



# NDS7 User's Manual

Enterprise Application Centre

March 2019

## Change Log

Version	Date	Author	Comment
01	30/06/2015	AC	First draft
02	11/12/2015	AC	Second draft
03	14/12/2015	AC	Third draft
04	17/10/2016	AC	Fourth draft: Requirement 10 and updated list of job for SPA process.
05	20/02/2016	AC	Final Document
06	02/03/2017	RM	Updated Final Document
07	15/03/2017	AC	Updated manual to 7.1.4 release
08	10/05/2017	AC	Updated manual to 7.1.4.96 release
09	15/05/2017	SdT, AC, BL, GE	Updated manual to 7.1.4.99 release
10	16/05/2017	AC	Updated manual to 7.1.4.99 release
11	17/05/2017	AC	Updated manual to 7.1.4.100 release
21	27/06/2017		Updated manual to 7.1.5.42 release
22	07/07/2017		Updated manual to 7.1.5.78 release
23	24/11/2017	Neenah Payne	Added hyphen to title Added Introduction (Sec 1) Added General NDS Information (Sec 2) Added callouts Fixed internal links Redesigned graphics in Section 4.4 Added column to charts in Sections 5.2 / 5.3 Translated form to French in Section 7.4 Used goPortfolio template to reformat doc
24	19/01/2018	AC	Reviewed document sent by NY
25	20/01/2018	AC	Updated document with images from release 7.1.8 Modified text as needed Added information on new features on release 7.1.8
26	21/07/2018	AC	Update manual to release 7.1.11
27	06/09/2018	AC	Review and update for release 7.1.11
28	14/09/2018	AC	Update manual to release 7.1.12
29	09/03/2019	AC	Update manual to release 7.1.13
30	21/03/2019	RM	Edited the updated version 7.1.13

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>6</b>
1.1	National Drug Control System (NDS) .....	7
1.2	NDS Program Suite .....	8
1.3	I2ES: International Import Export System .....	9
1.4	International Transactions .....	10
1.5	This Manual .....	11
1.6	Masters (Service Modules) .....	13
1.7	Reports .....	13
<b>2</b>	<b>General NDS Information.....</b>	<b>14</b>
<b>3</b>	<b>NDS Application .....</b>	<b>15</b>
3.1	Masters .....	15
3.2	Actions Tab in Masters .....	17
3.2	Establishments .....	19
3.3.1	Edit an Establishment.....	19
3.3.2	Create a New Establishment .....	20
	Language and Communication tabs.....	21
3.4	Preparations .....	22
3.4.1	Edit a Preparation .....	22
3.4.2	Create a New Preparation.....	22
3.4.3	Contents in a preparation .....	23
3.5	Substances.....	24
3.5.1	Psychotropics new conversion factors.....	26
<b>4</b>	<b>General Description of Import / Export.....</b>	<b>27</b>
4.1	Import/Export Menu .....	27
4.2	Import Export Authorization List .....	28
4.2.1	Brief Description.....	28
4.2.2	I2ES Match Color .....	29
4.2.3	Buttons on the Import/Export List.....	29
4.2.4	Edit Buttons.....	30
4.2.5	Source of an Import or Export.....	31
4.3	Filter Options in NDS7.....	32
4.3.1	Filter Editor in NDS7 .....	32
4.3.2	Filter Options for Import / Export and Licenses.....	35



4.4 Profiles (Queries) .....	37
4.4.1 Create a query.....	37
7.5.1 Edit a query .....	39
7.8.3 Save a query .....	39
4.4 Import/Export Flow in NDS7 .....	41
4.4.1 Import/Export as Requested .....	42
4.4.2 Import/Export as In Review .....	43
4.4.3 Import / Export as Approved .....	43
4.4.4 Import/Export as Cancelled .....	43
4.4.5 Import/Export as Endorsed.....	43
4.4.6 Amend button in Import and Export.....	44
4.4.7 Delete button in Import and Export.....	44
4.5 Manual Creation of an Import Authorization .....	45
4.5.1 Import Authorization .....	45
4.6 Manual Creation of an Export Authorization .....	47
4.6.1 Export Authorization .....	47
4.7 Info Button in an Import/Export Authorization .....	50
4.7.1 Import Calculations .....	51
4.7.2 Export Calculations.....	51
4.7.3 Calculations For Balance 1 and 2 in the Info Screen .....	51
4.8 Cancel an Import / Export Authorization .....	52
4.9 Import/Export Report View in NDS7 .....	53
4.9.1 Grids in NDS7 .....	53
4.10 Concentrated of Poppy Straw (CPS): Import/Export Transactions .....	56
4.10.1 Concentrate of Poppy Straw (CPS) Codes for Estimates.....	56
4.10.2 Concentrate of Poppy Straw (CPS) codes for requesting import and export permits	56
4.10.3 Use of Conc. of Poppy Straw (CPS) on Import and Export Request Module .....	57
<b>5 I2ES Synchronization .....</b>	<b>59</b>
5.1 I2ES Sync Jobs .....	59
5.2 I2ES Jobs Description .....	60
5.2.1 I2ES Jobs Sections.....	61
5.2.1 Setting a start date for the I2ES sync jobs. ....	62
5.2.2 I2ES Jobs Status.....	62
5.2.3 I2ES Action Buttons.....	62
5.2.4 Execution time table .....	63
5.2.5 Execution History .....	63
5.2.6 Blocked Authorizations .....	64



5.2.7 Block Authorizations Buttons.....	65
<b>5.3 I2ES-NDS Integration in EXTWEB.....</b>	<b>65</b>
5.3.1 I2ES Menu .....	66
5.3.2 I2ES-NDS Integration Client Jobs.....	66
5.3.3 Integration Client Description .....	66
5.3.4 Execution of Integration Client Jobs for Manual Matching .....	67
5.3.5 Execution of Integration Client Jobs for Discrepancy Reports.....	67
5.3.6 Matching Authorizations.....	67
5.3.7 Matching Buttons.....	70
5.3.8 De-Activate I2ES Countries.....	70
5.3.9 Discrepancy Endorsements.....	71
5.3.10 Discrepancies in Endorsements Submitted by the Web.....	72
<b>6 System-Information (Text and PDF) For NDSWEB Users.....</b>	<b>74</b>
6.1 Add Documents .....	74
<b>7 System Administration .....</b>	<b>76</b>
7.1 Users Management .....	76
7.1.1 Create a New User .....	78
7.1.2 Define type of User: Active, Account Admin, and/or Manager .....	78
7.1.3 Role Maintenance Module.....	79
7.1.4 Create a New Role.....	80
7.1.5 How to add ad hoc settings to the user. ....	81
7.2 Application Settings .....	81
7.3 Home: Launch External Applications .....	82
7.4 Localization .....	83
7.6 Audit Trail.....	86
7.7 Event Log.....	86
7.8 Patch History.....	87
7.9 Emails List.....	88
7.10 Database Jobs List.....	89
<b>8 INCB Forms .....</b>	<b>90</b>
8.1 Quarterly Forms.....	90
8.1.1 Form A.....	90
8.1.2 Form AP.....	92
8.2 Estimate and Assessment Forms .....	93
8.2.1 Form B.....	93
8.2.2 Form B/P .....	96



8.3 Annual Forms .....	98
8.3.1 Form C .....	98
8.3.2 Form P .....	100
8.3.2 Form D .....	102
<b>9 Parameters .....</b>	<b>104</b>
9.1 Custom Numbering .....	104
9.1.1 Custom numbering for import and export permits .....	105
9.1.2 Custom numbering for Licenses .....	106
<b>10 Licenses .....</b>	<b>107</b>
10.1 License Action Buttons .....	108
10.1.1 License Workflow .....	108
<b>11 File Menu .....</b>	<b>111</b>
<b>12 Exit the NDS Application .....</b>	<b>112</b>

## 1 Introduction

Narcotics and other psychoactive drugs, once a relief, turned into a disastrous threat to the wealth and health of nations during the last two centuries. With the development of illicit trade in such substances, this threat was getting more and more serious. Unfortunately, it still is...

In the 20th century, a global system for the control of drugs of abuse was developed through the adoption of a series of international treaties.

The important multilateral conventions currently in force are:

1. *The Single Convention on Narcotic Drugs of 1961* as amended by the 1972 Protocol.
2. *The Convention on Psychotropic Substances of 1971*
3. *The United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances*. (adopted in 1988)

Each treaty brought complementary regulations and advances in international law. The aim of the international drug control treaties has been to limit the use of drugs to medical and scientific purposes. The production, manufacture of, and trade in psychoactive drugs and the chemicals needed for their illicit manufacture are controlled nationally and internationally.

The purpose of control is two-fold:

1. To ensure that countries obtain the quantities they need for medical, scientific, and other licit purposes
2. To prevent diversion of substances into illicit channels



Monitoring and managing movements of controlled substances is a complex process that involves numerous partners. Typically, information must be exchanged between commercial companies, national drug control administrations, customs officials, and the **International Narcotics Control Board (INCB)**. Member states must also provide an annual review of legislative and administrative measures, trends in indicators of drug demand and supply, and information on the implementation of the drug control treaties.

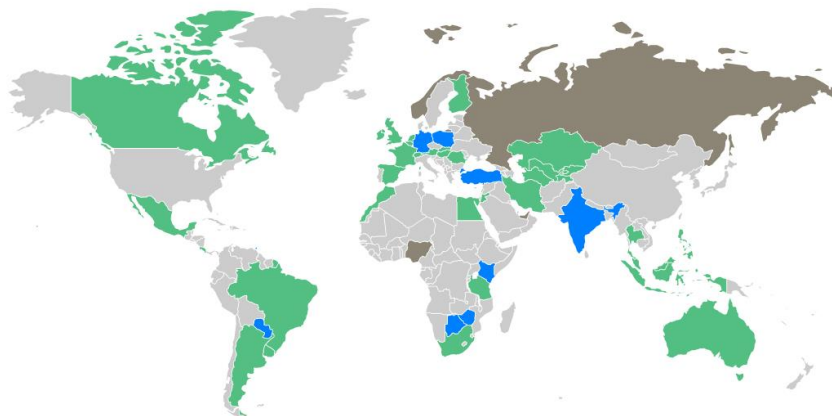
## 1.1 National Drug Control System (NDS)

The **National Drug Control System (NDS)** suite includes **NDSWEB** and **NDS SPA - Statistics Processing & Analysis**. **NDS** is an instrument of control and reporting that was developed in full accordance with international conventions on control of narcotics, psychotropic substances, and precursors. The control is carried out on both national and international levels. Special modules of **NDS** correspond to each level. Master forms are used to organize data in a convenient and effective manner.

**NDS** is a computer-based system that provides the following services:

1. Facilitates the daily management of licit movements and drug control measures.
2. Enhances timeliness of information exchange at national and international levels through an electronic data repository on national drug control measures, drug abuse, and trafficking.
3. Helps national administrations keep track of individual transactions and data from the time of the issuance of domestic licenses, import-export authorizations, certificates, and pre-notifications for international licit trade to domestic distribution.
4. Facilitates national monitoring and management of companies involved in the production, manufacture, consumption, stocks, confiscation, or seizures information.
5. Offers electronic data interchange within and among countries as well as to and from **INCB/UNODC**. Hard copies of **INCB** forms can be printed in multiple languages. While the system is available from **UNODC** in English, French, Spanish, and Russian, **NDS** is designed to allow countries to adapt it to their own languages.

Over 40 countries now use **NDS**.



## 1.2 NDS Program Suite

When a **Competent National Authority (CNA)** approves a user web request through **NDS**, registered establishments can use **NDSWEB** to enter their import/export authorization requests and submit them for approval.

**NDS\_EXTWEB** is the client interface for web requests entered in the **NDSWEB** application.

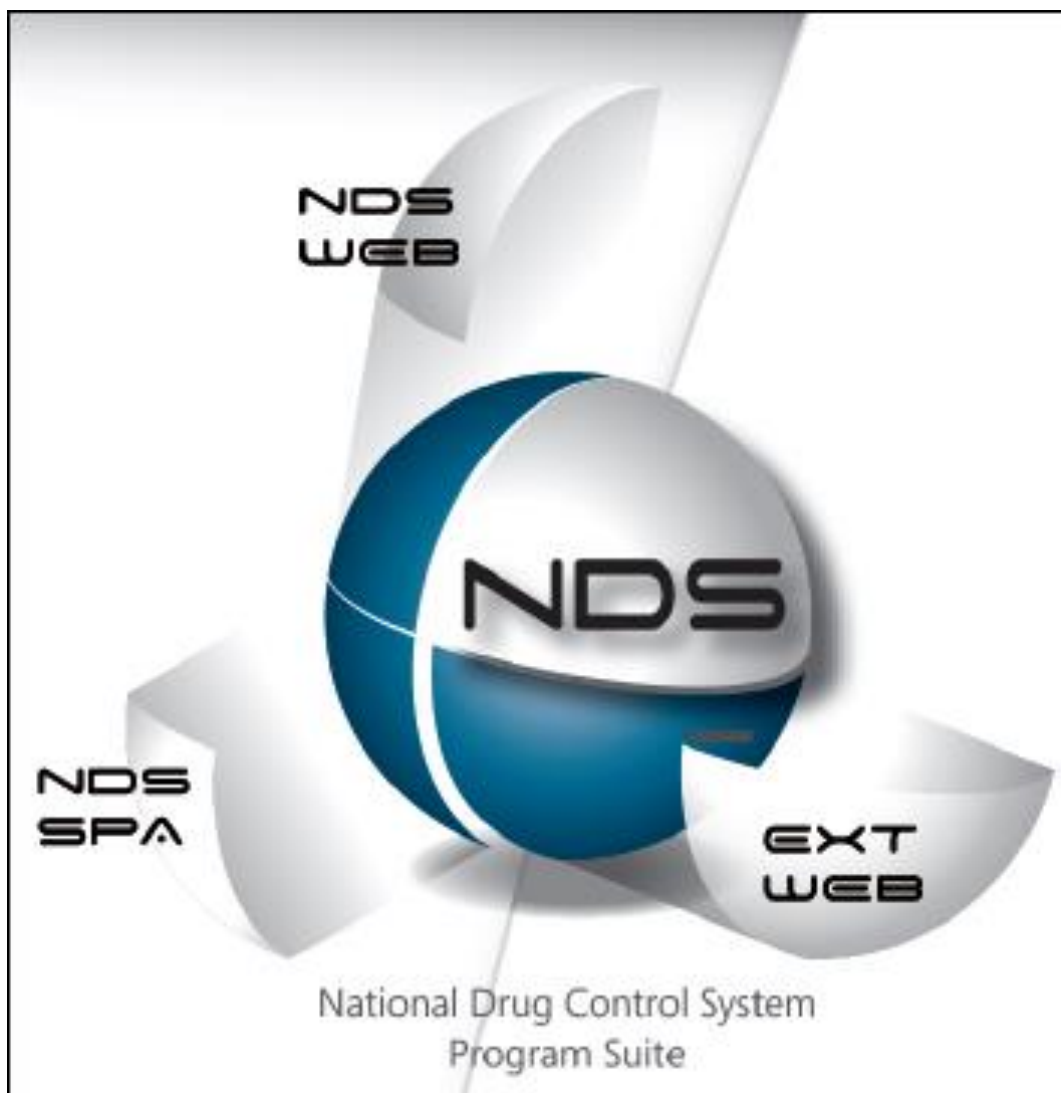
**NDS\_EXTWEB** allows **NDS** users to handle web requests for:

- Registering end users of new domestic establishments



- New import/export authorizations

[http://www.unicri.it/topics/social\\_justice\\_development/drug\\_prevention/UNODC\\_presentation.pdf](http://www.unicri.it/topics/social_justice_development/drug_prevention/UNODC_presentation.pdf)



### 1.3 I2ES: International Import Export System

**I2ES** is an international import and export authorization system that uses an online platform developed in 2015 by the **International Narcotic Control Board (INCB)** with the support of the **United Nations Office on Drugs and Crime (UNODC)**.

The goal of **I2ES** is to facilitate issuance of import and export authorizations for narcotic drugs and psychotropic substances by **Competent National Authorities (CNAs)** of importing and exporting countries in compliance with the international drug control treaties.

**I2ES** allows **CNAs** to verify such authorizations and issue endorsements in a secure way in real time. Through **I2ES**, companies can exchange information about applications for import


and export authorizations for narcotic drugs and psychotropic substances. **CNAs** can use **I2ES** to generate the import and export authorizations electronically and in paper form. **I2ES** is available to interested governments upon request and is free of charge.

**I2ES** speeds up data exchange between importing and exporting countries and the **INCB** as well as the approval of transactions. ok, Later, **I2ES** may allow full electronic generation, issuance, and exchange of import and export authorizations for narcotic drugs and psychotropic substances.

**Note:** **I2ES** is referred to as the “**International Import Export System**” or the “**International Import Export Authorization System**”. The acronym “**I2ES**” does not include the number 12. Instead, it reflects the double “I’s” in the title.

## Endorsement of import(s)

- Automatic identification of discrepancies



International Import Export System

Subst/Prep Code	Subst/Prep. Name	Prep. Type	Pack. Size	Approved Quantity	Trading Endorsed Quantity	Endorsed Quantity	UOM	Reexport	Override Estimates	
	Durogesic Matrix 10 mg	matrix patches	10	100	100	100	package(s)	<input type="checkbox"/>	<input type="checkbox"/>	i
NS001---	Sufentanil		0	12	12	11	gram	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i
PZ002TAR	Zolpidem tartrate		0	1200	1100	1100	gram	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i

1 - 3 of 3 items

## 1.4 International Transactions

Figure 1 shows the process the Conventions of 1961, 1971, and 1988 require governments to implement. The **NDS Import/Export** module processes data on international transactions of controlled substances. With **NDS**, it is easy to trace the quantities that have already been imported and the remaining quantities are authorized for import/export.

The **National Drug Control System** provides the automation of all these processes. It also gives the customs bodies and **Competent National Authorities (CNAs)** (also referred to as “Competent Authorities”) of both exporting and importing countries almost instant access to the data on substances being imported/exported to facilitate their decisions on export and import authorization requests.



Figure 1: Licit Trade of Controlled Substances

#	Importing Country	Exporting Country
1.	Importing establishment requests an import authorization from its <b>CNA</b> .	Exporting establishment requests an export authorization from its <b>CNA</b> .
2.	The <b>CNA</b> checks whether the requested quantity exceeds the quota of this substance in estimates/assessments for this year. The <b>CNA</b> verifies if the importing establishment has proper license(s) for transactions with the substances.	
3.	If the request is authorized, the <b>CNA</b> of the importing country sends the import authorization to the <b>CNA</b> of the exporting country.	
4.		The <b>CNA</b> of the exporting country checks whether the exporting establishment has proper licenses for dealing with the requested substances and (if yes) approves the export authorization request.
5.	A contract between the exporting establishment and importing establishment is concluded.	
6.		Exporting establishment transfers the export authorization along with the import authorization to the customs body of the exporting country.
7.		The customs body of the exporting country endorses the export/import authorizations (stating quantity of exported substances) and sends them to the customs body of the importing country.
8.	When the controlled substance(s) cross the border of the importing country, its customs body endorses the export authorization (stating quantity of imported substance(s)). The endorsed export authorization is returned to the <b>CNA</b> of the exporting country.	

## 1.5 This Manual

The main goal of this manual is to explain how **NDS** controls the import and export of narcotic drugs, psychotropic substances, and precursors as well as related reporting easier and more efficient. This manual describes how to enter new establishments, substances, preparations, and other reference data into **NDS7** to help prevent controlled drugs from being illegally distributed.

The manual also describes the synchronization of **I2ES** with **NDS**. As a part of the integration between **I2ES** and **NDS**, **NDS EXTWEB** is used for the manual matching of authorizations,



the management of the active countries retrieved from **I2ES** into **NDS**, and review of discrepancies on endorsements that may occur between the data in **I2ES** and **NDS**.

You can control the manual matching of authorizations, the activation or inactivation of countries from **I2ES** to be used in **NDS**, and check the report on discrepancies that occurred comparing the data between **NDS** and **I2ES**. In **EXTWEB**, synchronization jobs run in the background. If required, you can manually execute these integration jobs.

## 1.6 Masters (Service Modules)

The **Masters** service modules facilitate more convenient and effective organizing of basic data. Use a **Masters** module to enter a new establishment, substance, preparation, or to create a record in a new language.

## 1.7 Reports

The three report modules in **NDS** deal with Narcotics, Psychotropics, and Precursors. **NDS** makes the preparation of the following seven main reports presented to the **INCB** easier and more accurate.

Report	Name
<b>Narcotic Drugs</b>	
Form A	Quarterly Statistics
Form B	Annual Estimates
Form C	Annual Statistics
<b>Psychotropic Substances</b>	
Form A/P	Quarterly Statistics
Form B/P	Annual Assessments
Form P	Annual Statistics
<b>Precursors</b>	
Form D	Annual Statistics

## 2 General NDS Information

To provide smooth integration, **NDS Program suite (NDS7, EXTWEB and SPA)** was developed using .NET technologies with an existing **NDS Oracle** database.

### Assumptions, Dependencies, Constraints

**NDS\_EXTWEB** and **NDS SPA** requires the installation of an **NDS7** client application and the database and access should be granted to the client user.

#### Login to NDS7



1. When you click the **NDS7** icon, the login window pops up.
2. **NDS7** is launched when you enter your user name and assigned password and click the **Login** button.



#### Login to NDS

User Name

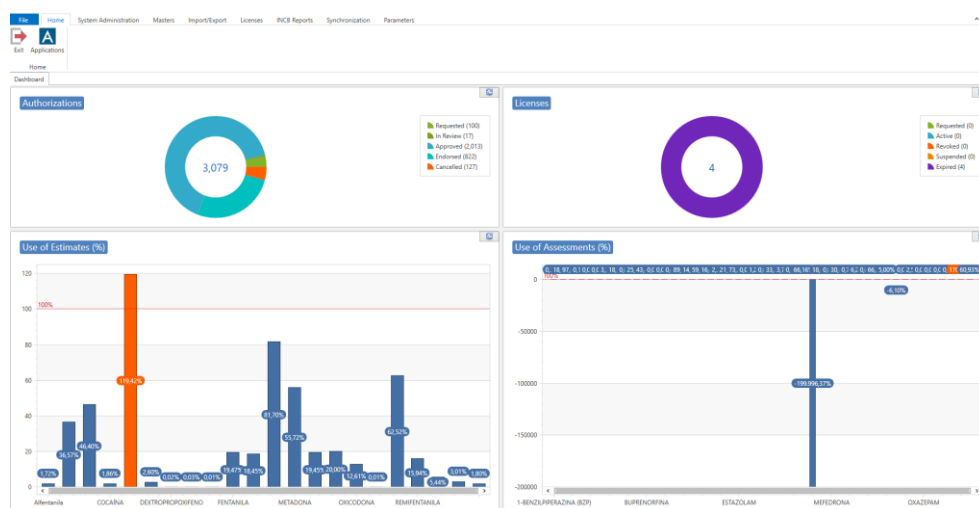
Password

Login

Cancel

Version: 7.1.13.41

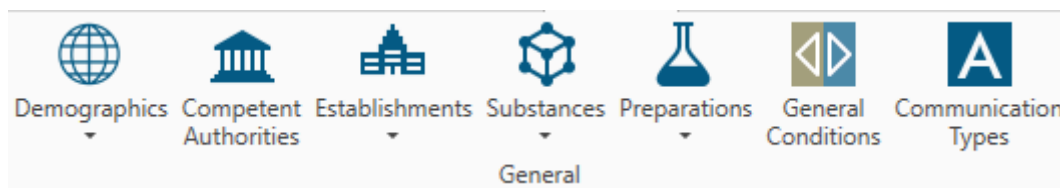




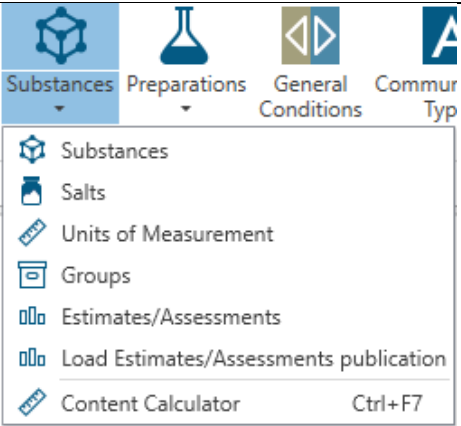
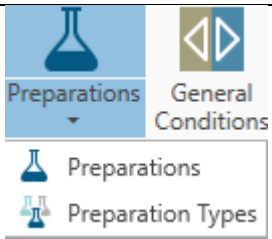

### 3 NDS Application

#### 3.1 Masters

Use the **Masters** modules to enter new establishments, substances, preparations, or any other reference data discussed in this section. The **Masters** modules facilitate a convenient and effective way of organizing data.



Masters Description	Menu
<p>An <b>Establishment</b> is a generic term used in NDS to indicate an entity or an individual licensed (or otherwise legally empowered) for operations with controlled substances.</p> <p>The <b>Establishment Master</b> includes two components:</p> <ol style="list-style-type: none"> <li>1. Establishments</li> <li>2. Establishment Types</li> </ol>	
<p>The <b>Substances Master</b> is one of the cornerstones of NDS and is used to define the attributes of</p>	

<p>substances<sup>1</sup> controlled at an international level by INCB<sup>2</sup> and at the local level by the respective <b>Competent Authority</b>.</p>	
<p>The <b>Single Convention</b> of 1961 defines a preparation as a “<i>mixture, solid or liquid, containing a drug</i>”.</p> <p>The <b>Convention on Psychotropic Substances</b> of 1971 provides another definition: ‘<i>any solution or mixture in whatever physical state containing one or more psychotropic substances, or one or more psychotropic substances in dosage form</i>’.<sup>3</sup></p>	
<p>The <b>Demographics Master</b> includes Countries, Cities, and Opium Cultivation Areas. You can store information on customs in the <b>Cities Master</b>. Information for the <b>INCB</b> forms can be recorded in the <b>Opium Cultivation Areas Master</b>.</p>	

<sup>1</sup> The internationally controlled narcotic drugs, psychotropic substances and precursors are provided in the appropriate Schedules and Tables to Yellow, Green and Red Lists respectively. However, local competent authorities may assign additional substances to be controlled within their country or territory.

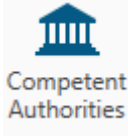
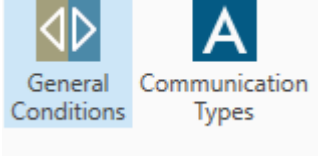
<sup>2</sup> INCB assigns the codes of the controlled substances, their variations and salts. These codes are given in the Yellow, Green and Red Lists together with alternative codes such as

EAN International code, a 13-digit code, also known as 'bar code'

HS (Harmonized System) code, a uniform code of Customs Cooperation Council

CAS (Chemical Abstracts Services) code

<sup>3</sup> For the purposes of **NDS**, the definition 'preparation' is: Any mixture or solution, in whatever physical state, containing controlled substance(s) in dosage form. The addition '*in dosage form*' is very important. Although the import and export of controlled substances is reported in metric units (grams, kilograms, and litres). in practice, Establishments deal with tablets, ampoules, packages, etc.






<p>The <b>Competent Authorities Master</b> is the catalogue of the <b>Competent National Authorities (CNAs)</b> defined in the <b>UN Conventions</b> of 1961, 1971, and 1988.</p>	
<p>The <b>General Conditions Master</b> is a catalogue of common information used in the Import/Export and License modules.</p> <p>The <b>Communication Types Master</b> is a catalogue of definitions of media on how the <b>CNA</b> communicate (for example: via telephone, fax, email, etc).</p>	

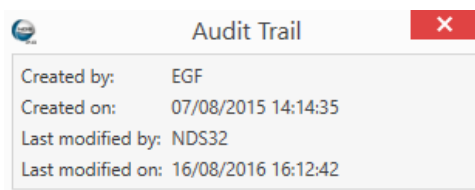
## 3.2 Actions Tab in Masters

### Actions

The **Actions** tab contains a set of buttons that allow you to add establishments, substances, and preparations, send data to **Excel**, and refresh the data on the Masters forms.



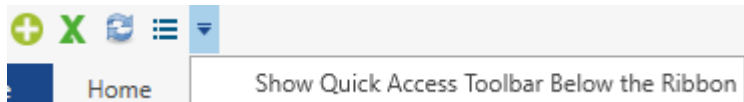
Buttons	Description
	Click the <b>Add</b> button to add a new establishment, substance, or preparation.
 Save Restore Delete Layout	Layout buttons is a set of functions available in NDS7 to help the users to set a desired structure in a screen (i.e. forms, tables, data grids, tabs placement, etc)
	Click the <b>Excel</b> button to export the information to Excel.
	Click the <b>Refresh</b> button to refresh the record.
	Click the <b>Audit trail</b> button to check changes on a record. This is an easy way to see who created a registry and when. As well as, who did modify it and when.





Copy details buttons allow the user to copy and duplicate a specific record.

## NDS 7 Ribbon Buttons



The new ribbon at the top-left of the application contains the main action buttons for the menu that is open.

## NDS7 Warnings on mandatory fields

The system counts with a new warning system on the NDS7 screen where the user requires to edit or enter new information.

If a mandatory field is missing the tab of the screen displayed will be set in red, then when the user does a mouse over the tab the system will display a set of errors which details what fields are required to be entered.

Dashboard	Preparations ×	Preparation (NEW) ×
Code:	00579	<b>Errors:</b> - Name is required - Preparation type is required - Measure unit is required - Preparation content is required - Preparation package size is required
Name:	×	
Type:	×	
Unit Of Measurement:	×	

## NDS7 Layout Feature











### 3.3 Establishments

NDS7 displays the **Establishments** information in a grid format. This list is an overview of all the establishments in the system. Set the filters in the column header to filter the information in the grid. For details on filtering information, please refer to [Section 4.3 Filter Options](#).

#### 3.3.1 Edit an Establishment



1. To edit a field in the record of an **Establishment**, double-click the field.
2. Edit the content of the field and click the **Save** button.

