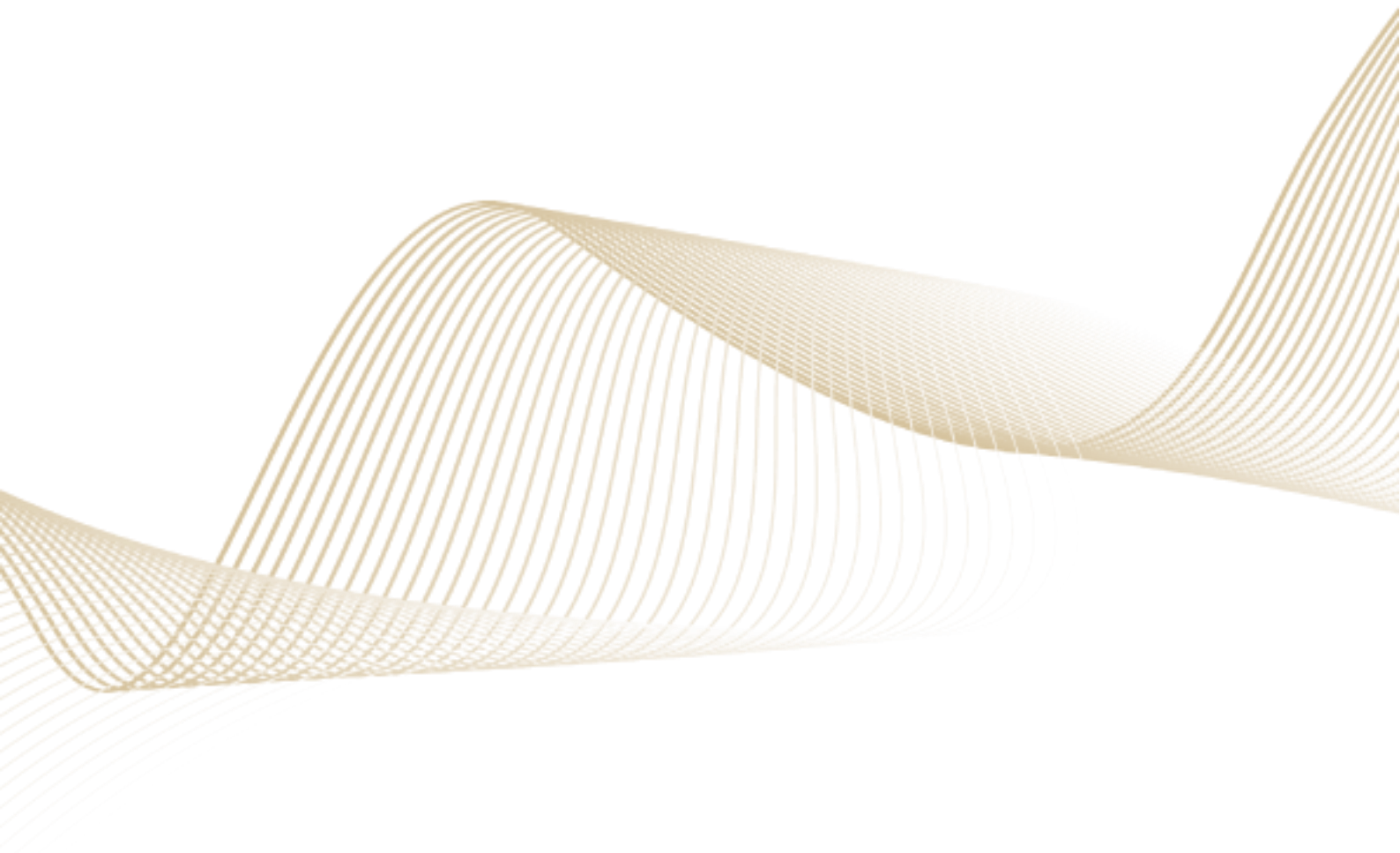


# Training Manual for Destruction

**Document ID:**

Tatmeen\_TRM-0097\_Training Manual  
for Destruction\_v1.0

**Version: 1.0**



# 1. Document Control

## 1.1 Version History

Version	Date	Description of Change	Author / Company
1.0	14-Nov-2022	First Release	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 controls 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 Destruction

The destruction functionality is used to manage the destruction of products deemed unsuitable in the UAE supply chain.

Destruction has three steps:

- Destruction initiation
- Destruction initiation approval (or rejection) by MoHAP
- Destruction completion

Destruction is first initiated by a supply chain entity. After destruction is initiated all items are blocked from any transfer and dispensation. After completion of destruction, all items are decommissioned. If the destruction initiation is rejected, or cancelled, the items subjected to it can be transferred and dispensed again.

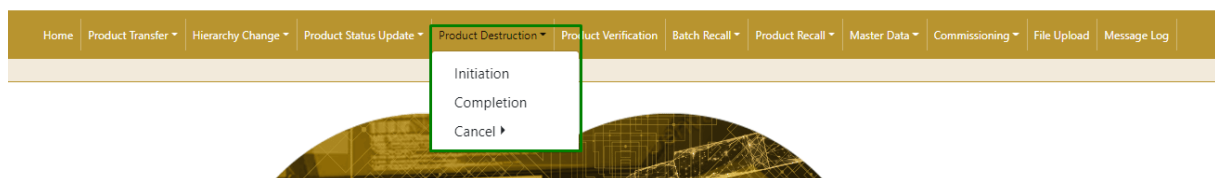


Figure 1 Portal Destruction navigation menu

**Training Manual for Destruction**

**Version:1.0**

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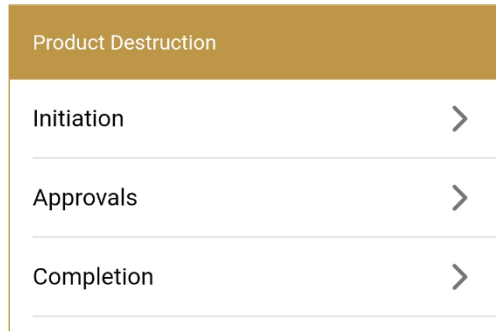


Figure 2 Mobile Destruction navigation menu

## 4.1 Destruction Initiation

This functionality can be used by any supply chain entity in possession of the product, to initiate the destruction process of any product that is not suitable for further use.

After destruction initiation, items are blocked from dispensing, transfer, hierarchy change, or status update.

### 4.1.1 Destruction Initiation – Portal

To see and explore more about destruction initiation, in the navigation menu select Product Destruction → Initiation

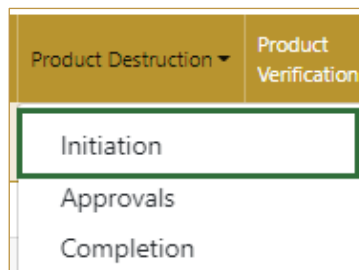


Figure 3 Portal navigation menu – Destruction Initiation

#### 4.1.1.1 Destruction reference number and reason

On the first page, you need to enter or scan the Reference number for the destruction. This number is obtained from the MoHAP destruction system. It is necessary to also select from the dropdown menu the reason for the destruction.

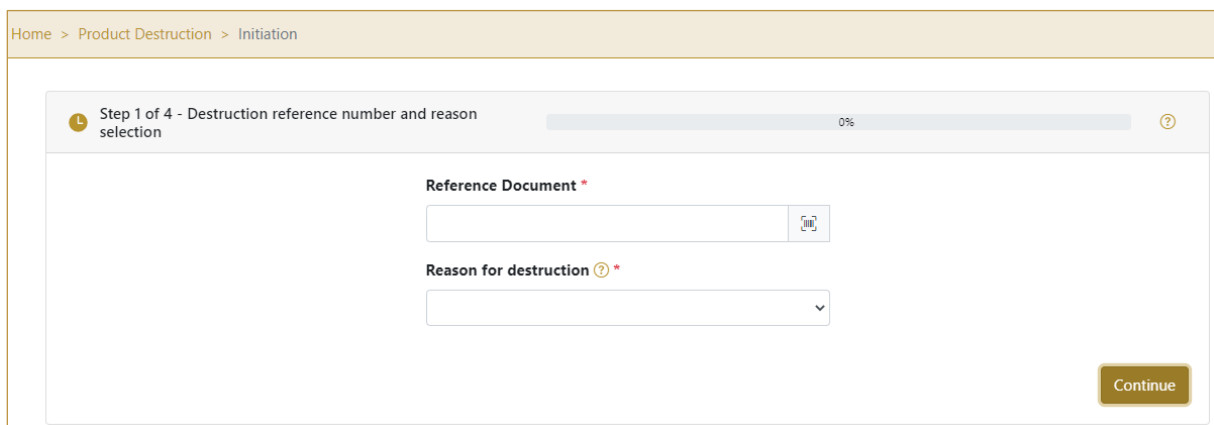


Figure 4 Destruction Initiation – Reference number and reason

Both fields are mandatory.



The Scan  indicates that the Reference number can be also scanned when you use a scanner or tablet.



Figure 5 Destruction Initiation – Reference 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.

If the values are not entered a warning will be displayed indicating no further progress is possible.

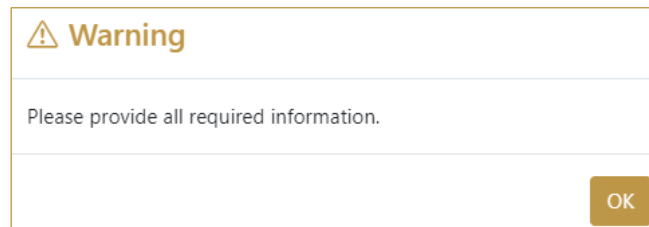



Figure 6 Destruction Initiation – warning

If you press Clock  a new page opens for the Initiation Historical view [4.1.1.5].

#### 4.1.1.2 Adding items for destruction

On the second page, you add items that need to be destroyed.

Items can be:

- SSCC or
- SGTIN



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

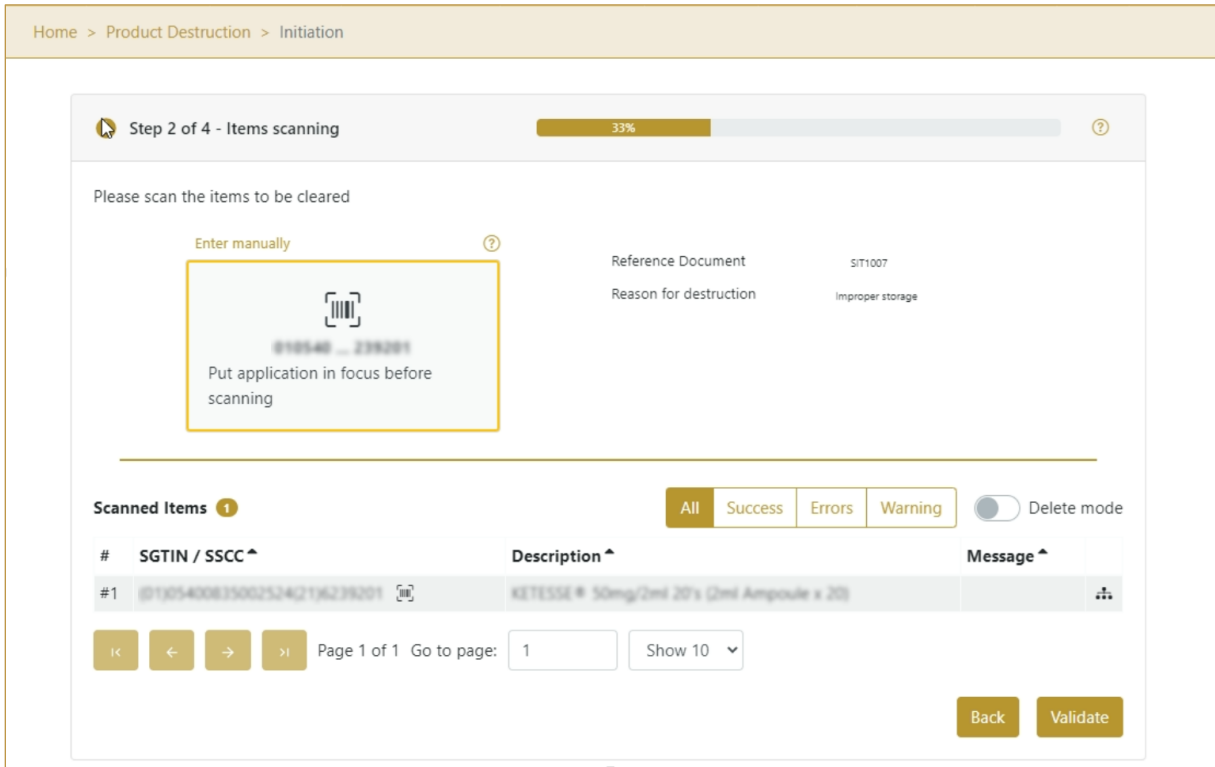



Figure 7 Destruction Initiation – Added items

For editing the Reference number or reason press Edit 

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

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

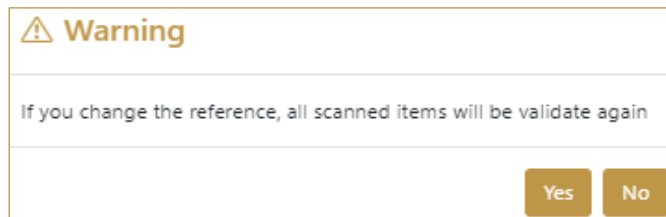


Figure 8 Destruction Initiation – Changes

#### 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.

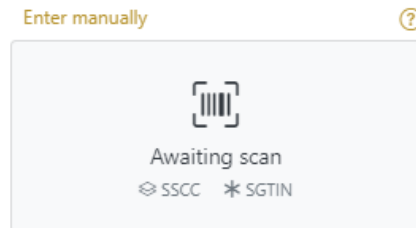


Figure 9 Destruction Initiation - Scan item

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

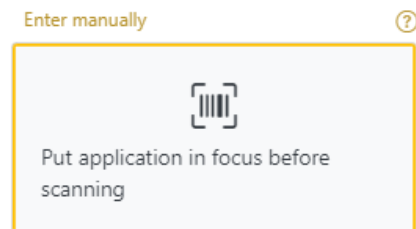


Figure 10 Destruction Initiation - Missing focus

#### 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**

To add an SSCC Item for destruction, enter the SSCC value in the field SSCC-(00)

and press OK 

If you want to return to the previous page press Cancel 

Step 2 of 4 - Items scanning

Please scan the items to be destroyed

SSCC-(00) ? \* 123456789012345678

Or

GTIN-(01) ? \* Enter GTIN

SERIAL-(21) ? \* Enter Serial Number

Cancel OK

Figure 11 Manual adding of SSCC item

Scanned Items 1

All Success Errors Warning Delete mode

#	SGTIN / SSCC ^	Description ^	Message ^
#1	(00)		

Page 1 of 1 Go to page: 1 Show 10

Validate


Figure 12 Successfully added SSCC item

#### 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 for destruction, 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 

