



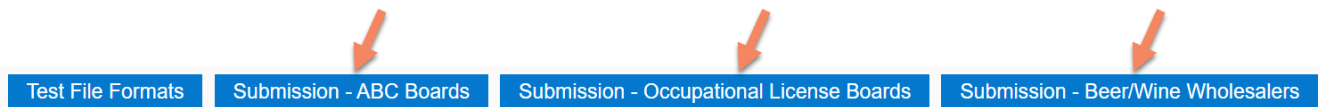
## Submission – Step-by-Step Guide

### Purpose of Document

The purpose of this document is to walk you through submitting a report in the Information Reporting Application. The following reports can be electronically filed using the Information Reporting Application:

- 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

This guide applies to new report submissions and amended report submissions. Click the applicable **Submission** button in the Information Reporting Application to begin.



The screen examples below are for a Beer and Wine Wholesaler submission.

### Submitter Information

**Step 1:** On the Submitter Information screen, select the year for which you want to submit a report. In addition, select the company’s entity type (FEIN or SSN) and enter the company’s Entity ID and Legal or Board Name. If the entity type is FEIN, the Entity ID is the company’s FEIN number. If the entity type is SSN, the Entity ID is the company’s SSN number. **Fields with a red asterisk are required. The submitter information fields you must complete are based on the type of report being filed.**

**NCDOR** NORTH CAROLINA DEPARTMENT OF REVENUE

### Beer/Wine Wholesaler Submitter Information

Trouble with this page? Click [here](#) for help.

**Year of Data \***  
2022 ▾

**Entity Type \***  
Select ▾

**Entity ID \***  
\_\_\_\_\_

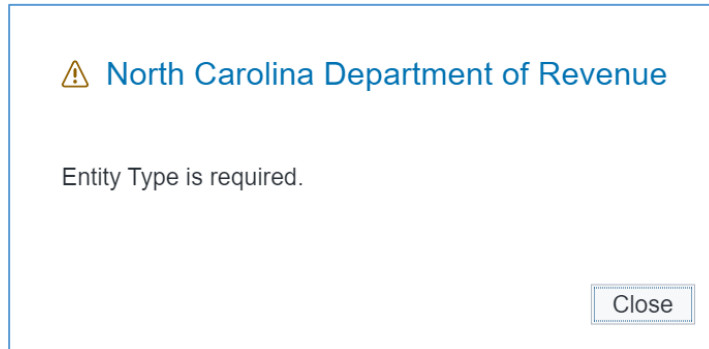
**ABC Permit Number \***  
\_\_\_\_\_

**Legal Name \***  
\_\_\_\_\_

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**Note:** The contact information should be the person we need to contact if there is an issue with the submission or question about the report.

If a required field is not completed or you enter an invalid phone number or email address, an error message will appear once you click Next.



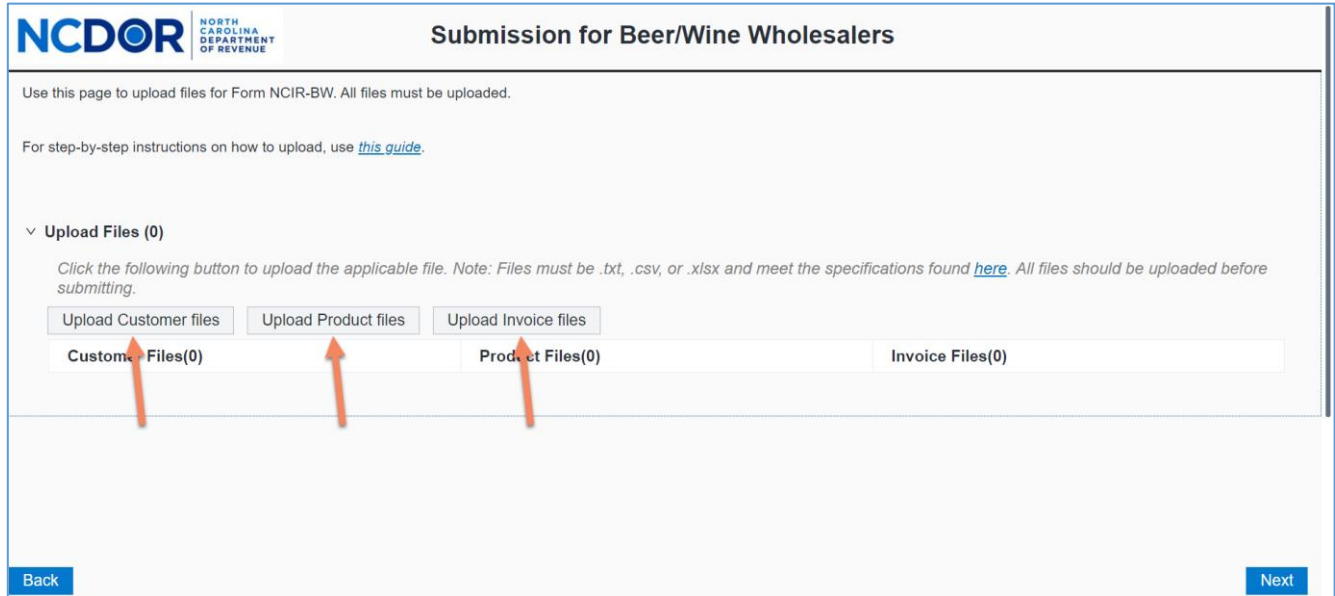
**Step 2:** Once you've entered all required submitter information, click **Next** to continue.

