



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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User Guidance for submissions via eSubmission Gateway / Web Client using xml delivery files

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Document History

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2.1	13/10/16	Updated to clarify search for referral and ASMF procedures and update following mandatory use of EU M1 specification v3.0 and v3.0.1.	Kristiina Puusaari
2.2	02/12/16	Updated to include details of Veterinary PSUR and MRL submissions, PASS 107n, 107o and 107q submissions for Human Nationally Authorised Products and Ancillary Medicinal Products in Medical devices submissions	Kristiina Puusaari
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Version	Date	Changes applied	Author
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1. Introduction

This document serves as a simple guide for applicants to submit applications via the eSubmission Gateway / Web Client using xml delivery files. It highlights the restrictions and conventions that users need to be aware of when generating submission and delivery files.

It also describes the existing constraints and workaround solutions to enable submissions to the agency.

The document assumes prior knowledge of the eSubmission gateway processes and will therefore focus on the process of creating delivery files to be included in the submissions.

Communication regarding the introduction of the xml delivery files for the submission process can be found from the [eSubmission website](#).

2. Scope of the eSubmission Gateway xml delivery file system

The use of xml delivery files is mandatory for all human (including Paediatric submissions) and veterinary domain submissions to EMA for which the relevant delivery files are available. Use of filenaming conventions is no longer allowed. Use of the xml delivery files requires inclusion of the delivery file in the submission package. When the **xml delivery file is included** in the package, **the filenaming conventions are no longer checked** and a simple, meaningful name should be given to the submission zip folder.

There is an intention to integrate the Formatted Table Template into the XML delivery file and number of fields familiar from the formatted table template should now be filled in in the XML delivery file user interface. This is the first phase of the integration of the new fields into the XML delivery file and it does not affect the use of the Formatted Table Template.

The xml delivery files can currently be used for the following **submission types**:

Human

Submission Type	Description
annual-reassessment	Annual Re-assessment
clin-data-pub-fv	Clinical data for publication – Final version
clin-data-pub-rp	Clinical data for publication – Redacted Proposal
extension	Extension
lifting-suspension	Lifting of suspension
maa	Marketing Authorisation Application
notification-61-3	Notification Art. 61(3)
pam-anx	Condition of a marketing authorisation granted for a medicinal product, listed in Annex II of the MA
pam-capa	Corrective Action/Preventative Action related to a post-authorisation measure

pam-leg	Legally binding measure related to a post-authorisation measures
pam-mea	Additional pharmacovigilance activity in the risk-management plan related to a post-authorisation measure (RMP) (e.g. interim results of imposed/non-imposed interventional/non-interventional clinical or non-clinical studies)
pam-p46	Paediatric submissions related to a post-authorisation measure
pam-paes	Submission of post-authorisation efficacy study
pam-rec	Recommendation related to a post-authorisation measures e.g. quality improvement related to a post-authorisation measure
pam-sda	Cumulative review following a request originating from a PSUR or a signal evaluation related to a post-authorisation measure
pam-sob	Specific obligation related to a post-authorisation measure
pass107n	Submission of a post authorisation safety study protocol (according article 107n) – NAPs
Pass107o	Submission of an amended post authorisation safety study protocol (according article 107o) – CAPs and NAPs
pass107q	Submission of a post authorisation safety study report (according article 107q) – NAPs
reformat/baseline	Reformat of dossier*
renewal	Renewal
rmp	Risk Management Plan (RMP)
transfer-ma	Transfer of a marketing authorisation
usr	Urgent Safety Restriction (USR)
var-type1a	Type IA variation (single and IG)
var-type1ain	Type IA _{IN} variation (single and IG)
var-type1b	Type IB variation (single and WS)
var-type2	Type II variation (single and WS)
withdrawal	Withdrawal
Referrals	
<ul style="list-style-type: none"> Article5(3) 	Referral under Article 5(3)
<ul style="list-style-type: none"> Article13 	Referral under Article 13
<ul style="list-style-type: none"> Article16C1C 	Referral under Article 16c (1c)i
<ul style="list-style-type: none"> Article16C4 	Referral under Article 16c(4)
<ul style="list-style-type: none"> Article20 	Referral under Article 20
<ul style="list-style-type: none"> Article29(4) 	Referral under Article 29(4)

• Article30	Referral under Article 30
• Article31	Referral under Article 31
• Article35	Referral under Article 35
• Article107i	Referral under Article 107i
• Article29PAED	Referral under Article 29 paediatric
asmf	Active Substance Master File (ASMF)
pmf	Plasma Master File (PMF)
article-58-WHO	Periodic Safety Update Report (PSUR) which should only be used for products authorised under Art. 58 (WHO)
psur/psusa	Periodic Safety Update Report (PSUR) which should only be used for PSURs outside of the PSUSA / PSUR single assessment procedure. This selection will take the user automatically to the PSUR Repository user interface.
Paediatric Submission Available Procedure types; <ul style="list-style-type: none"> • Annual Report • Class-waiver confirmation request • Compliance check • Condition/indication confirmation request • Discontinuation • Modification of an agreed PIP • Paediatric Investigation Plan • Waiver 	Paediatric submissions (should be used for all paediatric submissions e.g. pips, modifications, waivers, responses, requests for modification, requests for compliance checks and annual reports and deferrals)
signal detection	Signal Detection submissions for Nationally Authorised Products (NAPs) with EPITT number

* In the exceptional case of reformatting the application no regulatory activity (submission type) is allowed. Therefore, 'none' must be stated (in the eCTD envelope). The submission application unit will identify the sub-activity related to the product. In the submission description some information can be provided to e.g. highlight specific modules being reformatted. The delivery file user interface will show value 'none' as reformat/baseline for usability reasons. The eCTD envelope should contain value 'none'.

Veterinary

Submission Type	Description
annual-reassessment	Annual Re-assessment
article-45	Procedure under Article 45 of Regulation (EC) No 726/2004, initiated by the European Commission and Member States in parallel to a referral for products of the same active substance or

	therapeutic class, for veterinary medicinal products authorised through the centralised procedure which cannot be included in referral procedures
extension	Extension
lifting-suspension	Lifting of suspension
maa	Marketing Authorisation Application
pam-anx	Condition of a marketing authorisation granted for a medicinal product, listed in Annex II of the MA
pam-leg	Legal requirement related to an authorised medicinal product
pam-mea	Additional pharmacovigilance activity in the risk-management plan (RMP) related to an authorised medicinal product (e.g. interim results of imposed/non-imposed interventional/non-interventional clinical or non-clinical studies)
pam-rec	Recommendation related to an authorised medicinal product (e.g. quality improvement)
pam-sda	Cumulative review following a request originating from a PSUR or a signal evaluation related to a medicinal product
pam-sob	Specific obligation related to an authorised medicinal product
pass	Post-authorisation safety study
reformat/baseline	Reformat of dossier taking place outside of any regulatory procedure
renewal	Renewal
rmp	Risk Management Plan (RMP)
transfer-ma	Transfer of a marketing authorisation
var-type1a	Type IA variation (single and IG)
var-type1ain	Type IA _{IN} variation (single and IG)
var-type1b	Type IB variation (single and WS)
var-type2	Type II variation (single and WS)
withdrawal	Withdrawal of a marketing authorisation in full or in part
referrals	
<ul style="list-style-type: none"> • Article13 	Referral under Article 13 of Regulation (EC) No 1234/2008
<ul style="list-style-type: none"> • Article30(3) 	Referral under Article 30(3) Regulation (EC) No 726/2004
<ul style="list-style-type: none"> • Article33(4) 	Referral under Article 33(4) of Directive 2001/82/EC
<ul style="list-style-type: none"> • Article34 	Referral under Article 34 of Directive 2001/82/EC
<ul style="list-style-type: none"> • Article35 	Referral under Article 35 of Directive 2001/82/EC

• Article78	Referral under Article 78 of Directive 2001/82/EC
mrl-extension	Extension of a Maximum Residue Limit
mrl-extrapolation	Extrapolation of a Maximum Residue Limit
mrl-full	Full Maximum Residue Limit application
mrl-modification	Modification of a Maximum Residue Limit
asmf	Active Substance Master File (ASMF)
vet-psur	PSURs for veterinary products

The **submission-unit** is an attribute introduced in the EU Module 1 Specification v.3.0. The concept of submission unit has been additionally implemented for veterinary submissions for reasons above, even though these are not submitted in eCTD format.

The following submission unit values may be used:

initial	Initial submission to start any regulatory activity
validation-response	For rectifying business validation issues
response	Submission unit type that contains the response to any kind of question*, out-standing information requested by the agency * Use this unit for responses to Lists of Questions and Lists of Outstanding Issues, Requests for Supplementary Information, etc.
additional-info	Other additional information (could include, for example, missing files) and should only be used, if validation-response or response is not suitable
closing	Submission unit type that provides the final documents in the centralised procedure following the decision of the European Commission
consolidating	This submission unit type should also be used when consolidating the dossier in as a result of withdrawing or rejecting a single regulatory activity (not in case of the withdrawal of the entire application/marketing authorisation). This submission unit is not available for veterinary submissions.
Corrigendum	Correction to the published annexes in the centralised procedure (usually shortly after approval)
reformat	Intended to support the reformatting of an existing submission application from any format to eCTD*, i.e. a baseline eCTD submission containing no content change and which will not be subject to review (see example below). This type will always be used together with the submission type 'none' * For veterinary submission the reformat may apply to historical non-VneeS dossiers which need to be converted to VneeS format. In the exceptional case of reformatting the application no regulatory activity (submission type) is allowed. Therefore, 'none' must be stated. The submission unit will identify the sub-activity related to the product. In the submission description some information can be provided to e.g.

	highlight specific modules being reformatted. The delivery file user interface will show value 'none' as reformat/baseline for usability reasons. The eCTD envelope should contain value 'none' for submission type and 'reformat' for submission unit.
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The **submission description** is an attribute introduced in the XML delivery file to provide more details on the type of response provided.

The following submission description values may be used for both, human and veterinary submissions:

Responses to RSI	Responses for Request for supplementary information used for all post-authorisation activities (automatically selected for relevant post-authorisation submissions).
List of Questions	Response to List of Questions (MAA or extension only)
List of Outstanding Issues	Response to List of Outstanding Issues (MAA or extension only)
After provisional MRL	New submission description to be used for MRL submissions only

The **submission-units for paediatric submissions** are different from those introduced in the eCTD EU Module 1 Specification v.3.0. The concept of submission unit has been additionally implemented for **paediatric** submissions to provide further information to improve searchability in the Common Repository and to assist processing of the applications, even though these are not submitted in eCTD format.

The following submission unit values may be used:

Additional information	When invited, to provide a response to the PDCO's discussion for certain procedure types. This submission unit is to be used in conjunction with additional submission descriptions detailed below.
Answer to PDCO's request for information	To respond to PDCO's request for additional information on a waiver application
Answer to PDCO's request for modification	To respond to PDCO's request for modification of a PIP (at Day 60)
Notification of change	To Inform the EMA of any changes to the applicant or their contact details. This submission unit is to be used in conjunction with additional submission descriptions detailed below * Use this unit for notifications of change; for example, change of the applicant or in the contact person etc.
Pre-submission interaction	To request a pre-submission interaction
Re-examination	To request a re-examination of a PDCO opinion on a PIP, Waiver or Modification of an agreed PIP procedure
Request for clarification interaction	To request a clarification interaction for PIP during clock-stop
Revocation	To request a revocation of waiver
Submission (application)	Initial submission to apply for a paediatric procedure

validation-response	To respond to validation issues
Withdrawal	To request a procedure withdrawal

The **submission descriptions for Paediatric submissions** are attributes introduced in the XML delivery file to provide more details on the type of paediatric submission provided.

The following submission description values may be used for paediatric submissions only:

Applicant change due to take-over by new legal entity	Use this submission description to inform EMA of a change of any of the applicant / EMA decision addressee. Use the first one listed in this table if more than one category applies.
Applicant particulars' change	Use this submission description to inform EMA of a change of the applicant's particulars for example change of the address of the applicant. Use the first one listed in this table if more than one category applies.
Authorised contact person change	Use this submission description to inform EMA of a change of the contact person (change of name, email address, phone number). Use the first one listed in this table if more than one category applies.
Public enquiry contact change	Use this submission description to inform EMA of a change of a change of the public enquiry contact person. Use the first one listed in this table if more than one category applies.
Response to Day 30 PDCO discussion	Provide Additional Information as a Response to PDCO discussion at Day 30
Response to Day 90 PDCO discussion	Provide Additional Information as a Response to PDCO discussion at day 90

3. The submission process

Submission via the eSubmission Gateway using xml delivery files is a 2 step task:

- 1 Create a delivery file for your submission by navigating to [the eSubmission website XML delivery file preparation screen](#). The link to the delivery file creation screen is available on the navigation panel on the left hand side of the screen. See Create delivery file screen section.



eSubmission Gateway and eSubmission Web Client

eSubmission Gateway and eSubmission Web Client

The eSubmission Gateway and the [eSubmission Gateway Web Client](#) are electronic submission channels that allow the applicants to submit drug veterinary medicines to the Agency securely over the internet in structured and non-structured formats. The web-based Gateway Web Client may be used if it is available for all applicants. The Gateway and the Web Client users will benefit from an automated confirmation of the technical validation fee system. The use of the eSubmission Gateway and the Web Client is mandatory for all human and veterinary submissions.

It is mandatory to use XML delivery files for submissions via the eSubmission Gateway and the Web Client.

News

09-10-2019

Formatted Table Template implementation in the XML delivery files

An updated version of the eSubmission Gateway XML delivery file user interface is now available.

Following this release the use of the Formatted Letter Template will become obsolete as of 1st January 2020. This will concern all EMA Human and Veterinary submissions. From 1 January 2020, the Formatted Letter Template will no longer be maintained by EMA and the document and references removed from EMA's Common Repository. The use of XML delivery files will also support EMA internal processes by significantly reduce the time required for receiving continuous and immediate access to up-to-date dossiers.

Users are required to fill in all the submissions attributes correctly through eSubmission Web UI by creating an XML delivery file since all attributes are now submitted through the Common Repository. The use of XML delivery files will also support EMA internal processes by significantly reduce the time required for receiving continuous and immediate access to up-to-date dossiers.

- 2 Add the delivery file to the top-level folder of your document package and submit this document package via eSubmissions Gateway / [Web Client](#). See [eSubmission Gateway website](#) for detailed guidance on how to register and how to use the eSubmission Gateway and the Web Client.

Note: The filenaming conventions are no longer used and **cannot** be **validated** when a **delivery file** is **included** in the submission and hence a **simple, meaningful** filename may be given to the submission package when delivery files are used. It is important to note that special characters or dash (-) should not be used in filenames.

Important note:

If submission covers any **duplicate** products, groupings or worksharing submissions a **separate delivery file needs to be created and attached to each submission**. For example: you are submitting a worksharing variation application for product A and product B which are both managed using a **separate** eCTD product lifecycles. A separate submission is required for **each product** to ensure continuity of the eCTD lifecycle and a separate delivery file and a separate submission must be prepared for both products.

The above requirement does not apply to veterinary (VneeS) grouping, worksharing, referral and PSUR submissions.

4. Create delivery file screen – Centralised Procedure including Medical Devices

Each delivery file that is generated will have a unique name consisting of word 'delivery' with 9 or 10 digit number, for example 'delivery_435108440'. The delivery file can be renamed, however it must contain word 'delivery' as the first word and special or non-latin characters must not be used as these may lead to failure of the submission.

For Human procedures, the required submission format is eCTD (mandatory for all centrally authorised, DCP, MRP and nationally authorised (NP) products). More information on the mandatory use of eCTD please see eSubmission website.

Note: Applicants are reminded that eAFs should be edited and signed using Adobe Reader. Using Adobe Acrobat Pro may lead to rejection of the submission. More information can be found in the eAF website.

Human Veterinary

Choose a submission type:* Nothing selected

Choose a Submission-Unit* No selection

Mode:* Single Product

*Denotes mandatory fields

Generate delivery file Reset form

The user will be required to complete all mandatory fields in each section. Ensure you always **first** select the appropriate domain for your submission (**human** or **veterinary**). This will determine which options are required to be selected for the given type of submission.

