1 Batch information

1.1 Introduction

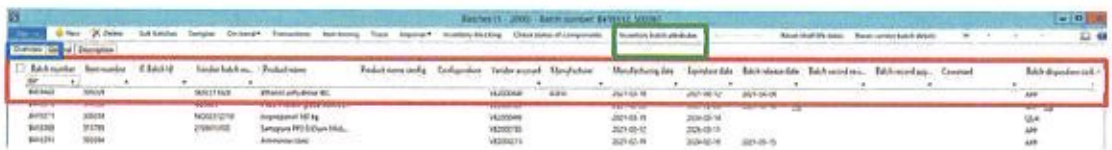
Go to **Advanced Quality Management > Common > Dimensions > Batches.**

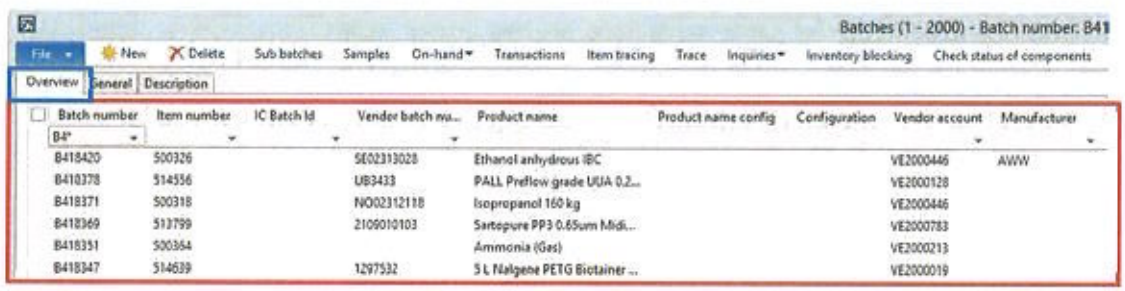
In the batch form, following batch details can be displayed (red, three screen shots):

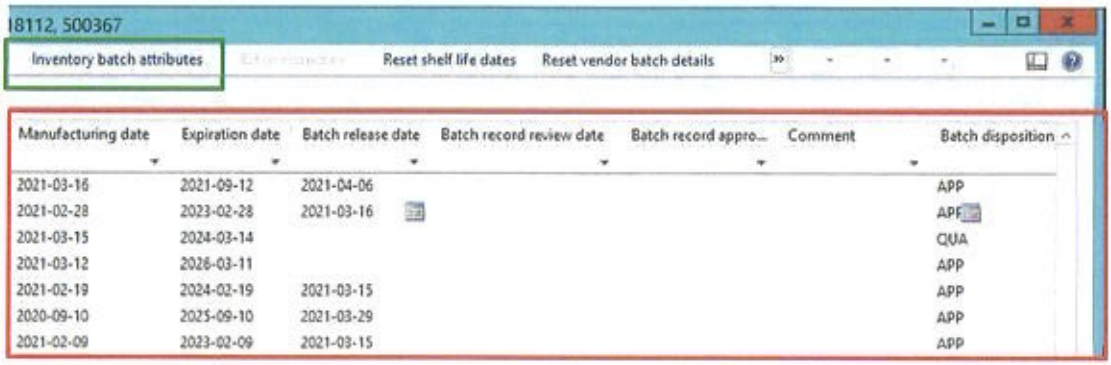
- Batch number
- Item number
- IC Batch ID
  Definition: PPLs intercompany batch number, meaning the batch number that was assigned to the batch in another PPL company (including Global inventory) shall be set here.
- Product name
- Product name config
- Configuration
- Vendor account
- Manufacturer
- Manufacturing date
- Expiration date
- Batch release date
- Batch record review date
- Batch record approval date
- Comment
- Batch disposition date

For all the above-mentioned details to be displayed in the Overview tab (blue), it needs to be personalized.

In the Inventory batch attributes (green), KPI and MBPR version can be set. The base attribute (Loading, Peptide content and Biological Activity) can be viewed.

