



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

Table of Contents

1	Introduction	1
2	User Management	2
2.1	User Types	2
2.2	How to Register an Authorised User Account	3
2.2.1	Registering Authorised User Account	3
2.2.2	User Registration – Creating New Password	6
2.3	User Login	8
2.3.1	Login with One Time Password/ e-Certification	8
2.3.2	Login with iAM Smart	10
2.4	User Login – Forgot Password	12
2.5	User Login – Forgot User ID	14
2.6	Landing Page	15
2.6 (1)	Authorised user	15
2.6 (2)	Alternative Authorised User/ Company User	15
2.7	User: Account Settings	16
2.7 (1)	My Profile	16
2.7 (2)	Change User Password	17
2.7 (3)	Bind with iAM Smart	18
2.7 (3a)	Binding	18
2.7 (3b)	Unbinding	20
2.7 (4)	Bind with e-Cert	21
2.7 (4a)	Binding	21
2.7 (4b)	Unbinding	23
2.7 (5)	Server Token	24
2.7 (5a)	Generate Token	24
2.7 (5b)	Regenerate Token	25
2.7 (5c)	Terminate Token	26
2.7 (6)	Account Log out	27
2.8	Authorised User: Add company user	28
2.9	Authorised User: Edit Company Account	30
2.10	Authorised User: Activate/ Disable User	31
2.10 (1)	Authorised User: Disable User	31
2.10 (2)	Authorised User: Activate User	32
2.11	User Role conversion	33
2.11.1	Transfer User Role (Performed by AU)	33
2.11.1 (1)	Authorised User (AU): Transfer User Role	33
2.11.1 (2)	Alternative Authorised User (AAU): Receive the Transferred Role	34
2.11.2	Claim Authorised User Right (Performed by AAU)	36
2.11.2 (1)	Alternative Authorised User (AAU): Claim User Role	36
2.11.2 (2)	Authorised User (AU): Role Conversion Notification	37

2.12	User Logout	39
2.12 (1)	Method 1: From Landing page	39
2.12 (2)	Method 2: In Account Settings Page	39
3	Module 2: Transactional And Inventory Management	40
3.1	Transaction Type and Transaction Nature.....	40
3.2	How to Create New Transaction Draft.....	42
3.2.1	Direct Web Entry	42
3.2.1.1	General Steps.....	42
3.2.1.1 (1)	Create new transaction draft.....	42
3.2.1.1 (2)	Transaction Nature Selection	44
3.2.1.1 (3)	Product Selection	48
3.2.1.1 (4)	Transaction Preview	50
3.2.1.1 (5)	Submit Transaction Draft	51
3.2.1.2	Create new transaction with different transaction nature	53
3.2.1.12(1)	2A/4A/7A/ML - IN/OUT - Wholesale	54
3.2.1.12 (2)	2A/4A/7A/ML - IN/OUT – Return	57
3.2.1.12 (3)	2A/7A/ML - IN – Import	60
3.2.1.12 (4)	7A/ML - IN – Manufacture	63
3.2.1.12 (5)	2A/4A/7A/ML - OUT – Dispose	66
3.2.1.12 (6)	2A/4A/7A/ML - OUT – Damage	69
3.2.1.12 (7)	2A/4A/7A/ML - OUT – Retention	72
3.2.1.12 (8)	2A/7A/ML - OUT – Export	75
3.2.1.12 (9)	4A - OUT – Dispense	78
3.2.2	CSV Upload through CTR Website	81
3.2.2.1	Page of CSV Upload.....	82
3.2.3	Application Programming interface (API)	83
3.3	Transaction Status and List	84
3.3.1	Transaction Draft Preparation	84
3.3.1 (1)	Status of transaction draft	84
3.3.1 (2)	Status Lists of Transaction Draft.....	85
3.3.1 (2a)	Authorised user	85
3.3.1 (2b)	Alternative Authorised user/ Company User.....	85
3.3.2	Transaction Record	85
3.3.2.1	Transaction Change Log	85
3.3.2.2	Authorised User: Edit Approved transaction	86
3.4	Actions: Transaction Draft Preparation.....	88
3.4 (1)	Copy as New Draft	88
3.4 (2)	Submit	90
3.4 (2a)	Method 1: From the table.....	90
3.4 (2a)	Method 2: In Transaction Detail Page.....	92
3.4 (3)	Edit Drafts.....	93
3.4 (4)	Delete	94
3.4 (5)	Withdraw Pending Approval Transaction	95
3.5	Actions: Transaction Draft Approval.....	96
3.5 (1)	Approve the Transaction	96

3.5 (1a) Method 1: From the table.....	96
3.5 (1b) Method 2: In Transaction Detail Page.....	98
3.5 (2) Reject the Transaction	100
3.5 (2a) Method 1: From the table.....	100
3.5 (2b) Method 2: In Transaction Detail Page.....	101
3.6 Product Inventory	103
3.6 (1) Product Inventory (Real-Time) - Reconcile Balance	103
3.6 (2) Product Inventory (Historic)	105
3.7 Transaction Advanced Search	108
4 Module 4: Notification Management.....	110
4.1 Notification Centre Page	110
4.2 Access Notification Centre	111
4.2 (1) Method 1: From Landing page	111
4.2 (2) Method 2: From Landing page	111

REVISION HISTORY

Author	Version	Date	Description
German Leung, LSCM Joanne Wong, LSCM Ada Lau, LSCM	1.0	2025-02-21	First draft of the document
German Leung, LSCM	1.1	2025-04-21	

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 Responsibilities	Authorised User (AU)	Alternative Authorised User (AAU)	Company User (CU)
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	N
View, search & export all transaction records of own company	Y	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 the login page

Welcome Back!
Login to Computerised Transaction Record

User ID* [Forget Username](#)

Password* [Forgot Password](#)

Login

Not yet a member? **Sign up now**

Or

Login with iAM Smart

More info >

Step2: Fill in company information

Create Authorised User Account

Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

License Number*
XX/YY/ZZZZ or ML-01234

Business Registration Certificate Number*

BRC Number shall consist of 11 digits, in the format of 'XXXXXXXXYYY'

Back Next

Step3: Verify company information and upload supplementary document(s)

Create Authorised User Account

Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

License Number
26/2A/2010

Business Registration Certificate Number
12345678-001

Organisation Name
HK Medical Trading Co. Ltd.

License Type
Wholesaler (2A)

Address
RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

a. Business Registration Certification (BRC):
Upload your Business Registration Certification with high resolution*
(PDF/JPEG with maximum 10 MB)

b. e-Cert (Organisational)
Upload Company e-Cert File (.p12)

Supplementary Document(s)
a. Business Registration Certificate
b. Organisational e-Certification (Optional)

Click or drag file to this area to upload or select your file

Click or drag file to this area to upload or select your file

Back Next

Step4: Fill in Personal Information

Create Authorised User Account

Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

a. Personnel Name*
Your name must be same as the one on your identification document.
e.g. Chan Tai Man

b. Job Title*
e.g. Clerk

c. User ID*
e.g. chantaiman
Hong Kong phone number.

d. Phone Number*
e.g. 21234567
If use e-cert, email must be same as the HongKong Post e-Cert's.

f. Fax Number

e. Organisation User Email*
e.g. chantaiman@company.com

Back Next

- a. Personnel Name (same as ID Card)
- b. Job Title
- c. Create User ID (for login purpose)
- d. Phone Number
- e. Organisation User Email
- f. Fax Number (Optional)

To be continue from (p.2)

Sample

Business Registration Certification (BRC):
Upload your Business Registration Certification with high resolution*
(PDF/JPEG with maximum 10 MB)
Testing_doc.pdf
200 KB

e-Cert (Organisational)
Upload Company e-Cert File (.p12)
ecert file-demo.p12
200 KB

e-Cert PIN*
2039512341234

User Registration (P.2)

Step5: Verify the filled information

Create Authorised User Account

Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

✔ Company Information ✔ Personal Information ③ Information Preview

Company Information

License Number: 26/2A/2010 Business Registration Certificate Number: 12345678-001

Organisation Name: HK Medical Trading Co., Ltd. License Type: Wholesaler

Address: RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

Organisation eCert File (.p12)

ecert-file-demo.p12
200 KB
Click to view

eCert Pin: 2039512341234 **Optional**

Business Registration Certificate (BRC) (PDF/JPEG)

Testing_doc.pdf
200 KB
Click to view

Personal Information

Personnel Name: Chan Tai Man

Job Title: Manager User ID: chantalman

Phone Number: 24528635 Fax Number: -

Organisation User Email: Taiman111@hkmedtrade.com

Back Next

Click to continue

Step6: Read & Accept Terms and Conditions

Acceptance of Terms and Conditions

1. Introduction
The following are the terms and conditions ("Terms") for the use of the Computerised Transaction Record ("CTR") operated by the Department of Health ("DH") of the Government ("Government") of the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong"). The Government agrees to provide the Services (as defined in Clause 3 below) and you, as the user of CTR ("User"), agree to use the Services in accordance with the Terms.

2. Acceptance of Terms of Use
By accessing and using CTR, you agree to be legally bound by these Terms, which may be modified and/or supplemented by the Government from time to time without prior notice to any User. Please check the website at <https://ctr.drugoffice.gov.hk/portal/> regularly for any modification and/or supplement which may be made.

3. Services provided in CTR
3.1 CTR comprises a website designed to systematically record antimicrobial prescription and dispensing data through electronic means, ensuring proper record keeping of antimicrobials throughout the supply chain, from wholesale to end-user delivery.

Back Download as PDF I accept the above terms and conditions

Scroll to the back and Click the green button

I accept the above terms and conditions

Step7: Wait for a confirmation email

Create Authorised User Account



Thank you
Your application is under review.
You should receive a confirmation email with a submission reference code.

Done

2.2.2 User Registration – Creating New Password

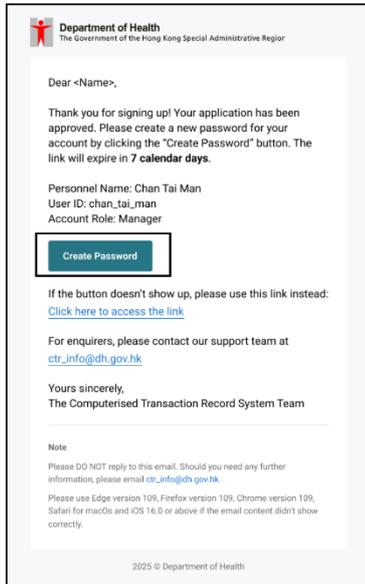
This section covers how to create a password for CTR account once the registration is approved.

Step 1	Once registration is approved, click “Create Password” from the received email.
Step 2	Input new password twice and click “Submit”. <i>*Password must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols*</i>
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.

Email Template

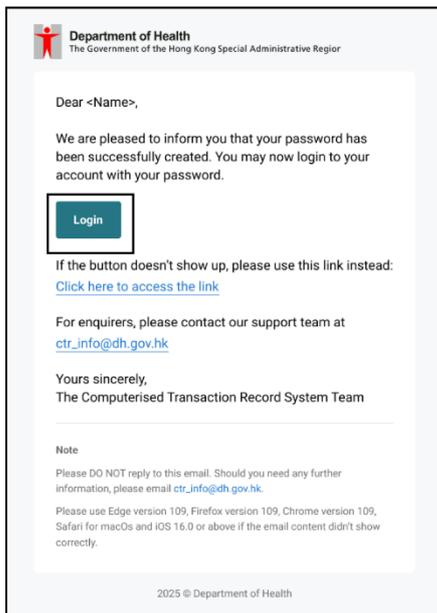


Step2: Input new password twice, and click “Submit”.

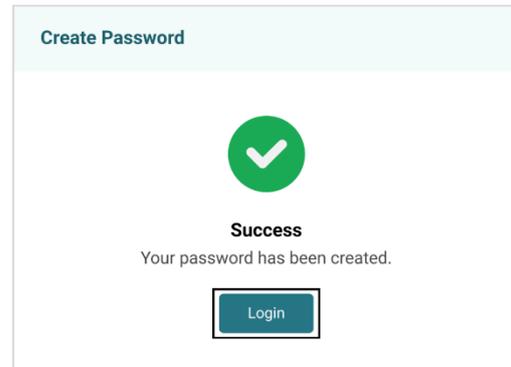
The "Create Password" form has a light blue header. Below the header, it says "Please create a new password for your account." There are two input fields: "New password*" and "Re-enter new password*", both with a red asterisk and a red dot above the first field. The fields are numbered 1 and 2. A "Submit" button is highlighted with a red box and numbered 3. A "Back" button is also present. A red box with white text is positioned below the form, stating: "Must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols."

Step3: Click "Login" to return to the login page and use your new password.

Email Template



Pop up message after click “Submit”



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) 2a. Choose “One Time Password” in the page. <ol style="list-style-type: none">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. <p>After 6 digits are entered, page will be redirected to landing page automatically.</p> 2b. Choose “e-Cert” in the page (e-Certification) <ol style="list-style-type: none">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 1: Input User ID and Password, click "Login".

Welcome Back!
Login to Computerised Transaction Record

1 User ID * [Forgot User ID](#)

2 Password * [Forgot Password](#)

3

Not yet a member? [Sign up now](#)

Or

[More info >](#)

Step 2: Select one of the two factor authentications. (Method a/b)

Two Factor Authentication

In addition to your User ID and password, please select a two factor authentication for extra security.

a.
We will send a 6 digits one time password to your email

b.
You will need to provide e-Cert pin and e-Cert file

e-Cert

Upload the e-Cert file and enter the e-Cert Pin to sign in.

e-Cert File *

Click or drag file to this area to upload
or select your file
1

e-Cert Pin *

2

3

One Time Password

Enter the 6 digits **One Time Password** that sent to your email to sign in. The one time password will expire after 15 minutes.

1

2

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: <ol style="list-style-type: none">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

Step 1: Click "Login with iAM Smart"

Welcome Back!
Login to Computerised Transaction Record

User ID* [Forgot User ID](#)

Password* [Forgot Password](#)

Login

Not yet a member? [Sign up now](#)

Or

Login with iAM Smart

[More info >](#)

Step 2: Redirect to login with iAM Smart page

iAM Smart

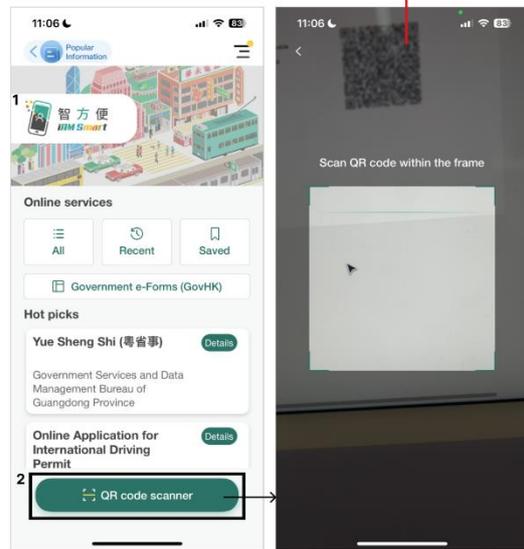
< Back to online service

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code

Step 3: Scan the QR Code

- 1) Open iAM Smart app
- 2) Click "QR code scanner"



Linked more than one companies

Step4b: Select the desired company first.

Organisation Selection

Organisation*

1

2

Back Next

Organisation*

ABC Phar

ABC Pharmacy Ltd
 Room 12, Level 2, Victory House, Mong Kok, Kowloon.

EEDD PHARMACY COMPANY LIMITED
 Rm. 1201, 12/f, Plaza, Lok Man Road, Causeway Bay, Hk

Ming PHARMACY COMPANY LIMITED
 Rm. 1201, 12/f, Plaza, Lok Man Road, Causeway Bay, Hk

4b

Step 4: Redirect to Landing page

4a.

Only a company, automatically redirect

Computerised Transaction Record

Home Transaction Management Product Inventory User Management Quick Links Chan Tai Man 2025-07-02 17:30

Hello Tai Man,
Welcome to Computerised Transaction Record

Transaction Advance Search Transaction Draft Preparation Transaction Draft Approval Transaction Record

Organisation Information More

Name: CHAN, Tai Man Account Role: Authorised User License Type: Wholesaler License No: 122A/2022 1/1A/2022

Organisation: HONGKONG INTERNATIONAL LTD. Address: RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

Additional Warehouse Address 1: Room 3817, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

Additional Warehouse Address 2: Suite 2902-95, 29/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kowloon, Hong Kong

Additional Warehouse Address 3: Room 2001-2002, 20/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong

Notification Centre View All

You have 10 transaction drafts due for "Submission for approval" in 48 hours. 13 mins ago

Incoming Law Change 15 mins ago

Incoming Law Change 1 hour ago

Incoming Law Change 1 hour ago

You have 10 transaction drafts due for "Submission for approval" in 48 hours. 1 day ago

Landing page Sample

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”. <i>*Password must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols*</i>
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”

Welcome Back!
Login to Computerised Transaction Record

User ID* [Forgot User ID](#)

Password* [Forgot Password](#)

Login

Not yet a member? [Sign up now](#)

Or

 Login with iAM Smart

[More info >](#)

Step 2: Fill in the required information

- a. User ID
- b. Email (user's registered email address)

Forgot Password

Please enter your User ID and Registered Email to reset your password.

a User ID*

b Registered Email*

[Back](#) [Submit](#)

Step 4: Click “Reset Password” from the received email.

 Department of Health
The Government of the Hong Kong Special Administrative Region

Email Template

Dear <Name>,
WE recently received a password reset request for the account with the UserID: <User ID>. To 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

Yours sincerely,
The Computerised Transaction Record System Team

Note
Please DO NOT reply to this email. Should you need any further information, please email ctr_info@dh.gov.hk.
Please use Edge version 109, Firefox version 109, Chrome version 109, Safari for macOS and iOS 16.0 or above if the email content didn't show correctly.

2025 © Department of Health

Step 3: Pop up message to inform a Reset Password email has been sent.

Forgot Password



A link to **Reset Password** has been sent to your email.

[Back](#)

Step 5: Input new password twice, and click “Submit”.

Reset Password

Must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols.

Please enter your new password to reset your password.

1 New password*

2 Re-enter new password*

[Submit](#)

Step 6: After the pop-up message and email are displayed, the reset password can be used to log in.

 Department of Health
The Government of the Hong Kong Special Administrative Region

Email Template

Dear <Name>,
We are pleased to inform you that your password has been successfully created. You may now login to your account with your password.

