# 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

# Price Quotation Reporting System Quick Start User Guide

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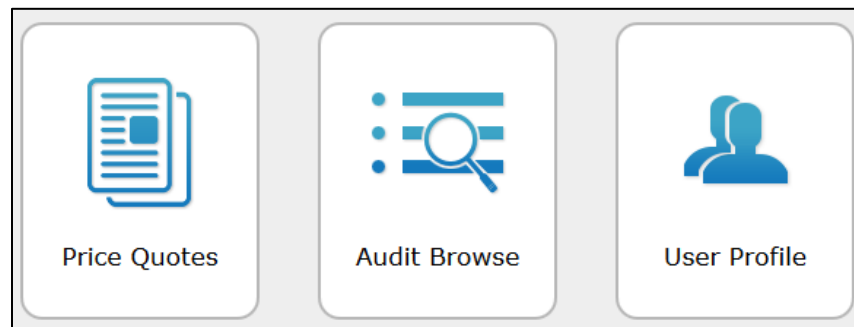# Price Quotation Reporting System
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Price Quotes      Audit Browse      User Profile

## 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.



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: | Certified By: |
|---|---|---|
| | Age/Vintage/Proof: | Mo Reasoner |
| | Case Cost: | Test Account |
| | Pack: | NABCA TEST1 |
| | Pallet/Tier/Weight: | PH: 7035785517 |
| | Size/Flavor/VAP: | monnika.reasoner@gmail.com |
| **Effective Date:** | UPC/EAN/SCC/GTIN-14: | **Shipping Point:** |
| | Initial Price Quote: | 1 |
| **Submitted Date:** | Product Introduction: | |
| | Other: | Chity, CO  84756 |
| | Other Desc: | USA |

| | | **FOB Point:** |
|---|---|---|
| Vendor:  Rainbow Distilling | Ounces per Selling Unit:  6.8 | 4 Water Street |
| Beverage Type:  SPIRITS | Bottle Dimensions (LxWxH): | |
| Class:  CORDIALS | Selling Units per Case:  6 | Hallowell, ME  4347 |
| Class Type:  OTHER FL VODK | Selling Units per Sleeve:  4 | |
| Proof:  70 | Case Weight:  20 pounds | **Broker/Representative of the State:** |
| Age/Vintage: | Case Dimensions (LxWxH): 10 x 12 x 10 inches | First Row Marketing |
| Domestic/Imported:  Domestic | Pallet Dimensions (LxWxH): 40 x 48 x 60 inches | 22 First Ave |
| | Cases per Pallet:  40 | |
| | Cases per Pallet Layer:  10 | Augusta, ME  45 |
| | Current UPC/EAN:  99966447859 | 2078889999 |
| Bailment Y/N:  No | Case SCC/GTIN-14:  10099966447856 | mn@frm.com |
| State Stock Y/N:  Yes | Prior UPC/EAN: | License # |
| Special Order Plan Y/N:  No | TTB ID: | |
| Inbond Y/N:  No | Value Added Packaging Y/N:  No | **Vendor of Record:** |
| | VAP Description: | Rainbow Distilling |
| | VAP UPC/EAN: | 88 Sunshine Ave |
| | Bottle Container Type:  0 | Land o Lakes, MI  8889 |
| Limited Listing Y/N:  No | Bottle Container Type Comment: | USA |
| Limited Listing Start Date: | | Website: |
| Limited Listing Comment: | | License # ME-6699 |
| | | Fed ID:  US-6699 |

| | | **Vendor of Record Contact:** |
|---|---|---|
| | | Mo Reasons |
| | | Compliance Aficionada |
| **Remarks:  0** | **Bottle Refund Details:** | 7035559999 |
| | Net Cost FOB Ship Point:  100.00 | mn@ca.org |
| | U.S. Freight:  0.00 | |
| | Ocean Freight:  0.00 | **Distilled By:** |
| | Other Charges/Bailment:  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 | **Bottled By:** |
| | Cost per Unit Ratio Indicator:  No | |
| | Last Quote Cost:  0.00 | |
| | Previous Quote Effective Date: | |
| | Total Cost Increase/Decrease: | |

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


**Add New Price Quote**

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

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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



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



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'.

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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.

## Delete Price Quote



You can Left-click the Price Quote of interest and choose "Delete Price Quote" with the understanding that it will be gone forever.

## Generate Listing / Save to PDF

There are checkboxes next to each Price Quote. You can choose to put a check into one or more checkboxes as desired. Once you have mad the selections, choose  .

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.



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.

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## User Profile

| Shipping Points | State Vendor Contact Details | | | |
|---|---|---|---|---|
| **ID** | **CONTROL STATE** | **SHIPPING POINT NAME** | **DEFAULT** | |
| 1 | OR | Shipping West | Y | |
| 2 | VA | Shipping East | Y | |
| 3 | IA | Shipping North | N | |
| 4 | OR | Shipping South | N | |
| 5 | OR | Shipping Central | N | |
| 6 | AL | Shipping SouthEast | Y | |
| 7 | VA | Shipping VA | N | |
| 8 | ME | Test 1 | Y | |
| 10 | AL | SHIPPING POINT RON 2 AL | Y | |
| 11 | AL | SHIPPING POINT RONALD | N | |
| 12 | AL | AL-Ship Point 1 | N | |
| 13 | AL | AL-Ship Point 2 | Y | |

Add Shipping Point

## Add Shipping Point Defaults

1. Choose ⊕ Add Shipping Point to create a new Shipping Point.

**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

2. Update the fields and choose "OK "to save

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

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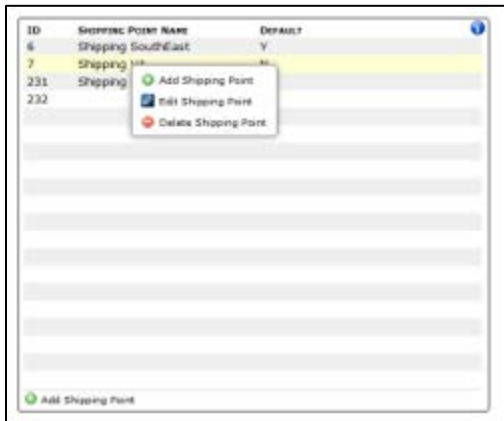


When the Default status is set to "Y", select a Shipping Point to add or edit.



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:** | | **Compliance Officer:** | ⓘ |
| --- | --- | --- | --- |
| User: | test_broker1 | Name: * | |
| User Default ID: | <Automatically generated> | Title | |
| Control State: | AL | Phone: * | |
| Vendor of Record: | 1 SPIRIT | Email: | |

| **Vendor of Record Information:** | | **Broker Information:** | |
| --- | --- | --- | --- |
| Company Name: * | | Representative Name: * | |
| Street 1: * | | Company Name: * | |
| Street 2: | | Street 1: * | |
| City: * | | Street 2 | |
| State: * | Zip: * | City: * | |
| Country: | | State: * | Zip: * |
| URL: | | Phone: | |
| License/Permit No: | | Email: | |
| Federal ID | | License No: | |

Add    Reset

OK

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

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.



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



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."