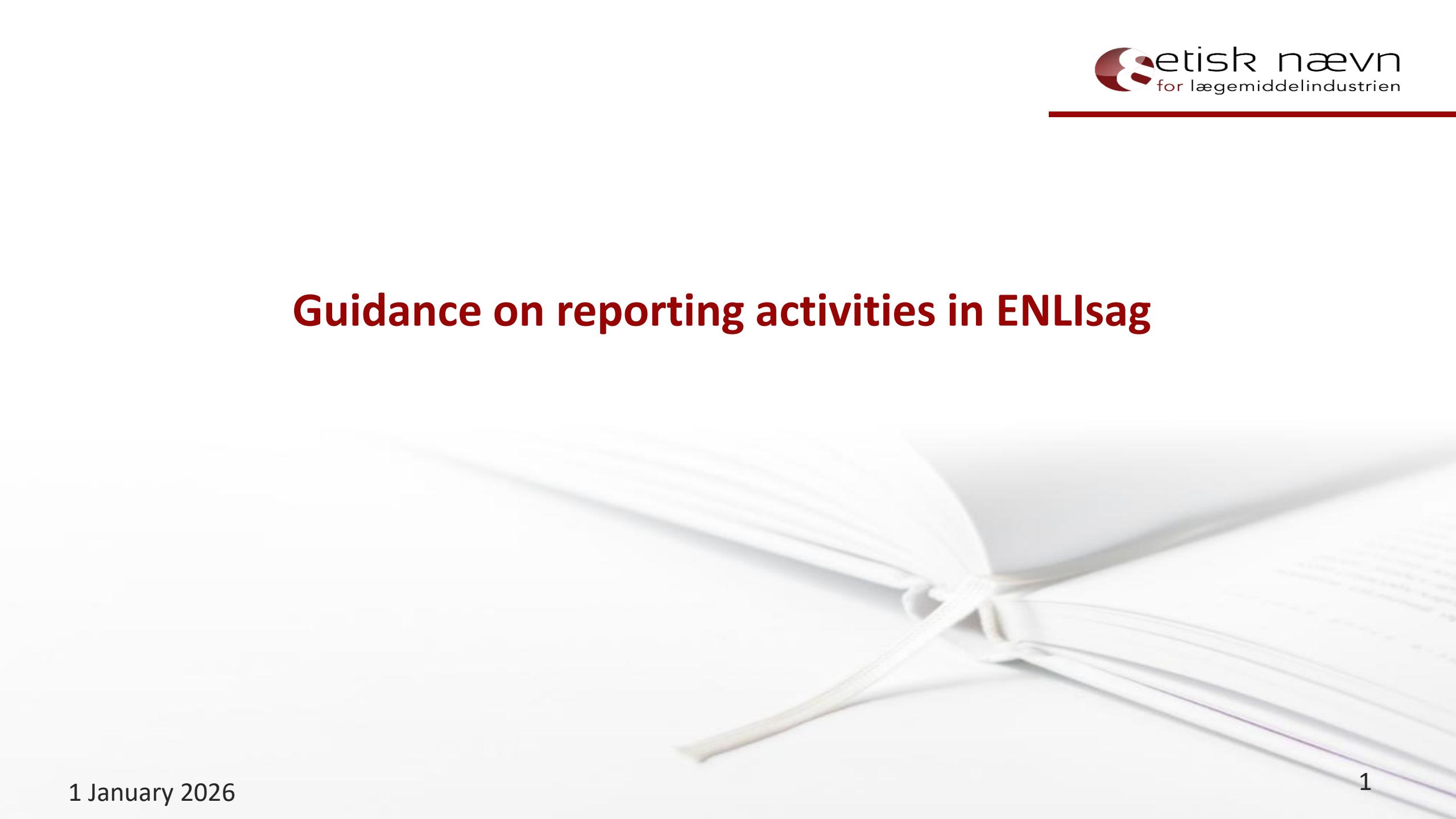


Guidance on reporting activities in ENLIsag



INDEX

Purpose of the guide	s. 3
www.enli.dk.....	s. 4
English webside.....	s. 5
Log in.....	s. 6
Select the type of activity you want to report	s. 7
Reporting a company event	s. 9
Reporting a sponsorship to third parties	s. 19
Reporting an exhibition stand	s. 29
Reporting a sponsorship to participation	s. 36
Reporting promotional material	s. 46
Reporting a request for pre-approval	s. 52
Submitting an appeal	s. 58
Submitting an ordinary complaint	s. 64
Submitting an urgent complaint	s. 70
Create user profile	s. 76
Administrator: create new user	s. 79
Requested information after submission	s. 83
Overview of the company's reported activities to ENLI	s. 85
Overview of created users/administrator(s)	s. 86
Change company contact information	s. 87
Change your password / contact information	s. 88
Contact ENLI.....	s. 89

Purpose of the reporting guide

The purpose of this guide is to help users through ENLI's case management system - ENLI'sag. 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

Offentligjorte sager

Nyhedsbreve

Regioner - aftaler

Samarbejder med
patientforeninger

Samarbejder med
hospitaler/donationer

Eksterne parter

Ankenævnet

Årsberetninger og sagsstatistik

Tidsfrister

Oft stillede spørgsmål om
ENLI's anmeldersite

Persondatapolitik (GDPR)

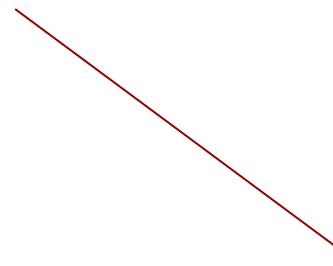
Anmeld, klag, søger om
forhåndsgodkendelse
eller indgiv anke.



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](#)

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](#)

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](#)

Affiliated companies

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

[Read more](#)

Log in

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

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

Hello, welcome back

Log in to ENLisag

New user? [Create an account](#)

[Forgot your password?](#)

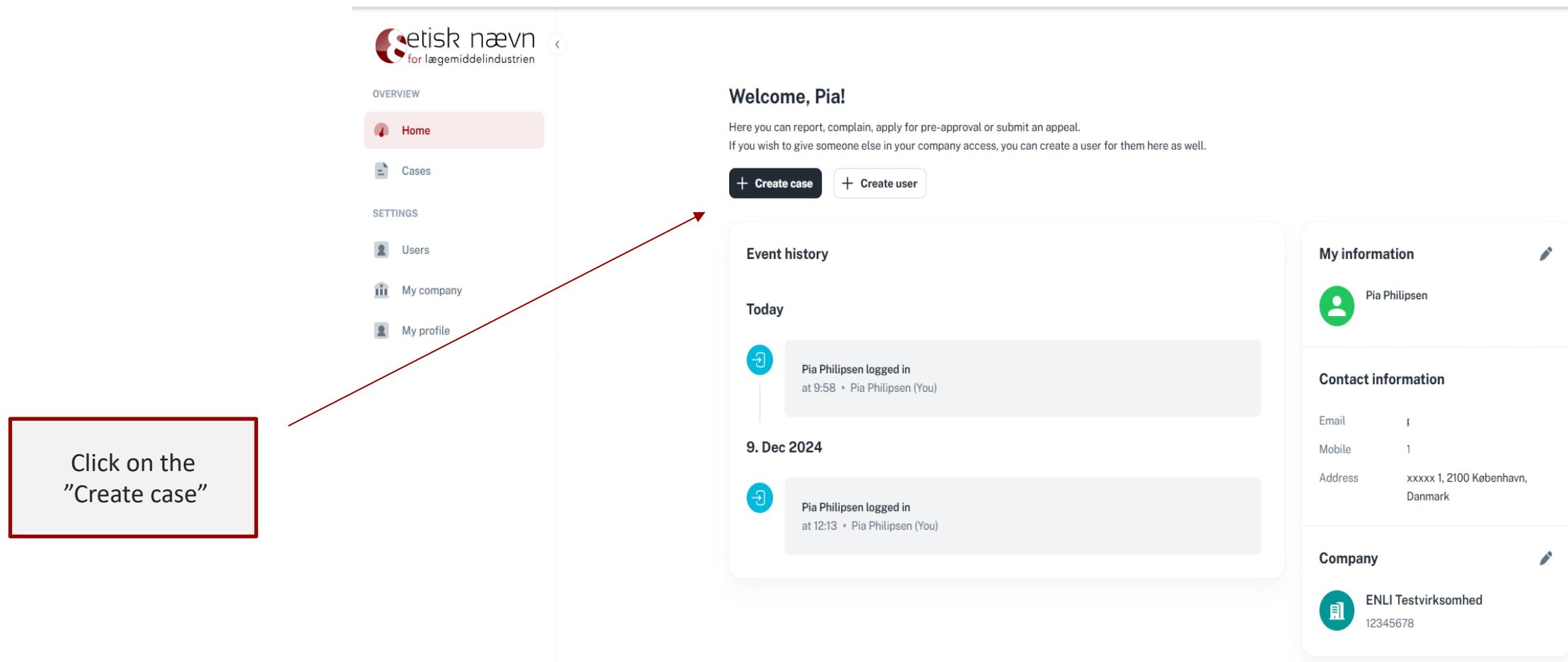
Log in

Or

 [Log in with Microsoft](#)



