



Tanzania Medicines and Medical Devices Authority

TMDA SELF SERVICE PORTAL MANUAL



(User Manual)

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CUSTOMER SELF-SERVICE PORTAL/OFFLINE SERVICES

The customer self-service portal is a part of the portal system that be accessed by clients without having to log into the system. This section is used by the clients to request for product registration, product prohibition, premise registration and for registration of GMP product registration. The self-service portal also allows the user to request for clinical trials and offers the user other related resources.

The online services can only be used by registered traders/clients to access services that require a user account

REGISTERED PRODUCTS

This section of the sub-module is used to search for products registered by the TFDA. When accessed, the module illustrated below is displayed.

The window contains a list of records for all registered TFDA products. Each record containing an action button that shows the details of the registered product.

The screenshot displays the 'Customer Self Service Portal' interface. At the top, there is a header with the TFDA Logo, the portal name, and navigation links for 'Contact Information' and 'Agencies Access'. Below the header is a green navigation bar with tabs for 'Online Services', 'Registered Products' (highlighted), 'Prohibited Products', 'Registered Premises', 'GMP Complaint Facilities', 'Clinical Trials', and 'Resources'. The main section is titled 'Registered Products' and contains a search form with the following fields:

- Registration/Certificate No: Registration No (text input)
- Brand Name/Device Name: Enter Brand Name (text input)
- Product Type/Category: Drugs (dropdown menu)
- Classification: Select Classification (dropdown menu)
- Generic/Common Name: Select Common name (dropdown menu)
- Dosage/Product Form: Select Dosage/Product Form (dropdown menu)
- Marketing Authorization Holder: Marketing Authorization Holder (text input)
- Marketing Authorization Country: Select Common name (dropdown menu)
- Manufacturer: Manufacturer Name (text input)
- Manufacturing Country: Manufacturing Country (dropdown menu)
- Local Representative: Local Representative (text input)

Below the search form are three buttons: 'Search Products' (blue), 'Clear' (red), and 'Print' (green). To the right of these buttons is an 'Export Details' button (blue). Below the buttons is a table with the following columns: Registration no, Brand name, Generic name, Dosage form, Product strength, Registrant cou..., Manufacturer, Manufacturer c..., Date of registra..., Expiry date, and Action. The table currently displays 'No data'.

To find a registered product, the user may use the Brand/Device name or the registration/certificate number. The user can also enter other details into the provided fields to filter the search results. Once the user clicks on the “search products” button, records of products that fit the search criteria are displayed.

The sub module also allows the user to print and export the records of the search results.

To clear the filter filed, the user clicks on the **clear button** which will erase the data entered into the fields and the user is able to search for a new registered product.

PROHIBITED PRODUCTS

This section of the sub-module is used to display products prohibited by the TFDA. When accessed, the module illustrated below is displayed, containing a list of records of products that are prohibited.

The screenshot displays the 'Customer Self Service Portal' interface. At the top, there is a header with the TFDA Logo, the portal title, and links for 'Contact Information' and 'Agencies Access'. Below the header is a mission statement: 'To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.' A navigation bar contains links for 'Online Services', 'Registered Products', 'Prohibited Products' (which is active), 'Registered Premises', 'GMP Complaint Facilities', 'Clinical Trials', and 'Resources'. The main section is titled 'Prohibited Products/Withdrawn Products'. It features a search area with 'Product type' and 'Classification name' dropdowns, a search button, and a search input field. Below this is a table with columns: 'Registration no', 'Brand name', 'Common name', 'Dosage form', 'Registrant country', 'Manufacturer', 'Manufacturer co...', 'Date of registrati...', 'Prohibited on', and 'Action'. The table is currently empty, with a message below it stating '*records of prohibited products will be listed here*' and 'No data'.

	Registration no	Brand name	Common name	Dosage form	Registrant country	Manufacturer	Manufacturer co...	Date of registrati...	Prohibited on	Action

records of prohibited products will be listed here

No data

To find a prohibited product, the user enters the product name into the search-box displayed on the right of the window. Once the user clicks on the “search” button, records of prohibited products that fit the search criteria are displayed.

REGISTERED PREMISES

This sub module is used to locate records of premises registered by TFDA. The main window of the module is illustrated below.

Customer Self Service Portal

To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

Online Services | Registered Products | Prohibited Products | **Registered Premises** | OMP Complaint Facilities | Clinical Trials | Resources

Premises Registration/Certificate No. | Premises Name: ***Enter name of premise to search*** | Premises Type/Category: Select Product Type/Category | Business Type: Select Business Type

Registration No. | Registrant Holder

Business Type Details: Select Business Type details

Region name: +

Click to find record of the premise entered

Search Premises | Clear | Print | Export Details

	Premise reg no	Premises name	Permit no	District name	Postal address	Email	Physical address	Registrant name	Date of registration	Business type	Business type details
Region name: Dar es Salaam											
	TFDA0119/F/0001	Backhresa	TAN 00 2019 F REG 0001	Temeke	12312	bak@gmail.com	12	Abdul Abdul		Manufacturer	Sunflower Oil
		Backhresa	TAN 00 2019 F REG 0002	Temeke	12312	bak@gmail.com	12	Abdul Abdul		Manufacturer	Sunflower Oil

Records of the premise search are displayed here

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Website Maintained by Tanzania Foods and Drugs Authority, Location: Off Mandela Road, Mabibo - External, Dar Es Salaam, Tanzania

To find a registered premise, the user may use the premise name or the premise registration certificate number. The user can also enter other details into the provided fields to filter the search results. Once the user clicks on the “search premises” button, records of premises that fit the search criteria are displayed.

The sub module also allows the user to print and export the records of the search results or to export the records in a XLSX or Excel format. A single record or selected rows of records can both be exported.

GMP COMPLIANT FACILITIES

This sub module is used to locate records of GMP compliant facilities that have been registered by TFDA. The main window of the module is illustrated below.

The screenshot displays the 'Customer Self Service Portal' for TFDA. The header includes the TFDA Logo, the portal name, and links for 'Contact Information' and 'Agencies Access'. A navigation bar lists various services, with 'GMP Compliant Facilities' highlighted. Below this, search filters are provided for 'GMP Facility Registration/Certificate No' (with value 2011), 'GMP Facility Name' (with value Facility), 'GMP Type/Category' (with value Food), and 'Business Type' (with value Manufacturer). There are also fields for 'Business Type Details' and 'Registrant Holder' (with value Holder 1). A 'Region name' dropdown is also present. Action buttons include 'Search GMP Details', 'Clear', 'Print', and 'Export Details'. A red box highlights the 'Export Details' button, with a red arrow pointing to it and the text 'click to export records'. Below the buttons, a table header is visible with columns: Gmp facility re..., Gmp facilit..., Certificate no, District name, Postal address, Email, Physical address, Registrant name, Date of registr..., and Business type. A red box highlights the 'Export all data' and 'Export selected rows' options. The table currently shows 'No data'.

TFDA Logo **Customer Self Service Portal** Contact Information | Agencies Access

To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

Online Services Registered Products Prohibited Products Registered Premises **GMP Compliant Facilities** Clinical Trials Resources

GMP Facility Registration/Certificate No: 2011
GMP Facility Name: Facility
GMP Type/Category: Food
Business Type: Manufacturer

Business Type Details: Select Business Type details
Registrant Holder: Holder 1

Region name: ↑

Search GMP Details Clear Print Export Details

click to export records →

Gmp facility re...	Gmp facilit...	Certificate no	District name	Postal address	Email	Physical address	Registrant name	Date of registr...	Business type
No data									


Export all data
Export selected rows

To find a GMP compliant facility, the user may use the GMP facility name or the GMP facility registration/certificate number. The user can also enter other details into the provided fields to filter the search results. Once the user clicks on the “search GMP details” button, records of GMP facilities that fit the search criteria are displayed.

The sub module also allows the user to print and export the records of the search results. The user can export certain records (by selecting the specific rows) or all the displayed records.

CLINICAL TRIAL

This sub module is used to locate records of clinical trials that have been registered by TFDA. The main window of the module is illustrated below.


Tanzania Food & Drugs Authority

[Contact Information](#)
[Agencies Access](#)

Customer Self Service Portal
 To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

[Online Services](#)
[Registered Products](#)
[Prohibited Products](#)
[Registered Premises](#)
[GMP Complaint Facilities](#)
[Clinical Trials](#)
[Resources](#)

Clinical Trial Certificate No

Registrant Name

Registrant Country

Study Title

Certificate No

Registrant

Select Registrant Country

Study Title

Study Site

Principal Investigator

Clinical Trial Sponsor

Drag a column header here to group by that column

<input type="checkbox"/>	Registration no	Study title	Protocol no	Version no	Registrant name	Registrant cou...	Principal inves...	Clinical trialsp...	Study sites	Imp products	Study duration	Nimr ethical cl...	Approval date	Clinical trial ex...
	TZ0519CTR0002	Clinical Trial P...	2	2	Abdul Abdul	TANZANIA	Kip	Kip			5	456	2019-02-02 00...	
	TZ0019CTR0003	trytulu	567	4	Abdul Abdul	TANZANIA	Kip	Kip			4	35345	2019-02-02 00...	
	TZ0119CTR0002	Clinical trial title	232	2	Kip	TANZANIA	Kip	Kip			1	232	2019-02-02 00...	
	TZ0519CTR0003	Clinical Trial P...	2	2	Abdul Abdul	TANZANIA	Kip	Kip			5	456	2019-02-02 00...	
	TZ0519CTR0004	Clinical Trial P...	2	2	Abdul Abdul	TANZANIA	Kip	Kip			5	456	2019-02-04 00...	
	TZ0119CTR0003	demo	32	2	Abdul Abdul	TANZANIA	Kip	Kip			2	234	2019-03-19 00...	
	TZ0519CTR0005	Clinical Trial P...	2	2	Abdul Abdul	TANZANIA	Kip	Kip			5	456	2019-04-10 00...	

