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## **1. Overview**

The Ministry Of Health Trade System (MOHTS) is an automated system designed to enhance the permit application and processing method at the Ministry of Health (MOH) through the Standards and Regulation Division. The system is intended to capture the details of all permits and the applicants for these permits. The Ministry Of Health Trade System (MOHTS) facilitates the application for import permits online and the processing of these applications electronically. The system is designed to interface with:

- The Trade Board System for the importation of specific chemicals and drugs.
- The Ministry of Agriculture's Trade System to verify information regarding veterinary drugs that are approved and registered with the Veterinary Division.
- The TRN system to verify information on registered companies and individuals.
- The Ministry of National Security and Justice Trade System for the importation of explosive chemicals.

### **1.1 Objectives**

The objectives of the system are as follows:

- To allow electronic submission and processing of permits
- To provide easier processing of permits by providing a list of products requiring permits.
- Minimize the number of inaccurate permits submission by providing online verification prior to submission of permits.
- To allow for the validation and verification of import permits at Jamaica Customs.

## **1.2 User Access Levels**

Access to the system will be gained by authorized users and will be controlled via a User ID and Password feature. Importers are categorised into 3 groups:

1. Individuals
2. Company
3. Broker

An importer will be able to log into the system and apply for an import permit, he will also be able to pay for this permit via the e-payment facility and also track his application with the provided permit number until it is to be collected.

## **1.3 Concepts and Conventions Used**

### *1.3.1 Entering and Displaying Dates.*

The date format for the MOHTS is yyyy/mm/dd. All dates should be entered in this format. It is also desirable to maintain the system date in this format.

## **2. System Environment**

### **2.1 Application Software**

The application is web-based, developed using JAVA, JSP and an Informix database.

The system can be accessed from a computer with Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT and Windows XP operating systems. Internet connectivity is required. The recommended browsers are Internet Explorer 4.0 or higher, or Netscape Navigator 3.0 or higher.

### 3. Getting Started

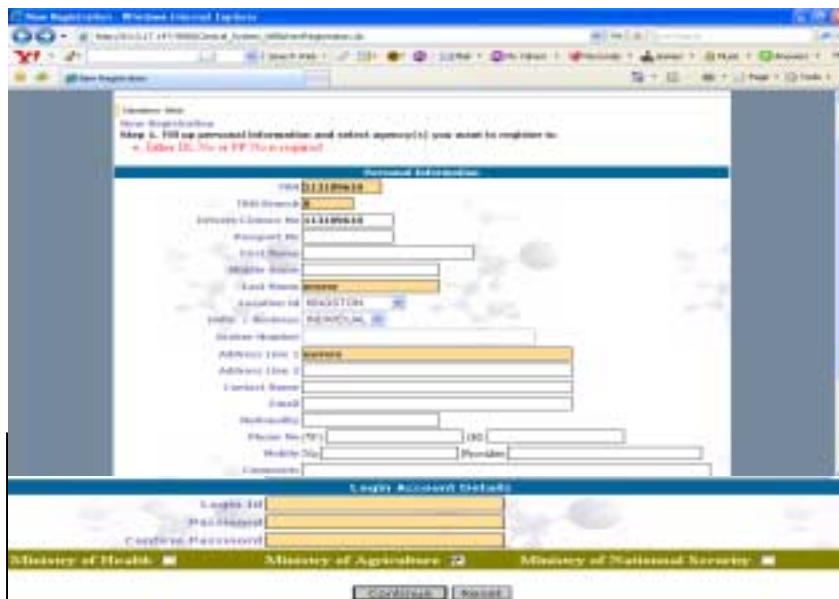
#### 3.1 Accessing the Application

The user types the URL for the application into the address bar of the Internet Explorer browser. The login screen will then appear. Only authorized users are allowed access to the system. Successful login will only be provided to an accurate combination of User ID and password.

