



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

User Manual Integrated Web Portal (IWP)

Contract HQ

Version	: 13th Edition
Document ID	: HQ_U.MANUAL_IWP_CONTRACT_HQ



PhIS & CPS Project
User Manual – Contract HQ



© 2011-2023 *Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only

Reference ID : HQ_U.MANUAL_IWP_CONTRACT_HQ-13th E

Application reference: PhIS & CPS v2.6.1



Table of Contents

1.0	Introduction	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organised Sections.....	1
2.0	Application Standard Features	2
2.1	PhIS Legend	2
3.0	Contract	3
	Overview	3
	User Group.....	3
	Functional Diagram	3
3.1	Contract HQ Listing Page	4
3.1.1	New Contract HQ record	6
3.1.2	Revise Contract HQ Record	17
4.0	Acronyms	22
5.0	Link to IWPMModules	22

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

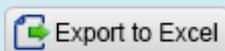
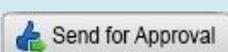
1.3 Organised Sections

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

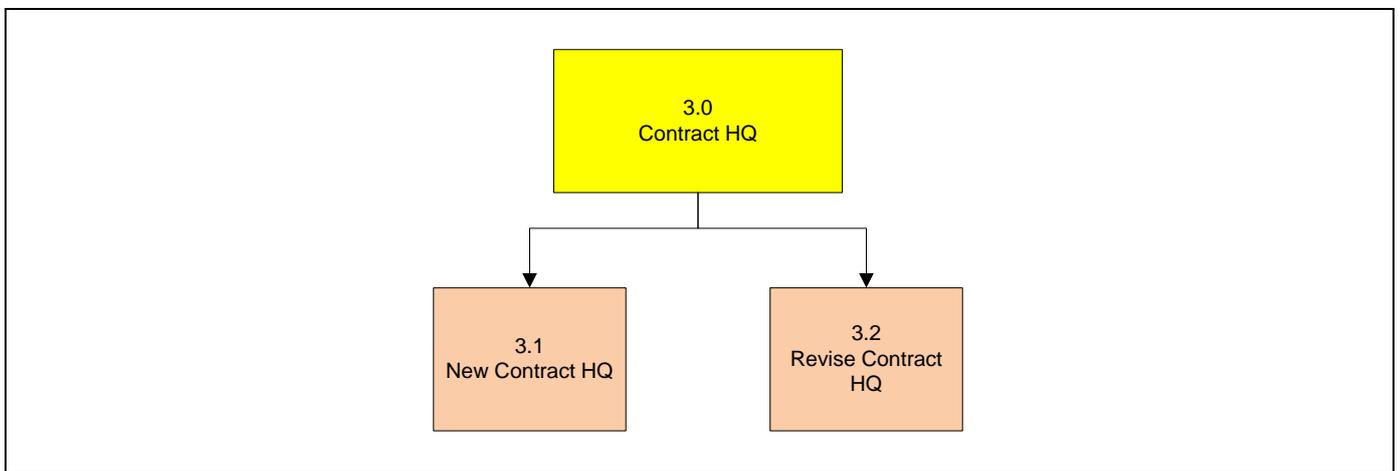


Figure 3.0-1

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.

