



The electronic
International Import and Export Authorization System
for narcotic drugs and psychotropic substances

User Manual



International Narcotics Control Board



UNODC

United Nations Office on Drugs and Crime

I2ES User Manual

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International Narcotics Control Board



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United Nations Office on Drugs and Crime

Table of contents

Foreword	6
1 Getting Started	7
1.1 <i>Registration with I2ES</i>	7
1.2 <i>Login to I2ES</i>	7
1.3 <i>Password Recovery</i>	8
2 Administration	11
2.1 <i>Masters</i>	11
2.2 <i>Establishments</i>	11
2.2.1 <i>Preparations</i>	14
2.2.2 <i>Substances List</i>	15
2.2.3 <i>Ports List</i>	16
2.2.4 <i>Estimates/Assessments List</i>	16
2.3 <i>User Management</i>	17
2.3.1 <i>Users List</i>	17
2.3.2 <i>Registration of a New User</i>	17
2.3.3 <i>Edit User</i>	18
2.3.4 <i>Change Password</i>	18
2.4 <i>Country Settings</i>	18
3 Grid Properties	20
3.1 <i>Navigation</i>	20
3.2 <i>Dynamic Filtering</i>	20
3.3 <i>Expand/Collapse arrow in grids</i>	21
3.4 <i>Advanced Data Filtering</i>	21
4 Imports	24
4.1 <i>Create Import Authorization</i>	24
4.2 <i>Use of Codes for CPS (Concentrate of poppy straw)</i>	30
4.3 <i>View own import authorization</i>	31
4.3.1 <i>Drafts</i>	31
4.3.2 <i>Authorized import authorizations</i>	32
4.3.3 <i>Cancelled import authorizations</i>	32
4.3.4 <i>Authorized imports destined for re-export</i>	33
4.4 <i>View counterpart import authorization</i>	34
4.4.1 <i>Authorized import authorizations</i>	34
4.4.2 <i>Cancelled import authorizations</i>	35
5 Exports	36
5.1 <i>Create Export Authorization</i>	36



5.1.1	Create from pre-drafts	36
5.1.2	Create new authorization	37
5.1.3	Create from pre-drafts	40
5.2	<i>View own export authorization</i>	40
5.2.1	Drafts	40
5.2.2	Authorized export authorizations	40
5.2.3	Cancelled export authorizations	41
5.3	<i>View counterpart export authorizations</i>	41
5.3.1	Authorized export authorizations	41
5.3.2	Cancelled export authorizations	42
6	Confirmation of Exports	43
6.1	<i>Confirm own exports (from pre-drafts)</i>	43
6.2	<i>View own confirmation of exports</i>	44
6.3	<i>View counterpart confirmations of exports</i>	44
7	Endorsements	45
7.1	<i>Create endorsements (from pre-drafts)</i>	45
7.2	<i>View own Endorsements</i>	46
7.3	<i>View Counterpart Endorsements</i>	46
8	XML Upload	47
8.1	<i>Import/Export Authorizations from XML</i>	47
8.2	<i>Confirmation of Exports from XML</i>	47
8.3	<i>Endorsements from XML</i>	49
9	Alerts	51
9.1	<i>Alert Messages Grid: Common Features</i>	51
9.1.1	Show new Alerts	52
9.2	<i>Short Deliveries Alert</i>	52
9.2.1	Short Deliveries (Type 1)	53
9.2.2	Short Deliveries (Type 2)	53
9.3	<i>Cancellations by counterpart</i>	54
9.3.1	Cancelled import authorizations	54
9.3.2	Cancelled export authorizations	54
9.4	<i>Excess exports (XML)</i>	55
9.5	<i>Counterpart Endorsements</i>	55
9.6	<i>Imports not yet re-exported</i>	56
9.6.1	Authorized imports destined for re-export	56
9.6.2	Endorsed imports destined for re-export	56
10	Help	57
10.1	<i>Forum</i>	57
10.2	<i>List of Registered Users</i>	57



10.3 *User Manual* 57
10.4 *Technical Requirements* 57



Foreword

I2ES is a new online platform developed by INCB with the support of UNODC to facilitate and speed up the process of issuing import and export authorizations for narcotic drugs and psychotropic substances by competent national authorities (CNAs) of importing and exporting countries in compliance with the international drug control treaties. I2ES will allow CNAs to verify the authenticity of such authorizations and to issue endorsements of export authorizations in a secure way and in real time.

I2ES now allows information exchange on applications by companies for and issuance by CNAs of import and export authorizations for narcotic drugs and psychotropic substances, as well as electronic generation of import and export authorizations in paper form.

1 Getting Started

1.1 Registration with I2ES

A competent national authority (CNA) must register before being able to use the web interface. Each country's CNA has only one administrator account. For more information on User registration (refer to [2.3.2 Registration of a New User](#))

1. Click on the **Register** tab in the I2ES home page <https://i2es.incb.org/>.
2. Complete the online form and then click **Submit**.
3. A confirmation message appears that your request has been sent for approval.

The administrator will either activate the account or reject your request.

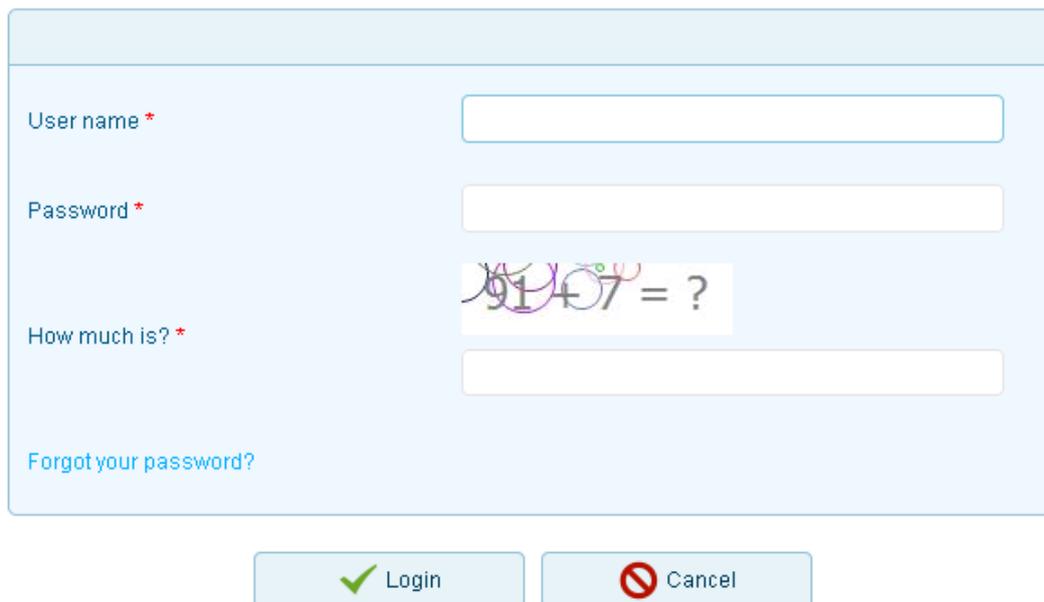
Once accepted, you will be assigned a user name and password, which you can use on your next login.

1.2 Login to I2ES

1. Enter your **Username** and **Password**.
2. Before you click on the Login button, type the **Captcha** (sum of digits that appears on the screen in this case) into the box without making any errors.

User login

All fields marked (*) are mandatory



User name *

Password *

How much is? *

Forgot your password?

✓ Login

⊘ Cancel

Figure 1

Note: All the fields marked by * are mandatory

1.3 Password Recovery

You can recover your previously set password if you happen to forget your password.

1. Click on the “**Forgot your password**” link
2. It opens a **Password recovery** window

Password recovery

All fields marked (*) are mandatory

The screenshot shows a light blue rectangular window titled "Password recovery". At the top, it says "All fields marked (*) are mandatory". Below this, there are two input fields on the left: "User name *" and "How much is? *". To the right of "User name *" is an empty text box. Below "How much is? *" is a captcha image showing the equation "24 + 8 = ?" with colorful scribbles over the numbers. Below the captcha is another empty text box. At the bottom of the window, there are two buttons: "Next" with a right-pointing triangle icon, and "Cancel" with a red circle and slash icon.

Figure 2

3. Enter the User name and the **Captcha** and click on **Next**
4. Enter the **Password answer** in the Password recovery window and click on **Submit**
5. The Password will be emailed to the user.

Note : The Password answer should match the User name password answer

Password recovery

All fields marked (*) are mandatory

User name	swi_waltzing
Password question	unodc
Password answer *	<input type="text"/>
How much is? *	
	<input type="text"/>

Figure 3

Note :The username of the logged-in user appears on the main menu below the header and you can log out of the system by clicking on it.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help **Logout ita_bruno**

Welcome to the electronic
International Import and Export Authorization System (I2ES)
for narcotic drugs and psychotropic substances

I2ES is a new online platform developed by INCB with the support of UNODC to facilitate and speed up the process of issuing import and export authorizations for narcotic drugs and psychotropic substances by competent national authorities (CNAs) of importing and exporting countries in compliance with the international drug control treaties. I2ES will allow CNAs to verify the authenticity of such authorizations and to issue endorsements of export authorizations in a secure way and in real time.

In its initial phase, I2ES will allow information exchange on applications by companies for, and issuance by CNAs of, import and export authorizations for narcotic drugs and psychotropic substances, as well as electronic generation of import and export authorizations in paper form.

It is envisaged that at a later stage, I2ES will allow full electronic generation, issuance and exchange of import and export authorizations for narcotic drugs and psychotropic substances.

Treaty provisions relating to international trade in narcotic drugs and psychotropic substances:

Form for export authorization established by CND:

Form for import authorization established by CND:

Figure 4

2 Administration

The Administration menu consists of **Masters**, **Users Management** and **Country Settings**.

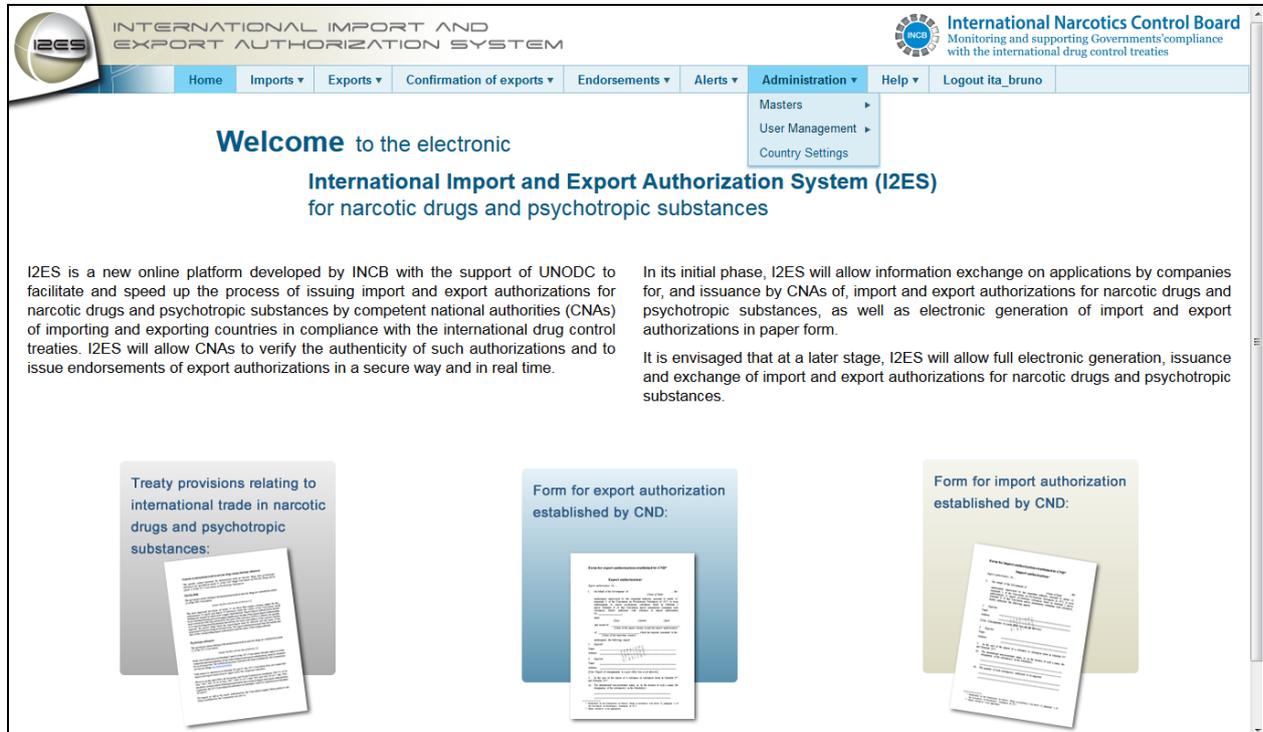


Figure 5

2.1 Masters

The Masters sub-menu under Administration is available to all the users belonging to a specific country. Under this tab both the CNA administrator and CNA user can create new establishments (i.e., importers, exporters, bonded warehouses) and preparations, and edit existing ones. Typical examples of pre-defined selections are **Establishments**, **Preparations**, **Substances**, **Ports** and **Estimates/Assessments**. In order to keep these selections up-to-date, I2ES administrators can change these options available to the user as required. For this purpose, the Masters module is provided.

