



11 Feb 2017

The Portal User Manual





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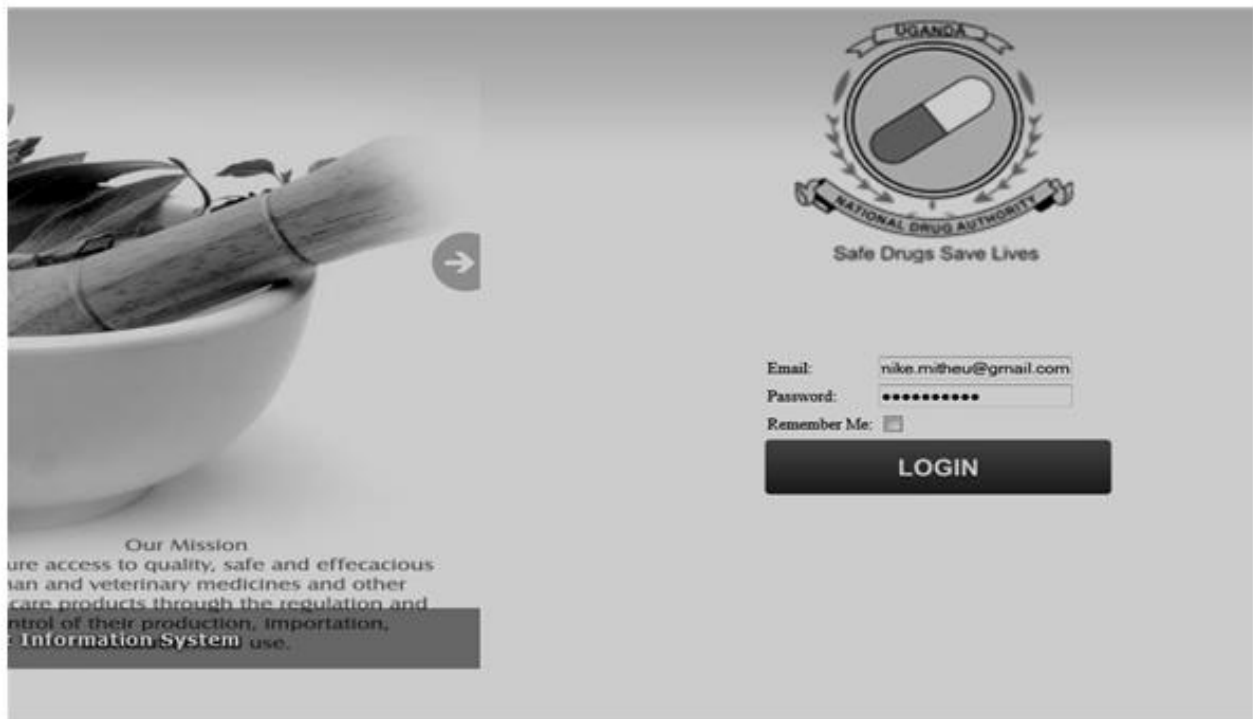
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Authentication

Procedure:

To login to the system follow this steps:

1. Enter the **Email** in the email textbox,
2. Enter the **password** in the password textbox,



3. Click **Login** to gain access to the system,

Login Failure

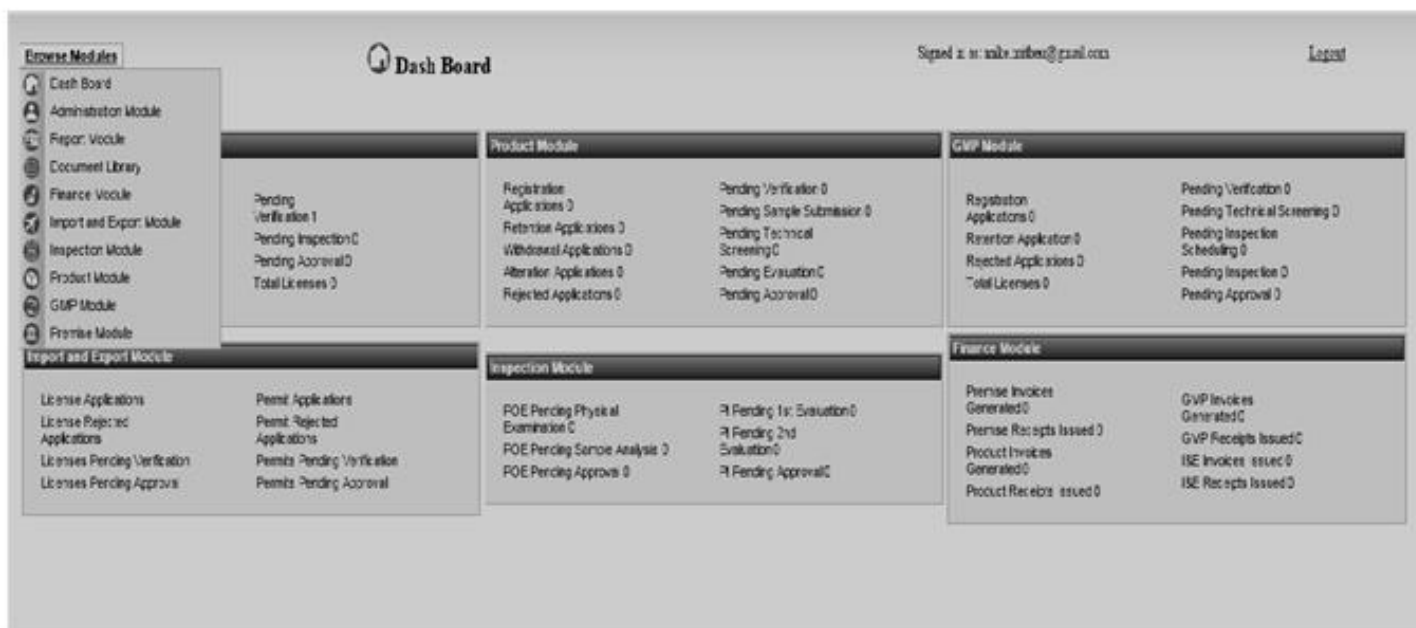
4. If the **email or Password** is missing ,a message is prompted as below **or**
5. If the **username and password** entered don't match the window below will be displayed,



