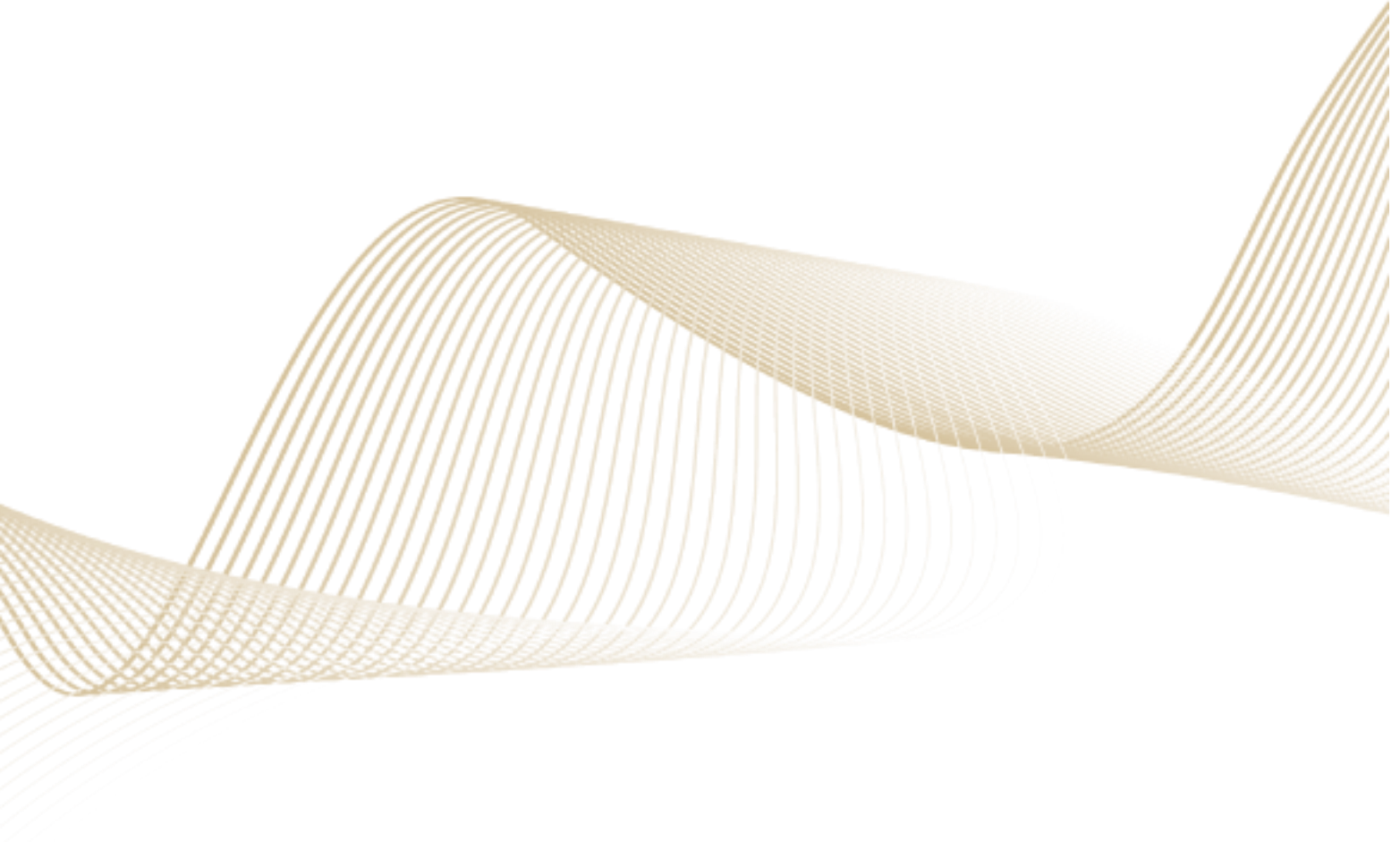


Training Manual for File Upload

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File Upload_v3.0

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Document Control

1.1 Version History

Version	Date	Description of Change	Author / Company
1.0	18-Oct-2022	First Version	EVOTEQ
2.0	06-Jan-2025	Content updates for clarity and accuracy	EVOTEQ
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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 a detailed description of the business process, and flows of the Tatmeen system.

