

Dairy Listing Module (DLM) Screens for OMB approval

Version: 1.0

May 20, 2016

Submitting a Manufacturer or Processor’s Application Electronically to the dairy list with intent to export

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Dairy Listing Module (DLM) Common Page Components

After the external user has logged in on the FURLS Online Account Administration (OAA) page and given their account access to the "Dairy Listing Module", choose the link "Dairy Listing Module" from the list of systems available on the FDA's Unified Registration Listing System (FURLS) home page. This will take you to the webpage "DLM Main Menu" with the banner "DAIRY LISTING MODULE". Each screen in the DLM electronic submission process has this banner.

At the top right of each page are the links "FURLS Home", which will take you to the FURLS home page, and "DLM Home," which will take you to the DLM Main Menu. Choose the link "FURLS Home" to log out.

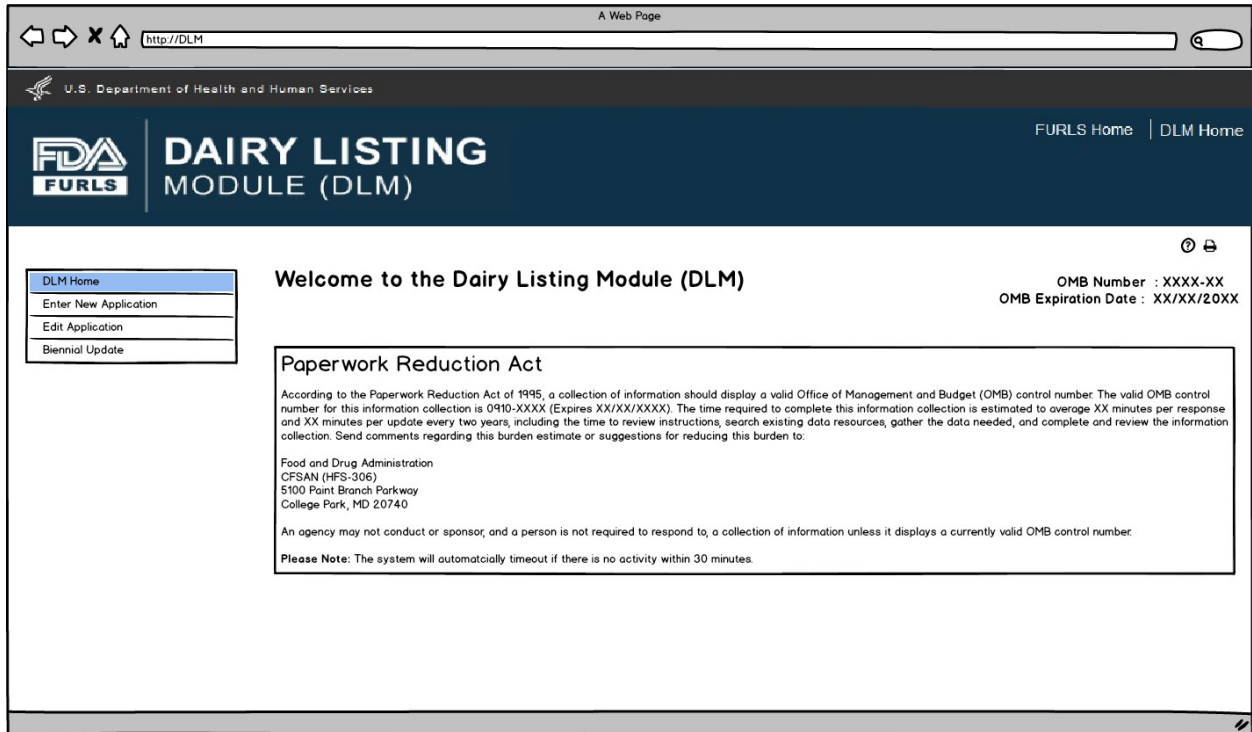
To submit an application for a new a new facility to be added to the dairy list, select the link "Enter New Application" (see "Enter New Application: Figure 1")

The screens throughout the DLM online application process will have the following features:

1. At the top of every screen is a status bar that will track your progress through each step of the process.
2. A "?" Get-Help icon above the menu bar on the right side of the page will provide help. For an overview of all the help files available, see the FDA Industry Systems Index of Help Pages available separately through the "?"Get-Help icon.
3. A "Print" icon which prints the screen displayed on the browser.
4. At the bottom of each screen you will see 1, 2 or 3 navigation buttons; depending on the step in the online application process.
 - a. "Previous" will take you back one step in the process to the previous section of the application. Please note that unsaved information entered on the form is lost if you press the "Previous" button.
 - b. "Next" takes you to the next screen for entering application data.
 - c. "Cancel" takes the user back to the DLM Main Menu. (Will be added to all applicable screens).
 - d. In the last step, the button labeled "Submit" on the bottom far right submits the application to the FDA.

Flow 1: Enter New Application: External User

Enter New Application: Figure 1



Enter New Application: Figure 2

Food Facility Manufacturers and Dietary Supplement Firms will be required to first register in FFRM (Food Facility Registration Module) in order to apply in DLM.

A Web Page

http://DLM

U.S. Department of Health and Human Services

FDA
FURLS

DAIRY LISTING
MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Type of Facility

Facility Type

Please identify the type of facility for the DLM application:

- Food Facility Manufacturer
- Dietary Supplement Firm
- Both (Food Facility Manufacturer and Dietary Supplement Firm)

Previous Next

Enter New Application: Figure 3

Food Facility Manufacturers: FFRM Enterprise Account Login. Each firm will have a main enterprise account holder with access to the FFR Registration Number and FFR Pin Number.

