



Business Portal

User Guide

Version 1.0 • December 19, 2023

Table of Contents

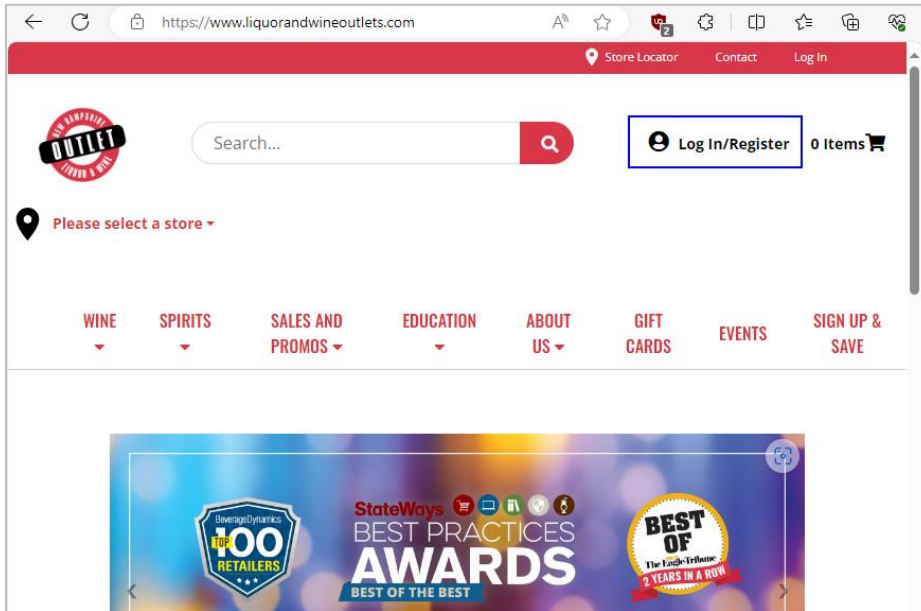
- 1 Accessing the Business Portal 4
- 2 Business Account Management..... 6
 - 2.1 CREATE NEW BUSINESS ACCOUNT6
 - 2.2 ACCOUNT PASSWORD RESET8
- 3 Products 10
 - 3.1 VIEW PRODUCT DETAILS11
 - 3.2 VIEW ALL STOCK12
 - 3.3 EDIT PRODUCT DETAILS14
 - 3.4 UPLOAD IMAGE16
- 4 Allocations 18
 - 4.1 CREATE ALLOCATION19
 - 4.2 VIEW ALLOCATION DETAILS.....22
 - 4.3 CANCEL ALLOCATION23
- 5 Allowance Offers..... 26
 - 5.1 CREATE ALLOWANCE OFFER27
 - 5.2 VIEW ALLOWANCE OFFER DETAILS.....29
 - 5.3 ALLOWANCE OFFERS IMPORT TEMPLATE30
 - 5.4 IMPORT ALLOWANCE OFFERS31
 - 5.5 CANCEL PENDING ALLOWANCE OFFER.....32
- 6 Inventory Transactions 35
 - 6.1 CREATE INVENTORY TRANSACTION.....36
 - 6.2 VIEW INVENTORY TRANSACTION DETAILS40
 - 6.3 CANCEL PENDING INVENTORY TRANSACTION41

7	Cost Approvals.....	43
7.1	UPLOAD PRODUCTS COSTS.....	44
7.2	VIEW PRODUCT COST APPROVAL DETAILS.....	45
7.3	EDIT AND RESUBMIT REJECTED COST APPROVALS	46
7.4	PRODUCTS COSTS TEMPLATE	47
7.5	CANCEL PENDING PRODUCT COST APPROVAL	48
8	Create Product.....	50
8.1	CREATE NEW PRODUCT	50
8.2	EXPORT PRODUCT LIST	52
9	Product Approvals.....	53
9.1	VIEW PRODUCT APPROVAL DETAILS.....	54
9.2	CANCEL PENDING PRODUCT APPROVAL	55
10	Image Approvals.....	57
10.1	VIEW IMAGE APPROVAL DETAILS.....	58
10.2	CANCEL PENDING IMAGE APPROVAL	59

1 Accessing the Business Portal

The Business Portal is accessed from the [New Hampshire Liquor and Wine Outlet \(liquorandwineoutlets.com\)](http://liquorandwineoutlets.com) website.

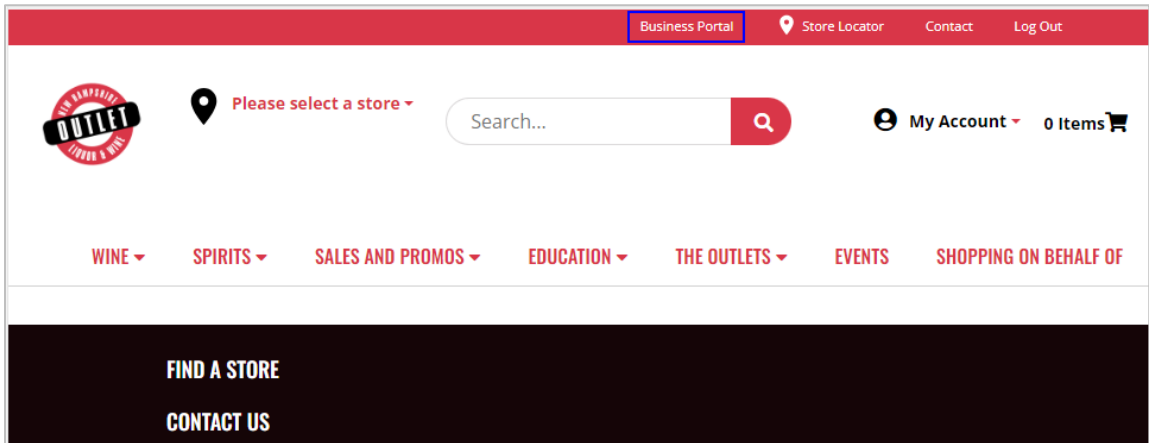
1. Select Log In/Register on the New Hampshire Liquor and Wine Outlet home page



2. Enter the Email Address and Password associated with your licensee account and select Login (see [Business Account Management](#) for additional information on creating a business account or resetting the password on an existing account)

A screenshot of the login form on the New Hampshire Liquor and Wine Outlet website. The form features the 'NEW HAMPSHIRE OUTLET LIQUOR & WINE' logo at the top. Below the logo is the heading 'LOGIN'. There are two input fields: 'Email Address:' and 'Password:'. A link for 'Forgot your password?' is located below the password field. At the bottom of the form is a red 'LOGIN' button.

3. Select Business Portal from the red toolbar at the top of the screen

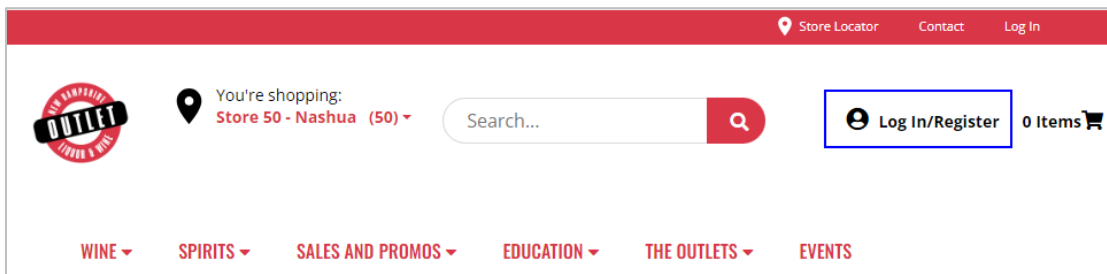


2 Business Account Management

2.1 Create New Business Account

NOTE: Activation code is e-mailed to licensee when license is activated with NH Liquor Commission, Division of Enforcement

1. Select Log In/Register



2. Select Create Business Account

A screenshot of the New Hampshire Liquor Commission website login page. The page features the 'NEW HAMPSHIRE LIQUOR & WINE OUTLET' logo at the top. Below the logo, the word 'LOGIN' is displayed in bold. There are two input fields: 'Email Address:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. A red button labeled 'LOGIN' is positioned below the input fields. Below the 'LOGIN' button, the text 'DON'T HAVE AN ACCOUNT?' is displayed. Underneath this text is a red button labeled 'CREATE ACCOUNT'. Below the 'CREATE ACCOUNT' button, the word 'OR' is displayed. At the bottom, there is a blue button labeled 'CREATE BUSINESS ACCOUNT', which is highlighted with a blue rectangular box.

3. Complete required fields

- Activation Code
- Licensee Number
- First Name
- Last Name
- Phone Number
- Email Address
- Password
- Confirm Password
- Password Reset Question
- Password Reset Answer
- Date of Birth (MM/DD/YYYY)

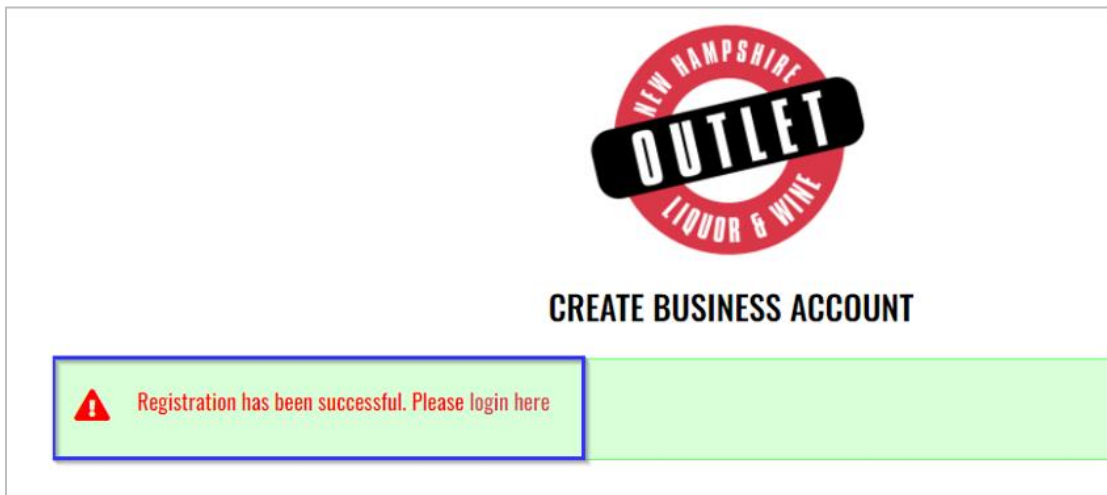
4. Select checkbox verifying age is 21 years of age or older

You must be 21 or older

I Agree that I am 21 years of age or older *

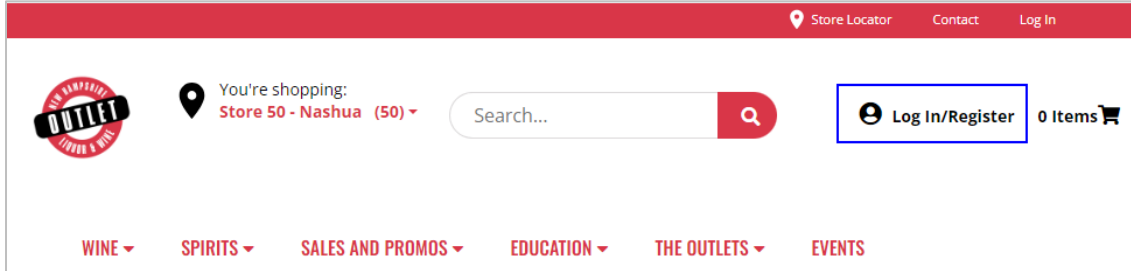
5. Select Create Account

6. Registration has been successful message appears confirming account has been created



2.2 Account Password Reset

1. Select Log In/Register



2. Select Forgot your password?

A screenshot of the login and account creation page. At the top is the 'NEW HAMPSHIRE OUTLET LIQUOR & WINE' logo. Below the logo is the heading 'LOGIN'. There are two input fields: 'Email Address:' and 'Password:'. Below the 'Password:' field is a link that says 'Forgot your password?'. Below these fields is a red button labeled 'LOGIN'. Below the 'LOGIN' button is a horizontal line, followed by the heading 'DON'T HAVE AN ACCOUNT?'. There are two buttons: 'CREATE ACCOUNT' and 'CREATE BUSINESS ACCOUNT', separated by the word 'OR'.

