Washington State
Liquor and Cannabis Board

CCRS — Cannabis Central Reporting System

Cannabis Central Reporting System:

Upload User Guide

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Submitting Data: General Information

1. Licensees and labs are required to upload files into CCRS to provide, maintain, and update all data reporting obligations (such as plant tags, inventory, sales, etc.).
2. A licensee can assign an integrator to assist in the upload process. For more information, please visit the CCRS Integrator page on the LCB website.
   - These instructions are intended for those who are uploading directly to CCRS, and are not applicable for licensees working with an integrator that uploads on their behalf.
3. .CSV templates for each upload type are provided on the CCRS Resources page.
4. The information in the files has dependencies on other data, creating an order of operations shown in Figure 1 on the next page.
5. Make sure to save the data as a .CSV file with the proper naming convention for the appropriate report before attempting to upload the file to CCRS.
   - The naming convention for uploaded reports are as follows, using the respective upload file type name:
     - Licensees: UploadType_LicenseNumber_YYYYMMDDHHMMSS
     - Integrators: UploadType_IntegratorID_YYYYMMDDHHMMSS
6. To upload .CSV files, log in to CCRS https://cannabisreporting.lcb.wa.gov/.
   - To log in, follow the instructions in the Getting Started and Login Guide available on the CCRS Resources Page.
7. If there is an error with your file upload, you will receive an email notifying you of the error.
8. For information on the transportation manifest, please visit the Manifest page on the LCB website.

Reporting Responsibilities

Report	Producers Only	Processors Only	Producer Processors	Retail	Labs	Coops (If choosing to use CCRS)
Area	■	■	■	■		■
Inventory	■	■	■	■		■
InventoryAdjustment	■	■	■	■		■
InventoryTransfer	■	■	■	■		■
LabTest					■	
Harvest	■		■			
Plant	■		■			■
PlantDestruction	■		■			■
PlantTransfer	■		■			■
Product	■	■	■	■	■	■
Sale	■	■	■	■		■
Strain	■	■	■	■		■

Table 1. Reports required per licensee type

File Dependencies and Order of Operations

When uploaded into CCRS, data files are validated. Some of the validations are based on files that have already been uploaded. The order dependency is based on the "plant to purchase" cannabis lifecycle.

Because of this order-dependent validation, certain CCRS .CSV files will fail if the prerequisite data has not been uploaded. The graphic below shows the order of operations for file uploads, with respect to the data validation dependencies.

- **Group 1 file uploads are the Strain, Area, and Product records**.
    - They are required for the Group 2 files.
- **Group 2 file uploads are the Inventory and Plant records.**
    - Inventory is dependent on Strain, Area, and Product files.
    - Plant is dependent on Strain and Area files.
- **Group 3 file uploads are the Inventory Transfer, Inventory Adjustment, Harvest, Plant Transfer, Plant Destruction, Lab Test and Sale.**
    - Inventory Transfer and Inventory Adjustment are dependent on Inventory files.
    - Plant Transfer and Plant Destruction are dependent on Plant files.
    - Lab Test is dependent on Inventory submitted by the licensee requesting the test.
    - Harvest is dependent on Inventory and Plant files.
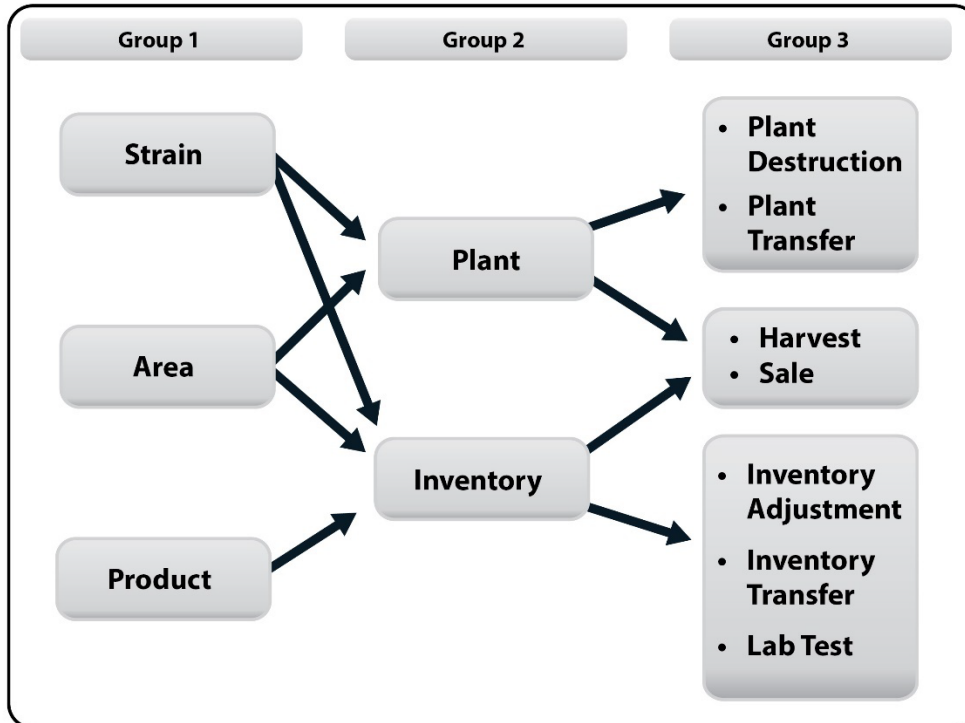   - Sale is dependent on Inventory OR Plant files.

Figure 1. File dependencies and order of operations for CCRS file uploads

Example Upload Workflow

This demonstrates a potential path that cannabis can take in its seed-to-sale lifetime.

1. A plant is grown from a seed or clone (new grower, claiming new strain upon forming) – the producer has not uploaded the strain via a strain yet.
2. The new plant's strain is created (via a strain file upload), an area is created for this new plant (via an area file upload).
   - There are cases where it is appropriate to include plants in the product file upload, such as when they are propagation material. In these cases, it is a reporting requirement, but not a file dependency.
3. A plant file is uploaded to register the plant - i.e., to provide the unique plant tag ID.
   - Plants can be sold as a plant or plant transfer by receiver, or sale by the seller.
   - For medical plant sales, contact the LCB examiner unit for the process.
4. When harvested, the plant tag is updated to show as harvested or drying, the harvested materials become new inventory lots, and a harvest report is submitted with both plant tag and inventory lot information.
5. The harvested material is sold as flower lot to processor.
   - Sale, inventory and inventory adjustment files uploaded by seller, and inventory and inventory transfer files uploaded by receiver.
   - It is vital that the receiver upload an inventory transfer file if they are going to change the original external ID of the item, and thus provide both the new ID and the original ID of each product or inventory item. Only the receiving licensee should submit an inventory transfer report, as typically only the receiving licensee would know what the new external ID is for the inventory.
   - Any transportation of product must be accompanied by a manifest file. For information on the transportation manifest, refer to the manifest documentation on the Manifest web page.
   - The processor must have area set up, and must upload a product file.
6. The processor converts the flower product to the end product (creating new product of usable flower or concentrate via a product, inventory adjustment and inventory file uploads).
7. The processor creates an inventory entry for the new products (this must be done before testing).
8. End product creators require lab tests. There must be an accompanying manifest file for any transportation of product and the lab must send containers back to the processor.
9. When end products are sold to the retailer:
   - A sale file is uploaded by the processor and updates inventory to match new on hand quantity.
   - The retailer uploads a product to create a product, inventory and inventory transfer files. There must be an accompanying manifest file for any transportation of product.
10. The product is sold to the public (sale and inventory files - no inventory adjustment file is needed for end product sales).

