SecurMed End User Registration: Process Overview

Contents

1   Introduction

This document describes the process by which End Users are granted access to the UKNI Medicines Verification System (UKNI MVS). All End Users are required to enable access using their own (built or procured) software solution. Emergency access via the GUI is enabled using the same credentials. This process does not grant access to NCA staff.

2   Terminology

For more detailed SecurMed terminology including that used in this document please refer to SecurMed Glossary of Terms [Ref 01: SCM-GLT-0014].

Terminology	*Description*
Arvato	Arvato Systems GmbH, SecurMed's Blueprint Service Provider
CRM	Microsoft Dynamics 365 CRM System
DDL	Drop Down List – used in several fields for data entry
FMD	Falsified Medicines Directive
GUI	Graphical User Interface
NCA	National Competent Authority (e.g. MHRA)
NMVS	National Medicines Verification System
SCM	SecurMed
UKNI MVS	UKNI version of NMVS
EULA	End User Licence Agreement

3   Registration process

Visit the SecurMed End User Registration Guide and follow the onscreen instructions. The End User must have at hand all the information listed in order to complete the registration.

- We aim to deliver credentials between 10 to 15 working days after registration.
- Bulk Registrations may take longer and may be processed in batches.
- The End User **must** be correctly registered with an appropriate body (e.g. CQC).
- Any issues associated with registration will need to be resolved before credentials can be issued.

Bulk files

Bulk Registrations are completed using Bulk files that can contain one or more Locations from one or more legal entities.

Following registration, the **standard process** is for the credentials to be returned via an email to the Requestor and a postal letter to the Location (for each entry).

To qualify for the **non-standard process**, the following two conditions must be met:

- The file is for a single legal entity
- The file has six or more Locations

In this case, the credentials can be returned as Excel attachments (no password required) in two separate emails, rather than multiple emails and postal letters. You will need to provide the details of a suitable representative at the legal entity who can verify this arrangement.

We will contact you within five working days of qualifying Bulk Registrations seeking your preference for the return of credentials. Please let us know your preference by replying to registration@securmed.org.uk.
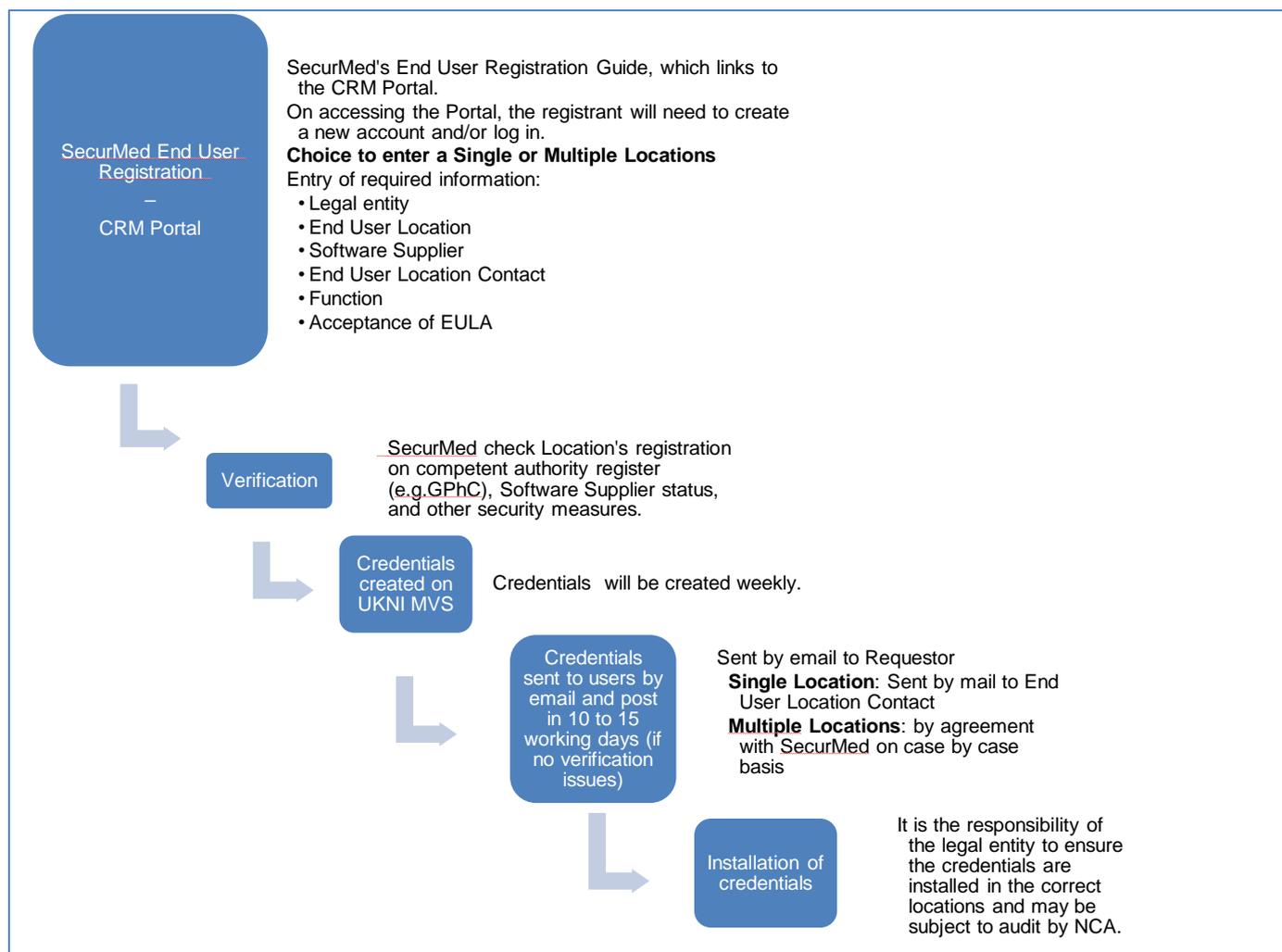
Example

A file has 10 locations, six of which are for the same legal entity. We will not process four as standard and six as non-standard – they are all processed as standard.

