



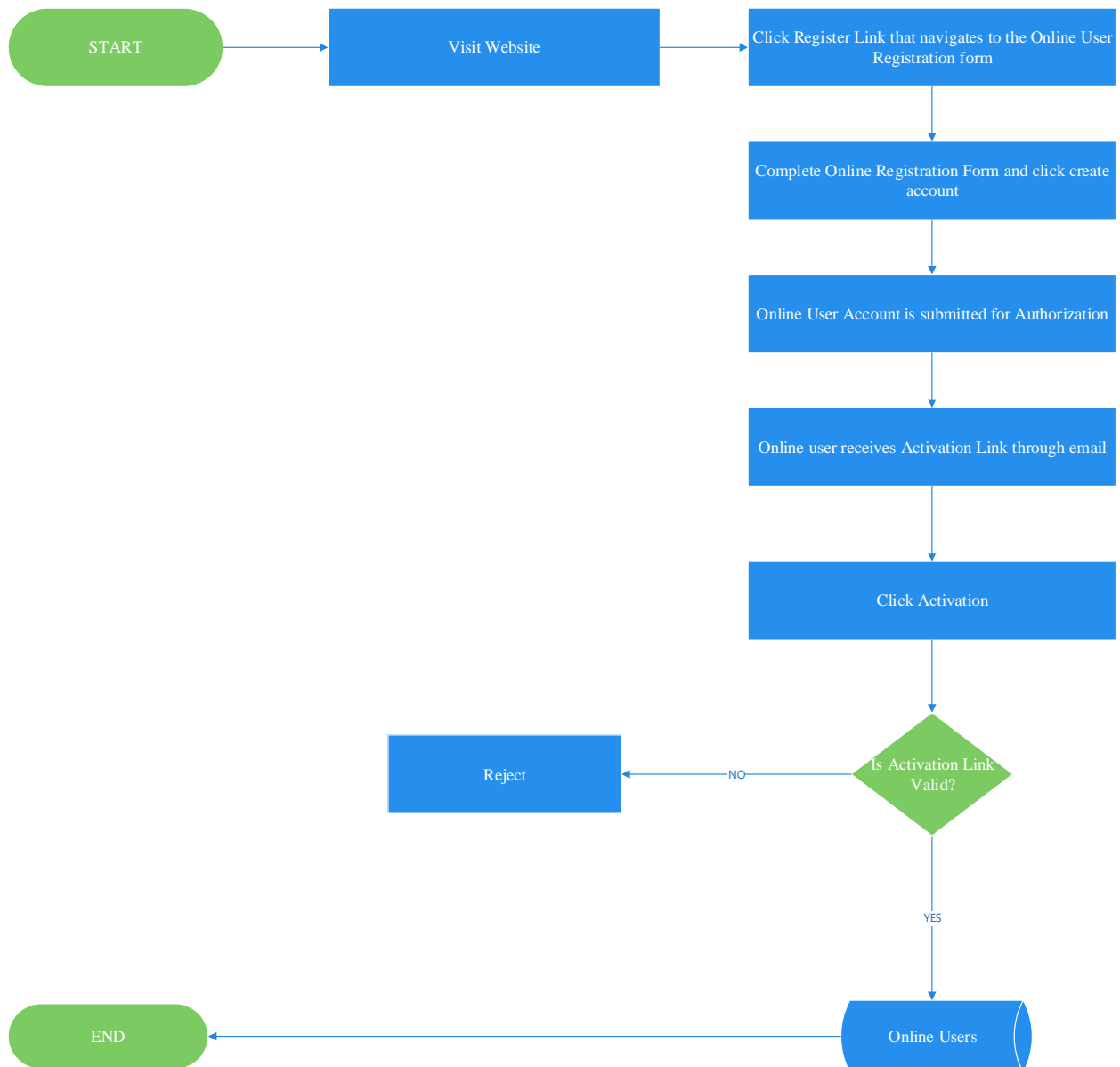
USER MANUAL FOR IMPORT/EXPORT PERMIT APPLICATION OF REGISTERED MEDICINES

The Registered Medicines System is used for applying for importing and exporting registered medicines. This document shows the stages to be followed when applying for an import or export permit.

1. Online Account Registration

To apply for licenses and use the system to track applications and other functions you need to have a user account. The following diagram shows the registration process

Online Registration Process



To register, click the “Click here to register” link on the login page as shown below.



MCAZ ONLINE SERVICES LOGIN

Email Address

Password

Log In

[Click here to register](#) [Forgot Password](#)

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

The image shows a login form titled 'MCAZ ONLINE SERVICES LOGIN'. It contains two input fields for 'Email Address' and 'Password', a 'Log In' button, and two links: 'Click here to register' (circled in red) and 'Forgot Password'. A footer note states 'Application designed and maintained by Medicines Control Authority of Zimbabwe 2018'.

This will take you to the registration page. You need to fill in the details on the registration page. All fields are mandatory except for the Fax. The CAPTCHA is case sensitive. Once you click the “create an account” button and all information has been entered correctly, an email will be sent to the email address you entered in the email field



Online Registration Form

Firstname: First Name Surname: Surname

Company: Company/Organisation Position In Company: [Dropdown]

Street Address: Street Address Area: Area

Country: ZIMBABWE Town: [Dropdown]

Telephone No.: Telephone No Fax: Fax

Email address: Email address

Password: Password Confirm Password: Confirm password

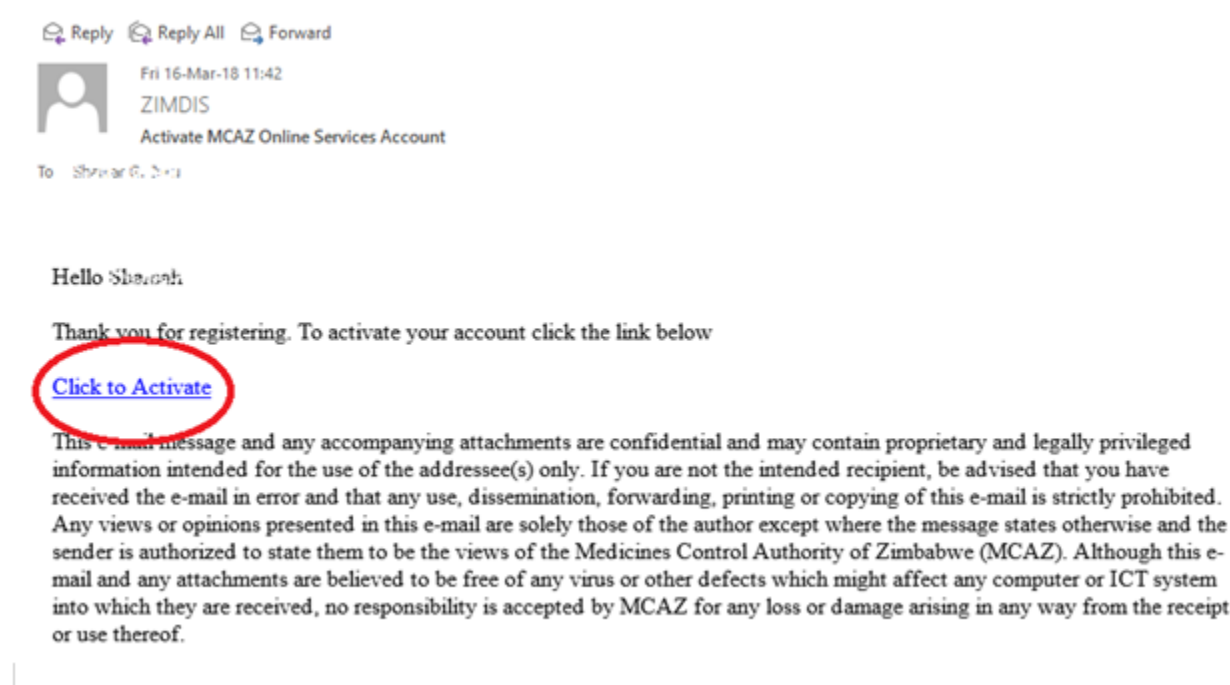
Captcha: AYR6M2 Your Captcha HERE

[Create an account](#)

