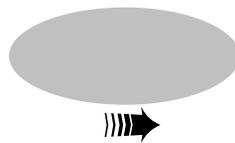




**CALIFORNIA STATE
BOARD OF EQUALIZATION**

**MOTOR FUELS
ELECTRONIC
FILING
PROGRAM**



TEST PACKET INSTRUCTIONS

Introduction

General

Suppliers, Terminal Operators, and Vessel/Pipeline Operators (Information Providers) and Electronic Return Originators (ERO), who file on behalf of Information Providers, are required to test their Electronic Data Interchange (EDI) process before being allowed to submit production electronic tax returns and reports with the Board of Equalization (BOE). The BOE also allows Software Developers to test their EDI process. However, participation by Software Developers is limited to testing only.

The following instructions are designed to provide the Information Providers, EROs and Software Developers (collectively referred to as Electronic Participants) the necessary information to test their EDI process and receive approval to submit production files. The BOE's testing will verify that the Electronic Participant's EDI files adhere to the BOE mapping requirements as defined in *Part I - Motor Fuels Electronic Filing Handbook and Specifications*. The BOE recommends that every Electronic Participant obtain the most current version of the *Motor Fuels Electronic Filing Handbook and Specifications* from the BOE website at www.boe.ca.gov. The BOE is accepting electronic filings for the following tax returns and reports:

- Supplier of Motor Vehicle Fuel Tax Return (BOE-501-PS)
- Supplier of Diesel Fuel Tax Return (BOE 501-DD)
- Terminal Operator Information Report (BOE-506-PO)
- Vessel/Pipeline Operator Report (BOE-506-PC) (also known as the Common Carrier Summary Report)

Additional tax returns and reports added in the future to the Motor Fuels Electronic Filing Program will also be subject to the BOE established test process.

In addition to testing their own EDI process, EROs are required to test each of their Information Provider's tax return(s) or report(s) before filing production data on behalf of the client. Notification from the BOE that the test was successfully completed must be received before submitting production data.

Upon successful completion of the testing process, Electronic Participants will receive approval to submit production files. In some cases, retesting must be performed to ensure continued participation in the *Motor Fuels Electronic Filing Program* after an update has been made to the program.

During testing, each Electronic Participant will be required to submit its EDI files via the Internet and also fax or e-mail the BOE summary reports containing the information required by the BOE. The summary reports will be used to verify the accuracy of the EDI files submitted by the Electronic Participant. A separate summary report is required for each tax return or report submitted electronically to the BOE. Copies of the summary reports are provided in Appendix A of this document.

Changes to Trading Partner Agreements (TPAs) and ERO Applications

If the information provided on the *Trading Partner Agreement (TPA)* or *Electronic Return Originator Application* changes, a new TPA or application must be submitted. The BOE may, at its discretion, require retesting for one or more stages of the EDI process due to the changes.

Filing Returns During Testing

During testing, the Information Provider is only required to submit the face sheet of their tax return(s) or report(s), along with any payments due. After the BOE notifies the Information Provider that it has successfully completed testing and is now in production status, the Information Provider is required to transmit complete tax returns or reports for which only the face sheet was submitted. Filing the face sheets is no longer required once an Information Provider moves into production status.

Electronic Funds Transfer (EFT) Requirements For Electronic Filing Participants

All participants in the Motor Fuels Electronic Filing Program are required to submit their tax payment via Electronic Funds Transfer (EFT). If you have not done so already, you must register for the EFT Program. Contact the Fuel Industry Section for an EFT registration packet.

Contacting BOE

You may direct questions regarding the *Motor Fuels Electronic Filing Program* to the BOE by calling or faxing the Fuel Industry Section between the hours of 8:00 a.m. and 5:00 p.m., Pacific Time, Monday through Friday, at:

Telephone: (916) 322-9669

Fax: (916) 323-9352

You may write to the BOE at the following address:

State Board of Equalization
Fuel Industry Section MIC: 30
P.O. Box 942879
Sacramento, CA 94279-0030

You may e-mail the BOE at the following address:

Efile@boe.ca.gov

You may also obtain information about the *Motor Fuels Electronic Filing Program* at the BOE website:

www.boe.ca.gov

Testing

Process

The testing and approval process consists of three stages. Each stage must be successfully completed in sequence. Each Electronic Participant must submit a test file for each return or report it intends to be certified for. In order to ensure the quality of the electronic information transmitted, the BOE will subject each EDI test file to a set of tests and notify the Electronic Participant of the results.

