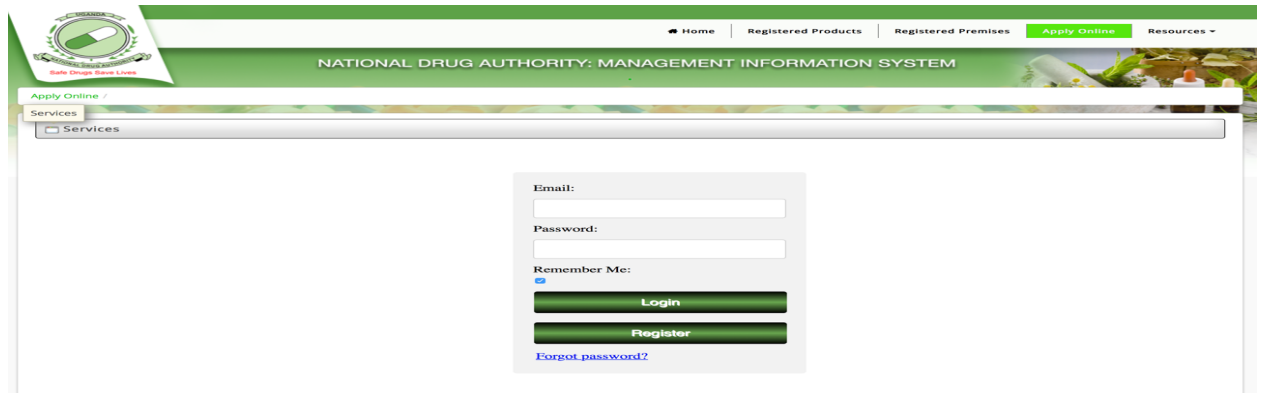


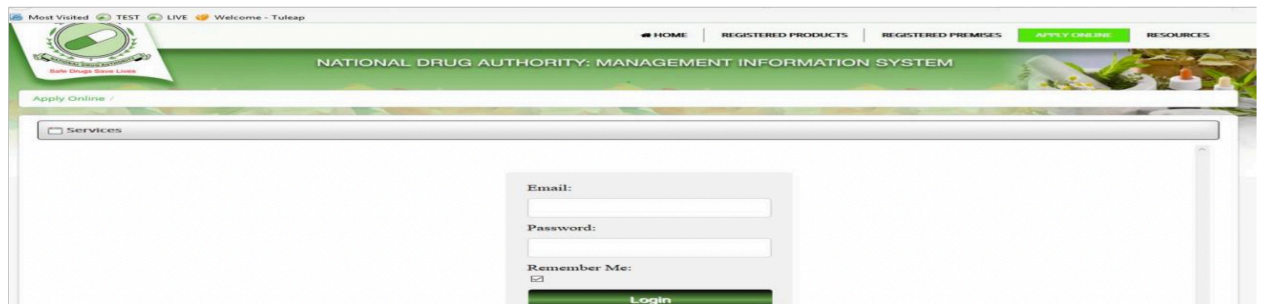
1. Access the NDA Clients portal for NDAMIS by typing portal.nda.or.ug in your browser (Mozilla Firefox or chrome). You must be a registered Pharmacist and have logins to login on the portal.



The screenshot shows the '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 two green buttons: 'Login' and 'Register'. A link for 'Forgot password?' is also present.

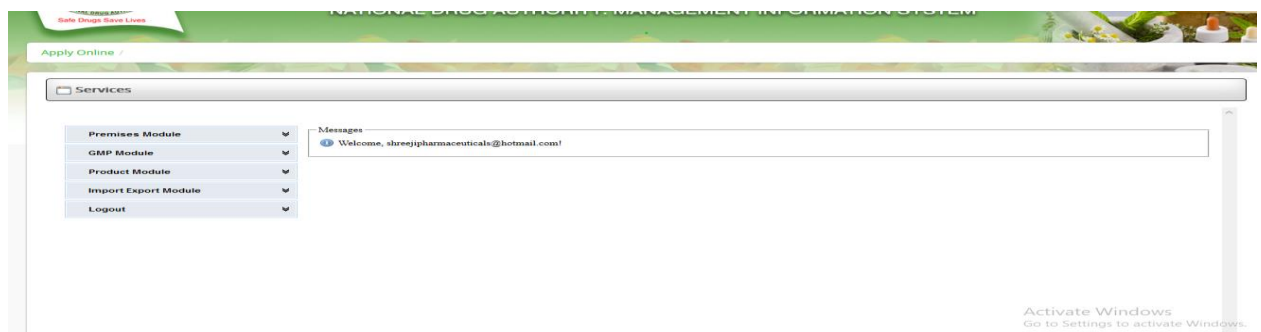
Figure 1: Online Application Page

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



Stepwise guide for making an online application for Verification Certificate in NDAMIS for Registered drugs

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 or manufacturing premise and after you are licensed, you can apply to have an Annual 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, the premises will not show up upon searching for them.
2. On logging in, click on “Import and Export Module”, then “Certificate Application”. Choose “New Application” and a page such as 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.; “Import Verification Certificate” for importation of registered products; “Export Verification Certificate” for exportation of registered products; “Raw material import Verification Certificate” for importation of raw materials for registered products under Manufacturing Licensed Premises.
4. To input details of local agent, click the green tab next to “Local agent” and the snapshot below is displayed. In the field where you have to type the premises number type **NDA** then select the premises category Wholesale or Manufacturing License Premise then click **Search**. The Premise will be displayed as shown below.

