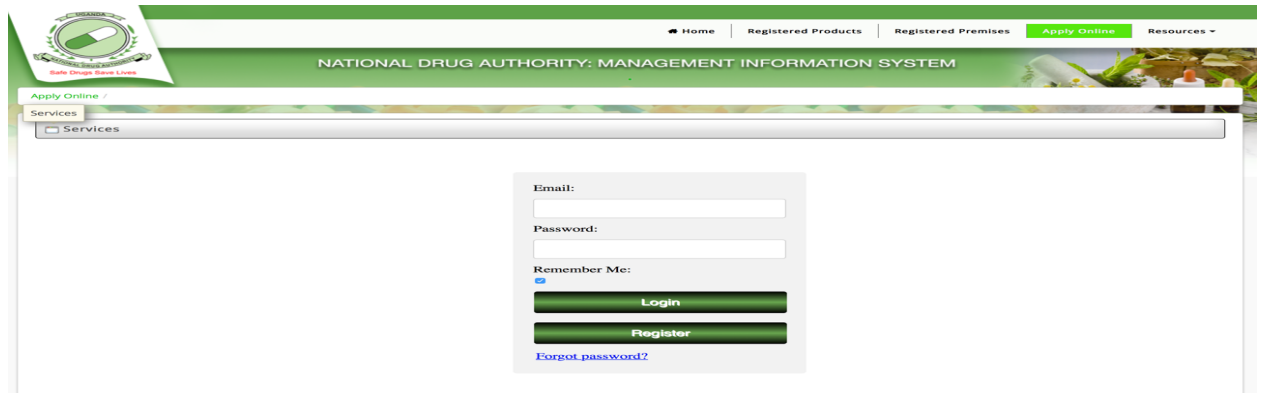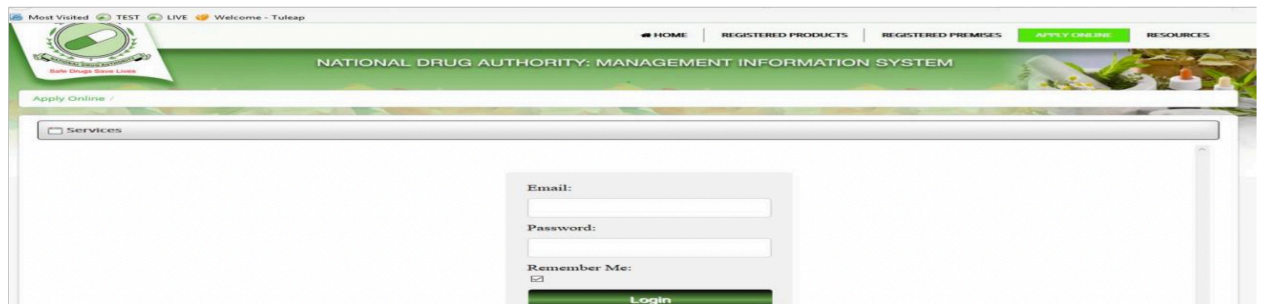1. Access the NDA Clients portal for NDAMIS by typing portal.nda.or.ug in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.
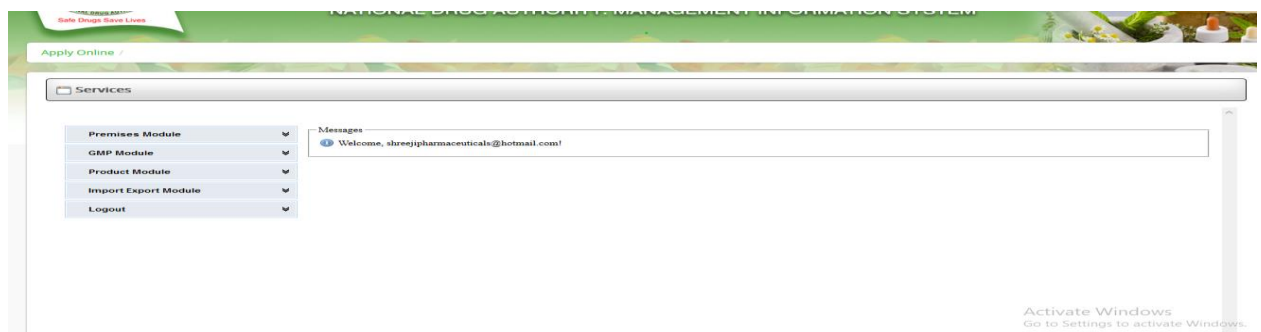

