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## 1. Scope

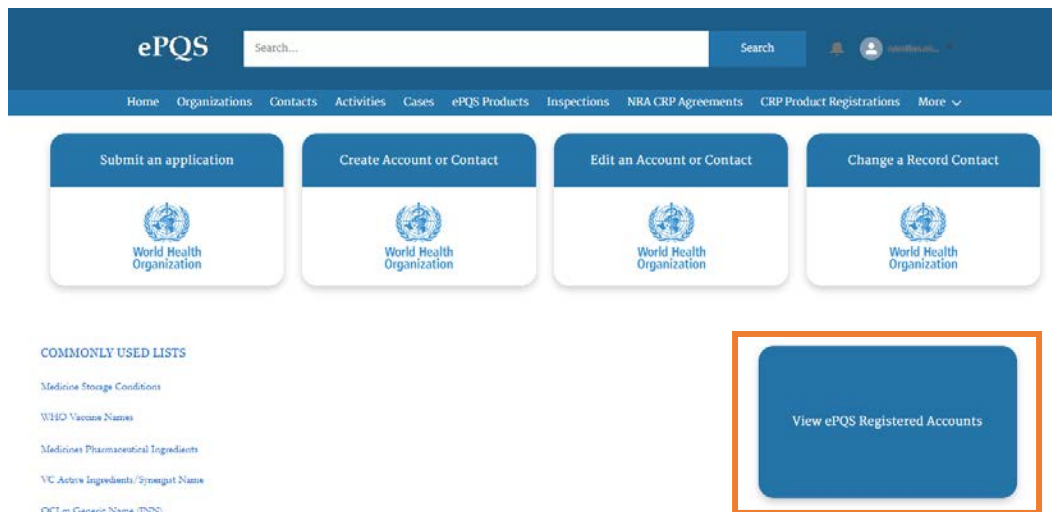
This guidance covers the submission of an application for the Active Pharmaceutical Ingredient Master File (APIMF) Procedure via the ePQS Portal Wizard.

## 2. Prerequisites

Applications 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 via 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 indicate - “View ePQS Registered Accounts”*

### 3. Accessing the Portal

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

#### 3.1. Understanding the relationship between an APIMF record and an API Prequalification record.

Many of the API Prequalification Product record's details depend upon the associated APIMF Product record's details. (See figure 2)

An APIMF dossier can be used in the APIMF Procedure; the API Prequalification procedure, or in both procedures.

An application to prequalify an API can be made using:

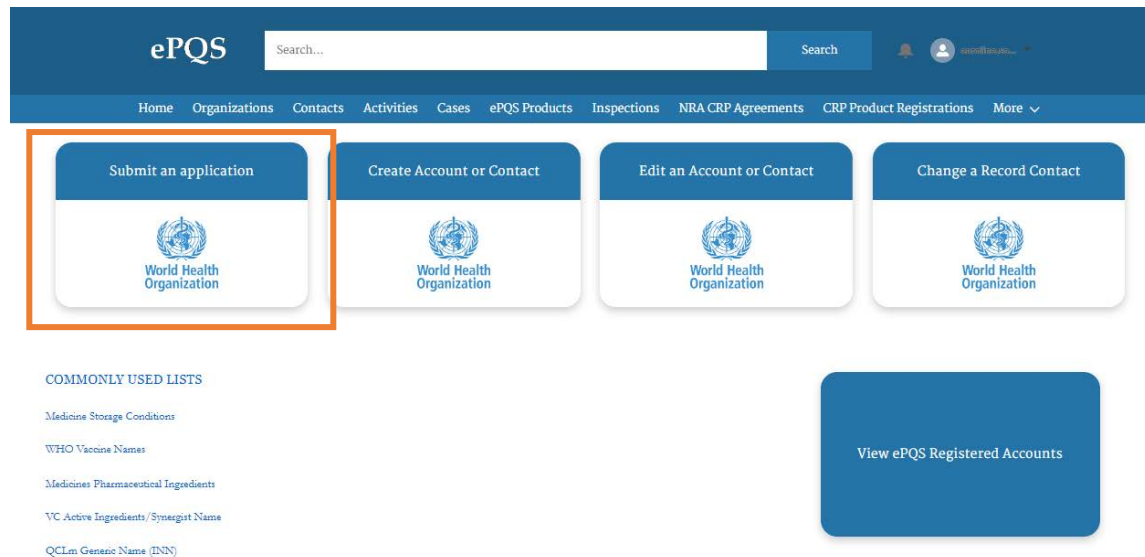
- an APIMF not previously submitted (application sub-type standard);
- an APIMF undergoing assessment via the APIMF procedure (application sub-type Parallel); or
- an APIMF already accepted in the APIMF Procedure (application sub-type Conversion).

The screenshot displays the 'API-PQ Test Product' details page in the ePQS system. The page is divided into several sections: 'Details', 'Related', 'Document', 'Activity', 'Chatter', and 'Audit Trail'. The 'Information' section is expanded, showing various fields and their values. A red box highlights the 'Referenced APIMF' field, which is set to 'APIMF test Product'. Other fields include WHO Product ID (API-PQ Test Product), Product Type (Active Pharmaceutical Ingredient), Product Subtype (None), Responsible team (Medicines Team), Applicant Organization (ePQS Test Account 1 - NonStateActor), Applicant Organization (Legal) (ePQS Test Account 1 - NonStateActor), Primary Contact (ePQS External Applicant 1), Secondary Contact, Alternative Secondary Contact, Therapeutic Area(s) (HIV/AIDS), Reference Authority, and API Grade. The right side of the page shows the Product Status (Under Screening) and other application details.

*Figure 2: The information for an API Product record is based heavily on the information of the referenced APIMF record.*

## 4. Wizard steps

### 4.1. Wizard commencement



*Figure 3: 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 3.

### 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 4. The system will offer for selection, any contact associated with this account. Note, the contacts do not need to be ePQS portal users, although pragmatically likely they are.

