



NABCA

PQRS Quick Start User Guide

Price Quotation Reporting System User Guide

URL: <https://pqrs.nabca.org>

Username: youremail@ (all lowercase)

Need Help?: pqrshelp@nabca.org



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Section 1

- ❖ Quick Menus
- ❖ Dashboard
- ❖ Profile



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Quick Menus

1. Dashboard home
2. User profile
3. View all price quotes
4. Create new price quotes
5. View all products
6. Create new products





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User Profile

- Edit profile details
- Change Password
- Customize supplier contacts
- Add shipping defaults

PRO TIP!

*Customize Supplier
Contacts in your profile
to easily access in a
price quote*

Price Quotes ▾

Search by Product Name or Product State Code 

Profile Information

Supplier Contacts

Product Shipping Defaults

State FOB Points

Username/Email	Primary Vendor of Record	<div>EDIT DETAILS</div>
monnika.reasoner@gmail.com	NABCA TEST2	
First Name	Secondary Vendors	
Mo	NABCA TEST1	
Last Name	Control States	
Reasoner	AL, MT, ID, ME	
Title		
Test Account		
Phone		
7035785517		



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Section 2

- ❖ Locate Products
- ❖ Create Products
- ❖ Create Product Details
- ❖ Create Sizes
- ❖ Add State Codes
- ❖ Edit Existing Product Details
- ❖ Edit Existing Size Details



Locate a Product

There are a couple of ways to search for products:

All Products:

- Select the “all products” icon in the quick Menu

Search Bar:

- Start by keying in your product name
- Either select product from the drop down or hit enter



PRO TIP!

Quickly switch between product/price quote searches by clicking the white arrow in your search bar



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Locate a Product

Sort by:

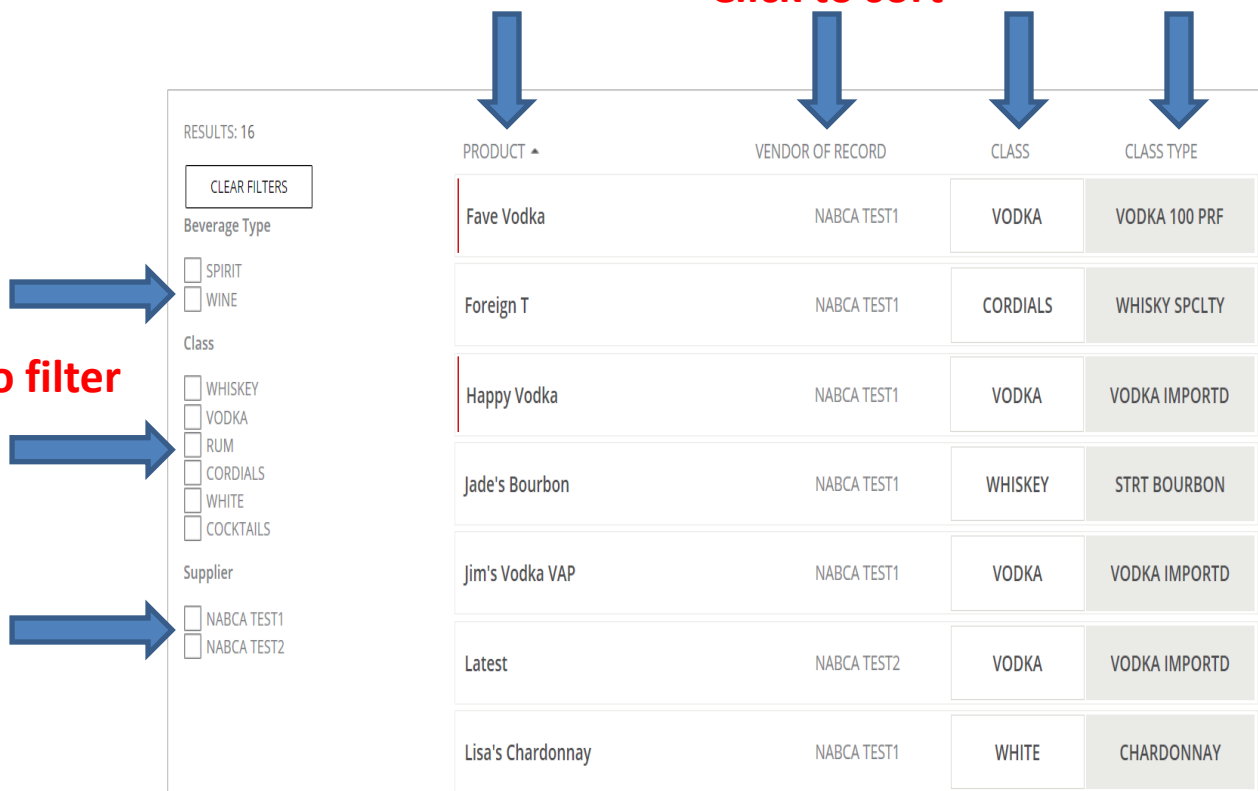
- Product Name (A-Z)
- Vendor
- Class/Type

