



NABCA PQRS

Price Quotation Reporting System Quick Start User Guide

User Type: Broker/Supplier

URL: <https://nabca.interreport.com/DivePort>

Username: youremail@ (all lowercase)

Need help? pqrshelp@nabca.org



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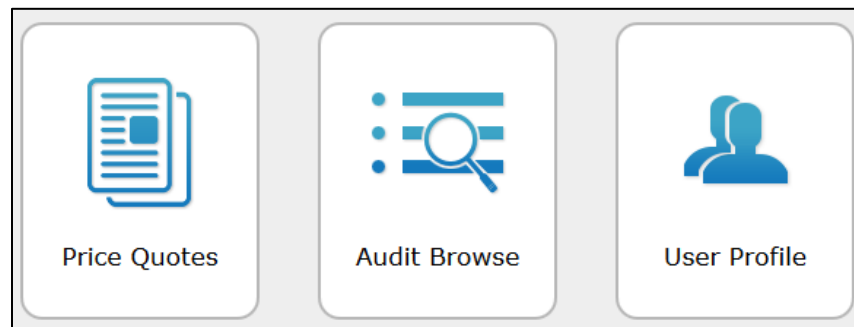
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Price Quotes

When selecting the Price Quotes button, you will get a listing of your Price Quotes. You can search by Product Name, filter by State, Status, Reason for Change, Types, Submitted Date, Effective Date, or Vendor of Record.

State

All Values (5)
<Blank Value>
AL
ID
ME
MT

Status

All Values (2)
<Blank Value>
Accepted

Reason for Change

All Values (9)
<Blank Value>
Age/Vintage/Proof
Case Cost

Types

All Values (4)
<Blank Value>
Limited Listing
Regular Listing
Special Order Plans

Submitted Date

All Values (808)
<Blank Value>
2012/07/30
2012/08/08
2012/08/13
2012/08/14

Effective Date

All Values (294)
<Blank Value>
2003/05/01
2011/02/01
2012/08/01
2012/09/01

Vendor of Record

All Values (107)
<Blank Value>
3 BADGE BEVERAGE CORP
375 PARK AVENUE SPIRIT
A. HARDY USA LTD
ALTAMAR BRANDS

Search by Product Name All Values (2962)

Generate Listing

	STATUS	PQ ID	STATE	PRODUCT	TYPE	FOB	SIZE	CODE	SUBMITTED	EFFECTIVE	ACCEPTED
<input type="checkbox"/>	✓	61435	MT	SEAGRAM'S EXTRA DRY	RL	85.40	1 LT	32237	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61434	MT	ABSOLUT PEPPAR	RL	143.36	750 ML	34026	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61433	MT	ABSOLUT PEARS	RL	143.36	750 ML	34036	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61432	MT	ABSOLUT CITRON	RL	141.65	1.75 LT	34032	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61431	MT	ABSOLUT	RL	141.65	1.75 LT	34008	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61430	MT	SMIRNOFF CHERRY FLAVORED (DSS)	RL	93.70	750 ML	77637	2014/08/13	2014/08/13	Accepted
<input type="checkbox"/>	✓	61429	MT	SMIRNOFF SORBET LIGHT MANGO PASSION	RL	93.70	750 ML	77375	2015/05/13	2015/07/31	Accepted
<input type="checkbox"/>	✓	61428	MT	GREEN SPOT IRISH WHISKEY	RL	141.82	750 ML	15606	2015/08/10	2015/10/31	Accepted
<input type="checkbox"/>	✓	61427	MT	SEAGRAM'S 7 CROWN	RL	80.05	750 ML	25606	2014/05/14	2014/09/30	Accepted
<input type="checkbox"/>	✓	61426	MT	SMIRNOFF ROOT BEER FLOAT FLAVORED (C	RL	93.70	750 ML	77755	2014/08/13	2014/08/13	Accepted
<input type="checkbox"/>	✓	61425	MT	CROWN ROYAL	RL	167.20	1.75 LT	11298	2014/08/14	2015/01/31	Accepted
<input type="checkbox"/>	✓	61424	MT	CHIVAS ROYAL SALUTE	RL	287.21	750 ML	4739	2015/08/13	2015/10/31	Accepted
<input type="checkbox"/>	✓	61423	MT	CROWN ROYAL BLACK CANADIAN WHISKY	RL	194.66	750 ML	10836	2014/08/14	2015/01/31	Accepted
<input type="checkbox"/>	✓	61422	MT	DON JULIO ANEJO TEQUILA GOLD	RL	132.34	50 ML	89172	2015/02/11	2015/04/30	Accepted
<input type="checkbox"/>	✓	61421	MT	MAKER'S MARK CASK STRENGTH	RL	234.06	375 ML	19480	2015/06/09	2015/06/09	Accepted
<input type="checkbox"/>	✓	61420	MT	DEKUYPER CREME COCOA DARK LIQUEUR	RL	75.79	375 ML	78164	2014/11/13	2015/01/31	Accepted
<input type="checkbox"/>	✓	61419	MT	SMIRNOFF PASSION FRUIT FLAVORED (DSS	RL	93.70	750 ML	77703	2014/08/13	2014/08/13	Accepted
<input type="checkbox"/>	✓	61418	MT	SMIRNOFF ORANGE FLAVORED (DSS)	RL	47.10	375 ML	77697	2014/08/13	2014/08/13	Accepted
<input type="checkbox"/>	✓	61417	MT	SMIRNOFF ORANGE FLAVORED (DSS)	RL	100.81	50 ML	77696	2014/08/13	2014/08/13	Accepted

