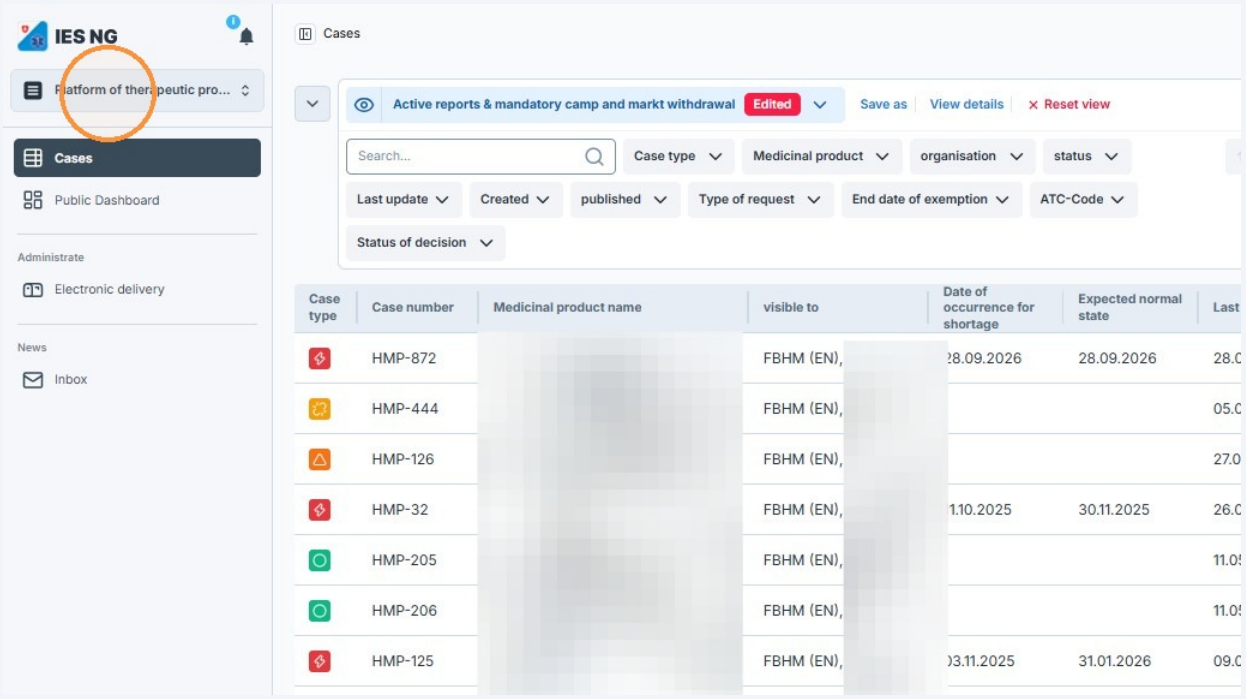
Creating a Contingency Stock Request

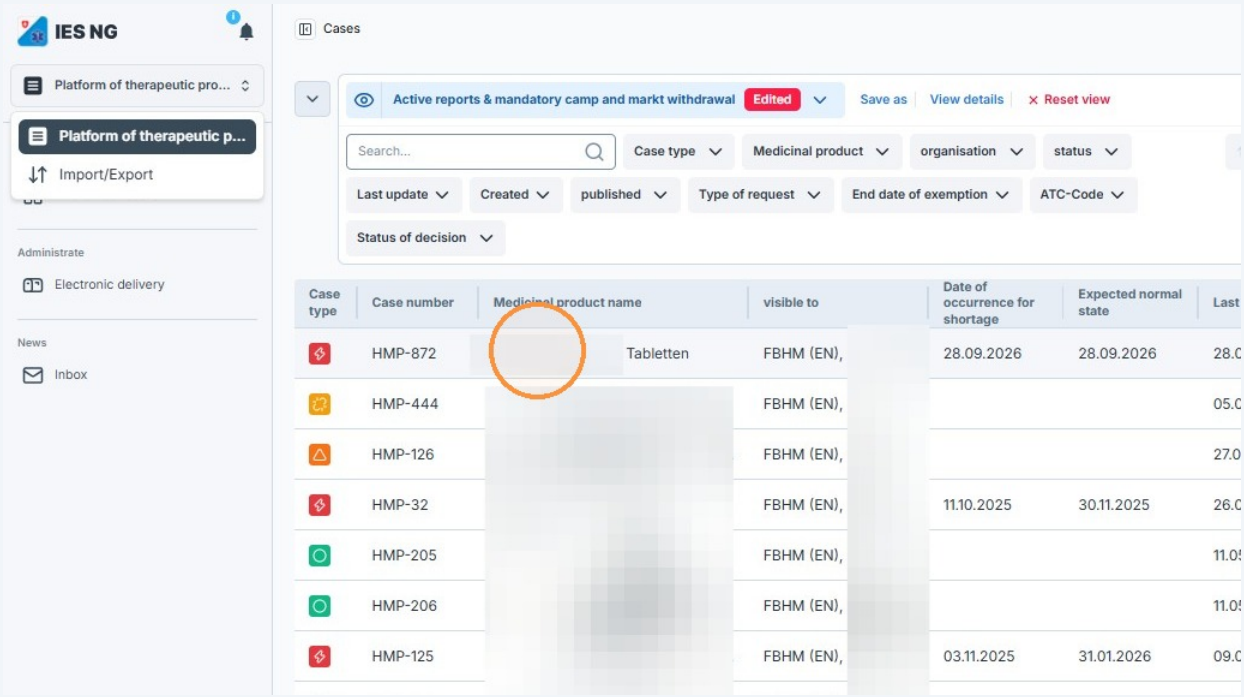
This guide walks you through the entire process on how to create an contingency stock request.

