Retailer

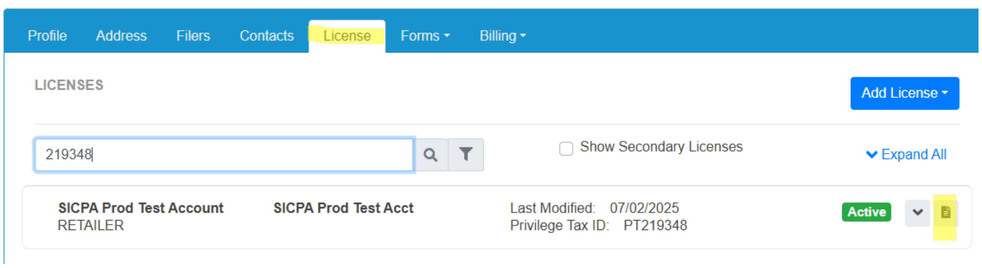
Privilege Tax Reporting

The Retailer report allows invoices for products received from a DTR supplier to be uploaded into the system. The OLCC does not require monthly reporting, but records of shipments from a DTR permit holder must be retained and made available on request for three years.

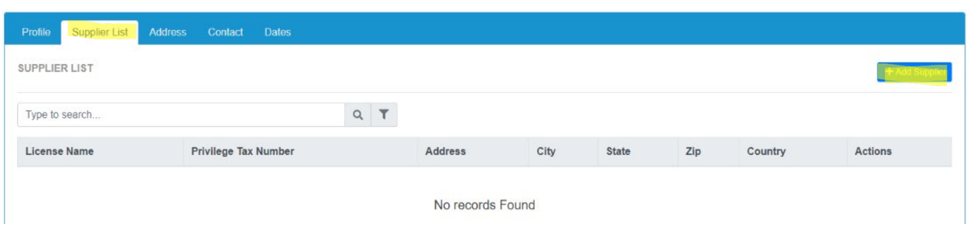
The instructions that follow are for optional reporting.

Creating a Supplier List

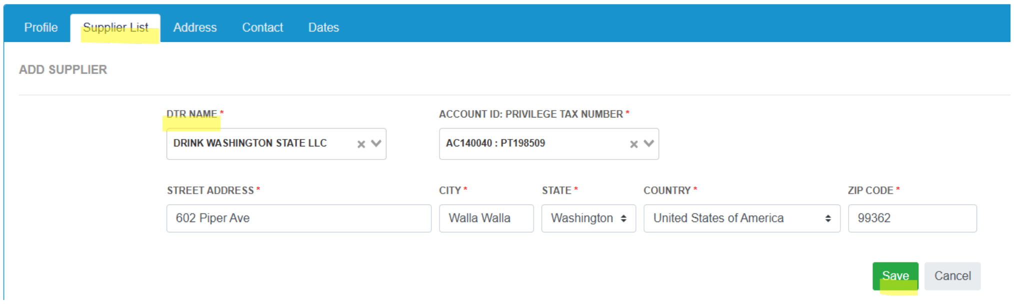
From your dashboard, click on the Filer Action Needed button, then click on the License tab. Click on the page icon for your license to open the License Details page.



Click on the Supplier List tab and then click on the blue Add Supplier button



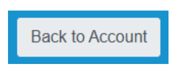
The next form provides fields for your supplier information. Enter the DTR name and a dropdown list will provide accounts to choose from. Once selected, the rest of their information will be auto populated.



If the name you enter does not appear in the list, they may be licensed under a name you are not familiar with. Try searching for them in the Licensee list provided under the General panel. If you still cannot find them, please contact the Privilege Tax team at: olcc.privilegetaxonline@olcc.oregon.gov

Click on the green Save button and you will be returned to the summary page. The blue Add Supplier button opens a new form for an additional supplier. Under the Actions column, you can edit the saved entry.