Home Page

It is the **key point of reference** when beginning any section on the System . The **Navigation bar** located on the left side of the window will facilitate navigation of the system to the desired destination.

After success authentication, the window below will show on your **screen**:



Logging Out

Always click the **Logout button** to securely log out of the System.



System will display the login screen as displayed below:

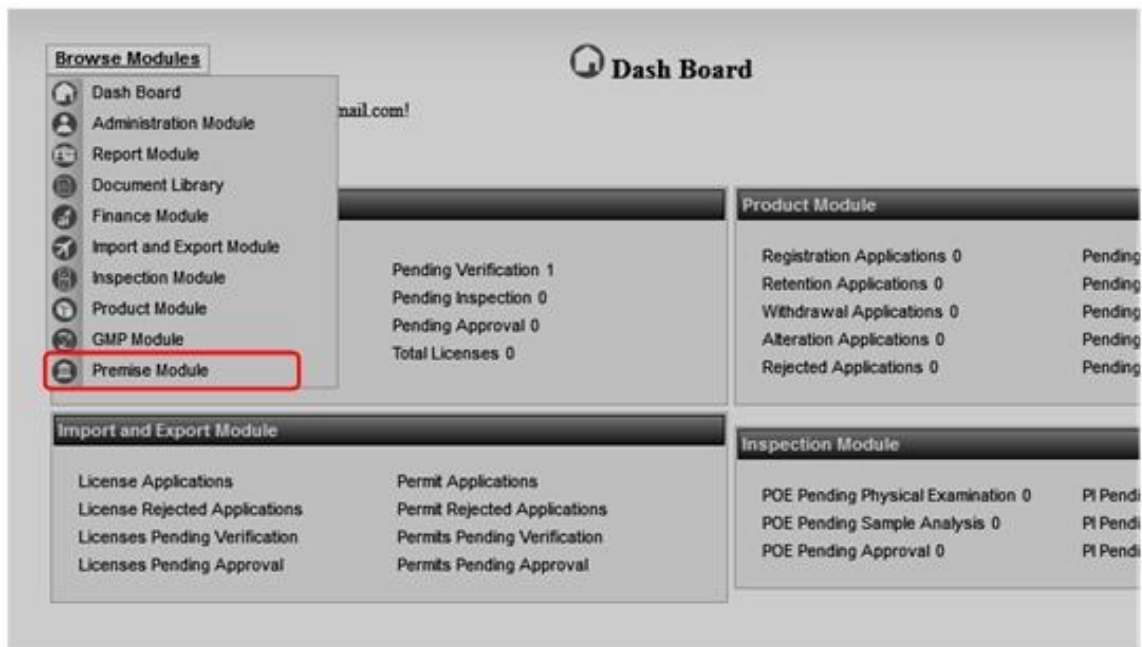


Premise Module

The Module has the Premise License Registration, License Verification, License Approval, License Renewal, License Variation and License withdrawal processes

Premise License registration Procedure

1. Click the **Browse modules** link and select the **Premise Module**



2. On the Premise module page, select **License Application**,



3. On the license application 1st page, select the **premise category** and click **next**,



4. On the 2nd page enter the **manufacturer details** and click **next**,

Premise License Application

New Applications View Applications

Manufacturer Details

Name: * Mylan Laboratories Ltd Registration Number: * CR676767-ug

Registration Date: * Nov 15, 2010 Tin: * P900966566k

Manufacturing Industry: * Finished Product Man Business Scale: * Large scale

Product Classification: *
 Veterinary
 Herbal
 Human

Next >> Cancel



The mandatory fields are marked in red asterisks.

- On the 3rd page of license application, enter the premise address location.

New Applications View Applications

Address Details

Country: Uganda Region: Western Region

City: * Bulisa Physical Address: * Uganda

Postal Address: 22323 Postal Location: Kampala

Road/Street: * Northern Website:

Telephone Details Email Details

Add Records

Type Select Telephone Type

Number

Add

<< Previous Next >> Cancel



The **cancel** button, cancels the application process and displays the Premise Category page.

Add Telephone/Email contacts.

6. To add Telephone/Email contacts :
 - a. Click the Telephone/Email Details tab,
 - b. Select the type and enter the email address,
 - c. Click the add button.

Telephone Details | **Email Details** (a)

Add | Records

Type: Work (b)

Address: mylanlaboratories@gmail.com (b)

Add (c) | << Previous | Next >> | Cancel



Clicking the **Previous** button opens the preceding page.

