



# WMBW and Warehouse

## Contents

Schedule BI – Beginning Inventory	1
Schedule 1A – Imports	2
Schedule 1B - Liabilities, Out of State Returns	4
Schedule 2A – Deductions, Exports	5
Schedule 2B – Miscellaneous Deductions	5
Schedule 3A – Inventory of Oregon Receipts	5
Schedule 3B – Inventory; Transfers In	6
Schedules 3C – Sales and Transfers Out	6
Schedule 3D – Inventory; Returns	7
Schedule 3E – Ending Inventory	8

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 webforms, as the EDI Upload process does not complete your return.

## Schedule BI – Beginning Inventory

The first return you file will have a beginning inventory schedule. Returns going forward will automatically populate the beginning inventory with the previous period's ending inventory.

ADD SCHEDULE BI - BEGINNING INVENTORY

PRODUCT	REPORTABLE VOLUME
Malt Beverage (Barrels) *	500.00
Cider 8.5% and Under (Barrels) *	50.00
Cider Over 8.5% to 16% (Gallons) *	0.00
Cider Over 16% to 21% (Gallons) *	0.00
Wine 16% and Under (Gallons) *	500.00
Wine Over 16% to 21% (Gallons) *	0.00

Save

Cancel



All fields on this schedule must have an entry. The summary values are in barrels for Malt and Cider 8.5% and under, and in gallons for the other ABV classifications. Click on the green Save button to return to the list of schedules.

## Schedule 1A – Imports

Schedule 1A opens to a blank page that includes two choices. Click on the Zero Activity toggle if you have no imports for the month. Click on the blue Add Schedule Detail button to open the webform.

The total of your 1A Import entries appear as a taxable volume on line1 of your invoice, and on line 2 of the inventory summary page of your statement.

A screenshot of the "SCHEDULE 1A - LIABILITIES, IMPORTS" webform. The interface has a light blue header bar. On the left, there's a search bar with the placeholder text "Type to search..." and a magnifying glass icon. On the right, there's a yellow toggle switch labeled "ZERO ACTIVITY" and a blue button labeled "+ Add Schedule Detail". Below the header, the main content area is white and currently displays the text "No transactions found". In the bottom right corner of the main area, there is a blue link that says "Expand All".

The webform requires line-item detail from your invoices. Two of the three reference numbers for invoice, purchase order, and bill of lading are required. 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.

The Purchased or Received From fields for Name and Account ID will automatically search for your supplier's account based on your entries and once selected, will auto populate the rest of the shipper's information.

If your supplier is not listed in the system, please enter their information manually, the Account ID (PT number) is not a required field.



ADD SCHEDULE 1A - LIABILITIES, IMPORTS			
<b>DATE RECEIVED IN OREGON *</b>		<b>PURCHASED OR RECEIVED FROM - NAME *</b>	
01-16-2023		DRINK WASHINGTON STATE LLC	
<b>TWO OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *</b>		ACCOUNT ID : PRIVILEGE TAX NUMBER	
IMPORT BOL #		AC140040 : PT142500	
123456		<b>PURCHASED OR RECEIVED FROM</b>	
VENDOR INVOICE #		STREET ADDRESS *	
654321		602 Piper Ave	
DISTRIBUTOR PURCHASE ORDER #		CITY *	STATE *
		Walla Walla	Washington
		ZIP CODE *	COUNTRY *
		99362	United States of America
<b>PRODUCT NAME *</b>	<b>PRODUCT TYPE *</b>	SKU/INVENTORY CODE	
Pinot	Wine-Case		
	<b>QUANTITY IN CASE *</b>	<b>QUANTITY RECEIVED *</b>	<b>SUBJECT TO SMALL WINERY EXEMPTION? *</b>
	12	100.00000	<input type="radio"/> YES <input checked="" type="radio"/> NO
<b>BOTTLE/CAN SIZE *</b>	<b>BOTTLE/CAN UOM *</b>	<b>ABV *</b>	
750.00	<input type="radio"/> OUNCE <input checked="" type="radio"/> MILLILITER <input type="radio"/> LITER	12	
		<b>TAXABLE VOLUME *</b>	
		237.75496	

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 (UOM), quantity, and ABV.

