



Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)

User Manual Integrated Web Portal (IWP)

Contract HQ

Version	: 12th Edition
Document ID	: HQ_U.MANUAL_IWP_CONTRACT_HQ



PhIS & CPS Project
User Manual – Contract HQ



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Reference ID : HQ_U.MANUAL_IWP_CONTRACT_HQ-12th E

Application reference: PhIS & CPS v2.5.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Contract) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in detail:

- Proposed Contract Item
- Contract Facility

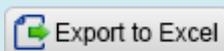
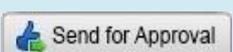
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inventory Contract
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print		Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

3.0 Contract

Overview

Proposed Contract Items is the total annual item cost is more than 500K. System to identify which item is supposed to be purchased based on the accumulative amount.

Contract Facility is the project from HQ for the respective facility. The details information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

This module is intended for BPF users (subject to user assigned by the BPF)

Functional Diagram

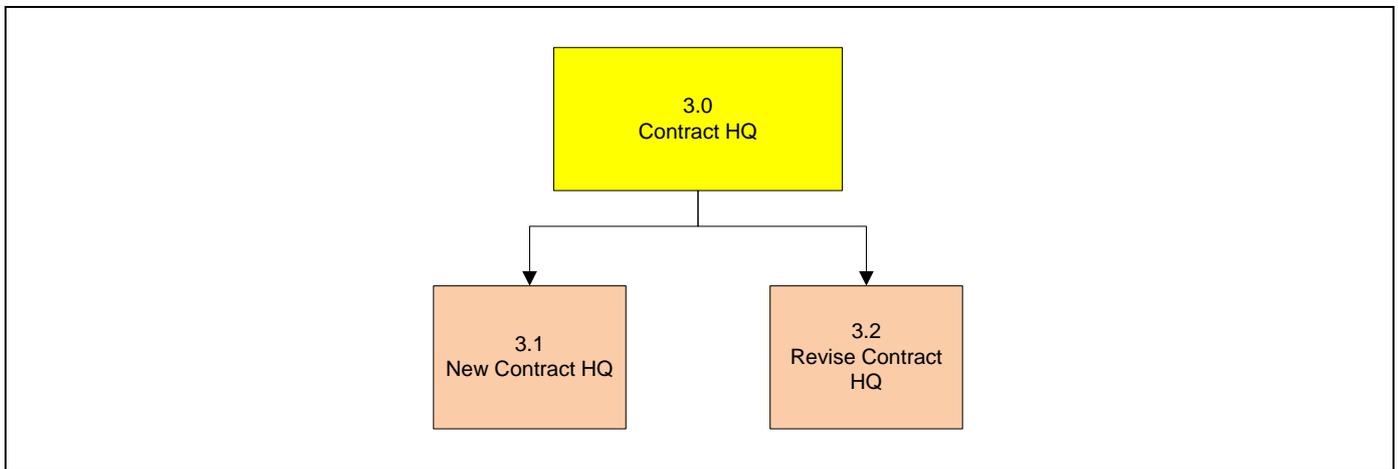


Figure 3.0-1

3.1 Contract HQ Listing Page

This function is used to display all the Contract HQ transaction(s). An expired contract will be highlighted green.

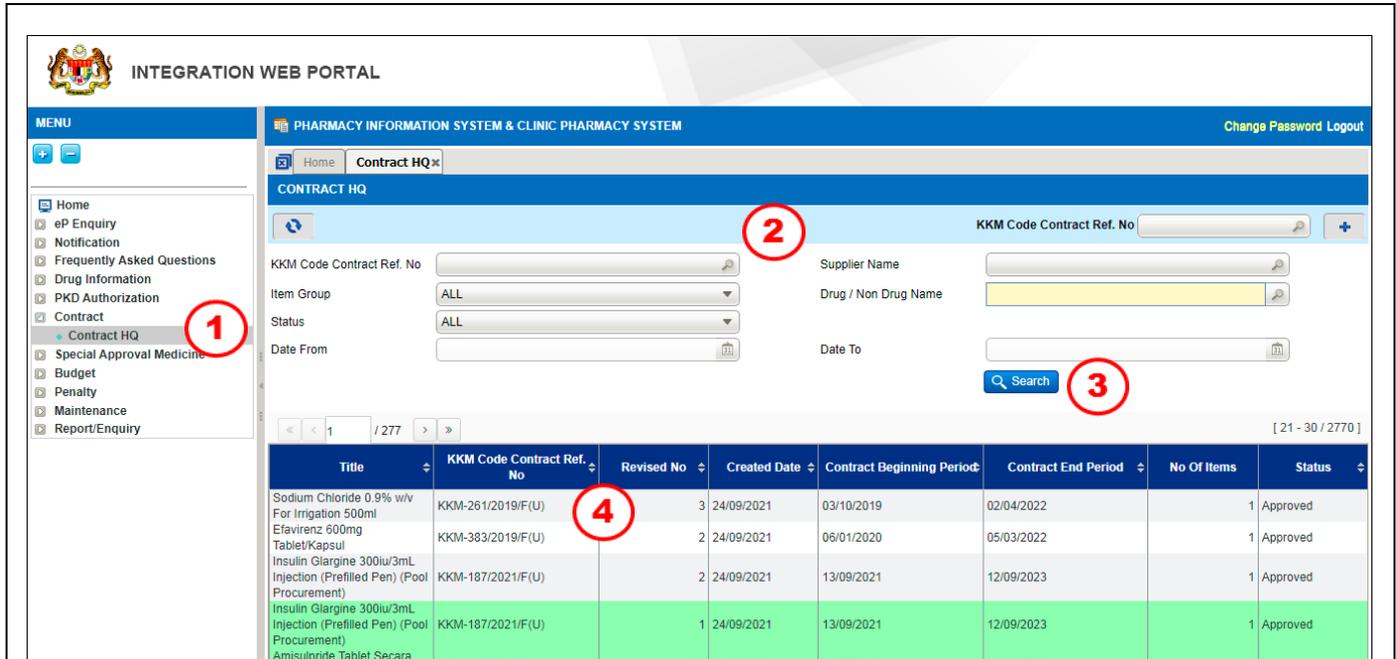


Figure 3.1-1 Contract HQ Listing Page

STEP 1

Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

To search for existing Contract HQ record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display existing Contract No
b	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
c	Status	Search by: - All - Approved - Cancel - Open - Pending for Approval - Rejected	Able to filter and search record(s)
e	Date From	Select start date proposed contract item from the calendar	Format field (dd/mm/yy)
f	Date To	Select end date proposed contract item from the calendar	Format field (dd/mm/yy)
g	Supplier Name	Name of the company that will supply the items	Display existing supplier company's name

Table 3.1-1

STEP 3

Click on the  button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4

Double click on the selected record details listed down as per Figure 3.1-2

Note

The details of the Proposed Contract Item screen will be displayed.

