

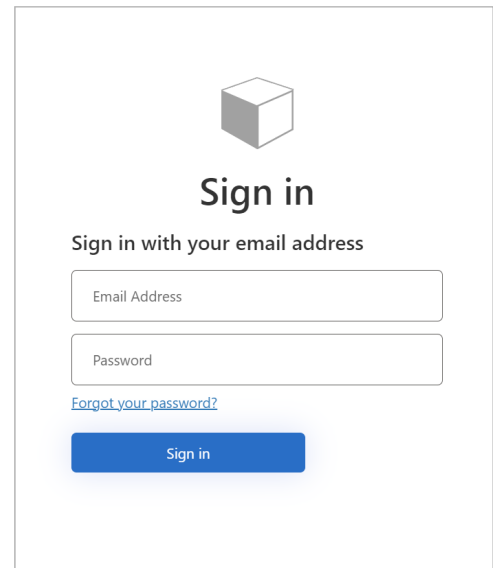
# LOCAL ALCOHOL PRODUCER REPORTING PORTAL

quick user guide

# LOGGING IN

The Local Alcohol Producer (LAP) portal is located at <https://nlcreporting.azurewebsites.net/>

Users will login into the portal with a valid email address and password.



# UPLOADING A REPORT

1. To upload a report, click on the Report Upload button.

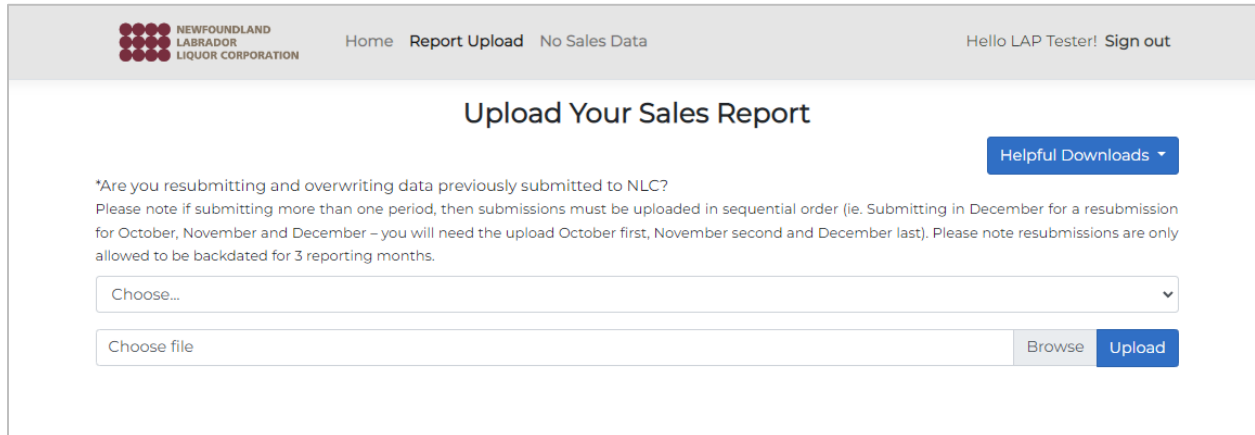
The screenshot shows the 'Local Alcohol Producer Monthly Reporting' portal. At the top is a navigation bar with the Newfoundland Labrador Liquor Corporation logo, 'Home', 'Report Upload' (highlighted with a red box), 'No Sales Data', and 'Hello LAP Tester! Sign out'. The main heading is 'Local Alcohol Producer Monthly Reporting'. Below it is a welcome message: 'Welcome to the local alcohol producers submission portal. Using this portal, you can submit your monthly Commission and Sales to NLC (if applicable)'. There are two main sections: 'Report Upload' with instructions to submit reports in XLSX format, and 'No Sales Data' with instructions to choose this when there is no production or sales. The central part is a 'LOCAL ALCOHOL PRODUCERS REPORTING CALENDAR' showing 12 monthly calendars from January to December. Each calendar has days of the week (S, M, T, W, T, F, S) and dates. Colored circles indicate key dates: red for 'Monthly reports uploaded to the NLC portal', green for 'Final templates sent to LAPs', and grey for 'Reports and payments due to NLC'. A legend at the bottom explains these symbols.

