



φαρμακευτικές
υπηρεσίες
κύπρου

CYPRUS PHARMACEUTICAL SERVICES

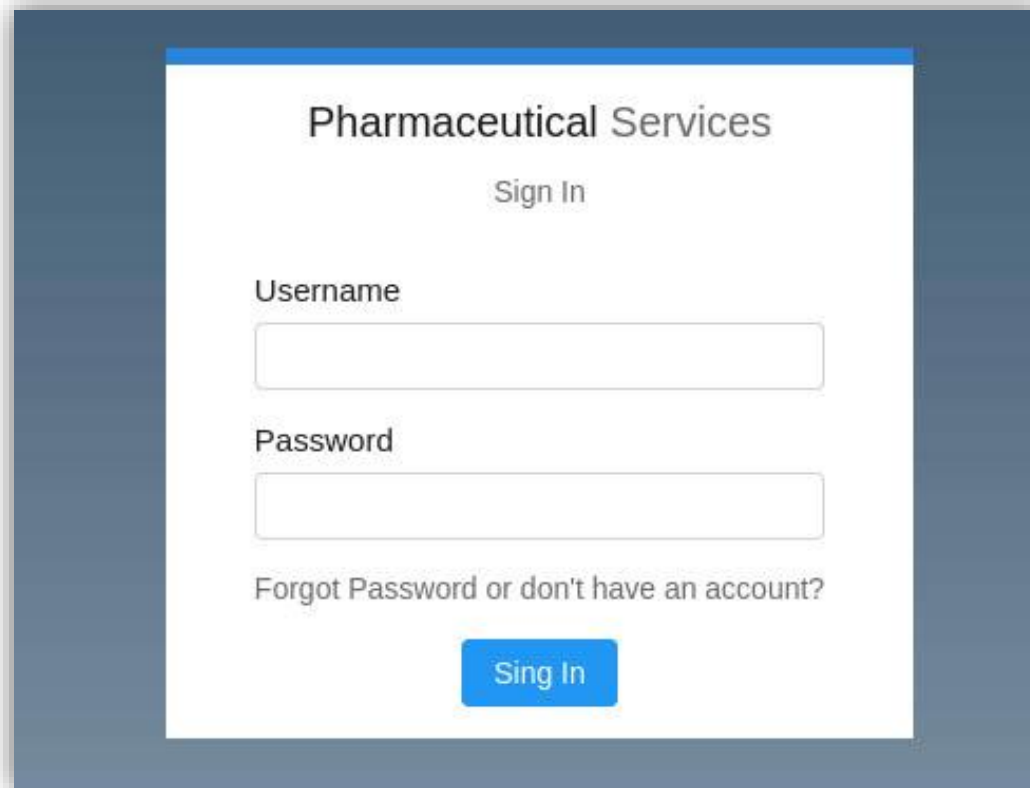
Pricing System
External Web Application
Manual | Version 2.0 | 2025

| Login to the system (NewPS)

The entry to the notification system (PMM) is made through the electronic services directory of the Pharmaceutical Services (<https://www.phs.moh.gov.cy/newps-ext/login.xhtml>).

The user fills in the username and password (if the user has already registered).

If the user he has forgotten his/her password or doesn't have a password, he/she chooses **Forgot Password or don't have an account?**

A screenshot of the 'Pharmaceutical Services' login page. The page has a white background with a blue header bar at the top. The title 'Pharmaceutical Services' is centered in a large, dark grey font. Below it, the text 'Sign In' is centered in a smaller, grey font. There are two input fields: 'Username' and 'Password', both with light grey borders and no text inside. Below the password field, the text 'Forgot Password or don't have an account?' is displayed in a small, grey font. At the bottom, there is a blue button with the text 'Sing In' in white. The entire form is enclosed in a dark blue rectangular frame.

Pharmaceutical Services

Sign In

Username

Password

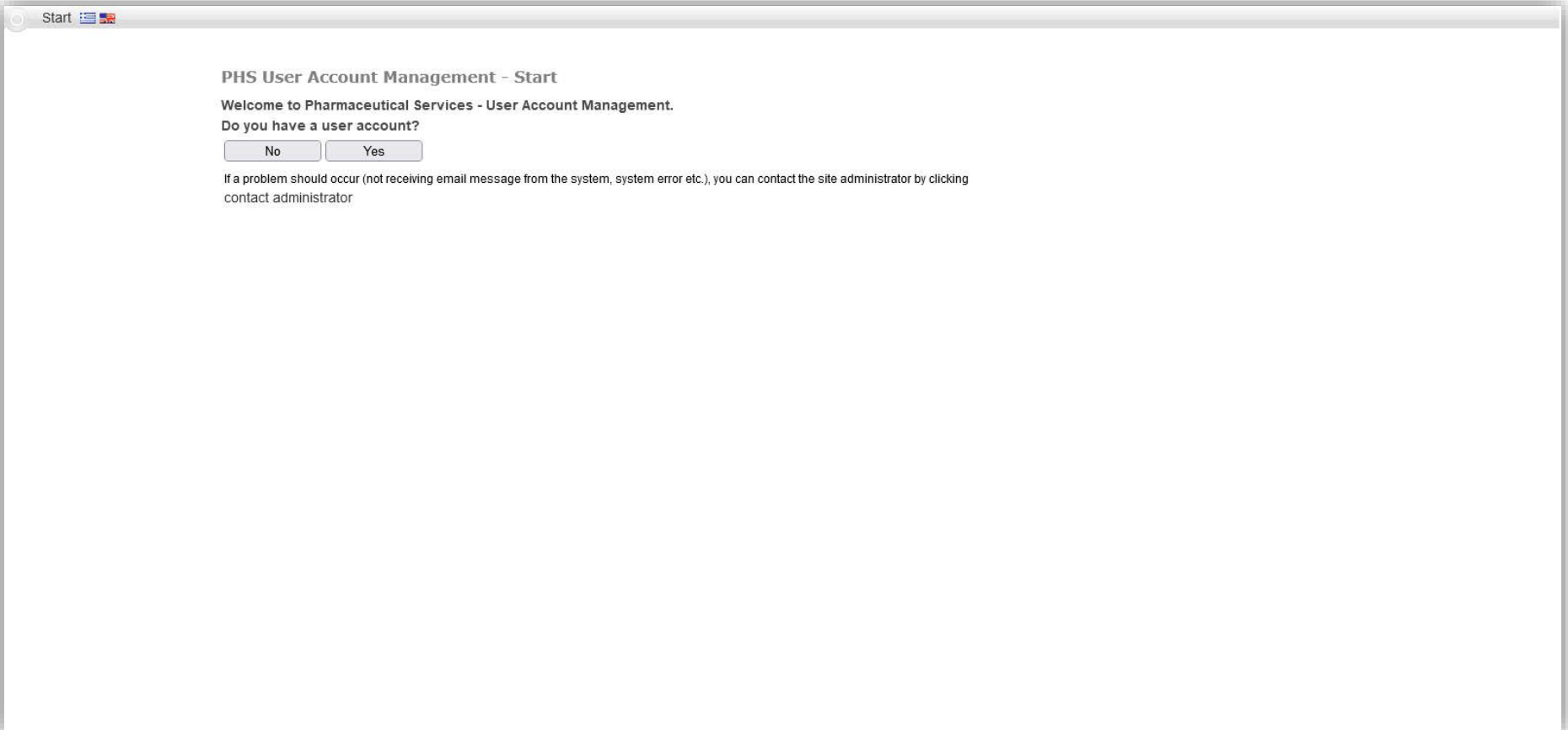
Forgot Password or don't have an account?

