Government of Pakistan
Ministry of National Health Services, Regulations & Coordination
Drug Regulatory Authority of Pakistan

User Manual

Import Export software for commercial use

Contents

Contents

Introduction.

The Drug Regulatory Authority of Pakistan (DRAP) has developed a specialized online software system for the commercial import and export of pharmaceutical products. This digital platform enables pharmaceutical companies, importers, and exporters to submit applications electronically, track approvals, and comply with DRAP's regulatory requirements all through a user friendly and efficient system.
This initiative is part of DRAP's broader vision to implement e-governance, ensure regulatory transparency, and streamline trade operations in the health sector.

Purpose of the Online Commercial Import/Export software

The software is designed to manage and regulate the import and export of pharmaceutical raw materials (APIs), finished drug products, packaging materials, and biological products for commercial purposes.
The system simplifies the application process, reduces manual paperwork, and ensures compliance with national and International drug control laws.

Key Objectives

Objective	Description
✓ **Digital Transformation**	Eliminate paper-based submissions and physical file handling.
⏱ **Time Efficiency**	Accelerate the application review and approval process.
🔍 **Transparency**	Allow applicants to track their application status in real time.
💼 **Regulatory Compliance**	Enforce import/export rules as per DRAP Act, 2012 and Drug Act, 1976.
📊 **Data Centralization**	Maintain a centralized and traceable record of all import/export activities.

Major Features of the System

Feature	Description
Online Application Submission	Importers/exporters can apply from anywhere through the portal.
Product Category Selection	Choose product types like APIs, finished pharmaceuticals, vaccines, etc.
Document Upload	Attach invoices, contracts, GMP certificates, analysis reports, etc.
Auto Fee Challan Generation	Integrated with DRAP's fee management system for automatic challan verification.
Digital Certificate Issuance	Upon approval, a downloadable Import/Export Permit is issued.

Step-by-Step process

1. User Registration & Login
A.   Companies must register with DRAP using their authorized focal person details.
B.   Secure login credentials are issued.

2. Initiate a New Application
A.   Choose whether the request is for **Import** or **Export**.
B.   Select the product type (e.g., API, finished drug, biological).

3. Upload Required Documents
A.   Commercial invoice
B.   GMP Certificate from exporting authority
C.   Certificate of Analysis
D.   DRAP-issued product registration/license (where applicable)

5. <u>DRAP Review Process</u>

Application goes through:

    A. Initial Screening

    B. Regulatory Compliance Check

    C. Technical Review (if needed)

    D. Applicants may be queried for clarification, which they can respond to within the system.

6. <u>Issuance of Permit/NOC</u>

Upon successful review, DRAP issues:

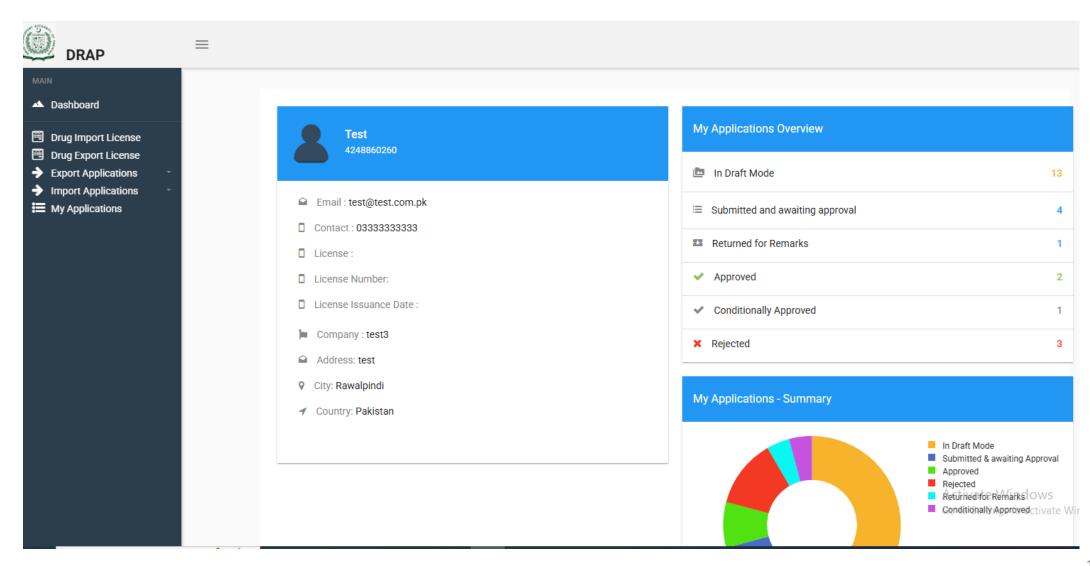   A. Commercial Import NOC

    B. Export Permit

Benefits to the Pharmaceutical Industry

Benefit	Explanation
⛁ Convenience	Apply from any where in the world
↻ Faster Turnaround	Reduced time for processing and decision-making.
➜▯ Live Status Updates	Track your application.
▯ Regulatory Traceability	All actions are logged—supporting audit trails and legal compliance.
◉ International Trade Support	Enables Pakistan-based firms to easily export medicines under DRAP oversight.
▮▮ Inventory Control	Ensures only registered/licensed products are brought in or sent out.

The following is the login screen for import export software. If you are the new user then press "Register" complete the registration process. Once the registration is completed then use your given username and password to login to the software
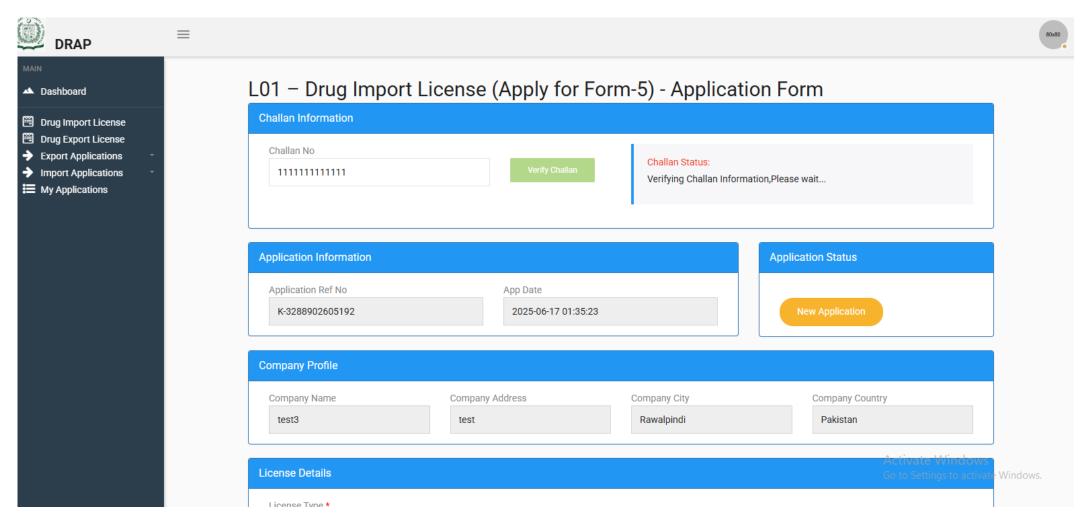
Drug Regulatory Authority Of Pakistan

Online Import / Export Application System

Email

test@test.com.pk

Password

••••••••

| Register | Reset Password | | Sign In |

Login to the software the following dashboard will appear with various option under "Dashboard" heading.

