



U.S. FOOD & DRUG
ADMINISTRATION

U.S. Food and Drug Administration

Tobacco Registration and Product Listing

Module (TRLM): Associate Product Material Files

User Guide

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1. Associate Product Material Files

Use this process to select an advertisement, consumer information or a labeling file to associate the file to multiple product listing(s).

1.1 Search Existing Advertising, Consumer Information, or Labeling or Files

To search for existing advertising, consumer information or labeling or files, enter your desired search criteria and click the “Search” button.

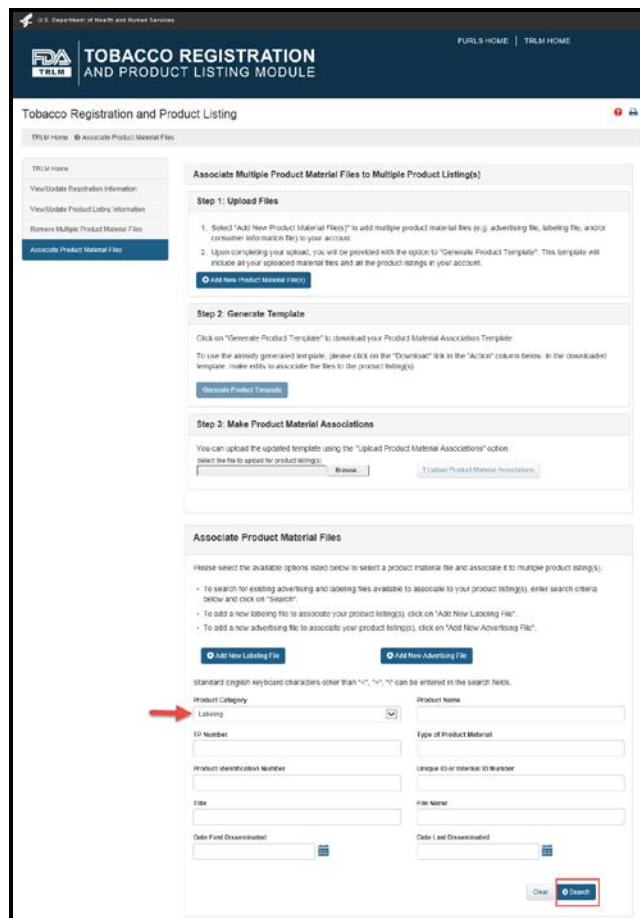

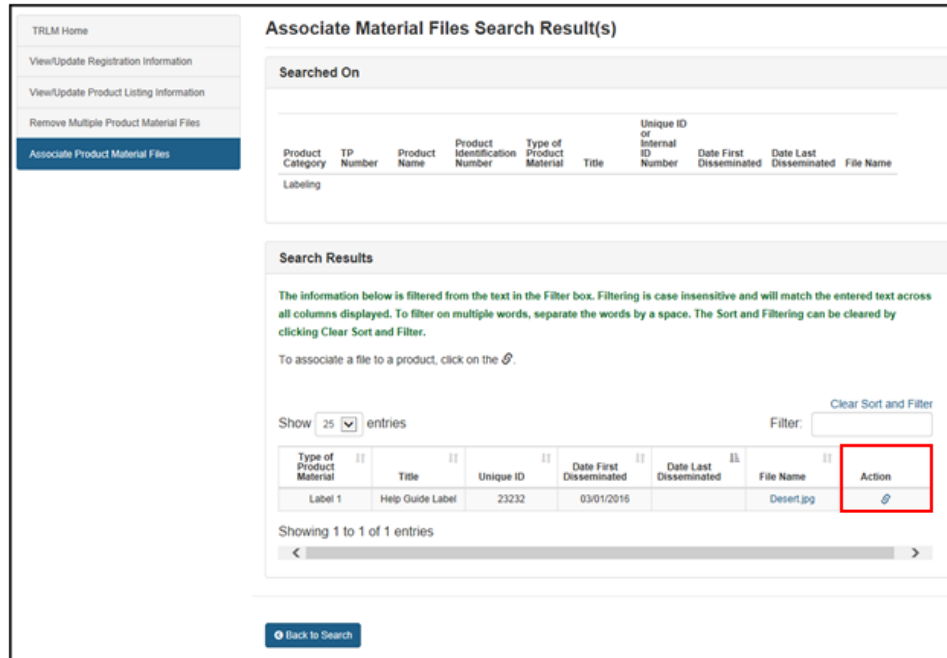


Figure 1

1.2 Associate Material Files Search Result(s)

You will then be directed to the Search Results page.

