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

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# User Manual
# Integrated Web Portal (IWP)

# Maintenance - Inventory

| | |
|---|---|
| Version | : 11th Edition |
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*Reference ID : HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY-11th E*

*Application reference: PhIS & CPS v2.3*

## Table of Contents

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

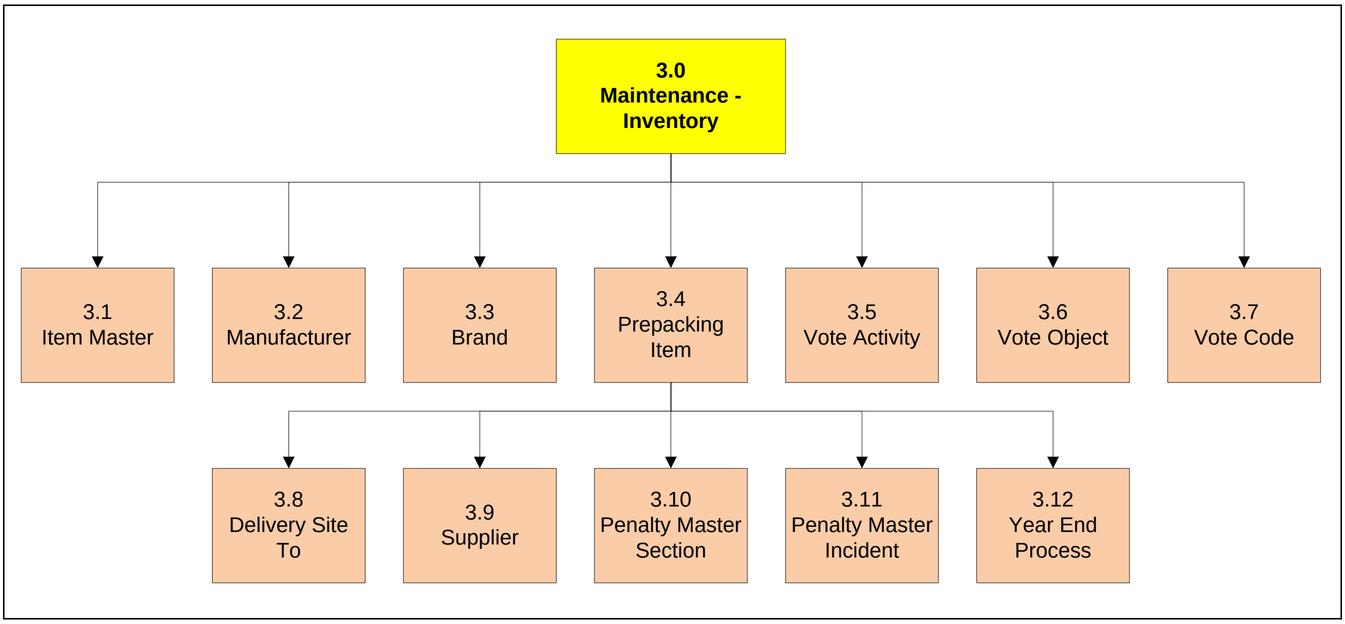



**Figure 3.0**

## 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 Iitem**
  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:

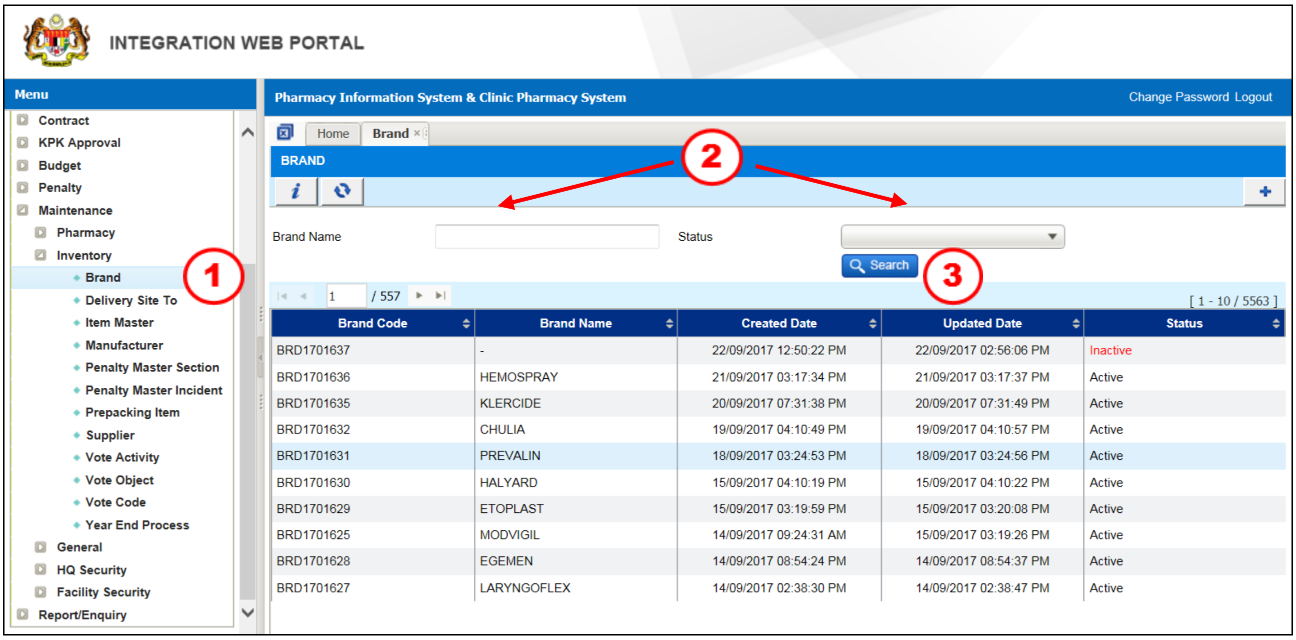



**Figure 3.1.1-1 Brand Listing Page**

**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 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 3.1.1-2*

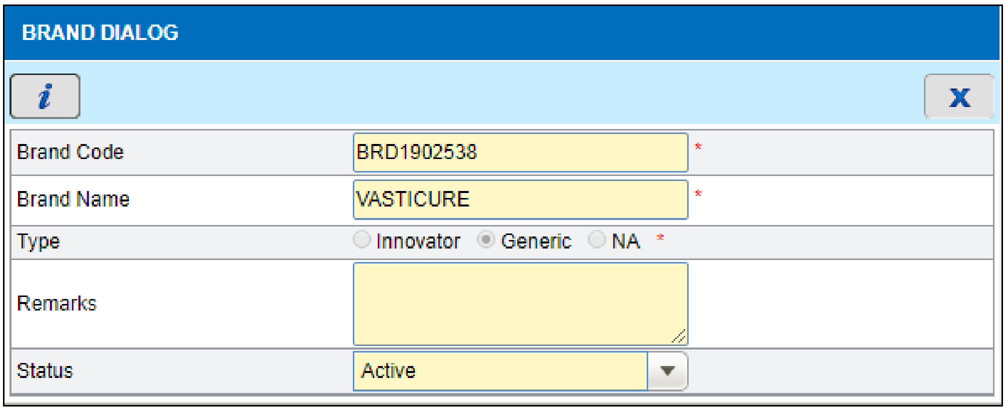



**Figure 3.1.1-2 Brand Dialog**

***Note***
*Click on the* X *button to close the screen*

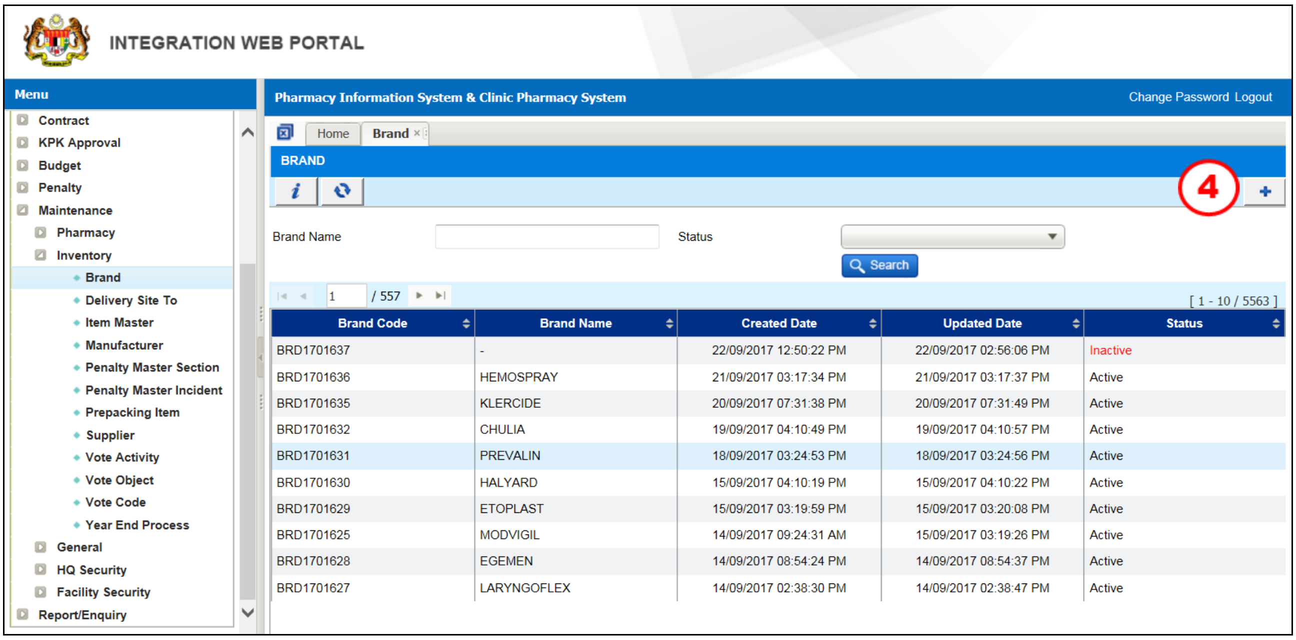



**Figure 3.1.1-3 Brand Listing Page**

**STEP 4**

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

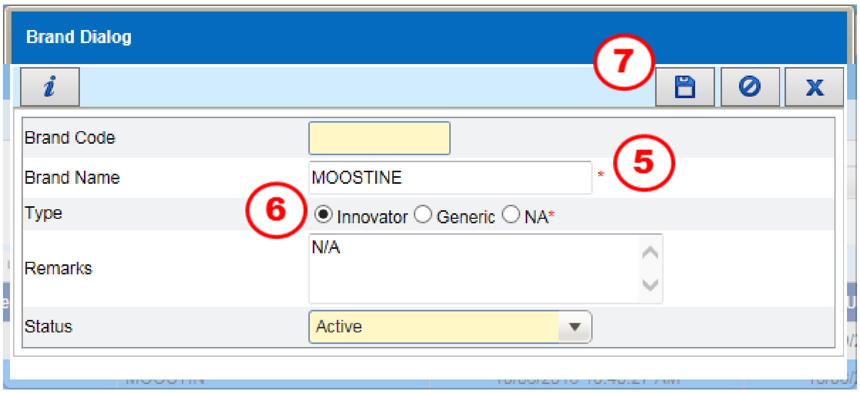



**Figure 3.1.1-4 Brand Dialog**

**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 [save] button to save the record

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

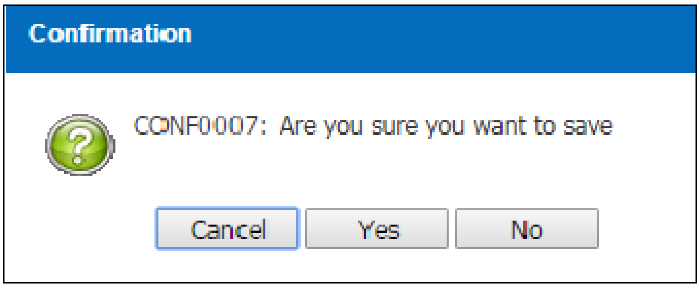



**Figure 3.1.1-5 Confirmation Message**

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

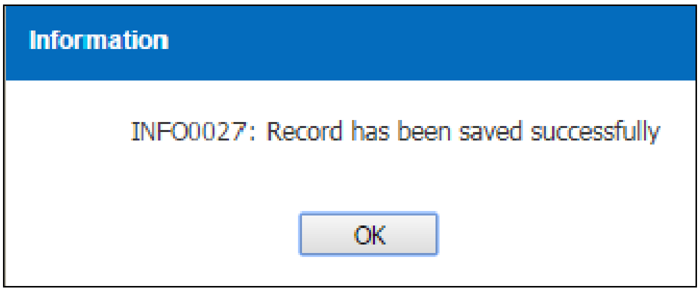



**Figure 3.1.1-6 Information Message**

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

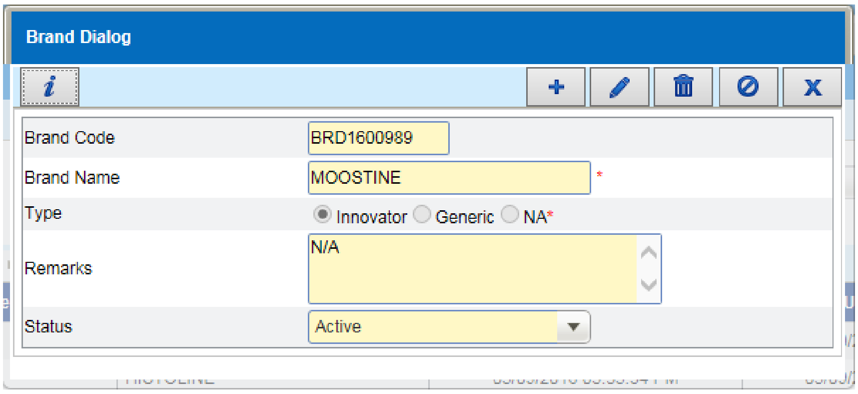



**Figure 3.1.1-7 Brand Dialog**

***Note***

*Click on the* X *button to close the screen*

### 3.1.2. Modify Brand

To Modify Brand records, perform the steps below:

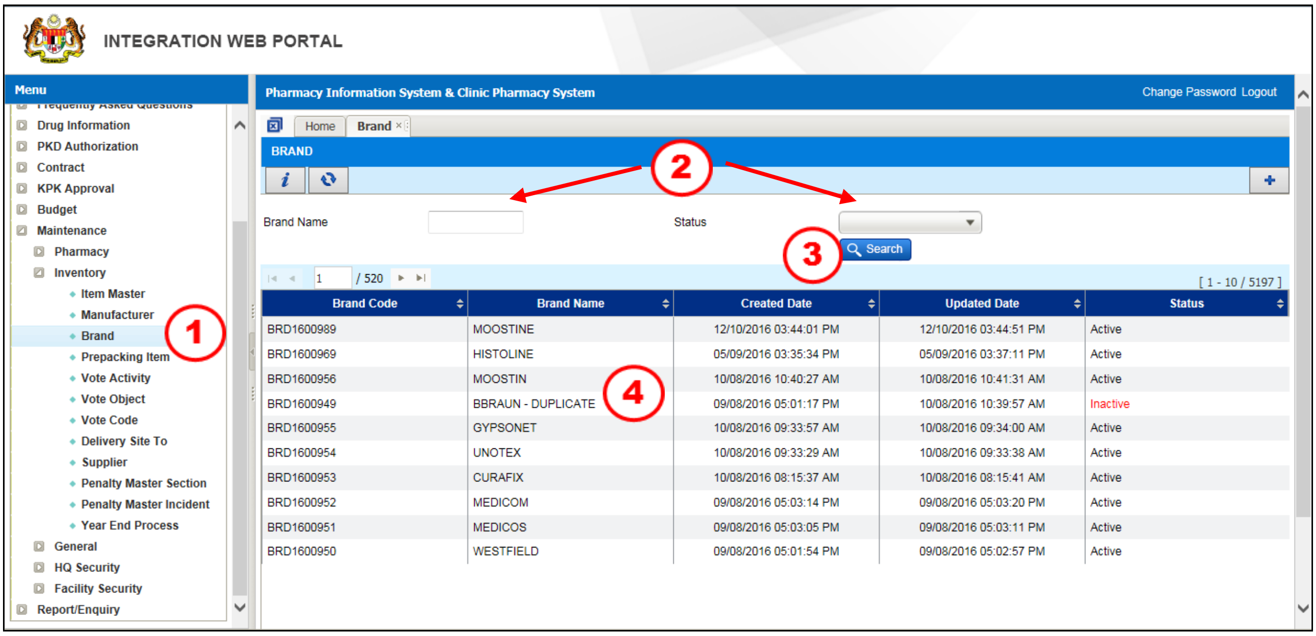



**Figure 3.1.2-1 Brand Listing Page**

**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 Search button and system will display the related record

**STEP 4**
Click on the selected record

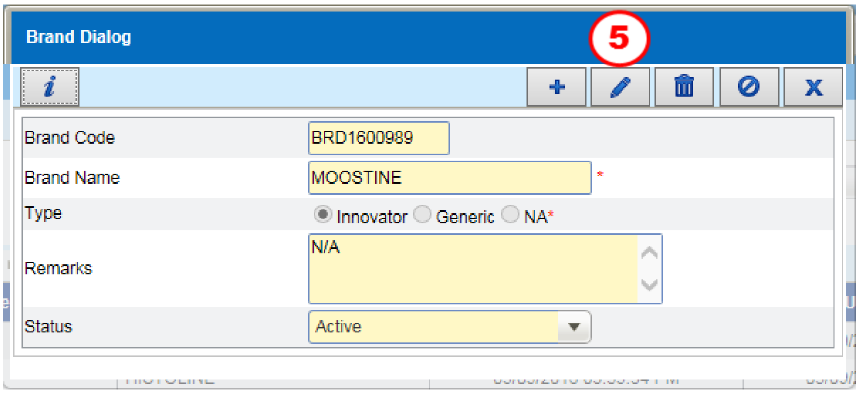



**Figure 3.1.2-2 Brand Dialog**

**STEP 5**
Click on the button to edit the record

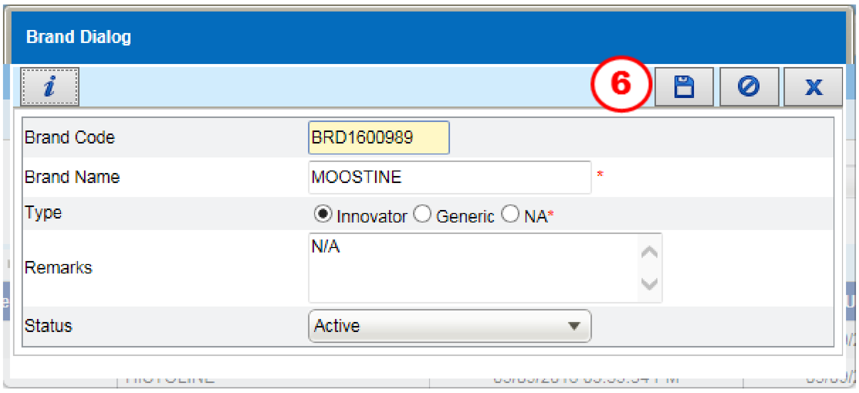



**Figure 3.1.2-3 Brand Dialog**

***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*

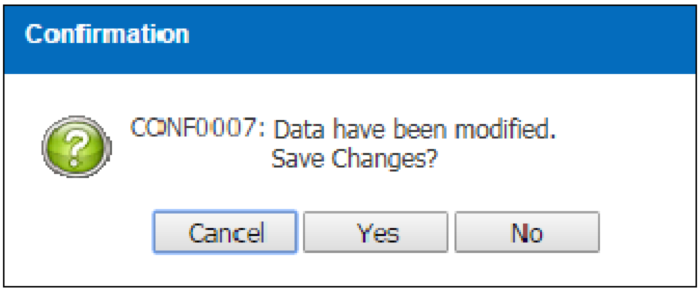



**Figure 3.1.2-4 Confirmation Message**

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

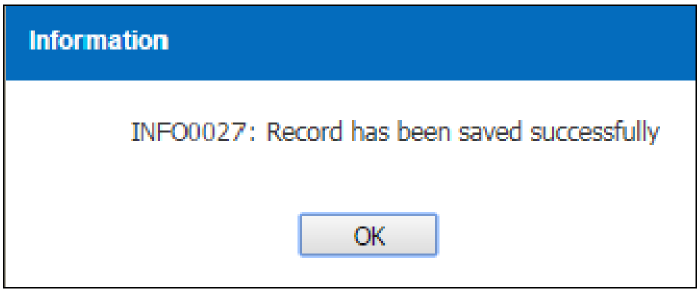



**Figure 3.1.2-5 Information Message**

- *Click on the* OK *button to confirmed the edited record*

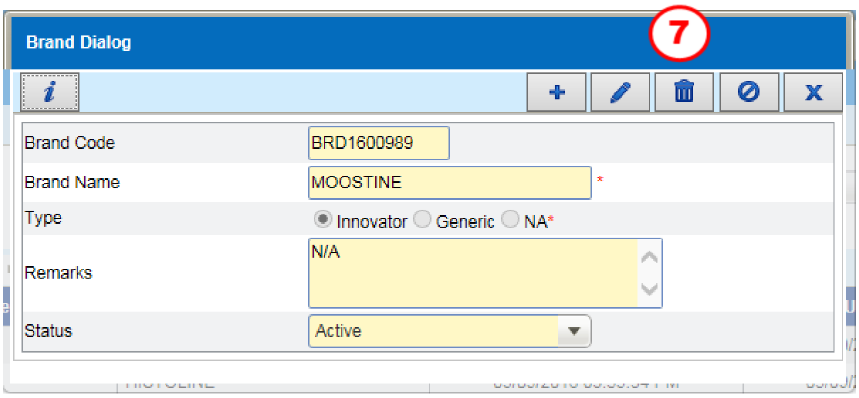
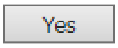



**Figure 3.1.2-6 Brand Dialog**

**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*

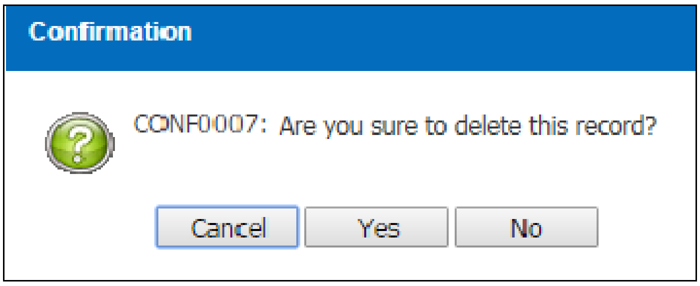



**Figure 3.1.2-7 Confirmation Message**

- *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:

