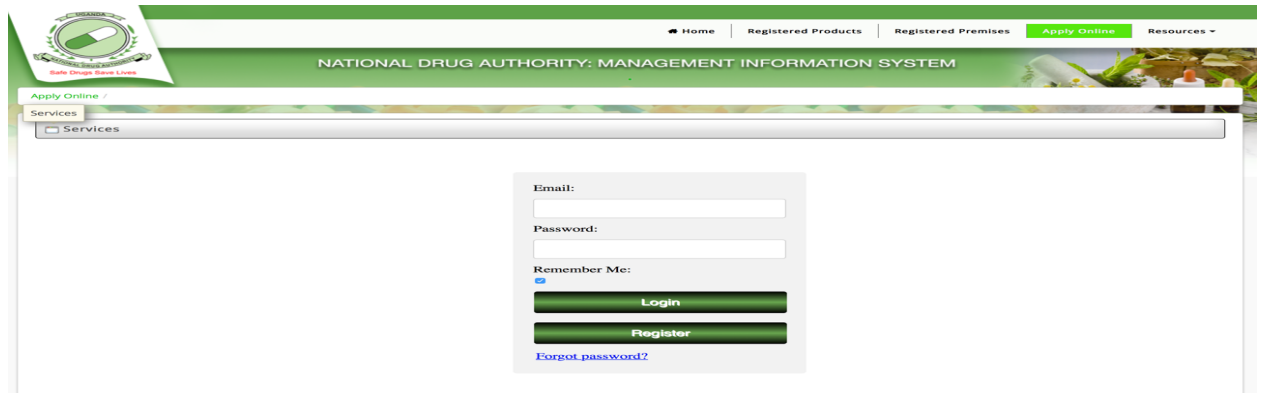


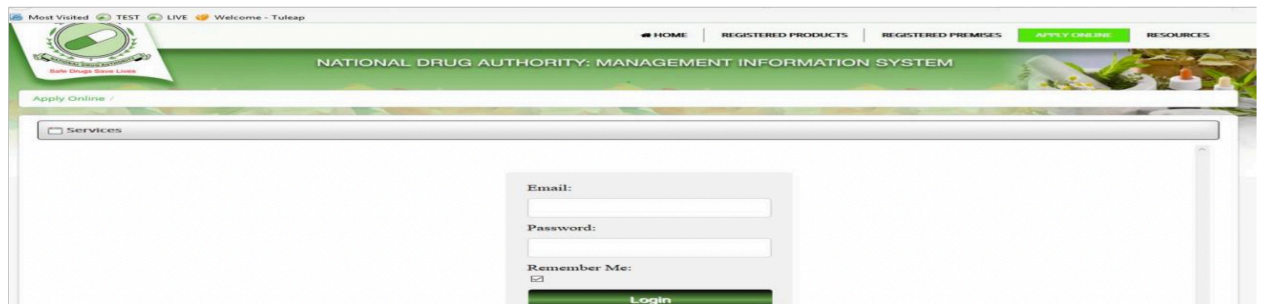
1. Access the NDA Clients portal for NDAMIS by typing portal.nda.or.ug in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.



The screenshot shows the login page of the National Drug Authority (NDA) Clients portal. The page has a green header with the NDA logo and the text "NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM". Below the header, there is a navigation bar with links: Home, Registered Products, Registered Premises, Apply Online, and Resources. The main content area features a login form with fields for Email and Password, a "Remember Me" checkbox, and buttons for Login and Register. A link for "Forgot password?" is also present.

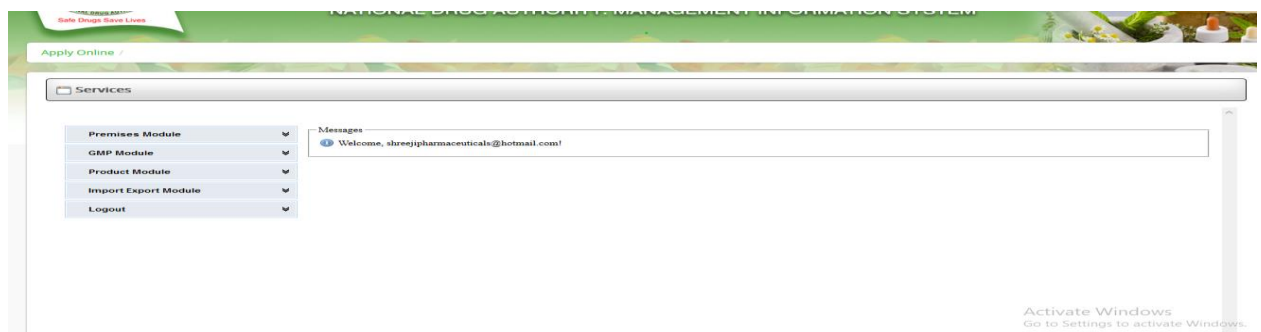
Figure 1: Online Application Page

Input your User Credentials and Click on the “Login” tab. Always uncheck “Remember me” whenever logging in. Avoid sharing your user credentials.



This screenshot is identical to Figure 1, showing the login page of the NDA Clients portal. It includes the NDA logo, the title "NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM", and the login form with fields for Email and Password, a "Remember Me" checkbox, and buttons for Login and Register.

Figure 2: Login Page



The screenshot shows the dashboard of the NDA Clients portal after a successful login. The page has a green header with the NDA logo and the text "NATIONAL DRUG AUTHORITY: MANAGEMENT INFORMATION SYSTEM". Below the header, there is a navigation bar with links: Home, Registered Products, Registered Premises, Apply Online, and Resources. The main content area features a sidebar with a list of modules: Premises Module, GMP Module, Product Module, Import Export Module, and Logout. A message box on the right says "Welcome, shreejipharmachemicals@hotmail.com!".

Figure 3: Screen Short Showing Successful Login

NB:

- Before applying for a Verification certificate, ensure that your premises are active, (i.e. you must be licensed for that year as a medical device and after you are licensed, you can apply to have an Annual import / export permit or A provisional Import /export permit. Once the permit is approved upon payment, then you can proceed to apply for a verification certificate.
 - “Local agent” in this case refers to your premises that is importing.
 - Local agent or applicants who are not licensed to import or export with either an annual permit or a provisional import/export permit will not proceed when they select their details under “Local agent”. The system will display an error reading “No valid license found”.
2. On logging in, click on “Import and Export Module”, then “Certificate Application”. Choose “New Application” and a page such the one below will be displayed for you to input your application details.

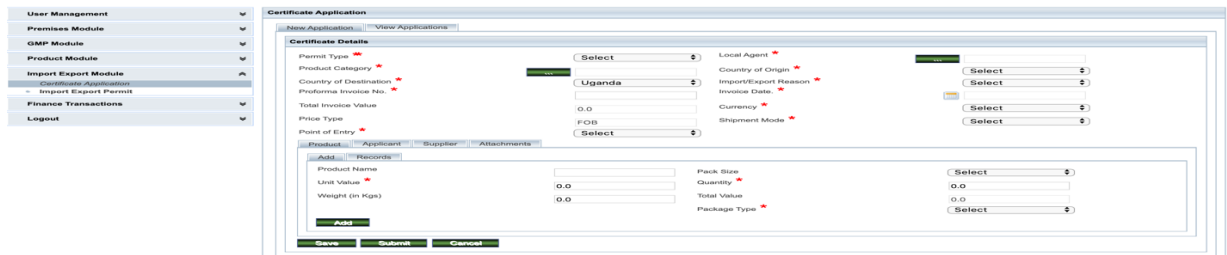


Figure 4: Import/Export Application Page

3. Click on the drop-down to select the appropriate Permit type i.e. “Special Case Import Verification certificate” if you want to import medical devices and “Special Case Export Verification Certificate” if you want to export Medical devices

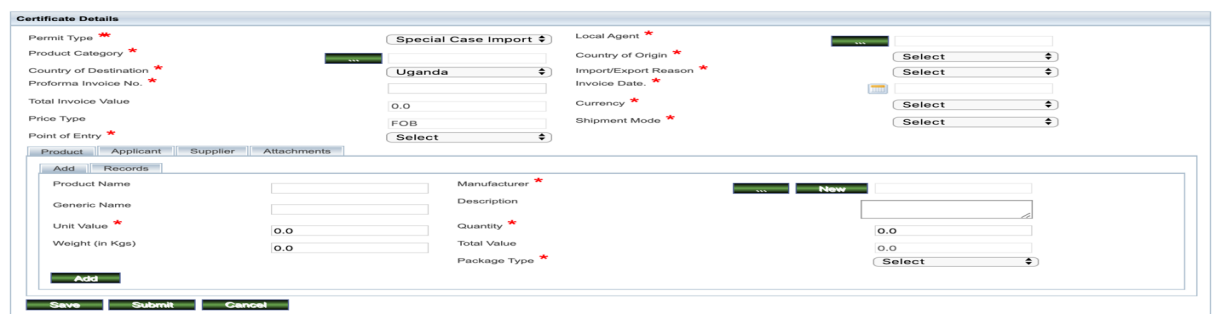
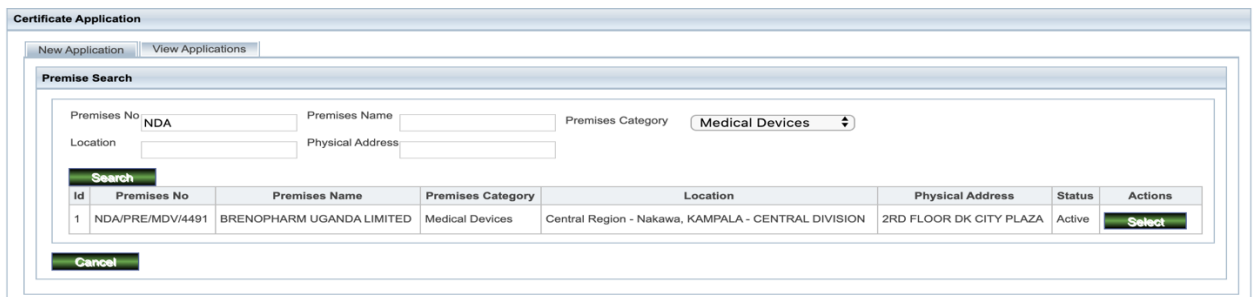


Figure 5: Special Case Import Verification certificate display page

- To input details of local agent, click the green tab next to “Local agent” figure 6 will be displayed. In the field where you have to type the premises number type **NDA** then select the premises category Medical Devices, then click **Search**. The Premise will be displayed as shown below.



