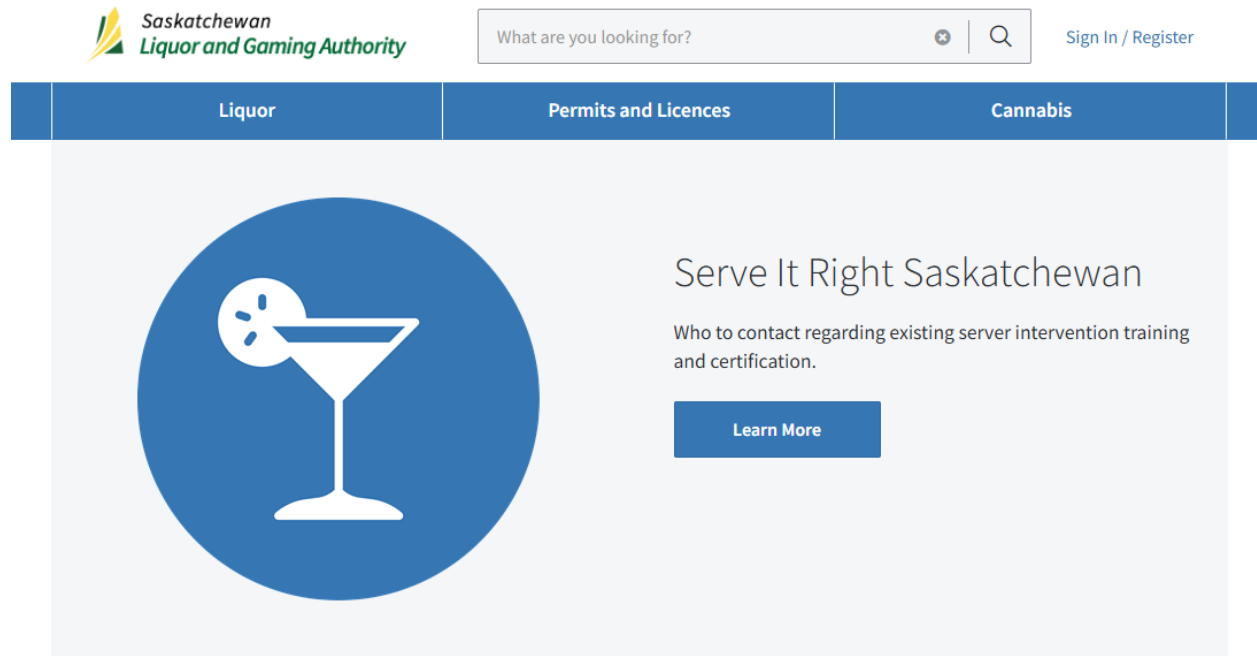


Online Production Reporting Guide

Once you have sent email address you setup to skcraft@slga.com follow the following steps to enter your production reports.

1. From www.slga.com homepage click on Sign In/Register in the top right corner.



Saskatchewan
Liquor and Gaming Authority

What are you looking for? [Sign In / Register](#)

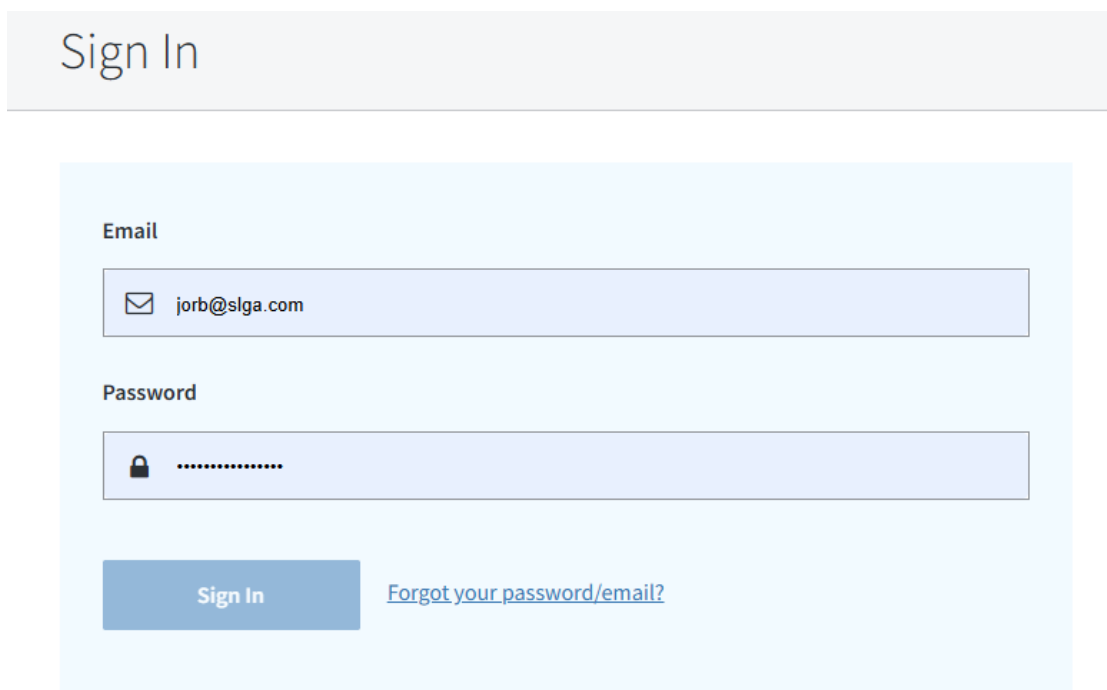
Liquor Permits and Licences Cannabis

Serve It Right Saskatchewan

Who to contact regarding existing server intervention training and certification.