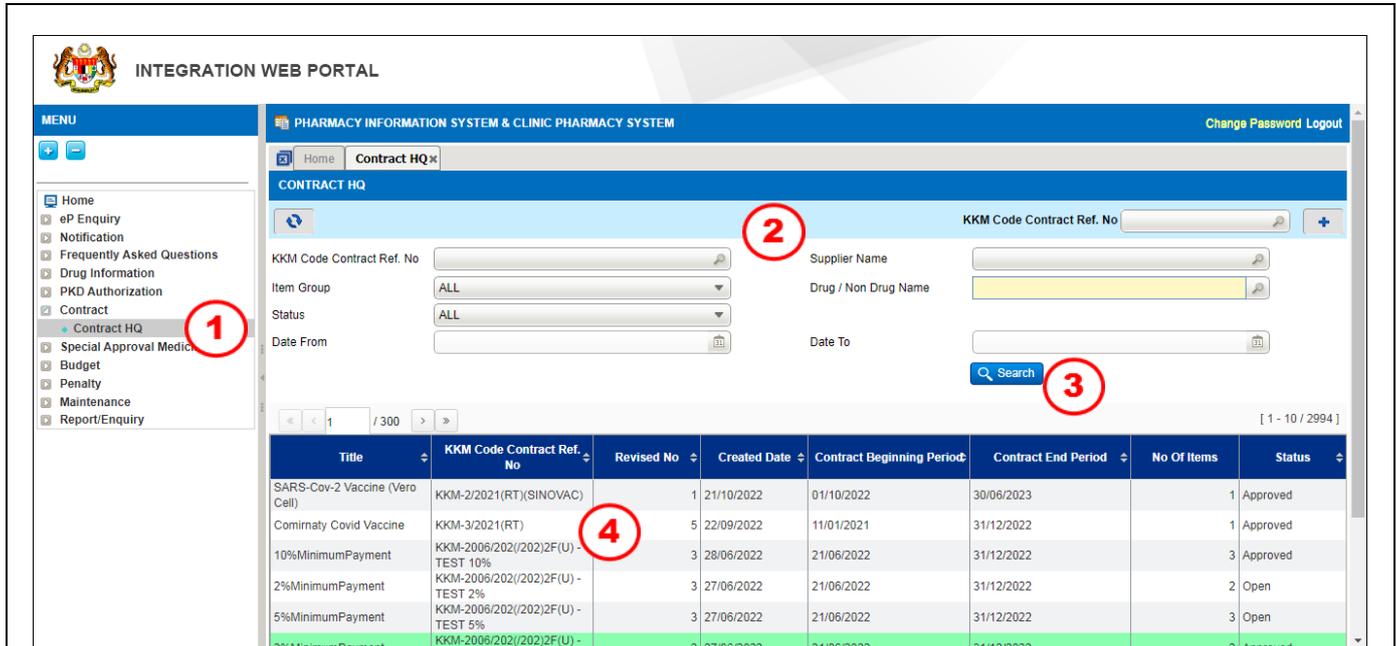


Figure 3.1-1 Contract HQ Listing Page

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

KKM Code Contract Reference No	<input type="text" value="KKM-2/2021(RT)(SINOVAC)"/>	Title	<input type="text" value="SARS-Cov-2 Vaccine (Vero Cell)"/>
Contract Effective Start Date	<input type="text" value="01/10/2022"/>	Contract Effective End Date	<input type="text" value="30/06/2023"/>
Enforce Quota	<input type="text" value="No"/>	Contract Amount(RM)	<input type="text" value="10,000,000.00"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Remarks	<input type="text" value=""/>	Status	<input type="text" value="Approved"/>
Supplier Name	<input type="text" value="Pharmaniaga LifeScience Sdn. Bhd"/>	Revision No	<input type="text" value="1"/>
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"/>	J07BX03000P3002	SARS-CoV-2 Vaccine (Vero Cell), Inactivated Suspension for Injection	J07BX03000P3002.01	CORONAVAC	Pharmaniaga LifeScience Sdn. Bhd	pack of 40 vial

ITEM'S QUANTITY

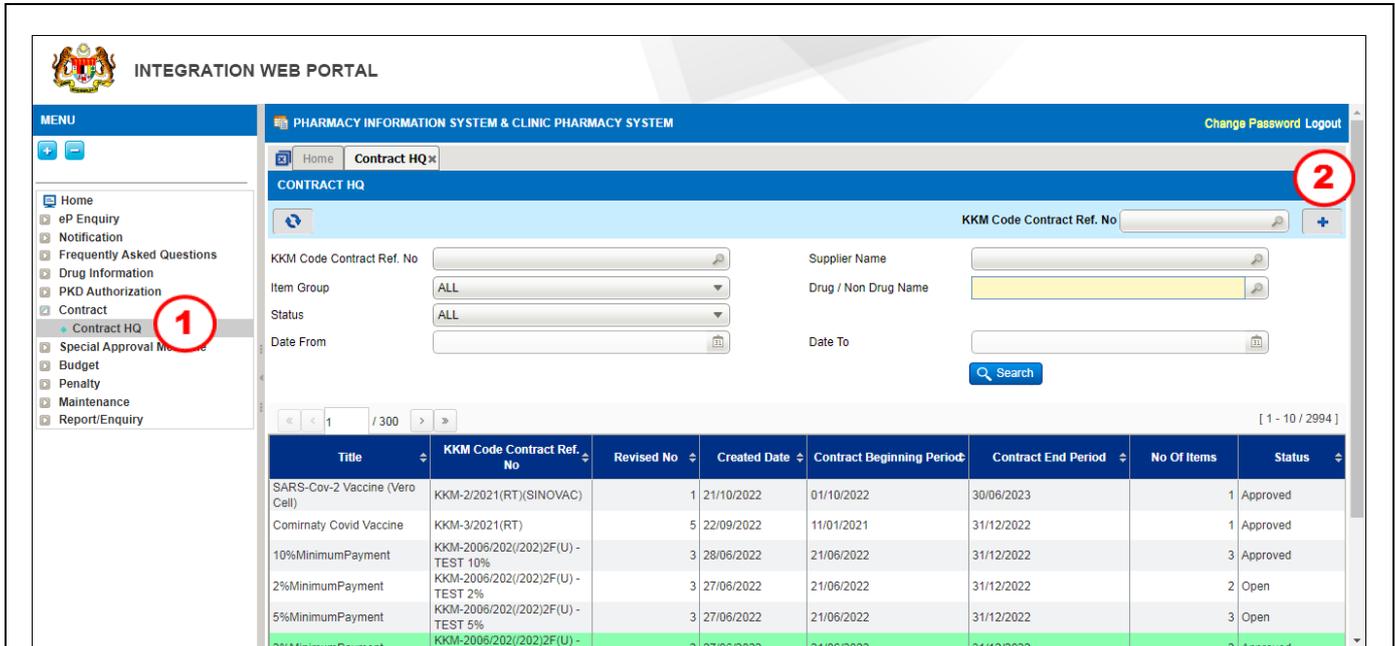
< 1 / 1 >
[1 - 1 / 1]

Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
J07BX03000P3002.01	SARS-CoV-2 Vaccine (Vero Cell), Inactivated Suspension for Injection	CORONAVAC	1000000	999,999

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 is titled 'PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM' and 'CONTRACT HQ'. A red circle '2' highlights a '+' button in the top right corner of the main area. Below this, there are input fields for 'KKM Code Contract Ref. No', 'Supplier Name', 'Item Group', 'Drug / Non Drug Name', 'Status', and 'Date From'. A table below shows a list of contract records with columns: Title, KKM Code Contract Ref. No, Revised No, Created Date, Contract Beginning Period, Contract End Period, No Of Items, and Status.

