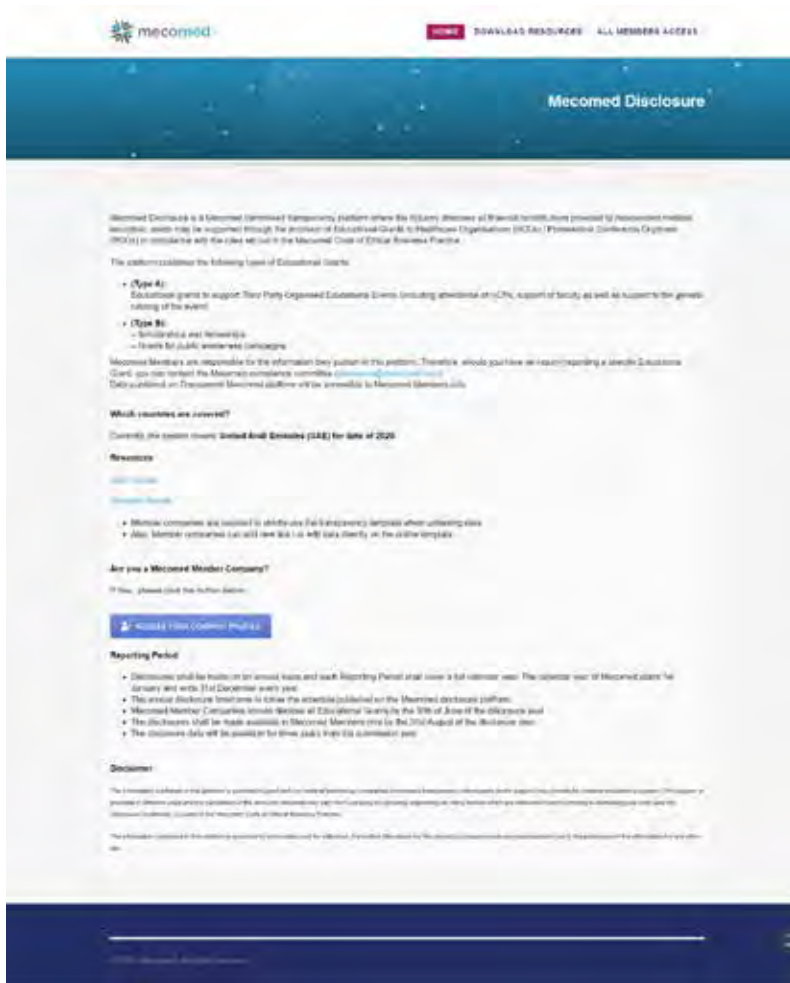


Mecomed Disclosure Platform: User Guide

1. Getting Started
2. Logging In
3. CSV Template
 - 3.1: Download CSV Template
 - 3.2: Editing and Saving CSV template
4. Preparing Your Data
5. Uploading Your Data
6. Reviewing Your Data
7. Additional / Single Entries
8. Updating Your Company Information
9. Updating Your Password



First, it is important that you read through all notes published on the Welcome Page.

When you are ready to start, scroll down the landing page and click the button below to access your company profile where your data will be uploaded.



Reporting Period

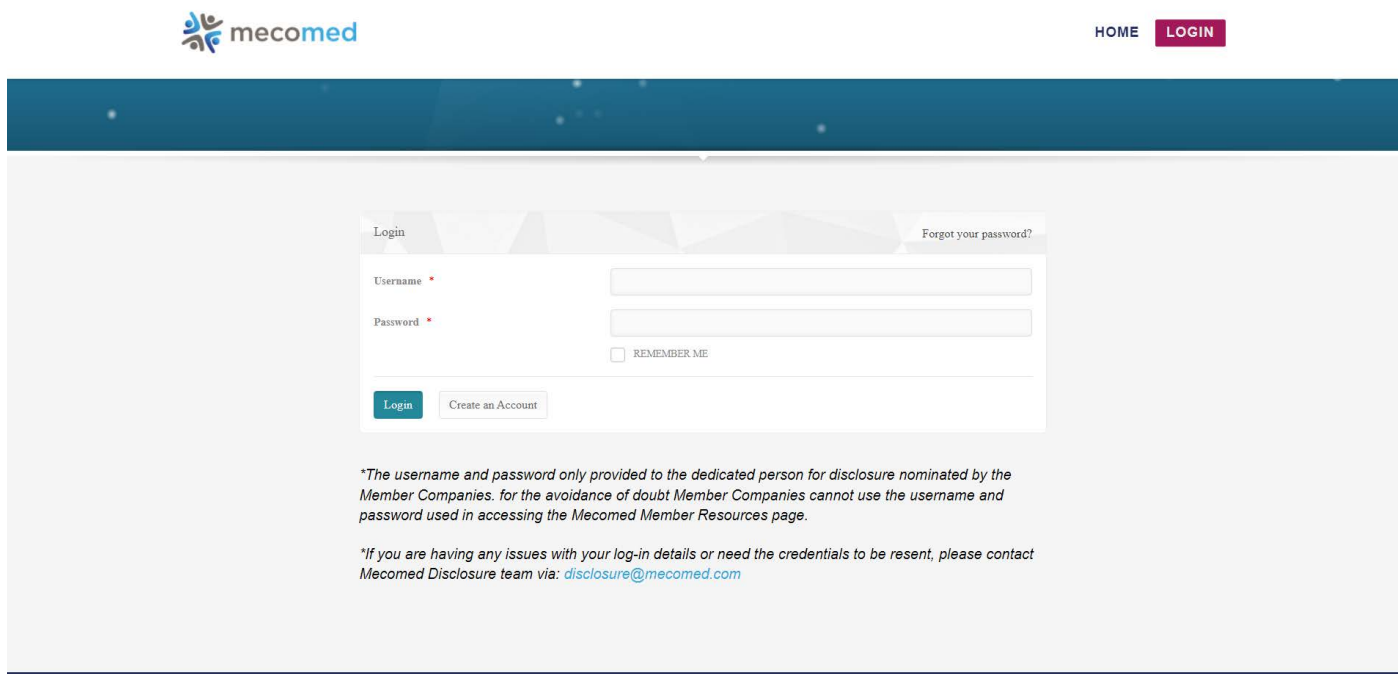
- Disclosures shall be made on an annual basis and each Reporting Period shall cover a full calendar year. The calendar year of Mecomed starts 1st January and ends 31st December every year.
- The annual disclosure timeframe to follow the schedule published on the Mecomed disclosure platform.
- Mecomed Member Companies should disclose all Educational Grants by the 30th of June of the disclosure year.
- The disclosures shall be made available to Mecomed Members only by the 1st September of the disclosure year.
- The disclosure data will be available for three years from the submission year.

