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

1. Type portal.nda.or.ug in your browser and a page will be displayed as below. Then click "*APPLY ONLINE*".
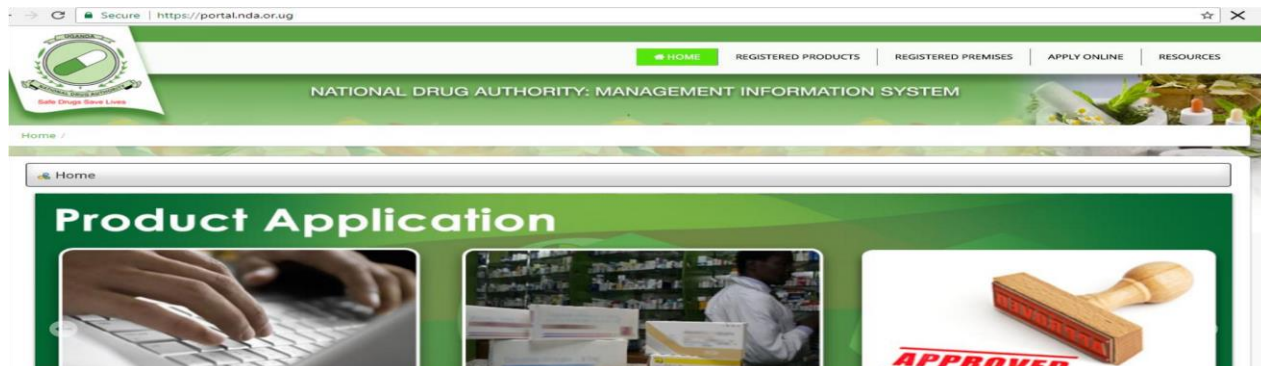

Figure 1: **ONLINE APPLICATION PAGE**

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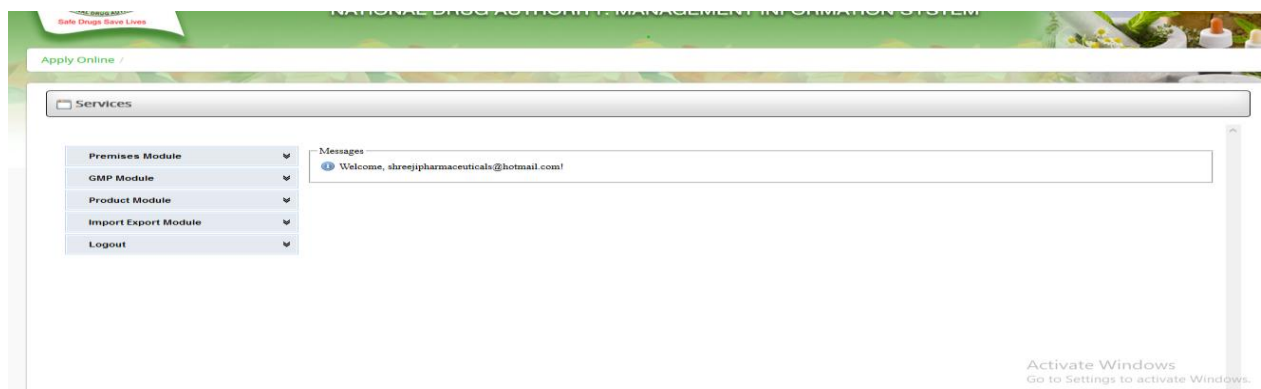

