



U.S. FOOD & DRUG
ADMINISTRATION

U.S. Food and Drug Administration

**Tobacco Registration and Product Listing
Module (TRLM)**

User Guide

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1. Add Establishment Registration

To add a new establishment to a registration, select the “Add Establishment Registration” button from the View/Update Establishment Registration screen.

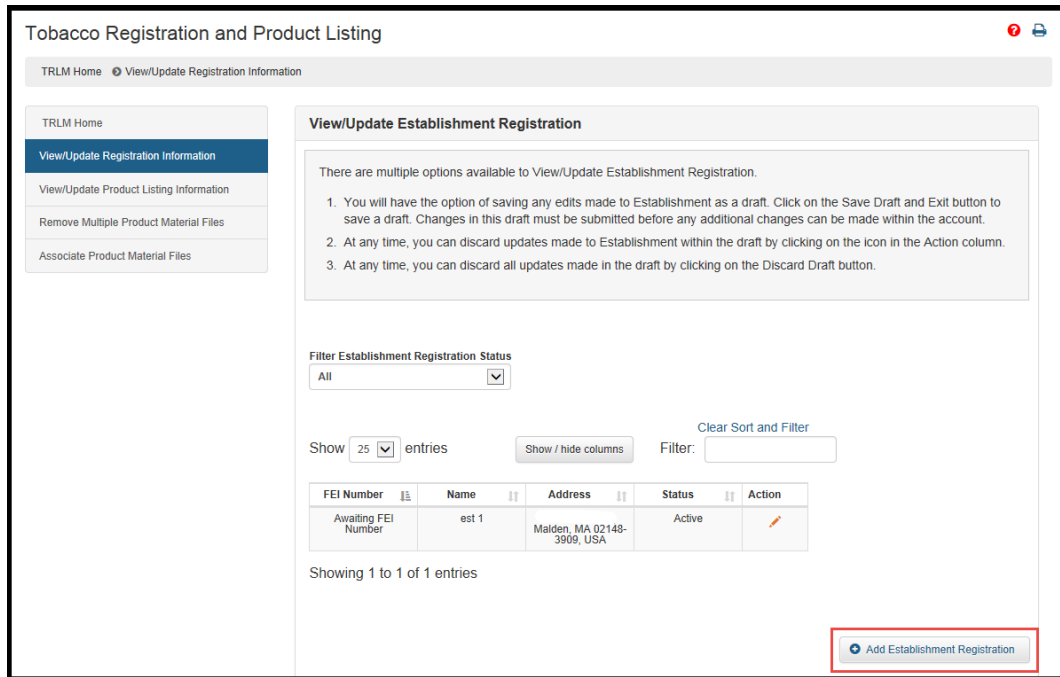


Figure 1

The system will navigate you to Section IV - Registration (Establishment Information) page, as displayed in Figure 2.

Enter the information for the new establishment and Point of Contact.

If the registration has more than one Operator, you are required to select at least one Operator for the establishment. To do so, click on the “Select Operator(s) for this Establishment” and choose an Operator from the dropdown.

If required, choose multiple Operators associate with the establishment. To add another Operator to be associated with the establishment, select the “Add another Operator” button.

Section IV - Registration (Establishment Information)

Enter registration and contact information for each establishment being registered.

Select operator(s) for this establishment

Company Operator 1

Autofill from Operator Information

+ Add Another Operator

Establishment Information

Establishment Name

Company Establishment 2

The term "establishment" means a place of business under one ownership at one general physical location. A single building may house more than one distinct establishment if the establishments are under separate ownership.

Address Line 1

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Address Line 2 (Optional)

ZIP or Postal Code

02148

Please enter valid Zip code

City

Malden
▼

State, Province or Territory

Massachusetts
▼

Establishment D&B DUNS Number (Optional)

Establishment Point of Contact (Optional)

Title

Please Select
▼

First / Given Name

Middle Name

Last Name

Position Title

Email Address

exampleemail@example.com

Telephone (Include Country Code if applicable)

001	617	1234567	
Country	Area	Phone Number	Extension

Fax

001		
Country	Area	Fax Number

Is this establishment an Electronic Nicotine Delivery System (ENDS) Retail Establishment? (Optional)

Please Select
▼

Operation (Check all that apply) (Optional)

<input checked="" type="checkbox"/> Blending	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Reconstituting Tobacco
<input checked="" type="checkbox"/> Packaging	<input type="checkbox"/> Labeling	<input type="checkbox"/> Saucing (or casing)
<input type="checkbox"/> Storing	<input type="checkbox"/> Testing	<input type="checkbox"/> Other (specify)

← Previous
Next →

Figure 2

1.1 Address Validation

The system will display a warning message when the establishment name and address entered is found to be a possible duplicate; (see Figure 3).

