SPECIAL ORDER SHIPPING GALLONAGE TAX RETURN AND SALES REPORT – ELECTRONIC FILING USER GUIDE

Division of Alcoholic Beverage Control
Kansas Department of Revenue
109 SW 9th Street
Mills Building, 5th Floor
Topeka, Kansas 66612

Phone: 785-296-7015 / Fax: 785-296-7185
Website: www.ksrevenue.gov/abcindex.html
Email: Kdor_abc.email@ks.gov

If you already use the Kansas Customer Service Center on our website for some other purpose, such as submitting liquor enforcement returns and/or payments, you can skip the section titled "Setting up a Kansas Customer Service Center Account" and go to the section titled "Signing into your Special Order Shipping Account."

Setting up a Kansas Customer Service Center Account

1. Launch your web browser (for example Internet Explorer).
2. Navigate to this website: https://www.kdor.ks.gov/apps/kcsc/login.aspx
3. If you are not currently registered, click the **Register Now** button.

4. Complete all required fields on the Customer Service Center Registration form.
5. Under the 'Settings' section, select the **Accounts** radio button.

6. Verify your information and click **Register with this Information**. Next click **Continue** where you will be asked to confirm the verification code that was sent to your email. Then click **Continue**.

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Signing into your Special Order Shipping Account

1. Launch your web browser (for example, Internet Explorer)
2. Type https://www.kdor.ks.gov/Apps/kcsc/login.aspx in the address field, and press **Enter**. Or you can find the log in link at the upper right hand corner of the Kansas Department of Revenue website https://www.ksrevenue.gov. Click the red Login button.
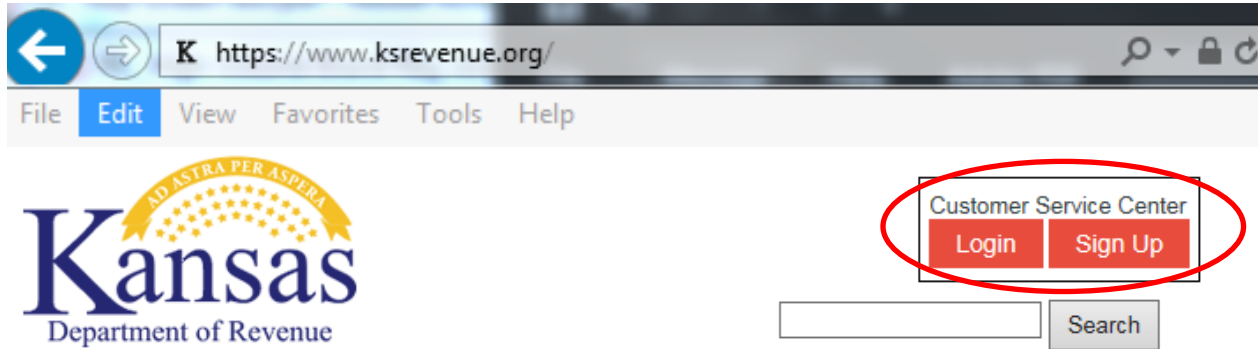
3. You must enter your User ID or Email Address and Password as currently registered with the Kansas Customer Service Center and click the **Sign In** button.

Adding a Special Order Shipping Account

1. When first entering this web application, you will need to add the Special Order Shipping role to your online profile, by clicking on **Account Management**.

Kansas Department of Revenue Customer Service Center

You have No Messages in your message inbox.

Account Management	Manage your existing accounts or add new accounts. This includes your current business and other accounts (i.e. Charitable Gaming, Cigarette/Tobacco, IFTA, etc.).
	NOTE: If you need to add new location to an already existing tax account, you must register the location using the following Additional Business Location Schedule: Form CR-17 : Business Tax Application
New Tax Registration	Create a new business tax registration or register an additional tax type to an existing account.
Exempt Certificates	Request and manage your exempt certificates.
Tax Credit	Request and manage your tax credits.
Motor Vehicles	Driver Solutions Applications for Restricted Driving Privileges

2. Next, click on **Add an Existing or Register a New account to this login** button. If this is not your first time entering into this web application, please skip this section.

Account Listing

Add an Existing or Register a New account to this login.

Search: _____

Account	Name (Custom Name)	Secondary Name	Status	Filing Frequency	Account Type	Manage
			No data available in table			
Account	Name	Secondary Name	Status	Filing Frequency	Account Type	Manage

Showing 0 to 0 of 0 entries

3. You will be requested to enter an **Identification number** and **Access Code** which is unique to your Special Order Shipping account. These fields are case sensitive. Your **Identification number** is your Special Order Shipping liquor license number and your **Access Code** has been given or mailed to you. Click the **Continue** button after you have entered the information. If this information is misplaced, you may contact the Alcoholic Beverage Control at 785-296-7015. The Identification number and Access Code will only be required the first time this user logs in. If you have multiple users, each user will be required to enter this information the first time they log into the web application.