3. Enter Email Address associated with your account
4. Select Send Reset Link

FORGOT PASSWORD?

If you forgot your password an email with a password reset link will be sent to you. Click on the link in that email and you will be taken to a page where you can then create a new password.

You also must provide the answer to the question you provided on registration.

Email Address:

5. A system generated email from alerts@evenica.com with password reset instructions will be sent to email address provided

3 Products

To access Products, select Products from the Business Portal home page

The screenshot displays the 'Products' page interface. At the top, a navigation bar includes 'PRODUCTS' (highlighted), 'ALLOCATIONS', 'ALLOWANCE OFFERS', 'INVENTORY TRANSACTIONS', 'COST APPROVALS', 'CREATE PRODUCT', 'PRODUCT APPROVALS', 'IMAGE APPROVALS', and 'DOWNLOADS'. Below this is a 'FILTERS' sidebar with categories like Stock Level, Product Status, Product Life Cycle Status, Product Type, Size, Sub Type, and Style. The main content area shows 'Showing products 1 - 25 of 21407' and 'Items per page 25 Sort By: Name Asc'. A search bar is present. Two product entries are listed:

Product Name	Product Number	Size	Status	Inventory
#1 Keene Bee Mead	36704	750mL	Active	0 cases, 0 bottles in store 8 cases in warehouse
#2 Keene Bee Mead	36706	500mL	Active	0 cases, 0 bottles in store 1 case in warehouse

3.1 View Product Details

1. To view details of a product, select the desired product

The screenshot shows a web interface with a top navigation bar containing: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS, INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the navigation is a 'FILTERS' section on the left with dropdown menus for Stock Level, Product Status, Product Life Cycle Status, Product Type, Size, Sub Type, and Style. The main area displays a list of products. The first product, 'Gekkeikan Black & Gold Sake', is highlighted with a blue border. It shows a product number of 58, size of 750mL, and status of Active. Inventory information indicates 64 cases and 3 bottles in store, and 164 cases and 4 bottles in warehouse. The second product, 'Hundred Acre Ark Vineyard Cabernet Sauvi', shows a product number of 82, size of 750mL, and status of Active, with 1 case and 2 bottles in store, and 0 cases and 0 bottles in warehouse. A search bar and pagination controls (Showing products 1 - 25 of 21407, Items per page 25, Sort By: SKU Asc) are also visible.

2. Product details display and additional actions can be taken from within the product detail screen

The screenshot shows the detailed view of 'Gekkeikan Black & Gold Sake'. The top navigation bar is the same as in the previous screenshot. On the left is a large product image with the text 'BLACK & GOLD'. The main content area displays the product name 'Gekkeikan Black & Gold Sake' and the following details: Product #: 58, Status: Active, Units Per Case: 6.00, MEDIA, 750 Match: Yes, PRODUCT TYPE, Size: 750mL, and Product Type: Wine. On the right side, there is a summary of inventory: 64 cases, 3 bottles in stores and 164 cases, 4 bottles in warehouse. Below this summary are several red action buttons: VIEW ALL STOCK, EDIT, CREATE ALLOCATION, CREATE ALLOWANCE OFFER, CREATE INVENTORY TRANSACTION, and UPLOAD IMAGE.

3.2 View All Stock

- To view all stock of a product by a specific store or warehouse, locate and select the desired product

The screenshot shows a navigation menu with options: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS, INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the menu is a 'FILTERS' section with a search bar and dropdown menus for Stock Level, Product Status, Product Life Cycle Status, Product Type, Size, Sub Type, and Style. The main area displays two product cards:

- Gekkeikan Black & Gold Sake**: Product Number: 58, Size: 750mL, Status: Active. Inventory: 64 cases, 3 bottles in store; 164 cases, 4 bottles in warehouse.
- Hundred Acre Ark Vineyard Cabernet Sauvignon**: Product Number: 82, Size: 750mL, Status: Active. Inventory: 1 case, 2 bottles in store; 0 cases, 0 bottles in warehouse.

- Select View All Stock

The screenshot shows the detailed view for 'Gekkeikan Black & Gold Sake'. It includes the product image, name, and details:

- Product #:** 58
- Status:** Active
- Units Per Case:** 6.00
- MEDIA**
- 750 Match:** Yes
- PRODUCT TYPE**
- Size:** 750mL

Inventory summary: 64 cases, 3 bottles in stores; 164 cases, 4 bottles in warehouse. A list of actions is provided on the right:

- [VIEW ALL STOCK](#) (highlighted with a blue border)
- [EDIT](#)
- [CREATE ALLOCATION](#)
- [CREATE ALLOWANCE OFFER](#)
- [CREATE INVENTORY TRANSACTION](#)
- [UPLOAD IMAGE](#)

3. Select Store Inventory or Warehouse Inventory to view product inventory

INVENTORY OF GEKKEIKAN BLACK & GOLD SAKE ✕

Store Inventory Warehouse Inventory

Store	Stock
Bedford (Store 55 - Bedford) 9 Leavy Drive, Bedford, NEW HAMPSHIRE 03110 Open Today: 9:00AM - 7:00PM	11 bottles In Stock
Berlin (Store 5 - Berlin) 17 Pleasant St, Berlin, NEW HAMPSHIRE 03570 Open Today: 10:00AM - 6:00PM	5 bottles In Stock
Brookline (Store 22 - Brookline) 44A Route 13, Brookline, NEW HAMPSHIRE 03033 Open Today: 10:00AM - 6:00PM	8 bottles In Stock
Center Harbor (Store 12 - Center Harbor) 12 A Main Street, Unit # 1, Center Harbor, NEW HAMPSHIRE 03226 Open Today: 10:00AM - 6:00PM	10 bottles In Stock

3.3 Edit Product Details

1. To edit product details, locate and select the desired product

The screenshot shows a navigation bar with menu items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS, INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the navigation bar is a 'FILTERS' section with a search bar and dropdown menus for Stock Level, Product Status, Product Life Cycle Status, Product Type, Size, Sub Type, and Style. The main content area displays a list of products. The first product, 'Gekkeikan Black & Gold Sake', is highlighted with a blue border. Its details include Product Number: 58, Size: 750mL, Status: Active, and inventory counts: 64 cases, 3 bottles in store; 164 cases, 4 bottles in warehouse. The second product, 'Hundred Acre Ark Vineyard Cabernet Sauvignon', has Product Number: 82, Size: 750mL, Status: Active, and inventory counts: 1 case, 2 bottles in store; 0 cases, 0 bottles in warehouse.

2. Select Edit

The screenshot shows the product detail page for 'Gekkeikan Black & Gold Sake'. The navigation bar is the same as in the previous screenshot. The product details include: Product #: 58, Status: Active, Units Per Case: 6.00, MEDIA, 750 Match: Yes, and PRODUCT TYPE: Size: 750mL. The inventory counts are 64 cases, 3 bottles in stores; 164 cases, 4 bottles in warehouse. On the right side, there is a vertical stack of buttons: VIEW ALL STOCK, EDIT, CREATE ALLOCATION, CREATE ALLOWANCE OFFER, CREATE INVENTORY TRANSACTION, and UPLOAD IMAGE. The 'EDIT' button is highlighted in red.

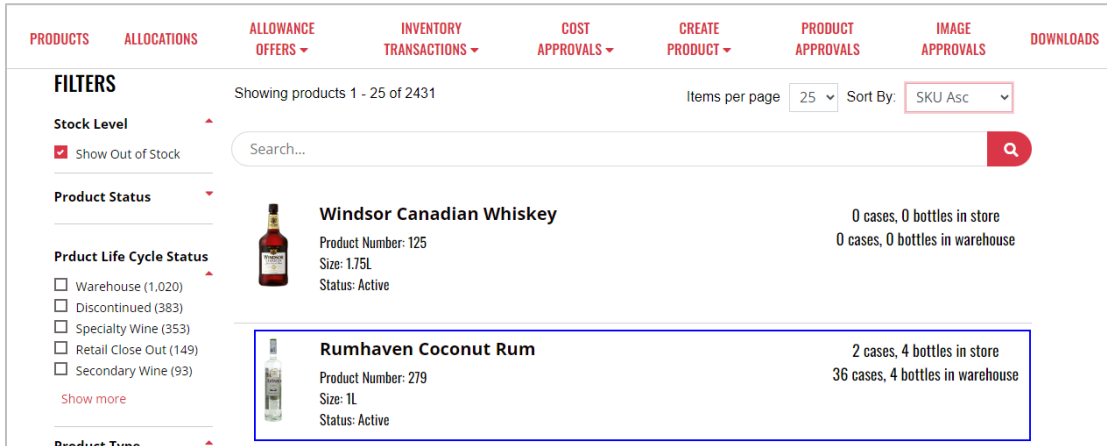
- Product details display and can be updated as desired. Once all updates have been made, select Submit

PRODUCTS	ALLOCATIONS	ALLOWANCE OFFERS ▼	INVENTORY TRANSACTIONS ▼	COST APPROVALS ▼	CREATE PRODUCT ▼	PRODUCT APPROVALS	IMAGE APPROVALS	DOWNLOADS
UPDATE PRODUCT								
Product Name	Gekkeikan Black & Gold Sake							
SKU								
Size	750mL ▼							
Status								
Product Type	Wine ▼							
Product Class	Please Select ▼							
UPC								
Brand								
Broker	Please Select ▼							
Vendor	Please Select ▼							

