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Tarikh : 14 September 2026

SEMUA PEMEGANG PENDAFTARAN PRODUK

**SEMUA PERSATUAN BERKENAAN
(SEPERTI DI SENARAI EDARAN)**

Tuan / Puan,

**PERATURAN-PERATURAN KAWALAN DADAH DAN KOSMETIK 1984
ARAHAN PENGARAH PERKHIDMATAN FARMASI BILANGAN 19 TAHUN 2026
DIREKTIF PELAKSANAAN DAN PENGENDALIAN LABEL KESELAMATAN**

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Dikemukakan Arahan Pengarah Perkhidmatan Farmasi Bilangan 19 Tahun 2026, Direktif Pelaksanaan dan Pengendalian Label Keselamatan untuk makluman dan perhatian tuan/puan. Tuan/Puan adalah diarahkan untuk mematuhi keperluan tersebut.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(ROSLIZA BINTI LAJIS) RPh.3376

Timbalan Pengarah

b.p. Pengarah

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Kementerian Kesihatan Malaysia

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**ARAHAN DI BAWAH PERATURAN 29 PERATURAN – PERATURAN
KAWALAN DADAH DAN KOSMETIK 1984**

BILANGAN 19 TAHUN 2026

DIREKTIF PELAKSANAAN DAN PENGENDALIAN LABEL KESELAMATAN

1.0 TUJUAN

- 1.1 Di bawah peruntukan Peraturan 8, Peraturan-Peraturan Kawalan Dadah dan Kosmetik 1984 (PKDK 1984), Pihak Berkuasa Kawalan Dadah (PBKD) dalam mesyuarat kali ke-424 pada 3 September 2026 telah membuat keputusan berkenaan pelaksanaan dan pengendalian label keselamatan.
- 1.2 Sehubungan dengan itu, arahan ini dikeluarkan oleh Pengarah Perkhidmatan Farmasi di bawah peruntukan Peraturan 29, PKDK 1984.
- 1.3 Arahan ini ditujukan kepada pemegang pendaftaran produk (PRH), pengilang dan pengimport tentang pelaksanaan dan pengendalian label keselamatan pada semua keluaran berdaftar dengan PBKD.

2.0 TERMINOLOGI

- 2.1 Label keselamatan bermaksud apa-apa tanda keselamatan yang ditetapkan oleh Pengarah Perkhidmatan Farmasi yang diwujudkan bagi tujuan pengesahan ketulenan keluaran

3.0 PELAKSANAAN DAN PENGENDALIAN

Pelaksanaan keperluan label keselamatan ini adalah dibuat di bawah peruntukan Peraturan 29(1)(b) Peraturan-Peraturan Kawalan Dadah dan Kosmetik 1984 dan hendaklah dipatuhi oleh semua PRH, pengilang dan pengimport semua keluaran berdaftar dengan PBKD.

3.1 PELAKSANAAN

- 3.1.1 Setiap Label Keselamatan yang digunakan pada keluaran berdaftar hendaklah dibuat *Label Assignment* melalui Modul *Label Assignment* yang ditetapkan oleh Kementerian Kesihatan Malaysia.
- 3.1.2 *Label Assignment* hendaklah dilaksanakan dengan menghubungkan nombor siri unik Label Keselamatan dengan keluaran berdaftar yang berkaitan.
- 3.1.3 Semua maklumat wajib bagi *Label Assignment* hendaklah dilengkapkan sebelum proses *assignment* disahkan.
- 3.1.4 PRH hendaklah bertanggungjawab memastikan pemetaan antara keluaran berdaftar dan nombor siri Label Keselamatan adalah tepat.
- 3.1.5 Pengilang atau pengimport hendaklah melaksanakan proses *Label Assignment* bagi Label Keselamatan yang digunakan pada keluaran berdaftar mengikut kaedah dan tatacara yang ditetapkan oleh Kementerian Kesihatan Malaysia.
- 3.1.6 *Label Assignment* hendaklah diselesaikan bagi Label Keselamatan yang digunakan pada sesuatu keluaran berdaftar sebelum keluaran tersebut dipasarkan.
- 3.1.7 Sekiranya terdapat kesilapan atau perubahan pada maklumat *Label Assignment* yang telah direkodkan, pembetulan hendaklah dibuat melalui fungsi *Label Reassignment* yang disediakan dalam sistem mengikut tatacara yang ditetapkan oleh Kementerian Kesihatan Malaysia.

- 3.1.8 Label Keselamatan yang tidak boleh atau tidak lagi digunakan bagi tujuan yang ditetapkan hendaklah dinyahaktifkan melalui fungsi *Label Deactivation* dalam sistem mengikut tatacara yang ditetapkan oleh Kementerian Kesihatan Malaysia.
- 3.1.9 Sekiranya Label Keselamatan dibekalkan atau dihantar kepada pihak lain, termasuk pengilang atau fasiliti di luar Malaysia bagi tujuan pelekatan pada keluaran berdaftar, pengilang atau pengimport hendaklah menyelenggara rekod pembekalan atau penghantaran tersebut.
- 3.1.10 Rekod pembekalan atau penghantaran hendaklah mengandungi maklumat yang mencukupi bagi mengenal pasti penerima, kuantiti serta nombor siri atau julat nombor siri Label Keselamatan yang dibekalkan atau dihantar.
- 3.1.11 Semua rekod Daftar Label Keselamatan dan rekod berkaitan pengendalian label keselamatan yang telah diwujudkan sebelum tarikh kuat kuasa pelaksanaan wajib Modul *Label Assignment* hendaklah terus dikekalkan, disimpan dan dipelihara dalam keadaan baik serta boleh diperolehi semula apabila diperlukan bagi tujuan pengesahan, audit, pemeriksaan, siasatan, penguatkuasaan atau apa-apa tujuan regulatori lain.
- 3.1.12 Tatacara penggunaan Modul *Label Assignment* adalah seperti di **Lampiran A: Manual Pengguna Sistem**.

