



Catálogo Náisiúnta  
Leigheasanna  
National Medicinal  
Product Catalogue

# Product Management Portal (PMP) Industry User Guide

**National Medicinal Product Catalogue**

*Version 1.2  
19<sup>th</sup> February 2026*



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# 1. Introduction



# 1. Introduction

## 1.1 Purpose of the Product Management Portal

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

This guide provides step-by-step instructions for performing basic user functions within PMP, including creating, modifying, and inactivating product content requests.

## 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 who have been approved as verified industry contributors.

## 1.3 Scope of This Guide

This guide covers:

- Navigating the PMP workspace.
- Creating a new product content request.
- Viewing and tracking submitted requests.

This guide does not cover:

- The industry contributor registration and verification process (Please see separate User Guide).
- Internal NMPC review workflows.



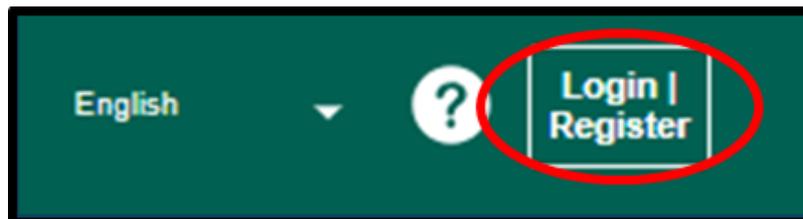
## 2. Accessing the Product Management Portal



# 2. Accessing the Product Management Portal

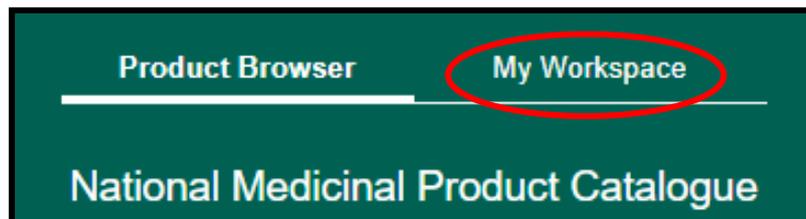
## 2.1 Logging In

Once approved as a verified industry contributor, users can access PMP using their assigned credentials via the NMPC web portal:



After login, users are presented with two principal areas:

- **Product Browser** – read-only access to published catalogue data
- **My Workspace** – used to create and manage content requests





### 3. My Workspace Overview



# 3. My Workspace Overview

The My Workspace area is the primary working area for industry users.