Sing In

| Login to the system (NewPS) / authentication

In the previous screen the user has selected **Forgot Password or don't have an account?**

For creating an account, the user should select **No** to the question: **Do you have a user account?.**



Start

PHS User Account Management - Start

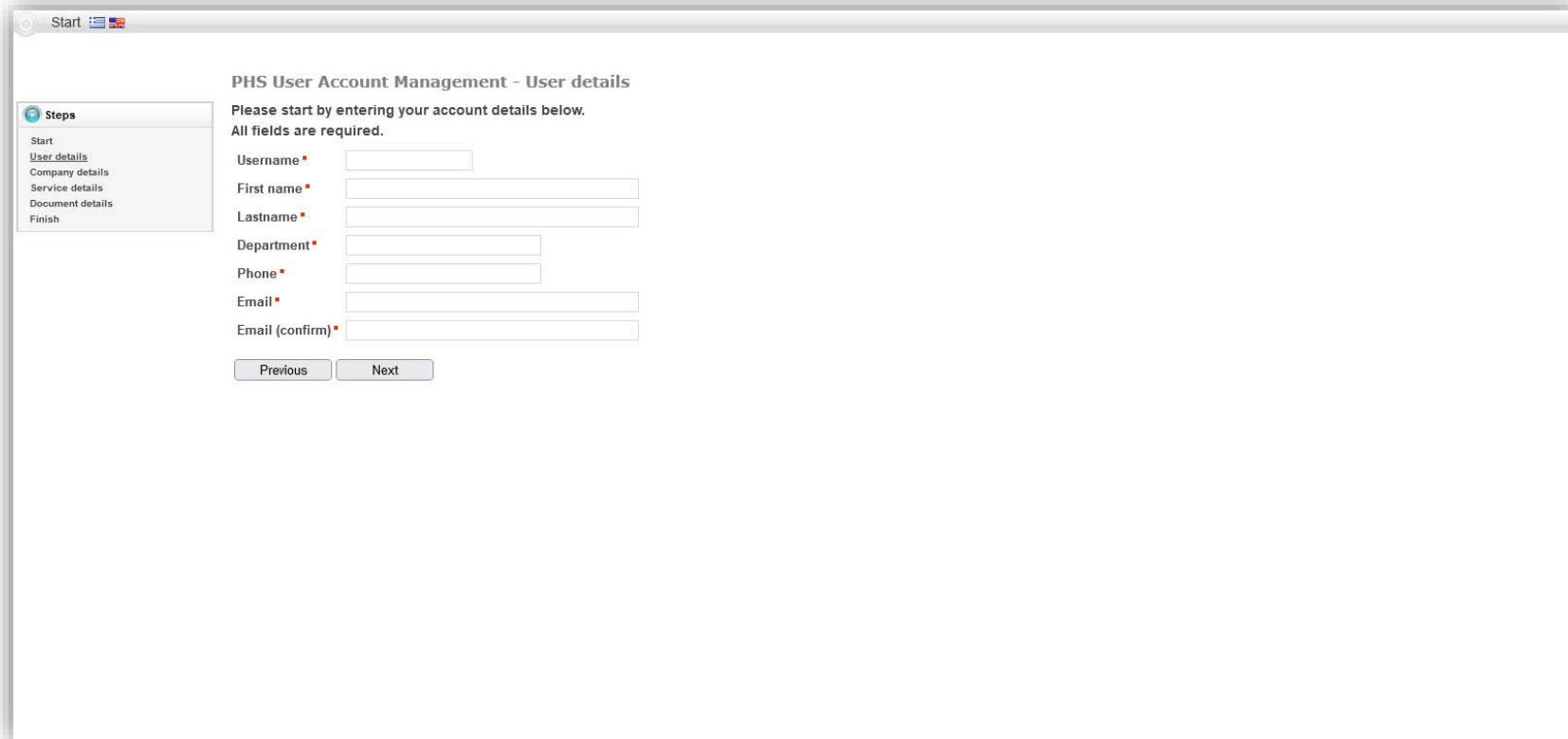
Welcome to Pharmaceutical Services - User Account Management.

Do you have a user account?

If a problem should occur (not receiving email message from the system, system error etc.), you can contact the site administrator by clicking [contact administrator](#)

| Login to the system (NewPS) / authentication / new user #1

All fields are mandatory.



The screenshot shows a web application window titled "Start" with a language selector (UK and US flags). The main content area is titled "PHS User Account Management - User details". Below the title, it says "Please start by entering your account details below. All fields are required." The form contains the following fields, each with a red asterisk indicating it is mandatory:

- Username *
- First name *
- Lastname *
- Department *
- Phone *
- Email *
- Email (confirm) *

At the bottom of the form are two buttons: "Previous" and "Next". On the left side of the form, there is a "Steps" sidebar with a list of steps: Start, User details (highlighted), Company details, Service details, Document details, and Finish.

Login to the system (NewPS) / authentication / new user #2

Once all the required information is filled in, the user selects the **Next** button and is taken to the next screen.

[illegible]

In the above screen, the user fills in the initial letters or the full name of the company and selects the button **Search**.

The system displays the available search results and the user selects the relevant button **Associate with account**.

Login to the system (NewPS) / authentication / new user #3

The system takes the user to the following screen where he/she selects **Submit notification/application for stock exhaustion**.

PHS User Account Management - Service details

A user account must be associated with at least one service.
If you don't subscribe to a service, you cannot use the service.
Please select one or more services below.

Service name	Subscribed
Periodic sales report	☐
Price request application	☐
Shortage report	☐
Submit notification/application for stock exhaustion	☒
Trading notification	☐

Previous Next

PHS User Account Management - Document details

Based on the data entered in previous steps, the following documents must be submitted.
Please upload all the required documents.

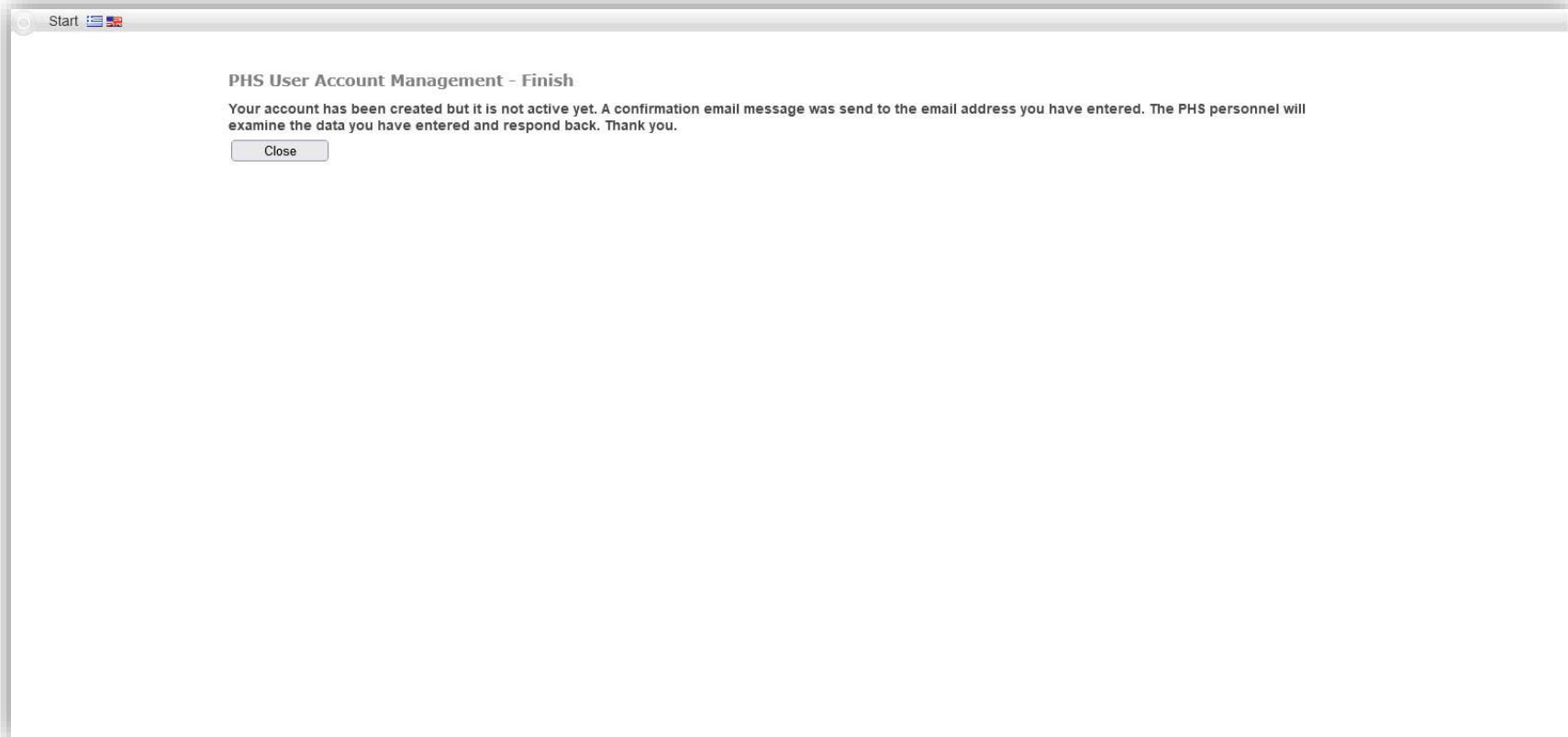
Type	Name	Document
Letter of authorisation to register in the Portal in order to submit applications on behalf of the Marketing Authorisation Holder/Applicant		☐ Upload
Proof of establishment of the company in the European Economic Area (EEA) (for Legal Persons) or Copy of your Identity Card or Passport (for Natural Persons)		☐ Upload

