



U.S. FOOD & DRUG
ADMINISTRATION

U.S. Food and Drug Administration

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

View and Update Registration Information

User Guide

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1. View and Update Registration Information

After you have logged into the "Tobacco Registration and Product Listing" from FDA Industry Systems, navigate to the TRLM Main Menu page, as shown in Figure 1.

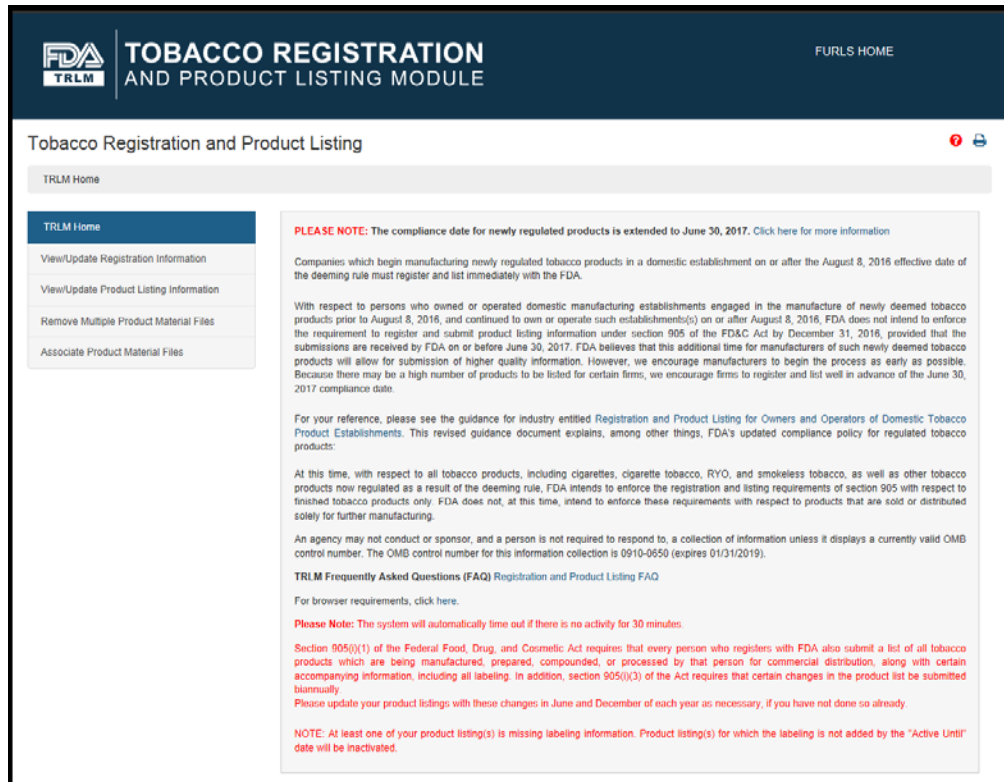


Figure 1

Once the registration is submitted, the TRLM Main Menu page will display the following options:

- View/Update Registration Information
- View/Update Product Listing Information
- Remove Multiple Product Material Files
- Associate Product Material Files

To view, add, and/or edit establishment information, select “View/Update Registration Information” from the TRLM Main Menu page.

The system will display the establishments that were added to your registration, as shown in Figure 2.

