



### New Delivery File

- The first step in uploading a submission is to create a New Delivery File
- To Create a New Delivery File, select 'New Delivery File'.
- Fill in the required delivery file fields
  - **Company:** Company Name
  - **Area:** Veterinary Medicines
  - **Regulatory Activity:** Clinical Trial
  - **Sub Activity:** Not Applicable
  - **Zip File Type:** Select Relevant
  - **Comment:** Any extra details you would like to include concerning the submission
- Click Next to move to Step 2

### New Delivery File

Step 1 Step 2 Step 3 Step 4

Company \* 

Non Commercial Use ▼

Area \* 

Human Medicines ▼

Regulatory Activity \* 

Clinical Trial ▼

Sub Activity \* 

H001 Not Applicable ▼

Zip File Type \* 

WinZip ▼

Comment 

 Next >

- **Fill in the required delivery file fields**
  - **Procedure:** National
  - **Submission Type:** Other eSubmission Type
  - **Technically Validated:** No
- **Click Next to move to Step 3**

### New Delivery File

Step 1    Step 2    Step 3    Step 4

Procedure Type \*

--

Submission Type \*

Other eSubmission Type

Technically Validated \*

Yes

No































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Next >

- **National Agency:** Select Relevant Recipient from the grid.
- **Click Next** to move to Step 4

Step 1 Step 2 Step 3 Step 4

National Agency (mouseover flag for National Requirements) \*

 AT	 BE	 BG(BFSA)	 CY(VS)	 CZ(USKVBL)
 DK	 EE	 FI	 FR(Anses)	 DE(PEI)
 DE(BVL)	 GR(EOF)	 HU(NEBH)	 IS	 IE
 IT(DGSAF)	 LV(PVD)	 LT(SFVS)	 LU	 NL
 NO	 PL(URPL)	 PT(DGAV)	 RO(ICBMV)	 SK(USKVBL)
 SI(JAZMP)	 ES	 SE	 UK(VMD)	 ZZ

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- **Additional Email Addresses:** Add extra email addresses as required.  
(Notifications will be sent to your registered email by default)
- **Products:** Not Required
- **Product Details Filename:** Not Required
- **Submit**

Step 1 Step 2 Step 3 Step 4

Additional Email Addresses ⓘ

Email

Product(s) ⓘ

Agency	MAA Number	Product Name
<input type="text" value="Select Country"/>	<input type="text"/>	<input type="text"/>

Product Details Filename

You can enter the file name of the Products Details File you will be submitting instead of listing the products above

- This will download to your default download folder as defined by your browser settings.
- You will notice the delivery file is named CESP\_Submission\_12345.xml. This is unique for your submission and should be used for all communication regarding your delivery.

### Delivery File Download

**IMPORTANT NOTICE:** Please check for any national requirements for electronic submissions, refer to the [contacts page](#) for agency specific information.

When uploading your submission with either the sFTP client or the web based file transfer system :

1. Download the delivery file to your local PC, by selecting the "Download XML file" button.
2. Do not rename or modify the delivery file.
3. Ensure that there are no other files or folders in the root of the remote server
4. Upload you submission zip file to the remote server, ensuring that is its fully uploaded before going to the next step.
5. Upload your delivery file to the remote server.
6. The submission will then be delivered and you will receive confirmation emails of delivery.
7. Ensure that the emails from [cesp@hma.eu](mailto:cesp@hma.eu) are not blocked or sent to your junk mail.

