



MIPS VENDOR USER MANUAL

Version 2.0

Virginia ABC

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Change History

Version	Revision Date	Author	Description
1.0	6/17/2012	N. Brown, M. Jeter, H. Yeager	User guide created
1.1		B. Vaughan, H. Yeager	Added sections for scheduling deliveries, updating specs, discounting, and monitoring inventory
1.2	6/23/2015	J. Byrne	Updated link to MIPS
2.0	04/01/2019	H. McDonough	Updated user guide based on current MIPS product specification entry process

GETTING STARTED

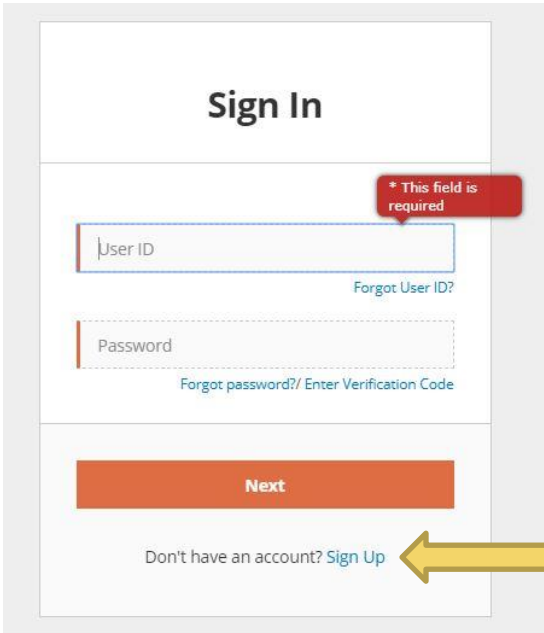
Before a supplier can enter any product information into the MIPS system, an Account Central account must be created.

Set up an Account Central account and request MIPS access.

You need to perform the following steps several days prior to submitting your product(s) for consideration to the New Products Listing Committee.

Note: The account setup process will only need to be performed once.

1. Open your web browser.
2. Enter the following address into your navigation bar:
<https://www.abc.virginia.gov/mips>
3. Click on “Licenses” (there is a dropdown list).
4. Choose “Licenses.”
5. To the right of the page, it says “MIPS Access.” Choose “Log In.”
6. A new window will open. Click “Sign Up” next to “Don’t have an account?”



The screenshot shows a "Sign In" form with the following elements:

- A red callout box above the User ID field stating: "* This field is required".
- A text input field labeled "User ID" with a "Forgot User ID?" link below it.
- A text input field labeled "Password" with a "Forgot password?/ Enter Verification Code" link below it.
- An orange "Next" button.
- A link "Don't have an account? Sign Up" with a yellow arrow pointing to it from the right.

7. **Enter the requested information:** First Name, Last Name, requested User ID (6-20 characters long), phone number including area code (not required), email address and requested password (at least 8 characters long).
8. **Note the link “Overview: How to start using MIPS application” if you need assistance.**
9. **Validate your account on the next page by reviewing the information submitted and clicking the “Register” button.**
10. **Email Recovery-Verification**

- a. The system will send an account verification email to the email address you entered. Copy the code from your verification email and paste or enter it in the box.
- b. *Note: You can only have one email address per person, so you can only use a community email, such as `dispatch@robtruck.com`, for one person. Anyone else wanting a login would need to use a separate email address.*

Email Recovery - Verification

• We've sent a verification code to your email address for you. Please check your email for it and enter it here when you receive it.

Proceed **Cancel**

11. **Once you have entered all relevant information and verified your email address, an email will be generated to a product management specialist, who will approve your new account and set up all product, brand and broker information in our system for you.**

SUBMITTING A NEW PRODUCT FOR CONSIDERATION

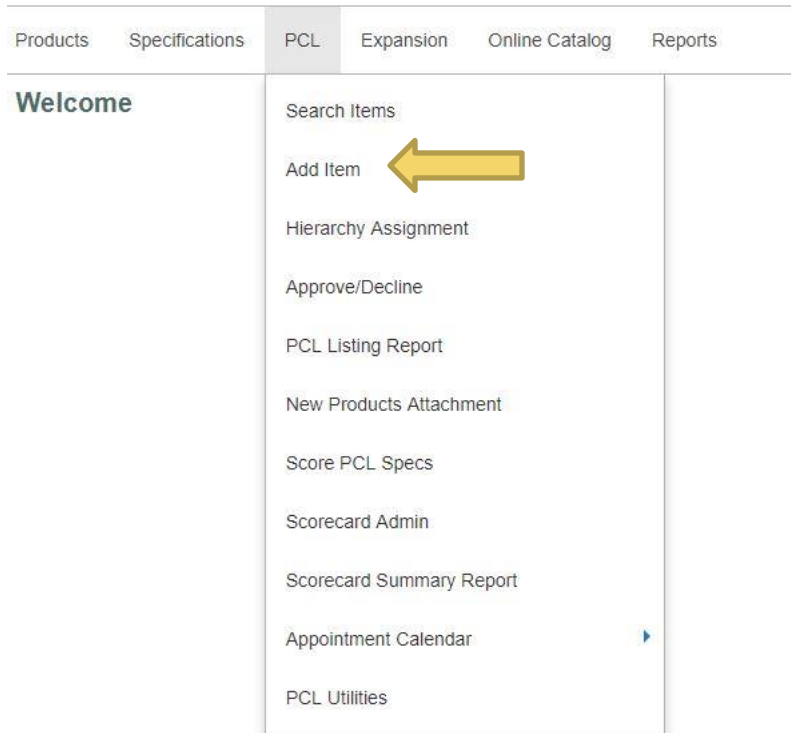
In order to submit a new product for consideration via the MIPS system, you must have at least one product already listed with Virginia ABC. *If you do not yet have any products listed with Virginia ABC, please contact Maria Jeter or Joy Eades (see Important Contacts - page 34) to submit product specifications via the New Product Listing process.*

Now that you have set up your Account Central account, you can enter your product's information so that it can be considered by the New Products Listings Committee or set up as a special order.

The same process is undertaken for size extensions as for introductions of new products. Once a product has proven itself to be successful, a request can be submitted to sell more sizes of the product in Virginia ABC retail stores. Each of a product's listed SKUs must be making \$150,000 or more in annual contribution margin for a new size request to be submitted for consideration. The size extension request will be evaluated by the Listings Committee along with other new product submissions.