Instructions for Uploading All .CSV Files

1. Please follow the steps below once you have logged into CCRS, authenticated with SecureAccess Washington (SAW) as detailed in the SAW User Guide on the CCRS Resources page.
   - **Load the file by selecting the "Browse" button**
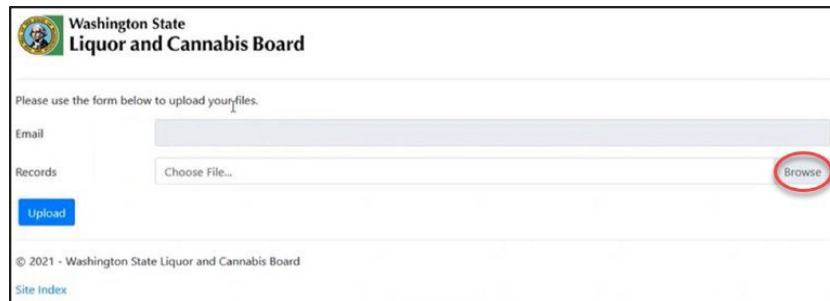
Figure 2. CCRS file upload screenshot - "Browse"

2. Using the prompt from your browser and operating system (screenshot omitted since it is system-specific), select one or multiple files to be uploaded from your stored location.
   - **Note:** Only load .CSV files, all other file types will fail. Only use the applicable template file for your upload type, located on the CCRS Resources Page. Do not add/remove columns.

3. **Select the "Upload" button**
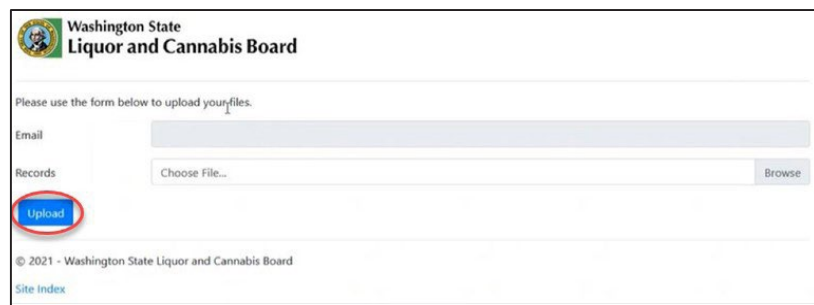
Figure 3. CCRS file upload screenshot - "Upload"

Common File Attributes: Header

All upload files types contain a set of common attributes and data fields, called the file header.

	A	B	C	D	E	F	G	H	I
1	SubmittedBy	John Doe							
2	SubmittedDate	08/01/2021							
3	NumberRecords	3							

Figure 4. Example .CSV File Header

All files contain a header with:

SubmittedBy:
This field indicates the user who is submitting the report. Example: John Doe
Data Field Type (character limit): Text (35)
Required for operation type: Insert, Update and Delete

SubmittedDate
The date the user is submitting the records. Type: Date (MM/DD/YYYY)
Required: Insert, Update and Delete

NumberRecords
The number of records listed below the field names.
Note: This number must match the number of records or the file will fail to process.

Common File Attributes: Data Fields

Nearly all files contain these data fields.

LicenseNumber

The six-digit licensee ID number established by the State of Washington upon licensing of a facility.

> **Note:** Labs have a 10-digit ID number.

- Data Field Type: Numeric (6)
- Required: Insert, Update and Delete
- Valid Values: Six-digit licensee number or 10-digit lab number

ExternalIdentifier

The external identifier is an alpha-numeric identification assigned by the licensee (or integrator). This must be unique for each row.

> **Note:** This field is used to identify a variety of information, including plants, product or data in other files, such as the InventoryExternalIdentifier field on the LabTest.CSV file.

- Data Field Type (character limit): Text (100)
- Required: Insert, Update and Delete

CreatedBy

Each record provides a CreatedBy field to enter the user who initially created the file.

- Data Field Type (character limit): Text (35)

CreatedDate

Each record provides a CreatedDate field to enter the date that the file was first submitted.

- Data Field Type: Date (MM/DD/YYYY)
  - Error Messages:
    Created Date cannot be a date past submission date for Insert.

UpdatedBy

Each record provides an UpdatedBy field to enter the user who subsequently updated a file.

- Data Field Type (character limit): Text (35)

UpdatedDate

Each record provides an UpdatedDate field to enter the date that the file was modified.

- Data Field Type: Date (MM/DD/YYYY)
  - Error Messages:
    Created Date cannot be a date past submission date for Insert.
    Updated Date cannot be prior to Created Date.

Operation

This field indicates the nature of the entry the database will make for the file.

- Valid Values:
  - Insert (create a new record with a unique external identifier).
  - Update (alter an existing record indicated by external identifier).
  - Delete (delete a record indicated by external identifier).

Area File

Area is the name identifier for a physical location storing cannabis product.

Areas represent physical locations at licensed facilities where plants and inventory are located. The types of areas are "quarantine" or "non-quarantine." Examples of areas with a "quarantine" designation: waste/ destruction inventory. Use of quarantine is typically a rare occurrence.

	A	B	C	D	E	F	G	H	I
1	SubmittedBy	John Doe							
2	SubmittedDate	08/01/2021							
3	NumberRecords	3							
4	LicenseNumber	Area	IsQuarantine	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	GrowRoom1	FALSE	GrowRoom1	John Doe	08/01/2021			Insert
6	123456	FlowerRoom1	FALSE	FlowerRoom1	John Doe	08/01/2021			Insert

Figure 5. Example area.CSV file

1. Name the file for area reports as follows:
   - Licensees: area_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: area_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements, review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the area report:
   - **LicenseNumber**
   - **Area**
     The name identifier of the area associated with this record
     - **Example:** Drying Room
     - Data Field Type (character limit): text (75)
     - Required on which operations: Insert, Update and Delete
     - Error Messages:
       - Name is required
       - Area name is over 75 characters
   - **IsQuarantine**
     Determines whether the area is designated as quarantine or not.
     - **Example:** TRUE
     - Data Field Type (valid values): Y/N
     - Required on which operations: Insert, Update and Delete
     - Valid Values:
       - TRUE
       - FALSE
     - Error Messages:

- IsQuarantine must be True or False
  Note: IsQuarantine True only applies to imported CBD. There are no quarantine requirements for cannabis products and must have an entry as False.
  For imported CBD: quarantine rules are required until passing tests results as outlined in WAC 314-55-109 are on hand. Imported CBD must be put into its own room/area (physically) and marked True (digitally) until passing results are received.

- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Strain File

Strains represent a specific sub-species strain of cannabis.

Strain is also the only upload type that does not include Operation as one of the columns, therefore records can only be created, not updated or deleted. Columns UpdatedBy and UpdatedDate have been omitted from strain.CSV as a result.

Strain: Strain is not the product trade name.

If Duplicate Strain/Strain Type error message is received, the reporting entity does not have an action to take for correction.

> **Note:** This same scenario will occur when completing a plant.CSV. Strain is required on both Plant and Inventory but the strain.CSV does not need to be submitted if the Strain already exists in the system.

	A	B	C	D	E
1	SubmittedBy	Jane Doe			
2	SubmittedDate	11/11/2022			
3	NumberRecords	1			
4	LicenseNumber	Strain	StrainType	CreatedBy	CreatedDate
5	123456	OG Kush	Indica	Jane Doe	11/11/2022

Figure 6. Example strain.CSV file

1. Name the file for strain reports as follows:
   - Licensees: strain_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: strain_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the strain report:
   - **LicenseNumber**
   - **Strain** (name associated with the strain)
     - **Example:** Trainwreck
     - Data Field Type (character limit): text (100)
     - Required: Yes
     - Unique: IUD (Name/StrainType Combo)
     - Error Messages:
       - Strain is required
       - Strain is over 100 characters

- Strain name is invalid, cannot be Unknown, THC, or Other.
- Duplicate Strain. The Strain must be unique for the LicenseNumber.
  Note: If Duplicate Strain/StrainType error message is received, the assumption is that strain exists in the system and the reporting entity does not have an action to take for correction.

- **Strain Type**
  The sub-species of cannabis
  - **Example:** Sativa
  - Data Field Type (character limit): text (50)
  - Required: Yes
  - Unique: IUD (Name/StrainType Combo)
  - Valid Values:
    - Indica
    - Sativa
    - Hybrid
  - Error Messages:
    - Invalid Strain Type
    - StrainType is required
- **CreatedBy**
- **CreatedDate**

Product File

The product is the distinct type of item with attributes that distinguish it from other item types.

This report captures the category and sub-category of the cannabis products created – these reports are initially created for any new product (similar to a new area or strain), but future harvests and production of existing products are to be captured elsewhere, such as through inventory and file submissions.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SubmittedBy	Jane Doe										
2	SubmittedDate	08/10/2021										
3	NumberRecords	4										
4	LicenseNumber	InventoryCategory	InventoryType	Name	Description	UnitWeightGrams	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	HarvestedMaterial	WetFlower	HarvestedFl	1 Ounce Recently harvested flower still wet	28	WetFlowerINV	John Doe	08/10/2021			Insert
6	654321	IntermediateProduct	Infused Cooking Medium	THCButter	1 Ounce of THC Butter	28	THCButterINV	John Doe	08/10/2021			Insert

Figure 7. Example product.CSV file

1. Name the file for product as follows:
   - Licensees: product_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: product_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the product file:
   - **LicenseNumber**

   - **InventoryCategory**
     - Example: PropagationMaterial
     - Field Type (max character): text (50)
     - Required on which operations: Insert, Update and Delete
     - Valid Values:
       - PropagationMaterial
       - HarvestedMaterial
       - IntermediateProduct
       - EndProduct
     - Error Messages:
       - InventoryCategory is required
       - Invalid InventoryCategory/InventoryType combination

   - **InventoryType** (product type)
     - **Example:** Seed
     - Data Field Type (character limit): text (50)
     - Required on which operations: Insert, Update and Delete

- o Valid Values:
  - ▪ InventoryCategory determines valid value options, one column in chart below for each valid InventoryCategory
  - ▪ If 'Useable Cannabis' is selected, UnitWeightGrams cannot be 0 or negative
- o Error Messages:
  - ▪ InventoryType is required
  - ▪ If Useable Cannabis is selected, Unit Weight Gram cannot be 0
  - ▪ If Useable Cannabis is selected, Unit Weight Gram cannot be negative

PropagationMaterial	HarvestedMaterial	IntermediateProduct	EndProduct
Clones	Flower Lot	Cannabis Mix	Cannabis Mix Infused
Plant	Flower Unlotted	CBD	Cannabis Mix Packaged
Seed	Other Material Lot	Food Grade Solvent Concentrate	Capsule
	Other Material Unlotted	Infused Cooking Medium	CO2 Concentrate
	Wet Flower	Waste	Concentrate for Inhalation
	Waste		Ethanol Concentrate
			Hydrocarbon Concentrate
			Liquid Edible
			Non-Solvent Based Concentrate
			Sample Jar
			Solid Edible
			Suppository
			Tincture
			Topical Ointment
			Transdermal
			Usable Cannabis
			Waste

Table 2. Valid InventoryCategory and InventoryType values

- **Name** (name associated with the product)
  - o **Example:** Purple Seeds
  - o Data Field Type (character limit): text (75)
  - o Required on which operations: Insert, Update and Delete

Error Messages:
- Name is required
- Name is over 75 characters

- **Description** (product description)
  - **Example:** This is a group of seeds
  - Data Field Type (character limit): text (250)
  - Required on which operations: not required
    - **Note**: required when inventorytype = Useable cannabis, or Cannabis Mix Packaged

- **UnitWeightGrams** (weight in grams per unit)
  - **Example:** 3.5
  - Data Field Type (character limit): Decimal (10,2)
  - Required on which operations: Insert, Update and Delete
    - **Note**: required when InventoryType = Useable cannabis, or Cannabis Mix Packaged All other product types weight can be reported as 0

- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

For Labs Only
Note: For labs, the product.CSV file will operate as your inventory report.