Figure 1: Online Application Page

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

Figure 2: Login Page

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 procced 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.
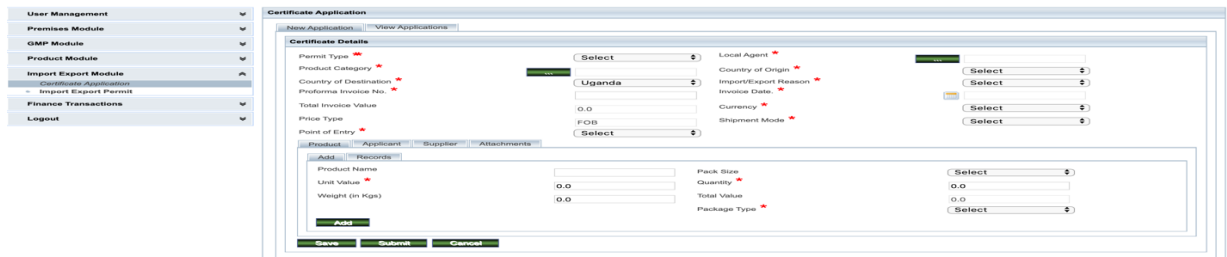

Figure 4: Import/Export Application Page

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
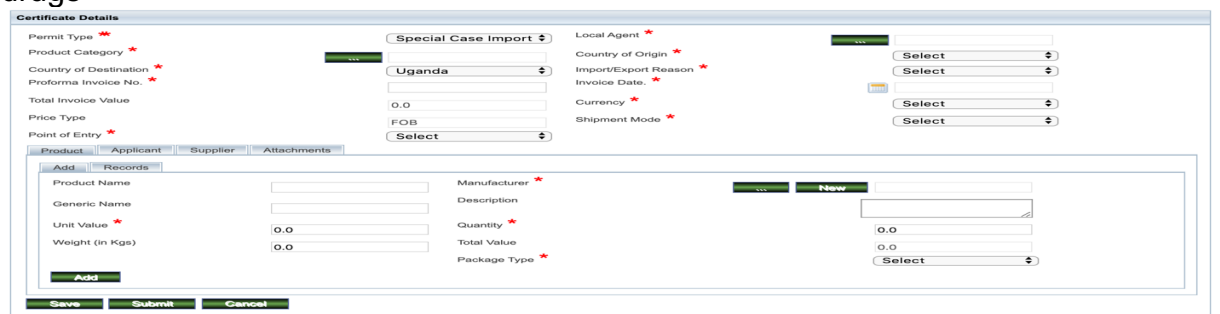

Figure 5: Special Case Import Verification certificate display page

4. 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.

Figure 6: Display of the Wholesale Premise

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

Figure 6: Local Agent (Premise) selected

6. 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,

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.

