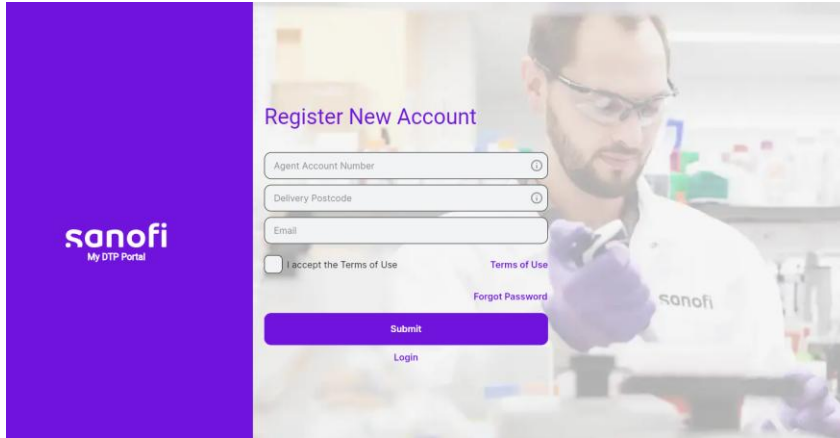


My DTP Portal – Registration & Override process

Web address - www.mydtpportal.com



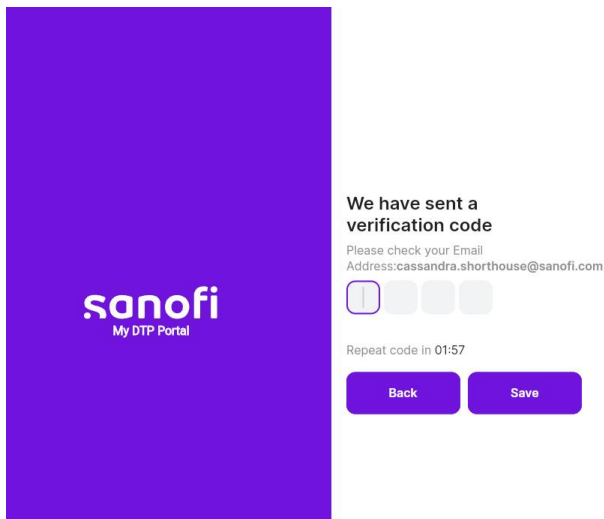
The screenshot shows the 'Register New Account' page on the Sanofi My DTP Portal. On the left is a purple sidebar with the Sanofi logo and 'My DTP Portal' text. The main content area has a background image of a pharmacist. The form includes input fields for 'Agent Account Number', 'Delivery Postcode', and 'Email'. Below these is a checkbox for 'I accept the Terms of Use' with a link to 'Terms of Use' and a link for 'Forgot Password'. At the bottom are 'Submit' and 'Login' buttons.

Enter details for the Pharmacy you wish to process an override for.

If entering an AAH account number, please use full account number (13 digits) If the Postcode we have on the system is different to the one entered the system will not let you register so please ensure all details are up to date.

