Internet Supply List

First Time Registration for a Non-Retail Pharmacy Business

Introduction

This guide outlines the steps for first-time entry to the PSI Internet Supply List (ISL).

Anyone who wishes to sell non-prescription medicines over the internet in Ireland must register with the PSI and have their name listed on the approved Internet Supply List. Those websites must also display the EU common logo on every web page that offers non-prescription medicines for sale.

Please familiarise yourself with the requirements for Internet Suppliers on PSI's website before you first apply to register on the Internet Supply List: Internet Supply-Medicines-PSI (thepsi.ie)

Note that the registration on the Internet Supply List (ISL) must also be renewed annually before the expiry date of the current ISL registration.

This guide includes the following sections:
- Section 1: First entry to the Internet Supply List for a non-retail pharmacy business
- Section 2: How to cancel a registration on the Internet Supply List

A guide on how to complete the renewal of the ISL Registration can be accessed here: Helpful Resources · The PSI Registration Portal

In order to make an application for entry on to the Internet Supply List, you must access The PSI Registration Portal by creating a new account (navigate to the sign in option in the top right-hand corner and choose '*sign up now'*, you will need access to your phone number due to two-factor authentication). Alternatively, you may log in using your existing login details.

The applicant will become the nominated person for the non-retail pharmacy business, and any communication from the PSI, including reminders for the annual renewal, will be sent to the provided email address. Renewal is completed annually via the existing account.

Once you have access to the PSI Registration portal, follow the steps outlined below to complete and submit your ISL registration application.

You can find our FAQ and other resources that might assist you on the registration portal: Helpful Resources · The PSI Registration Portal. Here you can also find our 24/7 chatbot. For queries, please contact PSI on info@psi.ie or by phone at 01 218 4000.

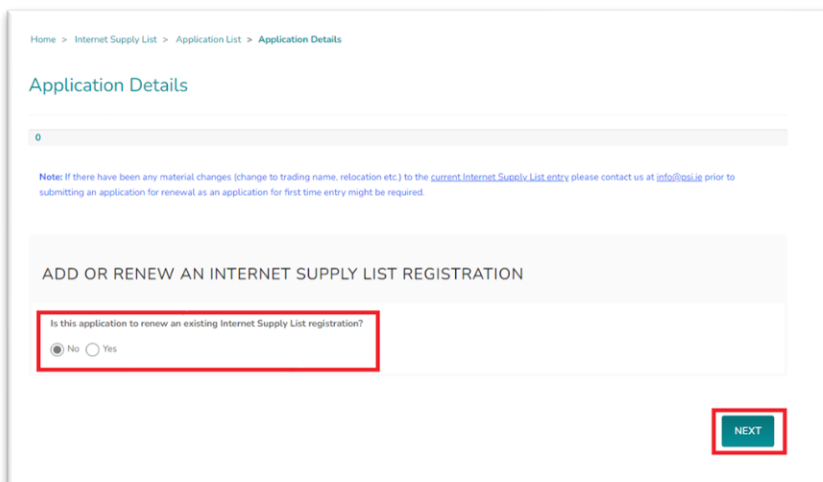## 1. First entry to the Internet Supply List for a non-retail pharmacy business

Step 1: Log into/Sign up to your account on the PSI Registration Portal and navigate to the '*Apply for entry on Internet Supply List'* tab.
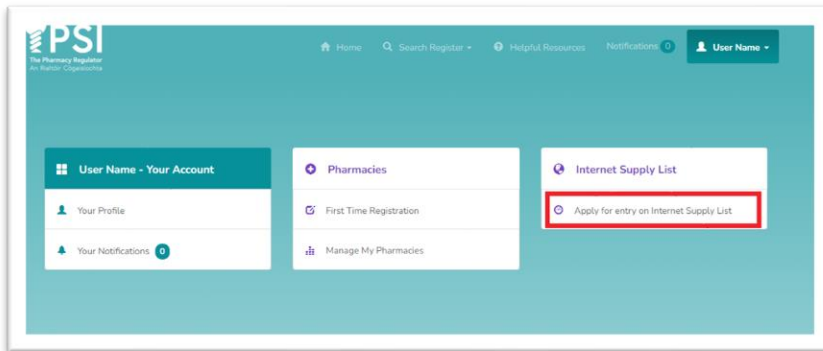
- **Step 2:** Click on '*Add or Renew Non-Retail Pharmacy Business'*.
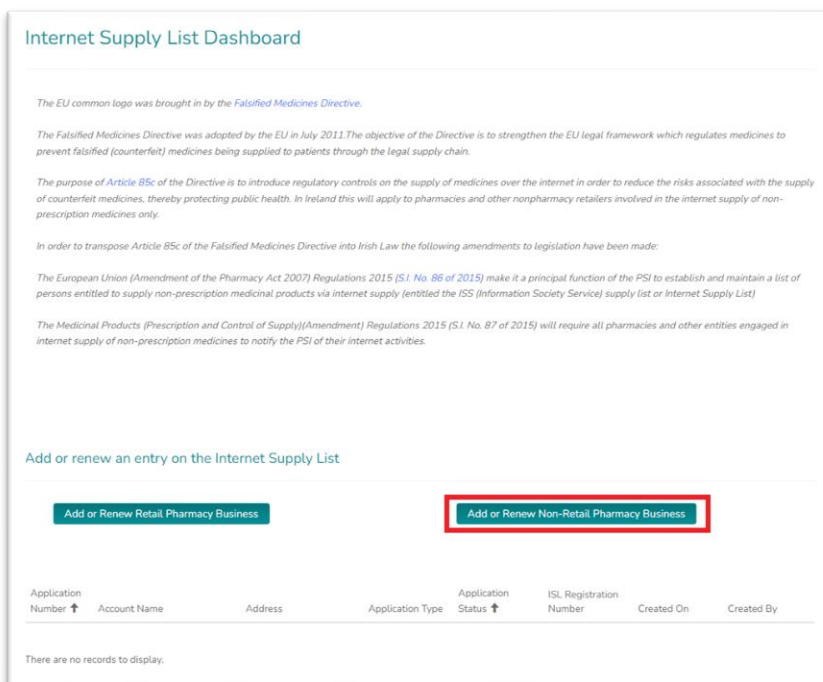
- **Step 3:** Choose '*No'* for '*Is this application to renew an existing Internet Supply List* registration?' question and proceed by clicking '*Next'*.