The test stages are:

- 1) Transmission and Syntax Validation (submit 50-100 records)
- 2) Syntax and Data Validation (submit one month of records)
- 3) Production Simulation (submit two consecutive months of records)

The Electronic Participant's EDI files must adhere to the BOE mapping requirements as defined in *Part I - Motor Fuels Electronic Filing Handbook and Specifications*. Each Electronic Participant must use its own test data to test its EDI process for each test stage.

When the BOE receives a completed and signed *Trading Partner Agreement (TPA)* and/or *Application for Electronic Return Originator* from an Electronic Participant, along with a returned *Acknowledgement Receipt Form*, the BOE will e-mail an *Activation Notification* to the Electronic Participant informing the Electronic Participant that it may begin the testing process. EROs and Software Developers will also receive their test account numbers with the *Activation Notification*.

Stage 1, Transmission and Syntax Validation

The purpose of Stage 1 is to test the file transmission and formatting process for each Electronic Participant. The BOE will verify that each file received follows the ANSI ASC X12 Electronic Filing of Return Data Transaction Set (TS813) as defined in *Part I - Motor Fuels Electronic Filing Handbook and Specifications*.

The Electronic Participant should submit a test file, with a minimum of 50 records and a maximum of 100 records, for each tax return or report. Each test file should represent a cross section of the Electronic Participant's business. The BOE will process each file to determine if the Electronic Participant followed

the BOE mapping requirements. A summary report is not required for Stage 1 testing. However, the Electronic Participant must fax the BOE's Fuel Industry Section notification that the file was submitted. The fax must contain the Electronic Participant's business name, fax and telephone numbers, contact name, contact e-mail address, test stage, account number(s), tracking number, and date and time sent. The BOE will e-mail the results of the transmission to the Electronic Participant. The Electronic Participant will be required to correct errors and resubmit Stage 1 test files until the BOE is satisfied that the Electronic Participant has met Stage 1 testing requirements. The Electronic Participant may move to the next test stage upon notification from the BOE of successfully completing this test stage.

The BOE will utilize the Test/Production indicator as part of the electronic file. When submitting a test file, set the ISA15 element to "T" for Test Data.

Stage 2, Syntax and Data Validation

Following notification from the BOE of successful submission and testing under Stage 1, the Electronic Participant will be required to submit test files for each return or report type containing all transactions for a reporting period. A separate Summary Report is required for each tax return or report submitted electronically. The Summary Report(s) must be completed and faxed or e-mailed to the BOE for use in data verification. Appendix A of this document contains examples of these summary reports as does *Appendix F, Summary Report Forms of the Motor Fuels Electronic Filing Handbook and Specifications.*

Stage 2 file(s) will be processed to verify the accuracy of the transmitted information. Each test file should represent a cross section of the Electronic Participant's business. EROs and Software Developers must submit test files that include the business activity scenarios listed in Appendix B of this document when testing their programs. The BOE will e-mail the results of the transmission to the Electronic Participant. The Electronic Participant will be required to correct errors and resubmit Stage 2 test files until the BOE is satisfied that the Electronic Participant has met Stage 2 testing requirements. The Electronic Participant may move to the next test stage upon notification from the BOE of successfully completing this test stage.

Refer to *Chapter 7, Filing Guidelines in Part I - Motor Fuels Electronic Filing Handbook and Specifications* when submitting corrections.

The BOE will utilize the Test/Production indicator as part of the electronic file. When submitting a test file, set the ISA15 element to "T" for Test Data.