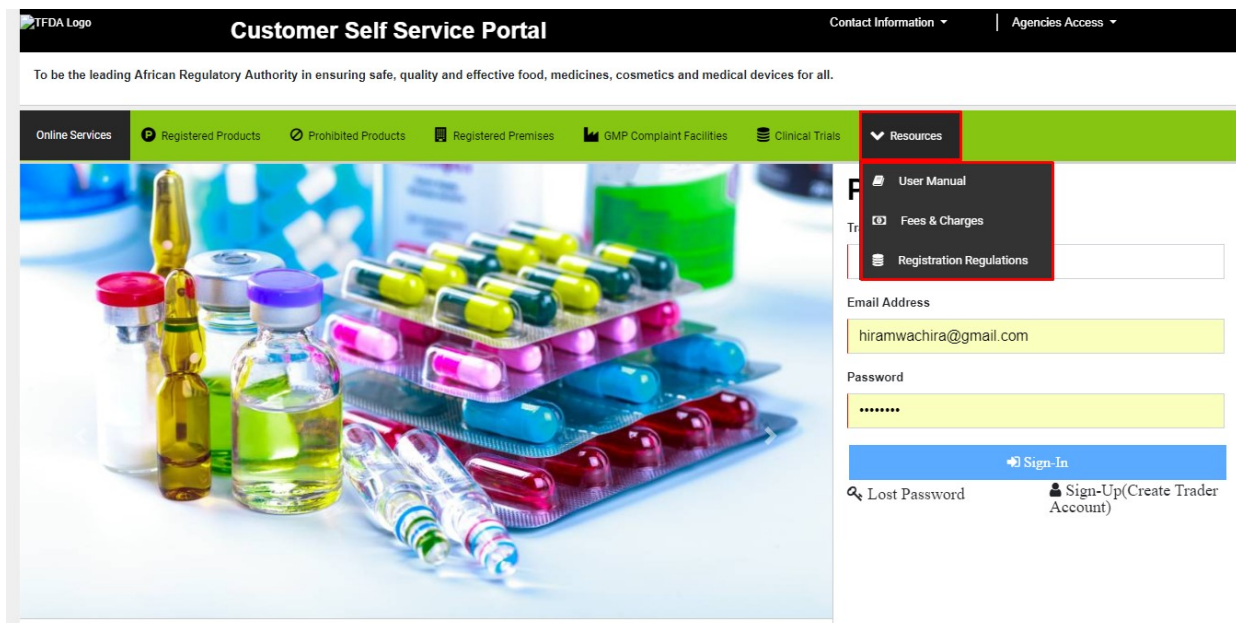
To find a clinical trial, the user may use the Brand/Device name or the registration/certificate number. The user can also enter other details into the provided fields to filter the search results. Once the user clicks on the “search products” button, records of products that fit the search criteria are displayed.

The sub module also allows the user to print and export the records of the search results.

To clear the filter filed, the user clicks on the **clear button** which will erase the data entered into the fields and the user is able to search for a new clinical trial.

RESOURCES

The resources sub-section provides the user with specific information. Clicking on this tab opens a drop down window illustrated below. From this menu, the user can access the system's user manual, information of the fees & charges and information on the Rules and regulations set by the Tanzania Food and Drugs Authority.



TFDA Logo

Customer Self Service Portal

Contact Information | Agencies Access

To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

Online Services

- Registered Products
- Prohibited Products
- Registered Premises
- GMP Complaint Facilities
- Clinical Trials
- Resources**

User Manual

Fees & Charges

Registration Regulations

Email Address

hiramwachira@gmail.com

Password

Sign-In

Lost Password

Sign-Up (Create Trader Account)

CONTACT INFORMATION

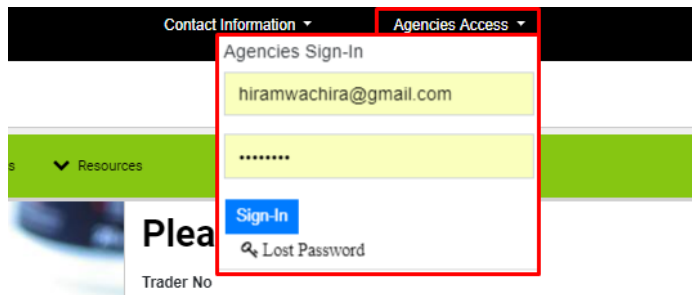
The contact information tab is accessible while using offline services. When clicked a dropdown is displayed containing the basic information of the user logged in to the online system. The details displayed can also be printed



A sample of the contact information is illustrated above.

AGENCIES ACCESS

The Agencies access is used to log the user into the system for online services directly from the customer self-service section of the portal. Clicking it opens a small dropdown window that the user will use to sign into the system. The user will simply enter their login credentials and click “sign-in”, this will redirect the user to the system’s main dashboard. From this menu the user can also access the password recovery section by clicking the “lost password” button



The screenshot shows a web portal interface. At the top, there is a black navigation bar with two dropdown menus: "Contact Information" and "Agencies Access". The "Agencies Access" dropdown is open, revealing a white box with a red border. Inside this box, the text "Agencies Sign-In" is at the top. Below it are two input fields: the first contains the email address "hiramwachira@gmail.com" and the second contains a masked password "*****". At the bottom of the dropdown box are two buttons: a blue "Sign-In" button and a "Lost Password" link with a magnifying glass icon. To the left of the dropdown, a green sidebar contains a "Resources" link with a downward arrow. Below the sidebar, the text "Plea" and "Trader No" are partially visible.

CREATING A TRADER ACCOUNT

To create a trader account, the user first navigates to the online services tab illustrated below. A list of records describing the online services offered is displayed on this tab.

The screenshot shows the TFDA Customer Self Service Portal. The header includes the TFDA logo and the text "Tanzania Food & Drugs Authority". Below the header, there is a navigation bar with the following tabs: Online Services (highlighted with a red box), Registered Products, Prohibited Products, Registered Premises, GMP Complaint Facilities, Clinical Trials, and Resources. The main content area is divided into two sections. On the left, there is a table titled "Organisation Services" with columns for "Description" and "Details". The table lists various services such as Clinical Trial, Disposal Module, GMP Applications, Import and Export, Narcotic Permit Applications, Premise Registration, Product Notification, Product Registration, and Promotional & Advertisements. On the right, there is a "Please Sign In" form with fields for Trader No, Email Address, and Password. Below the form, there are links for "Lost Password" and "Sign-Up/Create Trader Account".

The user then clicks on the **sign up(create trader account)** button located under the sign in form.

Once the button has been clicked, the window illustrated below is displayed. The user then enters all the required data into the fields provided.

The screenshot shows the TFDA Customer Self Service Portal with the "Account Registration Details" form. The form is divided into two main sections: "Account Information" and "Application Registration Details". The "Account Information" section includes fields for Email Address, Region/City, Telephone No, Physical Address, and Upload TIN Certificate(Tanzanian). The "Application Registration Details" section includes fields for Trader Name, District(Optional), Mobile No, Country, Postal Address, Role Description(importer,Registrant,...), TIN No(Tanzanian), and Contact Person. A red arrow points to the "Next Product Information" button, which is labeled "Click to proceed to the next step for trader account registration".

After the user has entered all the mandatory information and uploaded/attached a TIN certificate (for traders who are citizens of Tanzania), he/she proceeds to the next step by clicking the “product information” button. This opens the window illustrated below where they are expected to add application information.

Customer Self Service Portal

To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

Online Services | Registered Products | Prohibited Products | Registered Premises | GMP Complaint Facilities | Clinical Trials | Resources

Account Guidelines

- All the information must be field for approval.
- TIN No is only applicable for Tanzania Registered Entities/Persons.

Account Information | **Application Registration Details**

[+ Add Application Information](#) Drag a column header here to group by that column

☐ Application type Registration no Reference no Year of registration Year of submission Remarks

Click to add new trader application information

No data

[Submit Account Registration Details](#)

Clicking this button opens a pop-up window illustrated below where the user enters additional trader information.

Trader Application Information

Application Type

Import and Eport

Registration No

1234

Reference No

1111

Year of registration


2019

Remarks

null

[Save Application Information](#)

Once all the information has been entered, the “save application information” button becomes active. Clicking this will create a new trader application record that will be displayed under the **trader registration details** tab as illustrated below.


Customer Self Service Portal
Contact Information ▾ | Agencies Access ▾

To be the leading African Regulatory Authority in ensuring safe, quality and effective food, medicines, cosmetics and medical devices for all.

Online Services
Registered Products
Prohibited Products
Registered Premises
GMP Complaint Facilities
Clinical Trials
Resources

Account Guidelines

- All the information must be field for approval.
- TIN No is only applicable for Tanzania Registered Entities/Persons.

