

## PACT Act Report Upload File Specifications - (Rev.03/21)

File format should be CSV files. Excel can output CSV files. The first line of these files must contain the field header. Required data items are noted with an \* next to the item name.

### PA-1 State Cigarette Sales - Part 2

1. Invoice Number – 30 char max
2. Invoice Date – date format (e.g. 01/24/2016)
3. \*Customer Name – 50 char max
4. \*Address Line 1 – 100 char max
5. Address Line 2 – 100 char max
6. \*City – 40 char max
7. \*State – 2 char
8. \*Zip – 10 char max (no dash, just numbers)
9. \*Country – 2 char
10. \*Brand Family – 40 char max
11. \*Cigarette Count – integer
12. Sales Price – 2 decimals (no \$ or commas)

**Non-zero entries on 11. and 12. must be of the same sign – both positive or both negative**

### PA-2 State Tobacco/Consumable Material (Ends) Sales – Part 2

1. Invoice Number – 30 char max
2. Invoice Date – date format (e.g. 01/24/2016)
3. \*Customer Name – 50 char max
4. \*Address Line 1 – 100 char max
5. Address Line 2 – 100 char max
6. \*City – 40 char max
7. \*State – 2 char
8. \*Zip – 10 char max (no dash, just numbers)
9. \*Country – 2 char
10. \*Brand Family – 40 char max
11. Type – 1 char
  - 0 Undeclared
  - 1 Snuff
  - 2 Chew
  - 3 Roll your own tobacco (RYO)
  - 4 Other (e.g., snus, orbs, and dissolvables)
  - 5 Consumable material (Ends)
12. \*Quantity – Integer
13. RYO Weight – in ounces
14. OTP Weight – in ounces
15. Retail Sales Price – 2 decimals (no \$ or commas)
16. Manufacturer's Wholesale Price – 2 decimals (no \$ or commas)
17. Consumable material (Ends) Weight - in milliliters
18. Consumable material (Ends) Price - 2 decimals (no \$ or commas)

**Non-zero entries on 12. through 18. Must be of the same sign – all positive or all negative**

### PA-1/PA-2 Delivery Services - Part 3

1. \*Delivery Service Name – 50 char max
2. \*Address Line 1 – 100 char max
3. Address Line 2 – 100 char max
4. \*City – 40 char max
5. \*State – 2 char
6. \*Zip – 10 char max (no dash, just numbers)
7. \*Country – 2 char
8. \*Phone Number – 15 char max (no dash, just numbers)