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1. Scope

This guidance covers the submission of an application for the Active Pharmaceutical Ingredient Master File (APIMF) Procedure via the ePQS Portal Wizard.

2. Prerequisites

Application wizards are accessed via the ePQS Portal landing page – <https://who.my.site.com/ePQS/s/login/>. Therefore, access to the ePQS portal must be granted first. To seek registration apply using the form available on the Portal landing page.

Some types of applications have prerequisite conditions. For instance, a post-prequalification change application can only be created if there exists in the ePQS system at least one accepted or prequalified product for the applicant account.

Many wizards include steps that require the applicant to select an account from within the ePQS database. For instance, when an applicant wishes to create a product site for a product or nominate a reference authority. Users can verify if these accounts exist before commencing an application by referring to the spreadsheet available from the “View ePQS Registered Accounts” tile, as indicated in figure 1.

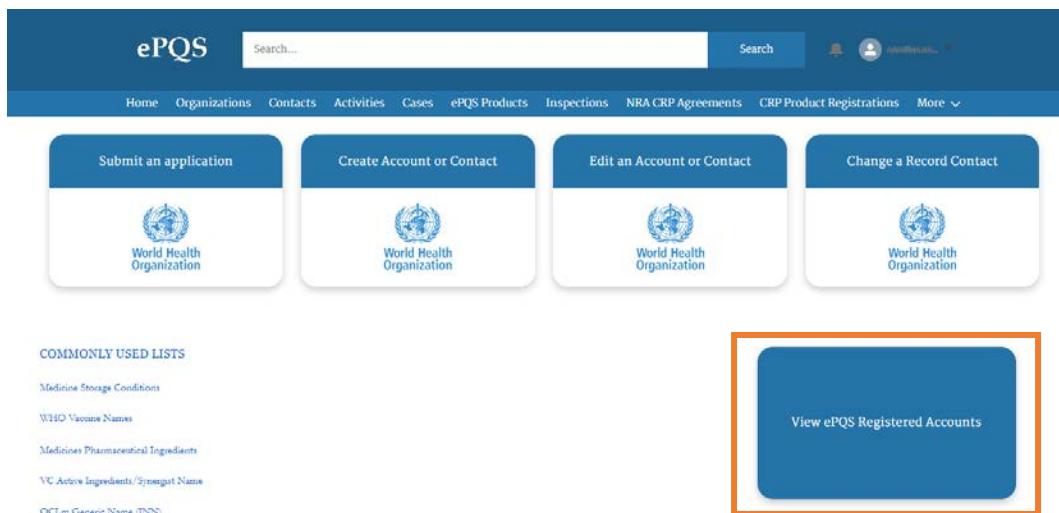


Figure 1: The existence of an Account within the ePQS system can be determined by selecting the indicated “View ePQS Registered Accounts”

3. Accessing the Portal

Applications wizards are accessed via the ePQS Portal – <https://who.my.site.com/ePQS/s/login/>.

4. Wizard steps

4.1. Wizard commencement

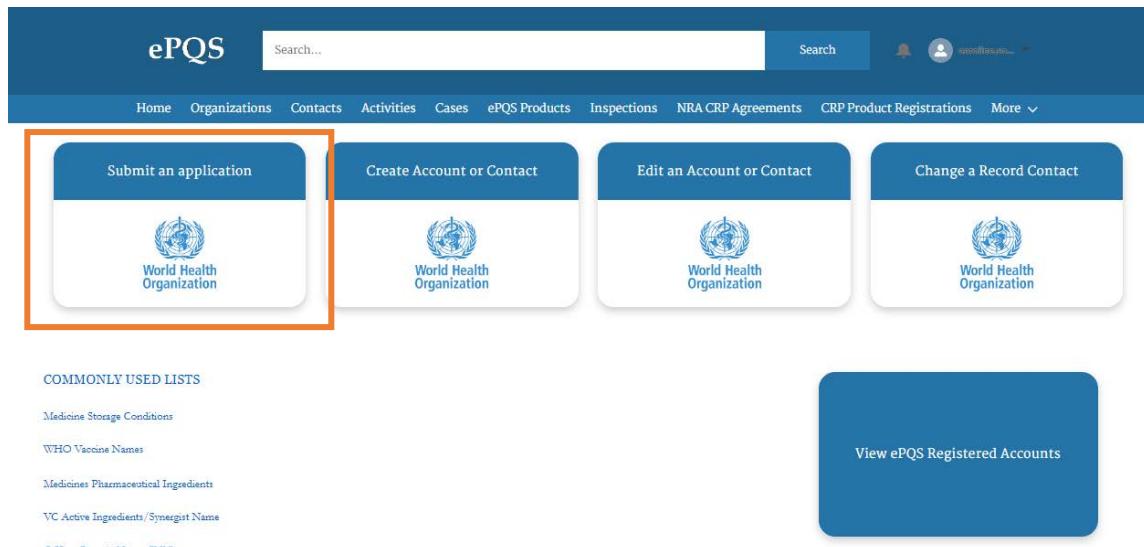


Figure 2: Commence the application process by selecting the Submit an Application tile

An application can be initiated by selecting the *Submit an Application* tile from the portal as indicated in Figure 2.

4.2. Wizard Selection

Having passed the initial “Create a New Application screen”, the system may prompt you to confirm the Applicant organization that is making the application. This occurs if you are a registered user that is associated with more than one Account.

More commonly, you will arrive directly on a screen requesting the nomination of the contacts for this application, figure 3. The system will offer for selection, any contact associated with this account.

Home Organizations Contacts Activities Cases ePQS Products Inspections KRA/CRU Agreements Application Wizard More ▾

ePQS Application Wizard

Organization & Contacts Application Info Product Details Documents Finalize

Choose Contact

Choose Applicant Primary Contact
Nominate a primary contact for this application who is an employee of ePQS Test Account 1 - NonStateActor, and also indicate if there are other secondary people involved.

* Primary Contact
ePQS External Applicant 1

Optionally Choose Secondary Contacts
If needed you can optionally choose a secondary and an alternative secondary contact, or leave the selection as "--None--".

Secondary Contact
--None--

Alternative Secondary Contact Choice
--None--

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Figure 3: As part of the preliminary application steps, Applicants will be asked to nominate contacts for the application, and if applicable the product.

You will then be prompted to select the product type that you wish to lodge an application for.

ePQS Application Wizard

Organization & Contacts Application Info Product Details Documents Finalize

Choose Product Type

Select the product area to narrow down the list of application types.

* Product Type

- Active Pharmaceutical Ingredient
- Active Pharmaceutical Ingredient Master File
- Finished Pharmaceutical Product
- Finished Vaccine Product
- IMD Evaluating Laboratory
- Immunisation Device
- In Vitro Diagnostic
- Male Circumcision Device
- Quality Control Laboratory
- Vector Control Active Ingredient
- Vector Control Product
- WHO Prequalification Evaluating Laboratory

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Figure 4: You must first select the associated product type, before selecting the application type.

