

# Cannabis Reporting in Saskatchewan

## Frequently Asked Questions

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### 1. How is the report formatted?

Please see [Appendix A](#) for the correct headers in a .csv format. You can copy and paste them into Notepad or Notepad ++ to start a report, or into Excel using the “Text Import Wizard” as described in [Question 10](#).

All reports must have the correct header row and be saved as comma delimited (.csv) files in order to be uploaded.

Please see [Appendix B](#) for detailed information about how the report should be formatted.

### 2. When are reports due?

Cannabis permittees should submit reports by the end of the fifth business day following the close of the reporting period.

Licensed producers should submit their reports by the 15<sup>th</sup> of the month following the close of the reporting period.

### 3. Do I have to submit a report if I had no sales in the month?

Yes. We require a report to be submitted for every reporting period that you are licensed or registered in Saskatchewan. If you had no sales or other product movement to report, a nil report is required.

See [Appendix C](#) for a sample nil report that you can use.

### 4. What is my site ID?

Your site ID is assigned when you receive your permit or registration. It is your permit or registration number, with letters preceding it: “SKR” for retailers, “L” for Licensed Producers, and “SKW” for Wholesalers, and “-01” replacing the year. For any additional sites associated with permit or registration the site ID suffix will increase by 1 (e.g. “-02”). For example, if your permit number is R8001-2021, your primary site ID will be SKR8001-01 and an associated off-site storage facility would be SKR8001-02.

Permit and registration numbers can be obtained here: <https://www.sлга.com/permits-and-licences/cannabis-permits/authorized-saskatchewan-cannabis-sellers-and-distributors>

## 5. What is the transaction ID?

It is a unique transaction identifier such as a transaction number or code, invoice number or code, or purchase order number. The same identified must be applied to all rows that are part of the same transaction.

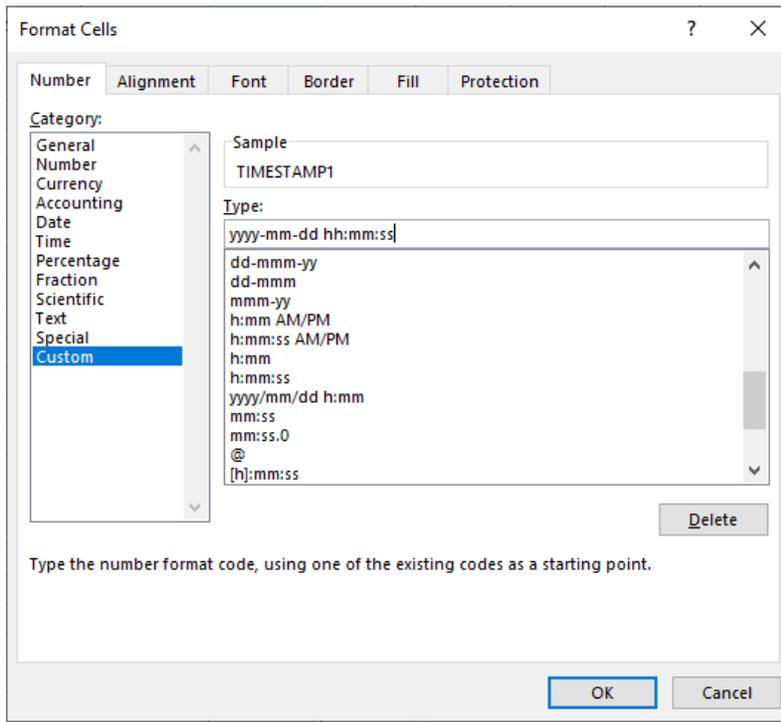
Each transaction ID can only be used for a single calendar day so if you ever have orders shipped/received across multiple calendar days just modify the transaction ID slightly (e.g. add '.1' to the end) to ensure the report won't be rejected.

This is a mandatory field for all transaction types except Opening Inventory and Closing Inventory, and in Nil reports.

## 6. How is the timestamp formatted?

The timestamp must be in the prescribed format of "yyyy-mm-dd hh:mm:ss." For retailers, we require the exact time as auto generated by your system for every transaction. For Licensed Producers creating the report manually, we only require the day of the transaction, but you must still have the correct formatting, so the time can be filled in as zeros (i.e., "2022-04-01 00:00:00).