Filter By:

- Beverage Type
- Class
- Vendor

Click to filter

Click to sort



PRODUCT ▲	VENDOR OF RECORD	CLASS	CLASS TYPE
Fave Vodka	NABCA TEST1	VODKA	VODKA 100 PRF
Foreign T	NABCA TEST1	CORDIALS	WHISKY SPCLTY
Happy Vodka	NABCA TEST1	VODKA	VODKA IMPORTD
Jade's Bourbon	NABCA TEST1	WHISKEY	STRT BOURBON
Jim's Vodka VAP	NABCA TEST1	VODKA	VODKA IMPORTD
Latest	NABCA TEST2	VODKA	VODKA IMPORTD
Lisa's Chardonnay	NABCA TEST1	WHITE	CHARDONNAY

RESULTS: 16

CLEAR FILTERS

Beverage Type

☐ SPIRIT

☐ WINE

Class

☐ WHISKEY

☐ VODKA

☐ RUM

☐ CORDIALS

☐ WHITE

☐ COCKTAILS

Supplier

☐ NABCA TEST1

☐ NABCA TEST2

Did you know?

Class and Class Type
refer to NABCA
Classifications



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Create a Product

To Create a Product:

Select new product (the bottle +).

Required fields are indicated by a red line or star (*).

- Select your vendor of record
- Enter the new product name
- Select the beverage & class types
- Enter the proof (age as needed)
- Select domestic or imported
- Distiller/Bottler requirements vary by state

SAVE PRODUCT

The screenshot shows the 'Create Product' form in the NABCA PQRS system. At the top, there is a search bar with the text 'Search by Product Name or Product State Code' and a magnifying glass icon. Below the search bar, the title 'Create Product' is displayed. The form is divided into several sections:

- Vendor Selection:** A dropdown menu labeled 'Select Vendor of Record' with a red line on the left.
- Liquor Information:** A section with a red line on the left containing:
 - Product Name:** A text input field with a red line on the left.
 - Select Beverage Type:** A dropdown menu with a red line on the left.
 - Select Class:** A dropdown menu.
 - Select Class Type:** A dropdown menu.
 - Proof:** A text input field.
 - Age / Vintage:** A text input field.
 - Choose One...:** A dropdown menu.
- Domestic/Imported:** A section with a red star (*) containing two radio buttons: 'Domestic' and 'Imported'.
- Formula:** A large text input field.
- Distiller Information / Produced By:** A section with a red line on the left containing:
 - Distiller / Produced By Name:** A text input field.
 - Street:** A text input field.
 - Street 2:** A text input field.
 - City:** A text input field.
 - Country:** A dropdown menu.
- Bottler Information:** A section containing:
 - Bottler Name:** A text input field.
 - Street:** A text input field.
 - Street 2:** A text input field.
 - City:** A text input field.
 - Country:** A dropdown menu.

At the bottom right, there is a checkbox labeled 'Same As Distiller'.



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Create a Product

After a product is created, you will be redirected to the “product details”.

