Web Filing

38 Steps

Created by	Creation Date	Last Updated
Shayon Zadeh	May 3, 2022	September 19, 2022

STEP 1

Enter Username and Password and Click on Login
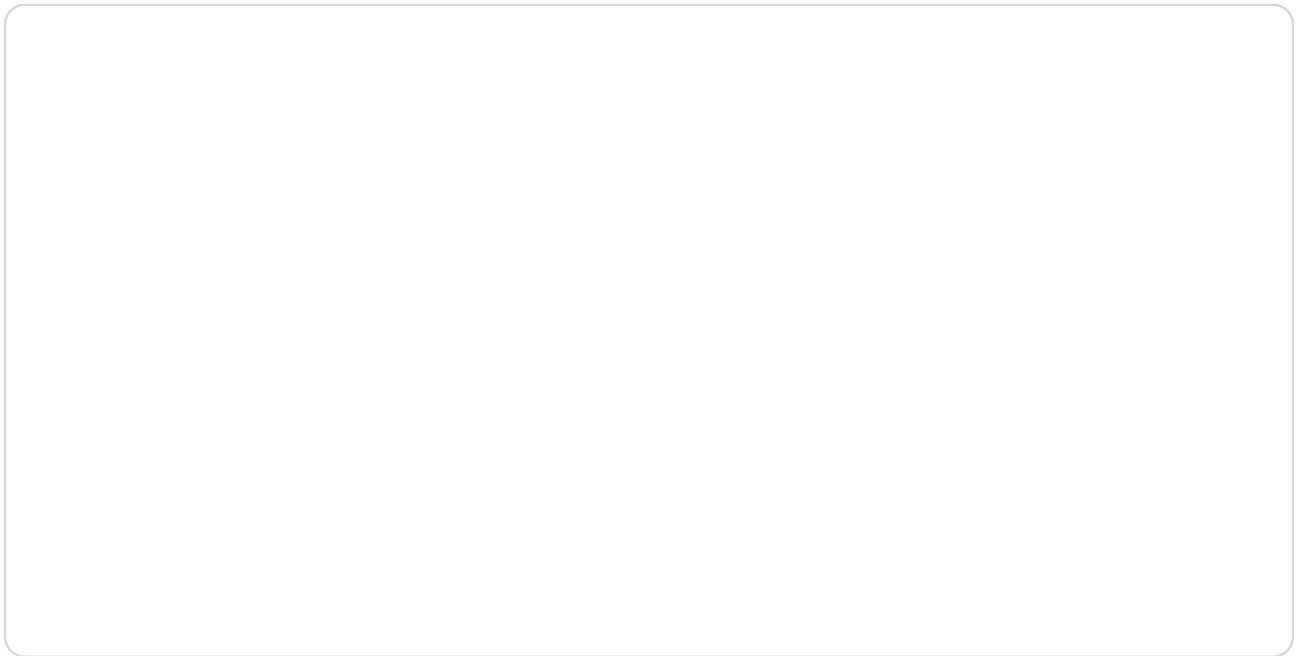
STEP 2

Click on a Wholesaler Account

Click on Add Filing

Click the Calendar to Select a Return Period

You can also manually enter in the date by typing the date in the following format MM-YYYY.

