

User Manual

NDS-WEB2

for Domestic Trade

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1 Basics of NDS-WEB2 for Domestic Trade

Anyone who supplies controlled substances in Switzerland and the Principality of Liechtenstein to authorized recipients is obliged to report these transactions to Swissmedic according to Art. 60 (BetmKV). The functionalities of the current reporting system MESA (reporting system for domestic trade) will be integrated into the existing NDS-WEB2 system by Q2 2026. Once reports have been submitted, they can be analyzed in NDS-WEB2 and exported to Excel.

For compliance purposes, companies are now required to actively confirm zero activities of the preceding month. This also enables companies to ensure that domestic trade is reported correctly within the required timeframe in accordance with Art. 60 BetmKV.

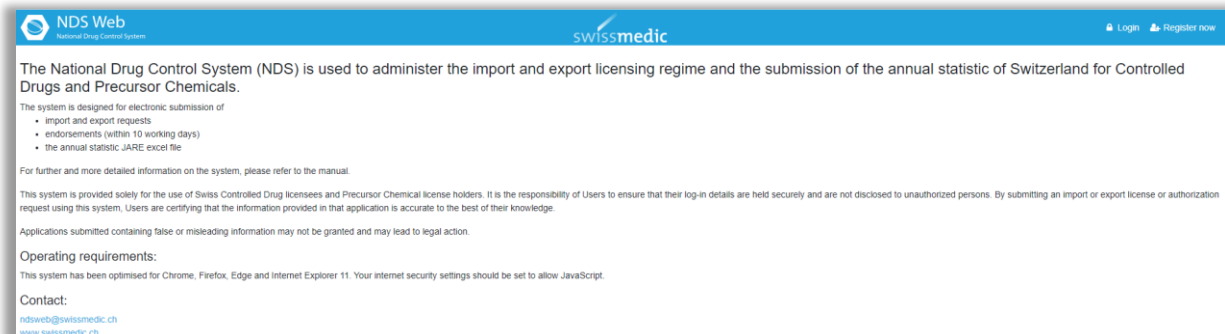
2 Registration Domestic Trade

2.1 Self-registration

Employees of establishments in possession of a license for handling controlled drugs may register for the system.

Step 1: Homepage

To reach the homepage, use the URL www.ndsweb.swissmedic.ch



Step 2: Register now

Open the «Register now» tab (top right), and complete the user registration form.

Choose the user type Domestic Trade:

 User type

Establishment Cultivation Domestic Trade

Please pick one

Please choose company (establishment):