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A left sidebar menu contains "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". A top navigation bar shows "Business Information", "Country/Product Information", "Review", and "Signature". The main content area is titled "FFRM Registration" and contains the following text:

FFRM Registration

In order to apply to DLM, you must have first registered your facility that manufactures the dairy product in the Food Facility Registration Module (FFRM). You will need the Food Facility Registration Number and PIN that you received when you registered your manufacturing facility.

If you have not registered the facility in FFRM, please select OAA and go to FFRM to register.

If you do not have access to the Food Facility Registration Module in FURLS, please select OAA to edit your account profile to get access to FFRM.

If you have registered in FFRM and you have a current and a valid FFRM registration, enter your Registration Number and PIN below. If you do not remember your FFRM Registration Number and PIN, please select OAA and go to FFRM.

If you have any questions please contact the FDA Industry Systems Help Desk by selecting help.

ENTERPRISE ACCOUNT

FFR Registration Number FFR Pin Number

Navigation buttons for "Previous" and "Next" are located at the bottom of the form area.

Enter New Application: Figure 4

Food Facility Manufacturers: FFRM Subaccount Login. The FFRM Enterprise Account holder is able to assign subaccounts when more than one person at a firm needs to access DLM. When the subaccount user logs in with their OAA account, the system will recognize the facilities that they have access to.

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review Signature

FFRM Registration

FFRM Registration

The following facilities are associated with your Subaccount. Please select the facility for the DLM application.

SUBACCOUNT

Select	Facility Name	Address
<input type="radio"/>	ABC	332 Main Street Hull IA
<input type="radio"/>	ABC	2701 Main Road Appleton WI
<input type="radio"/>	ABC	N2915 Elm Road AB Luxembourg WI
<input type="radio"/>	ABC	105 Park Ave. Weyauwega WI

Previous Next

Enter New Application: Figure 5

Food Facility Manufacturers: Business Information, Manufacturer Address and Main Contact Information will be prepopulated for Food Facility Manufacturers since they will be registered in FFRM. All the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited. Inspection Details will be optional for Food Facility Manufacturers.

U.S. Department of Health and Human Services

FDA FURLS | **DAIRY LISTING MODULE (DLM)** | FURLS Home | DLM Home

Business Information | Country/Product Information | Review | Signature

Business Information
Business Information: Food Manufacturing Firms

Business Information

Business Name: ABC
 Doing Business As (Optional):
 Address Line 1: N2915 Elm Road AB
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxemburg
 State: WI

Main Contact Information

First Name: Joe
 Last Name: Smith
 Telephone: 001 920 555-9999
 Country Area: 001 Phone Number: 920 Ext: 555
 Fax: 001 920 555-9991
 Country Area: 001 Fax Number: 920
 Email: joe.smith@example.com

Manufacturer Address

Address Line 1: 2915 Elm Road
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxemburg
 State: WI
 Manufacturer Type: Please Select
 Processing Plant
 Co-Packer
 Dry Storage
 Cold Storage

Inspection Details (Optional)

Plant Identifier (FEI Number, USDA Dairy Number, IMS Number):
 Last Inspection Date: / /
 Government Agency that provided Inspection: Please Select
 FDA
 USDA
 State Agency
 Copy of Last Inspection Notice: Upload

Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB

Previous Next

Enter New Application: Figure 6

Dietary Supplement Firms: Business Information Screen. This screen will appear if the user selects Dietary Supplement Firm in Figure 2. External user will have to enter information.

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

Business Information Country/Product Information Review Signature

Business Information

Business Information: Dietary Supplement Firms

Business Information

Business Name
Doing Business As (Optional)
Address Line 1
Address Line 2 (Optional)
Zip
City
State

Main Contact Information

First Name
Last Name
Telephone
Country Area Phone Number Ext
Fax
Country Area Fax Number
Email

Manufacturer Address

Address Line 1
Address Line 2 (Optional)
Zip
State
City

Type of Manufacturer
Please Select
Processing Plant
Co-Packer
Dry Storage
Cold Storage

Inspection Details

Does the facility currently have an inspection? Yes No
Plant Identifier (Optional) (FEI Number, USDA Dairy Number, IMS Number)
Last Inspection Date
Government Agency that performed inspection: Please Select
FDA
USDA
State Contract
Copy of Last Inspection Report