Add New Price Quote


You have the option to:

- View the Price Quote Listing sorted by most recent Price Quotes being shown first.
- Add a New Price Quote, which will allow you to enter a New Price Quote.








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- Edit an Existing Price Quote, which will change the version to be the most recent and allow you to edit relevant fields.
- Clone an Existing Price Quote, which will make a duplicate copy of the Price Quote either within the same state or across states.
- Delete an Existing Price Quote with status types: Draft, Save and Complete, Rejected.
- Generate a Report for an Existing Price Quote (or Group of Price Quotes), which saves Price Quotes to a PDF for printing.
- Each field with an asterisk (*) is a required field. The  "Information Buttons" on the screen will give specific information on the field it is associated with.

Status Types

- Each existing Price Quote has a Status. These Statuses are represented by the following image and are defined below.
-  Draft: Status of Price Quote that is still being worked on and has not yet been Saved and Completed.
-  Saved and Completed: Status of Price Quote that has been validated by the user as accurate and is ready to Submit.
-  Submitted: Status of Price Quote that has been Submitted to the Control State for review.
-  Accepted: Status of Price Quote that has been Accepted by the Control State.
-  Rejected: Status of Price Quote that has been Rejected by the Control State.



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[View Price Quotes](#)

Left-click the Price Quote if interest and choose “View Price Quote” to see the following:

Standard Quotation and Specification Form		
State/Product ID: ME 999922 Over The Rainbow Flavored Vodka 200 ML		
V 1	Reason for Change: Age/Vintage/Proof: Case Cost: Pack: Pallet/Tier/Weight: Size/Flavor/VAP: UPC/EAN/SOC/GTIN-14: Initial Price Quote: Product Introduction: Other: Other Desc:	Certified By: Mo Reasoner Test Account NABCA TEST1 PH: 7035785517 monnika.reasoner@gmail.com
Effective Date:		Shipping Point: 1 Chity, CO 84756 USA
Submitted Date:		FOB Point: 4 Water Street Hallowell, ME 4347
Vendor: Rainbow Distilling Beverage Type: SPIRITS Class: CORDIALS Class Type: OTHER FL VODK Proof: 70 Age/Vintage: Domestic/Imported: Domestic	Ounces per Selling Unit: 5.8 Bottle Dimensions (LxWxH): Selling Units per Case: 6 Selling Units per Sleeve: 4 Case Weight: 20 pounds Case Dimensions (LxWxH): 10 x 12 x 10 Inches Pallet Dimensions (LxWxH): 40 x 48 x 60 Inches Cases per Pallet: 40 Cases per Pallet Layer: 10 Current UPC/EAN: 99966447859 Case SOC/GTIN-14: 10099966447855 Prior UPC/EAN: TTB ID: Value Added Packaging Y/N: No VAP Description: VAP UPC/EAN: Bottle Container Type: 0 Bottle Container Type Comment:	Broker/Representative of the State: First Row Marketing 22 First Ave Augusta, ME 45 2078889999 mr@frn.com License #
Ballment Y/N: No State Stock Y/N: Yes Special Order Plan Y/N: No Inbond Y/N: No		Vendor of Record: Rainbow Distilling 88 Sunshine Ave Land o Lakes, MI 8889 USA Website: License # ME-6699 Fed ID: US-6699
Limited Listing Y/N: No Limited Listing Start Date: Limited Listing Comment:		Vendor of Record Contact: Mo Reasoner Compliance Aficionada 7035559999 mr@jca.org
Remarks: 0	Bottle Refund Details: Net Cost FOB Ship Point: 100.00 U.S. Freight: 0.00 Ocean Freight: 0.00 Other Charges/Ballment: 0.00 Discount Amount: 0.00 Total Invoice/FOB Case: 100.00 Cost per Selling Unit: 16.67 Projected Sales Volume: 0.00 Desired Shelf Price: 28.00 Cost per Unit Ratio Indicator: No Last Quote Cost: 0.00 Previous Quote Effective Date: Total Cost Increase/Decrease:	Distilled By: Bottled By:

If you Left-click on the Price Quote. You could also choose to Save to PDF to print/email.



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Add a New Price Quote



After selecting the Add New Price Quote option, you will have to select a State to continue.

Please Select a State:

Next

Version: 1

State: AL State Product Code: Brand Name: Size:

Effective Date: Vendor of Record: Beverage Type: Class: Class Type: Proof: Age / Vintage: Domestic / Import:

Ballroom

State Stock

Special Purchase Order:

Inbond:

Limited Listing:

Limited Listing Start Date:

Limited Listing Comment:

REASON FOR CHANGE

Product Introduction Age/Vintage/Proof Case Cost Initial Price Quote Other

Pack Pallet/Tier/Weight Size/Flavor/VAP UPC/EAN/SCC/CTIN-14

Ounces per Selling Unit: Bottle Dimensions (Inches): L W H Selling Units per Case: Selling Units per Sleeve: Case Weight (Pounds): Case Dimensions (Inches): L W H Pallet Dimensions (Inches): L W H Cases Per Pallet: Cases Per Pallet Layer: Current UPC / EAN: Case SCC / CTIN-14: Prior UPC / EAN: YTB ID: Value Added Packaging VAP Description: VAP UPC / EAN: Bottle Container Type: Bottle Container Type Comment:

SUBMITTED DATE: Submitter Name: test_broker Title: Company: Phone: Email: mialfy@dimms.com Shippoint Point: Address 1: Address 2: City: State: Zip: Country: FOB Point: Address 1: Address 2: City: State: Zip: BROKER/REPRESENTATIVE OF THE STATE Rep Name: Company: Address 1: Address 2: City: State: Zip: Phone: Email: License #:

Remarks:

Price Quote Evaluation Comments:

Buttle Refund Details: Net Cost FOB Ship Point: US Freight: Ocean Freight: Other Charges / Ballment: Discount Amount: Total Invoice / FOB Cost: 0.00 Cost Per Selling Unit: 0.00 Projected Sales Volume: Cost per Unit Ratio Indicator: Desired Shelf Price: [State Pricing Calculator](#) Last Quote Cost: Previous Quote Effective Date: Total Cost Increase / Decrease:

SAVE THE FORM AS: ☐ Draft ☐ Save and Complete

VENDOR OF RECORD

Company: Address 1: Address 2: City: State: Zip: Country: Website: State License / Permit: Federal ID #: Compliance Officer: Title: Phone: Email: Bottled By: Address 1: Address 2: City: State: Zip: Country: Distilled By: Address 1: Address 2: City: State: Zip: Country:

Save Reset



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Once all the fields are completed, under “Save the form as” choose Draft or Save and Complete.

The user will see the certification screen. It will pop up and state, “I certify that the foregoing information is correct.” Then then have the option to say YES or NO. If selecting “Yes” then the PQ is submitted. If selecting “No,” back to Price Quote page.

