

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)

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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

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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