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Registered drugs

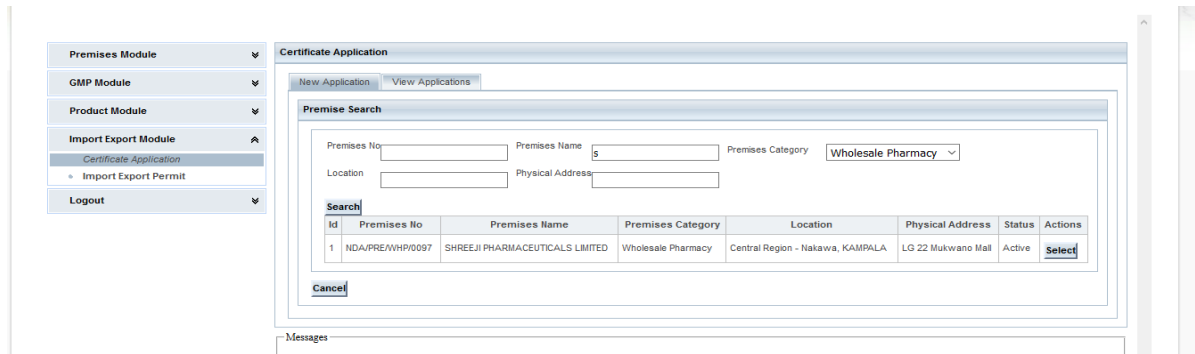


Figure 5: Selecting the local agent / Premise

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

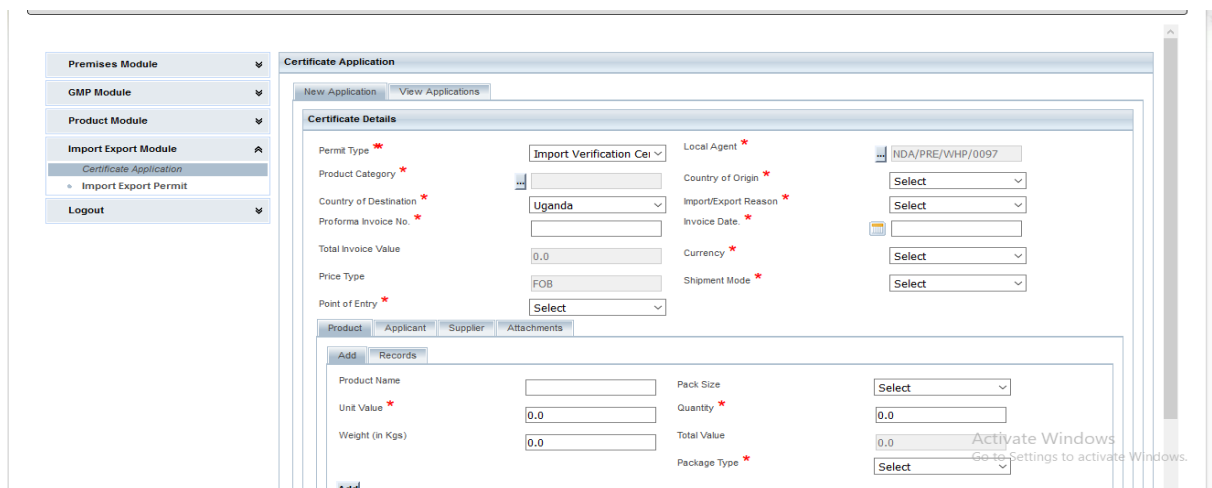


Figure 6: Local Agent (Premise) selected

- To select Product category, click on the green button adjacent to Product Category and search for Drugs as seen in the screen shots 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 , Veterinary Herbal 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.

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Registered drugs

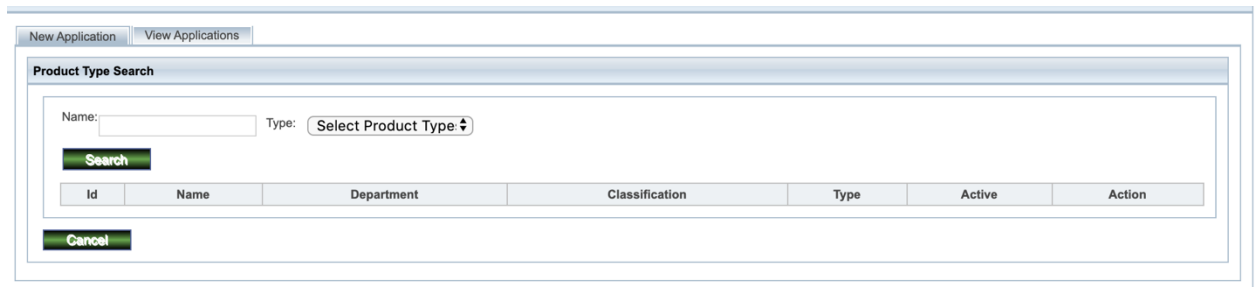


Figure 7: Selecting Product Category

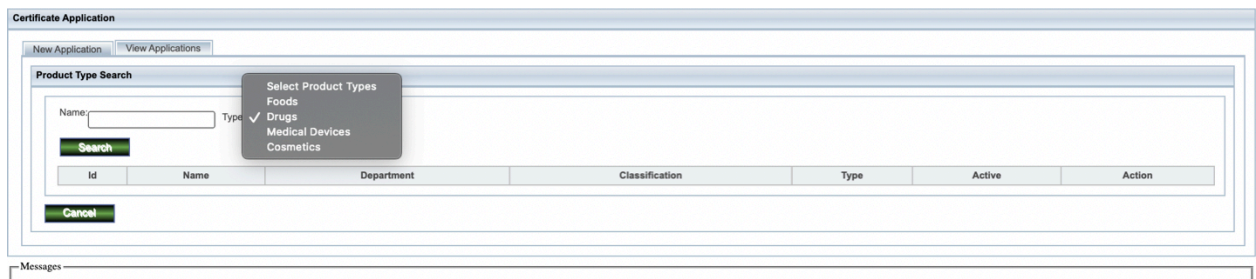
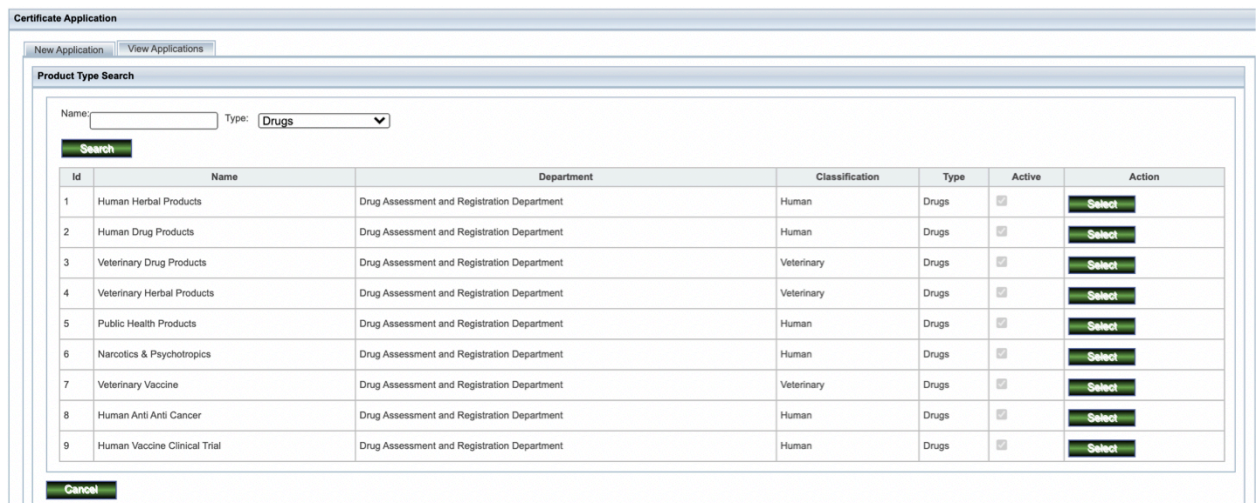


Figure 8: Selecting Product type: Drugs



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

Figure 9: Display of Product Classification

- 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. 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 Registered drugs

