How to use the grape research 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). More information about the type of information you 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 grape research 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 together with the *Levies Online User Guide*.

Where can I get a copy of the upload template?

You can download a copy of the template when you are 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.

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** upload 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

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

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

Business name

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

Phone number

Phone must be a 10 digit number and start with 0 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.

If the levy payer does **not** have a phone number this field can be left blank however an email address must be provided.

Email

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

If the levy payer does **not** have an email address this field can be left blank however a phone number must be provided.

Address

Address cannot exceed 149 characters and is a free-text field.
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

The _item tag_ field must contain the text: **Fresh** or **Dried**

The spelling and spacing must be exact, however, the field is not case-sensitive.

Item tag is used to identify the type of grapes received or processed for each levy payer.

Value1

Value1 can be a maximum of 19 characters and is the **weight, in tonnes**, of fresh and/or dried grapes delivered for processing.
It can include a 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.
Fresh grape equivalent for dried grapes will be automatically calculated by the system.

Column Headings

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