Procedures for Adding New Items to the APS Pricing System

The Pricing System is OPEN 24 / 7 (Everyday ALL year) TO Add New Items

A. On Main Menu screen, select option - **Add New Item.**

B. New screen appears - **Add New Item.** First field - **Brand Name:** – Use UPPER and lower case.

C. Select – **Category: (example Rum)**.

D. **UPC:** Type the **12 digit UPC number(s)**. DO NOT USE spaces NOR hyphens.

E. Type the - **Control State Code**, **Shipping Container Code** (**SCC**) and **Shipping Point**.

F. Choose the **Origin:** drop-down box - **Domestic** or **Imported**.

G. Type in fields – **Age** (0 for no age), **Proof**, **Cases Per Pallet** and **Weight Per Case** (**No decimals**).

H. Use pull-down box. Choose **Container Size.**

I. Type in - **Bottles Per Case**

J. Type in - **Bottles Per Sleeve**, where applicable. (Miniatures and other combinations.)

K. Type in - **Case Cost FOB (DO NOT USE A COMMA as a separator)** and **Freight Cost.**

L. Click the - **Calculate** button - to reach the desired Retail shelf price

M. Verify **Broker Name**.

N. Type - **Bottler Name**.

O. When completed, click the buttons – **Calculate Submit** to enter the data into the APS Pricing System

P. The option to add the picture (image) will appear. Click on the link to the "Guidelines for Uploading Pictures." This picture / image (jpeg or gif) can be deleted or replaced at any time during updating periods. IF you prefer to send the .jpg or .gif via e-mail to the Commission, we will upload it for you. As a reminder, however, the ABC Commission reserves the right to make changes, modify and/or reject any pictures/images that shall be deemed unsuitable for display.

Q. Click the **Done** button.

R. Each new item will appear at the END of your list of items (**NEWITM**). Click on the Brand Name. The next screen is - **Browse a Filing.** Print your new item.

9/5/2006