Registration workflow

The following is a summary of the registration work flow initiated on the SecurMed website and then executed in CRM.

SecurMed End User Registration – CRM Portal

SecurMed's End User Registration Guide, which links to the CRM Portal.
On accessing the Portal, the registrant will need to create a new account and/or log in.
Choice to enter a Single or Multiple Locations
Entry of required information:
• Legal entity
• End User Location
• Software Supplier
• End User Location Contact
• Function
• Acceptance of EULA

Verification

SecurMed check Location's registration on competent authority register (e.g.GPhC), Software Supplier status, and other security measures.

Credentials created on UKNI MVS

Credentials will be created weekly.

Credentials sent to users by email and post in 10 to 15 working days (if no verification issues)

Sent by email to Requestor
Single Location: Sent by mail to End User Location Contact
Multiple Locations: by agreement with SecurMed on case by case basis

Installation of credentials

It is the responsibility of the legal entity to ensure the credentials are installed in the correct locations and may be subject to audit by NCA.

4 Data field definitions and purpose

Single Location entry (only the Requestor registration and profile fields are required to be entered in the portal for Bulk entries – the other fields are required to be entered in the Excel file being submitted per Location)

Do not use the **;** symbol in any field.

Field name	Format	Definition	Purpose
Requestor Registration			
Email (becomes the Username)	Mandatory email format	The Username of the person submitting the registration. This can be anyone authorised to act on behalf of the legal entity for the purposes of FMD.	This will be the email address used to return some of the system credentials, and the point of contact for any queries. **This person will also be required to accept the EULA T&Cs on behalf of the legal entity.**
Email	Auto populates from email address above	Username for registering person.	Used every time the registering person accesses the Portal to register a Location, amend an incomplete registration, or register more Locations.
Password	Mandatory free text	Rules apply.	Security.
Confirm Password	Mandatory free text		
Requestor Profile			
First name	Mandatory free text	First name	Used by SecurMed Support for contact.
Last name	Mandatory free text	Last name	Used by SecurMed Support for contact.
E-mail	Auto populated	Email address from first registration.	Used by SecurMed Support for contact.

Field name	Format	Definition	Purpose
Business Phone	Mandatory free numeric	Optional	Used by SecurMed Support for contact.
Other Phone	Free numeric	Optional	Used by SecurMed Support for contact.
End User Location Data			
Reference number	Autogenerated number field	System generated unique reference number	Use this number in any contact with SecurMed Support.
Name of legal entity	Mandatory free text	**As it appears in the appropriate regulatory register (e.g. GPhC) for the Location**	Used as part of access authentication and verification.
Post code	Mandatory validated free text	As used by UK postal service	Used as part of access verification and for credentials sent by post.
City or town	Mandatory Free Text		
Address line	Mandatory free text		Used as part of access authentication and verification.
Address line 2	Free text		
Address line 3	Free text		
Country/state	Free text		
Region	Mandatory DDL	Channel Islands, IoM, England, Northern Ireland, Scotland, Wales	Used to facilitate the verification process which differs between devolved authorities.
Function of Location	Mandatory DDL	What type of business is conducted at this location: Wholesaler, Pharmacy etc.	Defines which transactions are assigned to the End User.
Registration body	Mandatory DDL	The body with which the **Location** is registered.	Used as part of access authentication and verification.

Field name	Format	Definition	Purpose
Name of other	Mandatory dynamic free text	Additional field if none of DDL entries are the correct registering body.	Used as part of access authentication and verification.
Registration ID	Free text	Unique number assigned by registering body **to the Location.**	Used as part of access authentication and verification.
End User Location Contact Data			
First name	Mandatory free text	A suitable name to address postal correspondence sent to registering address. (This person does not have to work at this address).	Used for addressing credentials sent by post (note: required for Bulk Registrations but not necessarily used)
Last name	Mandatory free text	A suitable name to address postal correspondence sent to registering address. (This person does not have to work at this address).	Used for addressing credentials sent by post (note: required for Bulk Registrations but not necessarily used)
Email	Mandatory email format		
Business phone	Mandatory numeric	Optional	Used by SecurMed support for contact.
Other phone	Numeric	Optional	Used by SecurMed support for contact.
System contact			
First name	Mandatory free text	The name of the person who should receive system messages by email (can be the same as previous named roles).	Used by system to send emails including Password change reminders.
Last name	Mandatory free text	The name of the person who should receive system messages by email	Used by system to send emails including password change reminders.

Field name	Format	Definition	Purpose
		(can be the same as previous named roles).	
Email	Mandatory email format		Used by system to send password change reminders.
Software Supplier Data			
Software Supplier name	Mandatory free text	Software Supplier name as used on SMS Arvato portal.	The software needs to have passed testing on the Arvato SMS portal to progress registration. This is checked by SecurMed. We will contact the Requestor by email if the information supplied is not sufficient or software/name/version has not passed testing.
Software name	Mandatory free text	Software name as used on SMS Arvato portal.	
Software version	Free text	Software version as used on SMS Arvato portal.	