

File Upload Specifications

Unstampable Little Cigar - Schedule L for Wholesalers and Retailers

For your convenience, the following format instructions/specifications will also be found within e-TIDES. The file you upload must be a **Comma Delimited** file (i.e. CSV format) and contain data for each column specified below.

***These column headers are for reference only: do not include column headers in your file, it will result in a validation error. See examples below.**

| | Column Data* | Data Format* |
|---|---|---|
| A | Account Number | "The 8-digit PA state assigned tobacco license number (containing no dashes or spaces)." |
| B | Period End Date | "The end date of the period you are filing the return for (the following are valid formats: 1/31/20, 1-31-20, and Jan 1, 2020)." |
| C | Transfer/Shipment Date | "Date of shipment or transfer (the following are valid formats: 1/31/20, 1-31-20, and Jan 1, 2020)." |
| D | Invoice Number | "Invoice number of the product shipped (30 characters max)." |
| E | Invoice Date | "Invoice date of product shipped (the following are valid formats: 1/31/20, 1-31-20, and Jan 1, 2020)." |
| F | Purchaser's/Seller's Account Number | "Purchaser's/Seller's 8 digit PA state assigned tobacco license number (containing no dashes or spaces)." |
| G | Purchaser's/Seller's Name | "Complete name of the company or person to whom little cigars were sold (or) from whom little cigars were purchased (75 characters max)." |
| H | Purchaser's/Seller's Address Line 1 | "Apartment number, box number, street address, or unit and box number for U. S. Military Address (50 characters max)." |
| I | Purchaser's/Seller's Address Line 2 | "Street address if additional line is needed (50 characters max)." |
| J | Purchaser's/Seller's City | "City, town, APO, FPO, DPO, for U.S. Military Address (50 characters max)." |
| K | Purchaser's/Seller's State | "U.S. state (2 character abbreviation)." |
| L | Purchaser's/Seller's ZIP Code | "U.S. 5 digit ZIP code." |
| M | Purchaser's/Seller's ZIP + 4 Code | "U.S. + 4 digit ZIP code extension." |
| N | Brand Name | "Brand name of the product shipped." |
| O | Number of Little Cigars at the State Rate of .13 per stick | "Total number of little cigars per invoice including Philadelphia sales (numeric only, do not include: decimals, commas, negative figures; 10 characters max)." |
| P | Number of Little Cigars at the Phila. Rate of .10 per stick | "Total number of little cigars per invoice for Philadelphia sales <u>only</u> (numeric only, do not include: decimals, commas, negative figures; 10 characters max)." |
| Q | Tax Collected | "Was tax collected (Y or N)?" |

PLEASE NOTE: File uploads must contain a total of 17 columns. All fields are required to have data, with the exception of column I and column M. If all fields are not accounted for, you will receive an upload error.

FORMAT EXAMPLE:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|---|----------|-----------|-----------|-----------------|-----------|----------|------------------|------------------|---------------|------------|----|-------|------|-----------------|-------|-------|---|
| 1 | 12345678 | 1/31/2020 | 1/10/2020 | 1234567890 | 1/16/2020 | 30405060 | ULC PA Shop | 123 Revenue Lane | | Harrisburg | PA | 17112 | | Cigars Are Us | 100 | 100 | Y |
| 2 | 12345678 | 1/31/2020 | 1/3/2020 | 123456789101112 | 1/10/2020 | 11223344 | State ULC | PO Box 456 | 55 Tax Street | City | PA | 17023 | 4561 | Val's Brand | 1000 | 1000 | Y |
| 3 | 12345678 | 1/31/2020 | 1/21/2020 | 11335566 | 1/26/2020 | 55667788 | Test Information | 100 Street Name | | Pittsburgh | PA | 15219 | | BTRP Test Brand | 30000 | 30000 | Y |