 User role

Company Regional Authority

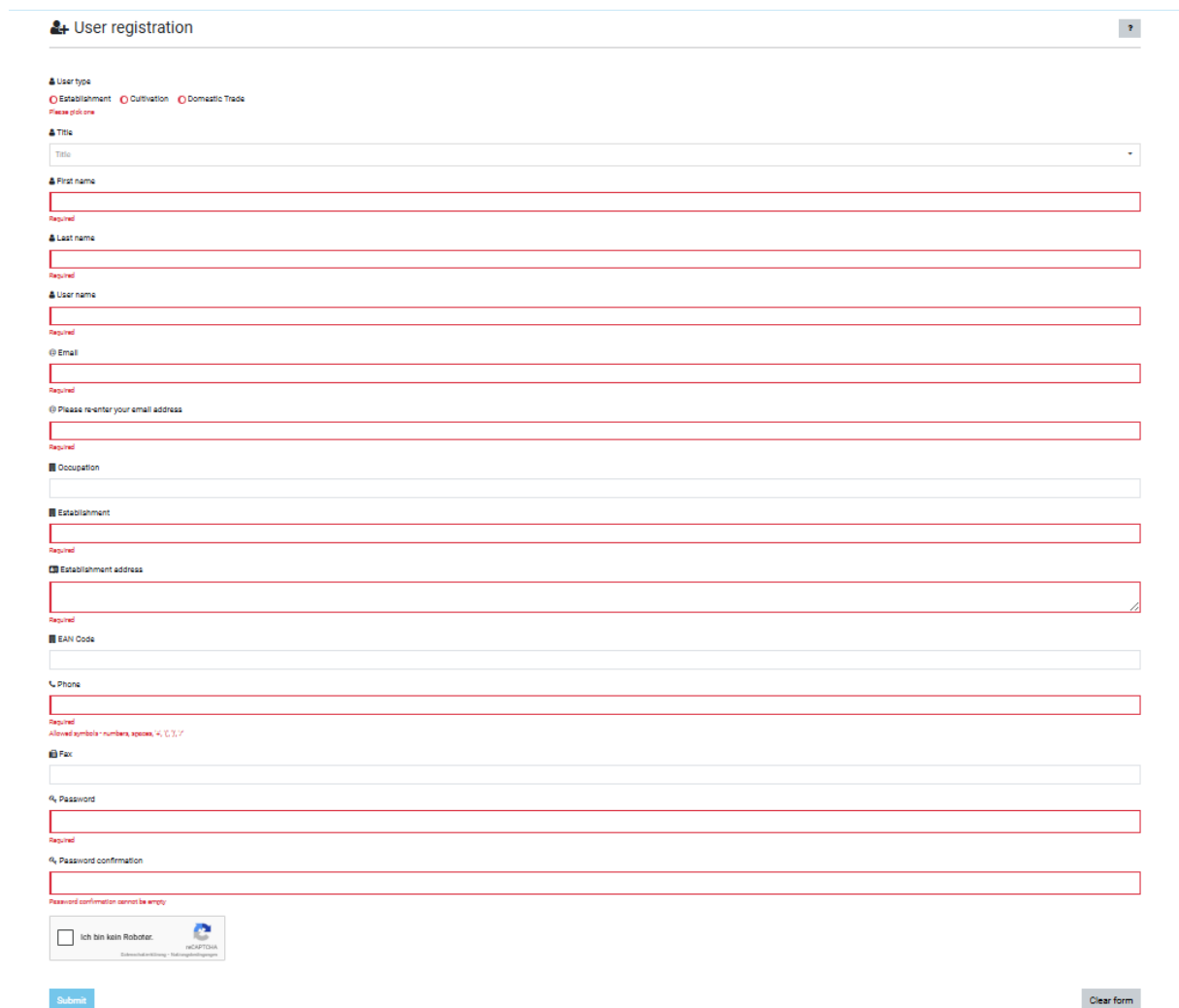
Please pick one

Fill in the red framed boxes «required» and the address box with your details. Choose a user name and enter a password.

We recommend integrating the GLN or establishment name in the fields for first and last name as the username is not shown in the system itself (for example: John 123456789123 Doe).

The registration cannot be completed when an already used username is chosen. In this case you will receive an error message and cannot submit the registration form. Once you have changed the username you can submit the registration.

Confirm that you are not a robot.



The screenshot shows a web form titled "User registration". At the top, there is a "User role" section with two radio buttons: "Company" (selected) and "Regional Authority". Below this, the form contains several input fields, each with a red border and a "Required" label underneath. The fields are: Title (dropdown), First name, Last name, User name, Email, a re-confirmation of the email address, Occupation, Establishment, Establishment address, EAN Code, Phone, Fax, Password, and Password confirmation. At the bottom of the form, there is a CAPTCHA section with a checkbox labeled "Ich bin kein Roboter." and a "Submit" button. A "Clear form" button is located in the bottom right corner.

Click «Submit» to send the user request to Swissmedic.

Step 3: Verification of the email address

The user receives a link to the indicated email address to verify the correctness of the address. Just click on the link; Swissmedic then receives a message, that the verification was successful.

We would like to make sure that you have the access to the email address you used during the registration on the NDSWEB.


[Validate](#)

After the validation, your registration request will be reviewed by the site administration.

You will receive notifications on the further steps.

Thank you.

This link is only valid for a certain time. If the link is no longer active, the following message appears:

 **Email verification failed or invalid token!**

Unfortunately, this link is inactive.

Please inform us if this is the case, so that we can resend a link.

If the verification was successful, the following message appears:

 **Email verification successful!**

Thank you for verifying your email address.

Your registration request is under review. You will be notified on the outcome.

Step 4: Confirmation by the responsible person

Swissmedic sends a confirmation for user registration by email to the responsible person stated in the license for handling controlled substances. By signing it, the responsible person confirms that he/she is allowed to submit (manager) or prepare (user) requests/upload domestic trade notifications. In case the account is for the responsible person her-/himself, she/he can sign the user registration herself/himself.

Please return the signed form to Swissmedic by email ndsweb@swissmedic.ch.

Step 5: Account activation

Upon reception of the confirmation, Swissmedic activates the account. You have chosen your login credentials (username and password) yourself and will therefore not receive any information in this regard.

Your account request was confirmed.

You can access the system under the link below:

[Access the platform](#)

Thank you.

In case of a rejection from Swissmedic, you receive the following message:

Your NDSWEB account/registration request has been rejected or cancelled.
Thank you.

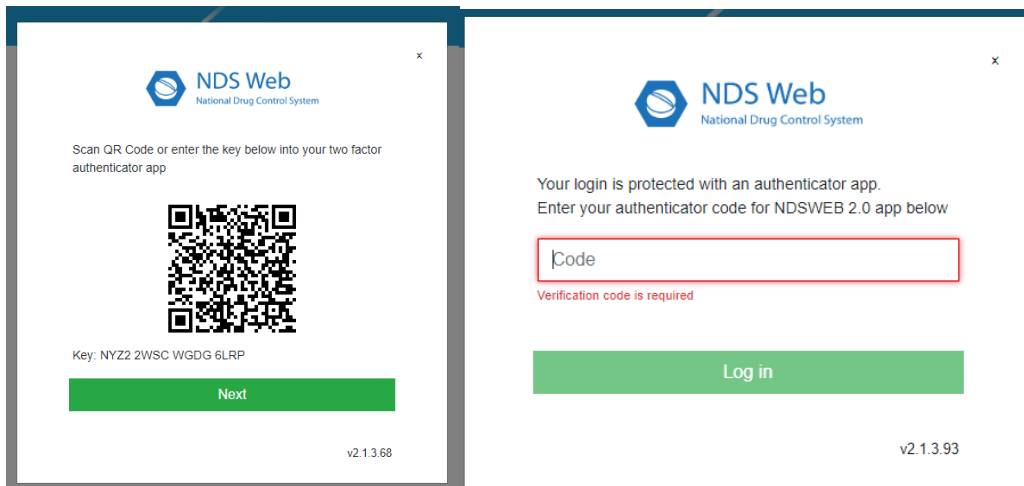
2.2 Two-factor authentication

Besides the username and the password, you need also a unique code for the login procedure. This additional code is generated by a separate app and needs to be entered in NDS-WEB2.



The app we use for two-factor authentication is Microsoft Authenticator. This app is available for free and runs on both Android and Apple devices. It can be used as soon as you have successfully installed and logged into it.

