

## Bottling MRP/BMRP How To

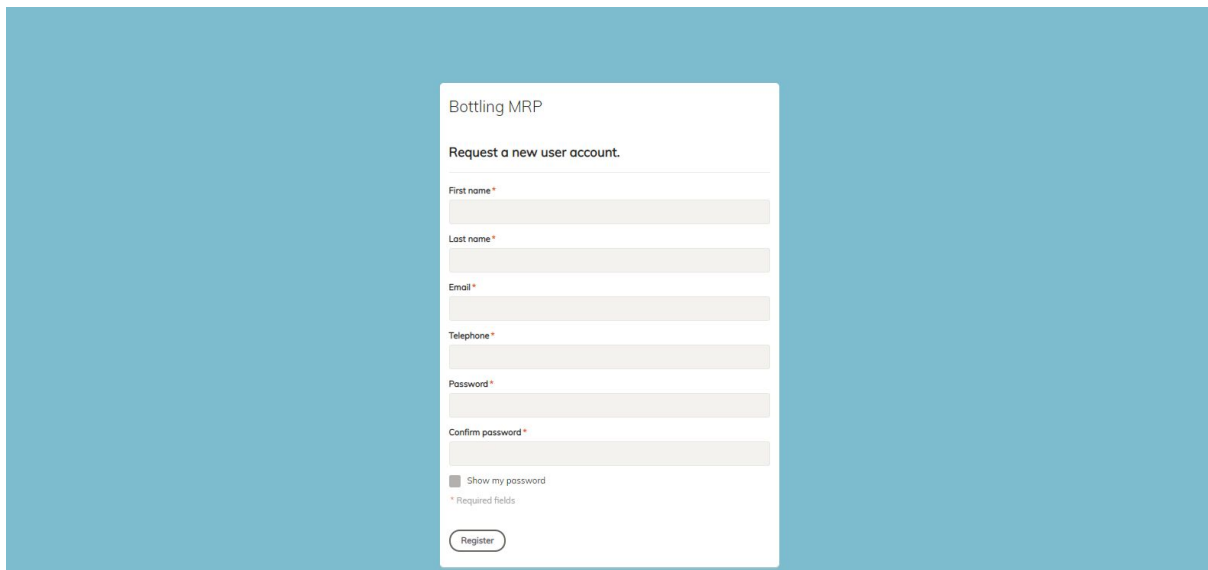
The Bottling MRP (or BMRP) is a software system designed and developed by BUK. The BMRP is a stock control and production management system developed to handle the vast amount of information we deal with on a daily basis. The BMRP also assists with materials traceability. For our customers the BMRP means they can track stock and productions in real time.

Please be sure to read to the bottom of this HOW TO as there are some important notifications.

## HOW TO CREATE AN MRP LOG IN

If you haven't already got an MRP account you will first need to create one.

