

## External User Guide

### Re-pricing of a Single Medical Product

## Table of Contents

1.	Brief Overview .....	3
2.	Apply for Service .....	3
2.1	Create a New Application .....	4
2.2	Re-Pricing Certificate for Medical Product .....	4
2.3	Checkout .....	7
3.	Printouts .....	7

## 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
<b>Agents</b>	Should have un-expired license Can only issue Re-Pricing certificate for drugs registered under his name as agent
<b>Scientific Offices</b>	Should have un-expired license Can only issue Re-Pricing certificate for drugs registered under his name as Applicant or MAH
<b>Local Manufacturers</b>	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.

Dashboard All Applications

Dashboard

36 Pending Correction    169 Pending with MOH    85 Pending Payment    2 Rejected

All Applications

Applications Statistics

Pending Correction	36	12%
Pending with MOH	169	57%
Pending Payment	85	29%
Rejected	2	0%

292 Total Applications

Renewals    Expiry Date

SeleniumNewPackName_1551050904330	25/02/2012
Mamduh_GSL_01	21/02/2014
Pack Name	23/04/2014
Mamduh_Pack_03	15/05/2014
etisalat pack1	24/04/2017

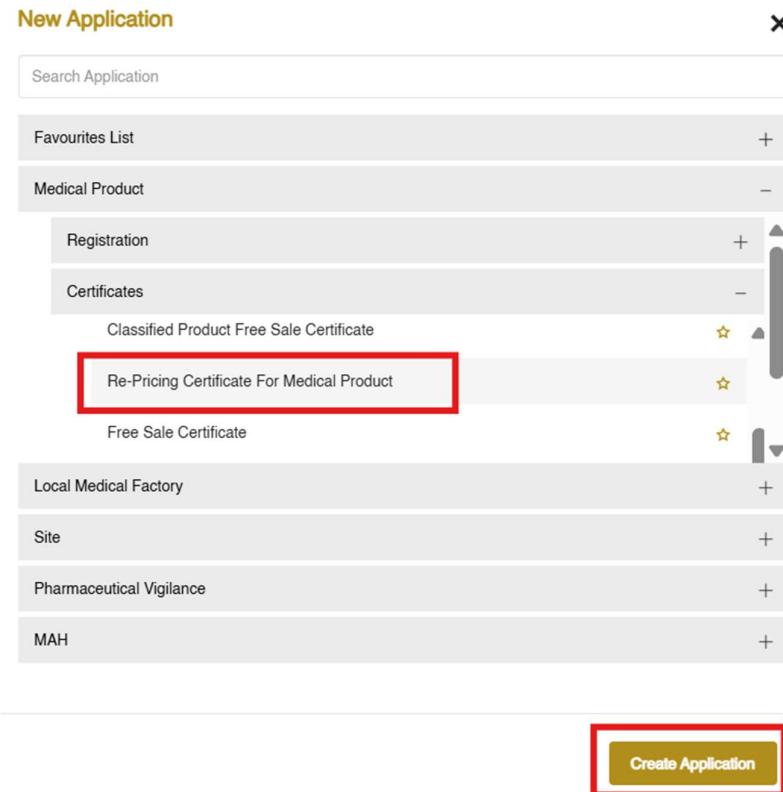
Show more

## 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

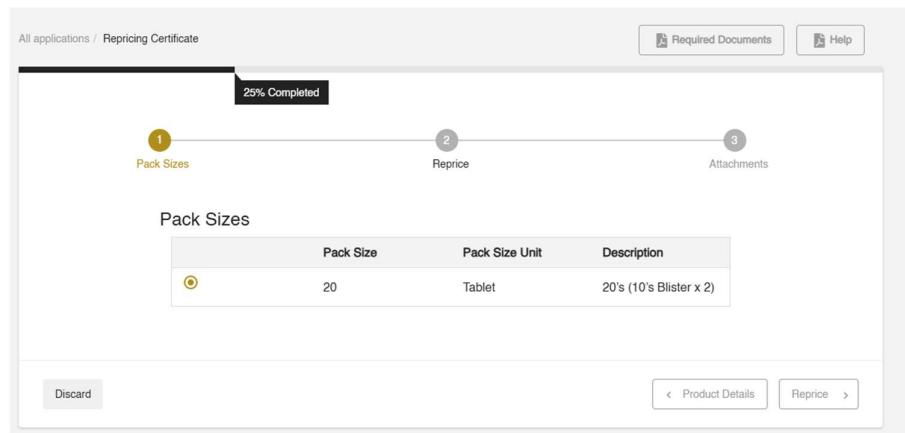
The screenshot shows a search interface with a search bar containing 'OCUMOL'. Below the search bar, a list shows a single result: 'OCUMOL'.

