

SecurMed UK

End User Registration

Process overview

SecurMed UK End User Registration Process Overview v5

Contents

1	Introduction	3
2	Terminology & Abbreviations	3
3	Registration process.....	3
4	Data field definitions and purpose.....	6

SecurMed UK End User Registration Process Overview v5

1 Introduction

The purpose of this document is to enable understanding from an end user perspective, and describes the process by which end users will be granted access to the UK Medicines Verification System (UK MVS). All 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 cover granting access to NCA staff.

2 Terminology & Abbreviations

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

Terminology / Abbreviation	Description
Arvato	Arvato Systems GmbH, SecurMed UK'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 UK
UK MVS	UK version of NMVS

3 Registration process

Navigate to the registration page on the SecurMed website and follow the onscreen instructions. It is important that all the relevant information is available to complete the registration. The information required is described in section 4.

The target for delivery of credentials from the point of registration is 10 to 15 working days. This accounts for the processing time and the unpredictable nature of the application rate.

- Large bulk files may take much longer and may be processed in batches.
- This is fully dependent on the applicant being correctly registered with an appropriate body. Any issues associated with registration will need to be resolved before credentials can be issued.

SecurMed UK End User Registration Process Overview v5

Bulk files

Bulk files can contain 1 or more locations from 1 or more legal entities. The credentials will be returned by an email to the requestor and a postal letter to the location (for each entry) as the standard process.

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

- **The file is for a single legal entity**
- **The file has 6 or more locations**

The result of which is that (subject to the approval from a suitable representative of the legal entity) the credentials can be sent back as excel attachments (no password required) in 2 separate emails rather than multiple emails and postal letters.

We will contact you within 5 working days for all qualifying bulk files seeking your preference for return of credentials. Please let us know how you would like us to send out the MVS credentials by reply to registration@securmed.org.uk

Standard – Individual letters to each End User Location and individual emails to the Requestor
OR

Non-Standard - As Bulk files to a single verified email address in two separate emails

- ***For Non-Standard, we also need you to provide the name of the person at the Location Company whom we can contact to verify this arrangement.***

