



## Wholesale transactions - Frequently Asked Questions

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#### WHY

##### 1. *Why do I have to report my wholesale transaction?*

It is a legislative requirement to report wholesale transactions.

The *Liquor Control Reform Act 1998* (the **Act**) was amended in 2014 to require liquor licensees to record and report their wholesale liquor transaction information.

The data helps the Victorian Government estimate the alcohol consumed across Victoria and informs the development of alcohol related harm minimisation policies.

## REPORTING — WHO, WHAT AND HOW

### 2. *Who has to report?*

Those who hold the following licence type/s are required to report their wholesale transaction/s for 2017-18:

- pre-retail licence
- wine and beer producer's licence
- limited licence, including:
  - renewable limited
  - temporary limited
  - major event licence.

Final reports must be submitted to the Victorian Commission for Gambling and Liquor Regulation (**VCGLR**) by midnight on 15 August 2018.

### 3. *What do I have to report?*

Liquor licensees must report their wholesale transactions made to other Victorian liquor licensees for the 2017–18 financial year. What that means is if you have supplied liquor to another Victorian liquor licensee (in that licensee's capacity as a liquor licensee) it must be reported.

For example, if you have sold beer to a pub within Victoria, this would be a wholesale transaction and would need to be reported.

The report must include the following transaction details:

- the licence number of the licensee to whom the liquor is supplied
- the postcode of the premises to which the liquor is delivered
- the type of liquor supplied, being low strength beer, medium strength beer, heavy strength beer, wine, fortified wine, spirits, ready to drink spirits and cider.
- the volume in litres of each type of liquor that is supplied, including:
  - if beer is supplied, the volume supplied in a container with a capacity of 48 litres or less; or more than 48 litres
  - if wine or fortified wine is supplied, the volume supplied in a small container, large container or in bulk
  - the dollar value of each type of liquor supplied.

The [Liquor Control Reform \(Wholesale Liquor Supply Information\) Regulations 2015](#) (the **Regulations**) provide definitions of types of liquor and relevant size of small, large and bulk containers. Definitions are also provided in this document under “ Reporting Definitions” below.

#### **4. When do I have to report my 2017–18 wholesale transactions?**

The wholesale reporting portal will open on 1 July 2018 and close at midnight on 15 August 2018.

#### **5. What is the definition of a wholesale transaction?**

The Act defines a wholesale liquor transaction as “*a transaction in which a reporting licensee, under an applicable licence, supplies liquor to another licensee in that other licensee's capacity as a licensee*”.

For reporting purposes, it does not apply to:

- interstate wholesale transactions
- export wholesale transactions
- retail cellar door sales at a producer's own licensed premises
- retail sales to private individuals via an online store.

#### **6. How do I report my 2017–18 wholesale transactions?**

The VCGLR has designed a template to collect wholesale transactions made in the 2017–18 financial year. It is available on the wholesale sales webpage and reporting portal, and is the same as the 2016-17 template.

The template is a CSV file with specific headings for each liquor type, volume, container size and total dollar amount. This file has been approved by the VCGLR for licensees to report their data. Licensees required to report their data, must use the template to record their wholesale transactions.

Licensees must report combined, not single transactions. That is, the total sales over the year to a single liquor licensee, not each individual transaction.

Completed CSV files are to be uploaded to the wholesale reporting portal on the VCGLR website.

The reporting portal also has tips on how to compile your data and use a CSV file.

#### **7. What happens if I don't report?**

Failure to report may be a contravention of the Act and be grounds for disciplinary action.

## EXEMPTIONS

### **8. *Are there any exemptions to reporting?***

You are exempt if you are an independent producer, not an importer, and you produce less than:

- 8,750 litres of spirits; or
- 28,500 litres of wine; or
- 100,000 litres of cider; or
- 100,000 litres of beer in a financial year; and

you are not related to another corporate entity that produces more than any of these quantities.

If you are exempt please register this through the wholesale reporting portal.

Note: If you exceed the exemption limit in one liquor category listed above, you must report all wholesale transactions to Victorian licensees.

### **9. *Are importers exempt?***

No. Importers are not exempt.

