# USER MANUAL (FOR LICENSED TRADERS)

## COMPUTERISED TRANSACTION RECORD SYSTEM (CTR)

Prepared by Hong Kong Logistics and Supply Chain MultiTech R&D Centre (LSCM) Apr 2025

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**Purpose of this document:** Describe the steps for each feature in the Computerised Transaction Record System (CTR).

\*The feature names of the CTR system will be in accordance with the most current user requirements from the Drug Office.

### 1 Introduction

This guide is intended to help license traders effectively use the CTR system for creating and managing antimicrobial transactions in accordance with regulatory requirements. Inside this manual, users will find step-by-step instructions, best practices, and troubleshooting tips to facilitate easy navigation of the system. This guide is designed to deepen understanding and optimize platform experience.

# 2 User Management

### 2.1 User Types

Within the CTR system, Licensed traders will have three types of system roles:

Role and	Authorised User	Alternative	Company User
Responsibilities	(AU)	Authorised User	(CU)
		(AAU)	
Description	Authorised User hold responsibility of all submitted records and require ensuring transactions are submitted promptly. This role shall be placed by managerial positions.	Alternative Authorised User acts as a Company user normally. However Authorised User can transfer his/her role to Alternative Authorised User; Alternative Authorised User also allows to claim Authorised User role.	Company user has the right to enter create transaction draft and require submitting them for approval by Authorised User.
Transfer of Authorised User ownership right to Alternative Authorised User	Y	N	N
Right to be transferred as Authorised User	N	Y	N
Basic Maximum Number of user per Licensed Trader	1	2	3
Create new transaction draft	Y	Y	Y
Approve transaction draft	Y	N	N
Make change to approved transactions	Y	N	Ν
View, search & export all transaction records of own company	Ŷ	Y	Y
View notification	Y	Y	Y

### 2.2 How to Register an Authorised User Account

The user Management module covers the journey of what it takes for the Licensed Traders to register on the CTR system and how to log into the system.

### 2.2.1 Registering Authorised User Account

This section covers how License Traders can register an account on CTR.

Step 1	Click "Sign up now" in the login page
Step 2	Fill in valid company information:
	a) License Number (XX/YY/ZZZZ or ML-01234)
	b) Business Registration Certificate Number (12345678-XXX)
	Click "Next".
Step 3	Verify company information and upload supplementary document(s):
	Business Registration Certificate (PDF/JPEG with less than 10MB)
	Organisational e-Certification (With file extension: ".p12") [Optional]
	Fill in e-Cert PIN after e-Cert is uploaded.
Step 4	Fill in Personal Information:
	a) Name (same as ID Card)
	b) Job Title
	c) Create User ID (for login purpose)
	d) Phone Number
	e) Organisation User Email (same as the one in e-Cert)
	f) Fax Number (Optional) to call
Step 5	Verify the filled information.
Step 6	Read & Accept Terms and Conditions.
Step 7	Wait for a confirmation email with a submission reference code.

#### User Registration (P.1)

	Step1: Click "	Sign up now" in tl	ne login page	Sten	2: Fill in company information
	Welcome Back!	Iterised Transactio	on Record	0100	
	Login to compe			Please in , '7A' or 'N	put license number with license type of '2A', '4A' ML'. And it shall be in the format of 'XX/YY/ZZZZ'
	User ID *		Forget Username	or ML-XX	XXX, e.g. 26/2A/2010, ML-01234
				Create Authorised U	iser Account
	Password*		Forgot Password	submitted promptly.	sonsibility of an submitted records and ensures transactions are
				1 Company Information	2 Personal Information 3 Information Preview
		Login		License Number *	
				XX/YY/ZZZZ or ML-01234	4
	No	it yet a member? Sign up	now	Business Registration Certif	ficate Number * 0
		Or		BRC Number shall	i consist of 11 digits, in the format of
		2 Login with iAM Sm	art		Back Next
		More info >			
	Otors A: Fill	in Dana and Inform		Step3: Verify	company information and upload
0	Step4: Fill	In Personal Inform	nation	Sup	
Author	ised User holds responsibility	count y of all submitted records and er	nsures transactions are	Authorised User holds responsibilit	COUNT y of all submitted records and ensures transactions are submitted
submin	tted promptiy.			promptiy.	
	Company Information	2 Personal Information	3 Information Preview	Company Information	2 Personal Information 3 Information Preview
a. Persor	nnel Name* ()	Your nan your ider	ne must be same as the one on tification document.	License Number 26/2A/2010	
h loh Tit	nan rarman			Business Registration Certificate N 12345678-001	umber
e.g. C	lerk		←	Organisation Name HK Medical Trading Co., Ltd.	Supplementary Document(s)
c. User ID	)* <b>0</b>		•	License Type	a. Business Registration Certificate b. Organisational e-Certification (Optional)
e.g. c	Hong Kong phone	e number.		Address	
e.g. 2	1234567	cert email must be same as the	HongKong Post e-Cert's	RM. 1401, 14/F, WATERLOO PLAZ	A, 53-55 WATERLOO ROAD, YAU MA TEI, KLN
e. Organi	sation User Email * ()		rong tong + out o contor	a. Business Registration (	Certification (BRC):
e.g. c	hantaiman@company.com			Upload your Business Registrat (PDF/JPEG with maximum 10	tion Certification with high resolution *
2 Po	reannal Nama (s	amo as ID Card)	Back Next		
b. Jo	b Title		$\mathbf{V}$		↔
d. Ph	none Number	login purpose)	To be continue from (p.	2)	Click or drag file to this area to upload or select your file
e. Or f. Fa	ganisation User I x Number (Optio	Email nal)			Browse Files
		Sample	1		
		Business Registration Cert	ification (BRC):	b. e-Cert (Organisational)	
		Upload your Business Registration (PDF/JPEG with maximum 10 MB.)	Certification with high resolution *	Upload Company e-Cert File (.p	12)
		P Testing_doc.pdf	Î		
		e-Cert (Organisational) Upload Company e-Cert File (.p12)			Click or drag file to this area to upload or select your file
		ecert-file-demo.p12 200 KB	1	←──	Browse Files
		e-Cert PIN:*			
	e-Cert PIN ——	2039512341234			Rank
					DBCK

### User Registration (P.2)

e of Terms and Conditions are the terms and conditions ("Terms") for the use of the Corputerised Aecord ("CTR") operated by the Department of Health ("DH") of the Government ti") of the Hong Kong Special Administrative Region of the People's Republic of Kong). The Government agrees to provide the Services (as defined in Clause 3 ou, as the user of CTR ("User"), agree to use the Services in accordance with the cond Terms of Use and using CTR you agree to be legally bound by these Terms, which may be for supplemented by the Government from time to time without prior noise to be check the website at <u>Into://ct.dovGne.acv.hk/portal/</u> regularly for any and/or supplemented which may be made. Torolded in CTR Be a webbite designed to systematically record antimicrobial prescription and at a through electronic means, essuring proper record keeping of antimicrobials as enoty chain. Item subdives the needback defined.
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Ou as the derived of the (date ), agree to due the derived in accounted with the end using CTR. you agree to be legally bound by these Terms, which may be low subjemented by the Government from time to time without prior notice to a check the website at <u>thiss/circl.downfiles.acvik/circl.dr.regulary</u> for any and/or supplement which may be made. rowided in CTR es a website designed to systematically record antimicrobial prescription and at through electroin means, ensuring proper record keeping of antimicrobial as mather chains intro whole also the actions definery.
ce of Terms of Use and using CTR. you agree to be legally bound by these Terms, which may be Urr supplemented by the Government from time to time without prior notice to a check the website at <u>Intra 2/crt drawfine avoid Networth</u> (or any and/or supplement which may be made. rowided in CTR es a website designed to systematically record antimicrobial prescription and at through electronic means, ensuring proper record keeping of antimicrobials as ensure chain. Incre wholese the tradeus designed for the systematically records discussed and the systematically record antimicrobial prescription and as month chain. Term wholese the tradeus designed.
rovided in CTR es a website designed to systematically record antimicrobial prescription and at through electronic means, ensuring proper record keeping of antimicrobials as sumptic chain, from wholesale to endeuser delivery.
es a website designed to systematically record antimicrobial prescription and ata through electronic means, ensuring proper record keeping of antimicrobials as supply chain. from wholesale to end-user delivery.
Back Download as PDF I accept the above terms and condition
II to the back and Click the green button
Laccept the above terms and cond
/ait for a confirmation email
orised User Account
<b>V</b>
Thank you Your application is under review. should receive a confirmation email with a submission reference code.
eu s

### 2.2.2 User Registration – Creating New Password

This section covers how to create a password for CTR account once the registration is approved.

Step 1	Once registration is approved, click "Create Password" from the received email.
Step 2	Input new password twice and click "Submit". *Password must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols*
Step 3	Click "Login" to return to the login page and use your new password.

#### **User Registration – Creating New Password**

Step1: Once registration is approved, click "Create Password" from the received email.

Please DO NOT reply to this email. Should you need any further information, please email etr\_info@dh.gov.hk. Please use Edge version 109, Firefox version 109, Chrome version 109, Safari for macOs and 105 1:6.0 or above if the email content didn't show

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correctly.



### 2.3 User Login

This section covers how registered and approved users can log into CTR via 2-Factor Authentication. There are 3 approaches: One-Time Password, e-certification, and iAM Smart authentication.

Approach 1:	2 Factor Authentication (Login with One Time Password)
Approach 2:	2 Factor Authentication (Login with e-Certification)
Approach 3:	Login with iAM Smart.

### 2.3.1 Login with One Time Password/ e-Certification

This section explains logging in using a One-Time Password (OTP) or e-Certification.

Step 1	Input User ID and Password, click "Login".
Step 2	Select one of the two factor authentications. (Method a/b)
	<b>2a.</b> Choose "One Time Password" in the page.
	1. Enter 6 digits One Time Password (OTP) received in user's registered
	email. (e.g. 123456)
	2. If haven't received OTP yet, click "Resend OTP (30s)" to request a new
	one.
	After 6 digits are entered, page will be redirected to landing page
	automatically.
	<b>2b.</b> Choose "e-Cert" in the page (e-Certification)
	1. Upload e-Cert File [*Must be an PKCS#12 (.p12) file].
	2. Enter e-Cert PIN.
	3. Click "Login" and direct to landing page.

#### Login with One Time Password/ e-Certification

Step 2: Select one of the two factor authentications.

Step 1: Input User ID and Password,

click "Login". (Method a/b) Welcome Back! **Two Factor Authentication** Login to Computerised Transaction Record In addition to your User ID and password, please select a two factor authentication for extra security. 1 User ID\* Forgot User ID 2 Password\* Forgot Password Ň **One Time Password** We will send a 6 digits one time password to your email Not yet a member? Sign up now Or b. e-Cert 🛐 Login with iAM Smart You will need to provide e-Cert pin and e-Cert file More info > e-Cert **One Time Password** Upload the e-Cert file and enter the e-Cert Pin to sign in. e-Cert File \* \*\*\*\*\*  $\dot{\boxtimes}$ Enter the 6 digits One Time Password that sent to your email to sign in. The one time password will expire after 15 minutes. Click or drag file to this area to upload or select your file 1 e-Cert Pin\* 2 Resend OTP (30s) Back 2 Back

### 2.3.2 Login with iAM Smart

This section explains how to log in using iAM Smart.

Step 1	Click "Login with iAM Smart".	
Step 2	Redirect to login with iAM Smart page.	
Step 3	Scan the QR Code:	
	1. Open the iAM Smart app on your mobile device.	
	2. Click "QR code scanner" in the app and scan the QR code displayed	
	on the website.	
Step 4	Direct to Landing page:	
	4a. If there is only one company associated with the account, the user will	
	be automatically directed to the landing page.	
	4b. If there are two or more companies linked to the same iAM Smart	
	account, the user should select the desired one first.	

#### Login with iAM Smart



### 2.4 User Login – Forgot Password

This section covers how can user login and retrieve their account when the password is forgotten.

Step 1	Click "Forgot Password" on top of password box.
Step 2	Fill in the required information:
	a) User ID
	b) Email (user's registered email address)
Step 3	Pop up message will inform user a Reset Password email has been sent.
Step 4	Click "Reset Password" from the received email.
Step 5	Input new password twice, and click "Submit".
	*Password must be a minimum of 8 characters with a mix of uppercase
	letters, lowercase letters, numbers and symbols*
Step 6	After the pop-up message and email are displayed, the reset password can be used to log in.

### User Login – Forgot Password

Step 1: Click "Forgot Password"	Step 2: Fill in the required information
Welcome Back! Login to Computerised Transaction Record	a. User ID b. Email (user's registered email address)
User ID * Forgot User ID	Forgot Password
Password * Forgot Password	Please enter your User ID and Registered Email to reset your password.
Login	Registered Email*
Not yet a member? <u>Sign up now</u>	Back Submit
🗑 Login with iAM Smart	
More info >	$\checkmark$
Step 4: Click "Reset Password" from the received email.	Step 3: Pop up message to inform a Reset Password email has been sent.
Department of Health     The Government of the Hong Kong Special Administrative Region     The Government of the Hong Kong Special Administrative Region	Forgot Password
Dear <hr/> WE recently received a password reset request for the account with the UserID Vor reset your password, please click on the below button: Reset Your Password	
If the button doesn't show up, please use this link instead: Click here to access the link	
If you did not request this change, please email us at ctr_info@dh.gov.hk	A link to <b>Reset Password</b> has been sent to your email.
Yours sincerely, The Computerised Transaction Record System Team	Back
Note Please D0 NOT reply to this email. Should you need any further information, please email ctrInfog@h.gov.tk. Please use Edge version 109, Fieldox version 109, Dhrome version 109, Safari for mucCa and IOS 16.0 or above if the email content didn't show concetly.	Step 6: After the pop-up message and email are displayed, the
2025 © Department of Health	reset password can be used to log in.
Step5:	Department of Health The Government of the Hong Kong Special Administrative Region
Input new password twice, and click "Submit".	uear -reame», We are pleased to inform you that your password has been successfully created. You may now login to your
Reset Password Must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols.	account with your password.
Please enter your new password to reset your password.	thick beauty down with the product and time time to be access.     Citck beauty down in the time.     Reset Password Pop-up message
New password *	
Re-enter new password *	
Submit	Success Your password has been reset
	Login

### 2.5 User Login – Forgot User ID

This section covers how users can retrieve their account when they forget their User ID.

Step 1	Click "Forget User ID" on top of the User ID box.
Step 2	Pop up message will inform user to contact Drug Office with authorised email to recover the username.

Step 1: Click "Forgot User ID"	Ster 2
Welcome Back! Login to Computerised Transaction Record	Pop up message to inform user to contact Drug Office with authorised company email to recover the username.
User ID * Forgot User ID	Forgot User ID
Password * Forgot Password	Please contact Drug Office with your authorised company email to recover the username.
Login	
Not yet a member? Sign up now	
Or	
Login with iAM Smart	
More info >	

### User Login – Forgot User ID

### 2.6 Landing Page

This section shows what functions are there on the landing page of different user types.

### 2.6 (1) Authorised user



### 2.6 (2) Alternative Authorised User/ Company User

#### Alternative Authorised User / Company User



### 2.7 User: Account Settings

This section covers what functions are there in settings.

### 2.7 (1) My Profile

This page contains personnel information as well as the information of their respective company. The status of iAM Smart authentication is also seen. Only certain information (Job title/ Phone Number/ Fax number) can be edited. To modify the other information, please contact Drug office.

Generate Server Token Change password Rind your "IAM Smart"	> Account Company	Role 7 User		Personnel Name			
Change password Rind your "iAM Smart"	>			Wong Siu Ming			
Rind your "iAM Smart"	v Urganisa	tion Email		User ID chanmandt			
Bind your IAW Smart	> Job Title	.ownakong.com.nk	Phone Number	channahat	Fax Number		
Bind your "e-Cert"	> Manager		21492767		22335566		
∃ Sign out account	Organisa HUKONG	tion Name INTERNATIONAL LTD.		Business Registration 12345678-001	n Certificate Number		Personnel
	License	Number		Address			information
	1/2A/20 1/1A/20	32 33		RM. 1401, 14/F, WATI YAU MA TEI, KLN	ERLOO PLAZA, 53-55 V	VATERLOO ROAD,	
	iAM Sma <b>Yes</b>	rt Authentication Activated	iAM Authentica	Smart ation status			
unt Settings >							
My Profile >	Edit My Profile Certain data cannot b	e edited directly on this page.					
Generate Server Token	Please contact the dr	Jg office if you require modificat	ions to that information.				
Change password	Account Role Company User		Personnel Name Wong Siu Ming				
Bind your "iAM Smart"	Organisation email	som bk	User ID				
	Job Title*	Phone N	umber*	Fax Number	•	Only Job title/	
Bind your "e-Cert"		01 4007	67	22335566		number editable	е
P Bind your "e-Cert" > > Sign out account	Manager	214927					
P Bind your *e-Cert* →	Manager Organisation Name HUKONG INTERNATIO	NAL LTD.	Business Registrati 12345678-001	ion Certificate Number			

Cannot save if nothing

is changed, press

cancel to exit

### 2.7 (2) Change User Password

User can change their password in account settings. Users first enter their current password then enter the new password twice to confirm change of password. User will be redirected to login page to login again after the password is changed.

\*Password must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols\*

Account Settings Account Settings				
-				
S My Profile	>	Change Password		
💮 Generate Server Token	>	Please change your password every 90 days, otherwise your account will be in Current Password *	ocked.	
Change password	>		$\odot$	Create a minimum 8 characters of
Bind your "iAM Smart"	>	New Password * O-		→ password with a mix of uppercase letters,
Bind your "e-Cert"	>		$\odot$	lowercase letters, numbers, and symbols
G Sign out account	>	Re-enter New Password *	_	
			$\odot$	
		Sa	ve	
				After entering the current password and
ccount Settings				נווב וובש אמששטות נשוכב.
Account Settings				
A My Profile	>	Change Password		
🔿 Conorato Sonior Tokon		Please change your password every 90 days, otherwise your account will be	ocked.	
	ĺ.	current Password *	0	
Bind your "iAM Smart"	ĺ.	New Dessword * 0		
Bind your "e-Cert"	Ś		$\odot$	
C Dirici Joan C Cont		Re-enter New Password *		
G Sign out account	>		۲	
		Clear all entered	ave 🔶	Save to confirm
			_	
		$\mathbf{V}$		
		Password successfu	ılly c	changed
		Password has been Please login a	char gain.	nged.
				Inform the user to log
		Log Out	•	out and then log in usi the new password.
			_	

### **Change Password**

### 2.7 (3) Bind with iAM Smart

Users can bind to iAM Smart account to allow login with iAM Smart rather than One Time Password or e-Cert after successful binding.

### 2.7 (3a) Binding

Step 1	Click "Bind to iAM Smart now".
Step 2	Redirect to login with iAM Smart page.
Step 3	<ul> <li>Scan the QR Code:</li> <li>1. Open the iAM Smart app on your mobile device.</li> <li>2. Click "QR code scanner" in the app and scan the QR code displayed on the website.</li> </ul>
Step 4	After the pop-up message and email are displayed, user's account is bound successfully to "iAM Smart".

#### **Bind with iAM Smart**



#### 2.7 (3b) Unbinding

Step 1	From the side menu of Account Settings, click "Bind your "iAM" to access page of Unbind your "iAM Smart".
Step 2	Click 'Unbind "iAM Smart" now'.
Step 3	After the pop-up message and email are displayed, user's account is unbound successfully to "iAM Smart".

#### **Unbine iAM Smart**

Step1: Click "Bind your "iAM" from the side menu to access page of Unbind your "iAM Smart". Step2: Click 'Unbind "iAM Smart" now'



### 2.7 (4) Bind with e-Cert

Users can bind to e-Cert to allow login with e-Cert rather than One Time Password or iAM Smart after successful binding.

### 2.7 (4a) Binding

Step 1	From the side menu of Account Settings, click 'Bind your "e-Cert"'.
Step 2	Upload your e-Cert file.
Step 3	Fill in your e-Cert Pin.
Step 4	Click "Submit".
Step 5	After the pop-up message and email are displayed, user's account is bound successfully to "e-Cert".

#### **Bind with e-Cert**



#### 2.7 (4b) Unbinding

Step 1	From the side menu of Account Settings, click 'Bind your "e-Cert"'.
Step 2	Click 'Unbind your "e-Cert" now'.
Step 3	After the pop-up message and email are displayed, user's account is unbound successfully to "e-Cert".

Account Settings Account Settings Unbind your "e-Cert" A My Profile > This account is already connected with an "e-Cert". G Generate Server Token > d your "e-Cert" now Current e-Cert will be expired on 2025-09-30 Change password > Step1: Click ' Bind your • "e-Cert" ' Bind your "iAM Smart" > P Bind your "e-Cert" > Step2: Click 'Unbind your ⊖ Sign out account "e-Cert" now' Step 3: After the pop-up message and email are displayed, user's account is unbound successfully to "e-Cert". **Email Template** Drug Office Department of Health The Government of the I Dear <Name>. You have successfully unbound your account from "e-Cert". You can bind your account to "e-Cert" again in the future via 'Account Settings" page. Successfully Unbound You have unbound your account from "e-Cert" successfully. Yours sincerely, The Computerised Transaction Record System Team Note

**Unbind e-Cert** 

### 2.7 (5) Server Token

Authorised users can generate/ terminate/ regenerate a one-time server token of 128 number digits for API connection to authenticate requests.

