

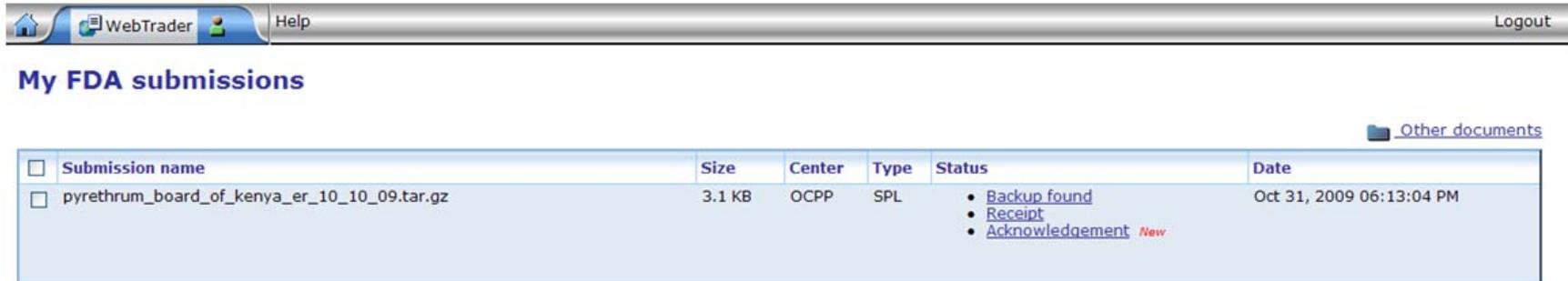
# Locating the Gateway Core ID & Downloading SPL Error Messages

Basic instructions for locating the Gateway Core ID and downloading SPL error messages.

Version 1.0

# **Locating the Gateway Core ID**

# Log onto FDA Gateway



The screenshot shows the FDA Gateway WebTrader interface. At the top, there is a navigation bar with a home icon, 'WebTrader', a user profile icon, 'Help', and a 'Logout' link. Below the navigation bar, the page title is 'My FDA submissions'. On the right side, there is a link for 'Other documents'. The main content area displays a table of submissions.

<input type="checkbox"/>	Submission name	Size	Center	Type	Status	Date
<input type="checkbox"/>	pyrethrum_board_of_kenya_er_10_10_09.tar.gz	3.1 KB	OCP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li></ul>	Oct 31, 2009 06:13:04 PM

- Log onto the FDA Gateway
- Select the “My FDA submissions” or “Other documents” hyperlinks

# Selecting the File w/Core ID

Center	Type	Status	Date
OCP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li></ul>	Oct 31, 2009 06:13:04 PM



Click the "Acknowledgment" hyperlink

- The **first** "Acknowledgment" link should take you to window with core ID.

# Finding the Core ID

Size	Center	Type	Status	Date
3.1 KB	OCP	SPL	<ul style="list-style-type: none"><li><a href="#">Backup found</a></li><li><a href="#">Receipt</a></li></ul>	Oct 31, 2009 06:13:04 PM

3 KB	O	<p><a href="#">View document</a></p> <p><a href="#">close</a></p> <p><b>ci1257027185381.4044@lntap02_te.txt</b></p> <p>From: <a href="#">FDATST</a></p> <p>To: <a href="#">Lonnie Smith (FDA)</a></p> <p>Date: Oct 31, 2009 06:16:03 PM EDT</p> <p>Submission messageID: &lt;7346727.1257027182095.JavaMail.smithlo@cdl0080685&gt;</p>		
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This is the core ID

- After selecting the “Acknowledgment” hyperlink, window should display.
- Core ID is located in top left of “Acknowledgment” window. (.txt is not part of the actual core ID)
- Use this core ID to reference submission when communicating with FDA about status or issue with SPL document.

# **Downloading Error Messages**

# Finding Error Messages

WebTrader Help Logout

**My FDA submissions** [Other documents](#)

<input type="checkbox"/>	Submission name	Size	Center	Type	Status	Date
<input type="checkbox"/>	wellness_center.tar.gz	3 KB	OCP	SPL	<ul style="list-style-type: none"><li><a href="#">Backup found</a></li><li><a href="#">Receipt</a></li><li><a href="#">Acknowledgement</a> <i>New</i></li><li><a href="#">Acknowledgement</a></li></ul>	Oct 31, 2009 03:09:46 PM

- Logon to the FDA Gateway
- Select the “My FDA submissions” or “Other Documents” hyperlinks

# Selecting Error Message

Size	Center	Type	Status	Date
3 KB	OCP	SPL	<ul style="list-style-type: none"><li>• <a href="#">Backup found</a></li><li>• <a href="#">Receipt</a></li><li>• <a href="#">Acknowledgement</a> <i>New</i></li><li>• <a href="#">Acknowledgement</a></li></ul>	Oct 31, 2009 03:09:46 PM



Click on second (or third) "Acknowledgment" hyperlink

- Receipt of a second or third “Acknowledgment” hyperlink is indicative that there is an error with your submission.
- Click on second (and third, if available) “Acknowledgment” hyperlink.