Download Delivery File

- Click Download XML File
- Save XML file to your local drive

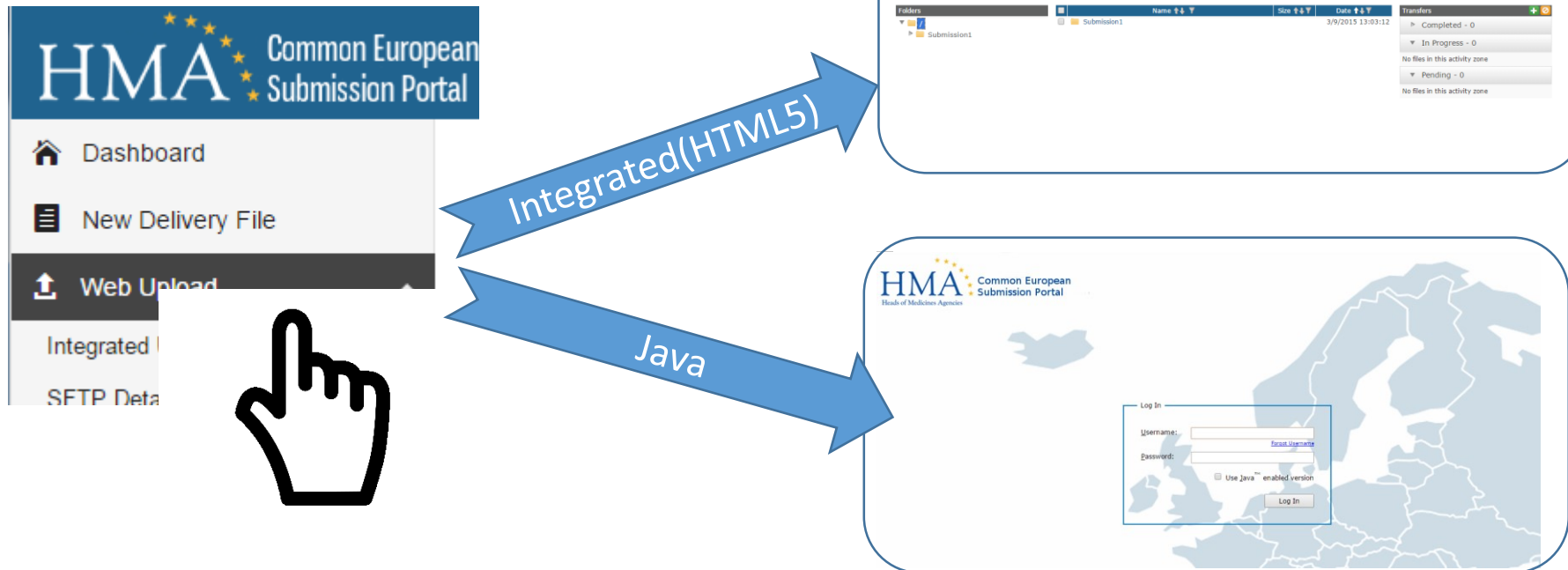
**Note:**

Do not rename the delivery file  
Do not edit the delivery file

All submissions should be uploaded as a .zip file. Please see our zip and submission guideline on the FAQ section on the CESP Portal.

WEB Transfer Client

- Integrated Upload (HTML5): Select Integrated Upload for Auto Login to HTML5 Client. (Modern Browser required)



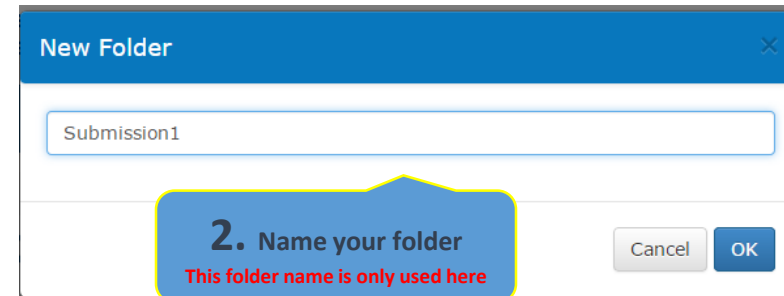
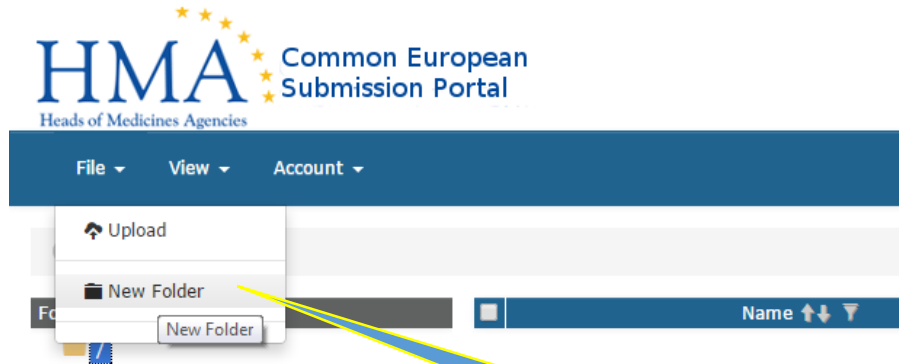


CESP now provides an Integrated Upload client direct from the Dashboard menu.

### Integrated Upload Client Layout

The screenshot displays the user interface for the Integrated Upload Client. At the top left is the HMA logo and the text 'Common European Submission Platform'. Below this is a dark blue navigation bar with 'File', 'View', and 'Account' dropdown menus. The main content area is titled 'My Folders' and contains a 'My Folders' sidebar. The central workspace is a drop zone with the text 'Drop items here to upload or start an upload via the File menu'. A blue box labeled 'Remote Server' is positioned within this drop zone. To the right, a 'Transfer Status' panel shows a table of upload progress:

Transfer Status	
▶	Completed - 0
▼	In Progress - 0
No files in this activity zone	
▼	Pending - 0
No files in this activity zone	



1. Click the File Menu followed by New Folder from the top tool bar



3. Your empty new folder is now available on the remote server. Double click the folder to open it.

### Browse & Upload

**4. Standard Method.**  
Browse to your Zip file on your local drive and double click the file to begin the upload process. Once the zip file is uploaded 100% repeat the upload process and upload your delivery file.

**Transfers**

- Completed - 1
  - ZIP FILE.zip - 192 B
- In Progress - 0
  - No files in this activity zone
- Pending - 0
  - No files in this activity zone

## User Training

Training on-demand videos are available on the Portal and we also provide an overview of CESP weekly via a free online web meeting.

To register for this please check the Announcements Tab.



Please Contact CESP Support for any further information in relation to CESP.  
via the Online Support Desk.

CESP Support: email: [cesp@hma.eu](mailto:cesp@hma.eu) Phone: 00353-1-634-3801 Business hours are: Monday to Friday, 09:30hrs to 17:00hrs (GMT)