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
SARS-Cov-2 Vaccine (Vero Cell)	KKM-2/2021(RT)(SINOVAC)	1	21/10/2022	01/10/2022	30/06/2023	1	Approved
Comirnaty Covid Vaccine	KKM-3/2021(RT)	5	22/09/2022	11/01/2021	31/12/2022	1	Approved
10%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 10%	3	28/06/2022	21/06/2022	31/12/2022	3	Approved
2%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 2%	3	27/06/2022	21/06/2022	31/12/2022	2	Open
5%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 5%	3	27/06/2022	21/06/2022	31/12/2022	3	Open
3%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 3%	3	27/06/2022	21/06/2022	31/12/2022	2	Approved

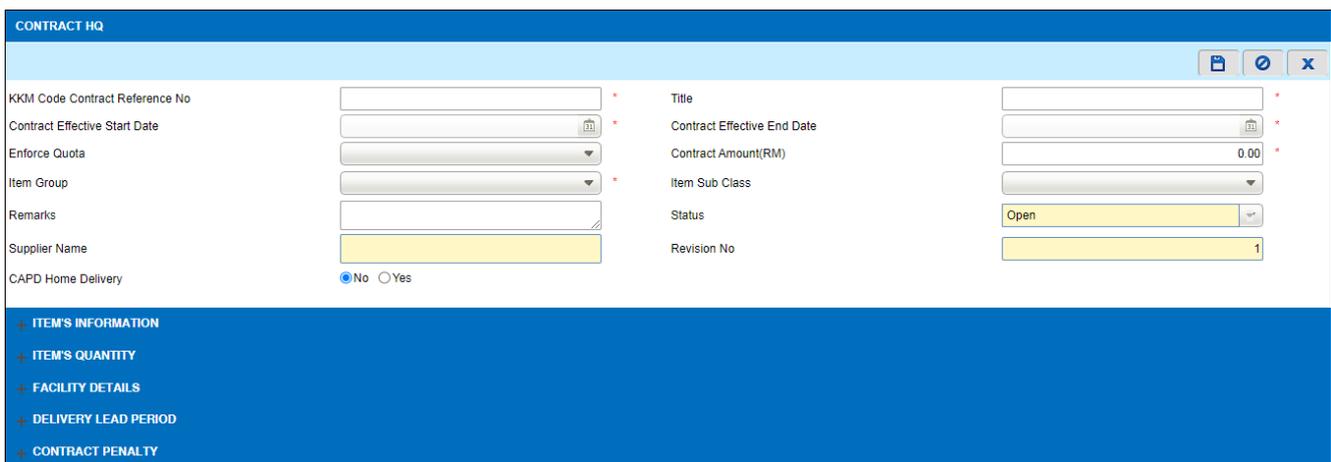
Figure 3.1.1-1 Create New Contract HQ

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. It includes fields for 'KKM Code Contract Reference No', 'Contract Effective Start Date', 'Enforce Quota', 'Item Group', 'Remarks', 'Supplier Name', and 'CAPD Home Delivery' (with radio buttons for No/Yes). On the right side, there are fields for 'Title', 'Contract Effective End Date', 'Contract Amount(RM)' (set to 0.00), 'Item Sub Class', 'Status' (set to Open), and 'Revision No' (set to 1). Below the form, there are expandable sections for 'ITEM'S INFORMATION', 'ITEM'S QUANTITY', 'FACILITY DETAILS', 'DELIVERY LEAD PERIOD', and 'CONTRACT PENALTY'.

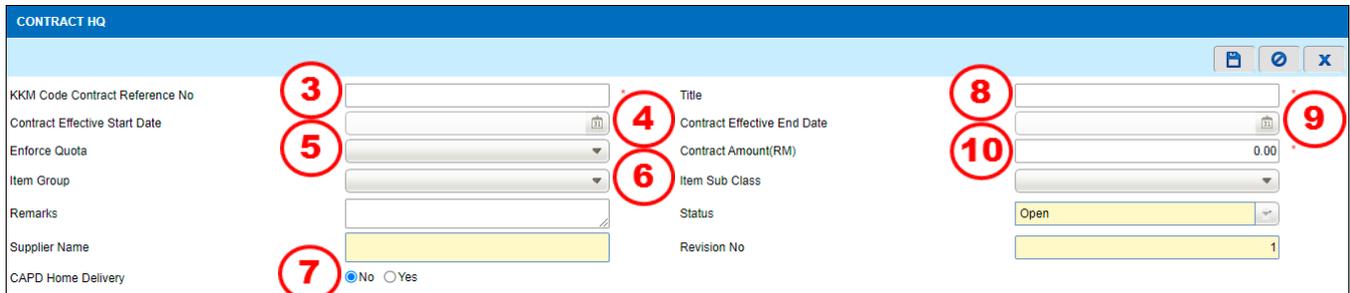
Figure 3.1.1-2 Contract HQ

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:
 - a) Contract Details
 - b) Item's Information
 - c) Item's Quantity
 - d) Facility Details
 - e) 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

