External User Guide

Local Factory Initial Approval

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1. Brief Overview

This manual is prepared to help applicants Apply for granting a Local Factory Initial Approval.

After completing this manual, the applicant should be able to perform all activities related to Local Factory Initial Approval on EDE Portal.

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

2. Create New Local Medical Factory Account

To create an account, the user must click on Register Now, where they will be redirected to the Account Credentials screen.

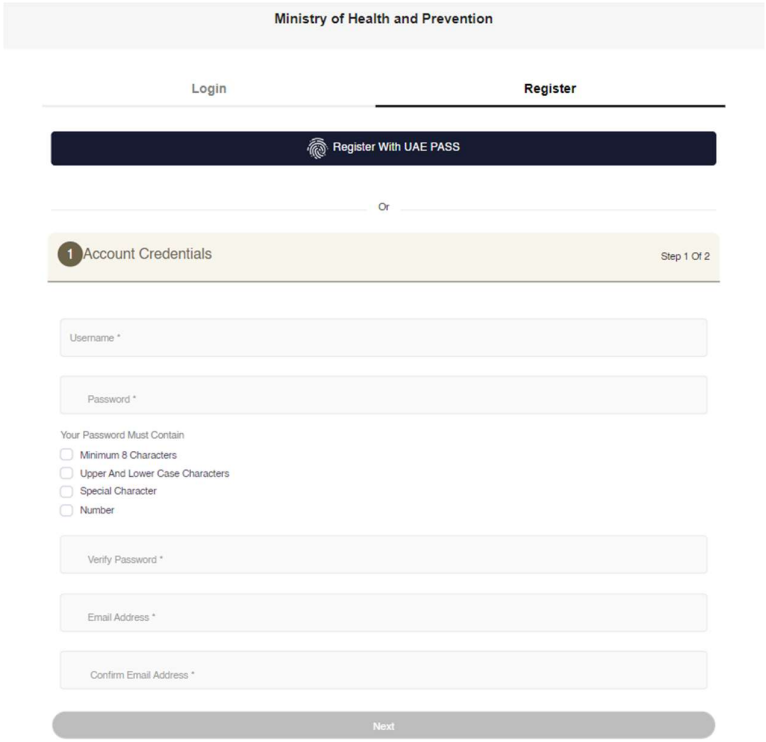


FIGURE A: ACCOUNT CREDENTIALS SCREEN

After user entered all the necessary data, they must click Next - where the user will be redirected to the Account Information screen.

- User should select the correct Account Type As “New Local Medical Factory Requester”

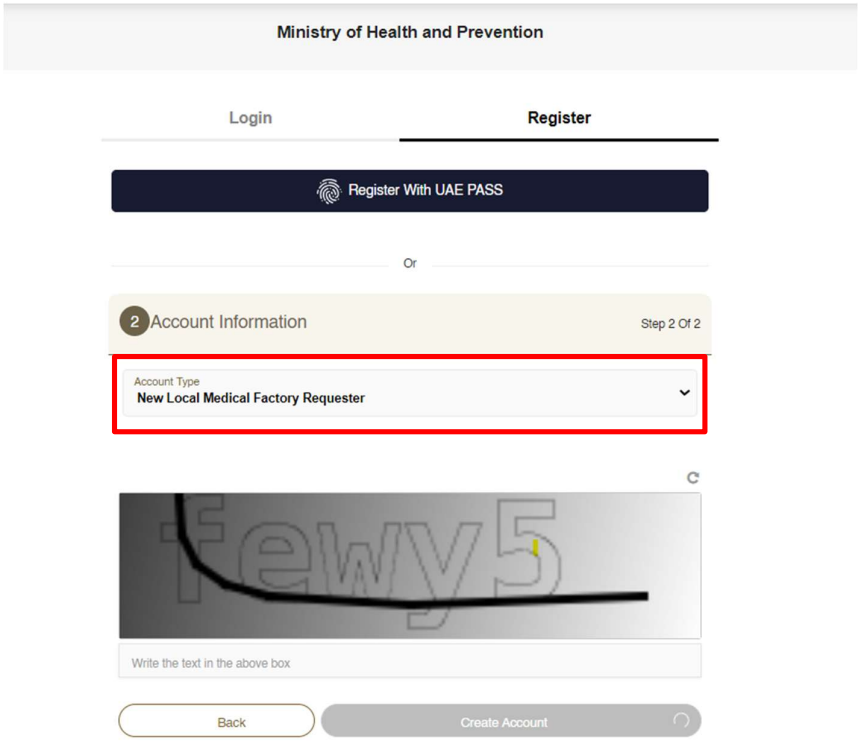


FIGURE B: ACCOUNT INFORMATION SCREEN

3. 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.