If you want to return to the previous page press Cancel 

Step 2 of 4 - Items scanning

Please scan the items to be destroyed

SSCC-(00) \*

Or

GTIN-(01) \*

SERIAL-(21) \*

Cancel OK

Figure 13 Manual adding of SGTIN item

Scanned Items 1

All Success Errors Warning Delete mode

#	SGTIN / SSCC ^	Description ^	Message ^
#1 (01)	8715121822117 (21) 472809	Choclo® 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)	

Page 1 of 1 Go to page: 1 Show 10

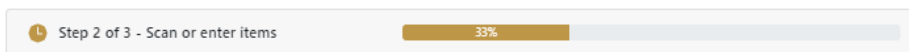
Validate

Figure 14 Successfully added SGTIN item

#### 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 removes unneeded items.

The progress bar shows advancement through the process




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

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.  Delete mode




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

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


 **Confirmation**


Do you really want to delete this item? (00)1254789654852158743

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

Scanned Items <span style="float: right;">All Success Errors Warning <input type="checkbox"/> Delete mode</span>			
#	SGTIN / SSCC ^	Description ^	Message ^
#1	(01) 80715131922111 (21) 472809  	Chocla® 10 mg, 20 mg & 30 mg (Treatment initiation pack) 27 tablets (8 x 10 mg tablets, 4 x 20 mg tablets and 15 x 30 mg tablets)	
#2	(00) 807151319248942515 		GLN of EPC (80487151319248942515) doesn't match readpoint GLN

Page 1 of 1 Go to page:  Show 10

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.

### 4.1.1.3 Initiation confirmation

All the items listed on this page will be initiated for destruction.

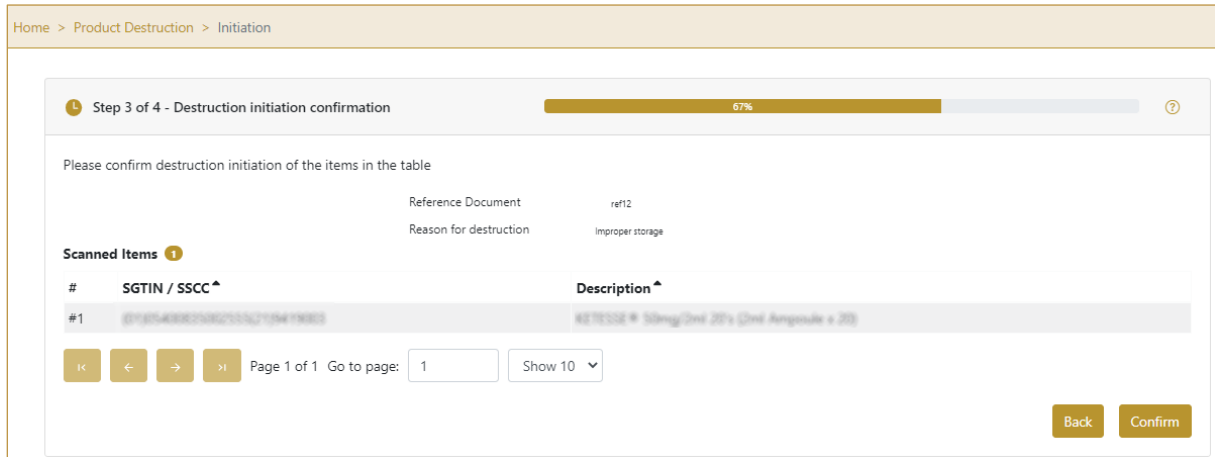


Figure 15 Destruction Initiation - Confirmation

The Number of items (SSCC, SGTINS) for destruction 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 items, a warning will be shown. If you select Leave all data on this page will be lost.

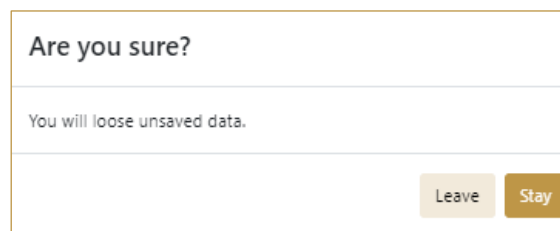


Figure 16 Destruction Initiation - Warning

For final confirmation of destruction initiation, after which it will not be possible to change the list of items, press **Confirm**

#### 4.1.1.4 Initiation completed


You have successfully confirmed the destruction initiation.

All items from the list are marked as destruction initiated and no dispensing, transfer, hierarchy changes, and no status update is possible/allowed.

The destruction initiation document is now available for the destruction approval process. Additionally, a notification is sent to the MOHAP approvers group to inform

them that the initiation is ready to be approved. For more details about this notification please see section 4.2 below.

If there is an issue with the destruction initiation document but you already confirm the destruction initiation you can cancel the destruction initiation. Cancellation is allowed on the Destruction Initiation Historical View only if destruction approval was not done yet.

If you want to prepare a new destruction initiation document, press Done 

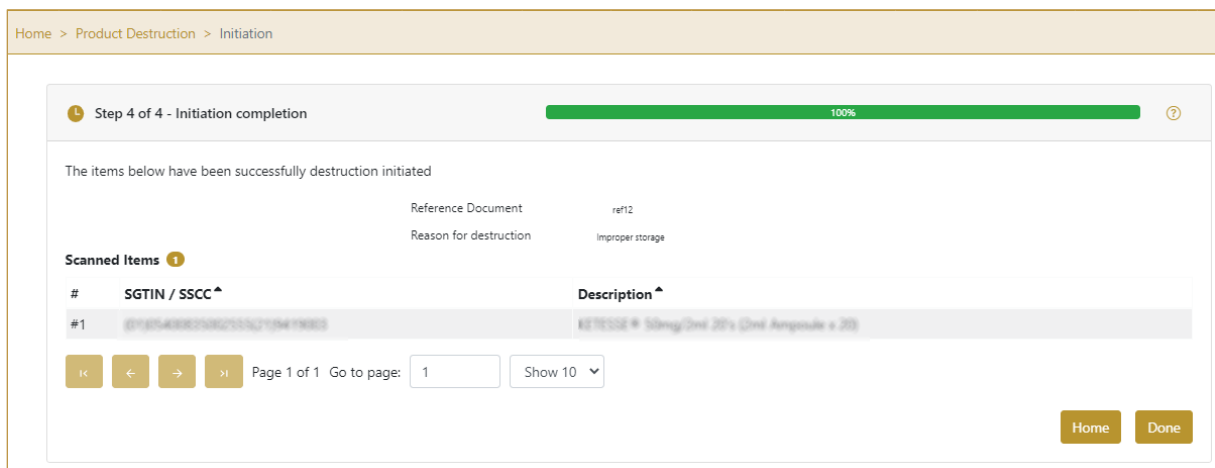


Figure 17 Destruction Initiation - Completed

#### 4.1.1.5 Initiation Historical view

On the Initiation Historical view, past initiations and initiation cancellations performed by the user are displayed according to default filter settings.

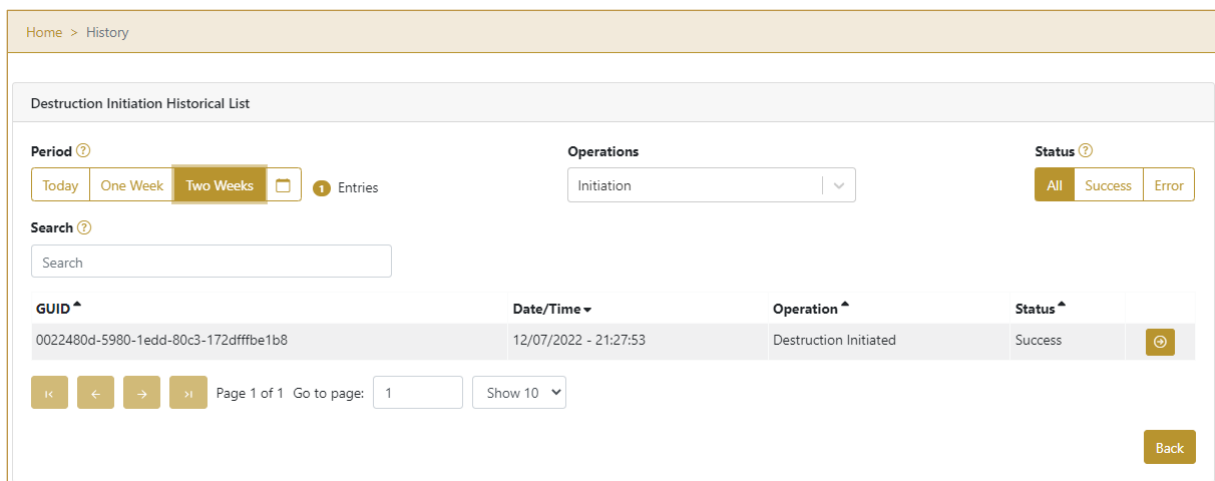



Figure 18 Initiation Historical view

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

If you want to return to the first page of the Destruction Initiation press Back 

#### 4.1.1.5.1 Filter options

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

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



Figure 19 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 20 Sort

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



Figure 21 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.

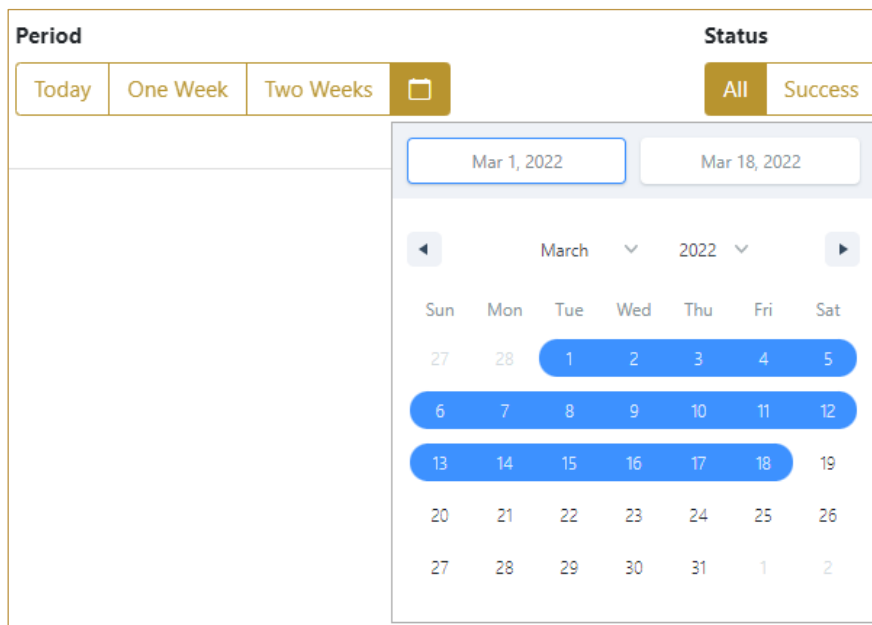


Figure 22 Filter options – Calendar

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



Figure 23 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





## Training Manual for Destruction

Version:1.0

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

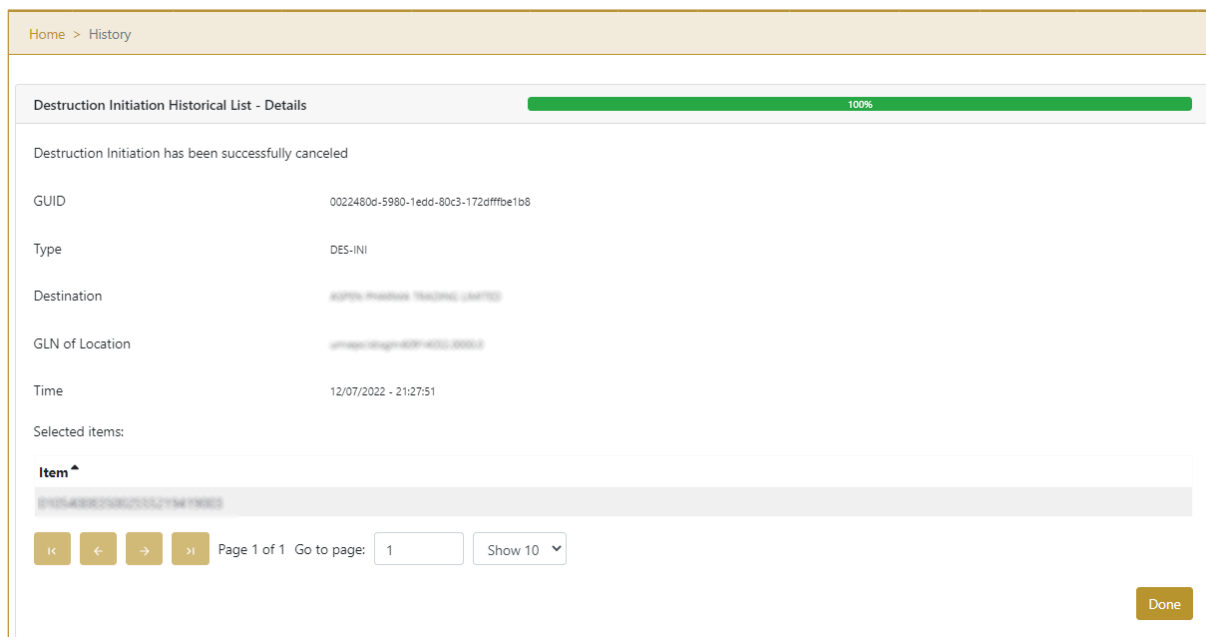


Figure 27 Initiation Cancellation completion

To return to the first page for destruction initiation press Done



## 4.1.2 Destruction Initiation – Mobile

To see and explore more about destruction initiation, in the navigation menu select Product Destruction → Initiation

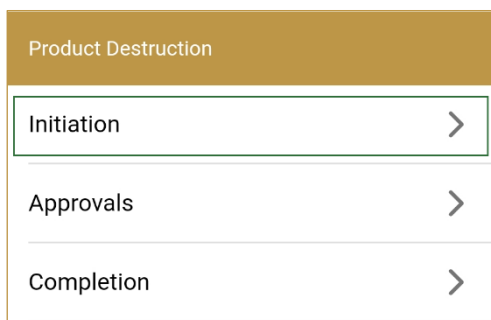


Figure 28 Mobile navigation menu – Destruction Initiation


### 4.1.2.1 Destruction reference number and reason

On the first page, you need to enter or scan the Reference number and from the dropdown menu select one of the reason for the destruction.