Previous Next

The user then selects the button **Next** and is transferred on the screen below wherever he/she uploads the necessary documents.

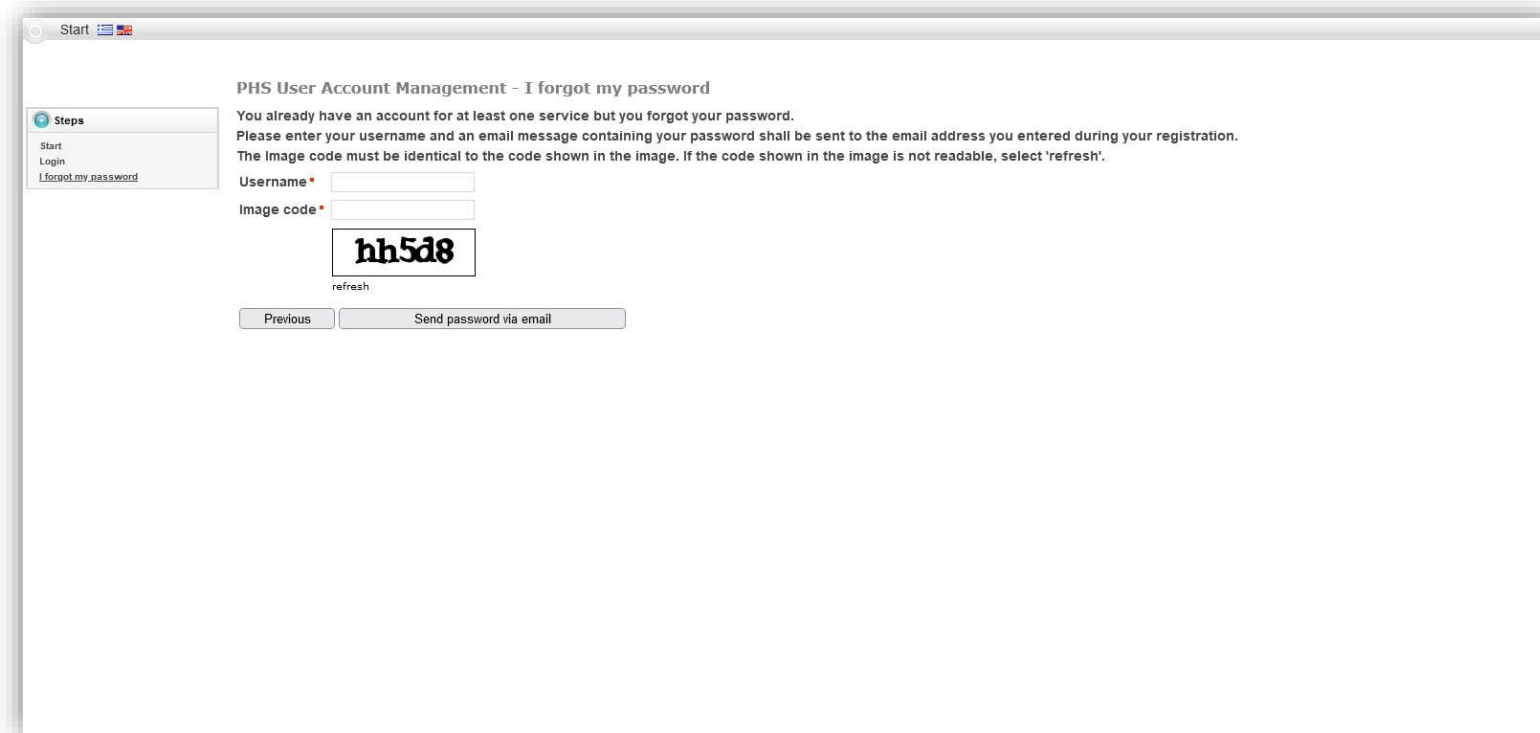
| Login to the system (NewPS) / authentication / new user #4

By selecting the button **Next** the following screen appears, the user selects **Close** and the process is complete.



| Login to the system (NewPS) / authentication / password recovery

If the user does not remember the password, he/she selects the text **Forgot Password or don't have an account** and is transferred to the following screen.



The screenshot shows a web browser window with the title "Start" and a language selector. The main heading is "PHS User Account Management - I forgot my password". Below the heading, there is a message: "You already have an account for at least one service but you forgot your password. Please enter your username and an email message containing your password shall be sent to the email address you entered during your registration. The Image code must be identical to the code shown in the image. If the code shown in the image is not readable, select 'refresh'".

On the left, there is a "Steps" sidebar with the following items: "Start", "Login", and "I forgot my password" (which is highlighted). The main form contains the following fields and buttons:

- "Username" field with a red asterisk.
- "Image code" field with a red asterisk.
- A box containing the image code "hh5d8".
- A "refresh" link below the image code box.
- "Previous" button.
- "Send password via email" button.