[Login](#)

If the button doesn't show up, please use this link instead:
[Click here to access the link](#)

Reset Password **Pop-up message**



Success
Your password has been reset

[Login](#)

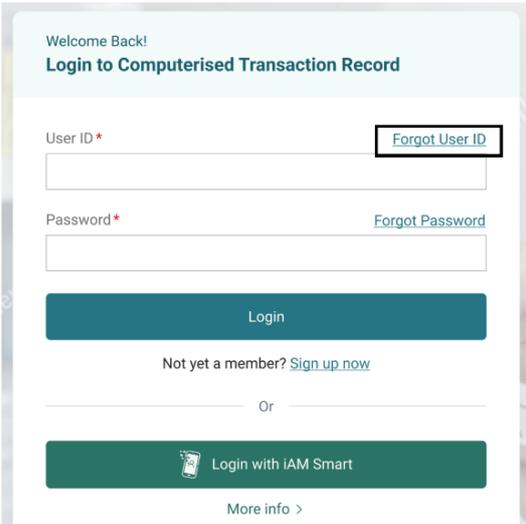
2.5 User Login – Forgot User ID

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

Step 1	Click “Forgot 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.

User Login – Forgot User ID

Step 1: Click “Forgot User ID”



Welcome Back!
Login to Computerised Transaction Record

User ID * [Forgot User ID](#)

Password * [Forgot Password](#)

Login

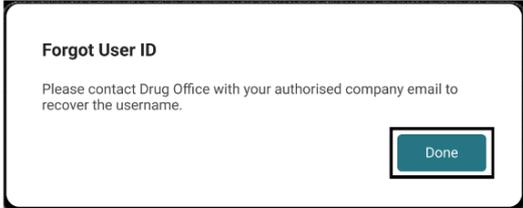
Not yet a member? [Sign up now](#)

Or

 Login with IAM Smart

[More info >](#)

Step 2:
Pop up message to inform user to contact Drug Office with authorised company email to recover the username.



Forgot User ID

Please contact Drug Office with your authorised company email to recover the username.

Done

2.6 Landing Page

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

2.6 (1) Authorised user

Authorised user

The screenshot shows the landing page for an 'Authorised user'. The navigation bar includes 'Home', 'Transaction Management', 'Product Inventory', 'User Management', 'Quick Links', and a user profile for 'Chan Tai Man'. The main content area features a 'Welcome to Computerised Transaction Record' message and four green buttons: 'Transaction Advance Search', 'Transaction Draft Preparation', 'Transaction Draft Approval', and 'Transaction Record'. Below these are two panels: 'Organisation Information' (highlighted in red) and 'Notification Centre' (highlighted in green). The 'Organisation Information' panel lists details for 'CHAN, Tai Man' and 'HUKONG INTERNATIONAL LTD.'. The 'Notification Centre' lists several alerts, including draft approvals and rejections.

Callouts:

- Allows you to go to the 4 green sections below:** Points to the navigation bar.
- See product inventory:** Points to the 'Product Inventory' menu item.
- Manage users:** Points to the 'User Management' menu item.
- Allows users to view or search for drug dealers and products via quick links provided by the Drug Office:** Points to the 'Quick Links' menu item.
- Notifications:** Points to the notification bell icon.
- Profile viewing/ settings/ logout:** Points to the user profile icon.
- Allows creation of new drafts and viewing of drafts:** Points to the 'Transaction Draft Preparation' button.
- Allows to search your transactions with different conditions:** Points to the 'Transaction Advance Search' button.
- Allows authorised users to approve drafts submitted by company users:** Points to the 'Transaction Draft Approval' button.
- Allow viewing of submitted transaction status:** Points to the 'Transaction Record' button.
- This section shows your organisation information:** Points to the 'Organisation Information' panel.
- This section acts as email inbox to receive different updates / notifications:** Points to the 'Notification Centre' panel.

2.6 (2) Alternative Authorised User/ Company User

Alternative Authorised User / Company User

The screenshot shows the landing page for an 'Alternative Authorised User / Company User'. The navigation bar is identical to the previous page but the user profile is for 'Wong Siu Ming'. The main content area features a 'Welcome to Computerised Transaction Record' message and the same four green buttons. Below these are two panels: 'Organisation Information' (highlighted in red) and 'Notification Centre' (highlighted in green). The 'Organisation Information' panel lists details for 'Wong Siu Ming' and 'HUKONG INTERNATIONAL LTD.'. The 'Notification Centre' lists several alerts, including draft approvals and rejections.

Callouts:

- Allows you to go to the 4 green sections below:** Points to the navigation bar.
- See product inventory:** Points to the 'Product Inventory' menu item.
- Manage users:** Points to the 'User Management' menu item.
- Allows users to view or search for drug dealers and products via quick links provided by the Drug Office:** Points to the 'Quick Links' menu item.
- Notifications:** Points to the notification bell icon.
- Profile viewing/ settings/ logout:** Points to the user profile icon.
- Allows creation of new drafts and viewing of drafts:** Points to the 'Transaction Draft Preparation' button.
- Allows to search your transactions with different conditions:** Points to the 'Transaction Advance Search' button.
- Allows authorised users to approve drafts submitted by company users:** Points to the 'Transaction Draft Approval' button.
- Allow viewing of submitted transaction status:** Points to the 'Transaction Record' button.
- This section shows your organisation information:** Points to the 'Organisation Information' panel.
- This section acts as email inbox to receive updates / notifications:** Points to the 'Notification Centre' panel.

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.

Account Settings >

Account Settings

- My Profile >
- Generate Server Token >
- Change password >
- Bind your "iAM Smart" >
- Bind your "e-Cert" >
- Sign out account

Personnel information

My Profile			
Account Role Company User	Personnel Name Wong Siu Ming		
Organisation Email taiman123@hukong.com.hk	User ID chanmandt		
Job Title Manager	Phone Number 21492767	Fax Number 22335566	

Organisation Name HUKONG INTERNATIONAL LTD.	Business Registration Certificate Number 12345678-001
License Number 1/2A/2032 1/1A/2033	Address RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

iAM Smart Authentication Activated Yes	iAM Smart Authentication status
--	--

Click to Edit Job title/ Phone number / fax number

Personnel information

Account Settings >

Account Settings

- My Profile >
- Generate Server Token >
- Change password >
- Bind your "iAM Smart" >
- Bind your "e-Cert" >
- Sign out account

Edit My Profile

Certain data cannot be edited directly on this page.
Please contact the drug office if you require modifications to that information.

Account Role Company User	Personnel Name Wong Siu Ming	
Organisation email taiman123@hukong.com.hk	User ID chanmandt	
Job Title * <input type="text" value="Manager"/>	Phone Number * <input type="text" value="21492767"/>	Fax Number <input type="text" value="22335566"/>

Organisation Name HUKONG INTERNATIONAL LTD.	Business Registration Certificate Number 12345678-001
License Number 1/2A/2032 1/1A/2033	Address RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

iAM Smart Authentication Activated No

Only Job title/ Phone/ Fax number editable

Press cancel to exit without changes

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

Change Password

Account Settings

Change Password

Please change your password every 90 days, otherwise your account will be locked.

Current Password *

New Password * **Create a minimum 8 characters of password with a mix of uppercase letters, lowercase letters, numbers, and symbols**

Re-enter New Password *

Save

After entering the current password and the new password twice.

Account Settings

Change Password

Please change your password every 90 days, otherwise your account will be locked.

Current Password *

New Password *

Re-enter New Password *

Reset Save **Save to confirm change of password**

Clear all entered information.

Password successfully changed

Password has been changed.
Please login again.

Log Out **Inform the user to log out and then log in using the new password.**

2.7 (3) Bind with iAM Smart

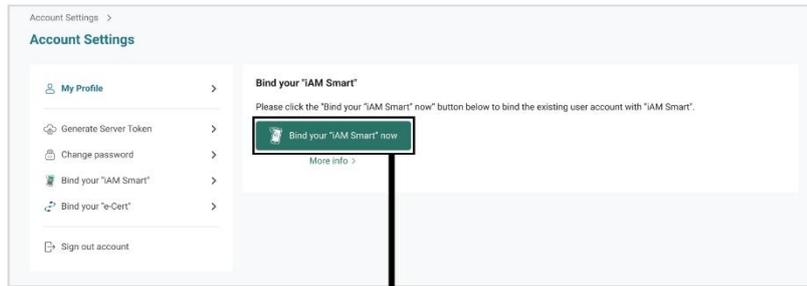
Users can bind to iAM Smart account to allow login with iAM Smart rather than One Time Password or e-Cert after successful binding.

2.7 (3a) Binding

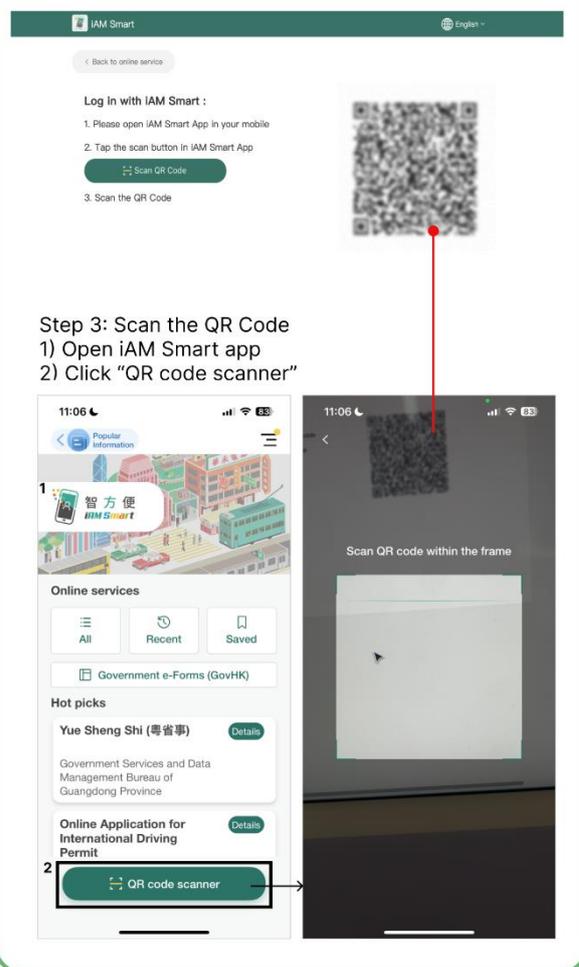
Step 1	Click “Bind to iAM Smart now”.
Step 2	Redirect to login with iAM Smart page.
Step 3	Scan the QR Code: <ol style="list-style-type: none">1. Open the iAM Smart app on your mobile device.2. Click “QR code scanner” in the app and scan the QR code displayed on the website.
Step 4	After the pop-up message and email are displayed, user’s account is bound successfully to “iAM Smart”.

Bind with iAM Smart

Step1: Click "Bind to iAM Smart now"



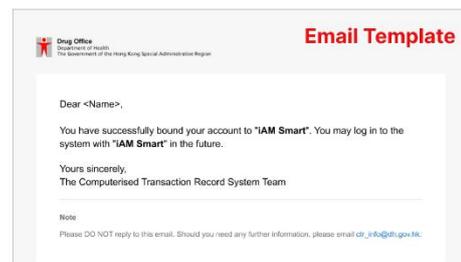
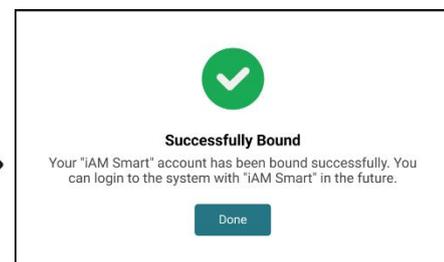
Step 2: Redirect to login with iAM Smart page



Step 3: Scan the QR Code
1) Open iAM Smart app
2) Click "QR code scanner"

Step 4:

After the pop-up message and email are displayed, user's account is bound successfully to "iAM Smart".

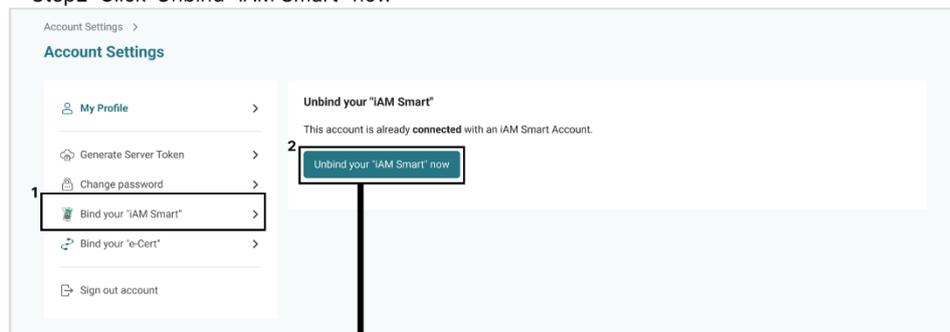


2.7 (3b) Unbinding

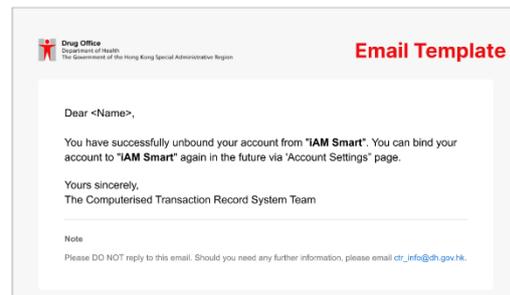
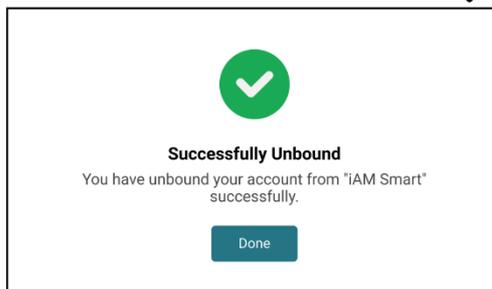
Step 1	From the side menu of Account Settings, click “Bind your “iAM” to access page of Unbind your “iAM Smart”.
Step 2	Click ‘Unbind “iAM Smart” now’.
Step 3	After the pop-up message and email are displayed, user’s account is unbound successfully to “iAM Smart”.

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’



Step 3:
 After the pop-up message and email are displayed,
 user’s account is unbound successfully to “iAM Smart”.



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

Account Settings

Account Settings

- My Profile >
- Generate Server Token >
- Change password >
- Bind your "IAM Smart" >
- Bind your "e-Cert" >**
- Sign out account

Bind your "e-Cert"

Please upload the e-Cert file and enter the e-Cert Pin to bind your existing user account with "e-Cert".

e-Cert File *

Click or drag file to this area to upload or select your file

Step2: Upload your e-Cert file

Step3: Fill in your e-Cert Pin

e-Cert Pin *

Submit

Account Settings

Account Settings

- My Profile >
- Generate Server Token >
- Change password >
- Bind your "IAM Smart" >
- Bind your "e-Cert" >
- Sign out account

Bind your "e-Cert"

Please upload the e-Cert file and enter the e-Cert Pin to bind your existing user account with "e-Cert".

e-Cert File *

E-Cert.p12
200 KB

e-Cert Pin *

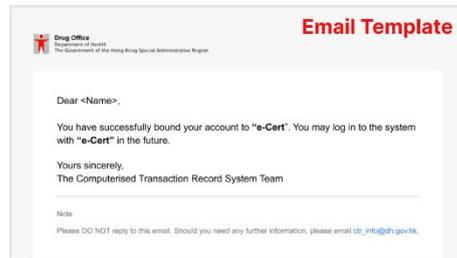
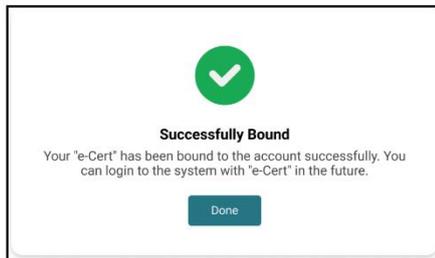
34027348293490

Submit

Step4: Click to submit

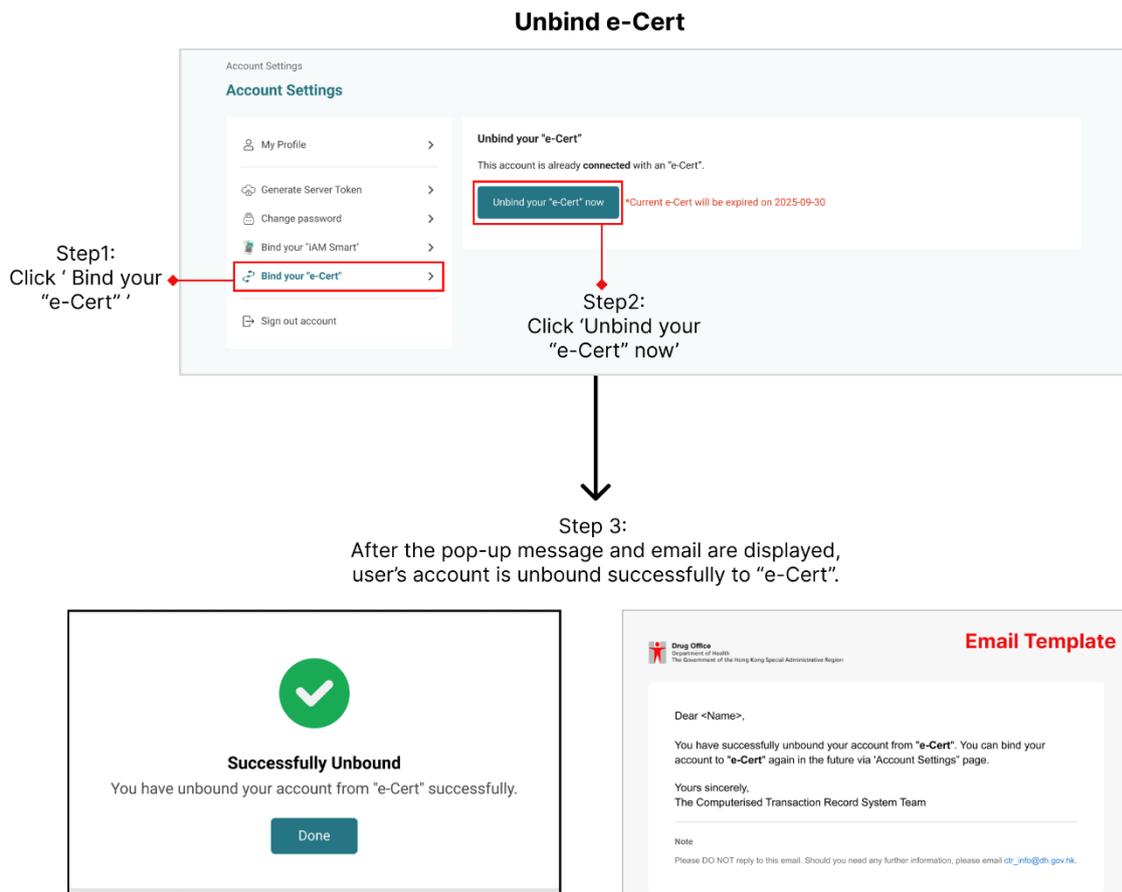
Step 5:

After the pop-up message and email are displayed, user's account is bound successfully to "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”.



