

Guidance on reporting activities in ENLIsag

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Purpose of the reporting guide

The purpose of this guide is to help users through ENLI's case management system - ENLIsag. The next pages will show you how to access the reporting system. You can use this guide as a reference where you can find information about the type of report you need to make, how to change your password, create new users for your organisation, etc.

You can report the following type of activities:

- *Report
 - Professional events
 - * Company event
 - * Sponsorship to third parties
 - * Exhibition stand
 - * Sponsorship to participation
 - Promotional material
- *Pre-approval
- *Complaint
- *Appeal

The information in this guide cannot stand alone. To gain full knowledge of the rules, please refer to ENLI's guidance to the Promotion Code.

Om Etisk Nævn for Lægemiddelindustrien +

Regler +

Europakort – bespisningslofter

E4ethics

Offentliggjorte sager +

Nyhedsbreve

Regioner - aftaler +

Samarbejder med patientforeninger

Samarbejder med hospitaler/donationer

Eksterne parter

Ankenævnet +

Årsberetninger og sagsstatistik +

Tidsfrister

Ofte stillede spørgsmål om ENLI's anmeldersite +

Persondatapolitik (GDPR) +

Anmeld, klæg, søg om forhåndsgodkendelse eller indgiv anke. 



NYT

- Nyhedsbrev af 13. januar 2025 kan findes på ENLI's hjemmeside
- Listen over virksomheder, der har tilsluttet sig ENLI's kompetence er opdateret pr. 1. januar 2025

Introduktion til ENLI

ENLI har udarbejdet en introduktion til ENLI, hvor det er muligt at få overordnet viden om ENLI, herunder hvem der står bag ENLI, hvorfor der er behov for et selvjustitsorgan, ENLI's organisering samt ENLI's sagsbehandling mv.

Du kan læse guiden [her](#).

[↪ Læs mere](#)

Tilsluttede virksomheder

Her kan du se, hvilke virksomheder, der er tilsluttet de brancheetiske regler og selvjustits under ENLI's kompetence.

[↪ Læs mere](#)

Eksterne parter

ENLI har udarbejdet en guide til brug for bl.a. medicinske selskaber og andre, der samarbejder med de lægemiddelvirksomheder, der er tilsluttet ENLI.

Du har mulighed for at læse ENLI's guide om økonomisk sponsorstøtte og udstillingsstande [her](#).

[↪ Læs mere](#)

Select ENLI's English website

Report at ENLI's webside

Click on the red icon on the left of the page for reporting to ENLI

About ENLI +

Rules +

Thresholds for meals & drinks

E4ethics

Case management, penalties and fees

Deadlines

Collaboration with the Danish Regions +

Newsletters

Reporting 

Ethical Committee for the
Pharmaceutical Industry
Lersø ParkAlle 101
2100 København Ø
Telefon: 3920 2575
sekretariat@enli.dk



Introduction to ENLI

ENLI has published an introduction to ENLI where it is possible to gain general knowledge about ENLI, including who is behind ENLI, why there is a need for a self-regulatory body, ENLI's organization and ENLI's case processing etc.

Find the introduction guide [here](#).

[Read more](#)

Function

ENLI controls and sanctions that the pharmaceutical companies affiliated with ENLI comply with the Danish legislation and industry ethics. That is, rules that regulate the pharmaceutical companies' collaboration with and information for healthcare professionals, decision makers, patient associations and hospitals.

[Read more](#)

The parties behind

ENLI is established by the Danish Association of the Pharmaceutical Industry (Lif), the Danish Generic and Biosimilars Medicines Industry Association (IGL), and the Danish Association for Parallel Importers of Medicines. In addition, a number of associations and companies outside the above-mentioned associations have the opportunity to join ENLI for an annual affiliation fee.

[Read more](#)

Affiliated companies

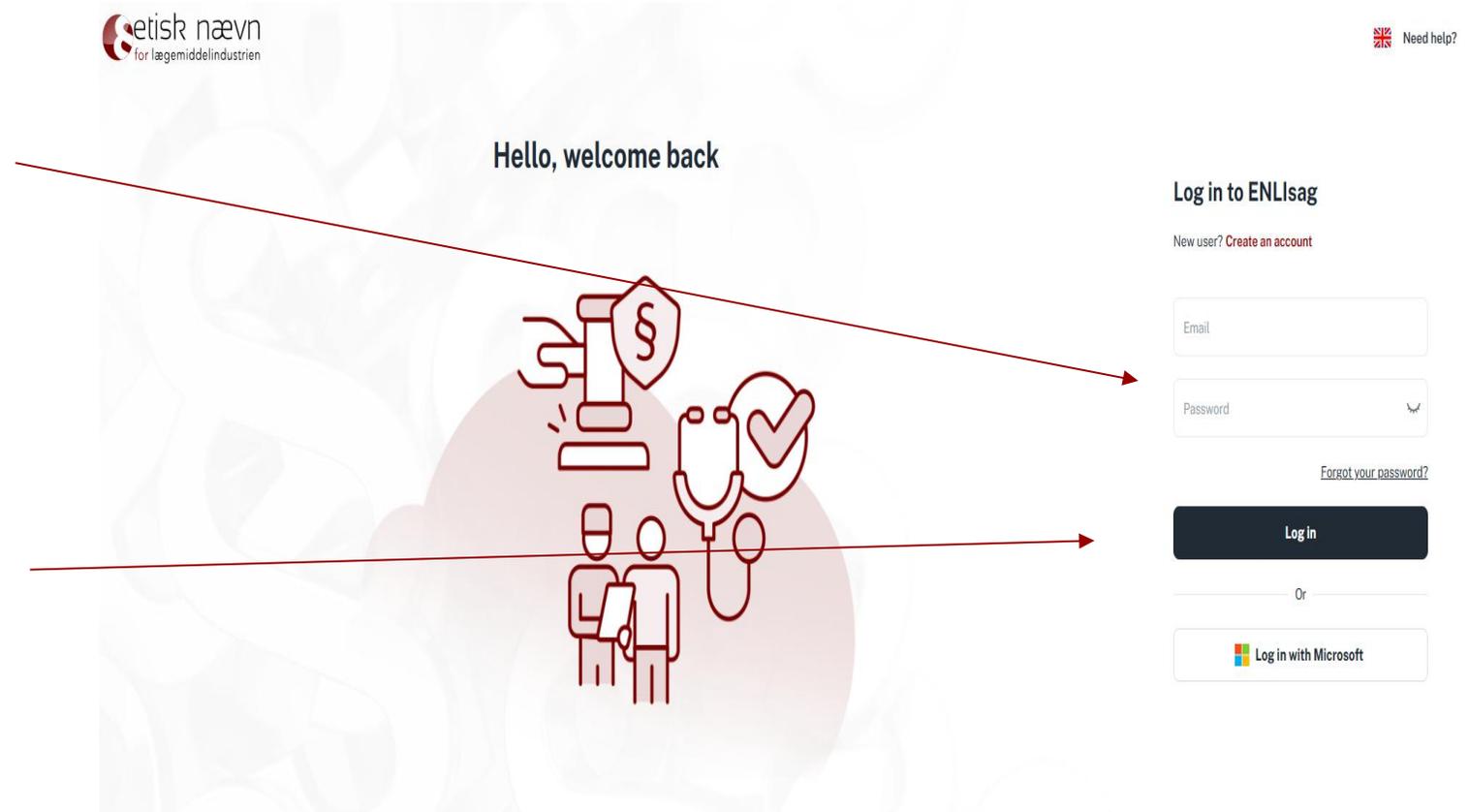
Here you can see which companies are subject to the ethical rules under ENLI's jurisdiction.

[Read more](#)

Log in

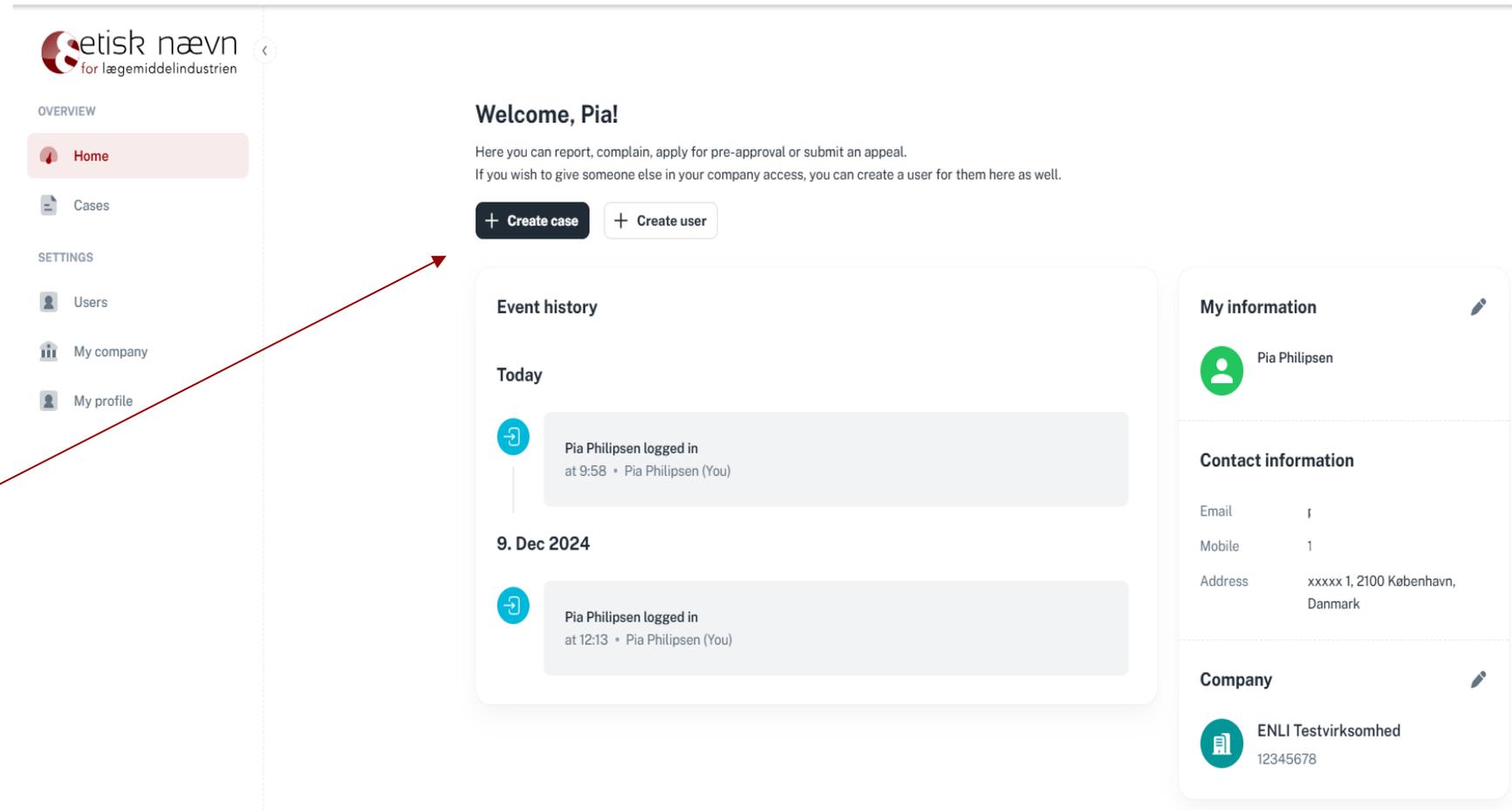
Enter you email and the password you received in your welcome email

When the email address and password fields are filled in, click 'Log in'



The screenshot shows the ENLIsag login interface. At the top left is the logo for 'etisk nævn for lægemiddelindustrien'. At the top right is a 'Need help?' link with a flag icon. The main heading is 'Hello, welcome back'. Below this is the text 'Log in to ENLIsag' and a link for 'New user? Create an account'. There are two input fields: 'Email' and 'Password'. Below the password field is a link for 'Forgot your password?'. A dark 'Log in' button is positioned below the input fields. Below the button is an 'Or' separator and a 'Log in with Microsoft' button. Two red arrows point from the text boxes on the left to the 'Email' and 'Log in' button respectively. The background features a faint illustration of a person's head with icons for a scale of justice, a stethoscope, and a group of people.

Select the type of activity you want to report



The screenshot shows the user interface of the 'etisk nævn' portal. On the left is a sidebar with a navigation menu. The main content area displays a welcome message and two buttons: '+ Create case' and '+ Create user'. A red arrow points from a callout box to the 'Create case' button.

etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases

SETTINGS

- Users
- My company
- My profile

Welcome, Pia!

