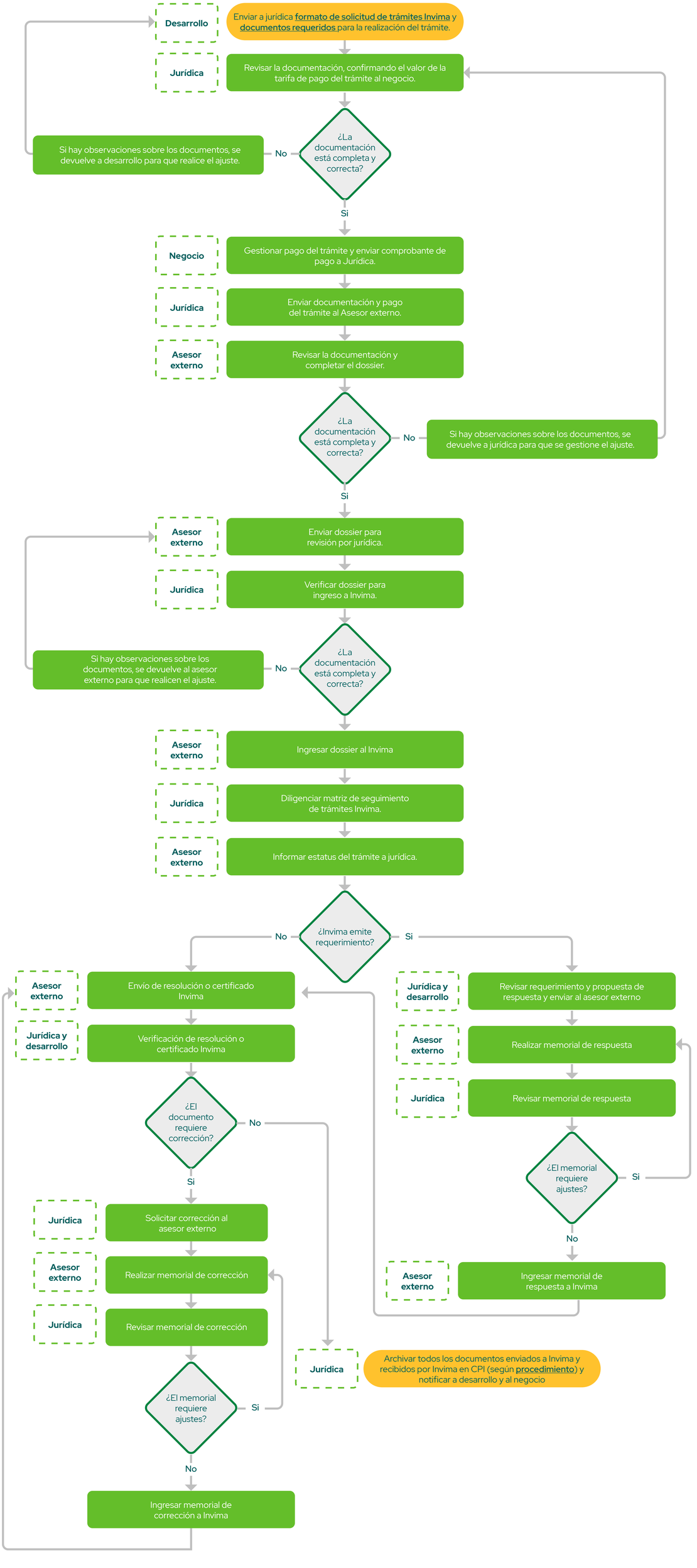Procedimiento solicitud trámites INVIMA