



## Pharmaceutical Establishment License Confirmation

User Manual



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## 1. Registration

You can create or a 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

is not registered in the system, it will navigate you to the following page:

	Select Account Type	
	Individual The user should have a valid civil ID, email and phone number	>
Ą	Company 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	>

You can select an account type by simply clicking on any of them.



## 1.1 Register an Individual Account

The user should have a valid civil ID, email and

To register an individual account, follow the steps below:

Individual

phone number

#### 1. Click on

, and following page appears:

Person identity					
D Card Number	8917/579	ID Expiry Date *	did-mm-yyyy	=	
					Verify O

- 2. Enter your resident card number and expiry date.
- 3. Click verify Q, and the system will retrieve your information automatically as shown below:

Person identity					
ID Card Number		ID Expiry Date	•		Verify Q
Personal informa	ition				
Full Name (En)		Date of Birth	03-01-1986	<b>#</b>	
Full Name (Ar)		Gender	Male	<i></i>	
Nationality	JORDANIAN	~ Age	37		
Governorate	Muscat	✓ willeyat	Select Willowst	~	
Vilage	Select Village	¥.			
Conlact Defails C-mail address Wobile *	Email address		OTP *		
Communication anguage * Aethod	Proferences C Englis C SMS				
	C Inal				

- 4. Enter the location which consists of Governorate, Wilaya, and village.
- 5. Enter email address and mobile number, then click send orp 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.

ð	Company The company must have a valid CH registered in MCC spilern and the user must be registered as a signitory/authorized for the advisor CH		
ck on L	ration	, and the following page appears:	
- Corporale Comm	sorcial Register		

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

Corporale Commerci	wi Register				
CR Number *	119				Verify Q
Corporate Informatio	n				
Company Name (En)			Company Name (Ar)		
CR Status	Valid		CR Expiry Date	04/23/2024	±
Person Identity					
ID Card Number		ID Expiry Date *	06-03-2027	m	
					Verity Q

3. Then you need to enter the person's information by entering the resident card number and expiry date, then click verify and the system will retrieve the person's information automatically as shown below:

					Ministry	وزارة الصح of Health
erson identity						
D Card Number			ID Expiry Date *		-	
						Verify Q
Personal Informa	ition					
vil Name (En)			Date of Birth	03-01-1986	<b>a</b>	
ull Name (Ar)			Gender	Male	~	
ationality	JORDAWAN	*	Age	37		
lovernorate	Muscat	¥	willeyat	Select Willoyat	~	
Plage	Select Village	¥				
Contact Details						
-mail address	Ernall address			OTP		
	Send OTF					
iobie *	Nobilii Number			OTP *		
	Sind OfF					
Communication	Preferences					
anguage *	O Englis	0				
Nethod	C 846					
	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 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:

8	
Login with Mobile PKI	Card PKI
To use this login method, you need a PKI enabled SIM card	To use this login method, you need a PKI enabled national ID and card reader.
Learn More Enter Mobile Number	Learn More
Login	Login

- on the left side, and it you enter your password on your phone.
- For Card PKI, you click Control 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. Pharmaceutical Establishment License Confirmation Service

Through this page you request for confirmation of a Pharmaceutical Establishment. The process is as follows:



The **Pharmaceutical Establishment License Confirmation** page appears as shown below:

Pharmaceutical Est.	ablishment Licensi	ing Confirmation e Service			
		a			
		fill e-farm		Bulankelon Confirmation	
Conquery lists	Select Establishment				
IR (hernestigted	Establishment *	Seect Establishment	9°		Verify Q
Attachments     Dema and     Constituents	Extentionent Details				
a num	CR Number Comepny Name (En)	Ot tember Sumapry have (br)	CR Status Comapny Name (Ar)	CR status Company Name (Krij	
	Applicant Information	C.			
	CHAID.	establishmentowner	Dellegate Type	ch Signatory	
	Applicant Name 101	sstabéurunent owner	Applicant Name (Ar)	Name Ar	
	Applicant Dival	rabhawareaimadhagroup.not.	Applicient Mobile Number	Hobio mumber	
	Decupation *	780	Mace of Work *	A00	
	PO box	112	Pentel Code	0000	
	Allemote PhoneNumber	968 🥪 sugasalo Hease online phone number with 8 digits			
			Head, P		

To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list, and the details appear automatically.

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:

SESTABLISHMENT IS Valid



Note: You must select the establishment which is the parent of the pharmaceutical establish and you must be either the owner or delegate of the parent establishment in order to proceed with the application.