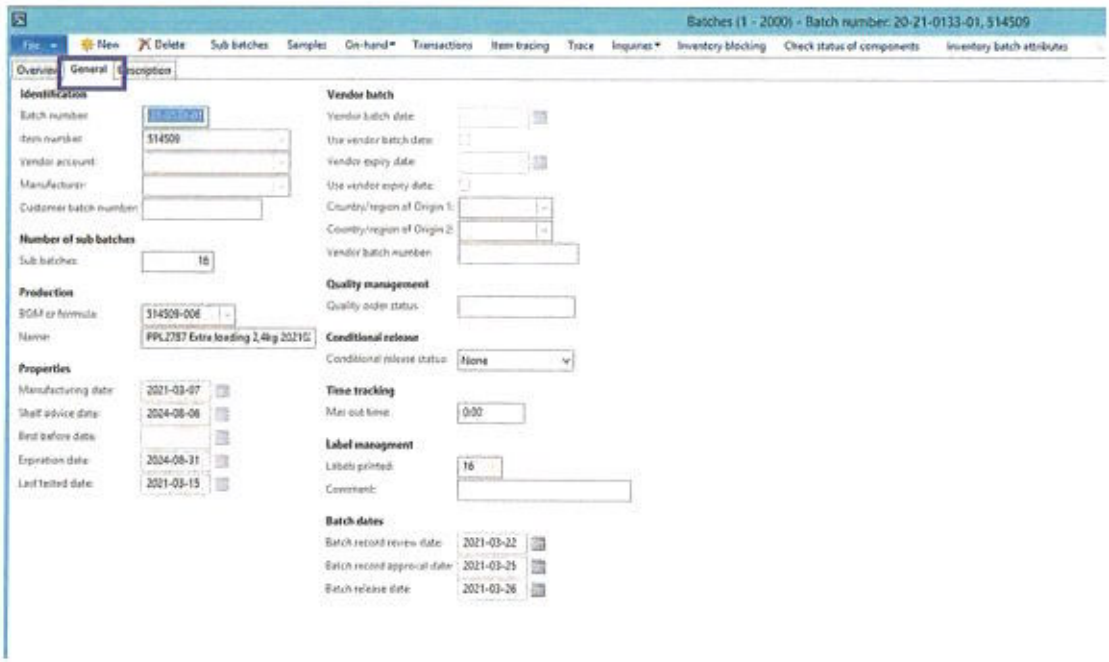






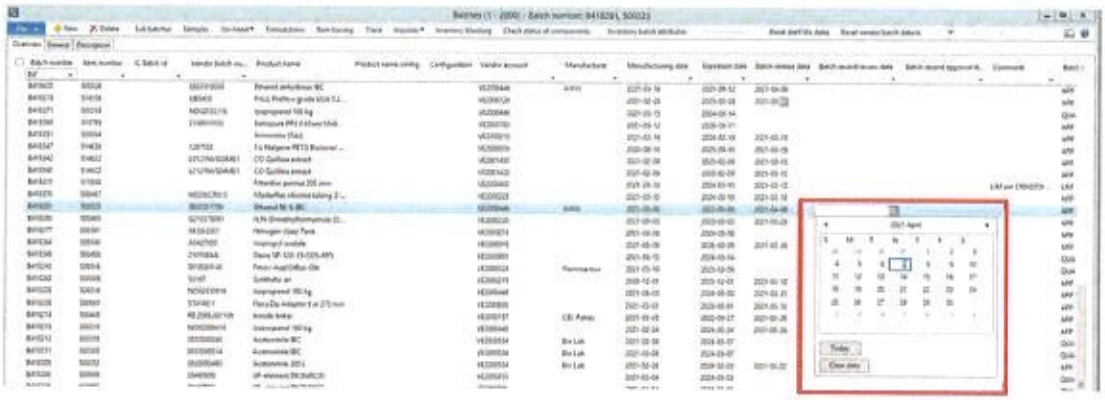
Manufacturing date	Expiration date	Batch release date	Batch record review date	Batch record appro...	Comment	Batch disposition
2021-03-16	2021-09-12	2021-04-06				APP
2021-02-28	2023-02-28	2021-03-16				APP
2021-03-15	2024-03-14					QUA
2021-03-12	2026-03-11					APP
2021-02-19	2024-02-19	2021-03-15				APP
2020-09-10	2025-09-10	2021-03-29				APP
2021-02-09	2023-02-09	2021-03-15				APP

The comment and the dates for Batch record review, Batch record approval and Batch release can also be viewed on the General tab (purple).



