

Commercial Medicines Unit

PharmaQC User Guide

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1. Introduction

1.1 Background

Drug supplier database – pharmaQC

User guide for pharmaceutical suppliers

Updated September 2020

The drug quality assurance database – pharmaQC – has been developed for pharmaceutical suppliers to the NHS, for QC Pharmacists, NHS trust pharmacy staff and Commercial Medicines Unit (CMU) category specialists.

Pharmaceutical suppliers enter details of their individual products offered for tender on the website

<https://pharmaqc-supplier.cmu.nhs.uk/PharmaQC>

QC Pharmacists can then quality assess, search across all supplier products using a separate, secure website and category specialists can assess more effectively supply chain risks by reviewing data such as manufacturing and raw material scope. This product has been developed to streamline the contractually required process (i.e. existing QA process) to help with the ‘once-only’ principle across Government. A **summary of all product data required** can be accessed and printed off once you have logged onto the system.

1.2 Getting Started

1.2.1 Accessing the system

The drug supplier database (pharmaQC) can be accessed via the following link:

<https://pharmaqc-supplier.cmu.nhs.uk/PharmaQC>

Pharmaceutical suppliers, who have been pre-registered on the system and have received notification of their account details, will see the following screen when entering the system and will be prompted to login as follows:

Figure 1

Member login

If you have an existing account please login now. If you are an NHS member of staff, or work in a local authority (for CES management systems), you may find it useful to register under our member login facility. Membership is open to all NHS staff and local authorities and is completely free.

New visitors can [click here](#) to register. Existing members can [update their profile](#) with appropriate access permissions, or send their details to the [System Administrator](#)



Member login

Username *

Password *

Fields marked with * are mandatory

[register](#) | [my profile](#) | [help](#)
[admin](#) | [forgotten my password](#)

Suppliers should note that they may only view their own company's product details. All product details are then made available to QC Pharmacists and Commercial Medicines Unit (CMU) category specialists using the secure extranet, known as the NHSnet, with the additional security of a member login facility.

2. Selecting the products your company is able to supply

After you login, you are presented with the **allProducts** screen – use any or all of the boxes to search the full database in order to assign this product to your company database e.g. Name “ascorbic acid”:

Figure 2

allProducts | pharmaQC

Company : NHS CMU

This is a list of all products, described generically, for you to choose from and enter your product details.

To search for the product name-form-strength, enter one or more of the of the fields below and press **Submit**.


Summary of all data required to complete form

Please scroll down the page to view search results


NPC code	<input type="text"/>
Name	<input type="text" value="ascorbic acid"/> Please search on generic name
Form	<input type="text"/>
Strength	<input type="text"/>
Pack size	<input type="text"/>
BNF desc	-- please select to search description -- ▼

Search >>

Results for the above search criteria

 Add details to pack(and add to myProducts)

NPC code	Name	Form	Strength	Pack size	
DIF025	ASCORBIC ACID	EFFERVESCENT TABLETS	1G	10	✓
DIF026	ASCORBIC ACID	EFFERVESCENT TABLETS	1G	20	✓
DIF064	ASCORBIC ACID	EFFERVESCENT TABLETS	1G	30	✓
DIF036	ASCORBIC ACID	EFFERVESCENT TABLETS	1G	100	✓
DKH105	ASCORBIC ACID	EYE DROPS	10% 10ML	1	✓
DIF022	ASCORBIC ACID	INJECTION	500MG IN 5ML	10	✓
DIF033	ASCORBIC ACID	TABLETS	100MG	28	✓
DIF003	ASCORBIC ACID	TABLETS	100MG	100	✓

If the product **CAN** be identified from this list displayed **click on the tick on the right hand side ()** to add the product (to your company database):

If the **product entered in NPCcode/ Name/Form/Pack/Strength or size** you have specified is **NOT** displayed, or there are no results shown, this screen (Figure 3) is displayed and you will need to create a new product:

Figure 3

 [allProducts](#) |  [myProducts](#) | [Help](#)

allProducts | pharmaQC

Company : NHS CMU

This is a list of all products, described generically, for you to choose from and enter your product details.

To search for the product name-form-strength, enter one or more of the of the fields below and press **Submit**.

Summary of all data required to complete form

Please scroll down the page to view search results

NPC code	<input type="text"/>	
Name	<input type="text" value="ampetimin"/>	Please search on generic name
Form	<input type="text"/>	
Strength	<input type="text"/>	
Pack size	<input type="text"/>	
BNF desc	-- please select to search description -- 	

Search >>

Results for the above search criteria

No results were found.

The product or pack you have requested does not exist on our database. If you wish to request that a product and pack is set up for you to add details please [click here](#).

2.1 Creation of a new product

To request a new product to be set up that doesn't exist in the pharmaQC database please click here where indicated on the screen above and follow the instructions.

This will show the following screen:

Figure 4

[✓ allProducts](#) | [myProducts](#) | [Help](#)

Request new product | pharmaQC

Drug contractor product database

If you would like to set up a **brand new product**, please enter the details below. The information will be sent to the pharmacy team and an email confirmation will be sent when the new product details are ready for you to use.

Name	<input type="text"/>	*
Form	<input type="text"/>	*
Strength/volume	<input type="text"/>	*
Pack sizes	<input type="text"/>	*
	(e.g.10,15,20)	

>> Next

Fields marked with * are mandatory

Please give all the information that is required including the different pack sizes that are required.

For a completely new product a new NPC code will be allocated by the database administrator.

The database administrator will need to facilitate the creation of **new products using the form/pack/strength size requested** on a supplier's behalf. The database administrator will contact you within five working days to advise when your request has been processed.

This may mean there is a short delay before you can continue to the next process in the database for this particular product.