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.

Account Settings >

Account Settings

1

2

Generate Server token for API connection approach

1. Press "Generate Token" to generate a one-time server token.
2. Copy the 128 characters of generated token and add it to the appropriate API request as needed to authenticate the request.

*Please only share the token with your respective IT team for the permission on the use of API.

3spotv9MfMQIVvQgMiltRI1wb7TBmcSKRy+6uk=2Kh

"Copy" button

*Make sure to copy your token now as you will not be able to see this again.

Regenerate Token

Please copy and save the token, as it will not be displayed again once the user leaves the current page!!!

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.

Step3: Confirm regeneration.

New token will appear.

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

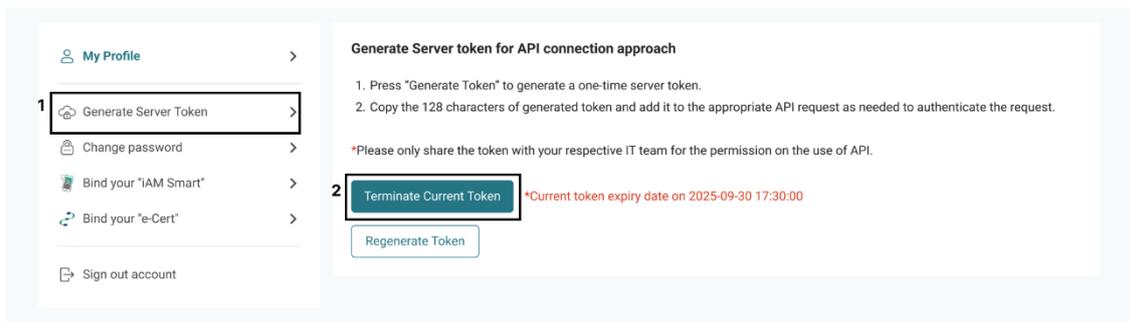
2.7 (5c) Terminate Token

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

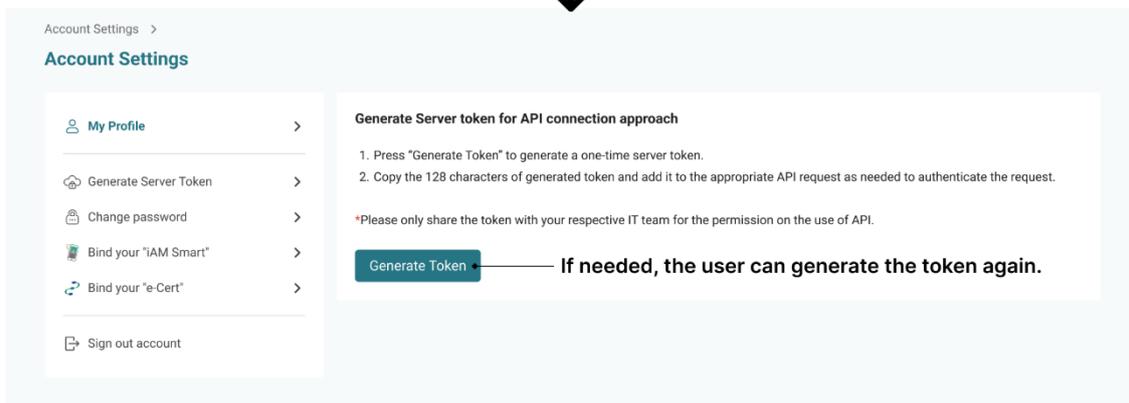
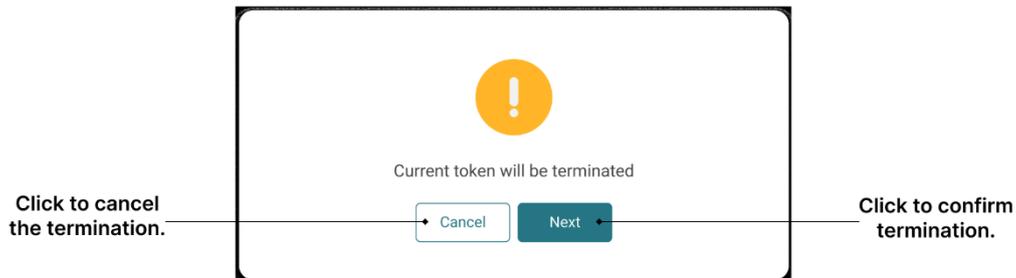
Step 1	Get back to the “Generate Server Token” page.
Step 2	Click “Terminate Token”.
Step 3	Confirm termination.

Terminate Token

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



Step3: Confirm termination.



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

Step1: Click “Sign out account” from the account settings page

The screenshot shows the 'Account Settings' page. On the left sidebar, the 'Sign out account' option is highlighted with a red box. An arrow points from this box to the text 'Click to sign out'. The main content area shows the 'My Profile' section with various user details. A large 'Sample' watermark is visible across the center of the page.

Account Settings >	
Account Settings	
My Profile >	My Profile Edit
Generate Server Token >	Account Role: Company User
Change password >	Personnel Name: Wong Siu Ming
Bind your "IAM Smart" >	Organisation Email: taiman123@hukong.com.hk
Bind your "e-Cert" >	User ID: chanmandt
	Job Title: Manager Phone Number: 21492767 Fax Number: 22335566
	Organisation Name: HUKONG INTERNATIONAL LTD. Business Registration Certificate Number: 12345678-001
	License Number: 1/2A/2032 Address: RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN
	1/1A/2033
	iAM Smart Authentication Activated: Yes

The screenshot shows a 'Sign Out' dialog box with the text 'Confirm to sign out?'. There are two buttons: 'Close' and 'Confirm'. An arrow points from the 'Confirm' button to the text 'Step2: Click to confirm sign out'.

Sign Out
Confirm to sign out?

Step2: Click to confirm sign out

2.8 Authorised User: Add company user

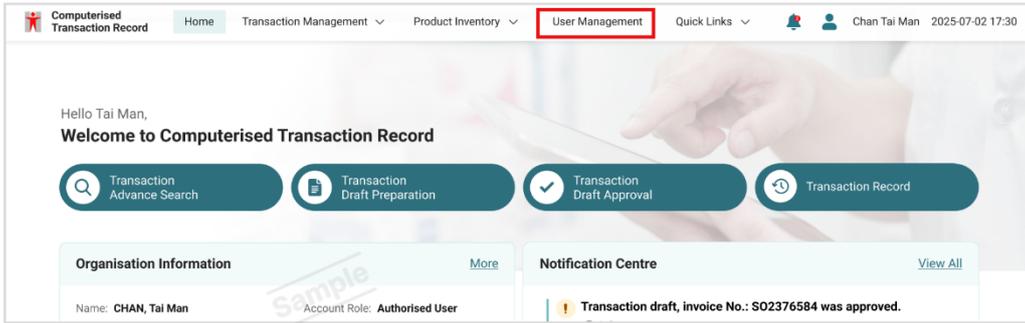
This section guides authorised users to add/ approve company users to the system.

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

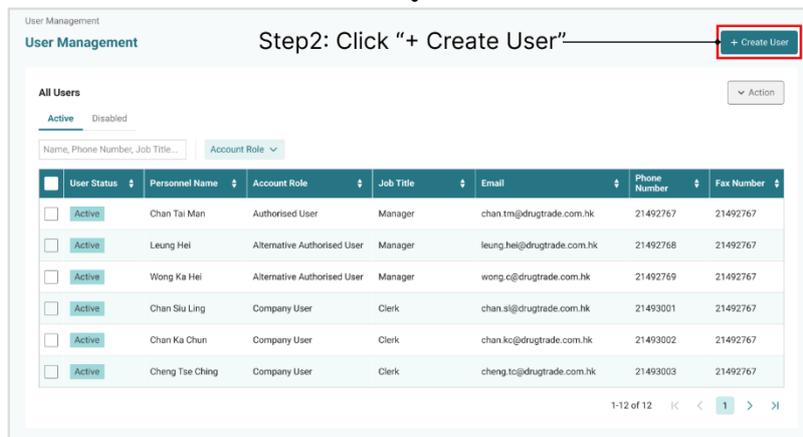
Applicant (New company user) will receive a “Create password email”.

Authorised User: Add company user

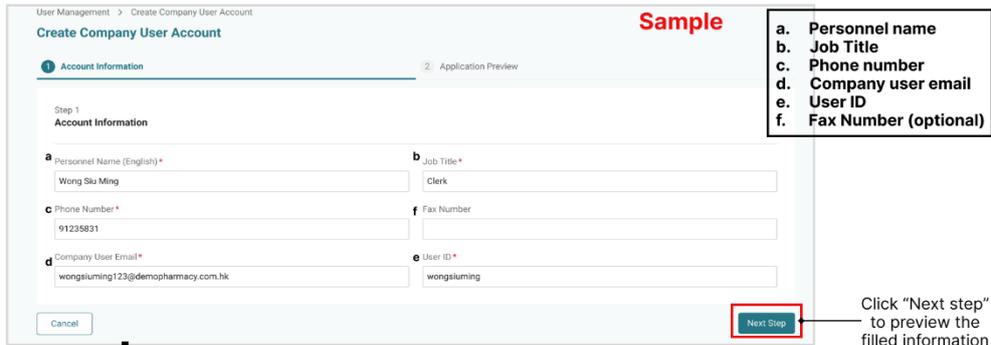
Step1: Click "User Management"



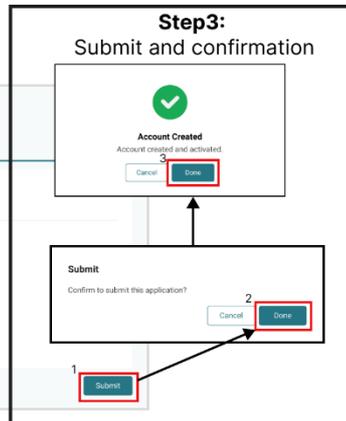
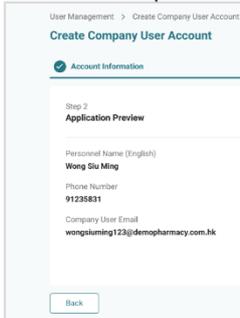
Step2: Click "+ Create User"



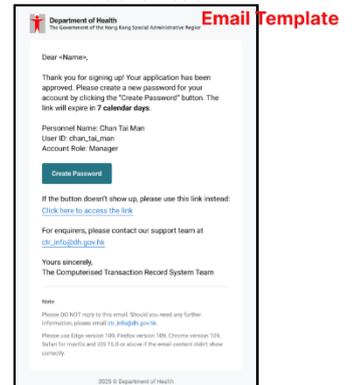
Step3: Fill in the account information



Step4: Preview application information



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



2.9 Authorised User: Edit Company Account

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.

Authorised User: Edit Company Account

Step 1: Select the target user.

Step 2: In “Action”, click ‘Edit’.

Step 3: Edit selected information:
Job title / Phone / Fax Number

Step 4: Save and confirm the changed information.

Only Job title/ Phone/ Fax number are editable

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.

Authorised User: Disable User

The screenshot shows the 'User Management' interface. A table lists users with columns for User Status, Personnel Name, Account Role, Job Title, Organisation User Email, and Phone Number. The user 'Chan Siu Ling' is selected. An 'Action' dropdown menu is open, showing options like 'Edit', 'Transfer Role', and 'Disable User'. A callout box labeled 'Step 2: Click to Disable user' points to the 'Disable User' option.

Below the table, a 'Disable User' dialog box is shown. It contains the text 'Confirm to disable the selected user(s)?' and a text input field for 'Reasons of Disablement *'. A callout box labeled 'Step 3: Enter reason for disabling user.' points to the input field. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons. A callout box labeled 'Step 4: Confirmation' points to the 'Confirm' button.

To the right, an 'Email Template' is shown. It is from the 'Department of Health' and contains the following text:


```

    Dear <LT User Name>,

    We regret to inform you that your account has been disabled due to the following reason(s):

    <-Reason for Disablement>

    For enquirers, please contact our support team at
    <tr_info@dh.gov.hk>

    Yours sincerely,
    The Computerised Transaction Record System Team

    Note
    Please DO NOT reply to this email. Should you need any further information, please email <tr_info@dh.gov.hk>.
    Please use Edge version 109, Firefox version 109, Chrome version 109, Safari for macOS and iOS 16.0 or above if the email content didn't show correctly.

    2025 © Department of Health
    
```

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

The screenshot shows the 'User Management' interface. Under 'All Users', there are two tabs: 'Active' and 'Disabled'. The 'Disabled' tab is selected. A table lists four disabled users. The second user, Chan Siu Ling, is selected. An 'Action' dropdown menu is open, showing the 'Activate User' option. A confirmation dialog box titled 'Activate User' is displayed, asking to confirm the activation of the selected user(s). The dialog has 'Cancel' and 'Confirm' buttons.

User Status	Personnel Name	Account Role	Job Title	Email	Phone Number	Fax Number
Disabled	Wong Ka Hei	Alternative Authorized User	Manager	wong.cj@drugtrade.com.hk	21492769	21492767
Disabled	Chan Siu Ling	Company User	Clerk	chan.sl@drugtrade.com.hk	21493001	21492767
Disabled	Chan Ka Chun	Company User	Clerk	chan.kc@drugtrade.com.hk	21493002	21492767
Disabled	Cheng Tse Ching	Company User	Clerk	cheng.tc@drugtrade.com.hk	21493003	21492767

Activate User
Confirm to activate the selected user(s)?

Buttons: Cancel, Confirm

Email Template

Dear < Name of Disable User>,
We are pleased to inform you that your account has been successfully reactivated. You can now log in and continue using our services.
If you require assistance, please contact our support team at ctr_info@dh.gov.hk.
Yours sincerely,
The Computerised Transaction Record System Team
Note
Please DO NOT reply to this email. Should you need any further information, please email ctr_info@dh.gov.hk.

If there are already three active company users, the activation of a new user will not be successful.

Only 3 company users can be activated at the same time, please disable 1 or more person or contact Drug Office for further assistance.

Buttons: Cancel, Done

2.11 User Role conversion

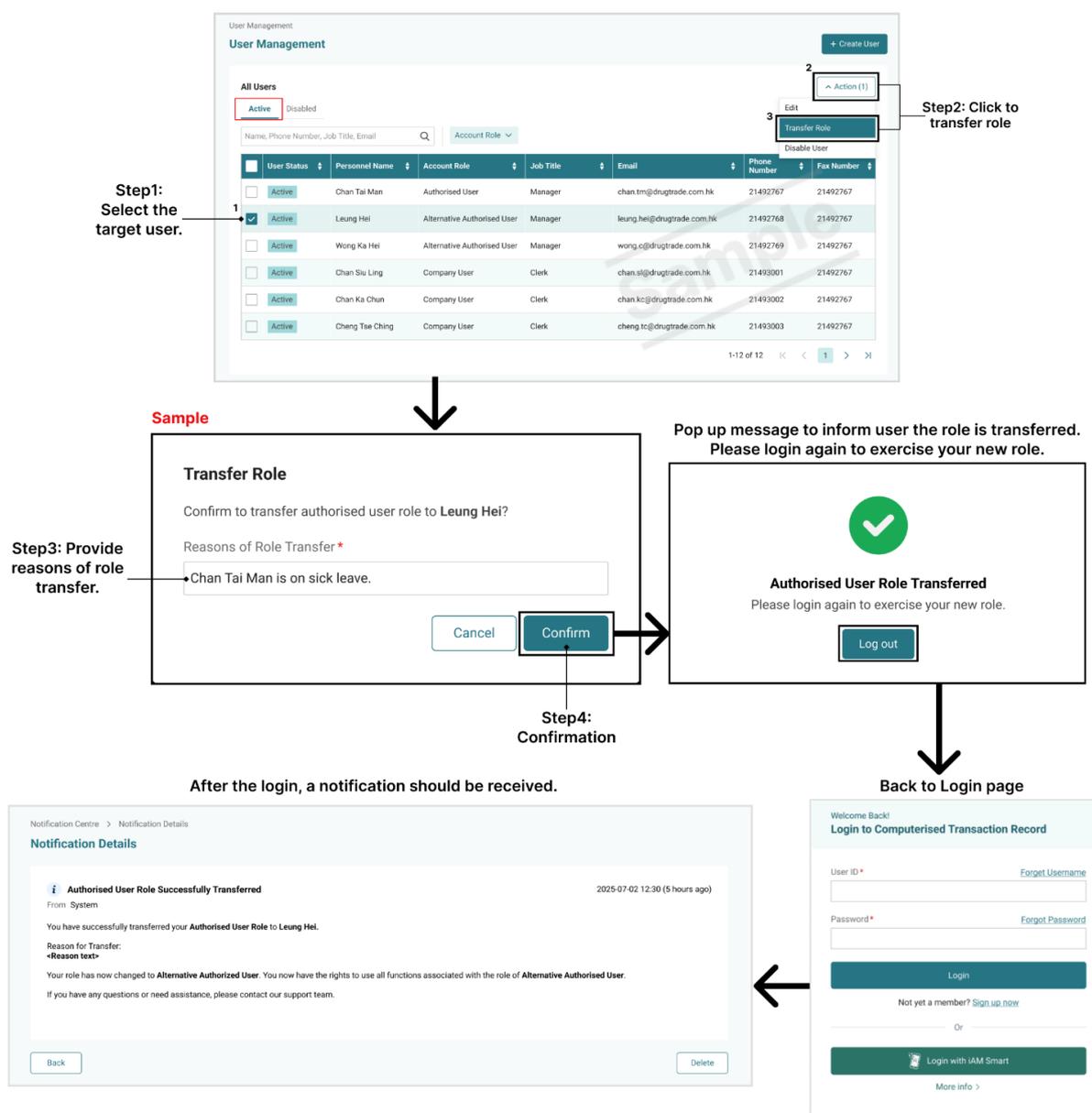
2.11.1 Transfer User Role (Performed by AU)

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

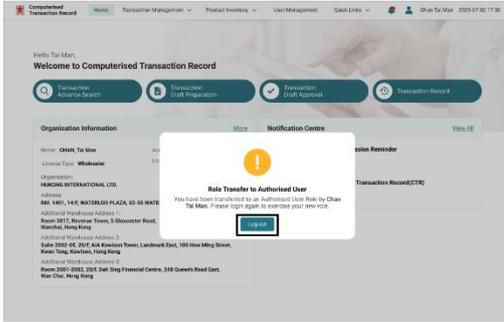
An authorized user attempts to transfer a role to another user (the opponent) who is currently offline.

