DATA CAPTURE

Helpline: 018101123, 018427450-1, 08033066006, 08067326404, 08034412170

What you should know

- All documents to be uploaded must be PDF and Excel (for Global Listing only) documents and not more than 250KB
- All images should be in JPEG and not more than 250KB
- There are two payment options, which are **card** or **pay-at-Bank**
- Documents to be uploaded include:

    - Client related document: CAC Certificate of Registration, Notarised Declaration, Registration of Trade Mark, Power of Attorney
    - Product related document: NAFDAC Certificate, Manufacturer details, Packaging information (Image, Label information, Type of package e.g. sachet, bottle, etc.)
    - All existing copies of Product Certification

Note: Documents listed are based on the current requirement which may change based on NAFDAC regulations without prior notice and may be product specific

What is Data Capture about?

The Data Capture exercise is necessary to achieve the following objectives:

- To capture the details of existing NAFDAC approved Products and Companies unto the NAFDAC Automated Product Administration and Monitoring System Database in order to create an authentic and reliable database of all NAFDAC registered products in Nigeria.

- To ensure that the information captured under the Data Capture exercise will form the basis for future product renewal and new registration processes for all existing clients/companies registered by NAFDAC.

Information captured under the process are divided into 2 categories as follows:

1. Client/company information
2. Products information

Both categories require data input and documents upload.

	Information	Documents
Client	• RC Number, Email address, Phone number, Representative's detail	Company Verification information (CAC, Power of Attorney, etc.), Approval / Certificate Information, Certificates issued for Products
Product	Approval number, NAFDAC registration number, Certificate number, Issue date, Expiry date, Manufacturer details, Packaging information (Image, Label information, Type of package e.g sachet, bottle, etc.)	All existing copies of Product Certification

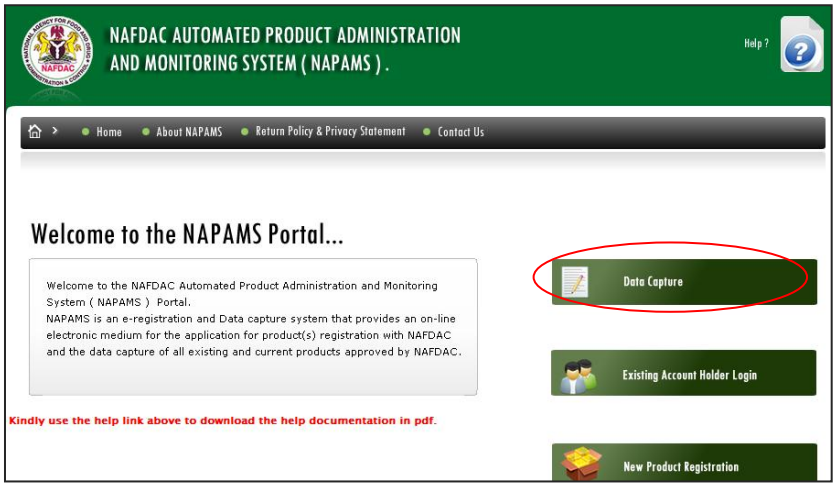
What are the benefits of the process?

The Data Capture exercise is beneficial to both NAFDAC and their clients (i.e companies). Some of the benefits include the following:

- Enables NAFDAC to monitor products registered by a company (vendor).
- Enables companies track and monitor their products all through the registration process.
- Provide easy access to records of a product all through its lifecycle including all changes that may have been approved for the product.
- Multiple online payment options for convenience.
- Prevent the queue of clients at NAFDAC offices.
- Eliminates the need to submit basic documents repeatedly.
- Prevents approval conflict and multiple registrations of similar products.

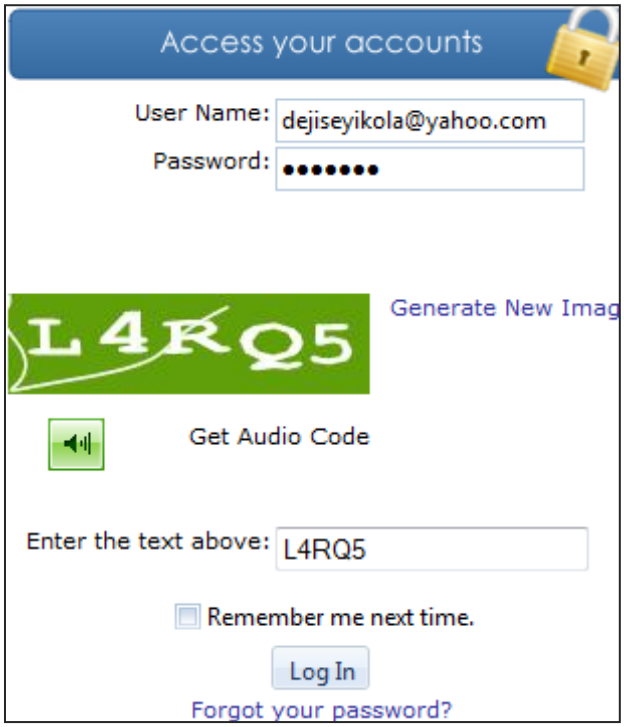
How do I access the Data Capture Portal?

Click on the Data Capture link in the NAFDAC website or visit www.nafdacreg.gov.ng



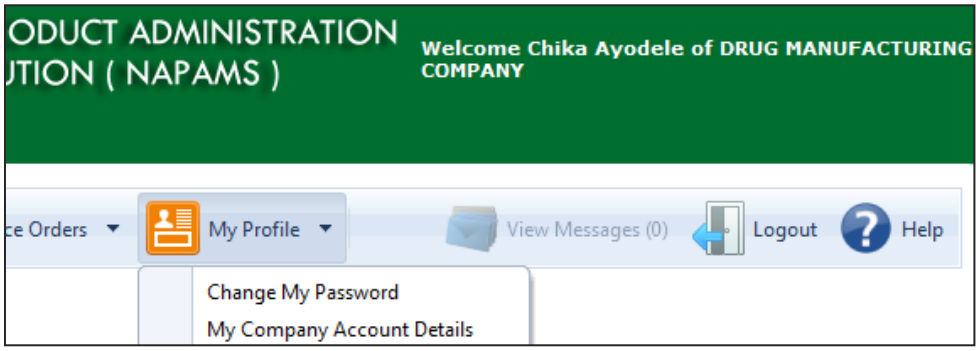
How do I login to the site?

1. Type your username and password (if you already have an account)
2. Enter the Captcha and click on Log In

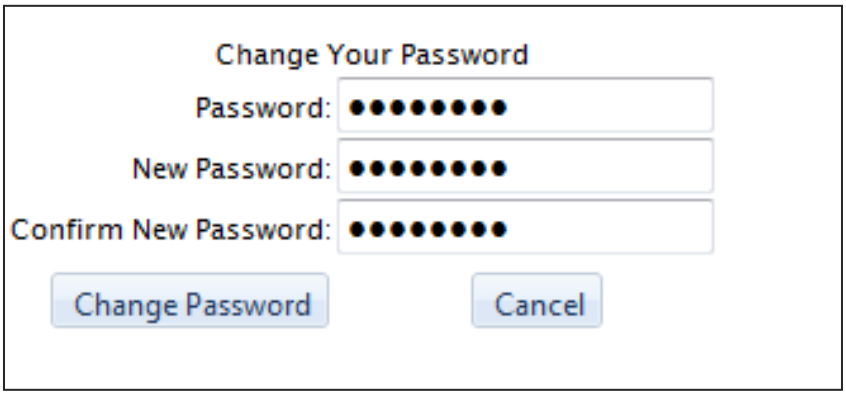


How do I change my password?