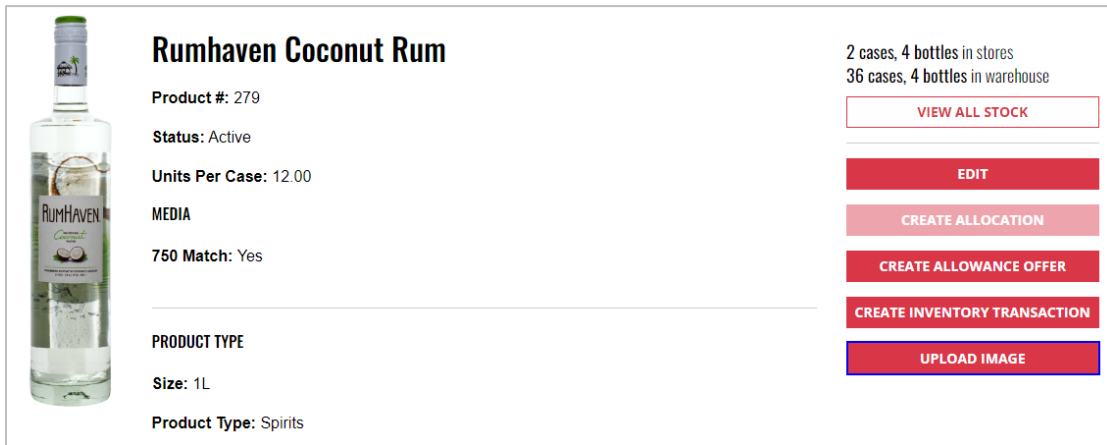
NOTE: Greyed out fields can't be updated

3.4 Upload Image

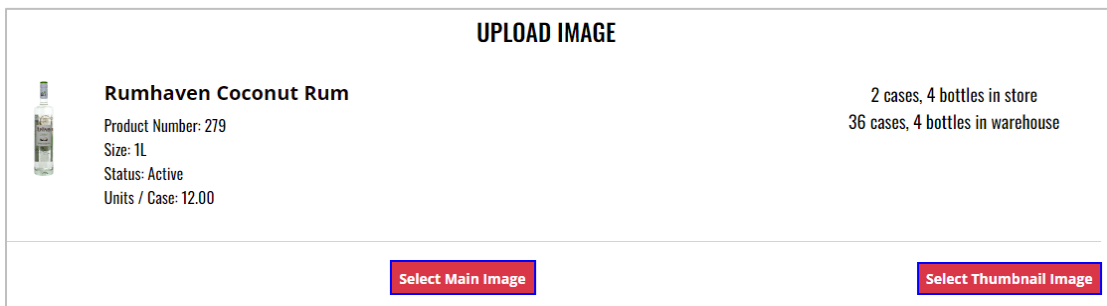
1. To upload a product main image or thumbnail image, locate and select the desired product



2. Select Upload Image




3. To upload a main image, select Select Main Image. To upload a thumbnail image, select Select Thumbnail Image



4. Select Image file from your computer
5. Image successfully uploaded banner displays confirming action and uploaded image and file information displays


UPLOAD IMAGE



Rumhaven Coconut Rum
Product Number: 279
Size: 1L
Status: Active
Units / Case: 12.00

2 cases, 4 bottles in
store
36 cases, 4 bottles
in warehouse

Image successfully uploaded×



File Name: 2023-11-08 15_13_28-Business Portal _Product Detail - Work - Microsoft Edge

File Type: png

File Size: 66250

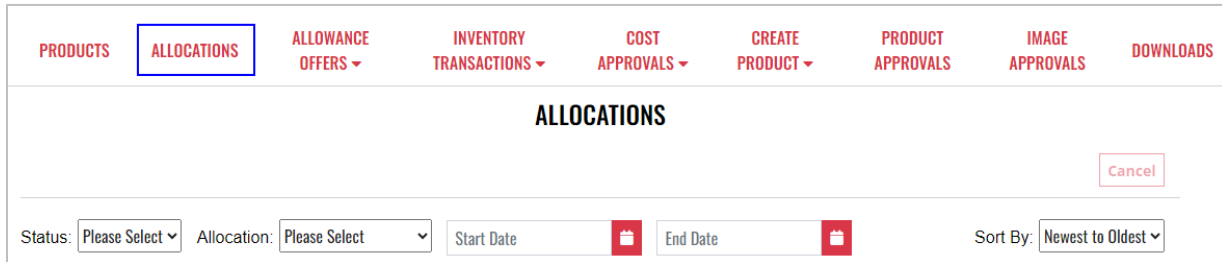
Image Size: 160x443

[Select Main Image](#)

Select Thumbnail Image

4 Allocations

To access Allocations, select Allocations from the Business Portal home page



The screenshot shows a navigation menu with the following items: PRODUCTS, ALLOCATIONS (highlighted with a blue box), ALLOWANCE OFFERS, INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the menu is a section titled "ALLOCATIONS" with a "Cancel" button. At the bottom, there are filters for Status (Please Select), Allocation (Please Select), Start Date, End Date, and Sort By (Newest to Oldest).

4.1 Create Allocation

1. To create an allocation, locate and select the desired product

The screenshot shows a navigation bar with tabs: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS, INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the navigation bar is a filters section on the left with the following options:

- FILTERS** (Clear All)
- Showing products 1 - 7 of 7
- Items per page: 25
- Sort By: Name Asc
- Product Life Cycle: Status: Restricted
- Stock Level: Show Out of Stock
- Product Status: (dropdown)
- Product Life Cycle Status: Restricted (7), Warehouse (1,020), Discontinued (383), Specialty Wine (353)

The main content area displays two product entries:

Product Image	Product Name	Inventory Status
	Glendalough Mountain Strength Poitin Product Number: 5448 Size: 750mL Status: Active	0 cases, 0 bottles in store 6 cases in warehouse
	Good Day Blueberry Soju Product Number: 7560 Size: 375mL Status: Active	0 cases, 0 bottles in store 0 cases, 0 bottles in warehouse

2. Select Create Allocation

The screenshot shows the product detail page for Glendalough Mountain Strength Poitin. The navigation bar is the same as in the previous screenshot. The product information is as follows:

- Glendalough Mountain Strength Poitin**
- Product #: 5448
- Status: Active
- Units Per Case: 6.00
- MEDIA
- 750 Match: Yes
- PRODUCT TYPE
- Size: 750mL
- Product Type: Spirits

Inventory status: 0 cases, 0 bottles in stores, 6 cases in warehouse.

Actions available:

- VIEW ALL STOCK
- EDIT
- CREATE ALLOCATION
- CREATE ALLOWANCE OFFER
- CREATE INVENTORY TRANSACTION
- UPLOAD IMAGE

3. Select the customer to receive the allocation

Option 1

a. Select the customer from the drop-down menu

FORTIUS BEVERAGE CONSULTANTS LLC	Glendalough Mountain Strength Poitin	0 cases, 0 bottles in store
FORTUNE WINE BROKERS		6 cases in warehouse
GERARD WINE COMPANY LLC		
HIGHLAND DISTRIBUTING INC		
IMPORTED GRAPE LLC THE		
JON HILDRETH		
M.S. WALKER INC		
MARTIGNETTI COMPANIES OF NH LLC		

Please Select

Unit Type * Quantity *


Start Date * End Date *

Option 2

a. Select the customer by choosing Select Customer

CREATE ALLOCATION

[← Back to Allocations](#)

	Glendalough Mountain Strength Poitin Product Number: 5448 Size: 750mL Status: Active Units / Case: 6.00	0 cases, 0 bottles in store 6 cases in warehouse
---	--	---

Group Set / Customer *

Unit Type * Quantity *

Start Date * End Date *

- b. Search for the customer in the search box, and select Select

SEARCH CUSTOMER ✕


Customer Name

@RINCHA	<input type="button" value="Select"/>
100 CLUB CONCEPTS	<input type="button" value="Select"/>
104 DINER (THE)	<input type="button" value="Select"/>
107 PIZZERIA & RESTAURANT	<input type="button" value="Select"/>

4. Complete remaining required fields and select Create Allocation

CREATE ALLOCATION

[< Back to Allocations](#)



Glendalough Mountain Strength Poitin 0 cases, 0 bottles in store
Product Number: 5448 6 cases in warehouse
Size: 750mL
Status: Active
Units / Case: 6.00

Group Set / Customer *

M.S. WALKER INC

Unit Type * Quantity *

Bottle 1

Start Date * End Date *

11/14/2023 11/23/2023

4.2 View Allocation Details

- To view allocation details, locate the desired Product Name

NOTE: To enhance search capabilities, allocations can be filtered by status, allocation, start date and end date and/or sorting by newest or oldest

ALLOCATIONS

[Cancel](#)

Status: Allocation: Start Date End Date Sort By:

- Select the Product Name

ALLOCATIONS

[Cancel](#)

Status: Allocation: Start Date End Date Sort By:


	Product Name	Quantity	Account/Group Name	Unit Of Measure	Created	Status	Submitted By
<input type="checkbox"/>	Glendalough Mountain Strength Poitin (5448)	1	JAKE'S SEAFOOD CO	Case	Nov 3, 2023	Approved	Pine State

- Allocation details display and additional actions can be taken from within the allocation details screen

ALLOCATION DETAIL

[< Back to Allocations](#)

PRODUCT DETAILS



Glendalough Mountain Strength Poitin
Product Number: 5448
Size: 750mL
Status: Active
Units / Case: 6.00

0 cases, 0 bottles in store
6 cases in warehouse

APPROVAL DETAIL

Approval Status: Approved Created: Nov 3, 2023

[Cancel](#)

ALLOCATION DETAILS

Submitted By: Pine State Start Date: Nov 3, 2023
Unit Type: Case End Date: Nov 30, 2023
Quantity: 0 cases, 0 bottles Modified Date: Nov 3, 2023
Quantity Purchased: 1 case Original Quantity: 1 case

ACCOUNT DETAILS

Code	Name	Address
1012303	JAKE'S SEAFOOD CO	

4.3 Cancel Allocation

Option 1

1. To cancel an allocation, locate and place a check mark next to the desired Product Name

ALLOCATIONS

Cancel

Status: Please Select Allocation: Please Select Start Date 📅 Sort By: Newest to Oldest

End Date 📅

Product Name	Quantity	Account/Group Name	Unit Of Measure	Created	Status	Submitted By
<input checked="" type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	M.S. WALKER INC	Bottle	Nov 9, 2023	Pending	Pine State
<input type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	JAKE'S SEAFOOD CO	Case	Nov 3, 2023	Approved	Pine State

2. Select Cancel

ALLOCATIONS

Cancel

Status: Please Select Allocation: Please Select Start Date 📅 Sort By: Newest to Oldest

End Date 📅

Product Name	Quantity	Account/Group Name	Unit Of Measure	Created	Status	Submitted By
<input checked="" type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	M.S. WALKER INC	Bottle	Nov 9, 2023	Pending	Pine State
<input type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	JAKE'S SEAFOOD CO	Case	Nov 3, 2023	Approved	Pine State

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected allocation?

