Integrated Pharmaceutical Database Management System- IPDMS
Online Registration Form for coronary stents
Help Document
NPPA Office 3/30/2017

Integrated Pharmaceutical Database Management System-IPDMS

Registration Form for Pharmaceutical Manufacturer/ Marketing/ Importer/ Distributor Companies

WHY TO DO ONLINE REGISTRATION:
HOW TO DO ONLINE REGISTRATION:
REGISTRATION:
COMPANY DETAILS:
HEAD OFFICE/ CORPORATE OFFICE ADDRESS:
HOW TO UPDATE COMPANY DETAILS:5
Modify Data:5
ADD DATA:
HOW TO ADD PRODUCT SOURCE DETAILS:6
HOW TO EDIT PRODUCT SOURCE DETAILS:
HOW TO DELETE PRODUCT SOURCE DETAILS:
HOW TO ADD PRODUCT DETAILS:
ADD PRODUCT: 10 ADD COMPOSITION: 11
HOW TO EDIT PRODUCT DETAILS:
HOW TO ADD CORONARY STENT:
HOW TO SUBMIT THE DATA:

Online Registration:

NPPA is developing an Integrated Pharmaceutical Database Management System for capturing Form 1-5 of DPCO, 2013 online from Pharmaceutical Manufacturer/ Marketing/ Importer/ Distributor Companies. The system would only be accessed by authorized users. Each company shall be provided a login id and password on the basis of registration information. User shall furnish Company Details, Head office/ corporate office address, Contact Person Details, Product Source details and Product details in the Online Registration Form and can get the Company registered. While doing Online Registration user can fill the Partial data like Company name, Company address details and Contact Person Details and using <Save>, Reference Number gets generated. User can use this Reference Number to fill the remaining details such as Plant Source details and Product Details. Once all the details are entered, use <Submit to NPPA> for final submission. Users are requested to verify the data before Submit, since the data once submitted cannot be modified. Users are requested to fill in all the product source details and the product details/ coronary stent details pertaining to their company before Submit.

How to Do Online Registration:

User can use the link < http://www.nppaindia.nic.in> to get the online Registration form.

Click 'Registration' for doing fresh registration.

Click 'Registration -> Update Details of Company' for updating the information as well as for adding the Product source plant details and Product Details/ coronary stent details using Reference Number.

Click 'Help icon' for getting the document related with why/ how to do online Registration along with the steps for entering the data while doing online registration.



Users are requested to refer the following screens for any clarification.

- Screen 1.0 for the link for Registration Form and Help document.
- Screen 1.1 for online Registration form, data can be filled in this form for Registration.

Screen 1.3 for the reference Number, Screen 1.4 for add/ modify details of company.

Registration:

Company Details:

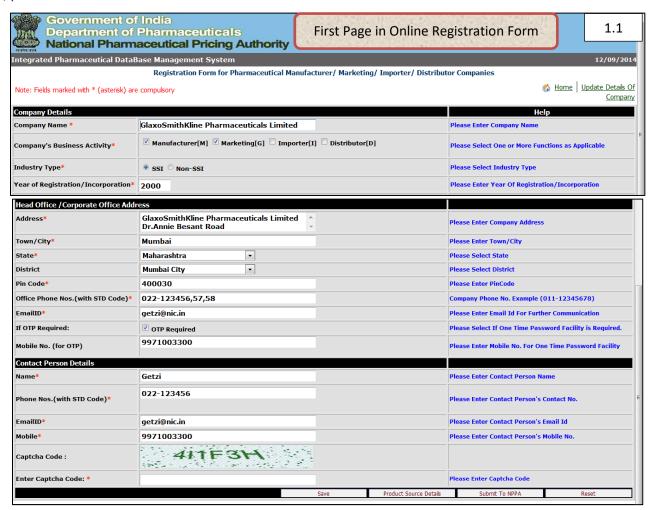
User can furnish the Company Details in the Registration form as, enter the Company Name, select Company's Business Activity like Manufacturer[R]/ Marketing[G]/ Importer[I], Distributor[D], select Industry Type as SSI or Non-SSI, Year of Registration / Incorporation.

