

E-Services Application User Manual

Import and Export Services



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INTRODUCTION

This document explains all the steps which are required for Site Administrator and agent user to create and view import and export applications.

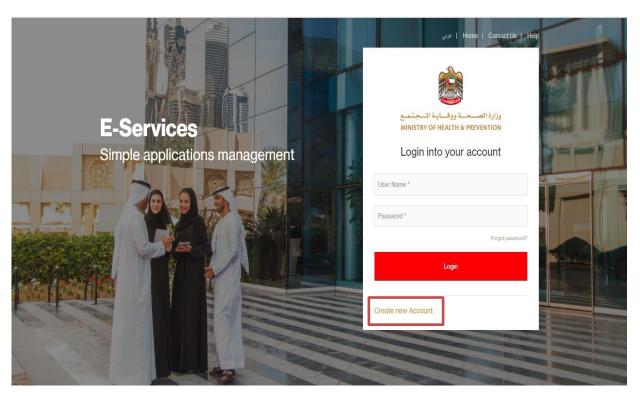
This document will provide ease to the business users in understanding all the screens of the application.



1 USER CREATION AND LOGIN

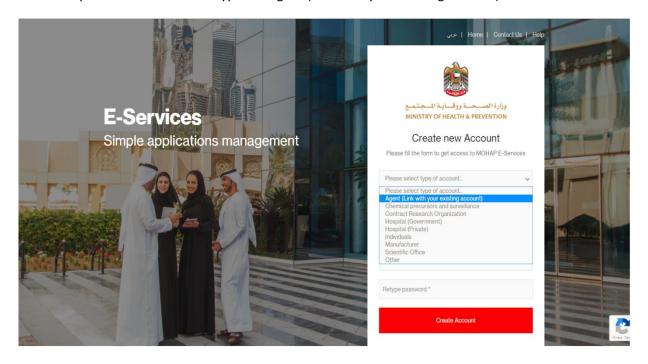
1.1 USER CREATION

Navigate to the application login screen and click over "Create New Account"



The application takes you to the "Create New Account" screen, select the account type:

A. If you select the account type as "Agent (Link with your existing account)"



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Then the screen fields will be as follow:

- Your existing username
- Please set a new password
- Retype password
- "Link Account" button

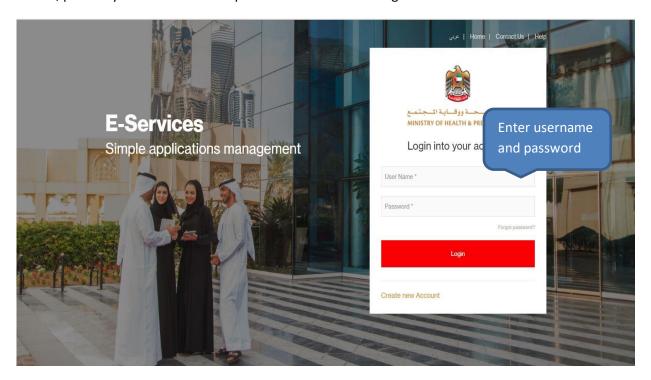
You should put the existing username for PH Licensing system and you should have a valid license

- B. For other user types, then the screen fields will be as follow:
 - Username
 - Email Address
 - New Password
 - Retype Password
 - "Create Account" button

The system sends an activation link to the provided email address; you can activate your account by clicking over the activation link.

1.2 LOGIN AND DASHBOARD

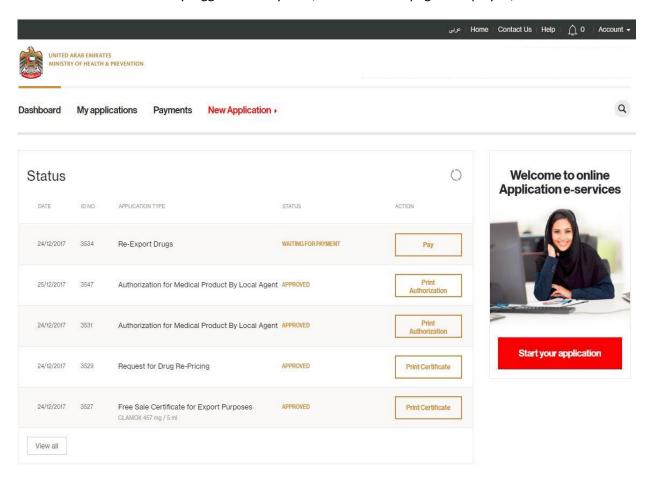
If you do not have a valid username and password go to the previous step and create a new account, otherwise, provide your user name and password and click over login.



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After the user is successfully logged in the system, the dashboard page is displayed,



In the dashboard, you can know the status of the submitted applications, renew expired applications, print certificates/ letters, and create new applications.



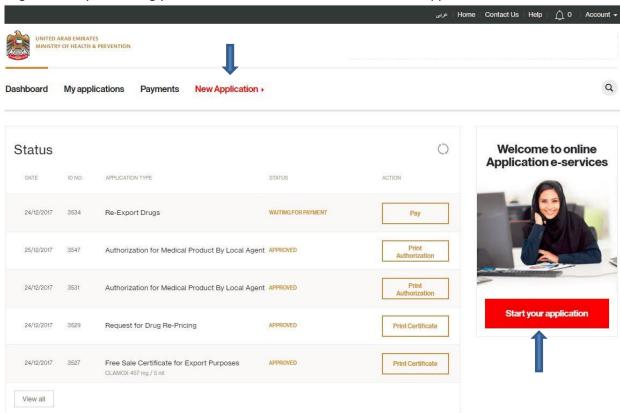
2 **AUTHORIZATIONS**

Under the Authorizations tile, you will find the following services:

- Import Narcotic, Controlled, and Semi Controlled Products
 - o Authorization for Import of Medicinal Product (Drug Store)
 - o Authorization for Medicinal Raw Materials Manufacture (Manufacturing Account)
 - Authorization for Medicinal Raw Materials Other (Manufacturing Account)
- Export Narcotic, Controlled, and Semi Controlled Products

2.1 IMPORT NARCOTIC, CONTROLLED, AND SEMI CONTROLLED PRODUCTS – IMPORT MEDICINAL PRODUCT

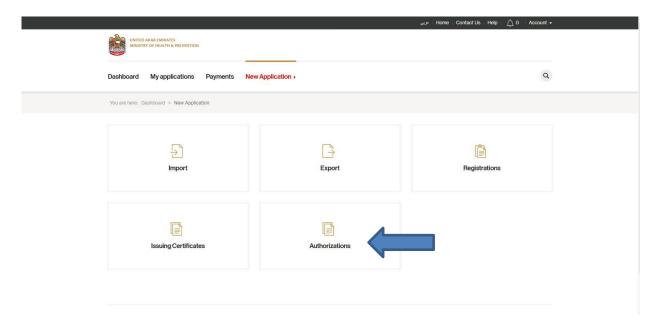
Log into the system using your credentials and then click on start new application link



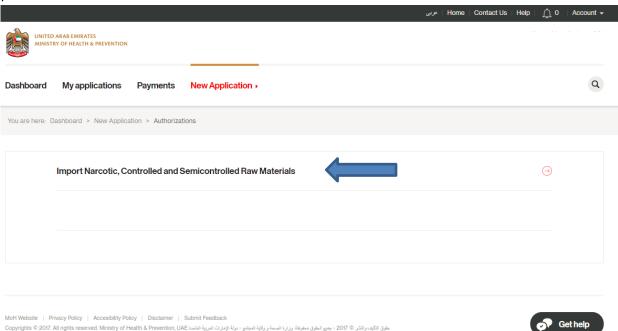
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Click on "Authorizations" tile



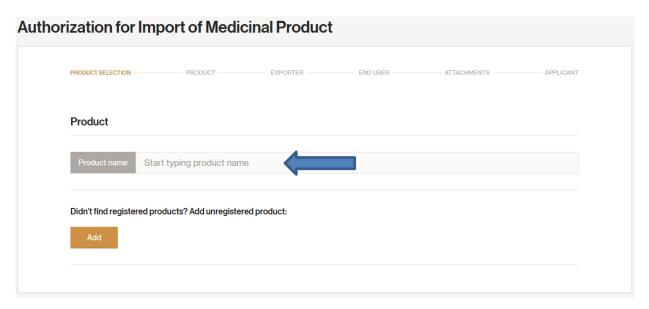
The system takes you to the service's screen, click on "import narcotic, controlled, and semi controlled products"



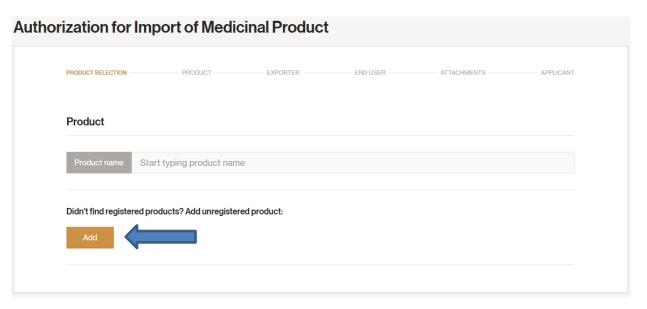
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Start typing the product name, the systems filters the products based on the entered data



Or else, if you didn't find the item you can add new product by clicking over "Add" button

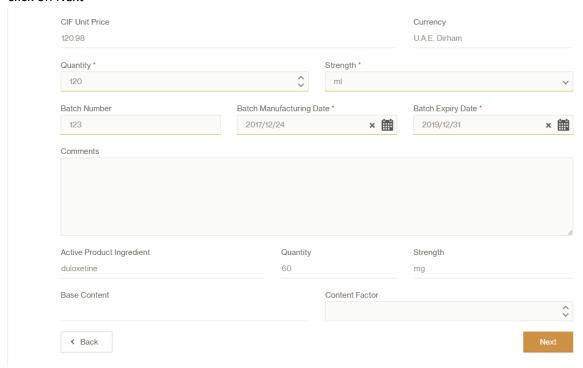


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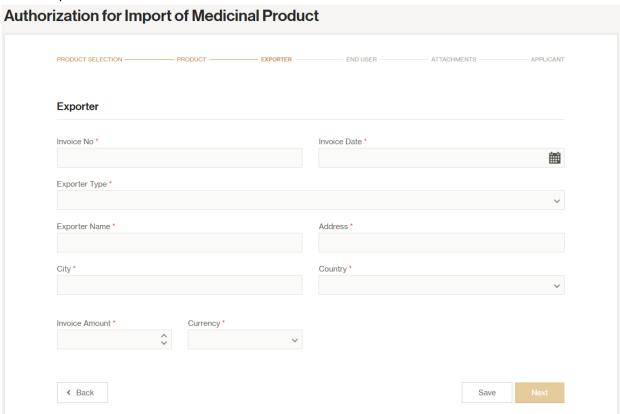


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If you selected the "Add" unregistered product, then you need to fill all the product details, otherwise, If you selected a product from the list then you need to fill the quantity, strength, and batch details and then click on Next



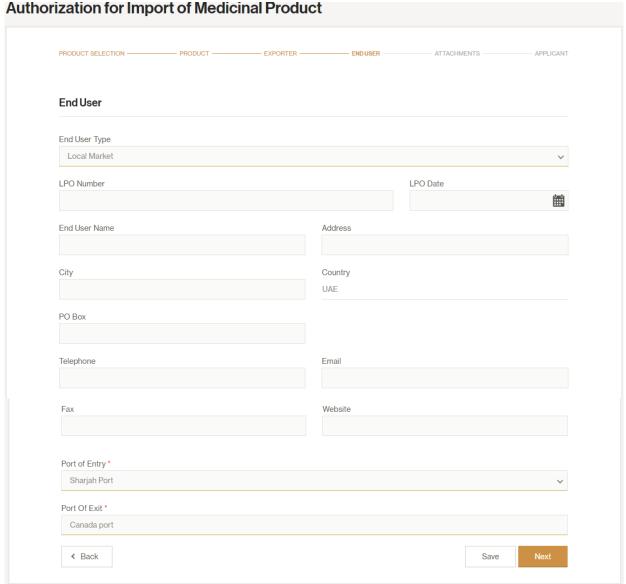
Fill the Exporter details



Fill the End user details and then click on Next, if you select the end user type as government or private hospital, then all the fields become mandatory, and if you select the end user type as local market, then the