#### 2.7 (5a) Generate Token

Step 1	Access Account Settings, click "Generate Server Token" from the side menu.
Step 2	Click the green "Generate Token" button to create a one-time server token
	consisting of 128 characters.

\* Token can only be copied after pressing the "Copy" button.

- \* Token will not be displayed again once the user leaves the current page.
- \* Token will expire after 90 days.

#### **Generate Token**



Step1: Access Account Settings, click "Generate Server Token" from the side menu. Step2: Click the green 'Generate Token' button.

Remind: Token will expire after 90 days. Need to regenerate it later.

#### 2.7 (5b) Regenerate Token

Token would not be displayed when user leave the page and re-enter the page again. User will have to regenerate a token and terminate their current one.

Step 1	Get back to the "Generate Server Token" page.
Step 2	Click "Regenerate Token" underneath the terminate current token button.
Step 3	Confirm regeneration.

\*\*\*New token will appear. Please copy and save again.

#### **Regenerate Token**

Step1: Get back to the "Generate Server Token" page. Step2: Click the white 'Regenerate Token' button.



Remind: Token will expire after 90 days. Need to regenerate it later.

#### 2.7 (5c) Terminate Token

End or deactivate a token to revoke its access or functionality within the system.

Step 1	Get back to the "Generate Server Token" page.
Step 2	Click "Terminate Token".
Step 3	Confirm termination.

#### **Terminate Token**

Step1: Get back to the "Generate Server Token" page. Step2: Click the green "Terminate Token" button.



### 2.7 (6) Account Log out

Users can sign out of account in account settings page.

Step 1	Click "Sign out account" from the account settings page.
Step 2	Confirm sign out.

#### Account Logout

S My Profile	> My Profile		🖉 Edit
🗟 Generate Server Token	> Account Role Company User	Personne Wong Siu	Name Ming
Change password	> Organisation Email taiman123@hukong.com.hk	User ID <b>chanman</b>	dt
Bind your "iAM Smart" Bind your "e-Cert"	> Job Title > Manager	Phone Number 21492767	Fax Number 22335566
⇒ Sign out account	Organisation Name	Business	Registration Certificate Number
•	HUKONG INTERNATIONAL LTD	0. 1234567	3-001
	1/2A/2032 1/1A/2033	RM. 1401 YAU MA	, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, EI, KLN
	iAM Smart Authentication Activ Yes	vated	
		$\downarrow$	
	Sign Out	$\downarrow$	
	Sign Out Confirm to sign out?	$\downarrow$	Step2: Click

Step1: Click "Sign out account" from the account settings page

### 2.8 Authorised User: Add company user

This section guides authorised users to add/ approve company users to the system.

Step 1	Click "User Management" in landing page.
Step 2	Click "+ Create User" on the top right-hand side of the page.
Step 3	<ul> <li>Fill in the account information:</li> <li>a) Personnel name</li> <li>b) Job Title</li> <li>c) Phone number</li> <li>d) Company user email</li> <li>e) User ID</li> <li>f) Fax Number (optional)</li> </ul>
Step 4	Preview application information.
Step 5	Submit and confirmation.

Applicant (New company user) will receive a "Create password email".

### Authorised User: Add company user

Transaction F	Record Home	Transaction Manage	ment V Product Inve	ntory 🗸	User Management Quick Lin	nks 🗸 💄	Chan T	'ai Man	2025-07-02 17:30
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Organi	isation Information		10 1	<u>Nore</u>	Notification Centre			⊻	/iew All
Name:	CHAN, Tai Man	Account	Role: Authorised User		• Transaction draft, invoice	e No.: SO23765	584 was approv	ed.	
	User Management			V	, 				
	User Managemer	ıt	Step2: Cli	ck "+ (	Create User"		+ Create U	ser	
	All Users						✓ Action		
	Active Disabled								
	Name, Phone Numbe	r, Job Title Accou	nt Role 🗸	1		-			
	User Status	Personnel Name	Account Role 🛊	Job Title	¢ Email	Phone     Number	Fax Number		
	Active	Chan Tai Man	Authorised User	Manager	chan.tm@drugtrade.com.hk	21492767	21492767		
	Active	Wong Ka Hei	Alternative Authorised User	Manager	wong.c@drugtrade.com.hk	21492769	21492767		
	Active	Chan Siu Ling	Company User	Clerk	chan.sl@drugtrade.com.hk	21493001	21492767		
	Active	Chan Ka Chun	Company User	Clerk	chan.kc@drugtrade.com.hk	21493002	21492767		
	Active	Cheng Tse Ching	Company User	Clerk	cheng.tc@drugtrade.com.hk	21493003	21492767		
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2025 @ Department of Health

Step 1	In user management, select the target user on the left-hand side.
Step 2	In "Action", click 'Edit".
Step 3	Edit selected information: Job title / Phone / Fax Number
Step 4	Save and confirm the changed information.

### 2.9 Authorised User: Edit Company Account

### Authorised User: Edit Company Account

	User Management User Management					+ Create User	
	All Users Active Disabled Name, Phone Number, Job Title Accourt	it Role 🗸		2 3 Edit Transfer Role			
	User Status 💠 Personnel Name 🛊	Account Role 🔷	Job Title 🛟	Organisation User Email	Phone Number +	le User Fax Number 💠	
	Active Chan Tai Man	Authorised User	Manager	chan.tm@drugtrade.com.hk	21492767	21492767	
	Active Leung Hei	Alternative Authorised User	Manager	cheung.km@drugtrade.com.hk	21492768	21492767	
Step1:	Active Wong Ka Hei	Alternative Authorised User	Manager	wong.c@drugtrade.com.hk	21492769	21492767	
Select the	Active Chan Siu Ling	Company User	Clerk	chan.sl@drugtrade.com.hk	21493001	21492767	
target user.	Active Chan Ka Chun	Company User	Clerk	chan.kc@drugtrade.com.hk	21493002	21492767	
	Active Cheng Tse Ching	Company User	Clerk	cheng.tc@drugtrade.com.hk	21493003	21492767	
				1	-12 of 12 K	1 > Э	
	User Management > View User Account > Ed Edit User Account Account Role Company user Personal Name Chan Ka Chun Phone Number* 21493002 Organisation User Email chan.ke@drugtrado.com.hk	It User Account	Job Title* Clerk Z1493555 User ID chankachun			Sample	Only Job title/ Phone/ Fax number are editable
	Cancel	ve and confirm	Step4: n the chan	ged informatio	า	1 Save	Click to save
	Saved User account information save	ıd.	Sav Conf	e irm to save edited account?	Cano	2 Confirm	

### 2.10 Authorised User: Activate/ Disable User

### 2.10 (1) Authorised User: Disable User

Step 1	In active list of user management, select the target user on the left-hand side.
Step 2	In "Action", click 'Disable user'.
	Need to provide reason for disabling user.
Step 3	Provide reason for disabling user.
Step 4	Confirm action.

\*Will have an Email Notification of Disable.

#### User Management User Management All Users Active Disabled Step2: Click to Disable user mber, Job Title... Account Role 🗸 Name, Phone Disable User User Status 💠 nnel N Manage Active Chan Tai Man Authorised User chan.tm@drugtrade.com.hk 21492767 2140276 Active Alternative Authorised User 21492768 Leung Hei cheung.km@drugtrade.com.hk Manager 21492767 Step1: Active Wong Ka Hei Alternative Authorised User Manager wong.c@drugtrade.com.hk 21492769 21492767 Select the 21493001 Active Chan Siu Ling Clerk han.sl@drugtrade.com.hk 21492767 Company User target user. Active Chan Ka Chun chan.kc@drugtrade.com.hk 21492767 Company User Clerk 21493002 Active Cheng Tse Ching cheng.tc@drugtrade.com.hk 21492767 Company User Clerk 21493003 1-12 of 12 K < 1 > X Inform user that the account is disable and its reason for disablement. **Email Template Disable User** The Government of Health Confirm to disable the selected user(s)? Dear <LT User Name>. Reasons of Disablement\* We regret to inform you that your account has been disabled due to the following reason(s): Step3: Enter <Reason for Disablement> reason for For enquirers, please contact our support team at disabling user. ctr\_info@dh.gov.hk Yours sincerely, The Computerised Transaction Record System Team Step4: Cancel Confirmation ersion 109, Firefox version 109, C nd iOS 16.0 or above if the email of

#### Authorised User: Disable User

31
### 2.10 (2) Authorised User: Activate User

Step 1	In disabled list of user management, select the target user on the left-hand side.
Step 2	In "Action", click 'Activate user'.
Step 3	Confirm action.

Will have an Email Notification of Activation.

If there are already three active company users, the activation will not be successful. In this case, a pop-up message will appear, notifying you of the limitation.



#### Authorised User: Activate User

# 2.11 User Role conversion

# 2.11.1 Transfer User Role (Performed by AU)

### 2.11.1 (1) Authorised User (AU): Transfer User Role

Step 1	In active list of user management, select the target user on the left-hand side.			
Step 2	In "Action", click "Transfer Role".			
Step 3	Provide reasons of role transfer.			
Step 4	Confirmation			

Upon completing the role transfer, both users will be logged out of the system. They can log back in to view the changes in their roles, access permissions, and receive an email notification confirming the role transfer.

#### Authorised User: Transfer User Role



# 2.11.1 (2) Alternative Authorised User (AAU): Receive the Transferred Role

#### **Condition 1: Role Transfer with Online Opponent**

When an authorized user transfers a role to another user (referred to as the "opponent" or AAU), the opponent (the user receiving the role) is online at the time of the transfer.

Step 1	Click "Log out" on a pop up message.
Step 2	Login
Step 3	Receive a notification.

### Condition 2: Role Transfer with Offline Opponent

An authorized user attempts to transfer a role to another user (the opponent) who is currently offline.

Step 1	Login
Step 2	Receive a notification.



#### Alternative Authorised User(AAU): Receive the Transferred Role



# 2.11.2 Claim Authorised User Right (Performed by AAU)

### 2.11.2 (1) Alternative Authorised User (AAU): Claim User Role

Step 1	In user management, select an active authorised user on the left-hand side.
Step 2	In "Action", click "Claim Authorised User Right".
Step 3	Provide reasons of role change.
Step 4	Confirmation

#### Alternative Authorised User: Claim User Role



# 2.11.2 (2) Authorised User (AU): Role Conversion Notification

### Condition 1: Claiming Rights from an Online Opponent (AU)

When an alternative authorized user claims right from an authorized user (referred to as the "opponent"), the opponent (the user changed the role) is online during the process.

Step 1	Click "Log out" on a pop up message.
Step 2	Login
Step 3	Receive a notification.

### Condition 2: Claiming Rights from an Offline Opponent (AU)

When claiming rights from an Authorized User (referred to as the "opponent") who is currently offline, the opponent will receive a notification of role change after login.

Step 1	Login
Step 2	Receive a notification.



#### Authorised User(AU): Role Conversion Notification

Notification Derive 
Notification Details

Notification Details

Notification Details

Nour System

Vour second role: Authorized User Role, has been claimed by Leung Hei with the following reason(s):

Reason for Claiming:
-Reason text>
Nour role has now changed to Alternative Authorized User. You now have the rights to use all functions associated with the role of Alternative Authorised User.

H you have any questions or need assistance, please contact our support team.

Back

Delete

# 2.12 User Logout

This section covers how users can log out/ sign out of their account.

### 2.12 (1) Method 1: From Landing page

Step 1	Click on profile icon.
Step 2	Click "Logout".
Step 3	Confirmation of sign-out.

#### User Logout (From Landing page)



# 2.12 (2) Method 2: In Account Settings Page

\*See "2.7 (6) Account Log out" in Account settings\*

# 3 Module 2: Transactional And Inventory Management

This module covers how can users create transactions and what transaction data needs to be recorded.

# 3.1 Transaction Type and Transaction Nature

There are two types of transactions nature in scope: Transactions -IN and Transactions-OUT. Transactions IN implies any antimicrobial products that are received by Licensed Traders; Transactions OUT implies transactions related to antimicrobial products that are supplied by the Licensed Traders.

	MANUFACTURER	MANUFACTURER	WHOLESALE	PHARMARCY	
	(ML)	REPACAKAGER	R (2A)	(4A)	
		(7A)			
	Import	Import	Import	Wholesale	
Transaction	Wholesale	Wholesale	Wholesale	Return	
IN	Return	Return	Return		
	Manufacture	Manufacture			
	Export	Export	Export	Dispense	
	Wholesale	Wholesale	Wholesale	Wholesale	
Transaction	Damage	Damage	Damage	Damage	
Ουτ	Dispose	Dispose	Dispose	Dispose	
	Retention	Retention	Retention	Retention	
	Return	Return	Return	Return	

There is different transaction nature of In and Out as outlined in the table:

### Import

Import refers to a transaction where licensed trader processes a Signed Import License, importing products from overseas suppliers.

### Export

Export refers to a transaction where licensed traders process a Signed Export Licensee, exporting products abroad.

#### Manufacture

Manufacture refers to transactions where licensed traders produce their own products.

#### Wholesale

Wholesale refers to a transaction where licensed traders supply or distribute products to another licensed trader.

#### Dispose

Dispose refers to any licensed traders getting rid of the products by disposing in accordance with Environmental Protection Department, due to the product being damaged, or is expired etc. When this occurs, documentary evidence will be required for licensed traders to support the disposal process and a disposal reference code will be shared which is required to be submitted to the CTR system as a record.

#### Damage

Damage refers to any antimicrobial products that are damaged and destined for disposal.

#### Retention

Retention refers to any antimicrobial products that are kept for retention purposes and kept by the Licensed Trader for a certain period of time for legal or specified intention.

#### Return

Return refers to any licensed traders who return the drugs to their counterparty/supplier.

#### Dispense

Dispense refers to pharmacies (a specific licensed trader with 4A license type) to record the dispense transactions with patients.

# 3.2 How to Create New Transaction Draft

There are 3 ways of data entry:

Approach 1:	Direct Web Entry
Approach 2:	CSV Upload through CTR Website
Approach 3:	Application Programming interface (API)

### 3.2.1 Direct Web Entry

CTR direct entry is an approach where users can enter their transactional and inventory data through CTR web interface directly. CTR System will perform data validation on the data entry by users.

This function enables Licensed Traders to create a new transaction record and view any draft transaction records in draft. This section covers how each type of LT (2A/4A/7A/ML) can record their transaction and what is needed to be recorded and filled in.

#### 3.2.1.1 General Steps

#### 3.2.1.1 (1) Create new transaction draft

Step1	Go to Transaction Draft Preparation page, you may					
	Click "Transaction Draft Preparation" from Landing page. Or					
	from the top side menu, click "Transaction Management" and select					
	"Transaction Draft Preparation".					
Step 2 In Transaction Draft Preparation page, click "+ New Transaction						
	create a new draft.					
Step 3	Review user's respective organisational information, then click "Next Step"					
	to enter the further transaction details.					
1						

#### **Create new transaction draft**

#### Step1 (Method a/b): Go to Transaction Draft Preparation page

1a. Click "Transaction Draft Preparation" from Landing page.

1b. From the top side menu, click "Transaction Management" and select "Transaction Draft Preparation".



Step2: click "+ New Transaction Draft" to create a new draft.

Transaction Management  → Transaction Draft Preparation Transaction Draft Preparation	1	+ New Transaction Draft
Draft Records         Draft - Complete / Withdrawn         Rejected         Other's Draft	<ul> <li>Action</li> </ul>	Hanage Columns
Product Name, Reference Number, Batch Number, Eatch Num	Product Type	¢ Pack Size ¢
No rows		,
	0-0 of	IK K K N



Step 3: Verify Organisation Information, click "Next Step".

Computerised Home Transaction Management V Proc	duct Inventory $$	Line Tai Man 2025-07-02 17:30
Transaction Management > Transaction Draft Preparation > New Transaction Draft	ction Draft	
A Every transaction shall be recorded within 7 Days from the dispense time.		
Organisation Information     2 Transaction Nature Selection	3 Receiver/Supplier Selection 4 Product Selection	5 Transaction Preview
Step 1 Organisation Information		
Organisation Name	Ensure the license type	
Lisanse Number	Lissue the license type	
47/4A/2019	Pharmacy	
Address	Warehouse Address	
SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NT		
Cancel		Next Step
		HBN8
2025 © Department of Health Terms & Conditions User Manual		Version 00.XX.XX

# 3.2.1.1 (2) Transaction Nature Selection

( )	
Step 1	Select a transaction date over 7 days, click "Next" from the pop up message.
Step 2	Enter the reasons for late submission and click "Submit".
Step 3	Click "Next Step" and follow the transaction nature to finish the rest of steps until Transaction Preview.

*3.2.1.1* (2a) If the transaction is late for submission (over 7 days)

\*After finishing the submission, if redirected to Transaction Record, approved drafts with late submission are highlighted in red.

#### Late submission



### 3.2.1.1 (2b) If the transaction submitted within 7 days

Step 1	Select a transaction date within 7 days and fill in the valid information, click "Next Step".
Step 2	Follow the transaction nature to finish the rest of steps until Transaction Preview.
Step 3	<ul> <li>Finish the submission.</li> <li>1. Click "Submit" or "Submit for Approval".</li> <li>2. Click "Confirm" from a pop up message.</li> <li>3. Click "Confirm" again from another pop up message.</li> </ul>

\* After submission, if redirected to Transaction Record, approved drafts with normal submissions will appear in white and green.

#### Normal submission

lew Transaction Draft				
Every transaction shall be recorded	d within 7 Days from the transaction time.			
Organisation Information	2 Transaction Nature Selection 3	Receiver/Supplier Selection	4 Product Selection	5 Transaction Preview
Step 2 Transaction Nature Selection				
Transaction Date •				
2025-07-02	曲			
Transaction Type*				
IN O OUT				
Transaction Nature*				
Wholesale	Return			
Transaction Remark				
		4		
Reference Number*				
SO29293444		Q		
Please fill in Invoice/ Reference No	mber in this field			
Previous Step Cancel				Save Draft Next Step

Step2: Follow the transaction nature to finish the rest of steps until Transaction Preview.

New Transaction Drat	ft												
Every transaction shall be r     Organisation Information	Pecorded within 7 Days from the transaction	n time.	Selection 🥝 Product Sele	ection (§ Transaction Preview									
Step 5 Transaction Preview					If re-	direct	ed to Tran	sactio	on Reco	ord, a	pprov	ed d	rafts
Organisation Information	n				with h	ormai	submissic	ons w	ii appe	arin	white	and	greer
Organisation Name AAA PHARMACEUTICAL TI	RADE COMPANY LIMITED				Transaction Renage	lecord	Record						Save as C9V
License Number 78/2A/1996	License Type Wholesaler				Transaction R	ecord						(1) Manage	Columns
Address		Ware	house Address		Transaction	Harenaroe Number	Fand Number.	Product	Entrature V Insta	Transaction	Transaction	Tanal	
Unit A-D, 8/F, ABC Industria	al Building, 28 Trading Road, Kwun Tong, I	HK Unit I Unit I	0, 8/F., ABC Industrial Building, 2 102-3, 2/F, Fanling warehouse, 8	8 Trading Road, Kwun Tong, HK North Street, Fanling, NT	Date	Namber	Product Name  FLEMING FC6 SUPSENDEN	Contraction Reference	* Number *	Type	Nature	Quantity	2 Fincels
					2025-07-02	5029283684	312.5mg/SmL GRISEDFUEYIN THE SEEMIG	HKE2193	A803445	out	Dispense	12,500	Fatien
Transaction Nature Sele	ection				2024-05-31	9029356520	PORPHYRICON TAB 250MG	HK40181	188332228	OUT	Wholesale	4,600	AEND
IE License /Reference Numi IE201902170890	ther Transaction Date 2025-07-02	Trans	action Type	Transaction Nature Wholesale	2004-05-30	5029356302	METROSVL 400 TAB 400MG	HK23539	0002-0000	IN	Return	200	ADVAN
Transaction Remark					2024-05-30	8029356303	PVRAFNE TAB 500MG	HK14750	0.91.0240	IN	Wholesale	12,400	BRIGH CO.UM
					2024-05-29	5029356113	GYRABLOCK 400 TAB 403MS	HK25834	4905-2949	ουτ	Wholesale	9,100	BRIGH CD.UR
Supplier Selection					2204-05-28	8029356111	GREEOFUCIAN THE SEGING	HK18128	8618AC	OUT	Disperse	200	Patien
Supplier Type					2024-05-27	5029356100	PORFERROGIN TAB 250MG	HK40101	19103405	IN	Wholesale	12,000	AENDE
Pharmacy					2024-05-27	5029355999	CLOZOLE VIAG TAB 500MG	HK15949	A8295011	IN	Wholesale	17,800	A-PI1A
Supplier Organisation Name EEE PHARMACY COMPANY	• Y LIMITED	Supp	lier Address A. G/F. AIA Tower, 2 Retail Stree	L Central, HK	2024-05-24	5029355993	METRODVL 400 TAB 40040	HK12939	2012-43	OUT	Dispense	100	Patien
					2024-05-22	9079355180	PVRADE TAB SIGNIG	HIC14750	AB 1215	out	Dispense	20	Patien
Product Selection					2024-05-23	9029355975	CLOZOLE VAG TAB SOUMS	HK29949	CD1239	IN	Wholesale	13,500	APHA
FLEMING FOR SUPSE	NSION 312.5mg/5mL				2024-05-22	5028355971	GYRABLOCK 400 TAB 403MS	HK15834	100063322	OUT	Wholesale	19,000	ERICH CO.UR
Product Type Registered Product	Product Reference Nun HK82195	nber Produ	act Full Name		2024-05-22	8029355970	METRODYL 400 TAB 400MG	HK19939	1238830	out	Dispose	15,200	BRIDH
		312.5	img/5mL		2004-05-22 «	5024055565	GALECHOCKIN THE SOLNE	HKIBIZE	99948509	001	Hearn	16,800	ED LI
Admin Route Oral	Dose Form Powder for oral suspen	sion							1-16 of 1	50 K < [	1 2 3 4	1,000	х х
ingredient(s)					Dack								
Ingredient(s)	Strength Value	Strength Unit		0 Dose Unit 0				Λ					
Amexicillin	250	mg/Smi	1	Powder for oral suspension									
Clavulanic Acid	62.5	mg/5ml	1	Powder for oral suspension									
Batch Number													
CD3845					_							_	
Pack Form 0							Ston 2.						
Pack Size	Pack Unit	Outer	Pack			····	Step3.						
	oursi potte	BOX			F	inish	the submis	ssion					
Trade Quantity				0. h h			¬		_				
Quantity in Pack	Loose Quantity			Submit					<b>_</b> =				
o (poxes)	1 (60ml Bottle)			Confirm to submit this draft	tor approval? 2		- I I						
6x1+1					Cancel	Confirm		Draft has been	Submitted! submitted as Pend	ling Approval.			
= 7 (60mi Battle)							^	pproved Draft(s)	will be shown in Tra	insection Record	£.		
Submitted By	Status	Revie	wed By						Corñim				
Chan Tai Man	Draft	-		1	/		L						
Previous Stan	1			Steel Draft Submit for Americal									
Cancel				and plant contract of pipevar									

# 3.2.1.1 (3) Product Selection

User can choose the desired product from the available options to proceed with your transaction.