This timestamp is not a default in Excel, so if you are opening the report in Excel, it will break. To ensure the correct format in Excel, you can change the format of the cells by selecting a Custom format and creating it to be yyyy-mm-dd hh:mm:ss. To do this, use these instructions as a starting point: <https://support.microsoft.com/en-us/office/format-a-date-the-way-you-want-8e10019e-d5d8-47a1-ba95-db95123d273e>. From there, change the "Type" to yyyy-mm-dd hh:mm:ss.



As .csv files do not save formatting types, this formatting will be necessary everytime you open the file in Excel after it is saved as a .csv file.

## 7. What should the GTINs look like?

Each GTIN in the report should be the GTIN that is assigned to that product at the “consumer or base” level. The GTIN should be written as one string of numbers, with no spaces or dashes in between. It can be any length, there is no need to add any leading zeros.

## 8. Where do I find the GTIN for a product?

The GTIN is found on the barcode of every product. Most barcodes on cannabis products will be in one of two formats (see photos below). The GTIN will always be the number between “(01)” and the next number in parentheses - the GTIN is the number between “(01)” and “(13)” in these examples.



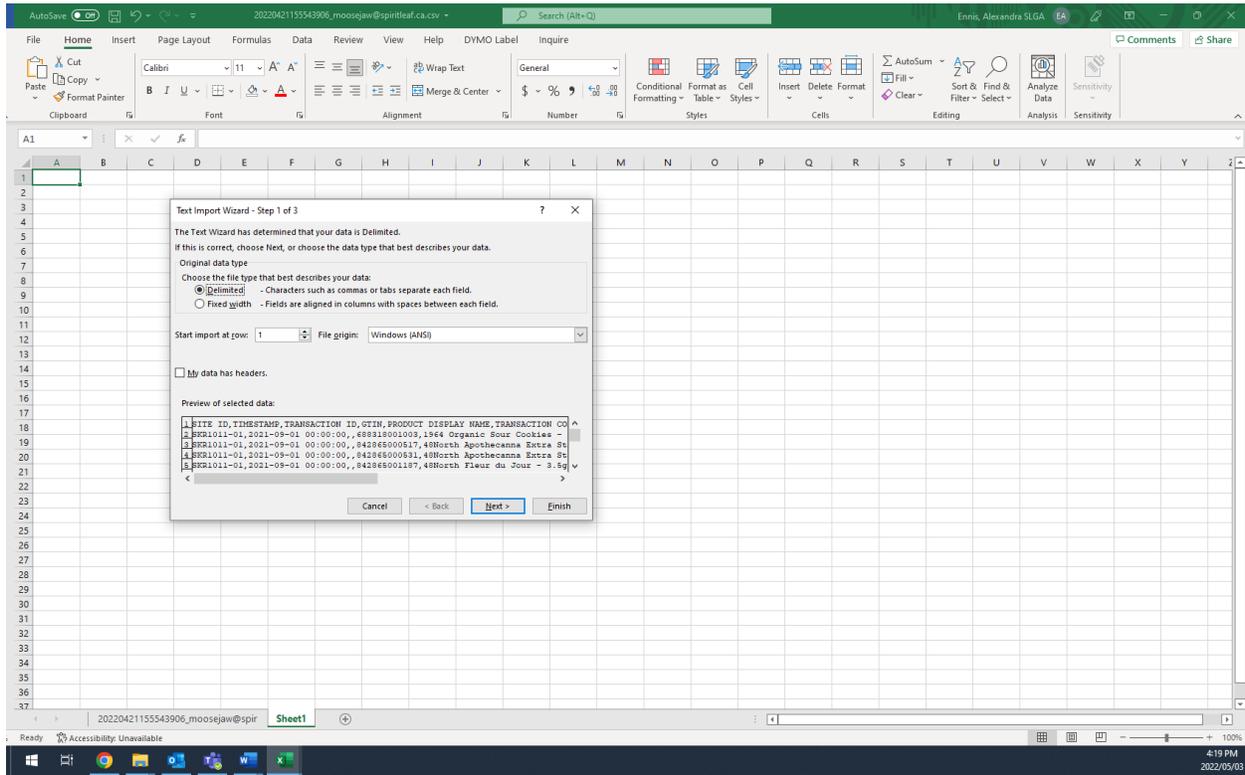
### 9. What is a broken GTIN?