# Opening Error Messages

Size	Center	Type	Status	Date
3 KB	OCP	SPL	<ul style="list-style-type: none"><li><a href="#">Backup found</a></li><li><a href="#">Receipt</a></li><li><a href="#">Acknowledgement</a> <i>New</i></li></ul>	Oct 31, 2009 03:09:46 PM

[close](#)

ci1257016187076.9279@lntap01\_te.xml

2.8 KB O

From: [FDATST](#)

To: [Lonnie Smith \(FDA\)](#)

Date: Nov 1, 2009 12:34:11 PM EST

Submission messageID: <18012736.1257016184535.JavaMail.smithlo@cdl0080685>

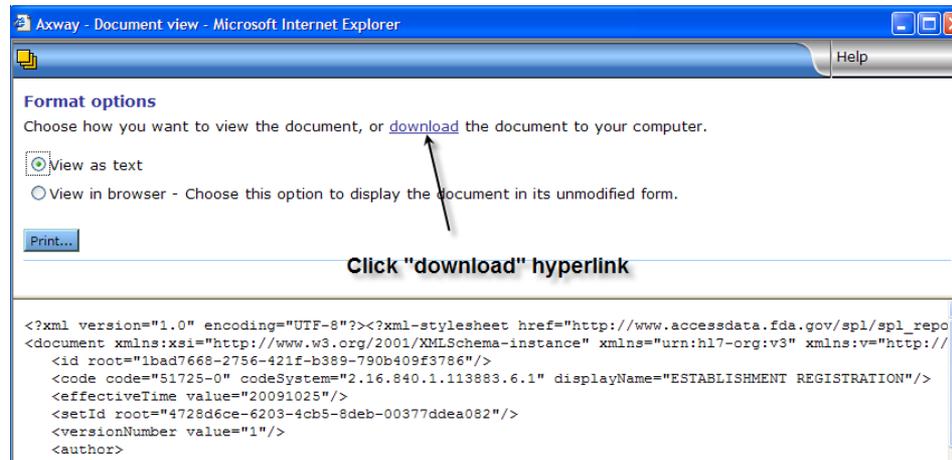
[View document](#)

2.7 KB O

Click "View document" hyperlink

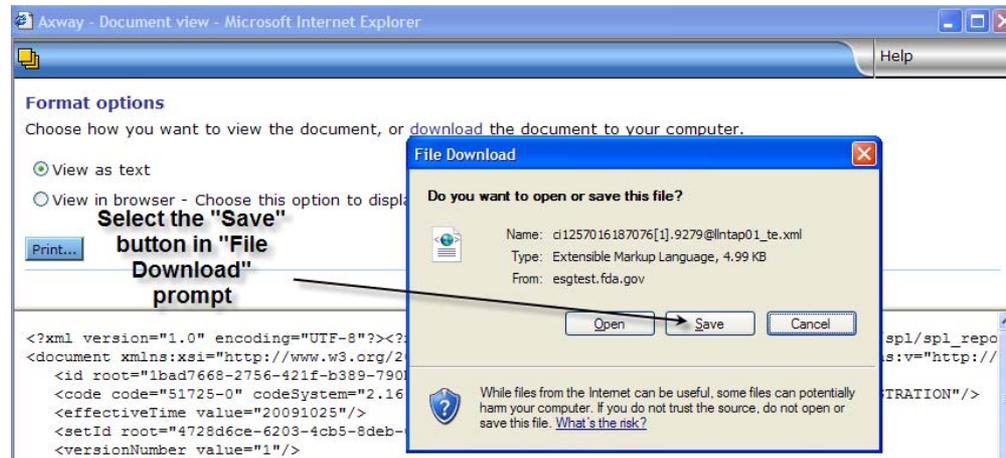
- Click the “View Document” located in the bottom left corner of Acknowledgment prompt window.

# Downloading Error Message



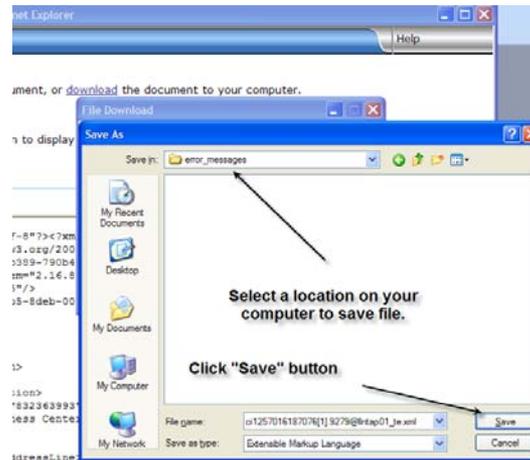
- Select the “download” hyperlink to download the error message to location on computer

# Saving the Error Message Document



- Click the “Save” button in the “File Download” window prompt.