Step 1	Login
Step 2	Receive a notification.

Alternative Authorised User(AAU): Receive the Transferred Role

Condition 1: Role Transfer with Online Opponent

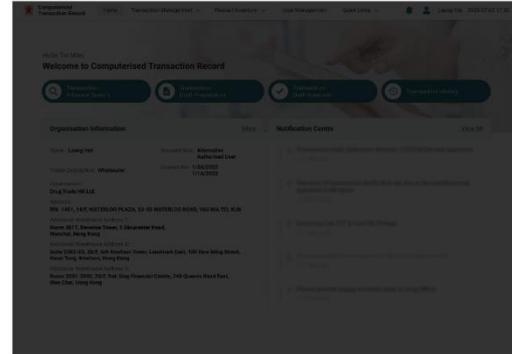
Step1: Click "Log out"



Step2: Login

Condition 2: Role Transfer with Offline Opponent

Status: Offline



Step1: Login

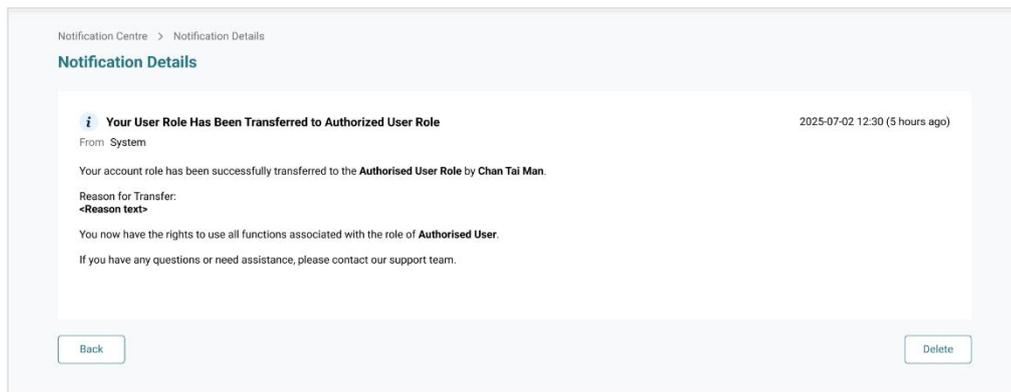
The login form is titled 'Welcome Back! Login to Computerised Transaction Record'. It contains the following fields and buttons:

- User ID* (with a 'Forgot Username' link)
- Password* (with a 'Forgot Password' link)
- Login button
- Not yet a member? [Sign up now](#)
- Or
- Login with iAM Smart button
- More info >

Step3:

After logging in, will receive a notification to informing user has been transferred a new role.

Step2:

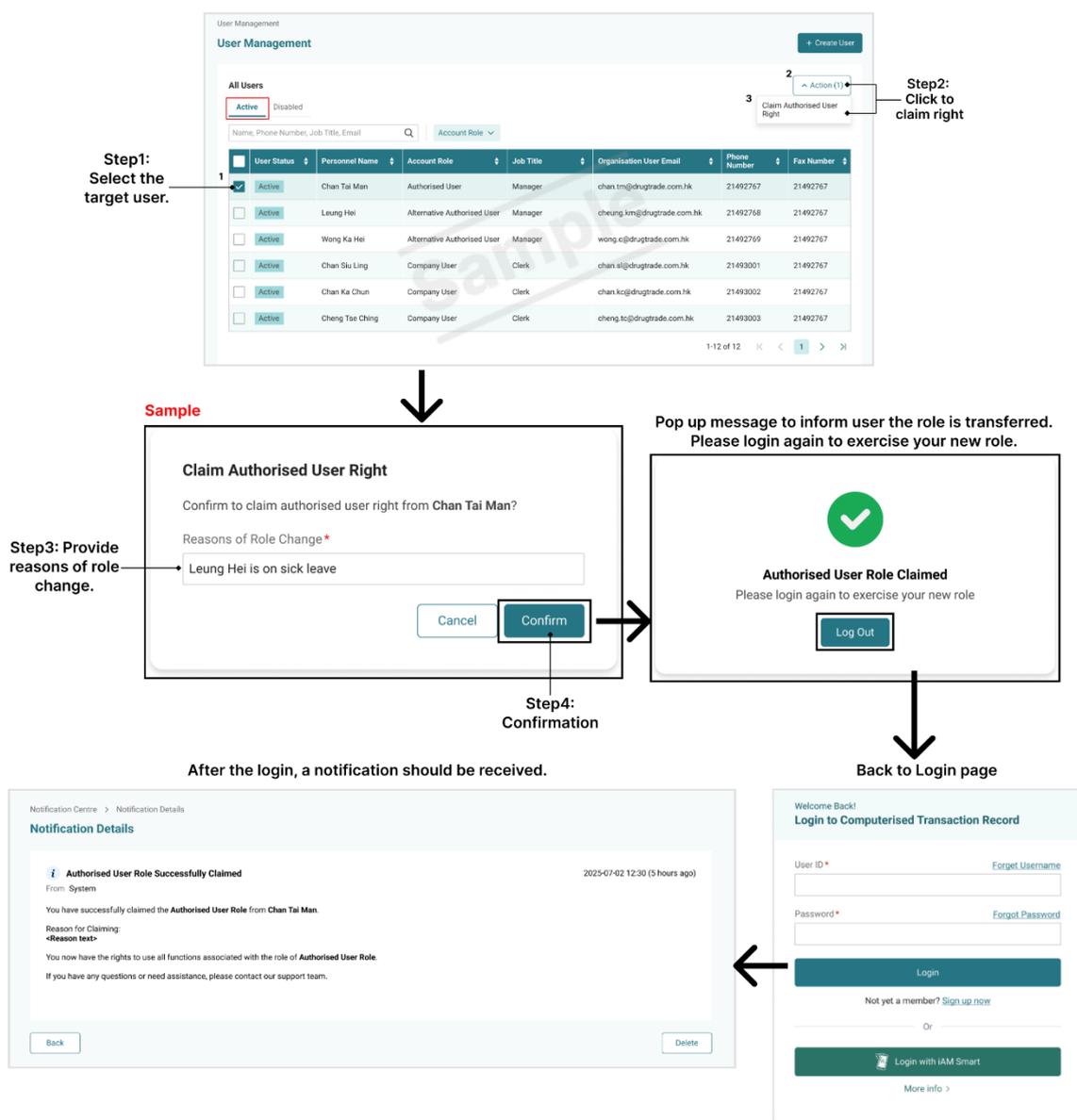


2.11.2 Claim Authorised User Right (Performed by AAU)

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)

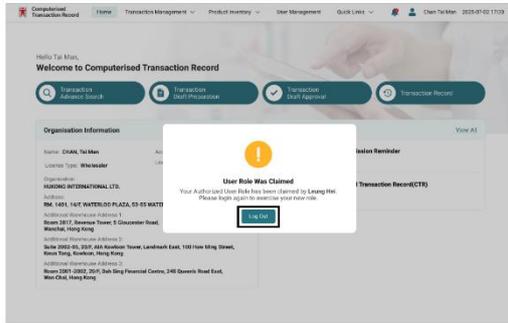
When claiming rights from an Authorized User (referred to as the "opponent") who is currently offline, the opponent will receive a notification of role change after login.

Step 1	Login
Step 2	Receive a notification.

Authorised User(AU): Role Conversion Notification

Condition 1: Role Transfer with Online Opponent

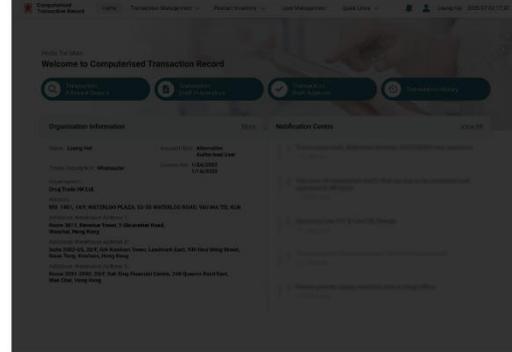
Step1: Click "Log out"



Step2: Login

Condition 2: Role Transfer with Offline Opponent

Status: Offline



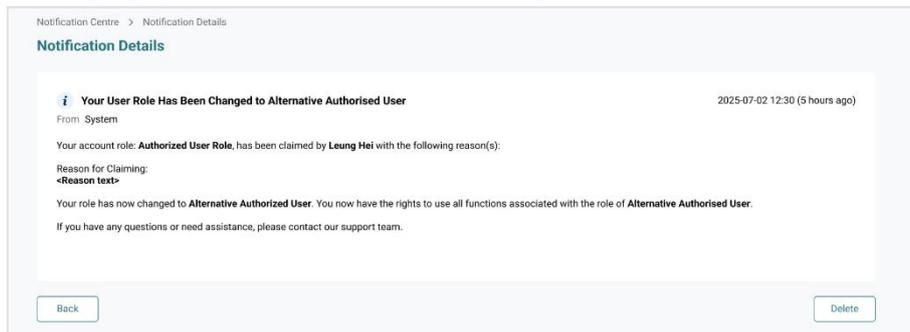
Step1: Login

A login form titled 'Welcome Back! Login to Computerised Transaction Record'. It contains two input fields: 'User ID *' with a 'Forgot Username' link, and 'Password *' with a 'Forgot Password' link. Below the fields is a blue 'Login' button. Underneath the button is the text 'Not yet a member? Sign up now'. A horizontal line with 'Or' in the center separates this from a green 'Login with iAM Smart' button. At the bottom is a 'More info >' link.

Step3:

After logging in, will receive a notification to informing user has been transferred a new role.

Step2:



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)

Step 1: Click on profile icon

Profile icon

Computerised Transaction Record | Home | Transaction Management | Product Inventory | User Management | Quick Links | Chan Tai Man | 2025-07-02 17:30

Hello Tai Man,
Welcome to Computerised Transaction Record

Transaction Advance Search | Transaction Draft Preparation | Transaction Draft Approval

Organisation Information | More

Name: CHAN, Tai Man | Account Role: Authorised User
License Type: Wholesaler | License No: 1/2A/2032
1/1A/2032
Organisation: HUKONG INTERNATIONAL LTD.
Address: RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN
Additional Warehouse Address 1: Room 3817, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong
Additional Warehouse Address 2: Suite 2002-05, 20/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon, Hong Kong
Additional Warehouse Address 3: Room 2001-2002, 20/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong

Notification Centre

- Transaction draft, invoice No.: SO2370584 was approved. 1 day ago
- You have 10 transaction drafts that are due to be submitted and approved in 48 hours. 2 days ago
- Incoming Law 137 & Law138 Change. 3 days ago
- Transaction draft, invoice No.: SO3454674 was rejected. 1 day ago
- Please provide supply statistics data to Drug Office. 4 days ago

Step2: Click to logout

Logout

Step3: Confirmation of sign-out

Sign Out

Confirm to sign out?

Click to confirm the sign-out

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.

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

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

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

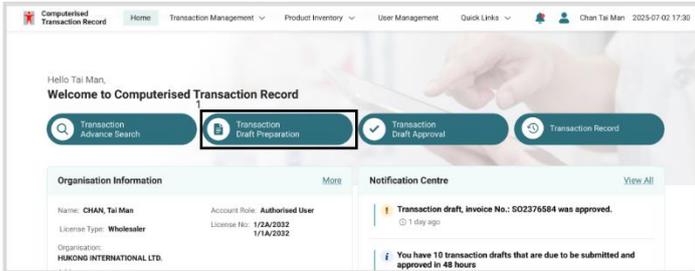
3.2.1.1 (1) Create new transaction draft

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 Draft” to create a new draft.
Step 3	Review user’s respective organisational information, then click “Next Step” to enter the further transaction details.

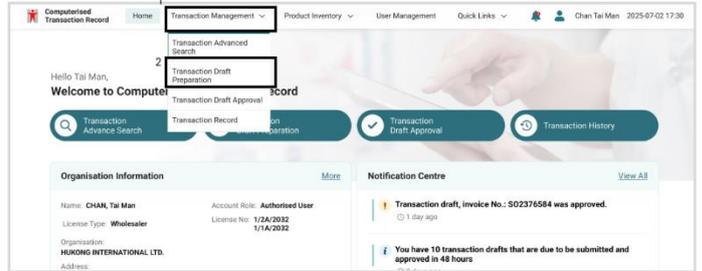
Create new transaction draft

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

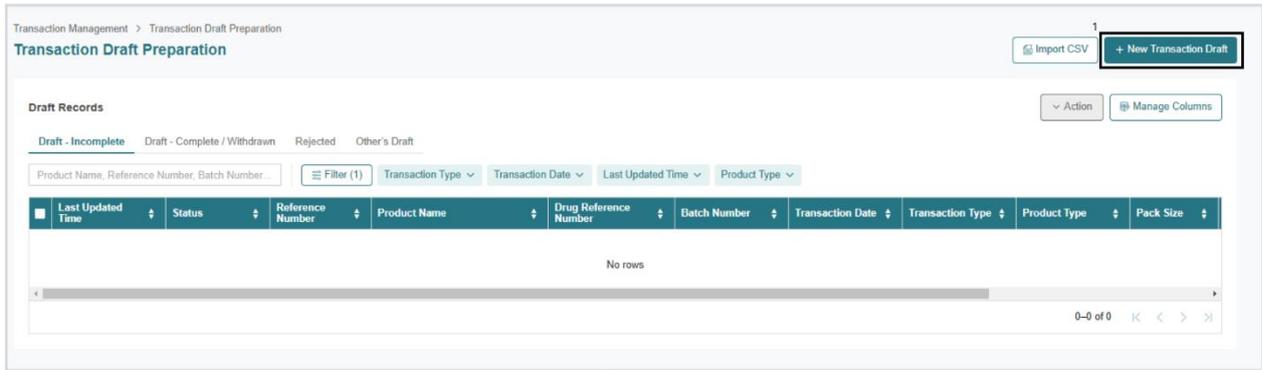
1a. Click "Transaction Draft Preparation" from Landing page.



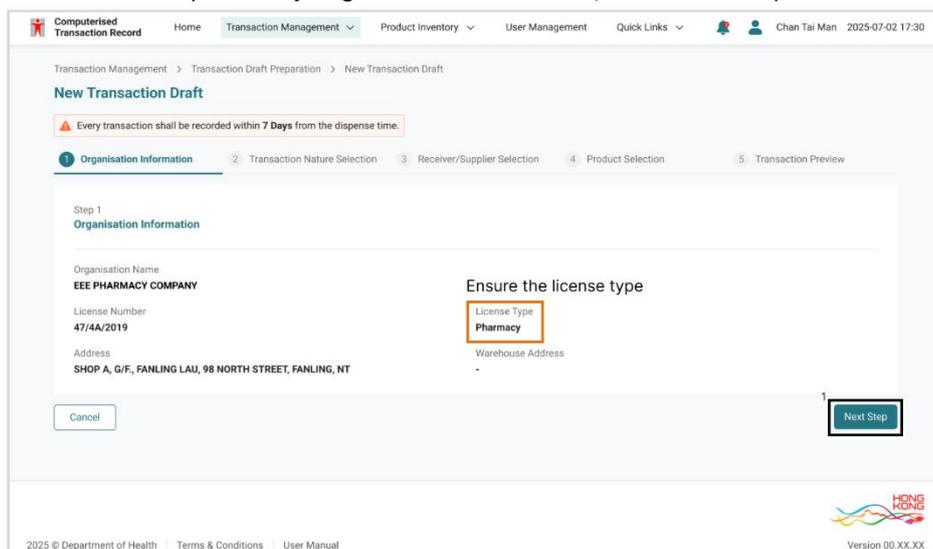
1b. From the top side menu, click "Transaction Management" and select "Transaction Draft Preparation".



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



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



3.2.1.1 (2) Transaction Nature Selection

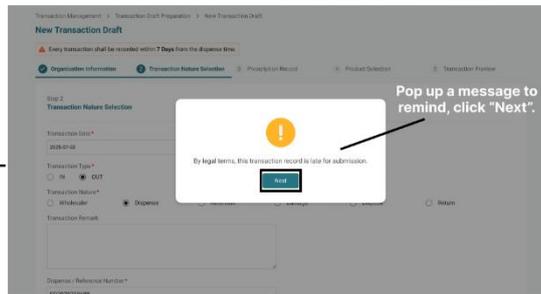
3.2.1.1 (2a) If the transaction is late for submission (over 7 days)

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.

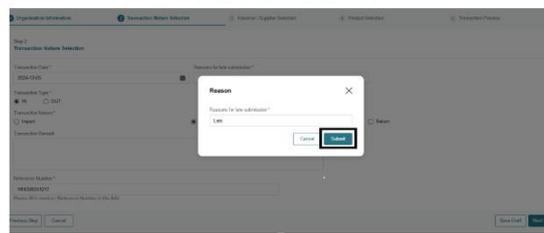
*After finishing the submission, if redirected to Transaction Record, approved drafts with late submission are highlighted in red.

Late submission

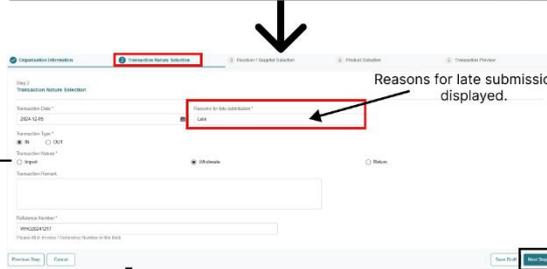
Step1: Select a transaction date over 7 days, click "Next" from the pop up message.



Step2: Enter the reasons for late submission, and click "Submit".

