Regulatory Licensing and Permitting System (RLPS)
Fulfillment House Quarterly Report

RLPS Fulfillment House Quarterly Report: Content

- RLPS Citizen Access: https://rlps.abc.tn.gov/citizenaccess/

- Fulfillment House Quarterly Report Process
  - **Process I: Quarterly Report CSV Document Instructions** (Slides 3-21)
    - Part 1: Download your Template
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      - Quick Guide
      - Detailed Instructions and Examples
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      - Multiple brands in a single shipment
      - Quarters WITHOUT shipments
      - Important Reminders
  - **Process II: Quarterly Report Submission Instructions** (Slides 22-41)
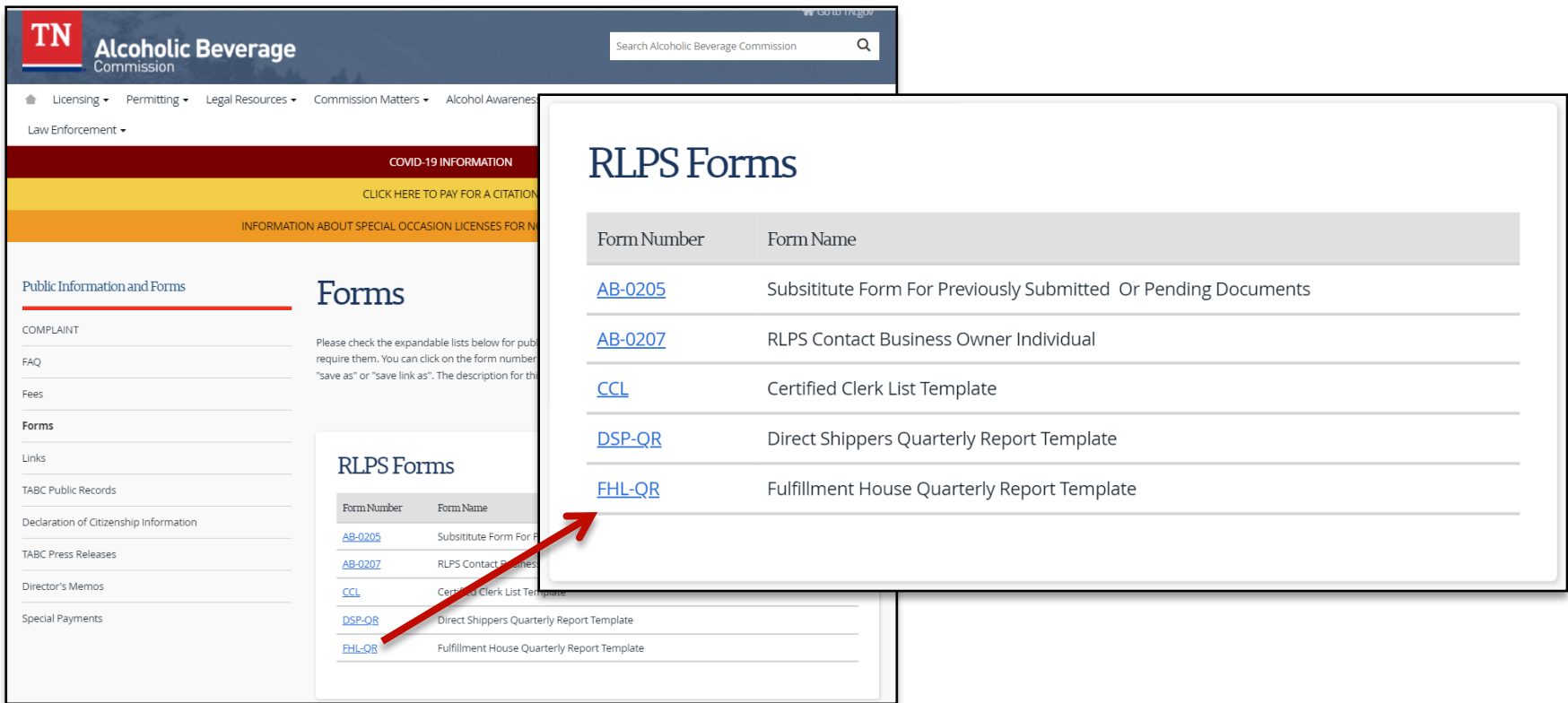
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Process I:

Quarterly Report CSV Document Instructions

PART 1: Download your Template

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **First**, visit the TABC website and **download the Fulfillment House Quarterly Report template**
  - https://www.tn.gov/abc/public-information-and-forms/forms.html

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Open your Downloaded** template in a program that supports editing CSV file formats
  - For the purpose of this tutorial, we will be using Excel as the program to modify the template
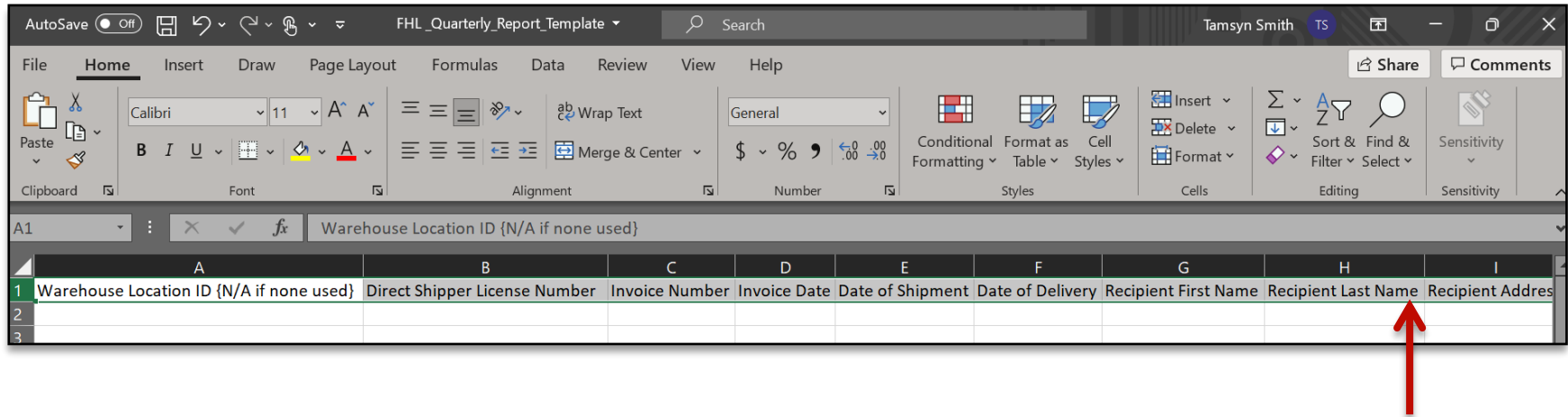
IMPORTANT
DO NOT modify the first row of this file in any way; doing so <u>will</u> cause technical errors during the report submission process**.**
DO NOT change file format; The document file type must remain a CSV file

Process I:

Quarterly Report CSV Document Instructions

PART 2: Add shipment details

RLPS Fulfillment House Quarterly Report: CSV Quick Guide

- ## Quick Guide:

Field Name	Format	Required
Warehouse Location ID {N/A if none used}	WHL-00000	Y
Fulfilment House License Number	FHL-XXX-0000000	Y
Direct Shipper License Number	RTLDSP-XXX-0000000	Y
Invoice Number	Alphanumeric (NO COMMAS)	Y
Invoice Date	MM/DD/YYYY	Y
Date of Shipment	MM/DD/YYYY	Y
Date of Delivery	MM/DD/YYYY or N/A	Provide if available
Recipient First Name	Text	Y
Recipient Last Name	Text	Y
Recipient Address	Alphanumeric (NO COMMAS)	Y
Recipient City	Text	Y
Recipient State	Two-digit State Code (ex: TN)	Y
Recipient Zip	5 Digit Number	Y
Tracking Number	Alphanumeric (NO COMMAS)	Y
Brand Name	Alphanumeric (NO COMMAS)	Y
Volume in Liters {Numerical} {Round Up}	Number (NO DECIMALS)	Y
Quantity - Bottle Count	Number (NO DECIMALS)	Y
Sale Price	N/A	N/A
Common Carrier Name	Text	Y
Common Carrier FEIN {N/A if none used}	N/A	N/A

RLPS Fulfillment House Quarterly Report: CSV Instructions

- The next 8 slides breaks down each field of your CSV template
  - You will know which fields are required
  - The format of each field
  - And be provided with examples

- **Quarterly Report Data**

  – *Warehouse Location ID {N/A if none used}*

    - This field is REQUIRED for your record type
    - Indicate the Warehouse address used for each shipment
    - Warehouse Location ID MUST match a Warehouse Location associated with your Fulfillment House license*
      – Format: WHL-00000
        » "N/A" option is ONLY applicable for Direct Shippers

  *Note: See next slide for instructions on how find your Warehouse Location list

	A
1	Warehouse Location ID {N/A if none used}
2	WHL-00142
3	WHL-00146
4	

RLPS Fulfillment House Quarterly Report: CSV Instructions

- ## **Quarterly Report Data – *Continued***

  - Warehouse Location ID {N/A if none used} - *Continued*
    - Your Warehouse Location List can be found by:
      1. Log In to your RLPS account, locate and open your Fulfillment House License Record
      2. Under Record Details section, click the arrow next to "More Details"
      3. Open the "Application Information Table" section to reveal your Warehouse Location table

- **Quarterly Report Data – *Continued***

    – *Fulfillment House License Number*
    - This field is REQUIRED for your record type
    - Indicate the Fulfillment House License RLPS ID associated with your report
    - This number must match your license number exactly
        – Format: FHL-XXX-0000000

B
Fulfillment House License Number
FHL-OTN-2212417

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

  – *<u>Direct Shipper License Number</u>*
    - This field is REQUIRED for your record type
    - This field is used to indicate the Direct Shipper License Number respective to each shipment
      – Format: RTLDSP-XXX-0000000

B
Direct Shipper License Number
RTLDSP-OTN-1820373
RTLDSP-OTN-1907613

  – *<u>Invoice Number</u>*
    - This field is REQUIRED for your record type
    - This field is used to indicate the Invoice Number respective to each shipment
      – Format: Alphanumeric (NO COMMAS)

- **Quarterly Report Data – *Continued***

  – *Invoice Date*
    - This field is REQUIRED for your record type
      – Format: MM/DD/YYYY

D	E	F
Invoice Date	Date of Shipment	Date of Delivery
1/1/2022	1/2/2022	1/10/2022
1/2/2022	1/3/2022	1/11/2022

  – *Date of Shipment*
    - This field is REQUIRED for your record type
      – Format: MM/DD/YYYY

  – *Date of Delivery*
    - This field is optional for your record type
      – If applicable format: MM/DD/YYYY
      – If not applicable format: N/A

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- **Quarterly Report Data – *Continued***

  - *<u>Recipient First Name</u>*
    - This field is REQUIRED for your record type
      - Format: Text

G	H
Recipient First Name	Recipient Last Name
John	Smith
Jane	Doe

  - *<u>Recipient Last Name</u>*
    - This field is REQUIRED for your record type
      - Format: Text

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RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

    - *Recipient City*
        - This field is REQUIRED for your record type
            - Format: Alphanumeric (NO COMMAS)

    - *Recipient Address*
        - This field is REQUIRED for your record type
            - Format: Alphanumeric (NO COMMAS)

    - *Recipient State*
        - This field is REQUIRED for your record type
            - Format: Two-digit State Code