PLEASE ENSURE YOU CHOOSE THE CORRECT OPTION. Choosing Active Pharmaceutical Ingredient Master File" means you will be offered to file an APIMF procedure application or an Amendment application. Choosing "Active Pharmaceutical Ingredient" means you will be offered to file an API Prequalification application.

On the next screen you will be offered a list of the specific application type(s) and then application subtype(s) (if this is relevant) relevant to the product type (figure 5).

Home Organizations Contacts Activities Cases ePQS Products Inspections NRA CRP Agreements Application Wizard More ▾

ePQS Application Wizard

Organization & Contacts Application Info Product Details Documents Finalize

Choose Application Type

Based on the product type, here is the list of application types available.

* Application Type

APIMF Procedure
 Post-PQ Change

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ePQS Application Wizard

Organization & Contacts Application Info Product Details Documents Finalize

Choose Application Subtype

Please enter the following additional information:

* Application Subtype

Standard

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Figure 5: Then you will be asked to select application type and sometimes application sub-type.

The system will then playback to you the application you are planning to create. By proceeding, the system will create a draft application record in the system.

ePQS Application Wizard

Organization & Contacts Application Info Product Details Documents Finalize

Confirm Application Details

By proceeding to the next step you will be creating a draft Mx APIMF Application. This draft application will be available in your List View of Cases.

- Application Type: APIMF Procedure
- Application Subtype: Standard
- Product Type: Active Pharmaceutical Ingredient Master File
- Organization: ePQS Test Account 1 - NonStateActor
- Primary Contact: ePQS External Applicant 1

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Figure 6: The system summarizes the application that is to be created.

The screenshot shows the 'ePQS Application Wizard' interface. The top navigation bar includes links for Home, Organizations, Contacts, Activities, Cases, ePQS Products, Inspections, NRA CRP Agreements, Application Wizard, and More. The main content area is titled 'ePQS Application Wizard' and shows a progress bar with five steps: 'Organization & Contacts' (highlighted in blue), 'Application Info', 'Product Details', 'Documents', and 'Finalize'. Below the progress bar, a message says 'Continue Application' and 'A draft application has been created.' A red box highlights the case number 'New-APIMF-2024-0010' in the message. At the bottom are links for About Us, Contact Us, Privacy Policy, and Legal Disclaimer, along with 'Next' and 'Previous' buttons.

Figure 7: A draft application record has now been created in the system.

This record can now also be located via the global search bar or in the case list view.

If the application sub-type you selected was Abridged, you will be asked to indicate the reference Authority. A picklist of options will be provided for selection.

The screenshot shows the 'ePQS Application Wizard' interface. The progress bar shows the 'Application Info' step is active. Below it, a section titled 'Choose Reference Authority' asks to indicate which Reference Authority will be linked to the application. A picklist dropdown contains 'AEMPS (Spain) - Parque Empresarial las Mercedes, Edificio 8, C/Capezo 1, Madrid, 28022, Spain'. At the bottom are 'Previous' and 'Next' buttons.

Figure 8: If an Abridged application was selected the applicant will be asked to select the Reference Authority.

4.3. eCTD or non-eCTD

The screenshot shows the 'ePQS Application Wizard' interface. The progress bar shows the 'Application Info' step is active. A section titled 'Select Document Format' asks to choose between 'eCTD' and 'Non-eCTD'. The 'eCTD' option is selected. At the bottom are 'Previous' and 'Next' buttons.

Figure 9: A decision is required if the dossier being filed is in eCTD or non-eCTD format.

The decision to file in eCTD or non-eCTD affects the document uploading steps at the end of the wizard.

4.4. Entering application-specific wizard details

For the APIMF application wizard, the next steps involve completion of APIMF product-related information.



ePQS Resume Wizard

Product Details

Create a Product

New Product

Since this is a APIMF Procedure type application, a new product will be created of type:

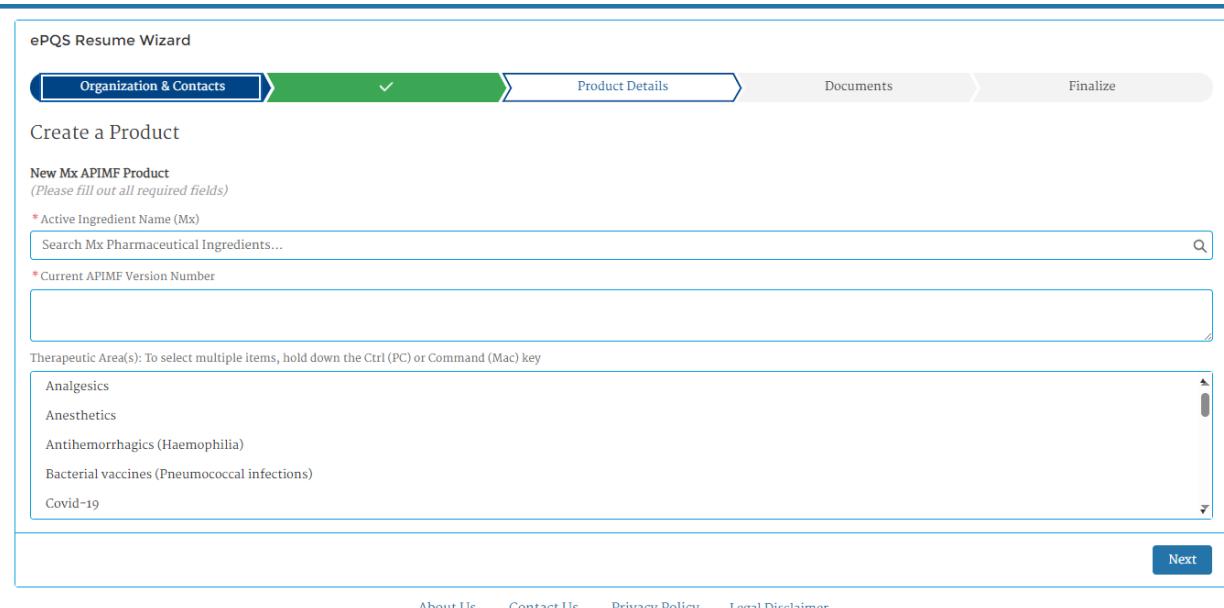
- Active Pharmaceutical Ingredient Master File (APIMF)

It will be linked to your application, New-APIMF-2024-0010.

Next

Figure 10: As a next step in the APIMF application wizard, an APIMF Product record is created.

As indicated in figure 11, you will be asked to add the active pharmaceutical Ingredient. Note, that once the first two letters of the API are entered, the system will begin to offer options for selection.



ePQS Resume Wizard

Organization & Contacts

Product Details

Create a Product

New Mx APIMF Product
(Please fill out all required fields)

*Active Ingredient Name (Mx)

Search Mx Pharmaceutical Ingredients...

