

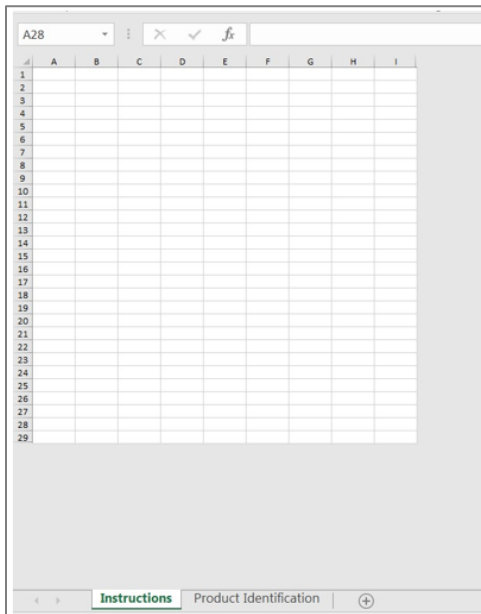
## Points to Consider: Leaf-Wrapped Cigar Ingredient Listing Spreadsheet

- This spreadsheet is for leaf-wrapped cigar products only.
- This spreadsheet should not be used if the product contains “made to your specifications” complex ingredients that are made with single chemical substances. Instead, you may use the Any TP spreadsheet, manual data entry, or separate spreadsheets for products and ingredients. Please see the eSubmitter Product and Ingredient Listing screen to view all available options.

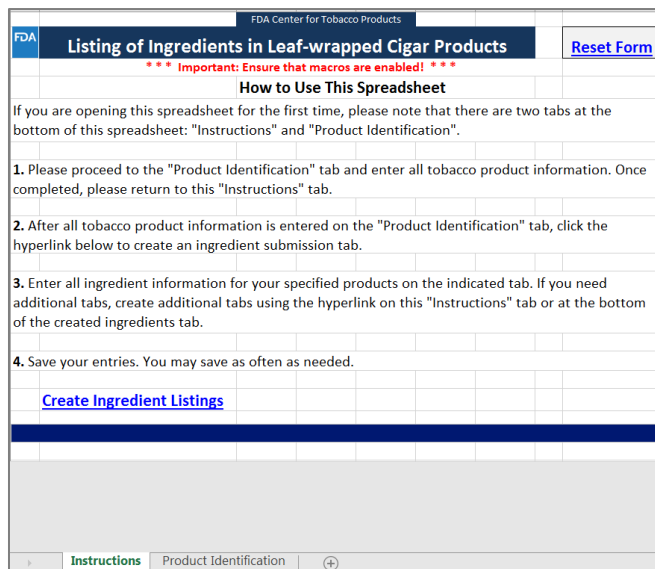
Follow these instructions to complete the leaf-wrapped cigar ingredient listing spreadsheet:

1. Click on the Instructions tab and read the instructions.
2. If the “Instructions” tab is empty like the picture below, 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



3. Ensure Macros are enabled (see the eSubmitter instructions for more information).
4. At the bottom of the spreadsheet, click on the tab labeled “Product Identification.”
  - a. Enter the information requested for each Tobacco Product. This spreadsheet is specifically for Leaf-wrapped Cigars.
    - i. An asterisk \* indicates a required field.



- ii. Hold your mouse over the red triangle in the top right corner of the column headers for more information.
- iii. 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.



- iv. When you are done entering the information for all of your Leaf-wrapped Cigar 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 the ingredients in the leaf-wrapped cigar tobacco products you listed on the "Product Identification" tab.



6. To start over, click the "Reset Form" link in the top right corner of the "Instructions" tab.



- 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.



1			
2	<b>Product Name *</b>	<b>Product Identification Number</b>	<b>Product Category</b>
3			
4			
5	Leaf-wrapped cigar 1		
6	Leaf-wrapped cigar 2		
7			
8			

Ready | Instructions | Product Identification | **Tobacco Ingredient Sheet 1**

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.

<b>Product Name *</b>	<b>Product Identification Number</b>	<b>Product Category</b>
Leaf-wrapped cigar 1	111111	Cigars

12. Verify that the Product Category cell is populated correctly and save your spreadsheet.
13. 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.



Hover your mouse over the red triangle for more information.

An asterisk indicates a required field.

Product Name *	Product Identification Number	Product Category	Component Type *	If "Other" component type, specify	Component Name	Manufacturer Name and Manufacturer's Uniquely Identifying Component Name and/or Number * <i>Separate each entry using a semicolon (;)</i>	Ingredient Name*
Leaf-wrapped cigar 1	111111	Cigars	Tobacco Filler				
Leaf-wrapped cigar 1	111111	Cigars	Wrapper				
Leaf-wrapped cigar 1	111111	Cigars	Adhesive				
Leaf-wrapped cigar 1	111111	Cigars	Tip				

Fill in all applicable ingredient information.

14. **Don't forget** to save your spreadsheet every few minutes, to avoid any accidental loss of data.
15. 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](#).