Month	Report Upload Due	Final Templates Sent	Reports & Payments Due
January	10, 13, 20	13	20
February	7, 13, 20	13	20
March	7, 13, 20	13	20
April	10, 13, 20	13	20
May	10, 13, 20	13	20
June	7, 13, 20	13	20
July	10, 13, 20	13	20
August	10, 13, 20	13	20
September	10, 13, 20	13	20
October	7, 13, 20	13	20
November	7, 13, 20	13	20
December	10, 13, 20	13	20

2. Answer the question “Are you resubmitting and overwriting data previously submitted to NLC?” and browse to the location of the file to upload.

a. Choose NO if submitting initial report for current month only.

b. Choose YES if resubmitting for current or prior months (note can only resubmit for 3 previous reporting months – resubmissions must be in sequential order).



NEWFOUNDLAND  
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LIQUOR CORPORATION

Home Report Upload No Sales Data

Hello LAP Tester! Sign out

## Upload Your Sales Report

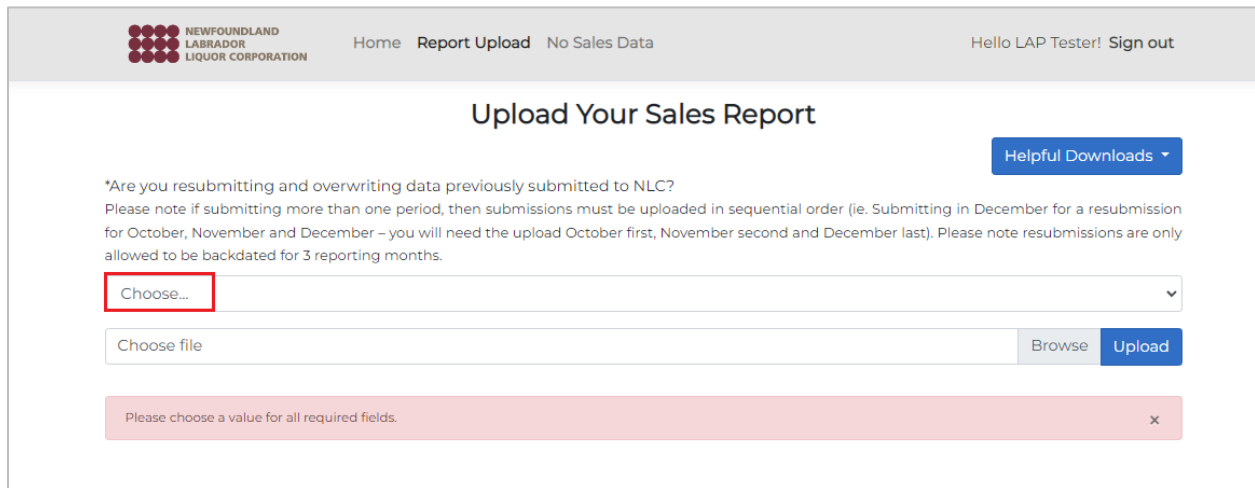
Helpful Downloads ▾

\*Are you resubmitting and overwriting data previously submitted to NLC?  
Please note if submitting more than one period, then submissions must be uploaded in sequential order (ie. Submitting in December for a resubmission for October, November and December – you will need the upload October first, November second and December last). Please note resubmissions are only allowed to be backdated for 3 reporting months.