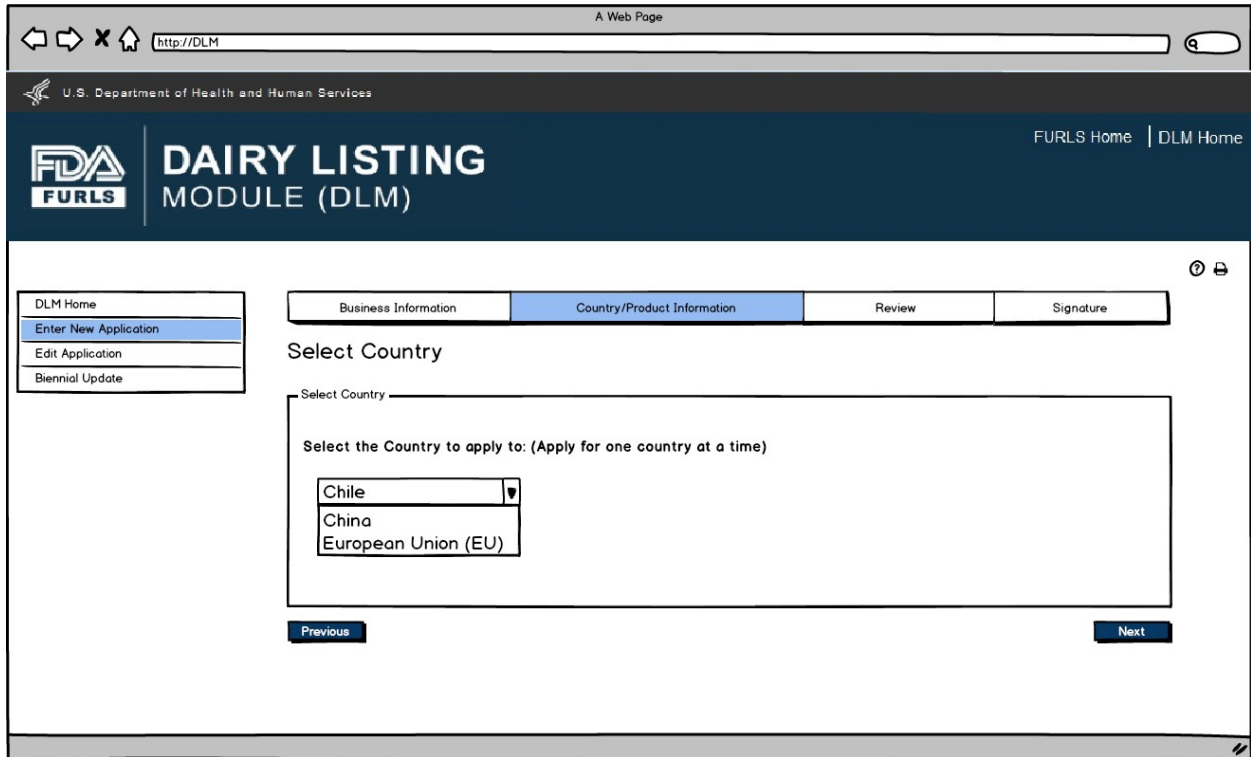
Upload Document

Allowed File Types are PDF, DOC, DOCX. The maximum file size is 50 MB

Previous Next

Enter New Application: Figure 7

User will select the exporting country for which the products are being entered.



Enter New Application: Figure 8

Contact Information for Country Selected. Users can autofill the Contact Information from the Main Contact Information on the Business Information Screen (Figure 5 or 6) or enter data.

The screenshot shows a web browser window with the URL 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. Navigation links for 'FURLS Home' and 'DLM Home' are present. A sidebar on the left contains links: 'DLM Home', 'Enter New Application' (highlighted), 'Edit Application', and 'Biennial Update'. The main content area has a breadcrumb trail: 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The current page is titled 'Contact Information' and is for 'Country: Chile'. It contains a text box for 'Country Contact Information' with the instruction: 'Email below will be the main email used for Country application notifications.' Below this are input fields for 'First Name', 'Last Name', 'Title', and 'Email'. There are also telephone and fax number fields, each with a dropdown for 'Country' (set to '001') and a text box for the number. A button labeled 'Contact Information' is positioned above the fields, and a button labeled 'Autofill Main Contact from Business Information Section' is to its right. At the bottom of the form area are 'Previous' and 'Next' buttons.

Enter New Application: Figure 9

Product Information Screen is based on Country selected in Figure 7. Animal Origin will be a required field for all countries. Labels for China will be “Product Category” and “Product Name”. Label for Chile and EU will be “Product”.

Questions will be based on country requirements.

- When applying for the China dairy list, users will be prompted “Is this product currently being manufactured and ready to ship?”
- When applying for the Chile or EU dairy list, users will be prompted “Is this product shipping within the next two years?”

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains a menu with "DLM Home", "Enter New Application" (highlighted), "Edit Application", and "Biennial Update". The main content area features a progress bar with four steps: "Business Information", "Country/Product Information" (active), "Review", and "Signature". Below the progress bar is the "Product Information" section, which contains the following fields:

- Name of Country:
- Animal Origin: (dropdown menu with options: Bovine, Ovine, Caprine, Bovinae)
- Product Category: (dropdown menu)
- Product Name (Optional):
- Is this product currently being manufactured and ready to ship?: (dropdown menu with options: Yes, No)

At the bottom of the form are "Previous" and "Next" buttons.

Enter New Application: Figure 10

After user has completed entering Products in Figure 9, they can now view the Product List to confirm the list of products that have been entered for their firm for the current DLM session.

The screenshot shows the DAIRY LISTING MODULE (DLM) web application. The browser address bar shows 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. The navigation menu on the left includes 'DLM Home', 'Enter New Application', 'Edit Application', and 'Biennial Update'. The breadcrumb trail shows 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The main content area is titled 'Product List' and displays the following information:

Product List

Product List

Facility Details
 ABC Facility
 N2915 Elm Road AB, Luxemborg, WI 54217

Country
 Chile

[+ Add Product](#)

Country	Animal Origin	Product Category	Product Name	Action
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Caprine	Modified Milk	ABC Skim Milk	
Chile	Ovine	Pasteurized Milk	ABC Chocolate Milk	
Chile	Bovine	Butter	ABC Salted Butter	
Chile	Bovine	Butter	ABC Unsalted Butter	

Navigation buttons: [Previous](#) [Next](#)

Enter New Application: Figure 11

Review Screen allows users to review information submitted for the country applied to and edit information as needed prior to submitting.

