Liggett Vector Brands Inc.

Liggett Vector Brands RIS Program

Effective October 1998

Weekly Reporting Requirements

NOTICE

Liggett Group Inc.
701 West Main Street
Durham, NC 27701

Liggett Vector Brands RIS Program

DISTRIBUTOR INFORMATION KIT

October 1998

Table of Contents

1998 Liggett Vector Brands RIS Program

WEEKLY REPORTING REQUIREMENTS

Next Steps - For Participants:

1. Review Reporting Requirements and proceed to make format changes according to the file specifications.

2. Call the Distribution Support Center (1-877-544-4429) if you have any questions regarding programming details.

3. As soon as data is formatted to the file specifications, we strongly recommend that you start to submit data in advance of your official start date so your data files can be tested.

4. Data will be verified for readability, reasonableness and completeness. You <u>will not</u> receive credit for data if your files cannot be processed.

5. Data should be mailed to:

   Liggett Vector Brands RIS Program Distribution Support Center
   6565 Penn Avenue
   Suite 700
   Pittsburgh, PA 15206-4490

6. Program reminders.

   - The data format outlined in this document will be the only format accepted.

   - RIS Program Distributor numbers (wholesaler identification) will be assigned by the RIS Distribution Support Center

   - PKZIP files will not be accepted.

   - Each week and each site must be separate files on the media.

   - All data is to be recorded in ASCII.

   - Transshipments (shipments from Distributors to all other Distributors) should be reported.

   - All sales must be reported in cartons.

   - The Promotion Indicator must contain a **Y** if a promotion is present and a **N** if there is no promotion.

   - Inventory must be reported quarterly, preferably with the last week of the quarter. We strongly recommend that you report inventory on a weekly basis.

RIS Program PLAN

Requirements for RIS Program Participation

- Report weekly cigarette volume sales for all manufacturers at the UPC level to all retail customers on a disk/tape for the entire program period.

- All products purchased by the Distributor or any affiliates, including its subsidiaries and its parent company, and sold to retail customers must be included in the Distributor's sales information reporting.

- Any product purchased by retail stores or other outlets owned and operated by the Distributor or any customer must be included in the Distributor's sales information reporting.

- The weekly sales volume must be received at the RIS Program processing facility no later than 3 working days following the end of the shipping week.

- Weekly data must be provided starting with the data for Week of October 4, 1998 – October 10, 1998 unless otherwise arranged.

- Liggett will not reimburse distributors for any costs of providing sales information. This includes, but is not limited to labor, computer, software, media, or mailing costs.

- No media will be returned.

- The calculation of all carton summary totals by Liggett will be final.

  - Reported carton quantities will be summarized for the period beginning October 4, 1998 and all subsequent weeks with payments being made as per program guidelines.

  - Liggett reserves the right to audit all sales information received for accuracy and compliance.

- Customers who participate in the Liggett Vector Brands RIS Program will risk being disqualified if the data is untimely, contains incorrect or incomplete information, is provided in an improper format/form or otherwise does not comply with plan requirements. Disqualification will cause the distributor to be removed from the Liggett Vector Brands RIS Program and lose its eligibility for the RIS Program payments.

MEDIA TYPES

The following is the list of acceptable media types for participation in the Liggett Vector Brands RIS Program:

1. IBM compatible 1600 or 6250 bpi 1/2" 9 track magnetic tape

2. IBM 3480 compatible cartridges

3. IBM PC compatible 5 1/4" 1.2mb floppy diskette

4. IBM PC compatible 3 1/2" 1.4mb floppy diskette

5. IBM AS/400 Cartridges (Selected types; please call 877-544-4429)

6. MSA Internet Data Transfer (iDT™)

Note: 1. **All data is to be recorded in ASCII (American Standard Code for Information Interchange).**

2. **Data received on any other magnetic medium cannot be processed for RIS Program payment.**

DATA FORMAT

Description of File Structure

The Distributor data file consists of five components:

1. DISTRIBUTOR IDENTIFICATION RECORD
   1 record which identifies the shipping site.

2. PRODUCT ID RECORDS
   1 record for each unique UPC/SKU sold. This section also contains the Total Distributor closing inventory for each UPC/SKU.