At this point, you can:

- Edit product details
- Add “sizes & product state codes”
- Return to your search results
- Exit to another screen

To add associated sizes, select “sizes & product state codes”

Larry's Agricole Overproof Rhum

All Larry's Agricole Overproof Rhum Price Quotes | [Back to Search Results](#)

Product Details

Sizes & Product State Codes

Vendor of Record:
NABCA TEST2

Product:
Larry's Agricole Overproof Rhum

Beverage Type:
SPIRIT

Class:
RUM

Class Type:
IM RUM OTHER

Proof:
151

Domestic/Imported:
Imported

EDIT DETAILS



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Create/Add Sizes

To add a new size:

- Select the Sizes & Product State Codes Tab
- Select Add Size
- Complete Size Details (**red fields required**)

Larry's Agricole Overproof Rhum

[All Larry's Agricole Overproof Rhum Price Quotes](#) | [Back to Search Results](#)

Click Here

[Product Details](#) | [Sizes & Product State Codes](#)



Add Size opens "View/Edit Size Details" window

VIEW / EDIT SIZE DETAILS

Larry's Agricole Overproof Rhum

Volume:

Ounces per Selling Unit:

TTB:

Bottle Dimensions: x x inches

Selling Units / Case:

Selling Units / Sleeve:

Case Weight: pounds

Case Dimensions: x x inches

Pallet Dimensions: x x inches

Cases per Pallet:

Cases per Pallet Layer:

Current UPC / EAN:

Case SCC / GTIN-14:

Value Added Packaging: ☐

Bottle Image:

[UPLOAD IMAGE](#)

Label Image:

[UPLOAD IMAGE](#)

UPC/Bar Code Image:


[UPLOAD IMAGE](#)



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Add States & State Codes


To add a state:

- Select the size
- Click  Add State
- Select desired state from drop-down


To add a state code:



- Key in state code
- Click  ADD STATE



Larry's Agricole Overproof Rhum


 All Larry's Agricole Overproof Rhum Price Quotes | [Back to Search Results](#)

[Product Details](#) [Sizes & Product State Codes](#)

 ADD SIZE

 750.00ML GLASS [View / Edit Size Details](#) 

STATE	CODE		FOB	VER	SUBMITTED	EFFECTIVE
	999882	Delist Edit State Code		Create Price Quote		

 Add State

Pro Tip!

*Repeat these steps
for each unique size
& state per product
& container type*



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Edit Existing Product Details


To Edit Existing Product Details:

- Select product (click on name)
- Select “Product Details” tab
- Click 
- Edit desired fields
- Click 

Did you know?

All product name changes must be submitted to the PQRS Administrator.

Email pqrs-help@nabca.org

 EDIT PRODUCT DETAILS

NABCA TEST2

Liquor Information

Larry's Agricole Overproof Rhum

To request a product name change please contact pqrs-help@nabca.org.

SPIRIT

RUM

IM RUM OTHER (4220)

Proof:

151

 Age / Vintage:

Choose One...

Domestic/Imported *
☐ Domestic
☒ Imported

Formula

Distiller Information / Produced By

Distiller / Produced By Name

Street

Street 2

City

Country

State

Zip

Bottler Information

☐ Same As Distiller

Bottler Name

Street

Street 2

City

Country

State

Zip

CANCEL

SAVE PRODUCT



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Edit Existing Size Details


To Edit an Existing Size:

- Select the product (name)
- Click  SIZES/STATE CODES
- Click 
- Edit corresponding details
- Click 

Did you know?

All container type changes must be submitted to the PQRS Administrator. To have more than one container type, simply select "add size".

