

Medical Products Import / Consignment Data Submission Format

(Excel Format)

Please find the attached Excel **document** for the submission of **Products Import / Consignment Data** related to **Medicines, Medical Devices, Borderline Products, and Cosmetics**.

All required data shall be provided **using only this Excel format** and completed **in accordance with the instructions below**.

General Instructions

- The attached Excel template shall be used **as provided**, without altering the format.
- Please ensure that a **hard copy** of the email sent regarding the import details should be **attached to the renewal application (Do not attached the excel sheet)**.
- Use **separate Excel sheets** for **medicines, medical devices, borderline products, and cosmetics**.
- Submit import data of **all registered product** of your company during **each quarter in one excel sheet**.
- All entries shall be completed in **English only**.
- **No cells should be left blank**. If a field is not applicable, enter "N/A".
- Ensure correct spelling of the product names, manufacturer names, and all reference details.
- Data shall be entered **strictly in the given column order** as shown in the Excel sheet.
- **Do not merge cells, add additional columns, or apply special formatting**.
- All numerical values (dates, quantities, pack sizes) must be accurate and consistent.
- The **year of import** should be mentioned at the top of the Excel sheet.
- Import/consignment data shall be submitted **quarterly (Once in every three months)**.
 - 1st Quarter – January 1st to March 31st
 - 2nd Quarter – April 1st to June 30th
 - 3rd Quarter - July 1st to September 30th
 - 4th Quarter - October 1st to December 31st
- If **no imports occurred during the reporting period**, mention it as **"No imports during this period"** in the **Remarks** column and submit the Excel file.

Completion Guidance

- **Date of Import / Consignment Release**
 - Importers: Date of customs clearance
 - Format: **DD/MM/YYYY**
- **Name of the local agent (Importer)**
 - Enter the official registered **name** as per the import registration.
- **Generic Name of the product**
 - State the **generic or product name**.
- **Brand Name of the product**
 - Enter the **brand name**.
- **Product Category**
 - Enter: **Medicine / Medical Device / Borderline / Cosmetic**
- **Pharmacological Classifications of Medicines / ATC Code**
 - Specify ATC code for medicines.
 - Enter **"N/A"** if not applicable (Medical Devices, Borderline Products, and Cosmetics).
- **Dosage form**
 - Specify the dosage form.
 - As examples; Medicines: Tablet, Syrup, Injection, etc.
- **Name of the manufacturer**
 - Use official registered manufacturer name as per the certificate of the registration.

- **Manufacturing site address**
 - Include complete site address and country of origin as per the certificate of the registration.
- **Country of Origin**
 - Country in which the product has been manufactured as per the certificate of the registration.
- **Manufacturing Date**
 - Enter the manufacturing date in the format: DD/MM/YYYY
- **Expiry Date**
 - Enter the **expiry date** in the format: DD/MM/YYYY.
- **Batch NO**
 - Enter the **batch number** as mentioned on the product label.
- **Commercial Invoice No**
 - Provide the **invoice number** issued for the shipment.
- **Import License No**
 - Enter the official import license number issued.
- **Certificate of Registration No**
 - As per product registration with NMRA.
- **Pack type**
 - Enter the packaging type
- **Pack size**
 - State the quantity per pack
- **Number of commercial packs**
 - Enter the total number of packs imported.
- **Total Quantity (total number of units)**
 - Enter the total number of individual usable units (e.g., tablets, bottles, syringes).
 - This must reflect the actual end-use quantity, not only the number of packs.

Examples:

$(10 \times 10 \text{ tablets}) \times 500 \text{ packs} = \mathbf{50,000}$

100 bottles of 200 ml = **100**

- **Market**
 - Whether consignment supply to government tenders or private market.
 - Select one: Government/ Private
- **Unit Price**
 - Maximum Retail Price (MRP).
- **Remarks**
 - Use to explain additional information regarding relevant consignment details.
 - If you are not importing in a particular quarter, indicate it as "**No imports during this period**" and also state the **reason** for not importing.

Submission Method

- Submit the **completed Excel documents** via email to: mcimport@nmra.gov.lk
- Ensure that you use the official company email address and mention it in the import license renewal application accordingly.
- Ensure the file is complete and accurate before submission.

Assistance & Clarifications

- Market Surveillance and Control Division - National Medicines Regulatory Authority (NMRA)
- mcimport@nmra.gov.lk