Account Information

Application Registration Details

+ Add Application Information
Drag a column header here to group by that column

☒
☐

Application type	Registration no	Reference no	Year of registration	Year of submission	Remarks
Import and Export	1234	1111	2019		null

Click to submit details for the account registration of the new trader

Submit Account Registration Details

Copyright © Tanzania Foods and Drugs Authority, 2014. All Rights Reserved

Website Maintained by Tanzania Foods and Drugs Authority Location: Off Mandela Road, Mabibo - External, Dar Es Salaam, Tanzania

The user is also able to add multiple application information records just by clicking the “add application information” button and following the steps previously outlined.

Once complete the user can select the relevant application information records by placing a checkmark in the checkboxes displayed at the left hand side of each row/record. This are the application information records that will be linked to the new trader’s account.

Once complete, the user selects the “submit account registration details” which will send the record to the manager for authorization.

If the trader’s request is authorized, the new trader will receive an email containing the credentials the user will use to access the online services provided by the portal.

ONLINE SERVICES

These are services that cannot be accessed by the general public as an information resource but only by authorized users (Trader Agents). To access this, the user has to have a valid account that can be registered by following the guidelines in the [creation of trader account](#) section illustrated in the previous section.

DASHBOARD

This is the main page/window displayed once the user has successfully logged into the system's online services. It displays all the system modules on a navigation pane located on the left side of the window/page.

The window also provides the user with statistics on the number of registered products, number of registered premises, number of GMP compliance inspections and the number of approved import and export permits

If there are any applications pending retention invoices, record of the applications will be displayed on the dashboard. To the right hand side of the dashboard is a list of all the latest notifications. All types of applications (food, drugs...etc) that have been approved will be listed here with the most recent located at the top most of the notification list.

The screenshot displays the TFDA (Tanzania Food and Drug Administration) Dashboard. The interface includes a top navigation bar with the TFDA logo and a user profile dropdown. A left sidebar lists various application types. The main dashboard area features four large statistics cards: Registered Products (00), Registered Premises (1), GMP (0), and Approved Import & Exports (0). Below these are sections for Pending Retention Invoices, Latest Notifications, and Application processing status.

Dashboard Statistics:

- REGISTERED PRODUCTS: 00 (View Registered Products)
- REGISTERED PREMISES: 1 (View Registered Premises)
- GMP: 0 (View GMP Compliant Applications)
- APPROVED IMPORT & EXPORTS: 0 (View Approved Permits)

Pending Retention Invoices:

Product Retentions Bills

Retention year: [dropdown]

	Number of products	Amount	Currency	Total amount
No data				

Latest Notifications:

Latest notifications on application(s) processing

- Drug Product Application: Application with reference no TFDA... has been approved. (2018:12:10 11:50 PM)
- Drug Product Application: Application with reference no TFDA... has been approved. (2018:12:10 11:50 PM)
- Drug Product Application: Application with reference no TFDA... has been approved. (2018:12:10 11:50 PM)

Application processing:

Application processing pending approval.

Module name: [dropdown] Application type: [dropdown]

The user can also access the account information/configuration by clicking the **user's name** displayed at the top right of the window. Once clicked, a dropdown menu is displayed. It contains the change password button, the profile button and the logout button as illustrated below.

9126 - Abdul Abdul

Dashboard

PRODUCTS

00

Registered Products

P

PREMISES

1

Registered Premises

GMP

0

Compliance Inspections

IMPORT & EXPORTS

0

Approved Permits

Application processing

Application processing pending approval.

Reference no ↑

Search...

	Application...	Section	Date sub...	Date recei...	Current st...	Current pr...
No data						

Latest Notifications

Latest notifications on application(s) processing

Drug Product Application

2018:12:10 11:50 PM

Application with reference no TFDA., has been approved.

Drug Product Application

2018:12:10 11:50 PM

Application with reference no TFDA., has been approved.

Drug Product Application

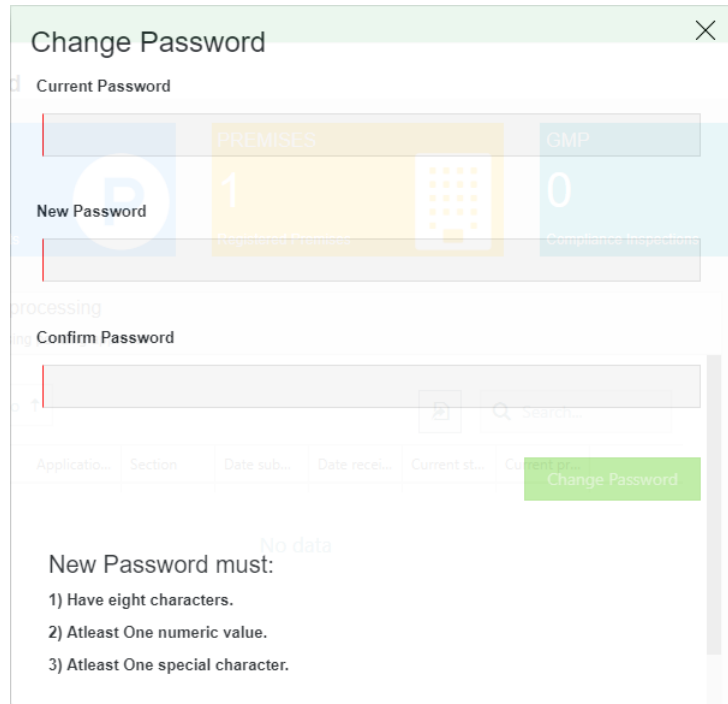
2018:12:10 11:50 PM

Application with reference no TFDA., has been approved.

View All Notifications

CHANGE PASSWORD

The change password section is used to change the user's current password to a new one. To do this, the user clicks the **user's name** displayed on the top right of the screen which opens the dropdown menu containing the "change password" button. Once clicked, the window illustrated below is displayed



The image shows a 'Change Password' dialog box with a close button (X) in the top right corner. It contains two input fields: 'Current Password' and 'New Password'. The 'New Password' field has a strength indicator bar below it with three segments: a blue segment with a 'P' icon, a yellow segment with a '1' icon, and a light blue segment with a '0' icon. Below the 'New Password' field is a 'Confirm Password' field. To the right of the 'Confirm Password' field is a green button labeled 'Change Password'. Below the input fields is a table with columns: 'Application...', 'Section', 'Date sub...', 'Date recei...', 'Current st...', and 'Cu...'. The table is currently empty, with the text 'No data' displayed below it. Below the table, there is a section titled 'New Password must:' followed by three numbered requirements: '1) Have eight characters.', '2) Atleast One numeric value.', and '3) Atleast One special character.'

The user then enters his/her current password, then the new password and confirms it. The password must however have at least 8 characters, one special character and one numeric value. After all the requirements have been met and the all the password details entered, then the "change password" button becomes active and the user is able to change the password by clicking it.

PRODUCT APPLICATION

PRODUCT APPLICATIONS

The products application module is used by traders to register new products to the TFDA system. When opened, the window illustrated below is displayed. On the top of the window, statistics about registered products are displayed. They offer information on the number of product applications that have been rejected, approved, queried and the number of product applications awaiting submission

The main window also contains a list of records for premises that have been applied for/ registered

TFDA TRANSFORMING FOOD & RISK, PROMOTING HEALTH

Home / Dashboard / Product Application

Product Registration Application

APPROVED APPLICATION 0 Applications

REJECTED APPLICATION 0 Applications

QUERIED APPLICATION 0 Applications

Applications: New Application, Renewal Application, Alteration Application, Product Withdrawal/Revocation Application

Products Applications: Registered Products, Expired/Due to Expiry, Withdrawn, Revoked/Cancelled

Select Application Type: [v] Select Product Type/Category: [v] Select Status: [v] Clear Filter

Search...

Actions	Tracking no	Reference no	Applicant name	Section	Brand name	Classification	Common name	
Application types: New (Continues on the next page)								
Status: Approved								
Action	TRC-2019/HM/0002	TFDA0019/HM/0013	Abdul Abdul	Medicines	Panadol	Human Medicinal Products		...
Action	TRC-2019/HM/0011	TFDA0019/HM/0016	Abdul Abdul	Medicines	Dawa Tatu Extra	Human Medicinal Products		...
Status: In-Review								
Action	TRC-2019/HM/0001	TFDA0019/HM/0012	Abdul Abdul	Medicines	as	Human Medicinal Products		...
Action	TRC-2019/HM/0032		Abdul Abdul	Medicines	Brand2	Veterinary Pharmaceutical		...
Status: New								
Action	TRC-2019/C/0002		Abdul Abdul	Cosmetics	12	Cosmetic		...
Action	TRC-2019/Class A/0002		Abdul Abdul	Medical Devices	as	Class A		...

To create/register a new product, the user clicks on the “start product applications request” button. Doing this opens the window illustrated below.

The user begins the product application process by first selecting the product category then selecting the product application type. Doing this activates the “start product application” which when clicked allows the user to proceed to the next step.

Product Application Process

Home / Dashboard / Product Application Selection

Select Product Category and Application Type

Section/Product Category: Food

Product Application Type: New

Back to Product Dashboard

Start Product Application

ProductA Applications Guidelines/Definitions

Application type: ↑

Search...

Step	Guideline	Other details
No data		

After start the product application process, the user is directed to the window illustrated below.

