

Col.	Field Name	Field Length	Field Format	Upload Requirements R=Required; C=Conditional	Description of Field Contents
A	Info Report Account Number	10		R = Required	This is your Info Report Account Number
B	Reporting Period	10	MM/DD/YYYY	R = Required	Use last day of reporting period
C	Invoice Number	max20		R = Required	
D	Date of Shipment	10	MM/DD/YYYY	R = Required	Must be month of filing period
E	Shipped to Type	1			M=Manufacturer, W=Wholesaler, D-Distributor, R=Retailer, C=Consumer
F	Shipped to Name	max70		R = Required	
G	Shipped to Address 1	max40		R = Required	
H	Shipped to Address 2	max40			
I	Shipped to City	max20		R = Required	
J	Shipped to State	2		R = Required	
K	Shipped to Zip	min5, max10	#####	R = Required	
L	Shipped to Phone #	max13	(###)###-####		
M	Delivery Sale	1	Y or N	R = Required	
N	Delivery Service Company Name	max70		C = Conditional	If Delivery Sale = Y
O	Delivery Service Address 1	max40		C = Conditional	If Delivery Sale = Y
P	Delivery Service Address 2	max40		C = Conditional	If Delivery Sale = Y
Q	Delivery Service City	max20		C = Conditional	If Delivery Sale = Y
R	Delivery Service State	2		C = Conditional	If Delivery Sale = Y
S	Delivery Service Zip	min5, max10	#####	C = Conditional	If Delivery Sale = Y
T	Delivery Service Phone #	max13	(###)###-####		If Delivery Sale = Y
U	Tobacco Type	1	C, R, S, or E	R = Required	C=Cigarettes; R=RYO; S=Smokeless; E=ENDS
V	Brand ID	max 9		R = Required	See brand lists for eligible IDs; -1=other
W	Other Brand Name or Federal Description for ENDS	max 30		C = Conditional	If Brand ID = -1
X	Cigarettes (Sticks)	max 15	#####	C = Conditional	If Tobacco Type = C
Y	RYO (Ounces)	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = R
Z	Smokeless (Ounces)	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = S
AA	ENDS Solution (Milliliters)	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = E
AB	ENDS (Ounces)	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = E
AC	ENDS Quantity	max 12 (including decimal)	#####	C = Conditional	If Tobacco Type = E
AD	Extended Sale Price	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = C/R/S
AE	Retail Sale Price for ENDS	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = E
AF	Manufacturer's Wholesale List Price for ENDS	max 12 (including decimal)	#####.##	C = Conditional	If Tobacco Type = E
AG	TN Tax Paid	1	Y or N	R = Required	Either TN stamped or tax paid to TN

***Please note: File must be saved and submitted as a CSV file format.**

1. No Commas can be included in the data. Please remove commas from the names and addresses before converting to CSV format.
2. Date fields must include either a slash or dash as separators. MM/DD/YYYY or MM-DD-YYYY
3. If entering a negative number place a negative symbol '-' at the beginning of the number. Example: -123