

## INSTRUCTION FOR COMPLETING EXCEL TABLE FOR IMPORT OF VETERINARY MEDICINES THAT DO NOT HAVE MARKETING AUTHORISATION

This instruction is used when preparing the documentation for issuance of import authorisation for medicines that do not have a marketing authorization, and in accordance with Rulebook on more detailed conditions for the issuance of import authorization for a medicine that does not have marketing authorisation (“Official Gazette of Montenegro” No 19/24 from 5 March 2024, 034/24 od 12.04.2024), available on the portal [www.cinmed.me](http://www.cinmed.me) in the section Legislation/Medicines/Veterinary medicines. The instruction refers to completing the excel table with medicines to be imported.<sup>1</sup>

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 medicines that were imported in the previous period. The table already contains medicines sorted alphabetically.

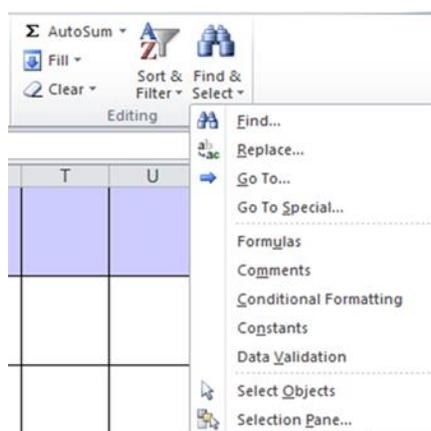
The applicant shall enter the following data into the columns marked in yellow:

- Batch number (column L)
- Quantity (column M)
- Country/countries which approved the package of the medicine for the batch to be imported into Montenegro as an integral part of the Decision on the issuance of marketing authorisation (column Q);
- Country / countries in which the batch of the medicine to be imported into Montenegro is placed on the market (column R).

**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 medicines in the table, please send them to: [uvozljekovi@cinmed.me](mailto: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**.



<sup>1</sup> The instruction may also be applied to the export of immunological veterinary medicines which do not have marketing authorisation and which were previously imported into Montenegro, whereby the columns L and M are completed.

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	BAYFLY® 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	QJ01MA90020	1	QJ01MA90	enrofloksacin	BAYTRIL® FLAVOUR 50 MG	Tableta				
66	QJ01MA90030	1	QJ01MA90	enrofloksacin	BAYTRIL® 10%	Rastvor za injekciju				
67	QJ01MA90018	1	QJ01MA90	enrofloksacin	BAYTRIL® 2.5%	Rastvor za injekciju				
68										

Find and Replace

Find Replace

Find what: enrofloksacin

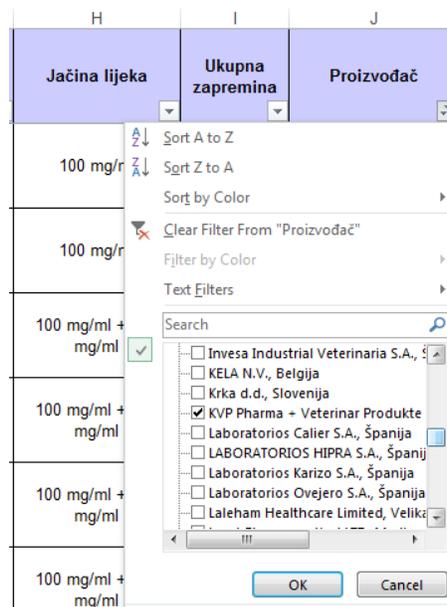
Options >>

Find All Find Next Close

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

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

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**.



In that case, the system will only offer you medicines 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 requested medicine, enter quantity (without decimal point).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Šifra lijeka	Varijanta lijeka	ATC	INN	Naziv lijeka	Farmaceutski oblik	Količina farmaceutskog oblika u pakovanju	Jačina lijeka	Ukupna zapremina	Proizvođač	Broj serije	Količina	JM pakovanja litra	JM pakovanja naziv	Cljone vrste životinja
QJ81MA3024	1	QJ81MA30	evrofoksacin	BAYTRIL FLAVOUR 150MG	Tableta	20	150 mg	ml	KVP Pharma + Veterinar Produkte GmbH, Njemačka		20			Psi

For every batch to be imported into Montenegro please complete the field **Država/države u kojima je pakovanje lijeka za seriju koja se planira uvesti u Crnu Goru odobreno kao sastavni dio registracionog Rješenja** with the data on the country/countries which approved the package of the medicine as the integral part of the Decision on the issuance of marketing authorisation.

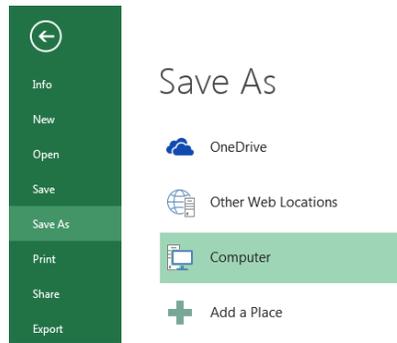
For every batch to be imported into Montenegro please complete the field **Država/države u kojima je serija lijeka čiji se uvoz planira u Crnu Goru stavljena u promet** with the data on the country/countries in which the batch in question has been placed on the market.

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

Knj.	Registron	Broj serije	Količina
Sort Smallest to Largest			
Sort Largest to Smallest			
Sort by Color			
Clear Filter From "Količina"			
Filter by Color			
Number Filters			
Search			
<input checked="" type="checkbox"/> (Select All)			
<input checked="" type="checkbox"/> 34			
<input checked="" type="checkbox"/> 100			
<input type="checkbox"/> (Blanks)			

OK Cancel

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



The completed excel table shall be sent to the Institute electronically, as part of the application for import/export of medicines, on a CD, or via e-mail address: [uvozljekovi@cinmed.me](mailto:uvozljekovi@cinmed.me), with a reference to the file number (from the confirmation of receipt of the application for the issuance of import authorisation).

If you cannot find a medicine in the table (it has not been imported before), you may enter the data on that medicine directly into the excel table, below already selected medicines. Please enter all the data on the medicine (ATC, INN, brand name, form, strength, package, etc.) **but do not enter the data in the column A – šifra lijeka.**

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 sent an e-mail to [uvozljekovi@cinmed.me](mailto:uvozljekovi@cinmed.me), or call 020/310-280, Department for veterinary medicines.