1. Click on ***My Account*** > ***Change My Password***



2. Click on *Change* ***My Password***.
3. Enter Old password and New password in their respective fields and click on *Change Password* or *Cancel* to stop password change.



A confirmation message is displayed.

4. Click ***Continue*** or ***close*** button to close the password change window.

What Payment options are available?

Payment can be made online using any debit or credit card (including ATM cards) and you can also pay at the bank using the Etranzact Pay-at-Bank option.

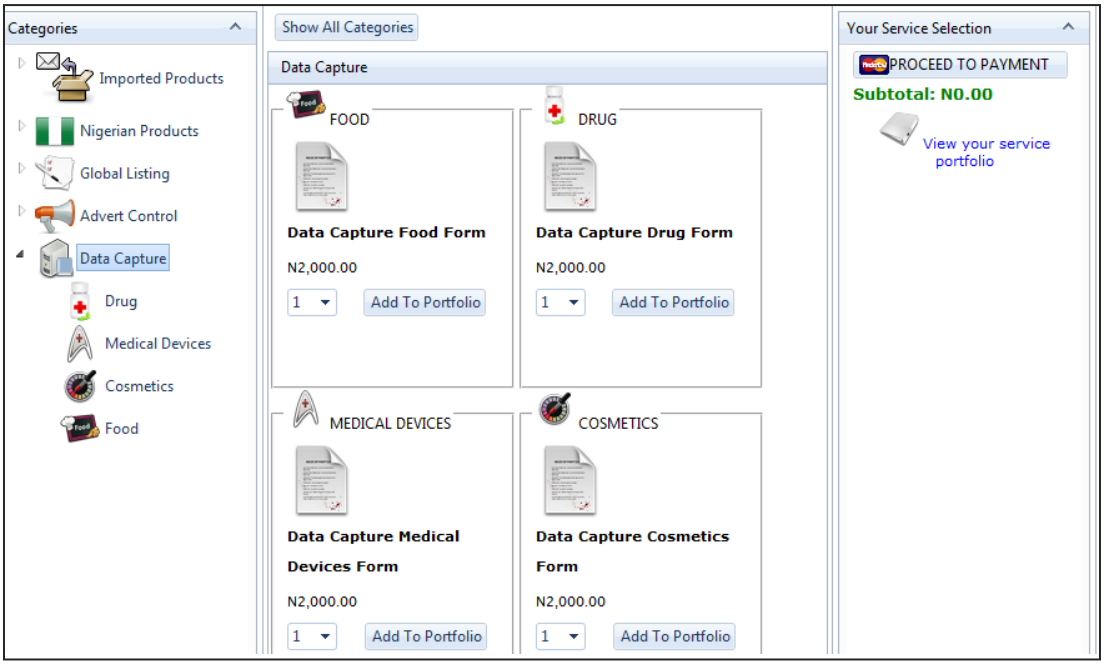
Do I have to finish the process in one sitting?

No. The Data Capture Form has a ***save and Continue*** button on each page so you can save and continue from where you stopped when next you log-in.

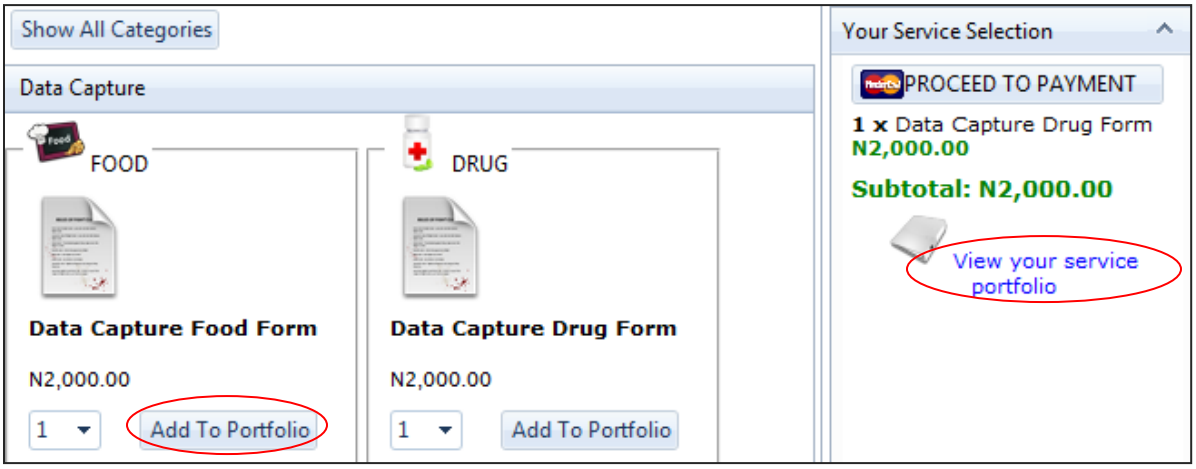
How do I Purchase a Data Capture Form?

1. Click on the arrow before ***Data Capture*** to view the product category

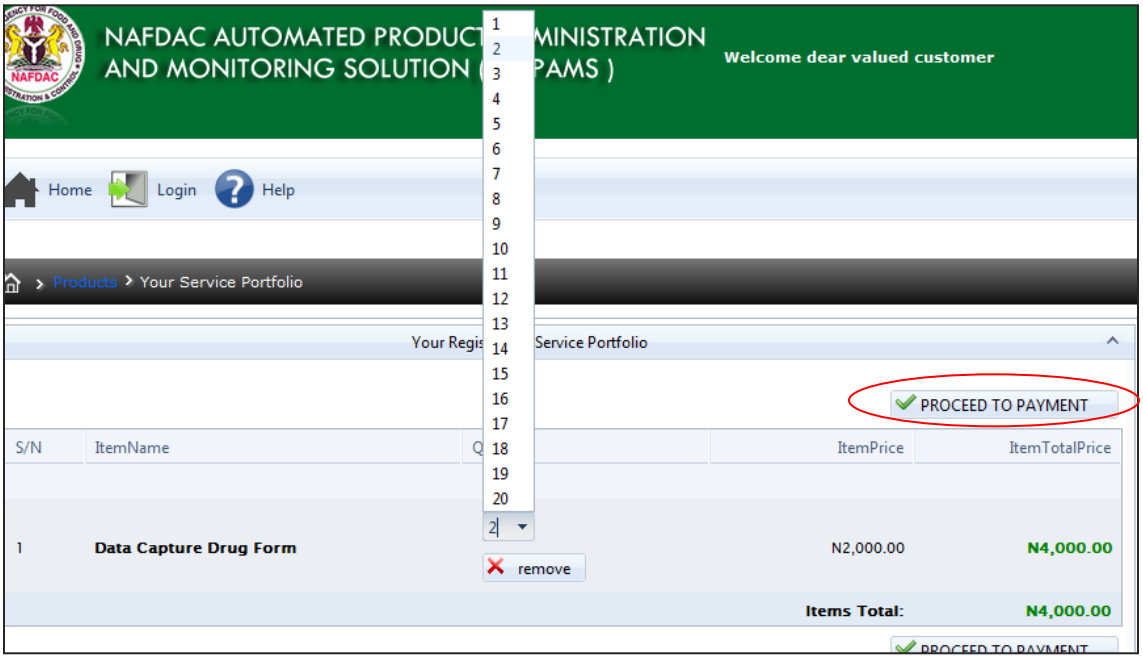
2. Select your product category (i.e. Drug, Medical Devices, Cosmetics or Food)



