



# Department of Revenue

## VENDOR PORTAL TRAINING GUIDE

[shop.iowaabd.com](https://shop.iowaabd.com)

### For Vendors of Alcoholic Spirits for Sale in Iowa

This guide is written to assist Vendors and Manufacturers of Alcoholic Spirits for sale at the IDR alcohol shop portal at: [shop.iowaabd.com](https://shop.iowaabd.com)

Alcohol & Tax Operations Division  
[abdportalhelp@iowa.gov](mailto:abdportalhelp@iowa.gov)

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## How To Create a New Account (if you already have an account, please skip to the next section)

Accounts for vendors/brokers are created by the Alcohol Products team. If you need an account created, please email [products@iowaabd.com](mailto:products@iowaabd.com). The products team will create your account and provide you with your login credentials.

1. Email [products@iowaabd.com](mailto:products@iowaabd.com) to have an account created for you.
  - a. Provide your name and an email address that can receive external emails and no-reply email notifications (for account setup and mailer reasons).
2. Once verified and approved by the Products team, an email to claim your account and set up your password will be sent to you. These emails expire after 24 hours.

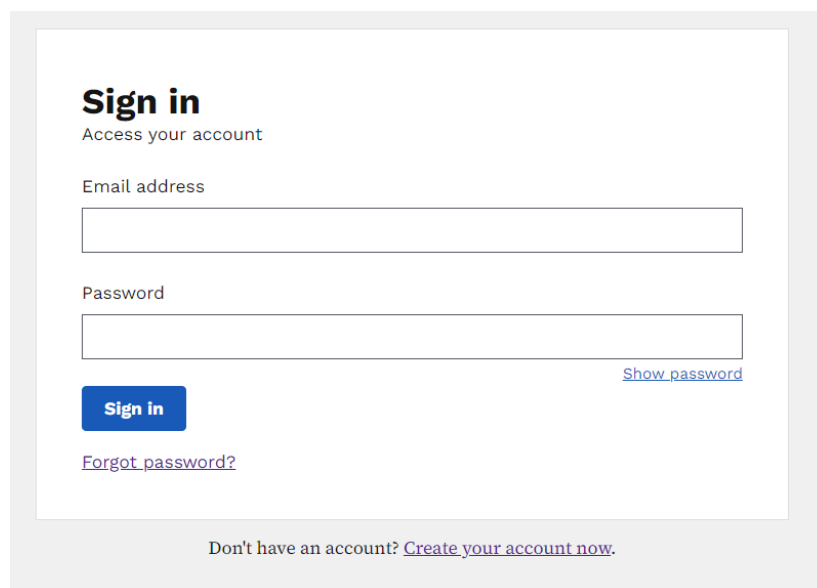
## How to Log In

1. Click "Sign In" at the top right corner of the page.

Sign In | Return Form

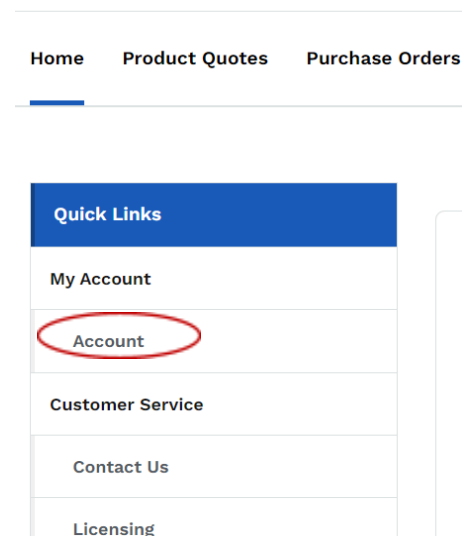
A white rectangular input field with a blue button on the right side containing a white magnifying glass icon.

2. Enter your email address and password in the provided fields (see the below image).
3. Click the "Sign in" button to log in.
4. If you forget your password, click "Forgot Your Password?" to have your login credentials emailed to you (if you do not see the email, check your spam folder).

A sign-in form titled "Sign in" with the subtitle "Access your account". It contains two input fields: "Email address" and "Password". Below the password field is a link "Show password". A blue "Sign in" button is positioned below the email field. At the bottom of the form is a link "Forgot password?". Below the form, there is a text prompt: "Don't have an account? [Create your account now.](#)"

## Account Information

1. Upon logging in, you will be directed to the Account Information screen by default. You can also visit it directly at <https://shop.iowaabd.com/account>
2. To access your Account Information screen later, simply click the "Account" tab at the top of the page under the My Account section on the home page or select your username in the top right corner of the page above the search box.



## How to Manage Multiple Vendor Accounts

If you are a user who handles multiple different vendor accounts then you will need multiple login accounts. Each login will be distinct to the vendor you represent.

**Using a Single Email for Multiple Vendor Logins:** To streamline communication and receive all notifications in one email inbox, you can use a single email address. For instance, if your email is ABC123@gmail.com (used here for illustrative purposes), and you manage accounts for three different vendors, you can employ a simple trick to keep your login credentials distinct.