The screenshot shows a mobile application interface for 'Destruction Initiation'. At the top, there is a brown header bar with a menu icon, the title 'Destruction Initiation', a help icon, and a notification icon with '9+'. Below the header, there are two input fields. The first field is labeled 'Reference Document' with a red asterisk and a small '000' icon. To its right are a camera icon and a help icon. The second field is labeled 'Reason for destruction' with a red asterisk. To its right is a dropdown arrow and a help icon. Below these fields is a large empty text area. At the bottom right of the form, there is a 'CONTINUE' button.

Figure 29 Destruction Initiation – Reference number and reason

Both fields are mandatory.

You can also scan the Reference Document number by pressing Camera  in each field when you use a scanner, mobile, or tablet.

This is a close-up of the 'Reference Document' field from the previous figure. It shows the text 'Reference Document' followed by a red asterisk and a small '000' icon. To the right of the text is a camera icon and a help icon.

Figure 30 Destruction Initiation – Reference number scanning

When values are entered press Continue **CONTINUE** to continue to the next page.

If the field values are not entered a warning will be displayed indicating no further progress is possible.

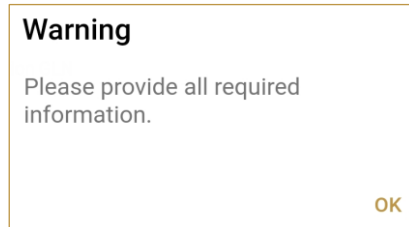


Figure 31 Destruction Initiation – warning

#### 4.1.2.2 Adding items for destruction

On the second page, you add items that need to be destroyed.

Items can be:

- SSCC or
- SGTIN

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

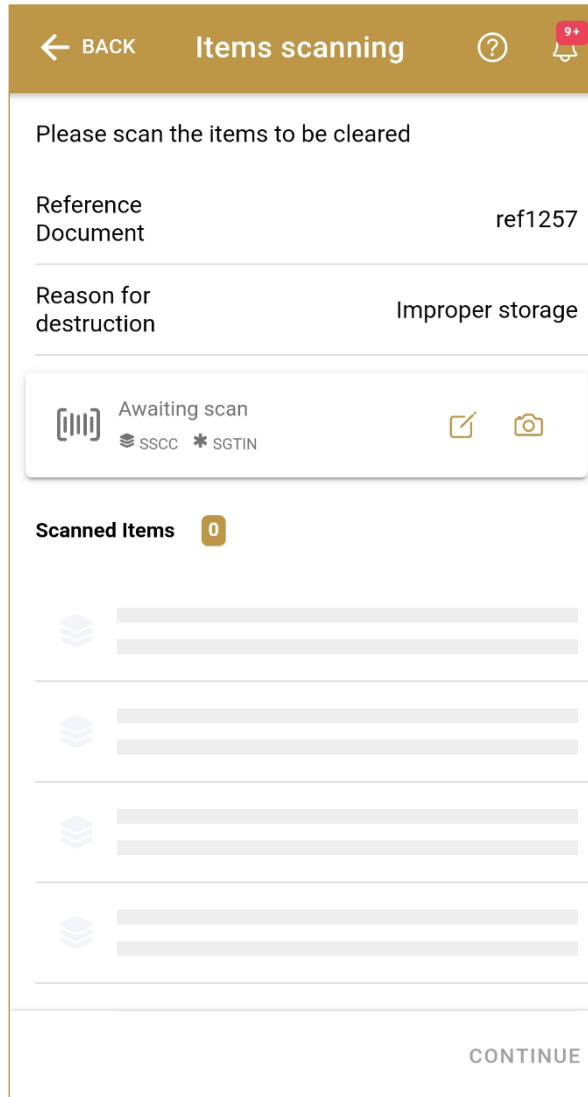


Figure 32 Destruction Initiation – Added items

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

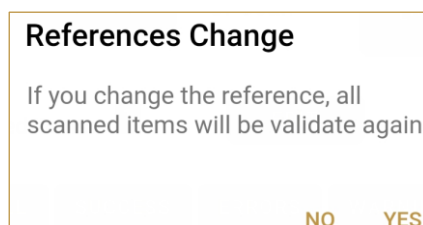




Figure 33 Destruction Initiation – Changes



#### 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  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  where the new page opens.

**SSCC = (00)SSCC**

#### **Serial Shipping Container Code**

To add an SSCC Item for destruction, enter the SSCC value in the field SSCC-(00) and press OK 

Enter serialized product CLOSE

SSCC-(00)\*  
554008350932879510 ?

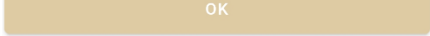
Or


GTIN-(01)\*  
Enter GTIN ?

SERIAL-(21)\*  
Enter Serial Number ?

OK

Figure 34 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 

Scanned Items 1 DELETE MODE

ALL SUCCESS ERRORS WARNINGS

(00) 554008350932879510 ✎

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





Figure 35 Successfully added SSCC item

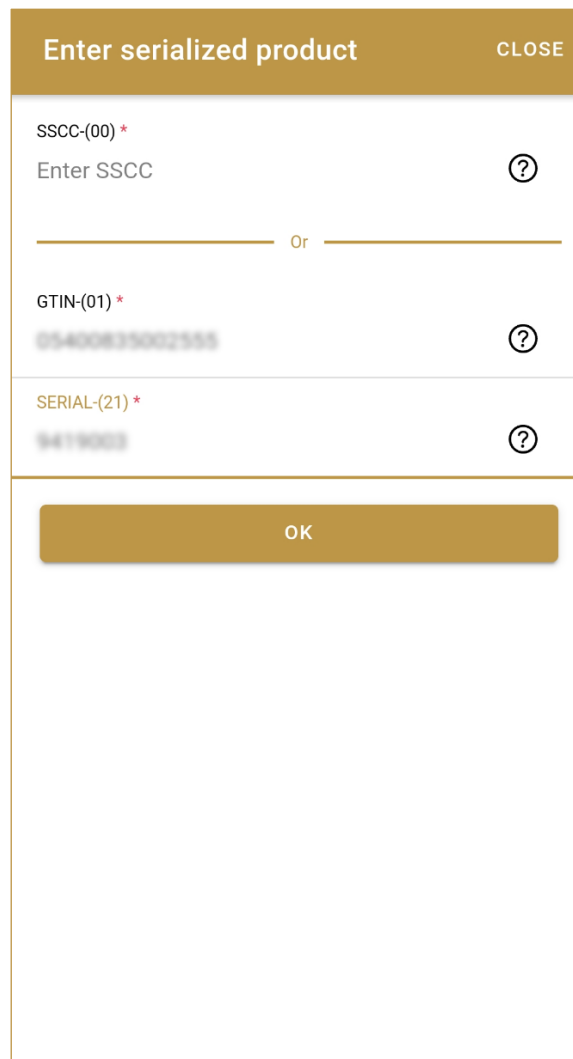
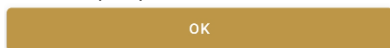
### 4.1.2.2.3 Adding SGTIN manually

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

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


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


To add an SGTIN Item for destruction, 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) *	05400835002555	?
SERIAL-(21) *	9419003	?
OK		

Figure 36 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 

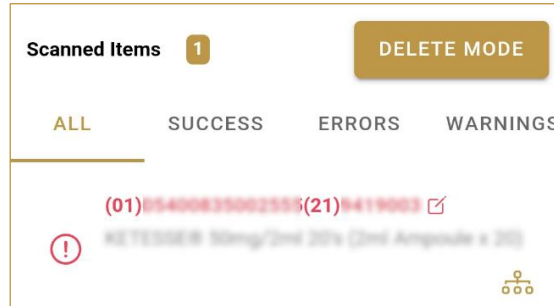




Figure 37 Successfully added SGTIN item

#### 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  shows the total of all items on the list

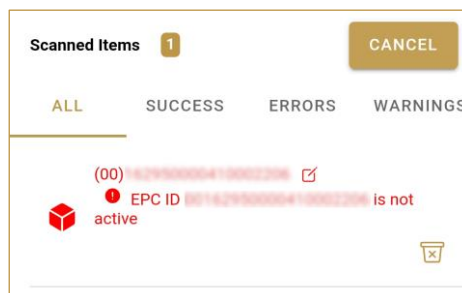
It is possible to filter the list of scanned items using 


Filter options:

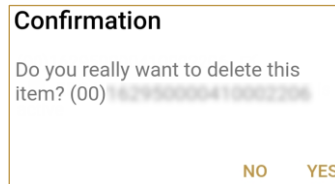
- **All** - shows all items
- **Success** - filter to only successfully added items
- **Errors** - filter to items with error
- **Warnings** - filter to items with a warning

Select Delete mode to remove added items. 

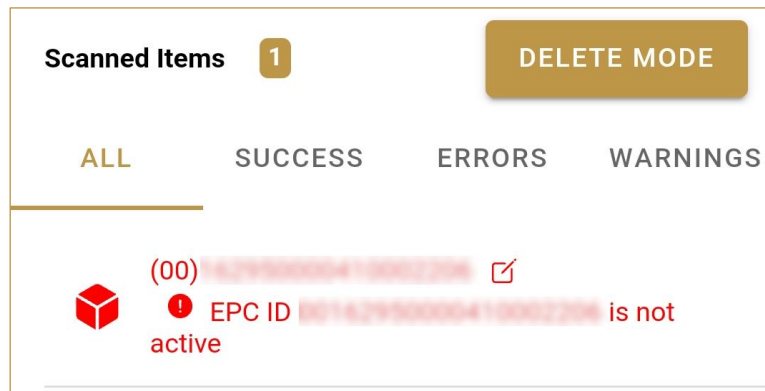
In Delete mode, a delete icon will appear on each row.



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.

#### 4.1.2.3 Initiation confirmation

All the items listed on this page will be initiated for destruction.

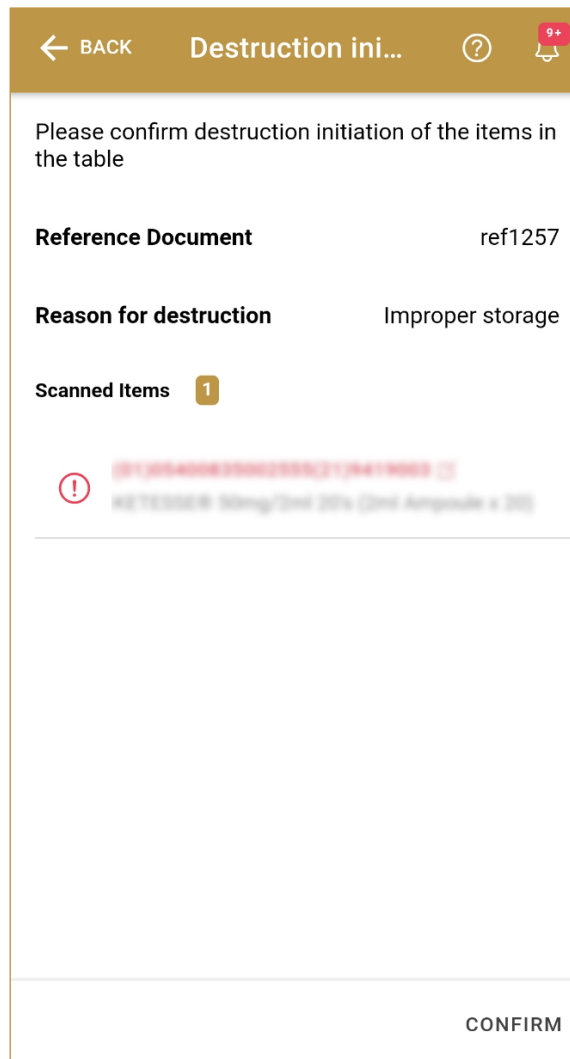


Figure 38 Destruction Initiation - Confirmation

The Number of items (SSCC, SGTINs) for destruction is shown as **Scanned Items** **1**

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

For final confirmation of destruction initiation, after which it will not be possible to change the list of items, press Confirm **CONFIRM**

#### 4.1.2.4 Initiation completed

You have successfully confirmed the destruction initiation.

All items from the list are marked as destruction initiated and no dispensing, transfer, hierarchy changes, and no status update is possible/allowed.

The destruction initiation document is now available for the destruction approval process.

If there is an issue with the destruction initiation document but you already confirm the destruction initiation you can cancel the destruction initiation. Cancellation is allowed on the Destruction Initiation Historical View only if destruction approval was not done yet.