To associate a file to a product, select the  symbol under the “Action” column.




Associate Material Files Search Result(s)

Searched On


Product Category	TP Number	Product Name	Product Identification Number	Type of Product Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Date Last Disseminated	File Name
Labeling									

Search Results

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

To associate a file to a product, click on the .

Show entries Filter: [Clear Sort and Filter](#)

Type of Product Material	Title	Unique ID	Date First Disseminated	Date Last Disseminated	File Name	Action
Label 1	Help Guide Label	23232	03/01/2016		Desert.jpg	

Showing 1 to 1 of 1 entries

[Back to Search](#)

Figure 2

Select the products to associate the file with and click “Associate Product Listing(s)”.

Associate Labeling File to Product Listing(s)

Labeling File Information

Type of Labeling Material	Title	Unique ID	Date First Disseminated	Date Last Disseminated	File Name
Label 1	Help Guide Label	23232	03/01/2016		Desert.jpg

Currently Associated Product Listing(s)

These are the products currently associated to the advertising file.

[Clear Sort and Filter](#)

Show entries Filter:

TP Number	Product Name	Intended Use of Product	Product Category
TP6236215	product 1	Consumer Use	Cigarettes

Showing 1 to 1 of 1 entries

Available Product Listing(s) (Active)

These are the products which may be associated to the labeling file.

The information below is filtered from the text in the Filter box. Filtering is case insensitive and will match the entered text across all columns displayed. To filter on multiple words, separate the words by a space. The Sort and Filtering can be cleared by clicking Clear Sort and Filter.

Optionally, the user can select or unselect all products by clicking either [Select All Products](#) or [Unselect All Products](#).

[Select All Products](#) | [Unselect All Products](#)

[Clear Sort and Filter](#)

Show entries [Show / hide columns](#) Filter:

Select	TP Number	Product Name	Product Identification Number	Product Category
<input type="checkbox"/>	TP6236218	product 2	1213	Cigarettes
<input type="checkbox"/>	TP6236219	product 3	1214	Cigarettes
<input type="checkbox"/>	TP6236221	test product 3		Cigarettes