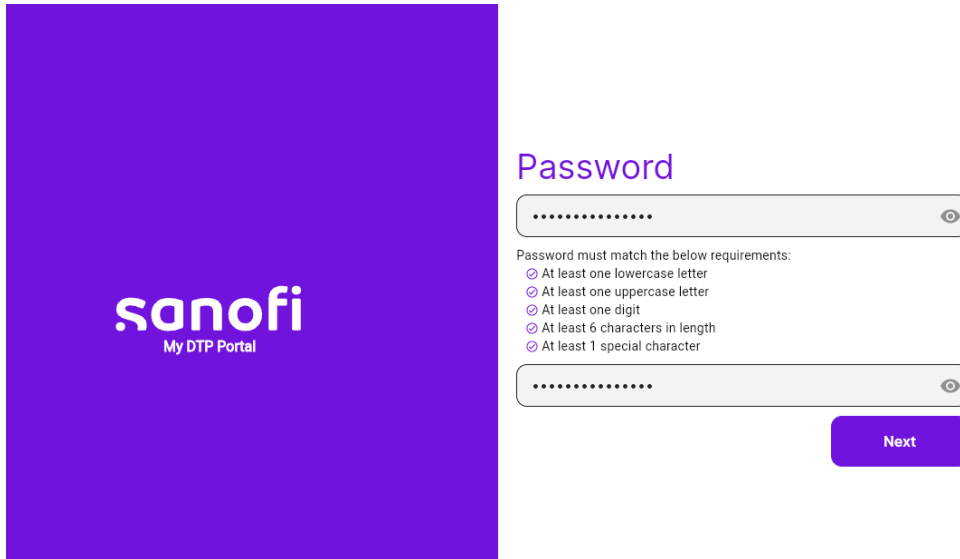
Tick to accept the Terms of Use (you can also view the terms of use by clicking on the wording)

Click 'Submit' once all details are complete.



The screenshot shows the verification code screen on the Sanofi My DTP Portal. On the left is a purple sidebar with the Sanofi logo and 'My DTP Portal' text. The main content area has a white background. It displays the message 'We have sent a verification code' and 'Please check your Email Address: cassandra.shorthouse@sanofi.com'. Below this is a 4-digit verification code input field with the first digit highlighted. A timer indicates 'Repeat code in 01:57'. At the bottom are 'Back' and 'Save' buttons.

You will then receive an email with a 4-digit code, please enter in this box within the time on the screen. If you don't receive the email, then another code will be sent.



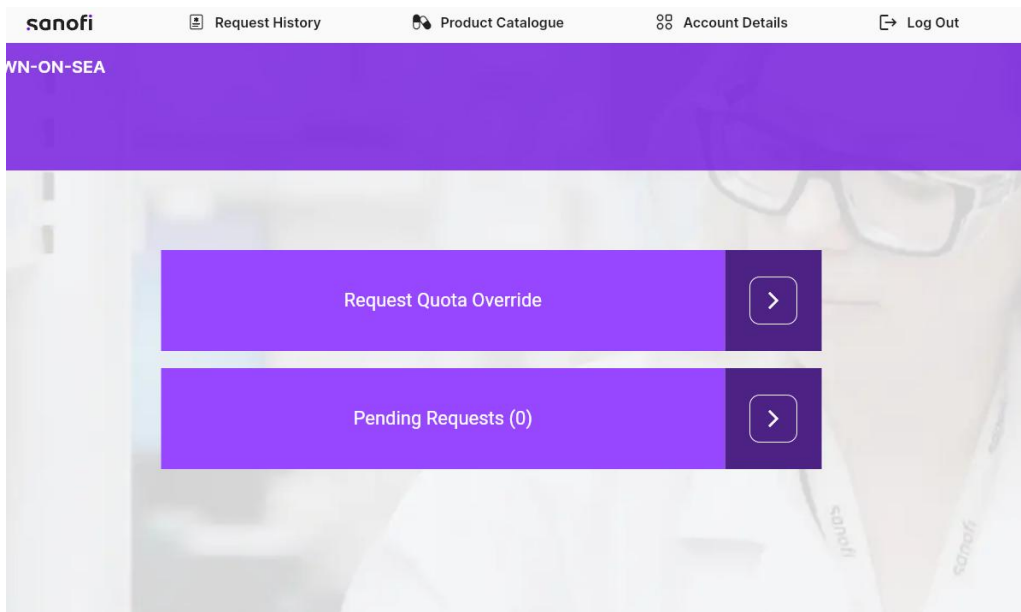
The image shows a password creation interface for the Sanofi My DTP Portal. On the left is a purple vertical banner with the Sanofi logo and 'My DTP Portal' text. The main area is white and titled 'Password'. It contains two password input fields, each with a toggle icon for visibility. Between the fields, a list of requirements is shown: 'At least one lowercase letter', 'At least one uppercase letter', 'At least one digit', 'At least 6 characters in length', and 'At least 1 special character'. A purple 'Next' button is located at the bottom right of the form.