CONTRACT HQ
X

KKM Code Contract Reference No	<input type="text" value="KKM-261/2019/F(U)"/>	*	Title	<input type="text" value="Sodium Chloride 0.9% w/v For Irrigation 500ml"/>	*
Contract Effective Start Date	<input type="text" value="03/10/2019"/>	*	Contract Effective End Date	<input type="text" value="02/04/2022"/>	*
Enforce Quota	<input type="text" value="No"/>	*	Contract Amount(RM)	<input type="text" value="8,040,000.00"/>	*
Item Group	<input type="text" value="DRUG"/>	*	Item Sub Class	<input type="text" value="IV/IP/IRR Solution"/>	*
Remarks	<input type="text"/>		Status	<input type="text" value="Approved"/>	*
Supplier Name	<input type="text" value="BIOTECH MEDICAL CORP SDN BHD"/>		Revision No	<input type="text" value="3"/>	*
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes				

ITEM'S INFORMATION

<< 1 / 1 >>
[1 - 1 / 1]

	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
<input type="checkbox"/>	B05XA03100P6002e	Sodium Chloride 0.9% 500mL Irrigation Soln	B05XA03100P6002e.01	RINS_CAP	BIOTECH MEDICAL CORP SDN BHD	bottle of 500 millilitre

ITEM'S QUANTITY

<< 1 / 1 >>
[1 - 1 / 1]

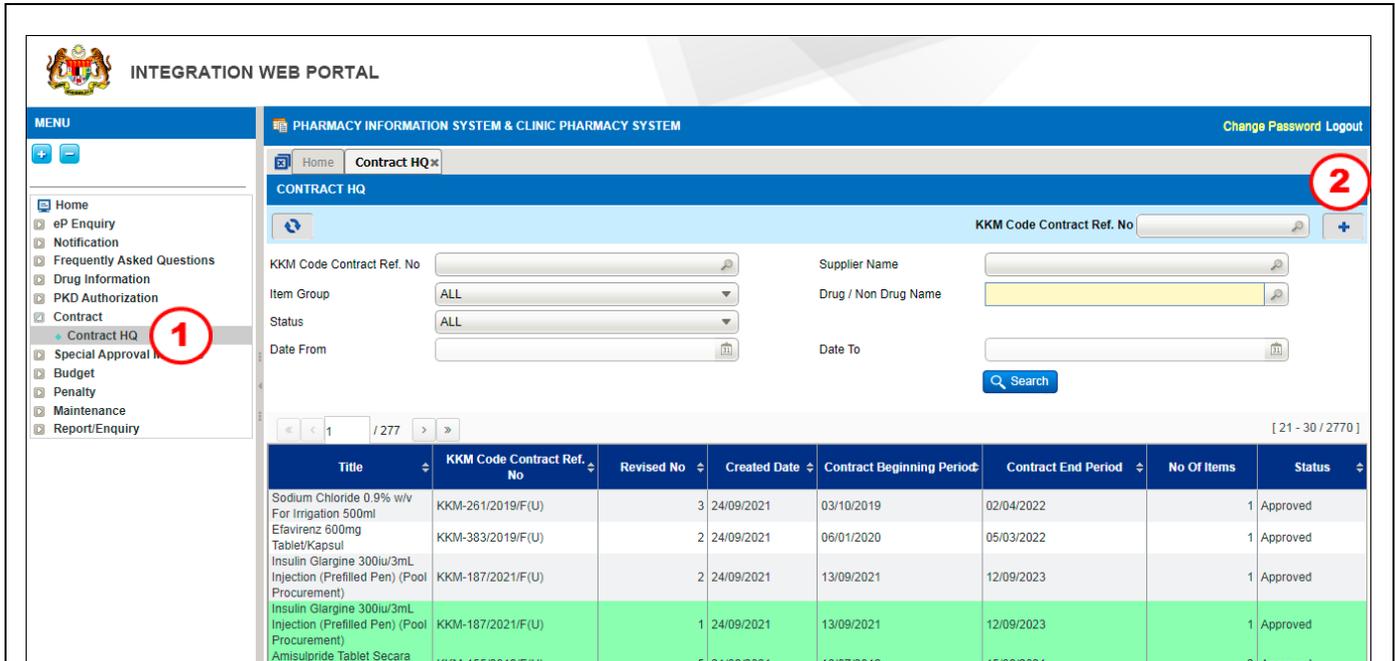
Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
B05XA03100P6002e.01	Sodium Chloride 0.9% 500mL Irrigation Soln	RINS_CAP	3000000	2,998,706

FACILITY DETAILS

Figure 3.1-2 Contract HQ

3.1.1 New Contract HQ record

This function is used to create a new contract HQ record.



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left, a 'MENU' sidebar has 'Contract HQ' highlighted with a red circle '1'. The main content area shows the 'CONTRACT HQ' page with a red circle '2' around the top right corner. The page includes a search bar for 'KKM Code Contract Ref. No' and a table of contract records.

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Sodium Chloride 0.9% w/v For Irrigation 500ml	KKM-261/2019/F(U)	3	24/09/2021	03/10/2019	02/04/2022	1	Approved
Efavirenz 600mg Tablet/Kapsul	KKM-383/2019/F(U)	2	24/09/2021	06/01/2020	05/03/2022	1	Approved
Insulin Glargine 300iu/3mL Injection (Prefilled Pen) (Pool Procurement)	KKM-187/2021/F(U)	2	24/09/2021	13/09/2021	12/09/2023	1	Approved
Insulin Glargine 300iu/3mL Injection (Prefilled Pen) (Pool Procurement)	KKM-187/2021/F(U)	1	24/09/2021	13/09/2021	12/09/2023	1	Approved
Amisulpride Tablet Secara	KKM-155/2019/F(U)	5	24/09/2021	13/09/2021	12/09/2023	1	Approved

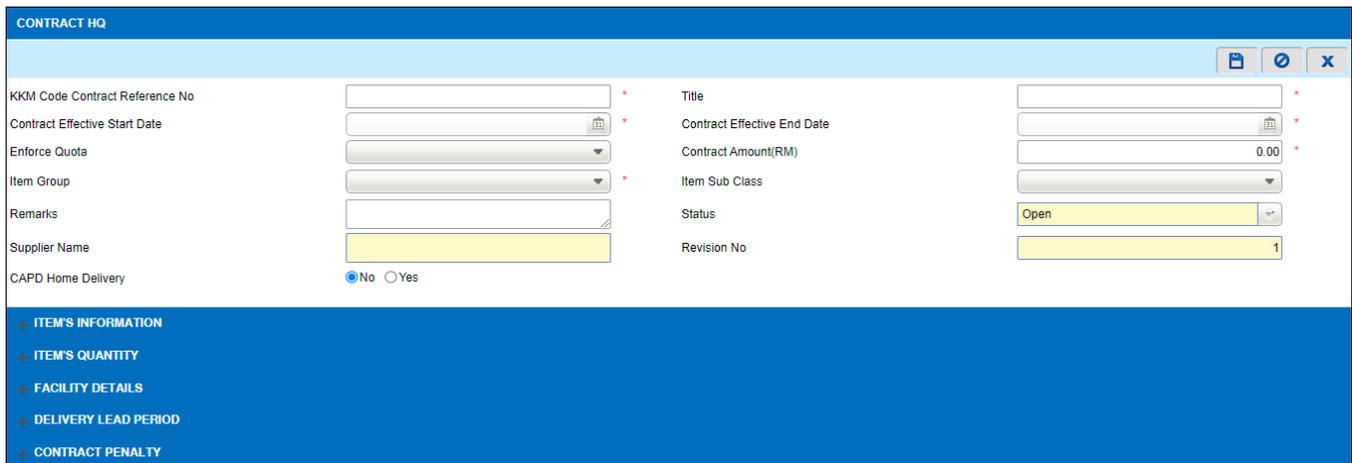
Figure 3.1.1-1 Create New Contract HQ

STEP 1

Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

Click on the  button to create new transaction



The screenshot shows the 'CONTRACT HQ' form with the following fields:

- KKM Code Contract Reference No
- Contract Effective Start Date
- Enforce Quota
- Item Group
- Remarks
- Supplier Name
- CAPD Home Delivery (radio buttons for No/Yes)
- Title
- Contract Effective End Date
- Contract Amount(RM) (0.00)
- Item Sub Class
- Status (Open)
- Revision No (1)

Below the form are sections for: ITEM'S INFORMATION, ITEM'S QUANTITY, FACILITY DETAILS, DELIVERY LEAD PERIOD, and CONTRACT PENALTY.