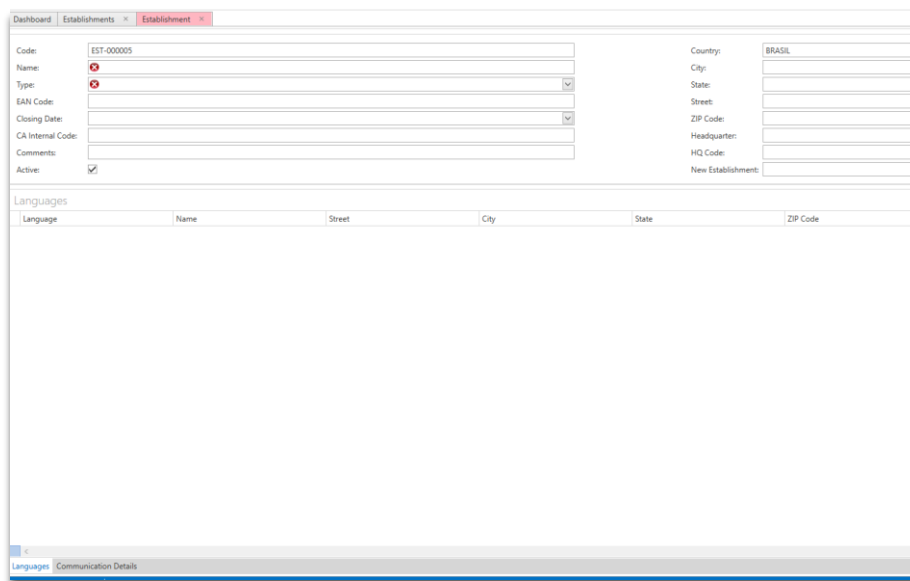
File	Home	System Administration	Masters	Import/Export	Licenses	INCB Reports	Synchronization	Parameters	Actions
									
Add	Save	Restore	Delete	Excel	Refresh	Audit	Copy details		
Edit	Layout	Export	Refresh	Audit	Copy details				

Country	Code	Name	Establishment Type	EAN Code	CA Internal Code	Street
BRASIL	04895538000162	CARVALHO LEITE MEDIC...	IMPORTADOR	1201853		
CANADÁ	CAN_ESTB-1692	Patheon Inc.	CAN ESTABLISHMENT			2100 Syntex Court
BRASIL	47967468000113	RICERA IMPORTAÇÃO, E...	IMPORTADOR	1236249		RUA ALVARO RODRIGUES...
BRASIL	39809660000153	TARGO COMÉRCIO INTE...	IMPORTADOR	1224700		
REINO UNIDO	UK_EXP368	"VERICORE" LTD. MANUF...	UK ESTABLISHMENT			ROAD, KINGSWAY WEST...
BRASIL	17008753000146	A. PHARMA DISTRIBUIDO...	IMPORTADOR	1138378		
ÍNDIA	IND_ESTB-2625	Aarti Drugs Ltd.	IND ESTABLISHMENT			Mahendra Industrial Estat...
ALEMANHA	GER_ESTB-5133	ab solut Chemie GmbH	GER ESTABLISHMENT			Sachsenstr. 38
BRASIL	00413925000164	ABB	IMPORTADOR	1207612		
REINO UNIDO	UK_ESTB-2436	Abbeyvet Export Ltd.	UK ESTABLISHMENT			Sherburn Enterprise Park...
ALEMANHA	GER_ESTB-3831	Abbott GmbH & Co.	GER ESTABLISHMENT			Max-Planck-Ring 2
ALEMANHA	GER_ESTB-1393	Abbott GmbH & Co. KG	GER ESTABLISHMENT			Knollstrasse 50
ARGENTINA	ARG_EXP097	ABBOTT LABORATORIES...	ARG ESTABLISHMENT			AV. VALENTIN VERGARA...
ARGENTINA	ARG_EST-2181-2008-2008	ABBOTT LABORATORIES...	ARG ESTABLISHMENT			AV. VALENTIN VERGARA...
ARGENTINA	ARG_EST-2178-2008-2008	ABBOTT LABORATORIES...	ARG ESTABLISHMENT			AV. VALENTIN VERGARA...
COLÔMBIA	COL_IMP162	ABBOTT LABORATORIES I...	COL ESTABLISHMENT			AVE. MONUMENTAL, ESQ...
BRASIL	56998701001600	ABBOTT LABORATÓRIOS...	IMPORTADOR	1213816		
BRASIL	56998701003301	ABBOTT LABORATÓRIOS...	IMPORTADOR	1162937		
BRASIL	56998701003212	ABBOTT LABORATÓRIOS...	IMPORTADOR	1121433		
BRASIL	56998701001279	ABBOTT LABORATÓRIOS...	IMPORTADOR	1200034		
BRASIL	56998701003131	ABBOTT LABORATÓRIOS...	IMPORTADOR	1235823		
PAÍSES BAIXOS	NET_EXP133	ABBOTT LOGISTICS B.V.	NET ESTABLISHMENT			MEEUWENLAAN 4

### 3.3.2 Create a New Establishment

1. Click the  icon to open a new **Establishment** form.
2. Complete all the mandatory fields on the form marked with the icon .
3. Enter information in the **Languages** and **Communication Details** tabs at the bottom of the screen.
4. Click on the **Save** button.



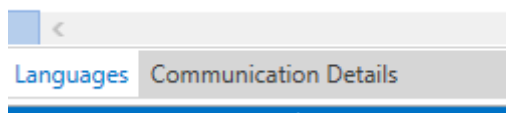
Please take into consideration the following information when entering the data.

Field	Value
<b>Code</b>	System code assigned by NDS to the establishment.
<b>Name</b>	Name of the establishment. Note: When saved, the system will automatically save English as default in the Language section. User can add the desired language.
<b>Country</b>	Name of the country where the establishment is located.
<b>Street Name</b>	Street name.
<b>City</b>	Name of the city where the establishment is located.



Field	Value
<b>Establishment Code</b>	Unique combination of letters and figures (alphanumeric combination). Depending upon the system settings it may be assigned to an Establishment automatically or manually <sup>4</sup> .
<b>Establishment Name</b>	The official name of the establishment.
<b>State</b>	The state of the country (if any).
<b>Zip Code</b>	The ZIP code or other postal code.
<b>City and State</b>	Information on the city and State, where the establishment is located.
<b>Establishment Type</b>	The establishment type (Manufacturer, Retailer, Doctor, etc.).
<b>(See also Establishment Types Master section)</b>	
<b>Closing date</b>	This date is related to when the establishment is set to inactive. In this case, a closing or inactivation of an establishment can be due to various reasons (i.e. fusion, bankruptcy, etc)
<b>CA Internal code</b>	This field can be used to enter any additional internal ID code for the establishment.
<b>Headquarter and HQ code</b>	If the establishment is a subsidiary, the user can enter in this field the name of the headquarters related to this company
<b>New Establishment</b>	This field can be used to set a link between the inactive establishment and the new one.
<b>EAN Code</b>	13-digit code (also known as the bar-code) given to organizations by EAN International.
<b>Active</b>	The indicator showing whether the establishment is still functioning.

### 3.3.3 Language and Communication tabs











These two tabs in Establishment allow the user to set the name of the establishment in the available languages set in the localization section. For the Communication details, this tab allows the user to enter the information related to the company representatives.

<sup>4</sup> The system will warn you if you try to enter the same code for two different Establishments.

### 3.4 Preparations

**NDS7** displays the information on **Preparations** in a grid. This list is an overview of the preparations in the system. Set the filters in the column header to filter the information.



For details on filtering information in the grid, please refer to [Section 4.3 Filter Options](#).

File	Home	System Administration	Masters	Import/Export	Licenses	INCB Reports	Synchronization	Parameters	Actions
									
Add	Save	Restore	Delete	Excel	Refresh	Audit	Copy details		
Edit	Layout	Export	Refresh	Audit	Copy details				
Dashboard Preparations x									
	Code	Name	Preparation Type	Unit Of Measurement	EAN Codes	CA Internal Code			
+	PREP-16-4	A	injection preparation	bottles	44444,22222	123456			
+	00562	A	lozenge	bottles	22222,44444	123456			
+	00557	A	lozenge	bottles	22222,44444	123456			
+	00558	A	lozenge	bottles	22222,44444	123456			
+	00559	ABSTRAL 100 ug	sublingual tablets	package(s)	7680581420140,7680581420034,78...	test			
+	PREP-2215	ABSTRAL 100 ugtest	sublingual tablets	package(s)	7680581420140,7680581420034,78...	test			
+	PREP-2216	ABSTRAL 200 ug	sublingual tablets	package(s)	7680581420157,7680581420058				
+	PREP-2217	ABSTRAL 300 ug	sublingual tablets	package(s)	7680581420072,890123890jccc				
+	PREP-2218	ABSTRAL 400 ug, FFF	sublingual tablets	package(s)	7680581420096				
+	PREP-2219	ABSTRAL 600 ug	sublingual tablets	package(s)	7680581420119				
+	PREP-2220	ABSTRAL 800 ug,DDD	sublingual tablets	package(s)	7680581420133,test				
+	PREP-4046	Accordeon, 10mg	slow release tablets	package(s)	7611746961628,7611746961611				
+	PREP-4047	Accordeon, 20mg	slow release tablets	package(s)	7611746961604,7611746961598				
+	PREP-4048	Accordeon, 40mg	slow release tablets	package(s)	7611746961574,7611746961581				
+	PREP-4045	Accordeon, 5mg	slow release tablets	package(s)	7611746961642,7611746961635				
+	PREP-4049	Accordeon, 80mg	slow release tablets	package(s)	7611746961550,7611746961567				
+	PREP-1162	Acidum Acetylosalicylicum comp. R...	suppositories	package(s)	7680341540156				
+	PREP-1163	Acidum Acetylosalicylicum comp. R...	suppositories	package(s)	7680341541122				
+	PREP-1164	Acidum Acetylosalicylicum comp. R...	suppositories	package(s)	7680341540828				
+	PREP-1165	Acidum Acetylosalicylicum comp. R...	suppositories	package(s)	7680341540903				
+	PREP-1384	Actiq 1200 mcg,	lozenge	package(s)	7680570020337				
+	PREP-1386	Actiq 1200 mcg,	lozenge	package(s)	7680570020399				

### 3.4.1 Edit a Preparation

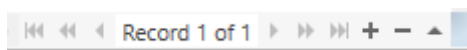
1. To edit a record on a **Preparation**, double-click the field you want to edit.
2. Edit the content of the field and click the **Save** button.

### 3.4.2 Create a New Preparation

1. Click the  icon to open a new **Preparation** form.
2. Complete all the mandatory fields on the form marked with the icon .
3. Fill in the **Languages**, **Contents**, and **Package Sizes** located on the tabs at the bottom of the screen.
4. Click the **Save** button.

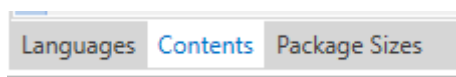
**Note:** Mandatory fields have a red icon as this one

To add or delete rows, use the following buttons in the navigation control that is located on each tab at the bottom of the screen.



Language	Name	Comments
✖	✖	

### 3.4.3 Contents in a preparation



Code	Substance	Conversion Factor	Unit Of Measurement	Quantity / Volume	Pure Substance	Comments
------	-----------	-------------------	---------------------	-------------------	----------------	----------

Working with this tab will require some mathematical input from the user, because he/she will need to indicate a correct volume/quantity of controlled substance in a preparation unit so that the system will be able to make other calculations.

$$Q_g = \frac{C_{vU} \times N_{vU}}{N_{uOM}}, \text{ where}$$

$Q_g$	– gross quantity of controlled substance
$C_{vu}$	– concentration of controlled substance in one volume/mass unit <sup>5</sup> of preparation
$N_{vu}$	– quantity of volume/mass units in one unit of preparation
$N_{uom}$	– number of mass units in the reporting Unit of Measurement.

Although the formula looks a bit complicated, the below example will make it clear.

Example: We have a preparation in 2 ml ampules containing 5 mg of Morphine Hydrochloride each. Preparations comes in packs containing 10, 20 or 40 ampules.

Each ampoule contains 2 ml and 5 mg of Morphine Hydrochloride, so, the concentration is 2.5 mg/ml. Consequently, the gross quantity of Morphine Hydrochloride will be:

$$Q_g = \frac{2.5 \times 2}{1000} = 0.005$$

As you see, we first multiplied the concentration of the substance (2.5mg/ml) by the volume of ampule (2 ml) and then divided the product by the number of milligrams in one gram (1000). Thus, we obtained that there is 0.005 gram of Morphine Hydrochloride in one ampule of our sample preparation.

Now you should enter this value into Quantity/Volume field of 'Contents' tab and NDS will generate the quantity of pure anhydrous Morphine. It will be 0.0089 gram.

### 3.5 Substances

These modules are intended for more convenient and effective organizing of basic data.

So, if a user needs to enter a new substance, preparation, establishment, or create a record for either of abovementioned in a new language, then he/she will use the master's module.

The Substance Master is one of the cornerstones of NDS.

Substance Master is used for defining the attributes of Substances, controlled on both international level by INCB and on local level by respective competent authority

The internationally-controlled narcotic drugs, psychotropic substances and precursors are provided in the appropriate Schedules and Tables to Yellow, Green and Red Lists respectively. However, local competent authorities may assign additional substances to be controlled within their country or territory.

---

<sup>5</sup> We used the term 'volume unit' to avoid confusing with a 'unit of measurement' term. Here 'volume unit' represents the measurement unit that is stated on the preparation label. It may be gram, milligram or kilogram.

INCB assigns the codes of the controlled substances, their variations and salts. These codes are given in the Yellow, Green and Red Lists together with alternative codes such as

EAN International code, a 13-digit code, also known as 'bar code'

HS (Harmonized System) code, a uniform code of Customs Cooperation Council

CAS (Chemical Abstracts Services) code

The Substance Master also makes possible to represent the substance attributes in various languages and set special conditions following which NDS makes certain transactions with this substance.

Substance Master consists of the header section, three tabs and three underlying sub-masters:

1. Substance master;
2. Salts master;
3. Unit of Measurement master

Code	Name	Type	Unit Of Measurement	Is Pure Substance	Pure Code	INCB Controlled	Estimates Code	Schedule Number	Conversion Factor	Is CPS substance	EAN Code
PL002TAR	(+)-LYSERGIDE (LSD...	Psychotropics	gram(s)	<input type="checkbox"/>	PL002	<input checked="" type="checkbox"/>		1	75	<input type="checkbox"/>	
PL0020.5.TAR2	(+)-LYSERGIDE (LSD...	Psychotropics	gram(s)	<input type="checkbox"/>	PL002	<input checked="" type="checkbox"/>		1	75	<input type="checkbox"/>	
NC018---	(+)-cis-3-methylfent...	Narcotics	gram(s)	<input checked="" type="checkbox"/>	NC018	<input checked="" type="checkbox"/>		1	100	<input type="checkbox"/>	
NC018HCL	(+)-CIS-3-METHYLF...	Narcotics	gram(s)	<input type="checkbox"/>	NC018	<input checked="" type="checkbox"/>		1	91	<input type="checkbox"/>	
NC016---	(+)-cis-beta-hydrox...	Narcotics	gram(s)	<input checked="" type="checkbox"/>	NC016	<input checked="" type="checkbox"/>		1	100	<input type="checkbox"/>	
NC016HCL	(+)-CIS-BETA-HYDR...	Narcotics	gram(s)	<input type="checkbox"/>	NC016	<input checked="" type="checkbox"/>		1	90	<input type="checkbox"/>	9509999002916
NC016HCL.0.25	(+)-CIS-BETA-HYDR...	Narcotics	gram(s)	<input type="checkbox"/>	NC016	<input checked="" type="checkbox"/>		1	90	<input type="checkbox"/>	9509999074548
CN007---	(+/-)-Norpseudoep...	Psychotropics	gram(s)	<input type="checkbox"/>	CN007	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	7611746962540
CN007HCL	(+/-)-Norpseudoep...	Psychotropics	gram(s)	<input type="checkbox"/>	CN007	<input checked="" type="checkbox"/>		-	80	<input type="checkbox"/>	7611746962533
CB001---	1-[2-Bromoethyl]-4-...	Precursors	liters	<input checked="" type="checkbox"/>	CB001	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CT004---	1-[2-Thienyl]-2-pro...	Precursors	liters	<input checked="" type="checkbox"/>	CT004	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CC011---	1-Chloro-1-phenyl...	Precursors	liters	<input checked="" type="checkbox"/>	CC011	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CC012---	1-Chloro-2-phenylp...	Precursors	liters	<input checked="" type="checkbox"/>	CC012	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CP009---	1-Phenyl-2-bromop...	Precursors	liters	<input checked="" type="checkbox"/>	CP009	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CP025---	1-Phenyl-2-chlorop...	Precursors	liters	<input checked="" type="checkbox"/>	CP025	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CP021---	1-Phenyl-2-nitropr...	Precursors	liters	<input checked="" type="checkbox"/>	CP021	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CP040---	1-phenyl-2-propanol	Precursors	liters	<input checked="" type="checkbox"/>	CP040	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	
CD008---	2,5-Dimethoxybenz...	Precursors	liters	<input checked="" type="checkbox"/>	CD008	<input checked="" type="checkbox"/>		-	100	<input type="checkbox"/>	

Field	Value
<b>Pure Substance Code</b>	Code of the pure substance, which is a base for the entered substance
<b>Variation Code</b>	Code of the variation (radical) comprising the entered substance
<b>UDF Code</b>	Composite of <b>PureSubstanceCode</b> and <b>VariationCode</b>
<b>Conversion Factor</b>	Percentage of pure anhydrous content of the substance
<b>Schedule Ind.</b>	Number of Schedule or Table the entered substance is listed in
<b>Doses</b>	Daily doses of the substance (not mandatory)
<b>Limit of Tolerance</b>	The minimum dose of the substance causing death (not mandatory)
<b>UOM</b>	Unit of Measurement in which the substance is being accounted for and reported to INCB.
<b>UOM Description</b>	Code and name tag for the Unit of Measurement used for indication of quantities of the entered substance
<b>EAN Code</b>	13-digit Code of European Article Numbering International (bar code)

Field	Value
HS Code	Uniform code of the substance in Harmonized System of the Customs Cooperation Council
CAS Code	Code of the substance assigned by Chemical Abstracts Services

**Note.** You may easily recognize if a pure substance is a narcotic, psychotropic or precursor by a **PureSubstanceCode**. All codes of narcotic drugs start with 'N', codes of psychotropic substances start with 'P' and codes of precursors and other substances start with 'C'

Upon defining the code of the substance, it is necessary for you to enter the name with which the substance will be represented in the system, printed versions of reports and in the data files to be exchanged with other NDS sites.

You also need to indicate the type of the controlled substance entered for NDS to properly recognize to which reports the data on this substance should be included.

### 3.5.1 Psychotropics new conversion factors


During the sixty-first session of the Commission on Narcotic Drugs, INCB informed member states on the changes of the conversion factors<sup>6</sup> for psychotropics substances will go into effect on **1<sup>st</sup> January 2019** onwards.

For this new update on the conversion factor that set a 3-digit precision instead of 2 digits; the NDS7 application under the substance master allocates a tab to define an effective date, the new conversion factor and comments.



**Conversion Factors**

Effective Date	Conversion Factor	Comments
----------------	-------------------	----------

To add the new conversion factor and its effective date. Please click on the plus icon

 located at the bottom right side of the screen. Then a new row will be added allowing the user to enter the information needed for the psychotropic substance.

**Conversion Factors**

Effective Date	Conversion Factor	Comments
X 01/01/2019	 	

This feature is active per substance and the NDS administrator must be responsible to define the date and new 3-digit conversion factor to all psychotropic substances as required.

<sup>6</sup> <http://www.incb.org/incb/en/psychotropics/green-list.html>



**Note:** NDS7 allows to define a new conversion factor of 3-digits to the other types of substances if desired.

The user in NDS7 has the possibility of confirming shipments/endorsements using the old conversion factor once the cutover is defined. Ideally, new transactions after the cut/over date should be done with the new conversion factor.

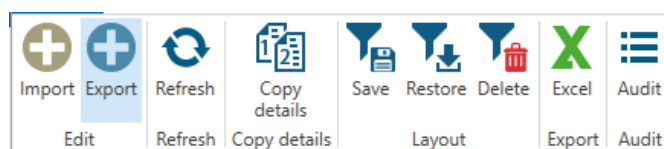
For aggregated data such as INCB forms, etc, done typically in the following year (new conversion factor is set). The NDS7 will allow to make the calculations with the previous year conversion factor.

## 4. General Description of Import / Export

Only the Competent Authority (CA) user, set as a Manager in the user system administration section, can approve import authorizations. Every import or export requires a separate authorization. An authorization states the name of the substance / preparation, quantity of substances / preparations imported / exported, and the name and address of the importer / exporter. The transaction is blocked if the quantity of the narcotic drugs / psychotropic / precursors substances exceeds the estimates / assessment limit of the country.




### 4.1 Import/Export Menu

The **Authorizations** tab allows you to see Import and Export transactions and take actions such as set in review, cancel, approve, and endorse a transaction. You can also create a new Import and Export request.



Please consider that for performance purposes the list of authorizations displayed are pre-filtered ([section 4.3.1](#)), this can be set-up by the user using the filter editor at the bottom of the screen.

I2ES Match	Exported to I2ES	Source	Web Request Id	Authorization T...	Subtype	Status	Authorization Number	Reference Number	Establishment...
	<input type="checkbox"/>		<input type="checkbox"/>						
	<input type="checkbox"/>	Manual		Import			314/2019	DOCREP/19/251//TEST	ESTB-279
	<input type="checkbox"/>	Manual		Import			313/2019	DOCREP/19/250//TEST	ESTB-279
	<input type="checkbox"/>	Manual		Export			303/2019	DOCREP/19/253//TEST	ESTB-279
	<input type="checkbox"/>	Manual		Export			302/2019	DOCREP/19/252//TEST	ESTB-279
Pending Match	<input type="checkbox"/>	Web	23481	Export	Single				ESTB-684
	<input type="checkbox"/>	Web	23480	Import	Single		312/2019	DOCREP/19/249//TEST	ESTB-684
	<input type="checkbox"/>	Manual		Import			311/2019	DOCREP/19/248//TEST	ESTB-7674
	<input type="checkbox"/>	Manual		Import			310/2019	DOCREP/19/247//TEST	ESTB-5681
	<input type="checkbox"/>	Manual		Import			309/2019	DOCREP/19/246//TEST	ESTB-684
	<input type="checkbox"/>	Manual		Import			308/2019	DOCREP/19/245//TEST	ESTB-7674
No Match	<input type="checkbox"/>	Web	23476	Export Precurs...	Single		301/2019	DOCREP/19/243//TEST	ESTB-684
	<input type="checkbox"/>	Web	23471	Import	Single		305/2019	DOCREP/19/241//TEST	ESTB-684
	<input type="checkbox"/>	Web	23470	Import	Single		306/2019	DOCREP/19/242//TEST	ESTB-684
No Match	<input type="checkbox"/>	Web	23468	Export Precurs...	General				ESTB-684
	<input type="checkbox"/>	Web	23467	Import Precurs...	Single		303/2019	DOCREP/19/239//TEST	ESTB-684
	<input type="checkbox"/>	Web	23466	Import	Single				ESTB-684
	<input type="checkbox"/>	Manual		Import			304/2019	DOCREP/19/240//TEST	ESTB-2288
	<input type="checkbox"/>	Web	23463	Import	Single		307/2019	DOCREP/19/244//TEST	ESTB-684
Match	<input type="checkbox"/>	Web	23462	Export	Single				ESTB-684
Pending Match	<input type="checkbox"/>	Web	23461	Export	Single				ESTB-684
Match	<input type="checkbox"/>	Web	23459	Export	Single				ESTB-684
Pending Match	<input type="checkbox"/>	Web	23458	Export	Single				ESTB-684
No Match	<input type="checkbox"/>	Web	23456	Export Precurs...	Single				ESTB-684
No Match	<input type="checkbox"/>	Web	23455	Export Precurs...	Single				ESTB-684
No Match	<input type="checkbox"/>	Web	23454	Export Precurs...	Single				ESTB-684
	<input type="checkbox"/>	Web	23451	Import	Single				ESTB-684

Buttons	Description
	Click this button to open the grid list that shows the status of all import and export transactions.
	Click this button to create a new Import request.
	Click this button to create a new Export request.

## 4.2 Import Export Authorization List

### 4.2.1 Brief Description

This view displays Import and Export authorizations coming from the web and those that are manually entered. You can filter all the information in the grid. Depending on the Import/Export flow, you can set in review, approve, cancel, or endorse a transaction.

**Note:** In this view, you can see the I2ES matching color code. See [Section 4.2.2 I2ES Match Color](#) for more information.



Dashboard	Authorizations								
I2ES Match	Source	Web Request Id	Authorization T...	Subtype	Status	Authorization Number	Reference Number	Establishment...	
No Match	Web	23279	Export	Single	Cancelled			ESTB-684	
Match	Web	23278	Export	Single	In Review	EA/17/Sep/00039/ A/39	DOCREP/17/157//TEST	ESTB-684	
Pending Match	Web	23276	Export	Single	Cancelled			ESTB-392	
Pending Match	Web	23275	Export	Single	Cancelled	3/109/110	105843/105844/105845	ESTB-392	
Pending Match	Web	23273	Export	Single	Cancelled	3/119/120	105854/105855/105856	ESTB-569	
Pending Match	Web	23267	Export	Single	Cancelled			ESTB-493	
Pending Match	Web	23265	Export	Single	Requested			ESTB-5082	
Pending Match	Web	23264	Export	Single	Endorsed	3/111/112	105846/105847/105848	ESTB-5082	
Pending Match	Web	23263	Export	Single	Approved	EA/16/Jul/00009/ A/9	DOCREP-16-July-00017	ESTB-5082	
Pending Match	Web	23262	Export	Single	Requested			ESTB-5082	
Pending Match	Web	23261	Export	Single	Requested			ESTB-5082	
Pending Match	Web	23260	Export	Single	Requested			ESTB-5082	
Pending Match	Web	23259	Export	Single	Approved	EA/16/Jun/00001/ A/1	DOCREP-16-June-00001	ESTB-5082	
Pending Match	Web	23258	Export	Single	Requested			ESTB-5082	
Pending Match	Web	23257	Export	Single	Cancelled			ESTB-5082	
Pending Match	Web	23232	Export	Single	Requested			ESTB-569	
Pending Match	Web	23225	Export	Single	Requested			ESTB-392	
Pending Match	Web	23224	Export	Single	Requested			ESTB-392	
Pending Match	Web	23216	Export	Single	Requested			ESTB-392	

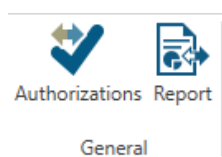
✓ [Request Date] >= '01/01/2016' And Contains([I2ES Match], 'Mat') ▼

### 4.2.2 I2ES Match Color












Color	Paper Required, Text in Color Field	Status
Green MATCH	No	Green is applied to export authorizations in <b>NDS</b> when the corresponding import authorization is available in <b>I2ES</b> . In this case, no paper submission is required by the Establishment.
Red NO MATCH	Yes	Red is applied to export authorizations in <b>NDS</b> when the corresponding import authorization is not available in <b>I2ES</b> . In this case, the Establishment must use a paper submission. Red also applies to authorizations that contain a precursor chemical or a non-controlled substance.
Yellow PENDING MATCH	Pending	Yellow means that automatic matching did not occur in the system and it is waiting for manual matching.
No Color	-	For import authorizations in <b>NDS</b> .

### 4.2.3 Buttons on the Import/Export List













When the Import/Export list is displayed, the **General** menu includes the **Authorizations** and **Report** buttons shown below.



The following buttons are also available.





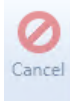


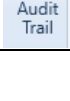
Buttons	Description
	Allows you to open the <b>Authorization List</b> view.
	To open the <b>Import / Export Report</b> .
	To refresh the current view.
	To create a new <b>Import Authorization</b> .
	To create a new <b>Export Authorization</b> .
	To save a new layout of the import and export screen and grid
	To restore the standard layout of the screen and grid
	To delete a saved layout
	To copy an existing import or export permit. When copy process is completed the new import or export will be set as requested.
	To export to <b>Excel</b> the information displayed on the grid.
	To see who created the record and the last user that modified the record.

#### 4.2.4 Edit Buttons

											
In Review	Approve	Endorse	Amend	Cancel	Delete	Save	Restore	Delete	PEN	Print	Audit
Actions						Layout			Export	Print	Audit



**Note:** These buttons are activated depending on the status of the authorization.

Buttons	Description
	To set an Import or Export to <b>In Review</b> . For more information, see <a href="#">Section 4.4.2 Import/Export as In Review</a> .
	To set an Import or Export to the <b>Approve</b> stage. For more information, see <a href="#">Section 4.4.3 Import/Export as Approved</a> .
	To amend an Import or Export. Action can be taken only during the <b>In Review</b> stage.
	To set an Import or Export to the <b>Endorse</b> stage. For more information, see <a href="#">Section 4.4.5 Import/Export as Endorsed</a> .
	To cancel an Import or Export authorization that is in the <b>Requested</b> , <b>In Review</b> , or <b>Approved</b> status.
	To generate the PEN XML file.
	To print the Import or Export Authorization.
	To see who created the record and who was the last user that modified the record.

#### 4.2.5 Source of an Import or Export

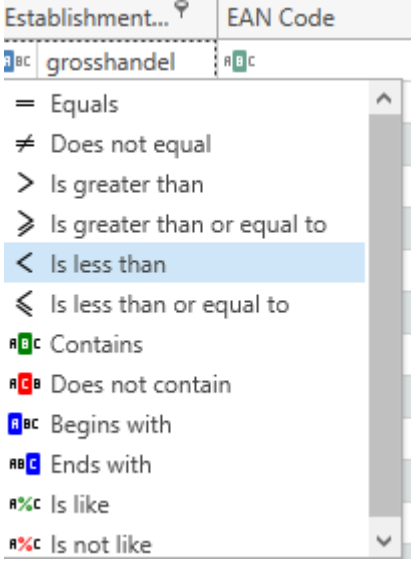
An Import or Export can be received from **NDSWEB** or manually generated.