A screenshot of a web form titled "Beer/Wine Wholesaler Submitter Information" from the NCDOR website. The form includes a header with the NCDOR logo and the title. Below the header, there is a link for help. The form contains several fields: "Year of Data" (dropdown menu set to 2022), "Entity Type" (dropdown menu set to FEIN), "Entity ID" (text input field with 223344567), "ABC Permit Number" (text input field with 123456CM), "Legal Name" (text input field with Testing Company, Inc.), and "Trade Name" (text input field with Tests for You). At the bottom left is a "Back" button, and at the bottom right is a "Next" button with an orange arrow pointing to it.

## File Upload

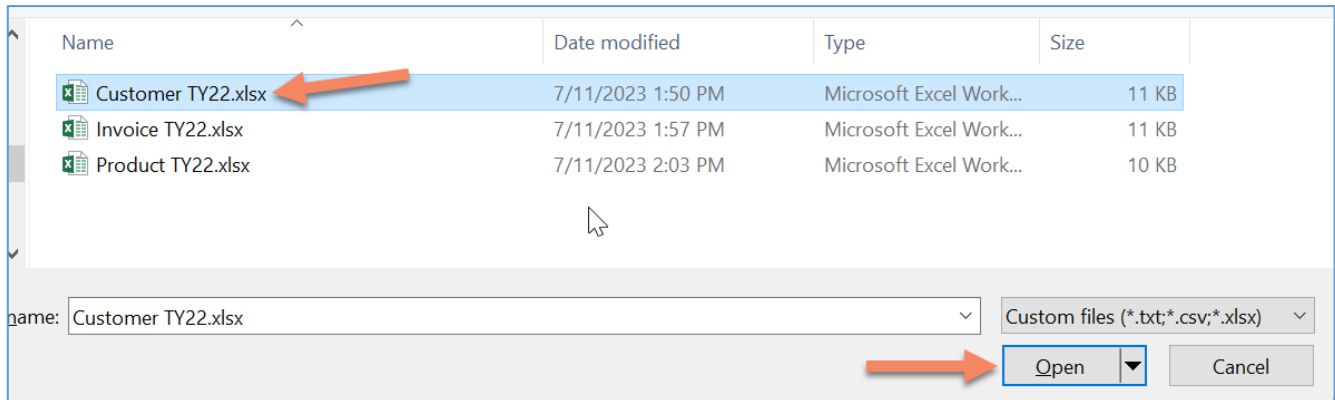
**Step 3:** Create a .txt, .csv, or .xlsx (Excel) file(s) using the [file formats on the NCDOR website](#). Make sure you [test your file\(s\)](#) prior to submission.

**Step 4:** On the Submission screen, click the **Upload** button that corresponds with the file(s) you want to upload.




**Step 5:** A new window will open. Choose the file you want to upload. Click **Open** to add the file. Keep in mind:

- All files must be .txt, .csv, or .xlsx format.
- There are no individual file size limitations for the Information Reporting Application, but there is a 3 GB total submission size limit and your browser may have a 2 GB limitation.