2. Click and the following page appears:

Campany Info	Pharmalical Establishme	m		
Premocentical Ed.	Pharmaceutical Establishment	Saled Plannoordinal Establishment +		
. Attachements	Pharmatical Establishme	nt Isformation		
E him and	Establishment Type Establishment Name(En)	Excitationment Type	Establishment Name(Ar)	Name Ar
a reside	Branch LocalDan DetailsUp	Harre En Dranch Loualism Delado De	Branch Location DetailsIArl	Marras Ar Branch Lonaliter Donalis Ar
	Governovalia	Communite	withoya	white
	Villager	Vilage	NeemitLandmark	Insuress Carlot MARK
	Phermatical Establishme Phermaceutical Est Main Phone Humble	+948	Marmoceulical Ext Aliamaia Phone Humber	vita
1	Pharmacaudical Dat Envail?**	Plantanalita (mat	[mm 5]	

3. Select pharmaceutical establishment from the dropdown list, and the details appear automatically as shown below:

Pharmaceutical * Extablishment	Madina Pha	тасу	× •				
Pharmatical Establishme	nt Informatio	0					
Establishment Type	Public Pharmo	icy:					
Establishment Name(Erd	Madina Pharm	acy		Establishment Name(Ar)	صيدلية مدينة		
Branch Location Details(En)	Mustaiq Wranch			Branch Localion Details(Ar)	غرع الرسناق		
Governorate	Ash Sharqiyah	North		Willaya	Al-Hustag		
Village	Al Bidayu			NearestLandmark	شارع الخدمات		
Pharmatical Establishme	int Contact Ini	lo					
Pharmaceutical Est Main * Phone Number	+968	79555555		Pharmaceutical Est Alternate Phone Number	+968	79599554	
Pharmaceutical Est Email* *	tostiggmall.co	en .					

- 4. Enter main phone number, alternate phone number, and email of the pharmaceutical establishment.
- 5. Click and the following page appears:



Phormosoutical Ed.	Required Documents			
Allactements	Required Albachment.	Description	file Name	Action
Term and Constitions	Bash Account Opening Proof *	<ul> <li>Immof of opening on account in time to company for waste dispose (for modical score only)</li> <li>Assend Rieflypes (jogget[proj) 4, etc. must not exceed 2 Mill</li> </ul>		2. Optoid No
Parvice	nined Thermocist License *	Keone of the pharmachi Need in the pharmachilitical islabilithment, branch     Account Rintypes (popularity) & size must net exceed 2 set.		1 Uploed Ne
	Others	Answed Thirtypes (py.pdf.prep 4 size must not second 2 km		J. Upload file
	Transportation Contract *	Transportation contract, Vor modulat clone orke)     Assessed Richpen Quyzet/proj 4 star must not exceed 2 see		J. Upload the

- 6. Upload the required attachments using the source button.
- 7. Click and the following page appears:

Company Info	Terms and Conditions - Terms and Conditions	8
Pharmacoutical Ext.	Pharmachubcar EMabdohment Chaming Confernation	
d Altachments		
Conditions	I agree to the abovementioned terms and conditions I contry that the ceners/partners in this CR are not ceners/partners of another pharmacy establishment	
(C) Provine		
	Dack House >	

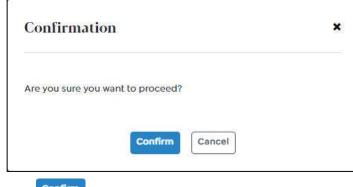
- 8. Accept the terms and conditions by adding a tick to the checkboxes.
- 9. click  $\rightarrow$  and the following page appears:





Company Info	Company & Applicant In	formation			R
Pharmacoutical Est.	Company information				
	CR Number	INVSON	CR Status	GR Matter	
Allachments	Company, Nume (En)	At leading Dovelopment and hepply	Company Name (Ar)	فركة المبينة للتمية والتجهيز	
Terms and Conditions					
Provinew	Applicant information				
1.1300 (11977)	CNEID	EstablishmeniOwnet	Delegate Type	CR lignatory	
	Applicent Nome (Enl	Establishment Owner	Applicant Name (Ar)	Hami Ar	
	Applicant Innail	rabnawangaamadhagmaganal	Applicant Mobile Norther	Weblie Number	
	Occupation	emo	Place of Work	ADS	
	PO Box	10	Peotal Code	0000	
	Alternate PhoneNumber	9489840			
	Pharmaceutical Establis	hment Information			8
	- Phermatical Establishm				
		are .			
	Tharmacau/Scal Eusablianment	Madina Pharmacy =	-		
	Pharmatical Establishm	ent information			
	Establishment Type	Public Mamazy			
	Extabilishment Name(Err)	Madina Phirmacy	Establishment Name(Ar)	Russo Autours	
	Branch Location Details(En)	Multag Workh	Branch Location Details(W)	فرج الوساق.	
Terms and Cond	litions				
harmaceuticai Establ	Ishment Licensing Confirmat	ion			
	vementioned terms and co	nditions			
		re not owners/partners of another pharm	sacy establishment		

10. Review all the details. Once done, click submit > and the following message appears:



11. Click confirm button, and the following page appears:

		مسلطنية غميان Sultanate of Oman وزارة الصحـــــة Ministry of Health
Form		Receive Confirmation
Application Information Application Number: Application Issue Date:	PELC1110492477613B 13-11-2024 09:00:29	
[	My Applications	

You can view your applications using the **My Applications** button.



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