

Direct Wine Shipping Quarterly Reporting Instructions: Utilizing the Line-by-Line Reporting Function in PLCB+

The "Sales by Product" report must be completed for each calendar year quarter.

- An asterisk (*) indicates the field is mandatory.
- Do NOT enter negative numbers.
- If you have no sales for the quarter, enter NO SALES as product name and 0's for the rest of the mandatory fields.
- Sales of items other than wine (accessories, for example) should not be reported.
- When units are reported as sold, a corresponding dollar value should also be reported.
- Sales amounts are not to include wine excise tax or shipping charges.

Completing the Sales by Product Report:

- Each different wine product direct shipped to Pennsylvania consumers must be reported individually.
- *Product Name*: Enter the product name with sufficient detail to distinguish the product sold.
- *Year (YYYY)*: Enter the year of the quarter being reported.
- *Quarter*: Select the quarter being reported.
- *Size*: Enter the size of the bottle in mL (1 Liter = 1,000 mL).
- *Units Sold*: Enter the total number of units (bottles, not cases or shipments) of the product sold and direct shipped to all Pennsylvania addresses during the designated quarter.
- *Total Sales*: Enter the total dollar amount of gross sales for the UPC/product direct shipped to all Pennsylvania addresses during the quarter designated, not including wine excise tax or shipping charges.
- *UPC*: Enter the wine's UPC, if one is available.
- *Varietal*: Enter the varietal of the wine.
- *Vintage*: Enter the wine's vintage.
- Repeat the above steps for each product direct shipped to Pennsylvania during the quarter.

NOTE: New entries may be added to reports submitted for the most recently completed calendar quarter up to one month following the close of the quarter. After the last day of the month following the close of the quarter – or after each quarterly reporting deadline – the reports will be locked.

Any DWS licensee needing to update a quarter no longer accessible through PLCB+ will need to contact the PLCB at 844-707-5475 or email RA-LBLICENSINGMOD@pa.gov.

**For assistance with the DWS reporting tool,
please call 844-707-5475 or email RA-LBLICENSINGMOD@pa.gov.**