



**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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# PQRS Quick Start User Guide

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Section 1 – Quick Menu's/Dashboard/Profile

Section 2 – Products – Locate/Create

Section 3 – Price Quotes – Locate/Create/Submit



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# PQRS Quick Start User Guide

## Section 1

- ❖ Quick Menus
- ❖ Dashboard
- ❖ Profile



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# PQRS Quick Start User Guide

## 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





# PQRS Quick Start User Guide



## Dashboard

When you first log in, you'll see your Dashboard. This contains the 10 most recent quotes.



Saved Draft Price Quote



Completed – Passed validation and ready for submission



Pending Price Quote –  
Submitted to State for approval



Rejected Price Quote



Submitted Price Quote

Price Quotes

### Recent Price Quotes

STATE	PRODUCT	TYPE	FOB	SIZE	CODE	SUBMITTED	EFFECTIVE	APPROVED
ME	STAR BRIGHT SPARKLING LIQUEU... GLASS - NABCA TEST2	RL	\$ 107.00	750.00ML	999998	07/20/17	11/01/17	
ME	PATTY'S LIQUOR GLASS - NABCA TEST1	RL	\$ 66.00	375.00ML	999888	07/20/17	11/01/17	
ME	STAR BRIGHT SPARKLING LIQUEU... TRAVELER - NABCA TEST2	RL	\$ 75.00	375.00ML	999999		08/01/17	
ID	LISA'S CHARDONNAY GLASS - NABCA TEST1	RL	\$ 56.00	750.00ML	999880	07/19/17	02/01/17	
AL	JIM'S VODKA VAP GLASS - NABCA TEST1	RL	\$ 300.00	750.00ML	A9999	07/19/17	11/01/17	
ME	JIM'S VODKA VAP GLASS - NABCA TEST1	RL	\$ 155.00	375.00ML	999987	07/19/17	02/01/18	07/19/17
ME	LISA'S CHARDONNAY GLASS - NABCA TEST1	RL	\$	750.00ML	999880			
MT	STAR BRIGHT SPARKLING LIQUEU... TRAVELER - NABCA TEST2	RL	\$ 72.00	375.00ML	999999	02/23/17	02/01/18	

◆ Rejected ■ Pending ○ Draft ● Completed ■ Submitted



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



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# PQRS Quick Start User Guide

## 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

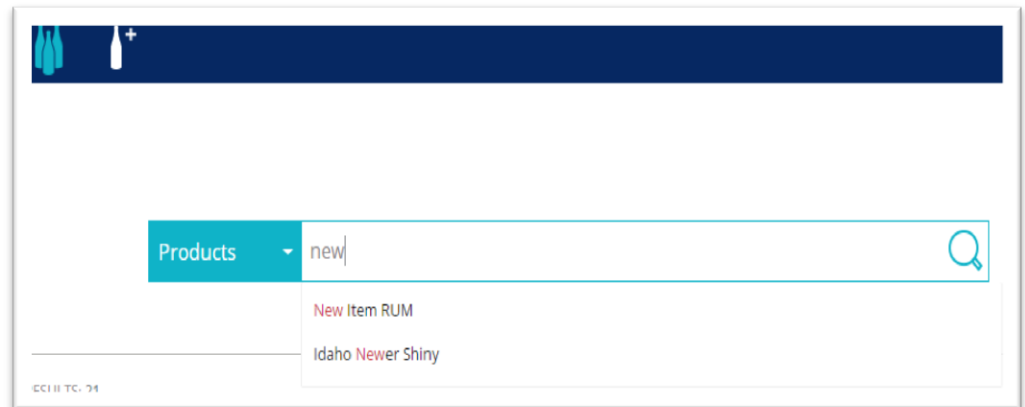
There are a couple of ways to search for products:

### 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:

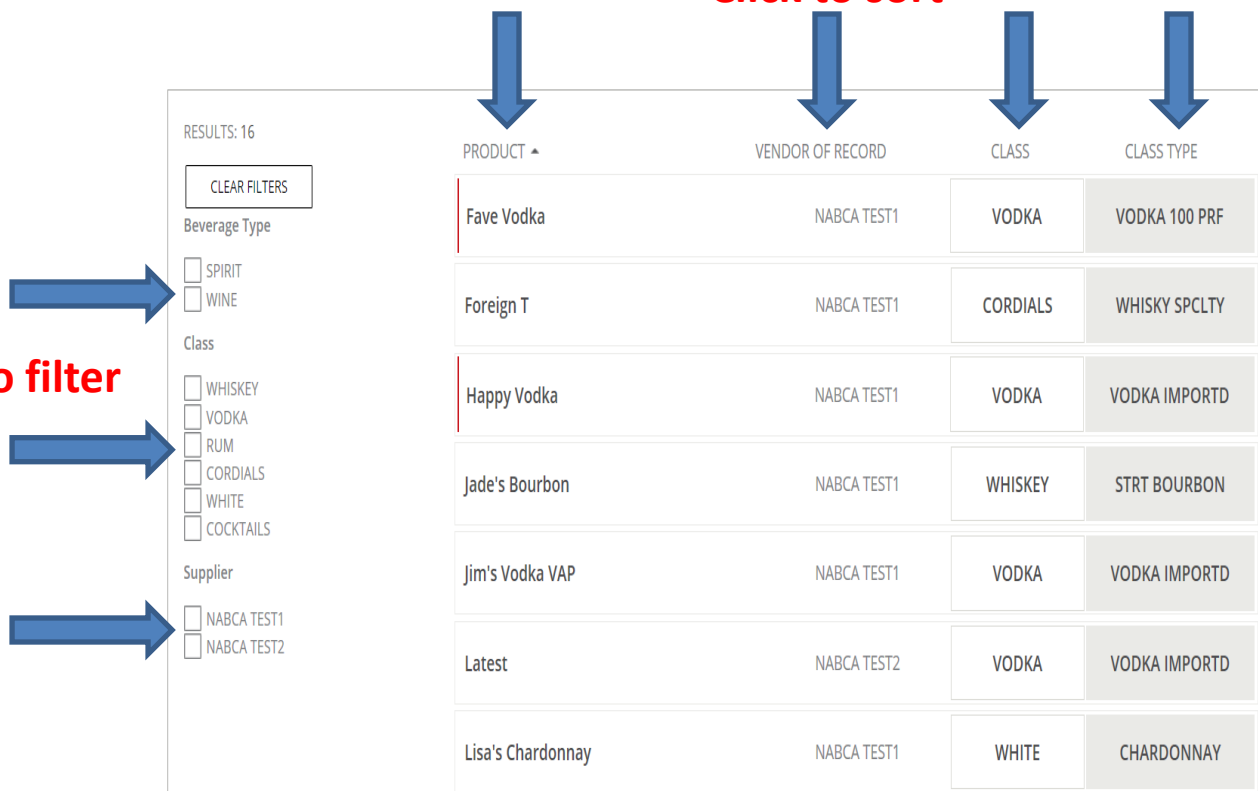
- Product Name (A-Z)
- Vendor
- Class/Type

### 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

Price Quotes ▾ Search by Product Name or Product State Code 🔍

### Create Product

Select Vendor of Record ▾

Liquor Information

Product Name

Select Beverage Type ▾ Select Class ▾ Select Class Type ▾

Proof:  Age / Vintage:  Choose One... ▾

Domestic/Imported \*

☐ Domestic

☐ Imported

Formula

Distiller Information / Produced By

Distiller / Produced By Name

Street

Street 2

City

Country ▾

Bottler Information ☐ Same As Distiller

Bottler Name

Street

Street 2

City

Country ▾



# PQRS Quick Start User Guide



## 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



# PQRS Quick Start User Guide

## 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

**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](#)

## 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	<a href="#">Delist</a> <a href="#">Edit State Code</a>		<a href="#">Create Price Quote</a>		

 Add State

### Pro Tip!

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



# PQRS Quick Start User Guide

## 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 [pqrshelp@nabca.org](mailto:pqrshelp@nabca.org)

 EDIT PRODUCT DETAILS

NABCA TEST2

Liquor Information

Larry's Agricole Overproof Rhum

To request a product name change please contact [pqrshelp@nabca.org](mailto:pqrshelp@nabca.org).