2.2 Adding a new product

In order to ensure that you have all the necessary information to hand before you start you can click on **Summary of all data required to complete form.**

Once the product has been identified using the search facility (Figure 2), in the required combination of form/strength/pack size - and having ticked the box to add this to your company's set of 'myProducts' - you will need to enter company specific details of the product selected.

This will involve data entry on two screens – click the **>>Next** button to move from the first to the second screen (see figure 5/6 & 7).

Please ensure you complete all mandatory fields (indicated by an asterisk). You will need to complete a minimum of one manufacturer and raw materials supplier details. The type of information that is required to be filled in can be seen on the screen below:

Manufacture details			
Manufacturer			
Name of manufacturer	<input type="text"/>	* i	Typical length of time to manufacture the product
			<input type="text"/>
			i
Address line1	<input type="text"/>		
	i		
Address line2	<input type="text"/>		
	i		
City	<input type="text"/>	i	County/State
			<input type="text"/>
			i
Postcode	<input type="text"/>	i	
Country	--Please select--	▼ * i	

Raw material details			
Raw materials			
Name of raw material supplier	<input type="text"/>	* i	
Address line1	<input type="text"/>		
	i		
Address line2	<input type="text"/>		
	i		
City	<input type="text"/>	i	County/State
			<input type="text"/>
			i
Postcode	<input type="text"/>	i	
Country	--Please select--	▼ * i	

When adding product information the fields that appear on the screen will depend on the type of product you have selected. If the product you have selected is an *'Injection'* or *'Infusion'* then you will be presented with the following screens

Figure 5 – screen one – Injectable fields visible

My company name	NHS CMU • i	Proprietary name of product	<input type="text"/> i
Name of product Licence Holder	<input type="text"/> i		
My company country	--Please select-- i		
Manufacture details			
Manufacturer			
Name of manufacturer	<input type="text"/> • i	Typical length of time to manufacture the product	<input type="text"/> i
Address line1	<input type="text"/> i		
Address line2	<input type="text"/> i		
City	<input type="text"/> i	County/State	<input type="text"/> i
Postcode	<input type="text"/> i		
Country	--Please select-- • i		
Raw material details			
Raw materials			
Name of raw material supplier	<input type="text"/> • i		
Address line1	<input type="text"/> i		
Address line2	<input type="text"/> i		
City	<input type="text"/> i	County/State	<input type="text"/> i
Postcode	<input type="text"/> i		
Country	--Please select-- • i		
Product Identification			
Product form	solution for injection pre-filled		
Product Identifier (logo/markings)	<input type="text"/> i	Is the tablet scored?	Yes <input type="radio"/> No <input type="radio"/> i
Tablet shape	<input type="text"/> i	Colour (if appropriate)	<input type="text"/> i
Storage conditions	<input type="text"/> i	Shelf life	<input type="text"/> i
Latex-free product?	<input type="text"/> i	Latex-free manufacturing?	<input type="text"/> i

Applicable to Injectable products only

Diluent for reconstitution? (select all applicable)	Sodium chloride 0.9% Glucose 5% Water for injections Diluent provided	Other please specify:	
Usual volume for reconstitution?			
Minimum volume for reconstitution?			
Displacement value?			
Bolus Injection: dilute before giving?	-- Please select --		
Bolus Injection: compatible diluents? (select all applicable)	Sodium chloride 0.9% Glucose 5% Sodium Lactate, compound (Hartmann's solution) Water for injections		
Bolus Injection: volume of diluent?			
Bolus Injection: administration rate?			
Infusion: dilute before giving?	-- Please select --		
Infusion: compatible diluents? (select all applicable)	Sodium chloride 0.9% Glucose 5% Sodium Lactate, compound (Hartmann's solution) Ringer's Solution for injection	Other please specify:	
Infusion - volume of diluent?			
Infusion - administration rate?			
Is a hanger supplied?	-- Please select--		
Protect from light?	-- Please select--		

Protect from light while administering?	-- Please select -- <input type="button" value="i"/>	
Expiry time after preparation at room temperature	<input type="text"/>	<input type="button" value="i"/>
Sodium content of supplier product?	<input type="text"/>	<input type="button" value="i"/>
Osmolarity of supplied product?	<input type="text"/>	<input type="button" value="i"/>
Osmolarity of diluted product?	<input type="text"/>	<input type="button" value="i"/>
pH of supplied product?	<input type="text"/>	<input type="button" value="i"/>
pH of diluted product?	<input type="text"/>	<input type="button" value="i"/>
Y-site compatibility? (select all applicable)	<input type="button" value="i"/> <ul style="list-style-type: none"> Sodium chloride 0.45% Sodium chloride 0.9% with 20mmol potassium Sodium chloride 0.9% with 40mmol potassium Glucose 10% 	<input type="button" value="i"/> Other please specify: <input type="text"/>
Latex free container?	-- Please select -- <input type="button" value="i"/>	
Latex free manufacturing?	-- Please select -- <input type="button" value="i"/>	
Web link to SPC, PIL and Package Insert le preparation information:	<input type="text"/> <input type="button" value="i"/>	
Supplier contact email address:	<input type="text"/> <input type="button" value="i"/>	

Next >>

Fields marked with * are mandatory

Note – fields that refer to ‘select all applicable’ mean you can select more than one item from the list displayed. To do this you can hold down ctrl and using your mouse click on the items you wish to select. Alternatively you can hold down the shift key and click the down arrow if you are selecting items directly below one another.

