



## **.Pharmacy Application – Facility Upload Instructions**

For all company owned facilities providing pharmacy fulfillment services, the applicant shall provide a complete list of facilities including the pharmacy name, address, license number, and pharmacist-in-charge/pharmacist manager/head pharmacist (PIC) information.

### **Steps to Complete and Upload .csv Facility File**

- 1. Download the Facility Upload Template (Facility .csv file)** by clicking on the link “FacilityUploadTemplate.csv” and saving it to your computer
  - a. You may rename the file or leave it as “FacilityUploadTemplate.csv”
  - b. You may not rename the file extension. It must remain .csv
- 2. Complete the Facility .csv file**
  - a. The Company\_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 fulfilling facilities is “Anywhere Pharmacy”, then the Company\_Owner field name in the Facility .csv file must be “Anywhere Pharmacy” and match character-for-character)
  - b. If the Company\_Owner field name does not match, you will receive an error message when you select “Verify File”
  - c. Other Facility .csv file fields to note:
    - i. All licenses are required to be uploaded. This includes nonresident licensure/registration/permits, controlled substance registration, and other licenses listed under the Doing Business As name.
    - ii. If you are a United States based pharmacy or pharmacist and you have an eProfile ID number issued by the National Association of Boards of Pharmacy (NABP), please provide the NABP eProfile ID as this will expedite the processing of your application\*  
\*Please note that an NABP eProfile ID is distinct from a pharmacy’s NCPDP number
    - iii. Pharmacy\_Licensing\_Agency field is the governmental department that issues a license permitting your company to provide pharmacy services where the facility is physically located
    - iv. The Facility .csv file provides the option to include two pharmacists-in-charge/head pharmacists/pharmacist managers
      1. All nonresident licensure/registration/permits for the PIC must be uploaded to the applicable columns
      2. The applicable column headers are listed as PIC1 and PIC2
      3. If your jurisdiction only requires one PIC per pharmacy, please disregard the PIC2 columns
      4. The PIC address fields should be the individual’s home address
- 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 Company\_Owner field information, it will be verified and is ready for uploading
  - b. If the file does not include matching Company\_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**

- Only one Facility .csv template file for all fulfilling facilities may be uploaded.
- In the event that you have more than one company that owns fulfilling facilities, please check to make sure that the Company\_Owner field includes all those companies that own fulfilling facilities.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Facility .csv file on the Upload Facility page.
- To delete the currently 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.