



## How to record medicine purchase & disposal

You can use this website to record medicine purchases and disposal for your online medicine book.

- On the top navigation bar click on **Farm Records**. Move your mouse over **Manage Holdings** on the tool bar. From the drop-down list of options select **Medicine Purchase or Disposal**.



### PURCHASE MEDICINE

- Click the **Purchase New Medicine** button at the top.
- Select the holding CPH the medicine was purchased for and the purchase date.
- Select the medicine name from the standard list. This list is populated by a recent download from the Veterinary Medicines Directorate (VMD).
- To change the default withdrawal periods tick the box under the withdrawal details **Override default withdrawal periods**. Enter new withdrawal periods for meat or milk.
- For non-standard medicine, type in the name of the medicine and the withdrawal times for cattle and sheep.
- Enter the amount purchased and details about the medicine.
- Click the **Save** button to submit the purchase request. You can now record the treatment of animals with this medicine by using the **Administer Treatment** page.

**Medicine Book**  
**Medicine Stock Purchase & Disposal**

**Medicine Details**

Enter the details about the medicine being purchased. Select the holding the medicine is purchased for, purchase date and medicine details. Values must be specified for fields followed with the \* symbol.

Holding CPH\* 36/104/0087

Purchase Date\* 21/10/2015

Medicine\*  Standard Medicine  Non-Standard Medicine  
Bovocycline Pessary 2000 mg Intrauterine Tablet

**Withdrawal Details**

Species	Withdrawal period (days)
<input checked="" type="checkbox"/> Meat	14
<input checked="" type="checkbox"/> Sheep	
<input checked="" type="checkbox"/> Milk	28

Override default withdrawal periods

Medicine Batch Number\* DE45M78

Supplier Mole Valley Farmers

Expiry Date\* 01/10/2017

Amount Purchased\* 12 Tablets

Purchase Cost (£) 45

Storage Location Medicine Cabinet



## DISPOSE OF MEDICINE

- To adjust the quantity of an existing medicine in stock, first find the medicine in the grid and click the **Adjust** button.
- Select the adjustment date and the actual amount of the medicine in stock. It is optional to enter the reason for the discrepancy.
- To dispose of an existing medicine in stock, first find the medicine in the grid and click the **Dispose** button.
- Select the disposal date and amount. It is optional to enter the reason and disposal method.
- Click the **Save** button to submit the disposal request.

Batch No	Date Purchased	Total In Stock	Unit	Date Expires	View	Dispose	Adjust
DS145M	27/11/2013	250.00	Millilitres	30/06/2014	View	Dispose	Adjust
56DE567	27/11/2013	500.00	Millilitres	01/07/2015	View	Dispose	Adjust
1	01/11/2013	1000.00	Millilitres	01/11/2015	View	Dispose	Adjust

### Medicine Book

#### Medicine Stock Purchase & Disposal

**Medicine Stock Details**  
**Medicine:** Spectam 12%  
**Batch number:** 56DE567  
**Total in Stock:** 300.00 Millilitres

**Disposal Details**  
Enter the disposal details, a disposal date and amount must be specified.

Disposal date\*

Disposal Amount\*  Millilitres or  Remaining amount in stock

Disposal Reason

Disposal Method

Details of the medicine purchases and disposal are displayed in your medicine book, to view this select **Reports > Medicine Purchase & Disposal**.