Click a Month
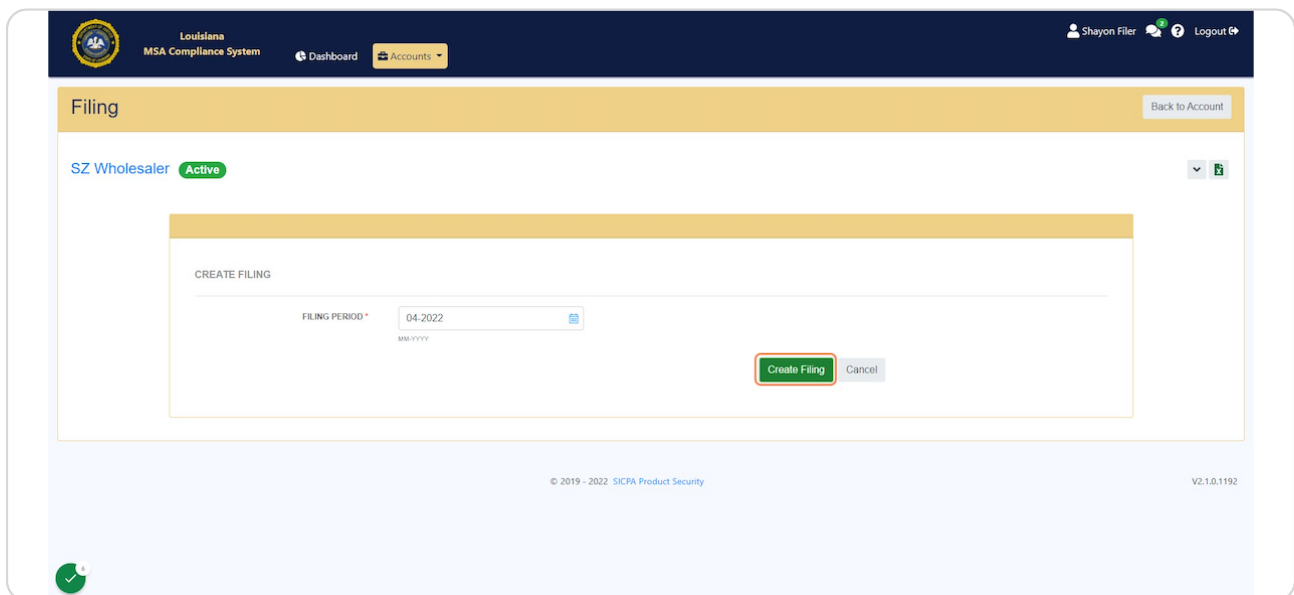
You can click on the arrows or the year (2022 in picture) to navigate to another year.
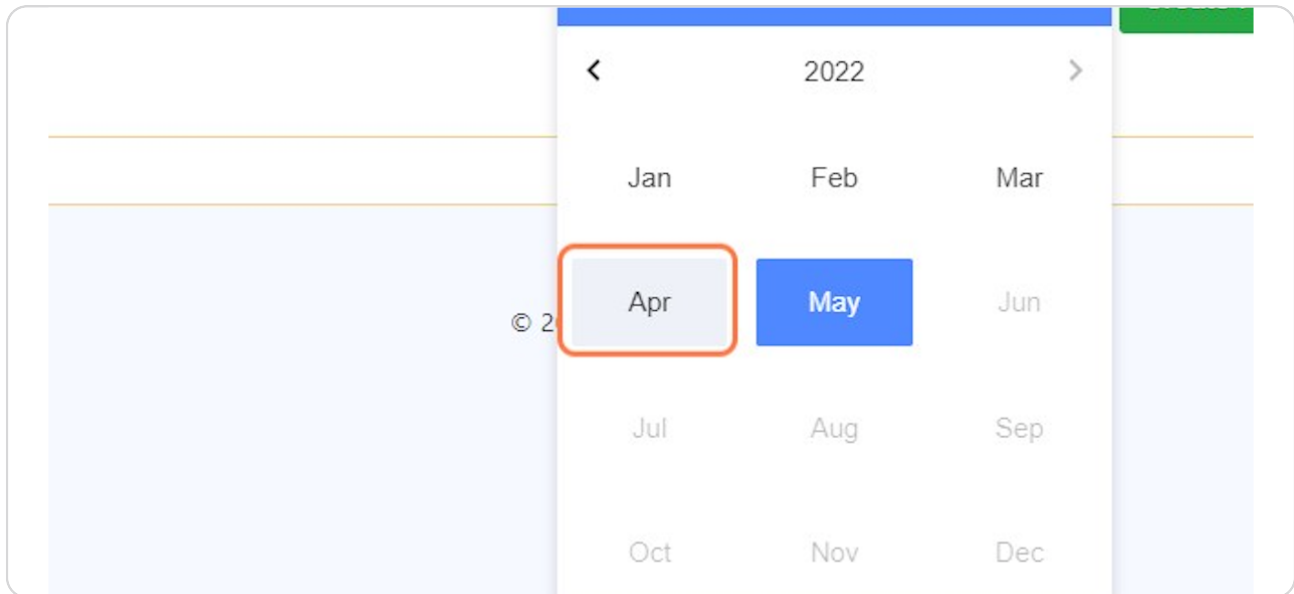
Click on Create Filing