Product Registration

Home / Dashboard / New Food Product Applications

Tracking No: Application Status:

Registrant & Local Agent Details Product Application Details Product Information Submission

Product Registrant Options

Self

Registrant

Abdul Abdul Search Registrant

Trader As Local Agent(Tanzanian Trader)

Yes

Local Agent

Abdul Abdul Search Local Agent

Dashboard Next Product Information

Click to proceed to the next step in the product registration

The new product application record will automatically be given a tracking number and the status will also change as the product moves through different approval processes.

The steps involved in the product registration are categorized into different tabs

LOGO

Products Application

Product Applications

Archived Application

Premises Application

GMP Inspection

Import & Export Permits

Clinical Trials Applications

Products Notifications

Account Management

GCP Applications

Promotion & Advertisement

Label & Artwork Application

Retention Invoices

Tracking No:

Application Status:

Registrant & Local Agent Details

Product Application Details

Product Information

Submission

Assessment Procedure

Brand Name/Device Name

Classification

Select Assessment Procedure

brand

Pre packed Food

Generic Name

Product Category

Product Sub Category

7-UP

NA

NA

Special Product Category

Storage Conditions

Product Forms

NA

Dry Place Well Ventilated

Food

Intended End User

Warnings

Shelf Life(in Months)

General Public

N/A

24

Shelf Life After Opening(in Months)

Instructions Of Use

Product Physical Description

0.1

N/A

Canned Soda

Certificate Issue Place

Eastern Zone

Previous

Save product Application

Next Product Information

ARCHIVED APPLICATIONS

After a product has been either approved or rejected, the record of the product registration can be archived. After the user has decided to archive the record, it is sent to this section of the products application module.

PREMISES APPLICATION

PREMISE APPLICATION

The premises application module is used to register new business premises. When opened, the window illustrated below is displayed. On the top of the window, statistics about registered premises are displayed. They offer information on the number of premises that have been rejected, approve, queried and the number of premises awaiting submission

The main window also contains a list of records for premises that have been applied for/ registered

Premises Applications

Home / Dashboard / Premises Registration

APPROVED PREMISES 3 Approved Premises

REJECTED PREMISES 0 Rejected Premises

QUERIED PREMISES 2 Queried Premises

PENDING SUBMISSION 28 Pending Submission

[+ Start Premises Application Processes](#) Click to start new premises application process

Tracking no	Reference no	Section	Premises name	Physical address	Region name	Date added	Submission date
Application type: Premises Application							
Status: Evaluation Query							
	TMP-2018/O/PRE/REG/0037	Drugs	as	qw	Dar es Salaam	2018-10-19 08:27:30	2018-10-19 11:27:30
Status: New							
	TMP-2018/O/PRE/REG/0038	Drugs	as	qw	Dar es Salaam	2018-10-19 08:27:46	2018-10-19 11:27:46
	TMP-2018/O/PRE/REG/0039	Drugs	as	qw	Dar es Salaam	2018-10-19 08:29:15	2018-10-19 11:29:15
	TMP-2018/O/PRE/REG/0040	Drugs	as	qw	Dar es Salaam	2018-10-19 08:30:07	2018-10-19 11:30:07
Application type: New Premises Application (Continues on the next page)							
Status: Approved							
	TRC-2019/F/PRE/REG/0004	Drugs	rtjul	rtjul	Arusha	2018-10-19 08:45:25	2018-10-19 11:45:25
	TRC-2019/F/PRE/REG/0004	Food	Backhresa	12	Dar es Salaam	2019-01-15 07:41:32	2019-01-15 07:42:37
Status: In-Review							
	TMP-2018/O/PRE/REG/0022	Drugs	Abdul & CO Limited	Arusha	Nairobi	2018-10-19 09:15:55	2018-10-19 12:15:55
	TMP-2018/O/PRE/REG/0025	Drugs	wert	234	NA	2018-10-19 09:17:38	2018-10-19 12:17:38
	TRC-2019/F/PRE/REG/0005	Food	Hotel ABC	Kinodirodini	Dar es Salaam	2019-01-15 09:28:24	2019-01-15 09:38:41
Status: New (Continues on the next page)							
	TMP-2018/O/PRE/REG/0001	Drugs	Premises	12	Dar es Salaam	2018-10-19 08:36:34	2018-10-19 11:36:34
	TMP-2018/O/PRE/REG/0002	Drugs	Premises	12	Dar es Salaam	2018-10-19 08:36:58	2018-10-19 11:36:58

To create/register a new premise, the user clicks on the “start premises application process” button. Doing this opens the window illustrated below.

Premises Application Process

Home / Dashboard / Premises Application Selection

Select Premises Category and Application Type

Section/Premises Category: Food X

Premises Application Type: New X

Back to Premises Dashboard Click to return to the premises dashboard

Start Premises Application click to begin premise application

Premises Registration Guidelines/Definitions

Application type: +

Step	Guideline	Other details
No data		

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The user then proceeds to select a premise category and then selecting a premise application type. After selecting this, the user then clicks on the “start premise inspection” button which opens the window illustrated below.

Process: New Premises Applications

Home / Dashboard / Premises Application

Tracking No: Application Status:

Premises Application Details Premises Business Information Premises Personnel Details Documents Completion & Submission

Registration Process/Section: Food

Premises Name: Premise 1

Country: TANZANIA

Region/City: Arusha

District(Optional): Arusha

Email Address: Premise@mail.com

Postal Address: 12345

Telephone No: 555 12345

Mobile No: 555 54321

Business Scale: Micro

Physical Address: Address 1

Business Category: TT

Certificate/Permit Issue Place: Eastern Zone

Geo-Location: 464

56565

Dashboard Click to return to the premise dashboard

Save Premises Application Click to save premise details

Next Premises Information >

To proceed to next step, first save the premise application

Sections of this registration process are categorized into tabs as illustrated above. The first step is the **premise application details** tab, where the user enters details of the premise. After all the required details have been entered, the user clicks on the “save premise application” button. This saves the data entered and activates the “next premise information” button and displays a success notification as shown below.

Process: New Premises Applications

Tracking No: TRC-2019/F/PRE/REG/0006 Application Status:

Notification displayed after premise details have been saved

Response Premises Application Saved Successfully, with Trading No: TRC-2019/F/PRE/REG/0006

Registration Process/Section: Food

Premises Name: Premise 1

Country: TANZANIA

Region/City: Arusha

District(Optional): Arusha

Email Address: Premise@mail.com

Postal Address: 12345

Telephone No: 555 12345

Mobile No: 555 54321

Business Scale: Micro

Physical Address: Address 1

Business Category: TT

Certificate/Permit Issue Place: Eastern Zone

Geo-Location: 464

Dashboard Save Premises Application Next Premises Information

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Premise information button is activated after premise application details have been entered

Clicking the “next premise information” button opens the window illustrated below which is the **premise business information**.

Process: New Premises Applications

Tracking No: TRC-2019/F/PRE/REG/0006 Application Status:

Premises Application Details Premises Business Information Premises Personnel Details Documents Completion & Submission

+ Business Type Details Drag a column header here to group by that column

Business type	Business type details	Action
No data		

Click to enter new business type details

Previous Premises Information Next Premises Personnel Details

The user enters the premise business information by creating a record of the business type details by clicking the “business type details” button. This opens the window illustrated below

Click to save details of the new premise business types

Creating a premises business type information record involves selecting a business type and selecting a business type details. After selecting this, the user clicks on the “save business details” button which closes the window, saves the record, returns the user to the **premise business information** tab and activates the “next premise personal details” button.

Process: New Premises Applications

Tracking No: **TRC-2019/F/PRE/REG/0006** Application Status:

Progress bar: Premises Application Details, Premises Business Information (active), Premises Personnel Details, Documents, Completion & Submission

+ Business Type Details Drag a column header here to group by that column

Business type	Business type details	Action
Manufacturer	Carbonated soft drinks	OFEdit Delete

Record of the new business type details

Click to proceed to premises personnel details

«Previous Premises Information Next Premises Personnel Details »

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The next stage of the new premises application process is the premises personnel details Tab, illustrated below.

Process: New Premises Applications

Tracking No: TFC-2019/F/PREG/0006 Application Status:

Premises Application Details Premises Business Information **Premises Personnel Details** Documents Completion & Submission

+ Premises Personnel Drag a column header here to group by that column

Personnel name	Qualification	Study field	Start date	End date	Action
No data					

click to add a record of the premise's personnel

Previous Premises Business Details Next Premises Documents

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The next step of the process involves the user creating a record of the premises personnel. The user does this by clicking the “premises personnel” button located on the **premises personnel details** tab which opens a pop up window containing a number of tabs where the premises personnel details will be entered.

Premises Personnel

Personnel Information Personnel Qualifications Personnel Qualification Documents Premises Personnel Details

Name Jon Search Postal Address Address 2

Telephone No 555 78945 Email Address jon@mail.com

Save Personnel Next Personnel Qualifications

After the user has entered all the required personnel information, he/she has to save the details before proceeding to the next step. Saving the details activates the “next personnel qualifications” button which enables the user to move to the next step. Clicking the next button open the window illustrated below.

