

DSWR CSV File Upload Format Solution Design Document

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1.0	2014-12-22	BC Liquor Distribution Branch	Original document
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1 Introduction

1.1 Overview

The Government of British Columbia has mandated the BCLDB to implement a new wholesale pricing methodology by April 1, 2015 with the following objectives:

- Create a level playing field for liquor retailers in BC
- Provide the same wholesale price for a given SKU instead of varying discounts to wholesale customers based on customer type
- Ensure transparency in how the wholesale price is set
- Mitigate risk to revenue contribution by the BCLDB with projected increased competition (e.g. Entrance of Grocery, change in consumer behavior, etc.)

For the BCLDB this means creating a more distinct separation between its wholesale and retail lines of business and placing an increased focus on the wholesale line of business. The BCLDB's wholesale sales include all sales made to wholesale customers from its Wholesale Customer Centre (WCC) as well as wholesale sales made from Private Distributors directly to wholesale customers on behalf of the BCLDB. Private Distributors are non-government entities licensed to distribute alcohol products to wholesale and retail customers in British Columbia.

Currently, the BCLDB determines a single tax included retail price referred to as the Display Price and a discount model is used to determine the wholesale price. The discount factors vary by type of wholesale customer resulting in each wholesale customer grouping having its own wholesale price.

As of April 1, 2015 the discount factor pricing model will be eliminated and the BCLDB will provide a single tax excluded wholesale price to be used to sell to all wholesale customers. This change impacts both the prices Private Distributors used to sell to its customers as well as how they report sales data to the BCLDB.

The BCLDB provides Private Distributors with multiple methods for reporting sales information including the following:

- Manual sales reporting forms
- System generated sales reporting forms
- Manual Entry via Direct Sales Website Reporting application
- CSV Upload via Direct Sales Website Reporting application
- XML File format

This document focuses on changes to be introduced to the CSV Upload Format to DSWR to support new sales reporting beginning April 1, 2015.

1.2 Document Purpose

The purpose of this document is to provide Private Distributors with an updated CSV file format for loading sales and return transactions to the Direct Sales Website Reporting application.

1.3 Document Audience

The intended audience for this document is:

- Private Distributors
- BCLDB Finance – Revenue
- Finance Functional Specialists
- IS System Analysts

1.4 Terms

The following terms are used throughout this document.

Term	Description
DSWR	Direct Sales Website Reporting. A BCLDB designed application used by Private Distributors to electronically report sales and return information to the BCLDB
Hospitality Customer (formerly licensee)	A customer in the hospitality industry (restaurant, bar, hotel, etc.) which resells liquor products directly to consumers. Hospitality customers purchase products at Regular Retail Prices.
Manufacturer Onsite Store	A retail store owned by the manufacturer and located on the premises of its manufacturing facility.
Private Distributor	Non-government entities authorized by the BCLDB to distribute alcohol products in British Columbia to wholesale and hospitality customers
Regular Retail Price	Tax excluded selling price charged to hospitality customers.
Wholesale Customer	A customer that operates a retail store which resells packaged products to consumers. Wholesale customers purchase products at tax excluded Wholesale Prices.
Wholesale Price	Tax excluded selling price charged to wholesale customers.
Wholesale Price Promotion	A short-term reduction in the regular wholesale price of the product that is funded by the Agent or Supplier. Upon expiration of the promotional period the product automatically returns to its pre-promotion wholesale price and the Agent/Supplier is billed by the BCLDB for the reduction in wholesale mark-up received during the promotional period based on wholesale sales.

2 Business Requirements

2.1 Mandatory Rules

Ref	Description
01	The CSV file must be less than 20 MB in size (approximately 125,000 lines).
02	The CSV file must have a .csv file extension.
03	The CSV file must be an ASCII text file and not a binary file.
04	<p>The CSV file must be comma delimited, i.e. fields are separated by commas.</p> <p>Any text value that is to contain comma(s) can use double quotes (") to surround the text value. Otherwise, any text value containing comma(s) can lead to a parsing error ending in a rejection of the CSV file.</p> <p>Do not leave any leading spaces or blank characters before a value, and do not leave any trailing spaces or blank characters after a value. (see sample CSV file)</p>
05	The CSV file must have the field names as defined in the CSV File Upload Layout document in the first row of the file. See sample CSV file.
06	The field names are case insensitive. i.e. Can be in either upper or lower or mixed cases.
07	The field names must be in the pre-defined sequence. That is, do not change the order of the columns.
08	The length of the CSV file name including the .csv extension must be no longer than 30 characters.

