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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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
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
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
Section 2

- Locate Products
- Create Products
- Create Product Details
- Create Sizes
- Add State Codes
- Edit Existing Product Details
- Edit Existing Size Details
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.
# PQRS Quick Start User Guide

## Locate a Product

### Sort by:
- Product Name (A-Z)
- Vendor
- Class/Type

### Filter By:
- Beverage Type
- Class
- Vendor

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### Did you know?
Class and Class Type refer to NABCA Classifications

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>VENDOR OF RECORD</th>
<th>CLASS</th>
<th>CLASS TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fave Vodka</td>
<td>NABCA TEST1</td>
<td>VODKA</td>
<td>VODKA 10 PRF</td>
</tr>
<tr>
<td>Foreign T</td>
<td>NABCA TEST1</td>
<td>CORDIALS</td>
<td>WHISKY SPCLTY</td>
</tr>
<tr>
<td>Happy Vodka</td>
<td>NABCA TEST1</td>
<td>VODKA</td>
<td>VODKA IMPORTD</td>
</tr>
<tr>
<td>Jade's Bourbon</td>
<td>NABCA TEST1</td>
<td>WHISKEY</td>
<td>ST RT BOURBON</td>
</tr>
<tr>
<td>Jim's Vodka VAP</td>
<td>NABCA TEST1</td>
<td>VODKA</td>
<td>VODKA IMPORTD</td>
</tr>
<tr>
<td>Latest</td>
<td>NABCA TEST2</td>
<td>VODKA</td>
<td>VODKA IMPORTD</td>
</tr>
<tr>
<td>Lisa's Chardonnay</td>
<td>NABCA TEST1</td>
<td>WHITE</td>
<td>CHARDONNAY</td>
</tr>
</tbody>
</table>

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Click to sort

Click to filter
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
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”
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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)

Add Size opens “View/Edit Size Details” window
Add States & State Codes

To add a state:
• Select the size
• Click
• Select desired state from drop-down

To add a state code:
• Key in state code
• Click

Pro Tip!
Repeat these steps for each unique size & state per product & container type
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
To Edit an Existing Size:
- Select the product (name)
- Click
- 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
Section 3

- Create New Price Quotes
- Edit Existing Price Quotes
- Submit Completed Price Quotes
- Create PDF’s
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.
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)
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)
To Create a PDF:

**Single**
- View “All Price Quotes”
- Select your price quote
- Click

**Multiple**
- View “All Price Quotes”
- Click
- Click
- 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.
To Locate Existing Price Quotes:

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

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

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

• Click 

• Follow submission process for new Price Quotes.
Thanks for attending!

For future assistance please contact
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