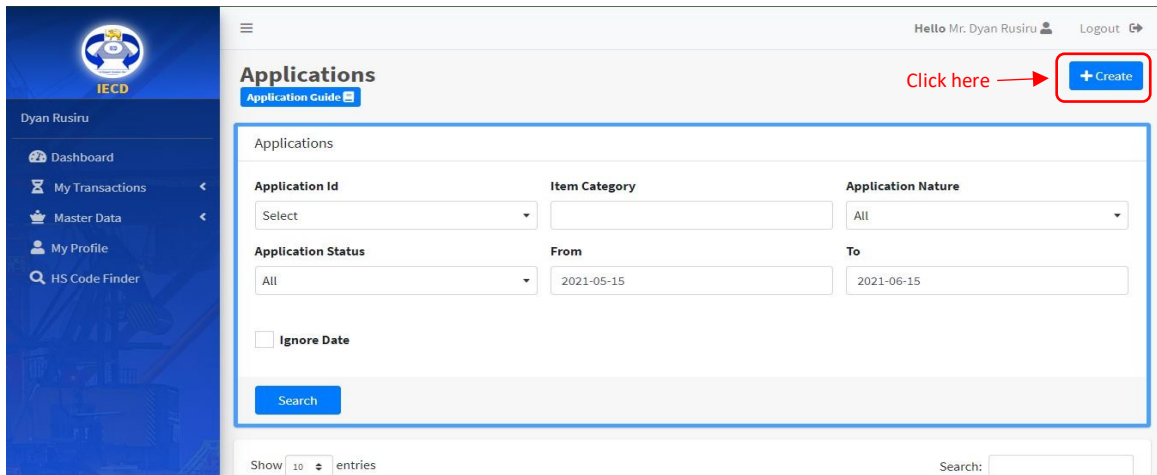


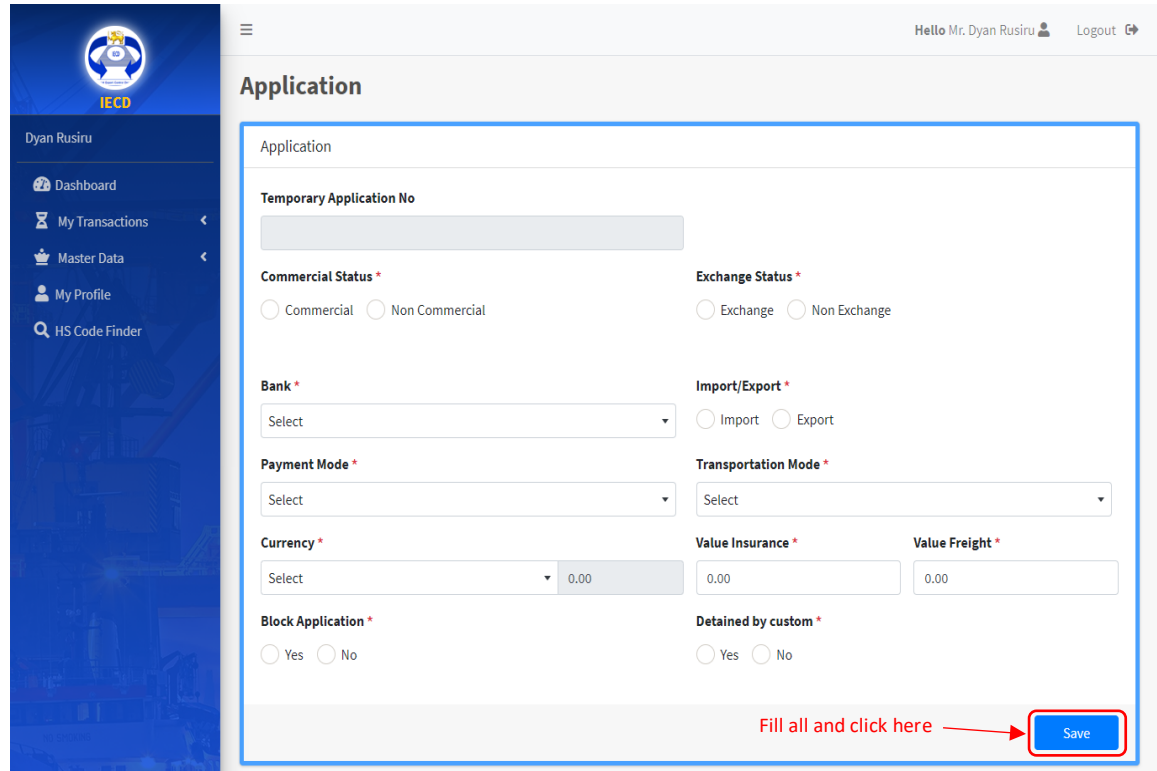
## 1 Application Process

### 1.1 Request new application for license

1. Please login to your account. Navigate to My Transactions - Applications, and click create button.



2. On the next page, record the Application details as requested for the form. Please click "Save" after filling the details.