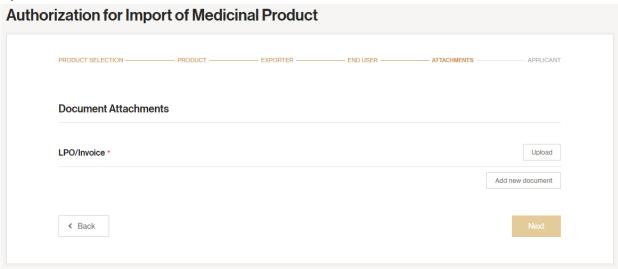


mandatory fields are port of entry and port of exit only

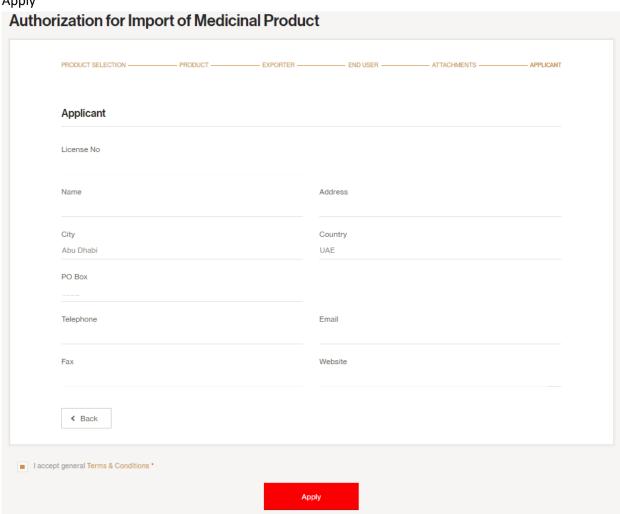




Upload the attachments and click on Next



The system shows the applicant details, you need to accept the terms and conditions and then click on Apply





A successful message is displayed to the user, after submission the application

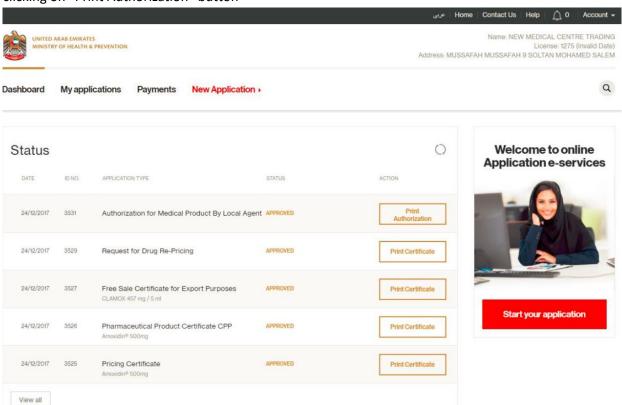


Your application has been successfully submitted

You will receive a confirmation by email.

You can check status the process No. 3620 on your Dashboard

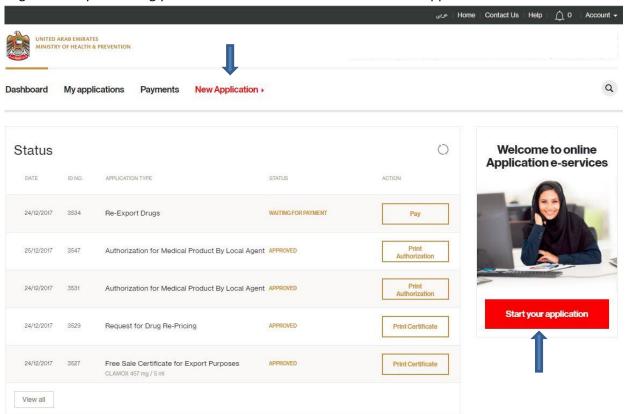
After the authorization is approved, the user can print the authorization certificate from the dashboard by clicking on "Print Authorization" button





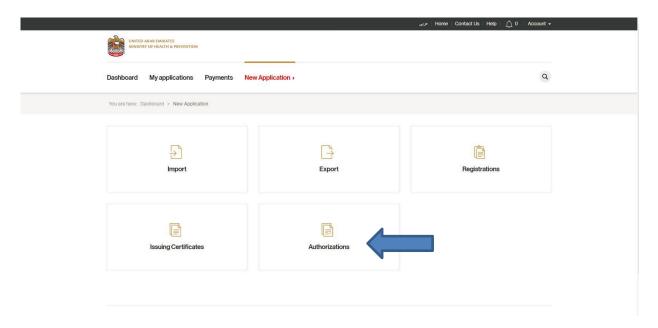
2.2 IMPORT NARCOTIC, CONTROLLED, AND SEMI CONTROLLED PRODUCTS – IMPORT RAW MATERIAL FOR MANUFACTURING

Log into the system using your credentials and then click on start new application link

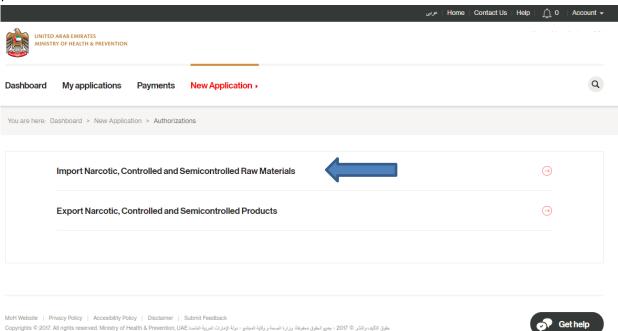




Click on "Authorizations" tile

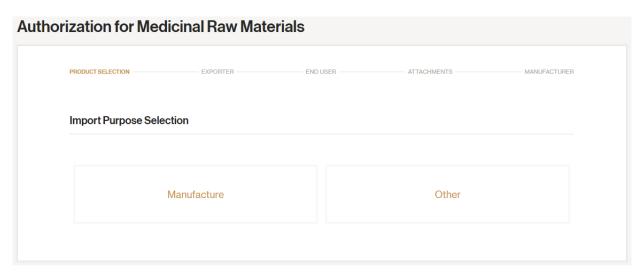


The system takes you to the service's screen, click on "import narcotic, controlled, and semi controlled products"

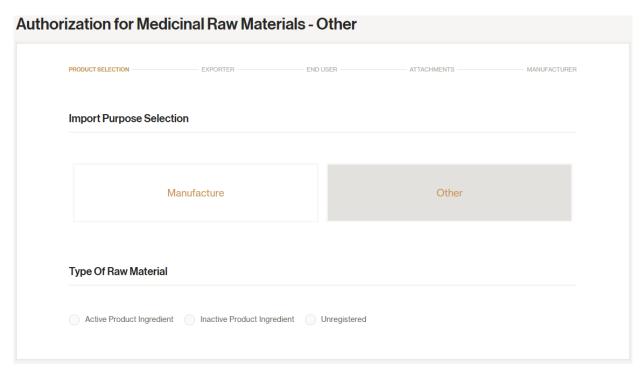




Select the import purpose (Manufacture or Others)



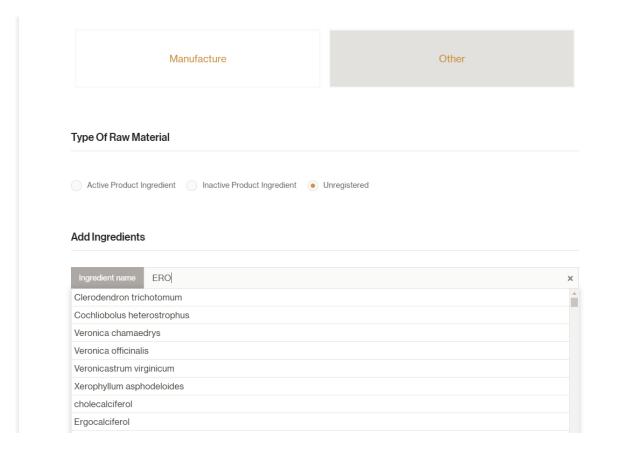
If you select other, then you can select the type of raw material (Active, Inactive, and Unregistered), but if you select Manufacture then you cannot select unregistered item.





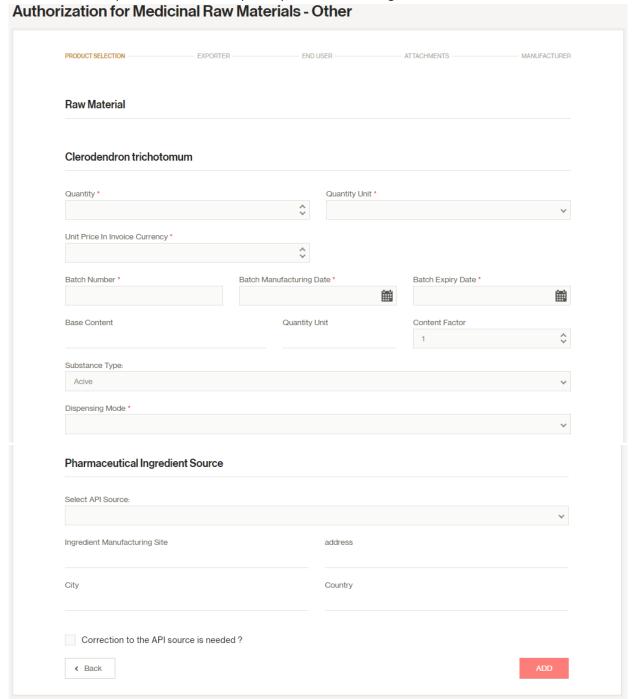
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Now start typing the ingredient name, the system filters the ingredients based on the entered characters





Fill all the related product details, like quantity, batch details, ingredient source and then click Add

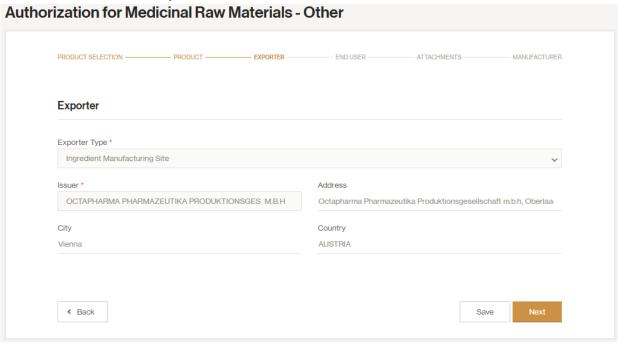


You need to enter the API source, if it is empty or wrong by ticking on "Correction to the API source is needed?" option, then you will be able to add an ingredient.