Here you can report, complain, apply for pre-approval or submit an appeal.
If you wish to give someone else in your company access, you can create a user for them here as well.

+ Create case + Create user

Event history

Today

- Pia Philipsen logged in at 9:58 • Pia Philipsen (You)

9. Dec 2024

- Pia Philipsen logged in at 12:13 • Pia Philipsen (You)

My information

Pia Philipsen

Contact information

Email r

Mobile 1

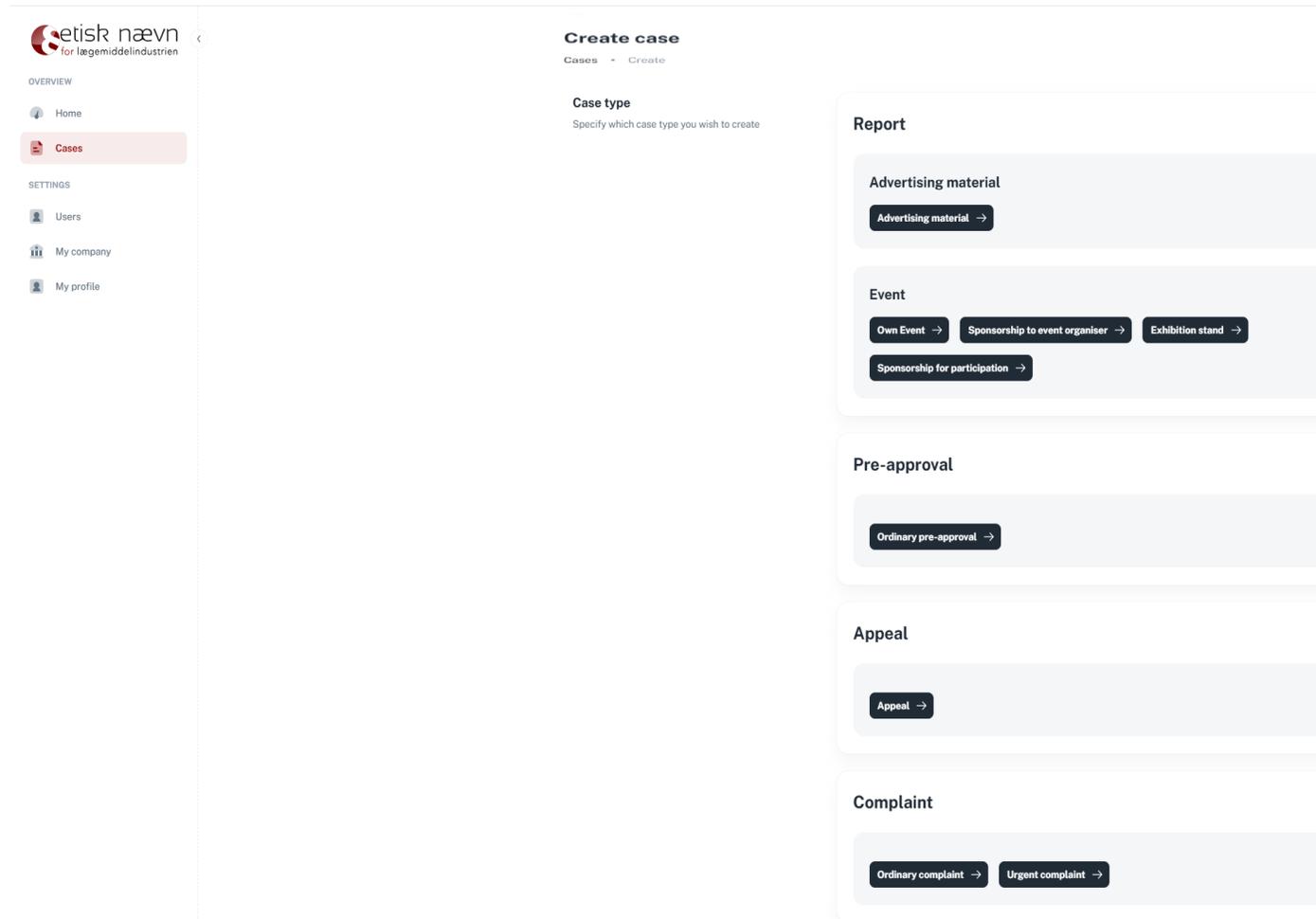
Address xxxxx 1, 2100 København, Danmark

Company

ENLI Testvirksomhed
12345678

Click on the "Create case"

Select the type of case you want to report



The screenshot shows a web application interface for creating a case. On the left is a navigation sidebar with the logo 'etisk nævn for lægemiddelindustrien' and menu items: OVERVIEW (Home, Cases), SETTINGS (Users, My company, My profile). The main content area is titled 'Create case' with a breadcrumb 'Cases - Create'. Below this is the 'Case type' section with the instruction 'Specify which case type you wish to create'. The interface lists five categories of cases, each with one or more selectable options:

- Report**
 - Advertising material (Advertising material →)
 - Event (Own Event →, Sponsorship to event organiser →, Exhibition stand →, Sponsorship for participation →)
- Pre-approval**
 - Ordinary pre-approval →
- Appeal**
 - Appeal →
- Complaint**
 - Ordinary complaint →
 - Urgent complaint →

Select which case type to report.

Reporting a company event – step 1: Consent

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases • Create • Own Event

Consent



I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back

Next

Tick the consent box and then select 'Next'

Reporting a company event – step 2: Contact information

 etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create • Own Event

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details), 4 (Files), 5 (Confirm)

Contact person

Email

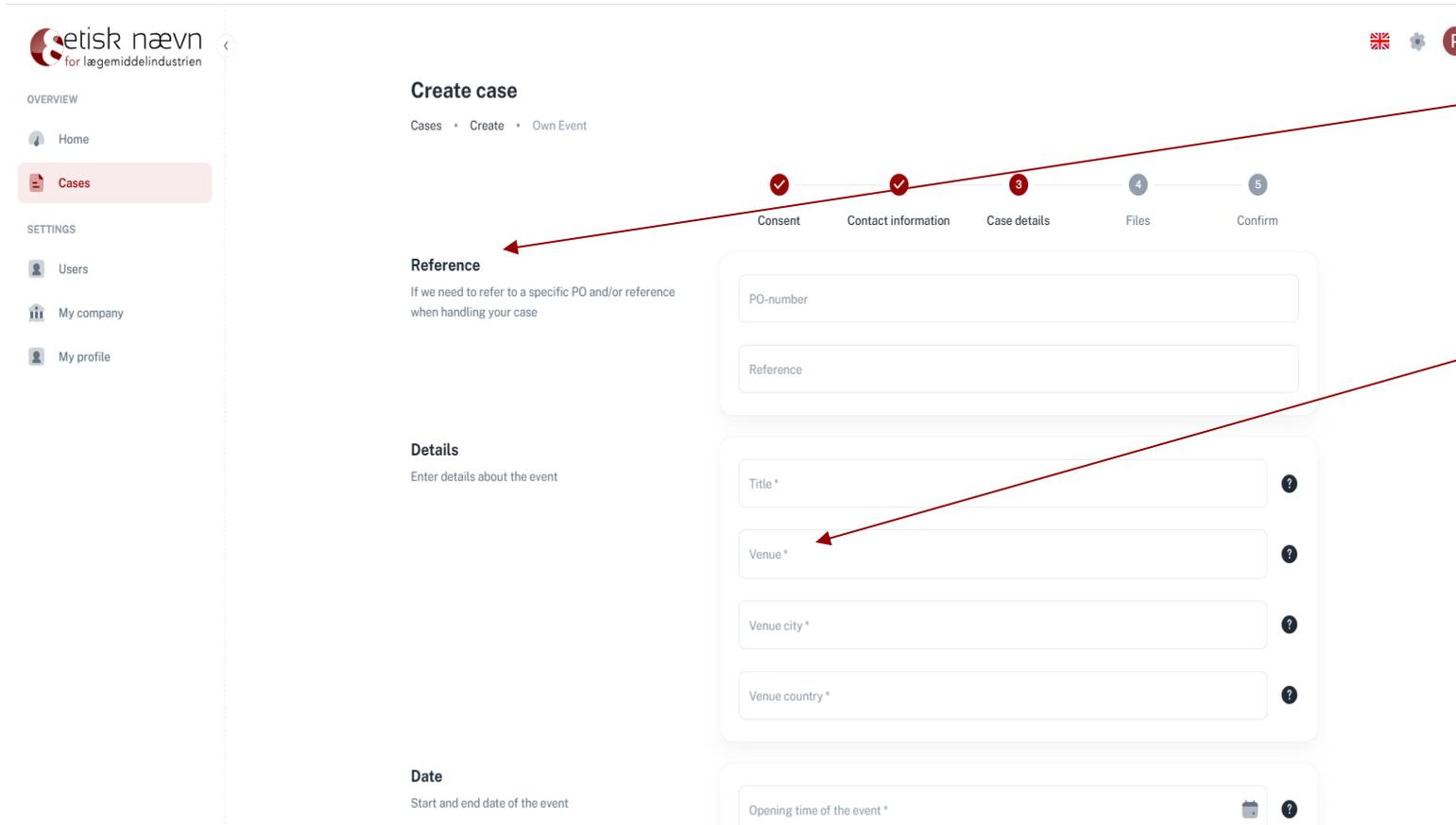
Mobile

Phone

Buttons: Previous, Save draft, Next

Fill in your contact details and then select "Next"

Reporting a company event – step 3: Case details



The screenshot shows the 'Create case' interface. At the top, there's a breadcrumb trail: 'Cases > Create > Own Event'. A progress bar indicates five steps: 1. Consent (checked), 2. Contact information (checked), 3. Case details (active), 4. Files, and 5. Confirm. The 'Case details' section is divided into three parts: 'Reference', 'Details', and 'Date'. The 'Reference' section has a sub-header 'Reference' and a note: 'If we need to refer to a specific PO and/or reference when handling your case'. It contains two input fields: 'PO-number' and 'Reference'. The 'Details' section has a sub-header 'Details' and a note: 'Enter details about the event'. It contains four input fields: 'Title *', 'Venue *', 'Venue city *', and 'Venue country *'. The 'Date' section has a sub-header 'Date' and a note: 'Start and end date of the event'. It contains one input field: 'Opening time of the event *'. A red arrow points from the 'Reference' section to a callout box on the right. Another red arrow points from the 'Venue *' field to another callout box on the right.

Enter the company's own reference/PO number, if applicable.

The venue must not be known for its entertainment facilities or appear extravagant or luxurious - i.e. no 5-star hotels, castles, manor houses, mansions, estates, beach hotels, etc.

For further information, see the guidance to Sec. 13(10) of the Promotion Code.

Reporting a company event – step 3: Case details - Hospital

Sent/sent to

**The invitation is aimed in whole or in part
at hospital employed healthcare
professionals in**

Tick the region(s) where the invitation is aimed at

The hospital at the right management level ?

Region Hovedstaden

Region Sjælland

Region Syddanmark

Region Midtjylland

Region Nordjylland

If you want to invite hospital healthcare professionals, the invitation must first be sent for approval to the hospital management (Head of Department/Region Hovedstaden) who will also select how many/which healthcare professionals can attend your event.

Reporting a company event – step 3: Case details - Catering

Catering/meals

UK 🌐 P

Does your company pay for catering? (Keep in mind cost limits) ?

Number of days *
2

Currency *
DKK

Catering per person incl. VAT for the day 1

Breakfast

Lunch

Dinner

Ongoing catering

Total catering per day

Other remarks

Catering per person incl. VAT for the day 2

Breakfast

Lunch

Dinner

Ongoing catering

If you pay for catering, this must be stated here. This applies to both actual meals and ongoing catering. The amount must include drinks, VAT and any tips.

Remember to specify amounts (especially for meeting packages) for breakfast, lunch, dinner and ongoing catering.

Please note that the amount limits are not the same in the EFPIA countries, so it is important to check that all limits are respected. See meal cards on ENLI's website: www.enli.dk.

Amount limits outside EFPIA countries are based on the Danish amount limits.

For further information, see the guidance for Sections 13(7) and (8) of the Promotion Code.

If breakfast is included in the hotel accommodation, please indicate this in "Other comments"

Reporting a company event – step 3: Case details - Transportation

Transportation

Does your company pay for transportation? ?

Departure

Departure time for outbound travel

Arrival time for outbound travel

Return journey

Departure time for your return journey

Arrival time for return journey ?