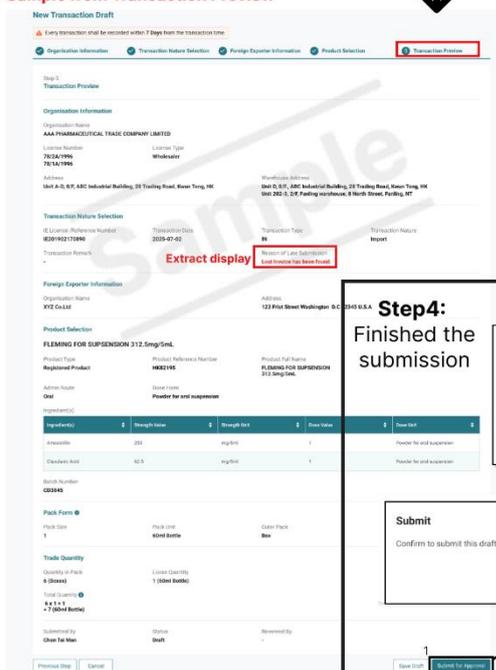


Transaction Nature Selection page



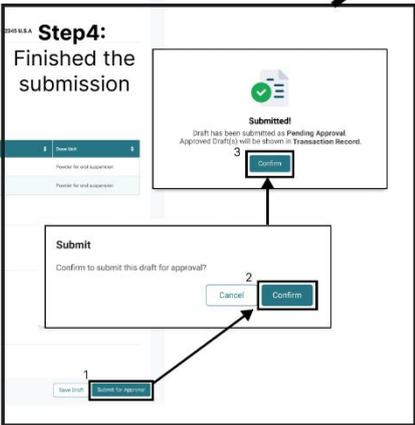
Step3: Click "Next Step", and follow the transaction nature to finish the rest of steps until Transaction Preview.

Sample from Transaction Preview



Step5: Approved drafts with late submission are highlighted in red. (From Transaction Record)

Transaction Date	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction Type	Transaction Status	Total Quantity	Result
2024-09-01	SC2023044	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023045	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023046	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023047	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023048	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023049	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023050	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023051	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023052	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023053	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023054	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023055	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023056	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023057	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023058	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023059	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023060	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023061	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023062	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023063	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023064	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023065	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023066	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023067	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023068	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023069	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023070	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023071	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023072	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023073	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023074	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023075	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023076	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023077	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023078	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023079	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023080	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023081	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023082	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023083	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023084	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023085	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023086	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023087	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023088	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023089	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023090	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023091	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023092	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023093	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023094	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023095	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023096	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023097	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023098	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha
2024-09-01	SC2023099	FLEMING FOR SUSPENSION	HC3030	CC3034	OUT	Dispense	21	Peter
2024-09-01	SC2023100	FLEMING FOR SUSPENSION	HC3030	CC3034	IN	Highly Suspect	12,000	Alpha



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	Finish the submission. <ol style="list-style-type: none">1. Click “Submit” or “Submit for Approval”.2. Click “Confirm” from a pop up message.3. Click “Confirm” again from another pop up message.

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

Normal submission

Step1:

Select a transaction date within 7 days and fill in the valid information, click "Next Step".

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 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

Transaction Type *
 IN OUT

Transaction Nature *
 Wholesale Return

Transaction Remark

Reference Number *
S029293444

Please fill in Invoice/ Reference Number 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 Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Receiver/Supplier Selection 4 Product Selection 5 **Transaction Preview**

Step 5
Transaction Preview

Organisation Information

Organisation Name
AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number
78/2A/1996

License Type
Wholesaler

Address
Unit A-0, B/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK

Warehouse Address
Unit D, B/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fasting warehouse, 8 North Street, Fasting, NT

Transaction Nature Selection

IE License / Reference Number
IE201902170990

Transaction Date
2025-07-02

Transaction Type
IN

Transaction Nature
Wholesale

Supplier Selection

Supplier Type
Pharmacy

Supplier Organisation Name
EEE PHARMACY COMPANY LIMITED

Supplier Address
Shop A, G/F, AIA Tower, 2 Retail Street, Central, HK

Product Selection

FLEMING FOR SUSPENSION 312.5mg/5mL

Product Type
Registered Product

Product Reference Number
H021915

Product Full Name
FLEMING FOR SUSPENSION 312.5mg/5mL

Admin Route
Oral

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
Clevoenic Acid	62.5	mg/5mL	1	Powder for oral suspension

Batch Number
CE2845

Pack Form

Pack Size
1

Pack Unit
60ml Bottle

Outer Pack
Box

Trade Quantity

Quantity in Pack
6 (Boxes)

Loose Quantity
1 (60ml Bottle)

Total Quantity
6 x 1 + 1 = 7 (60ml Bottle)

Submitted By
Chan Tai Man

Status
Draft

Reviewed By

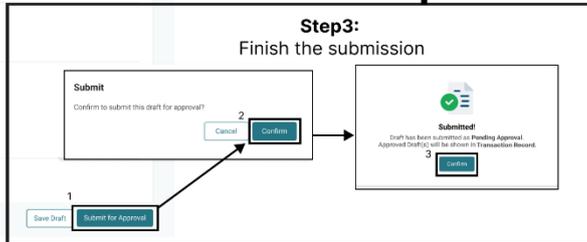
Previous Step Cancel

If redirected to Transaction Record, approved drafts with normal submissions will appear in white and green.

Transaction Record

Transaction Date	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction Type	Transaction Nature	Transaction Date	Total Quantity	Remark
2025-07-02	S029293444	FLEMING FOR SUSPENSION 312.5mg/5mL	H021915	CE2845	IN	Wholesale		12,000	A-PIA
2024-09-23	S029293444	FLEMING FOR SUSPENSION 312.5mg/5mL	H021915	CE2845	OUT	Dispense		21	Fallen
2024-09-23	S029293444	FLEMING FOR SUSPENSION 312.5mg/5mL	H021915	CE2845	OUT	Wholesale		4,000	A-PIA
2024-09-30	S029293444	METROVIL 400 TAB 40MG	H023036	CE2845	IN	Return		300	ADWJ
2024-09-30	S029293444	PINAVAT TAB 500MG	H024756	CE2845	IN	Wholesale		12,000	B904 ED 14
2024-09-24	S029293444	PINAVAT TAB 500MG	H024756	CE2845	OUT	Wholesale		1,500	B904 ED 14
2024-09-28	S029293444	PINAVAT TAB 500MG	H024756	CE2845	OUT	Dispense		200	Fallen
2024-09-27	S029293444	PINAVAT TAB 500MG	H024756	CE2845	IN	Wholesale		12,000	A-PIA
2024-09-27	S029293444	PINAVAT TAB 500MG	H024756	CE2845	IN	Wholesale		17,000	A-PIA
2024-09-24	S029293444	METROVIL 400 TAB 40MG	H023036	CE2845	OUT	Dispense		100	Fallen
2024-09-25	S029293444	METROVIL 400 TAB 40MG	H023036	CE2845	OUT	Dispense		30	Fallen
2024-09-23	S029293444	PINAVAT TAB 500MG	H024756	CE2845	IN	Wholesale		13,000	A-PIA
2024-09-22	S029293444	PINAVAT TAB 500MG	H024756	CE2845	OUT	Wholesale		10,000	B904 ED 14
2024-09-22	S029293444	PINAVAT TAB 500MG	H024756	CE2845	OUT	Dispense		10,000	B904 ED 14
2024-09-22	S029293444	PINAVAT TAB 500MG	H024756	CE2845	OUT	Return		10,000	B904 ED 14

Step3:
Finish the submission



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. <ol style="list-style-type: none">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. <ol style="list-style-type: none">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

Step1: Search and select a product from the option "Search Your Product"

If have multiple products, can click "+ add" for the product addition.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

Step 4: Product Selection

1. Search Your Product*

2. (Optional) + add

a. Search your product by text/ number
b. Click the product from the option list.

Step 4: Product Selection

WAKAMOTO TAB

Product Type: Registered Product

Registered Product: H921113

Product Full Name: WAKAMOTO TAB

Drop Reference Number: H921113

Order Form: Tablet

Ingredients	Strength Value	Strength Unit	Dose Value	Dose Unit
Lactobacillus powder	675	mg	27	Tablet
Aspergillus oryzae powder	3375	mg	27	Tablet
Dried yeast	2490.1	mg	27	Tablet

Batch Number*

1. Input / Select Batch Number

2. Create New Batch Number

Batch Number*

3. New Batch Number*

Batch Number*

4. Condition 1 (If input a new one, please follow 1-3 to create.)

4. Condition 2 Select

Pack Form*

Trade Quantity

Step2: Input or select a batch number

Step3: Input or select pack form

(If input a new one, please follow 1-5 to create.)

Pack Form

1. Input / Select Pack Form

2. Create New Pack Form

3. Pack Size*

4. Pack Unit*

5. Outer Pack*

Trade Quantity

Quantity in Pack

Loose Quantity

Total Quantity

(If not default, need to select.)

List of pack unit and outer pack

pack unit	outer_pack
0.25g/vial	vial
100mg/bag	bottle
0.5g/vial	bottle
100ml/bag	bag
0.75g/vial	bag
3g/vial	box
1.2g/vial	cartridge
60ml/bottle	caton
2g/vial	caton
4.5g/vial	glass bottle
2ml/vial	pack
100mg/2ml	plastic bottle
500mg/2ml	
2ml/vial	bottle
5ml/vial	capsule
10ml/vial	caplet
50ml/vial	g
100ml/vial	injection
100mg/vial	mg
200mg/vial	ml
1000000U/vial	sachet
1200000U/vial	syringe
4g/vial; 0.5g/vial	tablet
powder/vial	tablet
60ml/bottle	60ml/bottle
vial	70ml/bottle
2ml ampoule	30ml/bottle
2ml ampoule	150ml/bottle
5ml ampoule	

Filled sample

Batch Number*

New Batch Number*

C03846

Pack Form*

Pack Size*

Pack Unit*

Outer Pack*

Trade Quantity

Quantity in Pack

Loose Quantity

Total Quantity

Live Balance

Step4:

Fill in Quantity in Pack and Loose Quantity.

Trade Quantity

Quantity in Pack

Loose Quantity

Total Quantity

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 submission.
--------	--

New Transaction Draft
Filled sample

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

✓ Organisation Information
✓ Transaction Nature Selection
✓ Product Selection
4 Transaction Preview

Step 5
Transaction Preview

Organisation Information

Organisation Name
EEE PHARMACY COMPANY LIMITED

License Number: **47/4A/2019** License Type: **Pharmacy**

Address: **SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NY** Warehouse Address: **SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NY**

Transaction Nature Selection

IE License /Reference Number: **S029293444** Transaction Date: **2025-07-03** Transaction Type: **OUT** Transaction Nature: **Damage**

Transaction Remark
Drugs that are damaged during transportation (e.g., broken vials, crushed packaging) cannot be sold.

Product Selection

OCTMENTIN TAB 375MG

Product Type: **Registered Product** Product Reference Number: **HK87123** Product Full Name: **OCTMENTIN TAB 375MG**

Admin Route: **Oral** Dose Form: **Tablet**

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 times a day; Antibiotic: Complete the whole course

Batch Number
CD3846

Pack Form

Pack Size: **20** Pack Unit: **Tablet** Outer Pack: **Pack**

Trade Quantity

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: **-**

Previous Step
Save Draft
Submit

3.2.1.1 (5) Submit Transaction Draft

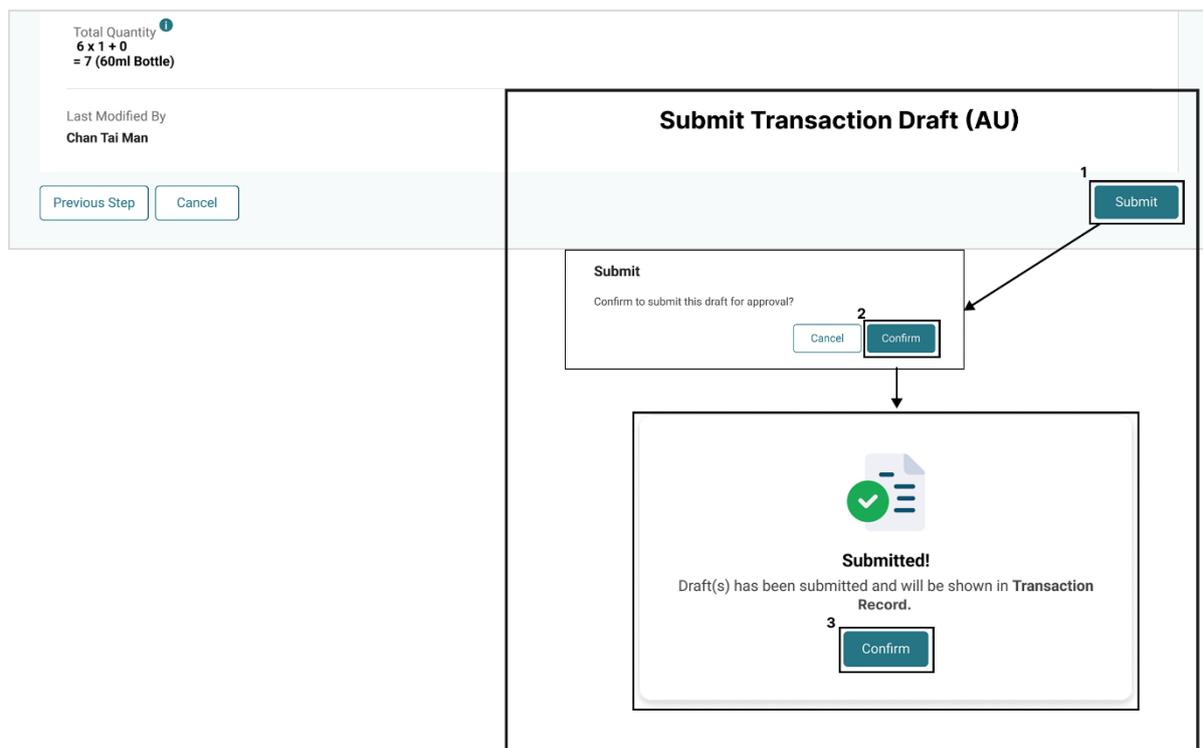
Users can submit a transaction draft based on their assigned roles, which may determine the level of access and approval required for finalizing the transaction.

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.

Transaction Preview



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.

Transaction Preview

Total Quantity ▼
6 x 1 + 1
= 7 (60ml Bottle)

Submitted By: **Chan Tai Man** Status: **Draft**

Previous Step Cancel

Submit Transaction Draft (AAU/CU)

Reviewed By: -

Save Draft
Submit for Approval

Submit

Confirm to submit this draft for approval?

Cancel
Confirm

Submitted!

Draft has been submitted as Pending Approval.
Approved Draft(s) will be shown in Transaction Record.

Confirm

3.2.1.2 Create new transaction with different transaction nature

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

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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

License Type
Pharmacy

Warehouse Address
-

Can be with other license type
1. Wholesaler (2A)
2. Pharmacy (4A)
3. Manufacturer repackaging (7A)
4. Manufacturer (ML)

Cancel Next Step



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

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Receiver/Supplier Selection 4 Product Selection 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date *
2025-07-02

b. Transaction Type *
 IN OUT

c. Transaction Nature *
 Wholesale Return

Transaction Remark

d. Reference Number *
S029293444

Please fill in Invoice/ Reference Number in this field

a. Transaction date (within 7 days)
b. Transaction type (IN/OUT)
c. Transaction nature (Wholesale)
d. Reference number

Previous Step Cancel Save Draft Next Step



Step3:

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

1 Organisation Information 2 Transaction Nature Selection 3 Receiver / Supplier Selection 4 Product Selection 5 Transaction Preview

Step 3
Supplier Selection

1. Supplier Type *
 Wholesaler Pharmacy Manufacturer Manufacturer (Repackage)

Previous Step Cancel Save Draft Next Step

Step 3
Supplier Selection

Supplier Type *
 Wholesaler Pharmacy Manufacturer Manufacturer Repackage

Search Organisation Name / Address / License Number *

2. EEE PHARMACY COMPANY LIMITED

Supplier Organisation Name
EEE PHARMACY COMPANY LIMITED

Supplier Address
Shop A, G/F, AIA Tower, 2 Retail street, Central, HK

Previous Step Cancel Save Draft Next Step

Original page



To be continue from (p.2)

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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

Warehouse Address
-

License Type
Pharmacy

Can be with other license type
1. Wholesaler (2A)
2. Pharmacy (4A)
3. Manufacturer repackage (7A)
4. Manufacturer (ML)

Cancel Next Step



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

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Return Party 4 Product Selection 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date *
2025-07-02
Please fill in the Date of Issue in this field.

b. Transaction Type *
 IN OUT

c. Transaction Nature *
 Wholesale Return

d. Transaction Remark *
Drugs that are reached their expiration date.

e. Reference Number *
SO29293444
Please fill in Invoice/ Reference Number in this field

1. a. Transaction date (within 7 days)
b. Transaction type (IN/OUT)
c. Transaction nature (Return)
d. Transaction Remark
e. Reference number

Previous Step Cancel Save Draft Next Step



Step3:

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

1 Organisation Information 2 Transaction Nature Selection 3 Return Party 4 Product Selection 5 Transaction Preview

Step 3
Return Party

1. Return Party Type *
 Wholesaler Pharmacy Manufacturer Manufacturer (Repackage)

Previous Step Cancel Save Draft Next Step

2. EEE PHARMACY COMPANY LIMITED

Return Party Organisation Name / Address / License Number *

Return Party Organisation Name
EEE PHARMACY COMPANY LIMITED

Return Party Address
Shop A, G/F, AIA Tower, 2 Retail street, Central, HK

3. Previous Step Cancel Save Draft Next Step

Original page



To be continue from (p.2)

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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Receiver/Supplier Selection 4 Product Selection 5 Transaction Preview

Step 1
Organisation Information

Organisation Name
AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number
78/2A/1996
78/1A/1996

Address
Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK

Warehouse Address
Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

License Type
Wholesaler

Can be with other license type
1. Wholesaler (2A)
2. Manufacturer (ML)

Cancel Next Step



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

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Foreign Exporter Information 4 Product Selection 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date*
2025-07-02
Please fill in the Date of Import (Arrival) in this field.

b. Transaction Type*
 IN OUT

c. Transaction Nature*
 Import Wholesale Return

Transaction Remark

d. Reference Number*
IE201902170890
Please fill in IE License Number in this field.

Previous Step Cancel Save Draft Next Step

WARNING: All alterations must be carried out by authorized officers. These positions are provided for their reference and information, unauthorized alteration and misuse of this form.

Markets and Nos.	No. and Kind of Packages	DESCRIPTION OF GOODS	No. of Units (e.g. kg, liter)	C.I.F. Value HKD
Container No. ABC Order No. C/No. 1-50	Brand and Model: 20 gram/bottle	SAMPLED/00 capsules	2,000 bottle	1,000.00
Total			2,000	1,000.00

This license can only be used once. This license cannot be used again after the first import of the goods. 本證只可作一次使用。本證於第一次進口貨物後，不得再次使用。

* C.I.F. Value HK comprises the cost of the goods to the HK importer up to the arrival in HK of the vessel, vehicle or aircraft carrying the goods, together with the amount of the insurance, freight and any other charges. HKD means Hong Kong Dollar.