Please review the New Product Data Checklist to ensure you have all required information before beginning to submit a new product for consideration.

1. **Open your web browser.**
2. **Enter the following address into your navigation bar:**
<https://www.abc.virginia.gov/mips>
3. **Enter your Login ID and password.**
4. **Click the "Login" button.**
5. **Click on "PCL" at the top of the screen, then click on "Add Item" from the dropdown menu.**




Screen 1: Add a New Product Specification

Previously Submitted Product?

Has the product been previously considered for listing at the ?

If yes, you will be directed to the search page where you can find the product and select the relist action. If no, you will be directed to the 'Add a New Product Specification' form.



6. Click on the “No” button if the product has not been previously submitted for consideration.

- If the product has been previously submitted for consideration, please contact the appropriate Virginia ABC employee for further instructions: Listings/50ml One-Time-Buys - Maria Jeter and Joy Eades, Special Order Items - Robin Fox and Todd Neeter, Allocated/VAP/Seasonal One-Time-Buys - Joy Reeves. Please see Important Contacts (page 34) for contact information.

- A seasonal listing is a product that will be replenished throughout a specified period of time (ex. Product with a summer flavor that will be stocked from June through August).
- A seasonal one-time buy is a product that is purchased one time only and will not be replenished (ex. Product with a summer flavor that is allocated or will only be purchased once and will not be replenished).

Screen 2: New Product Consideration Item – Initial Page

New Product Consideration Item - Initial Page

★ Denotes a required field for the Pending status

★ Effective Date:

★ Status: Draft

★ State Code [Click here if not known](#)

*To add a New Brand or Label, select "****ADD NEW" from the bottom of the relevant list.*

★ Family Brand

★ Label

★ Pricing Group

All pricing groups except for Non-Alcoholic mixers require metric units.

★ Size

★ Vendor

★ Submission Reason

Please indicate what form you want to complete next.

★ Proceed to Product Specification Product Scorecard

1. Select the appropriate Effective Date. This will be the on-shelf date for the newly-listed product.

- Delivery of initial inventory to the Virginia ABC warehouse should be received no sooner than six weeks prior to this date for items accepted as

part of the quarterly listing process. For Special Order Catalog (SOC) and Allocated products, this date needs to be the day after you are entering the spec, as the MIPS system will need to update overnight to fully generate the new spec.

2. Enter State Code.

- a. For Spirits products, the State Code is the same as the product's NABCA code. This should be a six-digit code. If your code is not six digits, please enter leading zeroes to bring the count to six digits. For Virginia Wines and Mixers, click the "Click here if not known" checkbox located to the right of the State Code field (Maria Jeter will issue your Virginia Wine or Mixer with a state code).
- b. If your product is a spirit and you do not know your product's NABCA code or your product does not yet have an NABCA code, you must obtain it before proceeding.

3. Select Family Brand from dropdown list or enter a new Family Brand.

- Please reference Virginia ABC MIPS Product Style Sheet when entering new Family Brands.

4. Select Label Name from dropdown list or enter a new Label Name.

- Please reference Virginia ABC MIPS Product Style Sheet when entering new Label Names.

5. Select Pricing Group from dropdown list.

- Choices: Grain Alcohol, Miscellaneous, Mixers Non Alcoholic, Spirits, VA Farm Wines, Vermouth, Wines

6. Enter Bottle Size (number and size denomination).

- For multipacks, please use the total size of all alcohol included in the pack (i.e. gift set with three 200 ml bottles = 600 ml). For gift sets/value-added packaging (VAP's), please use the size of the naked bottle (i.e. gift set with one 750 ml bottle, a value-added 50 ml bottle and a glass = 750 ml).

7. Select Vendor Name from the dropdown list.
8. Select “New Listing” from the Submission Reason dropdown list.
9. Select Product Specification (product details).
10. Click “Submit.”

Screen 3: New Product Specification Form Page 1

New Product Specification Form Page 1

Cancel Submit

★ Denotes a required field for the Pending status

Initial Page of the New Product Consideration Item has been successfully added.

Only Products that have a status of Pending will be considered for listing.

★ Effective Date:

★ Status:

NABCA Prefix:

★ State Code: [Click here if not known](#)

NABCA Suffix:

Virginia Product?

Seasonal Item?

One Time Buy?

Allocated?

Distillery Store Only?

Link Navigation

[Update Initial Information](#)

[Update Reps Assigned To Product](#)

[Scorecard Summary](#)

[Update Specification Form Page 2](#)

[Perform New Search](#)

1. The Effective Date should be pre-populated from the previous screen.
2. Select the appropriate NABCA Prefix from the dropdown list.
3. The State Code should be pre-populated from the previous screen.
4. Select the NABCA suffix that applies to your NABCA prefix from the dropdown list.
5. If your product is distilled and bottled in Virginia, click the checkbox next to “Virginia Product?” Virginia products will be tagged on shelf as such.
6. If your product is only available seasonally and is not available year-round, click the checkbox next to “Seasonal Item?”

7. If your product is being offered one time only or you have been instructed by Virginia ABC to classify your product as a One Time Buy, click the checkbox next to “One Time Buy?”
8. If your product is allocated and/or Virginia ABC can only receive a limited amount (i.e. the product is not made in sufficient quantities to maintain the required 2-6 weeks’ of inventory at all times in the Virginia ABC bailment warehouse, click the checkbox next to “Allocated?”)
9. If your product is only available for purchase only in your Distillery Store, click the checkbox next to “Distillery Store Only? (Note: Vendors can ignore this field unless specifically instructed by Virginia ABC. This field is used by Virginia ABC internally when entering distillery store only products into MIPS.)

POS Limited Quantity ID:

*To add a New Brand or Label, select "****ADD NEW" from the bottom of the relevant list.*

★ Family Brand

★ Label

★ Vendor

Age/Vintage (yrs)

★ Proof/Alcohol (%)

★ Pricing Group

All pricing groups except for Non-Alcoholic mixers require metric units.

★ Size

10. Please do not enter anything in the POS Limited Quantity ID field. This field is used by Virginia ABC internally only.
11. The Family Brand, Label and Vendor should be pre-populated from the previous screen.
12. Enter the age of the product, if applicable (i.e. Enter “15” if a bourbon aged 15 years.)
13. Enter the product’s proof.