3. Then appear supplier or donor section according to you entered details before application section. And also, you can see header bar which gives summary of your application and the navigation bar at the top with buttons to navigate within application sections.

a. If you have selected 'Supplier' in the previous page,

**Supplier** ← Section name

Navigation Bar: Application | Supplier | Items | Documents | Delete | Submit for evaluation

Application ID	--	Total Cost	1,500.00	License ID	--
Temp App. ID	APLN210000028	Currency	LKR	Is Amended ?	No
Item Category		Applied Ex. Rate	1.000000	Previous License	
Status	No	Charges	No	Previous License ID	No

Header bar

## Supplier

Supplier

Application ID: --, Temp App. ID: APLN210000028, Total Cost: 1,500.00, Currency: LKR, Applied Ex. Rate: 1.000000, Charges: No, License ID: --, Is Amended?: No, Previous License: , Previous License ID: No

Supplier Form:

- Supplier Name \* (Dropdown menu) → Select supplier
- Country (Dropdown menu) → Add new supplier
- Address (Text field)
- Countries of shipment \* (Text field)
- Countries of origin \* (Text field)
- Proforma Invoice(s) section:
  - Invoice date \* (2021-06-15)
  - Invoice Number \* (Text field)
  - Invoice \* (Choose file, Browse, Add) → Add supplier with proforma invoice

Supplier Table:

options	Supplier Name	Address	Countries of origin	Countries of shipment	Proforma invoice
<div style="border: 1px solid red; padding: 2px;"> <span>Load</span>  <span>Delete</span> </div> → Edit or delete supplier record	Example Supplier	No 50, Example road, Australia	Bangladesh, Bahrain	Andorra, Albania	INV1234 of 2021-06-15 - View → Delete proforma invoice

b. If you have selected 'Donor' in the previous page,

The screenshot shows the 'Donor' form in the IECD system. The form is divided into several sections:

- Donor name\***: Includes a text input for 'Donor name' and a dropdown for 'Donor country\*'. The dropdown is currently set to 'Select country'.
- Donor address\***: Includes three text input fields for 'Donor address line one', 'Donor address line two', and 'Donor address line three'.
- Donor further details (optional):**: A section with a blue header containing several input fields:
  - Donor NIC**: Text input.
  - Donor passport**: Text input.
  - Donor nationality**: Text input.
  - Donor relationship**: Dropdown menu.
  - Donor email**: Text input.
  - Donor date of birth**: Text input.
  - Donor currency**: Dropdown menu.
  - Donor income**: Text input.
  - Donor Exp.**: Text input.
  - Donor savings**: Text input.
  - Donor occupation**: Text input.
  - Donor employer**: Text input.
  - Donor employer Tel:** Text input.
  - Donor employer fax**: Text input.
  - Donor employed From - To**: Two text inputs for 'employed from' and 'employed To'.
- Reason for gifting**: A large text area for providing details.

A red arrow points from the text 'Fill the required and necessary fields and click here to add donor' to a green 'Add Donor' button located at the bottom right of the form.

c. Next add items to application. You cannot add items without giving details of the suppliers or the donors.




The screenshot shows the 'Items' management interface. At the top, there are navigation tabs: Application, Supplier, Items, Documents, Delete, and Submit for evaluation. A summary table displays application details like Application ID, Temp App. ID, and Total Cost.

The main form for adding an item includes the following fields and controls:

- Supplier/Donor name\***: A dropdown menu with 'Example Supplier' selected. Annotation: "Select supplier or donor".
- HS code\***: A text input field with a search icon. Annotation: "If you want to search HS code go here".
- Quantity\***: A dropdown menu with 'Quantity in packs' selected.
- Pack size\***: A dropdown menu with 'Items in a pack(No)' selected.
- Pack size units\***: A dropdown menu with 'Qty in a single item' selected.
- Unit price per pack\***: A text input field with 'LKR' and 'Unit price per pack' selected. A currency icon is visible.
- Add Item**: A green button to submit the form. Annotation: "Fill all required field and click here".