The username is filled in and the image code is selected the button **Send password via email**.

| System Utility Buttons



Home | Return to the main screen



Manual | User instructions



Logout | Log out



Back | Exit and return



Sort | Sort by



Columns | Table columns



View | View details



Excel | Export data to Excel file



Download | Download files



Reply | Reply to request



New | New application



Edit | Edit



Mandatory | Mandatory field



Reference | Reference product



Alert | Warning that no documentation is provided



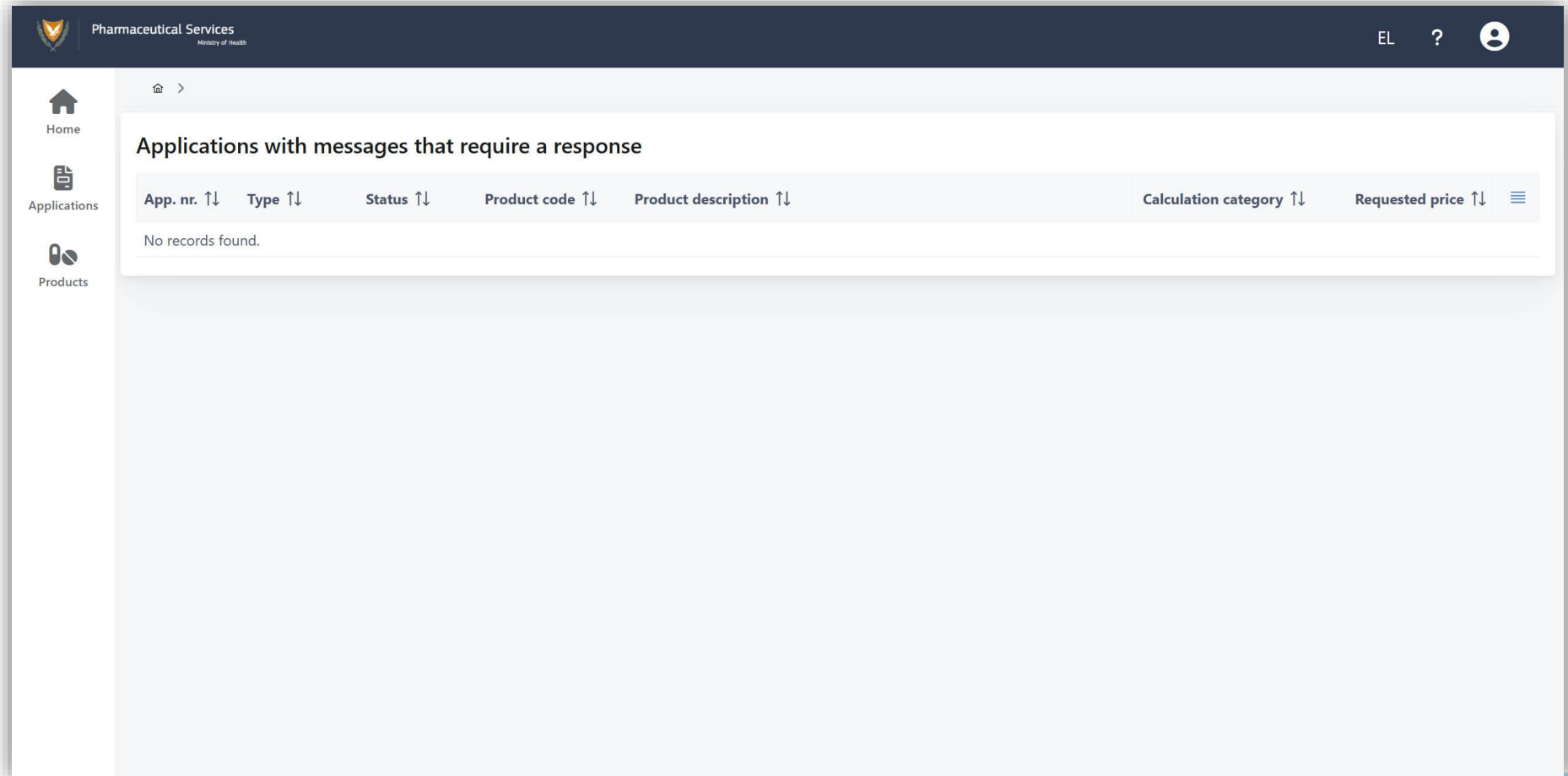
Delete | Delete application



Submit | Submit application

| Home screen

After successfully logging into the system, the main screen is displayed. The form shows any applications with messages that require a response. To return to this page from anywhere in the system, the user can either click on the Pharmaceutical Services logo or the **Home** icon.



Applications / search

The screenshot displays the 'Applications' section of the Pharmaceutical Services NewPS External Web Application. The interface includes a sidebar with 'Home', 'Applications', and 'Products' links. The main area features a search form with fields for 'App. nr.', 'Type', 'Status', 'Product code', 'Product description', and 'Calculation category'. A 'Search' button is prominently displayed in blue, and a 'Clear' button is in grey. Below the search form, a table lists application records. The table has columns for 'App. nr.', 'Type', 'Status', 'Product code', 'Product description', 'Calculation category', and 'Requested price'. The status column uses color-coded labels: 'Draft' (black), 'Submitted' (orange), and 'De-list' (black). The 'Requested price' column includes a magnifying glass icon for each record. The table shows three records: 302 (Price request, Draft, 12.00), 301 (Price request, Submitted, 123.00), and 304 (De-list, Draft, 12.00).

App. nr. ↑↓	Type ↑↓	Status ↑↓	Product code ↑↓	Product description ↑↓	Calculation category ↑↓	Requested price ↑↓
302	Price request	Draft	900007102	PRODUCT 100 CAPSULE, HARD 100MG PACK WITH 100 TABS IN BLISTERS PACK WITH 100 TABS IN BLISTERS	Cost Based	12.00
301	Price request	Submitted	900000001	PRODUCT 06 CONCENTRATE FOR SOLUTION FOR INFUSION 130MG/20ML PACK WITH 1 VIAL X 200ML, PACK WITH 1 VIAL X 200ML	Reference Countries	123.00
304	De-list	Draft	900007301	PRODUCT 102 SOLUTION FOR INFUSION 100MG/ML (VIAL 100) PACK WITH 1 VIAL X 100ML, PACK WITH 1 VIAL X 100ML		

The user can search for applications using various search criteria and click the **Search** button. The table at the bottom of the screen displays the results.

The user selects the record he/she wishes to view or edit (if it is in “Draft” status) using the **View** button.

To submit a new application, the user selects **the New Application (New)** button.

Applications / new application

The screenshot shows the 'New application' form in the Pharmaceutical Services system. The form is titled 'New application' and has a close button (X) in the top right corner. It contains two main sections: 'Type *' and 'Product *'. The 'Type *' section has a dropdown menu with the following options: 'Price request', 'De-list', 'Price increase', 'Price decrease', and 'Price request (OTC)'. The 'Product *' section has a search bar with a magnifying glass icon and a 'Clear' button. The background shows the main interface of the system with a sidebar containing 'Home', 'Applications', and 'Products' icons, and a top header with 'Pharmaceutical Services' and 'Ministry of Health'.

The user must select the Type of the new application:

- Price request (New product)
- De-list
- Price increase
- Price decrease
- Price request (Over-the-Counter product)
- Price change (Over-the-Counter product)

and the Product to which the application refers.

If it is not a product recall, the user must enter the **Requested Price** and the **Calculation Category** and select **Save**.

Applications / new application / administrative #1

Pharmaceutical Services
Ministry of Health

EL ? [User Icon]

Applications > #302 Price request - 900007102 PRODUCT 100 CAPSULE, HARD 10MG PACK ... > Administrative

Application #302 - Price request

18/09/2025 12:35:06 18/09/2025 12:36:08

Application nr	302
Type	Price request
Status	Draft
Submitted on	
Product	(900007102) PRODUCT 100 CAPSULE, HARD 10MG PACK WITH 100 TABS IN BLISTERS
Applicant	(XXXXXXXXXX) PHC

Contact person

Firstname	Test user
Lastname	User
Email	kostas@mimerhellas.com
Other email	kostas@mimerhellas.com
Phone	2102010909

[Edit](#)

The form is informational and displays the administrative details of the application.

If it is in “Draft” status and the user has completed entering the required information, he/she can select the **Submit** button to submit the application or the **Delete** button to delete it.

Additionally, the **contact person** from the company’s side is displayed.

| Applications / new application / administrative #2

The screenshot shows a web application interface with a modal dialog titled "Edit" in the top left corner. The dialog contains several input fields for contact information. Below the dialog, a portion of a table is visible, showing the details of the contact being edited.

