



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

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## **User Manual Integrated Web Portal (IWP) Maintenance - Inventory**

<b>Version</b>	<b>: 10<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: HQ_U. MANUAL_IWP_MAINTENANCE_INVENTORY</b>



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*Reference ID : HQ\_U. MANUAL\_IWP\_MAINTENANCE\_INVENTORY-10<sup>th</sup> EDITION*

*Application reference: PhIS & CPS v2.1 & v2.2*



## Table of Contents

1	Introduction.....	1
1.1.	Overview of IWP .....	1
1.2.	Purpose and Objectives .....	1
1.3.	Organised Sections .....	1
2	Application Standard Features.....	2
2.1.	IWP Legend.....	2
3	Maintenance - Inventory .....	3
	Overview .....	3
	User Group.....	3
	Functional Diagram .....	3
	Functional Description .....	3
3.1.	Brand.....	5
3.1.1.	Create New Brand.....	5
3.1.2.	Modify Brand.....	8
3.2.	Delivery Site To .....	11
3.2.1.	Create New Delivery Site To .....	11
3.2.2.	Modify Delivery Site To .....	15
3.3.	Item Master.....	20
3.3.1.	Create New Item Master .....	20
3.3.2.	Modify Item Master.....	30
3.4.	Manufacturer .....	35
3.4.1.	Create New Manufacturer .....	35
3.4.2.	Modify Manufacturer .....	38
3.5.	Penalty Master Section.....	41
3.5.1.	Create New Penalty Master Section.....	41
3.5.2.	Modify Penalty Master Section .....	44
3.6.	Penalty Master Incident .....	47
3.6.1.	View and Modify Penalty Master Incident.....	47
3.7.	Prepacking Item.....	49
3.7.1.	Create New Prepacking Item .....	49
3.8.	Supplier .....	53
3.8.1.	Create New Supplier .....	53
3.8.2.	Modify Supplier .....	56
3.9.	Vote Activity.....	60
3.9.1.	Create New Vote Activity.....	60
3.9.2.	Modify Vote Activity.....	65
3.10.	Vote Object.....	68
3.10.1.	Create New Vote Object.....	68
3.10.2.	Modify Vote Object.....	71
3.11.	Vote Code.....	74
3.11.1.	View Vote Code .....	74
3.12.	Year End Process.....	75
3.12.1.	Schedule Year End Process .....	75
4.	Acronyms .....	76
5.	Link to IWP Modules.....	76



## 1 Introduction

### 1.1. Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is :

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

### 1.2. Purpose and Objectives

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

User will understand the following activities in details:

- Create a new maintenance inventory
- Edit a Maintenance Inventory

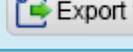
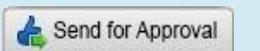
### 1.3. Organised Sections

These are the sections within this document:

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

## 2 Application Standard Features

### 2.1. IWP 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
<input type="checkbox"/>	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 Maintenance - Inventory

#### Overview

The Module will provided a portal for configuration guide for the user which describe the basic and advanced features available on the sytem. User manual,which described the basic and advanced features available on the system. User manual assist in the development of application

#### User Group

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

#### Functional Diagram

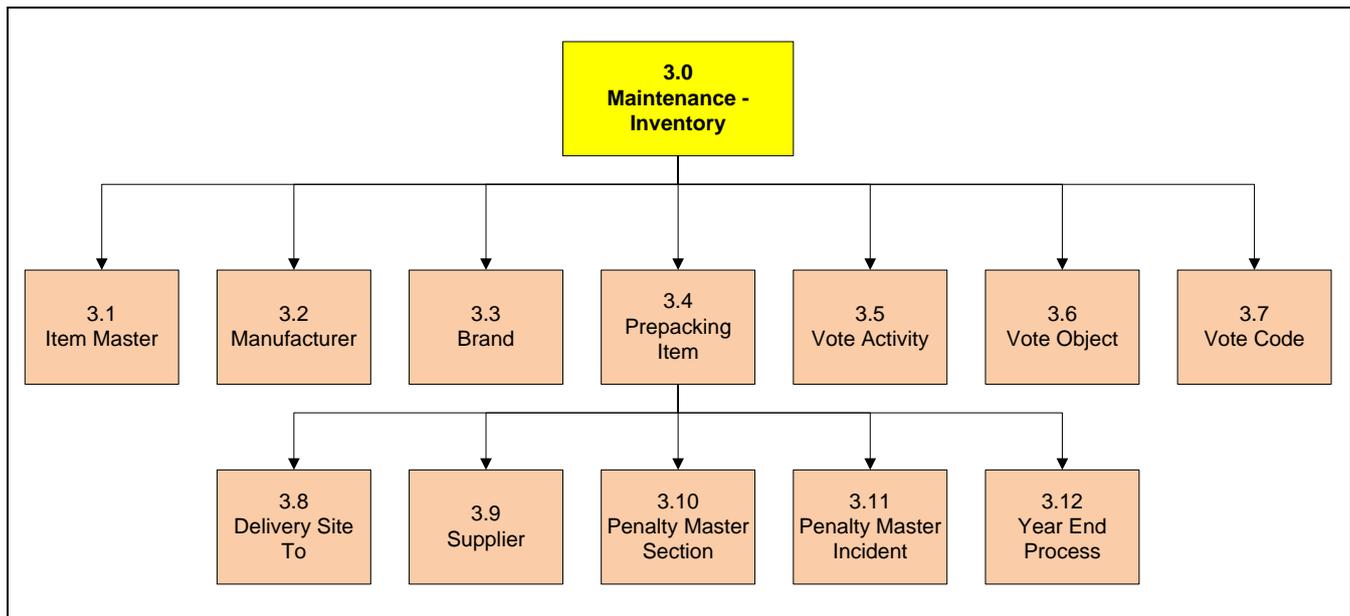


Figure 3.0

#### Functional Description

- **Item Master**  
Item Master screen allow user to view existing item master record,Create new record and modify the existing record
- **Manufacturer**  
Manufacturer screen allow user to view existing record,Create new record and modify the existing record.
- **Brand**  
Brand screen allow user to view existing record,Create new record and modify the existing record
- **Prepacking litem**  
Prepacking screen allow user to view existing record,Create new record and modify the existing record



- **Vote Activity**  
Vote Activity screen allow user to view existing record,Create new record and modify the existing record
- **Vote Object**  
Vote Activity screen allow user to view existing record,Create new record and modify the existing record
- **Vote Code**  
Vote Code screen allow user to view existing record,Create new record and modify the existing record
- **Delivery Site To**  
Delivery Site To screen allow user to view existing record,Create new record and modify the existing record
- **Supplier**  
Supplier screen allow user to view existing record,Create new record and modify the existing record
- **Penalty Master Section**  
Penalty Master Section screen allow user to view existing record,Create new record and modify the existing record
- **Penalty Master Incident**  
Penalty Master Incident screen allow user to view existing record,Create new record and modify the existing record
- **Year End Process**  
Year End Process screen allow user to view existing record,Modify the existing record

### 3.1. Brand

#### 3.1.1. Create New Brand

To create New Brand records, perform the steps below:

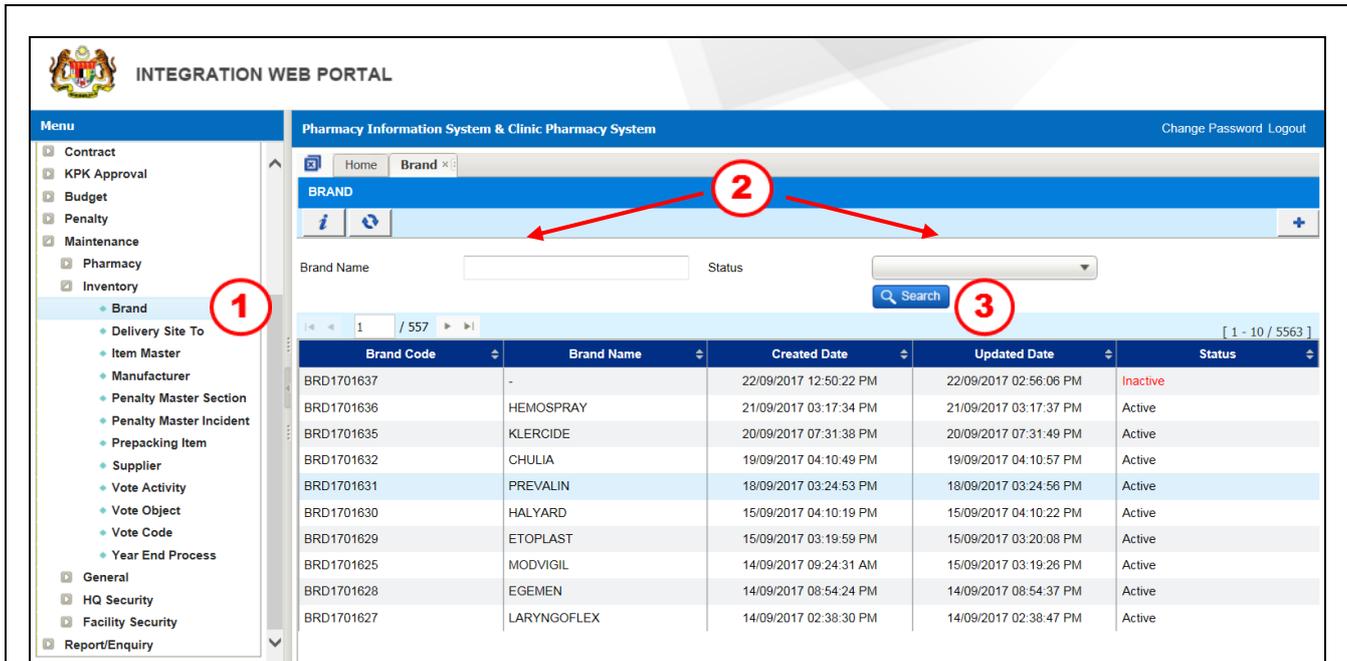


Figure 3.1.1-1 Brand Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

#### STEP 2

Search existing record by entering **Brand Name** and/or selecting **Status**

#### STEP 3

Click on the  button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.1.1-2

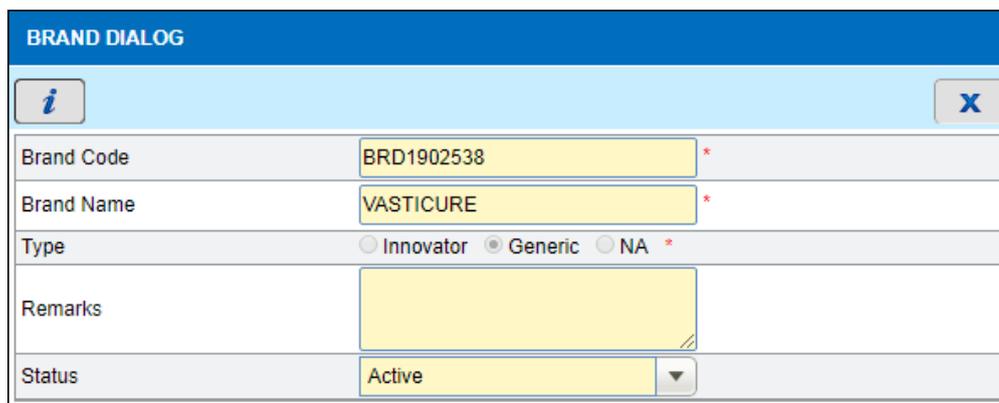


Figure 3.1.1-2 Brand Dialog

#### Note

Click on the  button to close the screen

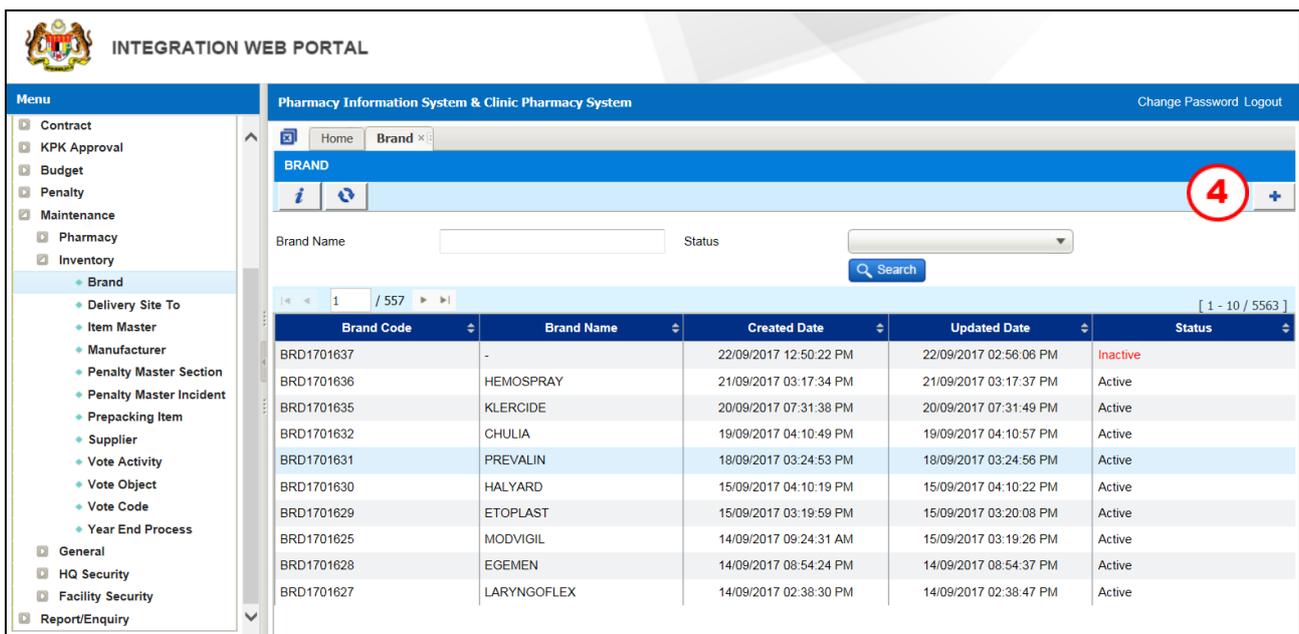


Figure 3.1.1-3 Brand Listing Page

**STEP 4**

Click on the  button to create a new record and Brand Dialog screen will be displayed as Figure 3.1.1-4

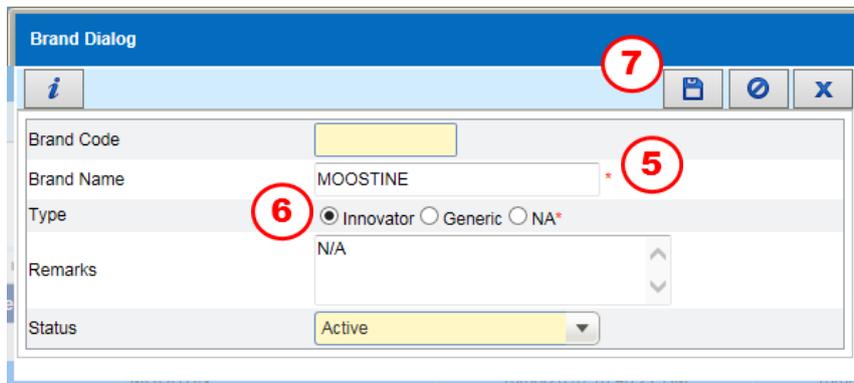


Figure 3.1.1-4 Brand Dialog

**STEP 5**

Enter **Brand Name**

**STEP 6**

Click on the  **Innovator** or  **Generic** or  **NA** radio button

**Note**

**Remarks** is an optional field

**STEP 7**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.1.1-5

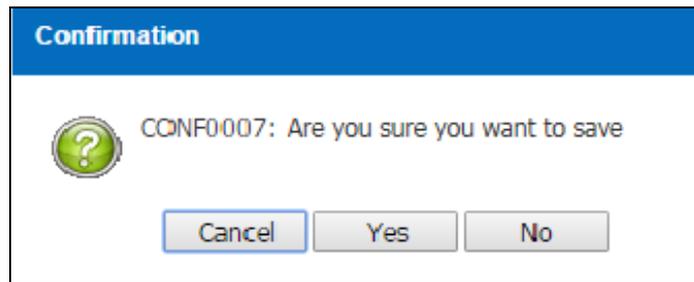
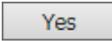
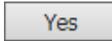


Figure 3.1.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.1.1-6

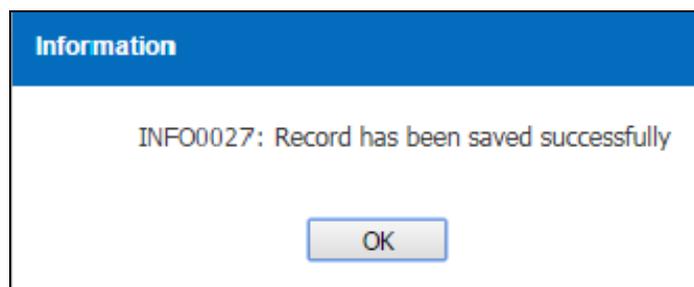
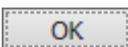


Figure 3.1.1-6 Information Message

- Click on the  button to confirmed the record and **Brand Code No** will generated for future reference

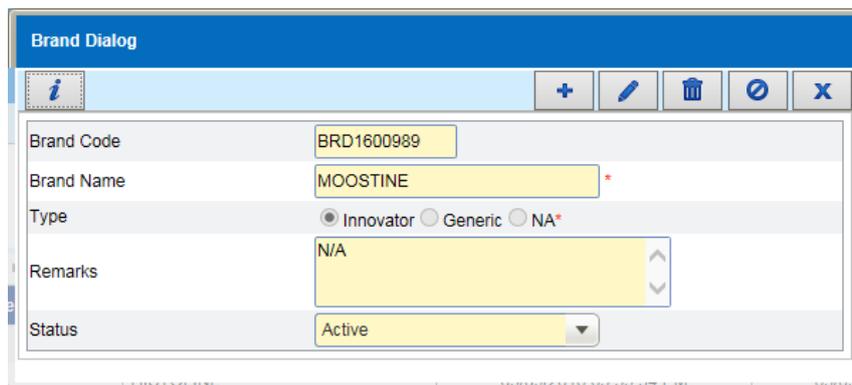


Figure 3.1.1-7 Brand Dialog

**Note**

Click on the  button to close the screen

### 3.1.2. Modify Brand

To Modify Brand records, perform the steps below:

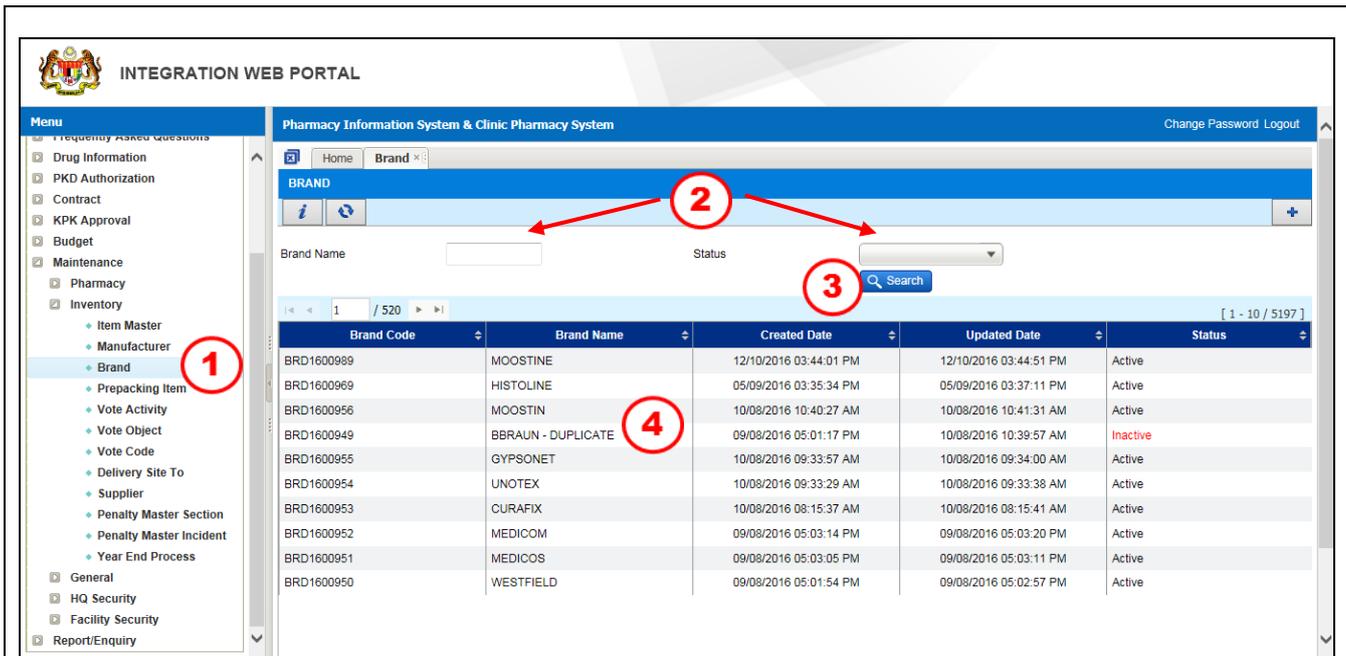


Figure 3.1.2-1 Brand Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

#### STEP 2

Search existing record by entering **Brand Name** and/or selecting **Status**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

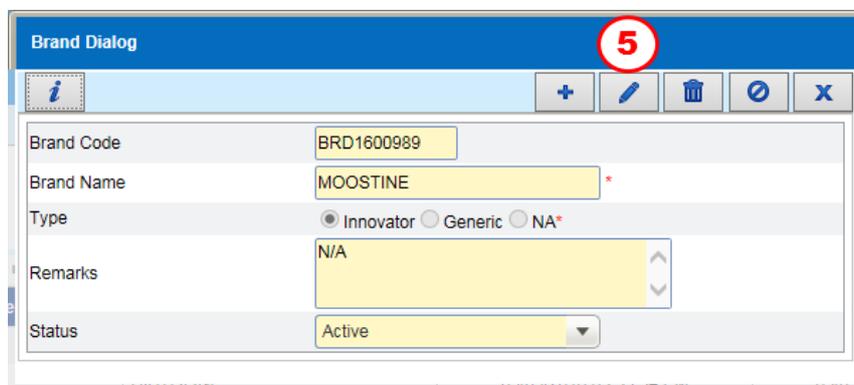


Figure 3.1.2-2 Brand Dialog

#### STEP 5

Click on the  button to edit the record

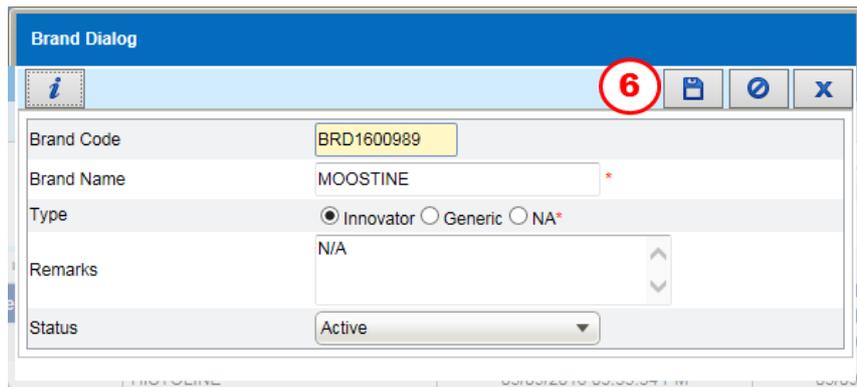


Figure 3.1.2-3 Brand Dialog

**Note**

User is allow to edit:

- **Brand Name**
- **Type**
- **Remarks**
- **Status**

**STEP 6**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.1.2-4

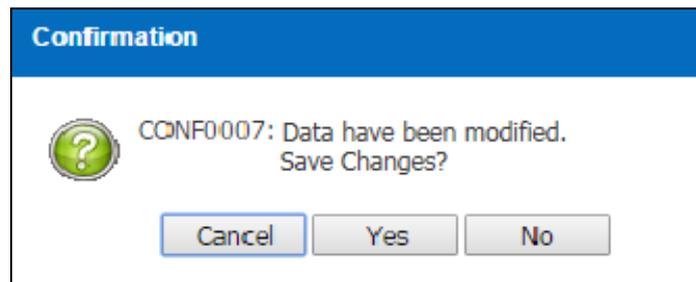
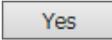
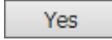


Figure 3.1.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.1.2-5

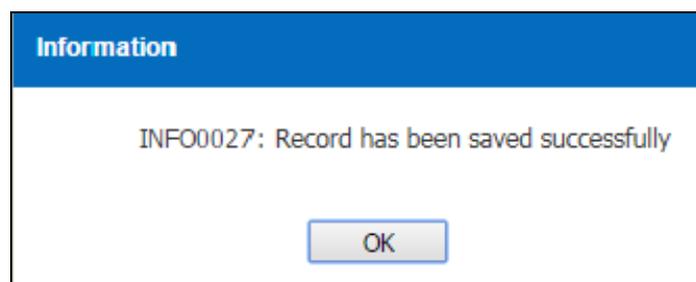


Figure 3.1.2-5 Information Message

- Click on the  button to confirmed the edited record

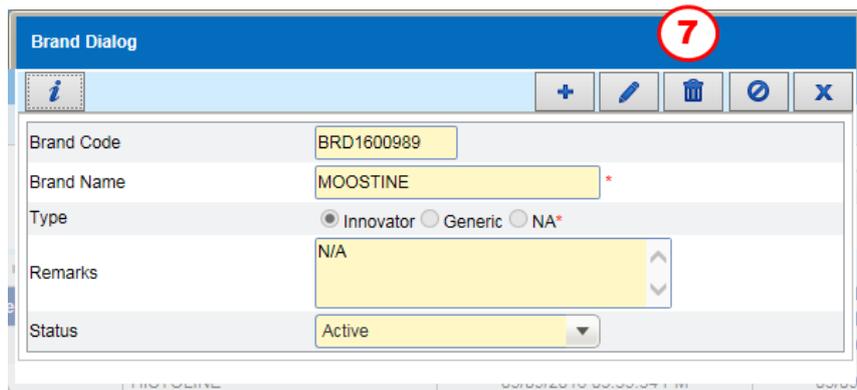
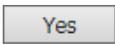


Figure 3.1.2-6 Brand Dialog

**STEP 7**

Click on the  button to delete the record

**Note**

- System will display a Confirmation Message as Figure 3.1.2-7
- Click on the  button to delete the record