A Web Page

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM)

FURLS Home | DLM Home

DLM Home
 Enter New Application
 Edit Application
 Biennial Update

Business Information Country/Product Information **Review** Signature

Application Review

Please review the information entered for the Dairy Facility. Please select the "Edit" buttons next to each section to update. Click "Next" to Submit the application.

Application Review

Country for New Application: Chile Edit

Business Information Edit

Business Information

Business Name: ABC
 Doing Business As (Optional):
 FEI Number: 1513768
 Address Line 1: N2915 Elm Road
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxembourg
 State: WI

Main Contact Information

First Name: Joe
 Last Name: Smith
 Telephone: 001 920 999-5555 555
 Country Area: Phone Number Ext:
 Fax: 001 920 999-5551
 Country Area: Fax Number
 Email: joe.smith@example.com

Manufacturer Address

Address Line 1: N2915 Elm Road
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxembourg
 State: WI
 Type of Manufacturer: PP

Inspection Details

Plant Identifier (FEI Number, USDA Dairy List Number, IMS Number):
 Date of Last Inspection: / /
 Govt Agency who inspected: FDA
 Copy of Last Inspection Notice:
 File Name: Inspection Notice.pdf
 Size: 37.34Kb

Country Contact Information Edit

Country	First Name	Last Name	Title	Email	Phone	Fax
Chile	Joe	Smith	Latin America Sales Director	joe.smith@example.com	301-555-9610	301-555-961

Product Information Edit

Country	Animal Origin	Product Category	Product Name
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim

Next

Enter New Application: Figure 12

Signature Page allows users to sign off on the application submission.

A Web Page

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review **Signature**

Signature Page

Signature Page

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining the list. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. § 552(b)(4).

I agree I am authorized to provide this consent and my full name, position, and address are set out below for verification.

On Behalf Of:

Name/Position:

Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

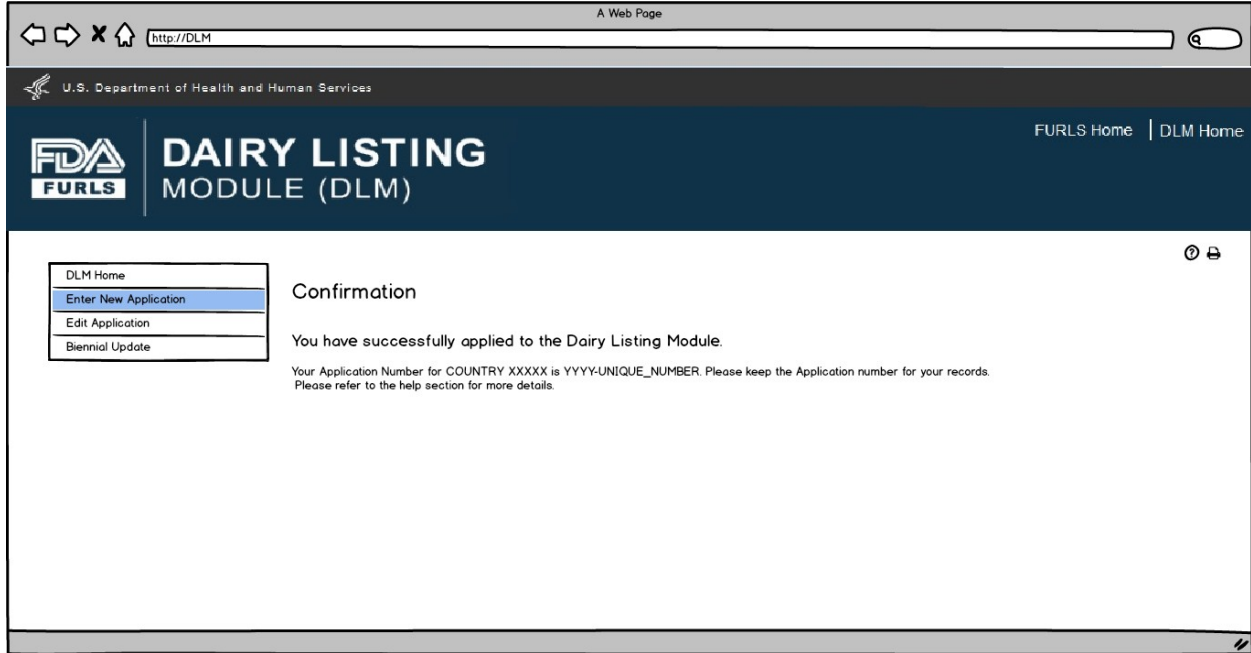
Contact Number:

Email Address:

Submit

Enter New Application: Figure 13

This screen confirms that the application has been successfully submitted along with the Application Number and Country applied to.



Flow 2: Edit Application

Edit Application: Figure 1

User first selects the country to edit the application. The table will then appear with the facilities for the selected country under the user's OAA account. User can select the Edit "pencil" icon to edit the application for the selected facility. User can select the Delete "X" icon to request removal of selected facility and the associated products from the selected country list.