#### 3.2 Registering New User



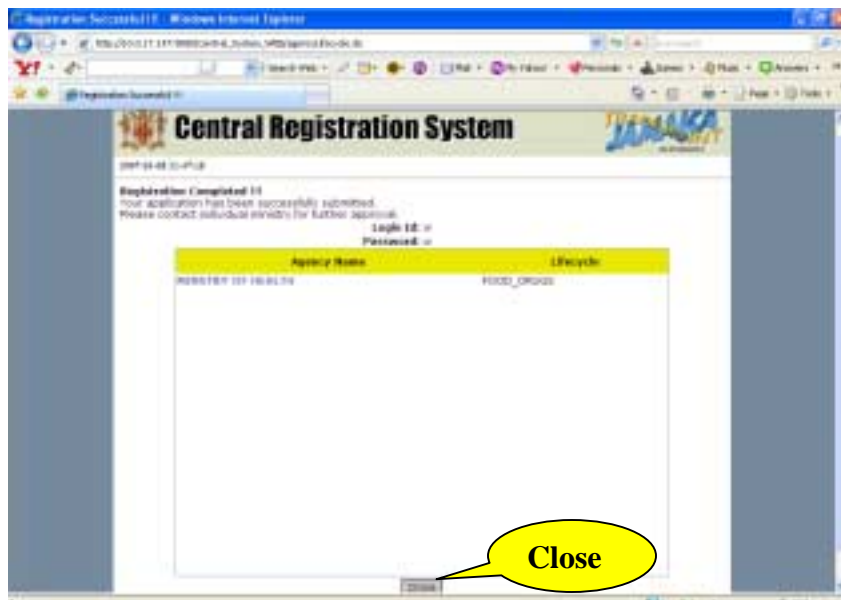
- Click New Registration at the bottom of page.



- Input relevant data, color coded fields are compulsory.
- Select relevant Ministry (ies)
- Select Continue.



- Select the Lifecycles (Category of item you want to import).
- Press Submit



*The application has been submitted and registration, complete. An email will be sent to user to say if the lifecycle(s) have been granted access.*

**Record User Name and Password for access.**

- Select Close to exit.

### 3.3 Sign In

*To have access to the Ministry of Health Trade System (MOHTS), a valid username and password is required. From the homepage:*



- Enter User-name
- Enter password
- Click Login

#### 4. Applying for a Permit

- Click the option *Apply for Permit*



- System displays List Of Permit Types.



- Select the type of permit you want to apply for. E.g. Food additive  
*The system displays pre application form.*

- Select country of export from search list.
- Select drug name for search list.
- Click *Continue to apply For Import Permit.*

*The system displays the application form.*





## 5. Paying For a Permit

### 5.1 Method 1

- After Application Is completed and the system displays the application number and cost.
- Click **Pay For Permits**.



*The system displays list of applications that require payment*

A screenshot of the system displaying a list of applications requiring payment. The page includes a form for user details (TEN Number, Heli Branch, Payee Name, Payee Address Line 1, Payee Address Line 2) and a 'SEARCH' button. Below the form, there are two tables: 'FOOD DRUG PAYABLE IMPORTS' and 'COMMERCIAL DANGEROUS DRUG PAYABLE IMPORTS'.

Permit Number	Total Amount	Amount Paid	Amount Due	Add To Cart
200601304	1.00	0.0	1.00	<input type="checkbox"/>
200601265	1.00	0.0	1.00	<input type="checkbox"/>

Permit Number	Total Amount	Amount Paid	Amount Due	Add To Cart
No Commercial Dangerous Drug Permits Found for Payment				

Check out for Payment

- **Add To Cart** the permit for payment.
- Click **check out for payment**.

*The system displays the types of credit cards that may be used for payment.*

A screenshot of the system displaying the types of credit cards that may be used for payment. The page title is 'Select Bills'. It shows a summary of the total amount to be paid for imports and in the stores.

Permit Number	Payee Name	Total Amount	Amount Paid	Amount Due
200600781	Telkom	1.00	0.0	1.00
		Net Amount to be Paid for All Commercial Drugs : J\$		1.00

TOTAL DUE PAYMENTS INFORMATION	
Total Amount to be paid for Imports : J\$	
Total Amount to be Paid in the Stores : J\$	

Pay By:

VISA, MasterCard, American Express

Master Card

Make Payments

- Select the type of credit card and Click *Allocate Payments*.

*The system displays screen to enter credit card details.*

CREDIT CARD  
Total Amount to be Paid in this Session: 76 1.00  
Selected Credit Card Type: Master Card  
Card Number: 2438848990251955  
Name On Card: TEST USER  
Expiry Date: 12/2008 to 12/2011 (example: MM/YY)  
Total Amount Payable is: 1.00  
CVV/CVC2: [Mask of Card] Last three digits on the back of the card  
These three digits are separate from the credit card number.  
Submit For Payments

- Enter Credit Card details And Click *Submit For Payments*.