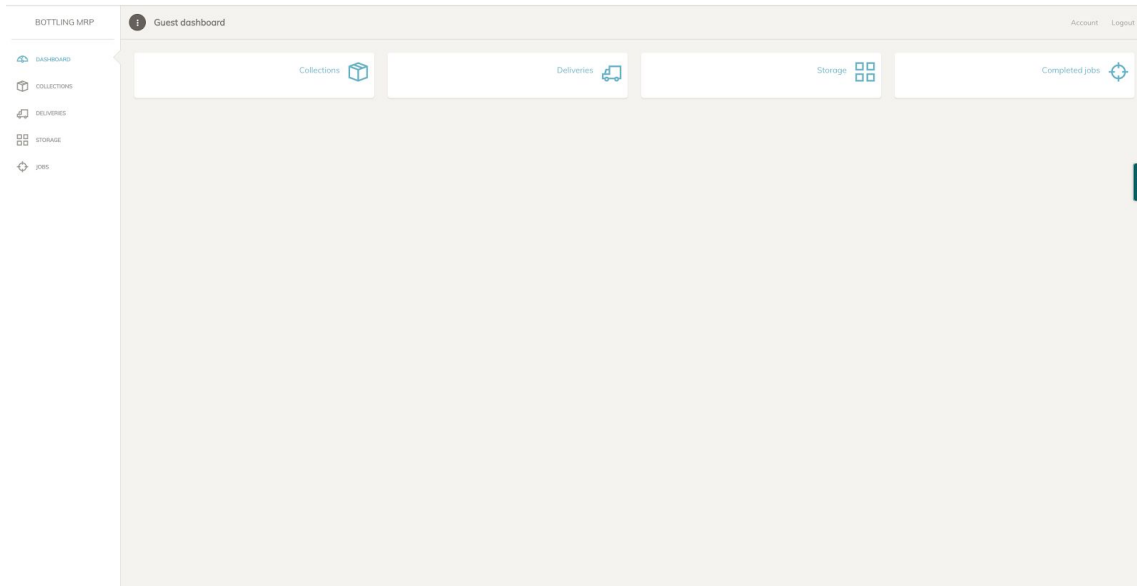
Follow this [link](#) or go to our website [www.bottlinginternational.com](http://www.bottlinginternational.com). On our site, at the top of the page, click the "PRODUCTION MRP LOGIN". To create an account you'll need to enter your details, a valid email address and choose a password. Click register when you have filled out the form and you will shortly receive a confirmation email once our team has confirmed your details.



The image shows a registration form titled "Bottling MRP" with the heading "Request a new user account." The form contains the following fields: "First name\*", "Last name\*", "Email\*", "Telephone\*", "Password\*", and "Confirm password\*". There is a checkbox for "Show my password" and a note "\* Required fields". A "Register" button is located at the bottom of the form.

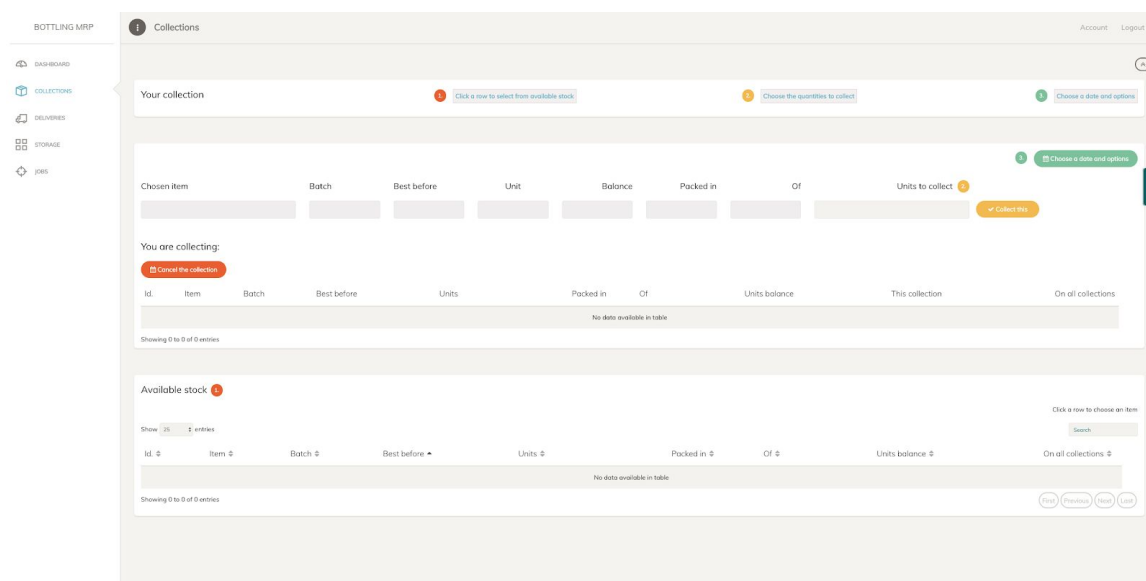
## HOW TO ARRANGE A COLLECTION

Log in to your BMRP account. Once logged in click “COLLECTION” in the navigation bar located on the left hand side or “COLLECTION” button located within on dashboard window.



