

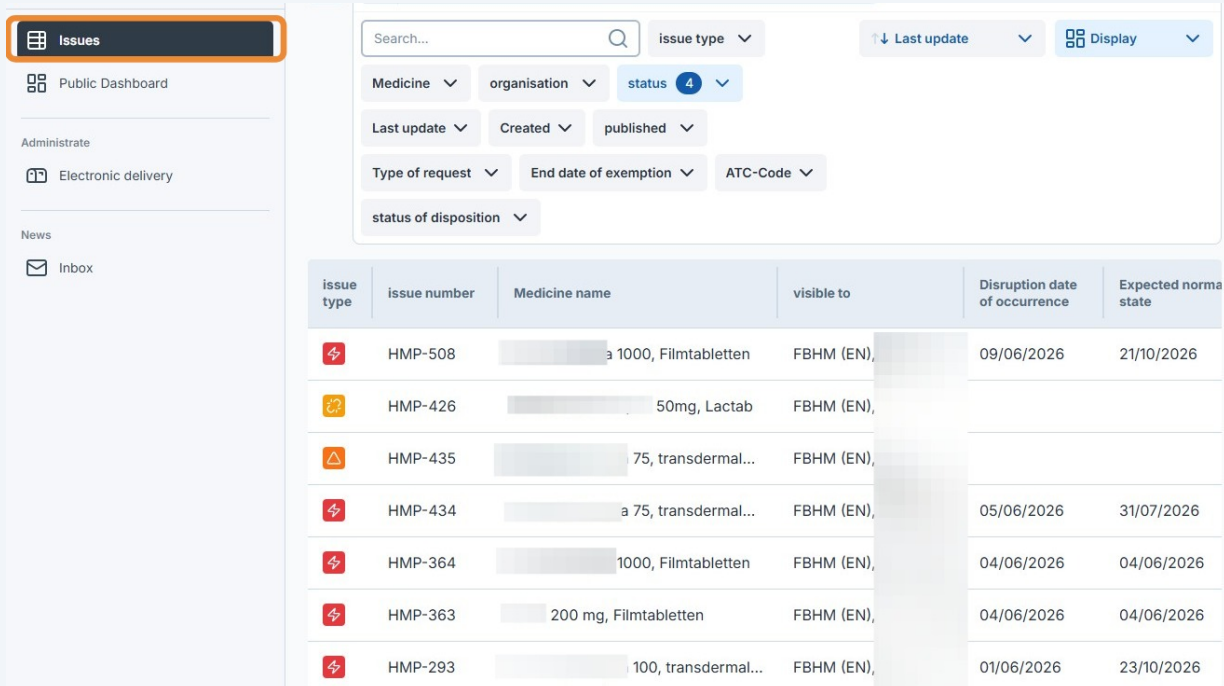
Creating a Compulsory Stock Request

This manual gives you a step by step guide how to create a compulsory stock request in the new HMP.

Logging in and getting to the overview of issues.

1

Log in as usual. Make sure you are in the role of AH reporting party. In the menu Platform of Therapeutic products select the submenu "Issues" to see the overview of issues.



issue type	issue number	Medicine name	visible to	Disruption date of occurrence	Expected normal state
	HMP-508	1000, Filmtabletten	FBHM (EN),	09/06/2026	21/10/2026
	HMP-426	50mg, Lactab	FBHM (EN),		
	HMP-435	75, transdermal...	FBHM (EN),		
	HMP-434	75, transdermal...	FBHM (EN),	05/06/2026	31/07/2026
	HMP-364	1000, Filmtabletten	FBHM (EN),	04/06/2026	04/06/2026
	HMP-363	200 mg, Filmtabletten	FBHM (EN),	04/06/2026	04/06/2026
	HMP-293	100, transdermal...	FBHM (EN),	01/06/2026	23/10/2026

2

Select the disruption report for which you would like to create a compulsory stock request. Open it by clicking on it.