The taxable volume calculation is dependent on an accurate classification of your products. Please be sure to use the same Product Type in each of the schedules so that your inventory entries are consistent. If you are unsure which Product Type to choose, please contact us at: [olcc.privilegegetaxonline@olcc.oregon.gov](mailto:olcc.privilegegetaxonline@olcc.oregon.gov)

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



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 Received From information populated, and Save will return you to the summary page for that schedule.

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.

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.

## Schedule 1B – Liabilities, Out of State Returns

The schedule opens to a blank page, click on the Zero Activity toggle if you have no returns from previously exported products. To enter an Out of State return, click on the blue Add Schedule Details button and complete the webform (instructions are the same as for schedule 1A).

The 1B entries must be for previously exported products and will be added back to your inventory on line 5 of the Inventory Summary.

If you do not have entries for 1B, click on the Zero Activity toggle. The system requires that each schedule has at least one entry. You can track this by clicking on the Show Count checkbox at the top of the left-hand column.



☒ Show Count

**SCHEDULE 1B - LIABILITIES, OUT-OF-STATE RETURNS**

**ZERO ACTIVITY** ☒

BI  
Entries 1

1A  
Entries 1

1B  
Z-A 1

No transactions to report for this Schedule

## Schedule 2A – Deductions, Exports

Use this schedule to report products shipped out of state for which you have previously paid tax. Most often this will be for previously imported inventory.

Click on the Zero Activity toggle if you have no exports, or click on the blue Add Schedule Detail button to open the webform.

This is a line-item detail schedule, similar to schedule 1A. The difference is that the Received From fields are now titled Exported To. There is no field for an Account ID because the receiver is not required to be an Oregon licensee.

**EXPORTED TO - NAME \***

CALIFORNIA FINE WINE & SPIRITS LLC x v

**EXPORTED TO**

**STREET ADDRESS \***

11940 Carmel Mountain Rd STE 102

**CITY \*** **STATE \***

San Diego California

**ZIP CODE \*** **COUNTRY \***

972128 United States of America

The total of your 2A Export entries appears on line 2 of your invoice as a deduction, and on line 9 of the inventory summary page of your statement as a reduction of inventory.

## Schedule 2B – Military Sales/Misc Deductions

Open this webform to record reported sales transactions that are exempt from tax, such as to churches or the military.

The webform requires line-item detail, and as with the export schedule, it has no field for Account ID. The entries will be summarized on line 3 of your invoice as a reduction of taxable volume, and on line 10 of the inventory summary page of your statement.

## Schedule 3A – Inventory of Oregon Receipts

This is a line-item detail webform for reporting your purchases from licensed Oregon producers and distributors. Use the green Save buttons for easy data entry.



From the summary page, click on the down arrow to expand the details for each transaction. You can also use the search bar to sort or filter and find a specific supplier or product.

**SCHEDULE 3A - INVENTORY OF OREGON RECEIPTS** ZERO ACTIVITY ☐ [+ Add Schedule Detail](#)

[Expand All](#)

Purchased or Received From	Product	
<b>Maggie Sales and Distribution : PT161338</b> Street Address: 1550 SE Lava Dr City: Milwaukie State: Oregon Zip Code: 97222 Country: United States of America	Receipt BOL #: 111222 Vendor Invoice #: 333444 Distributor Purchase Order #: Date Received: 01/16/2023	<b>PDX Lager</b> Product Type: Malt-Keg SKU/Inventory Code: Keg Size: 1/2B Quantity Received: 10 ABV: 5 Reportable Volume: 5
<b>Maggie Sales and Distribution : PT161338</b> Street Address: 1550 SE Lava Dr City: Milwaukie State: Oregon Zip Code: 97222 Country: United States of America	Receipt BOL #: 111222 Vendor Invoice #: 333444 Distributor Purchase Order #: Date Received: 01/16/2023	<b>PDX Lager</b> Product Type: Malt-Keg SKU/Inventory Code: Keg Size: 1/4B Quantity Received: 50

2 Records Found

## Schedule 3B – Inventory; Transfers In

This is a line-item detail webform. Click on the No Activity toggle unless you are receiving shipments from a licensed Oregon premises under the same ownership. Your entries are summarized on line 4 of the Inventory Summary page of your statement.

