USE FUEL USER EMBLEM RENEWALS

Use Fuel User Emblems are used to notify a seller of Use Fuel (generally in retail situations) that you are licensed by the Fuels Tax Group to remit tax directly to the state, and may purchase Use Fuel without the tax. Emblems must be renewed each year.

To begin the renewal process, sign in to the Oregon Fuels Tax System, and select the "Account" tab.

Home Tax Film	g eFiling Maintenance Audit Account /	Admin		Welcome vandelayindustries, admin Help	2 Sign Out
Vandelay Industries: 9999	99999 🔻 Registration 🕨	Registration Status			
E System Default Dashbo	aard 🔻 🌣 Tools 🔻 🕂 Add Widgets				
Widgets have been hidd	en due to access level restrictions.				×
Widgets have been hidd	en due to access level restrictions.				×
Widgets have been hidd	en due to access level restrictions.				×
Message Center			Tax Session Status Per Period		
Add New Record	C Expand Grid			April, 2019	
From	* Subject	Y Date Y			
system	Your Avalara Excise Platform User Account	4/1/2019 4:13 PM			
system	Your Oregon Fuels Tax System secure user account	3/28/2019 5:17 PM			
		1 - 2 of 2 items			
			<		~
					v

Figure 1. Beginning of registration process

Then select "Registration" and then "Registration Status". If you currently have emblems, a listing for "Application for Use Fuel User Emblems" will appear in the list of applications.

Orego	N.GOV						Welco	ome webdemo_adm	in Help Sign Ou
Home Tax Fili	ing eFiling Maintenance	Account Ac	lmin			Photo: Paul Szu	udzik	A Sea Call	
WEB Demo: 476528913		Registration ▶	Registration Status						
		Management 🕨							
			Accoun	t Registrations					
Account Registrations	Exports								
Add New Record	All Registration Forms						III Colun	nns 🔓 Group By	Tilter 2 Refresh
Company Name	Description		Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer L	icense	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond		Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond		Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License		Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Lice Fuel License		Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems		Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request		Initial	Requested	7/29/2015		Passed		
Add New Record							III Colum	nns 🛛 🎽 Group By	T Filter 2 Refresh
	H		Page: 1 of 1	1 Go Page Size: 7 Change	Ð				Items 1 to 7 of 7
Export as scheduled ta	ask - Excel Export								
								© 2015 Avalara	Version 5.22.20.46

Figure 2. List of existing accounts

To update your vehicle listing and renew your emblems, click on "Add New Record" and select "APEMB – Application for Use Fuel Seller Emblems" from the drop down menu.



Home Tax	DN.GOV	Account Admin		Phote	o: Paul Szu	welco ADADA dzik	ome webdemo_adm	nin Help Sign Out
WEB Demo; 4765289	13 🔻							
		Create Account Registration		×				
Account Registration	ns Exports	Company Name: Account Type:	WEB Demo APBKD - Application for Registered Bulk Distributor					
Add New Record	All Registration Forms	Registration Type:	APBKD - Application for Registered Bulk Distributor	-		Colur	nns Group By	Filter 2 Refresh
Company Name	Description		APCAR - Application for Carrier License		e Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer L		APEMB - Application for Use Fuel User Emblems	- 1		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond		APPRO - Application for Ethanol/Biodiesel Producer License			Warnings		
WEB Demo	Deposit / Security in Lieu of Bond		APRDC - Application for Road Usage Charge			Warnings		
WEB Demo	Application for Use Fuel Seller License		APTOR - Application for Terminal Operator			Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License		APUFS - Application for Use Fuel User License APUFU - Application for Use Fuel User License			Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems		BND - Fuel Tax Bond			Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request		BNDSD - Deposit / Security in Lieu of Bond			Passed		
Add New Record			CNDLR - Dealer License Cancellation Request CNUES - Seller License Cancellation Request	-		III Colur	nns 🔓 Group By	🝸 Filter 🛿 Refresh
H 4 1	► ►		Page: 1 of 1 Go Page Size: 7 Change					Items 1 to 7 of 7
Export as scheduled	i task - Excel 🔻 Export							
							© 2015 Avalara	a Version 5.22.20.469

Figure 3. Create Account registration drop down list

The session should show "Update" in the registration type. Click on the box to <u>Copy Data from the</u> <u>Closest Prior Session</u> to bring in the emblems that are currently listed with the Fuels Tax Group. Click the "Insert" button at the bottom of the window.