1.2 Set dates for batch record review, batch record approval and batch release

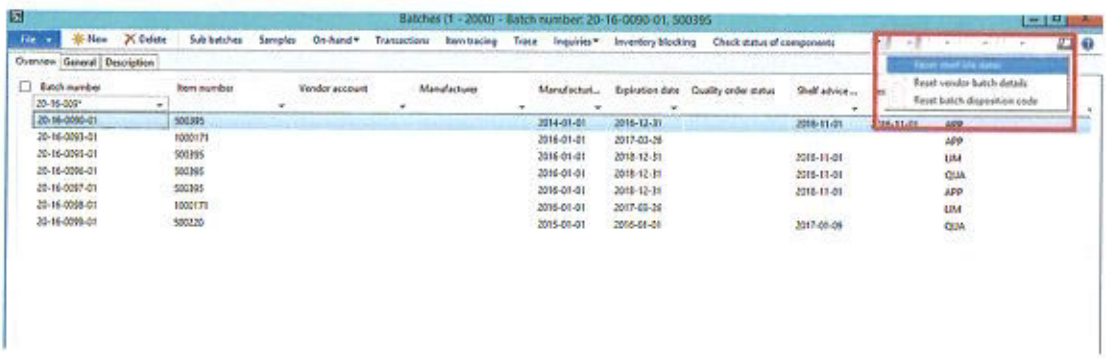
Select the batch of interest, click on the date icon in of the fields (red). Set the date as appropriate.



1.3 Change manufacturing date, expiration date and shelf advice date

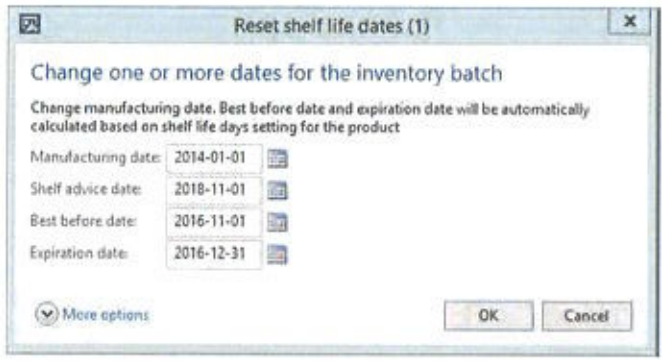
Select the batch of interest, click Reset shelf life dates button (red).

Note: *Manufacturing date always need to be set on the batch, it is not allowed to remove it since the system may ask to populate the manufacturing date in other activities in the system.*

