NATIONAL DRUG AUTHORITY
Safe Drugs Save Lives

Integrated Regulatory Information Management System

Self Service Portal Premises Pre-inspection

User Guide

Welcome to the Premises Module of iRIMS! The Premises business process provides for the registration and management of premises in Uganda. The following categories of Premises are handled under the module:
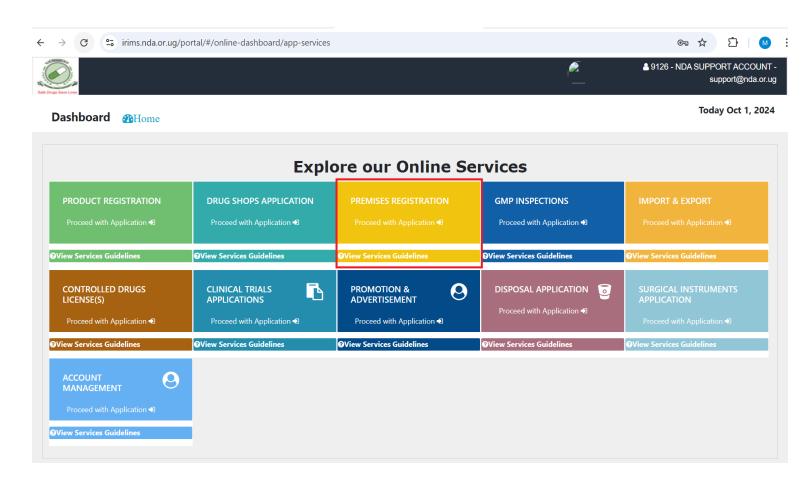
1. Wholesale Pharmacy
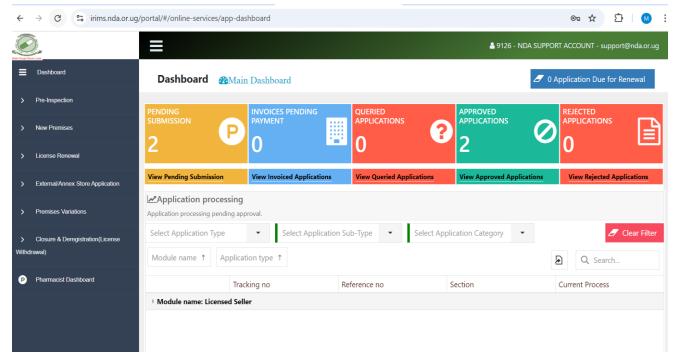
2. Retail Pharmacy

3. External Stores

Note:

The required information varies by premise type. This guide outlines a general, uniform process.

🛎 Access the Module

1. Log in to the Self-Service Portal at https://irims.nda.or.ug/portal/
2. On the dashboard, locate the Premises Registration module.
3. Click Proceed with Application.

You will be directed to the **Premise Registration Dashboard.**

The dashboard provides the following:

- Analytics based on the submitted Premises applications and based on a distinct status.

- Provision to initiate the following applications on the left-hand side menu
    1. Pre-inspection application for the listed premise types
    2. New Premises Registration Application for the listed premise types
    3. Submission of License Renewal
    4. Submission of Variation Requests
    5. Submission of Closure & Deregistration
    6. External/Annex Store Applications

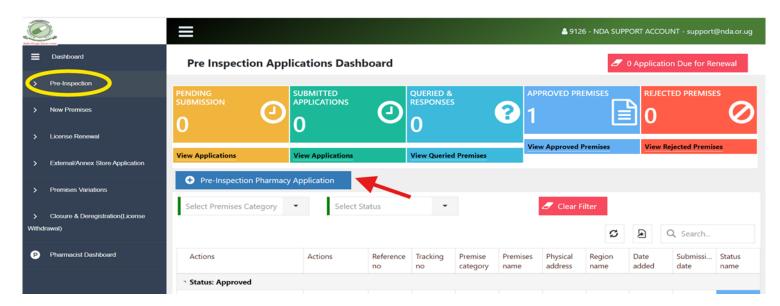- List of the already initiated Premises applications grouped under the distinct Premises processes.