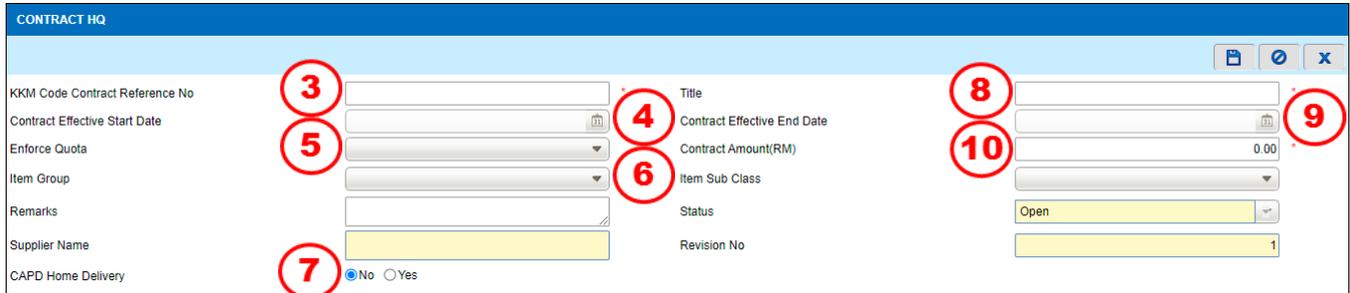
Figure 3.1.1-2 Contract HQ

Note

- For a new transaction, the 'Status' will be 'Open' by default.
- There are six (6) sections that must be filled in the Contract HQ screen as show in Figure 3.1.1-2:
 - Contract Details
 - Item's Information
 - Item's Quantity
 - Facility Details
 - Delivery Lead Period

f) *Contract Penalty*

a) **Contract Details**



The screenshot shows the 'CONTRACT HQ' form with the following fields and callouts:

- 3**: KKM Code Contract Reference No.
- 4**: Contract Effective End Date
- 5**: Enforce Quota
- 6**: Item Group
- 7**: CAPD Home Delivery (radio buttons for No/Yes)
- 8**: Title
- 9**: Contract Effective Start Date
- 10**: Contract Amount(RM)

Figure 3.1.1-3 Contract HQ

STEP 3

Enter the KKM Code Contract Reference No.

STEP 4

Click on the  to select the start date for the contract

STEP 5

Select the Enforce Quota from the dropdown box accordingly:

- Yes (applicable facility is unable to purchase qty more than allocated qty)
- No (applicable facility is able to purchase qty more than allocated qty)

STEP 6

Select the Item Group from the dropdown box accordingly:

- DRUG
- NON-DRUG

Note

Enter free text in the **Remark** section (optional)

STEP 7

Select CAPD Home Delivery

Note

- By default, CAPD Home Delivery will be set as 'NO'
- If user set as 'YES', Contract will appear when user filter CAPD home delivery 'YES' at KKM Code Contract Ref No. field at the Purchase Order.

STEP 8

Enter the Title for the contract

STEP 9

Click on the  to select the end date for the contract

STEP 10

Enter the value of the contract

Note

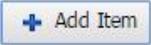
For a new transaction, the '**Status**' will be '**Open**' and the '**Revision No**' will be '**1**' by default

b) Item's Information



Figure 3.1.1-4 Item's Information

STEP 11

Click on the  button to add an item

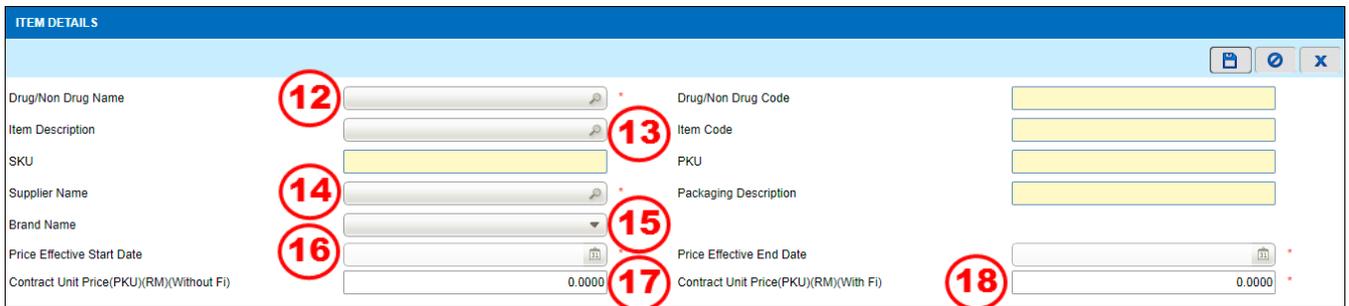


Figure 3.1.1-5 Item Detail

STEP 12

Click on the  to search for **Drug/Non-Drug Name**

Note

- List of **Drug/Non-Drug Name** will be displayed as shown in Figure 3.1.1-6
- User can search by entering partial or full criteria and click on the  button. System will list down all the drug name
- Double click on the **Drug/Non-Drug name** to select and the **Drug/Non-Drug Code** will be automatically display

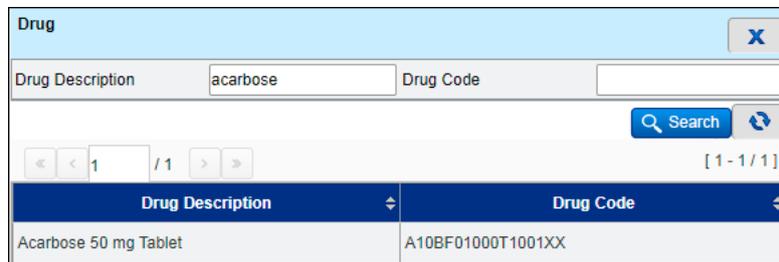


Figure 3.1.1-6 Drug List

STEP 13

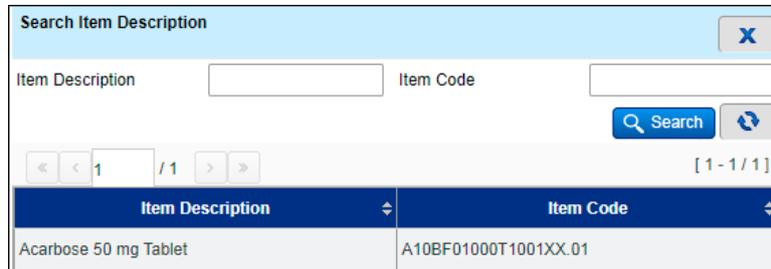
Click on the  to search for **Item Description**

Note

- List of **Item Description** will be displayed as shown in Figure 3.1.1-7
- User can search by entering partial or full criteria and click on the  button. System will list down all

the item name

- Double click on the **Item Description** name to select and the **Item Code, SKU, PKU, Packaging Description** information will be automatically displayed



Item Description	Item Code
Acarbose 50 mg Tablet	A10BF01000T1001XX.01

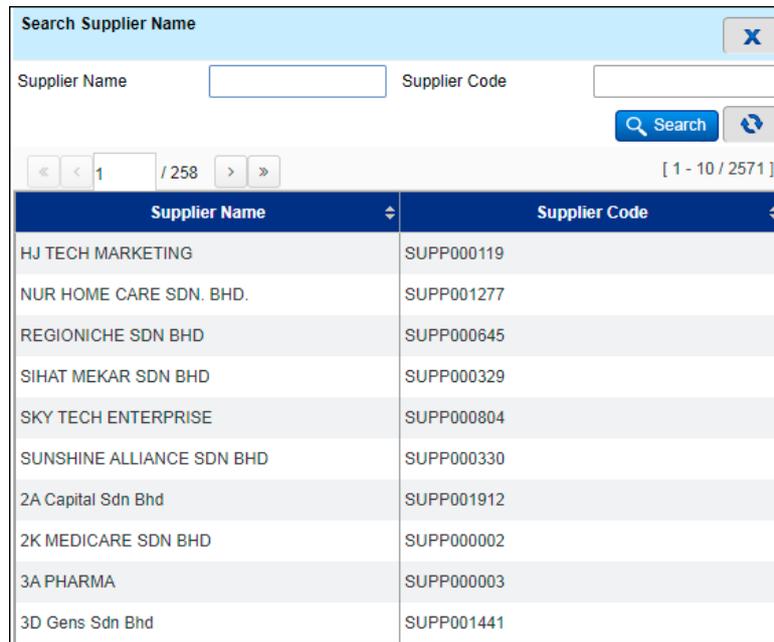
Figure 3.1.1-7 Item Description

STEP 14

Click on the  to search for **Supplier Name**

Note

- List of **Item Description** will be displayed as shown in Figure 3.1.1-8
- User can search by entering partial or full criteria and click on the  button. System will list down all the supplier name



