



**U.S. FOOD & DRUG
ADMINISTRATION**

U.S. Food and Drug Administration

**Tobacco Registration and Product Listing
Module (TRLM): Associate Multiple Product
Material Files to Multiple Product Listing**

User Guide

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

Use this process to associate multiple advertising files and associate them to multiple product listing(s).

1.1 Upload Files

1. Select "Add New Product Material File(s)" to add multiple product material files (e.g., advertising file(s), labeling file(s), and/or consumer information files) to your account.

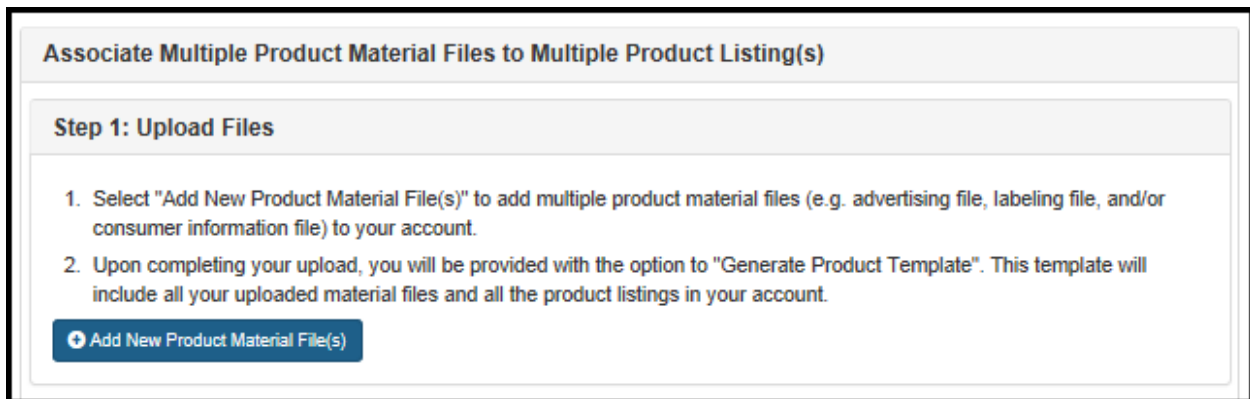


Figure 1

2. Upon completing your upload, you will be provided with the option to "Generate Product Template". This template will include all of your uploaded material files and all of the product listings in your account.

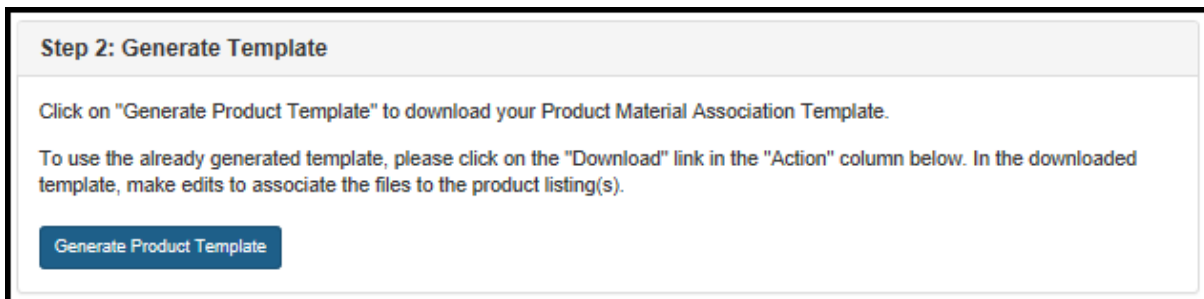


Figure 2

3. To upload files, select the "Add New Product Material File(s)" button. You will then be directed to "Add Product Materials" screen, as shown in Figure 3.