14. Select the Pricing Group of the product.
15. The product's size should be pre-populated from the previous screen.

If you change either the **Size, Proof, Unit Pack, U.S. Freight, Net Cost FOB Ship Point, or Buying Group**, please make sure to press the Calculate button.

★ Unit Pack (BPC)

★ U.S. Freight (\$/cs)

★ Net Cost FOB Ship Point (\$/cs)

Bottles Per Sleeve

Ocean Freight (\$/cs)

Marine Insurance (\$/cs)

Other Charges/Bailment (\$/cs)

★ Buying Group

Once you have completed the required pricing information, press the calculate button to calculate the values below. NOTE: The calculated Retail Bottle Price is subject to review by .

Total Invoice Cost (\$/cs):

Cost Per Selling Unit (\$):

Retail Bottle Price (\$):

16. Enter the number of bottles per case in the Unit Pack (BPC) field.
17. Enter the U.S. freight cost in dollars per case. This should always be \$0 unless the vendor adds it to the price of the case.
18. Enter the Net Cost FOB Ship Point (Freight On Board Ship Point) in dollars per case. There should always be a price above \$0 in this field.
19. Do not enter anything in the Bottles Per Sleeve field.
20. Do not enter anything in the Ocean Freight field. This information will be added by Virginia ABC if necessary.
21. Do not enter anything in the Marine Insurance field. This information will be added by Virginia ABC if necessary.
22. Do not enter anything in the Other Charges/Bailment field. This information will be added by Virginia ABC if necessary.

23. Select the **Buying Group** from the dropdown list. Only select **Special Order** products if you have a request from Robin Fox/Todd Neeter/VABC Logistics-Special Order Team. Only select **Allocated** products if you have an order from Joy Reeves/VABC Marketing Team.

- Choices – GIFT, LOT, SOC, SONC, STD

24. Press the “**Calculate**” button. If you would like to receive a price calculation tool in order to determine your on-shelf price, please contact Maria Jeter or Joy Eades in Marketing.

Product Hierarchy

Division

Class

Category

Type

Domestic/Imported

Flavored/Unflavored

Detail

Fact

VAP?

Price List Classification

★ Flavors

Start typing to view matching flavors. Select a flavor to add it to the list.

Add a New Flavor

Flavor:

25. Select a **Division (Alcohol or Non-Alcoholic)** from the dropdown list.

26. Select a **Class (Spirits or Wine)** from the dropdown list, or select the appropriate non-alcoholic Class.

27. Select a **Spirits Category** from the dropdown list.

28. Select a **Type** from the dropdown list based on the **Spirits Category** chosen above.

29. Select **Domestic or Imported** from the dropdown list.

30. Select **Flavored or Unflavored**, if applicable, from the dropdown list.

31. Select **Detail**, if applicable, from the dropdown list.

32. Select Fact, if applicable, from the dropdown list. If you are having difficulty classifying your product, please contact Maria Jeter in Marketing.
33. If your product is in value-added packaging, click the checkbox next to “VAP?”

Note: “Value-Added” implies that the customer receives something for free. Multi-packs would not be classified as “VAP’s” since no bottles are free.

Screen 4: New Product Specification Form Page 2

New Product Specification Form Page 2

Cancel Submit

★ Denotes a required field

Page 1 of the New Product Specification Form has been successfully added.

General Information
Product Code: Not Available
Family Brand: (Ri)1
Label Name: R1 Barrel Aged
Bottle Size: 750.0ML
Age/Vintage (yrs): Not Available
Proof (%): 90.00
Retail Price (\$): 33.19
Company Name: 644 - ARAGOSO CORP

Link Navigation
Update Specification Page 1
Update Reps Assigned To Product
Perform New Search

- The product’s General Information should be pre-populated at the top of the screen.

★ UPC

★ SCC [Click here if not known](#)

★ Cases Per Pallet

★ Cases Per Layer

★ Case Weight (lbs)

★ Case Dimensions (in) L W H

★ Bottle Dimensions (in) L W H

★ Plan Bailment Special Purchase Order State Stock

Formula

If imported,
is this product held Inbond? Yes No

Note: Inaccurate or incomplete information in any field on this screen will be rejected and you will not be able to proceed (i.e. zeroes in case or bottle dimension fields).

2. Enter the product's 12-digit UPC (Universal Product Code).

Note: A 12-digit UPC (Universal Product Code) may only be attached to ONE product code.

3. Enter the product's 14-digit SCC (Shipping Container Code) or click the checkbox if not known.

4. Enter the number of cases per pallet.

5. Enter the number of cases per pallet layer.

6. Enter the weight in pounds of each case. This must be accurate.

Do not estimate, as this information will be used in warehouse and shipping systems.

7. Enter the dimensions of each case. This must be accurate. Do not

estimate, as this information will be used for automated warehouse movement.

8. Enter the dimensions of each bottle. This must be accurate. Do

not estimate, as this information will be used to program on-shelf planogram space.

9. Select “Bailment.”
10. Leave the “Formula” field blank. This field is only used by Virginia ABC when necessary.
11. If your product is held in bond, check Yes. If your product is not held in bond or you do not know the answer to this question, check No. If you have questions on this field, refer to the Product Specialist/Manager for your product type (i.e. newly-listed, special order, allocated, seasonal, one-time buy, etc.).

If this product is sold under another label, please specify the proof and age of the other product label and provide an explanation.

Other Proof (%)

Other Age (yrs)

Please use this space to Explain why the product is sold under another label.

★ Shipping Point Add

New

★ FOB Point

Distilled/Produced By

Bottled By

★ Frt. Per CWT

★ If this product is Unsaleable it should be Returned Destroyed

★ Is this a product for which you want a Limited Listing period? Yes No

If this is a limited listing period, the End Date is a required field

If yes, the listing's End Date

Cancel
Submit

13. Select “No” to whether the product is sold under any other label unless otherwise instructed by Virginia ABC.
14. Select the Shipping Point from where the product originates – (must be within the U.S.) or add a new Shipping Point.
15. Select the FOB (Freight On Board) Point. This indicates the point at which Virginia ABC takes legal responsibility for the shipment

and should always be 2901 Hermitage Rd. unless otherwise instructed by Virginia ABC.

