

# Training Manual for Product Transfer

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Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

Version: 1.0



## 1. Document Control

## **1.1 Version History**

Version	Date	Description of Change	Author / Company
1.0	18-Oct-2022	First Version	EVOTEQ

Table 1 Version History Pre-Approvals





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## 2. Purpose

The purpose of this document is to describe the business processes and functionalities of Tatmeen, Ministry of Health and Prevention (MoHAP) Track and Trace system.

The document details the solution and various control that are adopted for the processes.

## 3. Introduction

This document provides a high-level, as well as detailed description of the business process and flows of the Tatmeen system.

## 4. Tutorial Product Transfer

The Product Transfer functionality refers to the movement of a product from its current location to a new location.

All Supply Chain entities can perform product transfer and must report product transfer events.





Product transfer involves the following transactions:

- **Shipping** At the origin location the shipping transaction must be used when sending products out of the location
- **Receiving** To accept the shipped products into the destination location, the receiving transaction must be used at the destination location
- **Return Shipping** If the goods need to be sent back by the receiver at the destination location, the shipment is returned to its initial location using the return shipping transaction.



• **Return Receiving** – If the shipment is returned to the original initial location using the return shipping transaction, the return receiving transactions must be used when receiving it.

To use any of the product transfer transaction on the Portal or a Mobile the user must select the Product Transfer option in the navigation menu.

Home	Product Transfer - Hierar	rch y Change 🔻	Product Status Update -		Batch Recall -			
	Receiving							
	Shipping							
	Return Receiving					(A)		
	Return Shipping			<u> </u>	57 7 / C			
	Cancel 🕨			- THE PARTY				
			1 - 2 - 3					

Figure 2 Portal Product Transfer navigation menu

Product Transfer	
Receiving	>
Shipping	>
Return Receiving	>
Return Shipping	>

Figure 3 Mobile Product Transfer navigation menu



## 4.1 Product Transfer - Shipping

The Shipping transaction must be used at the sending location such as a warehouse, depot, etc. from where the goods are shipped to a destination location.

The information neeed to use the shipping transaction are:

- Reference document number, e.g. Outbound delivery number. This is the a reference that will identify the shipment. It is normally the same ID that is already used by the warehouse management system of the sender and it is normally printed as well on the shipment document that usually acomppanies the goods. It is an optional field, and doesn't need to be filled out if the sender is not using a warehouse management system or any other form of identifying its shipments.
- GLN of sending location, which is automatically assigned from the active GLN of the user who is using the transaction.
- GLN of the destination location. This is mandatory and the product will be only able to be received at this location.
- Unique Serialized Number(s) (SGTIN or SSCC) of the shipped goods contained in the shipment.

#### 4.1.1 **Product Transfer – Shipping - Portal**

For using the shipping transaction from the navigation menu select Product Transfer  $\rightarrow$  Shipping



Figure 4 Portal navigation menu - Shipping

Using a shipping transaction consists of 3 steps:

- Step 1 Creating the shipping document header.
- Step 2 Creating the list of items of the shipment.
- Step 3 Shipping confirmation.



#### 4.1.1.1 Creating the shipping document header

On this step, you create a shipping document header where the basic information of the shipment is generated such as document number, GLN of sender and receiver locations, and date of creation.

Home > Product Transfer > Shipping						
Step 1 of 3 - Reference document & destination GLN		0% (?)				
Please scan or enter the reference document number and the destination GLN.						
	Destination GLN (?) *					
	8					
	Reference Document Number ?					
	(H)					
		Continue				

Figure 5 Shipping – Reference document and destination GLN

First, enter the GLN number of the target location which is mandatory, and the Reference document number of the shipment, if it exists.

You can also scan the GLN number and Reference document number by pressing

Scan	90	in e	each field when you use a scanner or tablet. Destination GLN ⑦*	
				90

Figure 6 Shipping – target GLN number scanning

If Scan has a yellow border, this means that the page does not have focus and in the case of scanning, the value will not appear in the field. Click with the mouse somewhere inside the page and the yellow border will disappear.

When values are entered press Continue to continue to the next page – adding items to the shipping document.

If the target location GLN is not entered a warning will be displayed indicating no further progress is possible.



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▲ Warning				
Please provide all required information.				
	ОК			



If you press Clock e a new page opens for the Historical view where you can see past shipping and shipping cancellations done by the same user. This screen is further detailed in section *4.1.1.5*.

#### 4.1.1.2 Adding items to the shipping document

On the second page, you add items that will be part of the shipment, these can be identified by a SSCC or a SGTIN.

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

Home > Product Transfer > Shipping								
Step 2 of 3 - Scan or	enter items	33%	0					
Please scan one or more i	tems to be shipped.							
Scanned Items 👩	Enter manually ⑦ LIII Awaiting scan ⇔ SSCC ★ SGTIN	Reference Document Num ⑦ Destination GLI ⑦	-					
#	SGTIN / SSCC*	Description <b>^</b>	Message <sup>▲</sup>					
No Sca	anned Items							
к ← → :	Page 1 of 0 Go to page: 1 Show 10		Back Validate					

Figure 8 Shipping – Shipping items

For editing the Reference Document Number or	Destination GLN press Edit
	8
Enter the corrected value in this field by pressing the key Enter on your keyboard.	and save any changes



When Items already exist on the document, you will see a warning message indicating items must be re-checked.

f you change the reference, all scanned items will be valio	-+	again
	are	
Y	s	No

Figure 9 Shipping – Document changes

#### 4.1.1.2.1 Adding items with scanning

When the page opens and once the focus is on the application, the application is ready to scan the barcode with a scanner, and a scanned item will be added.

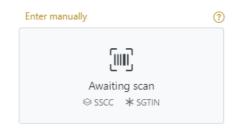


Figure 10 Shipping - Scan item

If the application doesn't have focus, scanning is not possible. First, add the focus to the application so scanning will be possible.

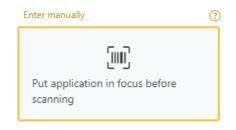


Figure 11 Shipping - Missing focus

#### 4.1.1.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

## SSCC = (00)SSCC Serial Shipping Container Code

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To add an SSCC Item to the shipping document, enter the SSCC value in the field SSCC-(00) and press OK If you want to return to the previous page press Cancel Cancel Step 2 of 3 - Scan or enter items Please scan one or more items to be shipped. SSCC-(00) ③\* 123456789012345678 Or GTIN-(01) ③\* Enter GTIN SERIAL-(21) ③\* Enter GTIN SERIAL-(21) ③\* Enter Serial Number Cancel OK

Sca	Scanned Items 1 All Success Errors Warning					
#	SGTIN / SSCC *	Description <sup>*</sup>	Message *			
#1	(00) 🗹 🚠	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.				
ĸ	← → × Page 1 of 1	1 Go to page: 1 Show 10 🗸				
			Back Validate			

Figure 13 Successfully added SSCC item

Once the SSCC code has been added, it will be checked in Tatmeen to confirm that it is already known to the system and it has the correct status. If there's a problem with the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

#### 4.1.1.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.



#### **SGTIN** = (01)**GTIN**(21)**SERIAL**

#### **Global Trade Item Number**

To add an SGTIN Item to the shipping document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21) and press



If you want to return to the previous page press Cancel

Step 2 of 3 - Scan or enter items	
Please scan one or more items to be shipped.	
SSCC-(00) ? *	Enter SSCC
	Or
GTIN-(01) ⑦*	123456789
SERIAL-(21) 🕐 *	12345678901234567890
	Cancel OK

Figure 14 Manual adding of SGTIN item

Sca	nned Items 🕕	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description <sup>▲</sup>	Message <sup>*</sup>
#1	(01) (21) 🗹 🚠	Otoplar# 10 mg, 20 mg & 30 mg [Treatment initiation pack] 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets)	
,	: ← → н Page 1 of 1 Go	to page: 1 Show 10 Y	
			Validate



#### 4.1.1.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and remove unneeded items.

The progress bar shows advancement through the process

Step 2 of 3 - Scan or enter items
-----------------------------------



Scanned items <sub>2</sub>	shows the total of all items on th	e list			
It is possible to filter	the list of scanned items using	All	Success	Errors	Warning
Filter options:					
• Errors - fil	s all items filter to only successfully added ter to items with error filter to items with a warning	items	5		
Select Delete mode	to remove added items.	Delet	e mode		
In Delete mode, a de	elete icon will appear on each ro	w.			
Press Delete	to remove an item. Deletion will Confirmation Do you really want to delete this item? (00)	•		nation.	

The Message column on this page provides guidance for issues with listed items.

No

Sca	nned Items 2	AI	II Success	Errors	Warning	Delete mo	de
#	SGTIN / SSCC*	Description *	Message 🕈				
#1	(01) (21) 🗹 🚠	Clocolar® 10 mg, 20 mg & 30 mg (Tevatment initiation pack) 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets)					
#2	(00)		GLN of EPC match read		316249143	doesn't	
ĸ	← → N Page 1 of 1 Go	to page: 1 Show 10 🗸				Validate	2
L							

To return to the previous page press Back

When all issues with added items are solved and there is no error message, press

Validate Validate to re-check all added items again and to proceed to the next page.

#### 4.1.1.3 Shipping confirmation

All the items listed on this page will be shipped to the target GLN location.



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Home > Product Transfer > Shipping	9	
Step 3 of 3 - Confirm shipping o	of items 6%	0
Please confirm that the following iten Reference Document Number Destination GLN	ns will be shipped.	
Scanned Items 1		
# SGTIN / SSCC*	Description *	
#1 (00)354008350688871086	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
к 🗧 🔶 м Раде 1	1 of 1 Go to page: 1 Show 10 V	
		Back Confirm

Figure 16 Shipping confirmation

The Number of items (SSCC, SGTINs) contained in the shipment is shown as **Scanned items** (1)

To return to the previous page for adding/removal of items press Back

Back

A warning will be shown if you select any other page before confirming the shipping document. If you select Leave all data on this page will be lost.

<b>▲</b> Confirmation		
Are you sure you want to restart the transaction? All o be reset.	current da	ata will
	No	Yes

Figure 17 Shipping warning

For final confirmation of the shipping document, after which it will not be possible to

change the document, press Confirm

The items will be shipped to the target GLN location.

#### 4.1.1.4 Shipping completed

You have successfully confirmed the shipping document. All items from the shipping document are in transit to the target location.



If you want to prepare a new shipping document, press Ship another item Ship another item

e > Product Transfer > Shipping	
Done - Confirmation of shipping	?
are done. The items below are now shipped.	
erence Document Number tination GLN	
nned Items 🕕	
SGTIN / SSCC* Description*	
This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
$\leftrightarrow$ $\rightarrow$ N Page 1 of 1 Go to page: 1 Show 10 $\checkmark$	
Home Ship anoth	er item

Figure 18 Shipping completed

#### 4.1.1.5 Historical view

On the Historical view, past shippings and shipping cancellations performed by the user are displayed according to default filter settings.

ipping Historical List						
riod 😨	Operations		Status 🕐	Search 🕐		
Today One Week Two Weeks 📋 6 Entries	All	~	All Success Error	Search		
UID *		Date/Time 🕶		Operation <sup>*</sup>	Status *	
022480d-5980-1edd-80a7-59331c55c166		11/07/2022 - 18:59:12		Shipped	Success	⊛
022480d-5980-1edd-80a2-b387080e015f		11/07/2022 - 14:33:05		Shipped	Success	⊚
022480d-5980-1edd-809d-89234c13e14d		11/07/2022 - 09:37:15		Shipped	Success	⊚
022480d-5980-1edd-809d-198e4806414c		11/07/2022 - 09:12:19		Shipped	Success	$\odot$
022480d-5980-1edd-809d-1221182ea14c		11/07/2022 - 09:10:38		Shipped	Success	$\odot$
022480d-5980-1edd-809c-04927712a14a		11/07/2022 - 08:10:20		Shipped	Success	Θ
к	Show 10 🖌					

Figure 19 Historical view

To continue to the next page press Details

Is 🎬 in the last column

If you want to return to the first page of the shipping press Back



#### 4.1.1.5.1 Filter options

Filters can be used to help you find a specific shipping or shipping cancellation.