Head office/ corporate office Address:

Users are requested to enter the Address, office phone number, e-mail id and mobile number in case if the authentication is required through OTP (One Time Password). Please ensure that the e-mail id entered is correct and valid e-mail id, since this e-mail id shall be used for further communication with the company.

Contact person details:

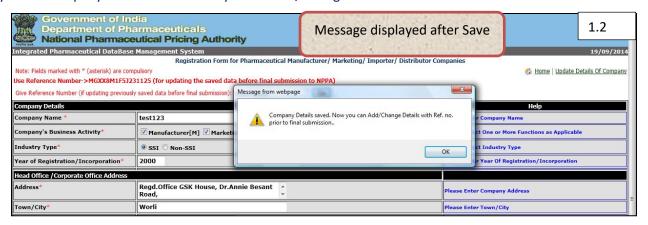
Name, phone number and e-mail id can be entered in this section in case if the details are available.



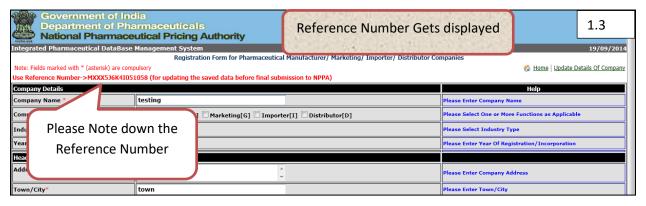
ONLINE REGISTRATION FORM FOR CORONARY STENTS

Note: Columns marked (*) are mandatory. While entering the information, user can refer description that is available at the right side.

After the details including the Captcha code is entered, Click **<Save>** to get the details saved in the database, message displayed as "Company Details Saved. Now you can add/ change Details with Ref. No. Prior to final submission".



A reference number gets generated and is shown in the screen. Refer screen 1.3 for the Reference Number display. Users are requested to note down the reference Number, Subsequent data can be added/modified using the reference Number up to final submission of data.



Reference number is of 16 alphanumeric characters. Users are requested to enter the mandatory details as shown in the first page and can get the Reference Number. Once reference number is generated, subsequent data can be entered using this reference number up to the final **Submit to NPPA**>.

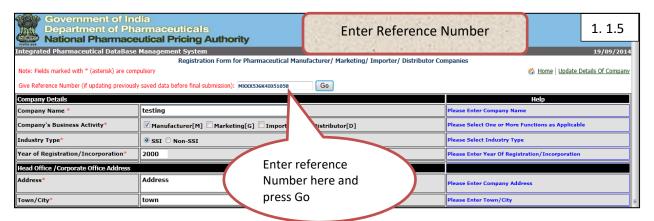
Users are requested to finally submit the data using **Submit to NPPA** after entering all the Product Source plant details and product details. Proper warning messages are given so that the user can use **Submit to NPPA** after confirming that the data entered is complete and correct. Please Note that after submitting the final data using **Submit to NPPA**, the entered data cannot be modified and new details cannot be added.

How to update Company Details:

With Reference Number, user can modify the data that has been entered and saved already; also user can add the Product source plant details and product details. Refer Screen 1.4 for 'Update Details of Company'.



Enter Reference Number as shown in screen 1.5, Click **<Go>** to get the details that has been entered already.



Modify Data:

User can modify the data, after modifying the data, press **<Save>** to get the details saved. At the time of save, one more reference number gets generated. Users are requested to note down the same, here afterwards the new reference number can be used for getting the data that has been saved and for adding the product source plat details and Product details.

Add data

User can add the details using <Product Source Details> as explained in the next section.

Note: Any number of times the data can be modified/ added with the reference number, but up to the final submission using 'Submit to NPPA'.

How to Add Product Source Details:

User can add the Product Source Details using < **Product Source Details** > after entering the details in the First page or after entering the Reference Number. (Refer screen 1.6)



Click <**Product Source Details**>, for the first time, if there is no product source details available/ entered ,the details as shown in screen 1.7 gets displayed.