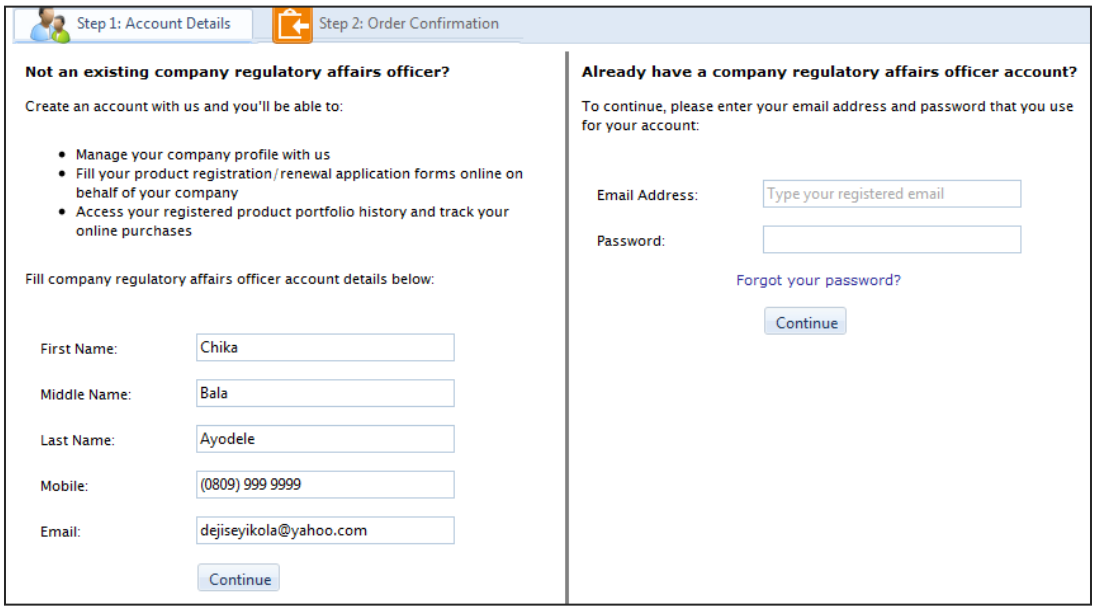
3. Add the form selected to portfolio by clicking on ***'Add to Portfolio'*** button
4. To change/increase the number of form to be purchased , click on ***'View your service portfolio'***



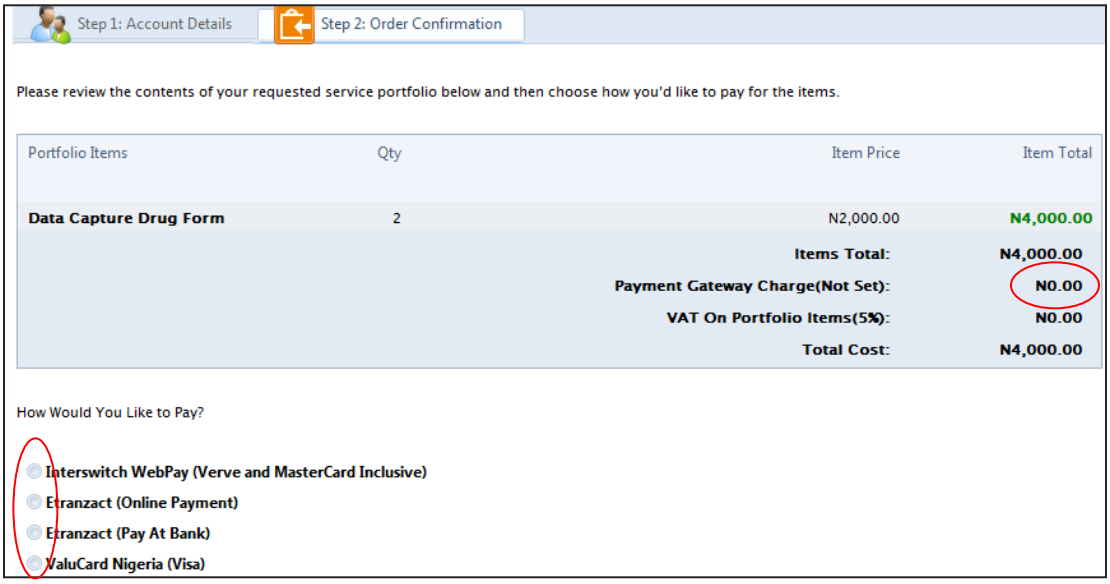
5. Select the number of forms you want to purchase



6. Click on 'Proceed to Payment'
7. Create an account if you are first time user or log-in with your username and password if you an existing user



8. Select the payment gateway and click on 'Proceed to Payment'



Note: Payment Gateway Charge is calculated based on the selected Payment Gateway.



9. Enter your card details or print out your invoice if your chose the Pay at Bank option

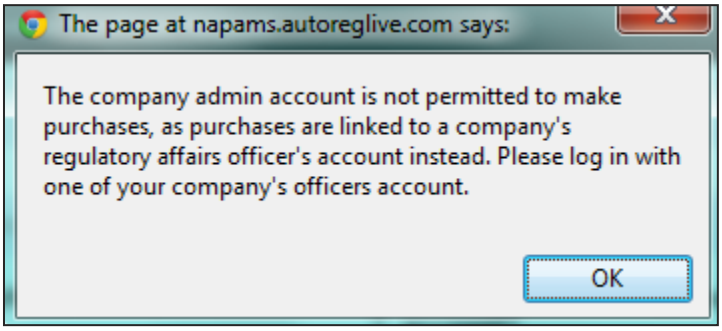
10. You are automatically logged in once payment is completed or alternatively you can log in with the login details sent to your email address, which you provided during the purchase of form (or supply of information).



Note : Check spam folder if the mail is not delivered to your inbox

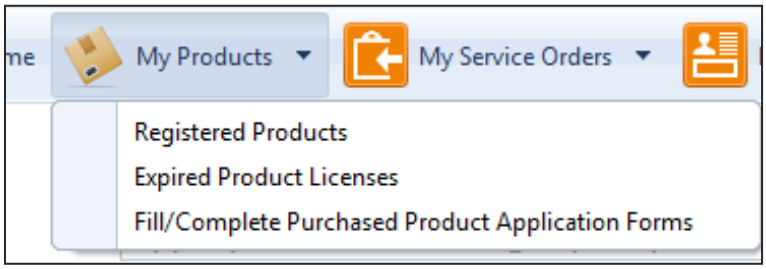
Can I purchase a form with my company admin account?

