

**INSTRUCTIONS FOR  
MANUFACTURER/IMPORTERS  
REPORT OF BEER SHIPMENTS  
FORM B-10**

Manufacturer/Importer Report of Beer Shipments is due prior to the 20th of each month for all shipments made to each wholesaler during the preceding month.

**License Number:** Complete license number assigned by the ABC Board. (Example: 200-000123456. The complete license number is the type ("200") and the 9 digits shown as the license number.)

**Manufacturer/Importer Name:** Trade name as listed on your license issued by the ABC Board.

**Contact Person:** Name of contact person if we have any questions about this report. If that person has changed since your last report, please check the box for new contact.

**E-Mail Address:** E-Mail address of the contact person listed.

**Phone Number:** Phone number of the contact person listed above.

**Reporting Period:** Month and year of period reported.

**Sizes:** State each container size of beer shipped separately. The preferred method is to state "containers per case/size in ounces". Please refer to our list of standard beer sizes for guidance. You may add columns as needed. Ensure that any columns you add do give a total on the last row of the report.

## **BODY OF REPORT**

These rows are used to report **by wholesaler and invoice number**, each shipment of beer to wholesalers made during the month. You may add rows as needed. Ensure that totals at the end of the report include all rows you may have added.

- **Wholesaler Sold To** – The trade name of the wholesaler that beer was shipped and sold to during the month as it appears on the license issued by the ABC Board.
- **City Location Of Wholesaler** – The city where the wholesaler is located.
- **License Number** – The complete license number of the wholesaler issued by the ABC Board. (Example: 090-000123456. The complete license number is the type ("090") and the 9 digits shown as the license number.)
- **Invoice Number** – The invoice number of document listing products by case/size which were shipped and sold to wholesaler. This number should be the **exact number**, including alphanumeric characters, as shown on the invoice. Each invoice **must be** stated separately. Order numbers **are not** acceptable.
- **Date Shipped** – The date from the invoice that the product was shipped to the wholesaler.
- **Cases Shipped** – The number of cases for each product size shown on each invoice shipped during the month.
- **Last Row** – The total cases of each size shipped during the month.

If you have questions, you may contact the Tax & Trade Practices Division at (334) 260-5408 or [audit@abc.alabama.gov](mailto:audit@abc.alabama.gov).

A digital form of this entire workbook should be emailed to [audit@abc.alabama.gov](mailto:audit@abc.alabama.gov).