



# Reporting Wholesale Sales Data Guide

June 2022



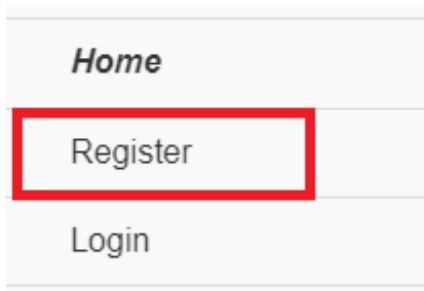
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# How to register your account

1. Register an account in the Wholesale sales data reporting portal using the below link:  
<https://liquor.vcglr.vic.gov.au/iAlarmWholesalesOnline/>.

2. Select '**Register**' in the menu on the left side of the screen.



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:

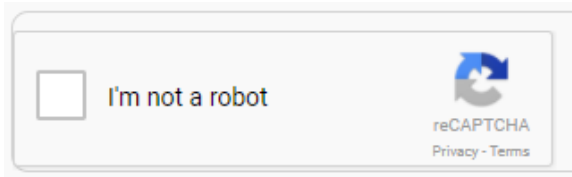
Re-Type Email:

Password:

Re-Type Password:

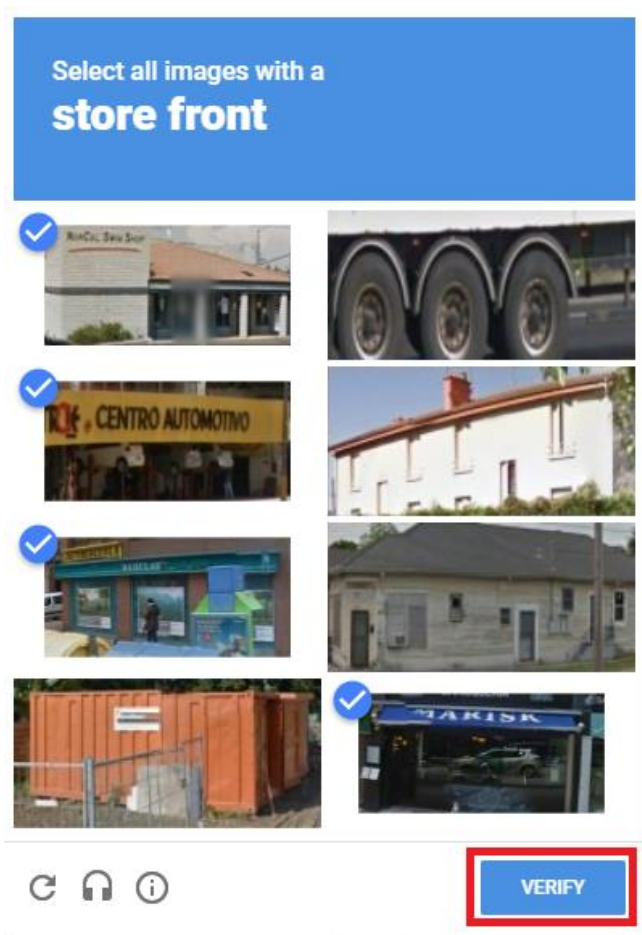
Contact Number:

4. Select 'I'm not a robot'



5. A window similar to the image below may appear, select the images as indicated in the pop-up window, then click on 'Verify'

(for example, the below is asking the user to select all images of store fronts)





6. Once you have completed your details and 'I'm not a robot' is ticked (see below image), click on **'Register'**

**Your Details**


Title:

Surname:  Given Name:

Email:  Re-Type Email:

Password:  Re-Type Password:

Contact Number:

I'm not a robot  [Privacy - Terms](#)

7. An email will be sent to your email address titled: **User Registration Validation on Wholesales Sales Data Reporting Portal**. Click on the validation link in the email to complete your account registration (see below).

**Validation URL:** <https://liquor.vcglr.vic.gov.au/iAlarmWholesalesOnline/Validate.aspx?U=ff2f1c82-c6f1-4f02-ac57-72a0d53bd4b5&C=21D77FA8E8>


**Validation Code:** 21D77FA8E8

8. The link will take you to a login page. Login using your email address and the password you have just created. Ensure you complete the **'I'm not a robot'** as per steps 4 and 5. Click on **'Login'** (see below image).

**Login**

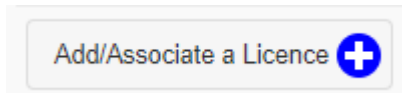
Email:  Password:

Remember Email

I'm not a robot  [Privacy - Terms](#)

# How to Associate Liquor Licence

1. Log into the wholesale sales data reporting portal. Click on **'Add/Associate a Licence'**.





2. Enter in the licence number and the postcode of the licence postal address. 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'** as per the below image.