DRAP

MAIN

- ▲ Dashboard
- 📋 Drug Import License
- 📋 Drug Export License
- → Export Applications
- → Import Applications
- ☰ My Applications

Test
4248860260

✉ Email : test@test.com.pk

📱 Contact : 03333333333

📱 License :

📱 License Number:

📱 License Issuance Date :

🏳 Company : test3

✉ Address: test

📍 City: Rawalpindi

✈ Country: Pakistan

My Applications Overview

🗁 In Draft Mode	13
☰ Submitted and awaiting approval	4
⛨ Returned for Remarks	1
✔ Approved	2
✔ Conditionally Approved	1
✖ Rejected	3

My Applications - Summary

- 🟧 In Draft Mode
- 🟦 Submitted & awaiting Approval
- 🟩 Approved
- 🟥 Rejected
- 🟦 Returned for Remarks
- 🟪 Conditionally Approved

Activate Windows

How to apply for drug import license

How to apply for drug import license

Login to software as explained above. Select drug import license from the menu on dashboard. Enter challan number and Verify challan once challan is verified then fill the fields listed below .
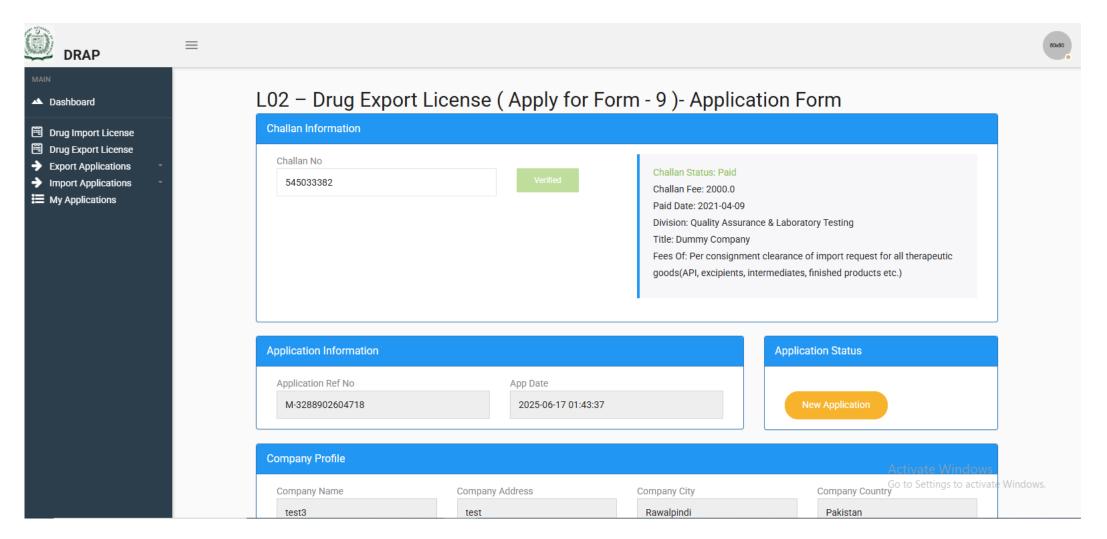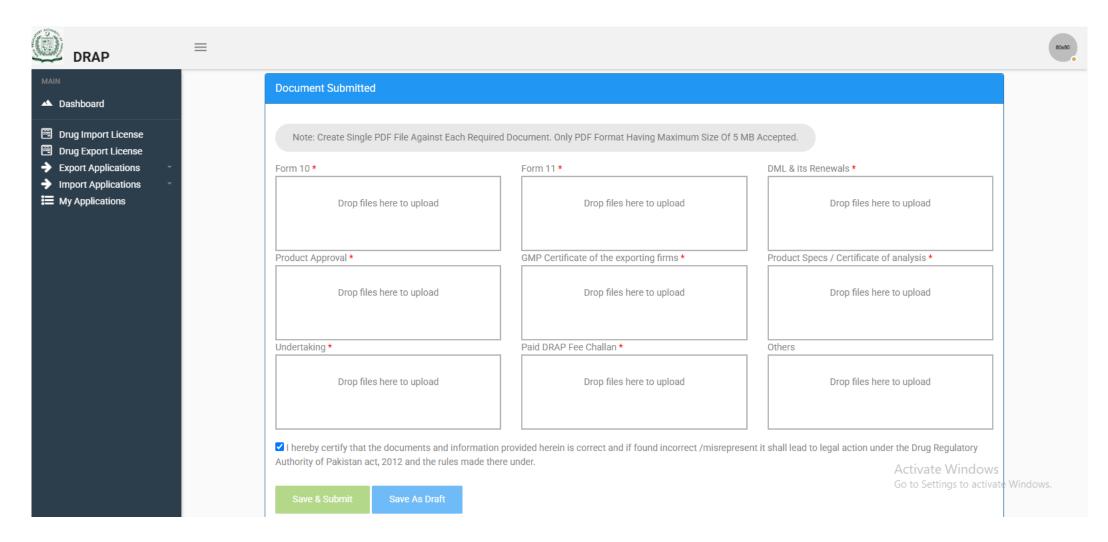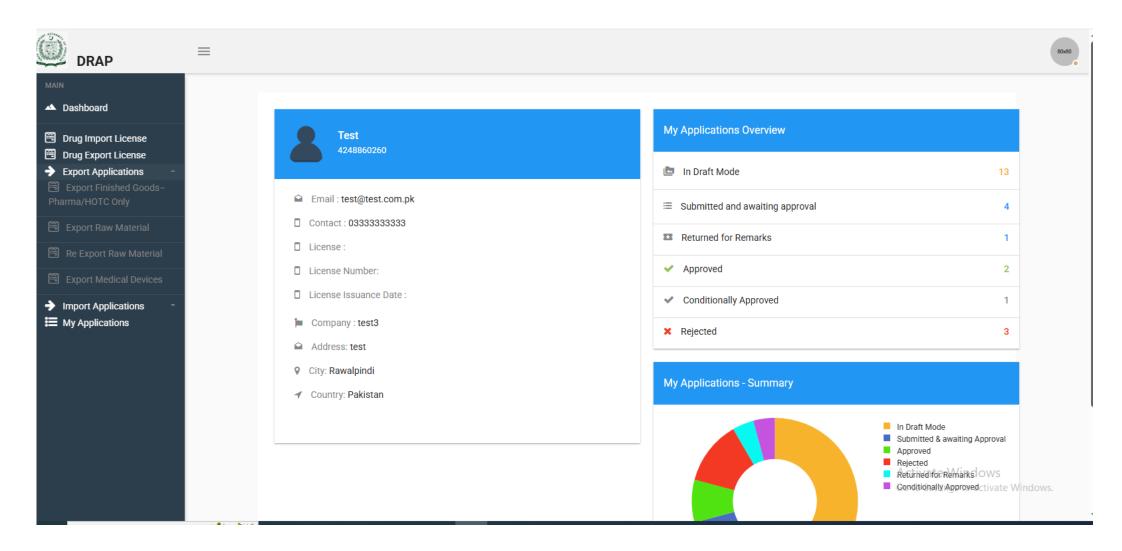

Continue on next page

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then you will be able to edit the application until you submit the application.
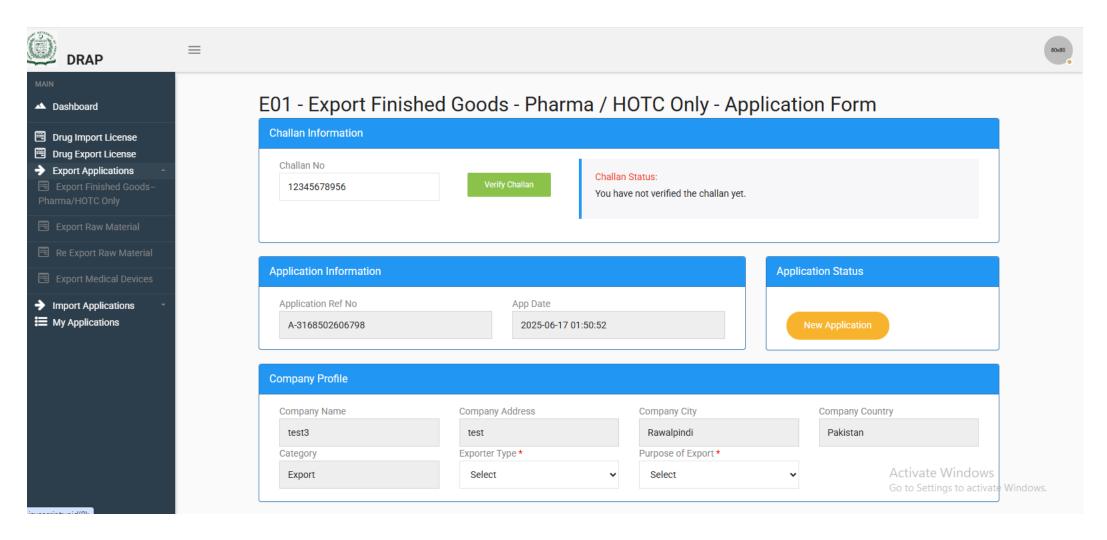
How to apply for drug export license

