Bonded Wine Warehouse Schedules

Contents

Bonded Warehouses operate with similar privileges as wineries, allowing import and export, blending and bottling, and storage in bond.

Primarily, the license allows the facility to provide a service to clients who wish to store their wine before removing it from bond and having to pay tax before the eventual sale.

Bonded Warehouses receive and transfer wine in Bond, but can also act as a distributor, shipping directly to their clients' customers once the wine is taxpaid.

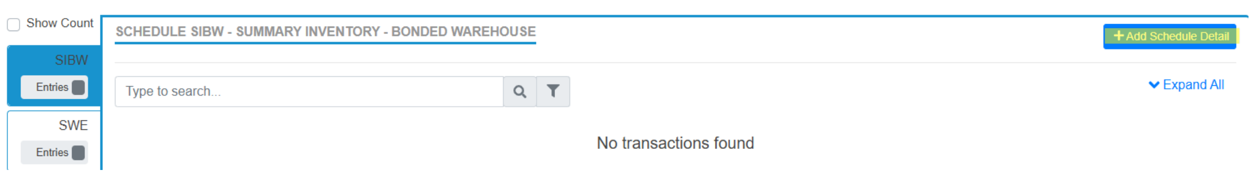
Privilege Tax schedules record transactions for each client and track the status of their inventory until it is removed from bond and becomes taxpaid.

The following instructions are for Webform data entry. For Bonded Warehouses 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 at: https://us.sicpa.com/olcc-training-resources, 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 all the schedules in the return. The instructions include references to where the schedules are summarized in your statement. This is important so that you can track your entries and know when the return is in balance.

SIBW – Summary Inventory Bonded Warehouse

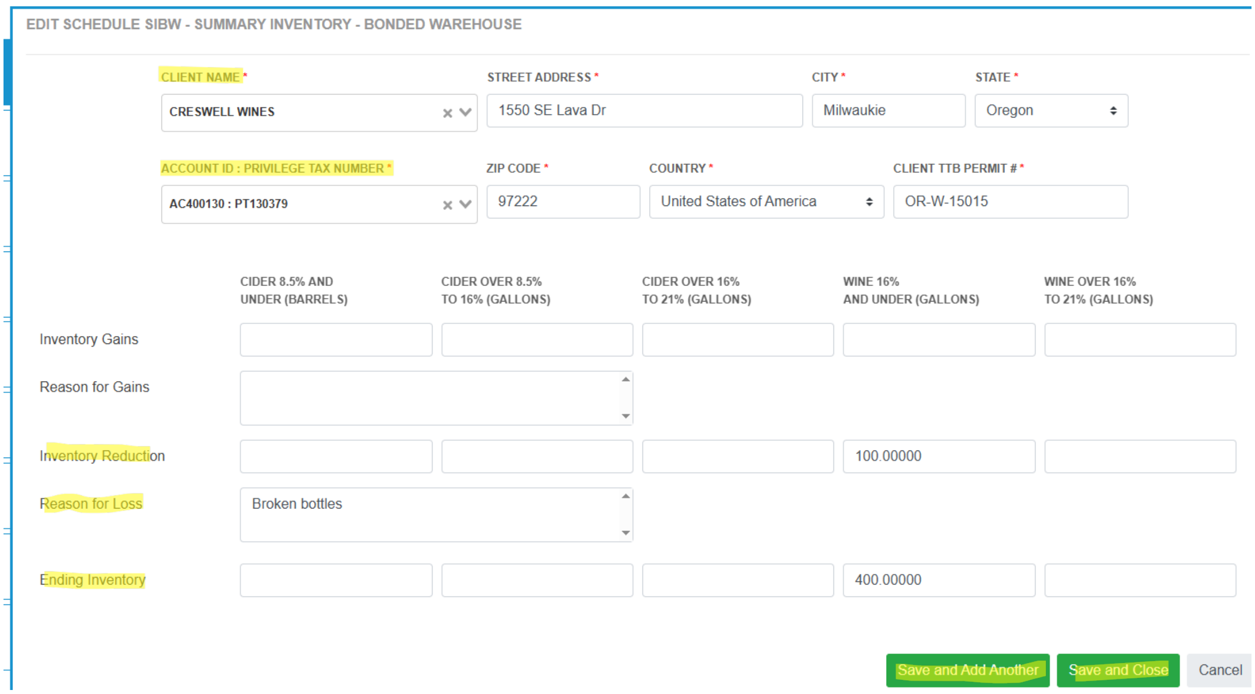
Once you have opened a return, the system will open to a blank page with the first schedule selected in the left-hand column. Click on the blue Add Schedule Detail button to open the webform.