### 3.3 Filter Options in NDS7

Filters provide a quick way to query data in **NDS7** when grids have different menus. On the grids in **System Administration** and **Masters**, you can select a column to filter and enter the information you want to retrieve from **NDS**, as shown in the image below.

Establishment Type				Establishment...				
ABC				= grosshande				
	Country	Code	Name	Establishment...	EAN Code	Street	City	State
T	ABC	ABC	ABC	= grosshande	ABC	ABC	ABC	ABC
	SWITZERLAND	ESTB-694	A.K.I. Pharma Ltd...	Grosshandel	7601001371484	Via al Fiume 7	Viganello	TI
	SLOVENIA	EST-Juni-17-84	ABC	Grosshandel	2342342SSADFA	ABC	TEST	
	SWITZERLAND	ESTB-294	Alpha Pharma GmbH...	Grosshandel	7601001363786	Baarerstrasse 10	Zug	ZG
	SWITZERLAND	ESTB-301	Anawa Trading S...	Grosshandel	7601001369092	Unterdorfstrasse...	Wangen	ZH
	SWITZERLAND	ESTB-308	B. T. Gen SA - Lu...	Grosshandel	7601001369947	Via Maggio 1C	Lugano	TI
	SWITZERLAND	ESTB-315	Binkert Pharma A...	Grosshandel	7601001029989	Poststrasse 4	Widnau	SG
	SWITZERLAND	ESTB-322	Biotrade AG (NIC...	Grosshandel	7601001049550	Eggstrasse 51	Oberägeri	ZG
	SWITZERLAND	ESTB-333	Cedric Rochat SA...	Grosshandel	7601001365230	En Chantemerle	Chigny	VD
	SWITZERLAND	ESTB-338	Chemo Healthcar...	Grosshandel	7601001364660	via Maggio 1c	Lugano	TI
	SWITZERLAND	ESTB-339	Chemo Iberica SA...	Grosshandel	7601001314887	Via Maggio 1C	Lugano	TI
	SWITZERLAND	ESTB-340	Chemo SA (nicht...	Grosshandel	7601001314870	Via Maggio 1C	Lugano	TI
	SWITZERLAND	ESTB-352	COOP Schweiz, Z...	Grosshandel	7601001370678	Gottesackerstrass...	Pratteln	BL
	SWITZERLAND	ESTB-353	Cordulan Vertrieb...	Grosshandel	7601001368606	Schützenmattwe...	Wohlen	AG
	SWITZERLAND	ESTB-356	DakoCytomation...	Grosshandel	7601001357228	Untermüli 7	Zug	ZG

The following options are also available for filters.

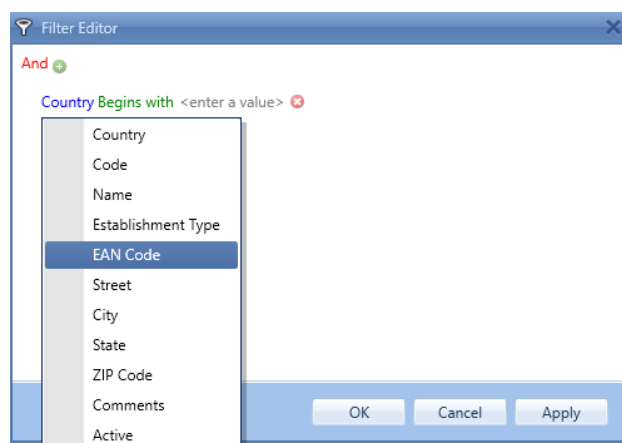
Filter options	Description
	Each column header contains a filter function where you can use various operators/logical expressions to define the type of search and retrieve the information desired.

#### 4.3.1 Filter Editor in NDS7


You can use the **Filter Editor** in all grids in **NDS7** to design filters to retrieve data.

Click the pen icon to load the **Filter Editor** in the bottom-right corner of each screen.



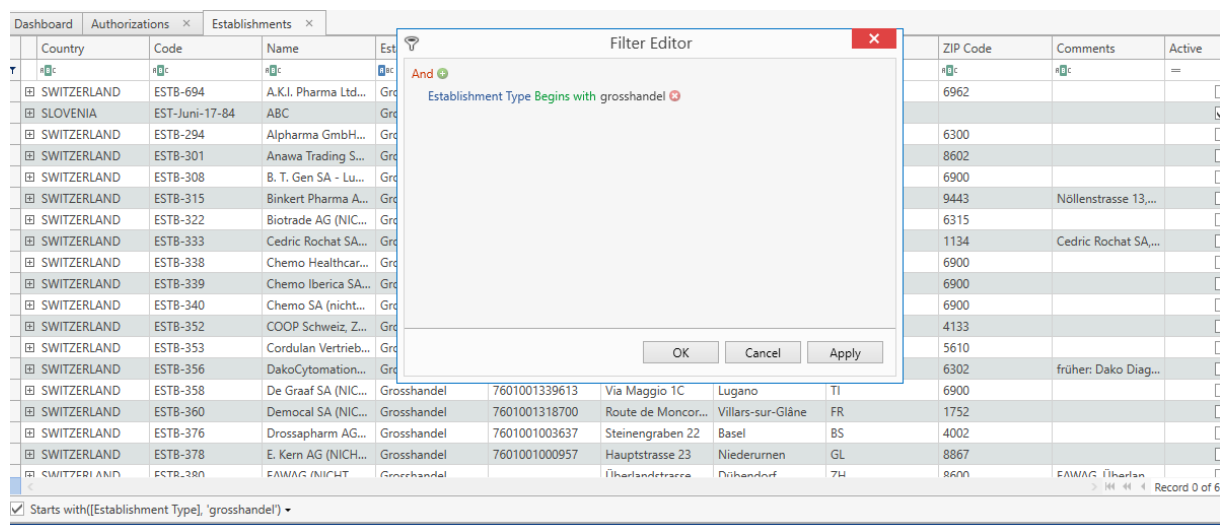


## Filter Parameters

The **Filter Editor** contains an **Add** button  that allows you to add filter parameters. Before adding parameters, select a set of logical operators that set the filter based on your needs to extract information.



After you define the parameters for the filter, click **Apply** for an overview of the filter. If the results are not as desired, you can rearrange the parameters. When you click **OK**, the **Filter Editor** is closed, the filter is applied, and the grid displays the results.



Country	Code	Name	Establishment Type	Address	City	Country Code	ZIP Code	Comments	Active
SWITZERLAND	ESTB-694	A.K.I. Pharma Ltd...	Gro						
SLOVENIA	EST-Juni-17-84	ABC	Gro						
SWITZERLAND	ESTB-294	Alpharma GmbH...	Gro						
SWITZERLAND	ESTB-301	Anawa Trading S...	Gro						
SWITZERLAND	ESTB-308	B. T. Gen SA - Lu...	Gro						
SWITZERLAND	ESTB-315	Binkert Pharma A...	Gro						
SWITZERLAND	ESTB-322	Biotrade AG (NIC...	Gro						
SWITZERLAND	ESTB-333	Cedric Rochat SA...	Gro						
SWITZERLAND	ESTB-338	Chemo Healthcar...	Gro						
SWITZERLAND	ESTB-339	Chemo Iberica SA...	Gro						
SWITZERLAND	ESTB-340	Chemo SA (nicht...	Gro						
SWITZERLAND	ESTB-352	COOP Schweiz, Z...	Gro						
SWITZERLAND	ESTB-353	Cordulan Vertrieb...	Gro						
SWITZERLAND	ESTB-356	DakoCytomation...	Gro						
SWITZERLAND	ESTB-358	De Graaf SA (NIC...	Grosshandel	7601001339613	Via Maggio 1C	Lugano	TI		
SWITZERLAND	ESTB-360	Democal SA (NIC...	Grosshandel	7601001318700	Route de Moncor...	Villars-sur-Glâne	FR		
SWITZERLAND	ESTB-376	Drossapharm AG...	Grosshandel	7601001003637	Steinengraben 22	Basel	BS		
SWITZERLAND	ESTB-378	E. Kern AG (NICH...	Grosshandel	7601001000957	Hauptstrasse 23	Niederurnen	GL		
SWITZERLAND	ESTB-380	EMMAG NICHT	Grosshandel		Überlandstrasse	Dikendorf	TH		

Starts with([Establishment Type], 'grosshandel')



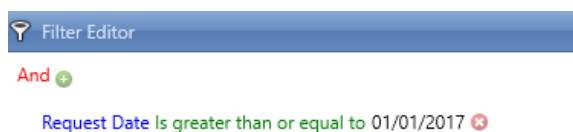
### 4.3.2 Filter Options for Import / Export and Licenses

The **NDS** database can store information for many years. The filters for Import/Export and Licenses are delimited by the date range defined by the end user.

In the *Import-Export Report*, you can use the parameters to define a filter since the grid is empty. First, define a date range to allow the system to perform more quickly during the retrieval and filtering of data.

If you require to search for data contained in a different date range, please define the new date range to be able to query and retrieve the desired data.

**Note:** NDS by default has set the filter to display current year data for Import/Export and Licenses. If the user sets and saves a new filter as the default one by using a new date range, then this one will be considered as default for the user.



For the *Import-Export Report*, you can drag and drop most of the columns to form groups based on the selected filter.

Dashboard Import/Export Report


Authorization Type

Source	Web Request Id	Subtype	Status	Authorization Number	Reference Number	Establishment Code	CA Internal Code
=	=	=	=	⌵	⌵	⌵	⌵
Authorization Type: Export							
Manual			Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	ESTB-477	
Manual			Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	ESTB-477	
Manual			Endorsed	EA/18/Jan/00040/ A/40	DOCREF/18/160//TEST	ESTB-279	
Manual			Endorsed	EA/17/Sep/00038/ A/38	DOCREF/17/154//TEST	ESTB-7888	
Manual			Endorsed	EA/17/Jul/00037/ A/37	DOCREF/17/145//TEST	ESTB-7888	
Manual			Endorsed	EA/17/Jul/00037/ A/37	DOCREF/17/145//TEST	ESTB-7888	
Manual			Endorsed	EA/17/Jul/00037/ A/37	DOCREF/17/145//TEST	ESTB-7888	
Manual			In Review	EST/0001/2017	DOCREF/17/140//TEST	ESTB-7675	
Manual			In Review	EST/0001/2017	DOCREF/17/140//TEST	ESTB-7675	
Manual			In Review	EST/0001/2017	DOCREF/17/140//TEST	ESTB-7675	
Manual			In Review	PSV/0002/2017	DOCREF/17/146//TEST	ESTB-7888	
Manual			In Review	PSV/0001/2017	DOCREF/17/136//TEST	ESTB-2288	
Manual			Endorsed	AUTH0000-	DOCREF-17-133--TEST	ESTB-7675	
Manual			Endorsed	Auth 123	DOCREF-17-134--TEST	ESTB-4325	
Manual			Endorsed	EA/17/Feb/00036/ A/36	DOCREF-17-129	ESTB-7675	

The report includes a summary of the total quantities requested, approved, and endorsed. The format of the grid reflects how you filter the information.

Dashboard Import/Export Report ×			
Authorization Type ▲	Establishment Code ▲		
Source	Web Request Id	Subtype	Establishment Name
▼	▼	▼	▼
▲ Authorization Type: Export			
▶ Establishment Code: ESTB-2288			
▶ Establishment Code: ESTB-279			
▶ Establishment Code: ESTB-4325			
▶ Establishment Code: ESTB-477			
▶ Establishment Code: ESTB-7674			
▶ Establishment Code: ESTB-7675			
▶ Establishment Code: ESTB-7888			
▲ Authorization Type: Import			
▶ Establishment Code: ESTB-2288			

Click the **Excel** key to export all information in the grids to **Excel**.




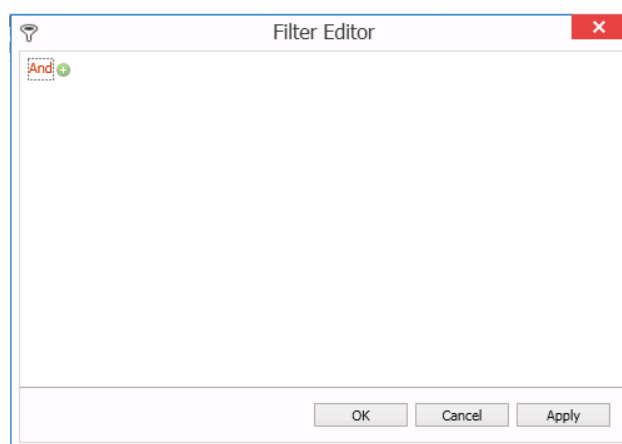
File	Home	Insert	Page Layout	Formulas	Data	Review	View	Tell me what you want to do
Paste	Calibri 11	B I U	Font	Alignment	Number	Conditional Formatting	Format as Table	Cell Styles
Clipboard	Font	Alignment	Number	Styles	Cells	Editing		
A1	Source	Web Request	Subtype	Establishment Name	Status	Authorization Number	Reference Number	CA Ir
1	Source	Web Request	Subtype	Establishment Name	Status	Authorization Number	Reference Number	CA Ir
2	Authorization Type: Export							
3	Establishment Code: ESTB-2288							
4	Manual			Abbott Products Operations AG (NICHT	In Review	PSY/0001/2017	DOCREF/17/136//TEST	
5	Manual			Abbott Products Operations AG (NICHT	In Review	EA/17/Jan/00031/ A/31	DOCREF-17-115	
6								
7	Establishment Code: ESTB-279							
8	Manual			Abbott AG (NICHT MEHR VERWENDEN!	Endorsed	EA/18/Jan/00040/ A/40	DOCREF/18/160//TEST	
9								
10	Establishment Code: ESTB-4325							
11	Manual			(Eawag) Swiss Federal Institute of Aqu	Endorsed	Auth 123	DOCREF-17-134--TEST	
12	Manual			(Eawag) Swiss Federal Institute of Aqu	Endorsed	EA/17/Feb/00035/ A/35	DOCREF-17-121	
13	Manual			(Eawag) Swiss Federal Institute of Aqu	Endorsed	EA/17/Jan/00033/ A/33	DOCREF-17-117	
14	Manual			(Eawag) Swiss Federal Institute of Aqu	Endorsed	EA/17/Jan/00030/ A/30	DOCREF-17-114	
15	Manual			(Eawag) Swiss Federal Institute of Aqu	Endorsed	EA/17/Jan/00029/ A/29	DOCREF-17-112	
16	Manual			(Eawag) Swiss Federal Institute of Aqu	In Review	EA/17/Jan/00028/ A/28	DOCREF-17-111	
17								
18	Establishment Code: ESTB-477							
19	Manual			Acino Pharma AG	Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	
20	Manual			Acino Pharma AG	Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	

## 3.4 Profiles (Queries)

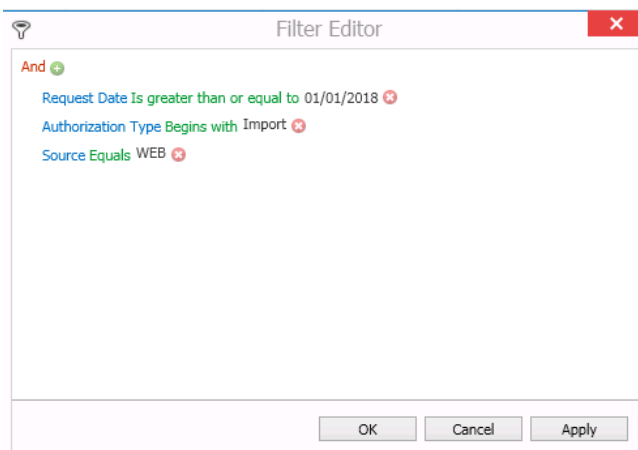
NDS7 system offers you extensive search capabilities in all its Forms. You can narrow down your search by selecting specific criteria in its Filter editors. The queries are based on logical operators for matching attributes. Each query is a combination of overall operators (AND, OR) attributes, conditions and matching values.

### 3.4.1 Create a query

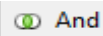

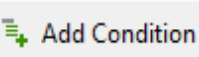

1. To invoke the Filter Editor on any of the forms in NDS7, click on the  icon in the Taskbar. It opens the **Filter Editor** screen.

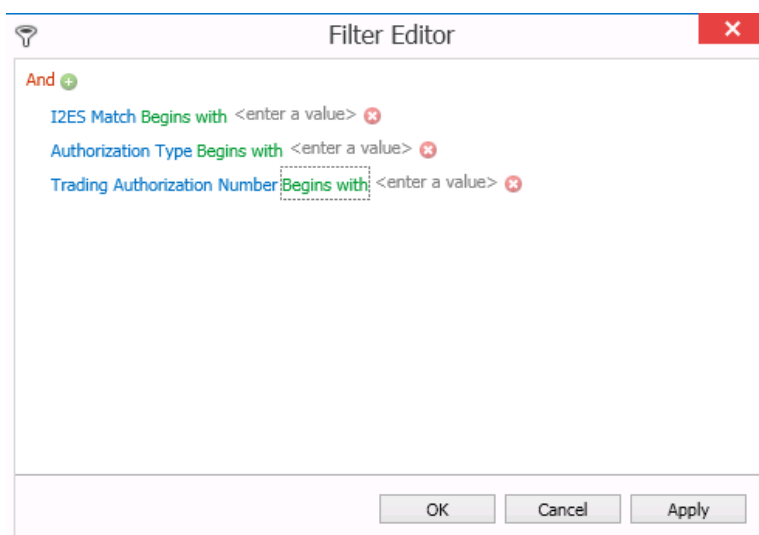


2. Create your own query based on the provided attributes, operators and content on the given Form in which the filter editor has been invoked



### 3. Define the query as follows:

- i. Click on the 'And' operator to select one of the following options which will apply to all underlying conditions.
- ii.  All conditions need to be met in order to return a result
- iii.  Any of the conditions needs to be met in order to return a result
- iv.  creates a new condition under the selected operator (AND, OR)
- v.  creates a new sub-query and allows setting a separate operator
- vi. For every condition in this query category, click on the Add icon (+). A dummy condition with three parts (attribute, condition, value) is appended.



The image shows a 'Filter Editor' dialog box. At the top, it says 'And' with a green plus icon. Below this, there are three conditions listed, each with a red 'x' icon to its right: 'I2ES Match Begins with <enter a value>', 'Authorization Type Begins with <enter a value>', and 'Trading Authorization Number Begins with <enter a value>'. The 'Begins with' text in the third condition is highlighted with a dashed box. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Apply'.

- vii. Click on the attribute name and select the desired attribute to filter by (e.g. Authorization Type, Source, Request Date...)
- viii. Click on the operation and select an appropriate one (equals, is between...)
- ix. Click on the value field and enter the value you want to filter by
- x. A textual representation of the query is displayed at the bottom-right corner of the screen

☒ [Request Date] >= '01/01/2018' And Starts with([Authorization Type], 'Import') And [Source] = 'WEB' ▾

- xi. After selecting the filter criteria for your new query, click on the **Apply** button on

the Filter Editor to save the query

- xii. The grid is filtered according to the criteria set in the Filter Editor

I2ES Match	Exported to I2ES	Source	Web Request Id	Authorization...	Subtype	Status	Authorization Number	Reference Number	Establishment
	<input type="checkbox"/>	Web	23299	Import	Single	Requested			ESTB
	<input type="checkbox"/>	Web	23297	Import	Single	Requested			ESTB
	<input type="checkbox"/>	Web	23296	Import	Single	Approved	IMP/67/2018	DOCREP/18/205//TEST	ESTB
	<input type="checkbox"/>	Web	23295	Import	Single	Cancelled	IMP/65/2018	DOCREP/18/203//TEST	ESTB
	<input type="checkbox"/>	Web	23294	Import	General	Cancelled	IMP/62/2018	DOCREP/18/196//TEST	ESTB
	<input type="checkbox"/>	Web	23293	Import	Single	Cancelled	IMP/61/2018	DOCREP/18/195//TEST	ESTB
	<input type="checkbox"/>	Web	23292	Import	General	Cancelled	IMP/60/2018	DOCREP/18/194//TEST	ESTB
	<input type="checkbox"/>	Web	23291	Import	Single	Cancelled	IMP/59/2018	DOCREP/18/193//TEST	ESTB
	<input type="checkbox"/>	Web	23290	Import	Single	Cancelled			ESTB
	<input type="checkbox"/>	Web	23289	Import	Single	Cancelled			ESTB

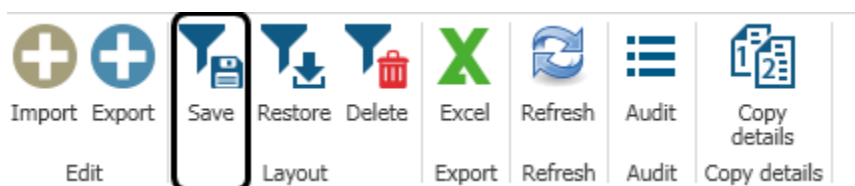
- xiii. To clear the criteria within the Filter Editor, click on the **Cancel** button or click on icon in the Taskbar

### 7.5.1 Edit a query

- To edit an existing query, invoke the Filter Editor
- Edit the metadata and the query syntax as described above (use the “Remove” icon to delete a condition).
- Save the new query by clicking on OK

### 7.8.3 Save a query

- To save the “query” click on the SAVE icon on the Toolbar



- It opens a “Select a Layout Profile” window

- Click on the drop-down arrow in the Layout Field to select an existing profile that already exists or create a new Profile

Name	Is Default
ABC	<input checked="" type="checkbox"/>
Requested from 2017	<input type="checkbox"/>
Requested from 2018	<input type="checkbox"/>

- Enter a meaningful name in the Layout field and hit OK.



7. The next time you click on the **Restore** icon on the toolbar, the drop-down menu of the Layout field will show the new Profile name that has been added

Name	Is Default
BC	<input checked="" type="checkbox"/>
Requested from 2017	<input type="checkbox"/>
Requested from 2018	<input type="checkbox"/>
web authorizations	<input type="checkbox"/>

Record 1 of 4

Clear

8. To ensure that the Form opens to the same layout every time you login to the application, select the **Default** checkbox next to the Profile Name

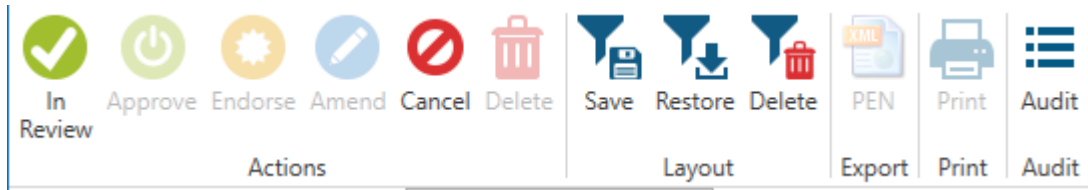
Layout: web authorizations

Is Default: ☒

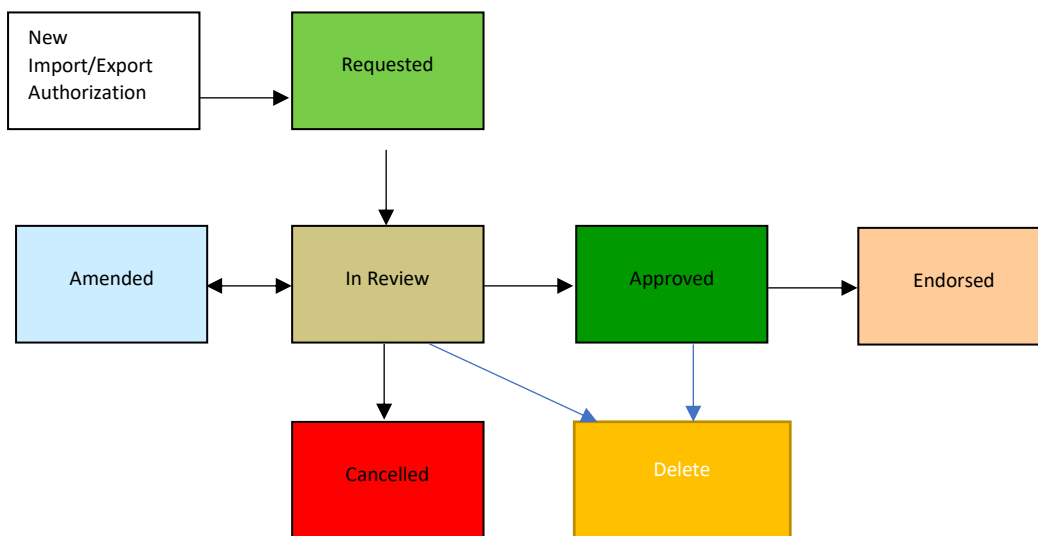
OK Cancel

## 4.4 Import/Export Flow in NDS7

When an import or export is received from the web or created in **NDS7**, the status of the authorization is set to **Requested**. Use the **Edit** buttons to set the authorization to **In Review** or **Cancel**. See [Section 4.2.4 Edit Buttons](#).

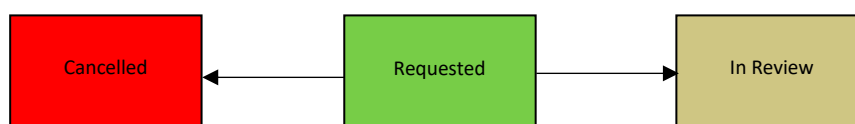


The diagram below shows the flow of the **New Import Export Authorization** in **NDS7**.



#### 4.4.1 Import/Export as Requested

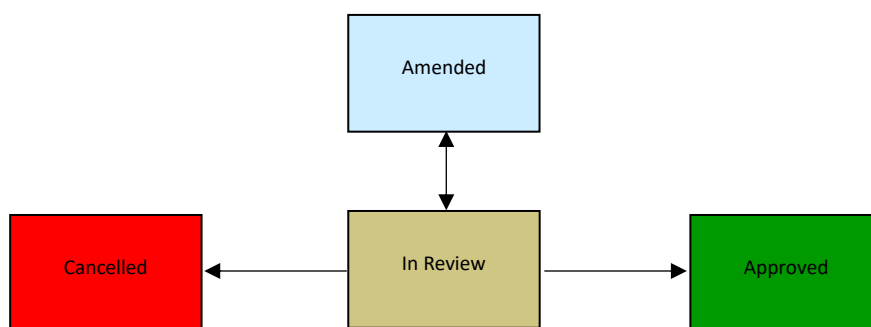
When an import or export is received from the web or created in **NDS7**, the status of the authorization is set to **Requested**. You can use the **Edit** buttons to set the authorization to **In Review** or to **Cancel**. See [Section 4.2.4 Edit Buttons](#).





#### 4.4.2 Import/Export as In Review

When an import or export authorization is set to **In Review**, you can use the **Edit** buttons to amend it, approve it, or cancel it. See [Section 4.2.4 Edit Buttons](#).



#### 4.4.3 Import / Export as Approved

When an import or export authorization is approved, you can use the **Edit** buttons to endorse it or cancel it. See [Section 4.2.4 Edit Buttons](#).



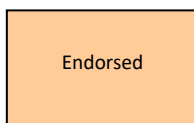
#### 4.4.4 Import/Export as Cancelled

When an import or export authorization is cancelled, the status cannot be changed. It will remain in the system for enquiry in the future.



#### 4.4.5 Import/Export as Endorsed

As a final stage of the import and export in **NDS7**, an authorization can be endorsed.



#### 4.4.6 Amend button in Import and Export

The Amend button is active when the authorization is In Review, Approve and Endorse status and allows you to update non-key fields in the authorization.

The fields that are editable during on each stage are:

- **In Review**
  - Transport details
  - Common fields: Signature, Authorization invoice, Blocked from I2ES, Itinerary and notes
  - CA Attachments
  - Additional Establishments
  - Remarks
- **Approved**
  - Transport details
  - Common fields: Signature, Authorization invoice, Blocked from I2ES, Itinerary and notes
  - CA Attachments
  - Additional Establishments
  - Remarks

**Note:** When the setting `ALLOW_EDIT_AUTH_REV_APR` is set to Yes(Y) and the authorization is blocked from I2ES upload then the system allows the user to edit and amend the change on substances and preparation tabs.

- **Endorse**
  - CA Attachments

#### 4.4.7 Delete button in Import and Export


The Delete button is available when the setting **ALLOW\_EDIT\_AUTH\_REV\_APR** is set to Yes(Y) and the authorization is blocked from I2ES upload.

The button feature will be active for the authorizations in status In Review and Approved.

**Note:** As soon as an approved authorization has been transferred to I2ES this cannot be deleted from the NDS system.

## 4.5 Manual Creation of an Import Authorization

A separate **Import Authorization** is required for each import whether it consists of one or more substances or/and **preparations** containing such substances.

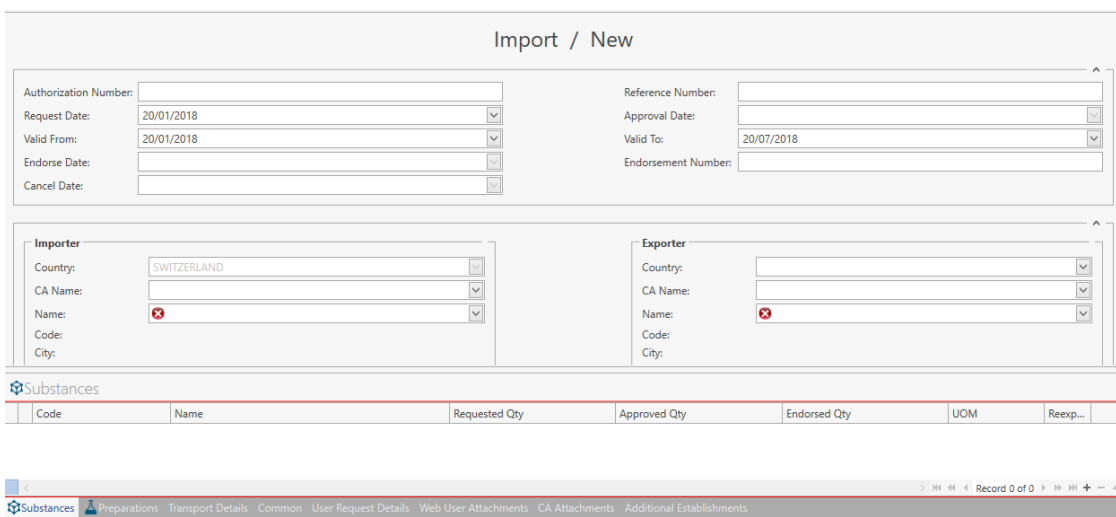
To create a new **Import Authorization**, click the  icon on the **General** menu in the **Import/Export** section.

