



Import of a Non-Registered Drugs

User Manual

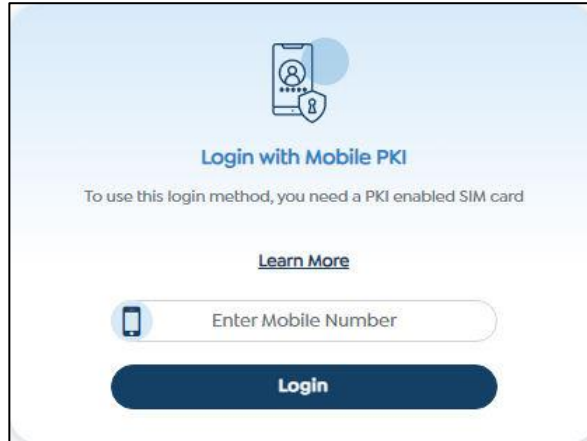


Table of Contents

1. Registration	3
1.1 Register an Individual Account.....	4
1.2 Register a Company Account.....	5
2. Login	7
3. Import of a Non-Registered Drugs Service.....	8

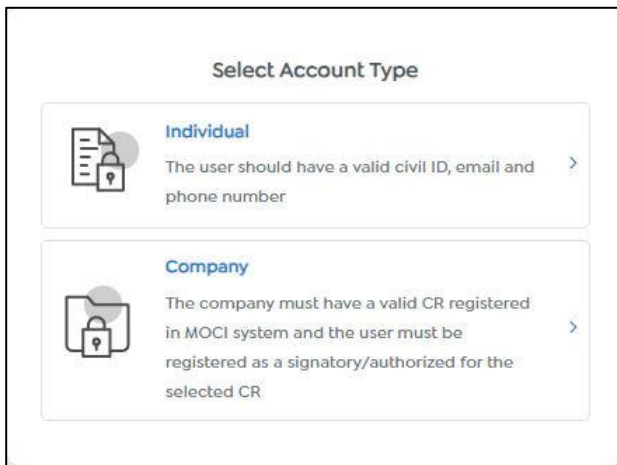
1. Registration

You can create or register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:



The screenshot shows a login interface titled "Login with Mobile PKI". It includes a sub-header "To use this login method, you need a PKI enabled SIM card" and a link "Learn More". Below this is a text input field labeled "Enter Mobile Number" with a mobile phone icon on the left. At the bottom is a dark blue "Login" button.

Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:



The screenshot shows a "Select Account Type" screen with two options. The first option is "Individual", which requires a valid civil ID, email, and phone number. The second option is "Company", which requires a valid CR registered in the MOCI system and the user to be registered as a signatory/authorized for the selected CR. Both options have a right-pointing arrow.

You can select an account type by simply clicking on any of them.



1.1 Register an Individual Account

To register an individual account, follow the steps below:



1. Click on , and following page appears:

Individual Registration

Person Identity

ID Card Number ID Expiry Date * 

[Verify](#) 

2. Enter your resident card number and expiry date.
3. Click [Verify](#) , and the system will retrieve your information automatically as shown below:

Person Identity

ID Card Number ID Expiry Date * 

[Verify](#) 

Personal Information

Full Name (En) Date of Birth 

Full Name (Ar) Gender 

Nationality  Age

Governorate  Willayat 

Village 

Contact Details

E-mail address  OTP

Mobile *  OTP *

Communication Preferences

Language * ☒ English  ☐ Arabic 

Method ☒ SMS ☐ Email

[Save](#)

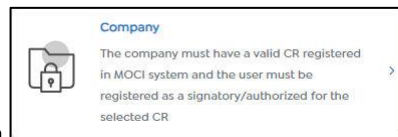
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click  [Send OTP](#) for both platforms, and then enter the OTP which you have received on both platforms.



6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click **Save**, and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

2. Enter the CR number and then click the **Verify Q** button, and the system will retrieve your company's information as shown below:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

Corporate Information

Company Name (En)

Company Name (Ar)

CR Status
Valid

CR Expiry Date
04/23/2024

Person Identity

ID Card Number

ID Expiry Date *
06-03-2027

Verify Q

3. Then you need to enter the person's information by entering the resident card number and expiry date, then click **Verify Q** and the system will retrieve the person's information automatically as shown below:



Person Identity

ID Card Number

ID Expiry Date *

Verify

Personal Information

Full Name (En)

Full Name (Ar)

