# External User Guide

Issue of a Single Medical Product

Pricing Certificate

**Emirates Drug Establishment**, Abu Dhabi, United Arab Emirates | مؤسسة **الإمارات للدواء**، أبوظبي، الإمارات العربية المتحدة

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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 |
|---|---|
| Agents | Should have un-expired license<br>Can only issue PRIC for drugs registered under his name as agent |
| Scientific Offices | Should have un-expired license<br>Can only issue PRIC for drugs registered under his name as Applicant or MAH |
| Local Manufacturers | Should have un-expired license<br>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.
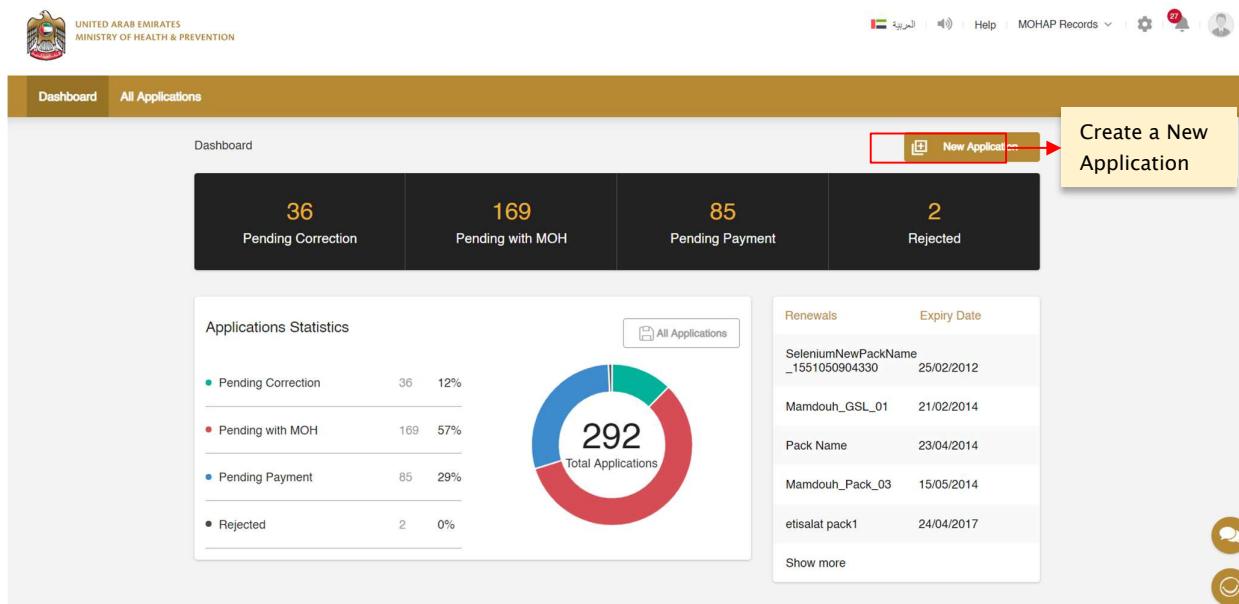


FIGURE A: DASHBOARD SCREEN

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## 2.1    Create a New Application

To create a new application from the Applicant Portal, the user must do the following:
   a.  Click on the **New Application**
   b.  Select  **Medical  Product** ⟹    **Certificates** ⟹    **Pricing Certificate for Medical Product**
   c.  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:

   a. Search the Product Name in the search bar

   b. Click  on      ✏    icon in Registered Packs table under the Actions column

   d. Select Pack Size

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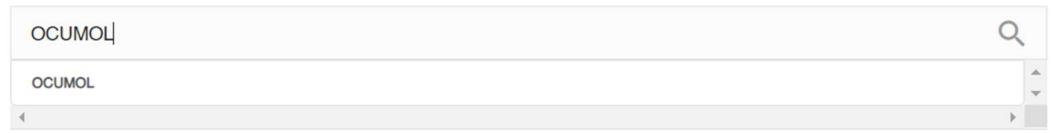
FIGURE C: SELECT PRODUCT SCREEN