2.2 Establishments

Before an authority can start using I2ES, it has to set up its national definitions for establishments (i.e. importing and exporting companies within its own country, as well as foreign companies with which the national companies wish to trade with)

1. Click on the  icon to open a **Create establishment** form.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM		International Narcotics Control Board						
		Monitoring and supporting Governments' compliance with the international drug control treaties						
Home	Imports ▼	Exports ▼	Confirmation of exports ▼	Endorsements ▼	Alerts ▼	Administration ▼	Help ▼	Logout swi_waltzing
List of importers / exporters / bonded warehouses								
+								
Country	Name of importer / exporter / bonded warehouse	City	Street	Zip Code	Establishment type	Creation date	Active	
Afghanistan	A & G Ltd.	OOO	Navruz 44		Wholesaler	11/11/2014	<input checked="" type="checkbox"/>	
Afghanistan	A & G Ltd.	Kabul	Wahingerstrasse	111222333	Laboratory	10/03/2014	<input checked="" type="checkbox"/>	
Afghanistan	Q&A	Wien	Wahingerstrasse	A1220	Manufacturer	15/07/2014	<input checked="" type="checkbox"/>	
Algeria	Algeria Imports and Exp...	Algiers	Max Mueller	A98098	Manufacturer	08/10/2014	<input checked="" type="checkbox"/>	
Angola	Test establishment	Andheri	Test street		Manufacturer	01/10/2014	<input checked="" type="checkbox"/>	
Argentina	Buenos	bueons	10, Downing Street		Wholesaler	07/08/2014	<input type="checkbox"/>	

Figure 6

2. Enter all the mandatory fields on this form (Country, Establishment type, Establishment name, Street and City). These are indicated by an *.
3. Click on the **Create** button once all the fields have been entered.

Create establishment

All fields marked (*) are mandatory

Country *

Establishment type *

Identification number

Name of importer / exporter / bonded warehouse *

Street *

City *

State

Zip Code

Active

Figure 7

- A new **Establishment** is added to the List of importers/exporters/bonded warehouses.

List of importers / exporters / bonded warehouses									
Country	Name of importer / exporter / bonded warehouse	City	Street	Zip Code	Establishment type	Creation date	Active		
Afghanistan	A & G Ltd.	Kabul	Wahingerstrasse		Laboratory	10/03/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Afghanistan	Q&A	Wien	Wahingerstrasse	A1220	Manufacturer	15/07/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Denmark	Retskemisk Institut, Ko...	2100 Copenhagen	Frederik den Femtes Vj 11		Manufacturer	12/03/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ethiopia	East African Pharmaceu...	Addis Ababa	P.O. Box 9036		Manufacturer	07/03/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
France	EDQM & Healthcare / D...	Strasbourg	Council of Europe, 7 all...	67081	Manufacturer	18/03/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Figure 8

- To update an existing Establishment, click on the  icon to open up the **Edit Establishment** form.
- Edit the information as required and click on the **Update** button.

2.2.1 Preparations

Here, all the preparations are defined, which the national companies wish to trade in. The controlled substances are contained in a preparation. The list of substances contains all narcotic drugs and psychotropic substances under international control, including esters, ethers and salts.

- Click on the  icon to open a **Create preparation** form.

List of preparations				
Preparation name	Creation date	Active		
Durogesic 5mg/amp	05/03/2014	<input checked="" type="checkbox"/>		
Omnopone	07/03/2014	<input checked="" type="checkbox"/>		
Sufenta 0.01mg/2ml	05/03/2014	<input checked="" type="checkbox"/>		

1 - 3 of 3 items

Figure 9

- Enter all the mandatory fields, namely, **Preparation name**, **Pharmaceutical form**, **Package type**, **Preparation contents** and **Preparation package size** (i.e., number of preparation units per package).

Create preparation										
All fields marked (*) are mandatory										
Preparation name *										
Pharmaceutical form *										
Package type *										
Not counted towards estimates/assessments (Schedule III preparation) <input type="checkbox"/>										
Active <input checked="" type="checkbox"/>										
Description and quantity of item *										
Name of substance (active ingredient)	IDS code	CAS No.	Base / ester / ether / salt	Quantity of substance per unit	UOM	Approximate pure anhydrous drug content (in %)	Quantity of substance per unit (in base)	UOM	Substance type	Schedule
No items to display										

Figure 10

Figure 11

- Click on the  icon to expand the **Description** and **quantity of item** form and enter the details.

Figure 12

- Click on the  icon to expand the **Preparation package size** form and enter the details.

Figure 13

- Click on the **Add** button.
- A new Preparation is added on the **Preparations List**.
- To update an existing preparation, click on the  icon to open up the **Edit preparation** form.
- Edit the information as required and click on the **Update** button.

Note: It is possible to change preparation name so long as the base substance remains the same.

2.2.2 Substances List

The list displays all the substances registered in the system, it includes all narcotic drugs and psychotropic substances currently under international control, including all controlled esters, ethers and salts. The substances are displayed

under the following column-headers: **IDS Code**, **Base/ester/ether/salt**, **CAS Number**, **Schedule**, **Approximate pure anhydrous drug content (in %)** and **Substance type**. It is a read-only form.

1. Click on the  icon to export the Substances List to Excel.
2. You can filter the data on the column by clicking on the  icon.
3. In the pop-up which opens up, enter the "value" of the items you would like to be displayed in that column, and click on Filter (e.g filter the item "2-CB" in the Base/ester/ether/salt column)

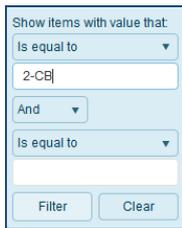


Figure 14

4. Data is filtered accordingly in that column. (The Base/ester/ether/salt column will only display the substance 2-CB)



IDS code	CAS No.	Base / ester / ether / salt	Approximate pure anhydrous drug content (in %)	Substance type	Schedule
NC018--		(+)-cis-3-methylfentanyl	100	Narcotic drug	-
NC018HCL		(+)-cis-3-methylthiofentanyl Hydro...	89	Narcotic drug	-
NC016HCL, 0.25		(+)-cis-beta-hydroxy-3-methylfent...	100	Narcotic drug	-
NC016HCL, 0.25		(+)-cis-beta-hydroxy-3-methylfent...	91	Narcotic drug	-
PL002--		(+)-Lysergide (LSD)	100	Psychotropic substance	1
PL0020.5.TAR2		(+)-Lysergide (LSD) Tartrate (2 m...	75	Psychotropic substance	1

Figure 15

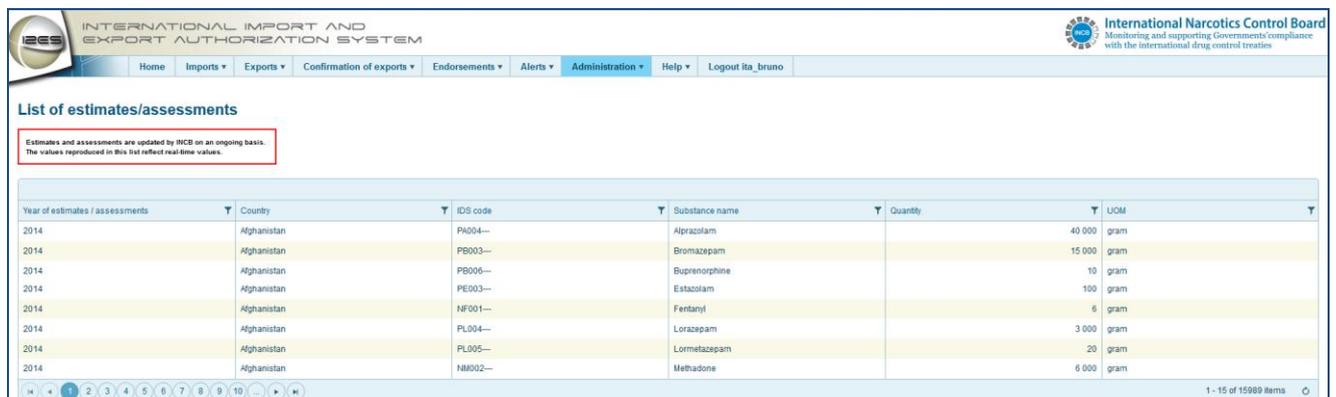
2.2.3 Ports List

Authorities may determine that drug consignments may enter or leave only through specified ports. This list displays all the registered ports in the country. You can navigate to all the records by clicking on the navigation arrows at the bottom of the screen.

2.2.4 Estimates/Assessments List

It displays the list of estimates/assessments of all substances. This list is updated by INCB on an ongoing basis. The values reproduced in this list reflect real-time values. The information is displayed in the grid in the following

columns: **Year of estimates/assessments**, **Country**, **IDS code**, **Substance name**, **Quantity** and **UOM**.



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International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout ita_bruno

List of estimates/assessments

Estimates and assessments are updated by INCB on an ongoing basis. The values reproduced in this list reflect real-time values.

Year of estimates / assessments	Country	IDS code	Substance name	Quantity	UOM
2014	Afghanistan	PK004--	Alprazolam	40 000	gram
2014	Afghanistan	PB003--	Bromazepam	15 000	gram
2014	Afghanistan	PB006--	Buprenorphine	10	gram
2014	Afghanistan	PE003--	Estazolam	100	gram
2014	Afghanistan	NF001--	Fentanyl	5	gram
2014	Afghanistan	PL004--	Lorazepam	3 000	gram
2014	Afghanistan	PL005--	Lormetazepam	20	gram
2014	Afghanistan	NM002--	Methadone	5 000	gram

1 - 15 of 15989 items

Figure 16

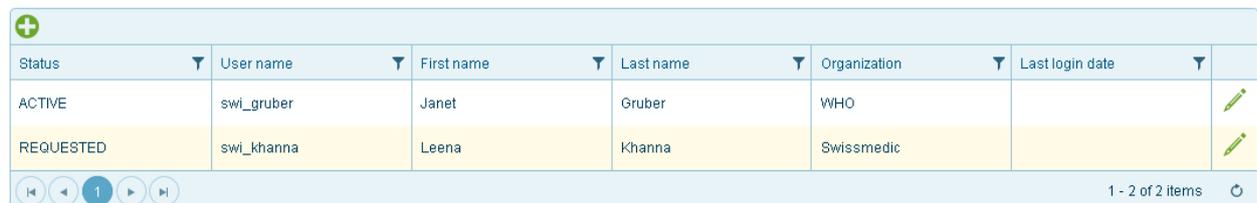
2.3 User Management

The User Management menu consists of **Users List** and **Change Password**.

2.3.1 Users List

All current users are listed in the grid under List of users. Columns in the grid indicate **Status**, **User name**, **First name**, **Last name**, **Organization** and the **Last login date**.

List of users



Status	User name	First name	Last name	Organization	Last login date
ACTIVE	swl_gruber	Janet	Gruber	WHO	
REQUESTED	swl_khanna	Leena	Khanna	Swissmedic	

1 - 2 of 2 items

Figure 17

2.3.2 Registration of a New User

The initial request from a country for a user account should always be for the function of the "administrator", i.e. the person with all the I2ES privileges and responsible for managing all other users of his or her country. The request will be routed to the INCB Secretariat for approval.

To ensure security, the INCB Secretariat will first verify the authenticity of the request for "administrator" with the Government concerned through official channels. Once approved, the administrator will receive password from I2ES.

Once the administrator has been given their account, new requests of other users of the same country will be automatically routed to the administrator. The administrator will grant or reject new requests. It is up to the discretion of the administrator to assign the "manager" status or the "normal" user status to the new users. While a manager is allowed to authorize import or export

authorizations, users may only view and draft authorizations. The administrator will also be responsible for terminating managers and users when necessary.

Note: The User Name automatically gets the prefix of the first 3 letters of the English name of the country the user is from (for example swi_gruber).

2.3.3 Edit User

A CNA administrator can also edit the user account by clicking on the  (edit/view icon) in the right-most column of the grid. On the **Edit User** account form, make all the necessary changes. Click on **Update** to save the changes.

2.3.4 Change Password

You can change your password if you wish to do so under User Management by entering the current password and confirming the new password.

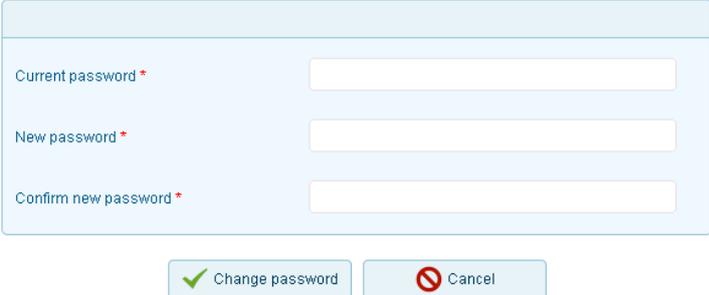


Figure 18

2.4 Country Settings

The CNA administrator is able to set a default validity period for import/export authorizations of their specific country. The CNA administrator can also define the number of printed copies required for import and export authorizations of their country.