4. Tutorial File Upload

An authorized user (MAH / Licensed Agent) will be able to upload commissioning and aggregation event information in a flat file format, accepting plain CSV in a Tatmeen specific custom format.

4.1 Commissioning and Aggregation File Upload

The File Upload functionality will be available only on the Portal. Using this feature, user will be able to upload a CSV file, containing commissioning and aggregation events, that will be loaded into Tatmeen.



Figure 1 File Upload Portal navigation menu

The format of the CSV file as well as a template to facilitate its creation can be downloaded from the same section of the portal. A limit of maximum 50,000 items per file is the recommended maximum size per file.

4.1.1 Selection of a file

On the first page, you need to add the file with your commissioned and aggregation data.

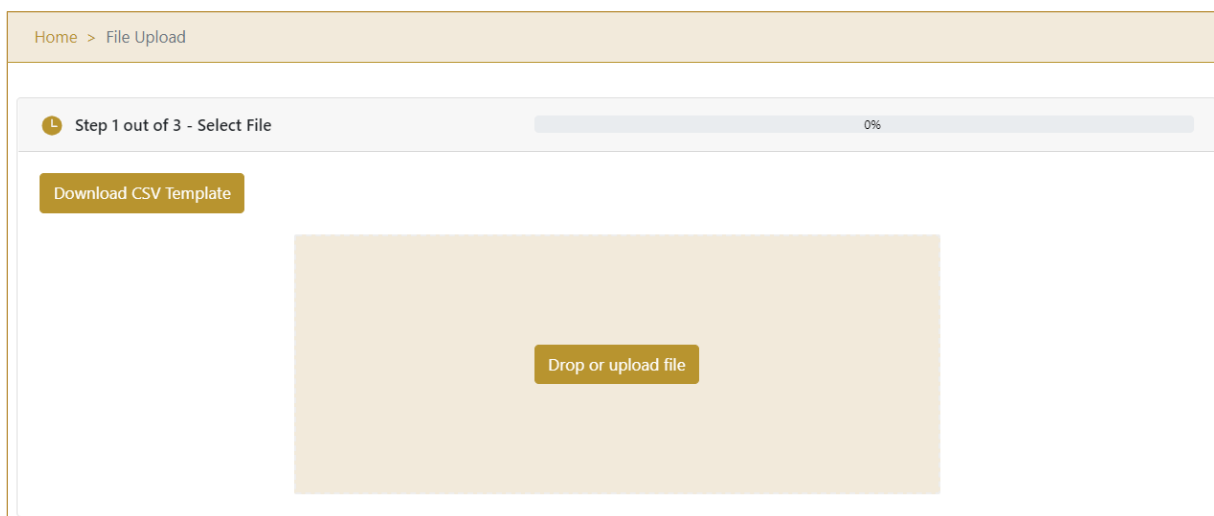


Figure 2 File Upload

To see which data must be included in the file for upload, download the CSV template file by pressing [Download CSV Template](#)

Once you have the file with your commissioning and aggregation data according to template instructions, the file can be uploaded.

You can upload a file by dragging and dropping the file into the marked field.

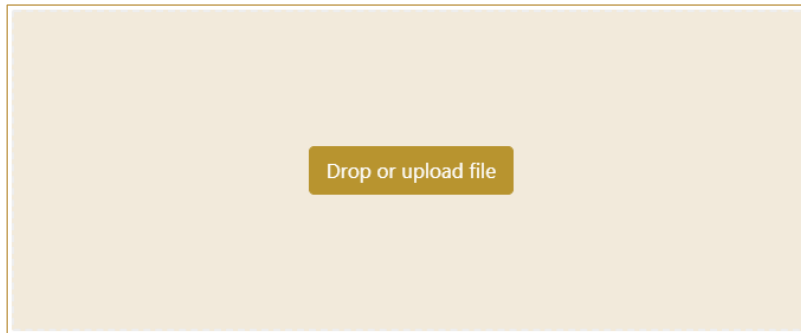



Figure 3 Drag and drop a file for upload

Or you can press Drop or upload file  where your browser window for opening file appears. Select your file with commissioning and aggregation data and press Open for file upload.