3.2 PENGENDALIAN

- 3.2.1 Semua keluaran berdaftar hendaklah dilekatkan dengan label keselamatan seperti mana yang ditetapkan dari masa ke masa oleh Pengarah Perkhidmatan Farmasi sebelum keluaran berdaftar diletakkan di dalam pasaran Malaysia.
- 3.2.2 Label ini hendaklah dilekatkan pada bungkusan luar keluaran atau sekiranya tiada bungkusan luar, hendaklah dilekatkan pada *immediate packaging* dan pada bahagian hadapan label bekas, kotak, apa-apa bentuk kotak atau pembungkusan yang memaparkan nama keluaran. Pelekatan label

keselamatan ini perlu dipastikan tidak menutup sebarang maklumat pada label bekas atau kotak.

- 3.2.3 Label keselamatan hendaklah dilekatkan pada keluaran berdaftar yang telah ditetapkan seperti di dalam *Label Assignment*. Sekiranya label keselamatan diserahkan kepada pihak ketiga, pengilang dan pengimport yang membeli label keselamatan bertanggungjawab sepenuhnya memastikan pihak tersebut menggunakan label keselamatan seperti mana yang ditetapkan bagi tujuan yang sah dan segala transaksi perlu direkodkan sepertimana dalam arahan ini. Kesalahan adalah terletak pada pengilang atau pengimport sekiranya pihak ketiga tidak mematuhi arahan ini.
- 3.2.4 Label keselamatan yang telah digunakan pada suatu keluaran berdaftar **TIDAK BOLEH** diguna semula pada mana-mana keluaran lain sama ada berdaftar atau tidak.
- 3.2.5 Label keselamatan yang belum digunakan hendaklah disimpan di tempat yang berkunci. Label keselamatan **TIDAK BOLEH** dipindah milik atau dijual kepada orang lain.
- 3.2.6 Sekiranya operasi pengilang atau pengimport diberhentikan atau lesen dibatalkan, label keselamatan dalam simpanan perlu dilupuskan dan dimaklumkan kepada Pengarah Perkhidmatan Farmasi.
- 3.2.7 Pengarah Perkhidmatan Farmasi boleh mengarahkan secara spesifik untuk keluaran berdaftar yang tertentu bagi menentukan bagaimana label keselamatan itu perlu dilekatkan.

4.0 PEMATUHAN

- 4.1 Arahan ini boleh diubah, ditambah atau ditukar dari semasa ke semasa mengikut keperluan tertentu dan boleh dituju khas secara khusus kepada pengilang atau pengimport tertentu.

- 4.2 Sebarang ketidakpatuhan terhadap arahan ini adalah menjadi satu kesalahan di bawah peraturan 29(2) Peraturan-peraturan Kawalan Dadah dan Kosmetik 1984 dan boleh dihukum di bawah seksyen 12 Akta Jualan Dadah 1952.

5.0 TARIKH KUAT KUASA DAN PEMBATALAN ARAHAN

- 5.1 Arahan pelaksanaan dan pengendalian label keselamatan berkuat kuasa pada 1 Januari 2027.
- 5.2 Dengan penguatkuasaan arahan ini mulai 1 Januari 2027, maka Arahan Pengarah Kanan Perkhidmatan Farmasi Bilangan 2 Tahun 2013 dengan rujukan (1) dlm. BPFK/PPP/07/25 bertarikh 4 April 2013: Direktif Pelaksanaan dan Pengendalian Label Keselamatan adalah TERBATAL.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”



(DR. AZUANA BINTI RAMLI) RPh.1889

Pengarah Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia

nmz/ar/raza/b/pkper/npra

- s.k. 1. Pengarah Bahagian Regulatori Farmasi Negara, KKM
2. Pengarah Bahagian Amalan dan Perkembangan Farmasi, KKM
3. Pengarah Bahagian Penguatkuasaan Farmasi, KKM
4. Pengarah Bahagian Dasar dan Perancangan Strategik Farmasi, KKM

SENARAI EDARAN:

1. Presiden
Pharmaceutical Association of Malaysia (PhAMA)
C-18-2, Block C 3 Two Square (Dataran 3 2),
No. 2, Jalan 19/1,
46300 Petaling Jaya, Selangor.
2. Presiden
Persatuan Industri Farmaseutikal Malaysia (MOPI)
Global Business & Convention Centre
Mezzanine Floor, Block A,
No. 8, Jalan 19/1, Section 19,
46300 Petaling Jaya, Selangor.
3. Presiden
Malaysian Association of Pharmaceutical Suppliers (MAPS)
c/o Medispec (M) Sdn Bhd,
B-1-7, Block B,
Jalan SS 25/22, Mayang Avenue,
Taman Mayang,
47301 Petaling Jaya, Selangor.

MANUAL PENGGUNA SISTEM

Kementerian Kesihatan Malaysia Security Label Management System
(Label Assignment, Reassignment & Deactivation) - For Industry Users

REFERENCE: IPU / KKMERP / SUM



SYSTEM USER MANUAL

KEMENTERIAN KESIHATAN MALAYSIA
SECURITY LABEL MANAGEMENT SYSTEM
(Label Assignment, Reassignment & Deactivation)

For Industry Users

AGENCY NAME	:	Pharmaceutical Services Programme
PARENT AGENCY NAME	:	Ministry of Health Malaysia
DOCUMENT DATE	:	03 SEPTEMBER 2026
DOCUMENT VERSION	:	1.0

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1. Label Assignment

1.1. How to Assign Labels

For label assignment, make sure you have **Manager/Admin role** or **Executive**. If you would like to know your roles, you may refer to [here](#).

STEP 1: To assign your labels, you can click **Label Management**  button at the side menu and click **Assign Labels** button.



STEP 2: This is the Label Assignment page, there are few details that you need to enter which include selecting **Product SKU**, entering **Batch Number**, selecting **Expiry Date** & **Manufacturing Date**, selecting **Type of Medicine** and enter **Start & End Serial Number**.

(This is an Optional feature)

Product SKU*

MAL Number

Manufacturer Name

Batch Number*

Expiry Date*

dd/mm/yyyy

Manufacturing Date*

dd/mm/yyyy

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STEP 3: Select your desired **Product SKU** from the dropdown list.

Product SKU*

test sku 01

test sku 02

STEP 4: After selecting your Product SKU, **MAL Number** & **Manufacturer Name** will be auto filled.

Product SKU*

test sku 01

MAL Number

MAL2011111TEST

Manufacturer Name

TEST COMPANY

STEP 5: Fill in the **Batch Number** for your labels.