# Saving the Error Message Document cont...



- Navigate to preferred location on your computer in which to store the error message.
- Click the “Save” button to save message in preferred location.

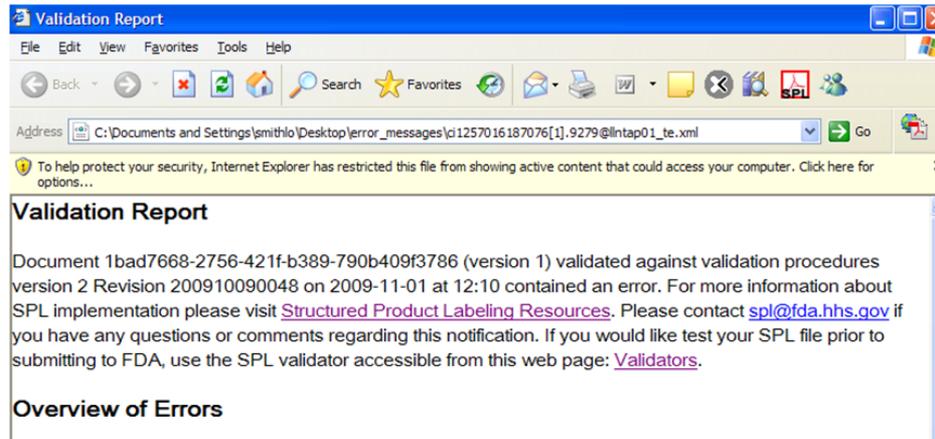
# Completing Download



Select "Open" or "Close" buttons

- You can open the message from the “Download complete” window prompt
- You can also close the window and directly open from location on your computer where message was stored.

# Review the Error Message



- Review the error message

# Test Your SPL R4 Submissions

- Use Pragmatic Data Validator Lite to test your SPL files prior to transmission to FDA:  
<http://www.fda.gov/ForIndustry/DataStandards/ucm155514.htm>
- NOTE
  - This validator tool is **NOT** connected to FDA database.
  - This tool assist you in detection of 90 – 95% of technical errors in SPL documents.

# Submitting Files via FDA Gateway

WebTrader Help Logout

## Send document

Select who will receive the document

Gateway: FDATST

Center:  **Select the "OC" center**

### Select the contents of the submission

Enter a path to a file or a directory. If a directory is entered, then the entire contents of the directory will be included in the submission. All the paths stored in the submission will be relative from the provided directory path unless an alternate root directory is entered.

Path:  **Browse...** **Ensure that you are submitting SPL in a folder (file name should not appear in the path field)**

Root directory:  **Browse...**

Submission type:  **Select "SPL" as the submission type**

### Select a signing certificate

Current file: M:\SPL\_Main\gateway\Lonnie Smith\Lonnie Smith.p12

New file:  **Browse...**  
MyCertificate.p12 or MyPrivateKey.pfx

**Send**

# Stay Informed

- Join FDA Data Standards Council listserv
- <http://www.fda.gov/ForIndustry/DataStandards/default.htm>

The screenshot shows the FDA website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the FDA logo and the text 'U.S. Food and Drug Administration'. A search bar and an 'A-Z Index' button are visible. A navigation menu includes links for Home, Food, Drugs, Medical Devices, Vaccines, Blood & Biologics, Animal & Veterinary, Cosmetics, Radiation-Emitting Products, and Tobacco Products. The 'For Industry' section is highlighted, with a breadcrumb trail: Home > For Industry > Data Standards. A table of links is shown on the left, and the main content area features a heading 'FDA Resources for Standards' with a link to 'Sign up for email updates.' and a paragraph describing the FDA Data Standards Council's role. A link for 'Structured Product Labeling' is also present.

Data Standards
<a href="#">Validators</a>
<a href="#">Data Council</a>
<a href="#">Structured Product Labeling</a>
<a href="#">Individual Case Safety Reports</a>
<a href="#">Regulated Product Submission</a>

### FDA Resources for Standards

[Sign up for email updates.](#)

The FDA Data Standards Council coordinates the evaluation, development, maintenance, and adoption of health and regulatory data standards to ensure that common data standards are used throughout the agency.

[Structured Product Labeling](#)

# SPL-related Technical Assistance/Questions

- SPL e-mail account ([spl@fda.hhs.gov](mailto:spl@fda.hhs.gov))