No, If you attempt it, a message will be displayed as shown below:



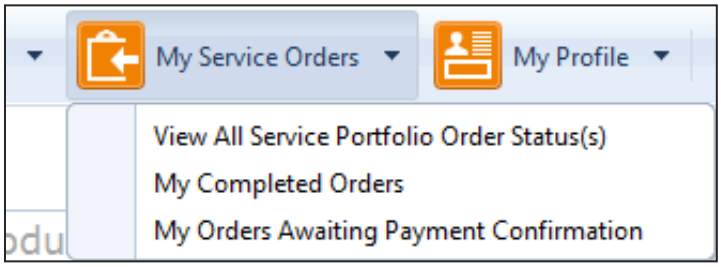
How do I check my Product Status?

1. Click My Products
2. Select Registered Products or Expired Product Licenses



How do I check my Order Status?

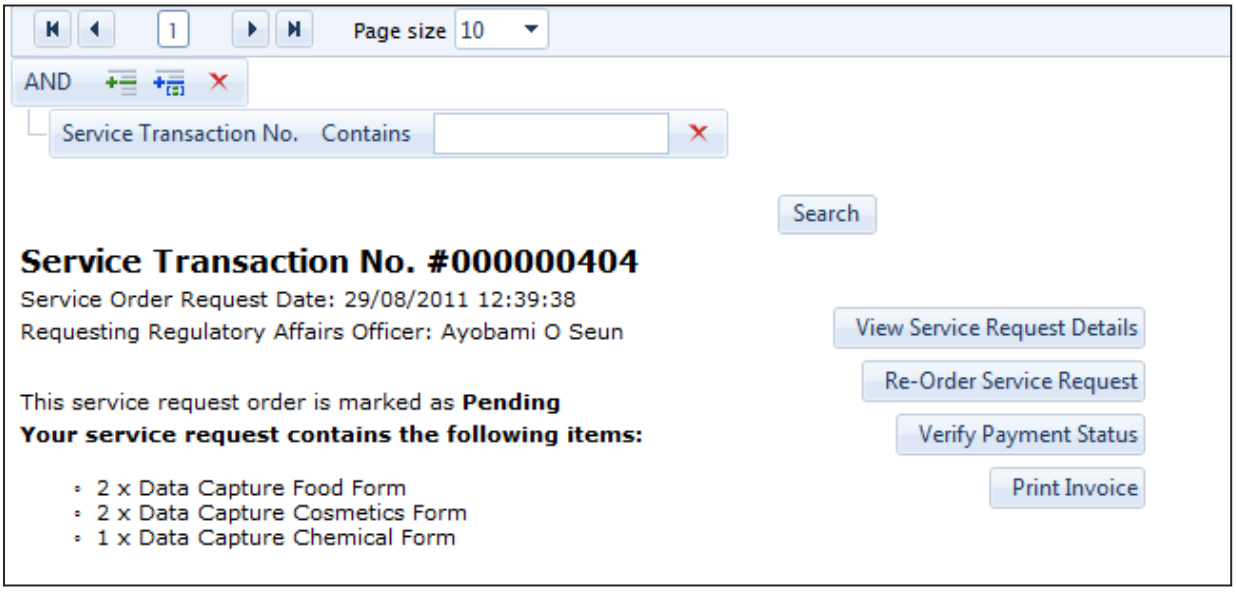
1. Click My Service Orders
2. Select the category of orders you want to view.



How do I check my Payment Status or Print Invoice?

1. Click My Service Orders

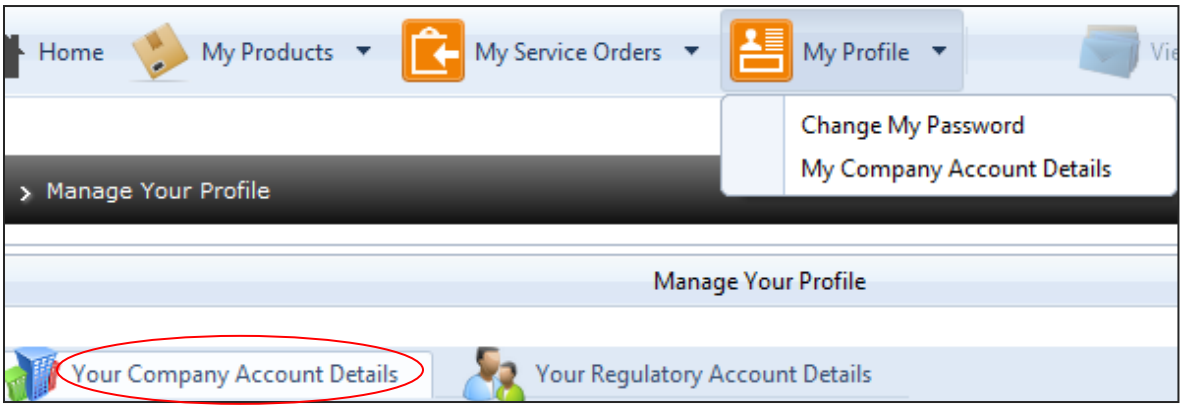
2. Select the category of orders you want to view. A list of the transaction made is displayed along with the status



3. Click on ***Verify Payment Status*** or ***Print Invoice***

How do I create or register my Company Profile?

1. Click My Profile **>** My Company Account details
2. Click on 'Your Company Account Details' tab



3. Fill in the details in the appropriate field (company information cannot be edited once it is registered except through NAFDAC).

4. Click on the 'Register' button

An account will be created for you company which would be associated with the regulatory officer(s) that has been created.

E-mail notification will be sent to the mail address specified for all activities regarding the company.

How do I change my Company's information?

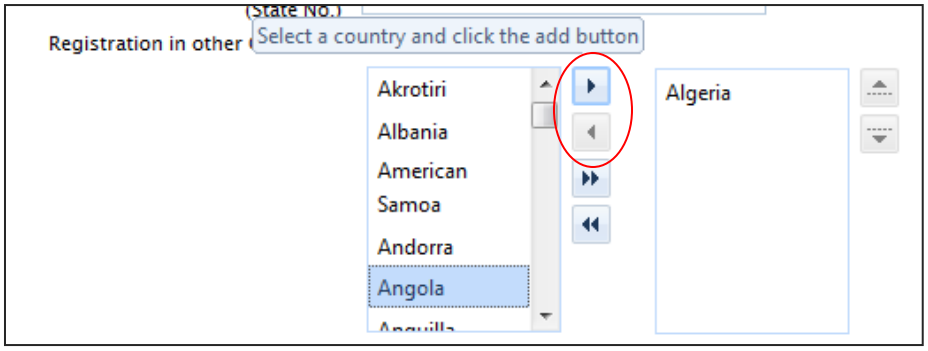
Company's information that can be changed by the Company Admin are 'Company Email' and 'Phone number'.