E-Services Application User Manual – Import & Export Services

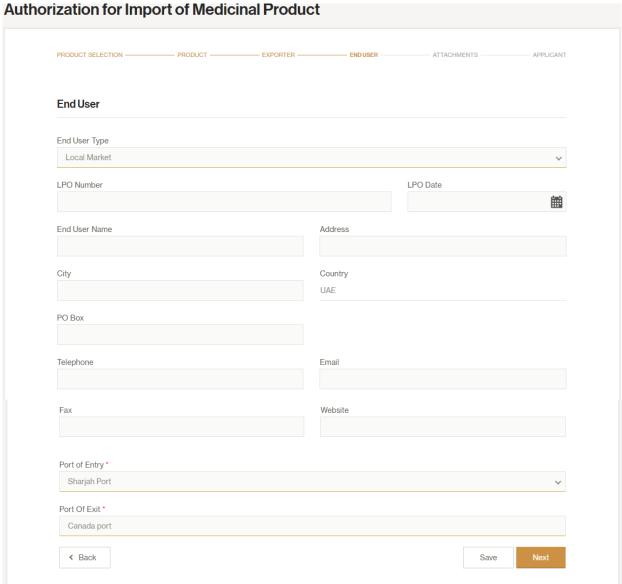
Enter the issuer name, the system filters the result based on the entered characters





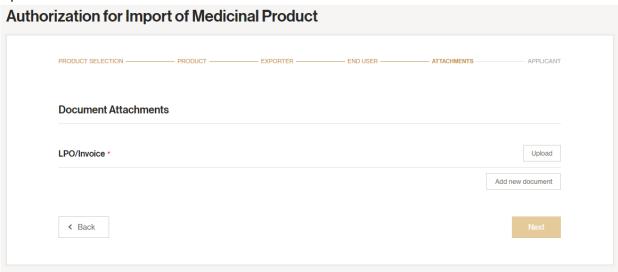
E-Services Application User Manual – Import & Export Services

Fill the End user details and then click on Next, if you select the end user type as government or private hospital, then all the fields become mandatory, and if you select the end user type as local market, then the mandatory fields are port of entry and port of exit only

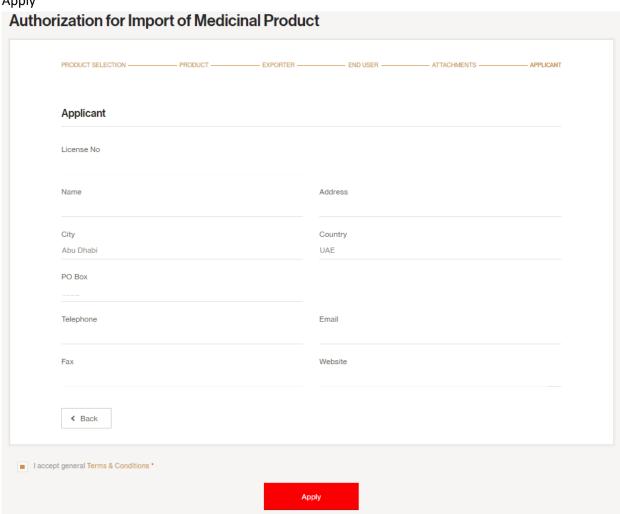




Upload the attachments and click on Next



The system shows the applicant details, you need to accept the terms and conditions and then click on Apply





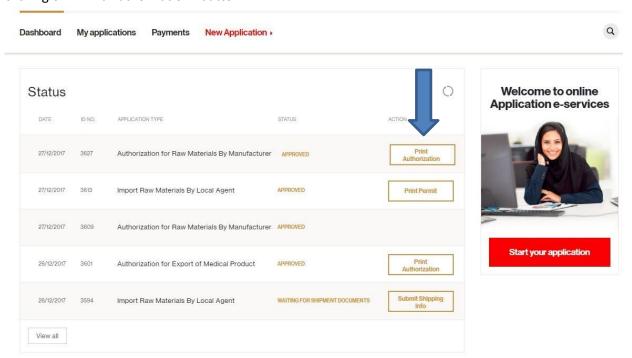
A successful message is displayed to the user, after submission the application



Your application has been successfully submitted

You will receive a confirmation by email.
You can check status the process No. 3620 on your Dashboard

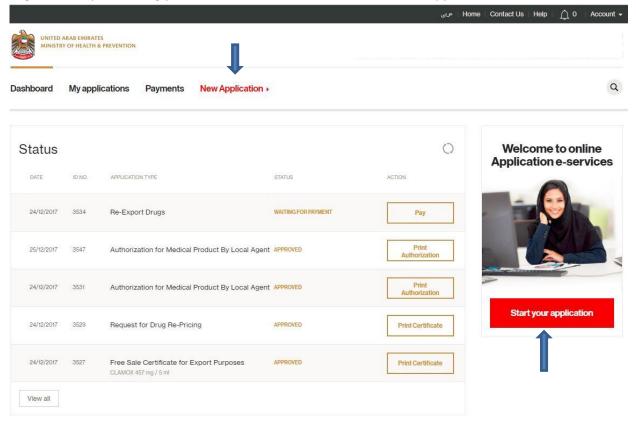
After the authorization is approved, the user can print the authorization certificate from the dashboard by clicking on "Print Authorization" button





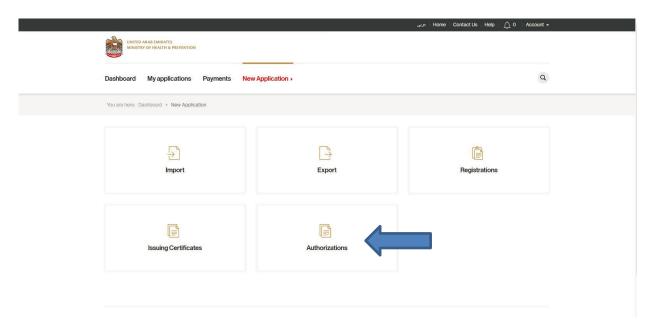
2.3 EXPORT NARCOTIC, CONTROLLED, AND SEMI CONTROLLED PRODUCTS

Log into the system using your credentials and then click on start new application link

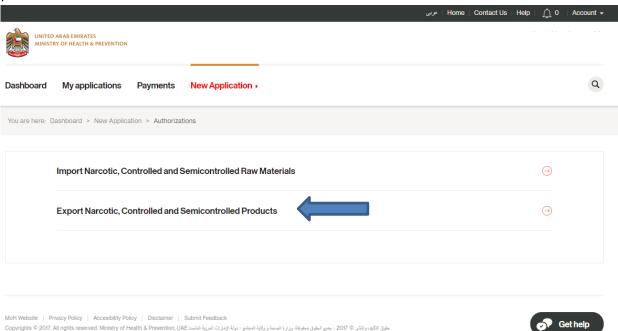




Click on "Authorizations" tile

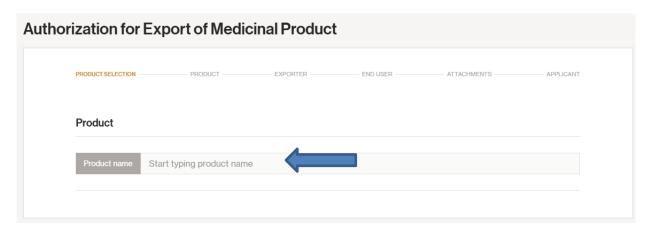


The system takes you to the service's screen, click on "import narcotic, controlled, and semi controlled products"

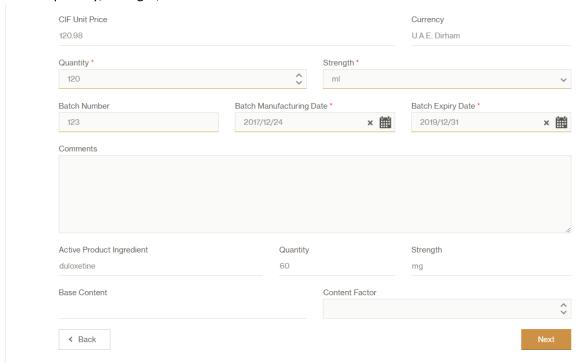




Start typing the product name, the systems filters the products based on the entered data

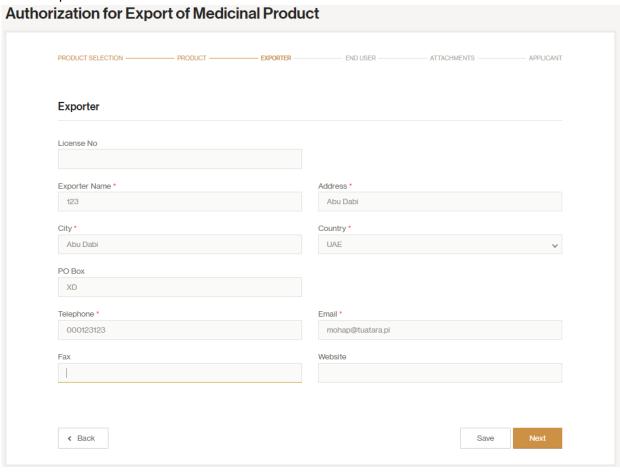


Fill the quantity, strength, and batch details and then click on Next



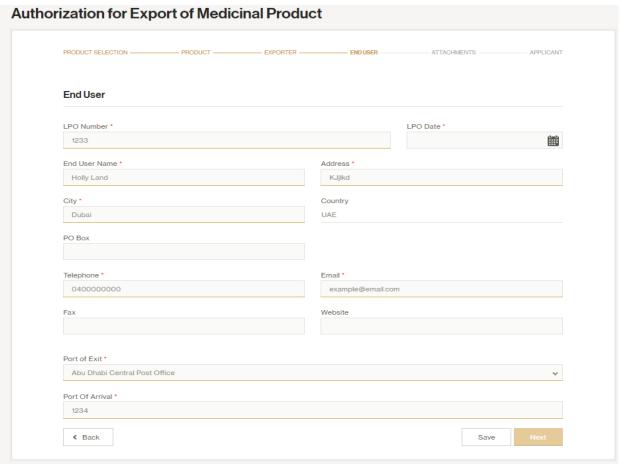


Fill the Exporter details





Fill the End user details and then click on Next



Upload the attachments and click on Next







The system shows the applicant details, you need to accept the terms and conditions and then click on Apply

Authorization for Export of Medicinal Product --- END USER ----PRODUCT SELECTION ----— PRODUCT — — EXPORTER —— — ATTACHMENTS — **Applicant** License No Exporter Name Address City Country UAE Abu Dabi PO Box Telephone Email Website < Back I accept general Terms & Conditions * Apply

A successful message is displayed to the user, after submission the application

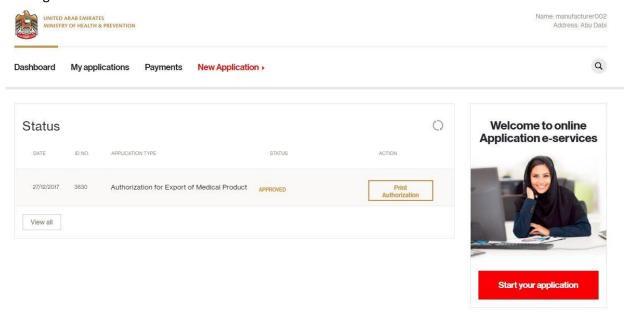


Your application has been successfully submitted

You will receive a confirmation by email. You can check status the process No. 3620 on your Dashboard



After the authorization is approved, the user can print the authorization certificate from the dashboard by clicking on "Print Authorization" button





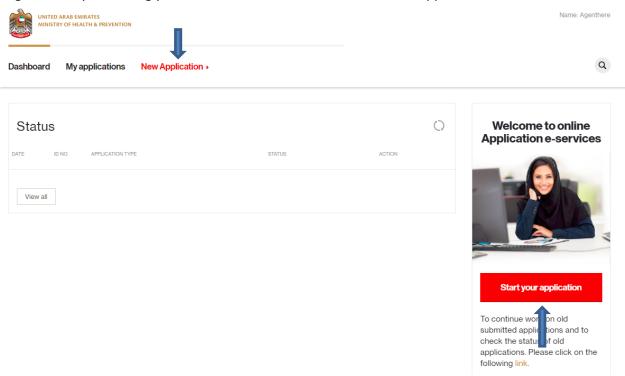
3 IMPORT

Under the Import tile, you will find the following services:

- Import Drug for personal use (Individual account)
- Import Medicinal Product (Drug store)
- Import Raw Materials (Manufacturers)
- Import Drug for Exhibition
- Import Chemical Precursors (Chemicals)
 - o Import as End User
 - Import For Trading

3.1 IMPORT DRUG FOR PERSONAL USE

Log into the system using your credentials and then click on start new application link

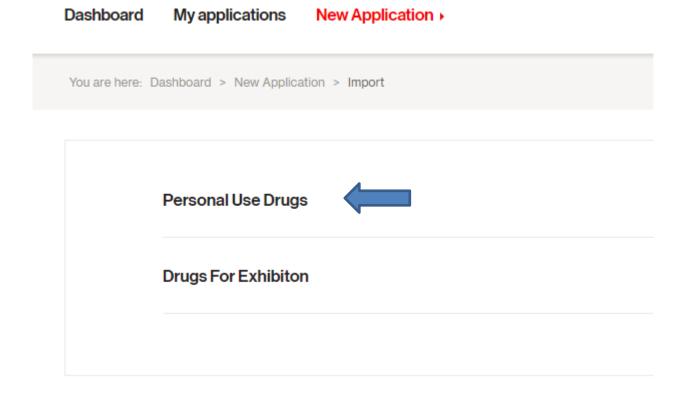




Click on "Import" tile

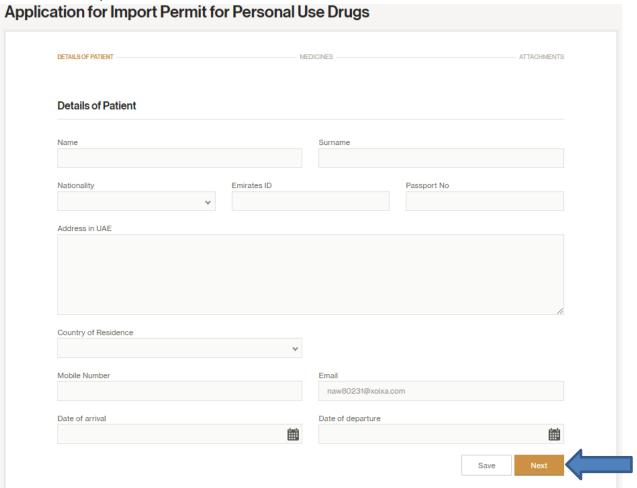
Dashboard My applications New Application You are here: Dashboard > New Application Import Registrations