The auto-formatting function of Excel often causes broken GTINS. A GTIN is broken when it is expressed in scientific notation (e.g. 6.28E+11), or it has previously been saved as scientific notation then converted back to a number format (e.g. 00062800000000). Both of these cause invalid GTINs and will cause errors when processing reports.

### 10. How can I open a .csv file in Excel without breaking the timestamp and GTINs?

To open a .csv file in Excel without formatting issues, use the “Text Import Wizard.”

1. Open the file in Notepad or Notepad++.
2. Hit ctrl + A to select all, then ctrl + C to copy it
3. Open a new excel worksheet
4. On the top left, click on the arrow under “Paste” and click “Use Text Import Wizard”
5. A box will come up that looks like this:

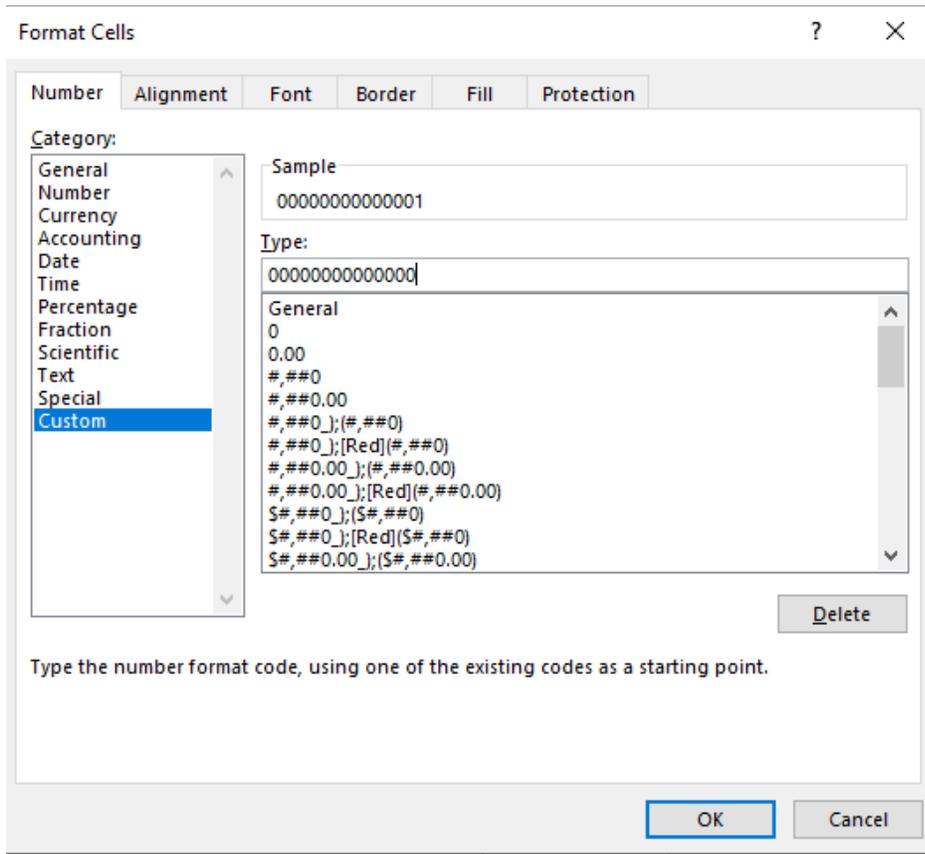


- Check the box that says “My data has headers,” then click next
- Check the box for “comma” and uncheck the box for “space,” then click next
- Change the column format to “text” for the Timestamps\*, Transaction ID, and GTIN columns, then click finish

\*Note that if you want to edit the timestamp format, it is difficult to do so after changing the format to “text,” so if you are planning to edit or format the timestamps, leave the column format as “General” for the Timestamp column, then see Question #6 for help to format the timestamps.