Figure 7: Selecting Product Category

Figure 8: Selecting Product type: Drugs

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.
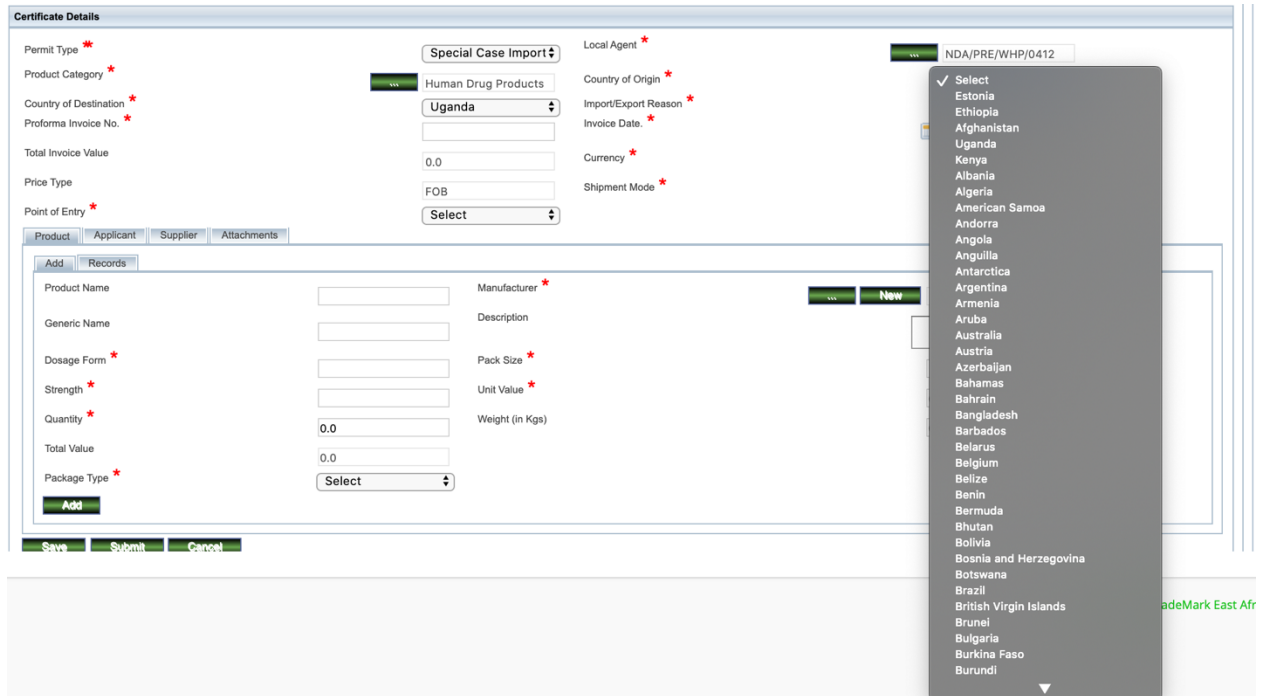

Figure 10: Special Import Verification Details

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.

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Figure 11: Import /Export Reason selection

8. 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.

Figure 12: Currency selection

9. 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.

Figure 13: Shipment Mode selection

Figure 14: Point of Entry selection

NB:

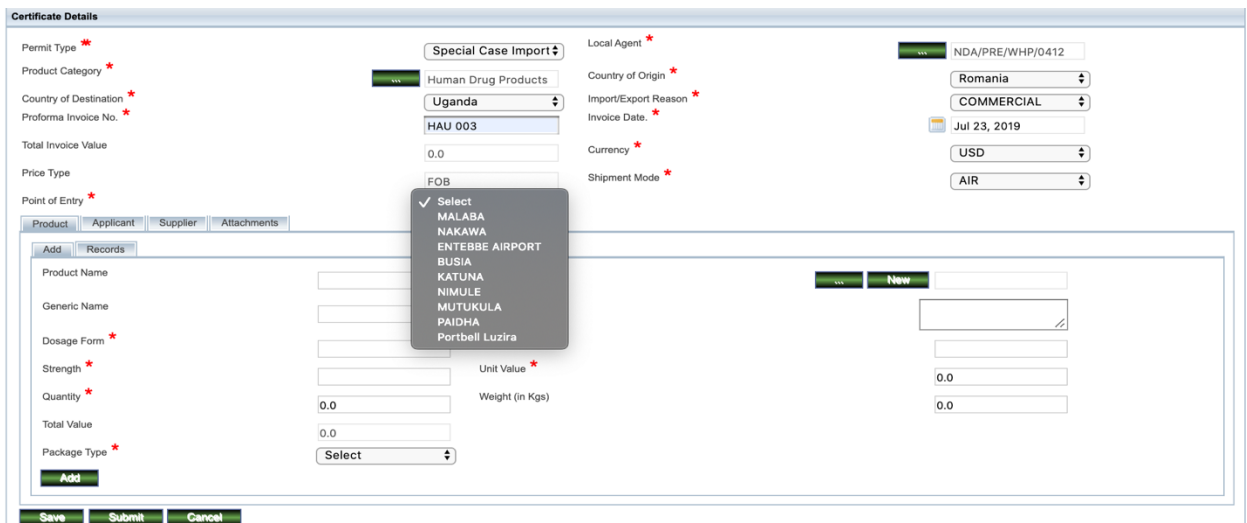Total invoice value is auto-generated by the system as the products are entered and added.