Firstname *	Lastname *	Email	Other email *	Phone *
test user	User	kostas@mimerhellas.com	kostas@mimerhellas.com	2102010909

The "Edit" dialog includes the following fields and values:

- Firstname *: test user
- Lastname *: User
- Email: kostas@mimerhellas.com
- Other email *: kostas@mimerhellas.com
- Phone *: 2102010909

At the bottom of the dialog are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with an "x" icon).

By using the **Edit** button, a dialog window appears allowing the modification of the contact person's details.

Applications / new application / product

The screenshot shows the 'Pharmaceutical Services' web application interface. The main form is titled 'Application #302 - Price request - Product'. It contains the following details:

Field	Value
Code	W05BT152
Description	PRODUCT 100 CAPSULE, HARD 10MG PACK WITH 100 TABS IN BUSTERS
Pharmaceutical form	CAPSULE, HARD
Route of administration	Oral
ATC	D05BB02
INN and strength	acitretin 10.00 mg
Units	100
Legal Status for the Supply	Subject to Medical Prescription
Application Legal Basis	Not Applicable

An 'Edit' modal is open, allowing the user to modify the 'Requested price'. The modal contains the following fields:

- Calculation category * (Dropdown menu)
- Requested price * (Text input field containing '€ 12.00')
- Notes (Text input field)

At the bottom of the modal are two buttons: 'Save' and 'Cancel'.

The form displays the scientific details of the product.

In the **Requested Price** field, by using the **Edit** button, the user selects the calculation category (Costing, Reference Countries, Reference Product, Over-the-Counter product, Reference Product – Parallel Trade), enters the proposed price as well as any notes, and selects **Save**.

Applications / new application / costing #1

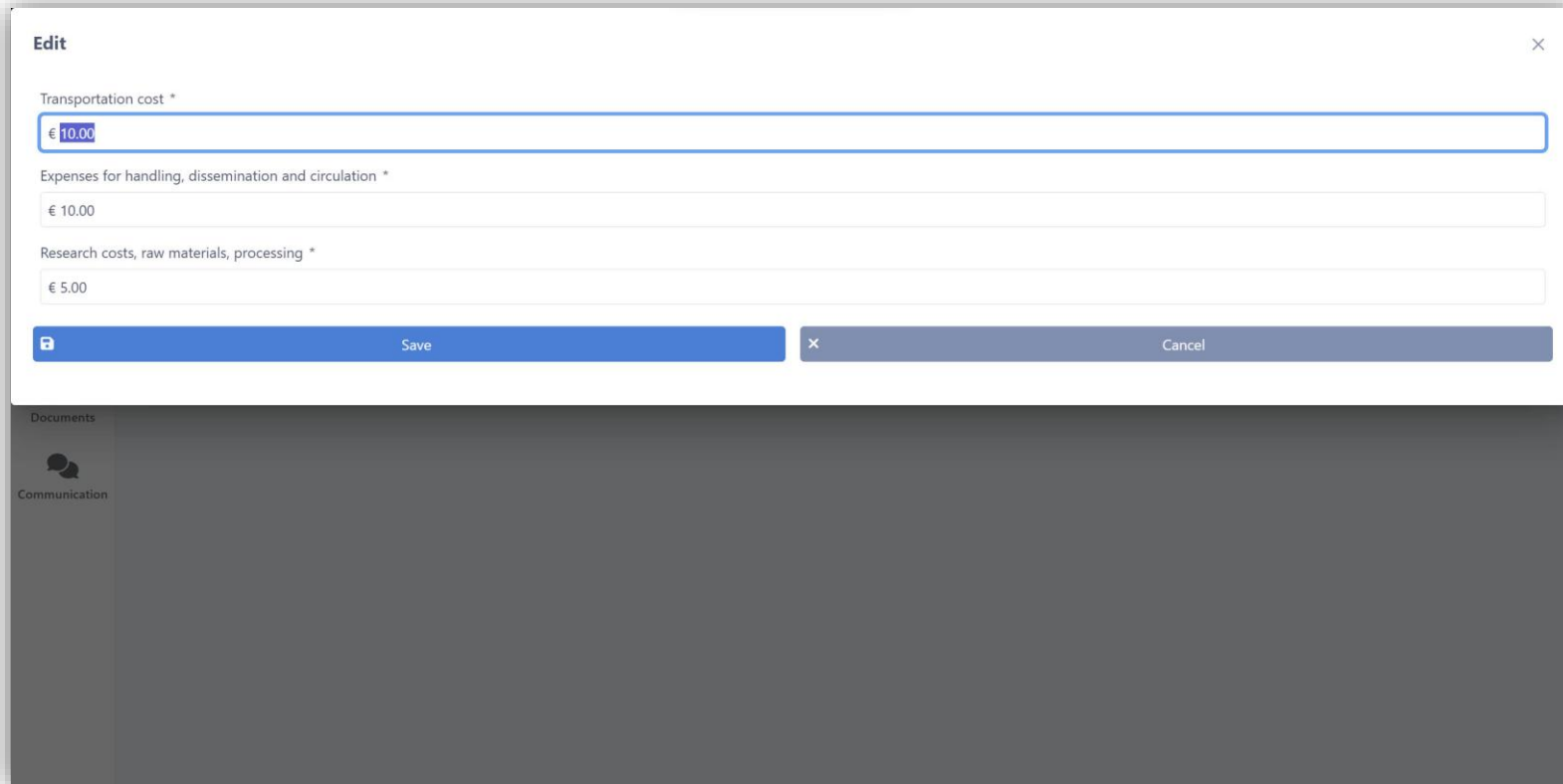
The screenshot shows a web application interface for Pharmaceutical Services. The top navigation bar includes the logo, the text 'Pharmaceutical Services Ministry of Health', and user information 'EL' with a help icon and a profile icon. The breadcrumb trail is 'Applications > #306 Price request - \$00007791 PRODUCT 100 CREAM 1% W/W PACK WITH 1... > Costing'. A left sidebar contains icons and labels for 'Administrative', 'Product', 'Costing' (which is highlighted), 'Documents', and 'Communication'. The main content area is titled 'Application #306 - Price request - Costing' and contains a table of costs.

Transportation cost	10.00
Expenses for handling, dissemination and circulation	10.00
Research costs, raw materials, processing	5.00

Below the table is a blue pencil icon for editing.

The form displays the Costing expenses.

| Applications / new application / costing #2



The screenshot shows a web application interface with a dark sidebar on the left containing 'Documents' and 'Communication' links. A white 'Edit' dialog box is open, featuring three input fields for costs. The first field, 'Transportation cost *', is highlighted with a blue border and contains '€ 10.00'. The second field, 'Expenses for handling, dissemination and circulation *', contains '€ 10.00'. The third field, 'Research costs, raw materials, processing *', contains '€ 5.00'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Edit ×

Transportation cost *

€ 10.00

Expenses for handling, dissemination and circulation *

€ 10.00

Research costs, raw materials, processing *

€ 5.00

 Save × Cancel

By using the **Edit** button, the user can enter or modify the Costing expenses.

Applications / new application / countries #1

Pharmaceutical Services
Ministry of Health

EL ?

Applications > #301 Price request - 90000001 PRODUCT 90 CONCENTRATE FOR SOLUTION ... > Countries

Application #301 - Price request - Countries

Country	Code	Name	Price (€)
AT - Austria	5537006	pychiva 130 mg konz. zur herst. einer inf.lsg. 1x	130.00
Coefficient type		Proportional	
Coefficient value		1.00	
Comments			
BE - Belgium	662735-01	pychiva 45 mg 1 seringue preimpré 0.5 ml solution injectable, 90 mg/ml	120.00
BG - Bulgaria	---	TEST	100.00
DK - Denmark	438412	pychiva 130 mg konz. l.inf.væsk.opl. 1 stk.	150.00
FR - France	0620	TEST CHROMAZIA	0.18

The form displays, per Country, the product name, type, and coefficient price, as well as any additional information (comments). The user can modify the information for each country and also delete a country of marketing for the product.

