

External User Guide

Re-pricing of a Single Medical Product

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1. Brief Overview

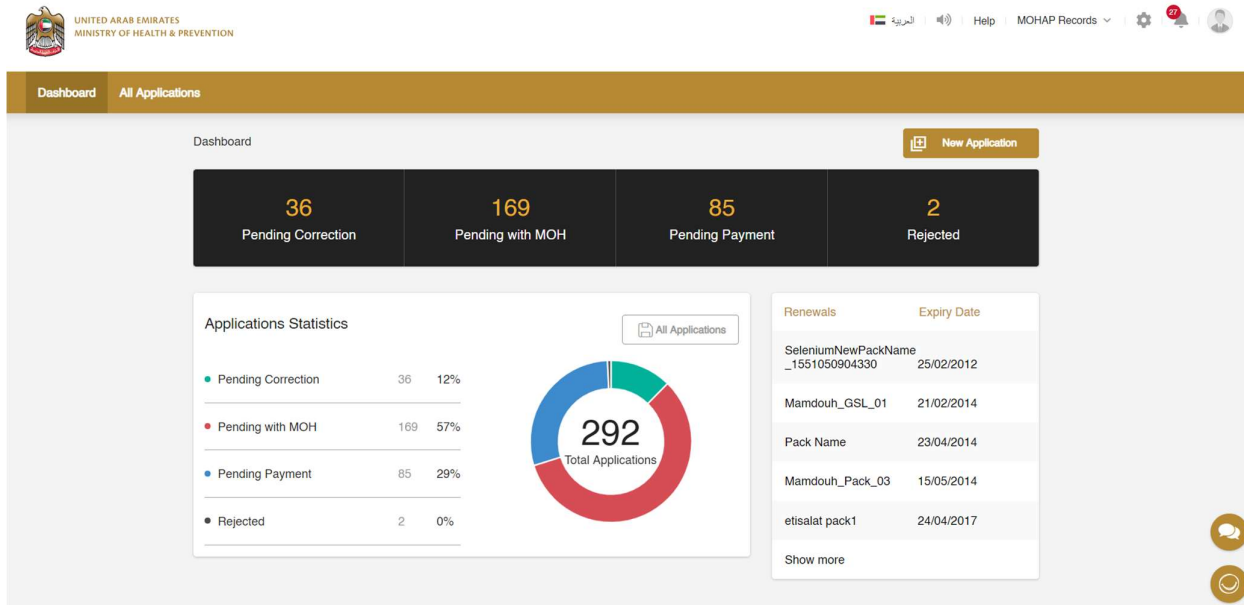
This manual is prepared to help applicants Apply for a Re-pricing of a Single Medical Product.

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

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

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.

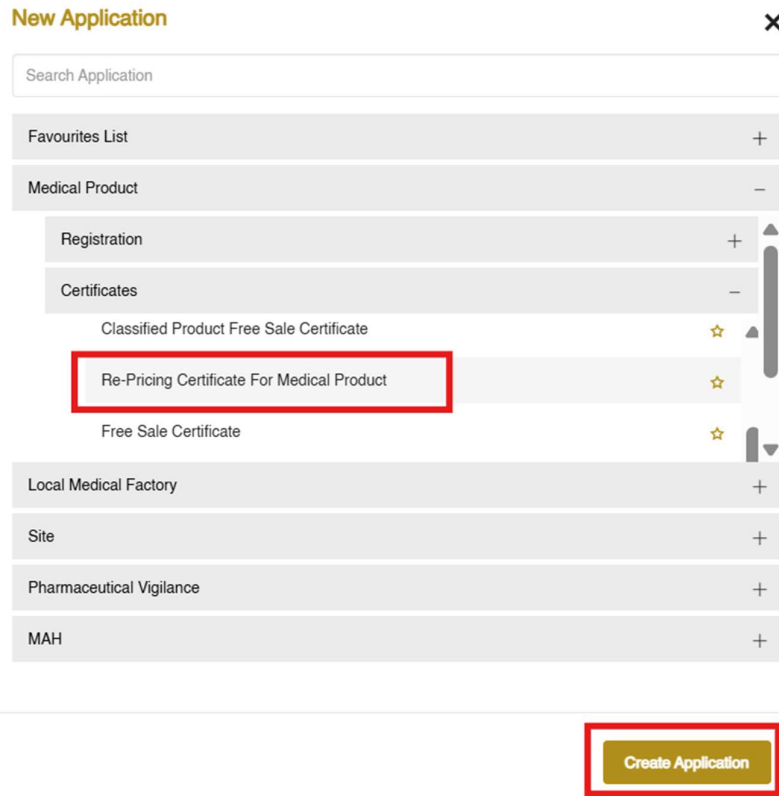


2.1 Create a New Application

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

- Click on the **New Application**
- Select **Medical Product** ⇒ **Certificates** ⇒ **Re-pricing of a Single Medical Product**
- Click **Create Application** button

Once the user selects **Re-pricing of a Single Medical Product** as a service and creates an application, the user will be redirected to Product Details screen.