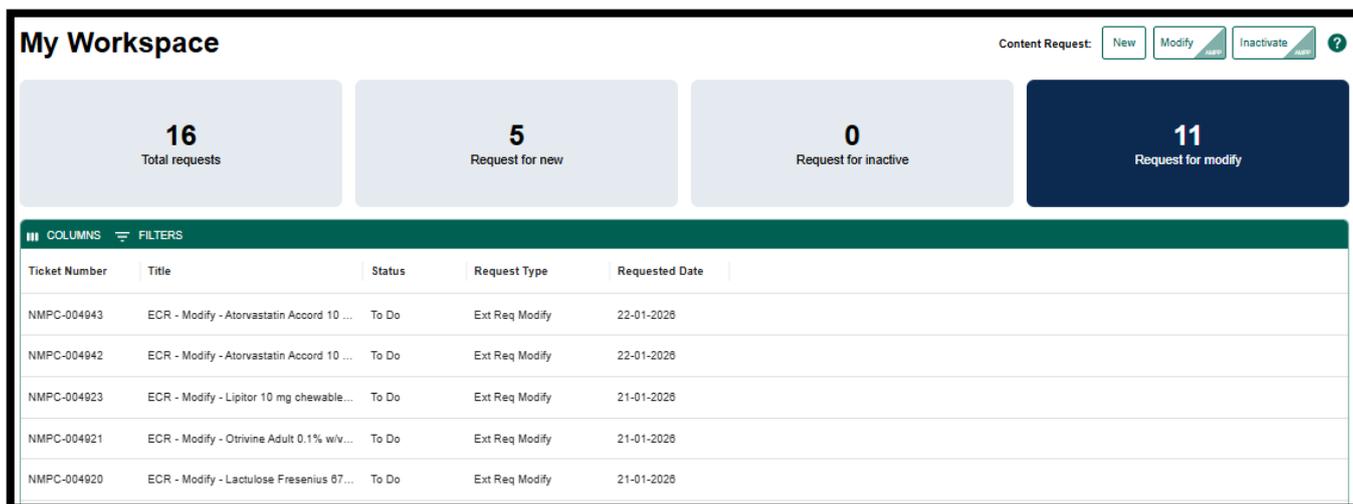


Figure 1: My Workspace – Overview and request summary

## 3.1 Workspace Summary Tiles

At the top of the workspace, summary tiles provide a count of:

- Total requests.
- Requests for new content.
- Requests for modification.
- Requests for inactivation.

Selecting a tile filters the request list accordingly.

## 3.2 Request Overview

Below the summary tiles, the request overview list displays:

- Ticket number.
- Request title.
- Status.
- Request type.
- Requested date.

Users can:

- Sort and filter requests.
- Select a request to view its details.

# 3. My Workspace Overview

## 3.3 Creating a Request

From the top-right of the workspace, users can initiate a new content request by selecting:

- **New** – create a new product
- **Modify** – request changes to an existing product
- **Inactivate** – request product inactivation

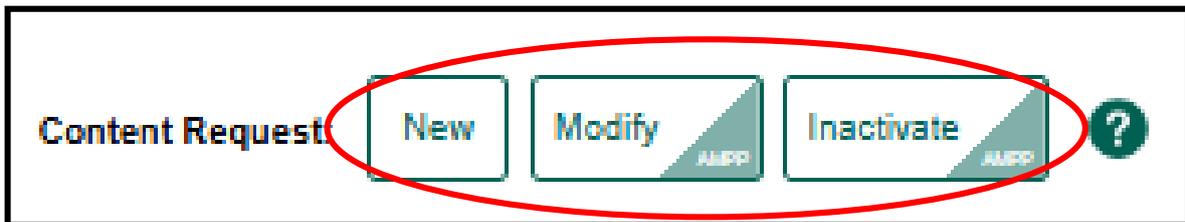


Figure 2: My Workspace – Content Request actions

A person wearing a white lab coat is holding a tablet computer. The background is a blurred pharmacy or laboratory setting with shelves containing various bottles and containers. A dark green banner is overlaid on the image, containing the text '4. Creating a New Product Content Request'.

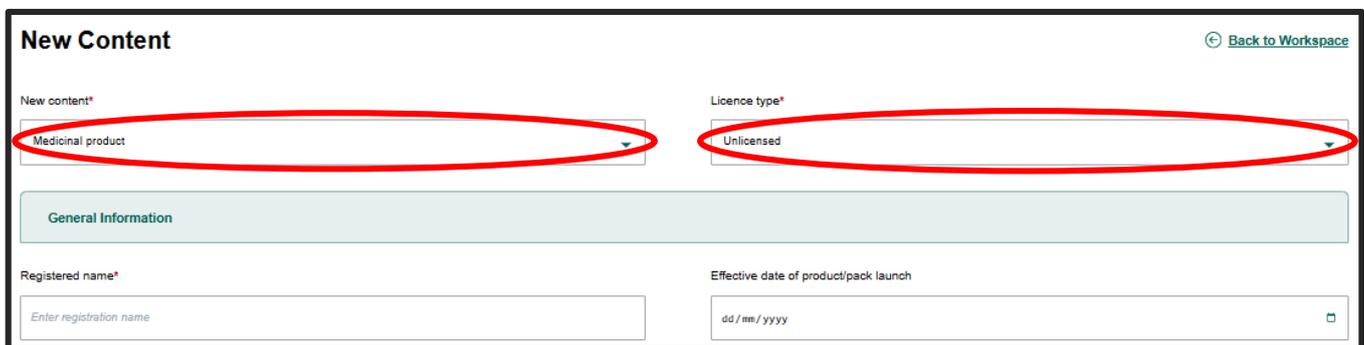
## 4. Creating a New Product Content Request

