

CSV-file specification for electronic upload of sales information to the BC LDB DSWR Application

Version 5.1 - December 21, 2014

No.	Level	DSWR CSV File Layout Definition	Required	Condition	Data type	Max Size of field	Data format/ possible values	Sample value(s)	Business definition	Validation Rule	On Error
1	Header	Store_Number	Yes	N/A	Number	4 digits	Integer	303 1701	The store number (3 or 4 digits) -assigned by the BCLDB - where the reported transactions took place. It must match the Store Number selected by the user performing the upload during the logon process in the Application.	1.1 Mandatory field, cannot be left blank or have a zero value. Must be a numerical field, 4 digits maximum, and the value should contain no decimals, commas, or sign (+/-). Leading zeroes in a 4-digit number '0202', '0499' will be ignored and interpreted as 202, 499. 1.2 If there is a mismatch between this value and the store number that the user selected at logon, the document will be rejected with error.	DSWR will reject the document and will send a Delta file with the error message.
2	Header	Transaction_Type	Yes	N/A	Text	6 characters	Sale or Return	Sale Return	Type of transaction reported, can either be a 'Sale' (formerly called Doc60) or a 'Return' (Doc55) document.	2.1 Any value other than 'Sale' or 'Return' will result in error and rejection of the document. 2.2 Not case sensitive. 2.3 Transaction Type must be the same for every line in the document that it belongs to.	DSWR will reject the document and will send a Delta file with the error message.
3	Header	Transaction_Date	Yes	N/A	Date		mm/dd/yyyy	04/21/2015 10/04/2015 10/21/2015	The date when the sale or return occurred.	3.1 Mandatory field, cannot be left blank. The value must be a date in the specified date format, otherwise the document will be rejected with error. 3.2 The date cannot be a future date; otherwise the document will be rejected with error. 3.3 Transaction Date must be the same for every line in the document the line belongs to.	DSWR will reject the document and will send a Delta file with the error message.
4	Header	Invoice_Reference_Number	Yes	N/A	Number	10 digits	Integer	3213865 2315	Invoice or Credit Memo Reference number on the original Private Distributor store Sales Invoice or Return document.	4.1 Mandatory field, cannot be left blank. 4.2 Must be a numerical field, 10 digits maximum, and it must not contain letters, decimals, commas, or signs (+/-/#). Leading zeroes in a 10-digit numbers will be ignored. 4.3 If it is not a numeric data type, the document is in error. 4.4 The invoice reference number cannot be used in another unsubmitted document (documents loaded but not included in any batch, or included in a batch that is not yet submitted). If there is a duplicate invoice reference, the document will be considered in error, and rejected. 4.5 If the value is longer than 10 characters, the document will be rejected 4.6 Invoice Reference Number must be the same for every line in the document that it belongs to.	DSWR will reject the document and will send a Delta file with the error message.
5	Header	Original_Invoice_Number	Optional	Optional on a Return document	Number	10 digits	Integer	3213865 2315	Applicable to return documents only. Refers to the sales invoice number from the original purchase of the returned items. If the return transaction is to reverse or adjust a prior invoice, this field can be used to store the reference number of the original invoice. This field is for information purposes only.	5.1 The field may be left blank. 5.2 If filled, must be a numerical field, 10 digits maximum, the value should contain no decimals, commas, or signs (+/-/#). Leading zeroes in a 10-digit numbers will be ignored. 5.3 Original Invoice Number must be the same for every line in the document that it belongs to.	DSWR will reject the document and will send a Delta file with the error message.
6	Header	Customer_Number	Yes	N/A	Number	6 digits	Integer	10202	This refers to the Customer's licence number assigned by the Liquor Licensing and Control Branch (LCLB), or a retail store number assigned by the BCLDB (duty-free, independent wine, offsite winery store, and rural agency stores). The LCLB customer licence must be active at the time of sale.	6.1 Mandatory field, cannot be left blank. 6.2 Value must be a numeric data type, maximum of 6 digits. Leading zeroes in a 6-digit number will be ignored. 6.3 The value should contain no decimals, commas, or signs (+/-). 6.4 The data must be a valid and active customer number assigned by the LCLB or a store number assigned by the BC LDB. 6.5 To report sales from your on-site store to retail customers, use your store number from Column 1. 6.6 Customer Number must be the same for every line in the document the line belongs to.	DSWR will reject the document and will send a Delta file with the error message.