If you want to prepare a new destruction initiation document, press **Do Another**

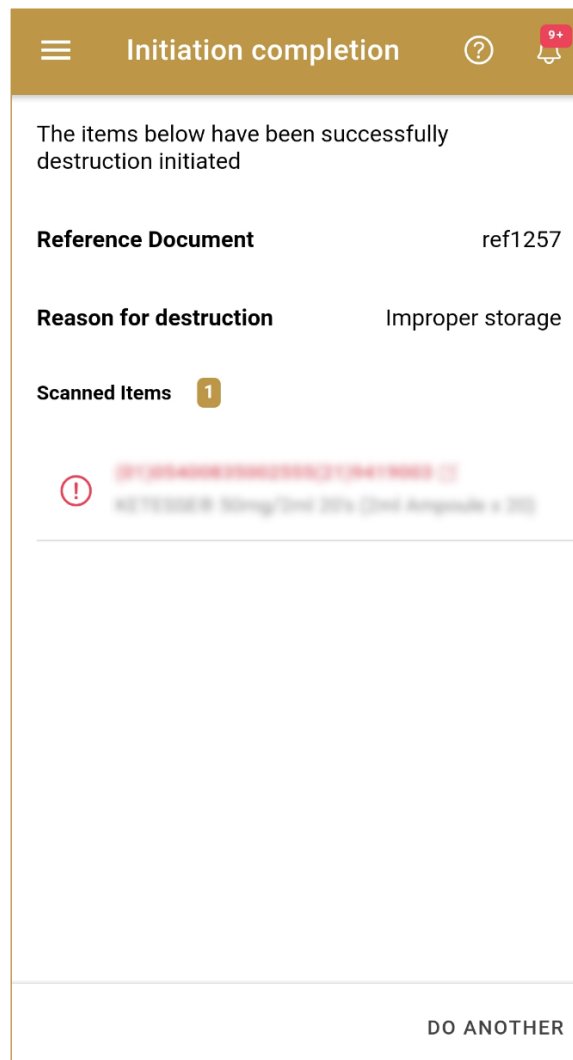


Figure 39 Destruction Initiation - Completed

## 4.2 Destruction Approval

The Destruction Approval will be used to approve or reject a destruction initiation and it will only be accessible to certain actors of Tatmeen (MoHAP Empowerment).

### 4.2.1 Destruction Approval Notification

Depending on the settings selected by the user, whenever a new destruction is initiated and is ready for approval, a notification can be sent, either by email, app notification, or both to the group responsible for destruction approval.

This notification step is optional, a user can disable these notifications in settings, as in any case, all the destruction initiations that require approval can be accessed at any time via the Product Destruction -> Approvals option (see section 4.2.2 for Portal and 4.2.3 for Mobile, for more details on the approval step).

The notification will display the following details about the destruction initiation:

- Initiator GLN and name.
- Destruction Reference Number of the Destruction (from the MOHAP Destruction System).
- Destruction Reason Code and Description.

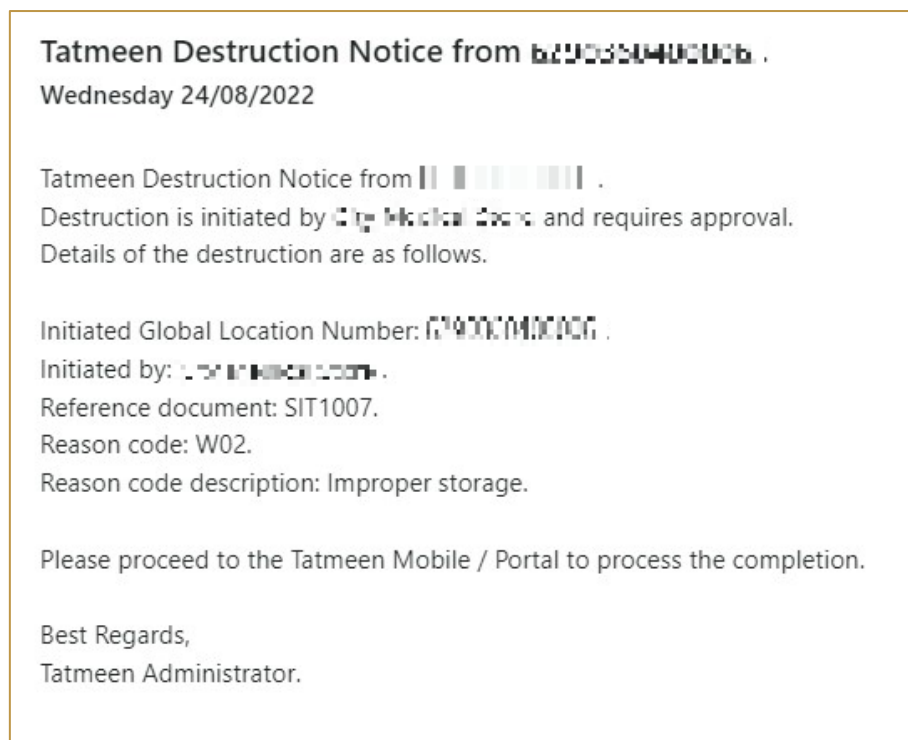


Figure 40 Destruction Notification Example



## 4.2.2 Destruction Approval – Portal

To see and explore more about destruction approval, in the navigation menu select Product Destruction → Approvals

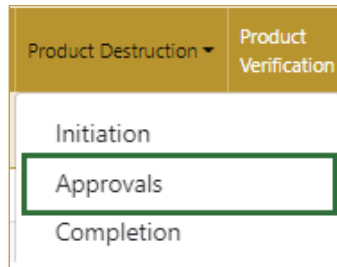
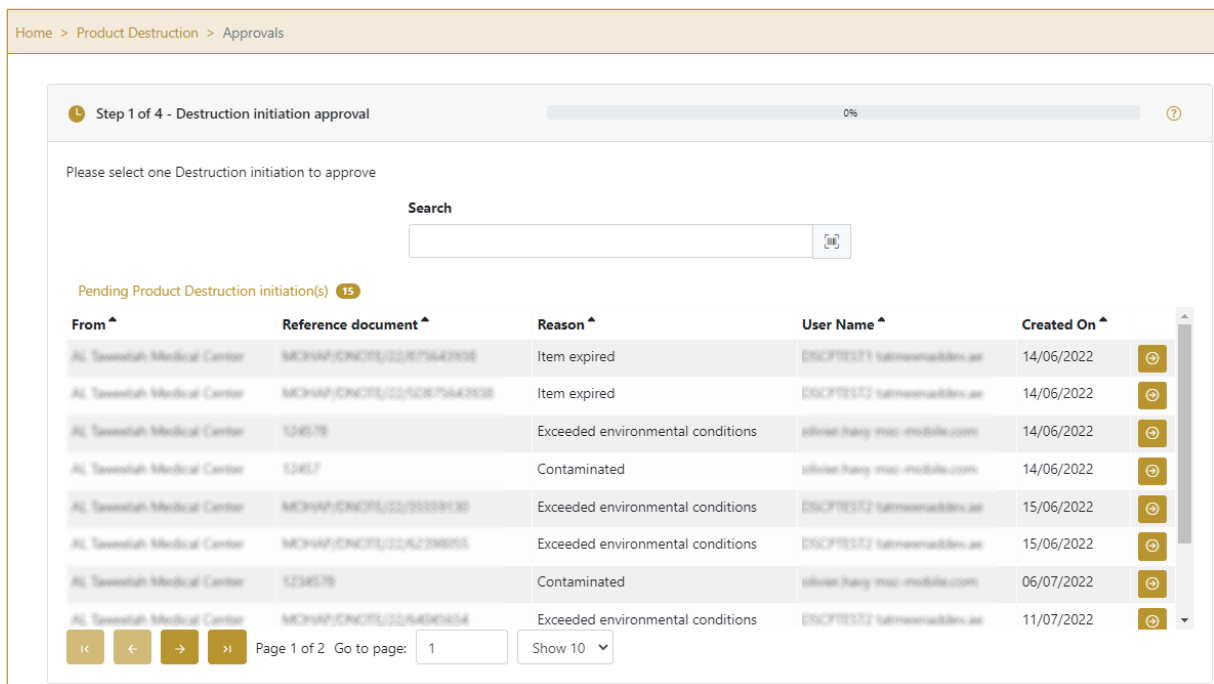


Figure 41 Portal navigation menu – Destruction Approvals

### 4.2.2.1 Destruction initiation selection

On the first page, you need to select one of the pending destruction initiations.



Home > Product Destruction > Approvals

Step 1 of 4 - Destruction initiation approval 0%

Please select one Destruction initiation to approve

Search


Pending Product Destruction initiation(s) 15

From ^	Reference document ^	Reason ^	User Name ^	Created On ^	
Al. Taweehah Medical Center	MOHAF/DNOC7E/22/875642958	Item expired	DISCP7E571 tatmeenad@em.ae	14/06/2022	⊕
Al. Taweehah Medical Center	MOHAF/DNOC7E/22/52875642958	Item expired	DISCP7E572 tatmeenad@em.ae	14/06/2022	⊕
Al. Taweehah Medical Center	124578	Exceeded environmental conditions	olivea.hany@mc-mobile.com	14/06/2022	⊕
Al. Taweehah Medical Center	12457	Contaminated	olivea.hany@mc-mobile.com	14/06/2022	⊕
Al. Taweehah Medical Center	MOHAF/DNOC7E/22/91131130	Exceeded environmental conditions	DISCP7E572 tatmeenad@em.ae	15/06/2022	⊕
Al. Taweehah Medical Center	MOHAF/DNOC7E/22/AC298855	Exceeded environmental conditions	DISCP7E572 tatmeenad@em.ae	15/06/2022	⊕
Al. Taweehah Medical Center	1234578	Contaminated	olivea.hany@mc-mobile.com	06/07/2022	⊕
Al. Taweehah Medical Center	MOHAF/DNOC7E/22/64069354	Exceeded environmental conditions	DISCP7E572 tatmeenad@em.ae	11/07/2022	⊕

Page 1 of 2 Go to page: 1 Show 10

Figure 42 Destruction Approval – Initiation selection

To continue to the next page press Select  in the last column.

If you press Clock  a new page opens for Approval Historical view [4.2.2.3].

### 4.2.2.2 Operation selection

On the second page, you need to select one of the available operations for destruction approval.

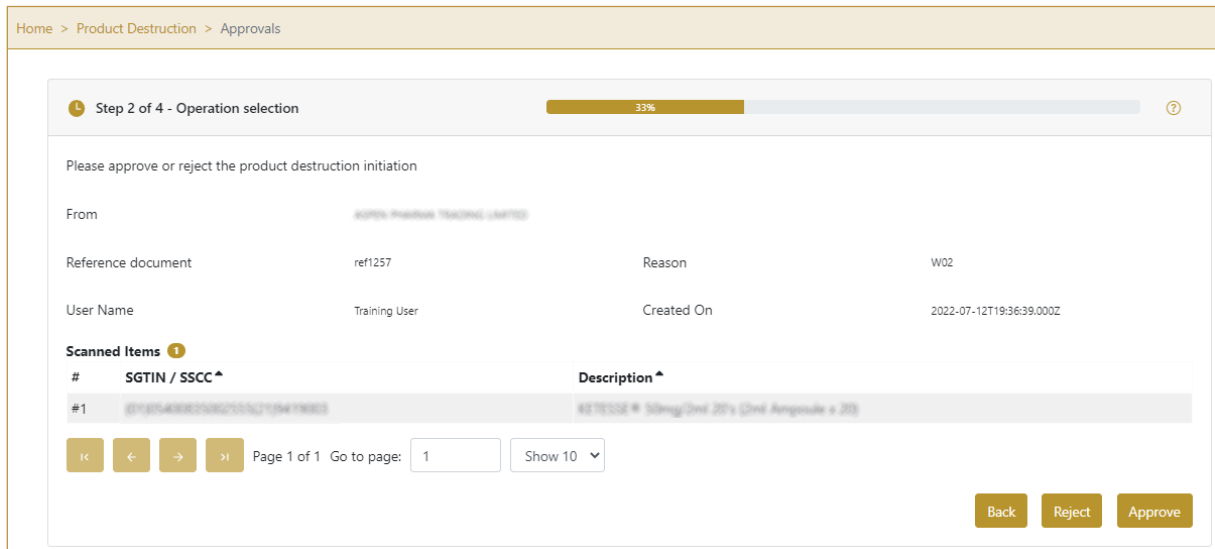
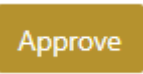


Figure 43 Destruction Approval – Operation selection

For the approval of the destruction initiation press Approve



For the rejection of the destruction initiation press Reject



To return to the previous page press Back



### 4.2.2.1 Approval confirmation

On this page, you need to confirm the approval/rejection of the destruction initiation.

For final confirmation press Confirm



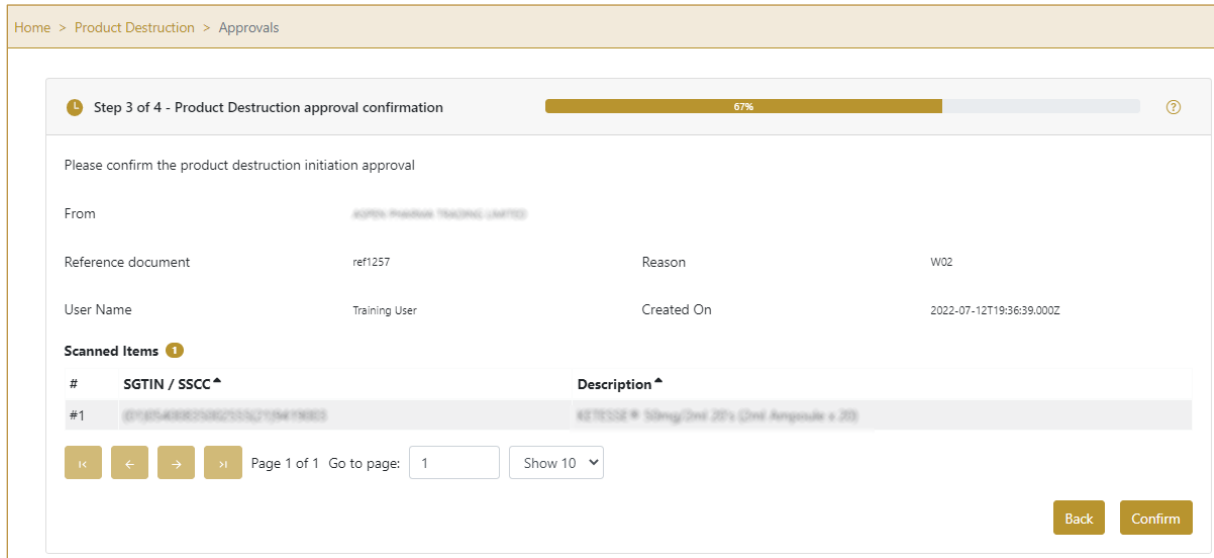


Figure 44 Destruction Approval – Confirmation

#### 4.2.2.2 Approval completed

You have successfully completed the approval/rejection of the destruction initiation. A notification email will be sent back to the Initiator to inform the organization about the outcome of the approval process.

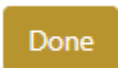
If you selected Approval, all items from the list are marked as destruction initiation approved, and no dispensing, transfer, hierarchy changes, and no status update is possible/allowed.

If you selected Rejection, all items from the destruction initiation are available for dispensing, transfer, hierarchy change, and status update.