# 4. Creating a New Product Content Request

## 4.1 Starting a New Request

1. Navigate to **My Workspace**.
2. Select **New** under Content Request.
3. The **New Content** screen is displayed.
4. Select the **New Content** type (e.g., Medicinal product, Nutritional Product, Vaccine, Device)
5. Select the **License type** (e.g., Licensed, Unlicensed)

Mandatory fields are marked with an asterisk (\*).



The screenshot shows the 'New Content' form. At the top left is the title 'New Content' and at the top right is a link 'Back to Workspace'. Below the title are two dropdown menus: 'New content\*' with 'Medicinal product' selected, and 'Licence type\*' with 'Unlicensed' selected. Both dropdown menus are circled in red. Below these is a section titled 'General Information'. Under this section are two input fields: 'Registered name\*' with a placeholder 'Enter registration name', and 'Effective date of product/pack launch' with a placeholder 'dd / mm / yyyy' and a calendar icon.

Figure 3: New Content – Initial selection screen

## 4.2 Completing the New Content Form

**Important:** Any field marked with an asterisk (\*) is a **mandatory field** and must be completed before the request can be submitted for review. The system will not allow submission while mandatory fields remain incomplete.

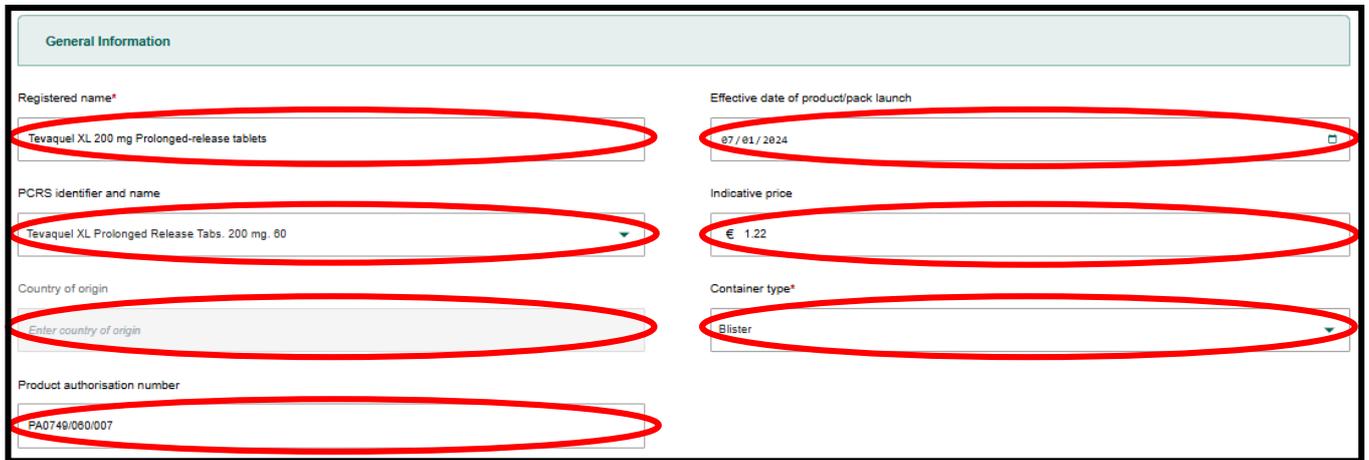
### 4.2.1 General Information

Users must provide key product identifiers, including:

- Registered name.
- Effective date of product/pack launch – Select from the dropdown menu.
- PCRS identifier and name - Type PCRS Code into 'PCRS identifier and name' and select the corresponding product.
- Indicative trade pricing - The expected supply-chain cost, but the actual price may vary due to discounts or agreements.
- Country of origin – (unlicensed products only).
- Product authorisation number (licensed products only).
- Container type – Select from dropdown menu.
- CE Number (medical devices only).
- Device Class (medical devices only).