7. Click on the **Records** tab to view the list of Telephone/Email contacts added, user can delete the added record by clicking the **delete** button.

Telephone Details | Email Details

Add | **Records**

Id	Type:	Address	
1	Work	mylanlaboratories@gmail.com	Delete

<< Previous | Next >> | Cancel

Messages

Email Successfully Added



System displays a message to user after successful addition of a record.

8. Click **next** to enter the **Supervising Pharmacist Details**,

Upload Attachment.

9. To upload an attachment:
 - a. Click the attachment tab,
 - b. Click the add button and select the file to upload,
 - c. Select attachment type,
 - d. Click the submit button to upload the attachment.

10. To view the uploaded attachment, click the View Attachment tab. User can also delete the uploaded attachment using the Delete button

Id	Name	Type	
1	To test upload-product.pdf	Accreditation Certificate	Delete

<< Previous Next >> Cancel

11. Click **next** to enter the **Quality Control Pharmacist Details**.

System automatically populates the Quality control and Supervising pharmacist details if the PSU registration number exists in the database.

Premise License Application

New Applications View Applications

Quality Control Manager Details

P.S.U Registration No. * P.S.U Registration Date *

First Name * Middle Name

Last Name * Initials *

Postal Address * Country

Region City *

Telephone Details Email Details Attachments

Add Records

Type

Number

Add

<< Previous Next >> Cancel

Click **Next** to continue with the registration:

12. Enter the **Premise director details** then click the **Add Director** to add the record.

Premise Directors Details

Initials: MKS First Name: Micheal
 Middle Name: Kiambaa Last Name: Syachu
 Designation: Director Shares: 60000
 Postal Address: 2345 Postal Code: 00302
 Country: Uganda Region: Western
 City: Mbarara

Director Telephones Director Emails

Add Email Records

Type: Select Email type
 Address:
 Add

Add Director

<< Previous Next >> Cancel

System adds the director record and user can view the details by clicking the **Directors List** tab. Use the **Details** button to view the director details and the **Delete** button to delete the record.

Premise License Application

New Applications View Applications

Add **Directors List**

Id	First Name	Middle Name	Last Name	Designation	Shares
1	Micheal	Kiambaa	Syachu	Director	60000

Details **Delete**

<< Previous Next >> Cancel

Messages

Director Successfully Added

13. Click **Next** to enter the **Premise Staff Details** and add the record.

Premise License Application

New Applications View Applications

Add Staff List

Premise Staff Details

First Name: Kimson Middle Name:

Last Name: Ndwiya Qualification: Pharmacist

Postal Address: 23 Postal Code: 00100

Country: Uganda Region: Western Region

City: Kibanda

Staff Telephone Staff Email

Add Telephone Records

Telephone Type: Select Telephone Type

Number:

Add

Add Staff

<< Previous Next >> Cancel

14. On the last page of application, pick the product category/s, select the ownership and License Period. Upload all attachments requirement required using the **Add Attachment** tab then click **Submit** to complete the application.

Premise License Application

New Applications View Applications

Premise Application

Ownership: Individual Premise Locator: Within Kampala

Add Attachment List

ID	Name	Type	
1	To test upload product.pdf	Building Plan	Delete

* Product Categories

Veterinary Herbal Products Human Herbal Products Medical Devices

Human Drug Products Veterinary Drug Products Veterinary Food & Dietary Supplements Human Food & Dietary Supplements Human Foods Face Cosmetics

License Period: 1 Years

<< Previous Submit Save Cancel

Messages

1 Premise Application Successfully Saved

When the application is submitted, it's automatically assigned the status **New Application** and is ready for the Verification process.



Save button is used to partially save the application but the application has not been submitted for processing. The application is assigned the status **Partially Submitted**.

View Applications

Once a user has saved/submitted an application, one can view it using the **view application** feature.

1. Click on **View Application** tab on the Premise License Application page, enter at least one search parameter and click the search button.

Premise License Application

New Applications View Applications

Search Filter

Premise Category: Local Pharmaceutical I Premise Number: PM10620466

Premise Name: TIN: Application No: Start Date: Nov 16, 2015 End Date: Search

2. System displays the search results as shown below:

Premise License Application

New Applications View Applications

Search Filter

Premise Category: Local Pharmaceutical I Premise Number: PM10620466

Premise Name: TIN: Application No: Start Date: Nov 16, 2015 End Date: Search

Search Results

Id	Registration Date	Premise Category	Application No	Premise Number	TIN	Status	Type	Query	Action
1	2015-11-16	Local Pharmaceutical Manufacturer	PMA5530592	PM10620466	P900966566k	New Application	Registration	None	View Edit Delete




The **status** of each application is displayed on the view applications page.

3. Click the **View** button to review the details of the application, click on each header to expand and view the details.

Retailer Details			
Name	Mylan Laboratories Ltd	Tin	P2898758K
Premise No.	PM10839955	Premise Status	INACTIVE
Registration Number:	KR898	Registration Date:	Jul 5, 2010
Product Classification	Vertinary	Business Scale:	Large scale
Premise Address Details			
Supervising Pharmacist Details			
Quality Control Pharmacist Details			
Premise Application			
Premise Directors Details			
Premise Staff Details			
<input type="button" value="Cancel Review"/>			

- Click **Edit** for the **partially submitted** applications to edit the details of the application. Save/submit on completion.