The screenshot shows a web browser window with the URL 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo, the FDA FURLS logo, and the text 'DAIRY LISTING MODULE (DLM)'. Navigation links for 'FURLS Home' and 'DLM Home' are present. A sidebar menu on the left contains 'DLM Home', 'Enter New Application', 'Edit Application' (highlighted), and 'Biennial Update'. The main content area has a navigation bar with 'Business Information', 'Country/Product Information', 'Review', and 'Signature'. The 'Edit Application' section includes instructional text and a dropdown menu for selecting a country, with options: Chile, China, and European Union (EU). Below this is another instructional text block and a table of application data.

Application Number	FEI Number	Name of Firm	DBA	Address	Country selected	Action
1234	3006521236	ABC Dairy	ABC Ingredients	332 Elm Street Hull IA	Chile	
1235	3046521286	ABC Dairy Farm	ABC Division	2080 Main Street St. Paul MN	Chile	

Edit Application: Figure 2

If the firm is a Food Facility, all the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited. User will need to change any Business Information in FFRM. The information that will be editable for Food Facilities will be Doing Business As, Manufacturer Type, and every field in Inspection Details section. For Dietary Supplement Firms, all fields will be editable.

U.S. Department of Health and Human Services

FDA **FURLS** **DAIRY LISTING** **MODULE (DLM)** [FURLS Home](#) | [DLM Home](#)

[DLM Home](#)
[Enter New Application](#)
[Edit Application](#)
[Biennial Update](#)

Business Information | Country/Product Information | Review | Signature

Business Information

Business Name: ABC
 Doing Business As (Optional):
 Address Line 1: N2915 Elm Road AB
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxemburg
 State: WI

Main Contact Information

First Name: Joe
 Last Name: Smith
 Phone Number: 001 920 555-9999 555
 Country Area Phone Number Ext
 Fax Number: 001 920 555-9991
 Country Area Fax Number
 Email: joe.smith@example.com

Manufacturer Address

Address Line 1: 2915 Elm Road
 Address Line 2 (Optional):
 Zip: 54217
 City: Luxemburg
 State: WI
 Manufacturer Type: Please Select
 Processing Plant
 Co-Packer
 Dry Storage
 Cold Storage

Inspection Details (Optional)

Plant Identifier (FEI Number, USDA Dairy Number, IMS Number):
 Last Inspection Date: / /
 Government Agency that provided Inspection: Please Select
 FDA
 USDA
 State Agency
 Copy of Last Inspection Notice:

Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB

Edit Application: Figure 3

User will review Country Contact Information and edit information if needed.

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present. A sidebar on the left contains a menu with options: "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update". The main content area features a progress bar with four steps: "Business Information", "Country/Product Information" (active), "Review", and "Signature". Below the progress bar is the "Contact Information" section, which includes a sub-header "Contact Information for Country" and a dropdown menu showing "Country: Chile". A "Contact Information" button is positioned above the form fields. The form fields are: "First Name" (Joe), "Last Name" (Smith), "Title" (Latin America Sales Director), "Email" (joe.smith@example.com), "Telephone" (Country: 001, Area: 920, Phone Number: 555-9999, Ext: 555), and "Fax" (Country: 001, Area: 920, Fax Number: 555-9991). "Previous" and "Next" buttons are located at the bottom of the form area.

Edit Application: Figure 4

If there are no changes to the product listing, then the user confirms their choice by selecting “There are no changes to this Product List”. If user would like to edit product information, they can click on the pencil icon to edit the product.

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | **Country/Product Information** | Review | Signature

Product List

Product List

Facility Details There are no changes to this Product List

Facility Name: ABC
Facility Address: N2915 Elm Road, Luxembourg, WI 54217

+ Add Product

Country	Animal Origin	Product Category	Product Name	Action
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovine	Pasteurized Milk	ABC Whole Milk	

Previous **Next**

Edit Application: Figure 5

After user clicks Pencil Icon in Figure 5, they can now edit information for the Product selected if needed.

The screenshot displays a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present in the top right. A left-hand navigation menu contains the following items: "DLM Home", "Enter New Application", "Edit Application" (highlighted), and "Biennial Update". The main content area is titled "Product Information" and is part of a "Biennial Update: Product Information" form. The form is divided into four tabs: "Business Information", "Country/Product Information" (active), "Review", and "Signature". The form fields are as follows:

Name of Country	<input type="text" value="Chile"/>
Animal Origin	<input type="text" value="Bovine"/> Ovine Caprine Bovinae
Product Category	<input type="text" value="ABC Skim Milk"/>
Product Name (Optional)	<input type="text" value="Pasteurized Milk"/>
Is your Product currently being manufactured and able to ship?	<input type="text" value="Please Select"/> Yes No

At the bottom of the form, there are two buttons: "Previous" and "Next".

Edit Application: Figure 6

User will see the Product List to confirm the Products entered with their firm.

The screenshot shows a web browser window with the URL 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. Navigation links for 'FURLS Home' and 'DLM Home' are present. A sidebar menu on the left contains 'DLM Home', 'Enter New Application', 'Edit Application' (highlighted), and 'Biennial Update'. The main content area has a breadcrumb trail: 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The 'Product List' section displays 'Facility Details' for 'ABC' at 'N2915 Elm Road, Luxemborg, WI 54217'. A checkbox indicates 'There are no changes to this Product List'. An '+ Add Product' button is located above a table with the following data:

Country	Animal Origin	Product Category	Product Name	Action
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovinoe	Modified Milk	ABC Skim Milk	
Chile	Bovine	Pasteurized Milk	ABC Whole Milk	

'Previous' and 'Next' buttons are located at the bottom of the product list area.

