

# Out-of-State Tobacco Distributor Upload File Specifications

All files must be **tab delimited** in order to work properly. Excel can output tab delimited txt files. The first line of these files must contain the field header.

## **TB-50**

### **Schedule 5**

1. Invoice Date: Date format (e.g. 04/24/2010)
2. Invoice Number: 30 characters max
3. Consignee Name: 75 characters max
4. Consignee Street 1: 100 characters max
5. Consignee Street 2: 100 characters max
6. Consignee City: 40 characters max
7. Consignee State: 2 character state code
8. Consignee ZIP: 10 characters max, no dash, just numbers
9. Consignee Country: 2 character country code
10. Net Invoice Price: Money/decimal (no \$ sign)

### **Schedule 3**

1. Invoice Date: Date format (e.g. 04/24/2010)
2. Invoice Number: 30 characters max
3. Manufacturer Name: 120 characters max (manufacturer name must be entered exactly how it is listed on the Attorney General's website)
4. Brand Name: 120 characters max (brand name must be entered exactly how it is listed on the Attorney General's website)
5. Purchased From Type: 1 character (D = Distributor, M = Manufacturer)
6. Purchased From: 120 characters max
7. Quantity: Integer or decimal (1 or 2 places)
8. Net Invoice Price: Money/decimal (no \$ sign)

### **Schedule 4**

1. Invoice Date: Date format (e.g. 04/24/2010)
2. Invoice Number: 30 characters max
3. Manufacturer/Consignee Name: 75 characters max
4. Manufacturer/Consignee Street 1: 100 characters max
5. Manufacturer/Consignee Street 2: 100 characters max
6. Manufacturer/Consignee City: 40 characters max
7. Manufacturer/Consignee State: 2 character state code
8. Manufacturer/Consignee ZIP: 10 characters max, no dash, just numbers
9. Manufacturer/Consignee Country: 2 character country code
10. Net Invoice Price: Money/decimal (no \$ sign)

To receive the deduction for returns to manufacturer, you must upload the credit memos from the manufacturer.