



Information Reporting File Specifications

Purpose of Document

The purpose of this document is to provide the file format instructions and guidance for the electronic filing of the following information reports.

- NCIR-BW, Report by Beer and Wine Wholesalers of Wholesale Sales of Alcohol
- NCIR-ABC, Report by ABC Board of Wholesale Sales of Alcohol
- NCIR-OL, Report by Occupational Licensing Boards of their Licensees

File Format Requirements

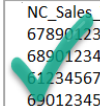
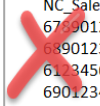
- File Format – Electronic reports must be .xlsx (Excel), .csv (comma-separated values), or .txt (tab-delimited plain text) format. No other file format extensions will be accepted. Examples of unacceptable formats include PDF, MS Word documents, and spreadsheets other than Excel.
- The column header and column order must be exactly as shown in the [Appendix](#). Files with additional columns, missing columns, columns out of order, or column headers with spelling variations will not be accepted.
- Testing File Formats – The Information Reporting Application allows you to test your file and confirm it is formatted correctly before you submit the report. Step-by-step instructions to test your file(s) can be found on our website at www.ncdor.gov/information-reporting-step-step-guides.
- Naming Convention for Uploaded Files – The name of each file to be uploaded must be unique.

Reminders

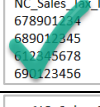
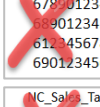
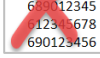
- A separate submission is required for each calendar year.
- You may submit an amended report using the Information Reporting Application. Amended reports must be submitted in full with all required parts and data. An amended report will completely replace the original report submitted.
- You are subject to the following penalties if you do not timely provide the required information or do not provide the information in the required format.
 - G.S. 105-236(a)(10)(c) imposes a penalty of fifty dollars (\$50) per day, up to a maximum penalty of one thousand dollars (\$1,000), if you do not file the report by the due date.
 - G.S. 105-236(a)(10)(c) imposes a penalty of two hundred dollars (\$200) if you do not file the report in the format prescribed by the Secretary, which includes errors in the report.
- Visit the Department's website at www.ncdor.gov/information-reporting for more information.

File Specifications for .csv and .txt Files

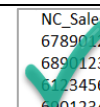
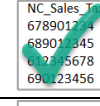
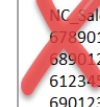
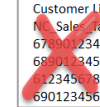
- In .csv files, columns must be separated by commas (i.e. comma-separated values).

| Examples – .csv Files Must Be Comma Delimited | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,Exampleville Grille LLC,Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,Exampleville Grille LLC,Exampleville Grille,505050AJ,919-234-5678,111111CM,18 N. State Street Unit 11B,Exampleville,NC,28099 612345678,ELG,Exampleville Local Goods Inc.,515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> | | | | | | | | | | | |
|  <pre>NC_Sales_Tax_ID Customer_Number Legal_Name DBA_Name ABC_Permit Telephone_Number Your_ABC_Permit_Number Physical_Address Physical_City Physical_State Physical_Zip 678901234 EG1 Exampleville Grille, LLC Exampleville Grille 494949AJ 919-123-4567 111111CM 100 Main St. Exampleville NC 28099 689012345 EG2 Exampleville Grille, LLC Exampleville Grille 505050AJ 919-234-5678 111111CM 18 N. State Street, Unit 11B Exampleville NC 28099 612345678 ELG Exampleville Local Goods, Inc 515151AJ 910-456-7890 111111CM 212A Claude Blvd. Exampleville NC 28099 690123456 MLSB MaryLou Everest Jordan Crestford Company MaryLous Snack Barn 515151AJ 919-345-6789 111111CM 8967 Town Ave. Ext. Exampleville NC 28094</pre> | | | | | | | | | | | |

- In .txt files, columns must be separated by tabs (i.e. tab delimited). There must be one tab between column headers and one tab between values within the rows.