    - *Recipient Zip*
        - This field is REQUIRED for your record type
            - Format: 5-digit zip code

	I	J	K	L
	Recipient Address	Recipient City	Recipient State	Recipient Zip
	123 Baker Street	Nashville	TN	37188
	456 Parkers Road	Phoenix	AZ	85501

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- **Quarterly Report Data – *Continued***

  – *Tracking Number*
    - This field is REQUIRED for your record type
      – Format: Alphanumeric (NO COMMAS)

  – *Brand Name*
    - This field is REQUIRED for your record type
      – Format: Alphanumeric (NO COMMAS)

      IMPORTANT See slide 16 for directions on how to report multiple brands in a single shipment.

  – *Volume in Liters {Numerical} {Round Up}*
    - This field is REQUIRED for your record type
      – Format: Numerical, NO decimals

M
Tracking Number
9876543
8765432

N
Brand Name
Brand 1
Brand 2

O
Volume in Liters {Numerical} {Round Up}
5
9

RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***
  - *Quantity - Bottle Count*
    - This field is REQUIRED for your record type
      - Format: Number (No decimals)
  - *Sale Price*
    - This field is not applicable for your record type
      - Format: N/A
  - *Common Carrier name*
    - This field is REQUIRED for your record type
      - Format: Text
  - *Common Carrier FEIN {N/A if none used}*
    - This field is Optional* for your record type

      Note: Business requirements may change, please continue to stay up to date on TABC Rules and Regulations as the field requirement may change.

EXAMPLES:

P	Q	R	S
Quantity - Bottle Count	Sale Price	Common Carrier Name	Common Carrier FEIN {N/A if none used}
2	N/A	UPS	N/A
4	N/A	FedEx	123534

Process I:

Quarterly Report CSV Document Instructions

PART 3: Helpful Tips

- **Multiple brands in a single Shipment**
  - If one shipment contains multiple brands, a separate row of data is needed for each Brand.
    - The following fields are to be respective to each Brand listed in a row
      - Bottle Count
      - Volume in Liters
      - Brand Name
    - All other fields will be respective to the shipment.
      - This includes invoice details, dates, recipient information, etc.

EXAMPLE:

	A	B	C	D
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Da
2	WHL-0000	RTLDSP-OTN-1900000	4567	1/1/20
3	WHL-0000	RTLDSP-OTN-1900000	4567	1/1/20

L	M	N	O	P	Q	
pient Zip	Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}	Quantity - Bottle Count	Sale Price	Commo
37243	654B	EXAMPLE BRAND 1	5	6	N/A	UPS
37243	654B	EXAMPLE BRAND 2	2	2	N/A	UPS

- **Quarters WITHOUT shipments**
  - No CSV upload required
    - Instructions:
      - When asked if you've had any shipments this quarter:
        » select "NO" response
      - Bypass the Document upload section of the report
      - Add an Authorized Individual Contact
      - Review and Submit report

- **Important Reminders:**
  - <u>**Do NOT**</u> **change the format of your downloaded template.** (Slide 5)
    - Column header names must not be modified
    - No rows are to be added above headers
    - The file type must always be saved as CSV (Comma Separated Value)

  - <u>**Do NOT**</u> **use commas in any data field** (Slide 5)

  - **Follow field format requirements to avoid errors.** (Slides 7-16)

  - **Only one (1) brand name per row.** (Slide 19)

  - **CSV Uploads are no longer needed if you've had NO shipments during that quarter.** (Slide 20)

Process II:

Quarterly Report Submission Instructions
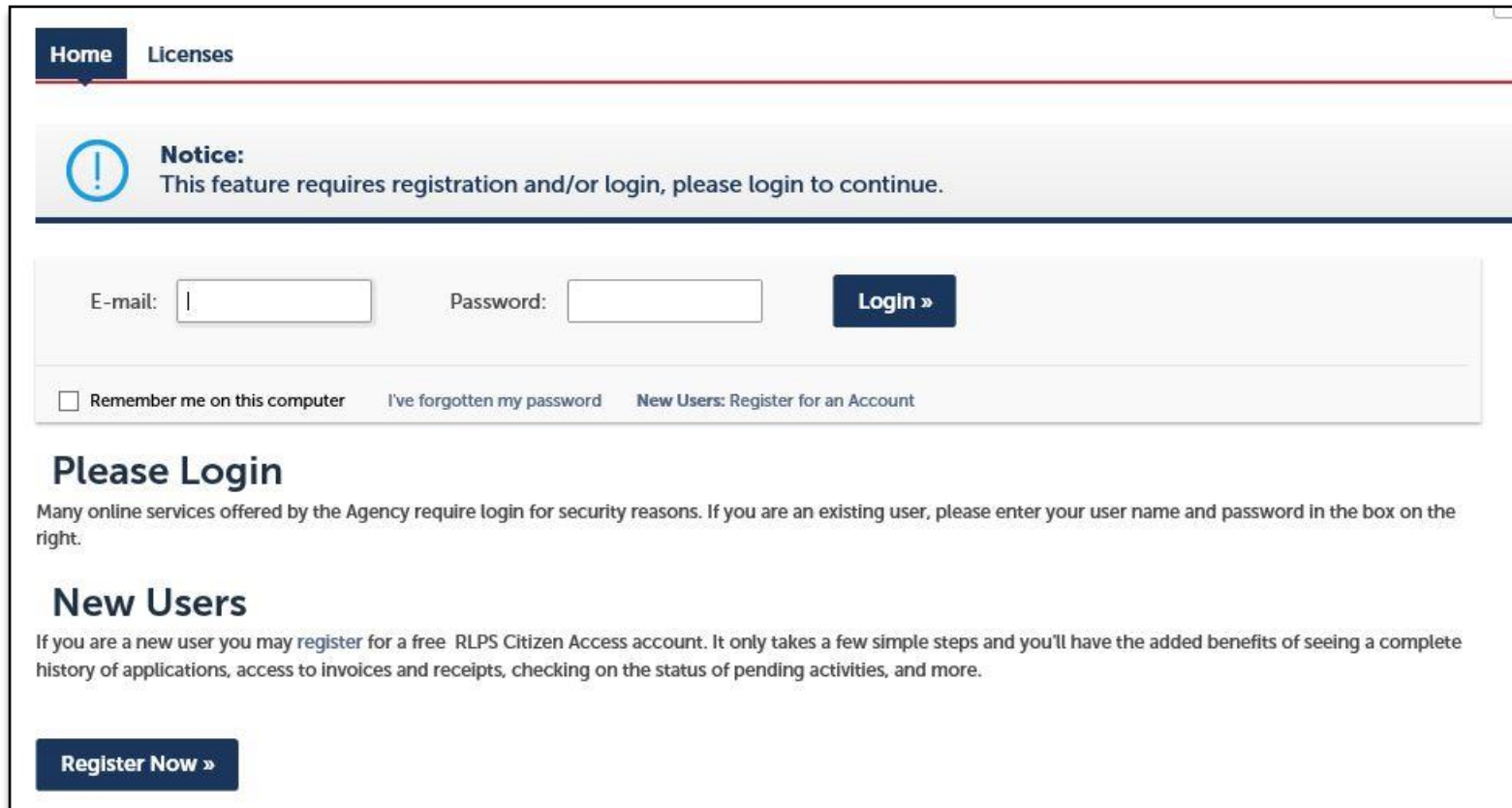
RLPS Fulfillment House Quarterly Report: Submission

