

North Carolina Alcoholic Beverage Control Commission
4307 Mail Service Center
Raleigh NC 27699-4307
Phone: (919) 779-0700 Fax: (919) 661- 5927

APS Pricing System - Quarterly Price List
Procedures to change data and Add Picture (jpeg or gif) Images

1. NCABC Web Site: <http://www.ncabc.com/>. Click **SPIRITUOUS LIQUOR**
2. Click the link [Pricing System](#)
3. The next screen is the **North Carolina ABC Commission Pricing System login screen**. Click the link **Pricing Schedule for Updates** to view the dates the system is **open for ENTERING data**. Enter your username and password (contact the Commission if you do not have access). If the username and password are correct, the **NCABC.PricingSystem Main Menu** screen will appear.
4. To make changes:
 - a. Select **Filing Whiz** . (Narrow the search by selecting **Status:** Listed)
 - b. To view ALL of your Brands, click the **Retrieve** button.
 - c. Select the **Brand Name**.
 - d. **(When the North Carolina Pricing (APS) system is open for updates)** - Click the link - **Update Item**, within the **Filing Options** box.
 - e. Available fields to change data: UPC, Control State Code, Shipping Container Code, Shipping Point, Origin, Age, Proof, Cases Per Pallet, Weight Per Case, Container Size, Bottles Per Case, Bottles Per Sleeve (where applicable), Case Cost FOB (**DO NOT USE A COMMA (,)**), Freight Cost and Bottler. When updating is completed, push the **CALCULATE** and **SUBMIT** button. If the brand needs a further "Edit," follow the procedures above. The **Filing Options** box will then display **Edit Filing**.

NOTE REQUIREMENT:

- f. **Shipping Container Code (SCC)** CORRECT REQUIRED digits (14). (MUST match the code on the actual CASE OF SPIRITUOUS LIQUOR.)
- g. **CORRECT UPC number (s)** (12 digits, **NOT 10** – prefix and check digit must be included). **IF** the UPC is 12 digits, the APS pricing system automatically inserts two (2) zeros to the left. (**DO NOT** add two (2) zeros to the left of the UPC number to display 14 digits.
The UPC number (12 digits **661552750012**) on the bottle **MUST** match the number entered into the database. Products with duplicated UPC's may be embargoed. (**DO NOT USE HYPHENS NOR SPACES**) BETWEEN UPC NUMBERS in the pricing system.

- h. The **Control State Code (NABCA assigned)** THE CORRECT – COMPLETE - REQUIRED (NABCA Prefix, Middle and Suffix). USE HYPHENS to separate.
 - i. The **Shipping point** must be correct for items in the database. (Raleigh NC is NOT valid.)
 - j. Use the pull down box – is the item **domestic** or **imported**?
 - k. Fill in the **bottler name** field.
 - l. To Change the prices, type in the **Case Cost FOB (DO NOT USE A COMMA (,)** and the **Freight Cost**. Press the **Calculate** button to reach the desired Retail Bottle Price. Press the **Submit** button - to send the data to our database.
 - m. **UPLOAD IMAGE**
The option to add a picture image will appear. Click on the link **Guide - lines for Uploading Pictures.** The picture image can be deleted and replaced at any time during updating periods. If your image will not upload, e-mail the jpeg or gif to the ABC 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.
 - n. **Changes may be made until the last day of the updating period.** (See schedule on Pricing System Login screen.) Schedule link is below the password and login boxes.). Follow the above instructions under B. 1-5. In the **Filing Options** Box - Select - **Edit Filing** and make the changes.
5. **Mark Quarter As Complete: (This is required to receive your e-mail electronic signature.)**
- a. Once all updating has been completed, on the menu page, select **Filing Status.**
 - b. Use pull down arrow, Select **Supplier name**. Press **Continue** button.
 - c. Follow the instructions provided on the page. Use the drop down box and select **Mark Quarter As Complete**. Press **Submit** button.

The screen will DISPLAY the quarter has been marked. An email confirmation / electronic signature will be sent (IF we have your e-mail address in the APS pricing system.)
6. **Add New items**
- New items may be added at anytime. The pricing system is available 24 / 7, 365 days a year. The **Add new item** feature is great to use as a calculator for projecting future pricing.
7. **Special Orders**
- All special orders, currently in the APS Pricing System database, are required to be updated Quarterly, using the above procedures 1 through 4.