Authorization validity (month) – The validity of the authorization period is defined by selecting a value in the Authorization Validity field (the value must range from 1-120).

Number of import authorization copies – Select a value for the number of import authorization copies required (the value must range from 1-20).

Number of export authorization copies - Select a value for the number of export authorization copies required (the value must range from 1-20).

Show Notes in authorization – Select the check-box if you want to display the Notes in the authorization.

Country settings

All fields marked (*) are mandatory

Authorization validity (month)	<input type="text" value="3"/>
Number of import authorization copies	<input type="text" value="1"/>
Number of export authorization copies	<input type="text" value="1"/>
Show notes in authorization	<input checked="" type="checkbox"/>

Figure 19

Note : The "**Notes**" is standard text which the Commission on Narcotic Drugs decided that should be reproduced at the back of import and export authorizations issued for imports and exports of substances listed in Schedules I and II of the 1971 Convention on Psychotropic Substances.

3 Grid Properties

There are a few grid properties that are common to all the screens in I2ES.

3.1 Navigation

1. Navigating between screens can be done by using the menu options.
2. Navigating between records can be done by clicking on the respective buttons attached at the bottom of that specific screen.
3. You can click on the respective page numbers to go from one page to the other.



	Go to the first page
	Go to the previous record
	Go to the next record
	Go to the last record

3.2 Dynamic Filtering

Dynamic Filtering allows you to view only filtered data in the grids. Filtering the data is possible for all the columns in the Master(s) grids.

1. Click on the filter icon  (right-hand corner) on the column-header to select the conditions for filter.
2. A **Filter Builder** window opens up.
3. Enter the **Filter Rule** as per requirement. After all the filters have been added, click on **Filter** to apply it for that specific column.
4. Data is filtered as per the rule applied.
5. To apply a new filter rule, clear the previous filter rule by clicking on the **Clear** button.

In the below example, to retrieve data only for the User Country "Switzerland": the filter is applied as shown (see Figure 13). The User Country column in the Establishments List grid only displays records for Switzerland. The filter icon in that specific column in the grid is highlighted if the filter has been applied for that column.



Figure 20

3.3 Expand/Collapse arrow in grids

The entire grid can be expanded or collapsed by clicking on this arrow  .

Individual rows can also be expanded and collapsed by clicking on the  arrow in each row.

Authorization type	Status	Number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter		
IMPORT	AUTHORIZED	IMP10682014	22/07/2014	22/07/2014	22/10/2014	Almirall AG	Germany	Pharmavertrieb GmbH		

Substances								
Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized	U O M	Amount in base	U O M			
Fentanyl	Fentanyl	3.000	g	3.000	g			

Preparations										
Name of preparation (brand name or description)	Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Pharmaceutical form	Quantity of each substance per unit	U O M	Total quantity of each substance	U O M	Total quantity of each substance (in base)	U O M

Figure 21

3.4 Advanced Data Filtering

This feature allows you to filter authorizations/endorsements by authorization number, type, status, counterpart country, base substance and date of application, issuance and expiration.

1. Click on the **Filter icon**  to open the Filter options window.
2. Select all the filter criteria, which you want to apply for your grid.

Figure 22

3. Click on **Apply Filter** after you have chosen all the filter criteria.
4. The grid now displays only the filtered data.

List of pre-drafts (for confirmation of exports)

Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Endorsement / Confirmation of export date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
EXPORT	AUTHORIZED	EXP/056/2014	08/07/2014	08/07/2014	08/10/2014		Azienda	Switzerland	Almirall AG	
EXPORT	AUTHORIZED	EXP/ITA/777...	20/03/2014	20/03/2014	20/03/2024		Dipharma	Switzerland	Indukern Ch...	

1 - 2 of 2 items

Figure 23

5. To reset the filter, click on the Filter icon to open the Filter options window and click on **Reset Filter**.

All the data (before the filter was applied) are displayed on the grid.

List of authorized import authorizations

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter				
IMPORT	AUTHORIZED		Eva test ita 1		04/09/2014	04/09/2014	04/03/2015	Dipharma	India	India Test Trader				
Substances														
Name of substance (active ingredient)		Base / ester / ether / salt		Quantity authorized		U O M	Amount in base		U O M					
<div style="display: flex; justify-content: space-between;"> ◀ 0 ▶ No items to display </div>														
Preparations														
Name of preparation (brand name or description)	Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Pharmaceutical form	Quantity of each substa... per unit	U O M	Total quantity of each substance	U O M	Total quantity of each substance (in base)	U O M	Package size (units per package)	Total number of packages authorized		
Durogesic 5 mg/tab	Fentanyl	Fentanyl Citrate	5	tablet(s)	0.005	g	0.025	g	0.016	g	5	1		
<div style="display: flex; justify-content: space-between;"> ◀ 1 ▶ 1 - 1 of 1 items </div>														
IMPORT	AUTHORIZED		Eva test 3		02/09/2014	02/09/2014	02/03/2015	Dipharma	Switzerland	Hoffman				
IMPORT	AUTHORIZED		Eva test 2		02/09/2014	02/09/2014	02/03/2015	Dipharma	Switzerland	Hoffman				
IMPORT	AUTHORIZED		IMP/050/2014		18/06/2014	18/06/2014	18/12/2014	Dipharma	Switzerland	PharmaCo				
<div style="display: flex; justify-content: space-between;"> ◀ 1 ▶ FILTERED </div>												1 - 4 of 4 items		

Figure 24

4 Imports

Every import requires a separate import authorization. Such authorization shall state the name of the substance/preparation, quantity of substances/preparations that have been imported/exported, name and address of the importer/exporter.

The quantity of narcotic drugs/psychotropic substances should be within the estimates/assessment limit of the country. I2ES checks the amount requested against the importing country's estimates or assessments. If it exceeds the limit, the transaction is blocked. Only the CNA Administrator has the access to authorize import authorizations. When a user creates an import authorization, then a pre-draft export authorization for a counterpart country is created automatically. When the CNA of the exporting country authorizes this pre-draft, then the import and export authorizations get linked, which allows us to see the details of the counterpart authorization.

Data for both import and export authorizations can be entered manually in I2ES or can be uploaded directly via its web interface.

In cases of amounts destined for re-export, a warning appears informing the user about the conditions governing re-exports.

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
IMPORT	AUTHORIZED	Hand icon	Eva test ita 1		04/09/2014	04/09/2014	04/03/2015	Dipharma	India	India Test Trader	Green plus icon	Print icon	Export icon
IMPORT	AUTHORIZED	Hand icon	Eva test 3		02/09/2014	02/09/2014	02/03/2015	Dipharma	Switzerland	Hoffman	Green plus icon	Print icon	Export icon
IMPORT	AUTHORIZED	Hand icon	Eva test 2		02/09/2014	02/09/2014	02/03/2015	Dipharma	Switzerland	Hoffman	Green plus icon	Print icon	Export icon
IMPORT	AUTHORIZED	Hand icon	IMP/050/2014		18/06/2014	18/06/2014	18/12/2014	Dipharma	Switzerland	PharmaCo	Green plus icon	Print icon	Export icon

Figure 25

4.1 Create Import Authorization

A separate import authorization is needed for each import whether it consists of one or more substances or/and preparations containing such substances. You can create a new import authorization by selecting the **Create import authorization** under **Imports**. You can also create a new import authorization by clicking on the icon on the **List of draft import authorizations** form.

Likewise, by clicking on the icon of that list, you may directly create a new export authorization, without having to change the sub-menu (refer to [5.1.1 Create from pre-drafts](#))

Workflow: A company requests an import authorization for narcotic drugs and/or psychotropic substances. The competent authority of the importing country enters the related information into the I2ES import authorization form. I2ES checks whether the quantity of the narcotic drug and/or psychotropic

substance is within the import limit (estimate/assessment) of the country. Four different buttons are available on a new import authorization form: **Authorize**, **Save as Draft**, **Preview** and **Cancel**.

1. Select **Create import authorization** under **Imports**.
2. The **authorization number** is pre-populated with the most recently used authorization number, which can be manually overridden.

Note: *If you do not change the authorization number manually, you will get a warning to do so.*

The screenshot shows the I2ES web application interface. At the top, there is a navigation menu with options: Home, Imports (selected), Exports, Confirmation of exports, and Endorsements. The main heading is 'Import authorization (NEW)'. A red warning message indicates that the authorization number 'IMP/SWI/25/2014' is already in use. Below this, the form contains a text input field for 'Authorization number *' with the value 'IMP/SWI/25/2014' and a 'Certifying clause' field with a book icon.

Figure 26

3. Enter all the other mandatory fields under the different sub-sections: **Importer**, **Exporter** and **Substances** and/or **Preparations**.
4. In the Substances/Preparations sub-form, click on  to open up a **Substance/Preparation Content** pop-up.
5. Enter the mandatory fields, i.e., **Substance/Preparation Name** and the **Quantity Authorized** in the **Substance Content** and **Preparation content** pop-up windows, respectively.
6. Click on **Add** button to save the new record.
7. Enter the **Date of Issuance**, **Expiration date**, **Place of issuance** and **Name of issuing authority**, which are mandatory fields.
8. If a consignment is destined to a bonded warehouse, the name of the warehouse is selected from the drop-down list.
9. The "Notes" icon shows the text of the notes that should be reproduced at the back of all import authorizations, as stipulated by the Commission on Narcotic Drugs.

10. Once all the mandatory fields have been entered, the CNA Administrator can click on the **Authorize** button.

Note: Once authorized, the import authorization can be viewed by the importing authority under the Imports menu. It can also be printed. Once stamped and signed, this paper authorization can be used as the country's authentic import authorization.

11. If the Administrator does not want to authorize the authorization right away, it can be saved as a draft by clicking on the Save as Draft button. This can then be later retrieved and authorized by the Manager.

12. If the administrator does not want to authorize the Import authorization, it can delete it by clicking on the **Delete draft** button on the bottom of the form.

13. You can view the form in print format by clicking on the **Preview** button.

14. You can also cancel the Import Authorization as long as it has not been endorsed yet, by clicking on the **Cancel** button.

Note: The Substance/Preparation Name drop-down list only shows the first 20 entries. However, once you start typing the name in this field, the substance/preparation name will be autopopulated and it can be selected.

The screenshot shows a window titled "Substance content" with a close button (X) in the top right corner. Below the title bar, it states "All fields marked (*) are mandatory". The form contains the following fields:

Base / ester / ether / salt *	(+)-cis-3-methylfentanyl
Name of substance (active ingredient)	(+)-cis-3-methylfentanyl
Quantity authorized to be imported *	3.000
UOM	g
Amount in base	3.000
UOM	g
Re-export	<input type="checkbox"/>

At the bottom of the form, there are two buttons: "Add" (with a green checkmark icon) and "Cancel" (with a red prohibition sign icon).

Figure 27

Preparation content

All fields marked (*) are mandatory

Name of preparation (brand name or description) *

Pharmaceutical form

Package size (units per package)

Total number of packages authorized to be imported *

Package form

Re-export

Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Quantity of each substance per unit	U O M	Total quantity of each substance (in base)	U O M
Fentanyl	Fentanyl Citrate	0	0.005	g	0.000	g

1 - 1 of 1 items

Figure 28

11. On selecting a psychotropic substance listed in Schedule 1 of the 1971 Convention, a warning message appears. Click on OK if you wish to proceed.

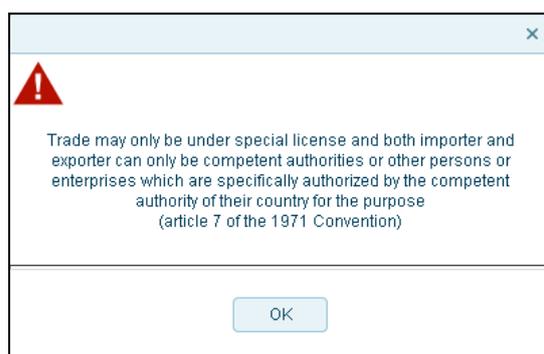


Figure 29

12. If you select a substance which has been prohibited by your country for import, a warning message is shown on the substance content window and the transaction is blocked. The list of prohibited substances is maintained by the INCB Secretariat and updated in cases of new notifications by Governments pursuant to article 13 of the 1971 Convention.

The screenshot shows a window titled "Substance content" with a close button (X) in the top right corner. Below the title bar, it states "All fields marked (*) are mandatory". A red bullet point indicates a "Prohibited import (pursuant to article 13 of the 1971 Convention)". The form contains the following fields:

Base / ester / ether / salt *	Methaqualone
Name of substance (active ingredient)	Methaqualone
Quantity authorized to be exported *	1.000
UOM	g
Amount in base	1.000
UOM	g
Re-export	<input type="checkbox"/>

At the bottom of the window, there are two buttons: "Add" (with a green checkmark icon) and "Cancel" (with a red prohibition icon).