If you need to search by any string, start by entering desired string and the results will be automatically filtered and displayed in the table below.

Search ?			
Search			

Figure 20 Filter options - Search

Right from each column name, you will find = To sort data in a table ascending or descending, click once or twice on the arrow or the field name.



If you search for an item for a specific time frame then using these options



Figure 22 Filter options – Time frame

Filters:

**Today** – all items processed on the last day are displayed

One week - all items from the last week are displayed

Two weeks – all items from the last two weeks are displayed

Calendar – all items for the selected period are displayed

For a longer period select calendar.



select month and year. Press on a day number to select the start time. Repeat the process to select the end time.

When you select the date, items are displayed automatically in the table below.

Period							St	atus	
Today	One Week	Two Weeks					,	AII S	Success
				Mar 1, 2	2022		Ma	r 18, 202	2
			•		March	~	2022	~	Þ
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
			27		1	2	3	4	5
			6	7	8	9	10	11	12
			13	14	15	16	17	18	19
			20	21	22	23	24	25	26
			27	28	29	30	31	1	2

Figure 23 Filter options – Calendar

If you are interested in a specific status press one of the status options.



Figure 24 Filter options – Status

Filters:

All – all items regardless of the status are displayed

Success – only successfully processed items by Tatmeen are displayed

Error – only items that were unsuccessfully processed/failed are displayed

If you want to search only one type of item, select one of the option in the Operation dropdown menu. By default, all items are displayed.



If you press the arrow on the right side, more options will appear. Select one, and items for this type of operation will be displayed in the table below.

#### Operations

All	$\sim$
All	$\sim$

Figure 25 Filter options – Operation

#### 4.1.1.6 Historical view Details

On this page, you can see details for the selected item from the previous page.

Home > History > History				
Shipping Historical List - Details		0%		
GUID	0022480d-5980-1edd-80ec-89699234c22f			
Туре	SHIP			
Destination	AGPEN Posidium Thaching (Jantis)			
GLN of Location	umagecilage-609-6032.0000.0			
Time	14/07/2022 - 13:01:23			
Selected items:				
ltem *				
010540082550255215419008				
K     ←     →     Page 1 of 1 Go to page:     1     Show 10 ♥				
		Back Cancel Check		

Figure 26 Historical view Details

Cancel Check

you will cancel the shipping document. This If you press Cancel Check functionality exists to cancel shipments recorded by mistake or with incorrect information. However, cancellation is only allowed if the shipment hasn't been received yet in the destination location and ideally if the physical product is still in the origin location, as upon cancellation, Tatmeen will consider that the product is still in the origin location.

After cancellation, all items from the shipping document will be available again on the GLN location and will no longer marked as In transit.

Back

To return to the previous page press Back

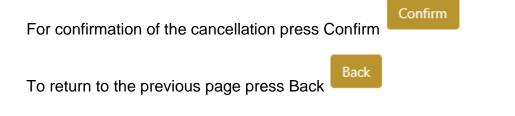


#### 4.1.1.7 Cancellation confirmation

On this page, you need to confirm the cancellation of the shipping document. All items from the shipping document will be available again on the GLN location and are no longer marked as In transit.

Home > History				
Shipping Historical List - Details	50%			
Please confirm the cancelation of the Shipping				
GUID	0022480d-5980-1edd-80a7-59331c55c166			
Туре	SHIP			
Destination	AGPEN PNARNAR TRACING (JANTED			
GLN of Location	umapiciting/m60914032.0003.0			
Time	11/07/2022 - 1859:10			
Selected items:				
ltem *				
00254000250888871088				
$\kappa \leftarrow \rightarrow$ $\gamma$ Page 1 of 1 Go to page: 1 Show 10 $\checkmark$				
	Back	Confirm		





#### 4.1.1.8 Cancellation completion

You successfully cancelled the shipping document.



Home > History				
Shipping Historical List - Details	100%			
Shipping has been successfully canceled				
GUID	0022480d-5980-1edd-80a7-59331c55c166			
Туре	SHIP			
Destination	AGPTER PRACEMENT TRACING UNATTED			
GLN of Location	um agos (8 agos 600° 4000, 8000.8			
Time	11/07/2022 - 1859:10			
Selected items:				
ltem *				
805488259888871096				
κ     →     >1     Page 1 of 1 Go to page:     1				
	Done			

Figure 28 Cancellation completion

To return to the first page for the creation of the shipping document press Done

Done



### 4.1.2 **Product Transfer – Shipping - Mobile**

For using the shipping transaction from the mobile navigation menu select Product Transfer  $\rightarrow$  Shipping

Product Transfer	
Receiving	>
Shipping	>
Return Receiving	>
Return Shipping	>

Figure 29 Mobile navigation menu - Shipping

Using a shipping transaction consists of 3 steps:

- Step 1 Creation of the shipping document header.
- Step 2 Creating the list of items of the shipment.
- Step 3 Shipping confirmation.

#### 4.1.2.1 Creating the shipping document header

On this step, you create a shipping document header where basic information of the shipment is generated such as document number, GLN of start and target location, and date of creation.



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≡ Shipping	?	) 🔑	
Please scan or enter the Destination GLN.			
Destination GLN [III] *	Ó	0	
Please scan or enter the reference doo number.	cument	t	
Reference Document Number	Ó	0	
	COI	NTINUE	

Figure 30 Shipping – Reference document and destination GLN

First, enter the GLN number of the target location which is mandatory, and the Reference document number, if it exists.

You can also scan the GLN number and Reference document number by pressing

Camera 🙋	in each field to use the camera on your mobile or tablet.
----------	---

Destination GLN 💷 *		
	Ó	?

Figure 31 Shipping – target GLN number scanning

~



When values are entered press Continue CONTINUE to continue to the next page – adding items to the shipping document.

If the target location GLN is not entered a warning will be displayed indicating no further progress is possible.

Warning	
Please provide all required information.	
	ОК

Figure 32 Shipping – GLN warning

#### 4.1.2.2 Adding items to the shipping document

On the second page, you add items that will be part of the shipment, these can be identified by a SSCC or a SGTIN.

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

🔶 васк Shi	pping	(	? 🖞	
Please scan all iter	ns you would l	ike to shij	p.	
Ref. Doc No.		0	?	
Destination GLN	00835000001	0	?	
(IIII) Awaiting sca ≋sscc ★sc		ď	Ó	
Scanned Items 0				
RESTART		С	ONTINUE	

Figure 33 Shipping – Shipping items

For editing of the Reference Document Number or Destination GLN press Edit $oldsymbol{\widehat{O}}$				
Enter the corrected value in	Ref. Doc No. this field	0	② and save	
any changes by pressing the key Enter on your keyboard.				
When Items already exist on the document, you will see a warning message indicating items must be re-checked.				
	References Change			

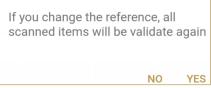




Figure 34 Shipping – Document changes

#### 4.1.2.2.1 Adding items with scanning

When the page opens, the application is already ready to scan the barcode with a

scanner or press Camera <sup>O</sup> to use the camera for scanning.

#### 4.1.2.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Edit hew page opens.

SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the shipping document, enter the SSCC value in the field SSCC-(00) and press OK



where the



Enter serialized product	CLOSE
SSCC-(00) *	
354008350688871086	
Or	
GTIN-(01) *	
Enter GTIN	
SERIAL-(21) *	
Enter Serial Number	
ок	

Figure 35 Manual adding of SSCC item

If no value is entered, OK		will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SSCC Item is then added to the shipping document and has an

icon 📚

**CLOSE** 



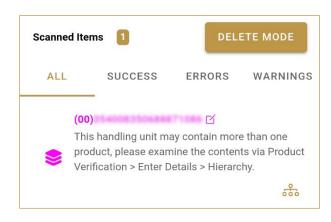


Figure 36 Successfully added SSCC item

Once the SSCC code has been added, it will be checked in Tatmeen and to confirm that it is already known to the system and it has the correct status. If there's a problem with the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

#### 4.1.2.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Edit when new page opens.

#### where the

#### SGTIN = (01)GTIN(21)SERIAL

#### **Global Trade Item Number**

To add an SGTIN Item to the shipping document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21) and press

OK



Enter serialized produ	ICT CLOSE
SSCC-(00) *	
Enter SSCC	
Or -	
GTIN-(01) *	
SERIAL-(21) *	
5.05204	
ок	

Figure 37 Manual adding of SGTIN item

If no value is entered, OK		will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SGTIN Item is then added to the shipping document and has an icon \*

**CLOSE** 



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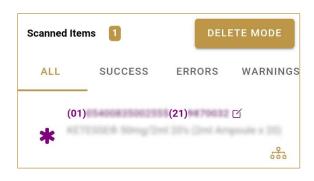


Figure 38 Successfully added SGTIN item

#### 4.1.2.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

Scanned Items 1 shows the total of all items on the list ALL SUCCESS ERRORS WARNINGS It is possible to filter the list of scanned items using

Filter options:

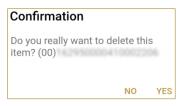
- All shows all items
- Success filter to only successfully added items •
- Errors filter to items with error •
- Warnings filter to items with a warning

DELETE MODE Select Delete mode to remove added items.

In Delete mode, a delete icon will appear on each row.

Scanned Ite	ems 🚺		CANCEL
ALL	SUCCESS	ERRORS	WARNINGS
	)) EPC ID tive	ď	is not

Press Delete 🖾 to remove an item. Deletion will require confirmation.





Red messages under items provide guidance for issues with listed items.

Scanned Ite	ms 🚺	DELETE MODE			
ALL	ALL SUCCESS		WARNINGS		
(00) acti	EPC ID	C	is not		

When all issues with added items are solved and there is no error message, press Continue **CONTINUE** to proceed to the next page.

If you want to suspend work and enter a new shipping document press Restart **RESTART** 

A query message will appear requiring confirmation for a new start

Restart		
Are you sure ?		
	NO	YES

#### 4.1.2.3 Shipping confirmation

All the items listed on this page will be shipped to the target GLN location.



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

← ва	ск Confirm Shipp 🕜 🗜
Please items.	confirm the shipment of the following
Ref. Do	c No.
Scanned	l Items 1
	4
\$	This handling unit may contain more than one product, please examine the contents via Product
	Verification > Enter Details > Hierarchy.
	CONFIRM

Figure 39 Shipping confirmation

The Number of items (SSCC, SGTINs) contained in the shipment is shown as Scanned Items 1

To return to the previous page for adding/removal of items press Back



For final confirmation of the shipping document, after which it will not be possible to change the document, press Confirm CONFIRM

The items will be shipped to the target GLN location.



#### 4.1.2.4 Shipping completed

You have successfully confirmed the shipping document. All items from the shipping document are in transit to the target location.

If you want to prepare a new shipping document, press Do Another **DO ANOTHER** 

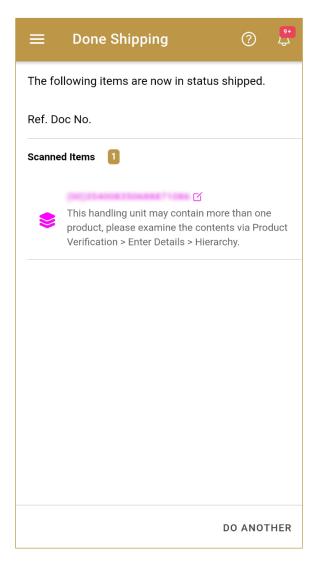


Figure 40 Shipping completed



## 4.2 Product Transfer - Receiving

The Receiving transaction is used at the destination location of the original shipment, such as a pharmacy or a warehouse, when the goods are received from the sender location.

The main data input needed for the receiving transaction is:

- Reference document number, e.g. Shipping reference number. This is the reference document number that was entered by the sender when recording the shipment into Tatmeen, if he entered any.
- Unique Serialized Number (SGTIN or SSCC) of the goods contained in the shipment.