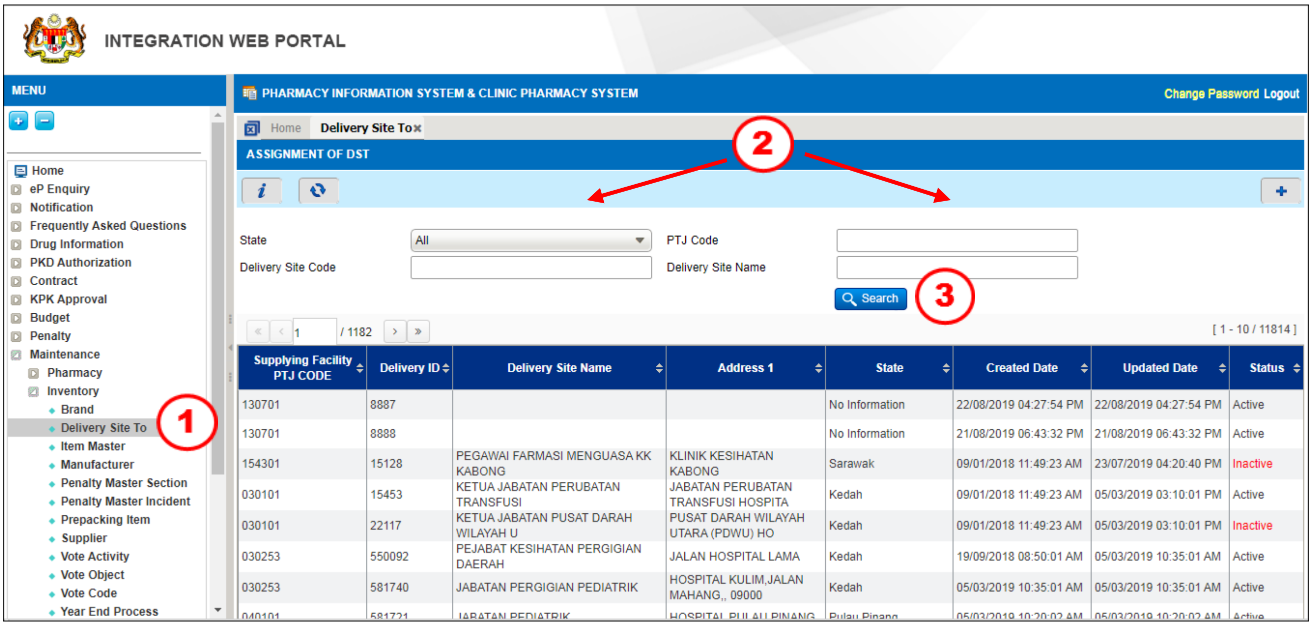


**Figure 3.2.1-1 Delivery Site To Listing Page**

**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 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 3.2.1-2*

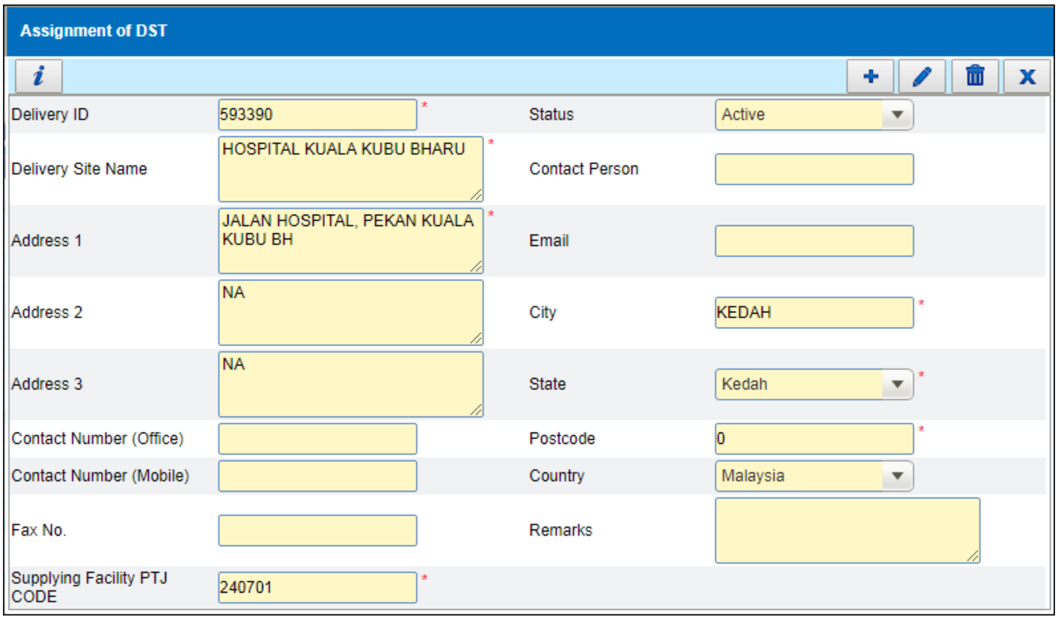



**Figure 3.2.1-2 Delivery Site To**

***Note***

*Click on the* **X** *button to close the screen*

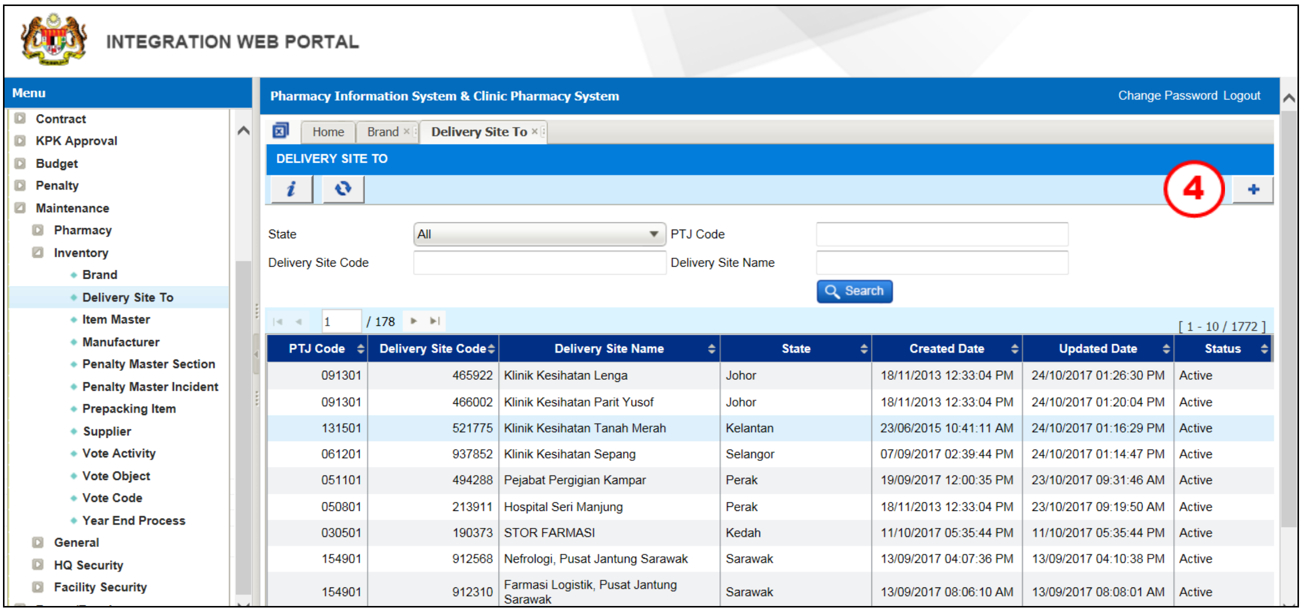



**Figure 3.2.1-3 Delivery Site To Listing Page**

**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

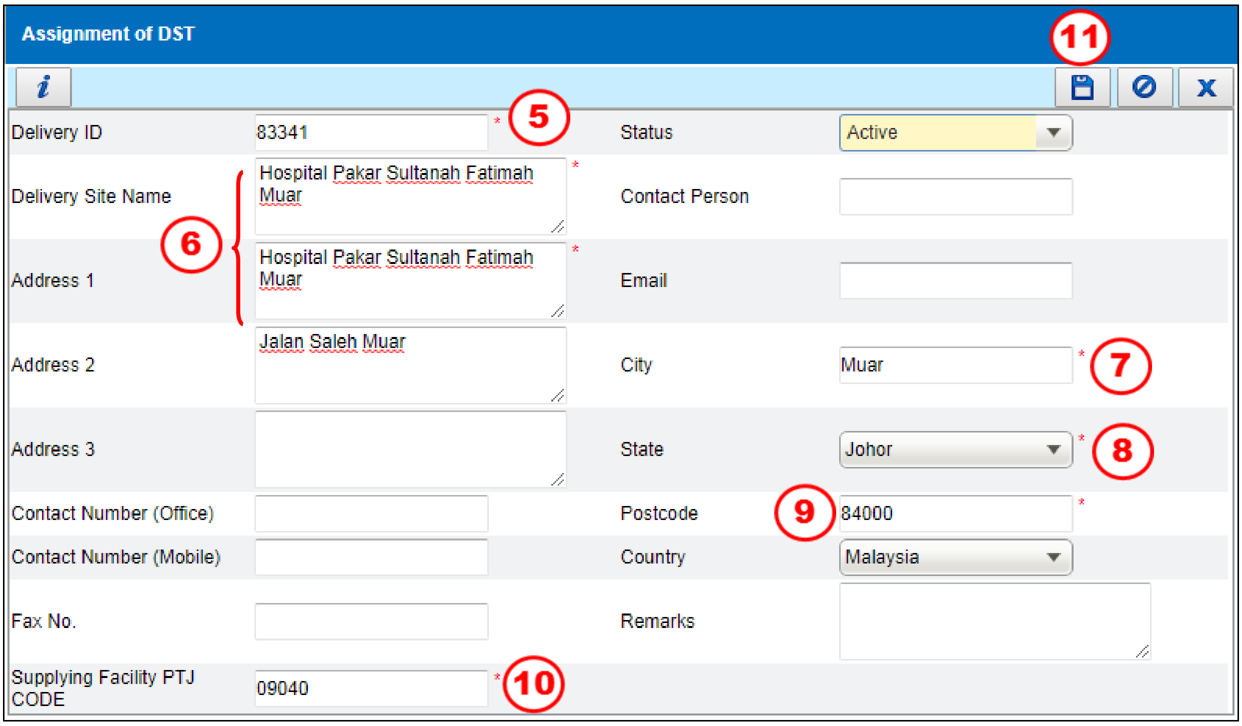



**Figure 3.2.1-4 Delivery Site To**

**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***

***<u>Note</u>***
*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*

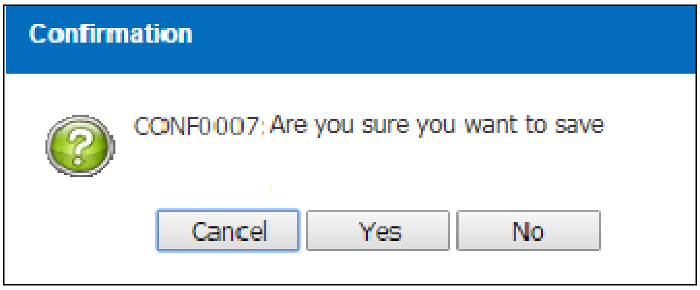



**Figure 3.2.1-5 Confirmation Message**

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

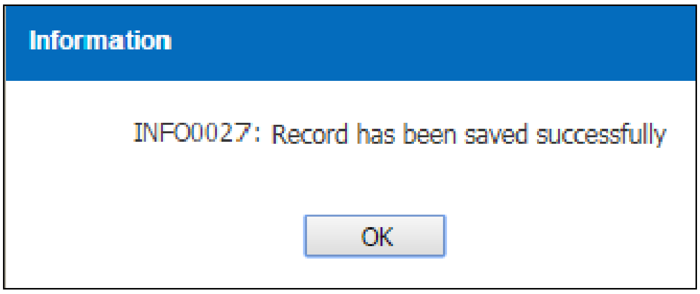



**Figure 3.2.1-6 Information Message**

- *Click on the* OK *button to confirmed the record*

### 3.2.2. Modify Delivery Site To

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

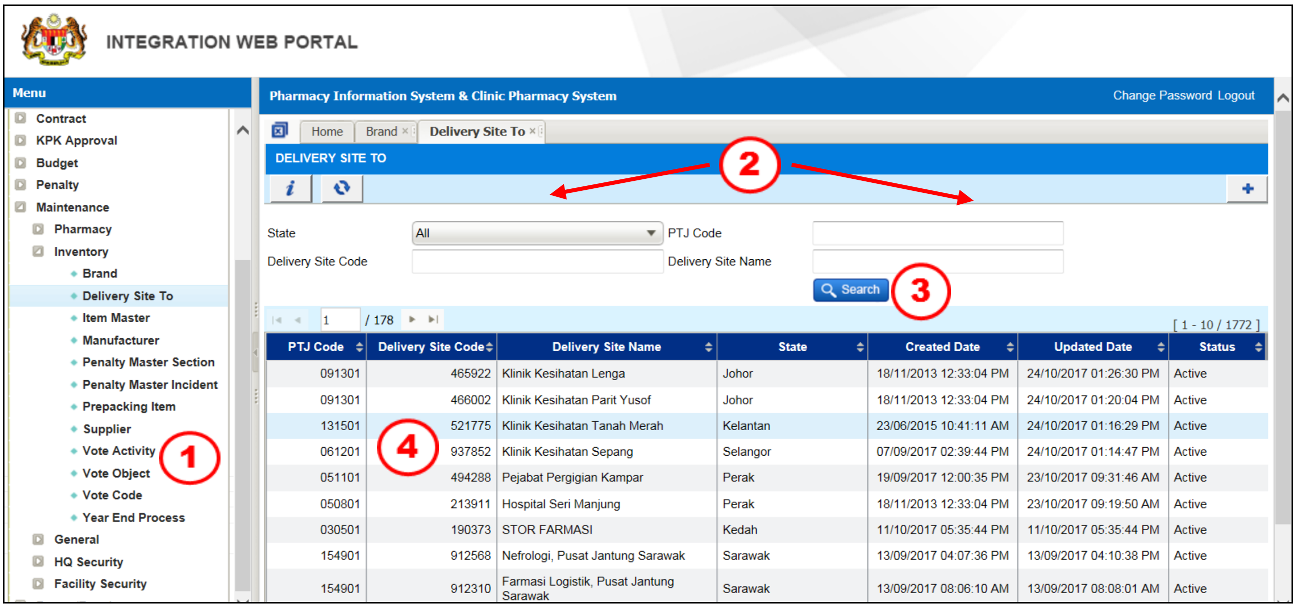



**Figure 3.2.2-1 Delivery Site To Listing Page**

**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 Search button and system will display the related record

**STEP 4**
Click on the selected record

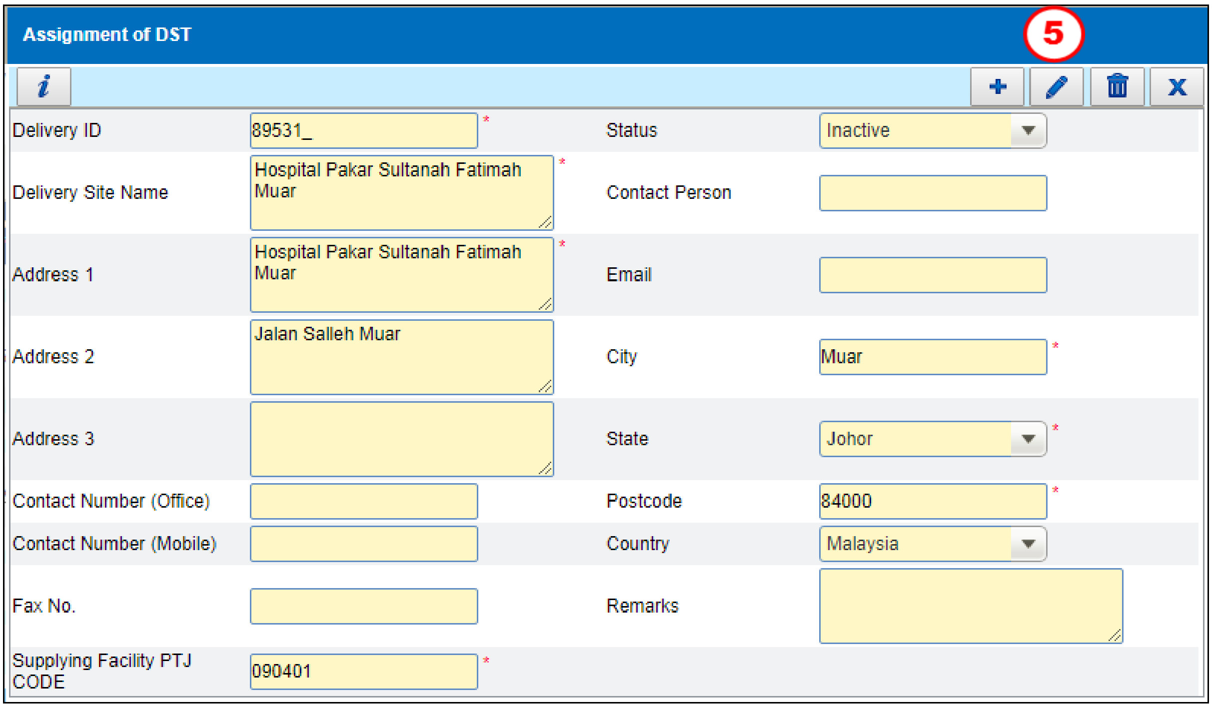