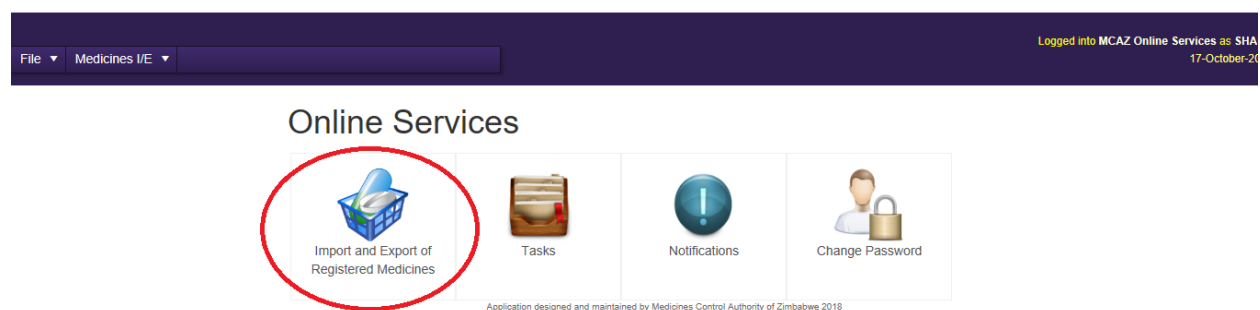
Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

The image shows an 'Online Registration Form' with various input fields. The fields include 'Firstname' (First Name, Surname), 'Company' (Company/Organisation, Position In Company), 'Street Address' (Street Address, Area), 'Country' (ZIMBABWE, Town), 'Telephone No.' (Telephone No, Fax), 'Email address', 'Password' (Password, Confirm Password), and 'Captcha' (AYR6M2, Your Captcha HERE). A 'Create an account' button is circled in red. A footer note states 'Application designed and maintained by Medicines Control Authority of Zimbabwe 2018'.

The email that is sent will have an activation link. You need to click that link for your account to be activated. If you don't activate your account, you will not have access to the system. The activation email and link are depicted below



When your account has been activated, login with your user credentials. The first page you see will have all processes you have access to. Click the “Import and Export of Registered Medicines” button.



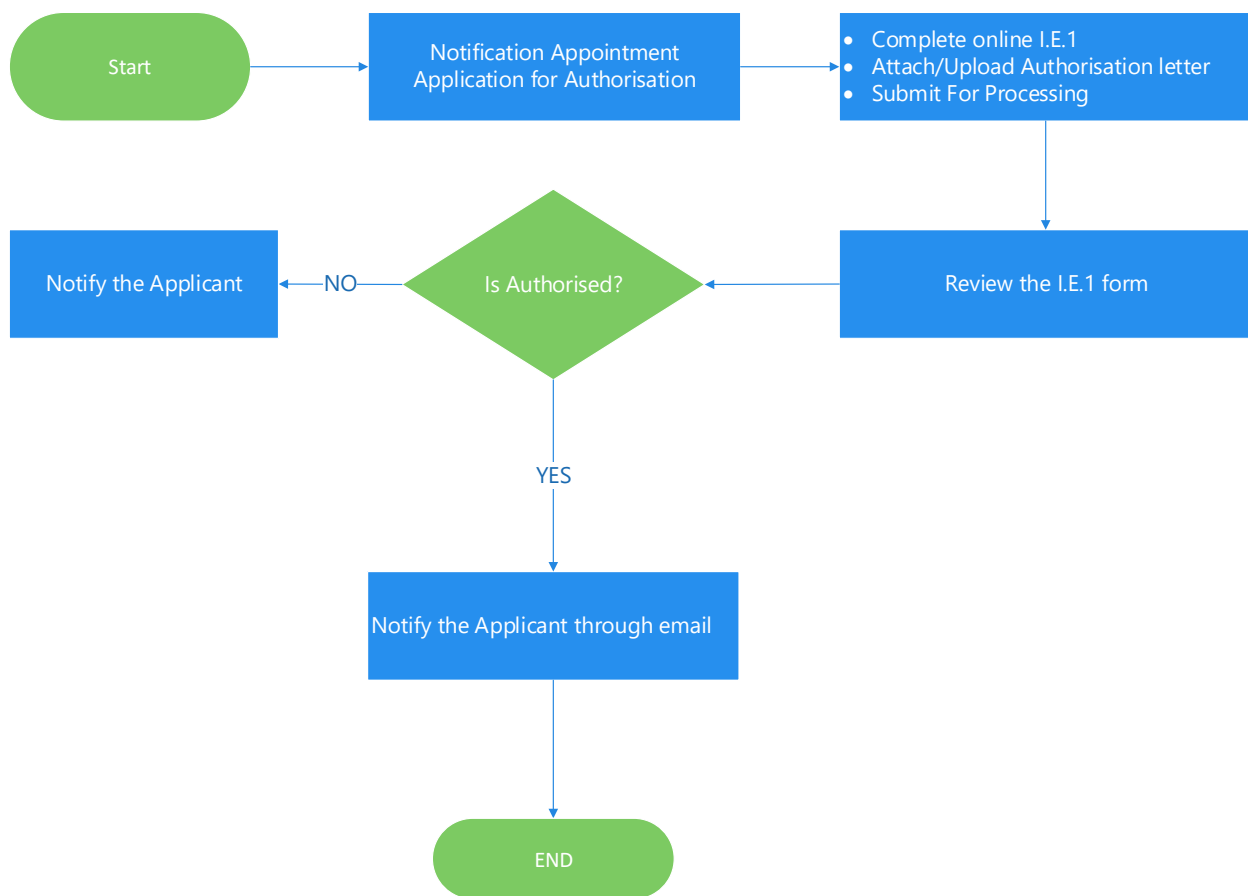
2. Notification of Appointment

If you are a wholesaler or a manufacturer, a Valid Notification of Appointment is needed to apply for the import of any Registered Medicines. Any other types of companies can apply for an import permit without going through the Notification of Appointment process.

This stage is only applicable for import permits. If you are applying for an export permit please skip to stage “4. Application for Export Permit.”

The following diagram shows the process flow for Notification of Appointment.

Notification for Import and Export of medicines Process



Click the “Notification of Appointment” icon to begin the process. This is shown below.



File Medicines I/E

Logged into MCAZ Online Services as SHAM/ 17-October-2018

Import & Export of Medicines Dashboard

Subject	Notes	From	AssignedDate	DueDate	Action Status
No records to display.					

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When you click the Notification of Appointment icon, you are taken to the online I.E.1 Form. You have to fill in the information required on the form. You have to click “Save” to proceed to the next stage of the process as shown below.