## 11. How can I format GTINs so that they don’t break?

Similar to creating a custom format for timestamps in Question 6, you can create a custom format for the GTIN column so that they are always 14 characters, keep the leading zeros (if any), and don’t have decimals or scientific notation. Follow these instructions again, <https://support.microsoft.com/en-us/office/format-a-date-the-way-you-want-8e10019e-d5d8-47a1-ba95-db95123d273e>, then, change the “Type” to 00000000000000.



As .csv files do not save formatting types, this formatting will be necessary everytime you open the file in Excel after it is saved as a .csv file.

## 12. What are the Transaction Codes and Transaction Types?

Every transaction should have one of the following codes and types.

Transaction Code	Transaction Type	Retailer <sup>\$</sup>	Wholesaler <sup>\$</sup>	Supplier <sup>\$</sup>
500001	Opening inventory	Yes	Yes	No
500002	Closing Inventory	Yes	Yes	No
100001	Additions - Purchased	Yes	Yes	No
100002	Additions - Transferred	Yes	Yes	No
100003	Additions - Samples%	Yes	Yes	No

100004	Additions - Inventory Audit <sup>%</sup>	Yes	Yes	No
100005	Additions - Correction <sup>%</sup>	Yes	Yes	No
100006	Additions - Other	Yes	Yes	No
100007	Additions - Returns	Yes	Yes	Yes
200001	Reductions - Retail Sale	Yes	No	No
200002	Reductions - To Retailer	Yes	Yes	Yes
200003	Reductions - To Distributor	No	Yes	Yes
200004	Reductions - Online Sale	Yes	No	No
200005	Reductions - Return	Yes	Yes	No
200006	Reductions - Transfer	Yes	Yes	Yes
200007	Reductions - Sample <sup>#</sup>	Yes	Yes	Yes
200008	Reductions – Destroyed	Yes	Yes	No
200009	Reductions - Lost/Stolen	Yes	Yes	No
200010	Reductions - Other	Yes	Yes	No
200011	Reductions - Inventory Audit <sup>#</sup>	Yes	Yes	No
200012	Reductions - Correction <sup>#</sup>	Yes	Yes	No
300001	NIL Report	Yes	Yes	Yes

Footnote:

<sup>%</sup> Our system will roll the transaction to ‘Additions - Other’ transaction

<sup>#</sup> Our system will roll the transaction to ‘Reductions - Other’ transaction

<sup>§</sup> Yes = Authorized or legal sales

<sup>§</sup> No = Unauthorized or not allowed sales

### 13. What should be the price and cost?

The price and costs should be the actual cost/price, at the item level, including excise but not including sales taxes. For Licensed Producers the cost should be reported as “0,” for Retail Permittees the cost should be the actual cost paid.

When reporting costs, it is often necessary to report a single cost value even if you may have multiple costs for a single product. In these cases, efforts should be made to report a cost that is reflective of the cost of the product even if the reported value is not precisely what was paid for all items being reported on.

When reporting price and cost do not include the dollar symbol (\$) or any special characters.

### 14. How do I convert an Excel file to a .csv?

If you created your report in Excel, to convert the file to a .csv, use “Save As,” and change the file type to “Comma Delimited (.csv).”

Sometimes when saving an Excel file as a .csv file an error box will pop up that says “This workbook contains features that will not work or be removed if you save it in the selected file format. Do you want to continue?” – click yes.

### 15. What program should I use to open or edit reports?

We suggest using Notepad or Notepad++ to open or edit reports manually, as it does not use auto-formatting. For larger reports or if significant changes are needed it may be necessary to make the required edits in Excel. Refer to [Question 10](#) for instructions on how to open reports in Excel while maintaining the required formatting.

### 16. How should my file be named?

SLGA renames files automatically as they are uploaded, so there are no required file naming conventions.