The screenshot shows the 'Issues' dashboard with a sidebar on the left containing 'Public Dashboard', 'Administrate', 'Electronic delivery', and 'Inbox'. The main area has a search bar and several filter dropdowns: 'issue type', 'Medicine', 'organisation', 'status' (set to 4), 'Last update', 'Created', 'published', 'Type of request', 'End date of exemption', 'ATC-Code', and 'status of disposition'. Below the filters is a table of issues:

issue type	issue number	Medicine name	visible to	Disruption date of occurrence	Expected normal state
	HMP-508	1000, Filmtabletten	FBHM (EN),	09/06/2026	21/10/2026
	HMP-420	50mg, Lactab	FBHM (EN),		
	HMP-435	transdermal...	FBHM (EN),		
	HMP-434	transdermal...	FBHM (EN),	05/06/2026	31/07/2026
	HMP-364	Filmtabletten	FBHM (EN),	04/06/2026	04/06/2026
	HMP-363	oletten	FBHM (EN),	04/06/2026	04/06/2026
	HMP-293	, transdermal...	FBHM (EN),	01/06/2026	23/10/2026

Creating a Compulsory Stock Request

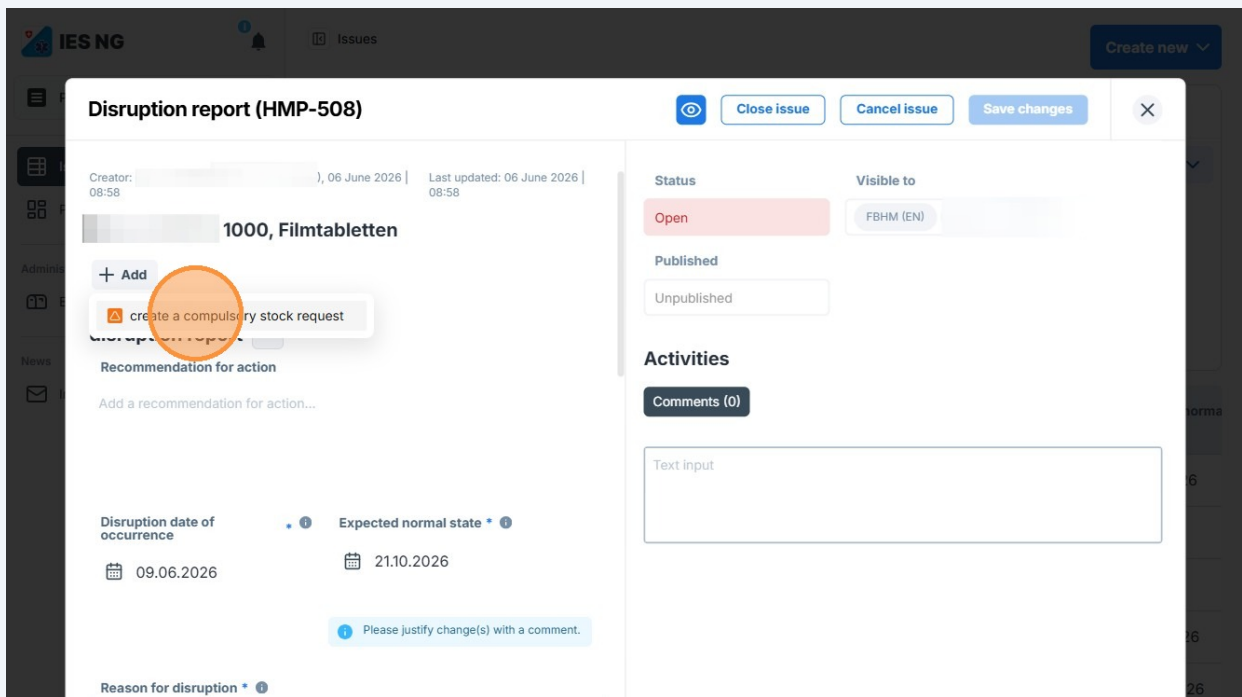
3

In the issue click '+Add' and select 'create a compulsory stock request'.

The screenshot shows the 'Disruption report (HMP-508)' form. At the top, there are buttons for 'Close issue', 'Cancel issue', and 'Save changes'. The form displays the following information:

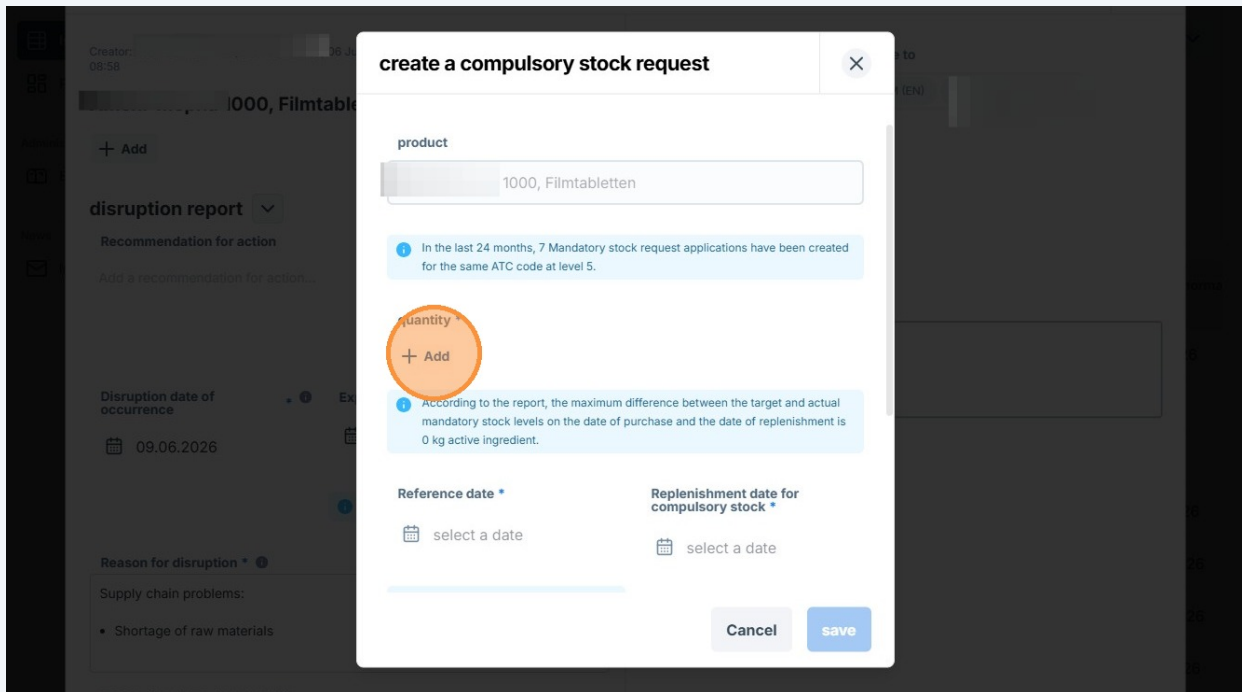
- Creator: [redacted], 06 June 2026 | Last updated: 06 June 2026 | 08:58
- Medicine name: 1000, Filmtabletten
- Status: Open
- Visible to: FBHM (EN)
- Published: Unpublished
- Activities: Comments (0)
- Disruption date of occurrence: 09.06.2026
- Expected normal state: 21.10.2026
- Reason for disruption: [redacted]

The '+ Add' button is highlighted with an orange circle. A note at the bottom says 'Please justify change(s) with a comment.'



Completion of the request

4 Click 'Add' in the quantity section



- 5 Enter 'number' into the 'pack(s)' field to indicate the quantity you want to request.

The screenshot shows a dialog box titled "edit requested compulsory stock quantity" with a close button (X) in the top right corner. The dialog contains the following fields:

GTIN	product name, pack size	Request
7680449110350	Lactab 1000 mg 20 Stk	pack(s)
Total kg of active substance		kg Active pharmaceutical
total number of pieces		piece
total volume in liters		l

At the bottom of the dialog are two buttons: "Cancel" and "Save". The "Request" field is highlighted with an orange circle.

- 6 Click 'Save' to confirm the quantity.

