

North Carolina Pricing System Instructions

Go to pricing.abc.nc.gov

The login page displays the schedule for submitting quarterly price changes.

Enter your username & password. Contact the Commission Pricing Section if you do not have access.

To make quarterly price changes, go to Filing Whiz. Select product. Select Update Item in the Filing Options Box.

To enter a new product, go to Add New Item.

1. **Brand Name** – enter the product name as it appears on the label
2. **NC Category** – use the dropdown list to select the correct category.
 - a. For LTO's select "Special Packages"
 - b. For 50ML size select "Miniatures"
3. **Bottle UPC** – enter at least 12 digits
4. **Control State Code** – optional. If you enter the NABCA code, enter all digits and dashes
5. **Shipping Container Code** – required. Must be 14 digits.
6. **Shipping Point** – location of plant. Warehouse location at which shipment will originate.
7. **Origin** – select either Domestic or Imported from dropdown list
8. **Listing Type** – assigned by Commission staff
9. **Age** – years or months – as a whole number. If no age statement, leave blank
10. **Cases Per Pallet** – required
11. **Proof** – required
12. **Weight per Case** – if not even pounds, round up to the next whole number
13. **Container Size** – select from dropdown list. If the selling unit is a 4-pack or something similar, select the size of the total pack.
14. **Bottles (Units) Per Case** – number of selling units per case
15. **Bottles Per Sleeve** – this is only used for miniatures that are packed in sleeves but sold as individual bottles
16. **Case Cost FOB** – supplier's case cost
17. **Freight Cost** – optional. (Freight may be included in the case cost rather than broken out here.)
18. Select **Calculate** to get the Retail and Mixed Beverage prices
19. **Supplier Name** and **Broker Name** will populate automatically
20. **Bottler Name** – required. Enter the name & location of the bottler
21. Select **Submit**
22. You will be prompted to upload a picture (JPG format)