As you can see from screen above there is a section titled ‘**Applicable to Injectable products only**’

If the product you are entering is not an Injectable, then you will be presented with the following screen:

Figure 6 – Screen one – oral liquid fields visible

My company name	NHS CMU	Proprietary name of product	
Name of product Licence Holder			
My company country	--Please select--		
Manufacture details			
Manufacturer			
Name of manufacturer		Typical length of time to manufacture the product	
Address line1			
Address line2			
City		County/State	
Postcode			
Country	--Please select--		
Raw material details			
Raw materials			
Name of raw material supplier			
Address line1			
Address line2			
City		County/State	
Postcode			
Country	--Please select--		

Product Identification	
Product form	tablets <input type="text"/>
Product Identifier (logo/markings)	<input type="text"/> <input type="text"/>
Tablet shape	<input type="text"/>
Storage conditions	<input type="text"/>
Latex-free product?	<input type="checkbox"/> <input type="checkbox"/>
Is the tablet scored?	Yes <input type="radio"/> No <input type="radio"/>
Colour (if appropriate)	<input type="text"/>
Shelf life	<input type="text"/>
Latex-free manufacturing?	<input type="checkbox"/> <input type="checkbox"/>
Applicable to liquid oral products only	
CRC (Y/N)	<input type="checkbox"/> <input type="checkbox"/>
Sugar Free (Y/N)	<input type="checkbox"/> <input type="checkbox"/>
No. of days shelf-life (once reconstituted)	<input type="text"/>
No. of days shelf-life (Unopened)	<input type="text"/>
No. of days shelf-life (Opened)	<input type="text"/>
Storage Temperature	<input type="text"/>
Refrigeration Required	<input type="checkbox"/> <input type="checkbox"/>
Alcohol content	<input type="text"/>
Preservative	<input type="text"/>
Colourings	<input type="text"/>
Flavour	<input type="text"/>
Taste	<input type="text"/>
(Robot friendly?) square plastic bottle (Y/N)	<input type="checkbox"/> <input type="checkbox"/>
(Robot friendly?) cardboard outer packaging (Y/N)	<input type="checkbox"/> <input type="checkbox"/>
Two stage dilution (Y/N)	<input type="checkbox"/> <input type="checkbox"/>
Product specification, e.g. BP, USP	<input type="text"/>
The licensed routes of administration	<input type="text"/>

Next >>

Fields marked with * are mandatory

Once the first page has been filled out please click **Next >>** to fill in the pack information. This screen is the same for any type of product that has been selected. Please see below (Figure 7)

Figure 7 – Screen Two – pack details

myProduct | pharmaQC

Drug contractor product database

Information on packs available:

Pack size (numeric)	30 <input type="text"/> i	Product code	<input type="text"/> i
Pack type (i.e. tub, bottle, carton, etc.)	<input type="text"/> i	Closure used	<input type="text"/> i
Parallel Import product licence number	<input type="text"/> i	EAN (numeric)	<input type="text"/> i
UK product licence number	<input type="text"/> i	Licence approval date (dd/mm/yyyy)	<input type="text"/> i
EMA licence number	<input type="text"/> i	Is the product a parallel import?	Yes <input type="radio"/> No <input type="radio"/> i
Manufacturer	--Please select-- i	Add another manufacturer	
Raw supplier	--Please select-- i	Add another raw material supplier	

Does the pack/container have the following:

Expiry date	Yes <input type="radio"/> No <input type="radio"/> i	Is it printed or embossed?	Please select <input type="text"/>
Date of manufacture	Yes <input type="radio"/> No <input type="radio"/> i	Is it printed or embossed?	Please select <input type="text"/>
Batch number	Yes <input type="radio"/> No <input type="radio"/> i	Is it printed or embossed?	Please select <input type="text"/>
Patient information leaflet	Yes <input type="radio"/> No <input type="radio"/> i		
Medical device category licence number	Yes <input type="radio"/> No <input type="radio"/> i		
Blister pack	Yes <input type="radio"/> No <input type="radio"/> i		
What kind of pack is it?	Patient pack <input type="radio"/> Ward pack <input type="radio"/> i		

Attach images(s)

Image 1	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>
Image 2	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>
Image 3	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>
Image 4	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>
Image 5	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>
Image 6	<input type="text"/>	<input type="button" value="Attach"/>	Description	<input type="text"/>

Notes

At least ONE of the licence numbers - **parallel import** or **UK product** or **EMA licence numbers** – must be completed; if UK licence number has been given then Licence approval date must be completed.

If you answer YES to Expiry date, date of manufacture or batch number, you must indicate whether this information is Printed or Embossed.

In summary, we have logged into the pharmaQC system, selected a product type from the full database, assigned this over to 'my' set of products and in the process, added manufacturer/raw materials/licence/pack details.

Now you can select myProducts at the top of the website to view all the products you have entered details for (Figure 8).

Figure 8 - myProducts

[✓ allProducts](#) | [myProducts](#) | [Help](#)

myProducts | pharmaQC

Drug contractor product database

Company : NHS CMU

This is a list of all chosen products you have entered details for.

Listed below are the products registered against your name. You can view, modify or delete the details, and add images, by clicking on the appropriate symbol on the side.

Images can also be added on the form where product details are entered.

Uploaded images will be made available on-line to NHS hospital pharmacy staff for the purposes of selecting appropriate products for use within their trusts, e.g. for contract adjudication purposes

[Search myProducts](#)

Key : View product Add pack(s) Modify product Delete pack(s) view image(s)

This is a requested pack for an existing product

Low meps Medium meps High meps

NPC code	Name	Form	Strength	Pack size	Date					
DBI036	ABCDXIMAB	SOLUTION FOR INJECTION VIAL	10MG/5ML	1	14/02/2013					
DKF034	ACETAZOLAMIDE	TABLETS	250MG	100	15/02/2013					
DFI020	ACETEST	REAGENT TABLETS		100	14/02/2013					
	ACETEST	REAGENT TABLETS		50	15/02/2013					
DZ0001	ADEFOVIR DIPTVOXIL	TABLETS	10MG	30	29/03/2012					
DCD074	ADRENALINE	SOLUTION FOR INJECTION AMP	100MCG/1ML (1:10000)	10	28/11/2012					
	ADRENALINE	SOLUTION FOR INJECTION AMP	100MCG/1ML (1:10000)	12323	19/12/2012					
DCD082	ADRENALINE	SOLUTION FOR INJECTION AMP	10MG/10ML (1:1000)	10	14/02/2013					
	ADRENALINE	SOLUTION FOR INJECTION AMP	10MG/10ML (1:1000)	15	14/02/2013					
	ADRENALINE	SOLUTION FOR INJECTION AMP	1MG/1ML (1:1000)	12	15/02/2013					
DBP006	ADRENALINE	SOLUTION FOR INJECTION AMP	1MG/1ML (1:1000)	10	28/11/2012					

To add further products into the system click on '**allProducts**' to continue to search the full database and repeat the ***Adding a new product*** section of this user guide(see page 6).