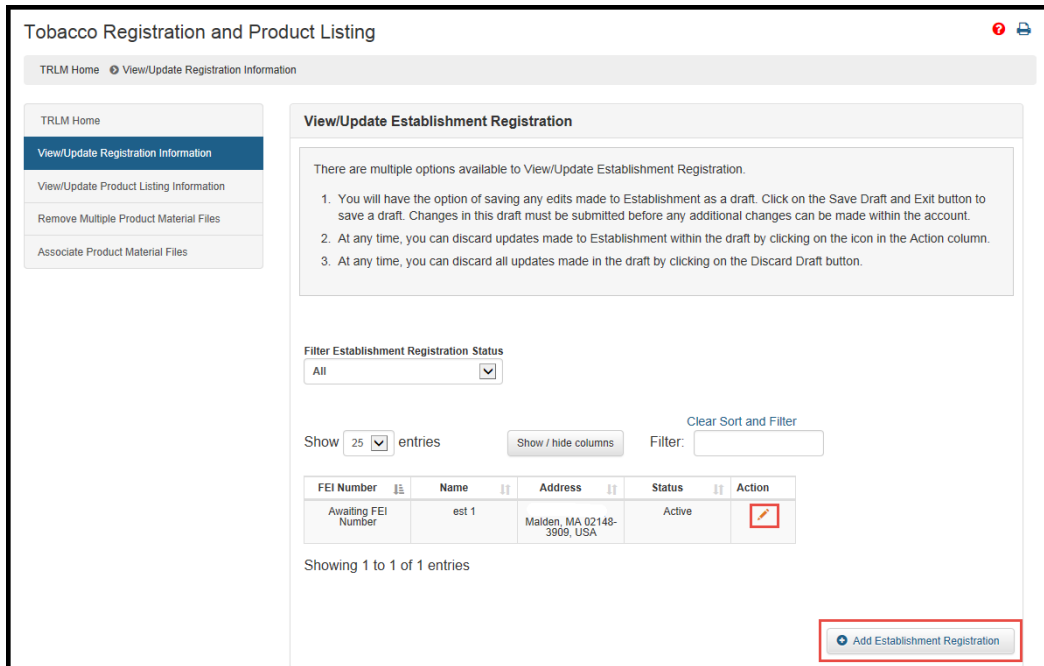



Figure 2

The establishment summary page contains a list of the establishment(s) that was added to your registration. Here, you can add a new establishment to the registration or view/update an existing establishment.

To add new establishments to the registration, select the “Add Establishment Registration” button. (For details about adding a new establishment, refer to [Add Establishment Registration](#)).

1.1 View and Update Existing Establishment Registration

To view/update an existing establishment, select the  icon, as shown in Figure 2. You will be navigated to the View/Update Establishment Registration Review page for the selected establishment, as shown in Figure 3.

View/update previously entered sections of the registration by selecting the “Edit” button, as shown in Figure 3.

View/Update Establishment Registration

Change Establishment Registration Status
Please Select ▼

Last Year Registered: **2015**

Last Viewed Date: **NA**

Last Updated Date: **NA**

Last Updated By: **NA**

Current Establishment Registration Status: **Active**

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure ✎ Edit

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)
Test Company

Address Line 1
11820 Help Guide Dr

Address Line 2

Country
UNITED STATES

ZIP or Postal Code
20852

City
Rockville

State, Province or Territory
MD

Owner Headquarters D&B CUNS Number

Owner Point of Contact

Title
Help Guide

Position Title
Staff

Email Address
help.guide@test.com

Phone Number
001 (301) 565-5555

Fax Number

Owner Business Structure

Type of Business Structure Sole Proprietorship	Owner Name Jane Doe
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Section III - Operator Information and Business Structure ✎ Edit

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information ✎ Edit

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

[Add Another Establishment](#)

[Back to Establishment List without Saving](#)

Figure 3

1.2 Establishment Registration Review

On the Establishment Registration Review page, the following actions can be performed:

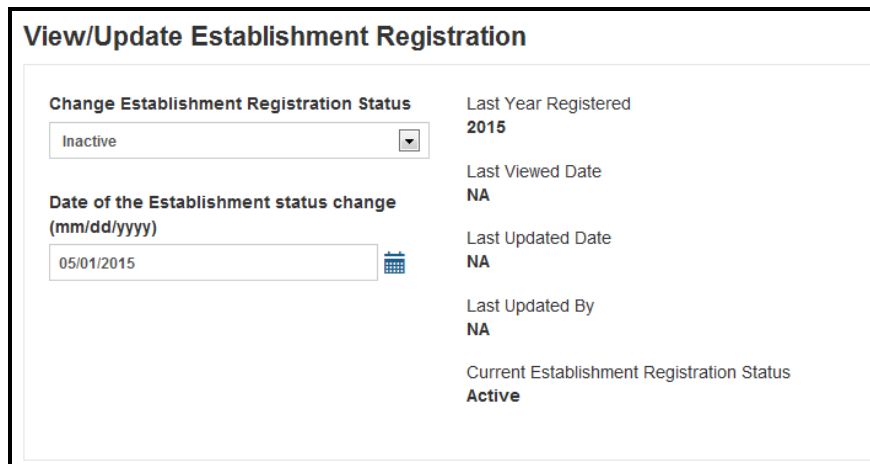
- Update The Status of The Establishment
- [View or Update Registration Information](#)
- [Complete Annual Registration](#)
- [View/Update another Registration](#)
- [Add Another Establishment](#)
- Continue to Submit