Premise License Application			
<input type="button" value="New Applications"/>		<input type="button" value="View Applications"/>	
Retailer Details			
Name *	Mylan Laboratories Ltd	Tin *	P2898758K
Registration Number: *	KR898	Registration Date: *	 Jul 5, 2010
Product Classification *	Vertinary	Business Scale: *	Large scale
* required fields			
			<input type="button" value="Next >>"/> <input type="button" value="Cancel"/>
Messages			

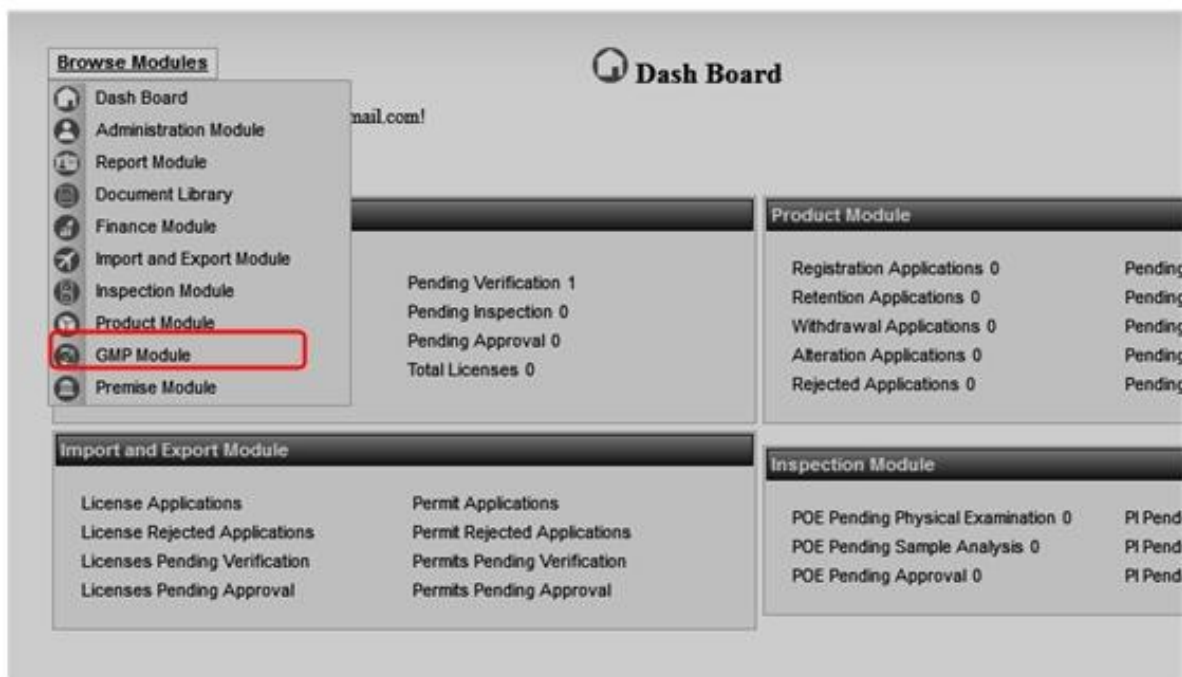
- Delete** button deletes the **partially submitted** application from the system.

GMP Module

The Module has GMP License registration, License Verification, Invoicing, Technical Screening, License Approval and License Renewal Processes

GMP License registration

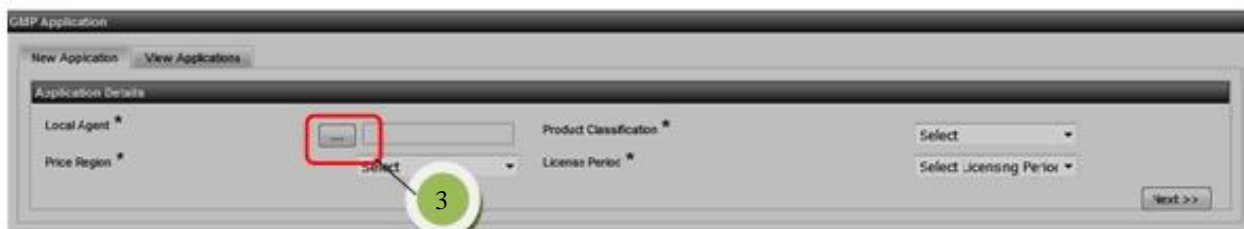
1. Click the **Browse modules** link and select the **GMP Module**



2. On the GMP module page, select **License Application**,



3. On the Application details page, click on the Local Agent tab to select details of the local agent,



System displays the page below. Enter the Premise number/Premise name and Premise category then click search. Select the premise displayed.

Enter the rest of the details on the Application details page and click the **Next** button,



The mandatory fields are marked in red asterisks.

4. Enter the Applicant details and click next:

GMP Application

New Application View Applications

Applicant Details

Name: Mylan Laboratories Ltd Country: Uganda

Region: Central Region City: Kampala

Postal Address: 56 Postal Code: 00200

Postal Location: Kampala

Email Details Telephone Details

Add Records

Id	Type	Address	
1	Work	jaynendwigah@gmail.com	Delete

<< Previous Next >> Cancel



[See how to add Email/Telephone details on Premise License Registration section.](#)

5. Enter the Contact Person Details and click next:

GMP Application

New Application View Applications

Contact Person Details

First Name * Micheal Last Name * Mitheras

Designation * Director Country: Uganda

Region: Central Region City: Kampala

Postal Address: 60104 Postal Code: 00100

Postal Location: Kampala

Email Details Telephone Details

Add Records

Type: Mobile

Number: 0726362899

Add

<< Previous Next >> Cancel



The **cancel** button, cancels the application process and displays the first page.