Item No.	Place of Origin	Exporting Place	IMPORTER'S DECLARATION
1	Antigua & Barbuda	United States of America (USA)	I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are not subject to any special import duties (such as anti-dumping duties).
2			
3	Approved	Explicitly stated by Senior Pharmacist of Department of Health for Director General of Trade and Industries	
4			
5			

IMPORTANT NOTE: 重要事項
If there is any discrepancy between the English text of this form, the English text shall be taken as conclusive. 倘本表的中英文本有任何差異，應以英文本為準。
TRA187 (Rev 2007/2007 年修訂)

IE201902180000-18888888-000-6

Reference Number*

IE201902170890

IE201902170899

Find the IE License number from **Import License Form**, and select the used one when have multiple options.



To be continue from (p.2)

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

Step3:
Verify foreign exporter information

Step 3
Foreign Exporter Information

Organisation Name: XYZ Co.Ltd
Address: 123 Frist Street Washington D.C 12345 U.S.A

Buttons: Previous Step, Cancel, Save Draft, Next Step



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).

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

Progress: Organisation Information, Transaction Nature Selection, Foreign Exporter Information, Product Selection, **Transaction Preview**

Step 5
Transaction Preview

Organisation Information

Organisation Name: AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number: 78/2A/1996, License Type: Wholesaler

Address: Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Warehouse Address: Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

Transaction Nature Selection

IE License /Reference Number: IE201902170890, Transaction Date: 2025-07-02

Transaction Type: IN, Transaction Nature: Import

Reason of Late Submission: Lost Invoice has been found.

Within 7 days won't have!!

Foreign Exporter Information

Organisation Name: XYZ Co.Ltd, Address: 123 Frist Street Washington D.C 12345 U.S.A

Product Selection

FLEMING FOR SUPENSION 312.5mg/5mL

Product Type: Registered Product, Product Reference Number: HK82195, Product Full Name: FLEMING FOR SUPENSION 312.5mg/5mL

Admin Route: Oral, Dose Form: Powder for oral suspension

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

Pack Size: 1, Pack Unit: 60ml Bottle, Outer Pack: Box

Trade Quantity

Quantity in Pack: 6 (Boxes), Loose Quantity: 1 (60ml Bottle)

Total Quantity: 6 x 1 + 1 = 7 (60ml Bottle)

Submitted By: Chan Tai Man, Status: Draft, Reviewed By: -

Buttons: Previous Step, Cancel, Save Draft, Submit for Approval

3.2.1.12 (4) 7A/ML - IN – Manufacture

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 (Manufacture) d) Reference number Then, click “Next Step”.
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.

The screenshot shows the 'New Transaction Draft' form at Step 1: Organisation Information. A warning message at the top states: 'Every transaction shall be recorded within 7 Days from the transaction time.' The progress bar shows Step 1 is active, followed by Transaction Nature Selection, Product Selection, and Transaction Preview. The form fields are as follows:

- Organisation Name: BBB MANUFACTURE COMPANY LIMITED
- License Number: 78/7A/1996, 78/1A/1996
- License Type: Manufacture (highlighted with a red box)
- Address: Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
- Warehouse Address: Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK; Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

Callouts include: 'Can be with other license type 1. Manufacturer repackaging (7A) 2. Manufacturer (ML)' and a 'Next Step' button.



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

The screenshot shows the 'New Transaction Draft' form at Step 2: Transaction Nature Selection. The progress bar highlights Step 2. The form fields are as follows:

- Transaction Date: 2025-07-02
- Transaction Type: IN (selected)
- Transaction Nature: Manufacture (selected)
- Reference Number: SD29293444

Callouts include: '1. a. Transaction date (within 7 days) b. Transaction type (IN) c. Transaction nature (Manufacture) d. Reference number' and '2. Save Draft' and 'Next Step' buttons.



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)

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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

License Type
Pharmacy

Warehouse Address
.

Can be with other license type
1. Wholesaler (2A)
2. Pharmacy (4A)
3. Manufacturer repackage (7A)
4. Manufacturer (ML)

Cancel Next Step



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

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 EPD 4 Product Selection 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date*
2025-07-02

b. Transaction Type*
 IN OUT

c. Transaction Nature*
 Export Wholesale Dispose Damage Retention Return

d. Transaction Remark*
Drugs that are reached their expiration date.

e. Reference Number*
S029293444

Please fill in Invoice/ Reference Number in this field

1. a. Transaction date (within 7 days)
b. Transaction type (OUT)
c. Transaction nature (Dispose)
d. Transaction Remark
e. Reference number

2. Save Draft Next Step

Previous Step Cancel



Step3:
Click "Next Step".

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

1 Organisation Information 2 Transaction Nature Selection 3 EPD 4 Product Selection 5 Transaction Preview

Step 3
Return to Environmental Protection Department

Dispose
Drugs are disposed by the organisation itself.

1. Save Draft Next Step

Previous Step Cancel

Inform user that products from this type of transaction nature will be shipped to EPD.



Step4:
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)

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	If redirected to Transaction Nature Selection, fill in the valid information: a) Transaction date (within 7 days) b) Transaction type (OUT) c) Transaction nature (Damage) d) Transaction Remark e) 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 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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

License Type
Pharmacy

Warehouse Address
.

Can be with other license type
1. Wholesaler (2A)
2. Pharmacy (4A)
3. Manufacturer repackage (7A)
4. Manufacturer (ML)

Cancel Next Step



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date *
2025-07-02

b. Transaction Type *
 IN OUT

c. Transaction Nature *
 Wholesale Dispense Retention Damage Dispose Return

d. Transaction Remark *

e. Reference Number *
S029293444
Please fill in Invoice/ Reference Number in this field

1. a. Transaction date (within 7 days)
b. Transaction type (OUT)
c. Transaction nature (Damage)
d. Transaction Remark
e. Reference number

2. Save Draft Next Step

Previous Step Cancel



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Transaction Preview

Step 3
Product Selection

+ Add

> Product #1 Duplicate

Product Type
Registered Product

Search Your Product *
HK Registration / Reference Number / Product Full Name

Previous Step Cancel Save Draft Next Step



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)

New Transaction Draft

Filled sample

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

✓ Organisation Information

✓ Transaction Nature Selection

✓ Product Selection

4 Transaction Preview

Step 5

Transaction Preview

Organisation Information

Organisation Name

EEE PHARMACY COMPANY LIMITED

License Number

47/4A/2019

License Type

Pharmacy

Address

SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NY

Warehouse Address

SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NY

Transaction Nature Selection

IE License /Reference Number

SO29293444

Transaction Date

2025-07-03

Transaction Type

OUT

Transaction Nature

Damage

Transaction Remark

Drugs that are damaged during transportation (e.g., broken vials, crushed packaging) cannot be sold.

Product Selection

OCTMENTIN TAB 375MG

Product Type

Registered Product

Product Reference Number

HK87123

Product Full Name

OCTMENTIN TAB 375MG

Admin Route

Oral

Dose Form

Tablet

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 times a day; Antibiotic: Complete the whole course

Batch Number

CD3846

Pack Form

Pack Size

20

Pack Unit

Tablet

Outer Pack

Pack

Trade Quantity

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

-

Previous Step

Save Draft

Submit

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	If redirected to Transaction Nature Selection, fill in the valid information: a) Transaction date (within 7 days) b) Transaction type (OUT) c) Transaction nature (Retention) d) Transaction Remark e) 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 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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

License Type
Pharmacy

Warehouse Address
.

Can be with other license type
1. Wholesaler (2A)
2. Pharmacy (4A)
3. Manufacturer repackage (7A)
4. Manufacturer (ML)

Cancel Next Step



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date*
2025-07-02

b. Transaction Type*
 IN OUT

c. Transaction Nature*
 Wholesale Dispense Retention Damage Dispose Return

d. Transaction Remark*

e. Reference Number*
SD29293444
Please fill in Invoice/ Reference Number in this field

1. a. Transaction date (within 7 days)
b. Transaction type (OUT)
c. Transaction nature (Retention)
d. Transaction Remark
e. Reference number

2. Save Draft Next Step

Previous Step Cancel



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Transaction Preview

Step 3
Product Selection

+ Add

> Product #1 Duplicate

Product Type
Registered Product

Search Your Product*
HK Registration / Reference Number / Product Full Name

Previous Step Cancel Save Draft Next Step



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)

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Filled sample

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

✓ Organisation Information

✓ Transaction Nature Selection

✓ Product Selection

4 Transaction Preview

Step 5

Transaction Preview

Organisation Information

Organisation Name

EEE PHARMACY COMPANY LIMITED

License Number

47/4A/2019

License Type

Pharmacy

Address

SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NY

Warehouse Address

SHOP A, G/F., FANLING LAU, 98 NORTH STREET, FANLING, NY

Transaction Nature Selection

IE License /Reference Number

SO29293444

Transaction Date

2025-07-03

Transaction Type

OUT

Transaction Nature

Retention

Transaction Remark

Retaining drugs for additional quality control checks to ensure they meet safety and efficacy standards.

Product Selection

OCTMENTIN TAB 375MG

Product Type

Registered Product

Product Reference Number

HK87123

Product Full Name

OCTMENTIN TAB 375MG

Admin Route

Oral

Dose Form

Tablet

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 times a day; Antibiotic: Complete the whole course

Batch Number

CD3B46

Pack Form ⓘ

Pack Size

20

Pack Unit

Tablet

Outer Pack

Pack

Trade Quantity ⓘ

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

-

Previous Step

Save Draft

Submit

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	If redirected to Transaction Nature Selection, fill in the valid information: a) Transaction date (within 7 days) b) Transaction type (OUT) c) Transaction nature (Export) d) Reference number (IE License number, E.g.: IE201902170890) Then, click “Next Step”.
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.

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Receiver/Supplier Selection 4 Product Selection 5 Transaction Preview

Step 1
Organisation Information

Organisation Name
AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number
78/2A/1996
78/1A/1996

Address
Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK

Warehouse Address
Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fanning warehouse, 8 North Street, Fanning, NT

License Type
Wholesaler

Can be with other license type
1. Wholesaler (2A)
2. Manufacturer (ML)

Cancel Next Step



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

New Transaction Draft

⚠ Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information 2 Transaction Nature Selection 3 Consignee Information 4 Product Selection 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date*
2025-07-02
Please fill in the Date of Export (Departure) in this field.

b. Transaction Type*
 IN OUT

c. Transaction Nature*
 Export Wholesale Dispose Damage Retention Return

Transaction Remark

d. Reference Number*
IE201902170890
Please fill in IE License Number in this field

a. Transaction date (within 7 days)
b. Transaction type (OUT)
c. Transaction nature (Export)
d. IE License number

Previous Step Cancel Save Draft Next Step

WARNING: All alterations must be carried out by authorized officers. Heavy penalties are provided for false declaration and information, unauthorized alterations and misuse of this form. 只准獲授權人員作更改及填寫。凡作虛假聲明、擅自修改資料、未經授權擅自更改本表格內容或濫用表格者，均可能受重罰。

Marka and No.	No. and Kind of Package	DESCRIPTION OF GOODS	No. of Units (e.g. kg, litre)	F.O.B. Value HKD
標記及編號	包裝數目及種類	貨品名稱	單位數量 (如公斤、公升)	離岸價 (以港元計)
ABC Order No. C/No 1-50	20 gram/bottle	SAMPLE02	1000bottle	25,000.00
			Total	25,000.00

Destination & Code
目的地及代碼
China(CN)

Name and Address of HK Manufacturer/Processor
香港製造商 / 加工商名稱及地址

Approved
已批准
Digitally signed by Senior Pharmacist of Department of Health
for Director-General of Trade and Industry
(代打)
工業貿易署署長

EXPORTER'S DECLARATION 出口商聲明書
I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value.
本人謹此聲明：本人是上述貨品的出口商，本聲明書中填報的資料均屬真實無誤，而上述貨品的離岸價已全部填報。

Signature and Date
簽署及日期
DIGITALLY SIGNED AND VERIFIED
(已核實)

Signatory's Name in Block Letters
簽署人姓名(須正體填寫)
TestUser/Tw
Company Chop
公司印像
Company C

IMPORTANT NOTE 重要事項
If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive. 倘本表格的中英文本有任何差異，應以英文本為準。
TRA384 (Rev 2007/2007 年修訂)

IE201502180003-1888888-000-0

Reference Number*

IE201902170890

IE201902170899

Find the IE License number from **Export License Form**, and select the used one when have multiple options.



To be continue from (p.2)

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

Step3: Verify Consignee information

Organisation Information Transaction Nature Selection **3 Consignee Information** 4 Product Selection 5 Transaction Preview

Step 3
Consignee Information

Organisation Name: **ADVANCE PHARMACEUTICAL CO LTD** Address: **99 Guanghua Road Bei jing China**

Previous Step Cancel Save Draft **Next Step**



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).

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

Organisation Information Transaction Nature Selection Consignee Information Product Selection **5 Transaction Preview**

Step 5
Transaction Preview

Organisation Information

Organisation Name: **AAA PHARMACEUTICAL TRADE COMPANY LIMITED**

License Number: **78/2A/1996** License Type: **Wholesaler**
78/1A/1996

Address: **Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK** Warehouse Address: **Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT**

Transaction Nature Selection

IE License/ Reference Number: **IE201902170890** Transaction Date: **2025-07-02**

Transaction Type: **OUT** Transaction Nature: **Export**

Transaction Remark: -

Consignee Information

Organisation Name: **ADVANCE PHARMACEUTICAL CO LTD** Address: **99 Guanghua Road Bei jing China**

Product Selection

FLEMING FOR SUPENSION 312.5mg/5mL

Product Type: **Registered Product** Product Reference Number: **HK82195** Product Full Name: **FLEMING FOR SUPENSION 312.5mg/5mL**

Admin Route: **Oral** 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

Pack Size: **1** Pack Unit: **60ml Bottle** Outer Pack: **Box**

Trade Quantity

Quantity in Pack: **6 (Boxes)** Loose Quantity: **1 (60ml Bottle)**

Total Quantity: **6 x 1 + 1 = 7 (60ml Bottle)**

Submitted By: **Chan Tai Man** Status: **Draft** Reviewed By: -

Previous Step Cancel Save Draft **Submit for Approval**

3.2.1.12 (9) 4A - OUT – Dispense

Step 1	Refer to 3.2.1.1(1) Create new transaction Draft.
Step 2	<p>If redirected to Transaction Nature Selection, fill in the valid information:</p> <ul style="list-style-type: none"> a) Transaction date (within 7 days) b) Transaction type (OUT) c) Transaction nature (Dispense) d) Reference number <p>Then, click “Next Step”.</p>
Step 3	<p>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”.</p>
Step 4	<p>If redirected to Prescription Record, fill in the valid information:</p> <ul style="list-style-type: none"> 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	<p>If redirected to Transaction Preview, verify all the details and finish the submission. Please refer to 3.2.1.1 (5) Submit Transaction Draft.</p>

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

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

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the dispense time.

1 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

License Number
47/4A/2019

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NT

Only can be with Pharmacy (4A)

License Type
Pharmacy

Warehouse Address
-

Cancel Next Step



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Prescription Record 5 Transaction Preview

Step 2
Transaction Nature Selection

a. Transaction Date*
2025-07-03

b. Transaction Type*
c. IN OUT

Transaction Nature*
 Wholesaler Dispense Retention Damage Dispose Return

Transaction Remark

d. Reference Number*
SQ2929298689
Please fill Dispense Number in this field

1. a. Transaction date (within 7 days)
b. Transaction type (OUT)
c. Transaction nature (Dispense)
d. Reference number

2. Save Draft Next Step



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

1 Organisation Information 2 Transaction Nature Selection 3 Product Selection 4 Prescription Record 5 Transaction Preview

Step 3
Product Selection

+ Add

Product #1 Duplicate

Product Type
Registered Product

Search Your Product*
HK Registration / Reference Number / Product Full Name

Previous Step Cancel Save Draft Next Step



To be continue from (p.2)

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

Your name must be same as the one on your identification document.

Step4:
Fill in the valid information, and click "Next Step".

Sample

Must
a. Date of prescription
b. Prescription number
c. Name of prescriber
d. Patient's name
e. Patient's address
f. Prescriber's instructions

Optional
g. Identity Document Type
h. Identity Document Number
i. Date of birth
j. Gender



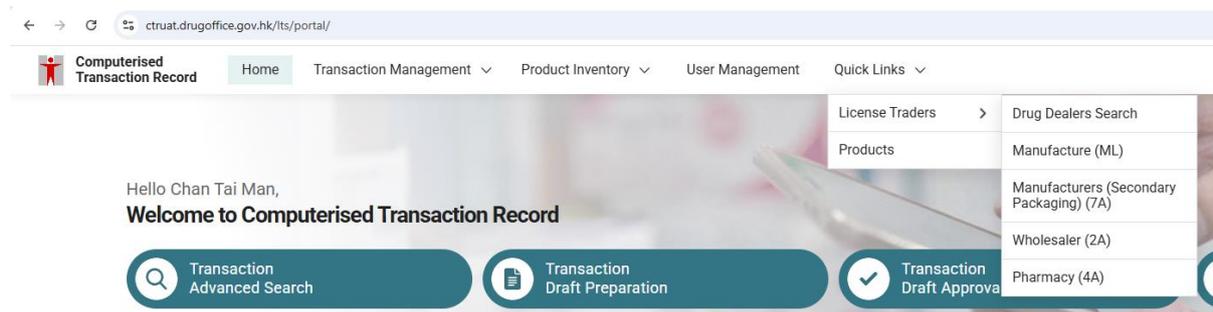
Step5:
Verify all the details and finish the submission.
(Refer to 2.2.1.1 (5) Submit Transaction Draft)

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 “[CSV File Upload Specification v4.0](#)”.

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.

Quick Links

- License Traders
- Products
- Drug Dealers Search
- Manufacturer (ML)
- Manufacturers (Secondary Packaging) (7A)
- Wholesaler (2A)
- Pharmacy (4A)

Annotations:

- Search all products and verify their Hong Kong registration numbers.
- Search all dealers and verify their information, including their license numbers
- Access lists of dealers categorized by license type.