2.3 Adding additional pack sizes to a product

To **add additional pack sizes** for a product whose details you have already entered into myProducts, go to myProducts and click on the green tick against the existing product line.

Figure 9 – Adding additional packs screen

Add new packs | myProducts | pharmaQC

Company database maintenance

Name: ABCIXIMAB
 Form: SOLUTION FOR INJECTION VIAL
 Strength: 10MG/5ML

[Product details](#)

Pack details			
Pack 1			
Pack size (numeric)	1	Product code	
Pack type (i.e. tub, bottle, carton, etc.)		Closure used	
Parallel Import product licence number	34234	EAN (numeric)	
UK product licence number		Licence approval date (dd/mm/yyyy)	
EMA licence number		Is the product a parallel import?	No
Manufacturer	Manufacturer 12		
Raw supplier	Raw 1		
Does the pack/container have the following:			
Expiry date	No	0	
Date of manufacture	No	0	
Batch number	No	0	
Patient information leaflet	No		
Medical device category licence number	No		
Blister pack	No		
What kind of pack is it?	VWard pack		
Pack 2			
Pack size (numeric)	<input type="text"/>	Product code	<input type="text"/>
Pack type (i.e. tub, bottle, carton, etc.)	<input type="text"/>	Closure used	<input type="text"/>
Parallel Import product licence number	<input type="text"/>	EAN (numeric)	<input type="text"/>
UK product licence number	<input type="text"/>	Licence approval date (dd/mm/yyyy)	<input type="text"/>
European product licence number	<input type="text"/>	Is the product a parallel import?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Manufacturer	--Please select--	Add another manufacturer	
Raw supplier	--Please select--	Add another raw material supplier	
Does the pack/container have the following:			
Expiry date	Yes <input type="radio"/> No <input type="radio"/>	Is it printed or embossed?	Please select
Date of manufacture	Yes <input type="radio"/> No <input type="radio"/>	Is it printed or embossed?	Please select
Batch number	Yes <input type="radio"/> No <input type="radio"/>	Is it printed or embossed?	Please select
Patient information leaflet	Yes <input type="radio"/> No <input type="radio"/>		
Medical device category licence number	Yes <input type="radio"/> No <input type="radio"/>		
Blister pack	Yes <input type="radio"/> No <input type="radio"/>		
What kind of pack is it?	Patient pack <input type="radio"/> VWard pack <input type="radio"/>		

The screen will display the current pack that has been entered and will also give you the ability to add further packs. The number of extra packs you can enter will be determined by how many already exist for the product. A product can only have 6 packs in total.

You may choose the manufacturer and raw materials supplier for the original pack from the drop down list, or click on the link 'add another manufacturer/raw materials supplier' to set up another, as shown below:-

Figure 10

Pack 2

Pack size (numeric)	<input type="text"/> *	Product code	<input type="text"/>
Pack type (i.e. tub, bottle, carton, etc.)	<input type="text"/>	Closure used	<input type="text"/>
Parallel Import product licence number	<input type="text"/> *	EAN (numeric)	<input type="text"/>
UK product licence number	<input type="text"/> *	Licence approval date (dd/mm/yyyy)	<input type="text"/>
European product licence number	<input type="text"/> *	Is the product a parallel import?	Yes <input type="radio"/> No <input checked="" type="radio"/> *
Manufacturer	--Please select-- ▼ *	Add another manufacturer	
Raw supplier	--Please select-- ▼ *	Add another raw material supplier	

An option to display a summary of the product details is available from this screen – this will display in a ‘pop up’ window.

2.4 Viewing your complete product list

If you wish to have a complete list of your products, click myProducts, scroll to the foot of the list on screen and click [Show report](#).

Figure 11 – show report

myProducts | pharmaQC

Drug contractor product database

Company : NHS CMU

This is a list of all chosen products you have entered details for.

Listed below are the products registered against your name. You can view, modify or delete the details, and add images, by clicking on the appropriate symbol on the side.

Images can also be added on the form where product details are entered.

Uploaded images will be made available on-line to NHS hospital pharmacy staff for the purposes of selecting appropriate products for use within their trusts, e.g. for contract adjudication purposes

[Search myProducts](#)

Key : View product Add pack(s) Modify product Delete pack(s) view image(s)

This is a requested pack for an existing product

Low meps Medium meps High meps

NPC code	Name	Form	Strength	Pack size	Date				
DBI036	ABCDXIMAB	SOLUTION FOR INJECTION VIAL	10MG/5ML	1	14/02/2013				
DKF034	ACETAZOLAMIDE	TABLETS	250MG	100	15/02/2013				
DCA190	TERBUTALINE SULPHATE	INFUSION	0.5MG/ML 5ML	1	01/11/2011				
DOB012	TETRACAINE	GEL	4% 1.5G	12	28/11/2012				

[show report](#)

At the foot of the next screen, shown below, click [Email me this report](#).

