



Manual Upload Guide

Supplement OWL (Online Wellness Library)[™]

The following will assist if you are entering data manually into the “Supplement OWL excel worksheet template for manual data entry – Example” spreadsheet. Each field is defined, as is the type of information needed for creating a tab-delimited file (TSV) that can be used for manual bulk importing of data into the *Supplement OWL* (Online Wellness Library)[™] registry.

Each line in the guide below defines the fields in the “Supplement OWL excel worksheet template for manual data entry – Example” spreadsheet. For example, in “Field Number” column, “Table 1: A1” matches cell A1 in “Table 1 - Tier 1” tab of the “Supplement OWL excel worksheet template for manual data entry – Example” spreadsheet.

If supporting images and other documents cannot be referenced by a URL then UL can accept a zip file containing all of the supporting files which will then be related to the respective product using the appropriate fields in “Table 1 - Tier 1 and Tier 2” tab.

*Product may not have information for field

Tier 1 Basic Access

Field Number	Field Name	Field Description
Product Information		
Table 1: A1	ID:	Company requests or reserves the unique product identifier (UPI) with database administrator. If UPI has not been issued, then please enter the SKU(s), UPC(s) or number that your company uses to internally track product entered in Column D of the spreadsheet
Table 1: B1	Product Name	
Table 1: C1	Product Brand	
Table 1: D1	SKU(s) or UPC(s), etc.	How does your company track product? SKU(s), UPC(s), internal code....
Table 1: E1	Product Image * (Optional)	Picture/Outer Packaging: Present/Not present; if present, please provide http link or insert file name (please send file with documents. Min of 72 dpi recommended)
Table 1: F1	Label Image	Please insert file name of label pdf (min of 300 dpi) If possible, please ensure text can be copied and pasted from label
Table 1: G1	Statement of Identity*	Field may not applicable to conventional/functional food

Table 1: H1	Serving Size	Examples: 1 Tablet, 1 scoop (35g), 5 Capsules
Table 1: I1	Net Contents Quantity	Examples: 60 Tablets, 34.51oz (2.16lb) 980g, 90 Capsules, 12 oz.
Table 1: J1	Alternate Net Contents Quantity*	Examples: 340 g
Table 1: K1	Product Category	<p><u>SELECT from approved current product categories</u></p> <p>Vitamin Mineral (or Element) Multi-Vitamin Multi-Mineral Amino Acid/Protein Fat/Oil Fatty Acid Herb/Botanical Men's Health Women's Health Children's Health Sports Nutrition Digestion Specialty</p>
Table 1: L1	Delivery Form	<p><u>SELECT from approved current product categories</u></p> <p>Bar Caplet Capsule Chewable Tablet Effervescent Tablet Fast Dissolving Tablet Food Gel Gel Cap Granules</p>

Table 1: L1 (continued)		<p>Gummy Liquid [Supplement Form] Lozenge Non-Chewable Tablet Oral Drops Packet Powder Ready to Drink Soft Chew Softgel Capsule Spray Syrup Tablet Wafer Other Unknown</p>
Table 1: M1	Claim(s) or Use(s)*	Text on label or outer packaging of Nutrition-Related Claim or Use, Health-Related Claim or Use, Qualified Health Claims, Structure/Function Claim, Other Ingredient or Constituent-Related Claim or Use
Table 1: N1	Intended User(s) *	<p>Adults and Children 4 or More Years of Age Children Less Than 4 Years of Age Pregnant and Lactating Women Infant: 0-12 months Toddler: 1-3 years Child: 4-12 years Teenager: male Teenager: female Adults Adult: male</p>

Table 1: N1 (continued)		Adult: female Senior Adults Senior adult: male Senior adult: female
Table 1: O1	Serving Directions	These label statements provide information related to the daily amount, timing and other usage instructions for the dietary supplement product. Example: "SUGGESTED USE: One capsule daily with a meal, as a dietary supplement."
Table 1: P1	Servings per Container	Number. Example: 18, 20, 90, etc.
Table 1: Q1	Footnote*	Refer to footnote from Facts Panel Refers to 21CFR101.36 For example: In Subpart C—Specific Nutrition Labeling Requirements and Guidelines (b)(2)(iii)(D), (b)(2)(iii)(F), or (b)(3)(iv) “Daily Value (DV) not established”
Table 1: R1	Other Ingredients*	Enter information from label
* Product may not have information for field. When this occurs, should there be a specific option, e.g., “Not Applicable”, “Not Present”, etc.?		
Label Statements		
Table 1: S1	Brand Intellectual Property (IP) Statement Information*	Many products include after their brand name a symbol that indicates the Brand name, and often a specific statement about the product, are protected as corporate intellectual property (IP). Examples include symbols such as ©, ™, (SM), ® and wording such as "Quick-Sorb (R) is a registered trademark of Bio-Botanica (R) Inc.".

