



Registration of a Health-Herbal Product

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. Registration of Health/Herbal Product 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](#)

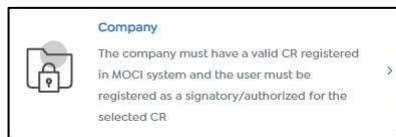
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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	Valid	CR Expiry Date	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:

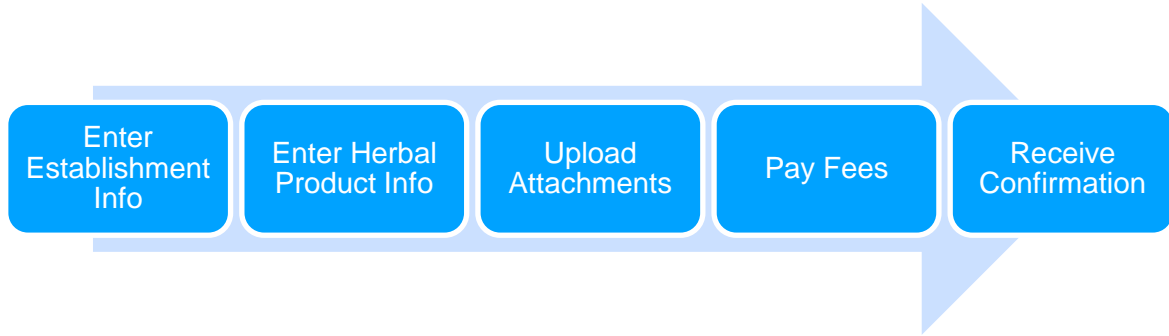
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card icon and a 'Login' button. Both options have a 'Learn 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. Registration of Health/Herbal Product Service

Through this page you register a Health or Herbal product. The process is as follows:



The Registration of Health/Herbal Product Service page appears as shown below:

Registration of a Health /Herbal Product

Fill e-Form Pay Online Receive Confirmation

Establishment Information

Applicant Details

Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Select Establishment

Establishment *

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
P.O Box	P.O Box		

To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list, and the details appear automatically.
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
- Health/Herbal Product info
- Attachment
- Fees
- Preview

Health / Herbal Product Information

Company Information

Select Company

Company *

[Verify](#)

Company Details

Registration For Country

Registration No. with MOH Registration Status

Herbal / Health Product Information

Product Details

Trade Name * <input type="text"/>	Product Type * <input type="text" value="Select Product Type"/>
ATC Code * <input type="text"/>	Product Category * <input type="text" value="Select Product Type"/>
Route of Administration <input type="text"/>	Strength * <input type="text" value="Enter Strength"/> <input type="text" value="Select Units"/>
Main Group * <input type="text" value="Select Main Group"/>	Dosage Form * <input type="text" value="Select Dosage Form"/>
Indication * <input type="text" value="select"/>	Shelf Life * <input type="text"/> Months
Flavor <input type="text" value="Select Flavor"/>	Legal Category * <input type="text" value="Select Legal Category"/>
Storage Conditions * <input type="text" value="SelectStorage Condition"/>	Formula Is Free From <input type="text" value="SelectFormula"/>

[Verify](#)

4. Select company from the dropdown list.
5. Click [Verify](#) button, and you get a notification in green on top of the page if the company is valid and you can continue with the process. The notification appears as shown below:



6. Enter product details which consists of trade name, type, ATC code, product category, etc.
7. Click [Verify](#) button, and you get the following message:



Then you move to the packing details section as shown below:

Packaging Details

Pack Type * <input type="text" value="Select"/>	Per Pack Unit * <input type="text"/>	Unit * <input type="text" value="Select"/>	X	Number Of. * <input type="text"/>
Packaging Material * <input type="text" value="Select"/>	Measuring Device <input type="text" value="Select"/>			

[+ Add Price](#)

Id	Pack Type	Per Pack Unit	Unit	No Of	Packaging Material	Measuring Device	Action
----	-----------	---------------	------	-------	--------------------	------------------	--------

8. Enter the details which consist of pack type, per pack unit, unit, number of, packaging material, and measuring device.
9. Click [+ Add Price](#), and the details are added as shown below:



Packaging Details

✔ Packaging is Valid

Pack Type * Per Pack Unit * Unit * X Number Of *

Packaging Material * Measuring Device

[+ Add Price](#)

Id	Pack Type	Per Pack Unit	Unit	No Of	Packaging Material	Measuring Device	Action
1	Mesure Device	3	MCG	3	Foil-Backed Blister	BarcodePrinter	Delete Edit

Then you move to the Detailed Composition of the Product section as shown below:

Detailed Composition of the Product

API

Name of API * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
----	------	------	----------	----------	------------------	--------

Botanical

Name of Botanical * Quantity *

Common Name of Herb * Part of the Herb Used *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Common Name	Part of Herbal Used	Action
----	------	------	----------	----------	------------------	-------------	---------------------	--------

Excipients

Name of Excipient * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
----	------	------	----------	----------	------------------	--------

10. Enter API, Botanical, and Excipients details in each section.

11. Click [+ Add Composition](#) in both sections and the details are added as shown below:



API

✔ Name of API Composition is Valid

Name of API * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
1	ZUCLOPENTHIXOL	IU/MG	func	2	stand	Delete Edit