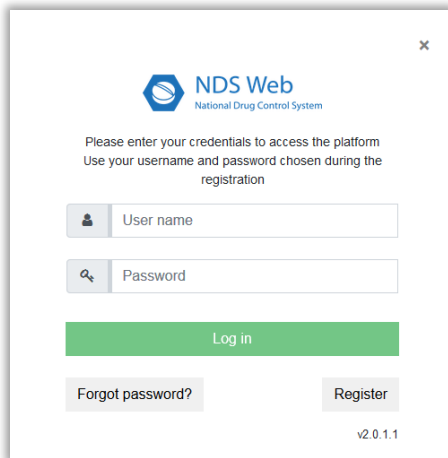
Once you have entered your username and password in NDS-WEB2, the following screen appears:



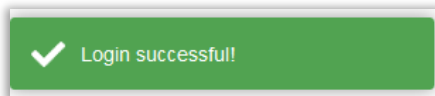
After launching the Authenticator app on your phone, a 6-digit code will appear. Enter this code in the field. After clicking «Log in» you will be signed in to your NDS-WEB2 account.

2.3 Login

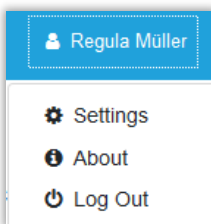
The «Login» function is reached via the homepage www.ndsweb.swissmedic.ch.



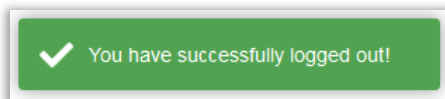
After the successful login, the following message appears:



To log out, please click on your name (top right) and the following menu appears:

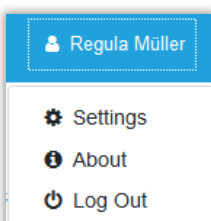


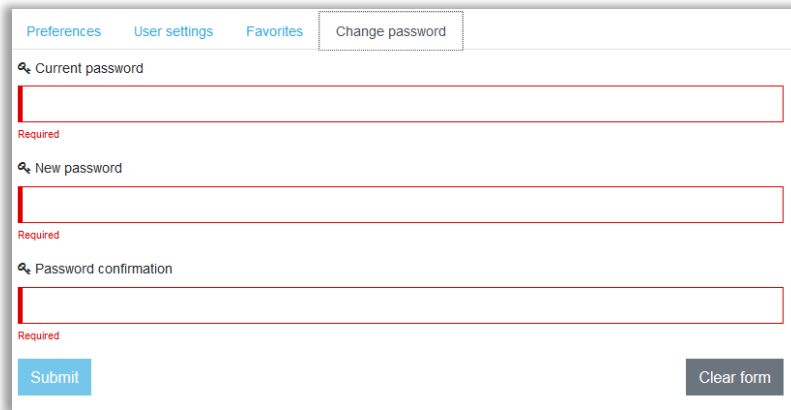
After the successful log out, the following message appears:



2.4 Change Password

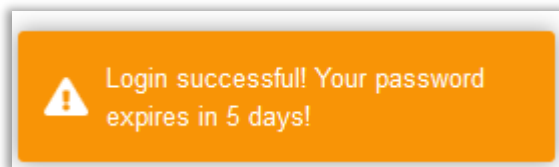
On logging in successfully, you have the possibility to change your password in the menu «Settings», under «Change Password».





2.5 Password validity and requirements

A password is valid for 90 days. 15 days before your password expires, a reminder appears when logging in.

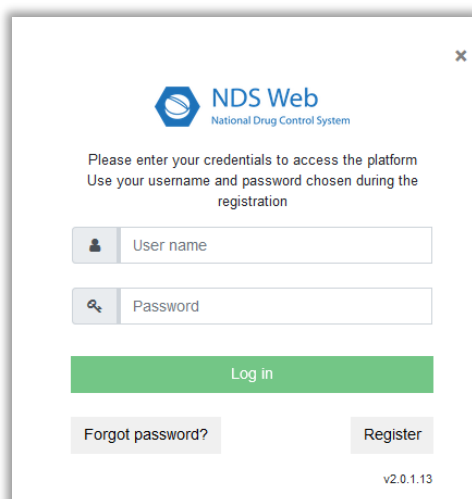


Password requirements:

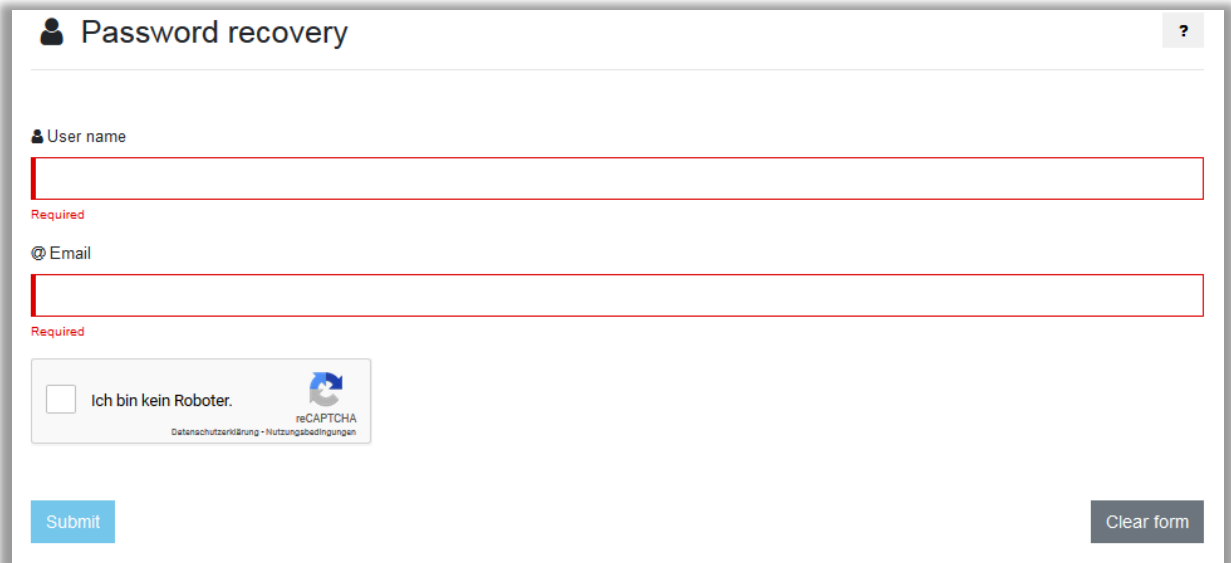
- At least 8 characters, max. 32 characters
- Upper case letters
- Lower case letters
- Numbers
- Special characters