Disclaimer

The information published in this platform is provided in good faith by medical technology companies to increase transparency with regards to the support they provide for medical education purposes. This support is provided in different ways and the calculation of the amounts indicated may vary from company to company depending on many factors which are reflected in each company's methodological note (see the Disclosure Guidelines, included in the Mecomed Code of Ethical Business Practice).

The information contained in this platform is provided for information and for reference, but neither Mecomed nor the reporting company make any representation as to the pertinence of the information for any other use.

When prompted, enter your username and password. This has been supplied to you by email directly from Mecomed*.



The screenshot shows the Mecomed login interface. At the top left is the mecomed logo, and at the top right are links for 'HOME' and 'LOGIN'. The main content area features a login form with the following elements:

- Labels: 'Login' and 'Forgot your password?'
- Fields: 'Username *' and 'Password *', each with an input box.
- Checkbox: 'REMEMBER ME' with an unchecked box.
- Buttons: 'Login' (highlighted in blue) and 'Create an Account'.

Below the form, there are two lines of disclaimer text:

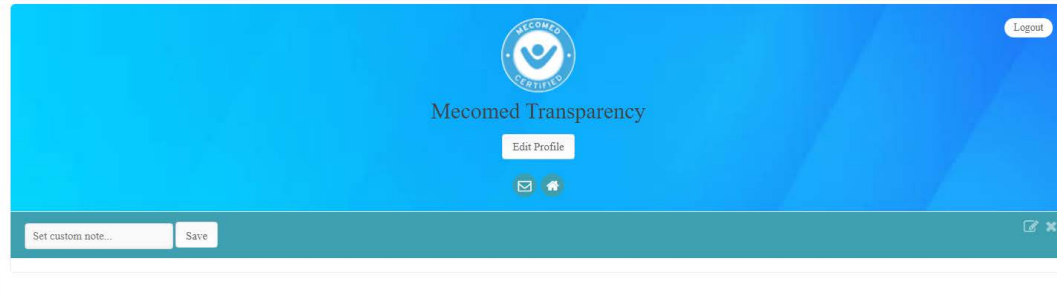
**The username and password only provided to the dedicated person for disclosure nominated by the Member Companies. for the avoidance of doubt Member Companies cannot use the username and password used in accessing the Mecomed Member Resources page.*

**If you are having any issues with your log-in details or need the credentials to be resent, please contact Mecomed Disclosure team via: disclosure@mecomed.com*

**The username and password will only be provided to the dedicated person for disclosure nominated by the Member Companies.*

For the avoidance of doubt Member Companies cannot use the username and password used in accessing the Mecomed Member Resources page.

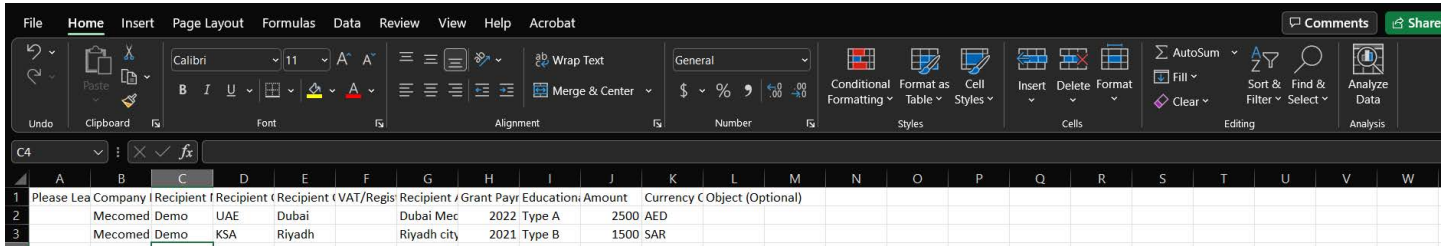
**If you are having any issues with your log-in details or need your credentials to be resent, please contact the Mecomed Disclosure team via: disclosure@mecomed.com*

**Important Note before you start.**

If you have less than 10 entries than please use the one-by-one data upload system shown in [this link](#). But if you have more than 10 entriens then please download CSV template from [here](#) and upload it [here](#).