NOTE: All fields with * are mandatory

NOTIFICATION OF APPOINTMENT OF AUTHORIZED IMPORTER (FORM I.E. 1)

Select Option

Importer Details

Premise	<input type="text" value="Select Premise"/>	Premise Licence No	<input type="text" value=">>"/>
Importer Name	<input type="text"/>	Type	<input type="text" value="Importer"/>
Street Address	<input type="text"/>	Area	<input type="text"/>
Premise Status	<input type="text"/>	Premise Supervisor	<input type="text"/>
Country	<input type="text" value="Select Country"/>	Town	<input type="text" value="Select Town"/>
Telephone No	<input type="text"/>	Fax	<input type="text"/>
Email Address	<input type="text"/>	Submitted By	<input type="text"/>
On Behalf Of Company	<input type="checkbox"/>	Position In Company	<input type="text" value="Select Position"/>
Date Of Appointment	<input type="text"/>	Date of Expiry	<input type="text"/>
Products Authorized	<input type="text" value="Products Authorized to be Imported/Exported"/>		

Once you click “Save” as above, you will be able to add the Principal(s) of the Registered Medicines you wish to import. To do this, select the Principal on the “Select Principal” drop down box. Then click the “Add Principal” button. Repeat this process if the medicines you wish to import are from more than one Principal. All Principals you have added will be listed in the Grid below the “Add Principal” button. This is shown below

Status: Capturing

Importer Details

Premise	<input type="text" value="S&S PHARMACEUTICALS (PVT) LTD"/>	Premise Licence No	<input type="text" value="WPS-090149310"/> >>
Importer Name	<input type="text" value="S&S PHARMACEUTICALS"/>	Type	<input type="text" value="Importer"/>
Street Address	<input type="text" value="127, A774 X"/>	Area	<input type="text"/>
Premise Status	<input type="text" value="A"/>	Premise Supervisor	<input type="text" value="WINDA JUREK"/>
Country	<input type="text" value="ZIMBABWE"/>	Town	<input type="text" value="HARARE"/>
Telephone No	<input type="text" value="077 2774 X"/>	Fax	<input type="text"/>
Email Address	<input type="text"/>	Submitted By	<input type="text" value="MORNA MASHANGU"/>
On Behalf Of Company	<input checked="" type="checkbox"/>	Position In Company	<input type="text" value="Supervisor"/>
Date Of Appointment	<input type="text" value="2/2/2011"/> ⓘ	Date of Expiry	<input type="text"/> ⓘ

Products Authorized

Principal Details

Principal Name

Add Principal

Principal Name	Principal Address
FRIZZI, INC	295 EAST SECOND STREET NEW YORK U.S.A
CAPS PVT LTD	MANCHESTER ROAD, 2 MANCHESTER ROAD, SOUTH WINDA JUREK DISTRICT

✖

The next step is to capture medicines. Click the “Capture Medicines” button to add these. If you have selected the wrong Principal you may not find the drugs you wish to import. The image below shows the button to capture medicines

Status: Capturing

Importer Details

Premise	<input type="text" value="SIPSONO HARARE ZIMBABWE"/>	Premise Licence No	<input type="text" value="WPS-2010-14510"/> >>
Importer Name	<input type="text" value="SIPSONO PHARMACEUTICALS"/>	Type	<input type="text" value="Importer"/>
Street Address	<input type="text" value="CENTRAL BUSINESS DISTRICT"/>	Area	<input type="text"/>
Premise Status	<input type="text" value="A"/>	Premise Supervisor	<input type="text" value="MORINA MUCKIWA"/>
Country	<input type="text" value="ZIMBABWE"/>	Town	<input type="text" value="HARARE"/>
Telephone No	<input type="text" value="011 477411"/>	Fax	<input type="text"/>
Email Address	<input type="text"/>	Submitted By	<input type="text" value="MORINA MUCKIWA"/>
On Behalf Of Company	<input checked="" type="checkbox"/>	Position In Company	<input type="text" value="Supervisor"/>
Date Of Appointment	<input type="text" value="2/2/2011"/> @	Date of Expiry	<input type="text"/> @