Total transportation costs per person in DKK... Currency * ?

Help text:
If air transportation is covered, please state the flight class (e.g. economy class).
If transportation is not booked at the time of notification, please state in the "Other comments" field what type of transportation, flight class and departure time you are planning - e.g. "air transportation is not yet booked, but the participants fly economy class and depart in the immediate vicinity of the opening and closing time of the event".
If your sponsorship covers car transportation, please see the guidance for section 13(7) of the Promotion Code for further information.
For further information on transportation, please see the guidance for Art. 13(5-7) of the Promotion Code, including "Travel".

Remember to select currency.

If you can't find the currency you need, the amount must be converted to Danish kroner.

Reporting a company event – step 3: Case details – Accomodation / Other

Accomodation

Does your company pay for accommodation? ?

Total accommodation costs per person in DK... Currency*

Hotel name*

Hotel address* ?

Accommodation must comply with the same requirements as meeting venues, i.e. no accommodation in places that appear luxurious, cf. Section 13(10) of the Promotion Code.

Other

If your company has paid for additional expenses beyond those listed above, or if you have additional information relevant to the notification (e.g. considerations related to the choice of venue, transportation, accommodation, catering, program, etc.), you can write the information in "Other comments" or include the information in an appendix attached on the next page.

Other comments ?

Previous

Save draft

Next

Reporting a company event – step 4: Files



Create case

Cases • Create • Own Event



Invitation / Programme

Attach the company's invitation and program to the participants. Remember that mandatory text (the information in section 5(1) of the Promotion Code) must be an integral part of the invitation if trade or common names appear in the invitation.

Drop or select file

Drag files here or click [find](#) on your computer

Choose among Word, PDF, PowerPoint, Images, Email, Zip files, Excel and Video. Maximum total file size, 512 MB.

Appendix

Attach additional appendices that are relevant to the review. If you have made special considerations (e.g. in connection with the choice of venue, accommodation, transportation, program, catering, etc.), you are welcome to include these considerations in an appendix.

Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Previous

Save draft

Next

Reporting a company event – step 5: Confirm

Create case

Cases · Create · Own Event



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Enter details about the event

Title * 

Venue * 

Venue city * 

Appendix

Attach additional appendices that are relevant to the review. If you have made special considerations (e.g. in connection with the choice of venue, accommodation, transportation, program, catering, etc.), you are welcome to include these considerations in an appendix.



Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size: 512 MB.

Previous

Save draft

Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

This means that if your case is selected in a random control, you cannot subsequently change the reported material and thereby bring the report in accordance with the rules in order to avoid penalty, cf. The Promotion Code, Article 21(4).

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **Aa-2024-0125-C**. We will only contact you if your case is selected for random checks and there is something that does not seem to comply with the rules.

Below you can see the details we have registered in your case:



Contact information

Name
Email
Mobile
Phone

Your reference

PO number Not given
Reference Not given

Event

Details

Title

Venue

Venue city

Venue country

Date

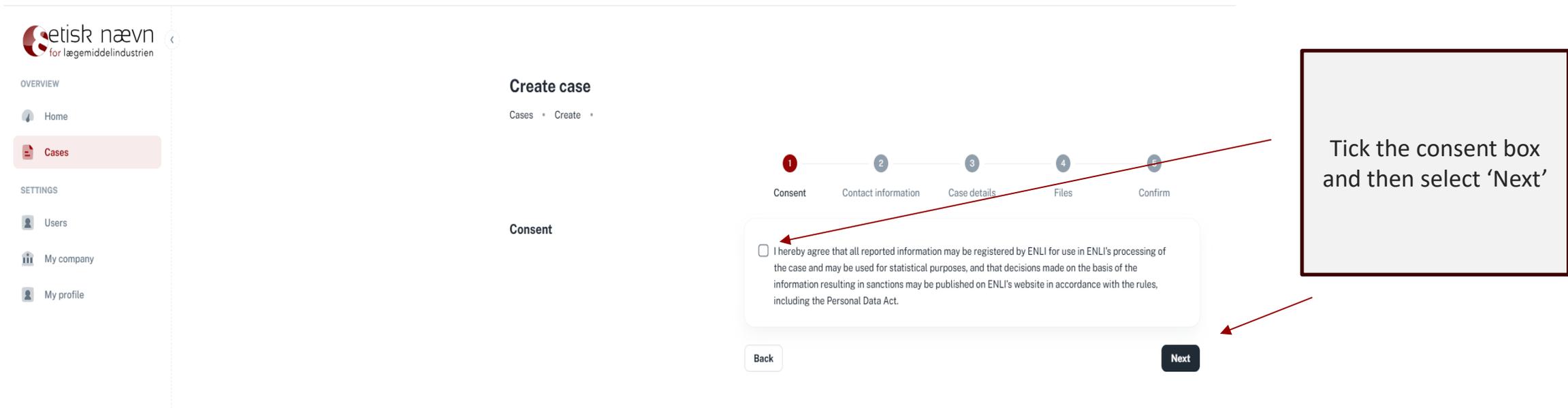
Opening time of the event

Ending time of the event

Sent/sent to

Finally, you will receive a receipt for your reporting.

Reporting a sponsorship to third parties – step 1: Consent



etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create •

Consent

1 Consent 2 Contact information 3 Case details 4 Files 5 Confirm

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back Next

Tick the consent box and then select 'Next'

Reporting a sponsorship to third parties – step 2: Contact information

 etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create •

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details) 3, 4 (Files) 4, 5 (Confirm) 5

Contact person

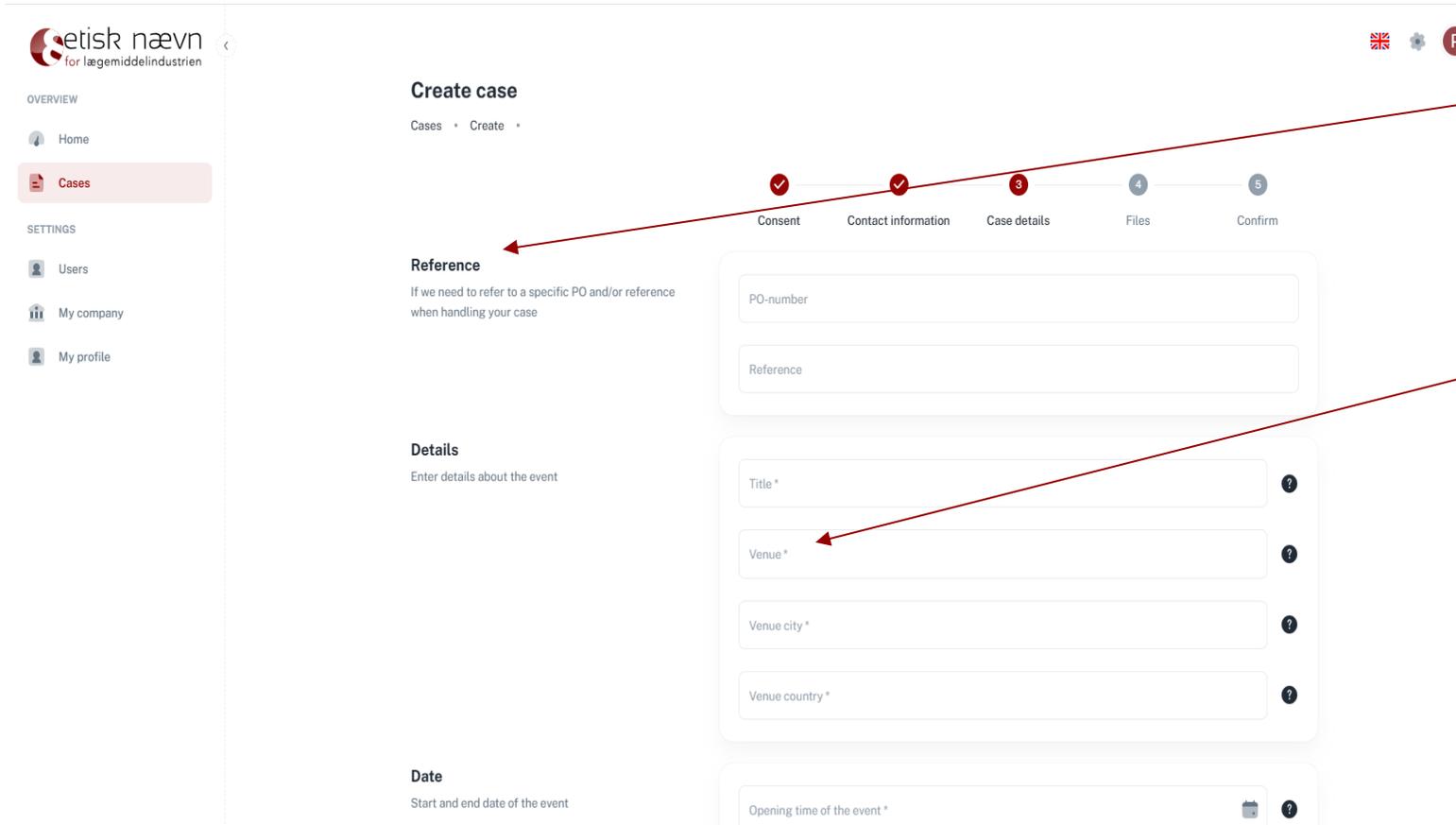
Email

Mobile

Phone

Fill in your contact details and then select "Next"

Reporting a sponsorship to third parties – step 3: Case details



etisk nævn for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create •

Consent ✓ Contact information ✓ **Case details** 3 Files 4 Confirm 5

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Enter details about the event

Title *

Venue *

Venue city *

Venue country *

Date

Start and end date of the event

Opening time of the event *

Enter the company's own reference/PO number, if applicable.

The venue must not be known for its entertainment facilities or appear extravagant or luxurious - i.e. no 5-star hotels, castles, manor houses, mansions, estates, beach hotels, etc.

For further information, see the guidance to Sec. 13(10) of the Promotion Code.

Reporting a sponsorship to third parties – step 3: Case details - Event organiser & Hospital

Organiser

Enter details about the organizer and sponsorship amount

Organiser name *

Total amount given in sponsorship, incl. VAT *

Currency *

Sent to

the hospital at the right management level

This field only needs to be filled in if the sponsorship is given to a hospital in connection with the hospital's education event for healthcare professionals

The organiser's event is aimed in whole or in part at hospital employed healthcare professionals in

Region Hovedstaden

Region Sjælland

Region Syddanmark

Region Midtjylland

Region Nordjylland

Reporting a sponsorship to third parties – step 3: Case details - Catering

Catering/meals

UK 🌐 P

Does your company pay for catering? (Keep in mind cost limits) ?

Number of days *
2

Currency *
DKK

Catering per person incl. VAT for the day 1

Breakfast

Lunch

Dinner

Ongoing catering

Total catering per day

Other remarks

Catering per person incl. VAT for the day 2

Breakfast

Lunch

Dinner

Ongoing catering

Help text:
If you pay for catering, this must be stated here. This applies to both actual meals and ongoing catering. The amount must include drinks, VAT and any tips.
Remember to specify amounts (especially for meeting packages) for breakfast, lunch, dinner and ongoing catering.
Please note that the amount limits are not the same in the EFPIA countries, so it is important to check that all limits are respected. See meal cards on ENLI's website: www.enli.dk.
Amount limits outside EFPIA countries are based on the Danish amount limits.
For further information, see the guidance for Sections 13(7) and (8) of the Promotion Code.

If breakfast is included in the hotel accommodation, please indicate this in "Other comments"

Reporting a sponsorship to third parties – step 3: Case details - Transportation

Transportation

Does your company pay for transportation? ?

Departure

Departure time for outbound travel *

Arrival time for outbound travel *

Return journey

Departure time for your return journey * ?

Arrival time for return journey * ?

Total transportation costs per person in DKK... ?

Currency * ?

If air transportation is covered, please state the flight class (e.g. economy class).
If your sponsorship covers car transportation, please see the guidance for section 13(7) of the Promotion Code for further information.
For further information on transportation, please see the guidance for Art. 13(5-7) of the Promotion Code, including "Travel".

Remember to select currency.

If you can't find the currency you need, the amount must be converted to Danish kroner.

Reporting a sponsorship to third parties – step 3: Case details – Accomodation / Other

Accomodation

Does your company pay for accommodation? ?

Total accommodation costs per person in DK... Currency*

Hotel name*

Hotel address* ?

Accommodation must comply with the same requirements as meeting venues, i.e. no accommodation in places that appear luxurious, cf. Section 13(10) of the Promotion Code.