Case Navigation

1 Log in as usual. Make sure you are in the role of AH reporting party. Make sure you are in the menu Platform of Therapeutic products and submenu "Cases" to see the overview of all cases.

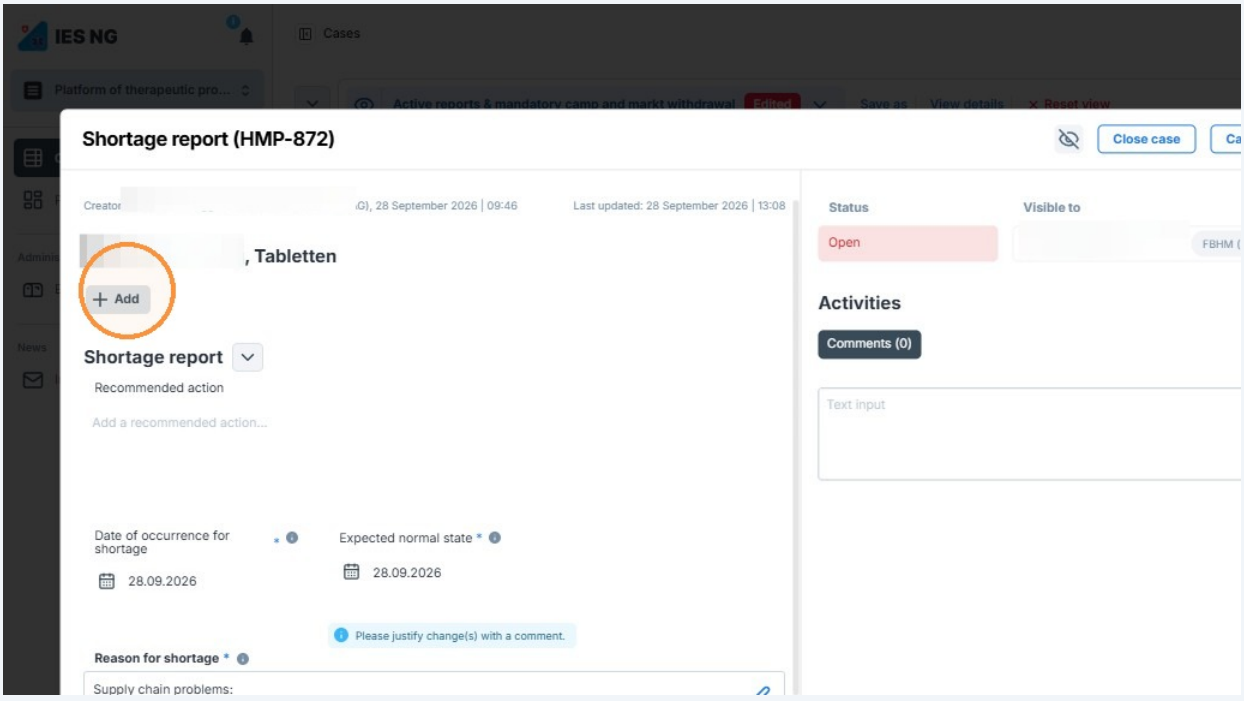


2 Select the shortage report for which you would like to create a compulsory stock request. Open it by clicking on it.

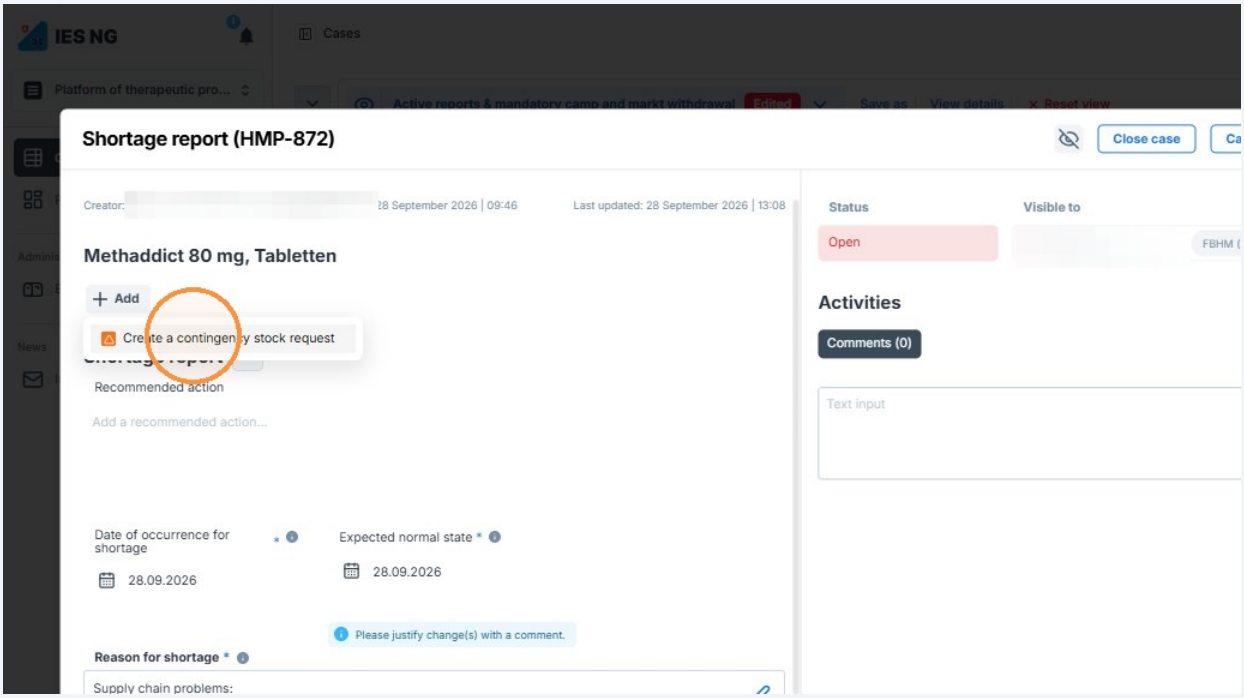


Request Creation

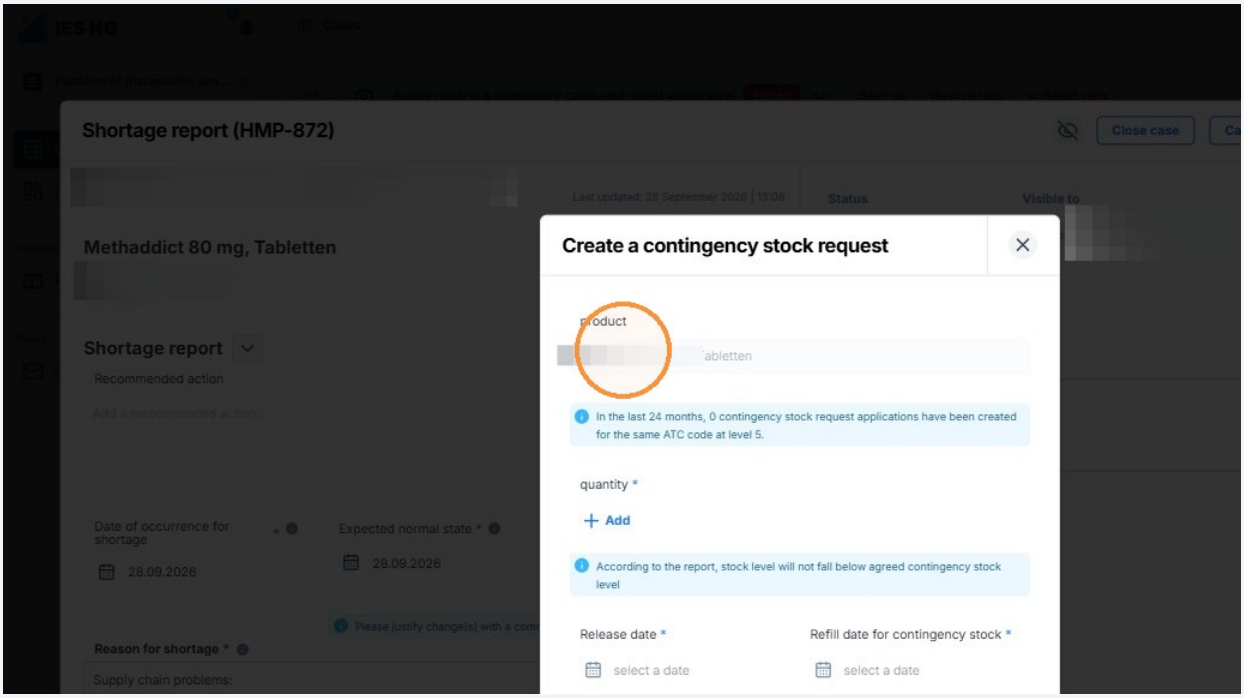
3 In the shortage report click "+Add".