1.2.1 Changing the Establishment Status

To update the status of the establishment, change the establishment registration status of an “Active” establishment to “Inactive” or change the establishment registration status of an “Inactive” establishment to “Active”.

When you change the status of an establishment, the system will prompt you to enter the date of the establishment status change, as displayed in Figure 4.

NOTE: This cannot be a future date.



View/Update Establishment Registration	
Change Establishment Registration Status Inactive	Last Year Registered 2015
Date of the Establishment status change (mm/dd/yyyy) 05/01/2015	Last Viewed Date NA
	Last Updated Date NA
	Last Updated By NA
	Current Establishment Registration Status Active

Figure 4

1.3 Inactivate an Establishment Registration

When continuing to submit after changing the status of an “Active” establishment to “Inactive”, the system will display a warning message, as shown in Figure 5.



Figure 5

If you acknowledge inactivating the associated product listing(s), select “Next” to navigate to the “Marketing Status Change Date” page.

You will be prompted to provide the “Marketing Status Change Date” for each of the Product Listing(s) deactivated, as shown in Figure 6.

NOTE: This cannot be a future date.

Select “Next” to navigate to the submission page, as shown in Figure 6.

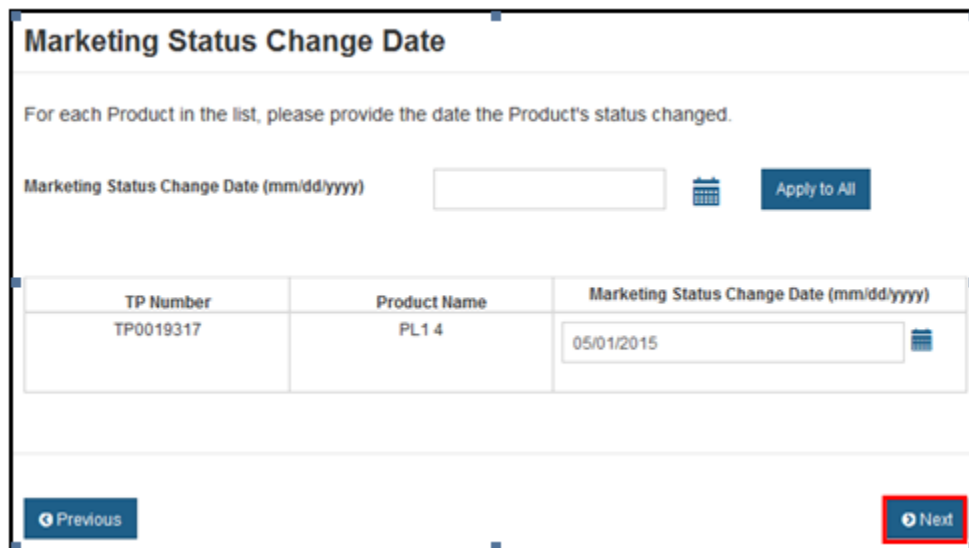


Figure 6

1.4 Activate an Establishment Registration

When continuing to submit after changing the status of an “Inactive” establishment to “Active”, you will be navigated to the “Add Product Listing” page, as displayed in Figure 7.

Establishment Name: Test Company

Product Listing

Select product listing(s) to be added to this establishment registration.