- **Step 4:** Enter Supplier details, then click '*Next*'.

- **Step 5:** Upload floor plan by clicking on 'View details' icon and following the required steps, then click '*Next*'.

- **Step 6**: Choose Ownership type, then click '*Next*'.

- **Step 7:** Enter Owning Company/Sole Trader details, then click '*Next*'.

- **Step 8:** Add Internet Supply Details; Website Trading Name, web address and proposed opening date.
  Please note: Website trading name and website address will be displayed on the published PSI ISL Register once your application has been approved by the PSI.

- **Step 9:** Please select an option from the dropdown menu, then click *'Next'*.

- **Step 10:** Complete the declarations as appropriate, then click 'Next'.

Step 11: Agree to the Conditions for use of Common Logo and then click *'Next'* to be taken to the payment page (see step 12).

- ***Step 12:*** Please select your payment method: *'Pay Now'* for online card payment, or *'Pay by Electronic Funds'* for bank transfer. If paying by card, enter your payment details and proceed with the *'Pay Now'* option, then you will be prompted to input card details. For bank transfers, click *'Pay by Electronic Funds'* to access the Fee Demand Notice (FDN) with PSI bank details and payment reference that should be used to ensure the payment is processed for the intended application. If the FDN notice hasn't been applied, kindly get in touch with info@psi.ie and provide payment details, including the account from which the payment was made, the payment date, application number, and the reference used.

- o **Step 12a:** Once payment has been made by card you will receive the following confirmation.
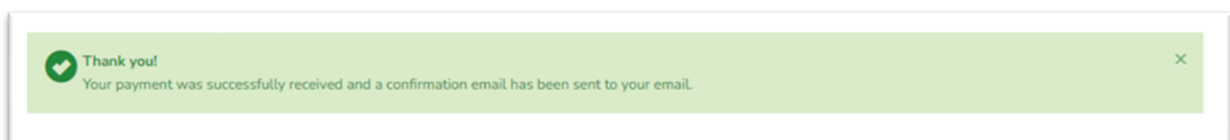
- o **Step 12b:** Once you have chosen *'Pay by Electronic Funds'* you will have the option to view and print Fee Demand Notice.
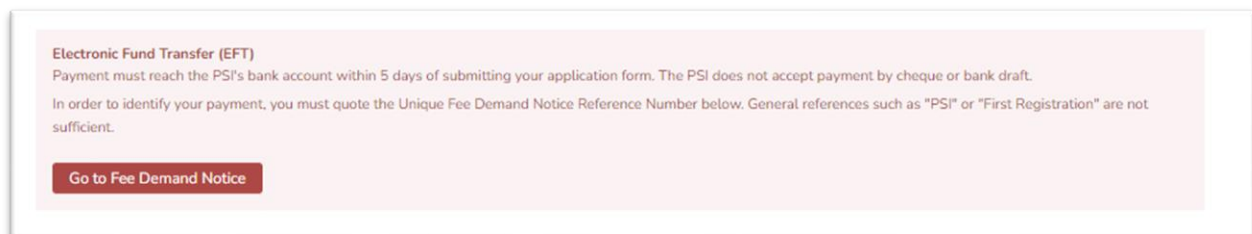
Please note: Upon approval of your application, you will receive a notification by email. This email includes the EU ISL logo that must be displayed on the website <u>before</u> the internet supply of non-prescription medicines commences.

The registration will be valid for 1 year and must then be renewed to avoid automatic cancellation at the expiry date. You will receive an email notification 30 and 15 days before the renewal must be completed. Please remember to check your spam folder.

2. Cancelation of Internet Supply List registartion

If the ISL registration is not renewed prior to the expiry of the current registration, the non-retail pharmacy business will automatically be removed from the Internet Supply List at the registration expiry date. The nominated person will be informed by an email.

If you wish to cancel your Internet Supply List registration before the expiry date of your registration, please send an email to info@psi.ie with the following information:

- Retailer name and ISL registration number
- The date you wish to cancel your registration (at least 5 workdays after the email is sent)

Please note that the email must be sent from the nominated person for the non-retail pharmacy business using the email address linked to their respective accounts on the PSI registration portal.