

Listing Your Products in the New Supplement OWL

Accessing the Site

Point your browser to <https://registry.supplementowl.org/>. This site works best on Chrome, Edge and Safari. Please see the [Terms of Use](#) and [Privacy Policy](#).

The general public can view and search for all *Published* (publicly visible) products and view all information except for Manufacturing and Packaging addresses, which are visible only to you and logged-in members having appropriate regulatory authority (e.g. FDA), as indicated by the red padlock icon.

Are My Products in the OWL?

Your products are currently listed in the new Supplement OWL if *all* of the following are true:

1. They were listed in the older UL Prospector version of the OWL as of July 2019.
2. Your company signed a data transfer consent form in July 2019 to have the data transferred from UL to Aspirant.
3. Your company has signed CRN's License and Service Agreement (LSA) to allow your products to be listed.

In What Status Are My Products Currently?

If your products are listed in the new OWL per the above, they are reflective of the snapshot taken by UL in July 2019, based on additions and corrections you had sent to them as of then.

Products which were listed as **Confidential** in the UL site are now listed as **Unpublished** (hidden), and all other products are now listed as **Published** (publicly visible).

How Do I Make Corrections to my Product Line(s)?

First, you (plus anyone else you want to make changes to your product line) will need to register on the site as a *Business* user (please follow the instructions under [Registering Your Account and Gaining Access](#) below). Then follow the steps outlined in the remainder of this document to view, add, edit, delete, publish or unpublish your products.

If you have a lot of products to add at once, you may find it faster to use the [Bulk Import](#) feature.

How Do I Onboard to the OWL as a new Company?

Welcome! Once you have signed the License and Service Agreement (LSA) with CRN, we can get you up and running in three easy steps:

1. [Contact Aspirant](#) to specify how you would like your brand name (or names if you have more than one) to appear on the site, including any trademark symbols.
2. Register on the site as a *Business* user (please follow the instructions under [Registering Your Account and Gaining Access](#) below).
3. Follow the steps outlined in the remainder of this document to view, add, edit, delete, publish or unpublish your products.

If you have a lot of products to add at once, you may find it faster to use the [Bulk Import](#) feature.

Registering Your Account and Gaining Access

Click **Sign Up** at the top right of the screen, then under “Choose Your Account Needs” click **Business**. Fill in the requested information and click **Create Account**.

CHOOSE YOUR ACCOUNT NEEDS

Personal **Business**

For business users looking to add their products to the OWL.
Fill out the information below to gain immediate access.

Personal Information

First Name*

Last Name*

Email*

Password* 

Re-type Password* 

Company Information

Job Title*

Company Name*

Department*

Please review the [Terms of Use](#) and [Privacy Policy](#) applicable to your use of the Supplement OWL.

Create Account

You will receive an email titled “Supplement OWL Account Confirmation” from SupplementOWL@CRNUSA.org that says “Thank you for registering with the Online Wellness Library! Click this link to confirm your account.” Click the link to confirm your account. You should receive this email almost immediately. If you do not, please check your spam or junk folder. If you still cannot find the email, [Contact Aspirant](#), who can confirm your account in the system.

Once you are registered and confirmed, Aspirant will verify your identity with CRN and grant you access to manage products for your brand[s]. Aspirant will then send you email confirmation that your access has been processed in the system.

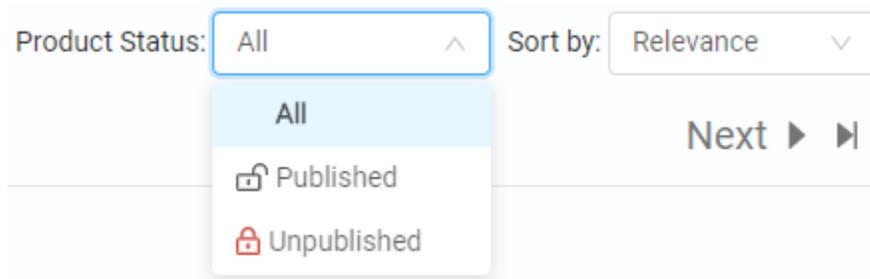
You can then login to the system. If you had already logged in prior to receiving notification of your privileged access, you will need to log out and back in to pick up this new access.