Example for clarity

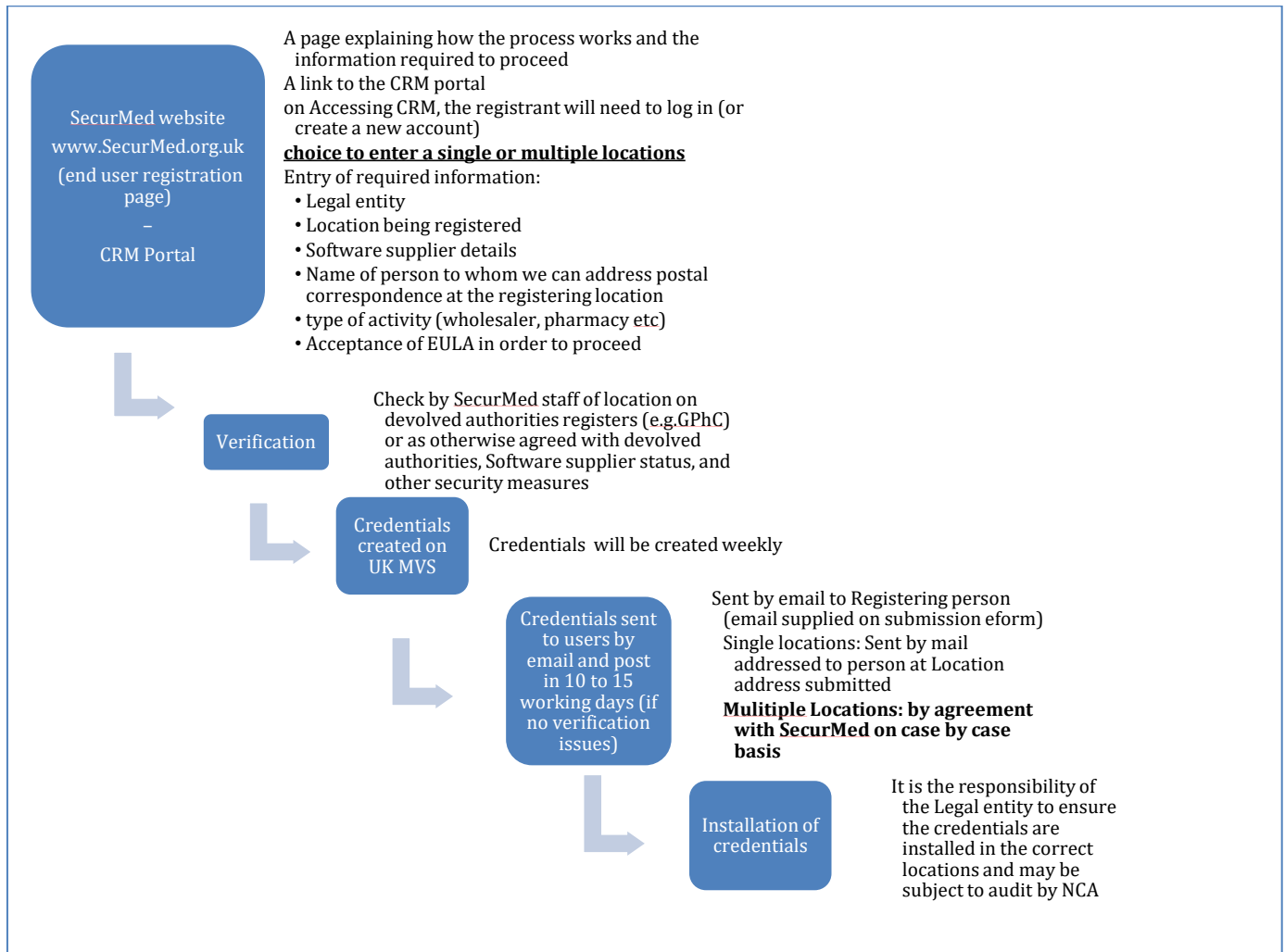
A file has 10 locations, 6 of which are for the same legal entity

We will not process 4 as standard and 6 as non-standard – they are all processed as standard

SecurMed UK End User Registration

Process Overview v5

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



SecurMed UK End User Registration

Process Overview v5

Page Number:

6 of 9

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)

The following symbols must not be used in any field

;

Field name	Format	Definition	Purpose
Requestor Registration			
Email (becomes the user name)	Mandatory email format	The user name of the person submitting the registration. This can be anyone authorized 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 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 Email address from above	User Name 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

SecurMed UK End User Registration

Process Overview v5

Page Number:

7 of 9

Field name	Format	Definition	Purpose
E-mail	Auto populated	Email address from first registration	Used by SecurMed support for contact
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
Postal Code	Mandatory Validated Free Text	As used by UK Postal service	Used as part of access verification and for addressing 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 Drop Down List (DDL)	Channel Islands, IoM, England, Northern Ireland, Scotland, Wales	Used to facilitate the verification process which differs between devolved authorities.
Function of Location	Mandatory Drop Down List (DDL)	What type of business is conducted at this location: Wholesaler, Pharmacy etc	Defines which transactions are assigned to the user

SecurMed UK End User Registration

Process Overview v5

Page Number:

8 of 9

Field name	Format	Definition	Purpose
Registration Body	Mandatory DDL	The body with which the Location is registered	Used as part of access authentication and verification
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 applications 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 applications 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

SecurMed UK End User Registration

Process Overview v5

Page Number:

9 of 9

Field name	Format	Definition	Purpose
Last 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
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 will need to have passed testing on the Arvato SMS portal to progress registration – checked by SecurMed. We will contact the registering person by email if the information supplied here 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	