

Step 1

- Log into NDAMIS using your credentials
- Go to product module and select license retention.
- Click on local agent(green button)

Product License 🛛 🔿	License Retention			_	_		
License Application							
License Processing	Local Agent.			***			
License Variation	Product Application		Duration *		Colort	_	
License Transfer			Duraion		Select	•	
Product Ratification							
# License Retention	Search Results						
License Withdrawal	Id Application Date	Application No	Product License No.	Trade Name	Product Category	Туре	Status
Product Reports 🛛 🕹	No records found						
Product Setup	Save						

Step 2

Enter the premises name and select the premise category Click on search.

		Signed in as: stuhairwe	@nda.or.ug	Browse Modu	les	My Account	Logout
Product License 🛛 🔿	Premises Search						
License Application							
License Processing	Premises No	Premis	es Name				
License Variation	110111303140	1161113	beta	Prem	ises Category	Select	T
License Transfer	Location	Physic	al Address			Select	armaov
Product Ratification						Pharmaceutica	al Manufacturer B
License Retention	Search					Pharmaceutica	al Manufacturer A
License Withdrawal	Id Premises No	Premises Name	Premises Category	Location	Physical Ad	Pharmaceutica	al Manufacturer C
Product Reports	No records found					Pharmaceutica	al Manufacturer D
						External Store	
Product Setup 🛛 🛛 🛛 🕹	Cancel					Medical Device	es
	-Messages					4	



Step 3

Select the required premise basing on your premise number/physical address

emis	ses Search						_
Pre	emises No	Premises N	ame beta	Premises	Category Wholes	ale Pharn	nacy ▼
Loc	ation	Physical Ad	ldress				
_							
ld	Search Premises No	Premises Name	Premises Category	Location	Physical Address	Status	Actions

Step 4

Click on the product application button

		Signed in as: stuhairwe@nda.o	r.ug I	Browse Modules	My Account	Logout
*	License Retention					
ation						
essing	Local Agent.				NDA/PRE/WHP/0402	
ion	Product Application		wration *			
fer	i roduot/ ppiloutori	L	Juration		Select	•
cation						
ntion	Search Results					
drawal	Id Application [ate Application No	Product License No	Trade Name	Product Category	Type Status
s ¥	No records found	nuo rippiloutori ito	rioudor Elocitor ito.	induo induito	i roudot outogory	ijpo otatao
×						
*	Save					
	-Messages					

- Select the product category for the products to be retained.
- Select the price region for the products basing on their origin.
- Click on search. A list of products will appear.



roduct License	Product Applications Search									
License Application										
License Processing	Search									
License Variation										
License Transfer	Product Category		Select	•	Price Region		Select		•	
Product Ratification	Trade Name		Select							
License Retention	Draduat Lisanaa Na		Human Herbai Pro	oducts						
License Withdrawal	Product License No.		Veterinary Food 8	Dietarv	Supplements					
License Withdrawal Product Reports Product Setup	End Date		Veterinary Drug P Veterinary Herbal Public Health Pro	Products Product ducts	s					
	Search		Human Food & Di	ietary Su	upplements					
	Search Results		Narcotics & Psych Veterinary Equipn	hotropics nent , De	s evices & Sundries					
			Human Equipmen	nt , Devid	es & Sundries					
	Id Application Date	Applic	Veterinary Vaccin	e		ame	Product Category	Туре	Status	Select
	No records found		Human Anti Anti C	Cancer	rial					
	Ciniab		Human vaccine C	Jinnical T	lia					

Step 5

NB: Each invoice generated should have products for one Marketing Authorization Holder (Licence Holder).

- Select the products to be retained by that Licence holder.
- Click on the product licence number (in blue) to check drug particulars to ensure that the correct product is being selected.
- Click the FINISH button after selecting all the products of interest.



Stepwise guide for Product Retention on NDAMIS.

54	2010-00-00	PL48315552	NDA/MAL/HDP/3036	ASPIRIN IABLE IS	Products	Registration	Approvea	
55	2016-05-27	PL55304750	NDA/MAL/HDP/2709	ANGISARTAN	Human Drug Products	Registration	Approved	1
6	2016-05-24	PL61497743	NDA/MAL/HDP/2539	AMOD-10	Human Drug Products	Registration	Approved	1
7	2016-05-23	PL66887055	NDA/MAL/HDP/2509	OPELE LOTION	Human Drug Products	Registration	Approved	1
8	2016-05-22	PL41182425	NDA/MAL/HDP/2433	GYNO KIT	Human Drug Products	Registration	Approved	
9	2016-05-14	PL80984223	NDA/MAL/HDP/1839	FEVEREX	Human Drug Products	Registration	Approved	
60	2016-05-14	PL98034171	NDA/MAL/HDP/1785	ACTION TABLETS	Human Drug Products	Registration	Approved	
61	2016-05-11	PL76561691	NDA/MAL/HDP/1646	Betrozole Tablets	Human Drug Products	Registration	Approved	
52	2016-05-05	PL72020491	NDA/MAL/HDP/1509	FEVEREX	Human Drug Products	Registration	Approved	
63	2016-03-25	PL72784928	NDA/MAL/HDP/1238	SEPTRIN INJECTION	Human Drug Products	Registration	Approved	
63	2016-03-25	PL72784928	NDA/MAL/HDP/1238	SEPTRIN INJECTION	Human Drug Products	Registration	Appro	oved

Step 6

• Check the generated retention list for any errors.