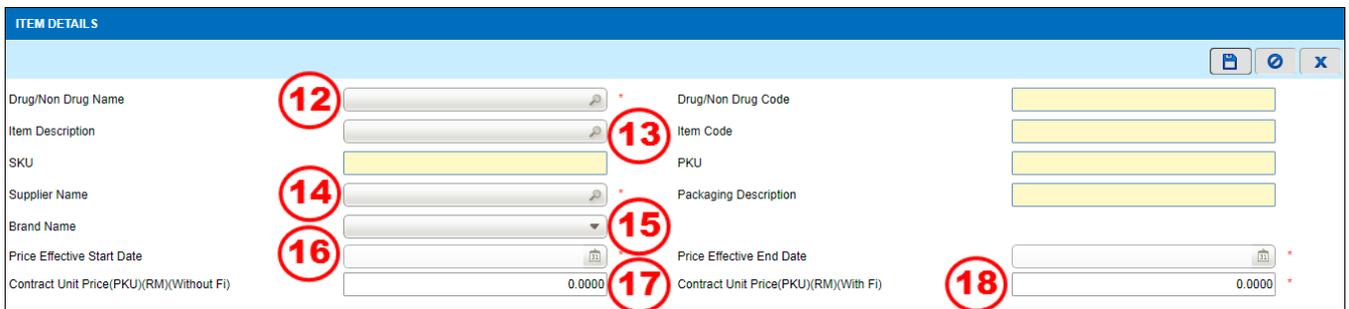


Figure 3.1.1-5 Item Detail

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

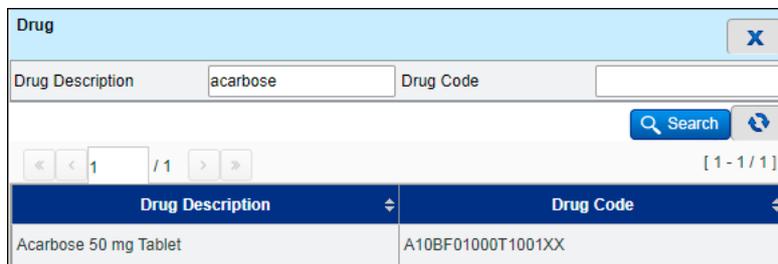


Figure 3.1.1-6 Drug List

STEP 13

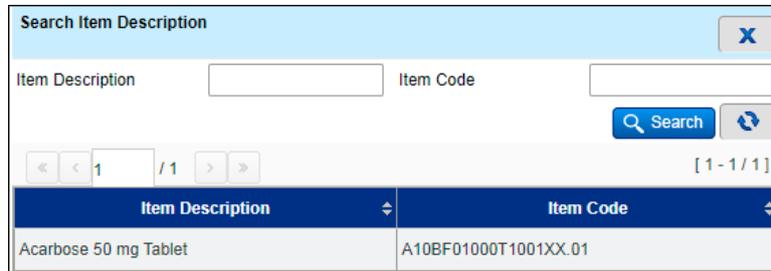
Click on the  to search for **Item Description**

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

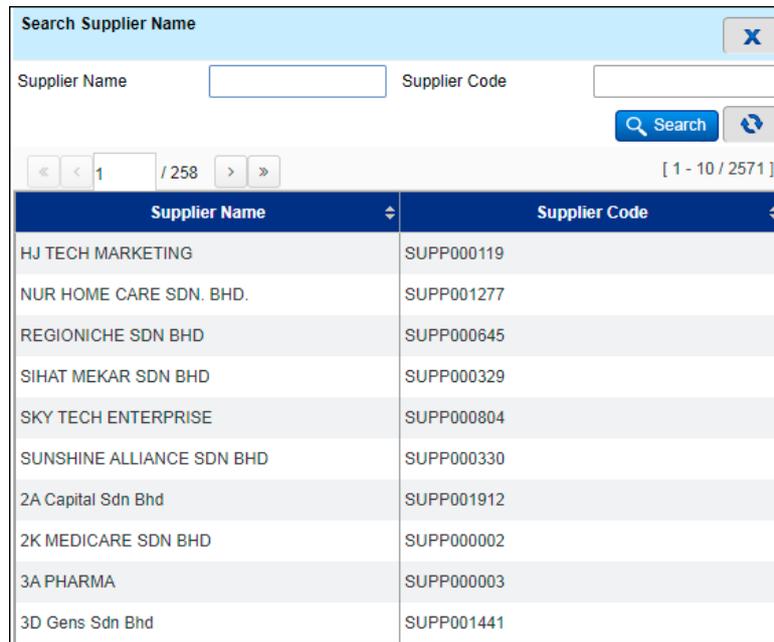
Figure 3.1.1-7 Item Description

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

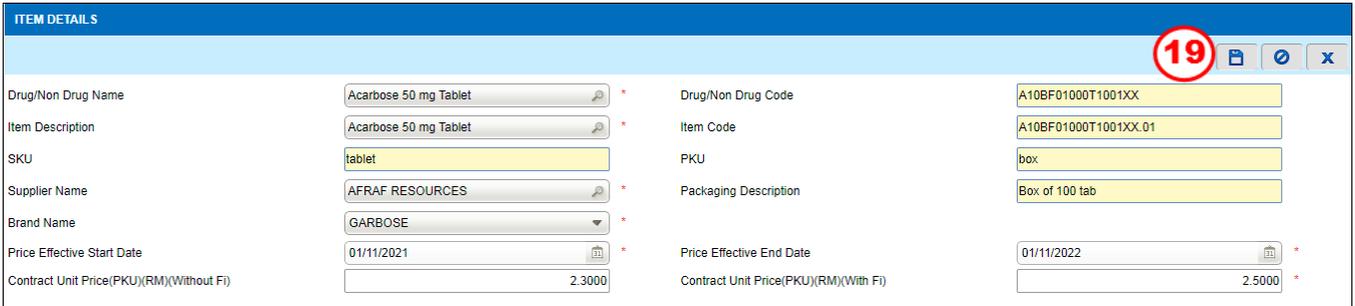
Enter the Contract Unit Price (PKU)(RM)(Without Fi)

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.

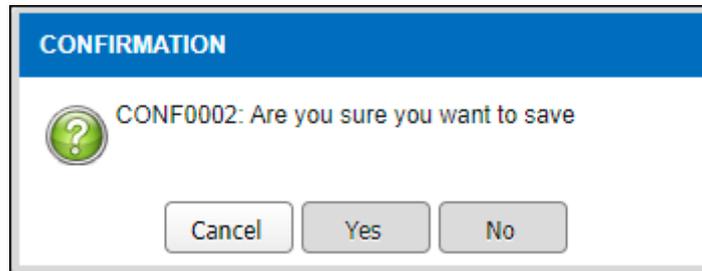
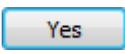


Figure 3.1.1-10 Save Record Alert Message

- Click on the  button.