Stage 3, Production Simulation

Following notification from the BOE of successful submission and testing under Stage 2, the Electronic Participant will be required to submit filings for two consecutive reporting periods for each tax return or report type being tested without fatal syntax or data validation errors. A filing is required for each tax return or report tested during test Stages 1 and 2. A separate Summary Report is required for each tax return or report submitted electronically. The Summary Report(s) must be completed and faxed or e-mailed to the BOE for use in data verification. Appendix A of this document contains examples of these summary reports as does *Appendix F, Summary Report Forms of the Motor Fuels Electronic Filing Handbook and Specifications.*

Stage 3 file(s) will be processed to verify the accuracy of the transmitted information. Each test file should represent a cross section of the Electronic Participant's business. EROs and Software Developers must submit test files that include the business activity scenarios listed in Appendix B of this document when testing their programs. These scenarios are not required when EROs test client data. The BOE will e-mail the results of the transmission to the Electronic Participant. If errors are found, the Electronic Participant will be asked to correct and resubmit the Stage 3 test files. The Electronic Participant may move to production upon notification from the BOE of successfully completing this test stage.

Refer to *Chapter 7, Filing Guidelines in Part I - Motor Fuels Electronic Filing Handbook and Specifications* when submitting corrections.

The BOE will utilize the Test/Production indicator as part of the electronic file. When submitting a test file, set the ISA15 element to “T” for Test Data.

Production

Following successful submission and testing under Stage 3, the BOE will notify the Electronic Participant that it has successfully completed its EDI testing and has been moved into production status.

Information Providers will then be eligible to electronically file their returns or reports with the BOE. The BOE will utilize the Test/Production indicator as part of the electronic file. When submitting a production file, set the ISA15 element to “P” for Production Data.

An ERO will then be able to begin testing their Information Provider’s EDI tax returns or reports. If the testing was for an Information Provider’s tax return or report, the ERO may begin electronically filing that Information Provider’s tax return or report. Refer to the *Information Provider Testing Instructions* sent with this test package (EROs only) for more information on testing Information Provider data.

Transmitting Data / Using E-File

Internet Connection Security and Requirements

Electronic Participants, through their Internet Service Provider (ISP), will connect to the BOE website to electronically submit their files. The Electronic Participant must use either Microsoft Internet Explorer 4.0 or higher (128 bit SSL) or Netscape Navigator 4.06 or higher (128 bit SSL). User ID and passwords are required as additional security. A Secure Socket Layer (SSL) encrypted session will be established between the Electronic Participant and the BOE when the Electronic Participant logs-on. The Electronic Participant’s system must be configured to accept “cookies”. The BOE *Electronic Filing* system requires a “cookie” as an element in maintaining the secure internet connection.

Passwords

The first time an Electronic Participant logs onto the BOE system the Electronic Participant will be prompted to change it’s password from the one the BOE provides to a password known only by the Electronic Participant. Passwords are case sensitive and must be at least 6 characters long. A minimum of one alpha character and one numeric character are required in all passwords.

The Electronic Filing system will allow three log-in errors after which the Electronic Participant will be locked out of the system. Contact the BOE’s Fuel Industry Section to have the lock reset.

If an Electronic Participant loses or forgets its password, it should contact the BOE’s Fuel Industry Section to have a new password issued. The BOE will issue the Electronic Participant a new password and provide it to the Electronic Participant. When the Electronic Participant logs back onto the BOE Electronic Filing system with this new password, it will be prompted to immediately change the new password.

The BOE highly recommends that Electronic Participants exercise good security measures to protect its password. The BOE encrypts all passwords in the Electronic Filing system. The only one who knows a password is the Electronic Participant. The BOE does not expire passwords and recommends changing the password on a regular basis. Don’t give the password to anyone else. BOE employees, EROs, Information Providers, and Software Developers all have their own passwords and don’t need yours.

Log-On Procedures

An Electronic Participant must first connect to the internet and then access the BOE website. The Electronic Participant must then go to the *Motor Fuels Tax Electronic Filing Program* logon page where it enters it’s user ID and password. Note: an Electronic Participant may go directly to the logon page by typing in the address line, www.boe.ca.gov/electsrv/efiling/servproviderfuel.htm

If this direct access address does not work, an Electronic Participant may access the logon page several different ways from the BOE home page. The fastest way to access the logon page is as follows: After

connecting to the BOE's website, the Electronic Participant must place the cursor on the **EFile** logo and click. After clicking on the logo, the Electronic Participant will need to place the cursor on the **File Your Motor Fuels Returns and/or Reports** link and click.