Certificate Application

New Application View Applications

Premise Search

Premises No: Premises Name: Premises Category:

Location: Physical Address:

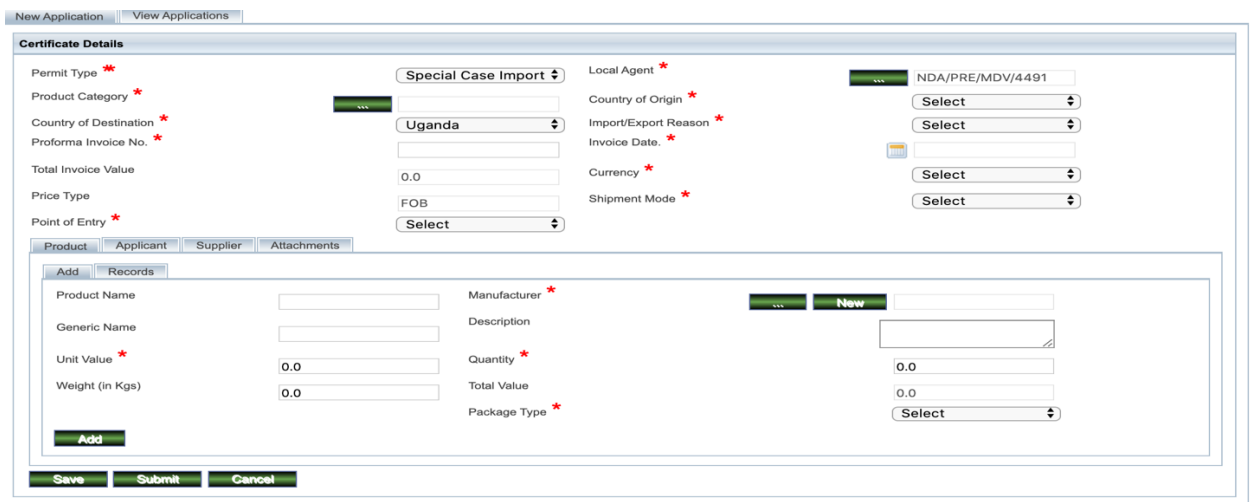
Search

Id	Premises No	Premises Name	Premises Category	Location	Physical Address	Status	Actions
1	NDA/PRE/MDV/4491	BRENOPHARM UGANDA LIMITED	Medical Devices	Central Region - Nakawa, KAMPALA - CENTRAL DIVISION	2RD FLOOR DK CITY PLAZA	Active	Select

Cancel

Figure 6: Display of the Medical device Premise

- Once u have selected the above premises, the screenshot below will be displayed showing the selected premise.



Certificate Details

Permit Type: Local Agent:

Product Category: Country of Origin:

Country of Destination: Import/Export Reason:

Proforma Invoice No.: Invoice Date:

Total Invoice Value: Currency:

Price Type: Shipment Mode:

Point of Entry:

Product Applicant Supplier Attachments

Add Records

Product Name: Manufacturer:

Generic Name: Description:

Unit Value: Quantity:

Weight (in Kgs): Total Value:

Package Type:

Add

Save **Submit** **Cancel**

Figure 6: Local Agent (Premise) selected

- To select Product category, click on the green button adjacent to Product Category and search for medical device as seen in the screen shorts below: Under **Type** as seen in the screen short, select the product type **Medical Devices** and click search. Upon clicking the search, Veterinary Equipment, Devices & Sundries and Human Equipment, Devices & Sundries will show up, select the preferred type of medical device that you deal in according to your **Product Classification**. For example, If the product classification is human, you will select: Human Equipment, Devices & Sundries as shown below.

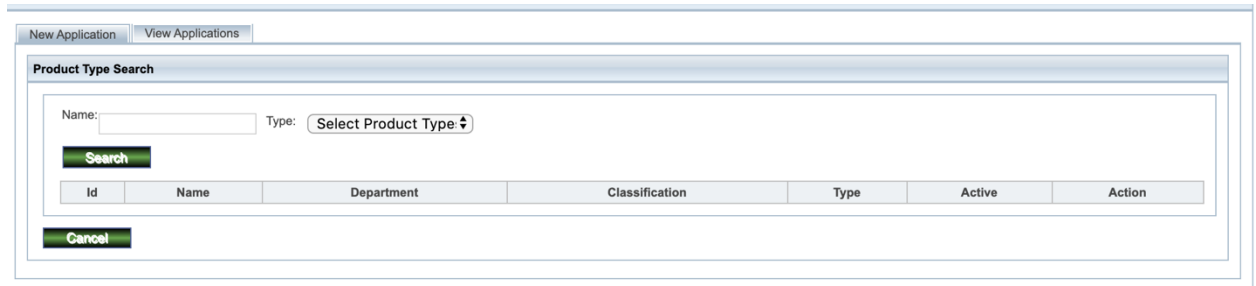


Figure 7: Selecting Product Category

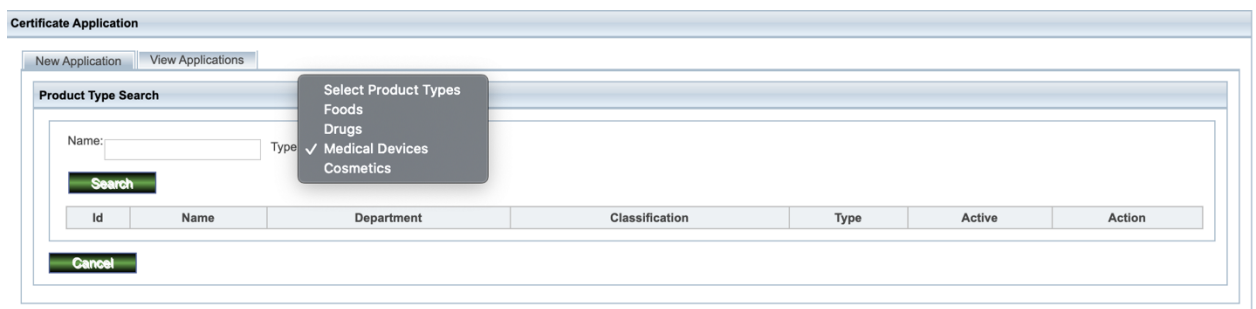
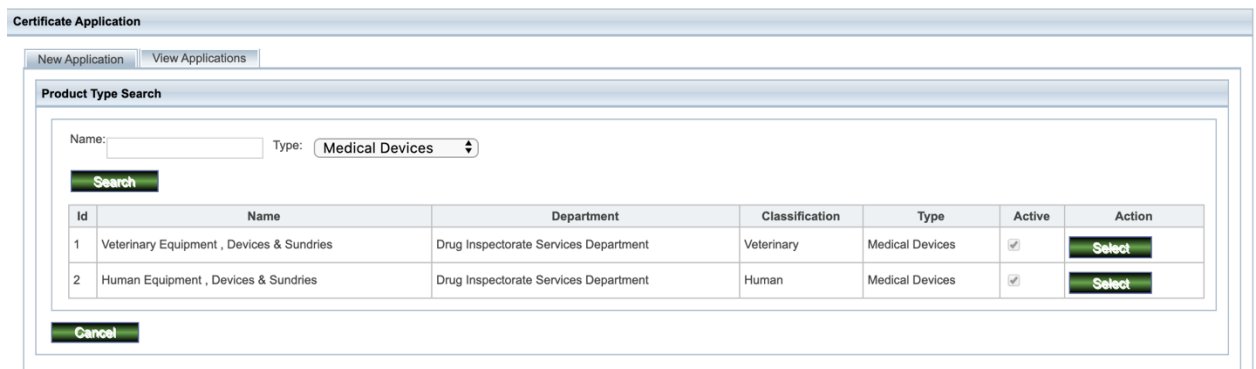