Viewing Your Products

From the home screen, expand **Company/Brand** in the upper left and choose your Brand[s]. You will see counts next to these brand names of only *Published* (publicly visible) products. If one of your brands does not have any published products, *you* will see it with the text “(none are published)” so that you can select it. A user without your access would not see this brand at all, until it has at least one published product.

Unpublished products are indicated in this list by a red padlock icon  and red shading behind the list item.

You can then filter this list on only published or unpublished products, as well as use the searching and filtering functionality of the site to constrain the list further.

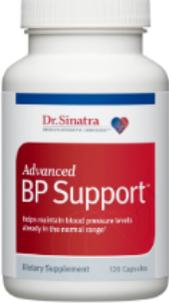


Click into a product to see its details. If you have not yet edited it using the new site, the information is reflective of the snapshot Aspirant received from UL at the time of the transition from the old site, July 2019. Products that were marked “Confidential” in the UL site are marked “Unpublished” in the new OWL.

<  Unpublish  Edit  Delete  Clone  Bookmark

Home / Search Results / Advanced BP Support™ (120 Count)

Product Labels



Advanced BP Support™ (120 Count)

Company: Healthy Directions | ID: DS2545795
UPC: 7882920135 | SKU: BPS 02 C13000

Helps maintain blood pressure levels already in the normal range† Advanced BP Support™ helps support blood pressure levels already in the normal range and promotes overall cardiovascular health.†

< [Product Information](#) [Label Statements](#) [Contact Information](#) >

Product Category	Specialty
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If you see the message “No Results Found” immediately upon selecting a brand, it means that there are no products currently in the OWL for that brand, published or unpublished.

Publishing (or Unpublishing) a Product

When you click into a product to see its details, you will see a red padlock next to its name  if it is unpublished.

*Products marked **Published** are publicly visible, and products marked **Unpublished** are hidden from public view.*

To publish a product, click **Publish** at the top left of the screen. If the product is currently published, this button will read **Unpublish** to toggle its state back to hidden.

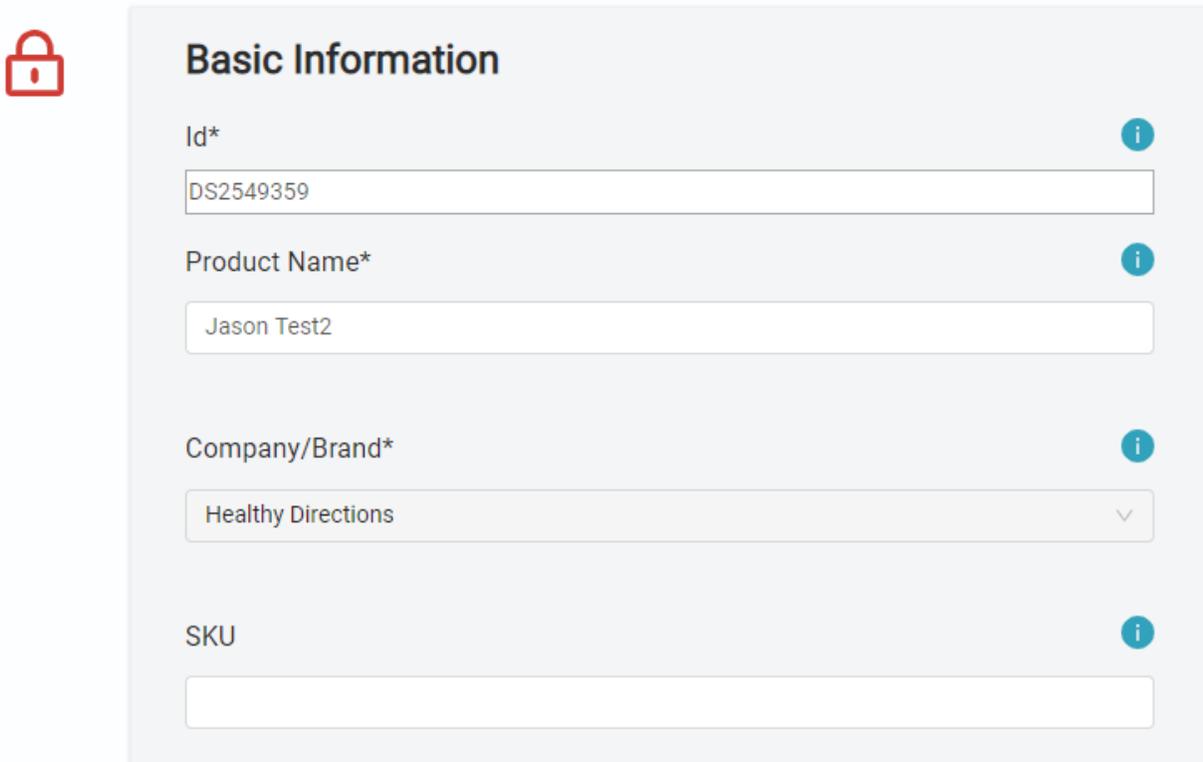
<  Unpublish  Edit  Delete  Clone  Bookmark