Supplier Name	Supplier Code
HJ TECH MARKETING	SUPP000119
NUR HOME CARE SDN. BHD.	SUPP001277
REGIONICHE SDN BHD	SUPP000645
SIHAT MEKAR SDN BHD	SUPP000329
SKY TECH ENTERPRISE	SUPP000804
SUNSHINE ALLIANCE SDN BHD	SUPP000330
2A Capital Sdn Bhd	SUPP001912
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
3D Gens Sdn Bhd	SUPP001441

Figure 3.1.1-8 Supplier Name

STEP 15

Select the **Brand Name** from the dropdown box

STEP 16

Click on the  button to select the **Price Effective Start Date** and **Price Effective End Date**

STEP 17

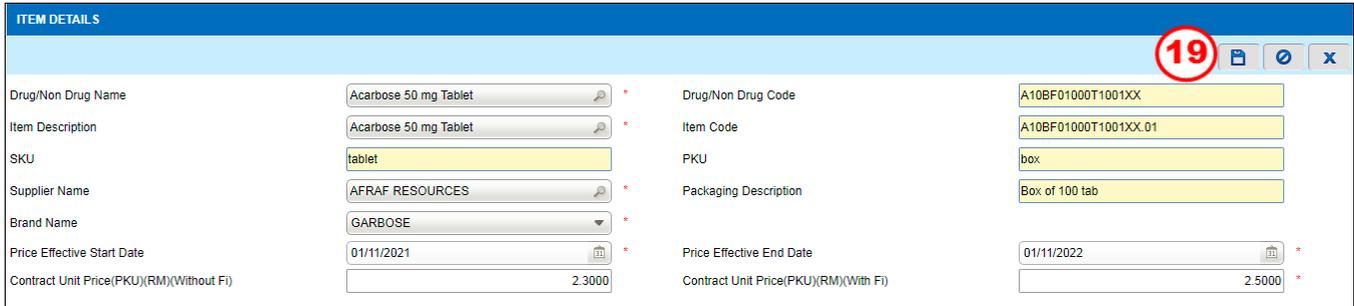
Enter the Contract Unit Price (PKU)(RM)(Without Fi)

Note

Contract Unit price (PKU)(RM)(Without Fi) is not mandatory, only field 'Contract Unit Price(PKU)(RM)(With Fi)' is mandatory.

STEP 18

Enter the Contract Unit Price (PKU)(RM)(With Fi)



ITEM DETAILS			
Drug/Non Drug Name	Acarbose 50 mg Tablet *	Drug/Non Drug Code	A10BF01000T1001XX
Item Description	Acarbose 50 mg Tablet *	Item Code	A10BF01000T1001XX.01
SKU	tablet	PKU	box
Supplier Name	AFRAF RESOURCES *	Packaging Description	Box of 100 tab
Brand Name	GARBOSE *		
Price Effective Start Date	01/11/2021 *	Price Effective End Date	01/11/2022 *
Contract Unit Price(PKU)(RM)(Without Fi)	2.3000	Contract Unit Price(PKU)(RM)(With Fi)	2.5000 *

Figure 3.1.1-9 Item Details

STEP 19

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.1-10 & Figure 3.1.1-11.

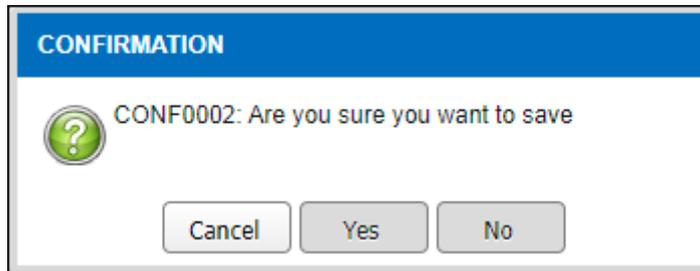
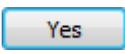


Figure 3.1.1-10 Save Record Alert Message

- Click on the  button.

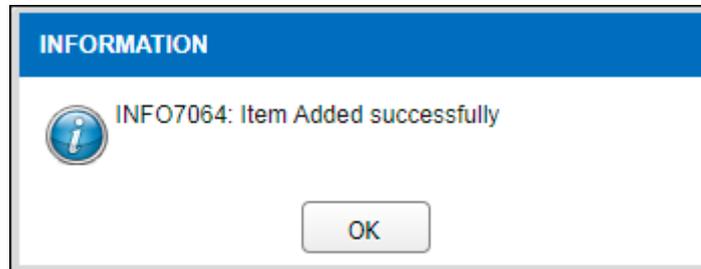
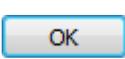


Figure 3.1.1-11 Item Added successfully Alert Message

- Click on the  button.

c) Item's Quantity



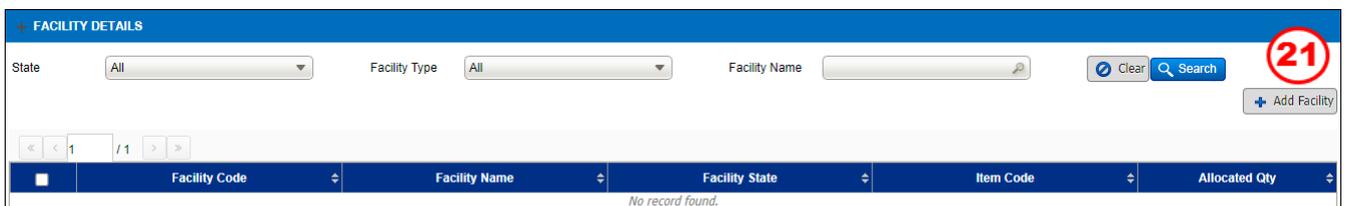
Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
N05AL05000T1001XX.02	Amisulpride 100 mg Tablet	SOLIAN	0	0

Figure 3.1.1-12 Item's Quantity

STEP 20

Enter the quantity

d) Facility Details



State: All | Facility Type: All | Facility Name: [Search] | Clear | Search | Add Facility

Facility Code	Facility Name	Facility State	Item Code	Allocated Qty
No record found.				

Figure 3.1.1-13 Facility Details

Note

User may select the facility by performing the following:

- a) Select the **State** from the drop-down box:
 - All
 - Johor
 - Kedah
 - Kelantan
 - Melaka
 - Negeri Sembilan
 - Pahang
 - Pulau Pinang
 - Perak
 - Perlis
 - Selangor
 - Terengganu
 - Sabah
 - Sarawak
 - WP Kuala Lumpur
 - WP Labuan
 - WP Putrajaya
 - Luar Negeri

- b) Select the **Facility Type** from the drop-down box:
 - All
 - Hospital
 - KK
 - PKD
 - MUSN/PBFN

STEP 21

Click on  button to add facility

FACILITY DETAILS

Facility Name: [Text Field] Facility: MOH Facility

Facility Code: [Text Field] Facility Type: [Dropdown]

State: [Dropdown]

Item Description: Amisulpride 100 mg Tablet * Item Code: N05AL05000T1001XX.02

Remaining Allocated Qty: 10 Add All Facility: **22**

FACILITY DETAILS

1 / 1

State	Facility Name	Facility Code	Type	Allocated Qty
No record found.				