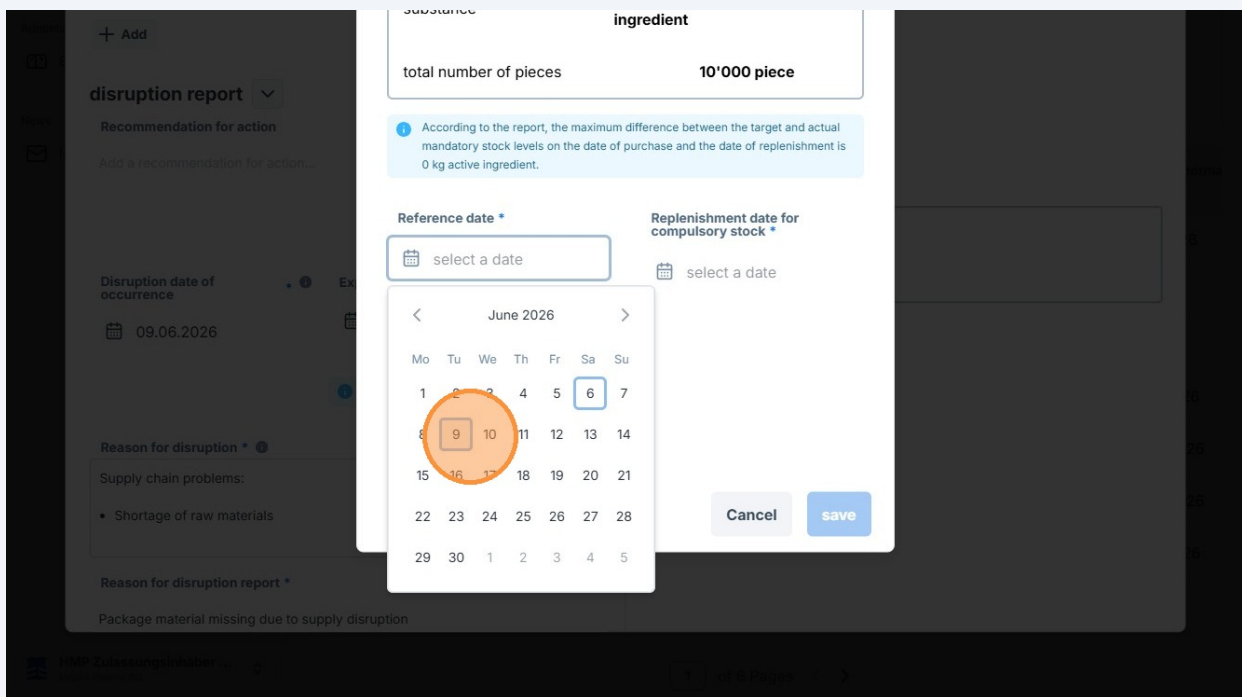
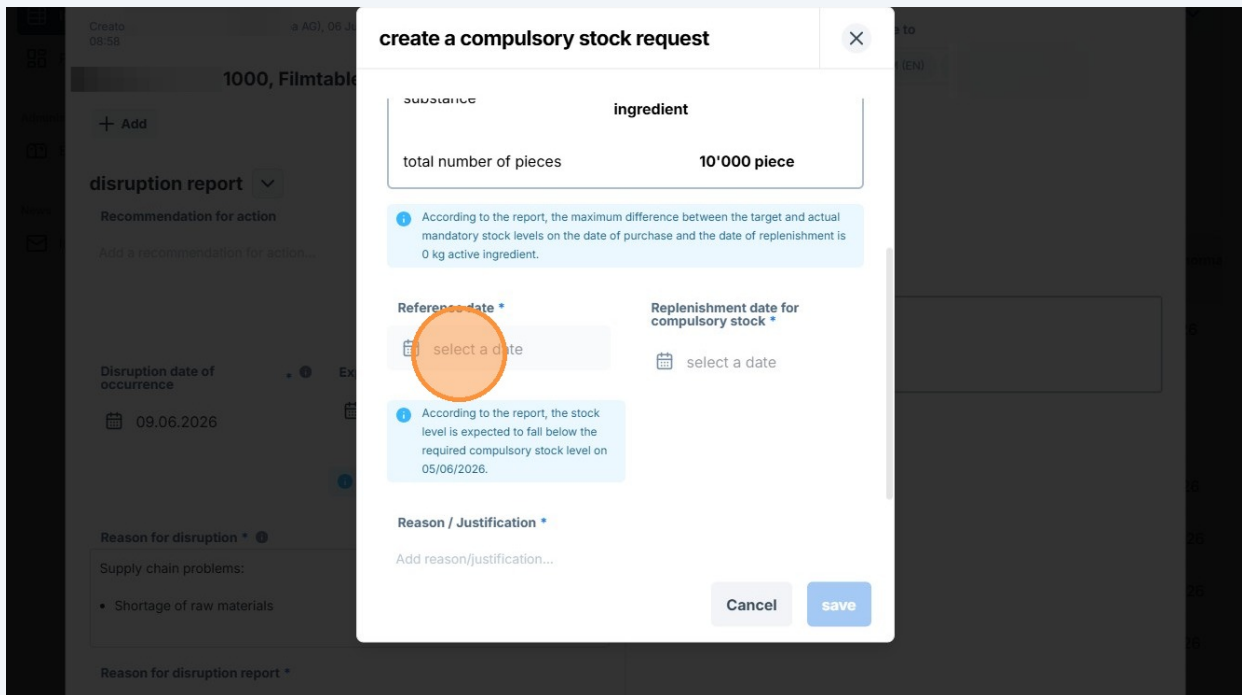
The screenshot shows the same dialog box as in step 5, but with the following values entered:

GTIN	product name, pack size	Request
7680449110350	1000 mg 20 Stk	500 pack(s)
Total kg of active substance		kg Active pharmaceutical
total number of pieces		10'000 piece
total volume in liters		l

At the bottom of the dialog are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange circle.