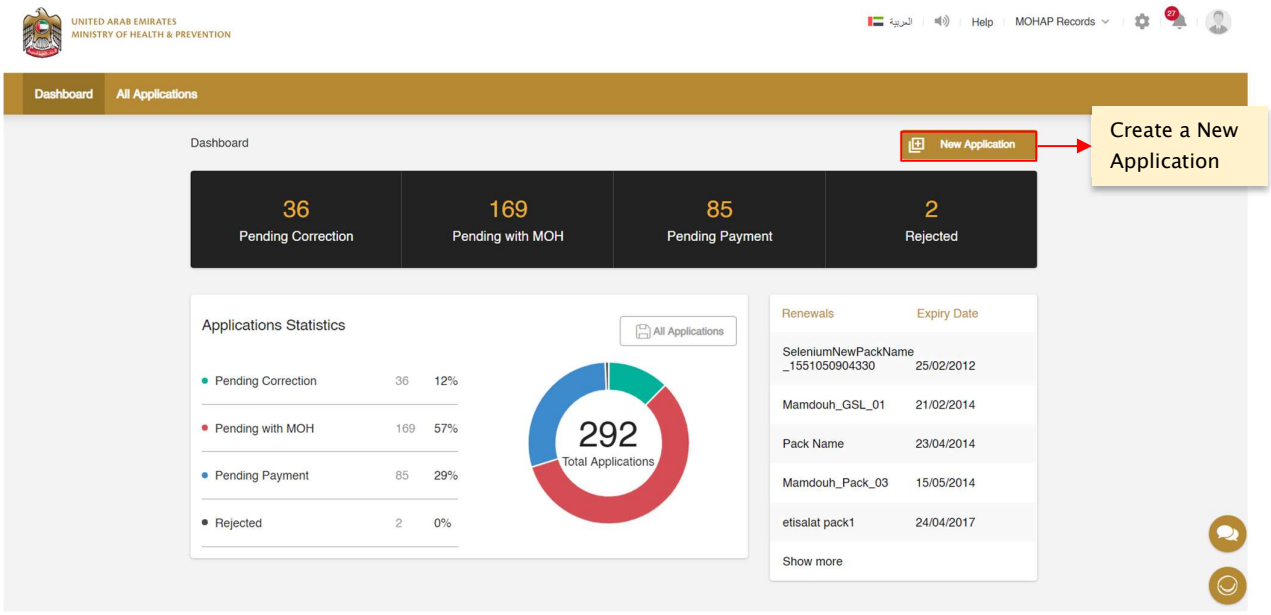


FIGURE C: DASHBOARD SCREEN

3.1 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 **Local Medical Factory** ⇨ **Registration** ⇨ **Local Factory Initial Approval**
c. Click Create Application button

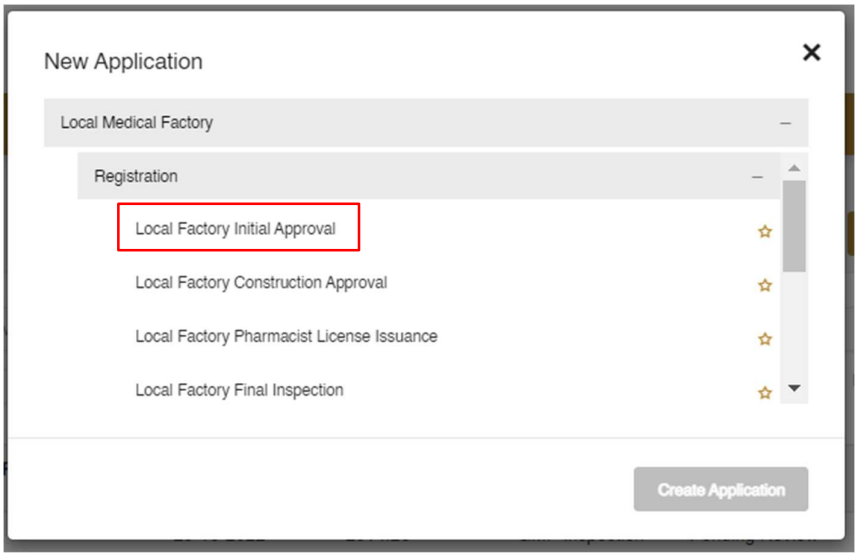


FIGURE D: NEW APPLICATION SCREEN

Once the user selects **Local Factory Initial Approval** as a service and creates an application, the user will be redirected to Factory Details screen.