How to apply for drug export license

Login to software as explained above. Select drug export license from the menu on dashboard. Enter challan number and Verify challan once challan is verified then fill the fields listed below .
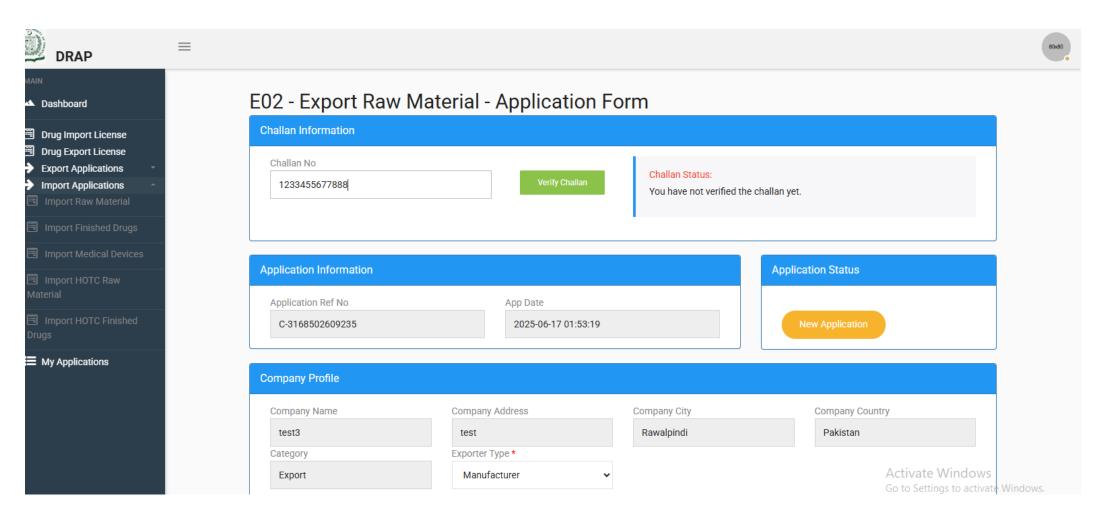
Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then you will be able to edit the application.
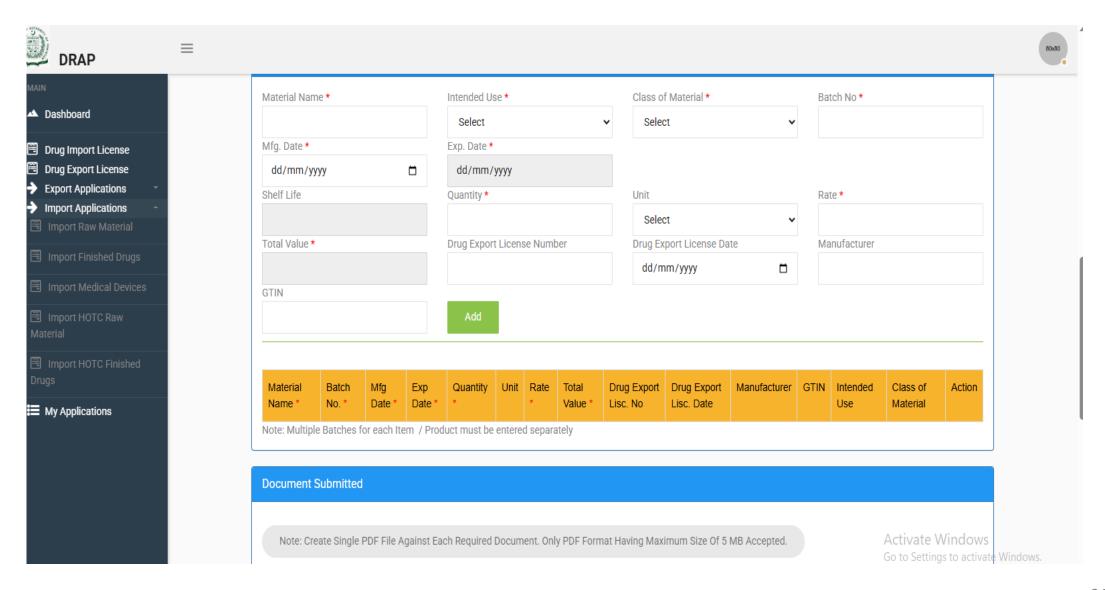
Export applications

Login to software using your username and password. The following dashboard will appear.

Export Finished goods

From dashboard select "Finished goods-Pharma/HOTC only". The following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then you will be able to edit the application.
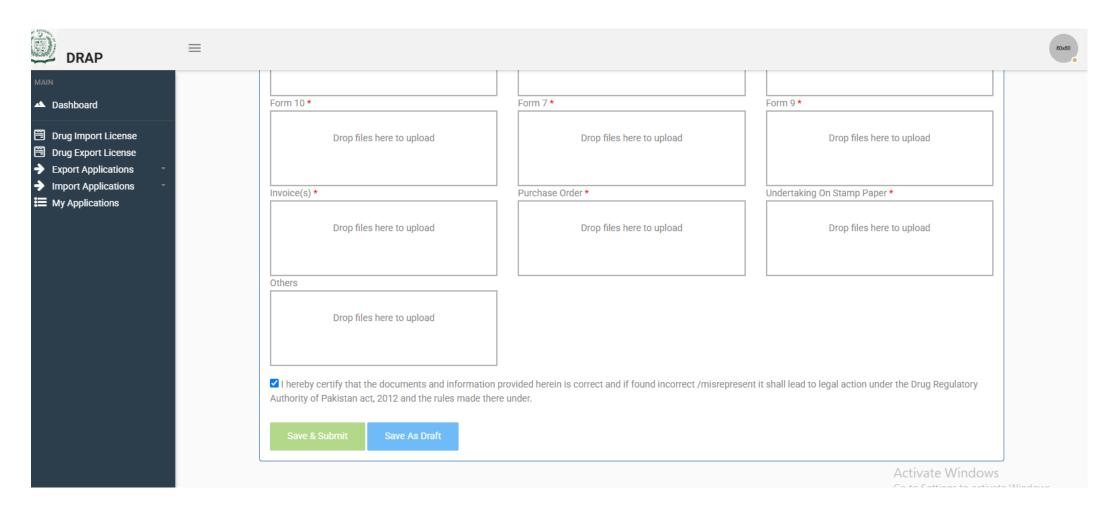
How to export raw material

Export raw material

Login to software using your username and password. From dashboard select "Export raw material"
the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter
 values for the fields listed below