The SIBW webform provides fields to enter your client's information. Typing in either the Client Name or Account ID fields will launch a search for matching information in the system. Click on the name or account in the dropdown list to select your client and the rest of their information will auto-populate.

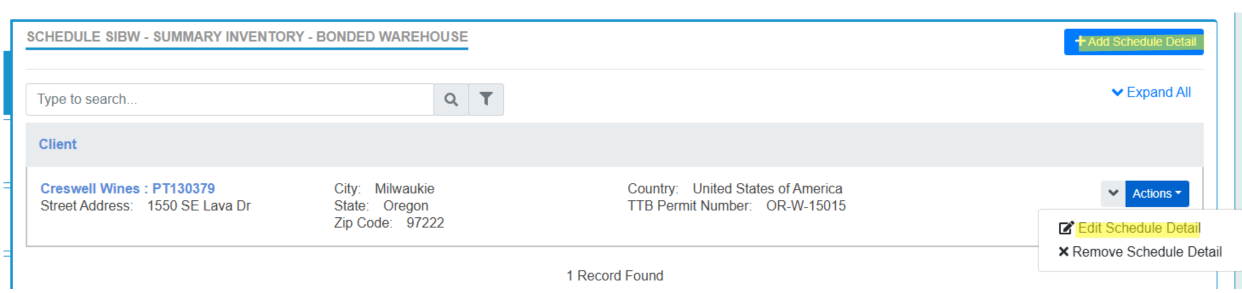
The other fields are arranged for each of the ABV categories. Enter gains or reductions of inventory for this client and provide a simple description of the transaction. These entries will appear on the Inventory Summary page of your statement on lines 3 and 7. Required fields are marked with a red asterisk, so entering zeros in all the fields is not necessary.

The system automatically brings the previous month's ending inventory forward as the next period's beginning inventory, so an ending inventory value is required for each client. This will also be necessary to balance your statement before submitting the return.



It is helpful to note that the green Save buttons at the bottom of the page include two choices. The Save and Add Another button will open a new, blank webform, and Save and Close will return you to the summary page.

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



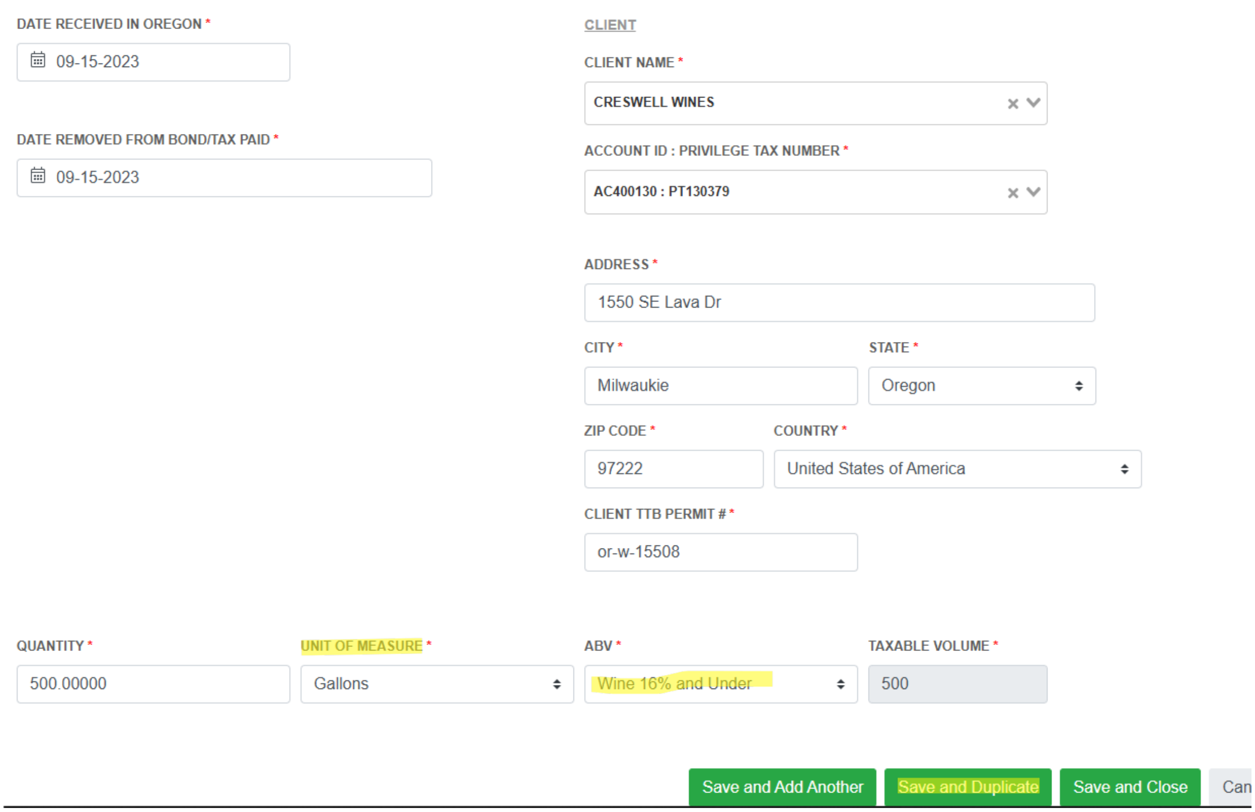
If you need to make changes to the client's webform after saving, click on the blue Actions button and choose Edit Schedule Detail. You may also delete the form to start over. From the summary page, the blue Add Schedule Detail button opens a new webform for your next client.

