



## External User Guide

### Renewal of the Certificate of Compliance with Good Manufacturing Practices

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## 1. Brief Overview

This manual is prepared to help applicants Apply for granting a GMP Issuance.

After completing this manual, the applicant should be able to perform all activities related to GMP Issuance on EDE Portal.

Please note: This service is only available to the **Local Manufacturers** 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.

For applicants to apply to their available services, they must go through the following process:

1. Create a new application
2. Complete application
3. Review application

The sections below will help user through the step-by-step process of applying to an application.

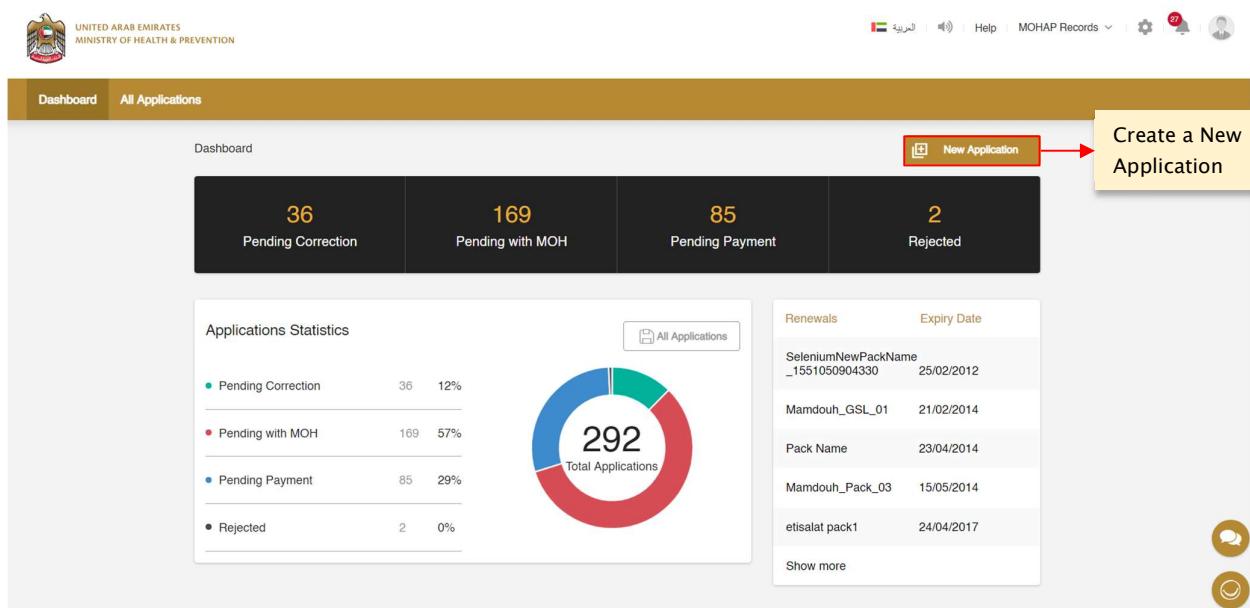
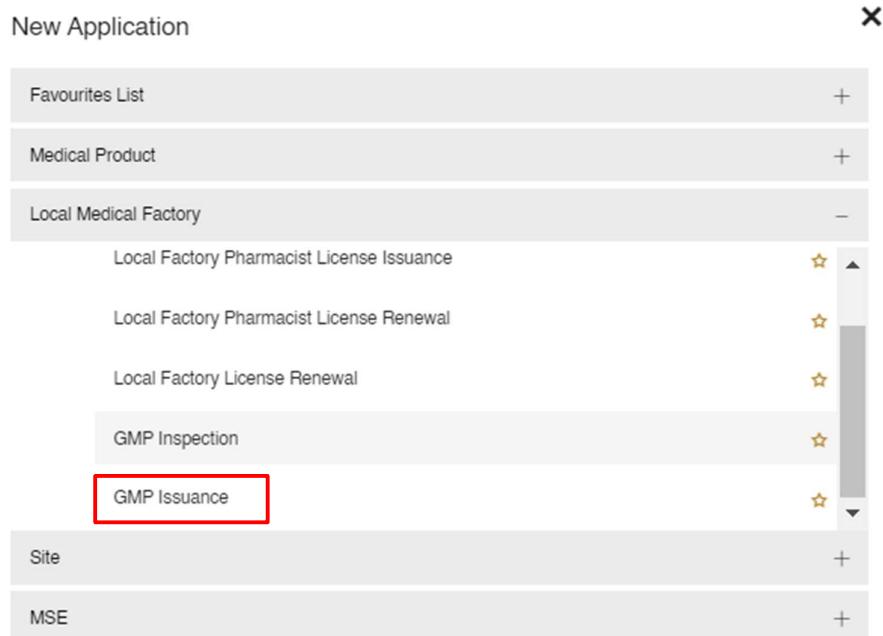


FIGURE A: DASHBOARD SCREEN

## 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 **Local Medical Factory** ➔ **Registration** ➔ **GMP Issuance**.
- Click Create Application button



**FIGURE B: NEW APPLICATION SCREEN**

To complete a GMP Inspection application, the applicant must fill the following sections:

1. Search by GMP Inspection Application Number
2. Attachments.



**FIGURE C: PROGRESS BAR**

### 2.1.1 Search by GMP Inspection Application Number

Applicants should search by the GMP Inspection Application Number.