*Current APIMF Version Number

Therapeutic Area(s): To select multiple items, hold down the Ctrl (PC) or Command (Mac) key

Analgesics

Anesthetics

Antihemorrhagics (Haemophilia)

Bacterial vaccines (Pneumococcal infections)

Covid-19

Next

Figure 11: Information relating to the API, version number, and relevant therapeutic area should next be entered.

You will also be asked to enter the APIMF version number for the submission, and to select one or more therapeutic areas the API pertains to.

On the next screen, figure 12, you have the opportunity to go back to correct the entered information, by selecting “previous”.

ePQS Resume Wizard

Organization & Contacts ✓ Product Details Documents Finalize

Create a Product

Please confirm the Mx Pharmaceutical Ingredient Active Name for Publishing selected:

- Ritonavir

If this is incorrect, select Previous and select the correct Active Ingredient.

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Figure 12: By selecting the previous button you can correct the information entered in the previous screen.

By selecting Next, an associated APIMF product record is then created as per figure 13.

ePQS Resume Wizard

Organization & Contacts ✓ Product Details Documents Finalize

Create a Product

Product Successfully Updated
The details you have just entered have been updated on the new Active Pharmaceutical Ingredient Master File Product for your New-APIMF-2024-0010 application. By clicking on the link provided you can see the product record. The product record is also available in your Products' List View.

- APIMF Product: P-12646

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Figure 13: A new APIMF product record is created.

4.5. Product site creation

Once the Product record is created, you are then offered the opportunity to create product site records for the sites undertaking various activities. It is expected that every product must have at least one manufacturing site. To do so, select the Product site radio button and press Next (see figure 14). You will return to this screen eventually in case you need to create another product site.

For APIMF product records, it is required to create product site records for:

- all sites of API manufacture;
- all intermediate manufacturing sites that are not also API manufacturing sites; and
- any micronisation sites if they are not also API sites of manufacture.

ePQS Resume Wizard

Organization & Contacts > > > Product-Related Info > Documents > Finalize

Add Product Related Information

* Choose Product Related Information to Add to Application

Product Site

I don't want to add any more product related information at this time

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Figure 14: Every APIMF product record must have at least one Product site record

The first step in the product site creation is to identify the Account/Organization representing the site. Enter at least the first three letters of the Account into the Site search field and press next. On the next screen (figure 15), the system will offer to you available accounts within the system matching the entry criteria, to choose from.

ePQS Application Wizard

Organization & Contacts > > > Product-Related Info > Documents > Finalize

Add Product Sites

Choose Site
Click 'Previous' if the site you require is not on the list. Please ensure you are choosing the manufacturing site address.

* Site Name

ePQS External Expert 1 Account -

ePQS External Expert 1 Account -

ePQS Test Account 1 - NonStateActor - hello, Hyderabad, 1111 556, India

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Figure 15: Based on the information entered into the site search field the system returns all accounts matching this name.

As mention in *Section 2 – Prerequisites*, a list of sites is available for review before commencing. If the site is new to the system, the applicant will need to request creation of the Account before commencing the application. It is also possible to leave the current application and recommence this later. See section 8.

ePQS Application Wizard

Organization & Contacts > ✓ > ✓ > Product-Related Info > Documents > Finalize

Add Product Sites

Select Site Activity
Indicate the site activity and activity types relevant.

* Site Activity
API Manufacture

Activities Conducted at Manufacturing Site - press Ctrl (Cmd on Mac) + Left Arrow or Ctrl (Cmd on Mac) + Right Arrow to move items between lists

Available

- API fermentation: Non sterile
- API fermentation: Sterile
- API intermediate Manufacture
- API micronisation
- API Synthesis: Sterile

Selected

- API Synthesis: Non sterile

Previous Next

Figure 16: Next, indicate what activity the site is undertaking.

Having located and assigned the correct Account, you will then be asked to complete the type of activity that occurs at this site.

If intermediate manufacture is selected as an activity then you will be asked to enter the name of the intermediate.

ePQS Application Wizard

Organization & Contacts > ✓ > ✓ > Product-Related Info > Documents > Finalize

Add Product Sites

Enter Additional Details
(Please fill out all required fields)

* Intermediate Chemical Name

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Figure 17: If the intermediate manufacture is selected as an activity then you will be asked to enter the name of the intermediate.

As indicated in Figure 19 the system will confirm the details for the product site record. Press next to create the record, or Previous to return for corrections.

ePQS Application Wizard



Organization & Contacts > > > Product-Related Info > Documents > Finalize

Add Product Sites

Check

Is this the site you were expecting to be linked to this product?

- Site Name: ePQS External Expert 1 Account
- Site Street:
- Site City:
- Site Zip/Postcode:
- Site Country:

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Figure 18: Press Next to confirm the details for the product site record and create the record.

ePQS Application Wizard



Organization & Contacts > > > Product-Related Info > Documents > Finalize

Add Product Sites

Success

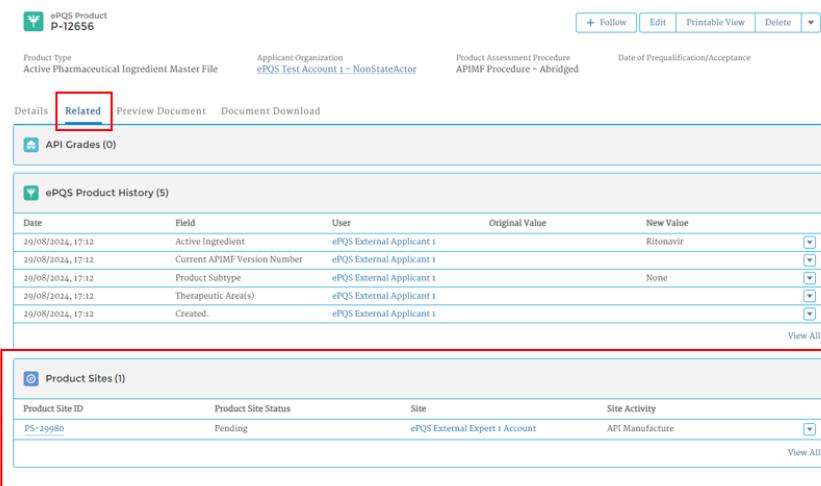
A new Product Site PS~29980 has been created for the APIMF Product P~12656:

- Site Name: ePQS External Expert 1 Account
- Site Activity: API Manufacture
- Activity Types: API intermediate Manufacture
- Site Address:

Next

Figure 19: Confirmation of the sites creation should follow.