**Figure 3.2.2-2 Delivery Site To**

**STEP 5**

Click on the button to edit the record

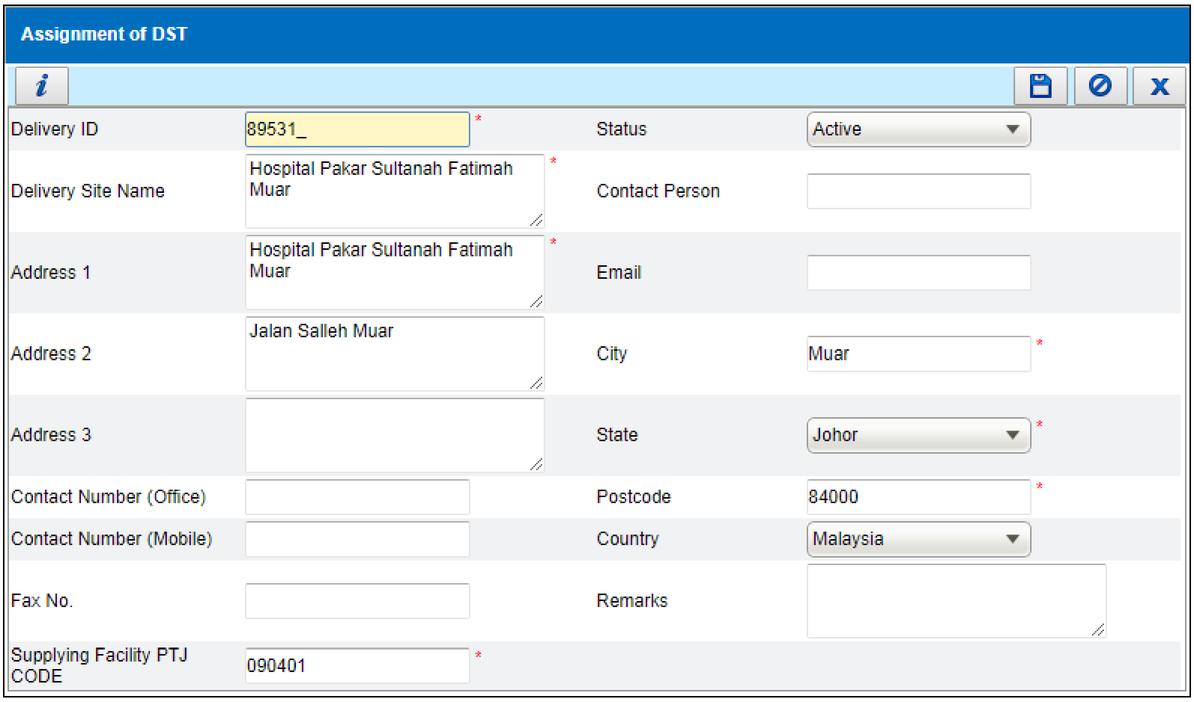



**Figure 3.2.2-3 Delivery Site To**

***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***

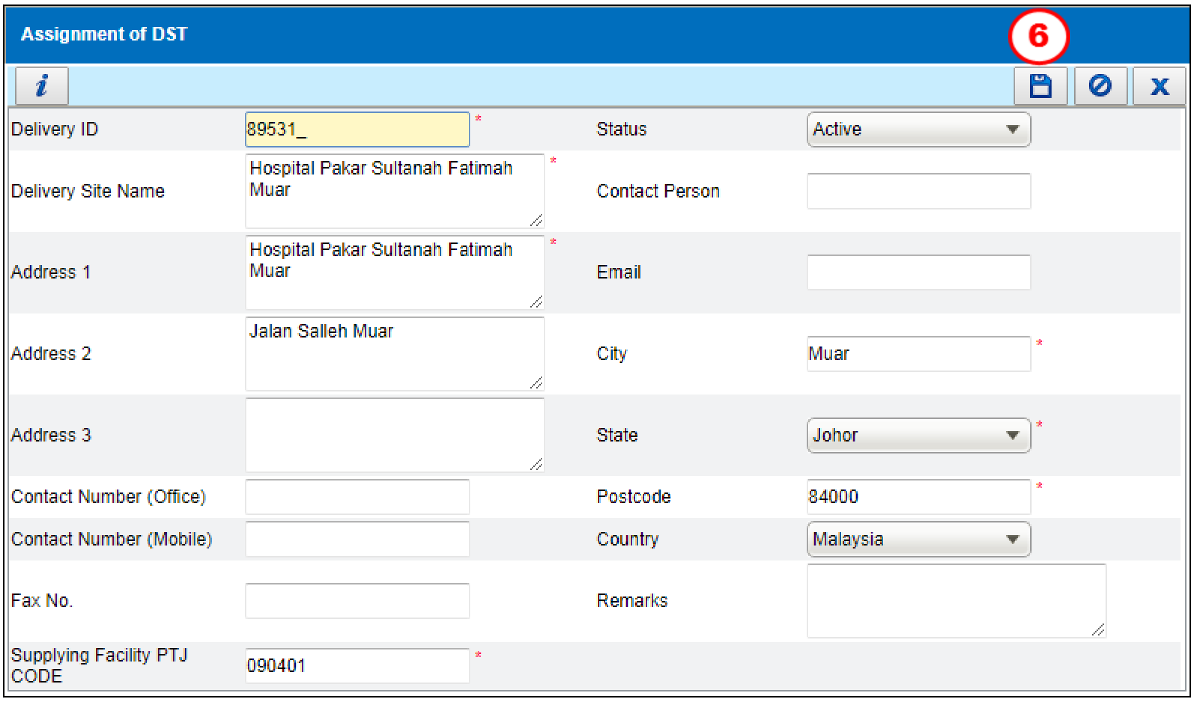



**Figure 3.2.2-4 Delivery Site To**

## STEP 6

Click on the button to save the edited record

***Note***

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

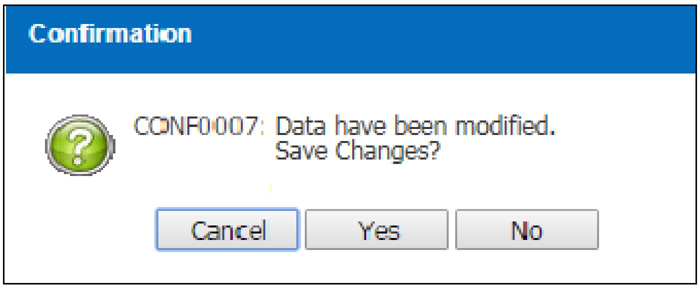



**Figure 3.2.2-5 Confirmation Message**

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

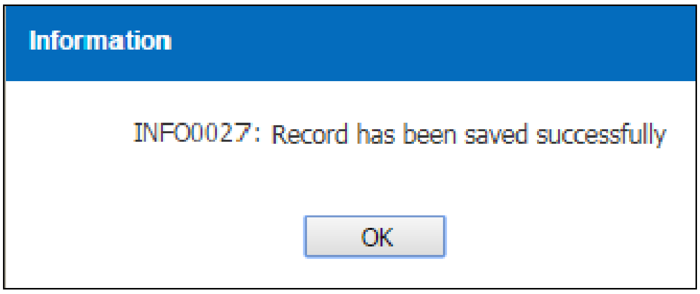



**Figure 3.2.2-6 Information Message**

- *Click on the* OK *button to confirmed the edited record*

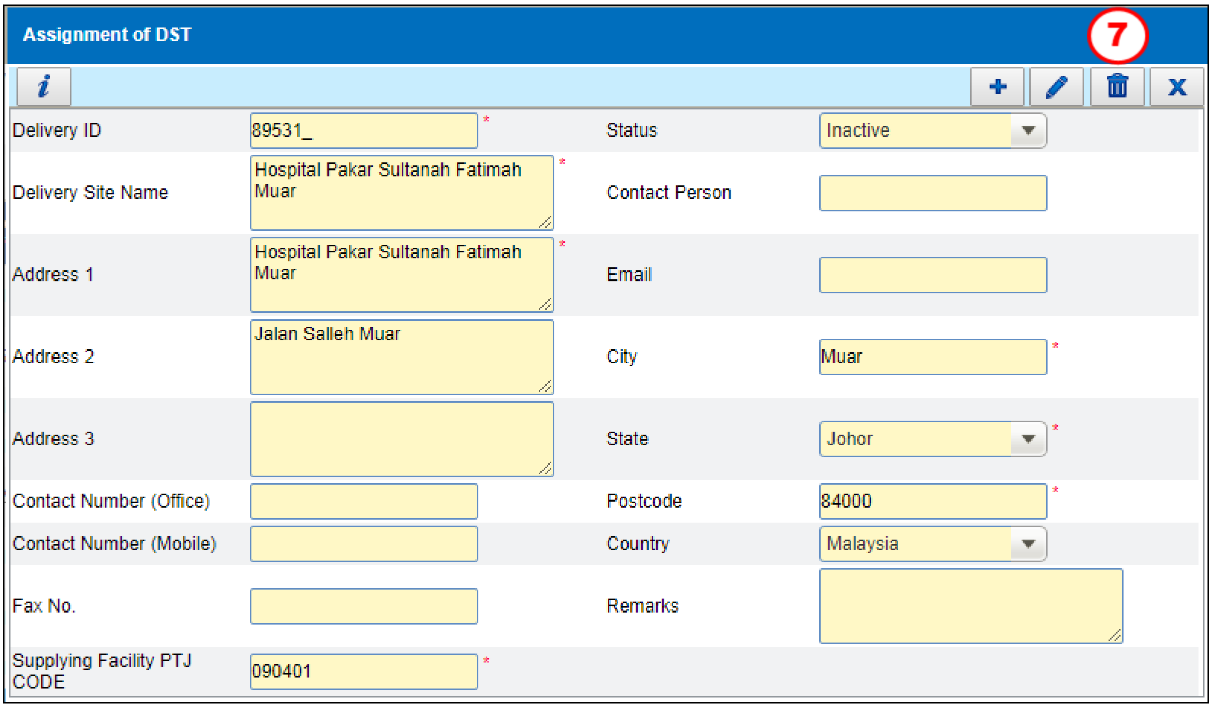



**Figure 3.2.2-7 Delivery Site To**

**STEP 7**

Click on the 🗑 button to delete the record

***Note***

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

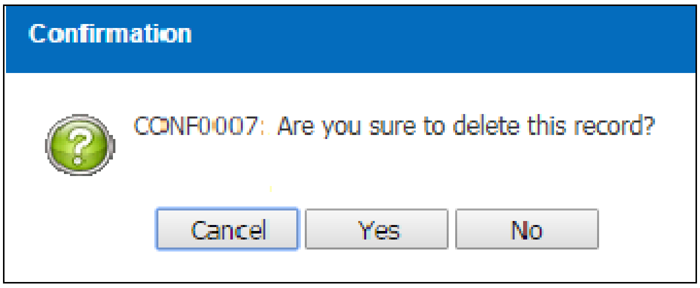



**Figure 3.2.2-8 Confirmation Message**

- *Click on the* Yes *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:

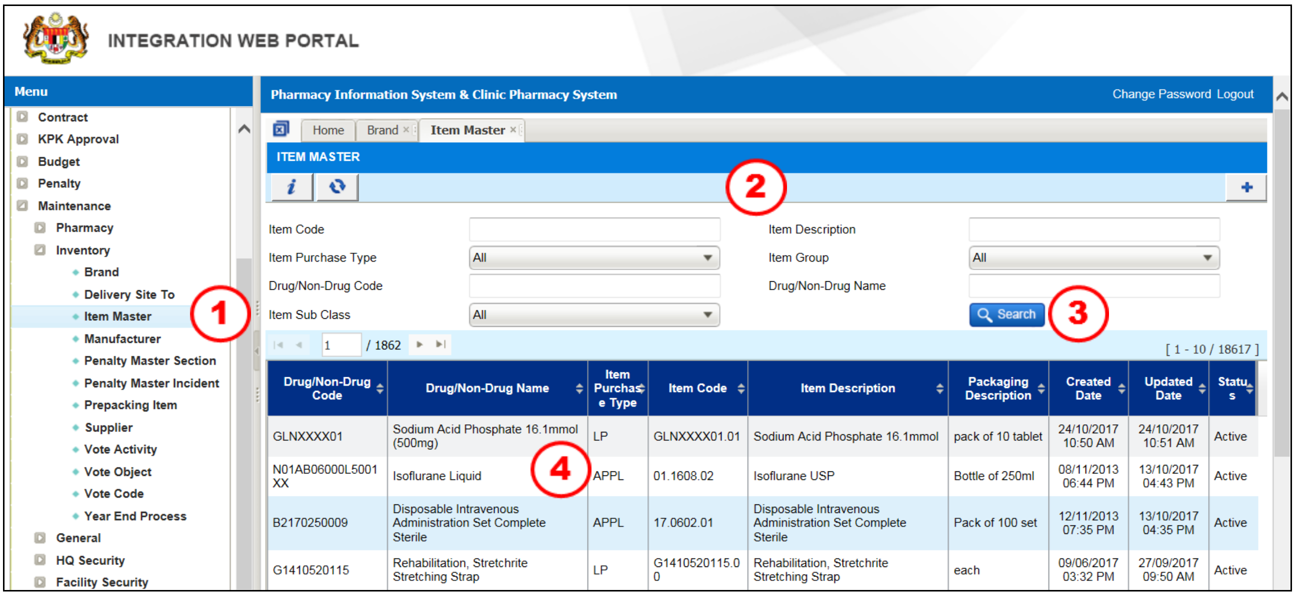



**Figure 3.3.1-1 Item Master listing Page**

**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:<br>- All<br>- APPL<br>- LP<br>- Contract | Able to filter and search record(s) |
| d | Item Group | Search by:<br>- All<br>- DRUG<br>- 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

