



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.

The screenshot shows the 'License' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with the text '219348' and a search icon. To the right of the search bar is a checkbox labeled 'Show Secondary Licenses' and a button labeled 'Expand All'. Below the search bar is a table with one row of license information:

License Name	Privilege Tax Number	Last Modified	Privilege Tax ID	Status	Actions
SICPA Prod Test Account RETAILER	SICPA Prod Test Acct	07/02/2025	PT219348	Active	[Icon]

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

The screenshot shows the 'Supplier List' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with the text 'Type to search...' and a search icon. To the right of the search bar is a button labeled 'Add Supplier'. Below the search bar is a table with the following columns: License Name, Privilege Tax Number, Address, City, State, Zip, Country, and Actions. The table is currently empty, and the text 'No records Found' is displayed below it.

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.



Profile **Supplier List** Address Contact Dates

ADD SUPPLIER

DTR NAME * ACCOUNT ID: PRIVILEGE TAX NUMBER *

DRINK WASHINGTON STATE LLC x AC140040 : PT198509 x

STREET ADDRESS * CITY * STATE * COUNTRY * ZIP CODE *

602 Piper Ave Walla Walla Washington United States of America 99362



Save Cancel

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.

SUPPLIER LIST Add Supplier

Type to search... 🔍

License Name	Privilege Tax Number	Address	City	State	Zip	Country	Actions
Drink Washington State LLC	PT198509	602 Piper Ave	Walla Walla	Washington	99362	United States of America	 

Schedule RET

Once you have created your supplier list, click on Back to Account then on Home 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.

CREATE FILING

FILING PERIOD * Jan January 2025 Create Filing Cancel

2025
January

< 2025 >

Jan Feb Mar
Apr May Jun
Jul Aug Sep



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.

SCHEDULE RET - RETAILER

ZERO ACTIVITY

Type to search...

No transactions found

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.

SCHEDULE RET - RETAILER

ZERO ACTIVITY

Type to search...

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Drink Washington State LLC	PT198509	602 Piper Ave	Walla Walla	Washington	99362	United States of America		

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.

SCHEDULE RET - RETAILER

ZERO ACTIVITY

Type to search...

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Drink Washington State LLC	PT198509	602 Piper Ave	Walla Walla	Washington	99362	United States of America	Invoices Jan 2025.pdf	

1 Record Found

[Submit Filing](#) [Preview Statement](#) [Back to Account](#)

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.

RETAILER MONTHLY PRIVILEGE TAX STATEMENT

LIST OF SUPPLIERS THAT PRODUCT WAS RECEIVED FROM DURING THIS PERIOD

SICPA Prod Test Acct	JAN 2025	Original
7451 Boston Blvd.	Springfield	PT219348
Suppliers		
Drink Washington State LLC		PT198509