**Step 6:** The file(s) you add will appear in a table below the upload buttons.






### Submission for Beer/Wine Wholesalers

Use this page to upload files for Form NCIR-BW. All files must be uploaded.


For step-by-step instructions on how to upload, use [this guide](#).


▼ **Upload Files (3)**

*Click the following button to upload the applicable file. Note: Files must be .txt, .csv, or .xlsx and meet the specifications found [here](#). All files should be uploaded before submitting.*

Customer Files(1)	Product Files(1)	Invoice Files(1)
Customer TY22.xlsx 	Product TY22.xlsx 	Invoice TY22.xlsx 

**Step 7:** If needed, use the minus (-) button next to the file name to delete a file. A confirmation box will appear. Click **Yes** to remove the file or **No** to keep the file.


Customer Files (1)
Customer TY22.xlsx 



## North Carolina Department of Revenue

Are you sure you want to remove Customer TY22.xlsx?

**Step 8:** Once all files have been uploaded, click **Next** to continue.






### Submission for Beer/Wine Wholesalers


Use this page to upload files for Form NCIR-BW. All files must be uploaded.

For step-by-step instructions on how to upload, use [this guide](#).


▼ **Upload Files (3)**

*Click the following button to upload the applicable file. Note: Files must be .txt, .csv, or .xlsx and meet the specifications found [here](#). All files should be uploaded before submitting.*

<input type="button" value="Upload Customer files"/>	<input type="button" value="Upload Product files"/>	<input type="button" value="Upload Invoice files"/>
<b>Customer Files(1)</b>	<b>Product Files(1)</b>	<b>Invoice Files(1)</b>
Customer TY22.xlsx 	Product TY22.xlsx 	Invoice TY22.xlsx 




**Step 9:** A popup warning will appear to remind you that the current submission will replace all data in any previous submission for the same tax year. If you are filing an amended report, confirm you have included all data for the tax year and then click **Continue**. If you are not filing an amended report, click **Cancel** to return to the Submission screen where you can remove and/or upload files, or go back to the Submitter Information screen to correct the submission information, such as the tax year.

 **North Carolina Department of Revenue**

This submission will replace all records previously submitted for the tax year selected, if applicable.

## Submission Review

**Step 10:** If there are no errors in your file(s), the Submission Review screen is displayed. **Review** all of the information entered and files to be uploaded. **This is your last chance to edit report information before submitting the report.**



**Submission Review**

Your submission has not yet been sent. Please review the information is correct before submitting.

**Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.**

Trouble with this page? Click [here](#) for help.

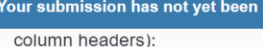
I certify that, to the best of my knowledge, the uploaded information is accurate and complete.

---

Year of Data:	2022
Submitter Type:	Beer/Wine Wholesaler
Entity ID:	223344567
Legal Name:	Testing Company, Inc.
Trade Name:	Tests for You
Wholesale Sales:	Yes
Submitter ABC Permit Number:	123456CM
Contact Name:	Test Person
Contact Phone Number:	(919) 814-1111
Contact Email Address:	testperson@yahoo.com

Number of Invoice Files Submitted: 1

The uploaded files are shown at the bottom of the Submission Review screen.



**Submission Review**

Your submission has not yet been sent. Please review the information is correct before submitting.

column headers:	4
Number of Invoice Files Submitted:	1
Total Count of Invoice Rows (not including column headers):	9

Were wholesale sales made in all 12 months?: No

Select Months with No Wholesale Sales: January, February, March, April, October, November, December

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Uploaded Files (3):

- Customer (1)
  - Customer TY22.xlsx (11 KB)
- Product (1)
  - Product TY22.xlsx (10 KB)
- Invoice (1)
  - Invoice TY22.xlsx (11 KB)

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[Back](#) [Submit](#)

**Step 11:** If all information is correct, check the **box** at the top of the page to certify that your report is accurate and complete and then click **Submit** to continue.



### Submission Review

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**Your submission has not yet been sent. Please review the information is correct before submitting.**

Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.

Trouble with this page? Click [here](#) for help.

I certify that, to the best of my knowledge, the uploaded information is accurate and complete.