Email: pqrshelp@nabca.org

 VIEW / EDIT SIZE DETAILS

Larry's Agricole Overproof Rhum

Volume: 750.00ML

Ounces per Selling Unit: 25.40

Bottle / Container Type: Glass

To change container type please contact pqrshelp@nabca.org

TTB:

Bottle Dimensions: D x L x H inches

Selling Units / Case: 6

Selling Units / Sleeve:

Case Weight: 32 pounds

Case Dimensions: 12 x 9 x 12 inches

Pallet Dimensions: 40 x 48 x 60 inches


Cases per Pallet: 60


Cases per Pallet Layer: 12


Current UPC / EAN: 00088899634737

Case SCC / GTIN-14: 10088899634734

Value Added Packaging: ☐

 DELETE IMAGE

 DELETE IMAGE

 UPLOAD IMAGE

CANCEL SAVE SIZE DETAILS



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Section 3

- ❖ Create New Price Quotes
- ❖ Edit Existing Price Quotes
- ❖ Submit Completed Price Quotes
- ❖ Create PDF's



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Create a New Price Quote

To create a new price quote:

- Select product & size
- Click Create Price Quote
- Enter all corresponding details (**required fields red**)
- Save draft if not complete
- Once complete, select save & complete

Pro Tip!

You can save a draft at any point. Save & complete allows a price quote to be saved until ready to submit. Once a price quote is created, the state code can only be changed by Admin.

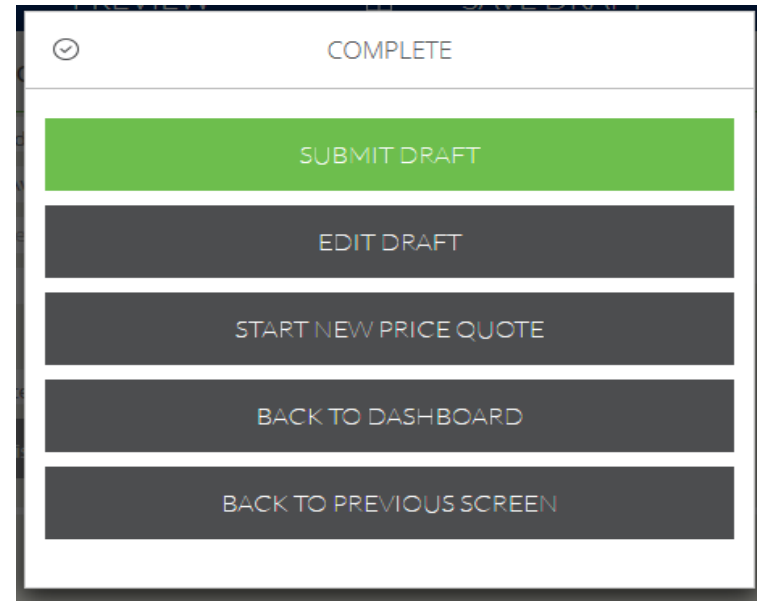
The screenshot displays the NABCA PQRS Quick Start User Guide interface for creating a new price quote. The top navigation bar includes links for EXIT, PREVIEW, SAVE DRAFT, and SAVE & COMPLETE. The main header shows the product details: ME 750.00ML Glass Larry's Agricole Overproof Rum, NABCA TEST2, and a DRAFT V1 status. Below the header, the form is divided into several sections:

- Dates & Reason For Change:** Includes an Effective Date dropdown, a Limited Listing Information checkbox, and a Reason for Change section with checkboxes for Age/Vintage/Proof, Image, Other, Pallet/Tier/Weight, and UPC/EAN/SCC/GTIN-14. There are also checkboxes for Case Cost, New Item, Pack, Size, and Vendor.
- Pricing:** Includes a Bottle Refund Details dropdown, a Net Cost FOB Ship Point field (highlighted in red), U.S. Freight, Ocean Freight, Marine Insurance, Other Charges / Bailment, and Discount Amount fields. It also features a Total Invoice / FOB Case field, Cost Per Selling Unit, and Desired Shelf Price fields. A link to calculate pricing is provided.
- Comments:** A text area for adding comments.
- Shipping:** Includes a Ship Point and FOB Point dropdowns.