Select the type of activity you want to report



Click on the "Create case"

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	1
Mobile	1
Address	xxxx 1, 2100 København, Danmark

Company

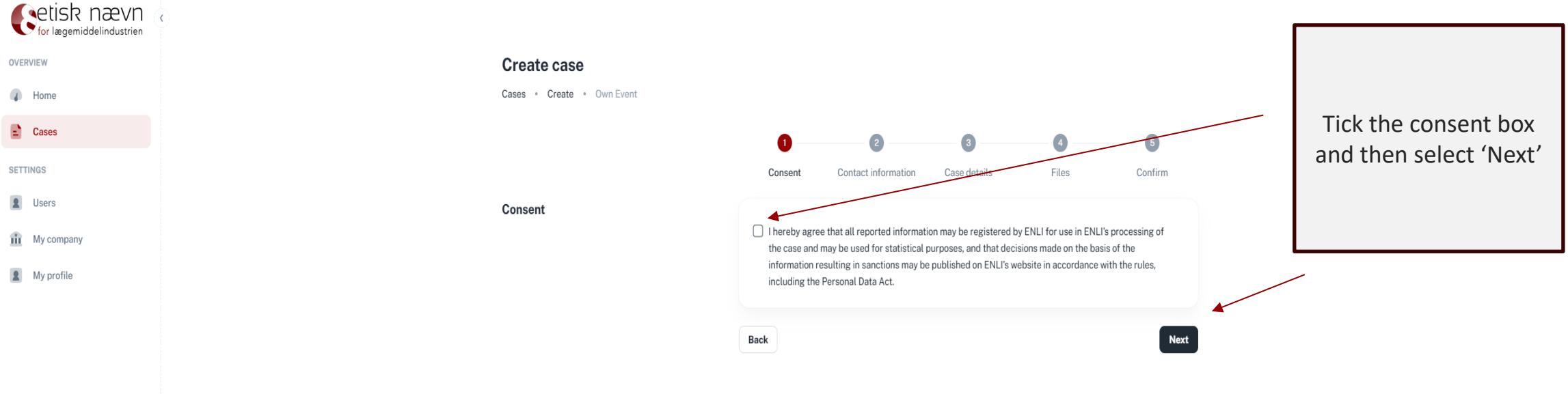
ENLI Testvirksomhed
12345678

Select the type of case you want to report

The screenshot shows the 'Create case' page of the 'Setisk nævn' website. The left sidebar includes links for 'OVERVIEW', 'Home', 'Cases' (which is highlighted in red), 'SETTINGS', 'Users', 'My company', and 'My profile'. The main content area is titled 'Create case' and 'Cases - Create'. It features a 'Case type' section with the sub-instruction 'Specify which case type you wish to create'. The page is divided into several sections: 'Report' (with a 'Advertising material' button), 'Event' (with buttons for 'Own Event', 'Sponsorship to event organiser', 'Exhibition stand', and 'Sponsorship for participation'), 'Pre-approval' (with a 'Ordinary pre-approval' button), 'Appeal' (with an 'Appeal' button), and 'Complaint' (with buttons for 'Ordinary complaint' and 'Urgent complaint').

Select which case type to report.

Reporting a company event – step 1: Consent



The screenshot shows a user interface for creating a case. On the left is a sidebar with 'Etisk nævn for lægemiddelindustrien' logo, 'OVERVIEW', 'Home', 'Cases' (highlighted in red), 'SETTINGS', 'Users', 'My company', and 'My profile'. The main area is titled 'Create case' with 'Cases' > 'Create' > 'Own Event'. A progress bar at the top shows five steps: 1. Consent (highlighted in red), 2. Contact information, 3. Case details, 4. Files, and 5. Confirm. Step 1 is currently active. The 'Consent' step contains a checkbox with text: '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.' A red arrow points from a callout box to this checkbox. Another red arrow points from the same callout box to the 'Next' button. The 'Back' button is also visible.

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

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

Contact information

Contact person

Email

Mobile

Phone

Previous

Save draft

Next

Fill in your contact details and then
select “Next”

Reporting a company event – step 3: Case details

Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases • Create • Own Event

Consent Contact information Case details Files Confirm

PO-number

Reference

Title *

Venue *

Venue city *

Venue country *

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 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

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

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 ENL'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"

Catering per person incl. VAT for the day 2

Breakfast

Lunch

Dinner

Ongoing catering

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...  

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 – Accommodation / Other

Accommodation

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(l) 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

Consent Contact information Case details Files Confirm

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:

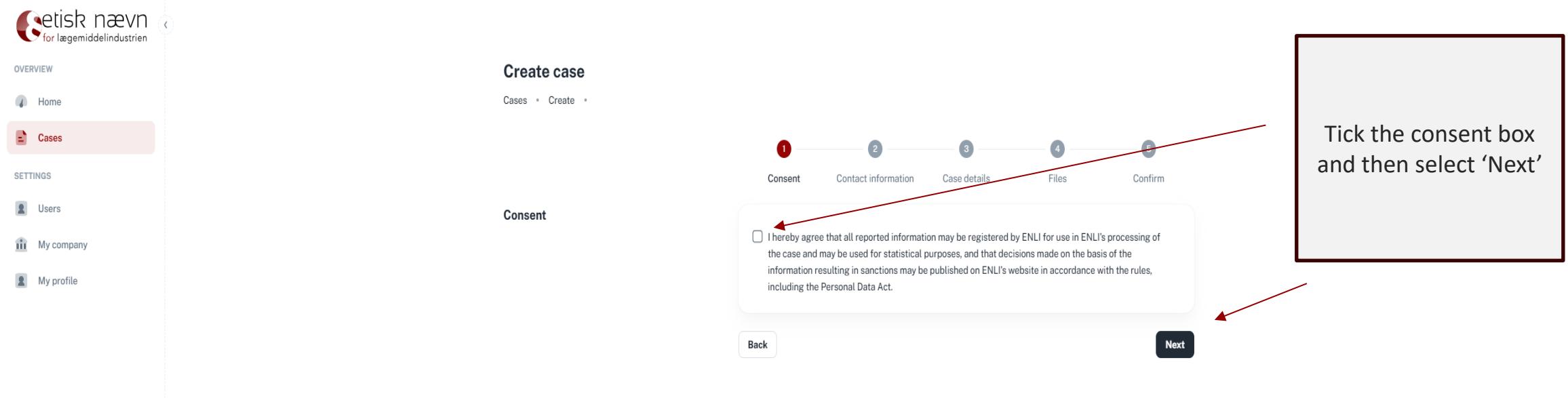
 Print

Contact information	Your reference	
Name	PO number	Not given
Email	Reference	Not given
Mobile		
Phone		