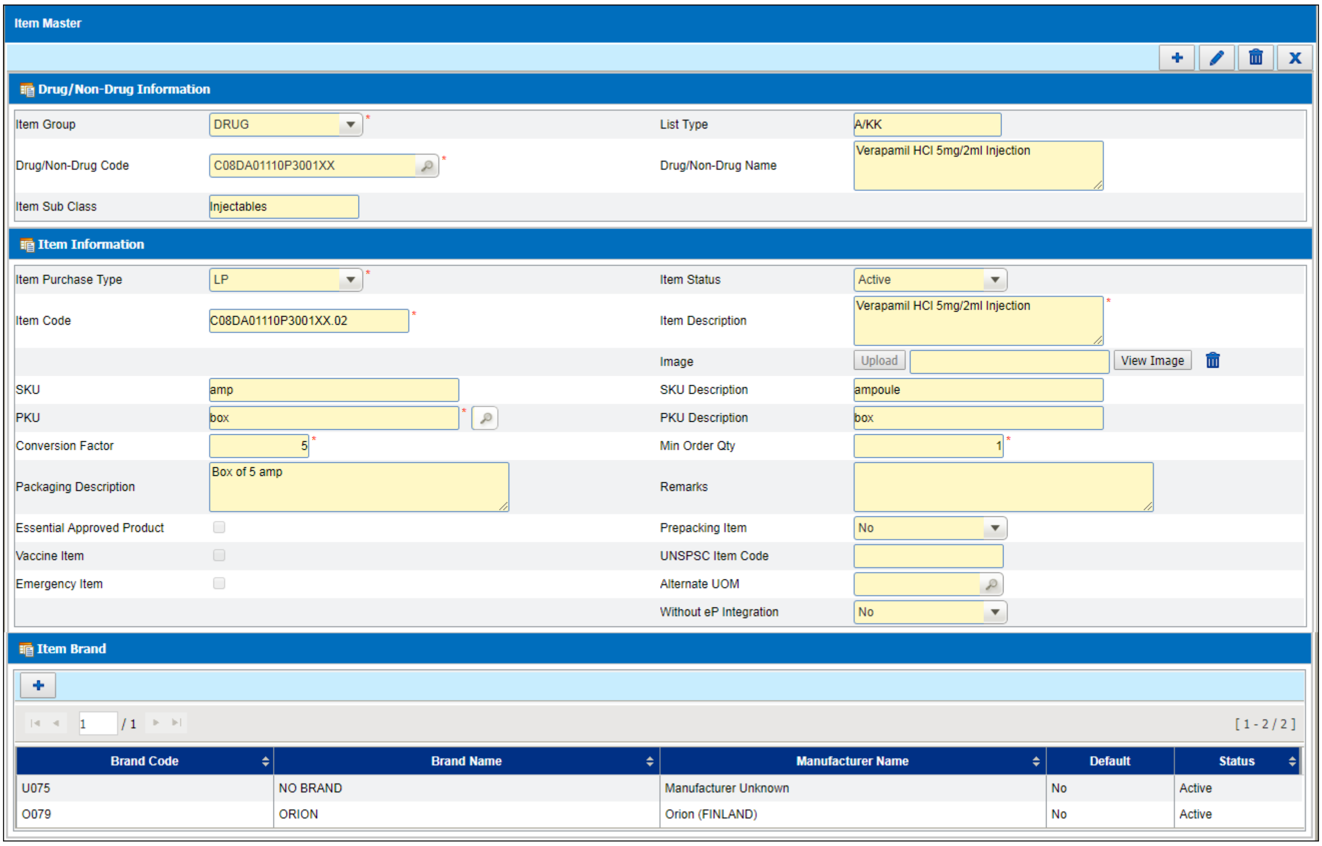



**Figure 3.3.1-2 Item Master**

***Note***

*Click on the* X *to close the Transaction Detail screen*

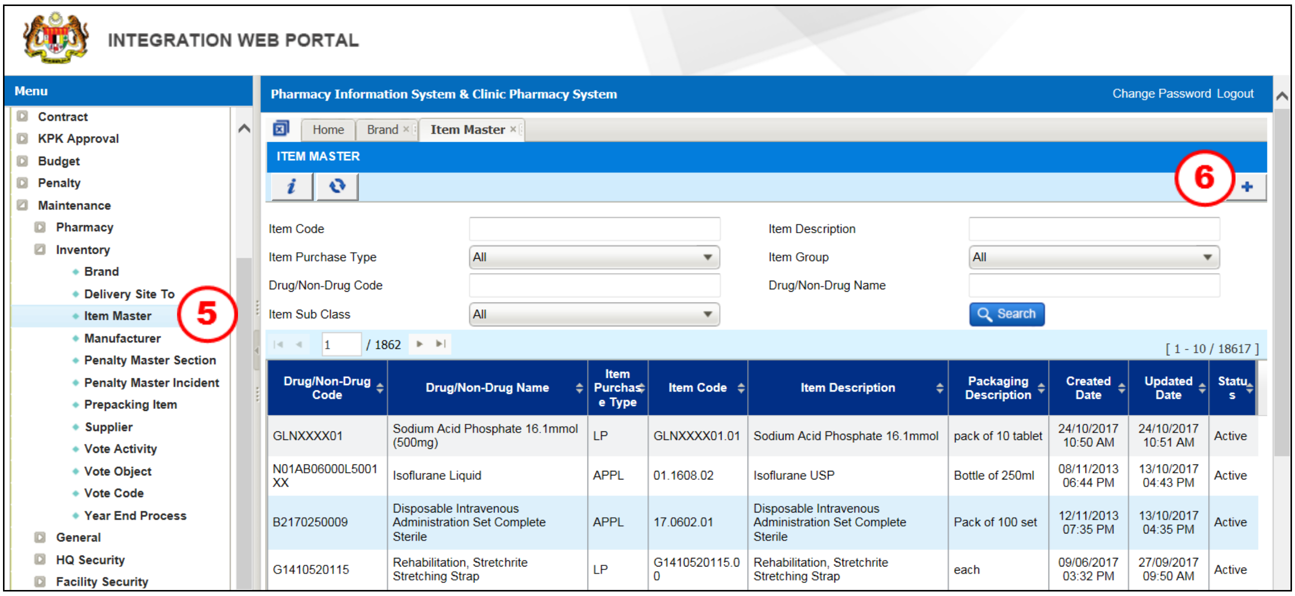



**Figure 3.3.1-3 Item Master listing Page**

**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***

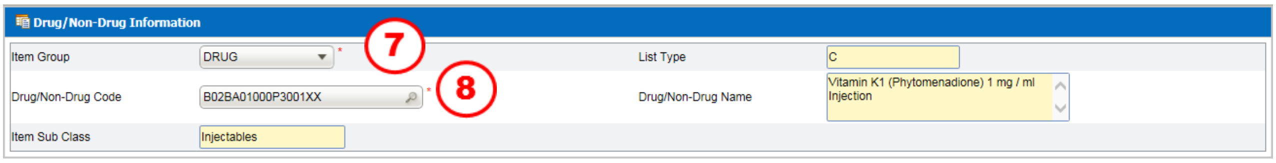



**Figure 3.3.1-5 Drug/Non-Drug Information**

**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

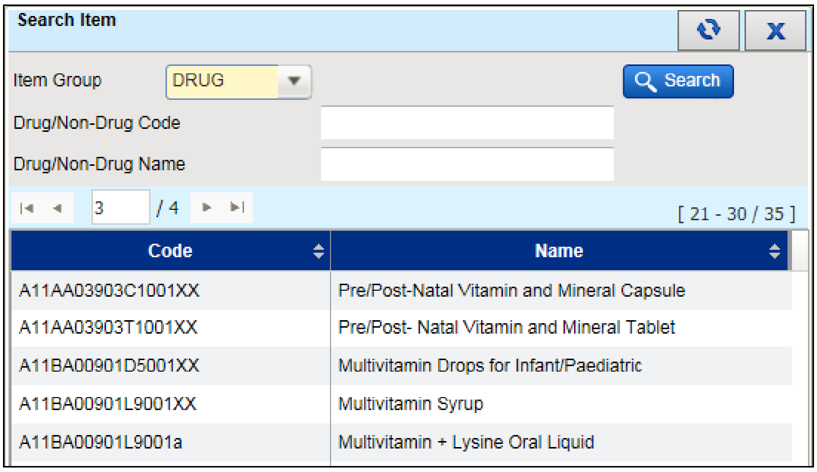



**Figure 3.3.1-6 Search Item**

***Note***

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

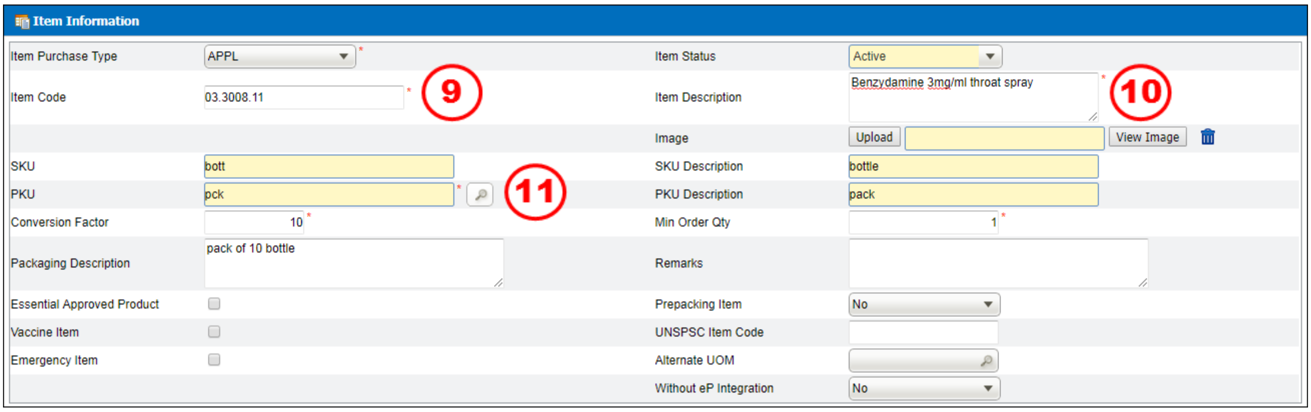



**Figure 3.3.1-7 Item Information**

**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 Descripiton***

**STEP 11**
Click on the ***PKU*** button and Search PKU window will be displayed as shown in Figure 3.3.1-8

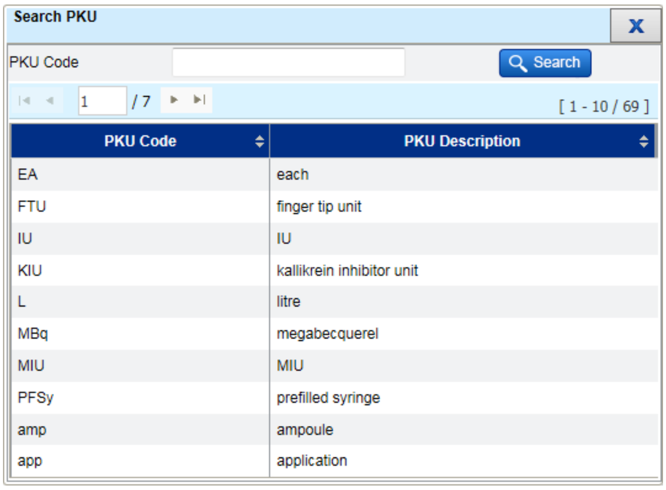



**Figure 3.3.1-8 Search PKU**

**Note**

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

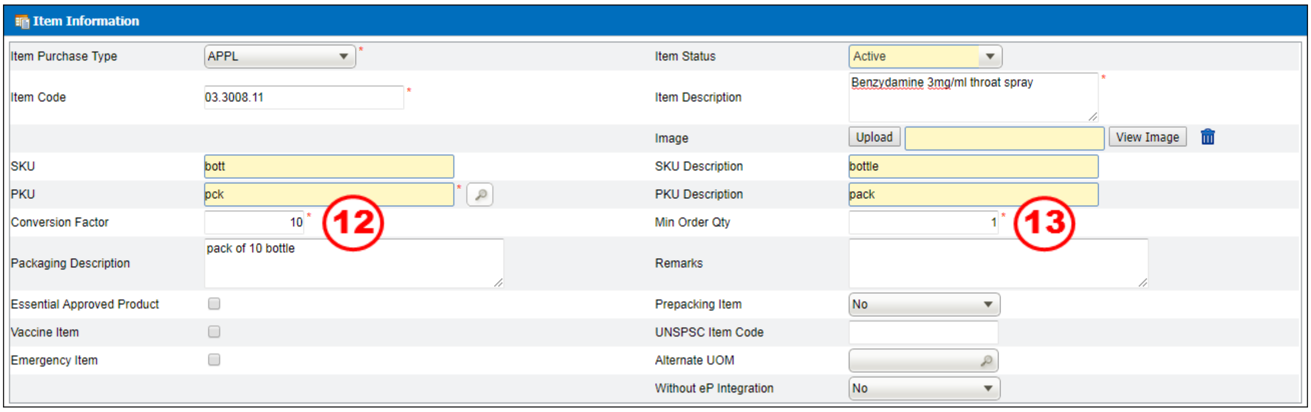



**Figure 3.3.1-9 Item Information**

**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***

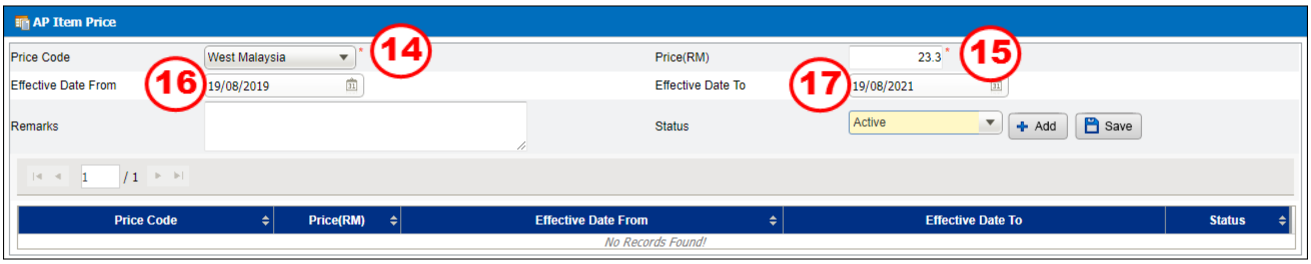



**Figure 3.3.1-10 AP Item Price**

***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***

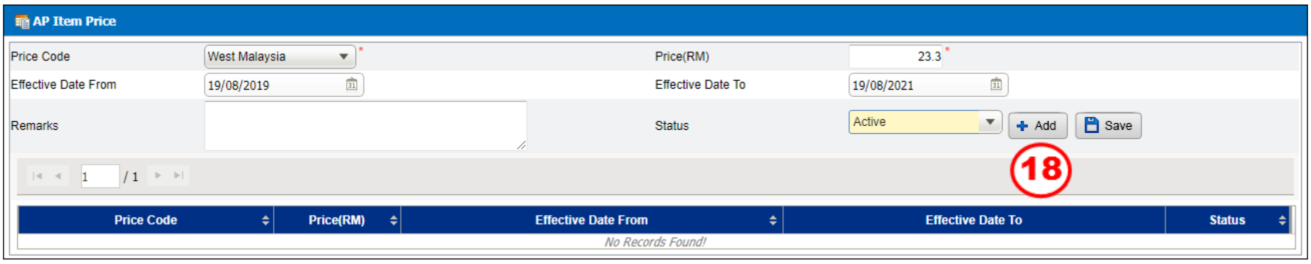



**Figure 3.3.1-11 AP Item Price**

***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***

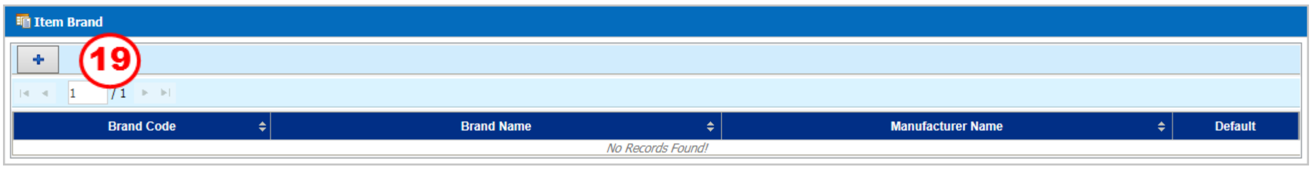



**Figure 3.3.1-12 Item Brand**

**STEP 19**
Click on the  button and Item Brand screen will be displayed as Figure 3.1.1-13

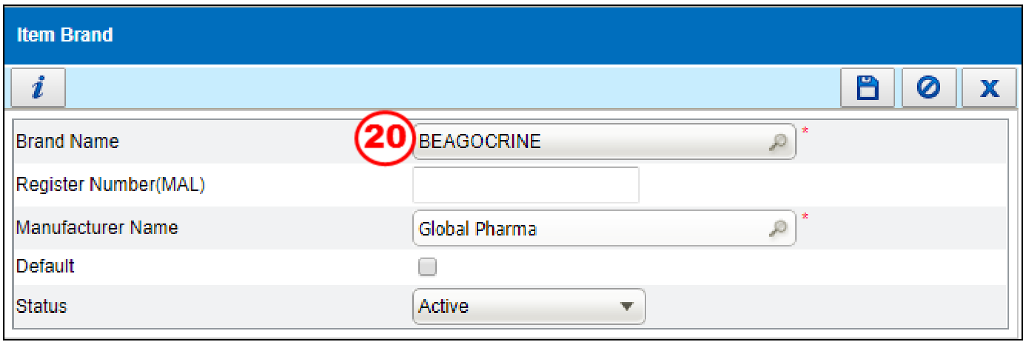



**Figure 3.3.1-13 Item Brand**

**STEP 20**
Click on the ***Brand Name***  button and Brand window will be displayed as Figure 3.3.1-14

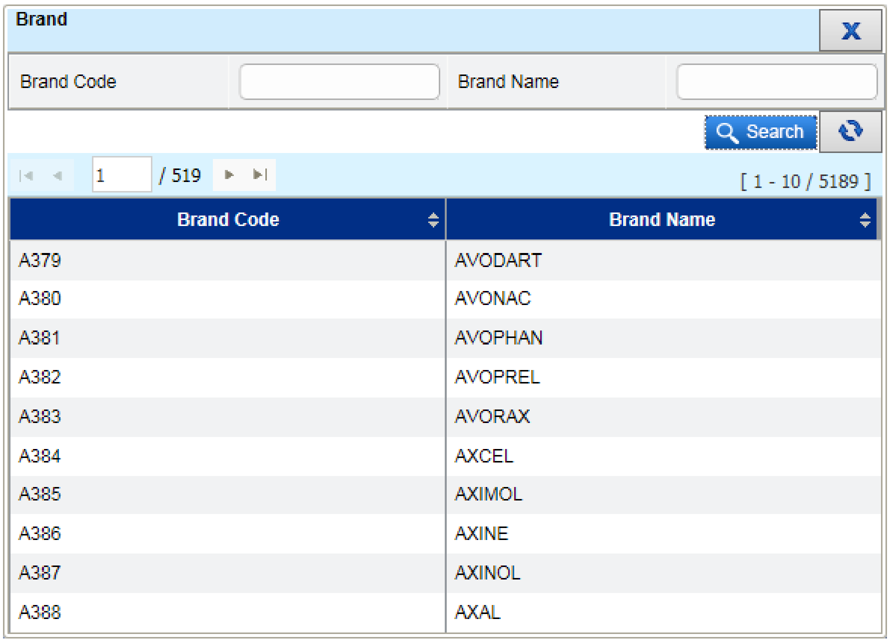



**Figure 3.3.1-14 Brand**

***Note***

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

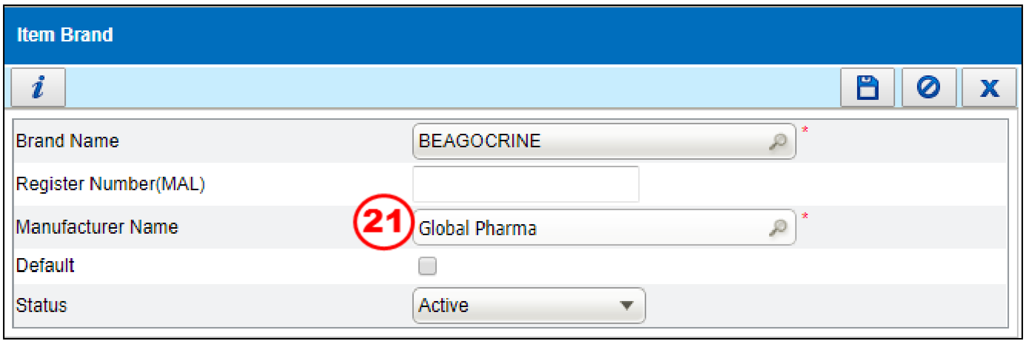



**Figure 3.3.1-15 Item Brand**

**STEP 21**

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

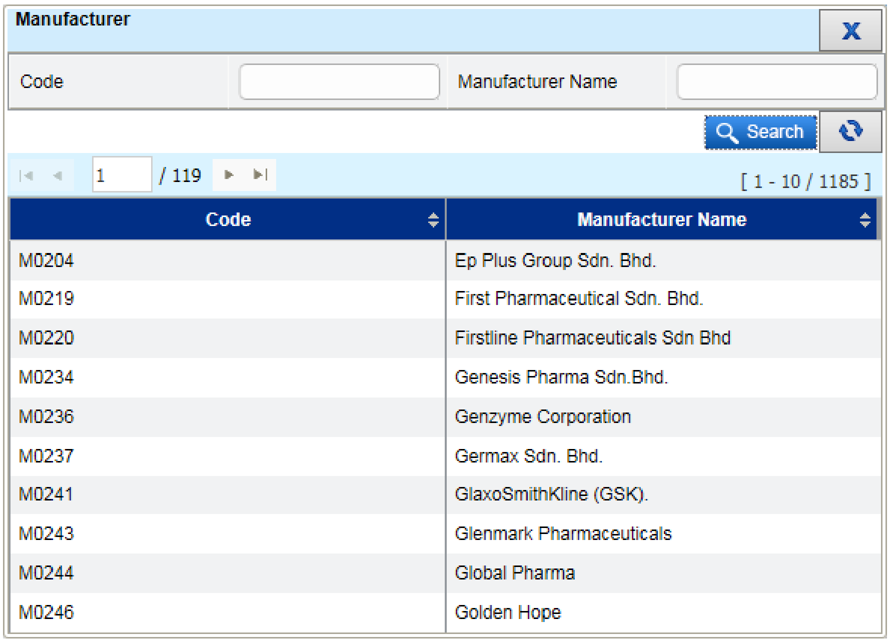



**Figure 3.3.1-16 Manufacturer**

***Note***

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

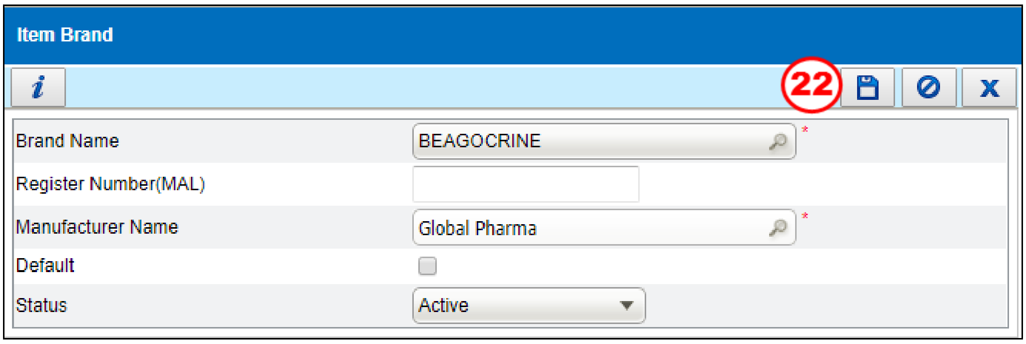



**Figure 3.3.1-17 Item Brand**

***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 [save] button to save the record

***Note***

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


**Figure 3.3.1-18 Item Brand**

***Note***

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

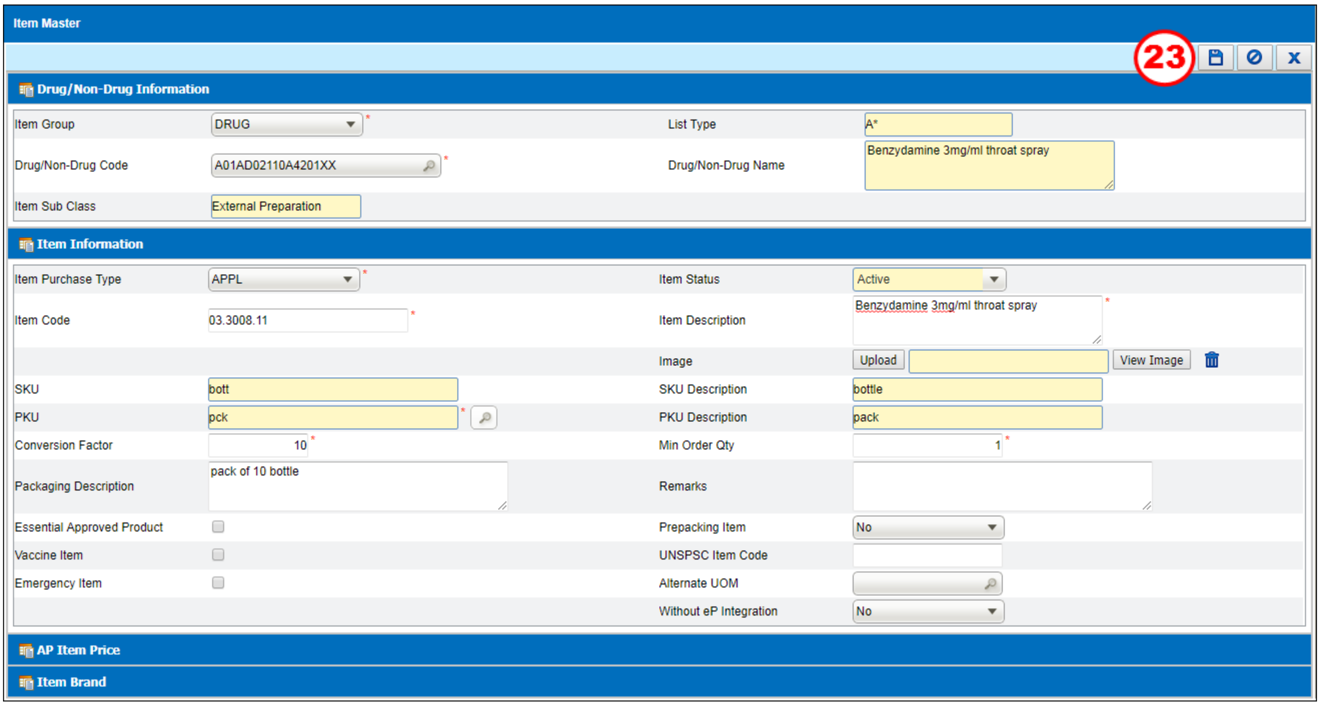



**Figure 3.3.1-19 Item Master**

**STEP 23**

Click on the  button to save the record

***Note***

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

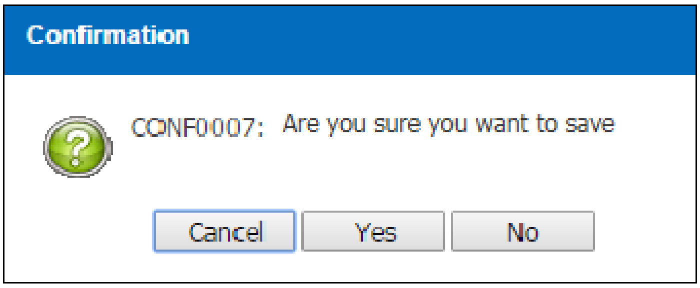
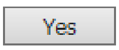
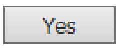



**Figure 3.3.1-20 Confirmation Message**

- *Click on the* 

*button to save the record*
- *Information Message will display after click on the* 