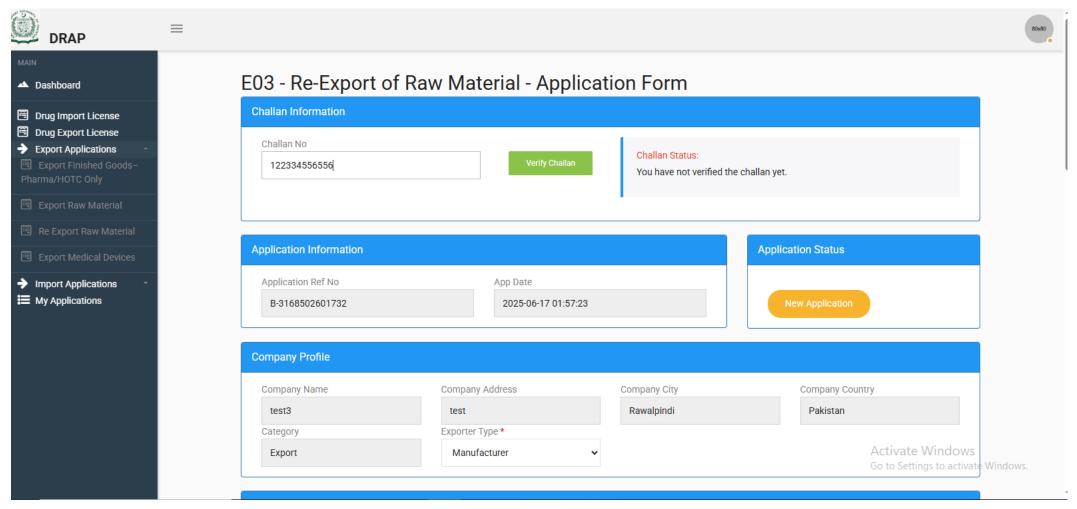You can add multiple materials by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then you will be able to edit the application.
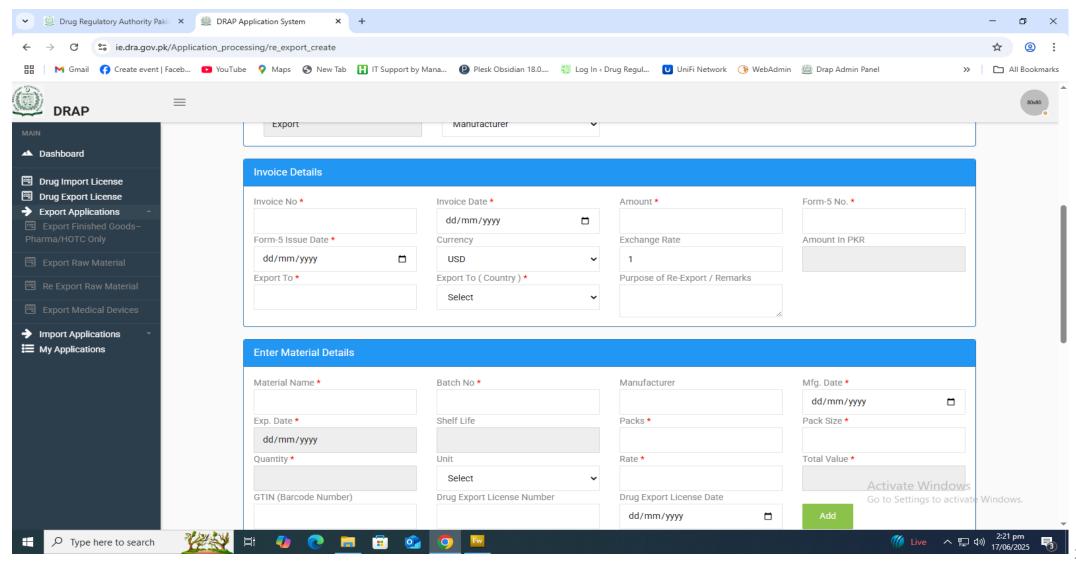
How to re-Export raw material
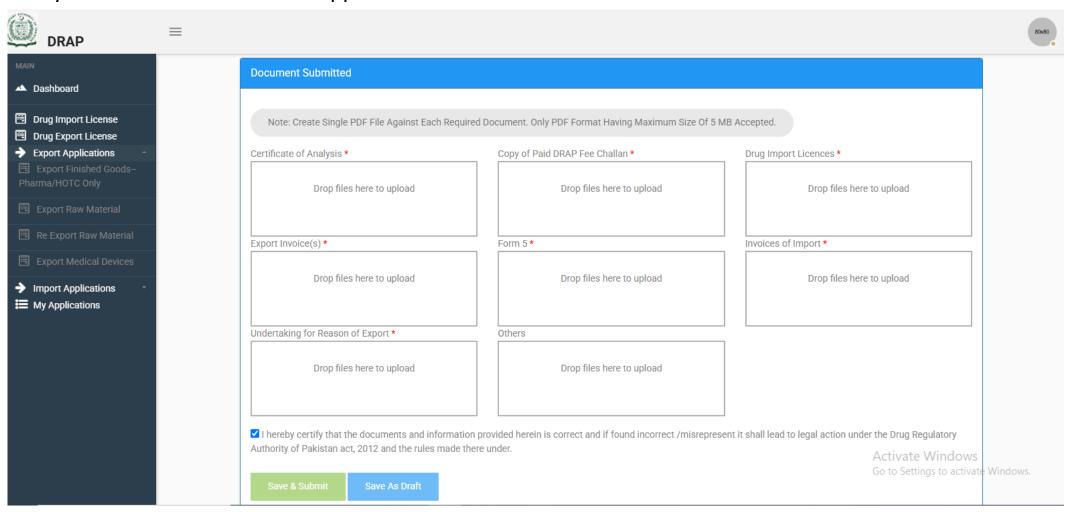
Re-Export raw material

Login to software using your username and password. From the dashboard select "Re-Export raw material"
the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter
 values for the fields listed below