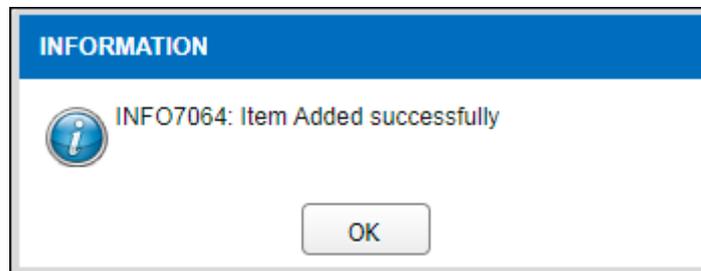
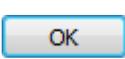


Figure 3.1.1-11 Item Added successfully Alert Message

- Click on the  button.

c) Item's Quantity

ITEM'S QUANTITY				
1 / 1		[1 - 1 / 1]		
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

FACILITY DETAILS				
State	All	Facility Type	All	Facility Name
				Clear Search
				+ Add Facility
1 / 1				
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.

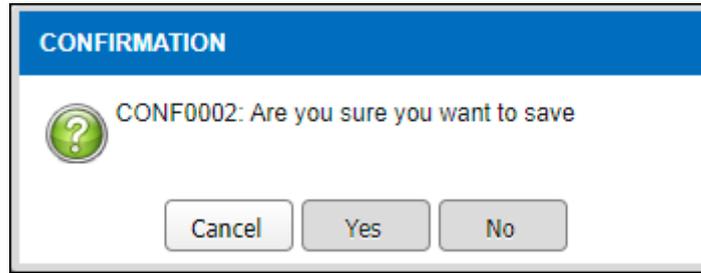
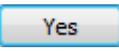


Figure 3.1.1-16 Confirmation Message

- Click on the  button.

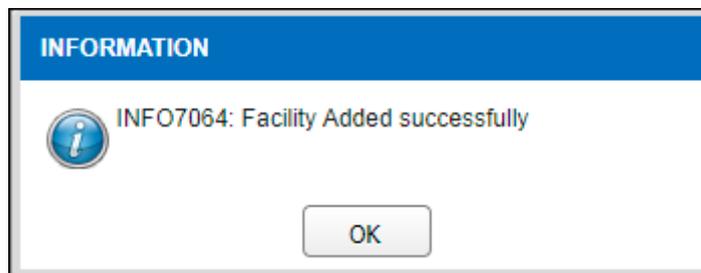
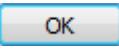


Figure 3.1.1-17 Information Message

- 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.

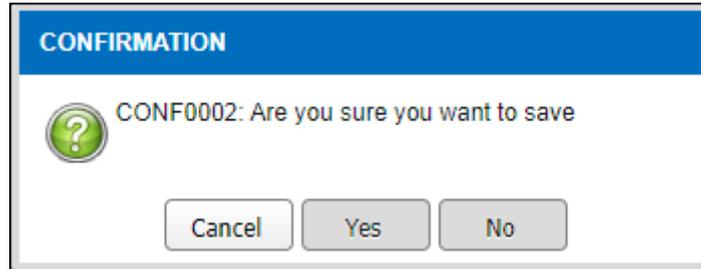
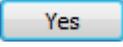


Figure 3.1.1-20 Confirmation Message

- Click on the  button.

f) Contract Penalty



Figure 3.1.1-21 Contract Penalty

STEP 27

Click on  button to add penalty

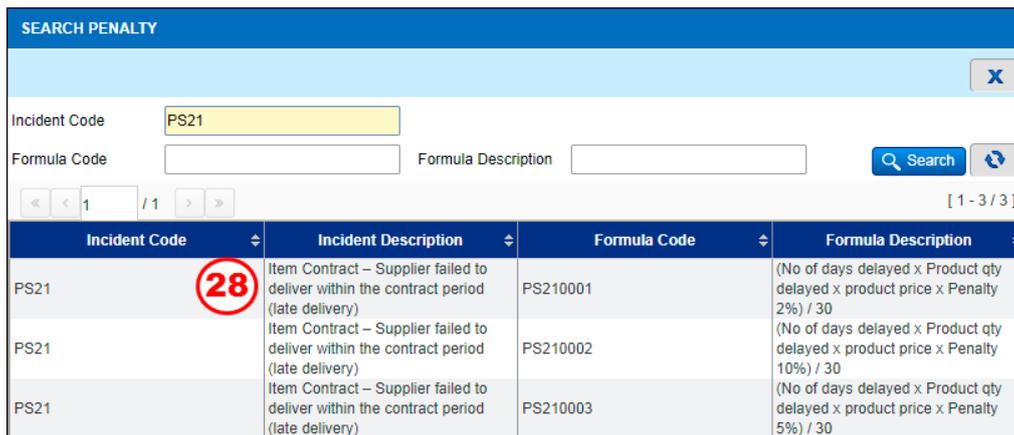


Figure 3.1.1-22 Search Penalty

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"/>				
Supplier Name	<input type="text" value="NUR HOME CARE SDN. BHD."/>		Status	<input type="text" value="Open"/>	
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes		Revision No	<input type="text" value="1"/>	

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	<input type="text" value="10"/>	<input type="text" value="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.

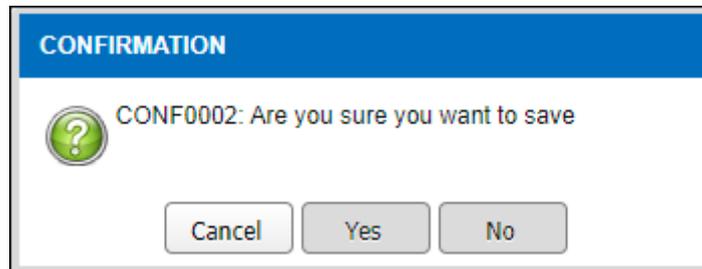
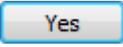


Figure 3.1.1-24 Confirmation Message

- Click on the  button.

