

GUIDANCE DOCUMENT

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This guidance document may change with updated information or added examples. The Nebraska Liquor Control Commission recommends you check this document for the most up to date information regarding this guidance.

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Chapter 7 of the Liquor Control Commission's Rules and Regulations outline Record Keeping requirements. As part of Chapter 7, guidance for invoicing requirements are as follows:

Sales Invoice requirements:

1. Description of Product indicating the kinds of alcoholic beverages sold, delivered or shipped
2. Prices, charges, and applicable taxes if any
3. Case/Bottle Size
4. Quantity
5. Total Gallons with Product Type Classification
6. Means of payment indicator
7. Date of Sale/Date of Delivery (if different)
8. Delinquent Date, if credit sale
9. Normal Business Information such as names & addresses of all persons to and from such sales, purchases, deliveries or shipments are made.

The Sales Invoice requirements are applicable for all invoices subject to the Nebraska Liquor Control Act.



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