Figure 2**: LOGIN PAGE**

Figure 3: **SCREEN SHORT SHOWING SUCCESSFUL LOGIN**

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.
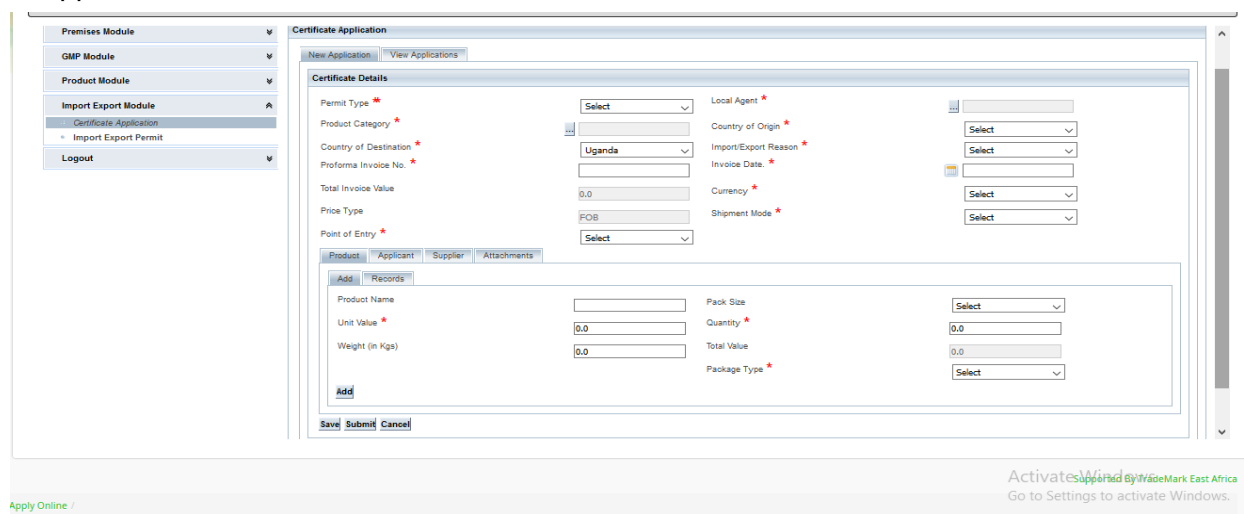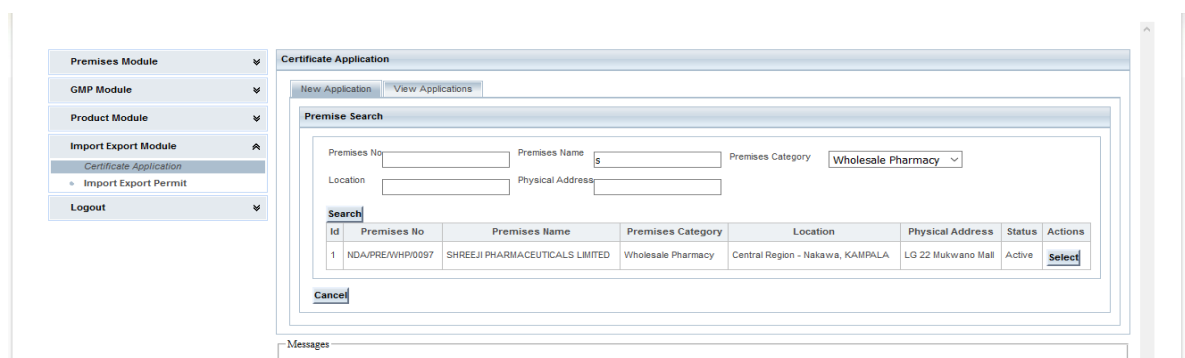

Figure 4: **IMPORT/EXPORT APPLICATION PAGE**

3. Click on the drop-down to select the appropriate "*Permit type*" depending on what type of import or export application you intend to make. For example; "*Import Verification Certificate*" for importation of registered products; "*Export Verification Certificate*" for exports of registered products; "*Special Case Import/Export Verification certificate*" for medical devices, unregistered products and donations of unregistered drugs, drugs for clinical or field trials, "*Raw material import Verification Certificate*" for importation of raw materials for registered products, etc.

4. To input details of local agent, click the green tab next to "*Local agent*" **Then type in the first letter of the premise name and select premise category**, then click on search. Select the premise which is applying for importation (as displayed in the screen short below) or press cancel to go to the previous screen.
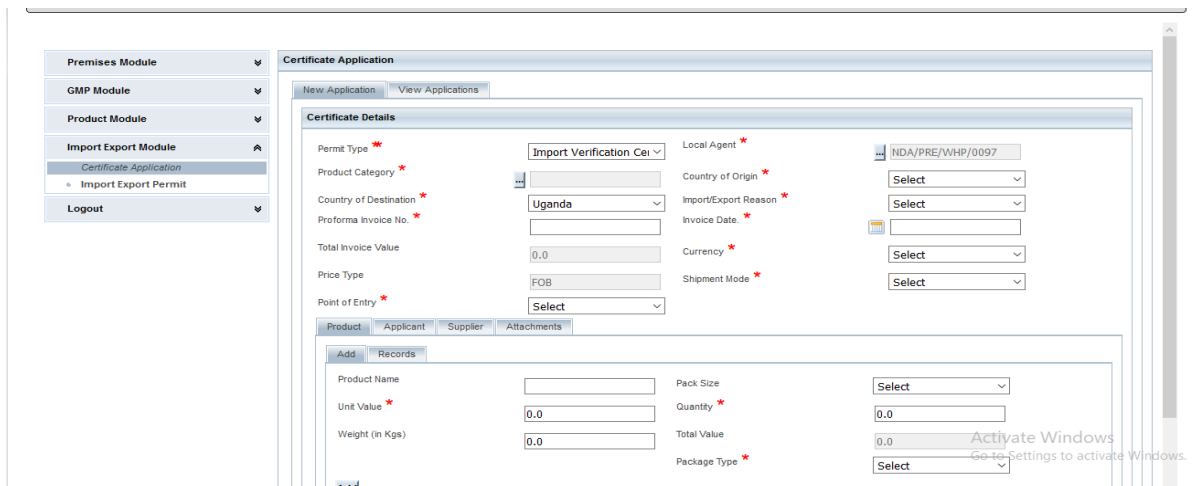