Home Organizations Contacts Activities Cases ePQS Products Inspections Non-Clinical 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 4: 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 5: You must first select the associated product type, before selecting the application type.*

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

### 4.3. Application sub-type selection

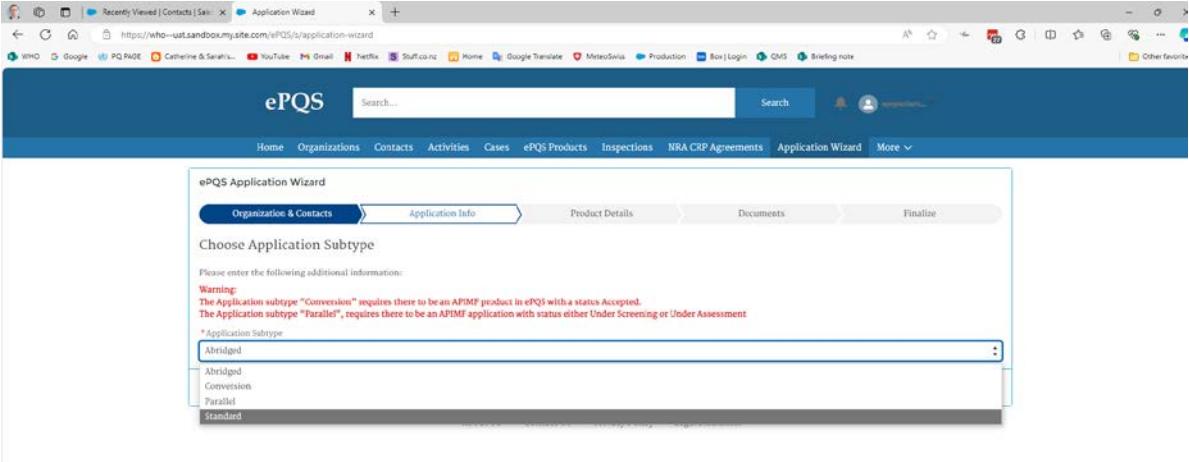


Figure 6: API Prequalification applications have 4 application sub-types.

There are four application subtypes for an API Prequalification application.

Application Sub-type	APIMF requirement	ePQS wizard action
Abridged	The APIMF has been accepted by a reference agency and their reports are available. The APIMF may already exist in the ePQS system as an abridged APIMF.	An API PQ Product and Application record is created. If the APIMF is new, an APIMF product record is created.
Conversion	The APIMF is currently accepted as part of the APIMF Procedure.	An API PQ Product and Application record is created based on the referenced APIMF record.
Parallel	The APIMF is currently undergoing assessment as part of the APIMF Procedure	An API PQ Product and Application record is created based on the referenced APIMF record
Standard	The APIMF has not been previously submitted for the APIMF Procedure	An API PQ Product and Application record is created. An APIMF product record is created.

Figure 7: Different API-PQ sub-application types

Please note the following bugs in the system:

When selecting Conversion the system offers APIMFs of any status, so please select carefully.

When selecting Parallel the systems recreates a new APIMF. Please do not use this sub-type, rather contact the API team who will do so for you.

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

The screenshot shows the 'ePQS Application Wizard' interface. At the top, a progress bar indicates the current step is 'Application Info', with 'Organization & Contacts' as the previous step and 'Product Details', 'Documents', and 'Finalize' as subsequent steps. The main heading is 'Confirm Application Details'. Below this, a message states: 'By proceeding to the next step you will be creating a draft Mx API New Application. This draft application will be available in your List View of Cases.' A bulleted list summarizes the application details: Application Type: Prequalification, Application Subtype: Abridged, Product Type: Active Pharmaceutical Ingredient, Organization: ePQS Test Account 1 - NonStateActor, and Primary Contact: ePQS External Applicant 1. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 8: The system summarizes the application is to be created.

The screenshot shows the 'ePQS Application Wizard' interface. The progress bar now shows 'Application Info' as the current step, with 'Organization & Contacts' as the previous step and 'Product Details', 'Documents', and 'Finalize' as subsequent steps. The main heading is 'Continue Application'. Below this, a message states: 'A draft application has been created.' A follow-up message says: 'For reference the new application has the case number PQ-API-2024-0021. You can view the draft application details by following the link.' At the bottom right, there is a 'Next' button.

Figure 9: A draft application record has now been created in the system.

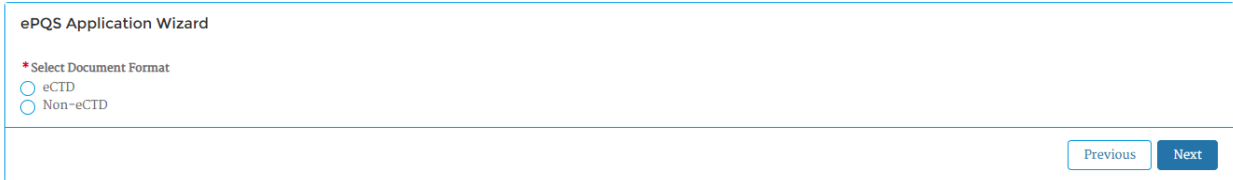
This record can now also be located via the global search bar or in the case list view.

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 'Application Info' as the current step, with 'Organization & Contacts' as the previous step and 'Product Details', 'Documents', and 'Finalize' as subsequent steps. The main heading is 'Additional Application Info'. Below this, a message states: '\* Reference Authority to be used in Assessments'. A dropdown menu is open, showing the selected option: 'EDQM - CS 30026, 7 Allée Kastner, Strasbourg, 67081, France'. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 10: If an Abridged application was selected the applicant will be asked to select the Reference Authority.