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.
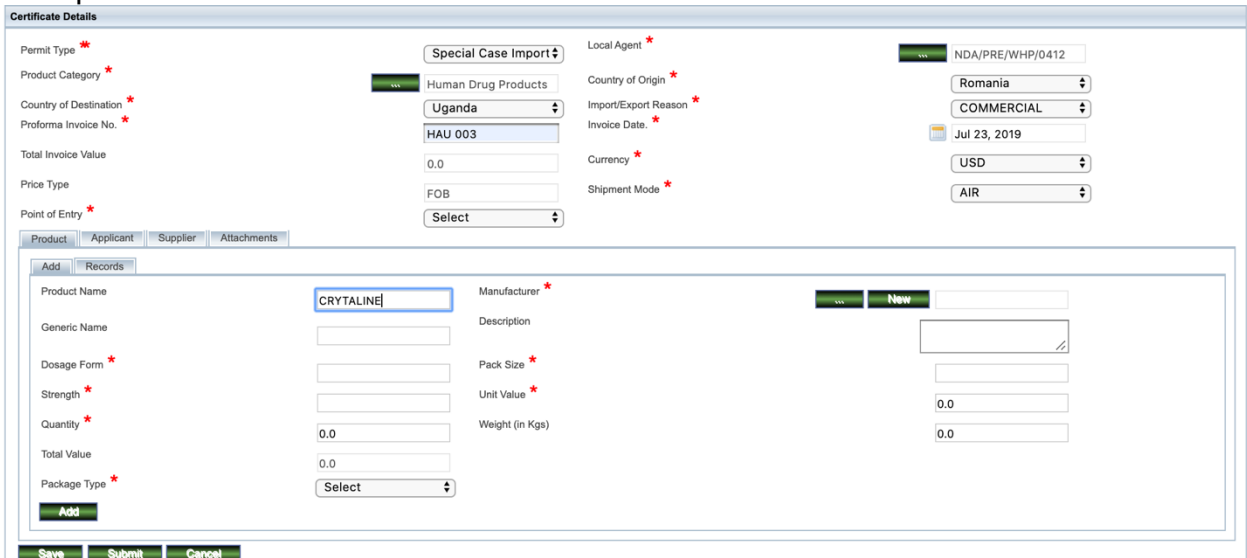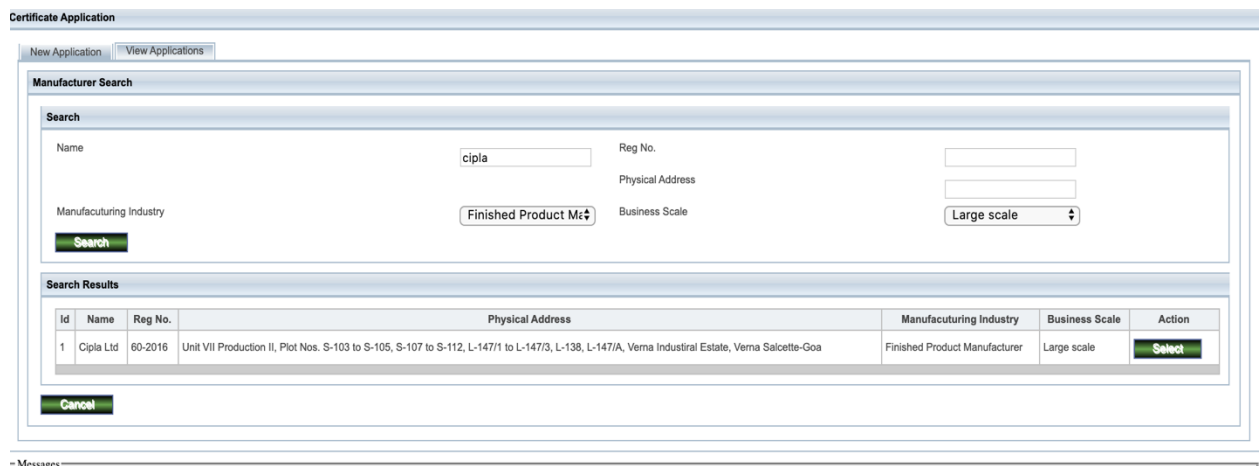
Figure 15: Drug Product Name