Click on Personal Use Drugs

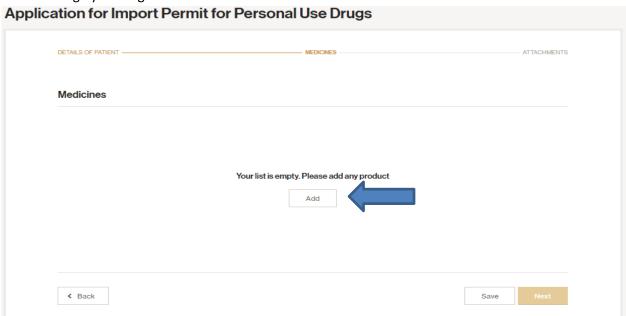




Fill details of the patient and then click next

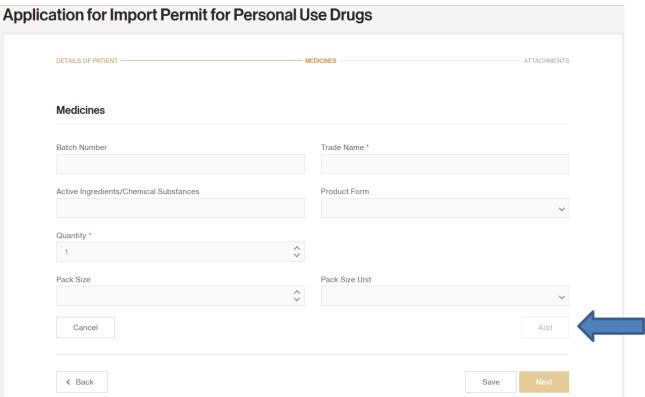


Add the drug by clicking on add

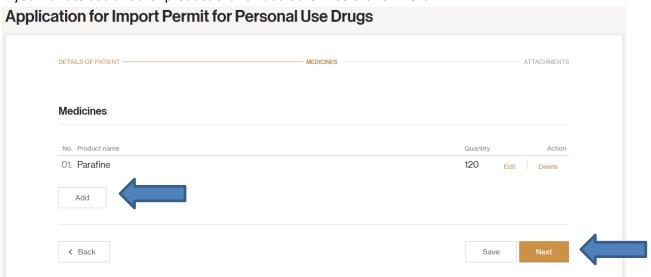




Fill the medicine details and then click on Add



If you want to add another product click on add otherwise click on Next

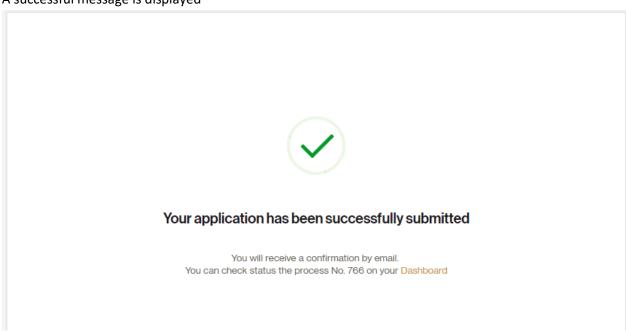




Add the attachments, accept terms and conditions and then click Apply

Application for Import Permit for Personal Use Drugs DETALS OF PATIENT MEDICINES ATTACHMENTS Document Attachments Medical report * Upload Medicine Prescription * Upload Add new document | Laccept general Terms & Conditions *

A successful message is displayed

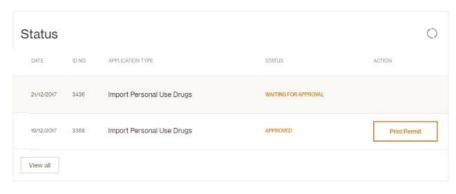


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E-Services Application User Manual – Import & Export Services

Once the permit is approved then you can print the certificate.

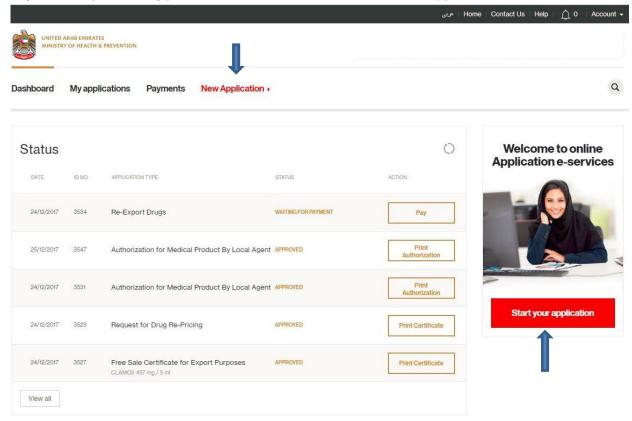






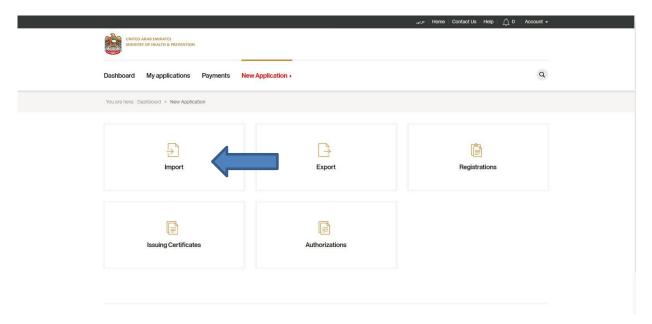
3.2 IMPORT MEDICINAL PRODUCT

Log into the system using your credentials and then click on start new application link





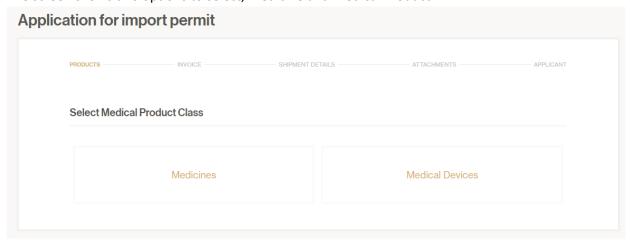
Click on "Import" tile



Click on Medicinal Products



The screen shows two options to select, Medicine and Medical Product

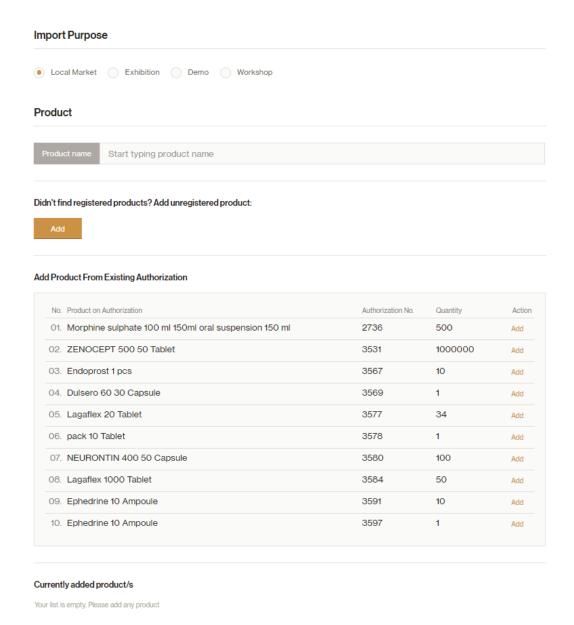


- If you selected import for (local market) then you have the can do one of the following:
 - Search for a registered products (You can add multiple registered products only)



- Add unregistered products (You can add multiple unregistered products only)
- Add from existing Authorizations (You can add multiple products from authorizations only)
- If you selected import for (Exhibition, Demo, Workshop)
 - You can add multiple unregistered products

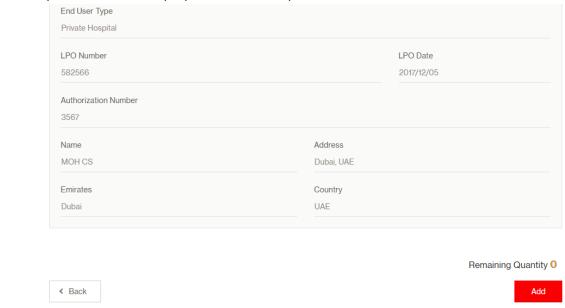
The process flow will be the same after adding the products.



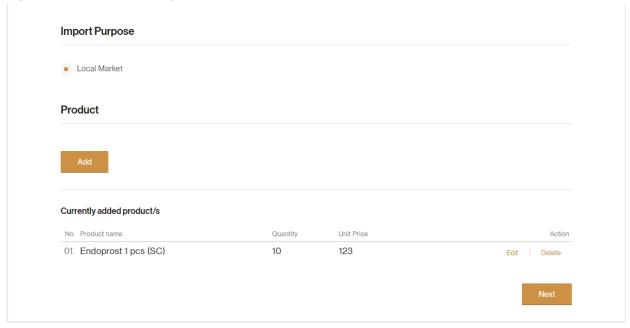
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Add the product and fill the purpose and related price details and then click on Add

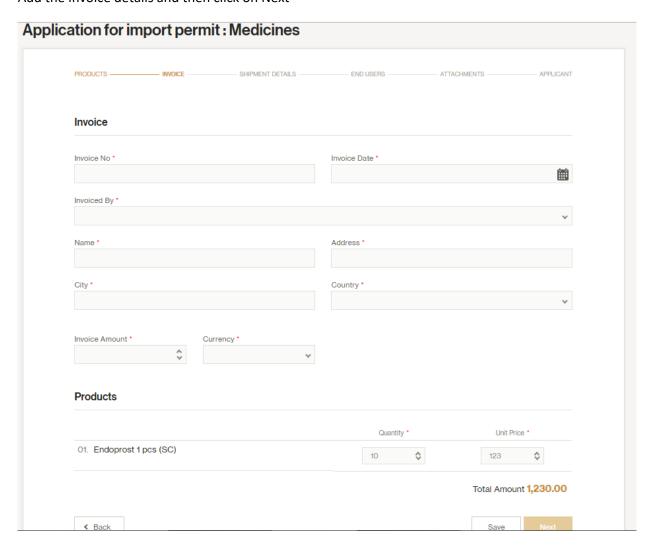


If you want to add another product click on add button, otherwise click on Next



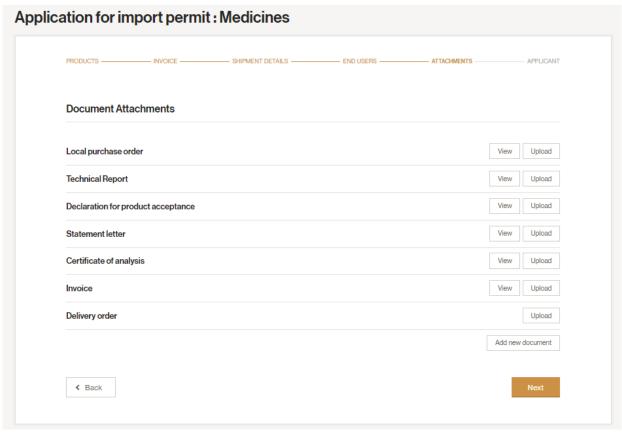


Add the invoice details and then click on Next





Add the attachments and click on Next



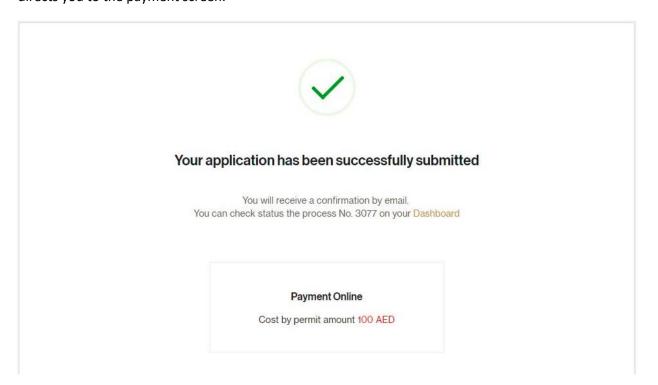
Accept the terms and conditions and click apply







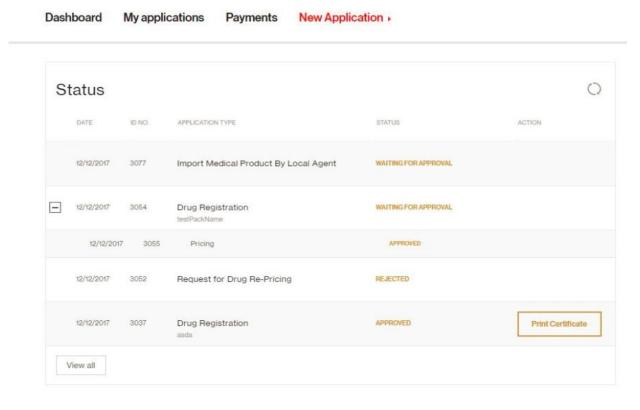
After submitting the application a successful message displayed to the user, and the permit fees is generated. The user can perform the payment from this screen by clicking over the amount, where the system directs you to the payment screen.



