



Product Classification Request User Manual

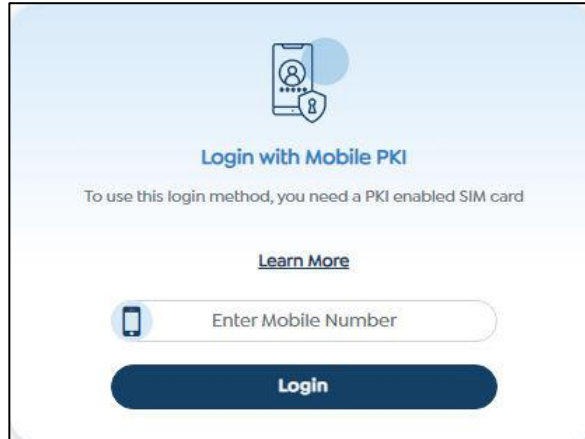


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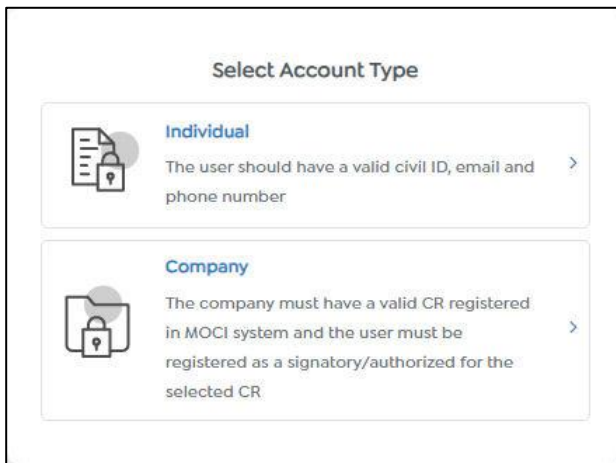
1. Registration

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 "Individual" option is highlighted and includes a document icon with a lock and the text: "The user should have a valid civil ID, email and phone number". The "Company" option includes a document icon with a lock and the text: "The company must have a valid CR registered in MOCI system and the user must 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

 Send OTP

Mobile *


 Send 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 **Company**, 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) <input type="text" value=""/>	Company Name (Ar) <input type="text" value=""/>
CR Status <input type="text" value="Valid"/>	CR Expiry Date <input type="text" value="04/23/2024"/>

Person Identity

ID Card Number

ID Expiry Date *

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

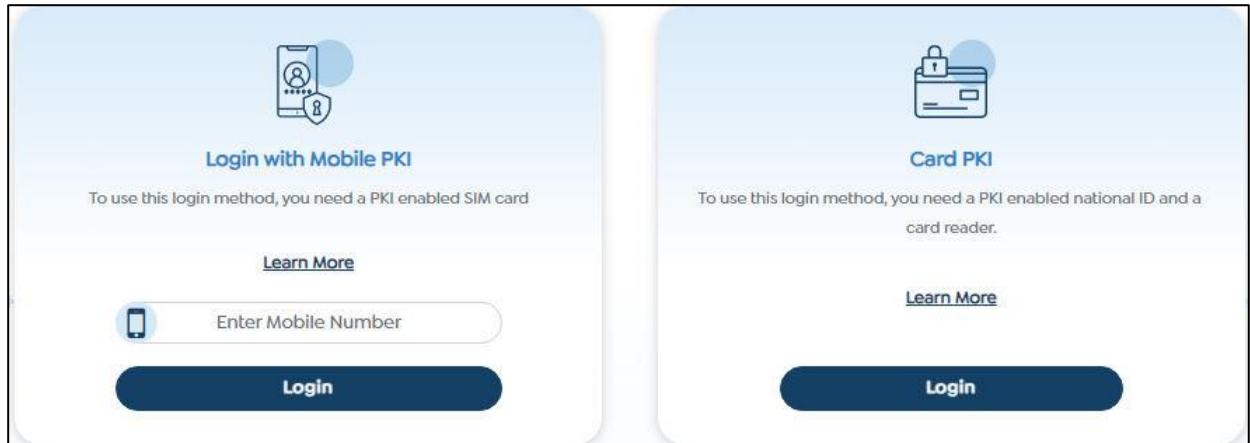
Email

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:

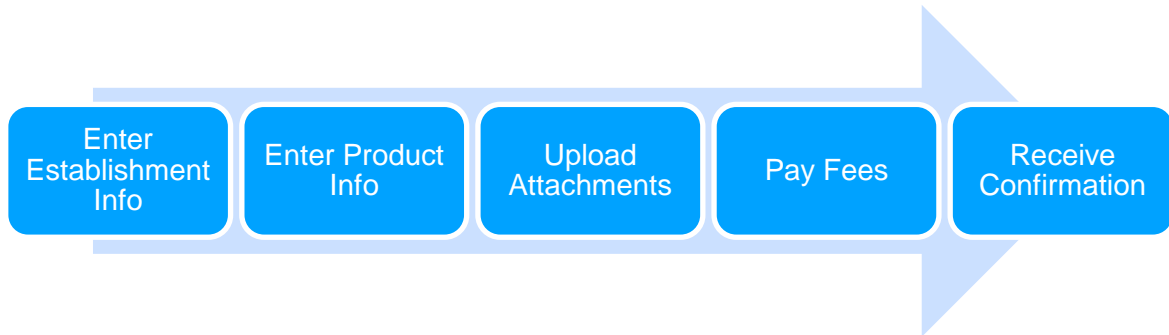


The screenshot displays two login options side-by-side. The left panel is titled 'Login with Mobile PKI' and includes an icon of a smartphone with a lock. Below the title, it states 'To use this login method, you need a PKI enabled SIM card'. There is a 'Learn More' link, a text input field labeled 'Enter Mobile Number' with a smartphone icon, and a dark blue 'Login' button. The right panel is titled 'Card PKI' and includes an icon of an ID card. Below the title, it states 'To use this login method, you need a PKI enabled national ID and a card reader.' There is a 'Learn More' link and a dark blue 'Login' button.

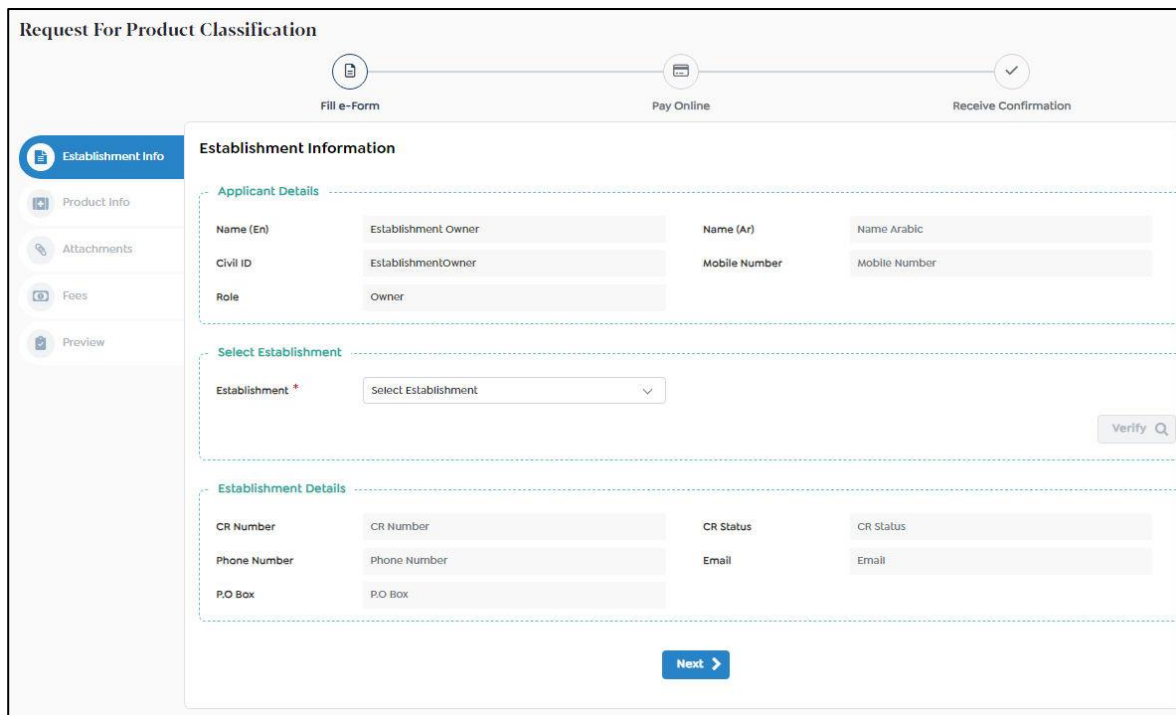
- For **Mobile PKI**, you enter your mobile number then you click **Login** button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click **Login** on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer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

3. Product Classification Request service

Through this page you request for product classification The process is as follows:



The **Product Classification Request** page appears as shown below:




The screenshot shows the 'Request For Product Classification' page. At the top, there is a progress bar with three steps: 'Fill e-Form', 'Pay Online', and 'Receive Confirmation'. The 'Fill e-Form' step is currently active. On the left, there is a sidebar menu with options: 'Establishment Info', 'Product Info', 'Attachments', 'Fees', and 'Preview'. The main content area is titled 'Establishment Information' and contains several sections:


- Applicant Details:** Includes fields for 'Name (En)', 'Establishment Owner', 'Name (Ar)', 'Name Arabic', 'Civil ID', 'EstablishmentOwner', 'Mobile Number', and 'Mobile Number'. The 'Role' field is set to 'Owner'.
- Select Establishment:** Features a dropdown menu labeled 'Establishment *' with the text 'Select Establishment' and a 'Verify' button with a magnifying glass icon.
- Establishment Details:** Includes fields for 'CR Number', 'CR Status', 'Phone Number', 'Email', and 'P.O Box'.

 At the bottom right of the form, there is a blue 'Next' button with a right arrow.