Batch Number*

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STEP 6: Select the **Expiry Date** and **Manufacturing Date** for your labels.

Expiry Date*

08/03/2023

<
March 2023
>

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

STEP 7: Select the **Type of Medicine**. (Perolehan Kerajaan means that your product is procured by government)

Type of Medicine*

☒ General
☐ Perolehan Kerajaan

STEP 8: Enter your Label **Start** & **End** Range.

Label Serial Number*

Start

End

STEP 9: Click **Add** button  to proceed.

Type of Medicine*
☒ General ☐ Perolehan Kerajaan

Label Serial Number*

521270801AB

521270900AB

Add

STEP 10: System will validate your label assignment details. Once done, **Added Successfully** message will appear on top.

 **Added successfully**

(This is an Optional feature)

Product SKU*

MAL Number

STEP 11: If you need to preview your label assignment details before submit, you may scroll down and click the **View Detail** icon .

Add

Total Label Qty: 100

SKU	Start	End	Total Qty	Action
test sku 01	521270801AB	521270900AB	100	 

Assign

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STEP 12: You can preview all your label assignment details that you have just submitted.

Added By	
Demo Acc 1	
Product SKU	
test sku 01	
MAL Number	
MAL2011111TEST	
Manufacturer Name	
TEST COMPANY	
Batch Number	
Ba123	
Expiry Date	
01/03/2023	
Manufacturing Date	
01/03/2023	
Medicine Type	
general	
Label Serial Number	
521270801AB	521270900AB

STEP 13: Click **Back** button  to return to **Assign Labels** page.

 / Labels / Inventory / Label Assignment / Details


Added By
Demo Acc 1
Product SKU
test sku 01

STEP 14: If you found out one of the info is incorrect, you may click **Remove** icon  and [assign the labels again](#).

					Add
					Total Label Qty: 100
SKU	Start	End	Total Qty	Action	
test sku 01	521270801AB	521270900AB	100		
					Assign

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STEP 15: You may proceed to assign more labels by starting from [Step 3](#). Once you ensure all the label assignment information is correct, you may click **Assign** button  to assign your labels.

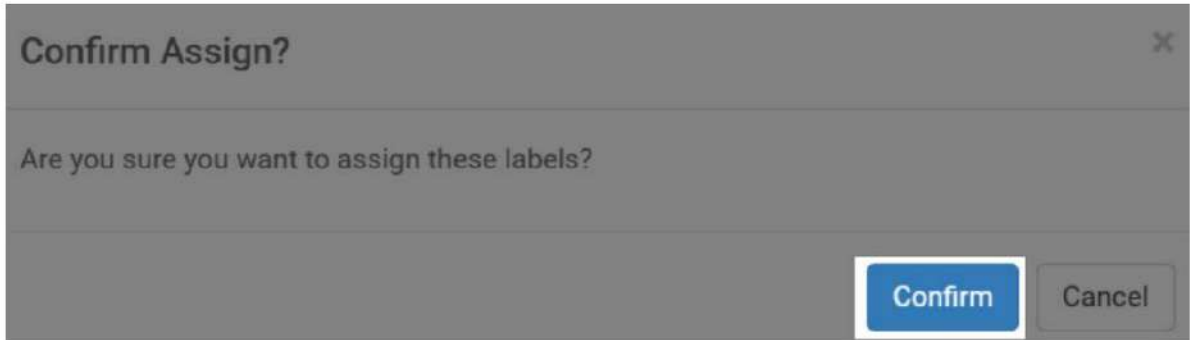


The interface shows a table for label assignment with the following data:

SKU	Start	End	Total Qty	Action
test sku 01	521270801AB	521270900AB	100	 

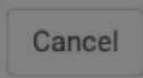
Additional elements: 'Add' button (top right), 'Total Label Qty: 100' (top right), 'Assign' button (bottom right).

STEP 16: Click **Confirm**  button to proceed.

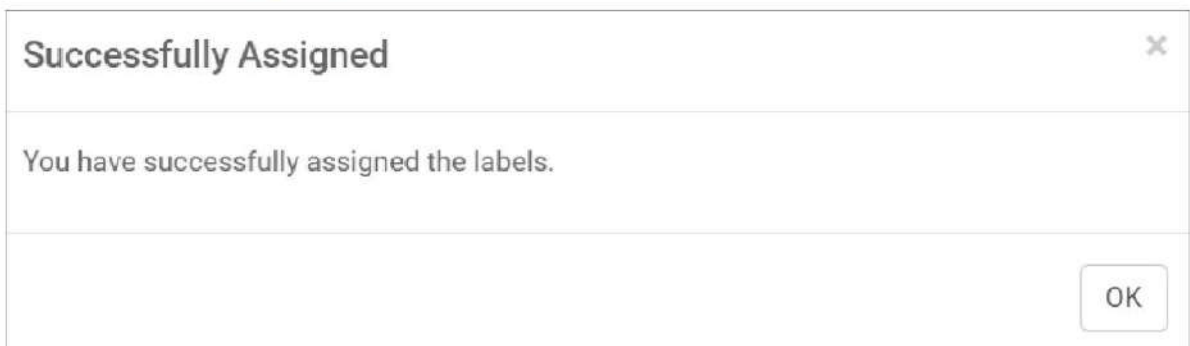


Confirm Assign?

Are you sure you want to assign these labels?

STEP 17: Your labels have been assigned successfully. If you wish to view your labels record, you can refer to [this guide](#).



Successfully Assigned

You have successfully assigned the labels.