Below the form is a table with the following columns: Options, Supplier, HS code, Quantity, Unit price per pack, Pack size, Pack size units, and Total price. The table is currently empty, showing "No Items for this application".

After clicking 'Add Item', the table is populated with one entry:

Options	Supplier	HS code	Quantity	Unit price per pack	Pack size	Pack size units	Total price
  	Example Supplier	3004	34.00	LKR 4,555.00	43.0000	43.0000 kg	LKR 154,870.00
			34.00				LKR 154,870.00

Annotation: "Can view, edit and delete items by clicking this buttons" points to the icons in the first row of the table.

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

- d. After adding the item then you need to add documents. You have to upload required document for the item categories. You also can upload special documents if needed.

The screenshot displays the 'Documents' page in the IECD system. At the top, there is a navigation bar with buttons for 'Application', 'Supplier', 'Items', 'Documents', 'Delete', and 'Submit for evaluation'. Below this is a summary table with the following data:

Application ID	--	Total Cost	1,500.00	License ID	--
Temp App. ID	APLN210000028	Currency	LKR	Is Amended ?	No
Item Category	400 ( Conditions )	Applied Ex. Rate	1.000000	Previous License	
Status	No	Charges	No	Previous License ID	No

The main section is titled 'Documents' and contains a table with columns for 'Code', 'Document Name', 'Document', and 'Expiry Date'. There are three rows of document upload forms:

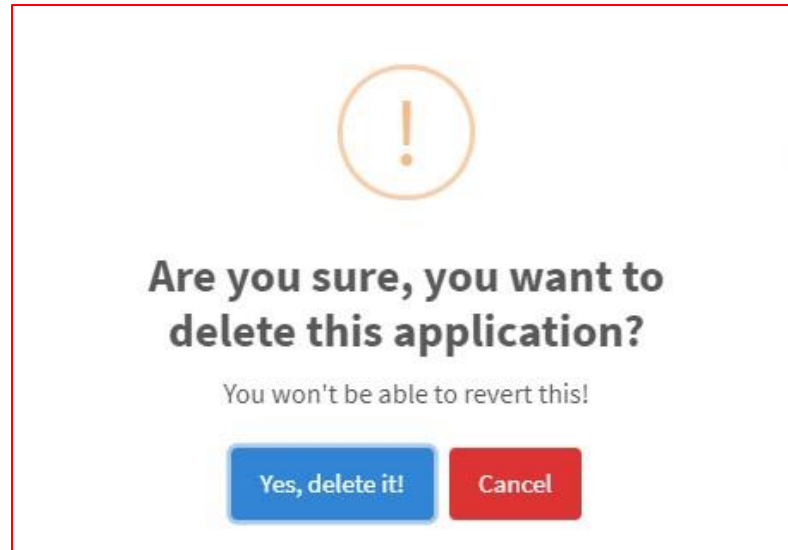
- CDDA2**: Approval of C.D.D.A. & B.S.E.\*. Includes a 'Choose file' button, a 'Browse' button, a 'View' button, and an 'Expiry Date' field with a 'Never Expires' checkbox.
- CDDA1**: Approval of C.D.D.A./ Min. of Health/Atomic Energy Authority\*. Includes a 'Choose file' button, a 'Browse' button, a 'View' button, and an 'Expiry Date' field with a 'Never Expires' checkbox.
- RECLTR**: Recommending Authority Letter or No Objection Letter\*. Includes a 'Choose file' button, a 'Browse' button, a 'View' button, and an 'Expiry Date' field with a 'Never Expires' checkbox.

Below the 'Documents' section is the 'Special Documents' section, which has a similar table structure with empty 'Document Name' and 'Expiry Date' fields, and 'Choose file' and 'Browse' buttons for each row.