0% Completed

- 1 Factory
- 2 Production Line
- 3 MOHAP Documents
- 4 Attachments

GMP Inspection Application Number (Optional)

GMPINS-2022-000034

**FIGURE D: SEACRCH GMP INSPECTION SCREEN**

The below Local Factory details will be auto-populated:

- Inspection Reason

Inspection Reason

- Issue Date

Factory License Number (Optional)

- Expiry Date

Issue Date (Optional) ExpiryDate (Optional)

- Factory Name(English)

Factory Name(English) (Optional)

- Factory Name(Arabic)

Factory Name(Arabic) (Optional)

- Emirate

Emirate

- City(English)

City(English) (Optional)

- City(Arabic)

City(Arabic) (Optional)

- Address / Location(English)

Address / Location(English) (Optional)

- Address / Location(Arabic)

Address / Location(Arabic) (Optional)

- Building/Location Owned By

Building/Location Owned By (Optional)

- P.O.Box (Optional)

P.O.Box (Optional)

Telephone (Optional)

- Telephone (Optional)

Fax (Optional)

Website (Optional)

- Fax (Optional)

Remarks (Optional)

Production Lines >

**FIGURE E: FACTORY DETAILS SCREEN**

## 2.1.2 Production Line

The Approved Production Lines will be auto-populated:

33% Completed

- 1 Factory
- 2 Production Line
- 3 MOHAP Documents
- 4 Attachments

1 Production Line

Production Category (Optional)

Manufacturing Activities

Activity

Quality

Activities Lines

Line	Sub Line
Steril Products	Capsule
Steril Products	Powder

**Discard** **< Factory Details** **Documents >**

**FIGURE F: PRODUCTION LINE SCREEN**

Applicants can move to the next section by clicking Documents button.

## 2.1.3 EDE Documents

It is not required from the applicant to take any action on this screen, EDE Documents will be uploaded by EDE officers.

67% Completed

- 1 Factory
- 2 Production Line
- 3 MOHAP Documents
- 4 Attachments

MOHAP Documents

Table has no records.

**Discard** **< Production Lines** **Attachments >**

**FIGURE G: EDE DOCUMENTS SCREEN**

Applicants can move to the next section by clicking Attachments button.

## 2.1.4 Attachments Screen

Below are the attachments the applicant must submit before moving to the next section.

- a. Site Master File (Optional)
- b. List Of Production Lines & Manufactured Products (Optional)
- c. QC & QA Organogram (Optional)
- d. Production Manager Appointment Letter
- e. List Of The Factory Equipment (Optional)

100% Completed

1 Factory      2 Production Line      3 MOHAP Documents      4 Attachments

① - 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  
- Please note that some attachments have a specific requirement that will be mentioned in front of each attachment

Required Attachments

Site Master File (Optional)  
Please attach a copy of Site Master file

List Of Production Lines & Manufactured Products (Optional)  
Please attach a copy of List of Production Lines & Manufactured Products

QC & QA Organogram (Optional)  
Please attach a copy of QC & QA Organogram

List Of The Factory Equipments (Optional)  
Please attach a copy of List of the Factory Equipments

Document Name

New File

New File

New File

New File

Discard

Documents      Review >

FIGURE H: ATTACHMENTS SCREEN

## 2.1.5 Review Application

Review Application After the applicant completes filling all application details, they must click on the Review button to proceed with application submission. Once the applicant clicks the Review button, they will be redirected to Review screen where they are able to perform the following actions:

- a. Edit Application
- b. Discard Application
- c. Read & Accept General Terms & Conditions
- d. Submit Application

All applications / GMP Inspection

Required Documents Help

< Back Review

Please take a moment to check that everything is correct. You can edit anything that's not right.

> Factory Details

> Production Line

> MOHAP Documents

> Attachments

I Accept The General Terms And Conditions

Discard Submit

FIGURE H: REVIEW APPLICATION SCREEN

## 2.2 Checkout

After an application has been submitted, EDE officer will be able to review the application and return it back for payment:

- Application Fees: AED 2000 per Application