- To begin, locate and **click on the Amend My Record button** on the home screen, **or use the "I Want To..." option** from the navigation bar.
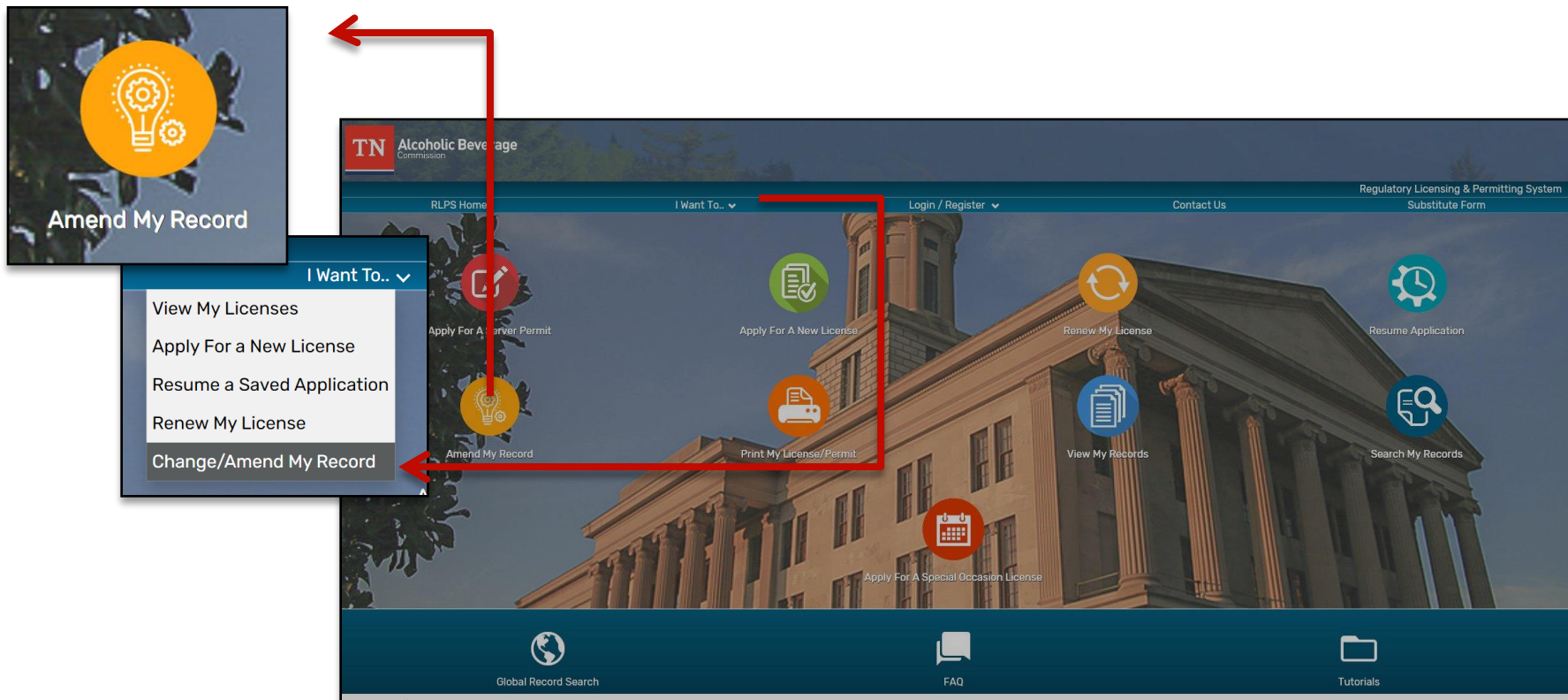
RLPS Fulfillment House Quarterly Report: Submission

- Next, **log into your RLPS account**

RLPS Fulfillment House Quarterly Report: Submission

- Once logged in, you will be taken to a list of records in "Active" or "About to Expire" status.

- **Click the "Amendment" Button**
  - This button should always be available to your valid license records. If you do not see this button, please email TABC.HelpDesk@tn.gov for assistance.