Show 25 entries Show / hide columns Filter: Clear Sort and Filter

<input type="checkbox"/> Add To Establishment	TP Number	Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Product Info Complete	Status
<input type="checkbox"/>	TP0019317	PL14	Moist Snuff	9865547	SKU Number	No	Yes	Inactive

Showing 1 to 1 of 1 entries

Figure 7

This page displays all previously submitted products. You must select the product(s) you want to be associated with the establishment being activated.

Select existing product(s) by checking the “Add to Establishment” checkbox alongside each Product Listing; as shown in Figure 7.

To add a new product, select the “Add New Product” button.

Submit the status update.

1.5 Complete Annual Registration:

In order to complete an annual registration, you must update the establishment information in Section IV – Registration (Establishment Information) by selecting the “Edit” button on the Establishment Registration Review page.

If there are no changes, select the checkbox labeled “Please check this box if there are no changes to the establishment information in Section IV below”, as displayed in Figure 8.

View/Update Establishment Registration

Please check this box if there are no changes to the establishment information in Section IV below.

Change Establishment Registration Status Last Year Registered

Please Select 2014

Figure 8

1.5.1 View/Update another Registration

If there is more than one registered establishment for the account, view/update another establishment by selecting the “Continue to View/Update Another Registration” button on the View/Update Establishment Registration review page. You will be navigated to the View/Update Registration Information main menu page.

Select another establishment to view or update.

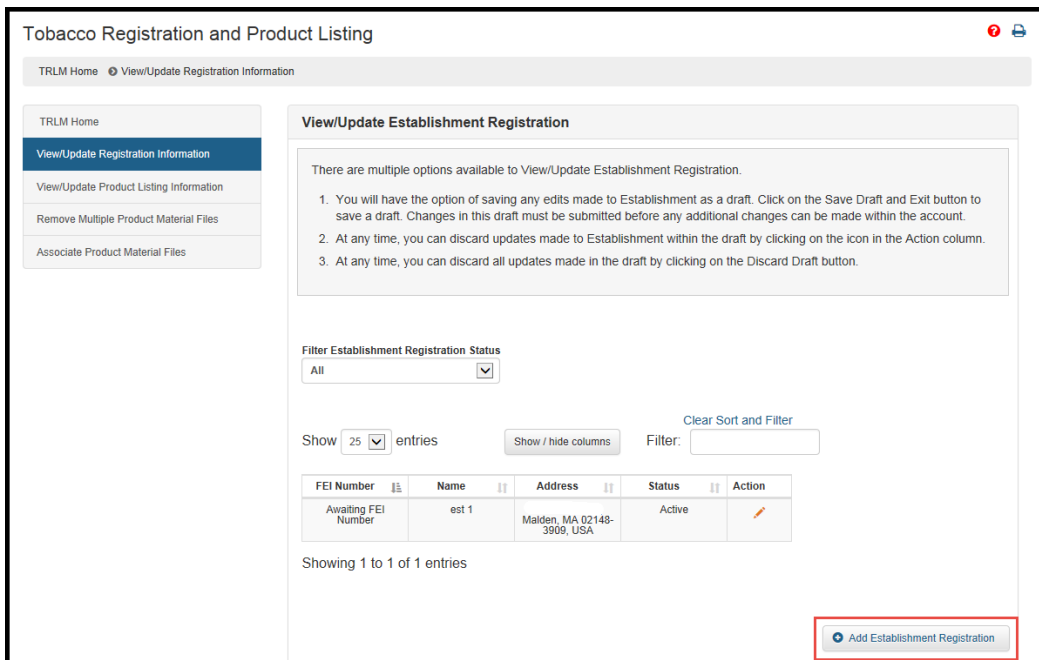
1.5.2 Add another Establishment

You may add another establishment by selecting the “Add Another Establishment” button on the View/Update Establishment Registration review page. You will be directed to the Section IV - Registration (Establishment Information) page, where you can enter information for a new establishment.

Once you have reviewed the registration, submit updates by selecting the “Continue to Submit” button. You will be directed to Section VI: Confirmation Statement.

2. Add Establishment Registration

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



Tobacco Registration and Product Listing

TRLM Home View/Update Registration Information

TRLM Home

View/Update Registration Information

View/Update Product Listing Information

Remove Multiple Product Material Files

Associate Product Material Files

View/Update Establishment Registration

There are multiple options available to View/Update Establishment Registration.