Edit Price Quote

<input type="checkbox"/>		B444333	AL	ABERFELDY 12 YEAR SINGLE MALT SCOTCH W	RL	180	750 ML
<input type="checkbox"/>			AL	DEWAR'S	RL	0	
<input type="checkbox"/>			AL	D'USSE	RL	0	1.8 LT
<input type="checkbox"/>			AL	CAZADO	WHITE	RL	0

Left-click the Price Quote of interest, from the menu select ‘Edit Price Quote’. A form like the one to add a new Price Quote will be shown. Update all the fields needed and Save.

Clone Price Quote


<input type="checkbox"/>		MI	42 BELOW	KIWI FRUIT FLAVORED VODKA	RL	0	1.5 LT	02/04/2019
<input type="checkbox"/>		ME	42 BELOW	KIWI FRUIT FLAVORED VODKA	RL	0	1.5 LT	02/04/2019
<input type="checkbox"/>		AL	42 BELOW	VODKA	RL	25		02/04/2019
<input type="checkbox"/>		AL	42 BELOW	VODKA	RL	25		02/04/2019

Left-click the Price Quote of interest, from the menu select ‘Clone Price Quote’. A window like the one below will be displayed to allow the selection of the States for the Price Quote to be cloned. After selecting the States click ‘Clone’.



When the Clone Process has been completed, select the 'View Cloned Price Quotes' button to return to the Price Quote listing page where you can now see your Clones as Drafts to be reviewed.

Item	Item Code	Item Description	Unit	Price	Quantity	Unit Price	Unit Price	Unit Price	Unit Price
<input type="checkbox"/>	X123456	AL 42 BELOW KIWI FR		25	1.5 LT	02/04/2019	02/14/2019		
<input type="checkbox"/>		MI 42 BELOW KIWI FR		0	1.5 LT	02/04/2019			
<input type="checkbox"/>		ME 42 BELOW KIWI FR		0	1.5 LT	02/04/2019			
<input type="checkbox"/>		AL 42 BELOW KIWI FR		25		02/04/2019			

This will combine all Price Quotes selected into one PDF form. Then the option to  Save to PDF displays so the user can print/email.



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Audit Browse

Audit Browse allows you to review Price Quote Field value changes and/or print to Excel or PDF. You can search by State Product Code and/or filter by Date, PQ ID, Field, State, or User ID.

State Product Code

All Values (1)

Audit Start

10/19/2004

Audit End

02/12/2019

Field

All Values (13)

Cases Per Pallet

Cases Per Pallet Layer

Reason for Change Age_

Reason for Change Case

Reason for Change Initia

Reason for Change Other

Reason for Change Pack

Reason for Change Pallet

Reason for Change Produ

State

All Values (2)

ALABAMA

MAINE

User ID

All Values (2)

mkelly@dimins.com

test_broker1

VERSION	USER ID	STATE PRODUCT CODE	AUDIT TIME	FIELD	OLD VALUE	NEW VALUE
1	test_broker1		02/08/2019	Reason for Change Case C		N
1	test_broker1		02/08/2019	Reason for Change Initial F		N
1	test_broker1		02/08/2019	Reason for Change Other		N
1	test_broker1		02/08/2019	Reason for Change Pack		N
1	test_broker1		02/08/2019	Reason for Change Pallet		N
1	test_broker1		02/08/2019	Reason for Change Age_Vi		N
1	test_broker1		02/08/2019	Reason for Change Produc		Y
1	mkelly@dimins.		02/08/2019	Cases Per Pallet Layer	1	10
1	test_broker1		02/08/2019	Reason for Change Size_Fl		N
1	test_broker1		02/08/2019	Reason for Change UPC_E/		N
1	test_broker1		02/08/2019	Selling Units Per Case	24	12
1	test_broker1		02/08/2019	Size	200 ML	500 ML
1	mkelly@dimins.		02/08/2019	Cases Per Pallet	1	10

Excel

PDF

Review Price Quote Field value changes and/or print to Excel or PDF. You can filter by Field, State, User ID or search by Product Code within a date range.



