Catalóg Náisiúnta
Leigheasanna
**National Medicinal
Product Catalogue**

Product Management Portal (PMP) Industry Registration Guide

National Medicinal Product Catalogue

Version 1.0
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Contents

1. Introduction

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1.1 Purpose of This Guide

The Product Management Portal (PMP) is part of the National Medicinal Product Catalogue (NMPC). PMP enables verified industry suppliers to submit and maintain product information for medicinal products and medical devices supplied to the Irish market.

This guide provides end-to-end instructions for:

- Creating and activating a NMPC account.
- Submitting a request for access to the PMP.

Both steps are required before an industry user can access PMP functionality.

1.2 Intended Audience

This guide is intended for industry users, including:

- Marketing Authorisation Holders.
- Manufacturers.
- Distributors and suppliers of medicinal products and medical devices.

1.3 Scope of This Guide

This guide covers:

- NMPC account registration and activation.
- Multi-factor authentication (MFA) setup.
- Email verification and initial sign-in.
- Submission of a PMP access request.

This guide does not cover:

- Use of PMP once access has been granted.
- Internal NMPC review or approval workflows.

2. NMPC Account Setup

2. NMPC Account Setup

A NMPC account is required before a request for access to the PMP can be submitted.

2.1 Purpose of This Guide

1. Navigate to the [NMPC Browser Page](#).
2. Select the Login/Register icon.
3. Select the option to register as a new user.
4. Complete the NMPC registration form using a valid **work** email address.

2.2 Mandatory Field Validation

All mandatory fields must be completed before the registration can be submitted. If required information is missing, the system displays an error message and prevents submission.

2.3 Mobile Authenticator Setup

During registration, you are required to configure multi-factor authentication:

1. Install a supported authenticator application on your mobile device.
    e.g. Google Authenticator / Microsoft Authenticator
2. Scan the QR code displayed on screen.
3. Enter the one-time password (OTP) generated by the application.
4. Enter a device name and select Submit.

2.4 Email Verification

After submitting the registration:

*   An automated verification email is sent to your registered work email address.
*   Select the verification link to activate your account.

Your account remains inactive until this step is completed.

2. NMPC Account Setup
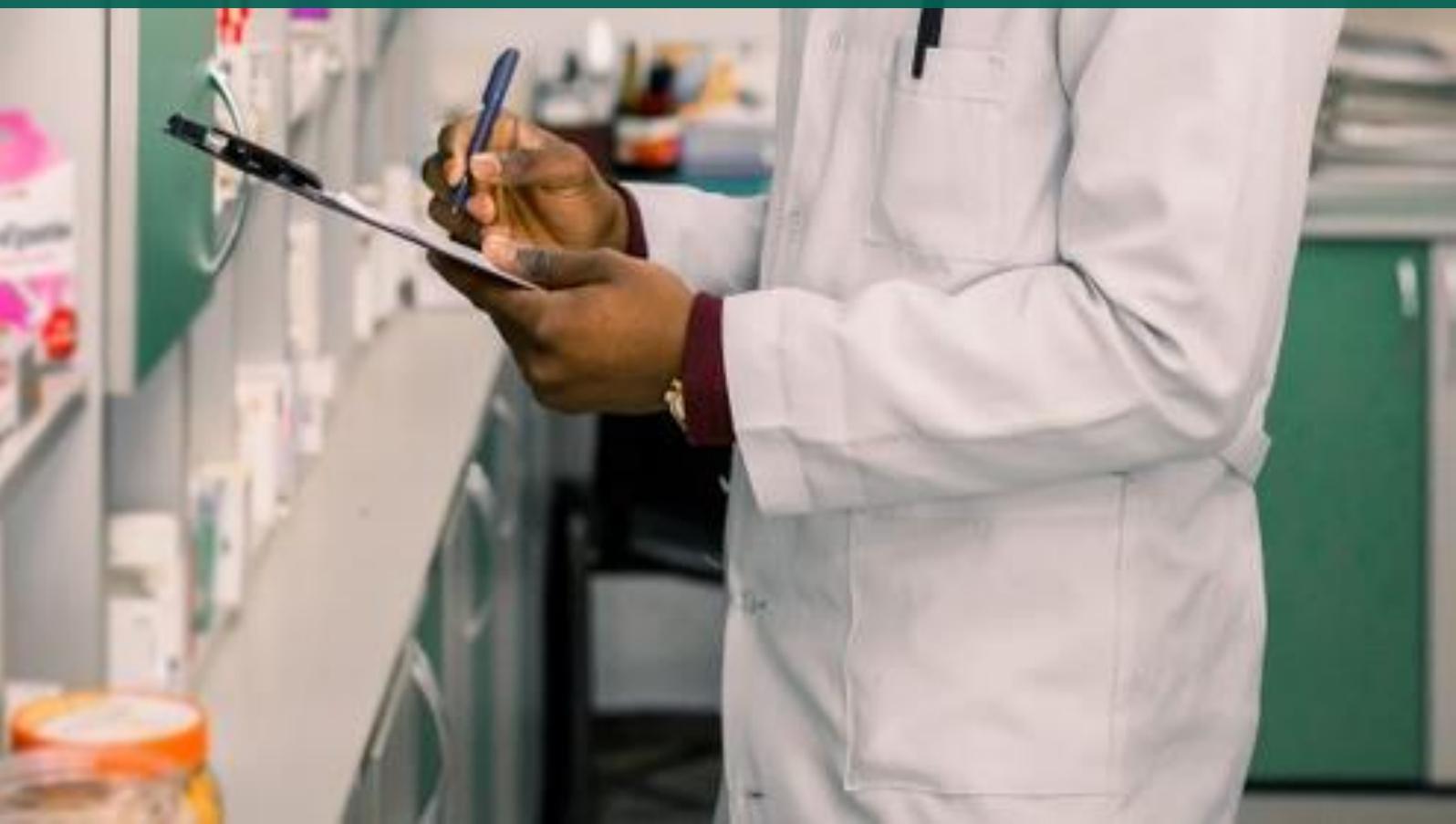
2.5 Initial Sign-In and Content Licenses Agreement

Once your email address has been verified:

1. Return to the NMPC Homepage.
2. Sign in using your registered email address and password.
3. Enter the OTP when prompted.
4. Review and accept the Content Licenses Agreement.

Completion of these steps activates your NMPC account.

3. Portal Management Portal Access Request

3. Portal Management Portal Access Request

Once your NMPC account is active, you may submit a request for access to the PMP.

3.1 Accessing the PMP Access Request Form

1. Sign in to your NMPC account. If a prompt appears to apply for PMP access, skip to step 3.
2. Navigate to NMPC Help and complete email verification when prompted.
3. Select Apply for PMP Access.

3.2 Completing the PMP Access Request Form

Complete all mandatory fields marked with an asterisk (*).

The form requires the following information:

- Requestor details.
- Organisation details.
- Intended use of PMP. (eg. Licensed/Unlicensed/Medical Devices)
- Nomination of a Responsible Person, as defined in the Terms of Use.
- Review the Terms of Use.
- Select the checkbox to confirm acceptance.

3.4 Submitting the PMP Access Request

1. Review the information entered.
2. Select Send to submit your request.

After submission:

- A confirmation message is displayed.
- A summary of your PMP access request is provided for reference.

3.5 After Submission

- Your PMP access request is reviewed by NMPC.
- You may be contacted if additional information is required.
- You will be notified of the outcome by email.

4. Support

4. Support

If you experience issues during NMPC account setup or when submitting a PMP access request, please contact the NMPC support team via the designated Helpdesk.