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

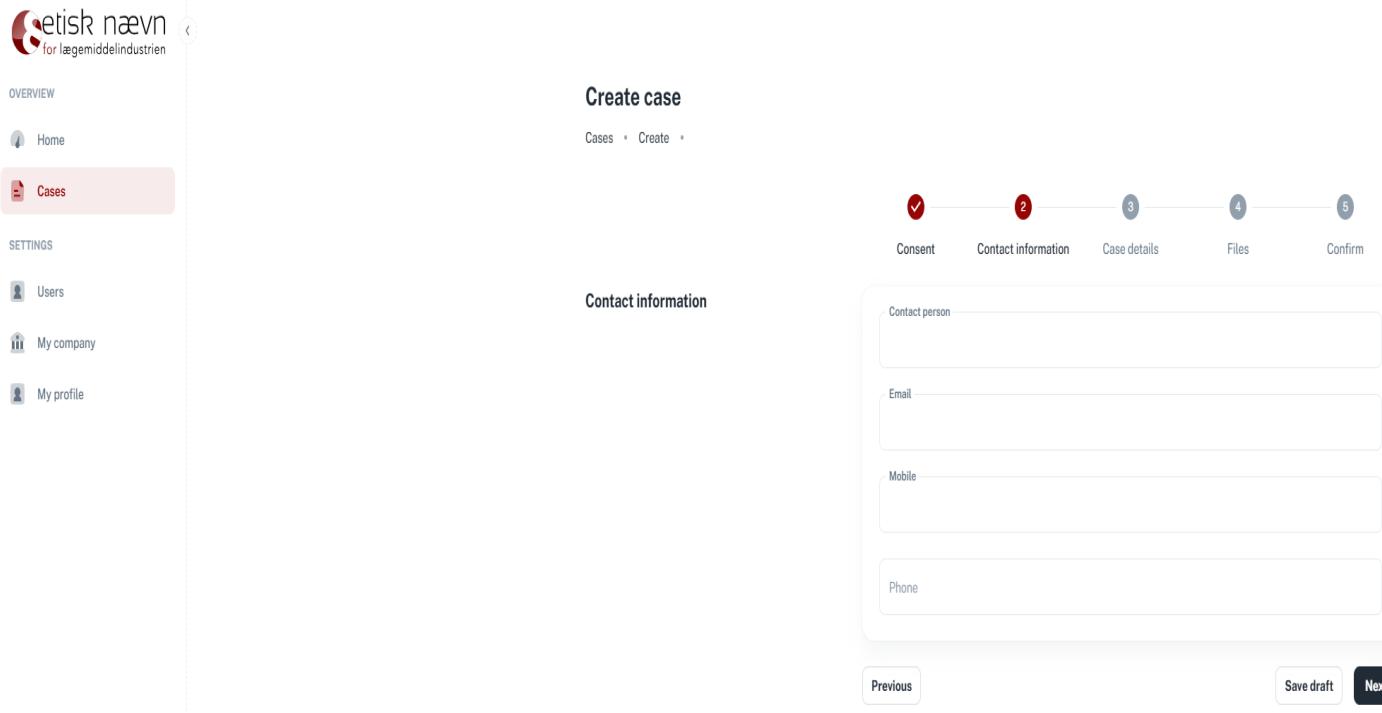
1 Consent 2 Contact information 3 Case details 4 Files Confirm

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 >

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

Contact information

Contact person

Email

Mobile

Phone

Previous Save draft **Next**

Fill in your contact details and then
select “Next”

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

Create case

Cases • Create •

Consent Contact information Case details Files Confirm

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 *

Opening time of the event *

Home Cases Users My company My profile

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

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

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 ENL'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"

Catering per person incl. VAT for the day 2

Breakfast

Lunch

Dinner

Ongoing catering

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 – Accommodation / Other

Accommodation

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

Consent Contact information Case details **Files** Confirm

Programme
Attach programme

Sponsorship agreement
Attach sponsorship agreement

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

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.

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 •

Consent Contact information Case details Files Confirm

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 **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 •

1 Consent 2 Contact information 3 Case details 4 Files

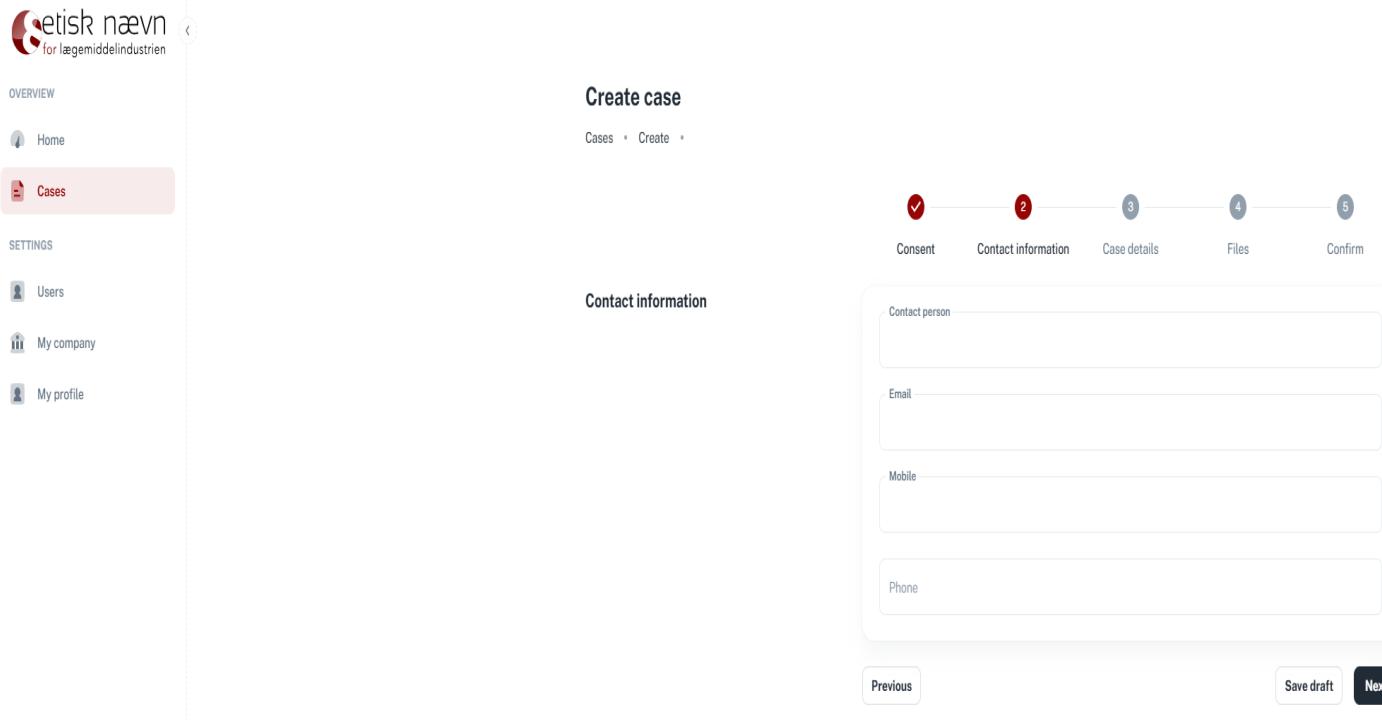
Consent

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 an exhibition stand – step 2: Contact information



Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases > Create >

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

Contact information

Contact person

Email

Mobile

Phone

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

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

Title *

Venue *

Venue city *

Venue country *

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.

Event opening time *

Event end time *



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.

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.

Other comments

Previous

Save draft

Next

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.

Previous

Save draft

Next

Reporting an exhibition stand – step 5: Confirm

Create case

Cases · Create ·

Consent · Contact information · Case details · Files · Confirm

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:



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

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases • Create •

Consent

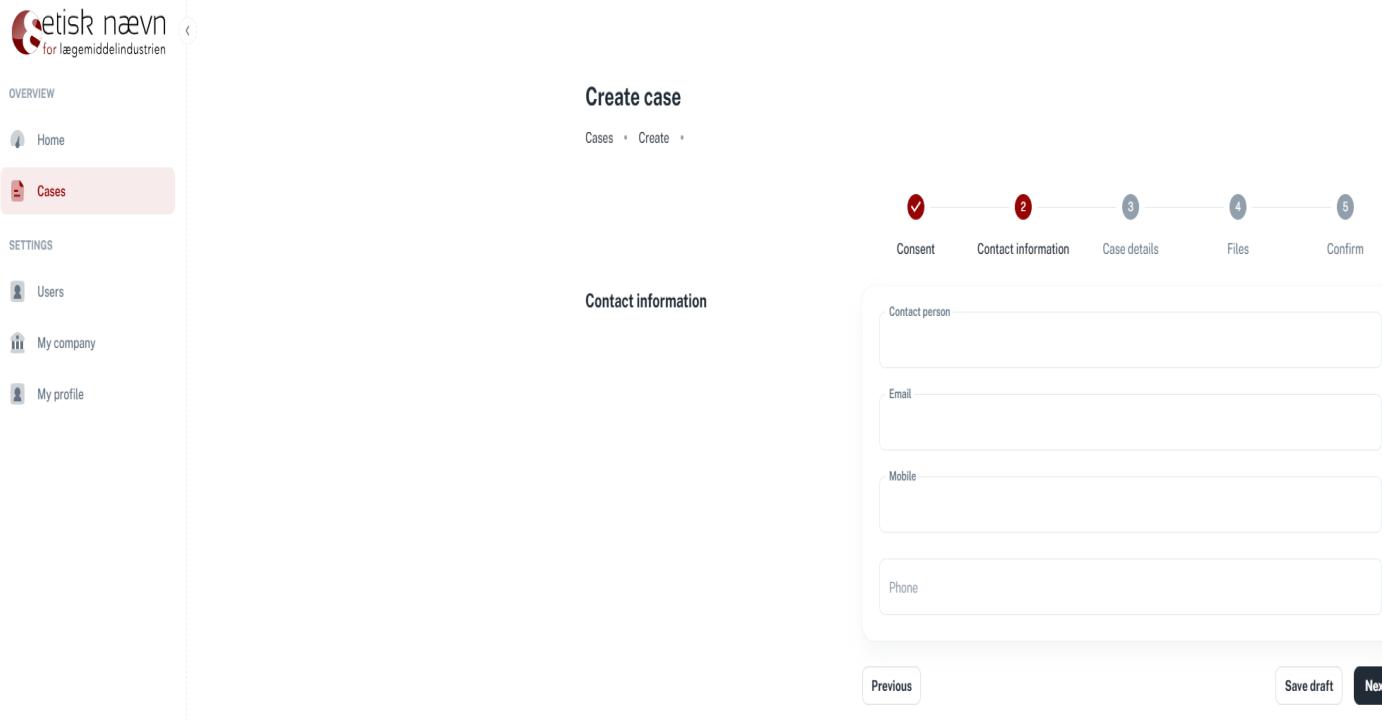
1 Consent 2 Contact information 3 Case details 4 Files Confirm