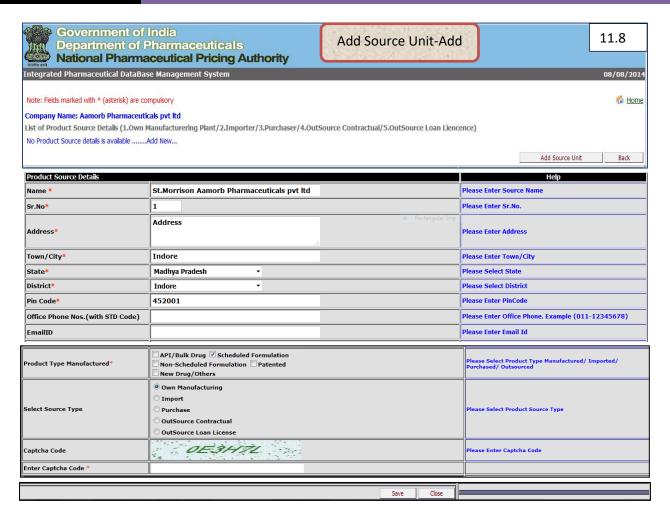
Click < Add Source Unit>, to add the details like Name, Address, Pin code, e-mail id etc.

Product type can be selected from the list of API/Bulk Drug, Scheduled Formulation, Non-scheduled Formulation, Patented, New Bulk Drug or others. By default the product type is **'Scheduled Formulation'**.

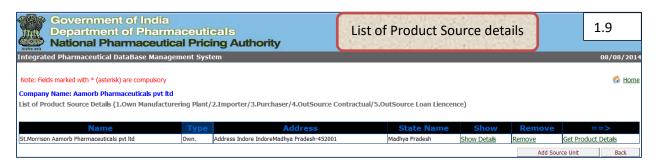
Similarly **Source type** can be selected from the list of own manufacturing, Import, Purchase, outsource Contractual, Outsource Loan License etc. By default the source type is **'Own manufacturing'**.

After all the details are entered, enter captcha code and click **Save**> to get the product source details saved. Similarly the other plant source details in the same company can be added by using **Add Source Unit**>.

Refer Screen 1.8, 1.9 for adding the product source details and the List of product source details that has been added.



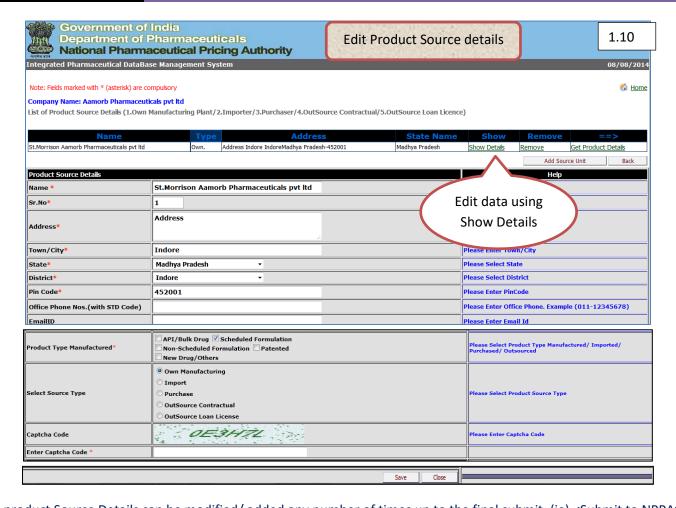
After save the details saved in the Product source details are shown in the List of Product source Details as in Fig 1.9



How to Edit Product Source Details:

If the Product Source Details entered that has been saved already has to be modified, the same can be carried out using <Show Details> as explained in screen 1.10, Click <Save Details>, the details that is saved gets displayed, edit the data, enter the captcha cde, click <Save> to get the modified data saved in the database.