You can only create using this method for a filing period that does not have a wholesaler packet that already exists.

Click on Add Schedule Detail

You can mark a schedule as no activity or not applicable instead of adding a schedule detail if there are no schedules that need to be added. Click mark schedule for those 2 options. (Note: No Activity means that your company did not have that type of transaction during this filing period. Not Applicable is used when your company does not do that type of transaction. Example: Use Not Applicable If you do not export product out of state. Use No Activity if you do export products, but did not do so during this filing period.

Type in Brand Name

Use the typeahead feature to begin typing in the brand name. As you type, the system will display a list of values that match your entry.

Click on a Brand

Manufacturer will autofill based on the brand selected.

Enter in a Value

The brand that is selected will determine the quantity field that is displayed. If the brand selected is cigarettes, this will require a stick count. If the brand is RYO, then this field will require that you enter in the ounces. Stick count is a whole number. Ounces may be entered with up to two decimals. If RYO is selected, the dollar amount field will display and is an optional field for entry.

STEP 11

Click on Vendor Organization Name

STEP 12

Type in Organization Name

Use the typeahead feature to begin typing in the vendor organization name. As you type, the system will display a list of values that match your entry.

Click on a Vendor

Vendor information will autofill based on the orgainzation selected.

Click on Save

This will add a schedule detail and close the popup. Save / Add New will create a schedule detail and clear the popup so another detail can be added.

Click on a Schedules

Click on the different schedules to navigate to each one. Under action there is the option to either edit or remove a schedule detail.

Edit Schedule

An edit schedule popup will appear. The functionality for edit is the similar to adding schedule details. The next 2 schedules (R-5603 PM and R-5612) have similar looking schedule detail popups.

Schedule Navigation

You can click the different tabs on the left hand menu bar to go to a specific schedule or click next form at the bottom right of the page to go to the next tab.

Click Mark Schedule As

If you do not have details to enter for the selected schedule, use the "Mark Schedule As" dropdown and select either No Activity or Not Applicable.

No Activity or Not Applicable Selected

When marked as no activity or not applicable the schedule will change to having 1 entry.

Schedule Detail for R-5604 – B(C)

The popup works the same as previous schedules however has different information that is needed.

Click on Save

Fill in all required fields and then click save. Required fields have a red asterisk next to them. The quantity fields require at least one field to be entered. The next tab (R-5604 - B(P)) has a similar popup.

Schedule Detail Added

As more details are entered, this list will grow and provide pagination if necessary. All records are able to be edited or removed until the wholesaler packed it submitted.

Schedule Details for R-5611 (Exporters)

This schedule has 3 different inventory values that may be entered: beginning, ending and adjusted inventory. You can only have 1 beginning inventory. The schedule R-5613 has the same inventory entry selections.

5611 - (Shall be completed by those Louisiana licensed stamping agents who hold an exporter license to engage in interstate business or affix tax stamps of another state AND are either domiciled in Louisiana or have a warehouse or other place of business located in Louisiana.)

5613 -(Shall be completed by companies that hold a stamping agent designation and are domiciled in Louisiana or have a warehouse or other place of business located in Louisiana.)

Click on BEGINNING INVENTORY

Enter in Roll Your Own and/or Cigarette Stick Count then Click Save

Adjustment Inventory

Add adjustment inventory using the same functionality seen for previous schedule types. Fill in the required fields and then click save.

Ending Inventory

Add ending inventory the same way as beginning inventory. Fill in the required fields and then click save.