Figure 3.1.1-14 Facility Details

STEP 22

Select the **Add All Facility** checkbox if the contract applies to all facilities

Note

If this contract is not applicable to All Facility, then user will have to select the facility by selecting the **Facility Name, State and Facility Type** as per Figure 3.1.1-14

FACILITY DETAILS **23**

Facility Name: [Text Field] Facility: MOH Facility

Facility Code: [Text Field] Facility Type: Hospital

State: [Dropdown]

Item Description: Anagrelide 0.5mg Capsule * Item Code: KPK00047.02

Remaining Allocated Qty: 10 Add All Facility:

FACILITY DETAILS

1 / 15 [1 - 10 / 146]

State	Facility Name	Facility Code	Type	Allocated Qty	
<input checked="" type="checkbox"/>	Johor	Hospital Enche Besar Hajah Kalsom Kluang	11-01030012	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Kota Tinggi	11-01040013	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Mersing	11-01050014	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Pakar Sultanah Fatimah, Muar	11-01060015	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Permai Tampoi	11-01020020	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Pontian	11-01070016	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Segamat	11-01080017	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Sultan Ismail Johor Bahru	11-01020400	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Sultanah Aminah, Johor Bahru	11-01020010	Hospital	1
<input checked="" type="checkbox"/>	Johor	Hospital Sultanah Nora Ismail	11-01010011	Hospital	1

Figure 3.1.1-15 Facility Details

STEP 23

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.1-16 & Figure 3.1.1-17.

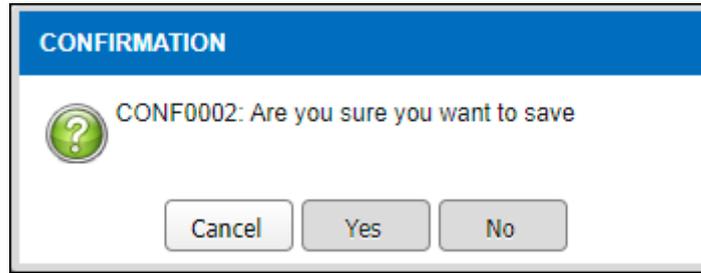
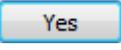


Figure 3.1.1-16 Confirmation Message

- Click on the  button.

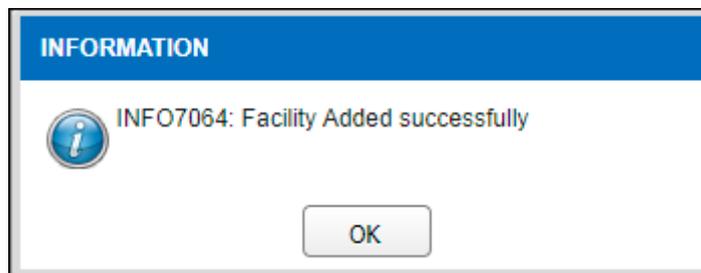
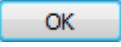


Figure 3.1.1-17 Information Message

- Click on the  button.

e) Delivery Lead Period



Figure 3.1.1-18 Delivery Lead Period

STEP 24

Click on  button to add delivery add period

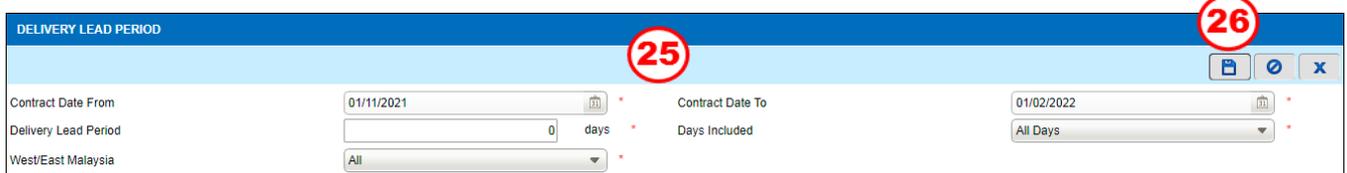


Figure 3.1.1-19 Delivery Lead Period

STEP 25

Insert all detail:

- Contract Date From
- Contract Date To
- Delivery Lead Period
- Days Included
- West/East Malaysia

STEP 26

Click on  button to save the record

Note

- Alert message will be displayed as per Figure 3.1.1-20.

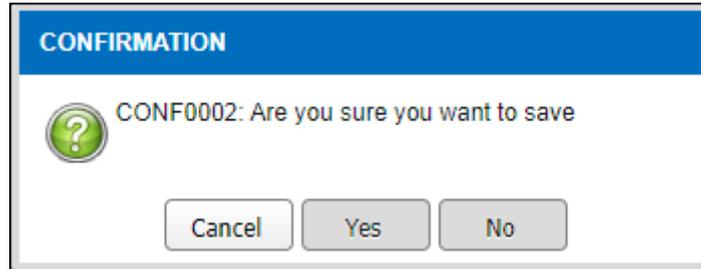
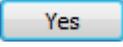


Figure 3.1.1-20 Confirmation Message

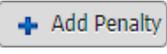
- Click on the  button.

f) Contract Penalty



Figure 3.1.1-21 Contract Penalty

STEP 27

Click on  button to add penalty

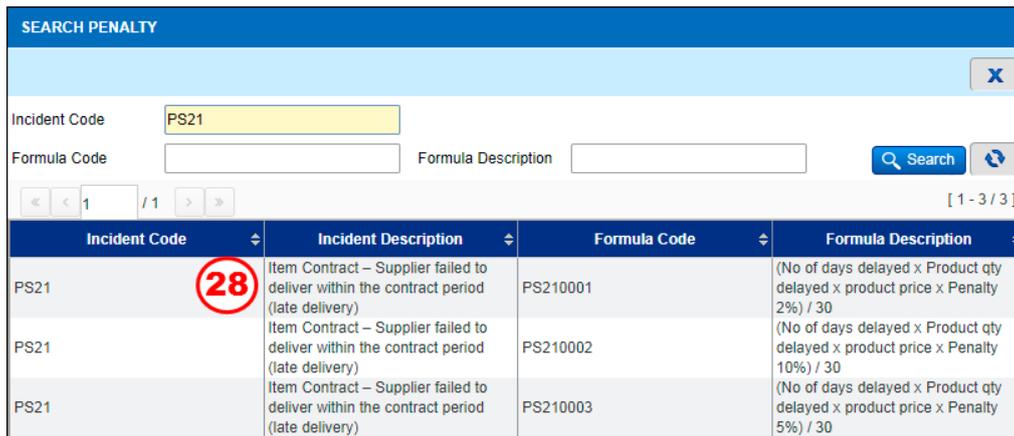


Figure 3.1.1-22 Search Penalty

STEP 28

Select the listed penalty

CONTRACT HQ 29

KKM Code Contract Reference No: <input type="text" value="A12321"/>	Title: <input type="text" value="test"/>
Contract Effective Start Date: <input type="text" value="01/11/2021"/>	Contract Effective End Date: <input type="text" value="01/02/2022"/>
Enforce Quota: <input type="text"/>	Contract Amount(RM): <input type="text" value="10,000.00"/>
Item Group: <input type="text" value="DRUG"/>	Item Sub Class: <input type="text"/>
Remarks: <input type="text"/>	Status: <input type="text" value="Open"/>
Supplier Name: <input type="text" value="NUR HOME CARE SDN. BHD."/>	Revision No: <input type="text" value="1"/>
CAPD Home Delivery: <input checked="" type="radio"/> No <input type="radio"/> Yes	

ITEM'S INFORMATION

☐	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
☐	KPK00047	Anagrelide 0.5mg Capsule	KPK00047.02	AGRYLIN	NUR HOME CARE SDN. BHD.	pack of 100 capsule

ITEM'S QUANTITY

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
KPK00047.02	Anagrelide 0.5mg Capsule	AGRYLIN	10	9

Figure 3.1.1-23 Contract HQ

STEP 29

Click on  button to save the record

Note

- Alert message will be displayed as per Figure 3.1.1-24 & Figure 3.1.1-25.

