SM Supermalls
Sales Reporting System

POS Accreditation Checklist

Our goal is to deploy a more scalable & improved Sales Reporting System across all SM branches nationwide

Per lease agreement, all Tenants subject to percentage rent are required to submit daily sales thru **SM Supermalls' sales reporting system (SRS)**.

As an **SM-accredited POS Provider**, you shall ensure that the tenant's POS application is compliant with the technical requirements of said SRS, & must be ready to adapt with additional system enhancements that SM may implement.

POS Accreditation Scenarios

1. 1 Scenario = 1 Business/Transaction Date

2. Follow the amounts specified per transaction

3. List all Official Receipt or Invoice numbers per Scenario

4. Indicate if there are scenarios not applicable to your POS system

5. Send the POS Accreditation Scenarios file back to SM for documentation of these items.

File Specifications

Transactions	TransactionDetails
mm_yyyy_transactions.csv (ex. 01_2023_transactions.csv)	mm_yyyy_ transactiondetails.csv (ex. 01_2023_transactiondetails.csv)

CSV Output Files: 30 rolling days worth of transactions

FROM	TO	FILE NAME
December 13, 2022	January 12, 2023	01_2023_transactions.csv
December 14, 2022	January 13, 2023	01_2023_transactions.csv

File Directory: C:\SIA

Scheduler: Run as Administrator & set to Hourly sending

Scheduler Credentials: Provide a generic email address where system can automatically send username & password
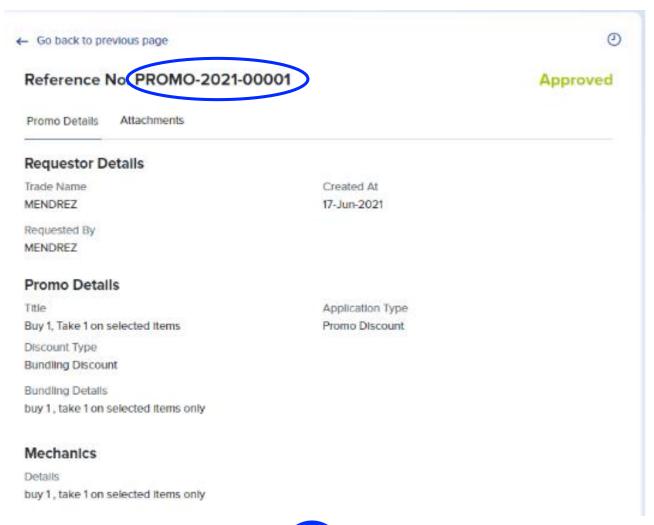
How to Record Tenant-initiated Promos & Discounts

Promo Reference Number from SM's Tenant Portal is required, together with the **Promo Name/Title.** If multiple promos in 1 transaction, separate them with double colon "::".

Single promo Format: [promo reference number]=[promo name]
Multiple promos format: [promo reference number]=[promo name]::[promo reference number]=[promo name2]

How to Record Tenant-initiated Promos & Discounts

Updated POS Accreditation Process Flow

Email CSV Output Files based on Accreditation Scenarios
Mosaic 1st level of validation

Upload CSV Output Files thru Staging Scheduler
SM Accounting 2nd level of validation

7-day Live POS sales validation using Staging Scheduler
SM Accounting 3rd level of validation

Deployment of Production Scheduler to Live POS

Accreditation of POS Provider/In-house Application