Once in the “COLLECTION” window you will now be able to view available stock. You can use search stock by using item description, batch, best before or unit. You can select stock to collect from “Available Stock”.

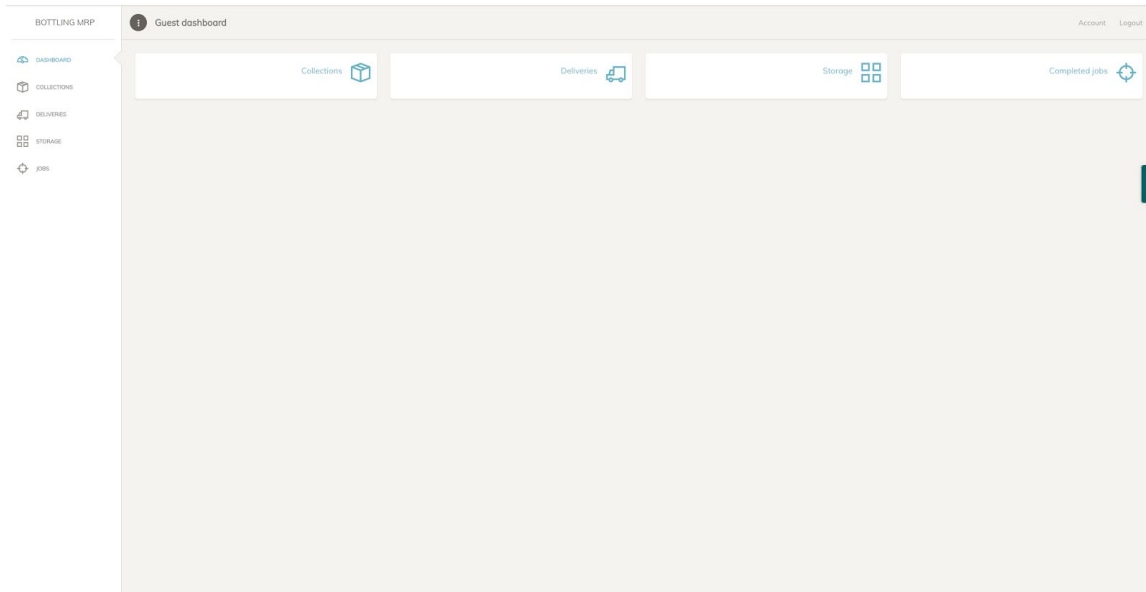
When you have all the stock you want to collect in the “You are collecting:” section choose your collection date/time by clicking the green “Choose date and options” button then click the yellow “Collect This” button.



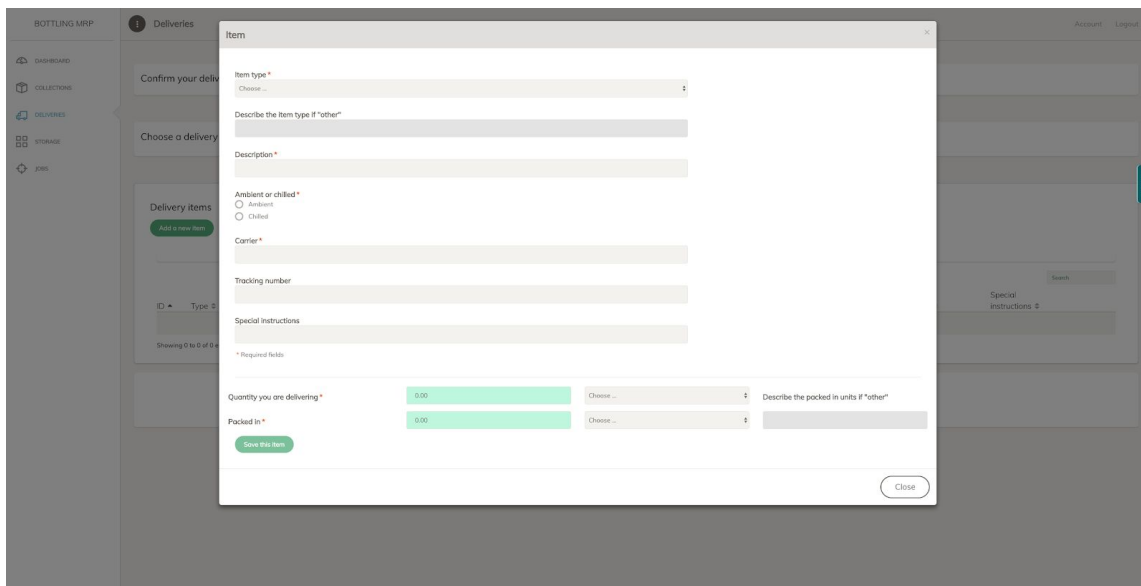
A collection has now been arranged. You will now receive a collection confirmation email.

