

Overview

Manufacturers have the option to use this template to upload product data into ASP.

You will enter the Product data for upload on the "Product Data Template" worksheet.

Data can be uploaded during the 30-day submission period after the end of the quarter.

It is recommended to upload this template no later than 5 days prior to the submission due date each quarter.

There is a separate template to upload financial data.

Requested Information

For each NDC or Alternate ID, enter the following:

column a. Manufacturer Name

column b. NDC1

column c. NDC2

column d. NDC3

column e. Alternate ID

column f. Alternate ID Website URL

column g. Brand Name

column h. Generic Name

column i. Volume Per Item

column j. Unit for Volume Per Item

column k. Number of Items Per NDC or Alternate ID

column l. Package Type

column m. Strength

column n. Unit for Strength

column o. FDA Application Number / Registration Number

column p. FDA Application Supplement Number

column q. Additional FDA Application Number #1

column r. Additional FDA Application Supplement Number #1

column s. Additional FDA Application Number #2

column t. Additional FDA Application Supplement Number #2

column u. FDA Approval Date

column v. FDA Approval Type

column w. First Marketing Date

column x. Date of First Sale for this Product

Do not change the column names.

Column Guidelines

Column Name	Format	Allowed/Sample Values	Required/optional
Manufacturer Name	alphanumeric	maximum of 250 characters	Required
NDC1	5-digit number	e.g. 12345	Required
NDC2	4-digit number	e.g. 1234	Required
NDC3	2-digit number	e.g. 12	Required
Alternate ID	alphanumeric	maximum of 23 characters	Required
Alternate ID Website URL		e.g. http://www.medicare.gov	
Brand Name	alphanumeric	maximum of 250 characters	Optional
Generic Name	alphanumeric	maximum of 250 characters	Required
Volume Per Item	numeric		Required
Unit for Volume per Item			
Number of Items Per NDC or Alternate ID	numeric	maximum of 9 digits and 2 decimal places	Required
Package Type	alphanumeric	2 characters	Required
Strength	numeric	e.g. 300	Required
Unit for Strength			
FDA Application Number / Registration Number	alphanumeric	maximum of 6 characters	Required
FDA Application Supplement Number	alphanumeric	maximum of 9 characters	Optional
Additional FDA Application Number #1	alphanumeric	maximum of 6 characters	Optional
Additional FDA Application Supplement Number #1	alphanumeric	maximum of 9 characters	Optional

Additional FDA Application Number #2	alphanumeric	maximum of 6 characters	Optional
Additional FDA Application Supplement Number #2	alphanumeric	maximum of 9 characters	Optional
FDA Approval Date	MM/DD/YYYY	e.g. 01/01/2023	Required
FDA Approval Type			Required
First Marketing Date	MM/DD/YYYY	e.g. 01/01/2023	Required
Date of First Sale for this Product	MM/DD/YYYY	e.g. 01/01/2023	Required

Notes

When entering product data for the same Manufacturer more than once, be sure the spelling matches.

Special characters (comma, dash, period) allowed

First segment of the National Drug Code (NDC) that identifies the labeler. Products that do not have a NDC should only use the Alternate ID column.

Not required if the product has an Alternate ID

Leading zero allowed

Not required if the product has an Alternate ID

The NDC2 is the sixth through the ninth digits of the 11-digit National Drug Code that identifies the product.

Not required if the product has an Alternate ID

The NDC3 is the last two digits of the 11-digit National Drug Code that identify the package size.

Not required if the product has an NDC.

Must match product ID exactly as listed publicly.

Special characters (colon, dash, period) allowed

Must have http:// or https:// prefix

Strength and package size should be entered in their respective fields unless it's a part of the registered brand name

[See valid values in Generic Name](#)

[See valid value in Unit of Volume per Item](#)

For NDCs: Indicates the number units within the NDC package (ex: for a NDC that has 5 vials in a package, the number of items per NDC is 5).

For Alternate IDs: Indicated the number of units within the Alternate ID. (ex: for an alternate ID that has 5 grafts in a package, the number of items per Alternate ID is 5).

Enter SS, MS or NA (SD = Single dose, MD = Multi dose, NA = Not Applicable)

[See valid values in Unit for Stength](#)

Enter FDA Application Number for NDCs and Registration Number for Alternate IDs

Facility registration number for HCT/P products.

Must be prior to the current submission period start date

[See valid values in FDA Approval Type](#)

Must be after the FDA Approval Date

Must be prior to the current submission period start date

Date the NDC was first marketed after FDA approval.

Must be after the First Marketing Date

Must be prior to the current submission reporting period start date

Date the product was first sold.