Home / Search Results / Advanced BP Support™ (120 Count)

If you need to publish or unpublish several products in bulk, [Contact Aspirant](#) with a list of IDs (DSIDs, SKUs or UPCs) or a search results link copied from your browser’s address bar that contains all of (and only) the products you want to publish or unpublish.

Editing a Product

To edit a product, click **Edit** from the Product Detail screen. This will take you to the Edit screen and you will be able to change nearly everything that appears on the Product Detail screen.



 **Basic Information**

Id* 

Product Name* 

Company/Brand* 

SKU 

The only field that you will not be able to edit is **Id** (which was generated by the OWL in either UL’s system or Aspirant’s). Everything else can be changed, including the **Brand** if you have multiple brands. If you have only one brand, this field will be disabled with your single brand preselected. To add a brand, [Contact Aspirant](#).

A more detailed description of the sections of this screen can be found under [Adding a New Product](#) below.

Once you have completed your changes, click the **Save** button in the top right corner of the screen.



Your changes will be saved, and you will be taken back to the Product Details page where you can verify your changes.

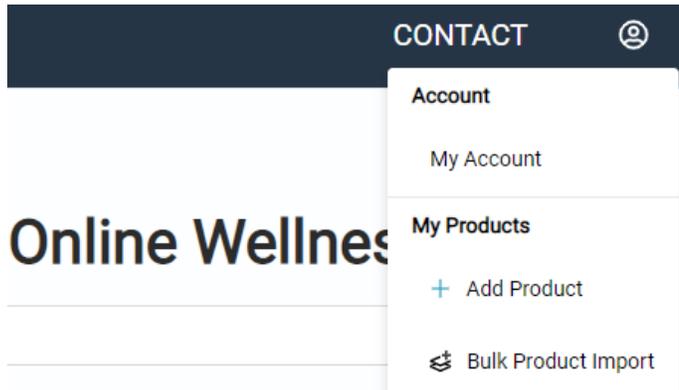
Deleting a Product

To remove a product from the OWL completely, click **Delete** from the Product Detail screen.

This is not undoable through the interface, and thus a confirmation message is presented to the user – however, Aspirant can recover deleted products on [request](#).

Adding a New Product

To add a new product to the OWL, open the menu in the top right corner of the screen and choose **Add Product**.



You will be taken to the **Add Product** screen. Here you can begin filling out your product information. Fields with an asterisk are required fields. They will also be outlined in red.

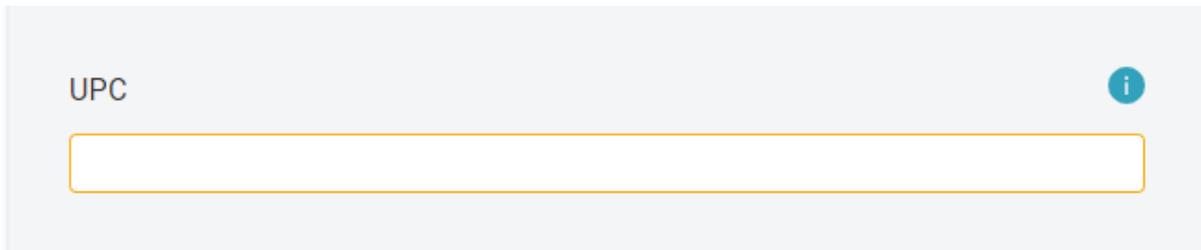
A screenshot of the 'Basic Information' form. On the left, there is a red padlock icon. The title 'Basic Information' is centered at the top. Below the title, the label 'Product Name*' is displayed, followed by a red-outlined text input field. A blue information icon (i) is located to the right of the label.