The destruction initiation approval/rejection document is now available for the destruction completion process.

If there is an issue with the destruction initiation approval/rejection document but you already confirm the destruction approval/rejection you can cancel the destruction approval/rejection. Cancellation is allowed on the Destruction Approval Historical View only if destruction completion was not done yet.

If you want to approve/reject a new destruction initiation document, press Done



# Training Manual for Destruction

Version:1.0

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

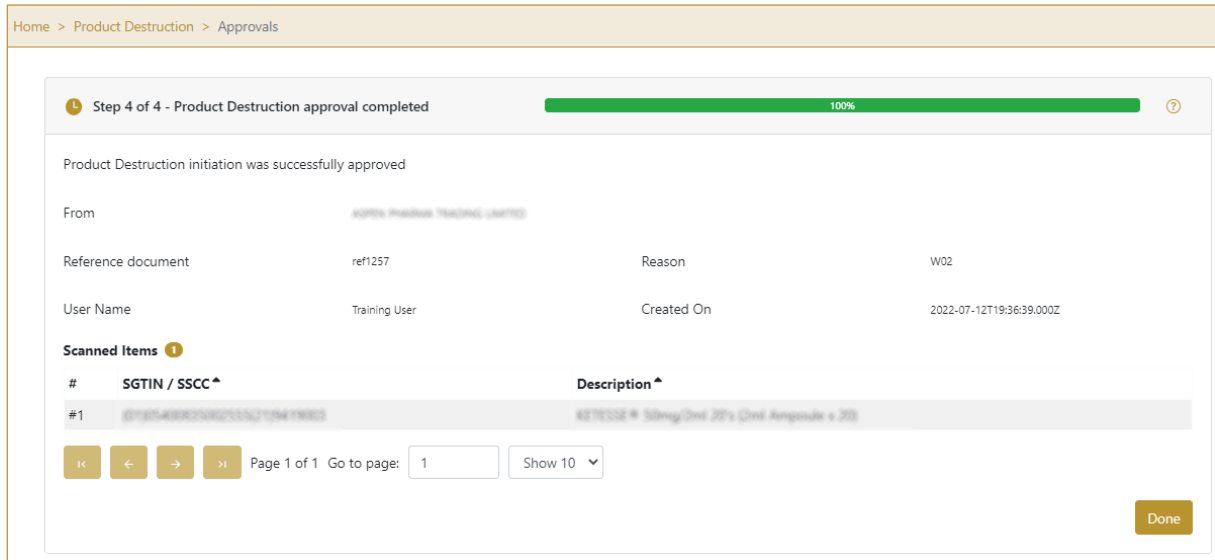


Figure 45 Destruction Approval – Completed

### 4.2.2.3 Approval Historical view

On the Approval Historical view, all approvals and approval cancellations are displayed according to default filter settings.

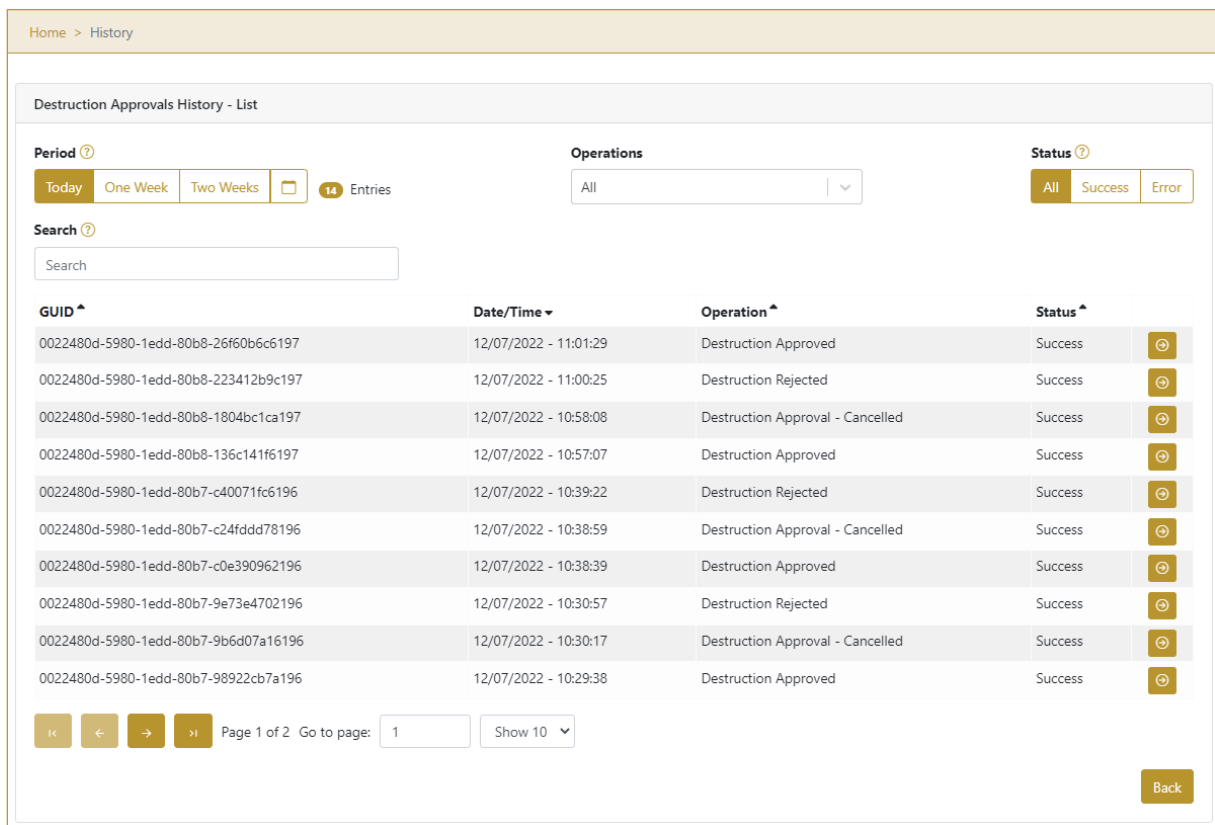



Figure 46 Approval Historical view

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

If you want to return to the first page of the Destruction Approval press Back 

#### 4.2.2.3.1 Filter options

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

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



Figure 47 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 48 Sort

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



Figure 49 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.

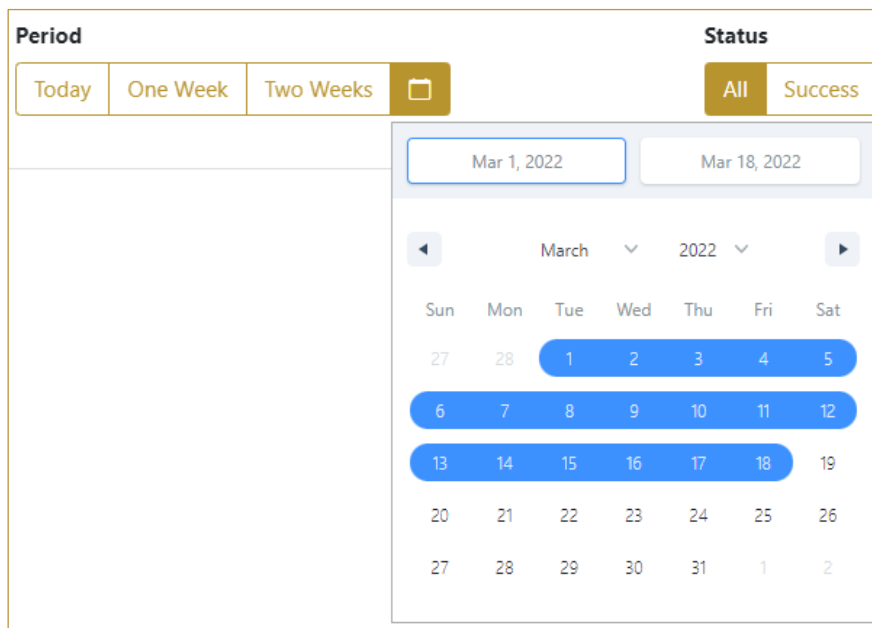


Figure 50 Filter options – Calendar

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



Figure 51 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 options 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.



Figure 52 Filter options – Operation

#### 4.2.2.4 Approval Historical view Details

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

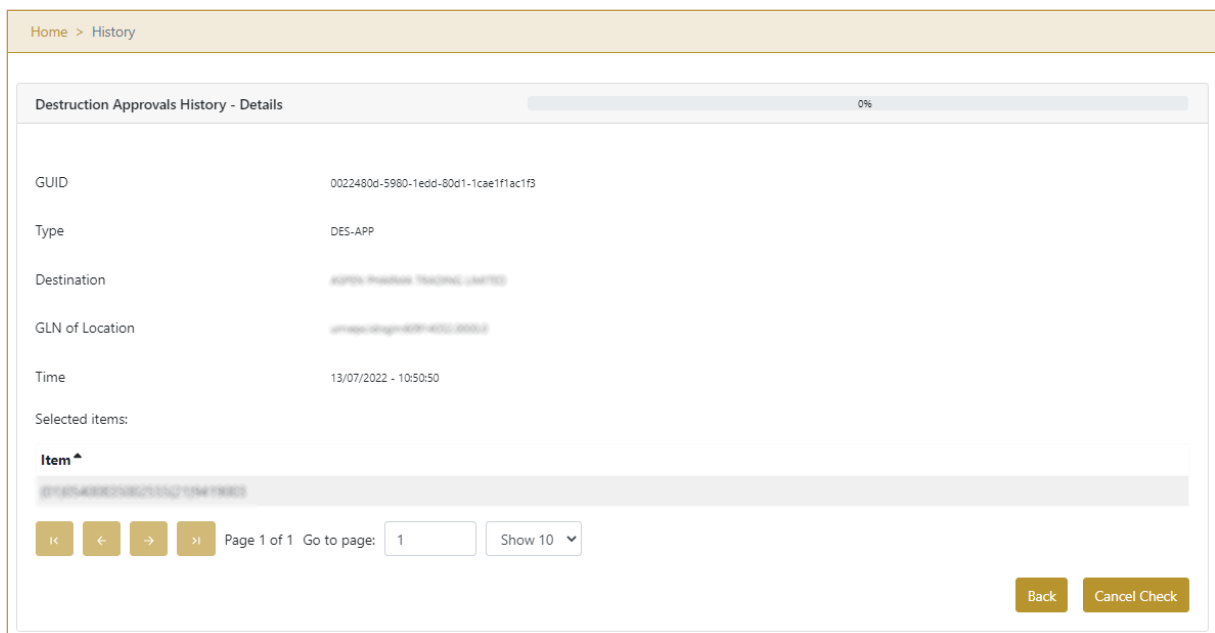




Figure 53 Approval Historical view Details

If the button  Cancel Check exists that means that the destruction approval document was not completed yet and you can cancel the destruction approval by pressing Cancel Check

All items from the destruction approval document get destruction initiated status and will be pending for destruction approval again.

To return to the previous page press  Back

#### 4.2.2.5 Approval Cancellation confirmation

On this page, you need to confirm the cancellation of destruction approval. All items from the destruction approval document get destruction initiated status and will be pending for destruction approval again.

After cancellation confirmation, an email notification is sent to the initiator of the destruction initiation.

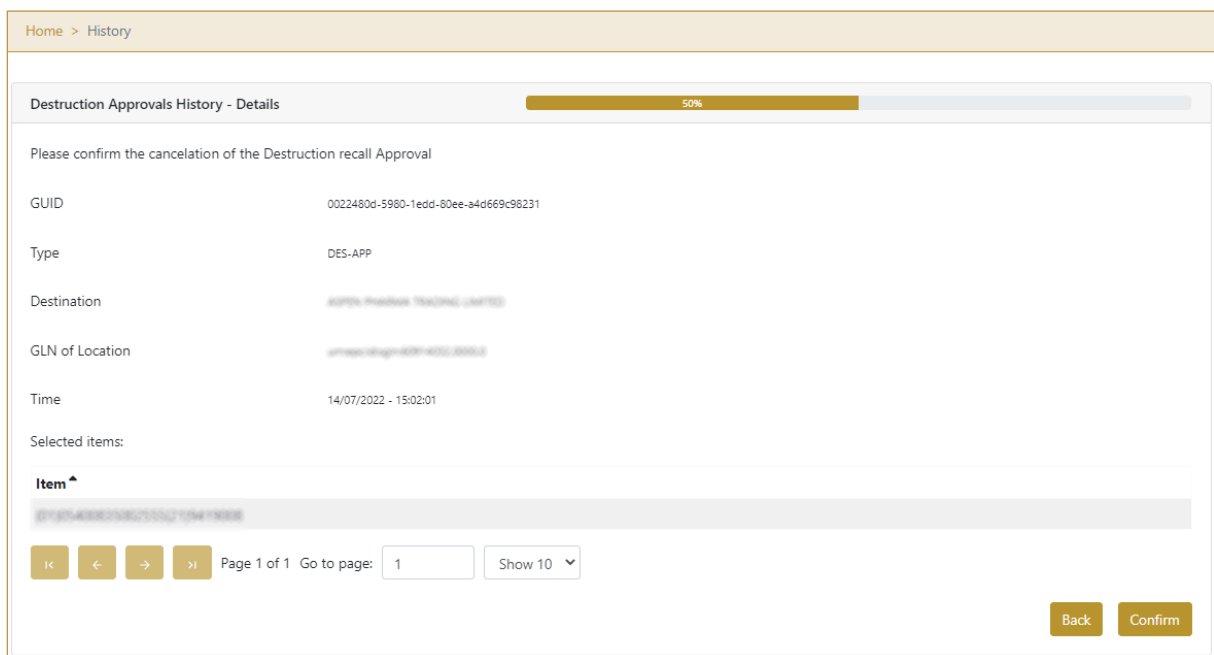


Figure 54 Approval Cancellation confirmation

For confirmation of the cancellation of destruction approval press Confirm



To return to the previous page press Back



#### 4.2.2.6 Approval Cancellation completion

You successfully cancelled destruction approval.