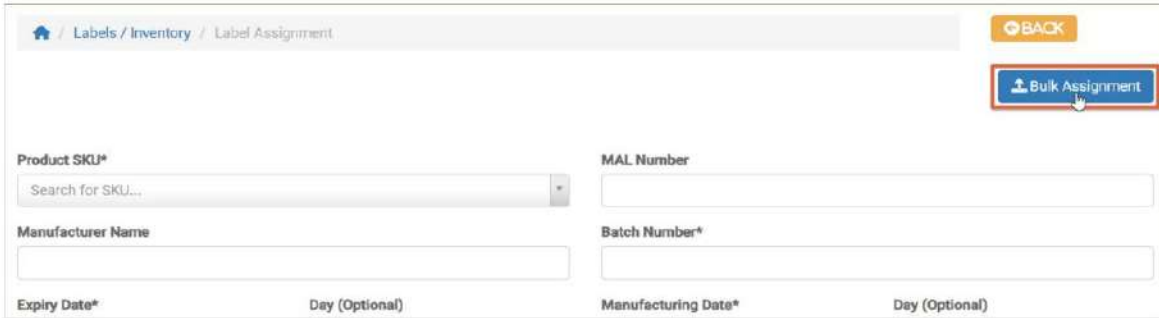


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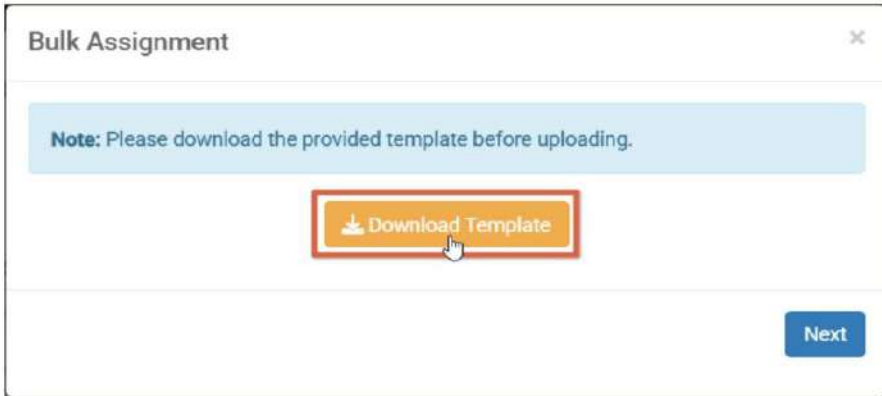
1.2. Bulk Assignment

The bulk assignment allows the user to do assignment for multiple product SKUs at once via Excel import.

STEP 1: Click on **Bulk Assignment** .



STEP 2: On the Bulk Assignment window, click **Download Template** to download the Excel file for bulk reassignment .



STEP 3: Open the downloaded Excel template. Complete the template. The screenshot below shows an example how to fill the template.

	A	B	C	D
1	Product SKU	Batch Number	Expiry Month/Year (mm/yyyy)	Expiry Day (*Optional) (dd)
2	0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	BN2025041504	Apr-2028	
3	10 -B -Z PLUS TABLET	BN2025041505	Apr-2028	
4				

E	F
Manufacturing Month/Year (mm/yyyy)	Manufacturing Day (*Optional) (dd)
Apr-2022	
Apr-2022	

G	H	I	J
GTIN	Type of Medicine (General/Perolehan Kerajaan)	Start Serial (AA, BA, CA, DA, EA, AB)	End Serial (AA, BA, CA, DA, EA, AB)
MAL20041103AZ	General	603705002CA	603705002CA
MAL16095001NC	General	603705003CA	603705003CA

Note: Ensure you input the GTIN the same as the MAL Number for the selected product SKU

STEP 4: Go back to the ERP System. Click **Next** on the Bulk Assignment window

Next

Bulk Assignment

Note: Please download the provided template before uploading.

Download Template

Next

STEP 5: Upload the updated Excel template and click **Proceed**

Proceed

Bulk Assignment

Upload Excel File

Choose File bulk_label_assignment_template.xlsx

Back Proceed

STEP 6: System will validate the import data from the Excel template. Once done, scroll down to the bottom of the page. You will see the assignment details populated in the table. Ensure all

the label assignment information is correct. Then, click **Assign** button to reassign your labels.

Assign

Total Label Qty: 2				
SKU	Start	End	Total Qty	Action
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	603705002CA	603705002CA	1	 
10 -B -Z PLUS TABLET	603705003CA	603705003CA	1	 
Assign				

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STEP 7: Click **Confirm**  button to proceed.

Confirm Assign?

Are you sure you want to assign these labels?

Confirm

Cancel

STEP 8: Your labels have been assigned successfully. If you wish to view your labels record, you can refer to [this guide](#).

Successfully Assigned

You have successfully assigned the labels.