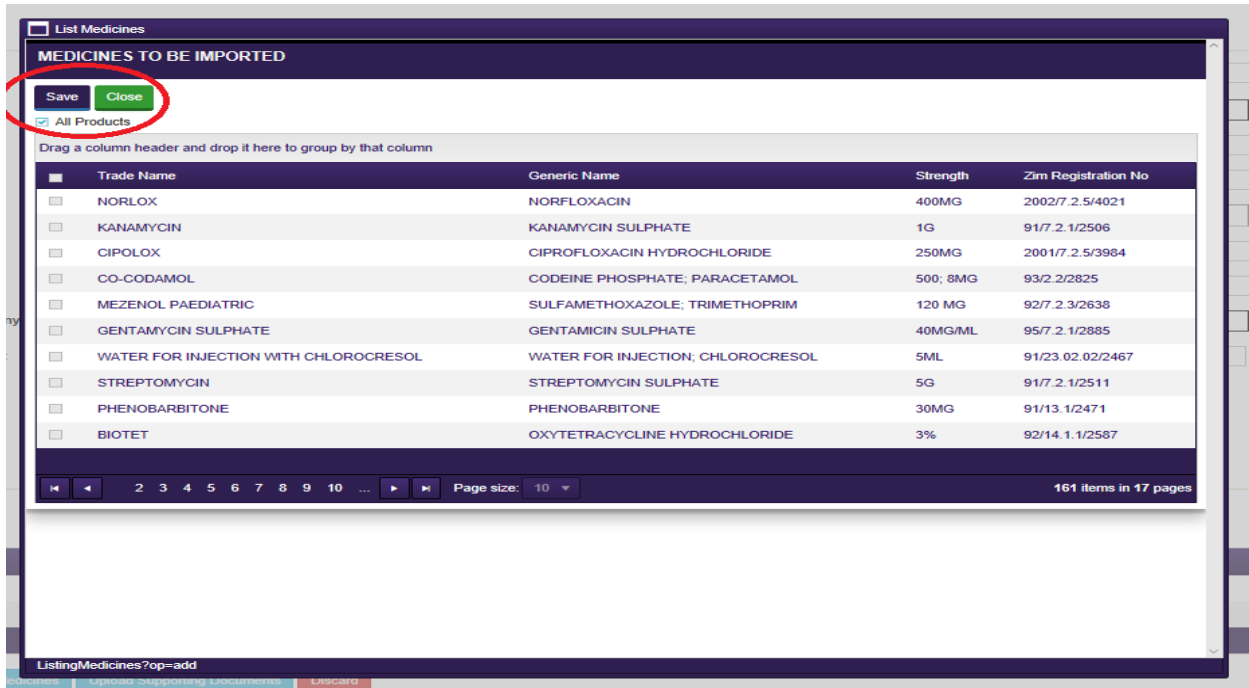
Products Authorized

Principal Details

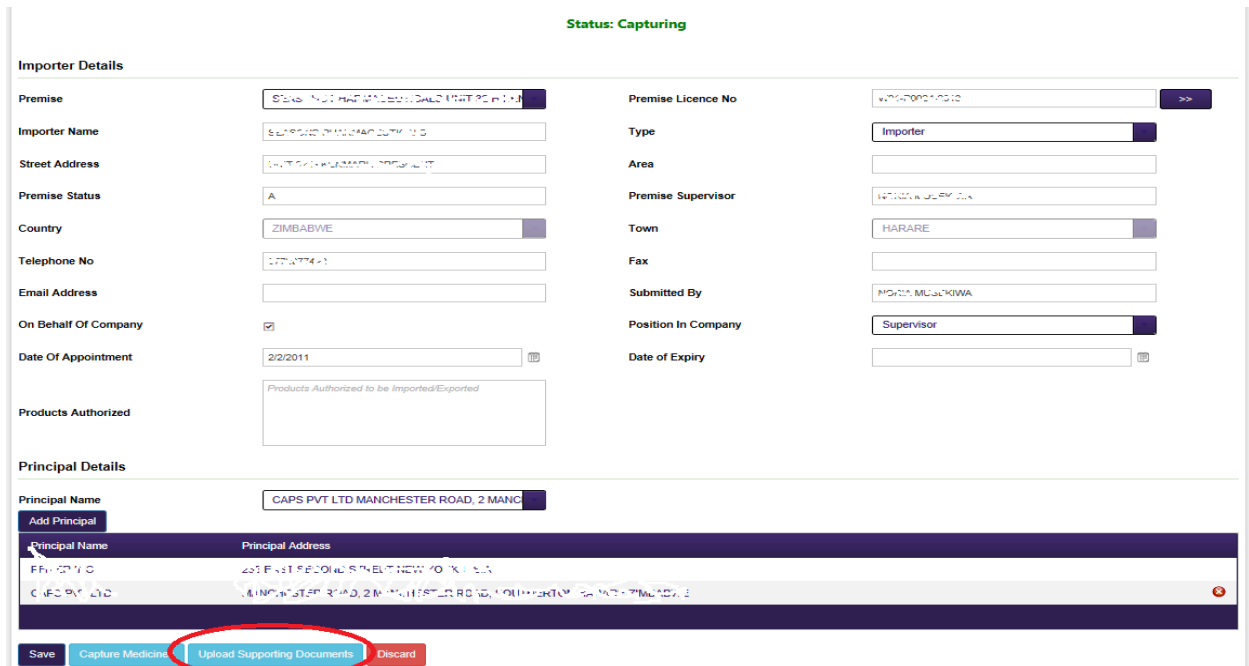
Principal Name

Principal Name	Principal Address
PRIZF LTD	284 FACULTY BUILDING STREET NEW YORK U.S.A
CAPRO EVI LTD	MORINA HERBERT ROAD 26 MANGREDAVER ROAD, SOUTH EAST HARARE ZIMBABWE

You will now be redirected to the capture medicines page where you will select all medicines you can import. Select “All products” checkbox to choose all the products then click “Save” button. Once it has saved click “Close” to get back to the I.E 1 online form. This is shown below.



When capturing of medicines is complete, you are then required to upload all supporting documents. At this stage this is the Letter/Notification of Appointment. Click the “Upload Supporting Documents” icon to upload the above mentioned documents as shown below.





The following screen appears after you click “Upload Supporting Documents” button. On the Document Type dropdown, click the “Letter of Appointment” option. Then click the “Select” icon to choose the document from your computer. You then have to click “Upload File” button to upload the Letter of Appointment.

The screenshot shows a web interface titled "Upload Supporting Documents". At the top, there is a green notification bar that says "File uploaded successfully...". Below this, the main heading is "UPLOAD DOCUMENTS". Underneath, it lists "Allowed file types: jpg, jpeg, png, gif, pdf, doc, docx ." and "Size limit: 1 MB".

The "Document Type" dropdown menu is open, showing "Select Document Type" as the current selection. A "Select" button is visible next to the dropdown. Below the dropdown, there are two buttons: "Upload File" and "Close".

At the bottom, there is a table with the following data:

Document Name	Document Type	File Type	Export Document
Registers_March 2018	Letter Of Appointment	.PDF	 

The URL at the bottom of the page is "UploadDocuments?op=ienoti&doc=3".

Once done, click the “Submit for Approval” button to complete the Notification of Appointment process. This will send the application for approval by MCAZ. The button to send for approval is circled below

Status: Capturing

Importer Details

Premise	<input type="text" value="Select Premise"/>	Premise Licence No	<input type="text"/> >>
Importer Name	<input type="text"/>	Type	<input type="text" value="Importer"/>
Street Address	<input type="text"/>	Area	<input type="text"/>
Premise Status	<input type="text"/>	Premise Supervisor	<input type="text"/>
Country	<input type="text" value="Select Country"/>	Town	<input type="text" value="Select Town"/>
Telephone No	<input type="text"/>	Fax	<input type="text"/>
Email Address	<input type="text"/>	Submitted By	<input type="text" value="NORIA MUSEKIWA"/>
On Behalf Of Company	<input checked="" type="checkbox"/>	Position In Company	<input type="text" value="Supervisor"/>
Date Of Appointment	<input type="text" value="2/2/2011"/>	Date of Expiry	<input type="text"/>
Products Authorized	<input type="text" value="NORLOX 400MG"/> <input type="text" value="KANAMYCIN"/> <input type="text" value="CIPLOX"/> <input type="text" value="CO-CODAMOL"/> <input type="text" value="MEZENOL PAEDIATRIC"/>		

Principal Details

Principal Name

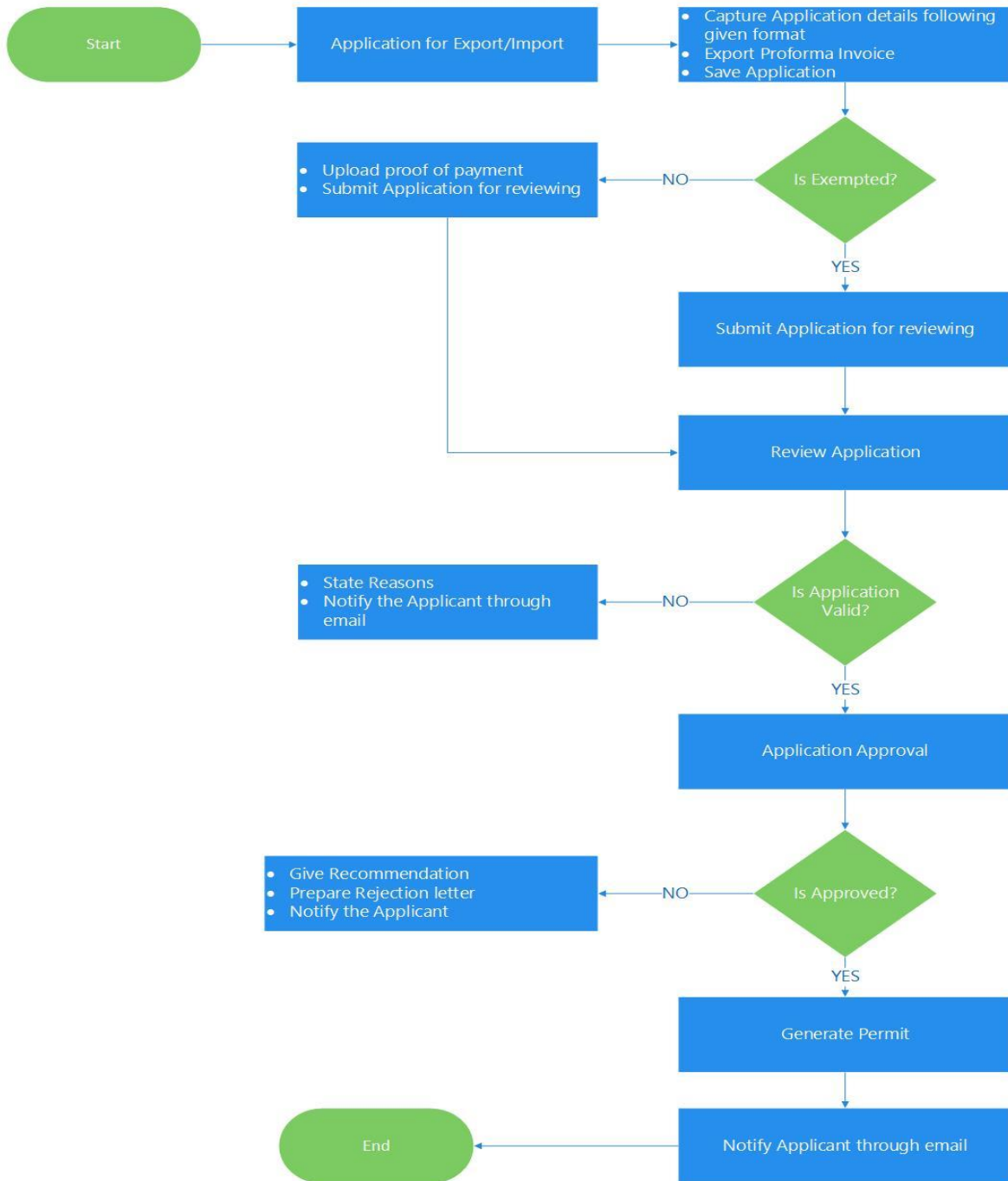
Principal Name	Principal Address
PFIZER INC	235 EAST SECOND STREET NEW YORK U.S.A
CAPS PVT LTD	MANCHESTER ROAD, 2 MANCHESTER ROAD, SOUTHERTON HARARE ZIMBABWE