### 4.5.1 Import Authorization

A company requests an **Import Authorization** for narcotic, psychotropic, or a precursor. The **Competent Authority** enters the related information in the **NDS7 Import Authorization Form** displayed in the screen.

For more information on **Import/ Export Authorizations**, see **Section 4.4 Import/Export Flow**. NDS7 displays the status shown below at the top of the authorization form.

#### IMPORT / NEW




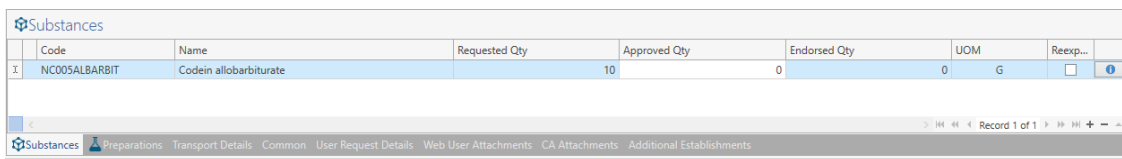
The screenshot shows the 'Import / New' form in the NDS7 system. The form is divided into several sections:

- Authorization Number:** A text field for the authorization number.
- Request Date:** A date field set to 20/01/2018.
- Valid From:** A date field set to 20/01/2018.
- Endorse Date:** A date field.
- Cancel Date:** A date field.
- Reference Number:** A text field.
- Approval Date:** A date field.
- Valid To:** A date field set to 20/07/2018.
- Endorsement Number:** A text field.
- Importer:** A section with fields for Country (SWITZERLAND), CA Name, Name, Code, and City.
- Exporter:** A section with fields for Country, CA Name, Name, Code, and City.
- Substances:** A table with columns: Code, Name, Requested Qty, Approved Qty, Endorsed Qty, UOM, and Reexp... The table is currently empty.

At the bottom of the form, there is a navigation bar with tabs: Substances, Preparations, Transport Details, Common, User Request Details, Web User Attachments, CA Attachments, and Additional Establishments. The 'Substances' tab is currently selected.

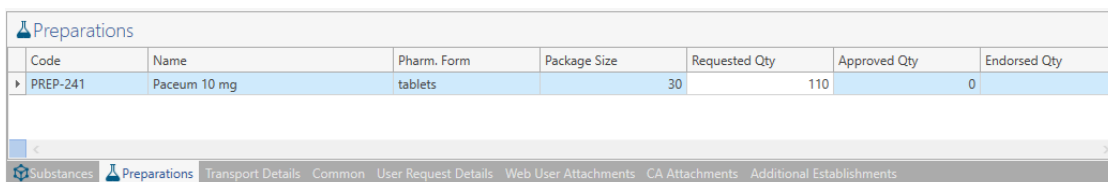
1. Complete the mandatory fields in the sub-sections: **Authorization Number**, **Importer**, **Exporter** and **Substances**, and/or **Preparations Details**

- In the **Substances Details** sub-form, click  (add symbol located in the navigation bar at the right bottom of this section) to open up a **Substances Content** pop-up.
- Complete the mandatory fields: **Substance Code**, **Name** and the **Quantity Requested**





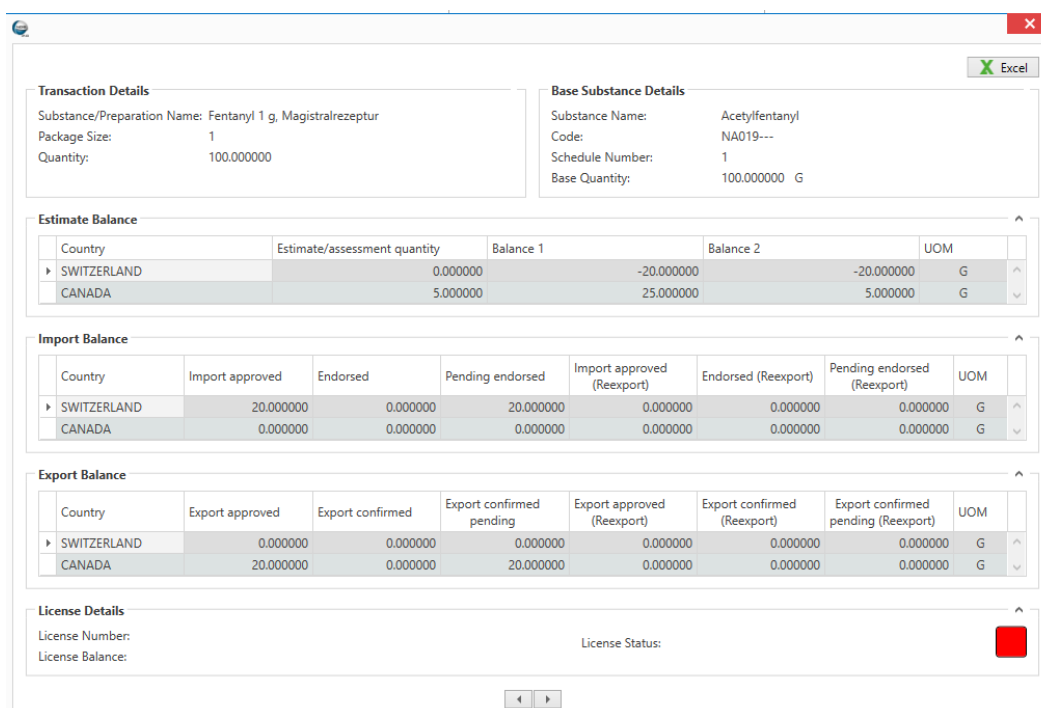
Code	Name	Requested Qty	Approved Qty	Endorsed Qty	UOM	Reexp...
NC005ALBARBIT	Codein allobarbiturate	10	0	0	G	<input type="checkbox"/>

- In the **Preparation Details** sub-form, complete the mandatory fields: **Preparation Name** and the **Requested Quantity**



Code	Name	Pharm. Form	Package Size	Requested Qty	Approved Qty	Endorsed Qty
PREP-241	Paceum 10 mg	tablets	30	110	0	

- If the substance/preparation is destined for re-export, click the check box. 
- To see the details of that substance/preparation, click . A pop-up window with a complete overview of the **Transaction Details** and **Base Substance Details** is displayed.



**Transaction Details**  
Substance/Preparation Name: Fentanyl 1 g, Magistralrezeptur  
Package Size: 1  
Quantity: 100.000000

**Base Substance Details**  
Substance Name: Acetyl fentanyl  
Code: NA019---  
Schedule Number: 1  
Base Quantity: 100.000000 G

**Estimate Balance**

Country	Estimate/assessment quantity	Balance 1	Balance 2	UOM
SWITZERLAND	0.000000	-20.000000	-20.000000	G
CANADA	5.000000	25.000000	5.000000	G

**Import Balance**

Country	Import approved	Endorsed	Pending endorsed	Import approved (Reexport)	Endorsed (Reexport)	Pending endorsed (Reexport)	UOM
SWITZERLAND	20.000000	0.000000	20.000000	0.000000	0.000000	0.000000	G
CANADA	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	G

**Export Balance**

Country	Export approved	Export confirmed	Export confirmed pending	Export approved (Reexport)	Export confirmed (Reexport)	Export confirmed pending (Reexport)	UOM
SWITZERLAND	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	G
CANADA	20.000000	0.000000	20.000000	0.000000	0.000000	0.000000	G

**License Details**  
License Number:  
License Balance:

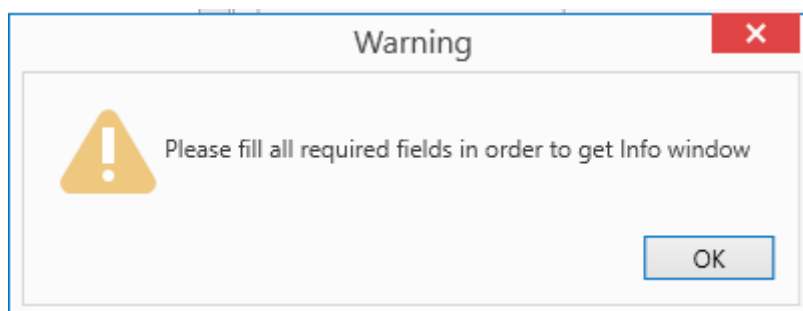
This info button in the new release 7.1.13 has the functionality to display the schedule number of the base substance as well as to navigate to the different substances contained in a preparation in an the import or export transaction.



**Note:** Mandatory fields that have not been completed are marked in red with a X icon. It is important to fill out these fields in order to activate the necessary active button related to the Import and export workflow.



Also, the system throws warning messages to inform you that the mandatory fields are required to be filled. The image below is an example when the user clicks on the Info button in the import and export form.



## 4.6 Manual Creation of an Export Authorization

A separate **Export Authorization** is needed for each export whether it consists of one or more substances or/and preparations containing such substances.

To create an **Export Authorization**, click the  icon on the **General** menu in the **Import/Export** section.

### 4.6.1 Export Authorization


A company requests an **Export Authorization** for narcotic, psychotropic, or a precursor. The **Competent Authority** enters the information into the online **NDS7 Export Authorization** form.

For more information on **Import / Export Authorization**, see [Section 4.4 Import / Export Flow in NDS7](#). NDS7 displays the status shown below at the top of the authorization form.

EXPORT / NEW

1. Enter all the mandatory fields under the different sub-sections: **Authorization Number**, **Importer**, **Exporter** and **Substances** and/or **Preparations Details**.



- In the **Substances Details** sub-form, click  to display a **Substances Content** pop-up.
- Enter all the mandatory fields: **Substance Name**, **Code**, **Requested Qty**, etc.

**Substances**

Code	Name	Requested Qty	Approved Qty	Endorsed Qty	UOM	Reexp...
NC005ALBARBIT	Codein allobarbiturate	10	0	0	G	<input type="checkbox"/>

Record 1 of 1



**Substances** | Preparations | Transport Details | Common | User Request Details | Web User Attachments | CA Attachments | Additional Establishments

---

**Preparations**

Code	Name	Pharm. Form	Package Size	Requested Qty	Approved Qty	Endorsed Qty
PREP-241	Paceum 10 mg	tablets	30	110	0	

**Substances** | **Preparations** | Transport Details | Common | User Request Details | Web User Attachments | CA Attachments | Additional Establishments

- If the substance/preparation is destined for re-export, click the check-box indicated by the symbol .
- To see details of that substance/preparation, click .
- A pop-up window with a complete overview of the **Transaction Details** and **Base Substance Details** is displayed.

**Transaction Details**

Substance/Preparation Name: ALLEGRA D - CLOR PSEUDOEDEFDRINA 180 MG + 240 M  
 Package Size: 1  
 Quantity: 800,000.000000

**Base Substance Details**

Substance Name: Pseudoephedrine  
 Code: CP006---  
 Base Quantity: 157,440000 KG


**Estimate Balance**


Country	Estimate/assessment quantity	Balance 1	Balance 2	UOM
BRASIL	0.000000	-30999.362848	-31148.441800	KG
FRANÇA	0.000000	2389.462944	0.000000	KG

**Import Balance**

**Export Balance**

**License Balance**

License Number:   
 License Balance:   
 License Status: 

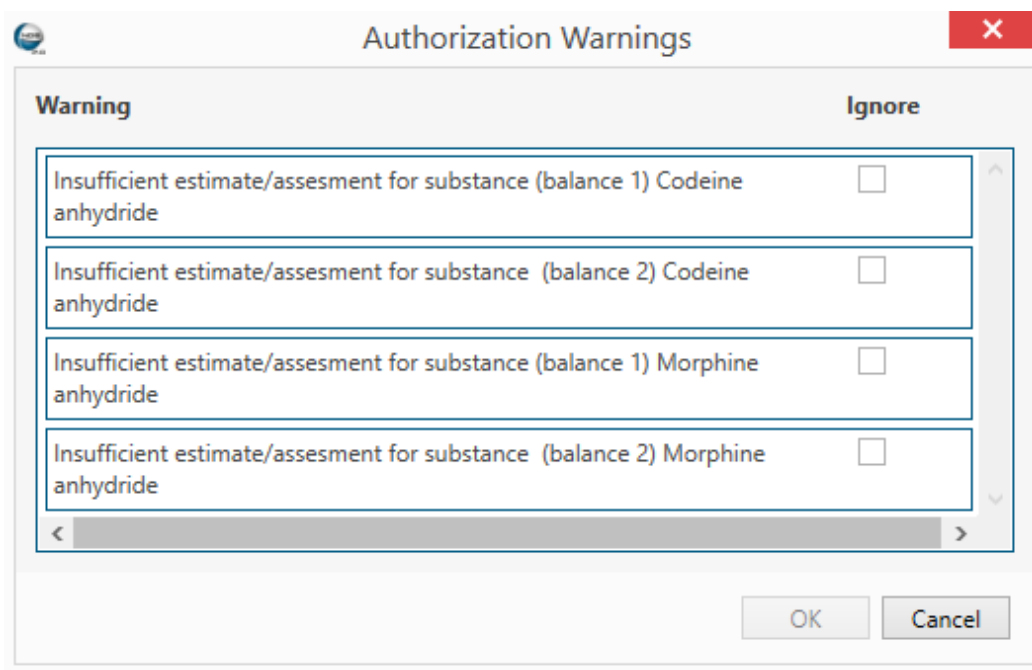


The Information pop-up window also has also a new option to export to excel the information displayed on the screen.



## Import/Export Warnings

When you set in review and to approve an authorization, **NDS7** performs checks. If NDS7 cannot validate all the information, the **Authorization Warning** window shown below is displayed listing the warnings. If you want to ignore the warnings, click the check box under the **Ignore** label and click the **OK** button.



Warning	Ignore
Insufficient estimate/assesment for substance (balance 1) Codeine anhydride	<input type="checkbox"/>
Insufficient estimate/assesment for substance (balance 2) Codeine anhydride	<input type="checkbox"/>
Insufficient estimate/assesment for substance (balance 1) Morphine anhydride	<input type="checkbox"/>
Insufficient estimate/assesment for substance (balance 2) Morphine anhydride	<input type="checkbox"/>

OK Cancel

For tracking license quantity check chapter 10.3



## Warning

## Ignore

License not available for substance Acetylfentanyl	<input type="checkbox"/>
License not available for substance Acrylfentanyl	<input type="checkbox"/>
License not available for substance Butyrfentanyl	<input type="checkbox"/>
License not available for substance Fentanyl	<input type="checkbox"/>
License not available for substance Furanylfentanyl	<input type="checkbox"/>

## 4.7 Info Button in an Import/Export Authorization

This screen displays information about the substance or preparation in the *Import* or *Export Authorization*. NDS7 shows information from NDS as well as up-to-date data from I2ES.

The information is divided into the following sections:

**Transaction Details** shows the quantity value entered in the transaction.

**Base Substance Details** converts the quantity entered in the transaction to the base substance quantity.

**Estimate Balance** shows the total Estimate/assessment quantities for the domestic and trading country and information on **Balance 1** and **Balance 2**. For more detail on balance calculations, see **Sections** [4.7.1](#), [4.7.2](#), and [4.7.3](#).

**Import Balance** shows information for the domestic and trading country on Import Approved, Endorsed, pending endorsed as well as information that shows if the base substance was marked for re-export.

**Export Balance** shows information for the domestic and trading country on Export Approved, Export confirmed, pending confirmations as well as information when the base substance was marked for re-export.

**License Balance** shows the current license status and the license balance for the domestic establishment.





**Transaction Details**

Substance/Preparation Name: ALLEGRA D - CLOR PSEUDOEDEFDRINA 180 MG + 240 M  
 Package Size: 1  
 Quantity: 800,000.000000

**Base Substance Details**

Substance Name: Pseudoephedrine  
 Code: CP006---  
 Base Quantity: 157.440000 KG

**Estimate Balance**

Country	Estimate/assessment quantity	Balance 1	Balance 2	UOM
BRASIL	0.000000	-30999.362848	-31148.441800	KG
FRANÇA	0.000000	2389.462944	0.000000	KG

**Import Balance**

**Export Balance**

**License Balance**

License Number:   
 License Balance:   
 License Status: ■

### 4.7.1 Import Calculations

Calculation of the data is like that in **I2ES**. In this new information screen, there is a **Balance 2** with information from **I2ES** which is calculated as follows:

**Balance 2** = *Estimate -(Import Authorized / Endorsed, without re-export)*

**Warning: If Balance 2 becomes negative**

### 4.7.2 Export Calculations

For each export, **NDS** calculations are based on the scheduled sync job data from **I2ES** and **NDS** exports data from Switzerland. Imports from Switzerland are calculated from **NDS**. All other imports are taken from **I2ES**.

**Warning: If Balance 2 becomes negative**


### 4.7.3 Calculations For Balance 1 and 2 in the Info Screen

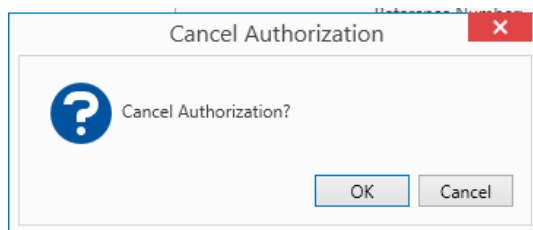
Calculation of **Balance 1** and **2** is as follows:

**Balance 1:** = *Estimate -(Import Authorized / Endorsed, without re-export) + Export Authorized / Confirmed*

**Balance 2:** = *Estimate -(Import Authorized / Endorsed, without re-export)*

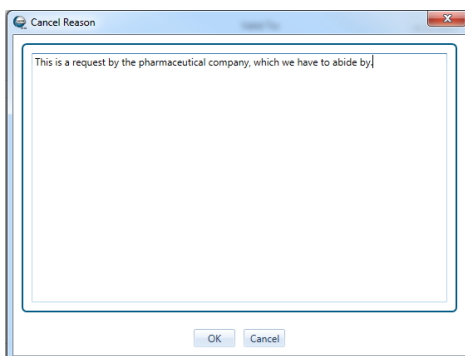
### 3.8 Cancel an Import / Export Authorization

1. An Authorization can be cancelled in the **Requested**, **In Review**, and **Approved** stages.
2. To cancel an *Import* or an *Export Authorization*, click the  **Cancel** button in the **Actions** menu.
3. Confirm the **Cancel Authorization** warning.



4. Make sure you have entered the date of cancellation.

**Note:** Enter a reason for the cancellation for a Requested Authorization,



5. When an import or an export has been cancelled, the system shows its status at the top of the **Authorization Form** or in the **Authorization List** and **Import/Export Report**.

EXPORT / CANCELLED

## 4.9 Import/Export Report View in NDS7



To generate Import/Export reports, click the **Report** icon in the **Import/Export** menu.

The **Import/Export Report** provides a more complete view of authorizations in NDS7. For example, you can view the details of the transaction such as the substance or preparation contained, the dates related to a specific authorization, the requested, approval and endorsed quantities, etc.

This grid is empty when this screen is opened. To retrieve data, set a filter based on a range of dates. For more information, refer to **Section 4.3.2: [Filter Options for Import / Export and Licenses](#)**.

Dashboard Import/Export Report ×									
Drag a column header here to group by that column									
Source	Web Request Id	Authorization Type	Subtype	Status	Authorization Number	Reference Number	Establishment Code	CA Internal Code	
Web	23286	Import	Single	Approved	IMP/47/2018	DOCREF/18/163//TEST	ESTB-684		
Manual		Import		Approved	IMP/46/2018	DOCREF/18/162//TEST	ESTB-310		
Manual		Export		Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	ESTB-477		
Manual		Export		Approved	EA/18/Jan/00041/ A/41	DOCREF/18/161//TEST	ESTB-477		
Manual		Import		Approved	IMP/45/2018	DOCREF/18/159//TEST	ESTB-4325		
Manual		Export		Endorsed	EA/18/Jan/00040/ A/40	DOCREF/18/160//TEST	ESTB-279		
Manual		Import		Cancelled	IMP/44/2017	DOCREF/17/158//TEST	ESTB-7675		
Manual		Import		Cancelled	IMP/44/2017	DOCREF/17/158//TEST	ESTB-7675		
Manual		Import		In Review	IMP/43/2017	DOCREF/17/156//TEST	ESTB-7675		
Web	23285	Import	Single	In Review	IMP/42/2017	DOCREF/17/155//TEST	ESTB-684		
Web	23284	Import	Single	Endorsed	IMP/40/2017	DOCREF/17/152//TEST	ESTB-684		
Manual		Import		Approved	IMP/39/2017	DOCREF/17/151//TEST	ESTB-7888		
Manual		Export		Endorsed	EA/17/Sep/00038/ A/38	DOCREF/17/154//TEST	ESTB-7888		
Manual		Import		Approved	IMP/38/2017	DOCREF/17/150//TEST	ESTB-7410		
Web	23283	Import Precursors	General	Endorsed	IMP/41/2017	DOCREF/17/153//TEST	ESTB-4325		
Manual		Import	Single	Endorsed	IMP/37/2017	DOCREF/17/149//TEST	ESTB-684		
Manual		Import	Single	Endorsed	IMP/37/2017	DOCREF/17/149//TEST	ESTB-684		

### 4.9.1 Grids in NDS7

Import/Export reports are presented in the grids. These grids are the default way of presenting and formatting data such as report results.

**Navigating:** Browse the displayed data. See



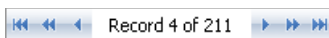
[\*Navigate\*](#) Through Grids below.







**Customizing columns:** Change the order of the columns in the grid; select which columns to display and which to hide or create hierarchical views through data grouping. See [\*Customizing Grid Columns\*](#) below.

**Filtering:** Filter the visible content according to the desired criteria. See **Section 4.3** [\*Filter Options\*](#).

## Navigate Through Grids

If a grid contains more data than the screen can display, use the navigation footer shown below to leaf through the data sets.



1. Click  or  to go to the previous or next data record.
2. Click  or  to switch to the previous or next page of records.
3. Click  or  to jump to the first or last entry in the grid

## Customizing Grid Columns

While **NDS7** presents grids in a user-friendly way, you can modify the view to suit your needs, as shown below.

### Adjusting Column Width

To change the width of columns:

1. Grab a column separator with the mouse and drag it to the left or right to make the column wider or narrower.
2. Double-click a column separator to apply the optimum width to the column to the left of it. The optimum width makes the longest entry in the column just about visible.

### Move Columns

To move a column from one position to another in succession, grab the column header with the mouse pointer, drag it into its new position and drop it there.



## 4.10 Concentrate of Poppy Straw (CPS): Import/Export Transactions

### 4.10.1 Concentrate of Poppy Straw (CPS) Codes for Estimates

For Estimates, **NDS** uses the following codes to provide the corresponding match for reporting.

Code	Substance
NX010---	AMA (CPS total anhydrous morphine alkaloid)
NX030---	ATA (CPS total anhydrous thebaine alkaloid)
NX040---	AOA (CPS total anhydrous oripavine alkaloid)
NX020---	ACA (CPS total anhydrous codeine alkaloid)

**Note:** Codes **NX010**, **NX020**, **NX030**, and **NX040** cannot be used to request *Import* and *Export Permits*. These codes are only to provide the corresponding matches for **INCB** tracking and reporting in **NDS**.

### 4.10.2 Concentrate of Poppy Straw (CPS) codes for requesting import and export permits

To request an *Import* or *Export Permit* that contains concentrate of poppy straw, use the following codes **NC020**, **NC030**, **NC040**, and **NC050** and its alkaloids.

Please see the following figures that describe each CPS coding.

#### NC020--- Conc. of Poppy Straw (M) GW

→	NC021--- CONC.OF POPPY STRAW (M) AMA
→	NC022--- CONC.OF POPPY STRAW (M) ACA
→	NC023--- CONC.OF POPPY STRAW (M) ATA
→	NC024--- CONC.OF POPPY STRAW (M) AOA

**NX010---**  
**AMA (CPS anhydrous morphine alkaloid)**

#### NC030--- CONC.OF POPPY STRAW (T) GW

→	NC031--- CONC.OF POPPY STRAW (T) ATA
→	NC032--- CONC.OF POPPY STRAW (T) AMA
→	NC033--- CONC.OF POPPY STRAW (T) AOA
→	NC034--- CONC.OF POPPY STRAW (T) ACA

**NX030---**  
**ATA (CPS total anhydrous thebaine alkaloid)**

#### NC040--- CONC.OF POPPY STRAW (O) GW

- NC041--- CONC.OF POPPY STRAW (O) AOA
- NC042--- CONC.OF POPPY STRAW (O) AMA
- NC043--- CONC.OF POPPY STRAW (O) ATA
- NC044--- CONC.OF POPPY STRAW (O) ACA

**NX040---**  
**AOA (CPS total**  
**anhydrous oripavine**  
**alkaloid)**

#### NC050--- CONC.OF POPPY STRAW (C) GW

- NC051--- CONC.OF POPPY STRAW (C) ACA
- NC052--- CONC.OF POPPY STRAW (C) AMA
- NC053--- CONC.OF POPPY STRAW (C) ATA
- NC054--- CONC.OF POPPY STRAW (C) ACA

**NX020---**  
**ACA (CPS total**  
**anhydrous codeine**  
**alkaloid)**

### 4.10.3 Use of Conc. of Poppy Straw (CPS) on Import and Export Request Module

#### 4.10.3.1 How to Use CPS to Request an Import or Export Permit

Substances							
Code	Name	Requested Qty	Approved Qty	Endorsed Qty	UOM	Reexp...	
I NC050---	Conc. of poppy straw (C) GW	100	0	0	KG	<input type="checkbox"/>	<input type="button" value="0"/>
Alkaloid Code	Alkaloid Name	Requested Qty	Approved Qty	Endorsed Qty	UOM		
I NC051---	Conc. of poppy straw (C) ACA	10	0	0	KG	<input type="button" value="0"/>	<input type="button" value="0"/>
NC052---	Conc. of poppy straw (C) AMA	1	0	0	KG	<input type="button" value="0"/>	<input type="button" value="0"/>
NC054---	Conc. of poppy straw (C) AOA	0	0	0	KG	<input type="button" value="0"/>	<input type="button" value="0"/>
NC053---	Conc. of poppy straw (C) ATA	0	0	0	KG	<input type="button" value="0"/>	<input type="button" value="0"/>

**NDS7** presents a new way to introduce information on the **Concentrate of Poppy Straw** on any **Import** or **Export Request**. Enter the gross weight of the **CPS** substance and click the

Code	Name
> <input type="button" value="+"/> NC030---	CONC.OF

symbol to display the alkaloids. Enter the quantities for import and export.

Code	Name	
NC050---	Conc. of poppy straw (C) GW	
Alkaloid Code	Alkaloid Name	Request
NC051---	Conc. of poppy straw (C) ACA	
NC052---	Conc. of poppy straw (C) AMA	
NC054---	Conc. of poppy straw (C) AOA	
NC053---	Conc. of poppy straw (C) ATA	




If you want to request an *Import* or *Export Permit*, that contains a **Concentrate of Poppy Straw (CPS)**, use the substance that specifies the gross weight and its alkaloid as mandatory.

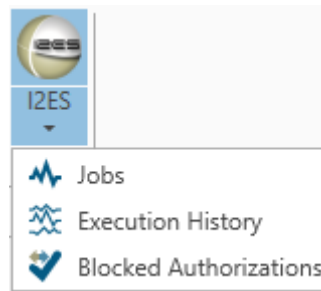
For example, if you want to use code **NC050** to import **Concentrate of Poppy Straw**, include as mandatory its alkaloid that is linked to the substance **NC051**.



## 5. I2ES Synchronization

Integration between **NDS** and **I2ES** is now possible through **NDS7**.

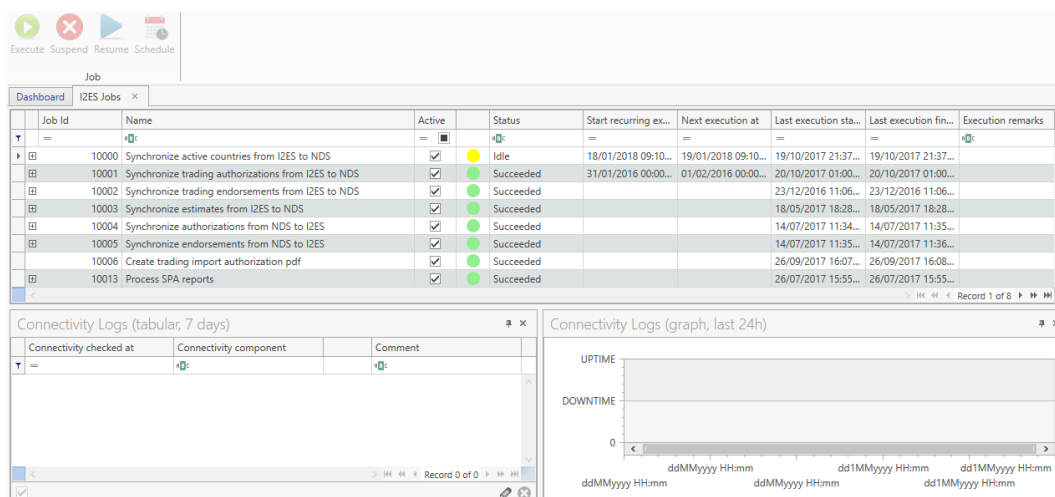
1. Select **Synchronization** on the main menu.
2. On the **I2ES** menu .
3. Select one of the 3 functions as per the requirement.