NOTE: The **Manufacturing Facility Contact** and **Packaging Facility Contact** are required for regulatory purposes. This information is confidential and will only be available to logged-in members having appropriate regulatory authority (e.g. FDA), as indicated by the red padlock icon. They will not appear to the general public or to other manufacturers or suppliers.

The **Company/Brand** field will be automatically populated if you only have one brand. If you are the owner of multiple brands the field will be unlocked, and you will be able to select a brand using the drop-down menu.

A screenshot of the 'Company/Brand*' form. On the left, there is a red padlock icon. The label 'Company/Brand*' is displayed, followed by a drop-down menu. The menu currently shows 'Healthy Directions' and a downward arrow. A blue information icon (i) is located to the right of the label.

Fields outlined in yellow are not required, but they are strongly recommended for consistency of data throughout the OWL and to aid in search.

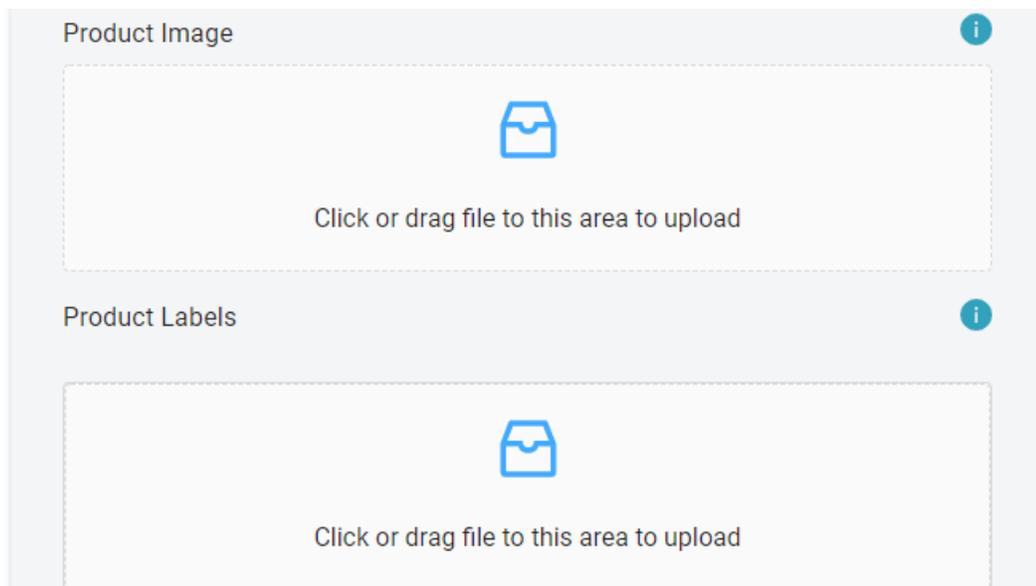


The **Supplier** field is typically left blank. It is only for cases where your product is branded by you but supplied through a third party who you want to be able to create an account in the OWL and edit products supplied by them. If this situation applies to you, you will need to [contact Aspirant](#) to have these Suppliers added to the system.

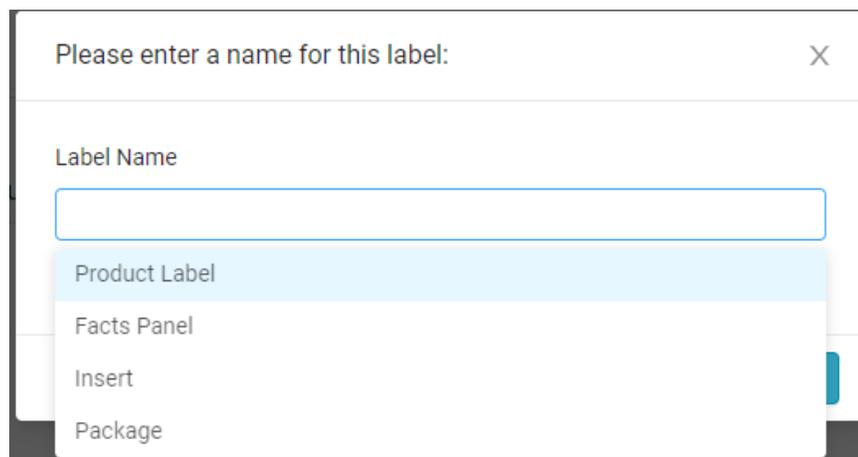
In either case, this does not appear on the Product Details screen, for any user.