6. Enter the Manufacturers Details/Address and click next,

Manufacturer Details

Name: * Registration Number: *

Registration Date: * Manufacturing Industry: *

Business Scale: *

<< Previous Next >> Cancel

Manufacturer Address

Country: Region:

City: * Postal Address:

Postal Code: Postal Location:

Road/Street: Building:

Website:

Telephone Details

Add Records

Id	Type	Number	
1	Mobile	0745676409	Delete

<< Previous Next >> Cancel



Clicking the **Previous** button opens the preceding page.

7. Enter details for the Production Lines:

Production Lines

Quality Control Testing

Microbiological

Line Type	To be Inspected?	Building Block Name	No. of Production Lines	GMP Production Category	Comments
Sterility	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	I-lactam Penicillins	<input type="text"/>
Non Sterility	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>

Manufacturing Operations

Sterile Products: Aseptically prepared

Line Type	To be Inspected?	Building Block Name	No. of Production Lines	GMP Production Category	Comments
Large Volume Liquids	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Small volume liquids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Semi Solids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>

Small volume liquids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Semi Solids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Lyophilisates	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>

Sterile Products: Terminally Prepared

Line Type	To be Inspected?	Building Block Name	No. of Production Lines	GMP Production Category	Comments
Solids and implants	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Semi-solids	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	Non I-lactam	<input type="text"/>
Large volume liquids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Other terminally sterilised prepared products	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>
Small volume liquids	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>

- Upload attachments [\(Help\)](#) for the application and click the Submit button to complete the application.

Messages

① Record save success!



System displays a message to user after successful addition of a record.

When the application is submitted, it's automatically assigned the status **New Application** and is ready for the Verification process.



Save button is used to partially save the application but the application has not been submitted for processing. The application is assigned the status **Partially Submitted**.

a)

View Applications

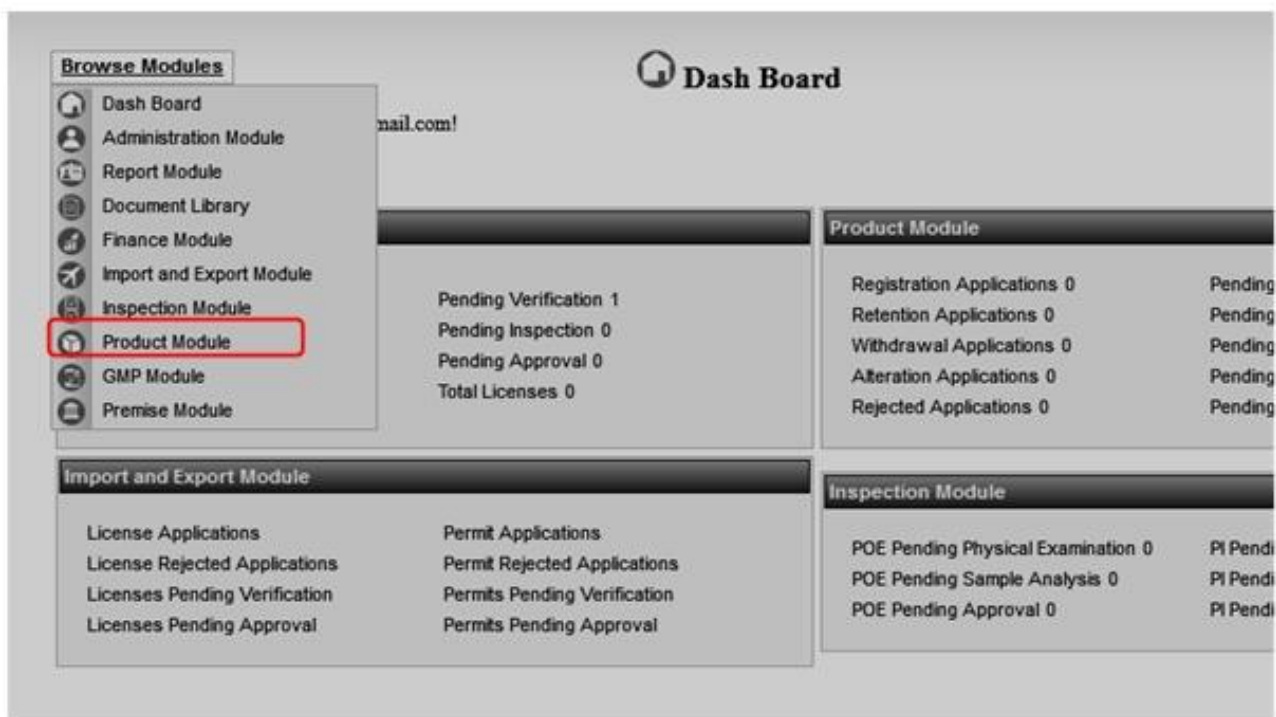
[How to view the GMP application submitted/saved.](#)

Product Module

The Module consists of product License application, License Processing, License Approval, License Variation, License Retention and License Withdrawal Processes.

