

**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**  
**New Item Form**

Vendor Number \_\_\_\_\_ Vendor Name \_\_\_\_\_ Utah Representative \_\_\_\_\_ PO # \_\_\_\_\_  
 Phone \_\_\_\_\_ FOB Point \_\_\_\_\_ Carrier \_\_\_\_\_  
 Fax \_\_\_\_\_ Shipping Point \_\_\_\_\_

**ITEM #1**

**NOTE: Attach a color copy of the labels ( front and back ) for each item**

NABCA Code	Primary Class Code	Secondary Class Code	Percent Alcohol	Size (ML)	Case Pack	Description
1	2	3	4	5	6	7

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Small Winery (Y/N)	FOB Case Price	Freight Rate (per 100 lbs)	Case Weight	Retail Price	Bottles / Pallet	Bottles / Layer	Outside Dimentions of Retail Package in Millimeters (WxHxD)	Case Quantity
8	9	10	11	12	13	14	15	16

**ITEM #2**

NABCA Code	Primary Class Code	Secondary Class Code	Percent Alcohol	Size (ML)	Case Pack	Description
1	2	3	4	5	6	7

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Small Winery (Y/N)	FOB Case Price	Freight Rate (per 100 lbs)	Case Weight	Retail Price	Bottles / Pallet	Bottles / Layer	Outside Dimentions of Retail Package in Millimeters (WxHxD)	Case Quantity
8	9	10	11	12	13	14	15	16

**See page 2 of this form for completion instructions.**

**UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**  
**New Item Form Instructions**

1. **NABCA Code:** If none, leave it blank.
2. **Primary Class Code:** Use the three letter Utah category list. If imported, this is primary. If domestic or a blend of grapes, list primary varietal first.
3. **Secondary Class Code:** Imports use this only if the varietal grape is listed on the label. Imported blends would insert primary varietal code here, but only if listed on label. Domestic blends would use this for the second highest varietal content.
4. **Percent Alcohol** content by Volume
5. **Size** in Milliliters: 1500, 750, 375, etc.
6. **Case Pack:** Units per case - Quantities shipped must adhere to this case pack.
7. **Description:** Thirty characters (one character per line) including any spaces or punctuation. Must be consistent with listing descriptions in the Utah Alpha Product Price List, with exact spelling, capitalization, and punctuation matching current listings. Order generally to follow:
  - a. Winery name.
  - b. Grape as listed on label. (Imports would show appellation here) If a secondary brand is prominent (after the primary brand) that name goes here (i.e. St. Michelle Eroica Riesling).
  - c. Appellation or vineyard designate (i.e. St. Michelle Chard Indian Wells).
  - d. Designation here for such as Late Harvest (LH), Kabinett (K or Kab), Special Selection (SS or Spec Sel), etc. Try to be consistent with other listings.
  - e. Comma, followed by two digit vintage year designate or lot designation (if applicable).
8. **Approved for Small Winery/Brewery/Distiller Discount:** If yes, enter 'Y' otherwise enter 'N'.
9. **FOB Case Price.**
10. **Freight Rate Per Hundred Pounds:** If quoted FOB cost is 'delivered' then put a zero (0) in this space.
11. **Case Weight:** Use an average of 35 lbs for 12 pack - 750 ml, 18 lbs for 6 pack - 750 ml (or 12 pack - 375 ml). If you know this case is significantly over 35 lbs, use actual case weight.
12. **Retail Price:** Use the DABC online price calculator located at: [http://abc.utah.gov/vendor/price\\_calculator.html](http://abc.utah.gov/vendor/price_calculator.html)
13. **List number of bottles per pallet.**
14. **List number of bottles per layer.**
15. **Outside Dimensions of Retail Package in Millimeters.** Width by height by depth of outside dimensions of retail package in millimeters.
16. **Suggest initial order quantity.**