- **Name:** Product name provided by the licensee who submitted the sample for testing.
- **Description:** This optional field can be the product description provided by the licensee who sent the test sample, or provide detail on the sample itself, such as the container it arrived in, condition of the sample, etc.
- **Inventory Type:** Currently, within CCRS, Cannabis Mix may be categorized as Intermediate Product and sent to a retail licensee under this product category. Clone must be recorded as Plant and categorized as Propagation Material within CCRS.
- **UnitWeightGrams:** Weight of the sellable product unit (not including packaging). Any one sellable product may not exceed the individual carry limit.
  - **Example 1:** Sellable product = 2 grams of flower; unit weight of 2 grams
  - **Example 2:** Sellable product = 1 pre roll; unit weight of 1 gram
  - **Example 3:** Sellable product = 1 package of edibles; unit weight of 10 grams
  - **Example 4:** Sellable product = 1 concentrate for inhalation cartridge; unit weight of 2 grams

Inventory File

Inventory represents the physical inventory that exists at a facility.

Inventory.CSV is required weekly by any licensed facility that owns the inventory, only when inventory exists that is unreported, or unreported updates to an existing inventory. No report is needed if there are no changes.

File Dependencies: The inventory file is dependent on existing data records in Strain, Area and Product. Referenced files must be submitted prior to this submission by at least 10 minutes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	SubmittedDate	08/13/2021												
3	CheckSum	3												
4	LicenseNumber	Strain	Area	Product	InitialQuantity	QuantityOnHand	TotalCost	IsMedical	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	OGKush	InventoryRoom1	WetFlowerIr	896	600	2000	FALSE	Inv00001	Jane Doe	08/10/2021	Jane Doe	08/13/2021	Update
6	654321	OGKush	InventoryRoom1	SampleINV	1	0	10	FALSE	Inv00002	Jane Doe	08/10/2021	Jane Doe	08/13/2021	Update

Figure 8. Example inventory.CSV file

1. Name the file for product as follows:
   - Licensees: inventory_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: inventory_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the inventory file:

- **LicenseNumber**
- **Strain** (the name of the associated strain)
   - **Example:** Trainwreck
   - Data Field Type (character limit): text (100)
   - Required on which operations: Insert, Update and Delete
   - Valid Values: Strain.Strain
   - Error Messages:
      - Strain is required
      - Invalid Strain
      - Strain is over 100 characters
      - Strain Name reported is not linked to the license number. Please ensure the strain being reported belongs to the licensee
- **Area** (the associated area)
   - **Example:** Dry Droom
   - Data Field Type (character limit): text (75)
   - Required on which operations: Insert, Update and Delete
   - Valid Values: Area.Name

- o Error Messages:
    - ▪ Area is required
    - ▪ Invalid Area

- **Product** (the associated product)
    - **Example:** Seed
    - Data Field Type (character limit): text (75)
    - Required on which operations: Insert, Update and Delete
    - Valid Values: Product.Name
    - Error Messages:
        - ▪ Product is required
        - ▪ Invalid Product
          Note: If you receive this error message, ensure you have already submitted this product on the product.CSV, and validate that you have submitted this product name in the same format and spelling as previously submitted on the product.CSV
- **InitialQuantity** (quantity when inventory was received)
    - o Data Field Type: decimal
    - o Required on which operations: Insert, Update and Delete
    - o Error Messages:
        - ▪ InitialQuantity is required
        - ▪ InitialQuantity must be numeric
        - ▪ No negative entries allowed
- **QuantityOnHand** (quantity of inventory at this point in time)
    - o Data Field Type: decimal
    - o Required on which operations: Insert, Update and Delete
    - o Error Messages:
        - ▪ QuantityOnHand is required
        - ▪ QuantityOnHand must be numeric
        - ▪ QuanityOnHand is greater than InitialQuantity
        - ▪ No negative entries allowed
- **TotalCost** (total cost associated with the inventory item)
  Note: Used to determine if a sale was made where the sales price was less than the cost
    - o Data Field Type: decimal
    - o Required on which operations: Insert, Update and Delete
    - o Error Messages:
        - ▪ TotalCost is required
        - ▪ TotalCost must be numeric
        - ▪ TotalCost cannot equal 0
        - ▪ No negative entries allowed
- **IsMedical** (whether the inventory is medical or recreational)
    - Data Field Type (valid values): bool (Y/N)

- Required on which operations: Insert, Update and Delete
- Valid Values:
  - TRUE
  - FALSE
- Error Messages:
  - IsMedical must be True or False

- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Strain: Strain detail will affect other files if not reported accurately and kept up to date. Strain listed and verified in the strain file is not the product trade name. For propagation and harvest, the strain is the name of the strain referenced during the growing cycle. For intermediate and end products, the strain name is the primary strain source or "mix" as appropriate.

Product: Primary reference is WAC 314-55-010.

TotalCost: The total cost should represent the cost of the initial quantity of the inventory item.

IsMedical: This field may only be marked TRUE if passing test results have been received that verify the inventory meets the standards for compliant medical product as outlined in WAC 314-55-102 & WAC 246-70- 050.

Plant File

Reports individual plants at a licensed facility that are in their vegetative or flowering phases.

Once plants are no longer living at the facility, their stage denotes their disposition, such as "harvested," "destroyed," "transferred" or "seized". Since immature plants (propagation material such as seeds, clones, and tissue culture) are treated as "inventory," plant files are not created for immature plants until they reach their vegetative phase.

File Dependencies: The plant file submission is dependent on existing data in Area, Strain and Plant (a reference to another plant file to indicate the MotherPlant).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SubmittedBy	Jane Doe														
2	SubmittedDate	11/11/2022														
3	NumberRecords	3														
4	LicenseNumber	PlantIdentif	Area	Strain	PlantSource	PlantState	GrowthStage	MotherPlantExternalIdentifier	HarvestDate	IsMotherPlant	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	Plant_651	GrowRoom1	OG Kush	Clone	Growing	Flowering	Plant-55		FALSE	Plant_651	Jane Doe	11/11/2022			Insert
6	654321	Plant_652	GrowRoom1	OG Kush	Clone	Growing	Flowering	Plant-55		FALSE	Plant_652	Jane Doe	11/12/2022			Insert
7	654321	Plant_653	GrowRoom1	OG Kush	Clone	Growing	Flowering	Plant-55		FALSE	Plant_653	Jane Doe	11/13/2022			Insert

Figure 9. Example plant.CSV file

1. Name the file for plant as follows:
    - Licensees: plant_LicenseNumber_YYYYMMDDHHMMSS
    - Integrators: plant_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the plant file:

- **LicenseNumber**

- **PlantIdentifier** (unique identifier for the plant)
  Note: This may or may not be different than the Plant.ExternalIdentifier
    - Data Field Type (character limit): text (100)
    - Required on which operations: Insert, Update and Delete
    - Unique: Insert
    - Valid Values: Plant.PlantExternalIdentifier
    - Error Messages:
        - InventoryExternalIdentifier or PlantExternalIdentifier is required
        - Duplicate Plant for Licensee