Create a password matching the requirements that are shown.

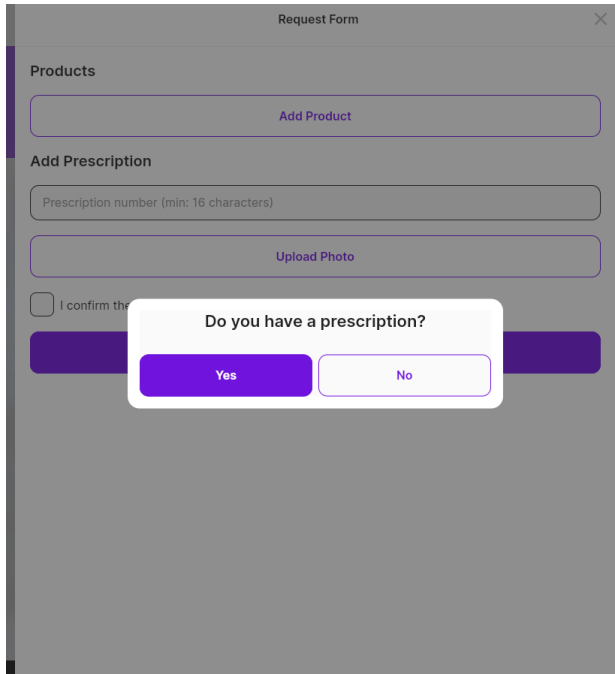
Once both passwords match and all requirements are met, click 'Next' and this will take you into the main screen.

My DTP Portal – Process an Override

Before submitting an override, please check with your requested agent to ensure the product is not available to order directly. If there is a restriction on the product you require, then follow the below process.

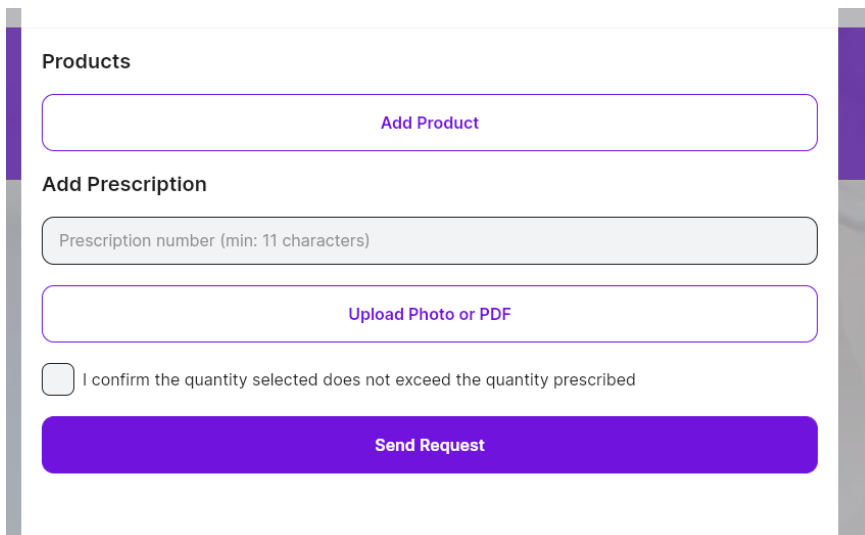


Click on 'Request Quota Override'



Click 'Yes'

If you don't have a prescription, you can click 'No'. Here it will give you the email address to send your request/email to.



Click 'Add Product'

Select product

Products DESCRIPTION / PIP / EAN

Select Product Family

All

Select product

Select

Select the product family from the drop down.