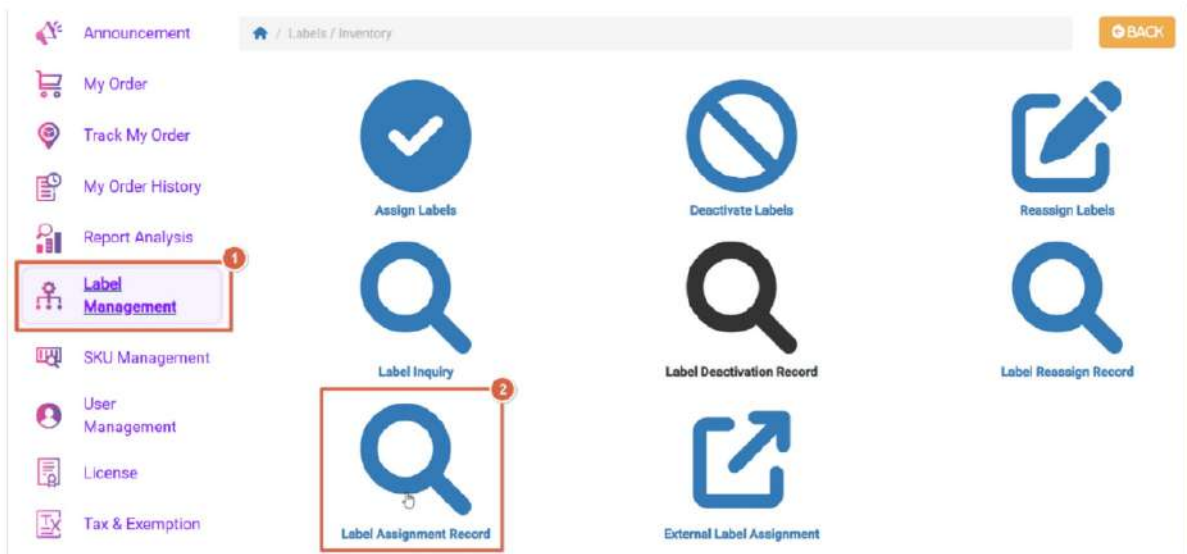
OK

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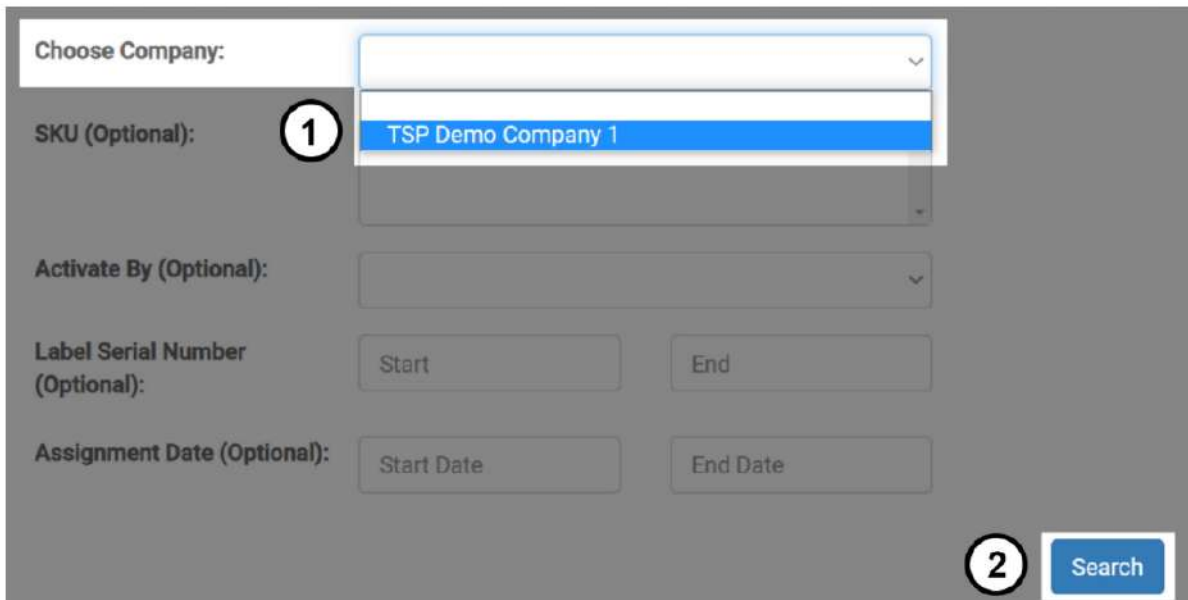
1.3. How to View Label Assignment Records

For viewing label assignment record, make sure you have **Manager/Admin role** or **Executive**. If you wish to check your roles, you may check by click [here](#).

STEP 1: You can view your label assignment record by clicking **Label Management**  at the side menu and click **Label Assignment Record**.



STEP 2: Select your company name in the dropdown list for **Choose Company** and click **Search** button .



The screenshot shows the 'Label Assignment Record' form. At the top, there is a 'Choose Company:' label followed by a dropdown menu. The dropdown menu is open, showing a list of companies, with 'TSP Demo Company 1' highlighted in blue. A red circle with the number 1 is placed next to the dropdown menu. Below the dropdown menu are several optional fields: 'SKU (Optional):', 'Activate By (Optional):', 'Label Serial Number (Optional):' (with 'Start' and 'End' input boxes), and 'Assignment Date (Optional):' (with 'Start Date' and 'End Date' input boxes). At the bottom right, there is a 'Search' button. A red circle with the number 2 is placed next to the 'Search' button.

STEP 3: This page will display all your label assignment records.

▼ All ⬆ Assignment Date (Desc) ⬇ Search in All Q									
SKU	Start	End	Total Qty	Batch Number	Company	Assignment date	Assigned By	Status	Action
test sku 01	521270801 AB	521270900 AB	100	BA123	TSP Demo Company 1	09/03/2023	Demo Acc 1	Activated	
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	521298501 AB	521298600 AB	100	123	TSP Demo Company 1	20/02/2023	Demo Acc 1	Activated	
0.9% SODIUM CHLORIDE INJECTION	521298401 AB	521298403 AB	3	123456	TSP Demo Company 1	20/02/2023	Demo Acc 1	Activated	

STEP 4: If you wish to view its details, you may click on **View Detail** icon  beside the status.

SKU	Start	End	Total Qty	Batch Number	Company	Assignment date	Assigned By	Status	Action
test sku 01	521270801 AB	521270900 AB	100	BA123	TSP Demo Company 1	09/03/2023	Demo Acc 1	Activated	
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC	521298501 AB	521298600 AB	100	123	TSP Demo Company 1	20/02/2023	Demo Acc 1	Activated	

STEP 5: This is the page where you can view all the information for your label assignment.

Status : Activated

Added By

Assignment Date

Product SKU

MAL Number

Manufacturer Name

Batch Number

Expiry Date

Manufacturing Date

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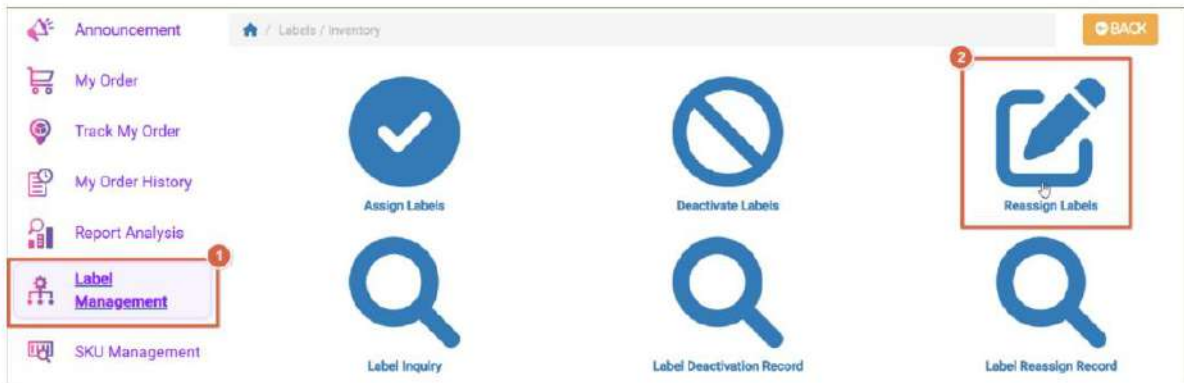
2. Label Reassignment

2.1. How to Reassign Labels

If you wish to amend your label assignment information, you may use **Reassign Label** function in ERP. First, make sure you have **Manager/Admin role or Executive**. If you would like to know your roles, you may refer to [here](#).