Figure 5: **SELECTING THE LOCAL AGENT/ PREMISE**

Note:

- Before applying for a Verification certificate, Ensure that your premises are active*, (i.e. you must be licensed for that year in case it is a pharmacy, external store or medical device and for institutions you must as well apply for renewal and be approved to transact any business in that year*) and after you can apply to have an Annual import / export permit or A provisional Import /export permit.

- "*Local agent*" refers to the Local technical representative of the product in Uganda, for the case of registered products or the Institution / Premise 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 licence found*".
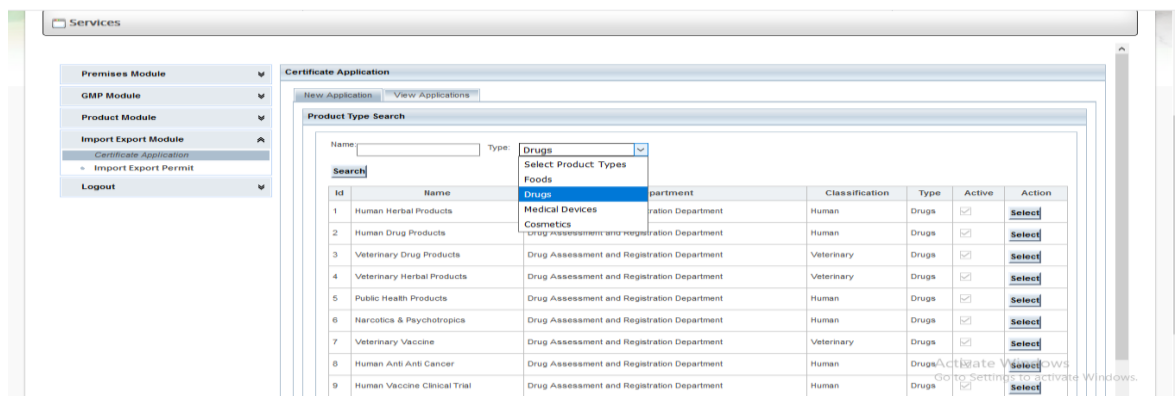

Figure 6: **SELECTED PERMIT TYPE AND PREMISE**

5. To select product category, click on the dotted button **(…)** to search if u are looking for a drug or medical device as seen on the screen short below :

Figure 7:**SELECTING THE PRODUCT CATEGORY I.E DRUGS OR MEDICAL DEVICES**

6. Click on the drop-down under "type" and click on Drugs or Medical devices to select and click the Search icon. Select the correct type of product depending on your import. For example: If you intend to import human drugs, go to the drop down and click on Drugs and then click search button and select Human Drug Products.
7. Country of Origin refers to the country where the drugs or goods are coming from. To select, click on the drop-down, scroll to the correct country and select by clicking on it.
8. Select *"Import/Export Reason"* by clicking on the drop-down and select the corresponding reason by clicking on it. For example;
   - Commercial, if you are importing for business i.e 2%.
   - Exempted, if you are exporting, importing vaccines for both human and veterinary use, importing pharmaceutical raw and packaging materials and importing human anti-cancer drugs.
   - Donations, choose "*Donation below 1000 USD*" or "*Donations below 5000 USD*" or "*Donations above 5000 USD*" depending on the total invoice value.
9. Enter the *"Pro-forma Invoice number"* and *"Invoice Date"* as indicated on the Pro-forma invoice in the respective entry fields.