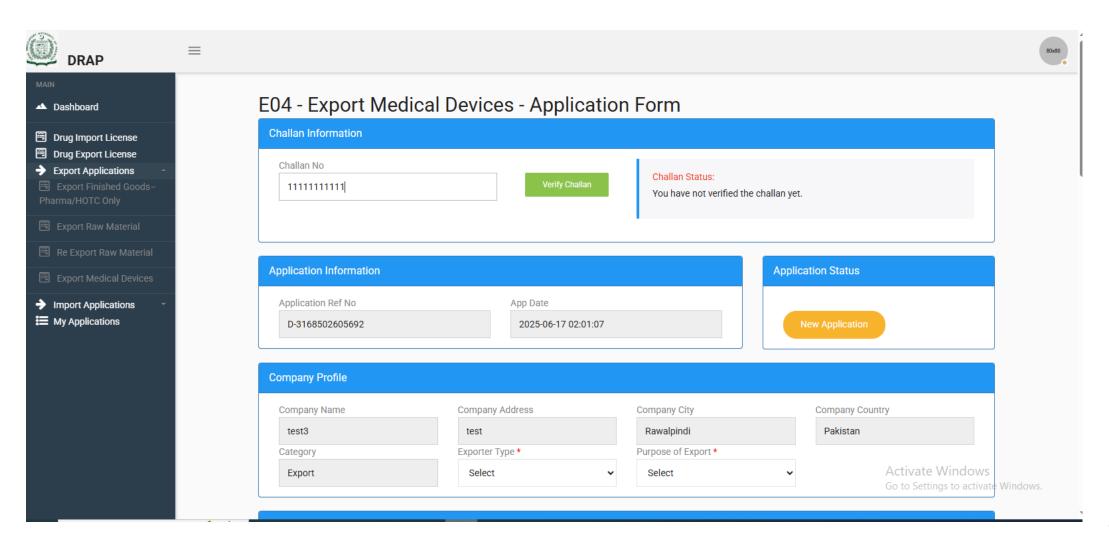You can add multiple materials by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then you will be able to edit the application.
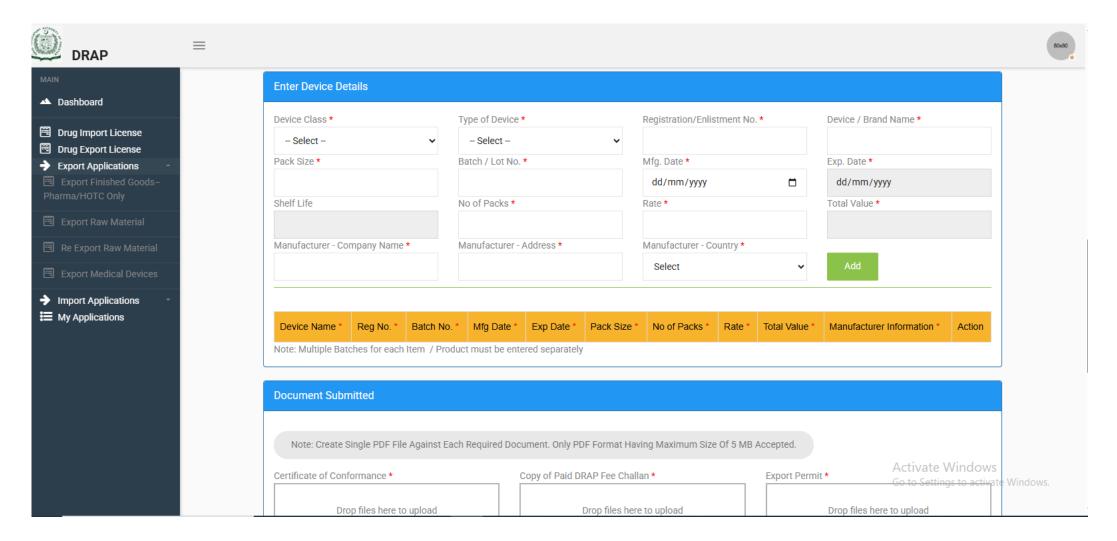
How to export medical devices
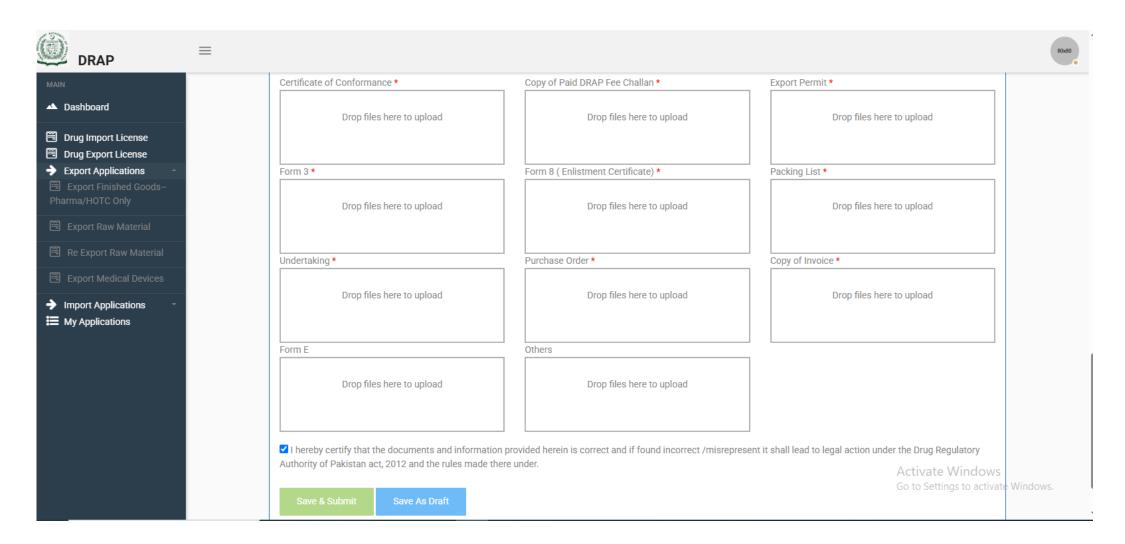
Export Medical Devices

Login to software using your username and password. From the dashboard select "Export Medical Devices" the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

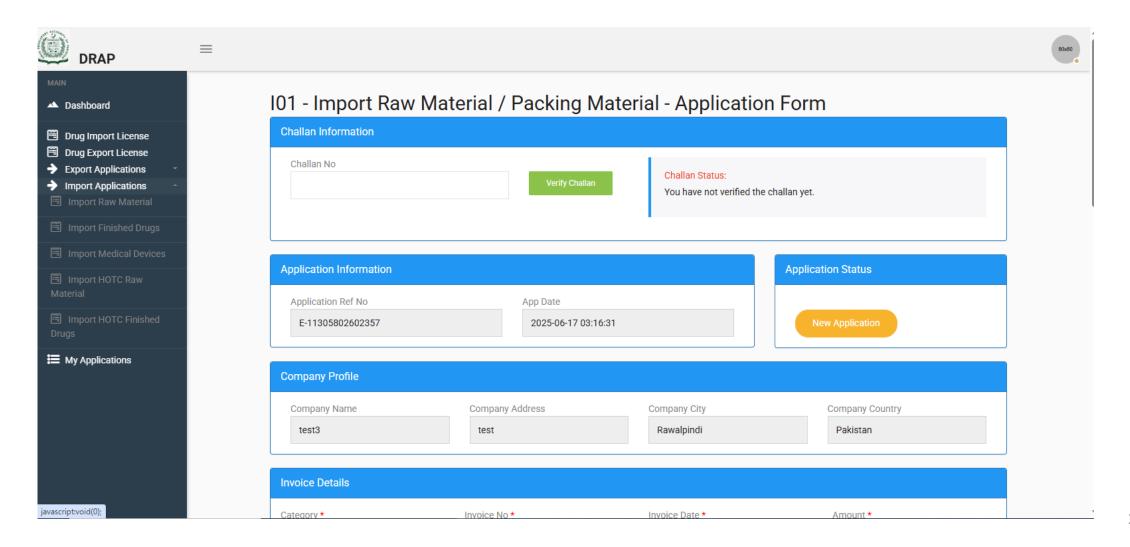You can add multiple devices by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then application is moved to draft mode editable at any time until it is submitted.
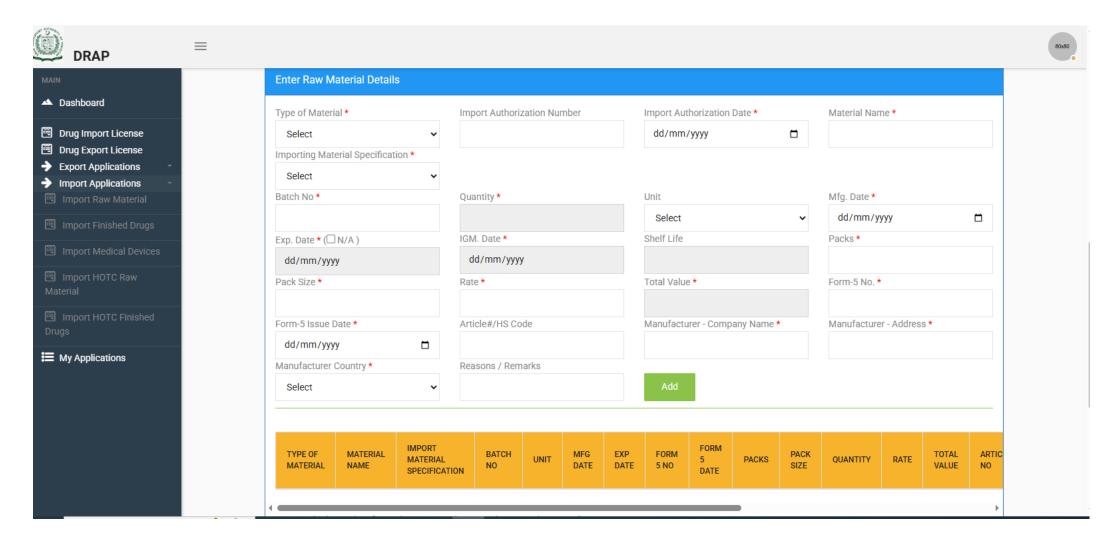
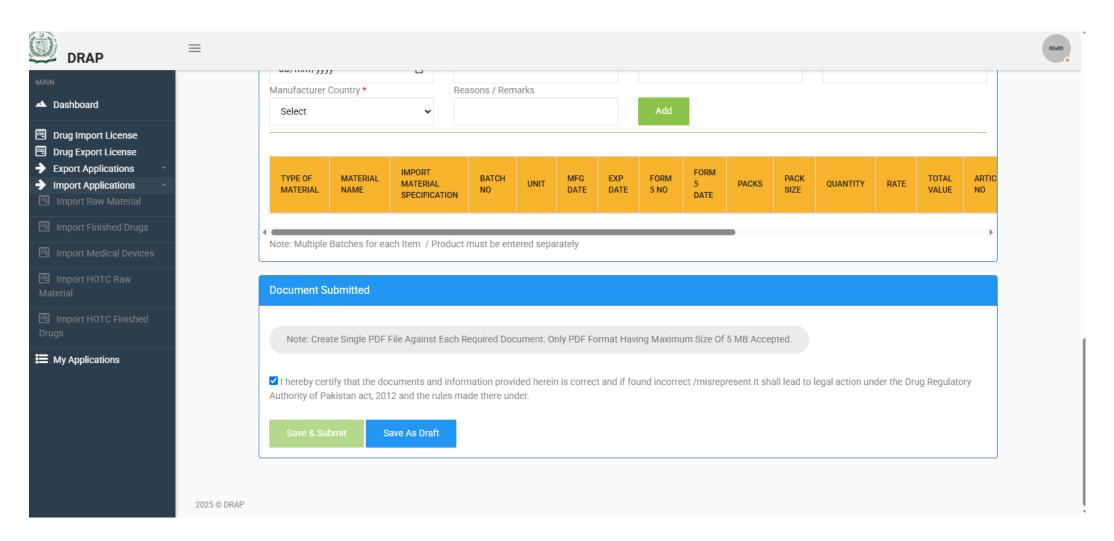# Import applications