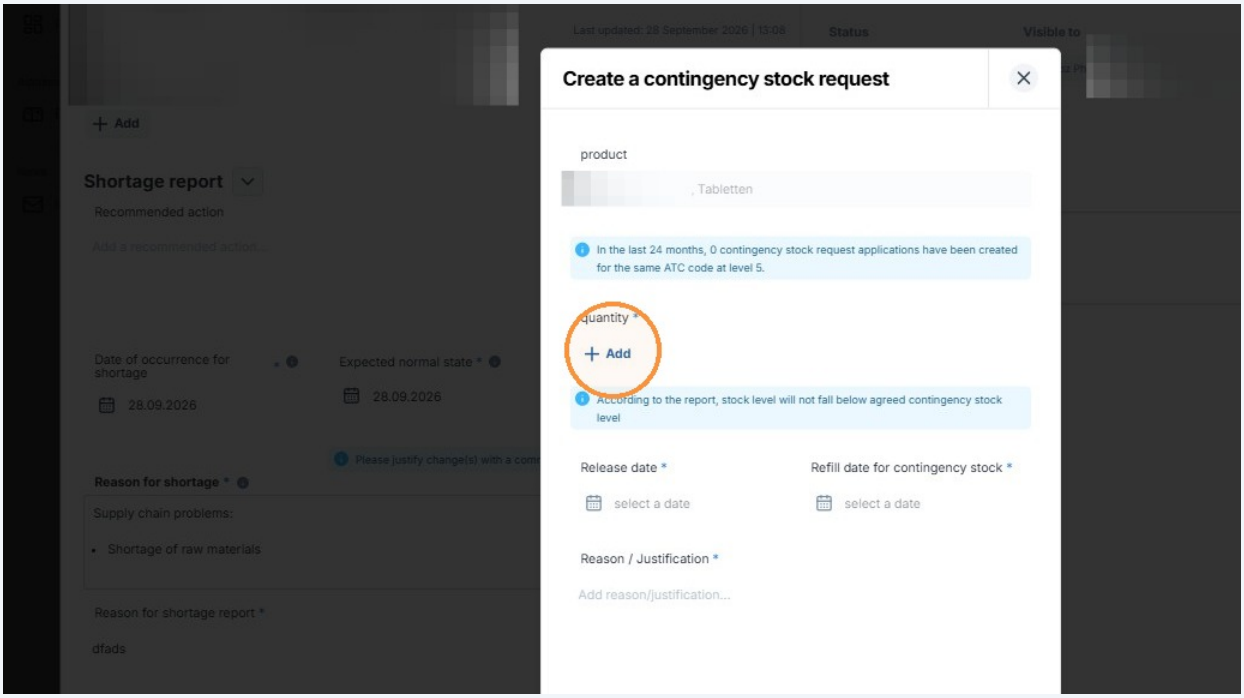
4 Select "Create a contingency stock request".



