



Stepwise guide for Product Retention on NDAMIS.

❖ 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 Application
- License Processing**
- License Variation
- License Transfer
- Product Ratification
- License Retention
- License Withdrawal

Product Reports

Product Setup

License Retention

Local Agent:

Product Application: Duration*

Search Results

Id	Application Date	Application No	Product License No.	Trade Name	Product Category	Type	Status
No records found							

❖ Step 2

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

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Product License

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- License Withdrawal

Product Reports

Product Setup

Premises Search

Premises No: Premises Name: Premises Category:

Location: Physical Address:

Id	Premises No	Premises Name	Premises Category	Location	Physical Address
No records found					

Messages



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❖ Step 3

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

Premises 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/WHP/0402	BETA HEALTHCARE UGANDA LIMITED	Wholesale Pharmacy	Central Region - Nakawa, KAMPALA	Plot 12/14 Industrial Area	Active	Select

Cancel

❖ Step 4

Click on the product application button

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License Retention

Local Agent

Product Application Duration *

Search Results

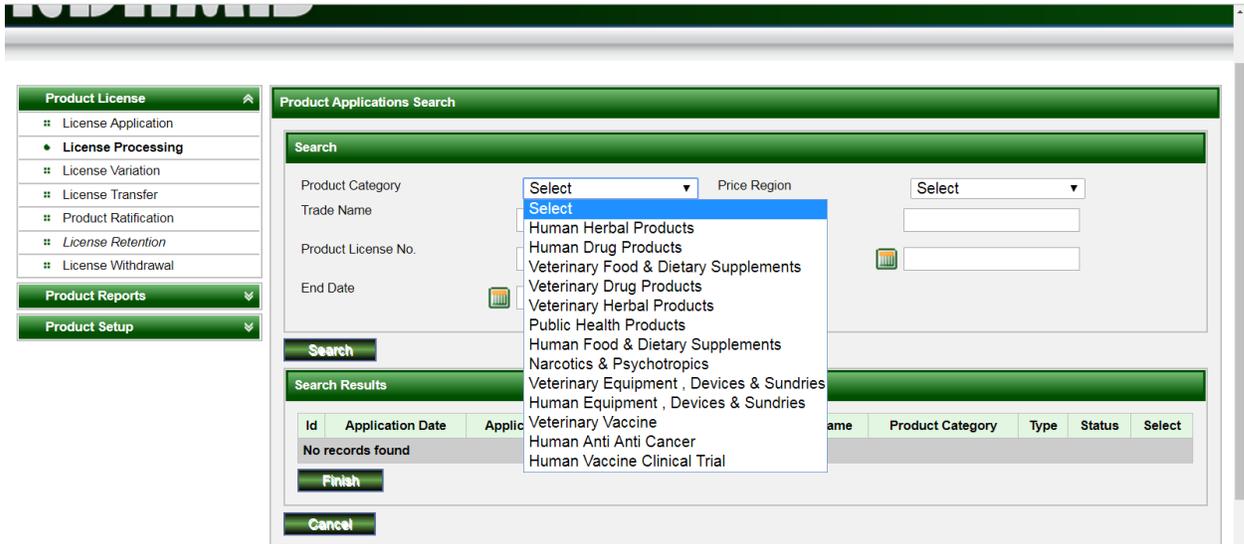
Id	Application Date	Application No	Product License No.	Trade Name	Product Category	Type	Status
No records found							

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.

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Product Reports

Product Setup

Product Applications Search

Search

Product Category: Select | Price Region: Select

Trade Name:

Product License No.:

End Date:

Search

Search Results

Id	Application Date	Applic	Name	Product Category	Type	Status	Select
No records found							

Finish

Cancel

❖ 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.