Orego	DN.GOV					Welco	me webdemo_adm	in Help Sign Out
Home Tax Fil	ling eFiling Maintenance	Account Admin		Pho	to: Paul Szu	idzik	A Section	The second second
WEB Demo; 476528913	3 🔻				_			
		Create Account Registration		×				
Account Registrations	Exports	Company Name: Account Type:	WEB Demo APEMB - Application for Use Fuel Use	▼ r Emblems				
Add New Record	All Registration Forms	Registration Type:				III Colun	ns 🔓 Group By	▼ Filter 2 Refresh
Company Name	Description	V	Copy Data from the Closest Prior Sessi	on	e Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer L	_				Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond					Warnings		
WEB Demo	Deposit / Security in Lieu of Bond					Warnings		
WEB Demo	Application for Use Fuel Seller License					Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License					Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems					Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request		Insert			Passed		
Add New Record			© 2015 Avalara			Colum	nns 🔓 Group By	▼ Filter 2 Refresh
	• •		Page: 1 of 1 Go Page Size:	7 Change				Items 1 to 7 of 7
Export as scheduled to	task - Excel Export							
							© 2015 Avalara	1 Version 5.22.20.469

Figure 4. Copy Data box sample

Close the registration window. The application for emblems with a Registration Type of "Update" is now available.

Click on the line to highlight it, and select "Enter Supporting Details" from the pop up menu.

Welcome webdemo_admin | Help | Sign Out

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OKEGO	N.GOV					ADAVAN	And the second s	
Home Tax Fili	ng eFiling Maintenance Account A	dmin			Photo: Paul Szuc	dzik Alb	A STATE	and the second s
WEB Demo; 476528913	•							
		Account	t Registrations					
Account Registrations	Exports							
Add New Record	All Registration Forms					III Column	ns 🗽 Group By	Filter 2 Refresh
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request	Initial	Requested	7/29/2015		Passed		
WEB Demo	Application for Use Fuel User Emblems	Update	Application Available	11/18/2015	Enter Sup	oporting Details		
Add New Record					Generate	Registration Form	🔓 Group By	▼ Filter 2 Refresh
	H	Page: 1 of 1	Go Page Size: 8 Chang	10	View Reg	istration Form		Items 1 to 8 of 8
				-	View/Sub	mit Registration		
Export as scheduled ta	sk - Excel Export				View Cert	tificate		
					Data File	Upload		
https://zmsa.odot.state.o	r.us/AccountRegistration/AccountRegistrations.aspx#				Query Se	ssion	© 2015 Avalara	Version 5.22.20.469

Figure 5. Enter Supporting Details selection

This will bring up a list of existing emblems.

Home Tax Filing eFiling Main	tenance Account Admin		Phot	to: Paul Szudzik	come webderno_admin Help Sign Out
WEB Demo; 476528913 🔻					Return to Account Registrations
	Account R	egistration - Supporting Det	ails		
Supporting Details Exports					
Add New Record INT01: Emblems		•		III Colu	umns 🔓 Group By 🝸 Filter 2 Refresh
Vehicle Make/Description	Vehicle ID Number (VIN)	License State	Plate Number	Fuel Type	Combined Weight
Dodge	156SCKB159743	OR	XVT443	DIESEL	5,000
Add New Record				Colu	umns 🗽 Group By 🝸 Filter 2 Refresh
	Page	1 of 1 Go Page Size: 1	Change		Item 1 to 1 of 1
Export as scheduled task - Excel Export Export					

Figure 6. List of existing emblems

From this point you can add vehicles, remove vehicles, or update existing vehicle information for the coming year. If you only have a few changes, you can use manual entries for the updates.