2.6 Password forgotten or expired

If you have forgotten your password or if it has expired, please go to the «Login» screen and click «Forgot password?».

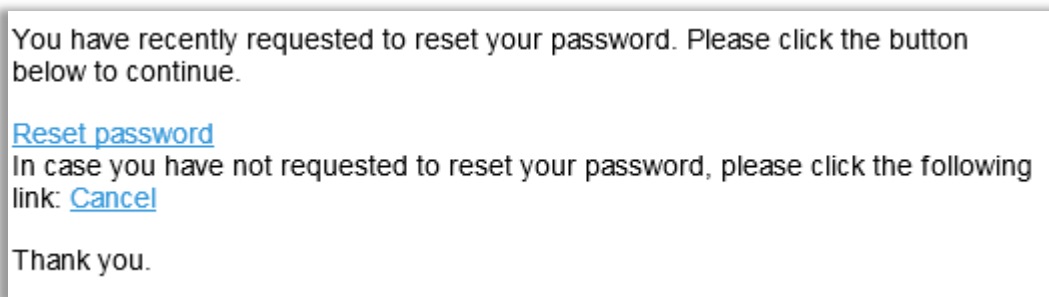


In the following screen, please enter your username and email address.



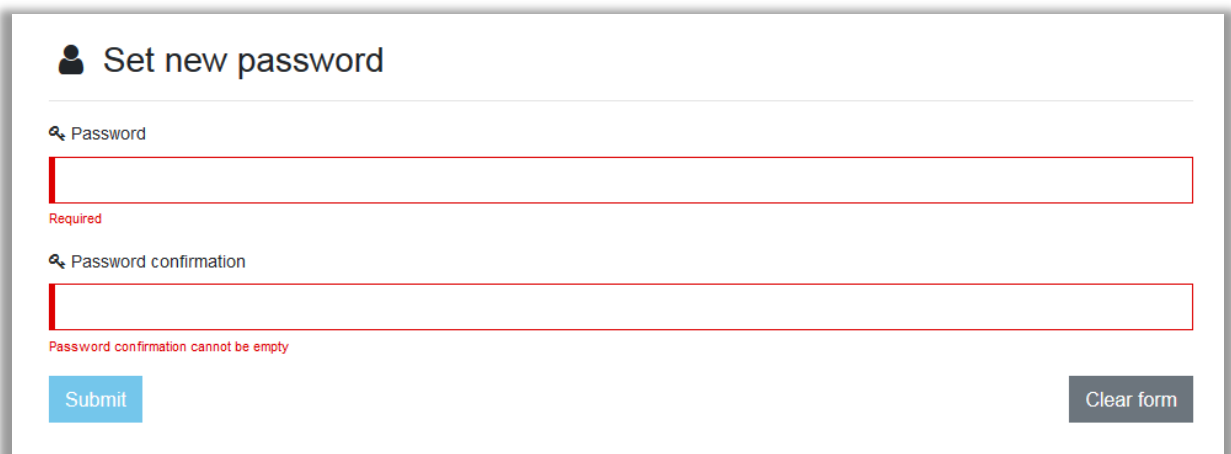
The screenshot shows a web form titled "Password recovery" with a user icon and a help icon. It contains two input fields: "User name" and "@ Email", both with red borders and "Required" labels below them. Below the email field is a reCAPTCHA widget with the text "Ich bin kein Roboter." and "reCAPTCHA" logo. At the bottom, there are two buttons: "Submit" (blue) and "Clear form" (grey).

After clicking «Submit» you receive an email with a link to reset your password.



The screenshot shows an email message with the following text: "You have recently requested to reset your password. Please click the button below to continue." Below this is a blue link "Reset password". The next line says "In case you have not requested to reset your password, please click the following link: [Cancel](#)". The message ends with "Thank you."

When clicking on «Reset password» the following screen opens:



The screenshot shows a web form titled "Set new password" with a user icon. It contains two input fields: "Password" and "Password confirmation", both with red borders and "Required" labels below them. Below the "Password confirmation" field is a red error message: "Password confirmation cannot be empty". At the bottom, there are two buttons: "Submit" (blue) and "Clear form" (grey).

Enter the new password twice and click on «Submit». Subsequently the login page opens, and you receive an email with the following message:

Your password has been updated.
Thank you.

If you waited too long to use the link, you receive the following message:

✘ Unfortunately, this link is inactive!

Please restart the process «Forgot Password?».

2.7 Account locked

After entering a wrong password three times, your account is locked.

