

# OPTO

# Creating Your Supplier List

Oregon Privilege Tax Online System

JANUARY 2024

# Supplier Lists – Helpful Tips

- You can only associate companies that have created their account and hold a DTR (Direct to Retailer) license in Oregon.
- You only need to add this list ONE TIME, **not every month** when you want to file your return!
- You can add or remove suppliers any time you need to.
- Keeping your supplier list up to date will make your monthly tax filing more efficient.

# Create Your Supplier List – Step by Step

You must have a UserID, Account and **ACTIVE** license in OPTO to use this step-by-step guide.

## STEP 1

**Login to Oregon Privilege Tax System** <https://or.setsonline.com>

If you are unsure or do not have a login, please refer to the Creating your userID document.

## STEP 2

**From Dashboard , Click on Accounts and then Manage Accounts**

The screenshot shows the SICPA OLCC Online Privilege Tax Solution dashboard. The top navigation bar includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", and navigation links for "Home", "Accounts", and a dropdown menu for "Accounts". The dropdown menu is open, showing "Create Account" and "Manage Accounts". Red circles with numbers 1 and 2 highlight the "Accounts" link and the "Manage Accounts" option, respectively. The main dashboard area features three cards: "Start my next statement" with the message "Great job, you are all caught up!", "Filing in progress" with the message "Great job, you are all caught up!", and "Next statement due on" with a date of "06/20/2022". At the bottom, there is a "Messages" section with a "Refresh" button and a table with columns for "From", "Date Sent", and "Message". The table currently has no data rows.

# Create Your Supplier List – Step by Step

STEP 3

**If you have more than one account**  
Click on the correct account.

STEP 4

**Click on License Tab**

STEP 5

**On the Retailer license record, click on the View Details icon.**

The screenshot displays the 'Accounts' section of a software interface. On the left, a search bar contains 'Type to search...' and a filter dropdown is set to 'Active'. Below this, a list of accounts is shown, with 'Retailer Training Company' selected and marked as 'Active'. A red circle with the number '3' is placed over this account entry. The main content area shows the details for 'Retailer Training Company', including contact information and the account number 'AC270160'. A red circle with the number '4' is placed over the 'License' tab in the navigation menu. Below the navigation menu, the 'LICENSES' section is visible, featuring a search bar, a 'Show Secondary Licenses' checkbox, and an 'Expand All' link. A table lists the licenses, with one entry for 'Retailer Training Company RETAILER' showing a 'Last Modified' date of '12/13/2023' and a 'Privilege Tax ID' of 'PT261940'. The entry is marked as 'Active'. A red circle with the number '5' is placed over the 'View Details' icon (a document with a checkmark) for this license record. At the bottom of the table, it indicates '1 Record Found'.

# Create Your Supplier List – Step by Step

STEP 6

Click on tab called “Supplier List”

STEP 7

Click “+ Add Supplier” button to add one of the companies you receive product from (aka supplier)

License Back to Account

Retailer Training Company Active ▼

6 Profile **Supplier List** Address Contact Dates

SUPPLIER LIST 7 [+ Add Supplier](#)

Type to search... 🔍 ⌵

License Name	Privilege Tax Number	Address	City	State	Zip	Country	Actions
No records Found							

Back to Account

# Create Your Supplier List– Step by Step

## STEP 8

### Enter the name of DTR

Start typing the name of the company that you receive product from. This company must be a licensed DTR (Direct to Retailer)

## STEP 9

### Select the company by clicking on it

Click on the name of the DTR that is your supplier.

License Back to Account

Retailer Training Company **Active**

Profile Supplier List Address Contact Dates

ADD SUPPLIER

DTR NAME \* ACCOUNT ID: PRIVILEGE TAX NUMBER \*

8 .dtr

DTR MONTHLY QATESTING PT  
PT CASHBOOK : PT261830 : QA CITY

STONE TOWER DTR  
TOWER DTR : PT250240 : LEESBURG

9 ZOLA DTR  
ZOLA DTR : PT250210 : RESTON

QUATTRO DTR  
TTRO DTR : PT261300 : SPRINGFIELD

CITY \* STATE \* COUNTRY \* ZIP CODE \*

United States of America

Save Cancel

Back to Account

# Create Your Supplier List – Step by Step

## STEP 10

### Verify and then Save

Once you click on the company name for the DTR that is your supplier, the address information will be populated automatically for you. Before clicking Save, verify that the address is correct. If it is not, then go back to the “Name” field and re-type the company name and find the correct Direct to Retail company.

License Back to Account

Retailer Training Company Active ▼

Profile **Supplier List** Address Contact Dates

ADD SUPPLIER

DTR NAME *	ACCOUNT ID: PRIVILEGE TAX NUMBER *			
<input style="width: 100%;" type="text" value="ZOLA DTR"/>	<input style="width: 100%;" type="text" value="AC250120 : PT250210"/>			
STREET ADDRESS *	CITY *	STATE *	COUNTRY *	ZIP CODE *
<input style="width: 100%;" type="text" value="9870 Glade Drive"/>	<input style="width: 100%;" type="text" value="Reston"/>	<input style="width: 100%;" type="text" value="Virginia"/>	<input style="width: 100%;" type="text" value="United States of America"/>	<input style="width: 100%;" type="text" value="20190"/>

Save Cancel

10

Back to Account

# Create Your Supplier List – Complete!

STEPS COMPLETE!

## Verify List – Ready to Start your Return!

Continue to “+ Add Supplier” steps 7 thru 10 until all of your suppliers appear in the list. Verify the information and if the list is correct then you are ready to start your tax return!









License Back to Account

Retailer Training Company Active ▼

Profile **Supplier List** Address Contact Dates

SUPPLIER LIST + Add Supplier

Type to search... 🔍 ⌵

License Name	Privilege Tax Number	Address	City	State	Zip	Country	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America	 
Summer DTR	PT261290	4325 Fairfax rd.	Fairfax	Virginia	21008	United States of America	 
Quattro DTR	PT261300	7451 Boston Blvd	Springfield	Virginia	22153	United States of America	 
Zola DTR	PT250210	9870 Glade Drive	Reston	Virginia	20190	United States of America	 

4 Records Found