Close Yes

4. Product allocation(s) updated successfully banner displays confirming action and status is updated to canceled

ALLOCATIONS

Product allocation(s) updated successfully ✕

Option 2

1. To cancel an allocation, locate and select the desired Product Name

ALLOCATIONS

[Cancel](#)

Status: Please Select Allocation: Please Select Start Date 📅 Sort By: Newest to Oldest

End Date 📅


Product Name	Quantity	Account/Group Name	Unit Of Measure	Created	Status	Submitted By
<input type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	M.S. WALKER INC	Bottle	Nov 9, 2023	Pending	Pine State
<input type="checkbox"/> Glendalough Mountain Strength Poitin (5448)	1	JAKE'S SEAFOOD CO	Case	Nov 3, 2023	Approved	Pine State

2. Select Cancel

ALLOCATION DETAIL

[< Back to Allocations](#)

PRODUCT DETAILS



Glendalough Mountain Strength Poitin
Product Number: 5448
Size: 750mL
Status: Active
Units / Case: 6.00

0 cases, 0 bottles in store
6 cases in warehouse

APPROVAL DETAIL

Approval Status: Pending **Created:** Nov 9, 2023

[Cancel](#)

3. Select Yes to confirm action

CONFIRM ✕

Do you want to cancel selected allocation?

Close Yes


- Product allocation updated successfully banner displays confirming action and status is updated to canceled

ALLOCATION DETAIL

[< Back to Allocations](#)

Product allocation updated successfully ×

PRODUCT DETAILS

	<p>Glendalough Mountain Strength Poitin</p> <p>Product Number: 5448 Size: 750mL Status: Active Units / Case: 6.00</p>	<p>0 cases, 0 bottles in store 6 cases in warehouse</p>
---	--	---

APPROVAL DETAIL

Approval Status: Canceled	Created: Nov 3, 2023
----------------------------------	-----------------------------

5 Allowance Offers

To access Allowance Offers, select Allowance Offers from the Business Portal home page

The screenshot shows the Business Portal navigation menu with the following items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS (highlighted with a blue box), INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the navigation menu is the "ALLOWANCE OFFERS" section, which includes a "Cancel" button. At the bottom of the section, there are filters for "Status" (Please Select), "Start Date" (with a calendar icon), "End Date" (with a calendar icon), and "Sort By" (Newest to Oldest).

5.1 Create Allowance Offer

1. To create an allowance offer, locate and select the desired product

The screenshot shows a web interface for product management. At the top, there are navigation tabs: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS (selected), INVENTORY TRANSACTIONS, COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the tabs is a 'FILTERS' section with a search bar and a search button. The search results show two products:

Product Name	Product Number	Size	Status	Inventory
Windsor Canadian Whiskey	125	1.75L	Active	0 cases, 0 bottles in store 0 cases, 0 bottles in warehouse
Rumhaven Coconut Rum	279	1L	Active	2 cases, 4 bottles in store 36 cases, 4 bottles in warehouse

2. Select Create Allowance Offer

The screenshot shows the product detail page for 'Rumhaven Coconut Rum'. The navigation tabs are the same as in the previous screenshot, with 'ALLOWANCE OFFERS' selected. The product details are as follows:


- Product #:** 279
- Status:** Active
- Units Per Case:** 12.00
- MEDIA:** 750 Match: Yes
- PRODUCT TYPE:** Size: 1L, Product Type: Spirits

Inventory information: 2 cases, 4 bottles in stores; 36 cases, 4 bottles in warehouse. A 'VIEW ALL STOCK' button is available. On the right side, there are several action buttons: EDIT, CREATE ALLOCATION, CREATE ALLOWANCE OFFER (highlighted in blue), CREATE INVENTORY TRANSACTION, and UPLOAD IMAGE.

3. Complete required fields and select Create Allowance

CREATE ALLOWANCE

[< Back to Allowance Offers](#)



Rumhaven Coconut Rum
Product Number: 279
Size: 1L
Status: Active
Units / Case: 12.00

2 cases, 4 bottles in store
36 cases, 4 bottles in warehouse

Allowance Offer Type * <input type="text" value="Depletion Allowance"/>	Price Group Set * <input type="text" value="Please Select"/>
Unit Type * <input type="text" value="Bottle"/>	Vendor Discount Amount * <input type="text" value="0"/>
Broker Discount Amount * <input type="text" value="0"/>	NHLC Discount Amount * <input type="text" value="0"/>
Bailment Period * <input type="text" value="Please Select"/>	
Start Date * <input type="text" value="Start Date"/>	End Date * <input type="text" value="End Date"/>

4. Action redirects user to the allowance offers page, and allowance offer will either be automatically approved and displayed in an approved status or will require NHLC review and will display in a pending status.

ALLOWANCE OFFERS

Status: Start Date End Date Sort By:

Product Name	Unit Of Measure	Allowance Offer Type	Price Group Set	Created	Status	Submitted By
<input type="checkbox"/> Rumhaven Coconut Rum (279)	Bottle	Depletion Allowance		Nov 8, 2023	Approved	Pine State
<input type="checkbox"/> Allegro Cellars Moscato (31573)	Bottle	Depletion Allowance		Nov 8, 2023	Pending	Pine State

5.2 View Allowance Offer Details

1. To view allowance offer details, locate the desired Product Name

NOTE: To enhance search capabilities, allowance offers can be filtered by status, start date and end date and/or sorting by newest or oldest

ALLOWANCE OFFERS

[Cancel](#)

Status: Please Select Start Date End Date Sort By: Newest to Oldest

2. Select the Product Name

ALLOWANCE OFFERS

[Cancel](#)

Status: Please Select Start Date End Date Sort By: Newest to Oldest


	Product Name	Unit Of Measure	Allowance Offer Type	Price Group Set	Created	Status	Submitted By
<input type="checkbox"/>	2 Copas Brut Rose Sparkling (37696)	Bottle	Depletion Allowance		Nov 6, 2023	Approved	Pine State
<input type="checkbox"/>	Barefoot Cellars Sangria (27004)	Case	Depletion Allowance		Nov 6, 2023	Approved	Pine State

3. Allowance offer details display

ALLOWANCE DETAIL

[< Back to Allowance Offers](#)

PRODUCT DETAILS



2 Copas Brut Rose Sparkling

Product Number: 37696
Size: 750mL
Status: Active
Units / Case: 12.00

0 cases, 0 bottles in store
0 cases, 0 bottles in warehouse

APPROVAL DETAIL

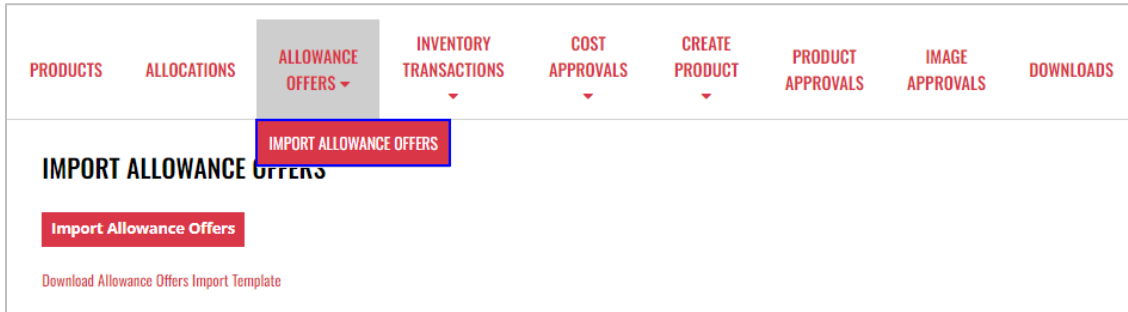
Approval Status: Approved **Created:** Nov 6, 2023

ALLOWANCE DETAILS

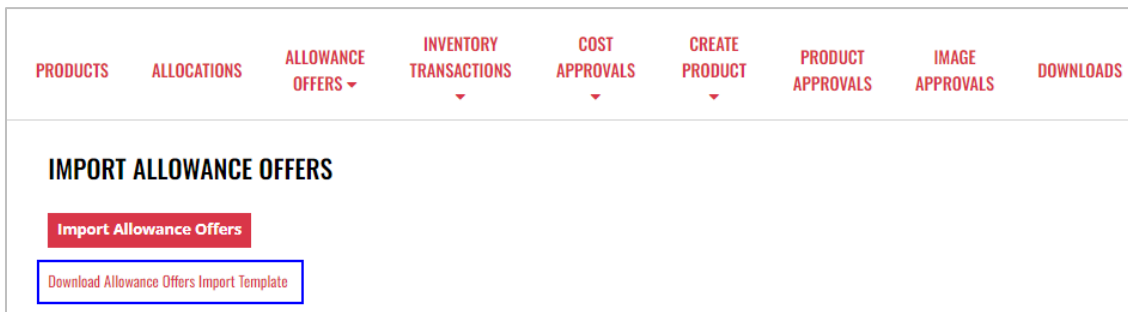
Submitted By: Pine State **Start Date:** Jan 1, 2024

5.3 Allowance Offers Import Template

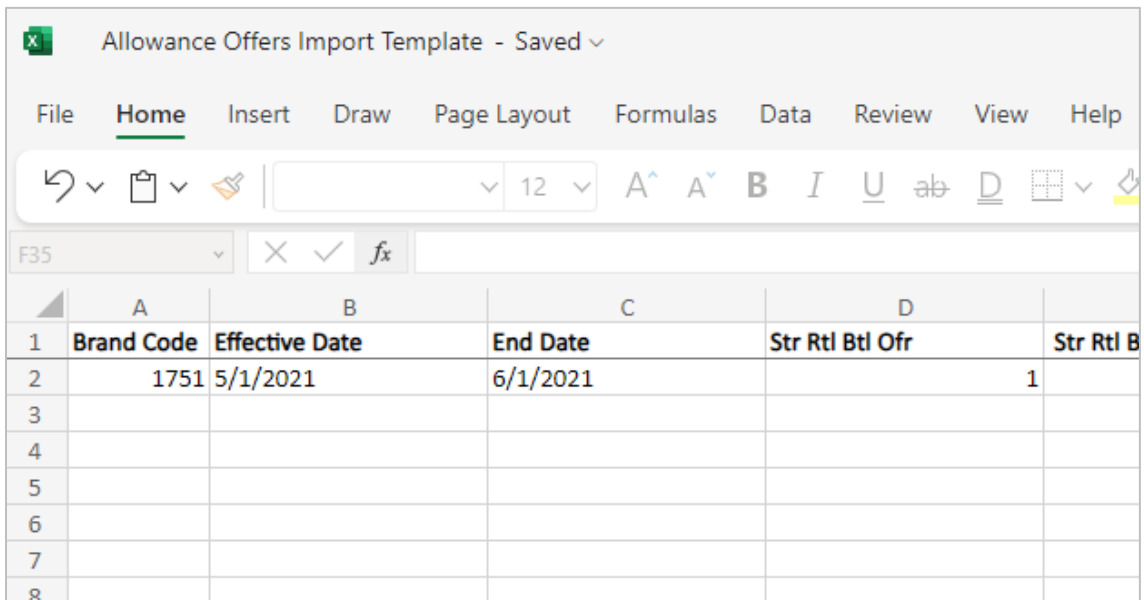
1. To download a compatible allowance offers import template, select Import Allowance Offers from the Allowance Offers dropdown menu