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

25% Completed

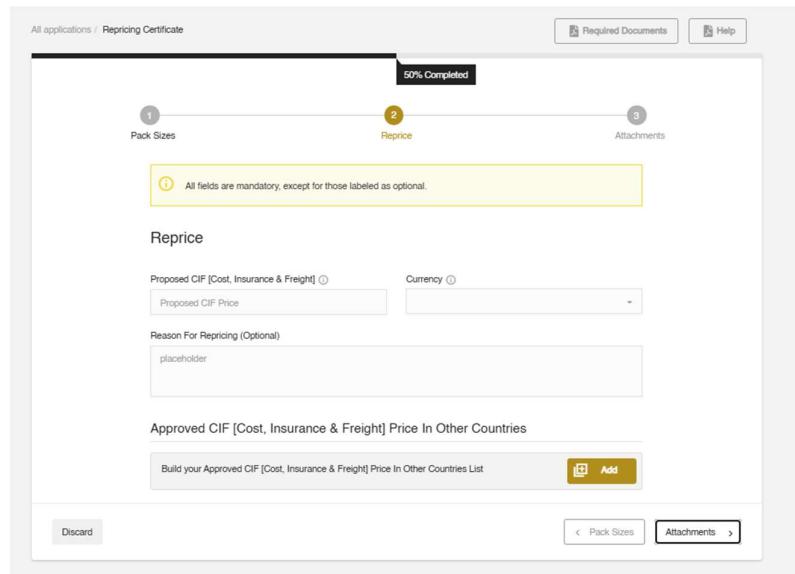
1 Pack Sizes      2 Reprice      3 Attachments

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

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]  Proposed CIF Price      Currency

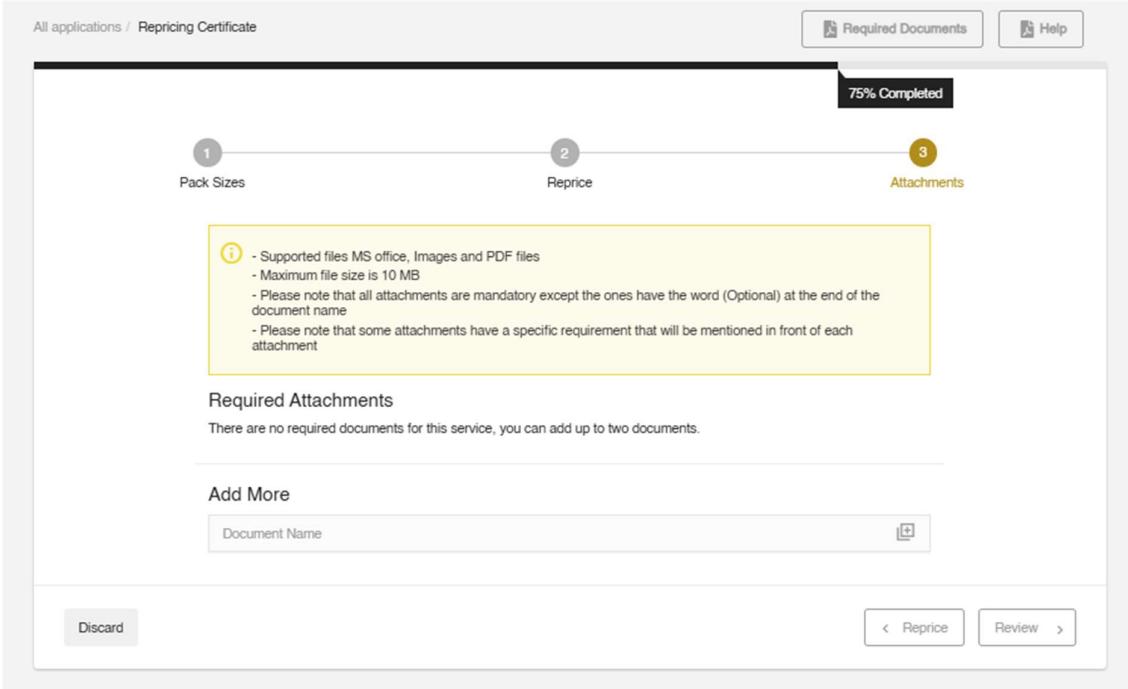
Reason For Repricing (Optional)  
placeholder

