



THE NEW VINPRO SPECIFICATION SHEET AND GUIDE

Dear valued client,











We at VinPro, have been listening to your comments and thinking about how we can better provide a quality bottling and labelling service to you. There are three main causes of quality issues during bottling and labelling, which are:

1. Communication
2. Faulty dry goods
3. Label size and paper quality

VinPro's specification sheet is the most important document for ensuring a quality bottling or labelling run, as it communicates the details to allow our bottling team to clearly understand your requirements; and ensure your exact instructions are followed. We have found the current spec sheet leaves room for interpretation and error.

With the introduction of our new spec sheet, we are trying to ensure that the information is clear, accurate, and unambiguous so that we can successfully achieve your final product.

The next few pages will explain the new spec sheet format. We are hoping that it will help you to make quick and clear choices which we can then transfer to your finished bottle of wine. Features of the new spec sheet include:





-  **Mandatory Fields** – the yellow text fields are mandatory to eliminate any assumptions or guesswork.
-  **Drop-Down Menus** – most of the text fields have now been provided as a drop-down menu to assist you in choosing the correct option. Note: where there is no drop-down menu, you will be required to type in the correct information.
-  **Colour Coded Related Spec Sheets** – colour coding on the tabs refers to related spec sheets or information. Red for bottling, yellow for labelling, and blue for references.
-  **Quick Skip to Certain Information** - making certain selections will skip to the next related field.
-  **Automatic Population of Columns** – populating the topmost adjacent column transfers the entries from the left-hand column. Change the assemblies as required.
-  **Improved Placement Guides** – larger options for indicating the correct placement of carton barcodes, carton labels, carton inkjets, bottle labels, and medal stickers.
-  **Laser Code Length** – has been limited to 14 characters to ensure they can be easily read once applied to the bottle.
-  **Winemakers Specifications** – have been simplified to include only essential information.
-  **Glossary of Terms** – while most clients will understand the 'jargon' of bottling, we have provided a list of terms for improved communication.
-  **List of VinPro Staff Members** – who does what and where to find the help you require; we are at your service.

While most of you will be able to follow your nose to complete the new spec sheet, the attached instruction manual will help you if you get into difficulties. Any issues or feedback will be most welcome, please direct to Sarah in the first instance at sarahm@vinpro.co.nz.



VINPRO

BOTTLING AND LABELLING GUIDE

-  Completing the Specification Sheets
-  Setting Up Production for Success
 - Bottling Guide
 - Labelling Guide
-  Glossary of Terms
-  VinPro Staff Members

*** This is a guide only to assist in a smooth bottling and/or labelling job. This document does not pretend to be exhaustive – so, if you are in any doubt, please contact VinPro to discuss your options.

Note, also, that if there is any perceived conflict between the information presented herein and your contract with VinPro – then the contract takes precedence.



COMPLETING THE SPECIFICATION SHEETS

Each column represents a VinPro assembly (also called a SKU – Stock Keeping Unit). The columns now replace the ‘Detailed Bottling, Labelling, and Packaging Worksheet’. Work your way down a column for each assembly that you require.

Populating the topmost adjacent column, automatically transfers the exact entries from the left column. Change the assemblies as required.

Bottle Types

- Guides are located on the last two tabs of the spec sheet called Dry Goods Availability and Glass Codes.
- For each bottle type on the Glass Codes tab, the hyperlink will allow you access to the bottling drawing specification. This will provide details regarding shape, size, punt, and label panel dimensions.
- If you wish to use an alternative bottle type, please contact our Production Planner to make sure this can be run through VinPro’s production line.

Closures

- The selection of closures will vary depending on the look of the product and client preference. VinPro can apply screwcaps (ROPP and LUX), corks and capsules, or vinolok closures.
- VinPro can supply a variety of plain screwcaps, lux caps, and corks. Please contact our Production Planner for more information and pricing. Listed are some of the options available (colours vary):
 - Guala Satin Black Screwcap
 - Guala Coloured Screwcap
 - Guala Savin Black Lux Cap
 - Stelvin Lux Cap (only Black and Red are available)
 - Diam 24mm Cork
 - Magnum 28mm Cork – Natural
 - Plain Black Capsules



Laser Codes

- Laser codes are permanent markings etched on the glass that provide a unique code to identify the wine. Additional information such as bottling date, time, and line where bottling took place is also incorporated automatically.
- This is noted as the WECS reference number in the QA report collated at the end of a bottling run.
- Laser codes are limited to 14 characters. Longer codes will impact on readability and consistent application, as well as incurring additional down time from setup.