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

3. Application for Import Permit

The following diagram is the process flow for the application of an import permit.

Application Process (Medicines)



Once your Notification of Appointment has been approved, you will receive an email notifying you that you are now able to proceed to Application for Import Stage. The system also sends task notifications to show current state of the process you are at and what tasks are pending your action. This is shown below

Import & Export of Medicines Dashboard

Subject	Notes	From	AssignedDate	DueDate	Action Status
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1021'	Cergine Sunzaianga	17-Sep-2018	19-Sep-2018	Pending (Pending) View

Click the view button to start the application process. You will be redirected to the Application For An Import Permit (FORM I.E. 2) page. Fill in all the required details such as Supplier details, port of entry, approximate date of arrival and currency. Do not try to adjust the “Application Fees” and “Total Excluding VAT” text fields. These are calculated automatically by the system. Click the “Save” button to proceed as shown below



APPLICATION FOR AN IMPORT PERMIT (FORM I.E. 2)

Notification of Appointment Ref No: NOA-IE1-2018-1021

Application Type: Import

Importer: PHARMACEUTICALS (PVT) LTD

Supplier: Select Supplier

Mode Of Transport: Select Mode Of Transport

Port of entry: Select Port Of Entry

Approximate date of arrival: [Date Picker]

Purpose: [Text Field]

Currency: Select Currency

Application Fees: \$50.00

Total Excluding VAT: [Text Field]

Save

You will then be able to add the specific medicines you wish to import. To do this click the “Add Medicines” button as highlighted below

APPLICATION FOR IMPORTER (FORM I.E. 2)

Ref No

Application No AP34E-2018-01072

Notification of Appointment Ref No N2018E-2018-1021

Application Type Import

Importer PHARMA CENTRAL & CHEMICAL DIST

Supplier TESTING CO. CO. OF RD. G. DALI - HARA

Mode Of Transport Air-Freight

Port Of Entry USGARE INTERNATIONAL AIRPORT

Approximate date of arrival 30/Sep/2018

Purpose MEDICAL USE

Currency US Dollar

Products Cost \$0.00

Insurance and Freight Cost \$0.00

CIF Value \$0.00

Verification Fees \$0.00

Application Fees \$50.00

Total Excluding VAT \$50.00

Save Discard Application

Add Medicines

Drag a column header and drop it to group or ungroup that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
No records to display.								

You will be redirected to the page to select all the medicines to be imported. On this page, select the medicine, manufacturing sight, cost, quantity and pack size of EACH medicine and click the “Save” button. Therefore, if you are importing more than one registered medicine, repeat this process for all medicines. Click the “Close” button once done. The diagram below shows this page.

Add Medicine

Medical Medicines saved successfully...

MEDICINES TO BE IMPORTED

Medicine SALAZOPRYNIN STRENGTH 500MG REC NO. 01119-1761

Manufacturing Site PHARMACIA GIPUR

Zim Registration No

Cost

Quantity

Pack Size 10 x 10s

Save Close

SelectMedicines.aspx?type=add&appid=2

All the medicines you have selected will be listed in the medicines grid. If you have made a mistake and need to delete any medicines, click the “Delete” icon on the right of each medicine.

Mode Of Transport: Air-Freight | Port Of Entry: HARARE INTERNATIONAL AIRPORT

Approximate date of arrival: 30/Sep/2018 | Purpose: MEDICAL USE

Currency: US Dollar

Products Cost: \$5,880.00 | Insurance and Freight Cost: \$0.00

CIF Value: \$5,880.00 | Verification Fees: \$29.40

Application Fees: \$50.00 | Total Excluding VAT: \$79.40

Buttons: Save, Upload Supporting Documents, Discard Application

Print Proforma Invoice

Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value		
AMOXICILIN	SIBRONAMOXICILIN	250MG	200	10 Doses	TEBETUNG CO. 2	PHIZER MANUFACTURING	88012111539	2540.00		
SALICYLIPHEN	GENEPHASALAZINE	500MG	5912	10 x 100	TEBETUNG CO. 2	PHARMACIA &UPOLIN	666666666	2940.00		

Supporting documents required

Please upload Proof of Payment or Exemption Payment Schedu

If you have verified your medicines and are satisfied with the accuracy of the information, click the “Upload Supporting Documents” button as shown below

Mode Of Transport: Air-Freight | Port Of Entry: HARARE INTERNATIONAL AIRPORT

Approximate date of arrival: 30/Sep/2018 | Purpose: MEDICAL USE

Currency: US Dollar

Products Cost: \$5,880.00 | Insurance and Freight Cost: \$0.00

CIF Value: \$5,880.00 | Verification Fees: \$29.40

Application Fees: \$50.00 | Total Excluding VAT: \$79.40

Buttons: Save, Upload Supporting Documents, Discard Application

Print Proforma Invoice

Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value		
AMOXICILIN	SIBRONAMOXICILIN	250MG	200	10 Doses	TEBETUNG CO. 2	PHIZER MANUFACTURING	88012111539	2540.00		
SALICYLIPHEN	GENEPHASALAZINE	500MG	5912	10 x 100	TEBETUNG CO. 2	PHARMACIA &UPOLIN	666666666	2940.00		