Premises Personnel

Personnel Information Personnel Qualifications Personnel Qualification Documents Premises Personnel Details

Institution
Food Institute

Registration No
101

Qualification
Masters

Study Field
Food Technologist

Save Personnel Details

Click to save qualification details then proceed to the qualification documents step

Personnel name	Registration no	Institution	Qualifications	Study field
No data				

«Go to Personnel Information Go to Premises Personnel Documents »

The user is then to enter the personnel's qualification details then save the data. After saving, a success notification is displayed and a record of the personnel's qualifications is displayed on the right hand side of the window. The user then proceeds to the next stage by clicking the "go to premises personnel documents" button which opens the window illustrated below.

Premises Personnel

Personnel Information Personnel Qualifications Personnel Qualification Documents Premises Personnel Details

«Go to Premises Personnel Details Go to Premises Documents»

From this window, the user can upload digital (softcopy) documents that the provide information of the personnel's qualification. After uploading, the user moves to the next step by clicking on the "premises personnel details" button which opens the window illustrated below.

Premises Personnel

Personnel Information
Personnel Qualifications
Personnel Qualification Documents
Premises Personnel Details

Personnel Qualification(s)
Food Technologist
Personnel Position
Contact Person

Start Date
1/1/2018
End Date
1/1/2020

Previous Step
Save Personnel Details

Click to save the premises personnel details

From the window illustrated above, the user will enter the personnel position and qualification then enter the length of days in which the personnel will be active at the new premise. The user will then save the details and a success notification will be displayed as well as a record of the new premise personnel.

Once complete, the user will continue with the process of premise application by clicking the next button located under the personnel's record. This will open the premise documents window illustrated below which will allow the user to upload documents of the new premise being registered.

LOGO

Dashboard

Products Application

Premises Application

Premises Applications

Archived Application

GMP Inspection

Import & Export Permits

Clinical Trials Applications

Products Notifications

Account Management

GCP Applications

Promotion & Advertisement

Label & Artwork Application

Retention Invoices

Process: New Premises Applications

Tracking No: TRC-2019/F/PREG/0007 Application Status:

Premises Application Details
Premises Business Information
Premises Personnel Details
Documents
Completion & Submission

Upload Document

Drag a column header here to group by that column

Sn	Is man...	Document requirement	File name	Uploaded by	Uploaded on	Version	Action

No data

Click to upload a premise document

Previous Premises Documents Next Application Submission

Selecting the "upload documents" button opens the window below.

opens the personnel document

After uploading the related premise documents, the user proceeds to the next step. It is worth noting that the user can still proceed to the next level without uploading any premises documents.

The next process in the premises application is the “completion and submission” step. This is used to submit the new premise record for authorization

Process: New Premises Applications Home / Dashboard / Premises Application

Tracking No: TRC-2019/F/PRE/REG/0007 Application Status:

Premises Application Details Premises Business Information Premises Personnel Details Documents **Completion & Submission**

Terms & Conditions

Submission Comments(Optional)

New Premise 1 application

☒ Agree to the Terms & Conditions ← User has to agree to the terms and conditions to proceed

Previous Step Print Premises Application **Submit Premises Application**


The user can enter a comment optionally to provide any added information relevant to the new premise. The user also has to agree to the term and conditions, if the user does not place a checkmark into the checkbox, the “submit premises application” button remains inactive and the user is unable to submit the application.

The window illustrated below is displayed once the user submits the application

Do you want to submit the application with tracking no TRC-2019/F/PRE/REG/0007 for processing?

Yes no

After selection of the “yes” button, a success notification is displayed and the user is returned to the premises application dashboard illustrated below



- Dashboard
- Products Application
- Premises Application
 - Premises Applications
 - Archived Application
- GMP Inspection
- Import & Export Permits
- Clinical Trials Applications
- Products Notifications
- Account Management
- GCP Applications
- Promotion & Advertisement
- Label & Artwork Application
- Retention Invoices

Premises Applications

APPROVED PREMISES
3
Approved Premises

REJECTED PREMISES
0
Rejected Premises

QUERIED PREMISES
2
Queried Premises

PENDING SUBMISSION
29
Pending Submission

+ Start Premises Application Processes

Tracking no	Reference no	Section	Premises name	Physical address	Region name	Date added	
Application type: Premises Application							
Status: Evaluation Query							
	TMP-2018/D/PRE/REG/00...	Drugs	as	qw	Dar es Salaam	2018-10-19 08:27:30	...
Status: New							
	TMP-2018/D/PRE/REG/00...	Drugs	as	qw	Dar es Salaam	2018-10-19 08:27:46	...
	TMP-2018/D/PRE/REG/00...	Drugs	as	qw	Dar es Salaam	2018-10-19 08:29:15	...
	TMP-2018/D/PRE/REG/0040	Drugs	as	qw	Dar es Salaam	2018-10-19 08:30:07	...
Application type: New Premises Application (Continues on the next page)							
Status: Approved							
	TMP-2018/D/PRE/REG/0004	Drugs	rtjui	rtjui	Arusha	2018-10-19 08:45:25	...
TRC-2019/F/PRE/REG/0004	TRC-2019/F/PRE/REG/0004	Food	Backhresa	12	Dar es Salaam	2019-01-15 07:41:32	...
Status: In-Review							
	TMP-2018/D/PRE/REG/0022	Drugs	Abdul & CO Limited	Arusha	Nairobi	2018-10-19 09:15:55	...
	TMP-2018/D/PRE/REG/0025	Drugs	wert	234	NA	2018-10-19 09:17:38	...
TRC-2019/F/PRE/REG/0005	TRC-2019/F/PRE/REG/0005	Food	Hotel ABC	Kinodndoni	Dar es Salaam	2019-01-15 09:28:24	...

Response

Premises Application has been submitted Successfully for processing.

Notification displayed after successful submission

ARCHIVED APPLICATIONS

After a premise application has been either approved or rejected, the record of the premise application can be archived. After the user has decided to archive the record, it is sent to this section of the premise application module.

GMP AND QUALITY AUDIT

GMP APPLICATION

Good manufacturing practices are the practices required in order to conform to the guidelines recommended by agencies that control the authorization and licensing of the manufacture and sale of food and beverages, cosmetics, pharmaceutical products, dietary supplements, and medical devices.

The GMP application module is used to apply for GMP inspections. When opened, the window illustrated below is displayed. On the top of the window, statistics about registered premises are displayed. They offer information on the number of GMP inspection applications that have been rejected, approve, queried and the number of premises awaiting submission

TFDA
TANZANIA FOOD & DRUGS AUTHORITY

GMP Inspection Application Home / Dashboard / GMP Inspection Application

APPROVED GMP: 0 View Approved GMP

REJECTED APPLICATION: 0 View Rejected GMP

QUERIED APPLICATION: 0 View Queried GMP

New Application
Renewal Application
GMP Withdrawal Application
Alteration Application

Select Application Type Select GMP Category Select Status Clear Filter

Records of GMP inspection applications

Actions	Tracking no	Reference no	Manufacturing site name	Physical address	Region name	Country name	Date added	
Application type: GMP Withdrawal Application								
Status: Submitted								
Section: Food								
Action	TRC-2019/F/PRE/REG/0...		Roki Energy Limited	Mombo Leo	Mwanza	TANZANIA	2019-05-06 0...	...
Action	TRC-2019/F/PRE/REG/0...		Roki Energy Limited	Mombo Leo	Mwanza	TANZANIA	2019-05-06 0...	...
Application type: New Application (Continues on the next page)								
Status:								
Section: Medicines								

The main window also displays records of GMP inspections that have been applied for. The user can open and view a GMP inspection by double clicking the record.

To apply for a new GMP inspection, the user clicks on the **new application** button which opens the window illustrated below.

TFDA Tanzania Food & Drug Authority

9126 - Abdul Abdul

Dashboard / GMP Inspection Application Selection

GMP Inspection Application Process

Select GMP Inspection Category and Application Type

Section/Gmp Category: ☒ New Medicines GMP Application ☐ Oversea GMP ☒ Domestic GMP

Facility Location:

[Start GMP Application](#)

[Back to GMP Dashboard](#)

Gmp Registration Guidelines/Definations

Application type:

Step	Guideline	Other details
Step 1	Fill All the Premises information	Mandatory
Step 2	Fill in the Premises Business Details	0

Click to begin application

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The user will first select the GMP category and the Facility location before proceeding with the application. After this has been selected, the user then clicks the **start GMP application** button which opens the window illustrated below.

TFDA Tanzania Food & Drug Authority

9126 - Abdul Abdul

Dashboard / Registered Premises Application

Registered Application Selection Process

Premises Category/Type:

[Refresh](#) [Print](#)

Actions	Name	Premise reg no	Permit no	Physical address	Postal address	Region name	Registration Status	Validity Status
<input checked="" type="checkbox"/> Request GMP Inspection	TestDmsPremise	TFDA0019/F/0001	TAN 00 2019 F REG...	dar	dar 56			Valid
<input checked="" type="checkbox"/> Request GMP Inspection	eTbrand	TFDA0119/D/0002	TAN 01 2019 D RE...	33 south	123			Valid
<input checked="" type="checkbox"/> Request GMP Inspection	Mikocheni Pharmacy	TFDA0019/D/0023	TAN 00 2019 D RE...	Mikocheni	1254			Valid
<input checked="" type="checkbox"/> Request GMP Inspection	Weruya Logistics	TFDA0719/D/0001		Mandela street	78 Dar			Valid
<input checked="" type="checkbox"/> Request GMP Inspection	JJ & WW	TFDA0019/D/0025	TAN 00 2019 D RE...	mandela	78			Valid

Click to select a premise category/type

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The user will then select a premise category/type in order to continue with the application.