Figure 8: Selecting Product type: Medical Devices

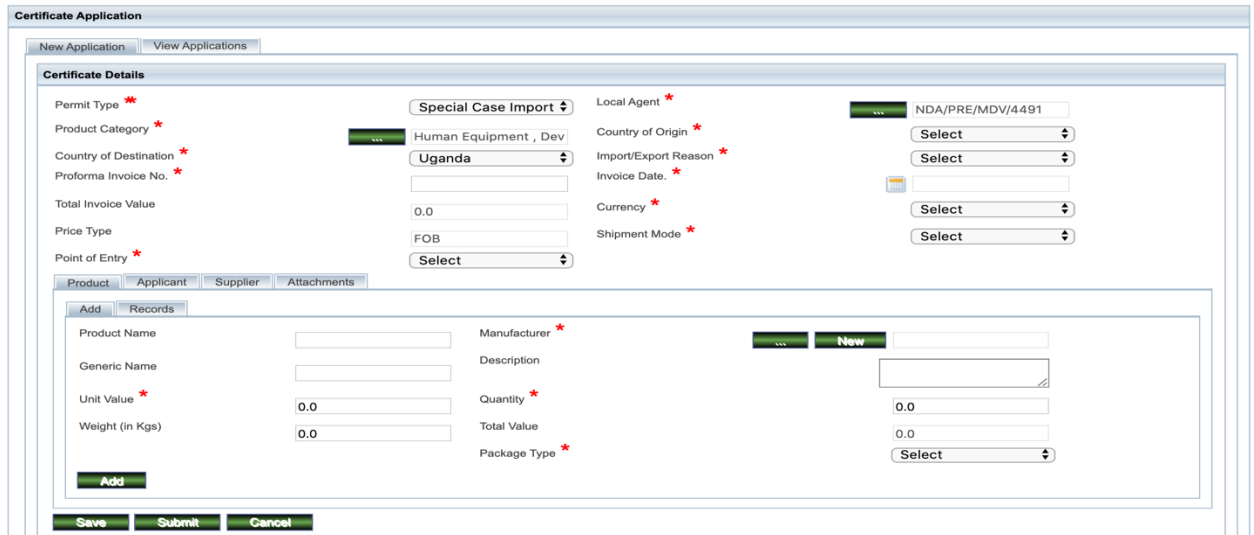


Id	Name	Department	Classification	Type	Active	Action
1	Veterinary Equipment , Devices & Sundries	Drug Inspectorate Services Department	Veterinary	Medical Devices	<input checked="" type="checkbox"/>	Select
2	Human Equipment , Devices & Sundries	Drug Inspectorate Services Department	Human	Medical Devices	<input checked="" type="checkbox"/>	Select

Figure 9: Display of Product Classification

- Once the correct name of classification is selected, the page seen below is displayed. Country of Origin refers to the country where the devices are coming from. To select it, click on the drop-down adjacent to the Country of origin and a list of countries is displayed from which you will select the country of origin as shown below. Scroll to the correct country and select by clicking on it. The country of destination in case of an import is always pre-selected as Uganda.

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Medical Devices



Certificate Application

New Application View Applications

Certificate Details

Permit Type * **Special Case Import** Local Agent * **NDA/PRE/MDV/4491**

Product Category * **Human Equipment , Dev** Country of Origin * **Select**

Country of Destination * **Uganda** Import/Export Reason * **Select**

Proforma Invoice No. * Invoice Date *

Total Invoice Value **0.0** Currency * **Select**

Price Type **FOB** Shipment Mode * **Select**

Point of Entry * **Select**

Product Applicant Supplier Attachments

Add Records

Product Name Manufacturer * **New**

Generic Name Description

Unit Value * **0.0** Quantity * **0.0**

Weight (in Kgs) **0.0** Total Value **0.0**

Package Type * **Select**

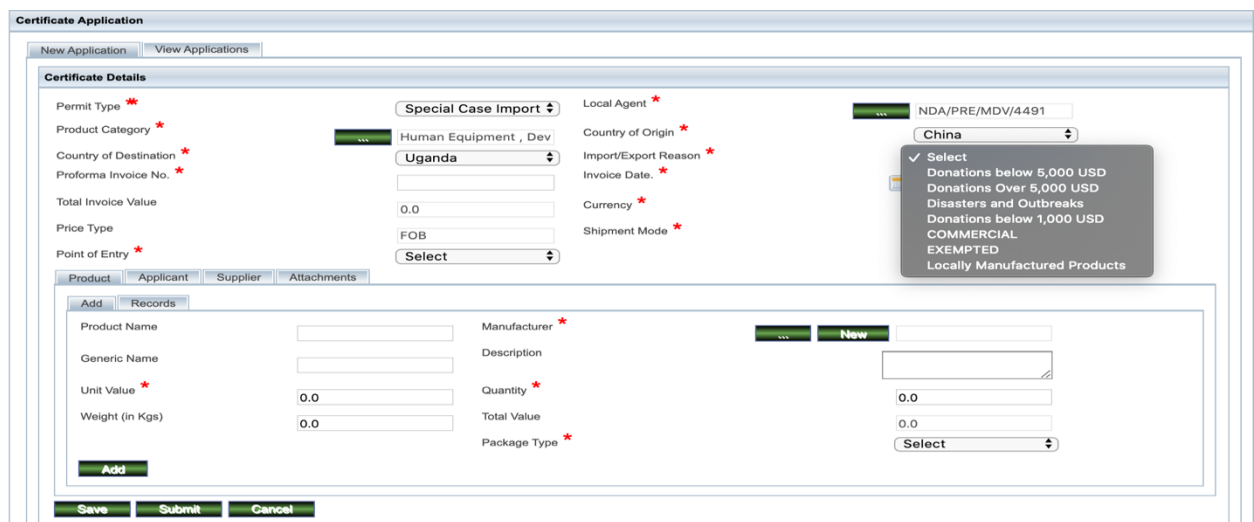
Add

Save Submit Cancel

Figure 10: Special Import Verification Details

7. Select “Import/Export Reason” by clicking on the drop-down and select the corresponding reason by clicking on it. For example; as shown below

- Commercial, if you are importing for business i.e. 2%.
- Donations, choose “Donation below 1000 USD” or “Donations below 5000 USD” or “Donations above 5000 USD” depending on the total invoice value in case the medical devices you are importing were donations. Ensure to attached the relevant documents required for verification.



Certificate Application

New Application View Applications

Certificate Details

Permit Type * **Special Case Import** Local Agent * **NDA/PRE/MDV/4491**

Product Category * **Human Equipment , Dev** Country of Origin * **China**

Country of Destination * **Uganda** Import/Export Reason * **Select**

Proforma Invoice No. * Invoice Date *

Total Invoice Value **0.0** Currency *

Price Type **FOB** Shipment Mode *

Point of Entry * **Select**

Product Applicant Supplier Attachments

Add Records

Product Name Manufacturer * **New**

Generic Name Description

Unit Value * **0.0** Quantity * **0.0**

Weight (in Kgs) **0.0** Total Value **0.0**

Package Type * **Select**

Add

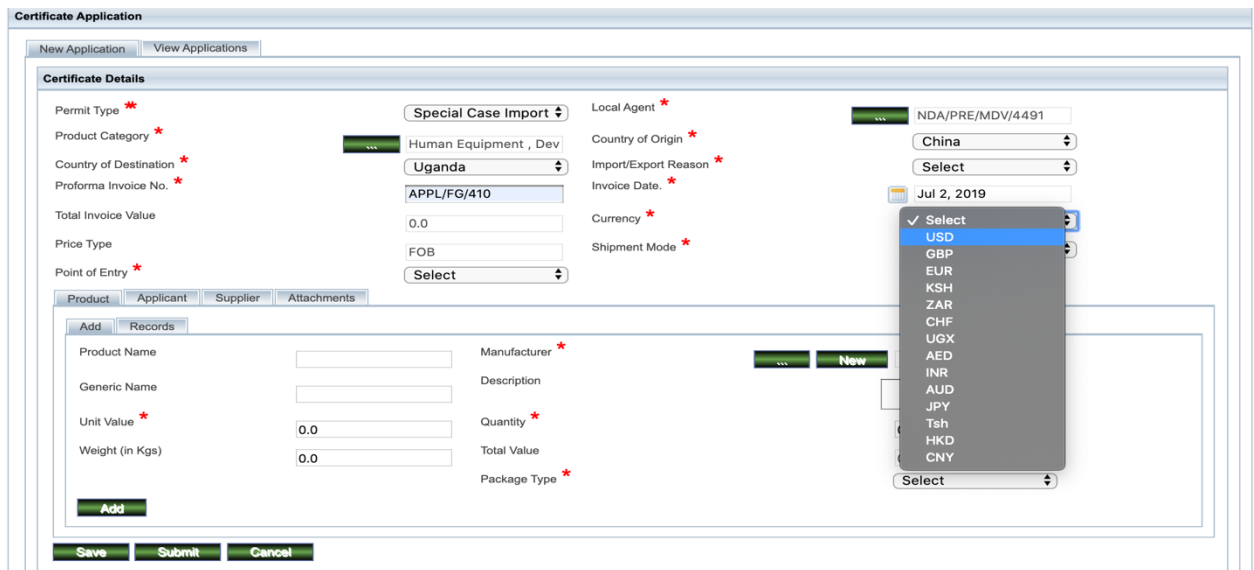
Save Submit Cancel

Import/Export Reason Selection:

- Select
- Donations below 5,000 USD
- Donations Over 5,000 USD
- Disasters and Outbreaks
- Donations below 1,000 USD
- COMMERCIAL
- EXEMPTED
- Locally Manufactured Products

Figure 11: Import /Export Reason selection

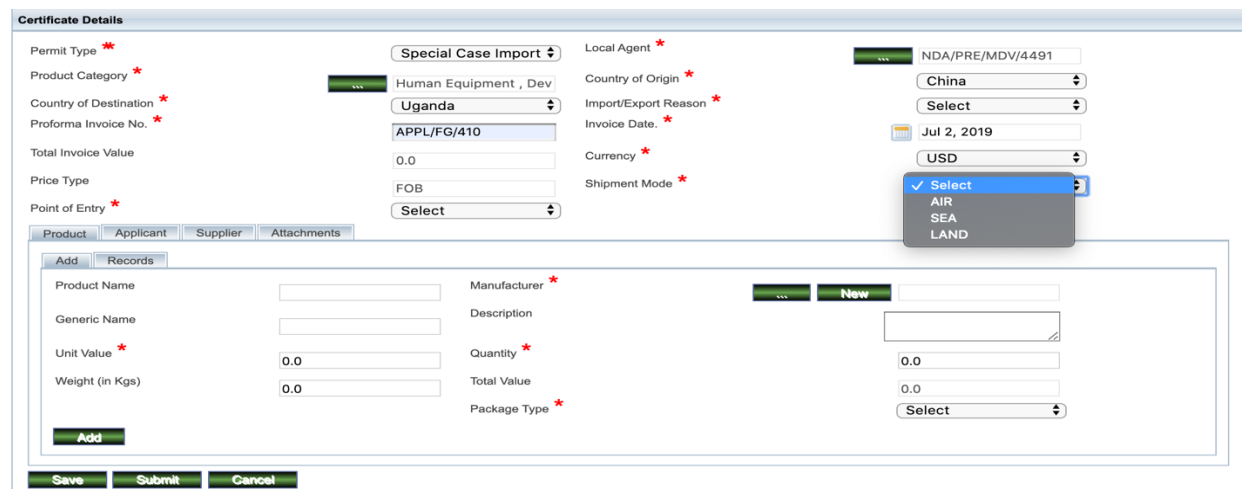
- Enter the “Pro-forma Invoice number” & “Invoice Date” as indicated on the Pro-forma invoice in the respective entry fields. Choose the “Currency” by clicking on the drop-down list that shows up once you have clicked at the filed adjacent to the word Currency. Choose the correct currency type as indicated on the Pro-forma invoice i.e. USD, UGX, and GBP as shown below.