CSV File Upload Specification v4.0

How to setup your CSV file

- Data Input Guideline**
 - Download PDF Instruction
 - Download Trade Nature CSV Example
 - Download Dispense Nature CSV Example
- CSV Template**

Normal CSV Templates

 - Download Trade Nature CSV Template
 - Download Dispense Nature CSV Template
 - Download Trade Nature CSV Template - Smart Excel
 - Download Dispense Nature CSV Template - Smart Excel
- Data Input Procedure**
 - Do not change the headers in CSV template
 - Please refer to [Pack Form List](#) and [Pack Form Example](#) for product package information
 - Please refer to [Pack Unit List](#) and [Outer Pack List](#) for the complete list of Pack Unit and Outer Pack values

Excel templates can export data in the required CSV file format after inputting the necessary information

*Late Submissions can only be submitted via [Direct Entry](#)

Save as CSV

Header	Transaction Date	Transaction Type	Transaction Nature	Reference Number	Product Number	Batch Number	Pack Size	Pack Unit	Outer Pack	Quantity in Pack	Loose Quantity	Receiver / Supplier License Number	Transaction Remark
Example	1/3/2025	OUT	WHOLESALE	123456	HK66409	C0002	100	capsule	bottle	20		01/2A/1000	This is for example only
Header	1/3/2025	IN	MANUFACTURE	123456	HK66409	C0002	100	capsule	bottle	20		01/2A/1000	

Click to export CSV

CSV sample

Transaction Date	Transaction Type	Transaction Nature	Reference Number	Product Number	Batch Number	Pack Size	Pack Unit	Outer Pack	Quantity in Pack	Loose Quantity	Receiver / Supplier License Number	Transaction Remark
2025-03-01	IN	MANUFACTURE	123456	HK66409	C0002	100	capsule	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 "[CTR - API Specification v2.0.4](#)". Also download the material zip folder named "[CTR - API Reference File](#)".

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 style="list-style-type: none">• Draft – Incomplete• Draft – Complete• Rejected	<ul style="list-style-type: none">• Draft – Incomplete• Draft – Complete• Withdrawn• Pending Approval• Rejected

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



3.3.1 (2b) Alternative Authorised user/ Company User



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

Multiple Changes to a transaction (5 times)

Log Sequence	Last Modified Time	Last Modified By	Change Reasons
5	2023-10-22 08:22:46	Chan Tai Man	Batch number change ; Pack Quantity change
4	2023-10-21 15:22:46	Chan Tai Man	Batch number change ; Pack Quantity change
3	2023-10-21 08:22:46	Chan Tai Man	Batch number change ; Pack Quantity change
2	2023-10-20 08:22:46	Chan Tai Man	Batch number change ; Pack Quantity change
1	2023-10-18 08:22:46	Chan Tai Man	-

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.

Transaction Management > Transaction History

Transaction History Save as CSV

Transaction History Manage Columns

Product Name, Reference Number, Batch Number... Transaction Date Transaction Nature Transaction Type

Transaction Date	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction Type	Transaction Nature	Total Quantity	Receiv
2025-07-02	SO29293444	FLEMING FOR S/PENSION 312 5mg/5ml	HK82195	C03846	IN	Wholesale	12,500	A PHU
2024-05-31	SO29356521	GRISEOFULVIN TAB 500MG	HK38128	AB33445	OUT	Dispense	21	Patien
2024-05-31	SO29356520	PORPHYROCIN TAB 250MG	HK40181	18832228	OUT	Wholesale	4,600	AENOF LIMITE
2024-05-30	SO29356302	METROGYL 400 TAB 400MG	HK33939	CXX2-3333	IN	Return	300	ADVA
2024-05-30	SO29356300	PYRAFAT TAB 500MG	HK34790	GJKLD240	IN	Wholesale	12,400	BRIGH CO. LIT

Click to access the detail.

Transaction Management > Transaction History > Transaction Detail

Transaction Detail - SO29293444

Step2: Click to edit the details Edit

Organisation Information

Organisation Name
EEE PHARMACY COMPANY LIMITED

License Number
47/4A/2019

License Type
Pharmacy

Address
SHOP A, G/F, FANLING LAU, 98 NORTH STREET, FANLING, NY

Transaction Nature

Reference Number	Transaction Date	Transaction Type	Transaction Nature
SO29293444	2025-07-02	OUT	Wholesale

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

Step3: Update the information as required by the user.

Total Quantity ⓘ
6 x 1 + 0
= 7 (60ml Bottle)

Last Modified By
Chan Tai Man

Previous Step Cancel

Step4: Submit the edited transaction Submit

Step5: Provide change reasons

Pop up message



Submitted!
Transaction has been updated.

Done

Change Reasons

Please fill in the reasons of changes:

Reasons of Changes *

Batch number change ; Pack Quantity change.

Click to submit

Cancel Submit

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

Step1: Select the draft(s) by clicking the checkbox(s).

Step2: Click "Action"

Step3: Choose "Copy as New Draft"

Last Updated Time	Status	Reference Number	Transaction Date	Product Name	Product Reference Number	Batch Number
2024-07-02 16:50:40	Draft - Incomplete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 15:30:49	Draft - Incomplete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 15:02:19	Draft - Incomplete	S019139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238
2024-07-02 14:24:33	Draft - Incomplete	S026555096	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	188322228
2024-07-02 12:22:46	Draft - Incomplete	S017249858	2024-07-02	GYRABLOCK 400 TAB 400MG	HK35834	COX2-3333
2024-07-02 12:22:46	Draft - Incomplete	S019628640	2024-05-26	METROGYL 400 TAB 400MG	HK33939	GLKL0240
2024-07-02 12:22:46	Draft - Incomplete	S021986938	2024-07-02	METROGYL 200 TAB 200MG	HK33005	4905-2949
2024-07-02 09:47:38	Draft - Incomplete	S027854889	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	AB295011
2024-07-02 09:31:26	Draft - Incomplete	S021832428	2024-07-02	METROGYL 200 TAB 200MG	HK33005	881948
2024-07-02 09:31:26	Draft - Incomplete	S027244044	2024-07-02	METROGYL 400 TAB 400MG	HK33939	AB-1295
2024-06-27 12:34:01	Draft - Incomplete	S018306596	2024-06-27	CLOZOLE VAG TAB 500MG	HK35949	CD1239
2024-06-27 11:12:43	Draft - Incomplete	S022692280	2024-06-27	GRISEOFULVIN TAB 500MG	HK38128	FIO0003322
2024-06-27 10:56:16	Draft - Incomplete	S017128958	2024-06-27	GRISEOFULVIN TAB 500MG	HK33380	123800
2024-06-26 10:23:46	Draft - Incomplete	S026991246	2024-06-26	GYRABLOCK 400 TAB 400MG	HK35834	99948569
2024-07-02 10:23:46	Draft - Incomplete	S029293435	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	8818AC

New cloned draft(s) will appear on the top with the current time.

Example

Cloned draft(s)

Selected draft(s)

Last Updated Time	Status	Reference Number	Transaction Date	Product Name	Product Reference Number	Batch Number
2024-07-02 17:30:00	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 17:30:00	Draft - Complete	S019139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238
2024-07-02 17:30:00	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 16:50:40	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 15:30:40	Draft - Complete	S022400006	2024-07-02	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993
2024-07-02 15:02:19	Draft - Complete	S019139959	2024-07-02	PYRAFAT TAB 500MG	HK34750	CD1238
2024-07-02 14:24:33	Draft - Complete	S026555096	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	188322228
2024-07-02 12:22:46	Draft - Complete	S017249858	2024-07-02	GYRABLOCK 400 TAB 400MG	HK35834	COX2-3333
2024-07-02 12:22:46	Draft - Complete	S019628640	2024-05-26	METROGYL 400 TAB 400MG	HK33939	GLKL0240
2024-07-02 12:22:46	Draft - Complete	S021986938	2024-07-02	METROGYL 200 TAB 200MG	HK33005	4905-2949
2024-07-02 09:47:38	Draft - Complete	S027854889	2024-07-02	CLOZOLE VAG TAB 500MG	HK35949	AB295011
2024-07-02 09:31:26	Draft - Complete	S021832428	2024-07-02	METROGYL 200 TAB 200MG	HK33005	881948
2024-07-02 09:31:26	Draft - Complete	S027244044	2024-07-02	METROGYL 400 TAB 400MG	HK33939	AB-1295
2024-06-27 12:34:01	Draft - Complete	S018306596	2024-06-27	CLOZOLE VAG TAB 500MG	HK35949	CD1239
2024-06-27 11:12:43	Draft - Complete	S022692280	2024-06-27	GRISEOFULVIN TAB 500MG	HK38128	FIO0003322

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.

Click to view the cloned drafts

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.

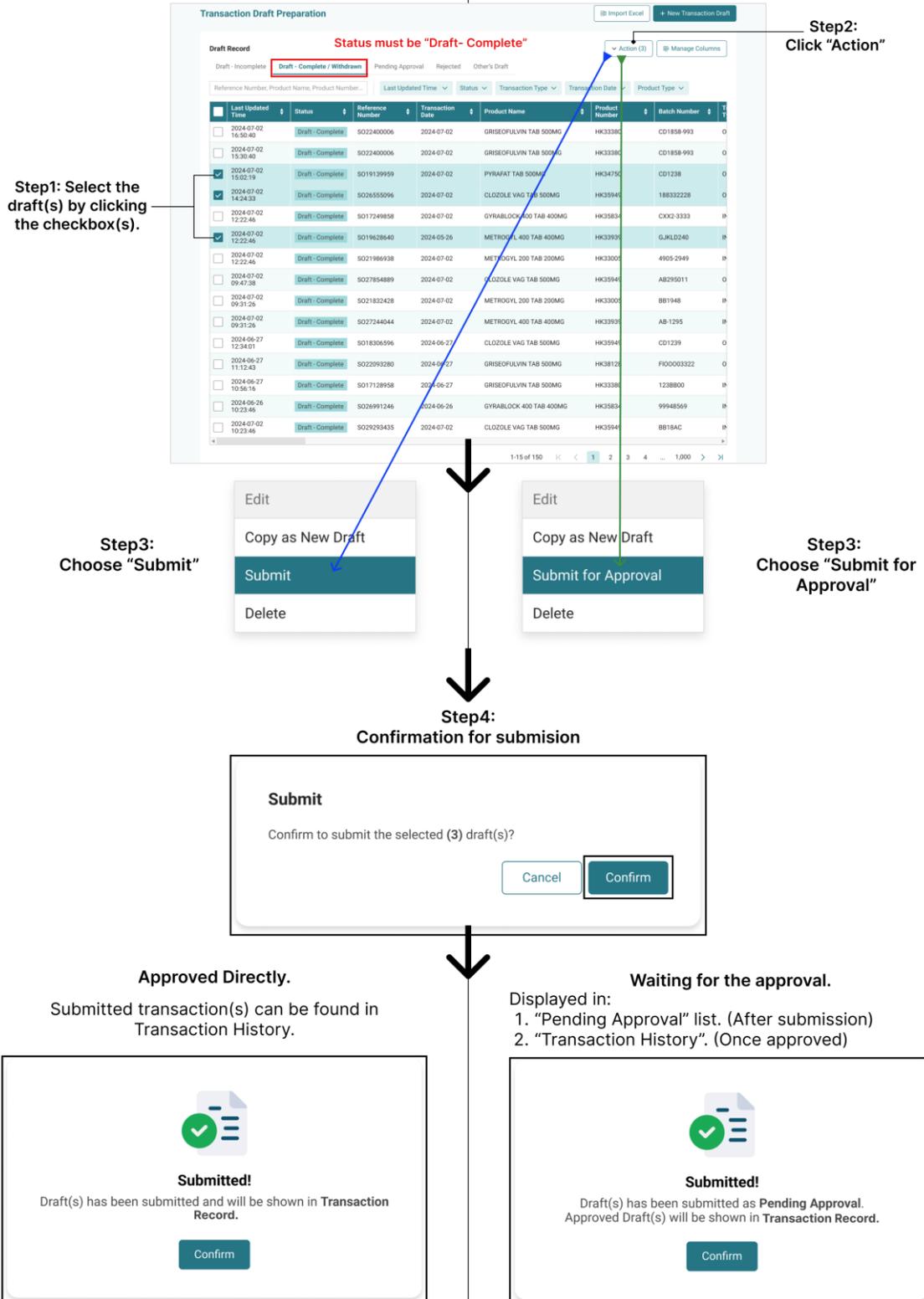
* The draft submitted by Alternative Authorised User/ Company User will be defined as “Pending approval” transaction, and it can be found on the Transaction Draft Preparation page.

* 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)

Authorised User

Alternative Authorised User/ Company User



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

Transaction Management > Transaction Draft Preparation

Transaction Draft Preparation

Draft Records

Draft - Incomplete
 Draft - Complete / Withdrawn
 Pending Approval
 Rejected
 Other's Draft

2024-07-02 16:50:40
 Draft - Incomplete
 SO22400006
 2024-07-02
 GRISEFULVIN TAB 500MG
 HK33380
 CD1858-993
 O

2024-07-02 15:20:40
 Draft - Incomplete
 SO22400006
 2024-07-02
 GRISEFULVIN TAB 500MG
 HK33380
 CD1858-993
 O

2024-07-02 15:02:19
 Draft - Incomplete
 SD19139959
 2024-07-02
 PYRAFAT TAB 500MG
 HK34750
 CD1238
 O

2024-07-02 14:24:33
 Draft - Incomplete
 SO26555096
 2024-07-02
 CLOZOLE VAG TAB 500MG
 HK35949
 188332228
 O

2024-07-02 12:22:46
 Draft - Incomplete
 SO17249858
 2024-07-02
 GYRABLOCK 400 TAB 400MG
 HK35834
 CXX2-3333
 IN

2024-07-02 12:22:46
 Draft - Incomplete
 SO19628540
 2024-05-26
 METROGYL 400 TAB 400MG
 HK33939
 GJLKD240
 IN

2024-07-02 12:22:46
 Draft - Incomplete
 SO21986938
 2024-07-02
 METROGYL 200 TAB 200MG
 HK33005
 4905-2949
 IN

2024-07-02 09:47:38
 Draft - Incomplete
 SO27854889
 2024-07-02
 CLOZOLE VAG TAB 500MG
 HK35949
 AB295011
 O

2024-07-02 09:31:26
 Draft - Incomplete
 SO21832428
 2024-07-02
 METROGYL 200 TAB 200MG
 HK33005
 BB1948
 IN

2024-07-02 09:31:26
 Draft - Incomplete
 SO27244044
 2024-07-02
 METROGYL 400 TAB 400MG
 HK33939
 AB-1295
 IN

2024-06-27 12:24:01
 Draft - Incomplete
 SO18306596
 2024-06-27
 CLOZOLE VAG TAB 500MG
 HK35949
 CD1239
 O

2024-06-27 11:12:43
 Draft - Incomplete
 SO22093280
 2024-06-27
 GRISEFULVIN TAB 500MG
 HK38128
 FIOO03322
 O

2024-06-27 10:56:16
 Draft - Incomplete
 SO17128958
 2024-06-27
 GRISEFULVIN TAB 500MG
 HK33380
 1288B00
 IN

2024-06-26 10:23:46
 Draft - Incomplete
 SO26991246
 2024-06-26
 GYRABLOCK 400 TAB 400MG
 HK35834
 99948369
 IN

2024-07-02 10:23:46
 Draft - Incomplete
 SO29293435
 2024-07-02
 CLOZOLE VAG TAB 500MG
 HK35949
 BB18AC
 IN

Action (3)
 Manage Columns
 Edit
 Copy as New Draft

Only draft(s) in this two lists can be edited by "Action"
 Step1: Select a draft by clicking the checkbox.
 Step2: Click "Action"
 Step3: Choose "Edit".



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

Transaction Management > Transaction Draft Preparation > New Transaction Draft

New Transaction Draft

Every transaction shall be recorded within 7 Days from the transaction time.

1 Organisation Information
 2 Transaction Nature Selection
 3 Receiver/Supplier Selection
 4 Product Selection
 5 Transaction Preview

Step 1
Organisation Information

Organisation Name: AAA PHARMACEUTICAL TRADE COMPANY LIMITED
 License Number: 78/2A/1996, 78/1A/1996

License Type: Wholesaler

Address: Unit A-D, B/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
 Warehouse Address: Unit D, B/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK, Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

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

The screenshot shows the 'Transaction Draft Preparation' page with a table of draft records. The table has columns for Last Updated Time, Status, Reference Number, Transaction Date, Product Name, Product Number, and Batch Number. Two rows are selected with checkboxes. An 'Action' menu is open, showing options like 'Delete', 'Copy as New Draft', and 'Edit'. Annotations with arrows point to the checkboxes, the 'Action' button, and the 'Delete' option in the menu.



Step4: Confirmation for delete.

A confirmation dialog box titled 'Delete' with the text 'Confirm to delete the selected (3) draft(s)?'. It features a 'Cancel' button and a 'Confirm' button. An arrow points to the 'Confirm' button with the text 'Click to confirm'.

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

A pop-up message with a green checkmark icon and the text 'Deleted! Draft(s) has been deleted.' Below the message is a 'Confirm' button.

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

Step 1: Select draft(s) by clicking the checkbox(s).

Step 2: Click “Action”

Step 3: Choose “Withdraw”.

Step 4: Confirmation for withdraw.

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

Withdraw
Click to confirm
Confirm to withdraw the selected (3) draft(s)?
Cancel Confirm

Withdrawn!
Draft(s) has been withdrawn.
Confirm

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.

3.5 (1a) 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 “Approve”.
Step 4	Confirmation of approval.

* The Approved transaction will show in Transaction Record page.

Approve the Transaction (From table)

Step2: Click "Action"

Step3: Choose "Approve".

Step1: Select draft(s) by clicking the checkbox(s).

Transaction Management > Transaction Draft Approval

Transaction Draft Approval

Product Name, Reference Number, Batch Number... Filter (1) Transaction Type Transaction Nature Receiver/Supplier

<input type="checkbox"/>	Submitted Time	Created By	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction
<input type="checkbox"/>	2024-07-02 16:48:40	Wong Siu Ming	SO22400006	GRISEOFULVIN TAB 500MG	HK33380	CD1858-993	2024-07-02
<input type="checkbox"/>	2024-07-02 15:02:19	Cheung Ka Ming	SO19139959	PYRAFAT TAB 500MG	HK34750	CD1238	2024-07-02
<input checked="" type="checkbox"/>	2023-10-22 08:22:46	Chan Siu Ling	SO26555096	CLOZOLE VAG TAB 500MG	HK35949	188332228	2024-07-02
<input type="checkbox"/>	2024-07-02 12:22:46	Lee Kin Keung	SO17249858	GYRABLOCK 400 TAB 400MG	HK35834	CXX2-3333	2024-07-02
<input checked="" type="checkbox"/>	2024-07-02 12:22:46	Chan Siu Ling	SO19628640	METROGYL 400 TAB 400MG	HK33939	GJKLD240	2024-05-26
<input type="checkbox"/>	2024-07-02 12:22:46	Law Kin Ho	SO21986938	METROGYL 200 TAB 200MG	HK33005	4905-2949	2024-07-02
<input checked="" type="checkbox"/>	2024-07-02 12:22:46	Tse Ka Yan	SO29293435	CLOZOLE VAG TAB 500MG	HK35949	BB18AC	2024-07-02
<input type="checkbox"/>	2024-07-02 09:47:38	Tse Ka Yan	SO28530166	PORPHYROCIN TAB 250MG	HK40181	19603485	2024-07-02
<input type="checkbox"/>	2024-07-02 09:47:38	Cheung Ka Men	SO27854889	CLOZOLE VAG TAB 500MG	HK35949	AB295011	2024-07-02
<input type="checkbox"/>	2024-07-02 09:31:26	Cheung Ka Men	SO21832428	METROGYL 200 TAB 200MG	HK33005	BB1948	2024-07-02
<input type="checkbox"/>	2024-07-02 09:31:26	Chan Siu Ling	SO27244044	METROGYL 400 TAB 400MG	HK33939	AB-1295	2024-07-02
<input type="checkbox"/>	2024-06-27 12:34:01	Tse Ka Yan	SO18306596	CLOZOLE VAG TAB 500MG	HK35949	CD1239	2024-06-27
<input type="checkbox"/>	2024-06-27 11:12:43	Lee Kin Keung	SO22093280	GRISEOFULVIN TAB 500MG	HK38128	FIOO03322	2024-06-27
<input type="checkbox"/>	2024-06-27 10:56:16	Law Kin Ho	SO17128958	GRISEOFULVIN TAB 500MG	HK33380	1238B00	2024-06-27
<input type="checkbox"/>	2024-06-26 10:23:46	Lam Sze Ki	SO26991246	GYRABLOCK 400 TAB 400MG	HK35834	99948569	2024-06-26

1-15 of 150 | 1 2 3 4 ... 1,000 > |

Step4: Confirmation of approval.