5 The product is automatically filled in.

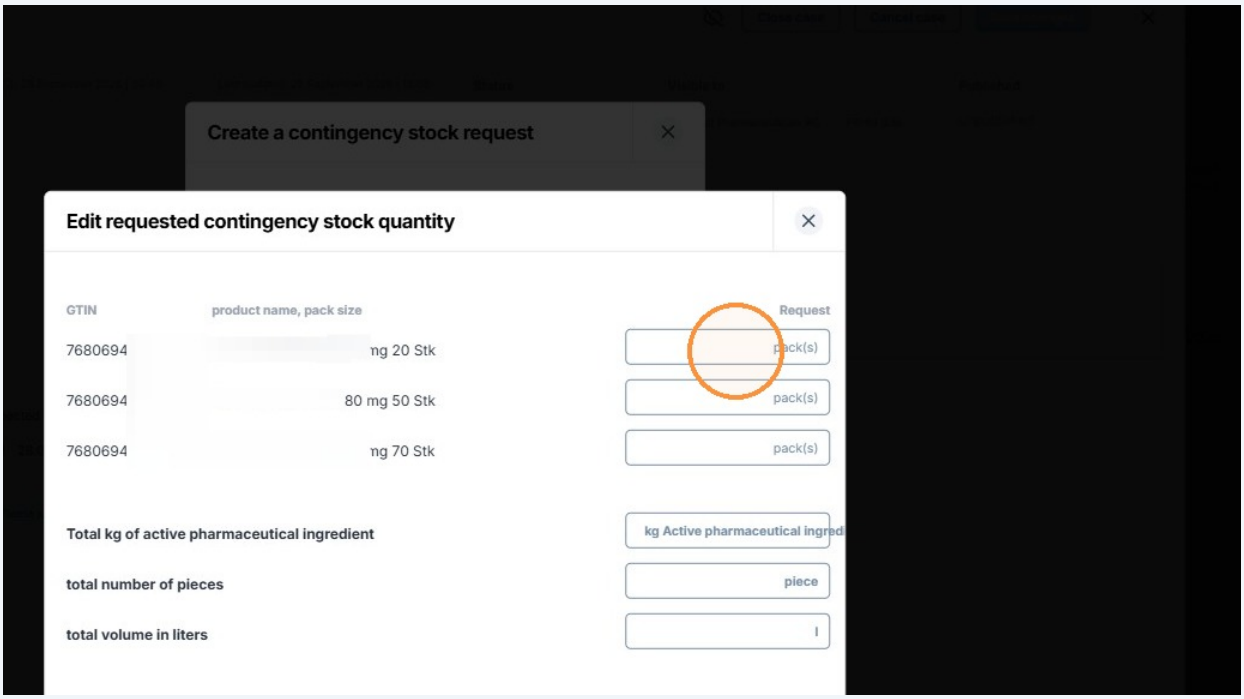


6 Click "Add" to enter the quantity of packages you'd like to request.

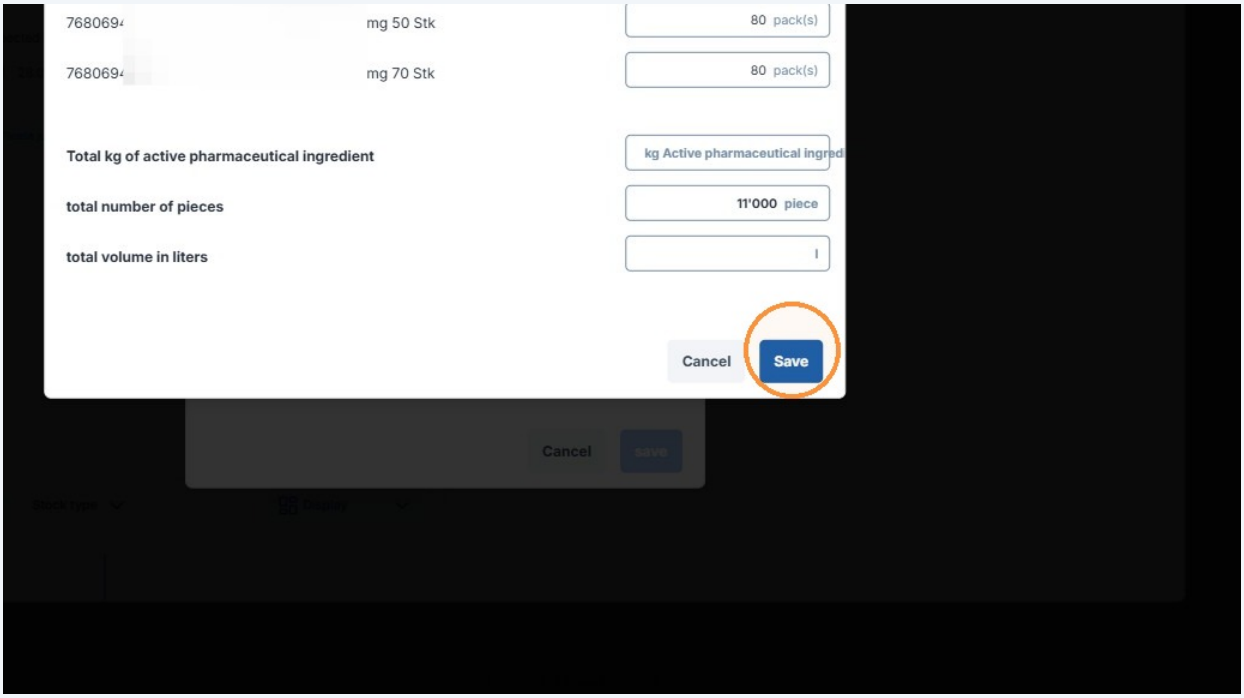


Quantity Details