After clicking on this link, an Electronic Participant will be taken to the logon page, where it will be prompted to type in its User ID and Password. The Electronic Filing system will allow three log-in errors after which the Electronic Participant will be locked out of the system. Contact the BOE's Fuel Industry Section to have the lock reset. After the Electronic Participant enters the required information and clicks **Submit**, it will be sent to the **Menu of Services** page.

Transmitting Data

After the Electronic Participant successfully logs onto the BOE Electronic Filing system, the Electronic Participant will be taken to a **Menu of Services** page. From this page, in order for an Electronic Participant to file its tax return or report, the Electronic Participant will need to click on the **Upload a Fuel Schedule File** link. After clicking this link, the Electronic Participant will be taken to the **File Upload** page. The Electronic Participant should next click on the **Browse** button to open its computer's files and select the file it wants to electronically send. After selecting the file, the Electronic Participant will click on the **Submit** button. After submitting the file, the Electronic Participant will be sent, via e-mail, a tracking number confirming that the BOE has received the transmission.

The BOE will not accept the following data transmissions: 1) Test and Production data in the same envelope, 2) Data for multiple taxpayers in the same envelope from an ERO.

Other Functions

After the Electronic Participant successfully logs onto the BOE Electronic Filing system, the Electronic Participant will be taken to a **Menu of Services** page. From this page other functions may be accessed.

Electronic Participants may access the account activity and status reports for their accounts and they may change passwords.

Summary Reports to BOE

After transmitting test data via the Internet to the BOE, complete and e-mail or fax the appropriate summary report to the BOE's Fuel Industry Section.

Fax the completed summary reports to:

State Board of Equalization
Fuel Industry Section MIC: 30
Summary Report for Electronic Test Data
Fax: (916) 323-9352

E-mail the completed summary reports to:

Efile@boe.ca.gov
Subject Line: FIS Motor Fuel Summary Report

General Information For All Summary Reports:

When completing a summary report the Electronic Participant must enter the following information:

- Company name
- BOE Account Number. A summary report must be completed for each account number assigned to the filer. This account number must match the account number recorded in the EDI file being tested.
- The testing stage number the Electronic Participant is currently participating in (2 or 3) and the number of the filing attempt for the stage being tested
- Contact name, telephone number, fax number, e-mail address, and the date of the EDI filing

Supplier Summary Report

There are two summary reports that can be used by either a Motor Vehicle Fuel Supplier or a Diesel Fuel Supplier. Summary Report #1 allows the filer to summarize the total number of transactions and the total number of billed gallons by schedule reported in the EDI filing. Summary Report # 2 allows the filer to report by product by schedule the total number of transactions and the total billed gallons reported in the EDI filing. The filer must choose one of these two summary reports when submitting supplier return test data.

Supplier Summary Report # 1

Summary Report # 1 is divided into the following three columns: schedule code, number of transactions, and total billed gallons. To complete this form the filer must enter the total number of transactions and the total billed gallons in the appropriate column by the schedules listed in the first column of the summary report.

Supplier Summary Report # 2

Summary Report # 2 is divided into the following four columns: schedule code, product code, number of transactions, and total billed gallons. To complete this form the filer must enter one schedule and one product code per line. For each line, enter the total number of transactions and the total billed gallons in the appropriate column for the product and schedule code listed

Terminal Operator Summary Report

This summary report is divided into the following four sections: product code, ending inventory, terminal receipts, and terminal disbursements. To complete this form the filer must enter the net gallons of the physical ending inventory by product code. In addition, the filer must enter the total number of transactions and the total net gallons for both terminal receipts and terminal disbursements for each product code reported in the EDI filing.

Vessel/Pipeline Operator Summary Report

This summary report is divided into the following three columns: product code, number of transactions, and total net gallons. To complete this form the filer must enter the number of transactions and the total net gallons by product code reported in the EDI filing.

Communication During Testing

The BOE will communicate as necessary by mail, telephone, or e-mail with the Electronic Participant concerning its transmissions. The Electronic Participant can contact the BOE with any questions or concerns at the telephone and fax numbers and address and e-mail locations provided in the section 'Contacting the BOE' on page two of this document.

