

The process of filing the OR-WR XML bulk file is as follows:

Once the XML file has been created begin by going to [Revenue Online \(ROL\)](#).

On the homepage, under the “iWire” category, click “OR-WR XML Submission”:

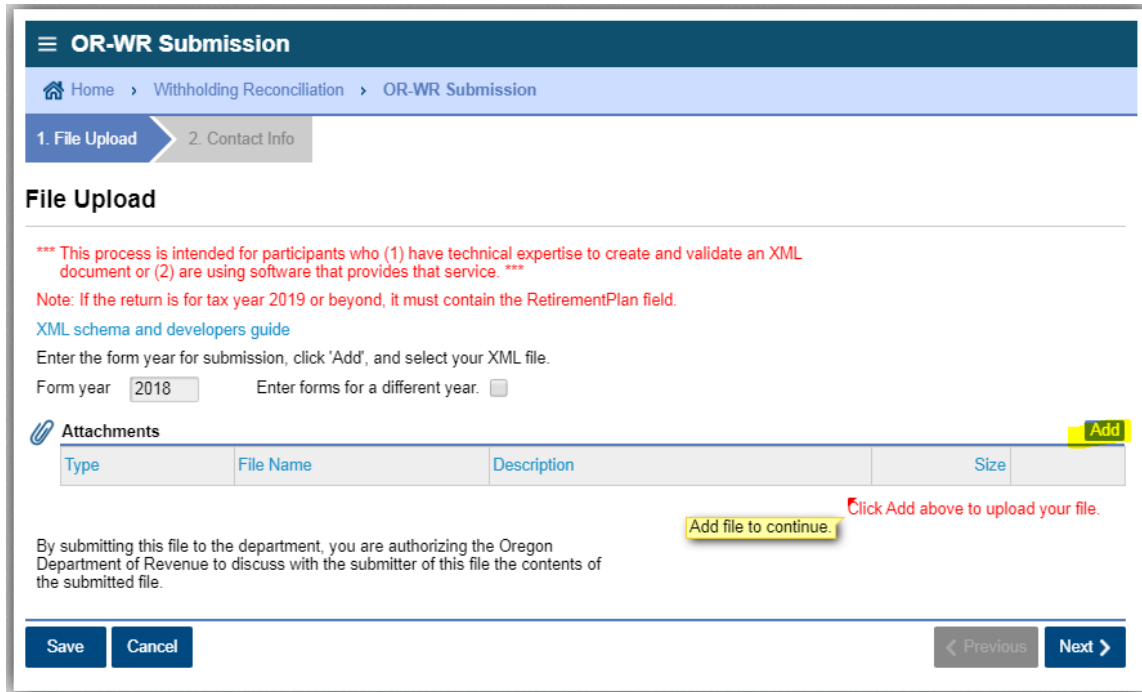


After clicking OR-WR XML Submission, you’re taken to this screen:

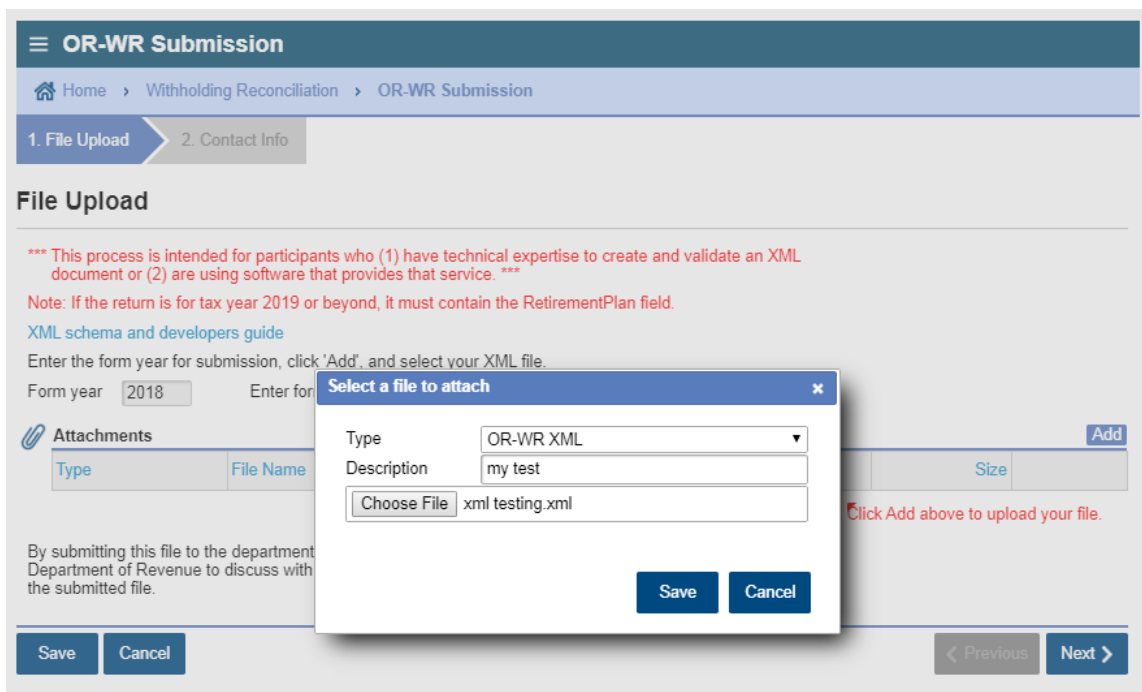


You have the option to test a file, but it is not required.

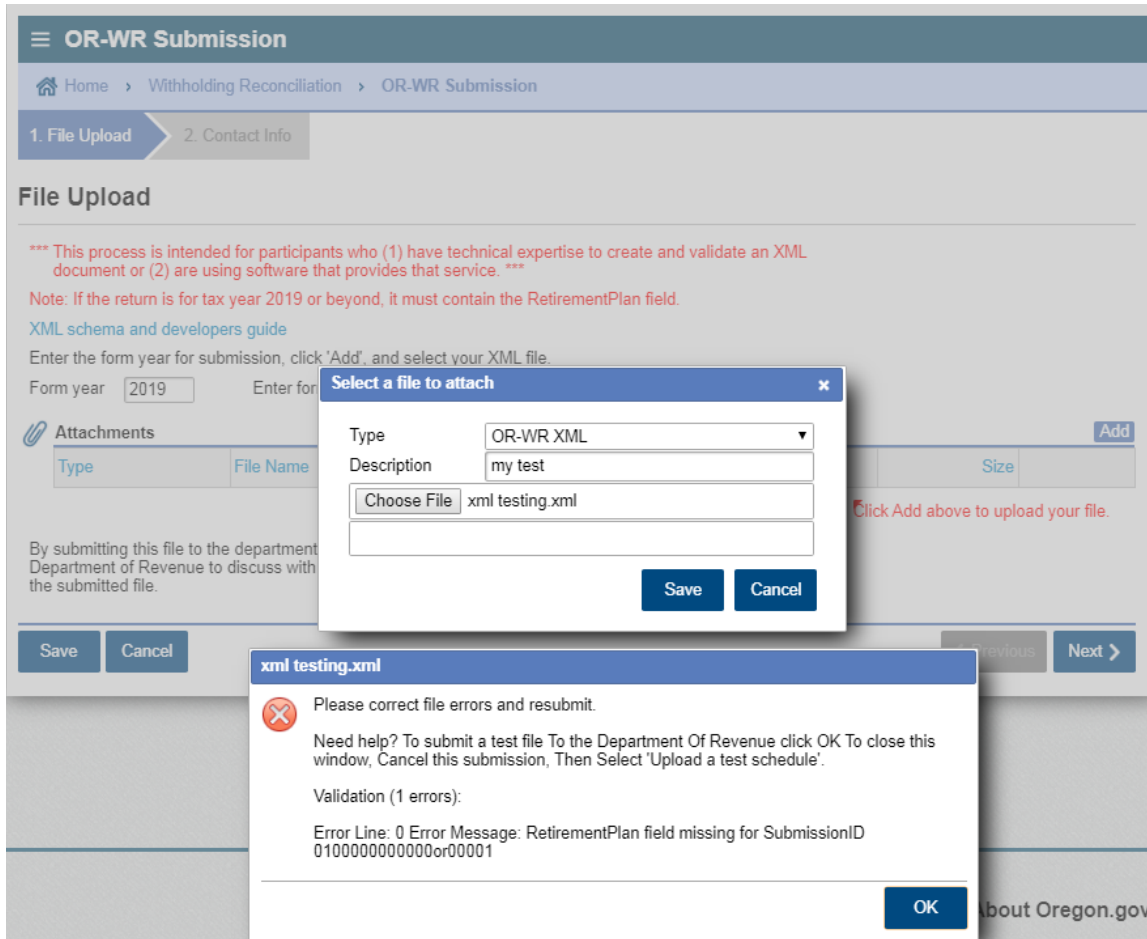
When you click on “File Withholding Reconciliation,” you’re taken to this page:



Like iWire, all the validation is done on the front end when attaching the file. If the file attaches, it is valid, and you can submit it. To attach a file, click the “Add” tab. You’ll then be prompted to choose a file:



After you've chosen the file, click to save. This is when the file is run against the schema to determine if it is valid. If the file is not valid, a window will pop up informing the submitter and provide them with a description of why it was invalid. In the case below, the file did not contain the required RetirementPlan indicator.



The screenshot displays the 'OR-WR Submission' web interface. The page title is 'OR-WR Submission' and the breadcrumb trail is 'Home > Withholding Reconciliation > OR-WR Submission'. The main heading is 'File Upload'. A note states: '\*\*\* This process is intended for participants who (1) have technical expertise to create and validate an XML document or (2) are using software that provides that service. \*\*\*'. A sub-note says: 'Note: If the return is for tax year 2019 or beyond, it must contain the RetirementPlan field.' There is a link for 'XML schema and developers guide'. The form includes a 'Form year' field with '2019' and an 'Enter for' field. An 'Attachments' table is visible with columns for 'Type', 'File Name', and 'Size'. A modal window titled 'Select a file to attach' is open, showing a dropdown for 'Type' set to 'OR-WR XML', a 'Description' field with 'my test', and a 'Choose File' button next to 'xml testing.xml'. Below this modal, another modal titled 'xml testing.xml' is displayed with an error message: 'Please correct file errors and resubmit. Need help? To submit a test file To the Department Of Revenue click OK To close this window, Cancel this submission, Then Select 'Upload a test schedule'. Validation (1 errors): Error Line: 0 Error Message: RetirementPlan field missing for SubmissionID 0100000000000or00001'. The background interface shows 'Save' and 'Cancel' buttons, and a 'Next >' button.

Upon clicking OK, you're returned to the File Upload screen, and you can make the necessary changes. Once corrected, perform the steps above (click Add, Select file, click Save). If the file is valid, you'll see it attached:

**OR-WR Submission**

[Home](#) > [Withholding Reconciliation](#) > [OR-WR Submission](#)

1. File Upload
2. Contact Info

### File Upload

\*\*\* This process is intended for participants who (1) have technical expertise to create and validate an XML document or (2) are using software that provides that service. \*\*\*

Note: If the return is for tax year 2019 or beyond, it must contain the RetirementPlan field.

[XML schema and developers guide](#)

Enter the form year for submission, click 'Add', and select your XML file.

Form year  Enter forms for a different year.

Attachments
Add

Type	File Name	Description	Size	
OR-WR XML	xml testing.xml	my test	88	<a href="#">Remove</a>

By submitting this file to the department, you are authorizing the Oregon Department of Revenue to discuss with the submitter of this file the contents of the submitted file.

< Previous
Next >

From here, you can click "Next," which will take you to the following screen:

**OR-WR Submission**

[Home](#) > [Withholding Reconciliation](#) > [OR-WR Submission](#)