7 Enter the number of packages you would like to request from the contingency stock for each GTIN.

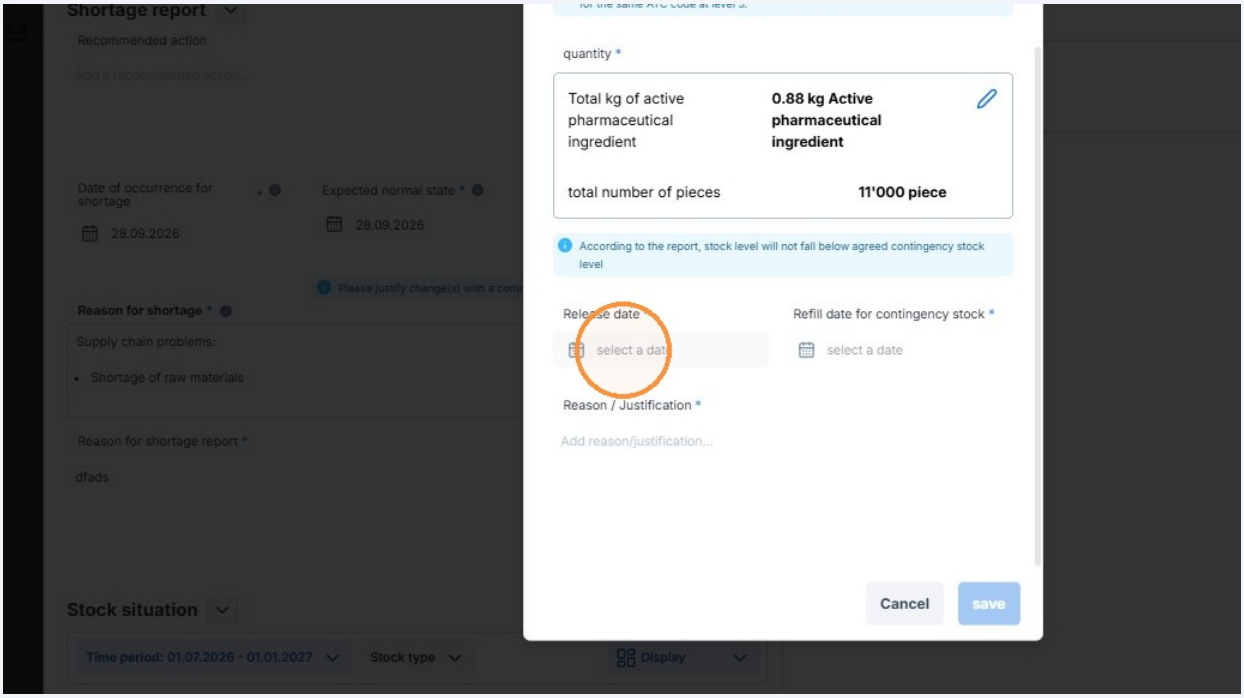


8 Once you have entered the requested number of packages for all GTINs, click "Save”.