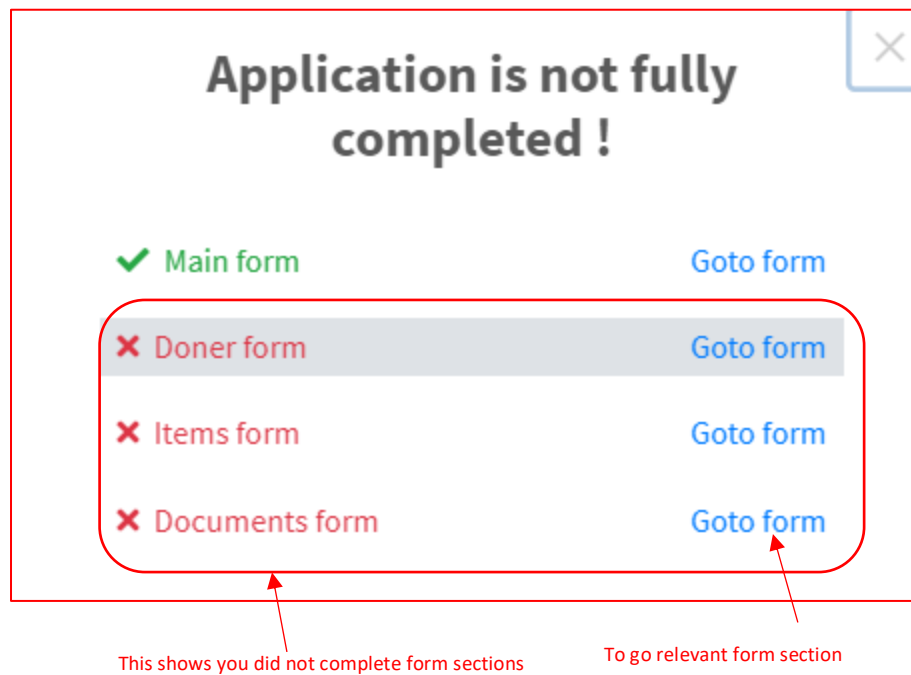
Red annotations with arrows point to various UI elements:

- 'You can use your pervious documents after one time submit' points to the 'Use Recent Document' checkbox.
- 'Upload document' points to the 'Choose file' button.
- 'See your uploaded document' points to the 'View' button.
- 'To Submit required documents' points to the 'Save' button at the bottom right of the 'Documents' section.
- 'You can upload special documents in this section and click save to finish' points to the 'Save' button at the bottom right of the 'Special Documents' section.

- e. If you think you want to delete this application you can do so before submitting it to IECD evaluation process. To do that, you have to click delete button in located on navigation bar. Then appear dialogue box and select "Yes, delete it" button.



- f. After filling all the above mentioned sections you can submit your application to IECD evaluation process by clicking “Submit for evaluation” button. (note: If you forget to complete any one of above section you cannot submit your application.)



- g. After completing all sections, you can click “Submit for evaluation” button and then appears the conditions section. Then accept condition and submit the application.

**Conditions**

Application ID	--	Total Cost	1,500.00	License ID	--
Temp App. ID	APLN210000028	Currency	LKR	Is Amended ?	No
Item Category	400 (Conditions)	Applied Ex. Rate	1.000000	Previous License	
Status	No	Charges	No	Previous License ID	No

**Conditions**

- Aggregated value of imports on advance payments terms on this licences should not be exceeded USD 50,000 or its equivalent in other convertible foreign currencies.
- Analytical Reports in respect of each item of drug imported should be submitted to this Department at the time of debiting . However the Faxed reports will not be accepted .
- For persanoal use only
- For promotion purposes only
- For registration purpose only
- Not for sale
- To be handed-Over to S.P.C. as tender Samples.
- Samples only 10% of the trade consignment will be allowed.
- Samples can be imported along with the trade consignment only
- Analytical Reports in respect of each item of drug imported should be submitted to this Department at the time of debiting . However the Faxed reports will not be accepted .
- Not for sale
- For registration purpose only
- For testing purpose only.
- For persanoal use only
- The consignee should obtains a letter from the Atomic Energy Authority by authorizing release of the consignment from the Sri Lanka Customs

I accept the conditions

Submit for evaluation

Click the checkbox to accept

Submit application to IECD

## 1.2 View your applications

- h. Please login to your account. Navigate to My Transactions - Applications, and then you can search and view your applications.

**Applications**

Application Guide

Applications

Application Id: Select, Item Category: , Application Nature: All

Application Status: All, From: 2021-05-16, To: 2021-06-16

Ignore Date

Search

Enter above relevant details and search for application

Show 10 entries

Date of Application	Application Reference	Import / Export	Application Status	Currency	Options
2021-06-15	APLN210000028	Import	Under Evaluation	LKR	

Showing 1 to 1 of 1 entries

Previous 1 Next

Click for view application

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