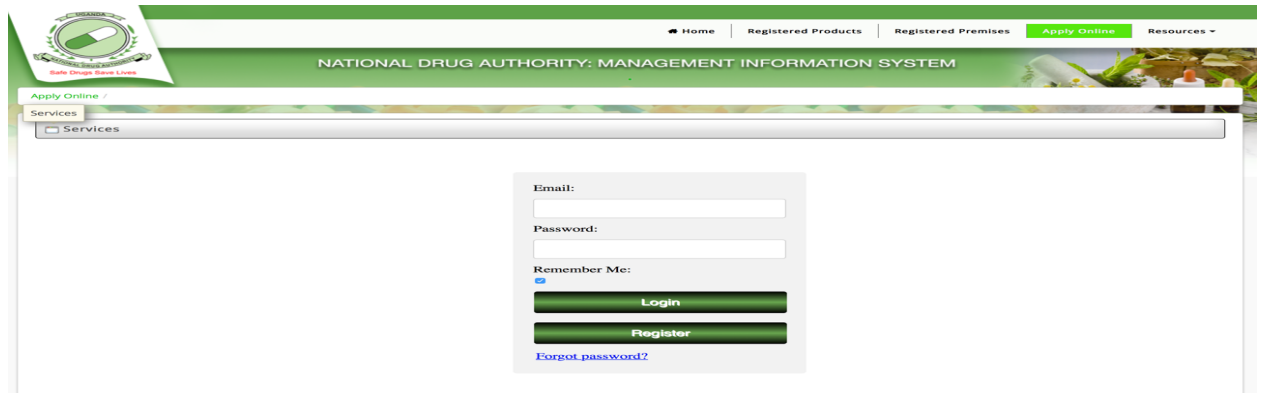


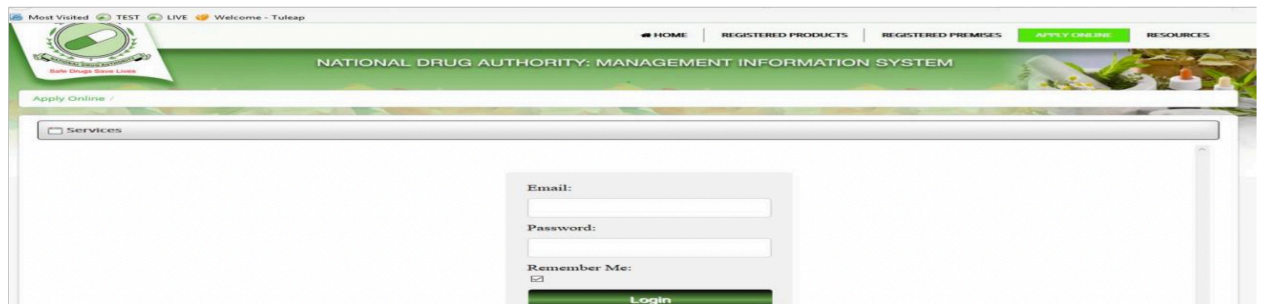
1. Access the NDA Clients portal for NDAMIS by typing [portal.nda.or.ug](http://portal.nda.or.ug) in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.



The screenshot shows the 'Apply Online' page of the National Drug Authority's Management Information System. The page has a green header with the NDA logo and navigation links: Home, Registered Products, Registered Premises, Apply Online (highlighted), and Resources. Below the header, there's a sidebar with 'Apply Online' and 'Services' (expanded). The main content area features a login form with fields for Email and Password, a 'Remember Me' checkbox (checked), and buttons for 'Login' and 'Register'. A link for 'Forgot password?' is also present.

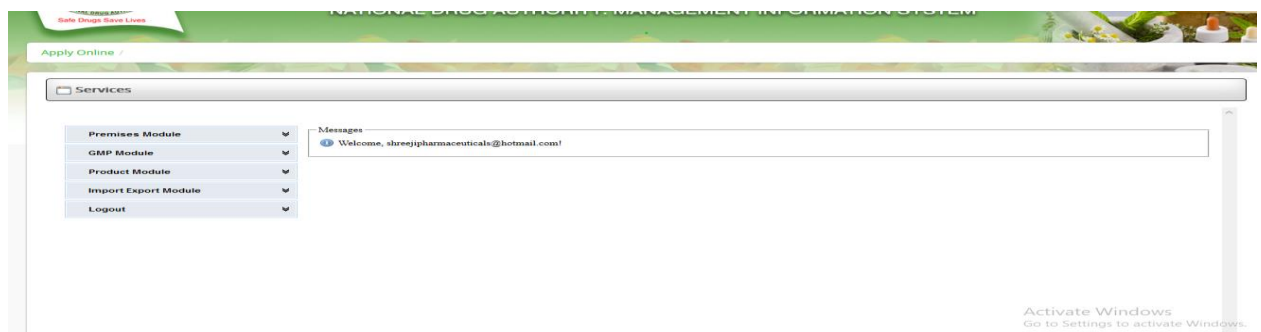
Figure 1: Online Application Page

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 'Apply Online' page with the login form. The 'Remember Me' checkbox is checked, and the 'Login' button is highlighted.

Figure 2: Login Page



The screenshot shows the 'Apply Online' page after a successful login. The 'Services' sidebar is expanded, showing 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!'. At the bottom right, there is a Windows watermark: 'Activate Windows Go to Settings to activate Windows.'

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 Pharmacy 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.

