



**INSTRUCTIONS FOR RETAILER RECEIVING WINE OR CIDER FROM WINE SELF DISTRIBUTORS PERMIT HOLDERS**

All Wine or Cider received by Oregon Retailers from Wine Self Distribution Permit Holders must be reported to the Oregon Liquor Control Commission.

**Name** - Your trade name as it appears on your OLCC license.

**Address & City** – Premises physical address as it appears on your OLCC license.

**Month** - Month report refers to.

**Year** - Year report refers to.

**OLCC License Number** - OLCC license number of current certificate.

***List each Wine Self Distribution Permit Holder Alphabetically by Company Name.***

**Invoice Date** - Invoice Date on the invoice

**Invoice Number** – Invoice Number on the invoice

**Received From** - Name, Address, City, State, Zip code & Telephone Number of the company the Product was received from.

**OLCC License Number** – The OLCC License number of the company you are receiving the product from.

**Cider (Barrels)** – enter total cider barrels

**Wine 14% and under Gallons** – enter total wine gallons 14% and under (14.0 % and under)

**Wine over 14% Gallons** – enter total wine gallons over 14% (14.01 % and over)

**Summary Total for Wine Self Distribution Permit Holder** - Summary total for each Wine Self Distribution Permit Holder product received from.

**Grand Total** – Total barrels or gallons of product received in the State.

***A copy of Each Invoice listed must be provided with this Report***

**Signature of Person Completing Form** - Signature of person certifying accuracy of report

**Printed Name** - Printed name of person certifying accuracy of report

**Date** - Date report completed

**Telephone Number** - Telephone number at which licensee can be reached.

**GALLON / BARREL CONVERSION INFORMATION**

***The total amount of Gallons per invoice can be calculated by:***

Multiplying the number of containers by factors shown below for that case size.

If other size containers are received, the factor can be calculated by

Number of bottles in case multiplied by number of liters in each bottle = total liters.

Total liters Multiplied by .26417 = Factor

***Converting Liters to Gallons:*** Liters X .26417 = Gallons    **31 Gallons = 1 Barrel (Cider)**

**Gallon Factors for Common Container Sizes**

12 bottles @ .750 Liters = 2.37753

12 bottles @ .375 liters = 1.18877

When reporting Gallons or Barrels carry the decimal to two places.

Decimals of .005 or larger should be rounded up. Example 12.387 would be reported as 12.39.

Decimals of .004 and lower should be dropped. Example 12.384 would be 12.38.

***This form should be prepared in duplicate: One copy to OLCC, One copy for your records.***

**This report is not required if there are no shipments into Oregon in a given month.**