SPIRIT

RUM

IM RUM OTHER (4220)

Proof: 

151

 Age / Vintage: 

Choose One...

Domestic/Imported <sup>\*</sup>  
☐ 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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# PQRS Quick Start User Guide

## 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](mailto: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](mailto: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: ☐

 BOTTLE IMAGE:  
[DELETE IMAGE](#)

 LABEL IMAGE:  
[DELETE IMAGE](#)

 UPC/BAR CODE IMAGE:  
[UPLOAD IMAGE](#)

 CANCEL  SAVE SIZE DETAILS



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# PQRS Quick Start User Guide

## Section 3

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





# NABCA

# PQRS Quick Start User Guide



## 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.*

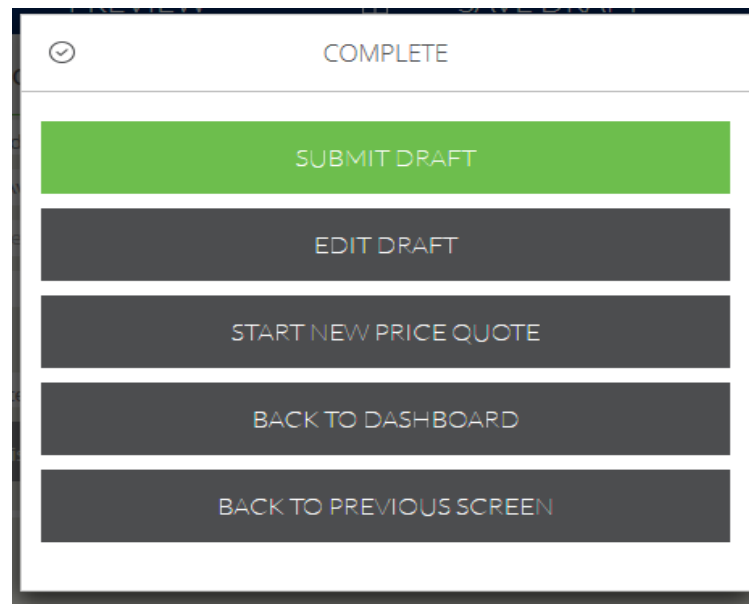
The screenshot displays the NABCA PQRS system interface for creating a new price quote. The top navigation bar includes links for EXIT, PREVIEW, SAVE DRAFT, and SAVE & COMPLETE. The main header shows the product details: ME 750.00ML Glass Larry's Agricole Overproof Rum, with a status of NABCA TEST2 and a draft version V1. The form is divided into several sections: 1. 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. 2. 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. A 'Click to calculate pricing' link is present. 3. Shipping: Includes a Ship Point and FOB Point field. The bottom of the form has a 'Select your shipping information' dropdown. A 'Comments' section with a text area is located above the shipping section.