Applications / new application / countries #2

The screenshot shows a web application interface for 'Pharmaceutical Services'. A modal window titled 'Add / Edit country product' is open. The form contains the following fields and controls:

- Product:** A text field with the value '90007101 PRODUCT 100 CAPSULE, HARD 10MG PAK WITH 30 TABS IN BLISTERS PAK WITH 30 TABS IN BLISTERS'.
- Country *:** A dropdown menu with 'Austria' selected.
- Product *:** A dropdown menu with 'Other (requires documentation)' selected.
- Product code *:** An empty text field.
- Product name *:** An empty text field.
- Package units *:** An empty text field.
- I declare that no documentation is provided.** A checkbox that is currently unchecked.
- Documentation *:** A button labeled '+ Select file'.
- Price (Reference_country) *:** An empty text field.
- Comments:** An empty text area.

At the bottom of the modal, there are two buttons: 'Save' (with a lock icon) and 'Cancel' (with an 'x' icon).

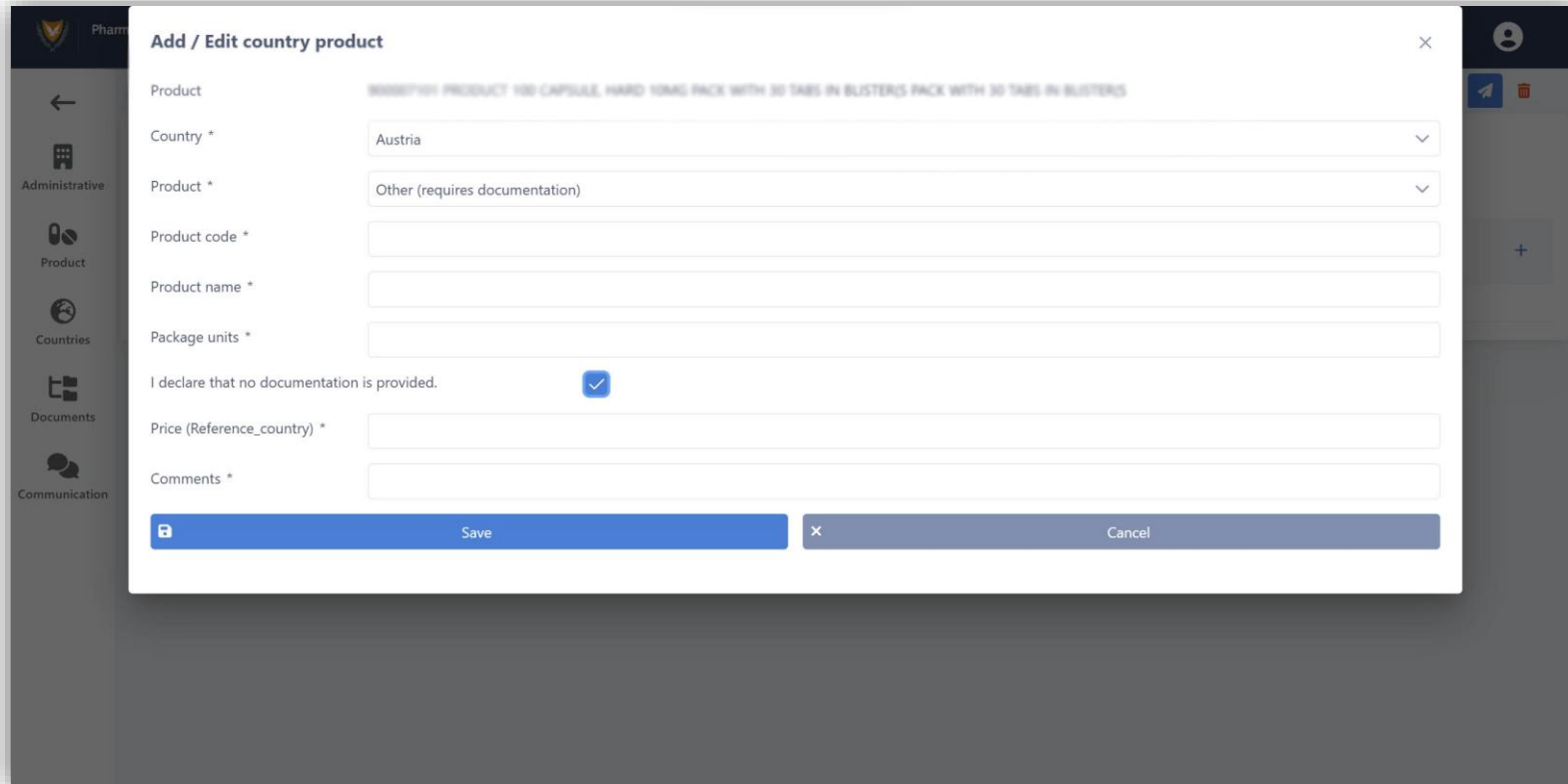
The user enters all required product information for the country of marketing.

All fields are mandatory. If there is an accompanying document, the user uploads the relevant documentation file to the system using the **Select File** button.

If the information is being edited, the user can download the documentation file and/or replace it using the **Replace** button.

+ Replace 

Applications / new application / countries #3



The screenshot shows a web application interface for adding or editing a country product. The form is titled "Add / Edit country product" and includes the following fields and options:

- Product:** A text field containing "BIBBETON PRODUCT 100 CAPSULE, HARD 10MG PACK WITH 30 TABS IN BLISTER(S) PACK WITH 30 TABS IN BLISTER(S)".
- Country *:** A dropdown menu with "Austria" selected.
- Product *:** A dropdown menu with "Other (requires documentation)" selected.
- Product code *:** An empty text field.
- Product name *:** An empty text field.
- Package units *:** An empty text field.
- I declare that no documentation is provided.** A checkbox that is checked, indicating that no documentation is provided.
- Price (Reference_country) *:** An empty text field.
- Comments *:** An empty text field.

At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel" (in grey). The form is displayed within a sidebar navigation menu that includes options like "Administrative", "Product", "Countries", "Documents", and "Communication".

If no relevant documentation file is available, the user selects "I declare that no documentation is provided." The application can still be submitted, but the system will display an informational **Alert** message.



Applications / new application / reference product #1

The screenshot displays a web application interface for Pharmaceutical Services. The header includes the Ministry of Health logo and navigation links. The left sidebar contains icons for Administrative, Product, Reference product, Documents, and Communication. The main content area shows the 'Application #307 - Price request - Reference product' form. The form includes a breadcrumb trail: Applications > #307 Price request - 900007801 PRODUCT 100 TABLET, FILM COATED 300M... > Reference product. The form fields are as follows:

Field	Value
Code	0000000001
Description	EPHINE TABLET, FILM COATED 300MG BOTTLE WITH 30 TABLETS
Pharmaceutical form	TABLET, FILM COATED
Route of administration	Oral
ATC	J05AF05
INN and strength	lamivudine 300.00 mg
Units	30
Application Legal Basis	Not Specified
M.A.H.	0000011000110001 HEALTHCARE BY

At the bottom of the form, there are two buttons: a blue 'Edit' button and a red 'Delete' button.

Using the form, the user can select the reference product by using the **Edit** button.