Choose... ▾

Choose file Browse Upload

3. If the question is not answered, the report will not upload. The following error will be displayed.



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## Upload Your Sales Report

Helpful Downloads ▾

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Choose... ▾

Choose file Browse Upload

Please choose a value for all required fields. ✕

4. Once the file has been found, click on the Upload button.

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION Home Report Upload No Sales Data Hello LAP Tester! Sign out

## Upload Your Sales Report

Helpful Downloads ▾

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No ▾

Commissions Template Test.xlsx Browse Upload

5. If there are no errors in the report, it will successfully upload and the following message will be displayed.

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION Home Report Upload No Sales Data Hello LAP Tester! Sign out

## Report Successfully Uploaded!

Saved 6 Sales Transactions

6. Click on Helpful Downloads to find current copies of the Template File, SKU List File and Branch List File.

NEWFOUNDLAND LABRADOR LIQUOR CORPORATION Home Report Upload No Sales Data Hello LAP Tester! Sign out

## Upload Your Sales Report

Helpful Downloads ▾

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Choose... ▾

Choose file Browse Upload

## TROUBLESHOOTING

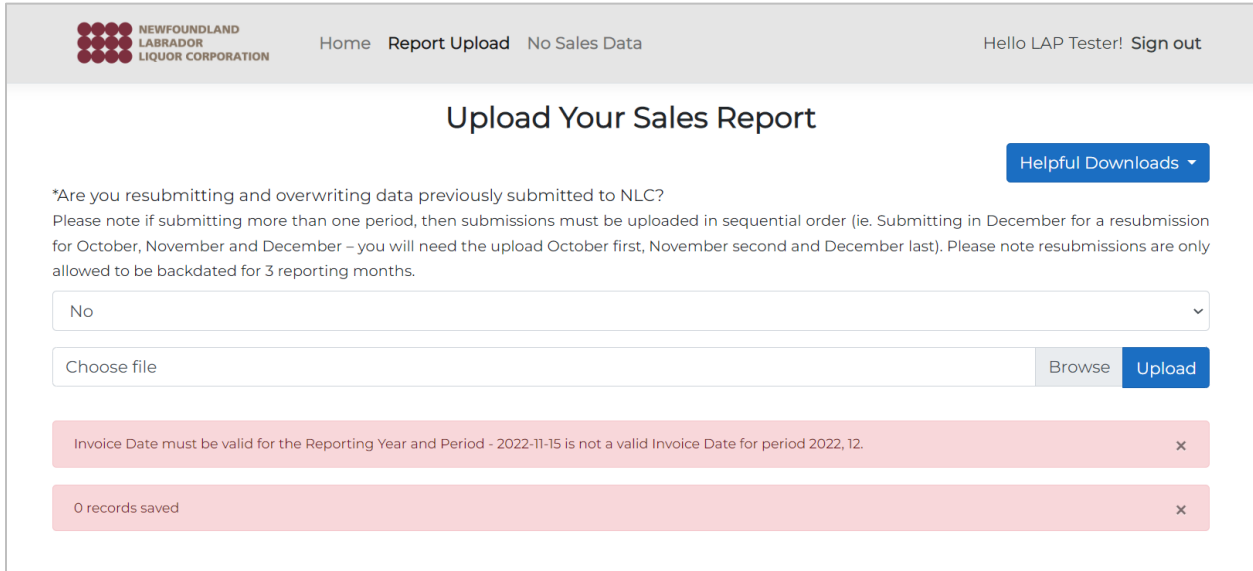
1. If a report has already been uploaded and you answer “No” to the “Are you resubmitting and overwriting data previously submitted to NLC?” question, the following error will be displayed:

The screenshot shows the 'Upload Your Sales Report' page for Newfoundland Labrador Liquor Corporation. The user is logged in as 'LAP Tester'. The page title is 'Upload Your Sales Report'. There is a 'Helpful Downloads' button. A question asks: '\*Are you resubmitting and overwriting data previously submitted to NLC?'. Below the question, instructions state: 'Please note if submitting more than one period, then submissions must be uploaded in sequential order (ie. Submitting in December for a resubmission for October, November and December – you will need the upload October first, November second and December last). Please note resubmissions are only allowed to be backdated for 3 reporting months.' A dropdown menu is set to 'No'. There is a 'Choose file' input field with 'Browse' and 'Upload' buttons. Two error messages are displayed in red boxes: 'Overwrite Previously Uploaded Period is not selected - 12.0/2022.0 Previously uploaded data found for this period. Please confirm Overwrite option.' and '0 records saved'.

