

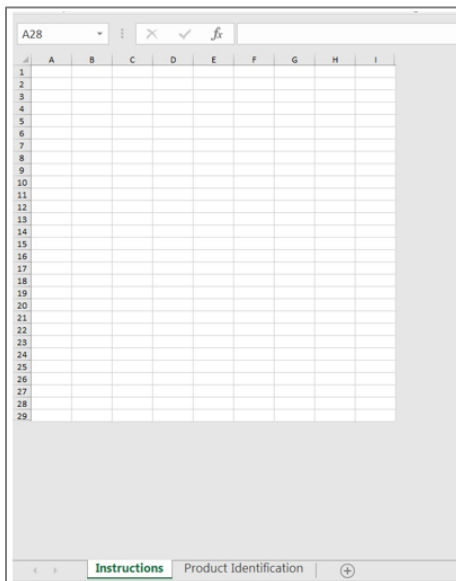
Points to Consider: Any Tobacco Product Ingredient Listing Spreadsheet

- This spreadsheet can be used to submit ingredient listings for any tobacco product category; the examples shown are for ENDS products.

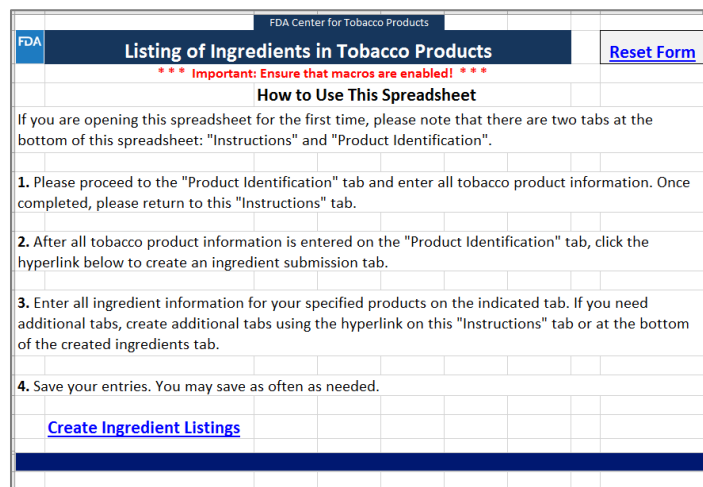
Follow these instructions to complete the any tobacco product ingredient listing spreadsheet:

- Click on the Instructions tab and read the instructions.
- If the “Instructions” tab is empty like the picture below (left), click on the “Product Identification” tab and then click on the “Instructions” tab again. The Instructions should now be visible.

Error = blank



What you should see



- Ensure Macros are enabled (see the eSubmitter instructions for more information).
- At the bottom of the spreadsheet, click on the tab labeled “Product Identification.”
 - Enter the information requested for each tobacco product.
 - An asterisk * indicates a required field.
 - Hold your mouse over the red triangle in the top right corner of the column headers for more information.
 - Many of the columns in the spreadsheet contain drop-down lists. You will know there is a dropdown list if you see a small down arrow on the right side of the



cell when you move your pointer to or click on the cell. Please select from the list when there is one; otherwise you will receive an error message.

Electronic Nicotine Delivery Systems (ENDS)	▼
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- iv. When you are done entering the information for all of your tobacco products, save your spreadsheet and then click on the “Instructions” tab at the bottom of the spreadsheet.
- 5. Click on the “Create Ingredient Listings” link (shown below). Clicking this link will create a new tab for listing ingredients in the tobacco products you listed on the “Product Identification” tab.

Create Ingredient Listings
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- 6. To start over, click the “Reset Form” link in the top right corner of the “Instructions” tab.

Reset Form

- 7. Verify that a new tab was created and then save your spreadsheet.
- 8. Go to the Tobacco Ingredient Sheet.
- 9. Select the Product Name by clicking the down arrow and selecting a Product Name.

Product Name *	Product Identification Number	Product Category
▼		
Product-1		
Product-2		

- 10. Select the corresponding Product Identification Number by clicking the down arrow and selecting the appropriate number.
- 11. Once a combination of Product Name and Product Identification Number matching an entry from the Product Identification tab are selected, Product Category will automatically populate.



Please do not try to enter the Product Category manually.

Product Name *	Product Identification Number	Product Category	Component Type *
Product-1	ID-12345	Electronic Nicotine Delivery Systems (ENDS)	
Product-2	ID-56789	Cigarettes	

- Verify that the Product Category cell is populated correctly and save your spreadsheet.
- Enter the remaining product, component, and/or ingredient information. Look for drop-down lists and select the appropriate items. If there isn't a drop-down list, just type in the requested information.

Product Category	Component Type *	If "Other" component type, specify	Component Name
Electronic Nicotine Delivery Systems (ENDS)			
Cigarettes	E-Liquid Atomizer		
	Coil/Coil Heads		
	Mouthpiece		
	Tank/Cartridge		
	Wick		
	Container/Closure System		
	Other		

- Don't forget** to save your spreadsheet every few minutes, to avoid any accidental loss of data.
- If you offer a product with multiple, unique quantities of an ingredient, you can list all quantities in one cell. For any ingredient, this should be the total volume or mass of that ingredient in the final product. For example, if a product is available in three nicotine levels, you could list the ingredient nicotine and list all three levels under the spreadsheet column called, "Amount Calculated - Singular Quantity." Separate the numbers using a semicolon (;). If you want to add a continuous range for a quantity, separate the minimum and maximum levels with a hyphen. For more information, please refer to the [Listing of Ingredients in Tobacco Products Guidance for Industry](#).