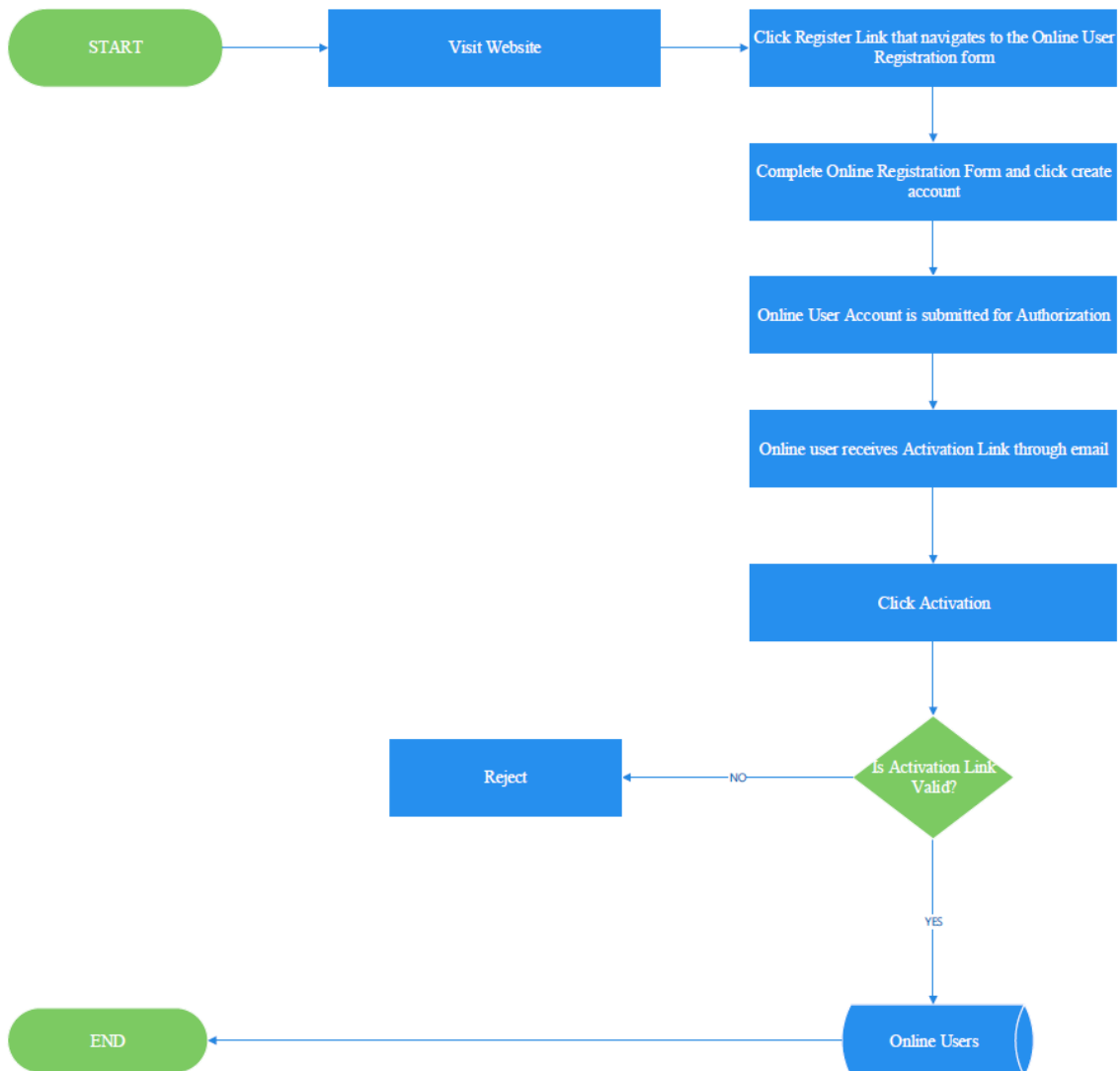


# User Manual for Import/Export of Narcotics

The Narcotic Drugs Application Module is used to apply for authorisation to import narcotic drugs. This document shows the stages to be followed when applying for an import/export license.

## 1. Online Account Registration

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



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

MCAZ Medicines Control Authority of Zimbabwe

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

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

MCAZ Medicines Control Authority of Zimbabwe

Login Register

MCAZ Online Services Account Registration Form

Choose at least One service from the options below

Import/Export of Registered Medicines  Section 7S Medical Devices  Licensing

**Company Details**

Company Name Company Name Street Address Street Address

Location Location Country ZIMBABWE

Town Telephone No. Telephone No.