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

10. Choose *"Currency"* by clicking on the drop-down list for that tab and click on the correct currency type as indicated on the Pro-forma invoice i.e USD, UGX, and POUND etc.
11. Still using the drop-down lists on the respective areas, choose the *"Point of Entry"* and the corresponding *"Shipment Mode"*.
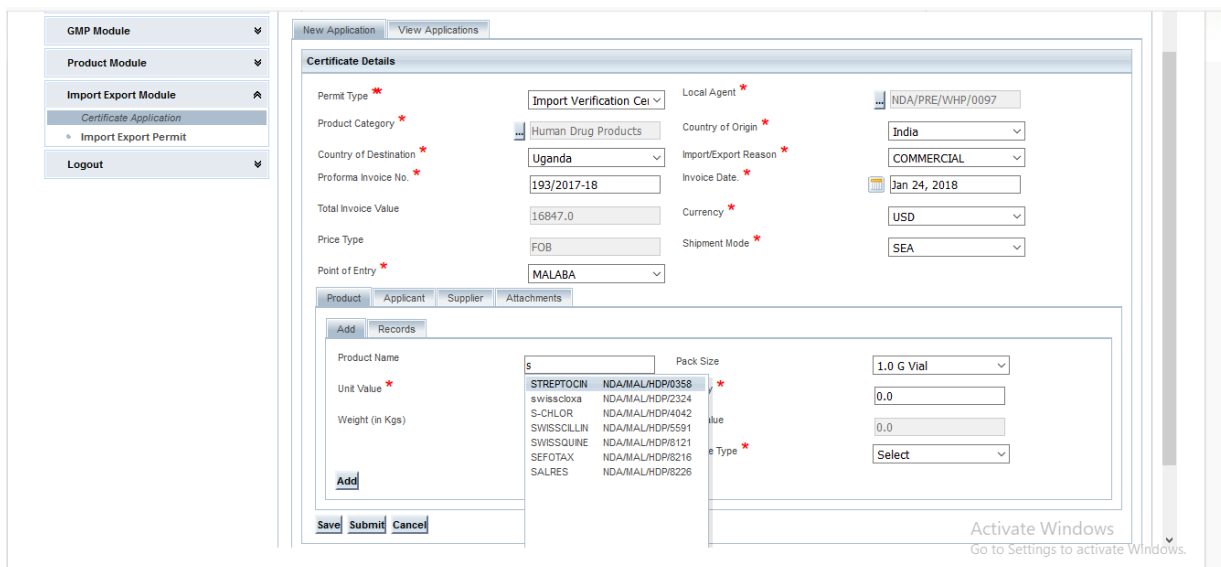12. To enter products, click on the tab for *"Product"* and enter required information. As shown in the screen short below

Figure 8: **SEARCHING FOR THE REGISTRED PRODUCT ON THE REGISTER**

Figure 9: **IMPORT VERIFICATION APPLICATION (FOR REGISTURED DRUGS)**

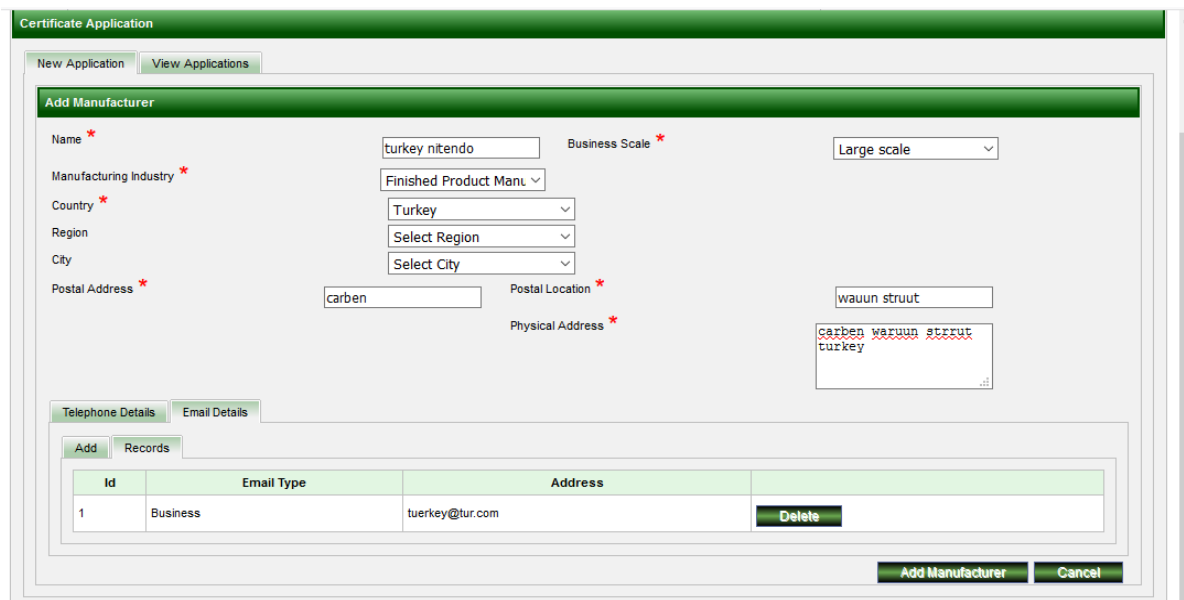Figure 10: **ADDING THE SELECTED REGISTERED PRODUCTS**