The **Product Image** and **Product Labels** are both optional and can be populated by either clicking the area to open a File Explorer window to select an image, or simply dragging an image file into the area to upload.

The **Product Image** must be an image file (.png, .jpg, .tif, .svg, etc.), and the **Product Labels** are typically .pdf documents.



When adding a Product Label file, you will be prompted to enter a Label Name or select one from the list. This name will appear under **Product Labels** on the Product Detail screen.



Please enter a name for this label: X

Label Name

Product Label

Facts Panel

Insert

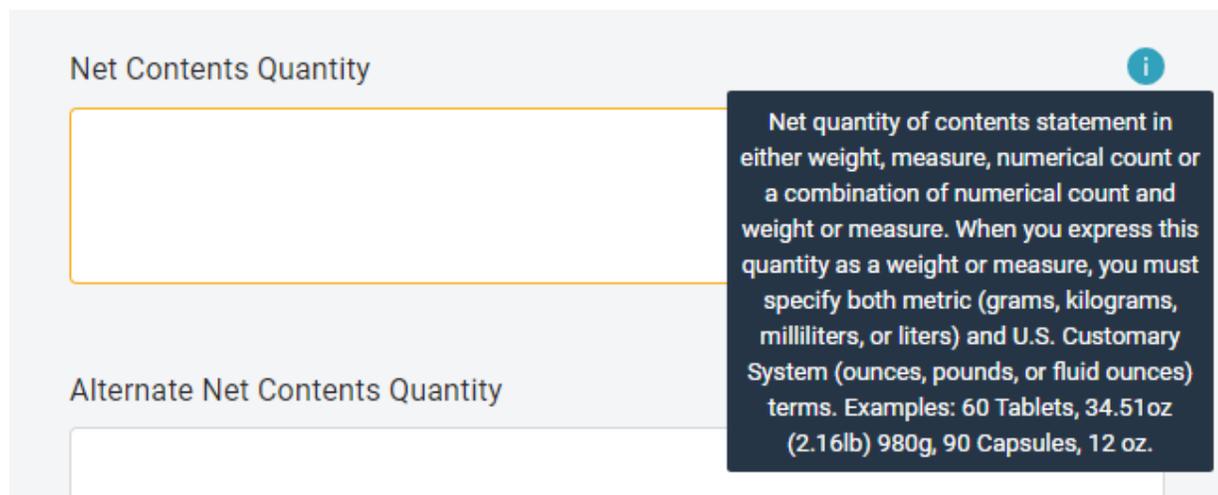
Package

[Home / Search Results](#)

Product Labels

[Product Label](#)

Continue adding your product information down the list. If at any time you are uncertain what type of information to place in a particular field, place your cursor over the information tooltip icon and a pop-up box will appear with an example of the type of information for that field. *This text is selectable if you need to copy it into your clipboard to contact someone in your organization for information.*



Net Contents Quantity i

Alternate Net Contents Quantity

Net quantity of contents statement in either weight, measure, numerical count or a combination of numerical count and weight or measure. When you express this quantity as a weight or measure, you must specify both metric (grams, kilograms, milliliters, or liters) and U.S. Customary System (ounces, pounds, or fluid ounces) terms. Examples: 60 Tablets, 34.51 oz (2.16lb) 980g, 90 Capsules, 12 oz.

The last section in the Add Product screen is Ingredients. To add an ingredient, simply start typing in the **Dietary Ingredient** field.

Ingredients
Drag ingredients up or down in this list as needed to match the order on the Facts Panel.

Dietary Ingredient* i

Thiamin (as Thiamin HCl)

Amount Per Serving i Unit Of Measure i % Daily Value i

110 mg 9167

🗑️

Dietary Ingredient* i

Choline (as Choline Citrate)

Amount Per Serving i Unit Of Measure i % Daily Value i

28 mg 5

🗑️

Add New

Note that the **Amount Per Serving** and **Unit Of Measure** are added as separate fields – different from how they appear on your Facts Panel. This is to facilitate the search capabilities in the OWL.

To add additional Ingredients, click the **Add New** button. Continue the process until you have added all your ingredients. To remove an Ingredient (including the default one), click the red trash can icon.