The SIBW entries for all your clients are totaled on the inventory summary page of your statement on lines 3, 7, and 8.

SWE – Small Winery Exemption

The SWE webform reports summary values for the number of gallons being exempted for each client. The total appears on line 6 of your invoice as a deduction to taxable volume.

Open a new webform for each ABV type. If you choose a Unit of Measure other than gallons, the system will automatically convert the quantity to gallons for the taxable volume.

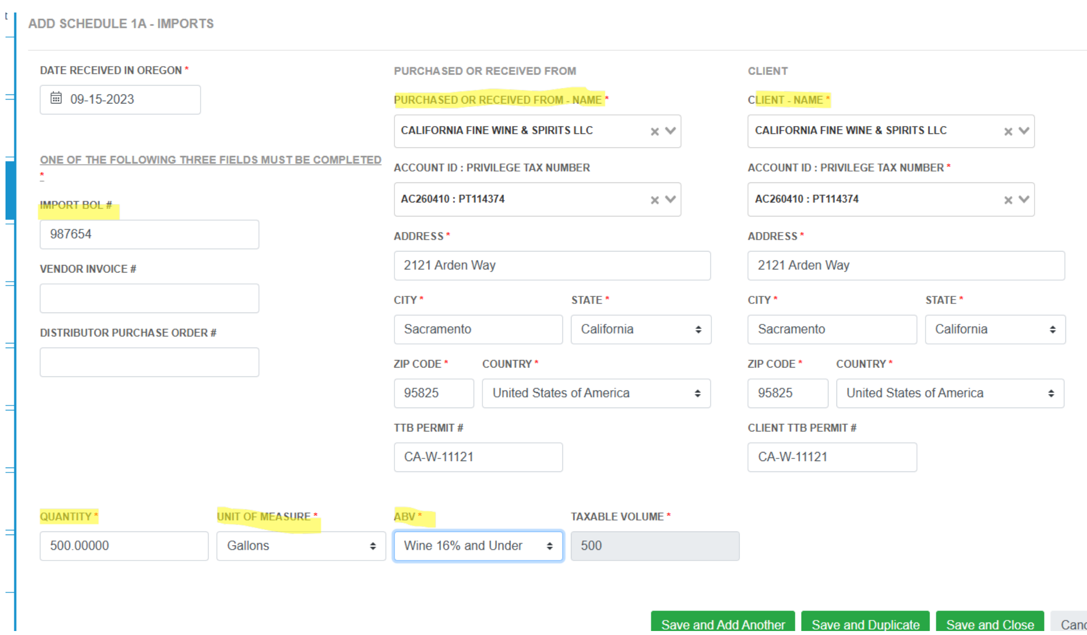

DATE RECEIVED IN OREGON *
09-15-2023
DATE REMOVED FROM BOND/TAX PAID *
09-15-2023
CLIENT
CLIENT NAME *
CRESWELL WINES
ACCOUNT ID : PRIVILEGE TAX NUMBER *
AC400130 : PT130379
ADDRESS *
1550 SE Lava Dr
CITY *
Milwaukie
STATE *
Oregon
ZIP CODE *
97222
COUNTRY *
United States of America
CLIENT TTB PERMIT # *
or-w-15508
QUANTITY *
500.00000
UNIT OF MEASURE *
Gallons
ABV *
Wine 16% and Under
TAXABLE VOLUME *
500
Save and Add Another
Save and Duplicate
Save and Close
Can

The green Save buttons now include Save and Duplicate, which will open a new webform with the same account information already populated.