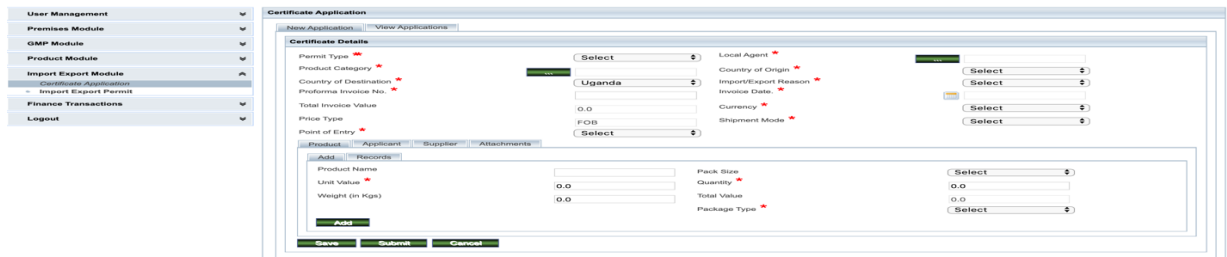


Figure 4: Import/Export Application Page

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

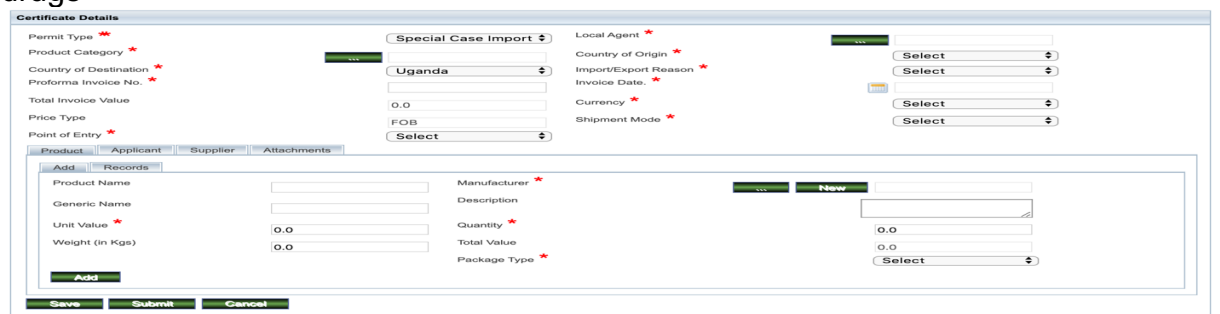


Figure 5: Special Case Import Verification certificate display page



## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

- 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 i.e. Retail Pharmacy or Wholesale Pharmacy, 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:

Id	Premises No	Premises Name	Premises Category	Location	Physical Address	Status	Actions
1	NDA/PRE/WHP/0412	ANDYCO PHARMACY (UGANDA) LTD	Wholesale Pharmacy	Central Region - Nakawa, KAMPALA - CENTRAL DIVISION	Rene Plaza	Active	<input type="button" value="Select"/>

Figure 6: Display of the Wholesale Premise

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

**Certificate Application**

New Application View Applications

**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	<input type="text"/>	Manufacturer	<input type="text"/>
Generic Name	<input type="text"/>	Description	<input type="text"/>
Unit Value	<input type="text" value="0.0"/>	Quantity	<input type="text" value="0.0"/>
Weight (in Kgs)	<input type="text" value="0.0"/>	Total Value	<input type="text" value="0.0"/>
		Package Type	<input type="text" value="Select"/>

Figure 6: Local Agent (Premise) selected

- To select Product category, click on the green button adjacent to Product Category and search for Drugs as seen in the screen shorts below: Under **Type** as seen in the screen short, select the product type **Drugs** and click search. Upon clicking the search, Human Herbal Products, Human Drug Products,



## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

Veterinary Drug Products, Human Anti-Cancer, Human Vaccine Clinical Trial, Veterinary Vaccine, Public Health Products will show up, select the preferred type of drug that you deal in according to your **Product Classification**. For example, If the product classification is Human, you will select: Human Drug Products as shown below.

Product Type Search

Name:  Type:

Id	Name	Department	Classification	Type	Active	Action
----	------	------------	----------------	------	--------	--------

Figure 7: Selecting Product Category

Product Type Search

Name:  Type:

Id	Name	Department	Classification	Type	Active	Action
----	------	------------	----------------	------	--------	--------

Figure 8: Selecting Product type: Drugs

Product Type Search

Name:  Type:

Id	Name	Department	Classification	Type	Active	Action
1	Human Herbal Products	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
2	Human Drug Products	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
3	Veterinary Drug Products	Drug Assessment and Registration Department	Veterinary	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
4	Veterinary Herbal Products	Drug Assessment and Registration Department	Veterinary	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
5	Public Health Products	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
6	Narcotics & Psychotropics	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
7	Veterinary Vaccine	Drug Assessment and Registration Department	Veterinary	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
8	Human Anti Anti Cancer	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>
9	Human Vaccine Clinical Trial	Drug Assessment and Registration Department	Human	Drugs	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>

Figure 9: Display of Product Classification

6. Once the preferred name of classification is selected, the page seen below is displayed. Country of Origin refers to the country where the drugs 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.

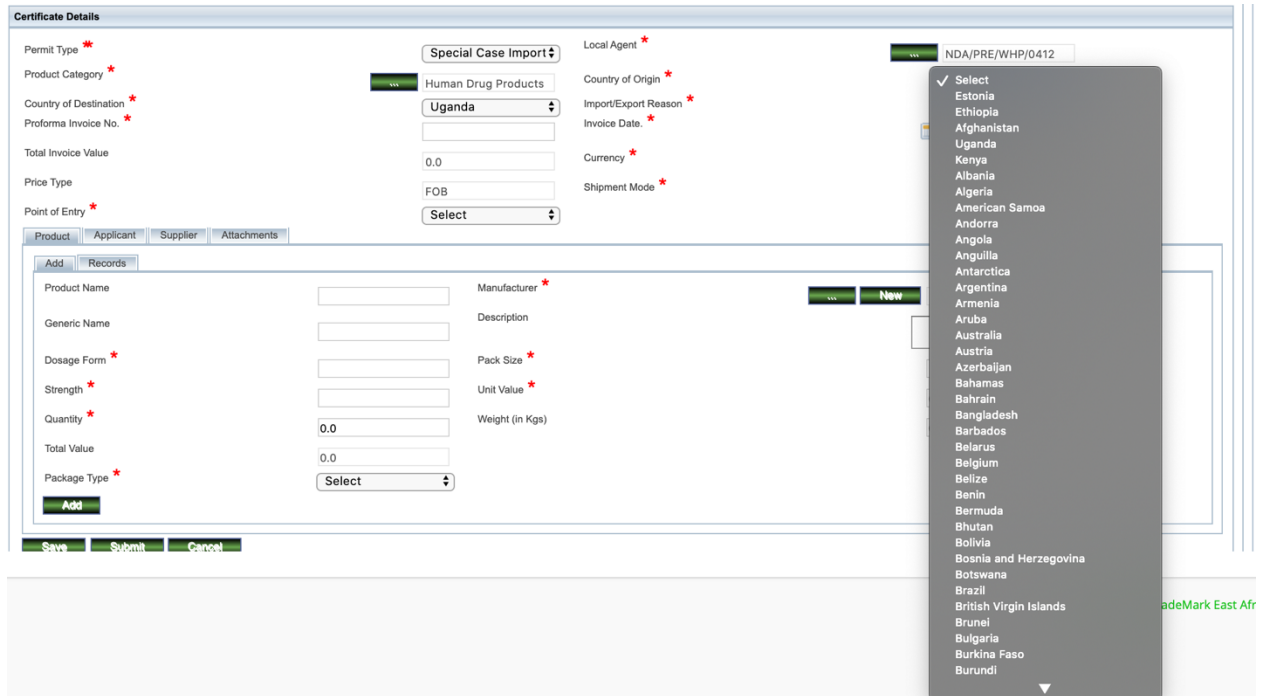


Figure 10: Special Import Verification Details

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.
  - Exempted , if the drugs you are importing are exempted according to the guidelines on importation of unregistered drugs issued by National Drug Authority.



## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

**Certificate Details**

Permit Type \* **Special Case Import** Local Agent \* **NDA/PRE/WHP/0412**

Product Category \* **Human Drug Products** Country of Origin \* **Romania**

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

Proforma Invoice No. \* **HAU 003** Invoice Date. \* **Jul 23, 2019**

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

Price Type **FOB** Shipment Mode \* **EXEMPTED**

Point of Entry \* **Select**

Product | Applicant | Supplier | Attachments

**Add** **Records**

Product Name		Manufacturer *	<b>New</b>
Generic Name		Description	
Dosage Form *		Pack Size *	
Strength *		Unit Value *	<b>0.0</b>
Quantity *	<b>0.0</b>	Weight (in Kgs)	<b>0.0</b>
Total Value	<b>0.0</b>		
Package Type *	<b>Select</b>		

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

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.

**Certificate Details**

Permit Type \* **Special Case Import** Local Agent \* **NDA/PRE/WHP/0412**

Product Category \* **Human Drug Products** Country of Origin \* **Romania**

Country of Destination \* **Uganda** Import/Export Reason \* **EXEMPTED**

Proforma Invoice No. \* **HAU 003** Invoice Date. \* **Jul 23, 2019**

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

Price Type **FOB** Shipment Mode \* **EXEMPTED**

Point of Entry \* **Select**

Product | Applicant | Supplier | Attachments

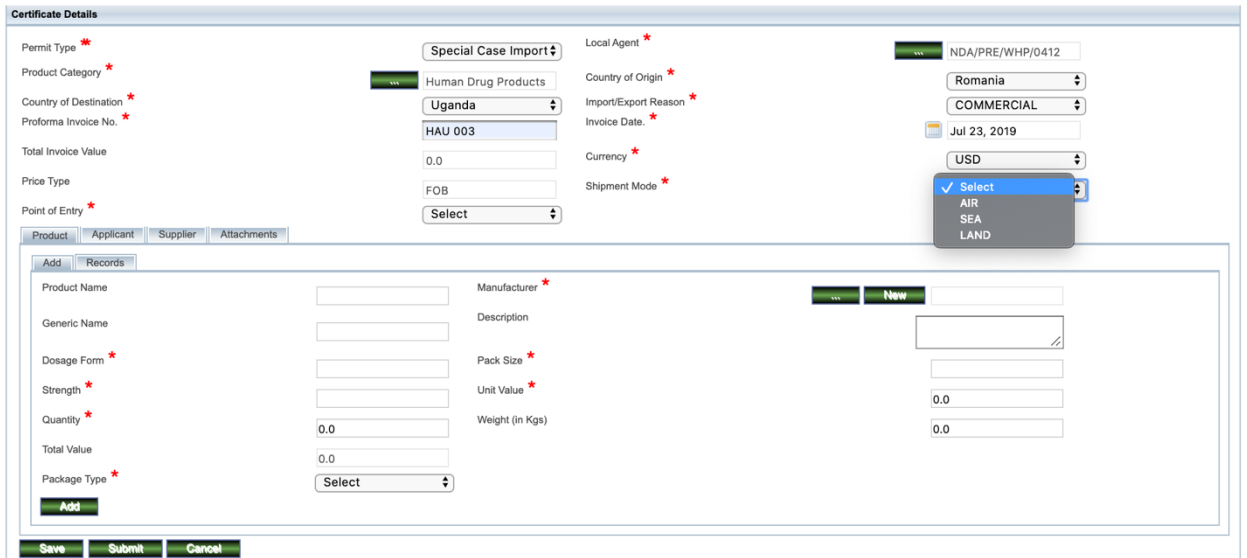
**Add** **Records**

Product Name		Manufacturer *	<b>New</b>
Generic Name		Description	
Dosage Form *		Pack Size *	
Strength *		Unit Value *	<b>0.0</b>
Quantity *	<b>0.0</b>	Weight (in Kgs)	<b>0.0</b>
Total Value	<b>0.0</b>		
Package Type *	<b>Select</b>		

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

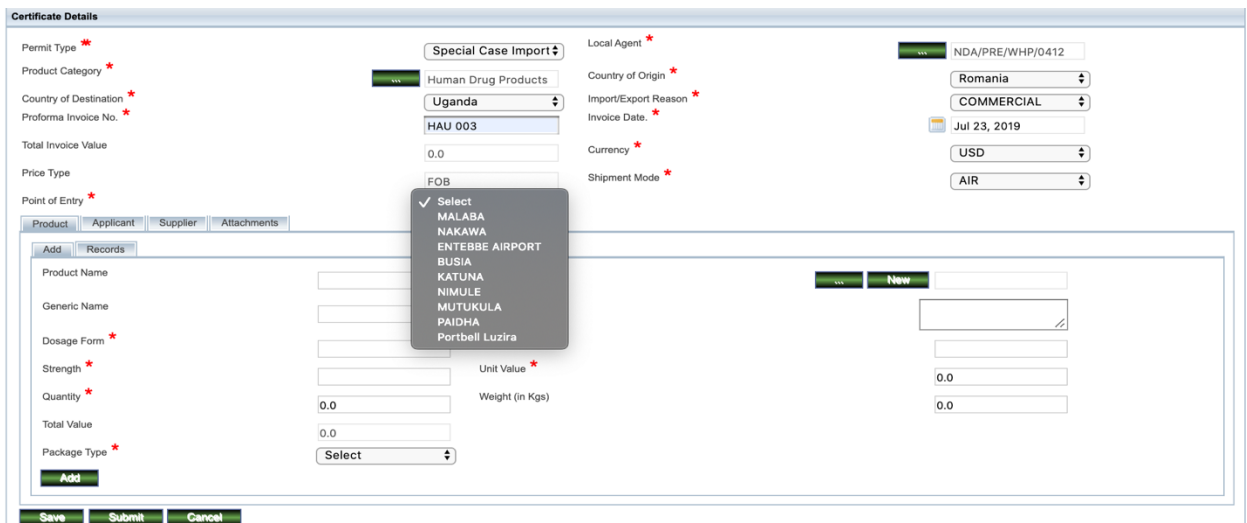
Figure 12: Currency selection

- 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 Details' form in the NDAMIS system. The 'Shipment Mode' dropdown menu is open, displaying options: Select, AIR, SEA, and LAND. The 'Select' option is currently highlighted. Other fields in the form include: Permit Type (Special Case Import), Product Category (Human Drug Products), Country of Destination (Uganda), Proforma Invoice No. (HAU 003), Total Invoice Value (0.0), Price Type (FOB), Point of Entry (Select), Local Agent (NDA/PRE/WHP/0412), Country of Origin (Romania), Import/Export Reason (COMMERCIAL), Invoice Date (Jul 23, 2019), and Currency (USD). The bottom section of the form contains tabs for Product, Applicant, Supplier, and Attachments, with a table for adding product details.