Please keep in mind that a shipment can only be received at the destination location that was entered by the sender when registering the shipment into Tatmeen.

#### 4.2.1 Product Transfer – Receiving - Portal

For creating a receiving document from the navigation menu select Product Transfer  $\rightarrow$  Receiving

	Product Transfer - Hierarchy Chan					
	Receiving					
1	Shipping					
Ĺ	Return Receiving					
ł	Return Shipping					

Figure 41 Portal navigation menu - Receiving

Creating a receiving document goes through 3 steps:

- Step 1 Creation of a receiving document header
- Step 2 Creating a list of items to receive
- Step 3 Receiving confirmation



#### 4.2.1.1 Reference document

On the first step, you create a receiving document header where the basic information of the receiving document is generated such as the document number, GLN of target location, which is equal to the active location of the user defined in the settings (please remember that a shipment can only be received on the destination GLN that was defined during the shipment by the sender), and date of creation.

Step 1 of 3 - Reference document  Please scan or enter the reference document number.  Reference Document Number ⑦	0
Please scan or enter the reference document number. Reference Document Number ⑦	0
Reference Document Number ⑦	
8	Continue

Figure 42 Receiving – Reference document

First, enter the Reference document number in case it was introduced by the sender when recording the shipment. You can proceed to the next page without entering the Reference document number and you can add it also later on the next page.

You can also scan the Reference document number by pressing Scan	U"D	when
you use a scanner or tablet.		

Reference Document Number 🕐	
	(iii)

Figure	43	Receiving	– Ref	erence	document	number	scanning
--------	----	-----------	-------	--------	----------	--------	----------

If Scan has a yellow border, this means that the page does not have focus and in the case of scanning, the value will not appear in the field. Click with the mouse somewhere inside the page and the yellow border will disappear.

When values are entered press Continue	Continue	to continue to	o the next p	bage -
adding items to the receiving document.				



If you press Clock e a new page opens for the Historical view where you can see past receivings and receiving cancellations done by the user. For more details about this view, please refer to section *4.2.1.5.* 

#### 4.2.1.2 Adding items to the receiving document

On the second page, you add items that will be received at the target location.

Items can be:

- SSCC or
- SGTIN

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

Home > Product Transfer > Receiving					
Step 2 of 3 -	- Scan items to be received	33%		0	
Please scan one o	or more items to be received.				
	Enter manually (2) Availing scan either scan	Reference Document Number (?)	Ruf123		
Scanned Items	0				
#	SGTIN / SSCC*	Description *	Message <sup>*</sup>		
к	No Scanned Items       →     Page 1 of 0 Go to page:       1     Show 10 ♥		Back	Validate	
	Figure 44 Rece	eiving – Received items			

For editing of the Reference Documer	nt Number press Edit
	0
Enter the corrected value in this field by pressing the key Enter on your key	, , , , , , , , , , , , , , , , , , , ,



#### 4.2.1.2.1 Adding items with scanning

When the page opens and once the focus is on the application, the application is ready to scan the barcode with a scanner, and a scanned item will be added.

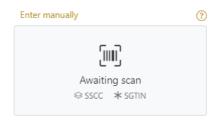


Figure 45 Receiving - Scan item

If the application doesn't have focus, scanning is not possible. First, add the focus to the application so scanning will be possible.

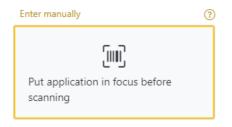


Figure 46 Receiving - Missing focus

#### 4.2.1.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

#### SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the receiving document, enter the SSCC value in the field

Cancel

SSCC-(00) and press OK

If you want to return to the previous page press Cancel

<b>b</b> Step 2 of 3 - Scan items	s to be received	
Please scan one or more iten	ns to be received.	
	SSCC-(00) 🕐 *	12345678901234567890
		Or
	GTIN-(01) 🕐 *	Enter GTIN
	SERIAL-(21) 🕐 *	Enter Serial Number
		Cancel OK

#### Figure 47 Manual adding of SSCC item

Sca	nned Items 1	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description *	Message <sup>*</sup>
#1	(00) 🗹 🏦	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
-	← → Page 1 of 1	1 Go to page: 1 Show 10 🗸	
			Back Validate



Once the SSCC code has been added, it will be checked in Tatmeen to confirm that it is already known to the system and it has the correct status. If there's a problem with the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

### 4.2.1.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

# **SGTIN** = (01)**GTIN**(21)**SERIAL**

**Global Trade Item Number** 



To add an SGTIN Item to the receiving document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21) and press

Cancel



If you want to return to the previous page press Cancel

L Step 2 of 3 - Scan ite	ms to be received	
Please scan one or more it	ems to be received.	
	SSCC-(00) ? *	Enter SSCC
		Or
	GTIN-(01) (?) *	12345678901234
	SERIAL-(21) 🕐 *	12345678901234567890
		Cancel OK

Figure 49 Manual adding of SGTIN item

Sca	nned Items 🕕	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description *	Message *
#1	(01) (21) 🗹 🚠	Otsofar® 10 mg, 20 mg 8; 30 mg [Teatment initiation pack] 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets)	
	: ← → → Page1of1 Go	to page: 1 Show 10 💙	
			Validate



# 4.2.1.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

The progress bar shows advancement through the process

Step 2 of 3 - Scan or enter items 33%
---------------------------------------



Scanned	items 包 s	shows the t	otal of all ite	ems on th	e list			
It is poss	ible to filter	the list of s	canned item	ns using	All	Success	Errors	Warning
Filter opt	ions:							
• • •	Errors - filt	filter to onl er to items	y successfu with error ns with a wa	-	items	5		
Select D	elete mode	to remove	added items	s. 🌑	Delet	e mode		
In Delete	mode, a de	elete icon v	vill appear o	n each ro	w.			
Press De	elete	to remove	an item. De	letion will	requ	ire confirn	nation.	
		🛆 Confirm	nation					
		Do you really w	ant to delete this it	em? (00)	8965452	158743		
					N	lo Yes		

The Message column on this page provides guidance for issues with listed items.

Sca	nned Items 2	AI	JI	Success	Errors	Warning	Delete mode
#	SGTIN / SSCC*	Description <b>*</b>	N	Message 🕈			
#1	(01) (21) 🗹 🚠	Clocela # 10 mg, 20 mg & 30 mg (Seatment initiation pack) 27 tablets (4 s 10 mg tablets, 4 s 20 mg tablets and 19 s 30 mg tablets).	8				
#2	(00)			GLN of EPC match read		s norvena I	doesn't
ĸ	← → → Page 1 of 1 Go	to page: 1 Show 10 💙					
							Validate
		_					

To return to the previous page press Back

When all issues with added items are solved and there is no error message, press

Validate to re-check all added items again and to proceed to the next page.



# 4.2.1.3 Receiving confirmation

All the items listed on this page will be received at the target GLN location. Before confirmation of the receiving document check if the document contains all items required.

Home > Product Transfer > Receiving	
Step 3 of 3 - Confirm receiving of Items.	0
Please confirm the receiving of the following scanned items.	
Reference Document Number Ref123	
Scanned Items 1	
# SGTIN / SSCC Description	
#1 This handling unit may contain more than one product, please examine the contents via Product Verification > Enter De	ails > Hierarchy.
κ     →     >1     Page 1 of 1 Go to page:     1     Show 10 ♥	
	Back Confirm

Figure 51 Receiving confirmation

The Number of items (SSCC, SGTINs) contained in the document is shown as **Scanned items 1** 

To return to the previous page for adding/removal of items press Back

A warning will be shown if you select any other page before confirming the receiving document. If you select Leave all data on this page will be lost.

▲ Confirmation	
Are you sure you want to restart the transaction? All c be reset.	urrent data will
	No Yes

Figure 52 Receiving warning

For final confirmation of receiving document, after which editing of the document is not

possible, and items will be received to the target GLN location, press Confirm



### 4.2.1.4 Receiving completed

You have successfully confirmed the receiving document. All confirmed items are now accessible at the target location.

If you want to prepare a new receiving document, press Receive another item

### Receive another item

Home > Product Transfer > Receiving	
S Done - Confirmation of receiving	0
Receiving completed. Reference Document Number Ref123	
Scanned Items 1	
# SGTIN / SSCC Description	
#1 This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
IC     →     >I     Page 1 of 1 Go to page:     1	
Home Receive another it	tem

#### Figure 53 Receiving completed

#### 4.2.1.5 Historical view

On the Historical view, past shippings and shipping cancellations performed by the user are displayed according to default filter settings .

eceiving Historical List				
eriod 🕐	Status 🕐	Search ?		
Today One Week Two Weeks 🗂 1 Entries	All Success Error	Search		
	Date/Time 🗸	Operation <sup>▲</sup>	Status *	
022480d-5980-1edd-80a6-90768241c166	11/07/2022 - 18:14:18	Received	Success	$\odot$
022480d-5980-1edd-80a3-91a44d5ea161	11/07/2022 - 15:22:45	Received	Success	$\odot$
022480d-5980-1edd-80a3-2dde0611c160	11/07/2022 - 15:00:26	Received	Success	$\odot$
022480d-5980-1edd-80a1-5a0aa5fde159	11/07/2022 - 13:15:47	Received	Success	⊚
022480d-5980-1edd-80a0-9e81c7bf6157	11/07/2022 - 12:33:50	Received	Success	⊚
022480d-5980-1edd-80a0-9942de7c2157	11/07/2022 - 12:32:41	Received	Success	⊚
022480d-5980-1edd-809d-bfd11b38014e	11/07/2022 - 09:49:30	Void Received	Success	⊚
022480d-5980-1edd-809d-bb4fa8b8014e	11/07/2022 - 09:48:30	Received	Success	⊚
022480d-5980-1edd-809d-8b8049b3214d	11/07/2022 - 09:37:47	Received	Success	⊚
022480d-5980-1edd-809d-86dd2787214d	11/07/2022 - 09:36:45	Received	Success	•
κ ← → → Page 1 of 2 Go to page: 1	Show 10 🖌			

Figure 54 Historical view





To continue to the next page press Details in the last colum	n
If you want to return to the first page of the receiving press Back	Back

# 4.2.1.5.1 Filter options

Filters can be used to help you find a specific receiving or receiving cancellation.

If you need to search by any string, start by entering desired string and the results will be automatically filtered and displayed in the table below.

Search 🕐				
	earch			

Figure 55 Filter options - Search

Right from each column name, you will find = To sort data in a table ascending or descending, click once or twice on the arrow or the field name.



Figure 56 Sort

If you search for an item for a specific time frame then using these options



Figure 57 Filter options – Time frame

Filters:

**Today** – all items processed on the last day are displayed

One week - all items from the last week are displayed

**Two weeks** – all items from the last two weeks are displayed

Calendar – all items for the selected period are displayed



For a longer period select calendar.

Use arrows and a dropdown menu March 2022 to select month and year. Press on a day number to select the start time. Repeat the process to select the end time.

When you select the date, items are displayed automatically in the table below.

Period							St	atus	
Today	One Week	Two Weeks						All	Success
				Mar 1, 2	2022		Ma	r 18, 202	22
			•		March	~	2022	~	F
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
			27		1	2	3	4	5
			6	7	8	9	10	11	12
			13	14	15	16	17	18	19
			20	21	22	23	24	25	26
			27	28	29	30	31		2

Figure 58 Filter options - Calendar

If you are interested in a specific status press one of the status options.

Status 🕐						
All	Success	Error				

Figure 59 Filter options – Status

Filters:

All – all items regardless of the status are displayed

**Success** – only successfully processed items by Tatmeen are displayed

Error – only items that were unsuccessfully processed/failed are displayed



# 4.2.1.6 Historical view Details

On this page, you can see details for the selected item from the previous page.

