.Pharmacy Application

Pharmaceutical Manufacturer Facility Upload Instructions

For all company-owned facilities where pharmaceuticals are manufactured, the applicant shall provide a complete list of facilities including the facility name and address.

Steps to Complete and Upload Facility .csv File

1. **Download the Manufacturer Facility Upload Template (Facility .csv file)** by clicking on the link "Manufacturer Facility Upload Template.csv" and saving it to your computer.
   a. You may rename the file or leave it as "Manufacturer Facility Upload Template.csv."
   b. You may not rename the file extension. It must remain .csv.
2. **Complete the Facility .csv file.**
   a. The Facility_Owner field in the Facility .csv file must match the name of the company(ies) previously added on the Company Information pages of the application (ie, if the company that owns the manufacturing facilities is "Anywhere Manufacturer," then the Facility_Owner field name in the Facility .csv file must be "Anywhere Manufacturer" and match character for character).
   b. If the Facility_Owner field name does not match, you will receive an error message when you select "Verify File."
3. **Select the completed Facility .csv file** by clicking the "Select File" button. This will begin the upload process.
   a. You may only upload the Facility .csv template file as no other files are supported.
   b. You will receive an error message if you attempt to upload anything other than the Facility .csv template file.
4. **Verify the completed Facility .csv file** by selecting the "Verify File" button.
   a. If the file properly references the Facility_Owner field information, it will be verified and is ready for uploading.
   b. If the file does not include matching Facility_Owner field information (see instructions above), you will receive an error message.
5. **Upload and save the completed Facility .csv file** by clicking the "Upload File" button.
   a. You may review the file by clicking on the file name.
   b. To continue with the application, click "Next."

Additional Instructions

- In the event that you have more than one company that owns manufacturing facilities, please check to make sure that the Facility_Owner field includes all those companies that own manufacturing facilities.
- To delete an uploaded file, select the "x" to the left of the file name.
- After uploading the file you may view it by clicking on the file name.
- As an alternative to using the "Manufacturing Facility Upload Template.csv," the facility list may be submitted via a public form that includes the requisite information (eg, SEC 10-K filing); however, additional application costs may apply if the National Association of Boards of Pharmacy® (NABP®) must manually capture the data via the review of facility information submitted in this manner.