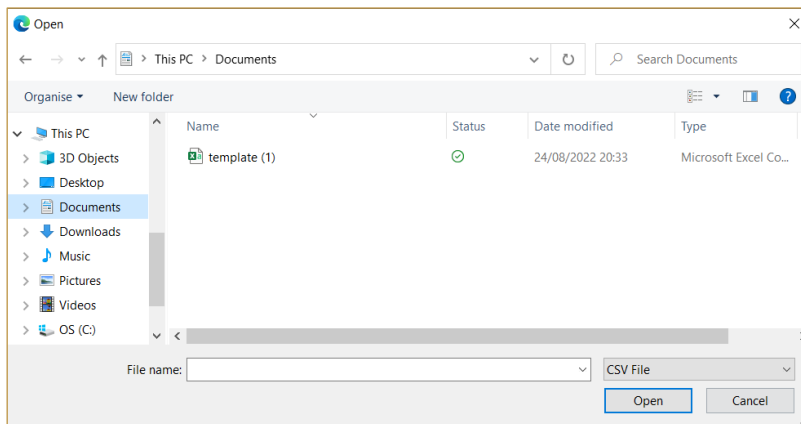


Figure 4 Select a file for upload

The different fields of the file are described in the following table:

Upload File Fields		
Field name	Mandatory	Description
seqNo	Yes	This is a numeric sequence of record numbers and will help transform to EPCIS. Increment each new row by 1.
Bizstep	Yes	This is a text field and is limited to one of two values being either "commissioning" or "packing" indicating the type of event.

Upload File Fields		
Field name	Mandatory	Description
eventTime	Yes	Time of the local time of the event in ISO 8601 format, e.g. 2021-05-31T12:02:16.000Z. This is a string field of format yyyy-mm-ddThh:mm:ss.dddZ Please note, this date/time should be after the manufacturing date/time.
timeOffset	Yes	This is the time zone offset, e.g. "+05:30". Between the local time zone and UTC. This is a string field. It is the difference in hours and minutes between your time zone and UTC.
epc	Yes	This is the mandatory SGTIN or SSCC in "human-readable" form, e.g. (01)30123456055125(21)09QA0000017 or (00)001234560010005164 with the application identifiers in parenthesis (round bracket). For the packing event, this represents the child EPC. The format described above ensures this is a string field. For a description of the different SGTIN and SSCC coding formats as well as a description of the application identifiers used in Tatmeen please refer to the Serialization Implementation User Guide. Please note, maximum of 50K unique serial numbers are allowed per file.
Batch/ Parent	Can be blank	String field: <ul style="list-style-type: none"> For the commissioning event for an SGTIN, this is the batch/lot number with the application identifier, e.g., (10)LOT123456. A maximum of 5 different batches (new or already existing in Tatmeen) are allowed per file. Exceeding this limit will result in an error. It is blank for the commissioning of SSCC. For the packing event, it is the parent EPC in the same "human-readable" form as the epc field above.
import	Can be blank	Conditional string field with fixed values (I=Import and L=Local/Domestic): <ul style="list-style-type: none"> This field is only filled for the commissioning of an SGTIN and can either be "I" for products coming from abroad or "L" when goods are coming from local production.