Important Note: You can only reassign labels in ERP provided that the **SKU must be changed along with the other info**.

STEP 1: You can navigate to **Label Reassignment** by clicking **Label Management**  at the side menu and click **Reassign Labels**.



STEP 2: There are 3 types of reassignment which are reassign labels without changing SKU, reassign labels by changing SKU and bulk reassignment.

Would you like to change Product SKU?
☒ Yes
☐ No

New SKU*

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2.1.1. Reassign Without Changing Product SKU

STEP 1: Enter the **start** and **end range of serial number** that you wish to reassign. Once you have entered the start and end serial number. System will show its current assignment info.

Important Note: You can only key in the range of serial number which are under same product SKU.

① an Optional feature)

Label Serial Number*

000405001CA 000405010CA

Current Assignment Info

Product SKU ②

test sku 01

Manufacturer Name

TEST COMPANY

MAL Number

MAL2011111TEST

Batch Number

BA121

Manufacturing Date

01/05/2023

Expiry Date

01/05/2023

Type of Medicine

General

STEP 2: Select **No** for the change Product SKU option. Then, fill in the new **batch number**, **expiry date** and **manufacturing date** as well as selecting the **type of medicine**.

Important Note: If you wish to change one field only such as batch number, then you need to key in the same details again for expiry date, manufacturing date and type of medicine according to previous assignment information.

Would you like to change Product SKU?

☐ Yes ☒ No

Batch Number

Expiry Date

dd/mm/yyyy

Manufacturing Date

dd/mm/yyyy

Type of Medicine*

☒ General ☐ SKU Procured by Government (Perolehan Kerajaan)

Add

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STEP 3: Click **Add** button  to proceed.

Expiry Date*	Day (Optional)	Manufacturing Date*	Day (Optional)
04/27	DD	04/24	DD
Type of Medicine*			
☒ General ☐ SKU Procured by Government (Perolehan Kerajaan)			
			

STEP 4: System will validate your label reassignment details. Once done, **Added Successfully** message will appear on top.

 Added successfully

Label Serial Number*	
Start	End
Current Assignment Info	
Product SKU	

STEP 5: If you need to preview your label reassignment details before submit, you may scroll down and click the **View Detail** icon .

Total Label Reassignment Qty: 1						
Reassignment Preview (Not Changing SKU)						
Reassignment Serial Range	Total Qty	Batch Number (Old to New)	Manufacturing Date (Old to New)	Expiry Date (Old to New)	Attachment	View Details
603705001CA-603705001CA	1	BN20240701001 -> BN2025041501	06/22 -> 04/24	08/25 -> 04/27		 

STEP 6: You can preview all your label reassignment details that you have just submitted.

Current Reassignment Information	
Company	
Jadual A Testing	
SKU	
12-C 500MG SUSTAINED RELEASE TABLET	
MAL Number	Manufacturer Name
MAL23016035NCZ	HERBAL SCIENCE SDN. BHD.
Importer Name	Batch Number
Importer Name	BN2025041501
Label Serial Range	Type of Medicine
603705001CA-603705001CA	General
Manufacturing Date	Expiry Date
04/24	04/27
Label Qty	
1	

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STEP 7: Click **Back** button  to return to **Reassign Labels** page.

[Home](#) / [Labels / Inventory](#) / [Label Reassignment](#) / [Details](#)


Previous Assignment Information

Company

Sku

MAL Number

Manufacturer Name

STEP 8: If you found out one of the info is incorrect, you may click **Remove** icon  and [reassign the labels again](#).

Total Label Reassignment Qty: 1

Reassignment Preview (Not Changing SKU)

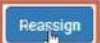
Reassignment Serial Range	Total Qty	Batch Number (Old to New)	Manufacturing Date (Old to New)	Expiry Date (Old to New)	Attachment	View Details
603705001CA-603705001CA	1	BN20240701001 -> BN2025041501	06/22 -> 04/24	08/25 -> 04/27		 

STEP 9: You may proceed to reassign more labels by starting from [Step 1](#). Once you ensure all the label reassignment information is correct, you may click **Reassign** button  to reassign your labels.

Total Label Reassignment Qty: 1

Reassignment Preview (Not Changing SKU)

Reassignment Serial Range	Total Qty	Batch Number (Old to New)	Manufacturing Date (Old to New)	Expiry Date (Old to New)	Attachment	View Details
603705001CA-603705001CA	1	BN20240701001 -> BN2025041501	06/22 -> 04/24	08/25 -> 04/27		 



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STEP 10: Click **Confirm**  button to proceed.

Confirm Reassignment?

Are you sure you want to reassign these labels?

Confirm

Cancel

STEP 11: Your labels have been reassigned successfully. If you wish to view your labels record, you can refer to [this guide](#).

Reassignment Request Submitted!

You have successfully reassigned the label(s). A confirmation email will send to you shortly.

OK

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2.1.2. Reassign and Change the Product SKU

STEP 1: Enter the **start** and **end range of serial number** that you wish to reassign. Once you have entered the start and end serial number. System will show its current assignment info.

Important Note: You can only key in the range of serial number which are under same product SKU.

1
an Optional feature)

Label Serial Number*

000405001CA

000405010CA

Current Assignment Info

Product SKU
2

test sku 01

Manufacturer Name

TEST COMPANY

MAL Number

MAL2011111TEST

Batch Number

BA121

Manufacturing Date

01/05/2023

Expiry Date

01/05/2023

Type of Medicine

General

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STEP 2: Select **Yes** for the change Product SKU option. Then, select the **New SKU**. The **MAL Number** and **Manufacturer Name** will autofill based on the product SKU selected. Next, fill in the new **batch number**, **expiry date** and **manufacturing date** as well as selecting the **type of medicine**. Provide a **Reason** for the reassignment and product SKU change. Finally, upload an attachment to provide further information for the reassignment.

Important Note: If you wish to change one field only such as batch number, then you need to key in the same details again for expiry date, manufacturing date and type of medicine according to previous assignment information.

Would you like to change Product SKU?