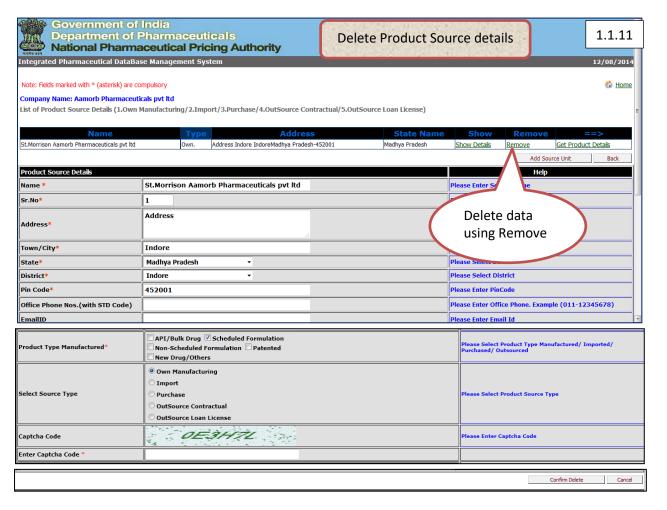
ONLINE REGISTRATION FORM FOR CORONARY STENTS



The product Source Details can be modified/ added any number of times up to the final submit. (ie) <Submit to NPPA>. Please ensure that before final submission, all the product source details are entered.

How to delete Product Source Details:

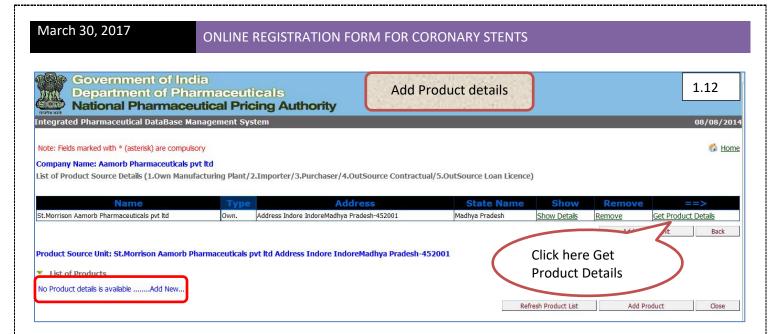
If the Product Source Details that has been entered already has to be deleted, this can be done by uisng **<Remove>**. Click **<Remove>**, the screen as shown in 1.11 gets displayed, enter Captcha code, click **<Confirm Delete>**.



The Product Source Details as shown in the screen 1.11 gets deleted from the database. This can also be carried out upto < Submit to NPPA>.

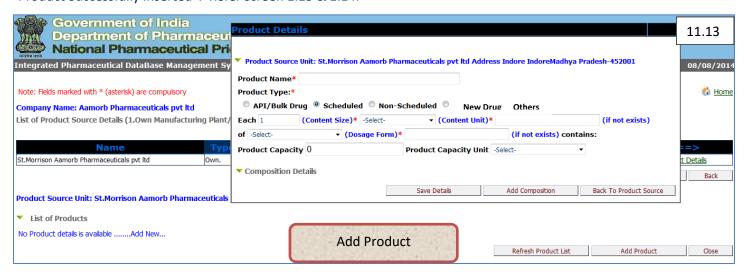
How to Add Product Details:

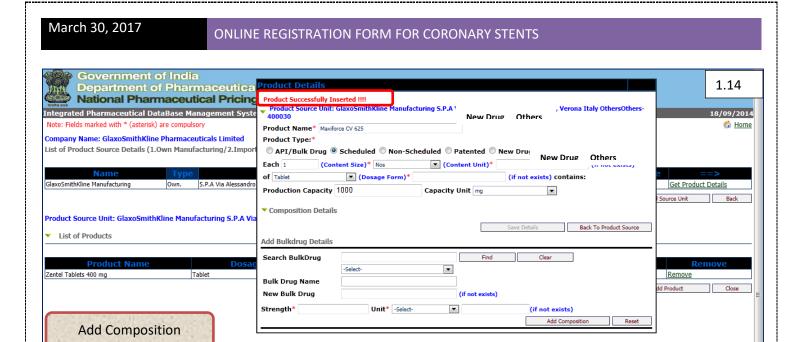
Use **<Get Product Details>** to enter the product details. For the first time since there is no product added against the Product source Plant, the screen displayed is as shown in 1.12. Add products using **<Add Product>**.



