



Product Variation 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:

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](#)

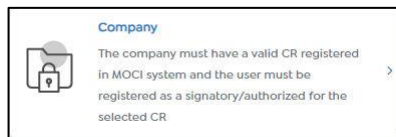
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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 *

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

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:

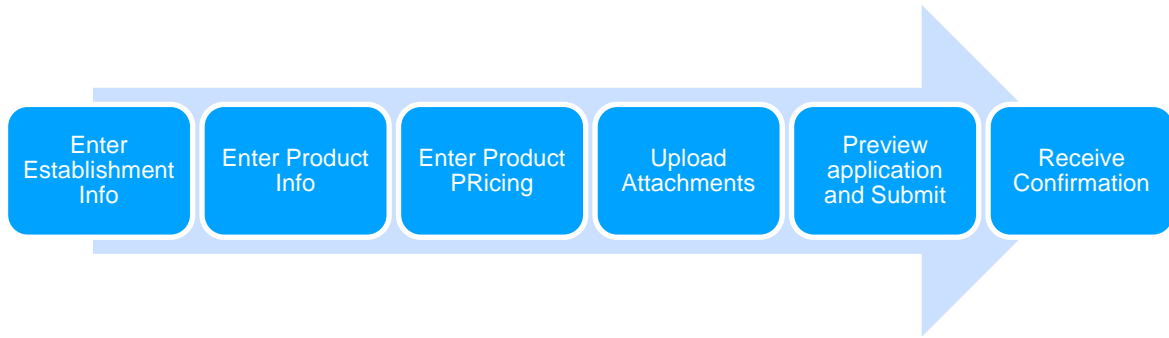
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon and a 'Login' button. Both options have a '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. Product Variation Request

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



The Product Variation Request 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:



- Establishment Info
- Product Info
- Product Pricing
- Attachments
- Preview

Product Information

Registration Number

Registration No. With MOH

[Verify](#)

Product Details

Registration Status	Registration Status	Trade Name	Trade
Product Category	Category	Product Type	Product Type
Manufacturer	Manufacturer	MAH	MAH
API Manufacturer	API Manufacturer	Batch Releaser	Batch Releaser
Pack Size	Pack Size	Composition	Composition
Shelf Life in Months	Shelf Life in Months	Storage Conditions	Storage Conditions
Packaging Material	Packaging Material		

Variation Details

Select Variation

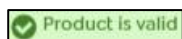
Variation Type	Select	Main Variation Description	Select
Variation Section	Select	Variation Implementation Date	dd-mm-yyyy <input type="button" value="📅"/>
Variation Title	Select...	Description	<input type="text"/>

ID	Field Name	Cuurent Value	New Values	Action

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4. Enter Registration number with MOH.

5. Click [Verify](#) 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:



And the product details appear automatically.

6. Enter variation details which consists of type, main description, section, implementation date, and title. The field appears as shown below:

Variation Details

Select Variation

Variation Type	I	Main Variation Description	Administrative Changes
Variation Section	Stability	Variation Implementation Date	09-05-2024 <input type="button" value="📅"/>
Variation Title	1 option selected <input type="button" value="x"/>	Description	<input type="text"/>

ID	Field Name	Cuurent Value	New Values	Action
1	Change in the (invented) name of the medicinal product	shabnam abc	<input type="text"/>	

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7. Enter new values.
8. Click **Next >** and the following page appears:

- Establishment Info
- Product Info
- Product Pricing
- Attachments
- 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

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 *

[+ Add Price](#)

Country	Currency	Price Type	Price	Pack Size	Action
<div style="text-align: center;"> <p>No items to show...</p> </div>					

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[Next >](#)

9. Enter price details in country of origin which consists of strength, pack size, ex-factory price, wholesale price, and public price.
10. Enter proposed Oman CIF price selecting currency and amount.
11. 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

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

- Establishment Info
- Product Info
- Product Pricing
- Attachments
- Preview

Attachments

Module 1

Requried Attachment	Description	File Name	Action
Catalogue *	<ul style="list-style-type: none"> Both side Allowed FileTypes (pdf,jpg,png) & size must not exceed 2 MB 		Upload file

Module 2

Requried Attachment	Description	File Name	Action
BLS certificate *	<ul style="list-style-type: none"> BLS certificate Description Allowed FileTypes (pdf,jpg,png) & size must not exceed 2 MB 		Upload file

Full Modules Link *

Paste here the combined modules link

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[Next >](#)

13. Upload the required attachment using the [Upload file](#) button.

14. Enter full module link.

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

- Establishment Info
- Product Info
- Product Pricing
- Attachments
- 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	Active	Phone Number	Phone Number
Email	tesst@gmail.com	P.O Box	P.O. Box

Product Details

Registration No. With MOH	D248703	Trade Name	shabnam abc
Product Type	Pharmaceutical	Product Category	Biological
Manufacturer	com	MAH	1425638955566523355,
API Manufacturer	API Manufacturer	Batch Releaser	1425638955566523355,
Pack Size	12	Composition	(+) Lysergide



Declaration

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](#) [Submit Application →](#)

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 [Submit Application →](#), and the following message appears:

Confirmation ×

Are you sure you want to proceed?

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

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

[Fill e-Form](#) [Receive Confirmation](#)

Application Information

Application Number:	PVRE0500472404416Y
Application Issue Date:	16-05-2024 11:54:43

[My Applications](#)

Your request is sent to DGPA for approval.

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



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