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

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases > Create >

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

Contact information

Contact person

Email

Mobile

Phone

Previous Save draft Next

Fill in your contact details and then
select “Next”

Reporting a sponsorship to participation – step 3: Case details

Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

Users

My company

My profile

Create case

Cases • Create •

Consent Contact information Case details Files Confirm

Reference

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

PO-number

Reference

Title *

Venue *

Venue city *

Venue country *

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 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

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.

Participation fee

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 EPIA 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 EPIA 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 – Accommodation / Other

Accommodation

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 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.

[Previous](#)

[Save draft](#)

[Next](#)

Reporting a sponsorship to participation – step 5: Confirm

Create case

Cases · Create ·

Consent · Contact information · Case details · Files · Confirm

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.

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:



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

etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

Users

My company

My profile

Create case

Cases • Create • Advertising material

Consent

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

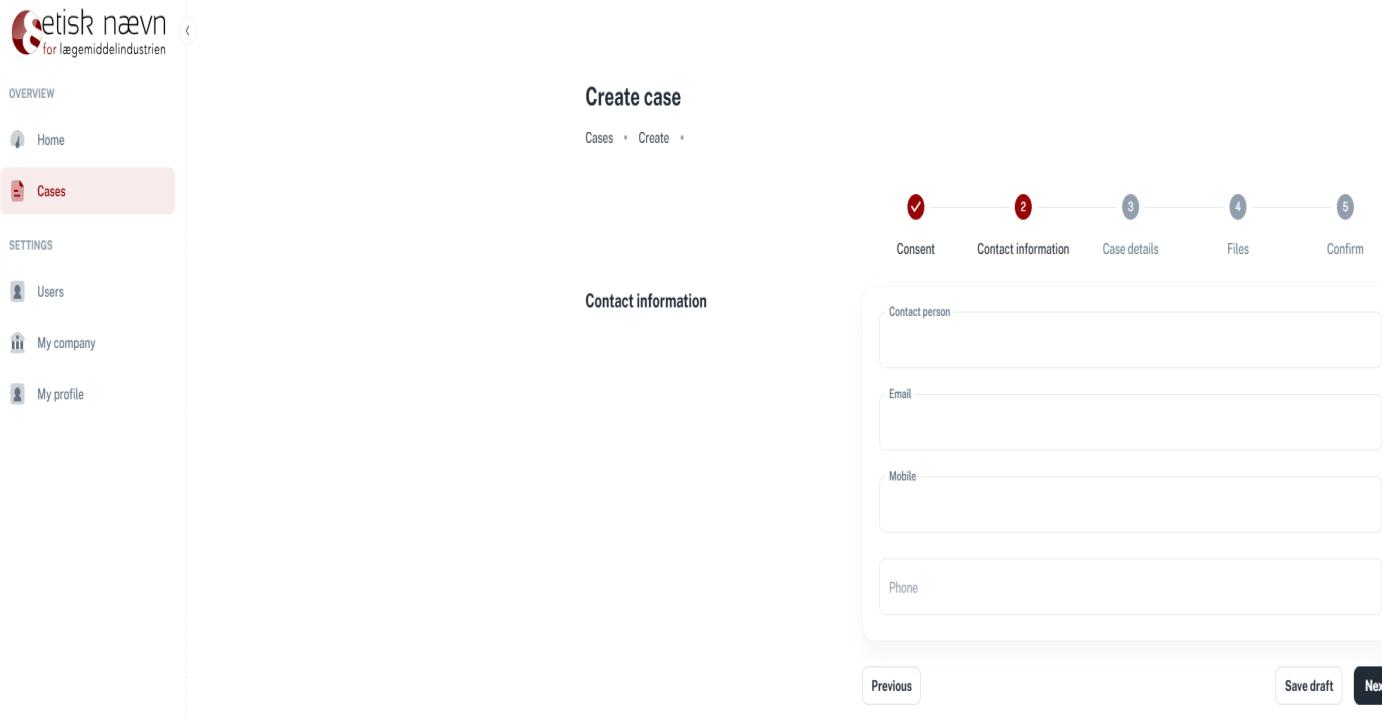
I hereby agree that all reported information may be registered by ENLI for use in ENLI's processing of the case and may be used for statistical purposes, and that decisions made on the basis of the information resulting in sanctions may be published on ENLI's website in accordance with the rules, including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

Back

Next

Tick the consent box and then select 'Next'

Reporting promotional material – step 2: Contact information



Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases > Create >

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

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

Consent Contact information **Case details** Files Confirm

Reference 

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

PO-number

Reference

Details

Type of advertisement * 

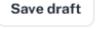
If the desired ad type is not listed, select "Other"

Trade and/or common name in advertising * 

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.

Other comments 

Previous  Save draft  Next 

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.

Previous

Save draft

Next

Reporting promotional material – step 5: Confirm

Create case

Cases · Create ·

Consent · Contact information · Case details · Files · Confirm

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

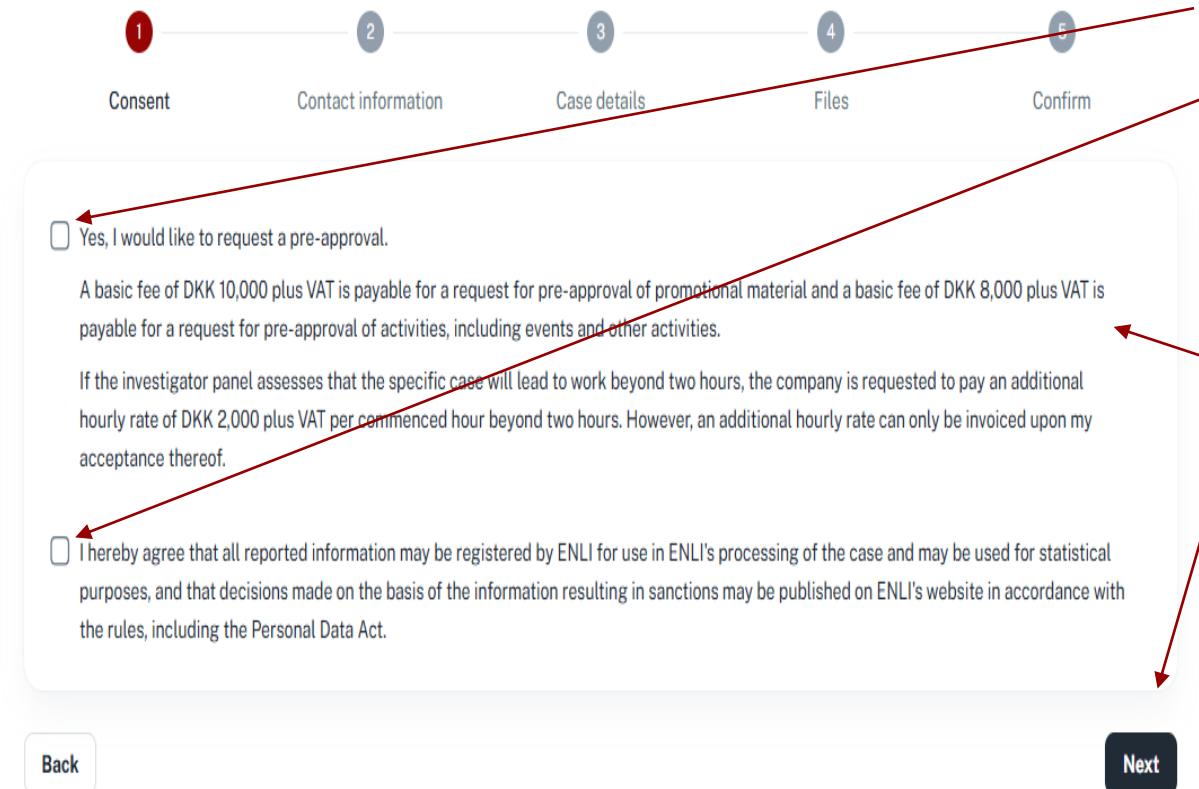
Finally, you will receive
a receipt for your
reporting.