RLPS Fulfillment House Quarterly Report: Submission

- *Select an Amendment Type*
  - Locate and select the Change Request Quarterly Report amendment type
  - **Click "Continue Application"**

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
  - **Help text** at the top of the amendment form provides information to assist you in knowing when reports are due.
  - Additionally, the date-range for each quarter is available for review.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Select the Filing Period*** respective to the filing period that you are submitting.
    - *** Note**: this will NOT be the filling period you're actively in, but the recently completed quarter.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Select "Fulfillment House"*** as your license type.
    - ***Note:** If you represent a Direct Shipper License, please exit this tutorial and locate the Direct Shipper Quarterly Report tutorial <u>HERE</u>.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Indicate YES if you have had shipments this quarter**
  - **Indicate NO if you have had zero (0) shipments this quarter**

Quarterly Report Details

QUARTERLY REPORT INFORMATION

* Filing Period: --Select-- ▼

* License Type: --Select-- ▼
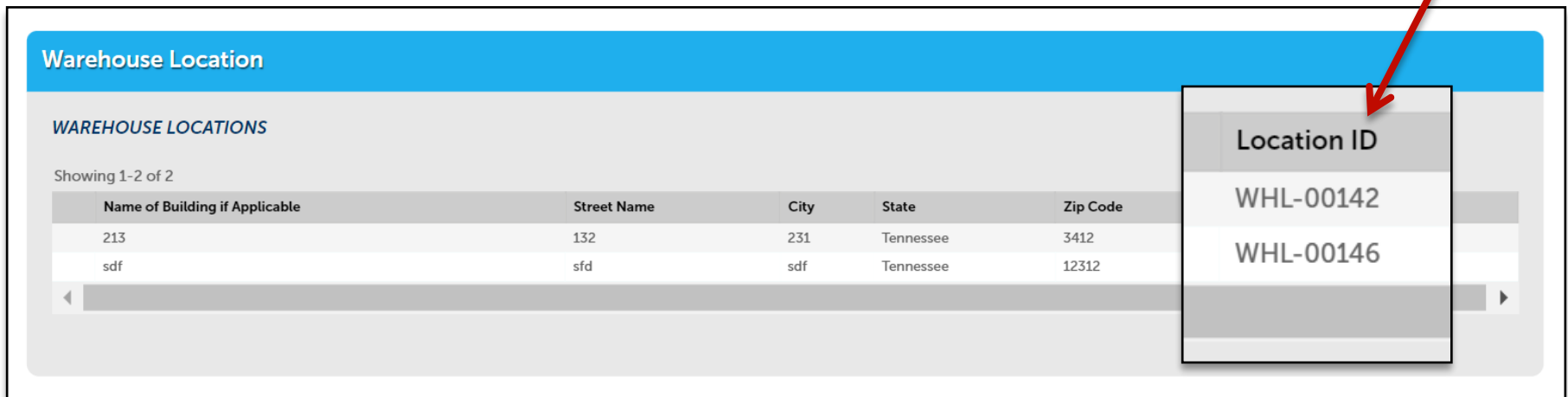
* Have you made any shipments in this quarter?:

                                                          ● Yes ○ No

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Use the <u>Warehouse Location Table</u> to review your Warehouse Location ID's*****

  *Note: It is **extremely important** that you use the provided Warehouse Location IDs in your Quarterly Report CSV Document* for each shipment made.

  **Note: See Slides 3-13 for detailed instructions on how to fill out your Quarterly Report CSV Document.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Help text** on the "Attachments" section of your form includes a direct link to the Quarterly Report CSV Templates needed to complete your amendment if you have not already downloaded one.

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **For quarters <u>WITH</u> Shipments:**
    - **Click the "Add" button** and **upload your Quarterly Report CSV Document*.**
    ***Note**: Your document should only contain shipment details relevant to the filing period you're submitting.
  - **For quarters <u>WITHOUT</u> Shipments:**
    - **Skip** and **continue to next step** (slide 37)

RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Select the Quarterly Report as the document type** for your uploaded Quarterly Report CSV Document, **then click "Save" button*.**

***Note**: Only the Quarterly Report is required, however you may upload other documents as needed by selecting the Generic Additional Document type for all other files.

