



Request For Waste Disposal of Controlled 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. Request For Waste Disposal of Controlled 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:

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:


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 , 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 , 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) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village

Contact Details

E-mail address OTP

Send OTP

Mobile * OTP *

Send OTP

Communication Preferences

Language * English Arabic

Method SMS Email

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 , 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 shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon and a 'Login' button. Both options have a 'Learn More' link above their respective 'Login' buttons.

- 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. Request For Waste Disposal of Controlled Drugs Service

Through this page you request for waste disposal of controlled drugs. The process is as follows:




The Request For Waste Disposal Of Controlled Drugs page appears as shown below:

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  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  and the following page appears:



Establishment Info

Product Information

Product Info

Preview

Products Details

Trade Name * Generic Name *

Dosage Form * Strength *

Batch Number * Quantity *

[+ Add Product](#)

Trade Name	Name	Dosage Form	Strength/unit	Batch Number	Quantity/unit	Actions
<p>No items to show...</p>						

Package Details

Gross Weight (KG) * Remarks

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

- Enter product details which consists of trade name, generic name, dosage form, strength, batch number, and quantity.
- Click [+ Add Product](#) and the details are added as shown below:

Trade Name	Name	Dosage Form	Strength/unit	Batch Number	Quantity/unit	Actions
trade	generic	AEROSOL	25 - GM	23423	20 - Cartridges	Delete Edit

Package Details

Gross Weight (KG) * Remarks

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

- Enter gross weight in KG.
- Enter remarks, if any.
- Click [Next](#) and the following page appears:



- Establishment Info
- Product Info
- Preview

Applicant Details

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

Establishment Details

Establishment	Al Madina Development and Supply	Provider	ADS Public Pharmacy
CR Number	██████	CR Status	Active
Phone Number	██████	Email	██████████
License Number	00001732	License Status	Active
Legal Form/Category		Sub Category	
Governorate	Muscat	Willaya	Boushar
P.O. Box		Address	

Products Details

Trade Name	Name	Dosage Form	Strength/unit	Batch Number	Quantity/unit
trade	generic	AEROSOL	25 - GM	23423	20 - Cartridges

Package Details

Gross Weight (KG) *	1	Remarks	here...
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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 →

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

11. Click Submit → and the following message appears:

Confirmation ✕

Are you sure you want to proceed?

Confirm
Cancel

12. Click Confirm button, and the following page appears:



Fill e-Form Receive Confirmation

Application Information

Application Number:	WDCDIIII122449906L
Application Issue Date:	06-11-2024 12:46:51

[My Applications](#)

You can view your applications using the [My Applications](#) button.



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