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.

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 not 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.

Figure 17: Adding a new non-existing manufacturer to the system
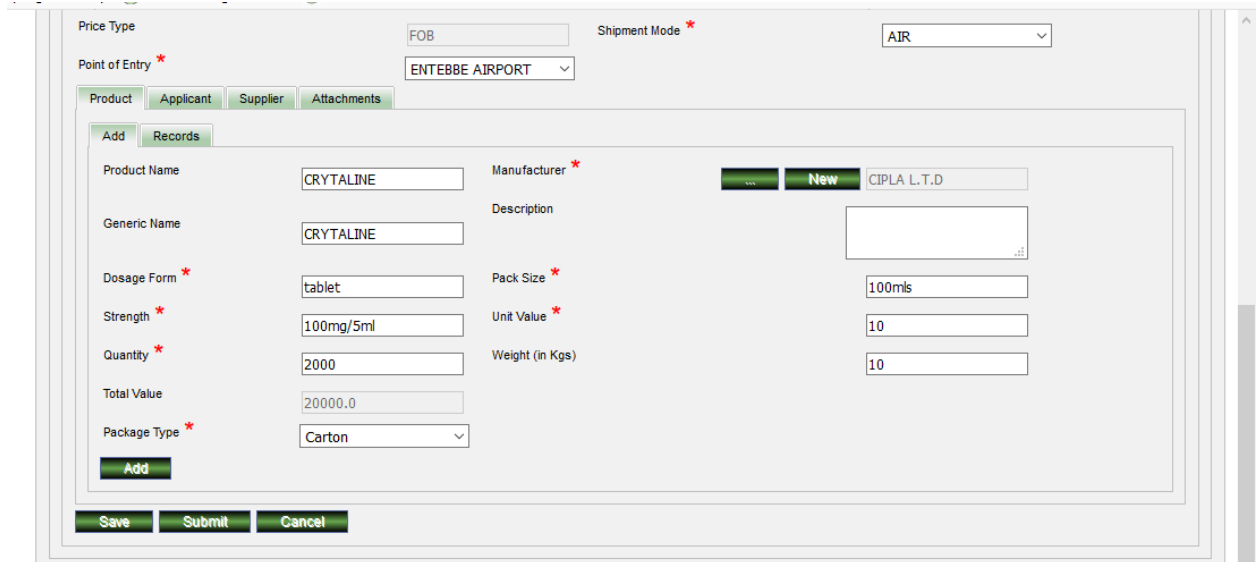
12. After adding the manufacturer, input all the missing details as displayed in the Screen shot below i.e. (Generic Name, Description, Dosage Form, Pack Size, Strength, Unit Value, Quantity, Weight in Kg's, Package Type ...**Strictly In that Order),** as shown below. Then select the Package type from 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.
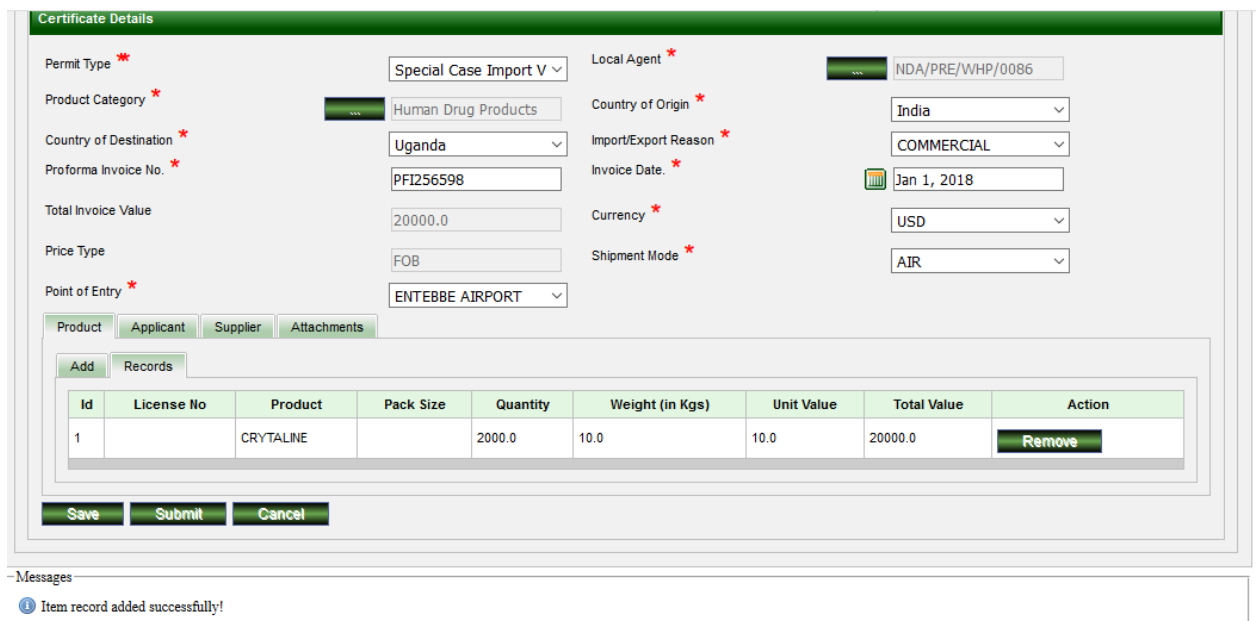
Figure 18: Adding Product details as per the Proforma Invoice.