Kansas Department of Revenue Customer Service Center - Add an existing account or register a new account to your login

Enter your identification number and access code below to add your account to your login.

Your identification number is dependent on the type of account you are trying to add:

- **Individual Income (payment only):** can be added by visiting the individual account page.
- **Charitable Gaming:** Nine digit bingo/raffle account. If you want to register a new bingo/raffle account click here for more information
- **Cigarette and tobacco:** nine digit Employer Identification Number (EIN) or SSN. If you just completed registration and do not yet have an account in the system, click here for Cigarette & Tobacco
- **Dealers:** six digit folder number, left fill with zeroes if fewer than six numbers
- **Driver's Education Portal:** nine digit account number starting with 'DE99'
- **IFTA:** nine digit EIN. If you want to register a new IFTA account click here for more information
- **Motor fuel or mineral tax:** five digit license number
- **PVD Education Account:** Twelve-character Student Account Number. If you want to create a new student account, click here for more information.
- **Special Order Shippers:** Use Existing License Number for Identification number and Access code from ABC
- **Any other account (Withholding, Sales, Use, Transient Guest, Liquor Taxes, etc.):** nine digit EIN or 15 character tax account number

Access codes are Kansas Department of Revenue-assigned 6 to 16 digit numeric or alphanumeric codes specific to each account.
If you do not know your access code, you may call the Electronic Services unit at 785-296-6993 or by e-mail, KDOR_BusinessTaxEServices@ks.gov. You should receive a response within two business days to any emails to this address.

Identification number [____]

Access code [____]

Cancel   Continue

4. Confirm the account you wish to add and click **Save**.

Filing your Special Order Shipping Gallonage Tax Return and Sales Report

1. From the Account Listing page, Click the **Manage Account** link.

Account Listing

Account	Name (Custom Name)	Secondary Name	Status	Filing Frequency	Account Type	Manage
123456	Kansas ABC Test		Active	Quarterly	Special Order Shipper	Manage Account

2. Click **File a Special Order Shipping Return** which is at the top of the Account Management grid.

Kansas Department of Revenue Customer Service Center Account Information

Contact our Electronic Services support staff at 785-296-6993 if you have questions regarding the information shown for this account. Click "Manage Access to This Account" at the bottom of the screen to remove this account from your profile.

Account Information

Account Number	123456
Business Name	Kansas ABC Test
Custom Display Name	[ ] Save
Account Type	Special Order Shipper
Filing Frequency	Quarterly
Account Status	Active What does this mean?

Bank Account Information

This bank information is saved for use by this account. You may add additional bank accounts to choose between when you are making payments. Removing a bank account will not remove it from payments that have already been made.

You have no banking information on record for this account with the Kansas Department of Revenue

[Add Additional Bank Account Information]

Account Management

File a Special Order Shipping Return	Includes EFT Payment Option
View Account History	View On-line Payments And Filed Returns
Manage Access to This Account	View/Remove who has Access to this Account
Manage Account Communications	Change Settings for this Account's Communication

[Help] [Account List]

3. Select a quarter and year from the drop-down selections. If this is your first time filing a return for the filing period select 'Original Return', otherwise choose 'Amended Return' if you are revising a previously filed period. Then click **Continue**.

Special Order Shipping Filing

License Number	123456
Business Name	Kansas ABC Test
Filing Frequency	Quarterly
Account Status	Active What does this mean?
Account Start Date	01/01/2019
Account End Date	12/31/2078
Filing Period	quarterly filing [Choose a Quarter ▾] [Choose a Year ▾]
Return Type	● Original Return
	○ Amended Return

[Cancel] [Continue]

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4. You may enter your data manually by choosing **Add Line** or upload a CSV file by choosing the **Upload** option.

a. If **Add Line** method was chosen for data entry, all fields are required except 'Customer Address Line 2'. Once the shipment data is entered, select **Save** to add this row of information to your report. You will repeat this step until all shipments have been added manually.

b. If **Upload** method was chosen for data entry, please indicate whether your file has headers and if you wish to truncate existing entries in this filing period, by selecting the appropriate checkbox(es). If following the instructions below under **Saving as a CSV File,** you will select **Comma** for the Delimeter Type. Select the **Click here to select file** button and navigate to the file you want to upload.

Once your file is uploaded, select **Process File**. If your file has processed successfully, you will see the data displayed on the screen. If you receive an error message, please re-check the column order, mandatory fields, as well as confirming the file you are attempting to load has been saved as CSV.

Uploads must be saved as a CSV file. Excel can output CSV files, see the **Saving as a CSV File** instructions below. All 15 columns are required. The fields required to have data are noted with an * next to the item name.