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

Create case

Cases • Create • Ordinary pre-approval

Consent



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

Back Next

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

Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases > Create >

Contact information

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

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

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

Reference PO-number Reference

Activity 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.

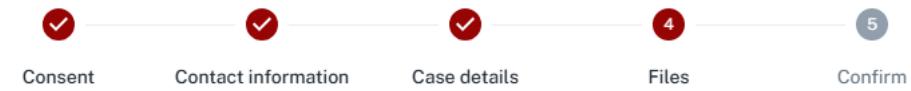
You are very welcome to call ENLI (tel. +45 39202575) for guidance before requesting pre-approval.

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

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

Create case

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

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 request for pre-approval – step 5: Confirm

Create case

Cases • Create • Own Event

Consent Contact information Case details Files **5** Confirm

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.

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 **FO-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

Finally, you will receive
a receipt for your
request.

Pre-approval

Activity

Please approve the following
activities

Appendix

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

Submitting an appeal – step 1: Consent

etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

Users

My company

My profile

Create case

Cases • Create • Advertising material

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'

Submitting an appeal – step 2: Contact information

Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Create case

Cases > Create >

Contact information

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

Contact person

Email

Mobile

Phone

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

Journal number of the 1st instance case being appealed *

State the grounds for appeal (please) *

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.

Previous

Save draft

Next

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.

Previous

Save draft

Next

Submitting an appeal – step 5: Confirm

Create case

Cases • Create •

Consent Contact information Case details Files **5** Confirm

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.

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

Finally, you will receive
a receipt for your
request.

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.

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.

Back

Next

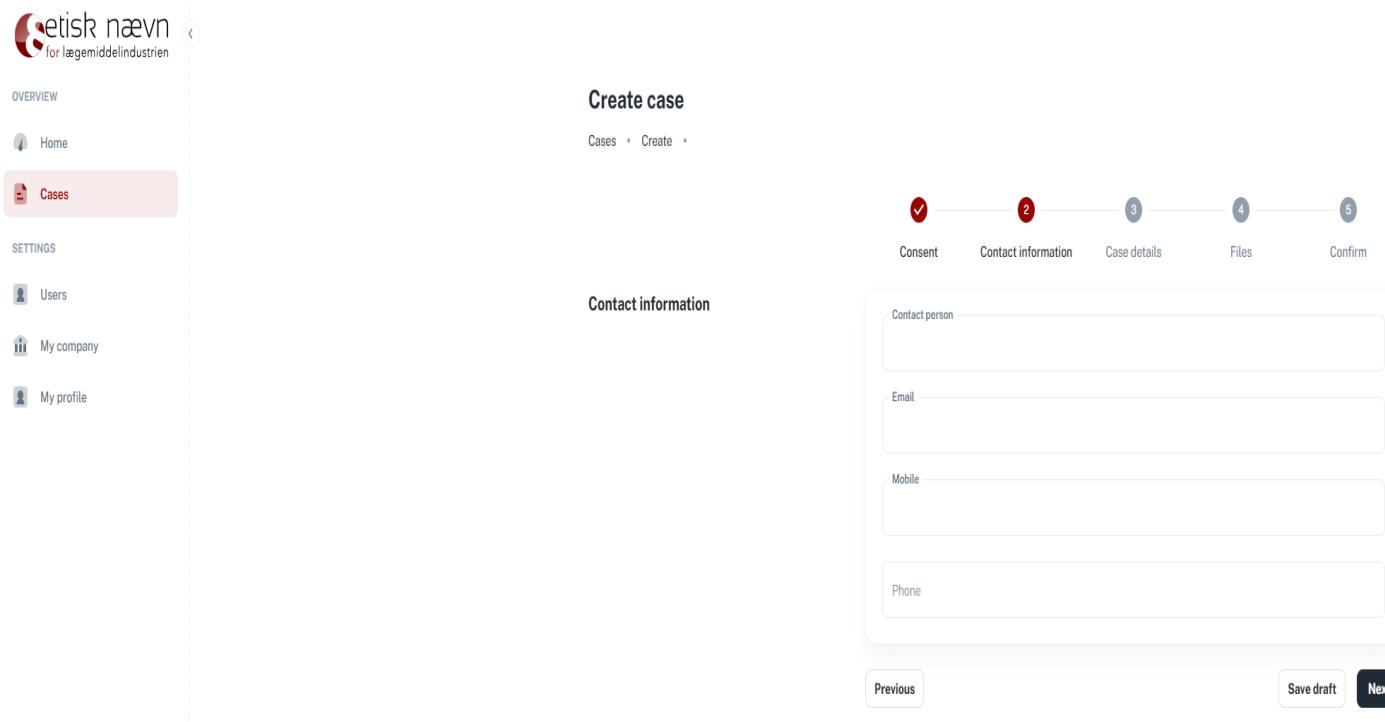
ENLI encourages dialogue between the companies involved before a complaint is submitted, but this is not a requirement.

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

Tick the box to accept the processing fee and consent.

Then select "Next"

Submitting an ordinary complaint – step 2: Contact information



The screenshot shows the 'Create case' process on the Etisk nævn website. The left sidebar shows navigation links: OVERVIEW, Home, Cases (which is selected and highlighted in red), SETTINGS, Users, My company, and My profile. The main content area is titled 'Create case' and 'Cases > Create >'. The current step is 'Contact information', indicated by a red circle with the number 2. The form contains fields for 'Contact person', 'Email', 'Mobile', and 'Phone'. At the bottom are buttons for 'Previous', 'Save draft', and 'Next' (which is highlighted in black).

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

Consent Contact information Case details Files Confirm

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

Background
What is the complaint about?

PO-number

Reference

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

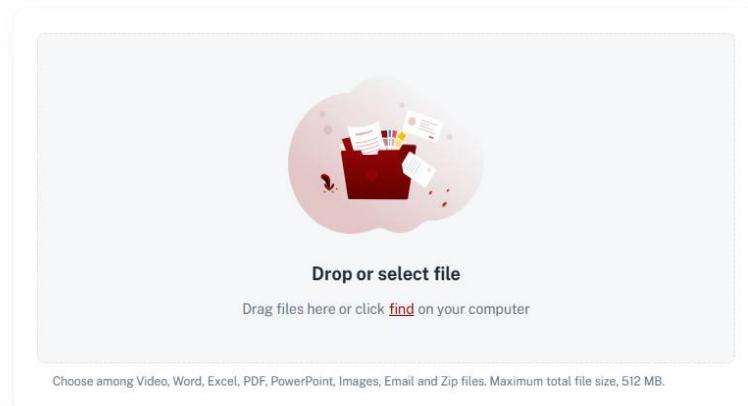
Create case

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 •

Consent Contact information Case details Files Confirm

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

Finally, you will receive
a receipt for your
complaint.

Appendix

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

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

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

Contact person

Email

Mobile

Phone

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

Consent Contact information Case details Files Confirm

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

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

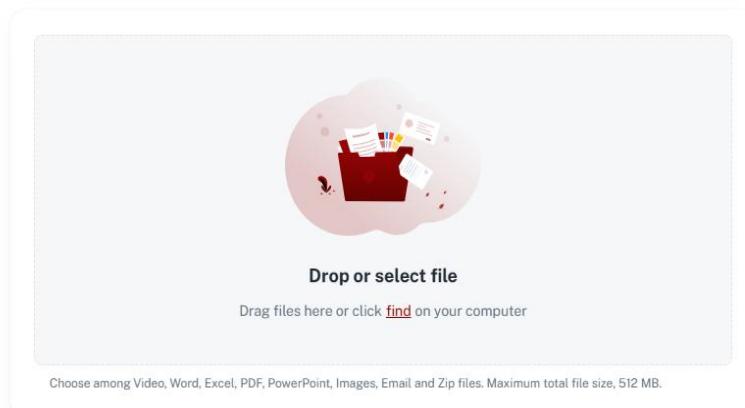
Create case

Cases • Create •



Documentation

Attach any documentation



A large rectangular input field for file uploads. It features a central icon of a folder with documents and the text "Drop or select file" below it. Below this, smaller text reads "Drag files here or click [find](#) on your computer". At the bottom of the field, a note specifies supported file types: "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 •

Consent Contact information Case details Files Confirm

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

Finally, you will receive
a receipt for your
complaint.