Edit Application: Figure 7

Application Review screen for users.

A Web Page
http://

U.S. Department of Health and Human Services
FURLS Home | DLM Home

DLM Home

Enter New Application

Edit Application

Biennial Update

DAIRY LISTING

MODULE (DLM)

Business Information
Country/Product Information
Review
Signature

Application Review

Please review the information entered for the Dairy Facility. Please select the "Edit" buttons next to each section to update. Click "Next" to Submit the application.

Application Review

Country for edited application
Chile
Edit

Business Information
Edit

Business Information

Business Name:

Doing Business As:

FEI Number:

Address Line 1:

Address Line 2:

Zip:

City:

State:

Main Contact Information

First Name:

Last Name:

Telephone:

Country Area Phone Number Ext

Fax:

Country Area Fax Number

Email:

Manufacturer Address

Address Line 1:

Address Line 2:

Zip:

City:

State:

Type of Manufacturer:

Inspection Details

Plant Identifier (FEI Number, USDA Dairy List Number, IMS Number):

Date of Last Inspection:

Govt Agency who inspected:

Copy of Last Inspection Notice:

File Name	Size
Inspection Notice.pdf	37.34Kb

Country Contact Information
Edit

Country	First Name	Last Name	Title	Email	Phone	Fax
Chile	Joe	Smith	Latin America Sales Director	joe.smith@example.com	301-555-9610	301-555-9611

Product Information
Edit

Country	Animal Origin	Product Category	Product Name
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim

Next

Edit Application: Figure 8

Signature Page allows users to sign off on the edited application submission.

A Web Page

U.S. Department of Health and Human Services

FDA FURLS DAIRY LISTING MODULE (DLM) FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information Country/Product Information Review **Signature**

Signature Page

Signature Page

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining the list. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. § 552(b)(4).

I agree I am authorized to provide this consent and my full name, position, and address are set out below for verification.

On Behalf Of:

Name/Position:

Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

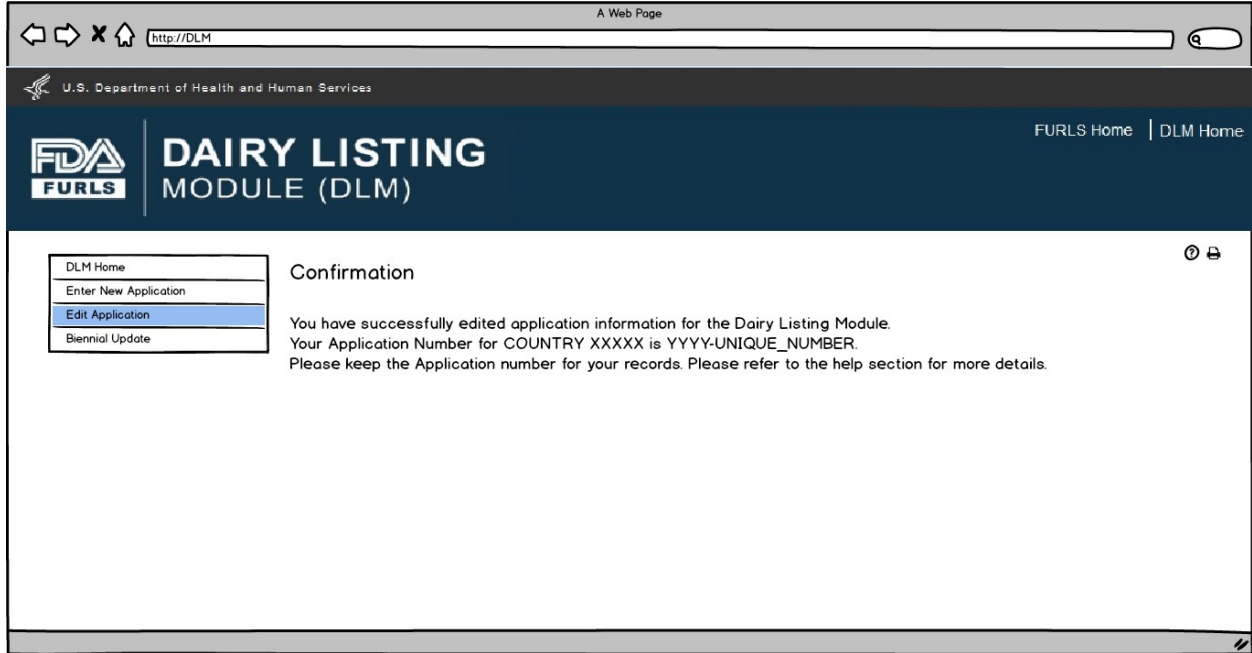
Contact Number:

Email Address:

Submit

Edit Application: Figure 9

This screen confirms that the application changes have been successfully submitted along with the Application Number and Country applied to.



Flow 3: Biennial Update for External User

Biennial Update: Figure 1

User first selects the country for Biennial Update. The table will then appear with the facilities under the user's account. The user will select the facility for reapplication and then select the Reapply button.

U.S. Department of Health and Human Services

FDA **DAIRY LISTING**
FURLS **MODULE (DLM)**

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Biennial Update

Please select the country to reapply for Biennial Update:

Please select
Chile
China

To reapply for a facility for the Biennial Update, select the firm and please click "Reapply".

