

## LISTED (STATE STOCK) QUOTE FORM INSTRUCTIONS FOR WYOMING

The vendor of record must complete this form. If the supplier uses a company like Park Street or MHW as the National Vendor of Record, that company must complete the quote form.

- All fields highlighted in yellow must be completed. Type directly on the form. There is no need to resize text boxes. Field names may disappear, but will reappear when “enter” or “tab” is pressed.  
**Please keep in mind that Wyoming is not a bailment state. Make sure the bailment box is not selected.**
  - Top right box: NABCA code number
  - 1. State = **Wyoming**
  - 2. Date Submitted
  - 3. Brand Name = **Product Description – should match product label**
  - 4. Effective Date = Mar. 1, Jun. 1, Sep. 1, or Dec. 1. If NEW, use UPON APPROVAL
  - 5. **State Stock must be selected**
  - 8. Type = Varietal (i.e. Chardonnay, Blended Whiskey, etc.)
  - 9. Class = Overview Category (i.e. Red Table Wine, Domestic Whiskey)
  - 11. Age/Vintage
  - 12. Proof/Alcohol **Only required for distilled spirits**
  - 13. Domestic = x if product is domestic
  - 14. Imported = x if product is imported
  - 15. Distilled/Produced By
  - 16. Address = Address of Distiller/Producer
  - 17. Bottled By
  - 18. Address = Address of Bottler
  - 20. Ship Point = City & State where item is warehoused
  - 21. FOB Point = City & State where WLD or WLD carrier will take possession of product. **Should be Cheyenne, WY only if item will ship freight pre-paid**
  - 23. – 31. Reason for Change = select one if applicable
  - 32. Unit Pack = Total number of bottles per case
  - 34. Bottles/Sleeve = Pack Configuration if a sleeved product (i.e. 10/12Pk, 15/4Pk)
  - 35. UPC
  - 37. SCC
  - 38. State Code = NABCA Code
  - 39. Cases per pallet & cases per layer (i.e. 56/14, 100/25, etc.)
  - 40. Case Weight
  - 41. Net Cost FOB Ship Point = FOB case cost (include freight if freight pre-paid) If applicable, include miscellaneous fees such as pallets, blankets, etc.
  - 47. Total Invoice Cost = FOB case cost (should match line 41 exactly)
  - 57. Representative for the State = Wyoming Licensed Industry Representative’s name (do not enter the company he/she works for in this field)

- 58. Supplier = Vendor of Record, telephone and fax numbers. By= Name of the person completing the quote