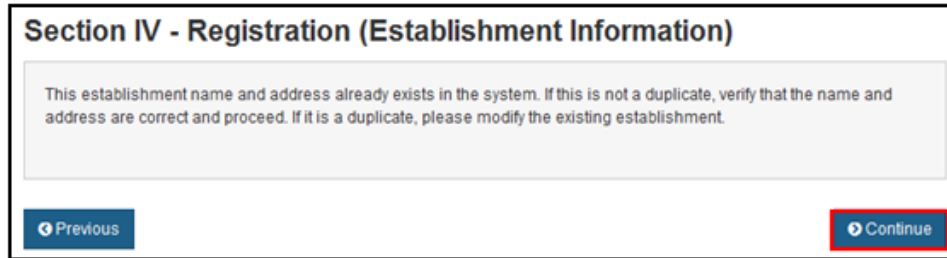


Figure 3

You can make changes to the establishment information by selecting the “Back to Establishment Information” button.

If you verify the establishment name and address is not a duplicate, click the “Continue” button to add product listings to the establishment.

1.2 Add Product Listings to Establishment

Upon completing the establishment information, you will be navigated to the “Add Product Listing to Establishment” page, as displayed in Figure 4.

This page displays all the product listings that have been added to the registration. You may select existing products by selecting the “Add to Establishment” checkbox for the appropriate product or add new products by selecting the “Product” button.

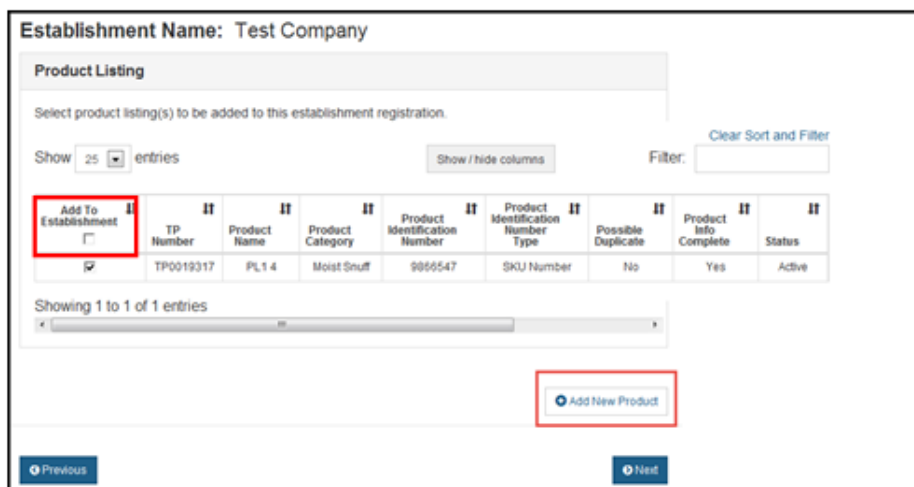


Figure 4

1.3 Add New Product

If you select the “Add New Product” button, you will be navigated to Section V: Product Listing page, as displayed in Figure 5. Enter the required information for the new product.



Figure 5

You must complete the "[Advertising, Labeling, and Consumer Information](#)" sections for the product being added to the registration. After adding the product(s) to establishments, select "Next" to navigate to the "Registration Review" page.

1.4 Registration Review Page

The system displays the registration review page and all entered information for review, as shown in Figure 6.

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure Edit

Owner Information	Owner Point of Contact
Owner Name (Name of the Corporation / Partnership or Individual Owner) Test Company	Title Test User
Address Line 1 12 J K St NW	Full Name Test User
Address Line 2	Position Title Records Manager
Country UNITED STATES	Email Address
ZIP or Postal Code 20005-4025	Phone Number 001 (301) 222-5555
City Washington	Fax Number
State, Province or Territory DC	
Owner Headquarters D&B DUNS Number	

Section III - Operator Information and Business Structure Edit

Operator Name	Address	Type of Business Structure
Test Company	Washington, DC 20005-4025, USA	Sole Proprietorship

Section IV - Establishment Information Edit

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	J, Washington, DC 20005-4025, USA

Section V - Product Listing Edit

Show entries

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete
product 1	Cigarettes	1212	SKU Number	No	Yes

Showing 1 to 1 of 1 entries

Mark all product listing(s) with incomplete labeling information as Product has no Labeling

Save Draft and Exit Continue to Submit

Figure 6

After reviewing or updating the registration information, you can complete one of the following:

- Edit the information from each section of the registration by clicking on the “Edit” button for the section.
- “Save Draft and Exit” the registration or product listing. Changes in the draft must be submitted before any additional changes can be made with the account.
- Select the checkbox to “Mark all product listing(s) with incomplete labeling information as Product has no Labeling” and choose to submit by selecting the “Continue to Submit” button.
- Submit by selecting the “Continue to Submit” button. You can then navigate to Section VI: Confirmation Statement.

When you click the “Continue to Submit” button, the system will display a message that acknowledges the registration and product listing information has successfully been submitted.