

Overview

PM USA is updating the STARS Tobacco Products Reporting Package to include new MSA reporting requirements. Effective 2Q, 2016, Distributors may begin submitting test files in the new format. Changes in the new format are listed below.

- “Floor Returns”- Returns from Distributor to manufacturer, its reclamation center or the original supplier, where the product never shipped to any retailer, sub-jobber or non-direct distributor.
- “Saleable Returns”- Returns from retailer or NDD to Distributor, where the product may be re-sold.
- “Unsaleable Returns”- Returns from retailer or NDD to Distributor, where the product is expired, damaged or otherwise non-saleable.

SupplyLogic Overview

SupplyLogic has been update to support these changes. Version 2.5.91 or higher must be installed to send in the new format. In order to use the new format, the Format Specification must be changed to “TOB Format with Returns (4/16)” on the System Maintenance, Manufacturer Reporting screen. Only the “US Cigarettes” report needs to be changed.

- “Floor Returns”- This information will be pulled from Purchase Order Credits for the date range of the MSA report being run. Only posted PO credits will be used. Only PO credits with a credit reason beginning with “Floor Return” will be reported.
- “Saleable Returns”- This information will be pulled from Sales Order Credits for the date range of the MSA report being run. Only posted SO credits will be used. Only SO lines with a credit reason restock value of “Yes” will be used.
- “Unsaleable Returns”- This information will be pulled from Sales Order Credits for the date range of the MSA report being run. Only posted SO credits will be used. Only SO lines with a credit reason restock value of “No” will be used.

Manufacturer Reporting Setup

- From the SupplyLogic menu, select System Maintenance, Maintenance.
- Click the Manufacturer Reporting link from the System Maintenance section.
- Double-click “US Cigarettes” in the grid.
- Change the Format Specification to “TOB format with Returns (4/16)”. Tab out of the box until Save becomes available.
- Click the Save button and then click Cancel and Exit.
- *****NOTE: you will need to get approval from your MSA rep before sending in a test file. Once approved you can leave the settings as is. Until you get approved you may need to go back to your old format following these same instructions.**

Purchasing Credit Reason Setup

- From the SupplyLogic menu, select System Maintenance, Maintenance.
- Under the Purchasing section, select “Purchasing Credit Reasons”.
- Click the Add button to add a new reason.
- Type “Floor Returns” for the reason and click the Save button to save the new reason. If needed, you can create more than one reason for floor returns. All reasons need to start with “Floor Return” such as “Floor Return-A”, “Floor Return-B”.

Creating a PO Credit for Floor Returns

- From the SupplyLogic menu, select Purchasing, Ordering
- Click the Enter Credit button to create a new PO Credit
- Select the Vendor the product is being shipped back to
- Select the Purchasing Credit Reason named “Floor Returns”
- Click Save to save the PO Credit
- Add the products to the PO Credit that are being returned to the vendor. Only products that have not been sold to a customer should be put on this PO credit. After all products are on the credit, click the Save button.
- Click the Post button to complete the credit. Only posted credits will show on the MSA report. It is important to POST the credit within the same week it is created.

Sending in a Test File

- From the SupplyLogic menu, select Reporting, Cigarette Reporting.
- Select the End Date of the report.
- Check the Test File box
- Click the Print button to create the test file in the c:\MSA folder.
- *****NOTE: a warning page will display if there are any warnings or errors to review. Fix all errors before submitting the report.**

Reviewing the New File Format

- You can open the file using Notepad or Word but it isn't necessary. This sections describes the changes you can expect to see in the new format.
- HID: Minor changes to the end of the line
- BID: Floor Returns added to the end of the line “006-0000027.50”. This number will be negative and equal to the number of standard selling units you returned via Purchasing Credits. Only credits with a valid “Floor Return” reason will be listed.
- PUR: Sales Credits are added to the end of the line “001-0000001.00004-0000001.0000500000000.00”
 - 001 the quantity sold or returned
 - 004 the quantity of saleable returns- credit reason with restock
 - 005 the quantity of unsaleable returns- credit reason without restock

Questions or Concerns

If you have any questions or concerns about these changes please email Lisa@CDRSoftware.com or SLSupport@CDRSoftware.com. If your file is rejected, please attach the file as well as any other information regarding the rejection.