You will be informed that the Product site has now been created. This is also viewable on the product record, in the record's related list (figure 20)



Product Type: Active Pharmaceutical Ingredient Master File

Applicant Organization: ePQS Test Account 1 - NonStateActor

Product Assessment Procedure: APIMF Procedure - Abridged

Date of Prequalification/Acceptance:

Details Related Preview Document Document Download

API Grades (0)

epQS Product History (5)

Date	Field	User	Original Value	New Value
29/08/2024, 17:12	Active Ingredient	ePQS External Applicant 1	Ritonavir	
29/08/2024, 17:12	Current APIMF Version Number	ePQS External Applicant 1		
29/08/2024, 17:12	Product Subtype	ePQS External Applicant 1	None	
29/08/2024, 17:12	Therapeutic Area(s)	ePQS External Applicant 1		
29/08/2024, 17:12	Created	ePQS External Applicant 1		

View All

Product Sites (1)

Product Site ID	Product Site Status	Site	Site Activity
PS~29980	Pending	ePQS External Expert 1 Account	API Manufacture

View All

Figure 20: Once the site is created it can be seen on the draft Product record from the "related Tab."

You will then loop back to a screen asking if you wish to create another product site record. If all sites have been created select "I don't want to add any more..." to move to the document upload phase as indicated is figure 21.

ePQS Application Wizard

Add Product Related Information

* Choose Product Related Information to Add to Application

Product Site

I don't want to add any more product related information at this time

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Figure 21: You can move to the document upload phase by selecting "I do not want to..."

5. Document uploading

Home Organizations Contacts Activities Cases ePQS Products Inspections NRA CRP Agreements CRP Product Registrations More ▾

ePQS Resume Wizard

You are uploading documents to Product#P-12656

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Figure 22: Initial document upload screen

5.1. eCTD document upload

If eCTD format was selected earlier in the wizard, the system will now display information that the applicant should use to complete the module 1 envelope for their dossier. The wizard may be closed at this stage and resumed once the dossier sequence file has been published.

ePQS Application Wizard

eCTD Submission Module 1 Information

Below are the Module 1 values required for your eCTD submission envelope. You can select and copy these values before proceeding to the next step to upload your zip file.

Salesforce Case Id : 00028928
 Application Type : APIMF Procedure
 Application SubType : Standard
 Contact-email : epgscontact2@gmail.com
 Organization Name : PQT Pharmaceuticals Inc (Site II)

Product Id : P-13429
 Product Type : Active Pharmaceutical Ingredient Master File
 Product SubType : None
 Product Assessment Procedure : APIMF Procedure - Standard
 Product Name : Ritonavir

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Figure 23: Information is provided for the applicant to complete their Module 1 Envelope information

ePQS Application Wizard

File(s) for this application must be uploaded in .zip format.

Please copy and use the following exact name(s) for your submission file(s). This will ensure that your submission(s) can be transmitted to the eCTD repository.

Filename(s):

New-APIMF-2025-0007_P-13429

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Figure 24: The systems provides the exact name to be used for the uploaded zip file

Next, the system displays the exact name the submitted file should be named. The dossier for a product should be formatted in a single “.zip” file.

5.2. Common document upload steps

The next steps are common to both eCTD and non-eCTD uploads.

ePQS Resume Wizard

Organization & Contacts > > > > Documents > Finalize

Upload Documents

Please attach all supporting documentation for your application below. Either drag-and-drop or select one or more files from your desktop, and then click Upload to attach them to this application.

You can review the folders for submission in the next page. There you can also rename, tag or remove documents. You can return to this screen to upload additional documents as part of this submission process. If you save the wizard as a draft, when you recommence the wizard you will have the opportunity to upload and review documents once again before final submission.

When finished, click **Next**.


 Drag and drop files and folders
 Browse your device or [Select Folders](#)

[Cancel](#) [Upload](#)

[Previous](#) [Next](#)

Figure 25: Document upload screen

On the document upload screen you can upload single files, multiple files or folders. Press next once these are selected.

Please note that non-eCTD dossiers should not be uploaded as a Zip file, but as folders or documents.

You will be asked to confirm upload, you can also cancel and go back to the previous screen (figure 26).