Home > History > History			
Receiving Historical List - Details		096	
GUID	0022480d-5980-1edd-80ec-8c75bf59c22f		
Туре	REC		
Destination	Test MAN I MCHART		
GLN of Location	umegecitingin (1240).000000.0		
Time	14/07/2022 - 13:02:01		
Selected items:			
ltem *			
0105400835002555215419006			
$\kappa$ $\leftarrow$ $\rightarrow$ $\gamma$ Page 1 of 1 Go to	bage: 1 Show 10 🗸		
			Back Cancel Check

#### Figure 60 Historical view Details

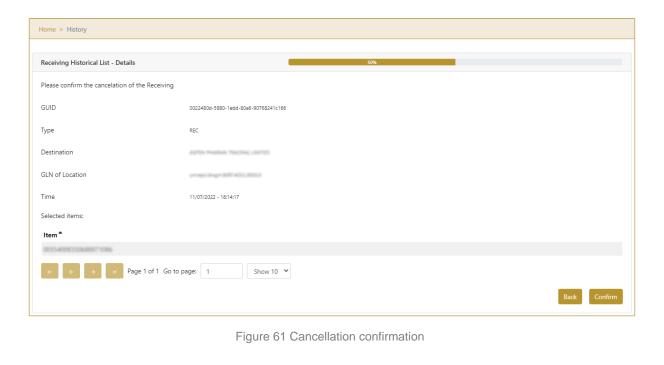
If you press Cancel Check you will cancel the receiving transaction. This functionality exists to cancel receipts recorded by mistake or with incorrect information. However, cancellation is only allowed if the product hasn't been further processed yet in the destination location.

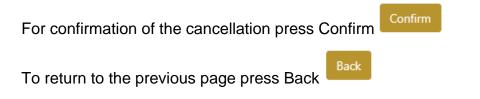
Upon cancellation, all items from the receiving document will no longer be available at the destination GLN location. Items will be again marked as In transit and they will be pending to be received again.

To return to the previous page press Back	Back	
---	------	--

# 4.2.1.7 Cancellation confirmation

On this page, you need to confirm the cancellation of the receiving document. All items from the receiving document will no longer be available at destination GLN location. Items will be again marked as In transit and they will be pending to be received again.





# 4.2.1.8 Cancellation completion

You successfully cancelled the receiving document.

Home > History					
Receiving Historical List - Details	100%				
Receiving has been successfully canceled					
GUID	0022480d-5980-1edd-80a6-90768241c166				
Туре	REC				
Destination	AGPIN PHANA TAGING (MITE)				
GLN of Location	amapo.ibigin.60714032.3030.3				
Time	11/07/2022 - 18:14:17				
Selected items:					
ltem <sup>*</sup>					
00254008250688871086					
	Done				



ا تطـم

Tatmeen



To return to the first page for the creation of the receiving document press Done

Done



# 4.2.2 **Product Transfer – Receiving - Mobile**

To create a receiving document from the mobile navigation menu select Product Transfer  $\rightarrow$  Receiving

Product Transfer	
Receiving	>
Shipping	>
Return Receiving	>
Return Shipping	>

Figure 63 Mobile navigation menu - Receiving

Creating a receiving document goes through 3 steps:

- Step 1 Creation of a receiving document header
- Step 2 Creating a list of items to receive
- Step 3 Receiving confirmation

#### 4.2.2.1 Reference document

On the first step, you create a receiving document header where the basic information of the receiving document is generated such as the document number, GLN of target location, which is equal to the active location of the user defined in the settings (please remember that a shipment can only be received on the destination GLN that was defined during the shipment by the sender), and date of creation.



≡ Receiving	?	) <sup>9+</sup> 4			
Please scan or enter the reference document number.					
Reference Document Number	Ó	?			
	CO	NTINUE			

Figure 64 Receiving - Reference document

First, enter the Reference document number in case it was introduced by the sender when recording the shipment. You can proceed to the next page without entering the Reference document number and you can add it also later on the next page.

You can also scan the Reference document number by pressing Camera 10 to use the camera on your mobile or tablet.

Reference Document Number [m]	Ó	?	
-------------------------------	---	---	--

Figure 65 Receiving – Reference document number scanning



When the value is entered press Continue **CONTINUE** to continue to the next page – adding items to the receiving document.

# 4.2.2.2 Adding items to the receiving document

On the second page, you add items that will be received at the target location.

Items can be:

- SSCC or
- SGTIN

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

← васк	Receiving	?	<mark>9+</mark> لي		
Please scan all items you would like to receive.					
Ref. Doc No.		0	?		
	ing scan c ≇sg⊺iN	ď	Ô		
Scanned Items	; <b>0</b>				
RESTART CONTINUE					

Figure 66 Receiving – Received items

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For editing of the Reference Docume	nt Number pres	s Edit 🗿		
	Ref. Doc No.	$\otimes$	?	
Enter the corrected value in this field	ref123		Ó	and save any
changes by pressing the key Enter or	n your keyboard	l.		

# 4.2.2.2.1 Adding items with scanning

When the page opens, the application is already ready to scan the barcode with a scanner or press Camera to use the camera for scanning.

#### 4.2.2.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Edit where the new page opens.

# SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the receiving document, enter the SSCC value in the field

SSCC-(00) and press OK



Enter serialized product	CLOSE
SSCC-(00) *	
354008350688871086	
Or	
01	
GTIN-(01) *	
Enter GTIN	
SERIAL-(21) *	
Enter Serial Number	
ок	

Figure 67 Manual adding of SSCC item

If no value is entered, OK		will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SSCC Item is then added to the receiving document and has an icon

**CLOSE** 



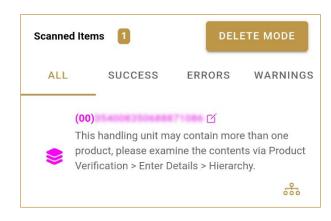


Figure 68 Successfully added SSCC item

Once the SSCC code has been added, it will be checked in Tatmeen to confirm that it is already known to the system and it has the correct status. If there's a problem with the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

# 4.2.2.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Edit hew page opens.

where the

# SGTIN = (01)GTIN(21)SERIAL

#### Global Trade Item Number

To add an SGTIN Item to the receiving document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21) and press

ОК



Enter serialize	d product	CLOSE
sscc-(00) * Enter SSCC		
GTIN-(01) *	Or	
SERIAL-(21) *		
	ок	

Figure 69 Manual adding of SGTIN item

If no value is entered, OK		will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SGTIN Item is then added to the receiving document and has an icon

**CLOSE** 



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

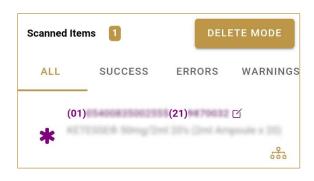


Figure 70 Successfully added SGTIN item

#### 4.2.2.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

Scanned Items 1 shows the total of all items on the list SUCCESS ERRORS WARNINGS ALL It is possible to filter the list of scanned items using -

Filter options:

- All shows all items
- Success filter to only successfully added items •
- Errors filter to items with error •
- Warnings filter to items with a warning

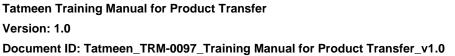
DELETE MODE Select Delete mode to remove added items.

In Delete mode, a delete icon will appear on each row.



Press Delete 🗵 to remove an item. Deletion will require confirmation.

Red messages under items provide guidance for issues with listed items.





When all issues with added items are solved and there is no error message, press Continue **CONTINUE** to proceed to the next page.

If you want to suspend work and enter a new shipping document press Restart **RESTART** 

A query message will appear requiring confirmation for a new start

Restart		
Are you sure ?		
	NO	YES

#### 4.2.2.3 Receiving confirmation

All the items listed on this page will be received at the target GLN location. Before confirmation of the receiving document check if the document contains all items required.

تطمین Tatmeen



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

← в/	ACK Confirm Recei 🕐 🗜
	e confirm the receiving of the following ed items.
Ref. D	oc No.
Scanne	ed Items 1
	۲.
\$	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.
	CONFIRM

Figure 71 Receiving confirmation

The Number of items (SSCC, SGTINs) contained in the receiving document is shown as Scanned Items 1

To return to the previous page for adding/removal of items press Back

For final confirmation of receiving document, after which editing of the document is not possible, and items will be received to the target GLN location, press Confirm CONFIRM

#### 4.2.2.4 Receiving completed

You have successfully confirmed the receiving document. All confirmed items are now accessible at the target location.



If you want to prepare a new receiving document, press Do Another DO ANOTHER

≡	Done Receiving	0	<b>۹+</b> لې
Receiv	ring completed.		
Ref. D	oc No.		
Scanne	d Items 1		
	C C		
\$	This handling unit may contain mor- product, please examine the conten Verification > Enter Details > Hierard	its via Pro	
	I	DO ANOT	THER

Figure 72 Receiving completed



# 4.3 Product Transfer – Return shipping

The return shipping transaction is used when received goods cannot be accepted to the target location for any reason; such as the quantity does not match, the seal is broken or the packaging is damaged. It is also used for returning product for any other reason.

The sending of these items will be recorded using the Return Shipping transaction instead of the Shipping transaction.

The following information is required for this transaction:

- Reference document number; e.g. Return Shipping Number. e.g. This is the a reference that will identify the return shipment. It is normally the same ID that is already used by the warehouse management system of the sender of the return and it is normally printed as well on the return shipment document that usually acomppanies the goods. It is an optional field, and doesn't need to be filled out if the sender is not using a warehouse management system or any other form of identifying its shipments.
- GLN of origin location of the return shipment, which is automatically assigned from the active GLN of the user who is using the transaction.
- GLN of destination location. This is mandatory and the return shipment will be only able to be received at this location.
- The reason why the product is returned. This is a mandatory field and the reason has to be selected from a combo box of possible reasons.
- Unique Serialized Number (SGTIN or SSCC) of returned goods.

# 4.3.1 **Product Transfer – Return shipping - Portal**

To create a return shipping document from the navigation menu select Product Transfer  $\rightarrow$  Return Shipping

P	Product Transfer   Hierarchy Chan
	Receiving
	Shipping
	Return Receiving
ä	Return Shipping

Figure 73 Portal navigation menu – Return shipping

There are three steps to the creation of a return shipping document:



- Step 1 Creation of a return shipping document header
- Step 2 Creating a list of items to return
- Step 3 Return shipping confirmation

#### 4.3.1.1 Creating the return shipping document header

On the first page, you create a return shipping document header where basic information of the return shipping document is stored such as document number, GLN of sender and receiver location, and reason for return.

Home > Product Transfer > Return Shipping			
Step 1 of 3 - Reference document & destination GLN		0%	0
			Ű
Please scan or enter the reference document number and the des			
	Destination GLN ⑦ *		
		2	
	Reference Document Number 📀		
		(B)	
	Reason *		
		~	
			_
			Continue

Figure 74 Return shipping - Reference document and destination GLN and reason

First, enter the GLN number of the destination location and reason, which are mandatory fields, and the Reference document number, if it exists.

You can also scan the GLN number and Reference document number by pressing

Scan

in each field when you use a scanner or tablet.

Destination GLN 🕐 \*

(m)

Figure 75 Return shipping - target GLN number scanning

If Scan has a yellow border, this means that the page does not have focus and in the case of scanning, the value will not appear in the field. Click with the mouse somewhere inside the page and the yellow border will disappear.



When values are entered press Continue to continue to the next page – adding items to the return shipping document.

If the target location GLN or reason are not entered a warning will be displayed indicating no further progress is possible.

⚠ Warning	
Please provide all required information.	
	ОК

Figure 76 Return shipping – GLN warning

If you press Clock e a new page opens for the Historical view where you can see past return shipping and return shipping cancellations done by the same user. This screen is further detailed in section *4.3.1.5*.

# 4.3.1.2 Adding items to the return shipping document

On the second page, you add items that will be part of the return shipment, these can be identified by a SSCC or a SGTIN.

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

Step 2 of 3 - Return	Shipping	33%		(
lease scan one or more	items to be returned.			
	Enter manually.		Reference Document Number O Destination GLN Reason	
canned Items 🧿	SGTIN / SSCC *	Description *	Message *	
No So	anned Items		-	
	Page 1 of 0 Go to page: 1 Show 10 🗸			





For editing of the Reference Document Number, Destination GLN, or Reason press Edit

Enter the corrected value in this field and save any changes by pressing the key Enter on your keyboard.