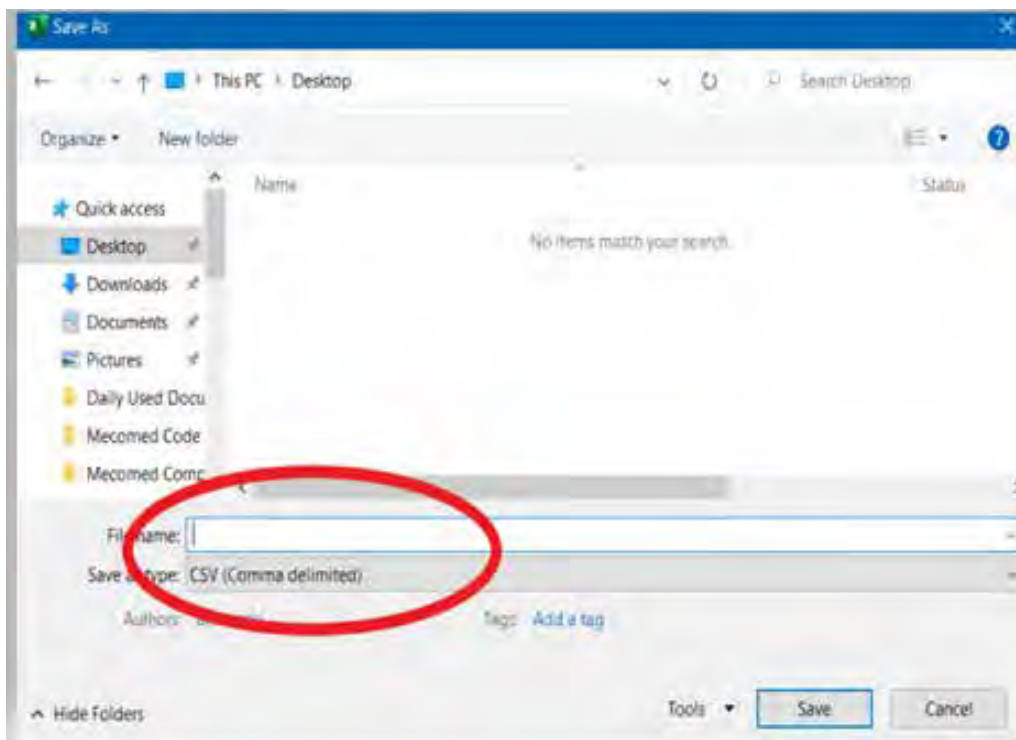
- 1: Strictly use the transparency template when uploading data.
- 2: Download the CSV template from [here](#).
- 3: Save as CSV (in Comma Delimited format).
- 4: Don't change the format of this template.
- 5: Member Companies can add a new line or edit data directly.
- 6: Step 3 is advised to be used if you have more than 10 entries, in case of less than 10 entries please use the online form mentioned in [Step 7 \(page 12\)](#).



| 1 | Please Lea Company | Recipient | Recipient | Recipient | VAT/Regis | Recipient | Grant Payr | Education | Amount | Currency | Object (Optional) |
|---|--------------------|-----------|-----------|-----------|-------------|-----------|------------|-----------|--------|----------|-------------------|
| 2 | Mecomed Demo | UAE | Dubai | | Dubai Mec | 2022 | Type A | 2500 | AED | | |
| 3 | Mecomed Demo | KSA | Riyadh | | Riyadh city | 2021 | Type B | 1500 | SAR | | |

Note:

- 1: You can add new entries directly in the template.
- 2: You will be required to enter data for 12 fields per line entry.
- 3: Three fields in the template are optional.
Please see [Step 4 \(page 6\)](#) for details.
- 4: When saving your data, you must ensure this is saved as a CSV format.



IMPORTANT NOTE:

Member Companies are obliged to disclose an entry with Zero Value if they have not provided any educational grants during the Mecomed Disclosure period.

Fill the CSV template as explained below.

1: Please Leave Empty

This is an Automatically generated record number.
Please leave this field empty in the template.

2: Company ID

Type your Username that was provided to you
by Mecomed.

3: Receptient Name

Type the Beneficiary Name.

4: Receptient Country Code

Type either UAE, Qatar, Kuwait, Oman or Bahrain (Depending
which country you are from) in this field.

5: Receptient City

Type your city name e.g. Dubai.

6: VAT/TAX Registration Number (Optional)

This is an optional field. You can either leave it empty or
type your TRN Number.

7: Recipient Address (Optional)

This is an optional field. Either leave it empty or type the beneficiary address.

8: Grant Payment Year

This should be in 4 digits format e.g. 2020.

9: Educational Grant Type

Please type either Type A or Type B
[\(see next page for definition.\)](#)

10: Amount

Annual total aggregated value for grants per recipient Value without currency denomination.

11: Currency Code

Payment currency e.g. AED, QAR, KWD, OMR, BHD, USD or EUR etc.

12: Object (Optional)

This is an optional field. You can either leave it empty or describe the purpose of grant.

The Mecomed Transparency platform publishes the following types of Educational Grants:

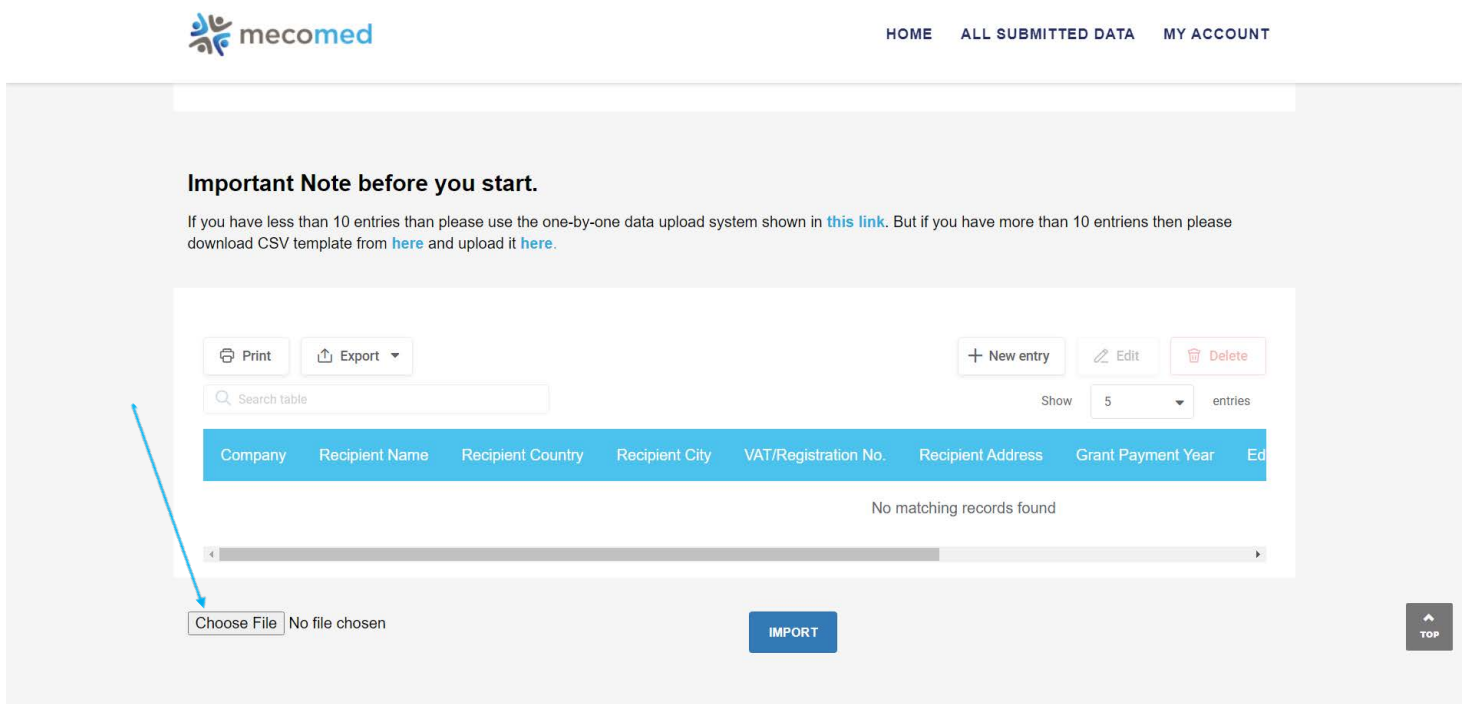
(Type A):

Educational grants to support Third Party Organised Educational Events (including attendance of HCPs, support of faculty (e.g. speakers) as well as support to the general running of the event).

(Type B):

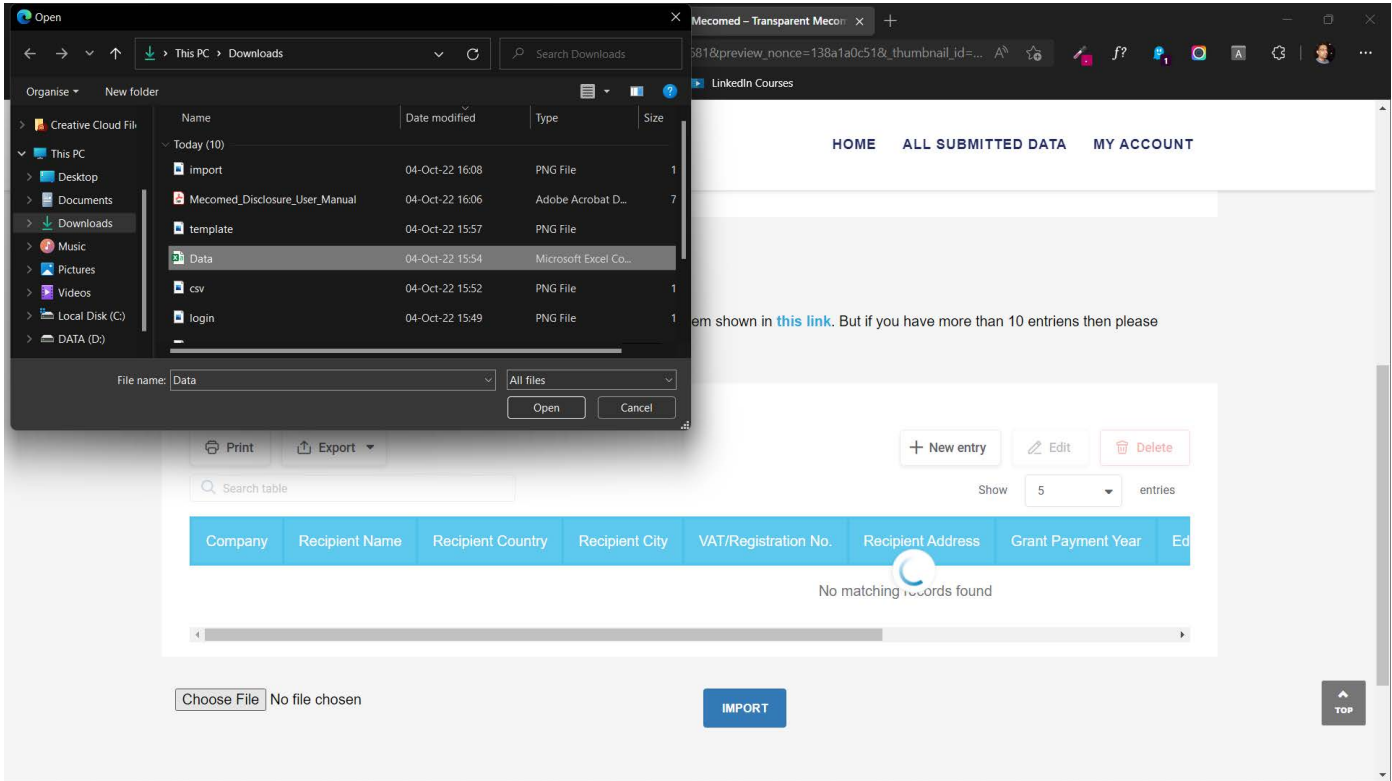
Scholarships and fellowships;
Grants for public awareness campaigns.