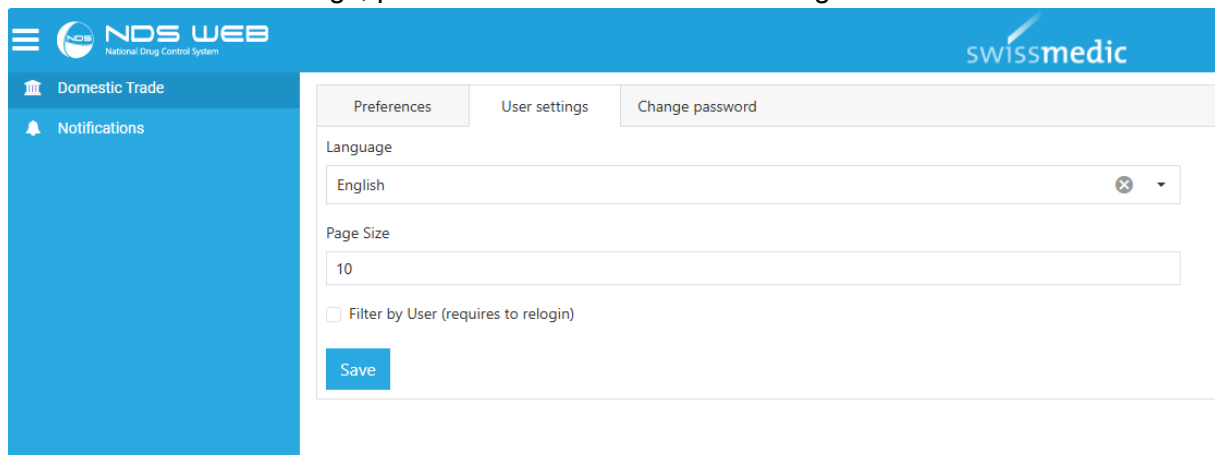
✘ Account is locked

Please send us an email to ndsweb@swissmedic.ch, so that we can unlock your account. You can then login again with your old password or continue as described in point 2.6 to set a new one.

2.8 Settings

In «Preferences» you find your username, last and first name, email address and establishment code.

For additional user settings, please use the menu «User settings».



The screenshot shows the NDS WEB interface. The top navigation bar includes the NDS WEB logo (National Drug Control System) and the SWISSmedic logo. A left sidebar contains 'Domestic Trade' and 'Notifications'. The main content area has three tabs: 'Preferences', 'User settings', and 'Change password'. The 'User settings' tab is active, showing a 'Language' dropdown menu set to 'English', a 'Page Size' input field set to '10', and a 'Filter by User (requires to relogin)' checkbox which is currently unchecked. A 'Save' button is located at the bottom of the settings form.

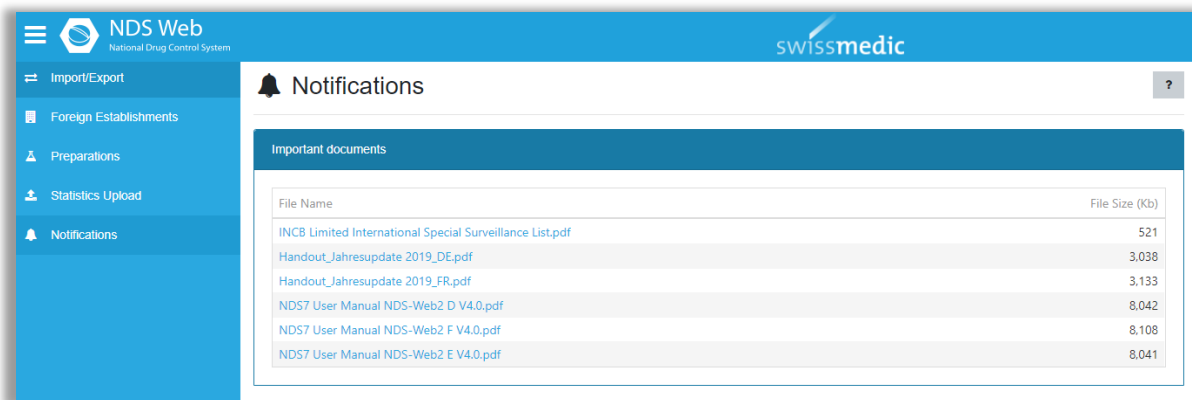
Language: The system language available in Switzerland is English.

Page Size: This enables users to select the number of lines to display per page.

Filter by user: If this box is ticked, you will only see your entries. Otherwise, you will see all entries from your company.

2.9 Notifications

In this section you will find important system information or releases and the current user manual for NDS-WEB2. Please check this section regularly.