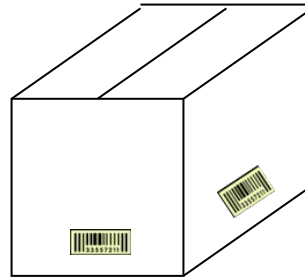
Label Information

- For labelled stock, please ensure the correct information is provided. 'Same as last year' will no longer be accepted for label heights, but you can contact VinPro for assistance in determining the best fit for your final product.

Cartons

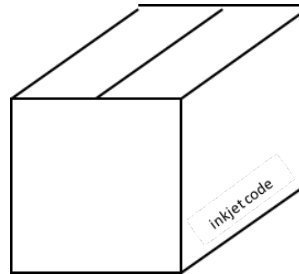
- VinPro can supply a range of cartons as per the drop-down menu. Please note that only certain pack sizes are available to specific carton types. Refer to the Dry Goods Availability tab for more information.
- Carton markings vary depending on client preference. As a guide, listed below are the available options:
 - Barcode – VinPro saves barcode information from the previous years but we will still send you a barcode approval to confirm any changes made since then.
 - **NOTE:** This is not a GS1 verification. If you require GS1 verification, you will need to send a sample of the barcode positioned on the case to GS1. VinPro does not accept any responsibility if this barcode fails GS1 verification, so it is recommended that this is attained prior to the job being carried out.
 - Barcodes can be automatically printed and applied using a carton label application machine. If over-stickering or using long labels, they will need to be applied by hand and will incur a higher cost.

- Please provide any extra information you might require on the barcode using the comments section of the spec sheet.
- Barcodes printed automatically via machine can only be applied in the area referred to on the image below.



- Front Bottle Label
 - All front bottle label application to cartons is done by hand. Please ensure that you have sufficient labels for the setup, cartons, and bottled wine.
 - VinPro requires a completed QA check and label approval process before using client labels. Make sure that all labels are on site **4-5 days before the job is scheduled**, especially if they need to be applied to the cartons.
 - As a rule of thumb, VinPro suggests 30-50 spare labels for setup and an additional 10 spare labels per roll change.
 - **NOTE:** If your labels historically have issues during application, please provide extra labels as necessary. Check our Labelling Guide to help you choose the best label types to guarantee a successful production run.
- VinPro Produced Label
 - Our team at production can create carton labels for you using our program. We can incorporate any codes or images you might require as long as they are black and white.

- Client Supplied Carton label
 - We can use our carton label application machine to automatically label your boxes. Please make sure to confirm ahead of time if the labels are fit for use. You can see our production team in person to check machine capabilities and limitations.
- Inkjet
 - Inkjets automatically print a client-supplied code along the inside edge of the carton as it comes down the conveyor belt.



- The code length is limited to 30 characters as we are constrained by the length of the box (e.g. 6 Uprights)
- Ensure there is enough space on your company-branded boxes to incorporate the text without going over any existing print.

End of Run Storage

- VinPro will arrange for the collection of completed wine for storage at other locations – please indicate your requirements.
- Wine not collected by a client - if choosing a 'client collect' option – will incur storage fees after 3 days of completion of the bottling or labelling run.
- Label handling and label storage is currently free of charge at VinPro. We do kindly ask that you **take leftover labels** if they will not be needed for any future jobs. This is to ensure we have adequate shelving available to store and sort labels for future jobs.



BOTTLING GUIDE

Updated Winery Spec Sheet

- The winery spec sheet has been updated to incorporate drop down menus as well as mandatory fields like the bottling/labelling spec sheet.
- Please fill out all necessary fields as accurately as possible. The tanker plan is still available on the Tanker Reference tab, but we can't guarantee your tank selection for any particular run. You can email our Production Planner to organise or if you require any further assistance.

Final Volume Expected

- Accurate final volume is crucial for the bottling team to guarantee that there are enough dry goods to execute the job. This also helps to highlight any discrepancies in volume from the wine booked compared to the total production output and tanker allocation.
- Update any filtration losses on the winery spec sheet as soon as possible so that it carries over to the final spec sheet that the bottling team receives.

Bottle Ready

- It is the responsibility of the winemaker to make sure that the wine arrives to VinPro in a **bottle-ready condition**. Any adjustments to wine once it reaches VinPro should be a last resort. Note that a waiver needs to be signed for any adjustments made by VinPro staff.
- If in doubt, we encourage sending a wine sample to the bottling lab for testing before wine is picked up. This guarantees that Dissolved Oxygen, CO₂, FSO₂, and filterability levels are where they need to be before transport.
- There is a chance of inconsistency in wine specs and variation between tankers if adjustments are made at the bottling hall.