Product License Application

1. Click the **Browse modules** link and select the **Product Module**



2. On the Product module page, select **License Application**,



3. On the New Applications page, click on the **Local Agent** button to select the local agent,

Product License Application

New Applications View Applications

Administration Information (1 / ...)

Application Details

Local Agent:

Product Category:

Price Region * Select Region

Premise Type *

Product Type *

License Duration * Select

GMP Details

Id	Name	Manufacturer No.	Action
No records found			

Add

Next >>

System displays the page below. Enter the Premise number/Premise name and Premise category then click the **Search** button. Select one premise displayed to proceed.

Premise Search

Premise Number: PM54195026 Premise Name: Premise Category: Local Pharmaceutical I

Id	Premise No	Premise Name	Premise Category	Status	Actions
1	PM54195026	Aurobindo Pharma Ltd	Local Pharmaceutical Manufacturer	Active	<input type="button" value="Select"/>

Cancel

4. Repeat step 3 to select the Product Category and Product type:

Product Category Search

Name: Type: Drugs

Id	Name	Department	Classification	Type	Active	Action
1	Vaccines	Drugs Department	Human	Drugs	<input type="checkbox"/>	<input type="button" value="Select"/>
2	Blood and Blood Products	Drugs Department	Human	Drugs	<input type="checkbox"/>	<input type="button" value="Select"/>
3	Biologicals	Drugs Department	Human	Drugs	<input type="checkbox"/>	<input type="button" value="Select"/>



The mandatory fields are marked in red asterisks.

5. Select the Price region and the License Duration,

New Applications View Applications

Administration Information (1 / 7)

Application Details

Local Agent: PM54195026

Product Category: Vaccines

Price Region: Local

Premise Type: Local Pharmaceutical Mar

Product Type: DRUGS

License Duration: 1 Years

GMP Details

Id	Name	Manufacturer No.	Action
No records found			

Add

Next >>

6. To add The GMP details, click the **Add** button. On the GMP Manufacturer Search page displayed, enter any of the Search parameters and click the **Search** button. Select the GMP License displayed in the search results and click the **Finish** button.

Search Filter

GMP License No. GPM629485590

Manufacturer RegNo.

Manufacturer Name

Search

Search Results

Id	Manufacturer No.	GMP License No.	Product Classification	Select
12	C76765655	GPM629485590	Human	<input checked="" type="checkbox"/>

Finish

New Applications View Applications

Administration Information (1 / 7)

Application Details

Local Agent: PM54195026

Product Category: Vaccines

Price Region: Local

Premise Type: Local Pharmaceutical Mar

Product Type: DRUGS

License Duration: 1 Years

GMP Details

Id	Name	Manufacturer No.	Action
64	Aurobindo Pharma Ltd	C76765655	Delete

Add

Next >>

7. Click the Next button to proceed.
8. On the Administration Information page 2, enter the
 - a. Marketing Authorization Holder details

The screenshot shows a web application interface with four tabs: "Marketing Authorization Holder", "Manufacturer FPP", "Contact Research Organization", and "Pharmacovigilance Company". The "Marketing Authorization Holder" tab is active. The form contains the following fields:

- Registration No.: CR00789
- Name *: Macleods Pharmaceutical
- Registration Date *: Nov 22, 2004
- Country *: Uganda
- Region *: Western Region
- City *: Bulisa

Below these fields are two sub-sections: "Telephone Details" and "Email Details". The "Email Details" section is expanded, showing an "Add" button, a "Records" tab, and a form with "Type *" (Select Email type), "Address *" (empty), and an "Add" button. At the bottom right are buttons for "<< Previous", "Next >>", and "Cancel".



Clicking the **Previous** button opens the preceding page.

- b. Click the **Next** button to enter the Manufacturer FPP details :

The screenshot shows the same web application interface, but the "Manufacturer FPP" tab is now active. The form contains the following fields:

- Registration No. *: CR0098
- Name *: Glaxosw
- Registration Date *: Nov 12, 2012
- Business Scale *: Large scale
- Manufacturing Industry *: Finished Product Manu
- Country *: Uganda
- Region *: Western Region
- City *: Bundibugyo
- Postal Address *: 789
- Postal Location *: kampala

Below these fields are two sub-sections: "Telephone Details" and "Email Details". The "Email Details" section is expanded, showing an "Add" button, a "Records" tab, and a form with "Email Type *" (Select), "Address *" (empty), and an "Add" button. At the bottom left is an "Add" button.

After entering the Manufacturer FPP details click the **ADD** button to add the record. Click the **Records** tab to view the added record:



[See how to add Email/Telephone details on Premise License Registration section.](#)

Administration Information (2 / 7)

Marketing Authorization Holder Manufacturer FPP Contact Research Organization Pharmacovigilance Company

Add Records

ID	Name	Reg. No.	
1	Aurobindo Pharma Ltd	C76765655	Delete

<< Previous Next >> Cancel

c. Click the **Next** button to enter the Contact Research Organization details

Marketing Authorization Holder Manufacturer FPP Contact Research Organization Pharmacovigilance Company

Registration No. * CR009 Name * Lupin Ltd

Registration Date * Nov 19, 2012

Country * Uganda

Region * Western Region

City * Kamwenge

Telephone Details Email Details

Add Records

Type * Select Email type

Address *

Add

<< Previous Next >> Cancel

d. Click the **Next** button to enter the Pharmacovigilance Company details

9. Click the Next button to proceed to the next page.

10. On the Administration Information page 3: Add the product description details :

For Drug registration, when adding drug particulars, System will auto-populate the list of the ATC codes when you enter the first letter on the **ATC code** text field.