This also provides various actions on the initiated premise application, including:

1. **Edit:** Provision to continue with already initiated premise applications for submission under all the categories and processes
2. **Preview**: Preview already submitted premise registration applications
3. **Query Responses**: Provision to respond to Request for Additional Information
4. **Preview Invoice and Payment Details**: Provision to preview and print Proforma invoices and payment confirmations (receipt)
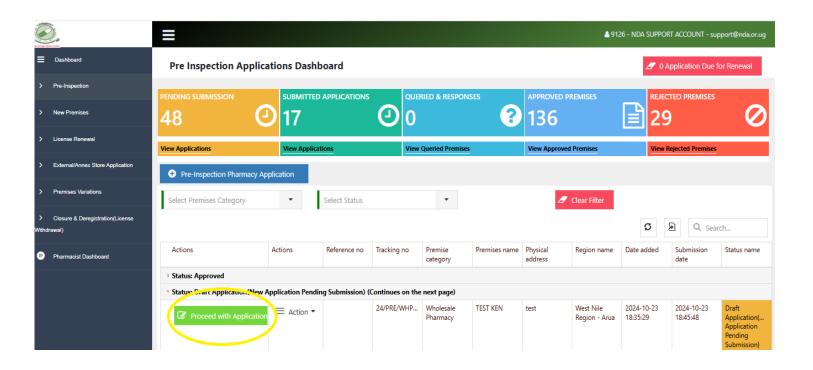5. **Print Options**: Print Premise Licenses, letters of rejection, requests for additional information, ETC.

🔍 Pre-Inspection Application
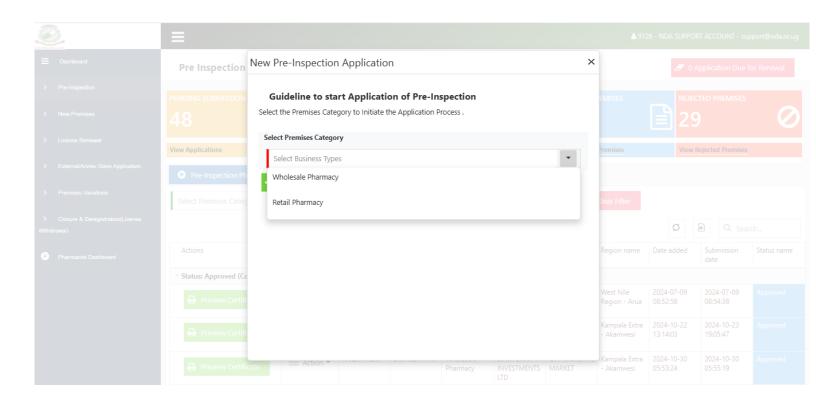
📑 Navigate to Pre-Inspection

1. From the left-hand side menu, select **Pre-inspection**.
2. Click the **blue** **+ Pre-inspection Pharmacy Application** button.

3. If you are continuing a saved draft, select the appropriate application by clicking the **green** **Proceed with Application** button.
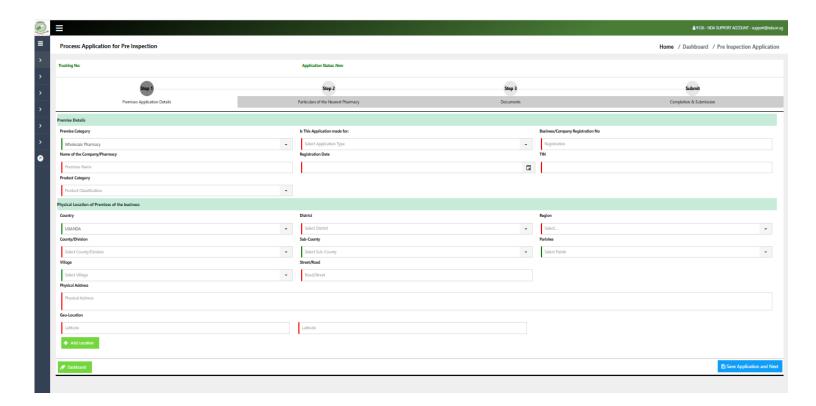
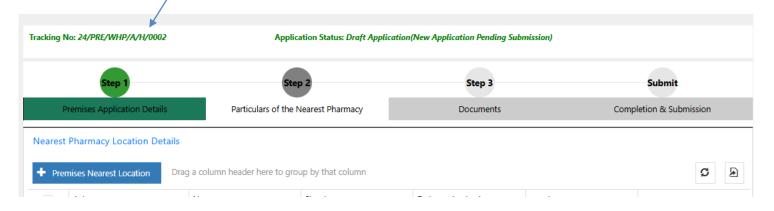4. Select the Premises category and click the green **Initiate New Premises Application** button.