Create a New Price Quote (Continued)

Once Save & Complete has been selected you have a few options:

- **Submit Draft** – sends completed price quote to state for approval
- **Edit Draft** – takes you back to price quote to make changes
- **Start New Price Quote** – allows you to work on a different price quote
- **Back to Dashboard** – takes you back to home screen
- **Back to Previous Screen** – takes you back to most recent screen (i.e. product or price quote search)



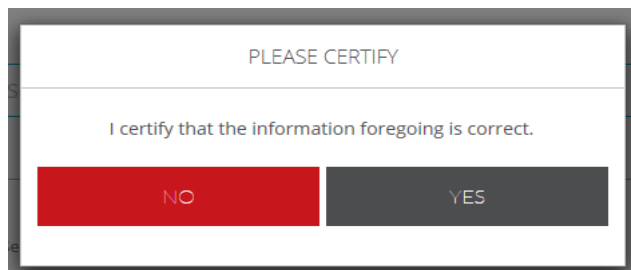
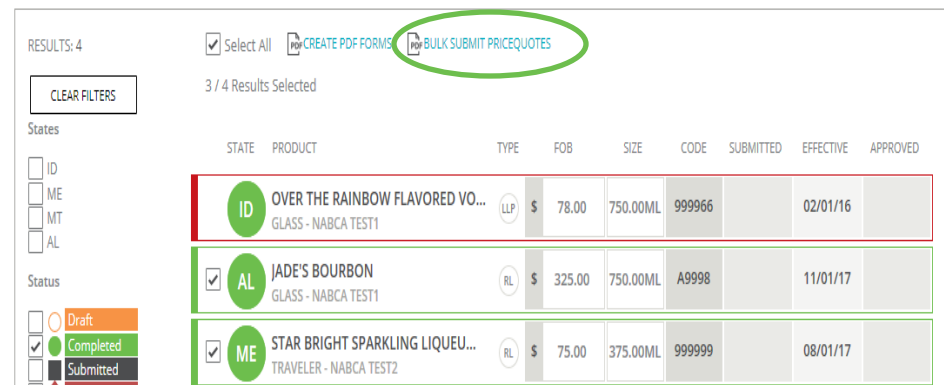
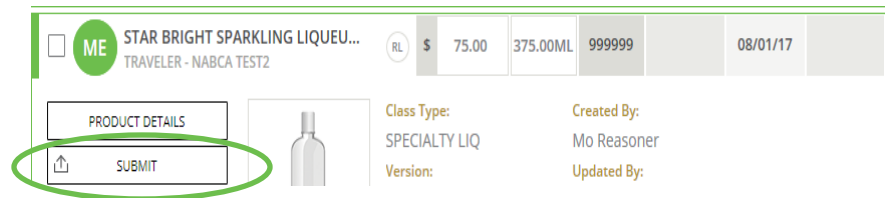
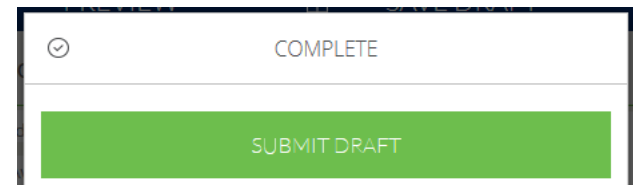


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Submitting Price Quotes

To Submit a Price Quote:

- Select “Submit Draft” after save & complete
- Select “Submit” in completed price quote view
- Select “Bulk Submit Price Quotes” in “All Price Quotes” view
- Certify the price quote(s)






Create PDF Forms

To Create a PDF:

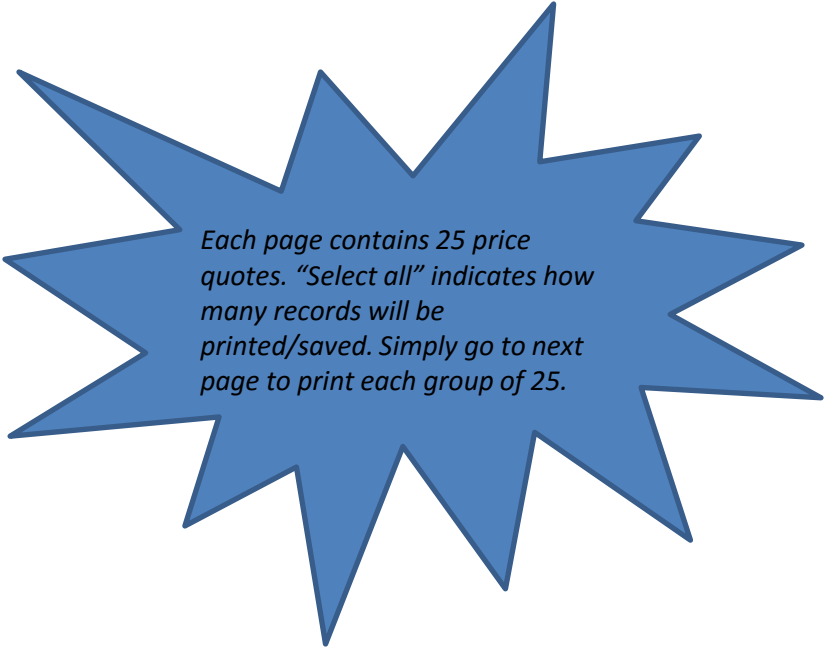
Single

- View “All Price Quotes”
- Select your price quote
- Click  CREATE PDF FORM

Multiple

- View “All Price Quotes”
- Click ☐ Select All
- Click  CREATE PDF FORMS
- Print PDF(s) or save file

PRO TIP!



Each page contains 25 price quotes. “Select all” indicates how many records will be printed/saved. Simply go to next page to print each group of 25.



Edit/Resubmit Existing Price Quotes

To Locate Existing Price Quotes:

- Select “All Price Quotes” to see all price quotes for your active vendor(s)



RESULTS: 13

☐ Select All [CREATE PDF FORMS](#) [BULK SUBMIT PRICEQUOTES](#)

CLEAR FILTERS

States

☐ ID
☐ ME
☐ MT
☐ AL

Status

☐ Draft
☒ Completed
☐ Submitted
☐ Rejected
☐ Pending

Types

☐ Regular Listing
☐ Limited Listing
☐ Special Order Plans

Dates

☐ Filter by Submitted Date
☐ Filter by Effective Date

Supplier

☐ NABCA TEST1
☐ NABCA TEST2

	STATE	PRODUCT	TYPE	FOB	SIZE	CODE	SUBMITTED	EFFECTIVE	APPROVED
<input type="checkbox"/>	ID	LISA'S CHARDONNAY GLASS - NABCA TEST1	RL	\$ 56.00	750.00ML	999880	07/19/17	02/01/17	
<input type="checkbox"/>	ID	LISA'S CHARDONNAY GLASS - NABCA TEST1	RL	\$ 150.00	375.00ML	999881		02/01/16	
<input type="checkbox"/>	ID	OVER THE RAINBOW FLAVORED VO... GLASS - NABCA TEST1	LLP	\$ 78.00	750.00ML	999966		02/01/16	
<input type="checkbox"/>	AL	JADE'S BOURBON GLASS - NABCA TEST1	RL	\$ 325.00	750.00ML	A9998		11/01/17	
<input type="checkbox"/>	MT	LOLO JOJO OVERPROOF RUM TRAVELER - NABCA TEST2	RL	\$ 175.00	1.75LTR	999856		02/01/17	
<input type="checkbox"/>	MT	STAR BRIGHT SPARKLING LIQUEU... TRAVELER - NABCA TEST2	RL	\$ 72.00	375.00ML	999999	02/23/17	02/01/18	
<input type="checkbox"/>	AL	JIM'S VODKA VAP GLASS - NABCA TEST1	RL	\$ 300.00	750.00ML	A9999	07/19/17	11/01/17	
<input type="checkbox"/>	ME	JIM'S VODKA VAP GLASS - NABCA TEST1	RL	\$ 155.00	375.00ML	999987	07/19/17	02/01/18	07/19/17

- Use “price quotes” search in search bar to locate by state code or product name



Price Quotes Search by Product Name or Product State Code

- Use “products” in search bar to locate by name and select “sizes/state codes”



Products larry

- Click 
- Follow submission process for new Price Quotes.

Larry's Agricole Overproof Rhum



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Thanks for attending!



For future assistance please contact

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703.578.5517

pqrshelp@nabca.org