16. Do not select anything in the Distilled/Produced By field. If this field is needed, your Product Specialist/Manager will add it.
17. Do not select anything in the Bottled By field. If this field is needed, your Product Manager/Specialist will add it.
18. In the Frt. Per CWT field, enter \$2.00, Virginia ABC's internal handling charge.
19. If the product is unsaleable (due to damage or any other reason), how should it be disposed of? Returned to the shipper or destroyed? Please select the appropriate option.
20. Does the product have a Limited Listing Period (i.e. Will it only be available during a limited window of time)? If so, check "Yes" and enter an End Date in the next field. The default answer for this field should be "No." If you believe it should be "Yes," please contact Maria Jeter for guidance.

Note: New items will not be accepted in our warehouse until they have been set up in MIPS and approved by a Virginia ABC product management specialist. Once a product has been fully approved, be sure to provide the new product code to the person who ordered the item (i.e. Maria Jeter/Joy Eades, Robin Fox/Todd Neeter, Joy Reeves)

OTHER TASKS

There are other miscellaneous tasks that vendors may perform in the MIPS system, ranging from arranging for delivery of product to updating product specifications to monitoring inventory levels.

Schedule Delivery

When an item has been placed on Virginia ABC's Standard price list or in Virginia ABC's Special Order Catalog, the vendor is responsible for arranging delivery of the product to the Virginia ABC Bailment Warehouse. Delivery appointments can be made up to two weeks in advance of the delivery date. For newly-listed products, delivery appointment scheduling can begin 45 days prior to the on-shelf/listing date.

1. Enter the following address into your navigation bar:

<https://www.abc.virginia.gov/mips>

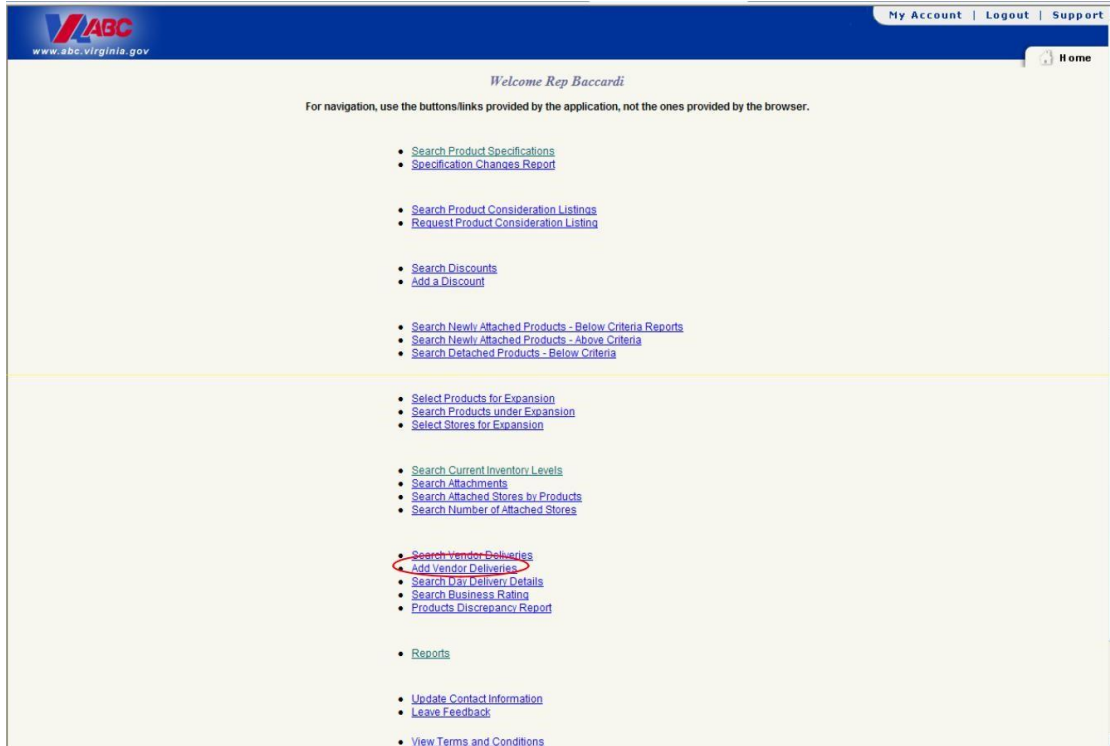
2. Enter your Login ID and password.



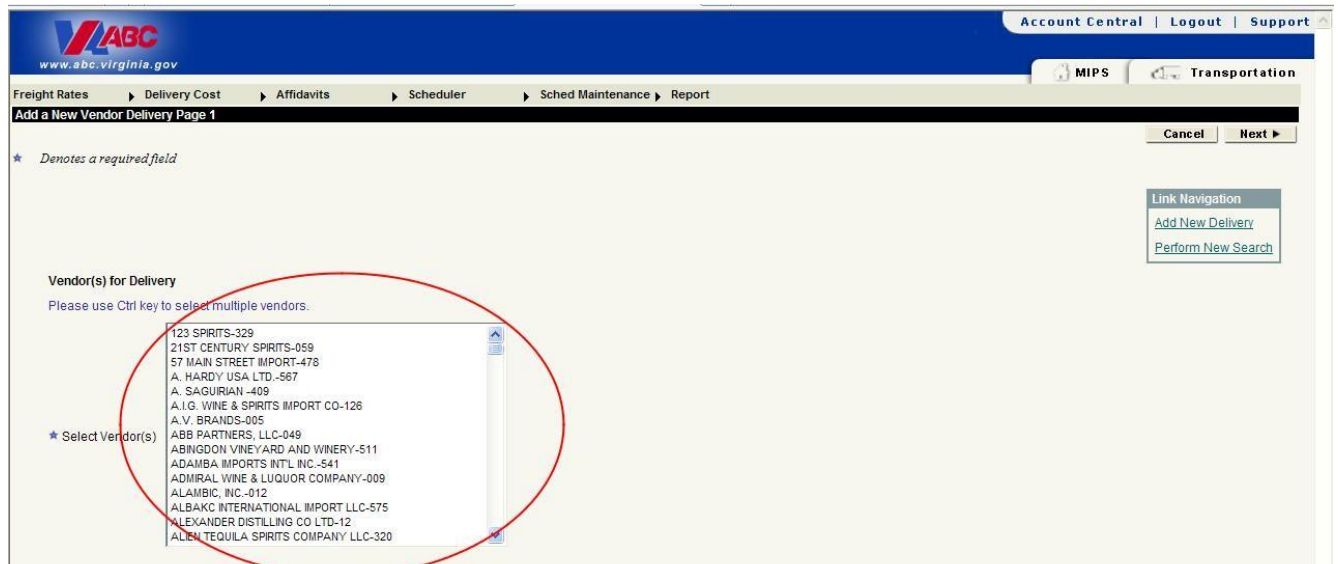
The screenshot shows the Virginia ABC website header with the logo and the URL www.abc.virginia.gov. Below the header is a login form titled "Login to Account Central". The form contains two input fields: "Login ID" and "Password", and a "Login" button.

