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COMMUNICATION TO STAKEHOLDERS

Issue No.: HPA16-2025/26

3 April 2025

SAHPRA Engagement Portal – Locating Legacy Applications

DOCUMENT HISTORY

First Publication – Version 1	06 November 2024
Version 2	01 April 2025
Version 3	01 April 2025
Version 4	03 April 2025

The South African Health Products Regulatory Authority (SAHPRA) Engagement Portal launched on 01 April 2025. We thank applicants for embracing the new system, quickly adapting to it, and promptly bringing to our attention any challenges encountered. This communication seeks to resolve a frequently encountered challenge and guide applicants who are unable to locate legacy applications. We have put together an explanatory note including screenshots and step-by-step guidance on how to access these on the Applicant dashboard, update the data and queue it for active processing in the Application Manager view.

ACCESSING LEGACY APPLICATIONS

Please be aware that legacy applications must have missing data fields updated before they can be included in the normal applications dashboard list. Applications transferred from legacy system copies prior to the trigger file process contain outstanding data elements that must be updated in the mandatory trigger file fields for successful trigger file creation.

To access the legacy data sets, please follow the steps outlined below:

1. **Dashboard View Upon Login** *(Note: Legacy applications will not be visible in the standard Application Management view):*

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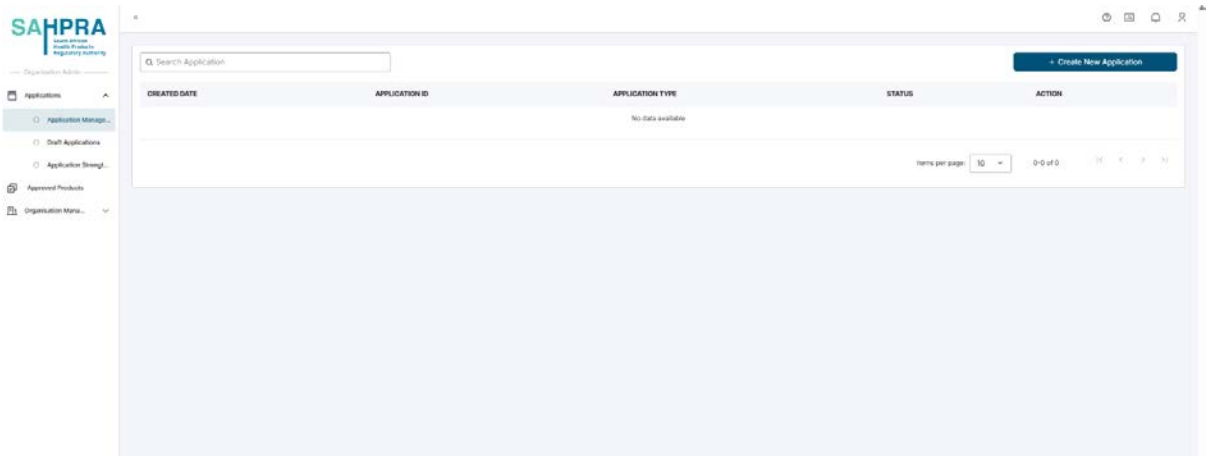

2. Go to **Draft Applications** to view legacy applications with missing information (***Note****: You can use the fourth tab,* ***Search Applications,*** *to locate applications by their old application numbers or Proprietary Name from the legacy system*). **The Draft Applications tab contains new applications created on the system that remain unpaid, allowing for further amendments.**

Click **Complete** to access the application, review all data fields, and fill in any required missing information, including **Procedure Type, Evaluation Path, Dosage Form, INN and Manufacturer Number**. **The form is now required on all fields as this will is required to generate a valid trigger file and to submit valid variations/responses.**

Once in the **Complete** editing screen, click **Save Changes** to store your updates.

Draft applications

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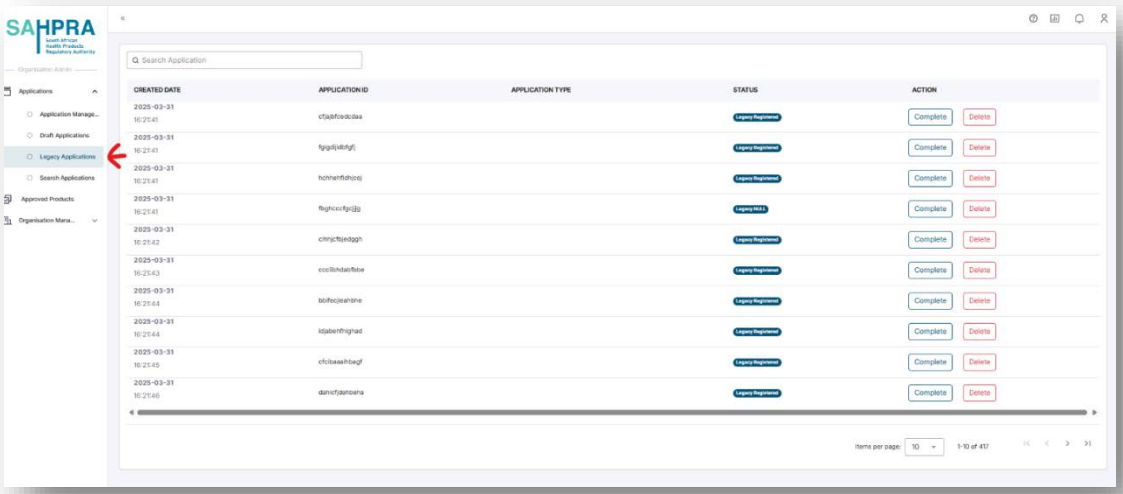