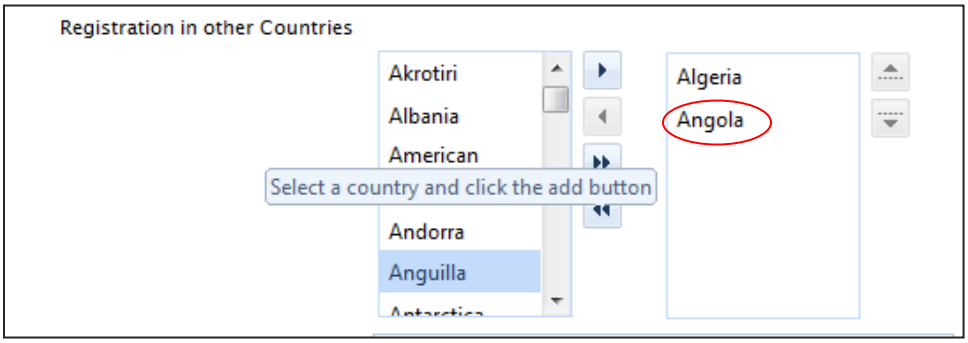
Information such as Company name, addresses, etc. can only be changed by applying to NAFDAC stating the changes you would like to make

However, other information such as Date of Incorporation, RC number of a company are not expected to change.

How do I Select Registration in other Countries?

- To Select a country: Select the Country in the left box -> Click on the forward arrow to move the country to the right box





- To Deselect a country: Select the country in the right box -> Click on the backward arrow to move the country to the left box
- To Select/Deselect all countries: Click on the double forward or backward arrows.

Note: The country/countries in the right box represent the selected country(ies) for the particular product.

What or How many approval documents do I have to upload?

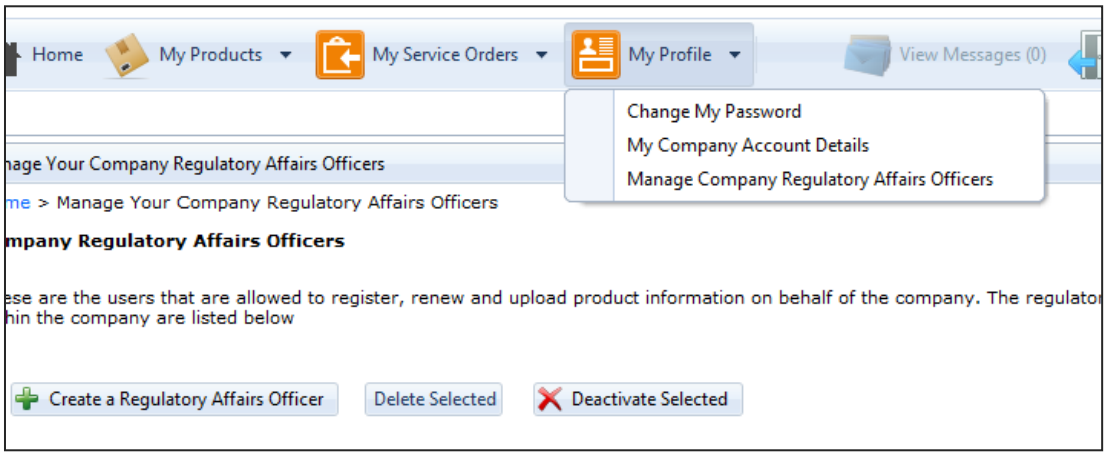
All current approval documents for a particular product should be uploaded. Each product has at least one approval document which is the Certificate of Registration.

Do I have to create a different account for Data Capture and New Registration/Renewal?

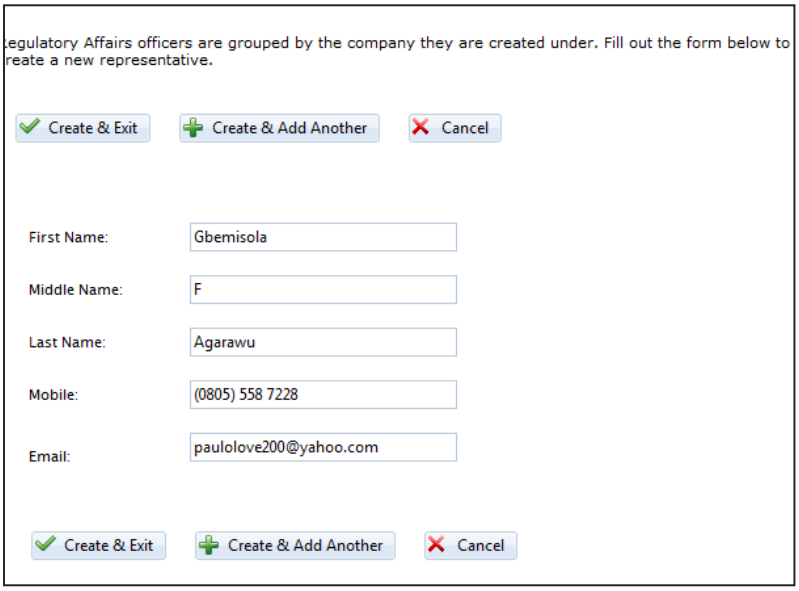
No, an account is created only once. You just purchase the forms for either Data Capture or New Registration/Renewal when the e-Registration process commences.

How do I create a Regulatory Officer?

1. Log in with the Company Admin account details, which is provided when the company profile is created.
2. Click My ***Profile > Manage Company Regulatory Affairs Officers***
3. Click on ***Create Regulatory Affairs Officer***



4. Fill in the details in the appropriate field (company information cannot be edited once it is registered except through NAFDAC)



5. Click on ***Create & Exit*** or ***Create & Add Another.*** Click ***Cancel*** to

   A confirmation message, notifying of successful creation of the Regulatory Officer is displayed.

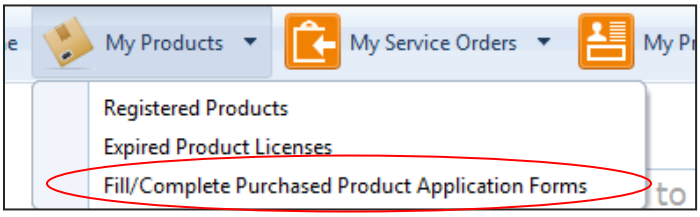
   The new Regulatory Affairs Officer receives an email notification of his login details

Can a client/or company have more than one Regulatory Officer?

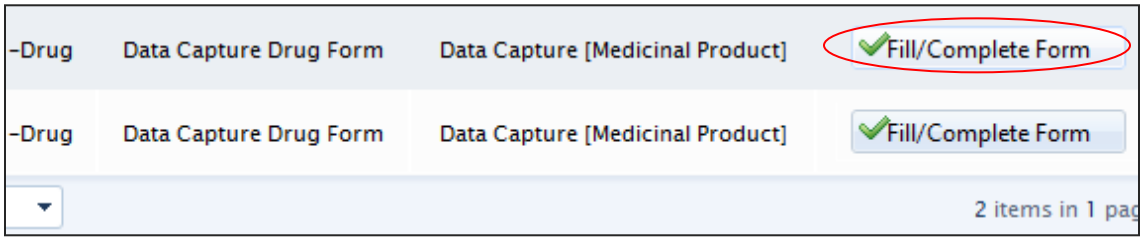
Yes, log-in with the company admin account to create more regulatory officers.

What are the steps in filling a form?

