

INSTRUCTION FOR COMPLETING EXCEL TABLE FOR IMPORT OF VETERINARY MEDICINAL PRODUCTS THAT DO NOT HAVE MARKETING AUTHORISATION

This instruction is used when preparing the documentation for issuing the import authorisation for medicinal products that do not have a marketing authorization, and in accordance with instructions Required documentation for import of veterinary medicinal products that do not have marketing authorization and export of immunological veterinary medicinal products, available on the portal www.cinmed.me in the section Legislation/Instructions/Import/export of medicines. The instruction refers to completing the excel table with medicinal products for which import is required.

The manner of completing excel table is as follows:

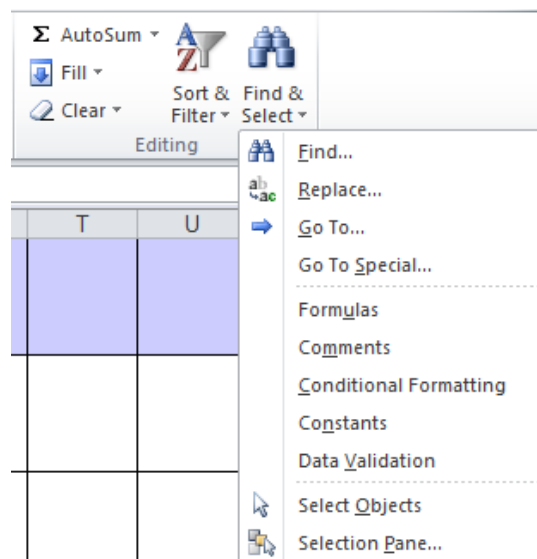
From employees of the Institute you will receive via e-mail an Excel table with veterinary medicinal products that were imported in the previous period. The table already contains medicinal products sorted alphabetically. The data to be entered by the applicant are: **Batch number**, **quantity** and **price** of a medicinal product.

Data on the batch number, quantity and price of a medicinal product for which the import application is submitted shall be entered in the columns marked in yellow.

Note: Data on medicines in columns that are not marked in yellow must not be changed. Should you have any suggestions regarding the data on medicinal products in the table, please send them to: uvozljekovi@cinmed.me

First you need to make sure you are not positioned in the first, purple row. To avoid this, position yourself on any part of the table that is not part of the purple row.

To find a specific medicine in the table, click **Find & Select**, then **Find**.



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A window will open in which you need to type the name of the medicine (or part of it):

	A	B	C	D	E	F	G	H	I	J
	Šifra lijeka	Verzija lijeka	ATC	INN	Naziv lijeka	Farmaceutski oblik	Količina farmaceutskog oblika u pakovanju	Jačina lijeka	Ukupna zapremina	Proizvođač
1	QP53AC12001	1	QP53AC12	ciflutrin	BAYOFLY® POUR-ON	Rastvor za lokalno nakapavanje na kožu	500	10 mg/ml	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka
64	QJ01MA90024	1	QJ01MA90	enrofloksacin	BAYTRIL® FLAVOUR 150MG	Tableta	20	150 mg	tbl	KVP Pharma + Veterinar Produkte GmbH, Njemačka
65										
66	QJ01MA90020	1	QJ01MA90	enrofloksacin	BAYTRIL® FLAVOUR 50 MG	Tableta				
67	QJ01MA90030	1	QJ01MA90	enrofloksacin	BAYTRIL® 10%	Rastvor za injekciju				
68	QJ01MA90018	1	QJ01MA90	enrofloksacin	BAYTRIL® 2.5%	Rastvor za injekciju				

Find and Replace

Find Replace

Find what:

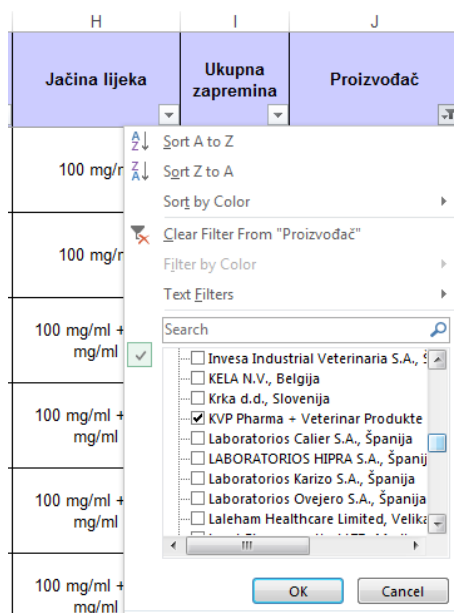
Options >>

After that, click **Find Next**, or press **Enter** on the keyboard.

The system will position you on the medicine name you chose. If that is not a medicinal product of required strength, form, or packaging, click again **Find Next** or **Enter** and find a desired medicinal product.

You can use filters to make it easier to find a medicine. For example, on the top of the table where the column **Proizvođač** is, click the arrow, choose a specific manufacturer and then click **OK**.