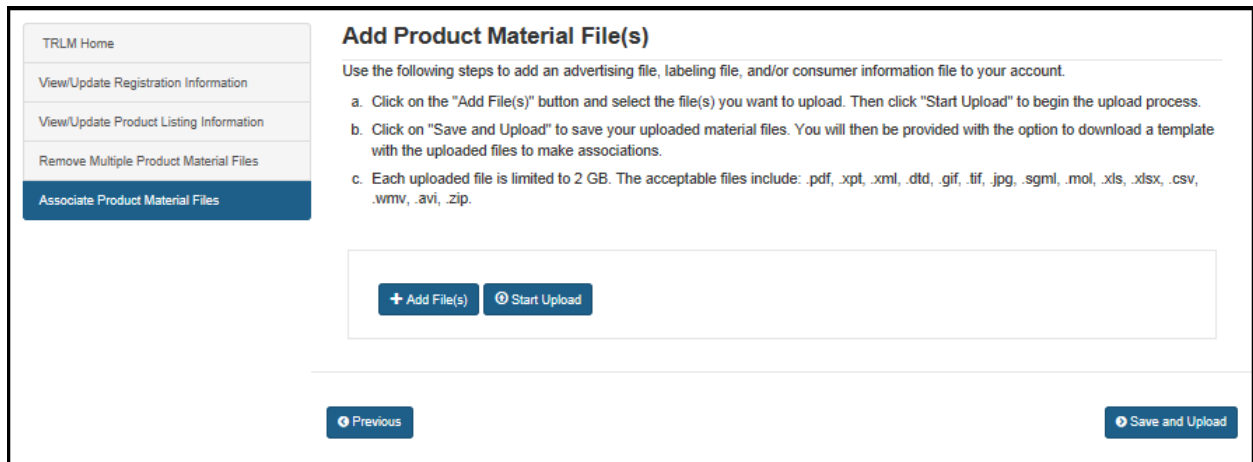


Figure 3

1.1.1 Add Product Material File(s)

To add an advertising file, labeling file, and/or consumer information file to your account follow the steps below:

1. Click the "Add File(s)" button and select the file(s) you wish to upload. Select "Start Upload" to begin the upload process, as shown in Figure 4.
2. Click "Save and Upload" to save your uploaded material files, as shown in Figure 4. You will then be given the option to download a template, along with the uploaded files, to make associations.
3. Each uploaded file is limited to 2GB. The acceptable files include: .pdf, .xpt, .xml, .dtd, .gif, .tif, .jpg, .sgml, .mol, .xls, .xlsx, .csv, .wmv, .avi, .zip

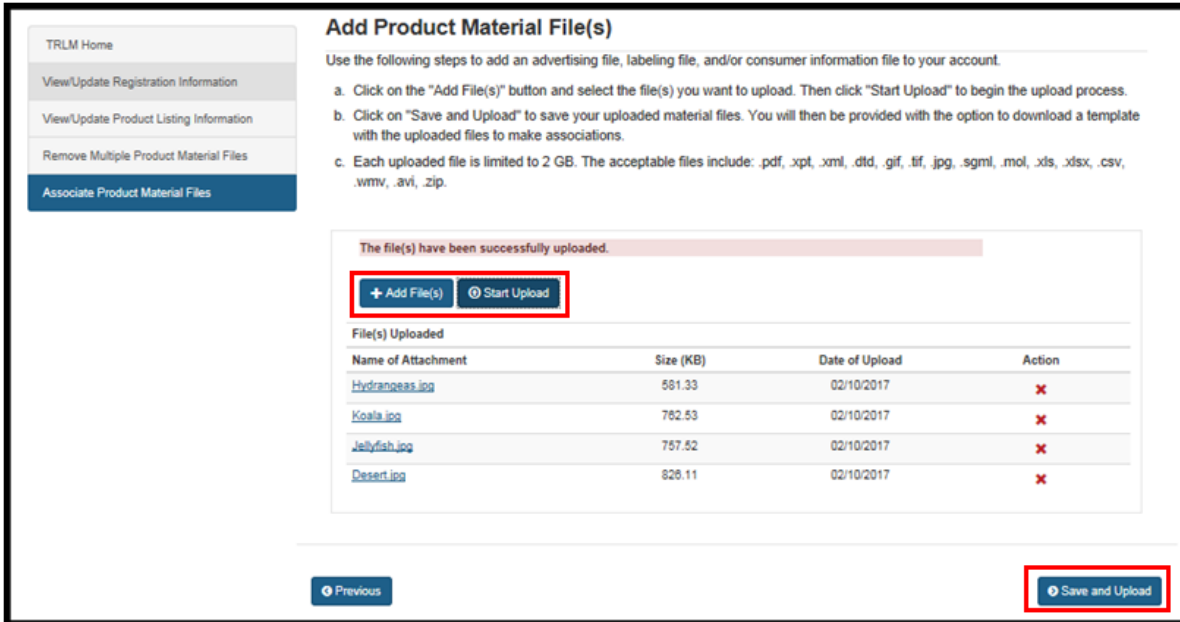


Figure 4

- Select "Save and Upload" after uploading all the product material files. Once uploaded, the system will display a "Draft Confirmation" screen.
- Click the "Continue" button to return to the Associate Product Material Files section, as shown in Figure 5. There, you can generate your Excel file using the "Generate Product Template" option.

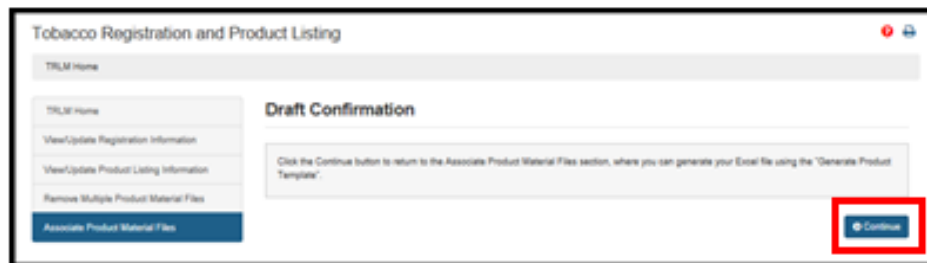


Figure 5

1.2 Generate Templates

- Select "Generate Product Template" to download your Product Material Association Template, as shown in Figure 6.

