

29/11/2019  
New Delhi

To,  
All Drug Manufacturers

Sub: Information/ Guidance Regarding Uploading of Manufacturing site and formulations data on SUGAM portal.

This is with reference to earlier trainings provided wrt uploading of manufacturing site, licenses and formulations data on SUGAM portal, It is to clarify that all firms possessing manufacturing licenses (Own/Loan) are required to upload the information wrt to their licenses and approved products on SUGAM portal.

Following are the quick steps for the same :

- 1- Each firm needs to do self-registration for each of its site with unique valid email id through the following link :

<https://cdscoonline.gov.in/CDSCO/UserRegistrationForm>

- 2- On submission of registration form, the user needs to enter OTP that will be either sent on email/ SMS . Once OTP is entered correctly, user account will be activated and user will be able to login to SUGAM for uploading the data.
- 3- Further, user needs to update its site address (One time updation), license details and subsequently needs to update its product details against each of the license
- 4- Step by step guidance for uploading of data is provided at the following link :

[https://cdscoonline.gov.in/CDSCO/resources/app\\_srv/cdsco/global/helpfiles/Manufacturer\\_sign\\_up.pdf](https://cdscoonline.gov.in/CDSCO/resources/app_srv/cdsco/global/helpfiles/Manufacturer_sign_up.pdf)

This information is issued for streamlining the process of upload of required information on SUGAM.

Further, any issues wrt uploading of data may be reported to [egov-cell@cdsco.nic.in](mailto:egov-cell@cdsco.nic.in) for quick assistance.

Best Regards,  
CDAC Team

*Dear all concerned,  
For uploading of manufacturing site & product details by the  
manufacturers, please refer them to above guidance sheet  
shared by CDAC*

*V-G*  
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