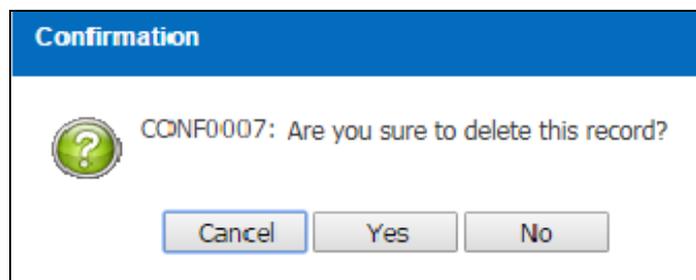


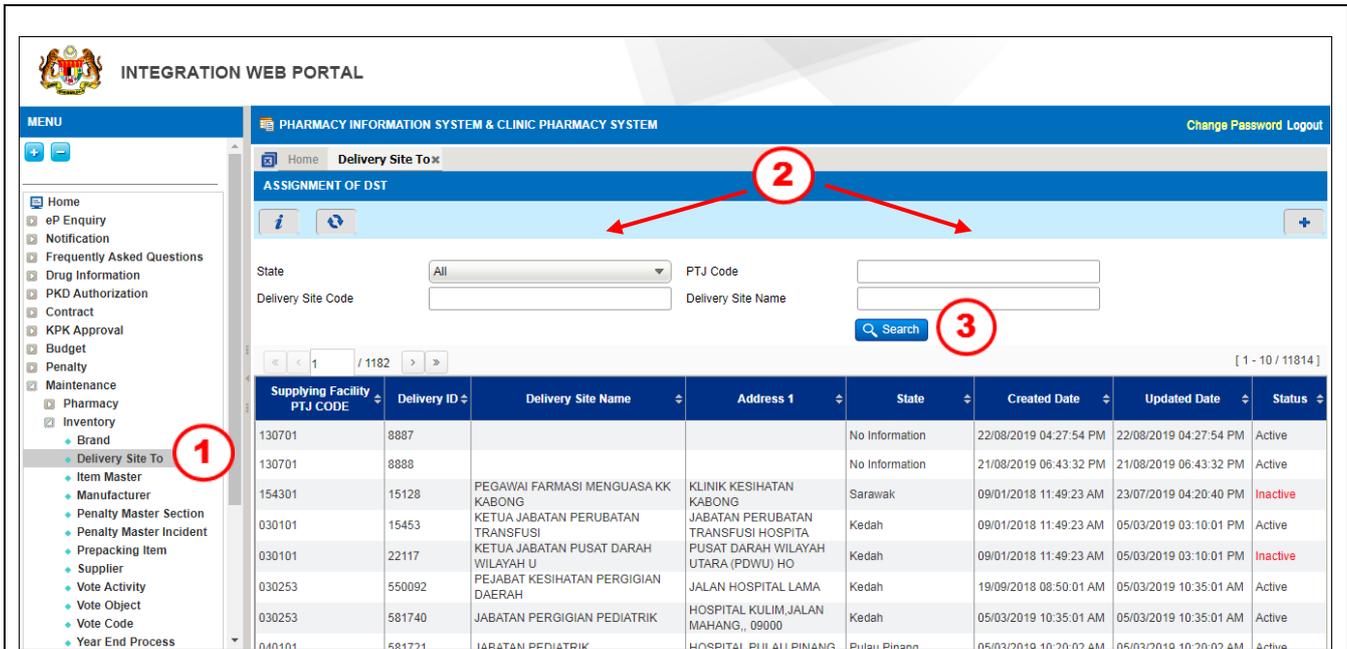
Figure 3.1.2-7 Confirmation Message

- The status of the record will be **Inactive**

### 3.2. Delivery Site To

#### 3.2.1. Create New Delivery Site To

To create New Delivery Site To records, perform the steps below:



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home Delivery Site To x

ASSIGNMENT OF DST

State: All PTJ Code: Delivery Site Code: Delivery Site Name:

Search

Suppling Facility PTJ CODE	Delivery ID	Delivery Site Name	Address 1	State	Created Date	Updated Date	Status
130701	8887			No Information	22/08/2019 04:27:54 PM	22/08/2019 04:27:54 PM	Active
130701	8888			No Information	21/08/2019 06:43:32 PM	21/08/2019 06:43:32 PM	Active
154301	15128	PEGAWAI FARMASI MENGUASA KK KABONG	KLINIK KESIHATAN KABONG	Sarawak	09/01/2018 11:49:23 AM	23/07/2019 04:20:40 PM	Inactive
030101	15453	KETUA JABATAN PERUBATAN TRANSFUSI	JABATAN PERUBATAN TRANSFUSI HOSPITA	Kedah	09/01/2018 11:49:23 AM	05/03/2019 03:10:01 PM	Active
030101	22117	KETUA JABATAN PUSAT DARAH WILAYAH U	PUSAT DARAH WILAYAH UTARA (PDWU) HO	Kedah	09/01/2018 11:49:23 AM	05/03/2019 03:10:01 PM	Inactive
030253	550092	PEJABAT KESIHATAN PERGIGIAN DAERAH	JALAN HOSPITAL LAMA	Kedah	19/09/2018 08:50:01 AM	05/03/2019 10:35:01 AM	Active
030253	581740	JABATAN PERGIGIAN PEDIATRIK	HOSPITAL KULIM, JALAN MAHANG, 09000	Kedah	05/03/2019 10:35:01 AM	05/03/2019 10:35:01 AM	Active
040101	581721	JABATAN PEDIATRIK	HOSPITAL PULAU PINANG	Pulau Pinang	05/03/2019 10:20:02 AM	05/03/2019 10:20:02 AM	Active

Figure 3.2.1-1 Delivery Site To Listing Page

#### STEP 1

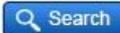
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

#### STEP 2

Search existing record by entering:

- **State**
- **PTJ Code**
- **Delivery Site Code**
- **Delivery Site Name**

#### STEP 3

Click on the  button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.2.1-2

**Assignment of DST**

Delivery ID: 593390 \* Status: Active

Delivery Site Name: HOSPITAL KUALA KUBU BHARU \* Contact Person: [ ]

Address 1: JALAN HOSPITAL, PEKAN KUALA KUBU BH \* Email: [ ]

Address 2: NA City: KEDAH \*

Address 3: NA State: Kedah \*

Contact Number (Office): [ ] Postcode: 0 \*

Contact Number (Mobile): [ ] Country: Malaysia

Fax No.: [ ] Remarks: [ ]

Supplying Facility PTJ CODE: 240701 \*

Figure 3.2.1-2 Delivery Site To

**Note**



Click on the button to close the screen

**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System

Home Brand Delivery Site To

**DELIVERY SITE TO**

State: All PTJ Code: [ ]

Delivery Site Code: [ ] Delivery Site Name: [ ]

Search

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
091301	465922	Klinik Kesihatan Lenga	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:26:30 PM	Active
091301	466002	Klinik Kesihatan Parit Yusof	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:20:04 PM	Active
131501	521775	Klinik Kesihatan Tanah Merah	Kelantan	23/06/2015 10:41:11 AM	24/10/2017 01:16:29 PM	Active
061201	937852	Klinik Kesihatan Sepang	Selangor	07/09/2017 02:39:44 PM	24/10/2017 01:14:47 PM	Active
051101	494288	Pejabat Pergiagian Kampar	Perak	19/09/2017 12:00:35 PM	23/10/2017 09:31:46 AM	Active
050801	213911	Hospital Seri Manjung	Perak	18/11/2013 12:33:04 PM	23/10/2017 09:19:50 AM	Active
030501	190373	STOR FARMASI	Kedah	11/10/2017 05:35:44 PM	11/10/2017 05:35:44 PM	Active
154901	912568	Nefrologi, Pusat Jantung Sarawak	Sarawak	13/09/2017 04:07:36 PM	13/09/2017 04:10:38 PM	Active
154901	912310	Farmasi Logistik, Pusat Jantung Sarawak	Sarawak	13/09/2017 08:06:10 AM	13/09/2017 08:08:01 AM	Active

Figure 3.2.1-3 Delivery Site To Listing Page

**STEP 4**



Click on the button to create a new record and Delivery Site To screen will be displayed as Figure 3.2.1-4

Assignment of DST		11	
Delivery ID	83341 *	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar *	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar *	Email	
Address 2	Jalan Saleh Muar	City	Muar *
Address 3		State	Johor *
Contact Number (Office)		Postcode	84000 *
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
Supplying Facility PTJ CODE	09040 *		

Figure 3.2.1-4 Delivery Site To

**STEP 5**

Enter **Delivery Site Code**

**STEP 6**

Enter **Delivery Site Name** and **Address 1**

**STEP 7**

Enter **City**

**STEP 8**

Select **State** from drop down box

**STEP 9**

Enter **Postcode**

**STEP 10**

Enter **PTJ Code**

**Note**

Enter information into below field (optional):

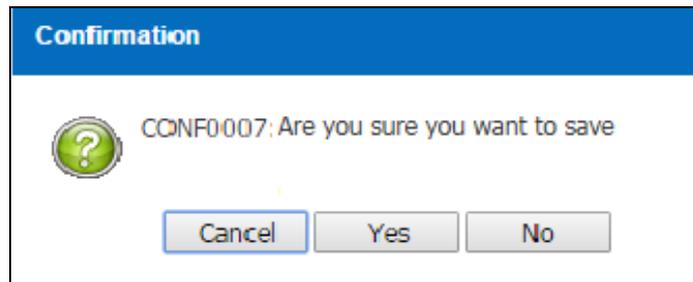
- **Contact Person**
- **Email**
- **Address 2**
- **Address 3**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Country**
- **Remarks**

**STEP 11**

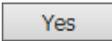
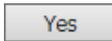
Click on the  button to save the record

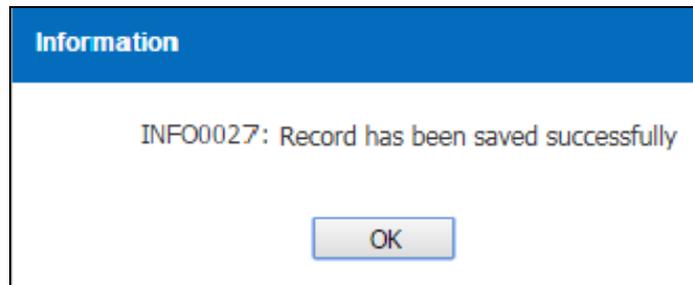
**Note**

- System will display a Confirmation Message as Figure 3.2.1-5

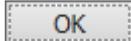


**Figure 3.2.1-5 Confirmation Message**

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.2.1-6

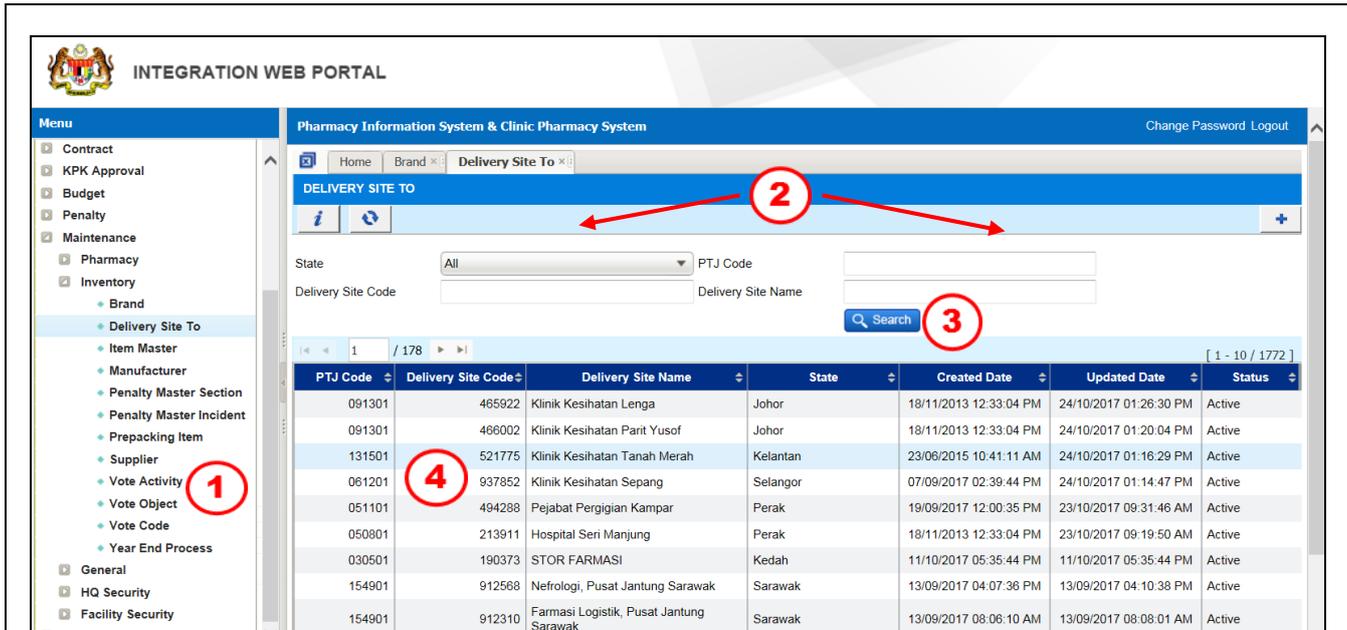


**Figure 3.2.1-6 Information Message**

- Click on the  button to confirmed the record

### 3.2.2. Modify Delivery Site To

To Modify Delivery Site To records, perform the steps below:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' sidebar with 'Maintenance' > 'Inventory' > 'Delivery Site To' highlighted (1). The main area is titled 'Pharmacy Information System & Clinic Pharmacy System' and contains a 'DELIVERY SITE TO' header (2). Below the header are search filters for 'State' (set to 'All'), 'PTJ Code', 'Delivery Site Code', and 'Delivery Site Name', along with a 'Search' button (3). A table below displays a list of records with columns: PTJ Code, Delivery Site Code, Delivery Site Name, State, Created Date, Updated Date, and Status. The record with PTJ Code 061201 and Delivery Site Code 937852 is selected (4).

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
091301	465922	Klinik Kesihatan Lenga	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:26:30 PM	Active
091301	466002	Klinik Kesihatan Parit Yusof	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:20:04 PM	Active
131501	521775	Klinik Kesihatan Tanah Merah	Kelantan	23/06/2015 10:41:11 AM	24/10/2017 01:16:29 PM	Active
061201	937852	Klinik Kesihatan Sepang	Selangor	07/09/2017 02:39:44 PM	24/10/2017 01:14:47 PM	Active
051101	494288	Pejabat Pergigian Kampar	Perak	19/09/2017 12:00:35 PM	23/10/2017 09:31:46 AM	Active
050801	213911	Hospital Seri Manjung	Perak	18/11/2013 12:33:04 PM	23/10/2017 09:19:50 AM	Active
030501	190373	STOR FARMASI	Kedah	11/10/2017 05:35:44 PM	11/10/2017 05:35:44 PM	Active
154901	912568	Nefrologi, Pusat Jantung Sarawak	Sarawak	13/09/2017 04:07:36 PM	13/09/2017 04:10:38 PM	Active
154901	912310	Farmasi Logistik, Pusat Jantung Sarawak	Sarawak	13/09/2017 08:06:10 AM	13/09/2017 08:08:01 AM	Active

Figure 3.2.2-1 Delivery Site To Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

#### STEP 2

Search existing record by entering:

- **State**
- **PTJ Code**
- **Delivery Site Code**
- **Delivery Site Name**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

Assignment of DST <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">5</span>			
Delivery ID	89531_*	Status	Inactive
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar*	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar*	Email	
Address 2	Jalan Salleh Muar	City	Muar*
Address 3		State	Johor*
Contact Number (Office)		Postcode	84000*
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
Supplying Facility PTJ CODE	090401*		

Figure 3.2.2-2 Delivery Site To

**STEP 5**

Click on the  button to edit the record

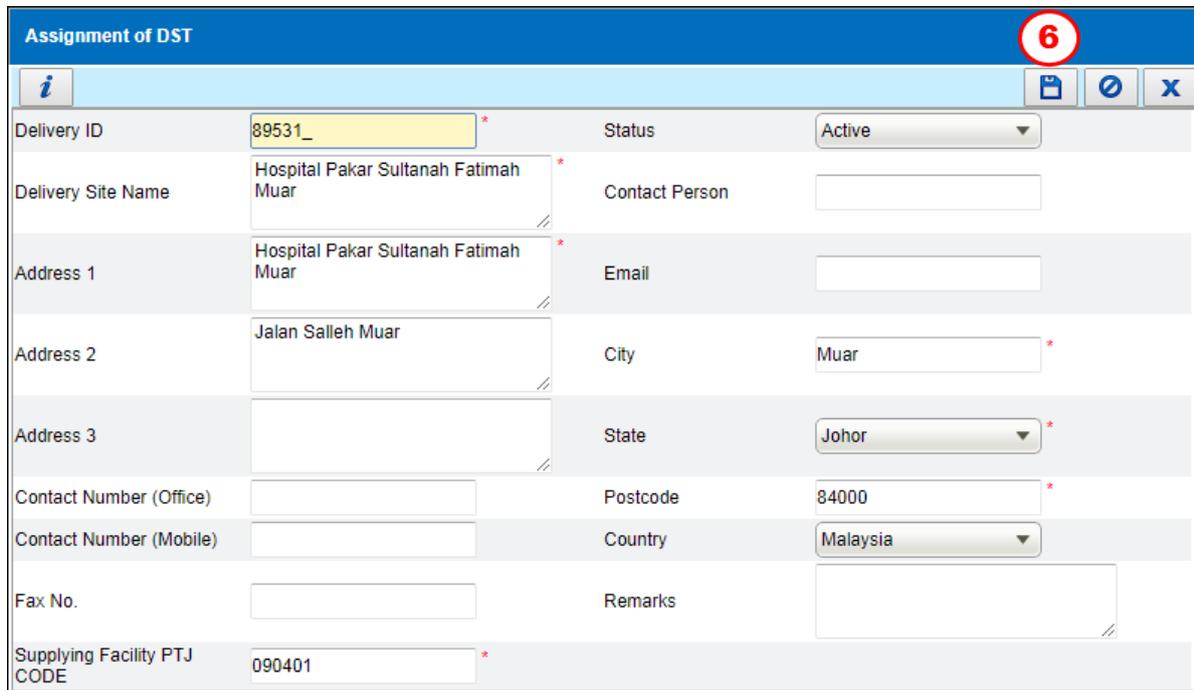
Assignment of DST			
Delivery ID	89531_*	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar*	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar*	Email	
Address 2	Jalan Salleh Muar	City	Muar*
Address 3		State	Johor*
Contact Number (Office)		Postcode	84000*
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
Supplying Facility PTJ CODE	090401*		

Figure 3.2.2-3 Delivery Site To

**Note**

User is allow to edit:

- **Delivery Site Code**
- **Delivery Site Name**
- **Status**
- **Contact Person**
- **Email**
- **Address 1**
- **Address 2**
- **Address 3**
- **City**
- **State**
- **Postcode**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Country**
- **PTJ Code**
- **Remarks**



The screenshot shows a web form titled "Assignment of DST" with a red circle containing the number "6" in the top right corner. The form contains the following fields:

Delivery ID	89531_*	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar*	Contact Person	<input type="text"/>
Address 1	Hospital Pakar Sultanah Fatimah Muar*	Email	<input type="text"/>
Address 2	Jalan Salleh Muar	City	Muar*
Address 3		State	Johor*
Contact Number (Office)	<input type="text"/>	Postcode	84000*
Contact Number (Mobile)	<input type="text"/>	Country	Malaysia
Fax No.	<input type="text"/>	Remarks	<input type="text"/>
Supplying Facility PTJ CODE	090401*		

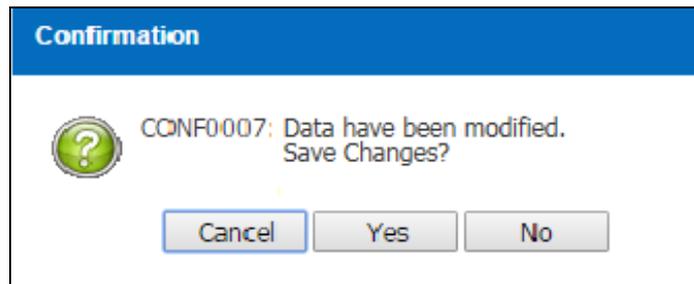
**Figure 3.2.2-4 Delivery Site To**

**STEP 6**

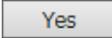
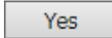
Click on the  button to save the edited record

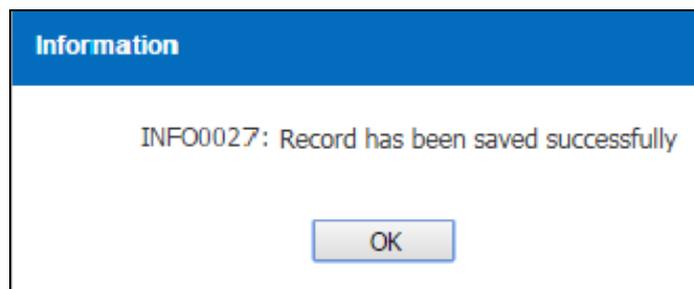
**Note**

- System will display a Confirmation Message as Figure 3.2.2-5



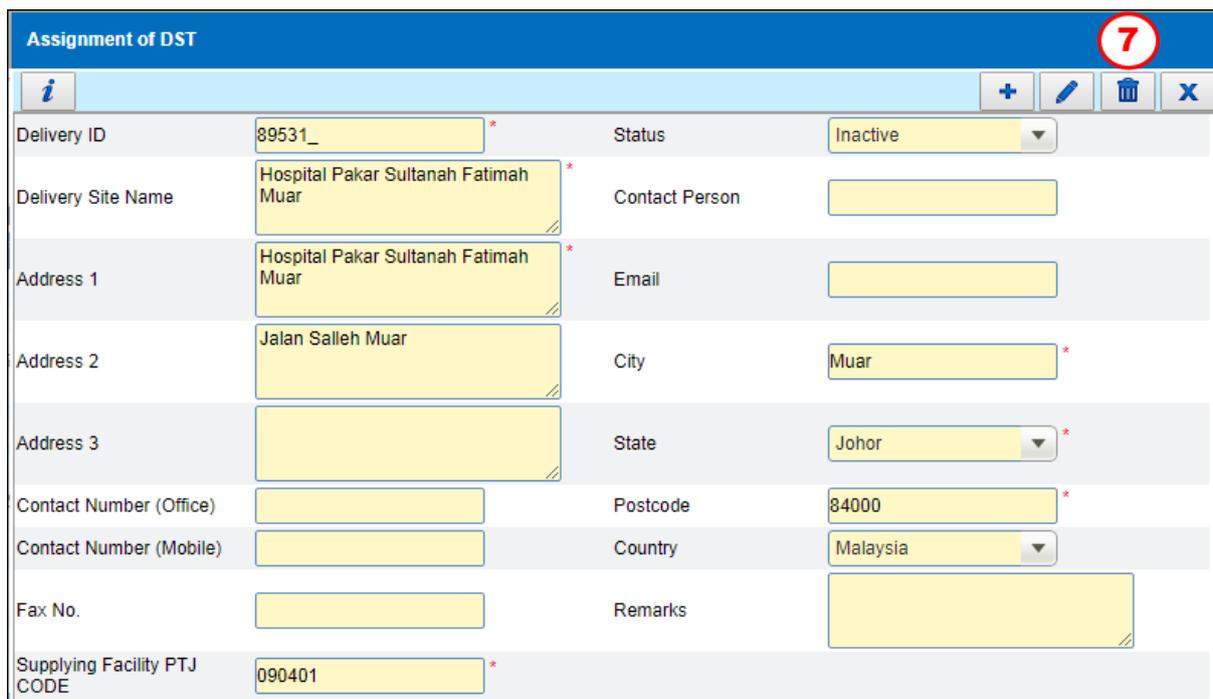
**Figure 3.2.2-5 Confirmation Message**

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.2.2-6



**Figure 3.2.2-6 Information Message**

- Click on the  button to confirmed the edited record



Assignment of DST			
Delivery ID	89531_*	Status	Inactive
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar*	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar*	Email	
Address 2	Jalan Salleh Muar	City	Muar*
Address 3		State	Johor*
Contact Number (Office)		Postcode	84000*
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
Supplying Facility PTJ CODE	090401*		

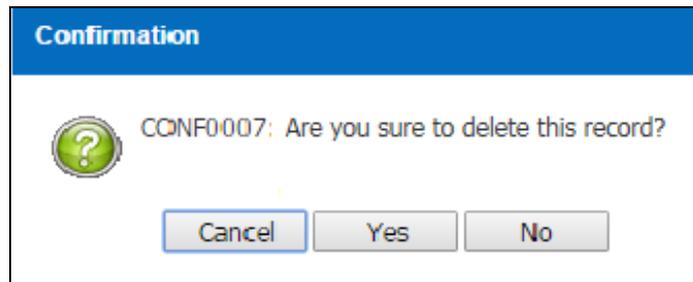
**Figure 3.2.2-7 Delivery Site To**

**STEP 7**

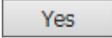
Click on the  button to delete the record

**Note**

- System will display a Confirmation Message as Figure 3.2.2-8



**Figure 3.2.2-8 Confirmation Message**

- Click on the  button to delete the record
- The status of the record will be **Inactive**

### 3.3. Item Master

#### 3.3.1. Create New Item Master

To Create New Item Master records, perform the steps below:

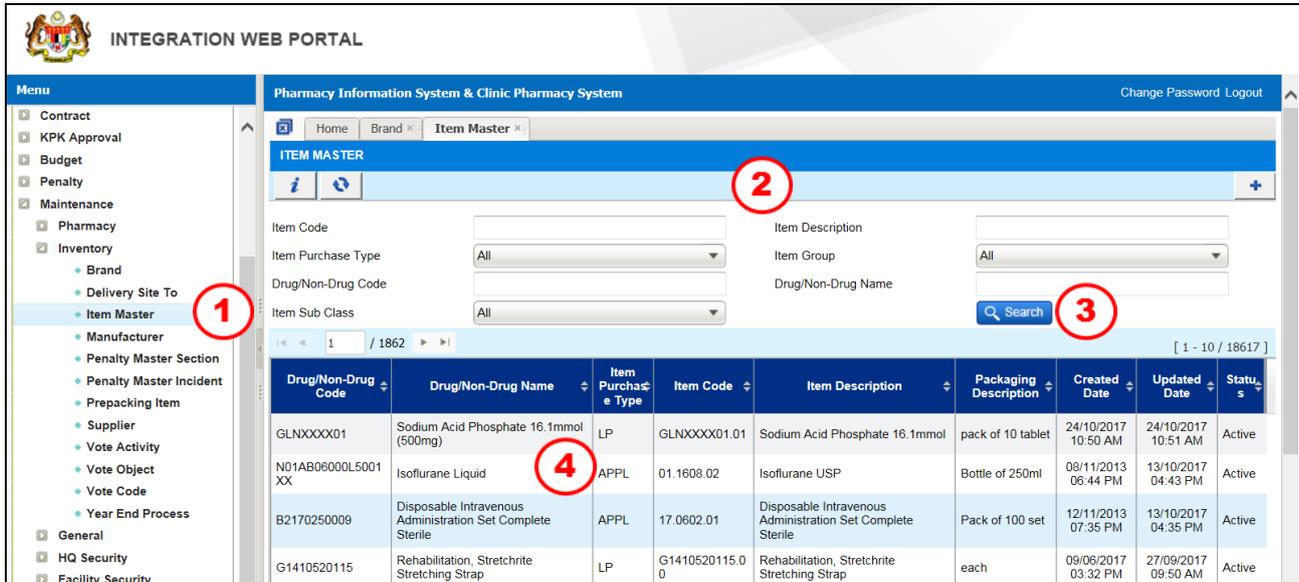


Figure 3.3.1-1 Item Master listing Page

#### STEP 1

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

#### STEP 2

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

No	Field	Description	Remarks
a	Item Code	Enter Item Code	Free text field
b	Item Description	Enter Item Description	Free text field
c	Item Purchase Type	Search by: - All - APPL - LP - Contract	Able to filter and search record(s)
d	Item Group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
e	Drug/Non-Drug Code	Enter Drug/Non-Drug Code	Free text field
f	Drug/Non-Drug Name	Enter Drug/Non-Drug Description	Free text field
g	Item Sub Class	Search Item Sub Class based on selected Item Group	Able to filter and search record(s)

