



Scan Data Basic Requirements Guide



PM USA Scan Data Helpline: 855-342-8426
Alberta Payments Tech Support: 888-502-6650

Mandatory Rules

1. A Carton must be sold as a Carton, it may not be sold as 10 individual packs. Doing so will result in your file being rejected. Same applies with a Sleeve for smokeless tobacco. If you do not have Cartons or Sleeves as Items, you will need to add them to your database.
2. No other items besides tobacco products can be in the tobacco Departments & Categories created or your file will be rejected. An example would be putting water bottles in your Cig Department. This is NOT allowed, please double check to see there are no other items.
3. Your Store settings should have your correct Address and Zip Code. This should match the same as your PM USA and RJR Databases.
4. The email for your Scan Data reports should be one that you always check - so you are up to date whether your file has passed or rejected.
5. You can not sell more than FIVE Cartons or Sleeves in one transaction.
6. Your UPC code must be more than 6 Digits.

If your file is rejected, call 855-342-8426 for an exact answer as to why the file was rejected. Fix your database issue and re-submit your file for approval.

Step 1 - Departments

Go to Web Admin, on the left navigation pane click on Administration -> Department -> Add New.

Create two new Departments:
 "CIG"
 "SMOKELESS TOBACCO"

Step 2 - Categories

Go to Administration -> Category -> Add New.

Create four new Categories:
 "CIG PACK"
 "CIG CTN"
 "SMOKELESS CAN"
 "SMOKELESS SLEEVE"

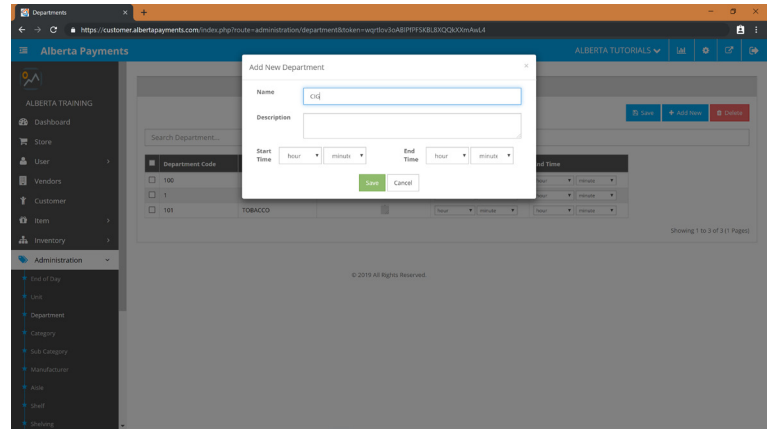
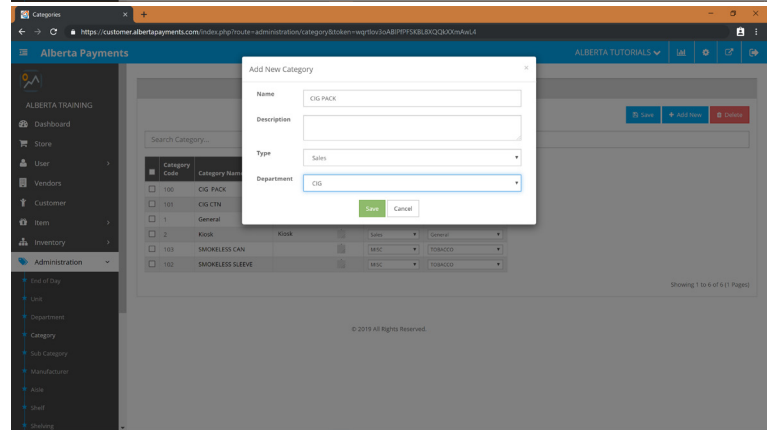
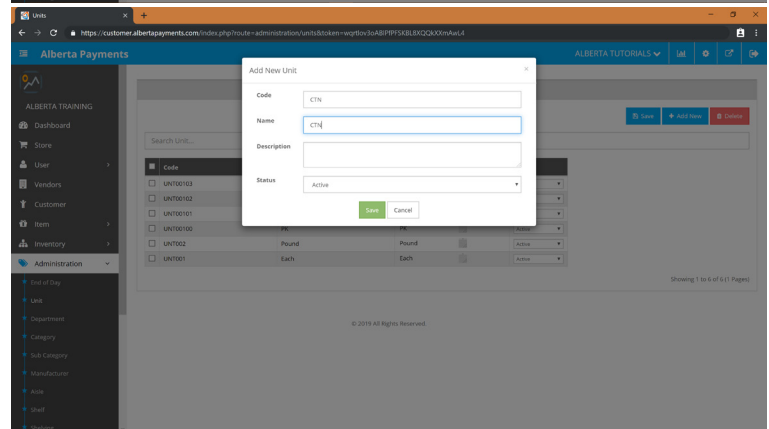
Link the "CIG PACK" and "CIG CTN" Categories to the "CIG" Department and link the "SMOKELESS CAN" "SMOKELESS SLEEVE" Categories to the "SMOKELESS TOBACCO" Department.