## 17. Who can submit reports?

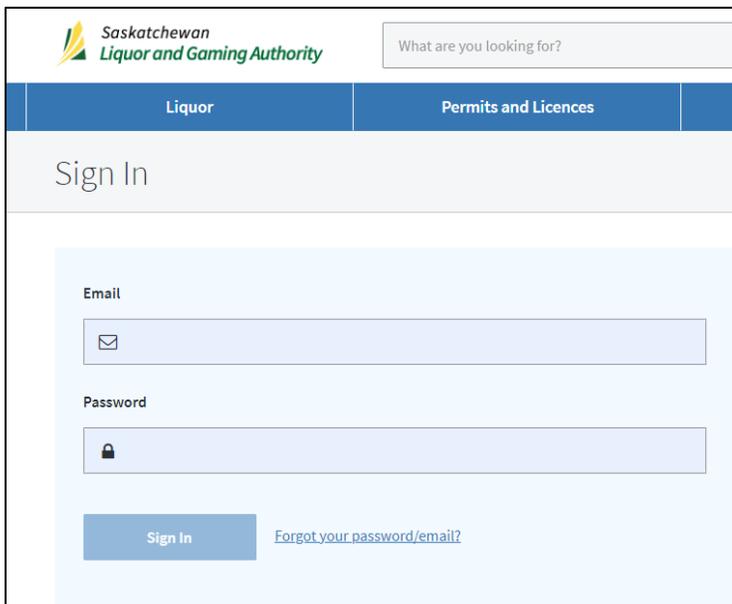
Permittees and Licensed producers can identify individuals who should be provided with authorization to submit monthly reports. SLGA must be provided with the name, email address, and business mailing addresses for all people that will be submitting reports. Once SLGA has added this information to their licensing system, users can create an account on [www.slga.com](http://www.slga.com). When creating an account users should ensure that they use the same email address that has been provided to SLGA.

If you would ever like to add or remove someone from having authority to submit reports email [cannabisreport@slga.com](mailto:cannabisreport@slga.com) to request this change.

If a user has already created an account on [www.slga.com](http://www.slga.com) associated with another cannabis permit, a liquor permit, or a charitable gaming license they will need to continue using this account to submit cannabis reports. If a different email address is preferred contact [cannabisreport@slga.com](mailto:cannabisreport@slga.com) to make the necessary changes (the updated email address will be used for all services accessed via the SLGA portal).

## 18. How do I submit my reports?

All reports are submitted on our website, [www.slga.com](http://www.slga.com). Go to Permits and Licenses>Cannabis, then click on the box on the right that says “Submit Report.” Enter your valid login credentials and click the **Sign In** button.



The screenshot shows the Saskatchewan Liquor and Gaming Authority website's sign-in page. At the top left is the logo. To the right is a search bar with the text "What are you looking for?". Below the logo is a navigation bar with "Liquor" and "Permits and Licences" tabs. The main heading is "Sign In". There are two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the fields is a blue "Sign In" button and a link for "Forgot your password/email?".

Select the CSV file that you want to upload by clicking on **Choose File** button and navigate to the folder where the file is saved.

## Cannabis Monthly Report Upload Form

Submit Page

*All fields marked as \* are mandatory*

**Please upload only .csv files.**

Upload File \*

No file chosen

Select the CSV file and click on **Next** button.

Submit Page > File Confirmation

50% complete

## Cannabis Monthly Report Upload Form

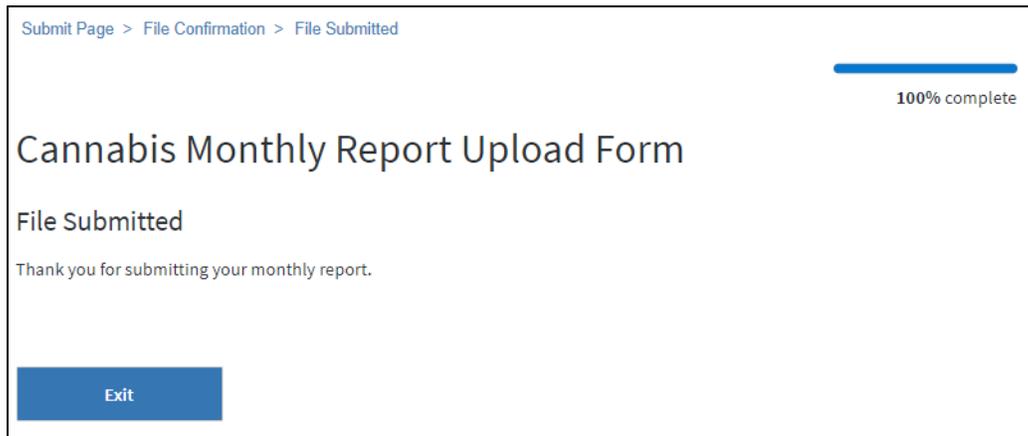
### File Confirmation

*All fields marked as \* are mandatory*

I have uploaded a .csv file. \*

Agree

Then check the Agree box (if it is a CSV file) and then click on **Confirm** button.