Appendix

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

Create user profile

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).

Log in to ENLIsag

New user? [Create an account](#)

Email

Password



[Forgot your password?](#)

Log in

Or

 [Log in with Microsoft](#)

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 ENLI's [terms of use](#) and [privacy policy](#).

Create account

Fill in the fields and then click
'Create account'

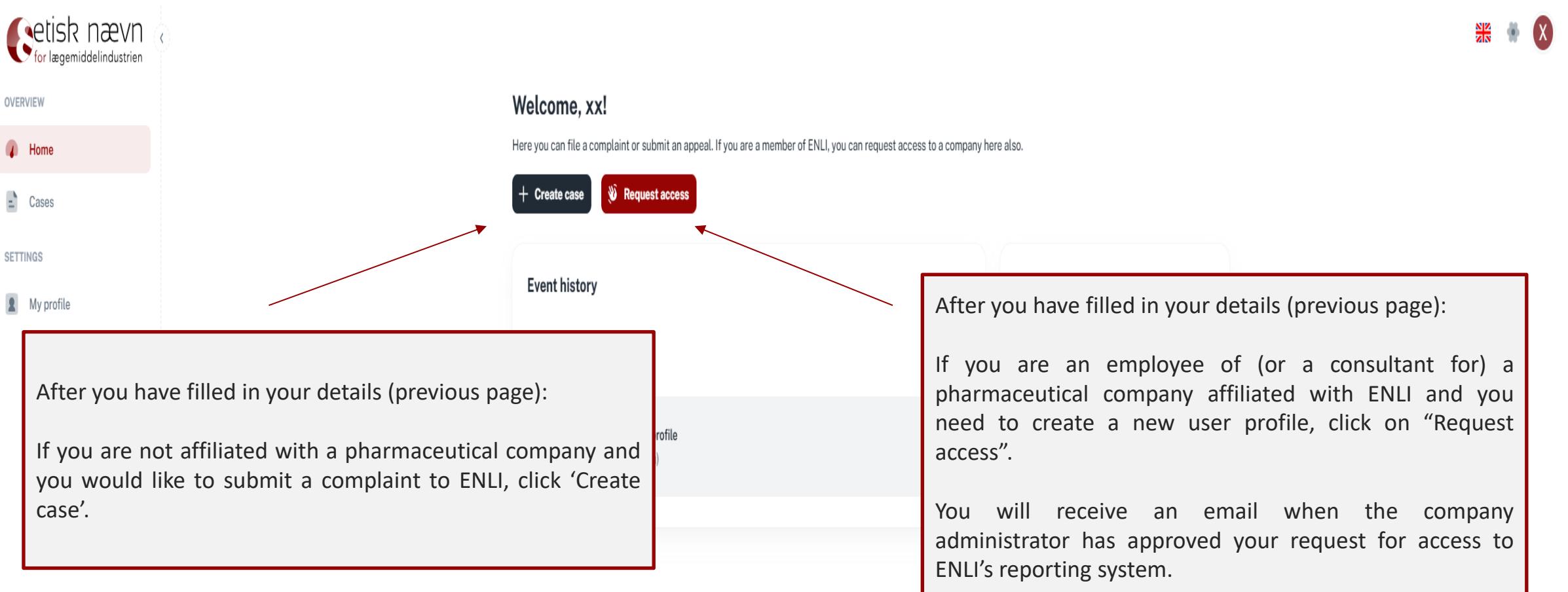
You will then receive an email
with a password and a link.

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)



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

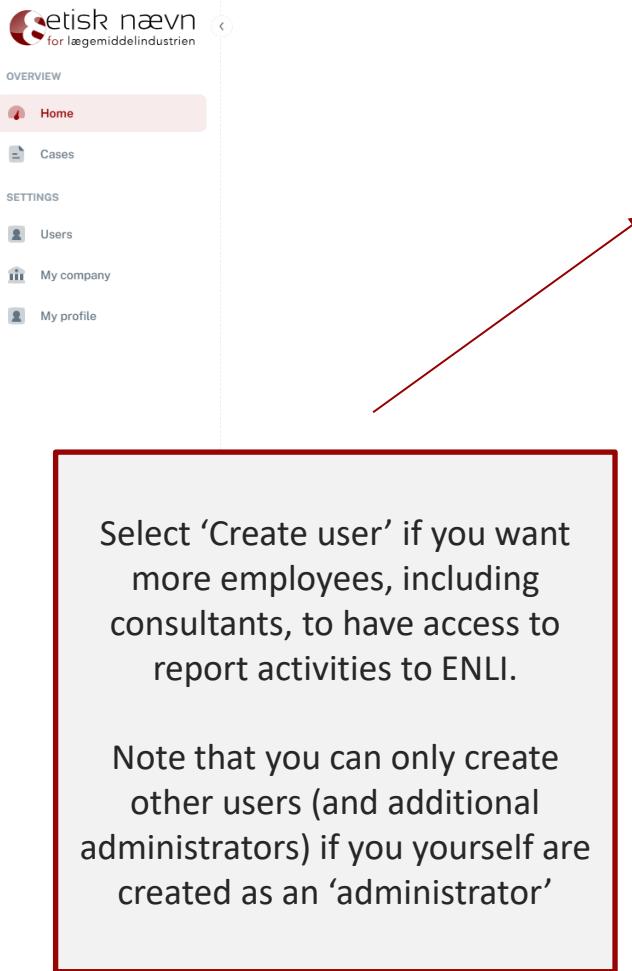
If you are not affiliated with a pharmaceutical company and you would like to submit a complaint to ENLI, click 'Create case'.

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".

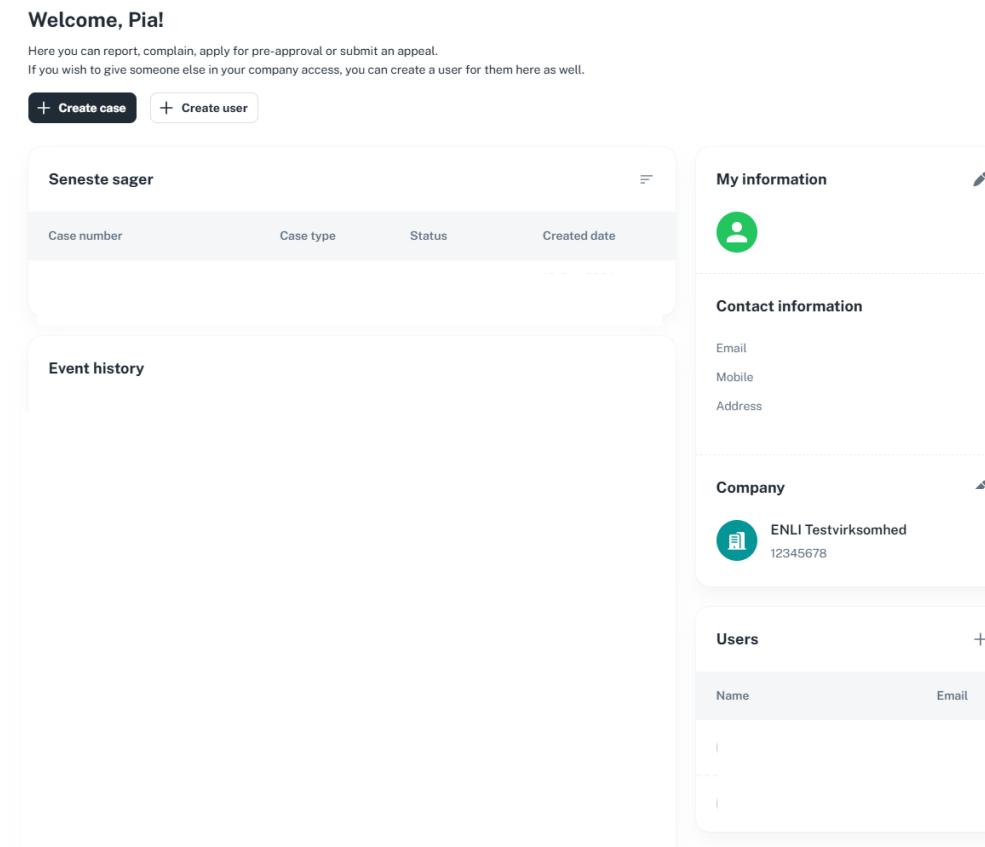
You will receive an email when the company administrator has approved your request for access to ENLI's reporting system.

