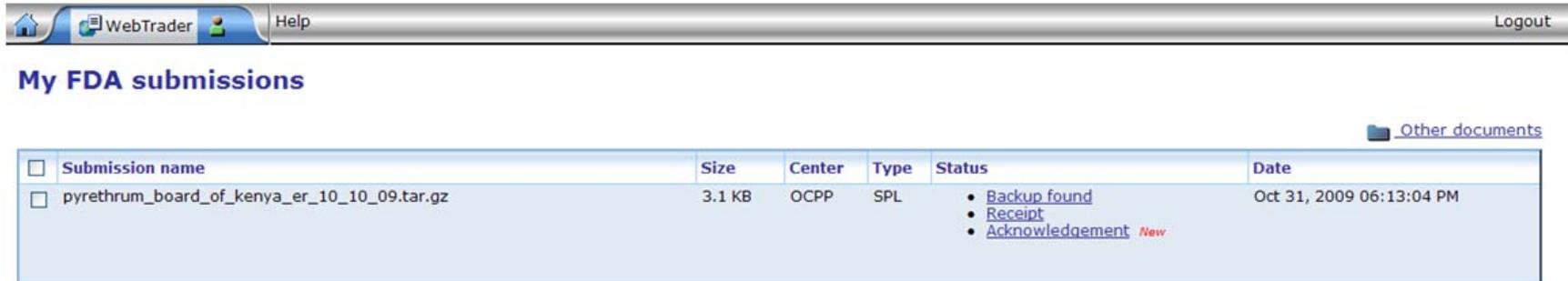# Locating the Gateway Core ID
&
Downloading SPL
Error Messages

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

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

Selecting the File w/Core ID

Center	Type	Status	Date
OCPP	SPL	• Backup found • Receipt • Acknowledgement *New*	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	OCPP	SPL	• Backup found • Receipt	Oct 31, 2009 06:13:04 PM

close

ci1257027185381.4044@llntap02_te.txt

From: FDATST
To: Lonnie Smith (FDA)

Date: Oct 31, 2009 06:16:03 PM EDT
Submission messageID: <X346727.1257027182095.JavaMail.smithlo@cdl0080685>

View document

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

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

Selecting Error Message

Size	Center	Type	Status	Date
3 KB	OCPP	SPL	• Backup found • Receipt • Acknowledgement *New* • Acknowledgement	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
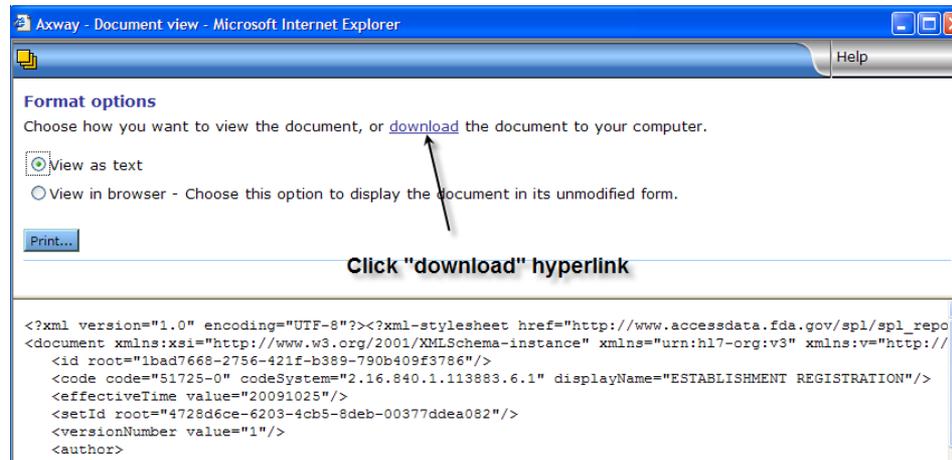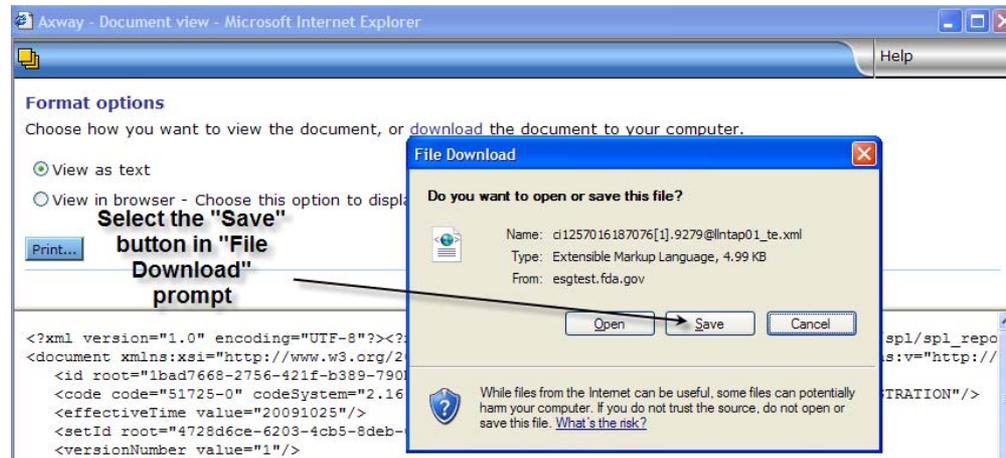