7	Header	Customer_Type	Yes	N/A	Text	3 characters	MOS, LRS, VQA, GRC, LIC, DFS, WAS, WIN, RAS	LRS	Field relates to the customer type. This data drives price and tax calculation in DSWR.	7.1 Mandatory field. The valid customer type codes are: MOS - Manufacturer's on-site store GRC - Grocery Liquor Store LIC - Licensee (Hospitality Customers: bar, restaurant, etc.) LRS - Licensed Retail stores RAS - Rural Agency Stores DFS - Duty Free Stores WAS - Wine Agency Store WIN - Independent Wine Stores VQA - VQA-Store (used by BCWI only) 7.2 The value provided must match the customer type in the LDB system based on the Customer Number provided from the previous field. If not, the document is rejected to prevent errors in calculation of price and tax amounts. 7.3 To report retail sales from your on-site store including SOL customer , use type MOS. 7.4 For the DFS sales the store must be authorized by the agreement with the BC LDB to sell to duty-free stores. 7.5 Customer Type must be the same for every line in the document the line belongs to.	DSWR will reject the document and will send a Delta file with the error message.
8	Header	Payment_Method	On condition	Required only if payment method is PAP or HO cheque	Text	15 characters	' ' [blank] /PAP (for eligible Sales only)/HOC (for eligible returns only) Null, or blank value, will be interpreted as CASH	PAP HOC "" (as in no value, which means Cash)	The Payment Method that will be used to make a transfer of the funds to the BC Treasury; not the tender used on original sale to the customer. Must be left blank in most cases. Only use the PAP (Pre-authorized payment) for sale transactions if the customer has an active bank account details with LDB and the store has been authorized by the BC LDB to process the PAP sales. Otherwise, the document will be rejected. When processing a return on original PAP sale, please indicate HOC (Head-Office Cheque) in this field.	8.1 If the field is left blank, it is interpreted as CASH (deposit to the Provincial Revenue bank account). 8.2 If payment method is PAP or HOC, the store must be authorized by the BC LDB: 8.2.1. If the payment method is PAP, the customer must have an active PAP agreement and a bank account with the BC LDB at the time of the sale. 8.2.1. If the payment method for a return is HOC, the customer must have a PAP account registered with the BC LDB. 8.3 Payment Method must be the same for every line in the document that the line belongs to.	DSWR will reject the document and will send a Delta file with the error message.
9	Detail	SKU	Yes	N/A	Number	6 digits	Integer	278937	A unique product number (SKU) assigned to each product by the BC LDB based on the registration application filed by the supplier. Each product must be registered, priced and activated at the BC LDB system before any sale in BC can take place.	9.1 Mandatory field; SKU cannot be left blank. 9.2 Must be a numeric value, 6 digits maximum, the value should contain no decimals, commas, or signs (+/-/#). Leading zeroes in a 6-digit numbers will be ignored. 9.3 Must be a valid active SKU number registered and priced at the BC LDB as of the time of sale (based on the Transaction Date reported), the document will be rejected otherwise.	DSWR will reject the document and will send a Delta file with the error message.
10	Detail	Quantity	Yes	N/A	Number	6 digits	Integer	24	The quantity sold or returned in selling units per BC LDB product registration.	10.1 Mandatory field, cannot be left blank. The value cannot be zero, and should contain no decimals, commas, or signs (+/-). 10.2 Must be a whole integer, i.e. It cannot be in decimal numbers or fractions, and has a maximum of 6 digits.	DSWR will reject the document and will send a Delta file with the error message.
11	Detail	Price	Yes	N/A	Number (10, 2)		Float number	24.99	This is either LDB Wholesale or Retail price of the product NET OF TAXES effective on the Transaction Date. The sales tax will be automatically calculated on the document header level and added to the transaction. Sales taxes should also be included in your Total_Doc_Amount field.	11.1 Mandatory field, cannot be left blank, cannot be zero, or have +, -, or \$ signs. 11.2 Price must only have a maximum of two decimal places. 11.3 If 'free pricing' flag is set in DSWR, DSWR will accept the price from the CSV file. 11.4 If 'free pricing' flag is not set in DSWR, DSWR will use the LDB system wholesale or retail price in effect on transaction date (Correctable error). 11.5 If 'DFS' flag is set in DSWR, and If customer type is DFS, DSWR will accept the price from the CSV file. 11.6 If DFS free pricing is not set in DSWR, and Customer Type is DFS, the system will reject the document.	If the error relates to a wrong data format or store set-up, DSWR will reject the document and will send a Delta file with the error message. If the error relates to a wrong price, DSWR will replace with a correct display price and will send a Warning file with information on the old and new values.

