



BBPA Return Your Beer Website

User Guide



THE UK'S LEADING PUB, CIDER AND BEER BUSINESS

Registration



- Fill in your details to create your profile specific to your Pub, ensuring contact details are correct as these may be required to contact you if your claim needs verifying.
- Once you click Save and Register you will receive a confirmation email and can proceed with your claim.

Register as a Single or Independent Outlet

Step 1 Your profile details

<input type="text" value="Dog & Duck"/>	?		
<input type="text" value="Dog & Duck Ltd"/>	?		
<input type="text" value="123 Fake Street"/>	?		
<input type="text" value="Faketown"/>			
<input type="text" value="Fakeshire"/>	<input type="text" value="ZY1 2XV"/>		
<input type="text" value="Mr Dog"/>	?	<input type="text" value="01234 567890"/>	?

Step 2 Create login details

<input type="text" value="dog&duck@pubs.co.uk"/>
<input type="password" value="....."/>
<input type="password" value="....."/>

Step 3 Save and consent

- By proceeding, I confirm that any information I submit is accurate, true and in no way misleading. I understand that provision of information which is not accurate and true or which is misleading could amount to a criminal or civil tax offence.
- By providing your information on this form, you acknowledge to the terms of this platform's [Privacy Policy](#)

Save & Register



Making a Claim



- First, Select if the keg is Beer or Cider.
- Next, select the product from the dropdown list.
- From the next dropdown select Everards Brewery Ltd as the Supplier.
- Next enter your Everards Account Number.
- Enter the Size of the Keg in **Litres** in the next box.
(e.g. 50L for an 11G Keg)
- Followed by the Unique Keg Code usually found above the Best Before Date on the keg label.
- (Click the Orange link titled 'Where to find your keg codes' for an example)

The screenshot shows the 'Step 2: Keg Details' form on the British Beer & Pub Association website. The form is titled 'Step 2: Keg Details - please start by selecting product type below'. It contains several fields for user input:

- Select Product Type:** Radio buttons for 'Beer' (selected) and 'Cider'.
- Product:** A dropdown menu with 'Amstel' selected.
- Who did you buy your beer from?:** A dropdown menu with 'Everards Brewery Ltd' selected.
- Supplier Account Code:** A text input field containing '123456'.
- Size of the Keg (litres):** A dropdown menu with '50' selected.
- Unique Keg Codes:** A text input field containing '000000000000'. Above this field is a red link titled 'Where to find your keg codes'.

The website header includes the 'BRITISH BEER & PUB ASSOCIATION' logo and navigation links for 'MAKE A CLAIM', 'FAQ', 'LATEST UPDATES', 'MY ACCOUNT', and 'CLAIMS'.