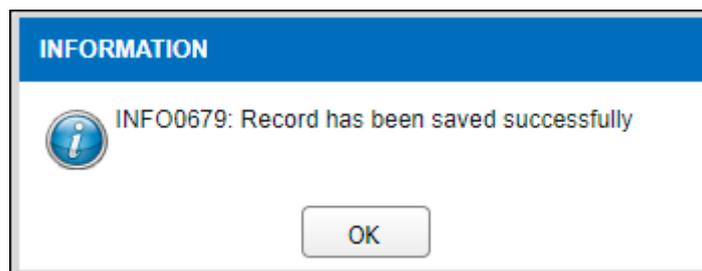


Figure 3.1.1-25 Information Message

- 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="text" value=""/>	Contract Amount(RM)	<input type="text" value="10,000.00"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value=""/>
Remarks	<input type="text" value=""/>	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.

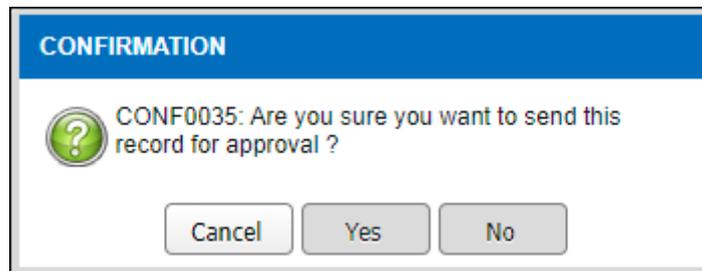
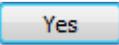


Figure 3.1.2-27 Confirmation Message

- Click on the  button.

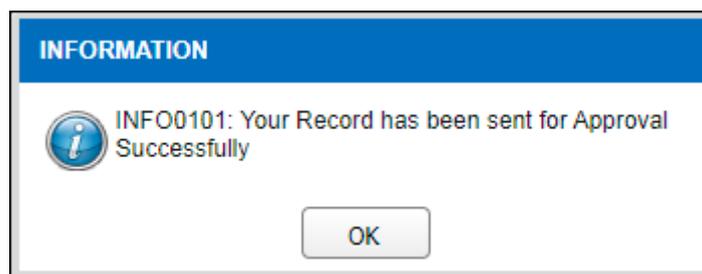
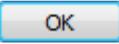
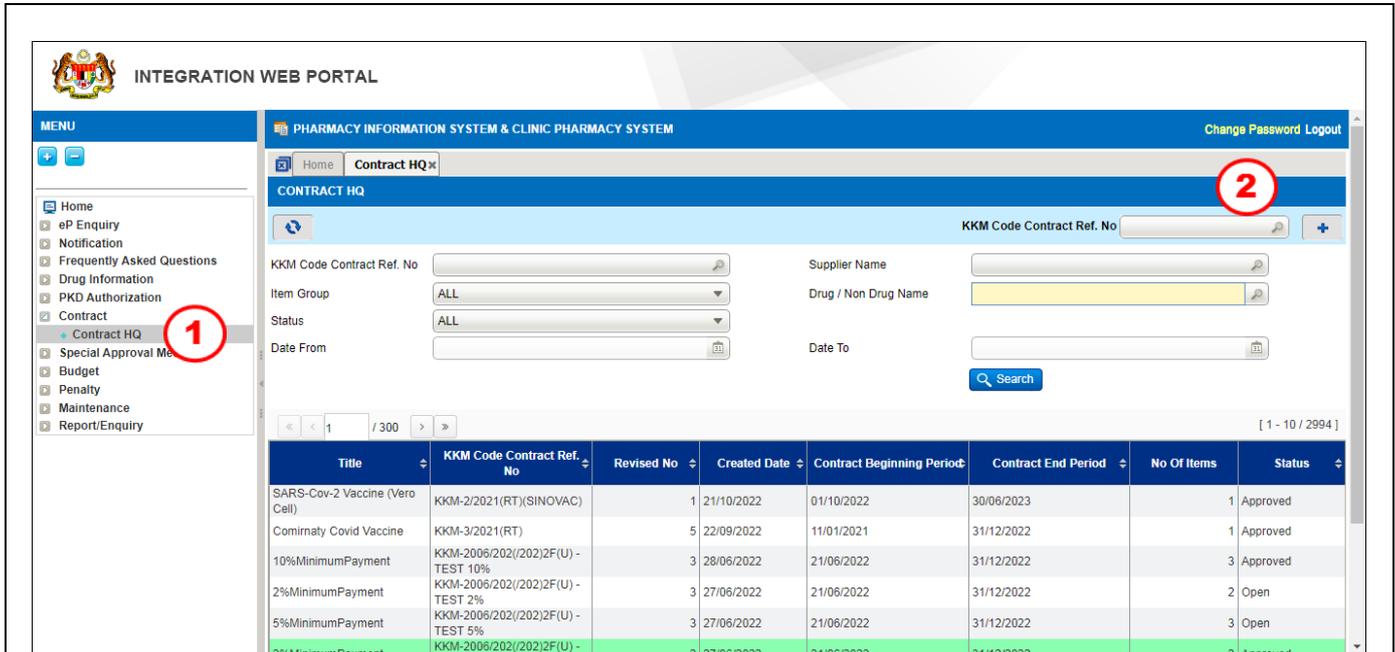