Once your data has been prepared and saved using the CSV template format, upload your data by selecting **Choose File** as indicated below.

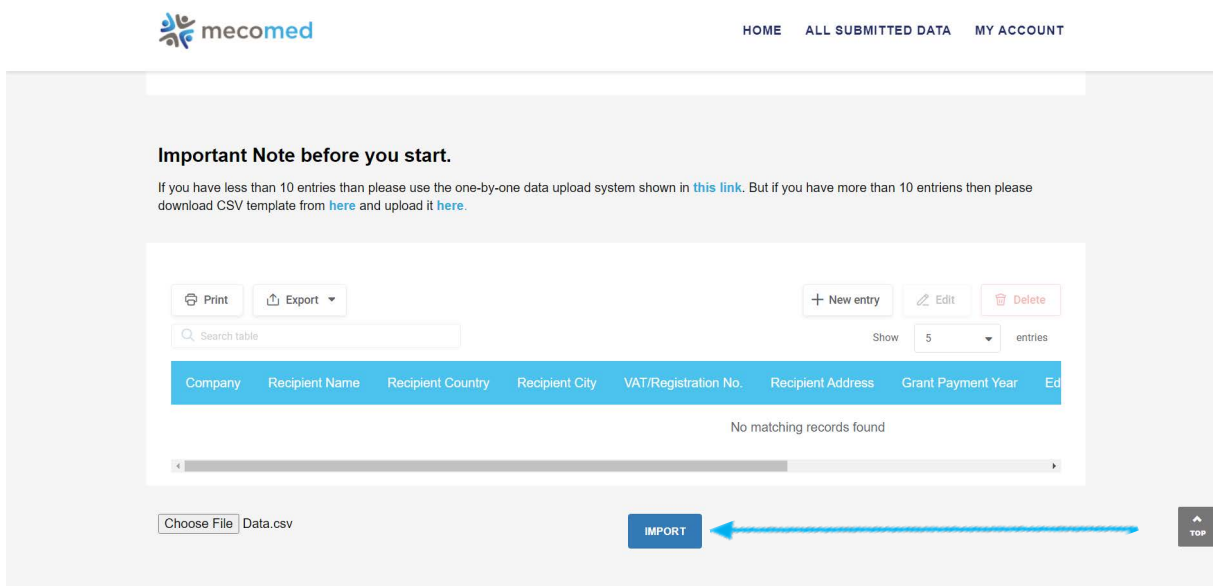


The screenshot displays the mecomed web application interface. At the top left is the mecomed logo. The top right navigation menu includes 'HOME', 'ALL SUBMITTED DATA', and 'MY ACCOUNT'. Below the navigation is a section titled 'Important Note before you start.' with instructions on data upload limits. The main content area features a table management interface with a search bar, 'Print', 'Export', '+ New entry', 'Edit', and 'Delete' buttons. A table header is visible with columns: 'Company', 'Recipient Name', 'Recipient Country', 'Recipient City', 'VAT/Registration No.', 'Recipient Address', 'Grant Payment Year', and 'Ed'. Below the table, it states 'No matching records found'. At the bottom left, a 'Choose File' button is highlighted with a blue arrow, and the text 'No file chosen' is displayed next to it. A blue 'IMPORT' button is located at the bottom center, and a 'TOP' button is at the bottom right.

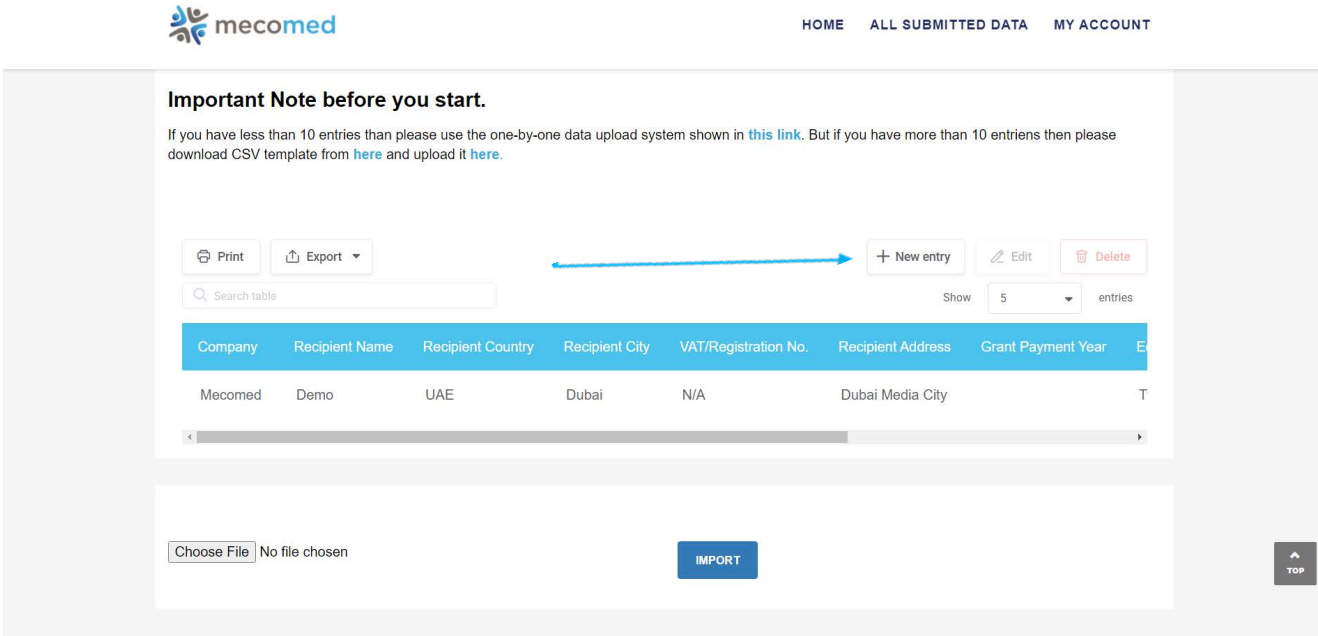
Select **Data.CSV** file from the folder where you saved it and click open.