Other

If your company has paid for additional expenses beyond those listed above, or if you have additional information relevant to the notification (e.g. considerations related to the choice of venue, transportation, accommodation, catering, program, etc.), you can write the information in "Other comments" or include the information in an appendix attached on the next page.

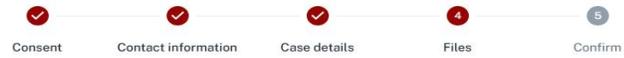
Other comments ?

Previous

Save draft

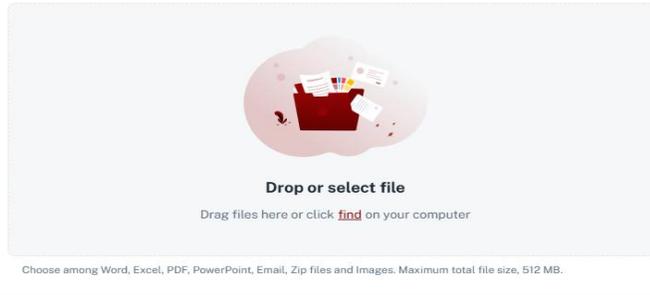
Next

Reporting a sponsorship to third parties – step 4: Files



Programme

Attach programme

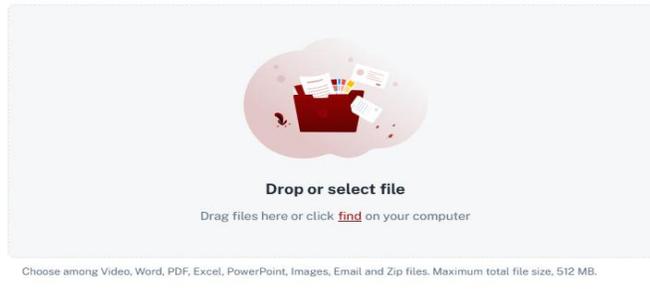


Drop or select file
Drag files here or click [find](#) on your computer

Choose among Word, Excel, PDF, PowerPoint, Email, Zip files and Images. Maximum total file size, 512 MB.

Sponsorship agreement

Attach sponsorship agreement

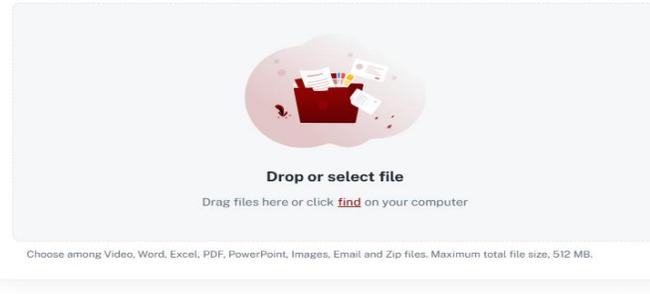


Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, PDF, Excel, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Appendix

Attach additional appendices that are relevant to the notification, e.g. appendices showing the date of the binding sponsorship commitment, if this does not appear from appendices that are already attached (e.g. invitation or contract). If you have made special considerations, e.g. in connection with the organizer's choice of venue, accommodation, transport, program, catering, etc. you are welcome to include these considerations in an appendix.



Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Previous

Save draft

Next

Reporting a sponsorship to third parties – step 5: Confirm

Create case

Cases · Create ·



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Enter details about the event

Title * 1

Venue * 2

Venue city * 3

Appendix

Attach additional appendices that are relevant to the review. If you have made special considerations (e.g. in connection with the choice of venue, accommodation, transportation, program, catering, etc.), you are welcome to include these considerations in an appendix.



Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size: 512 MB.

Previous

Save draft

Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

This means that if your case is selected in a random control, you cannot subsequently change the reported material and thereby bring the report in accordance with the rules in order to avoid penalty, cf. The Promotion Code, Article 21(4).

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **Ab-2024-0125-C**. We will only contact you if your case is selected for random checks and there is something that does not seem to comply with the rules.

Below you can see the details we have registered in your case:



Contact information

Name
Email
Mobile
Phone

Your reference

PO number	Not given
Reference	Not given

Event

Details

Title

Venue

Venue city

Venue country

Date

Event opening time

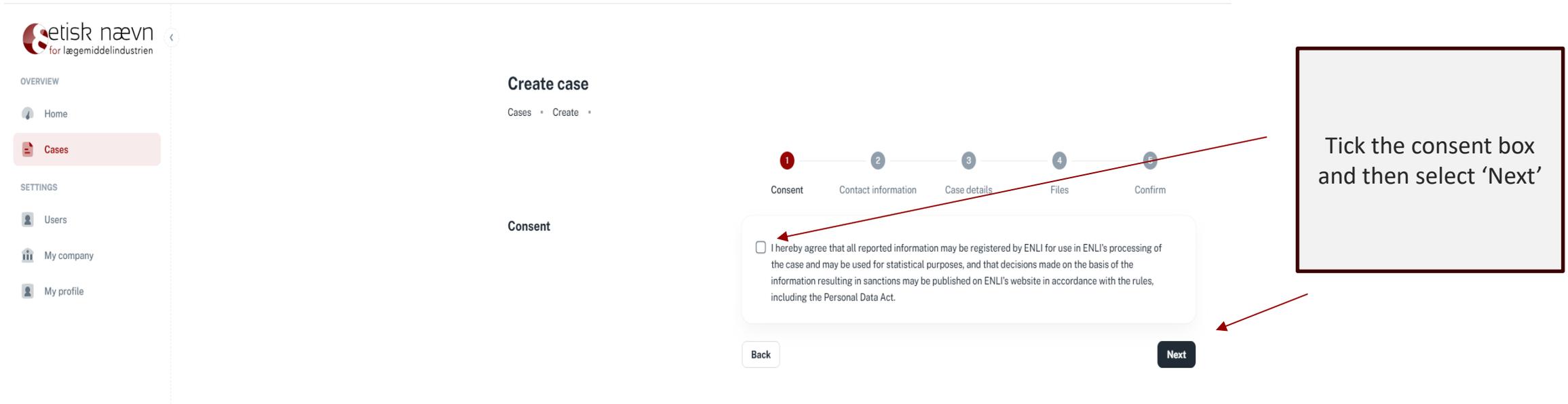
Event end time

Sent to

the hospital at the right

Finally, you will receive
a receipt for your
reporting.

Reporting an exhibition stand – step 1: Consent



etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create •

Consent

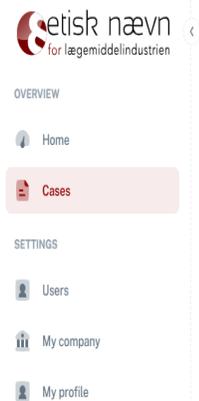
1 Consent 2 Contact information 3 Case details 4 Files 5 Confirm

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back Next

Tick the consent box and then select 'Next'

Reporting an exhibition stand – step 2: Contact information



Create case

Cases • Create •

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details), 4 (Files), 5 (Confirm)

Contact person

Email

Mobile

Phone

Buttons: Previous, Save draft, Next

Fill in your contact details and then select "Next"

Reporting an exhibition stand – step 3: Case details

Create case

Cases • Create • Exhibition stand



Reference

If we need to refer to a specific PO and/or reference when handling your case

Details

Enter the name of the venue, e.g. Odense Congress Center.
When purchasing an exhibition stand, no special rules apply to the choice of venue.

Date

Enter the company's own reference/PO number, if applicable.

Reporting an exhibition stand – step 3: Case details

Organiser

Organiser name *



Economy

Square meter price in DKK on exhibition stand, incl. VAT *

Currency *



Number of square meters *

Total purchase price for the exhibition stand *

Currency *

State the total price paid by the company to the organiser (i.e. price including advertising space, extra staff at the stand, administrative costs, etc.)

Number of participants *

State the expected number of participants at the event. The number of participants from the company is not to be stated.

Other comments

Specify the price per square meter of the exhibition stand, not the total purchase price.

As a rule of thumb, a price per square meter of DKK 2,000 incl. VAT for a full-day event that takes place at a rented, external location and with approximately 50-80 participants corresponds to the market price.

If the total purchase price for the exhibition stand includes items other than the exhibition stand (e.g. expenses for participant fees, catering, logo in program, administration fee to external party/organizer), this should not be included in the price per square meter.

For further information, see the guidance to Section 18(3) of the Promotion Code.

Other

If you have additional information relevant to the notification, you can write the information in "Other comments" or include the information in an appendix attached on the next page.

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Reporting an exhibition stand – step 4: Files

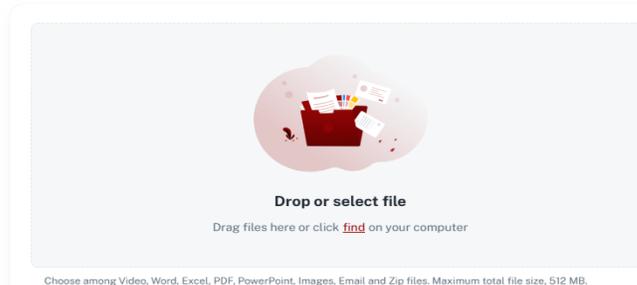
Create case

Cases · Create · Exhibition stand



Programme

Attach programme

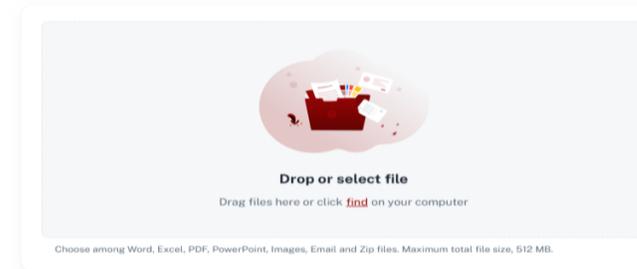


Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Purchase agreement

Attach purchase agreement (e.g. contract, email or similar)

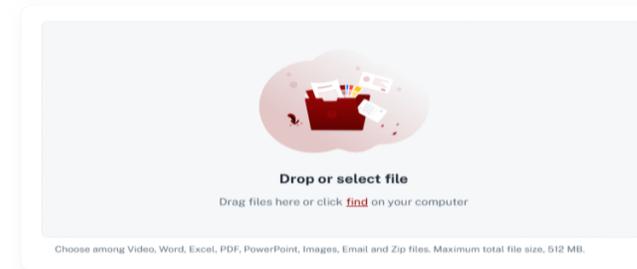


Drop or select file
Drag files here or click [find](#) on your computer

Choose among Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Appendix

Attach additional appendices that are relevant to the review.



Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Reporting an exhibition stand – step 5: Confirm

Create case

Cases · Create ·



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Title * 

Venue * 

Venue city * 

Appendix



Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size: 512 MB.

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Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

This means that if your case is selected in a random control, you cannot subsequently change the reported material and thereby bring the report in accordance with the rules in order to avoid penalty, cf. The Promotion Code, Article 21(4).

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **2024-0125-C**. We will only contact you if your case is selected for random checks and there is something that does not seem to comply with the rules.

Below you can see the details we have registered in your case:



Print

Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Event

Details

Title

Venue

Venue city

Venue country

Date

Event opening time

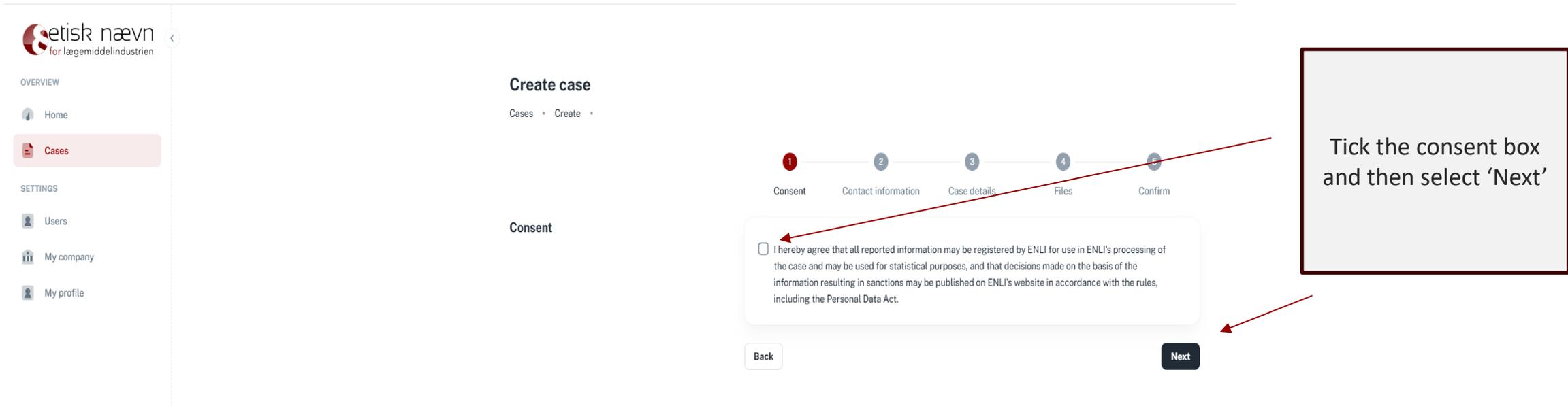
Event end time

Sent to

the hospital at the right

Finally, you will receive
a receipt for your
reporting.