The screenshot shows the 'Certificate Application' form with the 'Certificate Details' tab selected. The form includes fields for Permit Type (Special Case Import), Product Category (Human Equipment, Dev), Country of Destination (Uganda), Proforma Invoice No. (APPL/FG/410), Total Invoice Value (0.0), Price Type (FOB), Point of Entry (Select), Local Agent (NDA/PRE/MDV/4491), Country of Origin (China), Import/Export Reason (Select), Invoice Date (Jul 2, 2019), Currency (USD), and Shipment Mode (Select). A dropdown menu for Currency is open, showing options: USD, GBP, EUR, KSH, ZAR, CHF, UGX, AED, INR, AUD, JPY, Tsh, HKD, and CNY. The 'Product' tab is also visible, showing fields for Product Name, Generic Name, Unit Value (0.0), Weight (in Kgs) (0.0), Manufacturer, Description, Quantity, Total Value, and Package Type.

Figure 12: Currency selection and other Proforma details

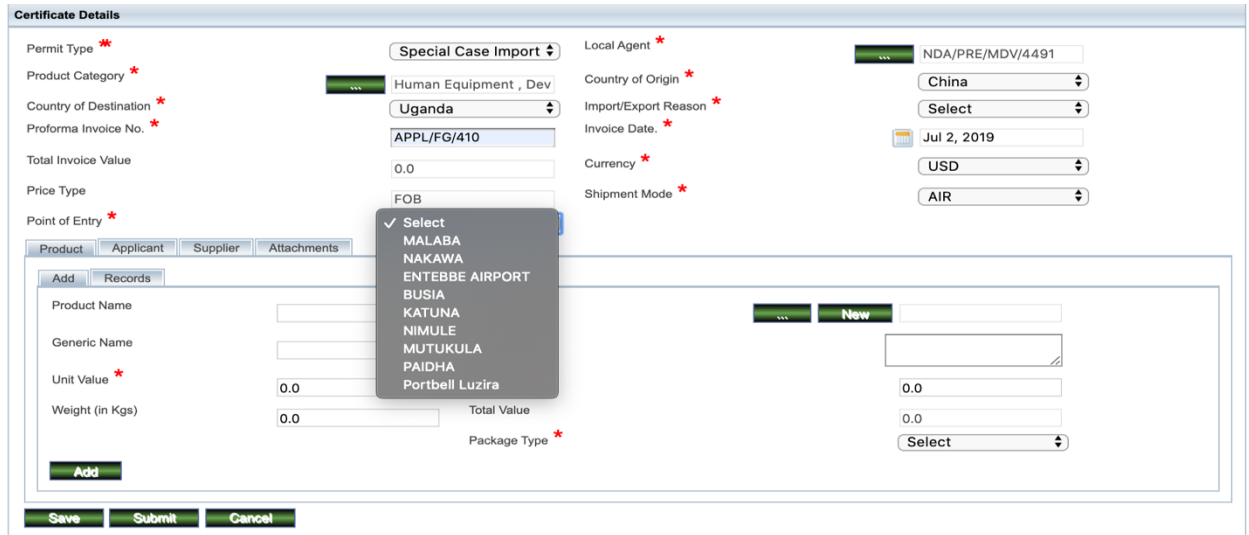
- Still using the drop-down lists on the respective areas i.e. Shipment Mode and Point of Entry. Choose the “Shipment Mode” and the corresponding “Point of Entry” as per the proforma invoice as seen below in the snapshots.



The screenshot shows the 'Certificate Application' form with the 'Certificate Details' tab selected. The form includes fields for Permit Type (Special Case Import), Product Category (Human Equipment, Dev), Country of Destination (Uganda), Proforma Invoice No. (APPL/FG/410), Total Invoice Value (0.0), Price Type (FOB), Point of Entry (Select), Local Agent (NDA/PRE/MDV/4491), Country of Origin (China), Import/Export Reason (Select), Invoice Date (Jul 2, 2019), Currency (USD), and Shipment Mode (Select). A dropdown menu for Shipment Mode is open, showing options: AIR, SEA, and LAND. The 'Product' tab is also visible, showing fields for Product Name, Generic Name, Unit Value (0.0), Weight (in Kgs) (0.0), Manufacturer, Description, Quantity, Total Value, and Package Type.

Figure 13: Shipment Mode selection

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Medical Devices



Certificate Details

Permit Type * **Special Case Import** Local Agent * **NDA/PRE/MDV/4491**

Product Category * **Human Equipment , Dev** Country of Origin * **China**

Country of Destination * **Uganda** Import/Export Reason * **Select**

Proforma Invoice No. * **APPL/FG/410** Invoice Date. * **Jul 2, 2019**

Total Invoice Value **0.0** Currency * **USD**

Price Type **FOB** Shipment Mode * **AIR**

Point of Entry * **Select**

Product **Applicant** **Supplier** **Attachments**

Add **Records**

Product Name **Product Name** **New**

Generic Name **Generic Name**

Unit Value * **0.0** Total Value **0.0**

Weight (in Kgs) **0.0** Package Type * **Select**

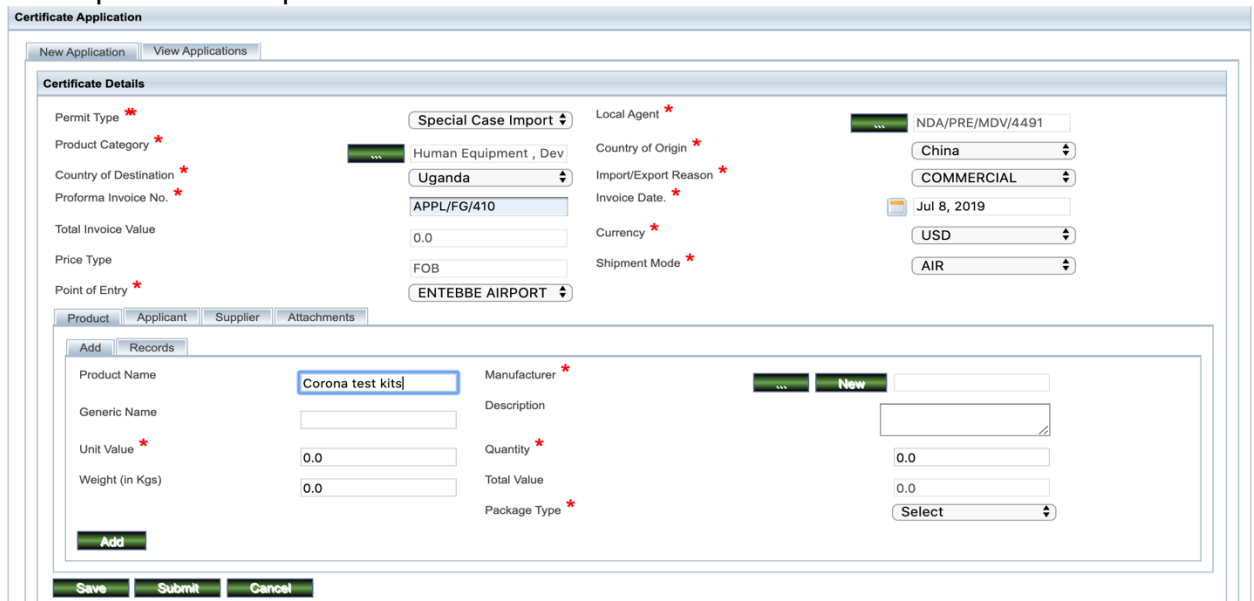
Add **Save** **Submit** **Cancel**

Figure 14: Point of Entry selection

NB:

Total invoice value is auto-generated by the system as the products are entered and added.

- To enter Products (Devices you want to import), click on the tab for “Product” and enter required information. As shown in the screen short below. Enter the name of the product then proceed to the manufacturer details.