Administrator: create new user



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'



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

Seneste sager

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

Event history

My information

Contact information

Email
Mobile
Address

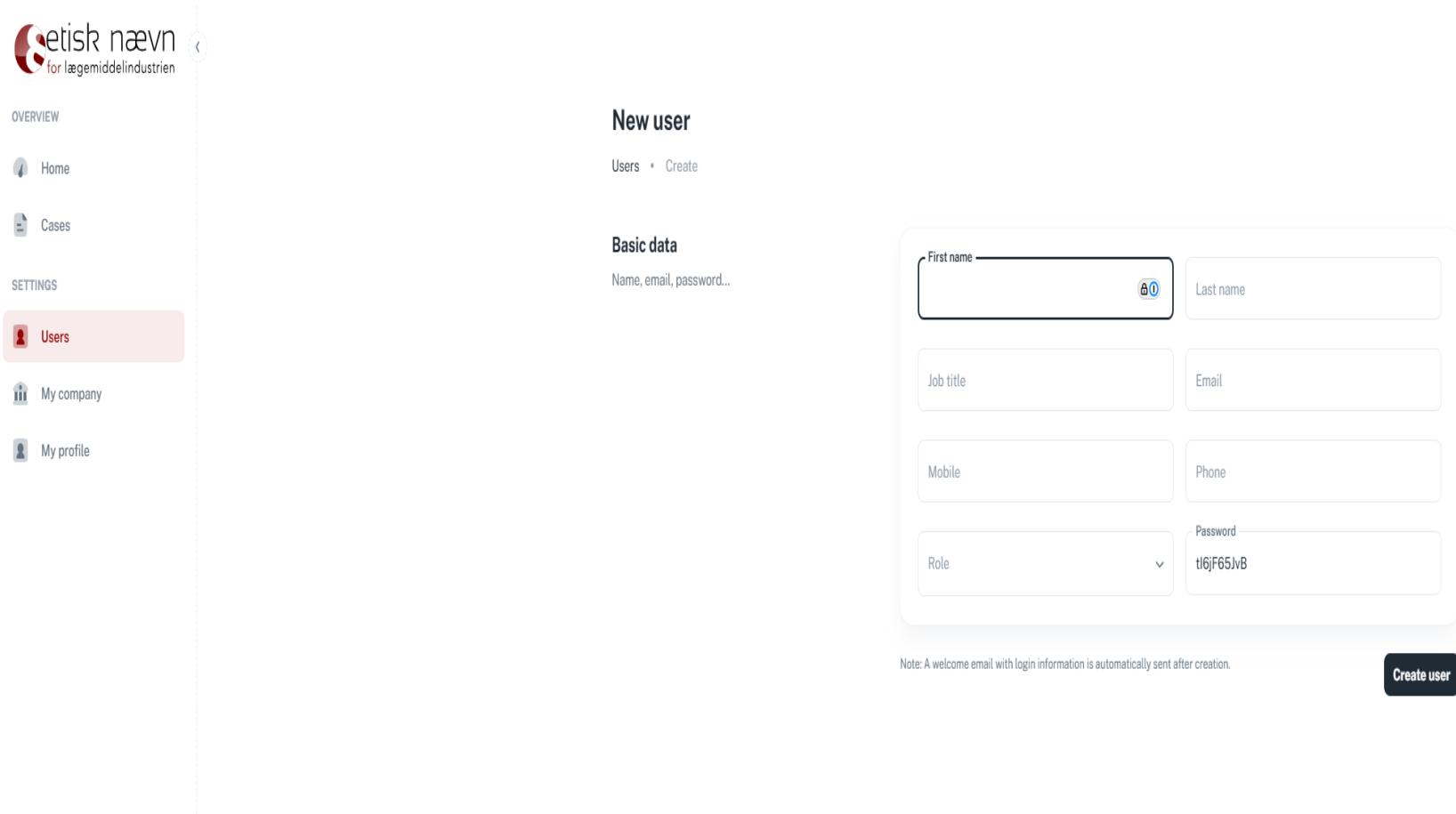
Company

ENLI Testvirksomhed
12345678

Users

Name	Email

Administrator: create new user



The screenshot shows the 'New user' creation form in the Etisk nævn administrator interface. The left sidebar has a 'Users' tab selected. The main form is titled 'New user' and shows fields for 'Basic data' (First name, Last name, Job title, Email, Mobile, Phone, Role, Password), a note about welcome emails, and a 'Create user' button.

OVERVIEW

- Home
- Cases

SETTINGS

- Users**
- My company
- My profile

New user

Users • Create

Basic data

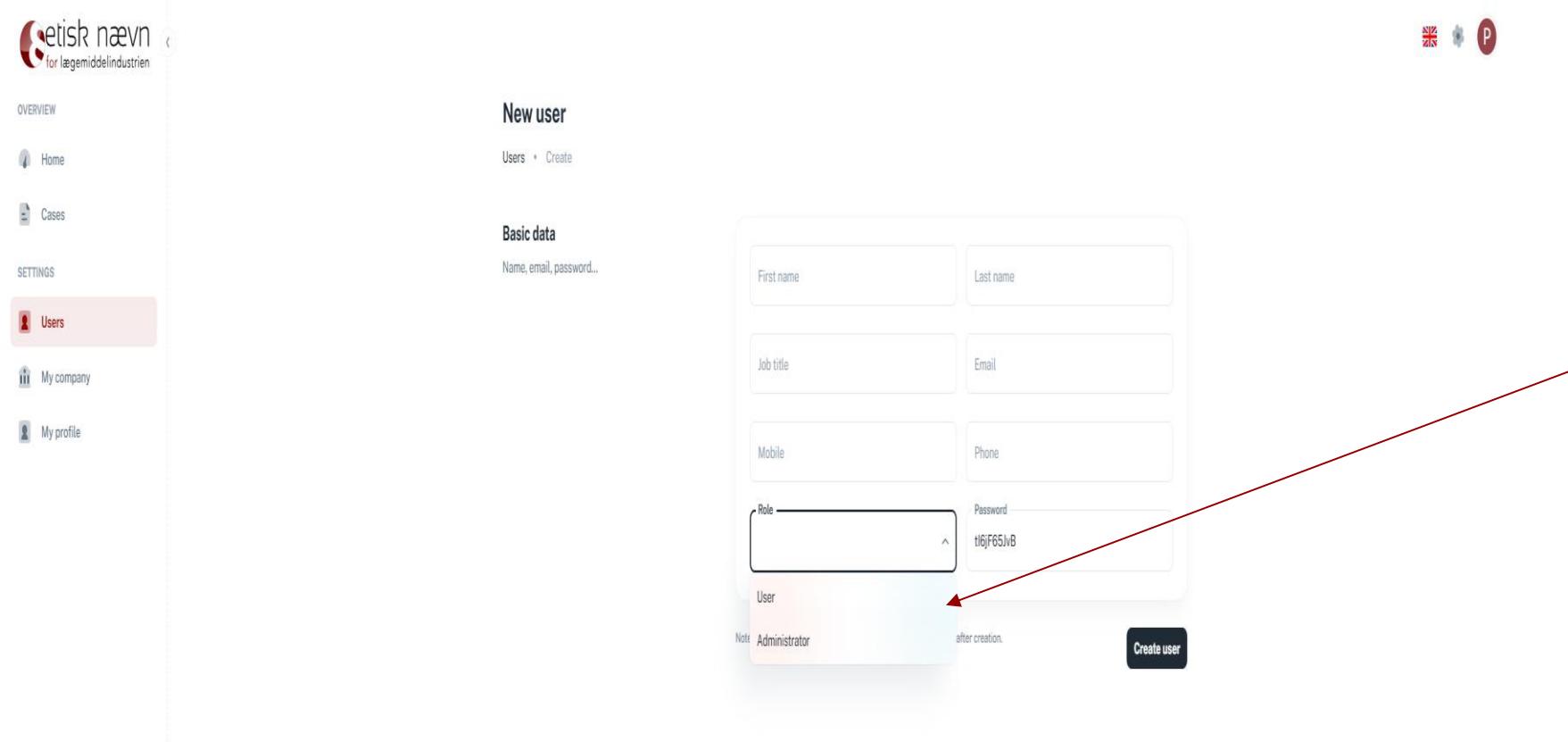
Name, email, password...

First name	Last name
Job title	Email
Mobile	Phone
Role	Password

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

Create user

Administrator: create new user



etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

New user

Users • Create

Basic data

Name, email, password..

First name

Last name

Job title

Email

Mobile

Phone

Role User

Password ti6jF65jvB

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.



