

## **Overview**

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

**You will enter the financial data for upload on the "Financial 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 product 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. Manufacturer's Average Sales Price

column g. Number of ASP Units

column h. Wholesale Acquisition Cost

column i. Average Wholesale Price

**Do not** change the column names.

## **Column Guidelines**

<b>Column Name</b>	<b>Format</b>	<b>Allowed/Sample Values</b>	<b>Required/optional</b>
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

Manufacturer's Average Sales Price	numeric	maximum of 10 digits and 3 decimal places	Required
Number of ASP Units	numeric	maximum of 10 digits and 3 decimal places	Required
Wholesale Acquisition Cost	numeric	maximum of 10 digits and 3 decimal places	Required
Average Wholesale Price	numeric	maximum of 10 digits and 3 decimal places	Optional

**Notes**

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

Special characters (comma, dash, period) allowed

Not required if the product has an Alternate ID

Leading zero allowed

Not required if the product has an Alternate ID

Not required if the product has an Alternate ID

Not required if the product has an NDC.

Must match product ID exactly as listed publicly.

Special characters (colon, dash, period) allowed

Must have three decimal places (XXXXXXXXXX.XXX).

Can be positive, negative, or 0.000

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