



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

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## How to send submissions via the Syncplicity Web Client

### Guidance for applicants

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The [eSubmission Gateway Syncplicity Web Client](#) is an electronic submission channel that allows the applicants to submit documents supporting all types of applications to the Agency securely over the internet in any electronic format (structured or non-structured). The eSubmission Gateway Web Client users will benefit from an **automated confirmation of the technical validation feedback** (eCTD only) and an automated upload to the Agency's eCTD review system. The use of the eSubmission Gateway and the Web Client is **mandatory** for all human and veterinary submissions, including medical devices.

The various steps that need to be completed in the Syncplicity Web Client submission process are outlined below.

**Please note that you will only be able to send submissions via the Syncplicity Web Client if you have successfully registered, received email confirmation with your login details and subsequently reset your password in Syncplicity.**

**VERY IMPORTANT:**

**1.** Please **do not** use the 'Create Account' option. **If you need to register as a user**, please navigate to the **registration module** here:

<https://esubregistration.ema.europa.eu/registration/>

**2.** The system allows you to create new folders and rename the existing 'archive', 'inbox' and 'outbox'. Please **DO NOT** rename or delete any of the folders. This will lead into malfunctioning of the system and you will not be able to send any submissions.

## 1. Registration (to new users only)

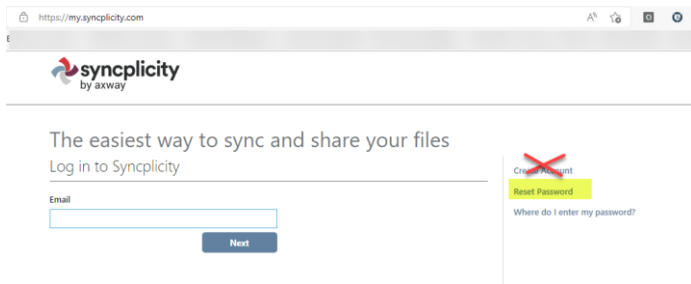
Review the published Registration Guide [here](#)

Complete the online registration form [here](#)

## 2. Reset of password

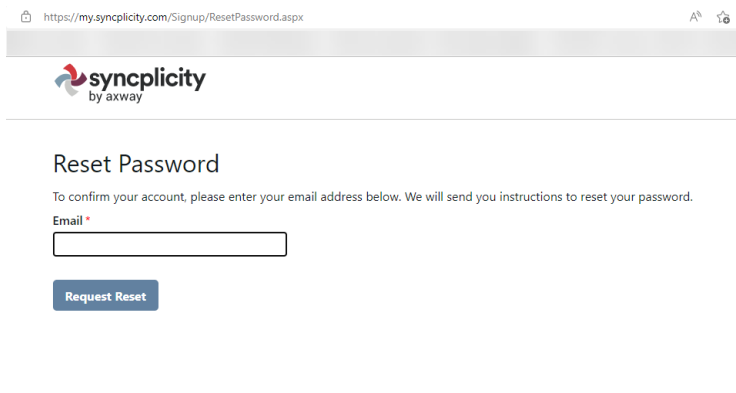
Navigate to page: <https://eu.syncplicity.com/> and click 'Reset Password'.

**IMPORTANT NOTE:** Please **do not** use the 'Create Account' option. If you need to **register** as a user, navigate to the registration module here: <https://esubregistration.ema.europa.eu/registration/>



The screenshot shows the Syncplicity login page. The URL in the browser is <https://my.syncplicity.com>. The page features the Syncplicity logo and the text "The easiest way to sync and share your files". Below this, there is a "Log in to Syncplicity" section with an "Email" input field and a "Next" button. To the right, there is a "Create Account" section with a red "X" over the "Create Account" link and a yellow box highlighting the "Reset Password" link. Below the "Reset Password" link, the text "Where do I enter my password?" is visible.

d) When clicking 'Reset Password' you will be taken to this page:



The screenshot shows the "Reset Password" page. The URL in the browser is <https://my.syncplicity.com/Signup/ResetPassword.aspx>. The page features the Syncplicity logo and the title "Reset Password". Below the title, there is a message: "To confirm your account, please enter your email address below. We will send you instructions to reset your password." Below this message, there is an "Email" input field with a red asterisk and a "Request Reset" button.

e) This will take you to the password reset process.

