

SPL Quick Reference eCard
 Basic Technical Errors
 Novices to SPL

| Error Message/Comment | Solution |
|---|---|
| SPL document not enclosed within a directory (folder). See section five of Step-by-Step Instructions for Creating Structured Product Labeling (SPL) Files for eLIST Drug Establishment Registration and Drug Listing. | Place the SPL file in a folder and upload the folder containing that file via the FDA OC Gateway portal |
| SPL file name must be the id root followed by ".xml" | Name the file with the document root ID. (Do not use creative names for the file name.) Include “.xml” (lower case letters only) after the document root ID Example of file name: 1182bc37-c771-486e-aa58-400f77365842.xml |
| A submission contains only the SPL file whose name ends in '.xml' and associated image files whose names end in '.jpg'. | In each submission folder, include only one SPL file and, if necessary, image files (jpg) associated with the SPL file. Do not include PDF files, Word documents, Text, Excel, or files without file name extensions. |