

Frequently Asked Questions (FAQs)

1. Who is required to register on the IPDMS Ver 2.0?

Answer: Companies dealing in formulations and medical devices are required to register on the IPDMS 2.0. If a company deals in formulations as well as medical devices in that case that particular company needs to register separately for formulations and medical devices. Separate login credentials will be provided to such companies for handling formulations and medical devices segments.

2. What will happen with existing users after migration from IPDMS Ver 1? will the existing login credentials remain valid?

Answer: Existing Companies (registered under IPDMS Ver 1) dealing formulations only are not required to register afresh in the IPDMS 2.0 system, however medical devices segment companies are required to register afresh. Further, companies, dealing in formulations and medical devices, who are already registered had to register again for Medical devices segment and the existing credentials shall be useful for Formulations segment.

3. What data needs to be updated after the first login of existing companies?

Answer: Existing companies (Companies registered in IPDMS Ver 1 online system) after the first login must update/verify company's details, company's plants details and products being manufactured in their respective plants. To file Form I, II, III, IV, V and VI, such verification is mandatory.

4. What documents needed to be uploaded?

Answer: LLPIN or CIN Registration along with PAN is required to be uploaded during fresh registration or during verifying company's details (for existing companies)

5. What is the authentication process?

Answer: OTP will be sent to the company's registered email address during registration process. The user will have to enter the OTP received on the registered email address in order to successfully register in the IPDMS 2.0 system. If any case of any difficulty, the same may be sent on nppa-ipdms@gov.in.

6. Will a company dealing in Medicines and Medical Devices have to register separately for Medicines and Medical Devices?

Answer: Yes, A company dealing in Medicines and Medical Devices will have to register separately for Medicines and Medical Devices.

7. Are medical device companies required to be registered afresh?

Answer: Yes, the medical device companies required to register afresh in the IPDMS 2.0 system.

8. After first time login, how does a company submit IPDMS forms (I, II, III, IV, V and VI) or what are the pre-requisites for submitting IPDMS forms (I, II, III, IV, V and VI).

Answer: A company must add at least one manufacturing plant and the products being manufactured in that plant before filing any of the IPDMS form. Only those products will populate in IPDMS web forms (II, III, IV, V and VI) which have been entered by the company using product addition feature provided in the online system.

9. What information of a company can be updated by a company?

Answer: Company basic details as determined in the IPDMS 2.0 can be updated with the approval of NPPA only.

10. Can a company modify its products details?

Answer: Yes, but only with the approval of NPPA.

11. Flow Charts for Functionality on IPDMS Ver. 2.

Answer : Please see the below Screenshot

Process for Filling Forms In IPDMS Portal

Registration Process

Enter the URL: <https://nppaipdms.gov.in> in the Mozilla Firefox

Go to <https://nppaipdms.gov.in>>>services>>IPDMs Registration

Fill the details available in the registration Form

There are five sections for filling the details on company registration page
1. Company Details 2. Head Office / Corporate office address
3. Contact Person Details 4. Alternative Contact Person Details
5. Upload Supporting Documents

For Corporate Entities : LLPIN/CIN, GSTIN & PAN are mandatory field.

For Non-Corporate Entities: GSTIN & PAN are mandatory field.

Save the details to complete the Registration. The User shall get Login Credentials on the Email ID and registered Mobile No.

IPDMS 2.0

Pharma company existing in IPDMS Ver 1

Companies which are already registered on IPDMS V1.0 should Login into new IPDMS 2.0 with login credential as shared by NPPA on their registered Email ID.

After login POP UP window appears and company user is supposed to verify/update all details as mentioned below:-**(Verification is compulsory for filling forms)**

- 1.Update/Verify Company Basic Details
- 2.Update/Verify Company Other Details
- 3.Update/Verify Company Plant Details
- 4.Update/Verify Product Details

Compulsory Verification

Now click on Update company basic details and verify the company basic details

Compulsory Verification

After verifying the basic company details click on Update Company Other details and verify the company other details

Compulsory Verification

After verifying the company other details click on Update Company Plant details and verify the Plant details

Compulsory Verification

After verifying the Plant details now click on Product details and verify the single/Multiple Product details in one go.

After adding Pre-requisites (Plant/Product) company can fill any of the IPDMS form (IPDMS Form II to V)

Process for Filling Forms In IPDMS Portal

Plant Addition Process

Login to IPDMS Ver 2.0 Portal

Click on the Company Detail tab then click on Add Plant (Each Manufacturing Unit, Sub contracting unit, Out sourcing unit, Loan Licence Unit etc., shall be Plants or Importers each country of import shall be a plant)

There is 4 type of Plant type

1. Manufacturing
2. Import
3. Purchase/ Outsource Contractual
4. Outsource Loan License

After Filling in all the detail, click on the save button.to create a new plant

Process for Filling Forms In IPDMS Portal

Product Addition Process

After Adding a Plant Click on "+" icon in Action Section

Select the product shown in the drop Down List, if the product is not in drop down, select "others" and then fill the product details

After Fill the Product detail, click on save to add the product