1. ***Shipment Date** – date format (e.g. 01/24/2016)
2. ***Customer Name** – 50 char max– no commas
3. ***Customer Address Line 1** – 50 char max– no commas
4. **Customer Address Line 2** – 50 char max– no commas
5. ***Customer City** – 40 char max– no commas
6. ***Customer State** – 2 char - KS only
7. ***Customer Zip** – 10 char max (no dash just numbers) (if leading zero, format cell to be "Text")
8. ***Fortified Wine Quantity Shipped** - 9 whole (enter zero if none shipped)

9. ***Fortified Wine Size** - 9 whole, 5 decimal places (required if quantity shipped >0)
10. ***Fortified Wine Unit of Measure** (L - Liter, ML - Milliliter) (required if quantity shipped >0)
11. ***Light Wine Quantity Shipped** - 9 whole (enter zero if none shipped)
12. ***Light Wine Size** - 9 whole, 5 decimal places (required if quantity shipped >0)
13. ***Light Wine Unit of Measure** (L - Liter, ML - Milliliter) (required if quantity shipped >0)
14. ***Tracking Number-** 30 char max – no commas
15. ***Order Total -** 9 whole, 2 decimal places (Amount paid by customer)

7. Once all shipments have been manually added or uploaded click **Continue**.

Special Order Shipping Report
Taxpayer Information

DBA Name	Kansas ABC Test
License Number	123456
Return Type	original
Due Date	7/15/2021
Period Begin Date	1/1/2021
Period End Date	3/31/2021

Part 2 - Shipping Information

Showing 1 to 1 of 1 entries   Search:

Edit	Customer Name	Address	Shipping Date	FW Quantity	FW Size Shipped	FW Gallons Shipped	LW Quantity	LW Size Shipped	LW Gallons Shipped	Tracking Number
Edit	TESTING	109 SW 9TH STREET, TOPEKA, KS 66612	01/01/2021	1	750 ML	0.198	1	750 ML	0.198	123456ABCDEF7890

Show 10 ⌄ entries   Previous 1 Next

Help   Back   Upload   Add Line   Delete All   Continue

8. Review the report information and click **Save and Continue**.

Special Order Shipping Report
Taxpayer Information

DBA Name	Kansas ABC Test
License Number	123456
Return Type	original
Due Date	7/15/2021
Period Begin Date	1/1/2021
Period End Date	3/31/2021

Part 1 - Filing Information

Fortified Wine Gallons 0.15800 X $0.75 per Gallon	0.15
Light Wine Gallons 0.15800 X $0.30 per Gallon	0.06
Total Due Before Credit	$0.21
Credit Memo/Amount of Previous Credit	0
Less Payment(s) Received	$0.00
Total Amount Due	$0.21

Part 2 - Shipment Information
Shipment Information Summary :   1 Shipment(s) were reported. (click here for full review)

Help   Cancel   Save and Continue

9. Select your payment option. If ACH Debit (EFT) is selected, complete the 'ACH Debit Settlement Options' and 'ACH Debit Bank Info' fields. Then hit **Continue**.

Special Order Shipping Report
Taxpayer Information

DBA Name	Kansas ABC Test
License Number	123456
Return Type	original
Due Date	7/15/2021
Period Begin Date	1/1/2021
Period End Date	3/31/2021

Tax Payment Information
Special Order Shipping Payment $0.21

Payment Options
○ ACH Debit (EFT) - Kansas Department of Revenue withdraws the payment from your bank account
○ Check w/ Voucher - Pre-filled voucher available after submission. If selecting this option, click the Continue button to go to the next page.

ACH Debit Settlement Options
Payments cannot be effective the same date they are initiated or on Saturdays, Sundays or Federal banking holidays. In addition, payments entered after 4 the due date are considered timely.

Due Date	○ 07/15/2021
Next Business Day	○ 06/16/2021
Other Date	○

ACH Debit Bank Info:
⦿ Add a new bank account

Bank Routing Number	
Bank Account Number	
Account Type	Checking ⌄
Don't save bank information	☐

Help   Back   Continue

10. Conduct a final review of your report information. Complete 'Part 4 – Signature Information/Return Certification' and mark the Declaration box. Then hit **Submit Report**.

Special Order Shipping Report
Taxpayer Information

DBA Name	Kansas ABC Test
License Number	123456
Return Type	original
Due Date	7/15/2021
Period Begin Date	1/1/2021
Period End Date	3/31/2021

Part 1 - Filing Information

Fortified Wine Gallons 0.19800 X $0.75 per Gallon	$0.15
Light Wine Gallons 0.19800 X $0.30 per Gallon	$0.06
Total Due Before Credit	$0.21
Credit Memo	$0.00
Less Payment(s) Received	$0.00
Total Amount Due	$0.21

Part 2 - Shipment Information

Shipment Information Summary :	1 Shipment(s) were reported. (click here for full review)

Part 3 - Payment Information

Payment Type	Other
Special Order Shipping Payment	$0.21
Payment Due Date:	7/15/2021

Part 4 - Signature Information/Return Certification

Responsible Party's Name:	Test
Email Address:	KDOR_abc.email@ks.gov
Title:	Owner
Phone:	785-296-7015

☐ DECLARATION: I declare under penalties of perjury that I have examined this report and all attachments and, to the best of my knowledge and belief, it is true, correct, and complete.
• Review the complete report information and then click "Submit Report" to file.