Administration Information (3 / 7)

Drug Particulars

Trade Name * Panadol

Physical Description Tablet

ATC Code * A

Route of Admin. * ORAL

Product Dosage Form *

Generic Names

Add Records

Name *

Strength *

Add

A01A1 Toothpastes

A01A2 Mouth antiseptics and anti-

A01A3 Mouth anti-inflammatories a

A01A4 Mouth preparations w/fluor

A01A5 All other stomatologicals

A01B0 Mouth antifungals

A02A1 Plain antacids

A02A2 Plain antifatulents and carn

A02A3 Antacids with antispasmod

A02A4 Antacids with antifatulents

A02A5 Antacids with antifatulents

11. Proceed to add the Generic name records.

Click the **ADD** button to add the Generic name record

Generic Names

Add Records

Name * alpha-Linolenic acid

Strength * 0.3

Add

Click the **Records** tab to view the added record.

Generic Names

Add Records

Id	Name	Product Type	Action
1	Alpha-linolenic acid	Foods	Delete

Food Shelf Life Food Storage Condition Food Pack Sizes

Add Records

Life 0

Units * Select Units

Shelf Life Types * Select

Pack Type * Select Pack Type

Add

<< Previous Next >> Cancel

Messages

Generic name successfully added

12. Enter details for the shelf-Life and click the **Add** button to add the record.

Food Shelf Life Food Storage Condition Food Pack Sizes

Add Records

Life 6

Units * Week

Shelf Life Types * 3 weeks after opening

Pack Type * Foil

Add

<< Previous Next >> Cancel

Click the **Records** tab to view the added record.

Food Shelf Life Food Storage Condition Food Pack Sizes

Add Records

Id	Type	Life	Pack Type	Action
1	3 weeks after opening	6 Week	Foil	Delete

<< Previous Next >> Cancel

Messages

Successfully added shelf life

13. Repeat **step 11** to add the Storage Condition and Pack size records and click the **Next** button to proceed.
14. On the Administration Information page 4:
To add the Active Ingredients of the Product formulation, enter the manufacturer and the rest of the details, then click the **ADD** button to save the record:

Drug Composition

Add Formulation View Formulation

Active Ingredients Inactive Ingredients

Add Records

Manufacturer * Strides Arcolab Limited Region CR0098 New

Ingredient Name * Paracetamol Quantity(Dosage) 1

Unit * mg Reference * United States Pharmacopoeia

Add

To view the saved record, click the **Records** tab:

Add Formulation View Formulation

Active Ingredients Inactive Ingredients

Add Records

Id	Ingredient Name	Quantity(Dosage)	Unit
1	Paracetamol	1	mg

Delete

Repeat **Step 14** to add Inactive Ingredients of the formulation.

15. After adding the Active/Inactive Ingredients of the formulation, click the Save Formulation button to save the Formulation details:

Drug Composition

Add Formulation View Formulation

Active Ingredients Inactive Ingredients

Add Records

Id	Ingredient Name	Quantity(Dosage)	Unit
1	Glucose	1	ml

Formulation Name FRM2026641

Save Formulation

<< Previous Next >> Cancel

Messages

Inactive ingredient added successfully



System displays a message to user after successful addition of a record.

To view the saved record, click the **View Formulation** tab:

16. Click the Next button to proceed.

17. On the Administration Information page 5: Enter the product packaging material and upload the supporting documents ([Help](#)).

Click the **Add** button to save the packaging material records.



The *cancel* button, cancels the application process and displays the first page.

New Applications View Applications

Administration Information (5 / 7)

Drug Packaging Material

Add Records

ID	Primary Packaging	Secondary Packaging	Seal Packaging	Product Pack Type	Action
1	Alu/Alu	Not Applicable	Not Applicable	Airtight containers	Delete

<< Previous **Next >>** Cancel

Messages

① Packaging material added successfully.

18. Click the Next button to proceed.

19. On the Administration Information page 6: Enter the authorized country details and upload supporting documents. Click the **ADD** button to save the record.

Administration Information (6 / 7)

Drug Registration Status

Authorised Country Refused Country Withdrawn Country Suspended Country

Add Records

* Country Uganda

* Date Nov 12, 2012

Add View

Id	Name	Attachment Type	Action
1	To test upload.pdf	Authorisation	Delete

Add

To view the saved record, click the **Records** tab:

Administration Information (6 / 7)

Drug Registration Status

Authorised Country Refused Country Withdrawn Country Suspended Country

Add **Records**

ID	Country	Date	Type	Action
1	Uganda	Nov 12, 2012	Authorised	Delete

Repeat **step 19** to add records for Refused/Withdrawn/Suspended Countries

20. Proceed to enter the product SRA statuses records:

Product SRA Statuses

Add Records

Product SRA * US FDA

Attachments

Add View

Id	Name	Attachment Type	Action
1	To test upload.pdf		Delete

Add

21. Select the distribution Categories and click **Next**:

Product SRA Statuses

Add Records

ID	Name	Action
1	US FDA	Delete

Distribution Category

Controlled Drug
POM
OTC
General Sale

Country of Origin United States of Amer

<< Previous Next >> Cancel

Messages

① SRA status added successfully.