### 4.2.3 Destruction Approval – Mobile

To see and explore more about destruction approval, in the navigation menu select Product Destruction → Approvals

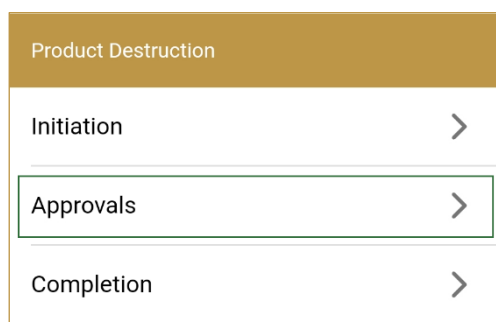


Figure 56 Mobile navigation menu – Destruction Approvals

#### 4.2.3.1 Destruction initiation selection

On the first page, you need to select one of the pending destruction initiations.

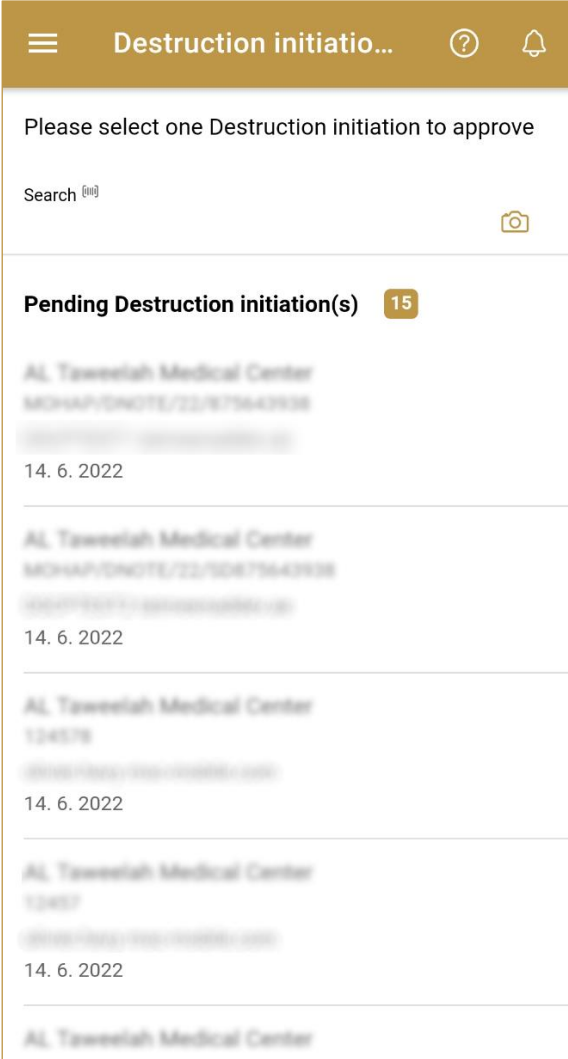


Figure 57 Destruction Approval – Initiation selection

To continue to the next page press on one of the pending destruction initiations.

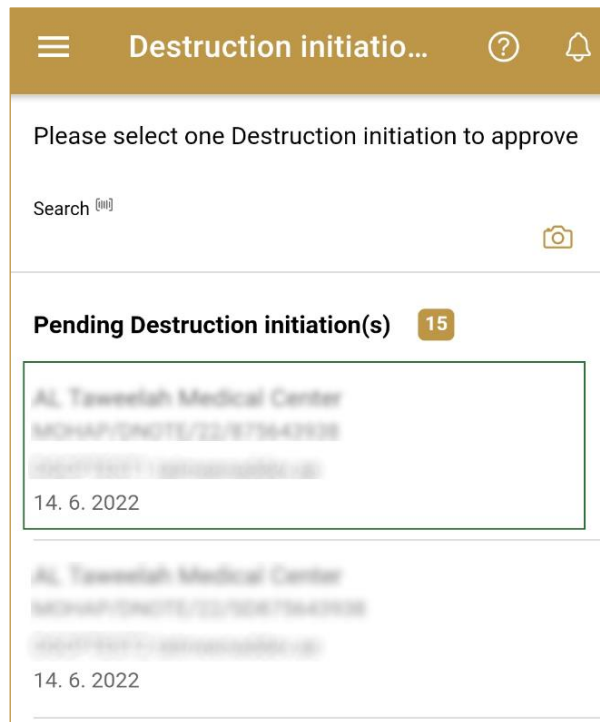



Figure 58 Destruction Approval – press on the Initiation

To search for a specific initiation, start entering the search string or only part of it in the Search field.



Figure 59 Search field

The search will start automatically when you stop entering characters. All search results will be displayed in the list below.

You can also scan the search string to the Search field by pressing Camera  to use the camera on your mobile or tablet.

#### 4.2.3.2 Operation selection

On the second page, you need to select one of the available operations for destruction approval.

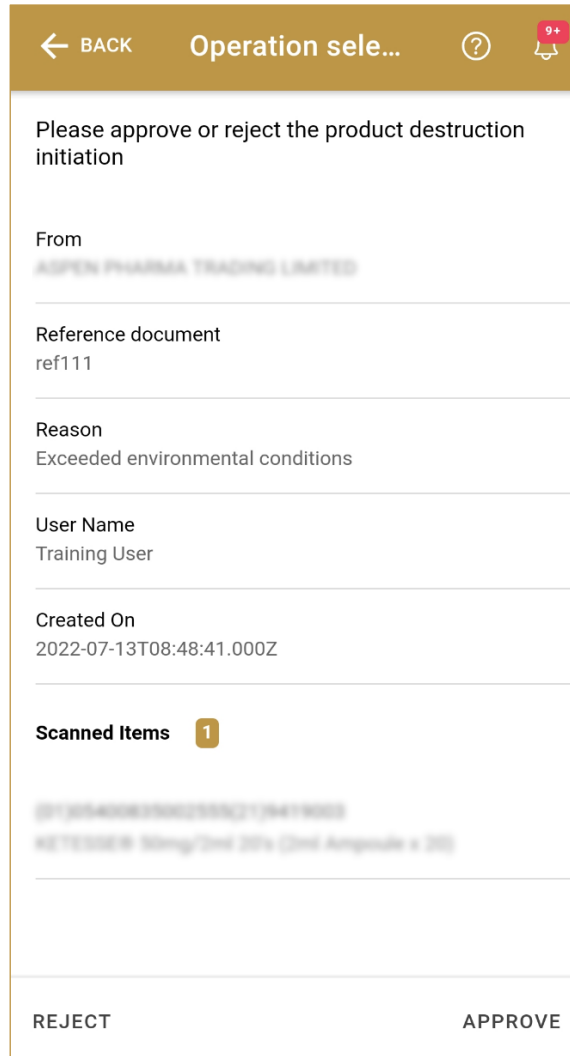


Figure 60 Destruction Approval – Operation selection

For the approval of the destruction initiation press Approve **APPROVE**

For the rejection of the destruction initiation press Reject **REJECT**

To return to the previous page press Back **← BACK**

#### 4.2.3.3 Approval confirmation

On this page, you need to confirm the approval/rejection of the destruction initiation.

For final confirmation press Confirm **CONFIRM**

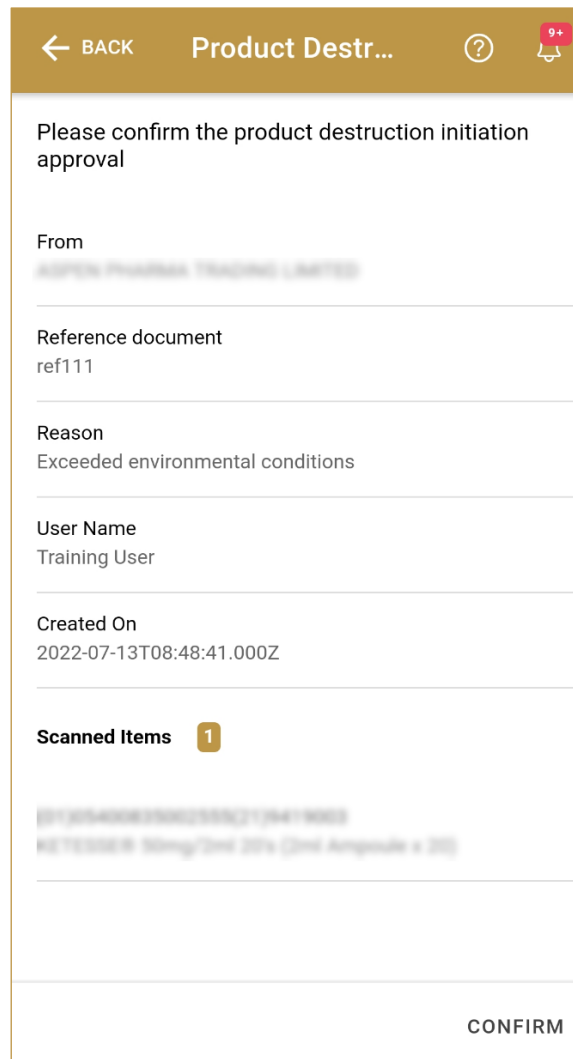


Figure 61 Destruction Approval – Confirmation

#### 4.2.3.4 Approval completed

You have successfully completed the approval/rejection of the destruction initiation.

If you selected Approval, all items from the list are marked as destruction initiation approved, and no dispensing, transfer, hierarchy changes, and no status update is possible/allowed.

If you selected Rejection, all items from the destruction initiation are available for dispensing, transfer, hierarchy change, and status update.

The destruction initiation approval/rejection document is now available for the destruction completion process.

If there is an issue with the destruction initiation approval/rejection document but you already confirm the destruction approval/rejection you can cancel the destruction

approval/rejection. Cancellation is allowed on the Destruction Approval Historical View only if destruction completion was not done yet.

If you want to approve/reject a new destruction initiation document, press Done **DONE**

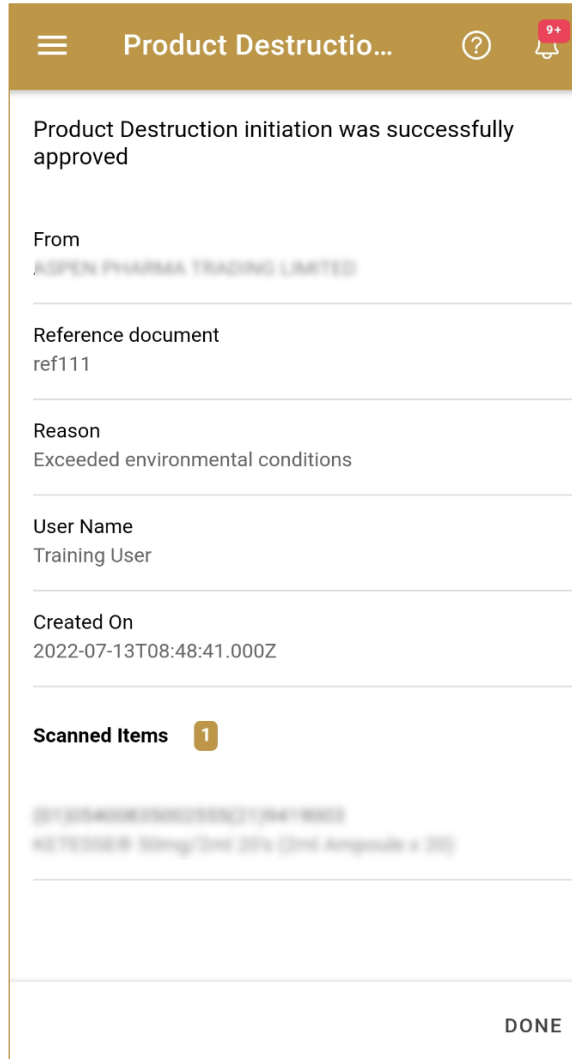


Figure 62 Destruction Approval – Completed

### 4.3 Destruction Completion

Destruction Completion is the final step for the destruction of the items and cannot be cancelled. Only the user group who performed the destruction initiation is allowed to perform completion, based on DoA.

After destruction completion, all items related to the destruction are decommissioned and destroyed regardless of the aggregation.

#### 4.3.1 Destruction Completion – Portal

To see and explore more about destruction completion, in the navigation menu select Product Destruction → Completion

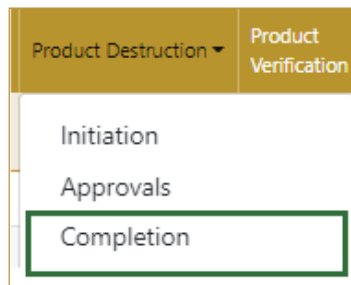
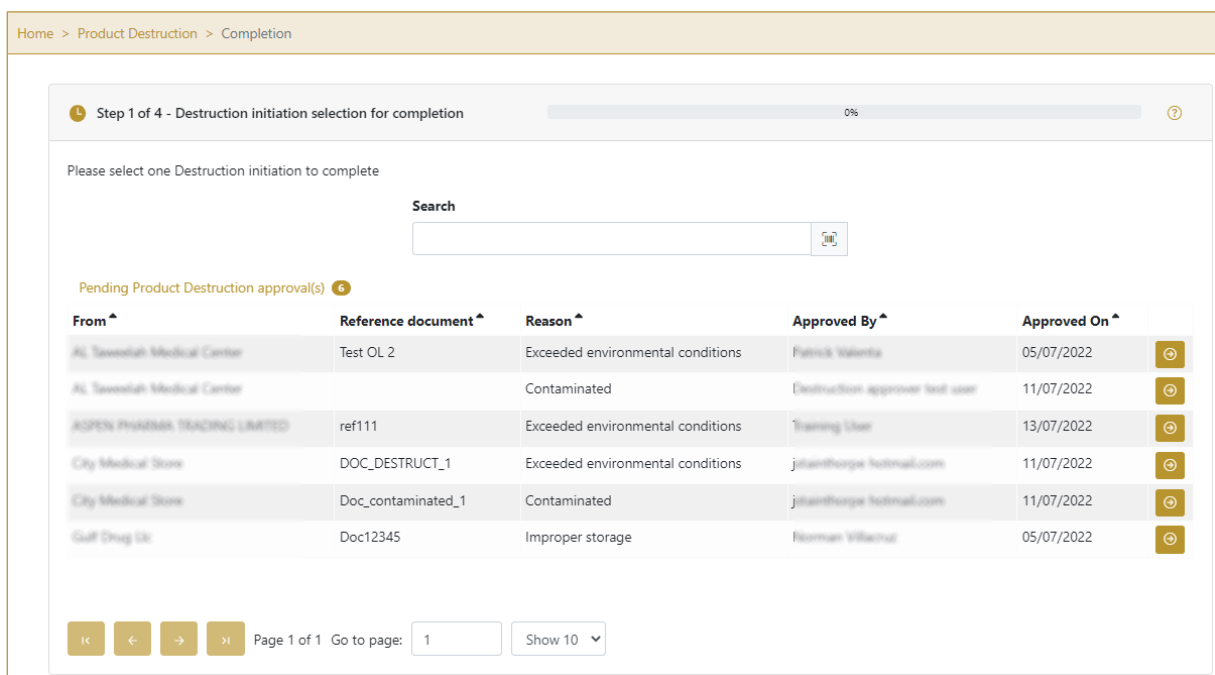


Figure 63 Portal navigation menu – Destruction Completion

##### 4.3.1.1 Destruction initiation selection

On the first page, you need to select one of the pending destruction initiations.