Click on Submit Filing

The submit button will only appear when all schedules have at least 1 entry (schedule details, no activity or not applicable).

Credit Attachment

If there is no attachment on the filing and a credit transaction is present in the filing then a validation message will appear. Click no to return to the filing and attach the file or yes to submit without the attachment. If the attachment is required based upon the type of credit entered, an LAAG Staff member may reach out and ask for the missing file to be added.
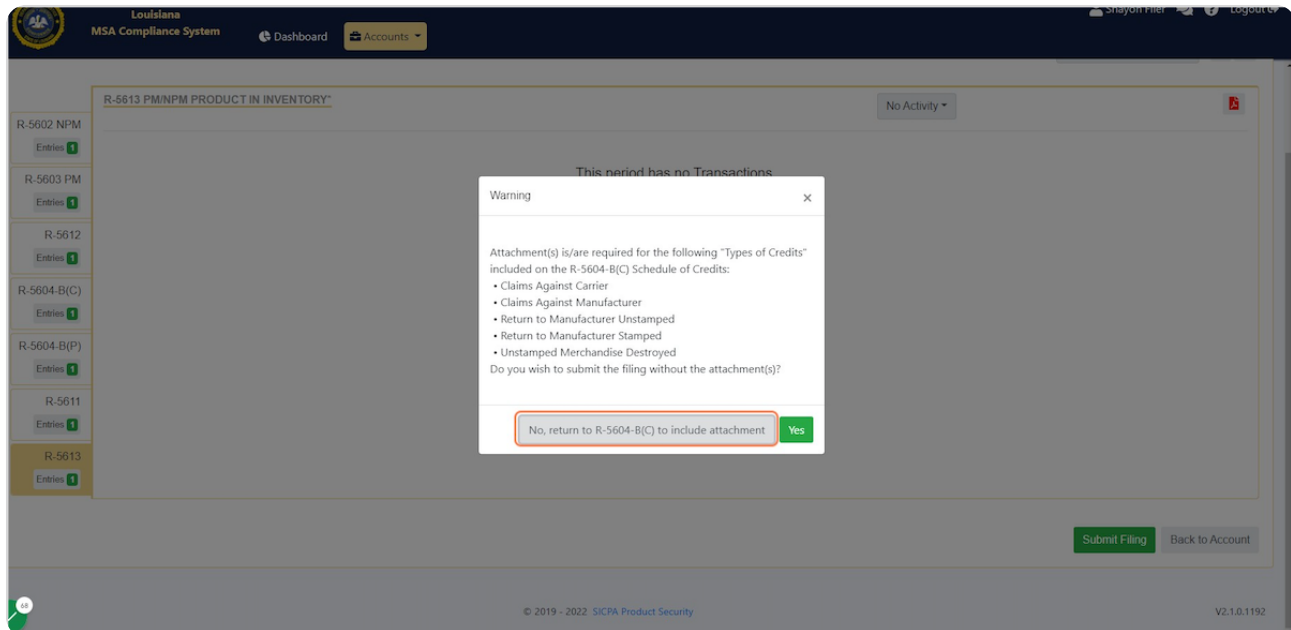
Attaching a File: Click the Arrow Towards the Top Right of Screen
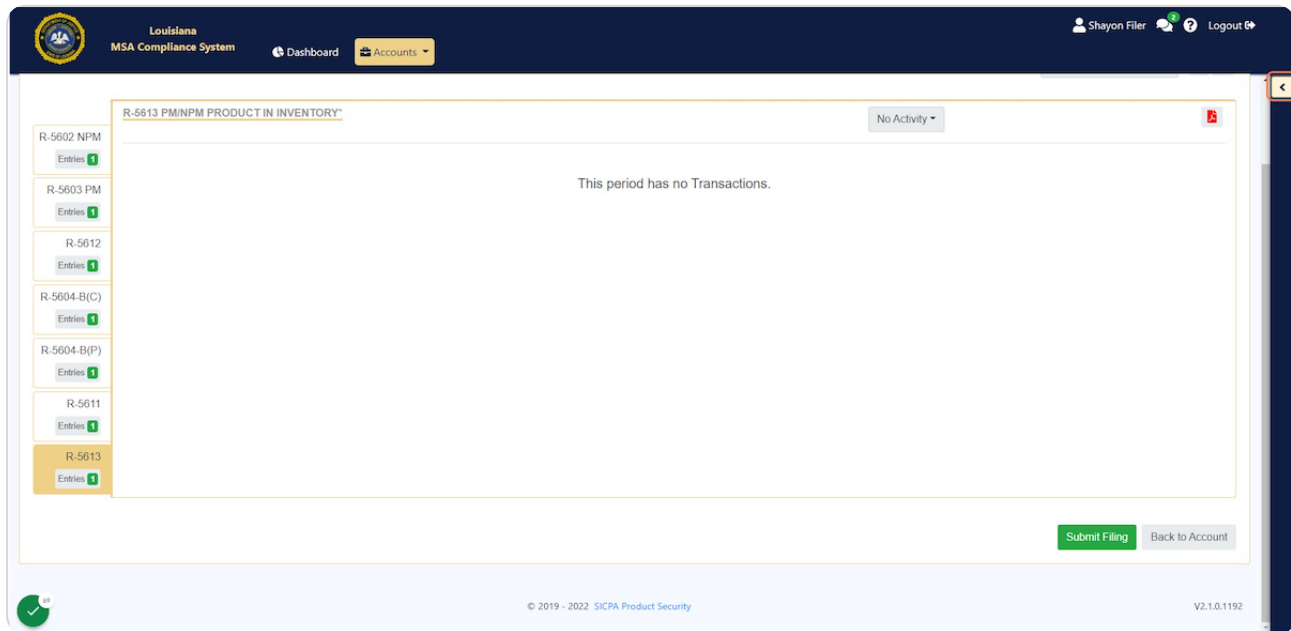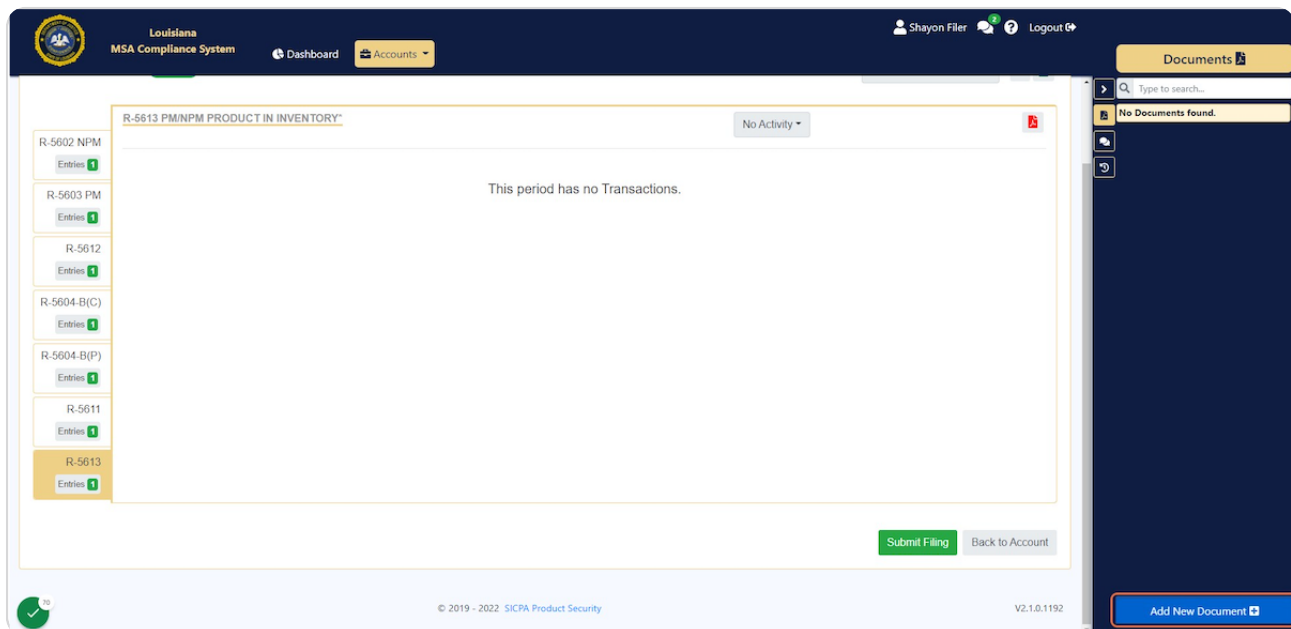
You can open and close the right hand panel by clicking on the arrow.