Example: Human submission types

CAP
annual-reassessment
clin-data-pub-fv
clin-data-pub-rp
extension
lifting-suspension
maa
notification-61-3
pam-anx
pam-capa
pam-leg
pam-mea
pam-p46
pam-paes
pam-rec
pam-sda
pam-sob
pass107n
pass107o
pass107q
reformat/baseline
renewal
rmp
transfer-ma
usr
var-type1a
var-type1ain
var-type1b
var-type2
withdrawal
referrals
asmf
pmf
PSUR
article-58-WHO
psur/psusa
paediatric submissions
signal detection

Example: Veterinary submission types

CAP
annual-reassessment
article-45
extension
lifting-suspension
maa
pam-anx
pam-leg
pam-mea
pam-rec
pam-sda
pam-sob
pass
reformat/baseline
renewal
rmp
transfer-ma
var-type1a
var-type1ain
var-type1b
var-type2
withdrawal
referrals
MRL
MRL extension
MRL extrapolation
MRL full
MRL modification
asmf
PSUR
psur

4.1. Create delivery file

Step	Description	Notes
1	<p>Human submissions:</p> <p>Select regulatory activity from the list provided under the "Choose a submissions type" heading. The regulatory activities available reflect the updated EU M1 3.0.3.</p> <p>Veterinary submissions:</p> <p>Click on the 'Veterinary' button to enter the veterinary submissions domain. Select regulatory activity from the list provided under the "Choose a submissions type" heading. This will call out a set of further fields appropriate for completion for that submission type. The regulatory activities available cover procedure types handled by the EMA. All veterinary submissions, including Maximum Residue Limit (MRL) and veterinary PSUR submissions should be sent using the xml delivery file.</p>	<p>Additional submission types, outside the EU M1 specification, covering EMA business processes are listed under submission type.</p>
2	<p>Submission unit:</p> <p>Select the relevant 'Submission-Unit' for your submission.</p>	<p>Submission unit type describes the content at a lower level (a "sub-activity") which is submitted in relation to a defined regulatory activity.</p>
3	<p>Submission description</p> <p>For Centralised Procedure submissions, when submission-unit 'Response' is selected the attribute submission description should be selected for extension and MAA applications. This mandatory field will provide further details on the type of response selected. The user should select List of Questions or List of Outstanding Issues as relevant.</p> <p>When submission unit consolidation is selected, it is possible to indicate if the procedure includes a withdrawal. For extension and variation procedures it is possible to indicate if the withdrawal is for partial or for the whole procedure. For all other submission types option 'procedure' is automatically selected when withdrawal is indicated.</p> <p>For both Human & Veterinary submissions:</p> <p>When a marketing authorisation application (maa) submission is selected as submission type and the submission unit is a response then the user must indicate if the response contains request for change of applicant. If so, the relevant docs should be included as part of the submission (e.g. new electronic Application Form).</p>	<p>The submission description is automatically filled in for relevant post-authorisation procedures.</p>
4	<p>For Human domain only:</p> <p>For Type 2 variations, Extensions and MAA submissions a new radio button has been implemented to flag if the submission is 'Covid-19' related.</p>	<p>The selection is defaulted to option 'No'. If your submission is Covid-19 related, please ensure that you tick 'Yes'.</p>

Human

Veterinary

Choose a submission type:* Choose a Submission-Unit* Mode:* ⓘ

var-type2

initial

Single Product

Covid19 related: * Yes No

5	<p>For Human domain only:</p> <p>For all variations with submission unit 'initial', a new mandatory radio button has been implemented to flag if the submission is 'Nitrosamine' related.</p>	<p>If your variation is submitted in order to comply with the Art 5(3) recommendation on nitrosamines, please ensure that you tick 'Yes'.</p>
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Nitrosamine related procedure:* ⓘ

Yes No

Please confirm (Y/N) that the variation is being submitted in order comply with the recommendations of the article 5(3) scientific opinion on nitrosamines (EMA/H/A-5(3)/1490), i.e. step 3 of the call for review.

5	<p>Human domain:</p> <p>For Centralised Procedure human submissions, the Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'. Submissions for Nationally Authorised Products that may be included for example in a referral procedure it is possible to change the product type and submission format to 'National' and 'NeeS' or 'Other' as applicable.</p> <p>Enter the submission eCTD or NeeS sequence number. For eCTD format submissions this number should always be the next sequential number in the product lifecycle. If a failure Acknowledgement is received, the same sequence number should be used unless the error relates to the sequence number itself. For initial MAA submissions the sequence number is normally 0000. To allow for easy cross referencing of related submissions; Users can optionally enter a related sequence number.</p> <p>Veterinary domain:</p> <p>In veterinary submissions, the Product type is by default set to "Centralised" and cannot be changed (apart the exception of worksharing and referral submissions).</p> <p>For Centralised Procedure veterinary submissions, the Submission format can be selected from the following options: "VNees (pharmaceutical product <version>)", "VNees (immunological product <version>)" or "Other". For MAA submissions, option "Other" cannot be used.</p> <p>For example, "VNees (pharmaceutical product v2.6)" means the structure follows the Guideline on eSubmission for Veterinary products - version 2.6, TABLE 1: Folder</p>	<p>The sequence number is always a numeric value (range from 0000 to 9999).</p> <p>More information on the related sequences can be found from the Harmonised technical eCTD guidance.</p> <p>If CTD is used as the format of part II (Quality) of a VMP dossier, the submission format to select is "VNees".</p> <p>As format requirements evolve over time in line with the EU Telematics eSubmissions Roadmap for use of VNees, applicants should always consult the Veterinary eSubmissions Website for current guidance on the mandatory or</p>
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	<p>structure and Standard files for an electronic application for a pharmaceutical product. "VNeS (immunological product v2.6)" means the structure follows the Guideline on eSubmission for Veterinary products - version 2.6, TABLE 2: Folder structure and Standard files for an electronic application for an immunological product.</p>	<p>recommended format for their submission type.</p> <p>If the submission relates to an ASMF in CTD format, select "Other".</p>
5	<p>Depending on the submission type the information required is different.</p> <p>Human domain:</p> <p>For initial MAA submission; start typing in the 'Select product' field the product name or any part of the product number in format H0001234</p> <p>For medical devices; start typing in the 'Select product' field the product name or any part of the product number in format H000123 for initial MAA submission and indicate using the tick box if the product is a medical device.</p> <p>Medical Device Related Consultation: <input checked="" type="checkbox"/></p> <p>For any subsequent submissions of medical devices, you can search the product by name or typing H/D.</p> <p>For any other post-authorisation activity; start typing in the 'Select product' field the product name or any part of the product number in format H/C, H/D or H/W. Alternatively, you can simply enter the product number without the prefix letters.</p> <p>For human submissions, the Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'.</p> <p>Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle.</p> <p>It is possible to enter the sequence number of any related sequence to cross reference related submissions. For 'initial' and 'reformat' submissions the related sequence number should be the same as the sequence number. For all other submission units, the related sequence should be different (smaller) than the sequence number.</p> <p>Users should indicate if a Risk Management Plan (RMP) is included and if yes, the RMP number must be provided for the following submission types:</p> <ul style="list-style-type: none"> • MAA • Extension • Renewal • Variation Type IA • Variation Type IAIN • Variation Type IB • Variation Type II • PAM <p>For all post authorisation CAP submissions when the submission unit is closing, and the closing sequence relates to multiple different procedures; users can add multiple procedure numbers from a predefined list to reference the</p>	<p>The EMA product number is available on the Eligibility confirmation letter as 'Product Reference'. The Eligibility Confirmation Letter indicates Product number e.g. H0002271 or V0001234.</p> <p>This Product Number (or Product Reference) remains the same throughout the product lifecycle and it should be used regardless what type of submission is being transmitted.</p> <p>Product numbers start H/C for human CAPs. If your product is authorised under article 58 (WHO) you can filter by typing H/W.</p> <p>If the product is medical device, you can filter by typing H/D. The submission format is automatically changed to 'other' when medical device is selected.</p> <p>The sequence number is always a numeric value (range from 0000 to 9999).</p>

submission by using 'Add related procedure' field.

For variations Type IB and Type II it is possible to indicate the names of other CAPs for which the same changes are being applied in a separate submission. The names of these products are entered using a free text field.

For initial renewal submissions the MAH should select the renewal type by indicating the length of the requested renewal – conditional 1-year renewal or 5-year renewal.

For human 'pam' (except pam-cap) and pass 107n, pass 107q and pass 107q submissions an additional attribute 'Pam Code' must be selected. The Pam code is a mandatory field with a dropdown list of relevant codes.

Human and Veterinary domains:

It is now mandatory to indicate if the submission contains a Brexit related procedure. This is applicable for initial submissions for the following submission types:

- Variations Type IA (H&V)
- Variations Type IA_{IN} (H&V)
- Variations Type IB (H&V)
- Variations Type II (H&V)
- Transfer MA (H&V)
- Notification 61-3 (H only)

Veterinary domain:

For initial MAA submission; start typing in the 'Select product' field **any** part of the product number in format 001234 (see Example: Veterinary Initial MAA below). For any post-authorisation activity; start typing in the 'Select product' field the product name or **any** part of the product number (see Example: Veterinary Extension below).

Product names are not shown for veterinary submissions prior to the initial application for data protection.

Product numbers for veterinary CAPs in post-submission start with EMEA/V/C and are one digit shorter but the number is retained for the product in question.

The EMA product number is available on the Eligibility confirmation letter as 'Product Reference'. The Eligibility Confirmation Letter indicates Product number e.g. H0002271 or V0001234.

Example: Human Renewal initial

Choose a submission type: *	Choose a Submission-Unit: *	Mode: *
renewal	initial	Single Product

*Denotes mandatory fields

Submission: renewal

Product Type: *	Submission format: *	Sequence number: *	Related sequence:
Centralised	eCTD	Enter 4 digit no.	Enter related sequence

RMP included: No

Select a Product:*

Enter product name or number

Product EMA number:
Product short name:
ATC Code:
INN:
MAH:

Renewal type: 1 year conditional
 5 year

Purchase Order number:*

Enter purchase order number

Example: Human Type II variation initial

Choose a submission type:*	Choose a Submission-Unit:*	Mode:*	
var-type2	initial	Single Product	
Covid19 related: <input type="radio"/> Yes <input checked="" type="radio"/> No			
*Denotes mandatory fields			
Submission: var-type2			
Product Type:*	Submission format:*	Sequence number:*	Related sequence:
Centralised	eCTD	Enter 4 digit no.	Enter related sequence
RMP included:	<input type="checkbox"/> No	Brexit related procedure:*	<input type="radio"/> Yes <input type="radio"/> No
Select a Product:*	Aprovel-EMA/H/C/000141		
	Product EMA number: EMA/H/C/000141 Product short name: Aprovel ATC Code: C09CA04 INN: IRBESARTAN MAH: sanofi-aventis groupe		
Nitrosamine related procedure:*	<input type="radio"/> Yes <input type="radio"/> No		
Please provide the name(s) of any centrally authorised medicinal product for which the same change(s) are being applied for outside of this procedure:			
Enter product name(s)			
Grouping (more than one scope): <input type="checkbox"/>			
Purchase Order number:*			
Enter purchase order number			

Example: Human Type IB variation responses

Choose a submission type:* **var-type1b** Choose a Submission-Unit* **response** Choose a Submission description* **Responses to RSI** Mode* ⓘ **Single Product**

*Denotes mandatory fields

Submission: var-type1b

Product Type:* **Centralised** Submission format:* **eCTD** Sequence number: * **0015** Related sequence:

RMP included:

Select a Product:*

- Abasaglar-EMEA/H/C/002835
- Reasanz-EMEA/H/C/002817
- BESPONSA-EMEA/H/C/004119
- Veltassa-EMEA/H/C/004180
- Insulin lispro **Sanofi**-EMEA/H/C/004303
- Lacosamide Accord-EMEA/H/C/004443
- Caprelsa-EMEA/H/C/002315
- Sancuso**-EMEA/H/C/002296
- Ibandronic acid **Sandoz**-EMEA/H/C/002367
- Clodigrel/Acetylsalicylic acid Zentiva-EMEA/H/C/001144

[Generate delivery file](#)

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Product Type:* **Centralised**

Select a Product:*

- EMEA/H/C/001112/IB/0032
- EMEA/H/C/001112/IB/0030
- EMEA/H/C/001112/IB/0028/G
- EMEA/H/C/001112/IB/0027/G
- EMEA/H/C/001112/IB/0026
- EMEA/H/C/001112/IB/0023/G
- EMEA/H/C/001112/IB/0021
- EMEA/H/C/001112/IB/0020
- EMEA/H/C/001112/IB/0017/G
- EMEA/H/C/001112/IB/0013
- EMEA/H/C/001112/IB/0012
- EMEA/H/C/001112/IB/0011
- EMEA/H/C/001112/IB/0010
- EMEA/H/C/001112/IB/0003/G
- EMEA/H/C/001112/IB/0002

Select a Procedure Number:

Grouping (more than one scope):

Example: Human Type IA variation – grouping of multiple scopes affecting a single product*

In the case that the grouping variation concerns a single product, the eCTD envelope 'Mode' is 'Grouping' and the XML delivery file 'Mode' is 'Single Product'.

In case of submission unit 'initial' is used it is now possible to indicate that multiple scopes are included – this is done by ticking the 'Grouping (more than one scope)' checkbox.

The screenshot displays a web form for submitting a variation. At the top, there are three dropdown menus: 'Choose a submission type:' with 'var-type1a', 'Choose a Submission-Unit:' with 'initial', and 'Mode:' with 'Single Product'. A note below indicates that an asterisk denotes mandatory fields. The main section is titled 'Submission: var-type1a' and contains several fields: 'Product Type:' (Centralised), 'Submission format:' (eCTD), 'Sequence number:' (0025), and 'Related sequence:' (0025). There are also checkboxes for 'RMP included:' (Yes), 'Brexit related procedure:' (No), and 'Nitrosamine related procedure:' (No). A text input field for 'RMP version Number:' contains '10.2'. Below this is a 'Select a Product:' dropdown showing 'Umbipro (TM)-EMA/H/W/003799'. To the right of this dropdown, product details are listed: 'Product EMA number: EMA/H/W/003799', 'Product short name: Umbipro (TM)', 'ATC Code: D08AC02', 'INN: CHLORHEXIDINE DIGLUCONATE (20% SOLUTION)', and 'MAH: GlaxoSmithKline Trading Services Limited'. At the bottom of the form, there is a 'Purchase Order number:' field with a placeholder 'Enter purchase order number'. A checkbox for 'Grouping (more than one scope):' is checked.

In case the submission unit is 'responses' submission description 'Responses to RSI' is automatically selected. The Mode should remain 'single product'.

A procedure number should be selected from list of procedure numbers for post-authorisation procedures. The procedure number can only be selected for subsequent submissions after the initial sequence. The procedure number is selected – if available - from the list of available procedure numbers, the numbers listed depend on the submission type. This number is provided to you at the time of the start of the procedure. In case the correct procedure number **is not found** from the list, please **contact the [EMA service desk](#)** or **leave the field empty** .

When multiple scopes are included in a single variation, it is indicated with G at the end of the procedure number.

If you are not able to find the correct procedure number from the list. Please contact the [EMA service desk](#).

Choose a submission type:* var-type1a
 Choose a Submission-Unit:* response
 Choose a Submission description:* Responses to RSI
 Mode:* Single Product

*Denotes mandatory fields

Submission: var-type1a

Product Type:* Centralised
 Submission format:* eCTD
 Sequence number:* 0025
 Related sequence: 0025

RMP included: No

Select a Product:* Temodal-EMEA/H/C/000229
 Product EMA number: EMEA/H/C/000229
 Product short name: Temodal
 ATC Code: L01AX03
 INN: TEMOZOLOMIDE
 MAH: Merck Sharp & Dohme B.V.

Select a Procedure Number: EMEA/H/C/000229/IA/0076/G
 Grouping (more than one scope):

Example – Extension - consolidating – including withdrawal

In the case that the submission type is extension or variation and the submission unit is consolidating and it is indicated that the submission includes withdrawal (by selecting 'yes', the user should select if the withdrawal concerns the whole procedure or is partial i.e. is relevant to only specific scopes.