13. Note that:

- The drug product will not be added unless all fields marked with an asterisk have been filled.
- **Ensure that you input the Weight of each product that you add**
- For a correct Total Invoice Value to be generated, the Unit value entry has to precede the Quantity entry i.e. (Enter the Product name, pack size, unit value, quantity, weight, and package type …**in that order**). Please ensure that the Total invoice value indicated in the field corresponds to the value on the **PRO-FORMA INVOICE**.

NB: APPLICATION FOR IMPORTATION / EXPORTATION OF AN UN-REGISTURED DRUG OR MEDICAL DEVICE

- The application type of the certificate should be Special case Import Verification or Special case Export Verification.
- The same procedure of Import Verification will be followed after the selection of the **Special Case Import /Export Verification**
- When it comes to Adding the product, Type the Brand name of the product, then proceed to the Manufacturer details. In case it's the first time you are importing from that Manufacturer, click 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 No 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 will take you to another screen

Figure 11: **ATTACHING MANUFACTURER DETAILS TO THE PRODUCT**

- After adding the manufacturer , Input all the details as displayed in the Screen shot below i.e. (Generic name of the Product, Description, Unit Value, Quantity , Weight in Kg's, Package Type …**Strictly In that Order**), as shown below,

Figure 12: **ADDING UN-REGISTERED PRODUCT DETAILS**

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

Figure 13: **ADDING THE UN-REGISTERED PRODUCT DETAILS ON THE APPLICATION**

Note: In case you have more than one product on the PFI having the same Manufacturer details, first add one product, 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. 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 shown below

Figure 14: **SEARCHING FOR THE MANUFACTURER**

14. After every complete product entry, click on *"Add"* tab to save 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.

15. Enter the details of the **Applicant (If And Only If the Local Agent/ Premise Importing / Exporting Is Different from the Applicant and You Are Importing Registered Drug Products)** 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**

Figure 15: **LOCAL AGENT DIFFERENT FROM APPLICANT DETAILS. THIS ONLY APPLIES WHEN IMPORTING REGISTRED PRODUCTS**

16. 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
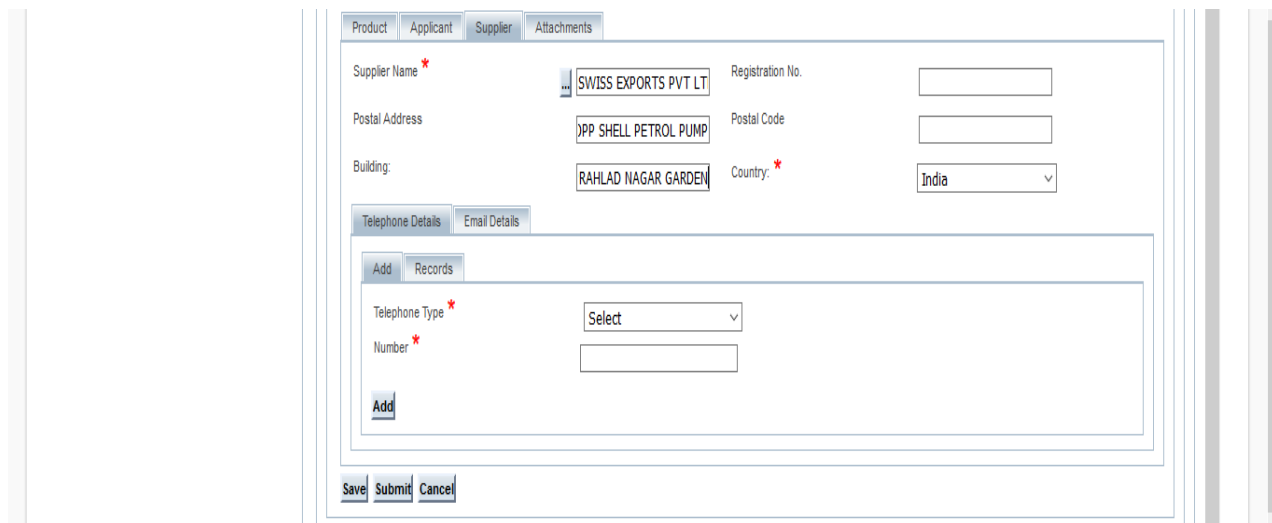
Figure 16: **SUPPLIER DETAILS. ENSURE YOU INPUT THE EMAIL AND PHONE NUMBER AS WELL**