## 4.4. eCTD or non-eCTD



ePQS Application Wizard

\*Select Document Format

eCTD

Non-eCTD

Previous Next

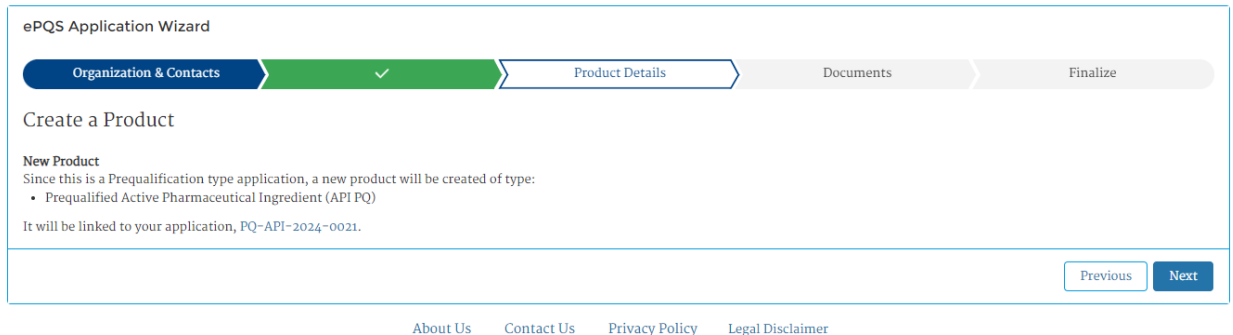
*Figure 11: A decision is required if the dossier being filed is in eCTD or non-eCTD format.*

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

The decision to file in eCTD or non-eCTD also affects the Reference APIMFs offered by the system for the application sub-types: Abridged, Conversion and Parallel (see 4.6). If an eCTD application is made then the reference APIMF must already be eCTD compliant. Similarly if a non-CTD application is being made then the APIMF must not be eCTD compliant.

Therefore, it may be necessary to convert an existing APIMF to eCTD format, via the APIMF amendment procedure, prior to lodging an application for API Prequalification.

## 4.5. Product record creation



ePQS Application Wizard

Organization & Contacts ✓ Product Details Documents Finalize

Create a Product

**New Product**

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

- Prequalified Active Pharmaceutical Ingredient (API PQ)

It will be linked to your application, PQ-API-2024-0021.

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*Figure 12: As a next step in the application wizard, an API PQ Product record is created.*

### 4.5.1. Referenced APIMF

If the Conversion, Parallel or Abridged application subtype was selected, then the system will offer the user a list of APIMFs that meet the specific requirement for these application subtypes. If the Abridged application is not based on an APIMF already held, then Not applicable can be selected (Figure 13).

ePQS Application Wizard

Organization & Contacts ✓ Product Details Documents Finalize

Create a Product

New Mx API Product Information  
(Please fill out all required fields)

\* Referenced APIMF

APIMF test Product - Ritonavir

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*Figure 13: For Conversion, parallel, or abridged applications: the system will offer APIMFs that meet the criteria for each application subtype*

If a standard application subtype was selected, or the abridged application has no existing reference APIMF, the system will prompt you to enter information to create a new reference APIMF as per figure 14.

ePQS Resume Wizard

Organization & Contacts ✓ Product Details Documents Finalize

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

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*Figure 14: Information relating to the API, version number, and relevant therapeutic area should next be entered.*

As indicated in figure 14, 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.

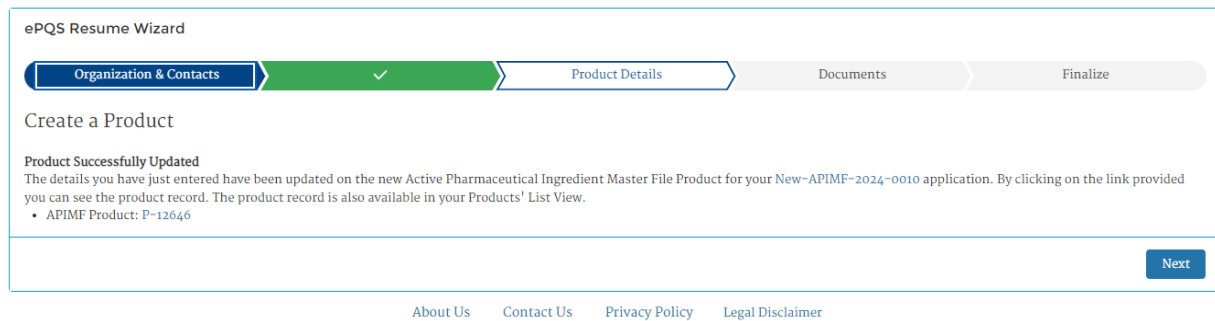
You will also be asked to enter the APIMF version number for the submission, and to select one or more therapeutic areas the API pertains to.

On the next screen, figure 15, you have the opportunity to go back to correct the entered information, by selecting “previous”.

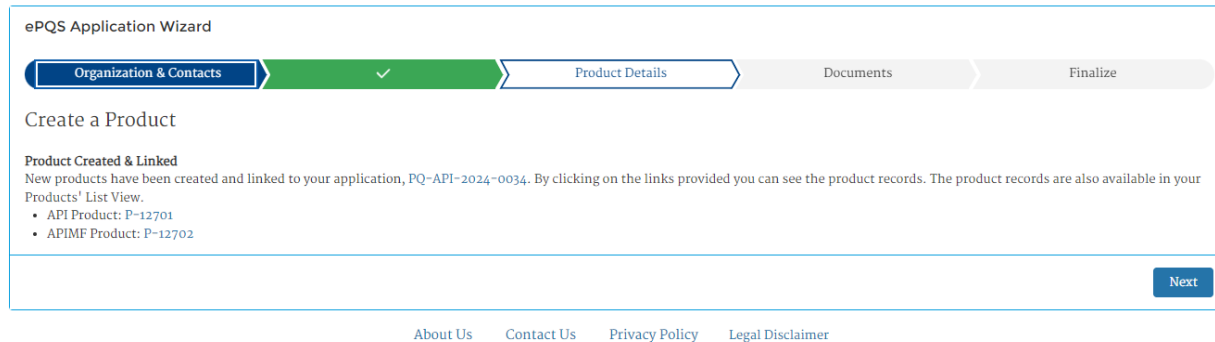


*Figure 15: By selecting the previous button you can correct the information entered in the previous screen.*

By selecting Next, an associated APIMF product record is then created as per figure 16.