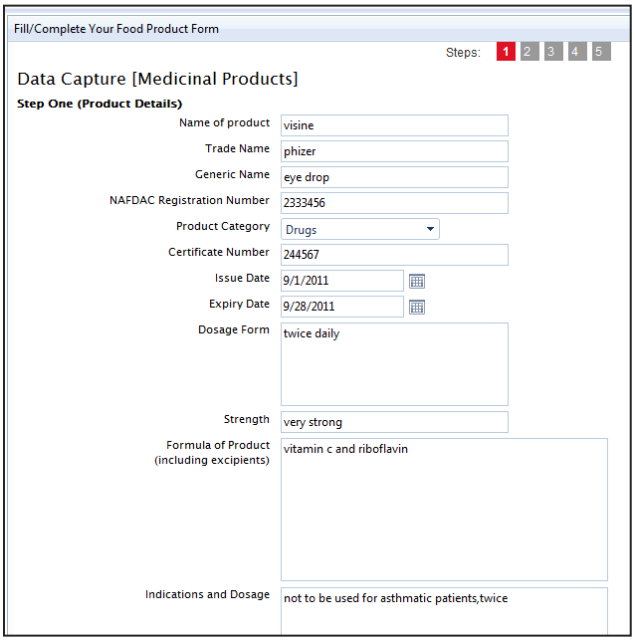
1. Click My products **>** Fill/Complete Purchased Product Application Form

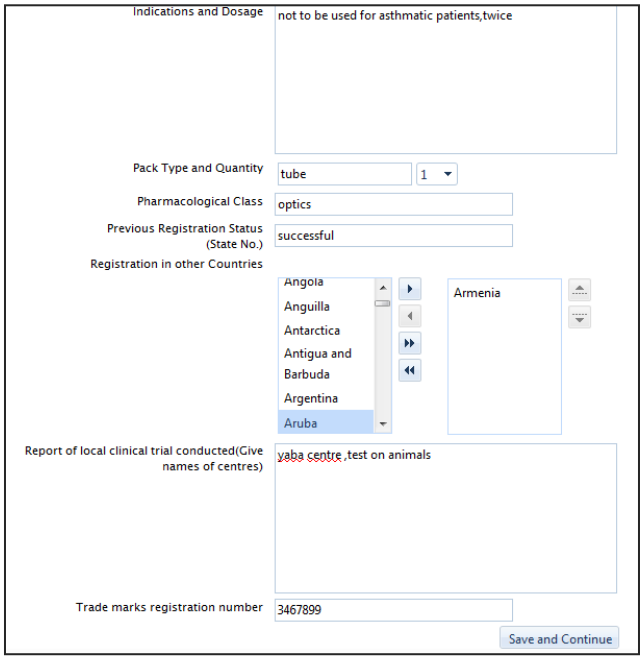


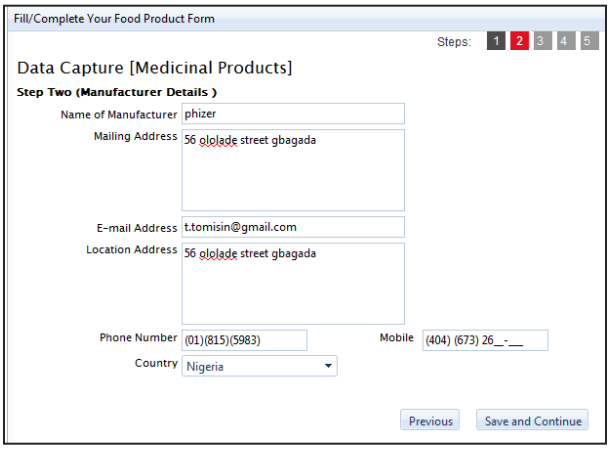
2. You get a message prompting you to register your company profile if you have not already done so in order to fill the form (see)
3. Select the form from a list of purchased forms
4. Click on 'Fill/Complete Form' button

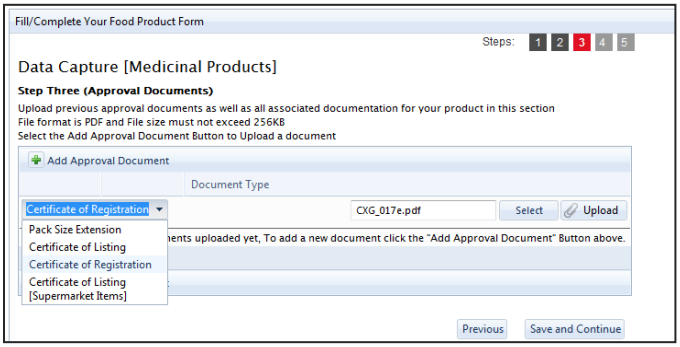


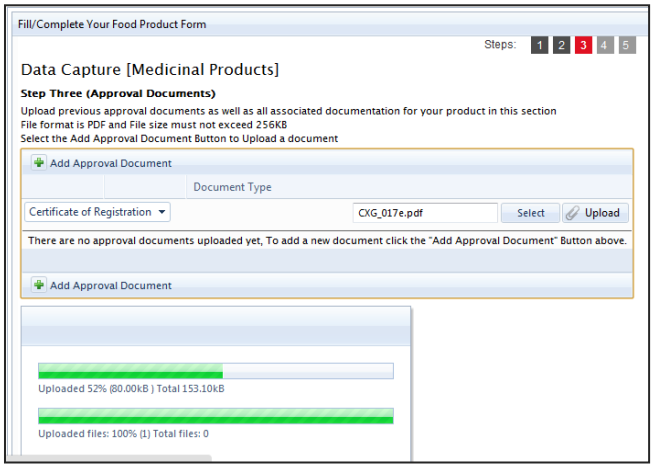
5. Enter the product and manufacturer's details (Step 1 and 2)



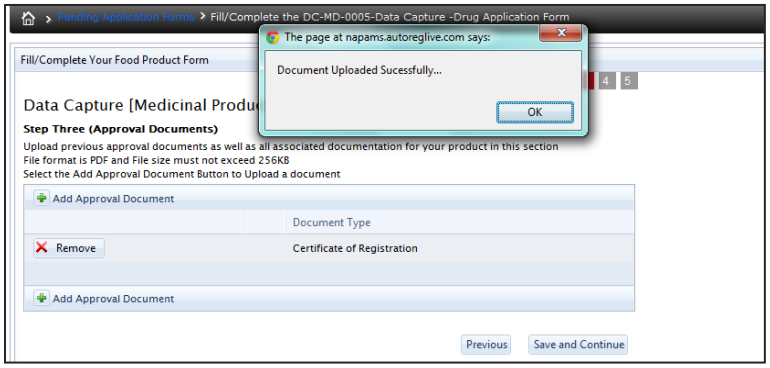

Indications and Dosage
not to be used for asthmatic patients,twice
Pack Type and Quantity
tube
1
Pharmacological Class
optics
Previous Registration Status (State No.)
successful
Registration in other Countries
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Aruba
Armenia
Report of local clinical trial conducted(Give names of centres)
yaba centre ,test on animals
Trade marks registration number
3467899
Save and Continue


Fill/Complete Your Food Product Form
Steps: 1 2 3 4 5
Data Capture [Medicinal Products]
Step Two (Manufacturer Details)
Name of Manufacturer
phizer
Mailing Address
56 ololade street gbagada
E-mail Address
t.tomisin@gmail.com
Location Address
56 ololade street gbagada
Phone Number
(01)(815)(5983)
Mobile
(404) (673) 26__-__
Country
Nigeria
Previous
Save and Continue