Reporting a sponsorship to participation – step 1: Consent



etisk nævn
for lægemiddelindustrien

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Create case

Cases • Create •

Consent

1 Consent 2 Contact information 3 Case details 4 Files 5 Confirm

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back Next

Tick the consent box and then select 'Next'

Reporting a sponsorship to participation – step 2: Contact information

 etisk nævn
for lægemiddelindustrien

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SETTINGS

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Create case

Cases • Create •

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details) 3, 4 (Files) 4, 5 (Confirm) 5

Contact person

Email

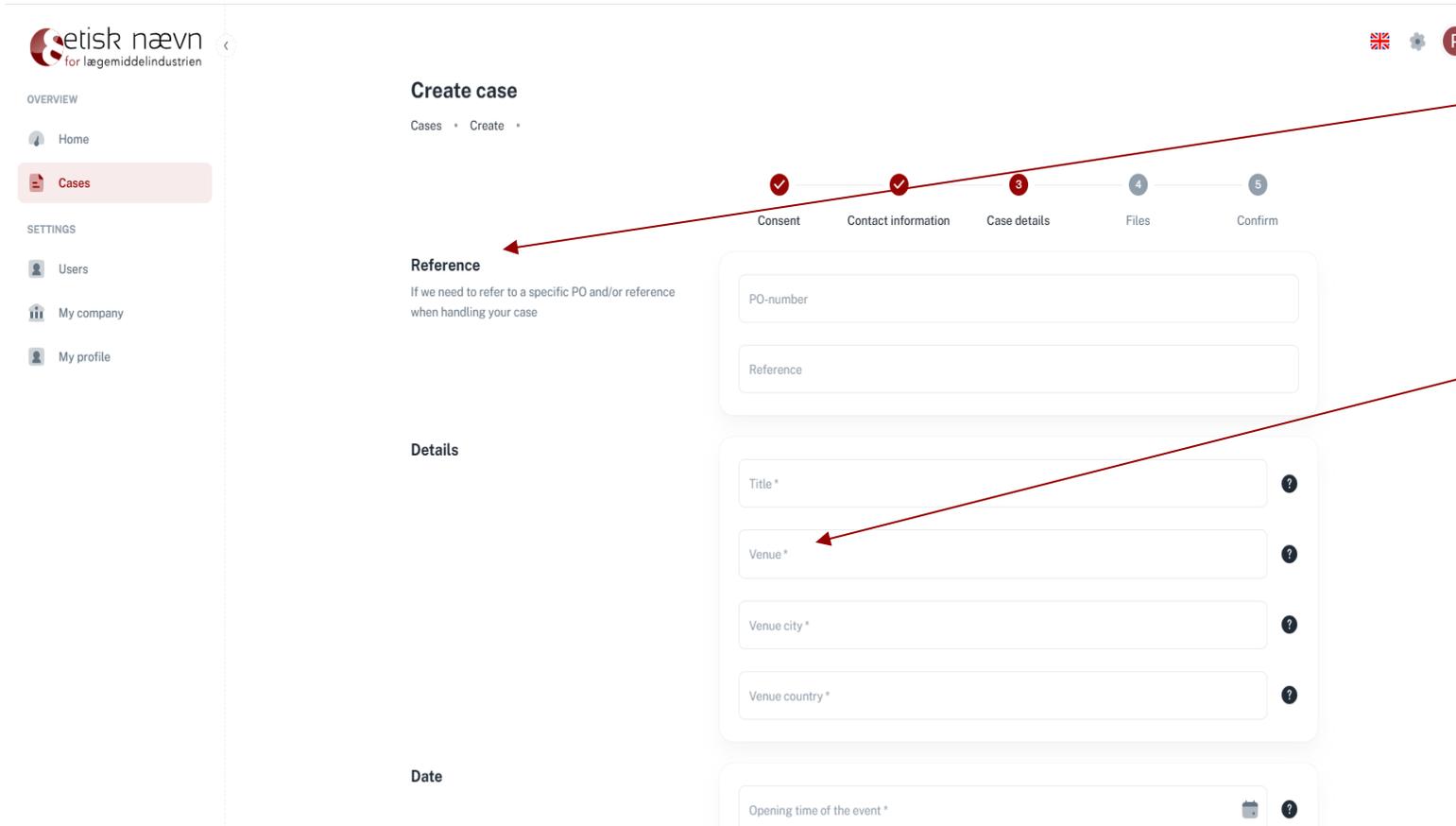
Mobile

Phone

Buttons: Previous, Save draft, Next

Fill in your contact details and then select "Next"

Reporting a sponsorship to participation – step 3: Case details



The screenshot shows the 'Create case' interface. At the top, there's a progress bar with five steps: 1. Consent (checked), 2. Contact information (checked), 3. Case details (active, highlighted with a red circle), 4. Files, and 5. Confirm. Below the progress bar, the 'Reference' section contains two input fields: 'PO-number' and 'Reference'. The 'Details' section contains four input fields: 'Title *', 'Venue *', 'Venue city *', and 'Venue country *'. The 'Date' section contains one input field: 'Opening time of the event *'. A red arrow points from the 'Reference' section to a text box on the right. Another red arrow points from the 'Venue *' field to a text box on the right.

Enter the company's own reference/PO number, if applicable.

The venue must not be known for its entertainment facilities or appear extravagant or luxurious - i.e. no 5-star hotels, castles, manor houses, mansions, estates, beach hotels, etc.

For further information, see the guidance to Sec. 13(10) of the Promotion Code.

Reporting a sponsorship to participation – step 3: Case details – Hospital / Participation fee

Sent to

Only to be completed if the invitation is fully or partially aimed at hospital healthcare professionals

The invitation is aimed in whole or in part at hospital employed healthcare professionals in

Tick the region(s) where the invitation is aimed at

Participation fee

hospital at the right management level ?

Region Hovedstaden

Region Sjælland

Region Syddanmark

Region Midtjylland

Region Nordjylland

If you want to sponsor hospital-employed healthcare professionals (e.g. to a congress), the invitation must first be sent for approval to the hospital management (the head of department in the Capital Region of Denmark). It is the appropriate management level that selects which healthcare professionals may participate in the chosen congress.

Does your company pay for the participation fee?

Reporting a sponsorship to participation – step 3: Case details - Catering

Catering/meals

Does your company pay for catering? (Keep in mind cost limits) ?

Number of days *
2

Currency *
DKK

Catering per person incl. VAT for the day 1

Breakfast

Lunch

Dinner

Ongoing catering

Total catering per day

Other remarks

Catering per person incl. VAT for the day 2

Breakfast

Lunch

Dinner

Ongoing catering

If you pay for catering, this must be stated here. This applies to both actual meals and ongoing catering. The amount must include drinks, VAT and any tips.
Remember to specify amounts (especially for meeting packages) for breakfast, lunch, dinner and ongoing catering.
Please note that the amount limits are not the same in the EFPIA countries, so it is important to check that all limits are respected. See meal cards on ENLI's website: www.enli.dk.
Amount limits outside EFPIA countries are based on the Danish amount limits.
For further information, see the guidance for Sections 13(7) and (8) of the Promotion Code.

If breakfast is included in the hotel accommodation, please indicate this in "Other comments"

Reporting a sponsorship to participation – step 3: Case details - Transportation

Transportation

Does your company pay for transportation? ?

Departure

Departure time for outbound travel *

Arrival time for outbound travel *

Return journey

Departure time for your return journey *

Arrival time for return journey *

Total transportation costs per person in DKK... Currency* ?

If air transportation is covered, please state the flight class (e.g. economy class).

If transportation is not booked at the time of notification, please state in the "Other comments" field what type of transportation, flight class and departure time you are planning - e.g. "air transportation is not yet booked, but the participants fly economy class and depart in the immediate vicinity of the opening and closing time of the event".

If your sponsorship covers car transportation, please see the guidance for section 13(7) of the Promotion Code for further information.

For further information on transportation, please see the guidance for Art. 13(5-7) of the Promotion Code, including "Travel".

Remember to select currency.

If you cannot find the currency you need, the amount must be converted to Danish kroner.

Reporting a sponsorship to participation – step 3: Case details – Accomodation / Other

Accomodation

Does your company pay for accommodation? ?

Total accommodation costs per person in DK... Currency*

Hotel name*

Hotel address* ?

Accommodation must comply with the same requirements as meeting venues, i.e. no accommodation in places that appear luxurious, cf. Section 13(10) of the Promotion Code.

Other

If your company has paid for additional expenses beyond those listed above, or if you have additional information relevant to the notification (e.g. considerations related to the choice of venue, transportation, accommodation, catering, program, etc.), you can write the information in "Other comments" or include the information in an appendix attached on the next page.

Other comments ?

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Reporting a sponsorship to participation – step 4: Files

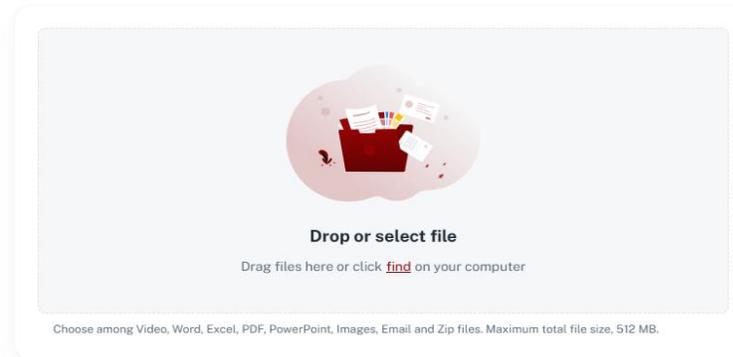
Create case

Cases • Create • Sponsorship for participation



Invitation / Programme

Attach program and the company's invitation to the participants.

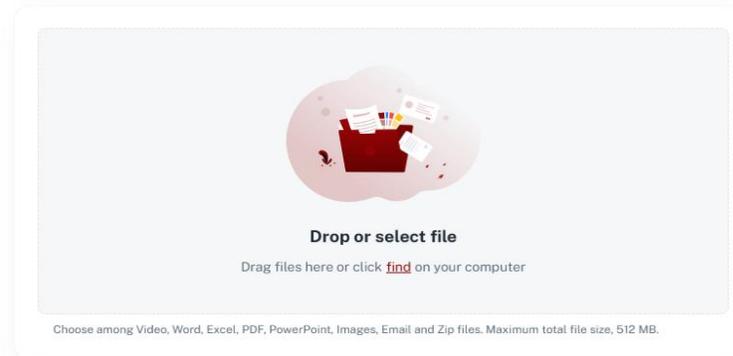


Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Appendix

Attach additional appendices that are relevant to the notification, e.g. appendices showing the date of the binding sponsorship commitment, if this is not included in the appendices already attached (e.g. invitation or contract). If you have made special considerations, e.g. in connection with the choice of venue, accommodation, transport, program, catering, etc. you are welcome to include these considerations in an appendix.



Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Reporting a sponsorship to participation – step 5: Confirm

Create case

Cases · Create ·



Confirm input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Enter details about the event

Title *

Venue *

Venue city *

Appendix



Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size: 512 MB.

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Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

This means that if your case is selected in a random control, you cannot subsequently change the reported material and thereby bring the report in accordance with the rules in order to avoid penalty, cf. The Promotion Code, Article 21(4).

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **2024-0125-C**. We will only contact you if your case is selected for random checks and there is something that does not seem to comply with the rules.

Below you can see the details we have registered in your case:



Print

Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Event

Details

Title

Venue

Venue city

Venue country

Date

Event opening time

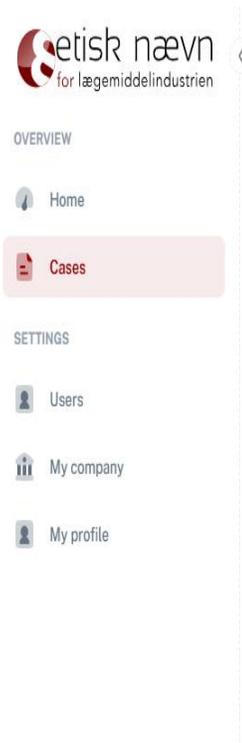
Event end time

Sent to

the hospital at the right

Finally, you will receive
a receipt for your
reporting.

