# NATIONAL AGENCY FOR FOOD DRUG ADMINISTRATION AND CONTROL (NAFDAC)
## VETERINARY MEDICINE AND ALLIED DIRECTORATE (VMAP)
### *NAFDAC e-LICENSE APPLICATION PROCEDURE (e-PERMIT)*

A) An applicant can access the Single Window via the URL:    https://trade.gov.ng/nafdac

B) Click on **NAFDAC e- license**; Enter your:
- ✓ Username (Tax Identification Number (TIN) or Company's name)
- ✓ Password (FIRS generated password*), then click on login button.

C) Click on **New** hyperlink to create your new/renewal e-Permit application. Application page will be displayed and user will be prompted to **Header** Tab.

D) Fill the **Header** tabs by:

**i-** Select **Applicant type**, from drop down list if you are a Manufacturer, Marketer or End User.

**ii-** Select **Certificate Code**;

**iii-** Click on **Names and parties** tab to Complete the Trader's information.

**iv-** Click on **Item** tab to capture the item details, this is by click on Add (+) button to open a blank item page, then Start capturing items details. Click on **Add** button to add the item details (List of item table will be updated).

**To Add more Items, repeat iv- above onwards**

**To Delete the Item details, Click on Delete icon**

**To Edit Item details, Click on Edit icon and save.**

**To accelerate the Capturing of Numerous Items to be Captured;**

- Start by completing all Mandatory Fields of 1 item.
- Export XLS & Save the file on your Computer
- Continue filling the items in the saved file
- Return to NAFDAC e-license, go to item tab then click on Import XLS, choose the saved file & Import the NAFDAC excel file into Items tab.
- List of items will be updated & List all the Items.

**v-** Click on **Attachment** tab to view the list of required documents; select any document name then click on its edit icon to enable the attachment fields for editing and perform the following:
- Enter the document reference
- Date on the document
- Attach the document(s) by clicking on **Upload** + **Add** button

**vi-** After having completed all data entries, User can perform the following:
- **Store** - stores the created certificate application in the NSW Trade Portal server.
- **Submit-** submit the created certificate application.

**Vii-** **Support Information tab**; this will display an Application Progress Indicator which has a color background's legend:
- **Orange**; when the department's name has Orange background color, it means that your application is being *process* in that department.
- **Yellow**; when the department's name has Yellow background color, it means that your application has been *Queried* in that department and return back to you (Queried Status)
- **Dark Green**; when the department's name has dark green background color, it means that the processing of your application has been *completed* in that department.

**YOU WILL RECEIVE A TEXT IN RESPECT OF PAYMENT FOR YOUR e-PERMIT**

*\*Please note that the FIRS is the Agency that enrolls companies on the Single Window portal, and this is done when issuing TIN for company. Kindly contact nearest FIRS office for details*