# 4. Creating a New Product Content Request

## 4.2.1 General Information (cont.)



General Information

Registered name\*  
Tevaquel XL 200 mg Prolonged-release tablets

Effective date of product/pack launch  
07/01/2024

PCRS identifier and name  
Tevaquel XL Prolonged Release Tabs. 200 mg. 60

Indicative price  
€ 1.22

Country of origin  
Enter country of origin

Container type\*  
Blister

Product authorisation number  
PA0749/060/007

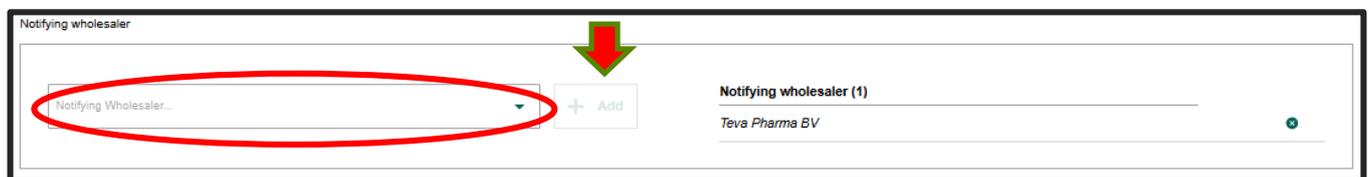
Figure 4: New Content – General Information section

## 4.2.2 Notifying Wholesaler

Where applicable (e.g., unlicensed products):

1. Select a wholesaler from the dropdown list or add as free text.
2. Select **Add** to associate the wholesaler with the request.

Multiple wholesalers can be added.



Notifying wholesaler

Notifying Wholesaler... + Add

Notifying wholesaler (1)  
Teva Pharma BV

Figure 5: New Content – Notifying wholesaler section

# 4. Creating a New Product Content Request

## 4.2.3 GTIN

If available:

1. Enter the GTIN.
2. Select **Add**.

- The GTIN must be 8,12,13 or 14 digits long.
- The GTIN code submitted should be identifiable from the consumer packaging.
- GTIN codes may not be validated, but can still be submitted.
- Please leave blank if not known.
- All added GTINs are displayed in the GTIN list.



Figure 6: New Content – GTIN entry

## 4.3 Attachments

Users can upload supporting documentation, such as:

- Image of unit dose.
- Final approved SmPC or data sheet.
- Packaging artwork.
- Other supporting documents.

To add an attachment:

1. Select the attachment type from the dropdown menu.
2. Upload the file using the upload icon.

Uploaded attachments are listed within the relevant section below.

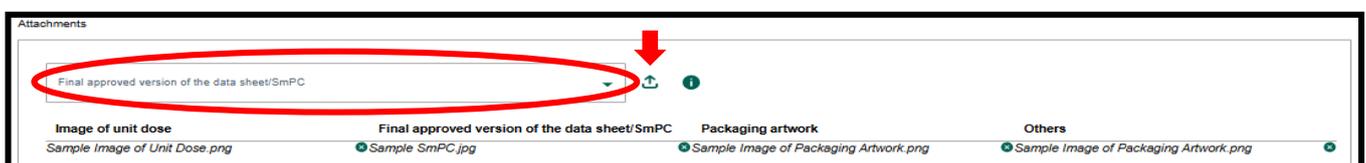


Figure 7: New Content – Attachments section

# 4. Creating a New Product Content Request

## 4.4 Contained Products

For products that contain one or more contained products:

Contained Product(s) ➔ + Add another product

**CONTAINED PRODUCT 1**

Product name (as it appears on the packaging)\*  
Canesten Combi Soft Vaginal Capsule

Packsize quantity\*  
1

Packsize units\*  
Capsule

Marketing authorisation holder\*  
Bayer Limited

Dose form\*  
Capsule

Legal status-MDA schedule  
MDA Schedule 3

Figure 8: New Content – Contained Products section

### 4.4.1 Adding a Contained Product

1. Select **Add another product**.
2. Complete the contained product details, including:
  - a) Product name (as it appears on the packaging)
  - b) Pack size quantity and units.
  - c) Marketing authorisation holder.
  - d) Dose form (Where Applicable)
  - e) Legal status / MDA schedule (Where Applicable)

### 4.4.2 Ingredients

For each contained product:

1. Select an ingredient on which the contained product's strength is based.
2. Enter the strength value.
3. Select the strength unit.
4. Select **Add**.

Multiple ingredients may be added. If an ingredient is not listed, type its name and select **“Create new.”**

# 4. Creating a New Product Content Request

## 4.4.2 Ingredients (cont.)

Ingredient Count (1)	Strength values	Strength units
Clotrimazole	500	milligram

Figure 9: Contained Product – Ingredients entry

## 4.4.3 ATC Code

Where required:

1. Enter the ATC code.
2. Select **Add**.

ATC code (1)
G01AF

Figure 10: Contained Product – ATC code entry

## 4.5 Submitting the request

Cancel Submit

Figure 11: New Content – Submit and Cancel actions

Once all mandatory fields are completed:

1. Review the entered information.
2. Select **Submit**.

# 4. Creating a New Product Content Request

## 4.5 Submitting the request (cont.)

If any mandatory fields are incomplete or contain invalid information, an error message will appear and must be resolved before the submission can be completed:



Figure 12: Mandatory fields are incomplete or contain invalid information

Selecting **Cancel** will discard the request.

The following confirmation screen must be completed to finish the submission:

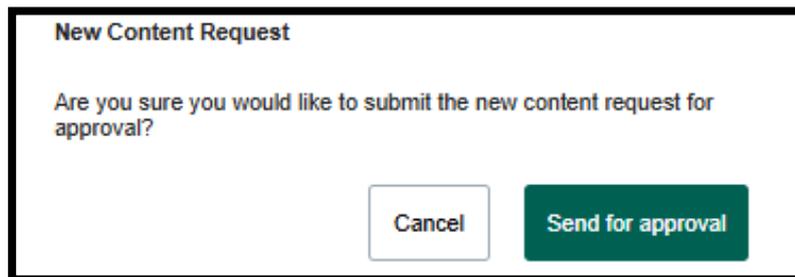


Figure 13: Confirmation Screen

A confirmation message will appear to indicate that your request has been successfully submitted:



Figure 14: Confirmation Message

## 5. Tracking Request Status



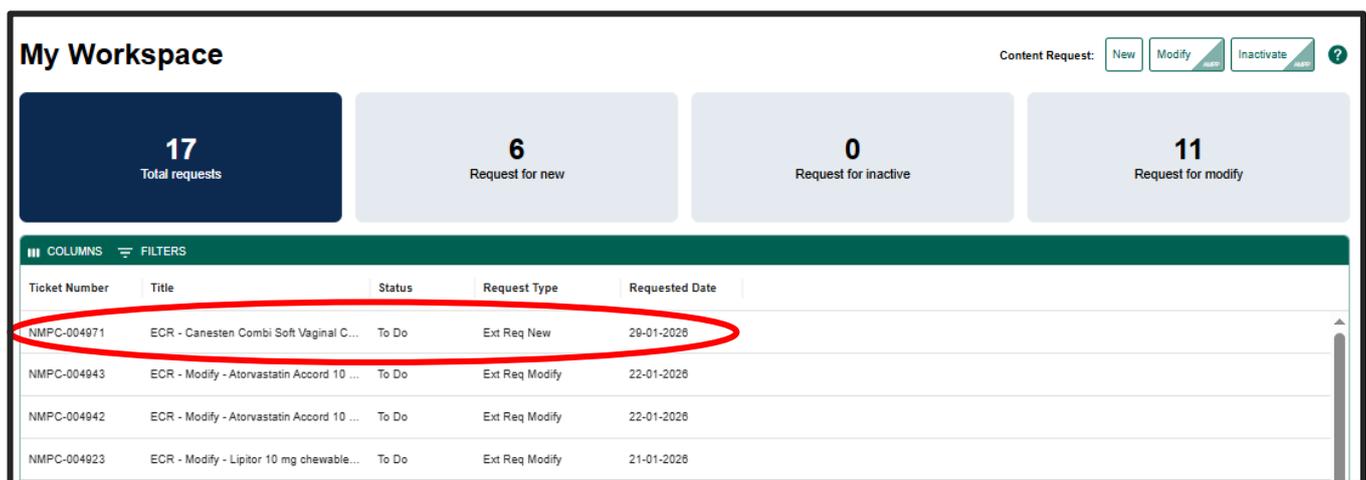
# 5. Tracking Request Status

## 5.1 Completing the New Content Form

After submission, requests appear in **My Workspace** with a status (e.g., To Do).

Users can:

- Filter results by column headings.
- Monitor status changes during NMPC review.



The screenshot displays the 'My Workspace' interface. At the top, there are four summary cards: '17 Total requests', '6 Request for new', '0 Request for inactive', and '11 Request for modify'. Below these cards is a table with columns for Ticket Number, Title, Status, Request Type, and Requested Date. The first row of the table is circled in red.

Ticket Number	Title	Status	Request Type	Requested Date
NMPC-004971	ECR - Canesten Combi Soft Vaginal C...	To Do	Ext Req New	29-01-2026
NMPC-004943	ECR - Modify - Atorvastatin Accord 10 ...	To Do	Ext Req Modify	22-01-2026
NMPC-004942	ECR - Modify - Atorvastatin Accord 10 ...	To Do	Ext Req Modify	22-01-2026
NMPC-004923	ECR - Modify - Lipitor 10 mg chewable...	To Do	Ext Req Modify	21-01-2026

Figure 15: My Workspace – Submitted request status view



## 6. Modify Existing Product Requests



# 6. Modify Existing Product Requests

A **Modify** request is used when changes are required to an existing product already recorded in the NMPC catalogue. The request enables approved industry contributors to propose updates while preserving the product's unique identity within the catalogue.

## 6.1 When to Use a Modify Request

A Modify request should be used when amending existing product information, including but not limited to:

- License type.
- Registered Name.
- Indicative Price.
- Marketing Authorisation Holder.
- Notifying Wholesaler.
- GTIN.
- Country of Origin.
- Supporting documentation (e.g., updated SmPC or data sheet)

A Modify request must not be used to create a new product or to inactivate an existing product.

## 6.2 Initiating a Modify Request

To initiate a Modify request:

- Log in to PMP and navigate to **My Workspace**.
- Select **Modify** under Content Request.
- A search screen is displayed.
- Use the search bar to locate the product to be modified by entering the product name or identifier.
- Select the correct product from the search results.

The Modify Content form opens with the existing product data pre-populated.