Figure 13: Shipment Mode selection



The screenshot shows the same 'Certificate Details' form, but with the 'Point of Entry' dropdown menu open. The menu displays a list of locations: Select, MALABA, NAKAWA, ENTEBBE AIRPORT, BUSIA, KATUNA, NIMULE, MUTUKULA, PAIDHA, and Portbell Luzira. The 'Select' option is highlighted. The rest of the form fields are identical to the previous screenshot.

Figure 14: Point of Entry selection

**NB:**

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

10. To enter the drugs 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.

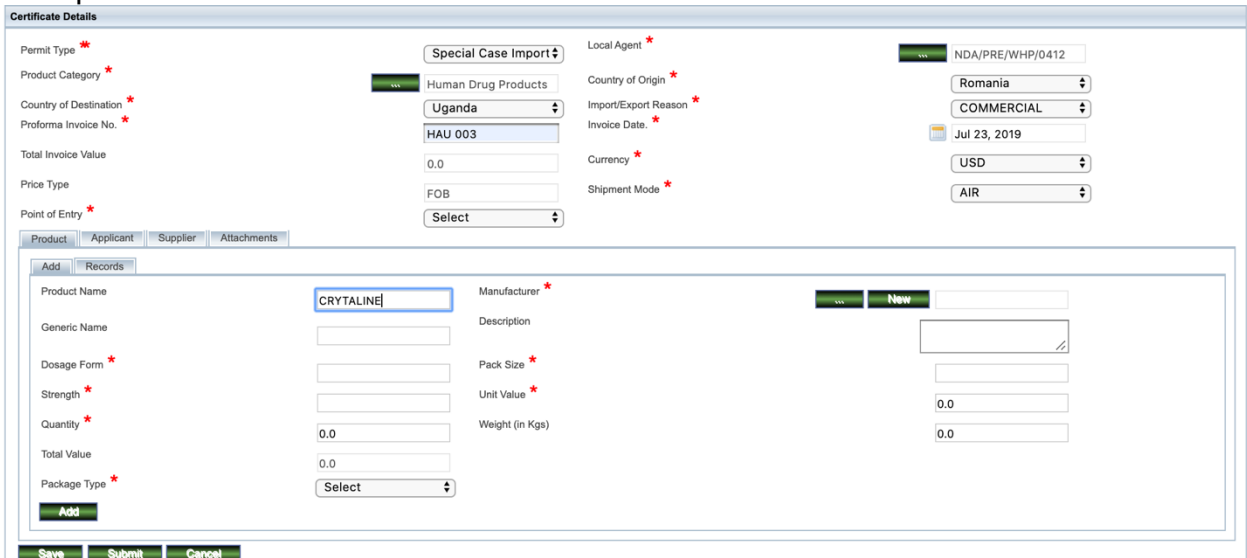
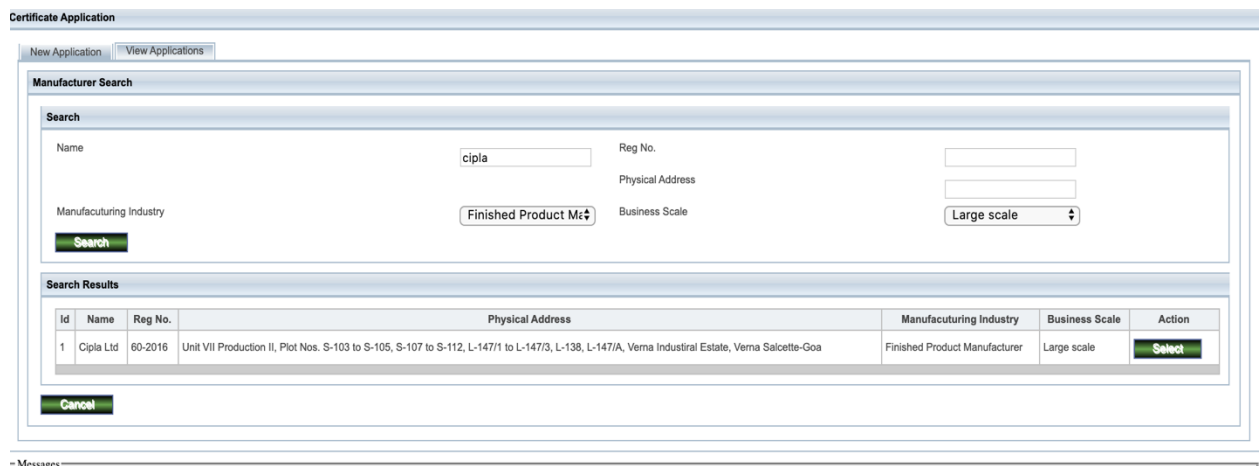


Figure 15: Drug Product Name

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. Then Input the name of the manufacture and click search. Once the details of the manufacturer show up specific to that address, click select and the details of the manufacturer will be added to the specific drug product input.



Id	Name	Reg No.	Physical Address	Manufacturing Industry	Business Scale	Action
1	Cipla Ltd	60-2016	Unit VII Production II, Plot Nos. S-103 to S-105, S-107 to S-112, L-147/1 to L-147/3, L-138, L-147/A, Verna Industrial Estate, Verna Salcette-Goa	Finished Product Manufacturer	Large scale	Select

Figure 16: Searching to add already existing manufacturer details





## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

### 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.

The screenshot shows the 'Add Manufacturer' form in the 'Certificate Application' system. The form has the following fields and values:

- Name: turkey nitendo
- Business Scale: Large scale
- Manufacturing Industry: Finished Product Manu
- Country: Turkey
- Region: Select Region
- City: Select City
- Postal Address: carben
- Postal Location: wauun struut
- Physical Address: carben wauun struut turkey

Below the form, there are tabs for 'Telephone Details' and 'Email Details'. The 'Add Records' table is visible, showing one record:

Id	Email Type	Address	Delete
1	Business	turkey@tur.com	Delete

At the bottom right, there are buttons for 'Add Manufacturer' and 'Cancel'.