Step 1	Filling in Search and select a product from the option "Search Your Product"
	Search your product by text/ number.
	Click the product from the option list.
	If have multiple products, can click "+ add" for the product addition.
Step 2	Input or select a batch number. If input a new one, please follow 1-3 to
	create.
	1. Click the option field "Input/ Select Batch Number".
	2. Click "+ Create New Batch Number".
	3. Fill in a batch number.
Step 3	Input or select pack form. If input a new one, please follow 1-5 to create.
	1. Click the option field "Input/ Select Pack Form".
	2. Click "+ Create New Pack Form".
	3. Fill in the pack size.
	4. Select the pack unit. (If not default, need to select.)
	5. Select the outer pack.
Step 4	Fill in "Quantity in Pack" and "Loose Quantity".

#### **Filling in Product Selection**

	ble products, can click the product addition.
	Protes Linguis Mode:     O Packel Mitche     Strandor Verses     ++00
	Dam Salar
	Com Taxan
	harfed harbe
	× Q.
	li li
<pre>preventer is reader i</pre>	
<pre>trans</pre> trans	
<pre>httpst or st interiment inte</pre>	Step3:
<pre>Model y and y</pre>	elect pack form
<pre>Minimum with with with with with with with with</pre>	lease follow 1-5 to cre
<pre>det det det det det det det det det det</pre>	rmation)
<pre>Not interface interfa</pre>	0]
	Outer Pack
	~
<pre>website implement imp</pre>	Jamation)
And a point And a point </td <td>Q</td>	Q
<pre>start area area area area area area area</pre>	5. Outer Pack*
<pre>wrant 201 00 27 Mail 10 20 00 10 10 10 10 10 10 10 10 10 10 10 10</pre>	fault, need to select.) vial
<pre>shaded</pre>	Loose Guanty beg
Note: The reaction of the r	0 box carbidge
<pre>stand a to the stand a to the s</pre>	gless bottle
<pre>state of partial of partial</pre>	pack plastic bothe
In the state of the sta	
<pre>start is in the start is</pre>	k unit and outer pack
<pre>date of 0</pre>	outer mark
avail Comparison   avail Condition 1   Available Condition 1   Available (If input a new one, please follow 1-3 to create.)   available Condition 2   available Available   available Condition 2   available (If input a new one, please follow 1-3 to create.)   available Condition 2   available Available   available Condition 2   available Condition 2   available Condition 2   available Condition 2   available Available   available Condition 2   available Available   available Condition 2   available Available   available Availabl	vial bottle
Step2: Input or select a batch number     Athenuest     Athenuest     Athenuest     Athenuest     (If input a new one, please follow 1-3 to create.)     Step de tab tankee     Observed     Step de tab tankee     (If input a new one, please follow 1-3 to create.)     Step de tab tankee     Step de tab tankee     Step de tab tankee     Observed     Step de tab tankee     Condition 2   Step de tab tankee     Step de tab tab table     Step de tab	bag box cartridae
toh Number Condition 1   windwitter (if input a new one, please follow 1-3 to create.)   set please follow 1-3 to create.)   set set	caton glass bottle
<pre>drifter track hunder drifter track hunder dis de track hunder di</pre>	pack plastic bottle
wate Maximum   Diedase follow 1-3 to create.)   abe	
Base	
***	
Number Number   Number Number   Number Condition 2   Select Select     In announde   Number Number   Number Condition 2   Select Select     Select     In announde     Number    Number   Number	
A sample   Nation**   Ad sample   Nation**   Nation***   Nation***   Nation***   Nation***   Nation***   Nation****   Nation****   Nation************************************	
Natures*       Condition 2 Select       d sample       Nature*     Nue bith Nuture*       New First Nuetwow     Q       COMMIT     Condition 2 Select   Fill in Quantity IP       Trade Quantity       Sea*       Pak Lint*       Coardity       Pak Lint*       Outer Pack*       Trade Quantity       Total Quantity       Total Quantity       Sea*       Outer Pack       Total Quantity	
Clearly P  A constry A c	
d sample Nature* Nee bith Nature* Need Nee field Nature* Need Nee field Nature* Need Nee field Nature*  Need Nee field Nature*  Coardige Pack Dat* Coardige Pack Inter	
d sample Netser* Netse	
Number New Bitch Number   web New Bitch Number Q. 00388     Form Place outrie Plack Spin Life Product package Homotory    Form * Q. 00389     Form Place outrie Plack Spin Life Product package Homotory    Form * Q. 00389     Form *   and New Plack Number Q. 00499     * Quantity Plack     Pack Number	step4:
Years rest ruition     Q.     CO3369       Form Prace offer to Pack Tom List for product package information     Trade Quantity       form *     Q       form *     Q       statut     Q       intent     Q       outpact pack bit *     Quart Pack *       intent     Quart Pack *       outpact pack bit *     Quart Pack *       intent     Quart Pack *       outpact pack bit *     Quart Pack *	ack and Loose Quanti
Form     Plane the tra Page Form List for product package Information       toms*     Carefy to Plane the transmission       tom Ne Park Tom     Querty to Plane the transmission       tops Ne Park     Carefy to Plane the transmission       total     Version       total     Version       total     Version       total     Version       total     Version       total     Version	
tom*         Q         t         pack         t         pack         t         t         pack         t <tht< th=""> <tht< th="">         t         &lt;</tht<></tht<>	Loose Quantity
Step*         Pack Ltdt*         Odder Pack*           Indext         pack         pack         *           Indext         pack         * <td>1</td>	1
Country 0 In Fact Loose Country	
Ity In Pack Loose Quantity	
ask 1 tablet	
uattly 0 Live Balance 0	
/+1 O(tubler) Belti	

### 3.2.1.1 (4) Transaction Preview

Transaction Preview feature allows users to view a summary of transaction details before finalizing any edits or submissions, ensuring accuracy and clarity.

Step 1	On Transaction Preview step, verify all the details and finish the	е
	submission.	

w Transaction Draft	lad within 7 Dave form the ter			Filled sample
Organisation Information	Transaction	Nature Selection	Product Selection	4 Transaction Preview
Step 5 Transaction Preview				
Organisation Information				
EEE PHARMACY COMPANY LIMI	TED			
License Number 47/4A/2019	License Type Pharmacy			
Address SHOP A, G/F., FANLING LAU, 98 I	NORTH STREET, FANLING, N	1	Warehouse Address SHOP A, G/F., FANLING LAU, 98 NC	DRTH STREET, FANLING, NY
Transaction Nature Selection	1			
IE License /Reference Number <b>S029293444</b>	Transaction Date 2025-07-03	9	Transaction Type <b>OUT</b>	Transaction Nature Damage
Transaction Remark Drugs that are damaged during to cannot be sold.	ransportation (e.g., broken vi	als, crushed packaging)		
Product Selection				
OCTMENTIN TAB 375MG				
Product Type Registered Product	Product Referen HK87123	ce Number	Product Full Name OCTMENTIN TAB 375MG	
Admin Route <b>Oral</b>	Dose Form <b>Tablet</b>			
Ingredient(s)				
Ingredient(s)	Strength Value	Strength Unit	Dose Value	✿ Dose Unit
Amoxicillin	250	mg	1	Tablet
Clavulanic Acid	125	mg	1	Tablet
Prescriber's Instructions Take with a meal, 1 tablet three t	imes a day; Antibiotic: Comp	lete the whole course		
Batch Number CD3846				
Pack Form <b>()</b>				
Pack Size 20	Pack Unit <b>Tablet</b>		Outer Pack Pack	
Trade Quantity <b>0</b>				
Quantity in Pack 1 (Pack)	Loose Quantity 1 (Tablet)			
Total Quantity  1 x 20 + 1 = 21 (Tablet)				
Submitted By Chan Tai Man	Status Draft		Reviewed By -	
vious Step				Save Draft Subm

#### 3.2.1.1 (5) Submit Transaction Draft

Users can submit a transaction draft based on their assigned roles, which may determine the level of access and approval required for finalizing the transaction.

3.2.1.1 (5a) If you are Authorised User

Step 1	On Transaction Preview step, click "Submit".
Step 2	Acknowledged by pop up window with message "Confirm to submit this draft?", click "Confirm" to finish the submission.
Step 3	Acknowledged by pop up window with message that the submitted draft will be shown in Transaction Record. Click "Confirm".

\*The draft submitted by Authorised User will be defined as "approved" transaction directly, and it can be found on the Transaction Record page.





### *3.2.1.1* (5b) If you are Alternative Authorised User/ Company User

Step 1	On Transaction Preview step, click "Submit for Approval".
Step 2	Acknowledged by pop up window with message "Confirm to submit the draft for approval?", click "Confirm" to finish the submission.
Step 3	Acknowledged by pop up window with message "Draft has been submitted. Approved transaction will be shown in Transaction Record." Click "Confirm".

\* The draft submitted by Alternative Authorised User/ Company User will be defined as "Pending approval" transaction, and it can be found on the Transaction Draft Preparation page.

6 x 1 + 1 = 7 (60ml Bottle)		Submit Transaction Draft (AAU/CU)
Submitted By Chan Tai Man	Status Draft	Reviewed By -
Previous Step Cancel		Save Draft Submit for Approval
		Submit Confirm to submit this draft for approval? Cancel Confirm Cancel Confirm C

#### **Transaction Preview**

Transaction	License Type	2A	4A	7A	ML	
Tuno		(Wholesaler)	(Pharmacy)	(Manufacturer	(Manufacturer)	
туре	Transaction Nature			repackage)		
	Wholesale			$\checkmark$		
IN	Return	✓				
	Import	$\checkmark$		~	~	
	Manufacture			~	~	
	Dispose			$\checkmark$		
	Damage					
	Retention	✓				
OUT	Wholesale			✓		
	Return			$\checkmark$		
	Export	~		✓	✓	
	Dispense		$\checkmark$			

# 3.2.1.2 Create new transaction with different transaction nature

# 3.2.1.12(1) 2A/4A/7A/ML - IN/OUT - Wholesale

Step 1	Refer to 3.2.1.1 (1) Create new transaction Draft.
Step 2	If redirected to Transaction Nature Selection, fill in the valid information: a) Transaction date (within 7 days) b) Transaction type (IN/OUT) c) Transaction nature (Wholesale) d) Reference number Then, click "Next Step".
Step 3	If redirected to Supplier Selection, select supplier type, search supplier, and click "Next Step".
Step 4	If redirected to product selection, please refer to 3.2.1.1 (3) "Product Selection" to fill in the valid information and click "Next Step".
Step 5	If redirected to Transaction Preview page, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

### Create new transaction - IN/OUT - Wholesale (p.1)

Step1: Refer to 2.2.1.1 (1) Create new transaction Draft.

Every transaction shall be recorded within 7 Days from the dispense til	me.	
Organisation Information 2 Transaction Nature Selection	3 Receiver/Supplier Selection 4 F	Product Selection 5 Transaction Previe
tep 1 rganisation Information		
Organisation Name EEE PHARMACY COMPANY		Can be with other license type
.icense Number 47/4A/2019	License Type Pharmacy	1. Wholesaler (2A) 2. Pharmacy (4A) 3. Manufacturer repackage (7A)
idress HOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NT	Warehouse Address	4. Manufacturer (ML)
ancel		
	- I	

Step2: Fill in the valid information, then click "Next Step".

Organisation Information	2 Transaction Nature Selection	3 Receiver/Supplier S	election 4 Product Selection	5 Transaction Preview
Step 2 Transaction Nature Selection	1			
Transaction Date*			1.	( design)
2025-07-02	曲		b. Transaction date (Within /	(days)
Transaction Tract			c. Transaction nature (Whole	esale)
			d. Reference number	
Transaction Nature*				
Wholesale	Return			
Transaction Remark				
		A		
Reference Number *				
S029293444		Q		
Please fill in Invoice/ Reference I	Number in this field			2
revious Sten				Save Draft Next Step

Step3:

Select supplier type and search supplier from the option field, then click "Next Step".

Organisation Information	Transaction Nature Selection	3 Receiver / Supplier Selection	4 Product Selection	5 Transaction Preview
lep 3 iupplier Selection				
upplier Type * ) Wholesaler	O Pharmacy	O Manufacturer	O Manufacturer (Repackage)	
ious Step Cancel				Save Draft Next Step
Organisation Information	Transaction Nature Selection	3 Receiver/Supplier Selection	4 Product Selection	5 Transaction Preview
Step 3 Supplier Selection				
Supplier Type *	Pharmacy	O Manufacturer	O Manufacturer Repackage	
2. EEE PHARMACY COMPAN	V Address / License Number  VY LIMITED	Q		
Supplier Organisation Name EEE PHARMACY COMPANY Supplier Address Shop A, G/F, AIA Tower, 2 R	e Y LIMITED Retail street, Central, HK			3.
Previous Step Cancel				Save Draft Next Step

To be continue from (p.2)

#### Create new transaction - IN/OUT - Wholesale (p.2)

Step4:

Redirected to the Product Selection, fill in the valid information and click "Next Step".

(Refer to 2.2.1.1 (3) "Product Selection")



Step5: Verify all the details and finish the submission (Refer to 2.2.1.1 (5) Submit Transaction Draft).

	ed within 7 Days from the tra	ansaction time.			Filleu Sall
Organisation Information	Transaction Nature S	election 🔗 R	Receiver/Supplier Selection	Product Selection	5 Transaction Preview
संस्कृ 5 Г <b>ransaction Preview</b>					
Organisation Information					
Organisation Name	COMPANY LIMITED				
icense Number 18/2A/1996 18/1A/1996	License Type Wholesaler				
ddress Init A-D, 8/F, ABC Industrial Build	ding, 28 Trading Road, Kwun	Tong, HK	Warehouse Addre Unit D, 8/F., ABC I Unit 202-3, 2/F, Fi	ndustrial Building, 28 Trading Industrial Building, 28 Trading Inling warehouse, 8 North Str	Road, Kwun Tong, HK eet, Fanling, NT
ransaction Nature Selection					
E License /Reference Number E201902170890	Transaction Dat <b>2025-07-02</b>	e	Transaction Type IN	Tr W	ansaction Nature holesale
ransaction Remark					
Supplier Selection					
Supplier Type					
Supplier Organisation Name			Supplier Address		
	TED		Shop A. G/F. AIA	Tower, 2 Retail Street, Central,	нк
	TED				
Product Selection	TED				
Product Selection	N 312.5mg/5mL				
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product	DN 312.5mg/5mL Product Referen HK82195	ice Number	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION	
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Oral	DN 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral	ice Number	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION	
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Dral ngredient(s)	DN 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral	suspension	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION	
Product Selection Product Selection Product Type Registered Product Admin Route Prai Ingredient(s) Ingredient(s) Amovicillin	DN 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral Strength Value 250	suspension	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION Dose Value	Dose Unit     Powrier for oral suspension
Product Selection  Product Selection  FLEMING FOR SUPSENSIC  Product Type Registered Product  Admin Route brai  Ingredient(s)  Ingredient(s)  Clavulanic Acid	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral \$ Strength Value 250 62.5	suspension Stren mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e PPSENSION Dose Value 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Dral Ingredient(s) Ingredient(s) Clavulanic Acid Satch Number 203845	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral \$ Strength Value 250 62.5	suspension Stren mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e PPSENSION Dose Value 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Dral Ingredient(s) Ingredient(s) Clavulanic Acid Satch Number CD3845 Pack Form	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral 250 62.5	suspension Stren mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Dral ngredient(s) Ingredient(s) Clavulanic Acid Statch Number Data Satch Number Data Satch Size	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral 250 62.5 Pack Unit 60ml Bottle	suspension Stren mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION	Dose Unit     Powder for oral suspension     Powder for oral suspension
Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Dral Ingredient(s) Ingredient(s) Clavulanic Acid Statch Number Dask Form Pack Size Trade Quantity	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral  Strength Value 250 62.5 62.5 Pack Unit 60ml Bottle	suspension \$USPension mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION Dose Value 1 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection  FLEMING FOR SUPSENSIC  Product Type Registered Product  Admin Route Drai  Ingredient(s)  Ingredient(s)  Clavulanic Acid  Clavulanic Acid  Clavulanic Acid  Pack Form Pack Size I  Trade Quantity In Pack	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral 250 62.5 62.5 Pack Unit 60ml Bottle Loose Quantity	suspension suspension mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION 1 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection  FLEMING FOR SUPSENSIC  Product Type Registered Product  Admin Route Oral  Ingredient(s)  Ingredient(s)  Clavulanic Acid  Clavulanic Acid  Clavulanic Acid  Clavulanic Acid  Clavulanic Acid  Clavulanity  Pack Size  Frade Quantity  Quantity in Pack  5 (60xes)	N 312.5rng/5mL       Product Referentike       Hk82195       Dose Form       Powder for oral       250       62.5       Pack Unit       60mi Bottle       Loose Quantity       1 (60mi Bottle)	suspension suspension mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION 1 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection  FLEMING FOR SUPSENSIC  Product Type Registered Product  Admin Route Tral  ngredient(s)  Ingredient(s)  Ingredient(s)  Clavulanic Acid  latch Number  Dask45  Pack Form  rade Quantity  uantity in Pack (Boxes)  rotal Quantity  for (Gome Bottle)	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral 250 52.5 62.5 Pack Unit 60ml Bottle Loose Quantity 1 (60ml Bottle)	suspension Stren mg/5 mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION 1 1	Dose Unit       Powder for oral suspension       Powder for oral suspension
Product Selection  FLEMING FOR SUPSENSIC  Product Type Registered Product  Admin Route Dral  ngredient(s)  Ingredient(s)  Amoxicillin  Clavulanic Acid Batch Number 203845  Pack Form Pack Size  Frade Quantity Quantity in Pack  (Goxes)  fotal Quantity fotal Quantity Submitted By 2han Tai Man	N 312.5mg/5mL Product Referen HK82195 Dose Form Powder for oral 250 62.5 Pack Unit 60ml Bottle Loose Quantity 1 (60ml Bottle)	suspension suspension mg/5	Product Full Nam FLEMING FOR SU 312.5mg/5mL	e IPSENSION 1 1	Dose Unit       Powder for oral suspension       Powder for oral suspension

# 3.2.1.12 (2) 2A/4A/7A/ML - IN/OUT - Return

Step 1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	If redirected to Transaction Nature Selection, fill in the valid information: a) Transaction date (within 7 days) b) Transaction type (IN/OUT) c) Transaction nature (Return) d) Transaction Remark e) Reference number Then, click "Next Step".
Step 3	If redirected to Supplier Selection, select Return Party type, search Return Party, and click "Next Step".
Step 4	If redirected to product selection, please refer to 3.2.1.1 (3) "Product Selection" to fill in the valid information and click "Next Step".
Step 5	If redirected to Transaction Preview page, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

#### Create new transaction - IN/OUT - Return (p.1)

Step1: Refer to 2.2.1.1 (1) Create new transaction Draft.

very transaction shall be recor	ded within 7 Days from the dispense tin	ne.		
Organisation Information	2 Transaction Nature Selection	3 Receiver/Supplier Selection 4	Product Selection	5 Transaction Preview
lep 1 rganisation Information				
rganisation Name EE PHARMACY COMPANY icense Number		License Type	Can be wit 1. Wholes 2. Pharma 3. Manufa	h other license type aler (2A) cy (4A) cturer repackage (7A)
7/4A/2019		Pharmacy Warehouse Address	4. Manufa	cturer (ML)
HOP A, G/F., FANLING LAU, 98	NORTH STREET, FANLING, NT	-		

Step2: Fill in the valid information, then click "Next Step".