3. RETAIL OUTLET IDENTIFICATION RECORDS
   1 record for each retail customer.

4. RETAIL OUTLET PURCHASE RECORDS
   1 record for each unique UPC/SKU for each retail customer.

5. DISTRIBUTOR CONTROL TOTAL RECORD
   1 record with control counts and totals.

The Distributor Identification Record serves to identify the Distributor/wholesaler/direct distributor site and any other source providing the data to Liggett Vector Brands RIS *Program,* and includes a contact person for any follow up communication.

The Product ID Records (UIR) record section consists of one record for each unique combination of UPC product code, promotion offer and carton size sold to the Distributors' customers. These records immediately follow the Distributor Identification record in the file. The SKU code in conjunction with the UPC code is used in the actual Distributor Retail Outlet Purchase records as the replacement for the longer descriptions containing UPC, Promotion, and Carton Size. This allows a significant reduction in the overall size of the file.

The Retail Outlet Identification Records and Retail Outlet Purchase Records jointly comprise the largest section of the file. The basic structure is a Retail Outlet Identification record followed by one or more Retail Outlet Purchase records which contain the purchase quantity information for each unique item/promotion item.

There should be one complete file for each individual Distributor Shipping Site for each week.

NOTE: For Distributors with multiple "Ship To" locations who ship from one "Ship To" site to another "Ship To" site, these transshipments should be treated as sales to a "Retail" location. A separate Retail ID record and multiple Retail Outlet Purchase Records should be provided for those transactions to their other distribution location.

DATA FORMAT

Key Points

For the Distributor ID Record:

1. Liggett Vector Brands RIS Program will provide a separate Distributor Shipping Site ID Number for each of your "Ship To" locations.

2. You must provide a separate data file for each shipping site.

3. Please provide data for each week and each site in a separate data file and preferably in a separate medium. Multi-site data or multi-week data, received in one file, cannot be processed.

For the Product ID Record:

1. You must provide a separate Product ID Record for each unique item or promotion item. Report sales for cigarettes only.

2. The following structure and <u>order</u> should be used for all Distributor item descriptions:
   Brand name (e.g., Pyramid)
   Menthol vs. Non-Menthol (e.g., Non-Menthol)
   Size (e.g., KSF)
   Box vs. Soft (e.g., Soft)
   Full Flavor vs. Light vs. Ultra-Light (e.g., Light)
   Filter vs. Non-Filter (e.g., Filter)

   The above Item description could read: (Pyramid Non-Menthol KSF Soft Light). Abbreviations may be used for packaging description but the brand name <u>must</u> <u>not</u> be abbreviated.

3. Promotion descriptions should include whether the promotion is an incentive (e.g., a T-shirt or lighter), Price Off (e.g., $2.00 off/carton), or Free Product (e.g., B1G1F, B2G1F, etc.).

DATA FORMAT

Key Points (cont'd)

4. Multi-item display unit shipments should be broken down to one record for each item in the display unit (i.e., a separate SKU must be created for each item on display). An example is shown below:

    SKU # = 123456
    Description = Pyramid 9 Carton $3.00 Off/Carton Promotion
        (3 cartons Pyramid 100, 3 cartons Pyramid 100 Lights, 3 cartons Pyramid 100 Ultra Lights)
    Quantity Sold = 27 cartons (3 display units)

    This SKU must be separated and reported as follows. Please follow the file format in providing this information.