1. You will have the option of saving any edits made to Establishment as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Establishment within the draft by clicking on the icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.

Filter Establishment Registration Status

All

Show 25 entries Show / hide columns Filter: Clear Sort and Filter

FEI Number	Name	Address	Status	Action
Awaiting FEI Number	est 1	Malden, MA 02148-3909, USA	Active	

Showing 1 to 1 of 1 entries

Add Establishment Registration

Figure 9

The system will navigate you to Section IV - Registration (Establishment Information) page, as displayed in Figure 10.

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

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

20 Help Guide Dr

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)

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)

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

Figure 10

2.1 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 11).

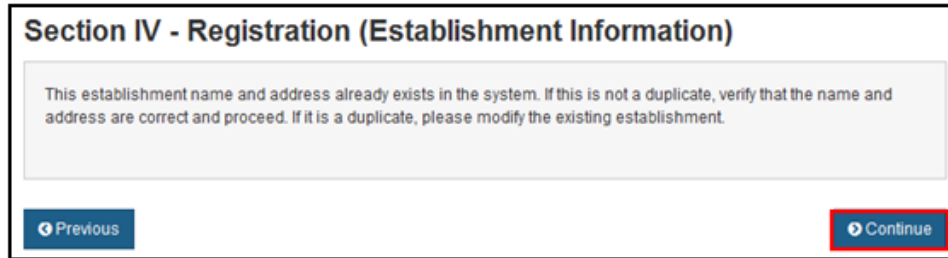


Figure 11

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.

2.2 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 12.

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.

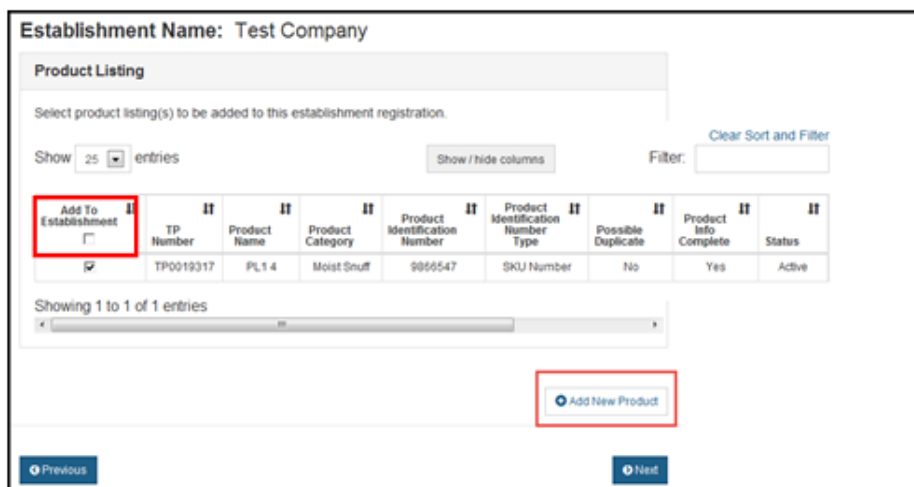


Figure 12

2.3 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 13. Enter the required information for the new product.



Section V - Registration (Product Listing)

Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

3. Type of Product Identification Number (Select One)

Item/Catalog Number SKU Number UPC Number

4. Intended Use of Product (Select One)

Consumer Use Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

Cigarettes Chewing Tobacco Dissolvables
 Accessory Filters Roll-Your-Own Tobacco Roll-Your-Own Filters
 Dry Snuff Moist Snuff Roll-Your-Own Paper
 Snus Other

Please Select

6. Further Manufacturing Use Product Category (Check applicable)

Tobacco Paper Filters
 Pouch for Portioned Tobacco Additive Other

Please Select

7. Flavor (Check applicable)

Menthol None Other (Specify)

Previous **Next**

Figure 13

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.

2.4 Registration Review Page

The system displays the registration review page and all entered information for review, as shown in Figure 14.

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 14

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.