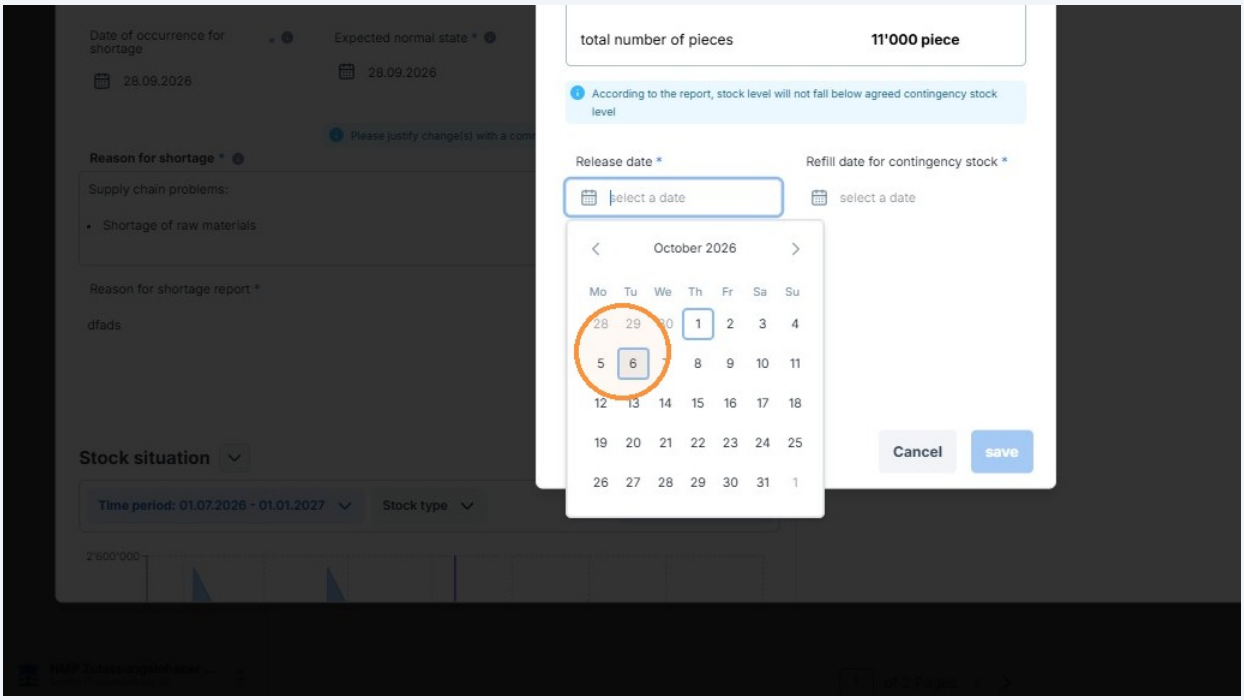


Dates and Submission

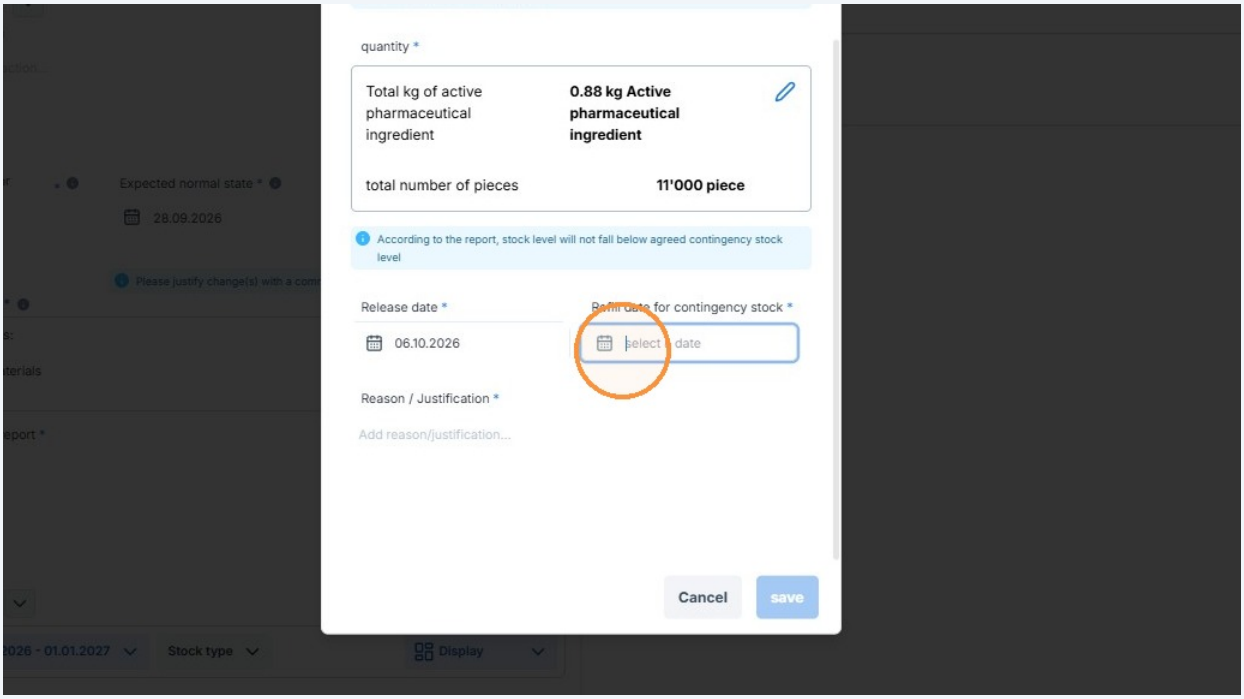
9 Click the "select a date" field to fill in the requested release date.