Figure 30

13. Select the check-box on the Substance or/and Preparation content window if the import is destined for re-export.

14. A pop-up appears reminding the user of the conditions related to re-exports.

The screenshot shows a warning dialog box with a red triangle icon containing an exclamation mark. The text inside the dialog reads: "Re-exports will not be deducted from current estimates and assessment only if the consignment is re-exported in its entirety within the same calendar year. Do you still want to proceed?". At the bottom of the dialog, there are two buttons: "Yes" and "No".

Figure 31

15. Once the substance/preparation content form has been filled in, the data are displayed on the Substances and Preparations details grids, respectively.

+ Substances *												
Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized to be imported	U O M	Amount in base	U O M							
(+)-Lysergide (LSD)	(+)-Lysergide (LSD)	2.000	g	2.000	g							  
1 - 1 of 1 items												

+ Preparations *													
Name of preparation (brand name or description)	Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Pharmaceutical form	Quantity of each substa... per unit	U O M	Total quantity of each substance	U O M	Total quantity of each substance (in base)	U O M	Package size (units per package)	Total number of packages authorized to be imported	
Durogesic 5 m...	Fentanyl	Fentanyl Cit...	3	tablet(s)	0.005	g	0.015	g	0.010	g	1	3	   
1 - 1 of 1 items													

Figure 32

Note: I2ES currently does not allow partial shipments, i.e. the issuing of multiple import certificates against one import authorization, pursuant to article 31, paragraph 4 (d) of the Single Convention on Narcotic Drugs.

16. If the substance is destined for **Re-Export**, it is indicated under 
17. To see the importing country's estimate balance of the drug in question, click on 
18. A pop-up window with a complete overview of the **Transaction Details** and **Base Substance Details** is displayed.

Info			
Transaction details		Base substance details	
Base / ester / ether / salt	(+)-Lysergide (LSD) Tartrate (2 mol. base, 2 CH3OH)	IDS code	PL002--
Quantity authorized to be imported	1.000	Name of substance (active ingredient)	(+)-Lysergide (LSD)
UOM		Amount in base	0.750
		UOM	gram
Estimate balance: (+)-Lysergide (LSD)			
▶			
Country	Estimate / assessment quantity	Balance	UOM
Switzerland	0.000	-1.000	gram

Figure 33

4.2 Use of Codes for CPS (Concentrate of poppy straw)

CPS is the intermediate material arising when any of the three varieties of poppy straw rich in codeine (C), morphine (m) or thebaine (T) has entered into the process for concentration of its alkaloids. Each of these varieties of CPS are broken down in each of their respective anhydrous alkaloids.

1. If one of the CPS Gross Weights (CW) is to be selected (NC020, NCO30, NC040, NC050), the system will automatically prompt the user to specify amounts for the corresponding alkaloids.(AMA, ACA, ATA, AOA)
2. The amounts specified for the corresponding alkaloids are then checked against the corresponding estimates (NX010, NXO20, NXO30, NXO40)
3. Depending on which CPS GW is chosen, its key alkaloid has to be greater than zero.
4. It is optional to specify the quantity of the CPS Gross Weight
5. Once the quantity has been entered in the **Quantity authorized to be exported** field, confirm the changes by clicking on the  and if you want to cancel the changes, click on 

Substance content ×

All fields marked (*) are mandatory

• CPS key alkaloid quantity cannot be zero

Base / ester / ether / salt * Conc. of poppy straw (C) GW ▾

Name of substance (active ingredient)  Conc. of poppy straw (C) GW

Quantity authorized to be exported * 0.000 ▾ ▹ g

Amount in base 0.000 g

Re-export

Alkaloids				
IDS code	Alkaloid name	Quantity authorized to be exported	UOM	
NC051---	Concentrate poppy straw (C) ACA	0.9888 ▾ ▹	g	 
NC052---	Concentrate poppy straw (C) AMA	0.000	g	
NC053---	Concentrate poppy straw (C) ATA	0.000	g	
NC054---	Concentrate poppy straw (C) AOA	0.000	g	

 Add
 Cancel

Figure 34

6. It will then appear in the grid in the **Substances section**.

Substances						
Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized to be imported	U O M	Amount in base	U O M	
Conc. of poppy straw (T) GW	Conc. of poppy straw (T) GW	0.000	g	0.000	g	<i>i</i> <i>✎</i> <i>🗑</i>
IDS code	Alkaloid name	Quantity authorized to be imported	U O M			
NC031---	Conc. of poppy straw (T) ATA	2.000	g			<i>i</i>
NC032---	Conc. of poppy straw (T) AMA	0.000	g			<i>i</i>
NC033---	Conc. of poppy straw (T) AOA	0.000	g			<i>i</i>
NC034---	Conc. of poppy straw (T) ACA	0.000	g			<i>i</i>
Poppy straw (C) GW	Poppy straw (C) GW	2.000	g	2.000	g	<i>i</i> <i>✎</i> <i>🗑</i>

Figure 35

Note :A warning appears on authorizing an import authorization if there is an insufficient estimate/assessment for a substance for a specific country.

4.3 View own import authorization

In this sub-menu, you can see all the import authorizations, which are **Drafts**, **Authorized import authorizations**, **Cancelled import authorizations** or **Authorized imports destined for re-export**.



Figure 36

4.3.1 Drafts

Here, the import authorizations are listed which are in the "draft" status. These draft import authorizations can either be authorized by clicking on the **Authorize** button, **Saved as draft**, deleted by clicking on the **Delete draft** button, or displayed in print preview format. All these buttons are available at the bottom of the form.

The screenshot shows the I2ES web application interface. At the top, there is a navigation menu with options: Home, Imports, Exports, Confirmation of exports, Endorsements, Alerts, Administration, Help, and Logout swi_waltzing. The main content area is titled "List of draft import authorizations" and contains a table with the following columns: Authorization type, Status, Creation method, Authorization number, Counterpart authorization number, Date of application, Date of issuance, Expiration date, Importer / exporter, Counterpart country, Counterpart importer / exporter, and two icons (pencil and printer).

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter		
IMPORT	DRAFT		IMP/SWI/24/2...	---	27/02/2015	27/02/2015	27/06/2015	1 A Pharma ...	Afghanistan	A & G Ltd.		
IMPORT	DRAFT		IMP/SWI/21/2...	---	26/02/2015	26/02/2015	26/07/2015	Alloga AG	Algeria	Algeria Impor...		
IMPORT	DRAFT		IMP/SWI/019/...	---	24/02/2015	24/02/2015	24/07/2015	1 A Pharma ...	Italy	Azienda		
IMPORT	DRAFT		IMP/SWI/003/...	---	03/02/2015	03/02/2015	03/07/2015	ALIPHARMA...	Italy	Dipharma		
IMPORT	DRAFT		IMP/002/2015	---	20/01/2015	20/01/2015	20/06/2015	Alloga AG	Italy	Moellhausen ...		

Figure 37

4.3.2 Authorized import authorizations

The authorized import authorization is to be furnished by the person or establishment applying for an export authorization to the competent national authorities of the exporting country.

In this view, you can see the list of all the import authorizations that have been authorized already. You can open an individual import authorization by clicking on the **Edit/view** icon. Authorized import authorizations can be cancelled by clicking on the **Cancel authorization** button at the bottom of the form.

Note: After cancellation of an import authorization, the amount in question will be automatically added again to the estimates/assessments balance of the importing country. Furthermore, an alert message will be automatically sent to the counterpart country. The alert message will also appear under **Alerts > Cancelled import authorizations**.

The screenshot shows the "List of authorized import authorizations" table. The columns are: Authorization type, Status, Authorization number, Date of application, Date of issuance, Expiration date, Importer / exporter, Counterpart country, Counterpart importer / exporter, and three icons (pencil, printer, and document).

Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
IMPORT	AUTHORIZED	IMP/068/2014	22/07/2014	22/07/2014	22/10/2014	Almirall AG	Germany	Pharmavetrib GmbH			
IMPORT	AUTHORIZED	IMP/056/2014	08/07/2014	08/07/2014	08/10/2014	Almirall AG	Italy	Azienda			
IMPORT	AUTHORIZED	SSSS	15/03/2014	15/03/2014	15/03/2024	SwissCo Services	Ethiopia	East African Pharmaceuticals ...			
IMPORT	AUTHORIZED	IMP/028/2014	14/03/2014	14/03/2014	14/03/2024	F. Hoffmann-La Roche AG	Italy	Dipharma			
IMPORT	AUTHORIZED	IMP/2014/02	07/03/2014	07/03/2014	07/09/2014	SwissCo Services	Germany	Haupt Pharma Munich GmbH			
IMPORT	AUTHORIZED	IMP/002/2014	07/03/2014	07/03/2014	07/09/2014	Indulem Chemie AG	Germany	Haupt Pharma Munich GmbH			
IMPORT	AUTHORIZED	A1223233	07/03/2014	07/03/2014	07/09/2014	SwissCo Services	Germany	Pharmavetrib GmbH			
IMPORT	AUTHORIZED	IMP/265/2014	15/01/2014	28/01/2014	28/05/2014	Almirall AG	Germany	Med-X-Press GmbH			

Figure 38

4.3.3 Cancelled import authorizations

Here, all import authorizations are listed which were cancelled after having been authorized. In some cases, it is necessary to cancel valid import authorizations, for reasons of loss, theft or expiration. It is possible to view these cancelled import authorizations in print format by clicking on the Preview button at the bottom of the form. When cancelled, an alert message is automatically sent to

the counterpart country. The alert message also appears under **Alerts > Cancelled** import authorizations.

List of cancelled import authorizations

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
▶ IMPORT	CANCELLED		IMP/SWI/2712...	---	01/03/2015	01/03/2015	01/07/2015	Asco Carbon ...	Italy	Dipharma			
▶ IMPORT	CANCELLED		IMP/SWI/20/2...	EXP/ITA/018f...	25/02/2015	25/02/2015	25/07/2015	1 A Pharma ...	Italy	Dipharma			
▶ IMPORT	CANCELLED		IMP/SWI/008f...	EXP/ITA/016f...	12/02/2015	12/02/2015	12/07/2015	Alloga AG	Italy	Azienda			
▶ IMPORT	CANCELLED		AAA746387	---	02/10/2014	02/10/2014	02/01/2015	ALIPHARMA...	Chile	Chile Tester L...			
▶ IMPORT	CANCELLED		IMP/069/2014		26/09/2014	26/09/2014	26/12/2014	Novartis Phar...	Italy	Nikem Rese...			
▶ IMPORT	CANCELLED		IMP/067/2014		26/09/2014	26/09/2014	26/12/2014	Indukem Che...	Italy	Nikem Rese...			

1 - 10 of 18 items

Figure 39

4.3.4 Authorized imports destined for re-export

All the import authorizations in which the imported quantity will be used for re-export to other countries or territories, are listed in this view.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout swi_waltzing

List of authorized imports destined for re-exports

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
▶ IMPORT	AUTHORIZED		IMP/074/2014	---	29/10/2014	29/10/2014	29/01/2015	Almirall AG	Italy	Nikem Resear...			
▶ IMPORT	AUTHORIZED		impneu123		04/07/2014	04/07/2014	04/10/2014	F. Hoffmann-La...	France	EDOM & Healt...			

1 - 2 of 2 items

Figure 40

1. You can edit this form by clicking on the **Edit/view** icon.
2. You can select the re-export check-box in the substances and/or preparations content window.
3. A pop-up message appears if the re-export check-box has been selected.

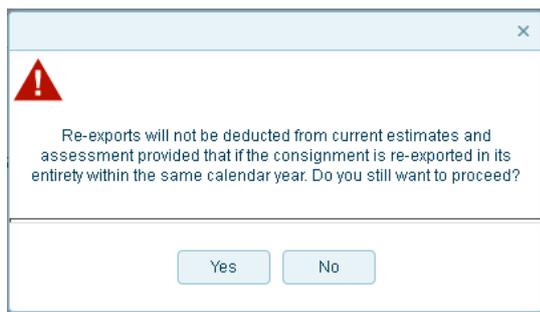


Figure 41

4. The re-export column has been checked  and appears under the Re-export column.
5. You can clear the re-export flag by clicking on the  icon in the right-most column in the substances/preparations grids if you would want to cancel the re-export.

Note: *If the imports that have been flagged for re-export have not been re-exported by 30 November of a given year, the user(s) of the importing country will be notified accordingly. The amount(s) of any import that were flagged for re-export but were not re-exported in a given year will be deducted from the importing country's estimates/assessments balance at the end of that year.*

4.4 View counterpart import authorization

In this view, all the counterpart import authorizations are listed which are either in authorized or cancelled status.



Figure 42

4.4.1 Authorized import authorizations

This view displays the list of all counterpart authorized import authorizations.