Click on Add New Document

Enter a Document Title

Click Select File and Select a PDF from your computer

Please note the file must be a pdf. Examples of attachments are: affidavit from manufacturer, invoices, correspondence, etc.

Click on Upload
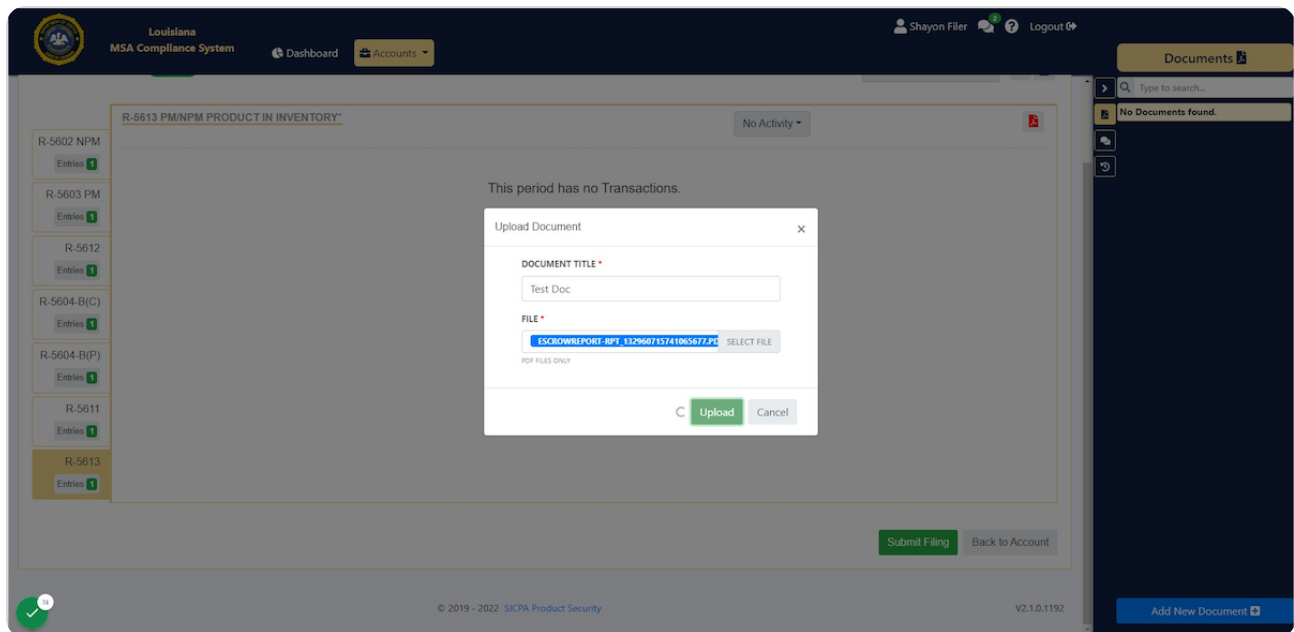
Click on Submit Filing

Click on the Checkbox

Read the popup and accept the terms.