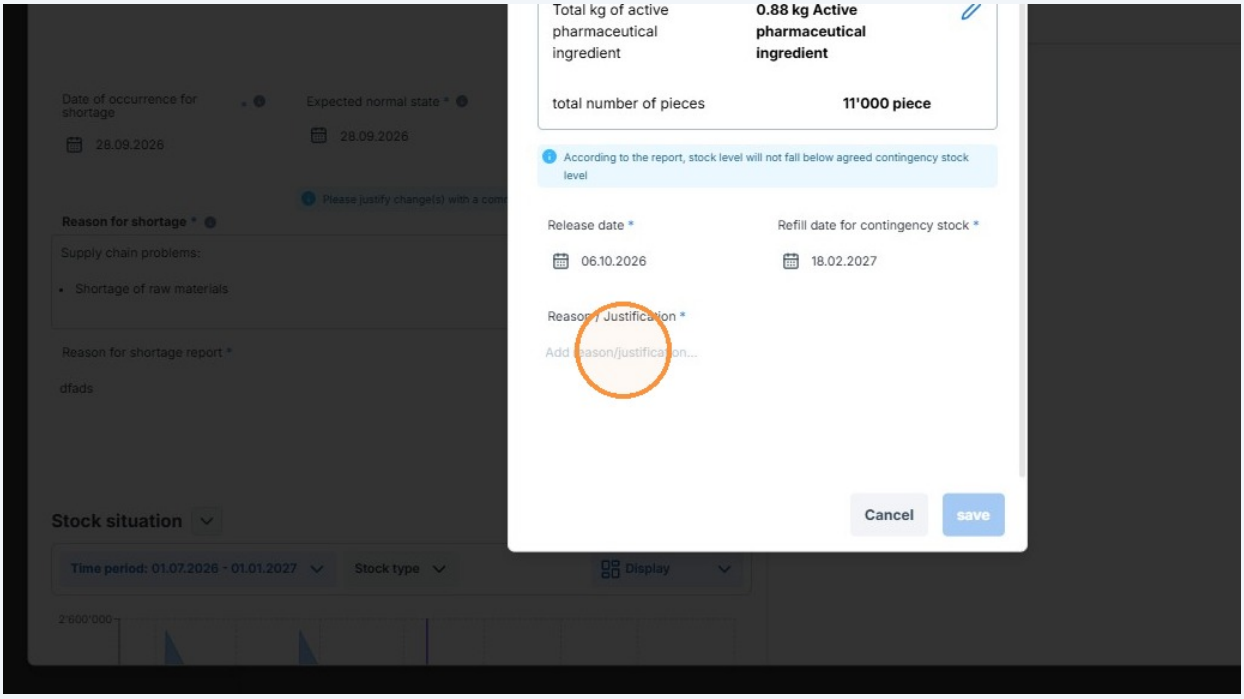
10 Add the requested release date by clicking on the according date.



