Washington State
Liquor and Cannabis Board

CCRS Cannabis Central Reporting System

Cannabis Central Reporting System:
Manifest User Guide

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Submitting Manifest Report: General Information

1. Transportation of product in the state of Washington requires submission of the official transportation manifest provided by the LCB.

2. The manifest report is uploaded to CCRS as a .CSV file. You can find the Manifest.CSV template on the [CCRS Resources Page](#).

3. The information in the manifest file has dependencies on other report data, creating an order of operations.

4. Be sure to save the spreadsheet as a .CSV file with the proper naming convention before attempting to upload the data as detailed below.

5. The naming convention for uploaded files are as follows, using the respective upload file type name:

    *   Licensees: manifest_LicenseNumber_YYYYMMDDHHMMSS
    *   Integrators: manifest_IntegratorID_YYYYMMDDHHMMSS

6. To upload the .CSV files created, navigate to https://cannabisreporting.lcb.wa.gov/ and log in as outlined in the Getting Started and Login Guide on the [CCRS Resources Page](#), then follow the upload instructions outlined in this document.

7. If there is an error with your upload, an email will be sent letting you know. Upon upload of a successful manifest file, an email will be generated with an attached PDF of the Manifest Report. The sending licensee, receiving licensee, the integrator (if appropriate) and transporter (if appropriate) will all receive confirmation emails.

File Dependencies and Order of Operations

The manifest file is dependent on the successful upload of other CCRS records. The manifest will only be generated when the dependent data elements are present in CCRS. The order of operations and the dependent data elements that must be upload and accepted by CCRS prior to uploading a manifest file are as follows:

*   Associated Strain, Area, and Product files are required for Inventory and Plant files.
*   Associated Inventory and Plant files are required for Manifest files.

The manifest file will not successfully upload and be accepted by the system if the prerequisite records containing the items on the manifest are not completed before attempting to create the manifest.

Manifest Report File Header Attributes

The manifest file is unique among the CCRS file uploads in the amount of information contained in the header. The additional data required in the manifest file is specific to the physical transportation of the cannabis product. It is important to ensure the details are accurate when entering this information, as inaccurate information can lead to complications if the manifest comes under review by law enforcement.

*   **SubmittedBy** (user submitting the report)
    *   Data Field Type (character limit): text (35)
    *   Required for operation type: Insert, Update and Delete

- **SubmittedDate** (date the user is submitting the records)
  - o Data Field Type: date (MM/DD/YYYY)
  - o Required on which operations: Insert, Update and Delete

- **NumberRecords** (number of records listed below the field names)
  - o **Note:** This number must match the number of records or the file will fail to process
  - o Data Field Type: Numeric
  - o Required on which operations: Insert, Update and Delete

- **ExternalManifestIdentifier** (assigned identifier for the manifest list of items being transported)
  - o **Note:** This identifier applies to the header, and is for the entire manifest
  - o Data Field Type (character limit): Text (100)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values:
    - ▪ Must be a unique manifest identifier - one that is not in CCRS system, whether the order has been cancelled or not
  - o Error Messages:
    - ▪ ExternalManifestIdentifier is required
    - ▪ Duplicate ExternalManifestIdentifier

- **HeaderOperation** (nature of the entry the database will make for the manifest header)
  - o Data Field Type (character limit): Text (35)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values:
    - ▪ Insert (create new record with a unique external identifier)
    - ▪ Update (alter an existing record indicated by external identifier)
    - ▪ Delete (delete a record indicated by external identifier)
  - o Error Messages:
    - ▪ HeaderOperation is required
    - ▪ Invalid HeaderOperation
    - ▪ ExternalManifestIndentifier does not exist in CCRS, cannot update or delete
    - ▪ Cannot perform entered HeaderOperation, Manifest has already been deleted

- **TransportationType** (type of transportation arrangement in place for the manifest)
  - o Data Field Type: Text (use exact valid values)
  - o Required on which operations: Insert and Update
  - o Valid Values:
    - ▪ Regular (the originating licensee transporting to the receiving licensee)
    - ▪ Pick-up (the receiving licensee retrieving from the originating licensee)
    - ▪ Transporter Licensee (a licensed third party transporting from the originating licensee to the receiving licensee)
  - o Error Messages:
    - ▪ TransportationType is required
    - ▪ Invalid TransportationType

- **OriginLicenseNumber** (state assigned licensee ID number of the originating licensed facility)
  - o Data Field Type (character limit): Numeric (10)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid OriginLicenseNumber
    - ▪ OriginLicenseNumber is required
    - ▪ OriginLicenseNumber must be numeric
    - ▪ OriginLicenseNumber is not assigned to integrator
    - ▪ LicenseNumber in the file name must match OriginLicenseNumber
       NOTE: Integrators should not recieve this error

- **OriginLicenseePhone** (phone number of the originating state licensed facility)
  - o Data Field Type (character limit): Text (14)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ OriginLicenseePhone is required
    - ▪ OriginLicenseePhone must not exceed 14 characters