Click **IMPORT** button to import your data.



Once your data has been successfully uploaded, you can review data entries by using the up/down and left/right scroll bar.



Important Note before you start.
If you have less than 10 entries then please use the one-by-one data upload system shown in [this link](#). But if you have more than 10 entries then please download CSV template from [here](#) and upload it [here](#).

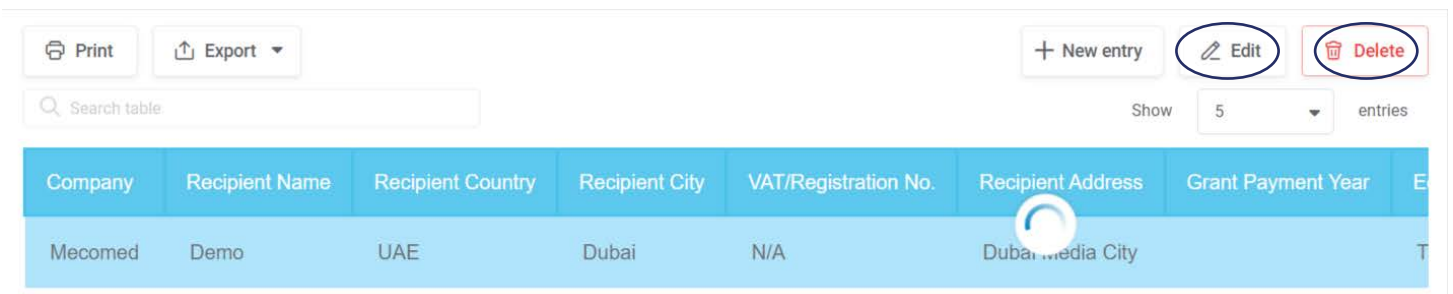
Print Export + New entry Edit Delete

Search table Show 5 entries

| Company | Recipient Name | Recipient Country | Recipient City | VAT/Registration No. | Recipient Address | Grant Payment Year | E |
|---------|----------------|-------------------|----------------|----------------------|-------------------|--------------------|---|
| Mecomed | Demo | UAE | Dubai | N/A | Dubai Media City | | T |

Choose File No file chosen IMPORT TOP

You can add additional entries to your submission by clicking the **+ New entry** button indicated.



Print Export + New entry Edit Delete

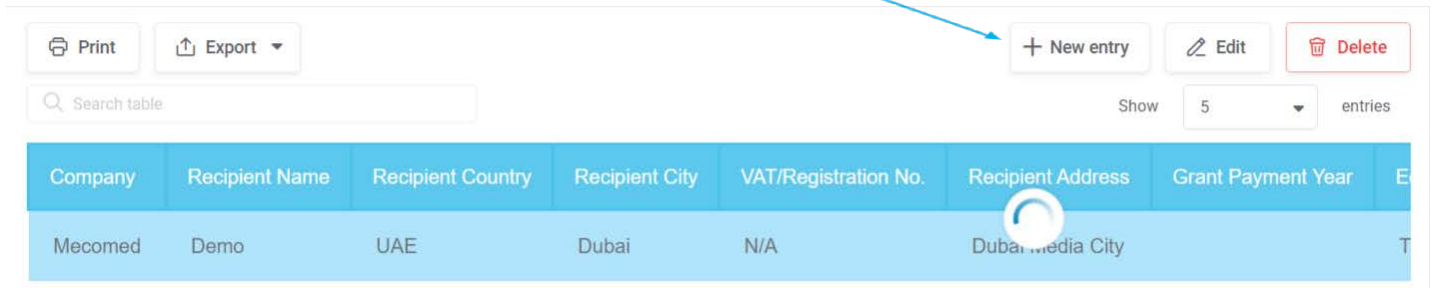
Search table Show 5 entries

| Company | Recipient Name | Recipient Country | Recipient City | VAT/Registration No. | Recipient Address | Grant Payment Year | E |
|---------|----------------|-------------------|----------------|----------------------|-------------------|--------------------|---|
| Mecomed | Demo | UAE | Dubai | N/A | Dubai Media City | | T |

To **EDIT/DELETE** a record that was already submitted, click either **DELETE** or **EDIT** icon next to **+ New entry** button.