8

When Items already exist on the document, you will see a warning message indicating items must be re-checked.

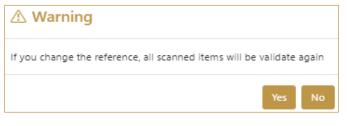


Figure 78 Return shipping – Document changes

# 4.3.1.2.1 Adding items with scanning

When the page opens and once the focus is on the application, the application is ready to scan the barcode with a scanner, and a scanned item will be added.

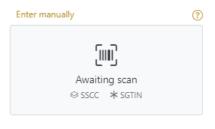


Figure 79 Return shipping - Scan item

If the application doesn't have focus, scanning is not possible. First, add the focus to the application so scanning will be possible.

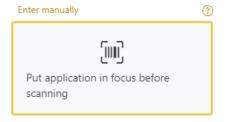


Figure 80 Return shipping - Missing focus

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# 4.3.1.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

#### SSCC = (00)SSCC

# Serial Shipping Container Code

To add an SSCC Item to the return shipping document, enter the SSCC value in the

Cancel

field SSCC-(00) and press OK

If you want to return to the previous page press Cancel

Step 2 of 3 - Return Shipp	bing	
Please scan one or more items t	to be returned.	
s	SSCC-(00) 🕐 *	Enter SSCC
-		Or
G	GTIN-(01) ? *	Enter GTIN
S	SERIAL-(21) ? *	Enter Serial Number
		Cancel OK

Figure 81 Manual adding of SSCC item

Sca	nned Items <b>1</b>	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description *	Message *
#1	(00) 🗹 🚓	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
ĸ	← → Page 1 of	1 Go to page: 1 Show 10 🗸	
			Back Validate



Once the SSCC code has been added, it will be checked in Tatmeen to confirm that it is already known to the system and it has the correct status. If there's a problem with



the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

# 4.3.1.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

# SGTIN = (01)GTIN(21)SERIAL

OK

# **Global Trade Item Number**

To add an SGTIN Item to the return shipping document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21)

Cancel

and press OK

If you want to return to the previous page press Cancel

Step 2 of 3 - Return Shi	pping	
Please scan one or more item	ns to be returned.	
	SSCC-(00) (?) *	Enter SSCC
		Or
	GTIN-(01) ? *	12345678901234
	SERIAL-(21) 🥐 *	12345678901234567890
		Cancel OK

#### Figure 83 Manual adding of SGTIN item



Scan	ned Items 1	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description <sup>▲</sup>	Message <sup>*</sup>
#1	(01) (21) 🗹 👬	Otoolar# 10 mg, 20 mg & 30 mg [Teatment initiation pack] 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets]	
ĸ	← → N Page 1 of 1 Go	to page: 1 Show 10 🗸	
			Validate



### 4.3.1.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

The progress bar shows advancement through the process

Step 2 of 3 - Scan or	enter items		33%					
Scanned item	s 包 sh	ows the	total of all	items on	the list			
It is possible t	o filter th	e list of s	scanned it	tems usin	g	Success	Errors	Warning
Filter options:								
<ul> <li>Suc</li> <li>Erro</li> <li>War</li> </ul>	ors - filter ning - fil	ter to onl r to items ter to iter	ly succes with erro ns with a	or warning		s e mode		
Select Delete	mode to	remove	added ite	ems. 🥄	Delet	emoue		
In Delete mod	le, a dele	ete icon v	vill appea	r on each	row.			
Press Delete	to	o remove	an item.	Deletion v	will requ	ire confir	mation.	
	Z	A Confirr	nation					
	D	)o you really w	vant to delete tl	nis item? (00)	15478965452	1158743		
					Ν	No Yes		

The Message column on this page provides guidance for issues with listed items.



	nned Items 🕗	All	Succ		Errors	Warning		te mo
#	SGTIN / SSCC*	Description *	Messa	ge 🕈				
#1	(01) (21) 🗹 🚠	Checke # 10 mg, 20 mg & 30 mg (Teatment initiation pack) 27 tablets (4 $s$ 10 mg tablets, 4 $s$ 20 mg tablets and 19 $s$ 30 mg tablets)						
#2	(00)		GLN of match		oint GLN	51,3162,491,4 1	doesn't	
K	← → × Page 1 of 1 Go t	to page: 1 Show 10 V					v	alida

To return to the previous page press Back

When all issues with added items are solved and there is no error message, press

Validate to re-check all added items again and to proceed to the next page.

# 4.3.1.3 Return shipping confirmation

On this page, you will see all of the items which have been included in this return shipping order and will be returned to the start GLN location.

Home > Product Transfer > Return S	Shipping		
Step 3 of 3 - Confirm Return Sh	ipping 07%		0
Please confirm the return of the follow	wing items.		
Reference Document Number Destination GLN	540025000001		
Reason	Packaging damaged		
Scanned Items 🕕			
# SGTIN / SSCC*	Description *		
#1 (0):5400.5505.55750	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.		
K ← → N Page 1	of 1 Go to page: 1 Show 10 Y		
		Back	Confirm

Figure 85 Return shipping confirmation

The Number of items (SSCC, SGTINs) contained in the return shipping document is shown as **Scanned items** (1)

To return to the previous page for adding/removal of items press Back

A warning will be shown if you select any other page before confirming the return shipping document. If you select Leave all data on this page will be lost.



Are you sure?	
You will loose unsaved data.	
	Leave Stay



For final confirmation of a return shipping document, after which it will not be possible

to change the document, press Confirm

The items will be returned to the start GLN location.

#### 4.3.1.4 Return shipping completed

Ship another item

You have successfully confirmed the return shipping document. All items from the return shipping document are in transit to the start location.

If you want to prepare a new return shipping document, press Ship another item

Home > Product Transfer > Return Shipping	
One Return Shipping	0
The following items are now in status return.	
Reference Document Number Destination GLN	
Reason Packaging damaged	
Scanned Items 🕕	
# SGTIN / SSCC Description	
#1 This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
K     ←     →     Page 1 of 1 Go to page:     1     Show 10 ♥	
Home Ship anot	her item

Figure 87 Return shipping completed

#### 4.3.1.5 Historical view

On the Historical view, all return shipping and return shipping cancellations are displayed according to default filter settings.



hipping Return Historical List				
eriod ⑦	Status 🕐	Search (?)		
Today One Week Two Weeks 🗂 🕦 Entries	All Success Error	Search		
GUID *	Date/Time 🗸	Operation <sup>*</sup>	Status *	
0022480d-5980-1edd-81e5-ed159189635c	19/07/2022 - 08:52:51	Shipping Returned	Success	⊛
	Figure 88 Historical vie	W		
	ess Details 🧿 in t			
continue to the next page pro	ess Details	the last column		
			Back	

# 4.3.1.5.1 Filter options

Filters can be used to help you find a specific return shipping or return shipping cancellation.

If you need to search by any string, start by entering desired string and the results will be automatically filtered and displayed in the table below.

Search 🗿	0	
Search		
	Figure 89 Filter options - Search	

Right from each column name, you will find  $\clubsuit$  To sort data in a table ascending or descending, click once or twice on the arrow or the field name.

Status 🔦
----------

Figure 90 Sort

If you search for an item for a specific time frame then using these options



Period 🕐				
Today	One Week	Two Weeks		

Figure 91 Filter options – Time frame

Filters:

Today – all items processed on the last day are displayed

One week - all items from the last week are displayed

**Two weeks** – all items from the last two weeks are displayed

**Calendar** – all items for the selected period are displayed

For a longer period select calendar.

Use arrows and a dropdown menu March 2022 to select month and year. Press on a day number to select the start time. Repeat the process to select the end time.

When you select the date, items are displayed automatically in the table below.

Period							St	atus	
Today	One Week	Two Weeks					,	<b>A</b> 11	Success
				Mar 1, 2	2022		Ma	r 18, 2(	)22
			•		March	~	2022	~	F
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
			27		1	2	3	4	5
			6	7	8	9	10	11	12
			13	14	15	16	17	18	19
			20	21	22	23	24	25	26
			27	28	29	30	31		

Figure 92 Filter options - Calendar

If you are interested in a specific status press one of the status options.





Figure 93 Filter options – Status

Filters:

All - all items regardless of the status are displayed

**Success** – only successfully processed items by Tatmeen are displayed

Error - only items that were unsuccessfully processed/failed are displayed

#### 4.3.1.6 Historical view Details

On this page, you can see details for the selected item from the previous page.

Home > History > History > History			
Shipping Return Historical List - Details		0%	
GUID	0022480d-5980-1edd-81e5-ed159189635c		
Туре	SHIP		
Destination	ACPEN Product TaxCenci (JARTE)		
GLN of Location	um especialização 6079-6032,0003,2		
Time	19/07/2022 - 08:52:50		
Selected items:			
Item *			
00554008350932879510			
K ← → → Page 1 of 1 Go to	page: 1 Show 10 🗸		
		Back Cancel	Check



If you press Cancel Check

Cancel Check

you will cancel the return shipping document.

All items from the return shipping document are no longer marked as In transit and will be again available at destination GLN location.

To return to the previous page press Back



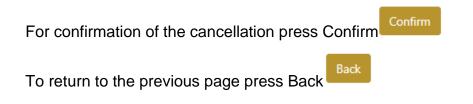
# 4.3.1.7 Cancellation confirmation

On this page, you need to confirm the cancellation of the return shipping document.

All items from the return shipping document are no longer marked as In transit and will be again available at the destination GLN location.

Home > History > History > History				
Shipping Return Historical List - Details	50%			
Please confirm the cancelation of the Shipping Re	turn			
GUID	0022480d-5980-1edd-81e5-ed159189635c			
Туре	SHIP			
Destination	accepte invasional TeacOneci (contrict)			
GLN of Location	um resp. ideagre 4001 4001, 2000,0			
Time	19/07/2022 - 08:52:50			
Selected items:				
ltem *				
00554008250952879510				
K ← → → Page 1 of 1 Go to	page: 1 Show 10 💙			
		Back Confirm	m	

Figure 95 Cancellation confirmation



# 4.3.1.8 Cancellation completion

You successfully cancelled the return shipping document.

Show 10 💙

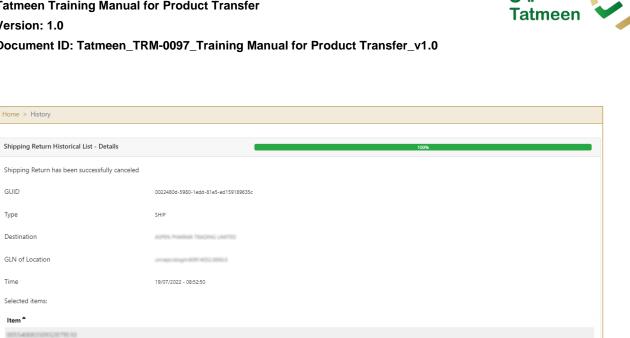


Figure	96	Cancellation	completion

To return to the first page for the creation of the return shipping document press Done

Home > History

GUID

Туре

Time

Destination

GLN of Location

Selected items: Item \* 005

Page 1 of 1 Go to page: 1

تـط



# 4.3.2 **Product Transfer – Return shipping - Mobile**

To create a return shipping document from the mobile navigation menu select Product Transfer  $\rightarrow$  Return Shipping

Product Transfer	
Receiving	>
Shipping	>
Return Receiving	>
Return Shipping	>

Figure 97 Mobile navigation menu – Return shipping

There are three steps to the creation of a return shipping document:

- Step 1 Creation of a return shipping document header
- Step 2 Creating a list of items to return
- Step 3 Return shipping confirmation

# 4.3.2.1 Creating the return shipping document header

On the first page, you create a return shipping document header where basic information of the return shipping document is stored such as document number, GLN of sender and receiver location, and reason for return.