# 6. Modify Existing Product Requests

## 6.2 Initiating a Modify Request (cont.)

**Modify Content** [Back to Workspace](#)

**Atorvastatin Accord 10 mg film-coated tablet (28 tablets)**

Code	Concept Type	NMPC Start Date
266921000220105	AMPP	21/04/2024

**Base Details**

Name	Atorvastatin Accord 10 mg film-coated tablet (28 tablets)
------	---

**Ingredients**

Precise Active Ingredient	Atorvastatin calcium
BoSS	Atorvastatin
Presentation Strength	10 milligram / 1 Tablet
Pack Size Value	28
Pack Size Unit	Tablet

**Codes & Price**

PCRS Code	41937
Reference Price	1.8116
Reimbursable Price	1.81

**Linked Products**

AMP	<a href="#">Atorvastatin Accord 10 mg film-coated tablet</a>
VMPP	<a href="#">Atorvastatin 10 mg oral tablet (28 tablets)</a>

Choose your content

Please select field for modification

Cancel Submit

Figure 16: My Workspace – Create Modify request

## 6.3 Making Changes

Users may update the relevant fields as required. Existing values should only be changed where an update is intended.

**Important:** Any field marked with an asterisk (\*) is mandatory and must be completed before the request can be submitted for review.

Where supporting documentation is required:

1. Scroll to the **Attachments** section.
2. Select the appropriate attachment type.
3. Upload the file and confirm the attachment.

# 6. Modify Existing Product Requests

## 6.3 Making Changes (cont.)

4. Repeat as required to add additional documents.

All proposed changes are displayed in a review table prior to submission.

