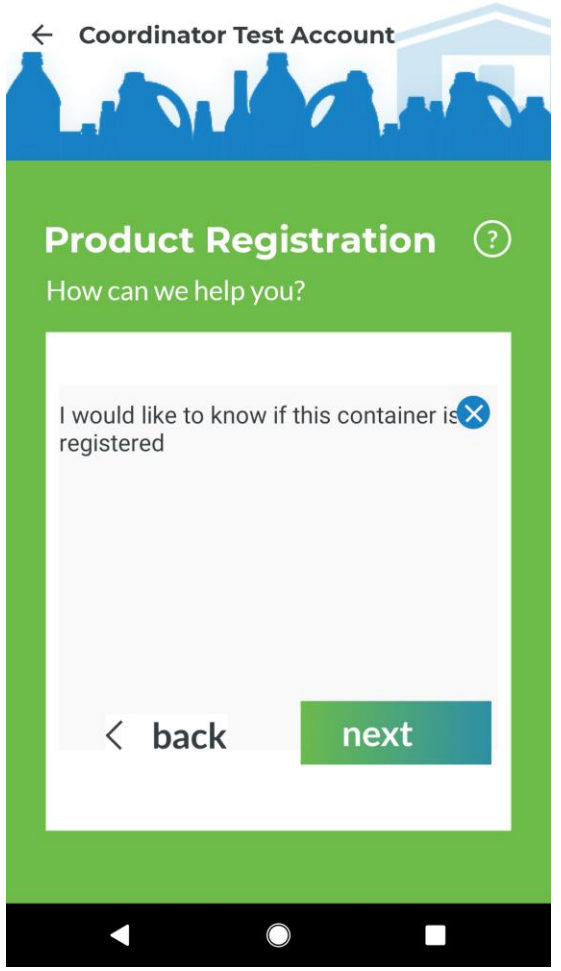


Appendix A: Submitting a Product Registration Ticket

Description

Provide a description of what it is you are asking in the text box and then click "Next."

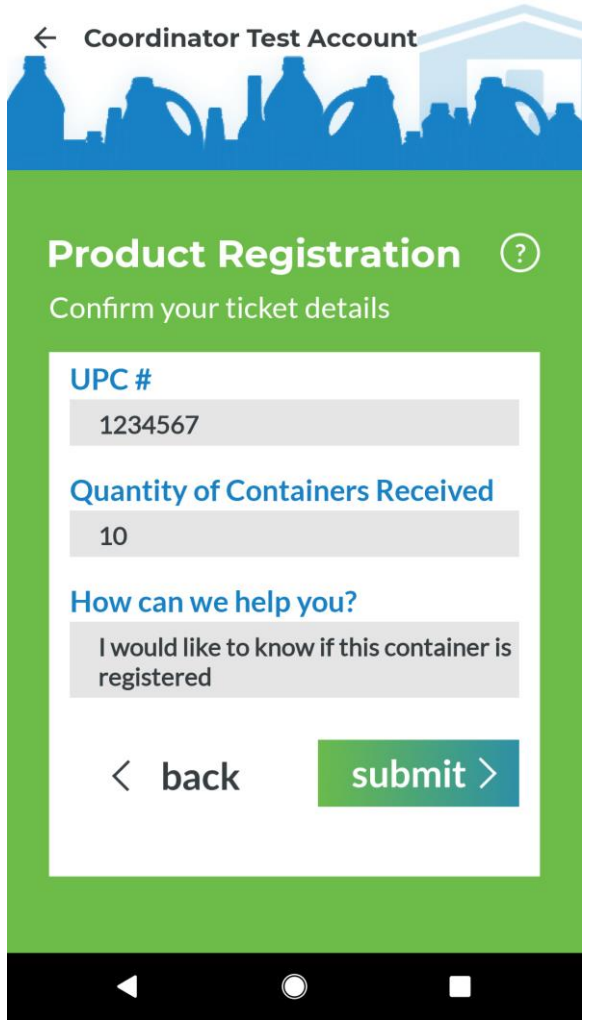
Please note that you cannot leave any information blank.