	?	<b>(1</b>
Please scan or enter the Destination	GLN.	
Destination GLN [III] *	Ó	?
Please scan or enter the reference do number.	cumen	t
Reference Document Number [m]	Ô	0
Please Select a Reason		
Reason *		•

Figure 98 Return shipping – Reference document and destination GLN and reason

CONTINUE

First, enter the GLN number of the target location and select the reason from the menu, both are mandatory, and the Reference document number, if it exists.

You can also scan the GLN number and Reference document number by pressing

Camera to use the camera on your mobile or tablet.

Destination GLN 💷 *	രി	୭
		$\mathcal{O}$

Figure 99 Return shipping - target GLN number scanning



When values are entered press Continue **CONTINUE** to continue to the next page – adding items to the return shipping document.

If the target location GLN or reason are not entered a warning will be displayed indicating no further progress is possible.

Warning	
Please provide all required information.	
Select a Reason	ок

Figure 100 Return shipping – GLN warning

#### 4.3.2.2 Adding items to the return shipping document

On the second page, you add items that will be part of the return shipment, these can be identified by a SSCC or a SGTIN.

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

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← васк	Return Shipping	?	)		
Please scan a	Please scan all items you would like to return.				
Ref. Doc No.		0	?		
Destination GLN	5400835000001	0	0		
Reason	Product does not ma	tch	0		
(IIII) Awaiti ≋ ssco	ng scan ≿ ≉ sctin	Ú	Ó		
Scanned Items	0				
RESTART		CO	NTINUE		

Figure 101 Return shipping – Return items

For editing of the Reference Document Number, Destination GLN, or Reason press Edit  $\textcircled{\textcircled{}}$ 

Enter the corrected value in this field changes by pressing the key Enter on your keyboard.

When Items already exist on the document, you will see a warning message indicating items must be re-checked.



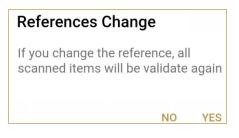


Figure 102 Return shipping – Document changes

#### 4.3.2.2.1 Adding items with scanning

When the page opens, the application is already ready to scan the barcode with a

scanner or press Camera <sup>O</sup> to use the camera for scanning.

#### 4.3.2.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Edit where the new page opens.

#### SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the return shipping document, enter the SSCC value in the field SSCC-(00) and press OK



Enter serialized product	CLOSE
SSCC-(00) *	
354008350688871086	
Or	
GTIN-(01) *	
Enter GTIN	
SERIAL-(21) *	
Enter Serial Number	
ок	

Figure 103 Manual adding of SSCC item

If no value is entered, OK	ОК	will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SSCC Item is then added to the return shipping document and has an icon

**CLOSE** 



 Scanned Items
 1
 DELETE MODE

 ALL
 SUCCESS
 ERRORS
 WARNINGS

 (00)
 ☑

 This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.

 State

Figure 104 Successfully added SSCC item

#### 4.3.2.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Edit new page opens.

where the

#### **SGTIN** = (01)**GTIN**(21)**SERIAL**

#### **Global Trade Item Number**

To add an SGTIN Item to the return shipping document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21)

and press OK



Enter serialized product	CLOSE
SSCC-(00) *	
Enter SSCC	
Or	
GTIN-(01) *	
05400833002335	
SERIAL-(21) *	
8706204	
ок	

Figure 105 Manual adding of SGTIN item

If no value is entered, OK	ОК	will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SGTIN Item is then added to the return shipping document and has an icon

**CLOSE** 



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

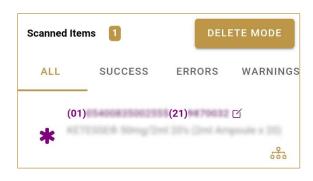


Figure 106 Successfully added SGTIN item

#### 4.3.2.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

Scanned Items 1 shows the total of all items on the list ALL SUCCESS ERRORS WARNINGS It is possible to filter the list of scanned items using

Filter options:

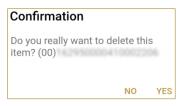
- All shows all items
- Success filter to only successfully added items •
- Errors filter to items with error •
- Warnings filter to items with a warning

DELETE MODE Select Delete mode to remove added items.

In Delete mode, a delete icon will appear on each row.

Scanned Ite	ems 🚺		CANCEL
ALL	SUCCESS	ERRORS	WARNINGS
	)) EPC ID tive	Q	is not

Press Delete 🖾 to remove an item. Deletion will require confirmation.





Red messages under items provide guidance for issues with listed items.

Scanned Iter	ns 🚺	DELI	ETE MODE
ALL	SUCCESS	ERRORS	WARNINGS
(00) •••••••••••••••••••••••••••••••••••	EPC ID	C	is not

When all issues with added items are solved and there is no error message, press Continue **CONTINUE** to proceed to the next page.

If you want to suspend work and enter a new shipping document press Restart **RESTART** 

A query message will appear requiring confirmation for a new start

Restart		
Are you sure ?		
	NO	YES

#### 4.3.2.3 Return shipping confirmation

On this page, you will see all of the items which have been included in this return shipping document and will be returned to the start GLN location.



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

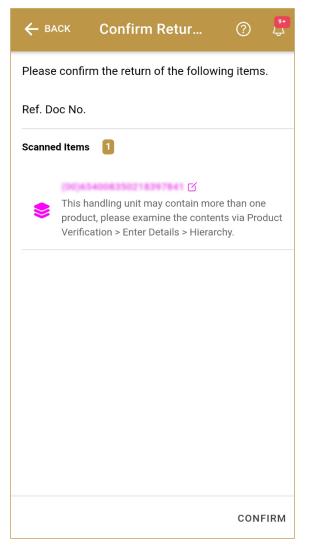


Figure 107 Return shipping confirmation

The Number of items (SSCC, SGTINs) contained in the return shipping document is shown as Scanned Items

To return to the previous page for adding/removal of items press Back

For final confirmation of a return shipping document, after which it will not be possible to change the document, press Confirm CONFIRM

The items will be returned to the start GLN location.

BACK



#### 4.3.2.4 Return shipping completed

You have successfully confirmed the return shipping document. All items from the return shipping document are in transit to the start location.

If you want to prepare a new return shipping document, press Do Another **DO ANOTHER** 

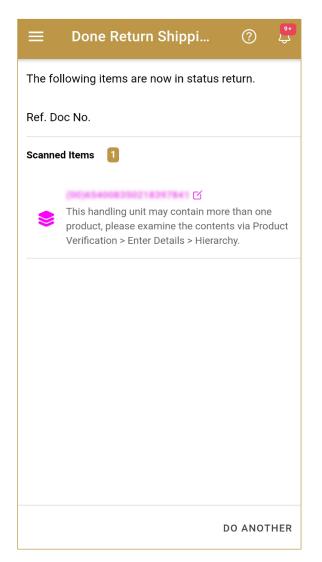


Figure 108 Return shipping completed



### 4.4 Product Transfer – Return receiving

The return receiving transaction is used to receive returned goods, which are sent using a return shipping transaction. The reasons for this could be that the quantity does not match, the seal is broken or the packaging is damaged, etc.

The following information is required for this transaction:

- Reference document number, e.g. Shipping reference number. This is the reference document number of the return shipment that was entered by the sender when recording it into Tatmeen, if he entered any.
- GLN of receiving location which is automatically assigned from the active GLN of the user who is using the transaction.
- Unique Serialized Number (SGTIN or SSCC) of returned goods

#### 4.4.1 Product Transfer – Return receiving - Portal

To create a return receiving a document from the navigation menu select Product Transfer  $\rightarrow$  Return Receiving



Figure 109 Portal navigation menu – Return receiving

Three steps are required to create the return document:

- Step 1 Creation of a return receiving document header
- Step 2 Creating a list of items to return
- Step 3 Return receiving confirmation

#### 4.4.1.1 Reference document

On the first step, you create a receiving document header where the basic information of the receiving document is generated such as the document number, GLN of target location, which is equal to the active location of the user defined in the settings (please



remember that a shipment can only be received on the destination GLN that was defined during the shipment by the sender), and date of creation.

Home > Product Transfer > Return Receiving			
Step 1 of 3 - Reference document		0%	0
Please scan or enter the reference document number.			
	Reference Document Number 🕐	(H)	
			Continue

Figure 110 Return receiving – Reference document

First, enter the Reference document number. You can proceed to the next page without entering the Reference document number and you can add it also later on the next page.

You can also scan the Reference document number by pressing Scan	90	when
vou use a scanner or tablet.		

[m]

Figure 111 Return receiving – Reference document number scanning

If Scan has a yellow border, this means that the page does not have focus and in the case of scanning, the value will not appear in the field. Click with the mouse somewhere inside the page and the yellow border will disappear.

When values are entered press Continue to continue to the next page – adding items to the return receiving the document.

If you press Clock each a new page opens for the Historical view where you can see past receivings and receiving cancellations done by the user. For more details about this view, please refer to section *4.4.1.5*.



#### 4.4.1.2 Adding items to the return receiving document

On the second page, you add items that will be returned to the target location.

Items can be:

- SSCC or
- SGTIN

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

	t Transfer > Return Receiving			
Step 2 of 3	- Return Receiving	33%		(
lease scan one	or more items to be returned.			
	Enter manually (?)	Reference		
	Awaiting scan © sscc * sgtin	Document Number ን	Ref123	
canned Items				
ŧ	SGTIN / SSCC *	Description <sup>▲</sup>	Message <sup>*</sup>	
ĸ	→ Page 1 of 0 Go to page: 1 Show 10 ¥			
ĸ	→ Page 1 of 0 Go to page: 1 Show 10 ¥		Back	Valida

For editing of the Reference Document Number	press Edit 🔽
	8
Enter the corrected value in this field by pressing the key Enter on your keyboard.	and save any changes

#### 4.4.1.2.1 Adding items with scanning

When the page opens and once the focus is on the application, the application is ready to scan the barcode with a scanner, and a scanned item will be added.





Figure 113 Return receiving - Scan item

If the application doesn't have focus, scanning is not possible. First, add the focus to the application so scanning will be possible.

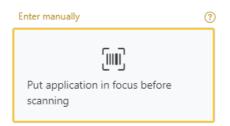


Figure 114 Return receiving - Missing focus

#### 4.4.1.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

#### SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the return receiving document, enter the SSCC value in the

Cancel

field SSCC-(00) and press OK

ок

If you want to return to the previous page press Cancel

Step 2 of 3 - Return Receiving	
Please scan one or more items to be retu	urned.
SSCC-(00) (?) *	354006350688671086
	Or
GTIN-(01) 🕐 *	Enter GTIN
SERIAL-(21) ?*	Enter Serial Number
	Cancel OK

Figure 115 Manual adding of SSCC item

Sca	nned Items 🚺	All Success Errors Warning	Delete mode
#	SGTIN / SSCC*	Description *	Message <sup>*</sup>
#1	(00) 🗹 🚓	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.	
R	: ← → → Page 1 of 1	Go to page: 1 Show 10 🗸	
			Back Validate



Once the SSCC code has been added, it will be checked in Tatmeen to confirm that it is already known to the system and it has the correct status. If there's a problem with the code, a relevant message will appear. If the code is correct, it will be possible to examine its contents according to Tatmeen by going to Product Verification -> Details -> Hierarchy. More details about this feature can be found in the Training Manual for Product Verification.

#### 4.4.1.2.3 Adding SGTIN manually

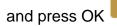
Item can be added also manually. For manual data entry press Enter manually Enter manually where a new page opens.

#### SGTIN = (01)GTIN(21)SERIAL

#### Global Trade Item Number



To add an SGTIN Item to the return receiving document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21)



ΟК

If you want to	o return to the p	previous page pre	Cancel Cancel
	Step 2 of 3 - I	Return Receiving	
	Please scan one or	more items to be return	ned.
		SSCC-(00) ? *	Enter SSCC
			Or
		GTIN-(01) 🕐 *	00715131022174
		SERIAL-(21) 🕐 *	9472009
			Cancel OK

Figure 117 Manual adding of SGTIN item

Scanned Items 1	All Success Errors Warning	Delete mode
# SGTIN / SSCC*	Description <sup>▲</sup>	Message <sup>*</sup>
#1 (01) (21) 🗹 🚠	Otsofar# 10 mg, 20 mg & 30 mg [Teatment initiation pack] 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets)	
K ← → N Page 1 of 1 Go	to page: 1 Show 10 🗸	
		Validate

Figure 118 Successfully added SGTIN item

#### 4.4.1.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

The progress bar shows advancement through the process

U Step 2 of 3 - Scan or enter items 33%

Scanned items 2 shows the total of all items on the list



Warning

It is possible to filter the list of scanned items using

Filter options:

- All shows all items
- **Success** filter to only successfully added items
- **Errors** filter to items with error
- Warning filter to items with a warning

Select Delete mode to remove added items.