#### Create an Account to View the Shared Folder

We just need a name and a real password for your account and you'll be on your way.

**Email \***

**First Name \***

**Last Name \***

**Password \***

**Confirm Password \***

**PrivacyRegion:**  
 [About PrivacyRegions](#)

By checking this box, you are indicating you have read and agree to the [Terms of Service](#).

or

**Password Requirements**

- 8 characters minimum
- Uppercase
- Lowercase
- Number or symbol

### 3. Accessing the Syncplicity Web Client

a) Please access the Web Client by clicking the link below for the EMA's Production environment:

<https://eu.syncplicity.com/>

b) If you have already reset your password/credentials during the UAT for XCOMP environment, the same credentials will now work for the production environment.

c) When you login using the 'login screen':

## The easiest way to sync and share your files

Log in to Syncplicity

Email

Password

Password required.

Log in

[Create Account](#)

[Reset Password](#)

[Where do I enter my password?](#)

- d) Please enter the email address and the password which you chose when you reset your password in the portal. This information can be found in the *bottom section* of the PDF attachment you received with the email confirming your registration for the Web Client.

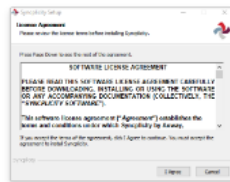
Once you have logged in you will get to a screen as shown below. Please note that you **do not** need to install anything.

## Download Syncplicity

[Supported Platforms](#) | [Latest Version Release Notes](#) | [Support Page](#)

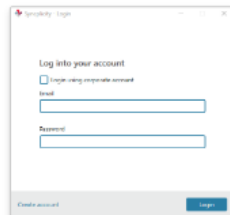
Also available for Mac, iPhone/iPad, Android

### 1. Install Syncplicity



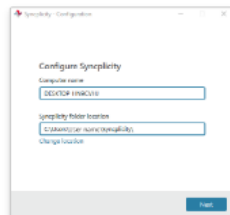
Click on the download link above. Choose Save and double click the setup icon (or simply click Run) when the download completes. Setup will restart Windows Explorer during the installation in order to enable Syncplicity's icon overlays.

### 2. Log Into Your Account



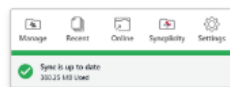
Enter your account credentials to login to Syncplicity. If you are a corporate single sign-on user, enter your email address and select the "Login using corporate account" checkbox, otherwise for non-single sign-on accounts enter your email address and password.

### 3. Register Your Computer



Your computer name and default Syncplicity folder location is entered automatically. However, you can change any of these values to enter a custom machine name and folder location. This step will link your computer to your Syncplicity account. Follow the installation steps.

### 4. Let Syncplicity Run



Syncplicity will run in the background automatically, syncing all your files. This process will not slow down your machine. However, depending on the number of folders and size it might take several hours, even possibly days. To find out the status, simply click the Syncplicity icon using our new task bar panel.

d) Please navigate to option 'Files':

Kristiina Puusaari Logout | Support

Activity Feed Files Shared Links Install Account

Files

Click to 'All Files' to see both Production and XCOMP Rootfolders

All Files RootFolder for ESUBP[REDACTED]

<input type="checkbox"/>	Name ▲	Date modified	Type	Size
<input type="checkbox"/>	archive	--	Editor	--
<input type="checkbox"/>	inbox	--	Editor	--
<input type="checkbox"/>	outbox	--	Editor	--

e) If you have access to both, XCOMP and Production, you will now see 2 'RootFolders' when you click to 'All Files'

f) Click the 'RootFolder for the routing ID, for example, in production this will be 'ESUBPYOURROUTINGID'