## HOW TO ARRANGE A DELIVERY

Log in to your BMRP account. Once logged in click “DELIVERY” in the navigation bar located on the left hand side or “DELIVERY” button located within on dashboard window.



Once in the DELIVERY window you will need to click the green “add new item” button a window will open where you’ll enter your materials details. When you have filled in the details click “Save this item”.

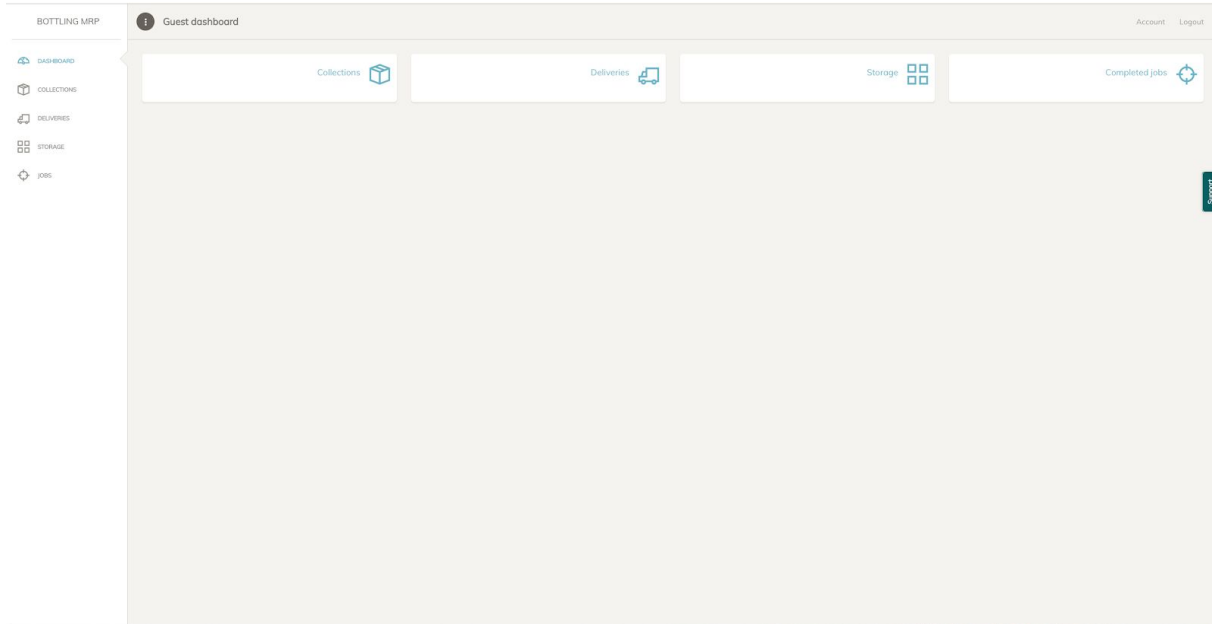


When you have completed this form you will also need to upload your materials Certificate of Conformity.