These ingredients will be listed in the Product Details screen in the order you enter them here. *They should match the ordering on your product Facts Panel.* You can change the order of ingredients by dragging them up and down the list.

Once you have completed adding your information, click the **Save** button in the top right corner of the screen.

Cancel Save

New products are always added as *Unpublished*, which hides it from public view until you (or a designate) have a chance to review it on the Product Details screen and confirm that everything is correct. You would then click the **Publish** button on the toolbar to publish your new product.

Clone: Adding a New Product That is Very Similar to an Existing Product

To create a new product using an existing product as a template, navigate to the existing product and click **Clone** from the Product Detail screen. This will take you to the Add screen, pre-populated with the details of the existing product.



Basic Information

Product Name* i

Company/Brand* i

The word “CLONE” will be appended to the name of the existing product so that if you forget to change the name, you can distinguish your clone from the original.

All information and ingredients will be copied over from the original product *except for*:

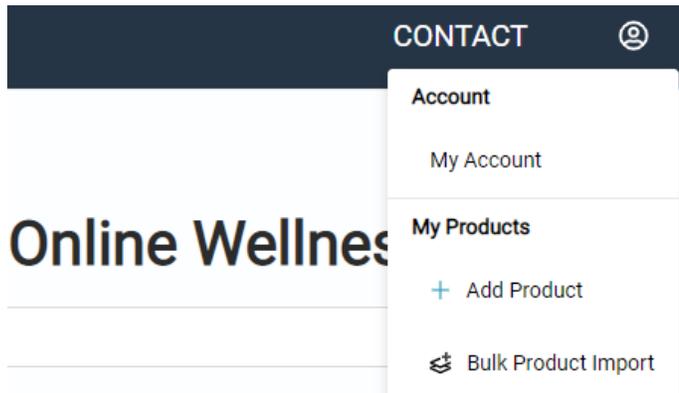
- SKU
- UPC
- Product Image
- Product Labels

As with Add, the product is not created in the system and assigned a DSID until you click **Save**.

Also as with Add, the product is added as **Unpublished** – you must publish it from the Product Details screen to make it publicly visible.

Adding Several Products in Bulk

To add new products to the OWL in bulk, open the menu in the top right corner of the screen and choose **Bulk Product Import**.



You will be directed to the Bulk Product Import screen. This screen is laid out in a step-by-step sequence and is self-explanatory. Some steps do not appear until prerequisite steps are completed. The template is nearly identical to the old one used for UL; however, please download a new template from here each time.

Cancel

STEP 1: DOWNLOAD TEMPLATE

Download the **Excel template** and fill in the information based on the provided format.

 Download Template

STEP 2: UPLOAD YOUR FILE

After filling out the template, upload your completed file below.



Click or drag file here

Adding or Renaming Brands

To add a brand to the application, or to rename or remove a brand, [Contact Aspirant](#).

How to Contact Aspirant

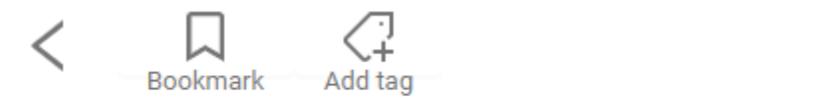
Use the [Contact Form](#) in the application, which goes directly to both CRN and Aspirant and opens a Helpdesk ticket.

Consumer Features

These features are available to all registered users of the site, whether Business or Personal accounts.

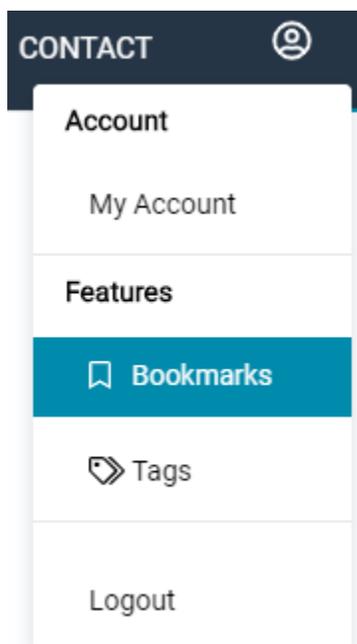
Bookmarking Products

To bookmark a product (or clear an existing bookmark), click the **Bookmark** icon in the toolbar.



Home / Search Results / Pure Infant Vitamin D3 liquid (10 ml)

To view a list of all products you have bookmarked, choose **Bookmarks** from the user menu at the top of the screen.



