



Victorian Commission for  
Gambling and Liquor Regulation



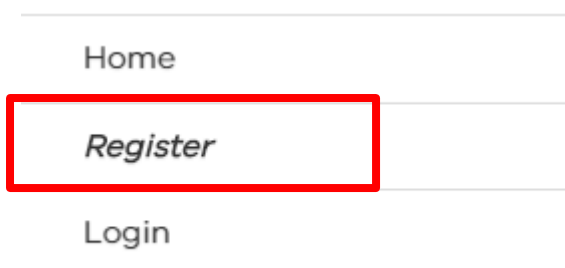
# Reporting wholesale liquor sales data guide

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If you have previously registered a wholesale sales data portal account, you will not need to register again. Simply login using the email and password you have previously set. You will need to complete steps 4 and 5 from the Register your account information below to complete your login. To login now, see: [Wholesale sales data reporting portal](#)

## 1. Register your account

1. visit the [Wholesale sales data reporting portal](#)
2. Select '**Register**' on the left side of the screen.

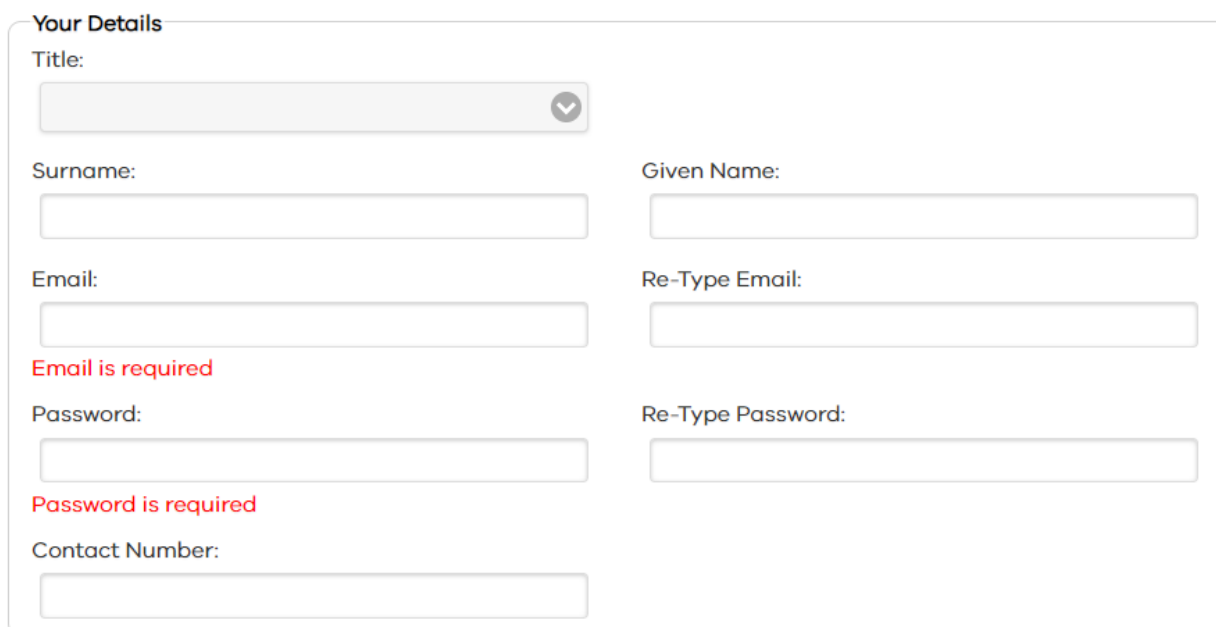


Home

**Register**

Login

3. Fill in your details and choose a password.  
**Note:** the password must be more than 6 characters and include 1 upper case, 1 lower case and 1 numeric character



**Your Details**

Title:

Surname:

Given Name:

Email:  
  
**Email is required**

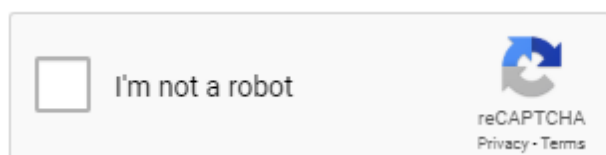
Re-Type Email:

Password:  
  
**Password is required**

Re-Type Password:

Contact Number:

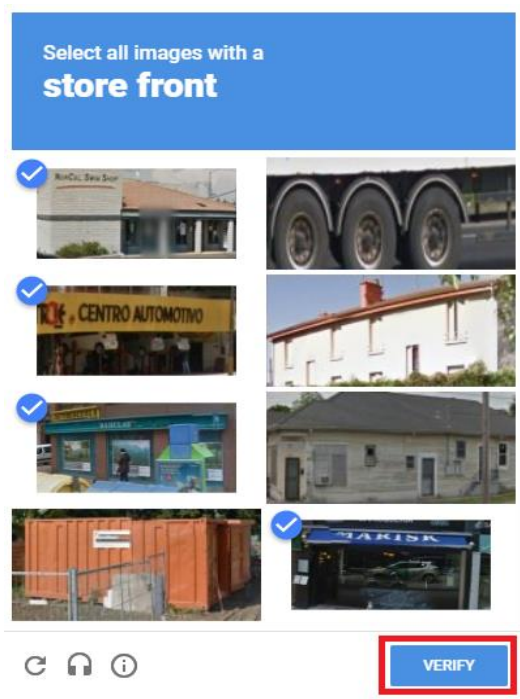
4. Select '**I'm not a robot**'