Schedule 1A – Imports

This webform requires line-item detail from invoices or bills of lading of shipments received from anywhere outside of Oregon. This is required so that if the products are returned for any reason, they can be tracked for proper credit. Enter one of the three document identification numbers.

The Purchased or Received From information will typically be the same as the Client information, unless, for example, it is received from the client's custom crush provider.



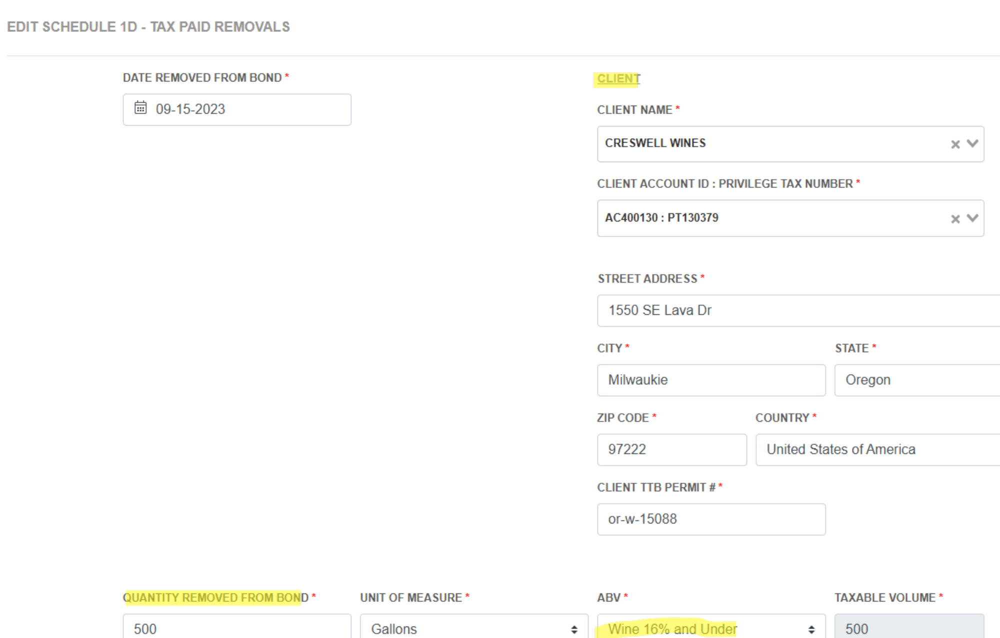
After entering the volumes for each BOL line item, use the green Save and Close button. You will be returned to the summary page for Imports and the list of schedules on the left.

The total taxable volume for all your clients' imports will appear on line 2 of the Invoice page of your statement.

Schedule 1D – Taxpaid Removals

This is a summary webform for the number of gallons removed from Bond for each client. The sum of all the entries on schedule 1D will appear on line 1 of your invoice, and on line 5 of the inventory summary page of your statement. Imports and Taxpaid Removals are the only entries that create tax liability.

Please use one webform for each of the ABV categories per client. The green Save buttons allow you to duplicate the client information for additional entries.



EDIT SCHEDULE 1D - TAX PAID REMOVALS

DATE REMOVED FROM BOND *
09-15-2023

CLIENT

CLIENT NAME *
CRESWELL WINES

CLIENT ACCOUNT ID : PRIVILEGE TAX NUMBER *
AC400130 : PT130379

STREET ADDRESS *
1550 SE Lava Dr

CITY *
Milwaukie

STATE *
Oregon

ZIP CODE *
97222

COUNTRY *
United States of America

CLIENT TTB PERMIT # *
or-w-15088

QUANTITY REMOVED FROM BOND *	UNIT OF MEASURE *	ABV *	TAXABLE VOLUME *
500	Gallons	Wine 16% and Under	500

Schedule 2A – Exports

The 2A webform is a line-item detail form similar to the 1A - Imports. Again, this is due to the need to track individual products that may be returned from out of state and thus generate a tax credit.