- **OriginLicenseeEmailAddress** (email address of the originating state licensed facility)
  - o Data Field Type (character limit): Text (250)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ OriginLicenseeEmail is required

- **TransportationLicenseNumber** (state assigned licensee ID number of the transporting business)
  - o Data Field Type (character limit): Numeric (10)
  - o Required on which operations: Insert and Update
  - o Note: Conditionally required only if Transportation Type = TransporterLicensee
  - o Error Messages:
    - ▪ Invalid TransportationLicenseNumber
    - ▪ TransportationLicenseNumber is required If Transportation Type is Transporter Licensee
    - ▪ TransportationLicenseNumber must be Numeric
    - ▪ TransportationLicenseNumber cannot be submitted for Regular or Pick-up TransportationType

- **DriverName** (name of the licensed driver operating the transporting vehicle)
  - o Data Field Type (character limit): Text (75)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid DriverName
    - ▪ DriverName is required

- **DepartureDateTime** (estimated date and time of departure)
  - o Data Field Type: date/time (MM/DD/YYYY hh:mm AM/PM)
    - ▪ **Note:** The hour:minute are in 12 hour (AM/PM) format
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid DepartureDateTime format
    - ▪ DepartureDateTime is required

- **ArrivalDateTime** (estimated date and time of arrival)
  - o Data Field Type: date/time (MM/DD/YYYY hh:mm AM/PM)
    - ▪ **Note:** The hour:minute are in 12 hour (AM/PM) format
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid ArrivalDateTime format
    - ▪ ArrivalDateTime is required

- **VIN #** (Vehicle Identification Number of the transporting vehicle)
  - o Data Field Type (character limit): Text (50)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid VIN #
    - ▪ VIN # is required

- **VehiclePlateNumber**   (license plate number of the transporting vehicle)
  - o Data Field Type (character limit): Text (7)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid VehiclePlateNumber
    - ▪ VehiclePlateNumber is required

- **VehicleModel** (model name of the transporting vehicle)
  - o Data Field Type (character): Text (25)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid VehicleModel
    - ▪ VehicleModel is required

- **VehicleMake** (manufacturer name of the transporting vehicle)
  - o Data Field Type (character): Text (25)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ▪ Invalid VehicleMake

- ■ VehicleMake is required
- **VehicleColor** (color of the transporting vehicle)
  - o Data Field Type (character limit): Text (15)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ■ Invalid VehicleColor
    - ■ VehicleColor is required

- **DestinationLicenseNumber** (state assigned licensee ID number of the receiving licensed facility)
  - o Data Field Type (character limit): Numeric (10)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ■ Invalid DestinationLicenseNumber
    - ■ DestinationLicenseNumber is required
    - ■ DestinationLicenseNumber must be Numeric

- **DestinationLicenseePhone** (phone number of the receiving state licensed facility)
  - o Data Field Type (character limit): Text (14)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ■ DestinationLicenseePhone is required
    - ■ DestinationLicenseePhone must not exceed 14 characters

- **DestinationLicenseeEmailAddress** (email address of the receiving WA state licensed facility)
  - o Data Field Type (character limit): Text (250)
  - o Required on which operations: Insert and Update
  - o Error Messages:
    - ■ DestinationLicenseeEmailAddress is required

Manifest Report File Data Fields

The data filed on the Manifest report reflect the individual items being transported. The plant and inventory external identifiers do make a data validation check to the CCRS database, so the respective inventory item or plant entry must exist in order to successfully report on the transportation manifest.

- **InventoryExternalIdentifier** (alpha-numeric identifier assigned by the originating licensee to the inventory item being transported)
  - o Data Field Type (character limit): Text (100)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values: This must be a previously reported inventory item external identifier if the manifest item is an inventory item
  - o Error Messages:
    - Invalid InventoryExternalIdentifier
    - InventoryExternalIdentifier is Required ONLY if PlantExternalIdentifier is not entered
    - Each item can have either the InventoryExternalIdentifier or PlantExternalIdentifier - both identifiers cannot be entered for the same Item

- **PlantExternalIdentifier** (alpha-numeric identifier assigned by the originating licensee to the plant being transported)
  - o Data Field Type (character limit): Text (100)
  - o Required on which operations: Insert, Update and Delete
  - o Valid Values: This must be a previously reported plant external identifier if the manifest item is an plant
  - o Error Messages:
    - Invalid plantExternalIdentifier
    - PlantExternalIdentifier is Required ONLY if InventoryExternalIdentifier is not Entered
    - Each item can have either the InventoryExternalIdentifier or PlantExternalIdentifier - both identifiers cannot be entered for the same Item

- **Quantity** (quantity of inventory transferred from origin to destination)
  - o Data Field Type (character limit): decimal (10,2)
  - o Required on which operations: Insert, Update and Delete
  - o Error Messages:
    - Quantity is required
    - Quantity must be numeric
    - Only 2 Decimal places are allowed

