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)

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BUY DOWN Discounts <u>MUST</u> 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
But 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 <u>MUST</u> 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:

TOBACCO CATEGORY	UNITS OF MEASURE
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	Booklet, Pack, Box, Case
Premium Cigars	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.

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

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

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.