3. Click the "Login button."

4. Click on the “Add Vendor Deliveries” link.



5. Select the appropriate vendor name(s) for the vendor(s) making the delivery from the list in the “Vendor(s) for Delivery” field.



6. Click the “Next” button located in the upper right-hand corner of the screen.

- Select the carrier who will be making the delivery from the drop-down menu in the “Carrier” field.

Account Central | Logout | Support

MIPS Transportation

Freight Rates Delivery Cost Affidavits Scheduler Sched Maintenance Report

Add a New Vendor Delivery

Cancel Prev Next Submit

* Denotes a required field

Vendor (s) For Delivery: BACARDI USA, INC

External Order Id

Only the Carriers for all of the vendors are displayed

* Carrier: Arnold Transportation

External Comments

* Load Type: Pallet

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
BACARDI USA, INC	001168	Dewar's 12 with Coaster Set	750ml	6	<input type="text"/>	<input type="text"/>
	001170	Dewar's 12 Yr With Glasses	750ml	6	<input type="text"/>	<input type="text"/>
	001280	Bombay Sapphire with Olive Pick Set	750ml	6	<input type="text"/>	<input type="text"/>
	001364	Bacardi Big Apple Glass Pack	750ml	6	<input type="text"/>	<input type="text"/>
	001475	Bombay Sapphire VAP	750ml	6	<input type="text"/>	<input type="text"/>

- Select “Pallet” from the drop-down menu in the “Load Type” field.

Note: Virginia ABC does not accept floor loads.

- Locate the record for the product that you wish to deliver.
- Enter the number of cases of the product that are to be delivered in the “Cases” field for the respective product record.

Account Central | Logout | Support

MIPS Transportation

Freight Rates Delivery Cost Affidavits Scheduler Sched Maintenance Report

Add a New Vendor Delivery

Cancel Prev Next Submit

* Denotes a required field

Vendor (s) For Delivery: BACARDI USA, INC

External Order Id

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* Carrier: Arnold Transportation

External Comments

* Load Type: Pallet

Vendor	Product Code	Product Name	Bottle Size	BPC	Cases	Bottles
BACARDI USA, INC	001168	Dewar's 12 with Coaster Set	750ml	6	<input type="text"/>	<input type="text"/>
	001170	Dewar's 12 Yr With Glasses	750ml	6	<input type="text"/>	<input type="text"/>
	001280	Bombay Sapphire with Olive Pick Set	750ml	6	<input type="text"/>	<input type="text"/>
	001364	Bacardi Big Apple Glass Pack	750ml	6	<input type="text"/>	<input type="text"/>
	001475	Bombay Sapphire VAP	750ml	6	<input type="text"/>	<input type="text"/>

11. Repeat Steps 10 and 11 for each product that is to be included in the delivery.
12. Click the “Submit” button in the upper right-hand corner of the screen.
13. Click the “Schedule Delivery” link in the “Link Navigation” box.
14. Click on a date in the calendar that is blue.

Note: If the date you wish to schedule your delivery is in black, then there are no open delivery appointments available for that day.

★ Denotes a required field

General Information

Delivery Id: 21273

Carrier: **PIEDMONT DISTILLERS INC**
Has Exclusive Scheduling - No

Load Type: **Pallet**

Total Cases: 300.00

Status: **Approved**

Vendor(s) For Delivery: **PIEDMONT DISTILLERS INC - 590**

Original Delivery Time: **07-11-2012 12:30 PM**

External Order Id: Not Available

Comments: Not Available

External Comments:

Rescheduling the delivery with less than 48 hours notice will generate a violation for all Vendors/Carriers and could result in a negative rating.

Calendar

The delivery can only be scheduled 30 Days out.

July 2012/August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

★ Available Times for

Select a date

★ Schedule Contacts: Candy Bowlin

★ Is a violation needed?: Yes No

[Add New Delivery](#)
[Update Delivery](#)
[Return to Search Results](#)
[Perform New Search](#)

15. When you click on a blue day, a list of open delivery appointments will appear in the “Available Times for” box located to the right of the calendar.
16. Select one of the delivery times.

General Information

Delivery Id: 21273
 Carrier: **PIEDMONT DISTILLERS INC**
 Has Exclusive Scheduling - No
 Load Type: **Pallet**
 Total Cases: **300.00**
 Status: **Approved**
 Vendor(s) For Delivery: **PIEDMONT DISTILLERS INC - 590**
 Original Delivery Time: **07-11-2012 12:30 PM**
 External Order Id: Not Available
 Comments: Not Available

External Comments

Rescheduling the delivery with less than 48 hours notice will generate a violation for all Vendors/Carriers and could result in a negative rating.

Calendar

The delivery can only be scheduled 30 Days out.

July 2012/August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

★ Available Times for
07-24-2012

06:30 AM
 07:00 AM
 07:30 AM
 08:30 AM
 11:00 AM
 12:30 PM

★ Schedule Contacts: Candy Bowlin

★ Is a violation needed?: Yes No

Cancel Submit

17. Select the name of the person who should receive the confirmation email once the appointment is approved from the dropdown menu in the “Schedule Contacts” field.

General Information

Delivery Id: 21273
 Carrier: **PIEDMONT DISTILLERS INC**
 Has Exclusive Scheduling - No
 Load Type: **Pallet**
 Total Cases: **300.00**
 Status: **Approved**
 Vendor(s) For Delivery: **PIEDMONT DISTILLERS INC - 590**
 Original Delivery Time: **07-11-2012 12:30 PM**
 External Order Id: Not Available
 Comments: Not Available

External Comments

Rescheduling the delivery with less than 48 hours notice will generate a violation for all Vendors/Carriers and could result in a negative rating.

Calendar

The delivery can only be scheduled 30 Days out.