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

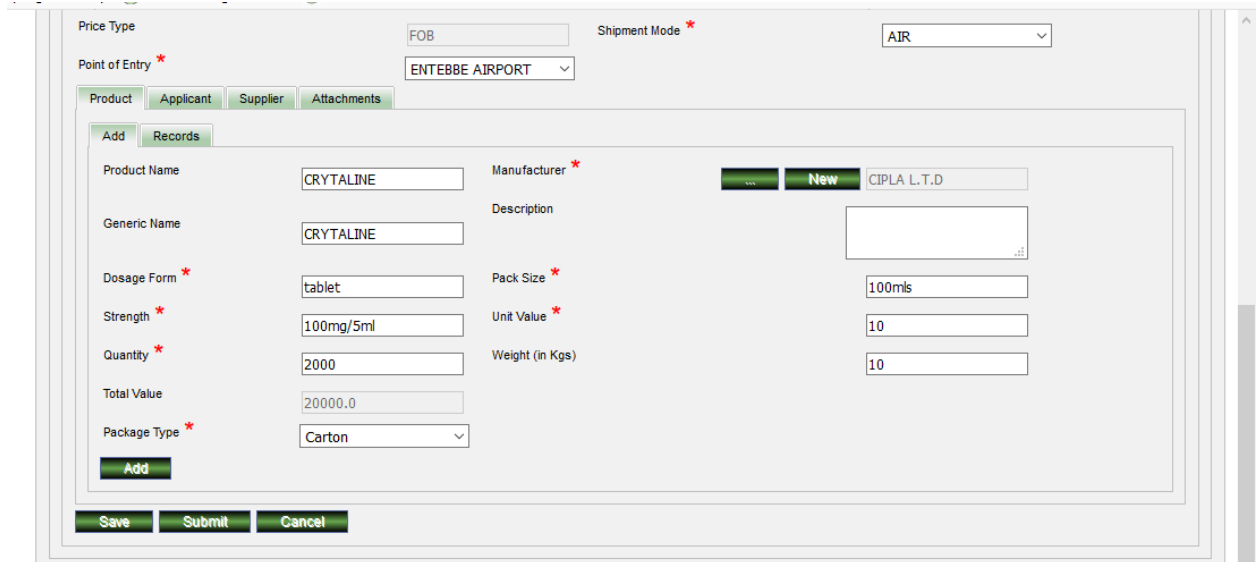
- After adding the manufacturer, input all the missing details as displayed in the Screen shot below i.e. (Generic Name, Description, Dosage Form, Pack Size, Strength, Unit Value, Quantity, Weight in Kg's, Package Type ...**Strictly In that Order**), as shown below. Then select the Package type from 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.

The field that has a red Asterix \* should not be left empty.

## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs



Price Type: FOB Shipment Mode: AIR

Point of Entry: ENTEBBE AIRPORT

Product Applicant Supplier Attachments

Add Records

Product Name: CRYTALINE Manufacturer: CIPLA L.T.D.

Generic Name: CRYTALINE Description:

Dosage Form: tablet Pack Size: 100mls

Strength: 100mg/5ml Unit Value: 10

Quantity: 2000 Weight (in Kgs): 10

Total Value: 20000.0

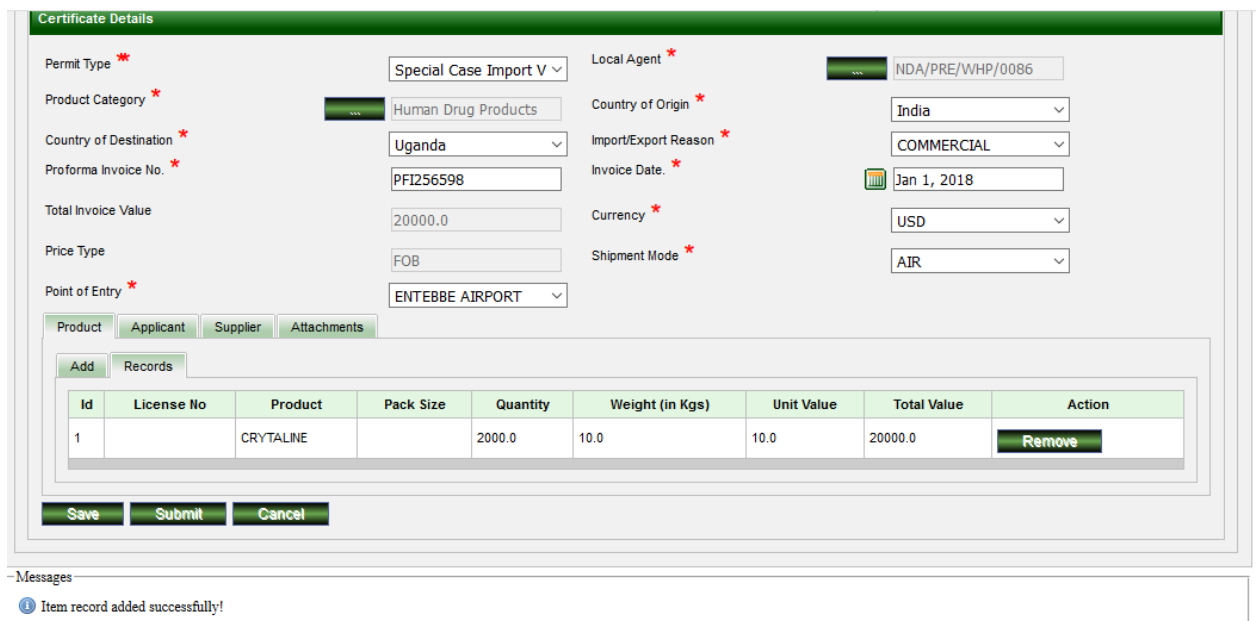
Package Type: Carton

Add Save Submit Cancel

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

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

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



Certificate Details

Permit Type: Special Case Import V Local Agent: NDA/PRE/WHP/0086

Product Category: Human Drug Products Country of Origin: India

Country of Destination: Uganda Import/Export Reason: COMMERCIAL

Proforma Invoice No.: PFI256598 Invoice Date: Jan 1, 2018

Total Invoice Value: 20000.0 Currency: USD

Price Type: FOB Shipment Mode: AIR

Point of Entry: ENTEBBE AIRPORT

Product Applicant Supplier Attachments

Add Records

Id	License No	Product	Pack Size	Quantity	Weight (in Kgs)	Unit Value	Total Value	Action
1		CRYTALINE		2000.0	10.0	10.0	20000.0	Remove

Save Submit Cancel

Messages

Item record added successfully!