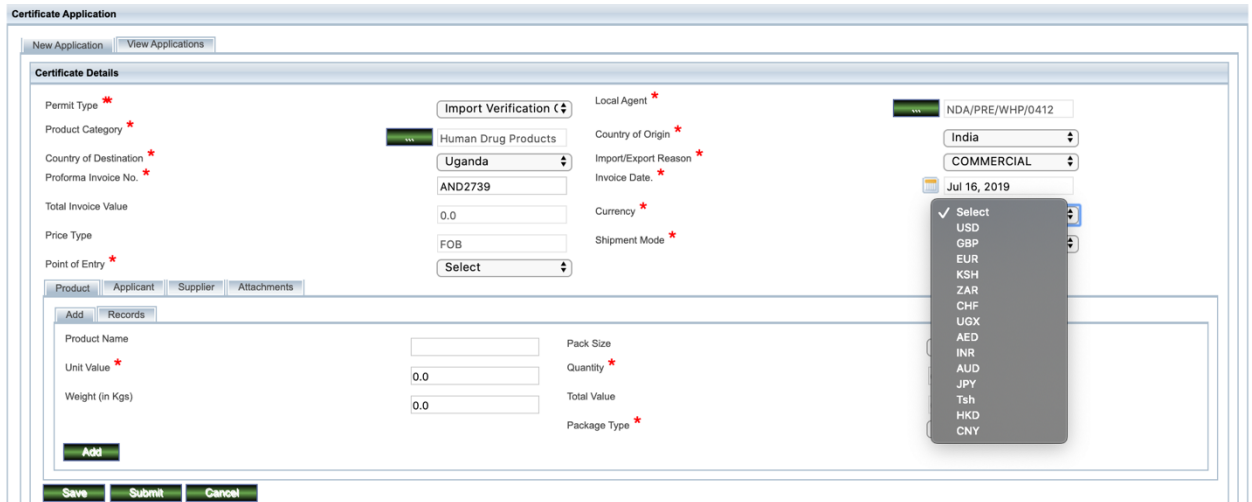
6. Select “Import/Export Reason” by clicking on the drop-down and select the corresponding reason by clicking on it. For example; as shown below
 - Commercial: If you are importing for business i.e. 2%.
 - Locally Manufactured products: If you are importing Locally Manufactured drugs for business i.e. 12%
 - 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.

The screenshot shows the 'Certificate Application' form in the NDAMIS system. The 'Import/Export Reason' dropdown menu is open, displaying the following options: 'Select', 'Donations below 5,000 USD', 'Donations Over 5,000 USD', 'Disasters and Outbreaks', 'Donations below 1,000 USD', 'COMMERCIAL' (which is selected with a blue checkmark), 'EXEMPTED', and 'Locally Manufactured Products'. 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', 'Currency', 'Shipment Mode', 'Product Name', 'Unit Value', 'Weight (in Kgs)', 'Pack Size', 'Quantity', 'Total Value', and 'Package Type'. There are 'Add', 'Save', 'Submit', and 'Cancel' buttons at the bottom.

Figure 10: Import /Export Reason selection

7. 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.

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Registered drugs



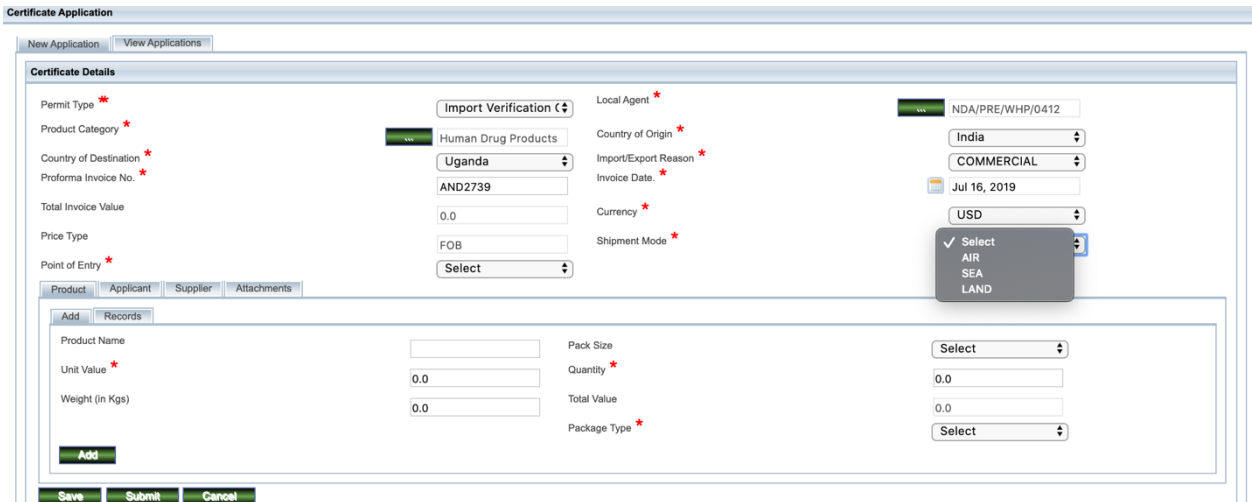
The screenshot shows the 'Certificate Application' form with the following details:

- Permit Type:** Import Verification
- Product Category:** Human Drug Products
- Country of Destination:** Uganda
- Proforma Invoice No.:** AND2739
- Total Invoice Value:** 0.0
- Price Type:** FOB
- Point of Entry:** Select
- Local Agent:** NDA/PRE/WHP/0412
- Country of Origin:** India
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 16, 2019
- Currency:** USD (selected from a dropdown menu)
- Shipment Mode:** Select

The dropdown menu for Currency shows the following options: Select, USD, GBP, EUR, KSH, ZAR, CHF, UGX, AED, INR, AUD, JPY, Tsh, HKD, CNY.

Figure 11: 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.



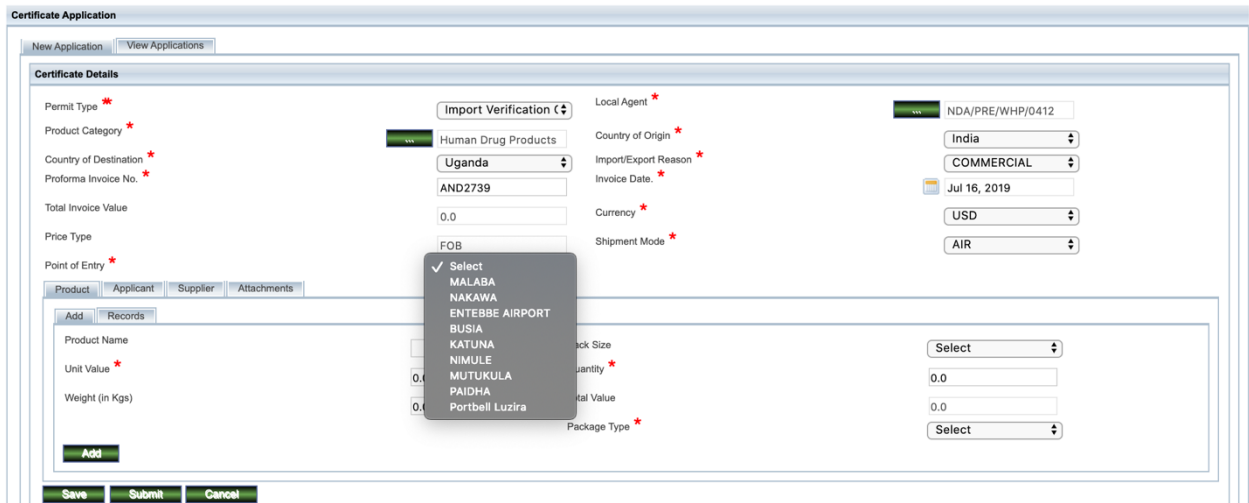
The screenshot shows the 'Certificate Application' form with the following details:

- Permit Type:** Import Verification
- Product Category:** Human Drug Products
- Country of Destination:** Uganda
- Proforma Invoice No.:** AND2739
- Total Invoice Value:** 0.0
- Price Type:** FOB
- Point of Entry:** Select
- Local Agent:** NDA/PRE/WHP/0412
- Country of Origin:** India
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 16, 2019
- Currency:** USD
- Shipment Mode:** Select (selected from a dropdown menu)

The dropdown menu for Shipment Mode shows the following options: Select, AIR, SEA, LAND.