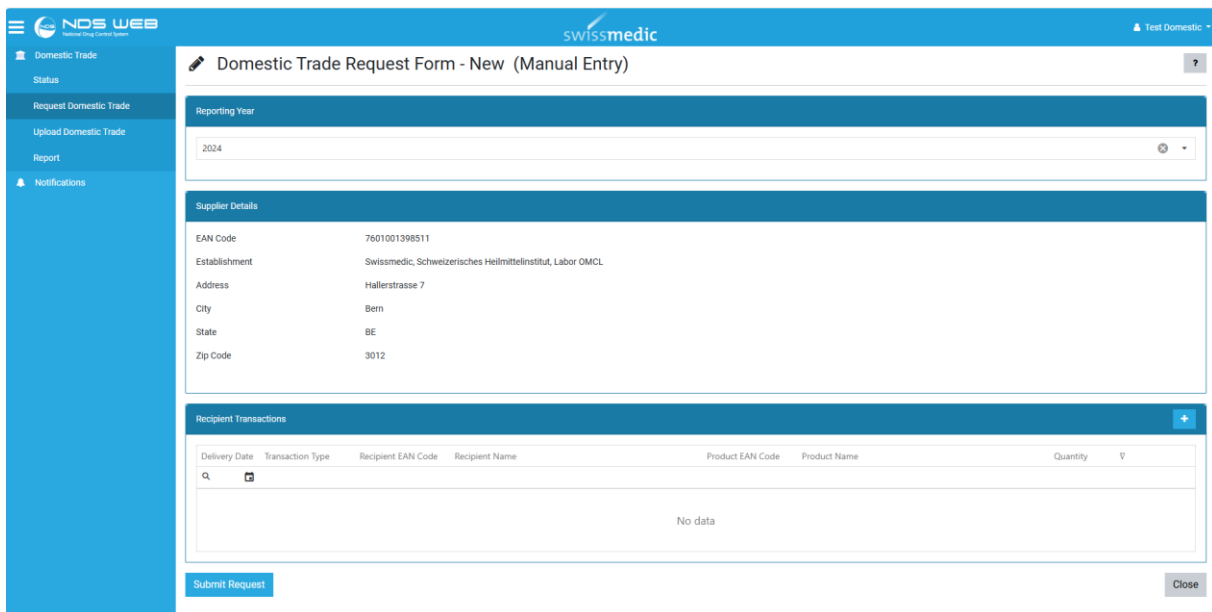
3 Add a Transaction

In the menu «Request Domestic Trade» single lines can be uploaded, or zero activities of the preceding month can be reported. An unlimited number of single lines can be added for different recipients in the same transaction.

With the menu point «Upload Domestic Trade» whole files in the format .dwl, .json or .xml can be uploaded.



3.1 Request of Single Transactions



Step 1: Choose the reporting year

Choose the current year if not already set by default.

Step 2: Check of the Supplier Details

Ensure that you are logged in with the correct GLN and that the correct details are shown.

Step 3: Recipient Transactions

Open with the help of the + sign a new transaction and fill in the required fields:

Recipient Transactions
+

Delivery Date	Transaction Type	Recipient EAN Code	Recipient Name	Product EAN Code	Product Name	Quantity
a	a	a	a	a	a	a

Domestic Trade
✕

Delivery Date

📅

Required

Transaction Type

Transaction Type
▼

Required

Recipient Name

Recipient Name
▼

Required

Product Name

Product Name
▼

Required

Quantity

⬆️
⬇️
⬆️

Quantity must be greater than zero and less than 1 000 000 000

Save

Cancel

Step 4: Delivery Date

The delivery date can be chosen from a dropdown menu. Please be aware that transactions from the preceding month need to be notified until the 15th of the following month.

Domestic Trade
✕

Delivery Date

📅

<
November 2025
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Step 5: Transaction Type

Transaction Type

Transaction Type

Delivery

Return

Cancel Delivery

Cancel Return

Choose from the dropdown menu the desired transaction type Delivery, Return, Cancel Delivery or Cancel Return.

Step 6: Recipient Name

Choose from the dropdown menu the recipient. Every single column can be used for filtering.

Recipient Name

Recipient Name

Estab. Name	EAN Code	Address	City	Zip Code
Q	Q	Q	Q	Q
ACM Parfums SA	7601001363922	route de Montfleury 13	Vernier	1214
Bracco Suisse SA	7601001307483	route de la Galaise 31	Plan-les-Ouates	1228
Vanessences S.A.	7601001368415	Route Suisse 9 B, chez centre multiprofessionnel de Mies	Mies	1295

Step 7: Product Name

Choose from the dropdown menu the product name. Every single column can be used for filtering.

Product Name

Product Name

Name	EAN Code	Package Size
Q	Q	Q
Secobarbital calcium	7611746973461	0
Pethidine Streuli 100 mg	7680334910188	10
Methylphenidaat 10 mg	7611746994022	30
Oxycan uno 20 mg Retardtabletten	7611746958741	100
Oxycan uno 20 mg Retardtabletten	7611746958727	20

If a product name is not available, you need to ask for a new registration. Please refer to Chapter **Fehler! Verweisquelle konnte nicht gefunden werden..**

Step 8: Quantity

Choose the delivered quantity. Numbers between 1-999'999'999 are feasible.

Quantity

Press «Save» to confirm every single line.

Any number of lines can be entered for different recipients in a single transaction.



Domestic Trade Request Form - New (Manual Entry)

Reporting Year: 2024

Supplier Details:

- EAN Code: 7601001398511
- Establishment: Swissmedic, Schweizerisches Heilmittelinstitut, Labor OMCL
- Address: Hallerstrasse 7
- City: Bern
- State: BE
- Zip Code: 3012

Recipient Transactions:

Delivery Date	Transaction Type	Recipient EAN Code	Recipient Name	Product EAN Code	Product Name	Quantity
3/9/2026	Delivery	7601001398511	Swissmedic, Schweizerisches Heilmittelinstitut, Labor OMCL	7680559310046	Ritalin LA 20 mg.	10

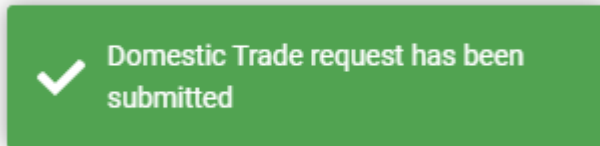
Submit Request

Step 9: Submit Request

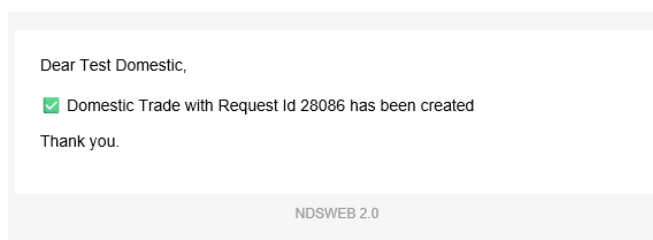
Submit Request

IMPORTANT: After adding the transactions, you need to push «Submit Request» to submit the entered data.

