Australian Government

Department of Agriculture, Water and the Environment

How to use the grains levy payer register upload template

What is the upload template?

The Department of Agriculture, Water and the Environment developed an easy to use excel template that allows you to submit information about the producers you make levy payments on behalf of (levy payers). Information that you will need to include under each of the template headings is provided on the next page.

Who should use the upload template?

If you lodge a grains levy return and make a payment to the department on behalf of producers, that is you deduct levy by offset or otherwise, you can easily submit the information about those levy payers by completing the levy payer register upload template. If you require further instruction while lodging your return, use this document alongside the *Levies Online User Guide*.

The department does not recommend using the upload template if you are a levy payer lodging information about yourself. The quickest and easiest way for you to submit your information is by manual entry into the grains return form available on *Levies Online*.

Where can I get a copy of the upload template?

You can download a copy of the template once logged in to *Levies Online*.

If you would like to speak with someone about how to complete or upload the template contact the department on 1800 022 384 or email: leviesonline@awe.gov.au

What if a levy payer trades in multiple types of grain?

If you need to submit information about a levy payer that has traded in multiple types of grain, your file will need to include a row for each type of grain. For example:

ABN	Business Name	Phone	Email	Address	Suburb	State	Postcode	Item Tag	Value1	Value2
1234...	S Smith Pty Ltd	(04)1...	sam@...	123 St	Sydney	NSW	2000	Barley	500	5000
1234...	S Smith Pty Ltd	(04)1...	sam@...	123 St	Sydney	NSW	2000	Oats	600	6000
2222...	Joe Jones Inc.	(02)6...	joe@...	456 Rd	Uluru	NT	0872	Wheat NT	400	4000
2222...	Joe Jones Inc.	(02)6...	joe@...	456 Rd	Uluru	NT	0872	Sorghum	200	2000

Grain in a pool

The amount of levy payable must be calculated using the quantity of grain (in tonnes) that corresponds with the percentage of each pool payment.

Before you upload your file

Save the template as a CSV file and enter your return information in the relevant columns (refer to the upload template column headings in the next page for further guidance).
If you are generating the CSV file from a system, please ensure that the generated file matches the layout and format of our template. Your file may **not** be uploaded if they do not match.

How long will it take for my file to be processed?

Processing your file may take up to 24 hours from the time it was uploaded. You will be notified by email when the process is complete.

Upload template column headings

ABN

<u>*ABN* must be 11 digits.</u>
It can include spaces and will be validated with the Australian Business Register (ABR) when the file has been uploaded.

<mark>If the levy payer does **not** have an ABN this field should be left blank.</mark>

Business name

<u>*Business name* should be the name of the levy payer</u> as per the ABR and be a maximum of 100 characters. It can include numbers, letters, spaces and special characters.

Phone number

<u>*Phone* must be a 10 digit number and start with 0</u> including the area code for land lines. It must **not** contain letters.

It can include spaces and special characters which will be cleaned by the system. Example of accepted formats: (02) 5555 5555 or 02 5555 555 or 0411 555 555.

Note: 1800 or 1300 numbers will cause an error to your upload file.

<mark>If the levy payer does **not** have a phone number this field should be left blank however an email address must be provided.</mark>

Email

<u>*Email* must be in the format</u>: name@domain.com (or .net, .org etc.). It must **not** contain spaces.

<mark>If the levy payer does **not** have an email address this field should be left blank however a phone number must be provided.</mark>

Address

<u>*Address* cannot exceed 149 characters and is a free-text field.</u>
It can include numbers, letters, spaces and special characters.

You can contact the local council for information on how to identify a rural property in accordance with the *Australian Rural Addressing Standard 4819:2011*.

A *property name* is not a valid address; however, you may include the property name as part of the address in the address field. You do not need to include quotation marks for the property name, however, if you choose to do so the file will still be accepted.

If an address includes a reference to "*via*" this information must be written in the address field.
For example:
Address: *Property Name* 123 Purple Road, Redtown *via*
Suburb: Blue Vale
State: QLD
Postcode: 0000

Suburb

Suburb can be a maximum of 49 characters and will be verified with Australia Post when the file has been uploaded. It can include numbers, letters, spaces and special characters.

The name of suburb must be written in full and in the correct order.
For example:

Wagga Wagga (not Wagga)

West Wyalong (not Wyalong West)

State

State must be in the format: ACT, NSW, NT, QLD, SA, TAS, VIC or WA

It can include spaces and is not case sensitive.

The information will be verified with Australia Post when the file has been uploaded.
For example:
NSW (not New South Wales) / VIC (not Victoria)

Postcode

Postcode must be four digits.

It can include spaces.

Item Tag

See next page.

Value1

Value1 can be a maximum of 19 characters and is the **weight, in tonnes**, of grain traded.
It can include a single decimal point and several decimal places.
It must **not** contain letters or special characters such as $ (dollar) or % (percent)

Value2

Value2 can be a maximum of 19 characters and is the **sale value** of grain traded.
It can include a comma, single decimal point and several decimal places.
It must **not** contain letters or special characters such as $ (dollar) or % (percent)

This figure will calculate your levy payable.
The sale value of grain means the price of the grain less storage, handling, freight and free on board costs. In any other case, the sale price of the grain according to the sales invoices.

Note: for grain in a pool, the amount of levy payable must be calculated using the quantity of grain (in tonnes) that corresponds with the percentage of each pool payment.

Column Headings

The column headings must be spelled correctly for your template to upload.
It will accept column headings with or without spaces.

Item Tag

Item tag is used to identify the type of grain each levy payer has traded in.

The file will not be uploaded if the item tag field does not contain one of the options highlighted in the list below. The spelling and spacing must be exact, however, the field is not case-sensitive.

	Item Tag	Definition
Coarse Grains	Barley	*Hordeum*
	Canary seed	*Phalaris canariensis*
	Cereal rye	*Secale cereal*
	Maize	*Zea mays*
	Millet	*Echinochloa frumantaceae* synonyms: *utilis*, *Panicum miliaceum* or *Setaria italic*
	Oats	*Avena sativa*
	Sorghum	*Sorghum bicolor*
	Triticale	*Triticosecale*
Grain Legumes	Black gram	*Vigna mungo*
	Chickpeas	Cicer arietinum
	Common beans	*Phaseolus vulgaris*
	Common vetch	*Vicia sativa*
	Cowpeas	*Vigna unguiculata*
	Faba beans	*Vicia faba*
	Field peas	*Pisum sativum*
	Lentils	*Lens culinaris*
	Lupins	*Lupinus albus*
	Mung beans	*Vigna radiata*
	Peanuts	(in shell) *Arachis hypogaea*
	Pigeon peas	*Cajanus cajan*
	Wild cowpeas	*Vigna vexillata*
Oilseeds	Linseed	includes flax *Linum usitatissimum*
	Rapeseeds	includes canola *Brassica napus*
	Safflower seeds	*Carthamus tinctorius*
	Soybeans	*Glycine max*
	Sunflower seeds	*Helianthus annuus*
Wheat	Wheat NSW/ACT	Triticum traded in New South Wales or the Australian Capital Territory
	Wheat NT	Triticum traded in the Northern Territory
	Wheat QLD	Triticum traded in Queensland
	Wheat SA	Triticum traded in South Australia
	Wheat TAS	Triticum traded in Tasmania
	Wheat VIC	Triticum traded in Victoria
	Wheat WA	Triticum traded in Western Australia

For more information about the grains levy visit the department's website at:
agriculture.gov.au/ag-farm-food/levies/rates/coarse-grains.