Import raw material

Login to software using your username and password. From the dashboard under import application select "Import raw material/Packing material" the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

You can add multiple materials by using "Add" button.

Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft " then the application to draft mode editable at any time until it is submitted.
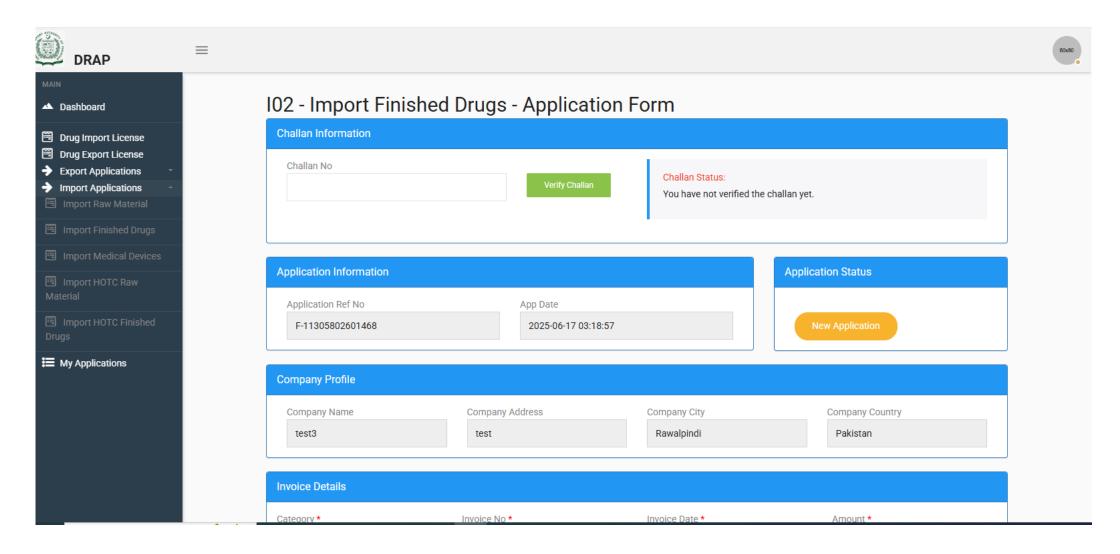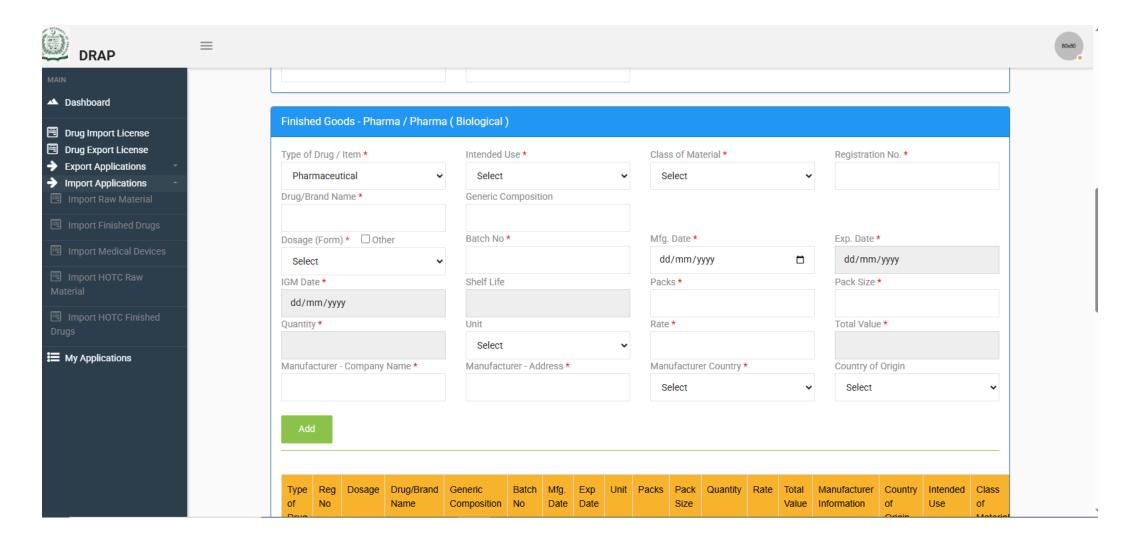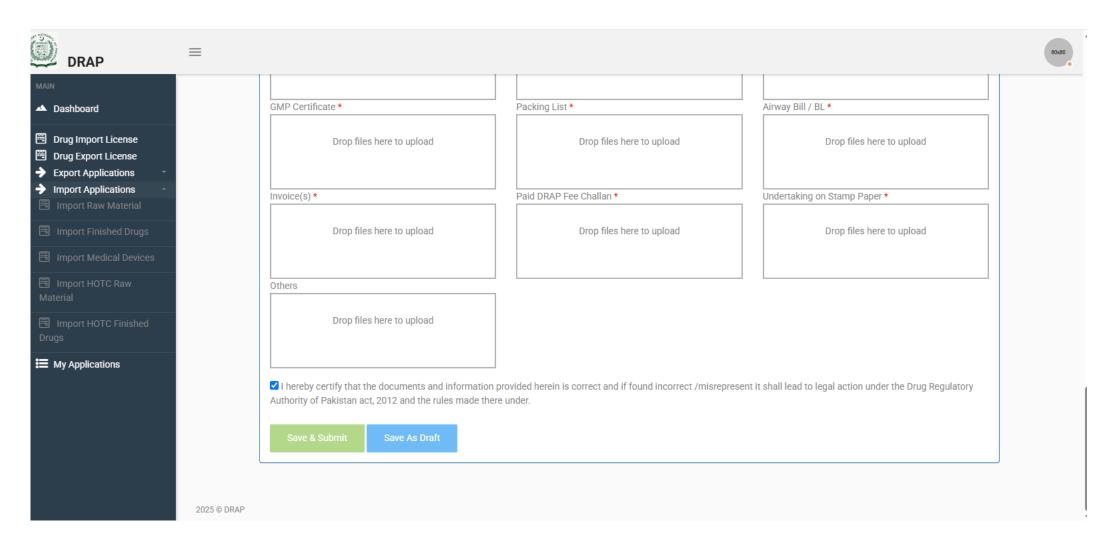
How to import finished drugs