17. 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 click on the respective attachment. Then, click on the *"+Add"* to browse for the intended attachment and click on open, and then on the green *"Add"* button for the addition of the attachment. Ensure you attach all the documentation that you think will be needed by the verification team to avoid any quarries to do with documentation.
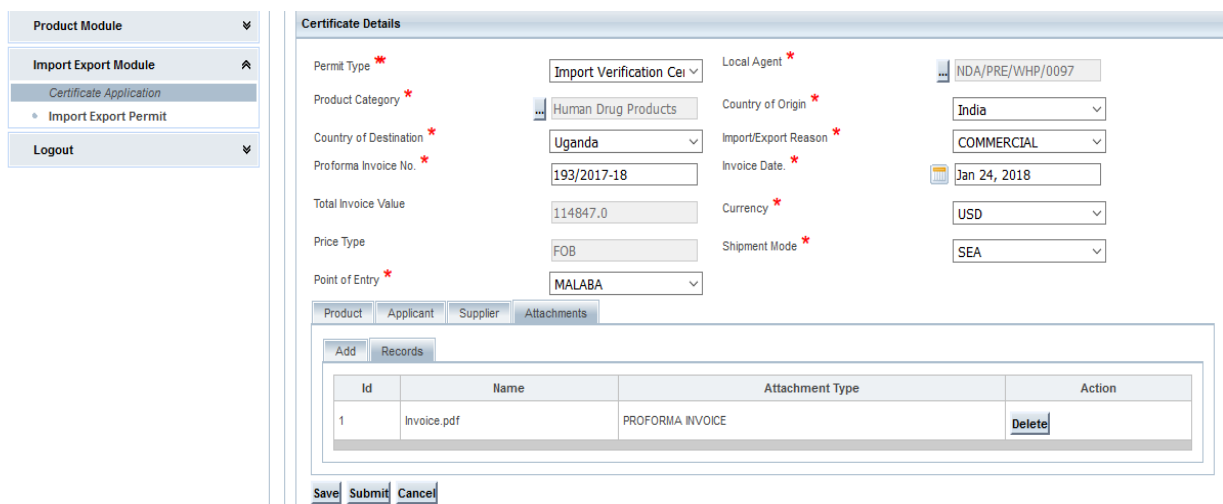

