

S/N	Works	Activity	Place of Work	Date	Responsible Person	Remark
1	Apply for Permanent/New License	Support letter from jinka	MOH (Addis Ababa)		Kalkidan	
		Official letter from hiring organization				
		Authenticated academic document (certificate, Diploma, MBA, specialty, with transcript)				
		Health Certificate and other related document (needed)				
		Equivalence letter from Higher education and quality agency (HERQA)				
		Payment				
2	Apply for Temporary License	Official letter from hiring organization	MOH (Addis Ababa)		Kalkidan	
		Academic document (certificate, Diploma, MBA, specialty, with transcript)				
		Health Certificate and other related document (needed)				
3	Return expired license	Letter from the organization and				
		Original old license				
4	Renewal License	Official letter from hiring organization	MOH (Addis Ababa)		Kalkidan	
		Renewed License of Soddo				
		Previous License				
		Work experience				
		CPD				
5	Need Support for Soddo	Official letter	MOH (Addis Ababa)			
6	Ethiopian Pharmaceutical Supply Service (EPSS)	Support from letter from jinka Official letter from soddo				
7	PIP/Pre import permit	Fill Document	EFDA (Addis Ababa)		Kalkidan	
		Support letter from region				
		Official letter				
		Proforma invoice				
		Donation				
		Certificate of origin				
		GMP				
		Certificate of competency Certificate of competency (SODDO)				

8	Single Window	Fill Document	Customs office (Addis Ababa)		Kalkidan	
		Pre import certificate				
		Commercial Invoice				
		Packing list				
		Donation				
		Air way bill with location				
		Certificate of origin				
		Certificate of analysis				
		Certificate of competency (SODDO)				
		Release				
9	Customs	Duty	Customs (Addis Ababa)		Kalkidan	
		Customs release				
10	Investment	Asking for Duty free	Investment (Addis Ababa)		Kalkidan	
		Bill of Loading				
		Invoice				
		Packing list				
		Certificate of origin				
		Donation				
		Official letter				
		Investment Form				
11	Capital Upgrade	Bill of quantity approval from region				
		Bank statement				
12	Board Meeting Approval /Minutes	Securing Board Meeting Approval /Minutes				
13	Prepare and finalize Finance related activities	Purchase	Support office (Addis Ababa)		Kalkidan	
		Proforma				
		Withholding				
		Cash settlement				
		Non voucher receipt				