Fax Fax Premise No/Licence No. if registered with MCAZ

**Applicant Details**

First Name Firstname Surname Surname

Position in Company Phone No. Phone No.

Email Address Email Address

Password Password Confirm Password Confirm password

3BN93P Your Captcha HERE




Create an Account

Remember to tick here

Trading name

Email address you can access

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

 Reply  Reply All  Forward



Fri 16-Mar-18 11:42

ZIMDIS

Activate MCAZ Online Services Account

To: Shivan G. D...

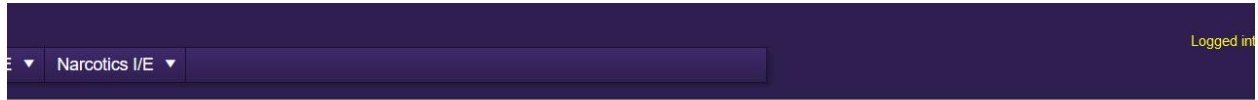
Hello Shivan,

Thank you for registering. To activate your account click the link below

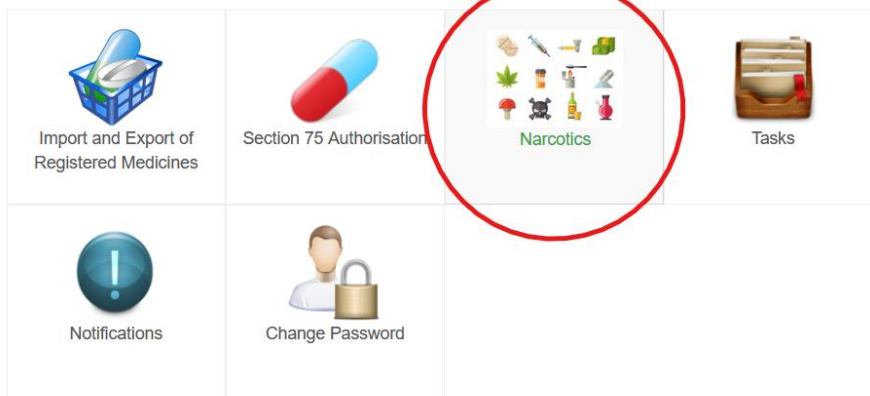
[Click to Activate](#)

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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 “Narcotics” button to start your application process.

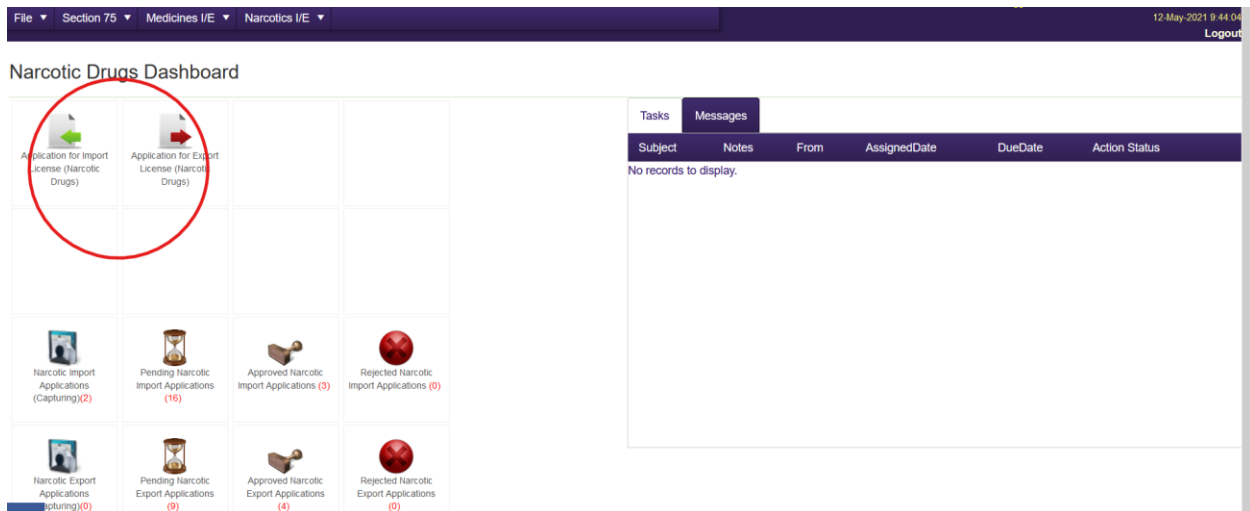


## Online Services



Application designed and maintained by Medicines Control Authority of Zimbabwe 2021

To apply for an import or export license click the “Application for Import License (Narcotic Drugs)” or “Application for Export License (Narcotic Drugs)” as shown below.