To add new vehicles to the list, click on "Add New Record" and complete the vehicle information.



×
•
•

Figure 7. Emblem Schedule Transaction INT01 entry screen

To delete or update existing vehicles from the list, click on a vehicle in the list.

Avalara - Schedule Transaction		×
Schedule Code	INT01: Emblems	
Vehicle Make/Description *	Dodge	
Vehicle ID Number (VIN) *	156SCKB159743	
License State *	Oregon 🔻	
Plate Number *	XVT443	
Fuel Type *	Diesel	
Combined Weight *	5,000	
	Update Delete	

Figure 8. Example of completed vehicle entry

Make any needed changes and click the "Update" button or click the "Delete" button at the bottom of the window to remove this vehicle from your emblem list. Close the window and select another vehicle, if applicable.

When you have completed updating your vehicle listings, click on "Return to Account Registrations" in the upper right corner of the window to generate the emblems and continue the update process.



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Oregon.gov				well	come webdemo_admin Help Sign_Out
Home Tax Filing eFiling Mair	itenance Account Admin		Phot	o: Paul Szudzik	A CONTRACT OF A
WEB Demo; 476528913 🗸					Return to Account Registrations
	Account Re	gistration - Supporting Det	ails		
Supporting Details Exports					
Add New Record INT01: Emblems		•		III Colu	umns 🔓 Group By 🝸 Filter 2 Refresh
Vehicle Make/Description	Vehicle ID Number (VIN)	License State	Plate Number	Fuel Type	Combined Weight
Dadaa					
Doage	156SCKB159743	OR	XVT443	DIESEL	5,000
CHEVY	156SCKB159743 15CK46318S13E81	OR OR	XVT443 BCS769	DIESEL	5,000 5,000
CHEVY Add New Record	156SCKB159743 15CK46318S13E81	OR OR	XVT443 BCS769	DIESEL DIESEL	5,000 5,000 umns 🔄 Group By 🗡 Filter 2 Refresh
CHEVY Add New Record	1565CK8159743 15CK46318S13E81 Page:	OR OR 1 of 1 Go Page Size: 2 0	XVT443 BCS769 Change	DIESEL DIESEL	5,000 5,000 umms 1: Group By ¥ Filter 2 Refresh Item 1 to 2 of 2

Figure 9. Return to Account registration selection

From the "Account Registration" page, highlight the line for the emblem update. In the pop-up menu, select "Generate Registration Form" from the list.

Home Tax Fi	DN.GOV ling eFiling Maintenance Account	Admin	_	_	Photo: Paul Szuc	Welcon	me webdemo_adm	in Help Sign Out
		Accoun	t Registrations					
Account Registrations	Exports							
Add New Record	All Registration Forms					III Colum	ns 🛓 Group By	Y Filter 2 Refresh
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request	Initial	Requested	7/29/2015		Passed		
WEB Demo	Application for Use Fuel User Emblems	Update	Application Available	11/18/2015	Enter S	Supporting Details		
Add New Record					Genera	te Registration For	m 🔤 Group By	Filter 2 Refresh
	Page: 1 of 1 Go Page Size: 8 Change					egistration Form ubmit Registration		Items 1 to 8 of 8
Export as scheduled t	ask - Excel Export				View C	ertificate		
					Data Fi	le Upload		
					Query	Session	2015 Avalara	I Version 5.22.20.469

Figure 10. Generate Registration Form

The following screen is displayed:



Registration Details		\times
Country: USA Taxpayer Type: APEMB Start Period: 4/30/2019	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
Form Settings Form Manua	Entry History Log Supporting Documents Scheduled Tasks	_
Country Jurisdiction Taxpayer Type Tracking Number Begin Period Date End Period Date Sequence Filed Date	United States Oreqon OR APEMB - Application for Use Fuel User Emblems 4/30/2019 0 ORIGINAL Open	
Tax Session Options Prepared by vand Submission Type	lavindustries admi ▼ Taxpayer Group ▼ Due Date 5/31/2019 Save Options Save & Regenerate	

Figure 11. Registration Details screen

Select the second tab, "Manual Entry". The following screen is displayed:



jistration Details		
Country: USA Taxpayer Type: APEMB Start Period: 4/30/2019	Jurisdiction: OR Terminal Code: Sequence: ORIGINAL	
Form Settings Form Manual Entr	History Log Supporting Documents Scheduled Tasks	
Calendar Year Applied For:		
Date signed by applicant		[##]
6/13/2019		
	K Save ➤	
	Save & Regenerate	

Figure 12. Form Manual Entry screen

Enter the applicable year for the emblems to be valid. If this update is to add emblems to the current year, enter the current year in the "Calendar Year Applied For:" field.

If renewing emblems for the coming year, enter that year. The Date signed will auto-fill based on when the request was completed.

Click on the "Save and Regenerate" button at the bottom of this screen. Once the emblems have been generated, close the window.

From the "Account Registration" page, highlight the line for the emblem update. In the pop-up menu, select "View Registration Form" to view the emblem listing as generated.

Welcome webdemo_admin | Help | Sign Out

ORECON.COV								
Home Tax Fili	ing eFiling Maintenance Account	Admin			Photo: Paul Szu	idzik		
WEB Demo; 476528913	*							
		Accoun	t Registrations					
Account Registrations	Exports							
Add New Record	All Registration Forms					III Colum	ns 🔓 Group By	▼ Filter 2 Refresh
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request	Initial	Requested	7/29/2015		Passed		
WEB Demo	Application for Use Fuel User Emblems	Update	Application Available	11/18/2015	Enter	r Supporting Details		
Add New Record					Gene	erate Registration Fo	Group By	▼ Filter 2 Refresh
H + 1 > N						Registration Form		Items 1 to 8 of 8
						Submit Registration		
Export as scheduled task - Excel V Export						Certificate		
						File Upload		
https://zmsa.odot.state.c	or.us/AccountRegistration/AccountRegistrations.aspx#				Quer	y Session	015 Avalara	Version 5.22.20.469

Figure 13. View Registration Form

The emblem listing will appear as a PDF file. In most cases, this will open within the online filing window and display the vehicle listing.

If corrections are needed, repeat the process listed above.

If everything is listed correctly, return to "Account Registrations" and select "View/Submit Registration" from the pop-up menu.

Home Tax Fi	Iing eFiling Maintenance Account	Admin	_		Photo: Paul Szu	Welco	me webdemo_adm	in Help Sign Out
		Accoun	t Registrations					
Account Registrations	Exports							
Add New Record	All Registration Forms					III Colum	ns 🗽 Group By	▼ Filter 2 Refresh
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings		
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate
WEB Demo	Application for Use Fuel User Emblems	Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate
WEB Demo	User License Cancellation Request	Initial	Requested	7/29/2015		Passed	L	
WEB Demo	Application for Use Fuel User Emblems	Update	Application Available	11/18/2015	Enter	Supporting Details		
Add New Record					Gene	rate Registration Fo	Group By	▼ Filter 2 Refresh
Page: 1 of 1 Go Page Size: 8 Change						Registration Form		Items 1 to 8 of 8
Export as scheduled task - Excel V Export								
https://zmsa.odot.state.	.or.us/AccountRegistration/AccountRegistrations.aspx#				Quer	y Session	015 Avalara	Version 5.22.20.469

Figure 14. View/Submit Registration selection

The following screen appears:



Account Registration Details								
Registration Details		_						
Registration Status:	Application Available							
Account Type:	АРЕМВ							
Company Name:	WEB Demo							
Registration Type:	Update							
Effective Date	11/18/2015							
Obsolete Date	N/A							
By checking the agreement and pressing 'Submit', I acknowledge that this submission is treated as an official submittal to the State of Oregon. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.								
	© 2015 Avalara							

Figure 15. Conditions of submittal example

Check the box agreeing to the Conditions of Submittal and then click the "Submit" button at the bottom of the screen.