Figure 12: Shipment Mode selection

Stepwise guide for making an online application for Verification Certificate in NDAMIS for Registered drugs



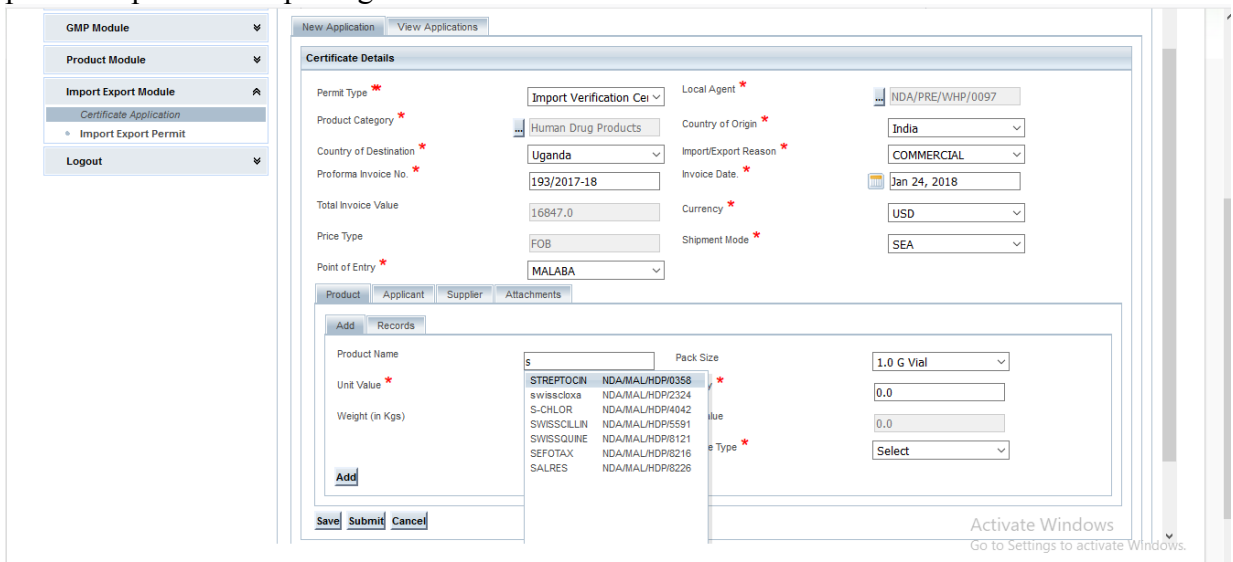
The screenshot shows the 'Certificate Application' form with the 'Point of Entry' dropdown menu open. The menu lists the following options: Select, MALABA, NAKAWA, ENTEBBE AIRPORT, BUSIA, KATUNA, NIMULE, MUTUKULA, PAIDHA, and Portbell Luzira. The 'Select' option is currently highlighted.

Figure 13: Point of Entry selection

NB:

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

- To enter Products, click on the tab for "Product" and enter information as per Proforma Invoice. As shown in the screen short below, enter the name or the registration number of the product, a list of registered products will be populated and you will select the preferred products as per registration number.



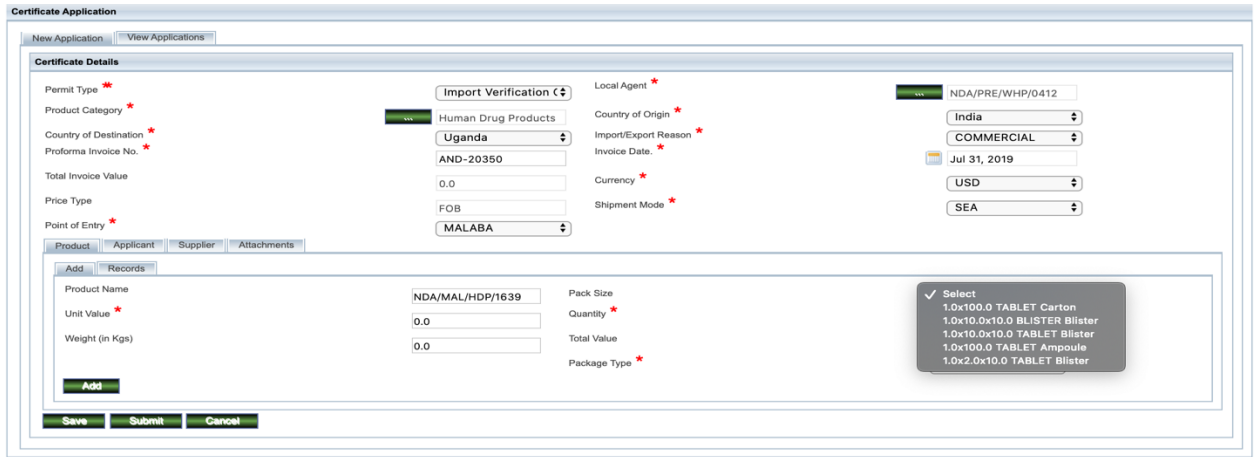
The screenshot shows the 'Certificate Application' form with the 'Product' tab selected. The 'Registered Products drugs list' is displayed, showing a table of products with columns for Product Name, Unit Value, Weight (in Kgs), and Pack Size. The table lists the following products:

Product Name	Unit Value	Weight (in Kgs)	Pack Size
STREPTOCIN	0.0	0.0	1.0 G Vial
swisscloxa	0.0	0.0	0.0
S-CHLOR	0.0	0.0	0.0
SWISSCLIN	0.0	0.0	0.0
SWISSQUINE	0.0	0.0	0.0
SEFOTAX	0.0	0.0	0.0
SALRES	0.0	0.0	0.0

The 'Point of Entry' dropdown menu is also visible, showing the 'MALABA' option selected.

Figure 14: Registered Products drugs list

10. Once the right product is elected, the different Pack Size as per the registration details will be displayed as shown below and you will be required to select the right pack size as per your proforma invoice.