Upload File Fields		
Field name	Mandatory	Description
permit	Can be blank	<p>Shipment Import Permit for imports and Local Sales Permit for local production entered for the commissioning of an SGTIN, e.g., SHP/MP/9999999/2020 or LSAL/MP/9999999/2020.</p> <p>For Tatmeen staging, SHP/MP/48913/2020 is MoHAP approved permit</p> <p>Note:</p> <ul style="list-style-type: none"> Permit field should be populated for all SGTINs i.e. Saleable units (Eaches) and Logistics units (Cases, Bundles). Although Cases and Bundles are not in the permit, user can simply add the permit number of Eaches for Cases and Bundles too. Commissioning can only be performed for the items belonging to the same permit number. Upload file will fail if items are commissioned from multiple permits.
expiryDate	Can be blank	This field is only filled for the commissioning of an SGTIN and is the expiry date in the following format: 2023-02-28T (yyyy-mm-ddT). The letter T is at the end of the value to ensure the formatting is not corrupted by Excel.
manufDate	Can be blank	This field is only filled for the commissioning of an SGTIN and is the manufacturing date in the following format: 2021-02-28T (yyyy-mm-ddT). The letter T is at the end of the value to ensure the formatting is not corrupted by Excel.

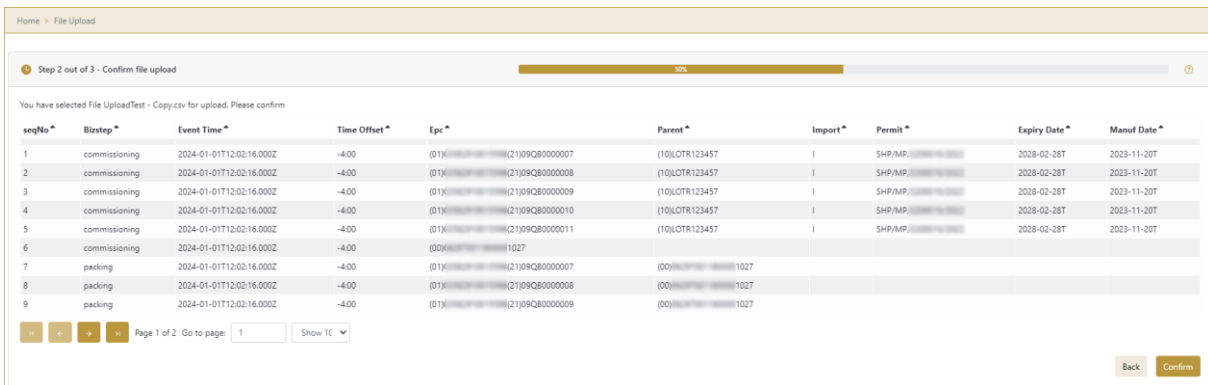
Table 2 Upload File Fields

Please note, maximum of 50K

4.1.2 File Upload confirmation

Once a file is uploaded, on the second step, all the records of the file are displayed.


This will allow the user to make a final confirmation of the information to be uploaded before transmitting it to Tatmeen.




seqNo	Bizstep	Event Time	Time Offset	Epc	Parent	Import	Permit	Expiry Date	Manuf Date
1	commissioning	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(10LOTR123457	I	SHP/MP/...	2028-02-28T	2023-11-20T
2	commissioning	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(10LOTR123457	I	SHP/MP/...	2028-02-28T	2023-11-20T
3	commissioning	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(10LOTR123457	I	SHP/MP/...	2028-02-28T	2023-11-20T
4	commissioning	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(10LOTR123457	I	SHP/MP/...	2028-02-28T	2023-11-20T
5	commissioning	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(10LOTR123457	I	SHP/MP/...	2028-02-28T	2023-11-20T
6	commissioning	2024-01-01T12:02:16.000Z	-4.00	(00X)...	(00LOTR123457		SHP/MP/...	2028-02-28T	2023-11-20T
7	packing	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(00LOTR123457		SHP/MP/...		
8	packing	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(00LOTR123457		SHP/MP/...		
9	packing	2024-01-01T12:02:16.000Z	-4.00	(01X)...	(00LOTR123457		SHP/MP/...		

Figure 5 Uploaded information

For final confirmation of file upload, press 

To return to the previous page, press 

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.

eventTime 

Figure 6 Sort

At the bottom of the table, there is a navigation line that will help you to navigate to a specific page.

