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	maximu 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.