Table 1: S1 (continued)		SOURCE: United States Patent and Trademark Office (USPTO) Exiting NLM Site
Table 1: T1	FDA Disclaimer Statement*	By law, the Food and Drug Administration (FDA) requires the following language on a dietary supplement label if the label also includes a structure/function claim: "This (These) statement(s) have not been evaluated by the Food and Drug Administration. This product is not intended to diagnose, treat, cure or prevent any disease." The wording of these disclaimers cannot be modified. SOURCE: U.S. Government Printing Office via GPO Access - 21 CFR 101.93(c) Exiting NLM Site
Table 1: U1	Precautions*	These label statements contain warnings, cautions, special conditions for use (e.g. instructions for the safe and responsible use of the dietary supplement product) and for unexpected reactions or interactions with foods or other ingested products. Example of Warning (includes, but not limited to): California Proposition 65, FDA iron-containing supplement (62 FR 2218) (the regulation), These statements may be general in nature or specified for age groups (children, elderly etc.), life stages (pregnancy, lactation), interactions with prescription medication, presence or potential contact with specific known allergens during product production, or any other precautions for a specific sub-group or actions to take if adverse effects are perceived after ingestion. Examples include: "Avoid this product during pregnancy and lactation"; "Avoid this product if you are allergic to yeast"; "DO NOT USE IF SEAL IS BROKEN"; " Discontinue use and consult a doctor if adverse reactions occur".
Table 1: V1	Storage and Handling Information*	Label statements are included in this category if they provide information about the appropriate method for storage and handling

Table 1: V1 (continued)		of the dietary supplement product; i.e., control of temperature, sunlight, moisture, etc. Example: "Avoid leaving in direct sunlight", "keep refrigerated" or "store in a cool, dry place."
Table 1: W1	Seals/Symbols/Certifications and related text from the label*	On the label there may be specific information and an image presented as a formal seal with related language asserting a quality parameter or certification organization associated with the dietary supplement product. The presence of such a seal does not have to be approved by any government agency nor are any assertions that accompany such a seal necessarily verified by a government agency. Examples: Banned substance free Halal Independent quality certification Kosher Organic
Table 1: X1	Allergen Statements / Claims*	Vegan/Vegetarian Aspartame free Caffeine free Contains crustacean shellfish Contains egg Contains fish Contains milk Contains peanuts Contains soybeans Contains tree nuts Contains wheat Gluten free Lactose free No artificial colors

Table 1: X1 (continued)		No artificial flavors No corn No crustaceans No dairy No eggs No fish No milk No peanuts No preservatives No soybeans No starch No sugar No sugar alcohols No tree nuts No wheat Non-GMO Porcine free Sodium free Yeast free
Contact Information		
Table 1: Y1	Contact	The name of the company listed on the label
Tier 1 - FDA Confidential Information (at minimum 1 of 2 is Mandatory)		
Table 1: Z1	Manufacturing facility contact information	Manufacturing facility name, address and contact name, phone number OR Name, title, phone number and email address of responsible senior quality professional that can provide manufacturing facility name, address and phone number

Table 1: AA1	Packaging facility contact information	Packaging facility name, address and phone number OR Name, title, phone number and email address of responsible senior quality professional that can provide packaging facility name, address and phone number
Table 1: AB1	Facts Panel Type	<u>SELECT from list</u> Supplement Facts or Nutrition Facts

Supplement/Nutrition Facts [Table 2]		
Table 2	Daily Value (DV)	<p>Enter product information required in: Nutrition Facts or Supplement Facts</p> <p>Input DV information on the label. May provide DV info for more than one target group (dual columns). Daily Value comprises two sets of dietary standards established by the FDA for labeling purposes:</p> <p>Daily Reference Values (DRVs) and Reference Daily Intakes (RDIs)</p> <p>These values assist consumers in interpreting information about the amount of a nutrient that is present in a food and in comparing nutritional values of food products. DRVs are established for adults and children four or more years of age, as are RDIs, with the exception of protein. DRVs are provided for total fat, saturated fat, cholesterol, total carbohydrate, dietary fiber, sodium, potassium, and protein. RDIs are provided for vitamins and minerals and for protein for children less than four years of age and for pregnant and lactating women. In order to limit consumer confusion, however, the</p>

Table 2 (continued)		label includes a single term (i.e., Daily Value (DV)), to designate both the DRVs and RDIs. Specifically, the label includes the % DV, except that the % DV for protein is not required unless a protein claim is made for the product or if the product is to be used by infants or children under four years of age. SOURCE: FDA - Food Labeling Guide - Appendix F - Calculate the Percent Daily Value for Nutrients
Table 2	Example of Manual Upload	Information from products FDA Nutrition Facts See "Table 2 Nutrition Facts – Example"
Table 2	Example of Manual Upload	Information from products FDA Nutrition Facts See "Table 2 Supplement Facts -Example"
Table 2: A1	ID:	[Number from Table 1: A1] Company requests or reserves the unique product identifier (UPI) with database administrator. Enter SKU(s) if not issued or number that your company can internally track until ID is issued
Table 2: B1	Dietary Ingredient (Synonym/source)	Public Law 103-417, 60 Federal Register 67194 at 67199 (December 28, 1995) Example: Vitamin D (as Cholecalciferol D-3), Vitamin C (as Ascorbic Acid)
Table 2: C1	Amount per Serving	Numbers. Example: 140, 20, 3, etc.
Table 2: D1	Unit of Measure	Examples: mcg, mg, g, IU
Table 2: E1	%Daily Value	Numbers. Example: 30, 10, 2, 0