Making a Claim



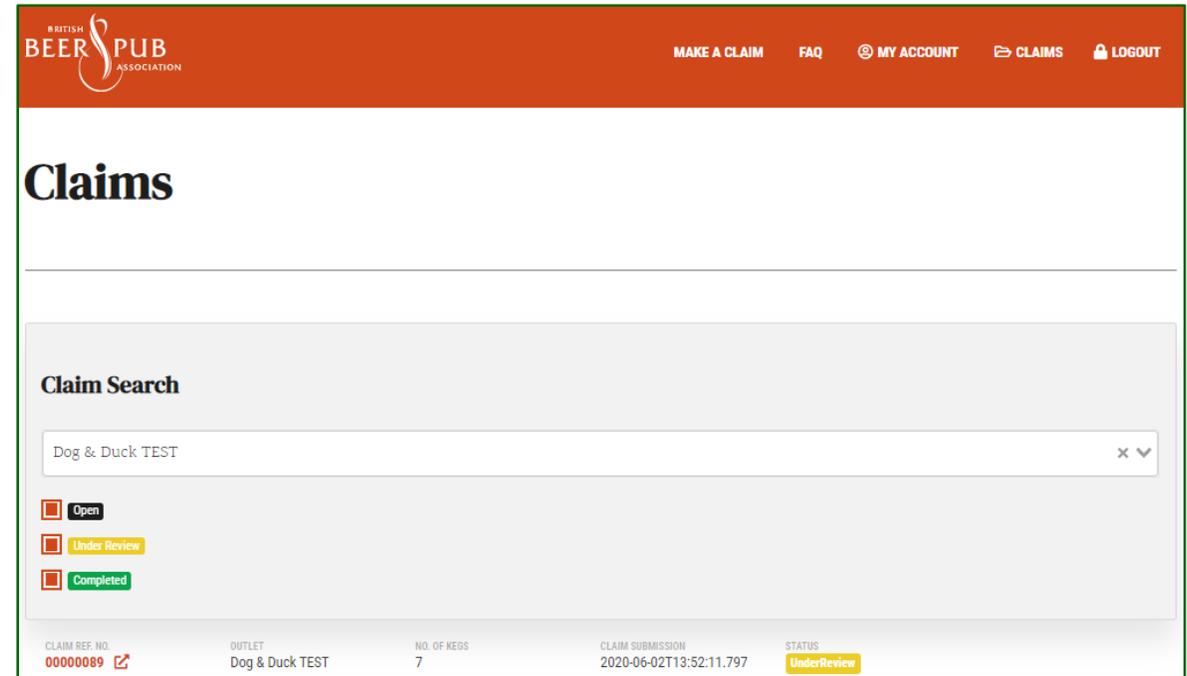
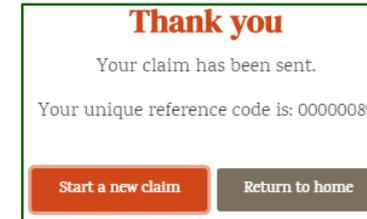
- Select the Delivered Date and Best Before Date.
- For validation purposes we need the amount of live taps on the bar for that brand in the next dropdown box.
- You then need to state if the keg is open or not – Most brewers are **not** crediting Broached kegs, this is also the case with Heineken.
- Then add a photo of the keg with the Keg Label and with the plastic Keg Cap by clicking the cloud icon in the 'Photo Evidence' section.
- Save this Keg and repeat the process for every keg they wish to claim for by clicking 'Add Another Keg'.

Date Keg Was Delivered On & Expires	Delivered on 01/09/2020	Best Before Date 01/03/2021
Number of taps on site for this brand	1	
Is this keg open?	<input type="radio"/> Yes, its open <input checked="" type="radio"/> No	
Photo Evidence	Photo of Keg & Label (File format PNG or JPG) See example Browse...  > pic - 11g keg.jpg	
Step 3. Save details	Save this keg	Delete this keg

After you have submitted your Claim



- After you have submitted your full claim for review, you will receive a confirmation on the website with a reference number and a confirmation email sent to your registered email address. (Please check your Junk/SPAM folder for this)
- If you wish to check on the status of your claim you can log back in at any time and go to the 'Claims' section.
- If you need to add any more kegs to your claim you can do so by creating another claim in your profile.
- Please **DO NOT DESTROY** your beer/cider until you have received Approval from your brewer. Once you receive this Approval you will need to follow guidance on how to correctly dispose of the liquid on the next slide.



Authorisation to Destroy Beer/Cider Process



- If your kegs are 'Approved', click on the '+' icon.
- Scroll down to find the new section titled 'Destruction Evidence'. You can now pour away your beer/cider but MUST take a photo of the liquid being destroyed. Click 'Submit Evidence' once done and you will get a confirmation on screen.
- The status of that Keg is now confirmed as "Completed" in the summary screen and your claim will be processed. You will need to repeat this process for every keg that has been approved, but once this has been completed for all kegs you are claiming for there is no further action required.
- Please refer to the guide on how to provide correct destruction evidence on the website.

Step 2: Keg Details - please start by selecting product type below

Brand: Amstel, Product: Amstel, No:0000000000001	Approved	+
Brand: Birra Moretti, Product: Birra Moretti, No:0000000000002	Approved	+

Destruction Evidence

[See instructions on how to safely dispose of your liquid](#)

Evidence Uploaded of the Destruction of the Liquid (File format PNG or JPG)

Photo of the liquid being dispensed into a measured vessel

Browse...

Volume Destroyed (litres)

Please select an amount

Submit evidence