In Delete mode, a delete icon will appear on each row.

Press Delete **to** remove an item. Deletion will require confirmation.

All

Delete mode

Success

Errors

▲ Confirmation		
Do you really want to delete this item? (00)	178965452158	743
	No	Ye

The Message column on this page provides guidance for issues with listed items.

Sca	nned Items 📀	AII	Success Errors Warning Delete mode
#	SGTIN / SSCC*	Description *	Message <sup>*</sup>
#1	(01) (21) 🗹 🚠	Otoplar# 10 mg, 20 mg & 30 mg (Seatment initiation pack) 27 tablets (4 x 10 mg tablets, 4 x 20 mg tablets and 19 x 30 mg tablets)	
#2	(00)		GLN of EPC doesn't match readpoint GLN
I	Page1of1 Go	to page: 1 Show 10 🗸	Validate

To return to the previous page press Back

When all issues with added items are solved and there is no error message, press

Validate to re-check all added items again and to proceed to the next page.

#### 4.4.1.3 Return receiving confirmation

All the items listed on this page will be returned to the target GLN location. Before confirmation of the return receiving document check if the document contains all items required.



Hom	e > Product Transfer > Return	Receiving			
C	Step 3 of 3 - Confirm Return R	eceiving 67%		(?	
Plea	ase confirm the return receiving o	of the following scanned items.			
Ref	erence Document Number				
Sca	nned Items 🕕				
#	SGTIN / SSCC	Description <sup>*</sup>			
#1	(80)554008250952879510	This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.			
I					
			Back	Confirm	

Figure 119 Return receiving confirmation

The Number of items (SSCC, SGTINs) contained in the return receiving document is shown as **Scanned items** (1)

To return to the previous page for adding/removal of items press Back



If you select any other page before confirming the return receiving document, a warning will be shown. If you select Leave all data on this page will be lost.

▲ Confirmation		
Are you sure you want to restart the transaction? All c be reset.	urrent o	data will
	No	Yes

Figure 120 Return receiving warning

For final confirmation of the return receiving document, after which editing of the document is not possible, and items will be returned to the target GLN location, press

Confirm ⋿

#### 4.4.1.4 Return receiving completed

You have successfully confirmed the return receiving document. All confirmed items are now accessible at the target location.



If you want to prepare a new return receiving document, press Receive another item

ome > Product Transfer > Re	eturn Receiving
Done Return Receiving	100%
ne following Items are now in	status return receiving.
eference Document Numbe	r
anned Items <b>1</b>	
	Description *
SGTIN / SSCC*	Description <sup>^</sup> This handling unit may contain more than one product, please examine the contents via Product Verification > Enter Details > Hierarchy.
1 (00)5540082509528795 V	•

Figure 121 Return receiving completed

#### 4.4.1.5 Historical view

On the Historical view, past return receiving and return receiving cancellations performed by the user are displayed according to default filter settings.

ariod 🕐 Today One Week Two Weeks 🗂 🛛 Entries	Status ⑦ All Success Error	Search ⑦		
	Date/Time -	Operation <sup>▲</sup>	Status *	
022480d-5980-1edd-81e6-43056af7a35d	19/07/2022 - 09:12:05	Receiving Returned	Success	0
022480d-5980-1edd-81e6-24421020a35d	19/07/2022 - 09:05:12	Receiving Returned	Success	9
к $\epsilon \rightarrow$ Э Раде 1 of 1 Go to page: 1	Show 10 👻			

Figure 122 Historical view

To continue to the next page press Details in the last column

If you want to return to the first page of the return receiving press Back

#### 4.4.1.5.1 Filter options

Filters can be used to help you find a specific return receiving or return receiving cancellation.



If you need to search by any string, start by entering desired string and the results will be automatically filtered and displayed in the table below.

Search ?	)			
Search				

Figure 123 Filter options - Search

Right from each column name, you will find  $\clubsuit$  To sort data in a table ascending or descending, click once or twice on the arrow or the field name.

	Status	
--	--------	--

Figure 124 Sort

If you search for an item for a specific time frame then using these options



Figure 125 Filter options – Time frame

Filters:

Today – all items processed on the last day are displayed

**One week** – all items from the last week are displayed

Two weeks – all items from the last two weeks are displayed

Calendar - all items for the selected period are displayed

For a longer period select calendar.

Use arrows and a dropdown menu March 2022 to select month and year. Press on a day number to select the start time. Repeat the process to select the end time.

When you select the date, items are displayed automatically in the table below.

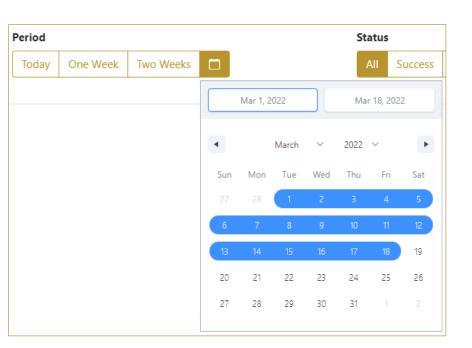


Figure 126 Filter options - Calendar

#### If you are interested in a specific status press one of the status options.



Figure 127 Filter options – Status

Filters:

**All** – all items regardless of the status are displayed

Success - only successfully processed items by Tatmeen are displayed

Error – only items that were unsuccessfully processed/failed are displayed

#### 4.4.1.6 Historical view Details

On this page, you can see details for the selected item from the previous page.

تطمین Tatmeen



Home > History > History > History			
Receiving Return Historical List - Details	0%		
GUID	0022480d-5980-1edd-81e6-24421020a35d		
Туре	REC		
Destination	Menarini international Operations Luxembourg SA		
GLN of Location	umapc.str.gin.dx0000333.0000.0		
Time	19/07/2022 - 09:05:10		
Selected items:			
Item *			
00654006350218397541	00654002502/0297541		
K ← → N Page 1 of 1 Go to	K     ←     →     Page 1 of 1 Go to page:     1     Show 10 ♥		
	Back	Cancel Check	

Figure 128 Historical view Details

you will cancel the return receiving the If you press Cancel Check document.

All items from the return receiving document are marked as In transit and will be pending to be received again.

To return to the previous page press Back

#### 4.4.1.7 Cancellation confirmation

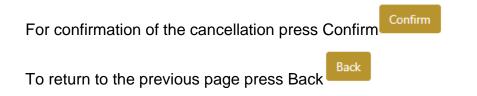
On this page, you need to confirm the cancellation of the return receiving the document.

All items from the return receiving document are marked as In transit and will be pending to be received again.





Home > History > History > History	Home > History > History > History		
Receiving Return Historical List - Details 50%			
Please confirm the cancelation of the Re	ceiving Return		
GUID	0022480d-5980-1edd-81e6-24421020a35d		
Туре	REC		
Destination	Menatric International Operations Luxembourg SA		
GLN of Location	um reporting in the 0000000.0000.0		
Time	19/07/2022 - 09:05:10		
Selected items:			
ltem <sup>*</sup>			
00654008350218397841			
к $\leftarrow$ $\rightarrow$ N Page 1 of	K     ←     →     Page 1 of 1 Go to page:     1     Show 10 ♥		
		Back Confirm	
	Figure 129 Cancellation confirmation		



#### 4.4.1.8 Cancellation completion

You successfully cancelled the return receiving document.

Home > History > History > History	
Receiving Return Historical List - Details	100%
Receiving Return has been successfully canceled	
GUID	0022480d-5980-1edd-81e6-24421020a35d
Туре	REC
Destination	Merarin International Operations Luxentioung SA
GLN of Location	um eque (de ugen (hel0 8000, 000.0
Time	19/07/2022 - 09:05:10
Selected items:	
Item <sup>*</sup>	
00654008250218397641	
к 🗧 🔿 🗊 Page 1 of 1 Go to р	age: 1 Show 10 💌
	Done





To return to the first page for the creation of the return receiving document press Done

Done



#### 4.4.2 Product Transfer – Return receiving - Mobile

To create a return receiving a document from the mobile navigation menu select Product Transfer  $\rightarrow$  Return Receiving

Product Transfer	
Receiving	>
Shipping	>
Return Receiving	>
Return Shipping	>

Figure 131 Mobile navigation menu – Return receiving

Three steps are required to create the return receiving document:

- Step 1 Creation of a return receiving document header
- Step 2 Creating a list of items to return
- Step 3 Return receiving confirmation

#### 4.4.2.1 Reference document

On the first step, you create a receiving document header where the basic information of the receiving document is generated such as the document number, GLN of target location, which is equal to the active location of the user defined in the settings (please remember that a shipment can only be received on the destination GLN that was defined during the shipment by the sender), and date of creation.





Figure 132 Return receiving – Reference document

First, enter the Reference document number. You can proceed to the next page without entering the Reference document number and you can add it also later on the next page.

You can also scan the Reference document number by pressing Camera to use the camera on your mobile or tablet.

Reference Document Number	Ó	?	

Figure 133 Return receiving – Reference document number scanning



When values are entered press Continue **CONTINUE** to continue to the next page – adding items to the return receiving the document.

#### 4.4.2.2 Adding items to the return receiving document

On the second page, you add items that will be returned to the target location.

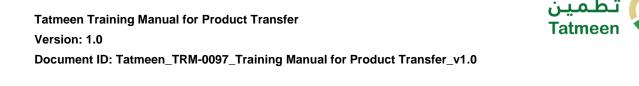
Items can be:

- SSCC or
- SGTIN

Items can be manually added by entering values or scanning with a scanner. To continue to the next page at least one SSCC or SGTIN item must be added.

← васк	Return Receivi	?	) <sup>9+</sup> 4
Please scan a receiving.	all items you would like t	to retur	n
Ref. Doc No.		0	0
	ing scan : * sgtin	ď	Ó
Scanned Items	0		
RESTART		CO	NTINUE

Figure 134 Return receiving – Returned items



For editing of the Reference Docume	ent Number press Edit Θ			
Enter the corrected value in this field	Ref. Doc No.	0	?	and save
any changes by pressing the key Ent	ter on your keyboard.			

#### 4.4.2.2.1 Adding items with scanning

When the page opens, the	application is already ready to scan the barcode with a
	ଚି
scanner or press Camera	to use the camera for scanning.

#### 4.4.2.2.2 Adding SSCC manually

Item can be added also manually. For manual data entry press Edit where the new page opens.

#### SSCC = (00)SSCC

#### Serial Shipping Container Code

To add an SSCC Item to the return receiving document, enter the SSCC value in the

field SSCC-(00) and press OK



Enter serialized product	CLOSE
SSCC-(00) *	
354008350688871086	
0-	
Or	
GTIN-(01) *	
Enter GTIN	
SERIAL-(21) *	
Enter Serial Number	
ок	

Figure 135 Manual adding of SSCC item

If no value is entered, OK	ок	will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SSCC Item is then added to the return receiving document and has an icon

**CLOSE** 



 Scanned Items
 1
 DELETE MODE

 ALL
 SUCCESS
 ERRORS
 WARNINGS

 (00)
 Image: Comparison of the second second

Figure 136 Successfully added SSCC item

#### 4.4.2.2.3 Adding SGTIN manually

Item can be added also manually. For manual data entry press Edit new page opens.

where the

#### **SGTIN** = (01)**GTIN**(21)**SERIAL**

#### **Global Trade Item Number**

To add an SGTIN Item to the return receiving document, enter the GTIN value of the product in the field GTIN-(01), and the serial number value in the field SERIAL-(21)

and press OK



Enter serialized	product	CLOSE
SSCC-(00) *		
Enter SSCC		
	0	
	Or	
GTIN-(01) *		
05400835002555		
SERIAL-(21) *		
8706204		
	<b></b>	
	ок	

Figure 137 Manual adding of SGTIN item

If no value is entered, OK		will be disabled and it will not
be possible to continue to	the next page.	