Appendix A

SUPPLIER SUMMARY REPORT # 1

Name of Company Submitting Summary Report:		Account or ID Number:		Testing Stage	
				Stage Number:	Filing Number:
Schedule Code	Supplier				
	Number of Transactions	Total Billed Gallons			
3A					
3X					
5					
5S					
5T					
6H					
7					
7E					
7F					
8					
8E					
10C					
10I					
10Y					
10Z					
10AB					
13A					
13B					
13C					
13D					
13E					
13F					
13G					
S02A					
S03A					
S04					
S05I					

Contact Name:	Phone Number: ()	FAX Number: ()
E-mail Address:		Date:

SUPPLIER SUMMARY REPORT # 2

Name of Company Submitting Summary Report:	Account or ID Number:	Testing Stage	
		Stage Number:	Filing Number:

Line Number	Schedule Code	Product Code	Number of Transactions	Number of Billed Gallons
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				

Contact Name:	Phone Number: ()	FAX Number: ()
E-mail Address:		Date:

TERMINAL OPERATOR SUMMARY REPORT

Name of Company Submitting Summary Report:	Account or ID Number:	Testing Stage	
		Stage Number:	Filing Number:

Product Code	Net Physical Ending Inventory	Terminal Receipts (TR)		Terminal Disbursements (TD)	
		Number of Transactions	Total Net Gallons	Number of Transactions	Total Net Gallons
052					
054					
055					
058					
059					
065					
073					
074					
075					
076					
077					
078					
079					
090					
091					
092					
093					
100					
121					
122					
123					
124					
125					
126					
130					
139					
140					
141					
145					
147					
150					

TERMINAL OPERATOR SUMMARY REPORT

Name of Company Submitting Summary Report:	Account or ID Number:	Testing Stage	
		Stage Number:	Filing Number:

Product Code	Net Physical Ending Inventory	Terminal Receipts (TR)		Terminal Disbursements (TD)	
		Number of Transactions	Total Net Gallons	Number of Transactions	Total Net Gallons
153					
154					
161					
167					
196					
198					
199					
223					
224					
225					
226					
227					
231					
241					
243					
248					
249					
265					
279					
280					
281					
282					
283					

Contact Name:	Phone Number: ()	FAX Number: ()
E-mail Address:		Date:

VESSEL/PIPELINE OPERATOR SUMMARY REPORT

Name of Company Submitting Summary Report:		Account or ID Number:		Testing Stage	
				Stage Number:	Filing Number:
Product Code	Product Transported (PD)				
	Number of Transactions	Total Net Gallons			
052					
054					
055					
058					
059					
065					
073					
074					
075					
076					
077					
078					
079					
090					
091					
092					
093					
100					
121					
122					
123					
124					
125					
126					
130					
139					
140					
141					
145					

VESSEL/PIPELINE OPERATOR SUMMARY REPORT

Name of Company Submitting Summary Report:	Account or ID Number:	Testing Stage	
		Stage Number:	Filing Number:

Product Code	Product Transported (PD)	
	Number of Transactions	Total Net Gallons
147		
150		
153		
154		
161		
167		
196		
198		
199		
223		
224		
225		
226		
227		
231		
241		
243		
248		
249		
265		
279		
280		
281		
282		
283		

Contact Name:	Phone Number: ()	FAX Number: ()
E-mail Address:	Date:	

Appendix B

Business Activity Scenarios for EROs and Software Developers

When testing your business software, please provide the BOE with a wide range of transactions that are used in the returns and reports you are testing. As applicable, the types of transactions you should include in your electronic files include, but are not limited to:

- Importing and exporting above and below the terminal rack.
- Taxable terminal rack removals.
- Sales above the terminal rack to an unlicensed supplier.
- Blending below the rack.
- Tax-paid fuel sold to exempt entities.
- A wide range of products including taxable products, (gasoline, gasoline blendstocks, aviation gasoline, undyed diesel fuel) and non-taxable products (dyed diesel fuel, jet fuel, kerosene, etc.).

For all transactions reported, please use every type of transportation type mode code that is applicable to the tax return or report that you are testing.