This will take you to the “Application for License to Import Narcotics” page. Fill in the required information and click “Save”. Note that you cannot change the Application Fees field.

APPLICATION FOR LICENSE TO IMPORT NARCOTICS

Application Status Status

Importer

Consignor Name

Consignor Address

Consignor Country

Mode of Transport

Port Of Entry

Approximate date of arrival

Purpose

On Behalf Of Company

Position In Company

Application Fees  USD

The popup to “Add Medicines” will be shown where you must add all the medicines that need to be imported/exported. Make sure you use the correct calculation from INCB yellow list to calculate the Active Principal Content. To download the current list and formulas click the red INCB Yellow List link. Fill in the details of your medicine and click “Save” to add it. Then click “Close” to close the popup and return to your application. This is shown below

MCAZ Online Services

NARCOTIC DRUGS

Generic name

Dosage Form

Pack Size

Quantity (grammes)

Active Principal Content (in Grammes)

[Click here to use the INCB Yellow List to calculate Active Principal Content Correctly](#)

SelectMedicinesNarcotics.aspx?type=add&appId=30017

When you are returned to the main application page, you can now upload your supporting documents. These are the Pro Forma invoice and Proof of Payment. To do this click the “Upload Supporting Documents” button that will now be visible next to the “Save” button as shown below

APPLICATION FOR LICENSE TO IMPORT NARCOTICS

Application Status: Capturing

Importer: N... PHARMACEUTICAL CO...  
Consignor Name: Test Consignor Testing

Consignor Address: ddfsdfsdfs  
Consignor Country: TRINIDAD

Mode of Transport: Sea  
Port Of Entry: BULAWAYO CUSTOMS OFFICE

Approximate date of arrival: 26-May-2021  
Purpose: Medicinal

On Behalf Of Company:   
Position In Company: Senior Manager

Application Fees: 40.00 USD

Buttons: Save, Upload Supporting Documents (circled in red)

The page to upload supporting documents will popup. 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. This is depicted below

Medicines I/E | Narcotics I/E | IVOAZ Online Services

UPLOAD SUPPORTING DOCUMENTS

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

Document Type: Narcotic Proof of Payment

Select Document: [Select] (circled in red)

Buttons: Upload File (circled in red), Close

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

Document Name	Document Type	File Type	Export Document
No records to display.			

UploadDocuments.aspx?doc=8&op=narco&type=imp&appid=30017

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 “Submit for Authorisation” button will be available. Click it to send your application for review as shown below

APPLICATION FOR LICENSE TO IMPORT NARCOTICS

Application Status **Capturing**

Importer

Consignor Name

Consignor Address

Consignor Country

Mode of Transport

Port Of Entry

Approximate date of arrival

Purpose

On Behalf Of Company

Position In Company

Application Fees  USD

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

Name of Drugs	Active Principal Content Description	Quantity	Active Principal Content Quantity
Hydrocodone	Hydrochloride	1000	900

Once your application has been approved, you will see the notification on your dashboard. This will be under the “Approved Narcotic Import Applications” or “Approved Narcotic Export Applications” icon. Your application process will have been successful. If your application has been rejected, you will also get a notification under “Rejected Narcotic Import Applications” or “Rejected Narcotic 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 notifications will appear.

The screenshot displays the 'Narcotic Drugs Dashboard' interface. At the top, there is a navigation bar with 'File', 'Section 75', 'Medicines I/E', and 'Narcotics I/E' menus, along with a date and time '12-May-2021 11:17:11' and a 'Logout' button. The dashboard title is 'Narcotic Drugs Dashboard'. Below the title is a grid of application status icons. A red circle highlights the 'Approved Narcotic Import Applications (3)' and 'Approved Narcotic Export Applications (4)' icons. To the right of the grid is a 'Messages' section with a table header: 'Subject', 'Notes', 'From', 'AssignedDate', 'DueDate', and 'Action Status'. The table content shows 'No records to display.'

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