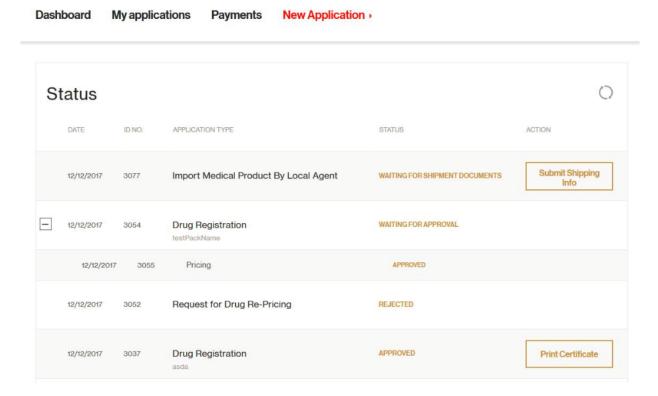
Alternatively, the user can go to the payment screen in the dashboard and click over the pay button and perform the payment.



The application status will be "Waiting for approval"

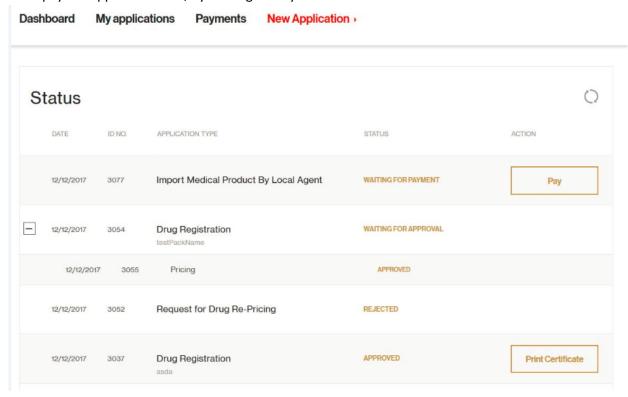


After MoH approval the status will be "Waiting for shipment details", click on Submit shipping details button to fill the details

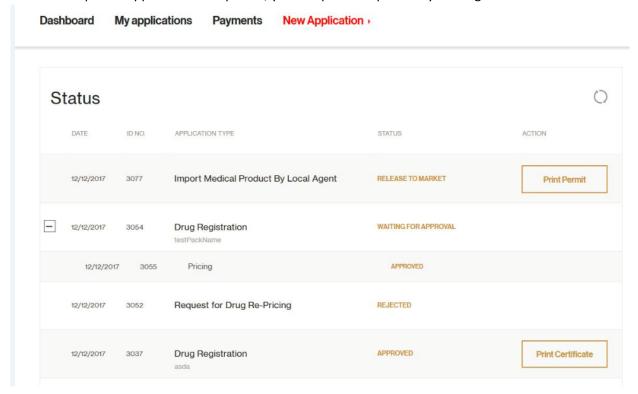




Then pay the application fees, by clicking on Pay button



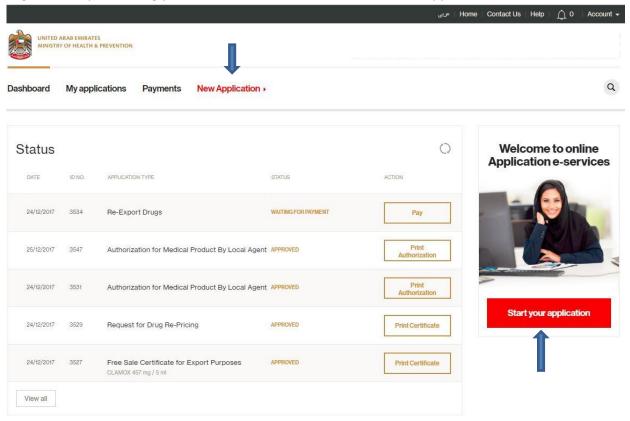
After the inspector approves the shipemnt, you can print the permit by clicking on Print Permit





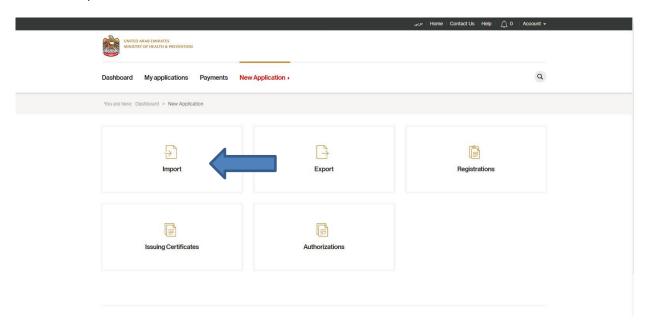
3.3 IMPORT RAW MATERIALS

Log into the system using your credentials and then click on start new application link

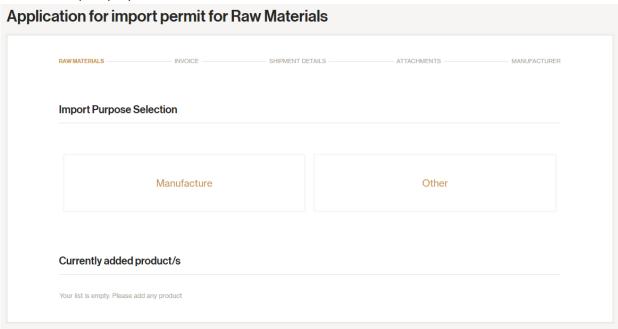




Click on "Import" tile

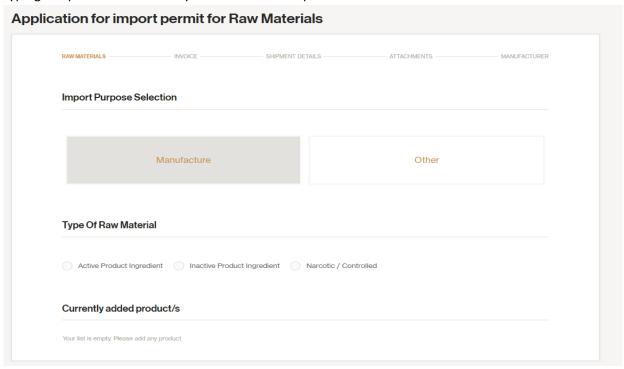


Select the import purposes



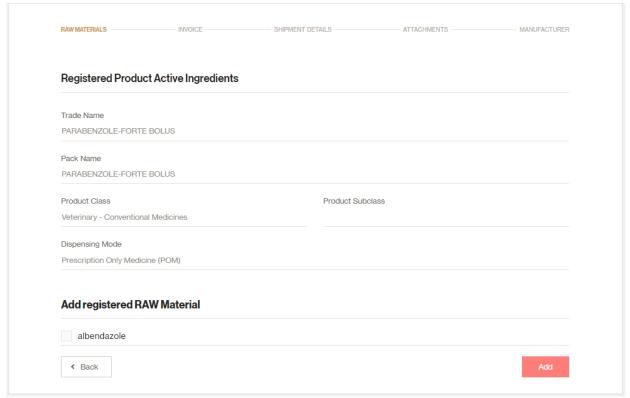


Then select the type of raw material, if it is narcotic you should have a valid authorization, otherwise, start typing the product name the system will filter the products

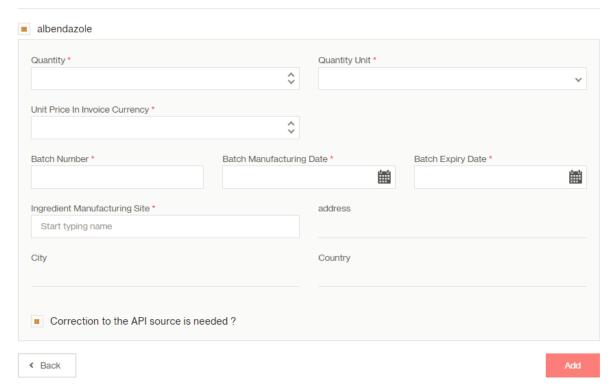




Select the active ingredient from the product data then fill the related data

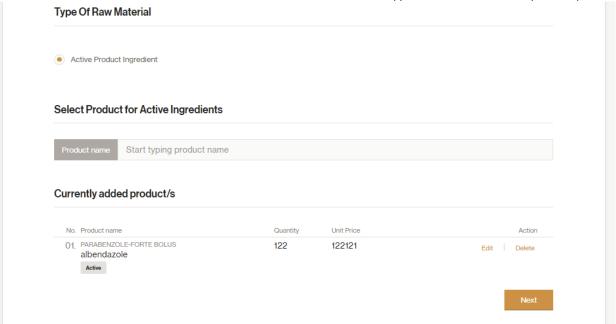


Add registered RAW Material

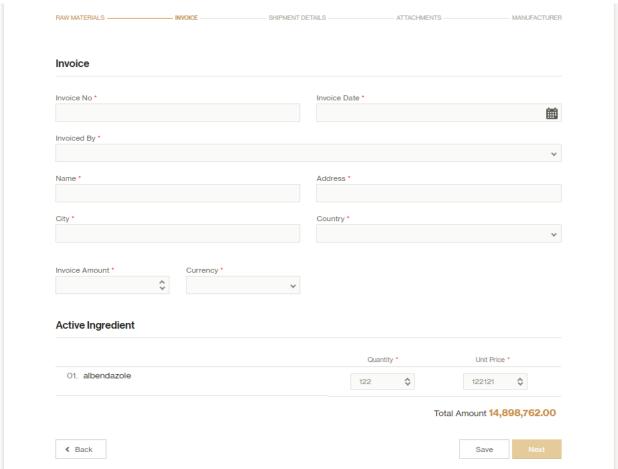


Then click on Next if you don't want to add other ingredient





Fill the invoice details, and then click on Next



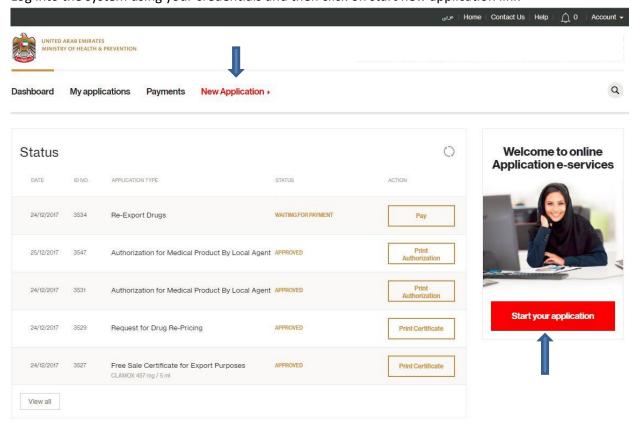
Click next until you reach the attachment screen; add all the attachments, click Next and accept the terms and condition then click Apply.