Submit Page > File Confirmation > File Submitted

100% complete

## Cannabis Monthly Report Upload Form

**File Submitted**

Thank you for submitting your monthly report.

[Exit](#)

User will receive confirmation message that the file is submitted. User may click on **Exit** button.

### 19. Can I submit more than one month in a single report?

No. Each report file can only have 1 month. Submitting a report with more than 1 month will result in the report being rejected.

### 20. Can I submit one report for multiple site ID's?

No. Each report can only contain 1 site ID. Submitting a report with more than 1 site ID will result in the report being rejected.

### 21. Can I upload more than one report at a time?

Yes, separate files can be uploaded in succession. These can either be for separate sites or multiple months for the same site.

### 22. Can I make corrections for a previously submitted report?

Yes. If we have not processed a report for the next month, you can submit a new report for the previous/current month, and it will overwrite the previously submitted report for that period. All reports should be submitted through the portal on [www.slga.com](http://www.slga.com).

If a report subsequent to the report requiring correction has been submitted you can email [cannabisreport@slga.com](mailto:cannabisreport@slga.com) to coordinate the actions necessary to correct any errors.

### 23. How and when will I know if my report was accepted successfully?

As of September 27, 2022 SLGA will begin processing all available reports nightly at 3:00 AM. If there are any errors, you will receive an error log.

We unfortunately do not have an automatic message if the report was successful. You can email [cannabisreport@slga.com](mailto:cannabisreport@slga.com) if you would like to check on the status of a specific report.

### 24. What do I do if I receive an automated Error Log email?

Automated Error Log messages will come with attachments that identify the reasons the report was rejected. Use the Error Log contents to correct any issues with the report and then resubmit the corrected version of the report.

Please see [Appendix D](#) for a table explaining the errors.

### 25. What is the best way to submit reports that include corrections to GTINs??

If GTINs are updated or changed between reporting periods, our system will detect that the original value in the GTIN field is not in the new report and reject the report. Most POS systems will update GTINs if the report is downloaded again after the update has been made. If earlier reports are regenerated and re-submitted the GTINs in it will match the GTINs in the next month. So, if a report fails due to this issue, updating the last report may be the only way to make the new report match with subsequent months.

## Appendix A: Report Headers

SITE ID,TIMESTAMP,TRANSACTION ID,GTIN,PRODUCT DISPLAY NAME,TRANSACTION  
CODE,TRANSACTION TYPE,QTY,UNIT COST,UNIT PRICE,SYSTEM,NOTE

## Appendix B: Report Specifications

HEADER	FORMAT		Definition	Mandatory for Permittees/Suppliers?
SITE ID	varchar (15)	Alpha-numeric	Reporting Party's SLGA assigned Site ID.	Mandatory field
TIMESTAMP	Datetime	[yyyy-mm-dd hh:mi:ss]	It is a requirement to include a timestamp in the correct format. Registered suppliers only can leave the hours, minutes, and seconds as zeros if this information is not available.	Mandatory field
TRANSACTION ID	varchar (50)	Alpha-numeric	Include a unique transaction identifier such as a transaction number or code or invoice number or purchase order number. The same identifier must be applied to all rows that are part of the same transaction.	Mandatory field for all transaction types except Opening Inventory, Closing Inventory, Nil report
GTIN	varchar (55)	String	Cannabis products sold into the province after September 1, 2021 must have a GTIN and must be registered with GS1's ECCnet. 'Consumer or Base' records for each product must be shared with SLGA.	Mandatory field
PRODUCT DISPLAY NAME	tinytext (255)	Tiny text {max 255 characters}	<p>Include the product name and brand name to identify the specific product.</p> <p>May add brief product description (e.g. weight or format) to differentiate similarly named products.</p>	Mandatory field
TRANSACTION CODE	char(6)	Numeric	Use the pre-defined transaction codes mentioned in <a href="#">Question 12</a> .	Mandatory field