| Examples – .txt Files Must Be Tab Delimited | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|
|  <pre>NC_Sales_Tax_ID Customer_Number Legal_Name DBA_Name ABC_Permit Telephone_Number Your_ABC_Permit_Number Physical_Address Physical_City Physical_State Physical_Zip 678901234 EG1 Exampleville Grille LLC Exampleville Grille 494949AJ 919-123-4567 111111CM 100 Main St. Exampleville NC 28099 689012345 EG2 Exampleville Grille LLC Exampleville Grille 505050AJ 919-234-5678 111111CM 18 N. State Street Unit 11B Exampleville NC 28099 612345678 ELG Exampleville Local Goods Inc 515151AJ 910-456-7890 111111CM 212A Claude Blvd. Exampleville NC 28099 690123456 MLSB MaryLou Everest Jordan Crestford Company MaryLous Snack Barn 515151AJ 919-345-6789 111111CM 8967 Town Ave. Ext. Exampleville NC 28094</pre> | | | | | | | | | | | |
|  <pre>NC_Sales_Tax_ID Customer_Number Legal_Name DBA_Name ABC_Permit Telephone_Number Your_ABC_Permit_Number Physical_Address Physical_City Physical_State Physical_Zip 678901234 EG1 Exampleville Grille LLC Exampleville Grille 494949AJ 919-123-4567 111111CM 100 Main St. Exampleville NC 28099 689012345 EG2 Exampleville Grille LLC Exampleville Grille 505050AJ 919-234-5678 111111CM 18 N. State Street Unit 11B Exampleville NC 28099 612345678 ELG Exampleville Local Goods Inc 515151AJ 910-456-7890 111111CM 212A Claude Blvd. Exampleville NC 28099 690123456 MLSB MaryLou Everest Jordan Crestford Company MaryLous Snack Barn 515151AJ 919-345-6789 111111CM 8967 Town Ave. Ext. Exampleville NC 28094</pre> | | | | | | | | | | | |
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- Column headers must be on the first line of the file, beginning at position 1. See the [Appendix](#) for a list of columns in each file.

| Examples – Column Header Placement | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|
|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,Exampleville Grille LLC,Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,Exampleville Grille LLC,Exampleville Grille,505050AJ,919-234-5678,111111CM,18 N. State Street Unit 11B,Exampleville,NC,28099 612345678,ELG,Exampleville Local Goods Inc.,515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> | | | | | | | | | | | |
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|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,Exampleville Grille LLC,Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,Exampleville Grille LLC,Exampleville Grille,505050AJ,919-234-5678,111111CM,18 N. State Street Unit 11B,Exampleville,NC,28099 612345678,ELG,Exampleville Local Goods Inc.,515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> | | | | | | | | | | | |
|  <pre>Customer List for Exampleville Brewery, 2022 NC_Sales_Tax_ID Customer_Number Legal_Name DBA_Name ABC_Permit Telephone_Number Your_ABC_Permit_Number Physical_Address Physical_City Physical_State Physical_Zip 678901234 EG1 Exampleville Grille LLC Exampleville Grille 494949AJ 919-123-4567 111111CM 100 Main St. Exampleville NC 28099 689012345 EG2 Exampleville Grille LLC Exampleville Grille 505050AJ 919-234-5678 111111CM 18 N. State Street Unit 11B Exampleville NC 28099 612345678 ELG Exampleville Local Goods Inc 515151AJ 910-456-7890 111111CM 212A Claude Blvd. Exampleville NC 28099 690123456 MLSB MaryLou Everest Jordan Crestford Company MaryLous Snack Barn 515151AJ 919-345-6789 111111CM 8967 Town Ave. Ext. Exampleville NC 28094</pre> | | | | | | | | | | | |



- If a value within a .csv file contains a comma (e.g. Test, Inc.), the value must be enclosed within quotation marks (e.g. "Test, Inc.").

Examples – Values Containing Column Delimiters

| |
|---|
|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,"Exampleville Grille, LLC",Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,"Exampleville Grille, LLC",Exampleville Grille,505050AJ,919-234-5678,111111CM,"18 N. State Street, Unit 11B",Exampleville,NC,28099 612345678,ELG,"Exampleville Local Goods, Inc.",515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> |
|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,Exampleville Grille, LLC,Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,Exampleville Grille, LLC,Exampleville Grille,505050AJ,919-234-5678,111111CM,18 N. State Street, Unit 11B,Exampleville,NC,28099 612345678,ELG,Exampleville Local Goods, Inc.,515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> |







- Each column must be completed separately for every line of the file. Values do not “carry down” from the line above.