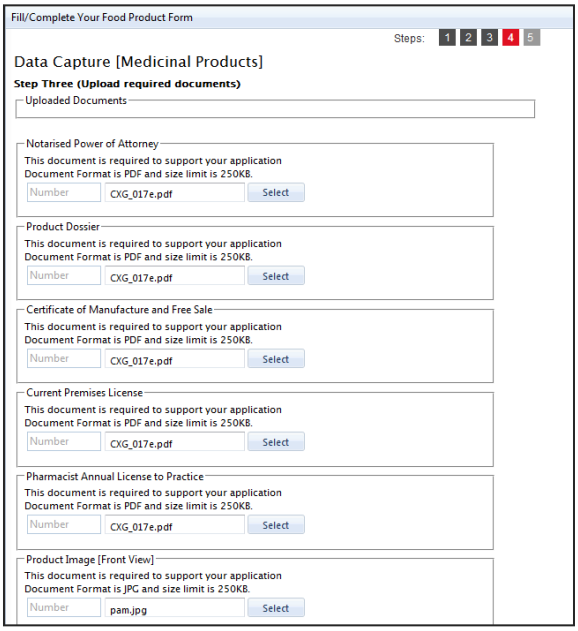

Fill/Complete Your Food Product Form
Steps: 1 2 3 4 5
Data Capture [Medicinal Products]
Step Three (Approval Documents)
Upload previous approval documents as well as all associated documentation for your product in this section
File format is PDF and File size must not exceed 256KB
Select the Add Approval Document Button to Upload a document
Add Approval Document
Document Type
Certificate of Registration
CXG_017e.pdf
Select
Upload
Pack Size Extension
Certificate of Listing
Certificate of Registration
Certificate of Listing [Supermarket Items]
ents uploaded yet, To add a new document click the "Add Approval Document" Button above.
Previous
Save and Continue

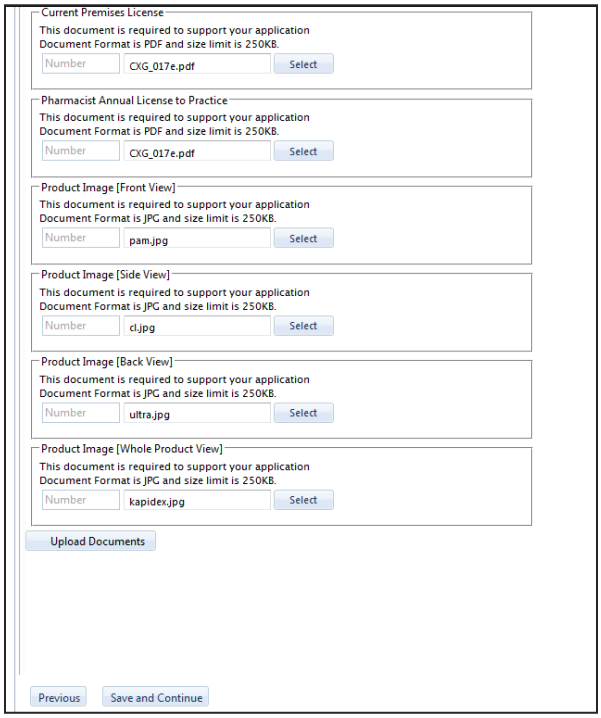


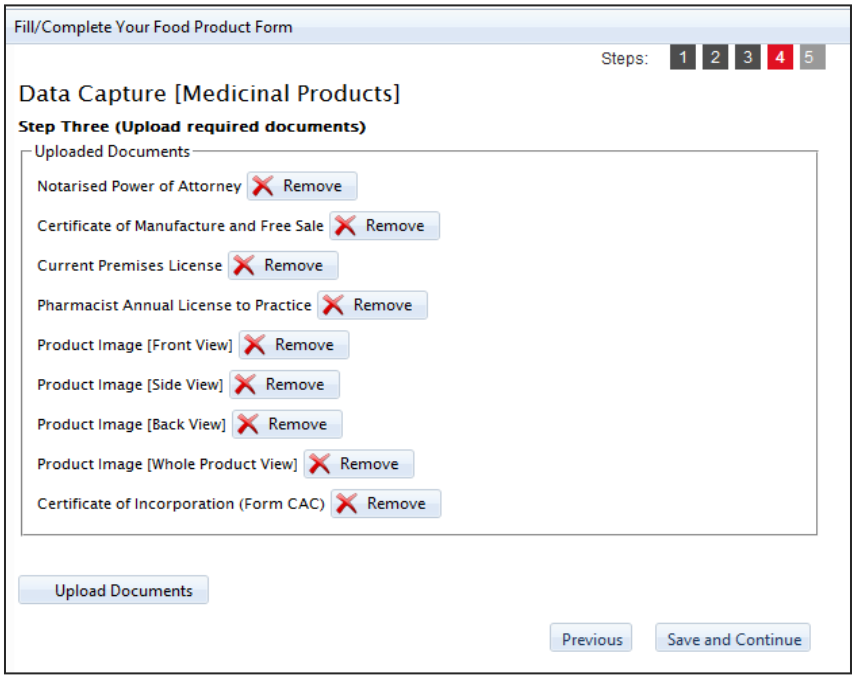
The upload progress is displayed.



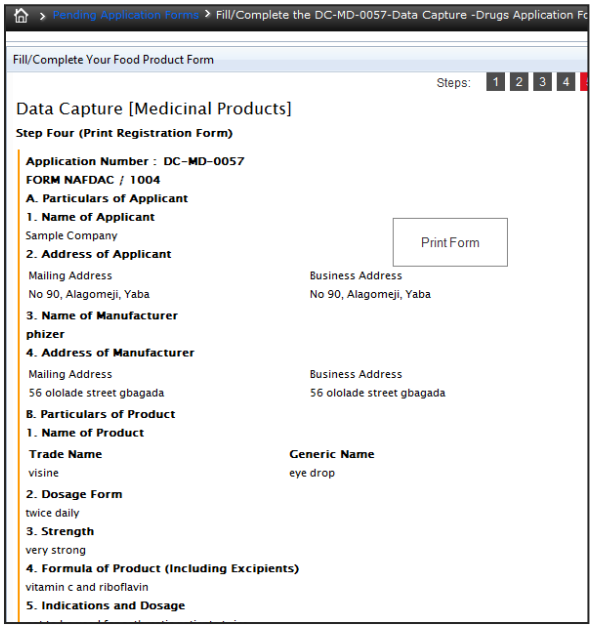
6. Upload Approval documents and product image (Step 3 and 4)

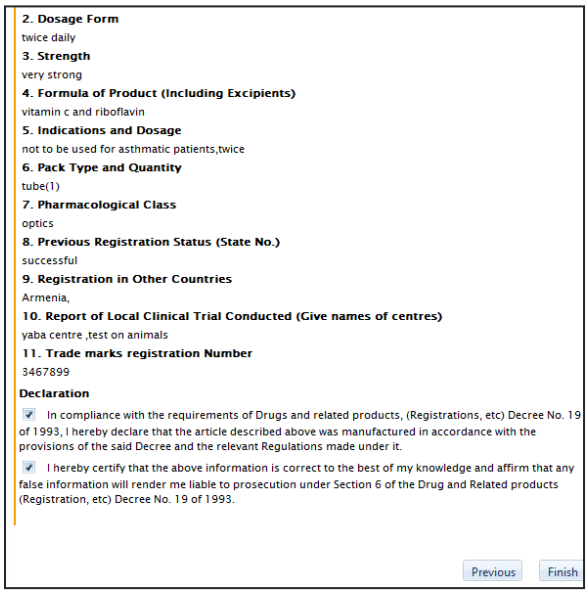






7. View and print the completed form (Step 5)





8. Click on Finish to submit the form.

Note: Always click on Save and Continue button in order to be able to continue from where you stop in the event that you log out.