Approval Click to confirm

Confirm to approve selected transaction(s)?

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



Approved

Draft(s) has been **Approved** and will be shown in **Transaction Record**

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.

Transaction Management > Transaction Draft Approval

Transaction Draft Approval ▼ Action ⚙️ Manage Columns

Transaction Draft Approval

Product Name, Reference Number, Batch Number... Filter (1) Transaction Type Transaction Nature Receiver/Supplier Type

<input type="checkbox"/>	Submitted Time	Created By	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction
<input type="checkbox"/>	2024-07-02 16:48:40	Wong Siu Ming	SO22400006	GRISEFULVIN TAB 500MG	HK33380	CD1858-993	2024-07-02
<input type="checkbox"/>	2024-07-02 15:02:19	Cheung Ka Ming	SO19139959	PYRAFAT TAB 500MG	HK34750	CD1238	2024-07-02
<input type="checkbox"/>	2024-07-02 14:24:33	Chan Siu Ling	SO26555096	CLOZOLE VAG TAB 500MG	HK35949	188332228	2024-07-02

Example

Transaction Management > Transaction Draft Approval > Transaction Detail

Transaction Detail - SO29293444 Clone as Draft Edit

Organisation Information

Organisation Name
AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number
78/2A/1996
78/1A/1996

License Type
Wholesaler

Address
Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK

Warehouse Address
Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK
Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

Transaction Nature

Reference Number
SO29293444

Transaction Date
2025-07-02

Transaction Type
OUT

Transaction Nature
Wholesale

Transaction Remark
Reason of Late Submission
Lost Invoice has been found.

Supplier

Supplier Type
Manufacture

Supplier Organisation Name
THOMSON LIMITED

Supplier Address
20/F, AIA TOWER, 1 LOGISTICS ROAD, KWUN TONG, KLN

Product

OCTMENTIN TAB 375MG

Product Type
Registered Product

Product Reference Number
HK87123

Product Full Name
OCTMENTIN TAB 375MG

Admin Route
Oral

Dose Form
Tablet

Ingredient(s)

Ingredient(s)	Strength Value	Strength Unit	Dose Value	Dose Unit
Amoxicillin	250	mg	1	Tablet
Clavulanic Acid	120	mg	1	Tablet

Batch Number
CD3846

Package Form

Pack Size
20

Pack Unit
Tablet

Outer pack
Pack

Trade Quantity

Quantity in Pack
1 (Pack)

Loose Quantity
1 (Tablet)

Total Quantity
1 x 20 + 1
= 21 (Tablet)

Submitted By
Wong Siu Ming

Status
Draft

Reviewed By
-

Back Reject Approve

Step2: Click "Approve".

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



Approved

Draft(s) has been Approved and will be shown in Transaction Record.

Done View History

Step3: Confirmation of approval.

Approval Click to confirm

Confirm to approve selected transaction(s)?

Cancel 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)

The screenshot shows the 'Transaction Draft Approval' interface. A table lists various transaction drafts with columns for Submitted Time, Created By, Reference Number, Product Name, Product Reference Number, Batch Number, and Transaction. Two rows are selected with checkboxes. The 'Action' menu is open, showing 'Approve' and 'Reject' options. Annotations point to these elements: 'Step1: Select draft(s) by clicking the checkbox(s).', 'Step2: Click "Action"', and 'Step3: Choose "Reject".'

Step4: Confirmation of rejection.

Step5: Submit reasons of rejection.

The first dialog box is titled 'Reject' and asks 'Confirm to reject selected transaction(s)?'. It has 'Cancel' and 'Confirm' buttons. An arrow points from the 'Confirm' button to the second dialog box. The second dialog box is titled 'Reason' and asks 'Reasons of Rejection*'. It has a text input field with '1. Data incorrect.', 'Cancel', and 'Submit' buttons. An arrow points from the 'Submit' button to the next step.

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

The final pop-up message is titled 'Rejected' and contains the text 'Draft(s) has been Rejected.' with a 'Done' button at the bottom.

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 Management > Transaction Draft Approval

Transaction Draft Approval

Product Name, Reference Number, Batch Number... Filter (1) Transaction Type Transaction Nature Receiver/Supplier Type

Submitted Time	Created By	Reference Number	Product Name	Product Reference Number	Batch Number	Transaction
2024-07-02 16:48:40	Wong Siu Ming	SO22400006	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

Example

Transaction Management > Transaction Draft Approval > Transaction Detail

Transaction Detail - SO29293444 Clone as Draft Edit

Organisation Information

Organisation Name
AAA PHARMACEUTICAL TRADE COMPANY LIMITED

License Number: **78/2A/1996** License Type: **Wholesaler**

Address: **Unit A-D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK** Warehouse Address: **Unit D, 8/F, ABC Industrial Building, 28 Trading Road, Kwun Tong, HK**
Unit 202-3, 2/F, Fanling warehouse, 8 North Street, Fanling, NT

Transaction Nature

Reference Number: **SO29293444** Transaction Date: **2025-07-02** Transaction Type: **OUT** Transaction Nature: **Wholesale**

Transaction Remark: - Reason of Late Submission: **Lost Invoice has been**

Supplier

Supplier Type: **Manufacture** Supplier Organisation Name: **THOMSON LIMITED** Supplier Address: **20/F, AIA TOWER, 1 LO...**

Product

OCTMENTIN TAB 375MG

Product Type: **Registered Product** Product Reference Number: **HK87123** Product Full Name: **OCTMENTIN TAB 375...**

Admin Route: **Oral** Dose Form: **Tablet**

Ingredient(s)

Ingredient(s)	Strength Value	Strength Unit	Dose
Amoxicillin	250	mg	1
Clavulanic Acid	120	mg	1

Batch Number: **CD3846**

Package Form

Pack Size: **20** Pack Unit: **Tablet** Outer pack: **Pack**

Trade Quantity

Quantity in Pack: **1 (Pack)** Loose Quantity: **1 (Tablet)** Total Quantity: **1 x 20 + 1 = 21 (Tablet)**

Submitted By: **Wong Siu Ming** Status: **Draft** Reviewed By: -

Back

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



Rejected
Draft(s) has been Rejected.

Done

Step4: Submit reasons of rejection.

Reason

Reasons of Rejection *

1. Click to submit

2. Cancel Submit

Step3: Confirmation of rejection.

Reject

Confirm to reject selected transaction(s)?

Cancel Confirm

Step2: Click "Reject".

Reject Approve

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

Step1:
Click to access this page

Product Inventory (Real-time)

Product Reference Number/ Product Name/ Batch N...

Product Reference Number	Product Name	Batch Number	Pack Size	Pack Unit	Outer Pack	Last Reconciled Time	
<input type="checkbox"/>	HK31010	CLOZOLE VAG TAB 500MG	CD1858-993	100	tablet	box	N/A
<input checked="" type="checkbox"/>	HK31011	GRISEFULVIN TAB 500MG	AB33445	20	tablet	box	N/A
<input checked="" type="checkbox"/>	HK31012	PORPHYROCIN TAB 250MG	188322228	10	tablet	box	N/A
<input checked="" type="checkbox"/>	HK31013	METROGYL 400 TAB 400MG	CXX2-3333	15	tablet	box	N/A
<input type="checkbox"/>	HK31014	PYRAFAT TAB 500MG	GJKLD240	250	tablet	box	N/A

Step2:
Select row(s) of product by clicking the checkbox(s).

Step3:
Click to reconcile balance.

Product(s) have not been reconciled yet



Step4:
Confirmation of reconciling balance

Reconcile Balance

Confirm to reconcile balance of the selected product(s)?

Cancel Confirm

Click to confirm



Step5:
Reconciled products should have an updated last reconciled time and rearranged to the top of the list.

Product Inventory

Product Reference Number/ Product Name/ Batch N...

Product Reference Number	Product Name	Batch Number	Pack Size	Pack Unit	Outer Pack	Last Reconciled Time	
<input type="checkbox"/>	HK31011	GRISEFULVIN TAB 500MG	AB33445	20	tablet	box	2025-07-02 17:30:11
<input type="checkbox"/>	HK31012	PORPHYROCIN TAB 250MG	188322228	10	tablet	box	2025-07-02 17:30:11
<input type="checkbox"/>	HK31013	METROGYL 400 TAB 400MG	CXX2-3333	15	tablet	box	2025-07-02 17:30:11

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)

Step 1: Access to Licensed Traders Authorised User Application



Step2:
Click a row
of product
to view
batch list

Product Number	Product Name	Active Ingredients	Pack Unit	End Date Closing Balance
HK63089	LEVOFLOXACIN TABLETS 250MG	1. levofloxacin 250 mg / 1 tablet	tablet	10,690
HK64299	APO-AZITHROMYCIN X TABLETS 200MG	1. azithromycin 250 mg / 1 tablet	tablet	1,000
HK63015	AXCEL METRONIDAZOLE-200	1. metronidazole 200 mg / 1 tablet	tablet	500
HK67144	CLARITHROMYCIN STELLA TABLETS 250MG	1. clarithromycin 250 mg / 1 tablet	tablet	0



Step3:
Click a row of
batch to view
batch
transaction
history

Batch Number	Active Ingredient	Pack Size	Pack Unit	Outer Pack	Yesterday's Closing Balance
CD23545	1. levofloxacin 250 mg / 1 tablet	10	tablet	Box	1,000
CD46533	1. levofloxacin 250 mg / 1 tablet	20	tablet	Box	900
CD46533	1. levofloxacin 250 mg / 1 tablet	10	tablet	Box	1,000
CD66533	1. levofloxacin 250 mg / 1 tablet	20	tablet	Box	600
CD63545	1. levofloxacin 250 mg / 1 tablet	10	tablet	Box	1,500

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.

Product Inventory > Product Inventory (Historic) > Batch List > Batch Transaction History

Batch Transaction History Save as CSV

LEVOFLOXACIN TABLETS 250MG - CD23545

Product Number: **HK63089** Active Ingredient: **1. levofloxacin 250 mg / 1 tablet**

Batch Number: **CD23545** Pack Size: **10** Pack Unit: **tablet** Outer Pack: **Box**

2025-01-28 Opening Balance (Total): **10,000** tablet

2025-02-27 Closing Balance (Total): **1,000** tablet

Batch Transaction History Manage Columns

Filter (1)

* This table shows transaction records in previous 30 days by default. The period can be adjusted.

Transaction Date	Transaction Type	Transaction Nature	Pack Size	Pack Unit	Outer Pack	Total Quantity	Balance After Transaction	Invoice/ Licence/ Reference Number
2025-01-28	IN	Wholesale	10	tablet	Box	1,000	11,000	SO234234234234
2025-01-28	OUT	Wholesale	10	tablet	Box	3,000	8,000	SO226465156132
2025-01-26	IN	Wholesale	10	tablet	Box	100	8,100	SO246513151451
2025-01-29	OUT	Wholesale	10	tablet	Box	8,000	100	SO326465156132
2025-01-29	IN	Wholesale	10	tablet	Box	900	1,000	SO234234234235

1-5 of 5 < > 1 < >

Back

Step4:
Click a row of transaction to view its detail

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

3.7 Transaction Advanced Search

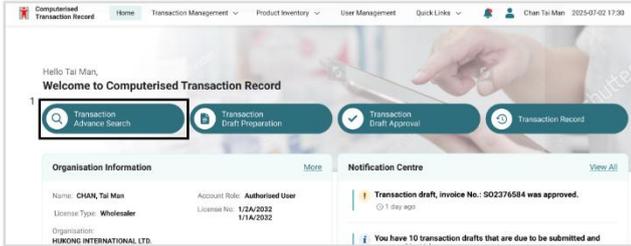
This section allows users to search all transactions with advanced search criteria.

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.

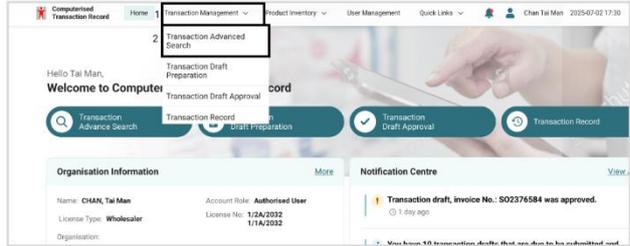
Transaction Advanced Search

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

1a. Click "Transaction Advanced Search" from Landing page.



1b. From the top side menu, click "Transaction Management" and select "Transaction Advanced Search".



Click to export a CSV

Save as CSV

Transaction Management > Transaction Advanced Search

Transaction Advanced Search

Search Criteria

Transaction Date *
2025-02-21 - 2025-03-21

Transaction Nature

Transaction IN
 All Import Wholesale Return Open Balance

Transaction OUT
 All Export Wholesale Retention Damage Dispose Return

Reference Number
Invoice / IE License / Reference Number / Dispense Number

Counterparty Information

Counterparty Type
 All Manufacturer (ML) Manufacturer Repackage (7A) Wholesaler (2A) Pharmacy (4A)

Organisation Name / Address / License Number
Organisation Name / Address / License Number

Prescription Record

Date of Prescription: YYYY-MM-DD
Prescription Number
Name of Prescriber

Patient's Name
Patient's Address

Product Information

Product Full Name / Product Number
Batch Number

Pack Size
Pack Unit
Outer Pack
Total Quantity

Active Ingredients
Please search

Extra Information

Created Source: API Portal
Approved By: Name of Approved Person
Submitted By: Name of Draft Submitter

Reset Search

Search Results

Transaction Date	Approved By	Transaction Type	Transaction Nature	Reference Number	Product Number	Product Name	Active Ingredients	Batch Number	Pack Size	Pack Unit
2025-03-21	Chan Tai Man	IN	WHOLESALE	S012345	HK00019	DEXACILLIN FOR ORAL SUSP 125MG/5ML	1. epicillin O PRLS Data Conversion / 0 PRLS Data...	tset1	20	2ml vial

1-1 of 1

Select/
input the
search
criteria.

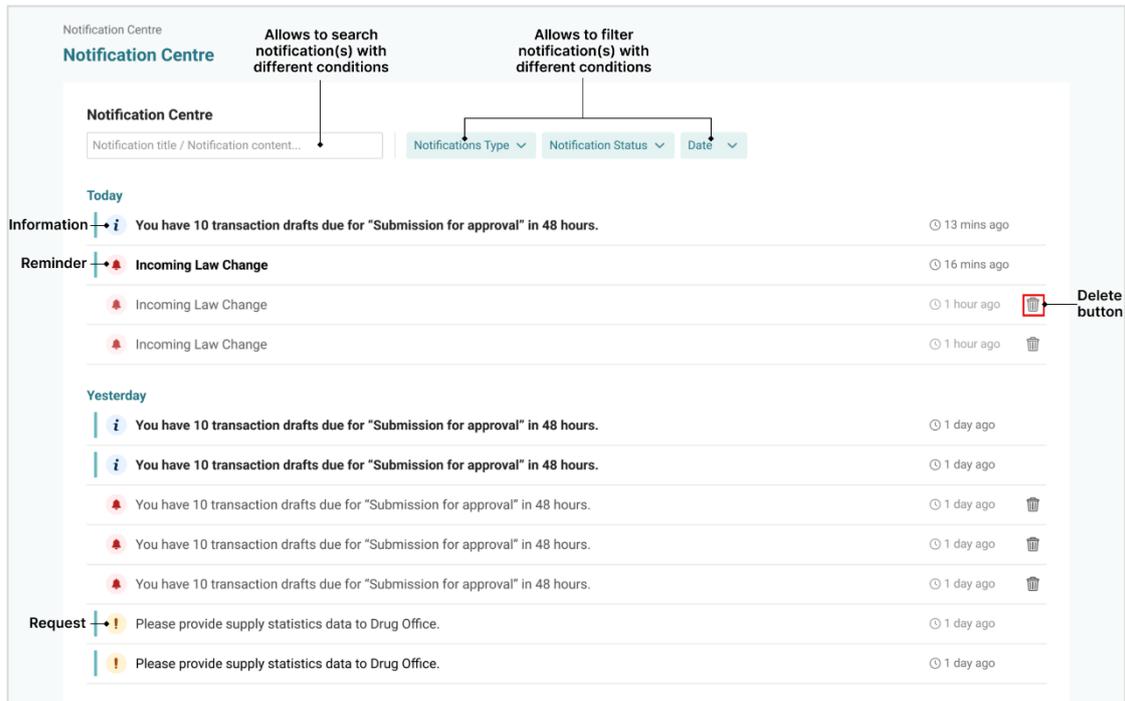
Step2:
Click
"Search"
after
selected
criteria.

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.



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.
--------	--

Access Notification Centre

Step 1:
Click on notification icon

Method 1

Method 2
Step 1: Click to access notification centre

Step 2:
Click to access this centre

Unread Notification

Today

- You have 10 transactions draft and they are due for submission... (13 mins ago)
- Incoming Law Change (16 mins ago)
- Incoming Law Change (16 mins ago)
- Incoming Law Change (16 mins ago)

Yesterday

- You have 10 transactions draft and they are due for submission for approval in 48 hours (1 day ago)
- You have 10 transactions draft and they are due for submission for approval in 48 hours (1 day ago)

Notification Centre