3.2 Update Local Factory Initial Approval Application

3.2.1 Factory Details Screen

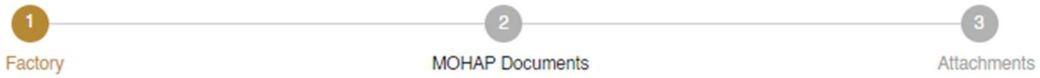


FIGURE E: PROGRESS BAR

To complete the **Local Factory Initial Approval** application, the applicant is required to enter the Factory Details:

- Factory Name(English)
- Factory Name(Arabic)
- Emirate
- City(English)
- City(Arabic)
-Address / Location(English)
- Address / Location(Arabic)
- Building/Location Owned By
- P.O.Box (Optional)
- Telephone (Optional)
- Fax (Optional)
- Website (Optional)
-Categories, Applicant can add multiple categories by clicking on **'Add'**
- Remarks (Optional)

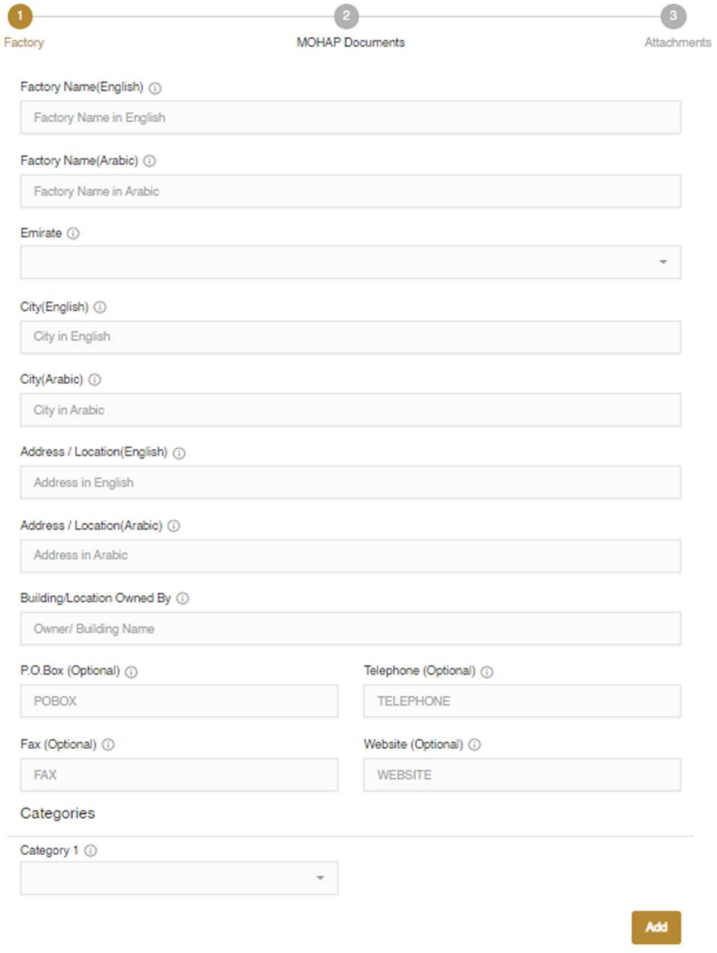


FIGURE F: FACTORY DETAILS SCREEN

3.2.2 EDE Documents

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

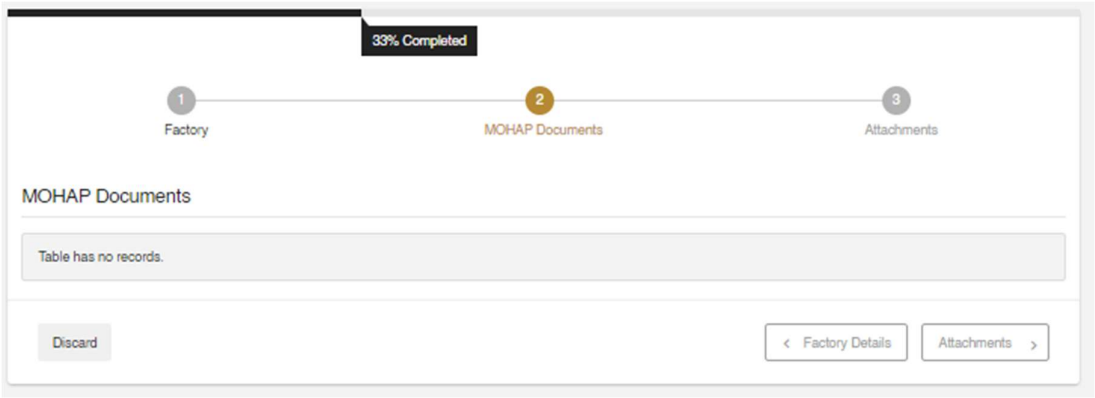


FIGURE G: EDE DOCUMENTS SCREEN

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

3.2.3 Attachments Screen

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

a. Local Factory Data Form (applicant can use the available template)