The fields are the same, except that the Exported To information does not include an account ID field because the receiver is not required to be licensed in Oregon. You must enter their information manually.

The total of your clients' entries for exports appears on line 4 of your invoice as a deduction from taxable volume.

Schedule 2B – Military Sales and Authorized Deductions

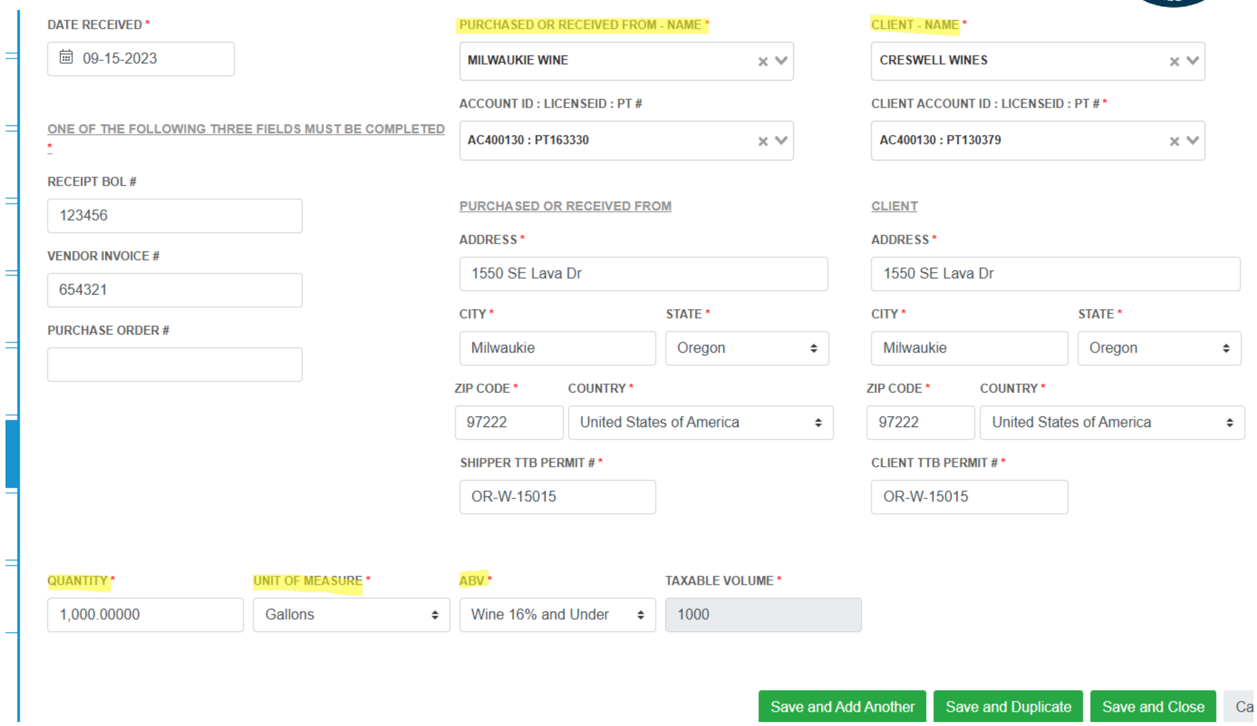
The 2B schedule has two deduction types that open different webforms. The Authorized Deductions option has fields for type of product loss and method of destruction.

The Military deduction type can be used to report your client's shipment to exempt entities such as churches or the military. The total appears on line 5 of your invoice as a deduction.

If you do not have an entry for any of your clients on any of the schedules after the SIBW, the blank beginning page has a toggle to click for Zero Activity.

Schedule 3F and 3G – Bond to Bond Transfers-In and Transfers-Out

Transfer schedules 3F and 3G are used to show bonded inventory movement for each client. Most often, the bonded warehouse receives wine in bond, then, after removing it from bond (paying the tax), ships it out taxpaid.


