



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. Navigate to this website: <https://www.kdor.ks.gov/apps/kcsc/>
2. If you are not currently registered, click the **Register Now** button.

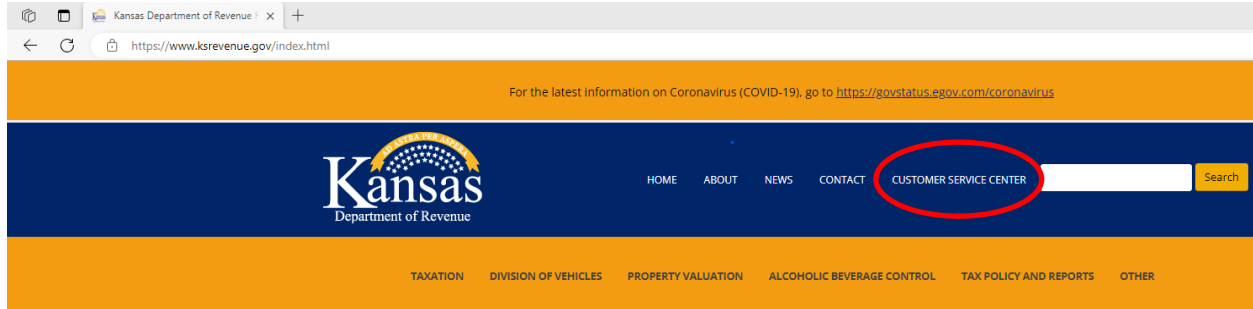
3. Complete all required fields on the Customer Service Center Registration form.
4. Under the ‘Settings’ section, select the **Accounts** radio button.

5. Verify your information and click **Register with this Information**. An email will be sent to your email box. Click on the link in the email to confirm the registration.
6. The verification code will automatically populate. Then click **Continue**.

7. Once verified, click **here** to access your account.

Signing into your Special Order Shipping Account

1. Navigate to <https://www.kdor.ks.gov/Apps/kcsc/login.aspx>, 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 'CUSTOMER SERVICE CENTER' link.

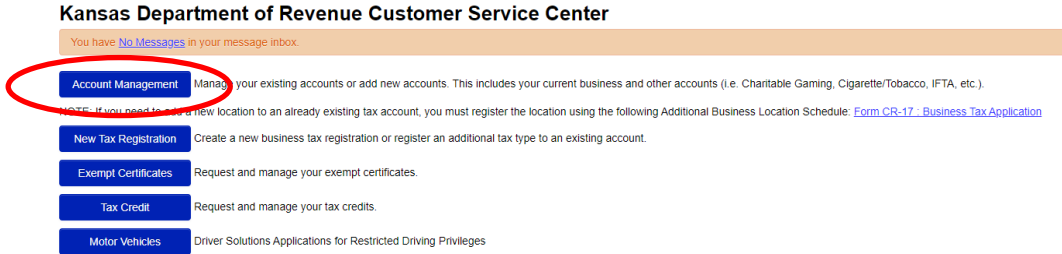


2. You must enter your User ID or Email Address and Password as currently registered with the Kansas Customer Service Center and click the **Sign In** button.

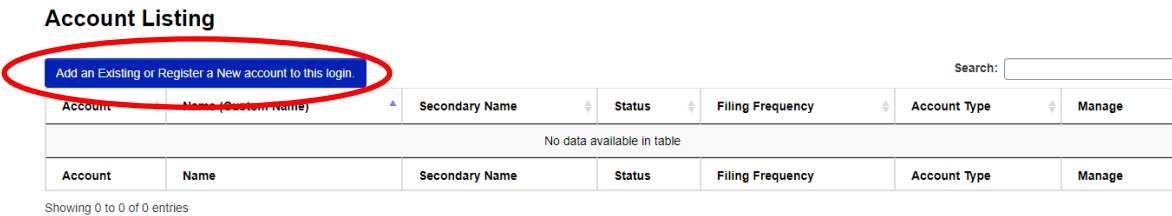


Adding a Special Order Shipping Account

1. When first entering this web application, you will need to add your Special Order Shipping license to your online profile, by clicking on **Account Management**. If you have already added your Special Order Shipping license, skip to the “Filing Your Special Order Shipping Gallonage Tax Return and Sales Report” section.

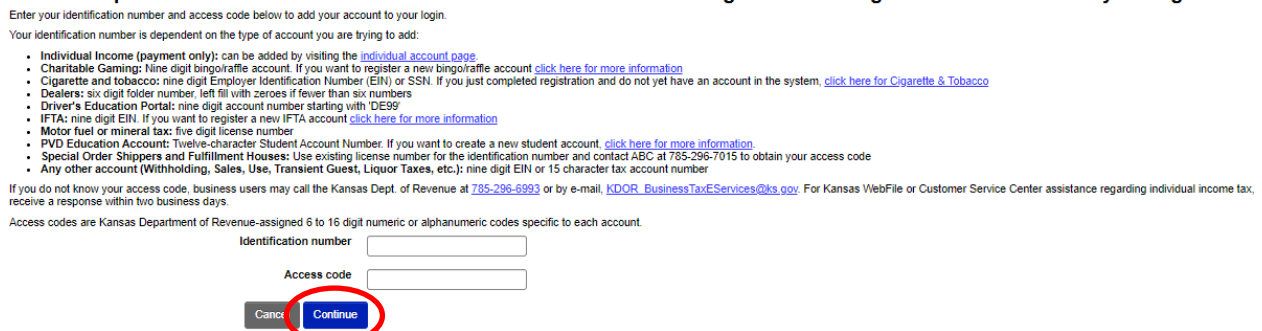


2. Next, click on **Add an Existing or Register a New account to this login** button.



3. You will be requested to enter an **Identification number** and **Access Code** which is unique to your Special Order Shipping license. 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. If you have multiple Special Order Shipping licenses, each one will need to be added separately.