2.2 Re-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

Select a product ..


Products Name / Trade Name

OCUMOL

OCUMOL

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

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	


c. Select Pack Size

All applications / Repricing Certificate Required Documents Help

25% Completed

1 Pack Sizes 2 Reprice 3 Attachments

Pack Sizes

	Pack Size	Pack Size Unit	Description
	20	Tablet	20's (10's Blister x 2)

Discard < Product Details Reprice >

d. Enter Proposed CIF and select the currency from drop-down

All applications / Repricing Certificate Required Documents Help

50% Completed

1 Pack Sizes 2 Reprice 3 Attachments

All fields are mandatory, except for those labeled as optional.

Reprice

Proposed CIF [Cost, Insurance & Freight] Currency

Reason For Repricing (Optional)

Approved CIF [Cost, Insurance & Freight] Price In Other Countries

Build your Approved CIF [Cost, Insurance & Freight] Price In Other Countries List Add

Discard < Pack Sizes Attachments >

e. Upload attachments

All applications / Repricing Certificate Required Documents Help

75% Completed

1 Pack Sizes 2 Reprice 3 Attachments

i - 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
There are no required documents for this service, you can add up to two documents.

Add More

Document Name

Discard < Reprice Review >

f. Review the application, then submit.

All applications / Repricing Certificate Required Documents Help

< Back **Review**

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

> Product Details

> Pack Sizes

> Reprice

> Attachments

I Accept The **General Terms And Conditions**

Discard Submit

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:

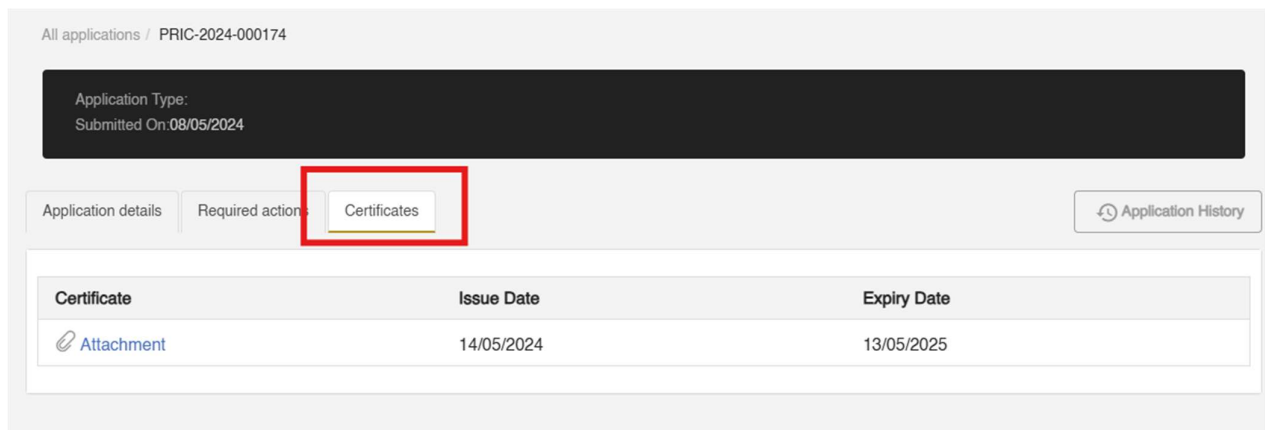
- Application Fees: AED 1000 per Application

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



The screenshot shows a web interface for application management. At the top, it displays 'All applications / PRIC-2024-000174'. Below this, there is a dark grey box containing 'Application Type:' and 'Submitted On: 08/05/2024'. A navigation bar includes 'Application details', 'Required actions', and 'Certificates' (which is highlighted with a red box). To the right of the navigation bar is an 'Application History' button. Below the navigation bar is a table with the following data:

Certificate	Issue Date	Expiry Date
Attachment	14/05/2024	13/05/2025