<b>A</b> 1	every transaction shall be reco	rded within 7 Days from the transaction	time.		
0	Organisation Information	2 Transaction Nature Selection	3 Return Party	4 Product Selection	5 Transaction Preview
s T	tep 2 ransaction Nature Selection	n			
a. <sub>T</sub>	ransaction Date*			1.	7 dava)
-	2025-07-02	曲		b. Transaction type (IN/OL	JT)
P	lease fill in the Date of Issue in	n this field.		c. Transaction nature (Ret	urn)
b. <sub>T</sub>	ransaction Type*			e. Reference number	
0	N OUT				
с. <sub>Т</sub>	ransaction Nature*				
C	) Wholesale	Return			
d. <sub>T</sub>	ransaction Remark *				
	Drugs that are reached their e	xpiration date.	k		
e. <sub>R</sub>	eference Number*				
1	S029293444		Q		
P	lease fill in Invoice/ Reference	Number in this field			
Pre	vious Step Cancel				Save Draft Next Step



Select return party type and search return party from the option field, then click "Next Step".

rganisation Information	Transaction Nature Selection	3 Return Party	4 Product Selection	5 Transaction Preview	
p 3 <b>turn Party</b>					Original n
lurn Party Type * Wholesaler	O Pharmacy	O Manufacturer	O Manufacturer (Repackage)		Original p
us Step Cancel				Save Draft Next Step	
Organisation Informat	tion 🔮 Transaction Nature Selectio	n 3 Return Party	4 Product Selection	5 Transaction Preview	
Step 3 Return Party					
Return Party Type *	+				
<ul> <li>Wholesaler</li> </ul>	Pharmacy	<ul> <li>Manufacturer</li> </ul>	<ul> <li>Manufacturer Repackage</li> </ul>		
2. EEE PHARMACY COM	on Name / Address / License Number*	Q			
Return Party Organisatii EEE PHARMACY COMP Return Party Address Shop A, G/F, AIA Tower,	on Name ANY LIMITED 2 Retail street, Central, HK				
Previous Step Canc	el			3. Save Draft Next Step	

To be continue from (p.2)

### Create new transaction - IN/OUT- Return (p.2)

Step4: Redirected to the Product Selection, fill in the valid information and click "Next Step". (Refer to 2.2.1.1 (3) "Product Selection")

•
Step5: Verify all the details and finish the submission
(Refer to 2.2.1.1 (5) Submit Transaction Draft).

Every transaction shall be re	corded within <b>7 Days</b> from the tra	ansaction time.		
Organisation Information	Transaction Nature S	election 🕜 Return P	arty Product Selection	n 5 Transaction Preview
ttep 5 Transaction Preview				
Organisation Information				
Organisation Name	ADE COMPANY LIMITED			
icense Number /8/2A/1996 /8/1A/1996	License Type Wholesaler			
Address			Warehouse Address	
Init A-D, 8/F, ABC Industrial	Building, 28 Trading Road, Kwur	Tong, HK	Unit D, 8/F., ABC Industrial Building, 28 Tr Unit 202-3, 2/F, Fanling warehouse, 8 Nor	ading Road, Kwun Tong, HK th Street, Fanling, NT
Transaction Nature Selec	tion			
E License /Reference Numb E201902170890	er Transaction Dat 2025-07-02	e	Transaction Type IN	Transaction Nature <b>Return</b>
Fransaction Remark Drugs that are reached their	expiration date.			
Poture Dortu				
Return Party Return Party Type				
Return Party Organisation Na	ame		Return Party Address	
EE PHARMACY COMPANY	LIMITED		Shop A, G/F, AIA Tower, 2 Retail Street, Co	entral, HK
Product Selection				
FLEMING FOR SUPSEN	ISION 312.5mg/5mL			
Product Type Registered Product	Product Referer HK82195	nce Number	Product Full Name FLEMING FOR SUPSENSION 312.5mg/5mL	
Admin Route <b>Dral</b>	Dose Form Powder for oral	suspension		
Ingredient(s)				
Ingredient(s)	Strength Value	Strength Unit	Dose Value	Dose Unit
Amoxicillin	250	mg/5ml	1	Powder for oral suspension
Clavulanic Acid	62.5	mg/5ml	1	Powder for oral suspension
Batch Number CD3845				
Pack Form <b>()</b>				
Pack Size	Pack Unit		Outer Pack	
I	60mi Bottle		Box	
Trade Quantity				
Quantity in Pack 5 (Boxes)	Loose Quantity 1 (60ml Bottle)			
Fotal Quantity () 6 x 1 + 1 = 7 (60ml Bottle)				
Submitted By Chan Tai Man	Status <b>Draft</b>		Reviewed By -	
evious Step Cancel				Save Draft Submit for Approval

# 3.2.1.12 (3) 2A/7A/ML - IN – Import

Step 1	Refer to 3.2.1.1 (1) Create new transaction Draft.
Step 2	If redirected to Transaction Nature Selection, fill in the valid
	information:
	a) Transaction date (within 7 days)
	b) Transaction type (IN)
	c) Transaction nature (Import)
	d) Reference number (IE License number, E.g.: IE201902170890)
	Then, click "Next Step".
Step 3	If redirected to the foreign exporter information, double check that
	organisation name and address is correct, and click "Next Step".
Step 4	If redirected to product selection, please refer to 3.2.1.1 (3) "Product
	Selection" to fill in the valid information and click "Next Step".
Step 5	If redirected to Transaction Preview page, verify all the details and finish
	the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

#### Create new transaction 2A/ML - IN - Import (p.1)

Step1: Refer to 2.2.1.1 (1) Create new transaction Draft.



#### Create new transaction 2A/ML - IN - Import (p.2)

Step3: Verify foreign exporter information

	v	, ,			
Organisation Informa	tion 🕑 Transaction Nat	ture Selection 3 Foreign E	xporter Information 4 Produ	ct Selection 5	Transaction Preview
Step 3 Foreign Exporter Inf	ormation				
Organisation Name			Address		
XYZ Co.Ltd			123 Frist Street Washington D.	; 12345 U.S.A	
Previous Step Can	cel		1		Save Draft Next Step
		•	$\mathbf{v}$		
		C+	on 4:		
Redirected t	the Product	Selection, fill in	ep4. h the valid infor	mation and cli	ck "Next Step"
	(Ref	er to 2.2.1.1 (3)	Product Selec	ction")	
		•			
			V		
		Ste	p5:		
	Verify all	the details an	d finish the sub	mission	
	(Refer to	o 2.2.1.1 (5) Sub	omit Transaction	n Draft).	
w Transaction Draft					
Every transaction shall be rec	corded within 7 Days from the tr	ansaction time.			
Organisation Information	Transaction Nature 5	Selection 🕑 Foreign Expo	orter Information 🛛 🕑 Produc	t Selection 5	Transaction Preview
Step 5 Transaction Preview					
Organisation Information					
AAA PHARMACEUTICAL TRA	DE COMPANY LIMITED				
License Number 78/2A/1996	License Type Wholesaler				
78/1A/1996			Weerland Address		
Address Unit A-D, 8/F, ABC Industrial E	Juilding, 28 Trading Road, Kwu	n Tong, HK	Warehouse Address Unit D, 8/F., ABC Industrial Build Unit 202-3, 2/E Eapling warehous	ing, 28 Trading Road, Kwun T	ong, HK
IF License /Reference Numbe	r Transaction Da	ite	Transaction Type	Transaction Nat	ure
IE201902170890	2025-07-02	L	IN	Import	
Transaction Remark			Reason of Late Submission Lost Invoice has been found.		
Foreign Evenenter Informati	lan	v	Vithin 7 days won't have!!!		
Organisation Name	ion		Address		
XYZ Co.Ltd			123 Frist Street Washington D.C	12345 U.S.A	
Product Selection					
FLEMING FOR SUPSEN	SION 312.5mg/5mL				
Product Type Registered Product	Product Refere HK82195	nce Number	Product Full Name FLEMING FOR SUPSENSION		
Admin Poute	Dace From		312.5mg/5mL		
Oral	Powder for ora	l suspension			
Ingredient(s)					
Ingredient(s)	Strength Value	Strength Unit	Dose Value	Dose	Unit 🗘
Amoxicillin	250	mg/5ml	1	Powd	er for oral suspension
Clavulanic Acid	62.5	mg/5ml	1	Powd	er for oral suspension
Batch Number					
3010					
Pack Form					
Pack Form ① Pack Size 1	Pack Unit 60ml Bottle		Outer Pack Box		
Pack Form ① Pack Size 1 Trade Quantity	Pack Unit 60ml Bottle		Outer Pack Box		
Pack Form  Pack Size 1 Trade Quantity Quantity in Pack	Pack Unit 60ml Bottle Loose Quantity		Outer Pack Box		
Pack Form  Pack Size 1 Trade Quantity Quantity in Pack 6 (Boxes)	Pack Unit 60mi Bottle Loose Quantity 1 (60mi Bottle)		Outer Pack Box		
Pack Form ① Pack Size 1 Trade Quantity Quantity in Pack 6 (Boxes) Total Quantity ① 6 x 141 2 7 (60m Boards)	Pack Unit 60ml Bottle Loose Quantity 1 (60ml Bottle)		Outer Pack Box		
Pack Form ① Pack Size 1 Trade Quantity Quantity in Pack 6 (Boxes) Total Quantity ① 6 x 1 + 1 = 7 (60ml Bottle)	Pack Unit 60mi Bottle Loose Quantity 1 (60mi Bottle)		Outer Pack Box		
Pack Form ① Pack Size 1 Trade Quantity Quantity in Pack 6 (Boxes) Total Quantity ① 6 x1+1 = 7 (60m Bottle) Submitted By Chan Tai Man	Pack Unit 60mi Bottle Loose Quantity 1 (60mi Bottle) Status Draft	, 1	Outer Pack Box Reviewed By		
Pack Form ① Pack Size 1 Trade Quantity Quantity in Pack 6 (Boxes) Total Quantity ① 6 x 1 + 1 = 7 (60m Bottle) Submitted By Chan Tai Man	Pack Unit 60mi Bottle Loose Quantity 1 (60mi Bottle) Status Draft		Outer Pack Box Reviewed By		

# 3.2.1.12 (4) 7A/ML - IN – Manufacture

Step 1	Refer to 3.2.1.1 (1) Create new transaction Draft.
Step 2	<ul> <li>If redirected to Transaction Nature Selection, fill in the valid information:</li> <li>a) Transaction date (within 7 days)</li> <li>b) Transaction type (IN)</li> <li>c) Transaction nature (Manufacture)</li> <li>d) Reference number</li> <li>Then, click "Next Step".</li> </ul>
Step 3	If redirected to product selection, please refer to 3.2.1.1 (3) "Product Selection" to fill in the valid information and click "Next Step".
Step 4	If redirected to Transaction Preview page, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

### Create new transaction - IN - Manufacture (p.1)

Step1: Refer to 2.2.1.1(1) Create new transaction Draft.

Every transaction shall be recorded wi	thin 7 Days from the transaction time.			
Organisation Information	2 Transaction Nature Selection	3 Product Selection	4 Transaction Preview	
Step 1 Organisation Information				
Organisation Name BBB MANUFACTURE COMPANY LIMIT	ED		Can be with other license type 1. Manufacturer repackage (7A) 2. Menufacturer (MI)	
License Number 78/7A/1996 78/1A/1996		License Type Manufacture	2. Manufacturer (ML)	
Address Unit A-D, 8/F, ABC Industrial Building, :	28 Trading Road, Kwun Tong, HK	Warehouse Address Unit D, 8/F., ABC Industria Unit 202-3, 2/F, Fanling v	al Building, 28 Trading Road, Kwun Tong, HK aarehouse, 8 North Street, Fanling, NT	
Cancel				Next Step

Step2: Fill in the valid information, then click "Next Step".

		Transaction Nature Selection	3 Pr	oduct Selection 4 Transacti	ion Preview
Step Tra	ap 2 ansaction Nature Selection			L	
<ol> <li>a. Tran</li> <li>202</li> </ol>	ansaction Date* 125-07-02	曲		a. Transaction date (within 7 days) b. Transaction type (IN) c. Transaction nature (Manufacture	)
b. <sub>Trar</sub>	Insaction Type*			d. Reference number	
C. Tran	insaction Nature*				
0	Import  Manufacte	ire O Wholesale	Return		
			0 11010		
			ß		
d. Refe	ference Number*				
SO	029293444		Q		
Plea	ease fill in Invoice/ Reference Number in	this field			
Drevin	ous Step Cancel				Save Draft Next Step

Step3: Redirected to the Product Selection, fill in the valid information, and click "Next Step". (Refer to 2.2.1.1(3) "Product Selection")



To be continue from (p.2)

#### Create new transaction - IN - Manufacture (p.2)

Step4: Verify all the details and finish the submission. (Refer to 2.2.1.1 (5) Submit Transaction Draft)

Cranination Information               Transaction Hature Selection                Product Selection                 Transaction Proview          Step 5               Selection               With lease in the selection               Product Selection               Product Selection               Transaction Proview          Main Providem View               Wholesaler               With lease               With lease               Product Selection               Product Selection               Product Selection               Selection               Selection               Product Selection               Product Selection               Transaction Providem               Maintracture               Maintracture               Maintracture               Maintracture               Product Selection               Product Selection	
Organisation information <ul> <li>Transaction Nature Selection</li> <li>Product Selection</li> </ul> Application information       Userse Type         Variables Autore Watcher Manne       Userse Type         Variables Autore Selection       Transaction Date         Variables Autore Selection       Product Reference Number         Variables Autore Selec	
in par 5 Fransaction Preview	
Any Product Information           Your Product Information	
AA PHARAKGEUTCAL TRADE COMPANY LIMITED         Idense Number       Genage Type         S72/1996       Wholesaler         Windesaler       Waterbaues Address         Waterbaues Address       Waterbaues Address         Init A-D, MF, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK       Waterbaues Address         Waterbaues Address       Unit D, EF, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK         Transaction Nature Selection       Transaction Date         Generose Number       Transaction Date         20293444       Transaction Date         1 annage       Transaction Date         20293444       Transaction Type         1 annage       Transaction Type         1 annage       Product Reference Number         1 annage       Product Full Name         FLEMING FOR SUPSENSION       HKS2195         HKS2195       Product Full Name         Generofer Form ang/Em       Product Full Name         Generofer Form ang/Em       mg/Em       1         Annadellin       25       mg/Em       1       Pewder for oral auge         Cluster Form 0       mg/Em       1       Pewder for oral auge         State       Free row       Exercitien Fore Clustere       Exercitien Fore Cluster Fore Cluster Fo	
idenses Type       Widesaler         sdaress       Watehouse Address         idenses       Watehouse Address         runsection Nature Selection       Transaction Date         starsaction Remark       2025-07-02         i- Demagery       Transaction Date         i- Organgery       Transaction Date         i- Demagery       Transaction Date         i- Organgery       Transaction Date         i- Demagery       Transaction Date         i- Organgery       Transaction Remark         i- Demagery       Product Reference Number         i- Organgery       Product Reference Number         i- Demagery       Product Reference Number         i- Organgery       Product Reference Number         i- Manufacture       Dase Form         registered Product       Dase Form         registered Product       Query         i- Manufacture       I         registered Product       Query         i- Stars       grafin         i- Organgery       I	
Wares Unit A-9, 8/5, ABC Industrial Building, 28 T-wind Road, Kwun Tong, HK     Ware bound a Define Building, 29 T-dning warehouse, 8 North Street, Panling, NT       Transaction Nature Selection       Transaction Date     Transaction Nature Nature Selection       Transaction Remark :     Transaction Date     Transaction Nature IN       Note Selection       Television Street, Fanling, NT       Product Reference Number     Transaction Type     Transaction Nature IN       Transaction Remark :       Selection       Television Street, Fanling, NT       Product Reference Number     Product Full Name       FLEMING FOR SUPSENSION       Transaction Type     Product Reference Number       Product Full Name       FLEMING FOR SUPSENSION       Transaction Street, Fanling, NT       Transaction Type     Product Reference Number       Product Reference Number     Product Full Name       FLEMING FOR SUPSENSION       Transaction Type       Transaction Type       Product Reference Number       Product Reference Number       Transaction Type (Type Name)       Product Reference Number	
ransaction Nature Selection 2022 39344 2025 - 7-02  Transaction Type 1 annaection Remark : 2 - Pordage Selection LEMING FOR SUPSENSION Troduct Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection Maxie Selection LEMING FOR SUPSENSION Selection Maxie Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection LEMING FOR SUPSENSION Selection Maxie Selection LEMING FOR SUPSENSION Selection Maxie Selection Maxie Selection Maxie Selection Selection Maxie Selection Selection Maxie Selection Maxie Selection Maxie Selection Selection Selection Maxie Selection Sele	
Instruction Date       Transaction Date       Transaction Nature       Transaction Nature       Transaction Nature       Transaction Nature         1029293444       2025-07-02       Internation Servers	
ransaction Remark 1. Demäge 2. Rev avg 2. Rev grie Product Selection FLEMING FOR SUPSENSION 312.5mg/5mL tradice Product Reference Number HK82195 Product Full Name FLEMING FOR SUPSENSION 312.5mg/5ml tradice Product tradice Product tradice Product tradice Product Reference Number HK82195 FLEMING FOR SUPSENSION 312.5mg/5ml tradice Product tradice Product tradice Product tradice Product Reference Number tradice Product Reference Number Product Reference Number FLEMING FOR SUPSENSION 312.5mg/5ml tradice Product tradice Product tradice Product tradice Product tradice Product Reference Number tradice Product Numbe	
Product Selection         FLEMING FOR SUPSENSION 312.5mg/5mL         Product Type       Product Reference Number       Product Full Name         Registered Product       HK82195       FLEMING FOR SUPSENSION         State       Dose Form       Powder for oral suspension         Product Type       0 see Form       Powder for oral suspension         Ingredient(s)       1       Dose Unit         Amosicillin       250       mg/5ml       1       Powder for oral suspension         Clavalanic Acid       62.5       mg/5ml       1       Powder for oral suspension         Statch Number       253845       mg/5ml       1       Powder for oral suspension         Statch Number       503845       Pack Linit       Outer Pack       Box       Full         State Size       Pack Linit       Outer Pack       Box       Full       Full         Yantify in Pack       Loose Quantify       I (60ml Bottle)       Full       Full       Full       Full         Yantify in Pack       Loose Quantify       I (60ml Bottle)       Full       Full       Full       Full         Yantify in Pack       Loose Quantify       I (60ml Bottle)       Full       Full       Full       Full       Full       Full	
FLEMING FOR SUPSENSION SUPSENSION   roduct Type   roduct Type   registered Product   HK82195   Dose Form   Powder for oral suspension   roduct Type   roduct Type   Ingredient(s)   Ingredient(s)   Quester   Ingredient(s)   Quester   Quester   Ingredient(s)   Quester   Quester   Ingredient(s)   Quester   Quester <td< td=""><td></td></td<>	
Product Type Product Reference Number Product Reference Number Product Full Namer   Registered Product Dose Form Purder for oral suspension   Product Type Powder for oral suspension Powder for oral suspension   Ingredient(s)  Ingredient(s)  Ingredient(s)  Ingredient(s)  Registered Product  Ingredient(s)  Registered Product Ingredient(s)  Registered Product Ingredient(s)  Registered Product Value  Ingredient(s)  Registered Product Value Ingredient(s)  Registered Product Valu	
Admin Route Does Form   Powder for oral suspension     Ingredient(s)	
Ingredient(s)          Ingredient(s)       Image: Strength Value       Image: Strengt Value       Image: Stren	
ingradient(s)       Istrength Value       Strength Unit       Doos Value       Powder for oral susp         Clavulanic Acid       62.5       mg/5ml       mg/5ml       1       1       Powder for oral susp         Batch Number CD384S       Size       Fack Vinit       Outer Pack       1       Powder for oral susp         Pack Size       Pack Unit       Outer Pack       Box       Fack       Fack Vinit	
Amodedilin 250 mg/5ml 1 Powder for oral auap   Clavulanic Acid 62.5 mg/5ml 1 Powder for oral auap   Batch Number States States States States   Pack Form 0 Pack Unit Outer Pack States States   Pack Size Pack Unit Outer Pack States   Gondi Bottle Box States States	\$
Clavulanic Acid     62.5     mg/5ml     1     Powder for oral susp       Statch Number 203845	ension
Batch Number CD3845 Pack Form 0 Pack Size Pack Unit Outer Pack 60ml Bottle Pack Size Loose Quantity 1 (60ml Bottle) Trade Quantity 0 Fotal Qu	ension
Pack Form 0     Pack Unit     Outer Pack       Pack Size     Pack Unit     Outer Pack       60ml Bottle     Box	
Pack Size Pack Unit Outer Pack 60ml Bottle Box Trade Quantity Quantity in Pack Loose Quantity 6 (Boxe) 1 (60ml Bottle) Fotal Quantity •	
Trade Quantity Juantity in Pack Loose Quantity (Boxe) 1 (60ml Bottle) otal Quantity 0	
luantity in Pack Loose Quantity is (Boxes) 1 (60ml Bottle) iotal Quantity 0	
iotal Quantity 🕕	
7 (60ml Bottle)	
ubmitted By Status Reviewed By	
nan lai wan UTATI -	

### 3.2.1.12 (5) 2A/4A/7A/ML - OUT - Dispose

Step1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	If redirected to Transaction Nature Selection, fill in the valid information:
	a) Transaction date (within 7 days)
	b) Transaction type (OUT)
	c) Transaction nature (Dispose)
	d) Transaction Remark
	e) Reference number
	Then, click "Next Step".
Step 3	If redirected to EPD, click "Next Step".
Step 4	If redirected to product selection, please refer to 3.2.1.1(3) "Product
	Selection" to fill in the valid information and click "Next Step".
Step 5	If redirected to Transaction Preview, verify all the details and finish the
	submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

# Create new transaction - OUT- Dispose (p.1)

Step1: Refer to 2.2.1.1(1) Create new transaction Draft.