Step 3 - Units

Go to Administration -> Unit -> Add New.

Create four new Units:
 "PK"
 "CTN"
 "CAN"
 "SLEEVE"

The following table is a listing of other acceptable Categories and Units of Measure required by Scan Data Guidelines (For RJR).

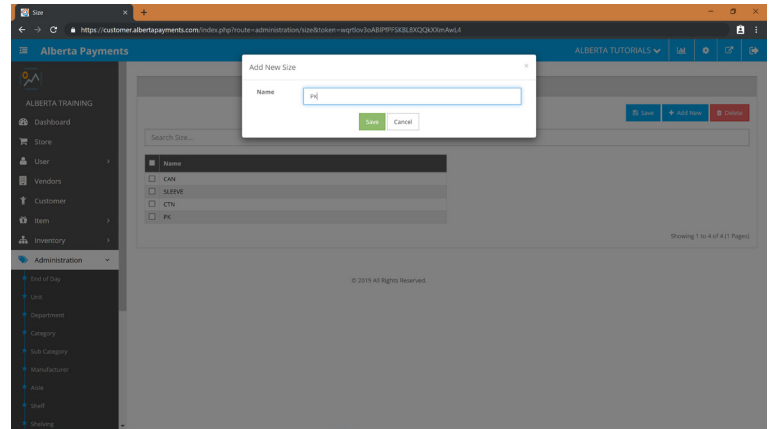
TOBACCO CATEGORY	UNITS OF MEASURE
Cigarettes	Pack, Carton, Case
Cigars/Little cigars	Each (for single sticks of cigars), Pack, Box, Case
Moist tobacco or Snus	Can, Tin, Tub, Roll, Sleeve, Box, Case.
Pipe Tobacco	Bag, Tub, Canister, Case
E-cigs	Each (for single sticks E-cigs), Pack, Kit, Bottle, Cartridge, 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 (for single sticks of cigars), Bundle, Pack, Box, Case

Step 4 - Sizes

Go to Administration -> Size -> Add New.

Create four new Sizes:

"PK"
"CTN"
"CAN"
"SLEEVE"



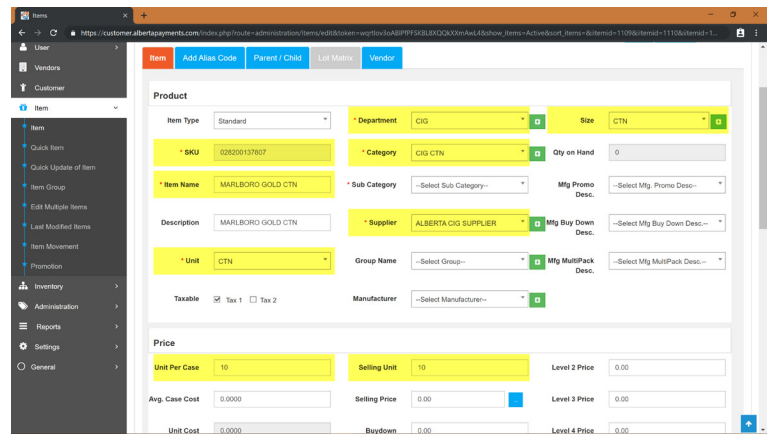
Step 5 - Cartons

Go to the left navigation pane, click on Item -> Item -> Add New OR Edit Item.

For Cartons, make sure the Item Name and SKU are correct. Select the:

Unit as "CTN"
Department as "CIG"
Category as "CIG CTN"
Size as "CTN"

Select the correct Supplier from whom you receive your Cigarettes. For Unit per Case and Selling Unit the values are "10" and "10"
Fill in all other desired information and click Save. Repeat for all Cartons.



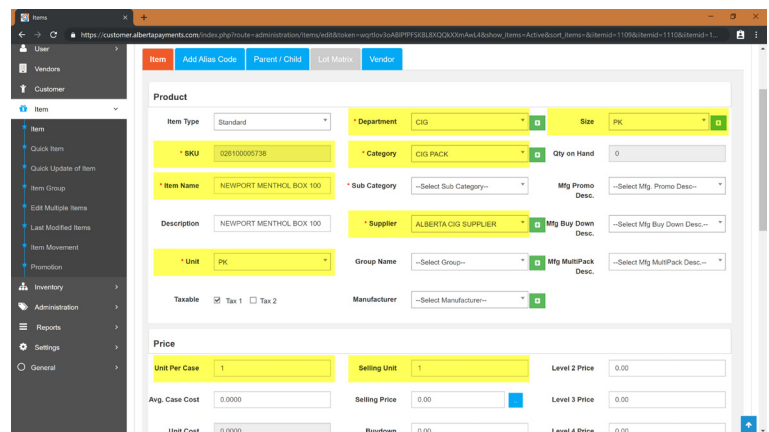
Step 6 - Packs

Go to the left navigation pane, click on Item -> Item -> Add New OR Edit Item.

