.Pharmacy Application
Wholesale Drug Distributor Facility Upload Instructions

For all company-owned facilities providing drug shipping and fulfillment services, the applicant shall provide a complete list of facilities including the facility name, address, license number, and designated representative (DR) or operations manager information.

Steps to Complete and Upload Facility .csv File

1. **Download the WDD Facility Upload Template (Facility .csv file)** by clicking on the link "WDD Facility Upload Template.csv" and saving it to your computer.
   a. You may rename the file or leave it as "WDD Facility Upload Template.csv."
   b. You may not rename the file extension. It must remain .csv.
2. **Complete the Facility .csv file.**
   a. The Facility_Owner field in the Facility .csv file must match the name of the company(ies) previously added on the Company Information pages of the application (ie, if the company that owns the fulfilling facilities is "Anywhere WDD", then the Facility_Owner field name in the Facility .csv file must be "Anywhere WDD" and match character for character).
   b. If the Facility_Owner field name does not match, you will receive an error message when you select "Verify File."
   c. Other Facility .csv file fields to note:
      i. Facility_Licensing_Agency field is the governmental department that issues a license permitting your company to provide wholesale drug distribution (WDD) services where the facility is physically located.
      ii. The Facility .csv file requests either a designated representative or an operations manager.
         1. This is the individual representative that is designated by the company for the purposes of licensure (eg, in most jurisdictions, an individual employee must be designated as a company representative with the regulatory agency to effect licensure).
         2. If you do not have a designated representative as defined above, please provide the facility's operations manager.
         3. Columns requesting this individual's information start with "DR."
         4. The DR_Home_Address field should be the individual's home address.
         5. Please provide the individual's professional licensure information, if applicable.
3. **Select the completed Facility .csv file** by clicking the "Select File" button. This will begin the upload process.
   a. You may only upload the Facility .csv template file as no other files are supported.
   b. You will receive an error message if you attempt to upload anything other than the Facility .csv template file.
4. **Verify the completed Facility .csv file** by selecting the "Verify File" button.
   a. If the file properly references the Facility_Owner field information, it will be verified and is ready for uploading.

b. If the file does not include matching Facility_Owner field information (see instructions above), you will receive an error message.

5. **Upload and save the completed Facility .csv file** by clicking the "Upload File" button.
   a. You may review the file by clicking on the file name.
   b. To continue with the application, click "Next."

Additional Instructions

- Only one Facility .csv template file for all fulfilling facilities may be uploaded.
- In the event that you have more than one company that owns fulfilling facilities, please check to make sure that the Facility_Owner field includes all those companies that own fulfilling facilities.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Facility .csv file on the Upload Facility page.
- To delete the currently uploaded file, select the "x" to the left of the file name.
- After uploading the file you may view it by clicking on the file name.