Choose a submission type:* extension
 Choose a Submission-Unit* consolidating
 Mode:* Single Product

Includes withdrawal: Yes

Choose a Withdrawal type*
 No selection
 No selection
 procedure
 partial

*Denotes mandatory fields

Submission:

For all other submission types when 'consolidating' is selected, the withdrawal type is defaulted to 'procedure'.

Includes withdrawal: Yes

Choose a Withdrawal type*
 procedure

Example: Veterinary Initial MAA

Choose a submission type:* maa

Choose a Submission-Unit* initial

Mode:* Single Product

*Denotes mandatory fields

Submission: maa

Product Type:* Centralised

Submission format:* VNeS (pharmaceutical product) v2.6

Select a Product:* 00

- V002590
- V002635
- V002723
- V002763

Generate delivery file

Example: Human and Veterinary maa – response – contains a request for change of Applicant

Choose a submission type:* maa

Choose a Submission-Unit* response

Choose a Submission description* No selection

Mode:* Single Product

Covid19 related:* Yes No

Contains Request for change of Applicant:* Yes No

Example: Veterinary Extension

Choose a submission type:* extension

Choose a Submission-Unit* response

Choose a Submission description* List of Outstanding Issues

Mode:* Single Product

*Denotes mandatory fields

Submission: extension

Product Type:* Centralised

Submission format:* VNeS (pharmaceutical product) v2.6

Select a Product:* Profender-EMA/V/C/000097

Product EMA number: EMA/V/C/000097

Product short name: Profender

Select a Procedure Number: No selection

- No selection
- EMA/V/C/000097/X/0004

In case the submission unit is 'responses' submission description List of Questions or List of Outstanding Issues should be selected.

A procedure number should be selected from list of procedure numbers for post-authorisation procedures. The procedure number can only be selected for subsequent submissions after the initial

sequence. The procedure number is selected – if available - from the list of available procedure numbers, the numbers listed depend on the submission type. This number is provided to you at the latest at validation / start of the procedure. In case the correct procedure number **is not found** from the list, please contact vet.applications@ema.europa.eu or **leave the field empty**.

The Procedure number is only requested for annual re-assessment, extensions, variations, renewals, transfers and lifting of suspensions. It does not apply in initial submissions and in WS/IG submissions. In case of WS/IG submission, the WS/IG number should be selected from the list provided.

6	Select the product and check that the correct product is reflected
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Example: Human domain

Select a Product:

Product EMA number: EMA/H/C/004027
 Product short name: Zavicefta
 ATC Code: J01DD52
 INN: AVIBACTAM SODIUM,CEFTAZIDIME PENTAHYDRATE
 MAH: Pfizer Ireland Pharmaceuticals

Example: Veterinary Initial MAA

Select a Product:

Product EMA number: V002781

Example: Veterinary Extension

Select a Product:

Product EMA number: EMA/V/C/004440
 Product short name: Bravecto Plus
 ATC Code: QP54AB52
 INN: Fluralaner,MOXIDECTIN
 MAH: Intervet International B.V.

Example: Pam-sda

Choose a submission type: Choose a Submission-Unit: Mode:

*Denotes mandatory fields

Submission: pam-sda

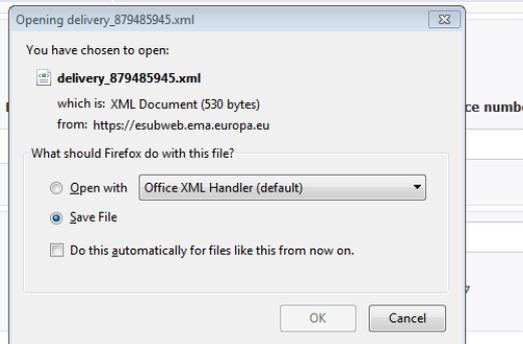
Product Type: Submission format: Sequence number: Related sequence:

RMP included:

Select Pam Code:

Select a Product:

7	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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Generate delivery file

Reset form

8	If you notice you have made an error or you wish to generate another or different delivery file, click 'Reset form' button.	It is recommended to 'Reset' the form before creating a new delivery file using different submission type.
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4.2. Create delivery file for IG variation submission

Step	Description	Notes
1	<p>Select 'var-type1a' or 'var-type1ain' from the regulatory activities list (submission type). Select the relevant 'submission unit' from the list. Select the correct mode: IG (Grouping of variations)</p> <p>The Agency will allocate a 'high-level' cross-products IG procedure number, which will be used for the handling of procedures which affect more than one medicinal product. A procedure code (abbreviation) is used for such groups of Type IA/ IA_{IN} variations i.e. "IG". As the 'high-level' number cannot be allocated to one single product, the procedure number will therefore contain "xxxx" as a placeholder for the product number. Example: EMEA/H/C/xxxx/IG/002.</p> <p>Note: For grouping of several different changes affecting the same product – select 'Single Product' in the XML delivery file and 'Grouping' in the eCTD envelope. This leads to a difference in the eCTD envelope and in the XML delivery file which is acceptable as the 'Mode' is used for different purpose in the eCTD envelope and in the XML delivery file.</p> <p>Please note that requesting this high-level number in advance is mandatory since this number must be included in the xml delivery file.</p>	<p>This 'high-level' procedure number can be obtained from the Agency shortly before submission by sending your request with a copy of the draft cover letter to the EMA service desk or vet.applications@ema.europa.eu.</p> <p>Note that IG variations are those that affect more than one MA.</p> <p>If your variation is a grouping of several type IA changes but affects a single product, do not select the IG option. Leave the 'Mode' as Single (as this is referring to a single product). Please note that in the eCTD envelope mode value 'Grouping' should be selected for 'Grouped variations'.</p> <p>More information on 'Grouping of variations' can be found from the Regulatory Post-Authorisation Guide (choose either 'human' or 'veterinary' tabs).</p>

Choose a submission type:* Choose a Submission-Unit* Mode:*

*Denotes mandatory fields

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:*

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:*

*Denotes mandatory fields

2	<p>Human domain:</p> <p>The Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'.</p> <p>Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle. For initial MAA submissions this is normally 0000.</p> <p>It is possible to enter related sequence number to cross reference related submissions. For initial submission the related sequence number should be equal to the sequence number</p> <p>Veterinary domain:</p> <p>The Product type cannot be changed and must always be 'Centralised'.</p> <p>The Submission format can be selected from three of the following options: "VNeS (pharmaceutical product) v2.6", "VNeS (immunological product) v2.6" or "Other".</p>	<p>The sequence number is always a numeric value (range from 0000 to 9999).</p> <p>If CTD is used the format of part II of a VMP dossier, the submission format to select is "VNeS".</p>
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Example: IG submission selections for human domain

Submission: var-type1ain

Product Type:* Submission format:* Sequence number: * Related sequence:

Example: IG submission selections for veterinary domain

Submission: var-type1ain

3 Search for the relevant product by typing any part of the product name or product number in the 'Select product' field. The more you type the more the list filtered. The product ATC code, INN and the MAH name are also shown for visual confirmation (these are not shown for Veterinary applications due to confidentiality).

From 1 January 2018, for veterinary IG submissions, a separate XML delivery file must be created, and a separate submission made for each of the Centrally Authorised Products included in the procedure. An identical package covering all relevant products should be submitted for each, with only the XML delivery file changing for each product.

Example: IG submission selections for human domain

Example: IG submission selections for veterinary domain

4 Select the Grouping (IG) number from the list. Please note that **IG variations** are those that **affect more than one product**. The system displays those 'Grouping numbers' that contain the selected product i.e. it is not possible to select a grouping number if the procedure doesn't contain that particular product. For procedure that has multiple changes for a single product, select mode 'Single Product' in the XML delivery file and Grouping in eCTD envelope. Indicate that the submission covers multiple scopes by ticking the box 'Grouping (more than one scope)'. When multiple scopes are included in a single variation (response

If the grouping (IG) number is not available contact the [EMA service desk](#) for human submissions, or vet.applications@ema.europa.eu for veterinary.

submissions), it is indicated with G at the end of the procedure number. When selecting a procedure number for variation that contains multiple scopes an automatic tick box is filled by the system to indicate 'Grouping (more than one scope)'.

It is not necessary/possible to select the procedure number when WS or IG number is selected.

Grouping (more than one scope):

Select WS/IG number:*

Select a Procedure Number:

Grouping (more than one scope):

Example: 'Grouping of more than one scope'

Grouping (more than one scope):

Example: Selection of grouping number (human and vet)

Grouping (more than one scope):

- IG0381
- IG/1031
- IG/1128
- IG/0722
- IG/0380

6	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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It is not necessary/possible to select the procedure number when WS or IG number is selected.

Human and Veterinary submissions: In case of initial submission of a Worksharing variation (WS) or MAA application, the EMA SAP customer number and purchase order number should be provided. For initial MAA submissions the customer number needs to be provided by the applicant. More information on the customer number can be found from the ['How to pay'](#) in the pre-submission guidance. For queries on the purchase order number, please contact accountsreceivable@ema.europa.eu.

Customer number:*

Purchase Order number:*

4.3. Create delivery file for WS variation submission for Centrally Authorised Products (CAPs)

Step	Description	Notes
1	<p>Select 'var-type1b' or 'var-type2' from the regulatory activities list. Select the relevant 'submission unit' from the list. The 'submission description' Responses to RSI is automatically selected. Select the correct mode: WS (worksharing of variations)</p> <p>In order to facilitate the planning of a worksharing procedure, MAHs are advised to inform the Agency at least two months in advance of the submission of a variation or group of variations to be subject to a worksharing procedure, together with an explanation as to why the holder believes that a worksharing procedure is suitable, by means of a 'letter of intent'.</p> <p>Please note that requesting the worksharing arrangement in advance is mandatory. The WS number has to be included in the xml delivery file.</p>	<p>More information on 'Worksharing' can be found from the Regulatory Post-Authorisation Guide (search in 'human' or 'veterinary' guidance as appropriate). A letter of intent template must be filled and sent to the EMA service desk to obtain the WS number.</p> <p>For vet worksharings, it is sent to vet.applications@ema.europa.eu.</p>

Choose a submission type:* Choose a Submission-Unit* Mode:*

var-type1b initial Single Product

Single Product

WS

*Denotes mandatory fields

or

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:* ⓘ

var-type1b response Responses to RSI WS

2	<p>As the Worksharing procedure may contain both Centrally and Nationally Authorised products, it is important to ensure that the correct 'Product type' is selected from the dropdown menu.</p> <p>For human submission, select between 'Centralised' and 'National'.</p> <p>For veterinary submission, select between 'Centralised' or 'Centralised/National'.</p>	<p>VET specific note: The difference for the vet domain stems from the fact that each WS-related submission can contain documentation for all affected products in a single package. Select 'Centralised/National' if your WS includes both CAPs and NAPs (including MRP or DCP products).</p>
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Human WS product type

Product Type:*

Centralised

Centralised

National

Veterinary WS product type

Product Type:*

Centralised

Centralised

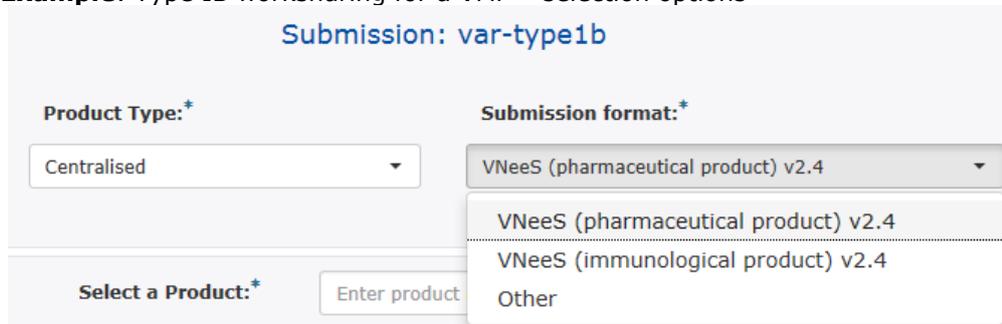
Centralised/National

3	<p>Human domain:</p> <p>When 'Centralised' product type is selected, the submission format cannot be changed and must always be 'eCTD'.</p> <p>Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle. Optionally enter any related sequence number to cross reference related submissions.</p> <p>Veterinary domain:</p> <p>When 'Centralised' product type is selected, the Submission format can be selected from three of the following options: "VNeS (pharmaceutical product) v2.6", "VNeS (immunological product) v2.6" or "Other"..</p>	<p>The sequence number is always a numeric value (range from 0000 to 9999).</p> <p>If CTD is used the format of part II of a VMP dossier, the submission format to select is "VNeS".</p>
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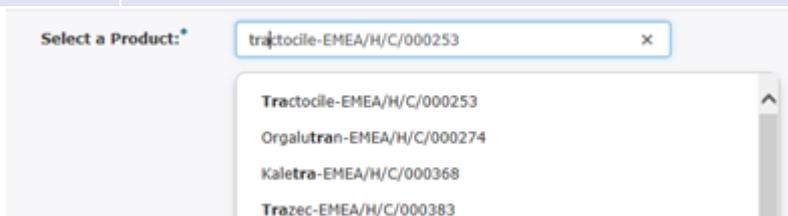
Example: Type IB worksharing (initial) for human domain



Example: Type IB worksharing for a VMP – selection options



4	<p>Search for the relevant product by typing any part of the product name or EMEA product number in the 'Select product' field. The more you type the more the list is filtered.</p> <p>The product ATC code and INN are now also shown for visual confirmation.</p>	<p>From 1 January 2018, for veterinary WS submissions, a separate XML delivery file must be created and a separate submission made for each of the Centrally Authorised Product included in the procedure. The package included in the submission should be the same for all products</p>
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5	<p>If Product type 'Centralised' is selected the product selection is linked to relevant WS numbers. The system then displays those 'worksharing numbers' that contain the selected product i.e. it is not possible to select a WS number if the procedure doesn't contain that particular product.</p>	<p>If you cannot find the WS number from the list, please contact the EMA service desk for Human variations or vet.applications@ema.europa.eu for veterinary variations.</p>
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- WS/0074
- WS0417

6	<p>In case of initial submission of a Worksharing variation (WS) or MAA application, the EMA SAP customer number and purchase order number should be provided. More information on the customer number can be found from the 'How to pay' in the pre-submission guidance. The Purchase Order Number is now a mandatory field.</p>	<p>More information on the customer number can be found from the 'How to pay' in the pre-submission guidance. For queries on the purchase order number, please contact accountsreceivable@ema.europa.eu</p>
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Customer number: *

Purchase Order number: *

Generate delivery file

Reset form

Applicants and marketing authorisation holders requiring a purchase order number or similar references on their invoice are encouraged to issue a standing (blanket) purchase order covering all marketing authorisation and/or pharmacovigilance fees levied by the Agency for a given period and to provide such reference to the Agency's accounts receivable service at accountsreceivable@ema.europa.eu. Alternatively, such reference can be provided here.

7	<p>Confirm the details are correct and click 'Generate delivery file' and save the delivery file on your computer.</p>	<p>The delivery file should not be amended or re-named.</p>
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Example: Complete selection for a worksharing of human CAPs

Choose a submission type: *	Choose a Submission-Unit: *	Mode: ⓘ
var-type1b	initial	WS

*Denotes mandatory fields

Submission: var-type1b

Product Type: *	Submission format: *	Sequence number: *	Related sequence:
Centralised	eCTD	0010	Enter related sequence
RMP included:	<input type="checkbox"/> No	Brexit related procedure: *	<input type="radio"/> Yes <input type="radio"/> No

Select a Product:*

Ristaben-EMA/H/C/001234 ✕

Product EMA number: EMA/H/C/001234
Product short name: Ristaben
ATC Code: A10BH01
INN: SITAGLIPTIN PHOSPHATE MONOHYDRATE
MAH: Merck Sharp & Dohme B.V.