4. An overview is displayed on different screens for the I2ES jobs executed, the execution history, and a list of blocked authorizations.

### 5.1 I2ES Sync Jobs







**I2ES** jobs consist of 6 synchronized web service jobs that permit the sending and retrieving of information to and from **I2ES** to **NDS**. These sync jobs are set to be executed automatically, but you can also trigger them manually, if needed.



The screenshot displays the I2ES Jobs dashboard. At the top, there are buttons for 'Execute', 'Suspend', 'Resume', and 'Schedule'. Below these is a 'Job' section with a 'Dashboard' tab and an 'I2ES Jobs' tab. The 'I2ES Jobs' tab shows a table with the following columns: Job Id, Name, Active, Status, Start recurring ex..., Next execution at, Last execution sta..., Last execution fin..., and Execution remarks. The table lists several jobs, including 'Synchronize active countries from I2ES to NDS' (Job Id 10000) and 'Synchronize trading authorizations from I2ES to NDS' (Job Id 10001). Below the table, there are two sections: 'Connectivity Logs (tabular, 7 days)' and 'Connectivity Logs (graph, last 24h)'. The 'Connectivity Logs (tabular, 7 days)' section shows a table with columns for 'Connectivity checked at', 'Connectivity component', and 'Comment'. The 'Connectivity Logs (graph, last 24h)' section shows a graph with 'UPTIME' and 'DOWNTIME' on the y-axis and a time series on the x-axis.

## 5.2 I2ES Jobs Description

#	I2ES Job	Description
10000	Synchronize active countries from I2ES to NDS	Transfer all the active countries in I2ES to NDS
10001	Synchronize trading authorization from I2ES to NDS	Transfer new trading authorizations in I2ES to NDS
10002	Synchronize trading endorsements from I2ES to NDS	Transfer new endorsements and confirmation of exports from I2ES to NDS
10003	Synchronize estimates from I2ES to NDS	Transfer up-to-date estimates from I2ES to NDS
10004	Synchronize authorizations from NDS to I2ES	Transfer approved and cancelled <i>Import and Export Authorizations</i> from NDS to I2ES
10005	Synchronize endorsements from NDS to I2ES	Transfer endorsements and confirmation of exports from NDS to I2ES
10006	Create trading import authorization PDF	This job generates a PDF file containing the information of the trading authorization from I2ES. This process is done when a matching occurs between the authorizations in NDS and I2ES.
10013	Process SPA reports	This job processes all SPA Excel files submitted via NDSWEB.

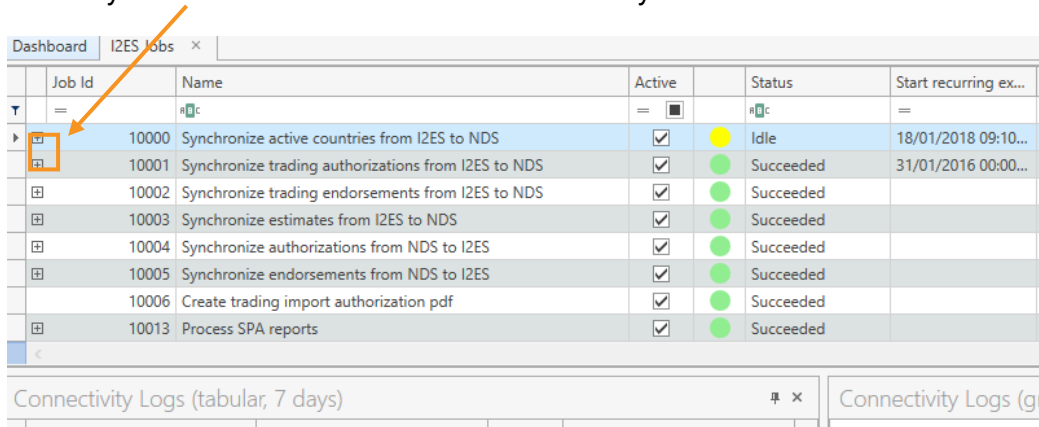
Job Id	Name	Active	
=		= 	
10000	Synchronize active countries from I2ES to NDS	<input checked="" type="checkbox"/>	
	Code	Country	
			
▶	AUL	Australia	
	AUS	Austria	
	BAH	Bahrain	
	BKF	Burkina Faso	
	CHI	Chile	

### 5.2.1 I2ES Jobs Sections

I2ES has three sections.

The first section of **I2ES** lists all jobs. It shows the number and name of each job, a checkbox that indicates if the job is active, and the job status with the corresponding colour.

Click the **Add** symbol in the first column to see the history of the last execution.



	Job Id	Name	Active	Status	Start recurring ex...
+	10000	Synchronize active countries from I2ES to NDS	<input checked="" type="checkbox"/>	Idle	18/01/2018 09:10...
+	10001	Synchronize trading authorizations from I2ES to NDS	<input checked="" type="checkbox"/>	Succeeded	31/01/2016 00:00...
+	10002	Synchronize trading endorsements from I2ES to NDS	<input checked="" type="checkbox"/>	Succeeded	
+	10003	Synchronize estimates from I2ES to NDS	<input checked="" type="checkbox"/>	Succeeded	
+	10004	Synchronize authorizations from NDS to I2ES	<input checked="" type="checkbox"/>	Succeeded	
+	10005	Synchronize endorsements from NDS to I2ES	<input checked="" type="checkbox"/>	Succeeded	
+	10006	Create trading import authorization pdf	<input checked="" type="checkbox"/>	Succeeded	
+	10013	Process SPA reports	<input checked="" type="checkbox"/>	Succeeded	

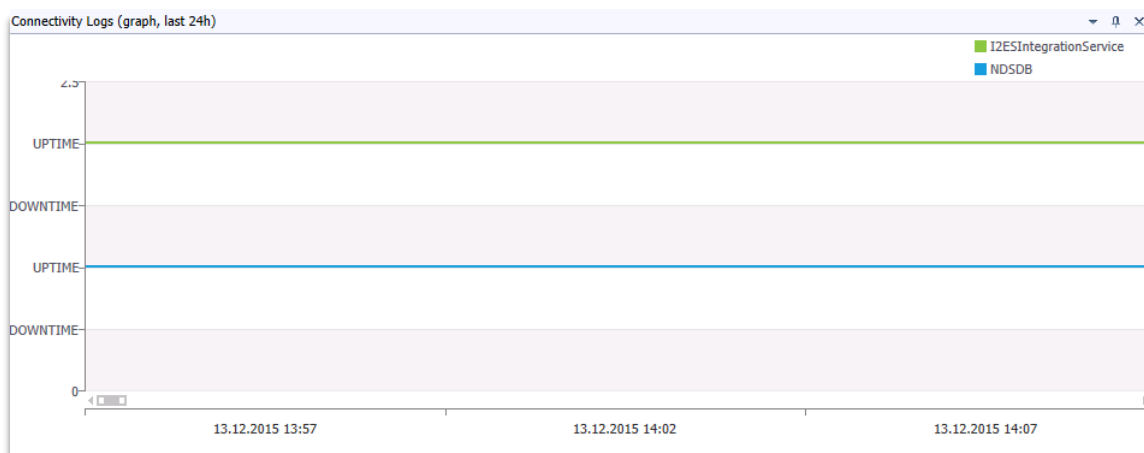
Connectivity Logs (tabular, 7 days)

The second section of **I2ES** is related to the logs of the **NDS** database and the **Integration Service** connectivity between **NDS** and **I2ES**.

Connectivity Logs (tabular, all)

Connectivity checked at	Connectivity component		Comment
Enter date			
14/12/2015	NDSDB	●	
14/12/2015	I2ESIntegrationService	●	
14/12/2015	NDSDB	●	
14/12/2015	I2ESIntegrationService	●	
14/12/2015	NDSDB	●	
14/12/2015	I2ESIntegrationService	●	
14/12/2015	NDSDB	●	

The third section of **I2ES** provides a graphical view of the connectivity logs of the **I2ES/NDS** Integration service as well as the database.





### 5.2.1 Setting a start date for the I2ES sync jobs.

Before the NDS7 application can start the synchronization of all the I2ES jobs, it is recommended to set a start date to ensure all data can be transferred without problems. This date will be based on the number of transactions the CNA process on daily basis.

Dashboard Application Settings ×		
Application: Integration Client		
Code	Value	Description
NDS_I2ES_SYNC_START_DATE	2015-10-01	NDS / I2ES synchronization start date

**Note:** The date is represented by the international date format (ISO 8601: YYYY-MM-DD) but converted to the local date in UI

### 5.2.2 I2ES Jobs Status

I2ES synchronization statuses with their respective colors.





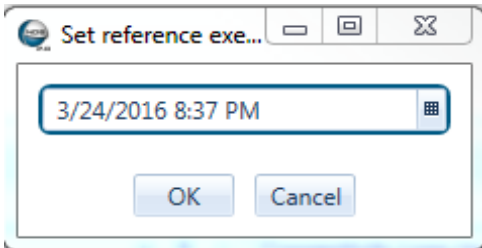
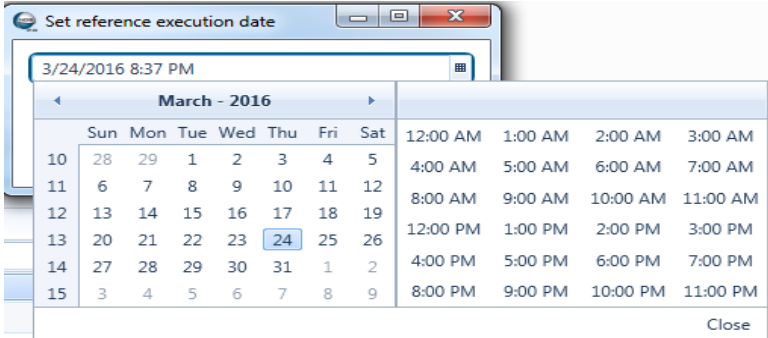
Color	Status
Green	Succeeded
Orange	Succeeded with Issues
Yellow	Idle
Blue	Running
Red	Failed
N/A	Retry
Grey	Undefined
N/A	Suspended

### 5.2.3 I2ES Action Buttons



Use the buttons as shown below.

Button	Description
--------	-------------

	To execute the sync job you selected.
	To suspend a sync job.
	To resume a sync job.
	To schedule an execution date and time for a sync job.  

## 5.2.4 Execution time table

Start recurring execution at	Next execution at	Last execution started at	Last execution finished at
=	=	=	=
18/01/2018 09:10:00	19/01/2018 09:10:00	13/03/2019 09:10:09	
31/01/2016 00:00:00	01/02/2016 00:00:00	13/03/2019 00:00:10	13/03/2019 00:00:13

Also for reference, the I2ES sync window allows the admin user to see the information on execution dates. These dates are set to see the date of recurring execution set as per the setting mentioned in point 5.2.1. the Next execution date as well as the timing on last execution started at and execution finished at.

## 5.2.5 Execution History

This view displays the log history of the synchronization of data between **NDS** and **I2ES**.



Dashboard	I2ES Jobs History					
	Key Id	Job Id	Name	Execution started at	Status	
	1392	10001	Synchronize trading authorizations from I2ES t...	20/10/2017 01:00:22		Succeeded
	1391	10000	Synchronize active countries from I2ES to NDS	19/10/2017 21:37:16		Succeeded
	1390	10001	Synchronize trading authorizations from I2ES t...	19/10/2017 01:00:09		Succeeded
	1389	10000	Synchronize active countries from I2ES to NDS	18/10/2017 21:37:28		Succeeded
	1388	10001	Synchronize trading authorizations from I2ES t...	18/10/2017 01:00:22		Succeeded
	1387	10000	Synchronize active countries from I2ES to NDS	17/10/2017 21:37:16		Succeeded
	1386	10001	Synchronize trading authorizations from I2ES t...	17/10/2017 01:00:09		Succeeded
	1385	10000	Synchronize active countries from I2ES to NDS	16/10/2017 21:37:28		Succeeded
	1384	10001	Synchronize trading authorizations from I2ES t...	16/10/2017 01:00:21		Succeeded
	1383	10000	Synchronize active countries from I2ES to NDS	15/10/2017 21:37:15		Succeeded
	1382	10001	Synchronize trading authorizations from I2ES t...	15/10/2017 01:00:09		Succeeded
	1381	10000	Synchronize active countries from I2ES to NDS	14/10/2017 21:37:03		Succeeded
	1380	10001	Synchronize trading authorizations from I2ES t...	14/10/2017 01:00:26		Succeeded
	1379	10000	Synchronize active countries from I2ES to NDS	13/10/2017 21:37:17		Succeeded
	1378	10001	Synchronize trading authorizations from I2ES t...	13/10/2017 01:00:11		Succeeded
	1377	10000	Synchronize active countries from I2ES to NDS	12/10/2017 21:37:27		Succeeded
	1376	10001	Synchronize trading authorizations from I2ES t...	12/10/2017 01:00:22		Succeeded

To check the details in case of an error, move the mouse over the red dot to view the reason an authorization failed during the synchronization.

Key Id	Job Id	Name	Execution started at	Status	Comments	Number of items synced																																								
1192	10004	Synchronize authorizations from NDS to I2ES	14/07/2017 11:34:59	Succeeded		1																																								
<table><tr><th>Authorization Number</th><th>Authorization Type</th><th>Valid To</th><th>Status</th></tr><tr><td>NARC/2017</td><td>Import</td><td>06/01/2018</td><td></td></tr></table>							Authorization Number	Authorization Type	Valid To	Status	NARC/2017	Import	06/01/2018																																	
Authorization Number	Authorization Type	Valid To	Status																																											
NARC/2017	Import	06/01/2018																																												
1089	10004	Synchronize authorizations from NDS to I2ES	24/05/2017 12:30:33	Succeeded		1																																								
794	10004	Synchronize authorizations from NDS to I2ES	23/12/2016 11:07:03	Succeeded with Issues		17																																								
<table><tr><th>Authorization Number</th><th>Authorization Type</th><th>Valid To</th><th>Status</th></tr><tr><td>EA/16/Oct/00021/ A/21</td><td>Export</td><td>27/02/2017</td><td></td></tr><tr><td>EA/16/Oct/00024/ A/24</td><td>Export</td><td>27/02/2017</td><td></td></tr><tr><td>IMP/19/2016</td><td>Import</td><td>13/04/2017</td><td></td></tr><tr><td>IMP/18/2016</td><td>Import</td><td>25/02/2017</td><td></td></tr><tr><td>IMP/7/2016</td><td>Import</td><td>25/02/2017</td><td></td></tr><tr><td>IMP/9/2016</td><td>Import</td><td>25/02/2017</td><td></td></tr><tr><td>IMP/12/2016</td><td>Import</td><td>28/02/2017</td><td></td></tr><tr><td>IMP/16/2016</td><td>Import</td><td>17/02/2017</td><td></td></tr><tr><td>EA/16/Aug/00011/ A/11</td><td>Export</td><td>13/07/2016</td><td></td></tr></table>							Authorization Number	Authorization Type	Valid To	Status	EA/16/Oct/00021/ A/21	Export	27/02/2017		EA/16/Oct/00024/ A/24	Export	27/02/2017		IMP/19/2016	Import	13/04/2017		IMP/18/2016	Import	25/02/2017		IMP/7/2016	Import	25/02/2017		IMP/9/2016	Import	25/02/2017		IMP/12/2016	Import	28/02/2017		IMP/16/2016	Import	17/02/2017		EA/16/Aug/00011/ A/11	Export	13/07/2016	
Authorization Number	Authorization Type	Valid To	Status																																											
EA/16/Oct/00021/ A/21	Export	27/02/2017																																												
EA/16/Oct/00024/ A/24	Export	27/02/2017																																												
IMP/19/2016	Import	13/04/2017																																												
IMP/18/2016	Import	25/02/2017																																												
IMP/7/2016	Import	25/02/2017																																												
IMP/9/2016	Import	25/02/2017																																												
IMP/12/2016	Import	28/02/2017																																												
IMP/16/2016	Import	17/02/2017																																												
EA/16/Aug/00011/ A/11	Export	13/07/2016																																												






## 5.2.6 Blocked Authorizations

This view allows you to define the authorizations to be transferred to I2ES via the I2ES sync jobs.

Dashboard	I2ES Jobs History	Blockable Authorizations							
	Blocked	Status	Authorization Number	Reference Number	Authorization T...	Establishment...	Establishment Name	Trading Country	
	No	Approved	IMP/46/2018	DOCREF/18/162//TEST	Import	ESTB-310	BASF Schweiz AG (NICHT MEHR V...	Germany	
	No	Approved	IMP/47/2018	DOCREF/18/163//TEST	Import	ESTB-684	Swissmedic, Labor (OMCL)	Afghanistan	
	No	Approved	EA/18/jan/00041/ A/41	DOCREF/18/161//TEST	Export	ESTB-477	Acino Pharma AG	Germany	
	No	Endorsed	EA/18/jan/00040/ A/40	DOCREF/18/160//TEST	Export	ESTB-279	Abbott AG (NICHT MEHR VERWE...	Panama	
	No	Approved	IMP/45/2018	DOCREF/18/159//TEST	Import	ESTB-4325	(Eawag) Swiss Federal Institute of...	Panama	
	No	Endorsed	EA/17/Sep/00038/ A/38	DOCREF/17/154//TEST	Export	ESTB-7888	Dr. Hanspeter W. Steinmetz, Knies...	Afghanistan	
	No	Approved	IMP/39/2017	DOCREF/17/151//TEST	Import	ESTB-7888	Dr. Hanspeter W. Steinmetz, Knies...	Afghanistan	
	No	Endorsed	IMP/40/2017	DOCREF/17/152//TEST	Import	ESTB-684	Swissmedic, Labor (OMCL)	Sudan	
	No	Approved	IMP/38/2017	DOCREF/17/150//TEST	Import	ESTB-7410	Centre de Soins 8bis	Afghanistan	
	No	Endorsed	IMP/41/2017	DOCREF/17/153//TEST	Import Precurs...	ESTB-4325	(Eawag) Swiss Federal Institute of...	Armenia	
	No	Endorsed	IMP/37/2017	DOCREF/17/149//TEST	Import	ESTB-684	Swissmedic, Labor (OMCL)	Afghanistan	
	No	Endorsed	IMP/37/2017	DOCREF/17/149//TEST	Import	ESTB-684	Swissmedic, Labor (OMCL)	Afghanistan	
	No	Endorsed	IMP/36/2017	DOCREF/17/148//TEST	Import	ESTB-4325	(Eawag) Swiss Federal Institute of...	Albania	
	No	Endorsed	EA/17/jul/00037/ A/37	DOCREF/17/145//TEST	Export	ESTB-7888	Dr. Hanspeter W. Steinmetz, Knies...	Argentina	
	No	Approved	NARC/2017	DOCREF/17/142//TEST	Import	ESTB-7675	4vitalis - Patrick Zahnd	Argentina	
	Yes	Endorsed	IMP/33/2017	DOCREF/17-135--TEST	Import	ESTB-4325	(Eawag) Swiss Federal Institute of...	Algeria	
	Yes	Endorsed	AUTH/0000-	DOCREF/17-133--TEST	Export	ESTB-7675	4vitalis - Patrick Zahnd	Afghanistan	
	Yes	Endorsed	Auth 123	DOCREF/17-134--TEST	Export	ESTB-4325	(Eawag) Swiss Federal Institute of...	Afghanistan	
	Yes	Endorsed	IMP/31/2017	DOCREF/17-131--TEST	Import	ESTB-4325	(Eawag) Swiss Federal Institute of...	Afghanistan	

## 5.2.7 Block Authorizations Buttons



Buttons	Description
	To stop one or more authorizations from being transferred to I2ES.
	To block all the listed authorizations.
	To unblock all the listed authorizations.
	To export to Excel the information displayed in the grid
	To refresh the screen.

## 5.3 I2ES-NDS Integration in EXTWEB

As a part of the integration between I2ES and NDS, the activities described below must be carried out in the NDS EXTWEB application.

These activities involve:

- Manual matching of authorizations
- Management of the active countries retrieved from I2ES into NDS
- Review of discrepancies on endorsements between the data in I2ES and NDS



### 5.3.1 I2ES Menu

This menu provides access to windows for manual matching of authorizations, activation or inactivation of countries from **I2ES** to be used in **NDS**, and the report on discrepancies that occurred comparing the data between **NDS** and **I2ES**.



### 5.3.2 I2ES-NDS Integration Client Jobs

In **EXTWEB**, synchronization jobs run in the background with a timeframe of execution. If required, you can manually execute these integration client jobs.

File Web Requests I2ES Establishments Tools Localization Security Windows Help					
Database Jobs					
Parameters					
Application: INTEGRATION CLIENT					
Database Jobs					
Job No.	Job Description	Job Broken	Last Execution On	Next Execution On	
10007	Gets I2ES countries	<input type="checkbox"/>	27/02/2017 00:10:30	28/02/2017 00:10:30	
10008	Syncs active countries from EXTWEB ...	<input type="checkbox"/>	27/02/2017 00:15:30	28/02/2017 00:15:30	
10009	Gets I2ES authorizations into NDS	<input type="checkbox"/>	27/02/2017 00:25:30	28/02/2017 00:25:30	
10010	Syncs I2ES authorizations to NDSWEB	<input type="checkbox"/>	27/02/2017 00:35:30	28/02/2017 00:35:30	
10011	Matches automatically NDSWEB auth...	<input type="checkbox"/>	27/02/2017 01:30:30	28/02/2017 01:30:30	
10012	Finds automatic discrepancies NDSW...	<input type="checkbox"/>	27/02/2017 02:30:30	28/02/2017 02:30:30	

### 5.3.3 Integration Client Description

Job #	Integration Client Jobs	Description
10007	Gets I2ES countries	Transfers I2ES active countries to EXTWEB
10008	Synchronizes active countries from EXTWEB to NDSWEB	Transfers active countries in NDS to NDSWEB
10009	Gets I2ES authorizations into NDS	Transfers I2ES authorization to the corresponding tables and views in





		NDS including EXTWEB
10010	Synchronizes authorizations to NDSWEB	Transfers I2ES authorizations to NDSWEB
10011	Matches NDSWEB authorizations with I2ES	Provides linkages between I2ES and NDS authorizations for manual match
10012	Finds discrepancies NDSWEB and I2ES endorsements	Finds discrepancies in endorsements between NDSWEB and I2ES

### 5.3.4 Execution of Integration Client Jobs for Manual Matching

The following integration client jobs must be executed in the following order for manual matching:

1. Job 10009
2. Job 10010
3. Job 10011

### 5.3.5 Execution of Integration Client Jobs for Discrepancy Reports

The following integration client jobs must be executed in the following order for the discrepancy reports:

1. Job 10009
2. Job 10010
3. Job 10011
4. Job 10012

### 5.3.6 Matching Authorizations

Manual matching of export authorizations is needed when the automatic matching did not occur and the color code in **NDS** is set to yellow.

In this case, the conditions for manual matching are:

- data not yet matched with export request
- import authorizations not expired (date valid to)
- matching only possible with the same country



**I2ES Match Authorizations**

Parameters

Trading Country :  Matching Code :

☒ Search by I2ES Auth. Date: Valid From:  Valid To:

NDSWEB Export Authorizations								I2ES Import Authorizations			
From Coun...	Web Requ...	Exp. Auth. ...	Imp. Auth. ...	Request D...	Establishm...	Match Stat...	Trading Est...	Country	Auth. No.	Approval Date	Establishment
GERMANY	23275		E 5787/2015	12/01/2016	F. Hoffman...	PENDING M...	Roche Phar...				
GERMANY	23275	3/109/110	E 5786/2015	12/01/2016	F. Hoffman...	PENDING M...	Roche Phar...				
GERMANY	23265		E 5609/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23264	3/111/112	E 5607/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23263	EA/16/Ju/0...	E 5603/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23262		E 5604/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23261		E 5605/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23260		E 5606/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23259	EA/16/Jun/0...	E 5608/2015	11/01/2016	Develco Pha...	PENDING M...	Salutas Phar...				
GERMANY	23258		E 5524/2015	11/01/2016	Develco Pha...	PENDING M...	PS Pharma-S...				
GERMANY	23257		E 5703/2015	11/01/2016	Develco Pha...	PENDING M...	PS Pharma-S...				
GERMANY	23232		E 0004/2016	11/01/2016	Siegfried AG	PENDING M...	Fegron Gmb...				
GERMANY	23209		E 5613/2015	07/01/2016	Acino Pharm...	PENDING M...	Salutas Phar...				
GERMANY	23208		E 5614/2015	07/01/2016	Acino Pharm...	PENDING M...	Salutas Phar...				
GERMANY	23207		E 5670/2015	07/01/2016	Acino Pharm...	PENDING M...	STADA Arzn...				
GERMANY	23206		E 5671/2015	07/01/2016	Acino Pharm...	PENDING M...	STADA Arzn...				

Record 1 of 3770

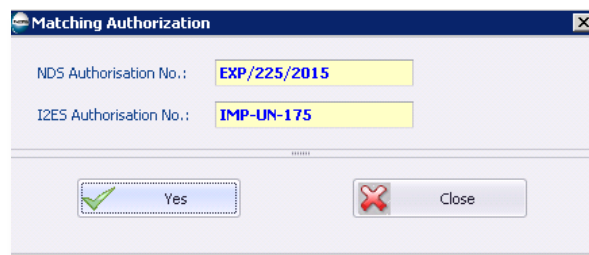
Substance/...	Subs./Prep...	Prep. Type	No. of Units	Requested ...	Approved ...	Endorsed Q...	UOH
PREP-138	Lexotantal 1.5...	TAB	30	62172			PCK

Record 1 of 1

This window allows you to search for the I2ES and NDS authorization to match.

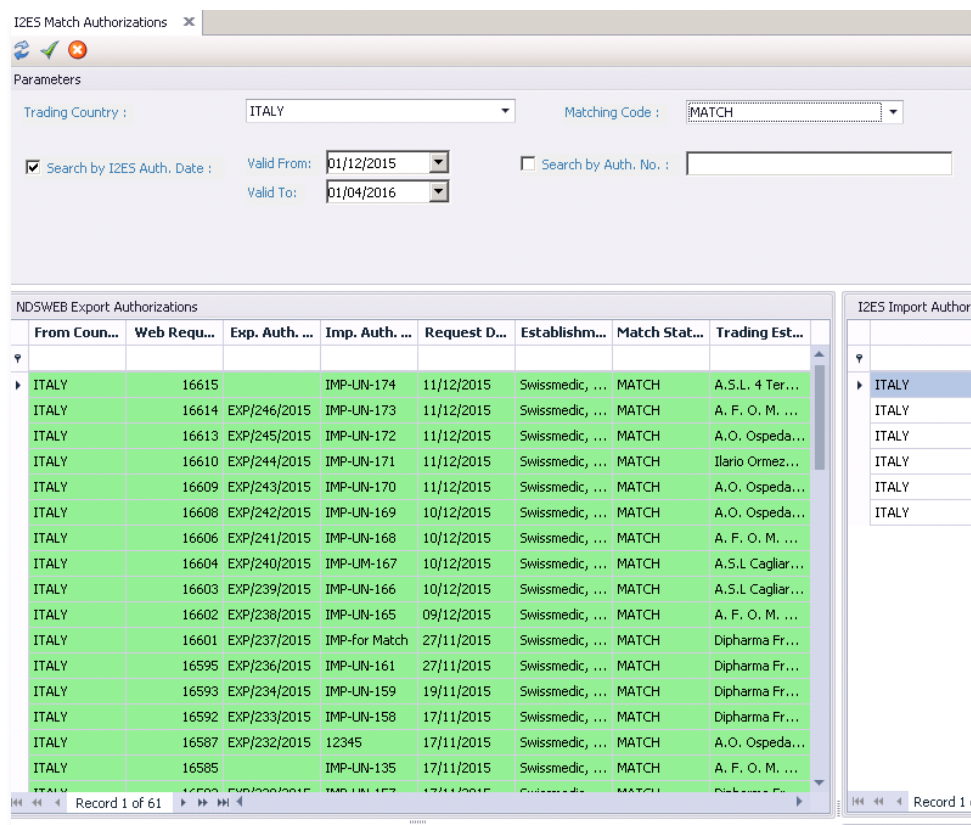
1. Select the Trading Country.
2. Select the **Valid From** and **Valid To** dates of specific I2ES authorizations.
3. Select the value of the matching code as **Pending Match**.
4. Click the **Refresh** button to retrieve the data.
5. When the data is displayed, search manually for the information on both windows to find the match between two authorizations.
6. Click the green button to match both authorizations.

When a window is displayed, click the **Yes** button to match the authorization or the **Close** button to stop the authorization.

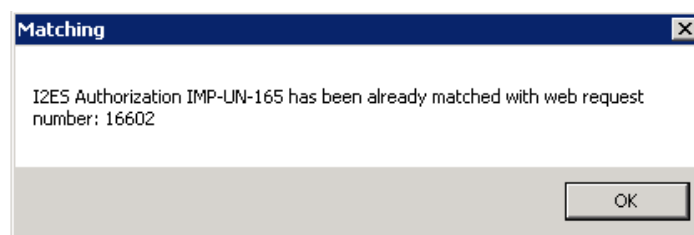


If the authorization is a match, the status in **NDS7** and **NDS Web** changes to green. To search for all manual matches, select the matching code as "matched" and retrieve the information on NDS Export Authorizations.

**Note:** Matched authorizations are green, as shown in the figure below.






**Note:** If you try to match more than one export authorization against an I2ES import authorization already matched, the system displays a warning message.