Examples – Columns Completed for Every Line

|  <table border="1"> <thead> <tr> <th>Customer_Number</th> <th>Invoice_Number</th> <th>Invoice_Date</th> <th>Product_Code</th> <th>Unit_Sold</th> <th>Quantity_Sold</th> <th>Item_Price</th> <th>Sale_Amount</th> <th>Sales_Tax</th> <th>Your_ABC_Permit_Number</th> </tr> </thead> <tbody> <tr> <td>EG1</td> <td>571654</td> <td>20220106</td> <td>101B Keg</td> <td>1</td> <td>65</td> <td>65</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td>EG1</td> <td>571654</td> <td>20220106</td> <td>103 Bottle</td> <td>20</td> <td>15</td> <td>300.00</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td>ELB</td> <td>571691</td> <td>20220214</td> <td>103 Bottle</td> <td>12</td> <td>15.25</td> <td>305</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td>ELB</td> <td>571691</td> <td>20220214</td> <td>102 Case</td> <td>4</td> <td>24</td> <td>96</td> <td>0</td> <td>111111CM</td> <td></td> </tr> </tbody> </table> | Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | EG1 | 571654 | 20220106 | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | ELB | 571691 | 20220214 | 102 Case | 4 | 24 | 96 | 0 | 111111CM | |
|---|-----------------|----------------|--------------|--------------|---------------|---------------|-------------|-------------|------------------------|------------------------|-----|--------|----------|----------|---|----|----|---|----------|--|-----|--------|----------|------------|----|----|--------|---|----------|--|-----|--------|----------|------------|----|-------|-----|---|----------|--|-----|--------|----------|----------|---|----|----|---|----------|--|
| Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EG1 | 571654 | 20220106 | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ELB | 571691 | 20220214 | 102 Case | 4 | 24 | 96 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  <table border="1"> <thead> <tr> <th>Customer_Number</th> <th>Invoice_Number</th> <th>Invoice_Date</th> <th>Product_Code</th> <th>Unit_Sold</th> <th>Quantity_Sold</th> <th>Item_Price</th> <th>Sale_Amount</th> <th>Sales_Tax</th> <th>Your_ABC_Permit_Number</th> </tr> </thead> <tbody> <tr> <td>EG1</td> <td>571654</td> <td>20220106</td> <td>101B Keg</td> <td>1</td> <td>65</td> <td>65</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>103 Bottle</td> <td>20</td> <td>15</td> <td>300.00</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td>ELB</td> <td>571691</td> <td>20220214</td> <td>103 Bottle</td> <td>12</td> <td>15.25</td> <td>305</td> <td>0</td> <td>111111CM</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>102 Case</td> <td>4</td> <td>24</td> <td>96</td> <td>0</td> <td>111111CM</td> <td></td> </tr> </tbody> </table> | Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | | | | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | | | | 102 Case | 4 | 24 | 96 | 0 | 111111CM | |
| Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 102 Case | 4 | 24 | 96 | 0 | 111111CM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Do not include line breaks within any value.