Importers must collect and report information about their wholesale liquor transactions, even if they only import small amounts of liquor.

### **10. *How do I determine if I am related to another corporate entity?***

You, as licensee, are required to conduct your own assessment of your corporate structure as to whether you are related to another corporate entity. As a general rule, being related to a corporate entity means you are either a holding company or subsidiary of another corporate entity.

You should consider seeking your own independent legal advice if required.

### **11. *I checked the volume produced and I'm exempt — what do I have to do now?***

If you have visited the wholesale reporting portal and determined that you are exempt from reporting requirements, you should then use the portal to register your exemption.

By registering your exemption, this will ensure we know not to contact you again regarding the 2017-18 reporting period.

## REPORTING DEFINITIONS

### **12. What does 'bulk' mean?**

"Bulk" means wine or fortified wine:

- supplied in a container with a capacity of more than 20 litres; or
- for bottling elsewhere; or
- for blending with another wine.

### **13. What does 'large container' mean?**

"large container" means a container with a capacity of 2 litres or more but not exceeding 20 litres.

### **14. What does 'small container' mean?**

"small container" means a container with a capacity of less than 2 litres.

### **15. What does 'cider' mean?**

"cider" is a beverage that—

- is the product of the complete or partial fermentation of the juice or must of apples, pears or other fruit;
- has not had added to it, at any time, any ethyl alcohol from any other source;
- has not had added to it, at any time, any liquor or substance (other than water or the juice or must of apples, pears or other fruit) that gives colour or flavour.

### **16. What does 'fortified wine' mean?**

"fortified wine" means wine to which a spirit has been added (including frontignac, madeira, marsala, muscat, port, sherry and tokay) and that has an alcohol content by volume not exceeding 22% at a temperature of 20° Celsius.

### **17. What does 'heavy strength beer' mean?**

"heavy strength beer" means beer with an alcohol content by volume of 3.5% or more at a temperature of 20° Celsius.

### **18. What does 'low strength beer' mean?**

"low strength beer" means beer with an alcohol content by volume of less than 3% at a temperature of 20° Celsius.

### **19. What does 'medium strength beer' mean?**

"medium strength beer" means beer with an alcohol content by volume of 3% or more but less than 3.5% at a temperature of 20° Celsius.

### **20. What does 'ready to drink spirits' mean?**

"ready to drink spirits" means spirits that are mixed with other beverages, but does not include fortified wine.

### **21. What does 'spirits' mean?**

"spirits" means liquor that is obtained by distillation and has an alcohol content by volume exceeding 10% at a temperature of 20° Celsius.

### **22. What will you do with the information reported by licensees?**

The VCGLR provides wholesale liquor sales data reports to the Minister for Consumer Affairs, Gaming and Liquor Regulation (the **Minister**) or the Department of Justice and Regulation (the **Department**). Any data provided in a report to the Minister or the Department will be consolidated and de-identified.

The VCGLR releases combined data by state or suburb to the Minister or the Department, and does not publish individual, or identifiable, licensee reports. The Department may seek clarification of licensees' data from the VCGLR if there are anomalies in the data submitted. However, the Department will not publish licensee details or make them publicly available.

Reports may also be used by the VCGLR to identify wholesalers who have failed to meet their legislated reporting requirements.

### **23. Will the wholesale data for the state be published or available publicly? What happened to the data reported to the VCGLR in previous years?**

The VCGLR will not publish any wholesale liquor sales data. The data is provided to the Minister or the Department. The Department has published data collected for the 2015-16 and is available [here](#).

### **24. How will you protect my commercial interests and ensure I'm not identified by my wholesale liquor sales data?**

Individual licensee reports are considered to be commercial-in-confidence and are handled carefully by the VCGLR in accordance with the VCGLR's regulatory and security requirements.

### **25. Why do I have to provide my liquor licence number?**

You must provide each of your liquor licence number/s when registering on the wholesale reporting portal and when reporting your transactions.

Providing your liquor licence number when creating your user profile confirms you have met your obligations under the Act and avoids any potential non-compliance penalties. It is also used by the VCGLR to ensure we do not contact you again if you have already submitted or identified as self-exempt. Your licence number will not be included in the final report to maintain privacy and protect commercial interests.