- 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.

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

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

Figure 20: Capturing Applicant details

15. Click on Supplier tab and enter the details of supplier as they appear on the Pro-forma 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
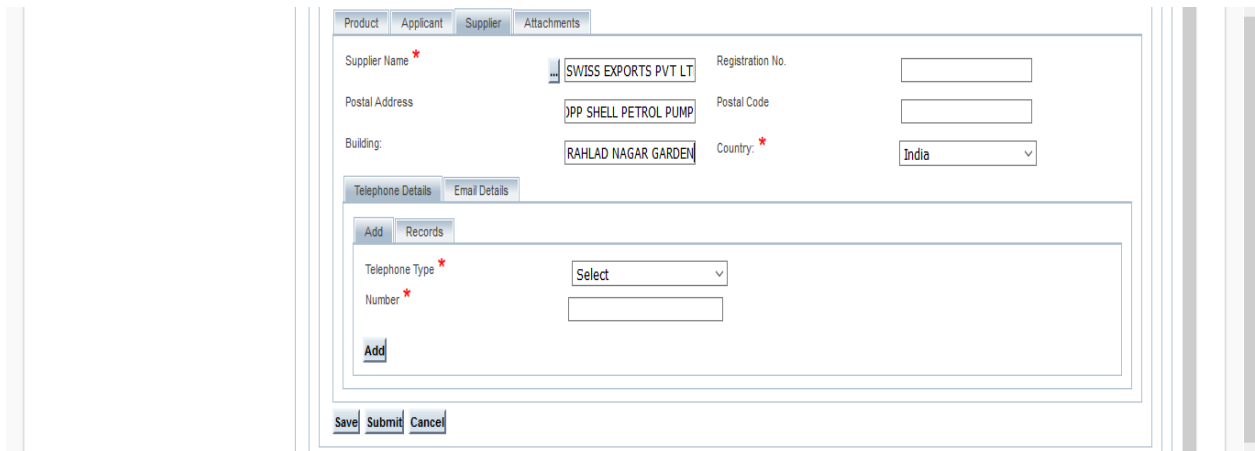