The screenshot shows the 'Certificate Application' form with the following details:

- Permit Type:** Import Verification
- Product Category:** Human Drug Products
- Country of Destination:** Uganda
- Proforma Invoice No.:** AND-20350
- Total Invoice Value:** 0.0
- Price Type:** FOB
- Point of Entry:** MALABA
- Local Agent:** NDA/PRE/WHP/0412
- Country of Origin:** India
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 31, 2019
- Currency:** USD
- Shipment Mode:** SEA

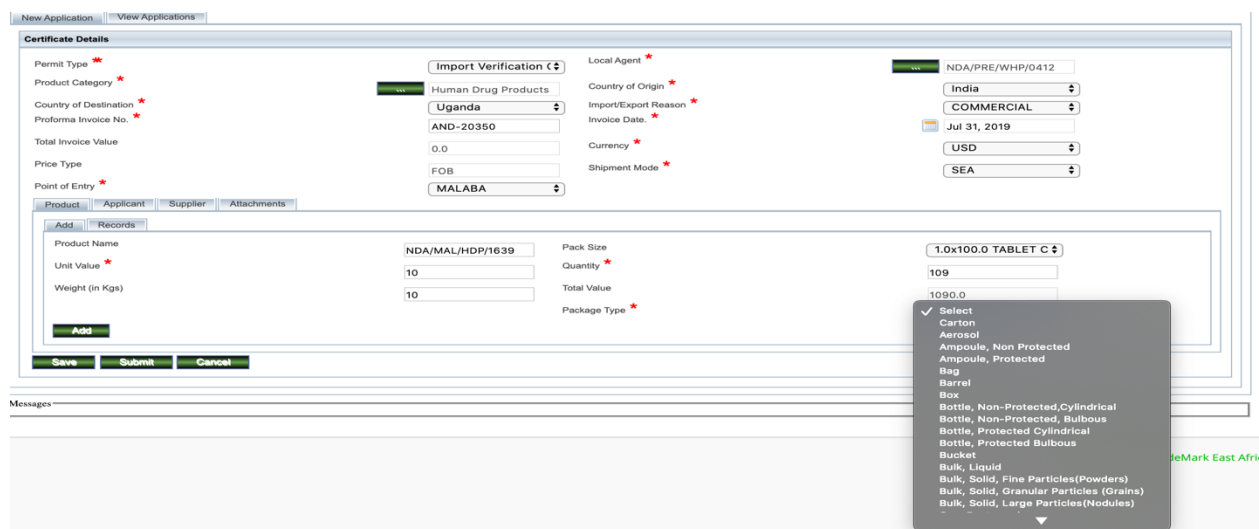
In the 'Product' tab, the 'Product Name' is NDA/MAL/HDP/1639. The 'Pack Size' dropdown is open, showing the following options:

- ✓ Select
- 1.0x100.0 TABLET Carton
- 1.0x10.0x10.0 BLISTER Blister
- 1.0x10.0x10.0 TABLET Blister
- 1.0x100.0 TABLET Ampoule
- 1.0x2.0x10.0 TABLET Blister

Figure 15: Selecting the right pack size

11. After adding the pack size, input all the details as displayed in the Screen shot below i.e. (Unit Value, Quantity, Weight,**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 screenshot shows the 'Certificate Application' form with the following details:

- Permit Type:** Import Verification
- Product Category:** Human Drug Products
- Country of Destination:** Uganda
- Proforma Invoice No.:** AND-20350
- Total Invoice Value:** 0.0
- Price Type:** FOB
- Point of Entry:** MALABA
- Local Agent:** NDA/PRE/WHP/0412
- Country of Origin:** India
- Import/Export Reason:** COMMERCIAL
- Invoice Date:** Jul 31, 2019
- Currency:** USD
- Shipment Mode:** SEA

In the 'Product' tab, the 'Product Name' is NDA/MAL/HDP/1639. The 'Pack Size' is 1.0x100.0 TABLET C. The 'Unit Value' is 10, 'Quantity' is 10, and 'Weight (in Kgs)' is 10. The 'Package Type' dropdown is open, showing the following options:

- ✓ Select
- Carton
- Aerosol
- Ampoule, Non Protected
- Ampoule, Protected
- Bag
- Barrel
- Box
- Bottle, Non-Protected, Cylindrical
- Bottle, Non-Protected, Bulbous
- Bottle, Protected Cylindrical
- Bottle, Protected Bulbous
- Bucket
- Bulk, Liquid
- Bulk, Solid, Fine Particles(Powders)
- Bulk, Solid, Granular Particles (Grains)
- Bulk, Solid, Large Particles(Nodules)

Figure 16: Selecting the right package type.



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

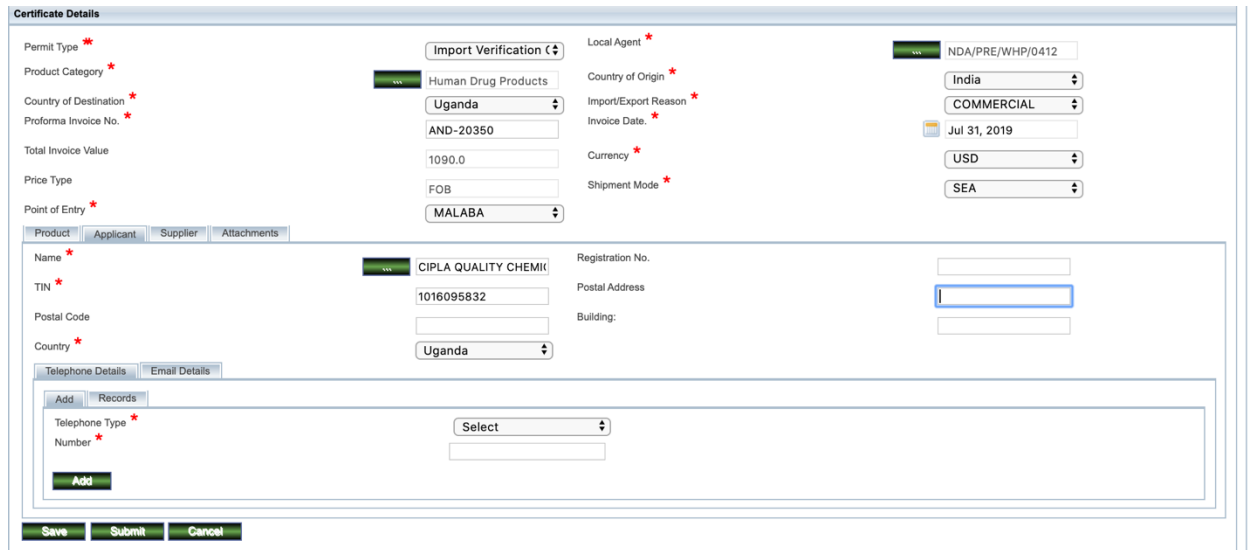
NB: The Total Invoice Value is Calculated **Automatically** after clicking add.

Figure 17: Adding the /Product to reflect the Proforma Invoice total Value

- After every complete product entry, click on “Add” tab to save the product entry. To delete a product, click on “Records tab” 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.
- 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

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Certificate Details

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. *

Currency *

Shipment Mode *

Applicant

Name *

TIN *

Postal Code

Country *

Registration No.