2. Select Download Allowance Offers Import Template

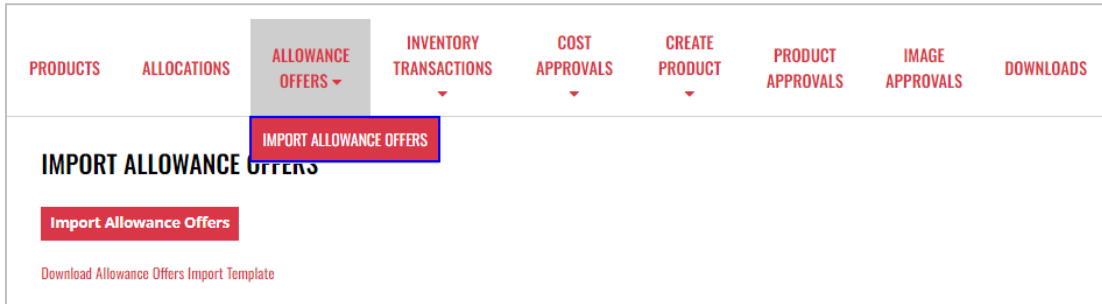


3. Allowance offers import template can now be saved on your computer, edited, and uploaded

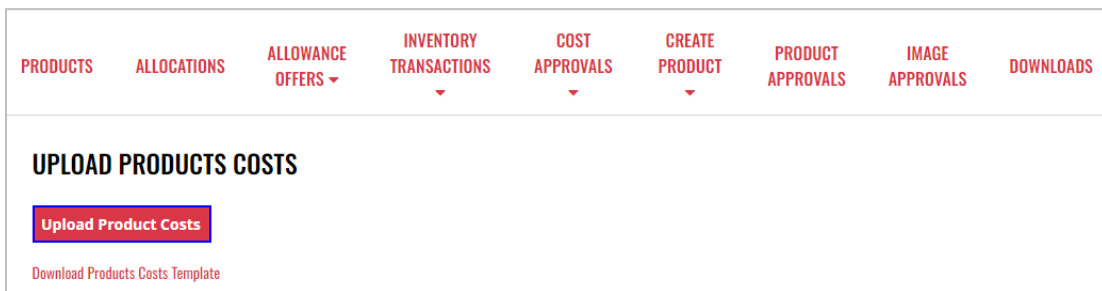


5.4 Import Allowance Offers

1. To upload allowance offers, select Import Allowance Offers from the Allowance Offers dropdown menu



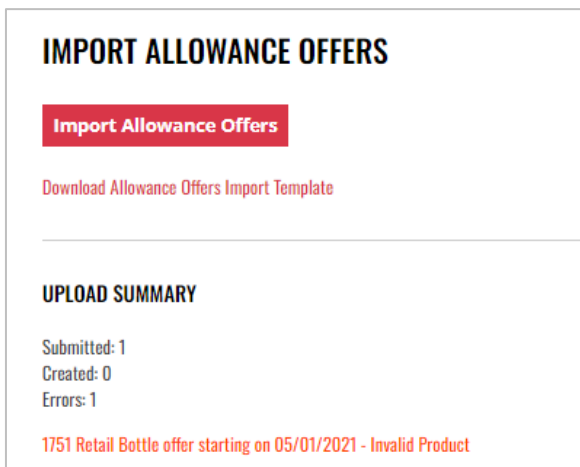
2. Select Import Allowance Offers



3. Select Excel file from your computer

NOTE: An allowance offers template is available for download (refer to [Section 3.3 Allowance Offers Import Template](#))

4. Upload Summary displays with the number of allowance offers submitted, created and errors. If applicable, error reasons will display for each product by brand code.



5.5 Cancel Pending Allowance Offer

Option 1

1. To cancel a pending allowance offer, locate and place a check mark next to the desired Product Name

ALLOWANCE OFFERS

Cancel

Status: Please Select Start Date 📅 End Date 📅 Sort By: Newest to Oldest

Product Name	Unit Of Measure	Allowance Offer Type	Price Group Set	Created	Status	Submitted By
<input checked="" type="checkbox"/> Allegro Cellars Moscato (31573)	Bottle	Depletion Allowance		Nov 8, 2023	Pending	Pine State
<input type="checkbox"/> Rumhaven Coconut Rum (279)	Bottle	Depletion Allowance		Nov 8, 2023	Approved	Pine State

2. Select Cancel

ALLOWANCE OFFERS

Cancel

Status: Please Select Start Date 📅 End Date 📅 Sort By: Newest to Oldest

Product Name	Unit Of Measure	Allowance Offer Type	Price Group Set	Created	Status	Submitted By
<input checked="" type="checkbox"/> Allegro Cellars Moscato (31573)	Bottle	Depletion Allowance		Nov 8, 2023	Pending	Pine State
<input type="checkbox"/> Rumhaven Coconut Rum (279)	Bottle	Depletion Allowance		Nov 8, 2023	Approved	Pine State

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected allowance?

Close Yes

4. Allowance offer(s) updated successfully banner displays confirming action and approval status is updated to canceled

ALLOWANCE OFFERS

Allowance offer(s) updated successfully ✕

Option 2

1. To cancel a pending allowance offer, locate and select Product Name


ALLOWANCE OFFERS						
						Cancel
Status:	<input type="text" value="Please Select"/>	Start Date	<input type="text" value=""/>	End Date	<input type="text" value=""/>	Sort By: <input type="text" value="Newest to Oldest"/>
Product Name	Unit Of Measure	Allowance Offer Type	Price Group Set	Created	Status	Submitted By
<input type="checkbox"/> Allegro Cellars Moscato (31573)	Bottle	Depletion Allowance		Nov 8, 2023	Pending	Pine State
<input type="checkbox"/> Rumhaven Coconut Rum (279)	Bottle	Depletion Allowance		Nov 8, 2023	Approved	Pine State

2. Select Cancel

ALLOWANCE DETAIL

[< Back to Allowance Offers](#)

PRODUCT DETAILS



Allegro Cellars Moscato
Product Number: 31573
Size: 750mL
Status: Active
Units / Case: 12.00

14 cases, 3 bottles
in store
3 cases in
warehouse

APPROVAL DETAIL

Approval Status: Pending **Created:** Nov 8, 2023

[Cancel](#)

3. Select Yes to confirm the action

CONFIRM

Do you want to cancel selected allowance?

[Close](#) [Yes](#)


4. Allowance offer(s) updated successfully banner displays confirming action and approval status is updated to canceled

ALLOWANCE DETAIL

[< Back to Allowance Offers](#)

Product allowance updated successfully ×

PRODUCT DETAILS



Product Number:
Size: Not Available
Status:
Units / Case: Not Applicable

APPROVAL DETAIL

Approval Status: Canceled **Created:** Nov 9, 2023

6 Inventory Transactions

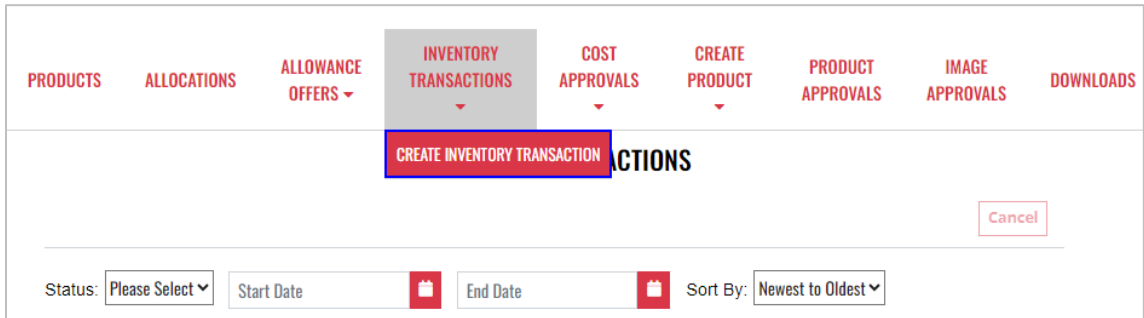
To access Inventory Transactions, select Inventory Transactions from the Business Portal home page

The screenshot shows a navigation menu with the following items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS (with a dropdown arrow), INVENTORY TRANSACTIONS (highlighted with a blue box and a dropdown arrow), COST APPROVALS (with a dropdown arrow), CREATE PRODUCT (with a dropdown arrow), PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the menu is a header for 'INVENTORY TRANSACTIONS' and a 'Cancel' button. At the bottom, there are filters for 'Status' (Please Select), 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), and 'Sort By' (Newest to Oldest).

6.1 Create Inventory Transaction

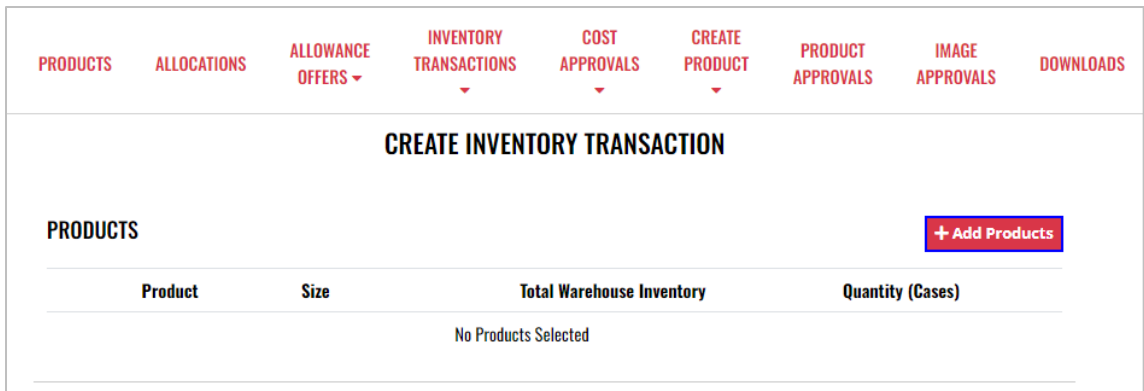
Option 1

1. To create an inventory transaction, select Create Inventory Transaction from the Inventory Transaction dropdown menu



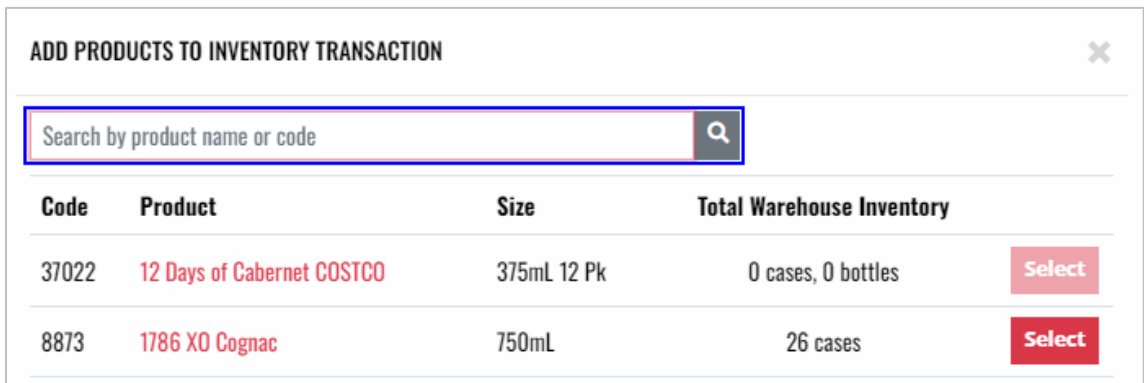
The screenshot shows a navigation menu with the following items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS, INVENTORY TRANSACTIONS (highlighted), COST APPROVALS, CREATE PRODUCT, PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the menu is a 'CREATE INVENTORY TRANSACTION' button, a 'Cancel' button, and a filter section with 'Status: Please Select', 'Start Date', 'End Date', and 'Sort By: Newest to Oldest'.

