

# ASH Scan Data Procedures / Requirements for Proper Reporting

Updated: 01/19/2025

\*\*\*\*\* 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.

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Promotional and Multi Pack Discounts **MUST** be defined in Price Schemes as illustrated below:

- Break Code: Q (Promotion based on a "Quantity")
- Break Value: 2 (Quantity required to purchase)
- Reduce Code: O ("Amount Off Each" is the Reduce Code type)
- Amount Off Each: 0.25 (Amount off of each item purchased)
- Loyalty Break Value: (This would apply only if a Customer/Member is selected)
- Cust Amount off Each (This would apply only if a Customer/Member is selected)
- Start Date: (Only required if sale applies to a specific date range)
- End Date: (Only required if sale applies to a specific date range)

The screenshot shows the 'Price Schemes' window with the following details and callouts:

- Price Scheme Code:** 10022 (Callout: Unique Price Scheme Code)
- Type:**  Store  Manufacturer (Callout: Select "Store" for an Outlet Funded Discount, or "Manufacturer" for a Manufactured Funded Discount)
- Description:** Marl .50 off on 2 packs, .25 off for Customers (Callout: Description of Price Scheme)
- Break Code:** Q (Callout: Break Codes are based on Quantity for Scandata; Legend: Q = Quantity, A = Amount, M = Max Qty/Invoice)
- Break Value:** 2 (Callout: The Quantity required to purchase; Legend: This Qty/Amt OR More, This Qty Only per Day by Customer)
- Reduce Code:** O (Callout: Enter "O" for an Amount Off of Each; Legend: D = Discount %, F = FOR Amount, P = Price Each, O = Amount Off Each)
- Amount Off Each:** 0.50 (Callout: Enter the Amount Off of Each Item; Legend: This Scheme Requires One or More Items, Tax Included)
- Loyalty Break Value:** 1 (Callout: The Quantity required for Customers)
- Billing Loyalty ID:** 987654321 (Callout: Manufactures Billing Loyalty ID)
- Loyalty Amount Off Each:** 0.25 (Callout: Enter the Amount Off of Each when a Customer is Selected; Legend: Disable, Both, Customer Loyalty Only, Members Only)
- Start Date:** / / (Callout: This Disables the Loyalty Promotion or identifies it as valid Only when a Customer is Selected, a Member is Selected or either)
- End Date:** / /
- Buttons:** Close, Delete Scheme

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**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 Code/Description**

## 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 Snus	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

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Papers/Wraps  
Premium Cigars

Booklet, Pack, Box, Case  
Each, Bundle, Pack, Box, Case

**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

## Price Scheme Examples:

In the examples below, if this is an Outlet Funded Discount, the Type “Store” **MUST** be selected. If this is a Manufacturer Funded Discount, the Type “Manufacturer” **MUST** be selected and the “Billing Loyalty ID:” **MUST be the Manufacturer funded Loyalty Code.**

The example below will give .50 off per pack when 2 packs are purchased.

The screenshot shows a software window titled "Price Scheme Add / Edit" with a sub-header "Price Schemes". The form contains the following fields and options:

- Price Scheme Code: 10020
- Type:  Store  Manufacturer
- Description: Marlboro .50 off each pack when 2 packs selec
- Break Code: Q (Legend: Q = Quantity, A = Amount, M = Max Qty/Invoice)
- Break Value: 2 (Options:  This Qty/Amt OR More,  This Qty Only per Day by Customer)
- Reduce Code: O (Legend: D = Discount %, F = FOR Amount, P = Price Each, O = Amount Off Each)
- Amount Off Each: 0.50 (Options:  Tax Included,  This Scheme Requires One or More Items)
- Loyalty Break Value: 0
- Billing Loyalty ID: (empty field)
- Loyalty Amount Off Each: 0.00 (Options:  Disable,  Customer Loyalty Only,  Both,  Members Only)
- Start Date: / / (calendar icon)
- End Date: / / (calendar icon)
- Buttons: Close, Delete Scheme

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The example below will give .50 off per pack when 2 packs are purchased AND a Customer is selected.

The screenshot shows the 'Price Scheme Add / Edit' window for scheme 10021. The 'Type' is set to 'Manufacturer'. The description is 'Marl .50 off for Customers with 2 pack purchase'. The 'Break Code' is 'Q' (Quantity). The 'Break Value' is '0'. The 'Reduce Code' is 'O' (Amount Off Each). The 'Amount Off Each' is '0.00'. The 'Loyalty Break Value' is '2' and the 'Loyalty Amount Off Each' is '0.50'. The 'Billing Loyalty ID' is '123456789'. The 'Customer Loyalty Only' option is selected. The 'Start Date' and 'End Date' are blank. There are 'Close' and 'Delete Scheme' buttons at the bottom.

The example below will give .50 off per pack when 2 packs are purchased AND an additional .25 off per pack when a Customer is selected. It will also give .25 off per pack anytime a Customer is selected.

The screenshot shows the 'Price Scheme Add / Edit' window for scheme 10022. The 'Type' is set to 'Manufacturer'. The description is 'Marl .50 off on 2 packs, .25 off for Customers'. The 'Break Code' is 'Q' (Quantity). The 'Break Value' is '2'. The 'Reduce Code' is 'O' (Amount Off Each). The 'Amount Off Each' is '0.50'. The 'Loyalty Break Value' is '1' and the 'Loyalty Amount Off Each' is '0.25'. The 'Billing Loyalty ID' is '987654321'. The 'Customer Loyalty Only' option is selected. The 'Start Date' and 'End Date' are blank. There are 'Close' and 'Delete Scheme' buttons at the bottom.

Start and End Dates can be entered to have the selected Price Scheme valid for only that date range. Leave these fields blank to have them always valid.

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Contact the 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.