**Licence Details**

Licence Number:

Licence Postal Address Postcode (from the address for service of notices)::


I'm not a robot  reCAPTCHA  
Privacy - Terms


**Associate**   

3. An email will be sent to your email address with a validation link. 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

4. The licence is now associated to your account and you are ready to complete a questionnaire to determine if you are exempt from reporting or if you need to submit wholesale sales data.

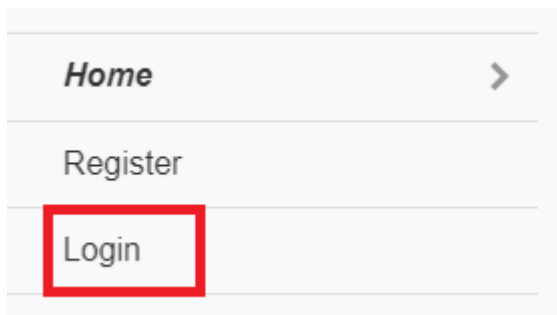
LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31245678	Wholesales Pty Ltd	No Data File for 2016-17	<input type="button" value="Submit File or Exemption"/> 



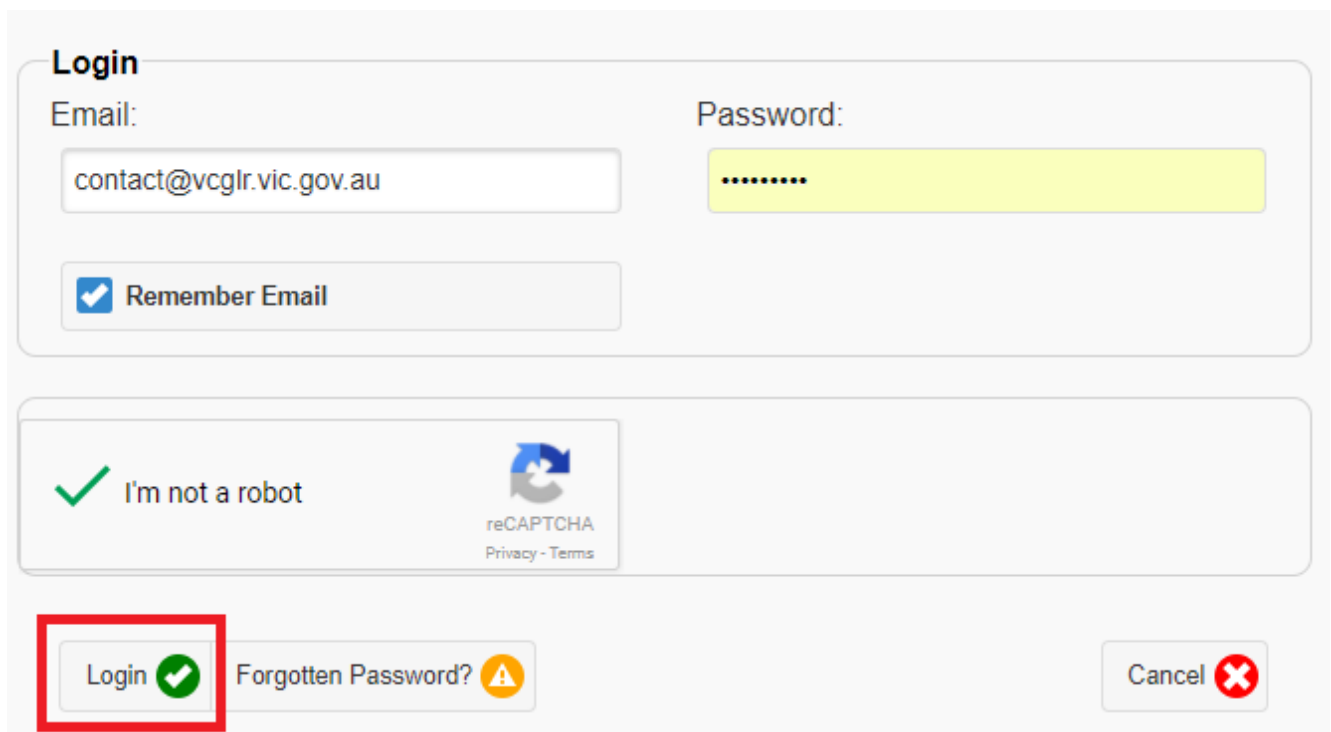
# How to complete Wholesale Sales Data Questionnaire

The questionnaire allows you to determine if you are exempt from the reporting requirements or if you are required to report your wholesale sales transactions.