Nitrosamine related procedure: ⓘ Yes No

Please provide the name(s) of any centrally authorised medicinal product for which the same change(s) are being applied for outside of this procedure:

Enter product name(s)

Grouping (more than one scope):

Select WS/IG number:*

WS/0846

Customer number: ⓘ	Purchase Order number: ⓘ
00006	Enter purchase order number

Example: Complete selection for a worksharing of veterinary CAPs

Choose a submission type:*	Choose a Submission-Unit*	Choose a Submission description*	Mode:* ⓘ
var-type1b	response	Responses to RSI	WS

*Denotes mandatory fields

Submission: var-type1b

Product Type:*	Submission format:*
Centralised	VNeES (pharmaceutical product) v2.6

Select a Product:* Nobilis IB 4-91-EMEA/V/C/000036 ✕

Product EMA number: EMEA/V/C/000036
Product short name: Nobilis IB 4-91
ATC Code: QI01AD07
INN: Live attenuated infectious bronchitis virus
MAH: Intervet International B.V.

Grouping (more than one scope):

Select WS/IG number:* WS/0607 ▲

4.4. Create delivery file for WS variation submission for Nationally Authorised Products (human only)

Step	Description	Notes
1	<p>Select 'var-type1b' or 'var-type2' from the regulatory activities list (submission type).</p> <p>Select the 'submission-unit' from the list.</p> <p>Select the mode: WS (worksharing of variations)</p> <p>In order to facilitate the planning of a worksharing procedure, MAHs are advised to inform the Agency at least two months in advance of the submission of a variation or group of variations to be subject to a worksharing procedure, together with an explanation as to why the holder believes that a worksharing procedure is suitable, by means of a 'letter of intent'.</p> <p>Please note that requesting the worksharing arrangement in advance is mandatory. The WS number has to be included in the xml delivery file.</p>	<p>More information on 'Worksharing' can be found from the Regulatory Post-Authorisation Guide.</p> <p>A letter of intent template must be filled and sent to the EMA service desk to obtain the WS number.</p>

Choose a submission type:* Choose a Submission-Unit* Mode:*

var-type1b initial WS

Single Product
WS

*Denotes mandatory fields

or

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:*

var-type2 response Responses to RSI WS

Single Product
WS

*Denotes mandatory fields

2	As the Worksharing procedure may contain both Centrally and Nationally Authorised products, it is important to ensure that the correct 'Product type' is selected from the dropdown menu.	
---	---	--

Product Type:*

Centralised

Centralised
National

3	If 'Product type' National is selected the submission format should be selected. Ensure that you submit in the format that the product lifecycle is in the National Competent Authority which should now be eCTD following the requirement for mandatory eCTD for all products since 1 st January 2019.	
---	--	--

Product Type:

Submission format:

Select a Product:

- eCTD
- Nees
- Other

4	<p>Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle.</p> <p>Enter any related sequence number to cross reference related submissions.</p>	<p>The sequence number is always a numeric value (range from 0000 to 9999)</p>
5	<p>Search for the relevant product(s) by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered.</p> <p>The list of Nationally Authorised Products with retrieved from XEVDMP (Art. 57 database).</p>	<p>It is possible to select more than one product name from the list to ensure that all products and presentations are selected.</p> <p>It should be noted that the submissions cannot be 'grouped' each eCTD sequence will need to be submitted separately with its own delivery file.</p>

Select a Product:

- PENTAVAC
- PENTAXIM

Select worksharing number:

- AVAXIM 80 U PEDIATRIC
- AVAXIM PEDIATRIC
- AVAXIM PEDIATRIQUE
- CLEEN ENEMA PEDIATRIC
- DAFALGAN PEDIATRIE
- DAFALGAN PEDIATRIQUE
- EFFERALGAN PEDIATRICO
- ELETTROLITICA EQUILIBRATA PEDIATRICA
- ELETTROLITICA EQUILIBRATA PEDIATRICA BAXTER
- ELETTROLITICA EQUILIBRATA PEDIATRICA BIOINDUSTRIA

6	<p>Expand the product details by clicking anywhere in the field with the selected product name and proceed to filter and select the relevant products/presentations.</p> <p>Multiple criteria may be used to filter the product selection.</p>	<p>The product EV code is also now displayed to help selection of the correct product/presentation.</p>
---	--	---

PENTAVAC

MAH name	Product full name	Country...	Authorisation No....	EV Code	EMA Product/MRP/DCP...
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459284	PRD4552363	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac, poudre et suspension injec...	LU	2009020171	PRD4564060	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5458989	PRD4552360	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459086	PRD4552361	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782381	PRD4552359	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782282	PRD4552358	SE/H/0153/001
<input checked="" type="checkbox"/> SANOFI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459185	PRD4552362	SE/H/0153/001

Total Items: 44

7	<p>You can select all products/presentations by clicking to the field next to 'MAH name' field. Alternatively, click individual lines to select relevant products/presentations.</p>	<p>At least one of the products/presentation must be selected.</p>
---	--	--

MAH name	Product full name	Country...	Authorisation No...	EV Code	EMEA Product/MRP/DCP...
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459284	PRD4552363	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac, poudre et suspension injec...	LU	2009020171	PRD4564060	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5458989	PRD4552360	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459086	PRD4552361	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782381	PRD4552359	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782282	PRD4552358	SE/H/0153/001
SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459185	PRD4552362	SE/H/0153/001

Total Items: 44 (Selected Items: 3)

8 Close the selection by clicking anywhere in the field with the product name and repeat the previous step to include all products/presentations for which a single submission sequence has been prepared for.

PENTAVAC
 PENTAXIM

9 Indicate if the procedure is related to the Art. 5(3) recommendation Nitrosamines.

Nitrosamine related procedure: Yes No

10 You can provide the name(s) of any CAPs for which the same change(s) are being applied outside of this procedure using the free text field

Please provide the name(s) of any centrally authorised medicinal product for which the same change(s) are being applied for outside of this procedure:

Enter product name(s)

11 If 'Product type' National is selected the WS number is not limited to the products selected. Enter/search for the WS number.

If your WS number is not available contact the [EMA service desk](#)

Select worksharing number:

- WS/0920
- WS/0916
- WS/0912
- WS/0928

10 Click 'Generate delivery file' and save the delivery file on your computer.

The delivery file should not be amended or re-named.

4.5. Create delivery file for WS variation submission including both CAPs and NAPs (veterinary only)

Step	Description	Notes
1	<p>Select 'var-type1b' or 'var-type2' from the regulatory activities list ('submission type'). Select the 'submission-unit' from the list. Select the correct mode: WS (worksharing of variations)</p> <p>Please note that requesting the worksharing arrangement in advance is mandatory. The WS number has to be included in the xml delivery file.</p>	<p>More information on 'Worksharing' can be found from the Veterinary Regulatory Post-Authorisation Guide. A letter of intent template must be filled and sent to vet.applications@ema.europa.eu to obtain the WS number.</p>

Choose a submission type:* Choose a Submission-Unit* Mode:*

*Denotes mandatory fields

Single Product
WS

or

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:*

2	<p>As the worksharing procedure may contain both Centrally and Nationally Authorised products, it is important to ensure that the correct 'Product type' is selected from the dropdown menu. In this case, select the 'Centralised/National' option.</p>	<p>The difference for the vet domain stems from the fact that each WS related submission can contain documentation for all affected products in a single package.</p>
---	--	---

Product Type:*

Centralised
Centralised/National

3	<p>When Product type 'Centralised/National' is selected the Submission format can be selected from three of the following options: "VNees (pharmaceutical product) v2.4", "VNees (immunological product) v2.4" or "Other".</p>	<p>If CTD is used as the format of part II of a VMP dossier, the submission format to select is "VNees".</p>
---	--	--

Choose a submission type:* Choose a Submission-Unit* Choose a Submission description* Mode:*

*Denotes mandatory fields

Submission: var-type2

Product Type:* Submission format:*

VNees (pharmaceutical product) v2.4
VNees (immunological product) v2.4
Other

Select a Product:*

4	Search for the relevant lead product by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered.	From 1 January 2018, for veterinary IG submissions, a separate XML delivery file must be created and a separate submission made for each of the Centrally Authorised Products included in the procedure. An identical package covering all relevant products should be submitted for each, with only the XML delivery file changing for each product.
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5	Enter/search for the WS number linked to the lead CAP product and select the WS number. Note: There is a known issue affecting the availability of product details (product name, MAH name, ATC code, INN and the MAH when Centralised/National is selected)	If your WS number is not available contact vet.applications@ema.europa.eu
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6	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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4.6. Create delivery file for PAM (Post-Authorisation Measure) submission for Centrally Authorised Products (human only)

Step	Description	Notes
1	Select pam type (ANX, LEG, MEA, P46, REC, SDA, SOB) from the regulatory activities list (submission type) in line with the instructions provided in the PAM Submission form Select the 'submission-unit' from the list. This should in most cases be 'initial' or 'response'.	Submission unit 'Consolidatin' is now available for PAM submissions.

Choose a submission type:*

pam-leg

pam

CAP

pam-anx

pam-capa

pam-leg

pam-mea

pam-p46

pam-paes

pam-rec

pam-sda

pam-sob

2	As PAM submissions refer to Centrally Authorised products, the Product type 'Centralised' is selected automatically from the dropdown menu.	
3	The Submission Format is automatically selected as 'eCTD'	

Product Type:*

Centralised

Submission format:*

eCTD

4	Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle. Optionally enter any related sequence number to cross reference related submissions.	The sequence number is always a numeric value (range from 0000 to 9999)
5	Select the relevant 'PAM code' as provided in the PAM Submission Form Please note: the PAM submission form should be provided within the eCTD submission package in the same folder as the cover letter (EU M1 section 1.0)	PAM submission form is available here . More information on the use of PAM submission form can be found from the Post-Authorisation Guidance on PAMs – See ' How should I structure my PAM submission dossier '.

Select Pam Code:*

PRAC CHMP 74 Days PAM (H)

No selection

PASS NII Protocol CAT PRAC CHMP 74 Days PAM (H)

PASS NII Protocol PRAC CHMP 74 Days PAM (H)

PASS NINI Protocol CAT PRAC CHMP 74 Days PAM (H)

PASS NINI Protocol PRAC CHMP 74 Days PAM (H)

PASS II Protocol CAT PRAC CHMP 74 Days PAM (H)

PASS II Protocol PRAC CHMP 74 Days PAM (H)

PASS INI (107) submission PRAC only 60 Days (H)

CAT CHMP 60 Days PAM (H)

CAT PRAC CHMP 74 Days PAM (H)

P46 CAT CHMP 60 Days PAM (H)

P46 CHMP only 60 days PAM (H)

CHMP only 60 Days PAM (H)

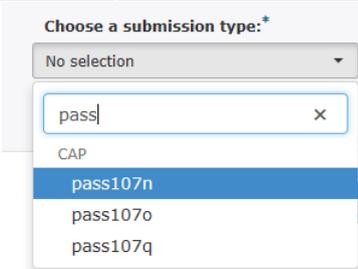
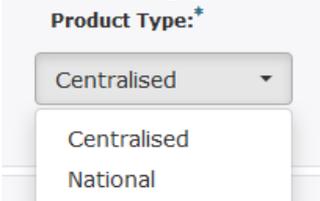
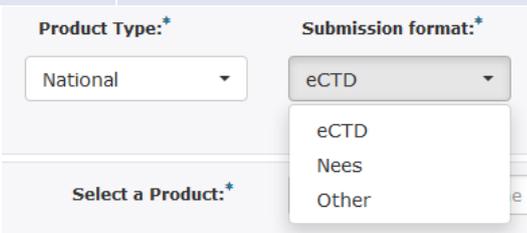
PRAC CHMP 74 Days PAM (H)

6	Search for the relevant product by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered.	It should be noted that the submissions cannot be 'grouped'. Each eCTD sequence will need to be submitted separately with its own delivery file.
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Select a Product:*

7	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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4.7. Create delivery file for PASS 107n, 107o and 107q submission for Nationally Authorised Products (human only)

Step	Description	Notes
1	Select 'pass107n', 'pass107o' or 'pass107q' from the regulatory activities list (submission type). Select the 'submission-unit' from the list. This should in most cases be 'initial' or 'response'.	
		
2	As the PASS 107 submissions may contain either Centrally or Nationally Authorised products, it is important to ensure that the correct 'Product type' is selected from the dropdown menu.	
		
3	If Product type 'National' is selected the submission format also needs to be selected. Please ensure that you submit in the format that the product lifecycle is in the National Competent Authority, this should now be in most cases eCTD.	
		
4	Enter the submission eCTD sequence number. This number should always be the next sequential number in the product lifecycle. Optionally enter any related sequence number to cross reference related submissions.	The sequence number is always a numeric value (range from 0000 to 9999)
5	The relevant 'PAM code' is automatically selected when PASS 107n, 107o or 107q is selected	The system only allows selection of PAM codes that are relevant for PASS submissions. PAM submission form is available here . More information on the use of PAM submission form can

		<p>be found from the Post-Authorisation Guidance on PAMs – See 'How should I structure my PAM submission dossier'. Please note that the PAM submission form should be provided within the eCTD submission package in the same folder as the cover letter (EU M1 section 1.0)</p>
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Select Pam Code: * 

PASS INI (107) submission PRAC only 60 Days (H) ▾

6	<p>For non-initial submissions (validation-response, response etc), for NAPs only, the users should now select the relevant PASS Procedure number from the dropdown list.</p> <p>If the PASS number is not available from the list, please use the tick box to allow manual entry of the number.</p>	<p>An auto-complete textbox appears with the available procedure numbers retrieved from the database of FM_PASS FileMaker App</p>
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Select Pass Procedure No:

EMEA/H/W/PSA/S/12234

EMEA/H/CN/PSR/S/9998856

EMEA/H/N/PSA/S/45678

EMEA/H/N/PSA/S/444669

EMEA/H/N/PSA/S/125436

EMEA/H/C/PSA/S/34234234

EMEA/H/C/PSA/S/0034

EMEA/H/C/PSA/S/0035

EMEA/H/C/PSP/S/0066

Select a Product: *

[Generate delivery file](#)

Select Pass Procedure No: *

Please tick this box if you cannot find the PASS number from the dropdown list and wish to manually enter the PASS number. Please ensure the number adheres to the correct format - EMEA/H/X/PSX/X/1234 or EMEA/H/X/PSX/X/1234.12

7	<p>Search for the relevant product(s) by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered.</p> <p>The list of Nationally Authorised Products with retrieved from XEVDMP (Art. 57 database).</p>	<p>It is possible to select more than one product name from the list to ensure that all products and presentations are selected.</p> <p>It should be noted that the submissions cannot be</p>
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'grouped' each eCTD or NeeS sequence will need to be submitted separately with its own delivery file.

Select a Product:*

- AVAXIM 80 U PEDIATRIC
- AVAXIM PEDIATRIC
- AVAXIM PEDIATRIQUE
- CLEEN ENEMA PEDIATRIC
- DAFALGAN PEDIATRIE
- DAFALGAN PEDIATRIQUE
- EFFERALGAN PEDIATRICO
- ELETTROLITICA EQUILIBRATA PEDIATRICA
- ELETTROLITICA EQUILIBRATA PEDIATRICA BAXTER
- ELETTROLITICA EQUILIBRATA PEDIATRICA BIOINDUSTRIA

Select worksharing number:*

Generate delivery file

8 Expand the product details by clicking anywhere in the field with the selected product name and proceed to filter and select the relevant products/presentations. Multiple criteria may be used to filter the product selection.

The product EV code is now also available to help the selection of the correct product/presentation.

MAH name	Product full name	Country...	Authorisation No....	EV Code	EMA Product/MRP/DCP...
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459284	PRD4552363	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	LU	2009020171	PRD4564060	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5458989	PRD4552360	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459086	PRD4552361	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	2782381	PRD4552359	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	2782282	PRD4552358	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459185	PRD4552362	SE/H/0153/001

Total Items: 44

9 You can select all products/presentations by clicking to the field next to 'MAH name' field. Alternatively, click individual lines to select relevant products/presentations.

At least one of the products/presentation must be selected.