Follow the same steps from section 5.1 Import Medicinal product



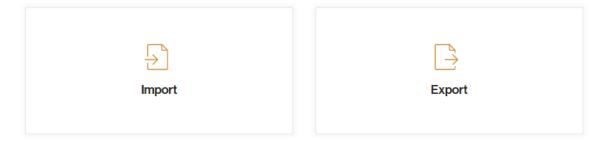
3.4 IMPORT CHEMICAL PRECURSORS

Log into the system using your credentials and then click on start new application link

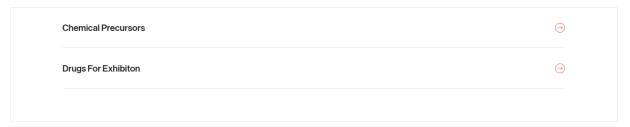




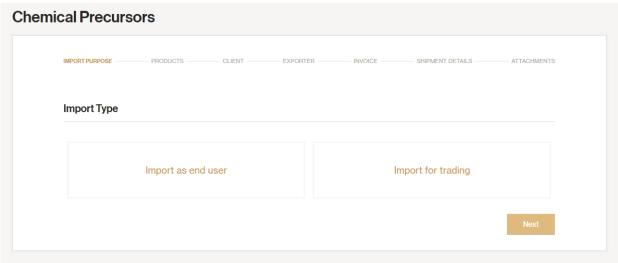
Click "Import" tile



Then select chemical precursors

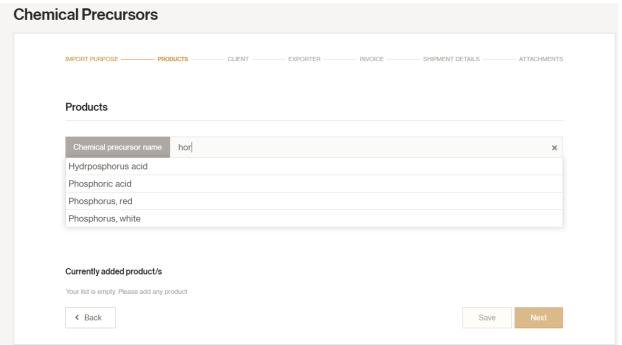


Select the type of import

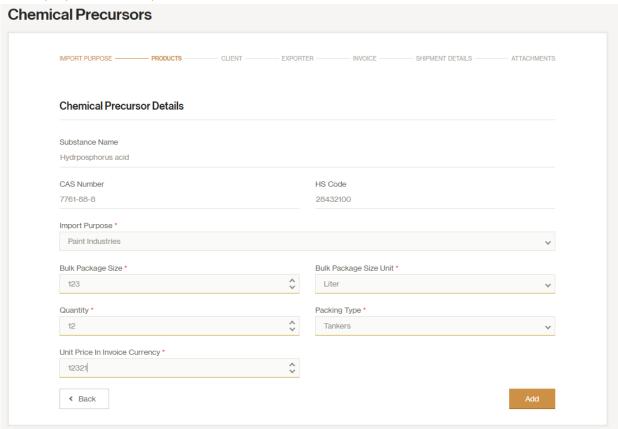




Start typing the chemical precursor's name, the system will filter the results for you

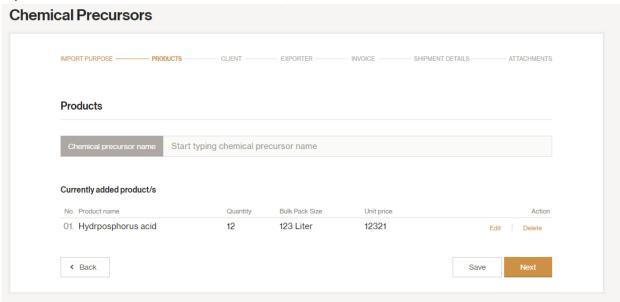


Fill the purpose of the import

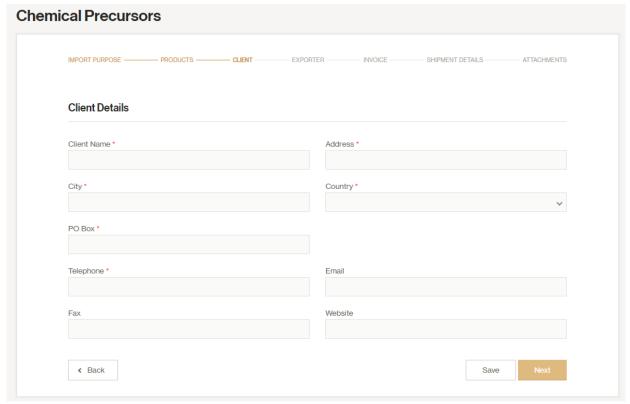




If you want to add more chemicals, click on Add, otherwise click Next

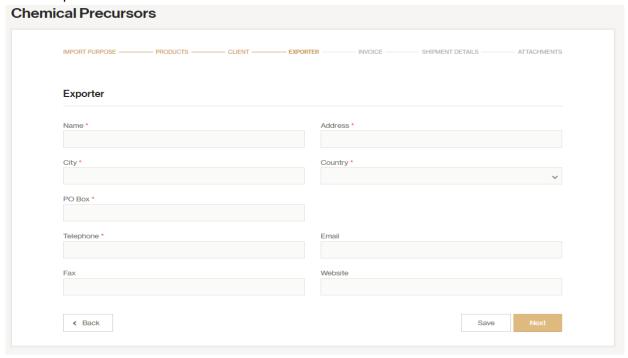


Fill the client details and click Next

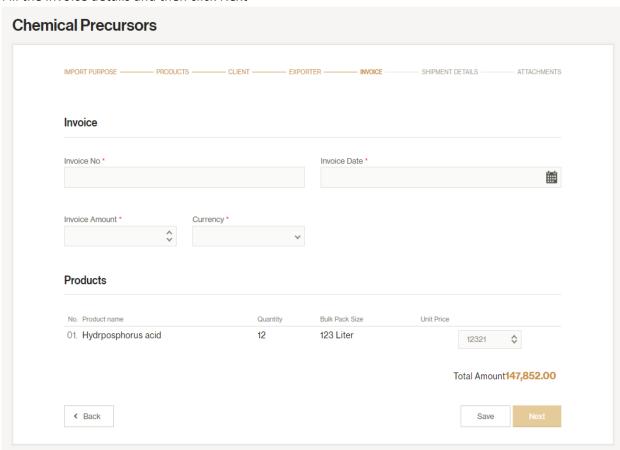




Fill the exporter details then click Next

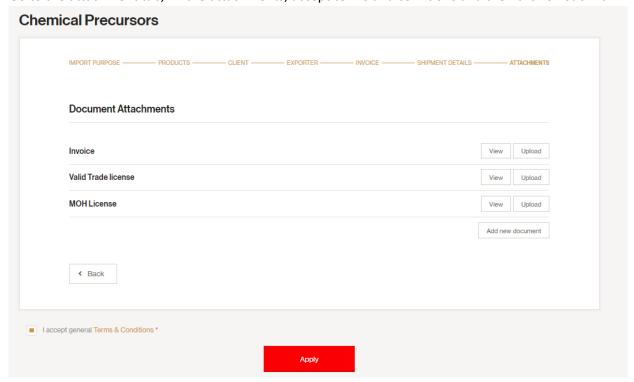


Fill the invoice details and then click Next





Go to the attachment tab, fill the attachments, accept terms and confitions and then click on submit



Follow the steps from section 5.1 Import Medicinal product for the rest of the process.



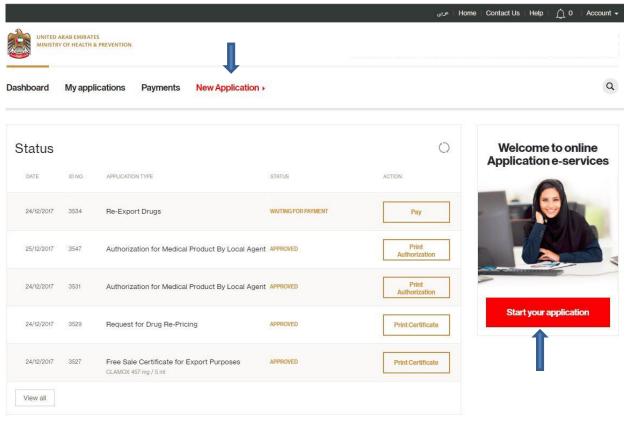
4 EXPORT

The following services exist under the export tile:

- Re-export drug (Drug Store)
- Export Medicinal product (Manufacturer)
- Export Chemical Precursors (Chemical)

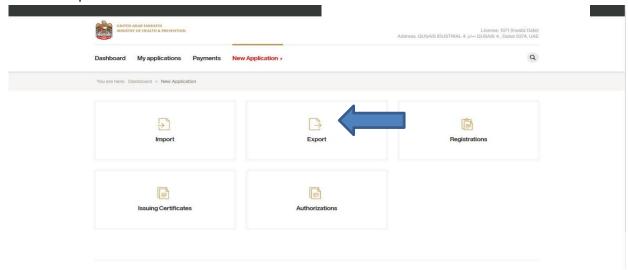
4.1 RE-EXPORT DRUG

Log into the system using your credentials and then click on start new application link





Click on "export" tile

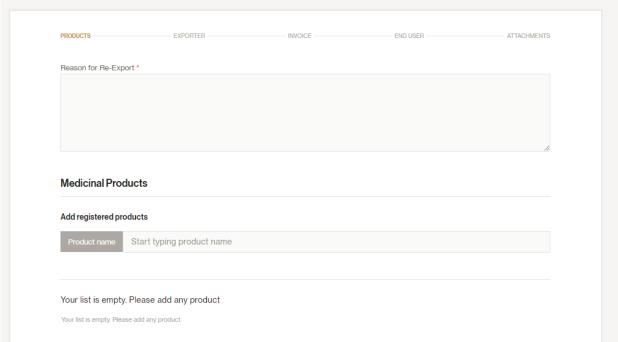


Then click on Re-export drug



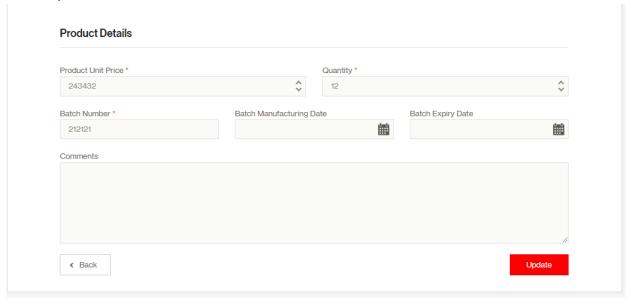
Fill the reason of the re-export and then add a registered product