Figure 21: Supplier details. Ensure you input the email & phone number as well

16. 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
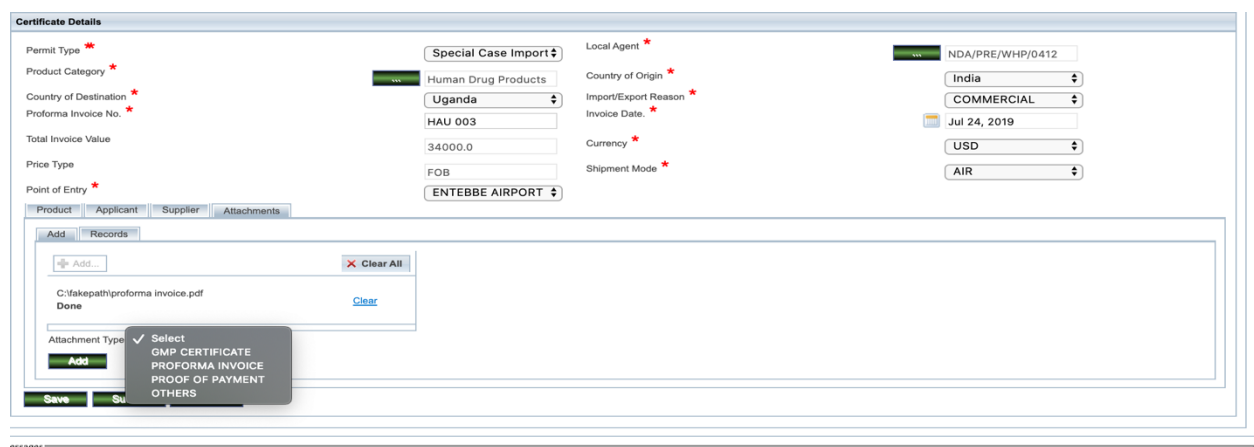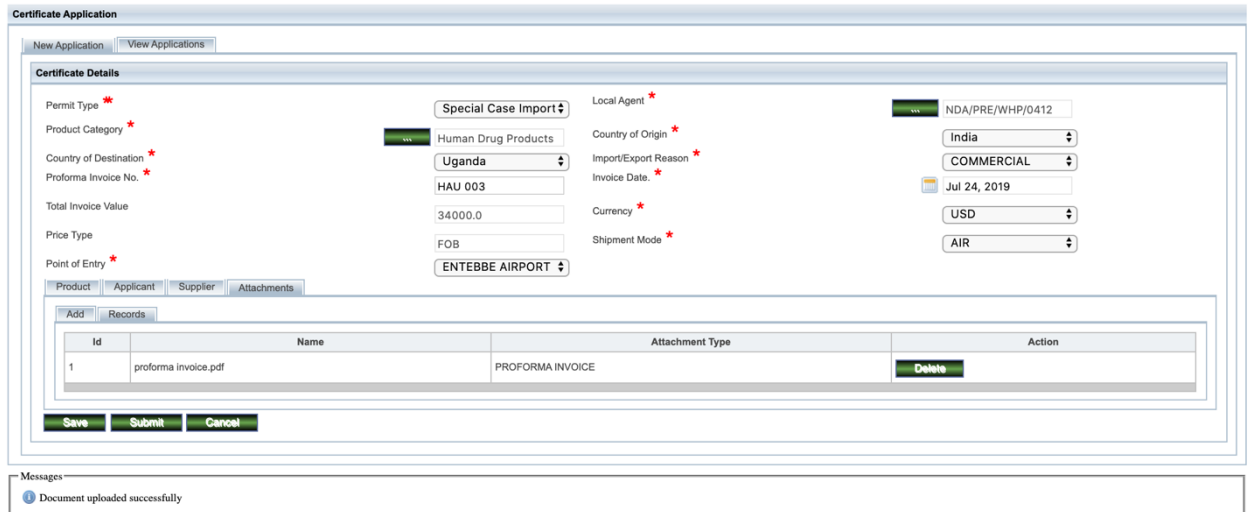

Figure 22: Attachments needed for Verification.