Reporting promotional material – step 1: Consent



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Create case

Cases • Create • Advertising material



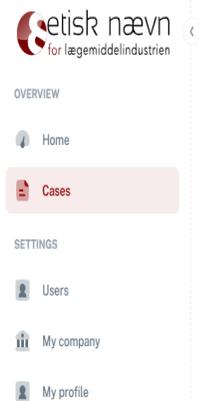
Consent

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back Next

Tick the consent box and then select 'Next'

Reporting promotional material – step 2: Contact information



Create case

Cases • Create •

Contact information



Contact person

Email

Mobile

Phone

Previous Save draft Next

Fill in your contact details and then select “Next”

Reporting promotional material – step 3: Case details

Create case

Cases • Create • Advertising material



Reference

If we need to refer to a specific PO and/or reference when handling your case

Details

If the desired ad type is not listed, select "Other"

Other

If you have additional information relevant to the notification, you can write it in "Other comments" or attach it in an appendix on the next page.

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Enter the company's own reference/PO number, if applicable.

Reporting promotional material – step 4: Files

Create case

Cases • Create • Advertising material



Advertising material

Attach advertising material

Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Appendix

Attach the references referred to in the advertisement:
(e.g. compulsory text, product summary, studies, etc.)

Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Reporting promotional material – step 5: Confirm

Create case

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Confirm input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Details

Title *

Venue *

Venue city *

Appendix



Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size: 512 MB.

Previous Save draft Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

This means that if your case is selected in a random control, you cannot subsequently change the reported material and thereby bring the report in accordance with the rules in order to avoid penalty, cf. The Promotion Code, Article 21(4).

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **2024-0125-C**. We will only contact you if your case is selected for random checks and there is something that does not seem to comply with the rules.

Below you can see the details we have registered in your case:



Print

Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Finally, you will receive
a receipt for your
reporting.

Reporting a request for pre-approval – step 1: Consent

Create case

Cases • Create • Ordinary pre-approval

Consent

1 2 3 4 5
Consent Contact information Case details Files Confirm

Yes, I would like to request a pre-approval.

A basic fee of DKK 10,000 plus VAT is payable for a request for pre-approval of promotional material and a basic fee of DKK 8,000 plus VAT is payable for a request for pre-approval of activities, including events and other activities.

If the investigator panel assesses that the specific case will lead to work beyond two hours, the company is requested to pay an additional hourly rate of DKK 2,000 plus VAT per commenced hour beyond two hours. However, an additional hourly rate can only be invoiced upon my acceptance thereof.

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

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Tick the boxes to accept the basic fee for processing and consent.

Please note that the basic fee is different depending on whether the request is for a promotional material or an activity.

Then select 'Next'

Reporting a request for pre-approval – step 2: Contact information

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Contact information

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Contact person

Email

Mobile

Phone

Previous Save draft **Next**

Fill in your contact details and then select "Next"

Reporting a request for pre-approval – step 3: Case details

Create case

Cases • Create • Ordinary pre-approval



Reference

If we need to refer to a specific PO and/or reference when handling your case

Activity

Specify which conditions you want pre-assessed

Please approve the following activities *

In the case of an event or a sponsorship, please state all matters that ENLI must consider -for example: program, catering, transport, accommodation, meeting place, etc.

For pre-approval of promotional material that is more than five pages long, please state which pages, statements and references are to be pre-approved, unless it is the entire material that is to be assessed.

You are very welcome to call ENLI (tel. +45 39202575) for guidance before requesting pre-approval.

Enter the company's own reference/PO number, if applicable.

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Reporting a request for pre-approval – step 4: Filer

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Cases • Create • Ordinary pre-approval



Appendix

Attach appendices It is the company's responsibility to provide the necessary and accurate information about the activity in connection with the request so that ENLI can make a decision on pre-approval on an informed basis.



Drop or select file

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Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Reporting a request for pre-approval – step 5: Confirm

Create case

Cases · Create · Own Event



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Appendix

Attach appendices It is the company's responsibility to provide the necessary and accurate information about the activity in connection with the request so that ENLI can make a decision on pre-approval on an informed basis.



Drop or select file
Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Submit

Before you select "Submit", please check if all relevant information and documents appear in your report. It is the notified documentation that is examined if the report is selected in a random control.

It is the company's responsibility to provide the necessary and accurate information about the activity in connection with the request, so that ENLI can make a decision on pre-approval on an informed basis.

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number **FO-2024-0129-C**.

You will hear from us shortly.

Below you can see the details we have registered for your case:

 Print

Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Pre-approval

Activity

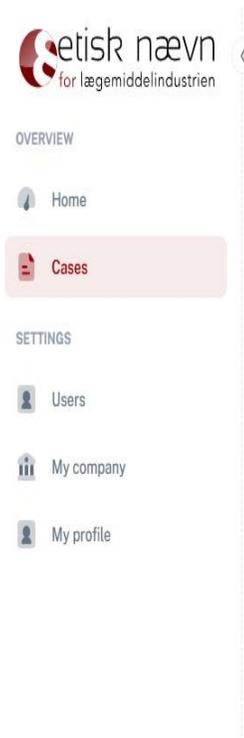
Please approve the following activities

Appendix

If you wish to add more files to the case, you must contact us.

Finally, you will receive a receipt for your request.

Submitting an appeal – step 1: Consent



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Consent

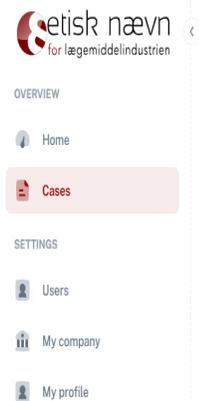
I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

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Tick the consent box and then select 'Next'

Submitting an appeal – step 2: Contact information



Create case

Cases • Create •

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details) 3, 4 (Files) 4, 5 (Confirm) 5

Contact person

Email

Mobile

Phone

Buttons: Previous, Save draft, Next

Fill in your contact details and then
select “Next”

Submitting an appeal – step 3: Case details

Create case

Cases • Create • Appeal



Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Information

It costs DKK 6,000 plus VAT to appeal a decision made by the Investigator Panel

Journal number of the 1st instance case being appealed *

State the grounds for appeal (pleas) *

The appeal must include a statement of the views and information on which the appeal is based.

The deadline for appeal is 21 working days after the company's receipt of the Investigator Panel's decision. Appeals received after this deadline will be rejected.

The Appeals Board receives the appeal together with the correspondence in the case from ENLI's secretariat, cf. Rules of Procedure for ENLI § 11.

Bringing a case before the Appeals Board does not have suspensive effect, which means that ENLI's decision is valid until the Appeals Board makes another decision.

Further information about appeals can be found in section 11 of the Rules of Procedure for ENLI, which can be found on ENLI's website: www.enli.dk.

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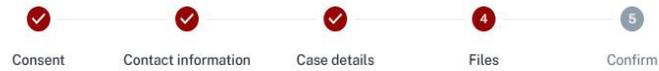
Enter the company's own reference/PO number, if applicable.

Submitting an appeal – step 4: Files



Create case

Cases • Create • Appeal



Documentation

Attach any documentation

Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Submitting an appeal – step 5: Confirm

Create case

Cases · Create ·



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Documentation

Attach any documentation



Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

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Save draft

Submit

Before you select "Submit", please check if all relevant information and documents appear in your report.

Receipt

Receipt for appeal submission

Thank you for your submission!

Your appeal has been received and registered with case number **AN-2024-0131-C**. We will contact you once we have reviewed your appeal.

Below you can see the details we have on file for your appeal:



Contact information

Name
Email
Mobile
Phone

Your reference

PO number	Not given
Reference	Not given

Appeal

Information

Journal number of the 1st
instance case being appealed

State the grounds for appeal
(pleas)

Documentation

If you wish to add more files to the case, you must contact us.

Finally, you will receive
a receipt for your
request.

Submitting an ordinary complaint – step 1: Consent

Create case

Cases • Create • Ordinary complaint



Consent

Yes please, I want to file a complaint. There is no fee to file a complaint if the complaint is upheld by the Investigator Panel. A fee of DKK 6,000 plus VAT will be charged to the party that is not successful in a complaint. If the appeal is partially upheld, the fee of DKK 6,000 plus VAT is divided equally between the two parties.

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

ENLI encourages dialogue between the companies involved before a complaint is submitted, but this is not a requirement.

Complaints can be made about breaches of all rules subject to ENLI's control.

Tick the box to accept the processing fee and consent.
Then select "Next"

Submitting an ordinary complaint – step 2: Contact information

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for lægemiddelindustrien

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Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details) 3, 4 (Files) 4, 5 (Confirm) 5

Contact person

Email

Mobile

Phone

Previous Save draft **Next**

Fill in your contact details and then select “Next”

Submitting an ordinary complaint – step 3: Case details

Enter the company's own reference/PO number, if applicable.



Create case

Cases • Create • Ordinary complaint



Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Background

What is the complaint about?

Company

For complaints about multiple companies, one complaint must be filed per company

Case presentation *

Specify the reason for the complaint

Regulatory framework *

Tell us which regulatory framework you want to complain about

The description can be brief and an actual complaint in Word can be uploaded on the next page.

Previous Save draft Next

Submitting an ordinary complaint – step 4: Files



Create case

Cases • Create •



Documentation

Attach any documentation

Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Previous Save draft Next

Submitting an ordinary complaint – step 5: Confirm

Create case

Cases · Create ·



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Documentation

Attach any documentation



Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Previous

Save draft

Submit

Before you select "Submit", please check if all relevant information and documents appear in your report.

It is your (the complainant's) responsibility to ensure that the complaint contains all information relevant to ENLI's assessment of the complaint. A complaint can be rejected if it is not sufficiently substantiated.

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number I-2024-0129-C.

You will hear from us shortly.

Below you can see the details we have registered for your case:



Print

Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Appendix

If you wish to add more files to the case, you must contact us.

Finally, you will receive
a receipt for your
complaint.

Submitting an urgent complaint – step 1: Consent

Create case

Cases • Create • Urgent complaint



Consent

Yes please, I wish to file an urgent complaint, which must be resolved within 8 working days from receipt of the case at ENLI (DKK 25.000,- plus VAT)

I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including the Personal Data Act.

Back

Next

ENLI encourages dialogue between the companies involved before a complaint is submitted, but this is not a requirement.

Complaints can be made about breaches of all rules subject to ENLI's control.

Tick the box to accept the processing fee (of 25,000 kr. + VAT) and consent.
Then select "Next"

Submitting an urgent complaint – step 2: Contact information

 etisk nævn
for lægemiddelindustrien

OVERVIEW

- Home
- Cases**

SETTINGS

- Users
- My company
- My profile

Create case

Cases • Create •

Contact information

Progress indicator: 1 (Consent) ✓, 2 (Contact information) 2, 3 (Case details), 4 (Files), 5 (Confirm)

Contact person

Email

Mobile

Phone

Buttons: Previous, Save draft, Next

Fill in your contact details and then select "Next"

Submitting an urgent complaint – step 3: Case details

Enter the company's own reference/PO number, if applicable.



Create case

Cases • Create • Ordinary complaint



Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Background

What is the complaint about?

Company

For complaints about multiple companies, one complaint must be filed per company

Case presentation *

Specify the reason for the complaint

Regulatory framework *

Tell us which regulatory framework you want to complain about

The description can be brief and an actual complaint in Word can be uploaded on the next page.

Previous

Save draft

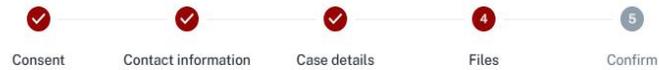
Next

Submitting an urgent complaint – step 4: Files



Create case

Cases • Create •



Documentation

Attach any documentation



Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

[Previous](#) [Save draft](#) [Next](#)

Submitting an urgent complaint – step 5: Confirm

Create case

Cases · Create ·



Confirm Input

Review and confirm the information below.

Contact information

Contact person

Email

Mobile

Phone

Reference

If we need to refer to a specific PO and/or reference when handling your case

PO-number

Reference

Documentation

Attach any documentation



Drop or select file

Drag files here or click [find](#) on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Previous

Save draft

Submit

Before you select "Submit", please check if all relevant information and documents appear in your report.

