Notice to applicant

Central Administration of Drug Control
Technical Office Unit

The mechanism for obtaining subsidized reference standards from the United States Pharmacopeia (USP) Year 2024

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1. •Submit a purchase request for a reference standard through the United States Pharmacopeia (USP) website (www.Store.usp.org) and pay for the service electronically.
   •**Responsible party: Pharmaceutical Company**
2. •Pay all required fees and complete any necessary procedures to finalize customs clearance.
   •**Responsible party: Pharmaceutical Company**
3. •Deliver the reference standard to the responsible person at the Central Administration of Drug Control along with the required documents specified in (Attachment 1) after scheduling an appointment through the following link
   •**Responsible party: Pharmaceutical Company**
4. •Notifying the United States Pharmacopeia (USP) regarding the received reference standards.
   •**Responsible party: Central Administration of Drug Control**
5. •Applying the agreed-upon retroactive discount in the form of a coupon.
   •**Responsible party: United States Pharmacopeia (USP)**
6. •Send an email from the company to the official email (dc.usp.rs@edaegypt.gov.eg) to request the use of the retained reference standard for analysis by the relevant administration.
   •**Responsible party: Pharmaceutical Company**

Attachment (1)

The required documents to be delivered for the USP subsidized reference standard initiative are:

1. **Copy of the certificate of analysis for the reference standard.**
2. **Copy of the purchase invoice issued by the United States Pharmacopeia.**
3. **Copy of the authorization for the person responsible for delivery to the central administration.**
4. **Company approval letter (Attachment 2).**
5. **The company's email to be used for communication regarding the initiative.**

Attachment (2)

Company Approval Letter

To: Central Administration of Drug Control

Regarding participation in the strategic initiative for purchasing reference standards at subsidized prices from the USP, we hereby inform you of the company's approval for the Central Administration of Drug Control to retain the reference standard(s) delivered on [……] until the company requests their use for analysis in the relevant administration.

Details are as follows:

- **Company Name:**
- **Reference Standard Name:**
- **Lot Number:**

Authorized Person