A Every transaction shall be recorded within 7 Days from the dispense	time.	
Organisation Information     Z Transaction Nature Selection	3 Receiver/Supplier Selection 4 Product Selection 5 Transaction Preview	
Step 1 Organisation Information		
Organisation Name		
EEE PHARMACY COMPANY	Can be with other license type 1. Wholesaler (2A)	
License Number 47/4A/2019	License Type 2. Pharmacy (4A) Pharmacy 3. Manufacturer repackage (7A)	
Address SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NT	Warehouse Address	
Cancel	Next Step	
	$\mathbf{v}$	
Step2: Fill in the val	id information, then click "Next Step"	
Transaction Management > Transaction Draft Presaration > New Te	assertion Draft	
New Transaction Draft		
A Every transaction shall be recorded within 7 Days from the transaction	on time.	
Organisation Information	1 3 EPD 4 Product Selection 5 Transaction Preview	
Step 2 Transaction Nature Selection	1	
a. Transaction Date*	a. Transaction date (within 7 days)	
2025-07-02	c. Transaction rature (Dispose)	
b. Transaction Type*	e. Reference number	
IN      OUT     Transaction Natura*		
Export OWholesale Disp	ose O Damage O Retention O Return	
d. Transaction Remark *		
proge and are reached their expiration rate.		
e. Reference Number*		
S029293444 Please fill in Invoice/ Reference Number in this field	q	
	2.	
Previous Step Cancel	Save Draft Next Step	
	$\mathbf{V}$	
	•	
,	Step3:	
	JICK Next Step .	
Organisation Information     Organisation Nature Selection	G EPD     4 Product Selection 5 Transaction Preview	
Step 3		Inform user that
Return to Environmental Protection Department		products from this
Dispose Drugs an disposed by the provincention itself	•	of transaction natu
brugs are asposed by the organisation riser.	1	be snipped to E
Previous Step Cancel	Save Draft Next Step	
	$\checkmark$	
	Step4:	
ected to the Product Selectio	Step4: n, fill in the valid information, and click "Next Step".	
ected to the Product Selectio (Refer to 2.	Step4: n, fill in the valid information, and click "Next Step". 2.1.1(3) "Product Selection")	
rected to the Product Selectio (Refer to 2.	Step4: n, fill in the valid information, and click "Next Step". 2.1.1(3) "Product Selection")	

To be continue from (p.2)
# Create new transaction - OUT- Dispose (p.2)

Step5: Verify all the details and finish the submission. (Refer to 2.2.1.1 (5) Submit Transaction Draft)

	rded within 7 Days from the tra	ansaction time.			Theu Sum
Organisation Information	Transaction Nature S	election 🥑 EPD	Product Selection	5 Trans	saction Preview
Step 5 Fransaction Preview					
Organisation Information					
organisation Name	E COMPANY LIMITED				
icense Number	License Type				
B/2A/1996	Wholesaler				
5/ TA/ 1990			201 W 2017		
ddress nit A-D. 8/F. ABC Industrial Bu	uilding. 28 Trading Road. Kwur	Tona, HK	Warehouse Address Unit D. 8/F., ABC Industrial Building, 28 Tra	ding Road. Kwun Tong. Hk	¢
			Unit 202-3, 2/F, Fanling warehouse, 8 North	Street, Fanling, NT	
ransaction Nature Selection	n				
eference Number	Transaction Dat	e	Transaction Type	Transaction Nature	
JZ7293444	2025-07-02		001	Dispose	
ransaction Remark rugs that are reached their ex	piration date.				
nvironmental Protection D	epartment				
ispose					
rugs are disposed by the orga	insation itself.				
roduct Selection					
LEMING FOR SUPSENS	ION 312.5mg/5mL				
roduct Type	Product Referen	ice Number	Product Full Name		
Registered Product	HK82195		FLEMING FOR SUPSENSION 312.5mg/5mL		
Admin Route	Dose Form				
Dral	Powder for oral	suspension			
gredient(s)					
gredient(s) Ingredient(s)	Strength Value	Strength Unit	Dose Value	🗘 🛛 Dose Unit	÷
gredient(s) Ingredient(s) Amoxicillin	Strength Value           250	Strength Unit	Dose Value	Dose Unit     Powder for ora	al suspension
gredient(s) Ingredient(s) Armoxicillin Clavulanic Acid	\$     Strength Value       250       62.5	Strength Unit           mg/5ml           mg/5ml	Dose Value  1  1	Dose Unit     Powder for ora     Powder for ora	Isuspension
gredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845	Strength Value       250       62.5	Strength Unit           mg/5ml	Dose Value  1  1	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ①	Strength Value       250       62.5	Strength Unit mg/Sml mg/Sml	Dose Value      1      1      1	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ① ack Size	Strength Value       250       62.5   Pack Unit	Strength Unit mg/Sml mg/Sml	Dose Value      1      Outer Pack      Dose Value	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
gredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form	Strength Value       250       62.5         Pack Unitt       60ml Bottle	Strength Unit mg/Sml mg/Sml	Dose Value       1       1       Outer Pack       Box	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
gredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form  ack Size rade Quantity	Strength Value       250       62.5       Pack Unit 60ml Bottle	Strength Unit     mg/Sml     mg/Sml	Outer Pack Box	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ack Size rade Quantity uantity in Pack	Strength Value 250 62.5 Pack Unit 60ml Bottle Loose Quantity	Strength Unit mg/Sml mg/Sml	Cose Value       1       Outer Pack       Box	Dose Unit     Powder for ora	¢ al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ack Size rade Quantity uantity in Pack (Boxes)	Strength Value       250       62.5       Pack Unit       60ml Bottle	Strength Unit mg/Sml mg/Sml	Oose Value       1       0uter Pack:       Box	Dose Unit     Powder for ora     Powder for ora	\$ al suspension al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ① ack Size rade Quantity uantity in Pack (Boxes) otal Quantity ①	Strength Value       250       62.5       Pack Unit       60ml Bottle	Strength Unit mg/Sml mg/Sml	Oose Value       1       0uter Pack:       Box	Dose Unit     Powder for ora     Powder for ora	\$ al suspension al suspension
gredient(s) Ingredient(s) Armoxicillin Clavulanic Acid Clavulanic Acid atch Number D3845 ack Form ① ack Size rade Quantity uantity in Pack (Boxes) otal Quantity ① x1+1 7 (60ml Bottle)	Strength Value       250       62.5       Pack Unit 60ml Bottle       Loose Quantity 1 (60ml Bottle)	Strength Unit     mg/Sml      mg/Sml	Dose Value      1      Outer Pack Box	Oose Unit     Powder for ora     Powder for ora	4 Il suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ① ack Size rade Quantity uantity in Pack (Boxes) otal Quantity ① ix1+1 7 (50ml Bottle) ubmitted By	Strength Value       250       62.5       Pack Unit 60ml Bottle       Loose Quantity 1 (60ml Bottle)	Strength Unit     mg/Sml      mg/Sml	Oose Value       1       0uter Pack       Box	Dose Unit     Powder for ora	¢ al suspension al suspension
Ingredient(s) Ingredient(s) Amoxicillin Clavulanic Acid atch Number D3845 ack Form ① ack Size rade Quantity uantity in Pack (Boxes) xtal Quantity ① x1+1 7(60ml Bottle) ibmitted By yan Tai Man	Strength Value       250       62.5       Pack Unit 60ml Bottle       Loose Quantity 1 (60ml Bottle)       Status Draft	Strength Unit     mg/Sml      mg/Sml	Note Value       1       0uter Pack       Box	Oose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension
gredient(s) Ingredient(s) Amoxicillin Clavulanic Acid Clavulan	Strength Value       250       62.5       Pack Unit       60ml Bottley       Loose Quantity       1 (60ml Bottley)       Status       Draft	Strength Unit     mg/Sml      mg/Sml	Note Value       1       0uter Pack       Box	Dose Unit     Powder for ora     Powder for ora	¢ al suspension al suspension

# 3.2.1.12 (6) 2A/4A/7A/ML - OUT – Damage

Step1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	<ul> <li>If redirected to Transaction Nature Selection, fill in the valid information:</li> <li>a) Transaction date (within 7 days)</li> <li>b) Transaction type (OUT)</li> <li>c) Transaction nature (Damage)</li> <li>d) Transaction Remark</li> <li>e) Reference number</li> <li>Then, click "Next Step".</li> </ul>
Step 3	If redirected to product selection, please refer to 3.2.1.1(3) "Product Selection" and "Sample for Product Selection" to fill in the valid information and click "Next Step".
Step 4	If redirected to Transaction Preview, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

# Create new transaction - OUT- Damage (p.1)

Step1: Refer to 2.2.1.1(1) Create new transaction Draft.

Organisation Information	2 Transaction Nature Selection	3 Receiver/Supplier Selection 4	Product Selection 5 Transaction Preview
tep 1 Irganisation Information			
rganisation Name EE PHARMACY COMPANY icense Number 7/4A/2019		License Type Pharmacy	Can be with other license type 1. Wholesaler (2A) 2. Pharmacy (4A) 3. Manufacturer (MLL) 4. Manufacturer (MLL)
ddress HOP A, G/F., FANLING LAU, 9	3 NORTH STREET, FANLING, NT	Warehouse Address	



Step2: Fill in the valid information, then click "Next Step".

Step 2 Transaction Nature Selection				
			1	
Transaction Date*			a. Transaction date (within 7 d	tays)
2025-07-02	苗		b. Transaction type (OUT) c. Transaction nature (Damag	e)
Transaction Type*			e. Reference number	
Transaction Nature				
O Wholesale O Dis	pense 🔿 Retention	Damage	O Dispose O Retur	n
Transaction Remark*				
		ti.		
Reference Number*		-		
S029293444	ver in this field	Q		
Presse minimuvoice/ Nerelence Numb	er in bills held			2
revious Step Cancel			[	Save Draft Next Ste
Fi	III in the valid inform (Refer to 2.2.1.1(	Step3: ation, and cl 3) "Product \$	ick "Next Step". Selection")	
<b>Crganisation Information</b>	II in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection")	aview.
Organisation Information	III in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection")	eveev + Add
Fi Organisation information Step 3 Product Selection	II in the valid inform (Refer to 2.2.1.1(	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection")	eview + Add Duckleate
Organisation Information Organisation Information Ship 3 Product Selection > Product #1 Product #1 Product Type Registered Product	III in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection") @ transaction P	eview + Add Duplicate
Crganisation Information Crganisation Information Step 3 Product Selection > Product #1 Product #1 Product #1 Search Your Product *	Ill in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection") @ transaction P	eview + Add Duplicate
Crgenisation Information Crgenisation Information Step 3 Product Selection > Product #1 Product #1 Product #1 HK Registration / Reference Number / Product	III in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection")	eview + Add Duolicate
Crganisation Information Crganisation Information Step 3 Product Selection Product #1 Product #1 Product Type Registration / Reference Number / Product News Step Cancel	Ill in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection") @ Transctor P	vvew + Add Duckcate
Croanisation Information Croanisation Information Step 3 Product Selection Product #1 Product #1 Product #1 Product #4 HK Registration / Reference Number / Product Wrisus Step Cancel	Ill in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection") (4) Transaction P	eview + Add Ducticate Save Draft Next
Crganisation Information Crganisation Information Step 3 Product Selection > Product #1 Product #1 Product #1 Product #3 HK Riegistration / Reference Number / Product News Step Cancel	Ill in the valid inform (Refer to 2.2.1.1( Transaction Nature Selection	Step3: ation, and cl 3) "Product S	ick "Next Step". Selection") (4) Transaction P	eview + Add Ducticate Save Draft Next

To be continue from (p.2)

# Create new transaction - OUT- Damage (p.2)

Step4: Verify all the details and finish the submission. (Refer to 2.2.1.1 (5) Submit Transaction Draft)

	orded within <b>7 Days</b> from the transa	ction time.		
Organisation Information	Transaction Nat	ure Selection	Product Selection	4 Transaction Preview
tep 5 Transaction Preview				
Organisation Information				
rganisation Name	IMITED			
icense Number 17/4A/2019	License Type Pharmacy			
ddress	-		Warehouse Address	
HOP A, G/F., FANLING LAU, 9	98 NORTH STREET, FANLING, NY		SHOP A, G/F., FANLING LAU, 98 NOP	RTH STREET, FANLING, NY
ransaction Nature Selecti	ion			
E License /Reference Number 3029293444	Transaction Date 2025-07-03		Transaction Type <b>OUT</b>	Transaction Nature Damage
ransaction Remark rugs that are damaged durin annot be sold.	g transportation (e.g., broken vials,	crushed packaging)		
Product Selection				
OCTMENTIN TAB 375M	G			
roduct Type Registered Product	Product Reference N HK87123	lumber	Product Full Name OCTMENTIN TAB 375MG	
.dmin Route Dral	Dose Form <b>Tablet</b>			
ngredient(s)				
Ingredient(s)	♣ Strength Value	😫 Strength Unit	🕈 🛛 Dose Value	🕈 🛛 Dose Unit
Amoxicillin	250	mg	1	Tablet
Clavulanic Acid	125	mg	1	Tablet
Proporibor's Instructions				
rescribers instructions		the whole course		
ake with a meal, 1 tablet thre	e times a day; Antibiotic: Complete			
Take with a meal, 1 tablet three atch Number	e times a day; Antibiotic: Complete			
Take with a meal, 1 tablet three iatch Number :D3846	e times a day; Antibiotic: Complete			
Take with a meal, 1 tablet three iatch Number ID3846 Yack Form O	e times a day; Antibiotic: Complete		Outer Pack	
Take with a meal, 1 tablet three tatch Number :D3846 Tack Form () Tack Size 0	e times a day; Antibiotic: Complete Pack Unit Tablet		Outer Pack Pack	
Take with a meal, 1 tablet three satch Number D3846 Tack Form 1 Tack Size 0	e times a day; Antibiotic: Complete Pack Unit Tablet		Outer Pack <b>Pack</b>	
Take with a meal, 1 tablet three satch Number D3846 Tack Form ① Tack Size 0 Trade Quantity ① Juantity in Pack (Pack)	e times a day; Antibiotic: Complete Pack Unit Tablet Loose Quantity 1 (Tablet)		Outer Pack Pack	
Trade Quantity ① Pack Form ① Pack Size Pack Size Pack Size Pack Size Pack Quantity ① Pack Pack Pack Pack Pack Pack Pack Pack	Pack Unit Pack Unit Tablet Loose Quantity 1 (Tablet)		Outer Pack Pack	

# 3.2.1.12 (7) 2A/4A/7A/ML - OUT - Retention

Step1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	<ul> <li>If redirected to Transaction Nature Selection, fill in the valid information:</li> <li>a) Transaction date (within 7 days)</li> <li>b) Transaction type (OUT)</li> <li>c) Transaction nature (Retention)</li> <li>d) Transaction Remark</li> <li>e) Reference number</li> <li>Then, click "Next Step".</li> </ul>
Step 3	If redirected to product selection, please refer to 3.2.1.1(3) "Product Selection" and "Sample for Product Selection" to fill in the valid information and click "Next Step".
Step 4	If redirected to Transaction Preview, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

### Create new transaction - OUT- Retention (p.1)

Step1: Refer to 2.2.1.1(1) Create new transaction Draft.



To be continue from (p.2)

### Create new transaction - OUT- Retention (p.2)

Step4: Verify all the details and finish the submission. (Refer to 2.2.1.1 (5) Submit Transaction Draft)

Every transaction shall be record	ded within <b>7 Days</b> from t	ne transaction time.		
Organisation Information	🕑 Transa	ction Nature Selection	Product Selection	4 Transaction Preview
Step 5 Fransaction Preview				
Organisation Information	ITED			
icense Number	License Typ	De		
Address Shop A, G/F., FANLING LAU, 98	Pharmacy NORTH STREET, FANLIN	IG, NY	Warehouse Address SHOP A, G/F., FANLING LAU, 98 N	NORTH STREET, FANLING, NY
Fransaction Nature Selectior	1			
E License /Reference Number 6029293444	Transaction 2025-07-0	n Date 3	Transaction Type OUT	Transaction Nature Retention
Fransaction Remark Retaining drugs for additional qu afficacy standards.	uality control checks to e	ensure they meet safety and		
Product Selection				
Product Type Registered Product	Product Re HK87123	ference Number	Product Full Name OCTMENTIN TAB 375MG	
Admin Route Dral	Dose Form Tablet			
ngredient(s)		1		
Ingredient(s)	Strength Value	\$ Strength Unit	Dose Value	♦ Dose Unit
Amoxicillin	250	mg	1	Tablet
Clavulanic Acid	125	mg	1	Tablet
Prescriber's Instructions	times a dav: Antibiotic: (	Complete the whole course		
Batch Number CD3846				
Pack Form <b>O</b>				
Pack Size 20	Pack Unit <b>Tablet</b>		Outer Pack Pack	
Trade Quantity 0				
Quantity in Pack I (Pack) Fotal Quantity ① 1 x 20 + 1 = 21 (Tablet)	Loose Quai 1 (Tablet)	ntity		

# 3.2.1.12 (8) 2A/7A/ML - OUT – Export

Step 1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	<ul> <li>If redirected to Transaction Nature Selection, fill in the valid information:</li> <li>a) Transaction date (within 7 days)</li> <li>b) Transaction type (OUT)</li> <li>c) Transaction nature (Export)</li> <li>d) Reference number (IE License number, E.g.: IE201902170890)</li> <li>Then, click "Next Step".</li> </ul>
Step 3	If redirected to the consignee information, double check that organisation name and address is correct, and click "Next Step".
Step 4	If redirected to product selection, please refer to 3.2.1.1(3) "Product Selection" and "Sample for Product Selection" to fill in the valid information and click "Next Step".
Step 5	If redirected to Transaction Preview page, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

#### Create new transaction 1A/2A - OUT- Export (p.1)

Step1:

Refer to 2.2.1.1 (1) Create new transaction Draft.



