

Excel (EDI) Filing

22 Steps

Created by

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Creation Date

May 3, 2022

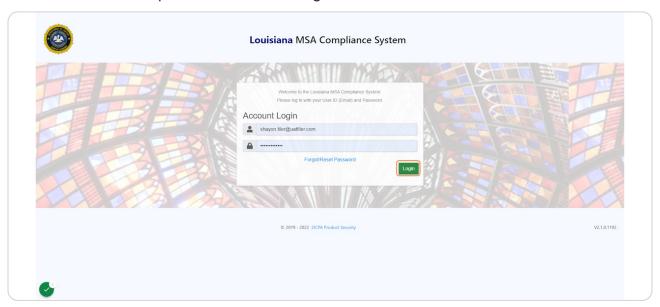
Last Updated

September 19, 2022



Login Page

Enter username and password and click login.



STEP 2

Account Page

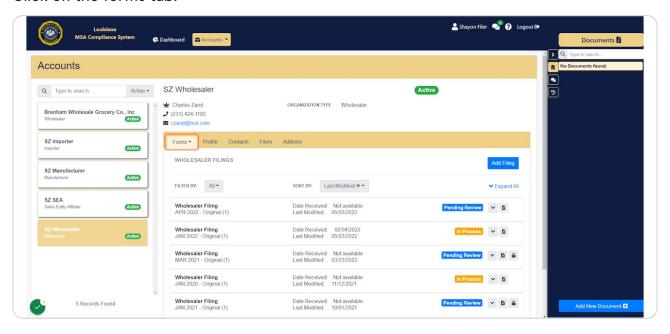
You will see the wholesaler account(s) associated to your user profile. If you have 1 it will be selected by default, if you have more than 1 you will need to click the account you wish to file for.





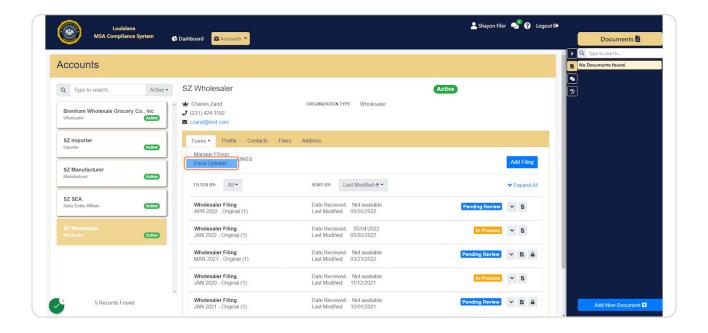
Excel Uploads

Click on the forms tab.