☒ Yes ☐ No

New SKU*
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER

MAL Number
MAL2004110SAZ

Manufacturer Name
BAXTER HEALTHCARE PHILIPPINES INC

Batch Number
BN2025041502

Expiry Date* 04/26 **Day (Optional)** DD **Manufacturing Date*** 04/23 **Day (Optional)** DD

Type of Medicine*
☒ General ☐ SKU Procured by Government (Perolehan Kerajaan)

Reason*
Assigned to the wrong product SKU

Attachments
Choose Files 7f9f161-44a5-4a01-bf99-a57f0d2c190a_f.jpeg

Add

STEP 3: Click **Add** button to proceed.

Type of Medicine*
☒ General ☐ SKU Procured by Government (Perolehan Kerajaan)

Reason*
Assigned to the wrong product SKU

Attachments
Choose Files 7f9f161-44a5-4a01-bf99-a57f0d2c190a_f.jpeg

Add

STEP 4: System will validate your label reassignment details. Once done, **Added Successfully** message will appear on top.

✔ Added successfully

Label Serial Number*

Current Assignment Info

Product SKU

STEP 5: If you need to preview your label reassignment details before submit, you may scroll down and click the **View Detail** icon  .

Total Label Reassignment Qty: 1

Reassignment Preview (Changing SKU)

Reassignment Serial Range	Total Qty	SKU (Old to New)	Attachment	View Details
603630028CA-603630028CA	1	18F-FLUORODEOXYGLUCOSE (18F-FDG) -> 0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	7ff9f161-44a5-4a01-bf99-a57f0d2c190a_f.jpeg	

Reassign

STEP 6: You can preview all your label reassignment details that you have just submitted.

Current Reassignment Information

Company

SKU

MAL Number

Manufacturer Name

Importer Name

Batch Number

Label Serial Range

Type of Medicine

Manufacturing Date

Expiry Date

Label Qty

Reason

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STEP 7: Click **Back** button  to return to **Reassign Labels** page.

[Home](#) / [Labels](#) / [Inventory](#) / [Label Reassignment](#) / [Details](#)


Previous Assignment Information

Company

Jadual A Testing

SKU

12-C 500MG SUSTAINED RELEASE TABLET

MAL Number

MAL23016035NCZ

Manufacturer Name

HERBAL SCIENCE SDN. BHD.

STEP 8: If you found out one of the info is incorrect, you may click **Remove** icon  and [reassign the labels again](#).

Total Label Reassignment Qty: 1

Reassignment Preview (Changing SKU)

Reassignment Serial Range	Total Qty	SKU (Old to New)	Attachment	View Details
603630028CA- 603630028CA	1	18F-FLUORODEOXYGLUCOSE (18F-FDG) -> 0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	 7ff9f161-44a5-4a01-bf99-a57f0d2c190a_f.jpeg	 

Reassign

STEP 9: You may proceed to reassign more labels by starting from [Step 1](#). Once you ensure all the label reassignment information is correct, you may click **Reassign** button  to reassign your labels.

Total Label Reassignment Qty: 1

Reassignment Preview (Changing SKU)

Reassignment Serial Range	Total Qty	SKU (Old to New)	Attachment	View Details
603630028CA- 603630028CA	1	18F-FLUORODEOXYGLUCOSE (18F-FDG) -> 0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	 7ff9f161-44a5-4a01-bf99-a57f0d2c190a_f.jpeg	 

Reassign

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STEP 10: Click **Confirm**  button to proceed.

Confirm Reassignment?

Are you sure you want to reassign these labels?




STEP 11: Reassignment with product SKU change, requires approval from Admin. Therefore, your reassignment request is submitted to Admin for approval. If you wish to view your labels record, you can refer to [this guide](#).

Reassignment Request Submitted!

Reassignment label(s) request is submitted, please wait for Admin to process this request.



2.1.3. Bulk Reassignment

The bulk reassignment allows the user to do reassignment for multiple product SKUs at once via Excel import.

STEP 1: Click on **Bulk Reassignment** .

[Home](#) / [Labels / Inventory](#) / [Label Reassignment](#)




Label Serial Number*

Current Assignment Info

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STEP 2: On the Bulk Reassignment window, click **Download Template** to download the Excel file for bulk reassignment .

Bulk Reassignment

Note: Please download the provided template before uploading.



Next

STEP 3: Open the downloaded Excel template. Complete the template. The screenshot below shows an example how to fill the template.

A	B	C	D
Product SKU	Batch Number	Expiry Month/Year (mm/yyyy)	Expiry Day (*Optional) (dd)
AAN KAPSUL TONGKAT ALI	BN2025041503	Apr-2027	
Viranz 600 (Efavirenz Tablets USP 600mg)	BN2025041504	May-2027	

E	F	G
Manufacturing Month/Year (mm/yyyy)	Manufacturing Day (*Optional) (dd)	GTIN
Apr-2023		MAL20032093TC
May-2023		MAL12095064AZ

H	I	J	K
Type of Medicine (General/Perolehan Kerajaan)	Start Serial (AA, BA, CA, DA, EA, AB)	End Serial (AA, BA, CA, DA, EA, AB)	Reason
General	603630029CA	603630029CA	Update batch number
General	603630030CA	603630030CA	Update batch number

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STEP 7: Click **Confirm**  button to proceed.

Confirm Reassignment?

Are you sure you want to reassign these labels?

Confirm

Cancel

STEP 8: Your request for reassignment has been submitted to the Admin. The Admin process the request and approve the reassignment If you wish to view your labels record, you can refer to [this guide](#).

Reassignment Request Submitted!

Reassignment label(s) request is submitted, please wait for Admin to process this request.