2. Select +Add Products



The screenshot shows the 'CREATE INVENTORY TRANSACTION' page. At the top, the navigation menu is visible. Below it, the page title 'CREATE INVENTORY TRANSACTION' is centered. Underneath, there is a 'PRODUCTS' section with a '+ Add Products' button highlighted. Below this is a table with the following columns: Product, Size, Total Warehouse Inventory, and Quantity (Cases). The table currently contains the text 'No Products Selected'.

3. Locate the desired product by searching by product name or code



The screenshot shows a search modal titled 'ADD PRODUCTS TO INVENTORY TRANSACTION'. It features a search input field with the placeholder text 'Search by product name or code' and a search icon. Below the search field is a table with the following columns: Code, Product, Size, Total Warehouse Inventory, and a 'Select' button. The table contains two rows of data:

Code	Product	Size	Total Warehouse Inventory	Select
37022	12 Days of Cabernet COSTCO	375mL 12 Pk	0 cases, 0 bottles	Select
8873	1786 XO Cognac	750mL	26 cases	Select

4. Select the desired product

ADD PRODUCTS TO INVENTORY TRANSACTION ✕

Search by product name or code

Code	Product	Size	Total Warehouse Inventory	
37022	12 Days of Cabernet COSTCO	375mL 12 Pk	0 cases, 0 bottles	<input type="button" value="Select"/>
8873	1786 XO Cognac	750mL	26 cases	<input type="button" value="Select"/>

5. Complete required Transfer Address fields and select Create Inventory Transaction

TRANSFER ADDRESS

Country *

Mail to Name *

Street Address *

Address 2

City *

State *

Zip Code *

Phone Number

Carrier *

Comment

Option 2

1. To create an inventory transaction, locate and select the desired product



PRODUCTS ALLOCATIONS ALLOWANCE OFFERS INVENTORY TRANSACTIONS COST APPROVALS CREATE PRODUCT PRODUCT APPROVALS IMAGE APPROVALS DOWNLOADS

FILTERS Showing products 1 - 25 of 2431 Items per page: 25 Sort By: SKU Asc


Stock Level
 Show Out of Stock Search...

Product Status
 Active
 Inactive
 Delisted
 Suspended
 Restricted
 Limited
 Limited Release

Product Life Cycle Status
 Warehouse (1,020)

	Windsor Canadian Whiskey Product Number: 125 Size: 1.75L Status: Active	0 cases, 0 bottles in store 0 cases, 0 bottles in warehouse
	Rumhaven Coconut Rum Product Number: 279 Size: 1L Status: Active	2 cases, 4 bottles in store 36 cases, 4 bottles in warehouse

2. Select Create Inventory Transaction

	Rumhaven Coconut Rum Product #: 279 Status: Active Units Per Case: 12.00 MEDIA 750 Match: Yes PRODUCT TYPE Size: 1L Product Type: Spirits	2 cases, 4 bottles in stores 36 cases, 4 bottles in warehouse VIEW ALL STOCK EDIT CREATE ALLOCATION CREATE ALLOWANCE OFFER CREATE INVENTORY TRANSACTION UPLOAD IMAGE
--	--	---

3. Complete required Transfer Address fields and select Create Inventory Transaction

TRANSFER ADDRESS

Country *

Mail to Name *

Street Address *

Address 2

City *

State *

Zip Code *

Phone Number

Carrier *

Comment

Create Inventory Transaction

6.2 View Inventory Transaction Details

1. To view inventory transaction details, locate the desired inventory transaction

NOTE: To enhance search capabilities, inventory transactions can be filtered by status, start date and end date and/or sorting by newest or oldest

INVENTORY TRANSACTIONS

[Cancel](#)

Status: Please Select Start Date End Date Sort By: Newest to Oldest

2. Select View Details

INVENTORY TRANSACTIONS

[Cancel](#)

Status: Please Select Start Date End Date Sort By: Newest to Oldest

Code	Transaction Type	Quantity	Created	Status	Submitted By
<input type="checkbox"/> B00000086	Out Of State	1	Nov 8, 2023	Pending	Pine State (PINE STATE TRADING CO)

[View Details](#)

3. Inventory transaction details display and additional actions can be taken from within the inventory transaction detail screen

INVENTORY TRANSACTION DETAIL

[< Back to Inventory Transactions](#)

APPROVAL DETAIL

Approval Status: Pending **Created:** Nov 8, 2023

[Cancel](#)

TRANSACTION DETAILS

Submitted By: Pine State (PINE STATE TRADING CO)	Modified Date: Nov 8, 2023
Transaction Type: Out Of State	Order Sub Total: \$0.00
Order Id: B00000086	Total Discount: \$0.00
Order Status: N/A	Order Total: \$0.00

6.3 Cancel Pending Inventory Transaction

Option 1

1. To cancel an inventory transaction, locate and place a check mark next to the desired inventory transaction

INVENTORY TRANSACTIONS

[Cancel](#)

Status: Start Date End Date Sort By:

Code	Transaction Type	Quantity	Created	Status	Submitted By	
<input checked="" type="checkbox"/> B00000087	Out Of State	1	Nov 9, 2023	Pending	Pine State (PINE STATE TRADING CO)	View Details

2. Select Cancel

INVENTORY TRANSACTIONS

[Cancel](#)

Status: Start Date End Date Sort By:

Code	Transaction Type	Quantity	Created	Status	Submitted By	
<input checked="" type="checkbox"/> B00000087	Out Of State	1	Nov 9, 2023	Pending	Pine State (PINE STATE TRADING CO)	View Details

3. Select Yes to confirm action

CONFIRM ✕

Do you want to cancel selected inventory transfer?

4. Inventory transfer updated successfully banner displays and approval status is updated to canceled

INVENTORY TRANSACTIONS

Inventory transfer(s) updated successfully ✕

Option 2

1. To cancel an inventory transaction, locate and select the desired inventory transaction

INVENTORY TRANSACTIONS						
						Cancel
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	Sort By:	<input type="text" value="Newest to Oldest"/>	
Code	Transaction Type	Quantity	Created	Status	Submitted By	
<input type="checkbox"/> B00000086	Out Of State	1	Nov 8, 2023	Pending	Pine State (PINE STATE TRADING CO)	View Details

2. Select Cancel

INVENTORY TRANSACTION DETAIL

[< Back to Inventory Transactions](#)

APPROVAL DETAIL

Approval Status: Pending **Created:** Nov 8, 2023

[Cancel](#)

3. Select Yes to confirm action

CONFIRM

Do you want to cancel selected inventory transfer?

[Close](#) [Yes](#)

4. Product inventory transfer updated successfully banner displays confirming action and approval status is updated to canceled

INVENTORY TRANSACTION DETAIL

[< Back to Inventory Transactions](#)

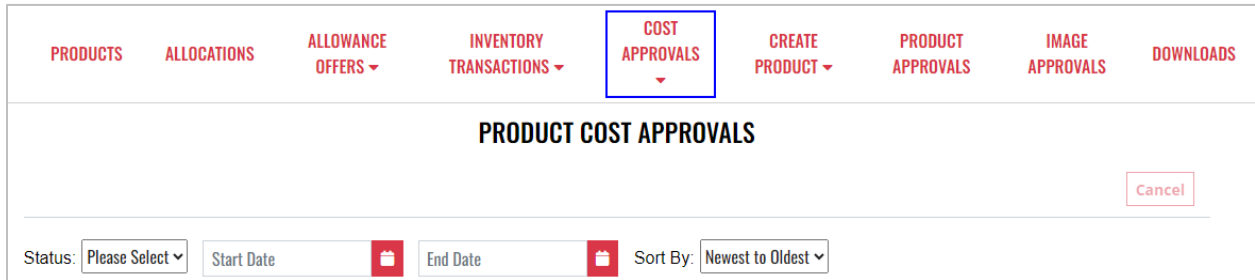
Product inventory transfer updated successfully

APPROVAL DETAIL

Approval Status: Canceled **Created:** Nov 8, 2023

7 Cost Approvals

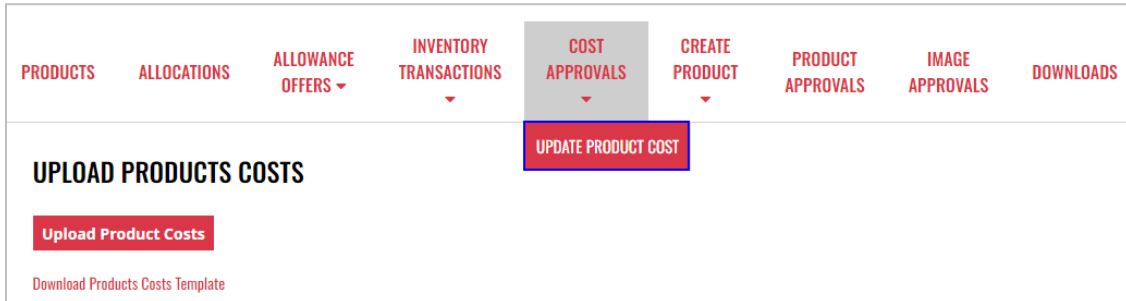
To access Cost Approvals, select Cost Approvals from the Business Portal home page



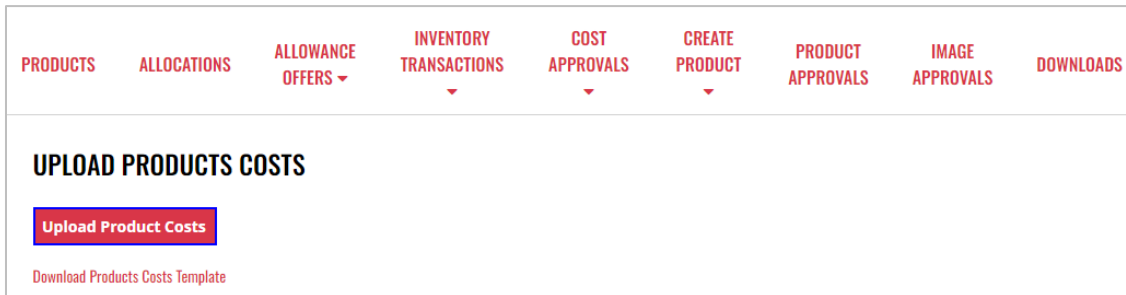
The screenshot shows a navigation menu with the following items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS (with a dropdown arrow), INVENTORY TRANSACTIONS (with a dropdown arrow), COST APPROVALS (highlighted with a blue box and a dropdown arrow), CREATE PRODUCT (with a dropdown arrow), PRODUCT APPROVALS, IMAGE APPROVALS, and DOWNLOADS. Below the menu is a section titled "PRODUCT COST APPROVALS" with a "Cancel" button on the right. At the bottom, there are filters for "Status: Please Select", "Start Date" (with a calendar icon), "End Date" (with a calendar icon), and "Sort By: Newest to Oldest".