Examples – No Line Breaks Within Values

|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,Exampleville Grille LLC,Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,Exampleville Grille LLC,Exampleville Grille,505050AJ,919-234-5678,111111CM,18 N. State Street Unit 11B,Exampleville,NC,28099 612345678,ELG,Exampleville Local Goods Inc.,515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------|--|---------------------|---------------------|------------------|------------------------|-----------------------------|---------------------|----------------|----------------|--------------|-----------|-----|-------------------------|---------------------|----------|--------------|----------|--------------|--------------|----|-------|-----------|-----|-------------------------|---------------------|----------|--------------|----------|-----------------------------|--------------|----|-------|-----------|-----|------------------------------|--|----------|--------------|----------|-------------------|--------------|----|-------|-----------|------|--|--|---------------------|----------|--------------|----------|---------------------|--------------|----|-------|
|  <pre>NC_Sales_Tax_ID,Customer_Number,Legal_Name,DBA_Name,ABC_Permit,Telephone_Number,Your_ABC_Permit_Number,Physical_Address,Physical_City,Physical_State,Physical_Zip 678901234,EG1,"Exampleville Grille, LLC",Exampleville Grille,494949AJ,919-123-4567,111111CM,100 Main St.,Exampleville,NC,28099 689012345,EG2,"Exampleville Grille, LLC",Exampleville Grille,505050AJ,919-234-5678,111111CM,"18 N. State Street, Unit 11B",Exampleville,NC,28099 612345678,ELG,"Exampleville Local Goods, Inc.",515151AJ,910-456-7890,111111CM,212A Claude Blvd.,Exampleville,NC,28099 690123456,MLSB,MaryLou Everest Jordan Crestford Company,MaryLous Snack Barn,515151AJ,919-345-6789,111111CM,8967 Town Ave. Ext.,Exampleville,NC,28094</pre> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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- Do not include any summary lines or comments in the file.

| Examples – No Added Rows | | | | | | | | | | |
|--|----------------|--------------|--------------|-----------|---------------|------------|-------------|-----------|------------------------|--|
| Customer_Number,Invoice_Number,Invoice_Date,Product_Code,Unit_Sold,Quantity_Sold,Item_Price,Sale_Amount,Sales_Tax,Your_ABC_Permit_Number | | | | | | | | | | |
| EG1,571654,20220106,101B,Keg,1,65,65,0,111111CM | | | | | | | | | | |
| EG1,571654,20220106,103,Bottle,20,15,300.00,0,111111CM | | | | | | | | | | |
| ELB,571691,20220214,103,Bottle,12,15.25,305,0,111111CM | | | | | | | | | | |
| ELB,571691,20220214,102,Case,4,24,96,0,111111CM | | | | | | | | | | |
| Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | |
| EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | |
| EG1 | 571654 | 20220106 | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | |
| ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | |
| ELB | 571691 | 20220214 | 102 Case | 4 | 24 | 96 | 0 | 111111CM | | |
| Customer_Number,Invoice_Number,Invoice_Date,Product_Code,Unit_Sold,Quantity_Sold,Item_Price,Sale_Amount,Sales_Tax,Your_ABC_Permit_Number | | | | | | | | | | |
| EG1,571654,20220106,101B,Keg,1,65,65,0,111111CM | | | | | | | | | | |
| EG1,571654,20220106,103,Bottle,20,15,300.00,0,111111CM | | | | | | | | | | |
| THIS CUSTOMER IS NO LONGER IN BUSINESS | | | | | | | | | | |
| ELB,571691,20220214,103,Bottle,12,15.25,305,0,111111CM | | | | | | | | | | |
| ELB,571691,20220214,102,Case,4,24,96,0,111111CM | | | | | | | | | | |
| Customer_Number | Invoice_Number | Invoice_Date | Product_Code | Unit_Sold | Quantity_Sold | Item_Price | Sale_Amount | Sales_Tax | Your_ABC_Permit_Number | |
| EG1 | 571654 | 20220106 | 101B Keg | 1 | 65 | 65 | 0 | 111111CM | | |
| EG1 | 571654 | 20220106 | 103 Bottle | 20 | 15 | 300.00 | 0 | 111111CM | | |
| TOTAL THIS INVOICE: 365.00 | | | | | | | | | | |
| ELB | 571691 | 20220214 | 103 Bottle | 12 | 15.25 | 305 | 0 | 111111CM | | |
| ELB | 571691 | 20220214 | 102 Case | 4 | 24 | 96 | 0 | 111111CM | | |
| TOTAL THIS INVOICE: 401.00 | | | | | | | | | | |

- In .txt files, do not include additional tabs or spaces at the end of any line within the file. Note: If you move your cursor all the way to the right of a line, it should fall immediately beside the last character. If you can move your cursor further to the right, there are extra spaces or tabs that must be removed to prevent errors.