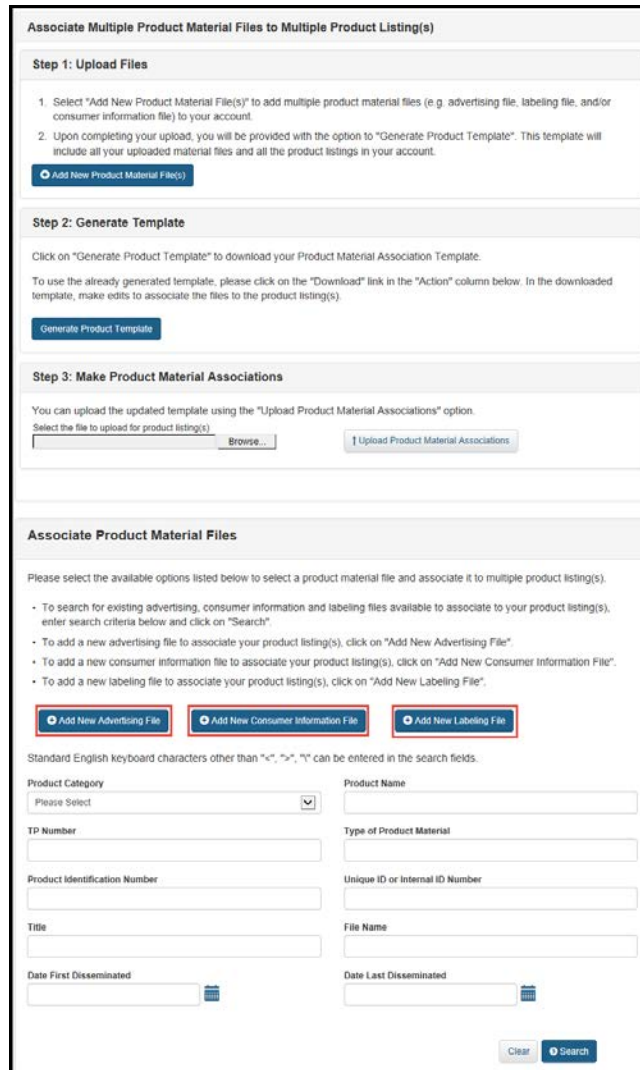
Showing 1 to 3 of 3 entries

[Back to Search](#)
[Back to Search Result](#)
[Associate Product Listing\(s\)](#)

Figure 3

1.3 Add New Advertising File or Add New Labeling File

To add a single new advertising file or a labeling file and associate it with multiple product listings, click the “Add New Advertising File”, “Add New Consumer Information File” or the “Add New Labeling File” option.



Associate Multiple Product Material Files to Multiple Product Listing(s)

Step 1: Upload Files

- Select "Add New Product Material File(s)" to add multiple product material files (e.g. advertising file, labeling file, and/or consumer information file) to your account.
- Upon completing your upload, you will be provided with the option to "Generate Product Template". This template will include all your uploaded material files and all the product listings in your account.

[Add New Product Material File\(s\)](#)

Step 2: Generate Template

Click on "Generate Product Template" to download your Product Material Association Template.

To use the already generated template, please click on the "Download" link in the "Action" column below. In the downloaded template, make edits to associate the files to the product listing(s).

[Generate Product Template](#)

Step 3: Make Product Material Associations

You can upload the updated template using the "Upload Product Material Associations" option.

Select the file to upload for product listing(s)

Associate Product Material Files

Please select the available options listed below to select a product material file and associate it to multiple product listing(s).

- To search for existing advertising, consumer information and labeling files available to associate to your product listing(s), enter search criteria below and click on "Search".
- To add a new advertising file to associate your product listing(s), click on "Add New Advertising File".
- To add a new consumer information file to associate your product listing(s), click on "Add New Consumer Information File".
- To add a new labeling file to associate your product listing(s), click on "Add New Labeling File".

[Add New Advertising File](#) [Add New Consumer Information File](#) [Add New Labeling File](#)

Standard English keyboard characters other than "~", ">", "<" can be entered in the search fields.

Product Category:

Product Name:

TP Number:

Type of Product Material:

Product Identification Number:

Unique ID or Internal ID Number:

Title:

File Name:

Date First Disseminated:

Date Last Disseminated:

Figure 4

1.4 Associate File Upload

To upload a file for an advertisement, you have the option to provide the following information on the form:

- Type of Advertising Material
- Title

- Unique ID or Internal Identification Number
- Date of Advertisement’s First Dissemination
- Date of Advertisement’s Last Dissemination

Once you have entered the associated information, select “Continue”.