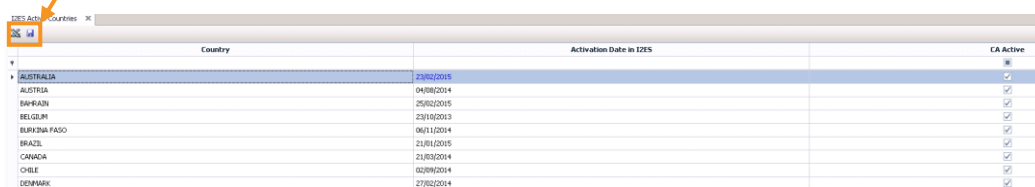


### 5.3.7 Matching Buttons

Buttons	Description
	To retrieve the information related to the pending <i>Export Authorizations</i> with the status of <b>Pending Match</b> .
	To match an <i>Export Authorization</i> against an <i>I2ES Import Authorization</i>
	To set an <i>Export Authorization</i> as <b>Not Match</b>

### 5.3.8 De-Activate I2ES Countries

1. If a country is set as **Active** in **I2ES** but does not have many or any transactions in the production system, you may want to set it as **Inactive**. However, you won't have that country as an option for the manual match or for reports on discrepancies.
2. To deactivate a country, deselect the **CA Active** check box and click the **Save** button.
3. To activate that country again, click the check box and click the **Save** button.

Country	Activation Date in I2ES	CA Active
AUSTRALIA	23/02/2015	<input checked="" type="checkbox"/>
AUSTRIA	04/08/2014	<input checked="" type="checkbox"/>
BALEAREN	25/02/2015	<input checked="" type="checkbox"/>
BEIGUM	23/10/2013	<input checked="" type="checkbox"/>
BURUNDI	16/11/2014	<input checked="" type="checkbox"/>
BRASIL	21/03/2015	<input checked="" type="checkbox"/>
CANADA	21/03/2014	<input checked="" type="checkbox"/>
CHILE	02/09/2014	<input checked="" type="checkbox"/>
DENMARK	27/02/2014	<input checked="" type="checkbox"/>



### 5.3.9 Discrepancy Endorsements

This report shows discrepancies between **NDS** and **I2ES** endorsements.

You can query three types of discrepancies:

1. Discrepancy on quarter
2. Discrepancy on quantity
3. Discrepancy on quarter and quantity

This report also helps you to identify which authorizations have discrepancies and to decide if a correction is needed in **NDS** related to the endorsement.

Discrepancy Type :

DISCREPANCY ON QUARTER  
DISCREPANCY ON QUARTER  
DISCREPANCY ON QUANTITY  
DISCREPANCY ON QUARTER AND QUANTITY

☒ Search by Endorsement, Date :

Parameters

Discrepancy Type : DISCREPANCY ON QUARTER

☒ Search by Endorsement, Date :

From: 01/12/2015

To: 01/04/2016

☐ Search by Auth. No. :

Discrepancies

Web Request Id	Establishment Name	Establishment Adresse...	City	Transaction Type	Permit Type	Auth. No.
16563	Swissmedic, Labor (OMCL)	Freiburgstrasse 139	Bern	IMPORT REQUEST	Single Permit	IMP/142/2015
16572	Swissmedic, Labor (OMCL)	Freiburgstrasse 139	Bern	IMPORT REQUEST	Single Permit	IMP/149/2015
16556	Swissmedic, Labor (OMCL)	Freiburgstrasse 139	Bern	IMPORT REQUEST	Single Permit	IMP/137/2015
16576	Swissmedic, Labor (OMCL)	Freiburgstrasse 139	Bern	IMPORT REQUEST	Single Permit	IMP/153/2015



### 5.3.10 Discrepancies in Endorsements Submitted by the Web

For endorsements submitted using **NDSWEB**, you can also review each Web request endorsement listed in the **Endorse Submitted Web Requests Window** under the menu **Web Requests->Endorsements**.

**EXTWEB** also shows any endorsement discrepancy on date and quantity between **I2ES** and **NDS**. If there is a discrepancy in quantity, **EXTWEB** highlights the **I2ES Endorse Disc** field in red, as shown in the two images below. Information on **I2ES** endorsements can also be found in the **I2ES details** tab.

**Accept Web Request Endorsement**

Authorisation No.: **IMP/128/2015** Web Request ID: **16521** Certificate No.: **IMP/128/2015** Status: **ENDORSEMENT SUBMITTED**

Establishment: **Swissmedic, Abt. Laboratorien OMCL** Entity Endorse Date: **10/11/2015**

Entity Endorsed: **ESTABLISHMENT** Entity endorsed by: **Eidherr Gert** I2ES Endorse Date: **10/11/2015**

Approval Date: **10/11/2015** Valid From: **10/11/2015** Valid To: **10/03/2016** I2ES Endorse Disc: **[Red]**

CA Endorse Date: **10/11/2015** Share Endorsement: ☒ **Single Permit**

Request details

Subst./Prep. Code	Subst./Prep. Name	No. of Units	Requested Qty.	Approved Qty.
PD006---	Diazepam	0	666	666

Record 1 of 1

Endorsement details

Endorsement	I2ES	CA Comments	Entity Comments				
Subst./Prep. Code	Subst./Prep. Name	No. Units	UOM	Requested Qty.	Approved Qty.	Entity Endorsed ...	CA Endorsed Qua...
PD006---	Diazepam	0	G	666	666	500	500

Record 1 of 1

☒ Endorse ☒ Close

**Accept Web Request Endorsement**

Authorisation No.: **IMP/128/2015** Web Request ID: **16521** Certificate No.: **IMP/128/2015** Status: **ENDORSEMENT SUBMITTED**

Establishment: **Swissmedic, Abt. Laboratorien OMCL** Entity Endorse Date: **10/11/2015**

Entity Endorsed: **ESTABLISHMENT** Entity endorsed by: **Eidherr Gert** I2ES Endorse Date: **10/11/2015**

Approval Date: **10/11/2015** Valid From: **10/11/2015** Valid To: **10/03/2016** I2ES Endorse Disc: **[Red]**

CA Endorse Date: **10/11/2015** Share Endorsement: ☒ **Single Permit**

Request details

Subst./Prep. Code	Subst./Prep. Name	No. of Units	Requested Qty.	Approved Qty.
PD006---	Diazepam	0	666	666

Record 1 of 1

Endorsement details

Endorsement	I2ES	CA Comments	Entity Comments								
Auth. No.	Endorse Q...	Item Name	Package ...	Package ...	Item UOM	Pharm. Fo...	Qty. Volu...	Substanc...	Substanc...	Substanc...	Is Exempted
EXP/ITA/0...	600	Diazepam			G						<input type="checkbox"/>

Record 1 of 1

☒ Endorse ☒ Close

In the case of a discrepancy in quarter, **EXTWEB** highlights the **I2ES Endorse Date** field in red, as shown below.

If a discrepancy occurs in both quantity and quarter, **EXTWEB** sets both the **Date** and **Disc I2ES Endorse** fields in red.

This report helps you identify which authorizations have discrepancies and helps you decide if a correction is needed in **NDS** for the endorsement.

Accept Web Request Endorsement

Authorisation No.: EXP/213/2015

Web Request ID: 16547

Certificate No.: EXP/213/2015

Status: ENDORSEMENT SUBMITTED

Establishment: Swissmedic, Abt. Laboratorien OMCL

Entity Endorse Date: 21/01/2016

Entity Endorsed: ESTABLISHMENT

Entity endorsed by: Joos Monika

I2ES Endorse Date: 11/11/2015

Approval Date: 11/11/2015

Valid From: 11/11/2015

Valid To: 11/03/2016

I2ES Endorse Disc:

CA Endorse Date: 21/01/2016

Share Endorsement: ☒

Single Permit

Request details

Subst./Prep. Code	Subst./Prep. Name	No. of Units	Requested Qty.	Approved Qty.
PD006---	Diazepam	0	2	2

Record 1 of 1

Endorsement details

Endorsement	I2ES	CA Comments	Entity Comments				
Subst./Prep. Code	Subst./Prep. Name	No. Units	UOM	Requested Qty.	Approved Qty.	Entity Endorsed ...	CA Endorsed Qua...
PD006---	Diazepam	0	G	2	2	1.50	1.50

Record 1 of 1

Endorse

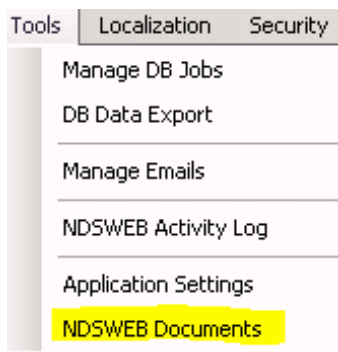
Close

## 6. System-Information (Text and PDF) For NDSWEB Users

In **EXTWEB**, you can enter information and include documents in PDF and Word format to be published in **NDS Web**.

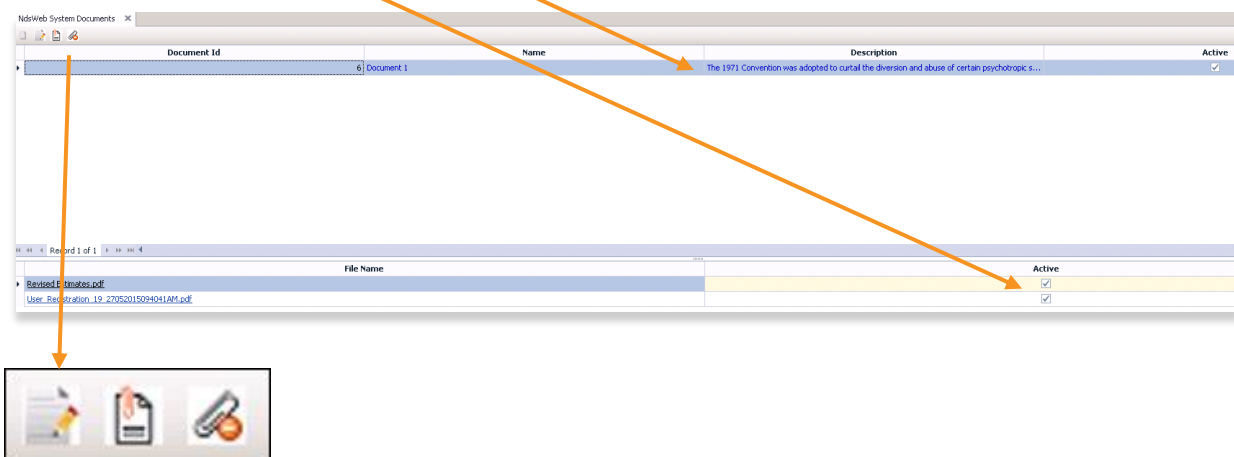
### 6.1 Add Documents

1. On the **EXTWEB** menu, select **Tools->NDSWEB Documents**.



**Note:** The screen has two parts:

1. The **Header** includes only one record with the Document ID, the name of the document, the description, and the **Active** check-box.
2. The lower part of the screen shows the attachment and has an Active check-box for each document attached.


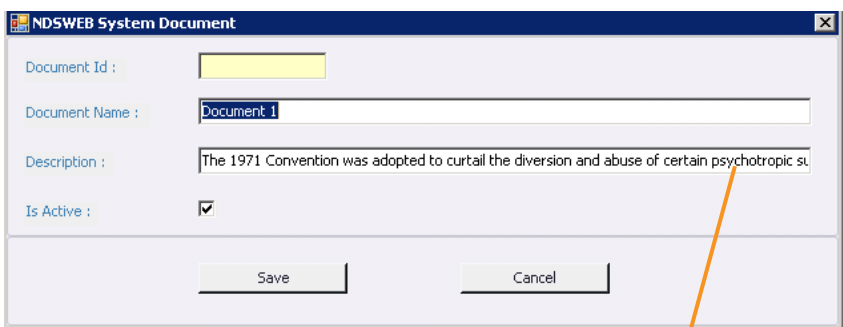

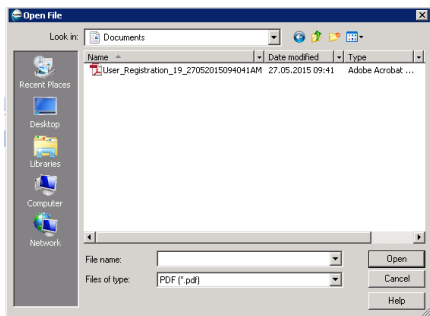



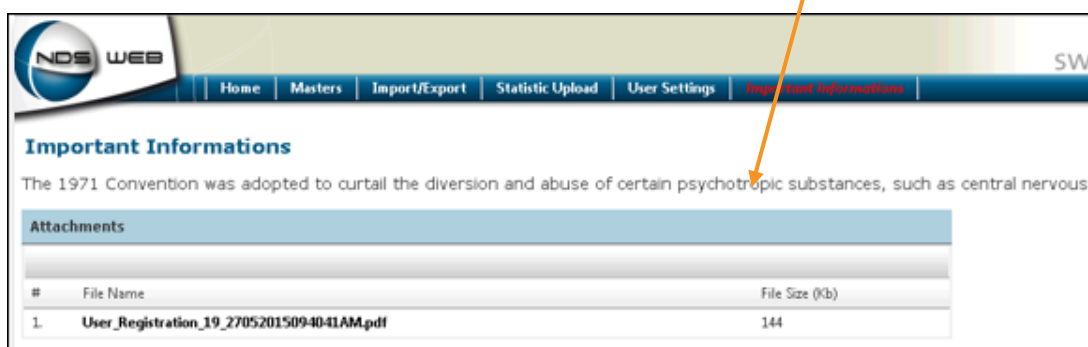
These buttons are described below.



This window has the three buttons described in the table below.

**Note:** Please ensure **EXTWEB** Job Number 37 *Synchronizes NDSWEB Settings* executed.

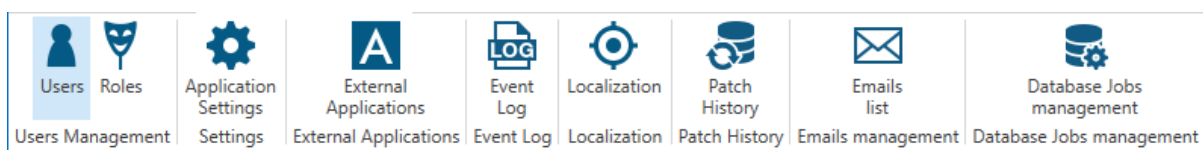
Buttons	Description
	<p>This button allows you to edit information that the end user sees in <b>NDSWEB</b>. This information will be available in <b>NDSWEB</b> when the user has authenticated to the web system.</p> 
	<p>To attach a PDF or Word document.</p> 
	<p>To remove an attached PDF or Word document.</p>



## 7 System Administration

The **NDS7 System Administration** menu has the following modules:

- Users Management [With Users and Role]
- Application Settings
- External Applications
- Event log
- Localization
- Patch History
- Emails List
- Database Jobs Management



### 7.1 Users Management

The **NDS7 User Management** module allows you to define users, their roles, and the permissions granted to them.


1. Click **System Administration** on the Main Menu to open a grid view of users registered in **NDS7**, their names, their accounts indicating whether they are active, their roles indicating if they are an Account Admin, a manager, or both.
2. Click any user in the grid to get an overview of the user.




3. The **Role** tab displays the roles assigned to the user
4. The **User Settings** describe the functions assigned to the role


User Settings		
Code	Value	Description
▶ Automatically copies requested quantity to approved.	Y	Automatically copies requested quantity to approved.



### 7.1.1 Create a New User

1. To add a new user, click the **Add** icon .
2. An input form is displayed with mandatory fields highlighted in red.
3. Complete the mandatory fields and select the appropriate checkboxes.

A new user is created.

1. Click on the following  icon to attach a signature to the user.
  - i. **Note:** The attach signature icon will be active only after the user data is saved first. Current functionality requires to save and close the user created and then refresh and open again to add the signature as desired.



2. Click the **Save**  icon to save the new user.
3. Click the  icon in the **Roles** grid to assign a role to the user. Click the downward arrow on the selected row to select the role from the list.
4. Click the **Save** icon to save the changes for the user role.

### 7.1.2 Define type of User: Active, Account Admin, and/or Manager

The screen includes the following three check boxes:



1. Click the **Active** check box to set the user as active in the system.  
**Note:** When this check box is unchecked, the user is unable to log into the **NDS** system.



2. Click the **Account Admin** checkbox to set the user as an Administrator in **NDS** with access to all menus and screens and with the permissions of the main administrator account.
  - i. Note that the normal user will not have this checkbox activated. This is only for the admin user of the system.
3. Click the **Manager** checkbox to allow the user to approve import and export permits, as well as Licenses..
  - i. If the admin user does not check this box the user will not able to approve an import/export or a license in the system.

**Note:** If a user is set only as **Active** with the other two check boxes unchecked, the user's access to the menus is defined by the **Roles** in **NDS**.



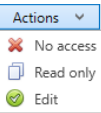
### 7.1.3 Role Maintenance Module

Use the **Role Maintenance** module to set the role for the user. All the roles are displayed in the **Roles** tab in a grid with the code, name, and check box indicating whether the role is active.


Code	Name	Active
ADMIN	AdministratorA	<input checked="" type="checkbox"/>
ALL	All Permissions	<input checked="" type="checkbox"/>
ANALYST2	analyst	<input checked="" type="checkbox"/>
ANS	Analyst	<input checked="" type="checkbox"/>
ANS1	Analyst1	<input checked="" type="checkbox"/>
DBM	Database Manager	<input checked="" type="checkbox"/>
DEV	DEVELOPER	<input checked="" type="checkbox"/>
EXTWEB	EXTWEB_ROLE	<input checked="" type="checkbox"/>
FORMS	forms	<input checked="" type="checkbox"/>
IMPEXP	importexport	<input checked="" type="checkbox"/>
J	Junior Scientist	<input checked="" type="checkbox"/>
LICENSE	license	<input checked="" type="checkbox"/>
ROLE	ROLE1	<input checked="" type="checkbox"/>
ROLE 1	ROLE 1	<input checked="" type="checkbox"/>
ROLE 2	ROLE 2	<input checked="" type="checkbox"/>
ROLE 9	ROLE 9	<input checked="" type="checkbox"/>
ROLE3	role 3 test	<input checked="" type="checkbox"/>
ROLE4	role 4	<input checked="" type="checkbox"/>
UIP	UIP	<input checked="" type="checkbox"/>







### 7.1.4 Create a New Role

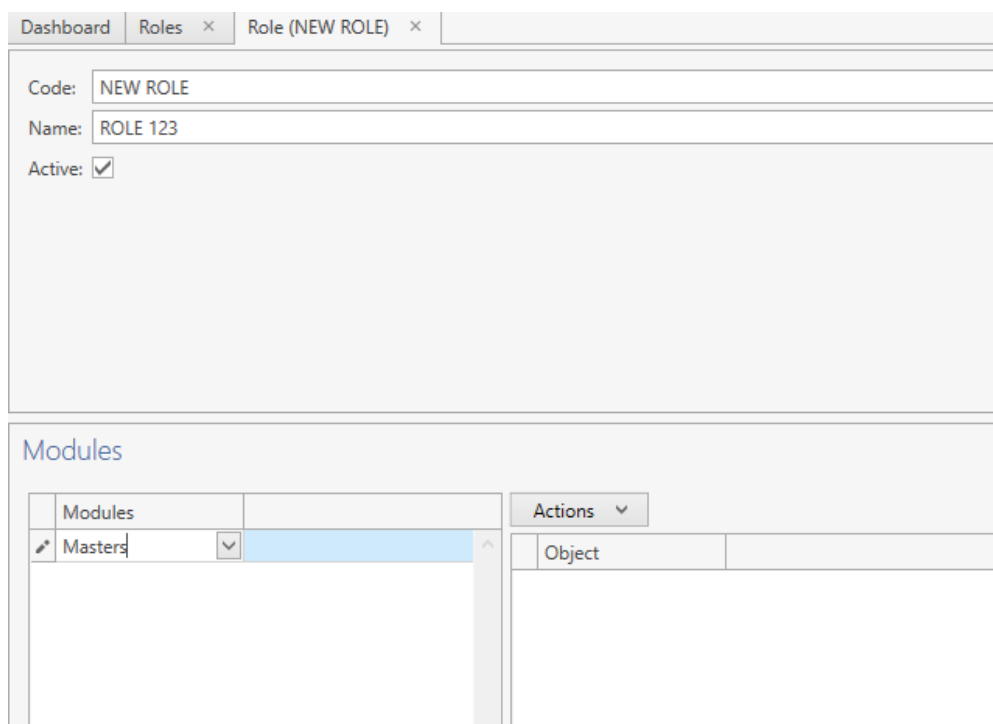
1. To add a new role for a user, click the  icon.
2. Complete all the mandatory fields on the **New User** form.  
**Note:** **Code** and **Name** are mandatory fields.
3. To add a new row, click the  icon on the **Module** sub-grid.
4. To select a module from the list, click the downward arrow.
5. To set permissions for a module, click the  icon in the **Permissions** sub-grid.

Actions ▾

 No access

 Read only

 Edit
6. To select the users for the role, click the  icon in the **Users** sub-grid.
7. To remove/delete a user, click the  icon in the **Users** sub-grid.



Modules	Object
Masters	



### 7.1.5 How to add ad hoc settings to the user.

In NDS7 you can add additional settings to set specific behaviour of the user across NDS7. These settings are the ones set in the System Administration -> Application Settings (7.2), which are set for the whole system but can be adapted depending on the end user functional role.



Code	Name
ac	ac
ALLOW_EDIT_A...	Allow edit authorization in "In Review" and "Approve..."
CA_ATTACHME...	Allows CA to attach file to a web request
CA_CODE	Default Competent Authority code
CHECK_AUTH_...	Check authorization estimates in "In Review" status
COPY_REQUES...	Automatically copies requested quantity to approved.
COUNTRY_CODE	Default country site code
CURRENT_ENVI...	Current environment (e.g. Acceptance, Production)
EMAIL_MIME_T...	Default mime type for sending emails through SMTP...
ENDORSE_MIN...	Minimum valid value to endorse imp/exp transaction...
ENDORSED_GT	Allow endorsed quantity greater than approved

For example: The administrator can set specific setting to a user to allow to check estimates in the review status. So the admin user can add the "Check authorization estimates in "In Review" status" setting and set the value a Yes (Y) which can be different from the one set for the whole system as No (N).

User Settings		
Code	Value	Description
Check authorization estimates in "In Review" status	Y	Check authorization estimates in "In Review" status

## 7.2 Application Settings

You can use the **Application Settings** screen, a collection of customizable features, to configure the application to suit your needs.

1. Select the **Application** from the drop-down list.
2. Select the **Code** and the **Value**.
3. Click  to save the new settings.
4. Click  to apply the changes with the new settings.



Dashboard Application Settings ×		
Application: NDS7		
Code	Value	Description
ALLOW_EDIT_AUTH_REV_APR	Y	Allow edit aut
CA_ATTACHMENT_WEB_REQUEST	Y	Allows CA to i
CA_CODE	2691	Default Comp
CHECK_AUTH_ESTIMATES_REV	N	Check authori
COPY_REQUEST_QTY_TO_APPROVED	Y	Automatically
COUNTRY_CODE	BRAZIL	Default count
CURRENT_ENVIRONMENT	PROD	Current envirc
EMAIL_MIME_TYPE_DEFAULT	text/plain; charset=iso-8859-1	Default mime
ENDORSE_MIN_VALUE	0	Minimum vali
ENDORSED_GT_APPROVED	N	Allow endorse
GEN_AUTOMATIC_WEB_REQUEST_AUTH	Y	Global param
IGNORE_ESTIMATES	Y	Ignores warni
IGNORE_EXPORT_LIMIT	Y	Ignores warni
IGNORE_IMPORT_LIMIT	Y	Ignores warni
IGNORE_LICENSE	Y	Ignores warni

## 7.3 Home: Launch External Applications

Use the NDS7 Home menu the user can launch the following external applications:

- **EXTWEB**
- **Invoice Report New**
- **Attestation**
- **NDS SPA**

Add

Excel

Refresh

Audit

Execute

Edit

Export

Refresh

Audit

Application






Dashboard

Applications

Name	Executable name	Path	Product version	Database version	Active
EXTWEB	NDS_EXTWEB.EXE	C:\NDS6\NDS_EXTWEB\	3.4.0.3		<input checked="" type="checkbox"/>
INVOICE_REPORT_NEW	UNODC.INCBT.NDS.INVOICEREPOR...	C:\NDS6\UNVOICE_REPORT_NEW	3.0.0		<input checked="" type="checkbox"/>
ATTESTATION	UNODC.INCBT.NDS.ATTESTATION.EXE	C:\NDS7\ATTESTATION	1.4.0		<input checked="" type="checkbox"/>
NDS SPA	NDS_SPA.EXE	C:\NDS6\NDS_SPA	3.4.0.18		<input type="checkbox"/>
INVOICE_REPORT_3_1_0	UNODC.INCBT.NDS.INVOICEREPOR...	C:\NDS6\UNVOICEREPOR	3.1.0		<input checked="" type="checkbox"/>
ATTESTATION_2017	UNODC.INCBT.NDS.ATTESTATION.EXE	C:\NDS7\ATTESTATION_2017	1.5.0		<input checked="" type="checkbox"/>
NDS XML EXPORT	NDSDATAEXPORT.EXE	C:\NDS6\NDSDATAEXPORT	1.1.51		<input checked="" type="checkbox"/>
NDS7_XML_DATA_EXPORT	NDSDATAEXPORT.EXE	C:\NDS7\NDS_XML_EXPORT	1.3.0		<input checked="" type="checkbox"/>
EXTWEB2	EXTWEB.EXE	C:\OCTOPUS\APPLICATIONS\TESTV...	1213		<input checked="" type="checkbox"/>

Select the application and click the **Execute** button to launch the application.






 Add	 Excel	 Refresh	 Audit	 Execute
Edit	Export	Refresh	Audit	Application

Name	Executable name	Path	Product version	Database version	Active
EXTWEB	NDS_EXTWEB.EXE	C:\NDS6\NDS_EXTWEB\	3.4.0.3		<input checked="" type="checkbox"/>
INVOICE_REPORT_NEW	UNODC.INCBT.NDS.INVOICEREPOR...	C:\NDS6\INVOICE_REPORT_NEW	3.0.0		<input checked="" type="checkbox"/>
ATTESTATION	UNODC.INCBT.NDS.ATTESTATION.EXE	C:\NDS7\ATTESTATION	1.4.0		<input checked="" type="checkbox"/>
NDS SPA	NDS_SPA.EXE	C:\NDS6\NDS_SPA	3.4.0.18		<input type="checkbox"/>

## 7.4 Localization


Localization allows the system administrator to modify the name of fields in **NDS** modules to any official **UN** language. Other languages can be added.

File	Home	System Administration	Masters	Import/Export	Licenses	INCB Reports	Synchronization	Parameters	Actions
 Add	 Save	 Refresh							
Edit	Refresh								

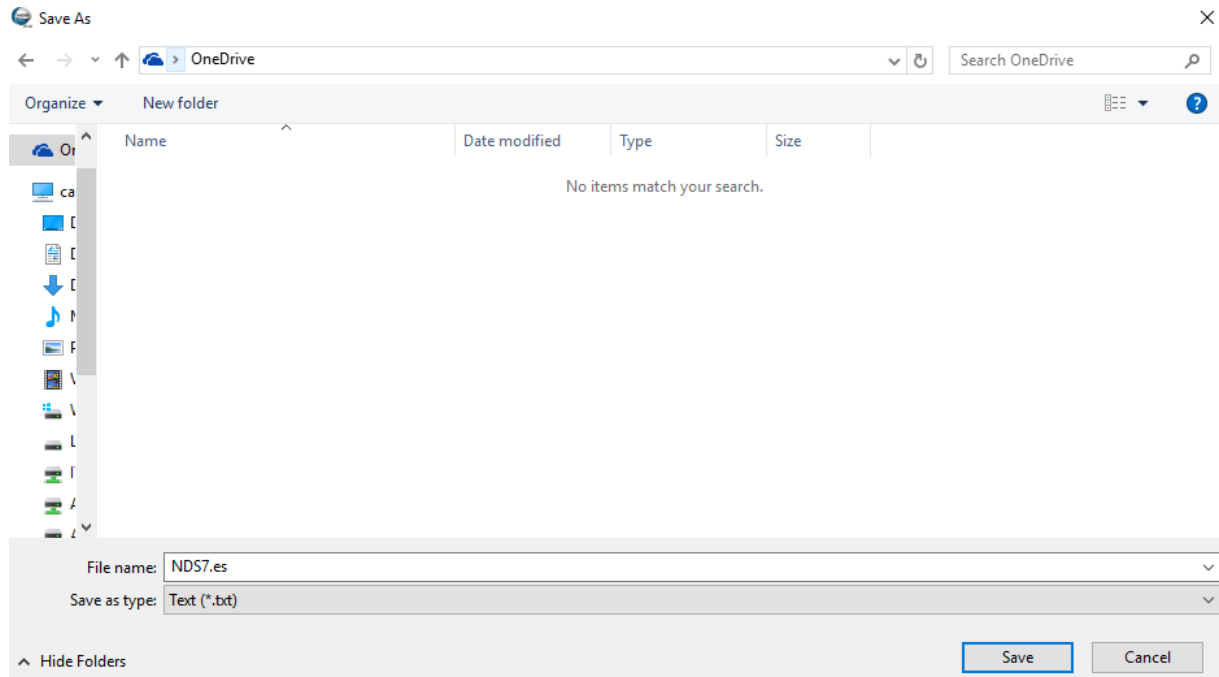
  

Name	Default Language	Arabic (ar)	Spanish (es)
Controls_Add	Add	ألف	Agregar
Controls_AddToGroup	Add to group	ألف إلى المجموعة	Agregar al grupo
Controls_Append	Append		Agregar
Controls_Application	Application	ألف	Aplicación
Controls_AttachSignature	Attach signature	ألف	Adjuntar firma
Controls_Audit	Audit		Auditar
Controls_Block	Block	ألف	Bloquear
Controls_BlockAll	Block All	ألف	Bloquear todo

All **NDS** fields are editable so the administrator can change name of the field.