b. Memorandum Of Association

c. Project's Feasibility Study (applicant can use the available template)

d. Partnership Contract With Owners Of The Right To The Capital (applicant can use the available template).

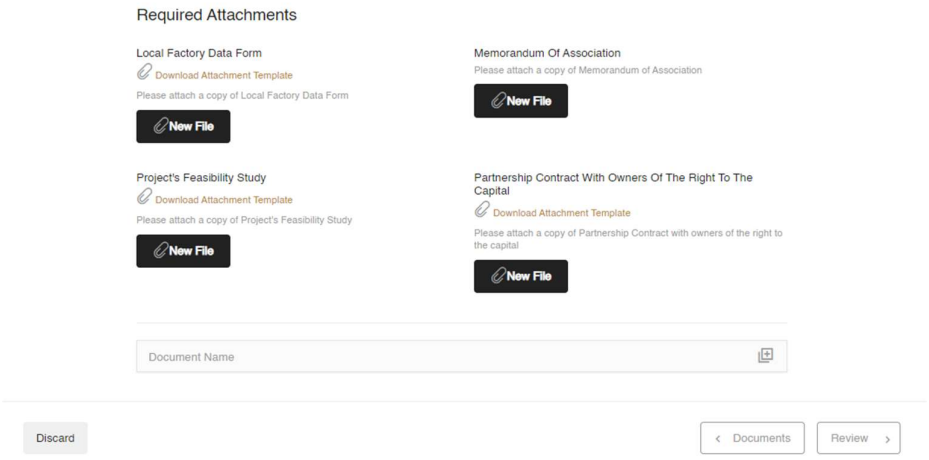


FIGURE H: ATTACHMENTS SCREEN

3.2.4 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

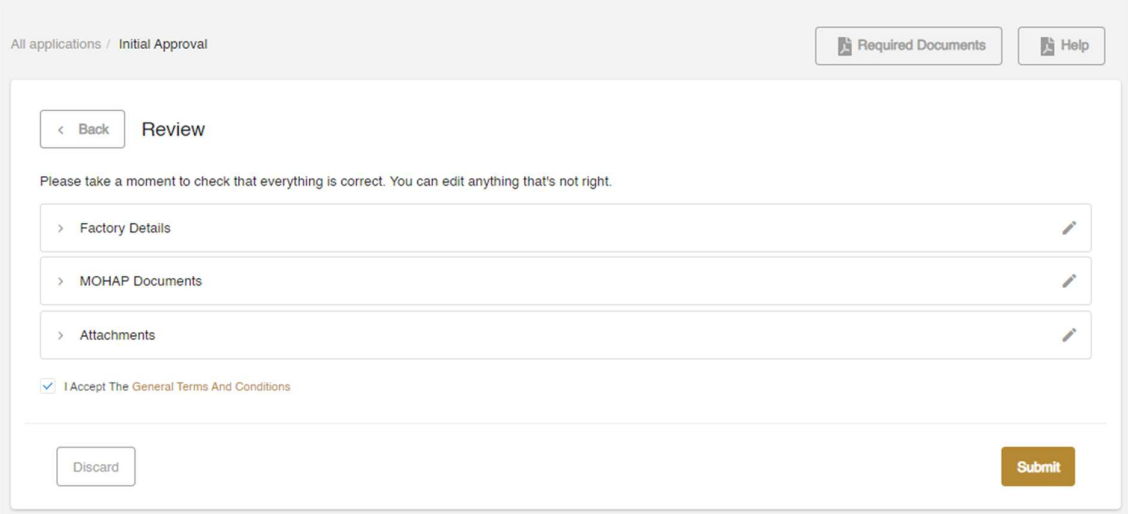


FIGURE I: REVIEW APPLICATION SCREEN

Application should be created on “All Applications” List, Applicant will receive all Officer Request and Status Update Notifications by Email.

3.3 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 100 per Application

4. Printouts

Once an application has been reviewed and approved by a EDE officer, the officer will issue an Initial Approval for Medical Factory certificate.