Select	Application Number	FEI Number	Name of Firm	DBA	Address	Country for Reapplication
<input type="radio"/>	1234	3006521236	ABC Dairy	ABC Ingredients	332 Elm Street Hull IA	Chile
<input type="radio"/>	1235	3046521286	ABC Dairy Farm	ABC Division	2080 Main Street St. Paul MN	Chile

Reapply

Biennial Update: Figure 2

If the firm is a Food Facility, all the fields except Doing Business As, Manufacturer Type, and the Inspection details will be read only and cannot be edited. Food Facility user will need to change any Business Information in FFRM. The information that will be editable for Food Facilities will be Doing Business As, Manufacturer Type, and every field in Inspection Details section. For Dietary Supplement Firms, all fields will be editable.

A Web Page

U.S. Department of Health and Human Services

FDA
FURLS

DAIRY LISTING
MODULE (DLM)

FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | Signature

Business Information

Please review your Business Information. Please update information if needed for the Biennial Update. Instructional text goes here. Business will provide additional information.

Business Information

Business Information		Main Contact Information	
Business Name	ABC	First Name	Joe
Doing Business As (Optional)		Last Name	Smith
Address Line 1	N2915 Elm Road AB	Phone Number	001 920 555-9999 555 Country Area Phone Number Ext
Address Line 2 (Optional)		Fax Number	001 920 555-9991 Country Area Fax Number
Zip	54217	Email	joe.smith@example.com
City	Luxemburg		
State	WI		
Manufacturer Address		Inspection Details (Optional)	
Address Line 1	2915 Elm Road	Plant Identifier (FEI Number, USDA Dairy Number, IMS Number)	
Address Line 2 (Optional)		Last Inspection Date	/ /
Zip	54217	Government Agency that provided Inspection	Please Select FDA USDA State Agency
City	Luxemburg	Copy of Last Inspection Notice	
State	WI		
Manufacturer Type	Please Select Processing Plant Co-Packer Dry Storage Cold Storage		

Allowed File types are PDF,DOC,DOCX. The maximum file size is 50MB

Previous Next

Biennial Update: Figure 3

User will review Country Contact Information and edit information if needed.

A Web Page

U.S. Department of Health and Human Services

FDA | **DAIRY LISTING** | FURLS Home | DLM Home
FURLS | **MODULE (DLM)**

[DLM Home](#)
[Enter New Application](#)
[Edit Application](#)
[Biennial Update](#)

[Business Information](#) | **[Country/Product Information](#)** | [Review](#) | [Signature](#)

Contact Information

Contact Information for Country _____

Country: Chile

Contact Information			
First Name	Joe		
Last Name	Smith		
Title	Latin America Sales Director		
Email	joe.smith@example.com		
Telephone	001	920	555-9999 555
	Country	Area	Phone Number Ext
Fax	001	920	555-9991
	Country	Area	Fax Number

[Previous](#)
[Next](#)

Biennial Update: Figure 4

If there are no changes to the product listing, then the user confirms their choice by selecting the “There are no changes to this Product List”. If user would like to edit product information, they can click on the pencil icon to edit the product.

The screenshot shows a web browser window with the URL 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. A navigation bar contains 'Business Information', 'Country/Product Information', 'Review', and 'Signature'. A sidebar menu on the left lists 'DLM Home', 'Enter New Application', 'Edit Application', and 'Biennial Update'. The main content area is titled 'Product List' and contains a checkbox labeled 'There are no changes to this Product List'. Below this is a table with the following data:

Country	Animal Origin	Product Category	Product Name	Action
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovine	Pasteurized Milk	ABC Whole Milk	

Buttons for 'Add Product', 'Previous', and 'Next' are also visible.

Biennial Update: Figure 5

After user clicks Pencil Icon in Figure 5, they can now edit information for the Product selected if needed.

The screenshot shows a web browser window with the URL <http://DLM>. The page header includes the U.S. Department of Health and Human Services logo, the FDA FURLS logo, and the text "DAIRY LISTING MODULE (DLM)". Navigation links for "FURLS Home" and "DLM Home" are present in the top right. A left sidebar menu contains: "DLM Home", "Enter New Application", "Edit Application", and "Biennial Update" (which is highlighted). The main content area features a breadcrumb trail: "Business Information" > "Country/Product Information" > "Review" > "Signature". The "Country/Product Information" step is active. The form is titled "Product Information" and contains the following fields:

- Biennial Update: Product Information
- Name of Country:
- Animal Origin: (dropdown menu with options: Bovine, Ovine, Caprine, Bovinae)
- Product Category: (dropdown menu)
- Product Name (Optional):
- Is your Product currently being manufactured and able to ship?: (dropdown menu with options: Yes, No)

At the bottom of the form are two buttons: "Previous" and "Next".

Biennial Update: Figure 6

User will see the Product List to confirm the Products for their firm.

