

## External User Guide

Issue of a Single Medical Product

Pricing Certificate

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## 1. Brief Overview

This manual is prepared to help applicants Apply for a Pricing Certificate for Medical Product.

Please note: This service is only available to the Applicants listed below.

Applicant Type	Rules
<b>Agents</b>	Should have un-expired license Can only issue PRIC for drugs registered under his name as agent
<b>Scientific Offices</b>	Should have un-expired license Can only issue PRIC for drugs registered under his name as Applicant or MAH
<b>Local Manufacturers</b>	Should have un-expired license Can only issue PRIC for drugs they (Manufacturer) are a part of in the manufacturing cycle

TABLE 1: TYPES OF APPLICANTS

## 2. Apply for Service

Portal users who have logged in successfully to EDE portal will be directed to Dashboard screen where they can apply to EDE's e-services.

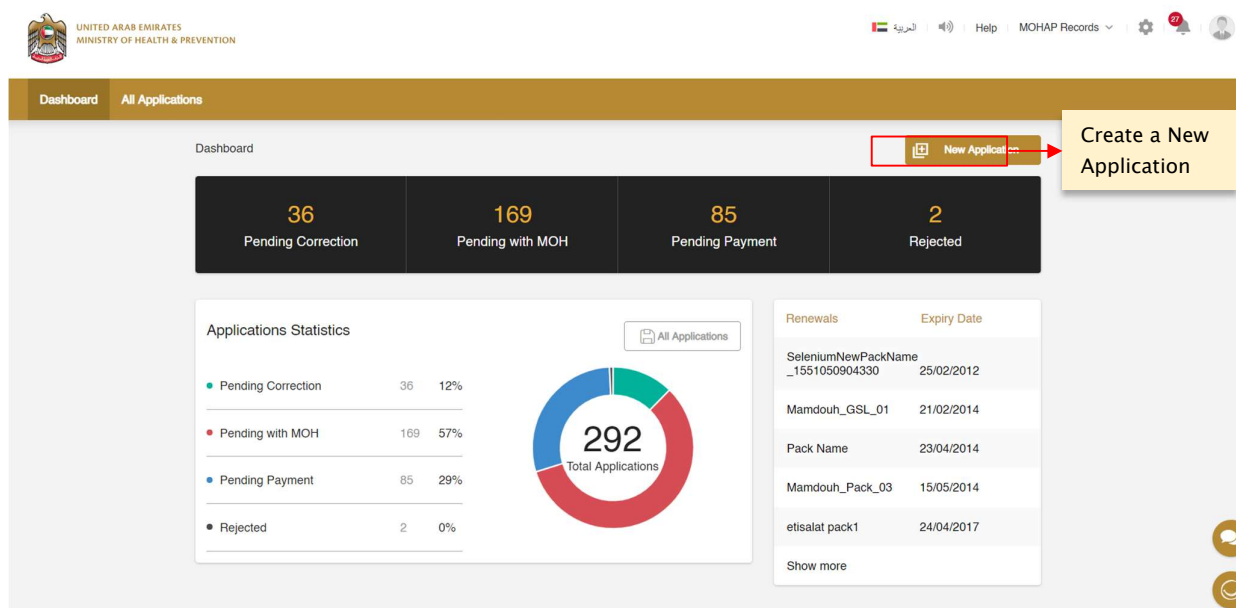


FIGURE A: DASHBOARD SCREEN

## 2.1 Create a New Application

To create a new application from the Applicant Portal, the user must do the following:

- Click on the **New Application**
- Select **Medical Product** ➡ **Certificates** ➡ **Pricing Certificate for Medical Product**
- Click **Create Application** button

Once the user selects **Pricing Certificate for Medical Product** as a service and creates an application, the user will be redirected to Product Details screen.