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In that case, the system will only offer you medicinal products by the chosen manufacturer.

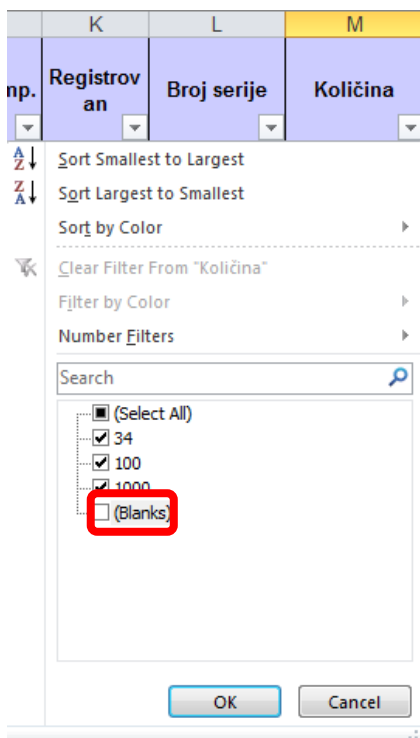
E	F	G	H	I	J
Naziv lijeka	Farmaceutski oblik	Količina farmaceutskog oblika u pakovanju	Jačina lijeka	Ukupna zapremina	Proizvođač
ADVANTAGE® ZA MALE MAČKE I KUNIČE KUĆNE LJUBIMCE	Rastvor za lokalno nakapavanje na kožu	1,6	100 mg/ml	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka
ADVANTAGE® ZA VELIKE MAČKE I KUNIČE KUĆNE LJUBIMCE	Rastvor za lokalno nakapavanje na kožu	3,2	100 mg/ml	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka
ADVANTIX®	Rastvor za lokalno nakapavanje na kožu	10	100 mg/ml + 500 mg/ml	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka
ADVANTIX®	Rastvor za lokalno nakapavanje na kožu	16	100 mg/ml + 500 mg/ml	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka

Once you have found a desired medicinal product, enter quantity (without decimal point) and price (with decimal point, given to maximum two decimal places). If price of a medicinal product is not a whole number, do not type more than one point, for example 1320.50 € (one thousand three hundred and twenty euros and fifty cents).

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Šifra lijeka	Verzija lijeka	ATC	INN	Naziv lijeka	Farmaceutski oblik	Količina farmaceutskog oblika u pakovanju	Jačina lijeka	Ukupna zapremina	Proizvođač	Broj serije	Količina	JM pakovanja - šifra	JM pakovanja naziv	Cijlne vrste životinja	Cijena
1	QJ01MA90024	1	QJ01MA90	enrofloksacin	BAYTRIL® FLAVOUR 150MG	Tableta	20	150 mg	tbl	KVP Pharma + Veterinar Produkte GmbH, Njemačka		40			Psi	9,08

When you have selected all medicinal products, position on the beginning of the table, find column **Quantity**, click on the arrow and choose last option (**Blanks**). After that click **OK** and chosen medicinal products with quantities and prices will be selected, so you may check them again.



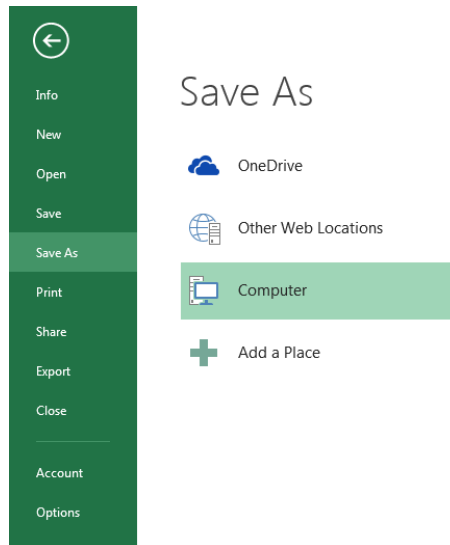
Before sending the table with medicinal products, please make sure that you have entered quantities and prices correctly, which can easily be done if you use function:

quantity*price

You may consult your IT expert about this calculation.

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Save this newly created table by clicking **File**, and then **Save As**.



The completed excel table shall be sent to the Institute electronically to the e-mail address: uvozljekovi@cinmed.me, as part of the documentation for the import/export of medicinal products.

If you cannot find a medicinal product in the table (it has not been imported before), you can provide the data on that medicinal product in two ways:

- enter all the data on the medicinal product directly into the excel table, below the already chosen medicinal products. Enter all medicine information (ATC, INN, brand name, form, strength, packaging, etc.) **but do not enter data in the column A – šifra lijeka** and/or,
- provide all the data on the medicinal product (ATC, INN, brand name, form, strength, packaging, etc.) in the e-mail within which you submit the completed table.

The information system of the Institute shall be kept up-to-date and excel table shall be sent to all stakeholders regularly via e-mail.

Should you have any questions regarding this matter, please contact Ms. **Tatjana Babović**: uvozljekovi@cinmed.me , or 020/310-280.