Files

All Files

<input type="checkbox"/>	Name ▲	Date modified	Type	Size
<input type="checkbox"/>	RootFolder for ESUBPE[REDACTED]	--	Editor	0 byte
<input type="checkbox"/>	RootFolder for ESUBTE[REDACTED]	--	Editor	2 GB






- g) Please ensure you select the RootFolder for **your production routing ID** to send submissions to the EMA production environment. The submissions sent to the XCOMP are not considered received. You can recognise the production RootFolder from the letter 'P' in the middle of the Routing ID.
- h) You will now be able to view your Web Client account. This is where you will send packages from **outbox**, you find the **archive** with your sent items and the **inbox** where you will receive acknowledgements and receipts for your submissions to the EMA.

## Files

All Files ▸ RootFolder for ESUB



<input type="checkbox"/>	Name ▲	Date modified	Type	Size
<input type="checkbox"/>	 archive <b>Your sent items</b>	--	Editor	--
<input type="checkbox"/>	 inbox <b>Receipts and Acknowledgements</b>		Editor	--
<input type="checkbox"/>	 outbox <b>Send you submissions by adding the package in this folder</b>	--	Editor	--

## 4. Sending Submissions

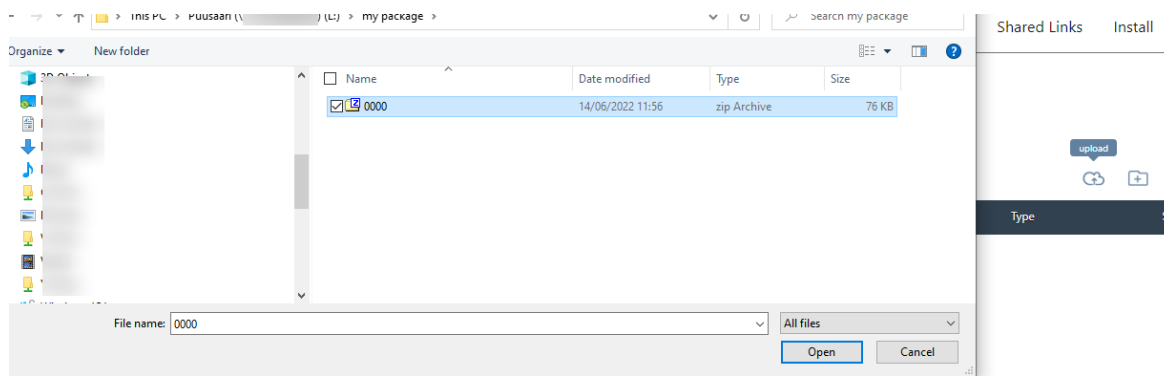
- a) To send a submission to the EMA you will need to navigate to the "outbox" from the **RootFolder for your Production Routing ID**. Please ensure you select the correct routing ID for **Production**, you can recognise this from the letter P in the middle of the Routing ID e.g. ESUB**P**WONDERDRUGS
- b) When you have navigated into the outbox, click the small 'cloud' icon to upload your submission package (zip package including the submission zip and the delivery file).



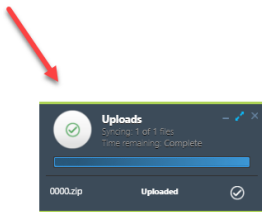
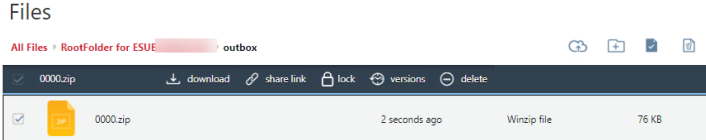
**This folder is empty**

You can add files with our [desktop application](#) or [web uploader](#).