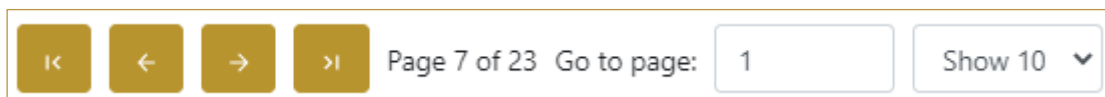
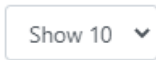






Figure 7 Navigation line

By default, there are always 10 records displayed on one page of the table. You can change this by selecting one of the options from the dropdown menu 

When you have more data in the table, with buttons you navigate:

- to the first page 
- to the previous page 
- to the next page 
- to the last page 

You also see the number how many pages that exist ^{Page 7 of 23}. You can navigate to a different page by entering the number of the page ^{Go to page:} .

4.1.3 File Upload completion

On the last page, you can see if the file was successfully uploaded or not. This only tells you if the file was uploaded successfully. At this point, you don't see if also data was processed correctly by Tatmeen.

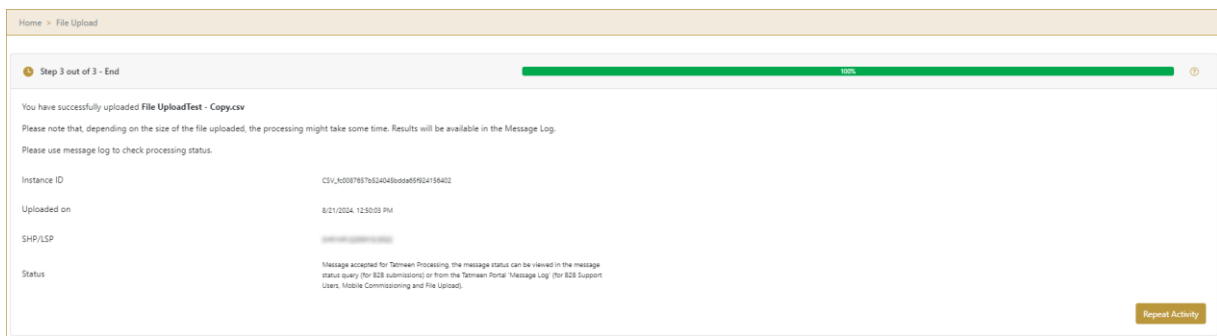


Figure 8 File upload status

To return to the first page for File Upload, press Done



To see if data from the uploaded file was successfully processed and uploaded to Tatmeen, you must select the Message Log page.

For faster searching, copy the Instance ID value from the last page of File Upload and paste it to the Search field.



Figure 9 Message Log - Search

When your file will be processed, you will see the status of the processing in the Message log.

