



# Cannabis Retailer Web Portal CSV Upload Specification

*Last Updated: 18 December 2019*

## Introduction

To use the CSV Upload functionality of the web portal, you must generate a file matching the following specifications. If you try to upload a file that does not match these specifications, the upload will not work. You may be required to manually enter your report depending on the availability of LGCA staff to help troubleshoot the problem.

## Encoding and Line Endings

The file should be in plain text (ASCII or UTF-8 encoded) with Windows line endings (carriage return and line feed).

## Header Line

The following header line should always appear as the first line of the file:

```
Inventory_Type, Inventory_Subtype, Xref_ID, UPC, Count
```

## Records

Each record consists of a single line, with fields separated by commas. Fields cannot be quoted. The following is a list of allowed values for each field. Where the list below is exhaustive, the field must match one of the entries exactly.

### Inventory\_Type

- Inventory Additions
- Inventory Reductions
- Balance on Hand

### Inventory\_Subtype

- If the Inventory\_Type value is: Inventory Additions
  - Purchases
  - Allowable Returns
  - Interstore Transfer In
  - Other
- If the Inventory\_Type value is: Inventory Reductions
  - In-store Sales
    - This value cannot be used for an off-site storage report
  - Online Sales
    - This value cannot be used for an off-site storage report
  - Interstore Transfer Out
  - Disposal
  - Recall
  - Other
- If the Inventory\_Type value is: Balance on Hand
  - Held for Sale



- Held for Display
  - This value cannot be used for an off-site storage report
- Held for Disposal or Recall

## Xref\_ID

For regular retail cannabis stores, this field will be blank.

The Xref\_ID field is used in off-site storage reports to associate the `Interstore Transfer In` and `Interstore Transfer Out` counts with a particular retail store. The last five numbers of an associated retail cannabis licence number should be included here.

## UPC

This field should be the full-length UPC from the product packaging or from MBL's product catalogue.

## Count

This field should be an integer count of the inventory for the specific UPC, `Inventory_Type`, `Inventory_Subtype` and `Xref_ID` combination in the rest of the record.

## End of File

It does not matter whether or not the last record is terminated with a carriage return & linefeed.

## Example – Retail Cannabis Store

```
Inventory_Type,Inventory_Subtype,Xref_ID,UPC,Count
Inventory Additions,Purchases,,694144000523,600
Inventory Additions,Purchases,,694144000646,40
Inventory Additions,Purchases,,694144000400,30
Inventory Additions,Other,,694144000400,2
Inventory Additions,Interstore Transfer In,,694144000523,200
Inventory Reductions,In-store Sales,,688083001017,10
Inventory Reductions,In-store Sales,,694144000400,20
Inventory Reductions,In-store Sales,,694144000646,40
Inventory Reductions,In-store Sales,,694144000523,100
Inventory Reductions,Online Sales,,694144000523,100
Inventory Reductions,Online Sales,,694144000400,6
Inventory Reductions,Online Sales,,688083001017,5
Balance on Hand,Held for Sale,,688083001017,4
Balance on Hand,Held for Sale,,694144000400,3
Balance on Hand,Held for Sale,,694144000523,200
```

This document is available in alternate formats, upon request.