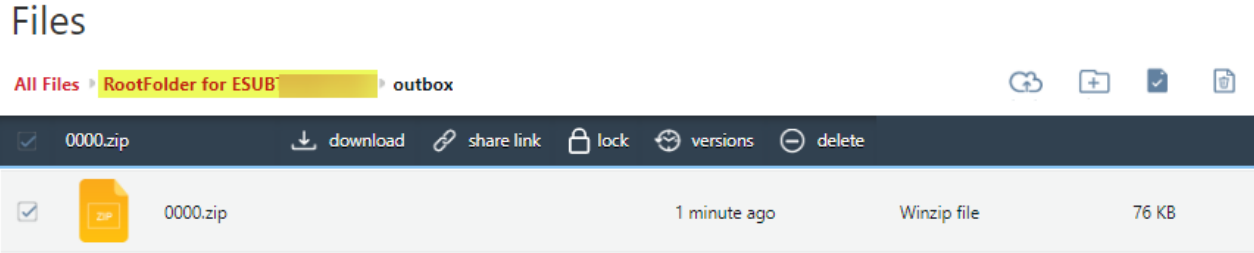
- c) Select your package from your local drive by clicking 'Open'



d) Selecting the package from your local drive will 'trigger' the sending. You will see a small 'Uploads' window as shown in the screenshot will appear while the upload (sending) is being automatically done.







e) The system does **not** automatically refresh, but once the small 'Uploads' window has disappeared, the submission is sent. You can now either manually refresh the window and you can see that the outbox is again empty or you can navigate back to the RootFolder



f) In the archive folder you can see the packages you have sent

## Files




All Files > RootFolder for ESUB > archive

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	 0000.zip	5 minutes ago	Winzip file	76 KB
<input type="checkbox"/>	 0031.zip	5 days ago	Winzip file	31 MB
<input type="checkbox"/>	 [REDACTED]	4 days ago	Word document	477 KB
<input type="checkbox"/>	 delivery_1219714714.zip	4 days ago	Winzip file	2 MB

g) In the 'inbox' you can find the MDN files (receipts) and the acknowledgements for your packages. It is possible to sort the view by clicking in the headers.

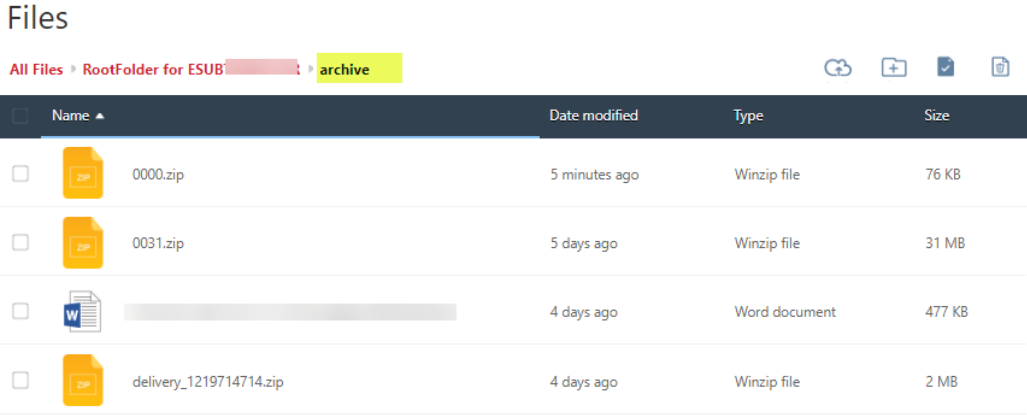
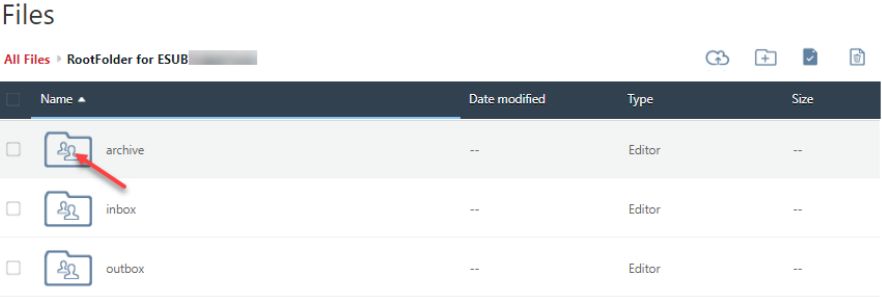
## Files