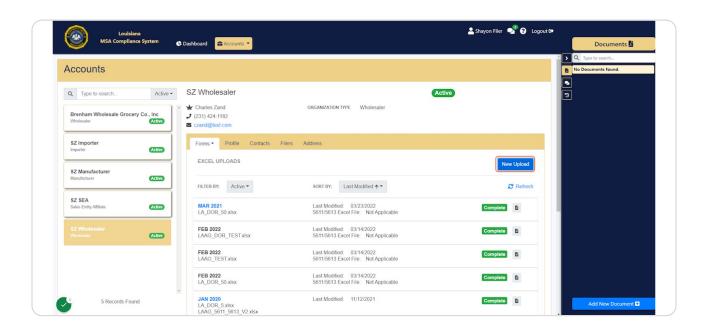
STEP 4

Click on Excel Uploads





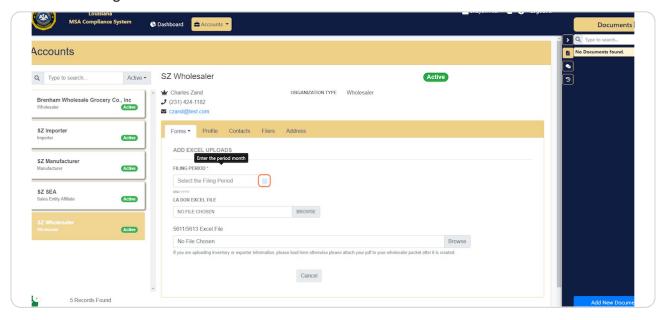
Click on New Upload



STEP 6

Click the Calendar to Select a Period

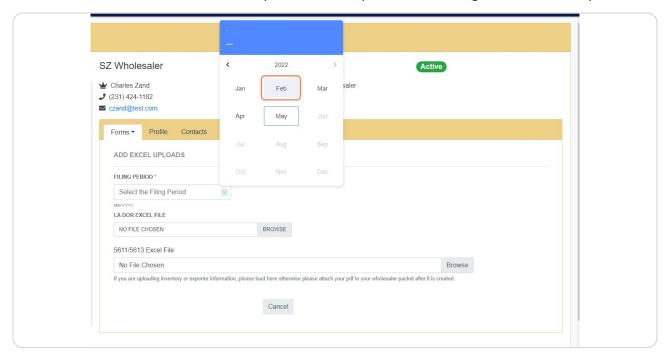
You can also manually enter in the date by clicking where it says select and typing the date in the following format MM-YYYY.





Click a Month

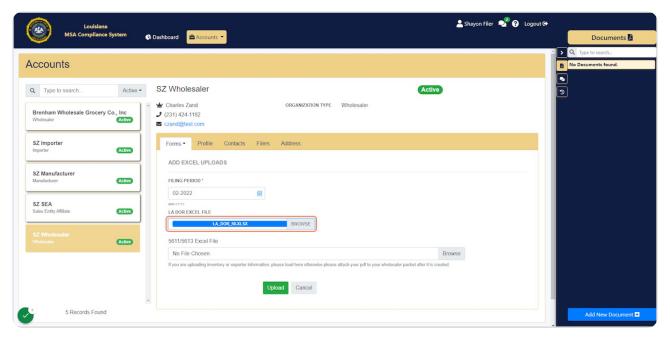
You can click on the arrows or the year (2022 in picture) to navigate to another year.





Select a Period, Click Browse and Select a File

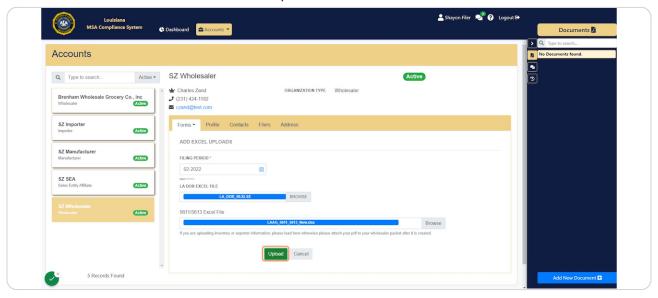
The LA DOR file is the same file you have been previously using, however the 5611/5613 file is new. This file will be used to upload PM/NPM Exporter Product in Inventory and PM/NPM Product in Inventory, the template for both files is provided on the training resources website. You can upload both files or only 1 if the other is not needed.





Click on Upload

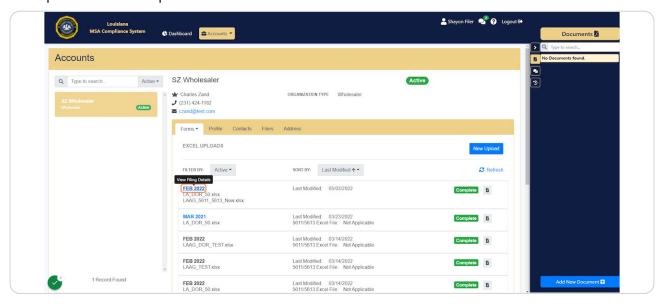
Once 1 or both files have been added click upload. You can only upload for a period that has no filing or is in complete status. If there is already a filing in complete status you will create an amendment for that return period.



STEP 10

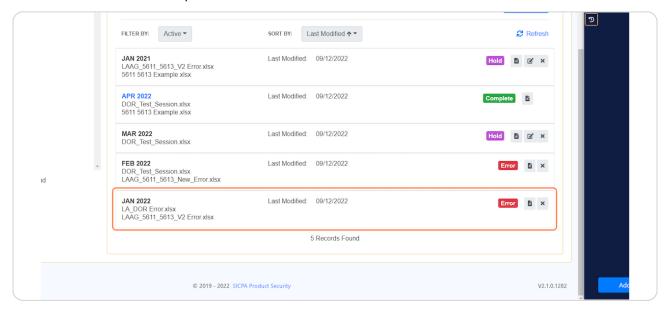
Click on Period when Upload Complete

The file (EDI) upload will initially be in pending status. The status will change from pending -> in process -> complete.