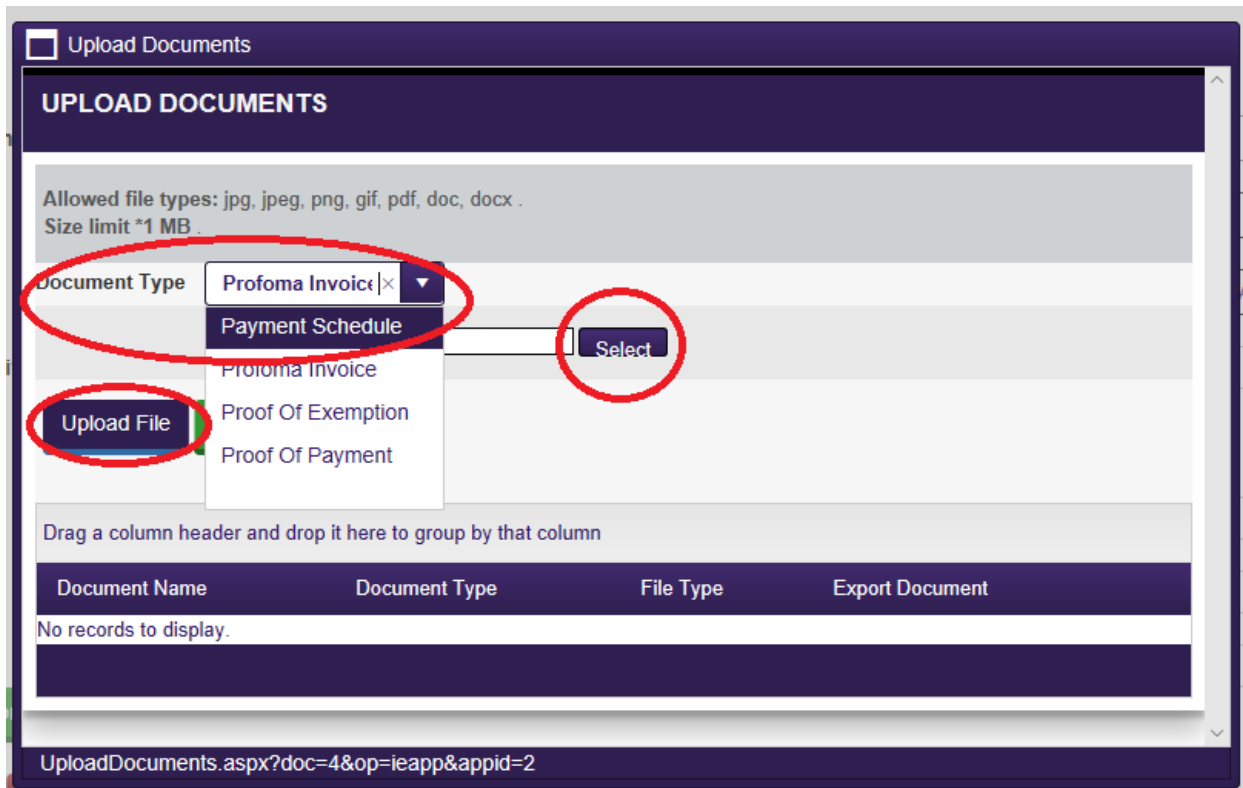
Supporting documents required

Please upload Proof of Payment or Exemption Payment Schedu

You will be redirected to the “Upload Documents” page where you will upload the remaining required documents. The Payment Schedule document is for applicants who do not wish to make the full payment of the imports all at once. For example, if you have multiple applications and you wish to pay for some of them, that document is the one you upload, showing which applications you wish to pay first and so on.

The proof of exemption is the document that shows you have been exempted in one way or another by the Medicines Control Authority of Zimbabwe.

So to upload the specific documents you need, select the appropriate document in the “Document Type” dropdown list. Then click the “Select” button to retrieve the document from your device. After you have selected the appropriate document from your device, click the “Upload File” button to upload the document. Repeat this procedure for all types of documents including proof of payment and pro forma invoice. These buttons are highlighted in the diagram below



All the documents you successfully upload will be listed in the grid below the “Upload File” button. If you have uploaded the wrong document, click the delete icon on the right side of each document as shown below.

Allowed file types: jpg, jpeg, png, gif, pdf, doc, docx .
Size limit *1 MB .

Document Type

Drag a column header and drop it here to group by that column

Document Name	Document Type	File Type	Export Document
Receipt - AKA Proof of Payment	Proof Of Payment	.PDF	
Pro forma Invoice	Profoma Invoice	.PDF	

UploadDocuments.aspx?doc=4&op=ieapp&appid=2

Click the “Close” button once finished. If you have uploaded all required documents, the “Send for Review” button will be available. Click it to send your application for review as shown below

APPLICATION FOR IMPORTER (FORM I.E. 2)

Ref No

Application No:

Notification of Appointment Ref No:

Application Type:

Importer:

Supplier:

Mode Of Transport:

Port Of Entry:

Approximate date of arrival:

Purpose:

Currency:

Products Cost:

Insurance and Freight Cost:

CIF Value:

Verification Fees:

Application Fees:

Total Excluding VAT:

Print Proforma Invoice

Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
ALDACTONE	SPIRONOLACTONE	25MG	300	10 Dose	TESTING CO. 2	PFIZER MANUFACTURING	84/12.5.1/1839	2940.00
SALAZOPYRIN	SULPHASALAZINE	500MG	5912	10 x 10s	TESTING CO. 2	PHARMACIA &UPJOHN	6/11.9.1/761	2940.00

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

Once your application has been approved, you will see the notification on your dashboard. This will be under the “Approved Import/Export Applications” Link. Your application process will have been successful. If your application has been rejected, you will also get a notification under “Rejected Import/Export Applications”. The reasons for rejection will also be listed. This will help you to resolve any issues that caused the rejection. Once these are rectified you can go through the application process successfully. The diagram below shows where the notification will appear.



File ▾ Medicines I/E ▾ Logged into MCAZ Online Services as: SHAMAH JUR
25-October-2018 16:22
Log

Import & Export of Medicines Dashboard

Notification of Appointment	Application for Import Permit(Registered Medicines)	Application for Export Permit(Registered Medicines)	
Notification of Appointment Pending (1)	Notification of Appointment Pending Review (0)	Approved Notification of Appointment (4)	Rejected Notification of Appointment (0)
I/E of Medicines Permit Applications(Capturing) (0)	Pending Import/Export Application (2)	Approved Import/Export Applications (6)	Rejected Import/Export Applications (1)

Subject	Notes	From	AssignedDate	DueDate	Action Status
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1027'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1026'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification	Caroline	22-Sep-2018	24-Sep-2018	Pending

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

Any rejected applications will be notified as highlighted below so that you can re-do the process.



File ▾ Medicines I/E ▾ Logged into MCAZ Online Services as: SHAMAH JUR
25-October-2018 16:22
Log

Import & Export of Medicines Dashboard

Notification of Appointment	Application for Import Permit(Registered Medicines)	Application for Export Permit(Registered Medicines)	
Notification of Appointment Pending (1)	Notification of Appointment Pending Review (0)	Approved Notification of Appointment (4)	Rejected Notification of Appointment (0)
I/E of Medicines Permit Applications(Capturing) (0)	Pending Import/Export Application (2)	Approved Import/Export Applications (6)	Rejected Import/Export Applications (1)

Subject	Notes	From	AssignedDate	DueDate	Action Status
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1027'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1026'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification	Caroline	22-Sep-2018	24-Sep-2018	Pending

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

4. Application for Export Permit

To apply for an export permit, click the “Medicines I/E” menu item then select “Application for Registered Medicines Export Permits”. This is shown below

MCAZ Medicines Control Authority of Zimbabwe

Logged into MCAZ Online Services as S... 15-November-2018 16:43

File Medicines I/E

Notification Of Appointment
Authorize Notification of Appointments
Application for Registered Medicines Import Permit
Application for Registered Medicines Export Permit

Notification of Appointment
Application for Import Permit(Registered Medicines)
Application for Export Permit(Registered Medicines)