All Files > RootFolder for ESUB > inbox

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	 ci1655200949956.304235@uv2482_te.mdn	5 minutes ago	MDN file	1 KB
<input type="checkbox"/>	 FAIL_ACK_pip_EMEA-123456_2022-06-10	4 days ago	file	1 KB
<input type="checkbox"/>	 ci1654862372477.29292@uv2482_te.mdn	4 days ago	MDN file	1 KB

# 5. Viewing sent submissions

- a) Once you have uploaded your submission package into the 'outbox' the submission is sent. The view doesn't autorefresh, but you can manually refresh the browser window or you can navigate back to the 'RootFolder' and into the 'archive' where you can see your sent submissions.
- b) Please note that when navigating from one folder to another you need to click the folder icon, not the text













### 5.1. Viewing sent submission receipts and acknowledgements

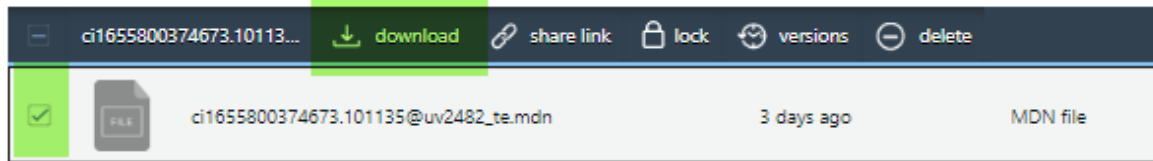
- a) To view receipts (MDN file) and acknowledgements select "Inbox" from the "RootFolder" below:
  
- b) You will be able to see the receipt for the submission that was just sent. Please note that the order of files by default shows the oldest MDN on top and subsequently the oldest ACK (file) on top. You can sort this order by clicking the headers, for example to show the latest ACKs, please click 'Date modified' first and then 'Type':

Files

All Files > RootFolder for ESUB > inbox

<input type="checkbox"/>	Name	Date modified	Type	Size
<input type="checkbox"/>	 ci1655200949956.304235@uv2482_te.mdn	5 minutes ago	MDN file	1 KB
<input type="checkbox"/>	 FAIL_ACK_pip_EMEA-123456_2022-06-10	4 days ago	file	1 KB
<input type="checkbox"/>	 ci1654862372477.29292@uv2482_te.mdn	4 days ago	MDN file	1 KB
<input type="checkbox"/>	 FAIL_ACK_UNKNOWN_SUBMISSION_TYPE	4 days ago	file	2 KB
<input type="checkbox"/>	 ci1654846539916.2583@uv2482_te.mdn	4 days ago	MDN file	1 KB
<input type="checkbox"/>	 FAIL_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB
<input type="checkbox"/>	 SUCCESS_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB
<input type="checkbox"/>	 FAIL_ACK_var-type2_WS_2274_0000	4 days ago	file	1 KB
<input type="checkbox"/>	 ci1654802668937.4687@uv2483_te.mdn	5 days ago	MDN file	1 KB
<input type="checkbox"/>	 ci1654801684437.3760@uv2483_te.mdn	5 days ago	MDN file	1 KB

c) To read the MDN file from the inbox folder, select and download the file



d) Once you have downloaded the MDN, you can open the file in a txt editor e.g. Notepad ++. The following screenshot shows an example of a test file where the users routing ID and the submission filename have been hidden.