Product License 🛛 🔿	L	cense Retention							
License Application									
License Processing	l	ocal Agent.				NDA/PRE/WHP/0402			
License Variation	F	Product Application		Duration	*	Orlant			
License Transfer						Select •			
Product Ratification									
License Retention	S	earch Results							
License Withdrawal		Id Application Date	Application No	Product License No.	Trade Name	Product Category	Туре	Status	
Product Reports		1 2016-10-17	PL10889230	NDA/MAL/HDP/5601	TRAVISIL COLO RUB	Human Drug Products	Registration	Approved	
Product Setup		2 2016-09-21	PL28330651	NDA/MAL/HDP/4988	PECOF	Human Drug Products	Registration	Approved	
	1	3 2016-09-20	PL83434161	NDA/MAL/HDP/4981	COOLZ	Human Drug Products	Registration	Approved	
		4 2016-06-15	PL10779585	NDA/MAL/HDP/4301	PLEOM	Human Drug Products	Registration	Approved	
	1	5 2016-06-15	PL10124079	NDA/MAL/HDP/4293	PLETIN SYRUP	Human Drug Products	Registration	Approved	
		6 2016-06-13	PL34876450	NDA/MAL/HDP/4070	FASTORIK PLUS TABLETS	Human Drug Products	Registration	Approved	
		Save							

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- If the correct products are on the list, select the duration for which products will be retained (1 year) and Click Save.
- An invoice is then auto-generated.
- In case of any errors, Click Product Application to go back to the page below, to add or remove products from the list.



roduct Applications Search							
Search							
Product Category Trade Name	Human D	rug Products ▼ Price R Applica	egion tion No	Foreig	n	▼	
Product License No.		Start Dr	ate				
End Date							
Search							
Search Results							
Id Application Date	Application No	Product License No.	Trade Name	Product Ca	tegory Type	Status	Select
No records found							
Finish							
Cancel							

¥.....

Click Search to get the full list of products again. Unselect products to be removed or select the products to be added and Click the Finish button.

Step 7

- To view and download the invoice, click on finance transactions.
- Select view invoices.



* Manage Payments		
* View Invoices	Premises Invoices Generated 103 Premises Receipts Issued 35 Product Invoices Generated 2 Product Receipts Issued 0 Invoices Pending Verification 136	GMP Invoices Generated 0 GMP Receipts Issued 0 I&E Invoices Issued 45 I&E Receipts Issued 26
	Messages	



Step 8

- Select the invoice type (product license)
- Fill in the applicant (LTR)
- Select the date on which the invoice was generated "Invoice Date From" Click on search

NDAMIS	
Finance Transactions	View Invoices
# Manage Payments # View Invoices	Invoice Type Product License Invoice Status Select Invoice Number Invoice Amount 0.0 Application Number Applicant ERAM Description Invoice Date From Jan 4, 2018 Invoice Date To
	Search Messages

Step 9

- The invoice generated is in USD. If payment is to be made in Uganda Shillings, the invoice should be converted to UGX by clicking the CONVERT button.
- Download the invoice and use it to make payment in any Stanbic bank. Ensure that the full amount on the invoice is deposited because partial payments will be automatically rejected.
- Bring the paid retention invoice to NDA Accounts department for clearance and issuance of a receipt.



Signed in as: akibuuka@nda.or.u

My Account

Logout

NDAMIS

ance Transactions	😞 Vie	w Invoices										
Manage Payments												
/iew Invoices	In	voice Type	Product	License	 Invoice Status 	Select	•					
	In	voice Number			Invoice Amount	0.0						
	A	plication Number			Applicant	ERAM						
	D	escription										
	In	voice Date From	Jan 18, 20	012	Invoice Date To							
		Gearch										
	Sea	arch Results										
	le	Invoice Number	Invoice Type	Invoice Status	Invoice Amount	Application Number	Applicant	Invoice Date	Action	Receipt	Download Receipt	Convert
	1	INV170303346	Product License	Paid	0.00USD	PL10684687	Veeram Healthcare (U) Ltd	Mar 29, 2017	Download	Upload		Convert
	2	INV170403688	Product License	Paid	0.00USD	PL10940324	Eram (U) Ltd	Apr 5, 2017	Download	Upload		Convert
	3	INV170403689	Product License	Paid	0.00USD	PL95645659	Eram (U) Ltd	Apr 5, 2017	Download	Upload		Convert
		100/170402746	Product	Daid	0.001160	DI 10405560	Veeram	Apr 6 2017	Download	Maland		

END.