1. Login to the Wholesale sales data reporting portal by clicking on '**Login**' in the menu on the left of the screen. (see below image)




2. The link will take you to a login page where you can login using your email address and password. Ensure you complete the '**I'm not a robot**' as per steps 4 and 5 in the registration instructions. Click on the '**login**' button as shown in the below image

A screenshot of a login page. At the top, it says 'Login'. Below that are two input fields: 'Email:' with the value 'contact@vcglr.vic.gov.au' and 'Password:' with a masked password '.....'. There is a 'Remember Email' checkbox that is checked. Below the input fields is a reCAPTCHA section with a green checkmark and the text 'I'm not a robot', and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' below it. At the bottom, there are three buttons: 'Login' with a green checkmark icon (highlighted with a red border), 'Forgotten Password?' with a yellow warning icon, and 'Cancel' with a red 'X' icon.

3. You will see a list of licenses that are associated to your account. Click on the '**Submit File or Exemption**' button. (see below image)

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31245678	Wholesales Pty Ltd	No Data File for 2016-17	Submit File or Exemption 

Add/Associate a Licence 

4. Answer the questions on this page to determine if you are required to report your wholesale sales transactions or if you are exempt from reporting.

If you hold any of the following licences and have sold liquor to other Victorian liquor licensees, you may be required to report wholesale transactions.

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

Please answer the following questions to establish if you, as licensee, must submit sales data or are exempt:



1. Do you hold one of the licences listed above and if so, have you made any wholesale liquor transactions (supplied liquor to another Victorian liquor licensee) in the 2018-19 financial year financial year?  
 Yes  No
2. Are you a producer?  
 Yes  No
3. Have you produced less than 8,750 litres of spirits in the 2018-19 financial year financial year?  
 Yes  No
4. Have you produced less than 28,500 litres of wine in the 2018-19 financial year financial year?  
 Yes  No
5. Have you produced less than 100,000 litres of cider in the 2018-19 financial year financial year?  
 Yes  No
6. Have you produced less than 100,000 litres of beer in the 2018-19 financial year financial year?  
 Yes  No
7. Are you associated to another corporate entity that produces more than the above quantities?  
 Yes  No




# How to Lodge an Exemption


1. If the result of the questionnaire is that you are exempt from reporting, the below message 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 

2. The submission status of the associated licence will change to '**Exemption Lodged for 2020-21**'. Your exemption has been successfully lodged for reporting period 16-17

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31245678	Wholesales Pty Ltd	Exemption Lodged for 2016-17	Submit File or Exemption 

Add/Associate a Licence 

# How to Submit Wholesales Data

1. If the result of the questionnaire is that you need to report data, the below message will appear.

This licence requires transactions to be submitted.

1. Download and complete the [template](#) file. Do not change the headings text. You may expand the columns if you cannot see the full wording.
  - Save the file as a .CSV (comma separated values) or as a .TSV (tab separated values) file only.
  - If you enter a licence number in a row, any dollar or volume values that are blank will be considered to be zero.
  - If a dollar amount is not blank or zero, you must have a corresponding volume amount listed.
2. Upload this new file with all of this data below. The file will be verified immediately, and any errors will be advised.
3. Once you receive a successful message, click 'Submit File'.

**Upload and Validate CSV Data File**

Licence Number:  Premises Name:  Year:

2. Download and prepare your CSV or TSV file. More help on creating your file is available on the VGCCC website <https://www.vcqlr.vic.gov.au/wholesale-liquor-data-reporting>.
3. Login to the Wholesale sales data reporting portal as per step 8 in the registration instructions.
4. Select '**Submit File or Exemption**' as shown in the below image

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31245678	Wholesales Pty Ltd	No Data File for 2016-17	<input type="button" value="Submit File or Exemption +"/>

5. Answer the questionnaire to determine if you need to report wholesale sales data.
6. Click on upload file.

7. Double click on the CSV or TSV file you wish to upload.

8. Once your file is successfully uploaded, you should see the message in the image below, click on 'Submit File' to lodge your wholesales data report.

### Upload and Validate CSV Data File

Licence Number:  Premises Name:  Year:

Wholesales Pty Ltd 17-16.csv ✖

*1 Entries*

**Your file has been validated. To complete submission, click Submit File below.**

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### Complete Submission

✔
 ✖

9. The data summary page will display your current and previous years wholesales data (if applicable). Please check the totals for the current reporting year are as expected and click on the 'Submit' button.

### Data Summary

Premises Name: Wholesales Pty Ltd  
Licence Number: 312345678

- Your file has been validated but not yet submitted.
- A summary of your reported data against your prior submissions 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
2017 Dollars			12.00		12.00	
2018 Dollars	2.00					
2019 Dollars	12.00					
2017 Litres			12.00		12.00	
2018 Litres	2.00					
2019 Litres	12.00					

#### Data Submission

✔
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10. The submission status of the associated licence will show as '**Data Submitted for 2020-21**'. Your wholesales data has been successfully lodged for 2020-21.

LICENCE NUMBER	PREMISES NAME	SUBMISSION STATUS	ACTIONS
31245678	Wholesales Pty Ltd	Data Submitted for 2016-17	Submit File or Exemption 
Add/Associate a Licence 