## 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)



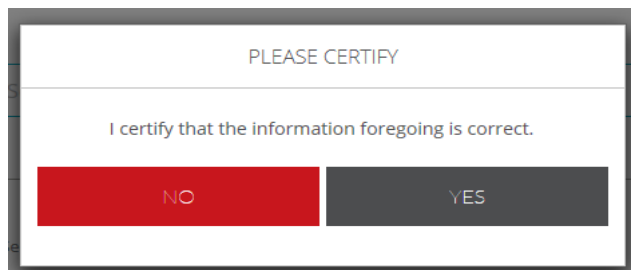
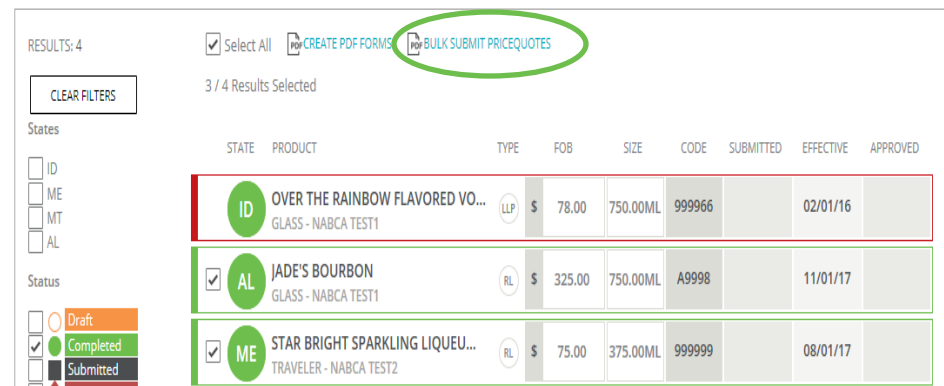
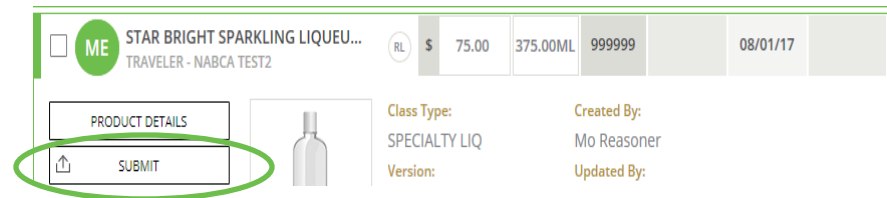
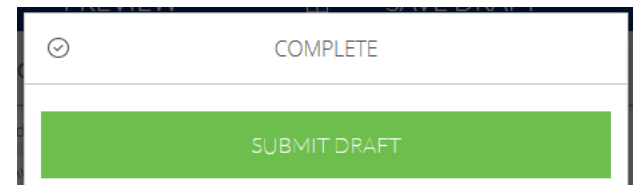


# PQRS Quick Start User Guide

## 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:

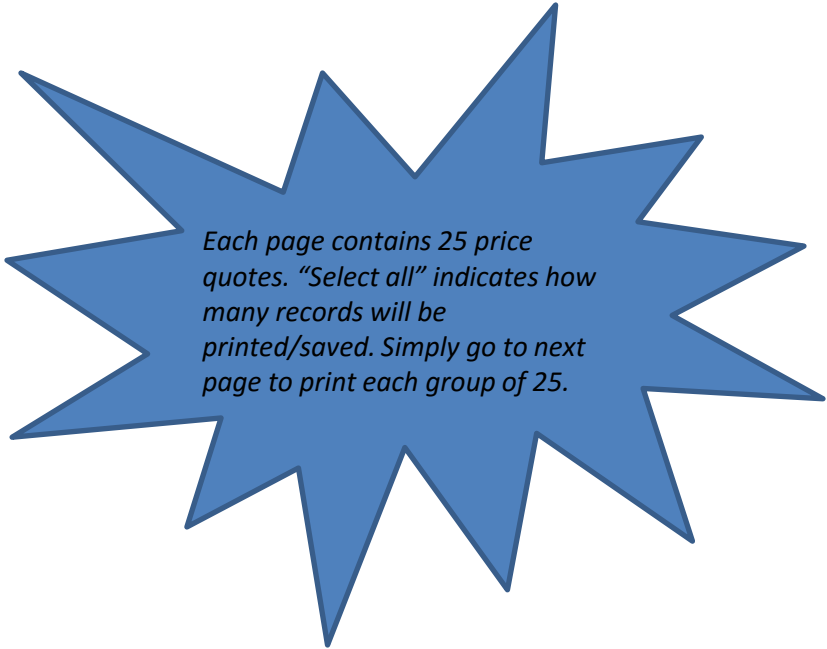
#### *Single*

- 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 checked="" type="checkbox"/>	ID	LISA'S CHARDONNAY GLASS - NABCA TEST1	RL	\$ 150.00	375.00ML	999881		02/01/16	
<input checked="" 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 Rum



# NABCA PQRS Quick Start User Guide

Thanks for attending!



For future assistance please contact

Monnika Reasoner

703.578.5517

[pqrshelp@nabca.org](mailto:pqrshelp@nabca.org)