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

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

Discard      < Pack Sizes      Attachments >

e. Upload attachments



All applications / Repricing Certificate

Required Documents Help

75% Completed

1 Pack Sizes 2 Reprice 3 Attachments

**Required Attachments**

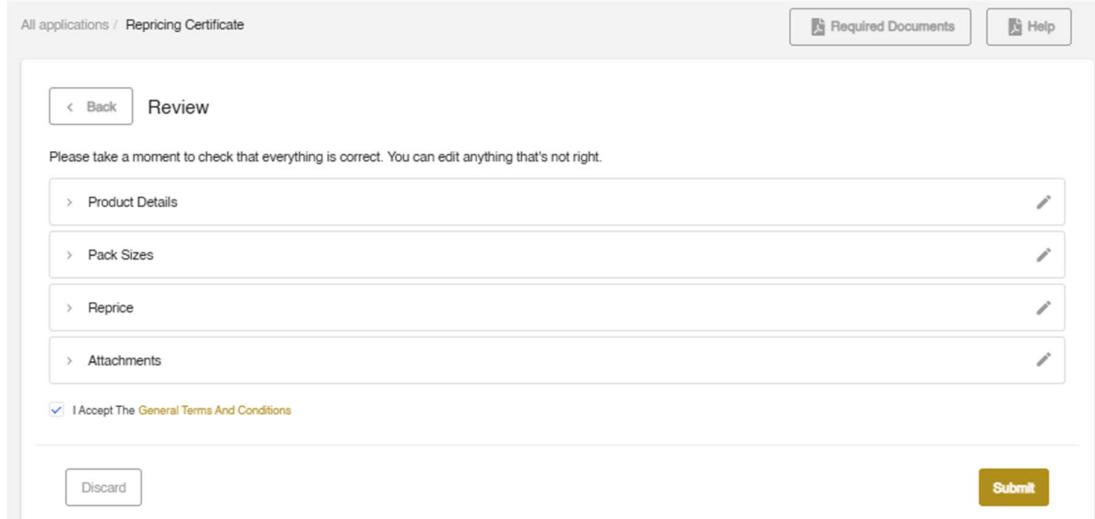
- Supported files MS office, Images and PDF files  
- Maximum file size is 10 MB  
- Please note that all attachments are mandatory except the ones have the word (Optional) at the end of the document name  
- Please note that some attachments have a specific requirement that will be mentioned in front of each attachment

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

Add More

Document Name

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

## 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:

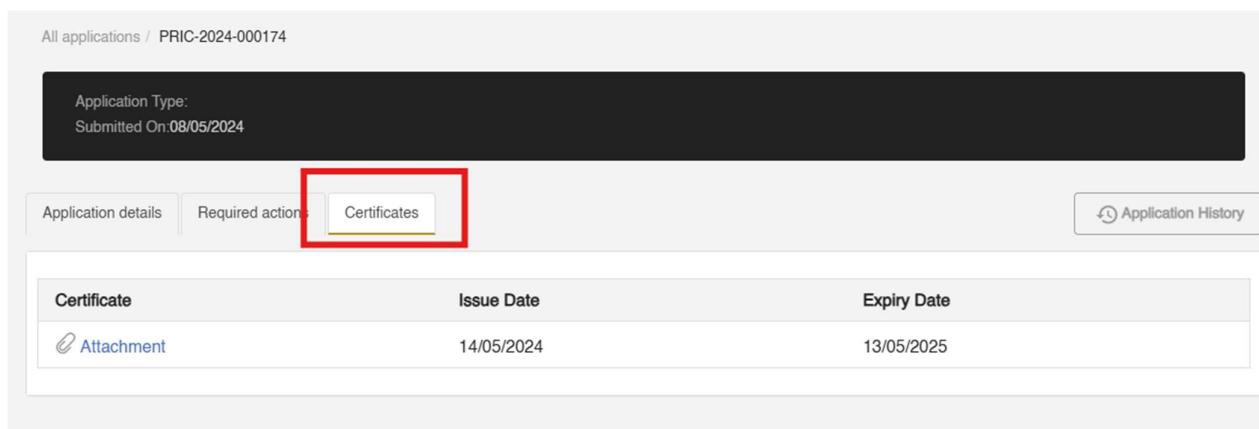
- Application Fees: AED 1000 per Application

## 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:

- 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



All applications / PRIC-2024-000174

Application Type: Submitted On: 08/05/2024

Application details Required actions Certificates Application History

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