DATE RECEIVED *
09-15-2023

ONE OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *

RECEIPT BOL #
123456

VENDOR INVOICE #
654321

PURCHASE ORDER #

PURCHASED OR RECEIVED FROM - NAME *
MILWAUKIE WINE

ACCOUNT ID : LICENSEID : PT #
AC400130 : PT163330

PURCHASED OR RECEIVED FROM

ADDRESS *
1550 SE Lava Dr

CITY *
Milwaukie

STATE *
Oregon

ZIP CODE *
97222

COUNTRY *
United States of America

SHIPPER TTB PERMIT # *
OR-W-15015

CLIENT - NAME *
CRESWELL WINES

CLIENT ACCOUNT ID : LICENSEID : PT # *
AC400130 : PT130379

CLIENT

ADDRESS *
1550 SE Lava Dr

CITY *
Milwaukie

STATE *
Oregon

ZIP CODE *
97222

COUNTRY *
United States of America

CLIENT TTB PERMIT # *
OR-W-15015

QUANTITY *
1,000.00000

UNIT OF MEASURE *
Gallons

ABV *
Wine 16% and Under

TAXABLE VOLUME *
1000

Save and Add Another
Save and Duplicate
Save and Close
Ca

The Transfer-In schedule 3F has a field for where the product is received from. This could be directly from the producer, or from their custom crush provider. The Client will always be who you are receiving the product on behalf of. Transactions are summarized on line 2 of the inventory summary.

The Transfer-Out schedule 3G has a field for where the product was shipped to. If it is not to another bonded facility, it must instead be recorded as a tax paid removal on schedule 1D. Again, the Client information is who the transaction is on behalf of. These transactions are summarized on line 6 of the inventory summary page of your statement.

Schedule 3H – Client to Client Transfers

Bonded transfers between clients within your warehouse may be recorded on schedule 3H. This is a summary webform, requiring only the total volume transferred for each ABV category.

These transactions will not appear in your statement as they do not affect taxable liability or change the bonded warehouse's total inventory.

TRANSFER FROM

CLIENT NAME *

ACCOUNT ID: PRIVILEGE TAX NUMBER *

TTB PERMIT # *

TRANSFER TO

CLIENT NAME *

ACCOUNT ID: PRIVILEGE TAX NUMBER *

TTB PERMIT # *

QUANTITY *

UNIT OF MEASURE *

ABV *

TAXABLE VOLUME *

Balancing your Statement

After entering all your clients' transactions, click on the blue Preview Statement button and scroll to the second page, Inventory Values Summary. The system requires that line 4 and line 9 are within one taxable unit (barrel or gallon) of each other before the return will be accepted.

	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	0.	0.	0.	0.	0.
2. Received in Bond (3F)	0.	0.	0.	1000.	0.
3. Inventory Gains (sum all entered Gains)	0.	0.	0.	0.	0.
4. Total to Account for (Sum of Lines 1 thru 3)	0.	0.	0.	1000.	0.
5. Taxpaid Removals (Schedule 1D)	0.	0.	0.	500.	0.
6. Transfer Out In-Bond (3G)	0.	0.	0.	0.	0.
7. Inventory Loss (sum all reductions)	0.	0.	0.	100.	0.
8. Ending Inventory	0.	0.	0.	400.	0.
9. Total Accounted for (Sum of Lines 5 thru 8)	0.	0.	0.	1000.	0.

***Lines 4 and 9 must be within 1 unit value of each other in order to complete submission.**
If your lines 4 and 9 are not within 1 unit value, review the totals per client pages in the statement to review which client is off in difference column.

If there is a discrepancy larger than one unit on the summary page, the five following pages show details for each ABV category for each client.

Totals per Client

Wine 16% & Under

Creswell Wines		**SEP 2023**	**Original**
1550 SE Lava Dr	**Milwaukie**	**PT130379**	

* If the difference of each client is not between 1 & -1, please review the schedules SIBW, 3F, 3G & 1D for that client

	Total To Account For (SIBW gains + 3F + Beginning Inventory)	Total Accounted For (1D + 3G + SIBW losses + Ending Inventory)	Difference	Taxpaid Removals (1D)	Small Winery Exemption Used
Creswell Wines : PT130379	1000.	1000.	0.	500.	500.

The first two column titles describe how data from the schedules are calculated, and the third column is where you will look for discrepancies larger than one unit. Correcting the discrepancies can be an iterative process, so return to the inventory summary page to review your progress.

The other two columns, Taxpaid Removals and Small Winery Exemption Used, are provided as an informational detail for each client.

Once the individual clients' discrepancies are corrected, click on the green submit button to complete your return.