Figure 12 – Email me the report

DFA171	EXENATIDE	INJ SOL PF DISP DEV	10MCG/0.04ML 2.4ML	1				3423423423	Angola	cb
DMK308	IMS 70%	SPRAY	500ML	15				edead	Antarctica	[B
DIE022	LANTHANUM CARBONATE	CHEWABLE TABLET SUGAR FREE	1G	15			3423423	5345435	Benin	tes
DDG590	PARACETAMOL	CAPLETS	500MG	30				32423	Argentina	[B
DCA190	TERBUTALINE SULPHATE	INFUSION	0.5MG/ML 5ML	1			34534		Argentina	df
DOB012	TETRACAINE	GEL	4% 1.5G	12				5765765	Bolivia	cx

[Email me this report](#)

The system will email you an excel spreadsheet with all the products and their related information for your keeping.

2.5 Modifying a product


Click on myProducts. You will be shown a list of your products. Locate the product that needs to be modified and click on the  modify icon. The following screen will be displayed:

Figure 13

Modify product | myProducts | pharmaQC

Company database maintenance

Name: ADRENALINE
Form: SOLUTION FOR INJECTION AMP
Strength: 100MCG/1ML (1:10000)

Contractor name	NHS CMU *		
Proprietary name of product			
Name of product	dfsdfs		
Licence Holder			
Country	Aruba *		
Manufacture details			
Manufacturer 1			
Name of manufacturer	dfsfsd	Typical length of time to manufacture the product	
Address line1			
Address line2			
City		County/State	
Postcode		Country	Angola
Raw material details			
Raw material supplier 1			
Name of raw material supplier	dfsfsd		
Address line1			
Address line2			
City		County/State	
Postcode		Country	Australia
Product Identification			
Product form	SOLUTION FOR INJECTION AMP		
Product Identifier (logo/markings)		Is the tablet scored?	Yes <input type="radio"/> No <input type="radio"/> <input checked="" type="radio"/> i
Tablet shape		Colour (if appropriate)	
Storage conditions		Shelf life	
Latex free product?	<input type="checkbox"/>	Latex free manufacturing?	<input type="checkbox"/>

Applicable to liquid products only

No. of days shelf life (unopened)	<input type="text"/>
No. of days shelf life (opened)	<input type="text"/>
Storage temperature	<input type="text"/>
Refrigeration required?	<input type="text"/>
CRC (Y/N)	<input type="text"/>
Sugar free?	<input type="text"/>
No. of days shelf-life (once reconstituted)	<input type="text"/>
Alcohol content	<input type="text"/>
Preservative	<input type="text"/>
Colourings	<input type="text"/>
Flavour	<input type="text"/>
Taste	<input type="text"/>
(Robot friendly?) square plastic bottle (Y/N)	<input type="text"/>
(Robot friendly?) cardboard outer packaging (Y/N)	<input type="text"/>
Two stage dilution (Y/N)	<input type="text"/>
Product specification. e.g. BP, USP	<input type="text"/>
The licensed routes of administration e.g. oral, ocular etc	<input type="text"/>

Pack 1

DCD074

Pack size(numeric)	10	Contractors product code	<input type="text"/>
Pack type(i.e. tub, bottle, carton, etc.)	<input type="text"/>	Closure used	<input type="text"/>
Parallel Import product licence number	4534534 *	EAN (numeric)	<input type="text"/>
UK product licence number	<input type="text"/>	Licence approval date (dd/mm/yyyy)	<input type="text"/>
EMA licence number	<input type="text"/>	Is the product a parallel import	Yes <input type="radio"/> No <input checked="" type="radio"/> *
Manufacturer	dsfsd ▾ *	Add another manufacturer	
Raw supplier	dfsdf ▾ *	Add another raw material supplier	
Does the pack/container have the following:			
Expiry date	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Printed ▾
Date of manufacture	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Printed ▾
Batch number	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Please select ▾
Patient information leaflet	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
Medical device category licence number	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
Blister pack	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
What kind of pack is it?	Patient pack <input type="radio"/> Ward pack <input checked="" type="radio"/>		
Attach images(s)			
Image	<input type="text" value="http://www.pasa.nhs.uk/docs/pha"/>	Description	<input type="text" value="test"/>
Images	<input type="text"/>	Attach...	Description <input type="text"/>
Images	<input type="text"/>	Attach...	Description <input type="text"/>
Images	<input type="text"/>	Attach...	Description <input type="text"/>
Images	<input type="text"/>	Attach...	Description <input type="text"/>
Images	<input type="text"/>	Attach...	Description <input type="text"/>

Save

Please update any of the fields that you need to and click the Save button. This will then save the updated data to the system.

2.6 Discontinuing a product pack

If a product has been QC Assessed, it cannot be deleted, only discontinued.

To discontinue a product with a PQA score attached, go to myProducts on the main screen. Then search for the product you wish to discontinue. Once found, click on the modify button on the right hand side of the product.



This will open up a modify screen, where you can edit a number of fields. To discontinue the product pack you must scroll down to the relevant pack. Once you are in the correct area you should see the Discontinue field displayed as a check box. To discontinue the product, click on the box so that a tick appears as shown below.

Discontinue Pack	<input checked="" type="checkbox"/>		
Pack size(numeric)	1	Contractors product code	<input type="text"/>
Pack type(i.e. tub, bottle, carton, etc.)	Tube	Closure used	<input type="text"/>

Once this has been done and other fields have been amended scroll down to the bottom of the page and click on Save. This will save your changes to the system.

If a PQA score doesn't exist then you can [delete the product](#).

In myProducts you will be able to see if a product has been discontinued as the following

symbol will appear against the product , this can also be seen below

DZO001	ADEFOVIR DIPV/OXIL	TABLETS	10MG	30	17/12/2013				
--------	--------------------	---------	------	----	------------	--	--	--	--

2.7 Viewing product information


You can view this updated information by clicking on myProducts and then locating the product and click on the  glasses icon. The following screen will be displayed.