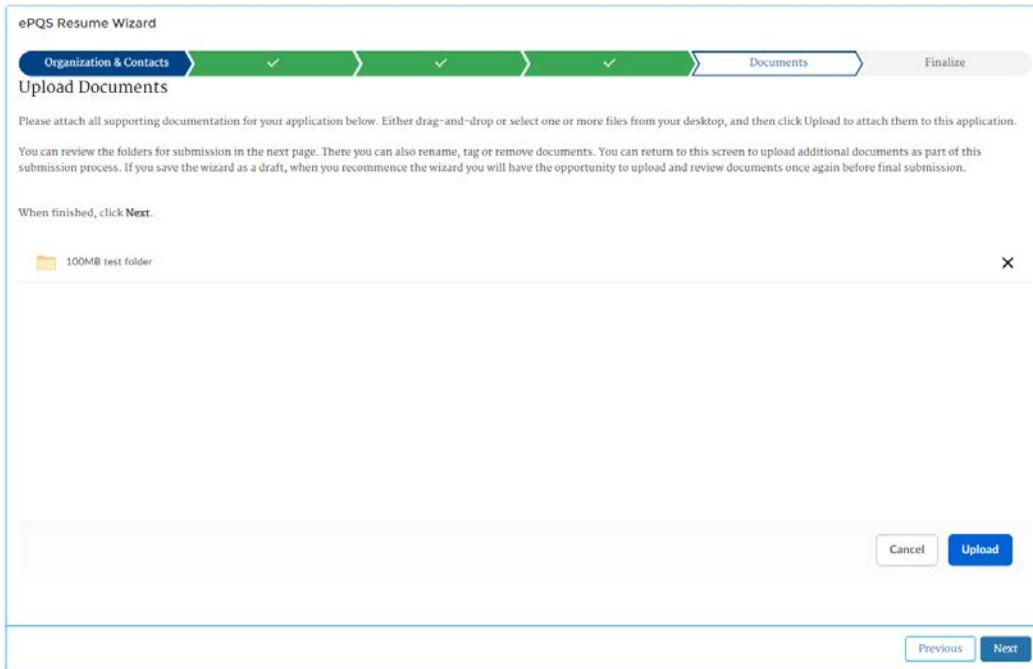


Figure 26: Confirmation of the upload is required

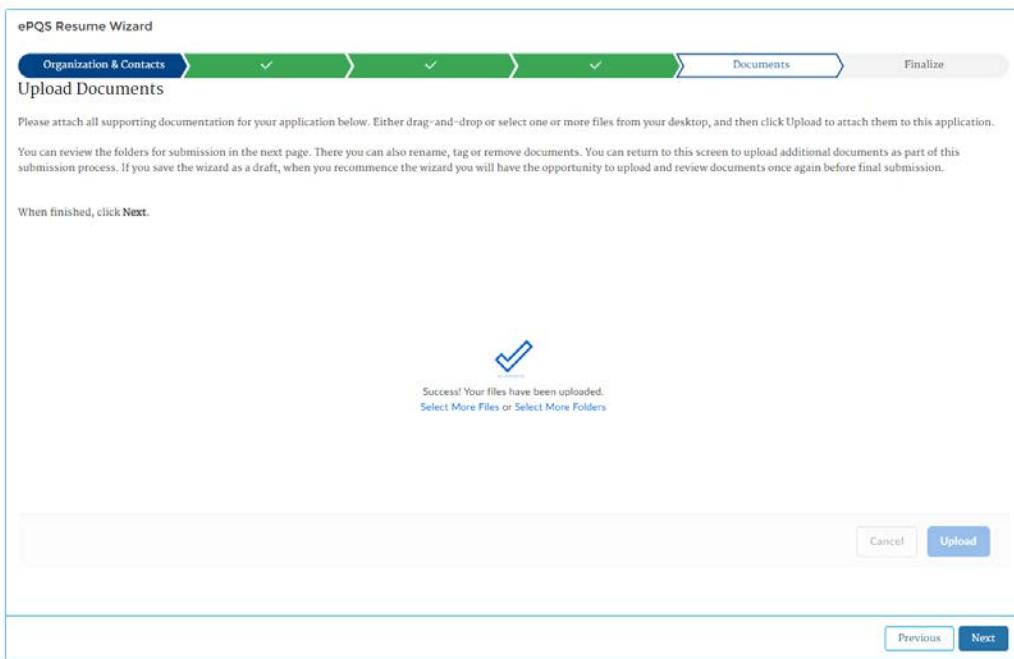


Figure 27: If the documents have uploaded successful a confirmation screen will appear

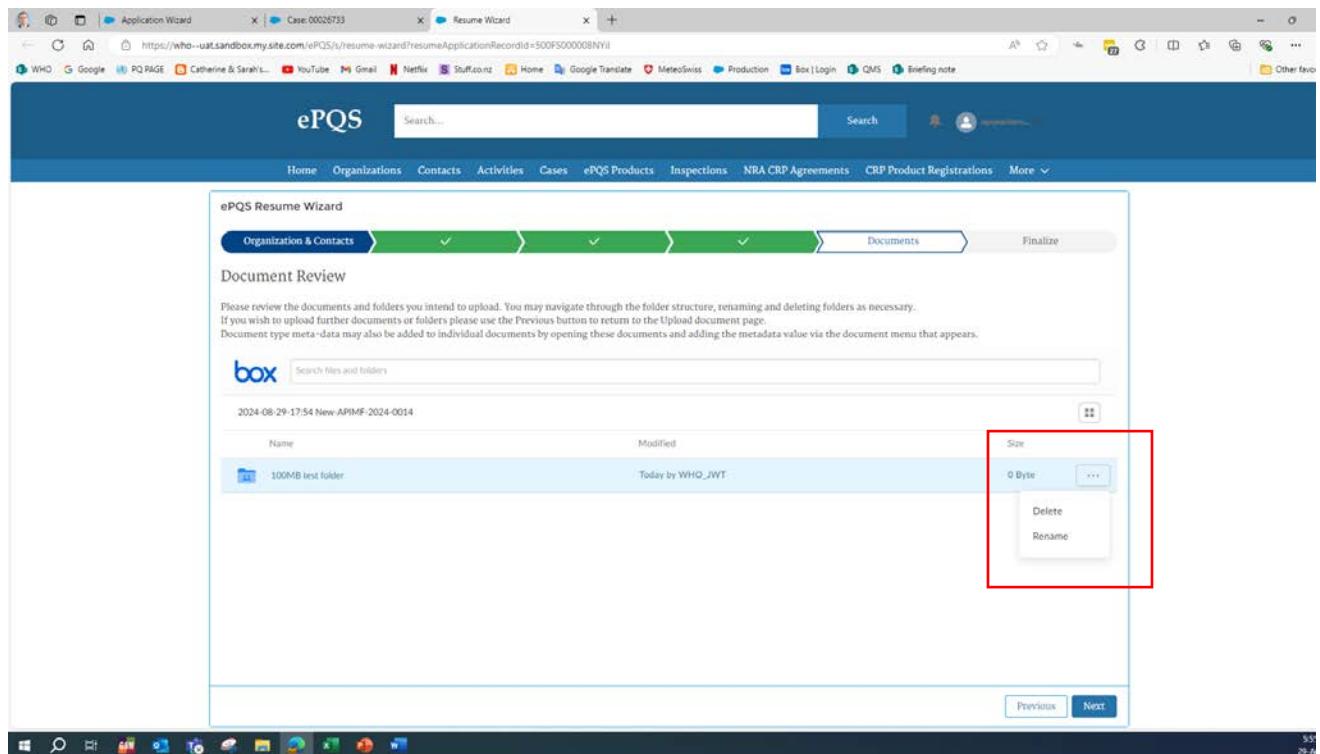


Figure 28: Document review screen where the uploaded files can be adjusted if necessary

Before moving to submission you will be asked to review the files intended to be submitted. You can delete or rename the documents. You can also navigate through the uploaded folder structure to make more granular changes.

6. Submitting the application

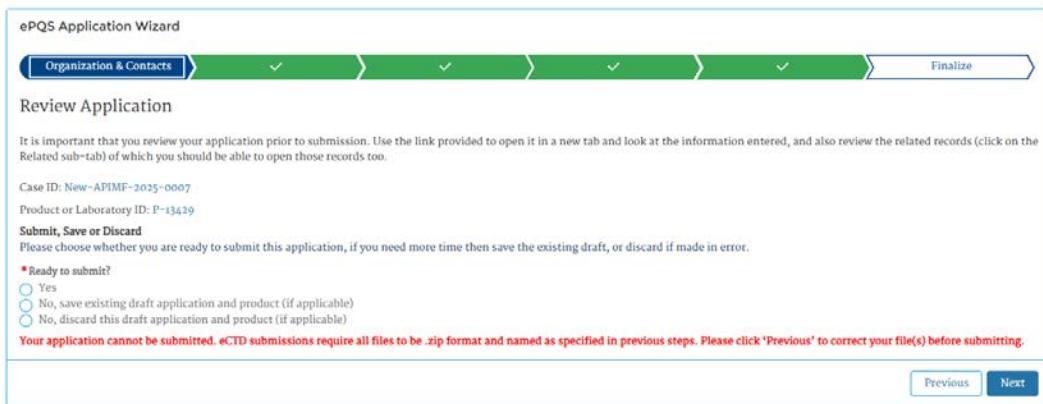


Figure 29: Final screen before submitting

The final screen before submitting has three options. Save as a draft (see section 8), submitting, or discarding the application. If you discard the application, the application and product record will no longer be visible in the application and product lists. It can still be found via the global search bar. Periodically, the ePQS Admin officer will delete these records.