- **UOM** (defines unit of measurement as by weight or by count)
  - o Data Field Type (character limit): Text (4)
  - o Required on which operations: Insert, Update and Delete
  - o Accepted Values: • Each • Gram
  - o Error Messages:
    - UOM is required
    - Invalid UOM

- **WeightPerUnit** (defines the weight of each individual unit accounted for in Quantity field entry)
  - o Data Field Type (character limit): decimal (10,2)
  - o Required on which operations: Insert, Update and Delete
    - **Note**: Conditionally required only if InventoryExternalIdentifer is entered
  - o Error Messages:
    - WeightPerUnit is required if InventoryExternalIdentifier is entered
    - WeightPerUnit must be numeric, only 2 decimal places are allowed
    - WeightPerUnit cannot be submitted for Plants

- **ServingsPerUnit** (defines the number of servings in each individual unit accounted for in Quantity field entry)
  - o Data Field Type (character limit): decimal (10,2)
  - o Required on which operations: Insert, Update and Delete
    - **Note**: Conditionally required only if InventoryExternalIdentifer is entered
  - o Error Messages:
    - ServingsPerUnit is required if InventoryExternalIdentifier is Entered
    - ServingsPerUnit must be numeric, only 2 decimal places are allowed
    - ServingsPerUnit cannot be submitted for Plants

- **ExternalIdentifier** (assigned identifier for the manifest list of items being transported)
  - o Note: This identifier applies to the individual item within the manifest
  - o Data Field Type (character limit): Text (100)
  - o Required: optional

- **LabTestExternalIdentifier** (Unique identifier found to represent the COA [Test Results])
  - o Example: COA_01
  - o Data Field Type (character limit): Text (100)
  - o Required on which operations: Insert, Update and Delete
    - Note: only required on manifests to retail licenses for product type "End Product"
  - o Error Messages:
    - Lab Test External ID required if End Product.
- **CreatedBy** (user who initially created the record)
  - o Data Field Type (character limit): Text (35)

- **CreatedDate** (the date that the record was first submitted)
  - o Data Field Type: Date (MM/DD/YYYY)

- **UpdatedBy** (user who subsequently updated a record)
  - o Data Field Type (character limit): Text (35)

- **UpdatedDate** (the date that the record was modified)
    - o Data Field Type: Date (MM/DD/YYYY)

- **Operation** (nature of the entry the database will make for the record)
    - o Valid Values:
        - ▪ Insert (create new record with a unique external identifier)
        - ▪ Update (alter an existing record indicated by external identifier)
        - ▪ Delete (delete a record indicated by external identifier)

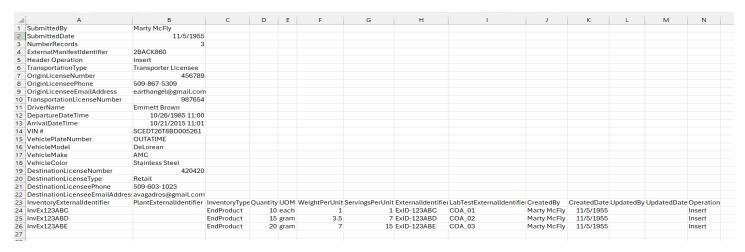|	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SubmittedBy	Marty McFly												
2	SubmittedDate	11/5/1955												
3	NumberRecords	3												
4	ExternalManifestIdentifier	2BACK860												
5	Header Operation	Insert												
6	TransportationType	Transporter Licensee												
7	OriginLicenseNumber	456789												
8	OriginLicenseePhone	509-867-5309												
9	OriginLicenseeEmailAddress	earthangel@gmail.com												
10	TransportationLicenseNumber	987654												
11	DriverName	Emmett Brown												
12	DepartureDateTime	10/26/1985 11:00												
13	ArrivalDateTime	10/21/2015 11:01												
14	VIN #	SCEDT26T8BD005261												
15	VehiclePlateNumber	OUTATIME												
16	VehicleModel	DeLorean												
17	VehicleMake	AMC												
18	VehicleColor	Stainless Steel												
19	DestinationLicenseNumber	420420												
20	DestinationLicenseType	Retail												
21	DestinationLicenseePhone	509-603-1023												
22	DestinationLicenseeEmailAddress	avagadros@gmail.com												
23	InventoryExternalIdentifier	PlantExternalIdentifier	InventoryType	Quantity	UOM	WeightPerUnit	ServingsPerUnit	ExternalIdentifier	LabTestExternalIdentifier	CreatedBy	CreatedDate	UpdatedBy	UpdatedDate	Operation
24	InvEx123ABC		EndProduct	10	each	1		1 ExID-123ABC	COA_01	Marty McFly	11/5/1955			Insert
25	InvEx123ABD		EndProduct	15	gram	3.5		7 ExID-123ABD	COA_02	Marty McFly	11/5/1955			Insert
26	InvEx123ABE		EndProduct	20	gram	7		15 ExID-123ABE	COA_03	Marty McFly	11/5/1955			Insert
27														

Table 1. Manifest .CSV (example)