TFDA Tanzania Food & Drug Authority

9126 - Abdul Abdul

Process: New GMP Applications Home / Dashboard / GMP Inspection Application

Tracking No: Application Status: New

Manufacturing Site Application Details | GMP Business Details | Product Manufacturing Site Details | Manufacturing Site Personnel Details | Documents | Completion & Submission

Registration Process/Section: Medicines

Assessment Procedure: Select Assessment Procedure

Manufacturer Name: Manufacturer Name Search

Manufacturing Site Name: Weruya Logistics

Facility Location: Domestic GMP

Country: TANZANIA

Region/City: Coast

District(Optional): Mkuranga

Email Address: weruya@gmail.com

Postal Address: 78 Dar

Telephone No: 5678

Mobile No: 456576

Physical Address: Mandela street

Business Type: WHOLESALER

Fast Track Option Process: Select Fast Track

Payment Currency(The payment will be based in USD/Tshs)

Certificate/Permit Issue Place

The user

begins the application from the **manufacturing site application details** tab. The user selects the registration process section, the assessment procedure and the manufacture's name. The user is also given the option to fast track the application process

Region/City: Coast

District(Optional): Mkuranga

Email Address: weruya@gmail.com

Postal Address: 78 Dar

Telephone No: 5678

Mobile No: 456576

Physical Address: Mandela street

Business Type: WHOLESALER

Fast Track Option Process: Normal Track Application

Payment Currency(The payment will be based in USD/Tshs): USD

Certificate/Permit Issue Place: TFDA HQ

Premises Reg No(Domestics Site): TFDA0719/D/0001

Geo-Location: 78

Local Agent: -78

Trader As Local Agent(Tanzanian Trader): Yes

Local Agent: Abdul Abdul Search Local Agent

Trader As Contact Person: Yes

Contact Person: Kip Search

Contact Person Start Date(optional): 7/3/2019

Contact Person End Date(optional): 7/16/2019

Dashboard Save GMP Application Next Manufacturing Site Information >

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Scrolling down the window will display the fields illustrated above. The user will then select the payment currency type and the certificate permit issue place. The user also has an optional choice to enter the contact person start and end date.

Before proceeding to the next step the user will have to save the application by clicking the **save GMP application** button.

RENEWAL

To renew a GMP application, the user clicks on the **renewal application** button on the GMP application module main window as illustrated below.

The screenshot shows the 'GMP Inspection Application' dashboard. The left sidebar contains a menu with 'GMP & Quality Audit' expanded, showing 'GMP Applications' selected. The main content area has a header with 'Home / Dashboard / GMP Inspection Application'. Below the header, there are three summary cards: 'APPROVED GMP' (0), 'REJECTED APPLICATION' (0), and 'QUERIED APPLICATION' (0). To the right of these cards are four buttons: 'New Application', 'Renewal Application' (highlighted with a red border), 'GMP Withdrawal Application', and 'Alteration Application'. Below the cards are three filter dropdowns: 'Select Application Type', 'Select GMP Category', and 'Select Status', along with a 'Clear Filter' button. A search bar is also present. The main table displays a list of applications with columns: Actions, Tracking no, Reference no, Manufacturing site name, Physical address, Region name, Country name, Date added, and Submission d... The table is filtered by 'Status: Approved' and shows one record for 'TRC-2019/D/GMP/0051'.

Actions	Tracking no	Reference no	Manufacturing site name	Physical address	Region name	Country name	Date added	Submission d...
Application types: New Application (Continues on the next page)								
Status: Approved								
Section: Medicines								
Action	TRC-2019/D/GMP/0051		Hiram	as	Dar es Salaam	TANZANIA	2019-06-28 0...	2019-06-28 0...
Status: In-Processing								
Section: Medicines								
Action	TRC-2019/D/GMP/0056		Muru	arusha	Mwanza	TANZANIA	2019-06-28 0...	2019-06-28 0...
Action	TRC-2019/D/GMP/0060		qwqw	11212	Not Specified	CANADA	2019-06-28 0...	2019-06-28 0...
Status: New (Continues on the next page)								
Section: Medicines (Continues on the next page)								
Action	TRC-2019/D/GMP/0048		Hiram	as	Dar es Salaam	TANZANIA	2019-06-28 0...	

Clicking this button will open the window below which contains a list of records of expired GMP applications. To renew an application, the user will click on the desired record to open it.

The screenshot shows the 'Renewal GMP Application Selection Process' window. The left sidebar is the same as the previous screenshot. The main content area has a header with 'Home / Dashboard / GMP Application'. Below the header, there is a 'Category/Type' dropdown and a search bar. The main table displays a list of applications with columns: Actions, Manufacturing site..., Premise reg no, Permit no, Country, Region, Physical address, Postal address, Region, Registration Status, and Validity Status. The table is empty, showing 'No data'. A red message at the bottom states: 'Records of Expired GMP applications for renewal will be displayed here'.

Actions	Manufacturing site...	Premise reg no	Permit no	Country	Region	Physical address	Postal address	Region	Registration Status	Validity Status
No data										

Records of Expired GMP applications for renewal will be displayed here

GMP WITHDRAWAL APPLICATION

TFDA

TANZANIA FOOD & DRUG ADMINISTRATION

Dashboard

Products Application

Retention Invoices

Premises Application

GMP & Quality Audit

GMP Applications

Med. Devices Quality Audit

Archived Application

Import & Export Permits

Clinical Trials Applications

Products Notifications

GCP Applications

Promotion & Advertisement

Label & Artwork Application

Zoom: 80%

10120 - TEST ACCOUNT

GMP Inspection Application

Home / Dashboard / GMP Inspection Application

APPROVED GMP

0

View Approved GMP

REJECTED APPLICATION

0

View Rejected GMP

QUERIED APPLICATION

0

View Queried GMP

New Application

Renewal Application

GMP Withdrawal Application

Alteration Application

Select Application Type

Select GMP Category

Select Status

Clear Filter

Search...

Actions	Tracking no	Reference no	Manufacturing site name	Physical address	Region name	Country name	Date added	Submission d...
Application types New Application (Continues on the next page)								
Status: Approved								
Section: Medicines								
Action	TRC-2019/D/GMP/0051		Hiram	as	Dar es Salaam	TANZANIA	2019-06-28 0...	2019-06-28 0...
Status: In-Processing								
Section: Medicines								
Action	TRC-2019/D/GMP/0056		Meru	arusha	Mwanza	TANZANIA	2019-06-28 0...	2019-06-28 0...
Action	TRC-2019/D/GMP/0060		qwqw	11212	Not Specified	CANADA	2019-06-28 0...	2019-06-28 0...
Status: New (Continues on the next page)								
Section: Medicines (Continues on the next page)								
Action	TRC-2019/D/GMP/0048		Hiram	as	Dar es Salaam	TANZANIA	2019-06-28 0...	

MEDICAL DEVICES QUALITY AUDIT

The medical devices quality audit module is used to apply for a quality audit for a medical device. The buttons to the top right of the window also allow the user to renew an expired application. The user can also withdraw a GMP. When opened, the window illustrated below is displayed. On the top of the window, statistics about Quality audit applications are displayed. They offer information on the number of GMP inspection applications that have been rejected, approved and queried.

The screenshot shows the 'Quality Audit Application' dashboard. The left sidebar contains a menu with 'Med. Devices Quality Audit' highlighted. The main content area displays three statistics: 'APPROVED GMP' (0), 'REJECTED APPLICATION' (0), and 'QUERIED APPLICATION' (0). Below these are filters for 'Select Application Type', 'Select Product Type/Category', and 'Select Status'. A table with columns for 'Actions', 'Tracking no', 'Reference no', 'Manufacturing site name', 'Physical address', 'Region name', 'Country name', 'Date added', and 'Submission d...' is shown, but it contains no data. On the right, there are buttons for 'New Application', 'Renewal Application', 'GMP Withdrawal Application', and 'Alteration Application'. The footer includes the copyright notice 'Copyright © 2014-2016 Tanzania Food & Drug Authority. All rights reserved.' and 'Version 2.0'.

NEW APPLICATION

The screenshot shows the 'Quality Audit Application Process' page. The left sidebar is the same as the previous screenshot. The main content area has a title 'Quality Audit Application Process' and a breadcrumb 'Home / Dashboard / Quality Audit Application Selection'. Below this is a section 'Select Quality Audit Category and Application Type' with two dropdowns: 'Section/Gmp Category' (set to 'Medical Devices') and 'Facility Location' (set to 'Domestic GMP'). A 'Back to GMP Dashboard' button is on the left, and a 'Start GMP Application' button is on the right, with a red arrow pointing to it and the text 'Click to begin the quality audit application process'. Below this is a section 'Quality Audit Registration Guidelines/Definitions' with a table showing steps and guidelines. The table has columns for 'Step', 'Guideline', and 'Other details'. The first step is 'Step 1' with the guideline 'Fill All the Premises information' and 'Mandatory'. The second step is 'Step 2' with the guideline 'Fill in the Premises Business Details' and '0'. The footer includes the copyright notice 'Copyright © 2014-2016 Tanzania Food & Drug Authority. All rights reserved.' and 'Version 2.0'.