Applications / new application / reference product #2

Edit reference product

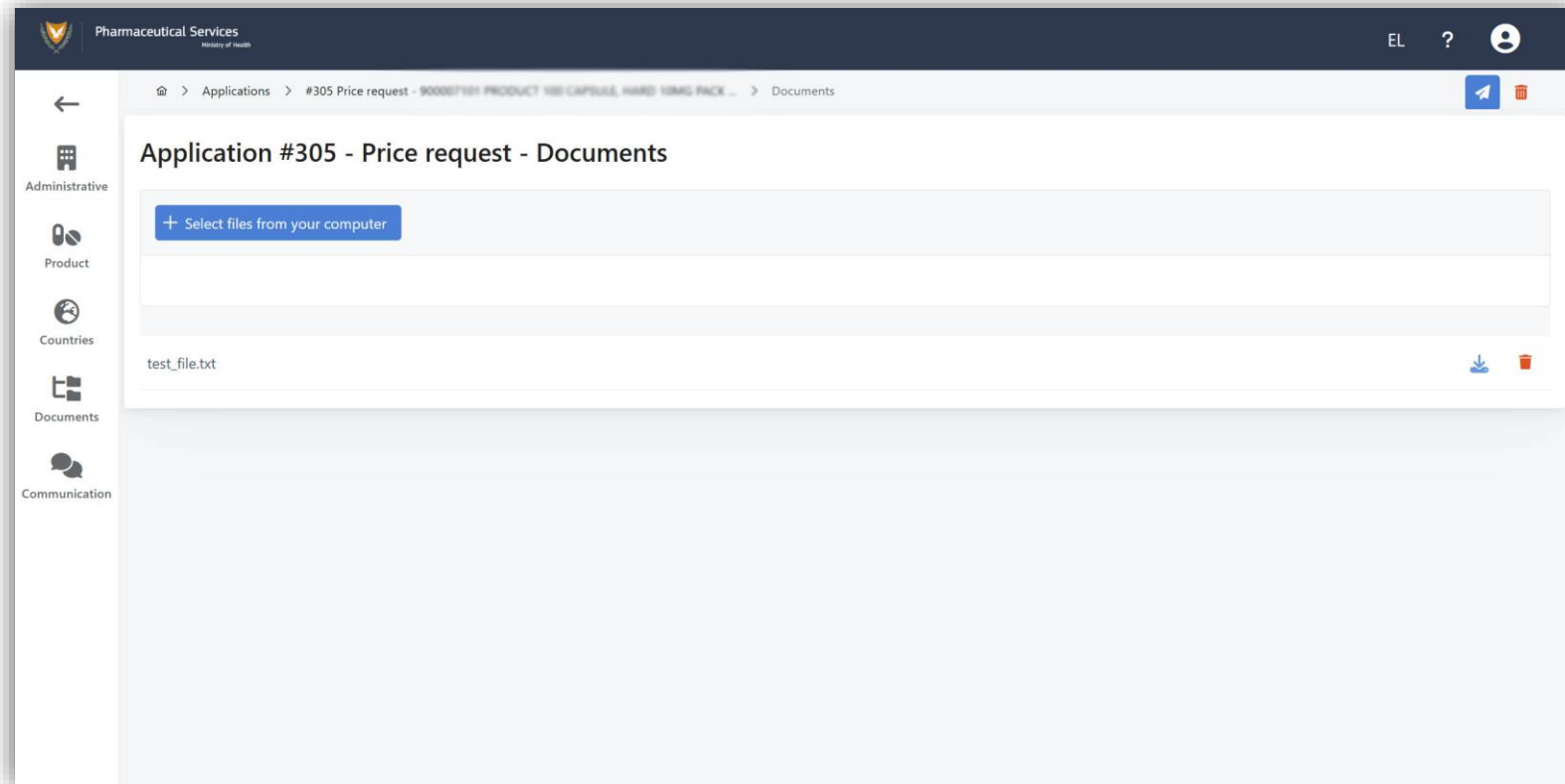
PRODUCT 107 TABLET, FILM COATED 300MG PACK WITH 30 TABS IN BLISTER(S)
TABLET, FILM COATED
J05AF05
lamivudine 300.00 mg
PACK WITH 30 TABS IN BLISTER(S)
PHS

<< < 1 - 4 / 4. > >> 5

Code ↑↓	Name ↑↓	ATC ↑↓	INN and strength ↑↓	Package ↑↓	Application Legal Basis ↑↓	M.A.H. ↑↓	Current price ↑↓
C01S00001	EPHIVR TABLET, FILM COATED 300MG BOTTLE WITH 30 TABS TABLET, FILM COATED	J05AF05	lamivudine 300.00 mg	30.00	Not Specified	VIV HEALTHCARE BV	69.92
C01S14001	ZEPHIV TABLET, FILM COATED 100MG PACK WITH 28 TABS IN BLISTER(S) TABLET, FILM COATED	J05AF05	lamivudine 100.00 mg	28.00	Not Specified	GLAXOSMITHKLINE (IRELAND) LIMITED	25.06
405002201	LAMIVUDINE FARMICZ TABLET, FILM COATED 300MG PACK WITH 30 TABS IN BLISTER(S) TABLET, FILM COATED	J05AF05	lamivudine 300.00 mg	30.00	Not Applicable	FARMICZ GENERICOS-SOCIEDADE TECNICO-MEDICINAL,S.A, PORTUGAL	56.38
415002301	LAMIVUDINE FARMICZ TABLET, FILM COATED 100MG PACK WITH 28 TABS IN BLISTER(S) TABLET, FILM COATED	J05AF05	lamivudine 100.00 mg	28.00	Not Applicable	FARMICZ GENERICOS-SOCIEDADE TECNICO-MEDICINAL,S.A, PORTUGAL	24.02

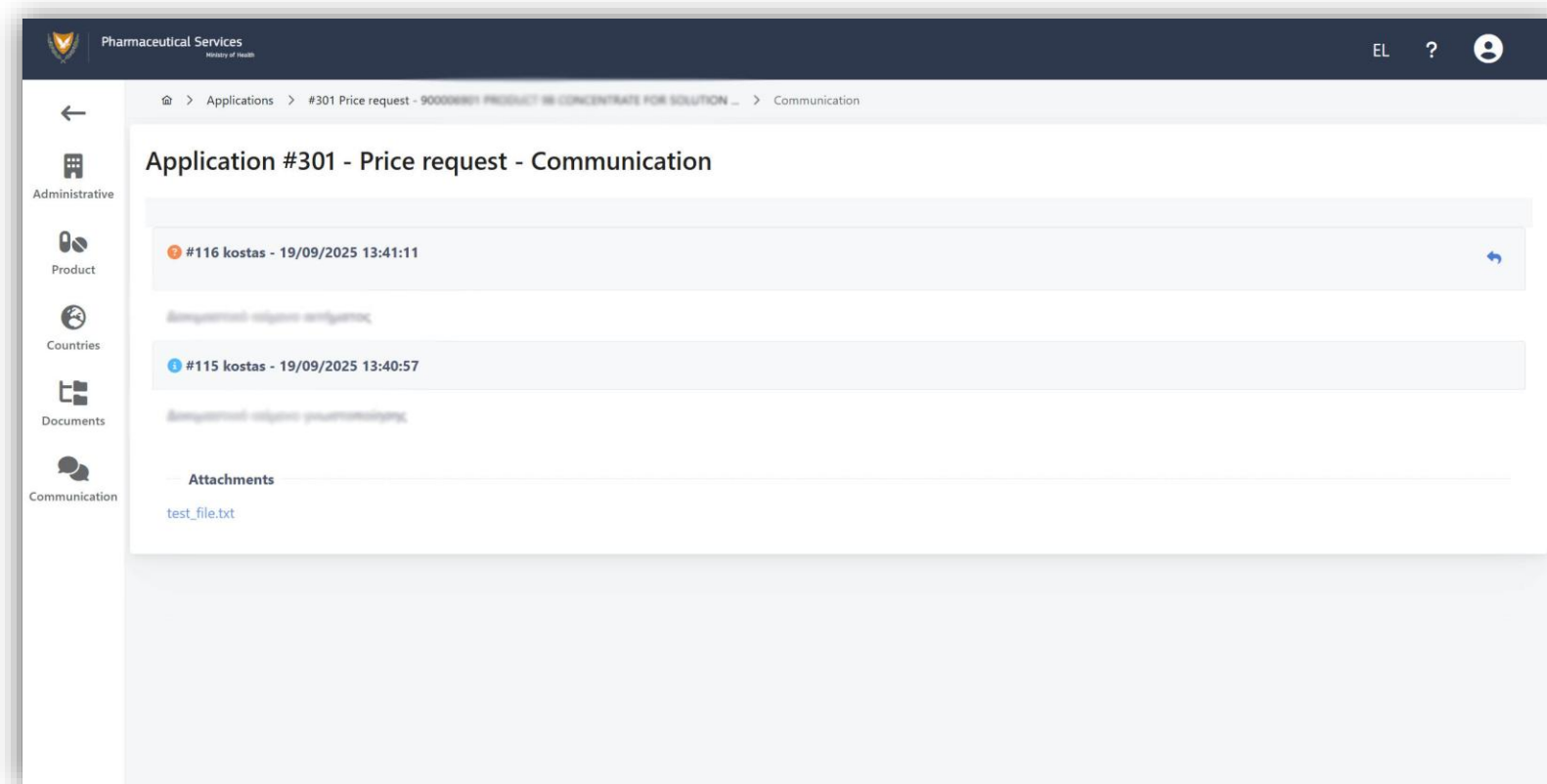
The system displays the reference products that meet the characteristics of the product. The user can narrow the results by selecting search criteria from the top of the form. To select a reference product, the user clicks the **Reference** button.