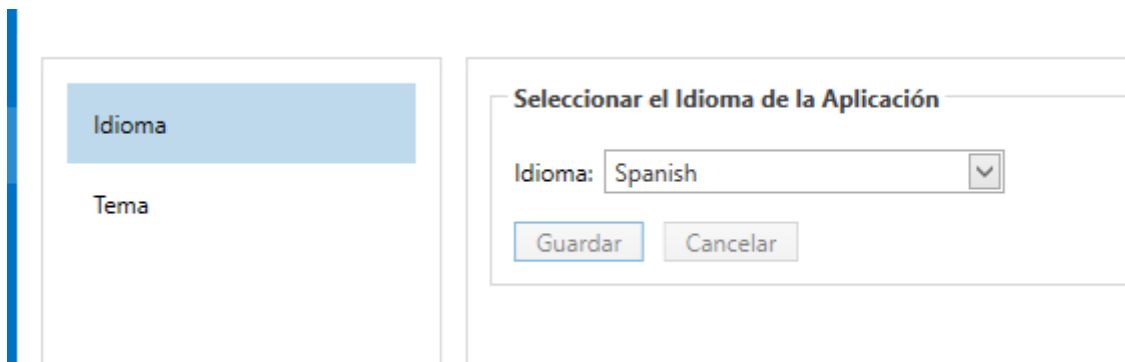
Spanish (es)

Agregar
Agregar al grupo

When the translations are completed and the administrator clicks the **Save** button in the **Actions** menu to save the changes, **NDS** generates a **Localization** file and opens a Save-as window. The administrator can save the file in the **Resources** location.



The system administrator adds the file to the **Application Localization Files Directory**.

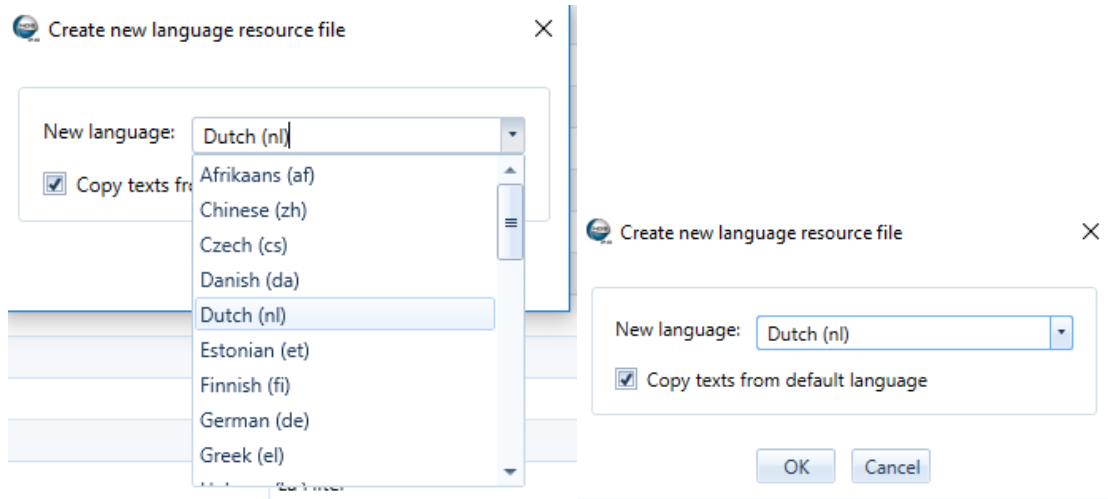
**NDS** can then be run in the desired working language as shown in the image below.

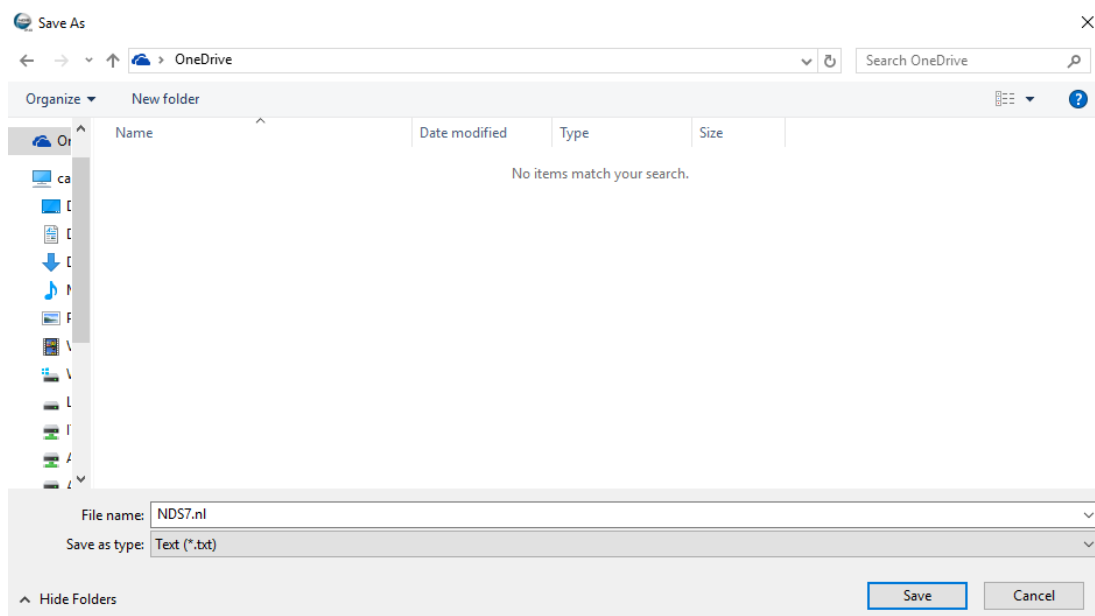


If you do not see your language in the **Localization** matrix, the administrator can click the **Add** button in the **Actions** menu to add the language.



A pop up window is displayed where the administrator can select the desired language from a dropdown list. Click the checkbox shown in the image below to use the default English text as reference. The administrator can click the **OK** button to add the new language to the **Localization** matrix.





## 7.6 Audit Trail



**NDS7** has the **Audit Trail** in all its windows to show who created the record, who modified it, and the date/time when the changes were made. The **Audit Trail** works as a log of updates, changes, and additions to **NDS**.

## 7.7 Event Log



The **Event Log** allows you to record all actions of all users in **NDS**. Click **Event Log** on the **System Administration** menu.

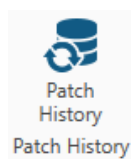
**Note:** The **Event Log** screen displays the information on actions that occurred in the current month. ☒ [Event Date] >= '01/01/2018 00:00:00' You can set different filters as defined in [Section 4.3](#).



Event Id	Event Type	Event Subtype	Description	Parameters	User Name
16303749	LOGDML	UPD	SEC_USER_SETTINGS	USER_NAME = NDS32;SETTING_ID...	NDS32
16303748	LOGDML	UPD	SEC_USER_SETTINGS	USER_NAME = NDS32;SETTING_ID...	NDS32
16303747	LOGON	LOGIN	LOGIN		NDS32
16303746	LOGON	LOGOUT	LOGOUT		NDS32
16303745	LOGON	LOGIN	LOGIN		NDS32
16303744	LOGON	LOGIN	LOGIN		NDS32
16303743	LOGON	LOGOUT	LOGOUT		NDS32

## 7.8 Patch History

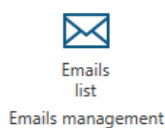
**NDS7** has introduced a new window in this section related to the information of the updated applied to the NDS database and now it is available to the administrator of the NDS to easily identify latest updates applied to the database and provide the information to its ICT provider or EAC<sup>7</sup> NDS team.



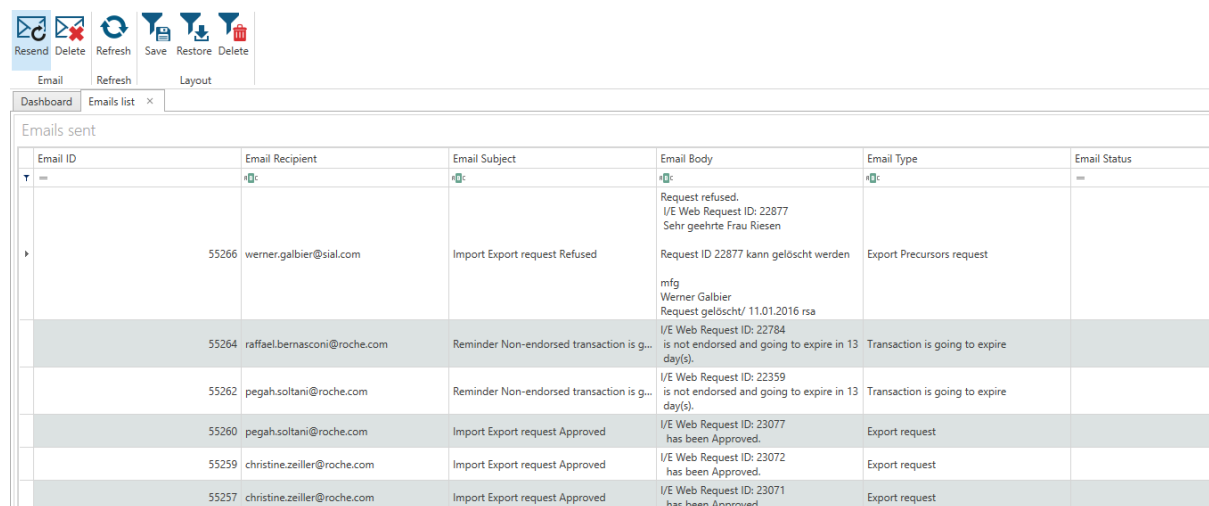
Date	Patch Id	Application Version	Type	Name
20/01/2018	20180119_001	7.1.8	INSERT	Adds new INCB controlled substan...
10/01/2018	20180110_002	7.1.8	DISABLE	Disables Sys Event Log triggers
10/01/2018	20180110_001	7.1.8	ALTER	Alters tables NDS_MST_ROLES, ND...
14/12/2017	20171214_001	3.4.0	EXTWEB_NDS7	Nullify web user passwords.
06/12/2017	20171018_001	7.1.5	UPDATE	Encrypts user passwords
06/12/2017	20171011_001	7.1.5	UPDATE	Removes PDF authorizations
23/11/2017	20171123_001	3.4.0.10	EXTWEB_NDS7	Package NDS_EXTWEB update for...
29/09/2017	20170929_002	7.1.5	PACKAGE	Update package PKG_NDS_EXTWEB
29/09/2017	20170929_001	7.1.5	ALTER	Alters table NDS_TRN_IEDOC_ADDI...
31/08/2017	20170825_INTCLI	1.2.0	INTCLI_NDS7	Package NDS_INTEGRATION_CLIEN...
30/08/2017	20170829_EXTWEB	3.5.0	EXTWEB_NDS7	Package NDS_EXTWEB update for...
25/08/2017	20170727_INTCLI	1.1.0	INTCLI_NDS7	Package NDS_INTEGRATION_CLIEN...
25/08/2017	20170629_EXTWEB	3.4.0	EXTWEB_NDS7	Package NDS_EXTWEB update for...
25/08/2017	20170816_001	7.1.5	INSERT	Removes duplicated IZES authoriza...
25/08/2017	20170630_001	7.1.4	INSERT	Removes duplicated endorsements.
25/08/2017	20170815_001	7.1.5	INSERT	Inserts missing role's modules per...
25/08/2017	20170811_001	7.1.5	INSERT	Updates package PKG_XML_EXP
25/08/2017	20170720_001	7.1.5	UPDATE	Recovers Import Authorization date
25/08/2017	20170711_001	7.1.5	UPDATE	Updates PKG_XML_EXP

<sup>7</sup> EAC- Enterprise Application Centre in Vienna

## 7.9 Emails List

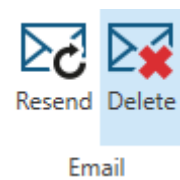


This is a new feature implemented in NDS7. Originally in EXTWEB, the email list is not integrated to NDS7 GUI to provide the admin user a more effective way to monitor and manage all the email communications that NDS sends to the establishments.



Email ID	Email Recipient	Email Subject	Email Body	Email Type	Email Status
55264	werner.galbier@sial.com	Import Export request Refused	Request refused. I/E Web Request ID: 22877 Sehr geehrte Frau Riesen  Request ID 22877 kann gelöscht werden  mfg Werner Galbier Request gelöscht/ 11.01.2016 rsa	Export Precursors request	
55264	raffaell.bernasconi@roche.com	Reminder Non-endorsed transaction is g...	I/E Web Request ID: 22784 is not endorsed and going to expire in 13 day(s).	Transaction is going to expire	
55262	pegah.soltani@roche.com	Reminder Non-endorsed transaction is g...	I/E Web Request ID: 22359 is not endorsed and going to expire in 13 day(s).	Transaction is going to expire	
55260	pegah.soltani@roche.com	Import Export request Approved	I/E Web Request ID: 23077 has been Approved.	Export request	
55259	christine.zeiller@roche.com	Import Export request Approved	I/E Web Request ID: 23072 has been Approved.	Export request	
55257	christine.zeiller@roche.com	Import Export request Approved	I/E Web Request ID: 23071 has been Approved.	Export request	

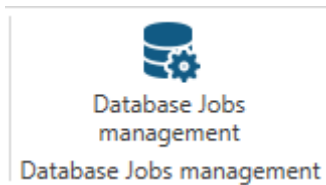
The action buttons in the Emails list provide the option to the admin user to resend an email or to delete it if necessary.



Also, the grid contains two tabs one for the emails sent and one for the emails to resend.

Emails sent    Emails to resend

## 7.10 Database Jobs List



NDS7 now contains the Database Jobs that were previously in EXTWEB. As mentioned in point 7.9, the admin user will have in NDS7 GUI the possibility to easily monitor these jobs without the need to launch the external application.

Execute database Job

Stop database Job

Refresh

Save

Restore

Delete

Database Jobs management

Refresh

Layout

Dashboard

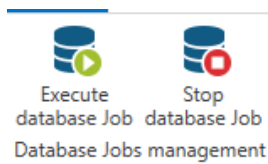
Database Jobs list

Application:

ExtWeb

Job Id	Description	Is Job Broken	Last execution finished at	Next execution at
20000	Gets web user requests.	<input type="checkbox"/>	14/03/2019 13:13:55	15/03/2019 13:13:55
20001	Cleans up user tokens from NDSWEB	<input type="checkbox"/>	15/03/2019 12:53:55	15/03/2019 13:03:55
20002	Gets NDSWEB password recovery requests	<input type="checkbox"/>	15/03/2019 12:53:55	15/03/2019 13:03:55
20003	Sets NDSWEB password recovery requests	<input type="checkbox"/>	15/03/2019 12:53:55	15/03/2019 13:03:55
20004	Sets web user as expired when exceeded validity period	<input type="checkbox"/>	15/03/2019 12:13:55	15/03/2019 13:13:55
20005	Gets Import/Export web requests	<input type="checkbox"/>	14/03/2019 14:33:55	15/03/2019 14:33:55
20006	Gets/Sets Approval date for Import/Export web requests	<input type="checkbox"/>	15/03/2019 12:38:55	15/03/2019 13:23:55
20007	Gets/Sets IE endorsements from/to NDSWEB	<input type="checkbox"/>	14/03/2019 15:13:55	15/03/2019 15:13:55
20008	Undoes NDSWEB endorsements that have been deleted in NDS	<input type="checkbox"/>	14/03/2019 15:33:55	15/03/2019 15:33:55
20009	Endorses ExtWeb and NDSWEB imp/exp transactions when first en...	<input type="checkbox"/>	14/03/2019 15:53:55	15/03/2019 15:53:55
20010	Sends email reminder when NDSWEB imp/exp transactions are goi...	<input type="checkbox"/>	14/03/2019 16:13:55	15/03/2019 16:13:55
20011	Sets status to expired for NDSWEB imp/exp transactions	<input type="checkbox"/>	14/03/2019 16:33:55	15/03/2019 16:33:55
20012	Gets/Sets Preparations requests from/to NDSWEB	<input type="checkbox"/>	14/03/2019 16:53:55	15/03/2019 16:53:55
20013	Gets/Sets web requests for foreign trading establishments from/to...	<input type="checkbox"/>	14/03/2019 17:13:55	15/03/2019 17:13:55
20014	Gets Excel Reports from NDSWEB	<input type="checkbox"/>	14/03/2019 17:33:55	15/03/2019 17:33:55
20015	Synchronizes data between NDS and NDSWEB	<input type="checkbox"/>	14/03/2019 17:53:55	15/03/2019 17:53:55
20016	Sends emails from queue table through SMTP Server	<input type="checkbox"/>	15/03/2019 12:53:55	15/03/2019 13:03:55
20017	Synchronizes NDSWEB Settings	<input type="checkbox"/>	14/03/2019 19:43:55	15/03/2019 19:43:55
20018	Moves NDSWEB activity log	<input type="checkbox"/>	12/03/2019 19:53:55	19/03/2019 19:53:55

In the action buttons the admin user has the possibility to execute manually each Job as well as to stop it.



In this grid, the admin user can also monitor the Jobs related to the integration client for data matching and other synchronization tasks.

Dashboard Database Jobs list

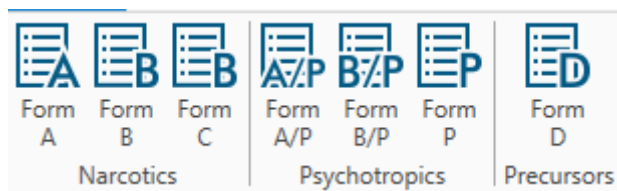
Application: ExtWeb

Job Id

ExtWeb

Integration Client

## 8 INCB Forms



The **INCB Forms** module in **NDS7** provides access to **International Narcotics Drug Control Board**, **INCB** reporting forms which are divided in the three substance categories: Narcotics, Psychotropic, and Precursors. Each section contains quarterly and annual reports in addition to forms for estimates, assessments, and supplements. Information in the quarterly reports is pre-populated by import and export data from endorsements made in the system. To make corrections to quarterly forms, update import / export authorizations in **NDS**.

### 8.1 Quarterly Forms

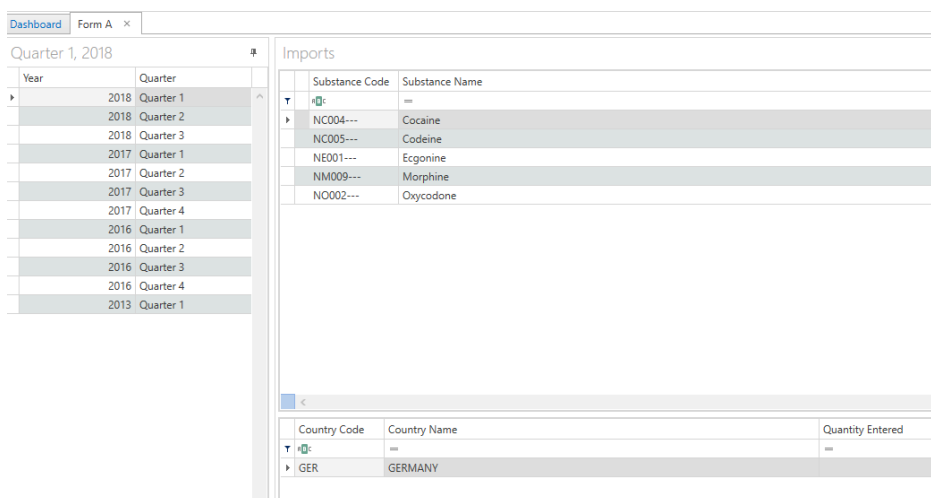
#### 8.1.1 Form A

According to 1961 Convention, the member states are required to prepare statistical data on trade in narcotic drugs on a quarterly basis and furnish it to INCB within one month after the end of the quarter to which the statistical data relates.

Form A consists of 3 tabs:

- Remarks
- Imports
- Exports

The quarterly report for narcotics has a new look in **NDS7**. Information about the country, years, and quarters is displayed in a grid list in the header. When you select a year and a quarter, data on imports and exports is displayed on the detail forms at the bottom of the screen, as shown in the following image.



Substance Code	Substance Name
NC004---	Cocaine
NC005---	Codeine
NE001---	Ecgonine
NM009---	Morphine
NO002---	Oxycodone

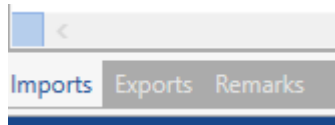
  

Country Code	Country Name	Quantity Entered
GER	GERMANY	



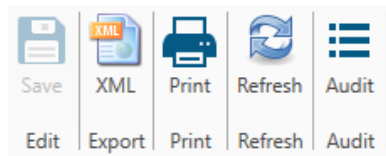


Click one of the following three tabs at the bottom of the screen (not shown in the screenshot above) to select the information displayed or to enter remarks for this report.



To send the form to **INCB**, use either of the two following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button



The **Save** and **Refresh** buttons are also available. For example, when you enter remarks on **Form A** for 2017 Quarter 1, the **Save** button becomes active to allow you to save the changes to this form.

### 8.1.2 Form AP

According to 1971 Convention, the member states are required to prepare statistical data on trade in psychotropic substances on a quarterly basis and furnish it to INCB within one month after the end of the quarter to which the statistical data relates.

Form A/P consists of header section and 3 tabs:

- Remarks
- Import
- Export

The 'Import' and 'Export' tabs show the aggregated information, i.e. the information on the whole country or territory and also provide the breakdown of imported or exported quantities on counterpart countries.

The Form A/P uses the data from Import/Export module of NDS, automatically calculating the quantities and capturing the countries the transactions were carried out with. However, you may as well enter the data on transactions manually.

This quarterly report for a psychotropic has a new look in **NDS7** as shown in the image below.



Dashboard Form A/P ×

Quarter 1, 2018

Year	Quarter
2018	Quarter 1
2018	Quarter 2
2018	Quarter 3
2017	Quarter 1
2017	Quarter 2
2017	Quarter 3
2017	Quarter 4
2016	Quarter 1
2016	Quarter 2
2016	Quarter 3
2016	Quarter 4
2015	Quarter 3
2015	Quarter 4

Imports

Substance Code	Substance Name
PA004---	Alprazolam
PA001---	Amfepramone
PA007---	Amineptine
PB003---	Bromazepam
PC009---	Cathine
PC008---	Clozapine
PD012---	DRONABINOL
PF006---	Fenproporex
PF002---	Flunitrazepam
PJ012---	JWH-073 2-METILNAFTALENO
PJ014---	JWH-073 4-HIDROXIIBUTIL
PJ013---	JWH-073 4-HIDROXIINDOLE
PJ004---	JWH-098
PJ011---	JWH-210
PM011---	MDMA

Country Code	Country Name
IND	INDIA

Click any of the three tabs at the bottom of the screen to determine whether information on assessments or modifications is displayed and to enter remarks in the report.

Imports Exports Remarks

To send the form to **INCB**, use either of the following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button

Save XML Print Refresh Audit

Edit Export Print Refresh Audit

The **Save** and **Refresh** buttons are also available. For example, when you enter remarks on **Form AP** for 2017 Quarter 1, the **Save** button becomes active to allow you to save the changes to this form.

## 8.2 Estimate and Assessment Forms

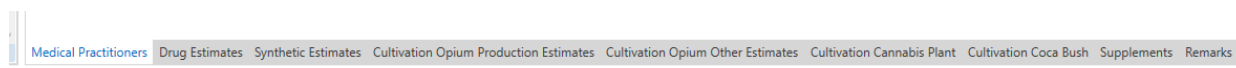
### 8.2.1 Form B

The Form B should be furnished to INCB before the July 1st of the year preceding the year to which the estimates relate.

As you are well aware, the paper-based Form B consists of 7 parts<sup>8</sup>:

- Part I:** Background information and statement of the method
- Part II:** Annual estimates of requirements of narcotic drugs;
- Part III:** Annual estimates of the manufacture of synthetic drugs;
- Part IV:** Annual estimates of the cultivation of the opium poppy for opium production;
- Part V:** Annual estimates of the cultivation of the opium poppy for purposes other than opium production;
- Part VI** Annual estimates of the cultivation of the cannabis plant for cannabis production;
- Part VII** Annual estimates of the cultivation of the coca bush for coca leaf production.

All these parts have found their proper 'reflection' in electronic Form B in NDS. As shown in the image below:

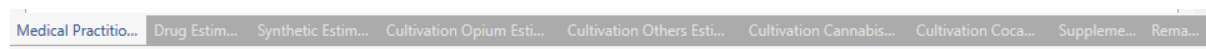


**Form B** has a new look in **NDS7**, as shown in the following image.

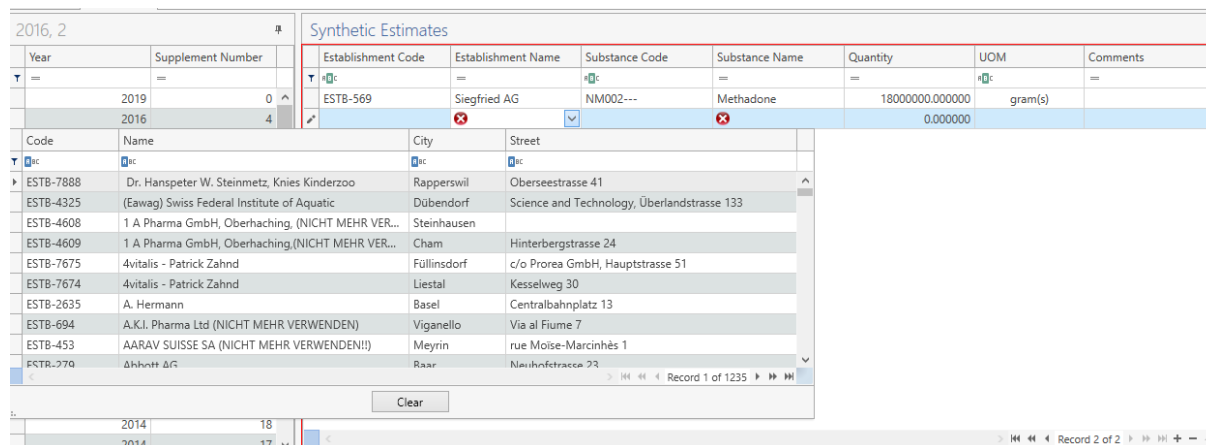
The CNA may also revise the requirement in narcotic drugs so that the quantities will be increased or decreased. In this case the country should indicate such changes as supplement to Form B and furnish to INCB in the shortest possible notice.

<sup>8</sup> [http://www.incb.org/documents/Narcotic-Drugs/Forms/Form\\_B/23rd\\_Edition/Form\\_B\\_23rd\\_edition\\_EN.pdf](http://www.incb.org/documents/Narcotic-Drugs/Forms/Form_B/23rd_Edition/Form_B_23rd_edition_EN.pdf)

Click any of the tabs at the bottom of the screen to select the information to include about medical practitioners, Drug estimates, Synthetic Estimates, Cultivation Opium estimates, Cultivation Cannabis estimates, Cultivation Coca Bush estimates, Supplements and to enter remarks for this report.

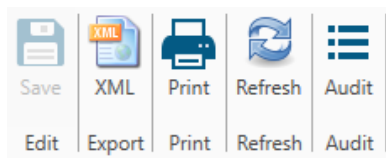


You can search and edit fields in this report, as shown in the image below.



To send the form to **INCB**, use either of the two following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button



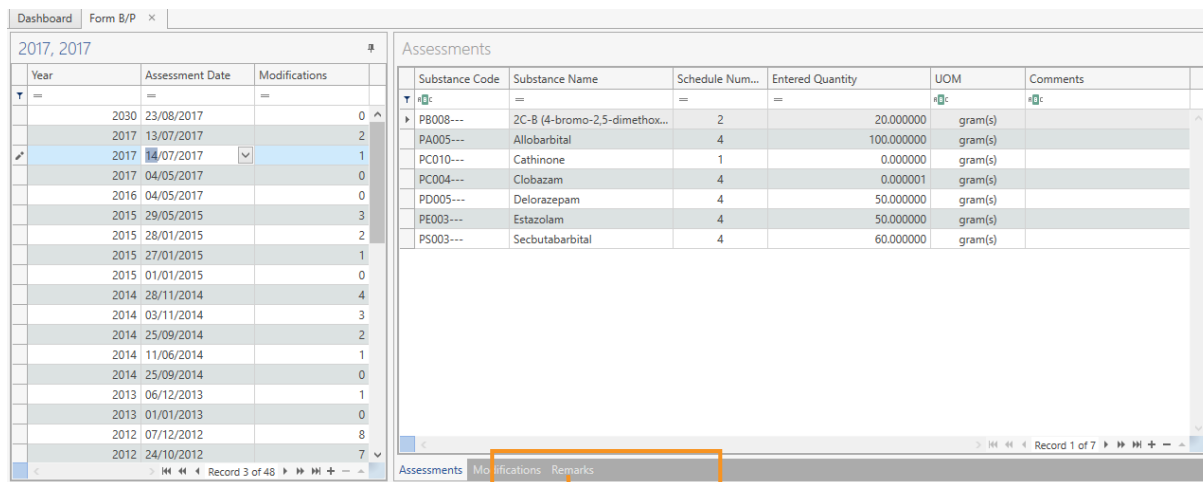
The **Save** and **Refresh** buttons are also available. For example, when you enter remarks on **Form B** for the desired year of the report, the **Save** button becomes active so you can save changes to this form.

## 8.2.2 Form B/P

Form B/P is to be submitted to INCB at least once every three years. Assessments should reflect the total medical and scientific requirements for one year.

INCB will use reported assessments for reference during a three-year period unless a modification to previously submitted assessments is received.

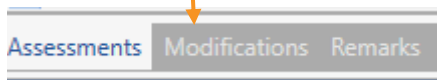
Form B/P has a new look in NDS7 as shown in the following image.