# Create new transaction 1A/2A - OUT- Export (p.2)

Step3: Verify Consignee information

Step 3					
Consignee Information					
Organisation Name ADVANCE PHARMACEUTICAL CO	LTD		Address 99 Guanghua Road Bei jing China	a	
revious Step Cancel			-		Save Draft Next Step
edirected to the	e Product Sele (Refer to	s ection, fill o 2.2.1.1 (;	Step4: in the valid inform 3) "Product Select	nation and ( tion")	click "Next Step'
	Verify all th (Refer to 2	e details .2.1.1 (5) S	and finish the sub Submit Transaction	mission n Draft).	
New Transaction Draft	•				
A Every transaction shall be record	ded within 7 Days from the transa	ction time.			
Organisation Information	Transaction Nature Selection	tion 🥑 Consigne	e Information Product Selec	ction 5 Tr	ansaction Preview
Step 5 Transaction Preview					
Organisation Information					
Organisation Name	COMPANY LIMITED				
License Number	License Type				
78/2A/1996 78/1A/1996	Wholesaler				
Address Unit A-D, 8/F, ABC Industrial Bui	lding, 28 Trading Road, Kwun Ton	g, HK	Warehouse Address Unit D, 8/F., ABC Industrial Building, 28 Unit 202-3, 2/F, Fanling warehouse, 8 M	8 Trading Road, Kwun Tong North Street, Fanling, NT	нк
Transaction Nature Selection	n				
IE License/ Reference Number					_
IE201902170890	Transaction Date 2025-07-02		Transaction Type OUT	Transaction Nature Export	]
IE201902170890 Transaction Remark	Transaction Date 2025-07-02		Transaction Type	Transaction Nature Export	
IE201902170890 Transaction Remark	Transaction Date 2025-07-02		Transaction Type OUT	Transaction Nature Export	]
IE201902170890 Transaction Remark - Consignee Information Organisation Name	Transaction Date 2025-07-02		Transaction Type OUT	Transaction Nature Export	]
IE201902170890 Transaction Remark - Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C	Transaction Date 2025-07-02		Transaction Type OUT Address 99 Guanghua Road Bel jing China	Transaction Nature Export	]
IE201902170890 Transaction Remark - Consignee Information Organisation Name ADVanCE PHARMACEUTICAL C Product Selection	Transaction Date 2025-07-02		Transaction Type OUT Address 99 Guanghua Road Bei jing China	Transaction Nature Export	]
IE201902170890 Transaction Remark - Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSI	Transaction Date 2025-07-02 20 LTD		Transaction Type OUT Address 99 Guanghua Road Bei jing China	Transaction Nature Export	
IE201902170890 Transaction Remark Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSI Product Type Registered Product	Transaction Date 2025-07-02 20 LTD ON 312.5mg/5mL Product Reference 1 HK82195	lumber	Transaction Type OUT Address 99 Guanghua Road Bei jing China Product Full Name FLEMING FOR SUPSENSION 312-5mg/Sm	Transaction Nature Export	]
E201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTCAL C  Product Selection FLEMING FOR SUPSENSI Product Type Registered Product Admin Route	Transaction Date 2025-07-02 CO LTD DN 312.5mg/5mL Product Reference * HK82195 Doae Form	Aumber	Transaction Type OUT Address 99 Guanghua Road Bei jing China Product Full Name FLEMING FOR SUPSENSION 312.5mg/SmL	Transaction Nature Export	]
IE201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSIG Product Type Registered Product Admin Route Oral Ingredient(s)	Transaction Date 2025-07-02 20 LTD DN 312.5mg/5mL Product Reference ? HK82195 Dose Form Powder for oral sus	Number	Transaction Type OUT Address 99 Guanghua Road Bei jing China Product Full Name FLEMING FOR SUPSENSION 312.5mg/SmL	Transaction Nature Export	]
E201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Oral Ingredient(s) Ingredient(s)	Transaction Date 2025-07-02 COLTD C	lumber pension	Transaction Type OUT Address 99 Gaanghua Road Bei jing China 99 Guanghua Road Bei jing China 99 Guanghua Road Bei jing China 100 China 1	Transaction Nature Export	]
E201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSI Product Type Registered Product Admin Route Oral Ingredient(s) Ingredient(s) Amoxiolin	Transaction Date 2025-07-02 COLTD C	Number pension Strength Unit mg/5ml	Transaction Type OUT Address 99 Guanghua Road Bei Jing China 99 Guanghua Road Bei Jing China 20 Guanghua Road Bei Jing China 90 Guanghua Road Bei Jing China	Transaction Nature Export	Transmission
IE201902170890 Transaction Remark - Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSIC Product Type Registered Product Admin Route Oral Ingredient(s) Ingredient(s) Amoxolin Clavidanic Acid	Transaction Date 2025-07-02 COLTD C	Number pension \$ Strength Unit mg/Smi mg/Smi	Transaction Type OUT Address 99 Guanghua Roed Bei Jing China 99 Guanghua Roed Bei Jing China 91 China China China 92	Transaction Nature Export  Construction  Con	¢ ronal suspension
IE201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTICAL CO Product Selection FLEMING FOR SUPSENSIO Product Type Registered Product Admin Route Oral Ingredient(s) Ingredie	Transaction Date 2025-07-02  COLTD	Number pension Strength Umt mg/Sml mg/Sml	Transaction Type OUT Address 99 Guanghua Road Bei Jing China Product Full Name FLEMING FOR SUPSENSION 312.5mg/GmL 1 0 totse Value 1	Transaction Nature Export	real supprision       road supprision
E201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTICAL C Product Selection FLEMING FOR SUPSENSI Product Type Registered Product Admin Route Oral Ingredient(s) Ingredient(	Transaction Date 2025-07-02	Number pension Strength Unit mg/Sml mg/Sml	Transaction Type OUT  Address 99 Guanghua Road Bei Jing China  Product Full Name FLEMING FOR SUPSENSION 312.5mg/5mL  1  1	Transaction Nature Export  Cose Unit  Powder fo	
E201902170890 Transaction Remark  Consignee Information Organisation Name ADVANCE PHARMACEUTCAL C Product Selection FLEMING FOR SUPSENSI Product Type Registered Product Admin Route Oral Ingredient(s) Ingredient(s	Transaction Date 2025-07-02  D 112.5mg/5mL Product Reference 7 HK82195 Dose Form Powder for oral sus  C Strength Value 250 62.5 Pack Unit 60ml Bottle	Aumber pension Strength Unit mg/Sml i mg/Sml	Transaction Type OUT Address 99 Guanghua Road Bei Jing China Product Full Name FLENING FOR SUPSENSION 312.5mg/SmL 1 1 UUT 1 UUT UUT UUT UUT UUT UUT UUT U	Transaction Nature Export  Does Unit  Powder fo	oral supersion
IE201902170890         Transaction Remark         -         Consignee Information         Organisation Name         ADVANCE PHARMACEUTICAL C         Product Selection         FLEMING FOR SUPSENSION         Product Selection         Ingredient(s)         Ingredient(s)         Ingredient(s)         Batch Number         CD3845         Pack Size         1         Trade Quantity	Transaction Date 2025-07-02  Turnsaction Date 2025-07-02  Turnsaction Date 2025-07-02  Turnsaction Date 2025  Turnsaction Date 2025 Turnsacti	Number pension Strength Unit mg/Sml mg/Sml	Transaction Type       OUT       Addriess       99 Guanghua Road Bei Jing China       Product Full Name       FLEMING FOR SUPSENSION 312.5mg/SmL       Quer Pack.       Box	Transaction Nature Export  Cose Unit  Powder fo	a cond suspension
IE201902170890         Transaction Remark         -         Consignee Information         Organisation Name         ADVANCE PHARMACEUTICAL C         Product Selection         FLEMING FOR SUPSENSIL         Product Selection         FLEMING FOR SUPSENSIL         Product Selection         Ingredient(s)         Ingredient(s)         Ingredient(s)         Batch Number         CO2845         Pack Form O         Pack Size         1         Trade Quantity         Quantity in Pack         6 (Boxe)	Transaction Date 2025-07-02  ON 312.5mg/5mL Product Reference ? HK82195 Dose Form Powder for onal sus 250 250 250 250 250 250 250 250 250 250	Number pension Strength Unit mg/Sml Mg/Sml	Transaction Type       OUT         Address       99 Guanghua Road Bei Jing China   Product Full Name FLENING FOR SUPSENSION 312.5mg/SmL	Transaction Nature Export  Cose Unit  Powder fo  Powder fo	r oral suspension
IE201902170890         Transaction Remark         -         Consignee Information         Organisation Name         ADVANCE PHARMACEUTICAL C         Product Selection         FLEMING FOR SUPSENSIT         Product Selection         FLEMING FOR SUPSENSIT         Product Type         Registered Product         Admin Route         Oral         Ingredient(s)         Monocillin         Clandanic Acid         Batch Number         C03845         Pack Size         1         Trade Quantity         Quantity in Pack         6 (Boxes)         Total Quanty ●	Transaction Date 2025-07-02  DN 312.5mg/5mL Product Reference 7 HK82195 Dose Form Powder for oral sus  Column Value 250 Column Value 250 Column Value 250 Column Value Column	iumber pension \$trength Unit mg/Sml }	Transaction Type OUT  Address 99 Guanghua Road Bei Jing China  Product Full Name FLENING FOR SUPSENSION 312.5mg/SmL  Quter Pack Box	Transaction Nature Expert  Construction  Con	Contained assession
IE201902170890         Transaction Remark         -         Consignee Information         Organisation Name         ADVANCE PHARMACEUTICAL C         Product Selection         FLEMING FOR SUPSENSION         Product Selection         Ingredient(s)         Ingredient(s)         Ingredient(s)         Batch Number         CD345         Pack Size         1         Trade Quantity         Quantity in Pack         6 (Boxes)         Total Quantity ()         Sk 1+1         - 2 (sford Botte)	Transaction Date 2025-07-02  ON 312.5mg/5mL Product Reference 7 HK82195 Doae Form Powder for oral sus 250 250 250 250 250 250 250 250 250 250	Number pension Strength Um mg/Sml mg/Sml	Transaction Type OUT  Address 99 Guanghua Road Bei Jing China  Product Full Name FLEMING FOR SUPSENSION 312.5mg/SmL  Quter Pack Box	Transaction Nature Export	■ Interview of the second

# 3.2.1.12 (9) 4A - OUT – Dispense

Step 1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	If redirected to Transaction Nature Selection, fill in the valid information:
	a) Transaction date (within 7 days)
	b) Transaction type (OUT)
	c) Transaction nature (Dispense)
	d) Reference number
	Then, click "Next Step".
Step 3	If redirected to product selection, please refer to 3.2.1.1(3) "Product
	Selection" and "Sample for Product Selection" to fill in the valid information
	and click "Next Step".
Step 4	If redirected to Prescription Record, fill in the valid information:
	a) Date of prescription
	b) Prescription number
	c) Name of prescriber
	d) Patient's name (Must be same as your identification document)
	e) Patient's address
	f) Prescriber's instructions
	g) Identity Document Type (Optional)
	h) Identity Document Number (Optional)
	i) Date of birth (Optional)
	j) Gender (Optional)
Step 5	If redirected to Transaction Preview, verify all the details and finish the
	submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.

### Create new transaction - OUT- Dispense (p.1)

Step1: Refer to 2.2.1.1(1) Create new transaction Draft.

	orded within 7 Days from the dispense tin	82.	
Organisation Information	2 Transaction Nature Selection	3 Receiver/Supplier Selection 4 Product Selection	5 Transaction Preview
Step 1 Organisation Information			
Organisation Name EEE PHARMACY COMPANY		Only can be with Pharmacy (4A	N)
License Number 47/4A/2019		License Type Pharmacy	
Address SHOP A, G/F., FANLING LAU, 9	8 NORTH STREET, FANLING, NT	Warehouse Address	



Step2: Fill in the valid information, then click "Next Step".

Organisation Information	2 Transaction Nature Selection	3 Product Selection	4 Prescription Record	5 Transaction Preview
Step 2 Transaction Nature Selection				
a. Transaction Date * b. 2025-07-03 Transaction Type * c. N © OUT	8		1. a. Transaction date ( b. Transaction type ( c. Transaction nature d. Reference number	within 7 days) OUT) a (Dispense) r
Transaction Nature* Wholesaler Dispens Transaction Remark	se O Retention	O Damage O Dispose	O Return	O Return
d. Reference Number* \$02929298689 Please fill Dispense Number in this field				
Previous Step Cancel				2. Save Draft Next Ste
	Fill in the valid (Refer to 2	Step3: information, an 2.2.1.1(3) "Produ	d click "Next Ste uct Selection")	p".
Organisation Information	Transaction Nature Selection	3 Product Selection	4 Prescription Record	5 Transaction Preview
Step 3 Product Selection				+ Add
> Product #1				Duplicate
Product Type Registered Product				
HK Registration / Reference Number	r / Product Full Name	Q		
Previous Step Cancel				Save Draft Next Step
Previous Step Cancel		1		Save Draft Next Step

To be continue from (p.2)

# Create new transaction - OUT- Dispense (p.2)

our name must be sam our identification docur	ne as the one on ment.	Fill in the valid in	Step4: formation, and click "Ne	ext Step".	
Organisation Information	Transaction Nature Selection	Product Selection	Prescription Record	5 Transaction Preview	
Step 4 Prescription Record					
Date of Prescription*	Presc	iption Number*	Name of Prescriber*		Identity Document Type
YYYY-MM-DD					Adaption Cartificate
					Bith Certificate - HK
Patient's Name * 0	Identit	/ Document Type			Consular Corps ID Card
	Sele	ct Identity Document Type	~		Document of Identity for Visa Purposes
Datast. Address t					Exemption Certificate
ratient's Address *					eHR document
					Nacao ID Card
Prescriber's Instructions *					Travel documents - PRC
					Travel document - overseas
					One - way Permit
					Recognizance Form
					Re - entry Permit
Date of Birth	Sex				Two - way Permit
Must a. Date of prescriptic	on Sa	Step 4 Prescription Record		•	
b. Prescription numb c. Name of prescribe	oer a	Date of Prescription *	b. Prescription Numbe	r c.	Name of Prescriber*
d. Patient's name		2025-06-28	曲		DR. CHAN CHI MAN
Patient's address					Please fill in Doctor Name.
f. Prescriber's instru	ctions d.	Patient's Name * 🕕	g. Identity Document T	ype h	Identity Document Number
Ontional		WONG KEUNG	Identity Card	~	A123456(7)
	+ Tumo e.	Patient's Address*			
h. Identity Documen	t Number	ROOM 1001, 10/F., WAH HING EST	ATE, 12 WAH YUEK STREET, FANLING, NT		
i. Date of birth i. Conder	f.	Prescriber's Instructions *			
J. Gender		Take with a meal, 1 tablet three tim	es a day; Antibiotic: Complete the whole cours	e	
	i.	Date of Birth	j. Sex		
		1902-01-20	Male 🖲	Female	



Step5: Verify all the details and finish the submission. (Refer to 2.2.1.1 (5) Submit Transaction Draft)

# 3.2.2 CSV Upload through CTR Website

CTR allows the user to prepare the transaction record in a CSV file offline and then upload it into CTR in one go. In this approach, a CSV file with a maximum of 100 transactions can be uploaded.

For using approach 2: CSV Upload through CTR Website approach, please refer to instruction guide "<u>CSV File Upload Specification v4.0</u>".

License Traders Drug Dealers Search can be found from the below:



https://www.drugoffice.gov.hk/eps/do/tc/consumer/search\_drug\_dealers2.html

# 3.2.2.1 Page of CSV Upload

This section shows what functions are there on the page of CSV upload.

<b>†</b> 1	Computerised Transaction Record	Home	Transaction Manage	ement 🗸	Product Inv	entory 🗸	User	Managemer	Quick Link	(s 🗸 🏨	💄 Chan Ta	i Man 2025	-07-02 17:30	
									License Tr	aders >	Drug Dealers Sear	ch	<ul> <li>Search all (</li> </ul>	dealers and veri
Т	ransaction Managemen	t > Transa	action Draft Preparatio	n > Import	CSV				Products	1	Manufacturer (ML	.)	their infor	mation, includin ense numbers
1	mport CSV										Manufacturers (Se Packaging) (7A)	econdary	Δ.	cess lists of
									Search all n	roducts and	Wholesaler (2A)		deal	ers categorized
	Select CSV File *								verify their	Hong Kong	Pharmacy (4A)		by	license type.
									registratio	n numbers.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-		
						$\langle \uparrow \rangle$								
					Click or o	Irag file to t	this area to	upload						
						Browse	Files							
CSV	File Upload Spec	ification	v4.0											
1	How to gotup your	CSV file		Viev	w the CS	/ sample	es that							
	How to setup your	CSV IIIe			nave bee	n inputt 1	ea							
	1. Data Input Guide	line												
L	⊥ Download PDF	Instruction	🖳 生 Download Trad	e Nature CSV	Example	🛓 Down	load Disper	nse Nature C	SV Example					
	2. CSV Template		Normal CSV Ten	nplates										
	Download Trade	e Nature CS\	/ Template 🖉 🛱 Do	wnload Disper	nse Nature (	CSV Templa	te							
Г	🚽 🔓 Download Trade	e Nature CS\	/ Template - Smart Exc	cel 🔓 Do	wnload Disp	ense Natur	e CSV Tem	plate - Smari	Excel					
	<ul> <li>Do not change th</li> <li>Please refer to Page</li> <li>Please refer to Page</li> </ul>	e headers in ack Form Lis ack Unit List	CSV template file f and Pack Form Exam and Outer Pack List for	ormat afte	er inputtir er inputtir et package in e list of Pacl	ng the ne	a in the r ecessary	equired C informat	ion					
	*Late Submissions	can only be s	submitted via <u>Direct En</u>	try										
Au	toSave (Off) 🗄 🍤 🤆	✓	mplate all_trading_nature_v1 ~			5	) Search							
File	Home Insert Draw Pac	a lavout For	mulas Data Review Vi	ew Automate	Help Acroba									
	X Cut			ah						·		Σ AutoSun		
Paste	Calibri			Wrap	Text	General		Conditional For	Normal	Bad -	Insert Delete Forr	nat 😨 Fill ~	ZY /	Add-ins Ana
~	Format Painter			🔄 💶 🔛 Merge	e & Center 👻	\$ 70 3	00 - 50	Formatting ~ Ta	le - Good	Neutral		🞸 Clear 🗸	Filter ~ Select ~	De
012		Font	12	Alignment	12	NUMBE	r 191		Styles		Cells		Ealting	Add-Ins
4	A B	с	D	E	7	G	н	I	J K	L	м		И	0
Save	Andatory Ma	andatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory Ma	ndatory Mandatory	Optional	Mandatory if Transactio "WHOLESALE" OR "RET	In Nature is "DAI	ndatory if the Transaction I MAGE", "RETENTION", "D	Vature is ISPOSE or
1 2 0010 1)	Date Tex	xt Selection	Text Selection	Text	Text	Text	Integer	Text Te.	t Integer	Integer	Text	Text	tURN" t	
				reference no. for cross referencing. Fo	or		The	Th	type of					
Descrip	tion Transaction date	dicate whether is transaction is of	f The transaction nature for the transaction type under	WHOLESALS, it should be the	TheHK registra	tion The batch n	quantity of io. of product	f The unit of pa measurem us	d for the packages con	fouter Quantity of loos ained items that are r	tot The trading license o	f drug dealers Add	litional remark for this	
	typ IN	e OUT (supply) or (receive).	the current trading liense.	invoice no.; for IMPORT/EXPORT, it	no. of the prod	uct. the product	single	pack size. of	er layer in a single he transaction.	packaged in ou packs.	ter	tran	nsaction	
3				should be the			package.	pro	ouct.					
4 Example	e 1/3/2025 OU Transaction Date Tra	/T Insaction Type	WHOLESALE Transaction Nature	Invoice 001 Reference Number	HK66409 Product Number	COOO2 Batch Numb	er Pack Size	0 copsule bo Pack Unit Ou	er Pack Quantity in Pac	20 k Loose Quantity	01/2A/1000 Receiver / Supplier Lice	nse Number Tran	i is for example only insaction Remark	
6	1/3/2025 IN		MANUFACTURE	12345	56 HK66409	C0002	10	0 capsule bo	tle	20	01/2A/1000			
8														
	$\mathbf{V}$													
Clic	k to export CSV													
С	SV sample													
File Ho	me Insert Draw Page Layo	out Formulas	Data Review View Auto	mate Help Acro	obat								Comme	ents 🖻 Share 🗸
Ê Å	Cut Aptos Narrow	→ 11 → A^	A* ≡ ≡ ₩ • 8	🖞 Wrap Text	General	~		Normal	Bad	] 🚟 🎫 🗄	∑ AutoSum ~	27 🔎		A.
Paste 🖓	Format Painter	🗄 • 🔌 • 🔺	· = = = = = =	🖥 Merge & Center 🛛 👻	\$ ~ %	• 100 -00 Fi	Conditional Form ormatting ~ Tab	at as le ~ Good	Neutral	Insert Delete For	mat ∳ Fill ♥	Sort & Find & Ar Filter ~ Select ~	dd-ins Analyze C Data a	eate PDF
Clip	board 5 F	ont	rs Alignmer	t	Fa Numb	er Fa		Styles		Cells	Editin	a A	dd-ins Adobe	Acrobat 🗸
D10	$\sim$ 1 × $\checkmark$ fx $\sim$													~
Transact	B ion Date Transaction Type Trans	C saction Nature Re	E E E E E E E E E E E E E E E E E E E	F Batch Number	G F Pack Size Pack	Unit Outer Paci	J k Quantity in Pa	K ck Loose Quanti	L Receiver / Supplier Lic	ense Number Transac	tion Remark	O P	Q R	5 T
	OF OR OT IN MANU	IC & OTHER							, neverier rouppiler ere					
20	23-03-01 IN MANU	DFACTURE	123456 HK66409	C0002	100 caps	ule bottle		20	01/2A/1000					

# 3.2.3 Application Programming interface (API)

CTR Application Programme Interface (API) is an approach in which enables Licensed Traders system to connect to CTR system directly. Licensed Trader can upload their transactional data onto CTR system through an API that CTR would offer. This requires technical change from Licensed Traders side.

User can use a CTR pre-defined excel template to upload certain type of transaction records on the CTR system. Users need to populate all the required entries in the expected format and upload it on the CTR System, a single day of transactions per excel file.

For using API approach, please refer to instruction guide "<u>CTR - API Specification v2.0.4"</u>. Also download the material zip folder named "<u>CTR - API Reference File</u>".

# 3.3 Transaction Status and List

### 3.3.1 Transaction Draft Preparation

#### 3.3.1 (1) Status of transaction draft

There are different transaction statuses that apply to various roles, as outlined in the table below:

Role and Responsibilities	Authorised User	Alternative Authorised User & Company User
Status of Transaction Draft	<ul> <li>Draft – Incomplete</li> <li>Draft – Complete</li> <li>Rejected</li> </ul>	<ul> <li>Draft – Incomplete</li> <li>Draft – Complete</li> <li>Withdrawn</li> <li>Pending Approval</li> <li>Rejected</li> </ul>

#### Draft – Incomplete

This status indicates that the transaction draft is not fully completed, as not all required information has been filled in.

#### Draft – Complete

This status signifies that the draft has been fully completed but has not yet been submitted or submitted for approval.

#### Withdrawn

This status is visible only to Alternative Authorized Users or Company Users. When a draft is marked as Withdrawn, it indicates that the draft was previously in Pending Approval status but has since been retracted. This allows the user to modify the draft as needed.

#### **Pending Approval**

This status is visible only to Alternative Authorized Users or Company Users. It indicates that the drafts have been submitted but have not yet received approval from an Authorized User.

### Rejected

This status applies to drafts that have been reviewed and not approved.

#### 3.3.1 (2) Status Lists of Transaction Draft

Each status has its own dedicated list.

#### Table tab: Draft - Complete/Withdrawn:

Drafts with the status of Draft – Complete or Withdrawn will also appear in the "**Draft – Complete/Withdrawn**" list.

#### Table tab: Other's Drafts:

There is a separate list called **'Other's Drafts'** that displays drafts created by other staff members within the same company, allowing users to view and manage collaborative work effectively.