[Help] [Back] [Submit Report]

11. Your report has now been submitted. If you selected the option to pay via Check w/ Voucher, you can now access and print the voucher by clicking **Other (Click here to open and print your payment voucher in a new window)**. Print and mail the voucher with your check to the address provided.

Special Order Shipping Return
Account Information

License Number	123456
Business Name	Kansas ABC Test

Tax Return Information

Return Type	original
Confirmation Number	1166-3C4A-764D
Postmark Date	6/15/2021
Filing Period Begin Date	1/1/2021
Filing Period End Date	3/31/2021
Payment Due Date	7/15/2021

Return Details

Fortified Wine Gallons 0.19800 X $0.75 per Gallon	$0.15
Light Wine Gallons 0.19800 X $0.30 per Gallon	$0.06
Total Due Before Credit	$0.21
Credit Memo/Amount of Previous Credit	0
Less Payment(s) Received	$0.00
Total Amount Due	$0.21

Shipment Information Summary :	1 Shipment(s) were reported (Click to hide/show details)

Payment Information

Payment Type	Other (Click here to open and print your payment voucher in a new window)

Remit Voucher and Check to:
KDOR - Alcoholic Beverage Control
Mills Building
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka, KS 66601-3506

Return Certification

Filer's Name	Test
Filer's Title	Owner
Filer's Phone	785-296-7015
Filer's Email	KDOR_abc.email@ks.gov

[Help] [Back to Account View] [Print]

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Saving as a CSV File

1. Starting with a program such as Excel, enter rows of data in the same order as the column specifications on previous pages. The only optional column is **Customer Address Line 2**, the rest are required.

2. Format the Date by selecting the column data, then right clicking and choosing Format Cells. On the Number tab chose Date as the Category. Then chose *MM/DD/YYYY as the Type. Then select OK.
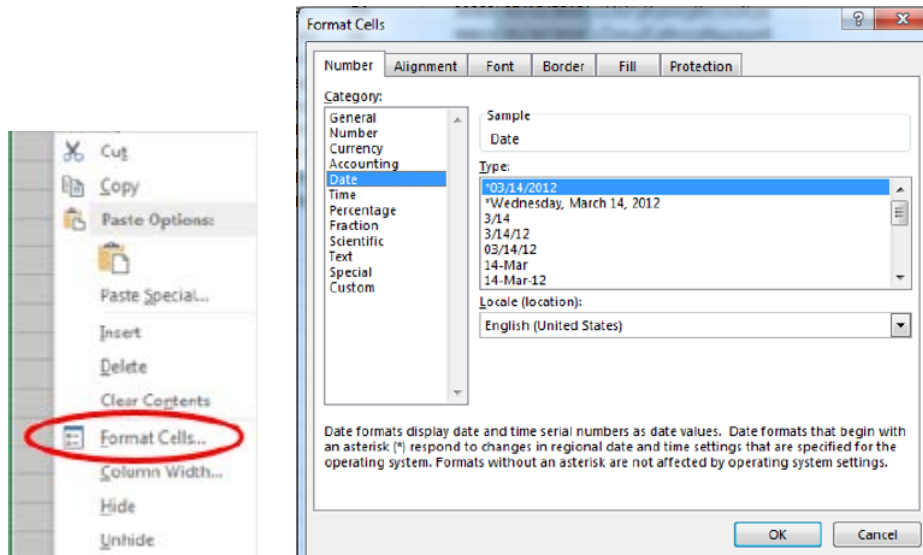
3. If your report contains leading zeros in the **Tracking Number** you will need to format the cells to text. Select the column data, then right click and choose Format Cells. On the Number tab choose **Text** as the Category. Then select OK.
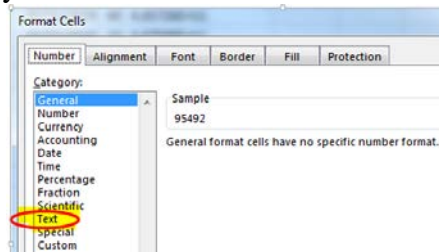
4. Save your file with the file extension type of CSV. Using menu option **File - Save As** should allow you to set the location to where your file will be saved and chose **CSV (Comma delimited) (*csv.)** from the Save as type: drop down menu. You may bypass the warning when saving as CSV.

06.15.2021