12	Detail	Container_Deposit	Yes	N/A	Number (10, 2)	Float number	0.1	Refers to the total container deposit per line (SKU) item. The Container Deposit = Quantity * Single Selling Unit Container Deposit per SKU.	12.1 Data cannot be blank. It must be numeric and cannot have +,- or \$ signs. It must have a maximum of 2 decimal places only. 12.2 If there is a difference between the store's container deposit and the container deposit amount calculated by the Application based on the BC LDB Product registration information, the system will override the value provided by the store. The store user should check the items for a possible error in the SKU number, container type or package configuration.	If the error relates to a wrong data format, DSWR will reject the document and will send a Delta file with the error message. If the error relates to a wrong container deposit amount, DSWR will replace with a correct amount and will send a Warning file with information on the old and new values.	
13	Detail	Total_Doc_Amount	Yes	N/A	Number (10, 2)	Float number	8.01	Total Amount Paid Per Document. Includes the price, taxes & container deposit.	13.1 Data cannot be blank. It must be numeric and cannot have +,- or \$ signs. It must have a maximum of 2 decimal places only. 13.2. If payment method is blank (i.e. Cash), DSWR will replace/override data if the total document amount differs from the computed value in DSWR. This will be handled as a 'Correctable' error and message included in the Warning file. 13.3 If payment method is PAP or HOC, and has a variance less than or equal to 0.99 cents in the computed value in DSWR vs the CSV amount, the system will handle this as a correctable error. 13.4 If payment method is PAP or HOC, and has a variance greater than 0.99 cents in the computed value in DSWR vs the CSV amount, the system will reject document as error. The store should review the calculation and advise the customer of the correct amount based on correct pricing. 13.5 The Total Doc Amount must be the same for every line in the document with the same invoice reference number.	If the error relates to a wrong data format, DSWR will reject the document and will send a Delta file with the error message. If the error relates to a wrong total document amount, and the payment method is blank (cash), DSWR will replace with a correct amount and will send a Warning file with information on the old and new value. If the payment method is PAP/HOC and the variance is greater than 99 cents, DSWR will send a Delta file with the error message.	
14	Header	Return_Reason_Code	On condition	Required for a Return document	Number	1 digit	1	Valid code & Definition: 1 - Defective 2 - Other reason 3 - Seasonal Closing 4 - Out of Business 5 - Customer error 6 - Store pricing error 7 - Store shipping error 8 - Sales invoice adjustment	Applicable to the return documents only. The field refers to the reason for the Customer's return. The field is used for information only. You can use a default value '1' if you are not tracking your returns by the reason codes in DSWR.	14.1 If the transaction is a return and the store does not provide a reason code (i.e. blank) or uses a wrong reason code (not '1' to '8'), DSWR will reject the document. 14.2 The return code should be the same for every line in the document the line belongs to. 14.3 If the transaction is a Sale and there is a Return reason code, the field will be changed to blank.	DSWR will reject the document and will send a Delta file with the error message.