2.2 File Name Recommendation

Ref	Description
01	Duplicate file names will be accepted, but are not recommended.
02	<p>Suggested file naming format. It will not be enforced or check by the DSWR program.</p> <p>Store_[store number]_[upload date]_[_N].csv</p> <p>Where [store number] is the three or four digit Private Distributor store number. Where [upload date] is the date (mmddyyyy) the CSV file was uploaded (not the batch date). Where [_N] is a counter to distinguish multiple uploads from the same date. e.g. Store_446_04212013.csv, Store_446_04212013_1.csv, Store_446_04212013_2.csv Store_1706_04212013.csv, Store_1706_04212013_11.csv, Store1706_04212013_12.csv</p>

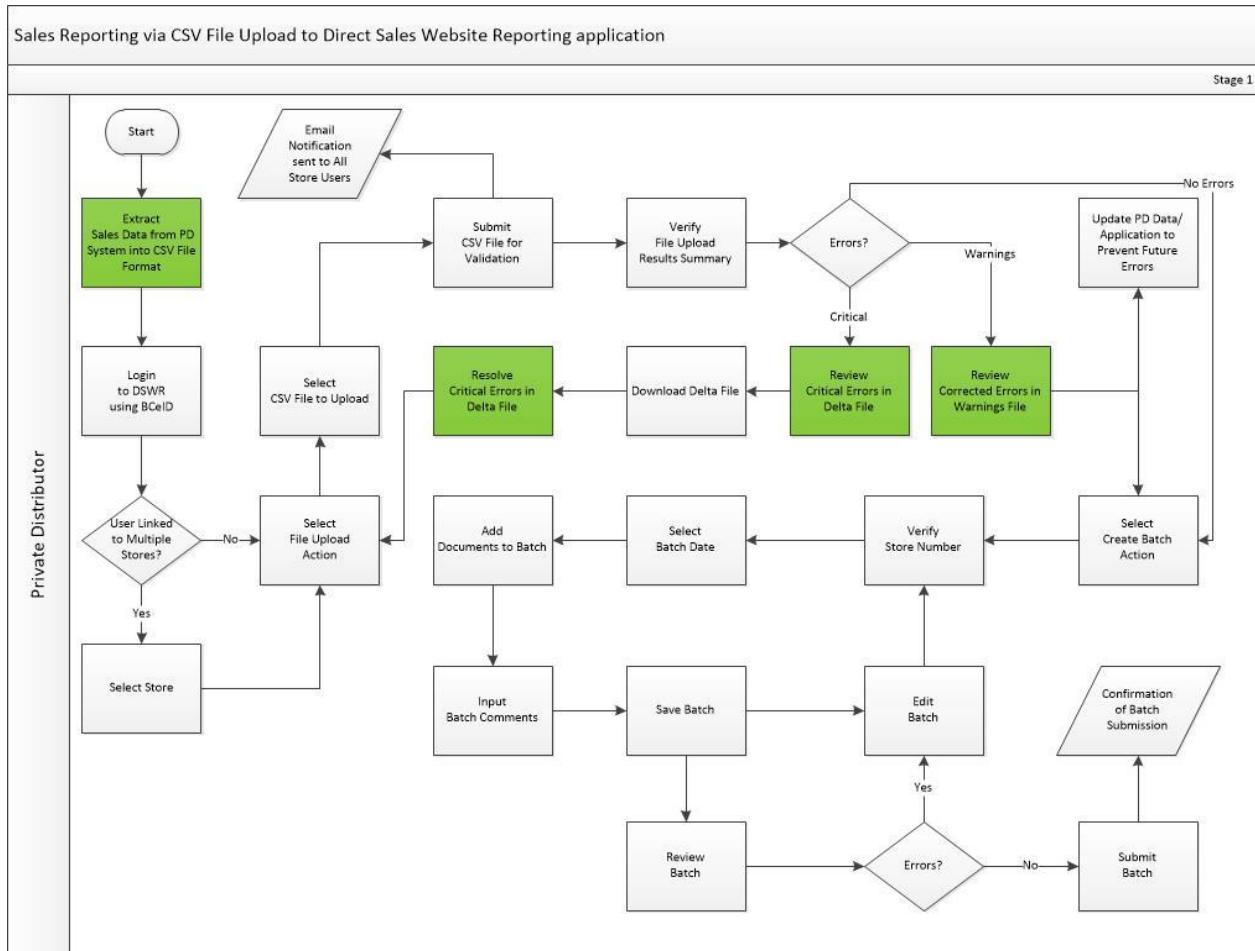
2.3 High Level Change Summary

The table below summarizes the high level changes to the DSWR CSV Upload Format.

Ref	Description
01	Changed <i>Display_Price</i> field to “ <i>Price</i> ” in CSV file format and updated associated validation rules and supporting notifications.
02	Updated validation to prevent customer types Counter (COU), Bulk (BLK), and Special Occasion License (SOL) from being used.
03	Added new validation to accept Grocery (GRC), Manufacturer Onsite Store (MOS) and VQA stores (VQA) as valid customer types as of April 1, 2015
04	Changed <i>Total_Doc_Amount</i> field calculation to reflect the following: Total Document Amount = Sum [<i>Quantity x Price + Container Deposit + Sales Tax</i>]

2.4 High Level Business Process

Below is a To-Be business process overview of CSV File submission via the DSWR application. The steps highlighted in green denote changes from the current business process.