---

Year of Data:	2022
Submitter Type:	Beer/Wine Wholesaler
Entity ID:	223344567
Legal Name:	Testing Company, Inc.
Trade Name:	Tests for You
Wholesale Sales:	Yes
Submitter ABC Permit Number:	123456CM
Contact Name:	Test Person
Contact Phone Number:	(919) 814-1111
Contact Email Address:	testperson@yahoo.com
Number of Customer Files Submitted:	1

**Your submission has not yet been sent. Please review the information is correct before submitting.**

column headers):	4
Number of Invoice Files Submitted:	1
Total Count of Invoice Rows (not including column headers):	9
Were wholesale sales made in all 12 months?:	No
Select Months with No Wholesale Sales:	January, February, March, April, October, November, December

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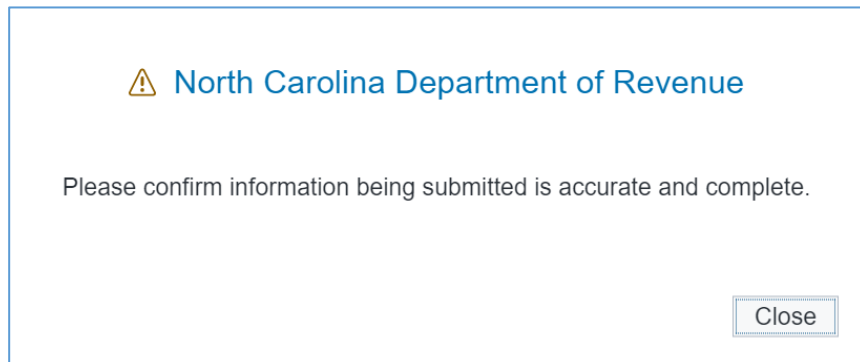
Uploaded Files (3):

- Customer (1)
  - Customer TY22.xlsx (11 KB)
- Product (1)
  - Product TY22.xlsx (10 KB)
- Invoice (1)
  - Invoice TY22.xlsx (11 KB)

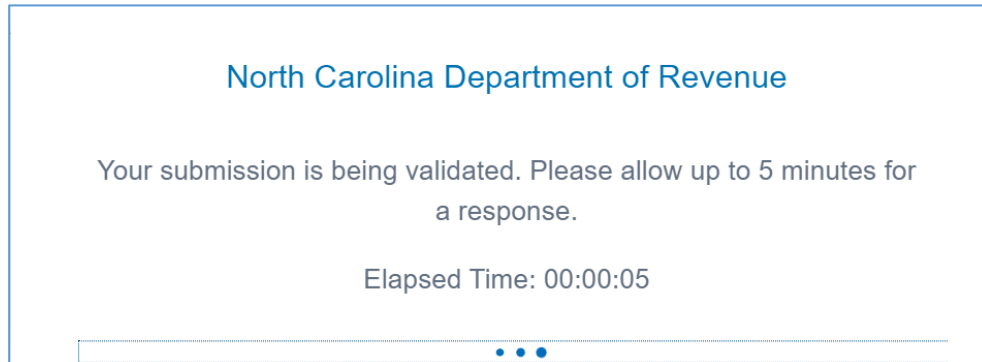
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[Back](#)[Submit](#)

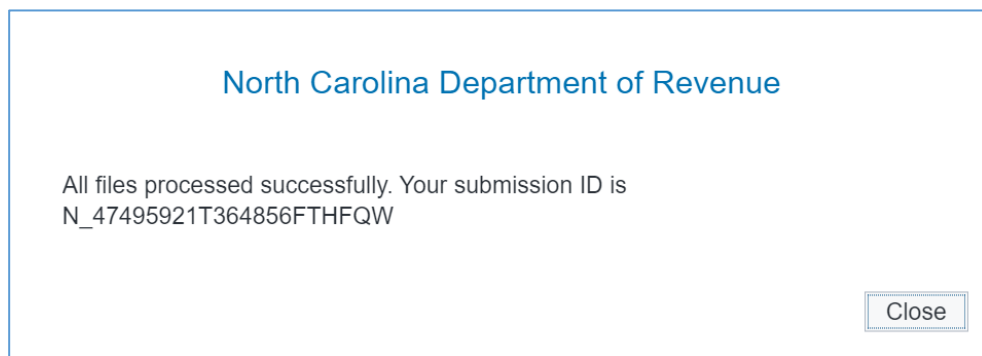
**Note:** If you click Submit without acknowledging the report is accurate and complete, a popup box will appear. Click **Close** to return to the Submission Review screen and check the acknowledgment box.