Certificate Application

New Application **View Applications**

Certificate Details

Permit Type * **Special Case Import** Local Agent * **NDA/PRE/MDV/4491**

Product Category * **Human Equipment , Dev** Country of Origin * **China**

Country of Destination * **Uganda** Import/Export Reason * **COMMERCIAL**

Proforma Invoice No. * **APPL/FG/410** Invoice Date. * **Jul 8, 2019**

Total Invoice Value **0.0** Currency * **USD**

Price Type **FOB** Shipment Mode * **AIR**

Point of Entry * **ENTEBBE AIRPORT**

Product **Applicant** **Supplier** **Attachments**

Add **Records**

Product Name **Corona test kits** Manufacturer * **New**

Generic Name **Generic Name** Description **Description**

Unit Value * **0.0** Quantity * **0.0**

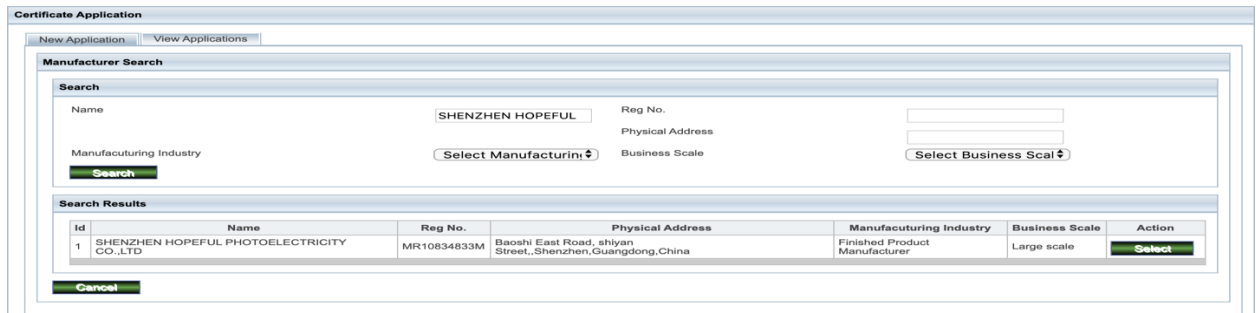
Weight (in Kgs) **0.0** Total Value **0.0**

Package Type * **Select**

Add **Save** **Submit** **Cancel**

Figure 15: Entering the product Name of the device to import/export

11. When it comes to Adding the Manufacturer details, in case it's not the first time you are importing from that Manufacturer, click on the green dotted tab adjacent to the word Manufacturer and the screenshot below will be displayed. The Input the name of the manufacture and click search. Once the details of the manufacturer show up, click select and the details of the manufacturer will be added to the specific product input.



Certificate Application

New Application | View Applications

Manufacturer Search

Search

Name: SHENZHEN HOPEFUL Reg No.:
Physical Address:
Manufacturing Industry: Select Manufacturing Industry Business Scale: Select Business Scale

Search

Search Results

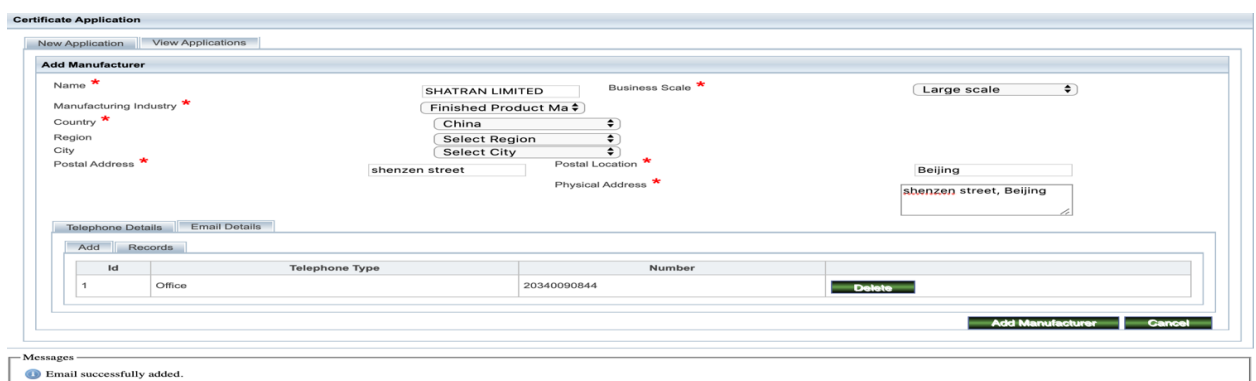
ID	Name	Reg No.	Physical Address	Manufacturing Industry	Business Scale	Action
1	SHENZHEN HOPEFUL PHOTOELECTRICITY CO.,LTD	MR10834833M	Baoshi East Road, shiyan Street, Shenzhen, Guangdong, China	Finished Product Manufacturer	Large scale	Select

Cancel

Figure 16: Searching to add already existing manufacturer details

NB:

- In case it's the first time you are importing from that Manufacturer or you have searched and the manufacturer doesn't exist, click the green tab **New** and the Screenshot below will be displayed. Type in the name of the manufacturer, select either large or small scale, select whether the industry deals in Finished or API Products, select the country of the manufacturer, type the postal address, location, and physical address of the manufacturer, click on the Telephone details tab, select the telephone type and type the telephone Number and click **ADD**. Do the same for the Email details tab. After filling in the details click **Add Manufacturer**. This will add the manufacturer to your product details and another screen to fill in other product details will be displayed.



Certificate Application

New Application | View Applications

Add Manufacturer

Name: SHATRAN LIMITED Business Scale: Large scale
Manufacturing Industry: Finished Product Manufacturer
Country: China
Region: Select Region
City: Select City
Postal Address: shenzen street Postal Location: Beijing
Physical Address: shenzen street, Beijing

Telephone Details | Email Details

Add | Records

ID	Telephone Type	Number	Action
1	Office	20340090844	Delete

Add Manufacturer Cancel

Messages
Email successfully added.

Figure 17: Adding a new non-existing manufacturer to the system

12. After adding the manufacturer, input all the details as displayed in the Screen shot below i.e. (Unit Value, Quantity, Weight in Kg's, Package Type ...**Strictly In that Order**), as shown below. Then select the Package type from the dropdown list as shown in the figure displayed

NB: The Total Value is **Automatically** calculated after adding the Unit value and the Quantity respectively.

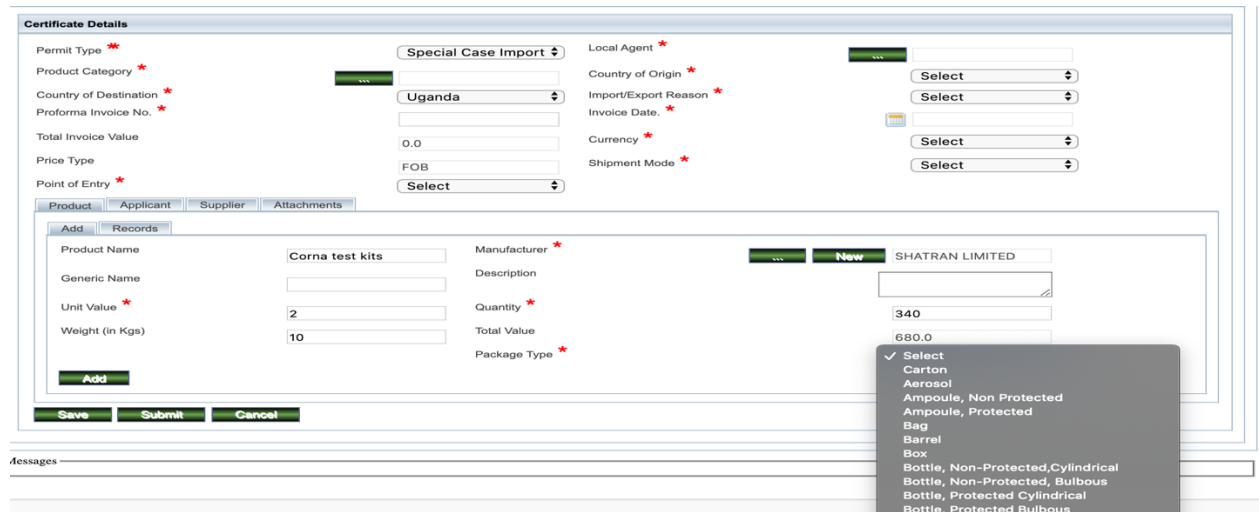


Figure 18: Adding Device/Product details as per the Proforma Invoice.

- After that then click **Add**, check under records and the Device will be added as shown below.

NB: The Total Invoice Value is Calculated **Automatically** after clicking add.

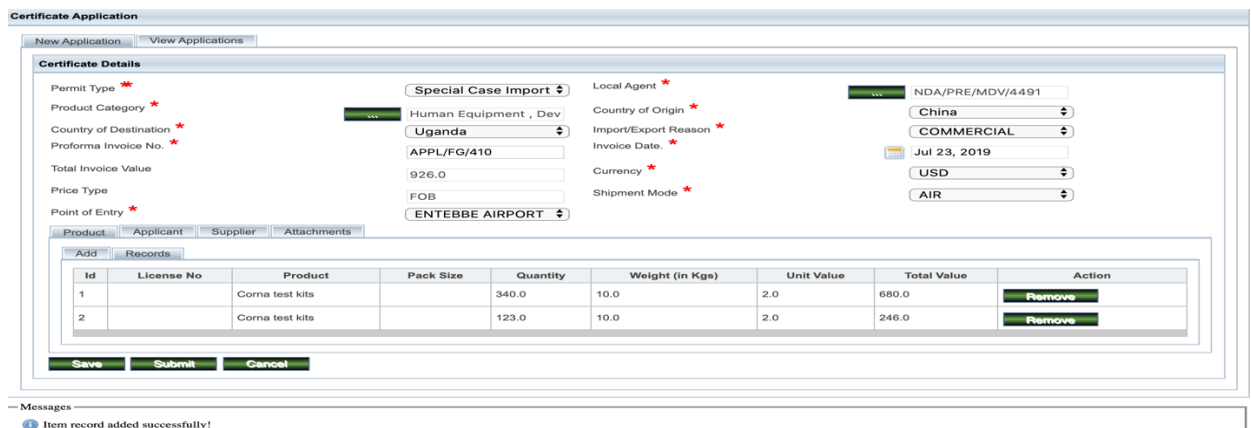


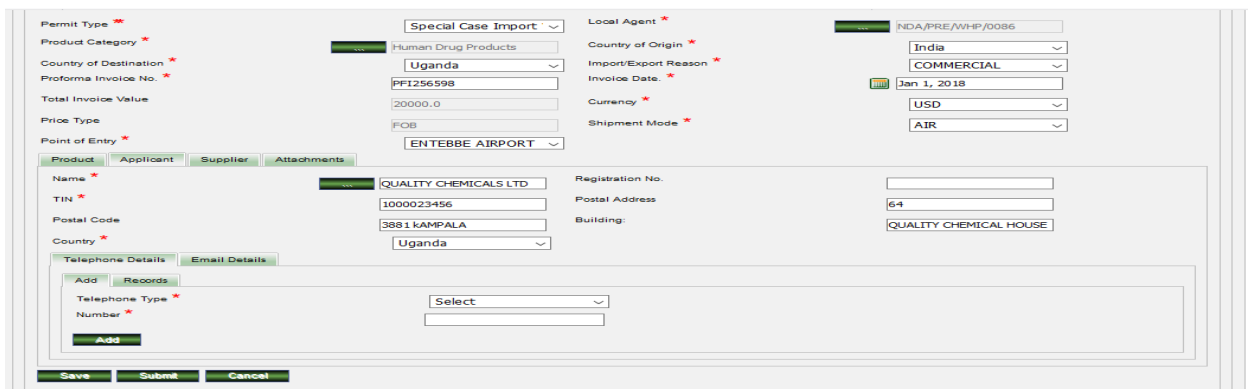
Figure 19: Adding the Device/Product to reflect the Proforma Invoice total Value