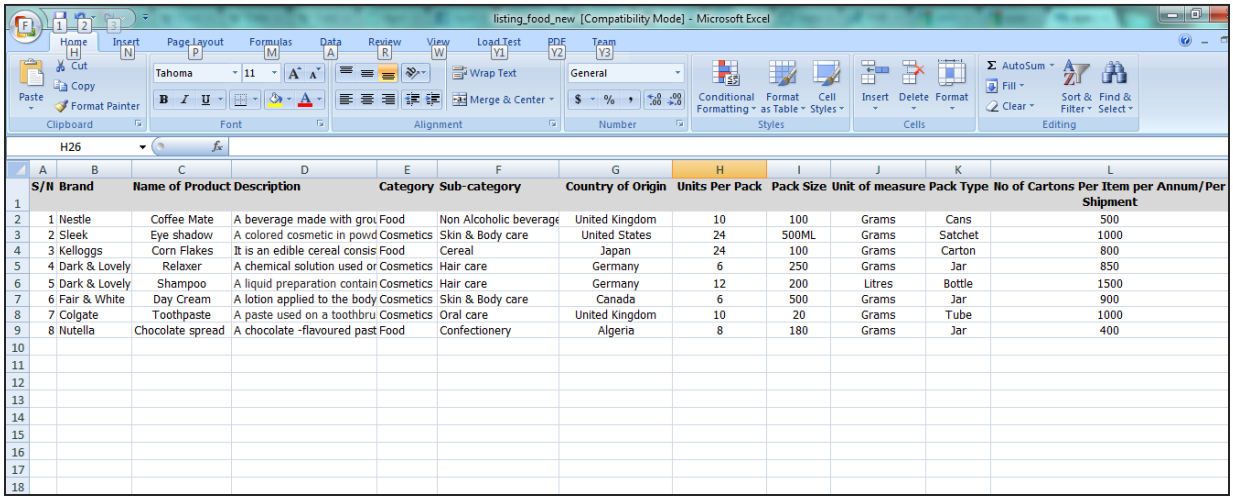
GLOBAL LISTING

Is there a specific format for the excel sheet to upload for Global Listing?

Yes, the columns expected are as follows:

- **Serial Number:** Serial number of the product on the list
- **Brand:** A term or name indicating the tradename of the product e.g. Kellogs, Dark & Lovely, Milo
- **Name of product:** The name of the product e.g. cornflakes, coco pops, Relaxer, Shampoo
- **Description:** a description of the product is what the product is. E.g. cornflakes is a cereal , merlot is a red wine
- **Category:** the category of the product, that is, either food or cosmetics
- **Sub-Category:** the sub-category of the product, that is fruits and Vegetables, Milk and Dairy products
- **Country of Origin:** the country where the product was produced
- **Units Per Pack:** the number of product items in a pack
- **Pack Size:** the size of the product e.g. 100(litres), 50 (grams)
- **Unit of Measure:** unit of measurement of the product e.g. grams, litres, ounzes, pounds(lb),
- **Pack Type:** the packaging material of the product e.g. bottle, sachet, can
- **Number of Cartons Per Item Per Shipment/per Annum:** The number of cartons (of the product) to be shipped in per annum or per shipment

An example of what is expected is:



S/N	Brand	Name of Product	Description	Category	Sub-category	Country of Origin	Units Per Pack	Pack Size	Unit of measure	Pack Type	No of Cartons Per Item per Annum/Per Shipment
1	Nestle	Coffee Mate	A beverage made with grou	Food	Non Alcoholic beverage	United Kingdom	10	100	Grams	Cans	500
2	Sleek	Eye shadow	A colored cosmetic in powd	Cosmetics	Skin & Body care	United States	24	500ML	Grams	Satchet	1000
3	Kelloggs	Corn Flakes	It is an edible cereal consis	Food	Cereal	Japan	24	100	Grams	Carton	800
4	Dark & Lovely	Relaxer	A chemical solution used or	Cosmetics	Hair care	Germany	6	250	Grams	Jar	850
5	Dark & Lovely	Shampoo	A liquid preparation contain	Cosmetics	Hair care	Germany	12	200	Litres	Bottle	1500
6	Fair & White	Day Cream	A lotion applied to the body	Cosmetics	Skin & Body care	Canada	6	500	Grams	Jar	900
7	Colgate	Toothpaste	A paste used on a toothbru	Cosmetics	Oral care	United Kingdom	10	20	Grams	Tube	1000
8	Nutella	Chocolate spread	A chocolate -flavoured past	Food	Confectionery	Algeria	8	180	Grams	Jar	400

Please note that your excel sheet should strictly follow the format shown above.

- There should not be more than one space in a column name (i.e. **Pack Size** and **Pack Size** are not the same)
- The columns should appear in the order stated
- There should be no hidden/blank columns between the stated columns

- The maximum number of products allowed under the scheme per product per annum is:
    - 2500 cartons for supermarket items
    - 3000 cartons for fast-food ingredients

How do I know the category of my product(s)?

The category of products is as follows:

Food:

- Milk and Dairy products
- Fats and Oils
- Fruits and Vegetables
- Confectionery (cocoa products, candy, chewing gum, e.t.c.)
- Cereals and Cereal Products
- Bread and Bakery products
- Meat and Meat Products, including poultry and game
- Fish and Fish Products, including mollusks, crustaceans and echinoderms
- Egg and Egg Products, including custard
- Sweeteners including honey and flavor essence
- Salt, Spices, Soups, Protein Products (including soybean)
- Foodstuffs intended for particular nutritional uses (infant foods, dietary supplements)
- Non-Alcoholic Beverages
- Alcoholic Beverages
- Animal Feeds
- Edible Ices, including sherbet and sorbet
- Others

Cosmetics:

- Soaps e.g.
    - Laundry bars
    - Toilet bars
    - Detergent (powder)
    - Liquid detergents e.t.c.
- Skin and Body Care e.g.
    - Creams
    - Lotions
    - Gels
    - Perfumes
    - Deodorants
    - Roll-on
    - Powders

    - Face & Lip gloss e.t.c.
- Oral Care e.g.
    - Toothpastes
    - Tongue gel
    - Mouth Fresheners e.t.c.
- Hair Care e.g.
    - Relaxer Kits
    - Conditioners
    - Shampoos
    - Dyes
    - Relaxer e.t.c.
- Nail Care e.g
    - Polish/Gloss
    - Polish removers
    - Nail removers e.t.c.
- Household Care e.g
    - Air fresheners
    - Toilet cleaners
    - Bleach
    - Car cleaners e.t.c.

What are the possible pack types?

Possible pack types include but are not limited to:

- Bottle
- Can
- Sachet
- Jar
- Carton
- Tube
- E.t.c

What are the expected units of measurement?

Unit of measurement expected are:

- Grams (g)
- Kilograms(kg)
- Litres (l)
- Milli Litre (ml)
- Ounce (Oz)
- Pound (lb)
- E.t.c