22. On the Administration Information page 7: Upload all supporting documents for the product application.

Click **Submit** button to submit the completed application

Product License Application

New Applications View Applications

Administration Information (7 / 7)

Drug Attachments

Add View

Id	Name	Attachment Type	Action
1	To test upload.pdf	General Information	Delete

<< Previous Submit Save Cancel

Messages

① Document uploaded successfully.



*Save button is used to partially save the application but the application has not been submitted for processing. The application is assigned the status **Partially Submitted**.*

System displays the Pop-up message below after successful Submission of the application.

When the application is submitted, it's automatically assigned the status **New Application** and is ready for the **Verification process**.



*Save button is used to partially save the application but the application has not been submitted for processing. The application is assigned the status **Partially Submitted**.*

View Applications

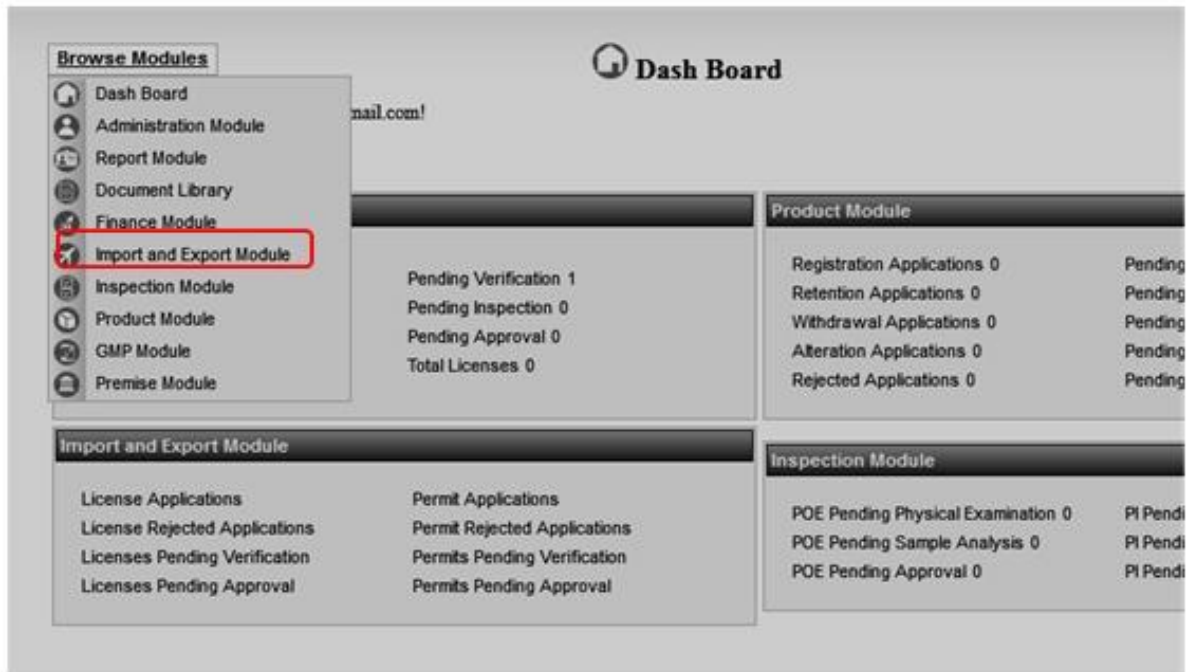
[How to view the Product application submitted/saved.](#)

Import and Export Module

The Module has the Import Application, Permit Verification, Permit Approval, License Application, License Renewal, License Approval Import Export setups and Reports processes.

License Application Procedure

1. Click the **Browse modules** link and select the **Import and Export Module**



2. On the **Import Export** license sub module , select **License Application**,



3. On the license application page, click the **Local Agent** button:

System displays the page below. Enter the Premise number/Premise name and Premise category then click the **Search** button.

Click the **Select** button to select a premise.

Id	Premise No	Premise Name	Premise Category	Status	Actions
1	PM54195026	Aurobindo Pharma Ltd	Local Pharmaceutical Manufacturer	Active	Select



The mandatory fields are marked in red asterisks.

- Back on the License Application page, select the **Product Classification** from the dropdown. System displays the **Product Categories** registered for the local agent.

Import License Application

New Application View Applications

Local Agent: NDA/PRE/001/0054 Product Classification: Human

Product Categories: Vaccines

License Type: Annual Import License

License Duration: 1 Year

Submit

5. Select the **Product Categories**, **License Type** and **License Duration** and click the **Submit** button:

System displays the message below to show successful submission of an Import or Export License Application:

Messages

Record save success!

The License application is created in the system and assigned the status **Pending Approval**.

Import License Application

New Application View Applications

Search

Local Agent: NDA/PRE/001/0054 Application No: Start Date: Jan 22, 2016

License Type: Annual Export License

End Date:

Search

Search Results

Id	Application No.	Date	Duration	Status	Type	Local Agent.	Action
1	E1100189F	22-01-2016 05:19	1 Year	Pending Approval	Registration	NDA/PRE/001/0054	Edit View

View Applications

[How to view the License application submitted.](#)