Figure 17: **PROFORMA INVOICE ATTACHEMNTS**

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, at least one of the product details are filled in.
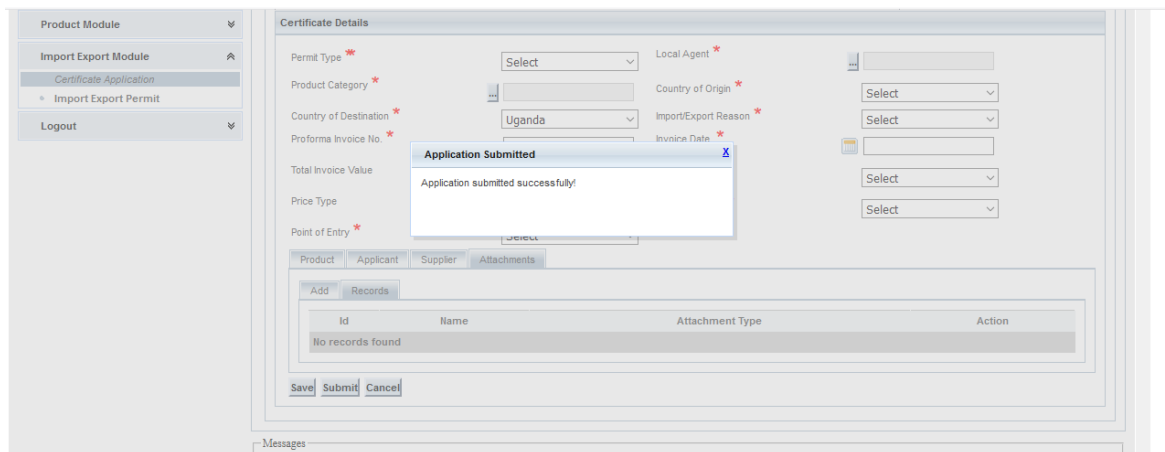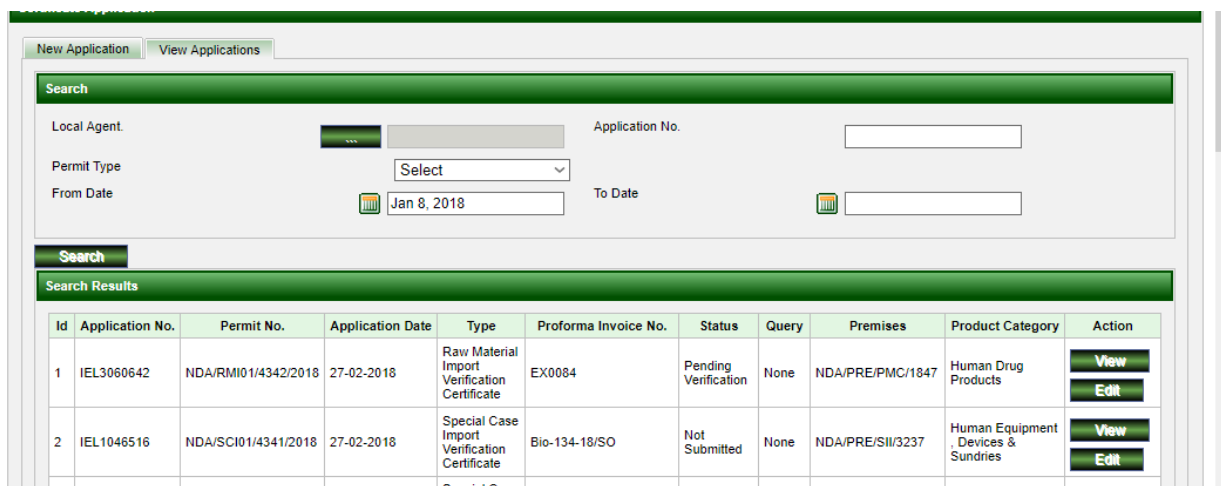

Figure 18: **SUBMITTED APPLICATION**

19. Once the application has been captured/submitted, you can be able to view it, and its status will be *"Pending verification".* To view application, click on *"Certificate application"* and then on *"View Application"* which will lead you to a screen short as one below. Note down the application number received by email with which you can continue to track the progress of the application.
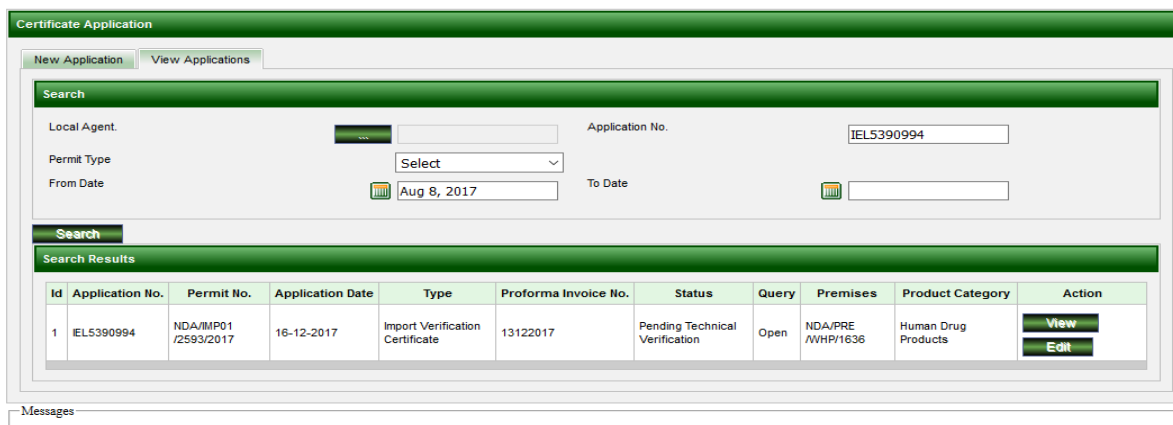