7.1 Upload Products Costs

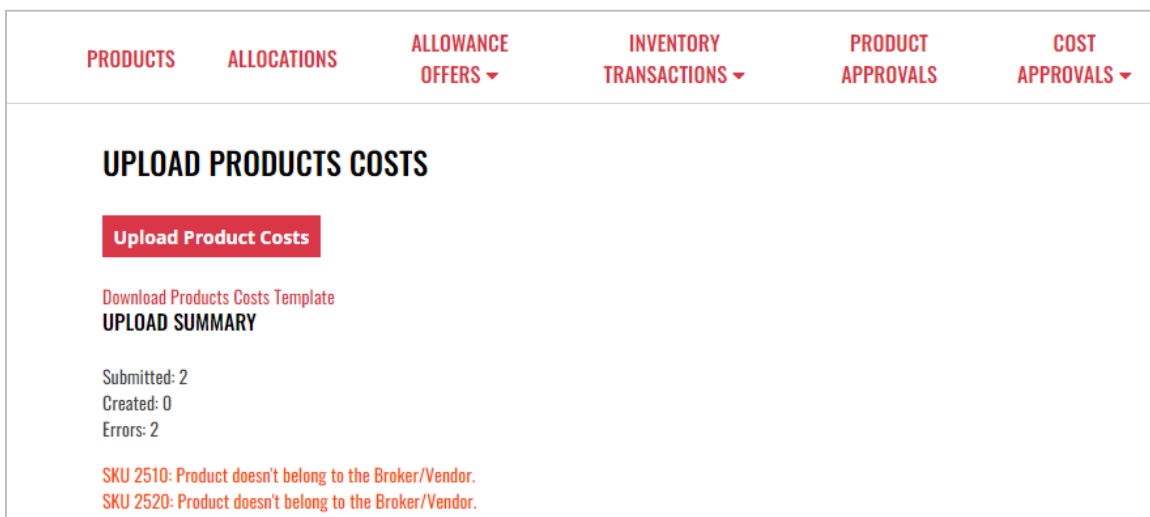
1. To upload product costs, select Update Product Cost from the Cost Approval dropdown menu



2. Select Upload Product Costs



3. Select Excel file from your computer
4. Upload Summary displays with number of products submitted, created and errors. If applicable, error reasons will display for each product by SKU.



7.2 View Product Cost Approval Details

1. To view product cost approval details, locate the desired Product Name

NOTE: To enhance search capabilities, product approvals can be filtered by status, start date and end date and/or sorting by newest or oldest

PRODUCT COST APPROVALS

[Cancel](#)

Status: Please Select | Start Date 📅 | End Date 📅 | Sort By: Newest to Oldest

2. Select the Product Name

PRODUCT COST APPROVALS

[Cancel](#)

Status: Please Select | Start Date 📅 | End Date 📅 | Sort By: Newest to Oldest


Product Name	Actions	Start Date	End Date	Created	Status	Submitted By
<input type="checkbox"/> Apothic Crush (23273)	Edit	Jan 1, 2024	Dec 31, 2154	Oct 31, 2023	Approved	Pine State
<input type="checkbox"/> Estancia Meritage Red (24453)	Edit	Jan 1, 2024	Dec 31, 2154	Oct 31, 2023	Approved	Pine State
<input type="checkbox"/> Game Box Red Blend (36887)	Edit	Jan 1, 2024	Dec 31, 2154	Oct 31, 2023	Approved	Pine State

3. Product cost approval details display

PRODUCT COST APPROVAL DETAIL

[< Back to Product Cost Approvals](#)

PRODUCT DETAILS



Apothic Crush
Product Number: 23273
Size: 750mL
Status: Active
Units / Case: 12.00

423 cases, 10 bottles in store
530 cases, 1 bottle in warehouse

APPROVAL DETAIL

Approval Status: Approved **Created:** Oct 31, 2023

UPDATE/CREATE DETAILS

Submitted By: Pine State	Modified Date: Oct 31, 2023
Current Cost: \$115.98	New Cost: \$151.89
Start Date: Jan 1, 2024	End Date: Dec 31, 2154

7.3 Edit and Resubmit Rejected Cost Approvals

1. Select Product Name

PRODUCT COST APPROVALS

[Cancel](#)

Status: Rejected Start Date End Date Sort By: Newest to Oldest


Product Name	Actions	Start Date	End Date	Created	Status	Submitted By
<input type="checkbox"/> Bread & Butter Cabernet Sauvignon (30960)	Edit	Jan 1, 2024	Dec 31, 2154	Oct 31, 2023	Rejected	Pine State

2. NHLC rejection reason will display in the Comment. To edit and resubmit cost approval, select Edit

PRODUCT COST APPROVAL DETAIL

[Back to Product Cost Approvals](#)

PRODUCT DETAILS



Bread & Butter Cabernet Sauvignon
Product Number: 30960
Size: 750mL
Status: Active
Units / Case: 12.00

368 cases, 10 bottles in store
917 cases in warehouse

APPROVAL DETAIL

Approval Status: Rejected Created: Oct 31, 2023


Comment:

[Edit](#)

3. Update applicable fields and select Submit Cost

UPDATE PRODUCT COST

[Back to Cost Approval Detail](#)



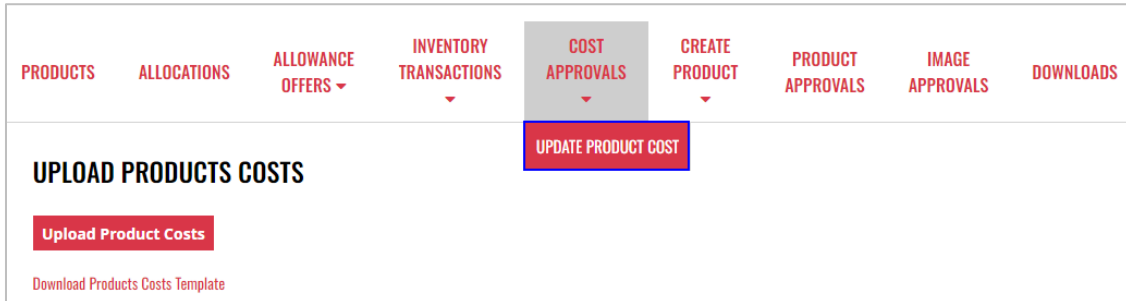
Product Number:
Size: Not Available
Status:
Units / Case: Not Applicable

Current Cost	New Cost *
<input type="text" value="140.61"/>	<input type="text" value="0"/>
Start Date *	
<input type="text" value="Select a Start Date"/>	

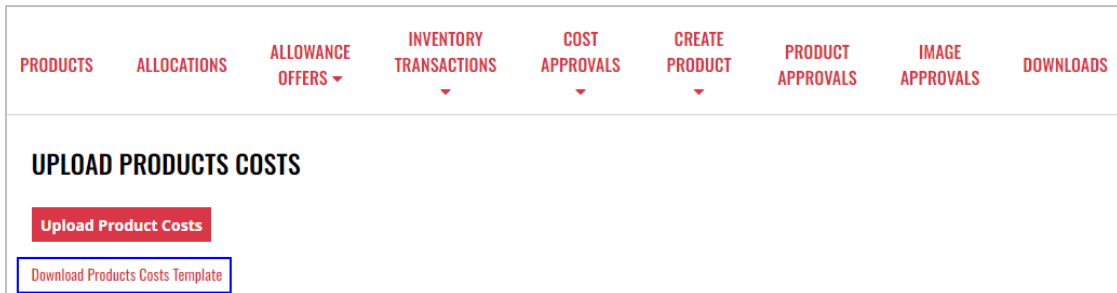
[Submit Cost](#)

7.4 Products Costs Template

1. A compatible sample Excel products costs template is available for download. Select Update Product Cost from the Cost Approval dropdown menu



2. Select Download Products Costs Template



3. Sample products costs template can now be saved on your computer, edited, and uploaded

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	SKU	Cost	Start Date
2	2510	25.89	6/27/2022
3	2520	22.35	6/27/2022
4			
5			

7.5 Cancel Pending Product Cost Approval

Option 1

1. To cancel a pending product cost approval, locate and place a check mark next to the desired Product Name

PRODUCT COST APPROVALS

[Cancel](#)

Status: Start Date End Date Sort By:

Product Name	Actions	Start Date	End Date	Created	Status	Submitted By
<input checked="" type="checkbox"/> 24 Days of Wine (37079)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State
<input type="checkbox"/> 2 Copas Sauvignon Blanc (19068)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State

2. Select Cancel

PRODUCT COST APPROVALS

[Cancel](#)

Status: Start Date End Date Sort By:

Product Name	Actions	Start Date	End Date	Created	Status	Submitted By
<input checked="" type="checkbox"/> 24 Days of Wine (37079)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State
<input type="checkbox"/> 2 Copas Sauvignon Blanc (19068)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected product?

4. Cost approval(s) updated successfully banner displays confirming action and status is updated to canceled

PRODUCT COST APPROVALS

Cost approval(s) updated successfully ✕

Option 2

1. To cancel a pending product cost approval, locate and select Product Name


PRODUCT COST APPROVALS							
							Cancel
Status:	<input type="text" value="Please Select"/>	Start Date	<input type="text" value=""/>	End Date	<input type="text" value=""/>	Sort By:	<input type="text" value="Newest to Oldest"/>
Product Name	Actions	Start Date	End Date	Created	Status	Submitted By	
<input type="checkbox"/> 24 Days of Wine (37079)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State	
<input type="checkbox"/> 2 Copas Sauvignon Blanc (19068)	Edit	Feb 5, 2024	Dec 31, 2154	Nov 9, 2023	Pending NHLC	Pine State	

2. Select Cancel

PRODUCT COST APPROVAL DETAIL

[< Back to Product Cost Approvals](#)

PRODUCT DETAILS



24 Days of Wine
Product Number: 37079
Size: 187ml 24pk
Status: Active
Units / Case: 4.00

0 cases, 0 bottles in store
0 cases, 0 bottles in warehouse

APPROVAL DETAIL

Approval Status: Pending NHLC **Created:** Nov 9, 2023

[Cancel](#)

3. Select Yes to confirm the action

CONFIRM

Do you want to cancel selected product?