MAH name	Product full name	Country...	Authorisation No....	EV Code	EMA Product/MRP/DCP...
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459284	PRD4552363	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	LU	2009020171	PRD4564060	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5458989	PRD4552360	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459086	PRD4552361	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	2782381	PRD4552359	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	2782282	PRD4552358	SE/H/0153/001
<input checked="" type="checkbox"/>	SANOFI PASTEUR EUROPE	PT	5459185	PRD4552362	SE/H/0153/001

Total Items: 44 (Selected Items: 3)

10 Close the selection by clicking anywhere in the field with the product name and repeat the previous step to include all products/presentations for which a single submission sequence has been prepared for.

✕	PENTAVAC	➤
✕	PENTAXIM	➤

11	Users now must add the Purchase Order Number for each selected Marketing Authorisation Holder.	For Human submissions only. Applicable when Submission unit is "initial" and the Product type is "National"
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MAH name: MERCK SHARP & DOHME BV

Purchase Order number*

Contact person*

Contact person email*

Applicants and marketing authorisation holders requiring a purchase order number or similar references on their invoice are encouraged to issue a standing (blanket) purchase order covering all marketing authorisation and/or pharmacovigilance fees levied by the Agency for a given period and to provide such reference to the Agency's accounts receivable service at accountsreceivable@ema.europa.eu. Alternatively, such reference can be provided here.

12	Please add the contact person name and email address in the mandatory fields	This person will be the recipient of any communication from EMA throughout the procedure.
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Contact person*

Contact person email*

Enter person name

Enter email address

Please provide the email address of the person who is the responsible contact for this particular procedure. This person will be the recipient of any communication from EMA throughout this procedure.

13	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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4.8. Create delivery file for Medical Devices (human only)

Step	Description	Notes
1	<p>Select the relevant submission type from the regulatory activities list e.g. MAA or var-type2.</p> <p>Select the 'submission-unit' from the list.</p>	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Choose a submission type:*</p> <div style="border: 1px solid #ccc; padding: 2px;">var-type1b</div> </div> <div style="width: 30%;"> <p>Choose a Submission-Unit*</p> <div style="border: 1px solid #ccc; padding: 2px;">initial</div> </div> <div style="width: 30%;"> <p>Mode:*</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">WS</div> <div style="font-size: 0.8em;">▼</div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Single Product</p> <p>WS</p> </div> </div> </div> <p style="text-align: center; font-size: 0.8em; margin-top: 5px;">*Denotes mandatory fields</p> </div>		
2	<p>The Product type cannot be changed and must always be 'Centralised'.</p> <p>Please ignore 'submission format' eCTD when creating the delivery file for Medical device submissions. The system will automatically update this field to 'other' once the medical device has been selected from the product selection menu.</p> <p>Enter the submission sequence number. This number should always be the next sequential number in the product lifecycle. For initial MAA submissions this is normally 0000.</p> <p>Optionally enter any related sequence number to cross reference related submissions.</p> <p>When creating delivery file for initial MAA submission for medical device, please indicate using a tick box that the product is a medical device.</p> <p>When creating the submission sequence for medical devices, it is important to name the 'sequence' using the same 'sequence' number as indicated in the delivery file even if the submission is in non-eCTD format.</p>	<p>Medical devices have EMA number EMEA/H/D/000123. The system will automatically change the submission format to 'other' when product with H/D product number is selected</p>

Example: initial maa for Medical device

Select a Product:* COOK IVF cell media-H002391 ✕

Product EMA number: H002391
Product short name: COOK IVF cell media
ATC Code:
INN: human albumin
MAH: Det Norske Veritas (DNV)
Medical Device Related Consultation:

Example: delivery file for any subsequent submission for medical device

3	Once the product is selected or in case of initial maa submission, the tick box has been ticked, the 'submission format' automatically changes to 'other' to allow medical device format submission.
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4	For post-authorisation activities, excluding the initial sequence for each post-authorisation procedure, please select the procedure number from the list of procedures	If you cannot find the procedure number from the list, please contact the EMA service desk for Human variations
---	---	---

5	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
---	---	--

4.9. Clinical data publication redacted proposal (human only)

Step	Description	Notes
1	<p>Select 'clin-data-pub-rp' from the regulatory activities list (submission type). The 'submission unit' initial is automatically selected and should not be changed. Mode is always 'single product'</p> <p>Product type is always 'centralised' and the submission format is always 'eCTD'.</p> <p>Relevant sequence number must be entered. Optionally enter any related sequence number to cross reference related submissions.</p> <p>Please indicate that the clinical reports submitted for evaluation are the same as those submitted for publication. This is a mandatory tick box.</p> <p>Select the relevant product. Select the appropriate procedure number from the predefined list. Generate the delivery file.</p>	

Choose a submission type:*
Choose a Submission-Unit*
Mode:*

*Denotes mandatory fields

Submission: clin-data-pub-rp

Product Type:*
Submission format:*
Sequence number: *
Related sequence:

Confirmation that the clinical reports submitted for scientific evaluation are the same as those submitted for publication, in the Redaction proposal and Final Redacted Versions, except for the redactions: *

Select a Product:*

Product EMA number: EMA/H/C/002108
 Product short name: Methylthioninium chloride Proveblue
 ATC Code: V03AB17
 INN: METHYLTHIONINIUM CHLORIDE
 MAH: Provepharm SAS

Select a Procedure Number:

4.10. Clinical data publication final version (human only)

Step	Description	Notes
1	<p>Select 'clin-data-pub-fv' from the regulatory activities list (submission type). The 'submission unit' initial is automatically selected and should not be changed. Mode is always 'single product'</p> <p>Product type is always 'centralised' and the submission format is always 'eCTD'.</p> <p>Relevant sequence number must be entered. Optionally enter any related sequence number to cross reference related submissions.</p> <p>Please indicate if the final version is complete or partial using the mandatory selection.</p> <p>A partial "Final Redacted Version" package, where the documents are redacted according to the applicant/MAH views may be submitted where an agreement with EMA wasn't reached and the applicant decided to apply for interim relief against an EMA decision to publish the documents without accepting the redactions which are still controversial. The applicant will confirm, in the text of the cover letter, which redactions (page, line) have been made. In the event that interim relief is sought against the EMA decision, the EMA will publish the partial "Final Redacted Version". When a final decision is issued, the applicant shall submit a "Final Redacted Version".</p> <p>Select the relevant product. Select the appropriate procedure number from the predefined list. Generate the delivery file.</p>	<p>'Partial' final version should only be submitted in exceptional situations.</p>

Choose a submission type:
Choose a Submission-Unit:
Mode:

*Denotes mandatory fields

Submission: clin-data-pub-fv

Product Type:
Submission format:
Sequence number:
Related sequence:

Clinical data for publication - Final Version:
 Complete
 Partial

Select a Product:

Product EMA number: EMA/H/C/004514
 Product short name: Ilumetri
 ATC Code: L04AC17
 INN: TILDRAKIZUMAB
 MAH: Almirall S.A

Select a Procedure Number:

No selection
 EMA/H/C/004514/II/0005/G
 EMA/H/C/004514/0000

[Generate delivery file](#)

4.11. Risk Management Plan (RMP) (human only)

Step	Description	Notes
1	<p>Select 'rmp' from the regulatory activities list (submission type). Please select the relevant 'submission unit' from the list. Mode is always 'single product'</p> <p>Product type is always 'centralised' and the submission format is always 'eCTD'.</p> <p>Relevant sequence number must be entered. Optionally enter any related sequence number to cross reference related submissions.</p> <p>Please provide the RMP version number for example 2.0 or 13.</p> <p>Please select the product and generate the delivery file.</p> <p>It should be noted that users can also identify whether a Risk Management Plan is included for the following type of submissions: MAA; Variation Type IA; Variation Type IAIN; Variation Type IB; Variation Type II; Extension; PAM; Renewal</p>	

Choose a submission type:*

Choose a Submission-Unit*

Mode:*

*Denotes mandatory fields

Submission: rmp

Product Type:*

Submission format:*

Sequence number: *

Related sequence:

RMP version Number

5. Create delivery file screen – Referrals

Referrals containing products for **Human** Use only: EMA is working to include the information currently provided in the Referral cover letter in to the XML delivery file to remove the need for a separate cover letter in future. The Contact person details, customer number and purchase order number fields for fee related referrals are now included in the XML delivery file. This approach will be further expanded for other procedure types with intention to remove the use of the Formatted Table Template. This change is **not** applicable to Veterinary referrals.

Choose a submission type: *

Choose a Submission-Unit: *

Choose a Submission description: *

Mode: * ⓘ

*Denotes mandatory fields

Submission: referrals

Referrals Article*

Product Type:*

Submission format:*

Sequence number:*

Select a Referral: *

Procedure number:
 Procedure name:
 EMA Referral Number:

Select a Product(CAPs): *

Product EMA number:
 Product short name:
 MAH:

Is this fee related ?

Customer number: * ⓘ

Purchase Order number: ⓘ

5.1. Create delivery file for Referrals reviewed by the CHMP containing Centrally Authorised Products (CAPs) – Art. 20 and Articles 5(3), 31 and 107i

Step	Description	Notes
1	Select Submission type 'Referrals' Select the 'submission-unit' from the list. The submission mode is always single product.	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 22%;">Choose a submission type: * <input type="text" value="referrals"/></div> <div style="width: 22%;">Choose a Submission-Unit* <input type="text" value="initial"/></div> <div style="width: 22%;">Mode: * <input type="text" value="Single Product"/></div> </div>		
1.1	If submission unit is "response", then indicate the type of response by selecting a value from the submission description	For both Human & Veterinary submissions

Choose a submission type:* referrals	Choose a Submission-Unit* response	Choose a Submission description* No selection	Mode:* Single Product
*Denotes mandatory fields			
Submission: referrals			

2	If you select Article20 from the dropdown list. The Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'. Enter the submission eCTD sequence number.	The sequence number is always a numeric value (range from 0000 to 9999)
---	--	---

Submission: referrals

Referrals Article* Article20	Product Type:* Centralised	Submission format:* eCTD	Sequence number: * 0057
---------------------------------	-------------------------------	-----------------------------	----------------------------

3	If you are selecting Article5(3), Article31 or Article107i from the dropdown list, select the procedure type 'Centralised'. If Centralised is selected the submission format cannot be changed and must always be 'eCTD'. Enter the submission eCTD sequence number.	The sequence number is always a numeric value (range from 0000 to 9999)
---	--	---

Submission: referrals

Referrals Article* Article5(3)	Product Type:* Centralised	Submission format:* eCTD	Sequence number: * Enter sequence no.
-----------------------------------	-------------------------------	-----------------------------	--

Or

Referrals Article* Article31	Product Type:* Centralised	Submission format:* eCTD	Sequence number: * Enter sequence no.
---------------------------------	-------------------------------	-----------------------------	--

Or

Referrals Article* Article107i	Product Type:* Centralised	Submission format:* eCTD	Sequence number: * Enter sequence no.
-----------------------------------	-------------------------------	-----------------------------	--

4	Select the referral procedure by typing the article, the referral number or the product/active substance name. The more you type the more the selection is filtered. Avoid using dash (-) in the search field.	Please note that the search does not recognise dash (-) symbol. Please search using the referral number for example 1234.
---	---	---

Select a Referral: *

Select a Product(CAPs):*

- EMEA/H/A29(4)/1123-Gluscan_A29(4)/1123
- EMEA/H/A29(4)/1238-Levact_A29(4)/1238
- EMEA/H/A31/1232-Strong opioids_A31/1232
- EMEA/H/A31/1238-Fibrates_A31/1238

or

Select a Referral: *

EMA Referral Number:

5 Search for the relevant product by typing any part of the product name or EMEA product number in the 'Select product' field. The more you type the more the list filtered.

Select a Product: *

Generate delivery file

- Helicobacter Test INFAl-EMEA/H/C/000140
- Pylobactell-EMEA/H/C/000151
- ReFacto AF-EMEA/H/C/000232
- Tractocile-EMEA/H/C/000253
- Actos-EMEA/H/C/000285
- Nonafact-EMEA/H/C/000348
- Actrapid-EMEA/H/C/000424
- Actraphane-EMEA/H/C/000427
- Competact-EMEA/H/C/000655
- Tandemact-EMEA/H/C/000680
- Mepact-EMEA/H/C/000802
- RoActemra-EMEA/H/C/000955
- Topotecan Actavis-EMEA/H/C/001031

6 If the referral procedure is fee related, please tick the box 'Is this fee related?' to expand the section. The Customer number is pre-filled using the MAH customer number from EMA product database; however, it can be manually changed if it is incorrect. Mandatory Purchase Order number must be included. Please include the SAP Customer Number and purchase order number if applicable for fee related Referral procedures.

Select a Product(CAPs):*

Is this fee related ?

Customer number: *

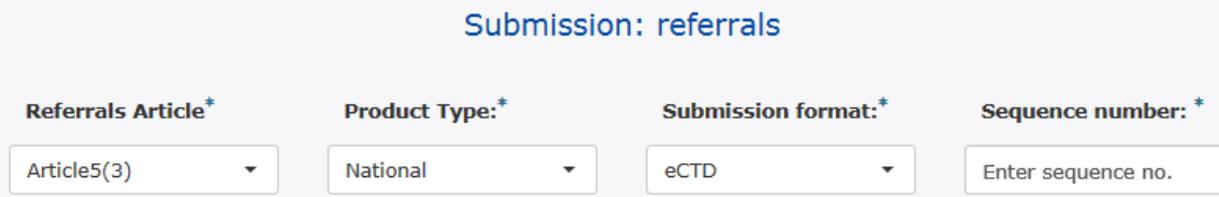
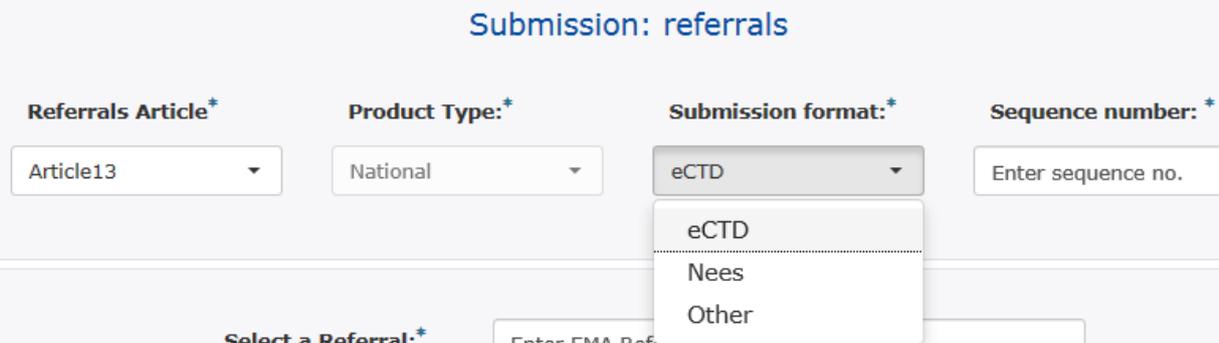
Purchase Order number: *

Generate delivery file Reset form

Applicants and marketing authorisation holders requiring a purchase order number or similar references on their invoice are encouraged to issue a standing (blanket) purchase order covering all marketing authorisation and/or pharmacovigilance fees levied by the Agency for a given period and to provide such reference to the Agency's accounts receivable service at accountsreceivable@ema.europa.eu. Alternatively, such reference can be provided here.

7 Click 'Generate delivery file' and save the delivery file on your computer. The delivery file should not be amended or re-named.

5.2. Create delivery file for Referrals reviewed by the CHMP containing Nationally Authorised Products (NAPs) – Articles 5(3), 31, 107i and Articles 13, 16C-1-C, 16-C-4, 29(4), 30 and 29 Paediatric

Step	Description	Notes
1	Select Submission type 'Referrals' Select the 'submission-unit' from the list. The submission mode is always single product.	
		
1.1	If submission unit is "response", then indicate the type of response by selecting a value from the submission description	For both Human & Veterinary submissions
		
2	Select the relevant article (5(3), 31 or 107i Select the 'Product type' National from the dropdown list. The submission format may be changed to eCTD, NeesS or Other	
<p style="text-align: center;">Submission: referrals</p> 		
3	If you select Articles 13, 16C-1-C, 16-C-4, 29(4), 30 or 29 Paediatric) from the dropdown list the product type is always 'National' for these procedures. The submission format may be changed to eCTD, NeesS or Other	
<p style="text-align: center;">Submission: referrals</p> 		
4	Enter the submission sequence number. This number should always be the next sequential number in the product	

	lifecycle. If the submission is in 'other' format you may enter 0000 in the sequence number field	
5	Select the correct referral procedure number by typing the article, the referral number or the product/active substance name. The more you type the more the selection is filtered. Avoid using dash (-) in the search field.	Please note that the search does not recognise dash (-) symbol. Please search using the referral number for example 1234.