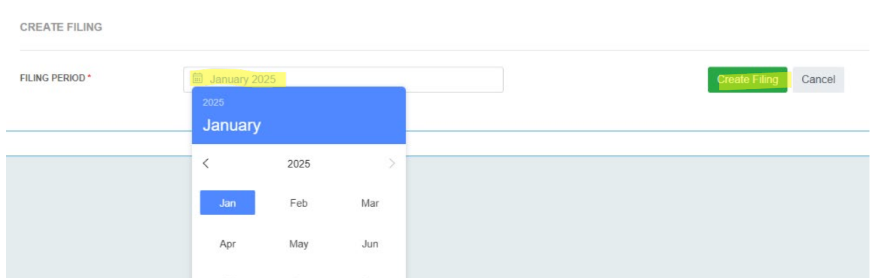
Schedule RET

Once you have created your supplier list, click on 

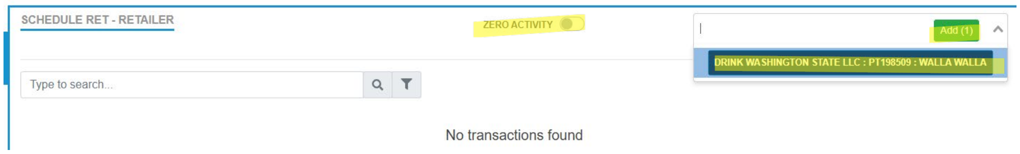
then on 

to return to your dashboard.

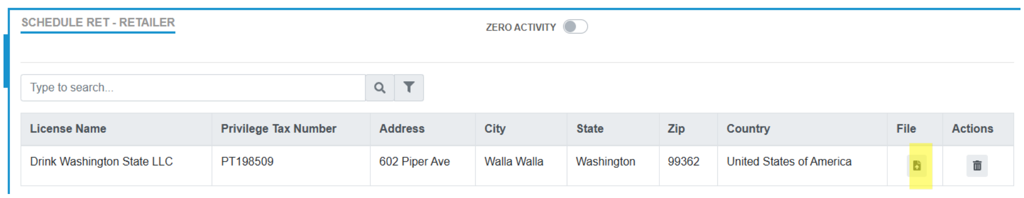
Navigate from your dashboard to the Create Filing page by clicking on the Start New Filing – Using Webform. Click on the blue calendar icon to choose the correct Filing Period (the default will always be the current month). Click on the green Create Filing button to open the return.



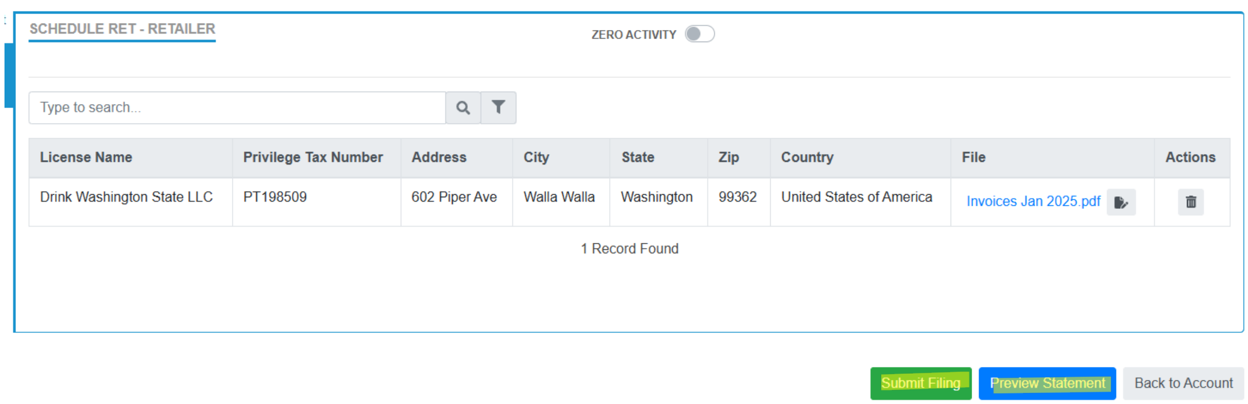
Once you have opened your return, a blank page will offer two choices. Click on the Zero Activity toggle if you have no transactions to report, and then click on the green Submit button. Or click on the blue Select Supplier button to open the list of suppliers.



Select all the suppliers you received products from for the period, and then click on the green Add button. This will load the page with the accounts that you have invoices for. If you have a new supplier, go back to the Supplier list under the Licensing tab to add them.



Click on the upload icon and select your PDF invoice file. The file will appear in blue as a hyperlink. Use the edit icon to select a different file, or the trash can to delete.



Once you complete the invoice uploads for each of your suppliers, click on the green Submit button. The blue Preview Statement button will provide a summary of your report that you can print or download.