The screenshot shows a web browser window with the URL 'http://DLM'. The page header includes the U.S. Department of Health and Human Services logo and the text 'DAIRY LISTING MODULE (DLM)'. Navigation links for 'FURLS Home' and 'DLM Home' are present. A sidebar on the left contains a menu with options: 'DLM Home', 'Enter New Application', 'Edit Application', and 'Biennial Update' (which is highlighted). The main content area has a breadcrumb trail: 'Business Information' > 'Country/Product Information' > 'Review' > 'Signature'. The 'Country/Product Information' step is active. The 'Product List' section is titled and includes a checkbox for 'There are no changes to this Product List'. Below this, 'Facility Details' are listed: 'Facility Name: ABC' and 'Facility Address: N2915 Elm Road, Luxembourg, WI 54217'. An '+ Add Product' button is located to the right. A table displays the current product list with columns for Country, Animal Origin, Product Category, Product Name, and Action. The table contains three rows of data. At the bottom of the product list section are 'Previous' and 'Next' navigation buttons.

Country	Animal Origin	Product Category	Product Name	Action
Chile	Bovine	Modified Milk	ABC Skim Milk	
Chile	Bovinoe	Modified Milk	ABC Skim Milk	
Chile	Bovine	Pasteurized Milk	ABC Whole Milk	

Biennial Update: Figure 7

Biennial Update Application Review screen for users.

A Web Page
http://

DAIRY LISTING
MODULE (DLM)
FURLS Home | DLM Home

DLM Home Enter New Application Edit Application Biennial Update	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; text-align: center;">Business Information</td> <td style="width: 25%; border-right: 1px solid black; text-align: center;">Country/Product Information</td> <td style="width: 25%; border-right: 1px solid black; text-align: center; background-color: #0056b3; color: white;">Review</td> <td style="width: 25%; text-align: center;">Signature</td> </tr> </table>	Business Information	Country/Product Information	Review	Signature
Business Information	Country/Product Information	Review	Signature		

Biennial Update Application Review

Please review the information entered for the Biennial Update. Please select the "Edit" buttons next to each section if any information needs to be edited. Click "Next" to Submit the application.

Application Review

Country Summary Edit

Country for reapplication: Chile

Business Information Edit

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #0056b3; color: white; font-weight: bold;">Business Information</div> Business Name: <input type="text" value="ABC"/> Doing Business As (Optional): <input type="text"/> FEI Number: <input type="text" value="1513768"/> Address Line 1: <input type="text" value="N2915 Elm Road"/> Address Line 2 (Optional): <input type="text"/> Zip: <input type="text" value="54217"/> City: <input type="text" value="Luxembourg"/> State: <input type="text" value="WI"/>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #0056b3; color: white; font-weight: bold;">Main Contact Information</div> First Name: <input type="text" value="Joe"/> Last Name: <input type="text" value="Smith"/> Telephone: <input type="text" value="001"/> <input type="text" value="920"/> <input type="text" value="999-5555"/> <input type="text" value="555"/> <small>Country Area Phone Number Ext</small> Fax: <input type="text" value="001"/> <input type="text" value="920"/> <input type="text" value="999-5551"/> <small>Country Area Fax Number</small> Email: <input type="text" value="joe.smith@example.com"/>
--	--

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #0056b3; color: white; font-weight: bold;">Manufacturer Address</div> Address Line 1: <input type="text" value="N2915 Elm Road"/> Address Line 2 (Optional): <input type="text"/> Zip: <input type="text" value="54217"/> City: <input type="text" value="Luxembourg"/> State: <input type="text" value="WI"/> Type of Manufacturer: <input type="text" value="PP"/>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px; text-align: center; background-color: #0056b3; color: white; font-weight: bold;">Inspection Details</div> Plant Identifier (FEI Number, USDA Dairy List Number, IMS Number): <input type="text"/> Date of Last Inspection: <input type="text" value="/ /"/> <input type="text" value="📅"/> Govt Agency who inspected: <input type="text" value="FDA"/> Copy of Last Inspection Notice: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border: 1px solid black; font-size: 0.8em;">File Name</td> <td style="border: 1px solid black; font-size: 0.8em;">Size</td> </tr> <tr> <td style="border: 1px solid black;">Inspection Notice.pdf</td> <td style="border: 1px solid black;">37.34Kb</td> </tr> </table>	File Name	Size	Inspection Notice.pdf	37.34Kb
File Name	Size				
Inspection Notice.pdf	37.34Kb				

Country Contact Information Edit

Country	First Name	Last Name	Title	Email	Phone	Fax
Chile	Joe	Smith	Latin America Sales Director	joe.smith@example.com	301-555-9610	301-555-9611

Product Information Edit

Country	Animal Origin	Product Category	Product Name
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim
Chile	Bovine	Pasteurized Milk	ABC Lactose Free Skim

Next

Biennial Update: Figure 8

Signature Page allows users to sign off on the Biennial Update application submission.

A Web Page

U.S. Department of Health and Human Services

FDA **DAIRY LISTING** **FURLS** **MODULE (DLM)** FURLS Home | DLM Home

DLM Home
Enter New Application
Edit Application
Biennial Update

Business Information | Country/Product Information | Review | **Signature**

Signature Page

Signature Page

The undersigned certifies that the information in this submission is complete and accurate. The undersigned understands that the information submitted is intended to assist FDA in establishing and maintaining the list. FDA considers the information on this list, which is provided voluntarily with the understanding that it will be communicated to the competent authority and posted on the Internet, to be information that is not protected from disclosure under 5 U.S.C. § 552(b)(4).

I agree I am authorized to provide this consent and my full name, position, and address are set out below for verification.

On Behalf Of:

Name/Position:

Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Contact Number:

Email Address:

Submit

Biennial Update: Figure 9

This screen confirms that the Biennial update application has been successfully submitted along with the Application Number and Country applied to.

