



CERA - Schedule 5

The following instructions are for webform data entry. For entities that have a large number of transactions to report, please see the instructions for uploading data using an Excel template under the System Navigation panel, and on the instructions tab of the template.

In either case, you will need to be familiar with using the webform, as the EDI Upload process does not complete your return.

Reporting Shipments into Oregon

Once you have opened your return, a blank page will offer two choices. Click on the Zero Activity toggle if you have no transactions to report, and then click on the green Submit button. Or click on the blue Add Schedule Details button to open the webform.

The webform below requires line-item detail for each transaction. Your transactions will generally be Tax Paid, unless you are shipping to an Oregon licensee under the same ownership.

The Shipped To fields for Name and Account ID will automatically search for the receiving premises based on your entries and once selected, will auto populate the rest of the receiver's information. If your receiver is not listed in the system, please contact the Privilege Tax team at: olcc.privilegetaxonline@olcc.oregon.gov

The webform requires two of the three reference numbers for invoice, purchase order, and bill of lading. You may use an internally generated numbering system for the PO. It is also acceptable to enter 'Various' for one of the required document numbers.

Open a new webform for each product name or product type. The form will adjust when you choose a product type, and calculates taxable volume based on your choices from the drop-down menus for bottle size, unit of measure, quantity, and ABV.

The taxable volume calculation is dependent on an accurate classification of your products. If you are unsure which Product Type to choose, please contact OLCC.



The fields marked with a red asterisk are required. The SKU code is not required.

ADD SCHEDULE 5 - CERA SHIPMENTS

BONDED OR TAX PAID *

☐ BONDED ☒ TAX PAID

DATE SHIPPED TO OREGON *

01-15-2024

SHIPPED TO - NAME *

MILWAUKIE WINE

ACCOUNT ID : PRIVILEGE TAX NUMBER *

AC400130 : PT163330

TWO OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *

SHIPMENT BOL #

123456

VENDOR INVOICE #

654321

DISTRIBUTOR PURCHASE ORDER #

SHIPPED TO

STREET ADDRESS *

1550 SE Lava Dr

CITY *

Milwaukie

STATE *

Oregon

ZIP CODE *

97222

COUNTRY *

United States of America

PRODUCT NAME *

Pinot

PRODUCT TYPE *

Wine-Case

SKU/INVENTORY CODE

QUANTITY IN CASE *

12

QUANTITY SHIPPED *

100.00000

SUBJECT TO SMALL WINERY EXEMPTION? *

☐ YES ☒ NO

BOTTLE/CAN SIZE *

750.00

BOTTLE/CAN UOM *

☐ OUNCE ☒ MILLILITER ☐ LITER

ABV *

12.00

TAXABLE VOLUME *

237.75496

Save and Add Another

Save and Duplicate

Save and Close

Cancel

It is helpful to note that the green Save buttons at the bottom of the page include three choices. The Save and Add Another button will open a new, blank webform, Save and Duplicate will open a new webform with all the same Shipped To information populated, and Save and Close will return you to the summary page.

Cancel will return you to the list of schedules without saving your entries. If you leave the system for any reason, or navigate away, your saved entries will be retained.

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SCHEDULE 5 - CERA SHIPMENTS

ZERO ACTIVITY ☐

+ Add Schedule Detail

Type to search...

Q Y

Expand All

Shipped To	Product			Actions
Milwaukie Wine : PT142760	Shipment BOL #: 111000 Vendor Invoice #: 222333 Distributor Purchase Order #:	xxx Product Type: Malt-Keg	SKU/Inventory Code: Keg Size: 1B Quantity Shipped: 10	<div><input checked="" type="checkbox"/> Edit Schedule Detail <input type="checkbox"/> Duplicate Schedule Detail <input type="checkbox"/> Remove Schedule Detail</div>

1 Record Found

Submit Filing

Preview Statement

Back to Account

If you need to make changes to the webform after saving, click on the blue Actions button and choose Edit Schedule Detail. You may also delete the form to start over. From the summary page, the blue Add Schedule Detail button opens a new form.

Privilege Tax is paid by the receiver of the CERA shipment, so there is no invoice generated by filing the return. The blue Preview Statement button will provide a printable summary of your schedule entries. When your entries are complete, click on the green Submit button to complete your return.