Figure 19: **VIEWING AN APPLICATION**

20. Select *"From date"* by clicking on calendar icon and choosing date depending on when the application was made, then click the *"Search"* button at which point you can see application details. To view the more detailed specifics of the application, click on the *"View"* button under the "Action" column. After seeing the status of your application, you may select "Cancel review" to exit.

21. In case you are queried, search for the application and it will have options of Edit and view under Action. As shown in the screen short below.
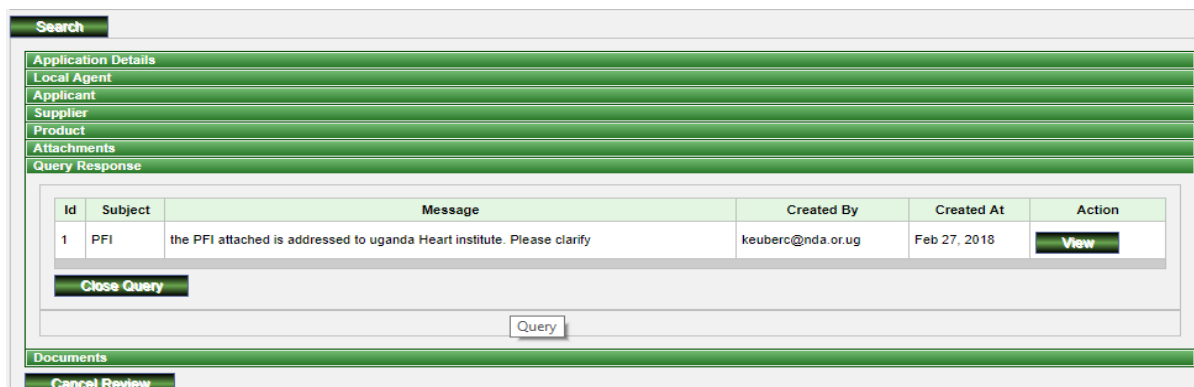
*Figure 20:***VIEWING A QUERRIED APPLICATION**

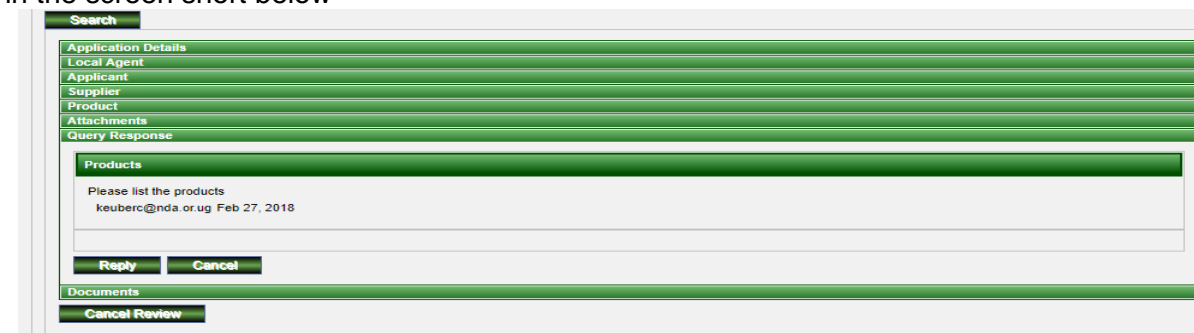22. To view the query, Click "View" under the "Action column, click on query response as seen in the screen short below:

Figure 21: **VIEWING THE QUERY**

23. To respond to the query , click on view and you will be able to reply to the query as seen in the screen short below

*Figure 22:***REPLYING TO THE QUERY**

24. If the query requires addition/removal of an attachment or amendment of the application, Click the "Edit" button under the Action column" and proceed to edit the application accordingly and click *"Submit". **When you are done replying the query, ensure that you close the query so that the application is available for NDA staff action**
25. Once you are done with your work in NDAMIS, you should logout by clicking on the "*Logout*" icon in the top right corner of the page.

Do not hesitate to Contact our NDA TEAM for any inquiries or help needed for this online application process

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