Table 3.3.1-1

#### STEP 3

Click on the button after key in the criteria

#### STEP 4

Double click on the selected record and the details will be displayed as Figure 3.3.1-2



Item Master

Drug/Non-Drug Information

Item Group	DRUG	List Type	A/KK
Drug/Non-Drug Code	C08DA01110P3001XX	Drug/Non-Drug Name	Verapamil HCl 5mg/2ml Injection
Item Sub Class	Injectables		

Item Information

Item Purchase Type	LP	Item Status	Active
Item Code	C08DA01110P3001XX.02	Item Description	Verapamil HCl 5mg/2ml Injection
SKU	amp	SKU Description	ampoule
PKU	box	PKU Description	box
Conversion Factor	5	Min Order Qty	1
Packaging Description	Box of 5 amp	Remarks	
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	No
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	
Emergency Item	<input type="checkbox"/>	Alternate UOM	
		Without eP Integration	No

Item Brand

Brand Code	Brand Name	Manufacturer Name	Default	Status
U075	NO BRAND	Manufacturer Unknown	No	Active
O079	ORION	Orion (FINLAND)	No	Active

Figure 3.3.1-2 Item Master

**Note**



Click on the to close the Transaction Detail screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

ITEM MASTER

Item Code		Item Description	
Item Purchase Type	All	Item Group	All
Drug/Non-Drug Code		Drug/Non-Drug Name	
Item Sub Class	All		

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
GLNXXXX01	Sodium Acid Phosphate 16.1mmol (500mg)	LP	GLNXXXX01.01	Sodium Acid Phosphate 16.1mmol	pack of 10 tablet	24/10/2017 10:50 AM	24/10/2017 10:51 AM	Active
N01AB06000L5001XX	Isoflurane Liquid	APPL	01.1608.02	Isoflurane USP	Bottle of 250ml	08/11/2013 06:44 PM	13/10/2017 04:43 PM	Active
B2170250009	Disposable Intravenous Administration Set Complete Sterile	APPL	17.0602.01	Disposable Intravenous Administration Set Complete Sterile	Pack of 100 set	12/11/2013 07:35 PM	13/10/2017 04:35 PM	Active
G1410520115	Rehabilitation, Stretchrite Stretching Strap	LP	G1410520115.00	Rehabilitation, Stretchrite Stretching Strap	each	09/08/2017 03:32 PM	27/09/2017 09:50 AM	Active

Figure 3.3.1-3 Item Master listing Page

**STEP 5**

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

**STEP 6**

Click on the button to create a new record and Item Master screen will be displayed as Figure 3.3.1-4

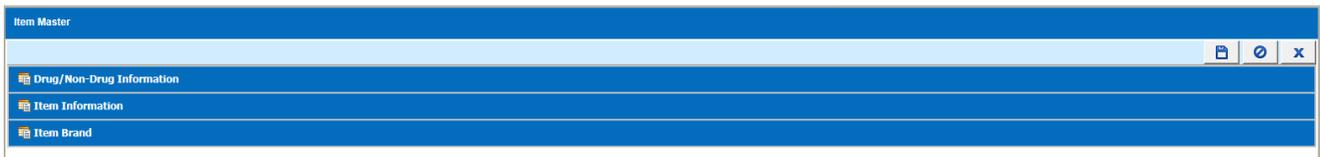


Figure 3.3.1-4 Item Master

**Note**

There are 4 sections in a new Item Master screen:

- i. Drug/Non-Drug Description
- ii. Item Information
- iii. AP Item Price : this section for item under APPL only
- iv. Item Brand

**Drug/Non Drug Information Section**

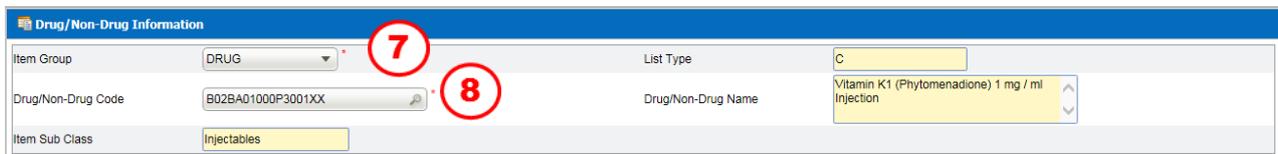


Figure 3.3.1-5 Drug/Non-Drug Information

**STEP 7**

Select **Item Group** from drop down box:

- **Drug**
- **Non-Drug**

**STEP 8**

Click on the **Drug/Non-Drug Code**  button and Search Item window will be displayed as shown in Figure 3.3.1-6

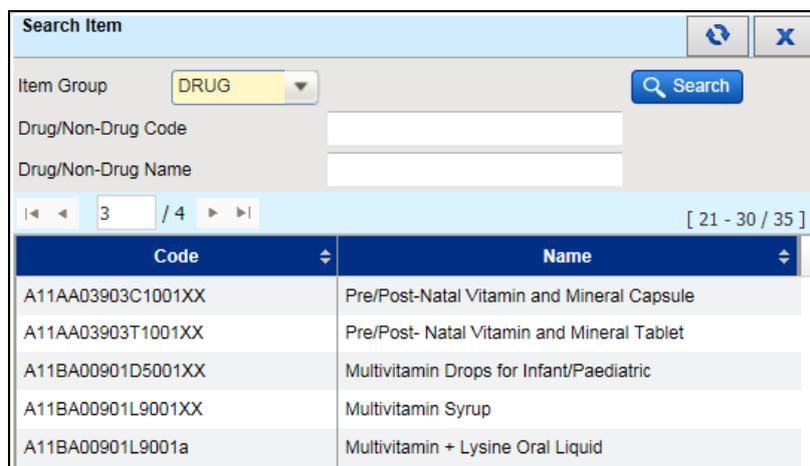
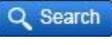


Figure 3.3.1-6 Search Item

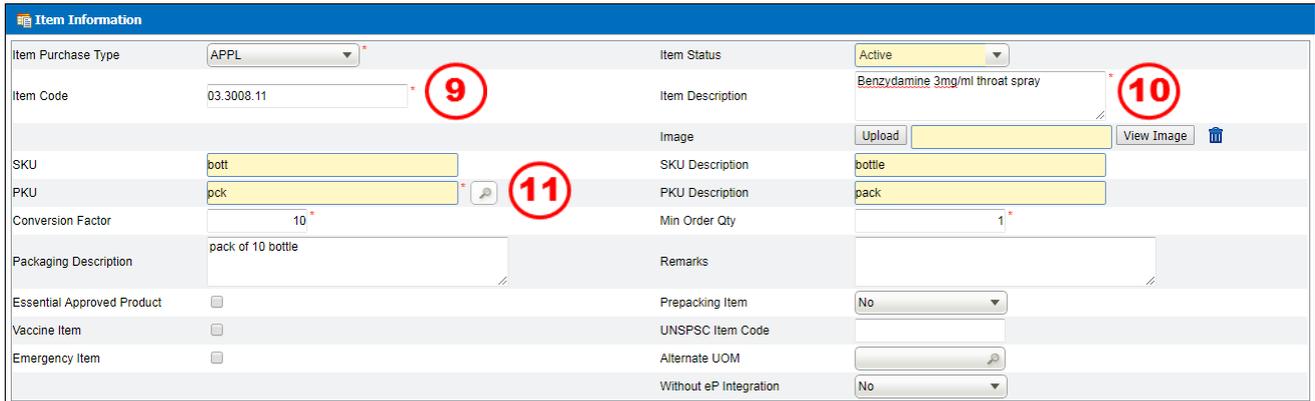
**Note**

- User is allowed to enter partially or fully criteria for **Drug/Non-Drug Code** and **Drug/Non-Drug Name**. Then click on the  button
- Double click on the selected **Code/Name**

**Note**

- **Item Sub Class, List Type and Drug/Non-Drug Name** will automatically displayed after selecting **Drug/Non-Drug Code**

**Item Information Section**



The screenshot shows the 'Item Information' form with the following fields and values:

- Item Purchase Type: APPL (Field 9)
- Item Status: Active
- Item Code: 03.3008.11 (Field 9)
- Item Description: Benzylamine 3mg/ml throat spray (Field 10)
- SKU: bott (Field 11)
- SKU Description: bottle (Field 11)
- PKU: pck (Field 11)
- PKU Description: pack (Field 11)
- Conversion Factor: 10
- Min Order Qty: 1
- Packaging Description: pack of 10 bottle
- Remarks: (empty)
- Essential Approved Product:
- Vaccine Item:
- Emergency Item:
- Prepacking Item: No
- UNSPSC Item Code: (empty)
- Alternate UOM: (empty)
- Without eP Integration: No

**Figure 3.3.1-7 Item Information**

**Note**

- *Item Purchase Type* is automatically display based on the selected **Drug/Non-Drug Name**
- **SKU** and **SKU Description** will be based on the selected **Drug/Non-Drug Name**

**STEP 9**

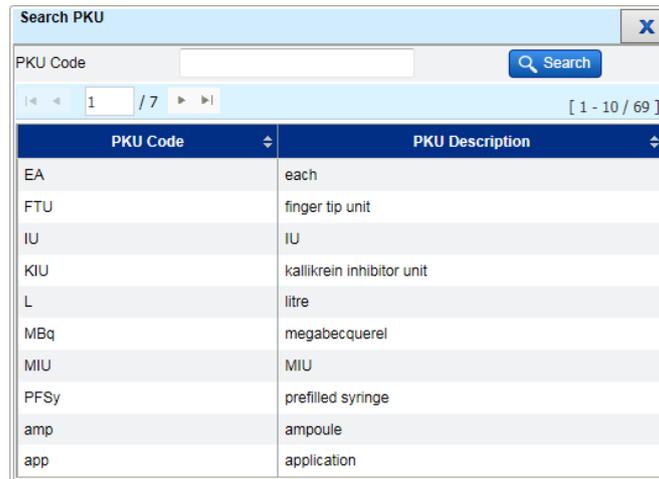
Enter **Item Code**

**STEP 10**

Enter **Item Descripton**

**STEP 11**

Click on the **PKU**  button and Search PKU window will be displayed as shown in Figure 3.3.1-8



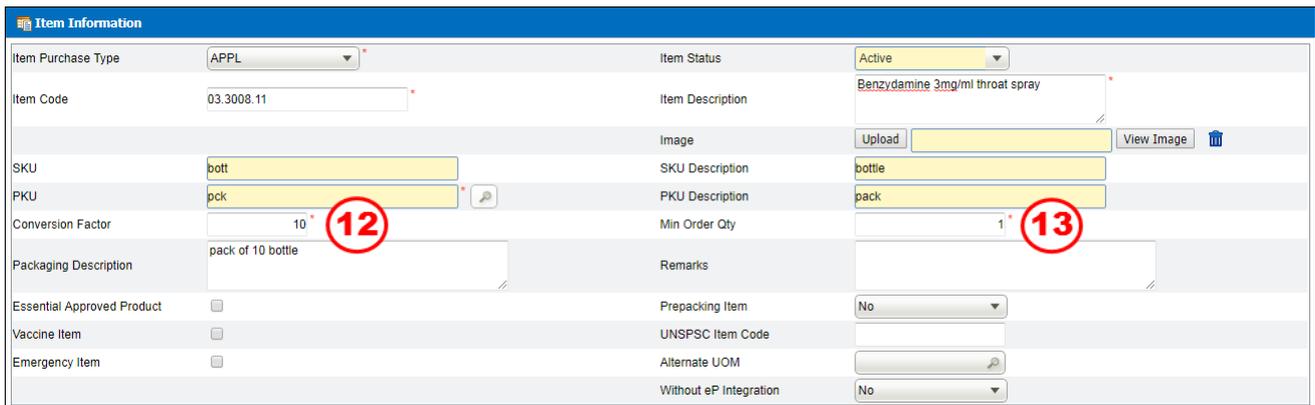
The 'Search PKU' window displays a search bar for 'PKU Code' and a 'Search' button. Below the search bar is a table with the following data:

PKU Code	PKU Description
EA	each
FTU	finger tip unit
IU	IU
KIU	kallikrein inhibitor unit
L	litre
MBq	megabecquerel
MIU	MIU
PFSy	prefilled syringe
amp	ampoule
app	application

**Figure 3.3.1-8 Search PKU**

**Note**

- User is allowed to enter partially or fully criteria for **PKU Code**. Then click on the  button
- Double click on the selected **PKU Code**



Item Purchase Type	APPL	Item Status	Active
Item Code	03.3008.11	Item Description	Benzydamine 3mg/ml throat spray
SKU	bott	SKU Description	bottle
PKU	pck	PKU Description	pack
Conversion Factor	10	Min Order Qty	1
Packaging Description	pack of 10 bottle	Remarks	
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	No
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	
Emergency Item	<input type="checkbox"/>	Alternate UOM	
		Without eP Integration	No

Figure 3.3.1-9 Item Information

**STEP 12**

Enter **Conversion Factor**

**Note**

**Packaging Description** will be filled based on entered **Conversion Factor**

**STEP 13**

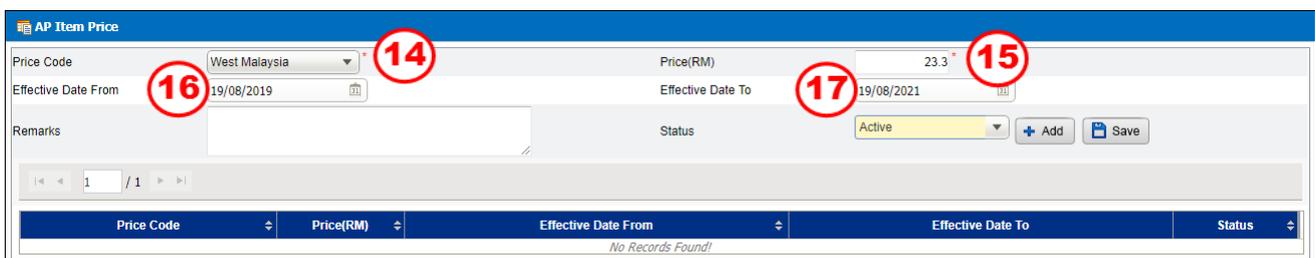
Enter **Min Order Qty**

**Note**

Enter information into below field (optional):

- **Remarks**
- **Packaging Item**
- **Essential Approved Product**
- **Emergency Item**
- **Vaccine Item**

**AP Item Price Section**



Price Code	West Malaysia	Price(RM)	23.3
Effective Date From	19/08/2019	Effective Date To	19/08/2021
Remarks		Status	Active

No Records Found!

Figure 3.3.1-10 AP Item Price

**Note**

AP Item Price section only will appears if the item selected is under APPL item

**STEP 14**

Select **Price Code** from drop down box:

- East Malaysia
- West Malaysia

**STEP 15**

Enter **Price (RM)**

**STEP 16**

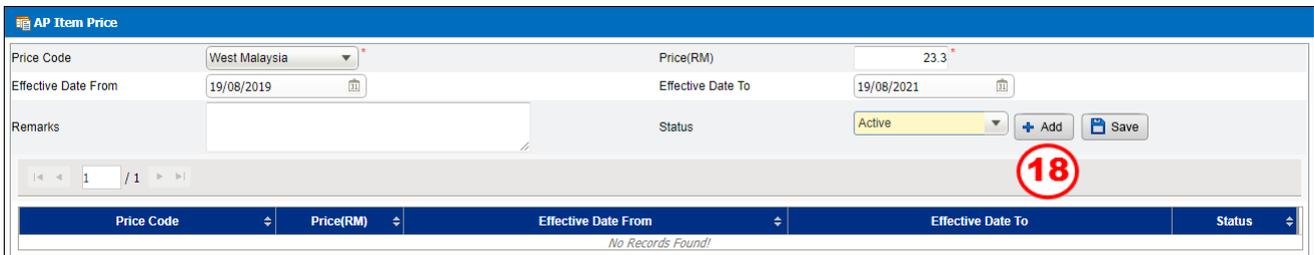
Select **Effective Date From**

**Note**

System allow to add price for future effective date from, as long as the date is not overlap with existing price record

**STEP 17**

Select **Effective Date To**



AP Item Price

Price Code: West Malaysia Price(RM): 23.3

Effective Date From: 19/08/2019 Effective Date To: 19/08/2021

Remarks: Status: Active

+ Add Save

1 / 1

Price Code Price(RM) Effective Date From Effective Date To Status

No Records Found!

Figure 3.3.1-11 AP Item Price

**Note**

Enter **Remarks** (optional)

**STEP 18**

Click on the  button to add the AP Item Price into the Price List

**Note**

User can add more than 1 AP Item Price by repeating **STEP 14** to **STEP 18**

**Item Brand Section**



Item Brand

+ 19

1 / 1

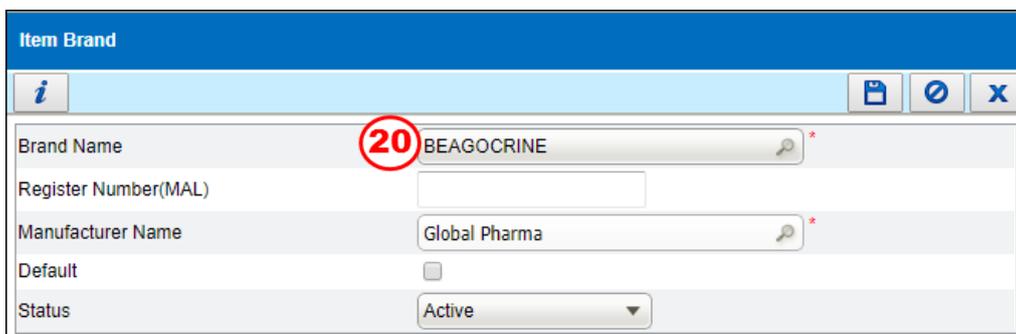
Brand Code Brand Name Manufacturer Name Default

No Records Found!

Figure 3.3.1-12 Item Brand

**STEP 19**

Click on the  button and Item Brand screen will be displayed as Figure 3.1.1-13



Item Brand

i Save Refresh Close

Brand Name: BEAGOCRINE

Register Number(MAL):

Manufacturer Name: Global Pharma

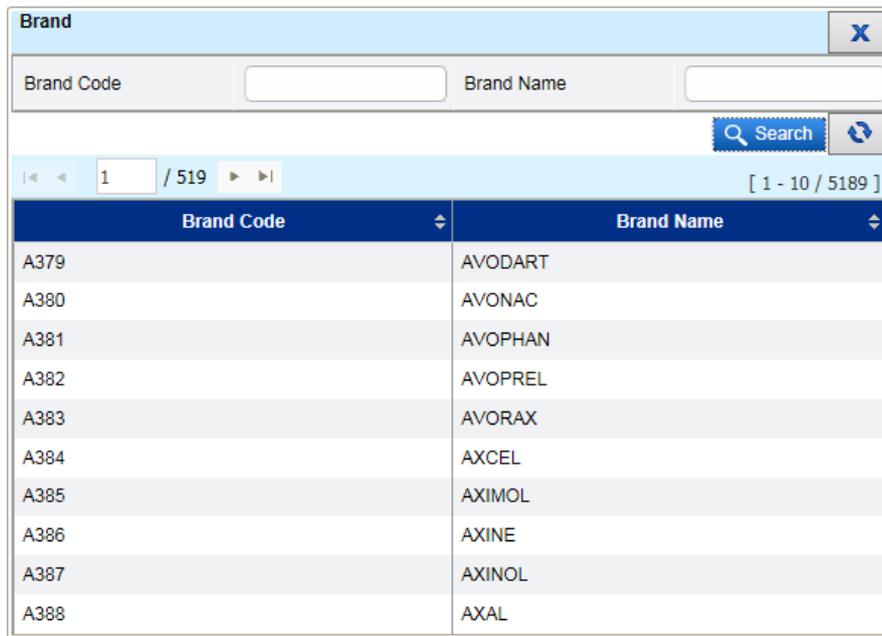
Default:

Status: Active

Figure 3.3.1-13 Item Brand

**STEP 20**

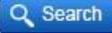
Click on the **Brand Name**  button and Brand window will be displayed as Figure 3.3.1-14

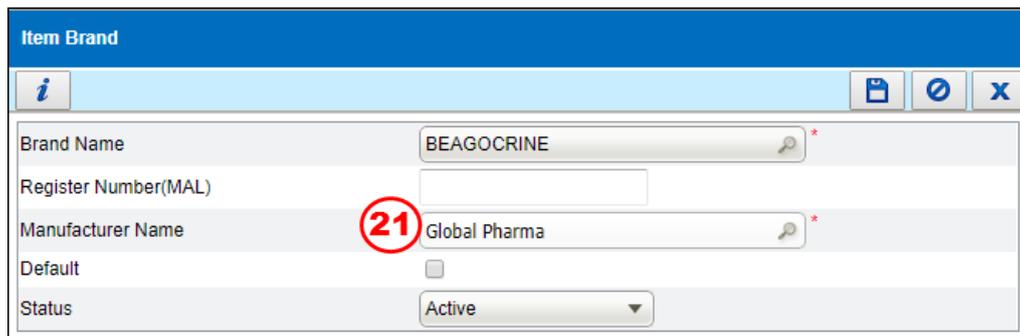


Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

Figure 3.3.1-14 Brand

**Note**

- User is allowed to enter partially or fully criteria for **Brand Code** and/or **Brand Name**. Then click on the  button
- Double click on the selected **Brand Code**



Brand Name	BEAGOCRINE
Register Number(MAL)	
Manufacturer Name	Global Pharma
Default	<input type="checkbox"/>
Status	Active

Figure 3.3.1-15 Item Brand

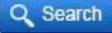
**STEP 21**

Click on the **Manufacturer Name**  button and Manufacturer window will be displayed as Figure 3.3.1-16

Manufacturer	
Code	Manufacturer Name
M0204	Ep Plus Group Sdn. Bhd.
M0219	First Pharmaceutical Sdn. Bhd.
M0220	Firstline Pharmaceuticals Sdn Bhd
M0234	Genesis Pharma Sdn.Bhd.
M0236	Genzyme Corporation
M0237	Germax Sdn. Bhd.
M0241	GlaxoSmithKline (GSK).
M0243	Glenmark Pharmaceuticals
M0244	Global Pharma
M0246	Golden Hope

Figure 3.3.1-16 Manufacturer

**Note**

- User is allowed to enter partially or fully criteria for **Code** and/or **Manufacturer Name**. Then click on the  button
- Double click on the selected **Manufacturer**

Item Brand	
Brand Name	BEAGOCRINE *
Register Number(MAL)	
Manufacturer Name	Global Pharma *
Default	<input type="checkbox"/>
Status	Active

Figure 3.3.1-17 Item Brand

**Note**

- **Register Number(MAL)** is an optional field
- User can click on the **Default**  checked box to make the Brand as a default Brand

**STEP 22**

Click on the  button to save the record

**Note**

Once save, the record will be updated on the **Brand Section** as Figure 3.3.1-18

Item Brand			
Brand Code	Brand Name	Manufacturer Name	Default
A380	AVONAC	First Pharmaceutical Sdn. Bhd.	No

Figure 3.3.1-18 Item Brand

**Note**

User is allow to add more than 1 Brand by repeating **STEP 19** to **STEP 22**

23

**Drug/Non-Drug Information**

Item Group	DRUG	List Type	A*
Drug/Non-Drug Code	A01AD02110A4201XX	Drug/Non-Drug Name	Benzydamine 3mg/ml throat spray
Item Sub Class	External Preparation		

**Item Information**

Item Purchase Type	APPL	Item Status	Active
Item Code	03.3008.11	Item Description	Benzydamine 3mg/ml throat spray
SKU	bott	SKU Description	bottle
PKU	pck	PKU Description	pack
Conversion Factor	10	Min Order Qty	1
Packaging Description	pack of 10 bottle	Remarks	
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	No
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	
Emergency Item	<input type="checkbox"/>	Alternate UOM	
		Without eP Integration	No

**AP Item Price**

**Item Brand**

Figure 3.3.1-19 Item Master

**STEP 23**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.3.1-20

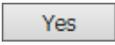
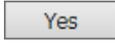
**Confirmation**