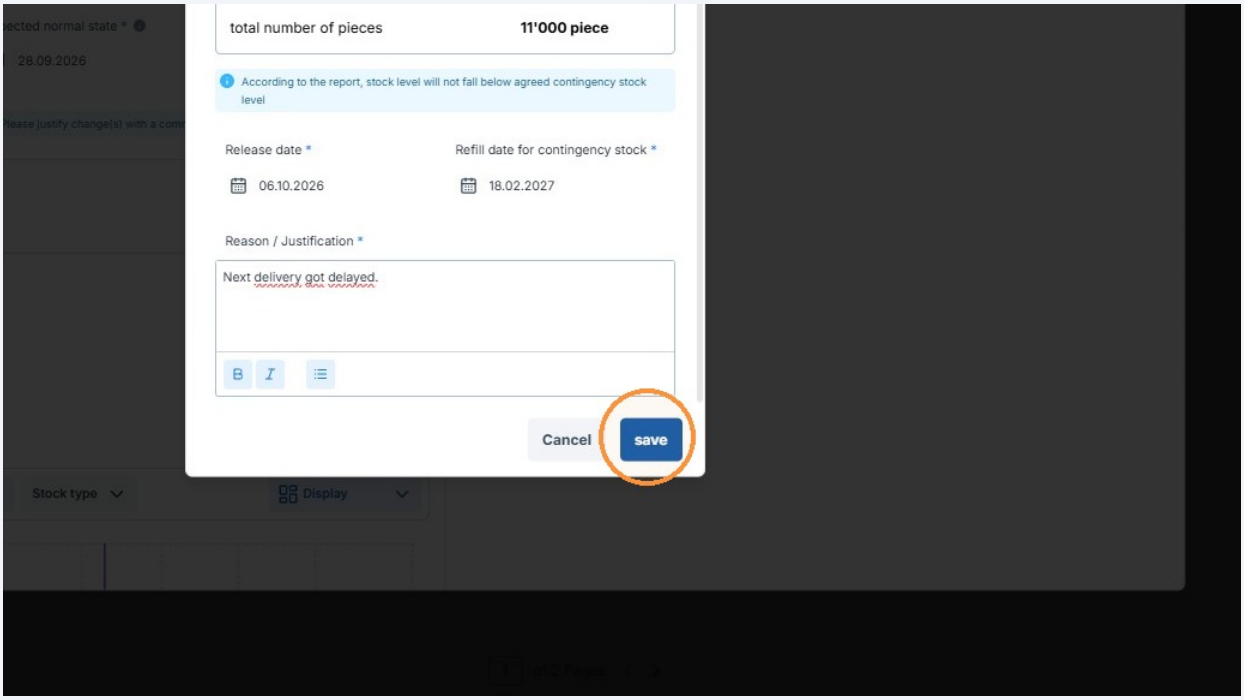
11 Do the same for the refill date of the contingency stock.



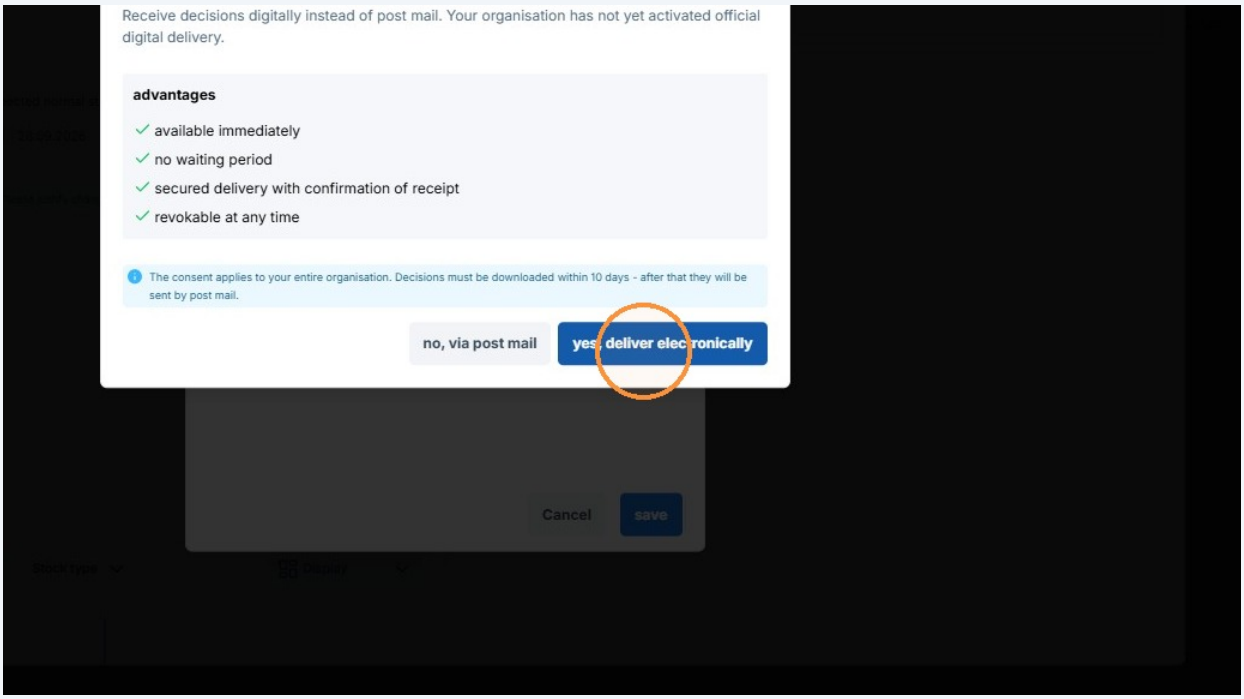
12 Add a reason or justification of the request.



13 Click "save" to complete your request.



14 If you haven't consent yet to electronical delivery of the decisions, you can acitvate it here by clicking "yes, deliver electronically".



15 Click "Confirm and save" to complete the request.