July 2012/August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

★ Available Times for
07-24-2012

06:30 AM
 07:00 AM
 07:30 AM
 08:30 AM
 11:00 AM
 12:30 PM

★ Schedule Contacts: Candy Bowlin

★ Is a violation needed?: Yes No

Cancel Submit

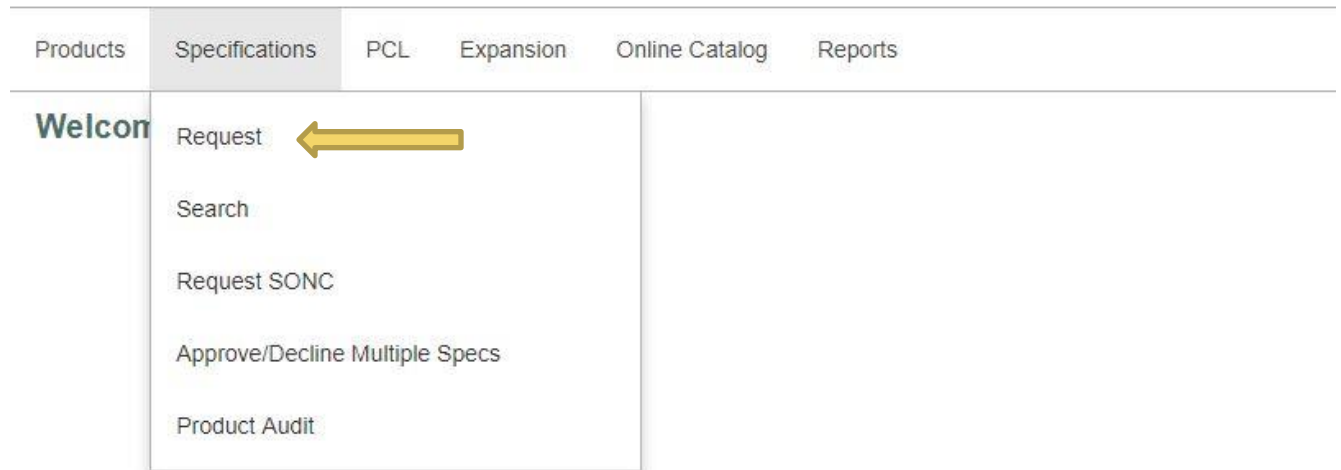
18. Click the “Submit” button at the bottom right-hand corner of the screen.
19. Members of the Virginia ABC Bailment Warehouse Receiving Office will review the delivery appointment request. If the request is approved, the person whose name was selected will receive a confirmation email that will contain the delivery confirmation number.

Note: This delivery confirmation number is important because it will be how the delivery truck will be able to pass through the security gate at the Virginia ABC Bailment Warehouse.

Update Specifications

If the information for a product changes, then the product’s specifications must be updated in the MIPS system to reflect the changes. Reasons for specification changes include: age/vintage/proof changes, case cost changes, case/bottle dimension changes, product name changes, pack changes, pallet/tier/weight changes and SCC/UPC changes. This task is performed as necessary.

1. Enter the following address into your navigation bar:
<https://www.abc.virginia.gov/mips>
2. Enter your Login ID and password.
3. Click the “Login” button.
4. Click on “Products.”
5. Click on “Specifications,” then click on “Request” from the dropdown menu.



6. Click to select your Change Reason in the list. To select multiple change reasons, click one, then CTRL+click on others.

Standard Quotation and Specification Form

★ Denotes a required field

Specify your Change Reason(s)
To select multiple reasons, hold the CTRL key while making your selection(s). You can either choose New Item, Reactivate Eliminated Item, Buying Group Change, OR any combination of the other change reasons.

Age/Vintage/Proof Change ★
Buying Group Change
Case Cost Change
Case/Bottle Dimensions Change
Name Change
New Item
New Product Code
Other
Pack Change
Pallet/Tier/Weight Change
Reactivate Eliminated Item
SCC/UPC Change
Vendor/Rep Change

The Change Reason of "New Product Code" requires the Product's New State Code and the Old State Code.

Product's State Code ★

Product's Old State Code

Effective Date Calendar ★

Pricelist Effective Date

Sales Start Date Calendar

If this is a 'New Item', 'Reactivate Eliminated Item', 'New Product Code', or 'Buying Group Change', Select a Buying Group

Standard
Special Order Catalog
Special Order Non-Catalog
Gift Bag/Box

If this is a 'New Item', 'Reactivate Eliminated Item', 'New Product Code', or 'Buying Group Change', Select a Pricing Group

Grain Alcohol
Miscellaneous
Mixers Non Alcoholic
Spirits
VA Farm Wines
Vermouth
Wines

7. Enter the product's State Code (Six-digit NABCA code for most spirits products, Virginia ABC-issued State Code for Virginia Wines and Mixers.)
8. If the Change Reason is "New Product Code," enter the product's Old State Code.
9. Enter the Effective Date for the change.
10. Select the Pricelist Effective Date (the date the product was first added to Virginia ABC) from the dropdown list.
11. Select the Sales Start Date from the calendar. The Sales Start Date should always be the same as the Effective Date.

12. If this is a “New Item,” “Reactivate Eliminated Item,” “New Product Code” or “Buying Group Change,” select a Buying Group from the list.
13. If this is a “New Item,” “Reactivate Eliminated Item,” “New Product Code” or “Buying Group Change,” select a Pricing Group.
14. Click the “Next” button at the top right-hand section of the screen and update the appropriate information.

www.abc.virginia.gov

My Account | Logout | Support

Products > PCL > Expansion >

Standard Quotation and Specification Form

Cancel Submit

* Denotes a required field

This form has been populated with current information on this product. You may need to scroll down to see the information to edit.