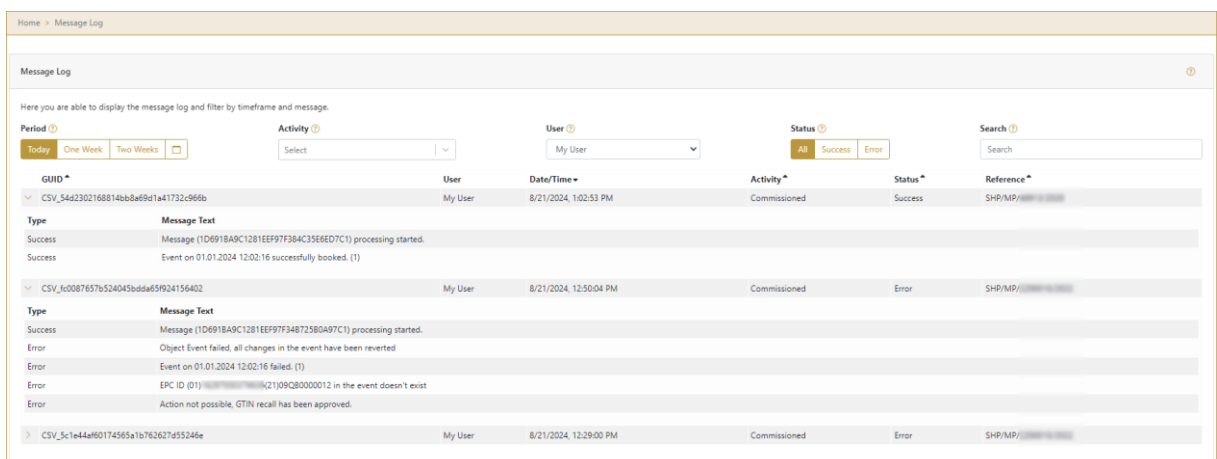


Figure 10 Message Log – Status of the data upload

5. HOW – TO File Upload

5.1 HOW – TO File Upload

5.1.1 Where can I get a template of a file for upload?

In the navigation menu select File Upload.

On the first page press Download CSV Template [4.1.1].

5.1.2 How can I upload a file?

In the navigation menu select File Upload.

On the first page press Drop or upload file and select file for upload on your file explorer, or drag and drop the file to the marked field [4.1.1].

On the second page check data and for confirmation press Confirm [4.1.2].

5.1.3 How can I see if uploaded data from the file was successfully processed in Tatmeen?

In the navigation menu select File Upload.

On the first page press Drop or upload file and select file for upload on your file explorer, or drag and drop the file to the marked field [4.1.1].

On the second page check data and for confirmation press Confirm [4.1.2].

On the third page check if the file was uploaded successfully. Remember or copy the Instance ID value [4.1.3].

In the navigation menu select Message Log. Into the Search field enter or paste your Instance ID. Message will appear with the status of data processing [4.1.3].

6. FAQ – File Upload

6.1 Where can I find a template of a file?

You can find a template of a file on the first step of File Upload. Press the button Download CSV Template.

6.2 Where can I see if my data from the file were successfully processed in Tatmeen?

When a file is uploaded a unique ID is generated and displayed in the field Instance ID. In Message Log search for a record with your Instance ID value.

6.3 Do I need to add Commissioning and Packing information in the same file or can it be sent separately in two upload files?

There's no restriction on sending the commissioning and packing events for the same products on the same file or on separate files.

It is important to take into consideration, however, that the event sequence (as determined by the fields eventTime + timeOffset (see the field table at section 4.1.1)) needs to be in order, with the commissioning event happening before the packing event.

In case that the events for the same item are sent in different files, the file containing the commissioning event needs to be uploaded before the one containing the packing event.

6.4 Can Tatmeen process some records of the file successfully and reject others?

No, if the file upload fails, all changes will be rolled back or reverted.

In case of items being rejected, the error, including an error description, will be registered in the message log as described in section 4.1.3.


6.5 Will Tatmeen Message Log inform which line (SeqNo) has an error?

The Tatmeen Message Log won't contain the SeqNo information. However, it will contain the epc value corresponding to the line that caused the error, as well as a descriptive message, that can be used to troubleshoot it.

6.6 Can I commission items from multiple permits in the same file?

No, if items being commissioned come from multiple permits and are added to the same file, the system will display an error message. Users should create separate upload files, with each file containing items related to a single permit.

6.7 Can I access Help on portal and mobile

Yes, help on a particular field and process can be found by pressing the Help  icon.

6.8 How many distinct batches can I include in one upload file

A maximum of 5 different batches (new or already existing in Tatmeen) are allowed per file. Exceeding this limit will result in an error.

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 has 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 (https://www.gs1.org/ and https://www.gs1ae.org/) 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	Identifier for trade items developed by GS1. Such identifiers are used to look up product information in the database (often inputting these numbers 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	The 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 supports 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	A unique code is assigned to medicine according to the organ or system it works on and how it works.
WMS	Warehouse Management System	Warehouse Management System
3PL	Third-Party Logistics	External (to the MoHAP organization) supply chain partners.

Table 3 Glossary

Training Manual for File Upload

Document ID:

Tatmeen_TRM-0247_Training
Manual for File Upload_v2.0