The creation method can either be **manual**  or by **xml upload**  and indicated by the different icon in the **Creation Method** column.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM		International Narcotics Control Board Monitoring and supporting Governments' compliance with the international drug control treaties									
Home		Imports ▾	Exports ▾	Confirmation of exports ▾	Endorsements ▾	Alerts ▾	Administration ▾	Help ▾	Logout swi_walzing		
List of counterpart authorized import authorizations											
Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
▶ IMPORT	AUTHORIZED			90 B.E. 2557	02/12/2014	04/12/2014	31/10/2016	F. Hoffmann-L...	Thailand	DKSH (Thailan...	
▶ IMPORT	AUTHORIZED			P. 127 B.E. 2557	11/11/2014	13/11/2014	13/05/2015	Lipomed AG	Thailand	Royal Thai Poli...	
▶ IMPORT	AUTHORIZED			67 B.E. 2557	05/09/2014	09/09/2014	09/03/2015	Lipomed AG	Thailand	Office of the Na...	
▶ IMPORT	AUTHORIZED			Eva test 2	02/09/2014	02/09/2014	02/03/2015	Hoffman	Italy	Dipharma	
▶ IMPORT	AUTHORIZED			IMP/050/2014	18/06/2014	18/06/2014	18/12/2014	PharmaCo	Italy	Dipharma	
1 - 6 of 6 items											

Figure 43

4.4.2 Cancelled import authorizations

This view lists all the counterpart cancelled import authorizations.

List of counterpart cancelled import authorizations											
Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
▶ IMPORT	CANCELLED		IMP/080/2014	EXP/080/2014	03/11/2014	03/11/2014	03/02/2015	Dipharma	Switzerland	Almirall AG	
▶ IMPORT	CANCELLED		IMP/073/2014	---	29/10/2014	29/10/2014	29/01/2015	Dipharma	Switzerland	ALIPHARMA SA, ...	
▶ IMPORT	CANCELLED		IMP/069/2014		26/09/2014	26/09/2014	26/12/2014	Nikem Researc...	Switzerland	Novartis Pharma...	
▶ IMPORT	CANCELLED		ASS7865	ddd	23/07/2014	23/07/2014	23/10/2014	Azienda	Switzerland	1 A Pharma Gm...	
▶ IMPORT	CANCELLED		IMP/054/2014		04/07/2014	04/07/2014	04/10/2014	Azienda	Switzerland	Almirall AG	
▶ IMPORT	CANCELLED		IMP/051/2014		01/07/2014	01/07/2014	01/10/2014	Azienda	Switzerland	Lipomed AG	
▶ IMPORT	CANCELLED		IMP/2014/0101		14/03/2014	14/03/2014	14/03/2024	Azienda	Switzerland	ALIPHARMA SA, ...	
1 - 10 of 11 items											

Figure 44

5 Exports

Every export requires a separate export authorization. Such authorization has to state the name of the substance/preparation, quantity to be exported, name and address of the importer and exporter, as well as the number, date and name of the issuing authority of the related import authorization. The quantity of narcotic drugs/psychotropic substances authorized to be exported must be within the estimates/assessments limit of the importing country. Only the CNA Administrator has the access to authorize export authorizations.

The data of both import and export authorizations can be entered manually in I2ES, or can be uploaded directly via its web interface.



The screenshot shows the I2ES web interface. The top navigation bar includes 'Home', 'Imports', 'Exports', 'Confirmation of exports', 'Endorsements', 'Alerts', 'Administration', 'Help', and 'Logout swi_waltzing'. The 'Exports' menu is open, showing options: 'Create export authorization', 'View own export authorizations', and 'View counterpart export authorization'. Below the menu is a section titled 'List of counterpart authorized' with a table of data.

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter
IMPORT	AUTHORIZED			90 B.E. 2557	02/12/2014	04/12/2014	31/10/2016	F. Hoffmann-L...	Thailand	DKSH (Thailan...
IMPORT	AUTHORIZED			P. 127 B.E. 2557	11/11/2014	13/11/2014	13/05/2015	Lipomed AG	Thailand	Royal Thai Poli...

Figure 45

5.1 Create Export Authorization

Workflow: A company requests an export authorization for narcotic drugs or psychotropic substances. The quantity of the substance in question must be within the estimates/assessments limit of the importing country. Only the CNA Administrator can authorize export authorizations.

5.1.1 Create from pre-drafts

When an import authorization has been authorized in I2ES, a pre-draft for an export authorization is automatically created and displayed in the exporting authorities' exports menu under pre-drafts. A draft export authorization based on that import authorization, and assigns it to status Pre-draft, which can later be changed to Draft or Authorized.

It is also possible to create a new export authorization by clicking on the icon the **List of draft export authorizations** form. Likewise, by clicking on the icon of that list, you may create directly a new import authorization, without having to change the sub-menu (refer section [4.1 Create Import Authorization](#)).

1. Select **Exports > Create Export authorizations > Create from pre-drafts**.

2. Enter the authorization number on the export authorization pre-draft form.
3. **Importer details** are pre-populated in this form.
4. Enter the **Place of issuance**, which is a mandatory field.
5. You can either authorize the export authorization by clicking on the **Authorize** button or **Save as draft**.

5.1.2 Create new authorization

When the counterpart country is not registered in I2ES and a pre-draft does not exist, you can create a new export authorization.

1. Select **Exports > Create export authorization > Create new authorization**.
2. Enter all the fields under the different sub-sections: **Respective import authorization, Exporter, Importer, Bonded warehouse, Substances, Preparations, and Itinerary**.
3. To add a new substance, click on **+** to open up a **Substances content** pop-up.
4. Enter the mandatory fields i.e **Name of the Substance** and **Quantity authorized to be exported** in the **Substance Content** window and click on the **Add** button.
5. To add a new preparation, click on **+** to open up a **Preparation Content** pop-up.
6. Enter the mandatory fields, i.e., **Name of the preparation** and **Total number of packages authorized to be exported** in the **Preparation content** pop-up and click on the **Add** button.

Figure 46

7. It is possible to enter a preparation name in the export authorization that it different from the preparation name used in the related import authorization, provided that the base substance remains the same, and provided that total amount of the base substance authorized for export does not exceed the base amount that had been authorized for import.

Preparation content

All fields marked (*) are mandatory

Name of preparation (brand name or description) * Mesacaline 5 mg/tab

Pharmaceutical form tablets

Package size (units per package) 10

Total number of packages authorized to be exported * 1

Package form package(s)

Re-export

Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Quantity of each substance per unit	U O M	Total quantity of each substance (in base)	U O M
Mescaline	Mescaline	0	0.005	g	0.000	g

1 - 1 of 1 items

Add Cancel

Figure 47

8. Once the substance or preparation has been added, it is displayed on the Substances and Preparations details grids, respectively.

Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized to be exported	U O M	Amount in base	U O M
(+)-Lysergide (LSD)	(+)-Lysergide (LSD) Tartrate (2 mol. base, 2 H2O)	2000	g	1.560	g

1 - 1 of 1 items

Name of preparation (brand name or description)	Name of substance (active ingredient)	Base / ester / ether / salt	Quantity of preparations	Pharmaceutical form	Quant of each substa... per unit	U O M	Total quantity of each substance	U O M	Total quantity of each substance (in base)	U O M	Package size (units per package)	Total number of packages authorized to be exported
Mesacaline 5 mg/tab	Mescaline	Mescaline	10	tablets	0.005	g	0.050	g	0.050	g	10	1

1 - 1 of 1 items

Figure 48

Note : In case you have selected a substance whose import has been prohibited by the importing country pursuant to article 13 of the 1971 Convention, a warning message is shown on the substance content window and the transaction is blocked. The list of prohibited substances is maintained by the INCB Secretariat and uploaded in cases of new notifications by Governments pursuant to article 13 of the 1971 Convention.

Substance content ×

All fields marked (*) are mandatory

• Prohibited import (pursuant to article 13 of the 1971 Convention)

Base / ester / ether / salt *	Methaqualone
Name of substance (active ingredient) 	Methaqualone
Quantity authorized to be exported *	1.000
UOM	g
Amount in base	1.000
UOM	g
Re-export	<input type="checkbox"/>

Figure 49

9. Select the check box on the Substance or/and Preparation content window, if the amount is destined for re-export.
10. If the substance is destined for re-export, it is indicated under .
11. Once all the mandatory fields have been entered, the CNA Administrator can click on the **Authorize button**.
12. If the Administrator does not want to authorize the authorization right away, it can be saved as a draft by clicking on the **Save as Draft** button.
13. If the Administrator does not want to authorize the export authorization, he can delete it by clicking on the **Delete Draft** button.
14. You can view the form in print format by clicking on the **Preview** button.
15. You can also cancel the Export Authorization as long as it has not been endorsed yet, by clicking on the **Cancel** button.

Note: When you cancel an export authorization, a notification is sent to the counterpart country. That notification also appears under **Alerts > Cancelled Export Authorizations**.

Note: I2ES currently does not allow multiple consignments, i.e. the issuing of one export authorization against multiple import authorizations.

5.1.3 Create from pre-drafts

When the Administrator authorizes an import authorization, I2ES automatically creates a draft export authorization based on the import authorization and assigns it to status Pre-draft, which can later be changed to Draft or Authorized.

1. Select **Exports > Create Export authorizations > Create from pre-drafts**.
2. Enter the export authorization number on the Export Authorization pre-draft form.
3. Importer details are pre-populated in this form.
4. Enter the **Place of issuance**, which is a mandatory field.
5. The Administrator can either authorize the export authorization by clicking on the **Authorize** button, or save it as a draft, by clicking **Save as draft**.

5.2 View own export authorization

In this sub-menu, you can see all of your country's export authorizations which are **Drafts**, **Authorized export authorizations**, or **Cancelled export authorizations**.



Figure 50

5.2.1 Drafts

The export authorizations in the "draft" status are listed here. These draft export authorizations can either be authorized by clicking on the **Authorize** button, **Saved as draft**, deleted by clicking on the **Delete draft** button, or displayed in print preview format. All these buttons are available at the bottom of the form.

List of draft export authorizations									
Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
EXPORT	DRAFT	EXP0632014	16/07/2014	16/07/2014	16/01/2015	Dipharma	Switzerland	Hoffman	
EXPORT	DRAFT	EXP0282014	14/03/2014	14/03/2014	14/03/2024	Dipharma	Switzerland	F. Hoffmann-La Roche AG	

Figure 51

5.2.2 Authorized export authorizations

In this view, you can see the list of all of your country's export authorizations that have been authorized already. You can open individual export authorizations by clicking on the **Edit/view** icon. These export authorizations can be cancelled by clicking on the **Cancel authorization** button at the bottom of the form.

List of authorized export authorizations

Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
EXPORT	AUTHORIZED	EXP/056/2014	08/07/2014	08/07/2014	08/10/2014	Azienda	Switzerland	Almirall AG			
EXPORT	AUTHORIZED	EXP/ITA/7777....	20/03/2014	20/03/2014	20/03/2024	Dipharma	Switzerland	Indukern Che...			

1 - 2 of 2 items

Figure 52

5.2.3 Cancelled export authorizations

Here, all the export authorizations are listed which were cancelled after having been authorized. It is possible to view these cancelled export authorizations in print format by clicking on the **Preview** button at the bottom of the form.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout swi_waltzing

List of cancelled export authorizations

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter			
EXPORT	CANCELLED		EXP/2013/0101	IMP/2013/0101	01/08/2014	01/08/2014	01/12/2014	ALIPHARMA...	India	Precise Che...			
EXPORT	CANCELLED		AAA1234	IMP/056/2014	22/07/2014	22/07/2014	22/10/2014	F. Hoffmann...	Italy	Azienda			
EXPORT	CANCELLED		EXP/054/2014	IMP/054/2014	04/07/2014	04/07/2014	04/10/2014	Almirall AG	Italy	Azienda			
EXPORT	CANCELLED		EXP/2014/0001	IMP/2014/0001	12/03/2014	12/03/2014	12/06/2014	ALIPHARMA...	India	Precise Che...			
EXPORT	CANCELLED		xxx	yy	05/03/2014	05/03/2014	05/09/2014	Farmacia	Italy	Dipharma			
EXPORT	CANCELLED		EXP/1006/2013	PS/02/63/12	12/03/2013	12/03/2013	19/05/2013	Indukern Che...	Ethiopia	East African ...			

1 - 8 of 8 items

Figure 53

5.3 View counterpart export authorizations

In this sub-menu, you can see all the counterpart export authorizations. They are listed under **Authorized export authorizations** and **Cancelled export authorizations**.