☐ **Step 1: Fill Premise Information**

1. Enter all required fields (highlighted in red).
2. Once fields are completed and turn green, click the **blue** **Save Application and Next** button.
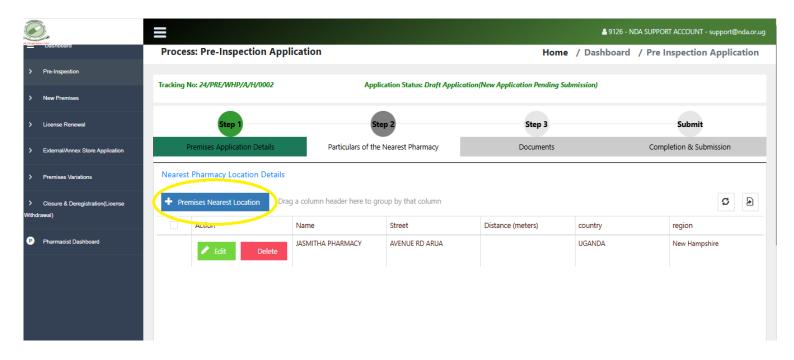
3. A unique tracking number will be generated for your application.

🌏 **Step 2: Add Nearest Pharmacy**
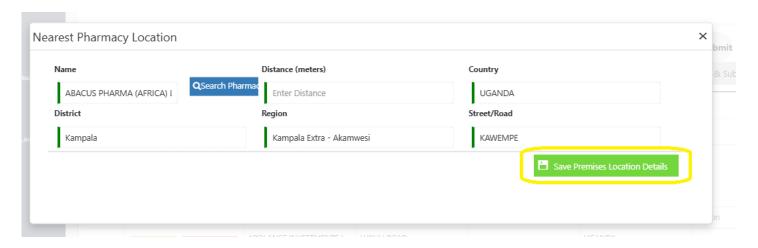   1. Click the **blue + Premises Nearest Location** button.

2. Click the **blue Search Pharmacy** button next to the "Name" text box.

3. Select the nearby pharmacy by clicking the **blue Select Premise** button next to the desired result.

4. The system will then auto-fill the details. Click the **green** **Save Premises Location Details** button.
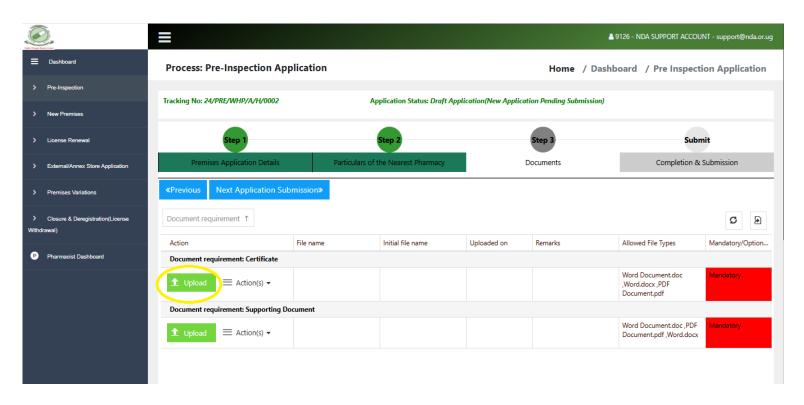

5. Click the **blue** **Next Documents** button to proceed.

🔍 **Tip:** Edit or delete a nearest pharmacy:

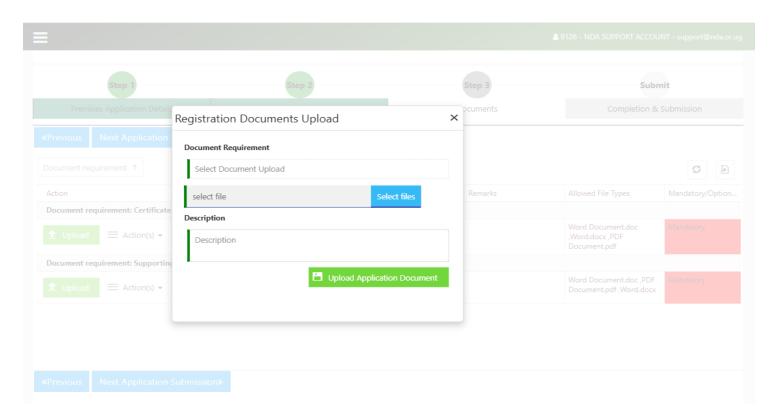- Under **Action(s)** > **Edit** or **Delete**.
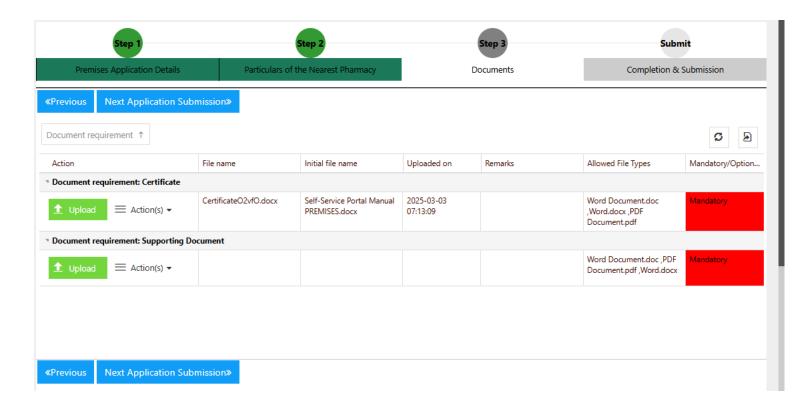

📎 Step 3: Upload Required Documents

1. Documents must be uploaded in Word documents or PDFs under these sections:
   - Certificate
   - Supporting Documents
2. Click the green **Upload** button in the respective section.

3. Select your file from the browser and click **Upload Application Document**.
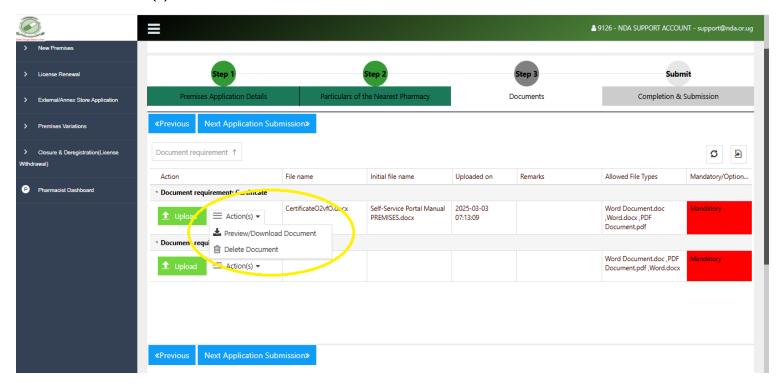   - o Red field = Mandatory
   - o Green field = Optional

4. The system displays the document name and upload date after a successful upload.
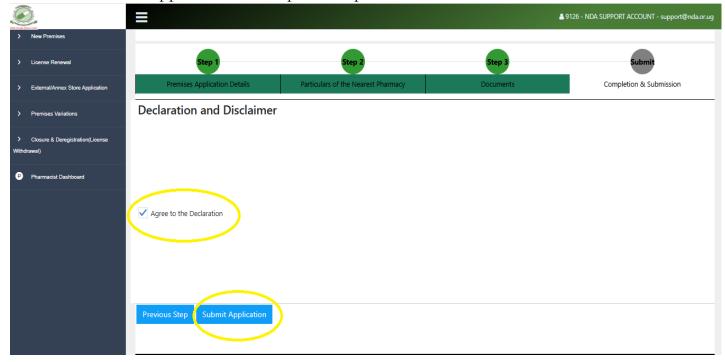
🔍 **Tip:** Preview documents before submission:

- Click **Action(s)** > **Preview** or **Delete**.

5. Click the **blue** **Next Application Submission** button.

⬆ Step 3: Submit Your Application

1. Review the declaration, check the agreement box.
2. Click Submit Application to complete the process.

End of Guide – Uganda Self-Service Portal: Premises Pre-Inspection