## REPORT TEMPLATE

### ***26. What is a CSV or TSV file?***

CSV stands for "comma separate values" and is a text file with values on each record separated (or delimited) by a comma. TSV stands for "tab separated value" text file. Both are a widely recognised and accepted format for providing data.

You must **download and complete** the [2017-18 CSV template file](#). This is the same template used for the 2016-17 data submission.

### ***27. Why can't I submit the wholesale report in Excel?***

The template is currently only available via CSV, due to restrictions on the use of Microsoft Excel. The VCGLR has designed a reporting template to meet the data reporting requirements as required by the Regulations.

CSV is widely recognised for providing data.

The wholesale reporting portal also has tips on how to compile your data, create and use a CSV file.

### ***28. What if I don't have Internet access or record my sales manually?***

Unfortunately, the VCGLR cannot accept submissions made by mail or email and if you attempt to provide your data this way, you may be found non-compliant with legislated reporting requirements.

If you don't have access to the Internet or a computer, you should organise access via a local library or Internet cafe to record your sales into the CSV template provided on the VCGLR website.

## COLLECTING SALES DATA

### ***29. I don't know how to collate this level of detail — I only have paper invoices and stock levels.***

The VCGLR cannot provide business or legal advice. The VCGLR Service Charter outlines our commitment to our licensees and what you can expect from us.

Some licensees have advised they may be able to use their existing accounting software (such as MYOB or QuickBooks), to generate a report of raw data to filter, aggregate and use to populate the [CSV template](#).

Consider the invoicing and reporting systems you already have in place and how you could use them to source wholesale transaction data.

## REPORTING TRANSACTIONS

**30. *How should I report sales to distribution centres that then distribute the stock to their licensees?***

You must report any transactions to a central distribution centre.

**31. *What if I sell to another wholesaler? Should I report this as well?***

Yes, if you meet reporting requirements including licence category or volume of alcohol produced, you must report all your wholesale transactions to any other Victorian liquor licensee.

**32. *But if that wholesaler then sells to a retailer or licensed premises, won't the transaction be reported twice?***

The VCGLR will identify and remove any duplicate transactions at the time of reporting. You must include the transaction as there is no guarantee the wholesaler you sold to will have submitted their report before you.

**33. *As a winery, I sell most of my product at my own cellar door under my own liquor licence, should I report these sales transactions?***

No, you do not have to report sales transactions made on your own licensed premises such as a bar or cellar door. Cellar door sales are considered retail transactions to private individuals and not to another Victorian licensee.

**34. *Do I have to report any online or mail order sales?***

You do not have to report transactions made via an online store to private individuals. You must report wholesale transactions to any other Victorian liquor licensee.

**35. *Do I need to report interstate and export transactions as well?***

No, you are not required to report on interstate or international wholesale transactions. Only transactions to Victorian liquor licensees.

**36. *Do I really need to report every single wholesale transaction I've made?***

Yes, you must report every wholesale transaction you've made to another Victorian licensee. However, you only need to report your transactions as a combined total, not individual transactions.

For example, a winery may supply a single restaurant with 72 litres (in 750ml bottles) to a restaurant four times a year. However, they should report one wholesale transaction of 288 litres for 2017–18, not four separate transactions.

Combined totals apply to all reporting requirements including volume, container size and total dollar amount.

**37. *How do I report volume? Do I just report totals or is there further information?***

Check the volume amounts supplied by liquor type carefully as these are reported separately. Low, medium and heavy strength beers will be reported separately depending on how they were supplied. Beer supplied in containers less than 48 litres will also be reported separately from containers greater than 48 litres.

Wineries will also report volume supplied by container, including:

- small containers of less than 2 litres
- large containers of 2 litres or more but less than 20 litres
- bulk, greater than 20 litres or for bottling elsewhere or for blending with another wine.

The container size is stated in the column headers of the [CSV file](#) and the [Regulations](#).