Product

Select product

Products DESCRIPTION / PIP / EAN

Select Product Family

Epilim

Select product

Select

Select the product

Set count

EPILIM CHRONO 500MG TABS X 30

EAN: 5921 PIP: 4094355

Number of packs

2 + -

Add product

Enter how many packs you require to cover the prescription. You can use the - & + buttons

If you make a mistake once clicking 'add product' you can click on the bin symbol on the right-hand side and reselect.

You can select as many products as needed on one prescription, but you can only upload one prescription at a time.

Click 'Add Product'

Request Form

Products

1. CLEXANE 120MG PFS (S/LOCK) EAN Code: 4668 PIP CODE: 3578358
Count: 3

Add Product

Add Prescription

125543632185965464564

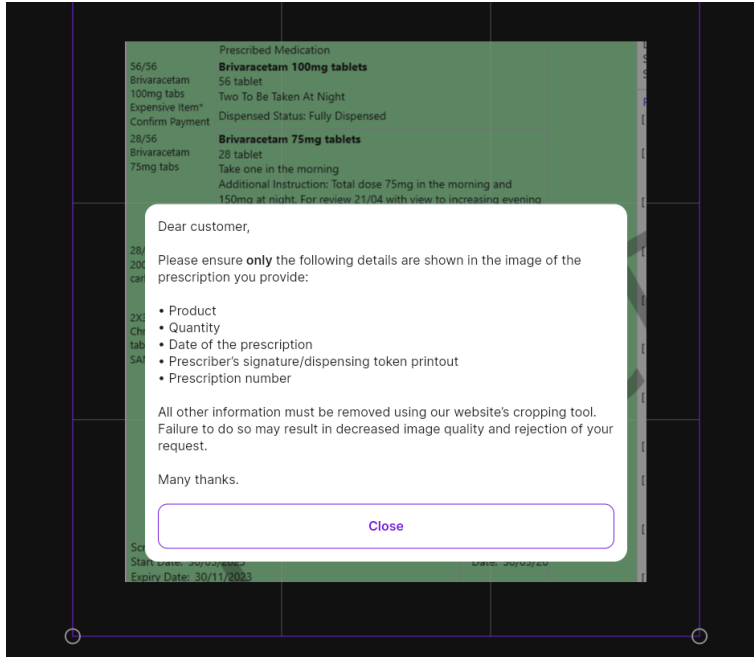
Upload Photo or PDF

I confirm the quantity selected does not exceed the quantity prescribed

Send Request

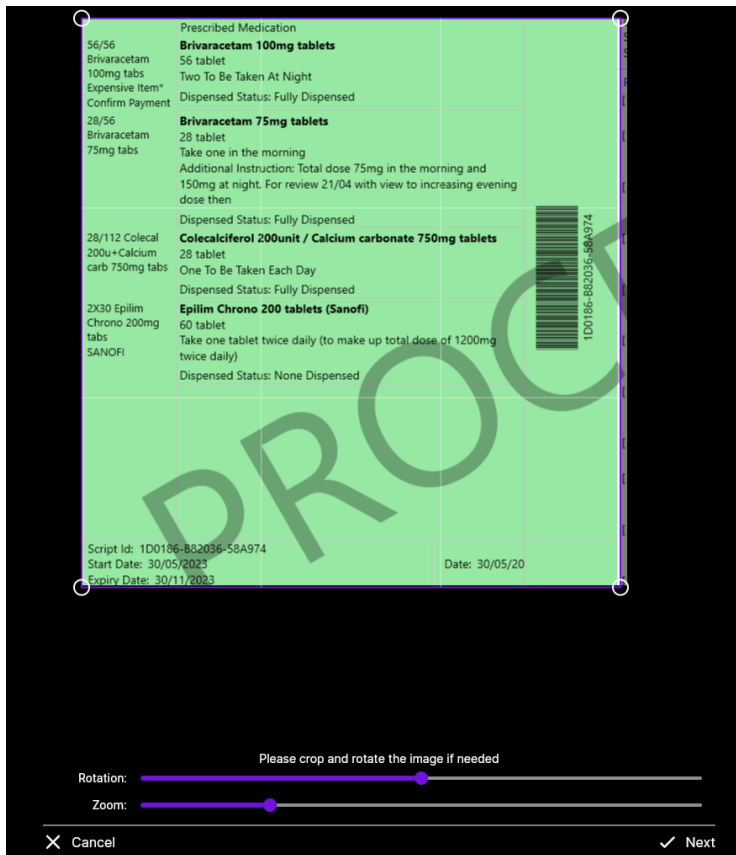
Enter the prescription number which is shown along the bar code.