Home > Product Destruction > Completion

Step 1 of 4 - Destruction initiation selection for completion 0%

Please select one Destruction initiation to complete

Search

Pending Product Destruction approval(s) 6


From ^	Reference document ^	Reason ^	Approved By ^	Approved On ^	
Al Sweidat Medical Center	Test OL 2	Exceeded environmental conditions	Patrick Valente	05/07/2022	⊕
Al Sweidat Medical Center		Contaminated	[Destruction approver test user]	11/07/2022	⊕
ASPEN PHARMA TRADING LIMITED	ref111	Exceeded environmental conditions	Training User	13/07/2022	⊕
City Medical Store	DOC_DESTRUCT_1	Exceeded environmental conditions	j@aspenpharma.com	11/07/2022	⊕
City Medical Store	Doc_contaminated_1	Contaminated	j@aspenpharma.com	11/07/2022	⊕
Gulf Drug Ltd	Doc12345	Improper storage	Norman Villanar	05/07/2022	⊕

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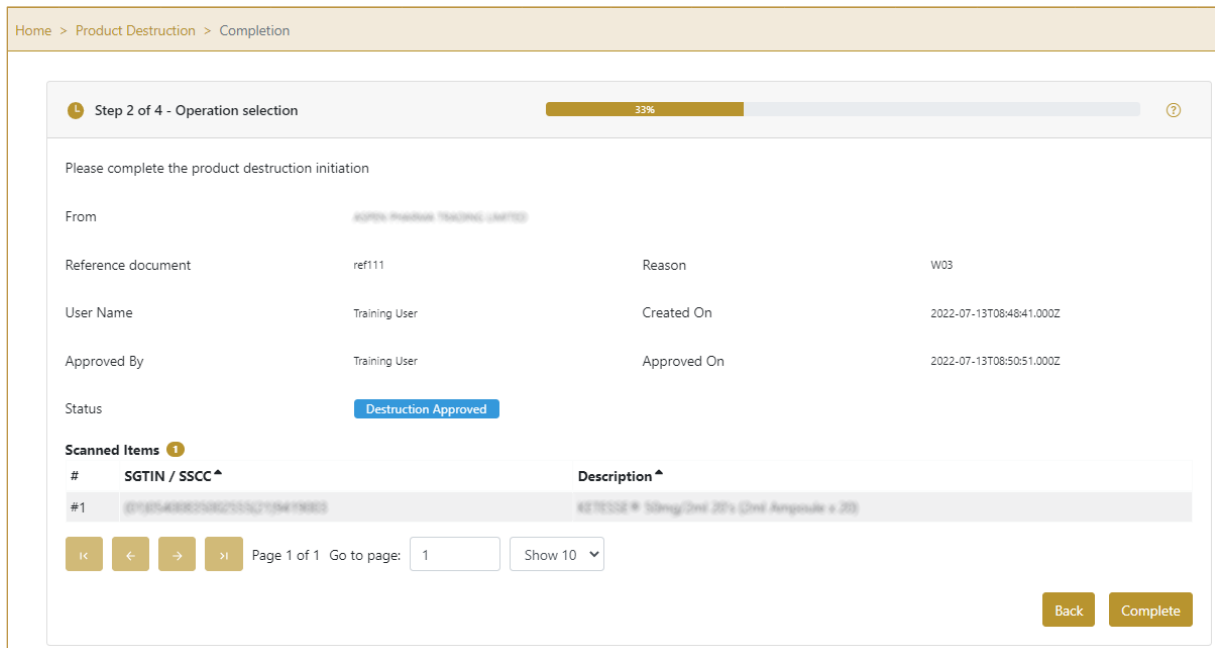
Figure 64 Destruction Completion – Approval selection

To continue to the next page press Select  in the last column.

If you press Clock  a new page opens for the Destruction Completion Historical view [4.3.1.1].

### 4.3.1.1 Operation selection

On the second page, you need to check the detailed information and select the completion of destruction initiation.



Home > Product Destruction > Completion

Step 2 of 4 - Operation selection 33%

Please complete the product destruction initiation

From:

Reference document	ref111	Reason	W03
User Name	Training User	Created On	2022-07-13T08:48:41.000Z
Approved By	Training User	Approved On	2022-07-13T08:50:51.000Z

Status: Destruction Approved

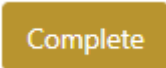
Scanned Items 1


#	SGTIN / SSCC ^	Description ^
#1	43105488821802105210547882	4310522 # 50mg/2ml 20's (2ml Ampoule x 20)

Page 1 of 1 Go to page:  Show 10

Back Complete

Figure 65 Destruction Completion – Completed

To continue to the next page press Complete 

To return to the previous page press Back 

### 4.3.1.2 Completion confirmation

Before final confirmation, check once again if all data is correct. After confirmation, all items from the destruction initiation will be marked as decommissioned.

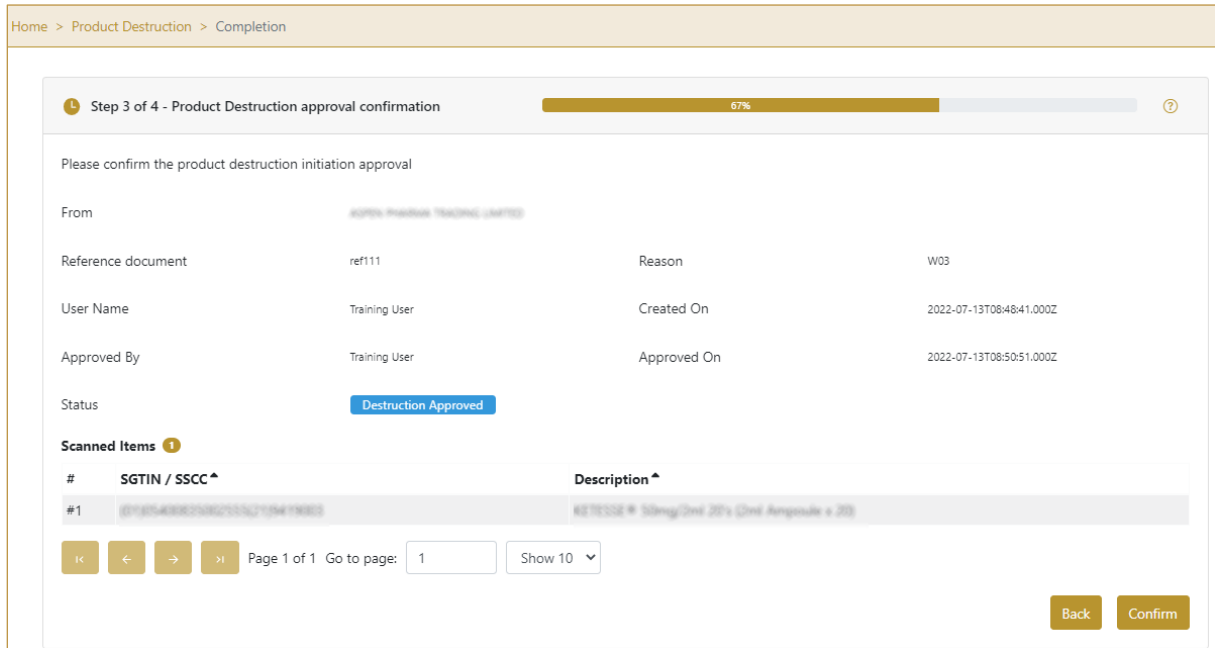


Figure 66 Destruction Completion – Confirmation

For final confirmation press Confirm



To return to the previous page press Back

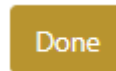


#### 4.3.1.3 Completion completed

You have successfully completed the destruction initiation.

All items from the destruction initiation are now decommissioned.

If you want to complete a new destruction initiation, press Done



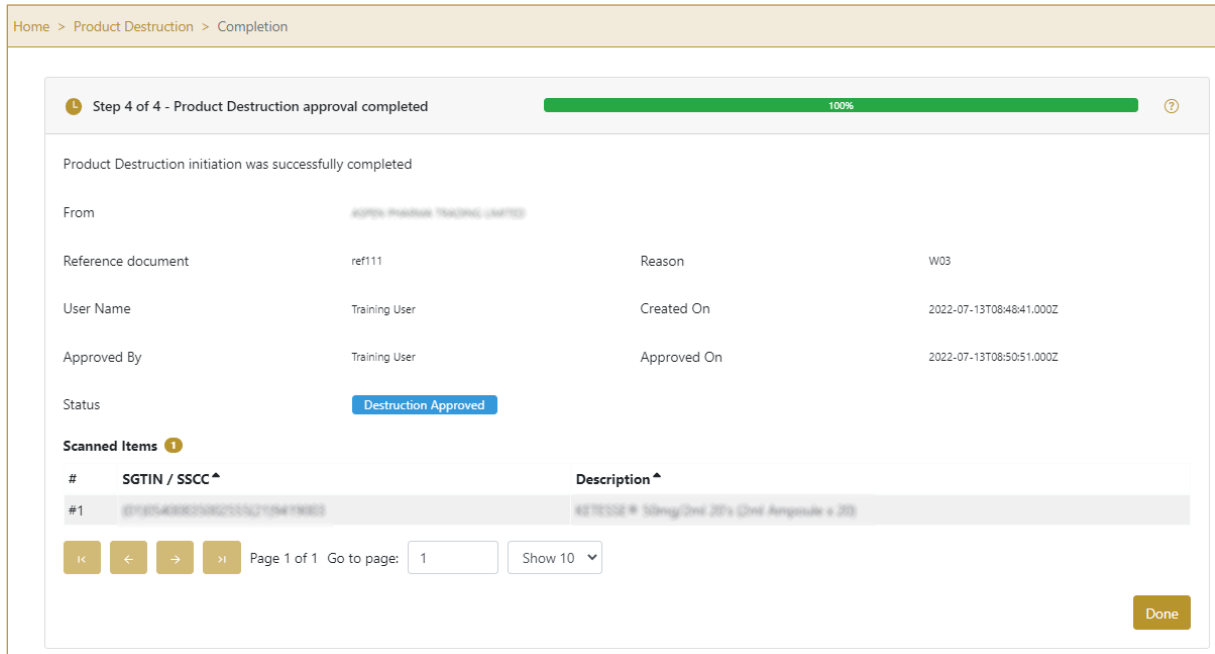


Figure 67 Destruction Completion – Completed

### 4.3.1.1 Completion Historical view

On the Completion Historical view, all destruction completions are displayed according to default filter settings.

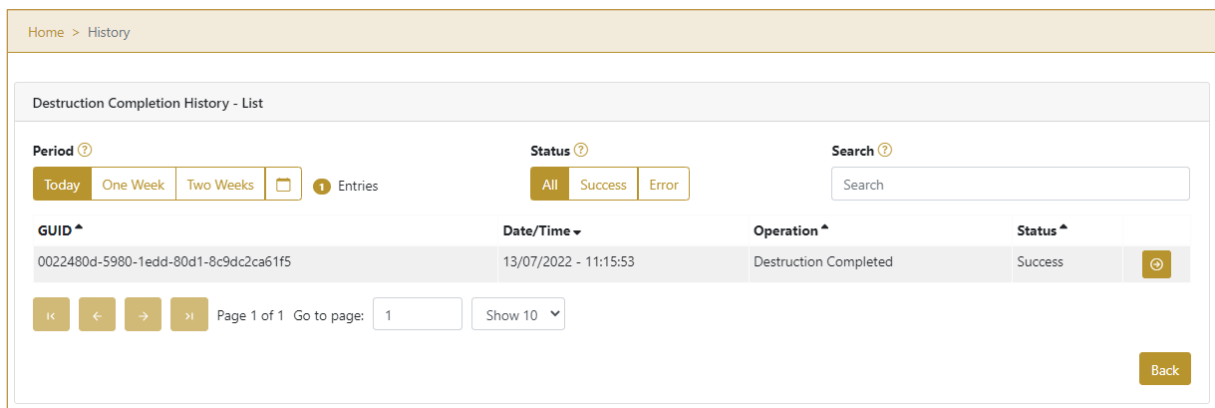



Figure 68 Completion Historical view

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

If you want to return to the first page of the Destruction Completion press Back 

#### 4.3.1.1.1 Filter options

Filters can be used to help you find a specific destruction completion document.

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



Figure 69 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 70 Sort

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



Figure 71 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.