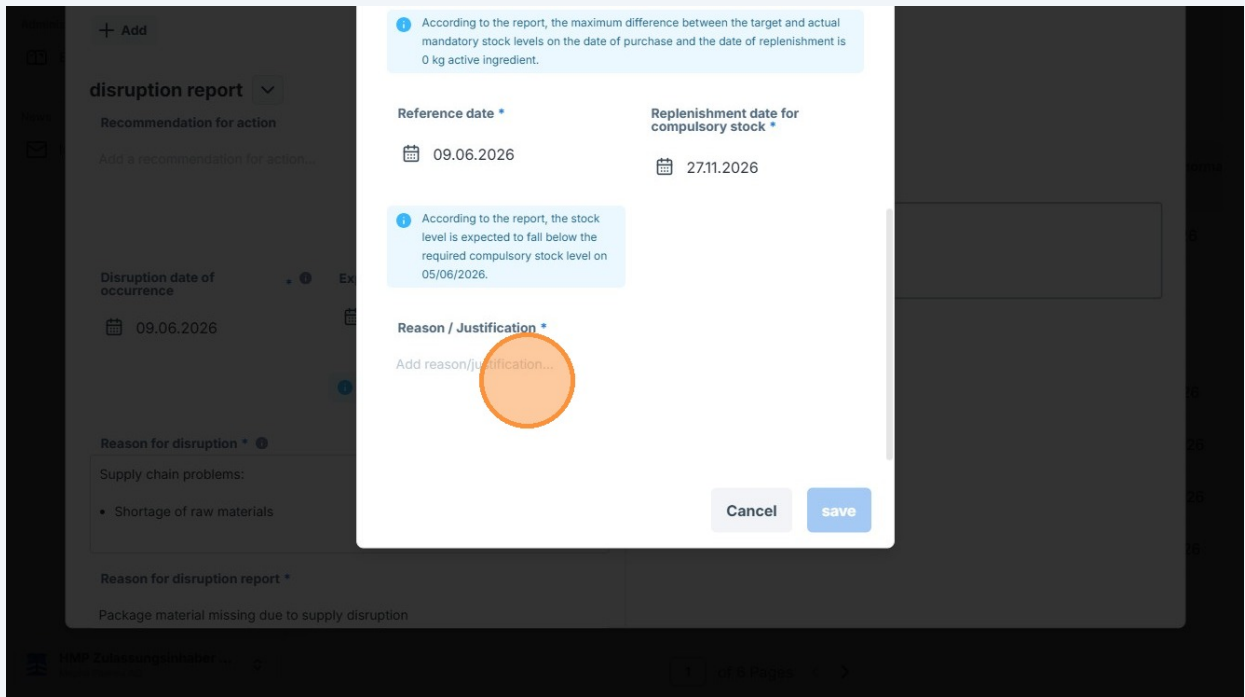
7

Select 'Date' as the Reference date for which you want to request the compulsory stock. Do the same for the Replenishment date for compulsory stock.



