

**From:** [Cook, Devon](#)  
**Subject:** BELLS Reporting Format  
**Date:** Monday, July 22, 2024 1:31:25 PM  
**Attachments:** [BABLO BELLS Template.xlsx](#)

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## **EXTERNAL MESSAGE**

Dear Suppliers,

I hope this message finds you well. We are reaching out to inform you about important updates to your reporting requirements in preparation for the launch of our new enterprise liquor licensing system, BELLS, scheduled for Fall 2024.

As part of this transition, we will be implementing a new spreadsheet format for monthly shipment reports. Please ensure that all reports submitted after go-live adhere to the following column specifications. Note that the column names may not entirely apply to your license type – this format will be used across license types:

### **1. Column 1: License Number**

- Enter the full license number of the wholesaler who you shipped the product to. License numbers will be updated to a new format when data is converted to the new system.

### **2. Column 2: Maine PO Number / Tracking Number**

- This will stay with the current format: 2 letters (wholesale licensee name) + 5 digits (purchase order number) + 1 letter (type of liquor)
  - M for Malt Liquor
  - W for Still/Table Wine
  - S for Sparkling Wine
  - F for Fortified Wine
  - C for Cider
  - L for Low-Alcohol Spirits

### **3. Column 3: Invoice Number / Name & Address**

- Enter the invoice number.

### **4. Column 4: Invoice Date / Shipment Date**

- Enter the invoice date.

### **5. Column 5: Product Type**

- Use the following codes to specify the product type. Remember, you will owe \$0.30/gallon on shipments of low-alcohol spirits:
  - HCIDER for Hard Cider
  - F-WINE for Fortified Wine
  - L-ALCO for Low-Alcohol Spirits
  - ML for Malt Liquor
  - S-WINE for Sparkling Wine
  - T-WINE for Table Wine

## 6. Column 6: Volume (Gallons) / Product Weight

- Enter the volume of each invoice in gallons.

Attached to this email, you will find a template of the report format for your convenience. You may also manually enter the data directly into BELLS instead of uploading a spreadsheet.

Please do not hesitate to contact us if you have any questions about these changes.

Best regards,



**Devon Cook**

Licensing & Tax Supervisor

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