A confirmation screen is displayed with our contact information.



Figure 16. Confirmation of Submittal

Once the application is approved by the Fuels Tax Group, the emblems will be available to print.

To view and print the emblems, return to "Account Registrations" and select the line for the Emblem Application with the status of "Update". Select "View Registration Form" and the vehicle listing will be displayed followed by the emblems.

All emblems can be printed at once or a page at a time. The emblems will be available from this screen at any time in the future.

UPLOADING VEHICLE INFORMATION USING AN EXCEL TEMPLATE

Large quantities of vehicles being added, deleted or changed may be accomplished using an MS Excel template.

This template will upload the additions, deletions and changes simultaneously instead of performing data entry individually.

<u>CAUTION</u>: If you use the Excel template method of updating emblems, you MUST list ALL vehicles, even ones for which you have previously received emblems. The template upload process over-writes all existing information with the information on the template. This requires you keep a running list of your vehicles for future use.

To upload the vehicle data, return to "Account Registrations" and select the line for the Emblem Application with the status of "Update". Select "Data File Upload" from the pop-up menu.



Oregon.gov

Home Tax Fi	ling eFiling Maintenance Account	Admin			Photo: Paul Szu	idzik		A Contraction of the second	
WEB Demo; 47652891	3 🔻								
		Ace	count Registrations						
Account Registrations	Exports								
Add New Record	All Registration Forms					III Colu	mns 🔓 Group By	▼ Filter 2 Refresh	
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By	
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	6/30/2015		Warnings	7/8/2015	bock_ate	
WEB Demo	Fuel Tax Bond	Initial	Application Available	7/7/2015		Warnings			
WEB Demo	Deposit / Security in Lieu of Bond	Initial	Application Available	7/7/2015		Warnings			
WEB Demo	Application for Use Fuel Seller License	Initial	Approved	1/1/2015		Warnings	7/16/2015	lacey_ate	
WEB Demo	Application for Use Fuel User License	Initial	Approved	7/22/2015		Passed	7/22/2015	bock_ate	
WEB Demo	Application for Use Fuel User Emblems	Initial	Approved	7/22/2015		Warnings	11/18/2015	mcclel_ate	
WEB Demo	User License Cancellation Request	Initial	Requested	7/29/2015		Passed			
WEB Demo	Application for Use Fuel User Emblems	Update	Enter Supporting Details	11/18/2015					
Add New Record			Generate Registration Form			III Colu	mns 🍃 Group By	Y Filter 2 Refresh	
Pana:			View Registration Form	enge				Items 1 to 8 of 8	
			View/Submit Registration	inge					
Export as scheduled t	task - Excel Export	View Certificate							
		1	Data File Upload						
https://zmsa.odot.state	or.us/AccountRegistration/AccountRegistrations.aspx#			© 2015 Avalara	Version 5.22.20.469				

Figure 17. Data File Upload location

The following screen is displayed:

Orego	DN.GOV		Welc	ome webdemo_adm	in Help Sign Out			
Home Tax F	iling eFiling M	Avalara - Data File Upload	< ANAL AL	A CONTRACTOR				
WEB Demo; 47652891	3							
Account Registration	Exports All Registration Forms	Please upload your data file. The data file will be extracted and validated as part of the data file import process. Note: This process allows for an upload of up to 1000 records. Larger uploads should be performed from the Dashboard or Schedule Transaction Importer tool.	III Colur	nns 🗽 Group By	▼ Filter 2 Refresh			
Company Name	Description		1 Status	Approved Date	Approved By			
WEB Demo	Application for Motor Vehic		nings	7/8/2015	bock_ate			
WEB Demo	Fuel Tax Bond	Download template	nings					
WEB Demo	Deposit / Security in Lieu c		nings					
WEB Demo	Application for Use Fuel Se		nings	7/16/2015	lacey_ate			
WEB Demo	Application for Use Fuel Us		ed	7/22/2015	bock_ate			
WEB Demo	Application for Use Fuel Us	Upload	nings	11/18/2015	mcclel_ate			
WEB Demo	User License Cancellation		ed					
WEB Demo	Application for Use Fuel U							
Add New Record			III Colur	nns 🔓 Group By	▼ Filter 2 Refresh			
H 4 1	• H	© 2015 Avalara			Items 1 to 8 of 8			
Export as scheduled	Export as scheduled task - Excel Export							
				© 2015 Avalara	Version 5.22.20.469			

Figure 18. Data File Upload window

To download the template, select "Download Template" in the middle of the window. Save the workbook to your computer.

This following is a sample of the MS Excel template for uploading emblem information.



OREGON FUELS TAX SYSTEM – USER GUIDE

X	_				OR	APEMB 20150101 Transacti	on Template xlsx - Microsoft	Excel		
E										
		nt Page Layout		view view	Developei					
			Connections		K Clear		🍋 🏭 🎁 `	A RE Sho	w Detail	
Fron	n From From From	n Other Existing	Refresh Properties	Z Sort F	ilter Text to	Remove Data Cons	olidate What-If Group Un	group Subtotal	e Detail	
Acces	ss Web Text Sou	urces Connection	s All → 🖙 Edit Links	A.	Molecter Columns	Duplicates Validation *	Analysis -	*		
	Get Externa	I Data	Connections	Sort	& Filter	Data Tools		Outline	Es .	
	7 • (°' - ∓									
	A1	▼ (= <i>f</i> _x	ScheduleCode							
	А	В	С	D	E	F	G	Н	1	
1	ScheduleCode	InvoiceDate	emblem_number	fuel_type	license_tag_number	license_tag_state	vehicle_id_number	vehicle_make	vehicle_weight	
2										
3										
4										
5										
7										
8										
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32										
34										
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39										
14.4	AllSchedules	Schedule Require	ments / Schedule List /	Code Definitions	Jurisdiction Definitions	2				
Read	у 🎦									

Figure 19. Example of Excel emblem template

Complete the fields as follows:

ScheduleCode	INT01
InvoiceDate	Today's date or date vehicle was placed in service
emblem_number	Existing emblem number for renewals
fuel_type	CNG, Diesel, LNG or Propane
license_tag_number	License plate number
license_tag_state	2 digit state of vehicle registration
vehicle_id_number	VIN of vehicle
vehicle_make	Make of vehicle (Chevrolet, Ford, etc.)
vehicle_weight	Vehicle weight

When the entries are completed, save the workbook.

From the "Account Registrations" screen, select the "Application for Use Fuel User Emblems" line and then select "Data File Upload" from the pop-up menu.



Click the "Select" button and navigate to the saved file. It will be displayed in the Data File field when it is selected. Click the "Upload" button at the bottom of the window and close the window.

A	valara - Data I	File Upload	×
	P	lease upload your data file. The data file will be extracted and validated as part of the data file import process.	
	Note: T	his process allows for an upload of up to 1000 records. Larger uploads should be performed from the Dashboard or Schedule Transaction Importer tool.	
	Data Silar		
	Data File:	Select	
		Download template	
		Upload	

Figure 20. Select file to upload

The worksheet will populate the INT01 entries. Continue with the instructions listed above starting with Figure 9.