Figure 3.1.2-28 Information Message

- 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
SARS-Cov-2 Vaccine (Vero Cell)	KKM-2/2021(RT)(SINOVAC)	1	21/10/2022	01/10/2022	30/06/2023	1	Approved
Comirnaty Covid Vaccine	KKM-3/2021(RT)	5	22/09/2022	11/01/2021	31/12/2022	1	Approved
10%MinimumPayment	KKM-2006/202/202)2F(U) - TEST 10%	3	28/06/2022	21/06/2022	31/12/2022	3	Approved
2%MinimumPayment	KKM-2006/202/202)2F(U) - TEST 2%	3	27/06/2022	21/06/2022	31/12/2022	2	Open
5%MinimumPayment	KKM-2006/202/202)2F(U) - TEST 5%	3	27/06/2022	21/06/2022	31/12/2022	3	Open
7%MinimumPayment	KKM-2006/202/202)2F(U) - TEST 7%	2	27/06/2022	21/06/2022	31/12/2022	2	Approved

Figure 3.1.2-1 Contract HQ Listing Page

STEP 1

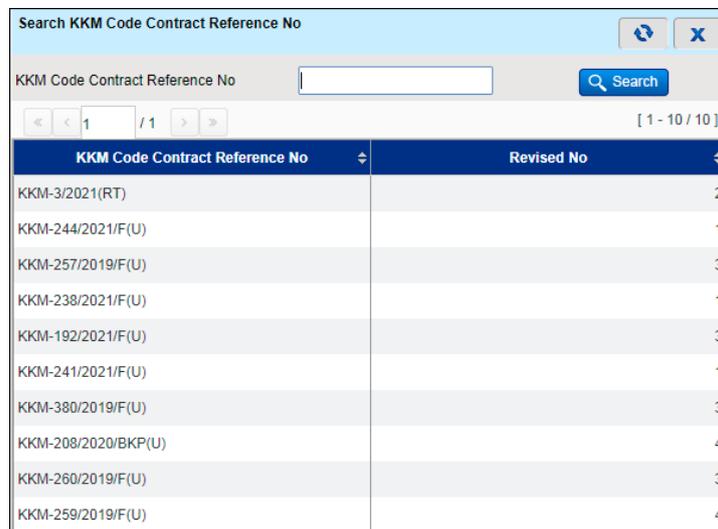
Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

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

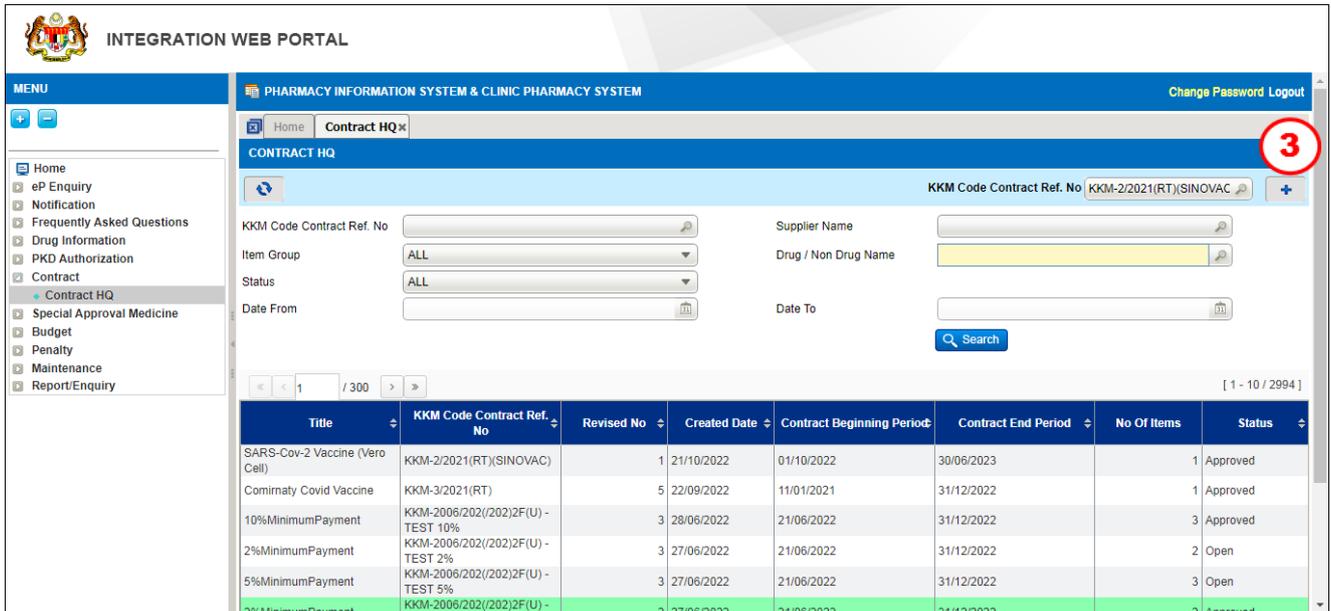
Note

- 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 Change Password Logout

Home Contract HQ

CONTRACT HQ KKM Code Contract Ref. No: KKM-2/2021(RT)(SINOVAC) +

KKM Code Contract Ref. No: Supplier Name:

Item Group: ALL Drug / Non Drug Name:

Status: ALL Date To:

Date From:

[1 - 10 / 2994]

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
SARS-Cov-2 Vaccine (Vero Cell)	KKM-2/2021(RT)(SINOVAC)	1	21/10/2022	01/10/2022	30/06/2023	1	Approved
Comimaty Covid Vaccine	KKM-3/2021(RT)	5	22/09/2022	11/01/2021	31/12/2022	1	Approved
10%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 10%	3	28/06/2022	21/06/2022	31/12/2022	3	Approved
2%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 2%	3	27/06/2022	21/06/2022	31/12/2022	2	Open
5%MinimumPayment	KKM-2006/202/(202)2F(U) - TEST 5%	3	27/06/2022	21/06/2022	31/12/2022	3	Open
2%MinimumPayment	KKM-2006/202/(202)2F(U) -	2	27/06/2022	21/06/2022	31/12/2022	2	Approved