    SKU # = 710000 (any unique item code): UPC = 1100048436 : Stick Count = 200
    Description = Pyramid NM 100 Soft FF
    Promotion Indicator = **Y**
    Promotion Description = $3.00 Off/Carton Promotion
    Quantity Sold = 9 cartons (3 display * 3 cartons per display)

    SKU # = 710001 (any unique item code): UPC = 1100040208 : Stick Count = 200
    Description = Pyramid NM 100 Soft Lights
    Promotion Indicator = **Y**
    Promotion Description = $3.00 Off/Carton Promotion
    Quantity Sold = 9 cartons (3 display * 3 cartons per display)

    SKU # = 710002 (any unique item code): UPC = 1100040406 : Stick Count = 200
    Description = Pyramid NM 100 Soft Ultra Lights
    Promotion Indicator = **Y**
    Promotion Description = $3.00 Off/Carton Promotion
    Quantity Sold = 9 cartons (3 display * 3 cartons per display)

5. During the last week of each quarter, the Distributor is to provide the closing inventory for the quarter week. It is highly recommended you report updated inventory on-hand levels weekly.

For the Retail Outlet ID record:

1. Customer Number should be unique for a given group of customers. All stores for a given chain should share the same Customer Number.

2. Customer Shipping Number should be unique within a given customer. Each store for a chain should have the same Customer Number, but a different Customer Shipping Number.

3. For Distributors with multiple shipping locations who ship from one of their Distributor locations to another of their own Distributor locations, these transshipments should be treated as sales to a "Retail" location. A separate Retail Outlet Identification record followed by one or more Retail Outlet Purchase records must be provided for those transactions to their other Distributor locations.

4.   ALL quantities must be stated in Cartons and must be NET of Returns!

DATA FORMAT

Key Points (cont'd)

For Retail Outlet Purchase Records:

1. **Handling Partial Cartons:** In certain instances there may be a need to report "partial" cartons. If, for example, five three packs (B2GIF) of an item were sold to a customer, this information should be provided as follows:

> SKU # = 123455
> UPC # = 1100012708
> Description = Eve Menthol 120 Box Ultra
> Promotion Indicator = Y
> Promotion Description = B2G1F
> **Stick Count = 200**
> Quantity Sold = 1.5 Cartons

Please note that stick count should always indicate the number of sticks in a carton, and quantity should reflect number of cartons.

2. **Returns:** In the event that pack, partial carton or full carton returns are received for a UPC/SKU, please remember to subtract this amount from the quantity sold and enter the net amount. This may be a negative number (e.g., if sales were 2.0 cartons and returns were 3.0 cartons, this should be reported as -1.0 cartons in the PCH records).

For the Distributor Control Total Record:

1. The "Number of UIR Records" field should be a count of the total number of UIR records.

2. The "Number of ROI Records" field should be a count of the total number of ROI records.

3. The "Number of PCH Records" field should be a count of the total number of PCH records.

4. The "Total number of cartons over all PCH records" field should summarize the total net cartons shipped for the week.

5. The Return records should summarize the total cartons returned during the week by Full Price (all brands), and Saving (all brands).

NOTE: Failure to provide correct product descriptions (e.g., Brand Name, Menthol, Size, etc.), in the <u>order</u> described, and other requested information <u>may affect your Liggett Vector Brands RIS Program payment and future participation in the program.</u>

DATA FORMAT

Sample Detailed File Structure

Record	Code	Contents
1	DID	Distributor Shipping Site Identification Record
. . .		
2	UIR	Description, UPC code, Promo. Info., Inventory ... for UPC/SKU entry 1
3	UIR	Description, UPC code, Promo. Info., Inventory ....for UPC/SKU entry 2
4	UIR	Description, UPC code, Promo. Info., Inventory ....for UPC/SKU entry 3
. . .		
5	ROI	Retail Outlet Identification for Ed's Candy and Tobacco
6	PCH	Ed's purchases for unique UPC/SKU entry 2
7	PCH	Ed's purchases for unique UPC/SKU entry 3
. . .		
8	ROI	Retail Outlet Identification for Dave's Tobaccaria - Aspen
9	PCH	Aspen's purchases for unique UPC/SKU entry 1
10	PCH	Aspen's purchases for unique UPC/SKU entry 3
. . .		
11	ROI	Retail Outlet Identification for Dave's Tobaccaria - Squaw Valley
12	PCH	Squaw Valley's purchases for unique UPC/SKU entry 1
13	PCH	Squaw Valley's purchases for unique UPC/SKU entry 2
. . .		
14	ROI	Retail Outlet Identification for Dave's Tobaccaria - Taos
15	PCH	Taos' purchases for unique UPC/SKU entry 1
16	PCH	Taos' purchases for unique UPC/SKU entry 3
. . .		
17	TTL	Distributor Control Total Record