The system will warn the applicant if the eCTD document requirements have not been met with respect to file name and the type and number of files. Press the “previous” button to move backwards in the wizard, back to the document upload step, to revise the files to be uploaded.

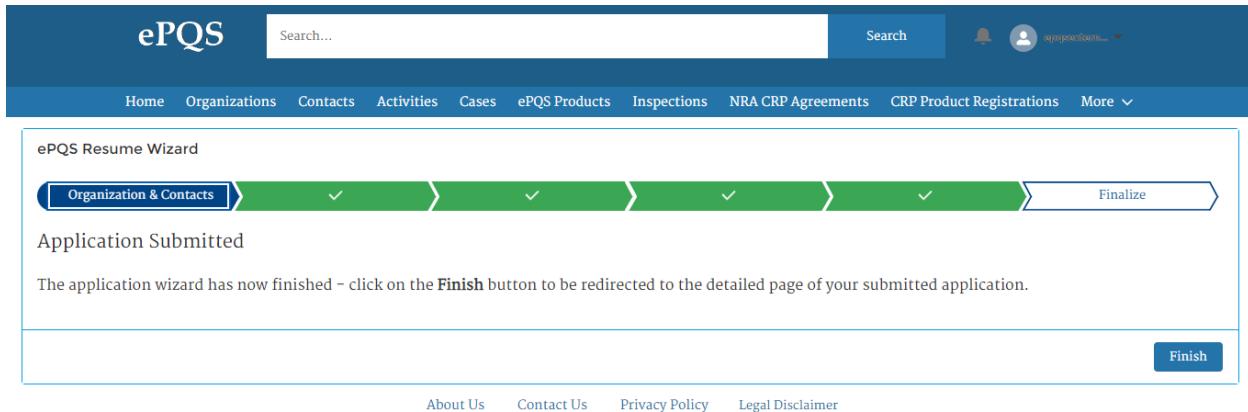


Figure 30: Confirmation screen

Currently there is a bug that displays “Invalid” once finished is selected. This can be disregard. Simply select a new list or refresh the screen.

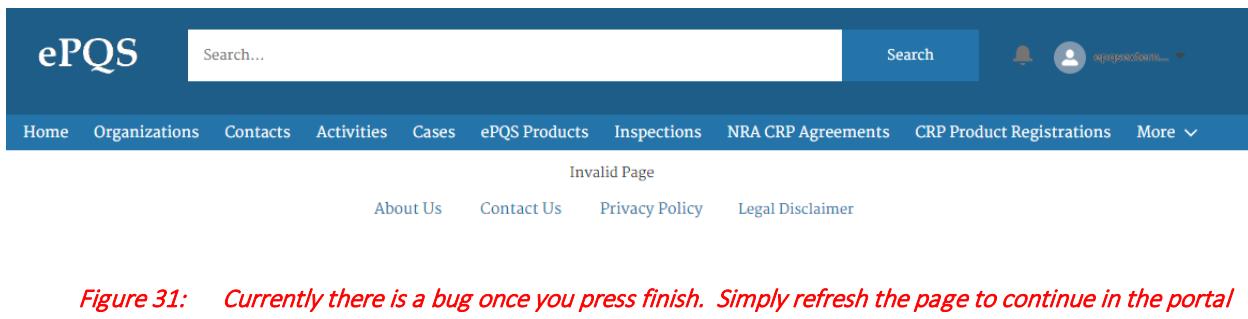


Figure 31: Currently there is a bug once you press finish. Simply refresh the page to continue in the portal

7. Upon Submission

Several changes are made to the application and product record once submitted.

First, the ownership of the record changes to an internal assessment queue, meaning the record is no longer editable (see figure 32). Second, the status of the application changes from Draft to Under Screening. Finally, the Date Application Submitted is entered or updated by the system.

The screenshot shows the 'Details' tab of an ePQS application record. The record ID is New-APIMF-2024-0013. The 'Case Record Type' is 'Mx APIMF Application' and the 'Case Number' is '00026722'. The 'Status' is 'Under Screening'. The 'Applicant Organization' is 'ePQS Test Account 1 - NonStateActor'. The 'Date of Prequalification/Acceptance' is not specified. The 'Case Owner' is 'ePQS Mx API Queue' and the 'Status' is 'Under Screening'. The 'Applicant Organization' is 'ePQS Test Account 1 - NonStateActor' and the 'Applicant Organization (Legal)' is also 'ePQS Test Account 1 - NonStateActor'. The 'WHO Application Number' is 'New-APIMF-2024-0013' and the 'WHO Product ID' is 'P-12650'. The 'Product Type' is not specified. The 'General Details' section is expanded.

Figure 32: Record ownership and status changes once submitted

If an eCTD submission has been submitted, the eCTD compliance field on the application and product records will be updated initially to tentative. If eCTD validation step is successful the eCTD Compliance will then be set to Yes. If the eCTD validation step is unsuccessful, the eCTD Compliance value will remain as Tentative.

7.1. Notifications

An email notification is sent to the Primary contact of the application confirming the submission of the application.

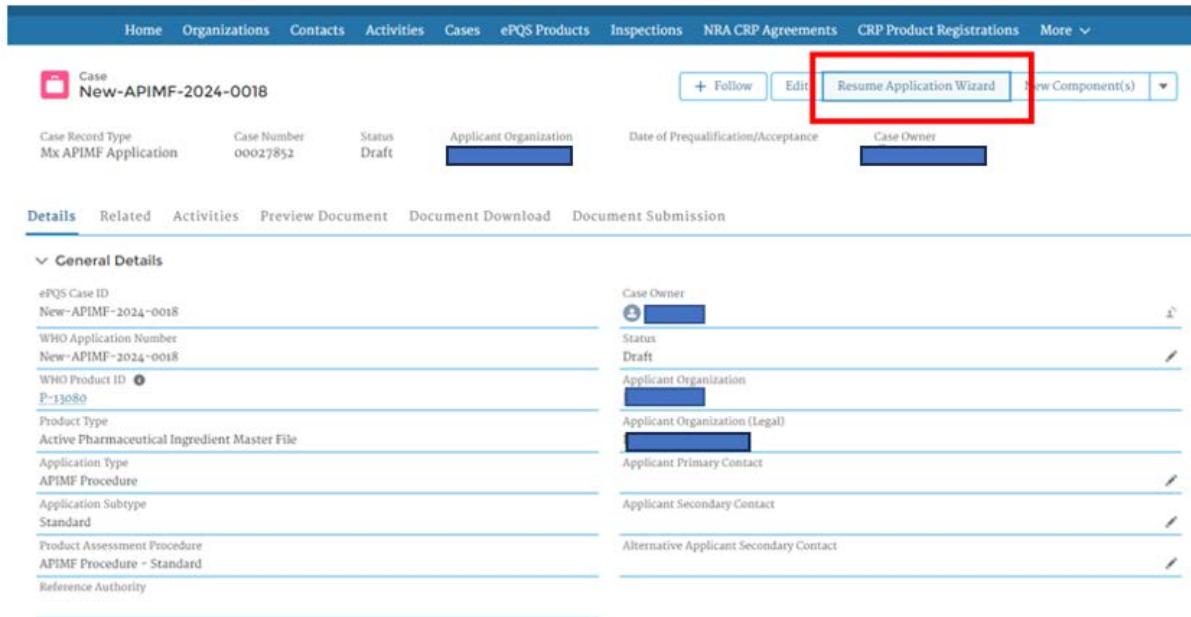
If an eCTD application has been submitted, a further email notification will be received within approximately 30 minutes informing the applicant of the validation outcome of the submitted sequence. The eCTD validation report is placed in the Correspondence (External) folder of the application record as seen in figure 33.