Issuance of drugs Re-Export Permit

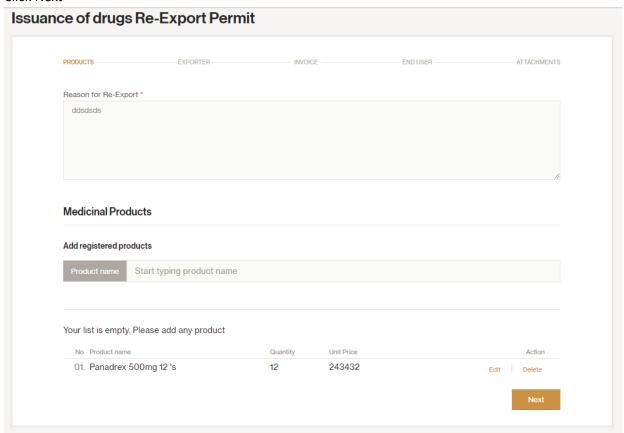




Add the price and batch details and then click add

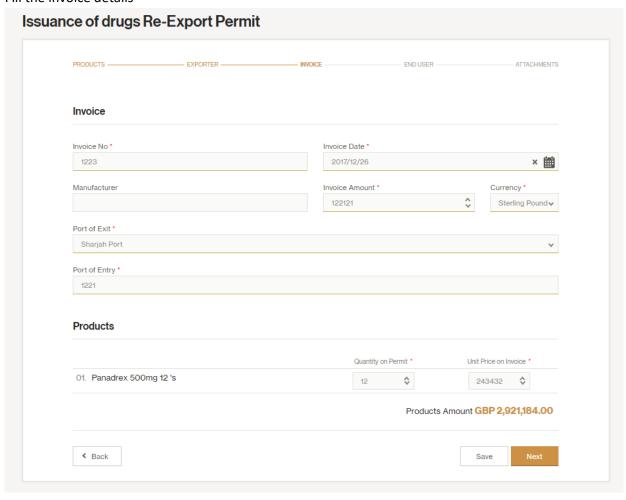


Click Next



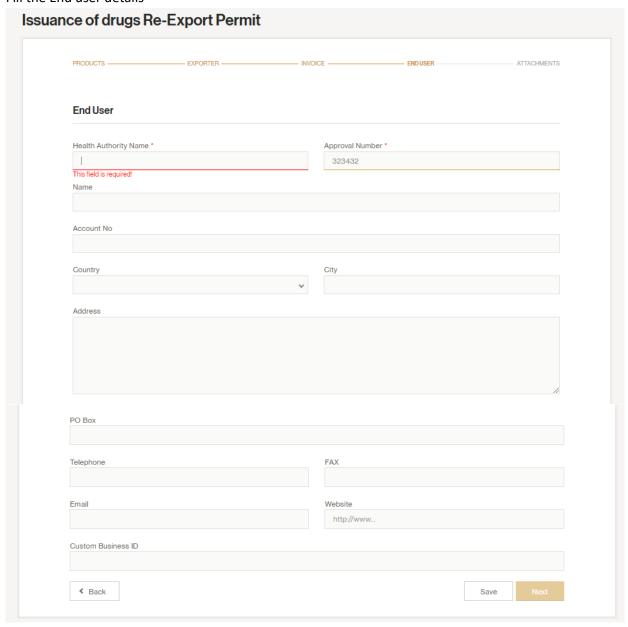


Fill the invoice details



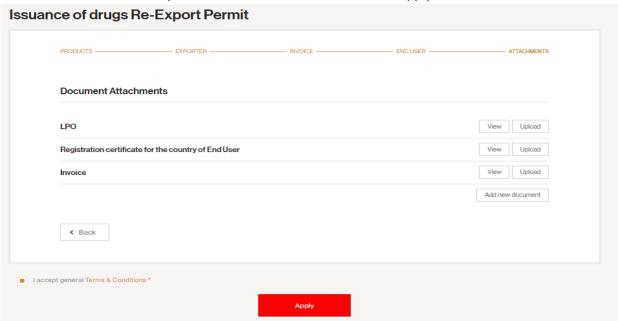


Fill the End user details

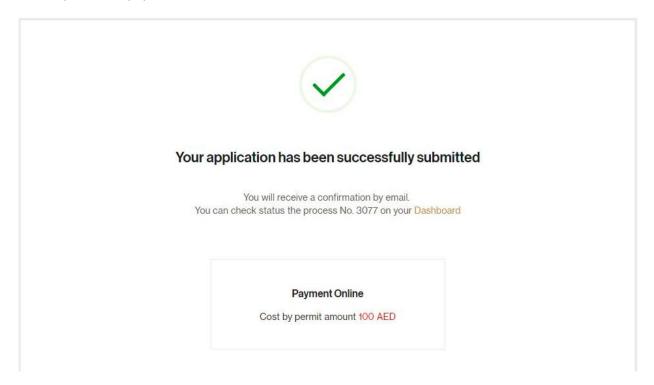




Attach the documents, accept terms and conditions and then click Apply



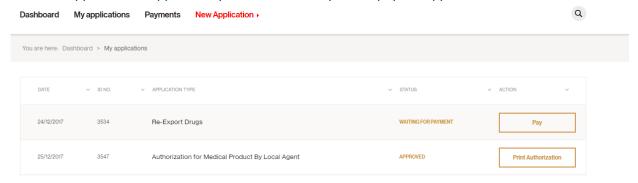
After submitting the application a successful message displayed to the user, and the permit fees is generated. The user can perform the payment from this screen by clicking over the amount, where the system directs you to the payment screen.



Alternatively, the user can go to the payment screen in the dashboard and click over the pay button and perform the payment.

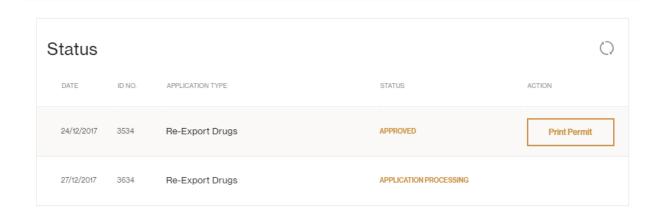


After the application is approved by the officer, then you can pay the application fees



Then you can print the application permit by clicking over Print Pemrit

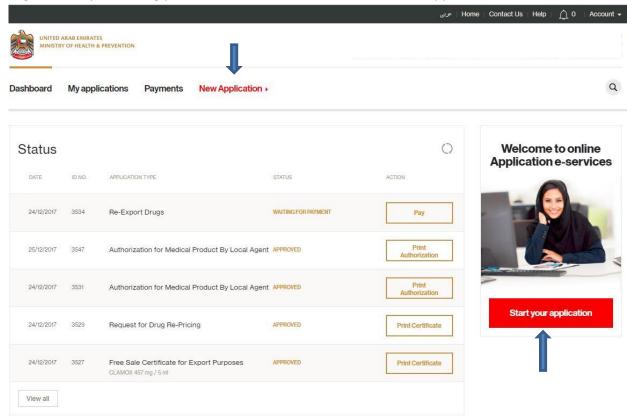
Dashboard My applications Payments New Application >





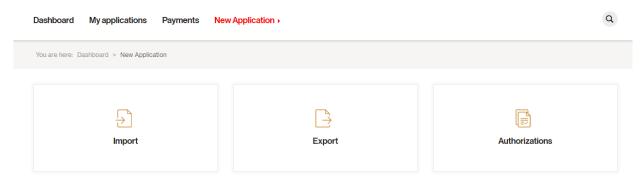
4.2 EXPORT MEDICINAL PRODUCT

Log into the system using your credentials and then click on start new application link

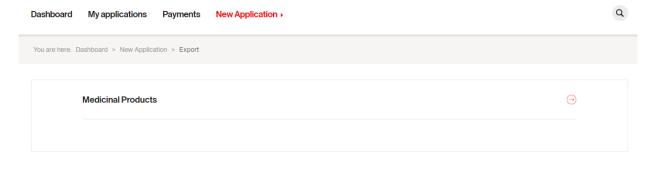




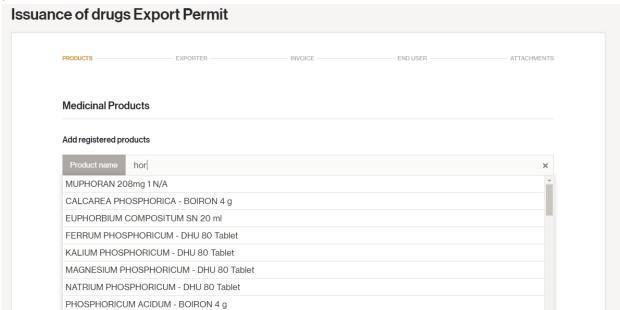
Click on "Export" tile



Click on Medicinal product link

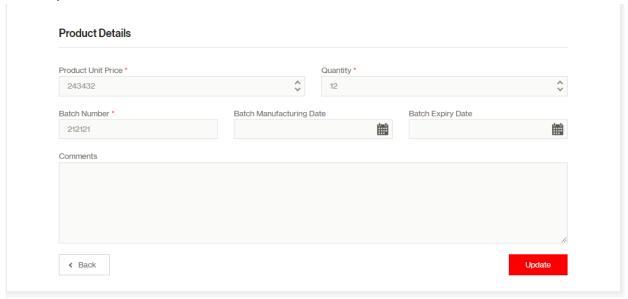


Start typing the product name, the system will filter the products based on the entered data, select the product

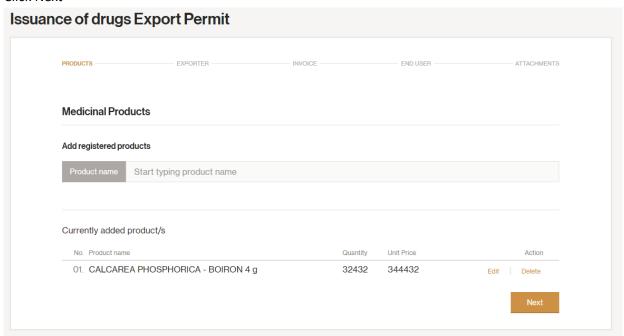




Add the price and batch details and then click add



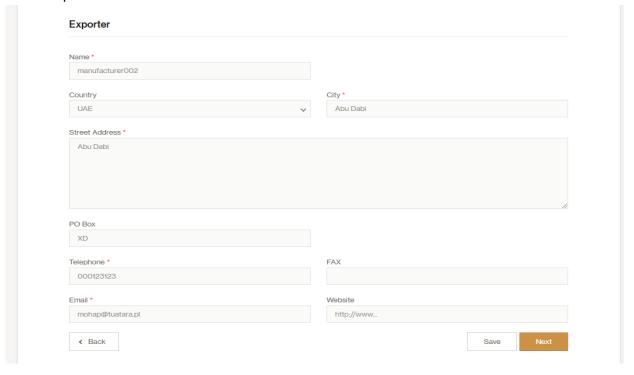
Click Next



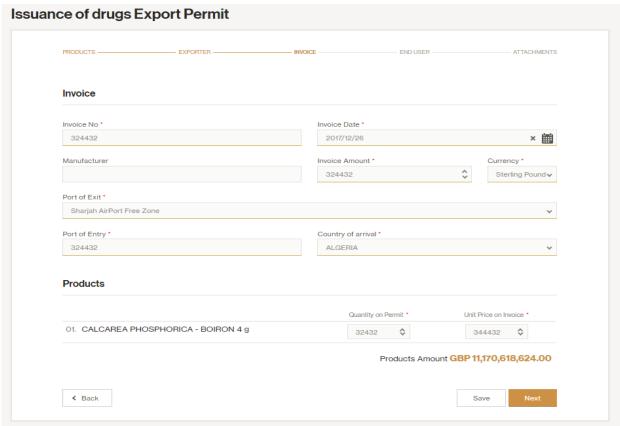
Page | **66**



Fill the exporter details and click Next

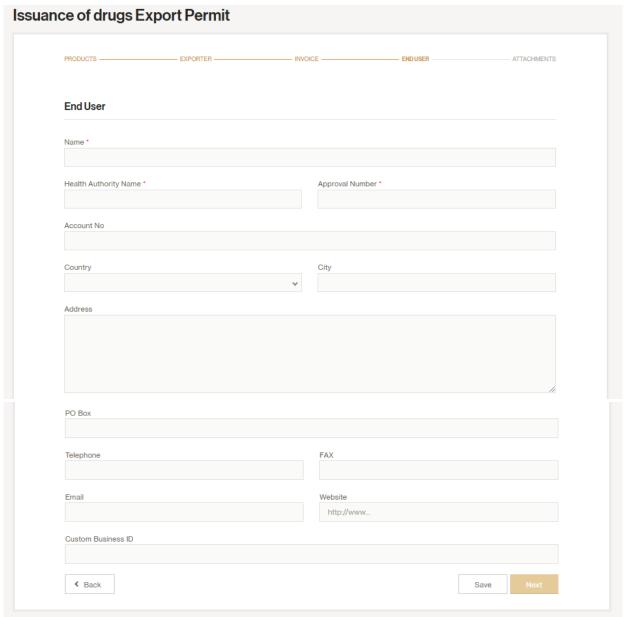


Fill the invoice details and click Next



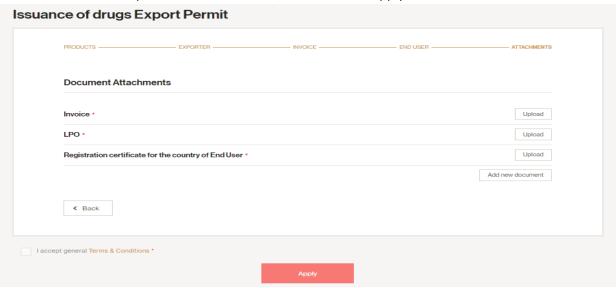


Fill the End User details and click next

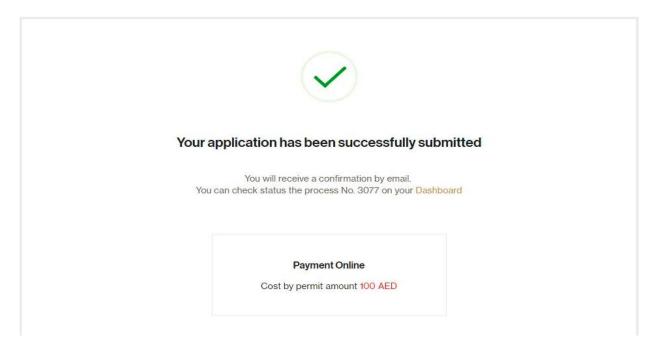




Add attachments, accept terms and conditions, and then click Apply



After submitting the application a successful message displayed to the user, and the permit fees is generated. The user can perform the payment from this screen by clicking over the amount, where the system directs you to the payment screen.