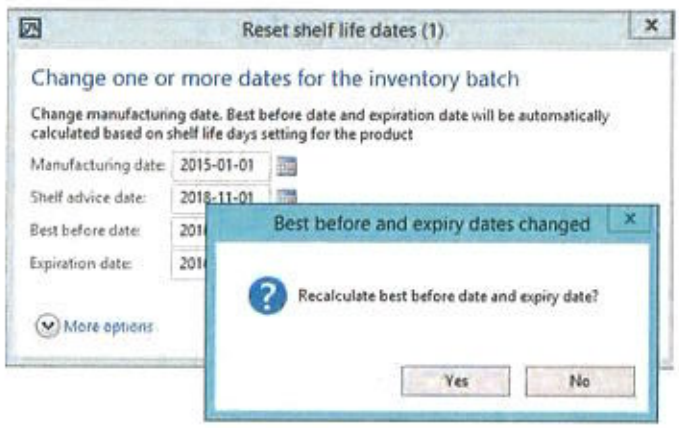


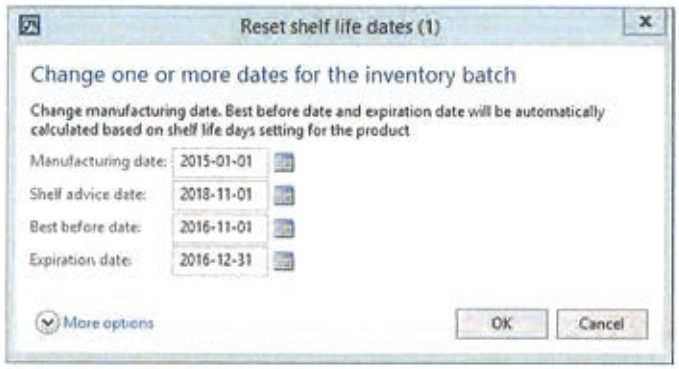
The Reset shelf life form is displayed. Change the date of interest. When the Manufacturing date is changed, questions regarding automatically recalculate Shelf advice date, Best before date and Expiration date is displayed. Click Yes, if the system shall recalculate the dates based on the date periods that is set on the item. Click No, if other dates shall be set. When all dates have been set, click Ok

Note: *Shelf life period in days and Shelf advice period in days are set for all items. Best before period in days is not used.*


Reset shelf life dates (1)
Change one or more dates for the inventory batch
Change manufacturing date. Best before date and expiration date will be automatically calculated based on shelf life days setting for the product
Manufacturing date: 2014-01-01
Shelf advice date: 2018-11-01
Best before date: 2016-11-01
Expiration date: 2016-12-31
More options
OK
Cancel

Reset shelf life dates (1)
Change one or more dates for the inventory batch
Change manufacturing date. Best before date and expiration date will be automatically calculated based on shelf life days setting for the product
Manufacturing date: 2015-01-01
Shelf advice date: 2018-11-01
Best before date: 2016-11-01
Expiration date: 2016-12-31
More options
Shelf advice date changed
Recalculate shelf advice date?
Yes
No

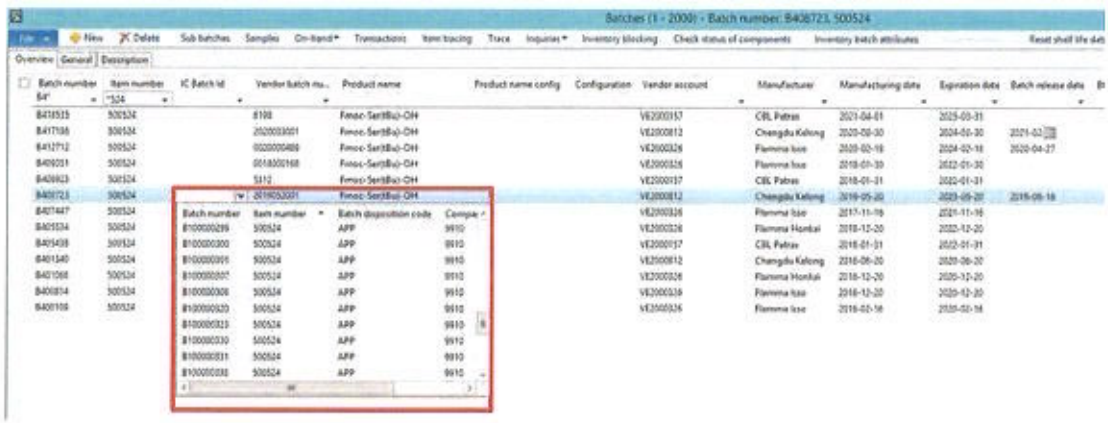

Reset shelf life dates (1)
Change one or more dates for the inventory batch
Change manufacturing date. Best before date and expiration date will be automatically calculated based on shelf life days setting for the product
Manufacturing date: 2015-01-01
Shelf advice date: 2018-11-01
Best before date:
Expiration date:
More options
Best before and expiry dates changed
Recalculate best before date and expiry date?
Yes
No



The dates have now been changed.