*Figure 16: A new APIMF product record is created.*



*Figure 17: If an APIMF has been created as well as an API PQ product then the system will indicate this also*

#### 4.6. Product site creation

Once the Product record(s) 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. You will return to this screen eventually in case you need to create another product site.

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

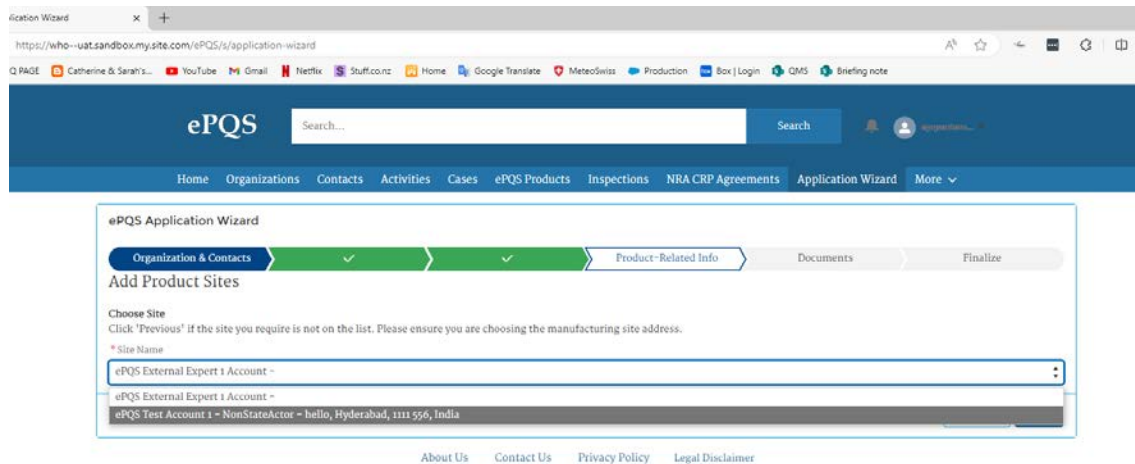
- all sites of API manufacture;
- all intermediate manufacturing sites that are not also API manufacturing sites; and
- any micronisation sites if they are not also API sites of manufacture.

Depending on the application subtype, the same product site will also be added to the reference APIMF product record that is being created in parallel.



*Figure 18: Every API PQ 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.



*Figure 19: Based on the information entered into the site search field the system returns all accounts matching this name.*

On the next screen (figure 19), the system will offer to you available accounts within the system matching the entry criteria.

As mentioned in *Section 2 – Prerequisites*, a list of sites is available to 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.

Figure 20: 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 site 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.

Figure 21: 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 22 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 22: 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 23: 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 24).

**ePQS Product P-12656** + Follow Edit Printable View Delete

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 24: 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 25.

ePQS Application 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 25: You can move to the document upload phase by selecting "I do not want to..."

## 5. Document uploading



Figure 26: 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 paused at this stage and resumed once the dossier sequence file has been published.

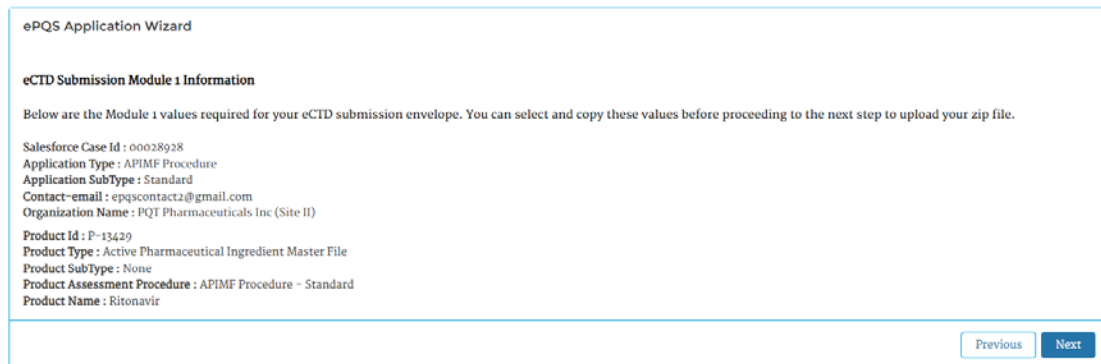


Figure 27: Information is provided for the applicant to complete their Module 1 Envelope information