[Close](#) [Yes](#)

8 Create Product

8.1 Create New Product

1. To create a new product, select Create Product from the Business Portal home page



2. Enter product information and select Next

Required Product Information

- Product Name
- Size
- Retail Product Category
- Product Type
- Product Class
- Brand
- Business
- Vendor
- Cases per Pallet
- Units per Case
- Bottles per Sleeve
- Image

NOTE: Please add all product information available to ensure a quick review from NHLC

A screenshot of the 'CREATE PRODUCT' form. The form title is 'CREATE PRODUCT'. The form contains the following fields: Product Name *, Size *, Retail Product Category *, Product Type *, Product Class *, UPC, Brand *, Broker *, and Vendor *. A blue box highlights the input fields for Size, Retail Product Category, Product Type, Product Class, and Broker. The Retail Product Category field has a red 'Select' button next to it. The Size, Product Type, Product Class, and Broker fields have a 'Please Select' dropdown menu. The UPC, Brand, and Vendor fields are text input boxes.

3. Enter Total Invoice Cost, and select Start Date and End Date

CREATE PRODUCT

Enter Total Invoice Cost and select dates to get price

SKU *	128787
Total Invoice Cost *	
Start Date *	Start Date
End Date *	End Date

BackSubmit

4. Price displays and will automatically recalculate if Total Invoice Cost, Start Date or End Date are changed. To submit the new product to NHLC for approval, select Submit

CREATE PRODUCT

Enter Total Invoice Cost and select dates to get price

SKU *	128787
Total Invoice Cost *	252
Start Date *	2023-11-08
End Date *	2023-11-23

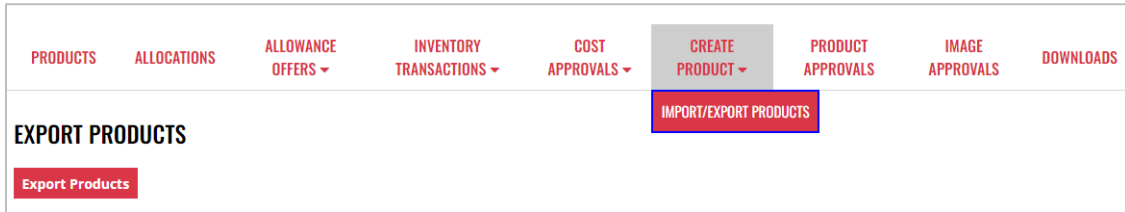
Unit	Amount
CS	\$353.96
EA	\$88.49

BackSubmit

NOTE: The NHLC will review new product submission for approval. The status of product approvals can be viewed in Product Approvals (refer to Section 7.1 View Product Approval Details)

8.2 Export Product List

1. To create an Excel file of all products, select Import/Export Products from the Create Product dropdown menu



2. Select Export Products





3. Retrieve Excel file from your computer's file download center
Product Details Displayed on Excel File

- Product Name
- SKU
- UPC
- Product Type
- Product Status
- Brand
- Proof
- Alcohol Percentage
- Size
- Units per Case
- Vintage
- Flavored
- Flavor Name
- Container Type
- Sub Pack Quantity
- Certification
- Cases per Pallet
- Weight per Case
- Raw Materials
- Weight
- Litreage
- Product Type1
- Sub Type
- Style
- Country
- State
- Appellation
- Supplier
- Parent Producer Name
- Producer Name
- Producer Description
- Description

9 Product Approvals

To access Product Approvals, select Product Approvals from the Business Portal home page

PRODUCTS	ALLOCATIONS	ALLOWANCE OFFERS ▼	INVENTORY TRANSACTIONS ▼	COST APPROVALS ▼	CREATE PRODUCT ▼	PRODUCT APPROVALS	IMAGE APPROVALS	DOWNLOADS
PRODUCT APPROVALS								
Cancel								
Status:	<input type="text" value="Please Select ▼"/>	<input type="text" value="Start Date"/>		<input type="text" value="End Date"/>		Sort By:	<input type="text" value="Newest to Oldest ▼"/>	

9.1 View Product Approval Details

1. To view product approval details, locate the desired Product Name

NOTE: To enhance search capabilities, product approvals can be filtered by status, start date and end date and/or sorting by newest or oldest

PRODUCT APPROVALS

[Cancel](#)

Status: Please Select Start Date 📅 End Date 📅 Sort By: Newest to Oldest

2. Select the Product Name

PRODUCT APPROVALS

[Cancel](#)

Status: Please Select Start Date 📅 End Date 📅 Sort By: Newest to Oldest


	Product Name	Actions	Created	Status	Submitted By
<input type="checkbox"/>	Long Week Whiskey (131453)	Create	Nov 3, 2023	Approved	Eric Gallo
<input type="checkbox"/>	Danielle's Double Chocolate (131450)	Create	Nov 3, 2023	Rejected	Eric Gallo
<input type="checkbox"/>	Copper & Tod White Blend (131449)	Create	Nov 3, 2023	Rejected	Pine State
<input type="checkbox"/>	Buffalo Trace Coffee (131448)	Create	Nov 3, 2023	Rejected	Pine State

3. Product approval details display

PRODUCT APPROVAL DETAIL

[< Back to Product Approvals](#)

PRODUCT DETAILS



Long Week Whiskey
Product Number: 131453
Size: 750mL
Status:
Units / Case: 12

0 in store
0 in warehouse

APPROVAL DETAIL

Approval Status: Approved Created: Nov 3, 2023

UPDATE/CREATE DETAILS

Submitted By: Eric Gallo Modified Date: Nov 3, 2023

9.2 Cancel Pending Product Approval

Option 1

1. To cancel a pending product approval, locate and place a check mark next to the desired Product Name

PRODUCT APPROVALS				
				Cancel
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	Sort By: <input type="text" value="Newest to Oldest"/>
Product Name	Actions	Created	Status	Submitted By
<input type="checkbox"/> Brand New Corkscrew (128794)	Create	Nov 13, 2023	Approved	Pine State
<input checked="" type="checkbox"/> 2 Copas Spain Red (18382)	Edit	Nov 9, 2023	Pending NHLC	Pine State

2. Select Cancel

PRODUCT APPROVALS				
				Cancel
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>	Sort By: <input type="text" value="Newest to Oldest"/>
Product Name	Actions	Created	Status	Submitted By
<input type="checkbox"/> Brand New Corkscrew (128794)	Create	Nov 13, 2023	Approved	Pine State
<input checked="" type="checkbox"/> 2 Copas Spain Red (18382)	Edit	Nov 9, 2023	Pending NHLC	Pine State

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected product?

Option 2

1. To cancel a pending product approval, locate and select Product Name

PRODUCT APPROVALS

Cancel

Status: Please Select Start Date 📅 Sort By: Newest to Oldest

End Date 📅


Product Name	Actions	Created	Status	Submitted By
<input type="checkbox"/> Brand New Corkscrew (128794)	Create	Nov 13, 2023	Approved	Pine State
<input checked="" type="checkbox"/> 2 Copas Spain Red (18382)	Edit	Nov 9, 2023	Pending NHLC	Pine State

2. Select Cancel

PRODUCT APPROVAL DETAIL

[< Back to Product Approvals](#)

PRODUCT DETAILS



2 Copas Spain Red

Product Number: 18382
Size: 750mL
Status: Active
Units / Case: 12.00

2 in store
0 in warehouse

APPROVAL DETAIL

Approval Status: Pending NHLC **Created:** Nov 9, 2023

Cancel

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected product?

CloseYes

10 Image Approvals

To access Image Approvals, select Image Approvals from the Business Portal home page

The screenshot shows the Business Portal navigation menu with the following items: PRODUCTS, ALLOCATIONS, ALLOWANCE OFFERS (with a dropdown arrow), INVENTORY TRANSACTIONS (with a dropdown arrow), COST APPROVALS (with a dropdown arrow), CREATE PRODUCT (with a dropdown arrow), PRODUCT APPROVALS, IMAGE APPROVALS (highlighted with a blue box), and DOWNLOADS. Below the navigation menu, the page header for 'IMAGE APPROVALS' is displayed. It includes three buttons: 'Approve', 'Reject', and 'Cancel'. At the bottom of the header, there are filters: 'Status: Please Select' (with a dropdown arrow), 'Start Date' (with a calendar icon), 'End Date' (with a calendar icon), and 'Sort By: Newest to Oldest' (with a dropdown arrow).

10.1 View Image Approval Details

- To view image approval details, locate the desired Product Name

NOTE: To enhance search capabilities, image approvals can be filtered by status, start date and end date and/or sorting by newest or oldest

IMAGE APPROVALS

Status:
 Start Date:
 End Date:
 Sort By:

- Select the Product Name

IMAGE APPROVALS

Status:
 Start Date:
 End Date:
 Sort By:

Product Name	Created	Media	Status	Submitted By
<input type="checkbox"/> Rumhaven Coconut Rum (242155414661510)	Nov 8, 2023	Product Image	Pending NHLC	Pine State

- Image approval details display and additional actions can be taken within the image approval screen

IMAGE APPROVAL DETAIL

[< Back to Image Approvals](#)

PRODUCT DETAILS



Rumhaven Coconut Rum
 Product Number: 279
 Size: 1L
 Status: Active
 Units / Case: 12.00

2 cases, 4 bottles in store
 36 cases, 4 bottles in warehouse

APPROVAL DETAIL

Approval Status: Pending NHLC **Created:** Nov 8, 2023

10.2 Cancel Pending Image Approval

Option 1

1. To cancel a pending image approval, locate and place a check mark next to the desired Product Name

IMAGE APPROVALS

Approve Reject Cancel

Status: Start Date End Date Sort By:

Product Name	Created	Media	Status	Submitted By
<input checked="" type="checkbox"/> Rumhaven Coconut Rum (242155414661510)	Nov 8, 2023	Product Image	Pending NHLC	Pine State

2. Select Cancel

IMAGE APPROVALS

Approve Reject Cancel

Status: Start Date End Date Sort By:

Product Name	Created	Media	Status	Submitted By
<input checked="" type="checkbox"/> Rumhaven Coconut Rum (242155414661510)	Nov 8, 2023	Product Image	Pending NHLC	Pine State

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected image?

Close Yes

Option 2

1. To cancel a pending image approval, locate and select Product Name

IMAGE APPROVALS

Approve Reject Cancel

Status: Please Select Start Date 📅 End Date 📅 Sort By: Newest to Oldest

Product Name	Created	Media	Status	Submitted By
<input type="checkbox"/> Rumhaven Coconut Rum (242155414661510)	Nov 8, 2023	Product Image	Pending NHLC	Pine State

2. Select Cancel

IMAGE APPROVAL DETAIL

[< Back to Image Approvals](#)

PRODUCT DETAILS



Rumhaven Coconut Rum

Product Number: 279
Size: 1L
Status: Active
Units / Case: 12.00

2 cases, 4 bottles in
store
36 cases, 4 bottles
in warehouse

APPROVAL DETAIL

Approval Status: Pending NHLC **Created:** Nov 8, 2023

Cancel

3. Select Yes to confirm the action

CONFIRM ✕

Do you want to cancel selected image?

Close Yes

4. Image approval(s) updated successfully banner displays confirming action and status is updated to canceled

IMAGE APPROVALS

Image approval(s) updated successfully ✕