The user will first select the GMP category and the Facility location before proceeding with the application. After this has been selected, the user then clicks the **start GMP application** button which opens the window illustrated below.

Registered Application Selection Process Home / Dashboard / Registered Premises Application

Premises Category/Type ↑

Actions	Name	Premise reg no	Permit no	Physical address	Postal address	Region name	Registration Status	Validity Status
Request GMP Inspection	TestDmsPremise	TFDA0019/F/0001	TAN 00 2019 F REG 0001	dar	dar 56			Valid
Request GMP Inspection	eTbrand	TFDA0119/D/0002	TAN 01 2019 D REG 0003	33 south	123			Valid
Request GMP Inspection	Mikocheni Pharmacy	TFDA0019/D/0023	TAN 00 2019 D REG 0004	Mikocheni	1254			Valid
Request GMP Inspection	Wenya Logistics	TFDA0719/D/0001		Mandela street	78 Dar			Valid
Request GMP Inspection	Ji & WW	TFDA0019/D/0025	TAN 00 2019 D REG 0005	mandela	78			Valid
Request GMP Inspection	1212	TFDA0019/D/0027	TAN 00 2019 D REG 0006	12	12			Valid

Click to select a premises category/type

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The user will then select a premise category/type in order to continue with the application.

Process: New GMP Applications Home / Dashboard / GMP Inspection Application

Tracking No: Application Status: New

Manufacturing Site Application Details

Registration Process/Section: Medicines

Assessment Procedure: Regional

Manufacturer Name: Pharmaceutical

Manufacturing Site Name: Ji & WW

Facility Location: Domestic GMP

Country: TANZANIA

Region/City: Mtwara

District(Optional): Newala

Email Address: yy@gmail.com

Postal Address: 78

Telephone No: 7687

Mobile No: 5465

Physical Address: mandela

Business Type: Wholesaler

Fast Track Option Process: Normal Track Application


Payment Currency(The payment will be based in USD/Tshs): Tsh

Certificate/Permit Issue Place: TFDA HQ

Geo-Location: 344

Premises Reg No(Domestic Site): TFDA0019/D/0025

The user begins the application from the **manufacturing site application details** tab. The user selects the registration process section, the assessment procedure and the manufacture's name. The user is also given the option to fast track the application process.



Tanzania Food & Drug Authority

- GMP Applications
- Med. Devices Quality Audit
- Archived Application
- Import & Export Permits
- Clinical Trials Applications
- Products Notifications
- GCP Applications
- Promotion & Advertisement
- Label & Artwork Application
- Account Management
- Disposal Application

Manufacturing Site Name

eTbrand

Region/City

Dar es Salaam

Postal Address

123

Physical Address

33 south

Payment Currency(The payment will be based in USD/Tshs)

Tsh

Geo-Location

-12234

Trader As Local Agent(Tanzanian Trader)

Yes

Trader As Contact Person

No

Facility Location

Domestic GMP

District(Optional)

Masasi

Telephone No

123

Business Type

Manufacturer

Certificate/Permit Issue Place

TFDA HQ

Local Agent

TEST ACCOUNT

Contact Person

Kip

Country

TANZANIA

Email Address

eTest@gmail.com

Mobile No

123

Fast Track Option Process

Fast Track Application

Premises Reg No(Domestic Site)

TFDA0119/D/0002

Contact Person Start Date(optional)

Contact Person End Date(optional)

QSearch Local Agent

QSearch

Dashboard

Save GMP Application

Next Manufacturing Site Information

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Version 2.0

Scrolling down the window will display the fields illustrated above. The user will then select the payment currency type and the certificate permit issue place. The user also has an optional choice to enter the contact person start and end date.

Before proceeding to the next step the user will have to save the application by clicking the **save GMP application** button.

ARCHIVED APPLICATIONS

After a GMP application has been either approved or rejected, the record of the GMP application can be archived. After the user has decided to archive the record, it is sent to this section of the GMP application module.

TFDA
TANZANIA FOOD & DRUG AUTHORITY

- Dashboard
- Products Application
- Retention Invoices
- Premises Application
- GMP & Quality Audit**
 - GMP Applications
 - Med. Devices Quality Audit
 - Archived Application**
- Import & Export Permits
- Clinical Trials Applications
- Products Notifications
- GCP Applications
- Promotion & Advertisement
- Label & Artwork Application

9128 - TEST ACCOUNT

Quality Audit Application

Home / Dashboard / Quality Audit Application

APPROVED GMP
0
View Approved GMP

REJECTED APPLICATION
0
View Rejected GMP

QUERIED APPLICATION
0
View Queried GMP

New Application

Renewal Application

GMP Withdrawal Application

Alteration Application

Select Application Type

Select Product Type/Category

Select Status

Clear Filter

Search...

Actions	Tracking no	Reference no	Manufacturing site name	Physical address	Region name	Country name	Date added	Submission d...
No data								

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IMPORT & EXPORT PERMITS

Import and export permits are documents issued by a national government authorizing the importation of certain goods into its territory. Import licenses are considered to be non-tariff barriers to trade when used as a way to protect a domestic industry from foreign competition.

IMPORT & EXPORT

This section of the portal is used to receive application of permits relating to export and imports into Tanzania. When accessed, the window below is displayed, it contains a list of application records. When clicked, the record displays action sub-modules as illustrated below.

The screenshot shows the TFDA portal interface. The sidebar on the left contains navigation links: Dashboard, Products Application, Premises Application, GMP & Quality Audit, Import & Export Permits, Clinical Trials Applications, Products Notifications, Account Management, GCP Applications, Promotion & Advertisement, and Label & Artwork Application. The 'Import & Export Permits' link is highlighted. The main content area is titled 'Applications Applications' and shows a summary of application status: APPROVED APPLICATIONS (0), REJECTED APPLICATIONS (0), QUERIED APPLICATIONS (0), and PENDING SUBMISSION (17). Below this is a table of application records with columns: Tracking no, Reference no, Permit category, Proforma invo..., Proforma invoice date, Sender/Receiver, Premises Name, and Date added. A red box highlights the 'Archived Applications' link in the sidebar, and another red box highlights the 'Action' dropdown menu in the table, which includes options like 'Edit/Preview', 'Archive Application', and 'Print Application Details'.

Clicking the edit/preview button allows the user to view the associated details of the permit and change details if the user has the appropriate user permissions.

Clicking the Archive application button will send the record of the application to the Archive application sub-module. Clicking the print application details, will print the record as a document from a printer connected to the device.

NEW IMPORT/EXPORT APPLICATION

Dashboard

Products Application

Premises Application

GMP & Quality Audit

Import & Export Permits

Archived Applications

Clinical Trials Applications

Products Notifications

Account Management

GCP Applications

Promotion & Advertisement

Label & Artwork Application

Retention Invoices

Applications Applications

APPROVED APPLICATIONS

0

Approved Applications

REJECTED APPLICATIONS

0

Rejected Applications

QUERIED APPLICATIONS

0

Queried Applications

PENDING SUBMISSION

17

Pending Submission

Home / Dashboard / Import Export Applications

+ New Import/Export Application

Click to begin new import/export application

Search...

Tracking no	Reference no	Permit category	Proforma invo...	Proforma invoice date	Sender/Receiver	Premises Name	Date added
Section: Food							
Application type: Import Permit Applications Premises Application							
Status name: New							
0	0		12	2019-02-25 00:00:00			2019-02-24 0...
0	0		12	2019-02-25 00:00:00			2019-02-24 0...
TRC0119/F/PER/0018	0		1212	2019-02-24 00:00:00	as	TestDmsPremise	2019-02-24 0...
TRC0419/F/PER/0001	0		1212	2019-02-25 00:00:00	as	TestDmsPremise	2019-02-25 1...
TRC0119/F/PER/0019	0		1212	2019-02-25 00:00:00	as	TestDmsPremise	2019-02-25 1...
TRC0119/F/PER/0020	0		1212	2019-02-25 00:00:00	as	TestDmsPremise	2019-02-25 1...
TRC0019/F/PER/0032	0		asa	2019-03-25 00:00:00	as	TestDmsPremise	2019-03-01 1...
TRC0019/F/apptype_code/0033	0		12	2019-04-10 00:00:00	as		2019-04-11 0...
TRC0019/F/apptype_code/0034	0		12	2019-04-10 00:00:00	as		2019-04-11 0...
TRC0019/F/PER/0035	0		1212qwqw	2019-04-10 00:00:00	as		2019-04-11 0...
Status name: Submitted							
TRC0119/F/PER/0021	0		1212	2019-02-25 00:00:00	as	TestDmsPremise	2019-02-25 1...
Application type: Special Case Import Permits Premises Application							

Dashboard

Products Application

Premises Application

GMP & Quality Audit

Import & Export Permits

Archived Applications

Clinical Trials Applications

Products Notifications

Account Management

GCP Applications

Promotion & Advertisement

Label & Artwork Application

Retention Invoices

Import Export Application Process

Home / Dashboard / Import Export Application Selection

Section/Import Export Category

Medicines

Back to Import Export Dashboard

Import Export Registration Guidelines/Definations

Application type

Step	Guideline
No data	

Import Export Application Type

Import Permit Applications

Import Permit Applications

Special Export Applications

Raw Material Permits Application

Special Case Import Permits

Export Permit Applications

Select import export application type

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Version 2.0

Process: Import Permit Applications

Home / Dashboard / Import/Export Application

Tracking No:

Application Status: New

Application Details

Product Information

Documents

Completion & Submission

Registration Process/Section

Medicines

Application Type

Import Permit Applications

Application Category

Donations

Application Type Category

Donations

Permit Reason

Sale

Port of Entry/Exit

Dar Es Salaam

Proforma Invoice No

11200

Proforma Invoice Date

6/4/2019

Payment Currency(The payment will be based in USD/Tshs)

Tsh

Consignee Options

On Behalf

Consignee

Hiram Maina

Sender/Received

as

Premises Name

eTbrand

Certificate/Permit Issue Place

Eastern Zone

Dashboard

Save Application

Next Permit Product(s) >

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Version 2.0

click to save application details before proceeding

Consignee Details

×

+ Consignee Details Information

Drag a column header here to gr...



