



FULFILLMENT HOUSE LICENSE MONTHLY REPORT – ELECTRONIC FILING USER GUIDE

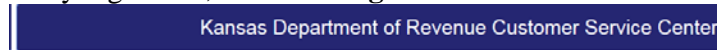
**Division of Alcoholic Beverage Control
Kansas Department of Revenue
109 SW 9th Street
Mills Building, 5th Floor
Topeka, Kansas 66612**

**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 Kansas Customer Service Center 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.



LOGIN PAGE

Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts.
If you are accessing our site for the first time, select the "Register Now" button below.

Email Address
The email address you used when registering.

Password
Passwords are case sensitive.

[Forgot your password?](#)

[Need Help? Contact Us.](#)

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

Settings

Your primary email address (required)

Accounts Help (opens in a new window)

Exemption Certificates

Tax Credits

Send me an email when there is a

Yes, I would like to receive email notification.*

By selecting "Yes" you agree to receive email notifications

regarding your KCSC registration and tax account(s). Individual settings can be adjusted at any time through your account's Settings - Notification Options.

*Currently, email notifications only available for the following tax types: Retailers' Sales, Retailers' Compensating Use, Consumers' Compensating Use, and Withholding.

I'm not a robot

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**.

Confirm your email address

When you registered or changed your email address, you were sent an address verification email (allow up to 1 hour to receive this email). This email has a 20 digit code that you can enter below. You can request a new verification email by clicking the "Resend Verify Email" button below.

Current Email Address abaxmoore@gmail.com

Email verification code

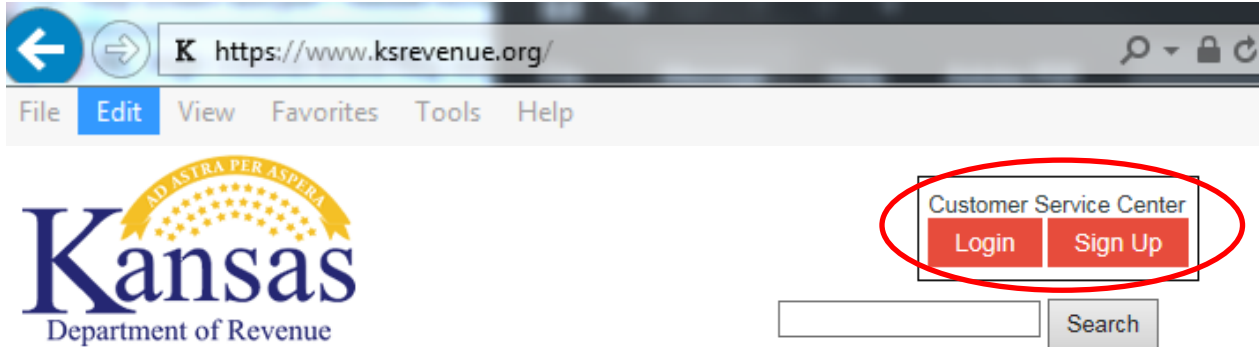
If this email address is incorrect, please enter the correct one below to request a new verification code.

Email Address

Reenter Email Address

Signing into your Kansas Customer Service Center Account

1. Launch your web browser (for example, Microsoft Edge or Google Chrome)
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.

Kansas Department of Revenue Customer Service Center

LOGIN PAGE

Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts.
If you are accessing our site for the first time, select the "Register Now" button below.

Email Address
The email address you used when registering.

Password
Passwords are case sensitive.

[Forgot your password?](#)

[Need Help? Contact Us.](#)

Adding a Fulfillment House Account

1. When first entering this web application, you will need to add your Fulfillment House license to your online profile, by clicking on **Account Management**. If you have multiple Fulfillment House licenses, you will need to complete these steps for each license.

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.)
- 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.