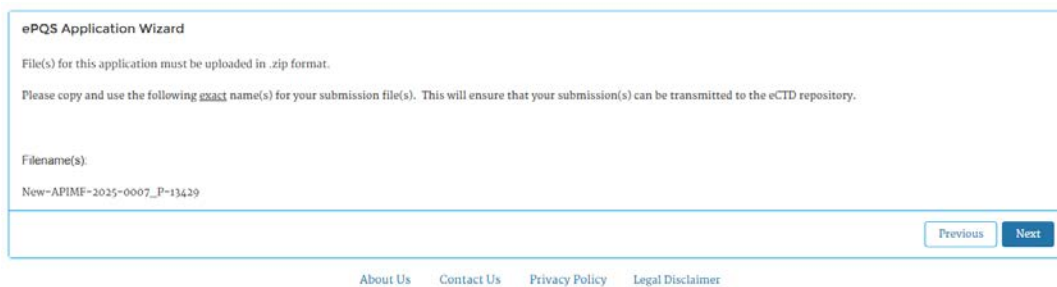
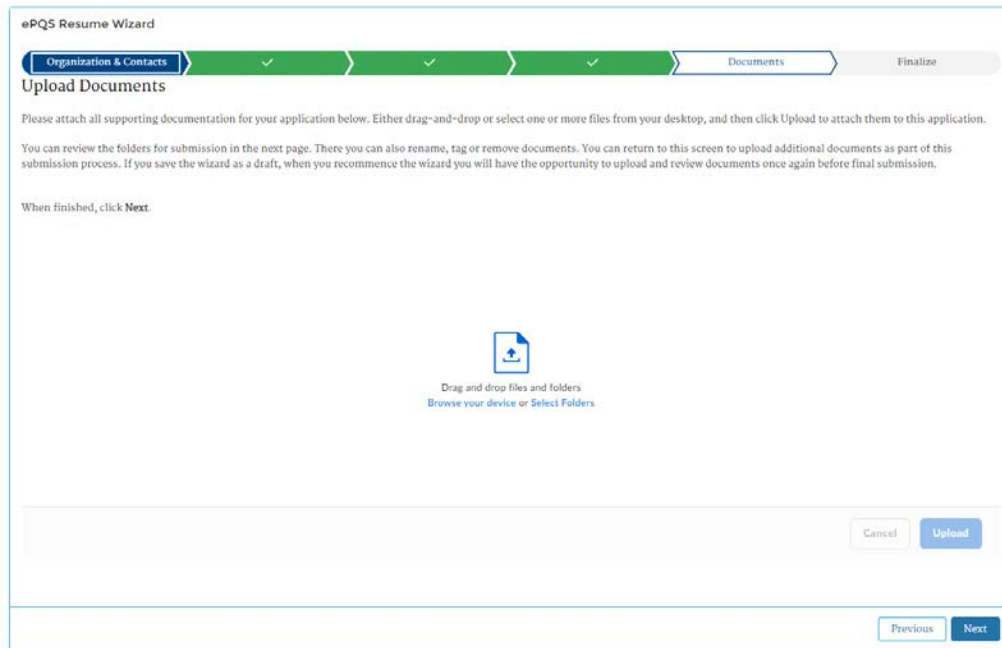


Figure 28: The systems provides the exact name to be used for the uploaded zip file

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.



*Figure 29: 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 30).