| Examples – Values Containing Column Delimiters | | | | | | | | | | |
|--|---------------------|---------------------|------|-----------------|------------------------|-------------|------------------|--------------------|------------------------|--|
| Product_Code | Brand | Product_Description | Type | Sales_Unit_Desc | Singles_Per_Sales_Unit | Single_Desc | Single_Unit_Size | Single_Measurement | Your_ABC_Permit_Number | |
| 101A | Exampleville's Best | House IPA 1/2 BBL | Beer | Keg | 1 | Keg | 1984 | Ounce | 111111CM | |
| 101B | Exampleville's Best | House IPA 1/6 BBL | Beer | Keg | 1 | Keg | 662 | Ounce | 111111CM | |
| 102 | Budweiser | Bud 2/12/12 CAN | Beer | Case | 24 | Can | 12 | Ounce | 111111CM | |
| 103 | Exampleville's Best | Premium Merlot 2018 | Wine | Bottle | 1 | Bottle | 500 | mL | 111111CM | |
| Product_Code | Brand | Product_Description | Type | Sales_Unit_Desc | Singles_Per_Sales_Unit | Single_Desc | Single_Unit_Size | Single_Measurement | Your_ABC_Permit_Number | |
| 101A | Exampleville's Best | House IPA 1/2 BBL | Beer | Keg | 1 | Keg | 1984 | Ounce | 111111CM | |
| 101B | Exampleville's Best | House IPA 1/6 BBL | Beer | Keg | 1 | Keg | 662 | Ounce | 111111CM | |
| 102 | Budweiser | Bud 2/12/12 CAN | Beer | Case | 24 | Can | 12 | Ounce | 111111CM | |
| 103 | Exampleville's Best | Premium Merlot 2018 | Wine | Bottle | 1 | Bottle | 500 | mL | 111111CM | |

Appendix

This appendix lists the columns that must be included for each file within the NCIR-BW, NCIR-ABC, and NCIR-OL reports. Click the links below to navigate within this appendix.

| | |
|---|--|
| NCIR-BW, Report by Beer and Wine Wholesalers of Wholesale Sales of Alcohol | Customer File |
| | Product File |
| | Invoice File |
| NCIR-ABC, Report by ABC Board of Wholesale Sales of Alcohol | ABC Board Data File |
| NCIR-OL, Report by Occupational Licensing Boards of their Licensees | Occupational Licensing Board Data File |

Customer File (Beer/Wine Wholesaler)

| Column | Instruction |
|------------------------|--|
| NC_Sales_Tax_ID | Enter the customer's NC Sales Tax Number as issued by NCDOR. |
| Customer_Number | Enter a unique number, code, or name to identify each customer. Note: If you sell to more than one location of a given business, each location must have its own Customer Number. For example, if you sell to Great Pizza which has locations on Main Street and State Street, an example of valid customer numbers could be "Great Pizza Main" and "Great Pizza State". Another example of valid customer names for the business could be "101A" and "101B". Any number, code, or name is valid as long as it is unique to the customer and location. |
| Legal_Name | Enter the customer's Legal Name. |
| DBA_Name | Enter the customer's Trade Name (also known as "doing business as" or DBA name), if applicable. |
| ABC_Permit | Enter the customer's ABC Permit Number. If the customer has more than one ABC permit, enter only one permit number. |
| Telephone_Number | Enter the customer's telephone number. |
| Your_ABC_Permit_Number | Enter your ABC permit number, which should be the same permit number as entered in your Submitter File. If you have more than one ABC permit, enter the number of the most used permit. |
| Physical_Address | Enter the street address of the customer's physical location. Note: Do not include any line breaks in the address. |
| Physical_City | Enter the city of the customer's physical location. |
| Physical_State | Enter the state of the customer's physical location. |
| Physical_Zip | Enter the zip code of the customer's physical location. |