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54	2016-06-06	PL48315552	NDA/MAL/HDP/3036	ASPIRIN TABLETS	Products	Registration	Approved	<input type="checkbox"/>
55	2016-05-27	PL55304750	NDA/MAL/HDP/2709	ANGISARTAN	Human Drug Products	Registration	Approved	<input checked="" type="checkbox"/>
56	2016-05-24	PL61497743	NDA/MAL/HDP/2539	AMOD-10	Human Drug Products	Registration	Approved	<input checked="" type="checkbox"/>
57	2016-05-23	PL66887055	NDA/MAL/HDP/2509	OPELE LOTION	Human Drug Products	Registration	Approved	<input checked="" type="checkbox"/>
58	2016-05-22	PL41182425	NDA/MAL/HDP/2433	GYNO KIT	Human Drug Products	Registration	Approved	<input checked="" type="checkbox"/>
59	2016-05-14	PL80984223	NDA/MAL/HDP/1839	FEVEREX	Human Drug Products	Registration	Approved	<input type="checkbox"/>
60	2016-05-14	PL98034171	NDA/MAL/HDP/1785	ACTION TABLETS	Human Drug Products	Registration	Approved	<input type="checkbox"/>
61	2016-05-11	PL76561691	NDA/MAL/HDP/1646	Betrozole Tablets	Human Drug Products	Registration	Approved	<input type="checkbox"/>
62	2016-05-05	PL72020491	NDA/MAL/HDP/1509	FEVEREX	Human Drug Products	Registration	Approved	<input type="checkbox"/>
63	2016-03-25	PL72784928	NDA/MAL/HDP/1238	SEPTRIN INJECTION	Human Drug Products	Registration	Approved	<input type="checkbox"/>

Finish

Cancel

❖ Step 6

- Check the generated retention list for any errors.

Product License ⬆

- ⊞ License Application
- **License Processing**
- ⊞ License Variation
- ⊞ License Transfer
- ⊞ Product Ratification
- ⊞ License Retention
- ⊞ License Withdrawal

Product Reports ⬇

Product Setup ⬇

License Retention

Local Agent:

Product Application: Duration *

Search Results

Id	Application Date	Application No	Product License No.	Trade Name	Product Category	Type	Status
1	2016-10-17	PL10889230	NDA/MAL/HDP/5601	TRAVISIL COLO RUB	Human Drug Products	Registration	Approved
2	2016-09-21	PL28330651	NDA/MAL/HDP/4988	PECOF	Human Drug Products	Registration	Approved
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
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.



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Product Applications Search

Search

Product Category	<input type="text" value="Human Drug Products"/>	Price Region	<input type="text" value="Foreign"/>
Trade Name	<input type="text"/>	Application No	<input type="text"/>
Product License No.	<input type="text"/>	Start Date	<input type="text" value=""/>
End Date	<input type="text" value=""/>		

Search

Search Results

Id	Application Date	Application No	Product License No.	Trade Name	Product Category	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.

NDAMIS

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Finance Transactions

- # Manage Payments
- # View Invoices

Finance Module

Premises Invoices Generated 103	GMP Invoices Generated 0
Premises Receipts Issued 35	GMP Receipts Issued 0
Product Invoices Generated 2	I&E Invoices Issued 45
Product Receipts Issued 0	I&E Receipts Issued 26
Invoices Pending Verification 136	

Messages



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❖ 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

❖ 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.



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NDAMIS

Finance Transactions

- ▣ Manage Payments
- ▣ View Invoices

View Invoices

Invoice Type: Invoice Status:

Invoice Number: Invoice Amount:

Application Number: Applicant:

Description:

Invoice Date From: Invoice Date To:

Search

Search Results

Id	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	<input type="button" value="Upload"/>		<input type="button" value="Convert"/>
2	INV170403688	Product License	Paid	0.00USD	PL10940324	Eram (U) Ltd	Apr 5, 2017	Download	<input type="button" value="Upload"/>		<input type="button" value="Convert"/>
3	INV170403689	Product License	Paid	0.00USD	PL95645659	Eram (U) Ltd	Apr 5, 2017	Download	<input type="button" value="Upload"/>		<input type="button" value="Convert"/>
4	INV170403746	Product	Paid	0.00USD	PL102495568	Veeram Healthcare (U) Ltd	Apr 6, 2017	Download	<input type="button" value="Upload"/>		<input type="button" value="Convert"/>

END.