User Profile

Add Shipping Point Defaults

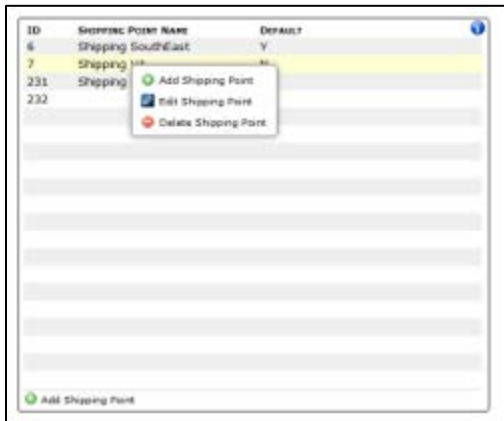
-
- Add Shipping Point**
- User:** mholt@heavenhill.com
- Nickname:**
- Shipping Point ID:** <Automatically generated>
- Street 1:**
- Street 2:**
- City:**
- State:** **Zip:**
- Country:**
- Save as Default** ☐
- OK** **Cancel**

- When the Default status is set to "N", Left-click a Shipping Point to add, edit, or delete.



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When the Default status is set to "Y", select a Shipping Point to add or edit.



To delete a Default Shipping Point, change its Default status to "N" first in the "Edit Shipping Point" screen.



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Customize State Vendor Contact Details

Shipping Points **State Vendor Contact Details**

ID	CONTROL STATE	VENDOR OF RECORD
1	AL	1 SPIRIT
2	VA	10TH MOUNTAIN WHISKEY AND SPIRIT COMPANY, LLC
3	VA	123 SPIRITS
4	TN	123 SPIRITS
5	WY	JOHNSON BROTHERS DISTILLERY - TEST ACCT
6	AL	BACARDI USA, INC.
7	ID	18TH AMENDMENT SPIRITS CO
8	ID	3 CROWNS DISTRIBUTORS AND IMPORTS LLC
11	AL	1 SPIRIT
12	AL	NAVARRO VINEYARDS
13	AL	1 SPIRIT
14	AL	ZING ZANG INC
15	AL	24/7 IMPORTS
16	AL	SUNSET HILLS VINEYARD
17	AL	SUTTER HOME WINERY, INC.

Add New Contact

1. Choose Add New Contact to create a new State Vendor Contact.

User Information:

User: test_broker1
User Default ID: <Automatically generated>
Control State: AL
Vendor of Record: 1 SPIRIT

Compliance Officer:

Name: *
Title:
Phone: *
Email:

Vendor of Record Information:

Company Name: *
Street 1: *
Street 2:
City: *
State: *
Country:
URL:
License/Permit No:
Federal ID

Broker Information:

Representative Name: *
Company Name: *
Street 1: *
Street 2:
City: *
State: *
Phone:
Email:
License No:

2. Update the fields in the form and choose "Add" to save.



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3. Click OK to close the pop up screen.

Left-click a Vendor of Record/Broker Contact per State to add a new or edit an existing contact.

Change Password

If you forget your password, in the Logon dialog box, a *Forgot Your Password?* link appears, and a user can request a password reset.

A screenshot of the NABCA PQRS Logon dialog box. It features the NABCA PQRS logo at the top. Below the logo, it says "Please enter your username and password to log on:". There are two input fields: "Username:" and "Password:". Below the "Password:" field, there are two links: "Forgot your password?" and "Request Access". An "OK" button is located to the right of the links. A blue arrow points to the "Forgot your password?" link.

When selecting this link, users are asked to supply their user name and are informed that an email message was sent.

A screenshot of the "Request Password Reset" dialog box. It has a title bar that says "Request Password Reset" with a close button (X). The main text says "This will send you an e-mail with a link which will allow you to reset your password." Below this text is a "Username:" label followed by an input field. An "OK" button is located at the bottom right.

After you are logged in, you can be on any page in the application and choose Change Password from the hand corner of the screen, after choosing "My Account."

A screenshot of the "MY ACCOUNT ADM" menu. It is a vertical menu with a dark background. The text "MY ACCOUNT ADM" is at the top. Below it, there is a button labeled "Change Password". A blue arrow points to the "Change Password" button.