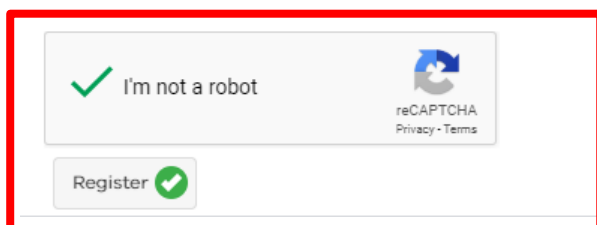
☐ I'm not a robot

reCAPTCHA  
Privacy • Terms

5. A window will appear asking you to select certain images. For example, the below is asking the user to select images of store fronts. Once selected, click **'Verify'**.



6. Tick **"Register"**.



7. An email will be sent to the email address you provided above titled **'User registration validation on wholesales sales data reporting portal'** (this normally can take up to 10 minutes to arrive – if you don't see it, check your junk folder). Follow the validation link in that email to complete your account registration. Example below.

To complete your registration click the link below or manually enter the code shown below into the text box on the email validation page displayed when you registered.

**Validation URL:** <http://dev-liqapp1.vcglr.local/iAlarmWholesalesOnline/Validate.aspx?U=48d95c44-22c5-4b33-ae07-d73ccddae29d&C=BCB4189062>  
**Validation Code:** BCB4189062

8. Login using your email address and password. Ensure you complete the **'I'm not a robot'** as per steps 4 and 5. Click **'Login'**. Your portal account is now registered.




**Login**

Email:

Password:

☐ Remember Email

☒ I'm not a robot  reCAPTCHA Privacy - Terms

## 2. Associate a liquor licence

Once you have completed your registration to the portal, you need to associate all licences you hold that require the reporting of wholesale data.

1. Click on **'Add/Associate a Licence'**.


You currently do not have any licences associated with your account.

2. Enter the licence number and postcode of the postal address of your licence. Complete **'I'm not a robot'** as per steps 4 and 5 in the above registration instructions. Once these three fields have been completed click on **'Associate'**.

**Licence Details**

Licence Number:

Postcode of address for service of notices:

☒ I'm not a robot  reCAPTCHA Privacy - Terms

3. An email will be sent to your email address with a validation link (this normally can take up to 10 minutes to arrive – if you don't see it, check your junk folder). Click on the link to associate the licence to your account.

**Validation URL:** <https://liquor.vcglr.vic.gov.au/iAlarmWholesalesOnline/Validate.aspx?ULA=1080308a-9105-4fc3-ab5c-b39c1045d917&C=3AF19A5776>  
**Validation Code:** 3AF19A5776

- The licence is now associated to your account. Repeat the above steps for all licences you hold that require the reporting of wholesale data.

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31100099	UNIVERSITY SKI CLUB	No Data File for 2019-20	Submit File or Exemption +
32806931	D'ANGELO ESTATE VINEYARD	No Data File for 2019-20	Submit File or Exemption +

### 3. Lodge an Exemption

Once you have associated your licenses, you need to determine if you are required to submit your wholesale data or if you are exempt from reporting requirements for each licence.

- A list of your associated accounts will be visible on your portal account. Click on the **'Submit File or Exemption'** button.

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31100099	UNIVERSITY SKI CLUB	No Data File for 2019-20	Submit File or Exemption +
32806931	D'ANGELO ESTATE VINEYARD	No Data File for 2019-20	Submit File or Exemption +

- You will then be asked some questions to determine if you are required to report your wholesales transactions or if you are exempt from reporting for this licence.

Answer the following questions to determine if you are exempt from submitting data:

1. Have you sold wholesale liquor to any Victorian liquor licensees in the 2019-20 financial year ?

Yes No

2. Are you a producer?

Yes No

3. Have you produced less than 8,750 litres of spirits in the 2019-20 financial year?

Yes No

4. Have you produced less than 28,500 litres of wine in the 2019-20 financial year?

Yes No

5. Have you produced less than 100,000 litres of cider in the 2019-20 financial year?

Yes No



6. Have you produced less than 100,000 litres of beer in the 2019-20 financial year?

Yes No

3. If you are required to submit wholesales data, a message will appear stating 'This licence requires transactions to be submitted'. Go to the 'Submit Wholesale data' section of this document for your next steps.

If you are exempt from reporting, the message below will appear. Click on the '**Lodge As Exempt**' button.

This licence can be lodged as exempt. Click **Lodge As Exempt** if these are true and accurate answers.

**Lodge As Exempt**  **Cancel** 

4. The submission status of the associated licence will change to '**Exemption Lodged**' with the current financial year. This means your exemption has been successfully lodged.