Appendix A: Submitting a Product Registration Ticket

Submit

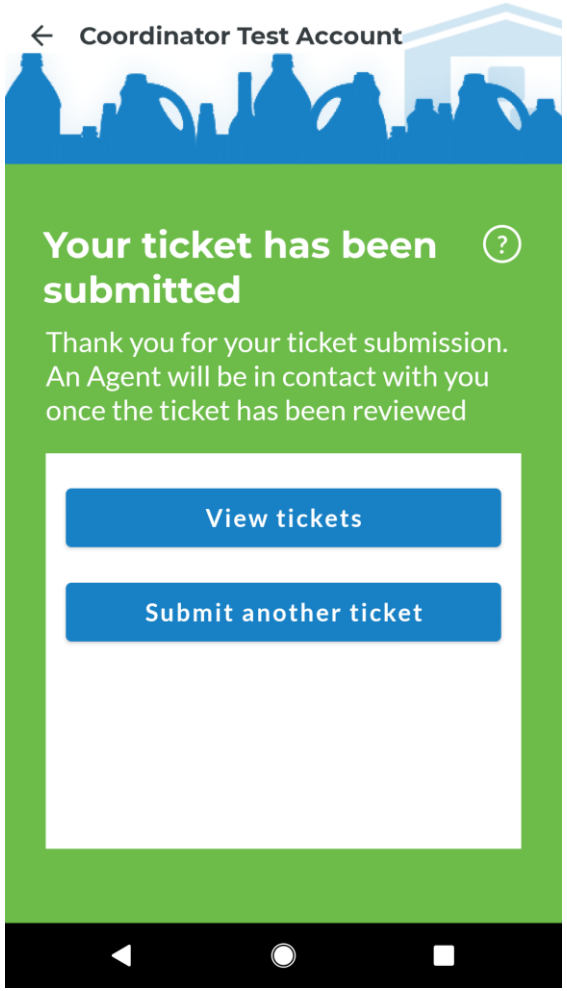
Review your information and click “Submit”



Appendix A: Submitting a Product Registration Ticket

View Ticket

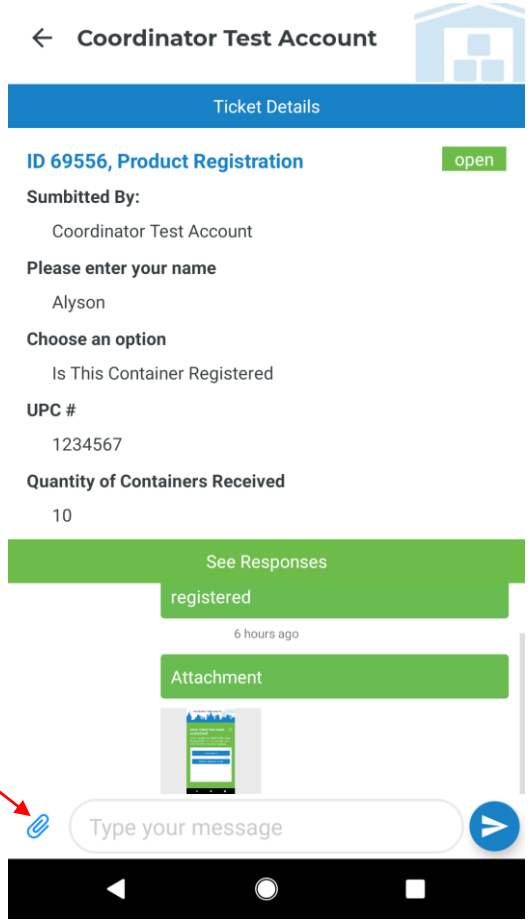
In order to upload your photos, click “View tickets”