Figure 14

View product | myProducts | pharmaQC

Company database maintenance

Name: ADRENALINE
Form: SOLUTION FOR INJECTION AMP
Strength: 100MCG/1ML (1:10000)


Date amended: 31/01/2013







Product details	Manufacturer	Raw supplier	Pack details
Contractor name	NHS CMU	Proprietary name of product	
Name of product	dfsdfs		
Licence Holder			
Country	Aruba		
Product Identification			
Product form	SOLUTION FOR INJECTION AMP		
Product Identifier (logo/markings)		Is the tablet scored?	
Tablet shape		Colour (if appropriate)	
Storage conditions		Shelf life	
Latex free product?		Latex free manufacturing?	
Applicable to liquid products only			
Product specification. e.g. BP, USP			
The licensed routes of administration e.g. oral, ocular etc			
Shelf-life after reconstitution or opening			
No. of days shelf-life (Unopened)			
No. of days shelf-life (Opened)			
Storage Temperature			
Refrigeration Required			
CRC			
Sugar free?			
Alcohol content			
Preservative			
Colourings			
Flavour			
Taste			
(Robot friendly?) square plastic bottle			
(Robot friendly?) cardboard outer packaging			
Two stage dilution			

The first screen that is displayed is the product information. To view other information such as Manufacturer, Raw supplier and Pack details, click on the relevant tabs at the top of the screen (Figure 14).

2.8 Deleting products

Products and their associated packs can be deleted from myProducts list providing they do not have a qc assessment attached to the pack. If an assessment exists then the delete icon will not be available to the user.

To delete a product click on 'myProducts', locate the product you wish to delete and then click on the  icon. If a qc assessment does exist then you will only see the

following icons on your screen which indicate a report exists       and delete isn't available.

Once you have clicked on the delete icon the following screen will be displayed.

Figure 15

Delete packs | myProducts | pharmaQC

Drug contractor database

Name: ASPIRIN
Form: TABLETS
Strength: 300MG

Please tick box(es) for the pack sizes you wish to delete from your company database

Information on packs available							
<input type="checkbox"/> Select all							
Delete	Pack size	Pack type	Closure used	EAN (numeric)	Product code	Licence approval date	Patient information leaflet
<input type="checkbox"/>	100						No

As you can see from the screen above the product and all the packs available will be displayed. You can delete individual packs by clicking on the checkbox () against the pack or checkbox against select all. Once you have decided what needs to be deleted click submit. A message will appear as a popup shown in figure 15 to confirm that you do wish to delete the selected product/packs:

Figure 16

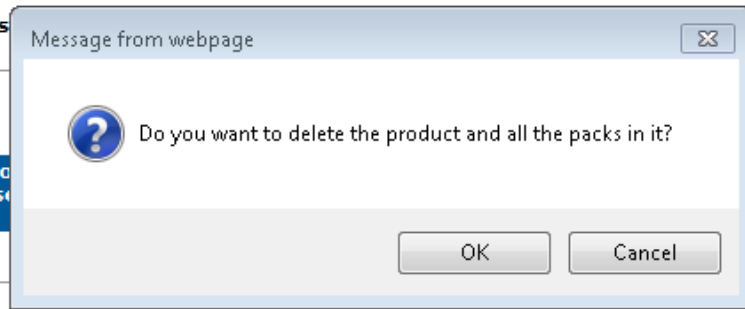
Name: ASPIRIN
Form: TABLETS
Strength: 300MG

Please tick box(es) for the pack s

Information on packs available

Select all

Delete	Pack size	Pack type	Clo use
<input checked="" type="checkbox"/>	100		



Submit

Once you have confirmed and clicked ok a confirmation message as shown below will be displayed on the screen confirming the deletion.

The product and all its packs have been deleted. Thank you.

3. Uploading Images

The PharmaQC database allows suppliers to post a maximum of 6 graphic images of each their products on to the system. This can be done when adding details for a new product or modifying a product. **Please ensure that the images submitted are to the following specification:**

- for speed of communication the Commercial Medicines Unit recommends that the size of any particular image does not exceed 2 MB which is the size of the full colour image made with a digital camera of up to 3 megapixels. This gives a high quality image
- types of file that can be stored cover any of the standard graphical/postscript file formats – jpg, gif, pdf

Part of the award process includes an assessment of the offered products packaging and labelling. So that offered products may be assessed without the need to provide a physical sample, the Regional QA Specialists have requested that photographs, of the offered product, are provided in addition to carton artwork. This will facilitate a meaningful evaluation that is as close as possible to seeing an actual product.

<i>Request</i>	<i>Reason for request</i>
<i>Artwork of carton and primary container, to include pack dimensions</i>	<i>So that all text can easily be read To identify orientation/ adjacency of all faces To be able to confirm pack colours (pantone) and pack dimensions. This assists in assessing differentiation between different strengths of the same product, or with other products in similar livery</i>
<i>Photos of ALL faces of the carton or box</i>	<i>To view print quality and colour appearance/contrast To identify features applied on to the carton (e.g. expiry date, barcodes, tamper evident seals)</i>
<i>Photos of ALL faces of the primary container</i>	<i>To view the label and the primary container itself, including seals, closures e.g. CRC/flip caps, graduations, BN and expiry dates etc. NB: If all the label and features cannot be seen in one field of view multiple sequential photos will be needed.</i>