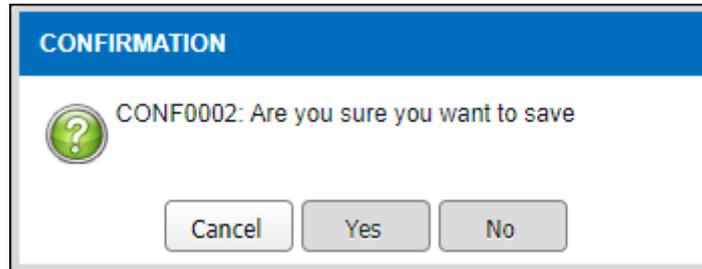
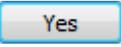


Figure 3.1.1-24 Confirmation Message

- Click on the  button.

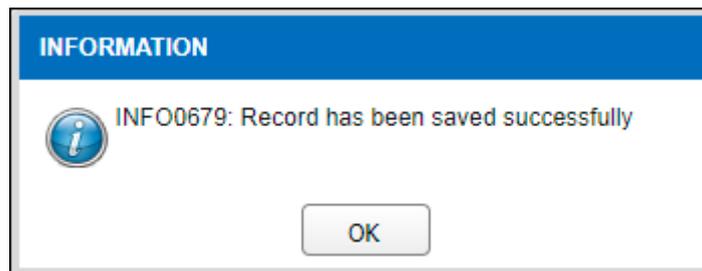
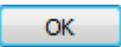


Figure 3.1.1-25 Information Message

- Click on the  button.

CONTRACT HQ
30

Send for Approval
Cancel Request

KKM Code Contract Reference No	<input type="text" value="A12321"/>	Title	<input type="text" value="test"/>
Contract Effective Start Date	<input type="text" value="01/11/2021"/>	Contract Effective End Date	<input type="text" value="01/02/2022"/>
Enforce Quota	<input type="checkbox"/>	Contract Amount(RM)	<input type="text" value="10,000.00"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text"/>
Remarks	<input type="text"/>	Status	<input type="text" value="Open"/>
Supplier Name	<input type="text" value="NUR HOME CARE SDN. BHD."/>	Revision No	<input type="text" value="1"/>
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes		

ITEM'S INFORMATION

Delete Item
Add Item

Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
KPK00047	Anagrelide 0.5mg Capsule	KPK00047.02	AGRYLIN	NUR HOME CARE SDN. BHD.	pack of 100 capsule

ITEM'S QUANTITY

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
KPK00047.02	Anagrelide 0.5mg Capsule	AGRYLIN	10	9

Figure 3.1.1-26 Contract HQ

STEP 30

Click on  button to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.1.1-27 & Figure 3.1.1-28.

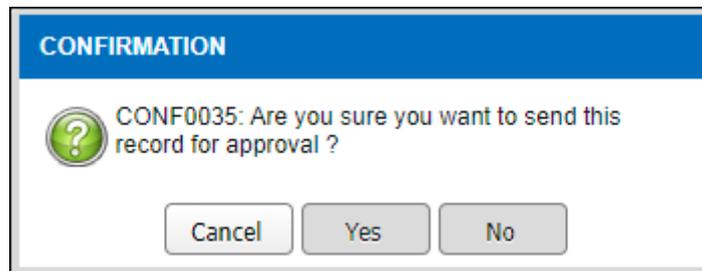
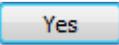


Figure 3.1.2-27 Confirmation Message

- Click on the  button.

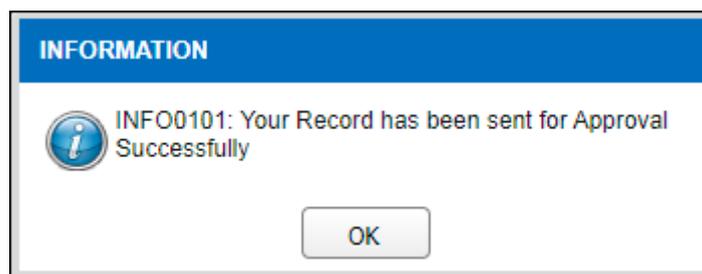
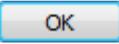
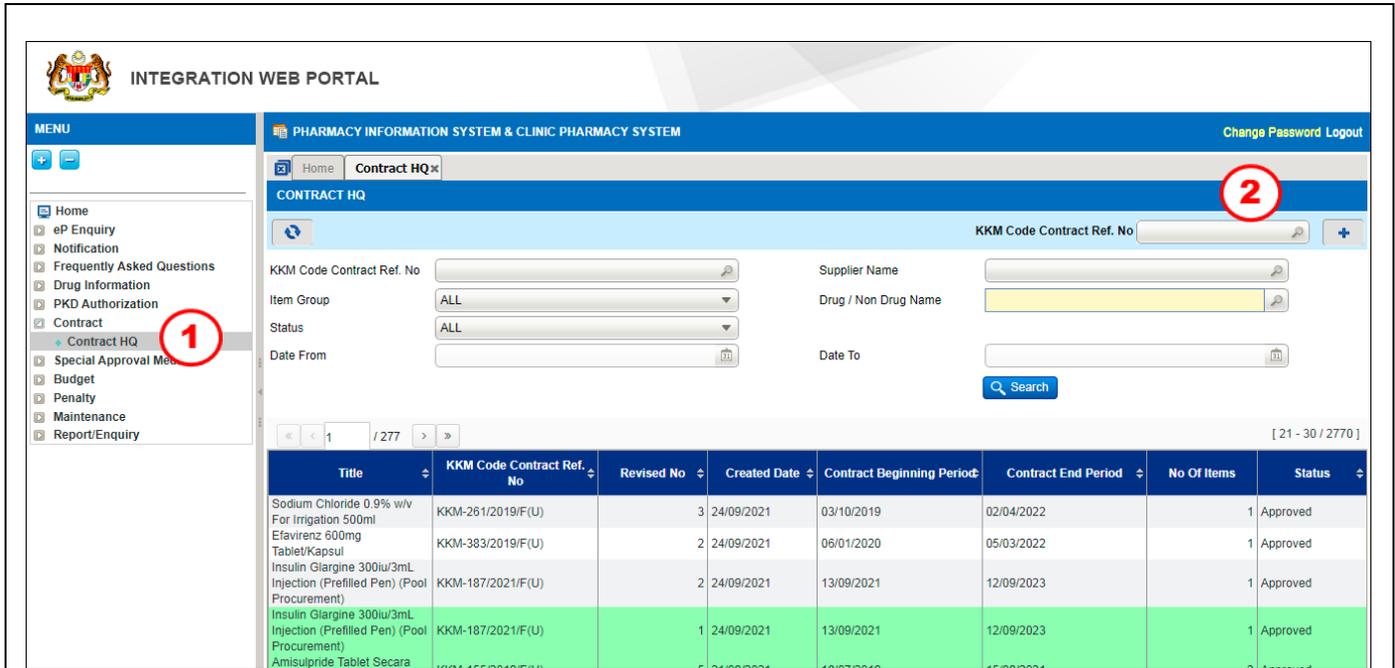


Figure 3.1.2-28 Information Message

- Click on the  button.
- The status will be changed to Pending for Approval

3.1.2 Revise Contract HQ Record

This function is to do any revision to an existing contract HQ record.



Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Sodium Chloride 0.9% w/v For Irrigation 500ml	KKM-261/2019/F(U)	3	24/09/2021	03/10/2019	02/04/2022	1	Approved
Efavirenz 600mg Tablet/Kapsul	KKM-383/2019/F(U)	2	24/09/2021	06/01/2020	05/03/2022	1	Approved
Insulin Glargine 300iu/3mL Injection (Prefilled Pen) (Pool Procurement)	KKM-187/2021/F(U)	2	24/09/2021	13/09/2021	12/09/2023	1	Approved
Insulin Glargine 300iu/3mL Injection (Prefilled Pen) (Pool Procurement)	KKM-187/2021/F(U)	1	24/09/2021	13/09/2021	12/09/2023	1	Approved
Amisulpride Tablet Secara	KKM-155/2019/F(U)	1	24/09/2021	13/09/2021	12/09/2023	1	Approved

Figure 3.1.2-1 Contract HQ Listing Page

STEP 1

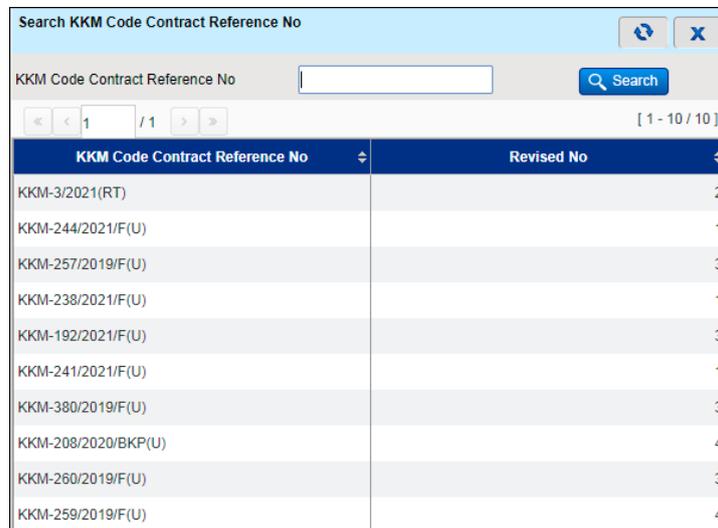
Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

Click on the  button to select an existing contract HQ by KKM Code Contract Reference No

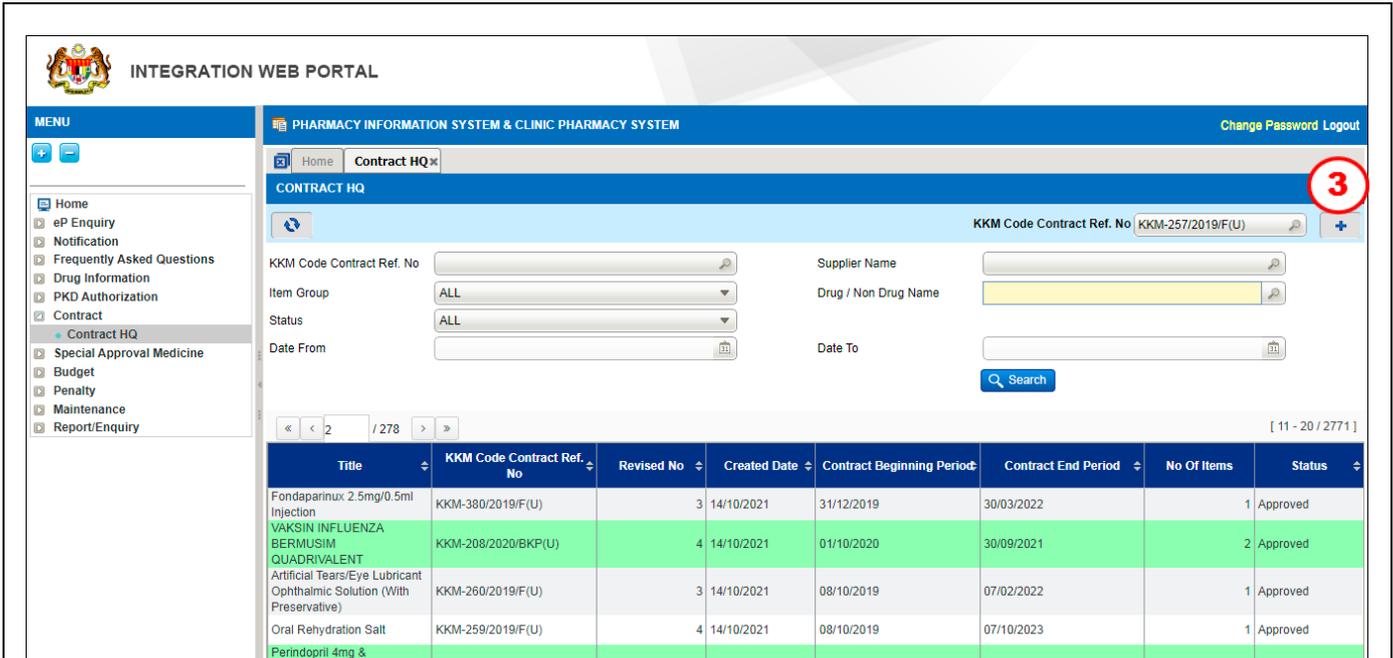
Note

- List of **KKM Code Contract Reference No** that has been approved will be displayed as shown in Figure 3.1.2-2
- User can search by entering partial or full criteria and click on the  button. System will list down all the contract no and revised no of the contract. Double click to choose the contract no.



KKM Code Contract Reference No	Revised No
KKM-3/2021(RT)	2
KKM-244/2021/F(U)	1
KKM-257/2019/F(U)	3
KKM-238/2021/F(U)	1
KKM-192/2021/F(U)	3
KKM-241/2021/F(U)	1
KKM-380/2019/F(U)	3
KKM-208/2020/BKP(U)	4
KKM-260/2019/F(U)	3
KKM-259/2019/F(U)	4

Figure 3.1.2-2 KKM Code Contract Reference No



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Contract HQ

Change Password Logout

Home

- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- Contract HQ
- Special Approval Medicine
- Budget
- Penalty
- Maintenance
- Report/Enquiry

KKM Code Contract Ref. No: KKM-257/2019/F(U)

Supplier Name: []

Drug / Non Drug Name: []

Item Group: ALL

Status: ALL

Date From: [] Date To: []

Search

<< 2 / 278 >> [11 - 20 / 2771]

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Fondaparinux 2.5mg/0.5ml Injection	KKM-380/2019/F(U)	3	14/10/2021	31/12/2019	30/03/2022	1	Approved
VAKSIN INFLUENZA BERMUSIM QUADRIVALENT	KKM-208/2020/BKP(U)	4	14/10/2021	01/10/2020	30/09/2021	2	Approved
Artificial Tears/Eye Lubricant Ophthalmic Solution (With Preservative)	KKM-260/2019/F(U)	3	14/10/2021	08/10/2019	07/02/2022	1	Approved
Oral Rehydration Salt	KKM-259/2019/F(U)	4	14/10/2021	08/10/2019	07/10/2023	1	Approved
Perindopril 4mg &							

Figure 3.1.2-3 Contract HQ Listing Page

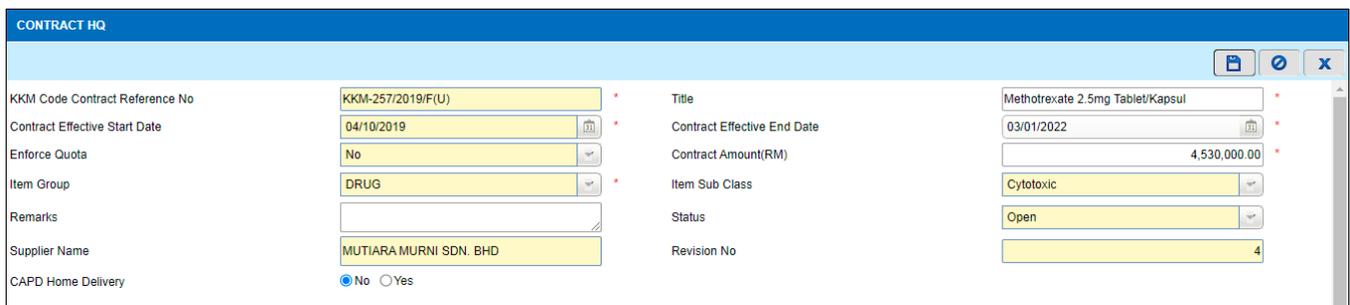
STEP 3

Click the  button after selected the **KKM Code Contract Ref. No** as per Figure 3.1.2-3