- **Area** (the associated area)
    - Data Field Type (character limit): text (75)
    - Required on which operations: Insert, Update and Delete
    - Valid Values: Area.Name
    - Error Messages:
        - Area is required
        - Invalid Area

- **Strain** (the name of the associated strain)
    - o Data Field Type (character limit): text (100)
    - o Required on which operations: Insert, Update and Delete
    - o Valid Values: Strain.Strain
    - o Error Messages:
        - Strain is required
        - Invalid Strain
        - Strain is over 100 characters
- **PlantSource**
    - o Data Field Type (character limit): text (50)
    - o Required on which operations: Insert, Update and Delete
    - o Valid Values:
        - Clone
        - Seed
    - o Error Messages:
        - PlantSource is required
        - Invalid PlantSource
- **PlantState** (state of the current plant)
    - o Data Field Type (character limit): text (50)
    - o Required on which operations: Insert, Update and Delete
    - o Valid Values:
        - Growing
        - PartiallyHarvested
        - Quarantined
        - Inventory
        - Drying
        - Harvested
        - Destroyed
        - Sold
    - o Error Messages:
        - PlantState is required
        - Invalid PlantState
        - If PlantState is Partially Harvested, HarvestDate is required
        - If PlantState is Harvested, HarvestDate is required
- **GrowthStage** (current growth cycle of plant)
    - o Data Field Type (character limit): text (50)
    - o Required on which operations: Insert, Update and Delete
    - o Valid Values:
        - Immature
        - Vegetative
        - Flowering
    - o Error Messages:
        - GrowthStage is required

- Invalid GrowthStage
- **MotherPlantExternalIdentifier** (assigned identifier for the associated mother plant)
  - Data Field Type (character limit): text (100)
  - Valid Values: Plant.ExternalIdentifier
- **HarvestDate** (user submitted date the plant was harvested)
  - Data Field Type: date (MM/DD/YYYY)
  - Required on which operations: Insert, Update and Delete
  - Error Messages:
    - HarvestDate must be a date
- **IsMotherPlant** (whether the plant record is a mother plant or not)
  - Data Field Type (valid values): bool (Y/N)
- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**

Operation Strain: Strain is not the product trade name. For propagation and harvest, the strain is the name of the strain referenced during the growing cycle. For intermediate and end products strain name is the primary strain source or "mix" as appropriate.

PlantSource: Clone is a cutting from a cannabis plant that is genetically identical to the plant it was taken from. That plant is known as the "mother." WAC 314-55-010 states: *immature plant or clone means a cannabis plant or clone that has no flowers, is less than twelve inches in height, and is less than twelve inches in diameter.*

Seeds: WAC 314-55-075 specifies who licensed producers may sell seeds to within the regulated market.

PlantState:

When to Use	Plant State Valid Values
When plant is in growth stage	Growing
When plant has been partially harvested but still in growth stage	Partially Harvested
Applies to CBD import only	Quarantined
When plant or plant material is ready to be sold	Inventory
When harvested material is being dried	Drying
When plant material has been harvested	Harvested
When a plant has been destroyed	Destroyed
When a plant has been sold	Sold

Table 3. Valid PlantState values

GrowthStage: Immature is not a valid selection for a plant eight inches and over.
- o   Vegetative: non-flowering (growing)
- o   Flowering: final stage of growth, when plants start developing resinous buds

IsMotherPlant: Entered as appropriate related to mother plants. If MotherPlantExternalIdentifer is reported, this field will be TRUE.

Harvest File

We have created a new Harvest.CSV to capture harvest related data. This CSV is a new requirement that is collecting data related to a harvest. This includes the number of plants harvested and the different Harvested Material lots. This CSV will be a requirement by all producer and producer/processor license that are currently growing and harvesting plants.

	A	B	C	D	E	F	G	H	I	J
1	SubmittedBy	Marty McFly								
2	SubmittedDate	10/31/2025								
3	NumberRecords	3								
4	LicenseNumber	PlantIdentifier	InventoryExternalIdentifier	ExternalIdentifier	InventoryType	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	456789	1001	INV_ABC123	ExID_001	bulk flower	Marty McFly	10/31/2025			Insert
6	456789	1002	INV_ABC123	ExID_002	bulk flower	Marty McFly	10/31/2025			Insert
7	456789	1003	INV_ABC123	ExID_003	bulk flower	Marty McFly	10/31/2025			Insert

Figure 10. Example harvest.CSV file

1. Name the file for area reports as follows:
   - Licensees: harvest_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: harvest_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements, review the Common File Attributes section page 8. Listed below are the file fields, with details on the elements unique to the harvest report:

- **LicenseNumber**

- **PlantIdentifier** (unique identifier for the plant)
  - **Example:** 1001
  - Data Field Type (character limit):
  - Required on which operations: Insert, Update and Delete
  - Error Messages:
    - PlantIdentifier is required

- **InventoryExternalIdentifier** (unique inventory identifier)
  - **Example:** INV_ABC123
  - Data Field Type (character limit):
  - Required on which operations: Insert, Update and Delete
  - Error Messages:
    - InventoryExternalIdentifier is required
    - ExternalIdentifier

- **InventoryType** (product type selected in the InventoryType.CSV)

- o   Example: Flower Lot
- o   Data Field Type (character limit): text (50)
- o   Required on which operations: Insert, Update and Delete
- o   Valid Values:
    - ▪ Flower Unlotted
    - ▪ Flower Lot
    - ▪ Other Material Unlotted
    - ▪ Other Material Lot
    - ▪ Waste
- o   Error Messages:
    - ▪ InventoryType is required.
    - ▪ Inventory Type is invalid.

- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Plant Destruction File

Records the event that removes a plant for a defined reason.

File Dependencies: The plant destruction file is dependent on an existing Plant file submitted in this or prior submissions.

	A	B	C	D	E	F	G	H
1	SubmittedBy	Jane Doe						
2	SubmittedDate	04/20/2023						
3	NumberRecords							
4	LicenseNumber	PlantExternalIdentifier	DestructionReason	DestructionDetail	DestructionMethod	DestructionDate	ExternalIdentifier	CreatedBy	Cr
5	123456	plant-109	Mites	controlled burn	other	04/20/2023	PlntDst-0054	Jane Doe
6	123456	plant-110	Other	wrong phenotype	grind	04/20/2023	PlntDst-0055	Jane Doe

Figure 11. Example plantDestruction.CSV file

1. Name the file for plant destruction reports as follows:
   - Licensees: plantDestruction_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: plantDestruction _IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the plant destruction file:

- **LicenseNumber**
- **PlantExternalIdentifier** (assigned identifier for the plant that was destroyed)
  - Data Field Type (character limit): text (100)
  - Required on which operations: Insert, Update and Delete
  - Valid Values: Plant.ExternalIdentifier
  - Error Messages:
    - PlantExternalIdentifier is required
    - Invalid Plant
- **DestructionReason** (reason for destroying the plant)
  - Data Field Type (character limit): text (50)
  - Required on which operations: Insert, Update and Delete
  - Valid Values:
    - PlantDied
    - Contamination
    - TooMuchWater
    - TooLittleWater
    - MalePlant
    - Mites
    - Other

- o Error Messages:
  - ■ DestructionReason is required
  - ■ Invalid DestructionReason
- **DestructionDetail** (details about the reason for the destruction and method used, required for "other")
  - o Data Field Type (character limit): text (250)
  - o Required on which operations: Insert, Update and Delete
    Conditionally required when DestructionReason = Other
  - o Error Messages:
    - ■ DestructionDetail is required if DestructionReason is "Other" and cannot be left blank
    - ■ DestructionDetail is over 250 characters
- **DestructionMethod** (method used to destroy the plant)
  - o Data Field Type (character limit): text (50)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values:
    - ■ Compost
    - ■ Grind
    - ■ Other
  - o Error Messages:
    - ■ DestructionMethod is required
    - ■ Invalid DestructionMethod
- **DestructionDate** (user submitted date the destruction was created)
  - o Data Field Type: date (MM/DD/YYYY)
  - o Required on which operations: Insert, Update and Delete
  - o Error Messages:
    - ■ DestructionDate is required
    - ■ DestructionDate must be a date
- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

DestructionMethod: Primary reference is WAC 314-55-097

DestructionReason:

When to Use Destruction Type	CCRS
Failed	Contamination when failed for: Microbiological, Mycotoxin, Residual Solvent, Heavy Metal, Foreign Matter, Moisture
Infested	Mites, Other (when infestation is not mites)
Limited self-sampling	Other
Returned to seller	Other
Product not saleable	PlantDied, Other (all spoilage not related to plant death)
Product not saleable	Other
Directed by LCB	Contamination, Other (all directives not related to contamination)
Many reasons	TooMuchWater, TooLittleWater, MalePlant, Other

Table 4. Valid DestructionReason values

Plant Transfer File

Records the receipt of plants transferred into a licensee's possession.

File Dependencies: Existing Plant files are required to be submitted prior to this submission, or as a part of this submission as indicated by ExternalPlantIdentifier

	A	B	C	D	E	F	G	H	I	J	K
1	SubmittedBy	Jane Doe									
2	SubmittedDate	08/08/2021									
3	NumberRecords	8									
4	FromLicenseNumber	ToLicenseNumber	FromExternalPlantIdentifier	ToExternalPlantIdentifier	TransferDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	654321	Plant-101	Plant_651	08/08/2021	PT_0101	Jane Doe	08/08/2021			Insert
6	123456	654321	Plant-102	Plant_652	08/08/2021	PT_0102	Jane Doe	08/08/2021			Insert

Figure 12. Example plantTransfer.CSV file

1. Name the file for plant transfer reports as follows:
   - Licensees: plantTransfer_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: plantTransfer_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the plant transfer file:

- **FromLicenseNumber** (six-digit licensee ID number of the sending licensee facility)
  - Data Field Type (character limit): text (10)
  - Required: Insert, Update and Delete
    Unique: Insert
  - Valid Values: Licensee.LicenseNumber
  - Error Messages:
    - FromLicenseNumber is required
    - FromLicenseNumber must be numeric
    - Invalid From LicenseNumber
    - Duplicate PlantTransfer for Licensee
- **ToLicenseNumber** (six-digit licensee ID number of the receiving licensee facility)
  - Data Field Type (character limit): text (10)
  - Required on which operations: Insert, Update and Delete
    Unique: Insert
  - Valid Values: Licensee.LicenseNumber
  - Error Messages:
    - ToLicenseNumber is required
    - ToLicenseNumber must be numeric
    - Invalid ToLicenseNumber

- **FromExternalPlantIdentifier** (assigned identifier for the plant that was sent)
    - Data Field Type (character limit): text (100)
    - Required on which operations: Insert, Update and Delete
      Unique: Insert
    - Valid Values: Plant.ExternalIdentifier
    - Error Messages:
        - FromPlantExternalIdentifier is required
        - Invalid FromPlantExternalIdentifier
- **ToExternalPlantIdentifier** (assigned identifier for the plant that was received)
    - Data Field Type (character limit): text (100)
    - Required on which operations: Insert, Update and Delete
      Unique: Insert
    - Valid Values: Plant.ExternalIdentifier
    - Error Messages:
        - ToPlantExternalIdentifier is required
        - Invalid ToPlantExternalIdentifier
- **TransferDate** (date the transfer started)
    - Data Field Type: date (MM/DD/YYYY)
    - Required: Insert, Update, Delete
    - Error Messages:
        - TransferDate is required
        - TransferDate must be a date

- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Inventory Adjustment File

Inventory Adjustments record the event that increases or decreases the quantity of inventory on-hand for a defined reason.

An InventoryAdjustment.CSV is required weekly by any licensed facility that owns the inventory, only when an inventory adjustment event happened that was unreported, or unreported updates to an existing inventory adjustment.

File Dependencies: The Inventory Adjustment file is dependent on existing data in Inventory. Inventory files must be submitted with or prior to this submission.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SubmittedBy	Jane Doe										
2	SubmittedDate	11/11/2022										
3	NumberRecords	1										
4	LicenseNumber	InventoryEx	AdjustmentReason	AdjustmentDetail	Quantity	AdjustmentDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	123456	INV00001	Reconciliation	Inv Reconcilliation	7	11/11/2022	INVADJ001	Jane Doe	11/11/2022			Insert
6												

Figure 13. Example inventoryAdjustment.CSV

1. Name the file for inventory adjustment reports as follows:
   - Licensees: inventoryAdjustment_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: inventoryAdjustment_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the inventory adjustment file:

- **LicenseNumber**

- **InventoryExternalIdentifier** (assigned identifier for the inventory being adjusted)
   o Data Field Type (character limit): text (100)
   o Required on which operations: Insert, Update and Delete
   o Valid Values: Inventory.ExternalIdentifier
   o Error Messages:
      ▪ InventoryExternalIdentifier is required
      ▪ Invalid InventoryExternalIdentifier
        Note: If you receive this error message:
         ▪ Ensure you have already submitted this external ID on the inventory.CSV.
         ▪ Validate that you have submitted the external ID in the same format and characters as previously submitted on the inventory.CSV.