Effective Date: 11-01-2012

Change Reason(s): Age/Vintage/Proof Change

State: VA

Buying Group: Standard

State Code: 028206

Brand: Bombay

Label: Bombay Gin

Age/Vintage (yrs)

* Proof/Alcohol (%)

Size: 750ml

UPC Code(s): 080480300029, 081440103315

SCC Code(s): 10080480300026, 10081440103312

Unit Pack (BPC): 12

U.S. Freight (\$/cs): 1.0

Net Cost FOB Ship Point (\$/cs): 115.86

Bottles Per Sleeve: Not Available

Ocean Freight (\$/cs): 0.0

Marine Insurance (\$/cs): 0.0

Other Charges/Bailment (\$/cs): 0.0

Pricing Group: Spirits

Total Invoice Cost (\$/cs): 116.86

Cost Per Selling Unit (\$): 9.74

Retail Bottle Price (\$): 19.95

Cases Per Pallet: Not Available

Cases Per Layer: Not Available

Case Weight (lbs): 34.7

Link Navigation
Add/Remove Change Reason(s)

16. Click the “Submit” button in the upper right-hand corner of the screen.

Note: Maria Jeter – Product Specialist will review the specification change request and will approve/deny it. Please email Maria Jeter to notify Virginia ABC of the change request. If denied, she will contact you to explain the reason for denial and discuss the required resolution.

Discount Products

Discount allowances (DAs) for distilled spirits and nonalcoholic mixers may be performed up to six times a year for each brand-label name. For example, brand “x” green apple vodka may be discounted six times a year and brand “x” watermelon vodka may also be discounted six times a year.

Discounting different sizes of the same brand label each count as one of the six allotted discounts. Virginia wines may be discounted up to seven times a year.

New products may be discounted in their first month of availability. Minimum discount thresholds are shown in the Virginia ABC Supplier Manual.

Note: Discounts should be submitted at least 35 days prior to taking effect. Discounts should start on the 1st day of the month and end on the last day of the month.

1. **Enter the following address into your navigation bar:**
<https://www.abc.virginia.gov/mips>
2. **Enter your Login ID and password.**
3. **Click the “Login” button.**
4. **Click on “Discounts.”**
5. **Click on “Discounts” at the top of the page, then click on “Add Discount” from the dropdown menu.**

Discounts Clearance Reports

Search Discounts

Add Discount ←

Add Multiple Wine Discounts

Add Closeout Price Reduction

Approve Multiple Discounts

Search Special Event

Add Special Event

Cancel Special Event

6. Enter the six-digit Product Code.

Discounts Clearance Reports

Add Discount - page 1 of 2

✖ Denotes a required field

★ Product Code Find Product Code

★ Start Date Calendar

★ End Date Calendar

Cancel Next ▶

7. Enter the Start Date of the discount (must be the first day of a month).
8. Enter the End Date of the discount (must be the last day of a month).
9. Click the “Next” button at the top right-hand corner of the screen.
10. If you know the amount that you wish to discount your case by, then enter that amount in the Vendor Discount (subtract) field in the “FOB Case Cost (\$)” column.

[My Account](#) | [Logout](#) | [Support](#)
[Home](#) | [Discounts](#)

Discounts
Add Discount - page 2 of 2

Cancel | Prev | Submit

* Denotes a required field

Current Product Information

Product: 04866 - Dewar's White Label Bottle Size: 750ml
 Vendor: 035 - BACARDI USA, INC Proof: 80
 Status Code: Active Pricing Group: Spirits
 Case Cost (\$): 134.62
 Bottle Cost (\$): 11.22

Discount Information

Discount Type: Sale
 Start Date: 08-01-2012 Comments
 End Date: 08-31-2012
 Discount Status: Pending

Discount Amounts Calculate

	Discount Percent (%)	FOB Case Cost (\$)	Retail Bottle Price (\$)	Bottles Per Case
Price Effective on 06-01-2012:		134.62	23.65	12
Vendor Discount (subtract):	<input type="text"/>	<input type="text"/>		
ABC Discount (subtract):	0.00	0.00		
Discount Price:		134.62	23.65 <input type="checkbox"/> Enter Required RBP	

a. Click the "Calculate" button to see the discount percentage and the new retail bottle price.

11. If you know what you wish the new retail bottle price to be, then check the box to the left of "Enter Required RBP."

[My Account](#) | [Logout](#) | [Support](#)
[Home](#) | [Discounts](#)

Discounts
Add Discount - page 2 of 2

Cancel | Prev | Submit

* Denotes a required field

Current Product Information

Product: 04866 - Dewar's White Label Bottle Size: 750ml
 Vendor: 035 - BACARDI USA, INC Proof: 80
 Status Code: Active Pricing Group: Spirits
 Case Cost (\$): 134.62
 Bottle Cost (\$): 11.22

Discount Information

Discount Type: Sale
 Start Date: 08-01-2012 Comments
 End Date: 08-31-2012
 Discount Status: Pending

Discount Amounts Calculate

	Discount Percent (%)	FOB Case Cost (\$)	Retail Bottle Price (\$)	Bottles Per Case
Price Effective on 06-01-2012:		134.62	23.65	12
Vendor Discount (subtract):	<input type="text"/>	<input type="text"/>		
ABC Discount (subtract):	0.00	0.00		
Discount Price:		134.62	23.65 <input type="checkbox"/> Enter Required RBP	

- a. Edit the retail bottle price in the field located to the left of the checkbox to the discounted retail bottle price. Virginia ABC prices must end in “.99”.
- b. Click the “Calculate” button to see the discount percentage and the new FOB Case Cost.

12. Click the “Submit” button located in the upper right-hand corner of the screen.

Note: Marketing will review the discount request and will approve/deny it. If denied, a Marketing representative will contact you to explain the reason for denial and discuss the required resolution.

Monitor Inventory

It is the responsibility of each vendor to monitor and manage their product’s inventory levels in the Virginia ABC Bailment Warehouse and schedule deliveries to ensure the product’s inventory levels stay within the established thresholds. This task is performed as necessary.

1. **Enter the following address into your navigation bar:**
<https://www.abc.virginia.gov/mips>
2. **Enter your Login ID and password.**
3. **Click the “Login” button.**
4. **Click on Reports.**
5. **Click on “Inventory” from the list.**

Reports

Welcome to Reports

Discount

Inventory 

Ordering

Product

Sales

Store

Transportation

Vendor

6. Click on the magnifying glass icon to the left of the report name you wish to view.

Reports

Inventory Report List

Crystal Reports for Inventory

Action	Report	Description
	Vendor Inventory Forecast - Web Based	Jsp report of vendor weekly inventory forecast

7. If you selected the “Daily Inventory Levels Report,” then:
 - a. Select the appropriate vendor name from the dropdown menu in the “Vendor” field.