Note

System will display the contract details of the selected **KKM Code Contract Ref. No**

a) Contract HQ Details



CONTRACT HQ

KKM Code Contract Reference No: KKM-257/2019/F(U)

Contract Effective Start Date: 04/10/2019

Enforce Quota: No

Item Group: DRUG

Remarks: []

Supplier Name: MUTIARA MURNI SDN. BHD

CAPD Home Delivery: No Yes

Title: Methotrexate 2.5mg Tablet/Kapsul

Contract Effective End Date: 03/01/2022

Contract Amount(RM): 4,530,000.00

Item Sub Class: Cytotoxic

Status: Open

Revision No: 4

Figure 3.1.2-4 Contract HQ

Note

User are allowing to edit:

- Title
- Contract Effective End Date
- Contract Amount (RM)
- Delivery Lead Period (Days)
- Remark (optional)

b) Item's Information

ITEM'S INFORMATION						
						<input type="button" value="Delete Item"/> <input type="button" value="Add Item"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>						[1 - 1 / 1]
<input type="checkbox"/>	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
<input type="checkbox"/>	L01BA01000T1001XX	Methotrexate 2.5 mg Tablet	L01BA01000T1001XX.05	PFZ	MUTIARA MURNI SDN. BHD	pack of 30 tablet

Figure 3.1.2-5 Item's Information

Note

User are allowing to either Delete the existing item or Add new item

- To delete an item, select the checkbox of the item and click on button
- To add an item, repeat step 10 to step 18 [New Contract HQ record](#)

c) Item's Quantity

ITEM'S QUANTITY					
				[1 - 1 / 1]	
<input type="checkbox"/>	Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
<input type="checkbox"/>	L01BA01000T1001XX.05	Methotrexate 2.5 mg Tablet	PFZ	<input type="text" value="300000"/>	298,705

Figure 3.1.2-6 Item's Quantity

Note

User are allowing to edit the quantity of each item in the contract

d) Facility Details

FACILITY DETAILS						
State	<input type="button" value="All"/>	Facility Type	<input type="button" value="All"/>	Facility Name	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Search"/>
					<input type="button" value="Delete Facility"/> <input type="button" value="Add Facility"/>	
					[1 - 5 / 1295]	
<input type="checkbox"/>	Facility Code	Facility Name	Facility State	Item Code	Allocated Qty	
<input type="checkbox"/>	91-13020285	Pejabat Kesihatan Daerah Bau	Sarawak	L01BA01000T1001XX.05	<input type="text" value="1"/>	
<input type="checkbox"/>	11-13220638	Pusat Jantung Sarawak	Sarawak	L01BA01000T1001XX.05	<input type="text" value="1"/>	
<input type="checkbox"/>	21-12020367	Klinik Kesihatan Abuan	Sabah	L01BA01000T1001XX.05	<input type="text" value="1"/>	
<input type="checkbox"/>	21-08060080	Klinik Kesihatan Sauk	Perak	L01BA01000T1001XX.05	<input type="text" value="1"/>	
<input type="checkbox"/>	21-12170152	Klinik Kesihatan Batu 10 (Sandakan)	Sabah	L01BA01000T1001XX.05	<input type="text" value="1"/>	

Figure 3.1.2-7 Facility Details

Note

User are allowing to either Delete the existing facility or Add new facility

- To delete an item, select the checkbox of the facility and click on button
- To add an item, repeat step 20 to step 21 [New Contract HQ record](#)

e) Delivery Lead Period

DELIVERY LEAD PERIOD					
					Delete + Add
[1 - 1 / 1]					
<input type="checkbox"/>	Contract Date From	Contract Date To	Delivery Lead Period	Days Included	West/East Malaysia
<input type="checkbox"/>	04/10/2019	03/01/2022	21	All Days	All

Figure 3.1.2-8 Delivery Lead Period

Note

User are allowing to either Delete the existing delivery lead period or Add new delivery lead period

- To delete an item, select the checkbox of the delivery lead period and click on  button
- To add an item, repeat step 25 to step 26 [New Contract HQ record](#)

f) Contract Penalty

CONTRACT PENALTY						
						Delete + Add Penalty
[1 - 1 / 1]						
<input type="checkbox"/>	Incident Code	Incident Description	Formula Code	Formula Description	Penalty Percentage	Duration
<input type="checkbox"/>	PS21	Item Contract – Supplier failed to deliver within the contract period (late delivery)	PS210002	(No of days delayed x Product qty delayed x product price x Penalty 10%) / 30	10	30

Figure 3.1.2-9 Contract Penalty

Note

User are allowing to either Delete the existing contract penalty or Add new contract penalty

- To delete an item, select the checkbox of the contract penalty and click on  button
- To add an item, repeat step 27 to step 28 [New Contract HQ record](#)

CONTRACT HQ			
			4
<div style="display: flex; justify-content: space-between;"> KKM Code Contract Reference No KKM-257/2019/F(U) Title Methotrexate 2.5mg Tablet/Kapsul </div> <div style="display: flex; justify-content: space-between;"> Contract Effective Start Date 04/10/2019 Contract Effective End Date 03/01/2022 </div> <div style="display: flex; justify-content: space-between;"> Enforce Quota No Contract Amount(RM) 4,530,000.00 </div> <div style="display: flex; justify-content: space-between;"> Item Group DRUG Item Sub Class Cytotoxic </div> <div style="display: flex; justify-content: space-between;"> Remarks Status Open </div> <div style="display: flex; justify-content: space-between;"> Supplier Name MUTIARA MURNI SDN. BHD Revision No 4 </div> <div style="display: flex; justify-content: space-between;"> CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes </div>			

Figure 3.1.2-10 Contract HQ

STEP 4

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.2-11 & Figure 3.1.2-12.

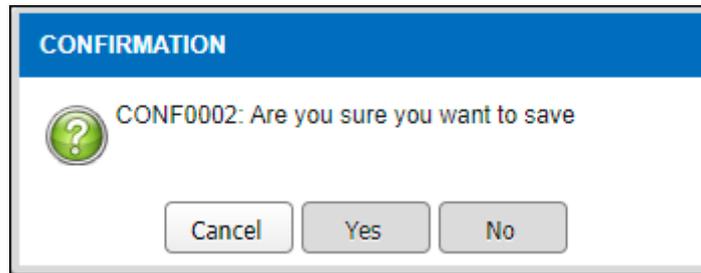
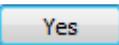


Figure 3.1.2-11 Confirmation Message

- Click on the  button.

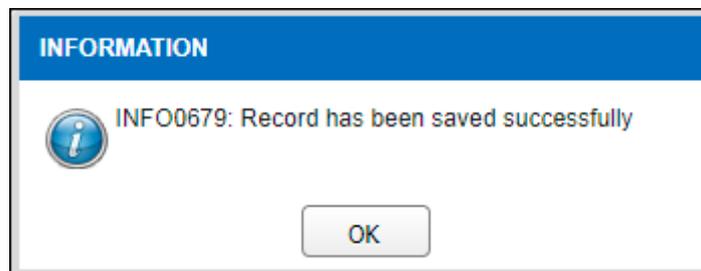
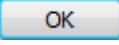


Figure 3.1.2-12 Information Message

- Click on the  button.
- The Revision No will change accordingly.

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5.0 Link to IWPM Modules

No	Module	PDF Links
1	<i>Notification</i>	Click Here
2	<i>Frequency Asked Question</i>	Click Here
3	<i>Drug Information</i>	Click Here
4	<i>Contract</i>	Click Here
5	<i>KPK Approval</i>	Click Here
6	<i>Maintenance – Pharmacy</i>	Click Here
7	<i>Maintenance – Inventory</i>	Click Here
8	<i>Maintenance – General</i>	Click Here
9	<i>Maintenance – HQ Security</i>	Click Here