1.4 Change IC Batch ID

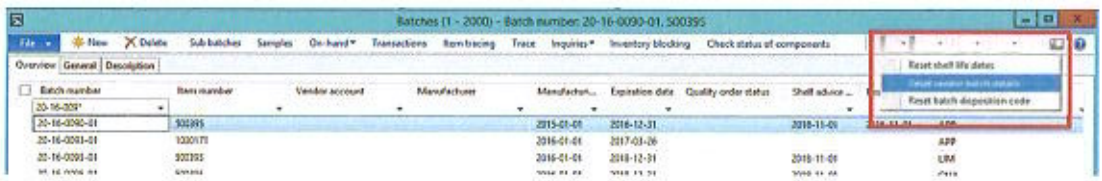
Select the batch of interest, click on the drop-down list (red) and change to the appropriate batch. All batch numbers for that item in all companies are included in the list.



1.5 Change Vendor batch information

Select the batch of interest, click Reset vendor batch details button (red).

Note: *After change of vendor batch information, the batch selection jumps to the first batch in the list. To avoid mistake, filter the batch of interest so the batch is first in the batch list.*



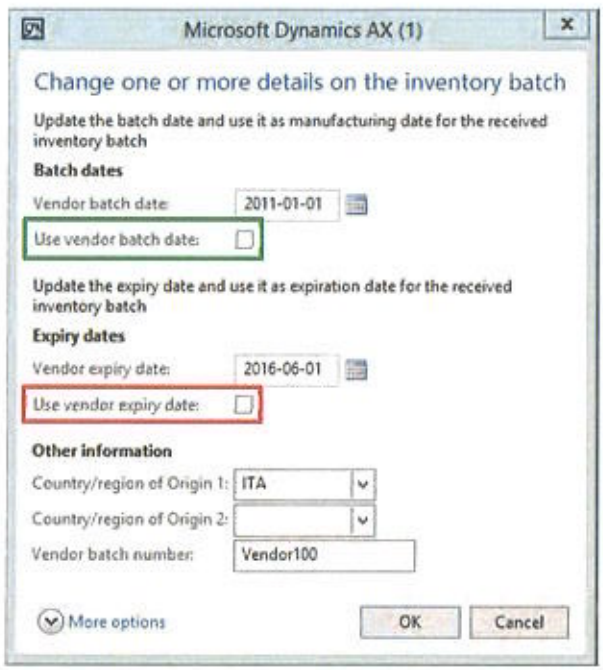
The Vendor form displayed. Change the information (vendor batch date, vendor expire date, vendor batch number etc.) of interest.

If check box for Use vendor batch date is ticked (green), the vendor batch date will be the new manufacturing date of the batch and the Shelf advice date, Best before date and Expiration date will be automatically recalculated.

If check box for Use vendor expire date is ticked (red), the vendor expiry date will be the new expiration date of the batch and the Shelf advice date and Best before date will be automatically recalculated.

If both check boxes are filled in, the Shelf Advice date is based on the Manufacturing date and Best before date is based on the Expiration date.