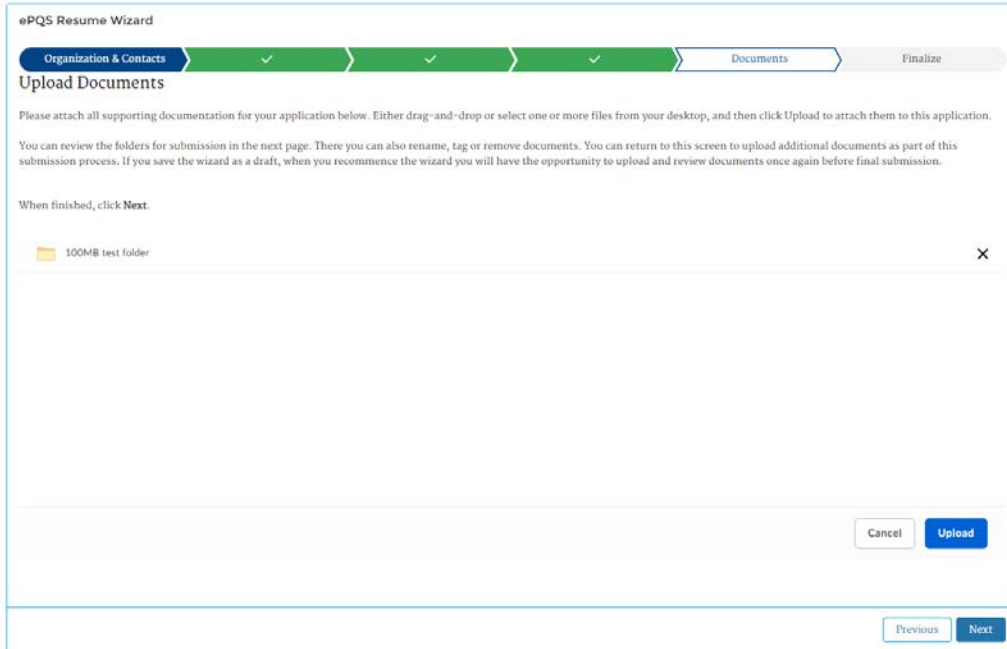


Figure 30: Confirmation of the upload is required

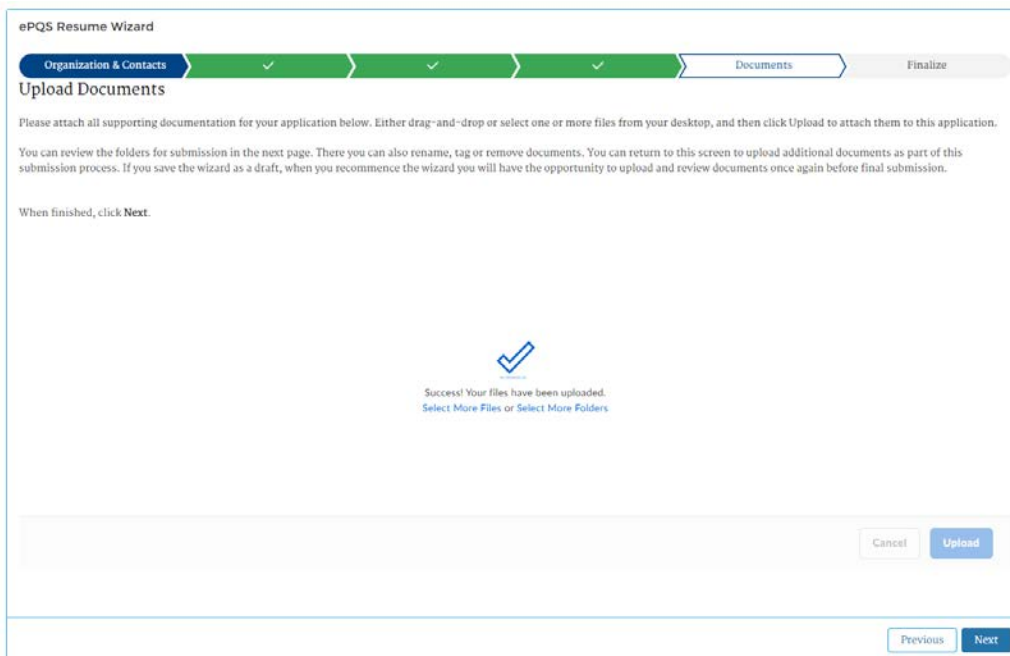


Figure 31: If the documents have uploaded successful a confirmation screen will appear

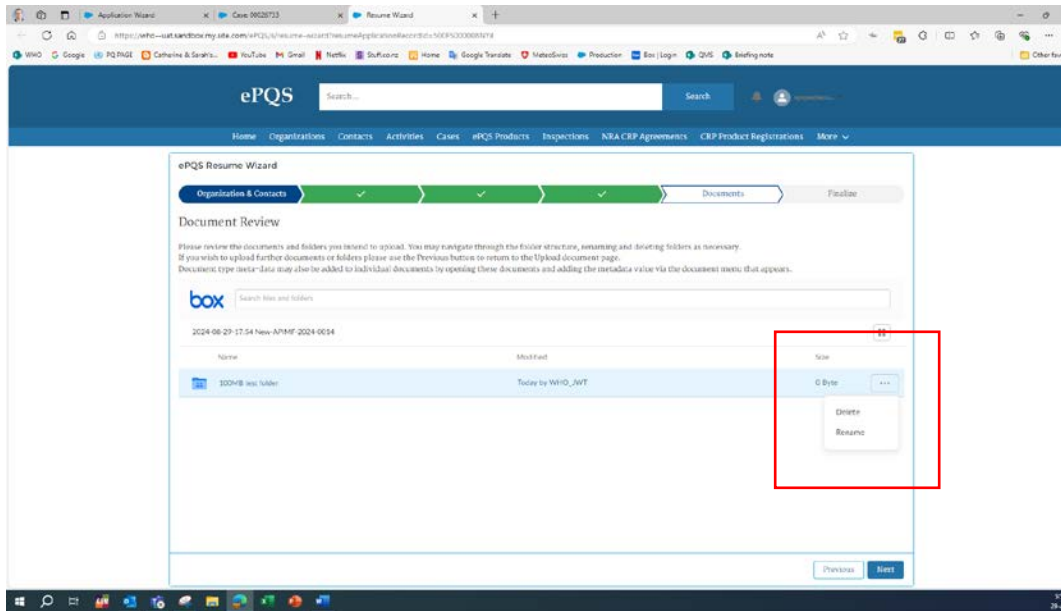


Figure 32: Document review screen where the uploaded files can be adjusted if necessary

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

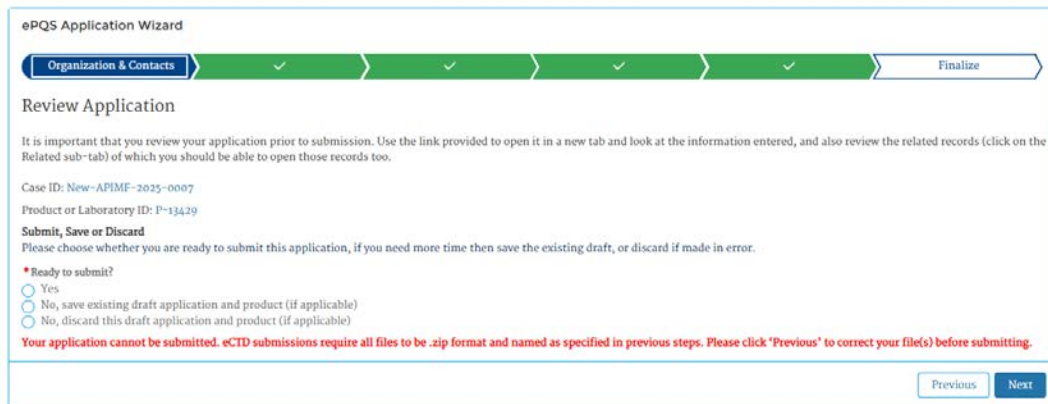


Figure 33: Final screen before submitting

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.