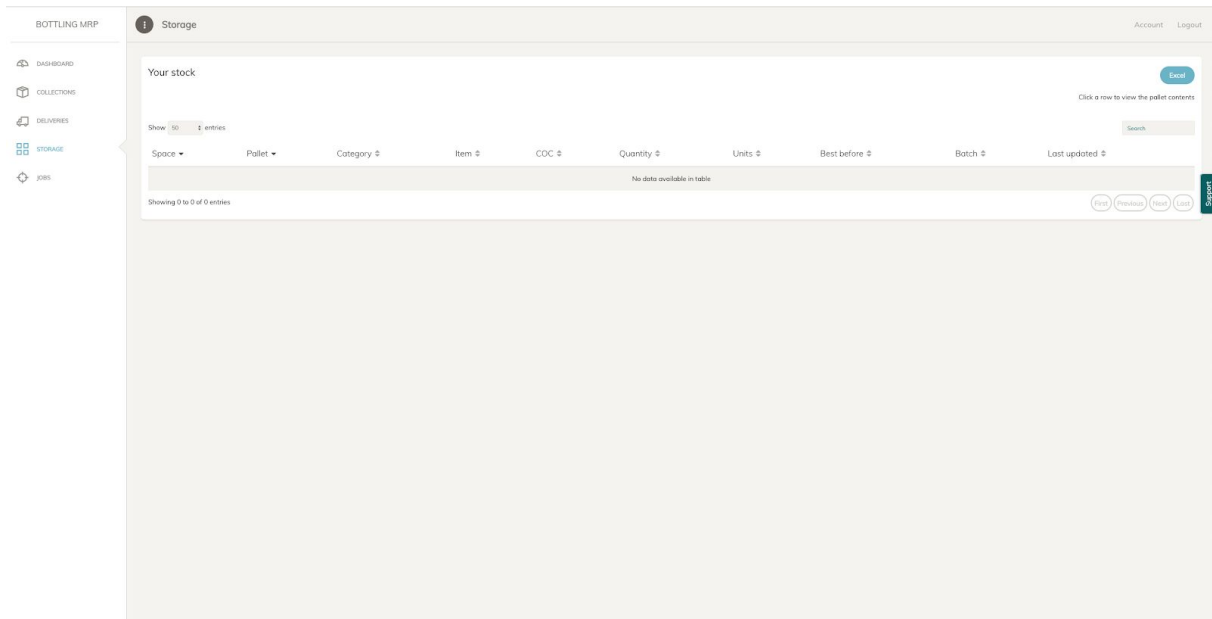
A delivery has now been arranged. You will now receive a delivery confirmation email.

## HOW TO CHECK STOCK

Log in to your BMRP account. Once logged in click “STORAGE” in the navigation bar located on the left hand side or “STORAGE” button on dashboard window.



You will now be able to view your stock and/or use a search term to search stock i.e. 330ml bottle, 12 pack, 24 pack, Ginger etc. When you have found the item you are looking for click the item and you will see an exploded view with additional details.



### **IMPORTANT PLEASE NOTE**

- From 01/07/2019 BUK will not allow any deliveries not booked on the BMRP.
- From 01/07/2019 BUK will not accept phone calls or emails from customers or their suppliers advising deliveries.
- From 01/07/2019 BUK will not allow any deliveries of materials without the materials Certificate of Conformity being uploaded to BMRP.
- From 01/07/2019 BUK will not accept any deliveries where the materials do not state your companies name.
- From 01/07/2019 BUK will not allow any collections not booked on the BMRP.
- From 01/07/2019 BUK will not accept any collections where the collection company does not know who they are collecting, or without a collection reference.
- From 01/07/2019 BUK will invoice an admin fee of £100 where the above delivery/collection procedures are not adhered to.

### **Storage Costs**

1-30 Days Standard Pallet 1200x1000 (no taller than 1400mm high)

1-30 Days Oversized Pallet (over 1200x1000 footprint or taller than 1400mm high)

1-30 Days Refrigerated Pallet £44.00

1-30 Days Mini Chest Freezer £44.00

### **Fulfilment**

Zero charge for unloading

£8 Minimum charge for loading

£3 Each additional pallet