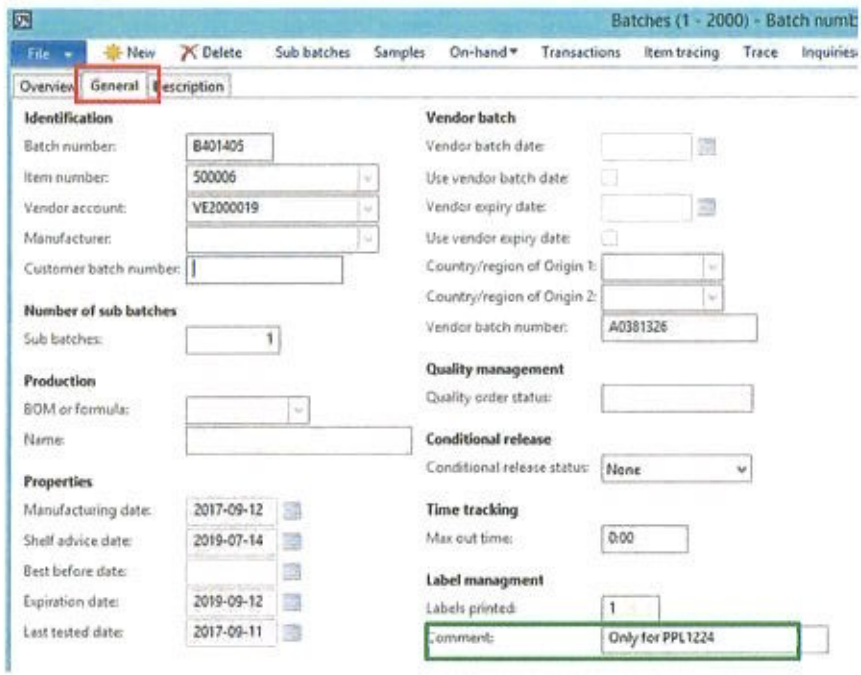
When all relevant information has been entered, Click Ok

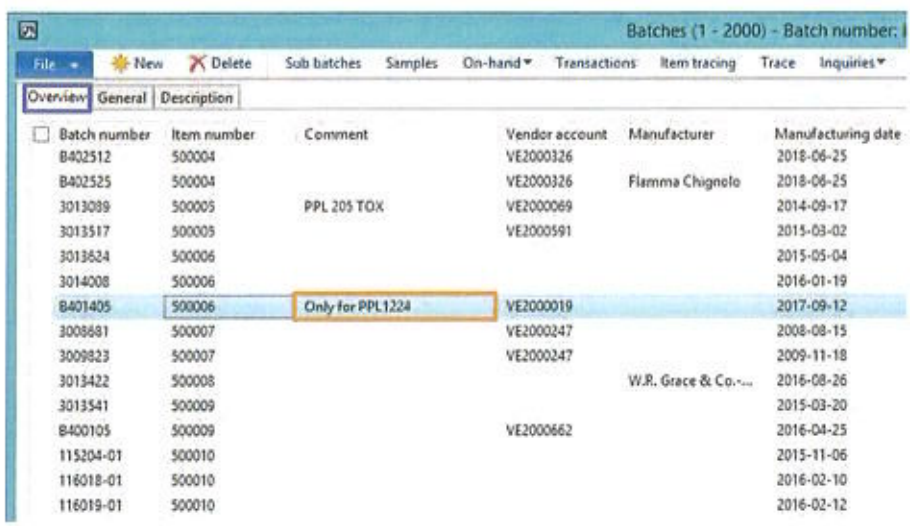


1.6 Add comment to batch

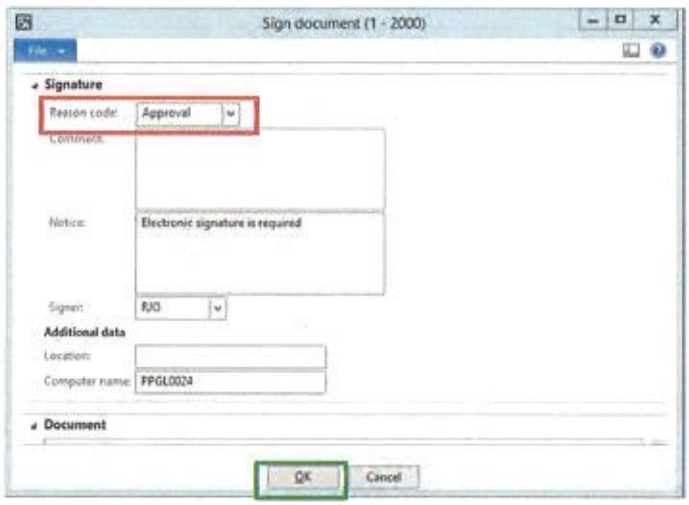
Select the batch of interest in the Batches form, Click in the general tab (red). Enter text of interest in the Comment field (green). Click ctrl +s. The comment (orange) may also be moved to the Overview tab (purple) by personalize the form.