OK

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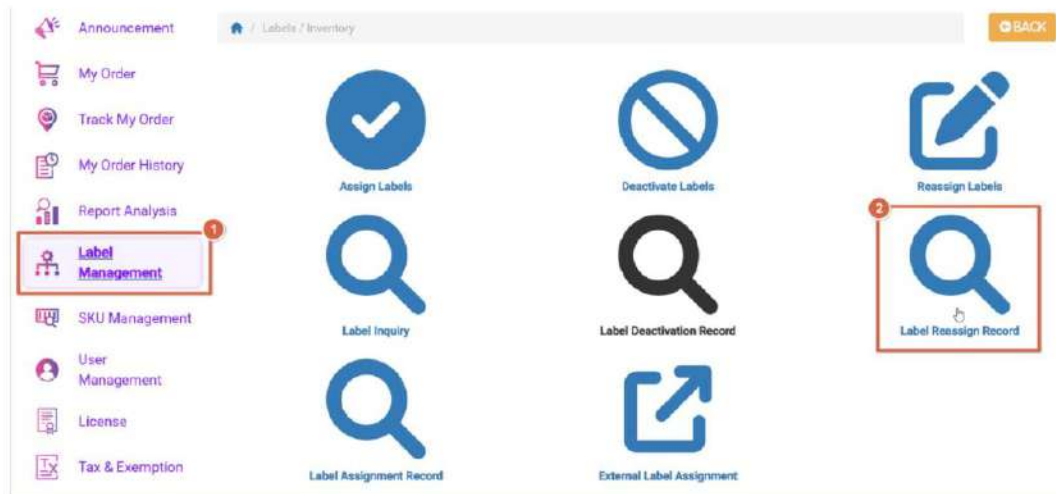
2.2. How to View Label Reassignment Records

For viewing label reassignment record, make sure you have **Manager/Admin role or Executive**. If you wish to check your roles, you may check by click [here](#).

STEP 1: You can view your label reassignment record by clicking **Label Management**



at the side menu and click **Label Reassign Record**.



STEP 2: Select your company name in the dropdown list for **Choose Company** and click

Search button .



Reference:
IPU / KKMERP / SUM

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STEP 3: This page will display all your label reassignment records.

All Reassignment Date (Desc) Search in All										
Old Sku	New Sku	Start	End	Total Qty	Batch Number	Company	Reassignment Date	Reassigned By	Status	Action
test sku 01	test sku 01	521292520A B	521292540A B	21	ZA123	TSP Demo Company 1			Pending	
test sku 02	test sku 02	521292705A B	521292760A B	56	EA128	TSP Demo Company 1			Pending	
test sku 01	test sku 02	521270801A B	521270900A B	100	BA124	TSP Demo Company 1	09/03/2023	Admin	Reassigned	
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	21ST CENTURY ACID FREE C 1000MG TABLET	521298520A B	521298550A B	31	321	TSP Demo Company 1	20/02/2023	Admin	Reassigned	

STEP 4: If you wish to view its details, you may click on **View Detail** icon  beside the status.

All Reassignment Date (Desc) Search in All										
Old Sku	New Sku	Start	End	Total Qty	Batch Number	Company	Reassignment Date	Reassigned By	Status	Action
test sku 01	test sku 01	521292520A B	521292540A B	21	ZA123	TSP Demo Company 1			Pending	
test sku 02	test sku 02	521292705A B	521292760A B	56	EA128	TSP Demo Company 1			Pending	
test sku 01	test sku 02	521270801A B	521270900A B	100	BA124	TSP Demo Company 1	09/03/2023	Admin	Reassigned	
0.9% SODIUM CHLORIDE INJECTION VIAFLEX PLASTIC CONTAINER	21ST CENTURY ACID FREE C 1000MG TABLET	521298520A B	521298550A B	31	321	TSP Demo Company 1	20/02/2023	Admin	Reassigned	



STEP 5: This is the page where you can view all the information for your label reassignment.

Status : Reassigned	
Company	Created By
TSP Demo Company 1	Demo Acc 1
Old Sku	New Sku
test sku 01	test sku 02
Label Serial Number	
521270801AB	521270900AB
Batch Number	
BA124	
Reassigned Date	
09/03/2023	
Total Label Qty	
100	
Reason	

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3. Label Deactivation

3.1. How to Deactivate Labels

If you wish to deactivate your labels, you may use **Deactivate Labels** function in ERP. First, make sure you have **Manager/Admin role or Executive**. If you would like to know your roles, you may refer to [here](#).

STEP 1: You can navigate to **Label Deactivation** by clicking **Label Management**  at the side menu and click **Deactivate Labels**.



STEP 2: This is the Label Deactivation page, there are few details that you need to enter which include **Start & End Serial Number**, **Deactivation Type**, **Reason** & **Attachment**.

Label Serial Number*

Deactivation Type*

-- Select Deactivation Type --

Reason*

Enter your reason here...

Attachment

No file chosen

STEP 3: Enter your Label **Start** & **End** Range that you wish to deactivate.

Label Serial Number*

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STEP 4: Select your **Deactivation Type** from the dropdown list.

Deactivation Type*

– Select Deactivation Type –

– Select Deactivation Type –

Damaged
Lost
Stolen
Defects

STEP 5: Enter the **Reason** for your label deactivation.

Reason*

Enter your reason here...

STEP 6: You will also need to upload attachment for label deactivation. Click **Choose File** and select your file from your pc.

Important Note: Your file size should not exceed 10 mb and file format allowed are jpeg, jpg, png and pdf only.

Attachments

No file chosen

STEP 7: Once you ensure all the information is filled in correctly, you may click **Add** button to proceed.

Reason*

Enter your reason here...

Attachments

Sample Attachment.pdf

STEP 8: System will validate your label deactivation details. Once done, **Added Successfully** message will appear on top.

✓ Added successfully

Label Serial Number*

Start

STEP 9: If you need to preview your label deactivation details before submit, you may scroll down and click the **View Detail** icon .

Add

Total Label Qty: 100

Start	End	Total Qty	Action
521270801AB	521270900AB	100	 

Deactivate

STEP 10: You can preview all your label deactivation details that you have just submitted.

Label Serial Number	
521270801AB	521270900AB
Deactivation Type	
Damaged	
Reason	
Test Reason	
Total Label Qty	
100	

STEP 11: Click **Back** button  to return to **Deactivate Labels** page.

Home / Labels / Inventory / Label Deactivation / Details		
Label Serial Number		
521270801AB	521270900AB	
Deactivation Type		

STEP 12: If you found out one of the info is incorrect, you may click **Remove** icon  and [submit new deactivation record again](#).

						Add
						Total Label Qty: 100
Start	End	Old SKU	New SKU	Total Qty	Action	
521270801AB	521270900AB	test sku 01	test sku 02	100	 	
						Reassign