NB:

In case you have more than one device on the PFI having the same Manufacturer details and the manufacturer details were New, i.e. added by yourself, first add one device, complete the whole application by filling in the supplier details and attaching the Pro-forma Invoice, then submit the application. After that, click on view applications search for the application you have input and click edit, then you can add the other products by only searching the Manufacturer details which you input. In this case you click the dotted search button (...), type the Manufacturers name that you in put at first and click search, you will be able to select the manufacturer you input as seen earlier. Otherwise if the manufacturers are different, and the details of the manufacturer are new, you will have to input all those manufacturer details. But fortunately, the next time you import from that same manufacturer, you will always only search the details as seen below earlier in figure 16.

13. After every complete product / device entry, click on “Add” tab to save product / device entry. To delete a product / device entry, click on “Records” and then click “Remove” against the product / device you intend to remove. You will then be asked to confirm the removal for which you click “yes” to confirm.
14. Enter the details of the **Applicant (If And Only If you are importing for another person/company and the proforma invoice is in the names of that person or company** i.e. If the Local Agent/ Premise Importing / Exporting Is Different from the Applicant i.e. If the Proforma Invoice is not in the names of the Premise/Local Agent importing. This is done by clicking on the “Applicant” tab and filling in all the necessary fields. I.e. as seen in the screen shorts below. Always ensure you input the Right Tin Number of the applicant.

NB: This field cannot be used by an applicant who has no TIN Number



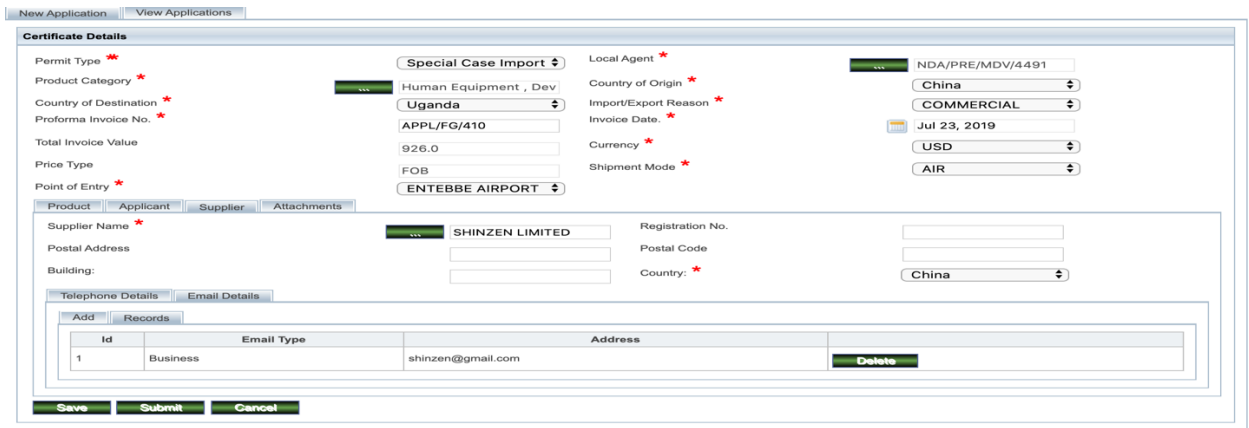
The screenshot shows a web-based application form for the National Drug Authority (NDA) of Uganda. The form is divided into several sections with tabs for 'Product', 'Applicant', 'Supplier', and 'Attachments'. The 'Applicant' tab is currently selected. The form contains various fields for input, including:

- Permit Type:** Special Case Import
- Product Category:** Human Drug Products
- Country of Destination:** Uganda
- Proforma Invoice No.:** PFI256598
- Total Invoice Value:** 20000.0
- Price Type:** FOB
- Point of Entry:** ENTEBBE AIRPORT
- Local Agent:** NDA/PRE/WHP/0086
- Country of Origin:** India
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jan 1, 2018
- Currency:** USD
- Shipment Mode:** AIR
- Name:** QUALITY CHEMICALS LTD
- TIN:** 1000023456
- Postal Code:** 3881 KAMPALA
- Country:** Uganda
- Registration No.:** (empty field)
- Postal Address:** 64
- Building:** QUALITY CHEMICAL HOUSE
- Telephone Details:** (empty field)
- Telephone Type:** Select
- Number:** (empty field)

At the bottom of the form, there are buttons for 'Save', 'Submit', and 'Cancel'.

Figure 20: Capturing Applicant details

- Click on Supplier tab and enter the details of supplier as they appear on the Proforma invoice as seen in the screen short below. In case it's not the first time you are in putting the supplier details on the system, you don't have to input fresh details, just search with the dotted search button for the supplier (...). In put the name and then select the searched supplier



The screenshot shows the 'Supplier Details' section of the NDAMIS application form. The form is divided into several tabs: 'Product', 'Applicant', 'Supplier', and 'Attachments'. The 'Supplier' tab is currently selected. The form contains the following fields:

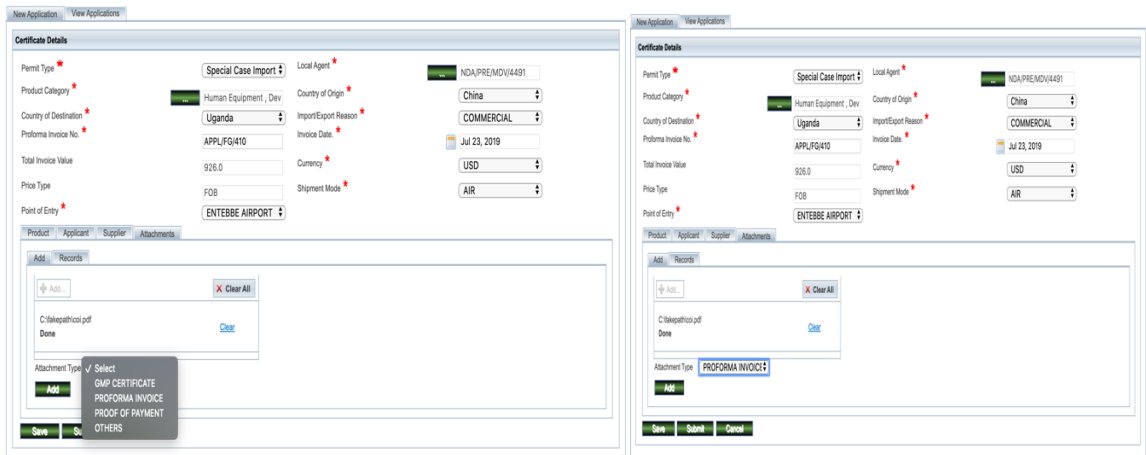
- Permit Type:** Special Case Import
- Product Category:** Human Equipment, Dev
- Country of Destination:** Uganda
- Proforma Invoice No.:** APPL/FQ/410
- Total Invoice Value:** 926.0
- Price Type:** FOB
- Point of Entry:** ENTebbe AIRPORT
- Local Agent:** NDA/PRE/MDV/4491
- Country of Origin:** China
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 23, 2019
- Currency:** USD
- Shipment Mode:** AIR
- Supplier Name:** SHINZEN LIMITED
- Registration No.:** (empty)
- Postal Code:** (empty)
- Country:** China
- Telephone Details:** (empty)
- Email Details:** (empty)
- Records Table:**

ID	Email Type	Address	Delete
1	Business	shinzen@gmail.com	<input type="button" value="Delete"/>

Buttons at the bottom: Save, Submit, Cancel.