My Account | Logout | Support

www.abc.virginia.gov

Home Reports

Reports

Daily Inventory Levels Report Criteria

Back Reset Submit

* Denotes a required field

* Vendor: 035 - BACARDI USA, INC

* As Of Date: Calendar

b. Enter the date you wish to run the report for in the “As Of Date” field.

i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

c. Click on the “Submit” button located in the upper right-hand corner of the screen.

d. Review the report.

Note: All of the column headings are explained at the bottom of the report.

8. If you selected the “Vendor Inventory Report,” then:

a. Select the appropriate vendor name from the dropdown list in the “Vendor” field.

My Account | Logout | Support

www.abc.virginia.gov

Home Reports

Reports

Vendor Inventory Report Criteria

Back Reset Submit

* Denotes a required field

* Vendor: 035 - BACARDI USA, INC

* From Date: Calendar

* To Date: Calendar

b. Enter the start date for the report in the “From Date” field.

i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

c. Enter the end date for the report in the “To Date” field.

i. Click the “Calendar” link and select the start date from the calendar that appears in the pop-up window.

- d. Click the “Submit” button in the upper right-hand corner of the screen.
- e. Review the report.

Note: All of the column headings are explained at the bottom of the report.

1. If you selected the “Vendor Inventory Forecast Report,” then:

- a. Select the appropriate vendor name from the dropdown list in the “Vendor” field.



The screenshot shows a web application interface for generating a report. At the top, there is a blue header with the logo 'ABC' and the URL 'www.abc.virginia.gov'. To the right of the header are links for 'My Account', 'Logout', and 'Support'. Below the header, there are navigation buttons for 'Home' and 'Reports'. The main content area is titled 'Reports' and 'Vendor Inventory Forecast Report Criteria'. It contains a form with the following fields: 'Vendor' (a dropdown menu with '035 - BACARDI USA, INC' selected and circled in red), 'Product Code' (a text input field), and 'Forecast Status' (a dropdown menu with 'All Products' selected). A legend indicates that an asterisk (*) denotes a required field. In the top right corner of the form area, there are three buttons: 'Back', 'Reset', and 'Submit'.

- b. Enter the six-digit product code of the item you wish to view the inventory forecast for in the “Product Code” field.
- c. Select the type of forecast you wish to see from the dropdown menu in the “Forecast Status” field.
- d. Click the “Submit” button located in the upper right-hand corner of the screen.
- e. Review the report.

IMPORTANT CONTACTS



Marketing

Product Manager - Listings, 50ml One-Time Buys

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Allocated Items, Limited Time Offerings, Seasonal Products

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Product Manager - Special Order Products

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Product Specialist - Special Order Products

Todd Neeter (todd.neeter@abc.virginia.gov) (804) 213-4528

Transportation & Inventory

Control Manager

Bryan Vaughan (bryan.vaughan@abc.virginia.gov) (804) 213-4525

Transportation & Inventory

Control Specialist

Demond Middleton (demond.middleton@abc.virginia.gov) (804) 213-4534

GLOSSARY

- **“Attached” Stores** - If a store is “attached” to a product it means that the product is currently sold in the store and the product will be automatically replenished by the Virginia ABC Bailment Warehouse.
- **Control State Code** - The Control State Code (CSC) is a unique six-digit number identifying alcoholic beverage BRANDS and SIZES sold in the Control States. Distilled spirits and fortified wines are assigned a six digit code beginning with varying numbers that are determined by product type/category. In addition to the unique six-digit code, each product has a three-digit prefix to identify its class and a two-digit suffix to identify its size. The established structures will be used to code the beverage alcohol products. This code is also referred to as an NABCA code. Any product listed in Virginia must be assigned a control state code number (CSC). For more information see the National Alcohol Beverage Control Association’s (NABCA) website:
<http://www.nabca.org/States/Forms.aspx>
- **FOB** - Freight on Board
- **Listing** - This is the process by which a product is selected to be sold either in Virginia ABC retail stores or through the Virginia ABC Special Order Catalog. If a product is selected, then it is “listed.”
- **MIPS** - MIPS stands for Management of Inventory and Product Sales. This system tracks inventory of products for resale. The online licensee ordering application links directly into this system and allows the user to see exactly what is available for order in their assigned ABC store’s inventory.
- **POS** - POS stands for Point-of-Sale system. This is essentially the cash register at the assigned ABC store. The POS system reports sales, which then decrease inventory at the relevant ABC stores.

- **SCC** - A SCC or “Shipping Container Code” is the 14-digit barcode placed on the outside of a shipping carton or pallet. The SCC allows ABC to scan your shipment of multiple units of your product as it comes into our warehouse. You will tell Virginia ABC how many units of your product will be included in a standard shipping carton. This information will be entered in ABC’s inventory management system. When your SCC code is scanned, the system recognizes that a shipment of X number of individual units of your product arrived from your company. A Shipping Container Code can be obtained from GS1 US at (937)435-3870.

See an example below:



- **SOC** - “SOC” is an abbreviation for the “Special Order Catalog.” Virginia ABC maintains a small quantity of SOC items on hand in the warehouse. Customers may purchase SOC items by the bottle in-store (at stores which carry the item), online in some cases, and by placing a special order request from warehouse inventory at their local Virginia ABC store.

SONC - “SONC” is an abbreviation for “Special Order Non-Catalog.” This means the item has been ordered for a customer via the special order process, however, the product is not an item that is listed in Virginia ABC’s Special Order Catalog. Because of this, we do not maintain product at our warehouse. Customers often must purchase an entire case of SONC product if they choose to request it via special order.

- **Total Invoice Cost** - The Total Invoice Cost is the sum of the cost of U.S. Freight and the net cost FOB ship point for a product.
- **UPC** - A UPC or “Universal Product Code” is the 12-digit barcode found on almost all items in North America for tracking and ringing up items in stores. UPCs are the unique configurations - consisting of a block of black and white bars with an accompanying number that appear on each individual product in the American retailing system. Because they help standardize the identities of millions of products across various manufacturing, distribution and retailing systems, UPCs have become crucial for making sure that

everyone in the marketplace is buying and selling exactly what they think they're buying and selling.

A UPC code can only be assigned to one Virginia ABC product code at a time. Two different items cannot have the same UPC code because Virginia ABC cash registers read this bar code and attribute sales to the product the UPC code matches.

See an example below:



- **Virginia ABC Product Code** - This is a subset of the Control State Code (CSC), or NABCA Code, consisting of the numbers found after the prefix and before the suffix. Virginia ABC Product Codes are six digits long.