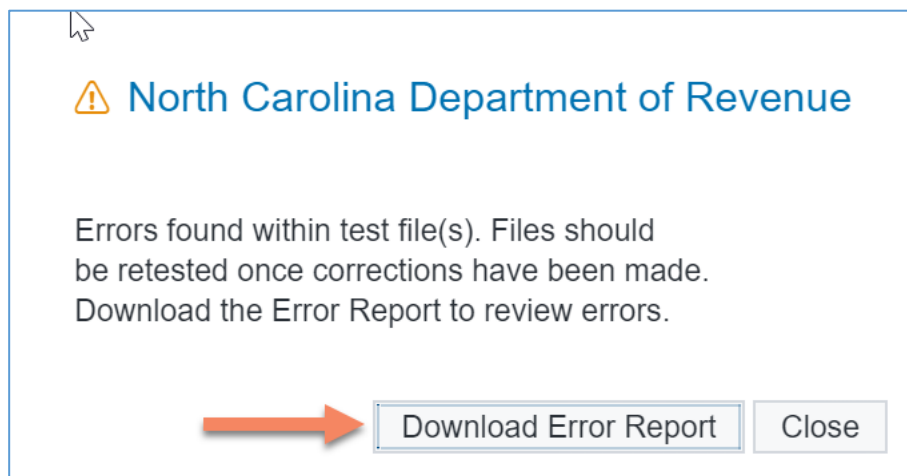
**Step 12:** A popup box will appear while your report is being reviewed for errors. Do not close the Information Reporting Application until validation is complete.



**Step 13:** If there are no errors in your report, you will receive a Submission ID and confirmation that your report has been processed successfully. Click **Close** to close the popup box.



If there are one or more errors in your file(s), you will receive an error report. Click **Download Error Report** to open the error report.





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The error report lists all of the errors found in the file(s). Below is an example of an error report.

error_file	error_title	error_message
Customer TY22 - Bad.xlsx	Data for Required Field is missing-Customer	The following fields must be completed for all rows: Customer_Number Legal_Name or DBA_Name (at least one must be completed)
Product TY22 - Bad.xlsx	Data for Required Field is missing-Product	The following fields must be completed for all rows: Product_Code Product_Description Your_ABC_Permit_Number
Invoice TY22 - Bad.xlsx	Data for Required Field is missing-Invoice	The following fields must be completed for all rows: Customer_Number Invoice_Number Invoice_Date Product_Code
Invoice TY22 - Bad.xlsx	Invalid Date Format and/or value for all or some rows	Invalid Invoice Date or incorrectly formatted Invoice Date in 2 line(s). Line numbers containing errors include but not limited to:

If there is an error in your submission, determine where the error occurred by reviewing the error message(s) and correct your report accordingly. Use the same steps to submit your report.

## Submission Completed


**Step 14:** Once your submission is complete, the Submission Completed screen is displayed. Your Submission ID is shown. You should print the confirmation page for your records. Click **Begin Another Submission** to submit another report or click **Done-Return to DOR Home Page** to return to the NCDOR website.



**Submission Completed**

Thank you, the Information Reporting records have been submitted. You may be contacted at a later date if there are questions or issues within the data.

Important: - You *must* print this page for your records. You will *not* receive an email with your Submission ID.

 [Print Submission Confirmation](#)

Submission ID:	<b>N_47495921T364856FTHFQW</b>
Date and Time of Submission:	Tue Jul 11 2023 21:36:52 EDT
Year of Data:	2022
Submitter Type:	Beer/Wine Wholesaler
Entity ID:	223344567
Legal Name:	Testing Company, Inc.
Trade Name:	Tests for You
Wholesale Sales:	Yes
Submitter ABC Permit Number:	123456CM
Contact Name:	Test Person
Contact Phone Number:	(919) 814-1111
Contact Email Address:	testperson@yahoo.com
Number of Customer Files Submitted:	1

[Begin Another Submission](#) [Done - Return to DOR Home Page](#)

## Resources

- [Watch the Information Reporting Application overview video](#)
- [Review the Information Reporting FAQs](#)
- [Troubleshooting Guide](#)