### REPORTING — FINANCIALS (TOTAL DOLLAR AMOUNT)

#### **38. *Should I include GST in the total dollar amount?***

Yes, the total dollar value reported must include any taxes, rebates or credits applied to the sale.

The total dollar amount must be for all sales in the 2017–18 financial year, not individual transactions.

The goods and services tax (GST) in Australia is a value added tax of 10 per cent on most goods and services sales. GST is levied on most transactions in the production process, but is refunded to all parties in the chain of production other than the final consumer.

#### **39. *When reporting wine sales, should the total dollar amount include Wine Equalisation Tax (WET)?***

Yes, the total dollar value reported must include any taxes, rebates or credits applied to the sale.

The total dollar amount must be for all sales in the 2017–18 financial year, not individual transactions.

Wine Equalisation Tax (WET) is a tax of 29 per cent of the wholesale value of wine. It is only payable if you are registered or required to be registered for GST. WET is designed to be paid on the last wholesale sale of wine, which is usually between the wholesaler and retailer.

#### **40. *Should I include any rebates or claim-backs given to our distributor in the total dollar amount?***

Yes, the dollar value reported must include any credits applied to the sale and returned to the distributor.

### REPORTING — FIND A LIQUOR LICENCE NUMBER

#### **41. *I have not recorded the liquor licence number for many of my customers. How can I find this information?***

There are two ways you can find this information.

- [Find a liquor licence portal](#) - The VCGLR lists all current permanent and temporary licences online on its website. You can search and confirm the licence number of any licensed premises or liquor licensee in Victoria — including wholesalers.
- [VCGLR website - data spreadsheets](#) – These records are provided in Excel and CSV format, which means you can search multiple licensees easily by licensee name, premises name or address.

These spreadsheets are historical, so they will list licences that are inactive, have closed or have ceased trading.

## **REPORTING — VOLUME: WINERIES PRODUCTION AND SALES**

### ***42. Do the exemption figures refer to wine stored in barrels as well as bottled?***

Yes, the 28,500 litres of wine stored in barrels is included in your production total for the 2017-18 financial year whether you have sold it or not.

As per the reporting definitions in the [Regulations](#), you must report all 2017–18 wholesale transactions.

Check the volume specifications in the [Regulations](#) carefully as there are separate reporting requirements for small containers, large containers and bulk sales.

### ***43. Does the production figure include wine made from grapes bought from other growers?***

Yes, the production figure of 28,500 litres of wine includes grapes bought from other growers.

When checking if you are required to report, you must include your own grapes and grapes bought from another grower in your production total.

### ***44. Do I need to report bulk sales to other growers or winemakers?***

Yes, your final wholesale report must also include any sales to another wholesaler, grower or winemaker if they hold a Victorian liquor licence.

You must report the volume and total dollar amount under the header: “Wine, bulk, for bottling or blending elsewhere”.

Remember, if you exceed production in one category, your final wholesale report should include sales transactions for all liquor types.

### ***45. As a winery, the quantity of wine produced varies with the seasonal conditions. Do the exemption amounts apply to a particular season?***

No, the production amounts should be counted for the 2017-18 financial year only (1 July — 30 June).

## REGISTERING ON THE WHOLESALE REPORTING PORTAL

### ***46. How do I register on the online wholesale reporting portal?***

The online portal is available here – [Wholesale data reporting portal](#)

Please note that you must register for the 2017-18 reporting period if you have not registered in previous years.

Click on the “register” link on the online reporting portal with your liquor licence number and contact details. You will receive an email with a validation link to authorise your registration. Passwords are self-created and unique to your account. Please keep them secure.

### ***47. Passwords***

Please note that your user account will be locked if you attempt to log in with an incorrect password more than 5 times, and you will need to contact us by phone on 1300 182 457 or by email to [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au) to unlock your account.

Passwords are self-created and unique to your account. Please keep them secure.

## UPDATING YOUR DATA

### ***48. I completed my wholesale transaction report and realised I missed some sales reports. How do I add the extra data?***

You may submit an updated wholesale transaction report in the CSV format with the extra data.

However, the new report will replace any previous versions and be considered your final report.

Make sure you submit all wholesale data in an updated version, and not just the missing data.