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



## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

### NB:

In case you have more than one product on the PFI having the same Manufacturer details and the manufacturer details were New, i.e. added by yourself, first add one product, then 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 entry, click on “Add” tab to save the product entry. To delete a product entry, click on “Records” and then click “Remove” against the product 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 titled 'Permit Type' and includes various fields for product and applicant information. The 'Applicant' tab is selected, showing fields for Name, TIN, Postal Code, Country, Registration No., Postal Address, Building, and Telephone Details. The form is currently showing the 'Applicant' tab, which includes fields for Name, TIN, Postal Code, Country, Registration No., Postal Address, Building, and Telephone Details. The form is currently showing the 'Applicant' tab, which includes fields for Name, TIN, Postal Code, Country, Registration No., Postal Address, Building, and Telephone Details.

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 (...). Input the name and then select the searched supplier

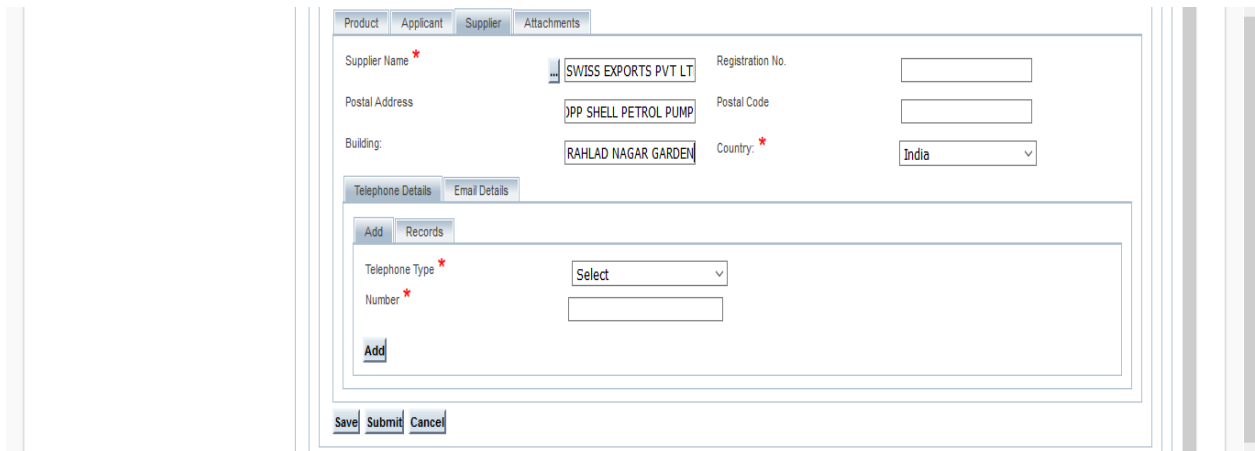


Figure 21: Supplier details. Ensure you input the email & phone number as well

- 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

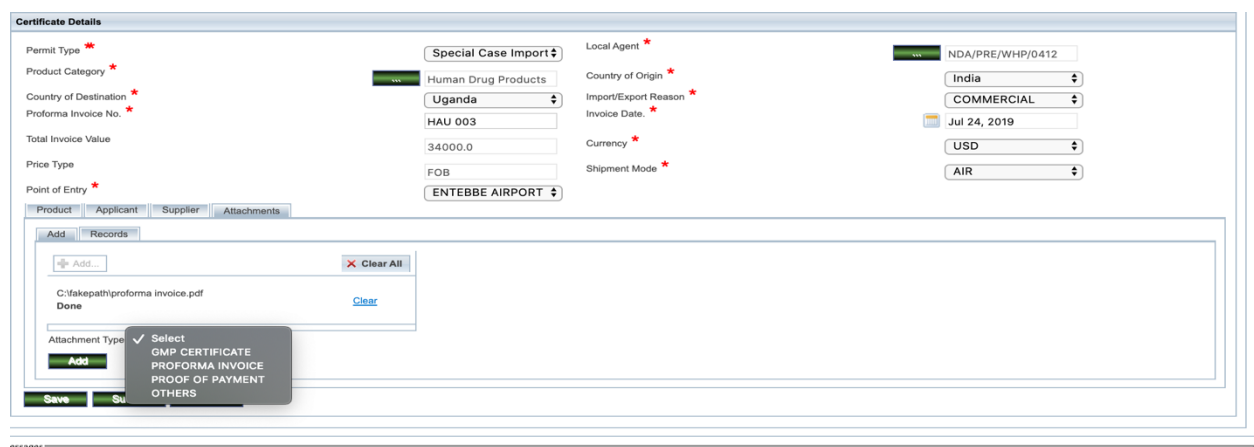
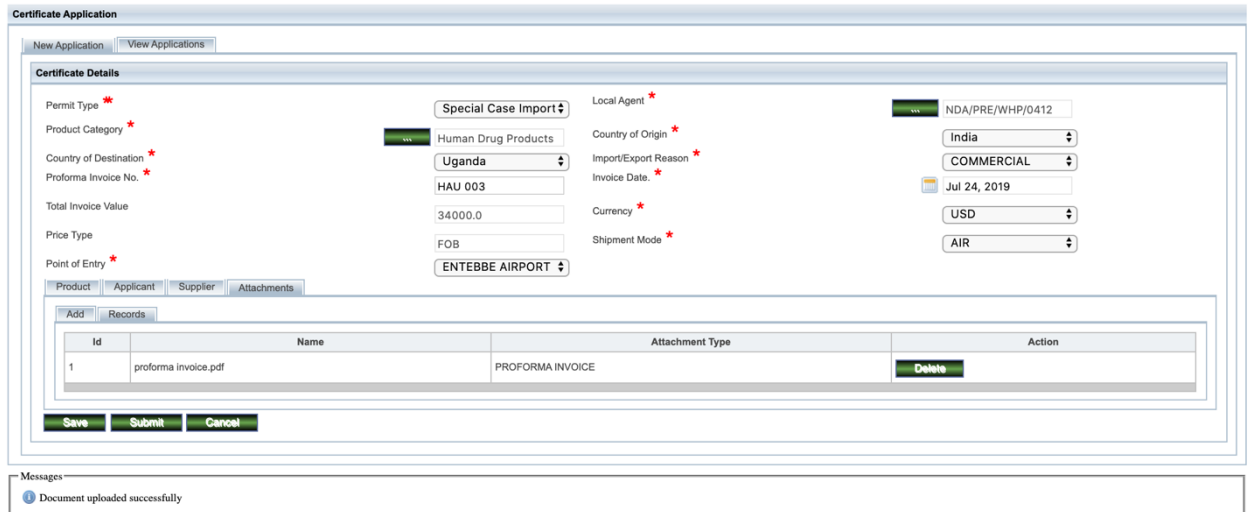


Figure 22: Attachments needed for Verification.