If you want to return to the previous page and cancel the entry press Close

If you press OK, the SGTIN Item is then added to the return receiving document and has an icon

**CLOSE** 



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0



Figure 138 Successfully added SGTIN item

#### 4.4.2.2.4 Review of the added items

When an item is added to the list, you can review all items, check for possible issues, and removes unneeded items.

Scanned Items 1 shows the total of all items on the list ALL SUCCESS ERRORS WARNINGS It is possible to filter the list of scanned items using

Filter options:

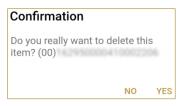
- All shows all items
- Success filter to only successfully added items •
- Errors filter to items with error •
- Warnings filter to items with a warning

DELETE MODE Select Delete mode to remove added items.

In Delete mode, a delete icon will appear on each row.

Scanned Ite	ems 🚺		CANCEL
ALL	SUCCESS	ERRORS	WARNINGS
	)) EPC ID tive	ď	is not
			$\overline{\times}$

Press Delete 🖾 to remove an item. Deletion will require confirmation.





Red messages under items provide guidance for issues with listed items.

Scanned Iter	ms 🚺	DELI	ETE MODE
ALL	SUCCESS	ERRORS	WARNINGS
(00) • • • • • • • • • • • • • • • • • • •	EPC ID	C	is not

When all issues with added items are solved and there is no error message, press Continue **CONTINUE** to proceed to the next page.

If you want to suspend work and enter a new shipping document press Restart **RESTART** 

A query message will appear requiring confirmation for a new start

Restart		
Are you sure ?		
	NO	YES

#### 4.4.2.3 Return receiving confirmation

All the items listed on this page will be returned to the target GLN location. Before confirmation of the return receiving document check if the document contains all items required.



Document ID: Tatmeen\_TRM-0097\_Training Manual for Product Transfer\_v1.0

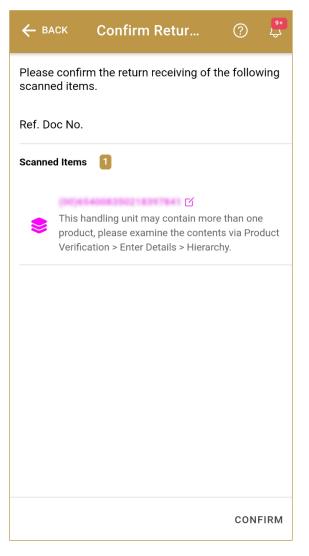


Figure 139 Return receiving confirmation

The Number of items (SSCC, SGTINs) contained in the return receiving document is shown as **Scanned Items** 

To return to the previous page for adding/removal of items press Back



For final confirmation of the return receiving document, after which editing of the document is not possible, and items will be returned to the target GLN location, press Confirm



#### 4.4.2.4 Return receiving completed

You have successfully confirmed the return receiving document. All confirmed items are now accessible at the target location.

If you want to prepare a new return receiving document, press Do Another DO ANOTHER

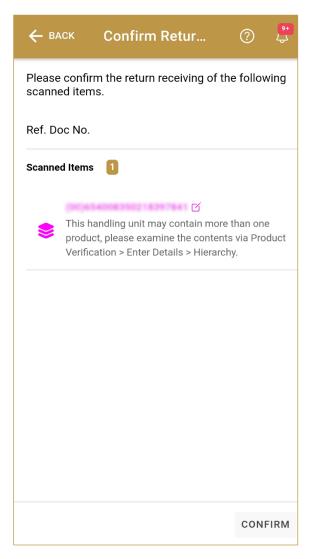


Figure 140 Return receiving completed



## 5. HOW – TO Product Transfer

## 5.1 HOW – TO Shipping

#### 5.1.1 How do I transfer items from my location to another location?

In the navigation menu select Product Transfer  $\rightarrow$  Shipping.

On the first page manually enter or scan the reference document number and target GLN number [*Error! Reference source not found.*].

On the second page manually enter or scan all items which would you like to send to the target GLN location [4.1.1.2].

Check once again if all items on the shipping document are correct and confirm the shipping document [4.1.1.3].

Items from the shipping document are now available and can be received at the target GLN location.

### 5.2 HOW – TO Receiving

#### 5.2.1 How do I accept items to my location?

In the navigation menu select Product Transfer  $\rightarrow$  Receiving.

On the first page enter or scan the reference document number [4.2.1.1].

On the second page manually enter or scan all items which would you like to accept to your GLN location [4.2.1.2].

Check once again if all items on the receiving document are correct and confirm receiving document [4.2.1.3].

Items from the receiving document are now available at your GLN location.

### 5.3 HOW – TO Return shipping

#### 5.3.1 How do I reject shipment?

First, you need to accept items so you can later reject/return them. To perform acceptance of the items, in the navigation menu select Product Transfer  $\rightarrow$  Receiving. Follow the steps for acceptance of the items [5.2.1].

After Receiving is successfully completed, in the navigation menu select Product Transfer  $\rightarrow$  Return shipping.



On the first page manually enter or scan the reference document number and target GLN number [*Error! Reference source not found.*].

On the second page manually enter or scan all items which would you like to return to the target GLN location [4.3.1.2].

Check once again if all items on the return shipping document are correct and confirm the return shipping document [4.3.1.3].

Items from the return shipping document are now sent to the target GLN location.

### 5.4 HOW – TO Return receiving

# 5.4.1 On the target location rejected items and I received a return shipping document. How do I reject the acceptance of these items?

First, you need to accept items so you can later reject/return them. To perform acceptance of the items, in the navigation menu select Product Transfer  $\rightarrow$  Receiving. Follow the steps for acceptance of the items [5.2.1].

After Receiving is successfully completed, in the navigation menu select Product Transfer  $\rightarrow$  Return receiving.

On the first page manually enter or scan the reference document number [4.4.1.1].

On the second page manually enter or scan all items which would you like to return [4.4.1.2].

Check once again if all items on the return receiving document are correct and confirm the return receiving document [4.4.1.3].

Items from the return receiving document are now sent to the target GLN location.



## 6. FAQ – Product Transfer

# 6.1 Can I see the history of other users shipping and receiving operations on my location? Can I cancel them?

The Tatmeen portal will only show and allow to cancel the operations that have been done with the user currently logged in. Cancelling operations done by other users in the same location is only possible via the B2B channel. For more information, please refer to the Technical Guide for Logistics document.

# 6.2 Can I see the shipment information of in transit products that are destined for my location?

The Tatmeen portal won't show to logistic users the shipments in transit to a particular GLN.

# 6.3 How can I see the hierarchy of the products being received?

To check the products recorded in Tatmeen contained in a particular case or pallet being received, the transaction "Product Verification" can be used to verify the product status and obtain information about its contents.

# 6.4 I received a shipment with some damaged goods. What can I do to return damaged goods?

Depending on your supply chain operation procedures you can receive the product and either update their status as damaged (for more details see the Training Manual for Product Status Update document) or return them using the return shipping transaction citing the appropriate reason. For doing this:

- First, make a Receiving document for all goods (good and damaged ones) from the shipment. Confirm Receiving document.
- After a Receiving document is completed make a Return shipping document only with the damaged goods. Confirm a Return shipping document.
- Physically return the damaged goods to the sender GLN location from where you received them.



# 6.5 I received a shipment that I didn't order it. How can I return the shipment?

Depending on your supply chain operation procedures, you can inform the sender and don't record the reception. The sender would have to cancel the shipment on their side when the physical product arrives, or receive the product and then return it. For doing so:

- First, make a Receiving document for all goods from the shipment. Confirm Receiving document.
- After a Receiving document is completed make a Return shipping document with all goods. Confirm a Return shipping document.
- Physically return the goods to the sender GLN location from where you received them

# 6.6 I sent shipment to the wrong destination GLN. How can I make a cancellation of the shipment?

If shipment was not yet received at the destination GLN, you can open Product Transfer  $\rightarrow$  Shipping and open Historical View. Search for your shippment and check the shippment details. If shippment was not received yet you can cancel the shippment and all items from the shippment will be again available on yout GLN location.

You can make a new shipping document to the correct destination GLN.

# 6.7 I sent the shipment to the destination GLN with wrong items. The shipment was already received at destination GLN. How can I get wrong items back?

When items from the shipment are received at the destination GLN, the user on the destination GLN can make a Return Shipping document with the wrong items. The items will be sent to your/start GLN location. Then you need to make a Receiving document with the wrong items and items will be again available at yout GLN location.

# 6.8 I made a shipping/receiving/return shipping/return receiving document but I forget to add a few items. What can I do?

You can make another shipping/receiving/return shipping/return receiving document with the missing items. Items will delivered with thi different documents.



## 7. GLOSSARY

General short terms and abbreviations can be found in the global Glossary (see section 1.7 of this document). A list of additional terms that were referred to in this document have also been added here:

Acronym	Term	Definition
API	Application Programming Interface	API Management is a solution included in the SAP BTP that provides the means to integrate SC (participants) via a B2B connection.
ATTP	Advanced Track and Trace for Pharmaceuticals from SAP	The SAP solution supports track and trace activities designed for Pharmaceutical purposes but also supports other industries.
EPCIS	Electronic Product Code Information Services	EPC information services (EPCIS) is an EPC global standard designed to enable EPC-related data sharing within and across enterprises. This data sharing is aimed at enabling participants in the EPC global Network to obtain a common view of the disposition of EPC-bearing objects within a business context.
GCP	Global Company Prefix	Global Company Prefix
GLN	Global Location Number	Global Location Number
GS1	Global Standards One	GS1 ( <u>https://www.gs1.org/</u> and <u>https://www.gs1ae.org/</u> ) is a global organization dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.
GTIN	Global Trade Item Number	The identifier for trade items developed by GS1. Such identifiers are used to look up product information in the database (often inputting the number through a bar code scanner), which may belong to a retailer, manufacturer, collector, researcher, or other entity.
KG	Kilogram	Kilogram
MAH	Marketing Authorization Holder	An organization that is the brand-owner of a particular product.
MoHAP	Ministry of Health and Prevention of the UAE	UAE ministry is responsible for regulation, healthcare delivery, and oversight.
N/A	Not Applicable	This shall be used where no relevant information can be added.
SC	Supply Chain	The service to support logistics operations relating to the sourcing and transportation of goods. The broader application can also support services.
sGTIN	Serialized Global Trade Item Number	Serialized Global Trade Item Number
SHP	Shipment Import Permit	Shipment Import Permit
SME	Subject Matter Expert	Subject Matter Expert



Acronym	Term	Definition	
SSCC	Serial Shipping Container Code	A GS1 identification key is used to identify a logistic unit. This unique identifier is comprised of an Extension Digit, a GS1 Company Prefix, a Serial Reference, and a Check Digit.	
System	Tatmeen	Tatmeen	
Tatmeen	Name of the United Arab Emirates Track & Trace (T&T) System	Name of the Track & Trace (T&T) System	
T&T	Track and Trace	An electronic solution to support the recording of the historic movement of goods based on the unique identification of goods. Subsequent evaluation of the electronic records supports reporting of movements and their traceability.	
UAE	United Arab Emirates	United Arab Emirates	
UoM	Unit of Measure	Unit of Measure	
URL	Uniform Resource Locator	The mechanism used by browsers to retrieve any published resource on the web.	
WHO	World Health Organization	World Health Organization	
WHO ATC Codes	World Health Organization Anatomical Therapeutic Chemical code		
WMS	Warehouse Management System	t Warehouse Management System	
3PL	Third-Party Logistics	External (to the MoHAP organization) supply chain partners.	

Table 2 Glossary



# Training Manual for Product Transfer

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