6	Search for the relevant product(s) by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered. The list of Nationally Authorised Products with retrieved from XEVDMP (Art. 57 database).	It is possible to select more than one product name from the list to ensure that all products and presentations are selected.
---	---	---

7	Expand the product details by clicking anywhere in the field with the selected product name and proceed to filter and select the relevant products/presentations. Multiple criteria may be used to filter the product selection.	
---	---	--

MAH name	Product full name	Country...	Authorisation No....	EV Code	EMA Product/MRP/DCP...
<input type="checkbox"/>					
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459284	PRD4552363 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac, poudre et suspension injec...	LU	2009020171	PRD4564060 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5458989	PRD4552360 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459086	PRD4552361 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782381	PRD4552359 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782282	PRD4552358 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459185	PRD4552362 SE/H/0153/001

Total Items: 44

8 You can select all products/presentations by clicking to the field next to 'MAH name' field. Alternatively, click individual lines to select relevant products/presentations.

At least one of the products/presentation must be selected.

MAH name	Product full name	Country...	Authorisation No....	EV Code	EMA Product/MRP/DCP...
<input type="checkbox"/>					
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459284	PRD4552363 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac, poudre et suspension injec...	LU	2009020171	PRD4564060 SE/H/0153/001
<input checked="" type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5458989	PRD4552360 SE/H/0153/001
<input checked="" type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459086	PRD4552361 SE/H/0153/001
<input checked="" type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782381	PRD4552359 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	2782282	PRD4552358 SE/H/0153/001
<input type="checkbox"/>	SANOPI PASTEUR EUROPE	Pentavac Vacina adsorvida contra a d...	PT	5459185	PRD4552362 SE/H/0153/001

Total Items: 44 (Selected Items: 3)

9 Close the selection by clicking anywhere in the field with the product name and repeat the previous step to include all products/presentations for which a single submission sequence has been prepared for.

✕
➤
PENTAVAC

✕
➤
PENTAXIM

10 If the procedure contains non-authorized product(s) or herbal product(s) tick the box and provide a single 'lead' product name in the 'Product name' field and the applicant/company name in the 'Applicant name' field. If multiple products are included, the product details for the additional products can be included in the free text field

Note: Do not duplicate/repeat the 'lead' product details in the free text field if they are already entered in the Product name field.
Note: If any authorized products are included in the same delivery file, please do not provide Lead product details. The 'first' NAP included in the delivery file will be considered as the 'lead' product.

Non-authorized product(s)/Herbal product(s)

Enter additional products, excluding the lead product. Lead product and applicant name should be provided in

500 characters remaining.

Product name:*

Applicant name:*

Example:

<input type="text" value="WonderTablet 10mg"/> <input type="text" value="WonderCapsule 15mg"/>		Product name:* <input type="text" value="WonderPill 10mg"/>						
		Applicant name:* <input type="text" value="Drugs Ltd"/>						
11	Provide the contact person details for the referral.	Note: Please provide the contact details for the contact person during the referral procedure						
<table border="1"> <tr> <td>Contact person*</td> <td>Phone number*</td> <td>Contact email*</td> </tr> <tr> <td><input type="text" value="Enter person name"/></td> <td><input type="text" value="Use format +countrycode xxxxxxxxxx"/></td> <td><input type="text" value="Enter email"/></td> </tr> </table>			Contact person*	Phone number*	Contact email*	<input type="text" value="Enter person name"/>	<input type="text" value="Use format +countrycode xxxxxxxxxx"/>	<input type="text" value="Enter email"/>
Contact person*	Phone number*	Contact email*						
<input type="text" value="Enter person name"/>	<input type="text" value="Use format +countrycode xxxxxxxxxx"/>	<input type="text" value="Enter email"/>						
12	If the referral procedure is fee related, please tick the box 'Is this fee related?' to expand the section. Please provide the EMA SAP Customer number and the purchase order number							
<table border="1"> <tr> <td><input checked="" type="checkbox"/> Is this fee related ?</td> <td>Customer number:* <input type="text" value="00006"/></td> <td>Purchase Order number:* <input type="text" value="Enter purchase order number"/></td> </tr> </table>			<input checked="" type="checkbox"/> Is this fee related ?	Customer number:* <input type="text" value="00006"/>	Purchase Order number:* <input type="text" value="Enter purchase order number"/>			
<input checked="" type="checkbox"/> Is this fee related ?	Customer number:* <input type="text" value="00006"/>	Purchase Order number:* <input type="text" value="Enter purchase order number"/>						
13	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.						

5.3. Create delivery file for Veterinary Referrals reviewed by the CVMP¹ for Centrally or Nationally Authorised Products

Step	Description	Notes
1	Click on the 'Veterinary' button to enter the vet submissions domain. Select Submission type 'referrals'. Select the 'submission-unit' from the list. Select relevant submission-unit i.e. response or additional-information. The submission mode is disabled and shows always 'Single product.'	In most cases, the first referral package submitted by a MAH is a response to a referral list of questions. For this purpose submission-unit 'response' should be used.

Choose a submission type:* <input type="text" value="referrals"/>	Choose a Submission-Unit:* <input type="text" value="No selection"/> <ul style="list-style-type: none"> No selection initial validation-response response additional-info closing consolidating corrigendum reformat 	Mode:* <input type="text" value="Single Pro"/>	If submission unit is "response", then indicate the type of response by selecting a value from the submission description
Referrals Article * <input type="text" value="Nothing selected"/>	on format:*		

¹ Committee for Medicinal Products for Veterinary Use. For more information concerning referrals reviewed by the CVMP, see the [Veterinary Regulatory Referral Guide](#).

2 Select Referral Article from the dropdown list.

The system will only allow selection of a Product Type that is relevant for the selected Referral Article as follows:

- Article 13 -> National (only)
- Article 30(3)-> Centralised or National
- Article 33(4) -> National (only)
- Article 34 -> National (only)
- Article 35 -> National (only)
- Article 78 -> National (only)

Note that Article 45 procedure submissions should now be submitted following the steps described in point 4.1.1. Create delivery file.

3 Select Product type from the dropdown list in accordance with the status of the product to which your submission relates. This can either be 'Centralised' or 'National'.

Please note that for multiple product submissions you will not be able to change the mode 'single product'. The submission will be accepted despite this limitation.

4	Select Submission format from the dropdown. This can either be 'VNees' or 'Other'.	If CTD is used for part II of a VMP dossier, the submission format to select is "VNees".
---	--	--

Submission: referrals

Referrals Article * **Product Type: *** **Submission format: ***

5	In the Referral field, enter the specific referral number assigned to this procedure. This is a 3 digit number in format: EMEA-V-A-123.	Enter the three digits in the number field.
6	In the Product/referral name field, enter the specific name assigned to this procedure. This name can be found on the letter from the Agency regarding the Start of the procedure and a List of Questions (eg. 'VMPs for pigs containing zinc oxide').	Enter the product or referral name in the free text field.
7	In the MAH Name field enter the name of the marketing authorisation holder of the product to which the submission relates.	Enter the MAH name in the free text field.

Referral: *

EMA Referral Number: EMEA-V-A-123

Product/referral name: *

MAH Name: *

8	Confirm the details are correct. Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
---	--	--

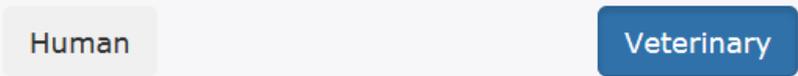
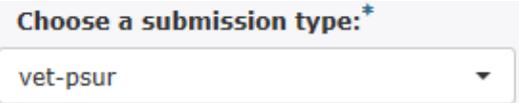
6. Create delivery file screen PSUR (Periodic Safety Update Report)

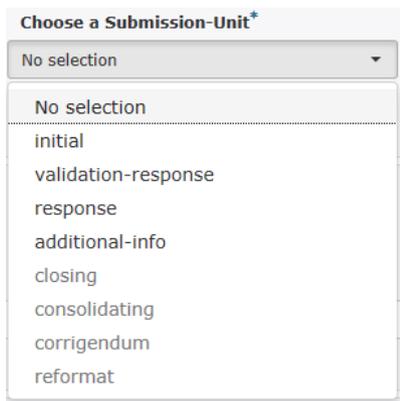
6.1. Create delivery file for human PSUR submissions

Note: Please note that all Human PSUR submissions, included in the EU PSUR Single Assessment (PSUSA) or outside the single assessment (non-EU PSUR single assessment) should be submitted to the PSUR Repository. The only exception to this is PSURs for products authorised under Art. 58 (WHO). For PSUR submissions for product authorised under Article 58 (WHO) follow instructions in section 4. Create delivery file scree Centralised Procedure.

For all other PSUR/PSUSA submissions for Human products, select PSUR/PSUSA from the dropdown menu and the system automatically takes the user to the XML delivery file creation screen for PSUR submissions (for submissions to the PSUR Repository). More information on the Human PSUR/PSUSA submissions can be found from the [PSUR Repository website](#).

6.2. Create delivery file for veterinary PSUR submissions

Step	Description	Notes
1.	Select Domain 'Veterinary'	
		
2.	Select Submission type 'vet-PSUR'	
		
3.	Select relevant Submission-Unit in accordance with the definitions given on page 9 and 10 of this document. Note that not all types of submission-unit may be applicable to PSURs and hence some will have been disabled and cannot be used.	<p>Submission-unit 'initial' should be used in case of submitting a particular PSUR to the Agency for the first time. For responses, select 'response'.</p> <p>In case the submission unit is 'response' submission description 'Responses to RSI' is automatically selected.</p>



Human
Veterinary

Choose a submission type:^{*} Choose a Submission-Unit^{*} Choose a Submission description^{*} Mode:^{*} ⓘ

vet-psur response Responses to RSI Single Product

*Denotes mandatory fields

4.	Select the 'Mode' <ul style="list-style-type: none"> Single Multiple CAPS 	For submission of multiple CAPs from 1 January 2018, a separate XML delivery file must be created and a separate submission made for each of the CAP included in the procedure. An identical package covering all relevant products should be submitted for each, with only the XML delivery file changing for each product. Note however that such submissions must be pre-agreed with EMA beforehand.
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Mode:^{*}

Single Product ▼

Single Product

Multiple CAPS

5.	The Product type cannot be changed and must always be 'Centralised'. The submission format may be chosen from the following options:	
----	--	--

Submission: vet-psur

Product Type:^{*} **Submission format:^{*}**

Centralised VNees (pharmaceutical product) v2.6

Select a Product:^{*} Enter product

VNees (pharmaceutical product) v2.6
 VNees (immunological product) v2.6
 Other

6.	Search for the product by typing any part of the product name or EMEA product number in the 'Select product' field. The more you type the more the list is filtered.	Enter the name of the CAP for Single or 'lead' CAP for procedure that contains multiple CAPs
----	--	--

7. Select 'Period Covered' by selecting the correct date range from the dropdown menu. You can only submit a PSUR when one is due and the date range is available in the user interface.

If you have been requested to submit a PSUR but cannot find the 'period covered' in the system, please contact vet.applications@ema.europa.eu.

8. Provide contact email address if the sender is different from the QQPV. This email address will be used for all communication between the MAH and the EMA regarding this PSUR Procedure.

If the PSUR is submitted by the QQPV, please leave this field empty.

9. Click 'Generate delivery file' and save the delivery file on your computer.

The delivery file should not be amended or re-named.

7. Create delivery file screen – Maximum Residue Limit (MRL) applications (veterinary only)

7.1. Create delivery file for MRL submissions

Step	Description	Notes
1	Select Domain 'Veterinary'	

Human

Veterinary

2	Select Submission type in accordance with definitions presented on page 8 and 9 of this document: mrl-extension mrl-extrapolation mrl-full mrl-modification	
---	---	--

MRL

MRL extension

MRL extrapolation

MRL full

MRL modification

3	Select relevant Submission-Unit in accordance with definitions presented on page 9 and 10 of this document. Note that not all types of submission-unit may be applicable to MRLs and hence some will have been disabled and cannot be used.	Submission-unit 'initial' should be used always when submitting any of the MRL types to the Agency for the first time. For responses, select 'response'.
---	---	--

Choose a Submission-Unit: *

No selection

No selection

initial

validation-response

response

additional-info

closing

consolidating

corrigendum

reformat

For response submissions, please select the relevant Submission description from the dropdown list

Choose a Submission-Unit:*	Choose a Submission description:*
response	No selection
	No selection
	List of Questions
	List of Outstanding Issues
	After Provisional MRL

*Denotes mandatory fields

5	Select the substance by typing the name in field and selecting from the list of available substances	If you are unable to find the substance, please contact vet.applications@ema.europa.eu
6	For MRLs the Submission Format is always VNeS. This field is automatically filled and cannot be changed by the user.	
7	Select the relevant Procedure number by typing any part of the procedure number in the field and select the relevant procedure. In case the Submission-unit is 'initial', the procedure number is not yet available. Please tick "Procedure number not assigned".	

Procedure number:*

No selection

No selection

EMEA/V/MRL/005009/FULL/0002

EMEA/V/MRL/005009/FULL/0001

or

Procedure number:*

Enter procedure No.

Procedure number not assigned:

8	For submission unit 'initial' Customer number and Purchase Order number are mandatory fields	
---	--	--

<p>VNeS</p> <p>Customer number:* ⓘ</p> <p>00005</p>	<p>The Agency issues invoices to the applicant associated with the customer account number. You must quote your customer number if your submission relates to an initial submission for a full MRL, extension, modification or extrapolation of existing MRLs. For any other queries related to customer number please contact accountsreceivable@ema.europa.eu</p>	<p>Purchase Order number:* ⓘ</p> <p>Enter purchase order number</p> <p>Reset form</p>	<p>Applicants and marketing authorisation holders requiring a purchase order number or similar references on their invoice are encouraged to issue a standing (blanket) purchase order covering all marketing authorisation and/or pharmacovigilance fees levied by the Agency for a given period and to provide such reference to the Agency's accounts receivable service at accountsreceivable@ema.europa.eu. Alternatively, such reference can be provided here.</p>
--	---	--	--

9	Confirm the details are correct. Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
---	--	--

8. Create delivery file screen – ASMF

Human **Veterinary**

Choose a submission type:* Choose a Submission-Unit* Mode:*

*Denotes mandatory fields

Submission: asmf

Product Type:* Submission format:* Sequence number:*

Select ASMF:*

Please tick this box if you cannot find the ASMF number from the dropdown list and wish to manually enter the ASMF number. Please ensure the number adheres to the correct format - EMEA/ASMF/XXXXX or EU/ASMF/XXXXX

ASMF number:
Substance name:

Select a Product:*

Product EMA number:
Product short name:

Human
Veterinary

Choose a submission type:* Choose a Submission-Unit* Mode:* ⓘ

asmf ▼

initial ▼

Single Product ▼

*Denotes mandatory fields

Submission: asmf

Product Type:*
Centralised ▼

Submission format:*
VNe5S ▼

Select a Product:* ✕

Product EMA number: EMA/V/C/002497
Product short name: Inflacam

Select ASMF:*

Please tick this box if you cannot find the ASMF number from the dropdown list and wish to manually enter the ASMF number. Please ensure the number adheres to the correct format - EMA/ASMF/XXXXX or EU/ASMF/XXXXX

ASMF number:

Select a Procedure Number:

8.1. Create delivery file for ASMF

Note: Please note that there are some issues with ASMF number availability for limited number of ASMF procedures. If you are unable to find the ASMF number from the list you can manually enter the ASMF number if you tick the box to indicate .

Step	Description	Notes
1	Select Submission type 'ASMF'	
	<p style="margin: 0;">Choose a submission type:*</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; margin: 0;">asmf ▼</div>	
2	Select relevant Submission-Unit	Submission-unit 'initial' should be used both in case of submitting an ASMF to the Agency for the first time, as well as when submitting an updated version of an ASMF

already held by the Agency (within the context of starting a variation procedure).