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

Step 1: Upload Files

1. 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.
2. 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](#)

Figure 6

NOTE: If the account has more than 800 products, this request will be processed offline. The system will notify you by email within 24 hours when the download processing is complete. After you receive the email confirmation, the files will be available for download under the "File(s) Available for Download" section under Step 2 as shown in Figure 7.

2. To use the already generated template, 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).

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](#)

File(s) Available for Download

Show entries Search:

File Name	File Created Date	Action
cio - 01182017-125001 - 0.xls	Jan 18, 2017	Download

Showing 1 to 1 of 1 entries

Figure 7

3. You can make product listing updates in the template(s).
4. Select the File Name from Column A, the TP Number from Column B, and the "Type of Product Material" from Column C from the prefilled options.

File Name	Required	Select the file name of the Material File from Column A, where all files uploaded to the account will be available in a dropdown list.
TP Number	Required	Select the TP Number from Column B, where all product listing(s) associated with the account will be available in a dropdown list.
Type of Labeling Material (e.g., package label)	Optional	Enter up to 120 characters.
Unique ID or Internal ID	Optional	Enter up to 40 characters.
Date Disseminated	Optional	Select a date from the calendar icon or enter a date (mm/dd/yyyy). This date is the time of initial dissemination of the labeling, consumer information, or advertisement, or at the time of initial publication of the labeling, consumer information, or advertisement for the product.
Date First Disseminated	Optional	Select a date from the calendar icon or enter a date (mm/dd/yyyy). This date is the time of last dissemination of the labeling, consumer information, or advertisement, or at the time of final publication of the labeling, consumer information, or advertisement for the product.

Below is an example of a Product Association Template:

File Name	TP Number	Type of Product Material	Type of Labeling Material (e.g., package label)	File	Unique ID or Internal ID	Date First Disseminated (mm/dd/yyyy)	Date Last Disseminated (mm/dd/yyyy)
33667-Hydrangeas.jpg	TP9236215	Advertising	Magazine Ad		1212	08/08/2016	08/20/2016
33667-Hydrangeas.jpg	TP9236218	Advertising	Magazine Ad		1213	08/08/2016	08/20/2016
33667-Hydrangeas.jpg	TP9236219	Advertising	Magazine Ad		1214	08/08/2016	08/20/2016
33667-Hydrangeas.jpg	TP9236221	Advertising	Magazine Ad		1215	08/08/2016	08/20/2016
33668-Kcala.jpg	TP9236215	Labeling	Bottle Label		1216	08/08/2016	08/20/2016
33668-Kcala.jpg	TP9236218	Labeling	Bottle Label		1217	08/08/2016	08/20/2016
33668-Kcala.jpg	TP9236219	Labeling	Bottle Label		1218	08/08/2016	08/20/2016
33668-Kcala.jpg	TP9236221	Labeling	Bottle Label		1219	08/08/2016	08/20/2016
33669-Jellyfish.jpg	TP9236215	Consumer information	Brochure		1220	08/08/2016	08/20/2016
33669-Jellyfish.jpg	TP9236218	Consumer information	Brochure		1221	08/08/2016	08/20/2016
33669-Jellyfish.jpg	TP9236219	Consumer information	Brochure		1222	08/08/2016	08/20/2016
33669-Jellyfish.jpg	TP9236221	Consumer information	Brochure		1223	08/08/2016	08/20/2016
33670-Desert.jpg	TP9236215	Labeling	Bottle Label		1224	08/08/2016	08/20/2016
33670-Desert.jpg	TP9236218	Labeling	Bottle Label		1225	08/08/2016	08/20/2016
33670-Desert.jpg	TP9236219	Labeling	Bottle Label		1226	08/08/2016	08/20/2016
33670-Desert.jpg	TP9236221	Labeling	Bottle Label		1227	08/08/2016	08/20/2016

Figure 8

1.3 Product Material Associations

1. Upload the updated template using the "Upload Product Material Associations" option, as shown in Figure 9.

NOTE: If the Excel file contains more than 800 rows, this request will be processed offline. The system will notify you [by email] within 24 hours, once the associations are complete.

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

Step 1: Upload Files

1. 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.
2. 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)

[Browse...](#) [Upload Product Material Associations](#)

Figure 9

1.4 Section VI – Confirmation Statement

1. 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 have been reviewed and are accurate.

NOTE: You must agree to the "Confirmation Statement" prior to submission.

2. Click the "Submit" button. The system will display a message that the files have been successfully associated.