TRANSACTION TYPE	varchar (50)	String	Use the pre-defined transaction types mentioned in <a href="#">Question 12</a> .	Mandatory field
QUANTITY	integer(11)	Integer	Number of retail units involved in the transaction. This is at the 'each' level, not cases or pallets.	Mandatory field for all transaction types. Include '0' (zero) for Nil report.
UNIT COST	decimal(18,4)	Numeric	The unit cost of the items.	Mandatory field for all transaction types. Include '0' (zero) for Nil reports and supplier reports
UNIT PRICE	decimal(18,4)	Numeric	The unit price of the items.	Mandatory field for all transaction types. Include '0' (zero) for Nil report.
SYSTEM	varchar (50)	String. Type "manual" if reports are generated manually.	Name of the system used to generate this report.	Mandatory field
NOTE	tinytext (255)	Tiny text {max 255 characters}	Add notes explaining transactions, if necessary.	Optional and free text field

## Appendix C: Sample Nil Report

SITE ID,TIMESTAMP,TRANSACTION ID,GTIN,PRODUCT DISPLAY NAME,TRANSACTION  
CODE,TRANSACTION TYPE,QTY,UNIT COST,UNIT PRICE,SYSTEM,NOTE

L8001-01,2022-02-27 23:59:59,,0,N/A,300001,NIL Report,0,0,0,Manual,

You can copy and paste the above into Notepad to create your own nil report.

Ensure that your site ID and the date are correct.

This should be saved as a Comma Delimited (.csv) file.

## Appendix D: Error Log Rules

Rule #	Rule Name	Outcome
1	Invalid Format: Site ID is missing	Fail
2	Invalid Format: Timestamp is not properly formatted. Timestamps must be formatted as yyyy-mm-dd hh:mm:ss	Fail
3	Invalid Format: Transaction ID is missing	Fail
4	Invalid Format: GTIN is missing	Fail
5	Invalid Format: Product Display Name is Missing	Fail
6	Invalid Format: Transaction code is missing or not a valid transaction code	Fail
7	Invalid Format: Transaction Type is missing or not a valid transaction type	Fail
8	Invalid Format: Quantity is missing or not properly formatted. All quantities must be reported as whole numbers	Fail
9	Invalid Format: Unit cost is missing or not properly formatted. This field may not include special characters such as the dollar sign (\$)	Fail
10	Invalid Format: Unit price is missing or not properly formatted. This field may not include special characters such as the dollar sign (\$)	Fail
11	Invalid Format: System is missing or not properly formatted	Fail
12	Multiple Internal: Report includes more than one site ID	Fail
13	Multiple Internal: Report includes timestamps from more than one month	Fail
14	Multiple Internal: Report includes multiple site IDs and timestamps from more than one month	Fail
15	Multiple Internal: The same transaction ID is used on more than day	Fail
16	Submission: Previous month's report is missing	Fail
17	Submission: Report is for a future month	Fail
18	Submission: SLGA already has a report on file for this period and this re-submission cannot be accepted. Please contact SLGA for assistance.	Fail
19	AMANDA: Account used to submit this report has not been authorized to submit files on behalf of this site ID.	Fail
20	AMANDA: Invalid Site ID	Fail
21	Inventory Rule1: Current month's opening quantity and last month's closing inventory differ by more than 5%	Fail
22	Inventory Rule2: Closing inventory for a GTIN is not equal to opening inventory plus additions minus reductions	Fail
23	Inventory Rule9: Opening inventory and/or closing inventory for a GTIN is missing	Fail
24	NIL Report: Nil report format error	Fail

25	Inventory Rule1: Previous Month Closing Inventory Does Not Exist. New submission	Warning
26	Health Canada: SLGA already has a report on file for this period and this re-submission cannot be accepted. Please contact SLGA for assistance.	Fail
27	Inventory: Multiple opening or closing inventories for a single GTIN have been reported	Fail
28	Health Canada: SLGA already has a report on file for this period and this re-submission cannot be accepted. Please contact SLGA for assistance.	Fail
29	Invalid Format: Header is not properly formatted	Fail
30	Inventory Rule1.b: GTIN reported as having a closing inventory greater than zero in the previous month must have an opening inventory in current month	Fail