Breakdown by Columns (ASCII Filings):

Columns	Explanation
B Return Type	This should only be an "O" for an Original filing or "A" for Amended.
C Report Y/M	Excel likes to reformat dates; please be careful on formatting. The goal is to have January 2021 read as "202101".
D Filer Lic Type	This should be your own License Type that you are filing for, either "WMBW", "CERA" or "WH" on each line.
E Filer PT Number	The "Filer privilege tax ID number" field should contain your own Privilege Tax ID number for the location you are filing. These are listed on the License tab of your account, or may be searched by visiting the PDF listing of licensees on our resource page. o If reporting for multiple licenses, activity should be on separate excel files per location.
F Schedule	Each line should have a schedule value depending on the type of activity. A guide to the schedule codes is on the instructions tab and a schedule by schedule walkthrough will occur after the columns summary.
H Date Field	Specific formatting is required for transaction dates. Date format should go year, month, and then day. o **For example: January 4th would be "20210104".**
IJK BOL/Invoice/ PO	**Two of these three fields should have data.** The system uses these fields to link your records to those of your distributors who provide the same Invoice/BOL/PO numbers. o In the event that only one is available (invoice only, or PO only), input the same number in 2 of the three fields and the system will accept the entry. o For Schedule 3C entry of Sales, use "Various" in these fields to report total sales by product. o For verbal/handshake sales, if you have a customer number input that into the invoice/BOL fields and the customer's address if available. If no number is available, input "verbal" instead in invoice/BOL and use your business address
L Purchased from/sold to PT Number	This would be the Privilege Tax ID number of the purchased-from/sold-to entity. o This field helps the system connect your report to that of your suppliers. o It is an optional field, since not all entities that you purchase from or sell to will be registered on the system (Oregon producers onboard throughout 2021). However, if you have access to the number, please input it. o A list of existing licensees and their PT#s is available on the resource page.
M Name	This should be the name of the supplier or retailer related to the detail record. o For reporting Schedule 3C Sales, *if you are rolling up to product level sales for various retailers, please input your own name and address and report total number of each product sold in the month.
NOPQR Address-Country	These are the address information related to the supplier/producer/retailer. o For international addresses, please input the street address and 2-character country code only; City/State/Zip may be left blank on international addresses. o Country and State codes may be found on the instructions tab.

S Product Code	The Product Code has specific entry requirements that are on the instructions tab. This field tells the system if your product is a Malt, Wine, Cider, or Seltzer; in a case or a keg.
T SKU/Inventory Code	The SKU/Inventory Code field is optional, but it does have benefits. As future reporting capabilities are developed industry trends could be researchable down to the specific product level using this information. If you have an inventory numbering system, please input the data.
U Product Name	Product name should mirror what appears on an invoice where possible. The system is currently designed to cut the field at <u>**35 characters**</u>, so if the name is too long it will need to be shortened. *A refinement to the system to expand this character length is in development.*
V Quantity	Quantity in this instance is the number of cases or kegs relating to the record.
W Keg Size	If your product is a keg, input the keg size using the sizes listed at the top of the column. If your specific size is missing, input the closest comparable and send the OLCC a message in OPTO about what keg size you are looking to input. o **If your product is in a case, leave Column W blank.** o **If you enter Keg size data, Columns XYZ may be left blank since they pertain to cases.**
X Case Quantity	Case Quantity means the number of bottles/cans in a single case (usually 12 or 24). *If you track by bottle, add ‘1’ to convert case to single bottle size (or something along those lines).*
Y Bottle/Can Size	This column is where you would put only the number of ounces or milliliters in the individual containers. o For example, If the product is a “12OZ BTL”, in this column you would only put the “12”. The “OZ” would go on the next column, and the system does not need to know if it is a bottle or can.
Z Bottle/Can Unit of Measure	**This column would only be “OZ” for ounces or “ML” for milliliters.** o If you have bottles that are 1 Liter or more, they would convert into milliliters. 1 Liter would be 1000ml, 3 Liter would be 3000ml, etc.
AA Alcohol By Volume (ABV)	The Alcohol by Volume percentage must be included on each detail record. The system uses this information to appropriately classify your products to calculate taxes. ******ABV is a required field for ALL tabs (WMBW-WH, Inventory 3E, and CERA). It is incorrectly listed as optional in some tabs****** o If unknown, please check the product label or put in a best guess that matches the appropriate tax classification. Malt is usually between 4% and 8%, wines between 12% and 16%.
AB Small Winery Exemption	A few distributors in Oregon claim the Small Winery Exemption on behalf of their out-of-state winery clients. If you claim SWE on a product, put a “Y” and then fill out Column AD. This column may be left blank if SWE does not apply to your business.
AD	If you claim SWE on behalf of a winery, enter their TTB Basic Permit number here so that the OLCC may cross-reference with the eventual winery reports.