Import finished drugs

Login to software using your username and password. From the dashboard under import application select "Import Finished Drugs" the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

You can add drugs by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then application is moved to draft mode editable at any time until it is submitted.
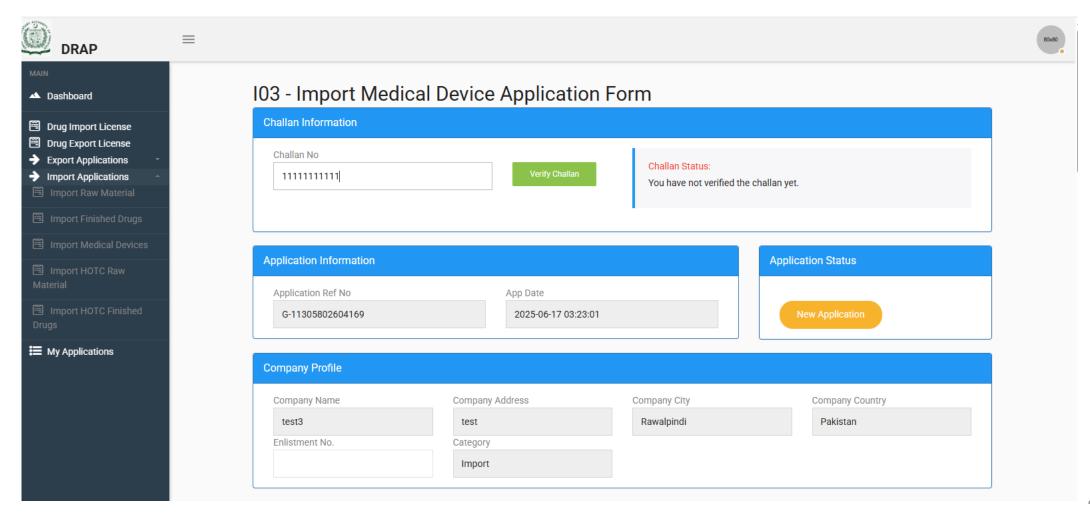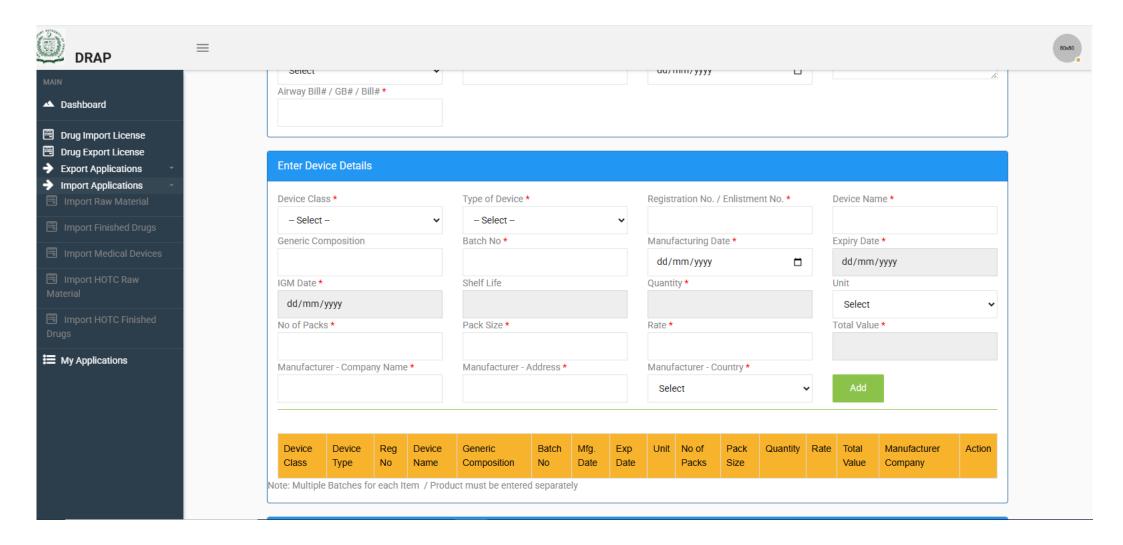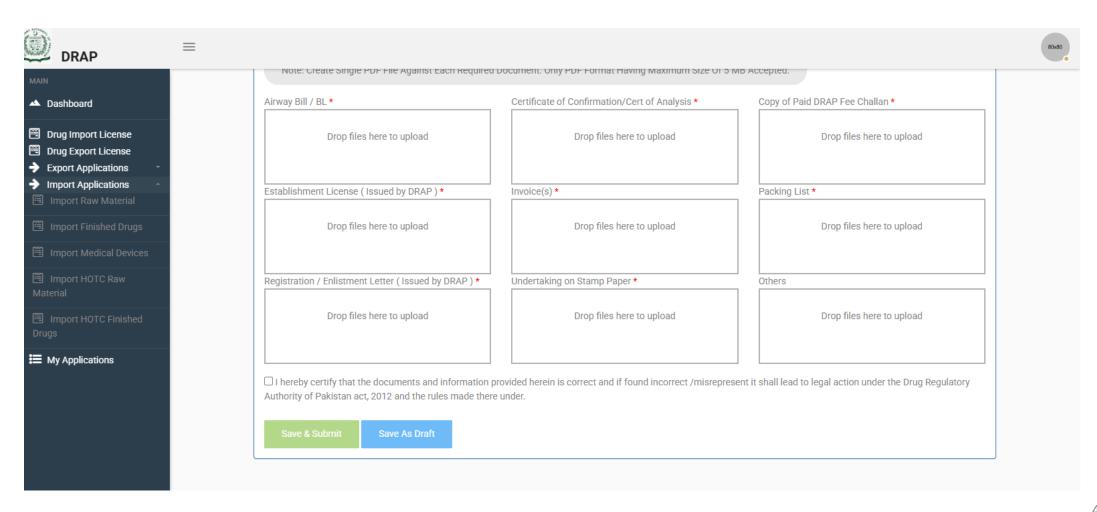
How to import medical devices

Import medical devices

Login to software using your username and password. From the dashboard under import application select
 "Import Medical Devices" the following screen will appear. First enter challan number and press
"verify challan". Once challan is verified then enter values for the fields listed below