*System verifies Card Information and issues a receipt.*

Ministry of Health  
Head Office 2-4 King Street,  
Laguna  
Tel: 1186-3  
Fax: 601-7283  
www.moh.gov.jm  
Taxa No: 79  
Date: 2007-02-26 13:37:19 EDT  
  
Receipt No: 332  
Receipt Dealer: 4208  
Receipt Sub Dealer: RICHARDS  
Description: 7680 - FEES FOR  
PERMIT  
RefNo: 200700091  
TRM: 18221379 Branch: 0  
RICHARDS  
Import Fee: £1.00  
Total: £1.00  
  
Cash: £1.00  
  
Thank you for doing business with  
us  
Print Receipt

- Click *Print Receipt* to print and keep for collection of Permit.

## 5.2 Method 2

- User Signs In to application.

*The system displays Option to pay for permit.*



- Select *E-Payments*.
- Repeat Steps in *Method 1*.

## 6. Search For Permit.

### 6.1 Current and Past Permit applications



Search

Select

Food Add Cosmetics

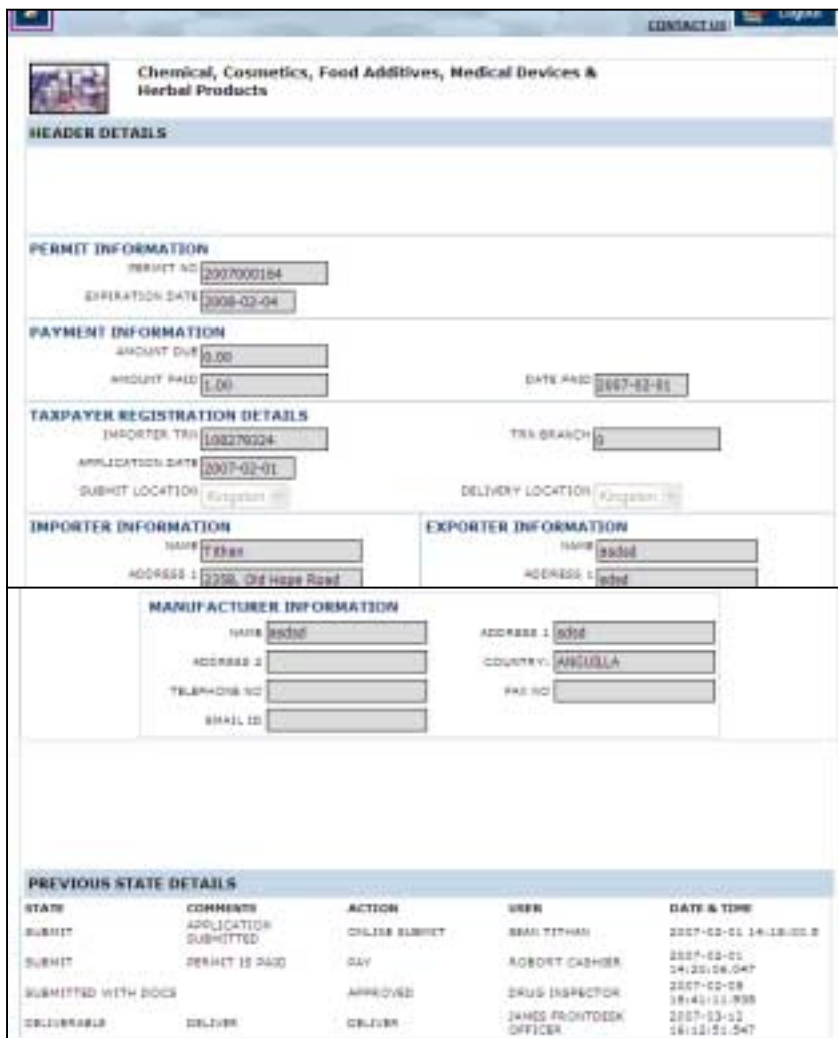
Document Number

2007000184

Go

- Select Permit type and enter Permit Number
- Click *Go*.