3 Bookmarks

Sort by:

Relevance



[Baby Calm + Comfort \(0.29 fl oz. \(8.5 ml\)\)](#)

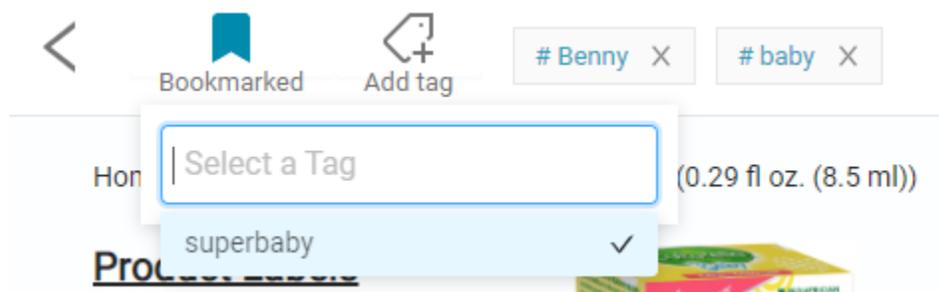
i-Health

Uses: Helps reduce fussiness & crying* #1 Pediatrician Recommended Brand Probiotic + Chamomile Drops Helps...



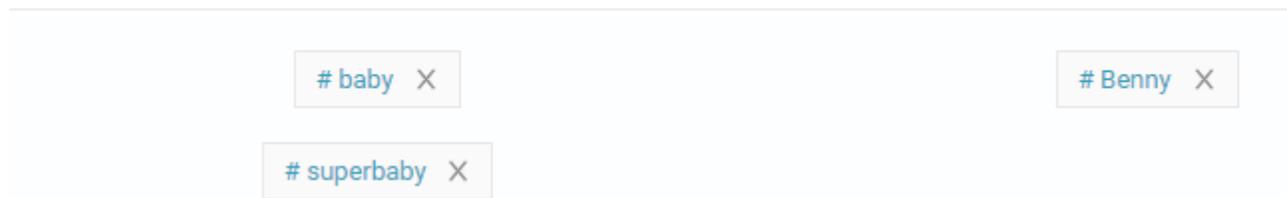
Tagging Products

To tag a product, click the **Add Tag** button in the toolbar. Your existing tags will display in the list for you to choose, or you can type a new tag name and press Enter. Click the X next to an existing tag to remove it from this product.



To view a list of all of your tags, choose **Tags** from the user menu at the top of the screen.

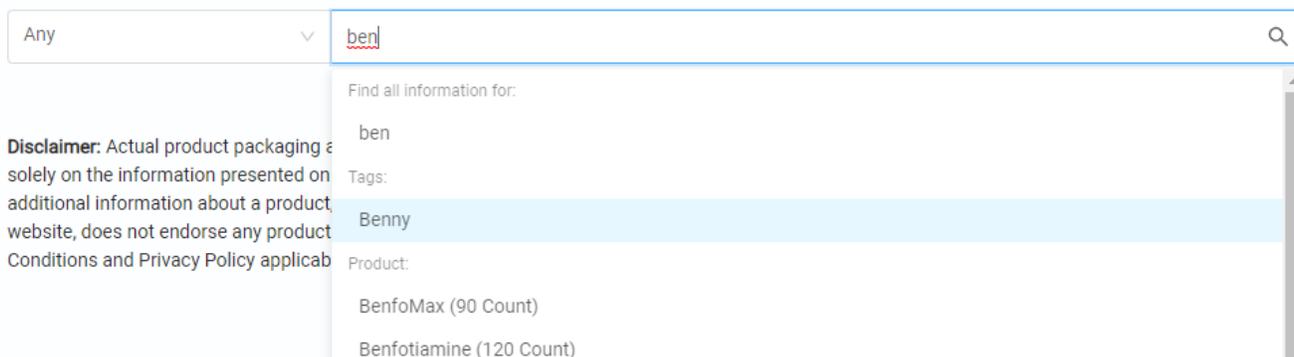
Manage Tags



You can click any of these tags to see products you have tagged with this name, or click the X next to a tag to remove it from the system.

Additionally, you can search for your tags from the main search screen:

Discover what you need in the **Online Wellness Library**



Your tags are specific to you the current user, and are not visible to anyone else.