DATA FORMAT

Record Field Layout

Distributor ID Record (Repeat for each shipping location)   **214 characters**

Record code (=DID)	3 characters
Distributor Shipping Site ID Number	8 characters
Filler (Blank)	4 characters
Week Ending Day Date (YYYYMMDD)	8 characters
Distributor Shipping Address	
Name	32 characters
Street Address Line 1	32 characters
Street Address Line 2	32 characters
City	24 characters
State	2 characters
Zip+49 characters	
Contact Person	
Last Name	20 characters
First Name	20 characters
Telephone Number (XXXYYYZZZZ)	10 characters
Fax Number (AAABBBCCCC)	10 characters

Product ID Record (Repeat for each item/promotion item)   **132 characters**

Record code (=UIR)	3 characters
Carton UPC	10 characters
Filler (Blank)	4 characters
Distributor Unique Item code (Distributor SKU)	12 characters
Distributor Item Name (description)	40 characters
Sticks per Carton	4 characters
Promotion Identifier	1 characters
Promotion Description	48 characters
Inventory Quantity In Cartons	10 characters

Retail Outlet ID Record (Repeat for each store)   **150 characters**

Record code (=ROI)	3 characters
Ship to Address	
Customer Number	8 characters
Customer Shipping Number	8 characters
Customer Name	32 characters
Customer Street Address Line 1	32 characters
Customer Street Address Line 2	32 characters
Customer City	24 characters
Customer State	2 characters
Customer Zip+4	9 characters

DATA FORMAT

Record Field Layout (cont'd)

Retail Outlet Purchase Record (Repeat for each item in a store)   **54 characters**

Record code (=PCH)	3 characters
Customer Number	8 characters
Customer Shipping Number	8 characters
Carton UPC	10 characters
Filler (Blank)	4 characters
Distributor unique item code (SKU)	12 characters
NET Quantity shipped in Cartons	9 characters

Distributor Control Total Record   **96 characters**

Record code (=TTL)	3 characters
Distributor ID Number	8 characters
Week Ending Day Date (YYYYMMDD)	8 characters
Number of UIR Records	8 characters
Number of ROI Records	8 characters
Number of PCH Records	9 characters
Total number of cartons over all PCH records	12 characters
Total Returns in cartons for All Full Price Brands (including Liggett)	10 characters
Total Returns in cartons for All Saving Brands (including Liggett)	10 characters
Filler	20 characters

DATA FORMAT

Field Expansions

Distributor ID Record (Repeat for each shipping location)   **214 characters**

    Record code (=DID)   3 characters
      Alphabetic Literal

    Distributor Shipping Site ID Number   8 characters
      Alphanumeric - Distributor/Wholesaler Identification number
      assigned by RIS Program. Different for each shipping location.

    Filler
      Blank - Leave 4 blank spaces after the Distributor ID   4 characters

    Week Ending Day Date (YYYYMMDD)   8 characters
      Numeric - date of the last day in the data period being reported.
      For example 19981009 for data week ending on Friday
      October 9, 1998.

    Distributor Shipping Address
      The shipping address of the Distributor, Direct Distributor or Data
      Source providing data to RIS Program.