Nationality

Governorate

Village

Date of Birth

Gender

Age

Willayat

03-01-1986

Male

37

Select Willayat

Contact Details

E-mail address

Send OTP

Mobile *

Send OTP

OTP

OTP *

Communication Preferences

Language *

English

Arabic

Method

SMS

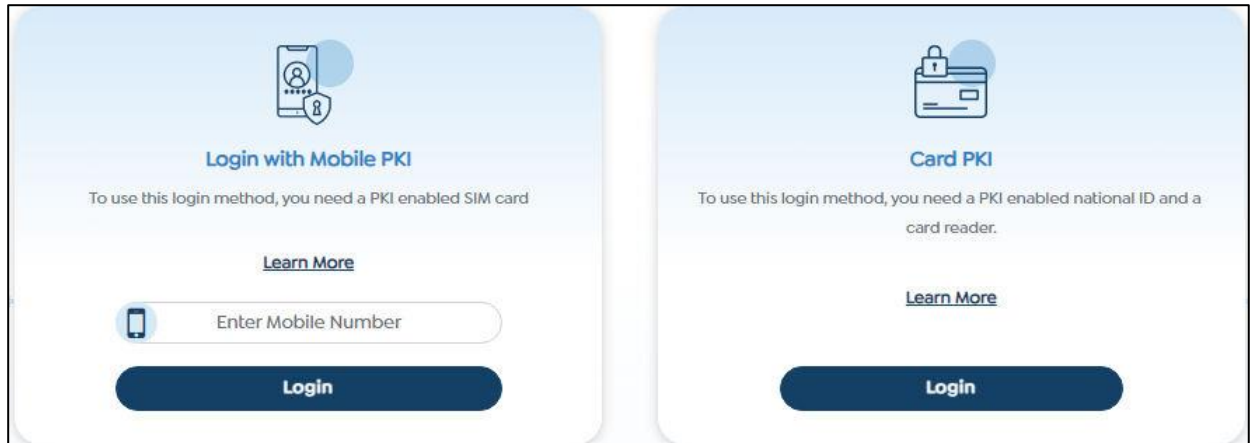
Email

Save

- Enter the location which consists of Governorate, Wilaya, and village.
- Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
- Select the communication language if it's in Arabic or English.
- Select the communication method if it's by SMS or Email or both.
- Click Save, and a message appears indicating that the account has been successfully registered.

2. Login

You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:



The screenshot displays the login interface with two main sections:

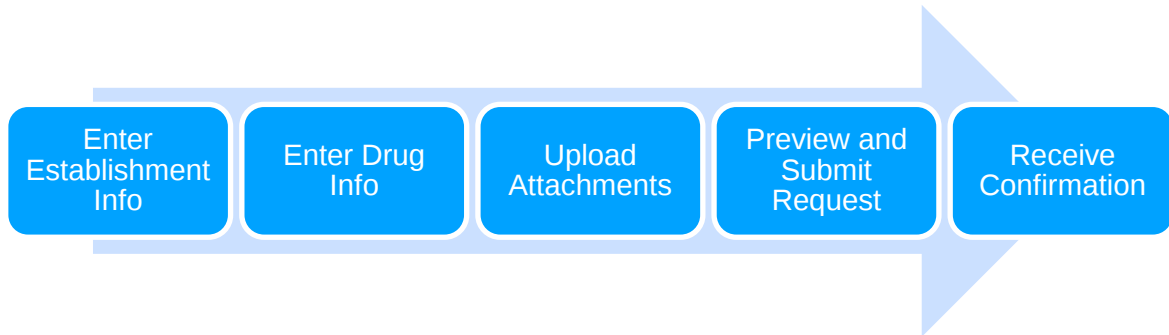
- Login with Mobile PKI:** Features an icon of a smartphone with a user profile. Below it, the text states: "To use this login method, you need a PKI enabled SIM card". There is a link for "[Learn More](#)". A text input field labeled "Enter Mobile Number" is present, followed by a dark blue "Login" button.
- Card PKI:** Features an icon of an ID card. Below it, the text states: "To use this login method, you need a PKI enabled national ID and a card reader." There is a link for "[Learn More](#)". A dark blue "Login" button is located at the bottom.

- For **Mobile PKI**, you enter your mobile number then you click  button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click  on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.



3. Import of a Non-Registered Drugs Service

Through this page you apply for importing a Non-Registered Medical Drugs. The process is as follows:



The Import of a Non-Registered Drugs page appears as shown below:

Import of non-registered drugs

Fill e-Form Receive Confirmation

Establishment Info
Drug Info
Attachments
Preview

Establishment Information

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name Arabic
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Select Establishment

Establishment *	Select Establishment	Providers *	Select Provider
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Verify Q

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
License Number	License Number	License Status	License Status
Legal Form/Category	Category	Sub Category	Sub Category
Governorate	Governorate	Willaya	Willaya
P.O. Box	P.O. Box	Address	Address

Next >

To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list.
2. Select the provider from the establishment you have selected.
3. Click Verify Q button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:

✓ Establishment & Provider Details is Valid and Active



4. Click **Next >** and the following page appears:

Establishment Info
Drug Info
Attachments
Preview

Drug Information

Organization and LPO

Shipment To *
Select
Port Of Entry *
Select

Validity
0
Months

Manufacturer Details

Manufacturer Name *
Select Manufacturer
Manufacturer Email Address *

Manufacturer Address *

Supplier Details

Supplier Name *
Supplier Email Address *

Supplier Address *

Hospital/Institute Details

Hospital/Institute Name *
Hospital/Institute Phone No *

Hospital/Institute Address *

LPO Details

LPO Number
LPO Date
dd-mm-yyyy

- Enter place of shipment from the “Shipment To” dropdown list, if you select “Government” the validity will be 12 months, while if you select “Private” the validity will be “3 months”.
- Select port of entry from the dropdown list.
- Enter manufacturer details which consist of name, email, and address.
- Enter supplier details which consist of name, email, and address.
- Enter hospital/institute details which consist of name, phone number, and address.
- Enter LPO number and date.



Justification

Is there any alternative/similar drug registered in Oman? *

Select

is the product registered and marketed in the country of origin? *

Select

Is the product licensed by any international regulatory agency? *

Select

Drug Details

Trade Name *

Generic Name *

Select Generic Name

Strength *

Enter Strength

Select Units

Quantity *

Enter Quantity

Select Units

Dosage Form *

Select

Expected Sell Price in OMR

Import CIF Price in USD

Remarks

+ Add Drug

Trade	Generic	Strength	Quantity	Dosage Form	Expected Sell / Retail Price	CIF Price In USD	Remarks	Action
No items to show...								

Back

Next

11. Select Yes or No if there is any alternative/similar drug in oman, if you select “yes”, the following field appears:

Is there any alternative/similar drug registered in Oman? *

Yes

Advantage of this drug compared to the registered drug ? *

Enter details of advantages of this drug compared to the registered drug.

12. Select Yes or No if the product is registered and marketed in the country of origin.
13. Select Yes or No if the product is licensed by any international regulatory agency, if you select “yes”, the following field appears:

Is the product licensed by any international regulatory agency? *

Yes

Name of the Regulatory Agency *

Enter the name of the regulatory agency.



14. Enter drug details which consist of trade name, generic name, strength, quantity, dosage form, expected sell price in OMR, import CIF price in USD, and remarks.

15. Click [+ Add Drug](#), and the following details appear:

Trade	Generic	Strength	Quantity	Dosage Form	Expected Sell / Retail Price	CIF Price In USD	Remarks	Action
name	CIPROFIBRATE	24-MG	20- Capsules	METERED AEROSOL	3	3		Delete

[Back](#) [Next](#)

You can add more drugs and delete them.

16. Click [Next](#) and the following page appears:

Establishment Info
Drug Info
Attachments
Preview

Pharmacy License

Required Attachment	Description	File Name	Action
Pharmacy License *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file

LPO

Required Attachment	Description	File Name	Action
LPO	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file

Product License

Required Attachment	Description	File Name	Action
Product License *	• Allowed FileTypes (jpg,pdf,png) & size must not exceed 5 MB		Upload file

[Back](#) [Next](#)

17. Upload the required attachments using the [Upload file](#) button.

18. Click [Next](#) and the following page appears:



Establishment Info
Drug Info
Attachments
Preview

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Establishment Details

Establishment
CR Number
Phone Number
License Number
Legal Form/Category
Governorate
P.O. Box

Provider
CR Status
Email
License Status
Sub Category
Willaya
Address

Establishment		Provider	
CR Number		CR Status	Active
Phone Number		Email	
License Number	32	License Status	Opened
Legal Form/Category	Polyclinic	Sub Category	Polyclinic (PC-I)
Governorate	Muscat	Willaya	Muscat
P.O. Box	24451347	Address	المصيبة الجنوبية

Organization and LPO

Shipment To	Private	Port Of Entry	Muscat International Airport
Validity	3 Months		

Declaration

☐ I hereby declare that all the information provided in this application form is true and accurate. I understand that providing incorrect or misleading information will result in the rejection of my application, and the Drug Safety Center will take the necessary actions.

Back
Submit Application

19. Review all the details. Once done, add a tick to the checkbox to declare that all the information provided is true and accurate.

20. Click **Submit Application** and the following message appears:

Confirmation

Are you sure you want to proceed?

Confirm
Cancel

21. Click **Confirm** button, and the following page appears:



Fill e-Form

Receive Confirmation

Application Information

Application Number:INRD1103532468506K

Application Issue Date:06-11-2024 15:20:48

My Applications

You can view your applications using the My Applications button.



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Ministry of Health

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