You receive a message in the lower right corner of the screen to signalize successful submission



as well as a confirmation email to your corresponding email address of the user you are currently logged in. The confirmation email contains the «Request-ID» as well as possible warnings to the submitted data.



3.2 Upload Domestic Trade

In «Upload Domestic Trade» you can upload files in the format .dwl as already known from the retired MESA system. Additionally, you can now also upload files in the formats .json and .xml. The corresponding file specifications can be found in the section «Notifications» and on the narcotics homepage.

Domestic Trade Request Form - New (File Upload)

Reporting Year

2025


Supplier Details

EAN Code	7601001242173
Establishment	Swissmedic, Labor (OMCL) (NICHT MEHR VERWENDEN)
Address	Freiburgstrasse 139
City	Bern
State	BE
Zip Code	3008

File Upload

File Name

Check Results


Please attach a file

Recipient Transactions

Delivery Date	Transaction Type	Recipient EAN Code	Recipient Name	Product EAN Code	Product Nan
No data					

Submit Request
Delete

Step 1: Choose the reporting year

Choose the current year if not already set by default.

Step 2: Check of the Supplier Details

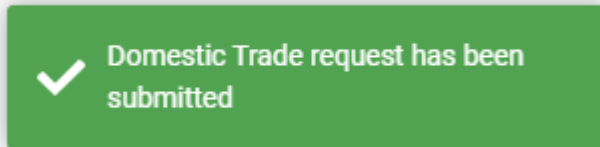
Ensure that you are logged in with the correct GLN and that the correct details are shown.

Step 3: File Upload

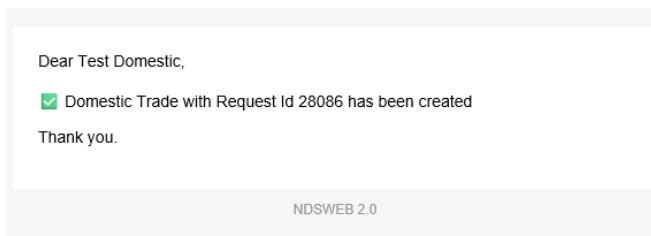
With the button «please attach a file» prepared files can be chosen from your local system. Alternatively, you can drag and drop a file directly.

IMPORTANT: The files need to be named uniquely. Every name is only accepted once by the system for a certain user. This should prevent the unintentional uploading of the same file.

You receive a message in the lower right corner of the screen to signalize successful submission



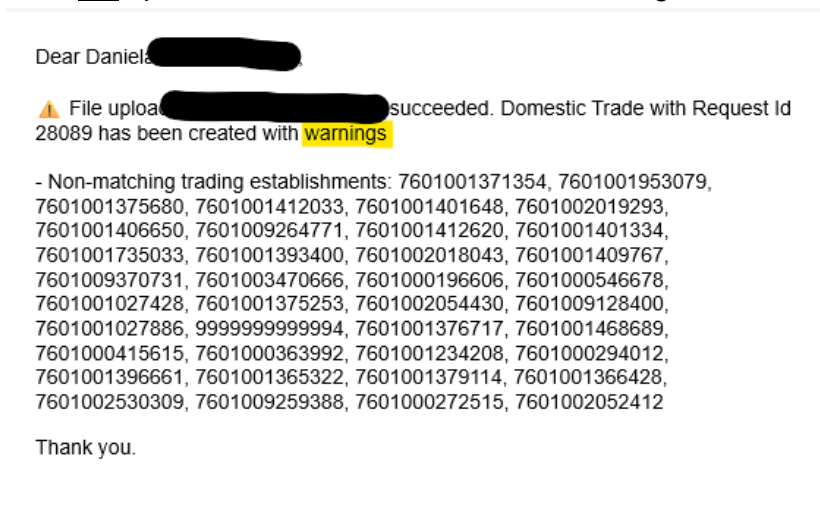
as well as a confirmation email to your corresponding email address of the user you are currently logged in. The confirmation email contains the «Request-ID» as well as possible warnings to the submitted data.



The information included in your submitted file is directly transferred to the «Status» section. There you can amend and/or delete single lines until a maximum of 30 days after the submission of the file.


Once transactions change status to «submitted» you can find them in section «Report» for analysis. Any corrective entries made after the 30-day period has expired may only be made in consultation with Swissmedic.

IMPORTANT: Is a warning included in your confirmation email the corresponding entries were not uploaded and need to be amended/changed and added separately to the system.



3.3 Change of Uploaded Domestic Trade (Status)

All uploaded transactions (manual or file upload) in status «requested» can be amended and/or deleted in the next 30 days in section «Status».



Choose the blue pencil on the right side to edit the data.



Choose the entries that need correction, all fields can be changed or a whole row can be deleted.

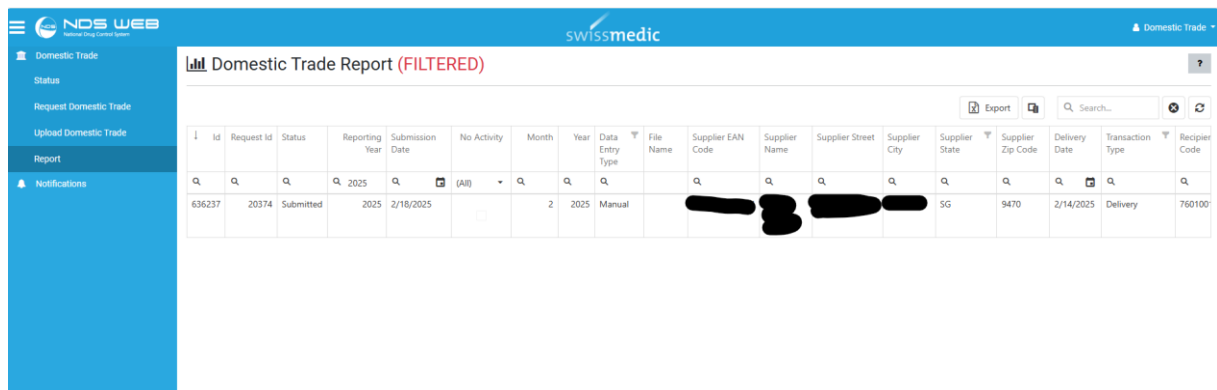
IMPORTANT: Press «Update» to save the changes made.