Welcome to ENLIsag

Dear Carina

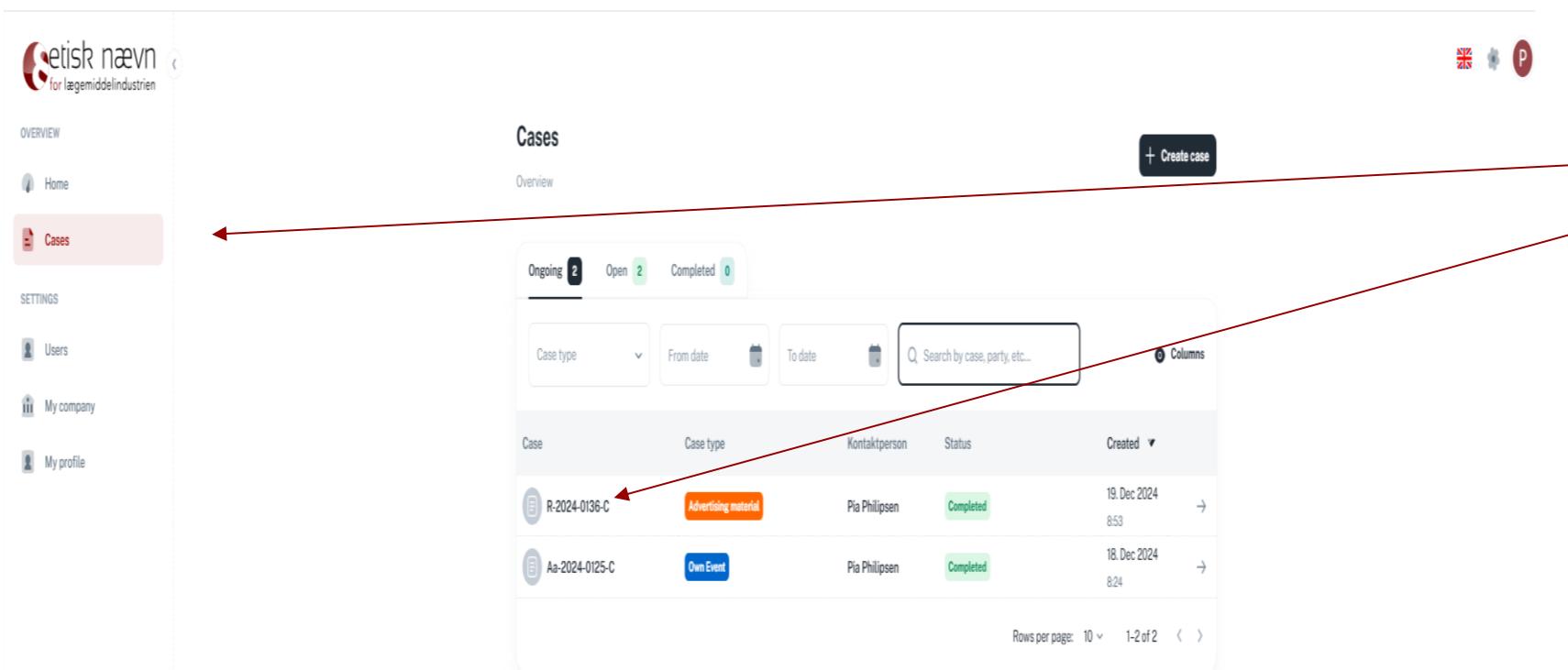
Pia Philipsen has created a profile for you in ENLIsag.

To log in 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



Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Cases

Overview

+ Create case

Ongoing 2 Open 2 Completed 0

Case type From date To date Q 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

R-2024-0136-C Completed

19. December 2024 at 8:53

Contact information

Name	F
Email	E
Mobile	M
Phone	P

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

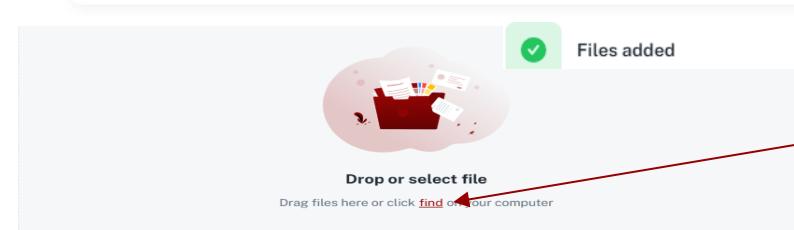
Advertising material

Add more files

Appendix

Add more files



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

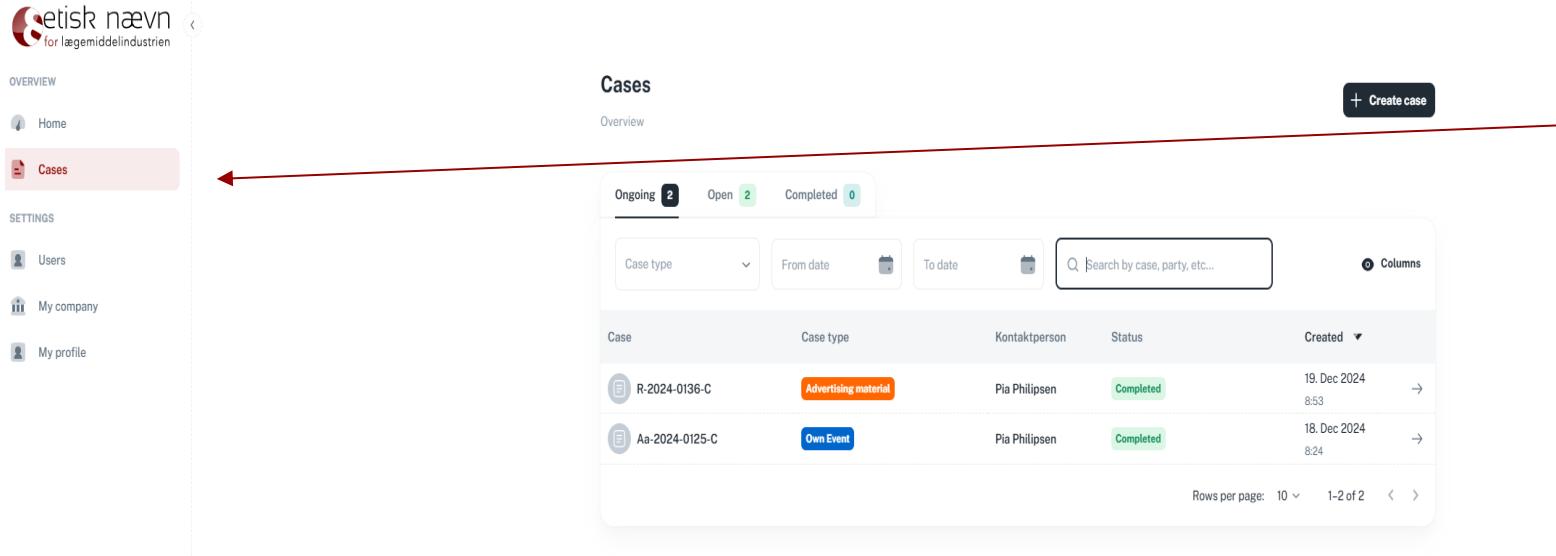
Remove all

Cancel **Upload**

Select 'Add more files'

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

Overview of cases reported to ENLI



The screenshot shows the 'Cases' tab selected in the sidebar. The main area displays a table of cases with the following data:

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 →

Filtering and search options are available at the top of the table.

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

Overview of created users / administrator(s)

Etisk nævn
for lægemiddelindustrien

OVERVIEW

Home

Cases

SETTINGS

Users

My company

My profile

Users

Overview

+ New user

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

The screenshot shows the 'My company' tab selected in the sidebar. The main content area is titled 'My company' with a sub-section 'Basic data'. It contains fields for 'Name' (ENLJ Testvirksomhed) and 'VAT number' (12345678). Below this is a section for 'Contact information' with fields for 'Address', 'Postal code', 'City', and 'Country'. A 'Save changes' button is located at the bottom right of the form.

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

Change your password / contact details

OVERVIEW

Home

Cases

Users

My company

My profile

My profile

Edit information

Basic data

Name, job title...

First name: Pia

Last name: Philipsen

Job title

Contact information

Email: pphilipsen@hotmail.com

Mobile: 12345678

Phone

Address: xxxx 1

Postal code: 2100

City: København

Country: Danmark

Change password

Save changes

Sikkerhed

Aktiver to-faktor godkendelse for øget sikkerhed

Two-factor authentication

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.

Password

Repeat password

Update password

Contact

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