Pick up and drop off times

- It is encouraged to book tank pickups from **8am - 12nn** to allow enough time for pre-bottling tests within the 8-hour work day. Please take this into account when booking pickups and travel time back to VinPro.



- This may be subject to the tanker driver's availability during the busy period.

Filling of Bulk Tankers

- Anyone filling a bulk tanker must acknowledge that they have read and complied with PSOP WT04: *Filling Bulk Tanks for Transportation*, to avoid accidents, damage to tanks, unwanted spillage, or quality issues. The person completing the required tank filling form PFSF WT020: *Tanker Cleaning and Filling Record* can obtain a copy from the tanker driver if required.

Ullage

- Please liaise a tanker plan with the Production Planner to eliminate any chance of tank ullage during transport as this affects the final DO reading pre-bottling. It is advised to book your bottling run in advance since tankers are subject to availability during the busy period.
- Make sure all compartments are full to the brim and gassed before sending to VinPro.

Temperature

- The optimum temperature for label application under best industry practice is **16° Celsius**. Ensure that this is considered during the winter and summer months unless wine is meant to go cleanskin.
- Preferably, wine is sent at a starting temperature of 20° C in winter to accommodate the temperature drop during transport, and 14°C or less on a really hot summer day.

Free Sulphur

- Ideally, all wines should have an FSO₂ reading of 20 or over especially if it has high residual sugar. This is of course dependent on other factors such as pH, being organic, or wine made as *au naturel*.
- If for any reason, VinPro feels uncomfortable with the wine chemistry, winemakers will be required to sign a waiver accepting full responsibility for any issues that may occur with the wine post-bottling.
- Total Sulphur cannot be tested at the bottling lab, please organise with the VinPro team to have your Total Sulphur tested by the winery lab.



Filterability

- To pass sterile filterability testing, wine needs to pass through 0.45 microns with a filterability index of 1.20 g/secs. Any wine tested above 1.20 g/secs will only be sterile filtered at Vinpro's discretion in discussion with the winemaker.
- Outside of these levels, a lenticular pre-filter will need to be setup at an additional cost, to protect the integrity of the bottling line filters.
- To pass through rockstopper, an NTU reading of ≤ 50 is required.
- For bigger volumes with an NTU reading above 50, Vinpro can offer a mesh screen alternative. This mesh has two layers – an external screen with 1mm holes and an internal mesh of 200 μm .
 - **NOTE:** This process is **not recommended by VinPro** and does not accord with best industry practice as particles large enough to be visible in the wine can pass through. If a wine producer requests this option, then a waiver needs to be signed whereby the client accepts sole responsibility for any resulting wine quality issues should they occur.
- The bottling lab will accept wine samples for testing as early as a few weeks before the bottling date to guarantee enough time for additional filtration by the winemaker pre-bottling.

LABELLING GUIDE

Labels are the most important marketing tool that clients use in differentiating their product from other wine brands. With the help of our extensive knowledge on label application, we can guide based on our previous experiences. By following the requirements in conjunction with glass suppliers and good industry practice, you will give your job the best chance of success.

Size of label

- Large labels find the imperfections in glass. This will make wrinkling, bubbling, and puckering more obvious. The labels need to match the glass label panel, so smaller labels will always be favoured.
- You can use an online resource provided by Australian Wine Packagers Association called **Size Me Up** at sizemeup.com.au to calculate the label size and determine if it will fit the bottle.
- VinPro can also provide label templates to assist in determining best fit. Please contact the production team for more information.
- **NOTE:** If your labels are larger than these dimensions, there is a high chance that they will look aesthetically unappealing or could get caught by the case or divider during packaging. Labels that are too wide can also develop unsightly wrinkles on the sides. These will require extra labour and downtime to re-work the bottles by smoothing it out or peeling bad labels off. This may lead to not having enough labels at the end to complete the job.

Placement on bottle

- Most bottles are designed to have the labels 20mm from the base, therefore the labelling machines are setup to apply no lower than this.
- This ensures that the shape of the base will not affect label presentation (e.g. bubbling or creasing) and the laser code will remain visible.
- The gap between the front and back labels should be no less than 20mm since labelling machines will float the labels left and right by 2mm. This means that a smaller gap will be far more noticeable if there is variance between applications.