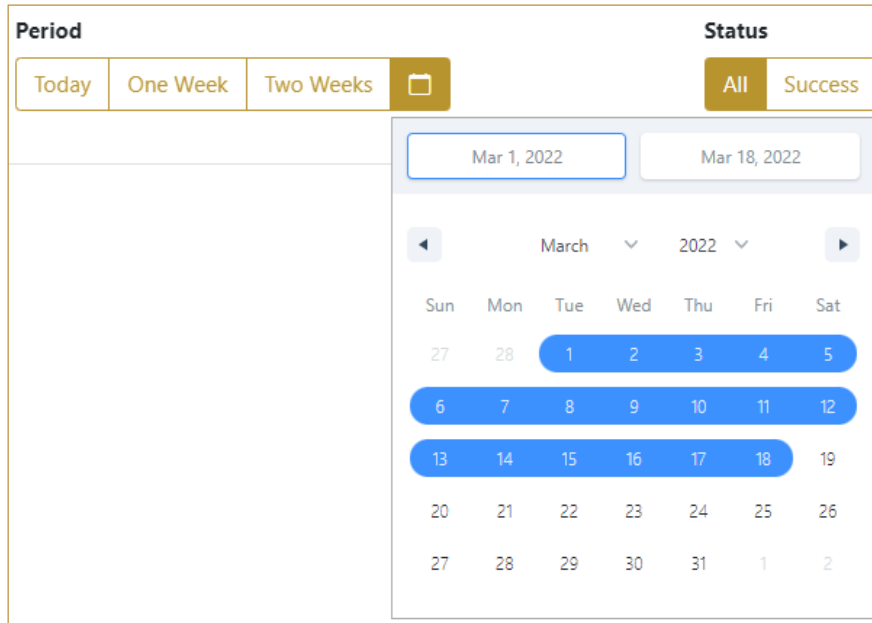


Figure 72 Filter options – Calendar

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



Figure 73 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

#### 4.3.1.2 Completion Historical view Details

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



### 4.3.2 Destruction Completion – Mobile

To see and explore more about destruction completion, in the navigation menu select Product Destruction → Completion

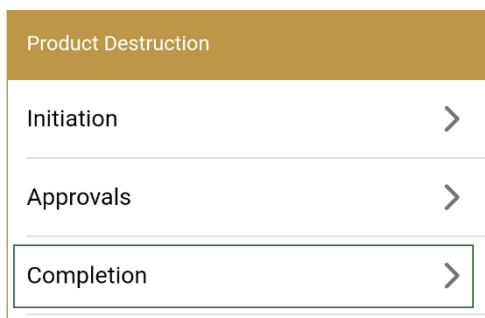


Figure 75 Mobile navigation menu – Destruction Completion

#### 4.3.2.1 Destruction initiation selection

On the first page, you need to select one of the pending destruction initiations.

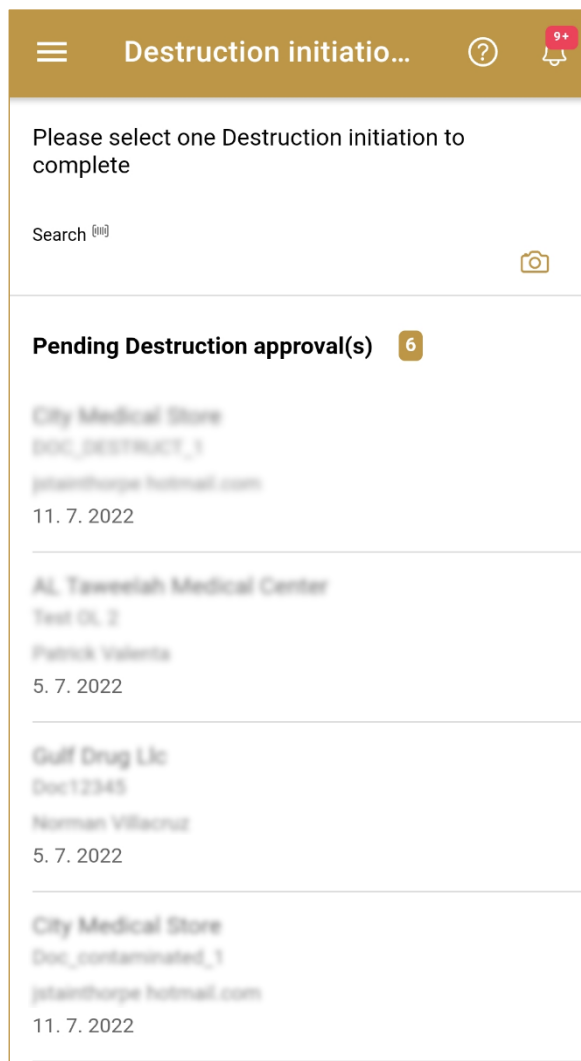


Figure 76 Destruction Completion – Approval selection

To continue to the next page press on one of the pending destruction initiations.



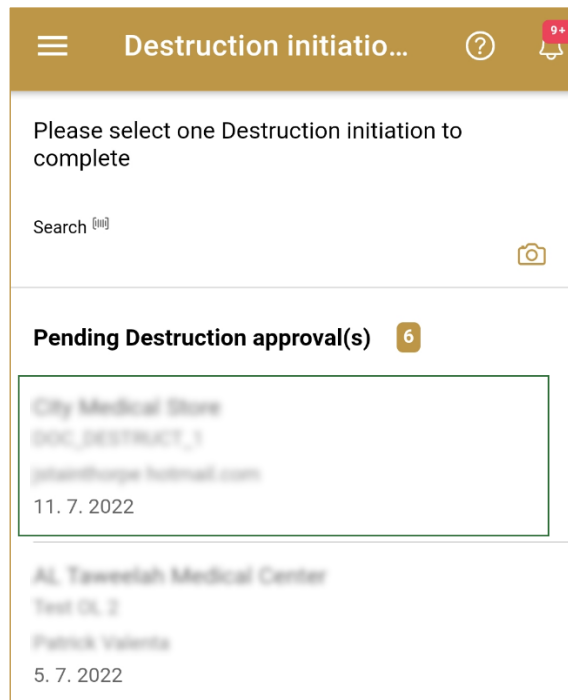



Figure 77 Destruction Completion – press on the Initiation

To search for a specific initiation, start entering the search string or only part of it in the Search field.



Figure 78 Search field

The search will start automatically when you stop entering characters. All search results will be displayed in the list below.

You can also scan the search string to the Search field by pressing Camera  to use the camera on your mobile or tablet.

#### 4.3.2.2 Operation selection

On the second page, you need to check the detailed information and select the completion of destruction initiation.

← BACK Operation sele... ? 9+

Please complete the product destruction initiation

From  
ASPEN PHARMA TRADING LIMITED

Reference document  
ref1234

Reason  
Exceeded environmental conditions

User Name  
Training User

Created On  
2022-07-13T09:23:14.000Z

Approved By  
Training User

Approved On  
2022-07-13T09:23:31.000Z

Status  
Destruction Approved

COMPLETE

Figure 79 Destruction Completion – Completed

To continue to the next page press Complete **COMPLETE**

To return to the previous page press Back

#### 4.3.2.3 Completion confirmation

Before final confirmation, check once again if all data is correct. After confirmation, all items from the destruction initiation will be marked as decommissioned.

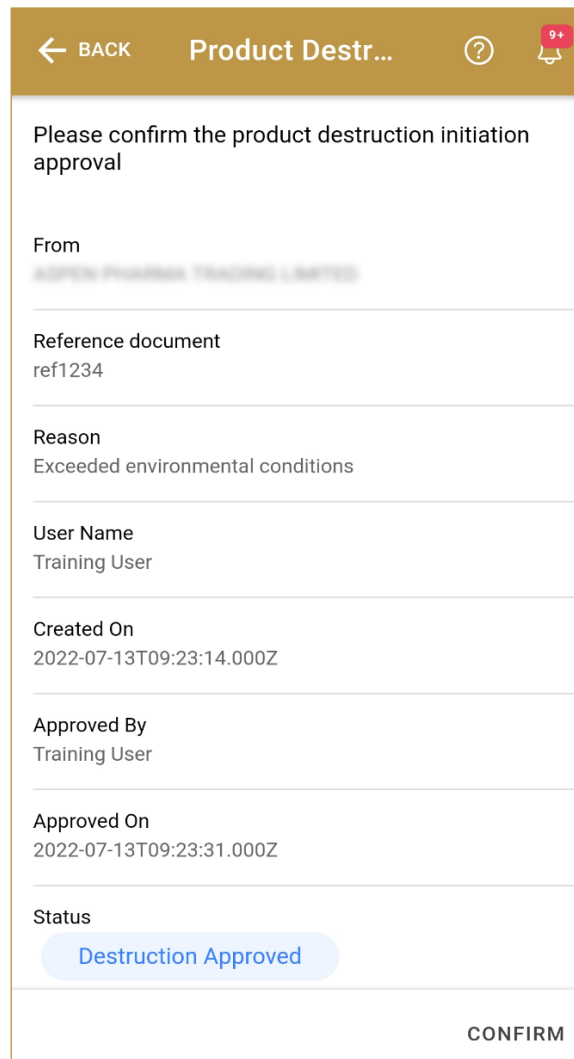


Figure 80 Destruction Completion – Confirmation

For final confirmation press Confirm **CONFIRM**

To return to the previous page press Back 

#### 4.3.2.4 Completion completed

You have successfully completed the destruction.

All items from the destruction initiation are now decommissioned. Additionally, a notification email will be sent to the initiator, as well as to the group of MOHAP approvers, to inform them that the destruction process has been completed.

If you want to complete a new destruction initiation, press Done **DONE**

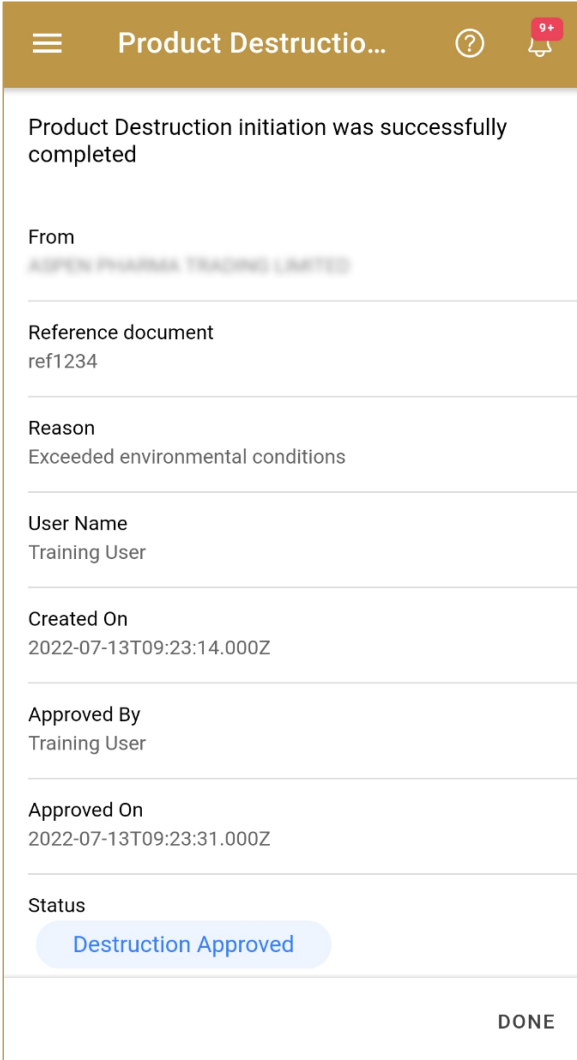


Figure 81 Destruction Completion – Completed

## 5. HOW – TO Destruction

### 5.1 HOW – TO Destruction Initiation

#### 5.1.1 How do I create a destruction initiation?

In the navigation menu select Product Destruction → Initiation.

On the first page, enter the Reference number and reason for destruction [4.1.1.1].

On the second page manually enter or scan items that need to be destroyed [4.1.1.2].

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

#### 5.1.2 How can I cancel the already created destruction initiation document?

In the navigation menu select Product Destruction → Initiation.

On the first page select Initiation Historical View [4.1.1.1].

On the second page find and select a destruction initiation document [4.1.1.5].

On the third page press Cancel [4.1.1.6].

On the fourth page, check once again that the selected destruction initiation document is correct. For final cancellation, press Confirm [4.1.1.7].

### 5.2 HOW – TO Destruction Approval

#### 5.2.1 How do I create destruction approval?

In the navigation menu select Product Destruction → Approvals.

On the first page, select one of the pending destruction initiation [4.2.2.1].

On the second page select destruction operation. Approval for confirmation of destruction initiation or rejection for cancellation of destruction initiation [4.2.2.2].

Check once again if all items on the destruction initiation document are correct and confirm [4.2.2.1].

## **5.2.2 How can I cancel the already created destruction initiation document?**

In the navigation menu select Product Destruction → Approvals.

On the first page select Approval Historical View [4.2.2.1].

On the second page find and select a destruction initiation document [4.2.2.3].

On the third page press Cancel [4.2.2.4].

On the fourth page, check once again that the selected destruction initiation document is correct. For final cancellation, press Confirm [4.2.2.5].

## **5.3 HOW – TO Destruction Completion**

### **5.3.1 How can I create a destruction completion?**

In the navigation menu select Product Destruction → Completion.

On the first page, select one of the pending destruction initiation [4.3.1.1].

On the second page select complete [4.3.1.1].

Check once again if all items on the destruction initiation document are correct and confirm [4.3.1.2].

## **6. FAQ – Destruction**

### **6.1 I have items that were physically destroyed. Do I need to do all three processes for destruction?**

Yes. Destroyed items need to be marked as Destroyed, first you need to perform destruction initiation, the second step is destruction approval which can only be done by MoHAP empowerment and for final status change to Destroyed you need to perform destruction completion.

### **6.2 I made Destruction Initiation for the wrong item. How can I cancel the destruction of the items?**

You can cancel only the whole initiation. Selecting only one item within the whole initiation and remove it from initiation is not possible. Open Product Destruction → Initiation. Press for Historical View. Search for the wrong Destruction Initiation and check the details. If Initiation was not approved yet, you will be able to do cancellation of Destruction Initiation. Items will be available again for further distribution.

### **6.3 I made an approval for Destruction Initiation but I should do a rejection. How can I cancel the Destruction Approval?**

Open Product Destruction → Approvals and press button for Historical View. If completion for Destruction Approval was not made yet you can make a cancellation. Destruction Initiation will be pending again for Destruction Approval where you will be able to select rejection.

### **6.4 I want to make a destruction initiation for an item but it says that destruction was already made. How can I see who made a destruction?**

Open Product Verification and enter or scan an item. You will see detailed information about the item with current item status. Government users can also see journey of the item with all events.

## 6.5 I need to destroy expired products, can I use Tatmeen destruction process?

Yes, product that needs to be destroyed because of expiration can be marked as such using the destruction process, just select the reason “Item Expired” from the list of destruction reasons when initiating the destruction process.

## 6.6 Destruction completion was done by mistake, can I reverse/cancel it? Can I reinstate an item that have a status marked as destroyed?

Once the destruction process is marked as completed in Tatmeen, the item is permanently marked as decommissioned in the system and it cannot be reverted back.

## 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 ( <a href="https://www.gs1.org/">https://www.gs1.org/</a> and <a href="https://www.gs1ae.org/">https://www.gs1ae.org/</a> ) 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



**Training Manual for Destruction**

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Acronym	Term	Definition
		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
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 2 Glossary*

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