Notification of Appointment(Capturing) (1)
Notification of Appointment Pending Review (0)
Approved Notification of Appointment (4)
Rejected Notification of Appointment (0)

I/E of Medicines Permit Applications(Capturing) (5)
Pending Import/Export Application (2)
Approved Import/Export Applications (6)
Rejected Import/Export Applications (1)

Subject	Notes	From	AssignedDate	DueDate	Action Status
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: MCA/IE1-2018-017		22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application		22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application		22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: MCA/IE1-2018-1116		22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification		22-Sep-2018	24-Sep-	Pending

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

You will then be redirected to the “Initialise Import and Export Permit Application” page where you are supposed to select the name of your company. Click the “Select Premise/Other Company” drop down box and click “Proceed”

MCAZ Medicines Control Authority of Zimbabwe

Logged into MCAZ Online Services as S... 15-November-2018 16:54:38

File Medicines I/E

Initialise Import and Export Permit Application

Registered Premises/Company Any Other Company

Select Premise/OtherCompany: 6-25 FIFTH STREET AVENUE HARA

Proceed

You will then be taken to the I.E. 3 online form. Fill in the required information including Supplier in Importing country, Port of Entry in Importing Country and all other required information. Click “Save” button to proceed to the next stage.



File Medicines I/E Logged into MCAZ Online Services as: JHEMAMT.PB@MCAZ 15-November-2018 16:01:07 Logout

APPLICATION FOR AN EXPORT PERMIT (FORM I.E. 3)

Notification of Appointment Ref No	N/A	Application Type	Export
Exporter	DIAMOND PHARMACY STAND 926-25 F	Supplier in Importing country	Test Supplier :
Address of the Importer	Test address 123	Importing Country	THAILAND
Port of Entry in Importing Country	Harbour	Port of exit	HARARE INTERNATIONAL AIRPORT
Mode Of Transport	Air-Freight	Purpose	Medical Use
Approximate date of dispatch	29/Oct/2018	Total Excluding VAT	
Currency	US Dollar		
Application Fees	\$50.00		

Save

Application designed and maintained by Medicines Control Authority of Zimbabwe 2018

Once you save your application, you will now be able to add the medicines you wish to export. Click the “Add Medicines” button to select them.

Application No APP-IE-2018-00024

Notification of Appointment Ref No	N/A	Application Type	Export
Exporter	DIAMOND PHARMACY STAND 926-25 F	Supplier in Importing country	JHFKJFHJKJ
Address of the Importer	CVSKMNKJC	Importing Country	D.P.R. OF KOREA
Port of Entry in Importing Country	KJUKDKLJD	Port of exit	BULAWAYO AIRPORT
Mode Of Transport	Air-Freight	Purpose	KJGAKHBDSA
Approximate date of dispatch	29/Oct/2018	Products Cost	\$0.00
Currency	US Dollar	Insurance and Freight Cost	\$0.00
Products Cost	\$0.00	Verification Fees	\$0.00
CIF Value	\$0.00	Total Excluding VAT	\$50.00
Application Fees	\$50.00		

Save Discard Application

Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
No records to display.								

When click the “Add Medicines” button, a popup window is displayed. It allows you to enter all the medicines from a dropdown box. Click the medicine you wish to export and the required details which are Manufacturing Site, Cost, Quantity and Pack size. Click “Save” to add the medicine with those current details. Repeat this process for all the medicines you wish to export, then click close once done as shown below

After you close the add medicines popup, you will be taken back to the I.E. 3 online form. The grid at the bottom of the page will list all the registered medicines you would have selected to export. If you have made a mistake and wish to remove one or more drugs from this list, click the delete icon that is available on each drug as shown below.

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
ZITHROMAX	AZITHROMYCIN	200MG/5ML	5645645645	10 I	JHFKJFHJKJ	PFIZER INC	92/7.2.5/2684	65776878.00
ZOXAN FLOXAN	CIPROFLOXACIN	0.3 G/100ML	35445465	10 Dose	JHFKJFHJKJ	FDC LIMITED	2015/19.11/5066	1234543.00

If you have verified your medicines and are satisfied with the accuracy of the information, click the “Upload Supporting Documents” button as shown below

Mode Of Transport	Air-Freight	Port Of Entry	HARARE INTERNATIONAL AIRPORT
Approximate date of arrival	30/Sep/2018	Purpose	MEDICAL USE
Currency	US Dollar		
Products Cost	\$5,880.00	Insurance and Freight Cost	\$0.00
CIF Value	\$5,880.00	Verification Fees	\$29.40
Application Fees	\$50.00	Total Excluding VAT	\$79.40

Buttons: Save, Upload Supporting Documents, Discard Application

Print Proforma Invoice, Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
AMPHOTERIBINE	SILBONIACTONE	250MG	200	10 Pouch	TELEPHARMA CO. Z	PHARMA MANUFACTURING	ZIMREG. 11639	2500.00
SALICYLISIRIN	SILPHASALAZINE	500MG	500	10 Pouch	TELEPHARMA CO. Z	PHARMACIA & PHARMACIA	ZIMREG. 11639	2500.00

