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
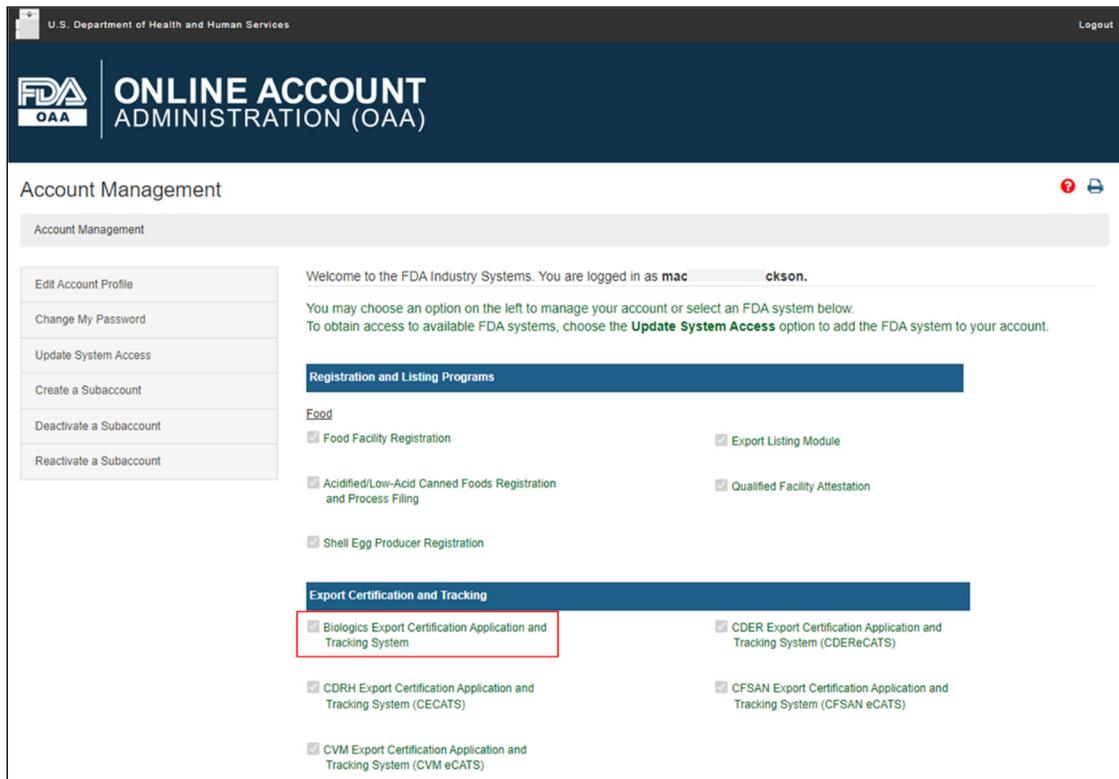
Search Application

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

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 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

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.

<u>View an Application</u>

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

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

<u>Modify an Application</u>

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.

<u>Clone Application</u>

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.