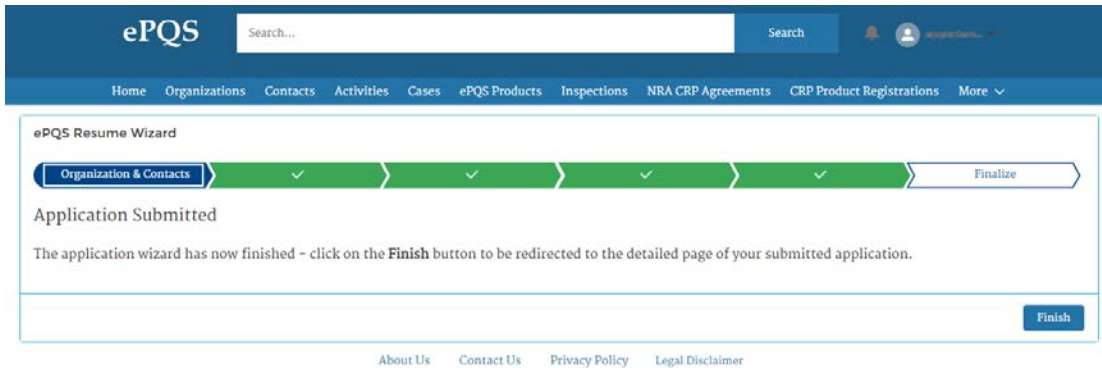


Figure 34: Confirmation screen

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

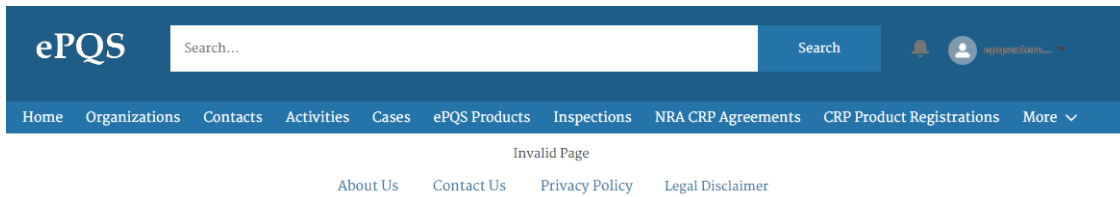


Figure 35: Currently there is a bug once you press finish. Simply refresh the page to continue in the portal

## 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. Second, the status of the application changes from Draft to Under Screening. Finally, the Date Application Submitted is entered or updated by the system.



Case Record Type: Mx APIMF Application  
Case Number: 00026732  
Status: Under Screening  
Applicant Organization: ePQS Test Account 1 - NonStateActor  
Date of Prequalification/Acceptance:

Details | Related | Activities | Preview Document | Document Download | Document Submission

General Details

ePQS Case ID	New-APIMF-2024-0013	Case Owner	ePQS Mr API Queue
WHO Application Number	New-APIMF-2024-0013	Status	Under Screening
WHO Product ID	P-12650	Applicant Organization	ePQS Test Account 1 - NonStateActor
Product Type		Applicant Organization (Legal)	

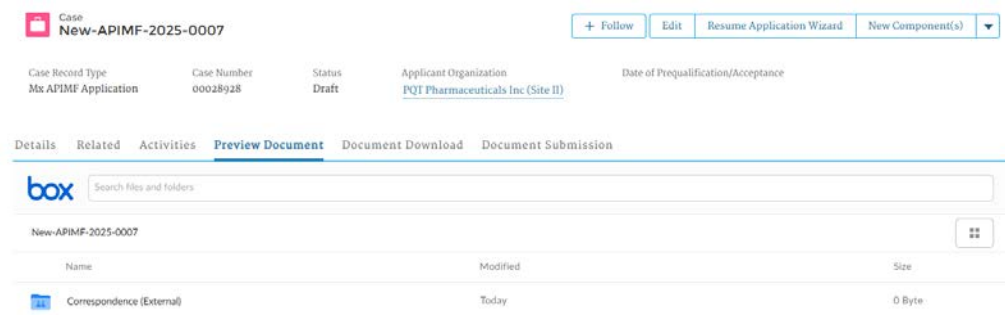
Figure 36: Record ownership and status changes once submitted

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

ePQS will send 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 37.



Case Record Type: Mx APIMF Application  
Case Number: 00028928  
Status: Draft  
Applicant Organization: PQT Pharmaceuticals Inc (Site II)  
Date of Prequalification/Acceptance:

Details | Related | Activities | Preview Document | Document Download | Document Submission

box Search files and folders

New-APIMF-2025-0007

Name	Modified	Size
Correspondence (External)	Today	0 Byte

Figure 37: 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.

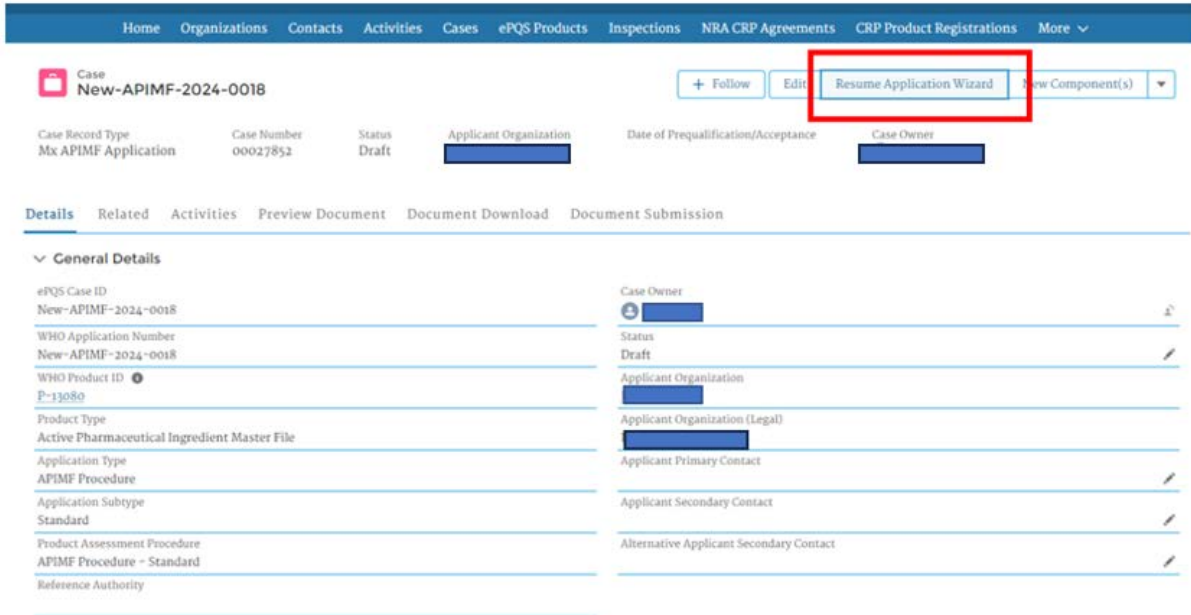


Figure 38: Select the Resume Application Wizard button to recommence the application wizard.

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](mailto: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.

