ANNEX D Procedure on the Use of the FDA eServices Portal System for Import/ Export Post Notification Commitment

1. Access the online portal through <u>https://eservices.fda.gov.ph</u> and click **Applications** found at the upper right corner of the landing dashboard.



2. Click on the Import/ Export Notification.



3. Click on the Post-Notification Commitment.



4. Input the Notification Number and Date of Issuance.

5. Modify the **Quantity**, if needed.

Home / Applications / Notific	ation / Post-Notification Cor	nmitme	ents				
Post-Notification	Commitments						
1 Notification Number	Verification						
2 Verification	* Notification Number * Date of Issuance		IN-2023-000000001				
Venication			Date of Issuance				
3 Documents Submission	Importer's / Exporter's Nar	me	Importer's / Exporter	's Name			
Salf-Assacement Paviour	Importer's / Exporter's Address		Importer's / Exporter's Address				
	LTO Number		LTO Number				
	Drug Product (1) / Raw Material (1)						
	Generic Name	Gene	Generic Name				
	Dosage Strength & Form	Dosage Strength & Form					
	Brand Name	Brand	Brand Name				
	Packaging	Packaging					
	Manufacturer	Manufacturer					
	Batch/ Lot No.	Batch	n/ Lot No.	Quantity	Quantity		
					Modify quantity		
	Batch/ Lot No.	Batch	n/ Lot No.	Quantity	Quantity		
					Modify quantity		
			_				
				Back	Next		

6. Submit the **Required documents**.

Home / Applications / Notifice Post-Notification	ation / Post-Notification Commitme Commitments	ents					
Notification Number	Documents Submission						
2 Votification	* Notification Number IN-2023-000000001						
2 Verification	* Date of Issuance	Date of Issuance					
3 Documents Submission	Importer's / Exporter's Name	Importer's / Exporter's Name					
4 Self-Assessment Review	Importer's / Exporter's Address	Importer's / Exporter's Address					
	LTO Number	LTO Number LTO Number					
	Uploading of Documents						
	 Date of Arrival of the Finished Drug Products/ Raw Materials Bill of Lading/ Airway Bill Certificate of Analysis (COA) Proforma Invoice/ Commercial invoice Packing List 		Date of Arrival of the Finished Drug Produc 🚺 File Up				
			Bill of Lading/ Airway Bill	File Upload			
			Certificate of Analysis (COA)	File Upload			
			Proforma Invoice/ Commercial invoice	File Upload			
			Packing List	File Upload			
			Back	Hayt			

7. The applicant shall **review** the submission. Once reviewed, the Applicant will click on **Submit** to submit the post-notification commitment.

	Self Assessment Pe	view						
Notification Number								
2 Verification	* Notification Number		IN-2023-000000001					
	* Date of Issuance		Date of Issuance					
3 Documents Submission	Importer's / Exporter's Name		Importer's / Exporter's Name					
Self-Assessment Review	Importer's / Exporter's Address		Importer's / Exporter's Address					
	LTO Number		LTO Number					
	Drug Product (1) / Raw Mo	aterial (2)						
	Generic Name	neric Name Generic Name						
	Dosage Strength & Form	ngth & Form						
	Brand Name	Brand Name						
	Packaging	Packaging	Packaging					
	Manufacturer	Manufacturer						
	Batch/ Lot No.	Batch/Lot No. Que			Quantity			
					Modify quantity			
	Batch/ Lot No.	Batch/ Lot No.		Quantity	Quantity			
					Modify quantity			
	* Date of Arrival of the Fini	shed Drug	Date of Arri	val of the Finished	d Drug Products/Raw Materials			
	Products/ Raw Materials * Bill of Lading/ Airway Bill		Bill of Lading	Bill of Lading/ Airway Bill				
	* Certificate of Analysis (C	OA)	Certificate of Analysis (COA)					
	* Proforma Invoice/ Comn	nercial invoic	e Proforma In	Proforma Invoice/ Commercial invoice				
	* De stie stiet			Packing List				