- **AdjustmentReason** (reason for Inventory Adjustment)
    - o Example: Destruction Error
    - o Data Field Type (character limit): text (50)
    - o Required on which operations: Insert, Update and Delete
    - o Valid Values:
        - ▪ Destruction
        - ▪ Reconciliation
        - ▪ Lost
        - ▪ Seizure
        - ▪ Theft
        - ▪ Other
    - o Error Messages:
        - ▪ AdjustmentReason is required
        - ▪ Invalid AdjustmentReason
- **AdjustmentDetail** (notes of the adjustment)
    - o Data Field Type (character limit): text (250)
    - o Required: when Other or Theft is selected for Adjustment reason.
    - o Error Messages:
        - ▪ Inventory AdjustmentDetail missing
- **Quantity** (amount of inventory adjusted)
    - o Data Field Type: decimal
    - o Required on which operations: Insert, Update and Delete
    - o Description: The amount the inventory was adjusted
    - o Error Messages:
        - ▪ Quantity is required
        - ▪ Quantity must be numeric
        - ▪ No Negative entries allowed
        Note: Units of measure need to be consistent for the inventory type (grams, each, etc.).
- **AdjustmentDate** (date inventory was adjusted)
    - o Data Field Type: date (MM/DD/YYYY)
    - o Required on which operations: Insert, Update and Delete
    - o Error Messages:
        - ▪ AdjustmentDate is required
        - ▪ AdjustmentDate must be a date
- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

AdjustmentReason: Daily waste is accounted for under "Other" as related to the harvested material inventory referenced in the Inventory file.

When to Use Adjustment Reason	CCRS
Balance inventory	Reconciliation
Theft	Theft
LCB Seizure	Seizure
Member left	Other
Limited self-sampling	Other
Budtender Sample	Other
Vendor Sample	Other
Lab Sample Returned	ReturnedLabSample
Destruction/Disposal	Destruction
When cannabis is lost	Lost

Table 5. Valid AdjustmentReason values

Inventory Transfer File

Reports when and how much inventory was received by the licensee.

Inventory Transfer files record the receipt of inventory transferred into a licensee's possession. InventoryTransfer.CSV is required weekly by any licensed facility that receives inventory.

File Dependencies: Inventory Transfer files are dependent on existing Inventory data for the source and destination inventories using the InventoryExternalIdentifier.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SubmittedBy	JohnSmith										
2	SubmittedDate	08/15/2021										
3	NumberRecords	1										
4	FromLicenseNumber	ToLicenseNumber	FromInventoryExternalIdentifier	ToInventoryExternalIdentifier	Quantity	TransferDate	ExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
5	654321	112233	Inv00004	Edible0001	100	08/15/2021	InvTran0001	JohnSmith	08/15/2021			Insert

Figure 14. Example inventoryTransfer.CSV

1. Name the file for inventory transfer reports as follows:
   - Licensees: inventoryTransfer_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: inventoryTransfer_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the inventory transfer file:

- **FromLicenseNumber** (six-digit licensee ID number of the sending licensee facility)
  - Data Field Type (character limit): text (10)
  - Required on which operations: Insert, Update and Delete
    Unique: Insert
  - Valid Values: Licensee.LicenseNumber
  - Error Messages:
    - FromLicenseNumber is required
    - FromLicenseNumber must be numeric
    - Duplicate InventoryTransfer for Licensee
    - Invalid FromInventoryExternalIdentifier
      Note: If you receive this error message, ensure that the sales report has been completed. This field is dependent on the seller completing the sales.CSV.

- **ToLicenseNumber** (six-digit licensee ID number of the receiving licensee facility)
  - Data Field Type (character limit): text (10)
  - Required on which operations: Insert, Update and Delete
  - Unique: Insert
  - Valid Values: Licensee.LicenseNumber
  - Error Messages:

- ToLicenseNumber is required
- ToLicense cannot be the same license number as FromLicense
- ToLicenseNumber must be numeric
- Invalid ToInventoryExternalIdentifier
  Note: If you receive this error message, ensure the inventory has been reported through the inventory.CSV.

- **FromInventoryExternalIdentifier (**assigned identifier for the inventory that was sent)
  - Data Field Type (character limit): text (100)
  - Required on which operations: Insert, Update and Delete
    Unique: Insert
  - Valid Values: Inventory.ExternalIdentifier
  - Error Messages:
    - FromInventoryExternalIdentifier is required
      Note: If this error is received:
      - Ensure the associated sales report was already uploaded by the seller.
      - Ensure the FromInventoryExternalIdentifier on the Transfer report matches the InventoryExternalIdentifier.

- **ToInventoryExternalIdentifier** (assigned identifier for the inventory that was received)
  - Data Field Type (character limit): text (100)
  - Required on which operations: Insert, Update and Delete
    Unique: Insert
  - Valid Values: Inventory.ExternalIdentifier
  - Error Messages:
    - ToInventoryExternalIdentifier is required

- **Quantity** (amount of the inventory transferred)
  - Data Field Type: decimal
  - Required on which operations: Insert, Update and Delete
  - Description: Amount the inventory was adjusted
  - Error Messages:
    - Quantity is required
    - Quantity must be numeric
    - No negative entries allowed
      Note: Units of measurement must be consistent for the inventory type (grams, each, etc.).

- **TransferDate** (date on which the inventory was transferred)
  - Data Field Type: date (MM/DD/YYYY)
  - Required on which operations: Insert, Update, Delete
  - Error Messages:
    - TransferDate is required

- TransferDate must be a date
- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Sale File

Records wholesale and retail transactions of inventory and plants and defines quantity and date of a sale.

File Dependencies: The sale file depends on existing data in the Plant and Inventory Submissions. These are to be submitted prior to or with this submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SubmittedBy	Jane Doe											
2	SubmittedDate	04/20/2023											
3	NumberRecords	2											
4	LicenseNumber	SoldToLicenseNumber	InventoryExternalIdentifier	PlantExternalIdentifier	SaleType	SaleDate	Quantity	UnitPrice	Discount	RetailSalesTax	CannabisExciseTax	SaleExternalIdentifier	SaleDetailExternalIdentifier
5	123456	654321	lcb-inv-001		RecreationalRetail	04/20/2023	200	15	0	189	40	retail0001	retail0001-d
6	123456	654321	lcb-inv-002			04/20/2024	300	13	0	218	54	retail0002	retail0001-d

Figure 15. Example sale.CSV file

1. Name the file for sale reports as follows:
   - Licensees: sale_LicenseNumber_YYYYMMDDHHMMSS
   - Integrators: sale_IntegratorID_YYYYMMDDHHMMSS

2. Apply the header information as described in the Common File Attributes section on page 8.

3. Prepare the data. For commonly used data elements review the Common File Attributes section on page 8. Listed below are the file fields, with details on the elements unique to the sale file:

- **LicenseNumber**

- **SoldToLicenseNumber** (identifier of purchasing facility)
  - o Data Field Type (character limit): number (6)
  - o Required on which operations: Insert, Update and Delete (only when SaleType = Wholesale)
  - o Valid Values: Licensee.LicenseNumber (cannot be sold to same licensee reporting sale)
  - o Error Messages:
    - SoldToLicenseNumber must be numeric
    - Invalid SoldToLicenseNumber
    - Sales cannot be self-reported

- **InventoryExternalIdentifier** (assigned identifier for the inventory that was sold)
  - o Data Field Type (character limit): text (100)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values: Inventory.ExternalIdentifier
  - o Error Messages:
    - InventoryExternalIdentifier or PlantExternalIdentifier is required
    - Invalid InventoryExternalIdentifier
      Note: If you have received this error, ensure that you have already reported the inventory in an inventory.CSV
    - Sold item cannot be in Quarantine

> **Note:** If you have recieved this error, ensure your inventory is not reported as being in a quarantine area.