Click 'Upload Photo or PDF' and select the prescription. If you are logging in to the Portal on a smartphone then it does give you the option to take a photo of the prescription at this point.



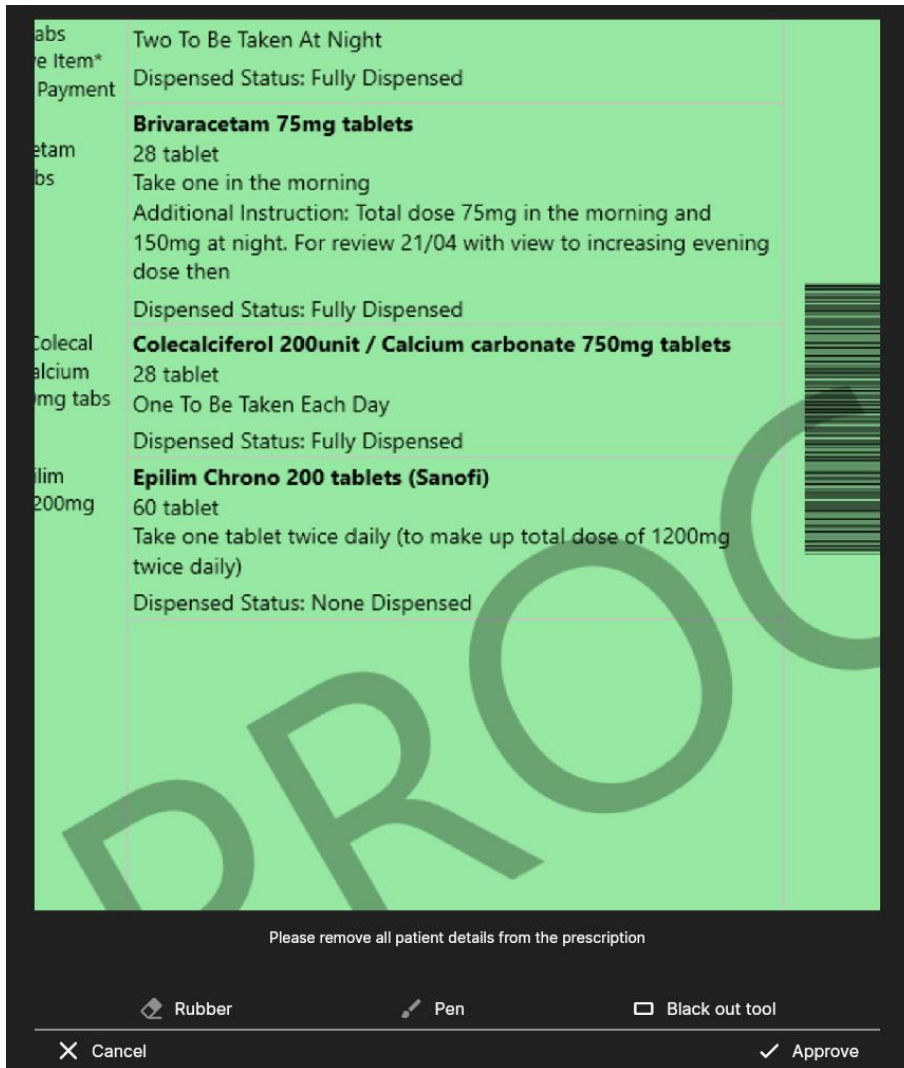
There is a pop up message to read about what information is required on the prescription.