Figure 21: Supplier details. Ensure you input the email & phone number as well

- Finally, make the necessary attachments. Click on the "Attachments" tab, select attachment type by clicking on the drop-down list of the "Attachment type" and then select the respective type of attachment. Then, click on the "+Add" to browse for the intended attachment and click on open to locate the document you want to add then click on the **Add** green button. Ensure you attach all the documentation in **PDF** that you think will be needed by the verification team to avoid any quarries to do with documentation



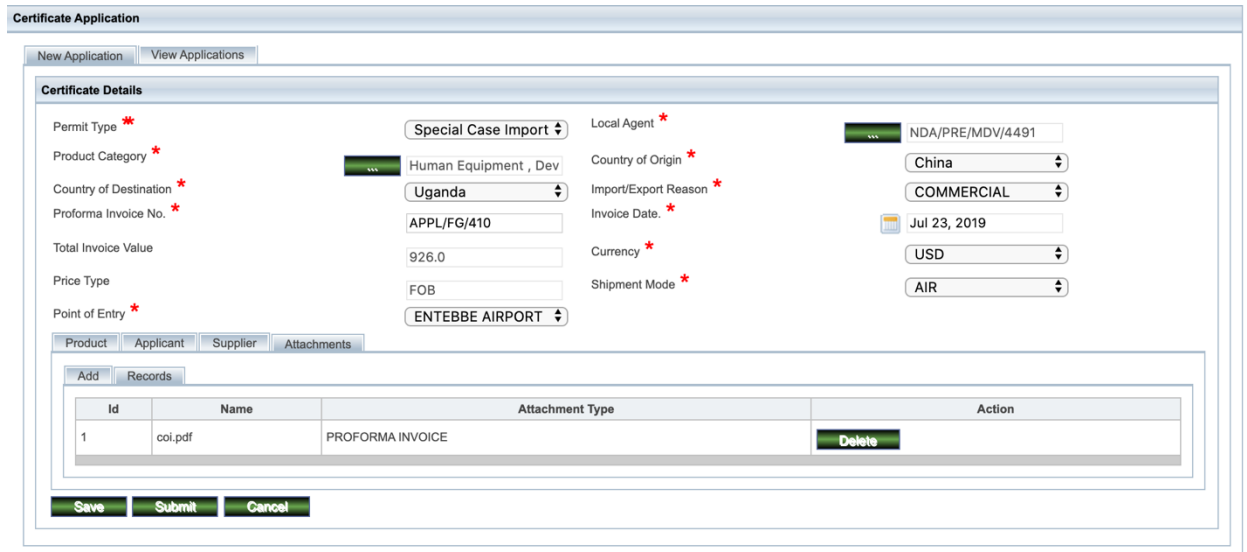
The screenshot shows the 'Attachments' section of the NDAMIS application form. The form is divided into several tabs: 'Product', 'Applicant', 'Supplier', and 'Attachments'. The 'Attachments' tab is currently selected. The form contains the following fields:

- Permit Type:** Special Case Import
- Product Category:** Human Equipment, Dev
- Country of Destination:** Uganda
- Proforma Invoice No.:** APPL/FQ/410
- Total Invoice Value:** 926.0
- Price Type:** FOB
- Point of Entry:** ENTebbe AIRPORT
- Local Agent:** NDA/PRE/MDV/4491
- Country of Origin:** China
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 23, 2019
- Currency:** USD
- Shipment Mode:** AIR
- Attachment Type:** PROFORMA INVOICE
- Attachment Name:** C:\temp\photos.pdf
- Attachment Type List:**
 - ☒ Select
 - ☐ GMP CERTIFICATE
 - ☐ PROFORMA INVOICE
 - ☐ PROOF OF PAYMENT
 - ☐ OTHERS

Buttons at the bottom: Save, Submit, Cancel.

Figure 22: Attachments needed for Verification.

17. You can always check under records to confirm if the attachments that you added have been successfully added, as shown below



Certificate Application

New Application | View Applications

Certificate Details

Permit Type * Special Case Import Local Agent * NDA/PRE/MDV/4491

Product Category * Human Equipment , Dev Country of Origin * China

Country of Destination * Uganda Import/Export Reason * COMMERCIAL

Proforma Invoice No. * APPL/FG/410 Invoice Date * Jul 23, 2019

Total Invoice Value 926.0 Currency * USD

Price Type FOB Shipment Mode * AIR

Point of Entry * ENTEBBE AIRPORT

Product | Applicant | Supplier | Attachments

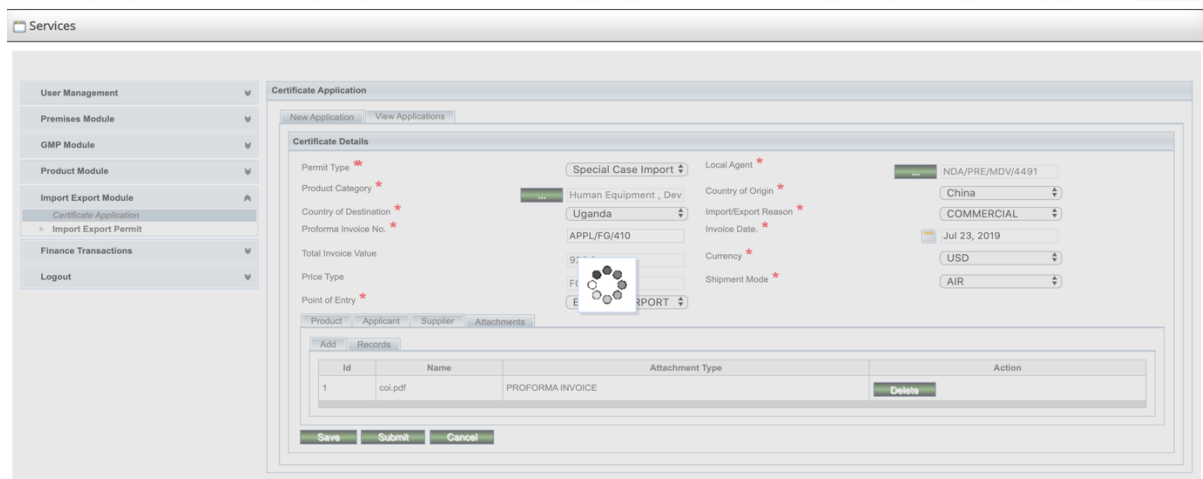
Add | Records

Id	Name	Attachment Type	Action
1	col.pdf	PROFORMA INVOICE	Delete

Save Submit Cancel

Figure 23: Check to see if attachments are successfully added

18. Once you are satisfied with all the information entered, click on the “Submit” button at the bottom of the page and the application will be received by NDA. You will see a pop-up message on the screen indicating that your application has successfully been submitted. (As shown in the screen short below) You may as well save your application in case it’s not complete. But it can only be saved if supplier and at least one of the product details are filled in.



Services

- User Management
- Premises Module
- GMP Module
- Product Module
- Import Export Module
 - Certificate Application
 - Import Export Permit
- Finance Transactions
- Logout

Certificate Application

New Application | View Applications

Certificate Details

Permit Type * Special Case Import Local Agent * NDA/PRE/MDV/4491

Product Category * Human Equipment , Dev Country of Origin * China

Country of Destination * Uganda Import/Export Reason * COMMERCIAL

Proforma Invoice No. * APPL/FG/410 Invoice Date * Jul 23, 2019

Total Invoice Value 926.0 Currency * USD

Price Type FOB Shipment Mode * AIR

Point of Entry * ENTEBBE AIRPORT

Product | Applicant | Supplier | Attachments

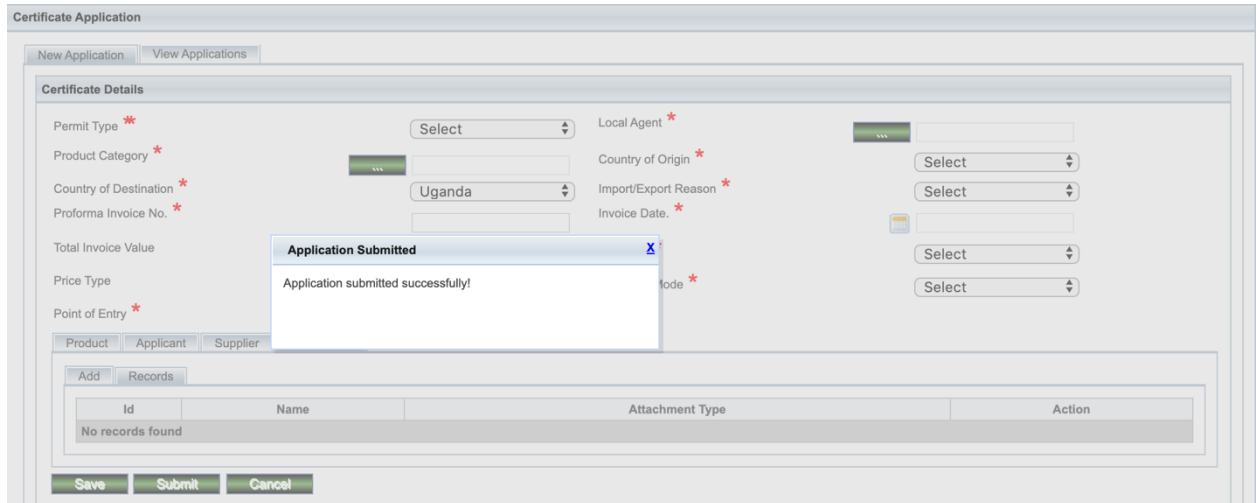
Add | Records

Id	Name	Attachment Type	Action
1	col.pdf	PROFORMA INVOICE	Delete

Save Submit Cancel

Figure 23: Application being submitted

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Medical Devices



Certificate Application

New Application View Applications

Certificate Details

Permit Type * Select Local Agent * [Select]

Product Category * [Select] Country of Origin * Select

Country of Destination * Uganda Import/Export Reason * Select

Proforma Invoice No. * Invoice Date * [Select]

Total Invoice Value [Select]

Price Type [Select]

Point of Entry * [Select]

Product Applicant Supplier

Application Submitted

Application submitted successfully!