[Learn More](#)

2. Fill in your username and password and click the sign in button.



Sign In

Email

Password


[Forgot your password/email?](#)

3. You will be taken to the SLGA My Dashboard screen.

My Dashboard

Regulatory Portal

Public




Apply for a Permit, Licence or Registration

Apply for a liquor permit, special occasion permit, charitable gaming licence, horse racing licence or registration.

**Please ensure the total size of all files or documents attached to your application are no larger than 10MB*

[Apply Now](#)




Applications Not Yet Submitted

Review your incomplete or not yet submitted applications.

Please submit your application as soon as possible after starting. Incomplete applications left too long may result in error, requiring you to start over.

[View Applications](#)



Permits, Licences and Registrations

Search for your Commercial Liquor permit, Special Occasion permit or Charitable Gaming licence. From there you can check the status of your application(s), submit financial reports, renew your permit or submit a change to your permit.

[Search Now](#)

4. Go to [Production Levy & Markups - Saskatchewan Liquor and Gaming Authority \(SLGA\)](#)
5. Click on the Craft Production Form as you can see highlighted below

Production Levy & Markups

Production Reporting

All SK Craft producers are required to complete a monthly production reporting form, per the terms outlined:

- [Craft Online Production Form](#)
- [Saskatchewan Monthly Craft Producer Report](#)
- [Craft Payment Option Doc](#)
- [SLGA Non-Permittee Contractee - Annual Production Declaration](#)

6. The Craft Production Form is much like the current form you are filling out. Please follow Instructions on the form and if you have questions click on the view help links for further explanation.

Craft Production Form

Saskatchewan Craft Producer Monthly Production Report

All fields marked as * are mandatory

Instructions

1. Complete General Information – Provide the reporting month and year, producer name, and category.
2. Report Activity Status – Indicate whether you have product aging or are involved in Contractee, Contractor, Custom, or Collaboration activities. If you answer “Yes” to any activity, include all required information.
3. Record Production Volume – Fill out the Production Volume section accurately. Ensure that your previous month’s closing inventory matches the current month’s opening inventory.
4. Submit Your CRA Excise Report – Email your completed CRA Excise report(s) to skprodreports@slga.com.

General Information

Month * Year *

Producer Name *

Category *

Do you have Aged Product to Report on? * [View help](#)

Yes No

Have you had any Contractee/Custom/Collaboration activity this month? * [View help](#)

Yes No

Have you had any Contractor/Custom/Collaboration activity this month? * [View help](#)

Yes No

Production Volume

Inventory carried forward from previous month * [View help](#)

Litres

Monthly production * [View help](#)

Litres

Monthly Contractor/Custom/Collaboration production

Litres

Direct sales and sampling in province * [View help](#)

Litres

Sales and sampling outside of province (including bulk) *

Litres

Sales to SLGA Distribution Centre and/or 3rd Party Distributor *

Litres

Product destroyed * [View help](#)

Litres

Product returned * [View help](#)

Litres

Other adjustments * [View help](#)

Litres

Total new inventory

Litres

Amount of sales used for levy calculation

Litres

Total new production this month

Litres

Re-Calculate Fields

Next

- Once the form is filled out click on Next button and you will get a summary of your submission. Please review and make sure that your submission is correct. If it is incorrect there is a Modify button on the top right-hand corner, it will take you back to the form and you can make the correction and then click the Next button again.

Craft Production Form

Summary

Saskatchewan Craft Producer Monthly Production Report
Modify

Instructions

Complete General Information – Provide the reporting month and year, producer name, and category.

Report Activity Status – Indicate whether you have product aging or are involved in Contractee, Contractor, Custom, or Collaboration activities. If you answer “Yes” to any activity, include all required information.

Record Production Volume – Fill out the Production Volume section accurately. Ensure that your previous month’s closing inventory matches the current month’s opening inventory.

Submit Your CRA Excise Report – Email your completed CRA Excise report(s) to skprodreports@slga.com.

General Information

Month	Year
January	2024
Producer Name	
SLGA	
Category	
Spirit and Liquers	

Production Volume

Inventory carried forward from previous month	1000
Monthly production	100
Monthly Contractor/Custom/Collaboration production	0
Direct sales and sampling in province	100
Sales and sampling outside of province (including bulk)	0
Sales to SLGA Distribution Centre and/or 3rd Party Distributor	0
Product destroyed	0
Product returned	0
Other adjustments	0
Total new inventory	1000.00
Amount of sales used for levy calculation	100.00
Total new production this month	100.00

Previous



Save and Exit

Submit


- Once you have verified your submission is correct, please click the Submit button on the bottom right-hand corner of the screen.
- Once your report is submitted, you will get an email that is associated with your account. The email will provide you with a confirmation number and a pdf summary that you can keep for your records.

10. You still must submit your Excise reports to skprodreport@slga.com.


Craft Production Form Submitted

 no-reply@slga.com
To  Orb, Joshua(SLGA)

  Reply

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 SLGA_summary.pdf
276 KB

 Right-click or tap and hold here to

SLGA has received your Craft Production Report; please see the attached copy for your records.


Please submit your **Excise Reports** to skprodreport@slga.com.

If you have any concerns or issues with your report, please send an email to skprodreport@slga.com.

Confirmation Number: 32

[Accessibility](#) | [Privacy](#) | [Disclaimer](#) | [Terms and Conditions](#) | [Contact Us](#)

© Saskatchewan Liquor and Gaming Authority

 Right-click or tap and hold here to