



Instructions for Reporting Wholesale Transactions to OARRS

This is a summary document and is not intended to replace the statutes or rules.

Wholesale Reporting to OARRS is required for all controlled substances and gabapentin products.

A wholesale transaction involves transfer of possession to a terminal distributor or a prescriber, whether or not money is involved. In other words, if the drug moves from the DEA number1 of a wholesale distributor, or a terminal distributor to the DEA number1 of a pharmacy, hospital, physician, clinic, researcher, etc. it must be reported. [Transfers from one licensed wholesale distributor to another licensed wholesale distributor do NOT need to be reported.]

This reporting is separate from reporting prescriptions that are dispensed to patients.

If you have a Wholesale Distributor license from the Board of Pharmacy, you must submit a report at least once every month, no later than 45 days after the earliest transactions being reported. If there is no transaction to report, file a "Zero Report". Failure to report is not the same as a Zero Report. [See OAC 4729-37-07(C) for additional details.]

If you do not have a Wholesale Distributor license but you perform a wholesale transaction as an "occasional sale" using your Terminal Distributor license pursuant to OAC 4729-9-10, you must submit a report at least once every month, no later than 45 days after the earliest wholesale transaction being reported. If there is no transaction to report, file a "Zero Report". Failure to report is not the same as a Zero Report.

***Note: Prior to submitting data, you must register at <http://www.oarrs.pharmacy.ohio.gov>. If you are unable to register online, please contact OARRS support at data@pharmacy.gov or telephone 614-466-4143 (option 1).**

Registration Process for an OARRS Wholesale Distributor account:

1. Go to the OARRS website (www.ohiopmp.gov). Click on the link titled "Click here to Register," located at the bottom of the "Client Login" box.
2. Click in the circle to the left of "Wholesale Distributor."
3. Enter the contact information (Name, Email Address, Phone Number, and Fax Number) for the people who will be responsible for reporting the data to OARRS.
Note: If you do not have a Board of Pharmacy Wholesale Distributor license number, you may use your Terminal Distributor license number.
4. Type in your preferred Password for this account.
5. Click on the Submit button
6. You will receive confirmation of account creation to the email address specified.

Each Wholesale Distributor will have ONE account for reporting. Every person who submits data for a wholesale distributor will use the same user name and password. (This is not the same user name and password that pharmacists use to access patient data.)

Reporting Process for wholesale transactions:

Method 1: Manual Reporting

1. Log in to the OARRS website using your OARRS Wholesale Distributor account information.
2. Choose the "Manual Sale Entry" menu option on the left.
3. Complete the information in the fields provided.
4. Click "Add Transaction" to report the sale.
5. If you have another sale to the same customer, simply enter the new drug information. Otherwise click "Clear Form" to start over and report another sale.



Method 2: HTTP method – HTTP Address: <http://www.ohiopmp.gov>

1. Log in to the OARRS website using your OARRS Wholesale Distributor account information.
2. Choose the "Sales File Upload" menu option on the left.
3. Click the button to locate the properly formatted ARCOS file containing the sales records that you are reporting. (See format below)
4. Click "Submit" to begin uploading the file.
5. You will be notified via email of the success or failure of your submission, as well as any errors there might have been in the file.

Method 3: FTP method - FTP Address: <ftp://ftp.ohiopmp.gov>

1. Using your choice of FTP software, connect to ftp.ohiopmp.gov using your OARRS Wholesale Distributor account information.
2. Locate the properly formatted ARCOS file containing the sales records that you are reporting. (See format below)
3. Upload this file to your FTP account directory.
4. You will be notified via email of the success or failure of your submission, as well as any errors there might have been in the file.

OARRS Data Submission for Wholesale Transactions

Format

Submit the data in the ARCOS format, see the table below. The filename should include ###.mmddyyyy.arcos, where ### is the wholesaler's/seller's DEA number and mmddyyyy is the last date of the reporting period.

File Format – ARCOS

Control Record

Field Description	*Required	Length
Reporting Registrant	Required	9
Asterisk (*)	Required	1
Last Day of Reporting Period	Required	8
Reporting Frequency (M)	Required	1
Central Reporter's Number	Optional	9

Transaction Record

Field Description	*Required	Length
Registrant DEA Number ¹	Required	9
Transaction Code	Required	1
Action Indicator	Required	1
NDC Number	Required	11
Quantity	Required	8
Unit	Required	1
Assoc Registrant DEA Number	Required	9
Order Form Number	Optional	9
Transaction Date (mmddyyyy)	Required	8
Correction Number	Optional	8
Strength	Required	4
Transaction Identifier	Required	10
Blank Space	Required	1

*Required – This information is required by Ohio state law. If the data is not present, the file will be rejected.

*Optional – Data for this field is not required; however, you must leave the specified number of spaces if no data is present.

DEA¹ – If either party does not have a DEA#, use 'OH' + last 7 digits of the Ohio License Number issued by the Board of Pharmacy without dashes (e.g. OH1234567). This may occur with transfers of reported but not controlled medications, such as gabapentin.

If you have questions about reporting wholesale transactions, please contact OARRS IT at data@ohiopmp.gov or telephone 614-466-4143 (Option 1).