3 Detailed Specifications

3.1 Purpose

The purpose of the DSWR CSV File Upload Format is to enable Private Distributors to create numerous sales and return transactions in the DSWR application via a single file upload rather than requiring manual entry of each sale and return transaction separately in DSWR.

3.2 CSV File Field Listing and Validation Rules

Please refer to the **DSWR CSV File Upload Layout v5.1** worksheet provided with this document for detailed requirements on file layout, data format specification and validation rules.

3.3 File Sample

A sample CSV Upload file, **DSWR Sample CSV File v 5.1**, has been provided along with this document. A screenshot of the sample CSV file has been provided below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Store_Number	Transaction_Type	Transaction_Date	Invoice_Reference_Number	Original_Invoice_Number	Customer_Number	Customer_Type	Payment_Method	SKU	Quantity	Price	Container_Deposit	Total_Doc_Amount	Return_Reason_Code
2	407	SALE	4/7/2015	200001		407	MOS		8E+05	3	10	0.3	76.84	
3	407	SALE	4/7/2015	200001		407	MOS		1E+05	5	8.5	0.5	76.84	
4	407	RETURN	4/5/2015	200002		407	MOS		8E+05	1	10	0.1	28.62	1
5	407	RETURN	4/5/2015	200002		407	MOS		1E+05	2	8.5	0.2	28.62	1
6	407	RETURN	4/20/2015	200003	84561	407	MOS		8E+05	1	10	0.1	28.62	1
7	407	RETURN	4/20/2015	200003	84561	407	MOS		1E+05	2	8.5	0.2	28.62	1
8	407	SALE	4/7/2015	200004		44300	LIC		2E+05	10	12	2	138.6	
9	407	SALE	4/7/2015	200004		44300	LIC		2E+05	1	10	0.1	138.6	
10	407	RETURN	4/8/2015	200005	100004	44300	LIC		2E+05	1	12	0.2	182.8	5
11	407	SALE	4/7/2015	200006		649	RAS		2E+05	20	8	2	170	
12	407	RETURN	4/8/2015	200007	100006	649	RAS		2E+05	10	8	1	85	7
13	407	SALE	4/8/2015	200010		191537	LRS	PAP	8E+05	4	10	0.4	114.47	
14	407	SALE	4/8/2015	200010		191537	LRS	PAP	8E+05	8	8.5	0.8	114.47	
15	407	RETURN	4/20/2015	200011	84560	191537	LRS	HOC	8E+05	2	10	0.2	57.24	1
16	407	RETURN	4/20/2015	200011	84560	191537	LRS	HOC	1E+05	4	8.5	0.4	57.24	1
17														

4 Appendix – Customer Type List

Below is a listing of valid customer types and the price types to be used when selling to each customer type.

Customer Type	Description/Comments	Customer ID	Price Type
DFS	Duty Free Stores	BCLDB provided Customer Number See Appendix II for a full list of Duty Free Stores	DFS Price (as per Manufacturer Agreement)
LIC	Hospitality. Previously referred to as licensees. This includes restaurants, pubs, hotels, etc.	LCLB Issued License Number	Regular Retail Price
LRS	Licensee Retail Store	LCLB Issued License Number	Wholesale Price
GRC	Grocery	LCLB Issued License Number	Wholesale Price
MOS	Manufacturer's Onsite Store	Manufacturer Store Number	Wholesale Price
RAS	Rural Agency Stores	BCLDB provided Customer Number	Wholesale Price
TWS	Tourist Wine Store	BCLDB provided Customer Number	Wholesale Price
VQA	Vintner's Quality Alliance Store. This customer type is only used by the BC Wine Institute and reported electronically only.	LCLB Issued License Number	Wholesale Price
WIN	Independent Wine Store	BCLDB provided Customer Number	Wholesale Price
WAS	Wine Agency Store	BCLDB provided Customer Number	Wholesale Price

5 Appendix – Duty Free Stores Listing

Below is a listing of Duty Free Stores in British Columbia:

Store / Customer Number	Duty Free Store Name	Location
900545	DOUGLAS CROSSING DUTY FREE STORE	SURREY, BC
900611	ALDEASA DUTY FREE STORE	RICHMOND, BC
900646	OSOYOOS DUTY FREE STORE	OSOYOOS, BC
900711	VICTORIA DUTY FREE STORE	SIDNEY, BC
900737	TOBACCO PLAINS DUTY FREE STORE	GRASMERE, BC
900810	WEST COAST DUTY FREE STORE	SURREY, BC
900869	KELOWNA DUTY FREE STORE	KELOWNA, BC
900885	ALDERGROVE DUTY FREE STORE	ALDERGROVE, BC
900919	HUNTINGDON DUTY FREE STORE	ABBOTSFORD, BC
900976	KINGSGATE DUTY FREE STORE	KINGSGATE, BC