Search...

<input checked="" type="checkbox"/>	Hiram Maina	TANZANIA	Dar es Salaam	Ilala	12	12		Select Consignee Details
	Name	Country	Region	District	Physical address	Postal address	Email	Action

Click to select consignee

Registered Premises



Q Search...

Name	Premise reg no	Permit no	Physical address	Postal address	Region name	Validity status	Action
rtyui	TFDA0019/D/00...	TAN 01 2019 D ...	rtyui	erghj		Pending	Select
PoshoMedicals	TFDA0019/D/00...	TAN 00 2019 D ...	arusha	45		Pending	Select
Meru	TFDA0019/D/00...	TAN 00 2019 D ...	arusha	45 Arusha		Pending	Select
eTbrand	TFDA0119/D/00...	TAN 01 2019 D ...	33 south	123		Valid	Select
Roki Ventures Ltd	TFDA0518/D/00...	TAN 05 2018 D ...	234	e3rt5y			Select
Roki Ventures Ltd	TFDA0518/D/00...	TAN 05 2018 D ...	234	e3rt5y			Select
Lennys	TFDA0618/M/00...	TAN 06 2018 M ...	dikirr	48			Select
rtyui	TFDA0019/D/00...	TAN 01 2019 D ...	rtyui	erghj			Select
ABC	TFDA0019/D/00...	TAN 00 2019 D ...	Kahama	magu street			Select

ARCHIVED APPLICATIONS

CLINICAL TRIALS APPLICATIONS

- Dashboard
- Products Application
- Premises Application
- GMP & Quality Audit
- Import & Export Permits
- Clinical Trials Applications
 - Clinical Trials
 - Archived Applications
- Products Notifications
- Account Management
- GCP Applications
- Promotion & Advertisement
- Label & Artwork Application
- Retention Invoices

APPROVED APPLICATION

0

View Details

REJECTED APPLICATION

0

View Details

QUERIED APPLICATION

0

View Details

PENDING SUBMISSION

0

View Details

Clinical Trial Application

Application type: Amendment Clinical Trial Application

Status names: Pre-checking Query

TFDA0019/CTR/0004/A1	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00			<div>Action</div> <div></div>
TFDA0019/CTR/0004/A2	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00			<div>Action</div> <div></div>

Application type: New Clinical Trial Application

Status names: Approved

TFDA0019/CTR/0001	TFDA0019/CTR/0001	Clinical Trial Phase1	2	Kip	Kip	2019-01-19 00:00:00			<div>Action</div> <div></div>
-------------------	-------------------	-----------------------	---	-----	-----	---------------------	--	--	-------------------------------

Status names: New

TRC0019/CTR/0043	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:23	<div>Action</div> <div></div>
	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:58	<div>Action</div> <div></div>
	as	as	Kip	Kip	2019-04-21 00:00:00	2019-04-11 02:08:25	<div>Action</div> <div></div>
	sdfg	1234	Kip	Kip	2019-05-29 00:00:00	2019-05-30 14:28:54	<div>Action</div> <div></div>

Status names: Pre-checking Query


Query Response

Print Application Details

View Application Processing

Preview Application Processing

Processing date: 2019-02-04 09:16:43				
TFDA0019/CTR/0004/A2	Amendment of Clinical Trial Application	Receiving	Receiving	
Processing date: 2019-02-04 09:22:01				
TFDA0019/CTR/0004/A2	Amendment of Clinical Trial Application	Receiving	Invoicing	
Processing date: 2019-02-04 10:01:58				
TFDA0019/CTR/0004/A2	Amendment of Clinical Trial Application	Invoicing	Payments	
Processing date: 2019-02-04 10:06:44				
TFDA0019/CTR/0004/A2	Amendment of Clinical Trial Application	Payments	Manager Assessment	
Processing date: 2019-02-04 10:48:53				
TFDA0019/CTR/0004/A2	Amendment of Clinical Trial Application	Manager Assessment	Assessment	



Dashboard

Products Application

Premises Application

GMP & Quality Audit

Import & Export Permits

Clinical Trials Applications

Clinical Trials

Archived Applications

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Retention Invoices

Clinical Trial Applications

APPROVED APPLICATION

0

View Details

REJECTED APPLICATION

0

View Details

QUERIED APPLICATION

0

View Details

PENDING SUBMISSION

0

View Details

Clinical Trial Application

Click to begin clinical trial application

Search...

Application type: Amendment Clinical Trial Application

Status names: Pre-checking Query

TFDA0019/CTR/0004/A1	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00		Action	...
TFDA0019/CTR/0004/A2	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00		Action	...

Application type: New Clinical Trial Application


Status names: Approved

TFDATRC0019/CTR/0001	TFDA0519/CTR/0001	Clinical Trial Phase1	2	Kip	Kip	2019-01-19 00:00:00		Action	...
----------------------	-------------------	-----------------------	---	-----	-----	---------------------	--	--------	-----

Status names: New

TRC0019/CTR/0043	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:23	Action	...
	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:58	Action	...
	as	as	Kip	Kip	2019-04-21 00:00:00	2019-04-11 02:08:25	Action	...
	sdfg	1234	Kip	Kip	2019-05-29 00:00:00	2019-05-30 14:28:54	Action	...

Status names: Pre-checking Query



Dashboard

Products Application

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Clinical Trial Applications

APPROVED APPLICATION

0

View Details

REJECTED APPLICATION

0

View Details

QUERIED APPLICATION

0

View Details

PENDING SUBMISSION

0

View Details

Clinical Trial Application

Click to select the type of clinical trial

Search...

Application type: Amendment Clinical Trial Application

Status names: Pre-checking Query

TFDA0019/CTR/0004/A1	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00		Action	...
TFDA0019/CTR/0004/A2	Clinical Trial Phase1 amendment	2	Kip	Kip	2019-01-19 00:00:00		Action	...

Application type: New Clinical Trial Application

Status names: Approved

TFDATRC0019/CTR/0001	TFDA0519/CTR/0001	Clinical Trial Phase1	2	Kip	Kip	2019-01-19 00:00:00		Action	...
----------------------	-------------------	-----------------------	---	-----	-----	---------------------	--	--------	-----

Status names: New

TRC0019/CTR/0043	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:23	Action	...
	Malarian Jab	1212	Kip	Kip	2019-04-23 00:00:00	2019-04-11 02:00:58	Action	...
	as	as	Kip	Kip	2019-04-21 00:00:00	2019-04-11 02:08:25	Action	...
	sdfg	1234	Kip	Kip	2019-05-29 00:00:00	2019-05-30 14:28:54	Action	...

Status names: Pre-checking Query

Clinical trial Sponsor

+ Clinical trial Sponsor

Drag a column header here to group by ...

Q Search...

Kip	TANZANIA	Dar es Salaam	Kinondoni	gfghjgh	ghjghk		<input checked="" type="checkbox"/> Select
Kip	TANZANIA	Arusha	Karatu				<input checked="" type="checkbox"/> Select
Name	Country	Region	District	Physical address	Postal address	Email address	Action

Click to add new clinical trial sponsor

Clinical trial Principal Invetigator

+ Clinical trial Sponsor

Drag a column header here to group b...

Q Search...

Kip	TANZANIA	Dar es Salaam	Kinondoni	gfghjgh	ghjghk		<input checked="" type="checkbox"/> Select
Kip	TANZANIA	Arusha	Karatu				<input checked="" type="checkbox"/> Select
Name	Country	Region	District	Physical address	Postal address	Email address	Action

click to add a record of a new clinical trial sponsor

Clinical trial Principal Invetigator



Name

Luke

Country

FRANCE

Region/City

Paris

District(Optional)

Paris

Email Address

luke@mail.com

Postal Address

11202

Telephone No

123456789

Mobile No

123456789

Physical Address

Saint Dans la rue



TIN No(Tanzanian)



44



 Save Details


PRODUCTS NOTIFICATION


ACCOUNT MANAGEMENT


ACCOUNT PROFILE


 


  9126 - Abdul Abdul


 Dashboard


 Products Application >


 Premises Application >

 GMP Inspection >


 Import & Export Permits >


 Clinical Trials Applications >


 Products Notifications >


 Account Management


> Account Profile


 Account Users

 Authorisation Details

 GCP Applications >

 Promotion & Advertisement >

 Label & Artwork Application >

 Retention Invoices >

Trader Profile

Home / Dashboard / Profile

Trader
Name

Country

Region/City

District(Optional)

Email
Address

Postal
Address

Telephone
No

Mobile
No

Role
Description(Importer,Registrant,...)

Physical Address

TIN
No(Tanzanian)

Contact
Person