Click "View document" hyperlink

- Click the "View Document" located in the bottom left corner of Acknowledgment prompt window.
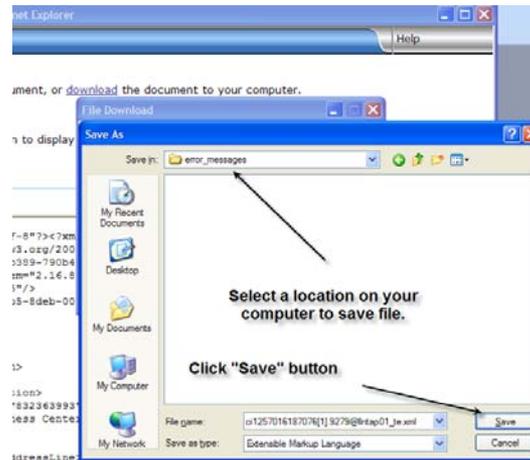
Downloading Error Message

- 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.
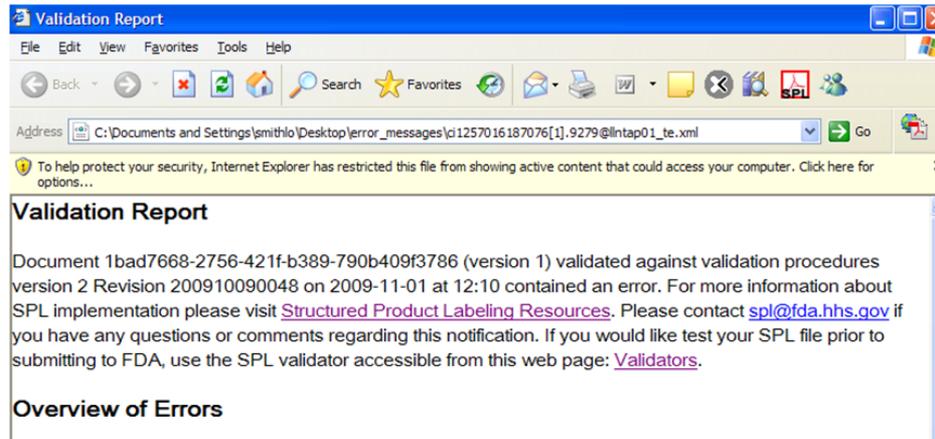- Click the "Save" button to save message in preferred location.

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

Stay Informed

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

SPL-related
Technical Assistance/Questions

- SPL e-mail account (spl@fda.hhs.gov)