Account Listing

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

Account	Name (Customer 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 Fulfillment House license. Your **Identification number** is your Fulfillment House 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 'DE9'
- 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 Accounts: Twelve-character Student Account Number. If you want to create a new student account, [click here for more information](#)
- Special Order Shippers and Fulfillment Houses: Use Existing License Number for Identification number and contact ABC for your Access code
- 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

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

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

Account Information

Check the accounts you want to add to this login and click the "Save" button below. If these are not the accounts you wanted to add, click the "Edit" button to modify the information you entered to lookup these accounts. Accounts that are already added to your login will not display on this list and can be found under your [Accounts list](#)

Add	Name	Account ID	Filing Frequency	Tax Type	Account Status
<input type="checkbox"/>	KDOR Test Fulfillment House	250-250250250-250	Monthly	ABC - Fulfillment House	Active

Filing your Fulfillment House Report

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

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
258-258258258-258	KDOR Test Fulfillment House		Active	Monthly	ABC - Fulfillment House	Manage Account

2. Click **File/view a Fulfillment House Shipment Report** 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 258-258258258-258
Business Name KDOR Test Fulfillment House
Custom Display Name [Save](#)
Account Type ABC - Fulfillment House
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/view a Fulfillment House Shipment Report	File/view a monthly Fulfillment House Shipment Report
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. Click "File a new or amended report" to begin your report.

Fulfillment House Shipment Report Filing

License Number 258258258258258
Business Name KDOR Test Fulfillment House

[File a new or amended report](#)

Prior Reports

Showing 1 to 1 of 1 entries

For Period	Return type	Return Status	Filed On
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4. Select a month 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**.

Fulfillment House Shipment Filing Report Information

License Number 258258258258258
Business Name KDOR Test Fulfillment House

Report Information

Filing Frequency Monthly
Account Status Active [What does this mean?](#)
Account Start Date 01/01/2021
Account End Date 12/31/2078
Choose a Month Choose a Year
Return Type
 Original Return
 Amended Return

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

Fulfillment House Shipment Report Account Information

DBA Name KDOR Test Fulfillment House
License Number 258258258258258

Report Information

Report Type original
Due Date 2/15/2021
Period Begin Date 1/1/2021
Period End Date 1/31/2021

Shipment Information

Showing 0 to 0 of 0 entries

Edit	Shipper Name	Shipper License No	Shipping Date	Carrier Name	Consignee Name
No data available in table					

Show 10 entries

- If **Add Line** method was chosen, enter data for all the required fields. 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, 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 Delimiter Type. Select the **Click here to select file** button and navigate to the file you want to upload.

Fulfillment House Shipping Report 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

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 a CSV file and the appropriate Delimiter Type was selected.

**Fulfillment House Shipping Report
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 Shipments(s)

Options: First line of file contains column headings.
 Delete any pre-existing data before upload.

Delimiter Type: Tab Comma Pipe Colon

File ABC Test 17.3.21 CSV File.csv successfully uploaded, click Process File button to process into database.

Cancel Help Exit **Process File**

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

1. ***Carrier Name** – 100 char max– no commas
2. ***Shipment Date** – date format (e.g. 01/24/2016)
3. ***Tracking Number**- 30 char max – no commas
4. ***Weight of Delivery** – 9 whole, 3 decimal places, report in pounds
5. ***Shipper Name** – 100 char max– no commas
6. ***Shipper License No**- 11 char max
7. ***Shipper Address Line 1** – 100 char max– no commas
8. **Shipper Address Line 2** – 100 char max– no commas
9. ***Shipper City** – 40 char max – no commas
10. ***Shipper State** – 2 char
11. ***Shipper Zip** – 10 char max (no dash just numbers) (if leading zero, format cell to be "Text")
12. ***Consignee Name** – 100 char max– no commas
13. ***Consignee Address Line 1** – 100 char max– no commas
14. **Consignee Address Line 2** – 100 char max– no commas
15. * **Consignee City** – 40 char max– no commas
16. * **Consignee State** – 2 char - KS only
17. * **Consignee Zip** – 10 char max (no dash just numbers) (if leading zero, format cell to be "Text")
18. ***Product Type** – 10 char max (Wine, Beer/CMB or Spirits)
19. **Product Type** – 10 char max (Wine, Beer/CMB or Spirits) – if multiple types in the same shipment
20. **Product Type** – 10 char max (Wine, Beer/CMB or Spirits) – if multiple types in the same shipment