Click 'Close'



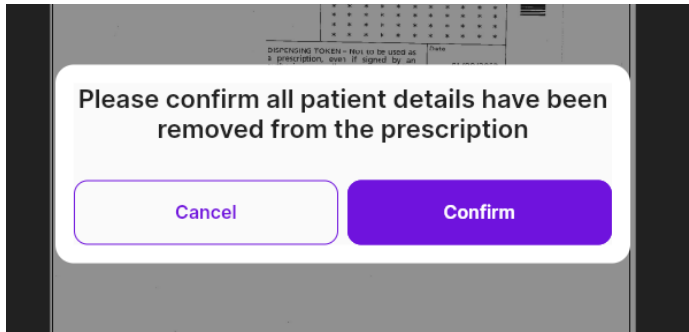
Crop the photo to ensure the image is clear and all the required information is on show. You can also zoom in/out.

Click 'Next'



Here you can use the Black out tool or the Pen to blank out the patient details and then click 'Approve'.

If you have the wrong prescription, then please select 'cancel' and reselect the correct prescription.



Once the prescription is ready with all the relevant details showing and the patient details are hidden. Click 'Confirm'.

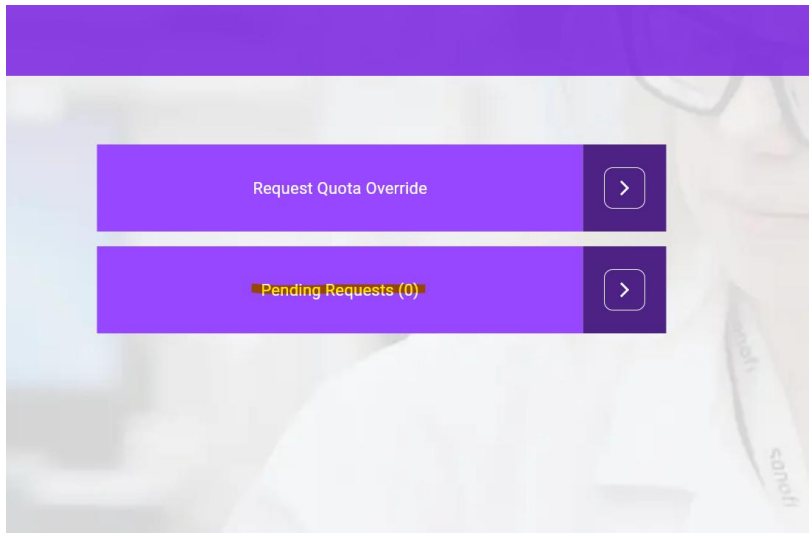
The screenshot shows a mobile application interface titled "request form". Under the "Products" section, there is one item: "1. EPILIM CHRONO 500MG TABS X 30" with "EAN Code: 5921 PIP CODE: 4094355" and "Count: 2". Below this is a purple "Add Product" button. The "Add Prescription" section contains a text input field with the number "123456789101112131415". Below the input is a preview of a prescription form with a red trash icon to its right. At the bottom, there is a checked checkbox with the text "I confirm the quantity selected does not exceed the quantity prescribed" and a large purple "Send Request" button.

Check through all the details and if all is correct, tick the box to confirm the quantity you have selected matches the prescription.

Click 'Send request'

An email will be sent to confirm your request has been sent. You will also receive email updates on each stage of approval.

Your request will then show in 'Pending requests' which is shown on the main homepage. This will show the status of your override.



If you have any issues whilst using the DTP portal, please send screenshots to the email address DTP-UK@sanofi.com for guidance.