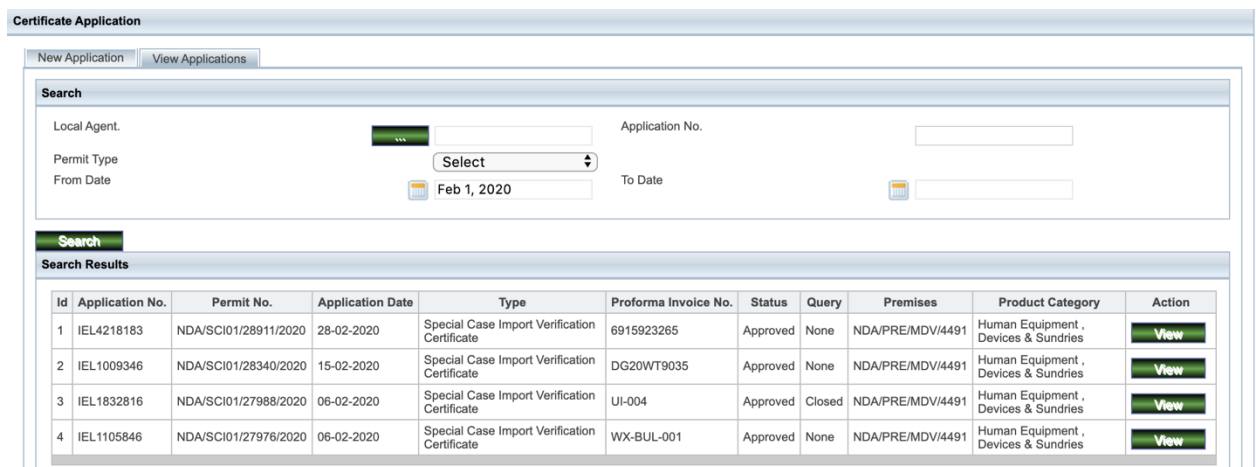
Add Records

Id	Name	Attachment Type	Action
No records found			

Save Submit Cancel

Figure 23: Application submitted successfully

19. Once the application has been captured/submitted, you can view it, and its status will be “Pending verification” if you submitted it. To view the application, click on “Certificate application” then “View Application” and the screenshot below is displayed. Note down the application number received by email with which you can continue to track the progress of the application.



Certificate Application

New Application View Applications

Search

Local Agent. [Select] Application No. [Text]

Permit Type [Select]

From Date [Calendar] Feb 1, 2020 To Date [Calendar]

Search

Search Results

Id	Application No.	Permit No.	Application Date	Type	Proforma Invoice No.	Status	Query	Premises	Product Category	Action
1	IEL4218183	NDA/SCI01/28911/2020	28-02-2020	Special Case Import Verification Certificate	6915923265	Approved	None	NDA/PRE/MDV/4491	Human Equipment , Devices & Sundries	View
2	IEL1009346	NDA/SCI01/28340/2020	15-02-2020	Special Case Import Verification Certificate	DG20WT9035	Approved	None	NDA/PRE/MDV/4491	Human Equipment , Devices & Sundries	View
3	IEL1832816	NDA/SCI01/27988/2020	06-02-2020	Special Case Import Verification Certificate	UI-004	Approved	Closed	NDA/PRE/MDV/4491	Human Equipment , Devices & Sundries	View
4	IEL1105846	NDA/SCI01/27976/2020	06-02-2020	Special Case Import Verification Certificate	WX-BUL-001	Approved	None	NDA/PRE/MDV/4491	Human Equipment , Devices & Sundries	View

Figure 23: Viewing status of the application

20. To target specific applications in case you forgot the application number, click on calendar icon adjacent to “From date” and chose a date depending on when the application was made, then click the “Search” button at which point you can see

application details as shown above. To view the more detailed specifics of the application, click on the “View” button under the “Action” column and the details will be shown as below. You can view details by clicking in the tabs i.e. Application details as seen below, Local Agent, Supplier, Product, Attachment, Documents and Cancel Review” to exit the application.

Certificate Application

New Application View Applications

Search

Local Agent. Application No.

Permit Type To Date

From Date

Search

Application Details

Permit Type	Special Case Import Verification Certificate	Application No.	IEL1832816
Permit No.	NDA/SCI01/27988/2020	Application Date.	05-02-2020
Import/Export Reason	COMMERCIAL	Country of Origin	TR
Country of Destination	UG	Shipment Mode	AIR
Point of Entry	ENTEBBE AIRPORT	Invoice Number.	UI-004
Invoice Date	04-02-2020	Total Invoice Value	2140.0 USD
Status	Approved		

Local Agent

Supplier

Product

Attachments

Query Response

Documents

Cancel Review

Figure 24: Viewing application details

- To know the status of your application, search for the application as demonstrated in figure 23, in case you are queried, search for the application and you will have the column for **Query** as **Open** on that specific application as seen below. This will have options of Edit and view under Action. As shown in the screen short below.

Search

Local Agent. Application No.

Permit Type To Date

From Date

Search

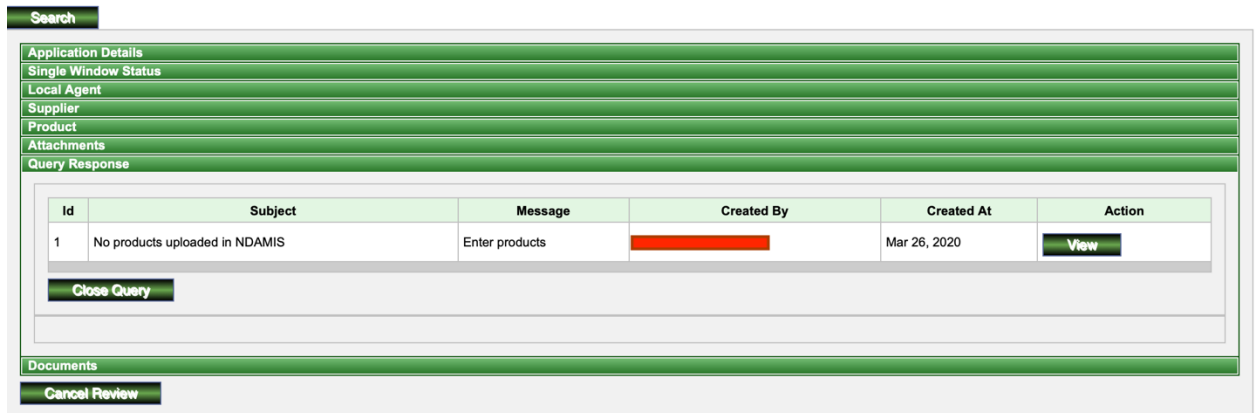
Search Results

ID	Application No.	Permit No.	Application Date	Type	Proforma Invoice No.	Status	Query	Premises	Product Category	Action
1	IEL4232351	NDA/SCI01/30065/2020	25-03-2020	Special Case Import Verification Certificate	PR000125	Pending Verification	Open	NDA/PRE/MDV/4908	Human Equipment , Devices & Sundries	View Edit

Figure 24: Viewing specific applications.

22. Click on view to view exactly what the query as seen below is before you proceed to edit the application. Once you have seen the query, click on cancel, then search for the application again and edit the application to answer the query. Once the query is answered correctly, click on the view tab in the Action column above the edit button to close the query.

If the query is not closed, the person who is verifying the application will not be able to select it even if you have rectified or answered the query.



Search

Application Details

Single Window Status

Local Agent

Supplier

Product

Attachments

Query Response

Id	Subject	Message	Created By	Created At	Action
1	No products uploaded in NDAMIS	Enter products		Mar 26, 2020	View

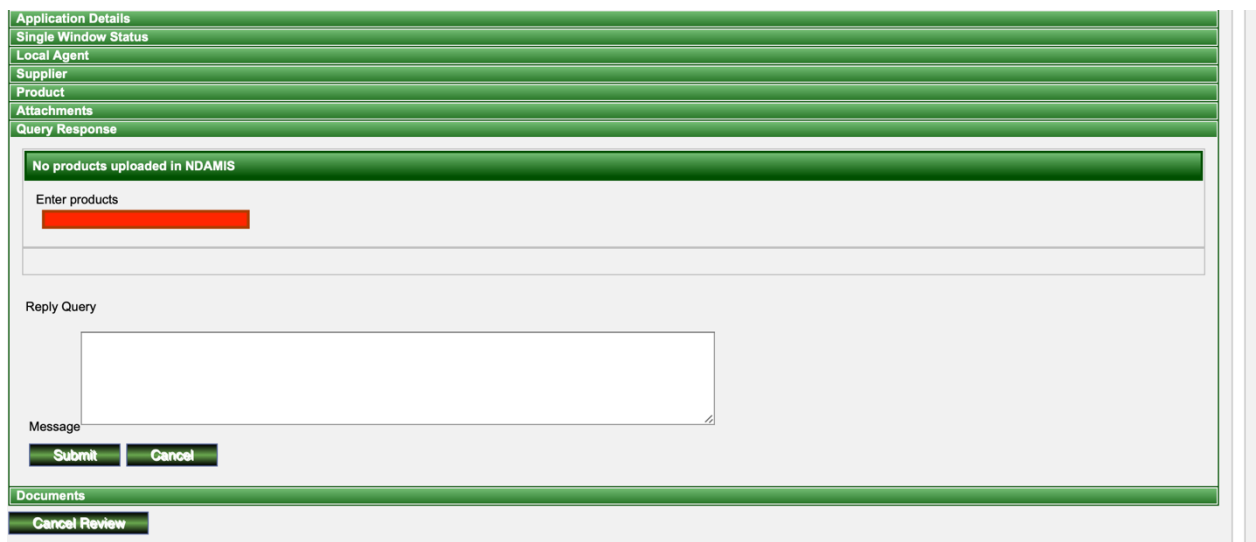
[Close Query](#)

Documents

[Cancel Review](#)

Figure 24: Viewing the specific query.

23. To respond to the query directly if it doesn't need editing or if you have edited already, click on view after clicking the Query response tab and you will be able to reply to the query as seen in the screen short below



Application Details

Single Window Status

Local Agent

Supplier

Product

Attachments

Query Response

No products uploaded in NDAMIS

Enter products

Reply Query

Message

[Submit](#) [Cancel](#)

Documents

[Cancel Review](#)

Figure 24: Replying to the query.



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24. Again, when you are done replying the query, ensure that you close the query so that the application is available for NDA staff action

25. Always endeavor to monitor the progress of your application under View applications and search for the specific application.

Once you are done with your work on the NDAMIS, you should logout by clicking on the “**Logout**” icon

Do not hesitate to Contact our NDA TEAM for any inquiries or help needed
for this online application process

End