Excipients

✔ Name of Excipient Composition is Valid

Name of Excipient * Quantity *

Function * Quality Standard *

[+ Add Composition](#)

Id	Name	Unit	Function	Quantity	Quality Standard	Action
1	ZUCLOPENTHIOL ACETATE DIHYDROCHLORIDE	MG/GM	other	21	other	Delete Edit

Then you move to the Sub Companies Details section as shown below:

Sub Companies Details

API

Company * Country *

Registration No With MOH Company Types *

Api *

[+ Add Sub Company](#)

Id	Name	Registration Number	Country	Company Types	API	Action
----	------	---------------------	---------	---------------	-----	--------

Bulk Manufacturer

Company * Country *

Registration No With MOH

[+ Add Sub Company](#)

Id	Name	Registration Number	Country	Action
----	------	---------------------	---------	--------

Packager

Company * Country *

Registration No With MOH

[+ Add Sub Company](#)

Id	Name	Registration Number	Country	Action
----	------	---------------------	---------	--------

12. Enter API, Bulk Manufacturer, packager, batch releaser, and MAH details in each section.

13. Click [+ Add Sub Company](#) in all sections and the details are added as shown below:



Sub Companies Details

API ✓ API SubCompanies are Valid

Company * Country *

Registration No With MOH Company Types *

Api *

[+ Add Sub Company](#)

Id	Name	Registration Number	Country	Company Types	API	Action
1		1425638955566523355	ALBANIA	Batch Releaser	ZUCLOPENTHIXOL	Delete Edit

Bulk Manufacturer ✓ Bulk Manufacturer SubCompanies are Valid

Company * Country *

Registration No With MOH

[+ Add Sub Company](#)

Id	Name	Registration Number	Country	Action
1		1425638955566523355	EGYPT	Delete Edit

Then you move to the Product Registration Status as shown below:

Product Registration Status

✓ Registration is Valid

In GCC Worldwide

Authority	Status	Remarks	Registration Date	Is Analysed

[Q Verify](#)

14. Select a country from GCC or from any country worldwide, and the details are added as shown below:

Product Registration Status

✓ Registration is Valid

In GCC Worldwide

Authority	Status	Remarks	Registration Date	Is Analysed
UNITED ARAB EMIRATES	Pending Registration		<input type="text"/> <input type="text" value="Registered Date is Required"/>	<input type="checkbox"/>
CHINA	Pending Registration		<input type="text"/> <input type="text" value="Registered Date is Required"/>	<input type="checkbox"/>

[Q Verify](#)

15. Select the status and enter registration date of each country.



16. Click **Verify** button.

17. Click **Next** and the following page appears:

18. Upload the required attachment using the **Upload file** button.

19. Click **Next** and the following page appears:

20. Select whether the registration fees were paid centrally or not:

a. If you select “Yes”, the following fields appear:



Enter GCC expiry date and amount paid centrally.

b. If you select “No”, you select the validity period and the service fees appear automatically.

21. Click **Next** and the following page appears:

Applicant Details			
Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		
Local Agent			
Establishment Name	auto by variation	CR Number	1196822
CR Status	Active	Phone Number	Phone Number
Email	tesst@gmail.com	P.O Box	P.O Box
Herbal Product Information			
Product Details			
Registration No. With MOH	D248703	Registration Status	Expired
Product Type	Generic	Product Category	Biological
Trade Name	shabnam abc	Strength	Other
Flavor	Minty Lavender	Dosage Form	CHOORNAM
Company Information			

Declaration	
<input type="checkbox"/>	I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.
← Back Submit	

Declaration	
<input type="checkbox"/>	I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.
← Back Continue to Payment →	

22. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct:

a. If the amount was paid centrally, you click **Submit**, and the following message appears:



Confirmation

Are you sure you want to proceed?

[Confirm](#) [Cancel](#)

Click [Confirm](#) button, and the following page appears:

✔ Your application was submitted successfully and you can track the status of your application from 'My Applications' button below

any

Fill e-Form Receive Confirmation

Application Information

Application Number:	RRPC0507492412901A
Application Issue Date:	01-05-2024 11:59:32

[My Applications](#)

Your request is sent to DGPA for approval.

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

- b. If the amount was NOT paid centrally, you click [Continue to Payment](#) and the following message appears:

Confirmation

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

[Confirm](#) [Cancel](#)

Click [Confirm](#) button, and the following page appears:



Fill e-Form Pay Online Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner
Application Reference Number	RRPC05I149243160IT
Payment Reference Number	PORRPC3000017500105240I
Application Fees	250.000 OMR
Total Fees :	250.000 OMR

[← Back](#) [Pay Now →](#)

Click [Pay Now →](#), you will be transferred to the payment page.

Once done, you will receive QR code as shown below:

Fill e-Form Pay Online Receive Confirmation

Payment Transaction Info

Application Number:	NRC100923001024
Application Expiry Date:	10-10-2023

Payment Id 600202325312161403	Order Reference Number PONRC0000309910092301	Transaction Date Time 10-09-2023 09:42 AM
Transaction Ref 325305024684	Payment Status Description Success - CAPTURED	Transaction Amount 30 OMR
Card Number 411111*****1111	Track ID 3802	

Show this QR at a Private Medical Center

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



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