      Name   32 characters
        Alphanumeric - Distributor/Wholesaler's Name

      Street Address Line 1   32 characters
        Alphanumeric - Distributor/Wholesaler's Address

      Street Address Line 2   32 characters
        Alphanumeric - Distributor Address Continuation

      City   24 characters
        Alphanumeric - City

      State   2 characters
        Alphanumeric - State (US Postal 2 character State code)

      Zip+4   9 characters
        Alphanumeric - Distributor ZIP+4 Code

DATA FORMAT

Field Expansions (cont'd)

Contact Person
Name of the contact person at the Data Source to be called
or contacted for answers to any Data related questions.

Last Name	20 characters
Alphanumeric - Name	
First Name	20 characters
Alphanumeric - Name	

Telephone Number (XXXYYYZZZZ)   10 characters
Numeric - Telephone number only, do not include parenthesis ( )
or dashes (-)

Fax Number (AAABBBCCCC)   10 characters
Numeric - Telephone number only, do not include parenthesis ( )
or dashes (-)

Product ID Record (Repeat for each unique UPC/SKU)   **132 characters**

There should be one record for each UPC/SKU sold to any customer.

Record code (=UIR)   3 characters
Alphabetic Literal

Carton UPC   10 characters
Numeric -- Industry Standard UPC Code

Filler   4 characters
Blank - Leave four blank spaces after the UPC number

Distributor Unique Item code (SKU)   12 characters
Alphanumeric - Distributor SKU code to cross reference or link
the retail outlet purchase records to this description. **Each promotion
component sold into retail must have a separate SKU code assigned.**
The field should be right justified with leading zero fill.

Distributor Item Name (description)   40 characters
Alphanumeric -- detailed description of the SKU. Must have
information on Brand name, Menthol Vs. Non Menthol,
Size (KSF, 100, 120), Box vs. Soft, Full Flavor vs. Lights vs. Ultra Lights,
Filter vs. Non-Filter (e.g.. Pyramid Non-Menthol 100 Soft Light).
Abbreviations, when used consistently are acceptable and a consistent
"default" for Non-Menthol, Soft and Filter attributes is also acceptable.

DATA FORMAT

Field Expansions *(cont'd)*

Sticks Per Carton   4 characters
    Numeric -- The exact number of cigarettes in each carton
    sold. The field should be right justified with leading zero fill.

Promotion Identifier   1 character
    Alphabetic - identification code to indicate if the product was
    sold as part of a promotion or not. The code value for Items sold
    on promotion is "Y". Items not sold on promotion will have this
    set to "N".

Promotion Description   48 characters
    Alphanumeric - detailed description of the promotion for each
    UPC/SKU. Multi-item display unit shipments should be
    broken down to one record per each unique SKU or item contained
    in the display/shipper.

Inventory Quantity In Cartons   10 characters
    Numeric -- The closing stock inventory in cartons for the unique
    UPC/SKU in cartons (Distributor total). **Must be provided at the
    end of each quarter.** The field should be right justified with leading
    zero fill.

Retail Outlet ID Record (Repeat for each store)   **150 characters**
    This record serves to identify the retail point of sale for all of the
    Retail Outlet Purchase records that follow. Each Retail Outlet ID
    record is followed by one or more Retail Purchase records.

    Record code (=ROI)   3 characters
        Alphabetic Literal

    Ship to Address
        Address of the Retail Outlet that the product was actually shipped
        to. This address will be used to determine the actual Liggett Region
        credited with the shipment

    Customer Number   8 characters
        Alphanumeric - assigned identification of the Customer

    Customer Shipping Number   8 characters
        Alphanumeric - assigned identification of the Customer's
        Retail Outlet.

    Customer Name   32 characters
        Alphanumeric - Name of customer. Include customer shipping
        number in title.

DATA FORMAT

Field Expansions (cont'd)

Customer Street Address Line 1   32 characters
    Alphanumeric - Customer Address

Customer Street Address Line 2   32 characters
    Alphanumeric - Customer Address Continuation

Customer City   24 characters
    Alphanumeric - Customer City

Customer State   2 characters
    Alphanumeric - Customer State (US Postal 2 character State code)

Customer Zip+4   9 characters
    Alphanumeric - Customer ZIP+4 Code

Retail Outlet Purchase Record (Repeat for each item in a store)   **54 characters**

Record code (=PCH)   3 characters
    Alphabetic Literal

Customer Number   8 characters
    Alphanumeric - assigned identification of the Customer

Customer Shipping Number   8 characters
    Alphanumeric - assigned identification of the Customer's
    Retail Outlet.