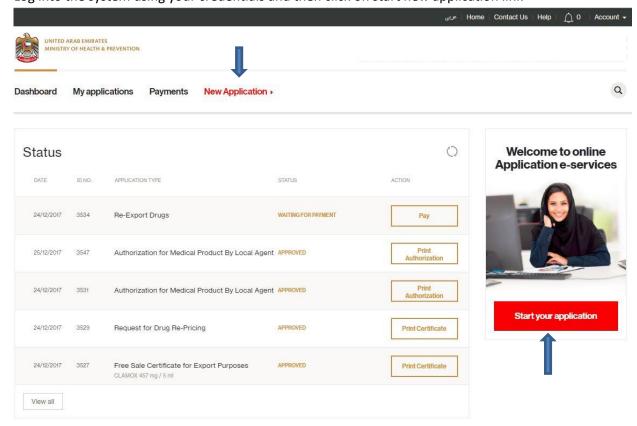
Alternatively, the user can go to the payment screen in the dashboard and click over the pay button and perform the payment.

Then follow the same steps on section 6.1 Re-export drug service.



4.3 EXPORT CHEMICAL PRECURSORS

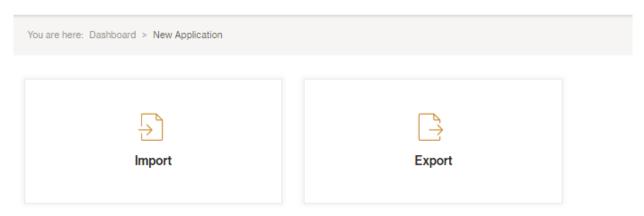
Log into the system using your credentials and then click on start new application link



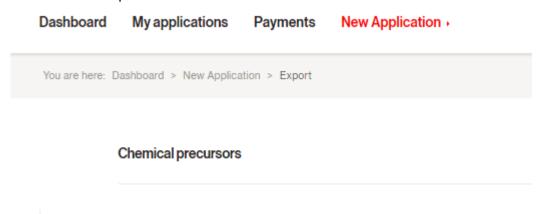


Click on "Export" tile

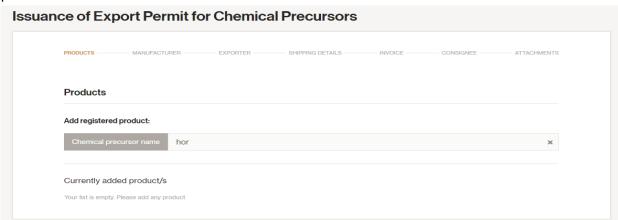
Dashboard My applications Payments New Application >



Click on Chemical precursor's link

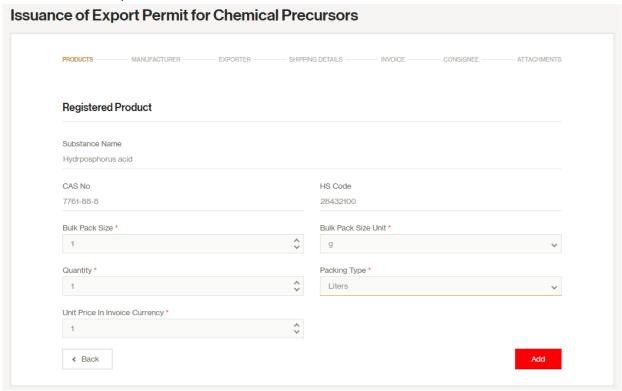


Start typing the product name, the system will filter the products based on the entered data, select the product

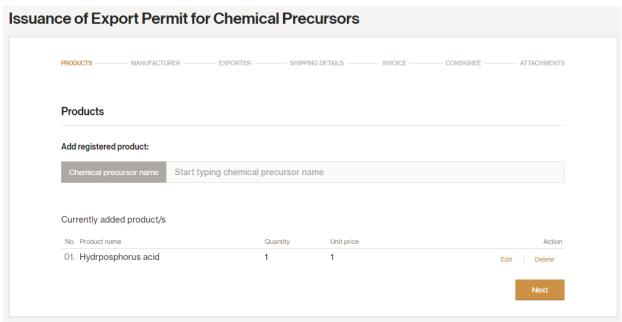




Fill in the mandatory fields and click on Add

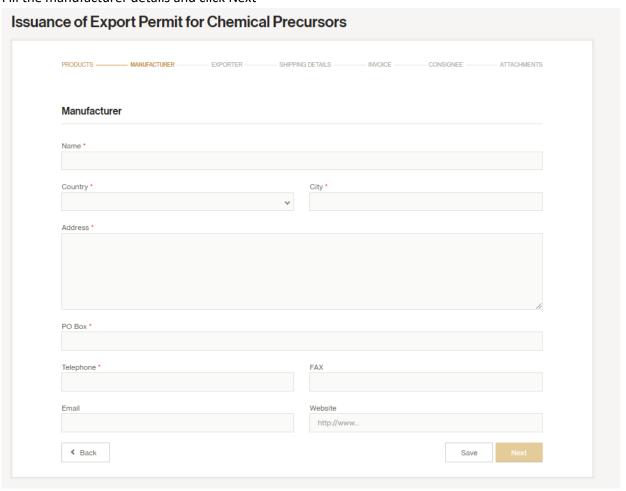


Click Next



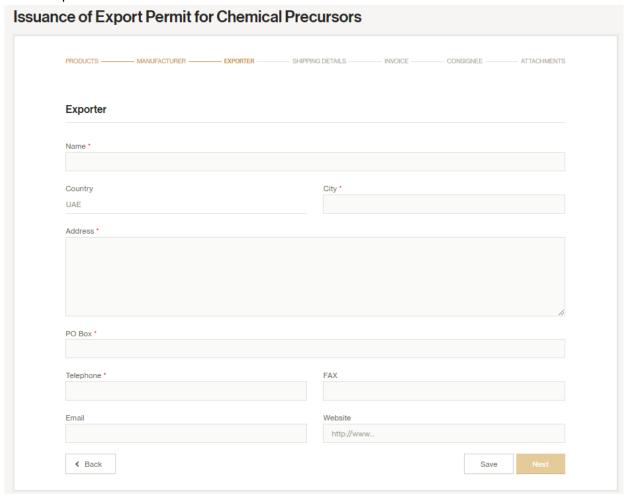


Fill the manufacturer details and click Next

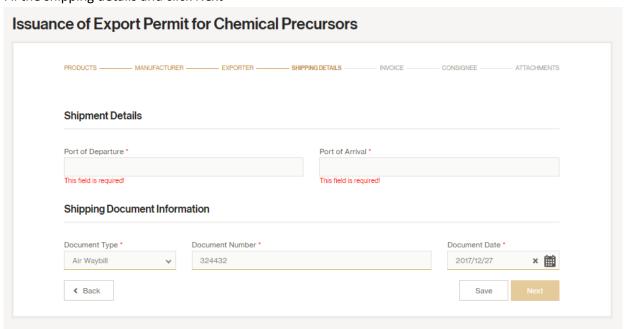




Fill the exporter details and click Next

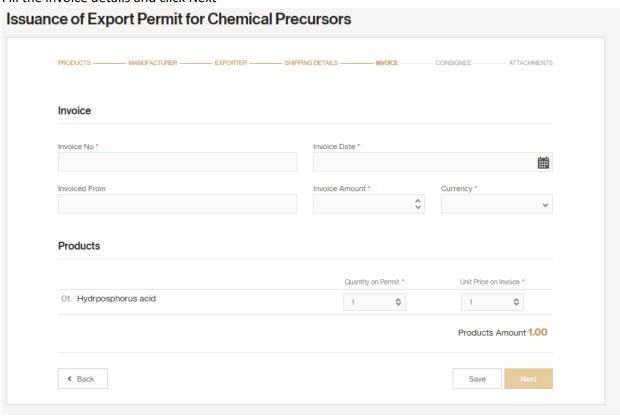


Fil the shipping details and click Next



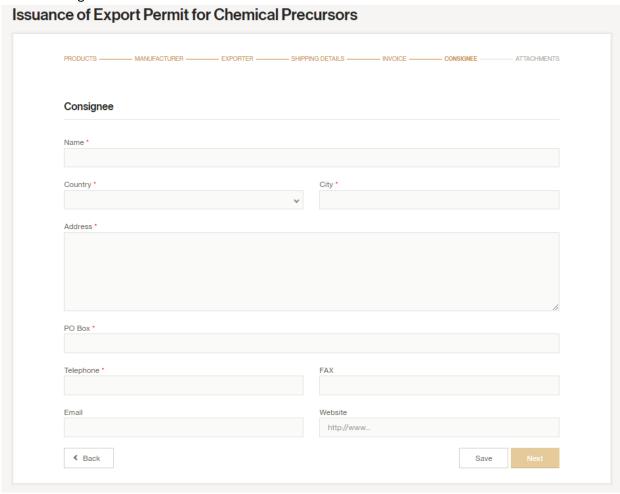


Fill the invoice details and click Next



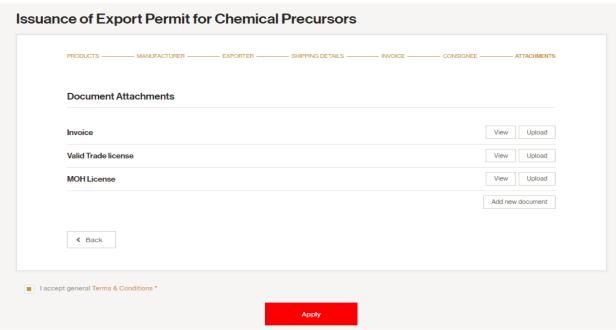


Fill the Consignee details and click Next

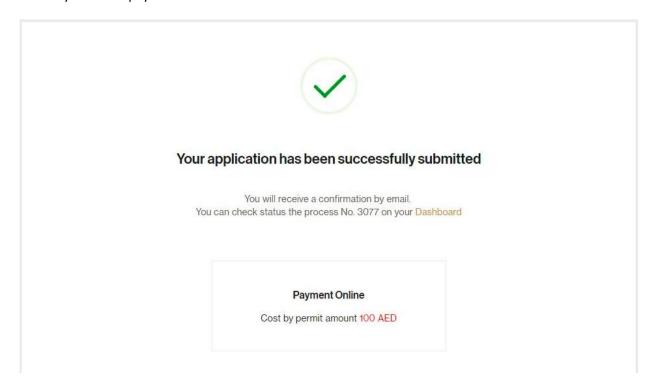




Add attachments, accept terms and conditions, and then click Apply



After submitting the application a successful message displayed to the user, and the permit fees is generated. The user can perform the payment from this screen by clicking over the amount, where the system directs you to the payment screen.



Alternatively, the user can go to the payment screen in the dashboard and click over the pay button and perform the payment.

Then follow the same steps on section 6.1 Re-export drug service.