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

Fulfillment House Shipment Report

Account Information

DBA Name KDOR Test Fulfillment House
 License Number 258258258258

Report Information

Report Type original
 Due Date 2/15/2021
 Period Begin Date 1/1/2021
 Period End Date 1/31/2021

Shipment Information

Showing 1 to 1 of 1 entries

Edit	Shipper Name	Shipper License No	Shipping Date	Carrier Name	Consignee Name	Consignee Address	Tracking Number
Edit	ABC TEST S0S	12345	02/21/2021	CARRIER A	AUDRA SHUGHART	1234 ABC STREET TOPEKA, KS 12345	45678910F0S156SDP

Show 10 entries

Help Back Upload Add Line Delete All **Continue** Previous Next

7. Conduct a final review of your report information. Complete the ‘Signature Information/Report Certification’ section and mark the Declaration box. Then hit **Submit Report**.

Fulfillment House Shipping Report Account Information

DBA Name: KDOR Test Fulfillment House
License Number: 258258258258258

Report Information


Return Type: original
Due Date: 2/15/2021
Period Begin Date: 1/1/2021
Period End Date: 1/31/2021

Shipment Information

Shipment Information Summary : 1 Shipment(s) were reported, ([click here for full review](#))

Signature Information/Report Certification

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

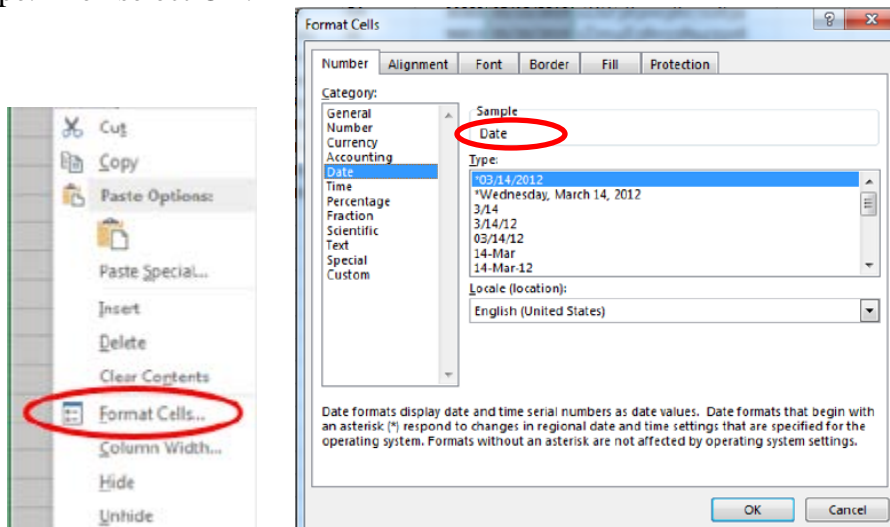
-  **DECLARATION:** I declare under penalties of perjury that I have examined this report and all attachments and, to the best of my knowledge and belief, it is true, correct, and complete.
- Review the complete report information and then click "Submit Report" to file.

[Help](#) [Back](#) [Submit Report](#)

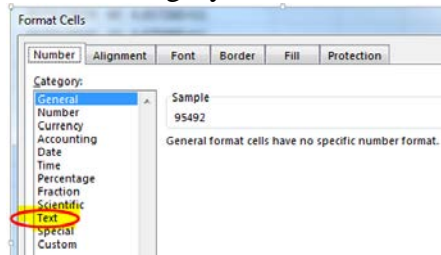
- Your report has now been submitted. You may print this for your records, otherwise your filing history is stored and made available to you in your Kansas Customer Service Center account.

Saving as a CSV File

- 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 columns are **Shipper Address Line 2**, **Consignee Address Line 2** and the **second and third Product Type columns**, the rest are required.
- Format the **Shipment 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** or **Zip Code** 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.