Appendix A: Submitting a Product Registration Ticket

Uploading Container Photos

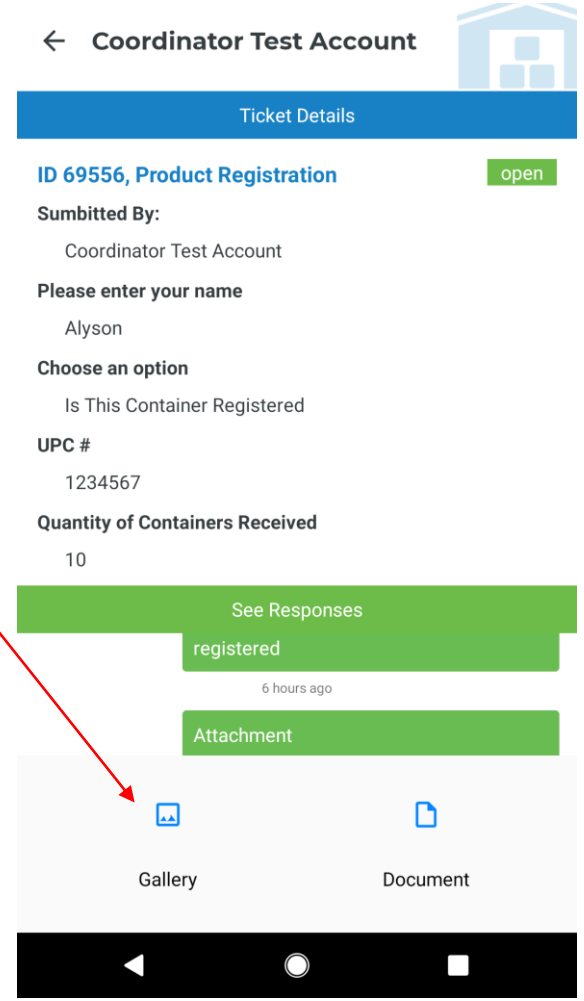
Click the paperclip icon



Appendix A: Submitting a Product Registration Ticket

Uploading Container Photos

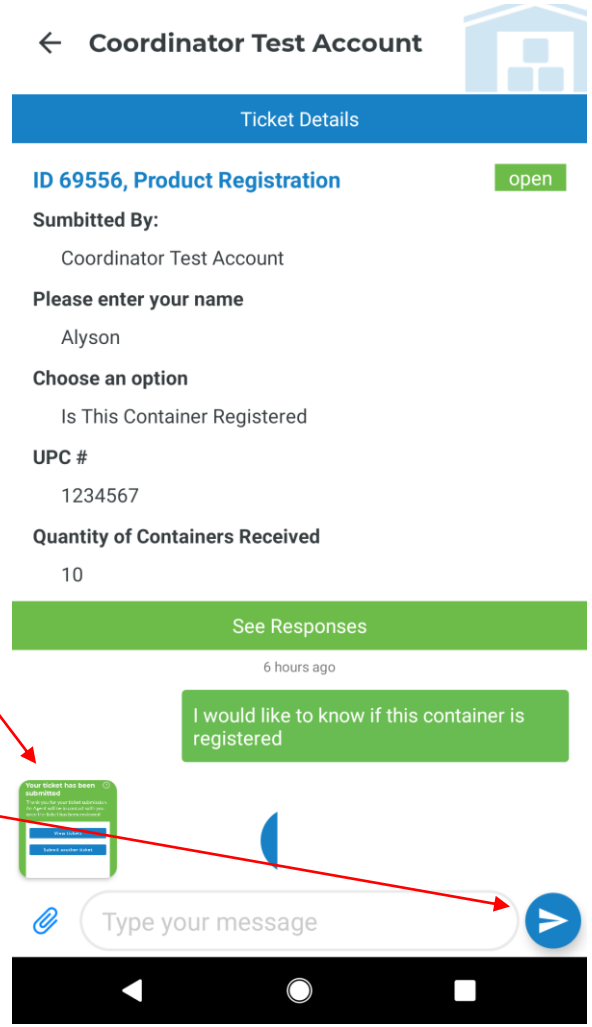
Click “Gallery” and select the container photos.



Appendix A: Submitting a Product Registration Ticket

Uploading Container Photos

The container photos show up in the bottom of your screen. If you have the correct photos, click the arrow (send) button.



Appendix A: Submitting a Product Registration Ticket

Require Assistance?

If you are still unsure how to submit a product registration ticket, please contact the BCMB at **1 (888) 424 - 7671**