File Error

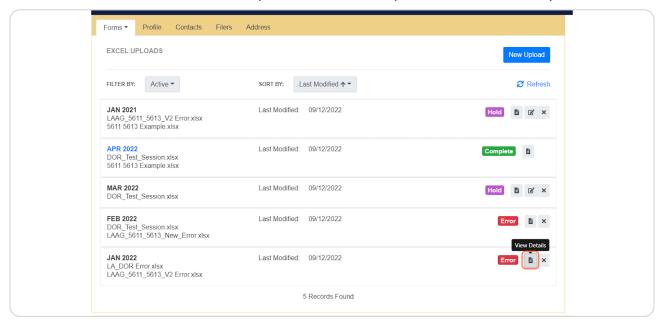
If there is an issue with your file it will show a status of error.



STEP 12

Click on View Details

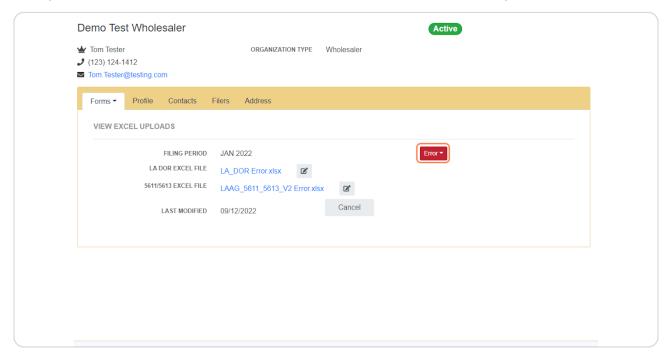
Click view details to see what errors there are. You can click the X to remove the file, you must remove the error file before you are able to reupload for that return period.





Click on Error

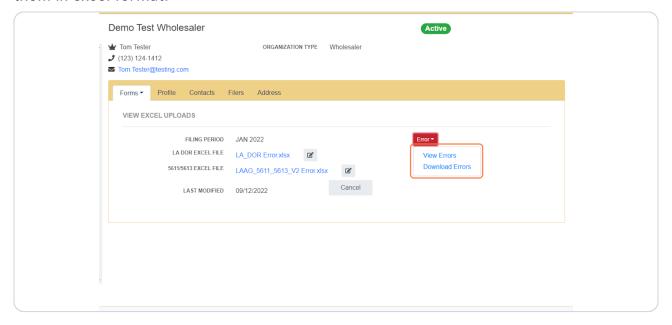
Once you have correct the file you can click the pencil (edit) button next to the file name to replace the file. Click error to view the errors associated to the uploaded files.





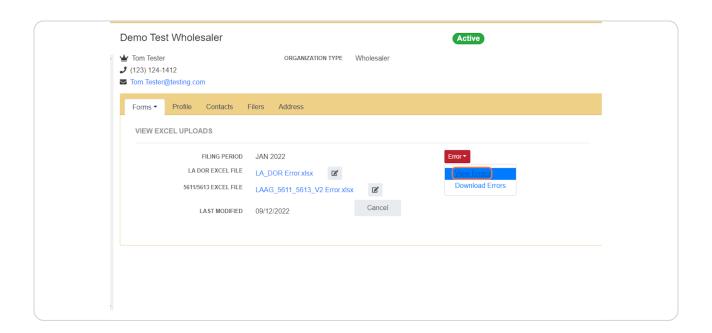
Click on Error

You can click view errors to see the errors within the website or download errors to see them in excel format.