It is your (the complainant's) responsibility to ensure that the complaint contains all information relevant to ENLI's assessment of the complaint. A complaint can be rejected if it is not sufficiently substantiated.

Receipt

Receipt for case submission

Thank you for your submission!

Your case has been received and registered with case number I-2024-0129-C.

You will hear from us shortly.

Below you can see the details we have registered for your case:



Contact information

Name

Email

Mobile

Phone

Your reference

PO number Not given

Reference Not given

Appendix

If you wish to add more files to the case, you must contact us.

Finally, you will receive
a receipt for your
complaint.

Create user profile

Log in to ENLIsag

New user? [Create an account](#)

[Forgot your password?](#)

Log in

Or

 Log in with Microsoft

If you are employed by (or are a consultant for) a pharmaceutical company affiliated with ENLI and you do not have a user profile, i.e. you are not registered in ENLI's notifier system (ENLIsag), you must select 'Create an account'

If you are not affiliated with a pharmaceutical company and you would like to submit a complaint to ENLI, you must also select 'Create an account'

If you are employed by (or are a consultant for) a pharmaceutical company affiliated with ENLI and you are already a registered user, you do not need to create an account, simply log in with your email and password (see slide 4).

Create user profile

Create account to complain via
ENLIsag



Create account in ENLIsag

Already have an account? [Log in](#)

First name Last name

Job title

Email

Password

By signing up, I accept ENL's [terms of use](#) and [privacy policy](#).

Create account

Fill in the fields and then click
'Create account'

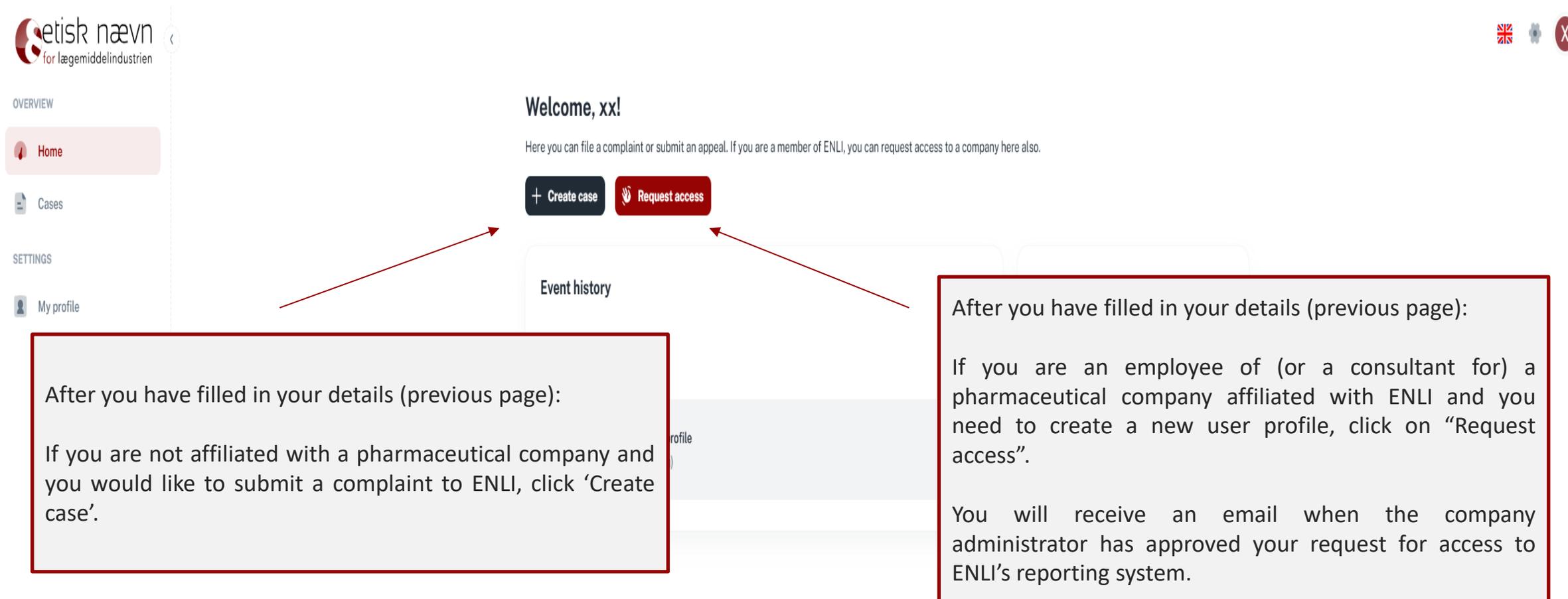
You will then receive an email
with a password and a link.

When creating your user
profile, the company
administrator will be asked to
approve your creation.

You can only use ENLIsag once
the company administrator has
accepted your creation as user.

Create user profile:

- File a complaint - if you are not employed by a pharmaceutical company
- Request the company to access ENLI's report system (ENLIsag)



The screenshot shows the Etisk Nævn user interface. On the left is a navigation menu with 'OVERVIEW' (Home, Cases), 'SETTINGS' (My profile), and a language selector (UK, gear, X). The main content area says 'Welcome, xx!' and provides instructions: 'Here you can file a complaint or submit an appeal. If you are a member of ENLI, you can request access to a company here also.' Below this are two buttons: '+ Create case' and 'Request access'. Two red arrows point from the text boxes to these buttons. The 'Event history' section is partially visible below the buttons.

After you have filled in your details (previous page):

If you are not affiliated with a pharmaceutical company and you would like to submit a complaint to ENLI, click 'Create case'.

After you have filled in your details (previous page):

If you are an employee of (or a consultant for) a pharmaceutical company affiliated with ENLI and you need to create a new user profile, click on "Request access".

You will receive an email when the company administrator has approved your request for access to ENLI's reporting system.

Administrator: create new user

OVERVIEW

 Home

 Cases

SETTINGS

 Users

 My company

 My profile

Welcome, Pia!

Here you can report, complain, apply for pre-approval or submit an appeal.
If you wish to give someone else in your company access, you can create a user for them here as well.

Seneste sager

Case number	Case type	Status	Created date
-------------	-----------	--------	--------------

Event history

My information



Contact information

Email
Mobile
Address

Company

 ENLI Testvirksomhed
12345678

Users

Name Email

Select 'Create user' if you want more employees, including consultants, to have access to report activities to ENLI.

Note that you can only create other users (and additional administrators) if you yourself are created as an 'administrator'

Administrator: create new user



OVERVIEW

 Home

 Cases

SETTINGS

 Users

 My company

 My profile

New user

Users • Create

Basic data

Name, email, password...

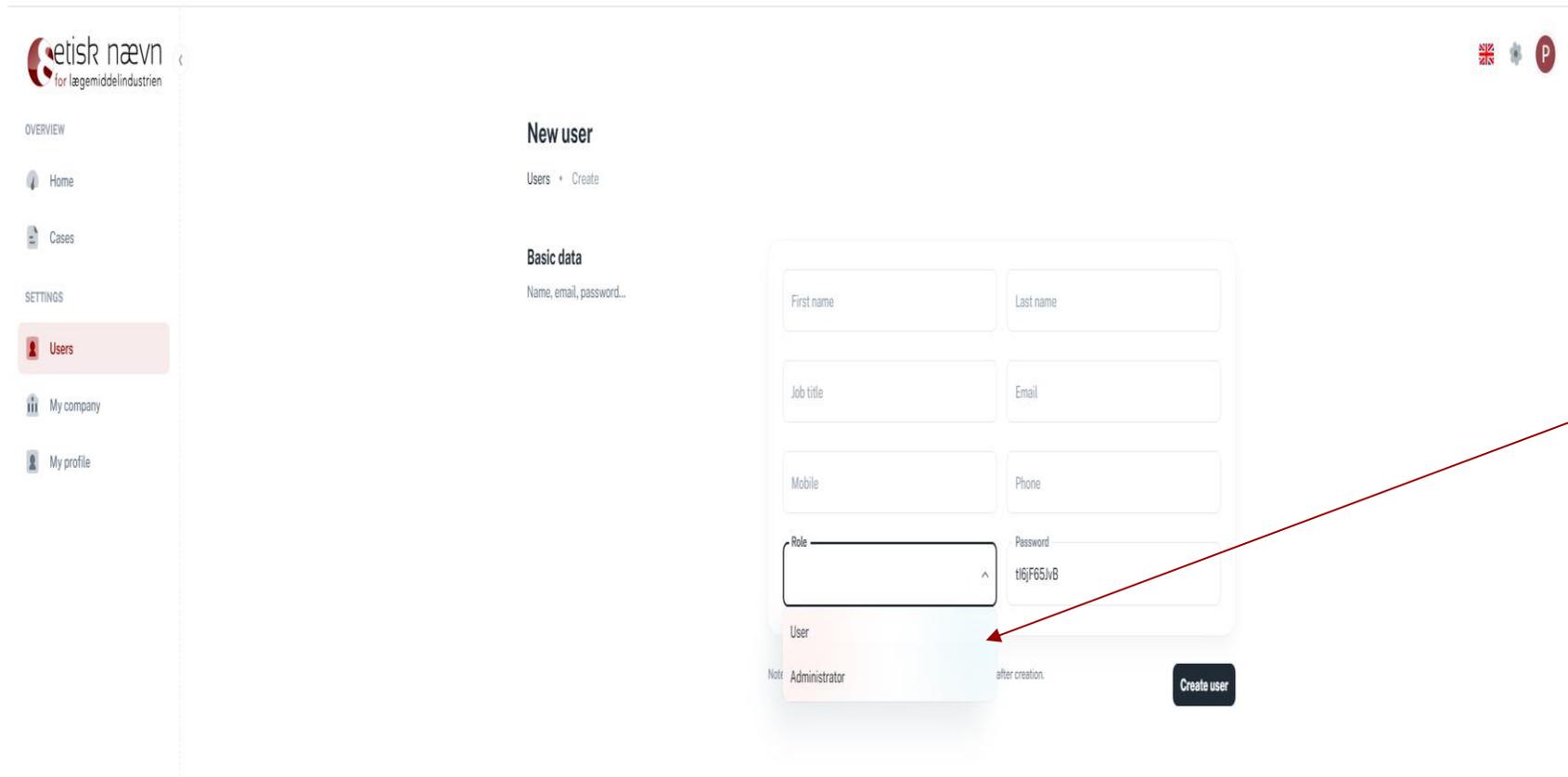
<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<input type="text" value="Job title"/>	<input type="text" value="Email"/>
<input type="text" value="Mobile"/>	<input type="text" value="Phone"/>
<input type="text" value="Role"/>	<input type="text" value="Password: tlgjF65JvB"/>

Note: A welcome email with login information is automatically sent after creation.

Create user



Administrator: create new user



New user
Users • Create

Basic data
Name, email, password...

First name	Last name
Job title	Email
Mobile	Phone
Role	Password

Role dropdown menu options:
User
Administrator

Note: Administrator after creation.

Create user

You have to choose whether the new user should be created as 'administrator' or 'user'.

The difference between the roles is that the 'Administrator' can create new users and can see all the company's reports to ENLI. A 'User' does not have these rights.

