



Uttar Pradesh Medical Supplies Corporation Limited

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CIRCULAR

Subject: Mandatory Uploading of Standard Testing Procedure (STP) on the DVDMS Portal for Non-Pharmacopoeial Drugs.

All suppliers are hereby informed that, in accordance with the requirements of Schedule M of the Drugs and Cosmetics Rules 1945, manufacturers are required to establish and maintain approved Standard Testing Procedures (STPs) for in-house specifications applicable to Non-Pharmacopoeial drug products. In order to streamline the quality control process and avoid delays in testing and issuance of the Dispatch Clearance Certificate (DCC) for such products, UPMSCL has introduced a provision in the DVDMS Portal for uploading the applicable Standard Testing Procedure (STP):

1. For all Non-Pharmacopoeial drugs, the supplier shall upload the duly approved Standard Testing Procedure (STP) upon the DVDMS Portal before submission of the first Dispatch Clearance Certificate (DCC) request under the respective tender.
2. The STP is required to be uploaded only once for each product under a particular tender. Once the STP is approved by the Quality Control Section, the same approved STP shall be applicable for all subsequent batches of that product supplied against the same tender, and there shall be no requirement to upload the STP separately for every batch.
3. The uploaded STP shall be reviewed by the Quality Control Section of UPMSCL. Only after approval of the STP, the supplier shall be permitted to proceed with batch detail submission and further DCC processing.
4. In case the uploaded STP is rejected, the supplier shall revise the document as per the remarks communicated through the portal and re-upload the corrected STP for approval.
5. The STP uploaded for a product shall be the approved and applicable testing procedure for that product. Submission of different STPs for different batches of the same product shall not be acceptable unless specifically approved by the competent authority.
6. This requirement is applicable only to Non-Pharmacopoeial drugs. For Pharmacopoeial drugs, the existing DCC workflow shall continue without any requirement for STP upload.

The detailed **User Manual for uploading the STP document on the DVDMS Portal** is enclosed with this circular for guidance. Suppliers are advised to carefully follow the instructions provided therein. Suppliers are directed to ensure strict compliance with the above instructions. Any delay or non-compliance in uploading the required STP may result in delay in processing of the Dispatch Clearance Certificate (DCC) and the supplier shall be responsible for any such delay.

sd
(Managing Director)
UPMSCL



User Manual – STP Document Upload for Non-Pharmacopoeia Drugs

Purpose

This feature enables suppliers to upload a Standard Testing Procedure (STP) document for Non-Pharmacopoeia drugs and obtain approval from the Quality Department before proceeding with batch submission and DCC approval.

Supplier Process

Step 1: Select Drug

1. Select the Supplier Name and click the Batch Details button.

The screenshot shows a web interface titled "Supplier Interface Desk". It features a form with a label "*Supplier Name" and a text input field containing "ABBOTT HEALTHCARE PVT LTD". To the right of the input field is a button labeled "1.Select Supplier". Below the input field is a dropdown menu with a plus icon and the text "+ Batch Details". An arrow points from the text "2.Click Batch Details button" to this dropdown menu.

2. Select the Drug/Item.

The screenshot shows a web interface titled "Supplier Batch Details". It displays the "Supplier Name" as "ABBOTT HEALTHCARE PVT LTD". Below this, there is a section for "Item Name" with a dropdown menu labeled "Select Value". An arrow points from the text "3.Select Item/Drug name" to this dropdown menu. Below the dropdown menu, a list of items is displayed, including "1 Tab Azithromycin (1 gm) / 2 Tab Azithromycin (500mg) & 1 Tab Cefixime (400mg) [D040054] (E)", "ABSORBABLE GELATINE FOAM - 20mmx20mmx7mm (-) [S-309] (NE)", and "ACYCLOVIR - 400 mg (Tab) [D040002] (E)".

Step 2: Choose Drug Category

After selecting the item, the system displays two options:

- Pharmacopoeia Drug
- Non-Pharmacopoeia Drug

Supplier Name: ABBOTT HEALTHCARE PVT LTD
Item Name: ACYCLOVIR - 400 mg (Tab) [D040002] (E)

PO Details
PO(s) For Selected Drugs: 1028260053, 10282500133 PO are showing for the selected item/Drug

Drug Details
*Please Select Drug Type: ☐ Pharmacopoeia ☐ Non - Pharmacopoeia 4. Select Drug type
Save Cancel

Step 3: Upload STP Document

For Non-Pharmacopoeia Drug:

1. Select "Non-Pharmacopoeia Drug".
2. Click Upload STP Document.
3. Choose the STP file from your system.
4. Click Save

Home Menu Supplier interface desk centralized X

Supplier Batch Details

Supplier Name: ABBOTT HEALTHCARE PVT LTD
Item Name: ACYCLOVIR - 400 mg (Tab) [D040002] (E)

PO Details
PO(s) For Selected Drugs: 1028260053, 10282500133

Drug Details
*Please Select Drug Type: ☐ Pharmacopoeia ☒ Non - Pharmacopoeia 5. If supplier select the Non-Pharmacopoeia then STP Document upload option is showing
*STP Document (jpeg,pdf): Browse... No file selected.
Click Save button Save Cancel

Note: STP document upload is mandatory for Non-Pharmacopoeia drugs.



Step 4: Submit for Review

After successful upload:

- The STP document is routed to the DCC Upload Desk.
- The Quality Department receives the document for review(Approved/Reject).

Supplier Batch Details

Supplier Name: ABBOTT HEALTHCARE PVT LTD

Batch Name: PARACE TAMOL 500 mg (Tab) (D010008) (E)

Drug Details

Drug Type: Non - Pharmacopoeia

STP Document Approval is Pending!! Can not Upload New Batch Before Approval!!

STP Document: STP_02-Jun-202613 01 03.pdf

Message is showing for the approval by QA department

Uploaded Document

Step 5: Rejected by QA Team

- Message is showing Red once rejected by the QA team and asking the supplier to re-upload the STP document for review.

Home Menu Supplier interface disk centralized X D c upload X

Supplier Batch Details

Supplier Name: ABBOTT HEALTHCARE PVT LTD

Batch Name: PARACE TAMOL 500mg (Tab) (D010008) (E)

Drug Details

Drug Type: Non - Pharmacopoeia

Uploaded STP Document was Rejected, Please Upload Fresh STP Document!!

Reasons for Rejection: Reject by QC

*STP Document (img.pdf) No file selected.

Step 6: Approved by QA Team

- Once Approved by QV team then after supplier able to add new batches for the selected Item/Drug.

Home Menu
Supplier interface desk centralized X
DCC upload X

Supplier Batch Details
Batch Details Saved Successfully!

Supplier Name: ABBOTT HEALTHCARE PVT LTD
Batch Name: TRISOLACE (AMOX. 500mg) (Tab) (5A-16) (IN)

Previous Batch Details

S. No.	Batch No.	Manufacturer Name	Expiry Date	Mfg. Date	Whether NABL Required	Report No.	Report Date	File Name	DCC File Name	Action
1	041240002028	Abbott Healthcare Pvt Ltd	31 MAY 2028	01 JUN 2028	Yes	NABLUGR2028	02 JUN 2028	NABL_02-jun-2028 16:40:00	Not Uploaded Yet	

New Batch Details

*Batch No.:

*Manufacturer Name:
Abbott Healthcare

Important Notes

- STP document upload is required only once during the Drug Rate Contract lifecycle.
- Approved STP documents remain available in the DCC Upload Desk for future reference.
- Batch submission is permitted only after STP approval for Non-Pharmacopoeia drugs.
- Rejected STP documents must be revised and re-submitted for approval.