A screenshot of a Notepad++ window. The title bar reads 'C:\Users\mawson\Downloads\ci1655800374673.101135@uv2482\_te.mdn - Notepad++'. The menu bar includes File, Edit, Search, View, Encoding, Language, Settings, Tools, Macro, Run, Plugins, Window, and ?. The toolbar contains various icons for file operations. The main text area shows the following content:

```
1 Date: Tue, 21 Jun 2022 10:32:54 CEST
2 From: VALGatewaySupport@ema.europa.eu
3 Message-Id: <ci1655800374673.101135@uv2482_te>
4 Subject: [REDACTED];ESUBVAL
5 MIME-Version: 1.0
6 Content-Type: multipart/report; boundary="-----_Part_1655800374"; report-type=disposition-notification
7 EDIINT-Features: CEM
8 X-B2Bi-From: ESUBVAL
9 X-B2Bi-To: [REDACTED]
10 Content-Length: 759
11
12 -----_Part_1655800374
13 Content-Type: text/plain; charset=us-ascii
14
15 This MDN (Message Disposition Notification) was automatically built on
16 Tue, 21 Jun 2022 10:32:54 CEST in response to a message with id
17 <ci1655800358624.33118@uv2483_te> received from
18 [REDACTED] on Tue, 21 Jun 2022 10:32:38 CEST with name EMA[REDACTED]:_0014.zip
19 Unless stated otherwise, the message to which this MDN applies
20 was successfully processed.
21
22 -----_Part_1655800374
23 Content-Type: message/disposition-notification
24
25 Original-Message-ID: <ci1655800358624.33118@uv2483_te>
26 Disposition: automatic-action/MDN-sent-automatically; processed
27 Received-Content-MIC: OEE2Mjk5MjBDRUMxN0ZCN0U2RkJGMTJEMjREQUU3Nj1FQkIzNjA3MA==, sha1
28
29
30 -----_Part_1655800374--
31
32
```

- c) When the submission has been successfully processed by the EMA's review system you will receive an acknowledgement in the Web Client inbox. You can download the ACK to see the details:

### Files



All Files > RootFolder for ESUB > inbox

Name	Date modified	Type	Size
<input type="checkbox"/>  SUCCESS_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB
<input type="checkbox"/>  FAIL_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB

- d) If your submission was processed unsuccessfully a failure acknowledgment will be shown in the Web Client inbox as shown below:

### Files

All Files > RootFolder for ESUB > inbox

Name	Date modified	Type	Size
<input type="checkbox"/>  SUCCESS_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB
<input type="checkbox"/>  FAIL_ACK_var-type2_WS_2274_0031	4 days ago	file	1 KB



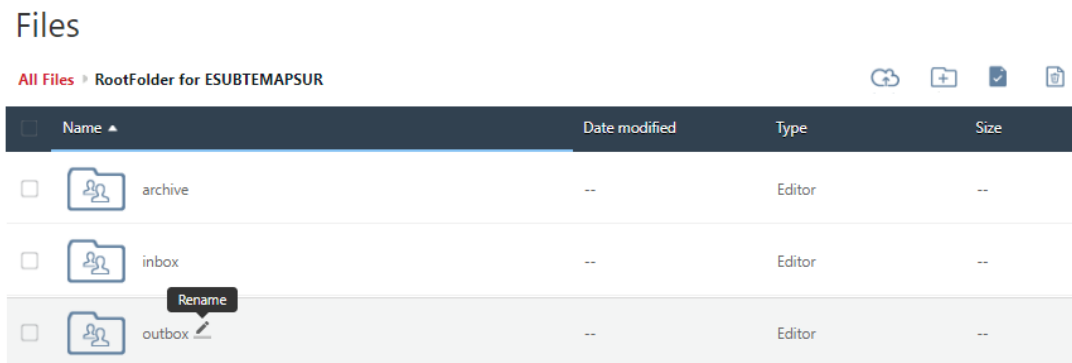
## 6. Error codes

If your submission was unsuccessful, you will be able to find out the reason for this by viewing the error code inside the acknowledgement message. The error codes list is regularly updated and is available here: [Error codes list](#)

## 7. Important notes:

1. Please **do not** use the 'Create Account' option. **If you need to register as a user**, please navigate to the **registration module** here: <https://esubregistration.ema.europa.eu/registration/>

2. The system allows you to create new folders and rename the existing 'archive', 'inbox' and 'outbox'. Please **DO NOT** rename or delete any of the folders. This will lead into malfunctioning of the system and you will not be able to send any submissions.



**If you experience any issues during using the Web Client please contact:**

[EMA Service Desk](#)