



# Pharmaceutical Establishment License Confirmation

User Manual



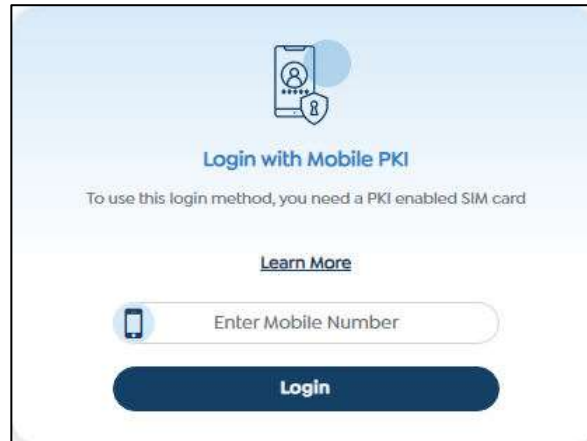
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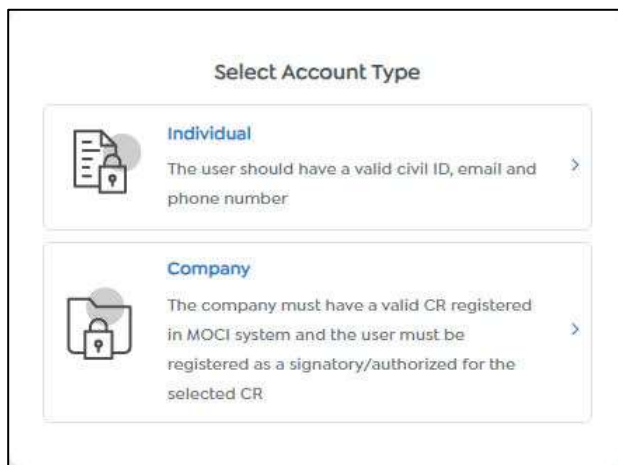


# 1. Registration

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 **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 [Verify](#) , 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  Wilayat

Village

**Contact Details**

E-mail address  OTP

Send OTP

Mobile \*  OTP \*

Send OTP

**Communication Preferences**

Language \*  English  Arabic

Method:  SMS  Email

[Save](#)

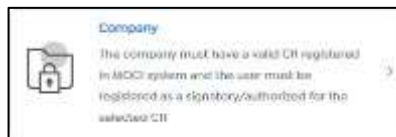
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click  [Send OTP](#) for both platforms, and then enter the OTP which you have received on both platforms.




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:

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

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  Wilayat

Village

**Contact Details**

E-mail address  OTP

Mobile \*  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  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:

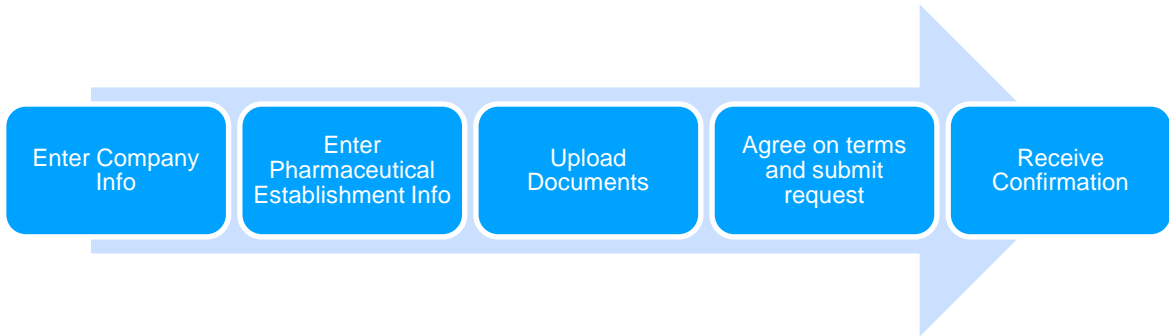
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, the text 'To use this login method, you need a PKI enabled SIM card', a 'Learn More' link, a text input field with a mobile phone icon and the placeholder 'Enter Mobile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

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:







**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 **Next >** and the following page appears:

The screenshot shows a web form titled 'Pharmaceutical Establishment'. On the left is a sidebar with navigation options: 'Company Info', 'Pharmaceutical Est.', 'Attachments', 'Terms and Conditions', and 'Preview'. The main form area is divided into three sections:

- Pharmaceutical Establishment:** A dropdown menu labeled 'Pharmaceutical Establishment' with the placeholder text 'Select Pharmaceutical Establishment'.
- Pharmaceutical Establishment Information:** A grid of input fields for:
  - Establishment Type
  - Establishment Name(En) / Name (Ar)
  - Branch Location Details(En) / Branch Location Details (Ar)
  - Governorate
  - Village
  - Willaya
  - Nearest Landmark
- Pharmaceutical Establishment Contact Info:** Input fields for:
  - Pharmaceutical Est. Main Phone Number (+968)
  - Pharmaceutical Est. Alternate Phone Number (+968)
  - Pharmaceutical Est. Email

At the bottom right of the form are 'Back' and 'Next >' buttons.

