



Ministry of Health

Re-Registration of Pharmaceutical Product User Manual

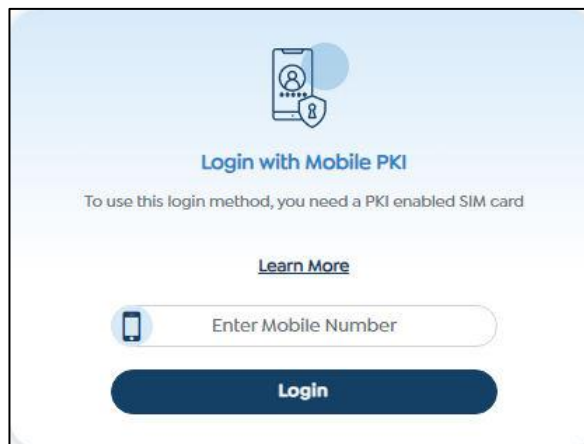
16/05/2024


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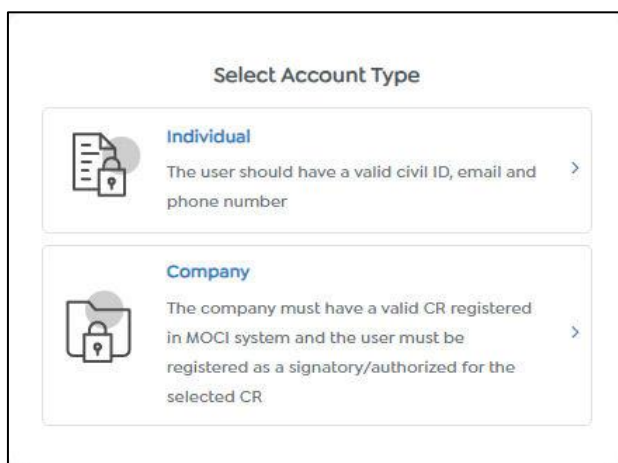
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1. Registration

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:



Click your mobile number and click  , 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

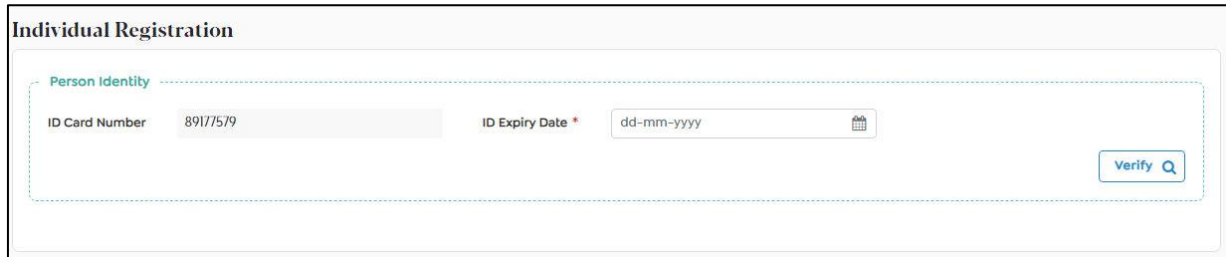
To register an individual account, follow the steps below:




1. Click on , and following page appears:


Individual Registration

Person Identity

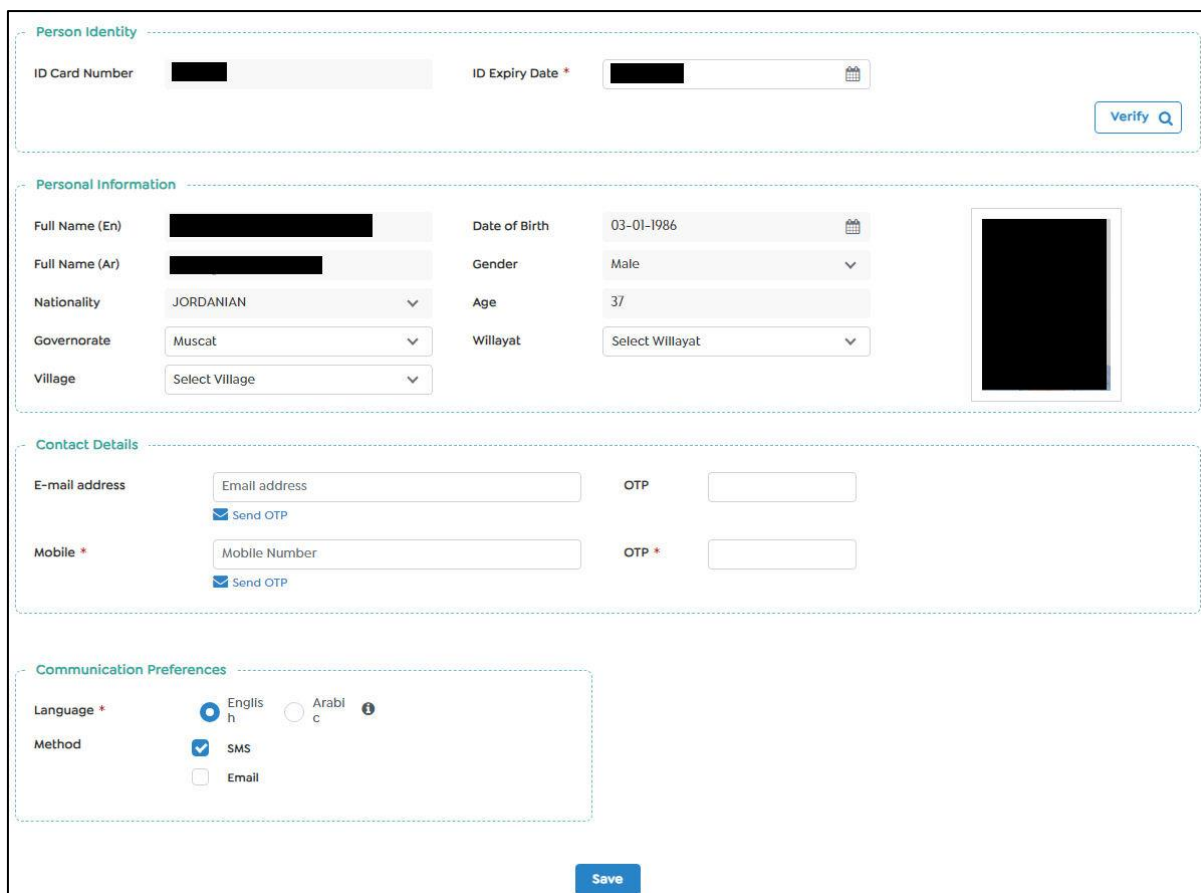
ID Card Number ID Expiry Date * 


[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.

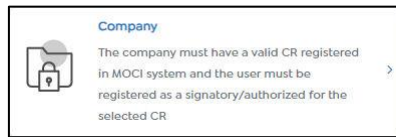
5. Enter email address and mobile number, then click  Send OTP for both platforms, and then enter the OTP which you have received on both platforms.

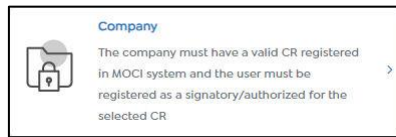
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6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:



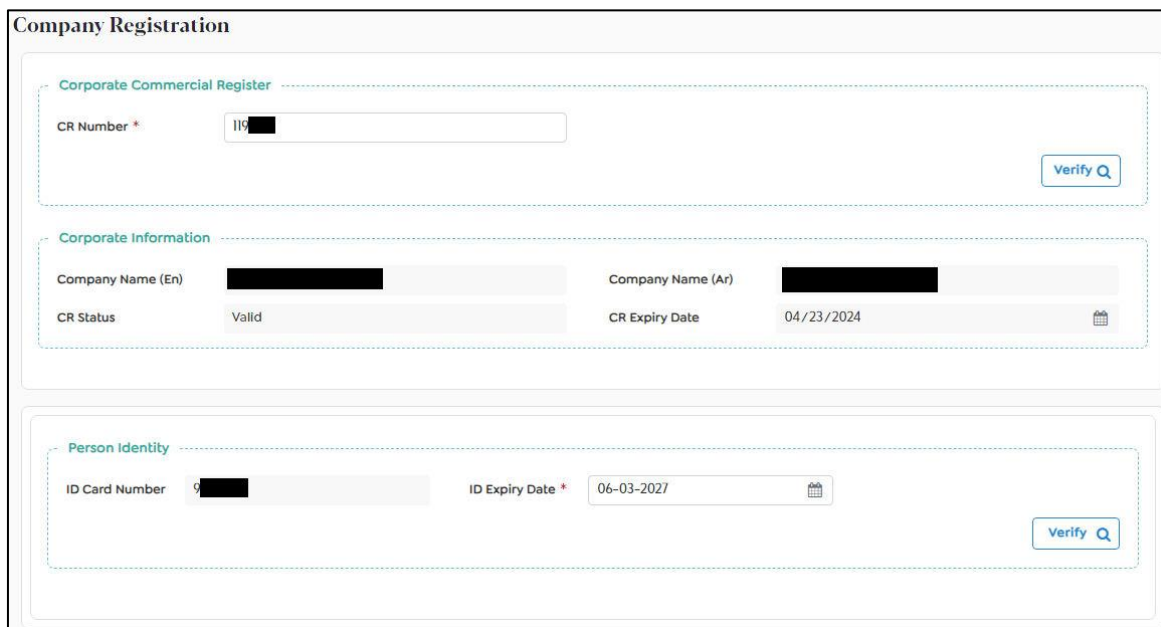
Company Registration

Corporate Commercial Register

CR Number *

[Verify Q](#)

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




Company Registration

Corporate Commercial Register


CR Number *

[Verify Q](#)

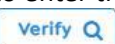
Corporate Information

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  and the system will retrieve the person's information automatically as shown below:








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Person Identity

ID Card Number ID Expiry Date * 

[Verify](#) 


Personal Information

Full Name (En) <input type="text" value="██████████"/>	Date of Birth <input type="text" value="03-01-1986"/> 	
Full Name (Ar) <input type="text" value="██████████"/>	Gender <input type="text" value="Male"/> 	
Nationality <input type="text" value="JORDANIAN"/> 	Age <input type="text" value="37"/>	
Governorate <input type="text" value="Muscat"/> 	Willayat <input type="text" value="Select Willayat"/> 	
Village <input type="text" value="Select Village"/> 		

Contact Details



E-mail address <input type="text" value="Email address"/>	OTP <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	
Mobile * <input type="text" value="Mobile Number"/>	OTP * <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	

Communication Preferences

Language * English  Arabic

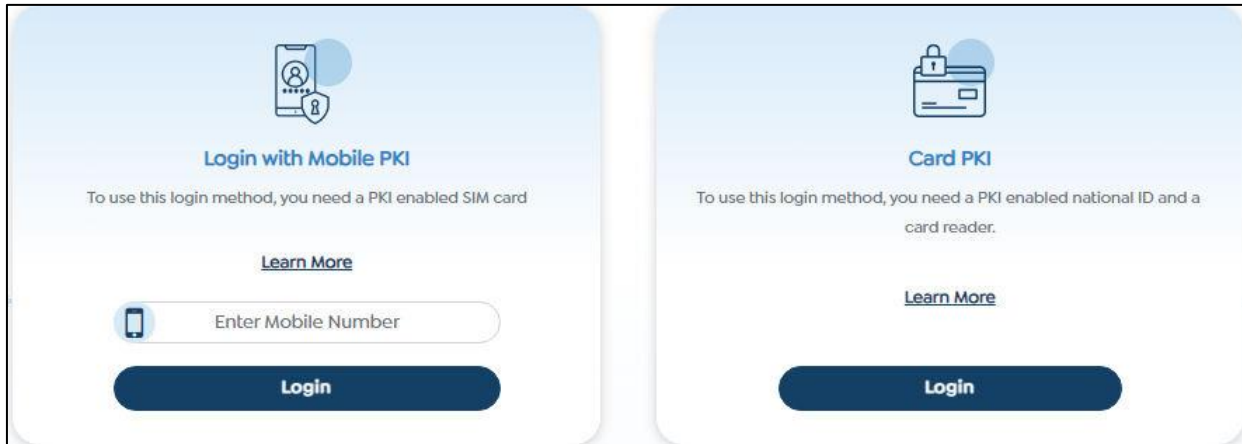
Method SMS Email

[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 , 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:

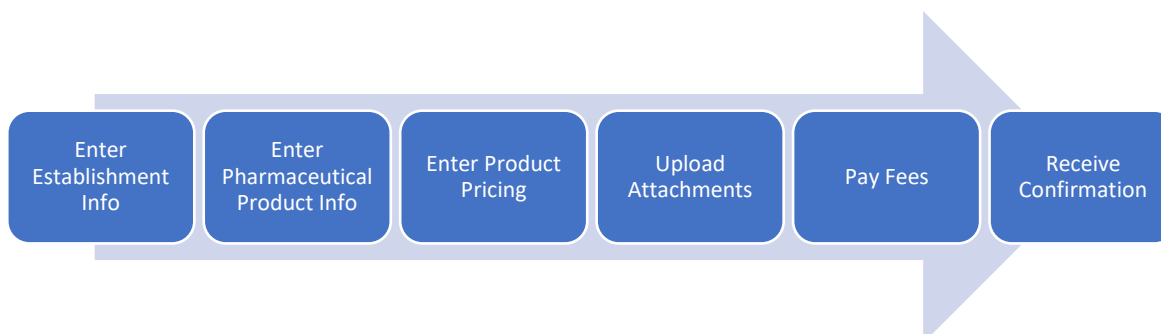


The screenshot displays two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, the text 'To use this login method, you need a PKI enabled SIM card', a 'Learn More' link, an input field for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon, the text 'To use this login method, you need a PKI enabled national ID and a card reader.', a 'Learn More' link, and a 'Login' button.

- 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. Re-Registration of Pharmaceutical Product Service

Through this page you re-register a pharmaceutical product. The process is as follows:




The **Re-Registration of Pharmaceutical Product Service** page appears as shown below:

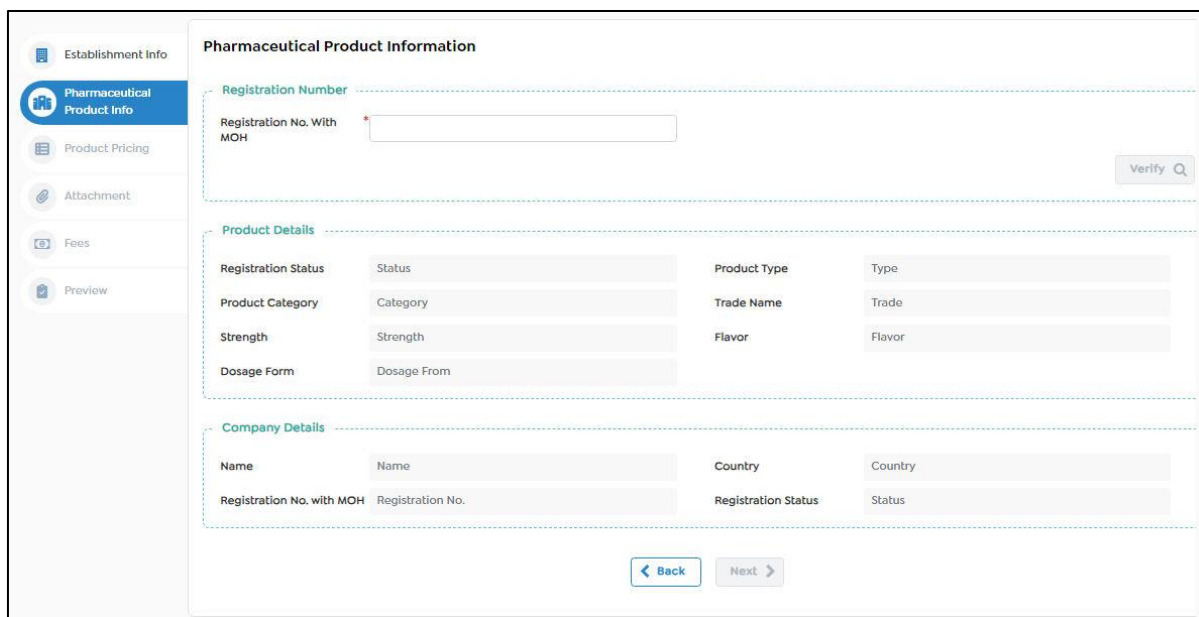
To apply for the service, follow the steps below:

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:


Re-Registration of Pharmaceutical Product User Manual

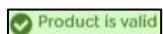


The screenshot shows a web interface for re-registering a pharmaceutical product. On the left is a sidebar menu with options: Establishment Info, Pharmaceutical Product Info (selected), Product Pricing, Attachment, Fees, and Preview. The main content area is titled 'Pharmaceutical Product Information' and is divided into three sections:


- Registration Number:** A text input field labeled 'Registration No. With MOH' and a 'Verify' button with a magnifying glass icon.
- Product Details:** A grid of input fields for:
 - Registration Status (Status)
 - Product Type (Type)
 - Product Category (Category)
 - Trade Name (Trade)
 - Strength (Strength)
 - Flavor (Flavor)
 - Dosage Form (Dosage Form)
- Company Details:** A grid of input fields for:
 - Name (Name)
 - Country (Country)
 - Registration No. with MOH (Registration No.)
 - Registration Status (Status)

At the bottom of the form are two buttons: '< Back' and 'Next >'.

4. Enter registration number with MOH.
5. Click  button, and you get a notification in green on top of the page if the product is valid and you can continue with the process. The notification appears as shown below:

 Product is valid

And the product details appear automatically.

6. Click  and the following page appears:

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- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Product Pricing

Price in Country of Origin

Strength

Strength * Unit *

Pack Size

Pack Type * Per Pack Unit * Unit * X No. of *

Ex-Factory Price

Currency *

Price *

Wholesale Price

Currency *

Price *

Public Price

Currency *

Price *

Comments

Proposed Oman CIF Price

Currency * Proposed Oman CIF Price

Other Countries Prices

Prices

Select Country * Select Price Type *

Currency * Price *

Pack Type * Per Pack Unit * Unit * X No. of *

Other Countries Prices


Prices

Select Country * Select Price Type *

Currency * Price *

Pack Type * Per Pack Unit * Unit * X No. of *

[+ Add Price](#)

Country	Currency	Price Type	Price	Pack Size	Action
 <p>No items to show...</p>					

[← Back](#)
[Next →](#)

- Enter price details in country of origin which consists of strength, pack size, ex-factory price, wholesale price, and public price.

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- Enter proposed Oman CIF price selecting currency and amount.
- Enter other countries prices details then click [+ Add Price](#), and the details are added as shown below:

Country	Currency	Price Type	Price	Pack Size	Action
UNITED KINGDOM	Pound Sterling	CIF Price	120	Mesure Device-12-MG-1	Delete Edit

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

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

Fill e-Form
Pay Online
Receive Confirmation

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Attachment

Module 1

Required Attachment	Description	File Name	Action
FingerPrint	<ul style="list-style-type: none"> Both side Allowed FileTypes (pdf,bmp,doc,docx,jpg,gif,dcm,png,xls,txt,zip) & size must not exceed 2 MB 		Upload file

Module 2

Required Attachment	Description	File Name	Action
FingerPrint	<ul style="list-style-type: none"> Both side Allowed FileTypes (pdf,bmp,doc,docx,jpg,gif,dcm,png,xls,txt,zip) & size must not exceed 2 MB 		Upload file

Full Modules Link ^{*}

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

- Upload the required attachment using the [Upload file](#) button.
- Enter Full module link.
- Click [Next](#) and the following page appears:

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Fee Details

Validity Months Service Fees RO

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

- Select the validity period and the service fees appear automatically.
- Click [Next](#) and the following page appears:

Re-Registration of Pharmaceutical Product User Manual

- Establishment Info
- Pharmaceutical Product Info
- Product Pricing
- Attachment
- Fees
- Preview

Applicant Details

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

Establishment Details

Establishment Name	auto by variation	CR Number	1196822
CR Status	CR Status	Phone Number	Phone Number
Email	tesst@gmail.com	P.O Box	P.O Box

Company Details

Name	1425638955566523355	Registration For	Herbal
Application Type	GHC Registered Company	Registration No. with MOH	Registration No.

Declaration

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 →

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

17. Click Continue to Payment > and the following message appears:

Confirmation

✕

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

Confirm
Cancel

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

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

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

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