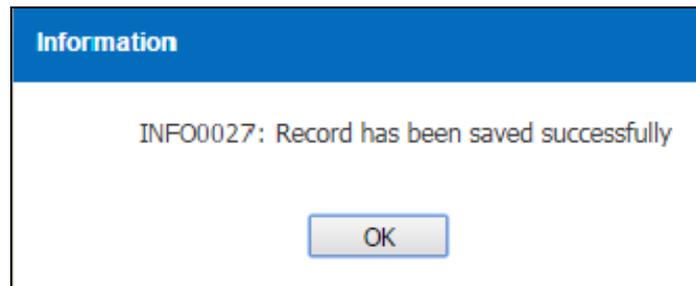


CONF0007: Are you sure you want to save

Cancel
Yes
No

Figure 3.3.1-20 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.3.1-21

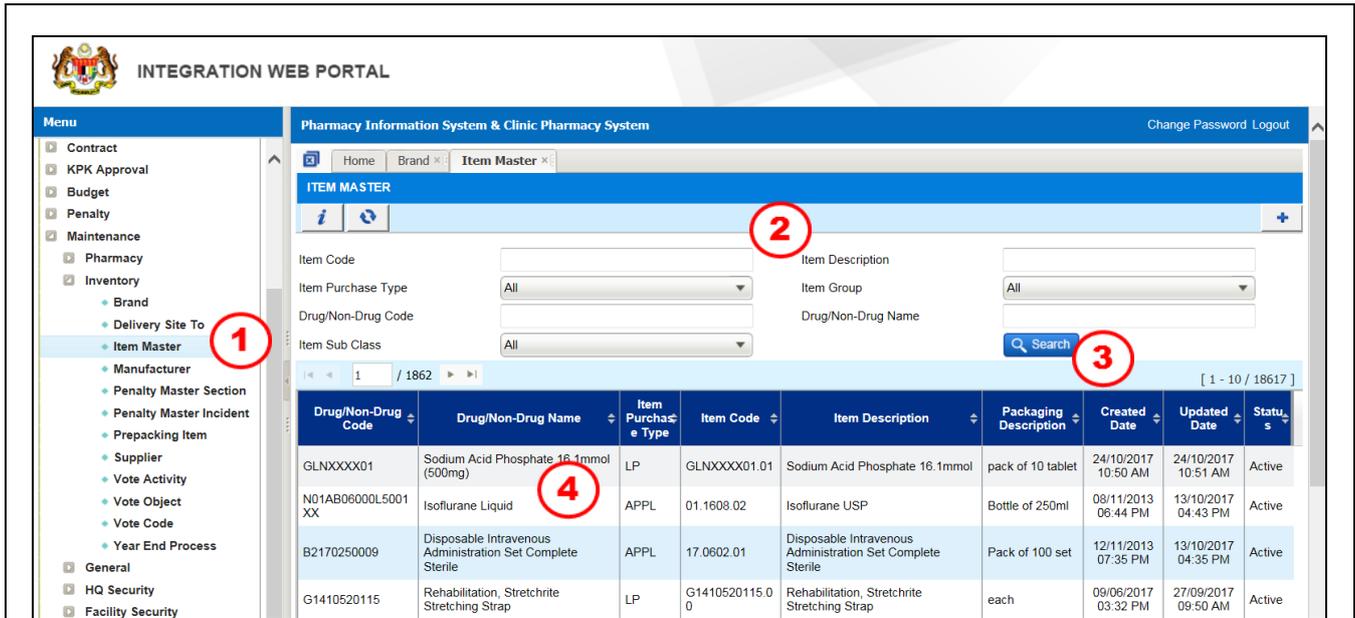


**Figure 3.3.1-21 Information Message**

- Click on the  button to confirmed the record

### 3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
GLNXXXX01	Sodium Acid Phosphate 16.1mmol (500mg)	LP	GLNXXXX01.01	Sodium Acid Phosphate 16.1mmol	pack of 10 tablet	24/10/2017 10:50 AM	24/10/2017 10:51 AM	Active
N01AB06000L5001XX	Isoflurane Liquid	APPL	01.1608.02	Isoflurane USP	Bottle of 250ml	08/11/2013 06:44 PM	13/10/2017 04:43 PM	Active
B2170250009	Disposable Intravenous Administration Set Complete Sterile	APPL	17.0602.01	Disposable Intravenous Administration Set Complete Sterile	Pack of 100 set	12/11/2013 07:35 PM	13/10/2017 04:35 PM	Active
G1410520115	Rehabilitation, Stretchrite Stretching Strap	LP	G1410520115.00	Rehabilitation, Stretchrite Stretching Strap	each	09/06/2017 03:32 PM	27/09/2017 09:50 AM	Active

Figure 3.3.2-1 Item Master Listing Page

#### STEP 1

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

#### STEP 2

Search existing record by entering the necessary searching field

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

**Item Master** 5

+   ✎   🗑   ✕

☰ Drug/Non-Drug Information

Item Group	DRUG	List Type	C
Drug/Non-Drug Code	M02AC00260G5001XX	Drug/Non-Drug Name	Methyl Salicylate 25% Ointment
Item Sub Class	External Preparation		

☰ Item Information

Item Purchase Type	APPL	Item Status	Active
Item Code	M02AC00260G5001-15	Item Description	Methyl Salicylate 25% Ointment
SKU	g	Image	Upload <input type="text"/> View Image
PKU	pck	SKU Description	gram
Conversion Factor	15	PKU Description	pack
Packaging Description	pck of 15 gram	Min Order Qty	1
Essential Approved Product	<input type="checkbox"/>	Remarks	
Vaccine Item	<input type="checkbox"/>	Prepacking Item	Yes
Emergency Item	<input type="checkbox"/>	UNSPSC Item Code	
		Alternate UOM	
		Without eP Integration	No

☰ AP Item Price

Figure 3.3.2-2 Item Master

**STEP 5**

Click on the  button to edit the record

**Note**

User is allow to edit:

a) **Item Information Section**

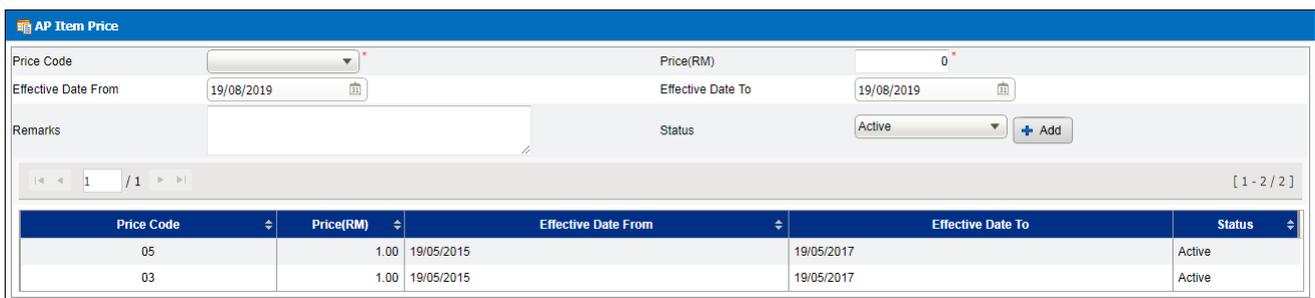
☰ Item Information

Item Purchase Type	APPL	Item Status	Active
Item Code	M02AC00260G5001-15	Item Description	Methyl Salicylate 25% Ointment
SKU	g	Image	Upload <input type="text"/> View Image
PKU	pck	SKU Description	gram
Conversion Factor	15	PKU Description	pack
Packaging Description	pck of 15 gram	Min Order Qty	1
Essential Approved Product	<input type="checkbox"/>	Remarks	
Vaccine Item	<input type="checkbox"/>	Prepacking Item	Yes
Emergency Item	<input type="checkbox"/>	UNSPSC Item Code	
		Alternate UOM	
		Without eP Integration	No

Figure 3.3.2-3 Item Information

- **Item Description**
- **Min Order Qty**
- **Remarks**
- **Prepacking Item**
- **Item Status**
- **Essential Approved Product, Emergency Item and Vaccine Item checkboxes**

b) **AP Item Price Section**



The screenshot shows the 'AP Item Price' form. It includes fields for Price Code, Price(RM), Effective Date From, Effective Date To, Remarks, and Status. A table below the form displays the current price and effective dates for two price codes.

Price Code	Price(RM)	Effective Date From	Effective Date To	Status
05	1.00	19/05/2015	19/05/2017	Active
03	1.00	19/05/2015	19/05/2017	Active

Figure 3.3.2-4 AP Item Price

- User is allowed to edit **Price(RM)** and **Effective Date To**

c) **Brand Section**

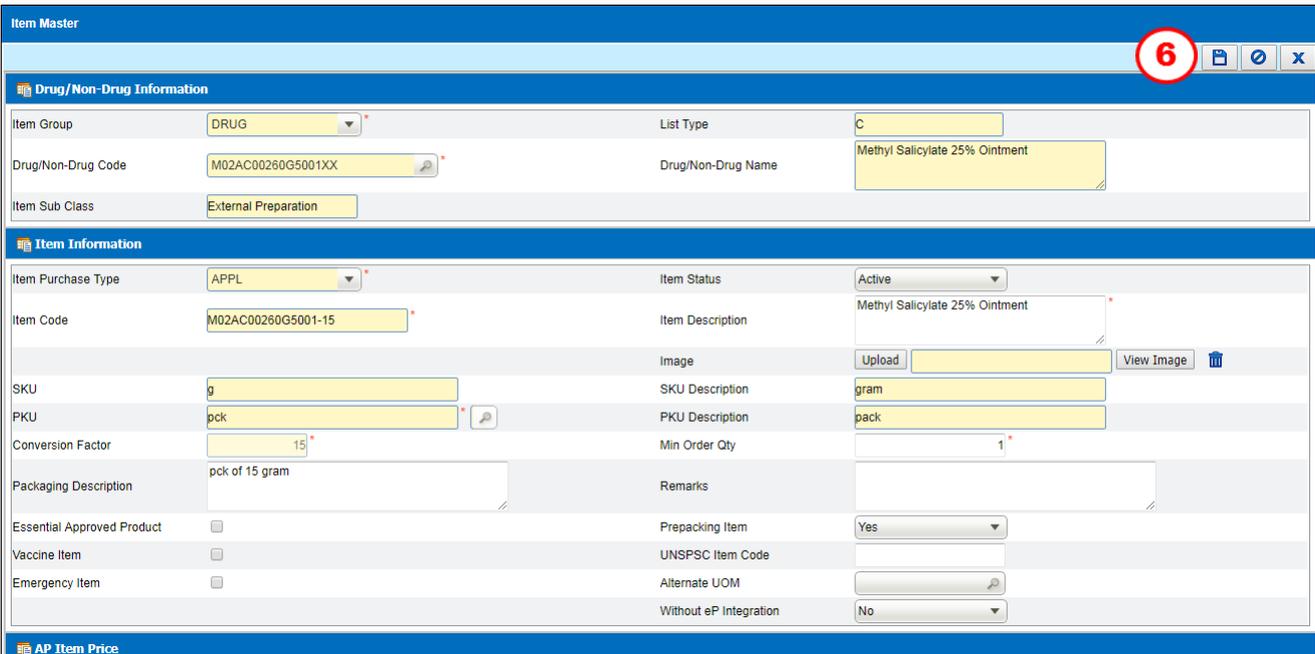


The screenshot shows the 'Item Brand' form. It includes a table with columns for Brand Code, Brand Name, Manufacturer Name, and Default.

Brand Code	Brand Name	Manufacturer Name	Default
U075	NO BRAND	Manufacturer Unknown	No
K092	KISAN	Duopharma (M) Sdn. Bhd.	Yes

Figure 3.3.2-5 Item Brand

- User is allowed to edit and add new Brand



The screenshot shows the 'Item Master' form. It is divided into two sections: 'Drug/Non-Drug Information' and 'Item Information'. A red circle with the number '6' highlights the save button in the top right corner. The 'Drug/Non-Drug Information' section includes fields for Item Group, List Type, Drug/Non-Drug Code, Drug/Non-Drug Name, and Item Sub Class. The 'Item Information' section includes fields for Item Purchase Type, Item Status, Item Code, Item Description, Image, SKU, SKU Description, PKU, PKU Description, Conversion Factor, Min Order Qty, Packaging Description, Remarks, Essential Approved Product, Vaccine Item, Emergency Item, Prepacking Item, UNSPSC Item Code, Alternate UOM, and Without eP Integration.

Figure 3.3.2-6 Item Master

**STEP 6**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.3.2-7

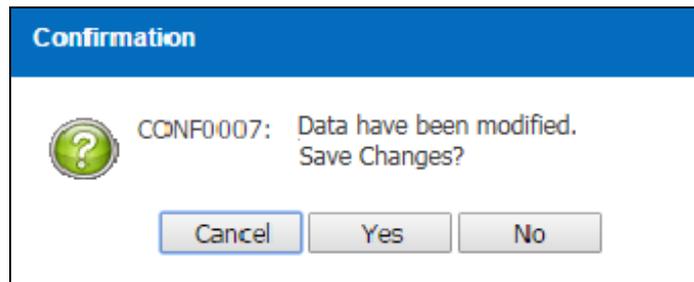
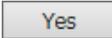
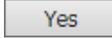


Figure 3.3.2-7 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.3.2-8

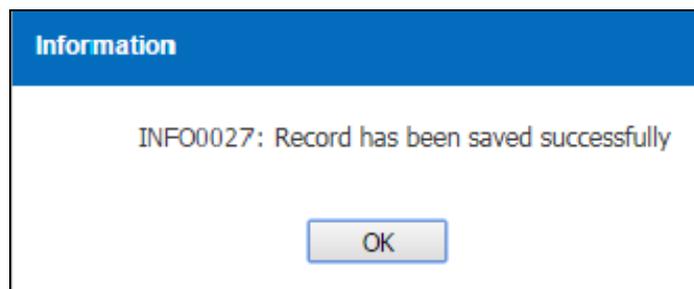
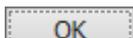


Figure 3.3.2-8 Information Message

- Click on the  button to confirmed the edited record

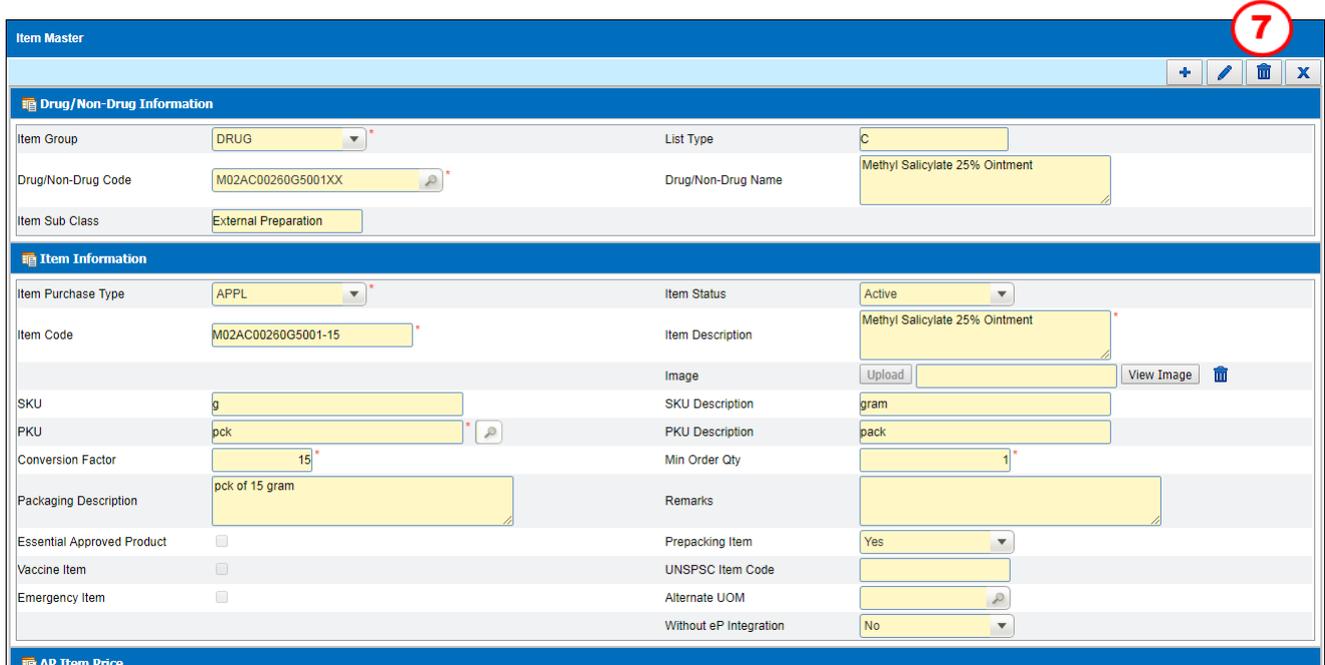


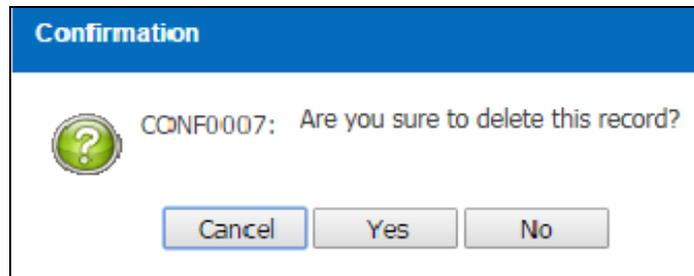
Figure 3.3.2-9 Item Master

### STEP 7

Click on the  button to delete the record

**Note**

- System will display a Confirmation Message as Figure 3.3.2-10
- Click on the  button to delete the record



**Figure 3.3.2-10 Confirmation Message**

- The status of the record will be **Inactive**

### 3.4. Manufacturer

#### 3.4.1. Create New Manufacturer

To create new Manufacturer records, perform the steps below:

Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
M0011	Abbott Biologicals	12/11/2013 09:05:00 PM	26/09/2017 10:35:55 AM	Active
M0006	Abbott Pharmaceutical	12/11/2013 09:05:00 PM	26/09/2017 10:35:35 AM	Active
MFG0001001	Vigilenz Medical Devices (duplicate)	29/09/2015 02:02:02 PM	26/09/2017 09:03:37 AM	Active
MFG0001301	MAZ-WIN JAYA TRADING SDN BHD	21/09/2017 10:23:16 AM	21/09/2017 10:25:38 AM	Active
MFG0001300	HALYARD	15/09/2017 04:10:30 PM	15/09/2017 04:11:13 PM	Active
MFG0001243	Neon Laboratories Ltd	05/04/2017 07:55:48 AM	15/09/2017 03:58:36 PM	Active
MFG0001299	Signature Pharma	15/09/2017 03:22:29 PM	15/09/2017 03:24:22 PM	Active
MFG0001298	Medi-Radiopharmacy Ltd	08/09/2017 10:08:34 AM	08/09/2017 10:08:55 AM	Active
MFG0001296	Dyamed Biotech	23/08/2017 09:51:28 AM	05/09/2017 11:15:27 AM	Active
MFG0001292	S.A.L.F. S.p.A. Laboratorio Farmacologico (SALF)	18/08/2017 03:53:17 PM	28/08/2017 11:08:43 AM	Active

Figure 3.4.1-1 Manufacturer Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer'

#### STEP 2

Search existing record by entering **Manufacturer Code** and/or **Manufacturer Name**

#### STEP 3

Click on the button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.4.1-2

Figure 3.4.1-2 Manufacturer

#### Note

Click on the button to close the screen

Figure 3.4.1-3 Manufacturer Listing Page

**STEP 4**

Click on the  button to create a new record and Manufacturer screen will be displayed as Figure 3.4.1-4

Figure 3.4.1-4 Manufacturer

**Note**

**Manufacturer Code** will be automatically generate by the system

**STEP 5**

Enter **Manufacturer Name**

**STEP 6**

Select **Country** from the drop down box

**Note**

Enter information into below field (optional):

- **Contact Person**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**

- State
- Contact Number (Office)
- Contact Number (Mobile)
- Fax No.
- Email
- Remarks

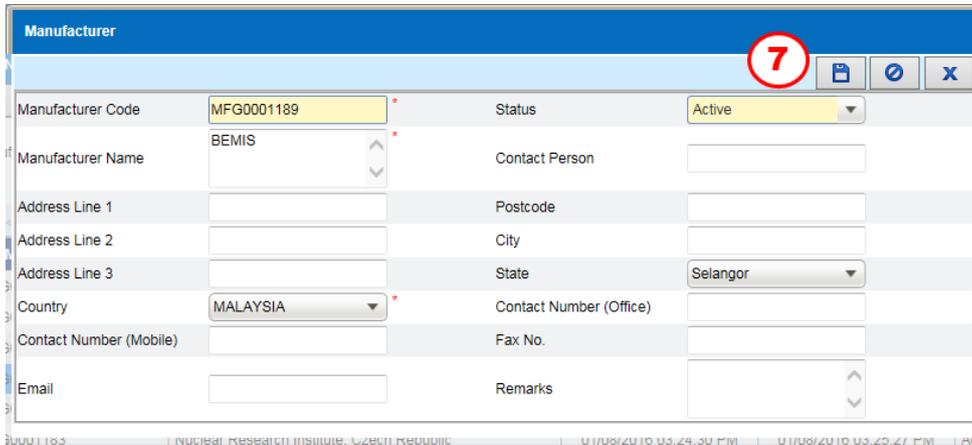


Figure 3.4.1-5 Manufacturer

#### STEP 7

Click on the  button to save the record

#### Note

- System will display a Confirmation Message as Figure 3.4.1-6

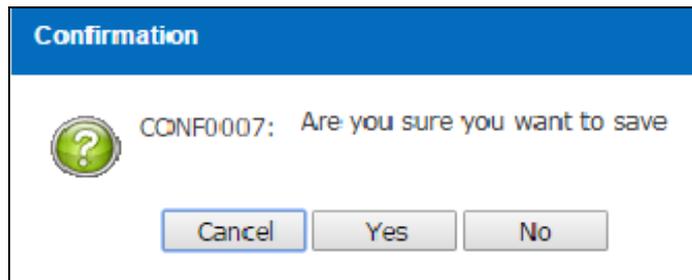
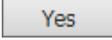
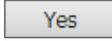


Figure 3.4.1-6 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.4.1-7

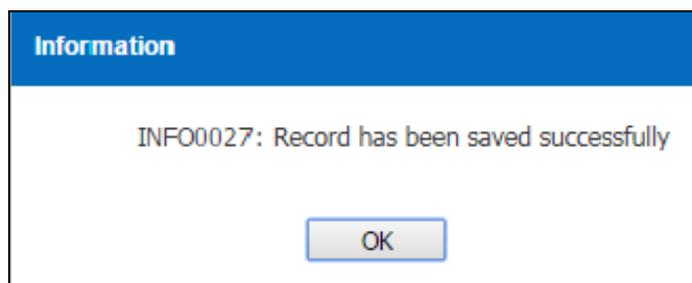


Figure 3.4.1-7 Information Message

- Click on the  button to confirmed the record

### 3.4.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:

Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
M0011	Abbott Biologicals	12/11/2013 09:05:00 PM	26/09/2017 10:35:55 AM	Active
M0006	Abbott Pharmaceutical	12/11/2013 09:05:00 PM	26/09/2017 10:35:35 AM	Active
MFG0001001	Vigilenz Medical Devices (duplicate)	29/09/2015 02:02:02 PM	26/09/2017 09:03:37 AM	Active
MFG0001301	MAZ-WIN JAYA TRADING SDN BHD	21/09/2017 10:23:16 AM	21/09/2017 10:25:38 AM	Active
MFG0001300	HALYARD	15/09/2017 04:10:30 PM	15/09/2017 04:11:13 PM	Active
MFG0001243	Neon Laboratories Ltd	05/04/2017 07:55:48 AM	15/09/2017 03:56:36 PM	Active
MFG0001299	Signature Pharma	15/09/2017 03:22:29 PM	15/09/2017 03:24:22 PM	Active
MFG0001298	Medi-Radiopharmacy Ltd	08/09/2017 10:08:34 AM	08/09/2017 10:08:55 AM	Active
MFG0001296	Dyamed Biotech	23/08/2017 09:51:28 AM	05/09/2017 11:15:27 AM	Active
MFG0001292	S.A.L.F. S.p.A. Laboratorio Farmacologico (SALF)	18/08/2017 03:53:17 PM	28/08/2017 11:08:43 AM	Active

Figure 3.4.2-1 Manufacturer Listing Page

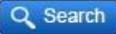
#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer'

#### STEP 2

Search existing record by entering **Manufacturer Code** and/or **Manufacturer Name**

#### STEP 3

Click on the  button and system will display the related record

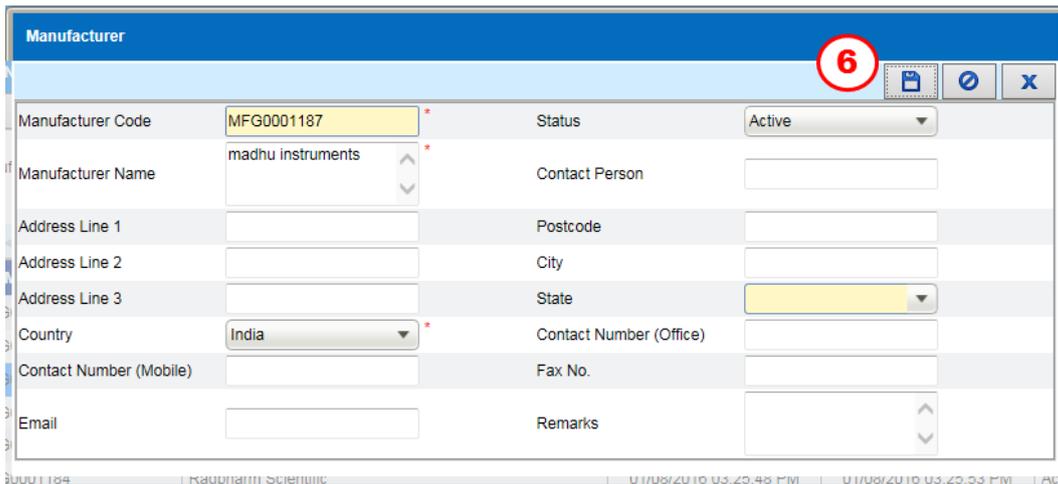
#### STEP 4

Click on the selected record

Figure 3.4.2-2 Manufacturer

#### STEP 5

Click on the  button to edit the record



**Figure 3.4.2-3 Manufacturer**

**Note**

User is allow to edit:

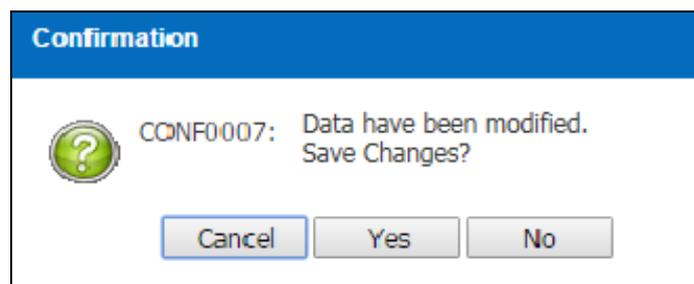
- **Manufacturer Name**
- **Contact Person**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**
- **Country**
- **State**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No.**
- **Email**
- **Remarks**
- **Status**

**STEP 6**

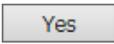
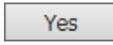
Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.4.2-4



**Figure 3.4.2-4 Confirmation Message**

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.4.2-5

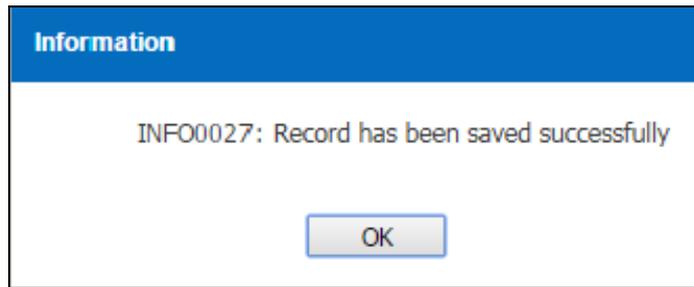
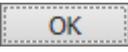