Product File (Beer/Wine Wholesaler)

| Column | Instruction |
|------------------------|---|
| Product_Code | <p>Enter a unique number, code, or name to identify each product sold. If a product is sold in multiple sizes, you must enter a different code for each size.</p> <p>Note: The number, code, or name does <i>not</i> have to match a UPC or product code/name registered with another agency. You may add a number or letter to a product code to identify different sizes. For example, if you sell an IPA product in a 1/6 BBL, 1/2 BBL, and case of 24 cans, valid product codes could be "IPA 1/6", "IPA 1/2", and "IPA Case". Valid product codes could also be "1001-A", "1001-B", and "1001-C". Any number, code, or name is valid as long as it is unique to the product and size.</p> |
| Brand | Enter the brand of the product. For example, enter Budweiser, Miller, etc. |
| Product_Description | Enter a description of the product. For example, enter Merlot 2017, Pinot Gris holiday edition, etc. Do not list a generic description such as Wine if multiple varieties of the product are sold. |
| Type | Enter the type of product sold. For example, enter Beer, Wine, NA (Non-Alcoholic), Cider, etc. |
| Sales_Unit_Desc | <p>Enter a description of the sales unit for the product. For example, enter Case, Keg, Bottle, Can, Box, etc.</p> <p>Note: If the product is sold by the case, enter Case as the description even if the product is packaged in bottles.</p> |
| Singles_Per_Sales_Unit | <p>Enter the number of single units included in the sales unit. For example, enter 1, 12, 24, etc.</p> <p>Note: If the product is sold in cases of 12 bottles and the Sales_Unit_Desc is Case, enter 12 as the number of single units. If the product is sold by the bottle and the Sales_Unit_Desc is Bottle, enter 1 as the single unit.</p> |
| Single_Desc | <p>Enter a description of the single unit for the product. For example, enter Bottle, Can, Keg, Box, etc.</p> <p>Note: Do not enter Case as a description as a case is not considered to be a single unit.</p> |
| Single_Unit_Size | <p>Enter the numeric size of the single unit. For example, enter 12.5, 20, 500, etc.</p> <p>Note: Do not enter the metric units as part of the size. For example, if the single unit is a bottle that holds 500 mL, only enter 500 as the size of the single unit.</p> |
| Single_Measurement | <p>Enter the unit of measurement (i.e. metric unit) associated with the single unit size. For example, enter ounce, mL, milliliter, etc.</p> <p>Note: Do not enter the numeric size as part of the measurement. For example, if the single unit is a bottle that holds 500 mL, only enter ml, mL, or milliliter as the measurement.</p> |

| | |
|------------------------|---|
| Your_ABC_Permit_Number | Enter your ABC permit number, which should be the same permit number as entered in your Submitter File. If you have more than one ABC permit, enter the number of the most used permit. |
|------------------------|---|

Invoice File (Beer/Wine Wholesaler)

| Column | Instruction |
|------------------------|---|
| Customer_Number | Enter the unique number, code, or name assigned to the customer. This value <u>must match</u> the Customer_Number entered in the Customer file. Note: Do not enter the customer's Legal Name or Trade Name unless the customer's Legal Name or Trade Name was used as the Customer Number in the Customer file. |
| Invoice_Number | Enter the invoice number. |
| Invoice_Date | Enter the invoice date using a format of YYYYMMDD. For example, enter 20220705 for an invoice dated July 5, 2022. |
| Product_Code | Enter the unique number, code, or name assigned to the product sold. This value <u>must match</u> the Product_Code entered in the Product file. Note: Do not enter the product description unless the product description was used as the Product Code in the Product file. |
| Unit_Sold | Enter the type of unit sold. For example, enter Case, Bottle, Keg, etc. |
| Quantity_Sold | Enter the number of units sold as shown on the invoice. For example, if you sold a case of 12 bottles and the Unit_Sold is Case, enter 1 as the quantity sold. However, if you sold a case of 12 bottles and the Unit_Sold is Bottle, enter 12 as the quantity sold. |
| Item_Price | Enter the sale price for one unit. For example, if you sold a case of 12 bottles where Unit_Sold was Case and a case costs \$144, enter 144 as the item price. However, if you sold a case of 12 bottles where Unit_Sold was Bottle and a bottle costs \$12, enter 12 as the item price. |
| Sale_Amount | Enter the total sales amount for the sale as shown on the invoice. Do not include sales tax. For example, if you sold three cases and the item price is \$36 each, enter 108 as the sale amount. |
| Sales_Tax | Enter the total NC sales tax charged on the sale as shown on the invoice. If no sales tax was charged, enter 0, 0.00, or leave the field blank. Note: Do not include any letters or special characters (e.g., a dash, "N/A"). |
| Your_ABC_Permit_Number | Enter your ABC permit number, which should be the same permit number as entered in your Submitter File. If you have more than one ABC permit, enter the number of the most used permit. |