STEP 15

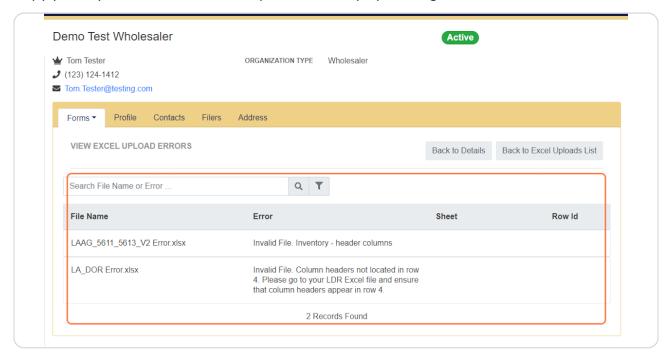
Click on View Errors





Invalid File

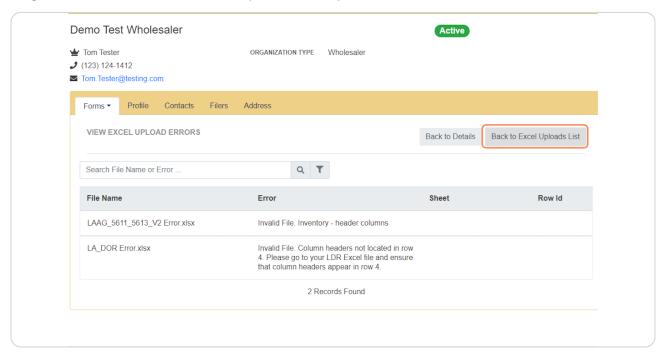
If the file is invalid (meaning the system cannot read it due to a critical issue with the file uploaded) you will see an invalid file error. This can be due to using an outdated template or not using the template at all. Procure a fresh copy of the template from the LA DOR and copy paste your data into the template, then try uploading that file.





Click on Back to Excel Uploads List

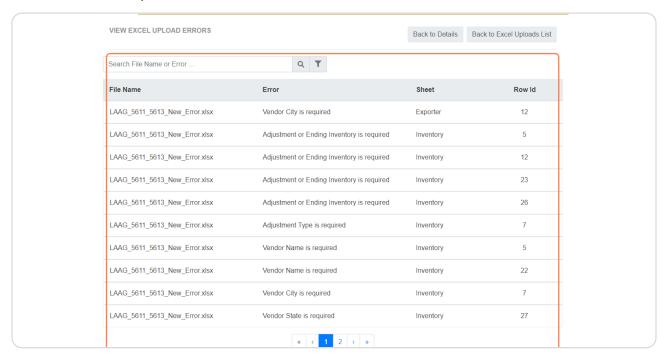
You can click back to excel upload list to go to the list view of all uploads or back to details to go back to the details of this specific file upload.





File Error

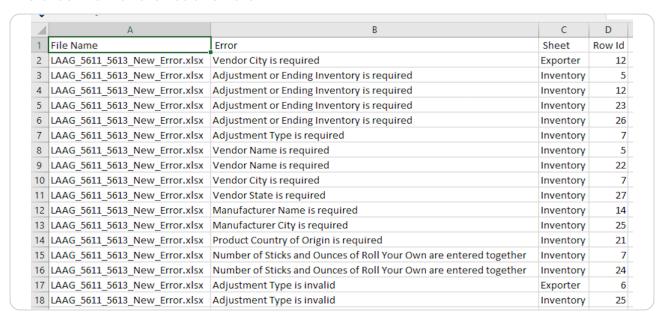
If the file is valid (able to be read into the system) you still may have errors within the data in the file. If this occurs, you will be shown the file name, the type of error, what sheet and row on the excel it is located on. You will need to correct the errors within the excel file, save and then reupload file.





File Error

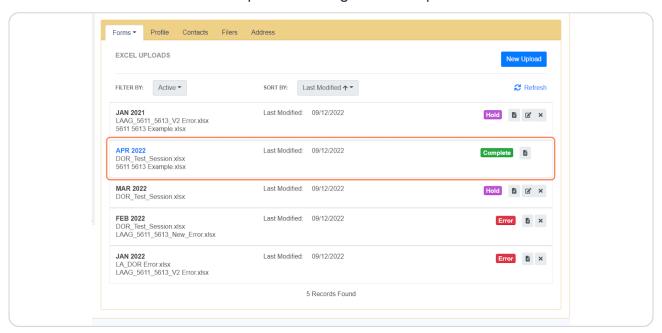
The excel view of the list of errors.



STEP 20

Completed Upload

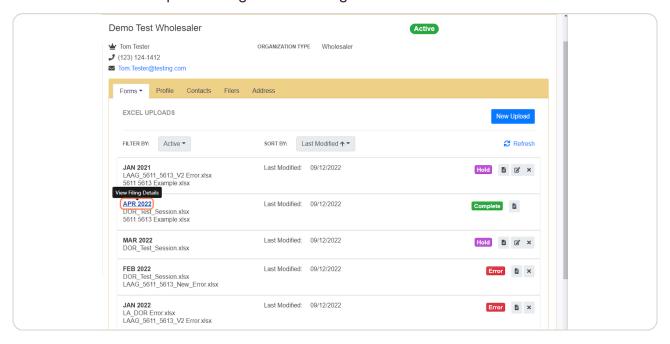
If there are no errors the file will process and go into complete status.





Click on the Return Period

Click the blue return period to go to that filing.



STEP 22

Filing Page

Please see the web filing training pdf and/or video on how to complete and submit your web filing.