4 Transaction Analysis

4.1 Create Analysis (Report)

With the help of this function you can receive an overview of the uploaded entries in the Domestic Trade Module.

Reports can be generated based on both the notifications you have submitted (deliveries and returns to and from third parties) and the notifications your suppliers have submitted to your GLN.

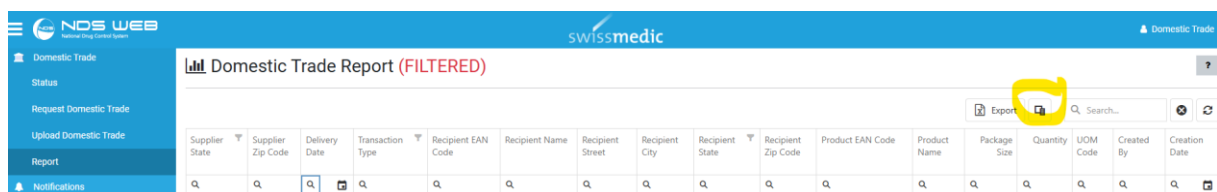


Id	Request Id	Status	Reporting Year	Submission Date	No Activity	Month	Year	Data Entry Type	File Name	Supplier EAN Code	Supplier Name	Supplier Street	Supplier City	Supplier State	Supplier Zip Code	Delivery Date	Transaction Type	Recipient Code
636237	20374	Submitted	2025	2/18/2025	(All)	2	2025	Manual						SG	9470	2/14/2025	Delivery	760100

Choose the menu point «Report» to open the relevant section.

Selection of the columns

You can customize the shown columns with the help of the «Column Chooser».



Supplier State	Supplier Zip Code	Delivery Date	Transaction Type	Recipient EAN Code	Recipient Name	Recipient Street	Recipient City	Recipient State	Recipient Zip Code	Product EAN Code	Product Name	Package Size	Quantity	UOM Code	Created By	Creation Date


Step 1: Reporting Year

Always choose the desired year first. The current year is set by default.

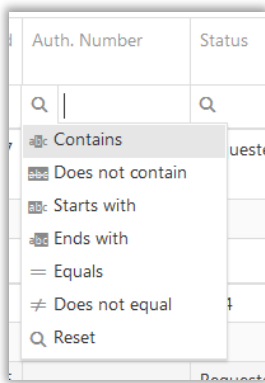
IMPORTANT: The field «Supplier EAN Code» is filled automatically with the GLN of the logged in profile you are using.

To query deliveries to your GLN, remove the «Supplier EAN Code» and enter it in the «Recipient EAN Code» field.

Step 2: Selection of the filter criteria

Choose the filter criteria. Each column can be used for filtering. With the help of the  lense sign filters can be added and deleted.

An active filter is shown by the red text (FILTERED).



Contains: All entries containing the inserted number/letter combination are shown.

Does not contain: All entries not containing the inserted number/letter combination are shown.

Starts with: All entries starting with the inserted number/letter combination are shown.


Ends with: All entries ending with the inserted number/letter combination are shown.

Equals: All entries matching exactly the inserted number/letter combination are shown.

Does not equal: All entries not matching the inserted number/letter combination are shown.

Reset: Filter is reset to its original position.

Step 3: Reset the selection criteria


By clicking the  lense filters are reset.

Step 4: Export of selected data to Excel

To export the selected data, press the Excel button.



Reset of all applied filters

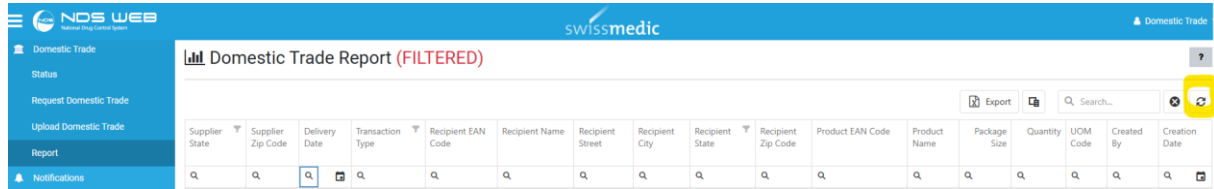
With the  button all applied filters are deleted.



Refresh Data / Screen



With the refresh button you can update the shown data.



5 Request a new Product Name

If a certain Product Name is not yet included in NDS-WEB2 please submit your request for addition of a new Product Name by email to ndsweb@swissmedic.ch. This also holds true if you only request a new package size for an already existing Product Name.

Please include the following information in your request:

- Preparation Name (according to license)
- Preparation Type
- Unit of Measurement (UOM) → Packages or bottles
- Substance Code
- Substance Name
- Package Size (include all available package sizes)
- Attachments (information about the requested Product Name)

6 History / Changes

Version	Date	Changes
1.0	20.03.2026	Initial User Manual NDS-WEB2 Domestic Trade