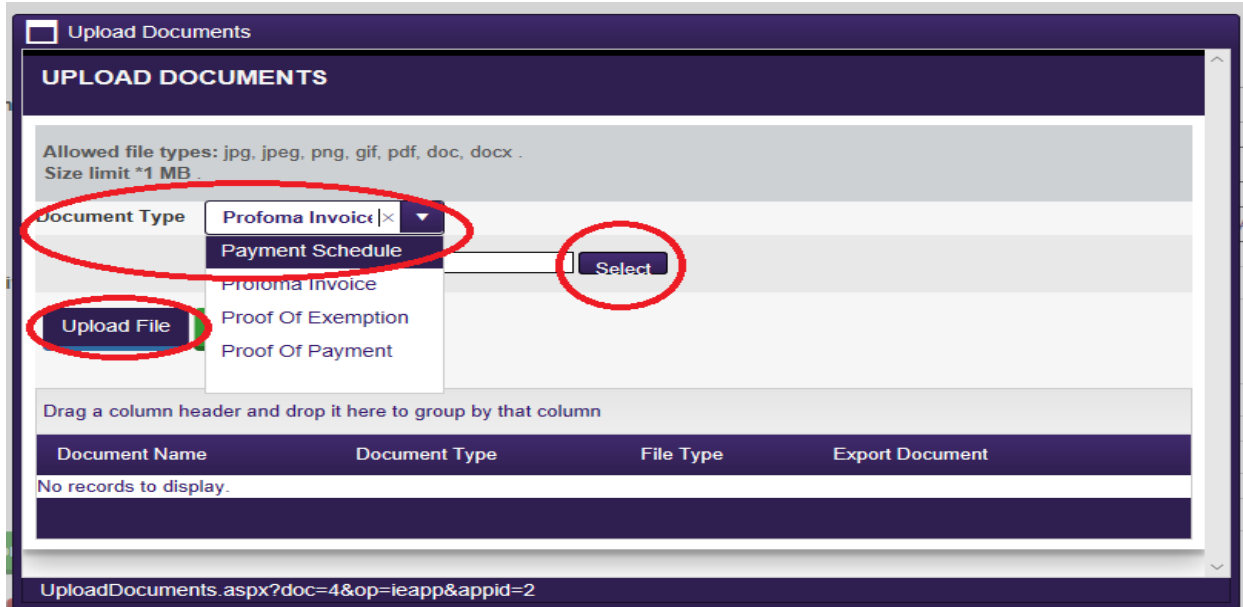
Supporting documents required

Please upload Proof of Payment or Exemption Payment Schemu

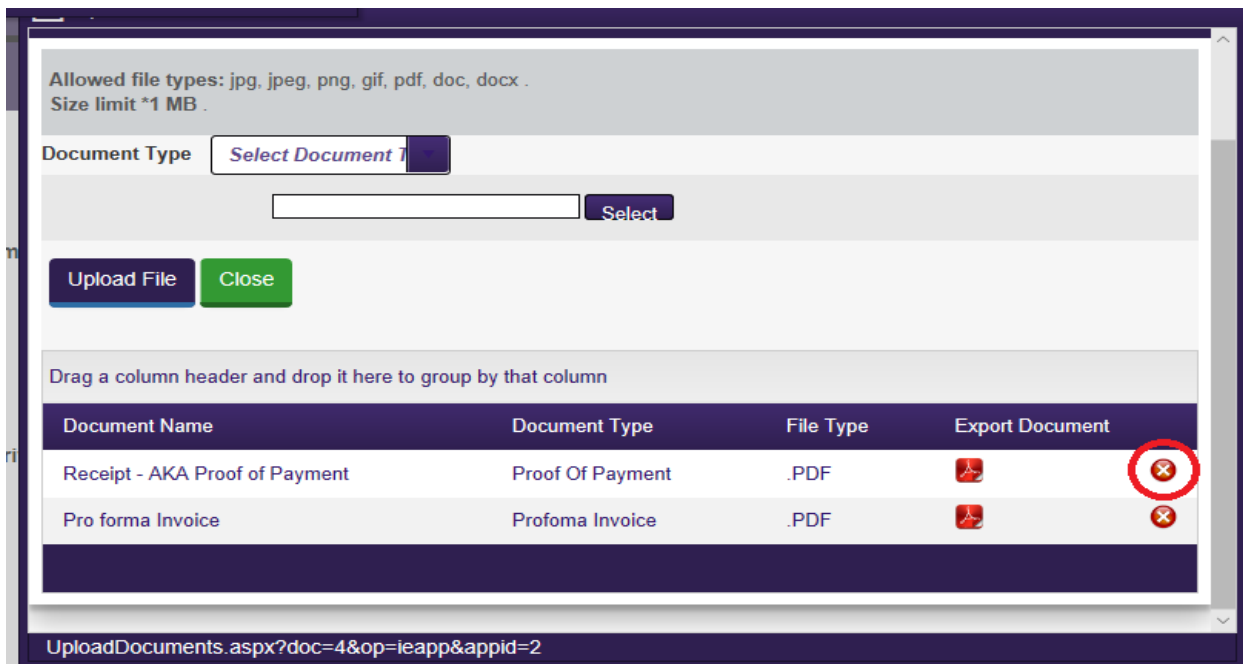
You will be redirected to the “Upload Documents” page where you will upload the remaining required documents. The Payment Schedule document is for applicants who do not wish to make the full payment of the exports all at once. For example, if you have multiple applications and you wish to pay for some of them, that document is the one you upload, showing which applications you wish to pay first and so on.

The proof of exemption is the document that shows you have been exempted in one way or another by the Medicines Control Authority of Zimbabwe.

So to upload the specific documents you need, select the appropriate document in the “Document Type” dropdown list. Then click the “Select” button to retrieve the document from your device. After you have selected the appropriate document from your device, click the “Upload File” button to upload the document. Repeat this procedure for all types of documents including proof of payment and pro forma invoice. These buttons are highlighted in the diagram below



All the documents you successfully upload will be listed in the grid below the “Upload File” button. If you have uploaded the wrong document, click the delete icon on the right side of each document as shown below.



Click the “Close” button once finished. If you have uploaded all required documents, the “Send for Review” button will be available. Click it to send your application for review as shown below

APPLICATION FOR IMPORTER (FORM I.E. 2)

Ref No

Application No APP-IE-2018-09-02

Notification of Appointment Ref No NOA-IE1-2018-1121

Importer PHARMACEUTICAL & CHEMICAL DIST

Supplier TESTING CO. 25 GLE RD G-2ALF 11-5A

Mode Of Transport Air-Freight

Port Of Entry HARARE INTERNATIONAL AIRPORT

Approximate date of arrival 30/Sep/2018

Purpose MEDICAL USE

Currency US Dollar

Products Cost \$5,880.00

Insurance and Freight Cost \$0.00

CIF Value \$5,880.00

Verification Fees \$29.40

Application Fees \$50.00

Total Excluding VAT \$79.40

Print Proforma Invoice

Add Medicines

Drag a column header and drop it here to group by that column

Trade Name	Generic Name	Strength	Total Quantity	PackSize	Supplier	Manufacturer	Zim Registration No	CIF Value
ALDACTONE	SPIRONOLACTONE	25MG	300	10 Dose	TESTING CO. 2	PFIZER MANUFACTURING	84/12.5.1/1839	2940.00
SALAZOPYRIN	SULPHASALAZINE	500MG	5912	10 x 10s	TESTING CO. 2	PHARMACIA &UPJOHN	6/11.9.1/761	2940.00

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Once your application has been approved, you will see the notification on your dashboard. This will be under the “Approved Import/Export Applications” Link. Your application process will have been successful. If your application has been rejected, you will also get a notification under “Rejected Import/Export Applications”. The reasons for rejection will also be listed. This will help you to resolve any issues that caused the rejection. Once these are rectified you can go through the application process successfully. The diagram below shows where the notification will appear.



File Medicines I/E Logged into MCAZ Online Services as: SHAMAH JURE 25-October-2018 16:22 Log

Import & Export of Medicines Dashboard

Notification of Appointment	Application for Import Permit(Registered Medicines)	Application for Export Permit(Registered Medicines)	
Notification of Appointment(Capturing) (1)	Notification of Appointment Pending Review (0)	Approved Notification of Appointment (4)	Rejected Notification of Appointment (0)
I/E of Medicines Permit Applications(Capturing) (0)	Pending Import/Export Application (2)	Approved Import/Export Applications (6)	Rejected Import/Export Applications (1)

Subject	Notes	From	AssignedDate	DueDate	Action Status
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1027'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1026'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending View
Process IE Medicines Application	Process IE Medicines Application. Notification	Caroline	22-Sep-2018	24-Sep-	Pending

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Any rejected applications will be notified as highlighted below so that you can re-do the process.



Import & Export of Medicines Dashboard

Notification of Appointment	Application for Import Permit(Registered Medicines)	Application for Export Permit(Registered Medicines)	
Notification of Appointment(Capturing) (1)	Notification of Appointment Pending Review (0)	Approved Notification of Appointment (4)	Rejected Notification of Appointment (0)
IE of Medicines Permit Applications(Capturing) (0)	Pending Import/Export Application (2)	Approved Import/Export Applications (6)	Rejected Import/Export Applications (1)

Tasks		Messages				
Subject	Notes	From	AssignedDate	DueDate	Action Status	
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1027'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending	View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending	View
Rejected IE Medicine Application	Rejected Import/Export of Medicines Application	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending	View
Process IE Medicines Application	Process IE Medicines Application. Notification Ref No: 'NOA-IE1-2018-1026'	Caroline Samatanga	22-Sep-2018	24-Sep-2018	Pending	View
Process IE Medicines	Process IE Medicines Application. Notification	Caroline	22-Sep-2018	24-Sep-	Pending	