Choose a Submission-Unit*

initial

- No selection
- initial
- validation-response
- response
- additional-info
- closing
- consolidating
- corrigendum
- reformat

- 3 Select the 'Mode'
- Single
 - Various CAPS
 - Various CAPS and NAPS

Mode:*

various CAPS and NAPS

- Single Product
- various CAPS
- various CAPS and NAPS

- 4 **Human domain:**
The Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'. Enter the submission eCTD sequence number.
- Veterinary domain:**
The Product type cannot be changed and must always be 'Centralised'. The submission format may be chosen from the two options: 'VNees' or 'Other'.

The sequence number is always a numeric value (range from 0000 to 9999)

Select 'Other' for ASMFs in CTD structure.

Human ASMF options:

Submission: asmf

Product Type:* **Submission format:*** **Sequence number:***

Centralised eCTD Enter sequence no.

Veterinary ASMF options:

Submission: asmf

Product Type:*

Centralised

Submission format:*

VNeoS

VNeoS

Other

5	<p>Select the ASMF procedure by typing the EU or EMEA ASMF number or the active substance name. The more you type the more the list is filtered. The easiest way to search is by typing just the numbers without EU or EMA prefix and then selecting the correct ASMF number from the list.</p> <p>If users are unable to find the appropriate ASMF procedure number from the predefined list they can manually enter the ASMF number by ticking the box. Please ensure that the number is in the correct format.</p>	<p>The ASMF holder should request and Agency ASMF reference number from the EMA service desk up to two weeks before submitting a complete ASMF, or an update to an already submitted ASMF.</p> <p>For Veterinary ASMF submissions the product selection is before the ASMF procedure selection due to data protection reasons.</p> <p>For Veterinary ASMF procedures for unauthorised products, only the ASMF procedure number without the active substance is shown.</p>
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ASMF Selection from Predefined List:

Select ASMF:*

eu/ASMF/01083-AMIKACIN SULFATE

Select a Product:*

- EU/ASMF/01083-AMIKACIN SULFATE
- EU/ASMF/01148-BORTEZOMIB
- EU/ASMF/00032-CINACALCET
- EU/ASMF/00068-DAPTOMYCIN
- EU/ASMF/00053-DIMETHYL FUMARATE
- EU/ASMF/00048-EDOTREOTIDE

ASMF Manual field entry:

Select ASMF:*

Enter ASMF number(format EMEA/ASMF/XXXXX or EU/ASMF/XXXX)

Please tick this box if you cannot find the ASMF number from the dropdown list and wish to manually enter the ASMF number. Please ensure the number adheres to the correct format - EMEA/ASMF/XXXXX or EU/ASMF/XXXXX

ASMF number:

Substance name:

6	<p>Search for the product by typing any part of the product name or EMEA product number in the 'Select product' field. The more you type the more the list is filtered.</p> <p>For veterinary ASMFs supporting an initial MA application,</p>	<p>Enter the name of the CAP for Single or 'lead' CAP for procedure that contains multiple CAPs or multiple CAPs and NAPs.</p>
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start typing in the 'Select product' field any part of the product number e.g. 0001234.
For Veterinary ASMF submissions the product name will not be displayed for products which have not been authorised yet.

Please note that for Veterinary ASMF submissions the product name and the substance name which is a part of the ASMF number will not be displayed for products which have not been authorised yet.

Human product selection:

Veterinary product selection for ASMF:

7 Select procedure number from predefined list.

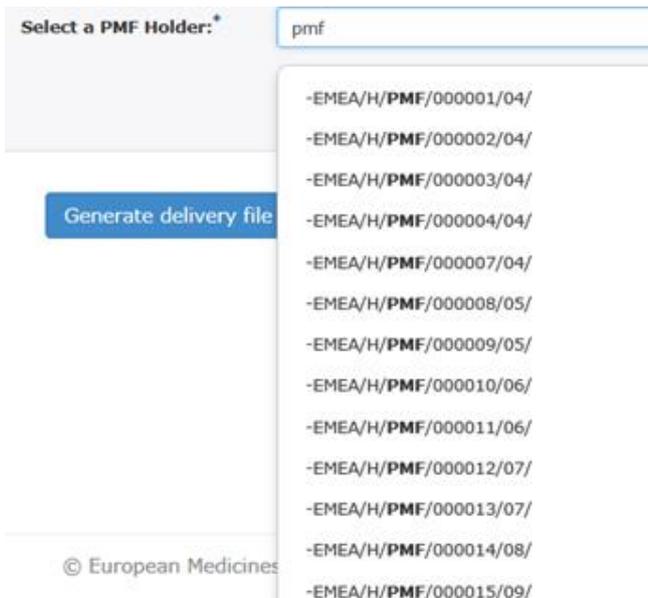
8 Click 'Generate delivery file' and save the delivery file on your computer.

The delivery file should not be amended or re-named.

9. Create delivery file screen – PMF

9.1. Create delivery file for PMF

Step	Description	Notes
1	Select Submission type 'PMF'. Submission mode is always single product.	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Choose a submission type:*</p> <input type="text" value="pmf"/> </div> <div style="width: 30%;"> <p>Choose a Submission-Unit*</p> <input type="text" value="initial"/> </div> <div style="width: 30%;"> <p>Mode:*</p> <input type="text" value="Single Product"/> </div> </div>		
2	Select relevant Submission-Unit	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Choose a Submission-Unit*</p> <input type="text" value="initial"/> <ul style="list-style-type: none"> No selection initial validation-response response additional-info closing consolidating corrigendum reformat </div>		
3	The Product type and the submission format cannot be changed and must always be 'Centralised' and 'eCTD'. Enter the submission eCTD sequence number.	The sequence number is always a numeric value (range from 0000 to 9999)
<div style="text-align: center; margin-bottom: 10px;"> <p>Submission: pmf</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Product Type:*</p> <input type="text" value="Centralised"/> </div> <div style="width: 30%;"> <p>Submission format:*</p> <input type="text" value="eCTD"/> </div> <div style="width: 30%;"> <p>Sequence number: *</p> <input type="text" value="Enter sequence no."/> </div> </div>		
4	Select the PMF procedure by typing the PMF number. The more you type the more the list is filtered.	



5 Click 'Generate delivery file' and save the delivery file on your computer.

The delivery file should not be amended or re-named.

10. Create delivery file screen – Paediatric submissions

A major change has been introduced to the delivery files for paediatric submissions in v3.7.3.0 in October 2020 to provide more information to speed and simplify the processing of incoming paediatric submissions and to provide search attributes for the paediatric submissions which will be included in the Common Repository in near future.

More information can be found from the Guidance on Paediatric submissions [here](#).

For any questions on technical issues, please contact [EMA service desk](#).

For Paediatric submissions please contact [ASK EMA](#).

10.1. Create delivery file for Paediatric submission

Step	Description	Notes
1	Select Submission type 'paediatric submissions' and proceed to select the relevant Procedure type and the relevant submission unit. Each submission should contain only a single 'regulatory activity' for example a submission should not contain both annual report and responses to PDCO request for information	Paediatric submissions covers all types of paediatric submissions e.g. Paediatric Investigation Plan (PIP) submissions, waivers, deferrals and modifications.
3	Depending on the selected Procedure type and the submission unit, you may need to select a Submission description.	

Choose a Procedure Type:*	Choose a Submission-Unit:*	Choose a Submission description:*
Paediatric Investigation Plan	Notification of change	No selection
*Denotes mandatory fields		
Submission: paediatric submissions		
Active Substance (INN):*	RPI:	

No selection
 Applicant change due to take-over by new legal entity
 Applicant particulars' change
 Authorised contact person change
 Public enquiry contact change
 Response to Day 30 PDCO discussion
 Response to Day 90 PDCO discussion

4	Enter the Procedure number. The procedure number is an alphanumeric value with a specific format. You can find this number from all procedural documents.	The PIP number field has been renamed to Procedure number and a format for the number is enforced
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Procedure number:* ⓘ

Paediatric procedure number is to be found on all procedural documents (EMA decision, PDCO opinion, Summary report) and communications sent to the applicant via EudraLink. It would have one of the following formats:
 EMEA-xxxxxx
 EMEA-xxxxxx-PIPxx-yy
 EMEA-xxxxxx-PIPxx-yy-Mxx
 EMEA-Cx-xxxxxx-PIPxx-yy-Mxx

5	Enter the Active substance (INN). Alternatively, you can enter the pharmacopoeia name, common name or exact scientific/chemical name.	More information can be found from the Guidance on Paediatric submissions .
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SUBMISSION

Active Substance (INN):* ⓘ

Recommended INN, EU Pharmacopoeia name, common name or exact scientific/chemical name in this order of descending preference.

6	You are also invited to provide the RPI in this new optional field.	More information on the Research Product Identifier and how to obtain one can be found from the IRIS website .
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RPI: ⓘ

Research Product Identifier:
iris.ema.europa.eu

7	For certain procedures you will be asked to provide the contact persons email address.	This contact person will be contacted in case the notification cannot be processed.
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Contact person's email address:* ⓘ

Please provide the email address of the person who is the responsible for this notification of change. This person will be the contacted of the Notification cannot be processed.

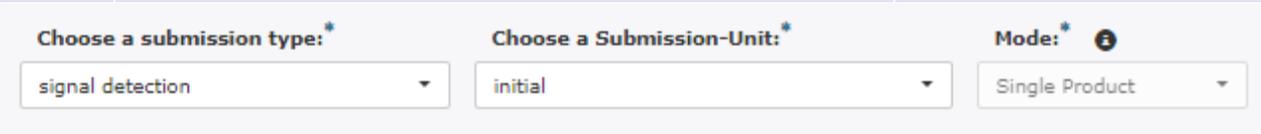
8	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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11. Create delivery file screen – Signal Detection (EPITT) submissions

Signal detection is performed by the EMA, Member States and MAHs. Member States, in collaboration with the EMA are responsible for EudraVigilance data monitoring for medicinal products authorised nationally (NAPs), including those approved via mutual recognition (MRP) and decentralised (DCP) procedures. For NAPs approved in more than one Member State, a worksharing has been organised whereby lead Member States have been appointed to monitor EudraVigilance data on behalf of the other Member States.

The responses should be submitted in English in eCTD format to the EMA within the timeline specified in the PRAC recommendation. The requested data should be submitted within the appropriate modules (e.g. 5.3.6. Reports of post-marketing experience) of the CTD.

11.1. Create delivery file for Signal Detection (EPITT) submission for Nationally Authorised Product (NAP)

Step	Description	Notes
1	Select submission 'Signal Detection' and submission unit 'initial'. The mode is always single.	
		
2	The product type is defaulted to National. Please enter the eCTD sequence number.	The number should be the next number is the eCTD lifecycle of the product. There should be no standalone eCTD lifecycles created for signal detection submissions.
		
3	Enter the 5-digit EPITT number as provided in the request sent by EMA.	The number consists of 5 numbers
4	Search for the relevant product(s) by typing any part of the product name in the 'Select a product' field. The more you type the more the list filtered. The list of Nationally Authorised Products with retrieved from XEVDMP (Art. 57 database).	It is possible to select more than one product name from the list to ensure that all products and presentations are selected.
5	Expand the product details by clicking anywhere in the field with the selected product name and proceed to filter and select the relevant products/presentations. Multiple criteria may be used to filter the product selection.	

6	You can select all products/presentations by clicking to the field next to 'MAH name' field. Alternatively, click individual lines to select relevant products/presentations.	At least one of the products/presentation must be selected.
7	Close the selection by clicking anywhere in the field with the product name and repeat the previous step to include all products/presentations for which a single submission sequence has been prepared for.	

Enter Epitt number:

Select a Product(NAPs):

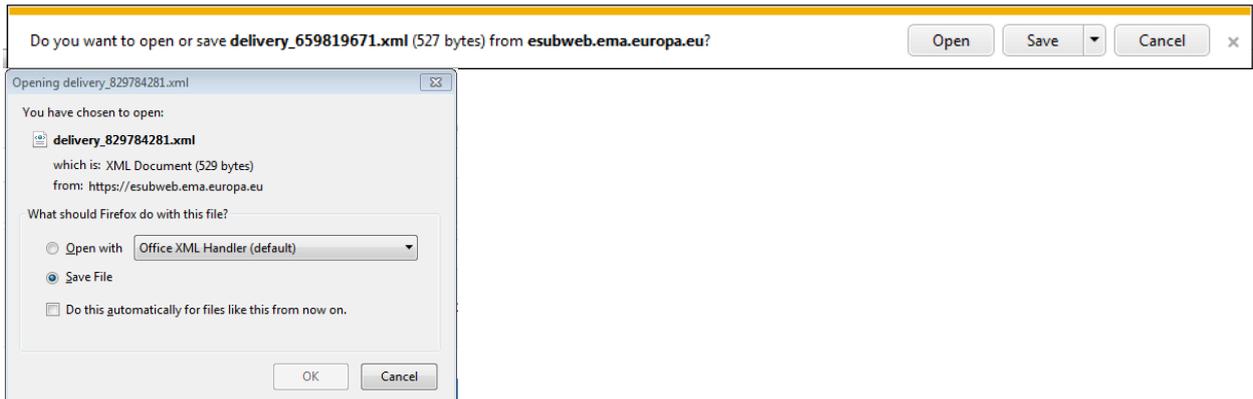
x RHINOSPRAY TRAMAZOLINE v

<input checked="" type="checkbox"/>	MAH name	Product full name	Country...	Authorisation No. ...	EV Code	EMEA Product/MRP/DCP...
<input checked="" type="checkbox"/>	SANOFI BELGIUM	Rhinospray Tramazoline 1,18 mg/ml ...	BE	BE128807	PRD5243799	
<input checked="" type="checkbox"/>	SANOFI BELGIUM	Rhinospray Tramazoline 1,18 mg/ml ...	BE	BE128807	PRD5243788	
<input checked="" type="checkbox"/>	SANOFI BELGIUM	Rhinospray Tramazoline 1,18 mg/ml ...	BE	BE128807	PRD5243823	

8	Click 'Generate delivery file' and save the delivery file on your computer.	The delivery file should not be amended or re-named.
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12. Saving the XML delivery file and preparing the submission package