### **Email Format:**

Original Email: ABC123@gmail.com

Modified Email (for Login): ABC123+VendorName1@gmail.com, ABC123+VendorName2@gmail.com, ABC123+Vendor3@gmail.com.

### **How It Works:**

Insert a "+" before the "@" symbol in your original email.

Add a unique identifier (e.g., VendorName1, VendorName2) to make each login distinct within the system. You don't have to use VendorName1, VendorName2, etc... You can use anything (like each specific vendor name) after the + and before the @ symbol.

### How To Change Users on my Account

Simply email the products team at [Products@iowaabd.com](mailto:Products@iowaabd.com) and we'll modify your account.

### I Am Locked Out of My Account and I Do Not Know My Username or Password

Simply email the products team at [Products@iowaabd.com](mailto:Products@iowaabd.com) and we will work with you. Be prepared to verify your identity, no access to an account is granted without identity verification.

### How to Disable My Account or Have an Ex-Employee's Account Canceled

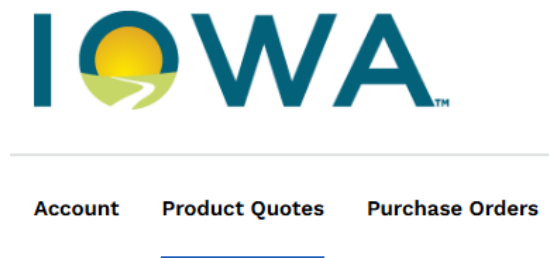
Simply email the products team at [Products@iowaabd.com](mailto:Products@iowaabd.com) and we'll modify your account.

### Update Username or Password

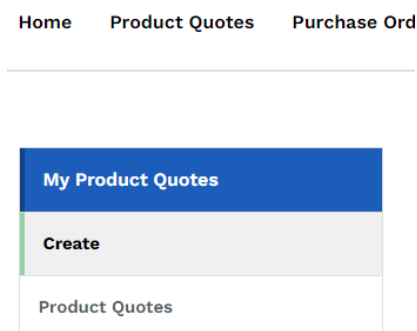
Simply email the products team at [Products@iowaabd.com](mailto:Products@iowaabd.com) and we'll modify your account.

### How To Submit a Product Quote

1. Select Product Quotes at the top of the page



2. Select Create under My Product Quotes



3. Input a valid NABCA Code and input the type of quote you'd like to submit.

## Product Quotes

All product quotes are available for review under the section Product Quotes within the My Product Quotes section (see below image for reference). Products not Approved or Rejected may be Edited or Deleted.

- Product Quotes will have Draft, Submitted, Rejected, Approved, or Canceled Status.
  - **Draft:** A Product Quote that was started but not finalized and submitted.
  - **Submitted:** A Product Quote that has been submitted but not reviewed by Iowa ABD.
  - **Rejected:** A Product Quote that has been rejected by Iowa ABD.
  - **Approved:** A Product Quote that has been Approved and will go into place based on the effective date.
  - **Canceled:** A Product Quote that has been Canceled by Iowa ABD.

Home	Product Quotes	Purchase Orders
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My Product Quotes

Create

Product Quotes

## Product Quotes

Id	Type	Status	Submitted	Effective	NABCA				
28078	Image/Label Change	Draft		02/01/2025	28012	View	Copy	Edit	Delete
28077	Image/Label Change	Submitted	01/21/2024	01/01/2025	28012	View	Copy		
27340	New Product	Rejected	10/18/2023	12/01/2023	27170	View	Copy	Edit	
27339	New Product	Approved	10/18/2023	12/01/2023	71615	View	Copy		

## Create

Select the create button if you wish to create a new Product Quote.

[Home](#)   [Product Quotes](#)   [Purchase Orders](#)

My Product Quotes

Create

Product Quotes

## Product Quotes

Submitted by	Vendor name
<i>Fake Name</i>	<i>Fake Vendor Name, LLC</i>

NABCA Code

Use the middle digits from the code assigned by NABCA. Example: XXX-XXXXXX-XX

Quote Type

Continue

1. Enter a valid NABCA Code
2. Enter the type of product quote you wish to create.
  - New Product
    - For new product codes not already in the system
  - Image/Label Change
  - Permanent Price Change
  - Temporary Price Reduction
  - Other

## View

Select View to review a submitted Product Quote

## Copy

Select Copy to create a new separate Product Quote that is an exact unsubmitted copy. You may modify this quote as you wish as it is an unsubmitted product quote.