5.3.1 Authorized export authorizations

This view displays the list of all counterpart authorized export authorizations. Once authorized, export authorizations can be viewed in the Exports menu. This can be printed and once stamped and signed can be used as the country's authentic export authorization.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout swi_walzing

List of counterpart authorized export authorizations

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
EXPORT	AUTHORIZED		IMP/SWU22/2015	EXP/ITA/018/20...	26/02/2015	26/02/2015	26/06/2015	1 A Pharma G...	Italy	Dipharma	
EXPORT	AUTHORIZED		IMP-UN-14	EXP/ITA/018/20...	25/02/2015	25/02/2015	25/08/2015	PharmaCo	Italy	Dipharma	
EXPORT	AUTHORIZED		IMP/093/2014	EXP/093/2014	23/12/2014	23/12/2014	23/05/2015	Alloga AG	Italy	Moellhausen S...	
EXPORT	AUTHORIZED		IMP/089/2014	EXP/089/2014	01/12/2014	01/12/2014	01/05/2015	ALIPHARMA S...	Italy	Dipharma	
EXPORT	AUTHORIZED		IMP/056/2014	EXP/056/2014	08/07/2014	08/07/2014	08/10/2014	Almirall AG	Italy	Azienda	
EXPORT	AUTHORIZED		IMP/89999/2014	EXP/ITA/7777.2...	20/03/2014	20/03/2014	20/03/2024	Indukern Che...	Italy	Dipharma	

Figure 54

5.3.2 Cancelled export authorizations

This view displays all the counterpart cancelled export authorizations. Once the counterpart authority cancels an already authorized export authorization, an alert message is automatically sent out to the CNA of the importing country. The alert message also appears under **Alerts > Cancellation by Counterpart > Cancelled export authorizations**.

List of counterpart cancelled export authorizations

Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	
EXPORT	CANCELLED	AAAA1234	22/07/2014	22/07/2014	22/10/2014	Azienda	Switzerland	F. Hoffmann-La ...	
EXPORT	CANCELLED	EXP/054/2014	04/07/2014	04/07/2014	04/10/2014	Azienda	Switzerland	Almirall AG	
EXPORT	CANCELLED	xxx	05/03/2014	05/03/2014	05/09/2014	Dipharma	Switzerland	Farmacia	

1 FILTERED 1 - 3 of 3 items

Figure 55

6 Confirmation of Exports

When the exporting company, or customs, inform the authorities of the exporting country of the exact amount that has actually been exported, this information is entered into I2ES.

Workflow: The exporter or customs informs the CNA of the exporting country of the quantity that was actually exported.



Figure 56

6.1 Confirm own exports (from pre-drafts)

Whenever an export authorization is authorized, I2ES creates automatically a pre-draft for a confirmation of exports.

The pre-draft is pre-populated with all the information contained in the related import and export authorizations. The exporting authority now enters into the pre-draft, the substances and amounts actually exported from its country.

1. You can confirm your own exports from the pre-draft state (status Authorized)
2. On the **List of pre-drafts (for confirmation of exports)** grid, select the export authorization, which needs to be confirmed, and click on the  **Edit/view** icon in the right-most column in the grid.
3. On the Confirmation of export form, click on  icon in the **Substances or Preparation details** grid.
4. In the Substance content or Preparation content pop-up, select the **Quantity confirmed as exported** and click on **Update**.

Note : *The confirmed quantity cannot exceed the quantity authorized for export. It can however be less than the quantity authorized for export.*

5. In case that the amount confirmed as exported is lower than the amount authorized to be exported, enter the amount that was actually exported.
6. Select the **Date of export effected** and click on the **Confirm Export** button at the bottom of the form.

Note : *The Date of export affected cannot be later than the date of confirmation of export*

7. A confirmation message appears: Click on Yes.

6.2 View own confirmation of exports

1. All export authorizations, once confirmed, appear in the **List of own confirmed exports** grid. The status of the export authorization is shown as **Confirmed**.
2. **Date of Confirmation of export** is also displayed in the grid.

6.3 View counterpart confirmations of exports

1. To view all confirmations of exports by counterpart countries, select the option **View Counterpart confirmations of exports**.

List of counterpart confirmed exports

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Date of confirmation of export	Importer / exporter	Counterpart country	Counterpart importer / exporter	
EXPORT	CONFIRMED		IMP/SVM009f...	EXP/ITA017f...	17/02/2015	17/02/2015	17/07/2015	17/02/2015	Alloga AG	Italy	Moellhausen...	
EXPORT	CONFIRMED		IMP/SVM007f...	EXP/ITA016f...	11/02/2015	11/02/2015	11/07/2015	12/02/2015	Almirall AG	Italy	Dipharma	
EXPORT	CONFIRMED		IMP/SVM002f...	EXP/ITA016f...	02/02/2015	02/02/2015	02/07/2015	02/02/2015	ALIPHARMA...	Italy	Azienda	
EXPORT	CONFIRMED		IMP/012/2015	EXP/015/2015	27/01/2015	27/01/2015	27/06/2015	27/01/2015	F. Hoffmann...	Italy	Dipharma	
EXPORT	CONFIRMED		IMP/010/2015	EXP/010/2015	26/01/2015	26/01/2015	26/06/2015	26/01/2015	ALIPHARMA...	Italy	Azienda	
EXPORT	CONFIRMED		IMP/092/2014	EXP/092/2014	08/12/2014	08/12/2014	08/05/2015	08/12/2014	Alloga AG	Italy	Dipharma	

Figure 57

2. You can click on the arrow to expand the substances/preparations grid of the Counterpart Confirmed exports.

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Date of confirmation of export	Importer / exporter	Counterpart country	Counterpart importer / exporter																												
EXPORT	CONFIRMED		IMP/SVM009f...	EXP/ITA017f...	17/02/2015	17/02/2015	17/07/2015	17/02/2015	Alloga AG	Italy	Moellhausen...																												
<p>Substances</p> <table border="1"> <thead> <tr> <th>Name of substance (active ingredient)</th> <th>Base / ester / ether / salt</th> <th>Quantity authorized</th> <th>Quantity endorsed / confirmed as exported</th> <th>U O M</th> <th>Amount in base</th> <th>U O M</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Conc. of poppy straw (...)</td> <td>Conc. of poppy straw (...)</td> <td>0.000</td> <td>0.000</td> <td>g</td> <td>0.000</td> <td>g</td> <td></td> <td></td> </tr> <tr> <td>Conc. of poppy straw (...)</td> <td>Conc. of poppy straw (...)</td> <td>0.000</td> <td>0.000</td> <td>g</td> <td>0.000</td> <td>g</td> <td></td> <td></td> </tr> </tbody> </table> <p>1 - 2 of 2 items</p>													Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized	Quantity endorsed / confirmed as exported	U O M	Amount in base	U O M			Conc. of poppy straw (...)	Conc. of poppy straw (...)	0.000	0.000	g	0.000	g			Conc. of poppy straw (...)	Conc. of poppy straw (...)	0.000	0.000	g	0.000	g		
Name of substance (active ingredient)	Base / ester / ether / salt	Quantity authorized	Quantity endorsed / confirmed as exported	U O M	Amount in base	U O M																																	
Conc. of poppy straw (...)	Conc. of poppy straw (...)	0.000	0.000	g	0.000	g																																	
Conc. of poppy straw (...)	Conc. of poppy straw (...)	0.000	0.000	g	0.000	g																																	

Figure 58

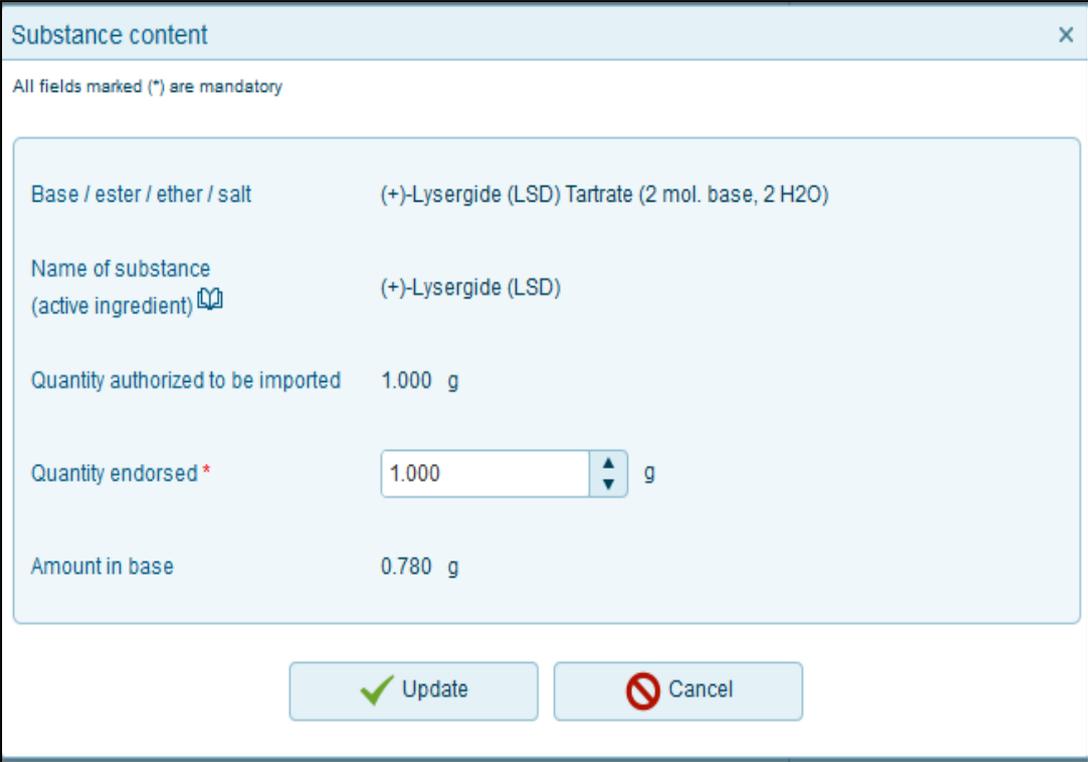
7 Endorsements

Transactions can either be manually endorsed via the I2ES web interface, or through an XML upload. Uploaded or manually entered endorsements are displayed in the List of own endorsements/counterpart endorsements.

7.1 Create endorsements (from pre-drafts)

Workflow: Once a consignment is actually received in the importing country, the CNA of the importing country must endorse a copy of the respective export authorization and transmit it to the CNA of the exporting country. Transmission of endorsements is done automatically by I2ES. The actual amount received is to be entered and endorsed.

1. Select **Endorsements > Create Endorsements (from pre-drafts)**.
2. Open the Import authorization form (status Authorized) in the list and click on  **Edit/view** icon.
3. On the Endorsement form, click on the Edit/view  icon in the **Substances / Preparations** grid.
4. In the Substance/Preparation content pop-up, select **Quantity endorsed** (actual amount received), enter the amount actually received (if lower than the amount authorized to be exported/confirmed as exported) and click on **Update**.



Substance content ×

All fields marked (*) are mandatory

Base / ester / ether / salt	(+)-Lysergide (LSD) Tartrate (2 mol. base, 2 H2O)
Name of substance (active ingredient) 	(+)-Lysergide (LSD)
Quantity authorized to be imported	1.000 g
Quantity endorsed *	<input type="text" value="1.000"/>  g
Amount in base	0.780 g

Figure 59

Note : The endorsed quantity cannot exceed the quantity authorized for export or confirmed as exported. It can however be less than the quantity authorized for export/confirmed as exported.

5. If the quantity to be endorsed is lower than the quantity authorized to be exported/confirmed as exported, an alert message is automatically sent to the CNA of the exporting country. This alert message also appears under **Alerts > Short Deliveries > Type 1**.
6. Select the **Date of import effected** and click on the **Endorse** button.
7. A confirmation message appears: Click on Yes.
8. The export authorization is now endorsed and the status in the grid is now displayed as Endorsed.

7.2 View own Endorsements

1. All authorizations, once endorsed, appear in the **List of Endorsed Import Authorizations** grid.
2. **Date of Endorsement** is also displayed in the grid.

List of endorsed import authorizations													
Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Date of endorsement	Importer / exporter	Counterpart country	Counterpart importer / exporter		
▶ IMPORT	ENDORSED		IMP/SWI/26/2...		01/03/2015	01/03/2015	01/07/2015	01/03/2015	Indukern Che...	Italy	Roche SpA		
▶ IMPORT	ENDORSED		IMP/SWI/25/2...		28/02/2015	28/02/2015	28/06/2015	28/02/2015	ALIPHARMA ...	Italy	Azienda		
▶ IMPORT	ENDORSED		IMP/SWI/007/...	EXP/ITA/016/2...	11/02/2015	11/02/2015	11/07/2015	12/02/2015	Almirall AG	Italy	Dipharma		
▶ IMPORT	ENDORSED		IMP/SWI/005/...	EXP/ITA/016/2...	06/02/2015	06/02/2015	06/07/2015	06/02/2015	Almirall AG	Italy	Azienda		
▶ IMPORT	ENDORSED		IMP/SWI/004/...	EXP/ITA/016/2...	03/02/2015	03/02/2015	03/07/2015	03/02/2015	ALIPHARMA ...	Italy	Nikem Resea...		
▶ IMPORT	ENDORSED		IMP/SWI/002/...	EXP/ITA/016/2...	02/02/2015	02/02/2015	02/07/2015	02/02/2015	ALIPHARMA ...	Italy	Azienda		
▶ IMPORT	ENDORSED		IMP/012/2015	EXP/015/2015	27/01/2015	27/01/2015	27/06/2015	27/01/2015	F. Hoffmann...	Italy	Dipharma		

1 - 10 of 46 items

Figure 60

7.3 View Counterpart Endorsements

1. To view all endorsed import authorizations by counterpart countries, select the option **View Counterpart endorsements**.