FIGURE D: SELECT REGISTERED PACK SCREEN
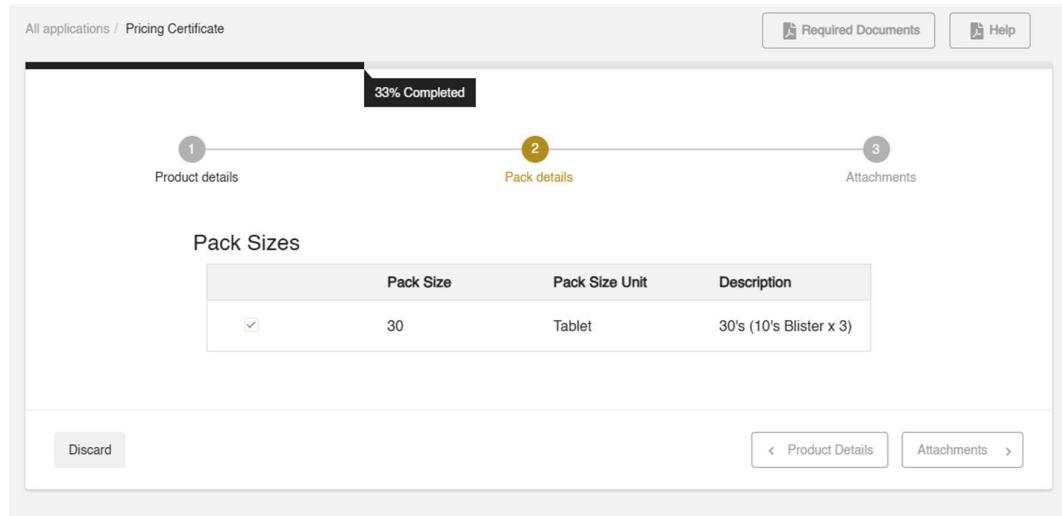


FIGURE E: SELECT ACK SIZE

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FIGURE G: ATTACHMENTS SCREEN



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

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## 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:

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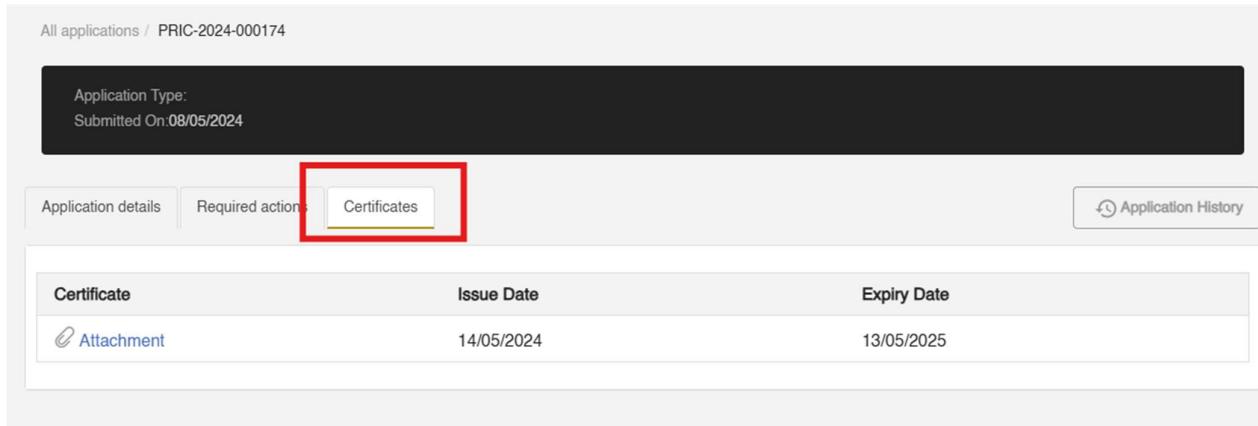


FIGURE I: PRINT CERTIFICATE

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