<p><i>If applicable, photos of additional packaging e.g. additional cartons, wraps (other than plain transparent wraps)</i></p>	<p><i>To view additional packaging label, colour and additional feature e.g. administration devices, pouches containing patches, multiply boxed vials</i></p> <p><i>To view additional wraps e.g. labelled foil wraps, ampoule tray seals</i></p> <p><i>To view the product as it will be experienced by the patient or HCP</i></p>
<p><i>If applicable, photos of how the product is packaged</i></p>	<p><i>To view how the product is presented e.g. all key products, information and leaflets are easily identifiable and accessible</i></p> <p><i>To identify how well the product is protected e.g. ampoule trays, cardboard segregation of vials</i></p> <p><i>To view the product as it will be experienced by the patient or HCP</i></p>
<p><i>If applicable, photos of devices, measuring devices and adapters</i></p>	<p><i>To view the product as it will be experienced by the patient or HCP.</i></p> <p><i>Photos of a single face of the device may be sufficient provided all graduations and (if applicable) moving parts can be seen e.g. oral syringes, spoons</i></p>
<p><i>If applicable, photos of device safety features</i></p>	<p><i>To confirm that any safety features of the device operate appropriately e.g. activated needle guard</i></p>

Consideration could be given to photographing multiple products at the same time, each one oriented to show a different face. If this is not practicable we would request that wherever possible multiple photos should be included in a single file for ease of uploading and ease of viewing.

NB: If a physical sample is not yet available for the supplier to take photographs please confirm the date of availability.

Where possible the images should be uploaded in the following order:

Image 1 -Products packed in cartons and bottles and securitainers

The image should be of the complete carton with the contents laid to the right hand side, specifically.

- ampoules - the inner ampoule holder should be shown with one or more ampoules removed and placed in front.

- blister or foil packed unit doses - both sides of the blister or equivalent should be shown with one or two doses removed and placed in front



- bottles/securitainers - the image should be of the container. If the container is individually packed in a carton then this should be shown to the side of the container. If the container contains unit doses e.g. tablets, one or two doses should be removed and placed in front.



Image 2 – Secondary packaging

The image should be of appropriate artwork or the carton opened out to show all six sides



Image 3 - label

The image should be of label artwork (e.g. ampoule label)

[sample image not available]

Image 4 – Product range

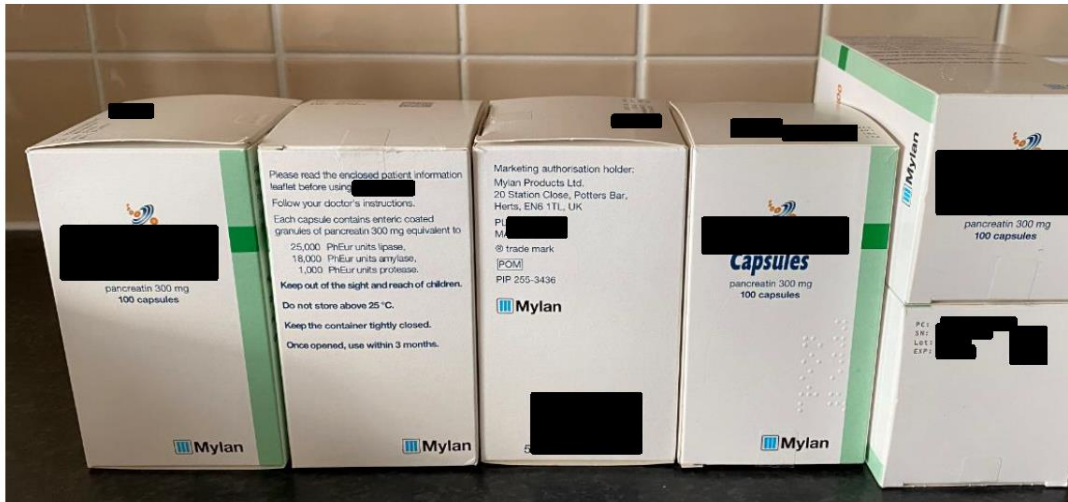
The image should present appropriate product ranges.



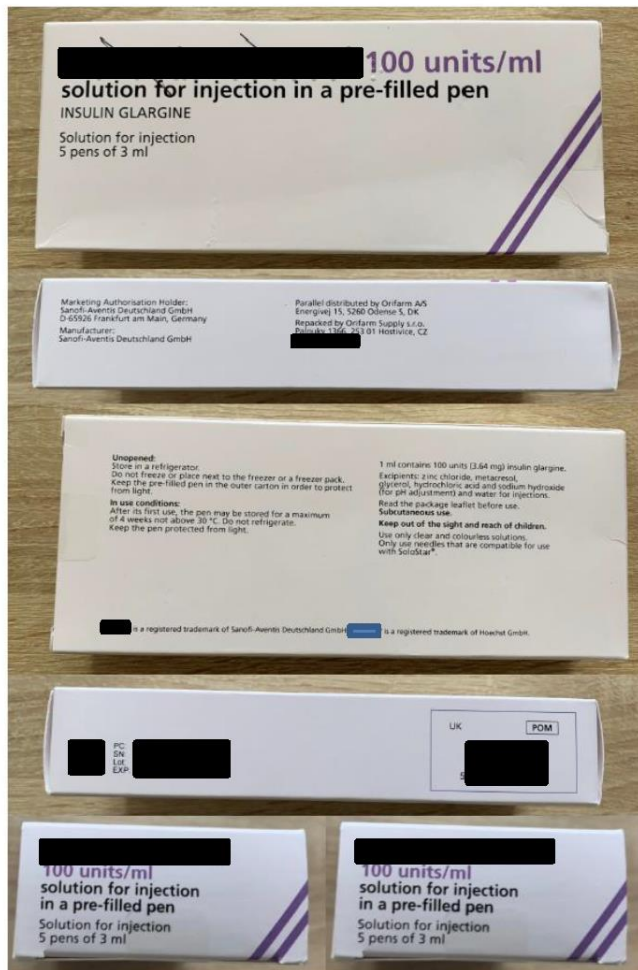
Image 5 – Summary of Product Characteristics (SPC)