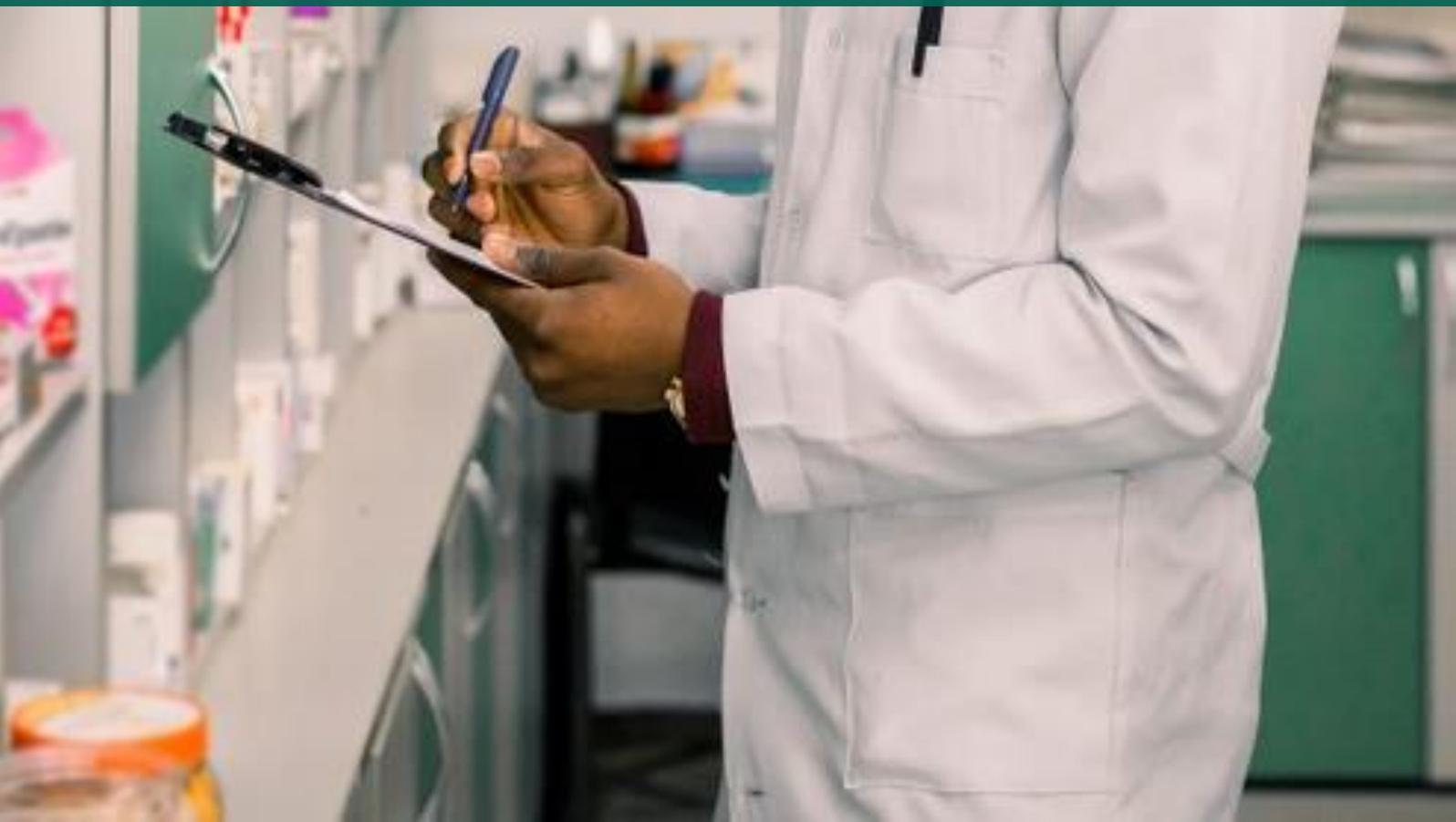
## 6.4 Submitting a Modify Request

1. Review the proposed changes carefully.
2. Select **Submit**.
3. Confirm submission when prompted.

Upon submission, the user is returned to **My Workspace**, where the Modify request is visible with an assigned ticket number and status.



## 7. Inactivate Product Requests



# 7. Inactivate Product Requests

An **Inactivate** request is used to notify NMPC that a product is no longer supplied to the Irish market and should no longer be listed as active within the NMPC catalogue.

## 7.1 When to Use an Inactivate Request

An Inactivate request should be submitted when:

- A product has been permanently discontinued
- Supply to the Irish market has ceased

Inactivation does not delete the product record but changes its status for catalogue and reporting purposes.

## 7.2 Initiating an Inactivate Request

To initiate an Inactivate request:

1. Navigate to **My Workspace**.
2. Select **Inactivate** under Content Request.
3. A search screen is displayed.
4. Use the search bar or advanced search to locate the product to be inactivated.
5. Select the correct product from the search results.

The Inactivate Content form is displayed.

**Inactivate Content** [Back to Workspace](#)

Concept Type: AMPP | 284001000220109

[Advanced search](#)

Search Results (1) Showing results for "284001000220109"

COLUMNS		FILTERS						
NMPC Code	Concept type	Name	Active ingredient	Pack Size	Supplier	NMPC start date	NMPC type	Shortages Y/N
284001000220109	AMPP	Anixicalm 10 mg tablet (90 tablets)	Diazepam	90	Clonmel Healthcare Ltd	21/04/2024	NMPC Medication	

Figure 17: My Workspace – Create Inactivate request

# 7. Inactivate Product Requests

## 7.3 Completing Inactivation Details

Users must complete all mandatory inactivation fields, which may include:

- Date of notice
- Discontinuation notification status
- Reason for inactivation (selected from a dropdown list).
- If you select “**Other**” an additional field will appear for you to specify the reason.
- Supporting documentation, such as a letter to healthcare professionals

**Important:** All fields marked with an asterisk (\*) must be completed prior to submission.

Where documentation is required:

1. Upload the relevant file to the appropriate attachment field.
2. Confirm that the attachment is displayed in the review table.

## 7.4 Submitting an Inactivate Request

1. Review the inactivation details and supporting documentation.
2. Select **Submit**.
3. Confirm submission when prompted.

Following submission, the request appears in **My Workspace** with a status indicating it is under NMPC review.



## 8. Support

# 8. Support

If you experience issues using PMP or require clarification on data requirements, please contact the NMPC support team using the designated support [Helpdesk](#)