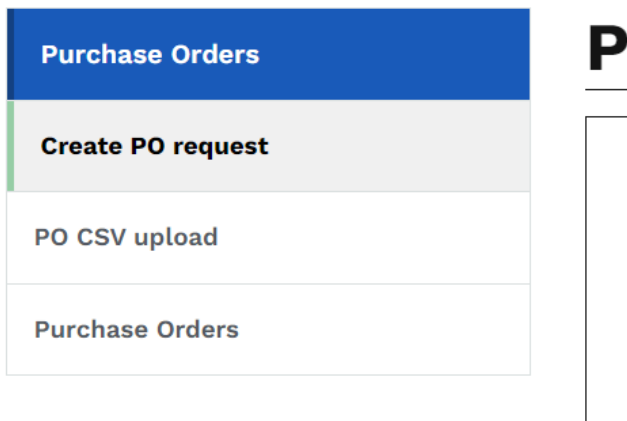
- This function is made available to help you save time creating similar product quotes but the validity of any submitted information is the sole responsibility of the Vendor submitting this information. Please review and enter information carefully. The submitter is considered responsible for all inaccurate information they submit that is later found invalid or inaccurate.

## Create A Purchase Order

1. Select Purchase Orders at the top of the screen
2. Select Create PO request to manually enter all of the relevant information or PO CSV upload to upload a formatted CSV (see image below).

**Home    Product Quotes    Purchase Orders**

---



### **If you choose Create PO request**

- Requested Delivery date must be 3 business days in advance and cannot be later than 60 business days
- Supplier Delivery Number can be for only one supplier
  - Supplier Number can only contain letters and numbers

**Requested Delivery Date**

**Supplier Delivery Number**

- The NABCA code should correspond to a product under the control of the vendor, specifically the one you are logged into.
  - The information will be automatically populated using the latest product details associated with your account.
  - Entering a NABCA product code not linked to your vendor will result in an error.



## Products

### Product 1

NABCA Code

- Cases Requested must be within your minimum and maximum ranges allowed.
- If you select the Delete checkbox, it will delete the item immediately.

## Products

### Product 1


☐ Delete

NABCA Code

Vendor Name

Product Name

- At the bottom of the page you can add another product by selecting Add another Product to PO button (See the below image).
- Please don't forget to save if you need to come back to this PO for later by selecting Save for later at the bottom of the page (See the below image).

Cases Requested 

Save for later

Add another product to PO

- When you are finished please select Complete PO & Certify at the bottom right of the screen (green button).

The screenshot shows a form with a label 'Cases Requested' followed by a small information icon. Below the label is a text input field. At the bottom of the form are three buttons: 'Save for later' (blue), 'Add another product to PO' (blue), and 'Complete PO & Certify' (green).

- Finally, After completing the purchase order and selecting the Complete PO & Certify statement, you must click on the certification statement and have the option to leave notes.
  - If you do not select the certification statement and submit, the purchase order will remain in a draft state until you do.

**Note:** If any information is entered incorrectly or exceeds the agreed-upon product limitations or boundaries, you will receive an error message prompting correction.

If you choose PO CSV upload

- If you do not have the CSV template, it is available for download on this page. Please select Download CSV Template. This is a CSV
  - Do not modify the headers in cells A1 & B1

	A	B	C
1	NABCA CODE	CASES REQUESTED	
2	11111	10	
3	22222	20	
4	33333	30	
5			
6			
7			

- Do not create or put information in any column after B. Columns A & B are only used for this upload.

	A	B	C	D	E
1	NABCA CODE	CASES REQUESTED			
2	11111	10			
3	22222	20			
4	33333	30			
5					
6					
7					
8					
9					
10					
11					

- Do not leave spaces between row entries
  - You will receive an error for the rows with invalid entries.
  - Please double check all PO items uploaded correctly after you use this file.
- The file name does not matter, only the column and row contents.
- This file will be pre-populated with example information, please feel free to over-right or remove this information starting in cells A2 though B4 (see below).

	A	B	C
1	NABCA CODE	CASES REQUESTED	
2	11111	10	
3	22222	20	
4	33333	30	
5			
6			

- Please enter a valid Requested Delivery Date
  - The delivery date must be 3 business days in advance.
- Please enter a single and valid Supplier Delivery Number
  - The supplier delivery number can only contain letters and numbers
- Select Upload after you upload the file. The CSV file can be uploaded by selecting Choose from Folder or dragging into the dash box.

#### Purchase Order CSV File

Drag file here or [choose from folder](#)

**Upload**

### Purchase Order History

- If you select Purchase Orders under the Purchase Orders section, you can preview all submitted purchase orders in your account.
  - You can expand it by hitting the + button.
  - If you need to view the detail of this purchase order then please select the green View button by the Purchase Order in question
  - At the bottom of the page you may navigate the pages of available PO's.

### Search

- You will have the ability to search for and preview All Products
  - As a vendor, you can access the raw search results display for viewing products. However, you lack the capability to place orders or view detailed data, which is reserved for the purchasing public, such as LE License holders with active accounts.
  - The search tool is not designed for vendors to look up Purchase Order information. It is intended for licensees in Iowa who order products. Vendors have a dedicated tool for searching their own purchase orders, as indicated on page 5.