Image 6 – Extended stability data (where applicable)

Example: All faces of carton using six containers in different orientations



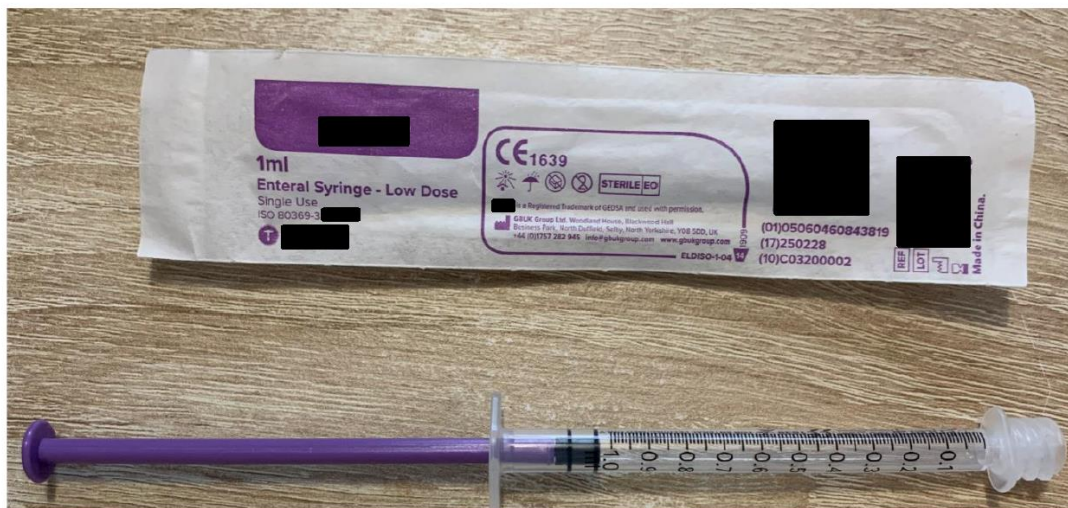
Example: All faces of carton using six separate images consolidated:



Example: Primary container showing graduations



Example: Device showing graduations and labelling on wrapper



3.1 Uploading Images

To upload images click on the Attach button in the **Attach image(s)** section of adding a new product or the modify screen. This will bring up a pop-up window from which you can browse to the image you wish to upload. Please enter a description for the image and click on the submit button. This will automatically enter the details into the section below. The user can upload upto 6 images and these images should

follow the instructions stated out above. Once all information has been entered click on the Save button which will submit the information to the system.

Figure 17

DCD074

Pack size(numeric)	10	Contractors product code	<input type="text"/>
Pack type(i.e. tub, bottle, carton, etc.)	<input type="text"/>	Closure used	<input type="text"/>
Parallel Import product licence number	4534534 *	EAN (numeric)	<input type="text"/>
UK product licence number	<input type="text"/>	Licence approval date (dd/mm/yyyy)	<input type="text"/>
EMEA licence number	<input type="text"/>	Is the product a parallel import	Yes <input type="radio"/> No <input checked="" type="radio"/> *
Manufacturer	dsfsd ▾ *	Add another manufacturer	
Raw supplier	dsfsd ▾ *	Add another raw material supplier	
Does the pack/container have the following:			
Expiry date	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Printed ▾
Date of manufacture	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Printed ▾
Batch number	Yes <input type="radio"/> No <input checked="" type="radio"/> *	Is it printed or embossed?	Please select ▾
Patient information leaflet	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
Medical device category licence number	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
Blister pack	Yes <input type="radio"/> No <input checked="" type="radio"/> *		
What kind of pack is it?	Patient pack <input type="radio"/> Ward pack <input checked="" type="radio"/>		
Attach images(s)			
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>
Images	<input type="text"/>	<input type="button" value="Attach..."/>	Description <input type="text"/>

3.2 Viewing Images


Users can view the images that have been uploaded for a particular product. To do this click on 'myProducts', locate the product you wish to view images for and click on the  magnifying glass icon. This will take you to a screen which shows all images and pdf's for that product/pack as show below.

Figure 18

View image(s)

Drug contractor product database - **Administrator**

Supplier name: **NHS CMU**
Name: **ADRENALINE**
Form: **SOLUTION FOR INJECTION AMP**
Strength: **100MCG/1ML (1:10000)**
Pack size: **10**
NPC code: **DCD074**

test



To enlarge the image, click on the image thumbnail.

3.3 Deleting images


To delete an image that is no longer valid, click on the red cross () above the image. Before the image is a deleted an alert message will appear for you to confirm that you do want to delete the image.

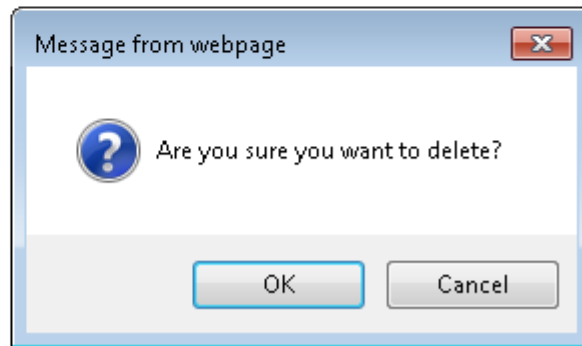
Figure 19

View image(s)

Drug contractor product database - **Administrator**

Supplier name: **NHS CMU**
Name: **ADRENALINE**
Form: **SOLUTION FOR INJECTION AMP**
Strength: **100MCG/1ML (1:10000)**
Pack size: **10**
NPC code: **DCD074**

test



If it is the correct image click on OK to confirm and the following screen as shown below will be displayed to confirm that the image has been deleted.

Figure 20

View image(s)

Drug contractor product database - **Administrator**

The image has been deleted. Please click here to [return back to myProducts](#)