For Packs, make sure the Item Name and SKU are correct. Select the:

Unit as "PK"
Department as "CIG"
Category as "CIG PACK"
Size as "PK"

Select the correct Supplier from whom you receive your Cigarettes. For Unit per Case and Selling Unit the values are "10" and "1"
Fill in all other desired information and click Save. Repeat for all Packs.



Step 7 - Sleeves

Go to the left navigation pane, click on Item -> Item -> Add New OR Edit Item.

For Sleeves, make sure the Item Name and SKU are correct. Select the:

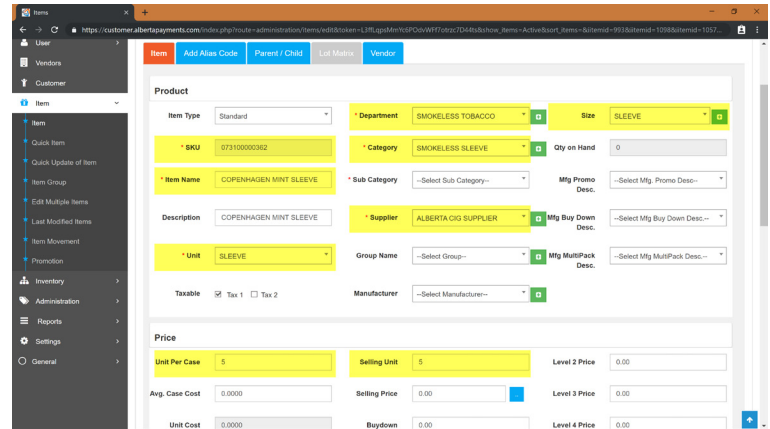
Unit as "SLEEVE"

Department as "SMOKELESS TOBACCO"

Category as "SMOKELESS SLEEVE"

Size as "SLEEVE"

Select the correct Supplier from whom you receive your Tobacco. For Unit per Case and Selling Unit the values are "5" and "5"
Fill in all other desired information and click Save. Repeat for all Smokeless Sleeves.



Step 8 - Cans

Go to the left navigation pane, click on Item -> Item -> Add New OR Edit Item.

For CANS, make sure the Item Name and SKU are correct. Select the:

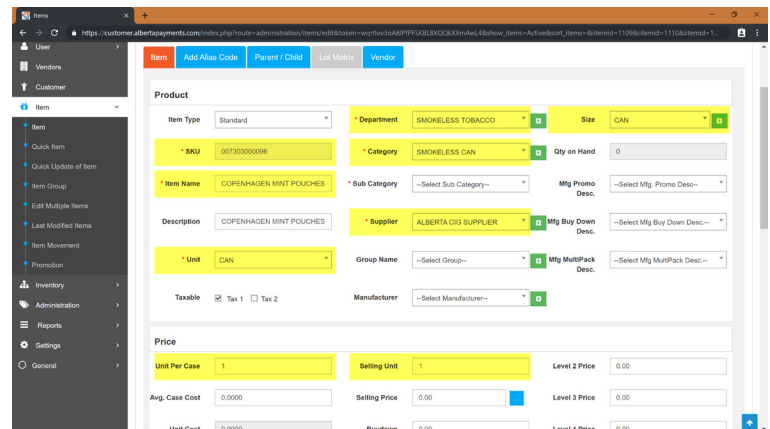
Unit as "CAN"

Department as "SMOKELESS TOBACCO"

Category as "SMOKELESS CAN"

Size as "CAN"

Select the correct Supplier from whom you receive your Tobacco. For Unit per Case and Selling Unit the values are "5" and "1"
Fill in all other desired information and click Save. Repeat for all Cans.



Step 9 - Edit Multiple Items

Go to the left navigation pane, click on Item -> Edit Multiple Items.

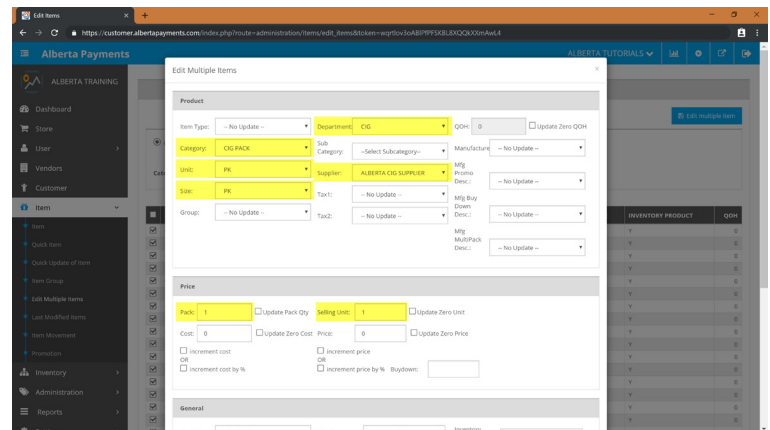
To speed up changing multiple products at once, you can change multiple products using the Edit Multiple Items feature of the POS.