1. File Upload
2. Contact Info

### Contact Info

Contact name

Contact email

Verify email address

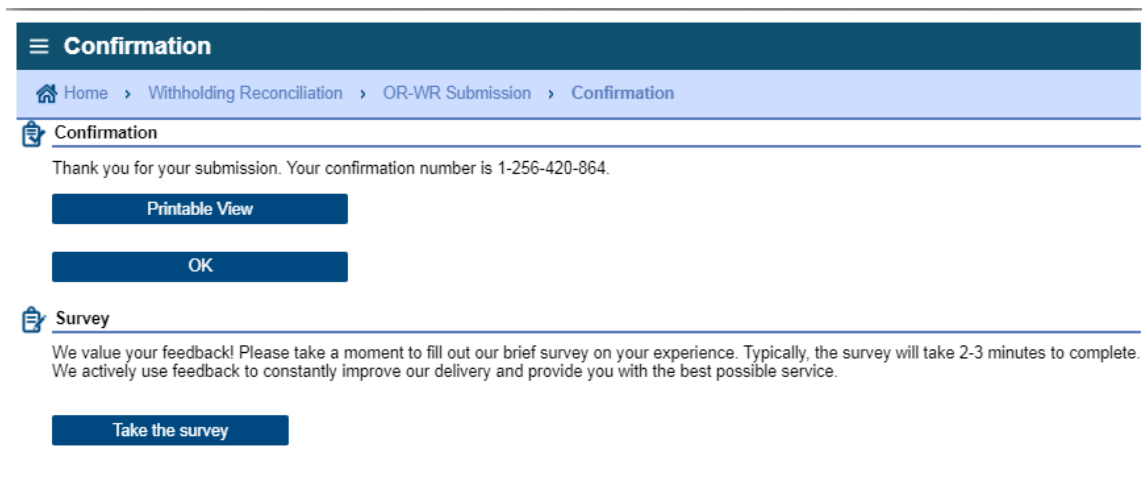
Contact phone  Extension

Fax number

< Previous
Submit

## OR-WR XML bulk-filing process

Once you've entered your contact information, click Submit, which will take you to this confirmation screen:



The screenshot shows a web interface with a dark blue header containing a hamburger menu icon and the word "Confirmation". Below the header is a breadcrumb trail: Home > Withholding Reconciliation > OR-WR Submission > Confirmation. The main content area has a "Confirmation" section with a message: "Thank you for your submission. Your confirmation number is 1-256-420-864." Below this message are two buttons: "Printable View" and "OK". A "Survey" section follows, with a message: "We value your feedback! Please take a moment to fill out our brief survey on your experience. Typically, the survey will take 2-3 minutes to complete. We actively use feedback to constantly improve our delivery and provide you with the best possible service." Below the survey message is a button labeled "Take the survey".

In addition, you'll also receive an email with this information:



The screenshot shows an email from "Revenue Online - Do Not Reply" with the email address <webdonotreply@oregon.gov>. The subject is "Testing: ORS Your OR-WR Bulk File Submission request code is 8j3kgy". The email body contains the following text: "We have received your OR-WR bulk file submission request. This request may take additional time to process. Your request code is 8j3kgy." The code "8j3kgy" is highlighted in yellow. The email also includes instructions on how to view the request again, how to delete it, and contact information for help: "Need Help? Contact us, (503) 378-4988 or (800) 356-4222, questions.dor@oregon.gov". The Oregon Department of Revenue logo is at the bottom of the email content. The email footer shows "Revenue Online - Do Not Reply No Items" and two profile icons.

## OR-WR XML bulk-filing process

Once the submission has been processed (files process nightly), you'll receive a second email confirming it has been accepted.




Wed 12/4/2019 11:23 AM

Revenue Online - Do Not Reply <webdonotreply@oregon.gov>

Testing: ORS OR-WR Bulk File Submission

To

 If there are problems with how this message is displayed, click here to view it in a web browser.

Your OR-WR bulk file submission has been accepted. Your confirmation number is **0-288-945-664**.

This e-mail was automatically sent from the Oregon Department of Revenue iWire system. If you have questions about this e-mail, you may e-mail [iwire.dor@oregon.gov](mailto:iwire.dor@oregon.gov) or call us at 503-945-8127. Leave a message and a member of the iWire team will contact you as soon as possible. You may also find your answer on our website: <http://www.oregon.gov/DOR/programs/businesses/pages/iwire.aspx>

[Click here](#) to go to Revenue Online.

**Need Help?** [Contact us](#).  
(503) 378-4988 or (800) 356-4222  
[questions.dor@oregon.gov](mailto:questions.dor@oregon.gov)