The screenshot shows the 'Details' tab of an ePQS application record. The record ID is New-APIMF-2025-0007. The 'Case Record Type' is 'Mx APIMF Application' and the 'Case Number' is '00028928'. The 'Status' is 'Draft'. The 'Applicant Organization' is 'PQT Pharmaceuticals Inc (Site II)'. The 'Date of Prequalification/Acceptance' is not specified. The 'Case Owner' is 'ePQS Mx API Queue' and the 'Status' is 'Under Screening'. The 'Applicant Organization' is 'PQT Pharmaceuticals Inc (Site II)' and the 'Applicant Organization (Legal)' is also 'PQT Pharmaceuticals Inc (Site II)'. The 'WHO Application Number' is 'New-APIMF-2025-0007' and the 'WHO Product ID' is not specified. The 'Product Type' is not specified. The 'General Details' section is expanded. Below the details, there is a 'box' section with a search bar and a table showing a file named 'Correspondence (External)'.

Figure 33: eCTD validation reports are placed in the Correspondence (External) folder of the application

8. Saving as a draft and recommencing

Draft applications can be restarted from the application record by selecting the Resume Application Wizard button on the specific draft application.



The screenshot shows the ePQS application record interface for a case titled 'New-APIMF-2024-0018'. The top navigation bar includes links for Home, Organizations, Contacts, Activities, Cases, ePQS Products, Inspections, NRA CRP Agreements, CRP Product Registrations, and More. Below the navigation is a toolbar with buttons for + Follow, Edit, Resume Application Wizard (which is highlighted with a red box), and New Component(s). The main content area displays case details: Case Record Type (Mx APIMF Application), Case Number (00027852), Status (Draft), Applicant Organization (redacted), Date of Prequalification/Acceptance (redacted), and Case Owner (redacted). Below this are tabs for Details, Related, Activities, Preview Document, Document Download, and Document Submission. The 'Details' tab is selected and shows a 'General Details' section with fields for ePQS Case ID, WHO Application Number, WHO Product ID, Product Type, Application Type, Application Subtype, Product Assessment Procedure, Reference Authority, and various contact and organization details. The 'Case Owner' field is also redacted.

Figure 34: Figure 7: Select the Resume Application Wizard button to recommence the application wizard.

The application wizard when restarted commences from the next applicable section

NOTE: There is a bug in the wizard currently. This means that upon resumption the user is taken directly to the document upload section. Please avoid closing the wizard before reaching the document upload steps. If this occurs for any reasons please reach out to ePQS@who.int for assistance.

Should the application stay in draft for more than 60 days an email reminder will be sent to the application's primary contact.

9. Acceptance for assessment

If the screening is successful, the API Assessment group will accept the application for assessment. This results in the change in status of the Product and Application record to Under Assessment.

Subsequently, you will receive an email from the API assessment group confirming the acceptance of assessment of the application as per normal business processes.

This ends the initial steps in the wizard and initial application process.

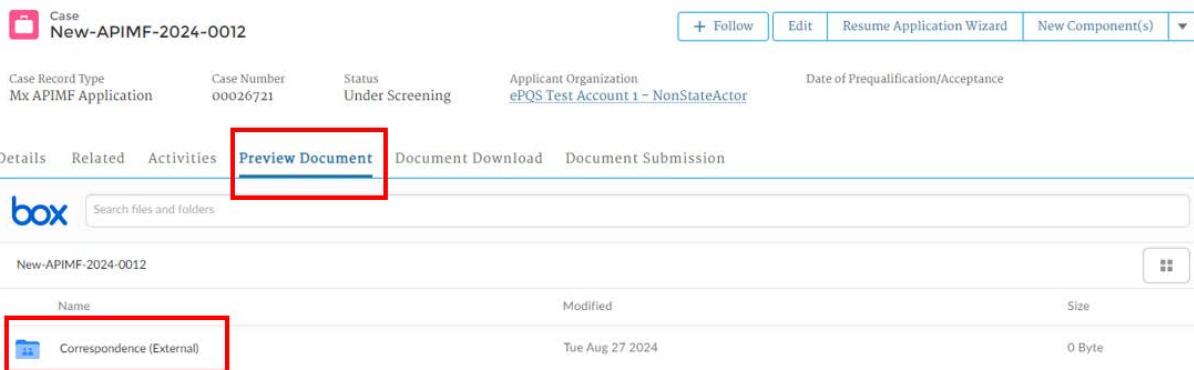
10. Receiving and responding to questions

Receiving and uploading documents in response to screening or assessment queries occurs in the same manner as described below.

10.1. Receiving requests

The primary means for alerting an applicant that there are questions or information required is via email. In case further information is required, you will be contacted by the API group by email.

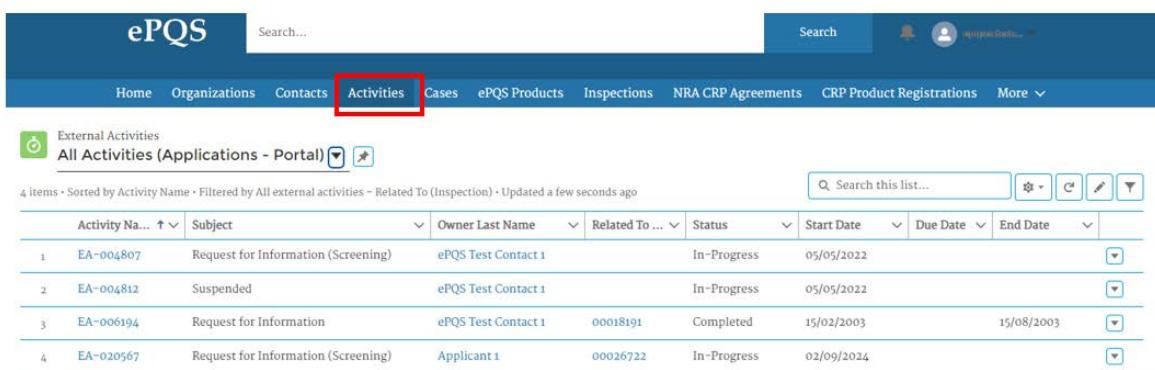
If a letter has been sent with the email, a copy of this letter can be located in the Correspondence (External) folder, which is accessible via the application record as indicated in figure 35.