Year	Assessment Date	Modifications
2030	23/08/2017	0
2017	13/07/2017	2
2017	14/07/2017	1
2017	04/05/2017	0
2016	04/05/2017	0
2015	29/05/2015	3
2015	28/01/2015	2
2015	27/01/2015	1
2015	01/01/2015	0
2014	28/11/2014	4
2014	03/11/2014	3
2014	25/09/2014	2
2014	11/06/2014	1
2014	25/09/2014	0
2013	06/12/2013	1
2013	01/01/2013	0
2012	07/12/2012	8
2012	24/10/2012	7

Substance Code	Substance Name	Schedule Num...	Entered Quantity	UOM	Comments
P8008---	2C-B (4-bromo-2,5-dimethox...	2	20.000000	gram(s)	
PA005---	Allobarbitol	4	100.000000	gram(s)	
PC010---	Cathinone	1	0.000000	gram(s)	
PC004---	Clobazam	4	0.000001	gram(s)	
PD005---	Delorazepam	4	50.000000	gram(s)	
PE003---	Estazolam	4	50.000000	gram(s)	
PS003---	Secbutabarbitol	4	60.000000	gram(s)	

Click any of the three tabs at the bottom of the screen to determine whether information on assessments or modifications is displayed and to enter remarks in the report.





You can search and edit fields to enter information for this report, as shown in the image below.

Modifications

Substance Code	Substance Name	Schedule Num...	Entered Quantity	UOM	Comments
PD005---	Delorazepam	4		gram(s)	

Code Name UOM Active

PP030---	(+)-Norephedrine (INVALID)	G	<input checked="" type="checkbox"/>
PN006---	25B-NBOMe	G	<input checked="" type="checkbox"/>
PN007---	25C-NBOMe	G	<input checked="" type="checkbox"/>
PN008---	25I-NBOMe	G	<input checked="" type="checkbox"/>
PB008---	2C-B (4-bromo-2,5-dimethoxyphenethylamine)	G	<input checked="" type="checkbox"/>
PI026---	2C-I, 4-iodo-2,5-dimethoxy-phenethylamine	G	<input checked="" type="checkbox"/>
PC024---	2C-T-2, 4-ethylthio-2,5-dimethoxy-PEA	G	<input checked="" type="checkbox"/>
PC025---	2C-T-7, 2,5-dimethoxy-4-propylthio-PEA	G	<input checked="" type="checkbox"/>
PP023---	4,4'-DMAR, 4,4'-Dimethylaminorex	G	<input checked="" type="checkbox"/>
PM017---	4-Methylaminorex	G	<input checked="" type="checkbox"/>

Record 1 of 142

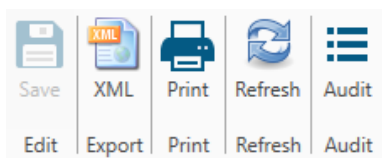
Clear

Record 2 of 2

Assessments Modifications Remarks

To send the form to **INCB**, use either of the following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button



The **Save** and **Refresh** buttons are also available. For example, when you enter remarks on **Form B/P** for the desired year to report, the **Save** button becomes active to allow you to save the changes to this form.

## 8.3 Annual Forms

The use of **NDS SPA** for data collection of the domestic trade will help the Competent National Authority to pre-populate data in the annual NDS forms. However, you can also manually record data on domestic trade directly in Forms C, P, and D.

### 8.3.1 Form C

The annual statistics of production, manufacture, consumption, stocks and seizure of narcotic drugs must be furnished to INCB no later than June 30th of the year following the year in which the data are gathered.

Form C should be furnished even if the country has not produced, manufactured, consumed, stocked or seized any drug during the year to which the form relates. Only a Form C mentioning no movement of drugs constitutes a definite declaration on that subject.

The paper-based Form C, submitted to INCB, consists of four parts, which are also represented in the NDS form<sup>9</sup>:

**Part I:** Statistical data on manufacture, consumption, utilization and stocks of narcotic drugs.

**Part II:** Statistical data on the manufacture of narcotic drugs.

**Part III:** Statistical data on the licit cultivation of the opium poppy and the licit production of cannabis, coca leaf and opium.

**Part IV:** Statistical data on seizures of narcotic drugs.

---

<sup>9</sup> [http://www.incb.org/documents/Narcotic-Drugs/Forms/Form\\_C/19th\\_Edition/Form\\_C\\_19\\_edition\\_V1601109-E.pdf](http://www.incb.org/documents/Narcotic-Drugs/Forms/Form_C/19th_Edition/Form_C_19_edition_V1601109-E.pdf)



Form C has a new look in NDS7 as shown in the following image.

Dashboard Form C

2018

Statistics

Year	Substance Co...	Substance Na...	Quantity man...	Quantity con...	Quantity utilis...	Quantity to b...	Quantity to b...	Quantity lost...	UOM	Comments
2018	NC018---	(+)-cis-3-met...				214.000000			gram(s)	
2017	NC016---	(+)-cis-beta...				0.000000			gram(s)	
2016	SMC026---	2-Aminoinda...				22.551000			gram(s)	
2015	SMC035---	25B-NBOMe				7.365540			gram(s)	
2014	SMC043---	25C-NB2OMe				6.982200			gram(s)	
2013	SMC034---	25I-NBOMe				10.044560			gram(s)	
2012	PI026---	2C-I, 4-iodo...				11.677156			gram(s)	
2011	PC024---	2C-T-2, 4-eth...				20.568192			gram(s)	
2010	PC025---	2C-T-7, 2,5-di...				122.592225			gram(s)	
2009	SMC011---	3,4-Methylen...				24.000185			gram(s)	
2008	NA005---	3-Acetylmo...				0.000000			gram(s)	
2007	NM024---	3-Methyl thio...				0.000000			gram(s)	
2006	NM017---	3-Methylfent...				60.467680			gram(s)	
2005	SMC003---	4-Fluoroamp...				35.745520			gram(s)	
2004	SMC042---	4-FMC				10.071220			gram(s)	
2003	SMC29---	4-Methylamp...				50.065600			gram(s)	
	SMC023---	4-Methylethc...				5.564160			gram(s)	

Record 1 of 16

Manufacture of Narcotic... Manufacture of Other Subs... Cultivation Opium P... Cultivation Cannabis... Cultivation Coa... Seiz... Seizures Pharmace... Rem...

Click any of the tabs at the bottom of the screen to include information about statistics, manufactured raw material, manufactured opiates, cultivation of the opium poppy/cannabis plan/coca bush, seizures, and pharmaceutical seizures and to enter remarks for this report.

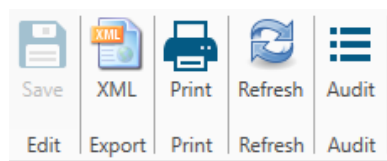
Statist...	Manufacture of Narcotic...	Manufacture of Other Subs...	Cultivation Opium P...	Cultivation Cannabis...	Cultivation Coca...	Seizur...	Seizures Pharmace...	Rema...
------------	----------------------------	------------------------------	------------------------	-------------------------	---------------------	-----------	----------------------	---------

You can search and edit fields to enter information for this report, as shown in the image below.

Manufacture of Narcotic Drugs					
	Substance Code Used	Substance Name Used	Quantity Used	UOM	Comments
	NC040---	CONC.OF POPPY STRAW (O) G...	0.980000	gram(s)	comments
			0.000000		

To send the form to **INCB**, use either of the following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button



The **Save** and **Refresh** buttons are also available. When you enter remarks on **Form C** for the desired year to report, the **Save** button becomes active to allow you to save the changes to the form.

### 8.3.2 Form P

The Annual Statistical Report on Substances indicated in Schedules I, II, III and IV of 1971 Convention on psychotropic substances (the so-called 'Form P') is provided to INCB once a year not later than June 30 of the year following the year in question.

The paper-based Form P consists of the following parts which are also represented in the NDS form<sup>10</sup>:

**Part I.** Statistical data on the manufacture, utilization, stocks, imports and exports of substances in Schedules I, II, III and IV of the 1971 Convention and their salts;

**Part II.** Trade details: statistical data on imports and exports of substances in Schedules I, II, III and IV of the 1971 Convention;

**Part III.** Statistical data on the use of substances in Schedules I, II, III and IV of the 1971 Convention for the manufacture of other psychotropic substances.

Form P has a new look in **NDS7** as shown in the following image.

Substance Code	Substance Name	Quantity manufact...	Quantity consumed	Quantity used for t...	Quantity used for t...	Manufacturers' sto...	Total Imports
PP030---	(+)-Norephedrine (...)					0.000000	
PB008---	2C-B (4-bromo-2,5...					21.957496	
PM017---	4-Methylaminorex					0.000000	
PA005---	Allobarbitol					88.117000	
PA004---	Alprazolam					224737.774000	
PA001---	Amfepramone					114501.159950	
PA003---	Amphetamine					1755.954364	
PA007---	Amineptine					20.000000	
PA006---	Aminorex					0.000000	
PA002---	Amobarbital					143.332000	
PB001---	Barbitol					157788.018730	
PB002---	Benzphetamine					27084.850000	
PD009---	Brolamfetamine (D...					7.620712	
PB003---	Bromazepam					12293368.881850	
PB007---	Brotizolam					23.710000	
PB006---	Buprenorphine					474989.966996	

<sup>10</sup> [http://www.incb.org/documents/Psychotropics/forms/P/P\\_ENG\\_V17-06822.pdf](http://www.incb.org/documents/Psychotropics/forms/P/P_ENG_V17-06822.pdf)

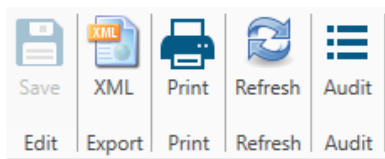


You can search and edit fields to enter information in this report, as shown in the image below.

Imports					
Substance Code	Substance Name	Schedule Num...	Total Imports Entered	UOM	
PL002---	Lysergic acid diethylamide (LSD-25)	1	31.642632	gram(s)	
PP018---	Propylhexedrine	4	40.000000	gram(s)	
			0.000000		
Code	Name	UOM	Active		
PP030---	(+)-Norephedrine (INVALID)	G	<input checked="" type="checkbox"/>		
PN006---	25B-NBOMe	G	<input checked="" type="checkbox"/>		
PN007---	25C-NBOMe	G	<input checked="" type="checkbox"/>		
PN008---	25I-NBOMe	G	<input checked="" type="checkbox"/>		
PB008---	2C-B (4-bromo-2,5-dimethoxyphenethylamine)	G	<input checked="" type="checkbox"/>		
PI026---	2C-I, 4-iodo-2,5-dimethoxy-phenethylamine	G	<input checked="" type="checkbox"/>		
PC024---	2C-T-2, 4-ethylthio-2,5-dimethoxy-PEA	G	<input checked="" type="checkbox"/>		
PC025---	2C-T-7, 2,5-dimethoxy-4-propylthio-PEA	G	<input checked="" type="checkbox"/>		
PP023---	4,4'-DMAR, 4,4'-Dimethylaminorex	G	<input checked="" type="checkbox"/>		
DM017---	4-Methylaminorex	G	<input checked="" type="checkbox"/>		
Record 1 of 142					
Clear					
Record 0 of 0					

To send the form to **INCB**, use either of the following ways to extract information from **NDS**:

1. Click the **XML Export** button
2. Click the **Print** button



The **Save** and **Refresh** buttons are also available. When you enter remarks on **Form P** for the desired year to report. The **Save** button becomes active to allow you to save the changes to the form.

### 8.3.2 Form D

According to art. 12 of paragraph 12 of 1988 Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, the parties of the Convention shall furnish to INCB 'in the form and manner provided for by it and on the forms made available by it' the information on:

the amounts seized of substances in Table I and Table II and, when known, their origin;

any substance not included in Table I or Table II which is identified as having been used in illicit manufacture of narcotic drugs or psychotropic substances, and which is deemed by the Party to be sufficiently significant to be brought to attention of the Board;

methods of diversion and illicit manufacture.

The electronic Form D is built upon the paper-based Form D<sup>11</sup>, which is being presented by the countries to INCB annually.

**Form D** has a new look in **NDS7**, as shown in the following image.

<sup>11</sup> [http://www.incb.org/documents/PRECURSORS/FORM\\_D/PDF/FORM\\_D\\_21st\\_Ed\\_Jan2018\\_E.pdf](http://www.incb.org/documents/PRECURSORS/FORM_D/PDF/FORM_D_21st_Ed_Jan2018_E.pdf)

You can search and edit fields to enter information in this report, as shown in the image below.

Seizures

Substance Code	Substance Name	Quantity Seized	UOM	Schedule Num...	Confidential
▼ [icon]	[icon]	[icon]	[icon]	[icon]	[icon]
	Code	Name	UOM	Active	
	CN007---	(+/-)-Norpseudoephedrine	G	<input checked="" type="checkbox"/>	
	CB001---	1-(2-Bromoethyl)-4-ethyl-1,4-dihydro-5H-tetrazol-5	L	<input checked="" type="checkbox"/>	
	CT004---	1-(2-Thienyl)-2-propanamine	L	<input checked="" type="checkbox"/>	
	CC011---	1-Chloro-1-phenyl-2-aminopropane	L	<input checked="" type="checkbox"/>	
	CC012---	1-Chloro-2-phenylpropane	L	<input checked="" type="checkbox"/>	
	CP009---	1-Phenyl-2-bromopropane	L	<input checked="" type="checkbox"/>	
	CP025---	1-Phenyl-2-chloropropane	L	<input checked="" type="checkbox"/>	
	CP021---	1-Phenyl-2-nitropropene	L	<input checked="" type="checkbox"/>	
	CP040---	1-phenyl-2-propanol	L	<input checked="" type="checkbox"/>	
	CD008---	2,5-Dimethoxybenzaldehyde	L	<input checked="" type="checkbox"/>	
	CP016---	2-Propanol	L	<input checked="" type="checkbox"/>	






Record 0 of 0

Record 1 of 265

Clear

To send the form to **INCB**, use either of the following ways to extract information from **NDS**:

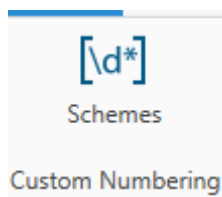
1. Click the **XML Export** button
2. Click the **Print** button

				
Save	XML	Print	Refresh	Audit
Edit	Export	Print	Refresh	Audit

The **Save** and **Refresh** buttons are also available. When you enter remarks on **Form D** for the desired year to report, the **Save** button becomes active to allow you to save the changes to the form.

## 9 Parameters


### 9.1 Custom Numbering



Custom Numbering can be set up for different templates on different modules. Double-click the template in the grid for which you want to set the custom numbering to open the numbering module where you can enter the required values. See the steps below.

Dashboard Custom Numbering Schemes ×					
	Name	Template	Current value	Delimiter	Active
+	Attestation	=	=	+	<input type="checkbox"/>
+	Document Reference	Free text / Year (2 digits) / Sequence (1 digit)	DOCREF/18/164//TEST	/	<input checked="" type="checkbox"/>
+	Export Authorization	Free text / Year (2 digits) / Month (short name)	EA/18/Jan/00042/ A/42	/	<input checked="" type="checkbox"/>
+	Import Authorization	Free text / Sequence (1 digit(s), reset: year)	IMP/48/2018	/	<input checked="" type="checkbox"/>
+	Establishment	Free text - Month (full name) - Year (2 digits)	EST-January-18-106	-	<input checked="" type="checkbox"/>
+	Endorsement	Free text / Sequence (1 digit(s), reset: year)	ENDORS/44/2018	/	<input checked="" type="checkbox"/>
+	Import Certificate	Sequence (4 digit(s), reset: never, starts with)	0001/2018	/	<input checked="" type="checkbox"/>
+	License	Free text / Sequence (4 digit(s), reset: year)	LIC/0240/2018	/	<input checked="" type="checkbox"/>
+	Preparation	Sequence (5 digit(s), reset: never, starts with)	00547	-	<input checked="" type="checkbox"/>

In the numbering module (Document reference), define the numbering parameters as follows:

1. Click the drop-down menu in the delimiter field to select the delimiter ( -, /).
2. Select the Pattern (Sequence, Free Text, Year, and Month). A sequential number in a customized number ensures that each reference number is unique.
3. Click the **Append** icon .
4. The preview of the numbering code of the Document Reference template is displayed.

Name: Document reference

Delimiter: /

Pattern: Sequence

Min. number of digits: 1

Starts with: 1

Reset sequence: ☒ Never ☐ Yearly ☐ Monthly ☐ Daily

Parts:

- + Year (2 digits): 17
- 123 Sequence (1 digit(s), reset: never, starts with: 111): 132
- Free text:
- Free text: TEST
- 123 Sequence (1 digit(s), reset: never, starts with: 1): 1
- 123 Sequence (1 digit(s), reset: never, starts with: 1): 1

Preview: DOCREF/17/132//TEST/1/1/1

Active: ☒

**Note:** You can also set custom numbering as **Active** or **Inactive**. If custom numbering is set as **Inactive**, you can enter the code manually in the corresponding field.

NDS 7

File Home System Administration Masters Import/Export Licenses INCB Reports Synchronization Parameters Actions

Dashboard Custom Numbering Schemes Custom Numbering (Document reference)

Name: Document reference

Delimiter: -

Pattern: Sequence

Parts:

- + Free text: DOCREF
- 123 Year (2 digits): 17
- 123 Sequence (1 digit(s), reset: never, starts with: 111): 132
- Free text:
- Free text: TEST

Preview: DOCREF-17-132--TEST

Active: ☒

### 9.1.1 Custom numbering for import and export permits

NDS 7 supports the creation of specific custom numbering for import and export. Numbers can be generated depending on the type of substances use in the import or export request.

For this purpose, you can create a specific template for an import of a narcotic or a precursor chemical. The procedure to create these templates is the same as shown above. The image below shows how the new custom numbering is distributed.



Export Authorization		Free text / Year (2 digits) / Month (short na...	EA/18/Jan/00042/ A/42	/	<input checked="" type="checkbox"/>
Name	Template	Current value	Delimiter	Active	
Export Precursors	Free text / Sequence (4 digit(s), reset: yea...	PRE/0001/2018	/	<input type="checkbox"/>	
Export Narcotics	Free text / Sequence (4 digit(s), reset: yea...	EST/0002/2018	/	<input type="checkbox"/>	
Export Psychotropics	Free text / Sequence (4 digit(s), reset: yea...	PSV/0003/2018	/	<input type="checkbox"/>	
Export Others				<input type="checkbox"/>	
Import Authorization		Free text / Sequence (1 digit(s), reset: year...	IMP/48/2018	/	<input checked="" type="checkbox"/>
Name	Template	Current value	Delimiter	Active	
Import Precursors	Free text / Year (4 digits) / Free text	PRE/2018/	/	<input type="checkbox"/>	
Import Narcotics	Free text / Year (4 digits)	NARC/2018	/	<input type="checkbox"/>	
Import Psychotropics	Free text / Year (4 digits)	PSV/2018	/	<input type="checkbox"/>	
Import Others	Free text / Year (4 digits)	OTH/2018	/	<input type="checkbox"/>	

**Note:** The **Master Import or Export Custom Numbering** Table must be set to **Active** to activate Custom Numbering per type of substance. If the **Master Import or Export Custom Numbering** is set to **Inactive**, you will be able to enter only this number manually.

### 9.1.2 Custom numbering for Licenses

**NDS 7** supports the creation of specific custom numbering for the licenses recorded. Numbers can be generated depending on the set of substances to be defined in the license.

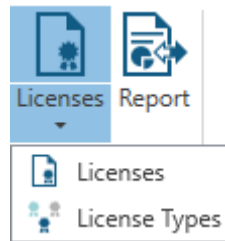
License	
Name	
License Narcotics/Psychotropics	
License Narcotics	
License Psychotropics	
License Precursors	
License Others	

**Note:** The **Master License Custom Numbering** Table must be set to **Active** to activate Custom Numbering per type of substance. If the **Master License Custom Numbering** is set as **Inactive**, you will be able to enter this number only manually.



## 10 Licenses

NDS 7 comes with a re-designed **License** module. In the **Master** menu, the Licenses icon, contains two main sections: the Licenses Master Screen and the License Types catalogue.



Click the Licenses sub-menu to display a matrix of all licenses in the system. This matrix functionality is the same as in the other menus (for example: Import/Export). You can see the license number and check the status of the license and other important information in one screen.

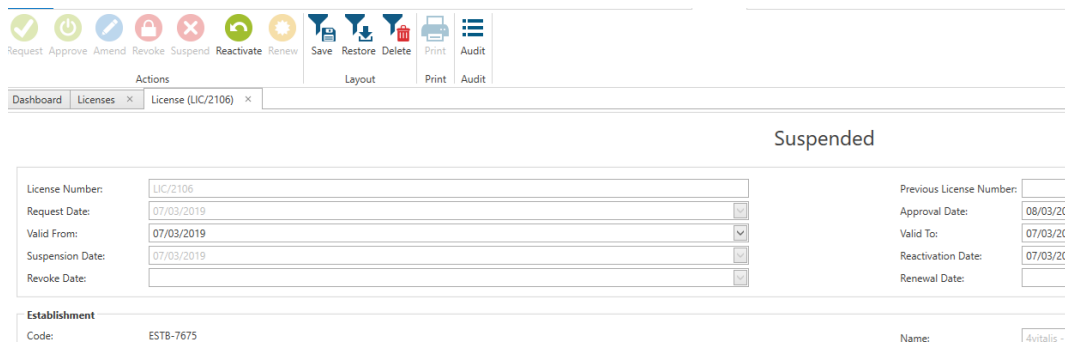
For filtering options please see [Sections 4.3.1](#) and [4.3.2](#).

New features have been added to the License module in this NDS7 release. One is the copy

details function and the Layout feature which will allow users to work with

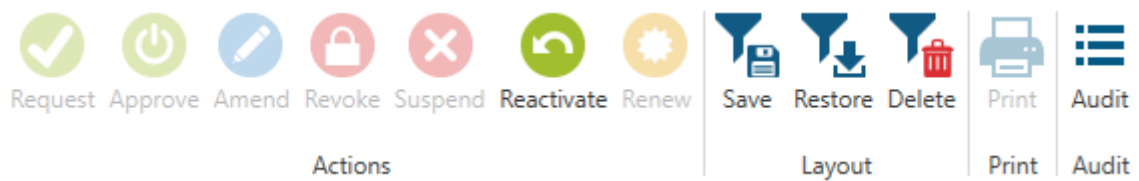
same functionalities as the other modules in NDS7.

To work on a specific license, double-click the license to open the license details.

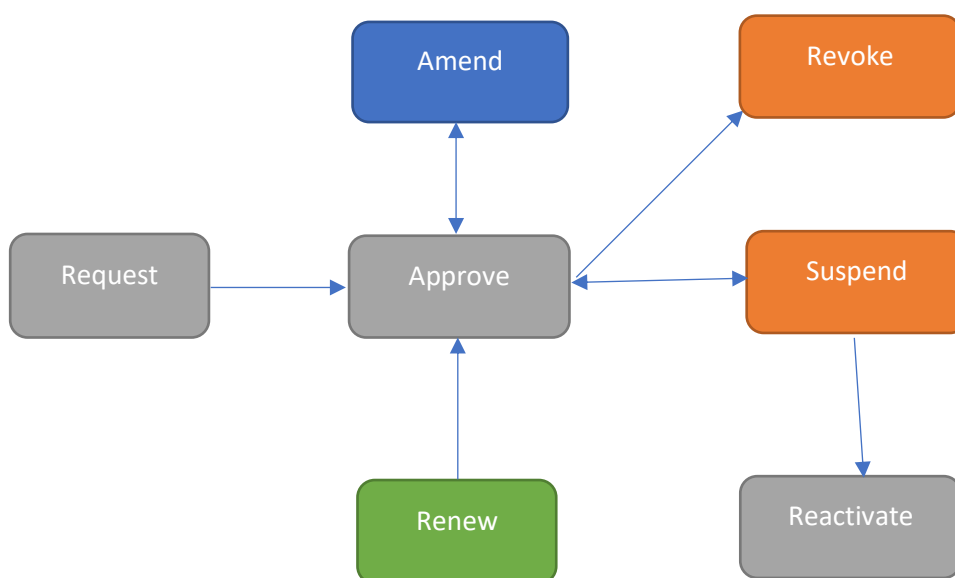


## 10.1 License Action Buttons

**Licenses** in **NDS7** comes with an improved workflow to make the process of managing establishment licenses easier. Use the buttons shown below to set a license in Request mode, Approve or Amend it. You can also Revoke, Suspend, Reactivate, and Renew the License -- and print it in Word.



### 10.1.1 License Workflow



## 10.2 License reports

The new NDS7 license module contains two different reports:



One is the existing grid when opening the Licenses menu. In this report, the user can visualize data such as the license number, status establishment name validity dates of the license and data of the responsible person in the license.



The other report is more detailed in terms of showing information on the substances, preparations, groups, type of license and quotas. In this report, the user can use the drag and drop functionality to get different kinds of reports. Please see for more reference on reporting.

Dashboard

License Report

License Type Code

License Number	Previous License N...	Status	Establishment Code	Establishment Name	Establishment City	Request Date	Approval Date	Valid From	Valid To
LIC/2106		Suspended	ESTB-7675	4vitalis - Patrick Zahnd	Föllinsdorf	07/03/2019	08/03/2019	07/03/2019	07/03/2024
LIC/2104		Active	ESTB-7888	Dr. Hanspeter W. Steinmetz, Knie...	Rapperswil	06/03/2019	06/03/2019	06/03/2019	06/03/2024
License Type Code: INHA									
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
License Type Code: UMGA									
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma GmbH	Freiburg	01/01/2019	21/02/2019	21/02/2019	31/12/2023
LIC/2103		Active	ESTB-8980	Sonnenpharma					



### 10.3 Tracking License Quantity

Track license quantity in import/export is checked now, disregarding the flag in substance master. The logic is that if license for substance is required and the approved quantity is not null then the quantity is tracked against only imported qty.

**Note:** Important rule in logic - null approved quantity means unlimited quantity and no quantity track.

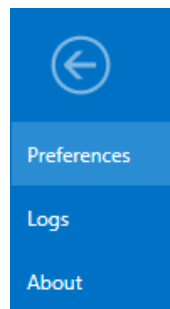
If there is more than one valid license for the same base and at least one of them has unlimited approved quantity (null) then track quantity is off.

If there is more than one valid license and all are with non-null approved quantities, then approved quantity is summarized from all valid licenses converted to base. In this case imported base quantity for balance is calculated in range of Valid From (minimum from all valid licenses) to transaction date (approval date in authorization).

The formula is: License Balance = [Sum (Approved Base for all valid licenses)] - [Sum (Imported Qty for establishment for date range mentioned before)].

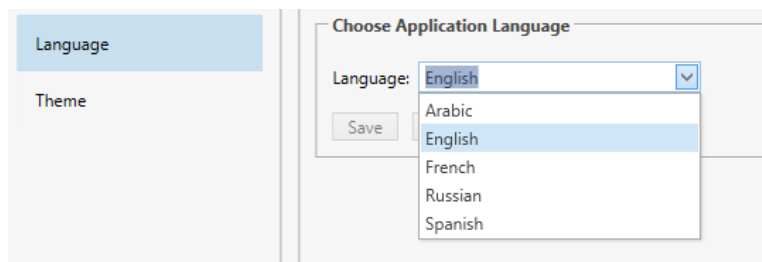
## 11 File Menu

In the **File Menu** in NDS7, you will find two options. One to set some basic preferences of the system such as the **Language**, System logs and the **Theme** of NDS.



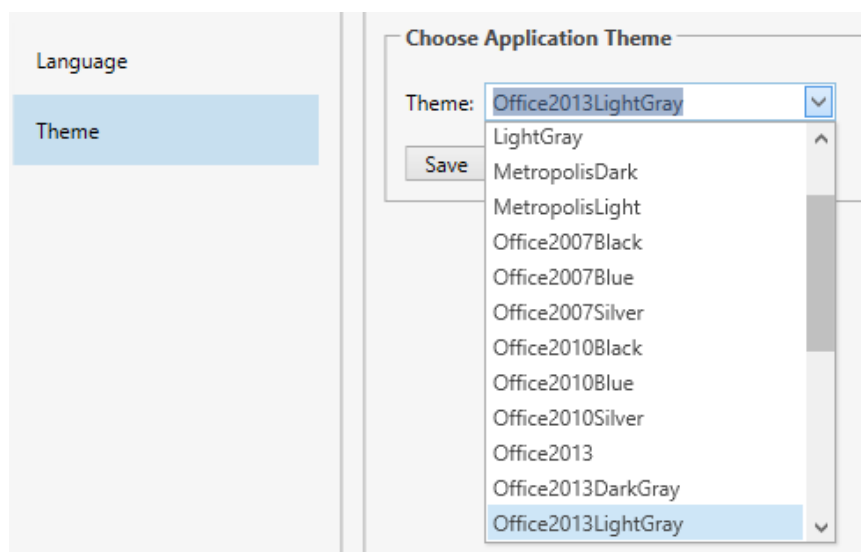
To set the **language**, just click on the Language option and then from the drop-down list, select the available language.

To save and apply changes, click on the **Save button**.



To set the **Theme** of the application based on some predefined templates, click on the **Theme** option and select from the drop-down list the desired look.

To save and apply changes, click on the **Save button**.



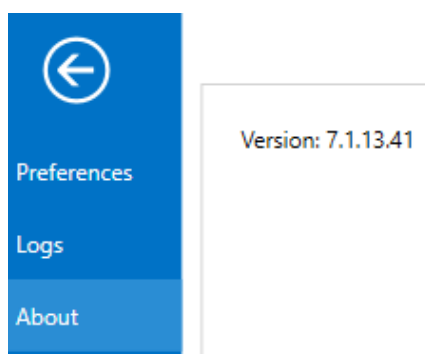
The **logs** section in the File Menu will keep track of the incidents, exceptions or errors that

happened during the use of the NDS7 application.

This log can be exported as a zip file containing a txt file with detailed information of what happened with NDS during an error. For the NDS support team this information can be useful to identify and provide a solution for the problem reported.

Active			File	Last modified on
<input checked="" type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180912.log	12/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180911.log	11/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180910.log	10/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180906.log	06/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180905.log	05/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180904.log	04/09/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180831.log	31/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180830.log	30/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180828.log	28/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180817.log	17/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180816.log	16/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180814.log	14/08/2018
<input type="checkbox"/>			C:\Users\castilla\AppData\Local\NDS7\nds_20180731.log	31/07/2018

In the **About** section the user can see the current release version of the NDS7



## 12 Exit the NDS Application

Click the **Exit** button to exit the NDS7 application.