Postal Address

Building:

Telephone Details

Add Records

Telephone Type *

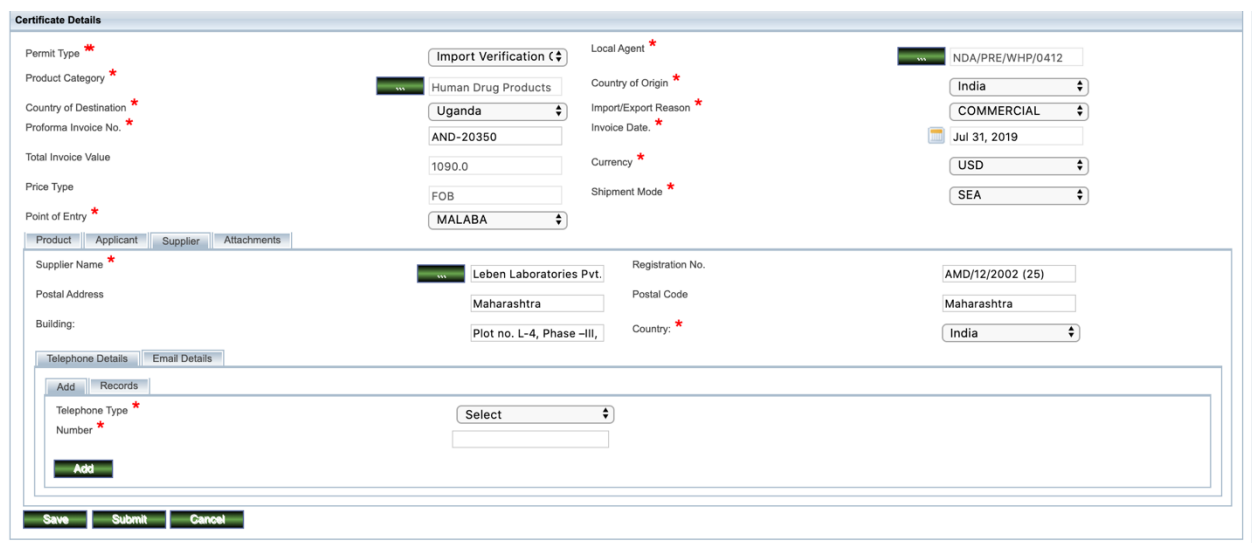
Number *

Add

Save Submit Cancel

Figure 18: Capturing Applicant details

- 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



Certificate Details

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. *

Currency *

Shipment Mode *

Supplier

Supplier Name *

Postal Address

Building:

Registration No.

Postal Code

Country: *

Telephone Details

Add Records

Telephone Type *

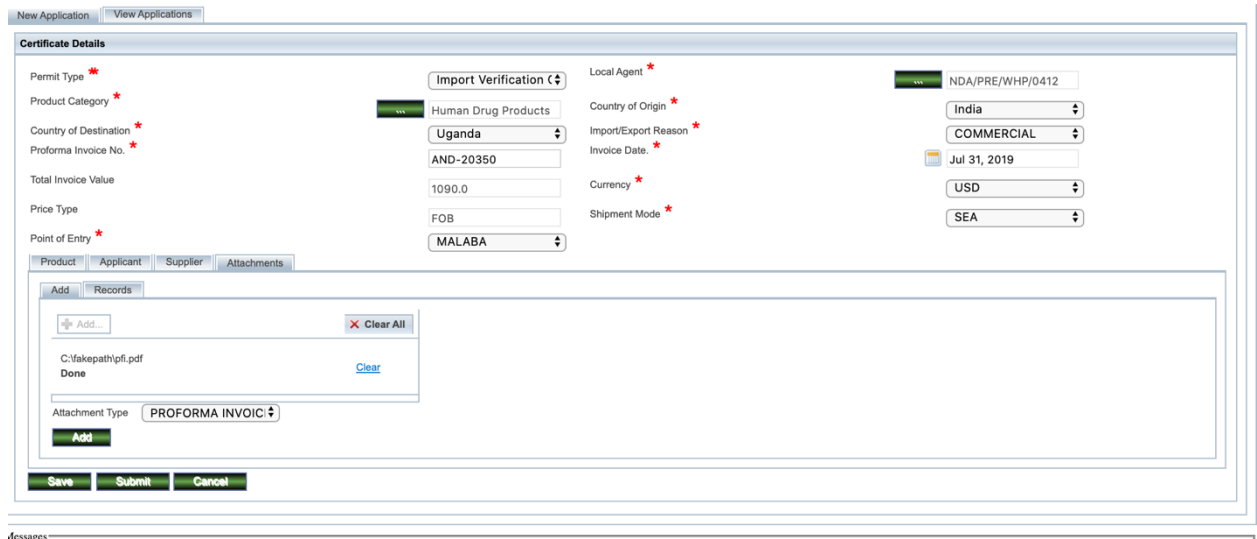
Number *

Add

Save Submit Cancel

Figure 19: 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



Certificate Details

Permit Type: Import Verification

Product Category: Human Drug Products

Country of Destination: Uganda

Proforma Invoice No.: AND-20350

Total Invoice Value: 1090.0

Price Type: FOB

Point of Entry: MALABA

Local Agent: NDA/PRE/WHP/0412

Country of Origin: India

Import/Export Reason: COMMERCIAL

Invoice Date: Jul 31, 2019

Currency: USD

Shipment Mode: SEA

Attachments

Add Records

+ Add... Clear All

C:\fakepath\pfi.pdf Done Clear

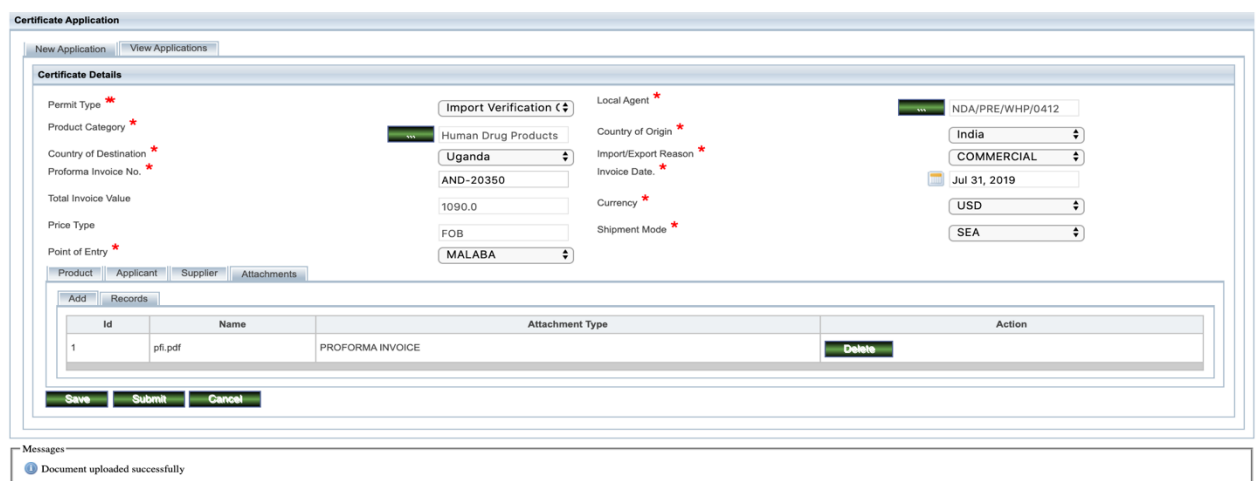
Attachment Type: PROFORMA INVOICE

+ Add

Save Submit Cancel

Figure 20: Attachments needed for Verification.

