

# ASH Scan Data Procedures / Requirements for Proper Reporting

Updated: 04/18/2020

\*\*\*\*\* IMPORTANT DATA NOTE \*\*\*\*\*

Data reporting **REQUIRES ALL Tobacco, Vape, Tubes, Paper** products to be reported with the Full 8 Character UPC-E Code or the Full 12 Character UPC-A Code. If **your** SKU/UPC Field does NOT use all 8 or 12 characters, the Full 8 or 12 character UPC-A or UPC-E MUST be reported in the Alternate SKU field on the green Vendor/Department/Other tab in Item Maintenance.

ALL Items **MUST** also be flagged as SCANDATA Items in either a Department, Style, Size or Color field. (See detailed instructions on page 3)

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Promotional and Multi Pack Discounts MUST be defined in Price Schemes

Price Scheme Code: xxxxx **Type: Store or Manufacturer (funded discount)**  
Description: **This should be the Manufacturer funded Promo or Multi-Pack Description or your own Account Promotion Description**  
Break Code: Q (Quantity)  
Break Value: 2  
Reduce Code: O (Amount Off for each item)  
Amount Off Each: 0.25 (Amount off of each item)  
Start Date: (Only required if sale applies to a specific date range)  
End Date: (Only required if sale applies to a specific date range)

Price Scheme Code: xxxxx **Type: Store or Manufacturer (funded discount)**  
Description: **This should be the Manufacturer funded Promo or Multi-Pack Description or your own Account Promotion Description**  
Break Code: Q (Quantity)  
Check  This Qty/Amt Or More  
Break Value: 2  
Reduce Code: O (Amount Off for each item)  
Amount Off Each: 0.25 (Amount off of each item)  
Start Date: (Only required if sale applies to a specific date range)  
End Date: (Only required if sale applies to a specific date range)

**BUY DOWN Discounts** MUST be defined in **Buy Downs** in the Inventory Menu and for each item associated with the Buy Down in Item Maintenance on the Vendor/Department/Other tab.

Buy Down Code: User defined unique code  
Buy Down Description: **Manufacturer Buy Down Description**

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## Define Discount Reasons:

**In Management Utilities menu, select: System Settings – Global**

On the Pricing tab, Check the box:  Use Disc/Edit Reasons

**In the Inventory Control menu, select: Discount / Edit Reasons**

Define each Retailer Funded or Manufacturer Funded Discount Name.

During a sales transaction, the clerk will be required to select the appropriate Reason for each manual discount given.

Example:      Manufacturer Coupon  
                  Manufacturer Funded Disc.  
                  Move Inventory  
                  Retailer Funded Disc.  
                  Rewards Program  
                  Sale

**Unit of Measure MUST be assigned to Each Item**

**The Unit of Measure is located in the lower left corner of the green Vendor / Department / Other tab in Item Maintenance.**

### **Note:**

In the ASH Scan Data settings, you can define to use the code in the Department, Style, Size or Color fields if there is not a Unit defined for a specific item until these fields can be defined. Some of our customers will use the Size field for example to define the item as a Pack or Carton.

**Items that do not have a unit of measure or a code will be defined as “Each”.**

The below table is a guideline for how to report units of measure by category:

<u>TOBACCO CATEGORY</u>	<u>UNITS OF MEASURE</u>
Cigarettes	Pack, Carton, Case
Cigars/Little cigars	Each, Pack, Box, Case
Nicotine Modern Oral (NMO)	Pack, Carton
Nicotine Replacement Therapy (NRT)	Pack, Carton
Moist Tobacco or Snuf	Can, Tin, Tub, Roll, Sleeve, Box, Case
Pipe Tobacco	Bag, Tub, Canister, Case
E-cigs and Vapor	Each, Pack, Kit, Bottle, Cartridge, Box, Case
Tubes	Tubes, Pack, Carton, Box, Case
RYO	Pack, Bag, Canister, Box, Case
Loose Tobacco	Pouch, Pack, Canister, Bag, Box, Case
Papers/Wraps	Booklet, Pack, Box, Case
Premium Cigars	Each, Bundle, Pack, Box, Case

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**Consumer Units** MUST be assigned to Each Item that has more than one Consumer Unit.

The **Consumer Unit** is located in the lower left corner of the green Vendor / Department / Other tab in Item Maintenance.

A Carton of cigarettes would contain 10 Consumer Units (Packs).

A Sleeve of chewing tobacco would contain 5 Consumer Units (Cans).

## Legal Age Verification

The age verification method will be reported in the scan data file.

The following methods will be reported:

“Scanned ID”	Drivers License was scanned
“Manual Entry”	Birth Date was manually entered
“Other”	Over 27 was selected

## Creating a SCANDATA Department, Style, Size or Color:

You may have a Department for Cigarettes, Tobacco etc. for Department Sales reporting and thus do not want to group all of these items into a single ScanData Department.

In lieu of creating a ScanData Department for all of your scandata reporting items, you can create a ScanData group in Styles, Sizes or Colors. To create a ScanData group in Colors (you could do the same in Styles or Sizes) follow this procedure:

In the Inventory Control menu select “Colors”. Click Add and then enter SCANDATA for the Color Code and the Color Description.

In the Inventory Control menu select “Change Inventory Fields by Selected Criteria”.

**Step 1: Select the Field to Change Below:**

Departments     Pfield1     Vendor Cost  
 Vendors     Pfield2     Base Cost  
 Style     Pfield3     Average Cost  
 Size     Pfield4     Last Cost  
 Color     Pfield5     Taxable  
 Disposition     Points per Item     Charge Deposit  
 Description 2     Minimum Age

**Step 2: Select the Criteria:**

Beginning SKU:    
Ending SKU:    
Department: CIGARETTE  
Vendor:   
Style:   
Size:   
Color:   
Disposition:   
Price Equals: 0.00

**Step 3: Change the Color of All Items that meet the criteria above to the New Color Below:**

New Color: SCANDATA

**Step 4:**

In Step 1, select Color

In Step 2, select the Department you want to include in the SCANDATA Color group (you can also select other limiting criteria)

In Step 3, select the New Color group “SCANDATA” and Update Repeat this process for any other Departments you want to include in the SCANDATA color group.

Contact Altria Help Desk at 844-230-3454 or MSA Retail Support at 800-627-8087 to setup your Retail Account and obtain a Retail Account Number. Testing will be required before live data can be transmitted.