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

This screenshot shows the same form as above, but with data populated. The 'Pharmaceutical Establishment' dropdown is set to 'Madina Pharmacy'. The 'Pharmaceutical Establishment Information' section is filled with the following details:

- Establishment Type: Public Pharmacy
- Establishment Name(En): Madina Pharmacy
- Establishment Name(Ar): صيدلية مدينة
- Branch Location Details(En): Muslaq Branch
- Branch Location Details(Ar): فرع الرستاق
- Governorate: Ash Sharqiyah North
- Willaya: Al-Muslaq
- Village: Al Bidayu
- Nearest Landmark: شارع الخدمات

The 'Pharmaceutical Establishment Contact Info' section contains:

- Pharmaceutical Est. Main Phone Number (+968): 7555555
- Pharmaceutical Est. Alternate Phone Number (+968): 7555554
- Pharmaceutical Est. Email: tosi@gmail.com

'Back' and 'Next >' buttons are visible at the bottom.

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



Required Attachment	Description	File Name	Action
Bank Account Opening Proof *	<ul style="list-style-type: none"> <li>• Proof of opening an account in Omani company for waste disposal (for medical store only)</li> <li>• Allowed fileTypes (jpg,pdf,png) &amp; size must not exceed 2 MB</li> </ul>		Upload file
Hired Pharmacist License *	<ul style="list-style-type: none"> <li>• License of the pharmacist hired in the pharmaceutical establishment branch</li> <li>• Allowed fileTypes (jpg,pdf) &amp; size must not exceed 2 MB</li> </ul>		Upload file
Others	<ul style="list-style-type: none"> <li>• Allowed fileTypes (jpg,pdf) &amp; size must not exceed 2 MB</li> </ul>		Upload file
Transportation Contract *	<ul style="list-style-type: none"> <li>• Transportation contract (for medical store only)</li> <li>• Allowed fileTypes (jpg,pdf) &amp; size must not exceed 2 MB</li> </ul>		Upload file

6. Upload the required attachments using the Upload file button.

7. Click and the following page appears:

8. Accept the terms and conditions by adding a tick to the checkboxes.

9. click and the following page appears:



- Company Info
- Pharmaceutical Est.
- Attachments
- Terms and Conditions
- Preview

#### Company & Applicant Information

##### Company Information

CR Number	197529	CR Status	CR Status
Company Name (En)	Al Madina Development and Supply	Company Name (Ar)	شركة المدينة للتطوير والتوريد

##### Applicant Information

Civil ID	Establishment Owner	Delegate Type	CR Signatory
Applicant Name (En)	Establishment Owner	Applicant Name (Ar)	مؤسس
Applicant Email	o3crunusamadin@groupnet	Applicant Mobile Number	Mobile number
Occupation	PHO	Place of work	ADS
PO Box	ID	Postal Code	0000
Alternate PhoneNumber	0388820		

#### Pharmaceutical Establishment Information

##### Pharmaceutical Establishment

Pharmaceutical Establishment \* Madina Pharmacy

##### Pharmaceutical Establishment information

Establishment Type	Public Pharmacy	Establishment Name(Ar)	صيدلية مدينة
Establishment Name(En)	Madina Pharmacy	Branch Location	فروع المدينه
Branch Location	Muscat branch	Branch Location	فروع المدينه
Details(En)		Details(Ar)	

#### - Terms and Conditions

Pharmaceutical Establishment Licensing Confirmation

I agree to the abovementioned terms and conditions.  
 I certify that the owners/partners in this CR are not owners/partners of another pharmacy establishment.

Back
Submit >

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

### Confirmation

✕

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Are you sure you want to proceed?

Confirm
Cancel

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



Fill e-Form Receive Confirmation

**Application Information**

Application Number:	PELC1110492477613B
Application Issue Date:	13-11-2024 09:00:29

[My Applications](#)

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



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