The screenshot shows a web-based application interface for managing cases. At the top, there is a header with a 'Case' icon, the case number 'New-APIMF-2024-0012', and several buttons: '+ Follow', 'Edit', 'Resume Application Wizard', and 'New Component(s)'. Below the header, there are several data fields: 'Case Record Type' (Mx APIMF Application), 'Case Number' (00026721), 'Status' (Under Screening), 'Applicant Organization' (ePQS Test Account 1 - NonStateActor), and 'Date of Prequalification/Acceptance'. Below these fields, there is a navigation bar with tabs: 'Details', 'Related', 'Activities', 'Preview Document' (which is highlighted with a red box), 'Document Download', and 'Document Submission'. Under the 'Preview Document' tab, there is a 'box' logo and a search bar labeled 'Search files and folders'. Below this, there is a list of files in the 'Correspondence (External)' folder. The list includes a file named 'New-APIMF-2024-0012' with a size of '0 Byte'. The 'Correspondence (External)' folder itself is also highlighted with a red box.

Figure 35: Formal correspondence is located in the applications external Correspondence folder. It can be previewed and downloaded.

In addition, you will notice that an Activity has been opened in the name of the primary contact (figure 36). And, the system will have been sent an email alerting the assignee to this (figure 37).



The screenshot shows the 'ePQS' application interface. At the top, there is a header with the 'ePQS' logo, a search bar, and a 'Search' button. Below the header, there is a navigation bar with tabs: 'Home', 'Organizations', 'Contacts', 'Activities' (which is highlighted with a red box), 'Cases', 'ePQS Products', 'Inspections', 'NRA CRP Agreements', 'CRP Product Registrations', and 'More'. Under the 'Activities' tab, there is a section titled 'External Activities' with a dropdown menu showing 'All Activities (Applications - Portal)'. Below this, there is a table with 4 items. The table has columns: 'Activity Na...', 'Subject', 'Owner Last Name', 'Related To ...', 'Status', 'Start Date', 'Due Date', and 'End Date'. The table rows are as follows:

Activity Na...	Subject	Owner Last Name	Related To ...	Status	Start Date	Due Date	End Date
1 EA-004807	Request for Information (Screening)	ePQS Test Contact 1		In-Progress	05/05/2022		
2 EA-004812	Suspended	ePQS Test Contact 1		In-Progress	05/05/2022		
3 EA-006194	Request for Information	ePQS Test Contact 1	00018191	Completed	15/02/2003	15/08/2003	
4 EA-020567	Request for Information (Screening)	Applicant 1	00026722	In-Progress	02/09/2024		

Figure 36: Outstanding tasks can be viewed via the activity list

Please note that the activity described below has been assigned to you.

- Activity Name: Request for Information (Screening)
- Component case Type:
- Component Case:
- Case number: 00026722
- WHO Product ID: P-12650

Should you require further information please log into ePQS. If you are unable to do so or should not be receiving these emails, please contact contactepqs@who.int

Figure 37: When an activity is assigned an accompanying email is also sent

10.2. Responding to requests

To upload documents in response to questions raised, or in response to eCTD validation requests, proceed to the application and select the document submission tab. **Do not start a new application wizard.**



The screenshot shows a web-based application interface for managing case records. At the top, there is a header with a 'Case' icon, the case identifier 'New-APIMF-2024-0012', and several buttons: '+ Follow', 'Edit', 'Resume Application Wizard', 'New Component(s)', and a dropdown menu. Below the header, there is a row of status information: 'Case Record Type: Mx APIMF Application', 'Case Number: 00026721', 'Status: Under Screening', 'Applicant Organization: ePQS Test Account 1 - NonStateActor', and 'Date of Prequalification/Acceptance'. Below this, a navigation bar contains links: 'Details', 'Related', 'Activities', 'Preview Document', 'Document Download', and 'Document Submission'. The 'Document Submission' link is highlighted with a red box. A large central panel is titled 'Case Submission Wizard' and contains the text 'Welcome to Document Submission Wizard. Please click on Next to proceed for Case#00026721'. At the bottom of this panel is a 'Next' button. At the very bottom of the page, there are links for 'About Us', 'Contact Us', 'Privacy Policy', and 'Legal Disclaimer'.

Figure 38: Documents can be uploaded via the application record, using the Document submission tab.

This commences a short wizard to upload documents. The wizard functions in the same way as the document steps in the initial wizard. Note, like initial submission information, uploaded information cannot be seen once submitted.

If the application was made in eCTD format, then subsequent responses must also be in eCTD. In such situations, the system will display the information for the Module 1 envelope and exact file name, as it did for the initial submission (see figure 23 and 24).

The system does not currently alert internal or external users when additional information is uploaded. This is being fixed. In the meantime, please ensure an email is sent to APlassessment@who.int alerting them that documents have been uploaded.

In addition to any correspondence you might send to the assessment team alerting them to the response, you can also signal your response by changing the status of the activity to “actioned” as indicated in figure 39.

Information

Related To (Case)

Related To (Inspection)

Activity Name: Request for Information (Screening)

Due Date

Start Date: 05/05/2022

End Date

Owner: User1682068782195409890

Time Assignment

Manufacturer

Status: Actioned

Activity Outcome

Activity Phase: Under Screening

Response Date

Case Information

Case Record Type: This field is calculated upon save

WHO Product ID: This field is calculated upon save

System Information

Created By: Kingsley Aboagye AWUKU, 05/05/2022, 14:26

Last Modified By: Kingsley Aboagye AWUKU, 26/05/2022, 13:51

Cancel Save

Figure 39: By changing the status of the pending activity to Action this signals to the assessment team a response has been submitted.

Once your response has been reviewed, and assuming this is a valid response, the assessment team will change the status and outcome of the activity, and enter the end date.

Information

Related To (Case): 00026722

Related To (Inspection)

Activity Name: Request for Information (Screening)

Due Date

Start Date: 02/09/2024

End Date: 03/09/2024

Owner: ePQS External Applicant 1

Time Assignment

Manufacturer

Status: Completed

Activity Outcome: Received

Activity Phase: Under Screening

Response Date: 02/09/2024

Case Information

Case Record Type: Mx APIMF Application

WHO Product ID: P-12650

Component Type

Cancel Save

Figure 40: Once the response is reviewed the activity will be further updated

This completes the response to a request for screening information.

11. Record monitoring

Further guidance on other aspects of the portal will be provided in separate documents, but generally speaking you can monitor the status of your applications, product and activities using the various list views available from the menu bar at the top of the portal landing page