- **PlantExternalIdentifier** (assigned identifier of the plant that was sold)
  - Data Field Type (character limit): text (100)
  - Required on which operations: Insert, Update and Delete
  - Valid Values: Plant.ExternalIdentifier
  - Error Messages:
    - InventoryExternalIdentifier or PlantExternalIdentifier is required
    - Invalid PlantExternalIdentifier

- **SaleType** (type of sale)
  - Data Field Type (character limit): text (50)
  - Required on which operations: Insert, Update and Delete
  - Valid Values:
    - RecreationalRetail
    - RecreationalMedical
    - Wholesale
  - Error Messages:
    - SaleType is required
    - Invalid SaleType

- **SaleDate** (user submitted date of the sale transaction)
  - Data Field Type: date (MM/DD/YYYY)
  - Required on which operations: Insert, Update and Delete
  - Error Messages:
    - SaleDate is required
    - SaleDate must be a date

- **Quantity** (quantity sold)
  Note: Units of measurement must be consistent for the inventory type (grams, each, etc.)
  - Data Field Type: decimal
  - Required on which operations: Insert, Update and Delete
  - Error Messages:
    - Quantity is required
    - Quantity must be numeric
    - No negative values allowed

- **UnitPrice** (unit price in US Dollars for the inventory/plant sold)
  - Data Field Type: decimal
  - Required: Insert, Update and Delete
  - Error Messages:
    - UnitPrice is required

- ■ UnitPrice must be numeric (do not use $ symbol or parentheses)
- ■ No negative values allowed

- **Discount** (price in US Dollars of the discount applied to the sale)
  - o Data Field Type: decimal
  - o Error Messages:
    - ■ Discount must be numeric (do not use $ symbol or parentheses)
    - ■ No negative values allowed

- **RetailSalesTax** (total in US dollars of the sales tax)
  - o Data Field Type: decimal
  - o Error Messages:
    - ■ RetailSalesTax must be numeric (do not use $ symbol or parentheses)
    - ■ No Negative values allowed

- **CannabisExciseTax** (total in US dollars of any other tax applied at the time of sale)
  Note: this is a required field for all retail sales
  - o Data Field Type: decimal
  - o Valid Values: CannabisExciseTax must equal 37% of unit price (except medical)
  - o Error Messages:
    - ■ CannabisExciseTax must be numeric (do not use $ symbol or parentheses)
    - ■ CannabisExciseTax does not equal 37% of UnitPrice
    - ■ Only Medical Sales can be 0
    - ■ No negative values allowed

- **SaleExternalIdentifier** (assigned identifier for the sale record)
  - o Data Field Type (character limit): text (100)
  - o Required on which operations: Insert, Update and Delete
  - o Unique: Insert
  - o Valid Values: Sale.ExternalIdentifier
  - o Error Messages:
    - ■ Invalid Sale (UD)
    - ■ SaleExternalIdentifier not found
    - ■ SaleExternalIdentifier is over 100 characters
    - ■ SaleExternalIdentifier is required
    - ■ Duplicate Sale for Licensee
      Note: If you have received this error ensure:
      - • Records within a single sale have the same SaleExternalIdentifier.
      - • Records with the same SaleExternalIdentifier have the same SaleType and SaleDate
      - • All records with the same SaleExternalIdentifier have a unique SaleDetailExternalIdentifier

- **SaleDetailExternalIdentifier** (assigned identifier for the sale record)
  (InventoryExternalIdentifer, PlantExternalIdentifier, Quantity, UnitPrice, Discount, SalesTax, OtherTax, ExternalIdentifier)
    - Data Field Type (character limit): text (100)
    - Required on which operations: Insert, Update and Delete
      Unique: Insert
    - Valid Values: Sale.SaleDetailExternalIdentifier
    - Error Messages:
        - SaleDetailExternalIdentifier is required
        - Duplicate Sale detail item for Licensee
        - Invalid Sale Detail (UD)
        - SaleDetailExternalIdentifier not found
        - SaleDetailExternalIdentifier is over 100 characters
- **ExternalIdentifier**
- **CreatedBy**
- **CreatedDate**
- **UpdatedBy**
- **UpdatedDate**
- **Operation**

Sale File: Required Data Fields

Data fields required by license type for .CSV file upload.

Sales .CSV data fields	Producers Only	Processors Only	Producer Processors	Retail
LicenseNumber	■	■	■	■
SoldToLicenseNumber	■	■	■	
InventoryExternalIdentifier	■	■	■	■
PlantExternalIdentifier	■ if plant sold		■ if plant sold	
SaleType	■	■	■	■
SaleDate	■	■	■	■
Quantity	■	■	■	■
UnitPrice	■	■	■	■
Discount				■
SalesTax	■	■	■	■
OtherTax				■
SaleExternalIdentifier	■	■	■	■
CreatedBy	■	■	■	■
CreatedDate	■	■	■	■
UpdatedBy	■	■	■	■
UpdatedDate	■	■	■	■
Operation	■	■	■	■

Table 6. Required sale.CSV data fields by licensee type

UnitPrice: Sales price before taxes applied.

Discount: No discounts are allowable for producers and processors. WAC 314-55-018. Discounts can only be offered at a retail sale. The discount must be available to all who meet the discount conditions and may not discount the sale price below the cost of acquisition.

RetailSalesTax: The sum of state and local sales taxes are reflected in this field.

CannabisExciseTax: The excise taxes on Cannabis transactions. No other tax entry is valid for this field. Producers/Processors will not report CannabisExciseTax as they do not have a requirement to collect excise taxes in their sale transactions. An entry of 0 CannabisExciseTax is only allowed for sale type Wholsale, and sales that meet medical compliance conditions.

SoldToLicenseNumber: SoldTo only applies to Wholesale transactions (i.e. Producers/Processors).

SaleType: Wholesale is the selection for all sales by producers/processors.

RecreationalRetail: Sale at retail to a general customer.

RecreationalMedical: Sale at retail to a qualifying patient or designated provider (RCW 82.08.9998).