*The system displays Permit Application.*



CONTACT US

Chemical, Cosmetics, Food Additives, Medical Devices & Herbal Products

**HEADER DETAILS**

**PERMIT INFORMATION**

PERMIT NO: 2007000184

EXPIRATION DATE: 2008-02-04

**PAYMENT INFORMATION**

AMOUNT DUE: 0.00

AMOUNT PAID: 1.00

DATE PAID: 2007-02-01

**TAXPAYER REGISTRATION DETAILS**

IMPORTER TRN: 108276224

TRN SEARCH: 0

APPLICATION DATE: 2007-02-01

SUBJECT LOCATION: Outport

DELIVERY LOCATION: Outport

**IMPORTER INFORMATION**

NAME: TITHAN

ADDRESS 1: 2256, Old Hope Road

**EXPORTER INFORMATION**

NAME: ASDS

ADDRESS 1: ASDS

**MANUFACTURER INFORMATION**

NAME: ASDS

ADDRESS 1: ASDS

ADDRESS 2:

TELEPHONE NO:

EMAIL ID:

COUNTRY: ANGOLA

FAX NO:

**PREVIOUS STATE DETAILS**

STATE	COMMENTS	ACTION	USER	DATE & TIME
SUBMIT	APPLICATION SUBMITTED	ONLINE SUBMIT	SEAL TITHAN	2007-02-01 14:18:00.0
SUBMIT	PERMIT IS PAID	PAY	ROBERT CASHIER	2007-02-01 14:20:06.047
SUBMITTED WITH DOCS		APPROVED	DRUG INSPECTOR	2007-02-08 08:40:11.898
DELIVERABLE	DELIVER	DELIVER	JAMES FRONTDESK OFFICER	2007-03-02 16:12:01.547

## 7. View Application Status.



### 7.1 Click the Options under specific Drug Categories To view Application Status.

- **Submit** – Application is submitted and awaits payment.
- **Rejected** – Application is Rejected (Reason emailed to User).
- **Paid** – Application is has been processed by the Cashier.
- **Deliverable** – Application has been approved and is to be issued by Front desk.


*System displays a list of applications.*

The screenshot shows a window titled 'Access Permit'. At the top right, there is a 'Select Action' dropdown menu with 'View Document' selected. Below this is a table with the following data:

Permit #	Importer	Amount Due	Amount Paid	Date Recvd	Select
2007000099	TITHAS BEAH	0.0	0.0	2007-01-09	⊕
2007000100	TITHAS BEAH	0.0	0.0	2007-01-09	⊕
2007000101	TITHAS BEAH	0.0	0.0	2007-01-09	⊕
2007000130	TITHAS BEAH	0.0	0.0	2007-01-18	⊕
2007000140	TITHAS BEAH	0.0	0.0	2007-01-23	⊕
2007000140	TITHAS BEAH	0.0	0.0	2007-01-23	⊕
2007000133	TITHAS BEAH	0.0	0.0	2007-01-24	⊕
2007000130	TITHAS BEAH	0.0	0.0	2007-01-26	⊕

### 7.2 Select Permit and Click Access Permit to view.

*The system displays Permit Application.*

CONTACT US 

**Chemical, Cosmetics, Food Additives, Medical Devices & Herbal Products**

**HEADER DETAILS**

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**PERMIT INFORMATION**  
 PERMIT NO: 2907000184  
 EXPIRATION DATE: 2008-02-04

**PAYMENT INFORMATION**  
 AMOUNT DUE: 0.00  
 AMOUNT PAID: 1.00  
 DATE PAID: 2007-02-01

**TAXPAYER REGISTRATION DETAILS**  
 IMPORTER TIN: 108276224  
 TAX SEARCH: 0  
 APPLICATION DATE: 2007-02-01  
 SUBMIT LOCATION:  DELIVERY LOCATION:

**IMPORTER INFORMATION**  
 NAME:   
 ADDRESS 1:

**EXPORTER INFORMATION**  
 NAME:   
 ADDRESS 1:


**MANUFACTURER INFORMATION**  
 NAME:   
 ADDRESS 1:   
 ADDRESS 2:   
 TELEPHONE NO:   
 EMAIL ID:   
 ADDRESS 1:   
 COUNTRY:   
 FAX NO:

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**PREVIOUS STATE DETAILS**

STATE	COMMENTS	ACTION	USER	DATE & TIME
SUBMIT	APPLICATION SUBMITTED	ONLINE SUBMIT	SMALITHAN	2007-02-01 14:18:00.0
SUBMIT	PERMIT IS PAID	PAID	ROBERT CASHIER	2007-02-01 24:20:08.047
SUBMITTED WITH DOCS		APPROVED	DRUG INSPECTOR	2007-02-08 18:41:11.938
DELIVERABLE	DELIVER	DELIVER	JAMES FROSTDECK OFFICER	2007-03-02 16:12:51.547

## 8. Logging Out

Click **Logout**  at the top right hand corner of the application, to exit application at any time.