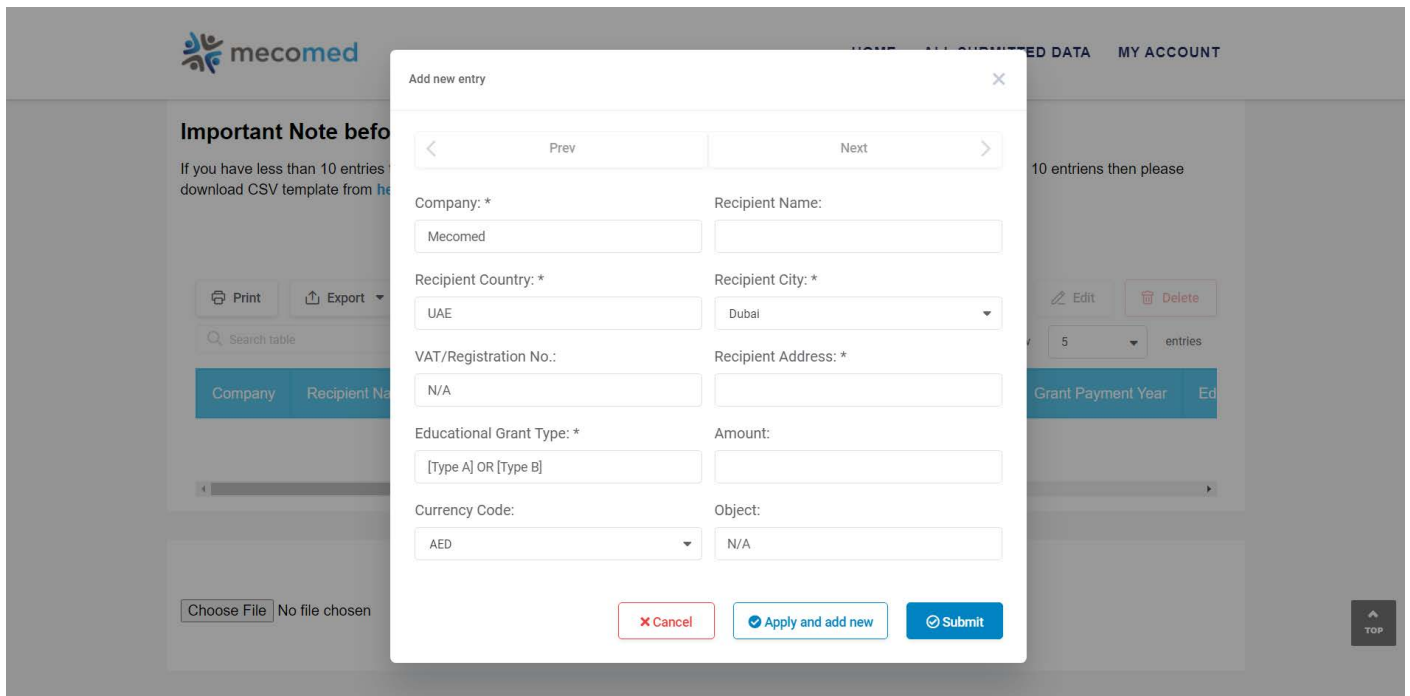
Note: Edit/Delete option will not be available after 30th June of the disclosure year.

Clicking the **+ New entry** button will open an online submission form.



| Company | Recipient Name | Recipient Country | Recipient City | VAT/Registration No. | Recipient Address | Grant Payment Year | E |
|---------|----------------|-------------------|----------------|----------------------|-------------------|--------------------|---|
| Mecomed | Demo | UAE | Dubai | N/A | Dubai Media City | | T |

You are required to enter the information as **outlined in step 4 (page 6)** after which, click **Submit** button to publish.



Add new entry

Company: *
Mecomed

Recipient Name:

Recipient Country: *
UAE

Recipient City: *
Dubai

VAT/Registration No.:
N/A

Recipient Address: *

Educational Grant Type: *
[Type A] OR [Type B]

Amount:

Currency Code:
AED

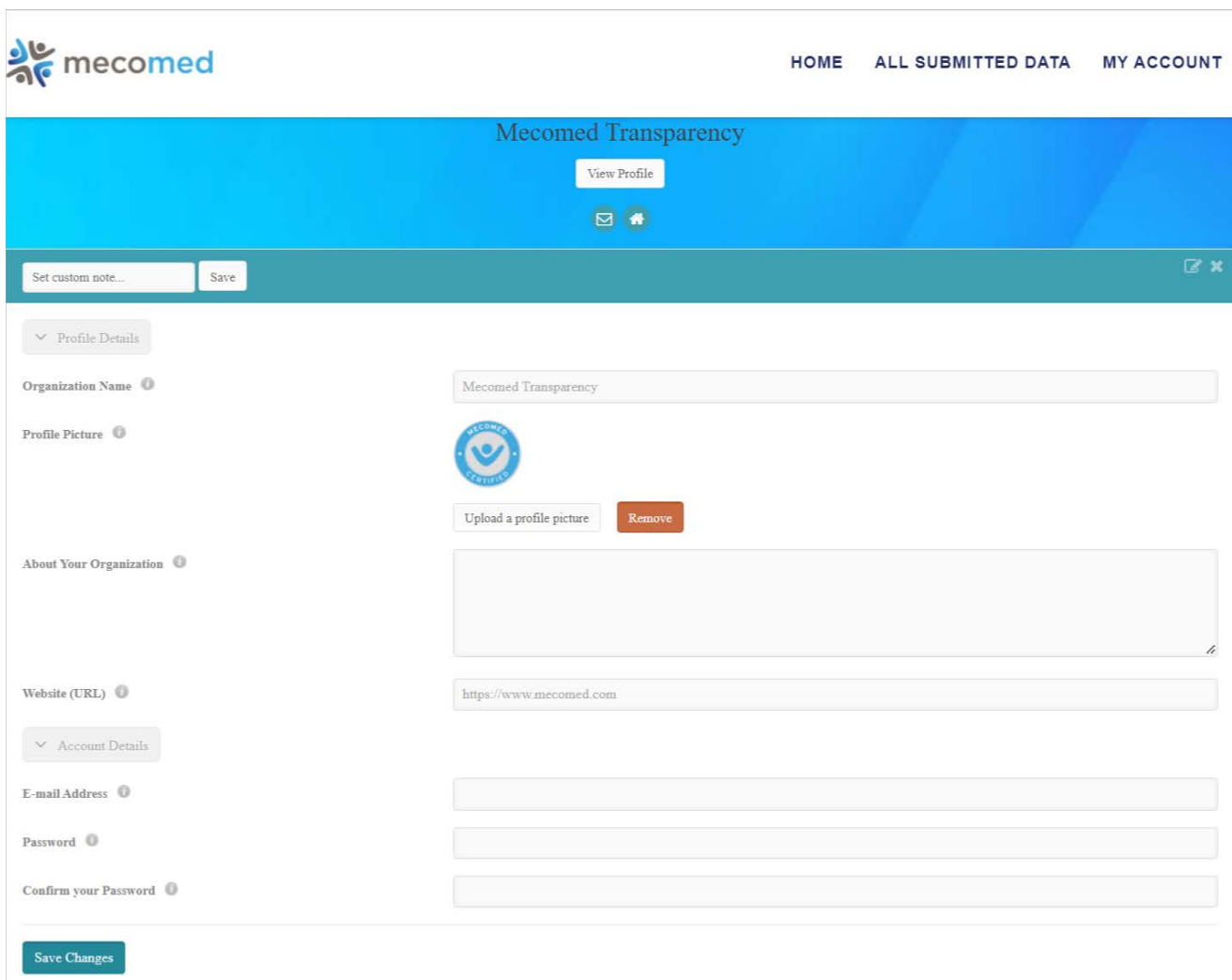
Object:
N/A


Note: You can add only one additional entry at a time.

You can update your company information and logo by using the **Edit Profile** option.



Clicking the **Edit Profile** button, found in the centre of your user profile page, will prompt the update form to open.



 [HOME](#) [ALL SUBMITTED DATA](#) [MY ACCOUNT](#)

Mecomed Transparency


[View Profile](#)

Set custom note... [Save](#)

Profile Details

Organization Name [?] Mecomed Transparency

Profile Picture [?]



[Upload a profile picture](#) [Remove](#)

About Your Organization [?]

Website (URL) [?] <https://www.mecomed.com>

Account Details

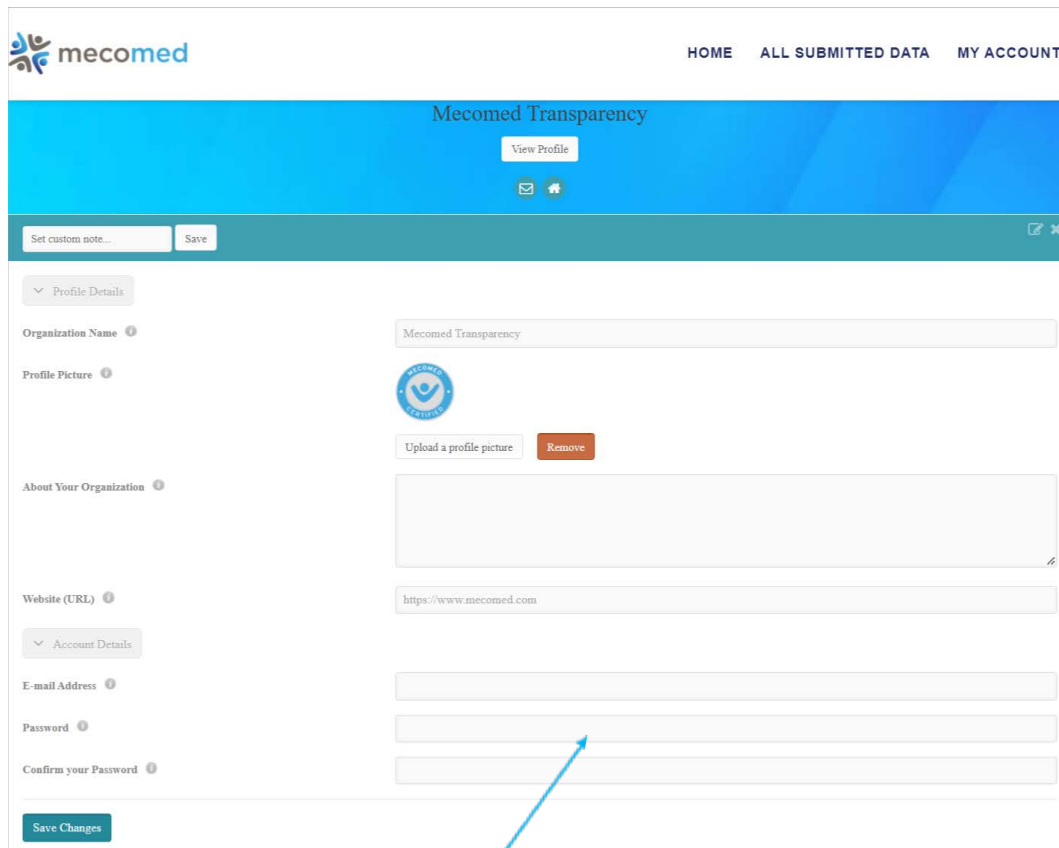
E-mail Address [?]

Password [?]

Confirm your Password [?]

[Save Changes](#)

To change your password, open the **Edit Profile** page.



The screenshot shows the 'Edit Profile' page for 'Mecommed Transparency'. The page has a blue header with the mecomed logo and navigation links: HOME, ALL SUBMITTED DATA, and MY ACCOUNT. Below the header is a blue banner with 'Mecommed Transparency' and a 'View Profile' button. A teal bar contains a 'Set custom note...' field and a 'Save' button. The main content area is divided into sections: 'Profile Details' (Organization Name, Profile Picture, About Your Organization, Website (URL)), 'Account Details' (E-mail Address, Password, Confirm your Password), and a 'Save Changes' button. A blue arrow points to the 'Password' field.

1: Enter your new password in the **Password** field.

2: Enter your new password again in **Confirm Password** field.

3: Click **Save Changes** button.

4: The dialogue box shown below will display if your change has been accepted.



The screenshot shows the 'Confirm your Password' field and a success message dialog box. The dialog box contains a green checkmark and the text 'Your profile has been saved!'. Below the dialog box is a 'Save Changes' button.