Carton UPC   10 characters
    Numeric - Industry Standard UPC Code

Filler   4 characters
    Blank - Leave four blank spaces after UPC number

Distributor unique item code (SKU)   12 characters
    Alphanumeric - Distributor SKU code to cross reference or link
    the retail outlet purchase records to this description. Each promotion
    component sold into retail must have separate SKU code assigned.
    The field should be right justified with leading zero fill.

<u>Net</u> Quantity shipped in Cartons   9 characters
    Numeric - number of cartons shipped to the customer less
    product returned from customer.

DATA FORMAT

Field Expansions (cont'd)

Distributor Control Total Record	**96 characters**

Record code (=TTL)	3 characters
Alphabetic Literal	

Distributor ID Number	8 characters
Alphanumeric -- Distributor Identification number assigned by RIS Program.	

Week Ending Day Date (YYYYMMDD)	8 characters
Numeric - date of the last day in the data period being reported. For example, 19981009 for data week ending on Friday October 9, 1998.	

Number of UIR Records	8 characters
Numeric - count of all UIR records included in this data set. The field should be right justified with leading zero fill.	

Number of ROI Records	8 characters
Numeric - count of all ROI records included in this data set. The field should be right justified with leading zero fill.	

Number of PCH Records	9 characters
Numeric - count of all PCH records included in this data set. The field should be right justified with leading zero fill.	

Total number of cartons over all PCH records	12 characters
Numeric - summation of total cartons shipped over all PCH records in this data set. The field should be right justified with leading zero fill.	

Total Returns in cartons for All Full Price Brands (include Liggett)	10 characters
Total cartons returned for all Full Price cigarette brands. The field should be right justified with leading zero fill.	

Total Returns in cartons for All Saving Brands (include Liggett)	10 characters
Total cartons returned for all Saving cigarette brands. The field should be right justified with leading zero fill.	

Filler	20 characters

DATA FORMAT

Reporting Returned Goods

The RIS Program requires reporting of weekly SKU/UPC sales, "Net of Returns", to each retail site/ location. In addition, total Returns by Industry Full Price and Industry Savings are summarized in the TTL/Control Record.

In addition, participants may also choose to report returned goods information weekly for each retail store/site for the following aggregates:

Liggett
  - Full Price
  - Savings
	Lorillard
	  - Full Price
	  - Savings

R. J. Reynolds
  - Full Price
  - Savings
	B&W
	  - Full Price
	  - Savings

Philip Morris
  - Full Price
  - Savings
	All Other Manufacturers
	  - Full Price
	  - Savings

Programming Details

The current Liggett Vector Brands RIS Program file format, as described in the Weekly Reporting Requirements document, will not change for participants providing additional returns data for individual retail sites. However, in order to identify the aggregate returned goods records by store, please add the following "Return SKU" numbers and descriptions in the UIR records (if your system cannot accommodate alpha SKU codes you may use the numeric codes.)

SKU #		Distributor Item Name
(Alpha Code)	**(or)_ (Numeric Code)**	
RJRFULL	9999999911	RJR FULL PRICE RETURNS
RJRSAVE	9999999912	RJR SAVINGS RETURNS
B&WFULL	9999999905	B&W FULL PRICE RETURNS
B&WSAVE	9999999906	B&W SAVINGS RETURNS
L&MFULL	9999999907	LIG FULL PRICE RETURNS
L&MSAVE	9999999908	LIG SAVINGS RETURNS
LLDFULL	9999999909	LLD FULL PRICE RETURNS
LLDSAVE	9999999910	LLD SAVINGS RETURNS
PMFULL	9999999901	PM FULL PRICE RETURNS
PMSAVE	9999999902	PM SAVINGS RETURNS
AOMFULL	9999999913	ALL OTHER FULL PRICE RETURNS
AOMSAVE	9999999914	ALL OTHER SAVINGS RETURNS