Add Product:

Product can be added using **Add Product>**, enter details like product name, Select one Product type from the list of API/Bulk Drug, Scheduled Formulation, Non-scheduled Formulation, Patented, New Bulk Drug or others. Select Content unit from the list of values that are already available in the Master, in case if the content unit is not available in the master database, the same can be entered in the text box named content unit. Similarly dosage form can be selected from the list of values that are available in the dosage form master. In case if the dosage form is not available in the database, the same can be entered in the text box next to dosage form. Enter Product capacity and select the product capacity unit from the list of values. Click <Save Details> to get the product details saved in the database and prompted with the message "Product Successfully Inserted". Refer screen 1.13 & 1.14.





Add Composition:

Click <Add composition>, to add composition in the product. The first three letters of the bulk drug can be entered in the 'Search Bulk Drug' text box, click 'Find' to get the list of the Bulk Drug available in the database against the name entered in the text box. The list gets displayed with the name of the bulk drug starting with 3 letters as entered. Select from the list, the name of the Bulk Drug that has to be entered. In case if the name is not available in the list, it can be added in the 'New Bulk Drug' text box. Strength of the product can be entered and the unit can be selected from the list. Click <Add Composition> to get the entered details saved. Multiple composition can be added against one product.

Screen 1.15 shows the list of Product Source Details and the List of products that has been entered.

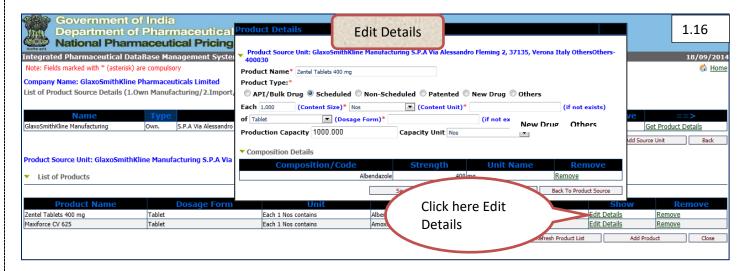


Note: <Refresh Product List> can be used to get the list of all the products that has been entered in the system.

How to Edit Product Details:

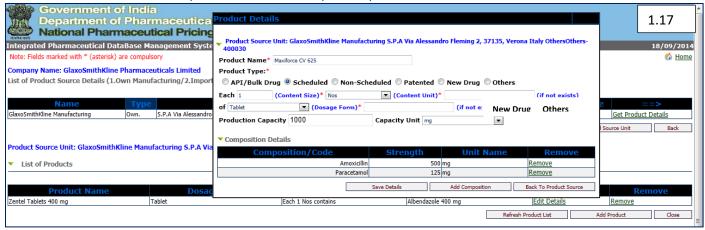
ONLINE REGISTRATION FORM FOR CORONARY STENTS

Click <Edit Details> as shown in screen 1.16,



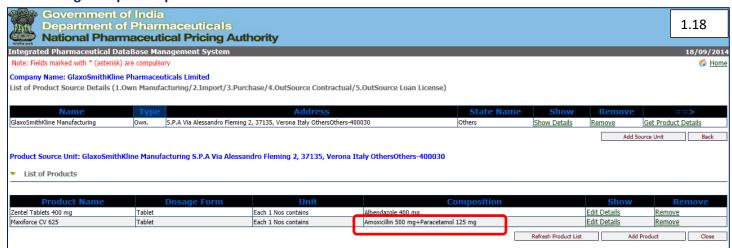
Adding Multiple Compositions:

Click <Edit Details $> \rightarrow <$ Add Composition> to add multiple compositions.

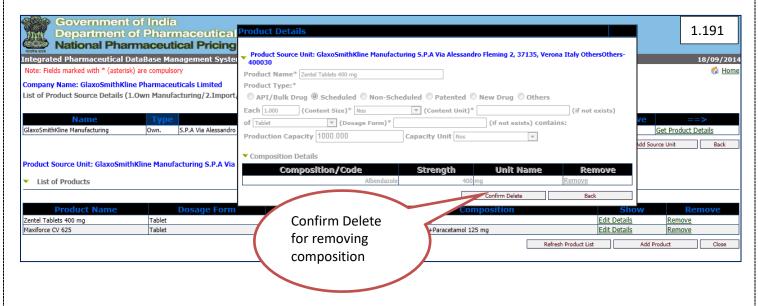


ONLINE REGISTRATION FORM FOR CORONARY STENTS

List showing multiple compositions:

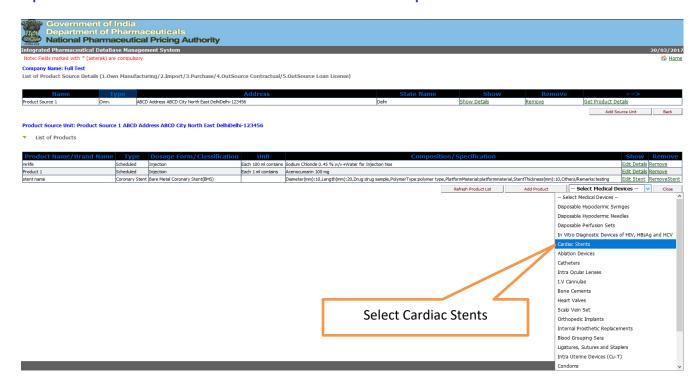


Remove Composition:

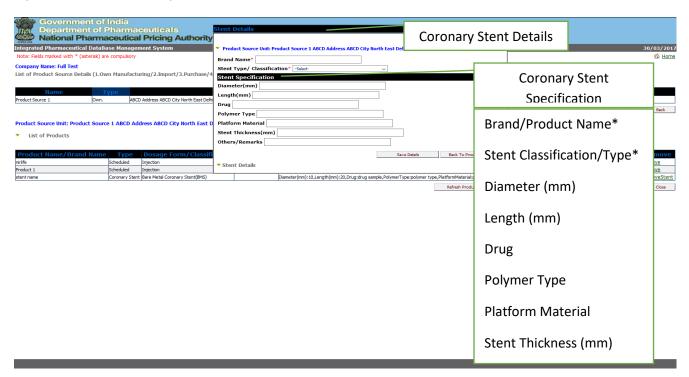


How to Add coronary Stent:

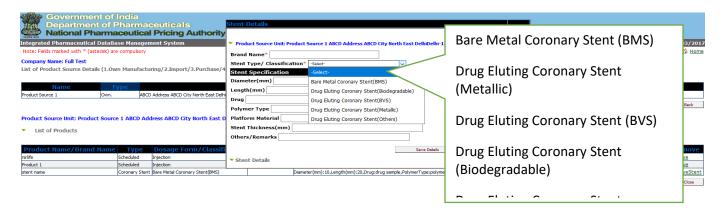
Step - 1: Select the Cardiac Stents from Select Medical Devices drop down.



Step - 2: Enter the Coronary Stent Details.

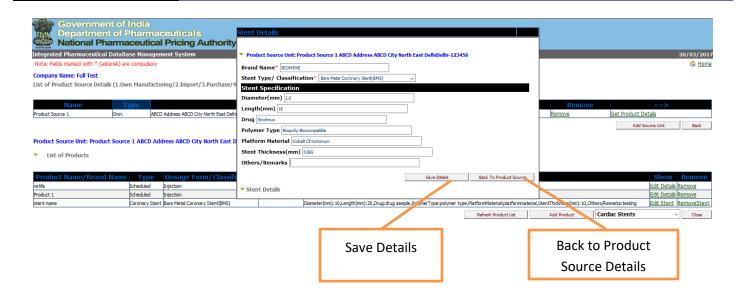


Step - 3: Select Stent Type/Classification from the drop down.

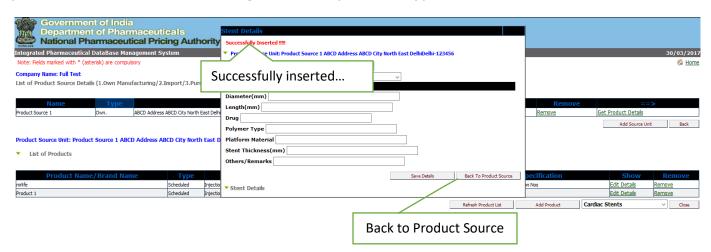


Step - 4: Enter the Coronary Stent Details after press < Save Details > button.