Figure 3.4.2-5 Information Message

- Click on the  button to confirmed the edited record

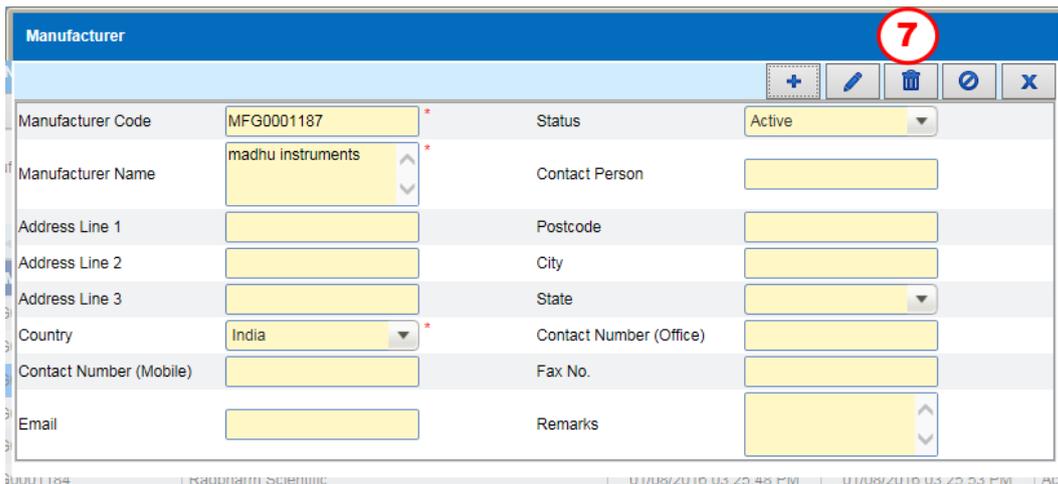


Figure 3.4.2-6 Manufacturer

### STEP 7

Click on the  button to delete the record

### Note

- System will display a Confirmation Message as Figure 3.4.2-7

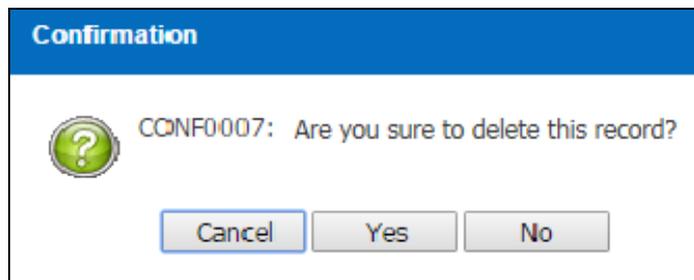
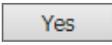


Figure 3.4.2-7 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

### 3.5. Penalty Master Section

#### 3.5.1. Create New Penalty Master Section

To Create New Penalty Master Section records, perform the steps below:

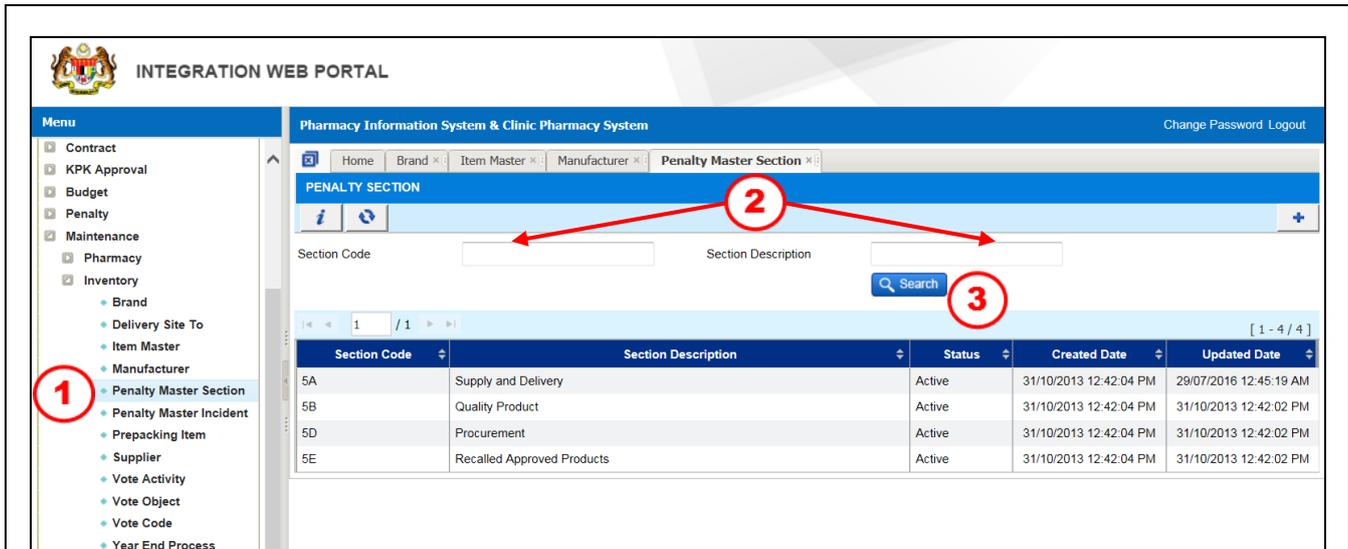


Figure 3.5.1-1 Penalty Master Section

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

#### STEP 2

Search existing record by entering **Section Code** and/or **Section Description**

#### STEP 3

Click on the  button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.5.1-2

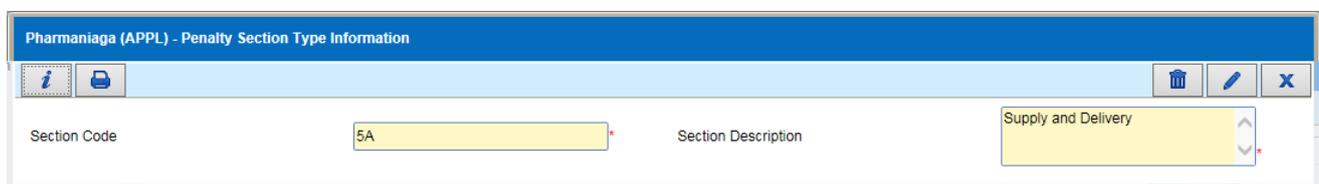


Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

#### Note

Click on the  button to close the screen

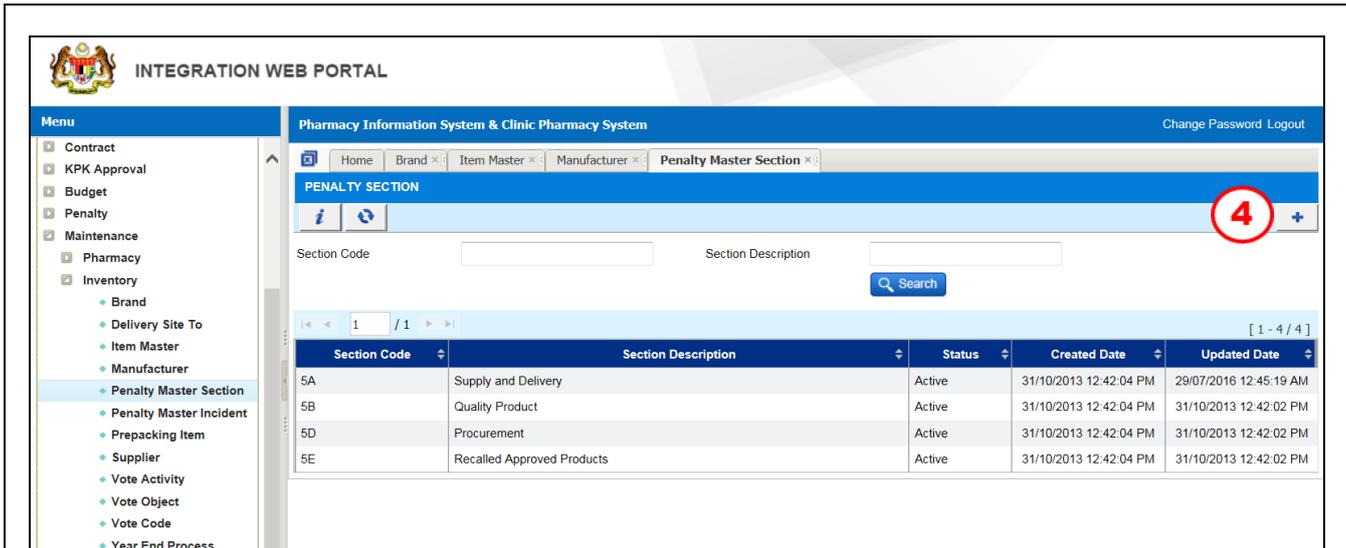


Figure 3.5.1-3 Penalty Master Section Listing Page

**STEP 4**



Click on the  button to create a new record and Pharmaniaga (APPL) – Penalty Section Type Information screen will be displayed as Figure 3.5.1-4

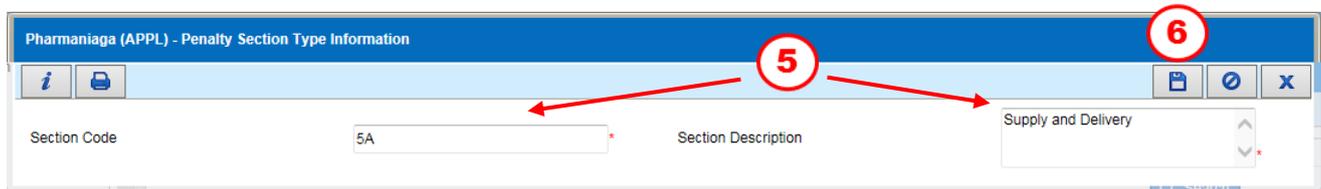


Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 5**

Enter **Section Code** and **Section Description**

**STEP 6**



Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.5.1-5

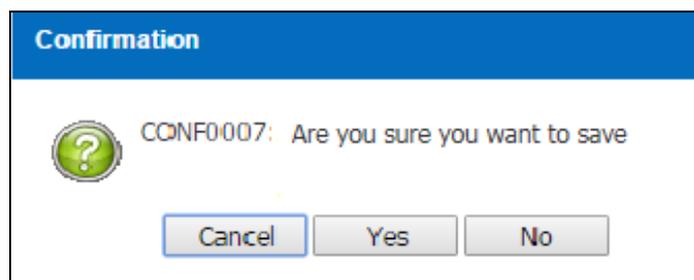
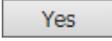
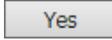
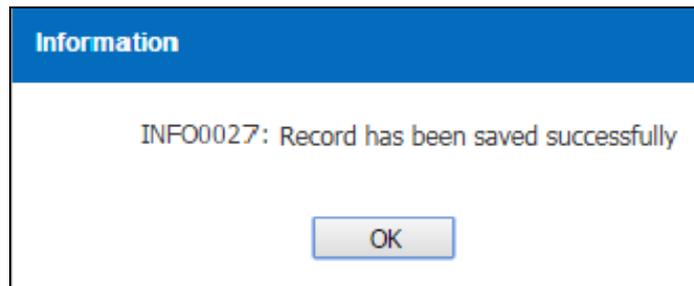


Figure 3.5.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.5.1-6



**Figure 3.5.1-6 Information Message**

- Click on the  button to confirmed the record

### 3.5.2. Modify Penalty Master Section

To Modify Penalty Master Section records, perform the steps below:

Section Code	Section Description	Status	Created Date	Updated Date
5A	Supply and Delivery	Active	31/10/2013 12:42:04 PM	29/07/2016 12:45:19 AM
5B	Quality Product	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM
5D	Procurement	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM
5E	Recalled Approved Products	Active	31/10/2013 12:42:04 PM	31/10/2013 12:42:02 PM

Figure 3.5.2-1 Penalty Master Section Listing Page

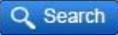
#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

#### STEP 2

Search existing record by entering **Section Code** and/or **Section Description**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

Section Code: 5A  
Section Description: Supply and Delivery

Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

#### STEP 5

Click on the  button to edit the record

Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

#### Note

User is allow to edit **Section Description**

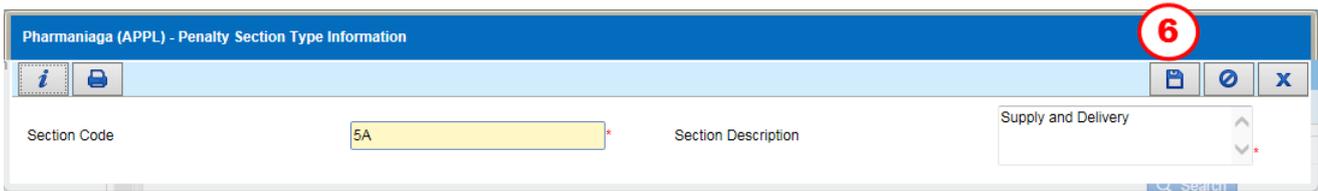


Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 6**

Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.5.2-5

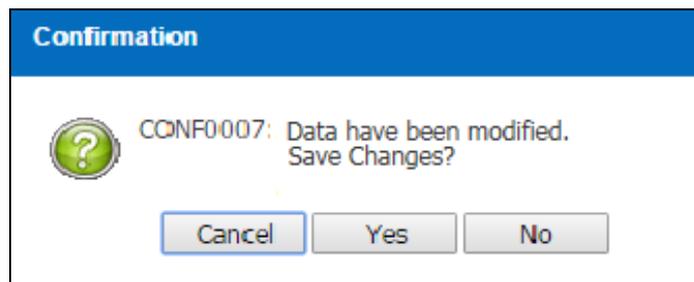
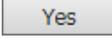
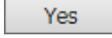


Figure 3.5.2-5 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.5.2-6

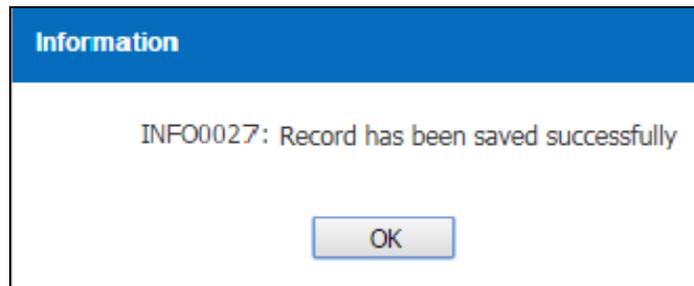


Figure 3.5.2-6 Information Message

Click on the  button to confirmed the edited record

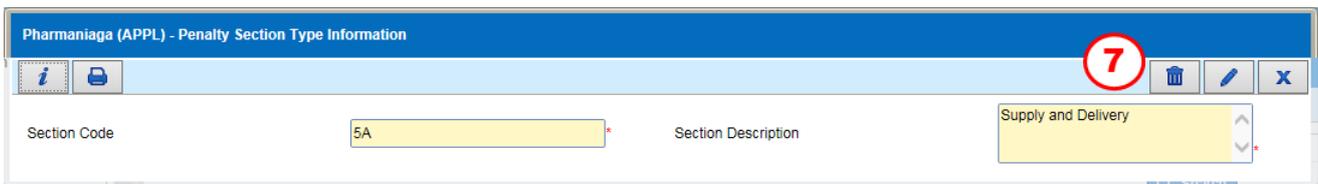


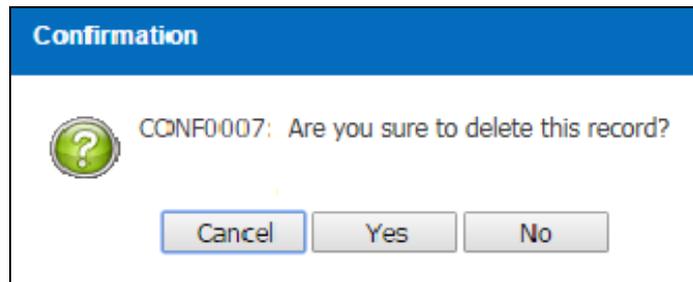
Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 7**

Click on the  button to delete the record

**Note**

- System will display a Confirmation Message as Figure 3.5.2-8



**Figure 3.5.2-8 Confirmation Message**

- Click on the  button to delete the record
- The status of the record will be **Inactive**

### 3.6. Penalty Master Incident

#### 3.6.1. View and Modify Penalty Master Incident

To view and modify Penalty Master Incident records, perform the steps below:

The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' tree with 'Penalty Master Incident' highlighted (circled 1). The main area shows a search bar with 'Section Code' and 'Incident Code' fields (circled 2) and a 'Search' button (circled 3). Below the search bar is a table with columns: Section Code, Section Description, Incident Code, Incident Description, Penalty Amount(RM), Calculation Method, Remarks, Status, Created Date, and Updated Date. The table contains three records for 'Supply and Delivery' incidents.

Figure 3.6.1-1 Penalty Master Incident

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Incident'

#### STEP 2

Search existing record by entering **Section Code** and/or **Incident Code**

#### STEP 3

Click on the button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.6.1-2

The screenshot shows a window titled 'Pharmaniaga (APPL) - Penalty Incident Type Information'. It contains several input fields: Incident Code (PS23), Section Code (5A), Calculation Method (Auto), Incident Degree, and Status (Active). On the right side, there are dropdown menus for Incident Description and Section Description. A red circle (4) highlights the edit button in the top right corner of the window.

Figure 3.6.1-2 Pharmaniaga (APPL) – Penalty Incident Type Information

#### STEP 4

Click on the button to edit the record

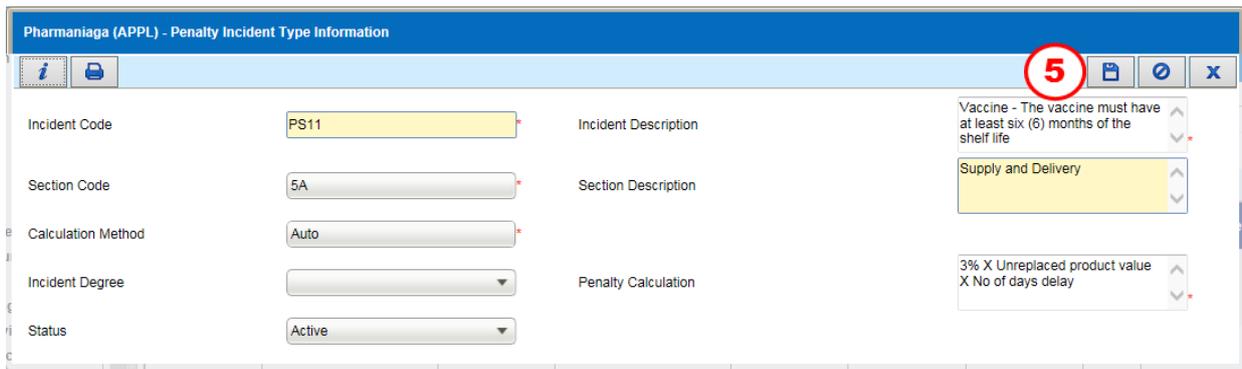


Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

**Note**

User is allow to edit:

- **Incident Description**
- **Incident Degree**
- **Penalty Calculation**
- **Status**

**STEP 5**

Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.6.1-4

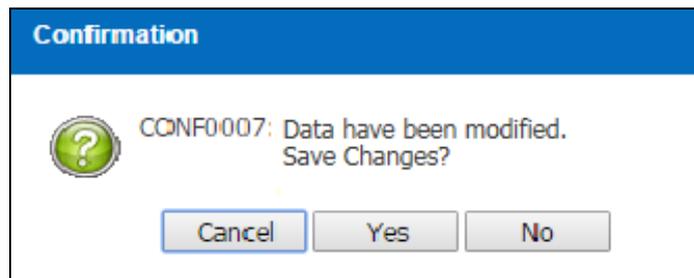
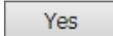


Figure 3.6.1-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.6.1-5

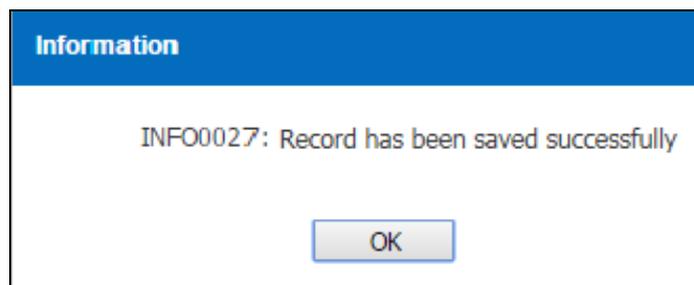
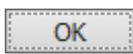


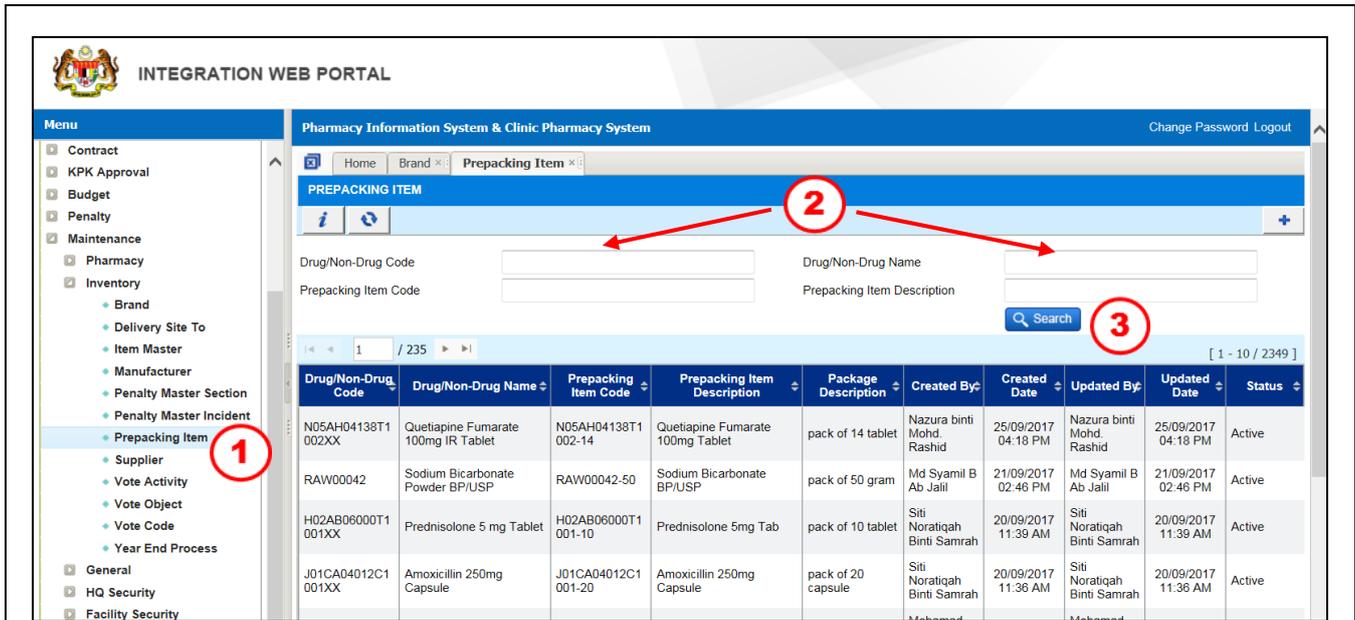
Figure 3.6.1-5 Information Message

- Click on the  button to confirmed the edited record

### 3.7. Prepacking Item

#### 3.7.1. Create New Prepacking Item

To create New Prepacking Item records, perform the steps below:



**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System

Home Brand × Prepacking Item ×

**PREPACKING ITEM**

Drug/Non-Drug Code:  Drug/Non-Drug Name:

Prepacking Item Code:  Prepacking Item Description:

[ 1 - 10 / 2349 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
N05AH04138T1002XX	Quetiapine Fumarate 100mg IR Tablet	N05AH04138T1002-14	Quetiapine Fumarate 100mg Tablet	pack of 14 tablet	Nazura binti Mohd Rashid	25/09/2017 04:18 PM	Nazura binti Mohd Rashid	25/09/2017 04:18 PM	Active
RAW00042	Sodium Bicarbonate Powder BP/USP	RAW00042-50	Sodium Bicarbonate BP/USP	pack of 50 gram	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Active
H02AB06000T1001XX	Prednisolone 5 mg Tablet	H02AB06000T1001-10	Prednisolone 5mg Tab	pack of 10 tablet	Siti Noratigah Binti Samrah	20/09/2017 11:39 AM	Siti Noratigah Binti Samrah	20/09/2017 11:39 AM	Active
J01CA04012C1001XX	Amoxicillin 250mg Capsule	J01CA04012C1001-20	Amoxicillin 250mg Capsule	pack of 20 capsule	Siti Noratigah Binti Samrah	20/09/2017 11:36 AM	Siti Noratigah Binti Samrah	20/09/2017 11:36 AM	Active

Figure 3.7.1-1 Prepacking Item Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Prepacking Item'

#### STEP 2

Search existing record by entering:

- Drug/Non-Drug Code**
- Drug/Non-Drug Name**
- Prepacking Item Code**
- Prepacking Item Description**

#### STEP 3

Click on the  button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.7.1-2

**Item Master**

**Drug/Non-Drug Information**

Item Group: DRUG, List Type: C  
 Drug/Non-Drug Code: GLN0200029, Drug/Non-Drug Name: Chlorhexidine 1 in 200 (0.5%) in Alcohol 70%  
 Item Sub Class: External Preparation

**Item Information**

Item Purchase Type: LP, Item Status: Active  
 Item Code: GLN0200029-8000, Item Description: Chlorhexidine 1 in 200 (0.5%) in Alcohol 70%  
 SKU: ml, SKU Description: ml  
 PKU: bott, PKU Description: bottle  
 Conversion Factor: 8000, Min Order Qty: 1  
 Packaging Description: bottle of 8000 ml, Remarks:  
 Essential Approved Product: , Prepacking Item: Yes  
 Vaccine Item: , UNSPSC Item Code:  
 Emergency Item: , Alternate UOM:  
 Without eP Integration: No

**Item Brand**

Figure 3.7.1-2 Item Master

**Note**



Click on the button to close the screen

**Integration Web Portal**

Pharmacy Information System & Clinic Pharmacy System

Home | Brand | Prepacking Item

**PREPACKING ITEM**

Drug/Non-Drug Code: [ ] Drug/Non-Drug Name: [ ]  
 Prepacking Item Code: [ ] Prepacking Item Description: [ ]

[ 1 - 10 / 2349 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
N05AH04138T1002XX	Quetiapine Fumarate 100mg IR Tablet	N05AH04138T1002-14	Quetiapine Fumarate 100mg Tablet	pack of 14 tablet	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Active
RAW00042	Sodium Bicarbonate Powder BP/USP	RAW00042-50	Sodium Bicarbonate BP/USP	pack of 50 gram	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Active
H02AB06000T1001XX	Prednisolone 5 mg Tablet	H02AB06000T1001-10	Prednisolone 5mg Tab	pack of 10 tablet	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Active
J01CA04012C1001XX	Amoxicillin 250mg Capsule	J01CA04012C1001-20	Amoxicillin 250mg Capsule	pack of 20 capsule	Siti Noratqah Binti Samrah	20/09/2017 11:38 AM	Siti Noratqah Binti Samrah	20/09/2017 11:38 AM	Active

Figure 3.7.1-3 Prepacking Item Listing Page

**STEP 4**



Click on the button to create a new record and Create Prepacking Item screen will be displayed as Figure 3.7.1-4

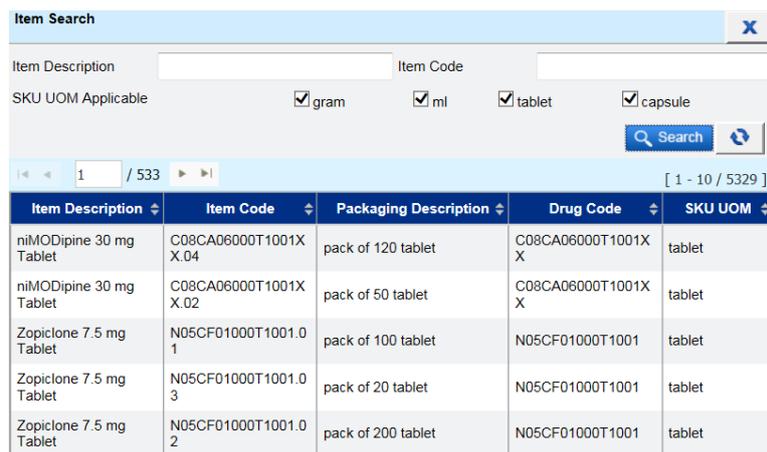


The screenshot shows the 'Create Prepacking Item' form. Callout 5 points to the 'Item Description' field containing 'niMODipine 30 mg Tablet'. Callout 6 points to the 'Conversion Factor' field containing '0'. Callout 7 points to the save icon (floppy disk) in the top right corner of the form.