Figure 3.1.2-3 Contract HQ Listing Page

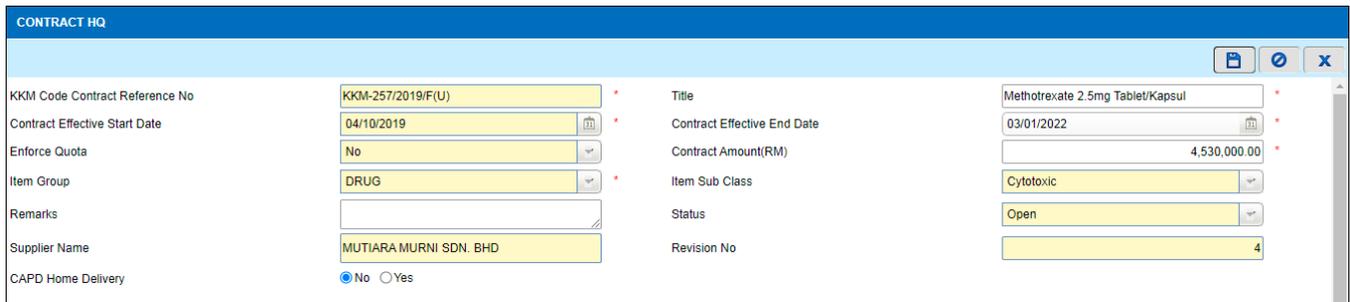
STEP 3

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) * Title: Methotrexate 2.5mg Tablet/Kapsul *

Contract Effective Start Date: 04/10/2019 * Contract Effective End Date: 03/01/2022 *

Enforce Quota: No * Contract Amount(RM): 4,530,000.00 *

Item Group: DRUG * Item Sub Class: Cytotoxic

Remarks: Status: Open

Supplier Name: MUTIARA MURNI SDN. BHD Revision No: 4

CAPD Home Delivery: No Yes

Figure 3.1.2-4 Contract HQ

Note

User are allowing to edit:

- Title
- Contract Effective End Date
- Contract Amount (RM)
- Remark (Optional)

b) Item's Information

ITEM'S INFORMATION						
						<input type="button" value="Delete Item"/> <input type="button" value="Add Item"/>
<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					
<input type="checkbox"/>	L01BA01000T1001XX.05	Methotrexate 2.5 mg Tablet	PFZ	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	All	Facility Type	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"/>
<input type="checkbox"/>	91-13020285	Pejabat Kesihatan Daerah Bau	Sarawak	L01BA01000T1001XX.05	1
<input type="checkbox"/>	11-13220638	Pusat Jantung Sarawak	Sarawak	L01BA01000T1001XX.05	1
<input type="checkbox"/>	21-12020367	Klinik Kesihatan Abuan	Sabah	L01BA01000T1001XX.05	1
<input type="checkbox"/>	21-08060080	Klinik Kesihatan Sauk	Perak	L01BA01000T1001XX.05	1
<input type="checkbox"/>	21-12170152	Klinik Kesihatan Batu 10 (Sandakan)	Sabah	L01BA01000T1001XX.05	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					
Contract Date From	Contract Date To	Delivery Lead Period	Days Included	West/East Malaysia	
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						
Incident Code	Incident Description	Formula Code	Formula Description	Penalty Percentage	Minimum Payment	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	200	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			
KKM Code Contract Reference No	<input type="text" value="KKM-257/2019/F(U)"/>	Title	<input type="text" value="Methotrexate 2.5mg Tablet/Kapsul"/>
Contract Effective Start Date	<input type="text" value="04/10/2019"/>	Contract Effective End Date	<input type="text" value="03/01/2022"/>
Enforce Quota	<input type="text" value="No"/>	Contract Amount(RM)	<input type="text" value="4,530,000.00"/>
Item Group	<input type="text" value="DRUG"/>	Item Sub Class	<input type="text" value="Cytotoxic"/>
Remarks	<input type="text"/>	Status	<input type="text" value="Open"/>
Supplier Name	<input type="text" value="MUTIARA MURNI SDN. BHD"/>	Revision No	<input type="text" value="4"/>
CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes		

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.

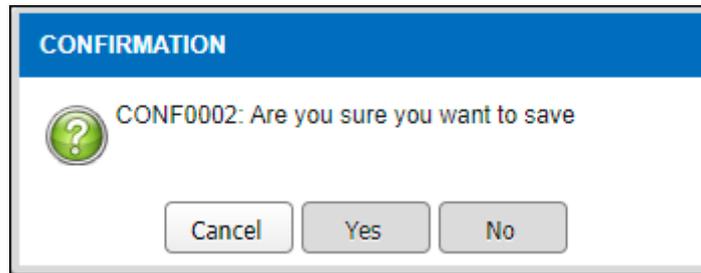
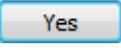


Figure 3.1.2-11 Confirmation Message

- Click on the  button.

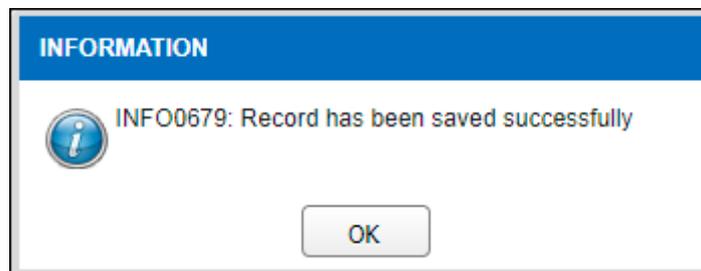
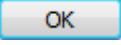


Figure 3.1.2-12 Information Message

- 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