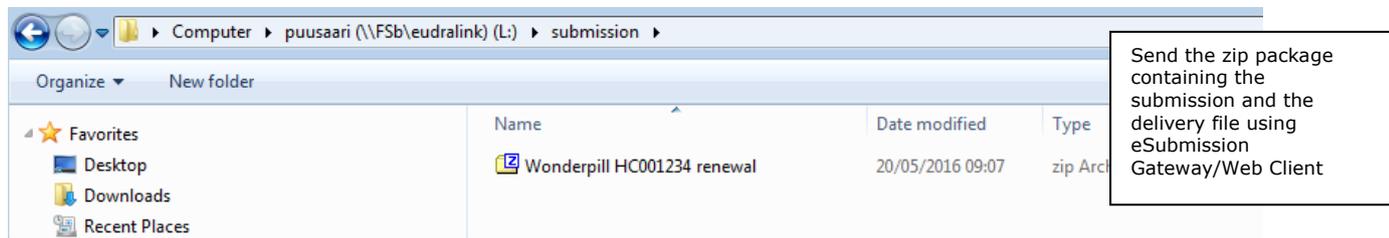
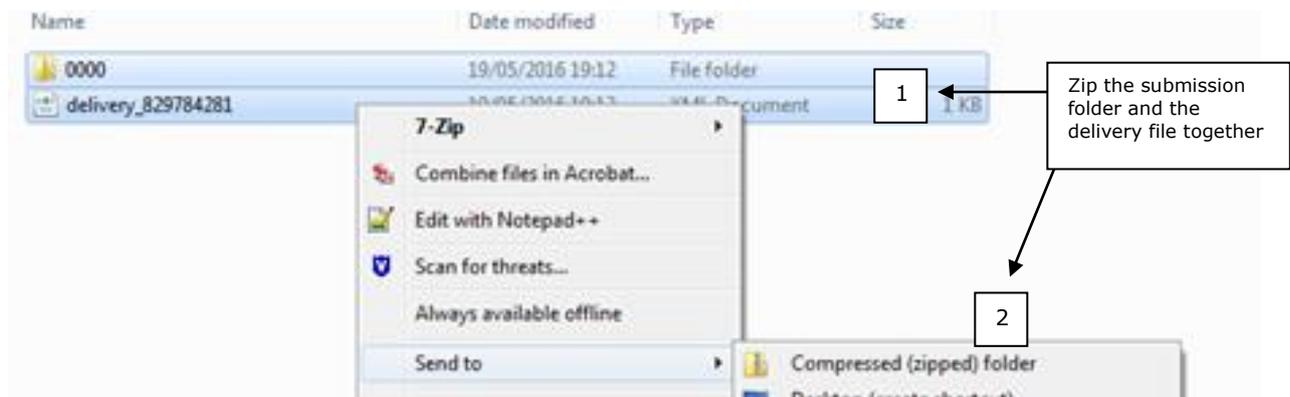
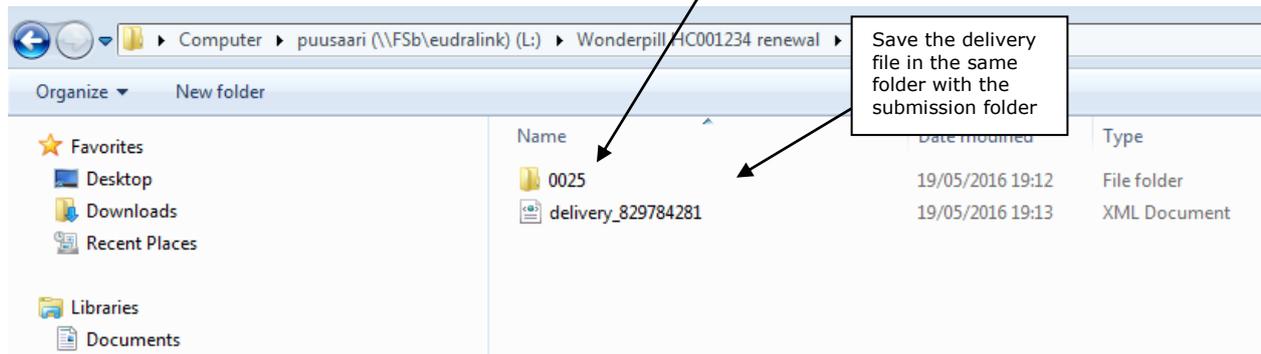
Step	Description	Notes
1	When you have generated the delivery file it is possible to open the file to view it or to save it. The options how to open to view or save the delivery file vary depending which browser you are using	



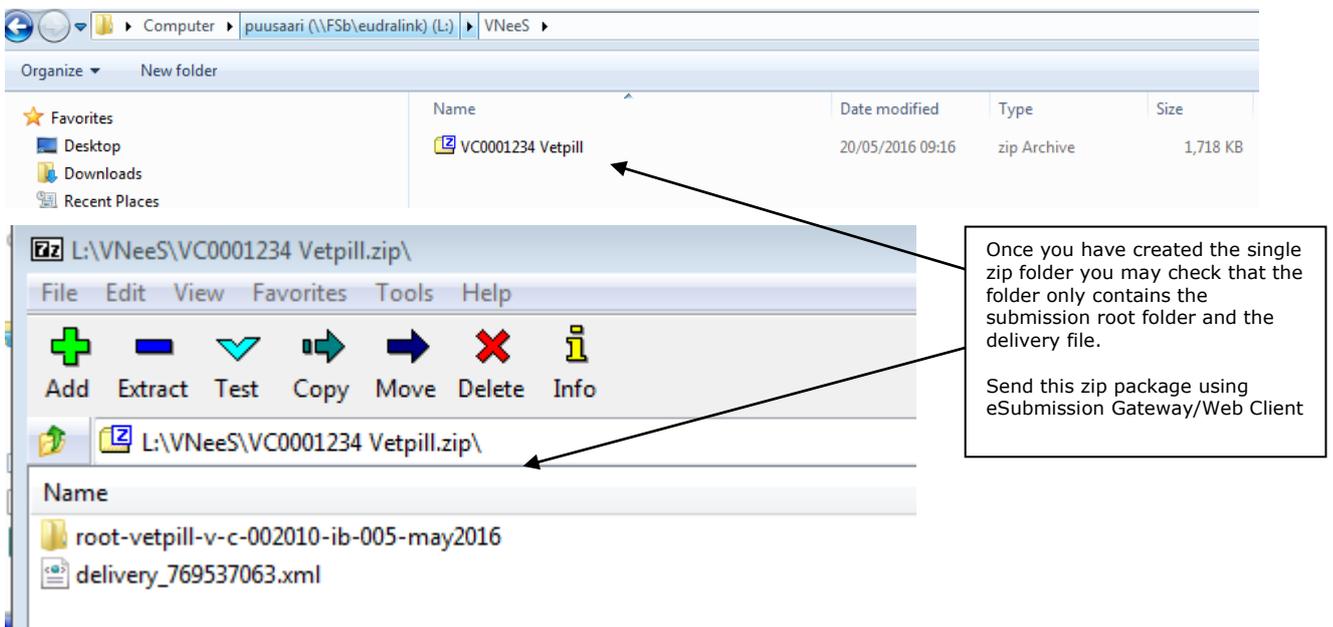
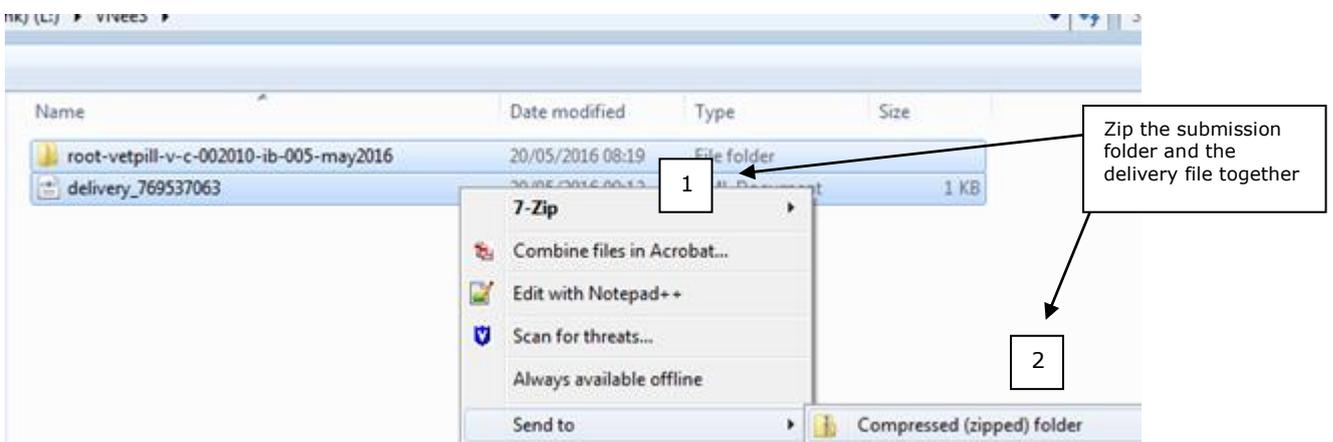
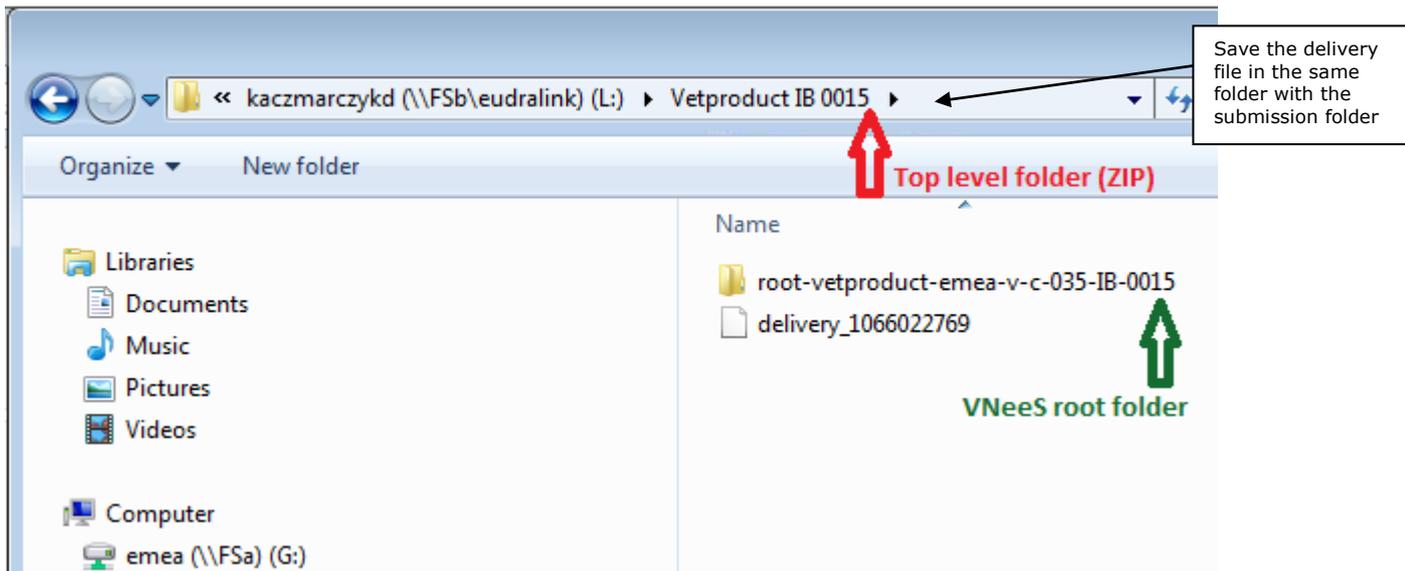
2	<p>Save the delivery file in a location where you can easily find and identify it (especially if you are creating multiple delivery files).</p> <p>It is a good practice to save the submission package in a clearly named folder. You can then easily save the xml delivery file in this same folder before zipping them together.</p>	
3	<p>The delivery file should be saved in the top-level folder of the submission package.</p> <p>For human and PIP submissions this means in the same level with the submission folder.</p> <p>For veterinary submissions in VNeS, the XML delivery file should be located in a top-level folder on the same level as the VNeS root folder (see example below).</p>	<p>Ensure your VNeS root is placed in a higher-level folder together with the XML for easier zipping.</p> <p>Remember that the VNeS checker should be run on the VNeS root prior to zipping the root folder and the xml delivery file together.</p>

Example: Place the XML delivery file in a **human** submission

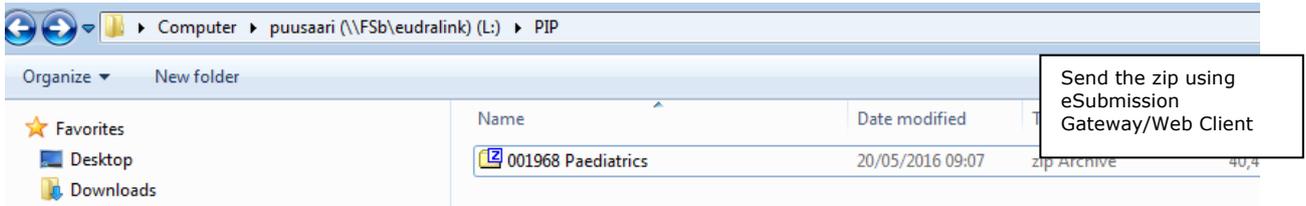
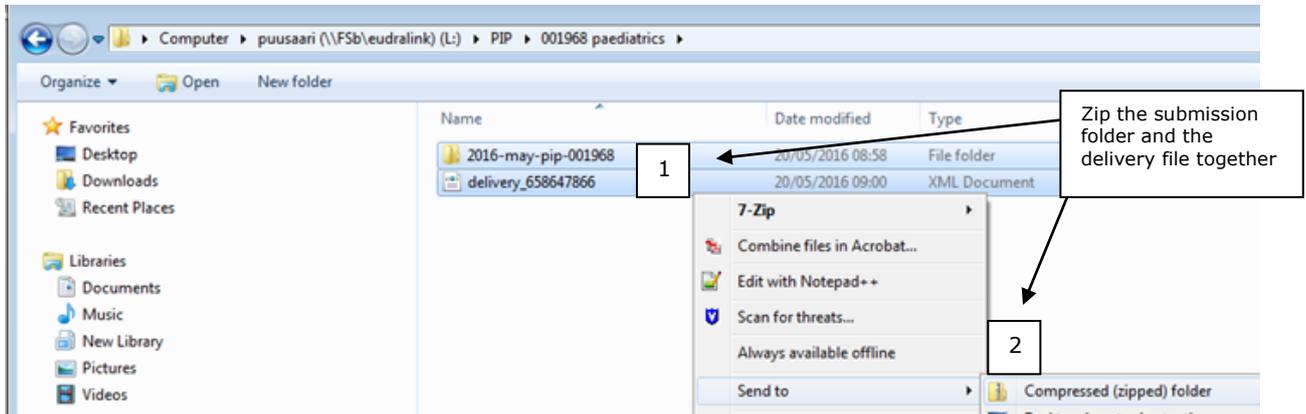
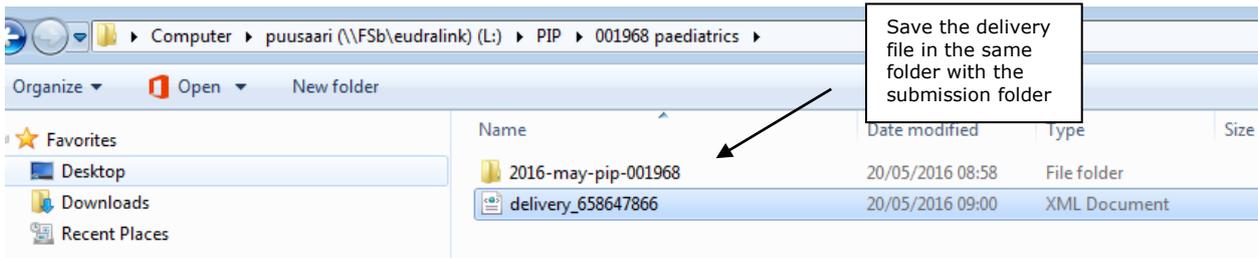
It is important to name the submission zip package with the 4-digit sequence number. If your submission is not in eCTD, please use 0000. The sequence number in the delivery file and inside the submission package must be the same.



Example: Place the XML delivery file with the **Veterinary submission VNees** root folder into a high level (zipped) folder



Example: Place the XML delivery file in a **PIP** submission



Example: Place the XML delivery file in other **non-structured** submissions

If your submission is permitted to not follow any specific electronic format such as eCTD, NeeS or vNeeS, i.e. you are submitting a loose collection of documents or a single document and you have chosen 'Other' as Submission format, make sure your documents are first placed in a folder as in the above example for PIP submission. You can name this folder in whatever manner meaningful to you. Once this is done, place the delivery file on the same level as shown above and zip the submission folder and the delivery file together in the same manner.

4	<p>It is very important to ensure that the delivery file is in the correct level within the submission zip folder. There must be no additional empty folders i.e. the folder structure must not be superfluous.</p> <p>Any deviations in the location of the delivery file will lead in to failure of the submission.</p>	
5	<p>Log into eSubmission Gateway or the eSubmission Web Client and send the package following instructions in the user guide.</p>	<p>See user guide 'How to send submissions via the Web Client'</p>

Axway Interchange x +

https://pgateway.ema.europa.eu/ui/



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

 **EMA Gateway : Production**

User ID:

Password:

13. Issues with delivery file creation

After a new release you may experience issues due to cookies (clear the cache) to the old version. It is recommended to clear cookies and refresh the screen if any unusual behaviour is detected. For persistent issues: try 'InPrivate' or incognito browsing – open new instance Ctrl+shift+P in IE and Mozilla Firefox or Ctrl+shift+N in Google Chrome.

If you are experiencing issues with the XML delivery file screen or eSubmission Gateway/Web Client, please contact the EMA via the [service desk portal](#).