List of counterpart endorsements													
Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Date of endorsement	Importer / exporter	Counterpart country	Counterpart importer / exporter		
▶ IMPORT	ENDORSED			IMP-UN-14	25/02/2015	25/02/2015	25/08/2015	25/02/2015	PharmaCo	Italy	Dipharma		
▶ IMPORT	ENDORSED			Eva test 7	02/09/2014	02/09/2014	02/03/2015	03/09/2014	Hoffman	Italy	Dipharma		
▶ IMPORT	ENDORSED			Eva test 3	02/09/2014	02/09/2014	02/03/2015	23/02/2015	Hoffman	Italy	Dipharma		
▶ IMPORT	ENDORSED			Eva test 4	02/09/2014	02/09/2014	02/03/2015	20/09/2014	PharmaCo	Italy	Dipharma		
▶ IMPORT	ENDORSED			AAA1234	22/07/2014	22/07/2014	22/01/2015	24/07/2014	PharmaCo	Italy	Dipharma		

1 - 5 of 5 items

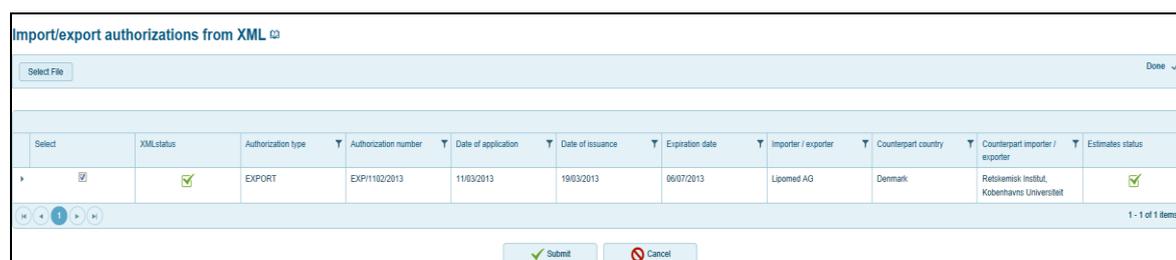
Figure 61

8 XML Upload

Countries, which are using their own electronic drug control system at the national level, can continue to issue import and export authorizations in their own national systems. They can also use I2ES for rapid communication with their counterpart authorities. They can upload their authorizations via XML to I2ES for onward transmission to their counterpart countries. During the XML upload, the system checks if the quantities are within the valid estimates and assessments of the importing country. The same XML file can be uploaded as many times as needed. The last one overwrites the previous submission. They can also download from I2ES via XML all authorizations issued by their counterpart countries.

8.1 Import/Export Authorizations from XML

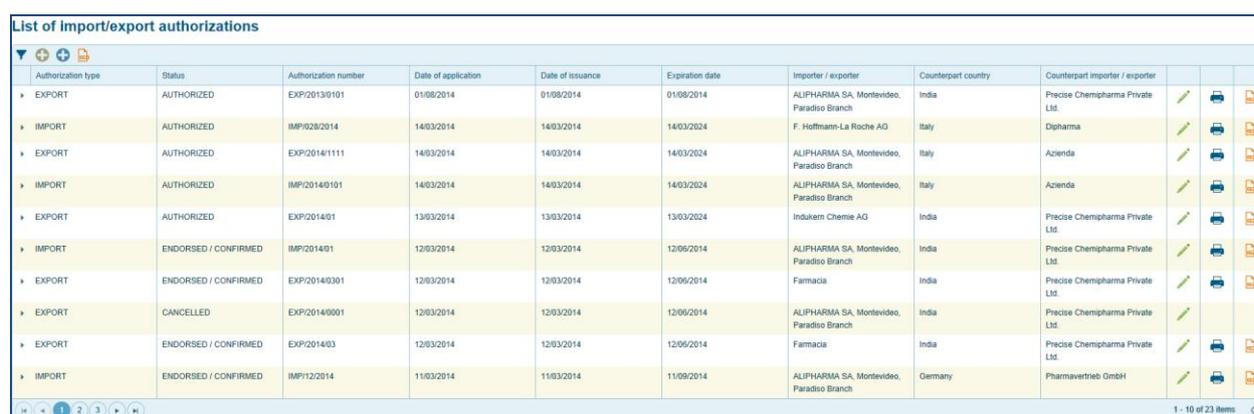
1. Select **Imports > View own import authorizations** or under **Exports > View own export authorizations**.
2. On the List of **Import/Export Authorizations**, click on the  icon on the grid toolbar to upload the import/export authorization from XML.
3. Once uploaded, click on the **Submit** button.



Select	XML status	Authorization type	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter	Estimates status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EXPORT	EXP1102/2013	11/03/2013	19/03/2013	06/07/2013	Lipomed AG	Denmark	Retikemisk Institut, Kobenhavns Universitet	<input checked="" type="checkbox"/>

Figure 62

4. The authorization now appears in the **List of authorized import authorizations** or **List of authorized export authorizations**.



Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Importer / exporter	Counterpart country	Counterpart importer / exporter
EXPORT	AUTHORIZED	EXP/2013/0101	01/08/2014	01/08/2014	01/08/2014	ALIPHARMA SA, Montevideo, Paradiso Branch	India	Precise Chemipharma Private Ltd
IMPORT	AUTHORIZED	IMP/028/2014	14/03/2014	14/03/2014	14/03/2024	F. Hoffmann-La Roche AG	Italy	Dipharma
EXPORT	AUTHORIZED	EXP/2014/1111	14/03/2014	14/03/2014	14/03/2024	ALIPHARMA SA, Montevideo, Paradiso Branch	Italy	Azienda
IMPORT	AUTHORIZED	IMP/2014/0101	14/03/2014	14/03/2014	14/03/2024	ALIPHARMA SA, Montevideo, Paradiso Branch	Italy	Azienda
EXPORT	AUTHORIZED	EXP/2014/01	13/03/2014	13/03/2014	13/03/2024	Indukem Chemie AG	India	Precise Chemipharma Private Ltd
IMPORT	ENDORSED / CONFIRMED	IMP/2014/01	12/03/2014	12/03/2014	12/06/2014	ALIPHARMA SA, Montevideo, Paradiso Branch	India	Precise Chemipharma Private Ltd
EXPORT	ENDORSED / CONFIRMED	EXP/2014/0301	12/03/2014	12/03/2014	12/06/2014	Farmacia	India	Precise Chemipharma Private Ltd
EXPORT	CANCELLED	EXP/2014/0001	12/03/2014	12/03/2014	12/06/2014	ALIPHARMA SA, Montevideo, Paradiso Branch	India	Precise Chemipharma Private Ltd
EXPORT	ENDORSED / CONFIRMED	EXP/2014/03	12/03/2014	12/03/2014	12/06/2014	Farmacia	India	Precise Chemipharma Private Ltd
IMPORT	ENDORSED / CONFIRMED	IMP/12/2014	11/03/2014	11/03/2014	11/09/2014	ALIPHARMA SA, Montevideo, Paradiso Branch	Germany	Pharmavertrieb GmbH

Figure 63

8.2 Confirmation of Exports from XML

1. Select **Confirmation of exports > Confirm own exports (from pre-drafts)**.

2. On the **List of pre-drafts (for confirmation of exports)**, click on the  icon on the grid toolbar.
3. Once uploaded, click on the **Submit** button.
2. The confirmed exports appear in the list of own or counterpart confirmed exports.
3. To view the Export endorsement in XML format, click on the  icon in the right-most column of the grid.

8.3 Endorsements from XML

1. Select **Endorsements > Create Endorsements (from pre-drafts)**.
2. On the **List of pre-drafts (for endorsements)**, click on the  icon on the grid toolbar.
3. Once uploaded, click on the **Submit** button.

Import endorsements from XML 

Select File Done ✓

Select	XMLstatus	Authorization type	Authorization number	Date of application	Date of issuance	Expiration date	Endorsement Confirmation of export date	Importer / exporter	Counterpart country	Counterpart importer / exporter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IMPORT	IMP/13/2012	05/12/2011	03/01/2012	31/12/2012	31/12/2012	F. Hoffmann-La Roche AG	Italy	Roche SpA

1 - 1 of 1 items

Figure 64

4. The endorsements appear in the **List of own endorsements** or **List of counterpart endorsements**.
5. The endorsements are displayed in the grid under the following columns: **Authorization type**, **Creation Method**, **Status**, **Authorization number**, **Counterpart authorization**, **Date of application**, **Date of issuance**, **Expiration date**, **Date of endorsement**, **Importer/Exporter**, **Counterpart country** and **Counterpart importer/exporter**.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports **Endorsements** Alerts Administration Help Logout swi_waltzing

List of endorsed import authorizations

Authorization type	Status	Creation method	Authorization number	Counterpart authorization number	Date of application	Date of issuance	Expiration date	Date of endorsement	Importer / exporter	Counterpart country	Counterpart importer / exporter		
IMPORT	ENDORSED		IMP/082/2014	EXP/082/2014	03/11/2014	03/11/2014	03/02/2015	03/11/2014	Almirall AG	Italy	Dipharma		
IMPORT	ENDORSED		IMP/072/2014		29/10/2014	29/10/2014	29/01/2015	29/10/2014	Apotheke Rot...	Italy	Dipharma		
IMPORT	ENDORSED		IMP/068/2014		22/07/2014	22/07/2014	22/10/2014	01/10/2014	Almirall AG	Germany	Pharmavertrie...		

1 - 10 of 28 items

Figure 65

5. The endorsements made by the counterpart country can be viewed in the **List of counterpart endorsements**.

List of counterpart endorsements											
Authorization type	Status	Authorization number	Date of application	Date of issuance	Expiration date	Endorsement / Confirmation of export date	Importer / exporter	Counterpart country	Counterpart importer / exporter		
▶ IMPORT	ENDORSED	IMP/063/2014	16/07/2014	16/07/2014	16/10/2014	18/07/2014	Azienda	Switzerland	Almirall AG		
▶ IMPORT	ENDORSED	IMP/061/2014	11/07/2014	11/07/2014	11/10/2014	18/07/2014	Roche SpA	Switzerland	Almirall AG		
▶ IMPORT	ENDORSED	IMP/059/2014	10/07/2014	10/07/2014	10/10/2014	10/07/2014	Dipharma	Switzerland	Almirall AG		
▶ IMPORT	ENDORSED	IMP/058/2014	10/07/2014	10/07/2014	10/10/2014	10/07/2014	Azienda	Switzerland	Almirall AG		
▶ IMPORT	ENDORSED	IMP/057/2014	10/07/2014	10/07/2014	10/10/2014	10/07/2014	Dipharma	Switzerland	Lipomed AG		
▶ IMPORT	ENDORSED	IMP/055/2014	04/07/2014	04/07/2014	04/10/2014	04/07/2014	Dipharma	Switzerland	Farmacia		
▶ IMPORT	ENDORSED	IMP/052/2014	02/07/2014	02/07/2014	02/10/2014	02/07/2014	Azienda	Switzerland	Almirall AG		
▶ IMPORT	ENDORSED	IMP/060/2014	13/05/2014	13/05/2014	13/08/2014	16/05/2015	Azienda	Switzerland	Lipomed AG		
▶ IMPORT	ENDORSED	I1	21/03/2014	21/03/2014	21/03/2024	18/05/2014	Roche SpA	Switzerland	Farmacia		
▶ IMPORT	ENDORSED	IMP/89999/2014	20/03/2014	20/03/2014	20/03/2024	03/04/2014	Dipharma	Switzerland	Indukern Che...		

1 2 FILTERED 1 - 10 of 12 items

Figure 66

9 Alerts

An important feature of I2ES is the issuance of alerts.

Every time you log in to I2ES, an Alert pop-up in the top right-hand corner of the screen might appear. This pop-up displays the new alerts that have been issued by I2ES. You can close the pop-up by clicking on the  icon. The details about each alert can be viewed under the **Alerts** menu. There are 5 different types of Alert pop-ups: **Short deliveries (Type 1 and 2)**, **Cancellations by counterpart**, **Excess exports (XML)**, **Counterpart endorsements**, and **Imports not yet re-exported**.