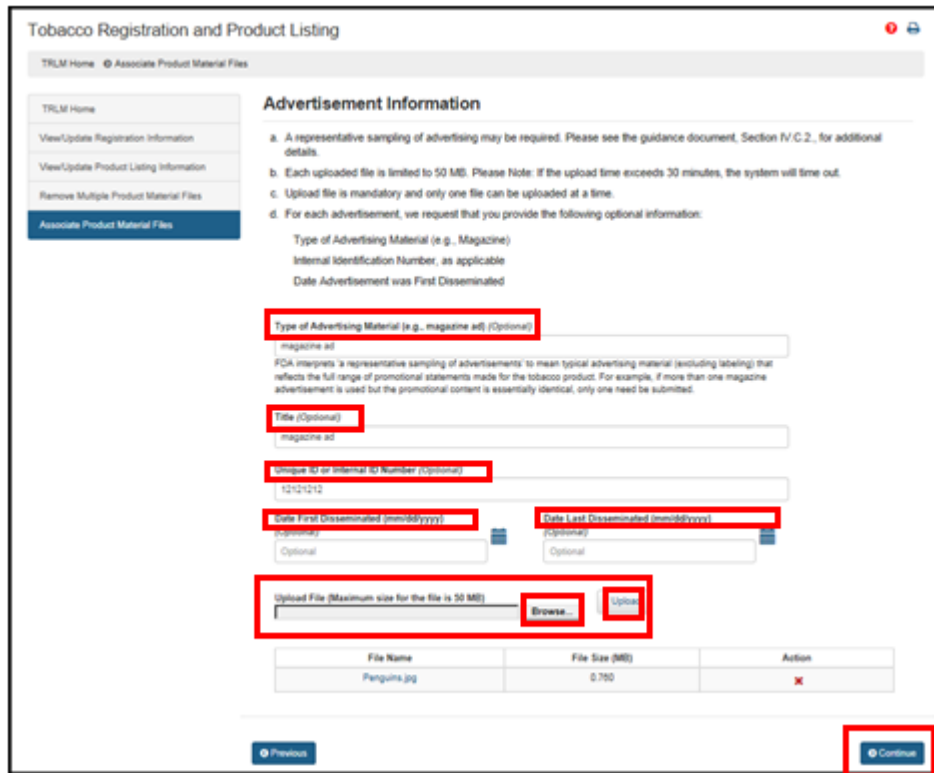


Figure 5

1.5 Available Active Product Listings

You will be directed to “Associate Advertising File to Product Listing(s)” page. This page will contain advertising file information, as well as associated and available product listings.

Select the files you wish to search and/or filter. You can also select (or unselect) all products by clicking “Select All Products” or “Unselect All Products”.

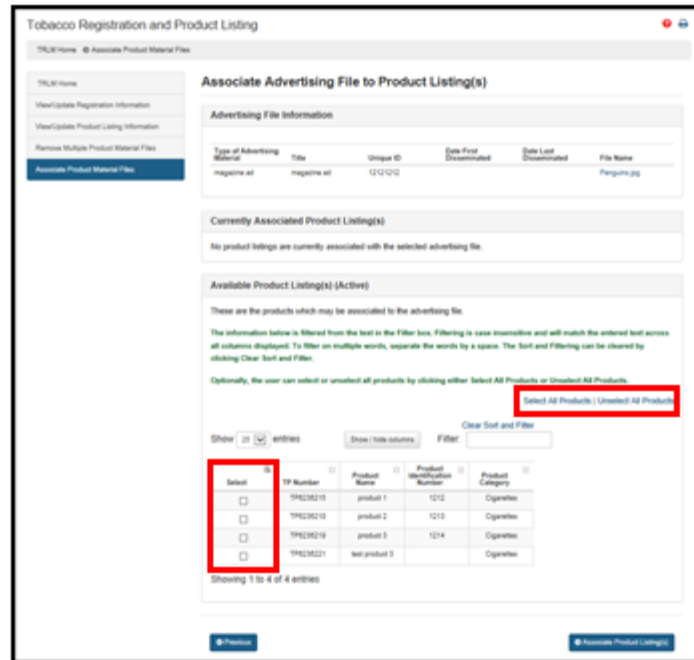


Figure 6

1.6 Associated Product Listing(s) Review

To view a complete list of associated product listings, click the icon.

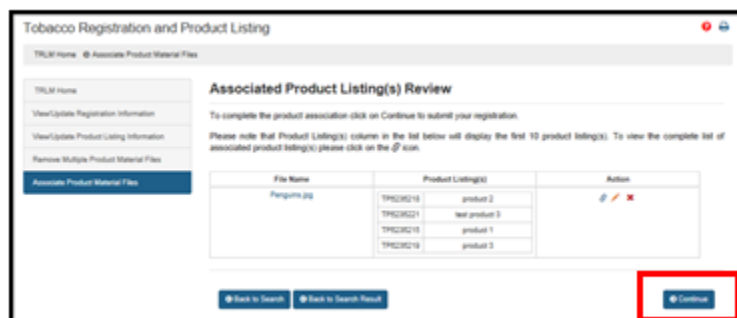


Figure 7

To complete the product association, click “Continue”.

You will then be directed to the Confirmation Statement, at which point you will be asked to verify the data and information in your submissions is accurate and has been reviewed.