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



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

[Add an Existing or Register a New account to this page.](#) Search:

Account	Name (Custom Name)	Secondary Name	Status	Filing Frequency	Account Type	Manage
123456	Kansas ABC Test		Active	Monthly	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 the Alcoholic Beverage Control at 785-296-7015 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 Monthly
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 year and a period 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 Monthly
Account Status Active [What does this mean?](#)
Account Start Date 01/01/2019
Account End Date 12/31/2025
Last Return Period Filed 6/30/2021

Filing Period

Return Type
 Original Return
 Amended Return

[Account List](#) [Account View](#) [Back](#) [Continue](#)

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

Part 2 - Shipping Information

Showing 0 to 0 of 0 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
No data available in table										

Show entries Previous Next

- 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.
- If **Upload** method was chosen for data entry, indicate whether your file has headers and if you wish to delete 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 Delimiter Type. Select the **Click here to select file** button and navigate to the file you want to upload.

Special Order Shipping Report
Part 2 - Shipping Data Upload

To avoid duplication, please only upload a file once. If you receive an error message your file upload is incomplete. Make the necessary corrections and resubmit your file. Be sure to mark the box "delete any pre-existing data before upload" to prevent duplication of data. For upload specifications, click the Help button.

Upload Type: Part 2: Identify Your Shipment(s)

Options:

First line of file contains column headings.

Delete any pre-existing data before upload.

Delimiter Type: Tab Comma Pipe Colon

5. 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, re-check the column order, number of columns, mandatory fields, as well as confirming the file you are attempting to load has been saved as CSV.

Special Order Shipping Report
Part 2 - Shipping Data Upload

To avoid duplication, please only upload a file once. If you receive an error message your file upload is incomplete. Make the necessary corrections and resubmit your file. Be sure to mark the box "delete any pre-existing data before upload" to prevent duplication of data. For upload specifications, click the Help button.

Upload Type: Part 2: Identify Your Shipment(s)

Options:

First line of file contains column headings.

Delete any pre-existing data before upload.

Delimiter Type: Tab Comma Pipe Colon

File CSV SOS Annual TESTING 11.10.20.csv successfully uploaded, click Process File button to process into database.

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

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

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 8/15/2023
 Period Begin Date 7/1/2023
 Period End Date 7/31/2023

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: 8/15/2023

Part 4 - Signature Information/Return Certification

Responsible Party's Name:
 Email Address:
 Title:
 Phone:

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 3174-D4NC-8G76
 Postmark Date 8/23/2023
 Filing Period Begin Date 7/1/2023
 Filing Period End Date 7/31/2023
 Payment Due Date 8/15/2023

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 8th Street, 5th Floor
 PO Box 3506
 Topeka, KS 66601-3506

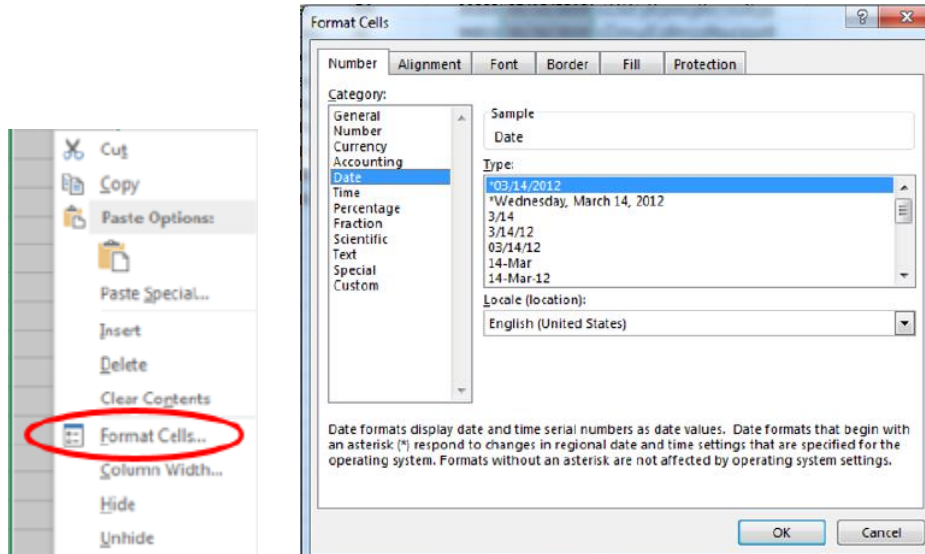
Return Certification

Filer's Name Audra
 Filer's Title Manager
 Filer's Phone 785-296-3139
 Filer's Email audra.shughart@ks.gov

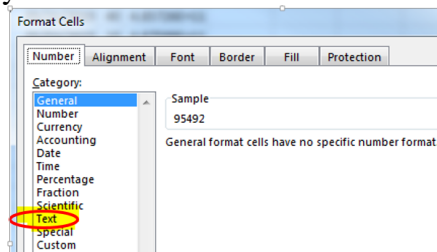
[Help](#) [Back to Account View](#) [Print](#)

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.

