

U.S. Food and Drug Administration

BECATS External User Guide – Enter a Certificate of a Pharmaceutical Product (CPP) Application Step-by-Step Instructions

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Accessing BECATS

After you have logged into the FDA Industry Systems, select 'Biologics Export Certification Application & Tracking System' (BECATS) from the list of systems available on the FURLS Home Page as shown in **Figure 1** below.

Figure 1: FDA Industry Systems Page

U.S. Department of Health and Human Services				Logout
ONLINE AC	CCOUNT TON (OAA)			
Account Management				0 🖨
Account Management				
Edit Account Profile	Welcome to the FDA Industry Systems. You	u are logged in as mac	ckson.	
Change My Password	You may choose an option on the left to ma To obtain access to available FDA systems	anage your account or sele , choose the Update Syst	ect an FDA system below. tem Access option to add the FDA system to yo	our account.
Update System Access	8			
Create a Subaccount	Registration and Listing Programs			
Deactivate a Subaccount	Food Food Facility Registration		Export Listing Module	
Reactivate a Subaccount	Acidified/Low-Acid Canned Foods Registration and Process Filing		Qualified Facility Attestation	
	Shell Egg Producer Registration			
	Export Certification and Tracking			
	Biologics Export Certification Application and Tracking System		CDER Export Certification Application and Tracking System (CDEReCATS)	
	CDRH Export Certification Application and Tracking System (CECATS)		CFSAN Export Certification Application and Tracking System (CFSAN eCATS)	
	CVM Export Certification Application and Tracking System (CVM eCATS)			

Search Application

Once you have selected 'Biologics Export Certification Application and Tracking System', the system will direct you to the BECATS Main Menu page. To search applications, choose 'Search Application' from the list of options on the BECATS Main Menu Page as shown in **Figure 2** below.

Figure 2: BECATS Main Menu

BECATS Biologics Export Application and	Certification Tracking System		
BECATS MAIN MENU			
Enter New Application	Form Approval: OMB No.0910-0498		
Modify Application	Expiration date:4/30/2021 See OMB Statement at end of form.		
Search Application	An Agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.		
	Please Note:		
	The system will automatically time out if there is no activity for 30 minutes and you will need to re-do your work from the beginning.		

Use the Search Application option to search your applications by various criteria. Once you have found the application, you can modify the application (if applicable), request for additional certificates, or print the application.

NOTE: You must enter at least one search criteria.

You can search using any or all the following fields as shown in Figure 3 below:

- Application Number Unique number provided by BECATS after the initial submission
- Name Name associated with the Requestor Name, Manufacturer Name, or Distributor Name
- Address Line 1 Address of the Manufacturer or Distributor
- Address Line 2 Address of the Manufacturer or Distributor cont.
- City
- State/Province/Territory
- ZIP
- Country/Area
- Marketing Status Number

- Country of Destination
- Certificate Type
- Application Status
- Submission Date Range Start Date
- Submission Date Range End Date

Figure 3: Search Parameters

SEARCH APPLICATION		
APPLICATION NUMBER:		
NAME:		Requestor 🗸
ADDRESS, LINE 1:		
ADDRESS, LINE 2:		
CITY:		
STATE/PROVINCE/TERRITORY:	Click to select a State / Province / Territory	
ZIP:		
	Please Select Country	~
COUNTRY/AREA:	Do not enter Prefix OR Extension.	
MARKETING STATUS NUMBER:		
COUNTRY OF DESTINATION:	NO COUNTRY DISPLAYED AFGHANISTAN AKROTIRI ALBANIA ALGERIA	•
CERTIFICATE TYPE:	Certificate of a Pharmaceutical Product (CPP)	~
APPLICATION STATUS:	Please Select V	
SUBMISSION DATE RANGE: START DATE: END DATE:	(mm/dd/yyyy) (mm/dd/yyyy)	
>> Reset >> Submit		

Search Results

The system will display the results which correspond to your search as shown in **Figure 4** below.

NOTE: If your OAA account is an Enterprise-Level account, you will be able to search on all applications that pertain to your account and any sub-account applications.

If your OAA account is Sub-account, you will only be able to search on applications that pertain to your account.

Figure 4: Search Results

SEARCH APPLICATIONS - SEARCH RESULTS							
Search Results - Total Applications: 1							
The following applications match your search criteria. You can use the up and down arrows to sort the application list.							
				Page 1 of 1			
Select	▲ Application Number ▼	🔺 Status 🔻	🔺 Certificate Type 🔻	▲ Submitted Date ▼			
0	<u>0174-23</u>	Received	СРР	01-10-2023			
Modify Application Clone Application Kew Search							

The system displays the application number, the current Status, the Certificate Type, and the Submitted Date.

You can use the up and down (orange-colored) arrows in the column headings to sort the application list in ascending or descending order.

View an Application

To view an application, click on the Application Number hyperlink.

Once the application is displayed, you can print a copy of the application.

Modify an Application

To modify an application, select the radio button to the left of the Application Number and choose 'Modify Application'.

NOTE: The application must be in a specific status to select the 'Modify Application' option. See the Modify Application or Request Additional Certificates online help section for more information on how to use these features after a search.

Clone Application

At any time, you have the option to copy/clone an existing submitted application. To clone an application, select the radio button to the left of the Application Number and choose 'Clone Application'. The system will automatically create a copy of the application. The system will navigate to the final review page where you can submit the application or make the necessary edits prior to submitting the application.