DATA FORMAT

Reporting Returned Goods (cont'd)

A sample UIR record for <u>one item</u> (there could be up to TWELVE in total) is shown below:

Record Code	UIR
UPC	(Blank) or **9999999907** or **L&MFULL**
Filler	(Blank)
Distributor Unique Item Code (SKU#)	**L&MFULL** or **999999999907** or **000000999907** or (Your UNIQUE SKU#)
Distributor Item Name	**LIG FULL PRICE RETURNS**
Sticks per carton	**200**
Promotion Identifier	**N**
Promotion Description	(Blank)
Inventory Quantity in Cartons	(Blank) OR (Zeros)

<u>These reserved </u>SKU numbers should be used when providing the returned goods quantity by retail site (i.e. PCH records). The UPC and SKU number information reported in the UIR record MUST be properly reported in the corresponding PCH record information as well.

DATA FORMAT

File Format Advantages

- More efficient coding structure **reduces the data file size by 50%** when compared to a flat file format. This results in less processing time for the Distributor to produce the data file, which saves significant personnel costs as well as computer time.

- Since fewer media are needed (fewer floppies or shorter tapes) cost savings in material are realized.

- Since fewer media are needed handling, packaging and logistics problems are minimized.

- Since fewer media are used we expect fewer problems related to bad media and data corruption.

- Distributor backup disk requirements are reduced (for storing back data).

- Parallels many Distributor systems that have separate product and customer files.

- Since fewer media are needed shipping costs are reduced.

- Enables future electronic transmission by reducing replicated information.

- Provides a self documenting structure that minimizes the need for Distributor documentation of changes to Liggett's RIS Program.

- Includes Distributor identification in the data stream to insure accurate entry of data into the main processing system.

- Includes batch checking information to allow Distributor automatic audit trail balancing.

- Programming efforts to produce the file should be simple and not much more than the effort to produce a flat file.

- Enables quick resolution of data errors and problems thereby allowing Liggett's RIS Program to resolve these issues faster and allowing Distributors to reprocess and resend data much more rapidly.

BAR CODED LABELS

The RIS Program Distribution Support Center will provide you with Bar Coded Address and Media labels. It is very important for the data check-in and the processing function that your bar-coded labels be applied properly. Please note that although the labels are produced in a continuous-form strip, there <u>are two distinctly different labels provided</u>:

> ➢ One set of labels should be applied to the media (e.g., floppy diskette, cartridge, etc.) and are identified as such.

> ➢ One set of labels should be applied to the outside of the mailing package (e.g., Airborne Express) and are identified as such.

It is important that you fill out the labels completely and attach them to the outside of all media and packages. This ensures that you will be credited for your data.

Please inform the Liggett Vector Brands RIS Program Distribution Support Center if you require an additional supply of bar-coded labels.

MISCELLANEOUS INFORMATION

• **RIS Program data processing facility address:**

    Liggett Vector Brands RIS Program
    6565 Penn Avenue
    Suite 700
    Pittsburgh, PA 15206-4490

• **Distribution Support Center Phone Number (for data related questions only)**

    1-877-544-4429

• **Distribution Support Center FAX Number**

    1-724-265-5401

• **Preferred Shipper: Airborne Express**

    • 800-426-2323 (mention Liggett Vector Brands RIS Program)
    • No Pick-up Fee
    • Pre-arranged Pick-up Day
    • Significant annual cost savings
    • Automated Tracking System
    • RIS Program Carrier
    • RIS Program will not accept media marked "Bill Receiver"

• **Enrollment Kit**

    • Distributor ID (one per shipping site)
    • Rolodex card
    • Bar coded media and mailing labels
    • Other information