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RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Click the "Continue Application" button** after all documents have been saved
    - ***Note:** If an error occurs related to your uploaded Quarterly Report, please delete the document, update your document with needed corrections, then upload the new copy.

- *Step 1: Quarterly Report – Page 2*
  - All details from your uploaded CSV document will be converted into a table in your Amendment form.
  - **Review table rows for accuracy** then **click the "Continue Application" button.**

RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts*
  - **Add yourself as the Authorized Individual** submitting your Quarterly Report.
    - If you're submitting from YOUR account, choose the "Select from Account" contact option.
    - If you're Submitting from an account that you are managing on behalf of another user, choose the "Add New" contact option.
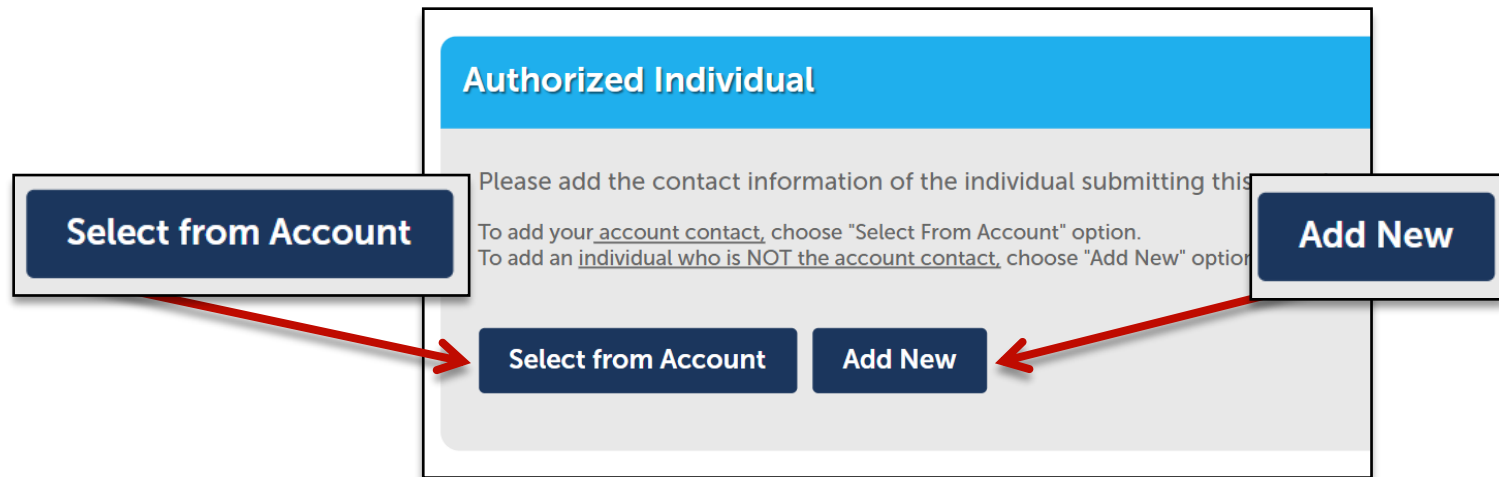
RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*
  - **Add your Contact Information** and **click the "Continue" Button.**
    - Title
    - First and Last name
    - Primary Phone
    - E-mail
    - Mailing Address

RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*
  - Once your contact has been successfully added, **click the "Continue Application" button**

RLPS Fulfillment House Quarterly Report: Submission

- Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please **click "Continue Application" button.**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »

RLPS Fulfillment House Quarterly Report: Submission

- You have officially completed your Quarterly Report Amendment*.
- If any additional information is required, the user will be notified by a member of TABC.

Thank You