2. In the Commission Report, the dates of all invoices recorded on the NLC Sales Tab must be within the month and year specified on the Supplier Detail Tab. In the example below, the reporting period is 12-2022 indicating that only December invoices are permitted. The November invoice will result in an error.

NLC Monthly Sales to NLC		
Reporting Period Year (####)		2022
Reporting Period Month (##)		12
Invoice No.	Date	Branch
100010	November 15, 2022	7
100011	December 31, 2022	54

3. If they are not, the following error will be displayed:



NEWFOUNDLAND LABRADOR LIQUOR CORPORATION

Home Report Upload No Sales Data

Hello LAP Tester! Sign out

## Upload Your Sales Report

Helpful Downloads ▾

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No ▾

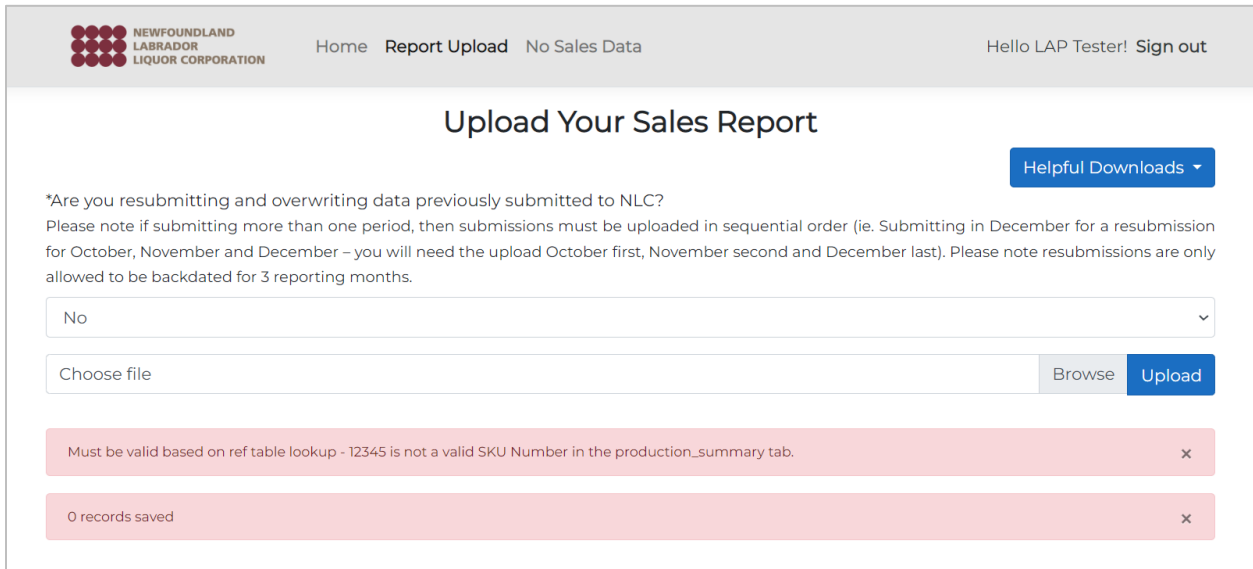
Choose file Browse Upload

Invoice Date must be valid for the Reporting Year and Period - 2022-11-15 is not a valid Invoice Date for period 2022, 12. x

0 records saved x

4. If errors are present in the file, they will be displayed in a list. The error messages provided will direct you to the correct tab and SKU. All errors must be corrected before the file can be successfully uploaded.

#### *Incorrect SKU*



NEWFOUNDLAND LABRADOR LIQUOR CORPORATION

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## Upload Your Sales Report

Helpful Downloads ▾

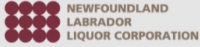
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No ▾

Choose file Browse Upload

Must be valid based on ref table lookup - 12345 is not a valid SKU Number in the production\_summary tab. x

0 records saved x

Home Report Upload No Sales DataHello LAP Tester! Sign out

## Upload Your Sales Report

[Helpful Downloads](#)

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Production/Import Amount - A Invalid Production/Import Amount, sku number: 23005.0 Please refer to Legend Rule Set. ×

0 records saved ×