Variability

- There is a large variability in glass supplied, paper stock, adhesive, and application conditions. These can all affect label application at Vinpro, so creating labels outside of the set guidelines are **not recommended**.
- All new labels will need to be trialled prior to the day of the job to ensure that potential issues can be sorted ahead of time. Please contact our production team once labels have been cleared by the printing company for a trial run.
- **DISCLAIMER:** Labelling outside of glass manufacturer specifications will be at the client's risk since neither the glass company nor VinPro can be responsible for application issues during and after labelling.

Medal Stickers

- The minimum recommended size for medal stickers is 25mm in diameter. Please ensure that medal stickers come on rolls with cores as they need to be wound out during application.
- The production team can apply a maximum of 2 medal stickers concurrent with a labelling run.

LABEL MANUFACTURER SPECIFICATIONS

Resources

- There are more labelling guidelines available at the resource centre on our Vinpro website under Bottling and Labelling.
 - [Labels – Getting Started](#)
 - [Label Information for Printers and Clients](#)
 - [Label Roll Specifications](#)
 - [Bottle Label Matrix](#)
 - [Post Bottling Work and Additional Labels](#)
 - [Labelling Requirements - MPI](#)
 - [NZWG Label Guide](#)
 - [Labelling 101 Video from NZ Wine Institute](#)
 - [GS1 – Global barcode standards and product identification](#)



Backing Paper and Adhesive

- Backing paper (web) should withstand normal tension during application. Manufacturers must ensure that they are not cut to prevent breaking which can result in downtime and wasted labels.
- Repositionable adhesive is recommended for most labels to allow for re-labelling during production. The exception is for when packing into layflats, where permanent labels must be used to limit movement on the bottle surface during storage.

Condensation and Label Adhesion

- Condensation causes problems for a lot of industries due to the extremes in temperature around the Central Otago region.
- The best precaution is to ensure that wine is above 16°C before bottling. At VinPro, we make sure that glass is kept inside the production area the day before bottling, and labels are stored at the Warehouse's temperature-controlled shelving.
- There may be situations where it may not be possible to have everything at ambient temperature. This can result in the labelling being halted and the wine going cleanskin. Any such decision would be made in consultation with the client.












Materials and designs on labels

- Plastic/ Clear Labels
 - Plastic or clear labels cannot be made as large as paper-based labels due to application issues caused by static such as bubbling and creasing. They should be no larger than 75mm x 75mm.
 - **DISCLAIMER:** Using plastic or clear labels is not recommended by VinPro as this could potentially compromise the quality of application on the final product.
- Metallised Labels
 - Reflective metallised labels have a high gloss finish that highlights all minor irregularities in the glass surface such as bottle seams. This can create an unappealing look to the finished product.











- Foil Stamping
 - Foil stamping can stiffen the area around the label, creating an irregular adhesive surface. This will again impact the label's ability to bond to the glass during application which can then result in bubbling and creasing.
- Embossing and Heavy Embellishments
 - Embellishments are design features used to create textures on the label (e.g. embossing or debossing). The depth of impression and area covered can create an uneven adhesive surface on the back of the label.
 - This affects the label's ability to adhere evenly to the glass which can appear as bubbling or creasing after application. Eventually this will allow moisture to enter and make bubbling or lifting worse.

GLOSSARY OF TERMS

-  **Specification Sheet** - is a document that summarises the information provided by the client in detail, to allow production employees to understand the requirements needed to execute the job accurately. This document presents the instructions to follow and to achieve the client desired outcome.
-  **Assembly** – also known as a SKU (Stock Keeping Unit) is a distinct type of item, such as a product or, and all attributes associated with the item type that distinguish it from other item types. (e.g. A job may have multiple assemblies differentiated by bottle formats, labels, and pack types)
-  **Lux** - is a premium long-skirt aluminium closure for wine. It has a modern sleek appearance, and its plastic insert allows for smooth opening. No visible threads and knurling, preserving an unrivalled decorative surface.
-  **ROPP** – (Roll-on Pilfer Proof) is a type of screw cap where the thread is formed by pressure against the container.
-  **Knurl** - is the indented or crimped portion on the skirt at the top of the cap, used for holding the liner in the cap. It is also used as a grip for removing the cap.
-  **BVS** – is a specific finish applied by glass suppliers to allow for the use of screwcaps as bottle lids, which is different for beer bottles or corks.
-  **Laser Code** – is a unique code etched on every wine bottle for tracking purposes. This is especially useful for identifying wine that is bottled without a label.
-  **Inkjets** - are machines that print a client-supplied code onto the boxes as they come down the conveyor belt.
-  **WECS** - means the Wine Export Certification Service. It is a regulatory body responsible for export documentation which confirms to New Zealand Customs that the wine is approved as eligible for export and, where relevant, conforms to overseas market access requirements.
-  **GS1** - is a not-for-profit organisation that develops and maintains global standards for business communication. The best known of these standards is the barcode, a symbol printed on products that can be scanned electronically.
-  **Bottle-ready** – means wine thoroughly mixed with customer's desired levels of free sulphur, total sulphur, dissolved CO₂, and dissolved O₂. Delivered to VinPro at a temperature no less than 14°C, with inherent physical and chemical stability. Also sufficiently clarified to not have visible haze or particles such that it will pass through the filtration method specified on the winery spec sheets.