Applications / new application / documents



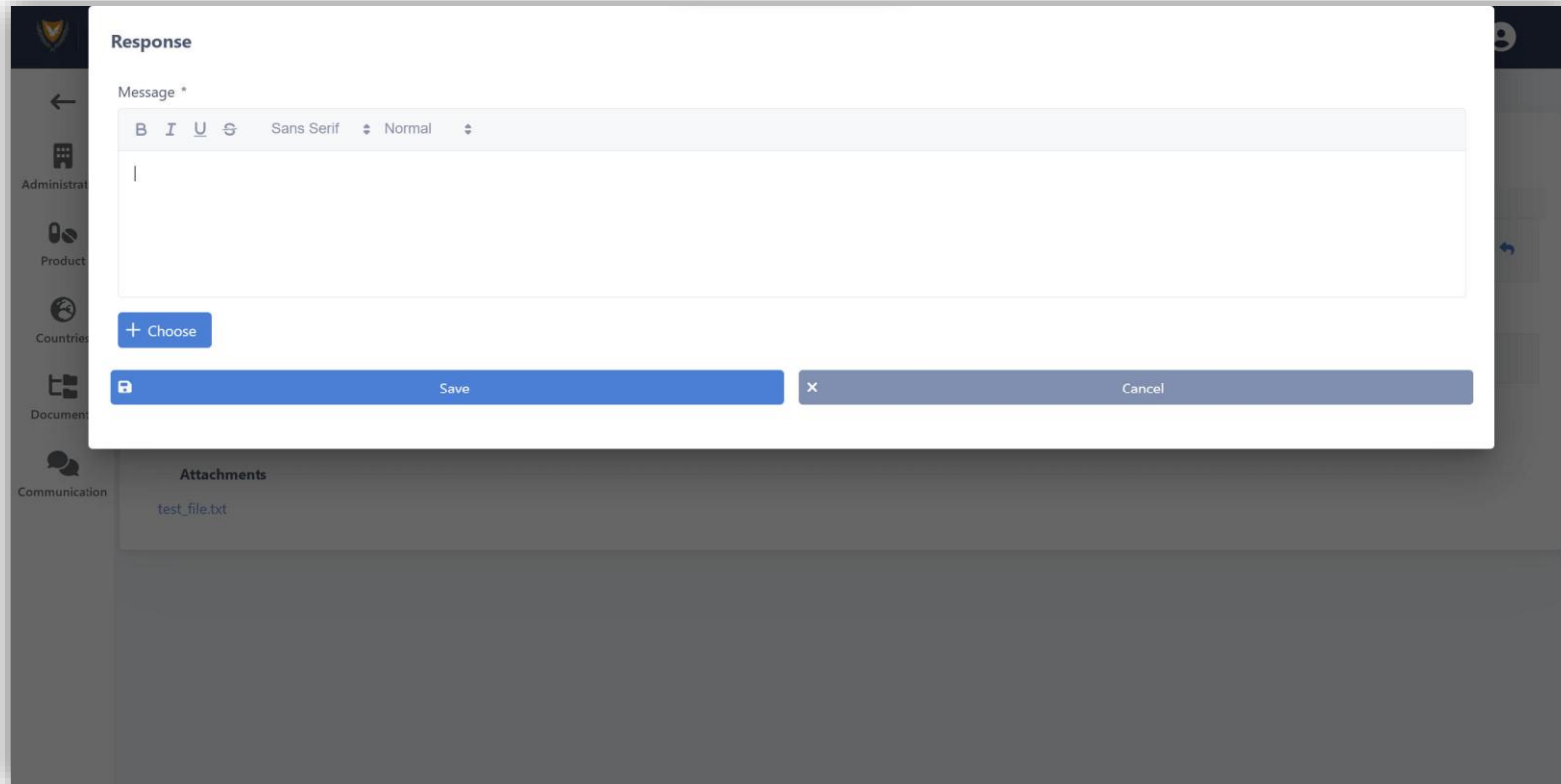
In the Documents form, the user can upload **multiple** documents by using the **Select files from your computer** button.

Applications / new application / contact #1



In the Contact form, the user can read any **notification** messages or reply to a **request** message from the Pharmaceutical Services.

| Applications / new application / contact #2



The screenshot shows a web application interface with a sidebar on the left containing icons for 'Administrat', 'Product', 'Countries', 'Document', and 'Communication'. A modal dialog titled 'Response' is open in the center. It features a 'Message *' label, a rich text editor with a toolbar (B, I, U, S, Sans Serif, Normal) and a large text area. Below the text area is a '+ Choose' button. At the bottom of the dialog are two buttons: 'Save' (blue) and 'Cancel' (grey). Below the dialog, the 'Attachments' section is visible, showing a file named 'test_file.txt'.

To reply to a request from the Pharmaceutical Services, the user selects the **Reply** button and enters his/her response in the dialog window.

At the same time, the user can upload multiple documents.

It should be noted that in order to enable electronic communication with the Pharmaceutical Services, the application must already have been submitted.

Applications / new application / submission

The screenshot displays the 'Pharmaceutical Services' web application interface. A dark sidebar on the left contains navigation icons for Administrative, Product, Countries, Documents, and Communication. The main content area is titled 'Application submission' and features a white dialog box with the following text:

Application submission

Please correct the following and try again.

Please update contact person details in Administrative page.

Below the dialog box, the 'Submitted on' field is visible. The 'Product' field contains the text: (SUBSTITUTION) PRODUCT 100 CAPSULE, HARD 10MG PACK WITH 30 TABS IN BLISTERS. The 'Applicant' field contains the text: (XXXXXXXXXX) PHC.

The 'Contact person' section includes the following fields:

- Firstname: (XXXXXXXXXX)
- Lastname: (XXXXXXXXXX)
- Email: kostas@mimerhellas.com
- Other email:
- Phone:

By using the Submit button, the user submits his/her application.

The system performs a validation check of the entered data and, if any required information is missing, a dialog window appears indicating the validation errors to the user.