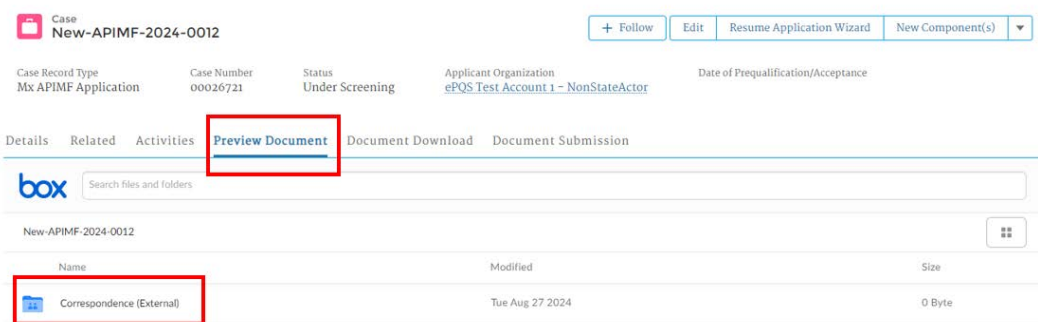
## 10. Receiving and responding to questions

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

### 10.1. Receiving requests

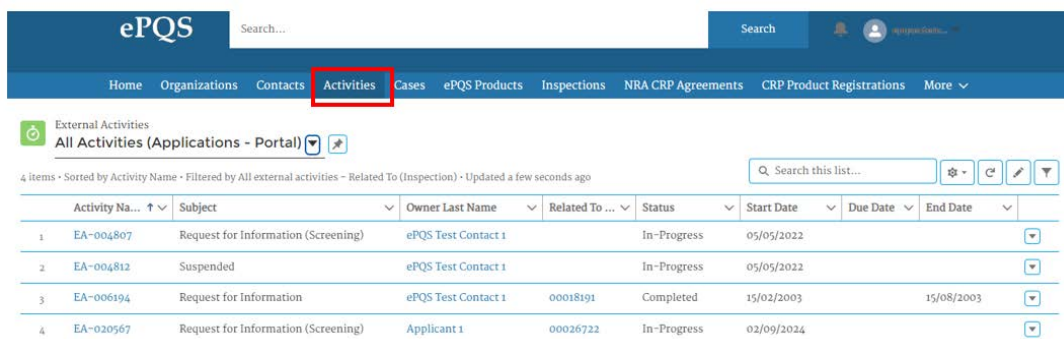
The primary means for alerting an applicant that there are questions or information required is via email. In case further information is required, you will be contacted by the API group by email.

If a letter has been sent, a copy of this letter can be located in the Correspondence (External folder), which is accessible via the application record as indicated in figure 39.



*Figure 39: Formal correspondence is located in the applications external Correspondence folder. It can be previewed and downloaded.*

In addition, an Activity will have been opened in the name of the primary contact (figure 40). And, an email sent to the primary contact alerting them to the activity (figure 41).



*Figure 40: Outstanding tasks can be viewed via the activity list*

Please note that the activity described below has been assign 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](mailto:contactepqs@who.int)

Figure 41: 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.

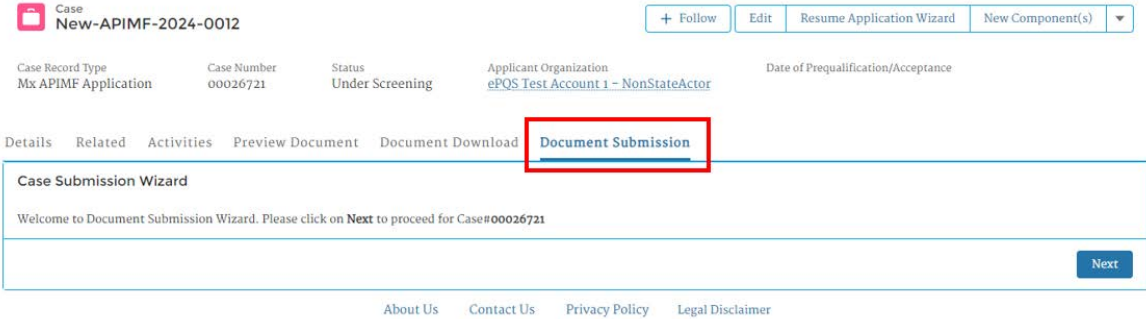


Figure 42: Documents can be uploaded via the application record, using the Document submission tab.

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 27 and 28).

ePQS will send an email notification is sent to the Primary contact of the application confirming the submission of the application.

In addition to any correspondence you might undertake with the assessment team, you can also signal your response by changing the status of the activity to “actioned” as indicated in figure 43.

<b>Information</b>	
Related To (Case)	Owner User16482068782195409890
Related To (Inspection)	Time Assignment Manufacturer
Activity Name Request for Information (Screening)	Status Actioned
Due Date	Activity Outcome
Start Date 05/05/2022	Activity Phase Under Screening
End Date	Response Date
<b>Case Information</b>	
Case Record Type <i>This field is calculated upon save</i>	Component Type <i>This field is calculated upon save</i>
WHO Product ID <i>This field is calculated upon save</i>	
<b>System Information</b>	
Created By Kingsley Aboagye AWUKU, 05/05/2022, 14:26	Last Modified By Kingsley Aboagye AWUKU, 26/05/2022, 13:51
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Figure 43: 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.

<b>Information</b>	
Related To (Case) 00026722	Owner ePOS External Applicant 1
Related To (Inspection)	Time Assignment Manufacturer
Activity Name Request for Information (Screening)	Status Completed
Due Date	Activity Outcome Received
Start Date 03/09/2024	Activity Phase Under Screening
End Date 03/09/2024	Response Date 02/09/2024
<b>Case Information</b>	
Case Record Type Mx APIMF Application	Component Type
WHO Product ID P-12690	

Figure 44: 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.