Figure 3.7.1-4 Create Prepacking Item

**STEP 5**

Click on the **Item Description**  button and Item Search window will be displayed as Figure 3.7.1-5



The screenshot shows the 'Item Search' window with search criteria: Item Description, Item Code, and checkboxes for gram, ml, tablet, and capsule. The search results table is as follows:

Item Description	Item Code	Packaging Description	Drug Code	SKU UOM
niMODipine 30 mg Tablet	C08CA06000T1001X X.04	pack of 120 tablet	C08CA06000T1001X X	tablet
niMODipine 30 mg Tablet	C08CA06000T1001X X.02	pack of 50 tablet	C08CA06000T1001X X	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.0 1	pack of 100 tablet	N05CF01000T1001	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.0 3	pack of 20 tablet	N05CF01000T1001	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.0 2	pack of 200 tablet	N05CF01000T1001	tablet

Figure 3.7.1-5 Item Search

**Note**

- User is allowed to enter partially or fully criteria for **Item Description** and/or **Item Code**. Then click on the  button
- Double click on the selected **Item Description**
- **PKU** will automatically display a value based on the item packaging

**STEP 6**

Enter **Conversion Factor**

**Note**

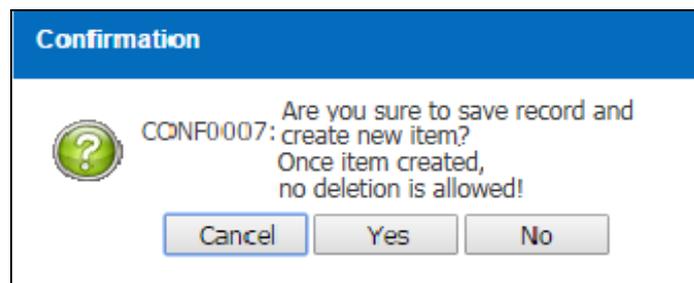
**Packaging Description** will automatically display a value based on **Conversion Factor** entered in **STEP 6**

**STEP 7**

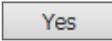
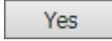
Click on the  button to save the record

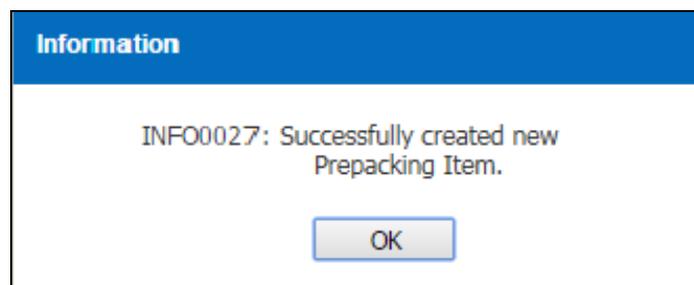
**Note**

- System will display a Confirmation Message as Figure 3.7.1-6



**Figure 3.7.1-6 Confirmation Message**

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.7.1-7



**Figure 3.7.1-7 Information Message**

- Click on the  button to confirmed the record

### 3.8. Supplier

#### 3.8.1. Create New Supplier

To create New Supplier records, perform the steps below:

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000937	Perniagaan Iktikad Maju	27/09/2017 08:06:57 AM	27/09/2017 08:08:15 AM	Active
SUPP000936	SOL MILLENNIUM MEDICAL (M) SDN BHD	26/09/2017 11:28:25 AM	26/09/2017 11:55:23 AM	Active
SUPP000318	VIGILENZ MEDICAL DEVICE SDN BHD	30/10/2013 04:32:35 PM	26/09/2017 09:42:35 AM	Active
SUPP000935	MEGAH AWANA ENTERPRISE	26/09/2017 08:55:32 AM	26/09/2017 08:57:32 AM	Active
SUPP000934	NAJAH MEDICAL TRADE & SERVICES	25/09/2017 12:39:11 PM	25/09/2017 12:42:19 PM	Active
SUPP000933	Innowawasan Sdn Bhd	21/09/2017 04:58:22 PM	21/09/2017 05:04:44 PM	Active
SUPP000932	SAKSAMA MEDIK SDN. BHD.	21/09/2017 04:47:06 PM	21/09/2017 04:48:32 PM	Active
SUPP000930	ITP Academy Malaysia	21/09/2017 12:36:38 PM	21/09/2017 12:50:18 PM	Active
SUPP000931	Kerala Ayurvedic Treatment Centre	21/09/2017 12:45:09 PM	21/09/2017 12:49:42 PM	Active
SUPP000929	MAZ-WIN TRADING SDN BHD	21/09/2017 10:26:04 AM	21/09/2017 10:28:41 AM	Active

Figure 3.8.1-1 Supplier Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

#### STEP 2

Search existing record by entering **Supplier Code** and/or **Supplier Name**

#### STEP 3

Click on the button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.8.1-2

Figure 3.8.1-2 Add Supplier

#### Note

Click on the button to close the screen

**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Prepacking Item Supplier

**SUPPLIER** 4

Supplier Code Supplier Name Search

1 / 136 [ 1 - 10 / 1357 ]

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000937	Perniagaan Iktikad Maju	27/09/2017 08:06:57 AM	27/09/2017 08:08:15 AM	Active
SUPP000936	SOL MILLENNIUM MEDICAL (M) SDN BHD	26/09/2017 11:28:25 AM	26/09/2017 11:55:23 AM	Active
SUPP000318	VIGILENZ MEDICAL DEVICE SDN BHD	30/10/2013 04:32:35 PM	26/09/2017 09:42:35 AM	Active
SUPP000935	MEGAH AWANA ENTERPRISE	26/09/2017 08:55:32 AM	26/09/2017 08:57:32 AM	Active
SUPP000934	NAJAJA MEDICAL TRADE & SERVICES	25/09/2017 12:39:11 PM	25/09/2017 12:42:19 PM	Active
SUPP000933	Innowawasan Sdn Bhd	21/09/2017 04:58:22 PM	21/09/2017 05:04:44 PM	Active
SUPP000932	SAKSAMA MEDIK SDN. BHD.	21/09/2017 04:47:06 PM	21/09/2017 04:48:32 PM	Active
SUPP000930	ITP Academy Malaysia	21/09/2017 12:36:38 PM	21/09/2017 12:50:18 PM	Active
SUPP000931	Kerala Ayurvedic Treatment Centre	21/09/2017 12:45:09 PM	21/09/2017 12:49:42 PM	Active
SUPP000929	MAZ-WIN TRADING SDN BHD	21/09/2017 10:26:04 AM	21/09/2017 10:28:41 AM	Active

Figure 3.8.1-3 Supplier Listing Page

**STEP 4**

Click on the  button to create a new record and Add Supplier screen will be displayed as Figure 3.8.1-4

**Add Supplier** 6

Supplier Code Supplier Name 5 Medisight Sdn. Bhd.

Bank Account Name CIMB Treasury Registration No.

Bank Account Number 8007563102 Reg Expiry Date 24/08/2018

Contact Person siti azlina binti abd aziz Company Status BUMI

Address Line 1 44,Jalan Keluli AN7/AN, Post Code 40000

Address Line 2 Pusat Perniagaan Bukit Raj City Shah Alam

Address Line 3 Seksyen 7 State Selangor

Contact Number (Office) 0193800408 Country Malaysia

Contact Number (Mobile) 0137210102 Email medisight.sdnbhd@gmail.com

Fax No. Remarks

Status Active Company Registration No 712663/U

Figure 3.8.1-4 Add Supplier

**STEP 5**

Enter **Supplier Name**

**Note**

Enter information into below field (optional):

- **Bank Account Name**
- **Bank Account Number**
- **Treasury Registration No.**
- **Reg Expiry Date**
- **Contact Person**
- **Company Status**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**

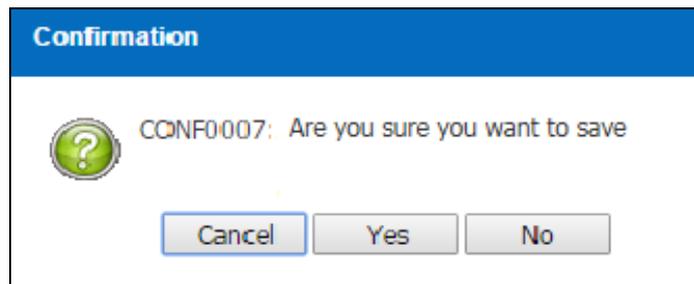
- **City**
- **State**
- **Country**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Email**
- **Remarks**
- **Company Registration No**

**STEP 6**

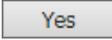
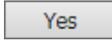
Click on the  button to save the record

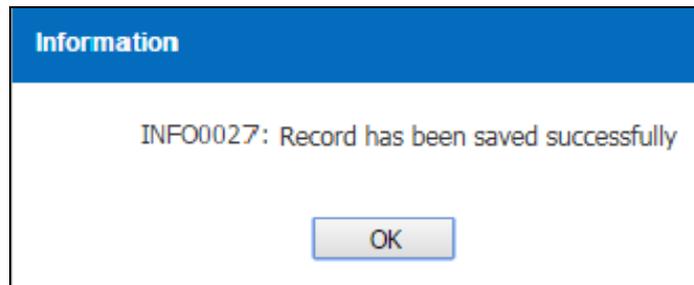
**Note**

- System will display a Confirmation Message as Figure 3.8.1-5



**Figure 3.8.1-5 Confirmation Message**

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.8.1-6

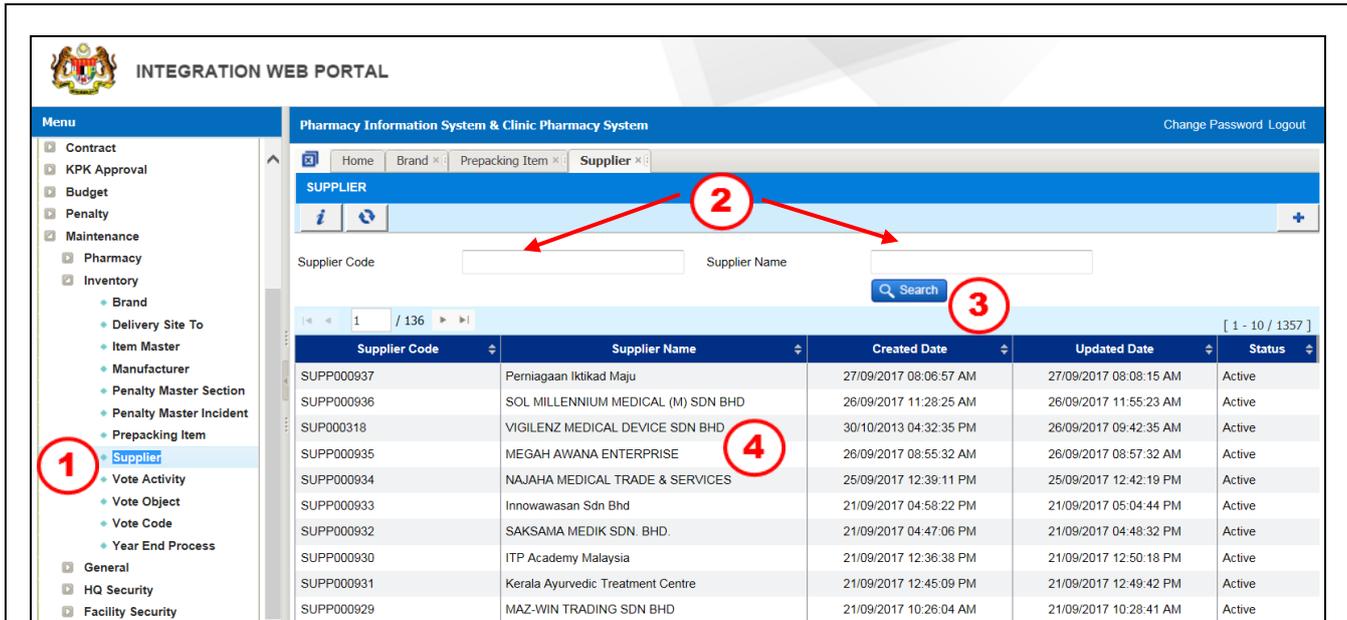


**Figure 3.8.1-6 Information Message**

- Click on the  button to confirmed the record and **Supplier Code** will be generated for future reference

### 3.8.2. Modify Supplier

To Modify Supplier records, perform the steps below:



The screenshot displays the 'Supplier Listing Page' within the 'INTEGRATION WEB PORTAL'. The interface includes a left-hand navigation menu where 'Supplier' is selected (1). The main content area features search filters for 'Supplier Code' and 'Supplier Name' (2), and a 'Search' button (3). Below the filters is a table listing suppliers with columns for Supplier Code, Supplier Name, Created Date, Updated Date, and Status. The second row of the table is highlighted (4).

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000937	Perniagaan Iktikad Maju	27/09/2017 08:06:57 AM	27/09/2017 08:08:15 AM	Active
SUPP000936	SOL MILLENNIUM MEDICAL (M) SDN BHD	26/09/2017 11:28:25 AM	26/09/2017 11:55:23 AM	Active
SUPP000318	VIGILENZ MEDICAL DEVICE SDN BHD	30/10/2013 04:32:35 PM	26/09/2017 09:42:35 AM	Active
SUPP000935	MEGAH AWANA ENTERPRISE	26/09/2017 08:55:32 AM	26/09/2017 08:57:32 AM	Active
SUPP000934	NAJAJA MEDICAL TRADE & SERVICES	25/09/2017 12:39:11 PM	25/09/2017 12:42:19 PM	Active
SUPP000933	Innowawasan Sdn Bhd	21/09/2017 04:58:22 PM	21/09/2017 05:04:44 PM	Active
SUPP000932	SAKSAMA MEDIK SDN. BHD.	21/09/2017 04:47:06 PM	21/09/2017 04:48:32 PM	Active
SUPP000930	ITP Academy Malaysia	21/09/2017 12:36:38 PM	21/09/2017 12:50:18 PM	Active
SUPP000931	Kerala Ayurvedic Treatment Centre	21/09/2017 12:45:09 PM	21/09/2017 12:49:42 PM	Active
SUPP000929	MAZ-WIN TRADING SDN BHD	21/09/2017 10:26:04 AM	21/09/2017 10:28:41 AM	Active

Figure 3.8.2-1 Supplier Listing Page

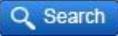
#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

#### STEP 2

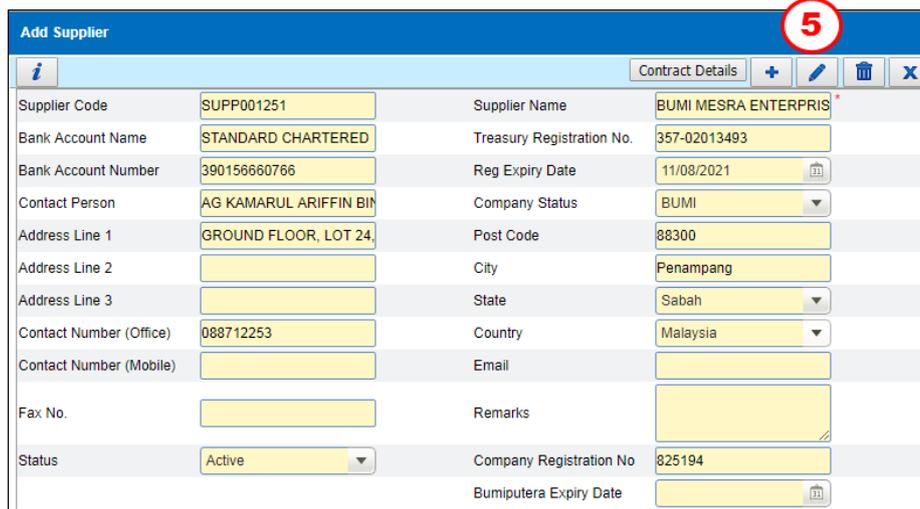
Search existing record by entering **Supplier Code** and/or **Supplier Name**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

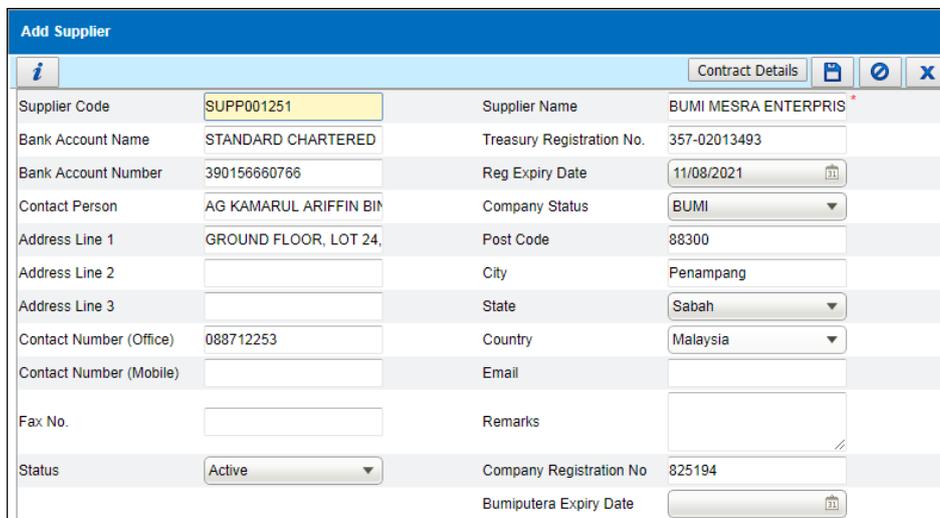


Add Supplier			
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT 24,	Post Code	88300
Address Line 2		City	Penampang
Address Line 3		State	Sabah
Contact Number (Office)	088712253	Country	Malaysia
Contact Number (Mobile)		Email	
Fax No.		Remarks	
Status	Active	Company Registration No	825194
		Bumiputera Expiry Date	

Figure 3.8.2-2 Add Supplier

**STEP 5**

Click on the  button to edit the record



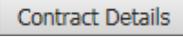
Add Supplier			
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT 24,	Post Code	88300
Address Line 2		City	Penampang
Address Line 3		State	Sabah
Contact Number (Office)	088712253	Country	Malaysia
Contact Number (Mobile)		Email	
Fax No.		Remarks	
Status	Active	Company Registration No	825194
		Bumiputera Expiry Date	

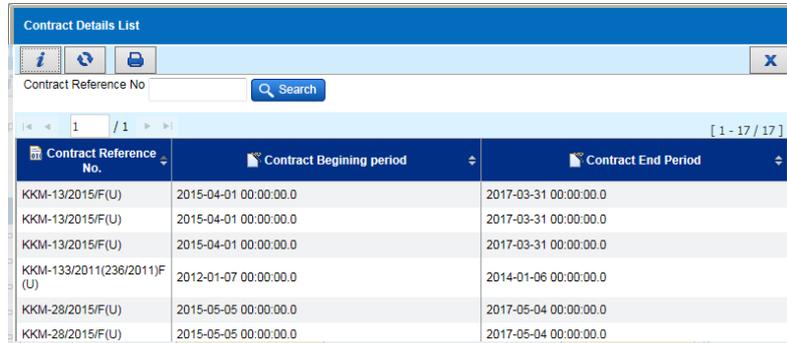
Figure 3.8.2-3 Add Supplier

**Note**

- User is allow to edit:
  - **Supplier Code**
  - **Bank Account Name**
  - **Bank Account Number**
  - **Treasury Registration No.**
  - **Reg Expiry Date**
  - **Contact Person**
  - **Company Status**
  - **Address Line 1**
  - **Address Line 2**
  - **Address Line 3**
  - **Postcode**
  - **City**
  - **State**
  - **Country**
  - **Contact Number (Office)**
  - **Contact Number (Mobile)**

- Fax No
- Email
- Remarks
- Company Registration No

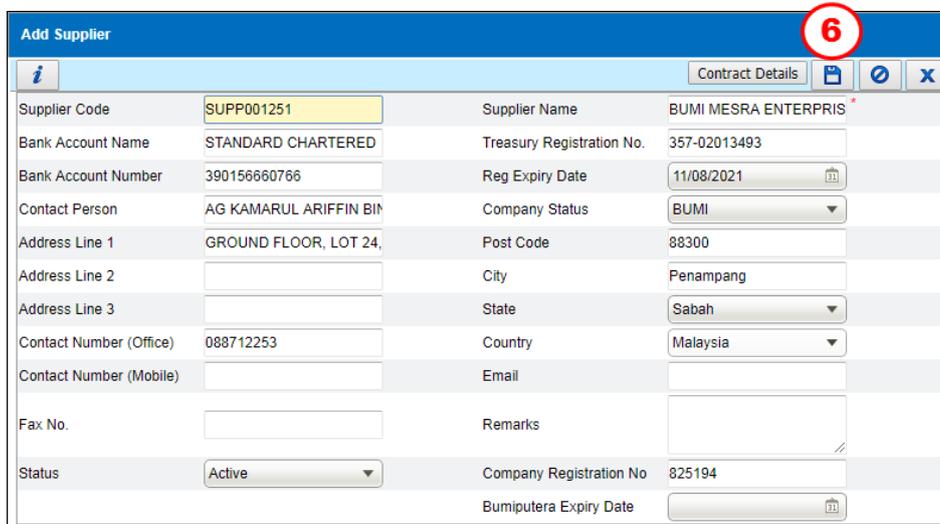
- Click on the  button to view **Contract Details** as Figure 3.8.2-4



Contract Reference No.	Contract Beginning period	Contract End Period
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-133/2011(236/2011)F(U)	2012-01-07 00:00:00.0	2014-01-06 00:00:00.0
KKM-29/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0
KKM-29/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0

Figure 3.8.2-4 Contract Details List

- Click on the  button to close the screen



Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT 24,	Post Code	88300
Address Line 2		City	Penampang
Address Line 3		State	Sabah
Contact Number (Office)	088712253	Country	Malaysia
Contact Number (Mobile)		Email	
Fax No.		Remarks	
Status	Active	Company Registration No	825194
		Bumiputera Expiry Date	

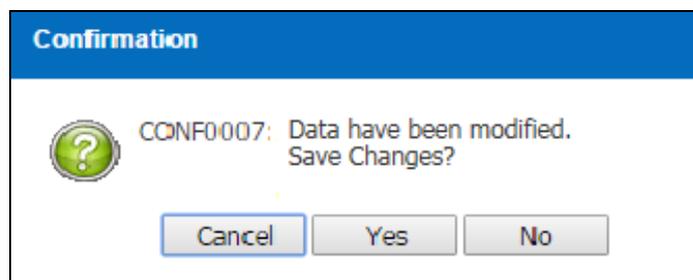
Figure 3.8.2-5 Add Supplier

**STEP 6**

Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.8.2-6



**Confirmation**

CONF0007: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.8.2-6 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.8.2-7

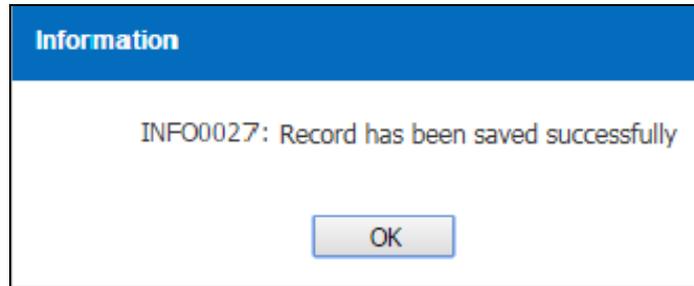
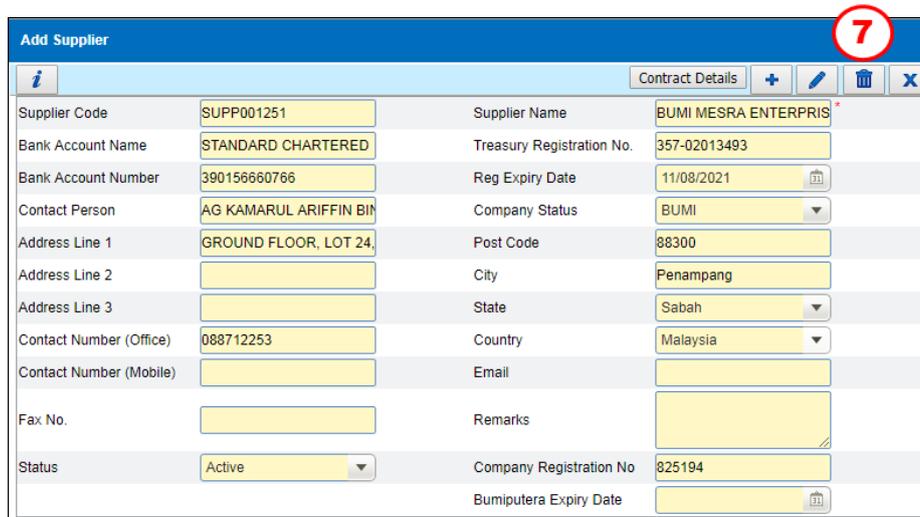


Figure 3.8.2-7 Information Message

- Click on the  button to confirmed the edited record



Add Supplier			
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT 24,	Post Code	88300
Address Line 2		City	Penampang
Address Line 3		State	Sabah
Contact Number (Office)	088712253	Country	Malaysia
Contact Number (Mobile)		Email	
Fax No.		Remarks	
Status	Active	Company Registration No	825194
		Bumiputera Expiry Date	

Figure 3.8.2-8 Add Supplier

### STEP 7

Click on the  button to delete the record

#### Note

- System will display a Confirmation Message as Figure 3.8.2-9

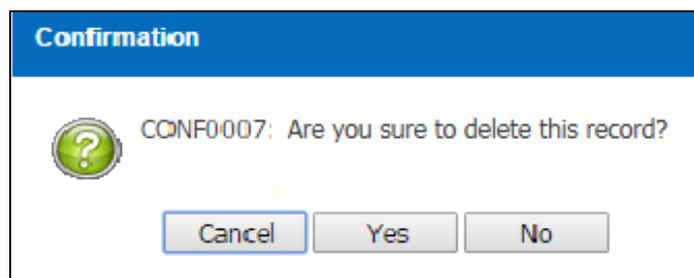


Figure 3.8.2-9 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

### 3.9. Vote Activity

#### 3.9.1. Create New Vote Activity

To create New Vote Activity records, perform the steps below:

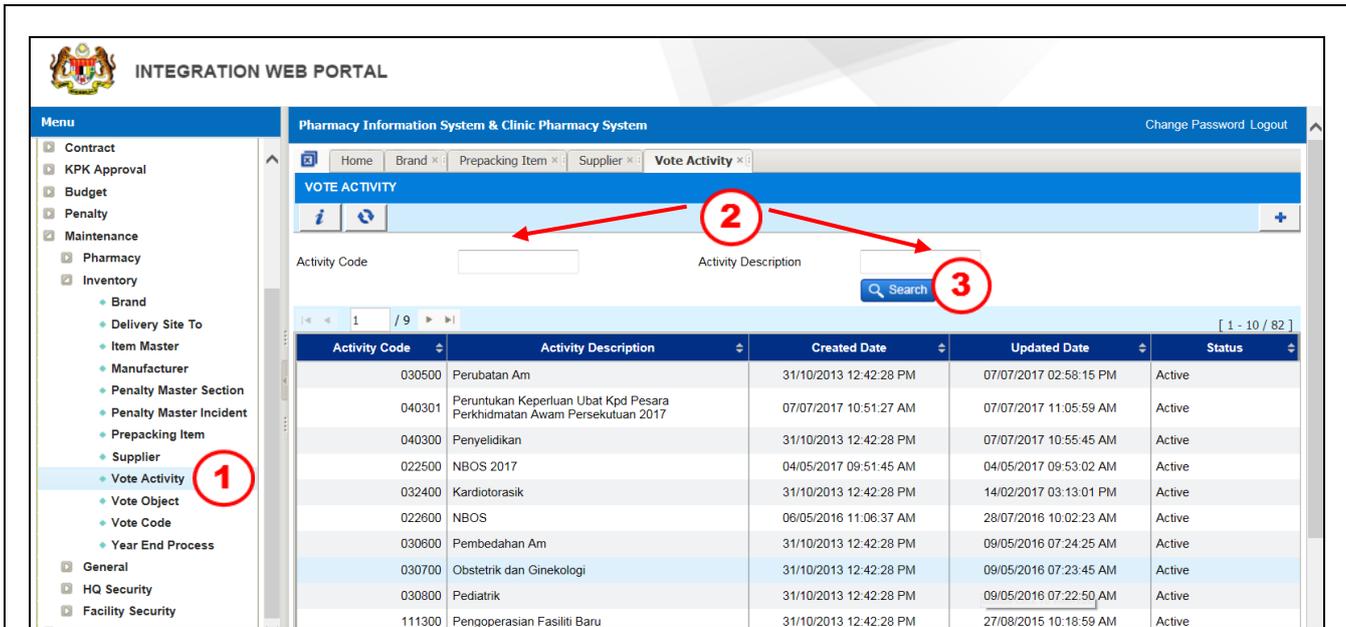


Figure 3.9.1-1 Vote Activity Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

#### STEP 2

Search existing record by entering **Activity Code** and/or **Activity Description**

#### STEP 3

Click on the button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.9.1-2

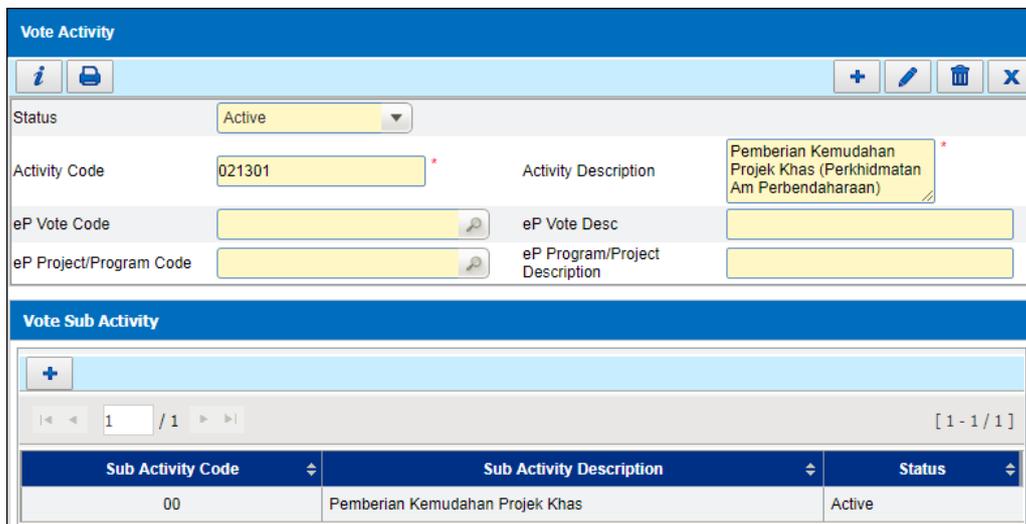
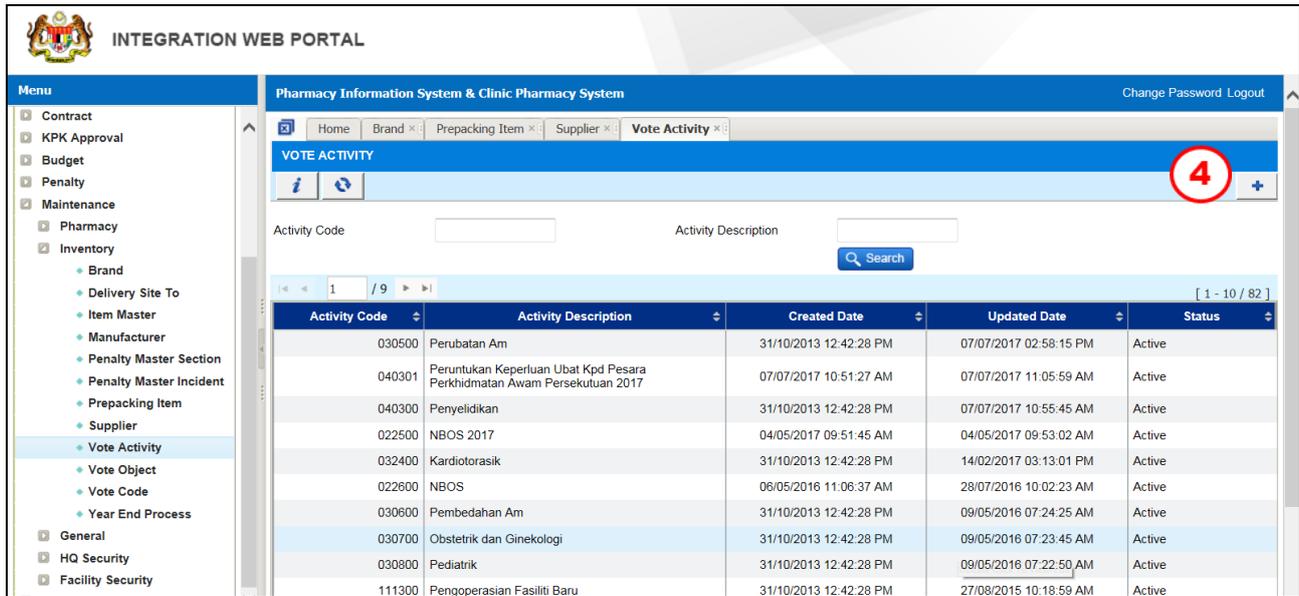


Figure 3.9.1-2 Vote Activity

**Note**

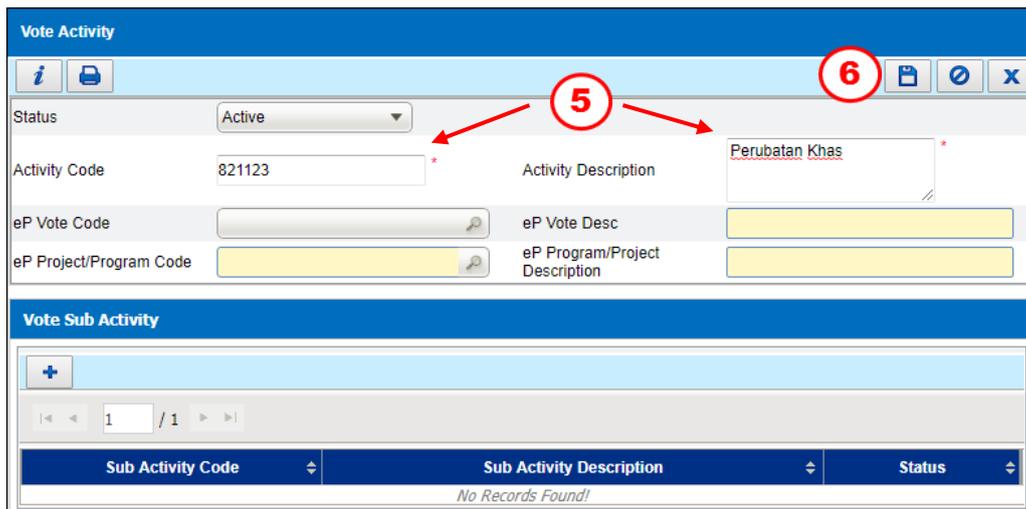
Click on the button to close the screen



**Figure 3.9.1-3 Vote Activity Listing Page**

**STEP 4**

Click on the button to create a new record and Vote Activity screen will be displayed as Figure 3.9.1-4



**Figure 3.9.1-4 Vote Activity**

**STEP 5**

Enter **Activity Code** and **Activity Description**

**STEP 6**

Click on the button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.9.1-5

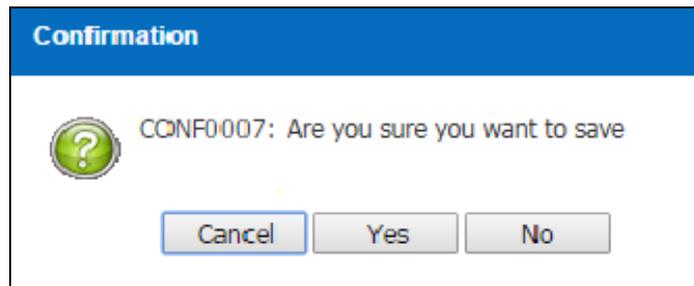
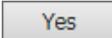
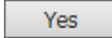


Figure 3.9.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.9.1-6

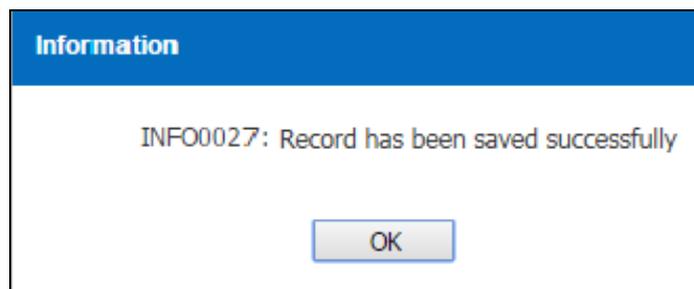


Figure 3.9.1-6 Information Message

- Click on the  button to confirmed the record

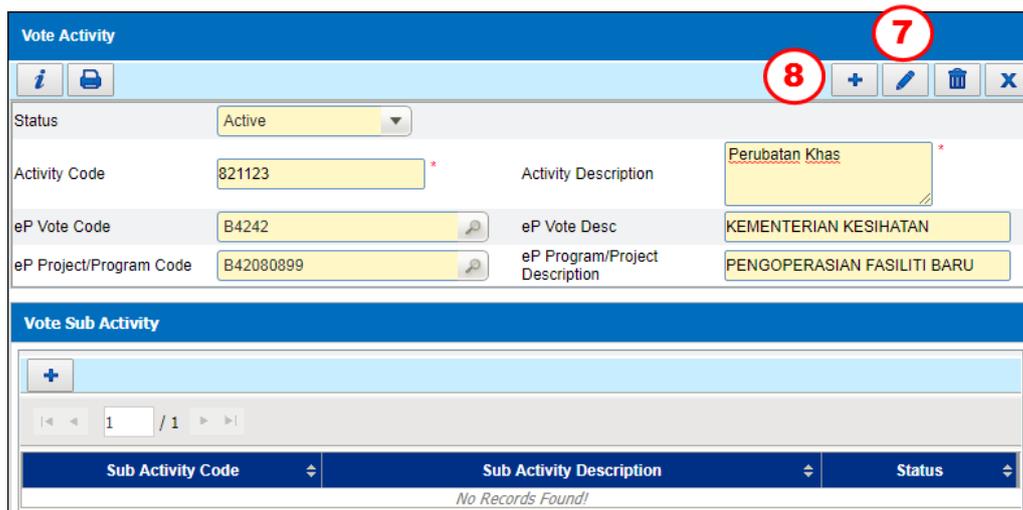


Figure 3.9.1-7 Vote Activity

**STEP 7**

Click on the  button to edit the record

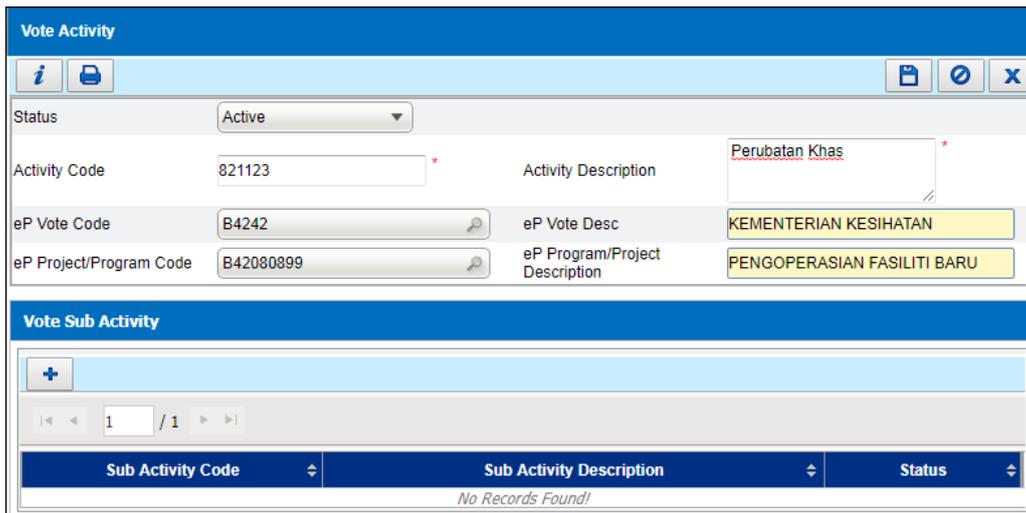


Figure 3.9.1-8 Vote Activity

**STEP 8**

Click on the  button to add Vote Sub Activity

**Note**

*Vote Sub Activity will be displayed as Figure 3.9.1-9*



Figure 3.9.1-9 Vote Sub Activity

**STEP 9**

Enter **Sub Activity Code** and **Sub Activity Description**

**STEP 10**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.9.1-10

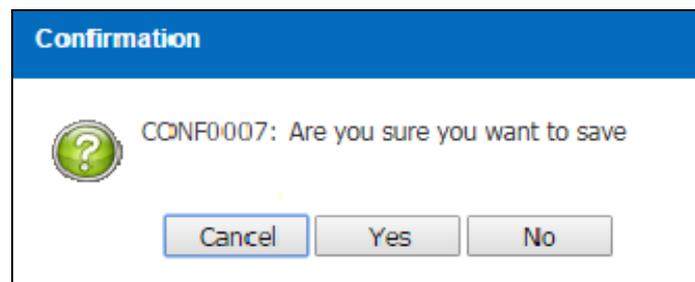
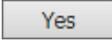
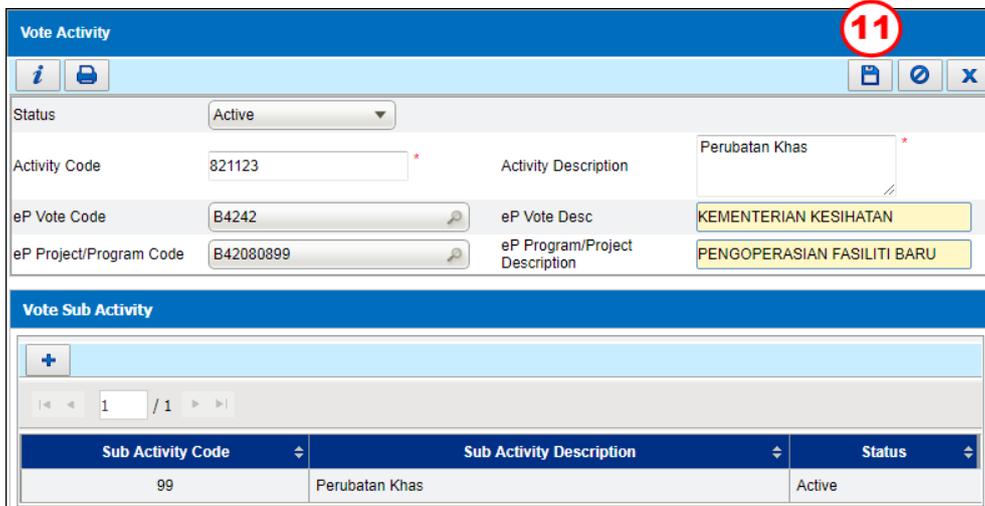


Figure 3.9.1-10 Confirmation Message

- Click on the  button to save the record and the record will updated in the Vote Activity screen as Figure 3.9.1-11
- Click on the  button to close the screen



Sub Activity Code	Sub Activity Description	Status
99	Perubatan Khas	Active

Figure 3.9.1-11 Vote Activity

**STEP 11**

Click on the  button to save the record

**Note**

- System will display a Confirmation Message as Figure 3.9.1-12

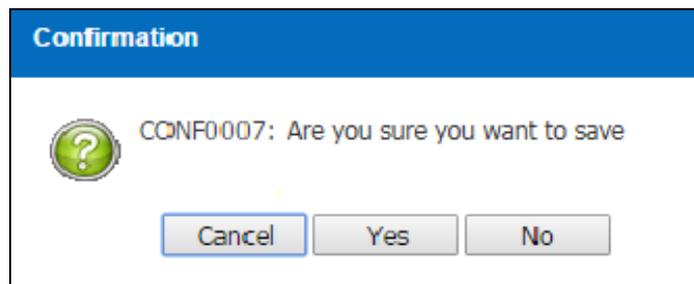
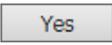


Figure 3.9.1-12 Confirmation Message

Click on the  button to save the record

### 3.9.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

Activity Code	Activity Description	Created Date	Updated Date	Status
030500	Perubatan Am	31/10/2013 12:42:28 PM	07/07/2017 02:58:15 PM	Active
040301	Peruntukan Keperluan Ubat Kpd Pesara Perkhidmatan Awam Persekutuan 2017	07/07/2017 10:51:27 AM	07/07/2017 11:05:59 AM	Active
040300	Penyelidikan	31/10/2013 12:42:28 PM	07/07/2017 10:55:45 AM	Active
022500	NBOS 2017	04/05/2017 09:51:45 AM	04/05/2017 09:53:02 AM	Active
032400	Kardiotorasik	31/10/2013 12:42:28 PM	14/02/2017 03:13:01 PM	Active
022600	NBOS	06/05/2016 11:06:37 AM	28/07/2016 10:02:23 AM	Active
030600	Pembedahan Am	31/10/2013 12:42:28 PM	09/05/2016 07:24:25 AM	Active
030700	Obstetrik dan Ginekologi	31/10/2013 12:42:28 PM	09/05/2016 07:23:45 AM	Active
030800	Pediatrik	31/10/2013 12:42:28 PM	09/05/2016 07:22:50 AM	Active
111300	Pengoperasian Fasiliti Baru	31/10/2013 12:42:28 PM	27/08/2015 10:18:59 AM	Active

Figure 3.9.2-1 Vote Activity Listing Page

**STEP 1**

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

**STEP 2**

Search existing record by entering **Activity Code** and/or **Activity Description**

**STEP 3**

Click on the button and system will display the related record

**STEP 4**

Click on the selected record

Figure 3.9.2-2 Vote Activity

**STEP 5**

Click on the button to edit the record

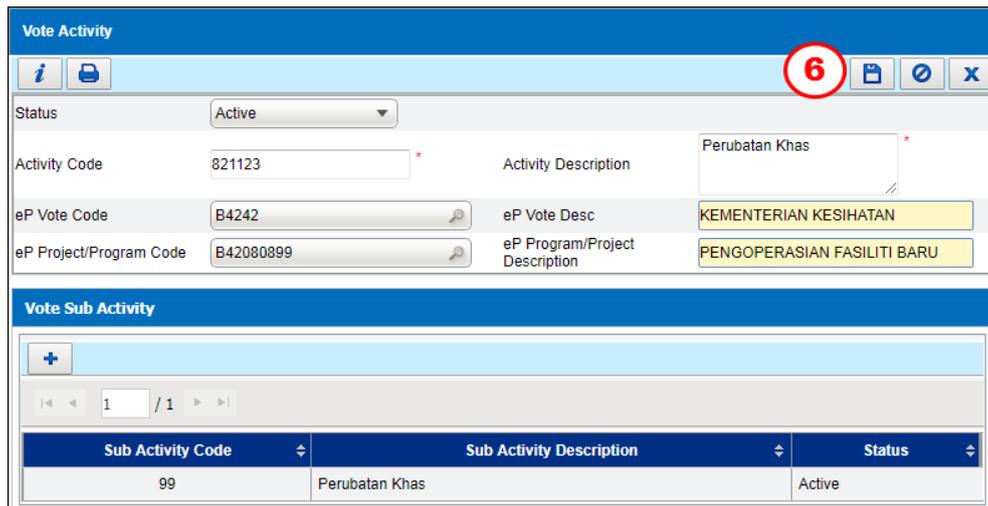


Figure 3.9.2-3 Vote Activity

**Note**

User is allow to edit:

- **Activity Code**
- **Activity Description**
- **Status**
- **Vote Sub Activity**

**STEP 6**

Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.9.2-4

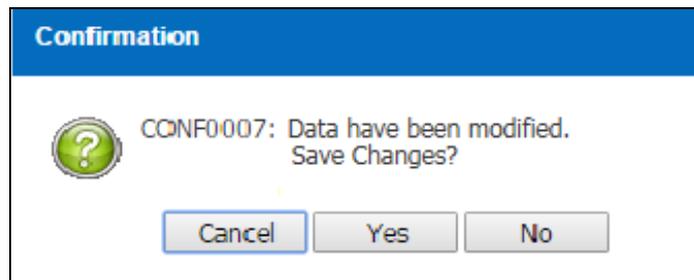
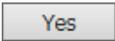
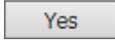


Figure 3.9.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.9.2-5

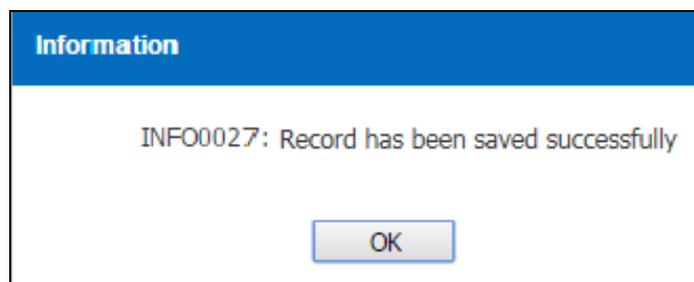


Figure 3.9.2-5 Information Message

- Click on the  button to confirmed the edited record

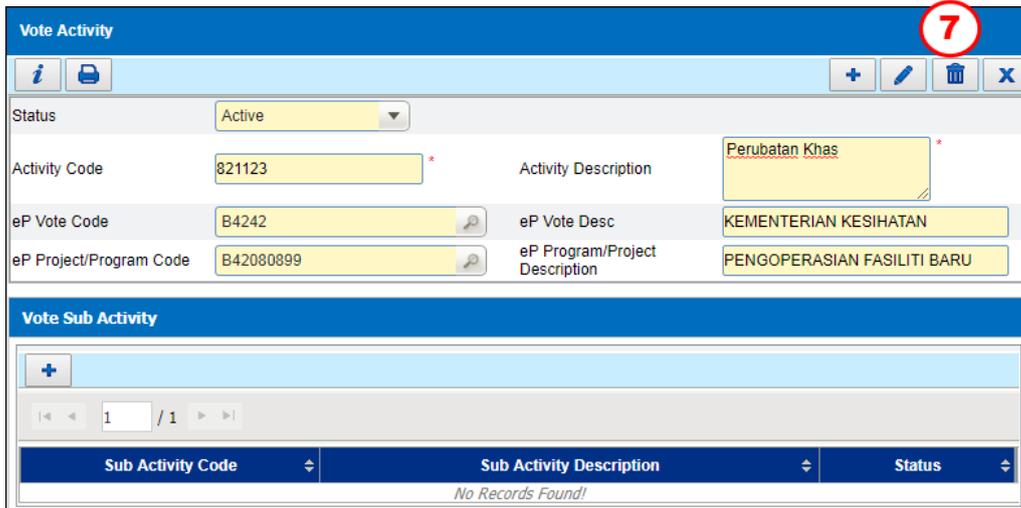
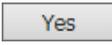


Figure 3.9.2-6 Vote Activity

### STEP 7

Click on the  button to delete the record

#### Note

- System will display a Confirmation Message as Figure 3.9.2-7
- Click on the  button to delete the record

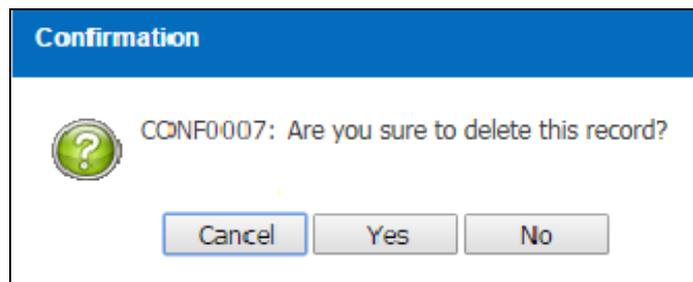


Figure 3.9.2-7 Confirmation Message

- The status of the record will be **Inactive**

### 3.10. Vote Object

#### 3.10.1. Create New Vote Object

To create New Vote Object records, perform the steps below:

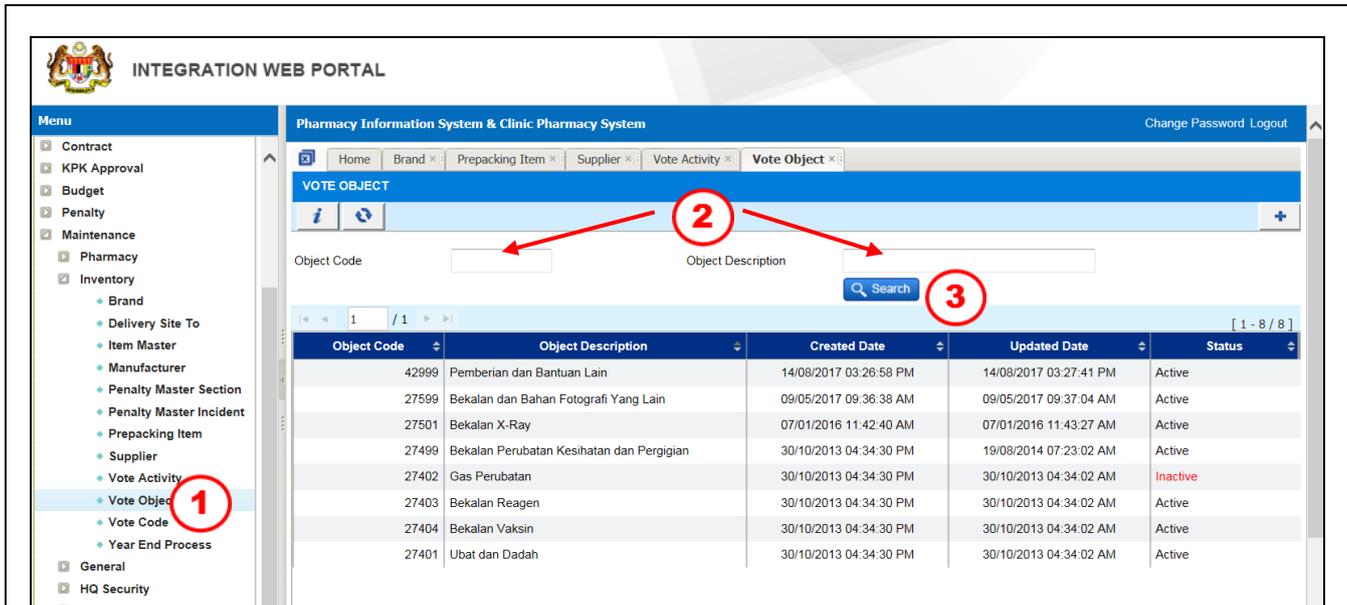


Figure 3.10.1-1 Vote Object Listing Page

**STEP 1**

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

**STEP 2**

Search existing record by entering **Object Code** and/or **Object Description**

**STEP 3**

Click on the Search button and system will display the related record

**Note**

User is allow to view the information by click on the related record and information will be displayed as Figure 3.10.1-2

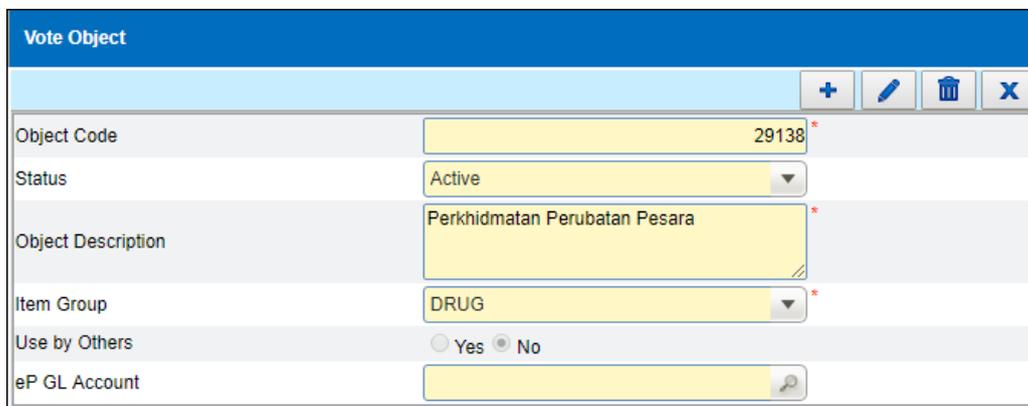


Figure 3.10.1-2 Vote Object

**Note**

Click on the button to close the screen

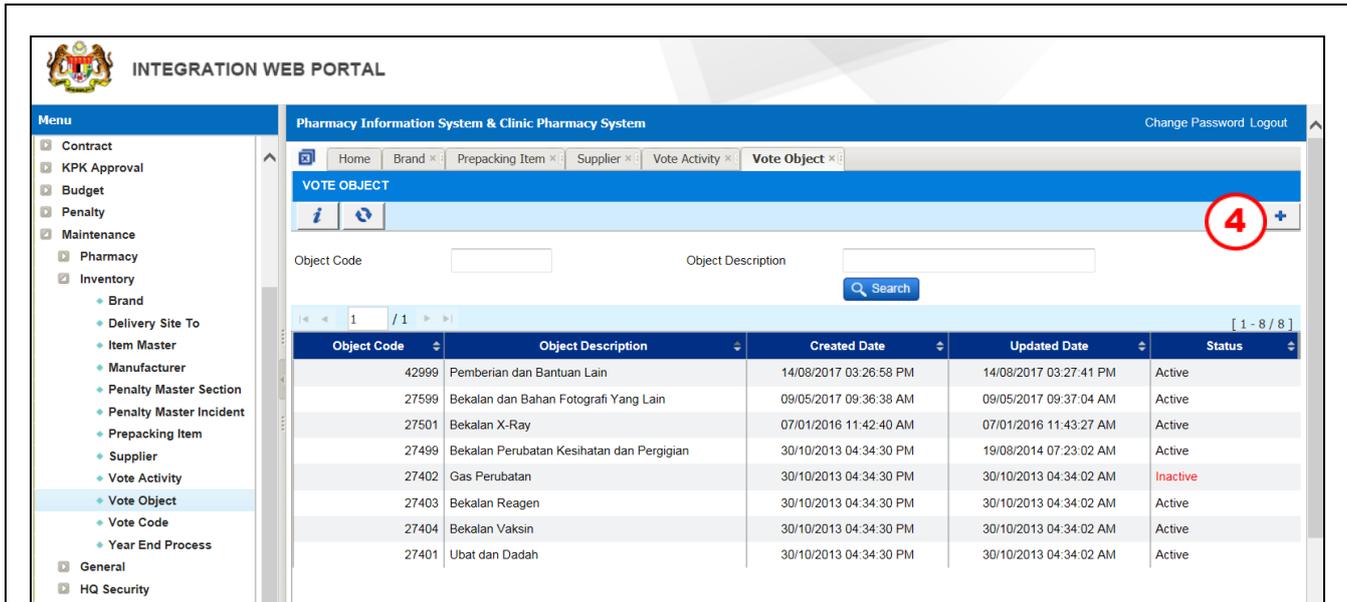


Figure 3.10.1-3 Vote Object Listing Page

**STEP 4**

Click on the  button to create a new record and Vote Object screen will be displayed as Figure 3.10.1-4

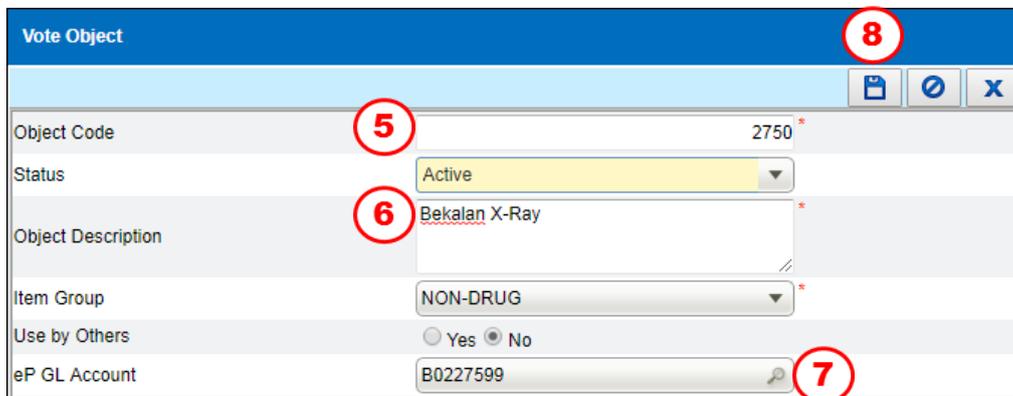


Figure 3.10.1-4 Vote Object

**STEP 5**

Enter **Object Code**

**STEP 6**

Enter **Object Description**

**STEP 7**

Select **Item Group** from drop down box:

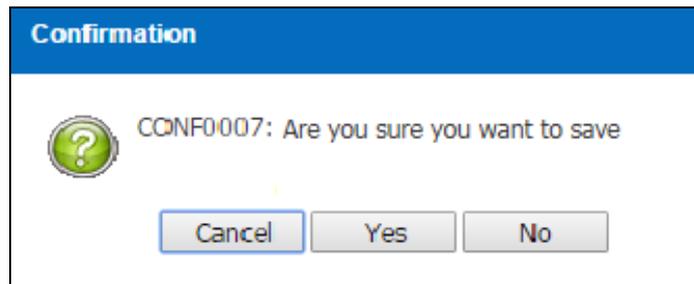
- **DRUG**
- **NON-DRUG**

**STEP 8**

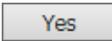
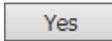
Click on the  button to save the record

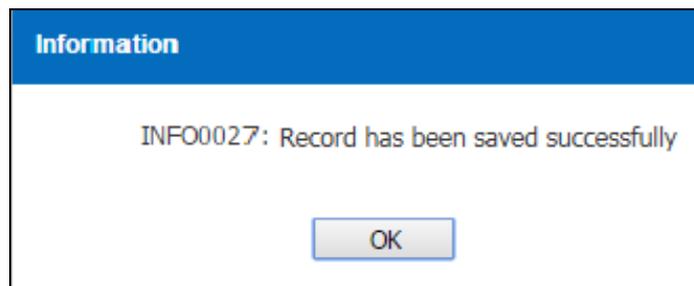
**Note**

- System will display a Confirmation Message as Figure 3.10.1-5



**Figure 3.10.1-5 Confirmation Message**

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.6.1-6

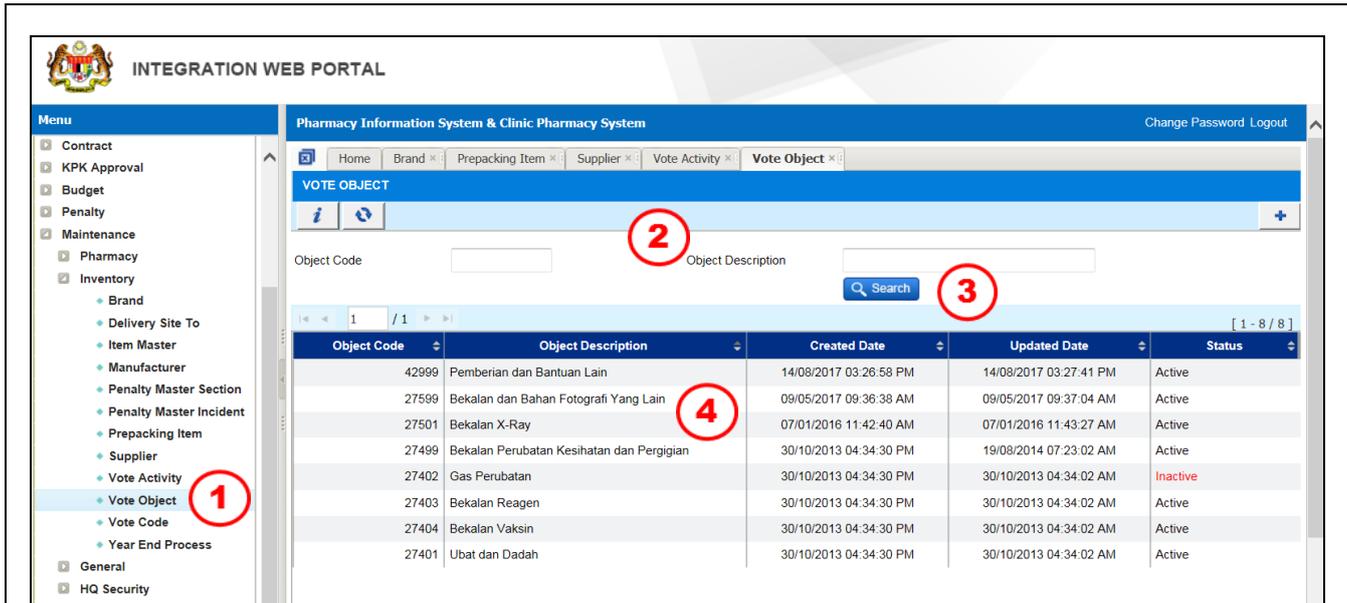


**Figure 3.10.1-6 Information Message**

- Click on the  button to confirmed the record

### 3.10.2. Modify Vote Object

To Modify Vote Object records, perform the steps below:



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand × Prepacking Item × Supplier × Vote Activity × **Vote Object ×**

**VOTE OBJECT**

Object Code  Object Description

Object Code	Object Description	Created Date	Updated Date	Status
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	14/08/2017 03:27:41 PM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	09/05/2017 09:37:04 AM	Active
27501	Bekalan X-Ray	07/01/2016 11:42:40 AM	07/01/2016 11:43:27 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	19/08/2014 07:23:02 AM	Active
27402	Gas Perubatan	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Inactive
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active

Figure 3.10.2-1 Vote Object Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

#### STEP 2

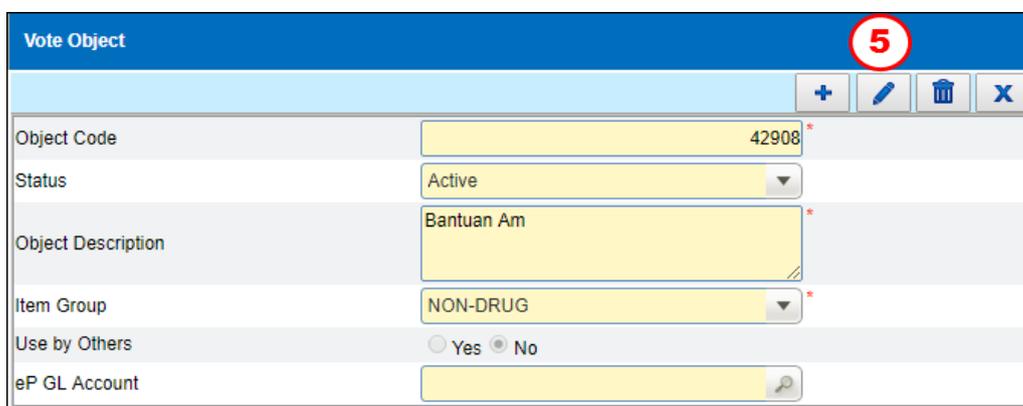
Search existing record by entering **Object Code** and/or **Object Description**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record



**Vote Object**

Object Code  \*

Status

Object Description  \*

Item Group  \*

Use by Others  Yes  No

eP GL Account

Figure 3.10.2-2 Vote Object

#### STEP 5

Click on the  button to edit the record

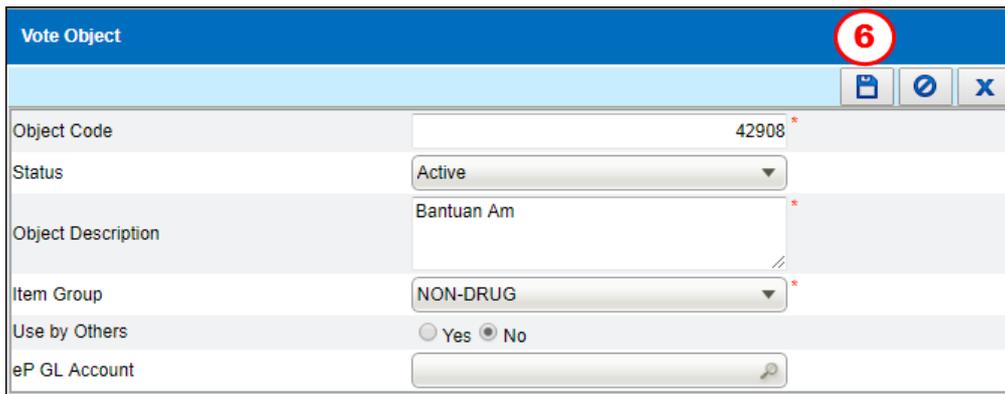


Figure 3.10.2-3 Vote Object

**Note**

User is allow to edit:

- **Object Code**
- **Status**
- **Object Description**
- **Item Group**

**STEP 6**

Click on the  button to save the edited record

**Note**

- System will display a Confirmation Message as Figure 3.10.2-4

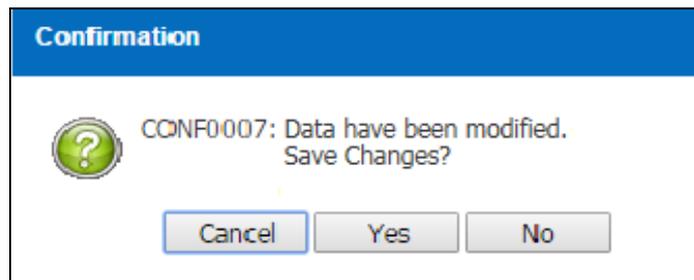
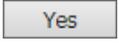
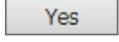


Figure 3.10.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.10.2-5

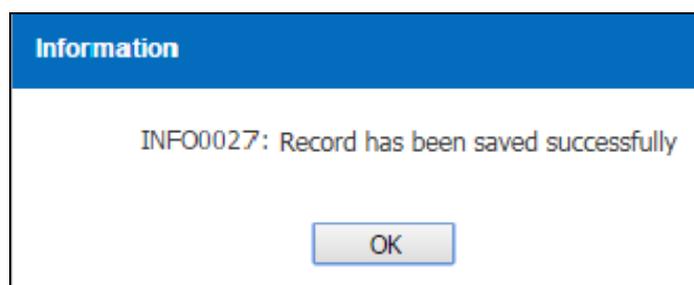


Figure 3.10.2-5 Information Message

Click on the  button to confirmed the edited record

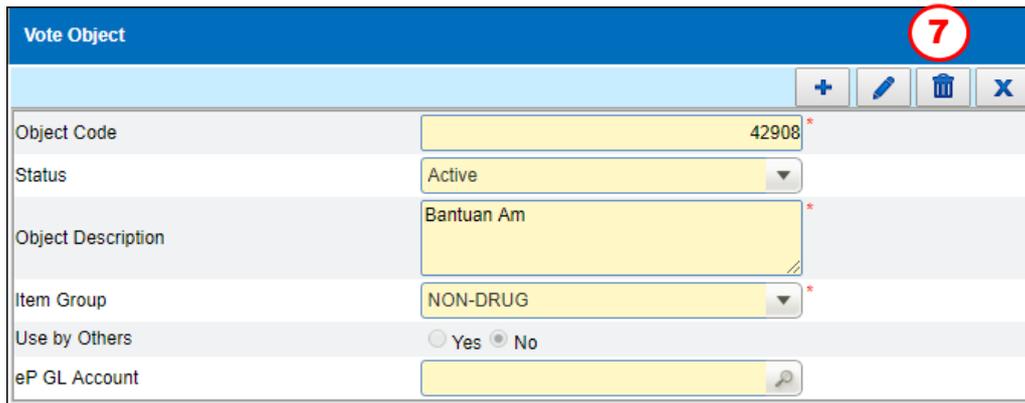


Figure 3.10.2-6 Vote Object

**STEP 7**

Click on the  button to delete the record

**Note**

- System will display a Confirmation Message as Figure 3.10.2-7

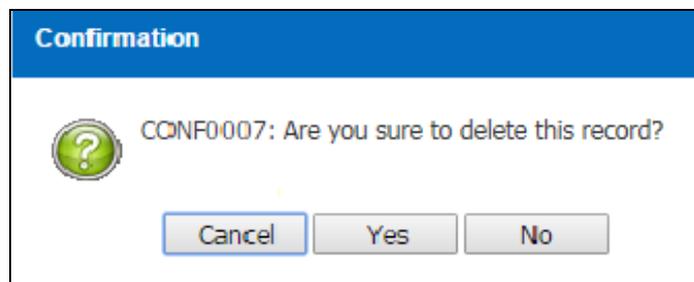
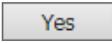


Figure 3.10.2-7 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

### 3.11. Vote Code

#### 3.11.1. View Vote Code

To view Vote Code records, perform the steps below:

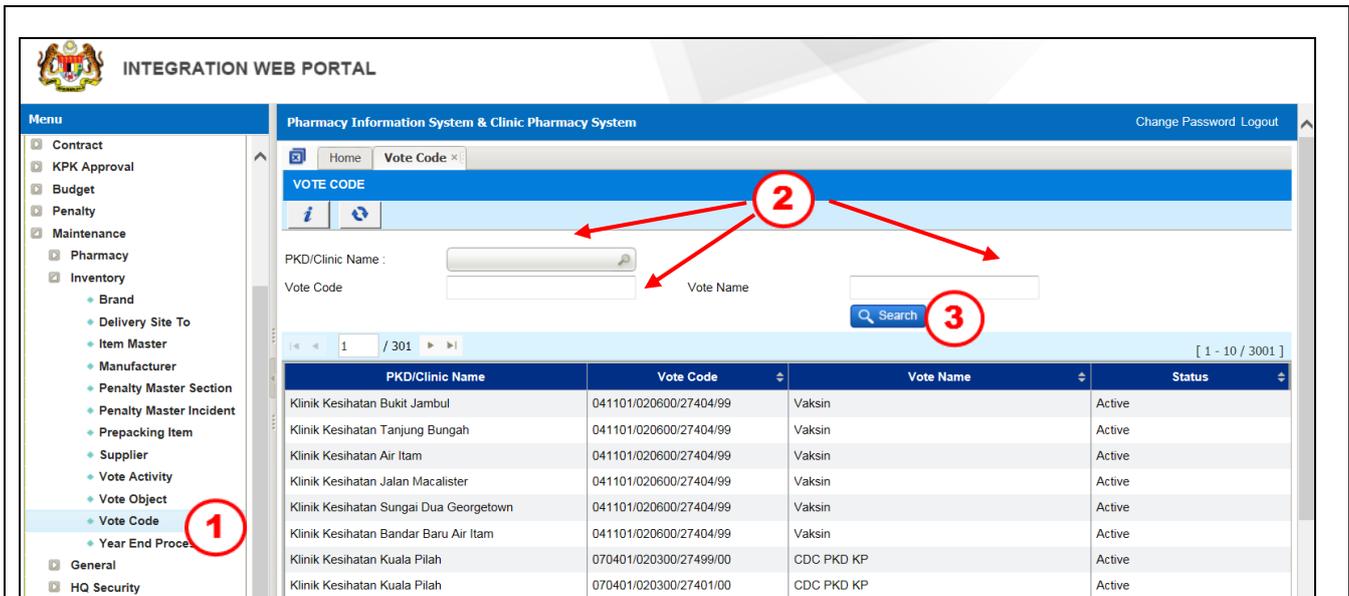


Figure 3.11.1-1 Vote Code Listing Page

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

#### STEP 2

Search existing record by entering:

- **PKD/Clinic Name**
- **Vote Code**
- **Vote Name**

#### STEP 3

Click on the  button and system will display the related record

#### Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.11.1-2

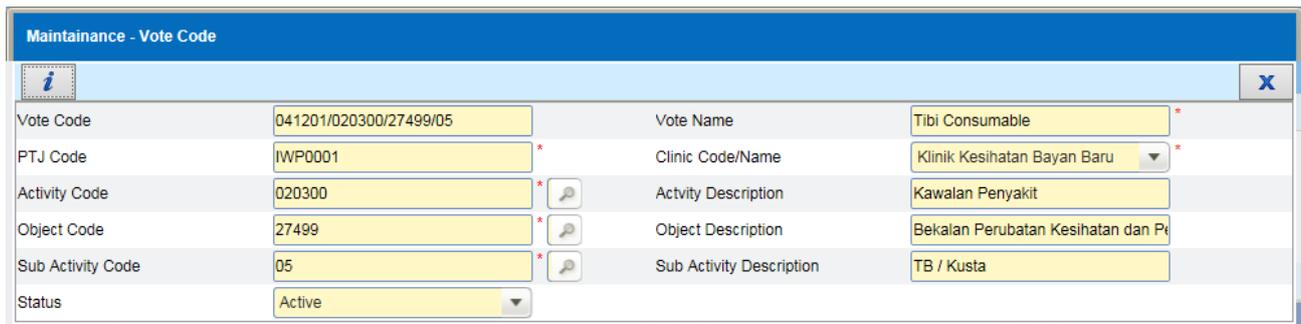


Figure 3.11.1-2 Maintenance – Vote Code

#### Note

Click on the  button to close the screen

### 3.12. Year End Process

#### 3.12.1. Schedule Year End Process

To schedule Year End Process, perform the steps below:

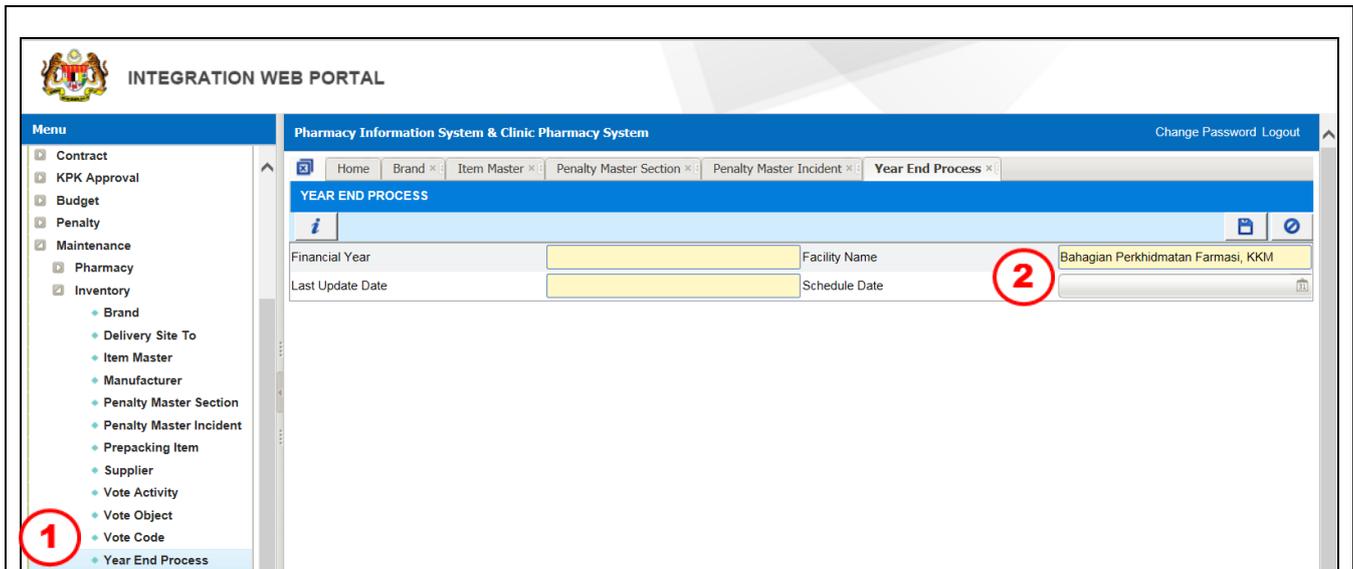


Figure 3.12.1-1 Year End Process

#### STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Year End Process'

#### STEP 2

Click on the **Schedule Date** 

#### 4. 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. Link to IWP Modules

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