-  **Ullage** - or headspace is the unfilled space in a container, particularly with a liquid. This can either be the in the tanker or bottled wine.
-  **Rockstopper** – is a 40 µm absolute filter housed in the filler rooms. Usually used for filtering Pinot Noirs unless the client specifies using Sterile Filtration
-  **Mesh** - is a course screen that will not “polish” any wine and is designed simply to protect the filler from large debris. This mesh has two layers – an external screen with 1mm holes and an internal mesh of 200 µm
-  **Lenticulars** – are filters you can use in blocking impurities from wine that has failed sterile filterability testing. It is an economical option for small to medium-sized producers because it provides up to 50% more throughput than sheet filtration, greatly reducing wine loss. The media can be backflushed, stored and reused multiple times, saving the winery time and money.
-  **Free Sulphur** - is that which is unbound to compounds in the wine and is therefore able to exert an antioxidant/preservative action.
-  **Total Sulphur** – is the sum of both Free and Bound Sulphur which has already been complexed to other compounds in the wine (such as sugars) and has essentially been quenched such that it no longer has antioxidant/preservative activity.
-  **Label Web** – manufacturer terminology for the backing paper/plastic that comes with the wine labels during application.
-  **Floating** (on labels) – is the action during application where the label machine will temporarily float the label while the bottle passes through before adhesion. Allow a variance of 2mm between the gaps.



VINPRO STAFF MEMBERS

MANAGEMENT

- **Kylie Broxton** *Chief Financial Officer* - ext. 203 (kylie@vinpro.co.nz)
- **Jody Pagey** *GM Operations* - ext. 212 (jody@vinpro.co.nz)
- **Roger Ellis** *Sales Director* - ext. 218 (roger@vinpro.co.nz)

PRODUCTION

- **Sarah Manlangit** *Bottling Team Leader* - ext. 216 (sarahm@vinpro.co.nz)
 - For production enquiries on the day of the job
- **David Smith** *Production Planner* - ext. 201 (davids@vinpro.co.nz)
 - For tankering, scheduling and booking jobs, choosing new products and dry goods, and other spec sheet requirements
- **Gillian Wilson** *Quality Coordinator* - ext. 206 (gillian@vinpro.co.nz)
 - For QA reports, quality issues, label approvals, on-line quality assurance, and compliance
- **Quin Burnside** *Dry Goods Coordinator* – (drygoods@vinpro.co.nz)
 - For organising any dry goods related queries
- **Jason Fairbairn** *Lead Operator* (jasonf@vinpro.co.nz)
 - For trialling new dry goods on the production line, and VinPro equipment capabilities when running jobs
- **Hugh Cocks** *Bottling Line Coordinator* - ext. 216 (production@vinpro.co.nz)
 - For start times, run orders, barcodes, and other carton & bottle marking requirements
- **Jane Poulter** *Lab Technician* - ext. 216 (lab@vinpro.co.nz)
 - For wine specs pre and post bottling
- **Eden Coote** *Planning Assistant* - ext. 206 (eden@vinpro.co.nz)
 - For invoicing post labelling or bottling job and WECS enquiries

WAREHOUSE

- **Corey Wilson** *Warehouse & Logistics Manager* - ext. 217 (corey@vinpro.co.nz)
- **Kathy Jack** *Dispatch & Logistics Supervisor* - ext. 202 (dispatch@vinpro.co.nz)

WINERY

- **Pip Battley** *Senior Winemaker* - ext. 209 (pip@vinpro.co.nz)
- **Richard Broadhead** *Special Projects & IT Support* - ext. 232 (richardb@vinpro.co.nz)