Administrator: create new user - activation email



Welcome to ENLIsag

Dear Carina

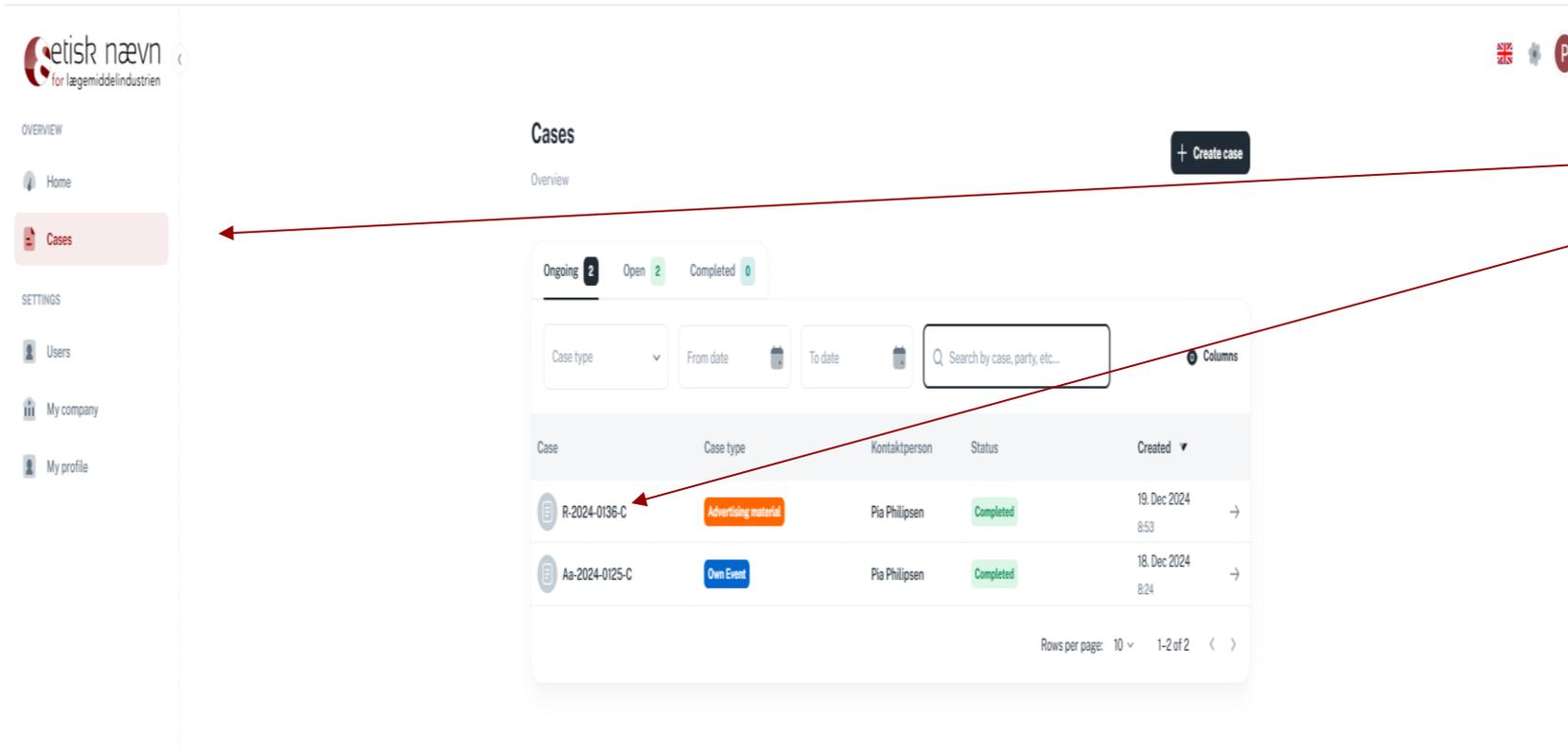
Pia Philipsen has created a profile for you in ENLIsag.

To log ind you must use your email and the password **Reception1**

[Click on this link](#) to log in.

After creating a user profile for your colleague or consultant, your colleague/consultant will receive an email with a password and a link to ENLI's reporting system.

Requested information after submission



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OVERVIEW

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Cases

Overview

+ Create case

Ongoing 2 Open 2 Completed 0

Case type From date To date Search by case, party, etc... Columns

Case	Case type	Kontaktperson	Status	Created
R-2024-0136-C	Advertising material	Pia Philipsen	Completed	19. Dec 2024 8:53
Aa-2024-0125-C	Own Event	Pia Philipsen	Completed	18. Dec 2024 8:24

Rows per page: 10 1-2 of 2

Select 'Cases' and choose the case where you need to add material.

If you want to add material to an already reported case that has not been selected for random control, please contact ENLI to open access to add files.

Requested information after submission



- etisk nævn for lægemiddelindustrien
- OVERVIEW
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R-2024-0136-C Completed Add more files Copy case Print
19. December 2024 at 8:53

Contact information

Name	:	
Email	:	
Mobile	:	
Phone	:	

Your reference

PO number	:	Not given
Reference	:	Not given

Advertising material

Details

Type of advertisement	:	Advert
Trade and/or common name in advertising	:	xx

Other

Other comments

Advertising material

Appendix

Select 'Add more files'

Files added

Drop or select file
Drag files here or click **find** on your computer

Choose among Video, Word, Excel, PDF, PowerPoint, Images, Email and Zip files. Maximum total file size, 512 MB.

Remove all

Cancel Upload

Attach the file(s) and then click 'Upload'

Overview of cases reported to ENLI

OVERVIEW

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Overview

+ Create case

Ongoing 2 Open 2 Completed 0

Case type From date To date Search by case, party, etc... Columns

Case	Case type	Kontaktperson	Status	Created
R-2024-0136-C	Advertising material	Pia Philipsen	Completed	19. Dec 2024 8:53
Aa-2024-0125-C	Own Event	Pia Philipsen	Completed	18. Dec 2024 8:24

Rows per page: 10 1-2 of 2

Under the “Cases” tab, the administrator can see all cases that have been reported to ENLI.

Overview of created users / administrator(s)

OVERVIEW

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Cases

SETTINGS

Users

My company

My profile

Users

Overview

+ New user

Role Columns

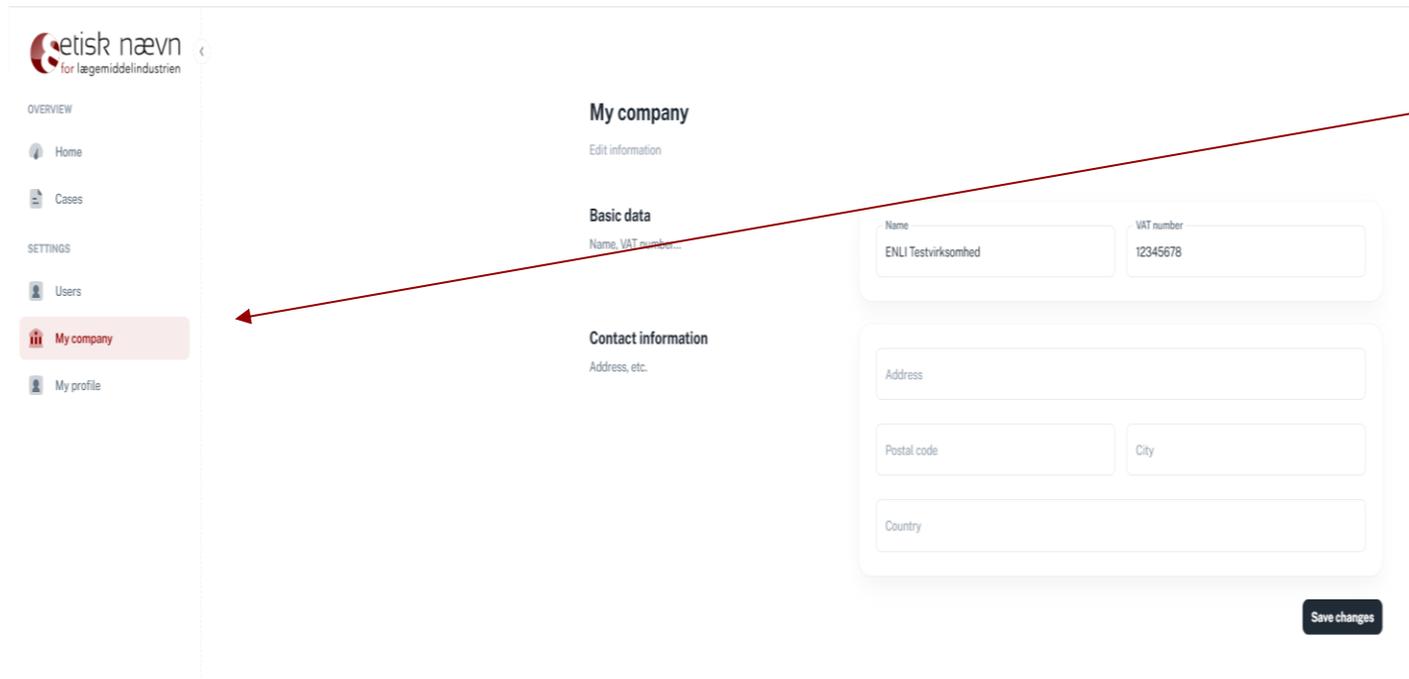
User	Phone	Mobile	Role	Created	Last edited	
		12 34 56 78	Administrator	30. Jul 2024 15:26	19. Dec 2024 8:53	⋮
			Administrator	30. Jul 2024 15:26	14. Nov 2024 12:43	⋮

Rows per page: 10 1-2 of 2

Under the “User” tab, the administrator can see who in the company is set up as users who can report to ENLI.

It is possible to create multiple administrators if the company wishes to do so.

Change company contact information



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OVERVIEW

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- My company**
- My profile

My company

Edit information

Basic data

Name, VAT number, etc.

Name	VAT number
ENLI Testvirksomhed	12345678

Contact information

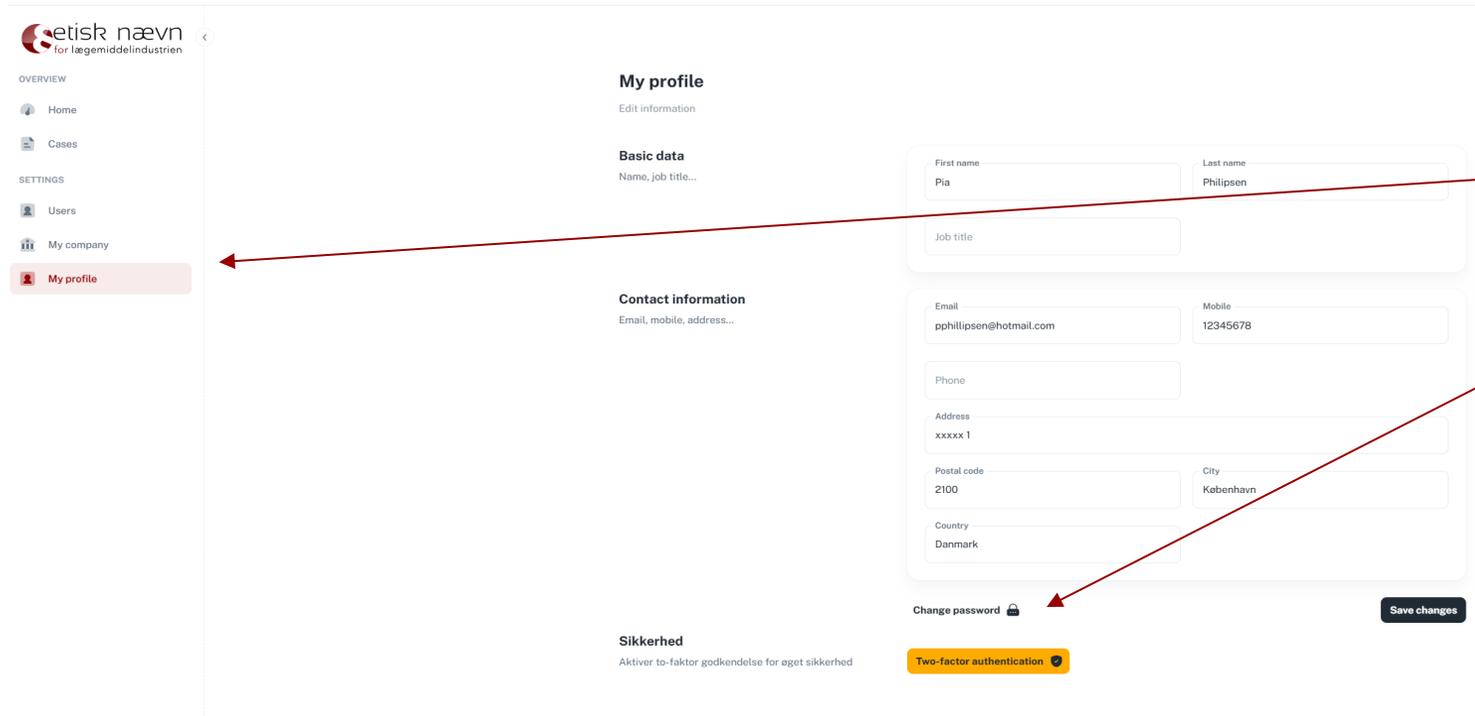
Address, etc.

Address	
Postal code	City
Country	

Save changes

In the 'My company' tab, the administrator can change the company's contact details.

Change your password / contact details



Select 'My profile' to change your contact details or password.

Change password

[My profile](#) • [Update password](#)

Update password

The password must be at least 8 characters long, contain at least 1 uppercase and 1 lowercase letter, and 1 number.

Form for updating password with two input fields: Password and Repeat password, and an Update password button.

Contact

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Lersø Parkallé 101
2100 Copenhagen Ø
Denmark

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E-mail address: sekretariat@enli.dk

Homepage: www.enli.dk