## Schedule 3C - Inventory; Sales and Transfers Out

The 3C schedule is used to record your sales transactions as well as transfers to another premises under the same ownership. It is a line-item detail webform, requiring each product to be recorded from your invoice or bill of lading.

The total volume for 3C entries appear on line 8 of the inventory summary as a reduction of inventory.



DATE SHIPPED \*

12-15-2023

SHIPPED TO - NAME \*

CRESWELL WINES

ACCOUNT ID : PRIVILEGE TAX NUMBER

AC400130 : PT130379

TWO OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED \*

SHIPMENT BOL #

123456

INVOICE/TRANSFER DOC #

654321

PURCHASE ORDER/TRANSFER DOC #

SHIPPED TO

STREET ADDRESS \*

1550 SE Lava Dr

CITY \*

Milwaukie

STATE \*

Oregon

ZIP CODE \*

97222

COUNTRY \*

United States of America

PRODUCT NAME \*

PDX IPA

PRODUCT TYPE \*

Malt-Keg

SKU/INVENTORY CODE

KEG SIZE \*

Full barrel

QUANTITY SHIPPED \*

100.00000

ABV \*

6.00

REPORTABLE VOLUME \*

100

The Shipped To fields must be completed even if the receiver does not auto-populate. Not all your clients will have Privilege Tax accounts. The required fields are marked with a red asterisk.

When you select the Product Type, the form will be reconfigured to provide fields to describe bottle and case sizes. If you choose Case as the product type, then the Quantity Shipped value will be the number of cases shipped.

The various Cider and Seltzer product types are reported in different ABV categories, and it is important that they are consistent with how they are reported on the other schedules such as the 3A – Oregon Receipts and the 3E – Ending Inventory.

## Schedule 3D – Inventory; Returns

Open this webform to record taxpaid products returned from Oregon sales that you are adding back to inventory. Entries are summarized on line 6 of the Inventory Summary.



## Schedule 3E – Inventory; Ending Inventory

The Ending Inventory schedule must be completed so that the values reported will be carried forward as the beginning inventory for the next period. Summary values are required for each product name or product type. Use the Save and Add Another button for each item in your inventory.

Once your entries are complete, click on the blue Preview Statement button and scroll to the Inventory Values Worksheet. The inventory summary calculates all the schedule entries to arrive at a Gain/Loss value on line 12.

	A	B	C	D	E	F
	Malt Beverage (Barrels)	Cider 8.5% and Under (Barrels)	Cider Over 8.5% to 16% (Gallons)	Cider Over 16% to 21% (Gallons)	Wine 16% and Under (Gallons)	Wine Over 16% to 21% (Gallons)
1. Beginning Inventory (from previous month)	100.00	100.00	0.00	0.00	100.00	0.00
2. Imports(Schedule 1A)	0.00	20.00	0.00	0.00	237.75	0.00
3. Oregon Receipts(Schedule 3A)	0.00	0.00	0.00	0.00	1188.77	0.00
4. Transfers In(Schedule 3B)	0.00	0.00	0.00	0.00	0.00	0.00
5. Out of State Returns(Schedule 1B)	0.00	0.00	0.00	0.00	0.00	0.00
6. Oregon Returns to Inventory(Schedule 3D)	0.00	0.00	0.00	0.00	0.00	0.00
7. Total Inventory Available	100.00	120.00	0.00	0.00	1526.53	0.00
8. Sales and Transfers Out(Schedule 3C)	0.00	0.00	0.00	0.00	951.02	0.00
9. Exports(Schedule 2A)	0.00	0.00	0.00	0.00	0.00	0.00
10. Military Sales/Misc Deductions(Schedule 2B)	0.00	0.00	0.00	0.00	0.00	0.00
11. Ending Inventory(Schedule 3E)	100.00	120.00	0.00	0.00	594.39	0.00
12. Calculated Gain/Loss	0.00	0.00	0.00	0.00	18.88	0.00

If line 12 is more than 10% of available inventory (line 7), the return will be flagged, and a notice sent to review the filing and determine if there are any errors.

To complete your return, follow the instructions under the System Navigation panel for Filing and Payments.