31100099 UNIVERSITY SKI CLUB Exemption Lodged for 2019-20 **Submit File or Exemption** 

## 4. Submit wholesale data

1. If you are required to submit your wholesale data, the message below will appear. Follow the instructions on the screen to submit your data.

You must submit your transaction data.

1. Download our [wholesale reporting guide](#) and the [template](#) file.
  - Enter your wholesale transaction information into the relevant columns in the template.
  - Do not change the column heading text. You may expand the columns if you cannot see the full wording.
  - If you enter a licence number in a row, any dollar or volume values on that row that are left blank are considered as zero.
  - Only use valid Victorian liquor licence numbers. If you do not know the licence number of the retailer or wholesaler who purchased your product, you can search for it online, see: [Liquor Licence and Applications Online](#) or the [Data](#) page on the VCGLR website.
  - If a dollar amount is not blank or zero, you must have a corresponding volume amount listed in the adjacent column.
  - Save the template file as a .CSV (comma separated values) or a .TSV (tab separated values) file only.
2. Upload your completed .CSV or .TSV file using the Upload File button below. Your file will be verified immediately. You will be advised of any errors that need correcting
3. If your file is accepted, you will see the message: Your file has been validated but not yet submitted. Click Next below to submit your data.

For further help with completing your report or fixing errors, see: [frequently asked questions](#).

### Upload and Validate CSV Data File

Licence Number:

32282014


Premises Name:

BEKENDALES

Year:

2019-20

2. Once you have completed the template and are ready to submit your CSV file, click “**Upload file**”

Upload File... 

3. Double click on the CSV or TSV file you wish to upload.
4. The validation message below will appear once your file has been uploaded. Click on ‘**Next**’ to view summary and submit your wholesales data report.

**Upload and Validate CSV Data File**

Licence Number:

Premises Name:


Year:

32282014


BEKENDALES

2019-20


BEKENDALES wholesale data 2019-20.csv  
1 Entries




- Your file has been validated but not yet submitted.
- To view a summary of your reported data and to continue your submission, click the Next button below.

Upload File... 

**View Summary / Submit Data**

Next 

Cancel 

5. The data summary page will display your current and previous year's wholesales data (if applicable). Please check the totals for the current reporting year are correct and click **'Submit'**.

### Data Summary

Premises Name: BEKENDALES  
Licence Number: 32282014

- Your file has been validated but not yet submitted.
- A summary of your reported data is shown below.
- Please check that your totals for this year are as expected with volumes in LITRES.
- To complete your submission, click the Submit button below.

#### Beer

	Low		Medium		Heavy	
	<= 48 Ltrs	> 48 Ltrs	<= 48 Ltrs	> 48 Ltrs	<= 48 Ltrs	> 48 Ltrs
2020 Dollars	20.00	500.00	200.00	500.00	200.00	500.00
2020 Litres	10.00	20.00	10.00	20.00	10.00	20.00

#### Data Submission

Submit

Back

6. Once submitted, the status of the associated licence will show as **'Data Submitted'** with the current financial year listed (see below screen shot). Ensure you complete the exemption questionnaire for each licence you hold that requires you to report wholesale data.

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
32282014	BEKENDALES	Data Submitted for 2019-20	<div>Submit File or Exemption </div>
<div>Add/Associate a Licence </div>			

## 5. Error messages submitting data

If you receive an error message when submitting your data, please refer to the following list of errors and common solutions to rectify these.

Error Message	What this means
Heading is invalid. Should be '<heading>'. (<heading> is the expected value for the heading in error)	<p>The heading in the column indicated does not match the expected value from the CSV template.</p> <p>Suggest you re-copy the headings from the template.</p>



Error Message	What this means
Blank row detected, please remove	A blank line was detected and needs to be removed.
Line is not comma or tab delimited	The line does not have the required comma or tab delimited format.
Incorrect number of values	The number of values detected in the line is not as expected.  Make sure you have no data in columns beyond the last column as per the template.
Licence number required	The licence number value is empty.
Licence number must be a numeric integer	The licence number is not a whole number (integer).
Licence number is invalid	The licence number is not eight digits including a valid check digit.  Double-check that you entered the licence number correctly.
Post code required	The post code value is empty.
Post code must be a numeric integer	The post code is not a whole number (integer).
Post code is invalid	The post code must be a whole number between 1 and 9999.
Value is not valid.  A zero or positive decimal value is required	The volume or dollar value is not a valid decimal number greater than or equal to zero.
Both volume and dollar values are required if dollar is not zero	If a dollar value is not zero, its corresponding volume value must be non-zero.  e.g. \$=20.00, volume = 0 is not allowed  \$=0, volume = 10 is allowed.

If you continue to get an error message after trying the above solutions, [Contact us](#) for support.

We aim to assist and provide a level of technical support and advice however, there are certain things we cannot do for you including:

- provide extensive technical, IT or accounting advice
- provide legal or business advice
- complete your wholesale sales report on your behalf.