You can add more devices by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then application is moved to draft mode editable at any time until it is submitted.
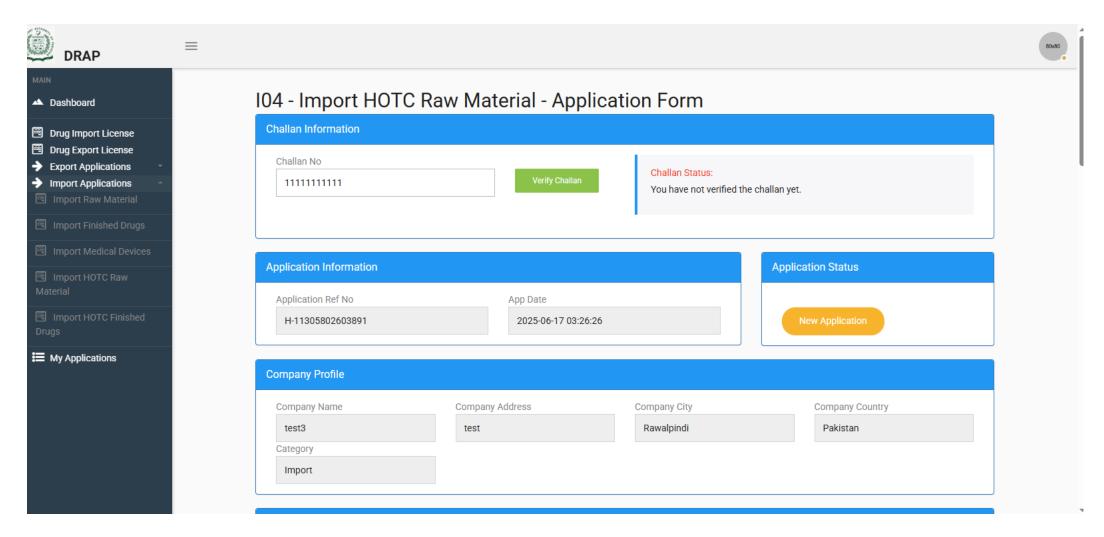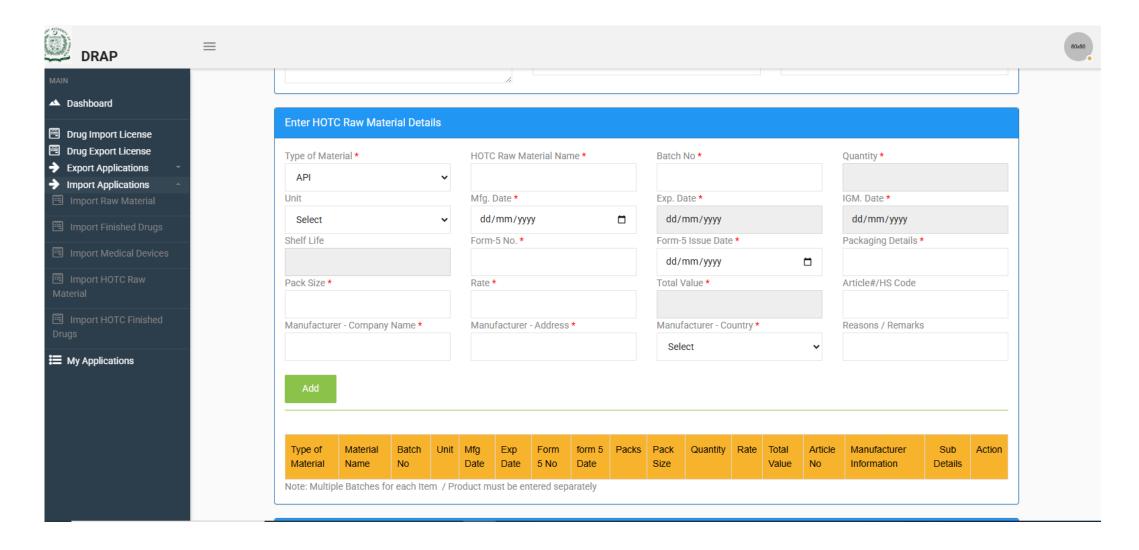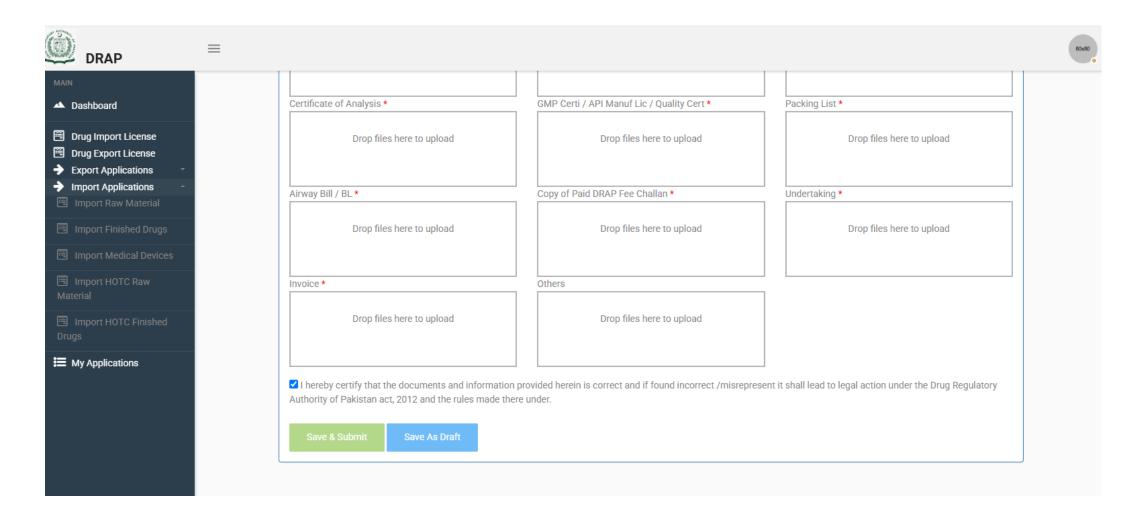
Import HOTC raw material

Import HOTC raw material

Login to software using your username and password. From the dashboard under import application select "Import HOTC Raw Material" The following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

You can add more material by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then application is moved to draft mode editable at any time until it is submitted.
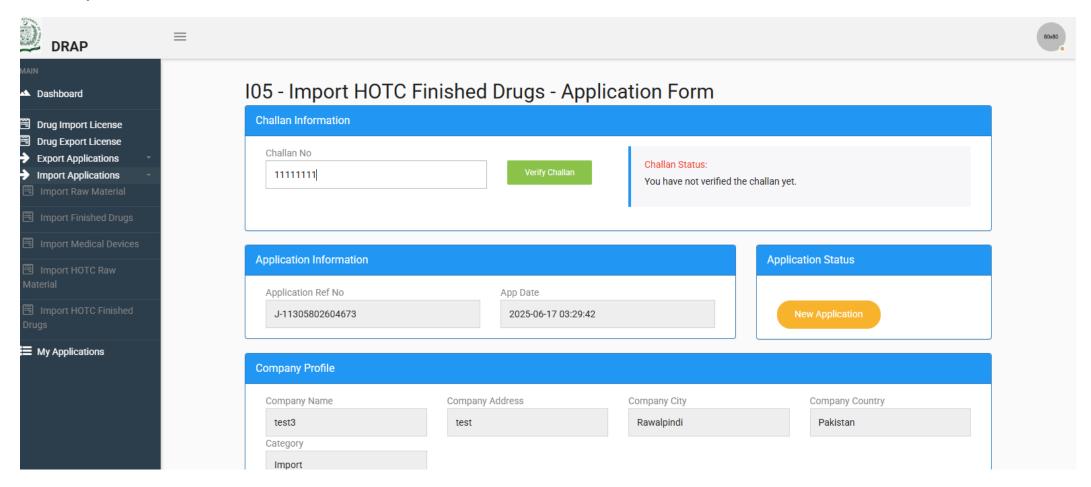
How to import HOTC Finished drugs

Import HOTC finished drugs

Login to software using your username and password.From the dashboard under import application select "Import HOTC Finished drugs" the following screen will appear. First enter challan number and press "verify challan". Once challan is verified then enter values for the fields listed below

You can add more drugs by using "Add" button.

Attach the relevant documents. Read the declaration carefully check the checkbox in declaration and press "Save and submit" once the application is submitted then it is not editable. However if you press "Save as Draft" then application is moved to draft mode editable at any time until it is submitted.