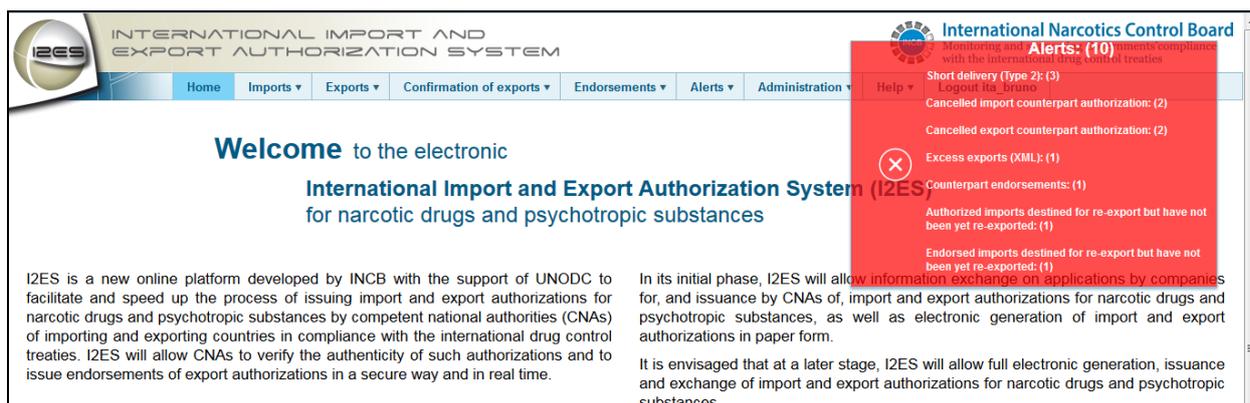


Figure 67



Figure 68

9.1 Alert Messages Grid: Common Features

The lists of different alert messages appear in different grids. There are some common features between all these grids.

New messages: All "New" alert messages appear in the column indicated by .

Unread messages in the grid appear in bold.

Acknowledged messages: To acknowledge a message in the list, select the check-box in the left-most corner of the grid. Select the **Acknowledged** button at the bottom of the grid. The message is acknowledged and indicated in the "acknowledged messages" column by . Once acknowledged, the alert will be removed from the number of alerts displayed in the red box.

Mark as viewed: If you do not want to see the alert message content, you can select the check-box in the left-most column in the grid and click on the **"Mark as viewed"** button at the bottom of the grid to change the status of the alerts.

View authorization: You can click on the  icon in the right-most column in the grid to view authorization related to the specific alert message. In this case, the alert will be “un-bolded”

Refresh : Click on the  icon to refresh the grid.



			Alert type	Counterpart country	Authorization number	Alert date	
<input type="checkbox"/>			Short delivery (Type 2)	Switzerland	IMP/082/2014	03/11/2014	
<input type="checkbox"/>			Short delivery (Type 2)	Switzerland	IMP/066/2014	26/09/2014	
<input type="checkbox"/>			Short delivery (Type 2)	Switzerland	IMP/058/2014	10/07/2014	
<input type="checkbox"/>			Short delivery (Type 2)	Switzerland	IMP/057/2014	10/07/2014	
<input type="checkbox"/>			Short delivery (Type 2)	Switzerland	IMP/055/2014	04/07/2014	

Figure 69

9.1.1 Show new Alerts

Clicking on this option, directs the user to the red box. If there are no new alert messages to be displayed, you will see this pop-up.

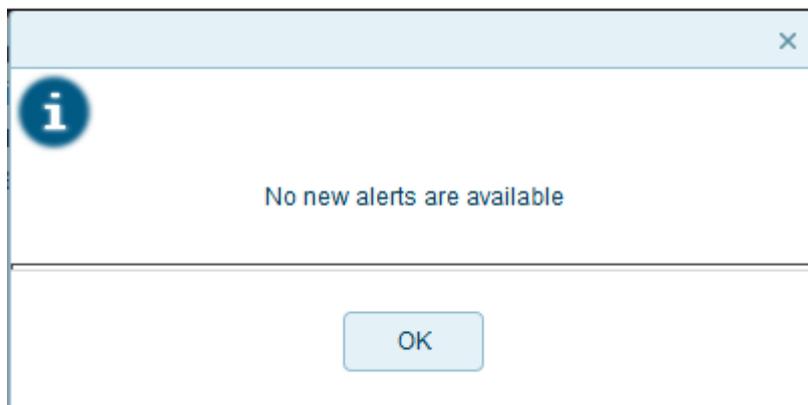


Figure 70

9.2 Short Deliveries Alert

There are two different kinds of Short Deliveries: **Short Deliveries (Type 1)** and **Short Deliveries (Type 2)**.



Figure 71

9.2.1 Short Deliveries (Type 1)

Short deliveries (Type 1) are all cases where the amounts actually received in your country are lower than the amounts that were authorized to be exported or confirmed as exported by the CNA of the exporting country. These alerts are displayed in the grid in the following columns: **Alert type**, **Counterpart country**, **Authorization number**, **Alert date** etc.



Figure 72

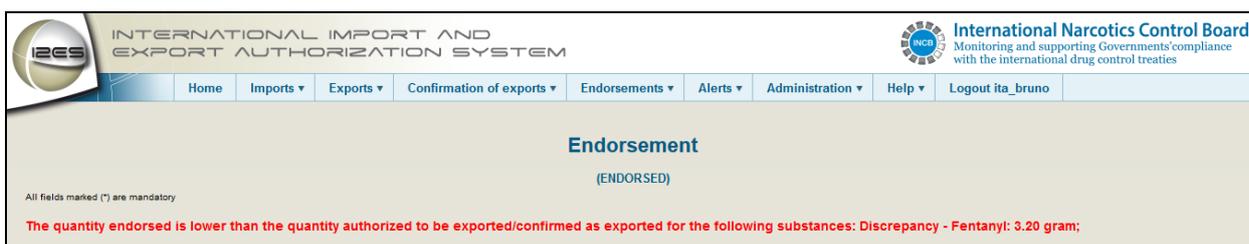


Figure 73

9.2.2 Short Deliveries (Type 2)

Short deliveries (Type 2) are all cases where the amounts actually received by the counterpart country are lower than the amounts that were authorized by you to be exported or confirmed as exported. These alerts are displayed in the grid in the following columns: **Alert type**, **Counterpart country**, **Authorization number**, **Alert date** etc. Unread messages appear in "bold" in the grid.

INTERNATIONAL IMPORT/EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout ita_bruno

List of short deliveries (type 2): Amounts actually received by counterpart are lower than amounts authorized to be exported or confirmed as exported

Alert type	Counterpart country	Authorization number	Alert date
Short delivery (Type 2)	Switzerland	IMP/066/2014	26/09/2014
Short delivery (Type 2)	Switzerland	IMP/058/2014	10/07/2014
Short delivery (Type 2)	Switzerland	IMP/057/2014	10/07/2014
Short delivery (Type 2)	Switzerland	IMP/055/2014	04/07/2014

FILTERED 1 - 4 of 4 items

Figure 74

9.3 Cancellations by counterpart

There are 2 different kinds of Alert messages with respect to **Cancellations by counterpart**: **Cancelled import authorizations** and **Cancelled export authorizations**.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout swi_waltzing

List of short deliveries (type 1): Amounts actually received are lower than amounts authorized by counterpart to be exported or confirmed as exported

Alert type	Counterpart country	Authorization number	Alert date
Short delivery (Type 1)		IMP/SW009/2015	17/02/2015

Alerts dropdown menu items: Show new alerts, Short deliveries, Cancellations by counterpart, Excess exports (XMLE), Counterpart endorsements, Imports not yet re-exported, Cancelled import authorizations (highlighted), Cancelled export authorizations.

Figure 75

9.3.1 Cancelled import authorizations

Here, all counterpart import authorizations are listed which were cancelled by the counterpart country. They are displayed in the following columns in the grid: **Alert type**, **Counterpart country**, **Authorization number** and **Alert date**.

INTERNATIONAL IMPORT/EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments' compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Logout ita_bruno

List of counterpart cancelled import authorizations

Alert type	Counterpart country	Authorization number	Alert date
Cancelled import counterpart authorization	Switzerland	IMP/054/2014	04/07/2014

FILTERED 1 - 1 of 1 items

Figure 76

9.3.2 Cancelled export authorizations

Here, all counterpart export authorizations are listed which were cancelled by the counterpart country. They are displayed in the following columns in the grid: **Alert Type**, **Counterpart country**, **Authorization number** and **Alert date**.

INTERNATIONAL IMPORT AND EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout swi_waltzing

List of counterpart cancelled export authorizations

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alert type	Counterpart country	Authorization number	Alert date	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cancelled export counterpart authorization	Italy	EXP/ITA/018/2016	25/02/2015	<input type="button" value="eye"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cancelled export counterpart authorization	Italy	EXP/ITA/016/2015	23/02/2015	<input type="button" value="eye"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Cancelled export counterpart authorization	Italy	EXP/069/2014	26/09/2014	<input type="button" value="eye"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Cancelled export counterpart authorization	Italy	EXP/067/2014	26/09/2014	<input type="button" value="eye"/>

1 - 4 of 4 items

Figure 77

9.4 Excess exports (XML)

During an XML upload, when the amounts authorized in the export authorizations exceed the estimates/assessments limit of the importing country, an alert message is sent to the competent national authorities of the importing country. The alert messages appear in the grid in the following columns: **Alert type**, **Counterpart country**, **Authorization number** and **Alert date**.

INTERNATIONAL IMPORT/EXPORT AUTHORIZATION SYSTEM

International Narcotics Control Board
Monitoring and supporting Governments compliance with the international drug control treaties

Home Imports Exports Confirmation of exports Endorsements Alerts Administration Help Logout ita_bruno

List of counterpart export authorizations exceeded estimates/assessments limit

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alert type	Counterpart country	Authorization number	Alert date	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exceeded estimates/assessments limit in expor...	Switzerland	EXP/1874/2014	08/07/2014	<input type="button" value="eye"/>

1 - 1 of 1 items

Figure 78

9.5 Counterpart Endorsements

When the user of the competent national authorities of the importing country endorses an import, I2ES creates an alert, informing the user(s) of the competent national authorities of the exporting country about the endorsement done. The alerts appear in the grid in the following columns: **Alert Type**, **Counterpart Country**, **Authorization number** and **Alert Date**.

Alert type	Counterpart country	Authorization number	Alert date
Endorsed counterpart authorization	Switzerland	ABC1234	01/10/2014
Endorsed counterpart authorization	Switzerland	IMP/065/2014	30/09/2014

Figure 79

9.6 Imports not yet re-exported

There are 2 different kinds of Alert messages with respect to Imports not yet re-exported: **Authorized import authorizations** and **Endorsed import authorizations**.

Figure 80

9.6.1 Authorized imports destined for re-export

Authorized imports which are destined for re-export can be viewed at all times in the Menu **Imports>View own import authorizations> Authorized imports destined for re-export**. In addition to this, between the 1st and 31st of December of any given year, all imports destined for re-export will be displayed in this alert message as well.

9.6.2 Endorsed imports destined for re-export

Endorsed imports destined for re-export can be viewed at any time in the menu **Endorsements > View own endorsements> Endorsed imports destined for re-export**. In addition to this, between the 1st and 31st of December of any given year, all imports, which have already been endorsed and are destined for re-export will be displayed in this alert message as well.

Note: The purpose of these messages is to remind the competent national authorities to either proceed with the re-exports within the year in question or else check if they have to furnish supplementary estimates/assessments to INCB for all cases where import limits would be exceeded as a result of re-exports not having been effected.

10 Help

The Help menu consists of the **Forum**, **Registered Users**, **User Manual** and the **Technical Requirements document**.

10.1 Forum

Clicking on this option opens up the user forum for questions relating to the application. It is an online message board, for exchanging views between all registered users and INCB. Every registered user can create their own topic and post a message and other users can reply to the post and publish them. Clicking on the individual topics will open the whole thread of posts in that topic. You can then sort these posts by creation date both in ascending and descending order.

Topic	Posts	Started by	Last posted
Authorizations	13 posts	swi_waltzing on 8 Sep 2014, 10:23	swi_waltzing on 24 Sep 2014, 12:29
Endorsements	0 posts		
General issues	5 posts	swi_waltzing on 5 Sep 2014, 17:14	swi_waltzing on 8 Sep 2014, 09:17
Import/Export	6 posts	swi_waltzing on 5 Sep 2014, 17:15	swi_waltzing on 8 Sep 2014, 12:00
XML upload	0 posts		

1 - 6 of 6 items

Figure 81

10.2 List of Registered Users

Clicking on this option opens up the List of registered users in the grid in the following columns : **Country**, **Organization**, **User name**, **E-mail** and **Phone**

10.3 User Manual

Clicking on this option will open the user manual of the application in pdf format. On clicking on any specific section on the Table of Contents, the user will be directed to that particular section.

10.4 Technical Requirements

Clicking on this option leads to the Technical Requirements screen. For training purposes, a training software is available under I2ES training.incb.org

Note: An important point to keep in mind before you start work with I2ES is that there is a special setting in the application, which allows the user to remain logged in for 20 minutes, before timing out automatically, after a period of inactivity. Session time outs are a protection mechanism for users, who leave

their computer unattended , without logging out of the application. After the time out period, the user has to login again.