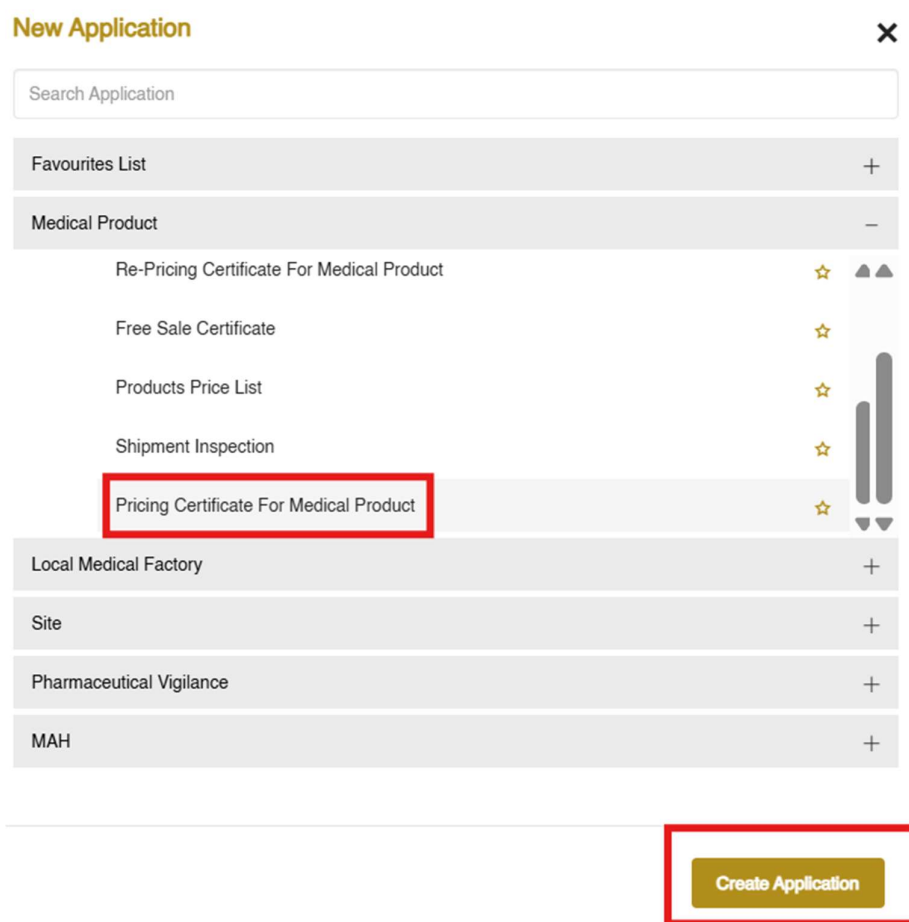



FIGURE B: NEW APPLICATION SCREEN

## 2.2 Pricing Certificate for Medical Product

To complete a Registered Pack Cancellation application, the applicant is required to:

- Search the Product Name in the search bar
- Click on  icon in Registered Packs table under the Actions column
- Select Pack Size

## Select a product ..

Products Name / Trade Name

OCUMOL

OCUMOL

FIGURE C: SELECT PRODUCT SCREEN

## Registered Packs


Pack Name	Strength	Pack Sizes	Registration Date	Expiry Date	ACTIONS
QUICKVUE Influenza A+B Test	n/a	0	11/05/2014	01/01/2080	

FIGURE D: SELECT REGISTERED PACK SCREEN

All applications / Pricing Certificate

Required Documents Help

33% Completed

1 Product details 2 Pack details 3 Attachments

Pack Sizes

	Pack Size	Pack Size Unit	Description
<input checked="" type="checkbox"/>	30	Tablet	30's (10's Blister x 3)

Discard < Product Details Attachments >

FIGURE E: SELECT ACK SIZE

The screenshot shows the 'Attachments' step (Step 3) of a three-step process. The progress bar indicates 67% completion. The steps are: 1. Product details, 2. Pack details, and 3. Attachments. A yellow information box contains the following text: 'Supported files MS office, Images and PDF files', 'Maximum file size is 10 MB', 'Please note that all attachments are mandatory except the ones have the word (Optional) at the end of the document name', and 'Please note that some attachments have a specific requirement that will be mentioned in front of each attachment'. Below this, the text 'Required Attachments' is followed by 'There are no required documents for this service, you can add up to two documents.' An 'Add More' section contains a 'Document Name' input field with a file upload icon. At the bottom, there are 'Discard', '< Pack Sizes', 'Review >', and 'Help' buttons.

FIGURE G: ATTACHMENTS SCREEN

The screenshot shows the 'Review' step (Step 4) of the application process. The progress bar indicates 100% completion. The steps are: 1. Product details, 2. Pack details, and 3. Attachments. The 'Review' section contains a 'Back' button, a 'Please take a moment to check that everything is correct. You can edit anything that's not right.' message, and three expandable sections: 'Product Details', 'Pack details', and 'Attachments'. Below these sections is a checkbox labeled 'I Accept The General Terms And Conditions' which is checked. At the bottom, there are 'Discard' and 'Submit' buttons.

FIGURE H: REVIEW APPLICATION SCREEN

## 2.3 Checkout

After an application has been submitted, the applicant will be redirected to Checkout screen where they will be asked to pay the following:

- Application Fees: AED 500 per Application

### 3. Printouts

Once an application has been reviewed and approved by a EDE officer, the officer will issue the applicant a Certificate associated with the service type. The applicant will get notified via SMS or email once the officer issues the certificate.

For a user to view and printout a certificate, they must:

- Click on the **Application Number** in All Applications screen – which redirects user to Submitted Application screen
- Click on the **Certificate** tab
- Click on the Attachment – which opens the certificate as a PDF
- Print PDF

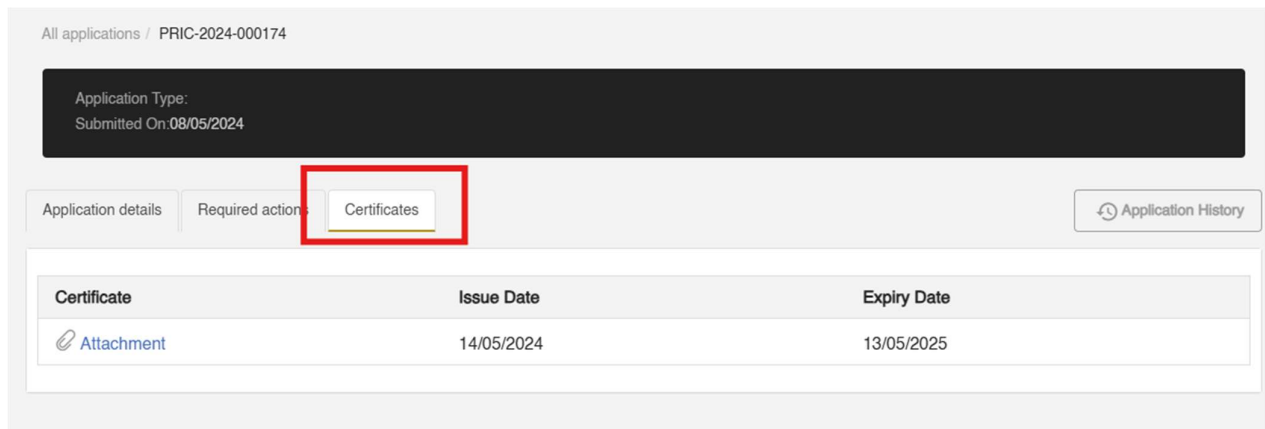


FIGURE I: PRINT CERTIFICATE