### On the PLCB+ Main Menu, click on Submit Report:

### EXISTING LICENSES OTHER Transfer a License to a new Owner Search for Licenses (New Owner or New Owner with a New Location) Add a Permit Search for Registered Brands (Amusement Permit, Off Premises Catering Permit, Extended Hours Food (Not Manufacturer), Farmer's Market, Wine Expanded Permit, Sunday Sales) File a Protest or Petition to Intervene Apply for Events / Functions (Off Premises Catering Events or Exposition Permits(G, AG, AL, LK)) Other License Changes / Amendments (Board Approved Locations, Change of Manager or Officers, Submit Report Exchange(C/CC, D/ID, E/R), Extension of Premises, Extension of / Surrender or Release from Safekeeping, Misc Inquiries, Place to Place (Submit monthly, quarterly, or yearly reports for Transfers, Supplemental Storage, Extended Hours Food (Manufacturer)) your license if required)

### Select the License from the dropdown menu and click on NEXT:

# Submit Report Select applicable license to report sales. License:

# From the dropdown menu, select Sales by Product RTDC and then click on Download Excel Template:

(Select)  Celect)	Editing Reports: Limited Distillery licensees are able to edit entries for a prior quarter until the last day of the month following the close of that quarter, which is also the f quarterly reporting deadline. Any Limited Distillery licensee needing to update a quarter no longer accessible through PLCB+ will need to contact the P Helpdesk at 844-707-5475 or <u>RA-LBLICENSINGMOD@pa.gov</u>	raditional LCB+
	(Select)   Constant of the second sec	
Sales by Product RTDC Add 1 Line Add 10 Lines	Sales by Product RTDC Add 1 Line Add 10 Lines	
Permittee Name * Year * Quarter * Product Name * Purchase Price * Quantity	* Permittee Name * Year * Quarter * Product Name * Purchase Price * Quantity	_

# Select the downloaded file to open:

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two different lines for each product name.  Purchase Price: The per can/bottle price to the RTDC permittee.  Quantity: The author of cance/buttle cald to the RTDC permittee.	SalesByProductRTDCTemplate (3).xlsx Open file
<ul> <li>Add if line to the report for each Permittee Name and each different product name.</li> <li>If you do not sell any product to RTDC holders, you still need to report zeros for the corresponding year/month. Put zeros for the Permittee Name, Product Name, Durchsee Price and Quantity.</li> </ul>	SalesByProductRTDCTemplate (2).xlsx Open file
Click submit in the lower right hand portion to complete the report.	SalesByProductRTDCTemplate (1).xlsx
For more details regarding reporting, review the Licensing - Frequently Asked Questions and Answers as well as the Legal - Frequently Asked Questions and Answers. Answers.	SalesByProductRTDCTemplate.xlsx
Editing Reports: Limited Distillery licensees are able to edit entries for a prior quarter until the last day of the month following the close of that quarter, which is also the traditional quarterly reporting deadline. Any Limited Distillery licensee needing to update a quarter no longer accessible through PLCB+ will need to contact the PLCB+ Helpdesk at 844-707-5475 or RA-LBLICENSINGMOD@pa.gov	PosseDocument - 2025-01-24T111227.051.pdf
Sales by Product RTDC - Download Excel Template	I10531 License Certificate.pdf
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# Use the dropdown arrow when selecting the quarter:

	А	В	С	D	E	F
1	Permittee Name	Year	Quarter	Product Name	Purchase Price	Quantity
2	Licensee 1	2025	Jan - Mar	-		
3	Licensee 1	2025	Jan - Mar			
4	Licensee 2	2025	Jan - Mar			
5	Licensee 2	2025	Jan - Mar			
6						

# After entering all information, Save the file to your computer.

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L	Permittee Name	Year	Quarter	Product Name	Purchase Price	Quantity
2	Licensee 1	2024	Oct - Dec	Product 1	6.000	2.00
3	Licensee 1	2024	Oct - Dec	Product 2	7.000	3.00
4	Licensee 2	2024	Oct - Dec	Product 1	5.000	7.00
5	Licensee 2	2024	Oct - Dec	▼ oduct 2	4.000	2.00
5						

# Click on + New Import File.

SALES BY PRODUC	T REPORT				
Add 1 Line	Add 10 Lines				
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	(Select) ✔ (Se	lect) 🗸			💥 Remove
IMPORT FILES					
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# Select the file to import and click on Upload:

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🖯 https://	/plcbplus.pa.g	ov/pub/upload.aspx?PosseUniqueId=Upload	NewImp	oortFil	A»		
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Upload							

# After the file is uploaded, click on Validate & Import:

SALES BY PRODUCT REPORT								
Add 1 Line	Add 10 Lines							
* Permittee Name	* Year * Q	Quarter	* Product Name	* Purchase Price	* Quantity			
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### After the file is Validated (no errors found), the file will import and look like the screen below. You will then click on SUBMIT at the bottom of the screen. This will submit the report to the PLCB.

### Editing Reports:

Limited Distillery licensees are able to edit entries for a prior quarter until the last day of the month following the close of that quarter, which is also the traditional quarterly reporting deadline. Any Limited Distillery licensee needing to update a quarter no longer accessible through PLCB+ will need to contact the PLCB+ Helpdesk at 844-707-5475 or RA-LBLICENSINGMOD@pa.gov

(Select)

Download Excel Template

### SALES BY PRODUCT REPORT

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Add 1 Line	Add 10 Li	nes					
* Permittee Name	* Year	* Quarter	* Product Name	* Purchase Price	* Quantity		
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Licensee 1	2024 🗸	Oct - Dec 🗸	PRODUCT 1	\$6.00	2	Download Imported Document	💥 Remove
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Licensee 2	2024 🗸	Oct - Dec 🗸	PRODUCT 1	\$5.00	7	Download Imported Document	💥 Remove
Licensee 2	2024 🗸	Oct - Dec 🗸	PRODUCT 2	\$4.00	2	Download Imported Document	💥 Remove

### IMPORT FILES

### New Import File

Uploaded Date File Size (KB) File Name

### VIEW OR UPDATE SUBMISSIONS

Product Reports listed in this grid are for the current quarter. Reports for the previous quarter are also shown up to one month after the quarter ends. To download all reports for the previous quarter, click on the "Export Previous Quarter to Excel" button.

\* Permittee Name\* Year \* Quarter \* Product Name\* Purchase Price\* Quantity

Save Submit