Click on Continue

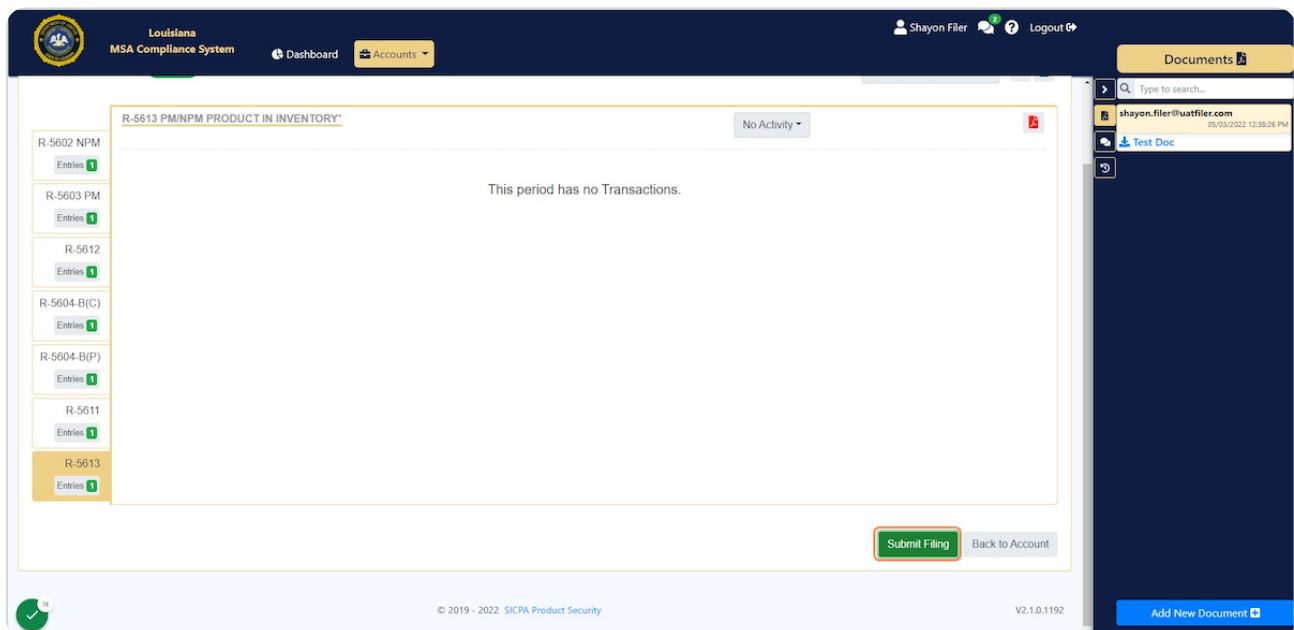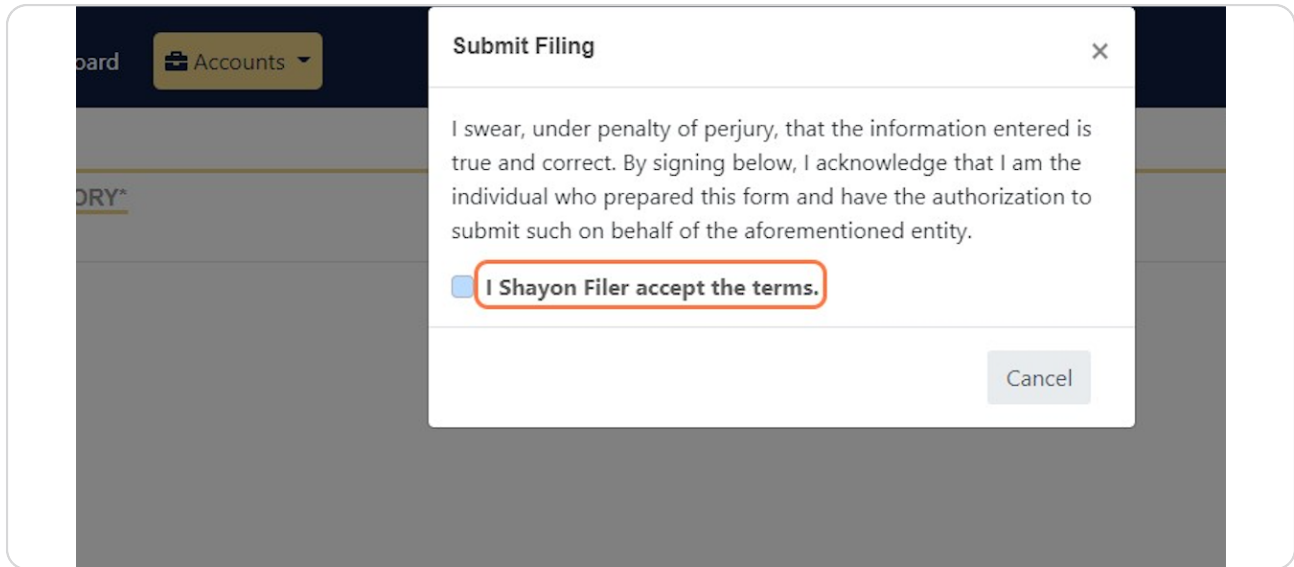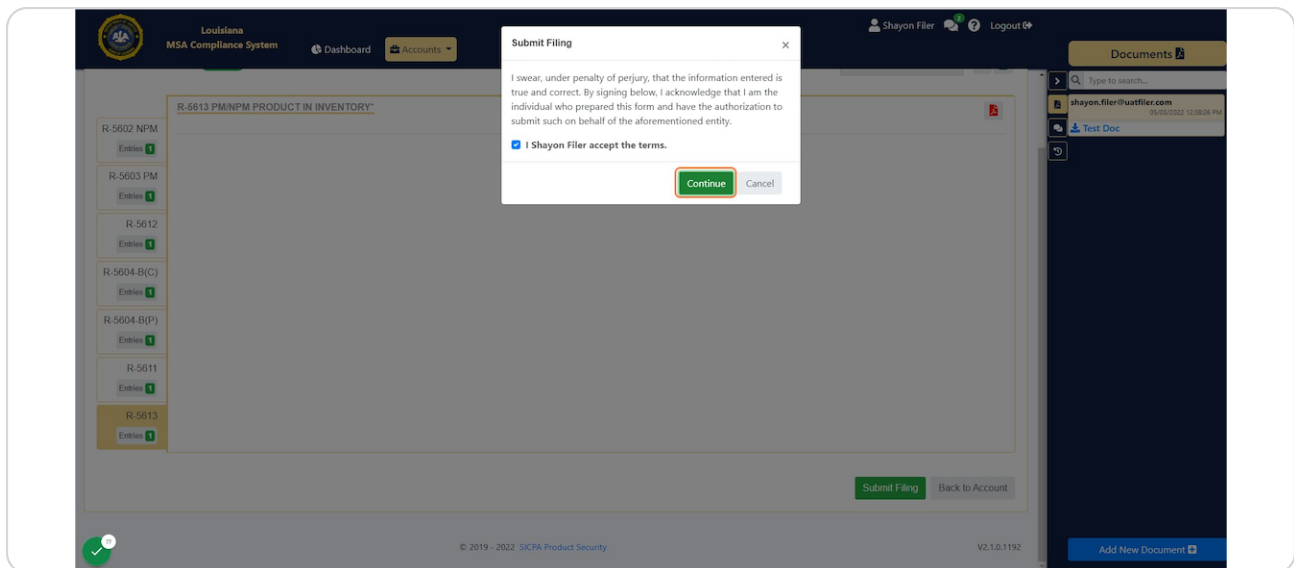The filing will change to pending review status. An LAAG staff member will review and approve or reject the filing. Once approved the filing will change to complete status, if it is rejected the filing will change back to in process so corrections can be made and the filing can then be resubmitted.

Click Arrow Icon (More Details) or Document Icon (View Details)

The submitted filing is now in pending review status. You can see more details by click on the arrow next to the filing status or click the view details (document icon) to go back to the filing page and see the schedule details.

SICPA