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

Product Category \* Human Drug Products

Country of Destination \* Uganda

Proforma Invoice No. \* HAU 003

Total Invoice Value 34000.0

Price Type FOB

Point of Entry \* ENTebbe AIRPORT

Local Agent \* NDA/PRE/WHP/0412

Country of Origin \* India

Import/Export Reason \* COMMERCIAL

Invoice Date \* Jul 24, 2019

Currency \* USD

Shipment Mode \* AIR

Product | Applicant | Supplier | Attachments

Add | Records

Id	Name	Attachment Type	Action
1	proforma invoice.pdf	PROFORMA INVOICE	Delete

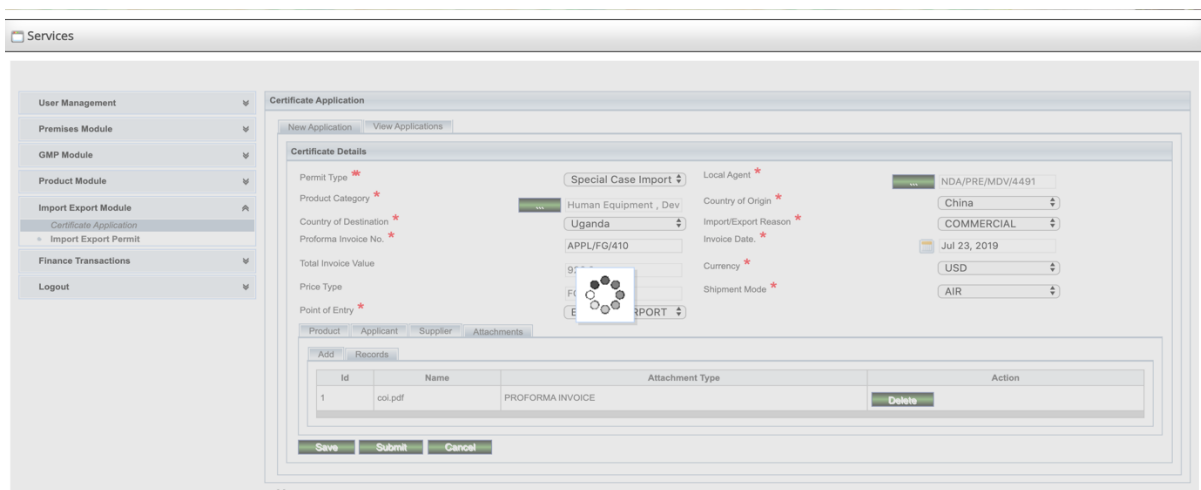
Save Submit Cancel

Messages

Document uploaded successfully

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 | Finance Transactions | Logout

**Certificate Application**

New Application | View Applications

**Certificate Details**

Permit Type \* Special Case Import

Product Category \* Human Equipment , Dev

Country of Destination \* Uganda

Proforma Invoice No. \* APPL/FG/410

Total Invoice Value 9

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

Product | Applicant | Supplier | Attachments

Add | Records

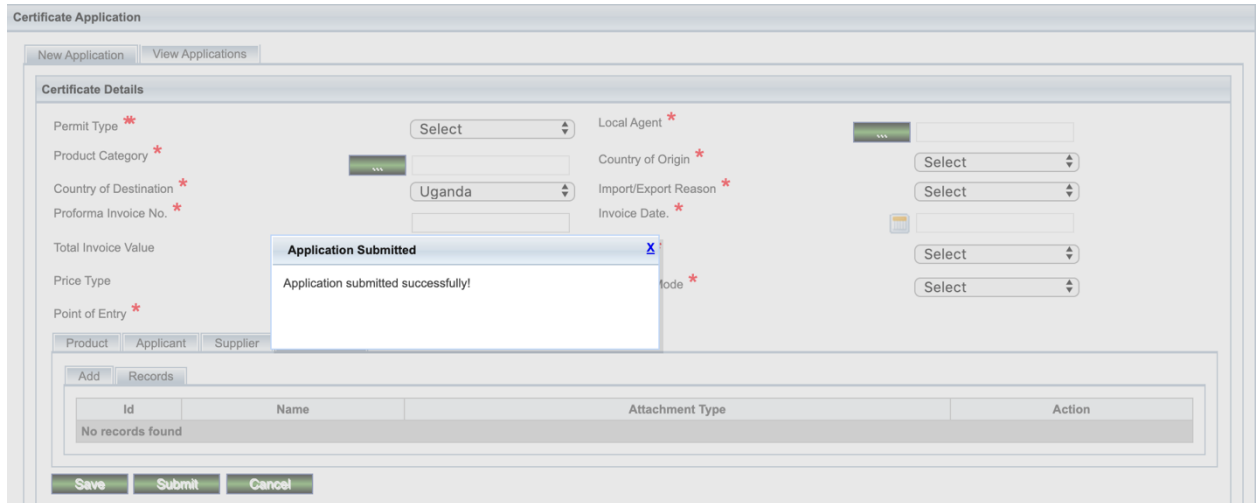
Id	Name	Attachment Type	Action
1	cci.pdf	PROFORMA INVOICE	Delete

Save Submit Cancel

Messages

Figure 23: Application being submitted

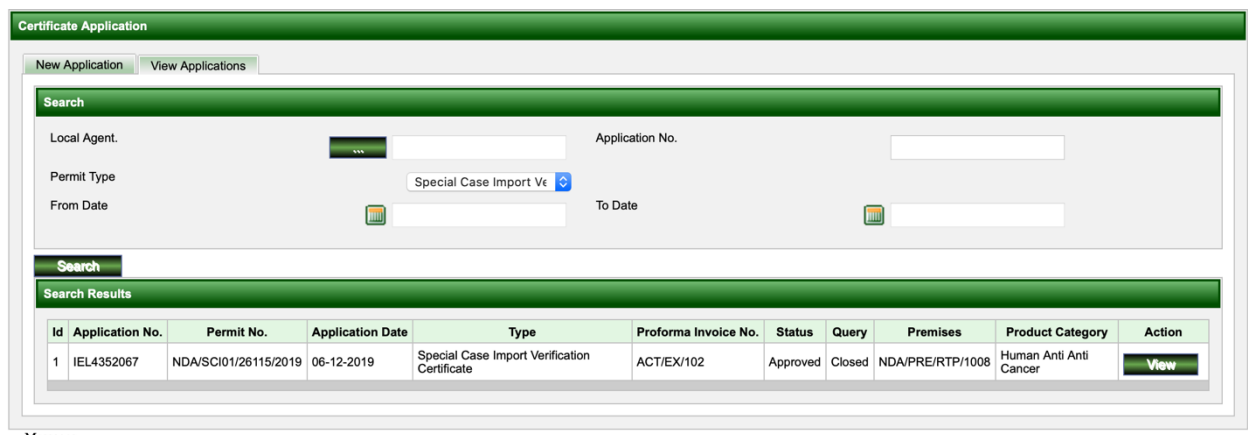
## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs



The screenshot shows the 'Certificate Application' form with a modal window titled 'Application Submitted' displaying the message 'Application submitted successfully!'. The form includes fields for Permit Type, Product Category, Country of Destination, Proforma Invoice No., Total Invoice Value, Price Type, Point of Entry, Local Agent, Country of Origin, Import/Export Reason, Invoice Date, and Mode. A table at the bottom shows 'No records found'.

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.



The screenshot shows the 'Certificate Application' form with the 'View Applications' tab selected. The 'Search' section includes fields for Local Agent, Permit Type, From Date, Application No., and To Date. The 'Search Results' table displays the following data:

Id	Application No.	Permit No.	Application Date	Type	Proforma Invoice No.	Status	Query	Premises	Product Category	Action
1	IEL4352067	NDA/SCI01/26115/2019	06-12-2019	Special Case Import Verification Certificate	ACT/EX/102	Approved	Closed	NDA/PRE/RTP/1008	Human Anti Anti Cancer	<a href="#">View</a>

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



## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

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

21. 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.

**Certificate Application**

New Application View Applications

**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	IEL4956382	NDA/SCI01/23708/2019	08-10-2019	Special Case Import Verification Certificate	16/2019	Pending Technical Verification	Open	NDA/PRE/WHP/0193	Human Drug Products	<input type="button" value="View"/> <input type="button" value="Edit"/>

**Local Agent**

**Supplier**

**Product**

**Attachments**

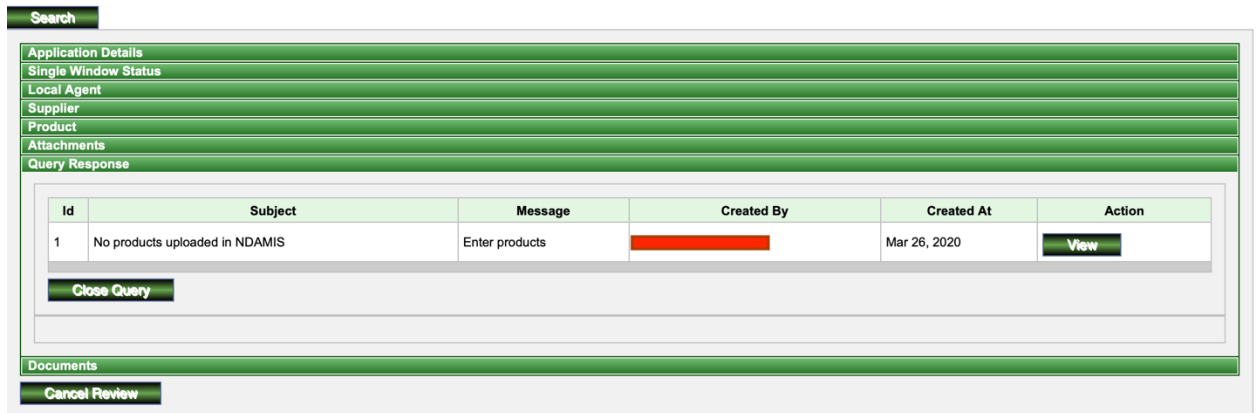
**Query Response**

**Documents**

**Cancel Review**

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

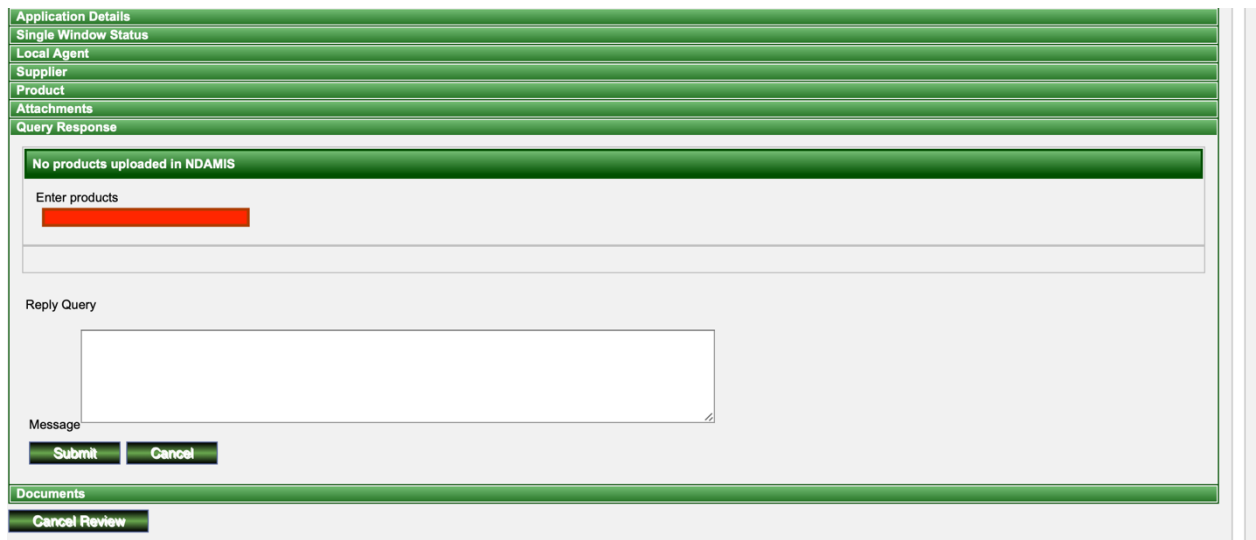
Id	Subject	Message	Created By	Created At	Action
1	No products uploaded in NDAMIS	Enter products		Mar 26, 2020	<b>View</b>

**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.





## Stepwise guide for making an online application for Verification Certificate in NDAMIS for Un-Registered Drugs

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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**

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