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



Certificate Application

Certificate Details

Permit Type: Import Verification

Product Category: Human Drug Products

Country of Destination: Uganda

Proforma Invoice No.: AND-20350

Total Invoice Value: 1090.0

Price Type: FOB

Point of Entry: MALABA

Local Agent: NDA/PRE/WHP/0412

Country of Origin: India

Import/Export Reason: COMMERCIAL

Invoice Date: Jul 31, 2019

Currency: USD

Shipment Mode: SEA

Attachments

Add Records

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

Save Submit Cancel

Messages

Document uploaded successfully

Figure 21: Check to see if attachments are successfully added

17. 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.

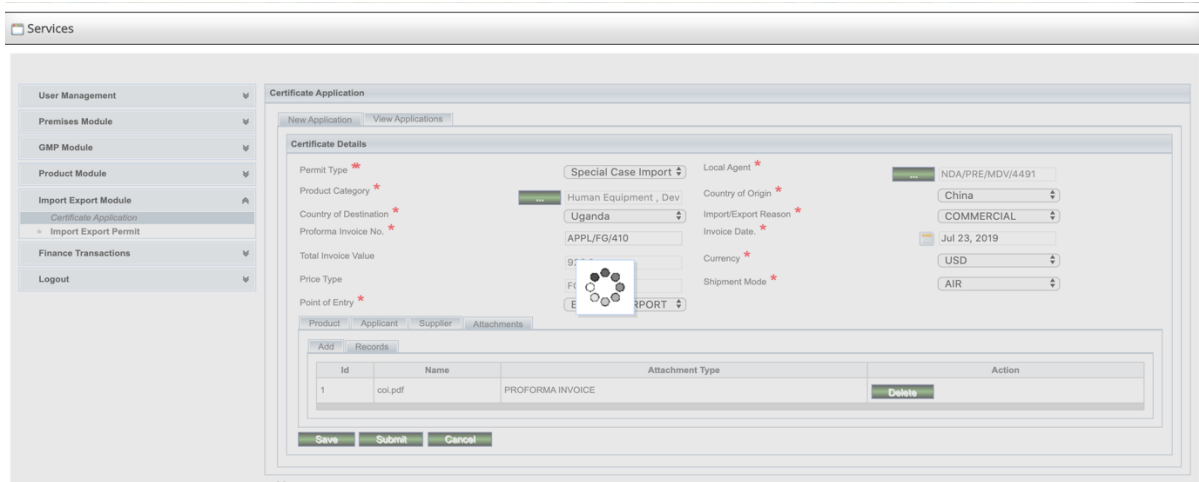


Figure 22: Application being submitted

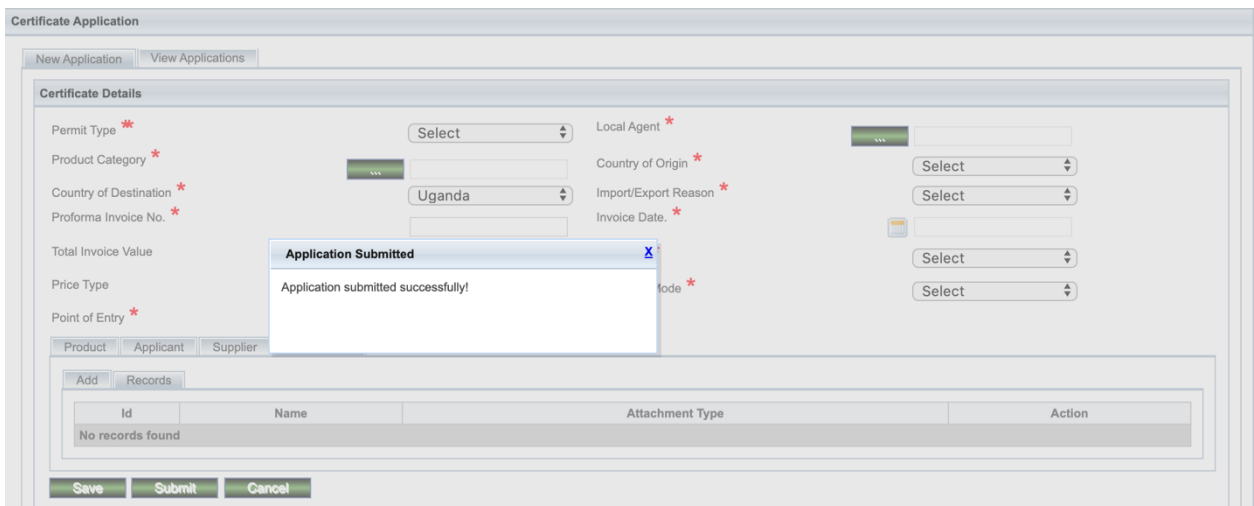


Figure 23: Application submitted successfully

18. 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



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the application number received by email with which you can continue to track the progress of the application.

The screenshot shows the 'View Applications' tab selected. Below the search filters, there is a 'Search Results' section with a table listing two applications.

Id	Application No.	Permit No.	Application Date	Type	Proforma Invoice No.	Status	Query	Premises	Product Category	Action
1	IEL3060642	NDA/RMI01/4342/2018	27-02-2018	Raw Material Import Verification Certificate	EX0084	Pending Verification	None	NDA/PRE/PMC/1847	Human Drug Products	View Edit
2	IEL1046516	NDA/SCI01/4341/2018	27-02-2018	Special Case Import Verification Certificate	Bio-134-18/SO	Not Submitted	None	NDA/PRE/SII/3237	Human Equipment, Devices & Sundries	View Edit

Figure 24: Viewing status of the application

- 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 on the tabs i.e. Application details, Local Agent, Supplier, Product, Attachment, Documents or Cancel Review to exit the application as seen below.

The screenshot shows the 'View Applications' tab with the search results table. The application details for IEL3850310 are displayed below the table.