Note: *The text entered will be visible on several other forms, such when reserving for a batch order, reserving for a transfer order and on the on-hand overview.*





Form for electronic signature is displayed. In the reason code field (red), choose Approve, enter a comment if applicable, click ok (green). Form for entering password is displayed, enter password and click Ok.



1.7 KPI and MBPR version and base attributes (batch attributes)

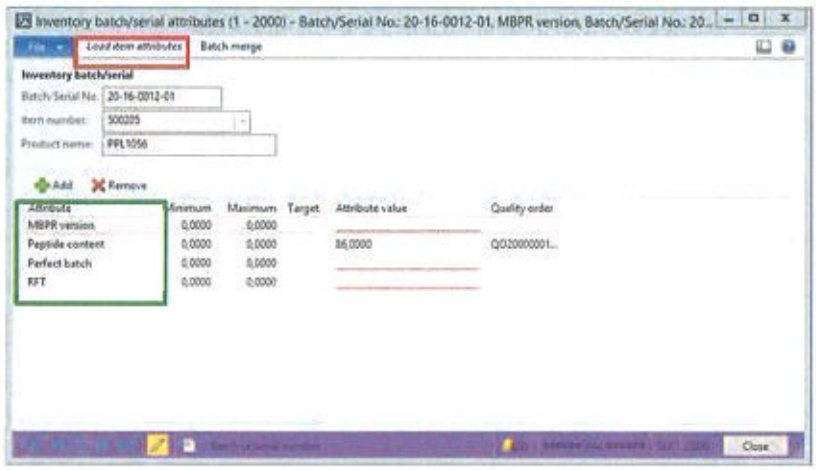
Select the batch of interest, click Inventory batch attributes button (red).

The Inventory batch/serial attributes form displayed. The attributes available for the item is stated included in the form (green). If no attributes are displayed, click on Load item attributes (red).

If a Quality order has been performed, the result from any base attribute (loading, peptide content or biological activity) is included in the here.

Enter the result/information regarding KPI (RFT and Perfect batch) and the used MBPR version for the batch. Values must be entered for all attributes in the form before it can be closed. Click Close.

Note: *If a base attribute (loading, peptide content or biological activity) shall be changed, this shall be performed via a Quality order since review is required.*

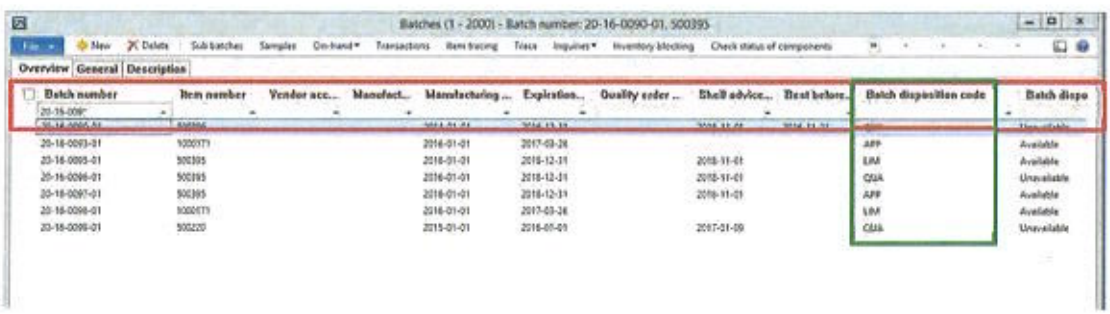


2 Batch disposition

2.1 Introduction

Go to **Advanced Quality Management > Common > Dimensions > Batches**.

In the batch form, the current code is displayed in the batch disposition code column (green). All available batch disposition codes are compiled in chapter 2.3.

For the history of a batch disposition codes, see chapter 2.4.

In the Batches form, press Ctrl+G in order to filter (red), only if the filter is not displayed. Insert batch number, item number etc. to find the batch of interest. Add * to the search criteria if the exact search criteria are not entered.