ONLINE REGISTRATION FORM FOR CORONARY STENTS

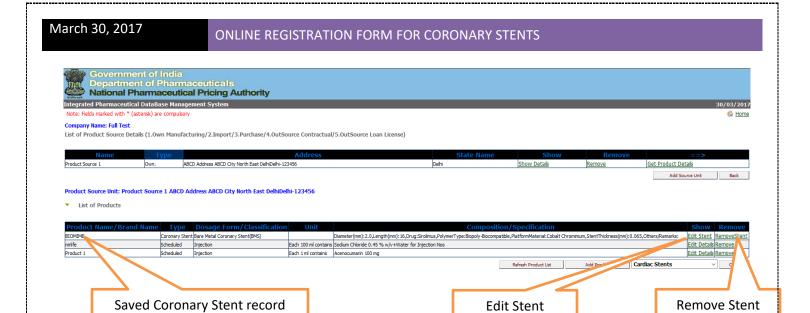


Step - 4: After click on save button; message "Successfully inserted" appear as shown below.

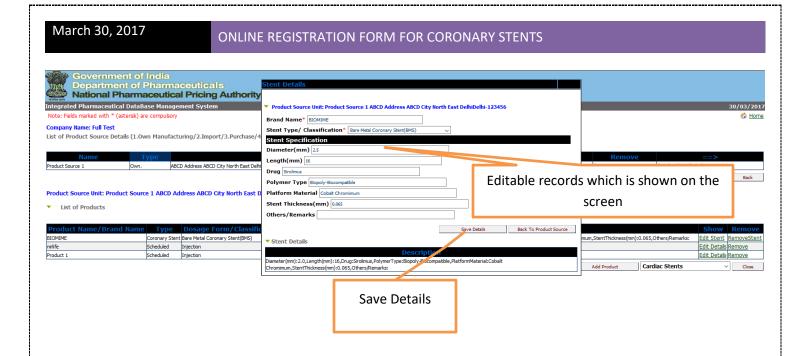


Press < Back to Product Source> button to see record in grid.

Step - 5: Saved record will be appear as shown below.



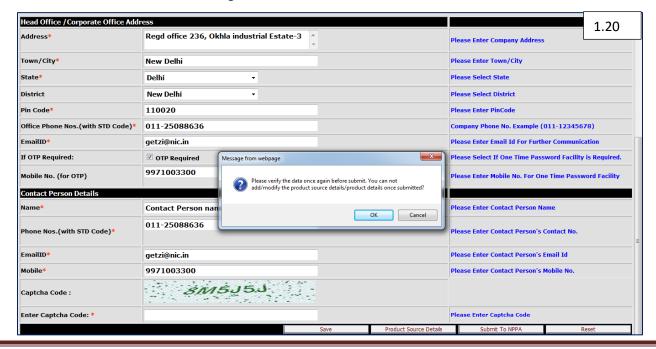
Step - 5: Saved record will be modify after clicking on Edit Stent.



Press < Remove Stent > If you want to delete record.

How to Submit the Data:

After all the information like Company details, Product Source Plant Details and product Details has been entered and after verification use **<Submit to NPPA>** to get the details submitted.



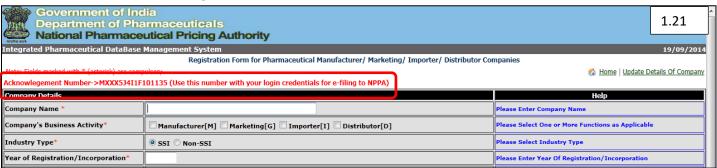
ONLINE REGISTRATION FORM FOR CORONARY STENTS

As shown in screen 1.20, Prompts with a message "Please verify the data once again before submit. You cannot add/modify the product source details/ product details once submitted."

In case if the Product Source Details are not entered, proper message has been given as "No Product Source Details Exists. First Add Product Source Data before Final Submission,"

In case if the Product Details are not entered in any one of the Product Source that has been entered, proper message has been given as "No Product Details Exists for one or More Product Source. First complete Product details before final submission."

Please Note down the Acknowledgement Number as shown in screen 1.21, for future use.



Also mail sent to the e-mail id that has been entered in the company details while doing online registration with the acknowledgement number.

The format of the mail that has been sent is as follows:

ONLINE REGISTRATION FORM FOR CORONARY STENTS