3.a **Queuing Updated Applications for Submission:**

- Once the application has been updated, it will be queued for new submissions.
- To create a **Response sequence**, follow the steps below. For creating a **Variation**, refer to Section **3.b**.
- Within the **Submission** sub-tab (*indicated by the red arrow*), click to transition from the **Overview** screen to the **Submission** screen.
- Locate the relevant applications where missing information has been completed.
- Click on the **+ icon** to generate a new sequence for the submission, thereby creating a **Response sequence**.

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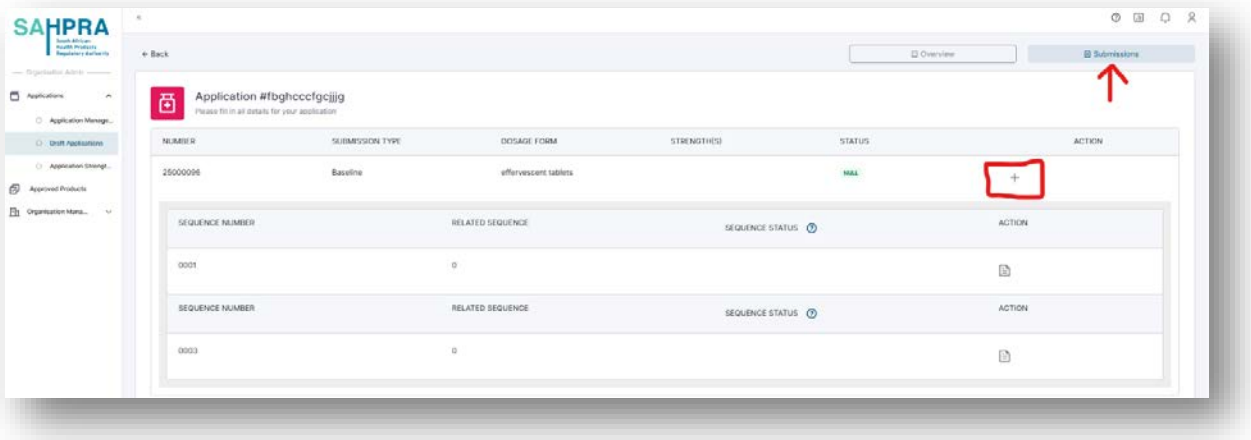
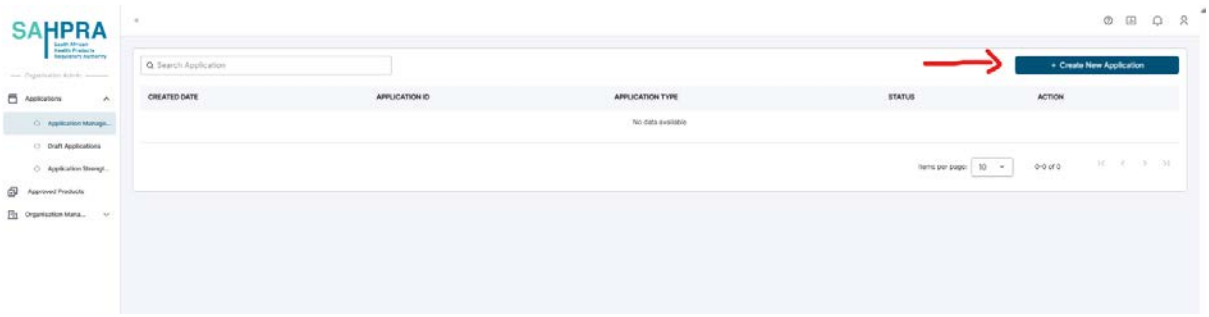


3.b **Creating a Variations Sequence:**

- Once all required details are completed, navigate back to the **Applications Manager** view using the left-hand side menu.
- Click on **Create New Application** and follow the guided wizard through **HPA** until you reach the **Variations** section.
- If the application is complete, you can select the approved application to create the variation.



For all SAHPRA Engagement Portal support requests, **please email Portal Support at portal.support@sahpra.org.za and cc Pratibha Sobrun,** pratibha.sobrun@sahpra.org.za.

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Kind regards,

Christelna Reynecke
Chief Operating Officer
SAHPRA
Date: 03 April 2025

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