ABC Board Data File

| Column | Instruction |
|---------------|---|
| StoreID | Enter the ABC store number. If the board has more than one store that sells liquor, you must identify each store with a unique number. |
| ABCBoardName | Enter the name of the ABC Board. |
| PermitNum | Enter the customer's ABC Permit Number as issued by the ABC Commission. |
| BusPermitName | Enter the name of the business that made the purchase. For example, enter the name of the restaurant, bar, club, etc. |
| OrdInvNum | Enter the invoice number. |
| OrdInvDate | Enter the invoice date using a format of YYYYMMDD. |
| ProdCode | Enter the ABC product code as assigned by the ABC Commission. The code identifies the brand/description and size of the item purchased. |
| Bottles | Enter the number of bottles sold. |
| Tax | Enter the mixed beverage tax charged on the sale. |
| SaleAmt | Enter the total sales amount including tax. |

Occupational Licensing Board Data File

| Column | Instruction |
|---------------|---|
| Board | Enter the legal name of the licensing board. |
| BoardTIN | Enter the 9-digit FEIN of the board. Do not enter dashes or spaces. |
| TIN | Enter the 9-digit SSN of the licensee. Do not enter dashes or spaces. |
| Last | Enter the last name of the licensee. |
| First | Enter the first name of the licensee. |
| Middle | Enter the middle name or middle initial of the licensee, if applicable. |
| Suffix | Enter the suffix of the licensee, if applicable. For example, Jr, Sr, III, etc. |
| BirthDate | Enter the birth date of the licensee using a format of YYYYMMDD. For example, enter 19500302 if the birth date is March 2, 1950. |
| Employer | Enter the name of the licensee's employer. |
| EmpCat | Enter Public if the licensee's employer is a government entity; otherwise, enter Private. |
| LicType | Enter a description of the primary license type as shown on the license. For example, enter General Contractor, Attorney, Architect, etc. |
| LicSubcat | Enter the license/endorsement subcategory, if applicable. For example, enter Full, Restricted, Unrestricted, Limited, Unlimited, etc. |
| LicNo | Enter the license number as shown on the license. If no license number exists, enter the account number or ID number the board uses to identify the license/licensee. |
| LicIssueDate | Enter the license issuance date using a format of YYYYMMDD. For example, enter 19880302 if the license was issued on March 2, 1988. |
| LicExpDate | Enter the license expiration date using a format of YYYYMMDD. For example, enter 20300302 if the license expires on March 2, 2030. |
| LicStat | Enter the status of the license/certification. For example, enter Active, Inactive, Suspended, Certified, etc. |
| PrimPrac | Enter the licensee's primary area of practice/qualification, if applicable. For example, enter Internal Medicine, Residential Construction, etc. |
| SecPrac | Enter the licensee's secondary area(s) of practice/qualification, if applicable. For example, enter Cardiology, Pulmonary Disease, Commercial Construction, etc. |

02-2024

| | |
|----------|---|
| BusPhone | Enter the 10-digit business phone number of the licensee. |
| Add1 | Enter the first line of the licensee's address. |
| Add2 | Enter the second line of the licensee's address, if applicable. |
| Add3 | Enter the third line of the licensee's address, if applicable. |
| City | Enter the city of the licensee's address. |
| St | Enter the state of the licensee's address. |
| Zip | Enter the 5-digit or 9-digit zip code of the licensee's address. Do not enter dashes. |
| County | Enter the county name of the licensee. For example, enter Mecklenburg, Bladen, etc. |
| DisAct | Enter Yes if the licensee is subject to any current disciplinary action; otherwise, enter No. |