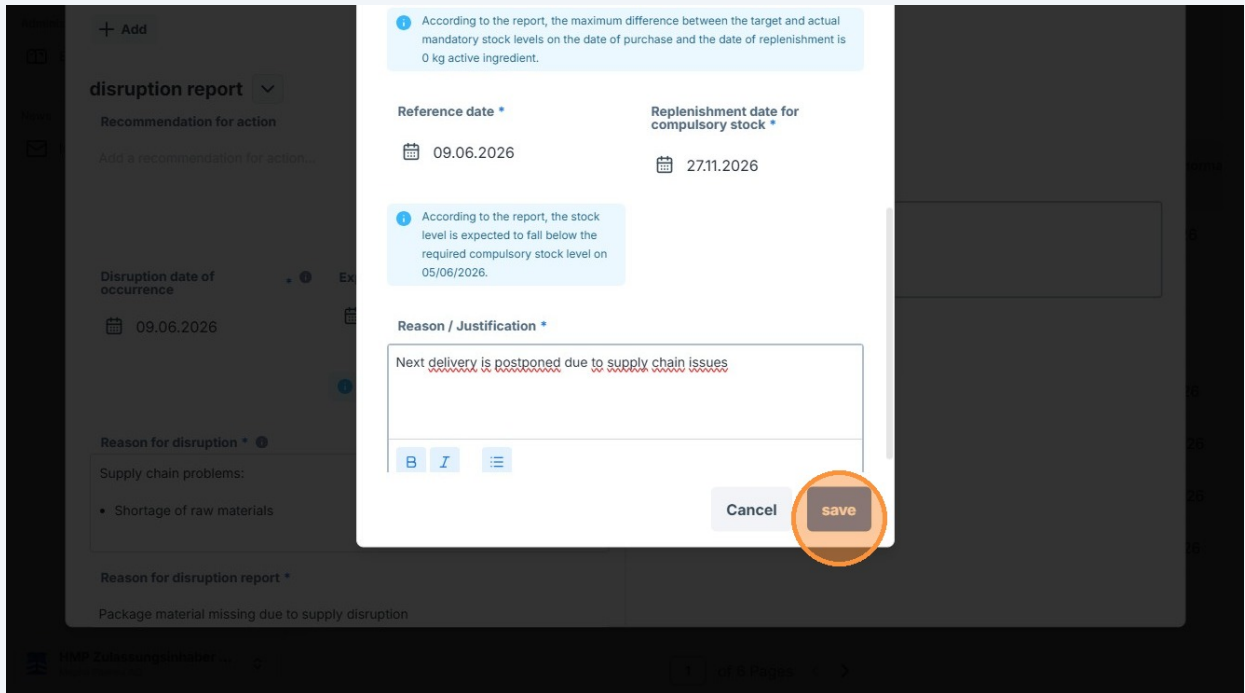
8

Enter a reason or justification for the request.

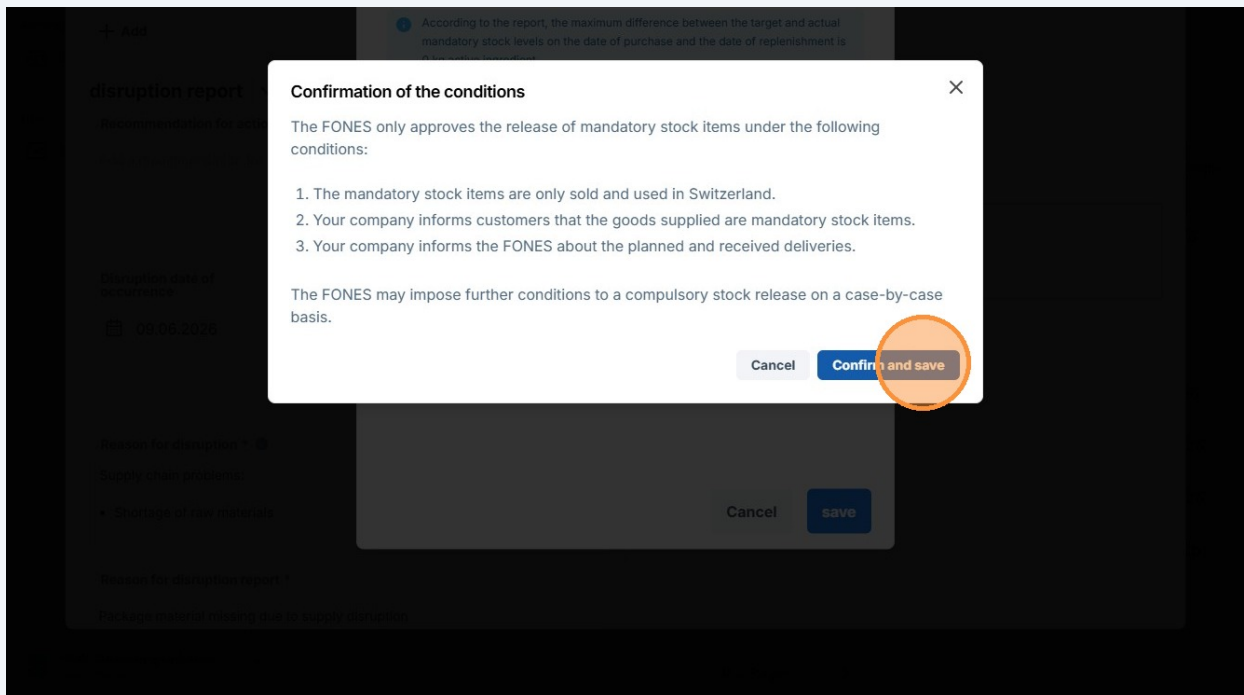


Completion of Request

- 9 Click 'save' to finalize the request details and submit it.



10 Click "Confirm and save" to submit it.



11 Close the disruption report to get back to the overview of issues.

