North Carolina Alcoholic Beverage Control Commission  
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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/](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.