Application Details

Permit Type	Import Verification Certificate	Application No.	IEL3850310
Permit No.	NDA/IMP01/27272/2020	Application Date.	20-01-2020
Import/Export Reason	Locally Manufactured Products	Country of Origin	IN
Country of Destination	UG	Shipment Mode	SEA
Point of Entry	NAKAWA	Invoice Number.	PF/AND-147A/2019-20
Invoice Date	14-12-2019	Total Invoice Value	1766.40002441406 USD
Status	Approved		

Local Agent

Supplier

Product

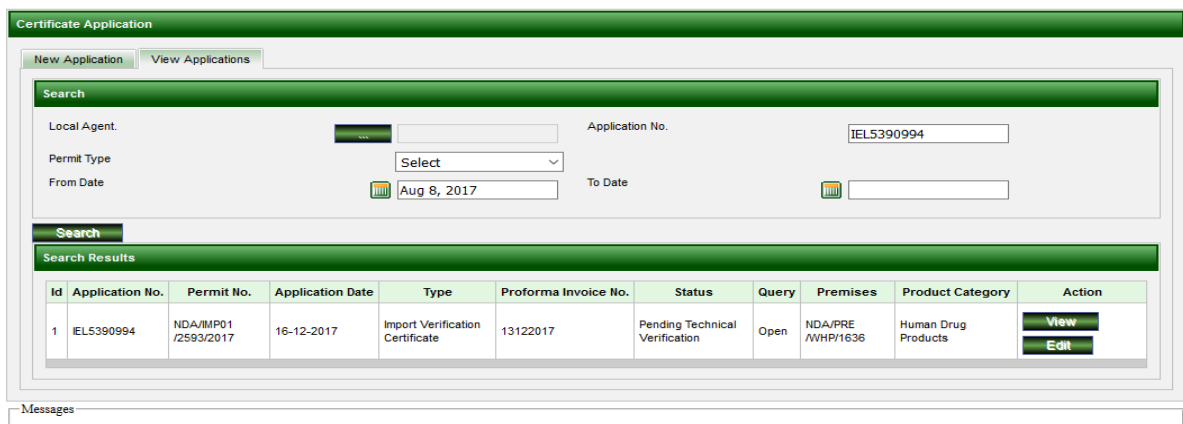
Attachments

Documents

[Cancel Review](#)

Figure 25: Viewing application details

20. 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:

From Date: To Date:

Search

Search Results

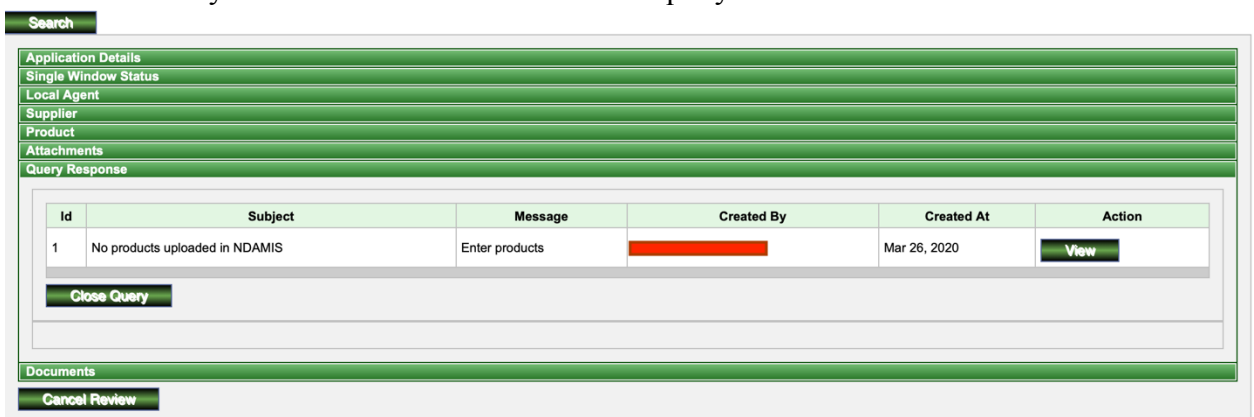
Id	Application No.	Permit No.	Application Date	Type	Proforma Invoice No.	Status	Query	Premises	Product Category	Action
1	IEL5390994	NDA/MP01/2593/2017	16-12-2017	Import Verification Certificate	13122017	Pending Technical Verification	Open	NDA/PRE/VVHP/1636	Human Drug Products	View Edit

Messages

Figure 26: Viewing specific application

21. 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

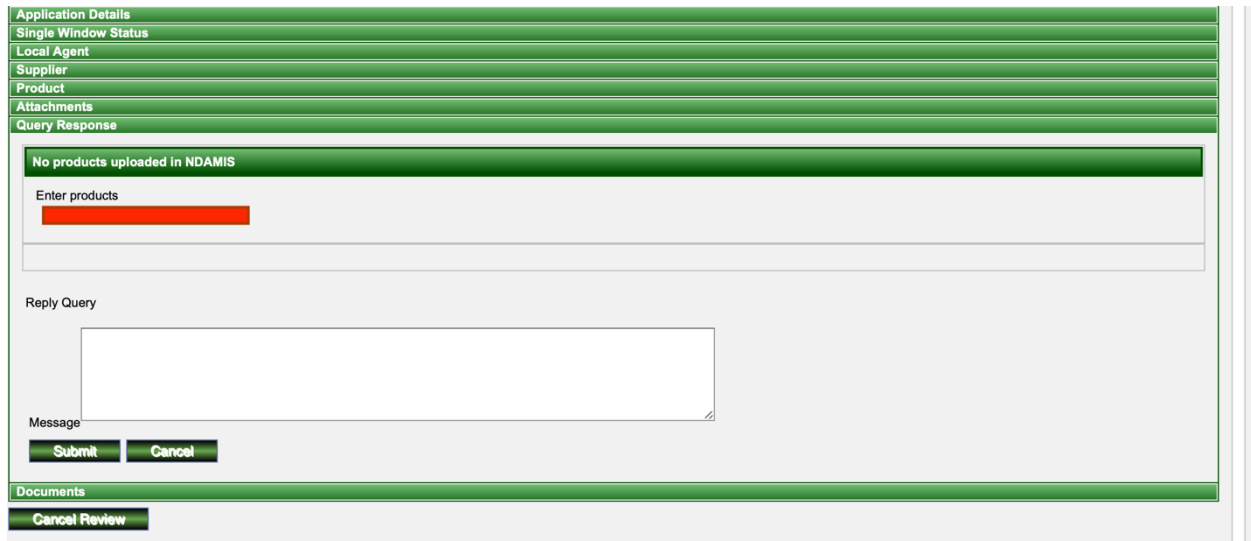
[Close Query](#)

Documents

[Cancel Review](#)

Figure 27: Viewing the specific query.

22. 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



The screenshot shows the NDAMIS Query Response interface. At the top, there is a green header bar with the following tabs: Application Details, Single Window Status, Local Agent, Supplier, Product, Attachments, and Query Response. The Query Response tab is selected. Below the tabs, there is a green bar with the text "No products uploaded in NDAMIS". Underneath this, there is a section labeled "Enter products" with a red input field. Below the input field, there is a section labeled "Reply Query" with a large text area for replying. At the bottom of the reply section, there is a "Message" label and two buttons: "Submit" and "Cancel". Below the reply section, there is a green bar with the text "Documents" and a button labeled "Cancel Review".

Figure 28: Replying to the query.

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