#### 3.3.1 (2a) Authorised user

Draft Records				
Draft - Incomplete	Draft - Complete/Withdrawn	Rejected	Other's Draft	

#### 3.3.1 (2b) Alternative Authorised user/ Company User

Draft Records				
Draft - Incomplete	Draft - Complete/ Withdarwn	Pending Approval	Rejected	Other's Draft

#### 3.3.2 Transaction Record

#### 3.3.2.1 Transaction Change Log

Once Change: Transaction is only modified once after its initial completion.

Multiple Changes: Edit and update the details of a single transaction multiple times.

#### **Transaction Change Log**

	Once	Change						
	T	ansaction Management	> Transaction History > • S029293444	Transaction Detail				
		Organisation Inform Organisation Name AAA PHARMACEUTIC	ation AL TRADE COMPANY LIMI	TED				
		Trade Quantity Quantity in Pack 6 (Boxes)	Loc -	ise Quantity		Total Quantity () 6 x 1+ 0 = 6 (60ml Bottle)		
Latest Change		Last Modified Time 2023-10-22 15:22:46	Che Bat cha	inge Reasons ch number change ; Pack inge	x Quantity	Last Modified By Chan Tai Man		
Change log		Transaction Change	Log	Last Modified By	Change Rea	asons		]
latest one		1	2023-10-22 08:22:46	Chan Tai Man			,	
		Back						



#### 3.3.2.2 Authorised User: Edit Approved transaction

This section guides authorised users to edit approved transactions in the Transaction Record.

Step 1	Access transaction details in transaction record.
Step 2	Click "Edit".
Step 3	Update the information as required by the user.
Step 4	Submit the edited transaction.
Step 5	Provide reasons of change.

\* If the approved transaction was reconciled, will not be able to be edited.

There is no 'Save Draft 'option when editing a transaction from the transaction record.

Any changes made must be submitted immediately, accompanied by a reason for the modification.

Once the transaction is edited and submitted, a change log will be generated and displayed in the transaction details for user reference.



Authorised User: Edit Approved transaction

Step1: Access transaction details in transaction history.

# 3.4 Actions: Transaction Draft Preparation

This section shows what actions can be done in the Transaction Draft Preparation page.

### 3.4 (1) Copy as New Draft

This subsection covers how to copy a draft/ record.

Step 1	On Transaction Draft Preparation page, select the draft by clicking the checkbox on the table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Copy as New Draft".

\* New cloned draft will appear on the top with the current time.

#### Action for Draft Preparation: Copy as New Draft

						Ste	p2: Click	"Action"		
	Transac Trans	ction Management > S	Transaction Draft Prepa	ration				+ New Transactio	n Draft	
	Draf Dr	ft Records	ift - Complete/ Withdra	wn Pending Appro	wal Rejected	Other's Draft	- Action (3 Edit	) B Manage Colum	nns	Ctar Dt Obacas "Oamu
	Ref	ference Number/ Produc	t Name/ Product Numb	Reference	ted Time 🗸 🗎	Transaction Date V Transaction Type	Copy as New	w Draft	т	as New Draft".
		Time           2024-07-02           16:50:40	Draft - Incomplete	Number \$	Date 2024-07-02	GRISEOFULVIN TAB 500MG	Number HK33380	CD1858-993	0	
		2024-07-02 15:30:40 2024-07-02	Draft - Incomplete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	0	
Step1: Select the	~	15:02:19 2024-07-02 14:24:33	Draft - Incomplete	S019139959 S026555096	2024-07-02	CLOZOLE VAG TAB SODMG	HK34750 HK35949	188332228	0	
draft(s) by clicking		2024-07-02 12:22:46	Draft - Incomplete	S017249858	2024-07-02	GYRABLOCK 400 TAB 400MG	HK35834	CXX2-3333	41	
the checkbox(s).	_~	2024-07-02 12:22:46	Draft - Incomplete	SO19628640	2024-05-26	METROGYL 400 TAB 400MG	HK33939	GJKLD240	IF.	
		2024-07-02 12:22:46	Draft - Incomplete	SO21986938	2024-07-02	METROGYL 200 TAB 200MG	HK33005	4905-2949	IP.	
		2024-07-02 09:47:38	Draft - Incomplete	S027854889	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	AB295011	0	
		2024-07-02 09:31:26	Draft - Incomplete	S021832428	2024-07-02	METROGYL 200 TAB 200MG	HK33005	BB1948	IF	
		09:31:26	Draft - Incomplete	S027244044	2024-07-02	METROGYL 400 TAB 400MG	HK33939	AB-1295	IP.	
		12:34:01	Draft - Incomplete	S018306596	2024-06-27	CLOZOLE VAG TAB 500MG	HK35949	CD1239	0	
		2024-06-27	Draft - Incomplete	5022093280	2024-06-27	GRISEOFULVIN TAB SOOMG	HK30120	1228800	0	
		2024-06-26	Draft - Incomplete	S026991246	2024-05-26	GYRABLOCK 400 TAB 400MG	HK35834	99948569	Ib	
		2024-07-02 10:23:46	Draft - Incomplete	\$029293435	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	BB18AC	IP-	

New cloned draft(s) will appear on the top with the current time.  $\ensuremath{\mbox{Example}}$ 

	Transaction Management > 1 Transaction Draft Pre	Transaction Draft Prepa	ration			Bi Import Excel	+ New Transaction	n Draft
	Draft Records Draft - Incomplete Dra	ft - Complete / Withdra	wn Pending Appro	val Rejected O	iher's Draft	~ Action	B Manage Colum	vns
	Reference Number, Produc	t Name, Product Refere	n Last Update	ed Time 👻 Transa	ction Date 🛩 Transaction Type 🗸	Transaction Nature	×	
	Last Updated \$	Status \$	Reference \$	Transaction Date	Product Name \$	Product Reference \$ Number	Batch Number 🕴	T T
Cloned	2024-07-02 17:00:00	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	c
draft(s)	2024-07-02 17:00:00	Draft - Complete	SO19139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238	
	2024-07-02	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	<u>ہ</u>
Selected	16:50:40 2024-07-02	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	
draft(s)	2024-07-02 15:02:19	Draft - Complete	S019139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238	0
	2024-07-02 14:24:33	Draft - Complete	8026555096	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	188332228	0
	2024-07-02 12:22:46	Draft - Complete	S017249858	2024-07-02	GYRABLOCK 400 TAB 400MG	HK35834	CXX2-3333	18
	2024-07-02 12:22:46	Draft - Complete	S019628640	2024-05-26	METROGYL 400 TAB 400MG	HK33939	GJKLD240	18
	2024-07-02 12:22:46	Draft - Complete	SO21986938	2024-07-02	METROGYL 200 TAB 200MG	HK33005	4905-2949	18
	2024-07-02 09:47:38	Draft - Complete	S027854889	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	AB295011	0
	2024-07-02 09:31:26	Draft - Complete	S021832428	2024-07-02	METROGYL 200 TAB 200MG	HK33005	BB1948	15
	2024-07-02 09:31:26	Draft - Complete	S027244044	2024-07-02	METROGYL 400 TAB 400MG	HK33939	AB-1295	15
	2024-06-27 12:34:01	Draft - Complete	SO18306596	2024-06-27	CLOZOLE VAG TAB 500MG	HK35949	CD1239	0
	2024-06-27 11:12:43	Draft - Complete	S022093280	2024-06-27	GRISEOFULVIN TAB 500MG	HK38128	FI00003322	0
					1-15 of 150 K <	1 2 3 4	1,000 >	к

Pop up message to inform the selected draft(s) has been cloned.



If draft(s) is cloned from Pending Approval list or Rejected list, have different pop up message.



# 3.4 (2) Submit

This subsection covers how to submit completed drafts for approval as an Alternative Authorised User/ Company User.

### 3.4 (2a) Method 1: From the table

Step 1	On Transaction Draft Preparation page, select the draft with status "Draft-Complete" by clicking the checkbox on the Draft-Complete table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Authorised User: Choose "Submit". Alternative Authorised User/ Company User: Choose "Submit for Approval".
Step 4	Confirmation for submission.

\* The draft submitted by Alternative Authorised User/ Company User will be defined as "Pending approval" transaction, and it can be found on the Transaction Draft Preparation page.

\* The draft submitted by Authorised User will be defined as "approved" transaction directly, and it can be found on the Transaction Record page.



#### Submit (Method 1: From the table)

#### 3.4 (2a) Method 2: In Transaction Detail Page

Step 1	On Transaction Draft Preparation page, on the Draft-Complete table, click into the draft.
Step 2	If redirected to Transaction Detail page of this draft, verify all the details and click the submit button to submit.
Step 3	Acknowledged by pop up window with message, click "Confirm" to submit the draft.
Step 4	Confirm for successful submission.

\* The draft submitted by Alternative Authorised User/ Company User will be defined as "Pending approval" transaction, and it can be found on the Transaction Draft Preparation page.

\* The draft submitted by Authorised User will be defined as "approved" transaction directly, and it can be found on the Transaction History page.

Please refer to 3.2.1.1(5) Submit Transaction Draft.

# 3.4 (3) Edit Drafts

The following subsection covers how to edit an incomplete transaction draft.

Step 1	On Transaction Draft Preparation page, select the draft with status "Draft-Incomplete" or "Draft- Complete" by clicking the checkbox on the table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Edit".

### Action for Draft Preparation: Edit

				Ste	ep2: Click	"Action"		
	Transaction Management > Transaction Draft   Transaction Draft   Transaction Draft Preparation	reparation				+ New Transact	on Draft	
Only draft(s) in this two lists can be edited — by "Action"	Draft Records Draft - Incomplete Draft - Complete / Wil Reference Number, Product Name, Product N	hdrawn Pending Ap	oproval Rejected	Other's Draft ansaction Type 🗸 Transaction Date	Action (3     Edit     Copy as Net	I) IP Manage Colu	mns	– Step3: Choose "Edit".
	Last Updated + Status	¢ Reference Number	transaction	Product Name	Pro     Delete     Reference     Number	Batch Number	÷ T	
	2024-07-02 16:50:40 Draft - Incomp	te S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	o	
Step1: Select a draft	2024-07-02 15:30:40 Draft - Incomp	s022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	o	
by clicking the —	2024-07-02 15:02:19 Draft - Incomp	ste S019139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238	0	
checkbox.	2024-07-02 14:24:33 Draft - Incompl	s026555096	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	188332228	o	
	2024-07-02 12:22:46 Draft - Incompl	s017249858	2024-07-02	GYRABLOCK 400 TAB 400MG	HK35834	CXX2-3333	115	
	2024-07-02 12:22:46 Draft - Incompl	ste S019628640	2024-05-26	METROGYL 400 TAB 400MG	HK33939	GJKLD240	II.	
	2024-07-02 12:22:46 Draft - Incomp	so21986938	2024-07-02	METROGYL 200 TAB 200MG	HK33005	4905-2949	11	
	2024-07-02 09:47:38 Draft - Incomp	s027854889	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	AB295011	0	
	2024-07-02 09:31:26 Draft - Incomp	s021832428	2024-07-02	METROGYL 200 TAB 200MG	НК33005	BB1948	11	
	2024-07-02 09:31:26 Draft - Incomp	s027244044	2024-07-02	METROGYL 400 TAB 400MG	НК33939	AB-1295	١٢	
	2024-06-27 Draft - Incomp	s018306596	2024-06-27	CLOZOLE VAG TAB 500MG	HK35949	CD1239	0	
	2024-06-27 11:12:43 Draft - Incompl	s022093280	2024-06-27	GRISEOFULVIN TAB 500MG	HK38128	FI00003322	0	
	2024-06-27 Draft - Incomp 10:56:16 Draft - Incomp	s017128958	2024-06-27	GRISEOFULVIN TAB 500MG	HK33380	123BB00	л	
	2024-06-26 Draft - Incomp	S026991246	2024-06-26	GYRABLOCK 400 TAB 400MG	НК35834	99948569	IN	
	2024-07-02 10:23:46 Draft - Incomp	s029293435	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	BB18AC	IF	



After entering the transaction draft, user is able to edit it as needed.

Every transaction shall be recorded within 7 Days from the transaction time.					
Organisation Information	2 Transaction Nature Selection	3 R	leceiver/Supplier Selection	4 Product Selection	5 Transaction Preview
Step 1 Organisation Information					
Organisation Name			License Number		
AAA PHARMACEUTICAL TRAD	DE COMPANY LIMITED		78/2A/1996 78/1A/1996		
License Type					
Wholesaler					
Address			Warehouse Address	5	
Unit A-D, 8/F, ABC Industrial Bu	uilding, 28 Trading Road, Kwun Tong, HK		Unit D, 8/F, ABC Inc	dustrial Building, 28 Trading Roa	d, Kwun Tong, HK

### 3.4 (4) Delete

This subsection covers how to delete drafts/ records.

Step 1	On Transaction Draft Preparation page, select the draft by clicking the checkbox on the table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Delete".
Step 4	Confirmation for delete.

#### **Action for Draft Preparation: Delete**



# 3.4 (5) Withdraw Pending Approval Transaction

This subsection covers withdrawing a pending approval transaction for Alternative Authorised Users/ Company Users.

Step 1	On Transaction Draft Preparation page, select the "Pending Approval" transaction by clicking the checkbox on the table with tab "Pending Approval".
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Withdraw".
Step 4	Confirmation for withdraw.

\* The "Withdraw" transaction will show in Transaction Draft Preparation page, on table with tab "Withdraw". \*And the "Withdraw" transaction can do action of "Edit", "Copy as New Draft", "Delete" and "Submit".



#### Action for Draft Preparation: Withdraw

# 3.5 Actions: Transaction Draft Approval

# 3.5 (1) Approve the Transaction

This section covers how an Authorised User approve the transaction draft submitted by Alternative Authorised User/ Company User.

Step 1	On Transaction Draft Approval page, select the draft(s) by clicking the checkbox on the table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Approve".
Step 4	Confirmation of approval.

\* The Approved transaction will show in Transaction Record page.

#### Step2: Click "Action" ransaction Management > Transaction Draft Approval Transaction Draft Approval Edit Step3: Choose Transaction Draft Approval Approv "Approve". Product Name, Reference Number, Batch Number... Filter (1) Transaction Type V Transaction Nature V Receiver/Suppli Reject Submitted Time 💠 Created By + Product Re Referen Number 2024-07-02 16:48:40 Wong Siu Ming S022400006 GRISEOFULVIN TAB 500MG HK33380 CD1858-993 2024-07-02 2024-07-02 15:02:19 Cheung Ka Ming SO19139959 PYRAFAT TAB 500MG HK34750 CD1238 2024-07-02 Step1: Select draft(s) by clicking-2023-10-22 08:22:46 Chan Siu Ling SO26555096 CLOZOLE VAG TAB 500MG HK35949 188332228 2024-07-02 the checkbox(s). 2024-07-02 12:22:46 Lee Kin Keuna SO17249858 GYRABLOCK 400 TAB 400MG HK35834 CXX2-3333 2024-07-02 2024-07-02 12:22:46 METROGYL 400 TAB 400MG GJKLD240 2024-05-26 Chan Siu Ling SO19628640 HK33939 2024-07-02 12:22:46 Law Kin Ho SO21986938 METROGYL 200 TAB 200MG HK33005 4905-2949 2024-07-02 2024-07-02 12:22:46 Tse Ka Yan SO29293435 CLOZOLE VAG TAB 500MG HK35949 BB18AC 2024-07-02 2024-07-02 09:47:38 SO28530166 PORPHYROCIN TAB 250MG Tse Ka Yan HK40181 19603485 2024-07-02 2024-07-02 09:47:38 CLOZOLE VAG TAB 500MG Cheung Ka Men SO27854889 HK35949 AB295011 2024-07-02 2024-07-02 09:31:26 Cheung Ka Men S021832428 METROGYL 200 TAB 200MG HK33005 BB1948 2024-07-02 2024-07-02 09:31:26 METROGYL 400 TAB 400MG AB-1295 2024-07-02 Chan Siu Ling S027244044 HK33939 2024-06-27 12:34:01 CLOZOLE VAG TAB 500MG SO18306596 HK35949 CD1239 2024-06-27 Tse Ka Yan 2024-06-27 11:12:43 Lee Kin Keung SO22093280 GRISEOFULVIN TAB 500MG HK38128 FI00003322 2024-06-27 2024-06-27 10:56:16 Law Kin Ho SO17128958 GRISEOFULVIN TAB 500MG HK33380 123BB00 2024-06-27 2024-06-26 Lam Sze Ki SO26991246 GYRABLOCK 400 TAB 400MG HK35834 99948569 2024-06-26 1-15 of 150 K < 1 2 3 4 ... 1,000 > >|

### Approve the Transaction (From table)





# 3.5 (1b) Method 2: In Transaction Detail Page

Step 1	On Transaction Draft Approval page, on the table, click into the draft.
Step 2	If redirected to Transaction Detail page of this draft, verify all the details and click "Approve" button to approve.
Step 3	Confirmation of approval.

\* The Approved transaction will show in Transaction History page.

#### Approve the Transaction (From Transaction Detail)

Step1: Click into a draft.

Trans	eaction Draft Annrow	al							
Prod	Juct Name, Reference N	ai lumber, Batch Number		) Transacti	on Type 🗸 Trans	action Nature 🗸 R	aceiver/Supplier Type 🗸		
	Submitted Time	Created By	Reference	Product Na	ame	Product Refere	nce 🛔 Batch Number	Transaction	
	2024-07-02	Wong Siu Ming	S022400006	GRISEOFU	LVIN TAB 500MG	HK33380	CD1858-993	2024-07-02	
	2024-07-02	Cheung Ka Ming	S019139959	PYRAFAT 1	AB 500MG	HK34750	CD1238	2024-07-02	
	2024-07-02	Chan Siu Ling	S026555096	CLOZOLE	AG TAB 500MG	HK35949	188332228	2024-07-02	
	14.24.00								
ple					$\mathbf{V}$				
Transact	action Detail - S	029293444	oval > Transaction D	etall			E Clone as	Draft 🖉 Edit	
Org	anisation Informatio	n							
AAA	PHARMACEUTICAL T	RADE COMPANY LIMI	TED						
78/2	nse Number 2A/1996	Lice	nse Type olesaler						
Addi	ress				Warehouse Addres	is			
Unit	A-D, 8/F, ABC Industria	l Building, 28 Trading	Road, Kwun Tong, HK		Unit D, 8/F., ABC Ir Unit 202-3, 2/F, Fa	dustrial Building, 28 Tr nling warehouse, 8 Nor	ading Road, Kwun Tong, HK th Street, Fanling, NT		
Tran	nsaction Nature								
Refe	erence Number	Trai 202	saction Date		Transaction Type		Transaction Nature		
Tran	nsaction Remark	101			Reason of Late S	ubmission			
-					Lost Invoice has	been found.			
Sup	oplier								
Sup; Man	plier Type nufacture	Sup	plier Organisation Nam DMSON LIMITED	e	Supplier Address 20/F, AIA TOWER,	1 LOGISTICS ROAD, KV	VUN TONG, KLN		
Pro	duct								
0C <sup>-</sup>	TMENTIN TAB 375	MG							
Prod Regi	duct Type istered Product	Pro HK	duct Reference Number		Product Full Name OCTMENTIN TAB	375MG			
Adm	nin Route	Dos	e Form						
Ingre	edient(s)	140							
Ing	gredient(s)	\$ Strength Va	ilue 🗘	Strength Unit	¢	Dose Value	\$ Dose Unit	¢	
Am	noxicillin	250		mg		1	Tablet		
Cla	avulanic Acid	120		mg		1	Tablet		
Batc CD3	ch Number 1846								
Pack	k Size	Pac	k Unit		Outer pack				
20		Tab	let		Pack				
Tra	de Quantity O								
Quai 1 (Pi	ntity in Pack ack)	Loo 1 (1	se Quantity ablet)		Total Quantity 1 1 x 20 + 1 = 21 (Tablet)				
Subr	mitted By	Star	110		Daviaward By				
Won	ng Siu Ming	Dra	ft		-				
Back	k						Re	ect Approve	Step2 — Click
									"Approv
mes	ssage to ini	form the d	raft(s) has					$\mathbf{V}$	
	Deen ap					Step3: C	Confirmation of	approval.	
	-							Click to confir	m
	<b></b>	Ξ			A	pproval	elected trape+! /- \*		
	Appro	ved		K	C	ontirm to approve s	elected transaction(s)?		
nas been	Approved and will	be shown in Tran	saction Record.	1			Ca	ncel Confirm	

### 3.5 (2) Reject the Transaction

This section covers how an Authorised User reject the transaction draft submitted by Alternative Authorised User/ Company User.

#### 3.5 (2a) Method 1: From the table

Step 1	On Transaction Draft Approval page, select the draft(s) by clicking the checkbox on the table.
Step 2	Click "Action" in the top of right-hand side of the page.
Step 3	Choose "Reject".
Step 4	Confirmation of rejection.
Step 5	Submit reasons of rejection.

\* The Rejected transaction will show in Transaction Draft Preparation page.

#### **Reject the Transaction (From table)**



# 3.5 (2b) Method 2: In Transaction Detail Page

Step 1	On Transaction Draft Approval page, on the table, click into the draft.
Step 2	If redirected to Transaction Detail page of this draft, verify all the details and click "Reject" button to approve.
Step 3	Confirmation of rejection.
Step 4	Submit reasons of rejection.