17. You can always check under records to confirm if the attachments that you added have been successfully added, as shown below
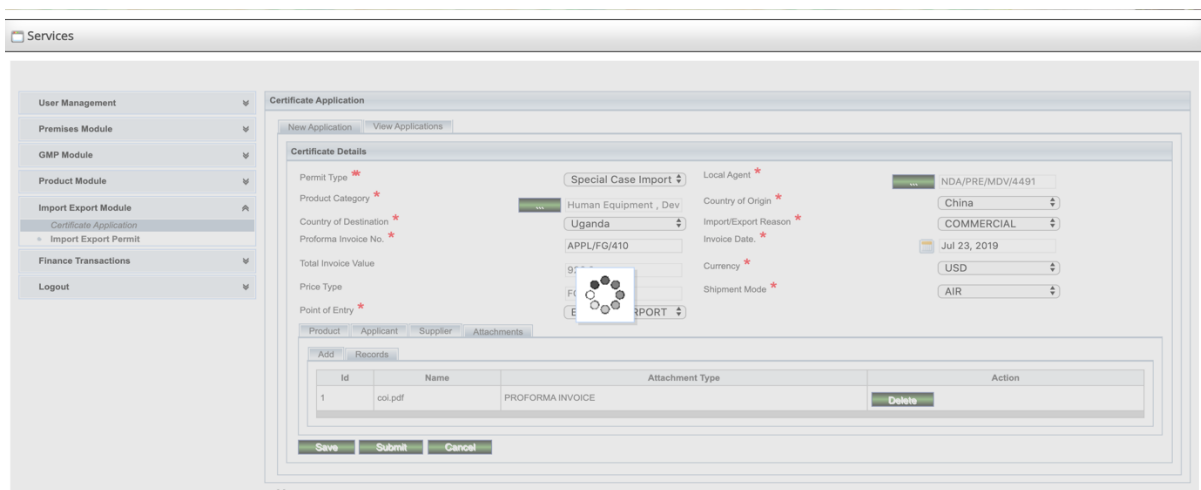
Figure 23: Check to see if attachments are successfully added

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.

Figure 23: Application being submitted
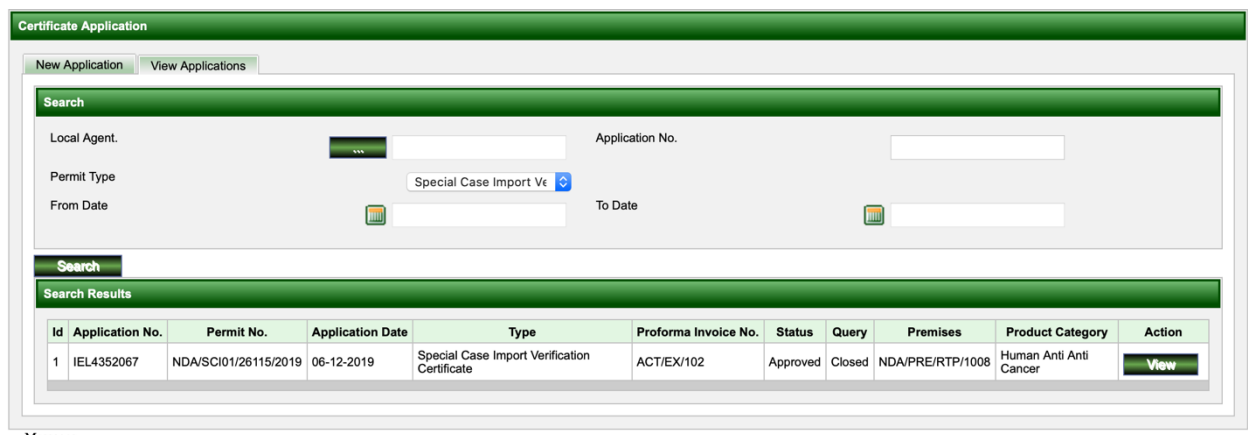
Figure 23: Application submitted successfully

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.

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.

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.

Figure 24: Viewing specific applications.

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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.

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

Figure 24: Replying to the query.

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