Filter out your items by Categories or Departments and select the ones you wish to edit.

Click the blue Edit button in the top right corner.

Now select all desired fields to change and click the update button on the bottom.

All your selected items have been updated with the selected information.



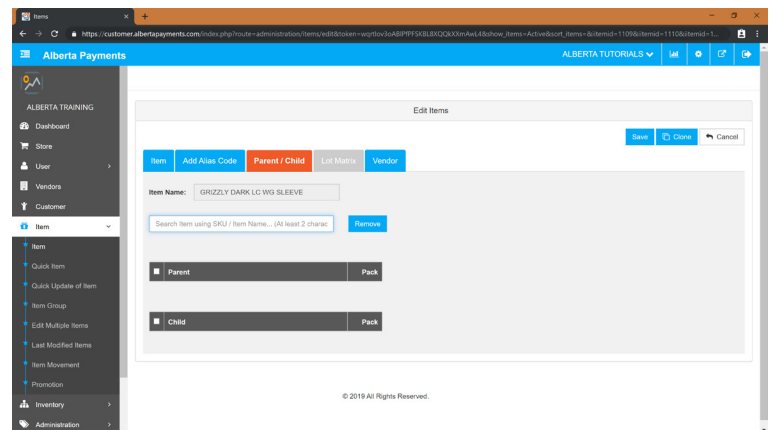
Step 10 - Parent Child Function (Optional)

Go to the left navigation pane, click on Item -> Item -> Edit Item -> Parent / Child Tab

The Parent/Child function allows you to keep track of inventory. The way it works is that, the child is the item that you will be selling - whose inventory is based on the parent, so when the child is sold it will deduct from the parent.

The child for purposes of Scan Data would be a Pack / Can and the parent would be a Carton / Sleeve.

To set this up simply select your Child item - the Pack or Can. On the Edit Item Screen there is a button "Parent / Child" at the top of the screen. Select that and now simply scan or enter in the Parent items information - the Carton or Sleeve.



Step 11 - Automatically Submitting Files

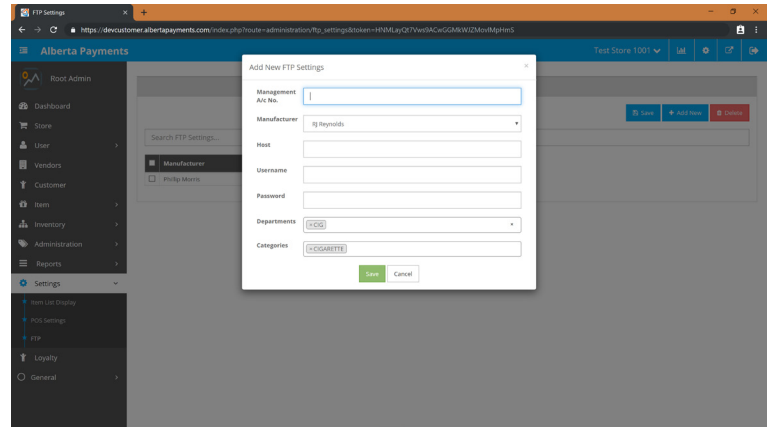
Go to the left navigation pane, click on Settings -> FTP.

Good News for you! Alberta Payments will automatically send over your completed Scan Data file for you every week.

You will just have to do the initial set up. On the FTP screen click on Add New. Fill in the details per manufacturer you wish to send your files to. One for RJR and one for PM USA.

Your management number is your retail account number. Once you select a manufacturer the host will be automatically filled out. Enter in your username and password for the manufacturer, then select the Departments and Categories you created for Scan Data. Finally click save. Now your files will be sent automatically.

Please check your emails! If your file has been rejected then you must call 855-342-8426 and they will tell you the issues. Correct the issue and follow the next step. If your file has been approved ignore the next step.



Step 12 - Resubmitting Files

Go to the left navigation pane, click on Reports -> Scan Data Reports.

Your Scan Data Reports will be found under the Reports tab.

To access a report select the information:

- "Manufacturer" - PM USA or RJR
- "Mgmt A/c No." - Your outlet number
- "Week Ending Date"
- "Departments" - Select all that apply
- "Categories" - Select all that apply

Click Generate and a file will be downloaded onto your computer.

You can now submit your file manually.