To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list.
2. Click  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:



3. Click  and the following page appears:



Establishment Info
Product Info
Attachments
Fees
Preview

Product Information

ProductDetails

Product Details

Product Name *
Select...
Generic Name
Generic Name

Intended Use *
Intended Use
Description
Description

Product Form *
--Select--
Mode of Action *
Mode of Action

Daily Dose
Daily Dose
Product Classification in COQ
--Select--

Manufacturer Details

Manufacturer Name *
Manufacturer Name
Manufacturer Country *
Select...

Marketer Authorization Holder Name *
Holder Name
Marketer Authorization Holder Country *
Select...

Please Add atleast one API if the Classification in COQ Is : Pharmaceutical/Herbal/Health

Api Details

Api Name *
Select...
API Function *
Select Function

Quantity *
Enter Quantity
Select Unit

+ Add
Cancel

Api Name	Api Function	Quantity	Unit	Action
----------	--------------	----------	------	--------

Product Status In Reference Countries

Country *
Select...
Registration Status *
--Select--

Attachment
Upload file

+ Add
Cancel

Countries	Product Status	Attachment	Action

Back
Next

- Select product name from the dropdown list, and all related information will appear automatically.
- Select Api name.
- Select Api function, if you select "Other" this field appears below:

Api Name *
FINASTERIDE
API Function *
Other

Quantity *
Enter Quantity
Select Unit



Enter Api function manually.

- Enter quantity with the appropriate unit.

- Click **+ Add** and the details are added as shown below:

Api Name	Api Function	Quantity	Unit	Action
FINASTERIDE	api	20	MG	Delete Edit

You can add more records, edit them, and delete them.

- Enter the details of product status in reference countries which consist of country, registration status, and attachment.

- Click **+ Add** and the details are added as shown below:

Product Status in Reference Countries

Country * Registration Status *

Attachment *

+ Add **Cancel**

Countries	Product Status	Attachment	Action
BANGLADESH	Classified	download.pdf	Delete

< Back **Next >**

You can add more records and delete them.

- Click **Next >** and the following page appears:

Attachments

Product Classification Documents

Required Attachment	Description	File Name	Action
Classification Certificate in Country Of Origin *	Allowed FileTypes (doc,docx,jpg,pdf,png,zip) & size must not exceed 5 MB		<input type="text" value="Upload file"/>
Others	Allowed FileTypes (doc,docx,jpg,pdf,png,zip) & size must not exceed 5 MB		<input type="text" value="Upload file"/>
Product Packaging Label *	Allowed FileTypes (doc,docx,pdf,png,zip) & size must not exceed 5 MB		<input type="text" value="Upload file"/>
Scientific Data Illustrating Mechanism of Action	Allowed FileTypes (doc,docx,jpg,pdf,png,zip) & size must not exceed 5 MB		<input type="text" value="Upload file"/>

< Back **Next >**

- Upload the required attachments using the **Upload file** button.

- Click **Next >** and the following page appears:



Establishment Info	Fees
Product Info	Fee Details
Attachments	Fees to be paid 20 OMR
Fees	< Back Next >
Preview	

14. View the service fees then click [Next >](#) and the following page appears:

Establishment Info	Applicant Details			
Product Info	Name (En)	Establishment Owner	Name (Ar)	Name
Attachments	Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Fees	Role	Owner		
Preview	Establishment Details			
	Establishment Name		CR Number	
	CR Status		Phone Number	
	Email		P.O Box	building No.106 ,way No. , PO.1181
	ProductDetails			
	Product Details			
	Product Name	MOHA MOISTURIZING LOTION 100ml & 200ml	Generic Name	LOTION
	Intended Use	N/A	Description	100ml & 200ml
	Product Form	LOTION	Mode of Action	N/A

Fees
Fee Details
Fees to be paid 20 OMR
Declaration
<input type="checkbox"/> I hereby certify that all the information filled in this form, all submitted documents are true and accurate and changes will not be made until they are approved by MOH, Oman.
< Back Continue to Payment >

15. Review all the details. Once done, add a tick to the checkbox to declare that you abide by the narcotic combat law and regulations.

16. Click [Continue to Payment >](#) and the following message appears:



Confirmation

Are you sure you want to Confirm and Proceed for Payment?

17. Click button, and the following page appears:

Fill e-Form

Pay Online

Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner
Application Reference Number	PCRE1108592413006U
Payment Reference Number	POPCRE10000328906112401
Application Fees	20.000 OMR
Total Fees :	20.000 OMR

18. Click , you will be transferred to the payment page.

Once done, you will receive the receipt as shown below:

Fill e-Form

Pay Online

Receive Confirmation

Payment Transaction Information

Application Number: PCRE1109602408806H Application Issue Date: 06-11-2024 13:10:57		
Payment Id 600202431142198043	Order Reference Number POPCRE10000328806112401	Transaction Date Time 06-11-2024 01:12 PM
Transaction Ref 	Payment Status Description Success - CAPTURED	Transaction Amount 20.000 OMR
Card Number 439357*****5381	Track ID 9215	

You can view your applications using the button.



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