\* The Rejected transaction will show in Transaction Draft Preparation page.

### **Reject the Transaction (From Transaction Detail)**

Step1: Click into a draft.

	Transaction Draft A	Approval				~ Action	➡ Manage Columns	
	Transaction Draft App	roval						
	Product Name, Reference	e Number, Batch Number	≅ Filter (1)	Transaction Type 🗸 Tr	ansaction Nature 🗸 🛛 F	teceiver/Supplier Type 🗸		
	Submitted Time	Created By 🗘	Reference Number	Product Name	Product Refer	ence 🛊 Batch Number	Transaction	
	2024-07-02 16:48:40	Wong Siu Ming	S022400006	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	2024-07-02	
	2024-07-02 15:02:19	Cheung Ka Ming	SO19139959	PYRAFAT TAB 500MG	HK34750	CD1238	2024-07-02	
	2024-07-02 14:24:33	Chan Siu Ling	SO26555096	CLOZOLE VAG TAB 500MG	HK35949	188332228	2024-07-02	
Transaction Ma	narement ) Transactie	on Draft Approval > Tr	ansaction Datail	V				
Transactio	n Detail - SO292	93444	insaction Detail	1			E Clone as Draft	2 Edit
Organisat	ion Information							
Organisatio	on Name							
AAA PHAR	MACEUTICAL TRADE CO	MPANY LIMITED						
78/2A/199	6	Wholesaler						
78/1A/199	6							
Address Unit A-D, 8/	/F, ABC Industrial Building	g, 28 Trading Road, Kwur	1 Tong, HK	Unit D, 8/F.,	Address ABC Industrial Build	ing, 28 Trading Road, Kwu	in Tong, HK	
				Unit 202-3,	2/F, Fanling warehou	ise, 8 North Street, Fanlin	g, NT	
Transactio	on Nature							
Reference N	Number	Transaction Dat	le	Transaction	Туре	Transaction	Nature	
Transaction	n Remark	2025-07-02		Reason of	Late Subm	Den um meson	a ma ta infanna	the draft(a) he
-				Lost Invoi	ce has bee	Pop up mess	been rejecte	the draft(s) ha
Cumulian								
Supplier	20	Supplier Organi	action Name	Supplier Ad	draga			
Manufactu	re	THOMSON LIM	ITED	20/F, AIA T	OWER, 1 LC		E 😣	
Bridert							Rejected	
Product							Draft(s) has been Reje	cted.
OCTMEN	ITIN TAB 375MG						Done	
OCTIVIEN			ice Number	Product Ful	Name			
Product Typ Registered	Product	Product Referer		OCTIVIENT	1110 07 01			
Product Typ Registered Admin Rout	pe Product te	Product Referer HK87123 Dose Form		OCTMENT	l			
Product Typ Registered Admin Rout	pe Product te	Product Referer HK87123 Dose Form Tablet		OCTMENT		Step4: St	ıbmit reasons	of rejection.
Product Typ Registered Admin Rout Oral	pe Product te s)	Product Referer HK87123 Dose Form Tablet		OCIMENT		Step4: St	ıbmit reasons	of rejection.
Product Ty; Registered Admin Rout Oral Ingredient(s	pe Product te s) t(s) \$	Product Referen HK87123 Dose Form Tablet	, ∳ St	rength Unit	¢ Do	Step4: St	ıbmit reasons	of rejection.
Product Typ Registered Admin Rout Oral Ingredient(: Amoxicilli	pe Product te s) t(s) \$ in	Product Referen HK87123 Dose Form Tablet Strength Value 250	<b>♦</b> St	rength Unit	¢ Do	Step4: St Reason	ubmit reasons	of rejection. Click to subm
Product Tyy Registered Admin Rout Oral Ingredient( Amoxicilii Clavulanic	pe Product te s) t(s) c Acid	Product Referer HK87123 Dose Form Tablet Strength Value 250 120	¢ St	rength Unit		Step4: St Reason Reasons of Rejection	Ibmit reasons	of rejection.
Product Tyr Registered Admin Rout Oral Ingredient(: Ingredient Amoxicilli Clavulanic	pe Product te s) t(s) \$ n c Acid ber	Product Referent HK87123 Dose Form Tablet Strength Value 250	\$ St	rength Unit g	¢ Do 1	Step4: St Reason 1. Reasons of Rejection Data incorrect.	ubmit reasons	of rejection. Click to subm 2. Cancel
Product Tyr Registered Admin Rout Oral Ingredient( Ingredient( Amoxicilli Clavulanic Batch Num CD3846	pe Product te s) t(s) \$ a c Acid ber	Product Referer HK87123 Dose Form Tablet Strength Value 250 120	¢ St m	rength Unit g		Step4: St Reason 1. Data incorrect.	ubmit reasons	of rejection. Click to subm
Product Tyr Registered Admin Rout Oral Ingredient(: Ingredient(: Ingredient(: Clavulanic Batch Num CD3846	Peroduct te s) t(s) ¢ in c Acid ber Form @	Product Referer HK87123 Dose Form Tablet Strength Value 250 120	\$ St	rength Unit g	Do	Step4: St Reason 1. Reasons of Rejection 1. Data incorrect.	ubmit reasons	of rejection. Click to subm 2. Cancel Submit
Product Tyr Registered Admin Rour Oral Ingredient(: Ingredient Clavulanic Batch Num CD3846 Package Pack Size	pe Product te s) t(s) ¢ n c Acid ber Form 0	Product Referer HK87123 Dose Form Tablet Strength Value 250 120 Pack Unit	\$ St	rength Unit g g Outer pack	Do	Step4: St Reason 1. Data incorrect.	ubmit reasons	of rejection. Click to subm 2. Cancel Submit
Product Tyr Registered Admin Rout Oral Ingredient( Ingredient( Amoxicilli Clavulanic Clavulanic Batch Num CD3846 Package Pack Size 20	pe Product te s) t(s) ¢ in c Acid ber Form •	Product Referer HK87123 Dose Form Tablet 250 120 Pack Unit Tablet	\$ St m	rength Unit g g Outer pack Pack		Step4: St Reason 1. Data incorrect.	ubmit reasons	of rejection.
Product Tyr Registered Admin Rout Oral Ingredient(: Ingredient(: Clavulanic C	pe Product te s) t(s) c Acid ber Form •	Product Referer HK87123 Dose Form Tablet 250 120 Pack Unit Tablet	¢ st m	rength Unit g g G Outer pack Pack	Do	Step4: St Reason 1. Data incorrect. Step3: C Reject	ubmit reasons	of rejection. Click to subm Cancel Submit
Product Tyr Registered Admin Rou Oral Ingredient(: Ingredient(: Clavulanic Clavulanic Batch Num CD3846 Pack Size 20 Trade Qu Quantity in	pe Product te s) t(s) ¢ n c Acid ber Form 0	Product Referer HK87123 Dose Form Tablet 250 120 Pack Unit Tablet	\$ St	rength Unit g g Outer pack Pack Total Quant		Step4: Su Reason 1. Data incorrect. Step3: C Reject Confirm to reject set	ubmit reasons	of rejection. Click to subm 2. Cancel Submit
Product Tyr Registered Admin Rout Oral Ingredient( Ingredient) Clavulanic Clavulanic Clavulanic Clavulanic D3846 Package Pack Size 20 Trade Qu Quantity in 1 (Pack)	pe Product te s) t(s) ¢ n c Acid ber Form 0	Product Retreer HK87123 Dose Form Tablet 250 120 Pack Unit Tablet Loose Quantity 1 (Tablet)	¢ St	rength Unit g g G Outer pack Pack Total Quant 1 x 20 r bl = 21 (Table		Step4: Su Reason 1. Data incorrect. Step3: C Reject Confirm to reject set	ubmit reasons	of rejection. Click to subm 2. Cancel Submit of rejection. Click to confir Click to confir
Product Tyr Registered Admin Rout Oral Ingredient( Ingredient( Amoxicilli Clavulanic Clavulanic Clavulanic Clavulanic Clavulanic Package Pack Size 20 Trade Qu Quantity in 1 (Pack)	pe Product te s) t(s) ♦ n c Acid ber Form ●	Product Referer HK87123 Dose Form Tablet 250 120 Pack Unit Tablet Loose Quantity 1 (Tablet)	+ St	rength Unit 9 9 0uter pack Pack Total Quant 1 x 20 + 1 = 21 (Table	Do     1     1     ity	Step4: St Reason 1. Data incorrect. Step3: C Reject Confirm to reject set	ubmit reasons	of rejection. Click to subm 2. Cancel Submit of rejection. Click to confir Cancel Confirm
Product Tyr Registered Admin Rout Oral Ingredient(: Ingredient(: Ingredient(: Clavulanic	pe Product te s) t(s) ♦ (s) c Acid ber Form ● Form ● Pack By	Product Referer HK87123 Dose Form Tablet 250 120 120 Pack Unit Tablet Loose Quantity 1 (Tablet)	¢ St	rength Unit g g g Outer pack Pack Total Quant 1 x 20 + 1 = 21 (Table	Do     1     1     ity     v     y	Step4: St Reason Reasons of Rejectio Data incorrect. Step3: C Reject Confirm to reject sel	ubmit reasons	of rejection. Click to subm 2. Cancel Submit of rejection. Click to confir Cancel Confirm

# 3.6 Product Inventory

Product Inventory allows users to check products according to different criteria, as well as to check the transaction history of the product and to reconcile balance of selected products.

# 3.6 (1) Product Inventory (Real-Time) - Reconcile Balance

This section allows users to reconcile product balance in product inventory (Real-Time) page.

Step 1	From the top side menu, click "Product inventory" and select "Product Inventory (Real-Time)".
Step 2	Select a row of data on the table of Product Inventory by clicking the check box.
Step 3	Click reconcile balance button.
Step 4	A pop up asking the user " Confirm to reconcile balance of the selected product(s)?", click confirm.
Step 5	Once redirected to product inventory table, check whether the last reconcile time is updated and rearranged to the top of the list.

\* Reconciled products should have an updated last reconciled time and rearranged to the top of the list.
### **Reconcile Balance**



## 3.6 (2) Product Inventory (Historic)

This section allows users to view the closing balance of each traded product up to the previous day or earlier.

Step 1	From the top side menu, click "Product inventory" and select "Product Inventory (Historic)".
Step 2	Click a row of a selected product to view its batch list.
Step 3	Click a row of batch numbers to view batch transaction history.
Step 4	Click a row of transaction to view its detail.

\* Can filter transactions in the batch transaction history by selecting a specific date range.

\* CSV Export: When export the data to a CSV file, it will include all columns, even if they are hidden in the original view.

### Product Inventory (Historic) (P.1)

		-								
Ť	Computerised Transaction Record	Home Transaction Manageme	ent 🗸 Prodi	uct Inventory $\lor$ User	Management	Quick Links $\smallsetminus$		-	Chan Tai Man	2025-02-28 17:3
			Pro	duct Inventory (Real- e)						
	Hello Tai Man,		Pro	duct Inventory (Historic)	)					
	Welcome to C	Computerised Transaction	on Record							
	Transactio	on Tra	ansaction		Transaction			ranaadi	on Dooord	
	Advance S	Search Dra	aft Preparation		Draft Approval			ransacti	on Record	
	Organisation Ir	nformation		More Notific	cation Centre				Ĩ	/iew All
Pr	roduct Inventory > P	roduct Inventory (Historic)		V						
P	roduct Invento	ry (Historic)								لي Save as CS
	Product Inventor	ry (Historic)								
	Product Name, Prod	luct Number							Q	= Filter
Step2:	* This table will show	the yesterday's closing balance of ea	ach product that	has been traded.						
lick a row	Product Number	Product Name	¢	Active Ingredients	¢	Pack Unit	¢	End Da	te Closing Ba	ance 🗘
to view	HK63089	LEVOFLOXACIN TABLETS 25	50MG	1. levofloxacin 250 mg	/ 1 tablet	tablet				10,690
batch list	HK64299	APO-AZITHROMYCIN X TABI	LETS 200MG	1. azithromycin 250 mg	g / 1 tablet	tablet				1,000
	HK63015	AXCEL METRONIDAZOLE-20	00	1. metronidazole 200 m	ng / 1 tablet	tablet				500
	HK67144	CLARITHROMYCIN STELLA	TABLETS	1 clarithromycin 250 m	ng / 1 tablet	tablet				0
	111(07144	250MG		1. ciantinomycin 250 fi	-					
	4	250MG					1-	-5 of 5	K K	► 1 > >
Ph	roduct Inventory > Pro Batch List	250MG			-		1-	-5 of 5	( <b>*</b> 2 K <	1 > > A
Pn	roduct Inventory > Pro Batch List	250MG					1-	-5 of 5	₹ 2 К <	1 > >I ave as CSV
Pn	a a a a a a a a a a a a a a a a a a a	250MG duct Inventory (Historic) > Batch List TABLETS 250MG K63089	t Active Ingredi	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	-5 of 5	( <del>4</del> .8	1 > >I
Pn	a a a a a a a a a a a a a a a a a a a	duct Inventory (Historic) > Batch List TABLETS 250MG K63089	t Active Ingredi	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	-5 of 5	. ₹ 8	1 > >I
Pn		250MG duct Inventory (Historic) > Batch List TABLETS 250MG K63089 Ing Balance (Total)	t Active Ingred	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	-5 of 5	K <	ave as CSV
Pr	oduct Inventory     >     Pro       Batch List         LEVOFLOXACIN     Product Number     Hi       Yesterday's Closin     5,000     tablet	rduct Inventory (Historic) > Batch List TABLETS 250MG K63089	t Active Ingredi	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	5 of 5	<b>4</b> .8	ave as CSV
Step3:	a a a a a a a a a a a a a a a a a a a	duct Inventory (Historic) > Batch List TABLETS 250MG K63089	Active Ingred	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	5 of 5	K <	ave as CSV
Step3: Click a row of	<pre>coduct Inventory &gt; Pro Batch List LEVOFLOXACIN Product Number Hi Yesterday's Closin 5,000 tablet Batch List</pre>	250MG  iduct Inventory (Historic) > Batch List  TABLETS 250MG  K63089  Ing Balance (Total)	t Active Ingred	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	5 of 5	K < ∉S	ave as CSV
Step3: Click a row of patch to view batch	oduct Inventory     >     Pro       Batch List     Product Number     H       Yesterday's Closin     5,000 tablet       Batch List     Batch List	250MG duct Inventory (Historic) > Batch List TABLETS 250MG K63089 ng Balance (Total) Q	Active Ingred	ent 1. levofloxacin 250 mg	ı/1 tablet		1-	-5 of 5	K < ⊕ Manage C	ave as CSV
Step3: Click a row of batch to view batch transaction	a a a a a a a a a a a a a a a a a a a	250MG  duct Inventory (Historic) > Batch List  TABLETS 250MG  K63089  ag Balance (Total)  Q  w the yesterday's closing balance of ea	Active Ingred	ent 1. levofloxacin 250 mg	ı/ 1 tablet		1.	-5 of 5	K < ★ S	ave as CSV
Step3: Click a row of batch to view batch transaction history		aduct Inventory (Historic) > Batch List TABLETS 250MG K63089 Ing Balance (Total) w the yesterday's closing balance of ea Active Ingredient	Contract of the second	I cannot report to a report of the second se	f Outer Pace	k 🗘 Yeste	1-	5 of 5	K < 	ave as CSV
Step3: Click a row of batch to view batch transaction history	a  b  b  b  b  b  b  b  b  b  b  b  b  b	250MG duct Inventory (Historic) > Batch List TABLETS 250MG K63089  Ing Balance (Total)  w the yesterday's closing balance of ea Active Ingredient 1. levofloxacin 250 mg / 1 tablet	Active Ingred	ent 1. levofloxacin 250 mg	Outer Pace Box	k \$ Yeste	1-	5 of 5	K <	ave as CSV
Step3: Click a row of batch to view batch transaction history	CO23545 CD46533	250MG  duct Inventory (Historic) > Batch List  TABLETS 250MG  K63089  ag Balance (Total)  ag a lance (Total)  ag a lance (Total)  b solution of eat  c a lance lance (Total)  c a lance lance (Total)  c a lance lance (Total)  c a lance lance lance (Total)  c a lance	t Active Ingredi E Filter ch product that h Pack Size 10 20	ent 1. levoffoxacin 250 mg	Outer Pace Box Box Box	k \$ Yeste	1-	5 of 5	K < ⊕ Manage C ce	ave as CSV
Step3: Click a row of batch to view batch transaction history	a  b  b  b  b  b  b  b  b  b  b  b  b  b	250MG  duct Inventory (Historic) > Batch List  tABLETS 250MG  K63089  g Balance (Total)  Q  Q  w the yesterday's closing balance of ea  Active Ingredient  1. levofloxacin 250 mg / 1 tablet  1. levofloxacin 250 mg / 1 tablet	t Active Ingred E Filter 10 20 10	t cantaktingen 200 n ent 1. levofloxacin 250 mg las been traded. tablet tablet tablet	Cuter Pace Box Box Box	k 🛊 Yeste	1-	-5 of 5	K <	1 > >  ave as CSV olumns 1,000 900 1,000
Step3: Click a row of batch to view batch transaction history	a  b  b  b  b  b  b  b  b  b  b  b  b  b	aduct Inventory (Historic) > Batch List TABLETS 250MG K63089 ag Balance (Total) w the yesterday's closing balance of ea Active Ingredient 1. levofloxacin 250 mg / 1 tablet 1. levofloxacin 250 mg / 1 tablet 1. levofloxacin 250 mg / 1 tablet	E Filter Filter Pack Size 10 20 10 20	ent 1. levoffoxacin 250 mg as been tradet.	Outer Pace Box	k \$ Yeste	1-	5 of 5	K < 	1 > >  ave as CSV olumns 1,000 1,000
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To be continue from (p.2)

### Product Inventory (Historic) (P.2)

\* Can filter transactions in the batch transaction history by selecting a specific date range.

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# 3.7 Transaction Advanced Search

This section allows users to search all transactions with advanced search criteria.

Step 1	Go to Transaction Advanced Search page, you may
	Click "Transaction Advanced Search" from Landing page. Or
	From the top side menu, click "Transaction Management" and select "Transaction Advanced Search".
Step 2	Click "Search" after selected criteria.

### **Transaction Advanced Search**

### Step1 (Method a/b): Go to Transaction Advanced Search page

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# 4 Module 4: Notification Management

# 4.1 Notification Centre Page

This section covers what actions can be taken under the notification centre.

Notification types include useful information, requests and reminders sent by drug office.

Notification Centre         Allows to search notification(s) with different conditions         Allows to filter notification(s) with different conditions	
Notification Centre Notification title / Notification content  Notifications Type  Notification Status  Date	
Today Information $  \rightarrow i$ You have 10 transaction drafts due for "Submission for approval" in 48 hours.	© 13 mins ago
Reminder	() 16 mins ago
Incoming Law Change	© 1 hour ago Delete button
Incoming Law Change	🕓 1 hour ago 🛛 🍿
Yesterday	
i You have 10 transaction drafts due for "Submission for approval" in 48 hours.	() 1 day ago
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You have 10 transaction drafts due for "Submission for approval" in 48 hours.	🕓 1 day ago 🛛 🗑
Request + I Please provide supply statistics data to Drug Office.	() 1 day ago
1 Please provide supply statistics data to Drug Office.	🕚 1 day ago

Can't delete	- <b>!</b> Request	
Can delete	<b>∏</b> Reminder –	user to action
after read	<b>i</b> Information	

# 4.2 Access Notification Centre

This subsection covers how to access the Notification Centre.

### 4.2 (1) Method 1: From Landing page

Step 1	Click notification icon on header.
Step 2	Click "Notification Centre".

### 4.2 (2) Method 2: From Landing page

Step 1	Click "view all" from notification centre section.

#### Step1: Click on notification icon Computerised Transaction Record Home Transaction Management $\checkmark$ Product Inventory $\checkmark$ User Management Quick Links 🗸 😰 💄 Chan Tai Man 2025-07-02 17:30 Unread Notification Today Method 1 *i* You have 10 transactions draft and they are due for submissio... () 13 mins ago Hello Tai Man. Welcome to Computerised Transaction Record Incoming Law Change ③ 16 mins a Transaction Advance Search Transaction Draft Approval Transaction Record Q) Transaction Draft Preparation Incoming Law Change . Method 2 Incoming Law Change . () 16 mins ago Step1: Click to access Organisation Information More **Notification Centre** ♦ View All notification centre i You have 10 transaction drafts due for "Submission for approval" in 48 hours. *i* You have 10 transactions draft and they are due for submission for approval in 48 hours Name: CHAN, Tai Man Account Role: Authorised User License No: 1/2A/2032 1/1A/2032 License Type: Wholesaler 🕚 13 mins ago () 1 day ago Or *i* You have 10 transactions draft and they are due for submission for approval in 48 hours HUKONG INTERNATIONAL LTD. Incoming Law Change () 1 day ago () 16 mins ago RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN Notification Centre Additional 1 Room 3817, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong Incoming Law Change () 1 hour ago Step 2: Additional Wareho ress 2 Suite 2002-05, 20/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon, Hong Kong Click to access this centre Incoming Law Change Additional Warehouse Add () 1 hour ago Room 2001-2002, 20/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong i You have 10 transaction drafts due for "Submission for approval" in 48 hours. ① 1 day ago

### **Access Notification Centre**