*buttom as Figure 3.3.1-21*

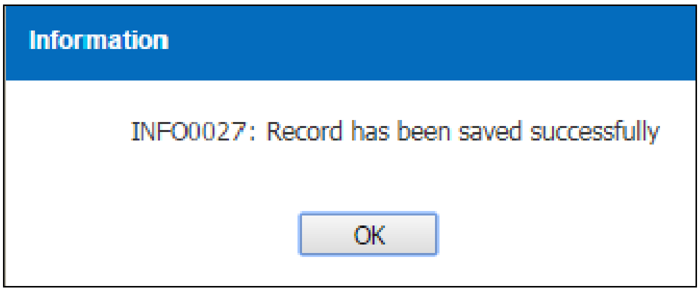



**Figure 3.3.1-21 Information Message**

- *Click on the*   *button to confirmed the record*

### 3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:

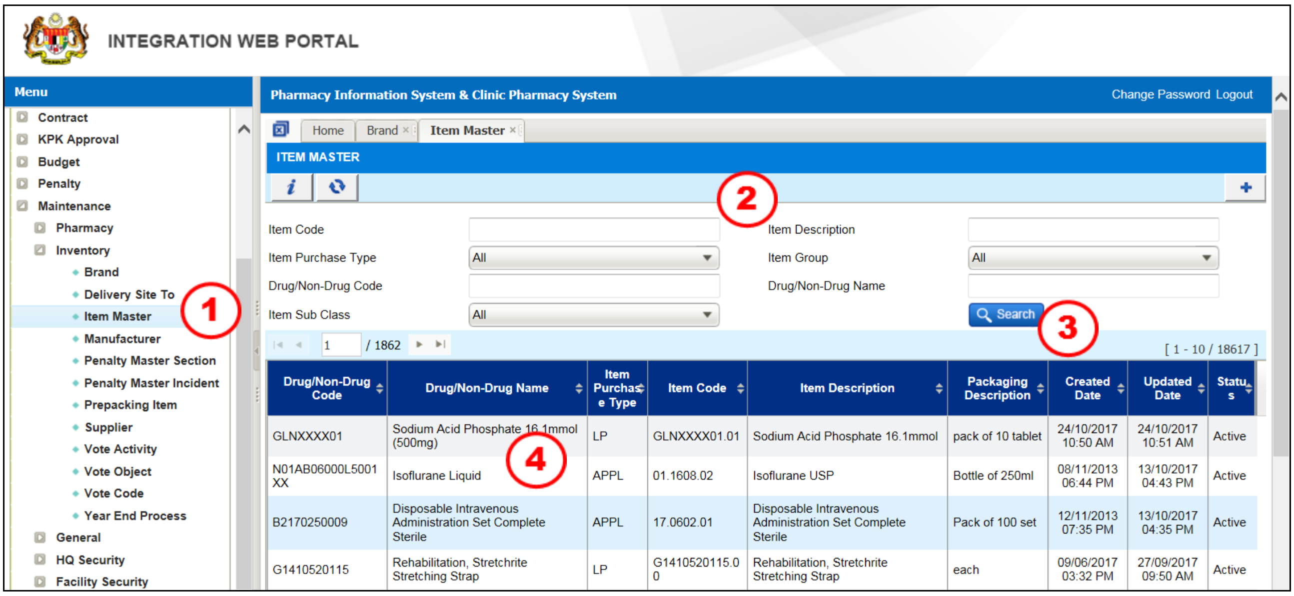



**Figure 3.3.2-1 Item Master Listing Page**

**STEP 1**
Click on ‘Maintenance’ menu followed by ‘Inventory’ and then click ‘Item Master’

**STEP 2**
Search existing record by entering the nessesary searching field

**STEP 3**
Click on the 

button and system will display the related record

**STEP 4**
Click on the selected record

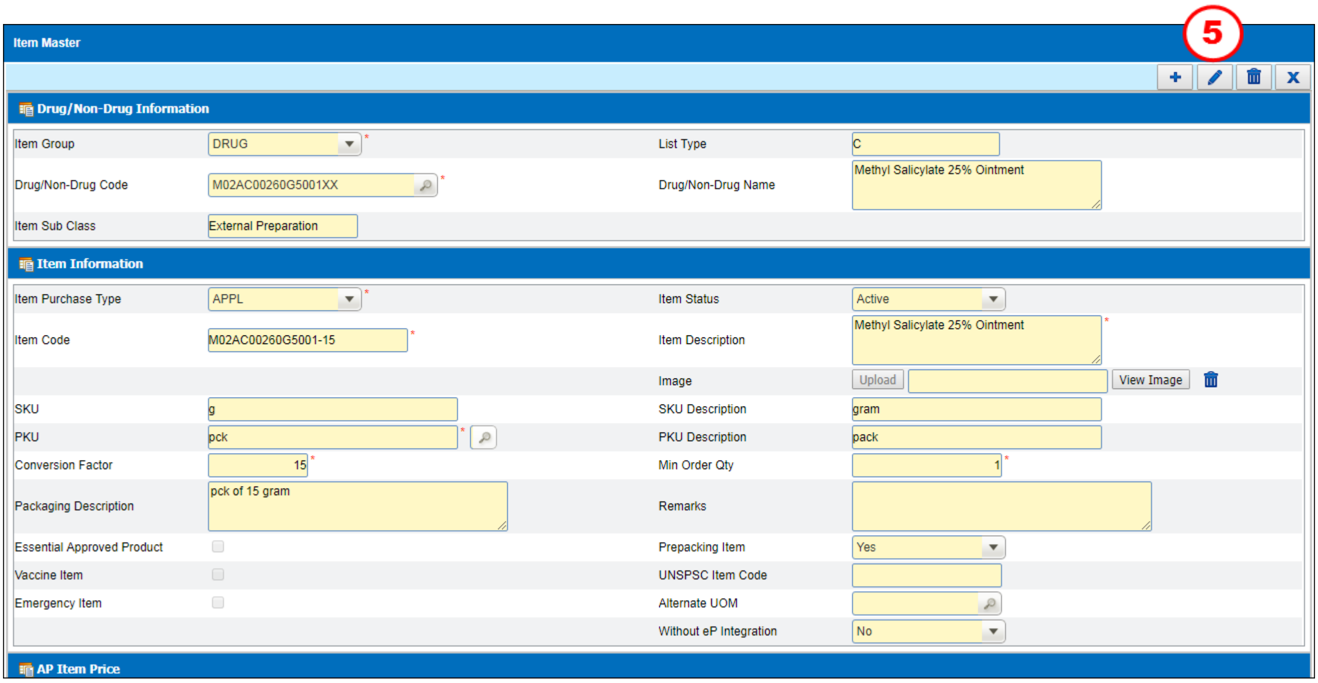



**Figure 3.3.2-2 Item Master**

**STEP 5**

Click on the  button to edit the record

***<u>Note</u>***

*User is allow to edit:*

a) ***Item Information Section***

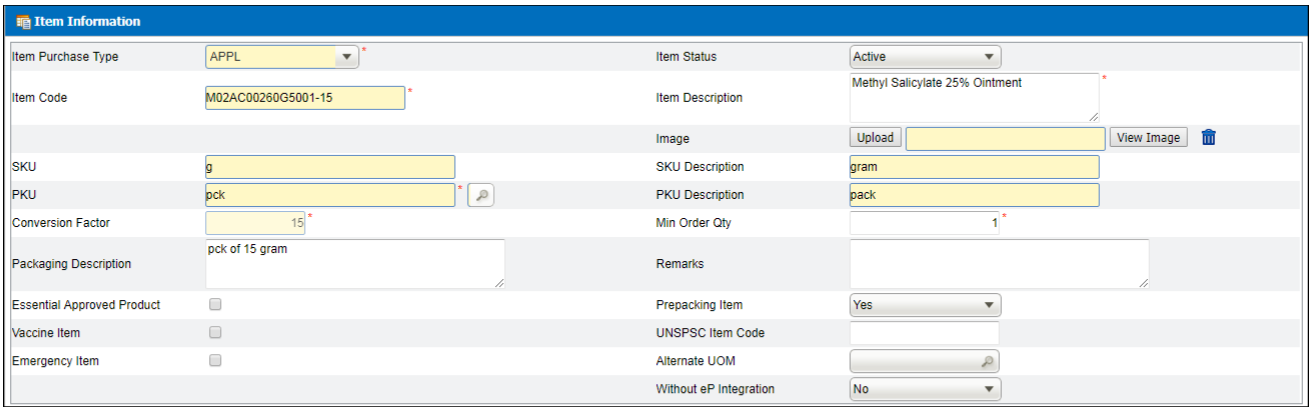



**Figure 3.3.2-3 Item Information**

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

b) ***AP Item Price Section***

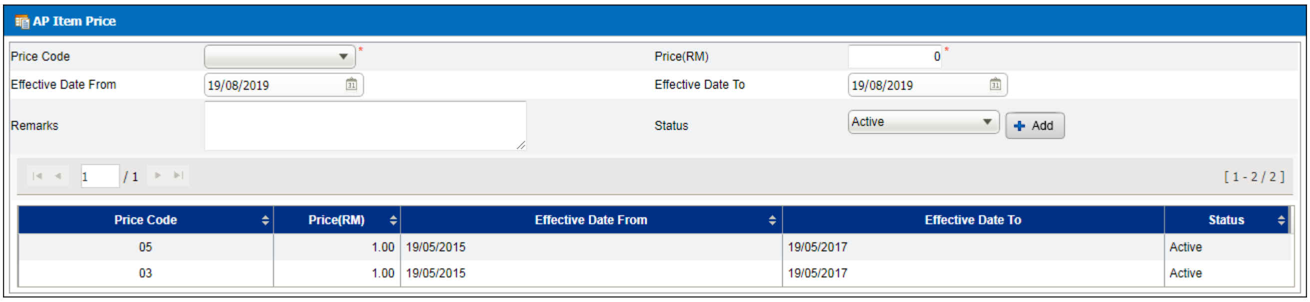



**Figure 3.3.2-4 AP Item Price**

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

c) ***Brand Section***

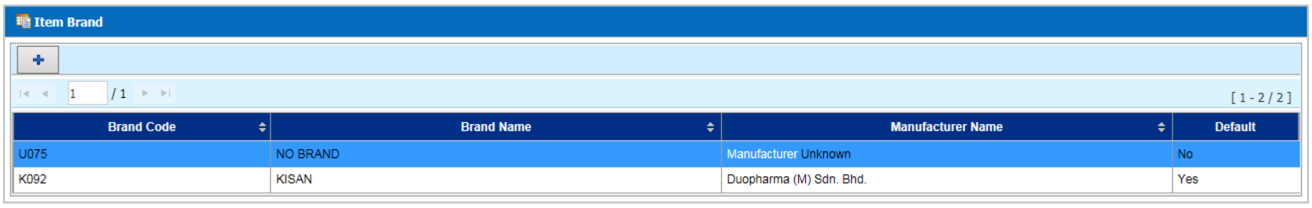



**Figure 3.3.2-5 Item Brand**

- *User is allowed to edit and add new Brand*

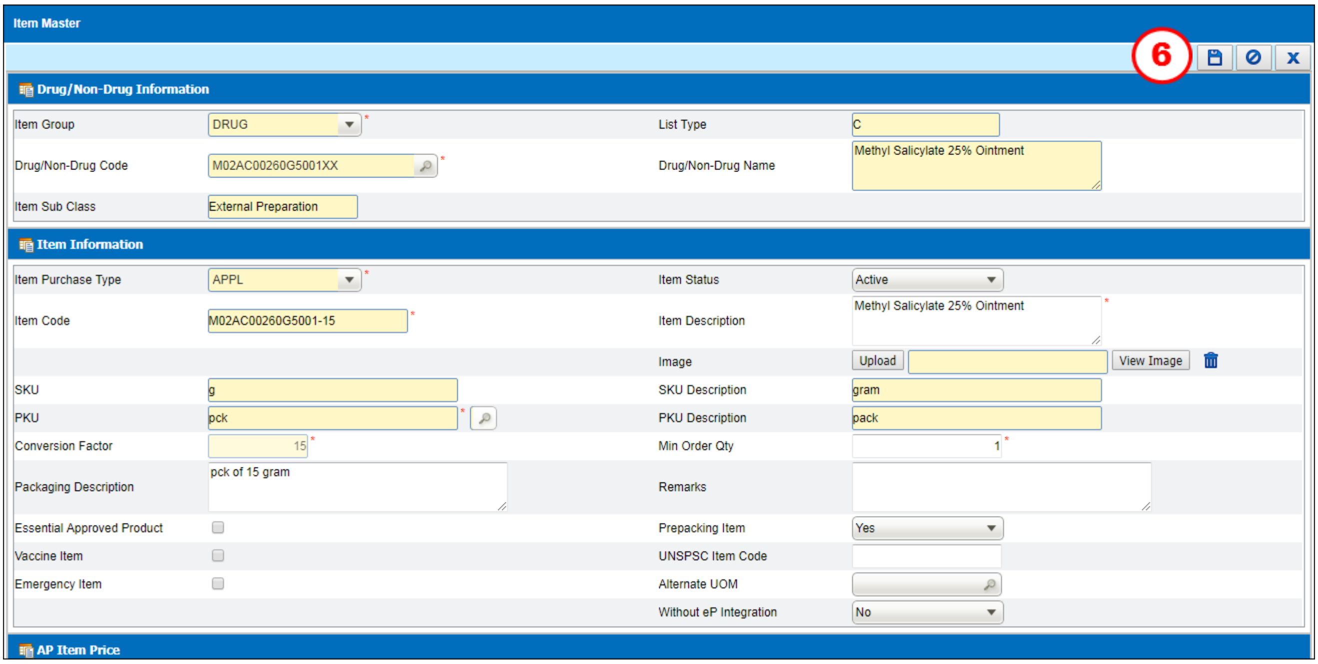



**Figure 3.3.2-6 Item Master**

**STEP 6**

Click on the  button to save the record

***Note***

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

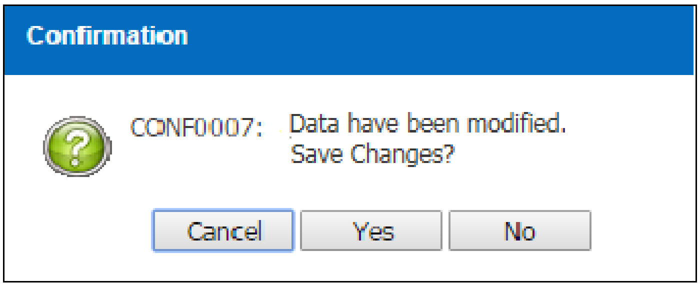



**Figure 3.3.2-7 Confirmation Message**

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

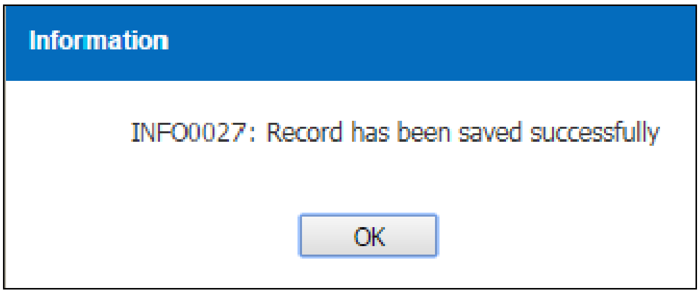



**Figure 3.3.2-8 Information Message**

- *Click on the* OK *button to confirmed the edited record*

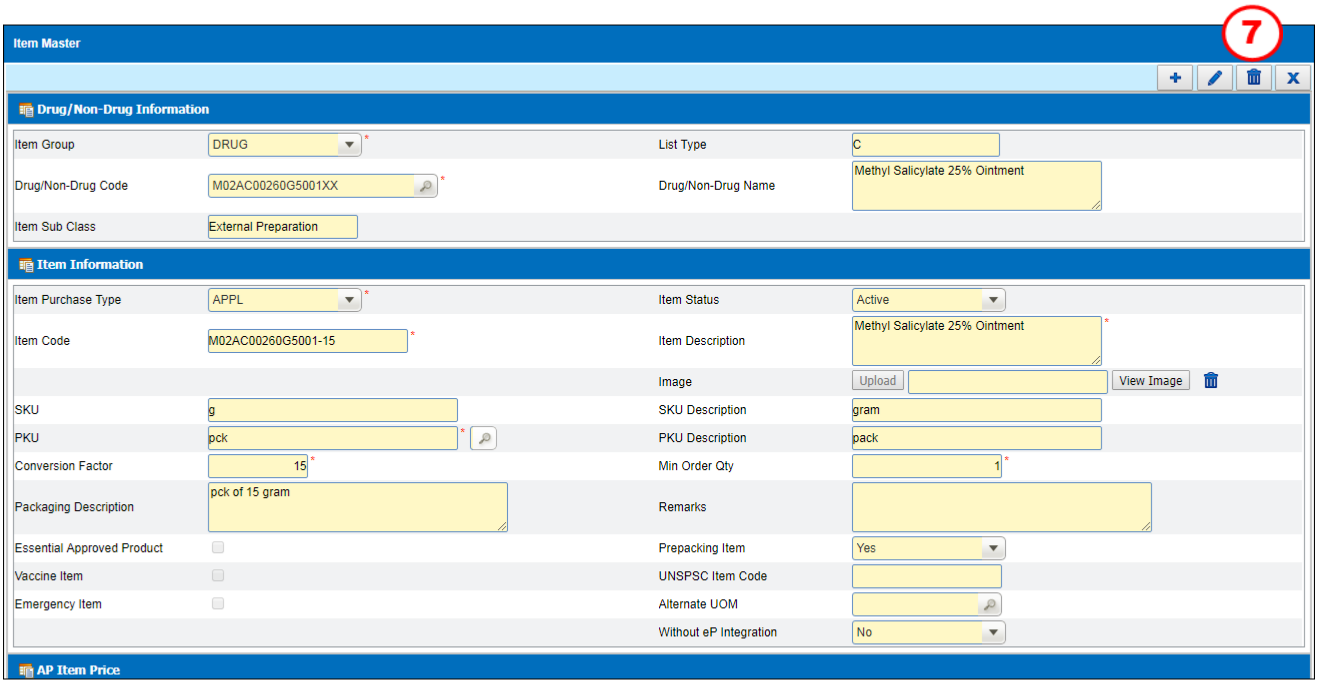



**Figure 3.3.2-9 Item Master**

**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* Yes *button to delete the record*

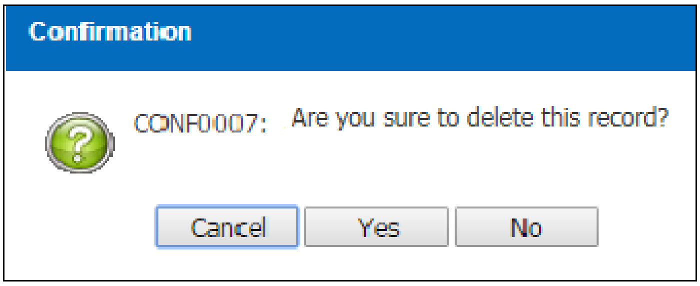



**Figure 3.3.2-10 Confirmation Message**

- *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:

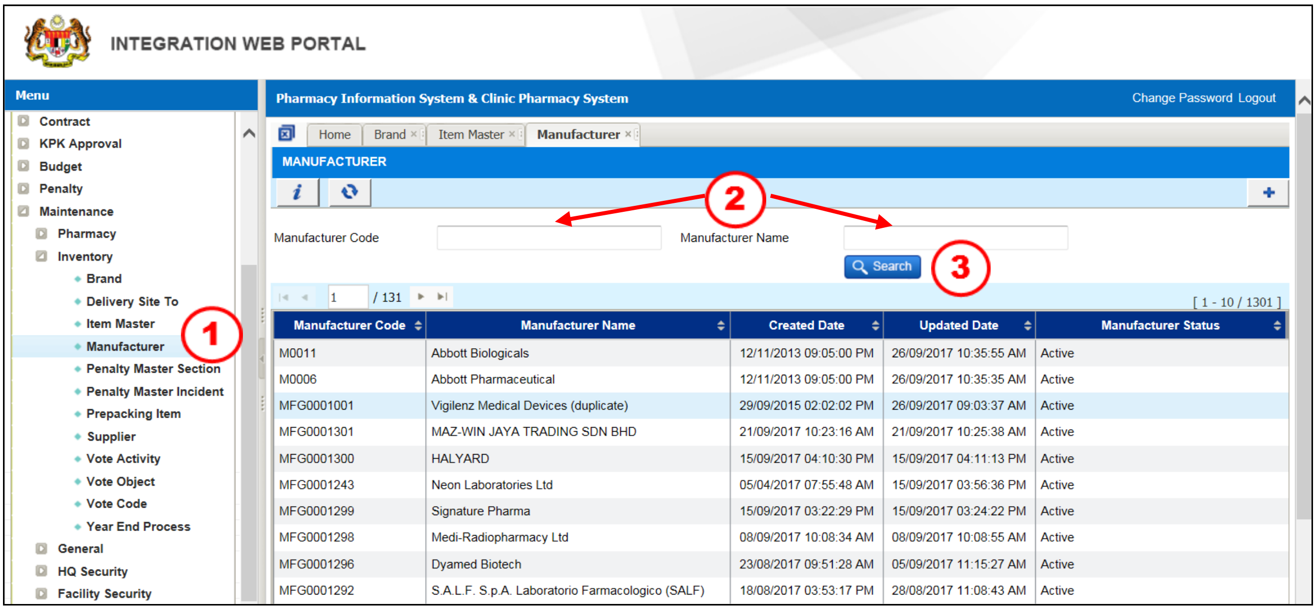



**Figure 3.4.1-1 Manufacturer Listing Page**

**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 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 3.4.1-2*

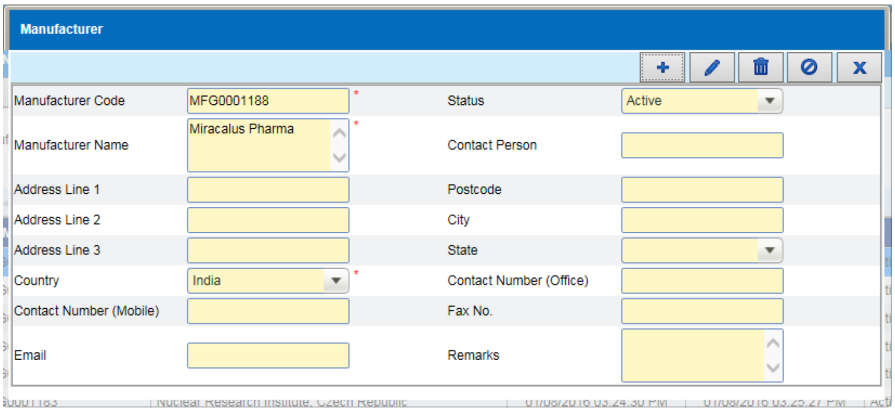



**Figure 3.4.1-2 Manufacturer**

***Note***

*Click on the* X *button to close the screen*

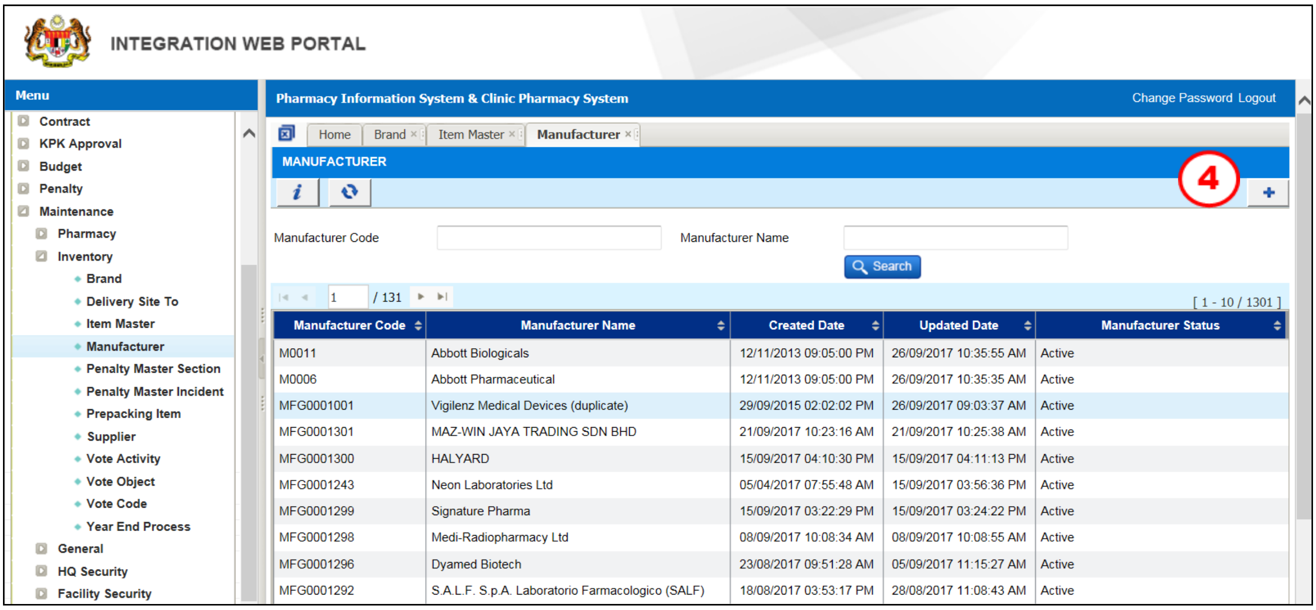



**Figure 3.4.1-3 Manufacturer Listing Page**

**STEP 4**

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

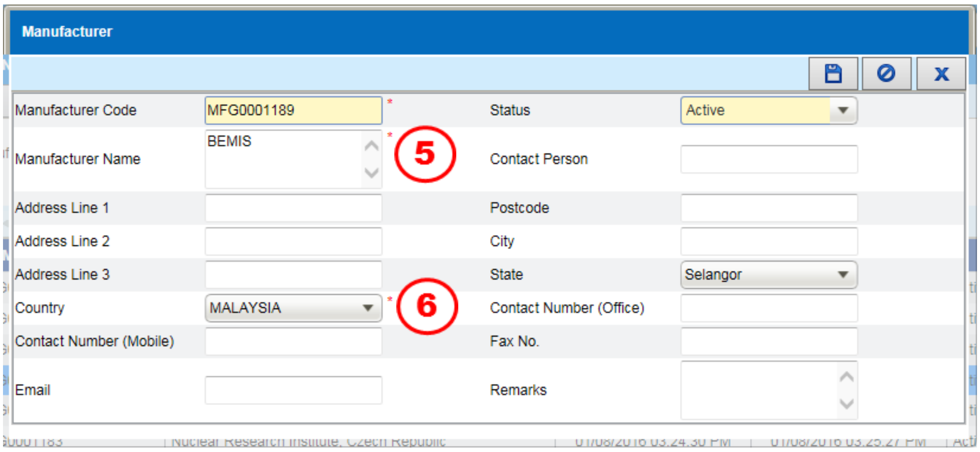



**Figure 3.4.1-4 Manufacturer**

***<u>Note</u>***
***Manufacturer Code** will be automatically generate by the system*

**STEP 5**
Enter ***Manufacturer Name***

**STEP 6**
Select ***Country*** from the drop down box

***<u>Note</u>***
*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***

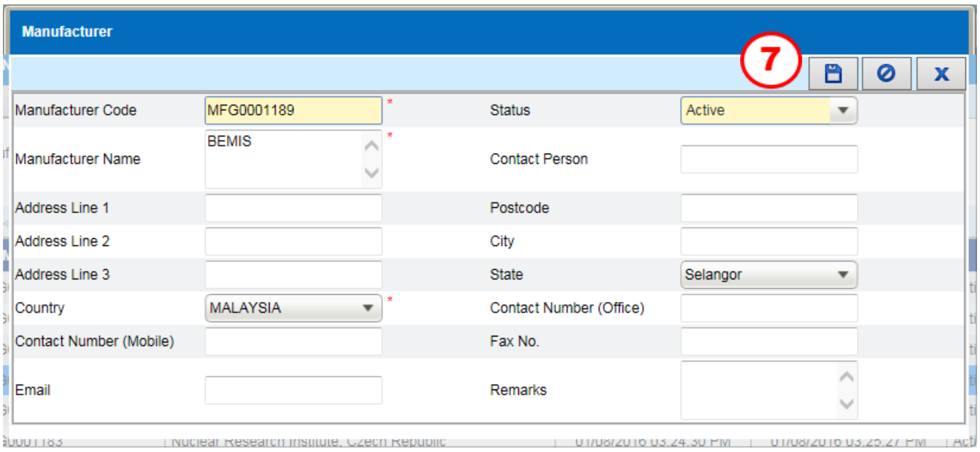



**Figure 3.4.1-5 Manufacturer**

**STEP 7**

Click on the button to save the record

***Note***

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

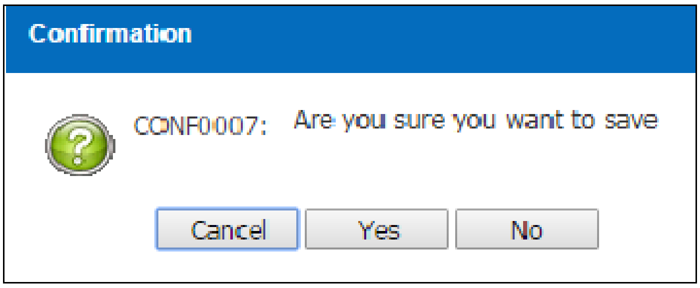



**Figure 3.4.1-6 Confirmation Message**

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

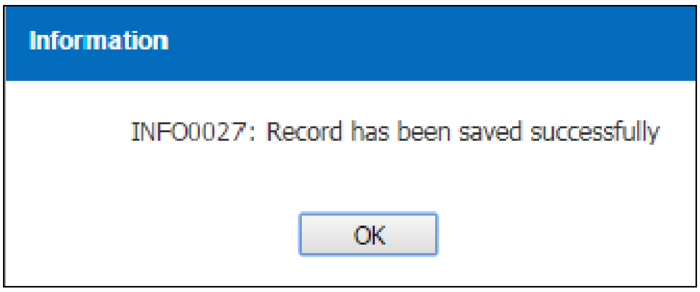



**Figure 3.4.1-7 Information Message**

- *Click on the* OK *button to confirmed the record*

### 3.4.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:

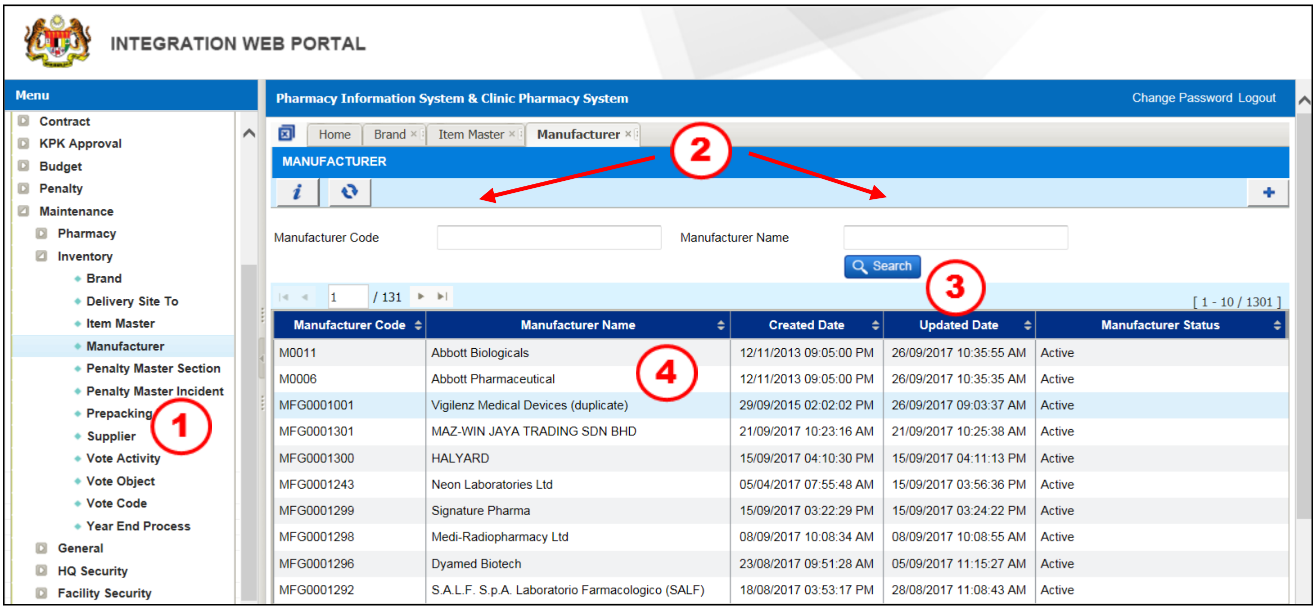



**Figure 3.4.2-1 Manufacturer Listing Page**

**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

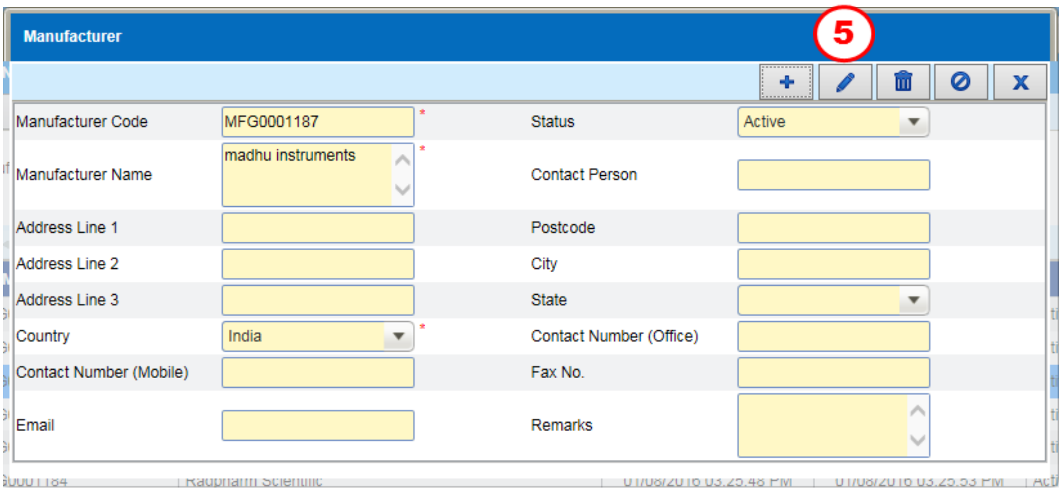



**Figure 3.4.2-2 Manufacturer**

**STEP 5**

Click on the  button to edit the record

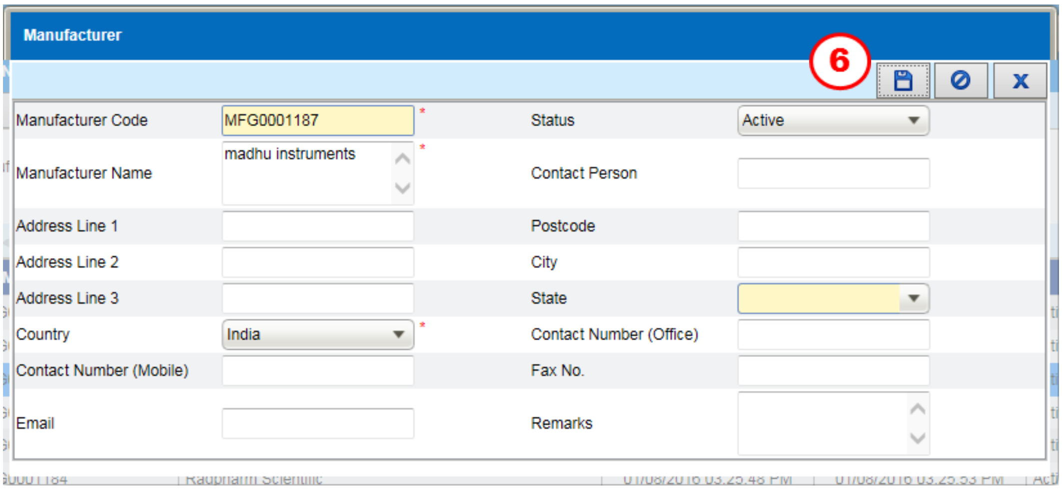



**Figure 3.4.2-3 Manufacturer**

***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*

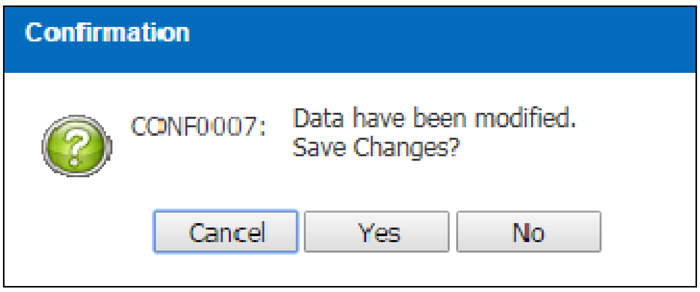



**Figure 3.4.2-4 Confirmation Message**

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

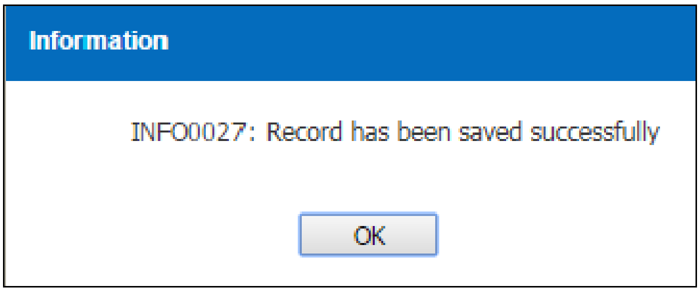



**Figure 3.4.2-5 Information Message**

- *Click on the* OK *button to confirmed the edited record*

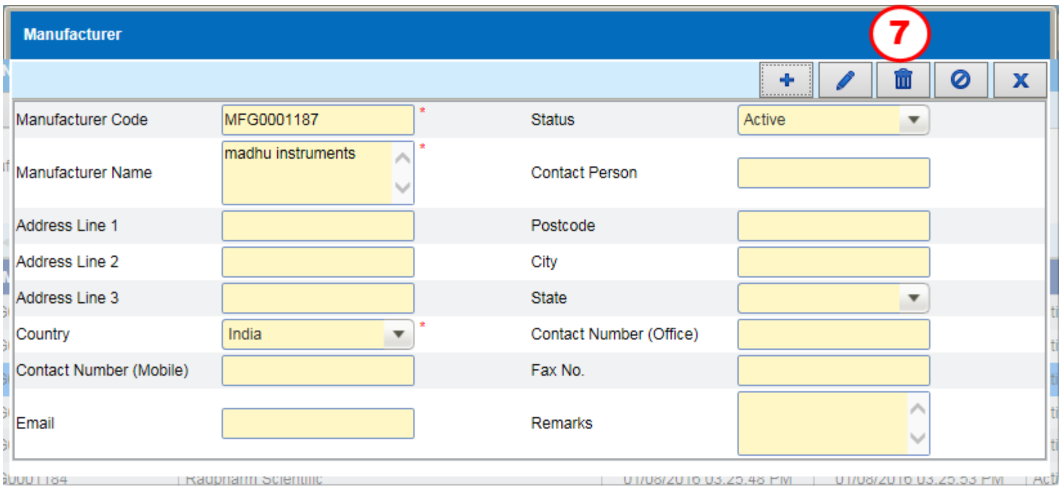



**Figure 3.4.2-6 Manufacturer**

**STEP 7**

Click on the button to delete the record

***Note***

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

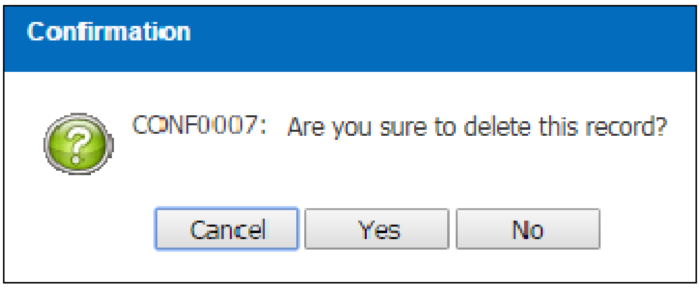



**Figure 3.4.2-7 Confirmation Message**

- *Click on the* Yes *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:

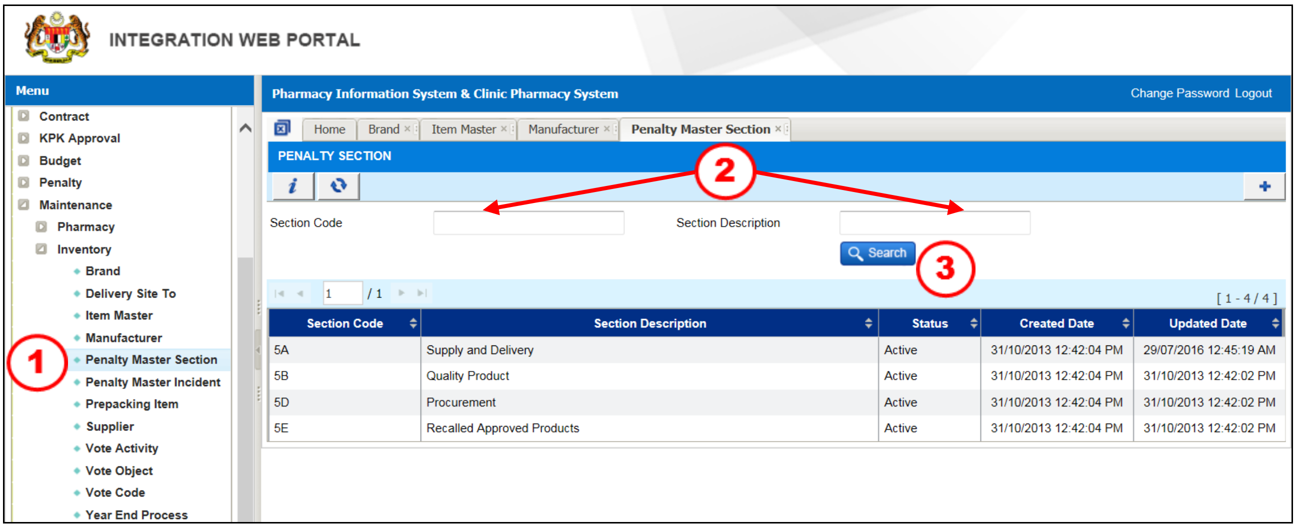



**Figure 3.5.1-1 Penalty Master Section**

**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*

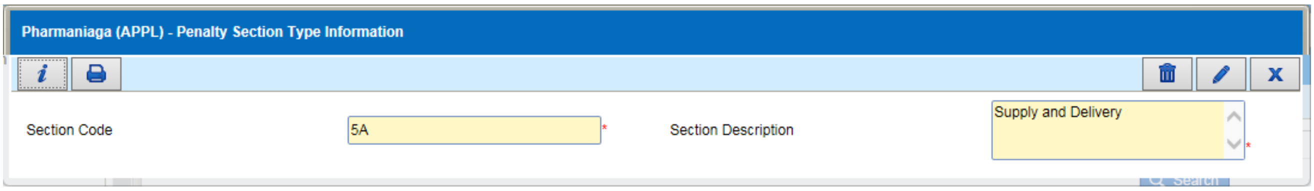



**Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information**

***Note***

*Click on the*  *button to close the screen*

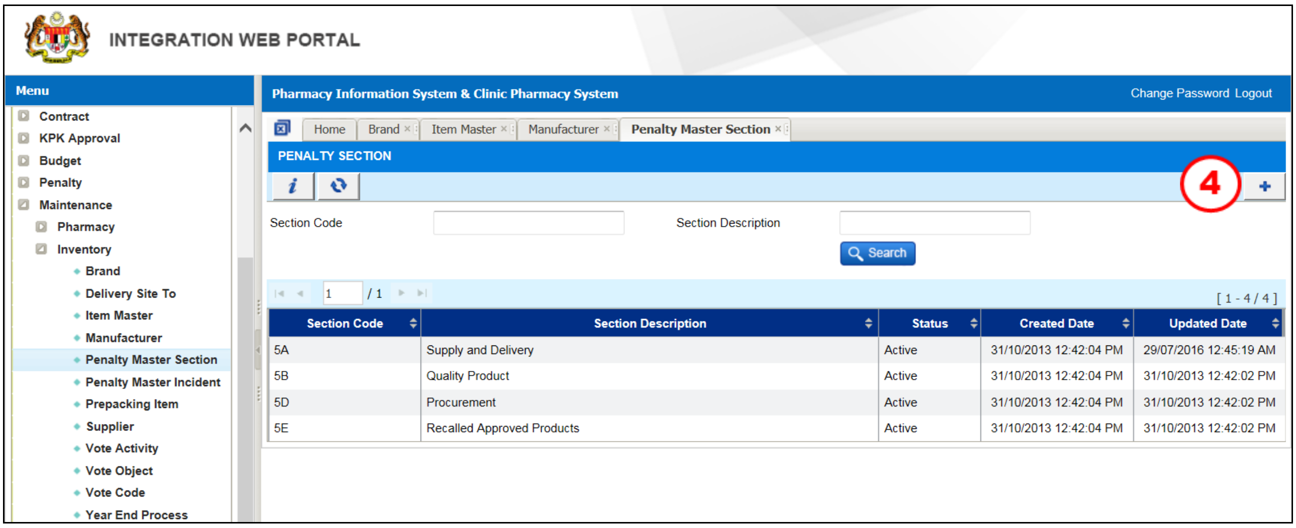



**Figure 3.5.1-3 Penalty Master Section Listing Page**

**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

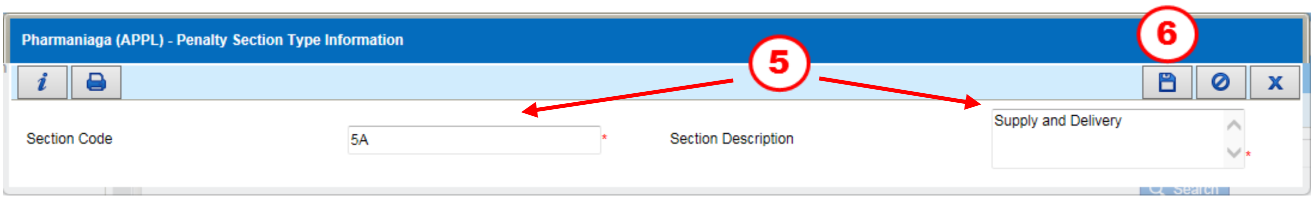



**Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information**

**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*

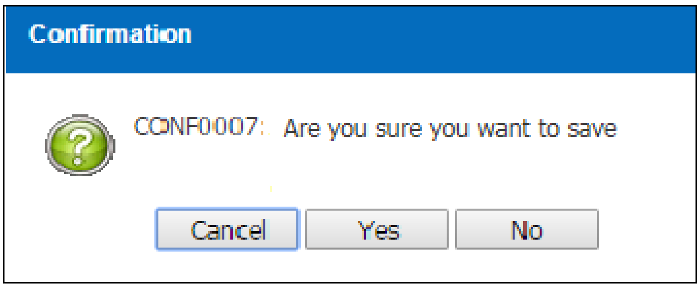



**Figure 3.5.1-5 Confirmation Message**

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

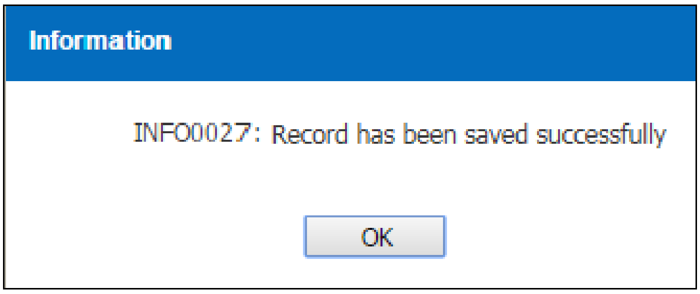



**Figure 3.5.1-6 Information Message**

- *Click on the* OK *button to confirmed the record*

### 3.5.2. Modify Penalty Master Section

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

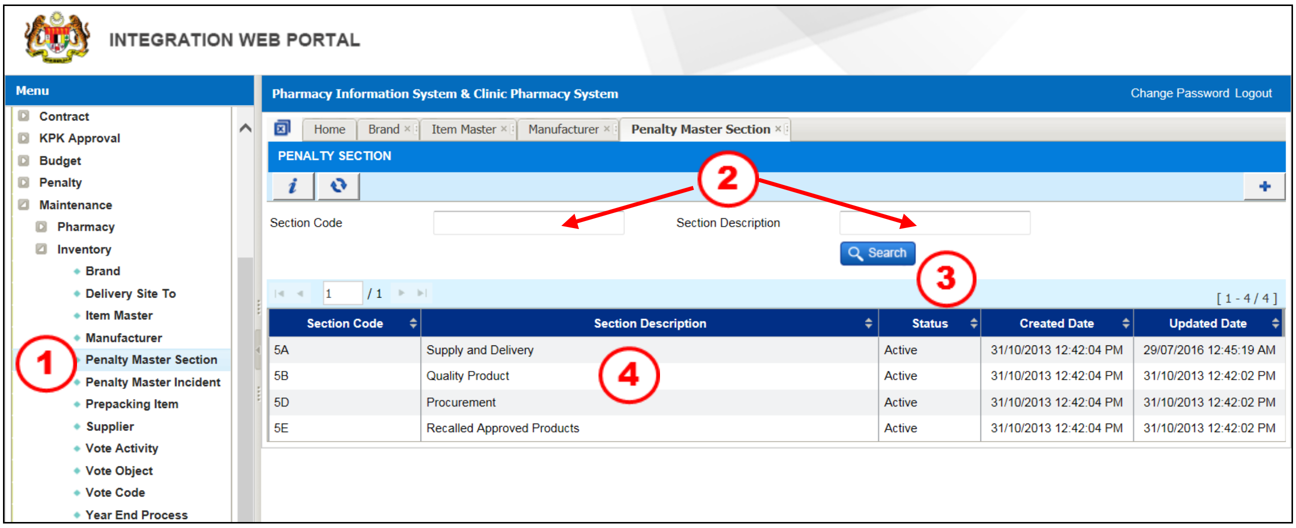



**Figure 3.5.2-1 Penalty Master Section Listing Page**

**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 Search button and system will display the related record

**STEP 4**
Click on the selected record

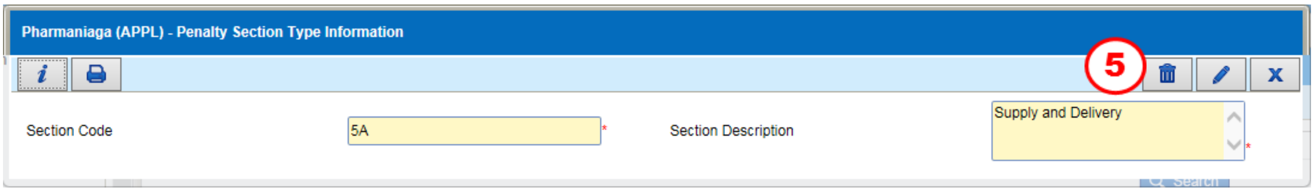



**Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information**

**STEP 5**
Click on the button to edit the record

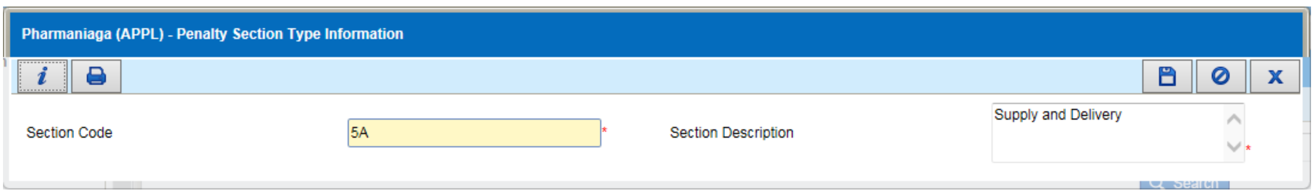



**Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information**

***Note***
*User is allow to edit **Section Description***

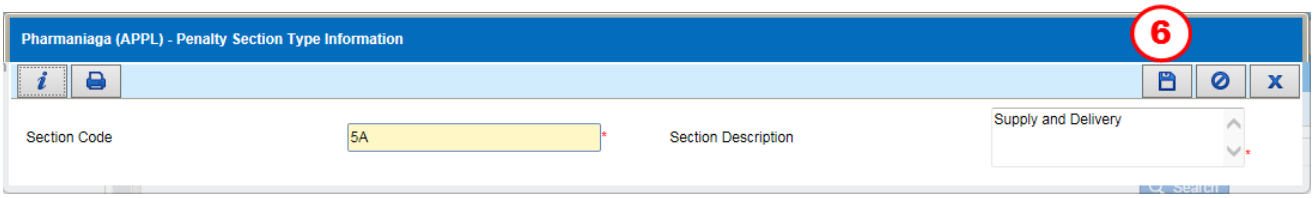



**Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information**

### STEP 6

Click on the button to save the edited record

***Note***

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

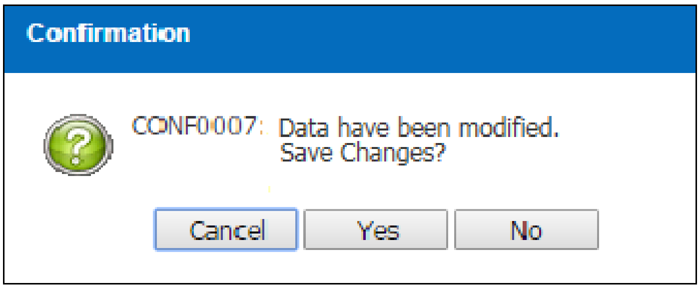



**Figure 3.5.2-5 Confirmation Message**

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

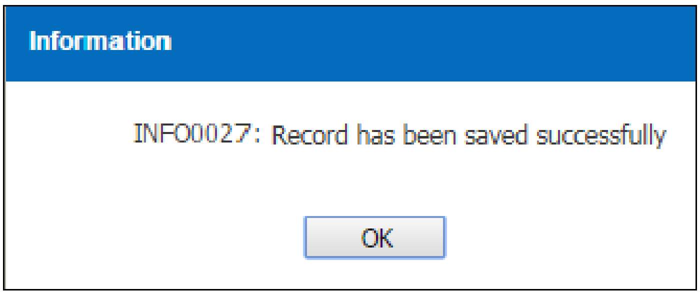



**Figure 3.5.2-6 Information Message**

*Click on the* OK *button to confirmed the edited record*

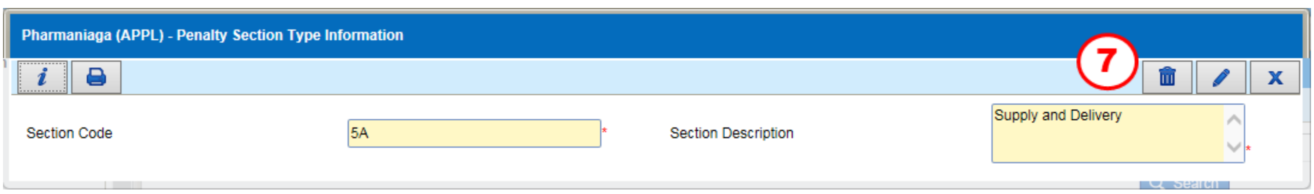



**Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information**

### STEP 7

Click on the button to delete the record

***Note***

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

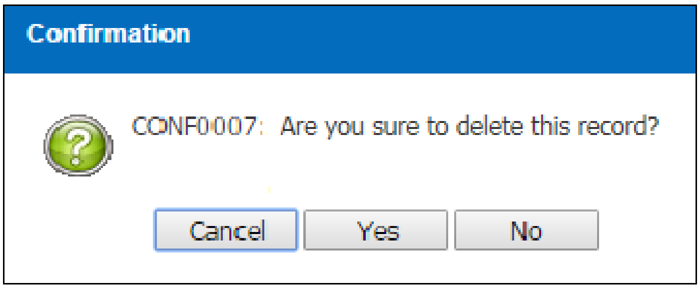



**Figure 3.5.2-8 Confirmation Message**

- *Click on the* Yes *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:

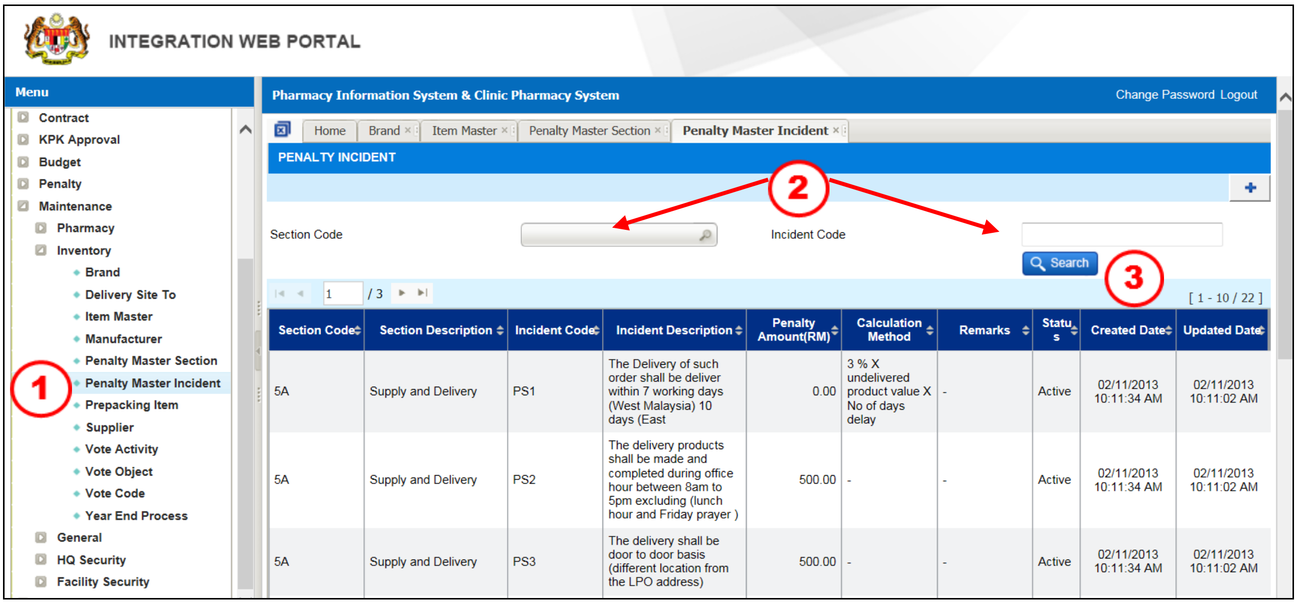



**Figure 3.6.1-1 Penalty Master Incident**

**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*

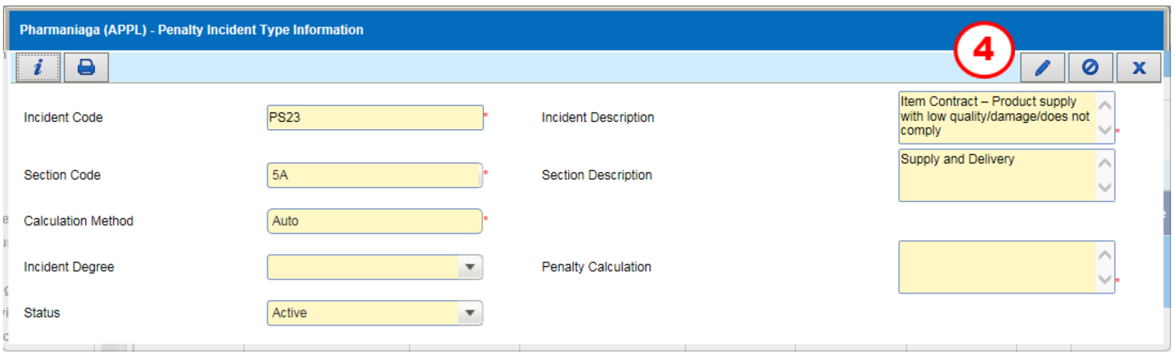



**Figure 3.6.1-2 Pharmaniaga (APPL) – Penalty Incident Type Information**

**STEP 4**

Click on the  button to edit the record

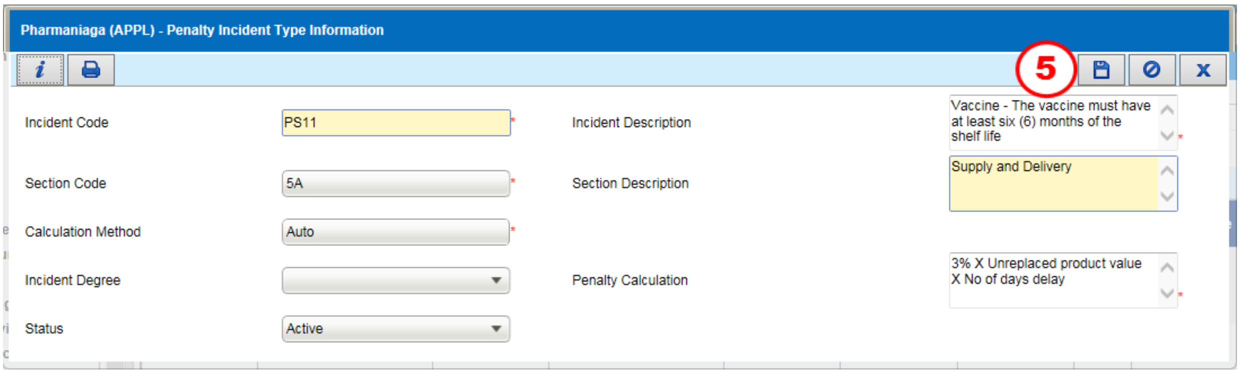



**Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information**

***Note***

*User is allow to edit:*

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

**STEP 5**

Click on the [save] button to save the edited record

***Note***

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

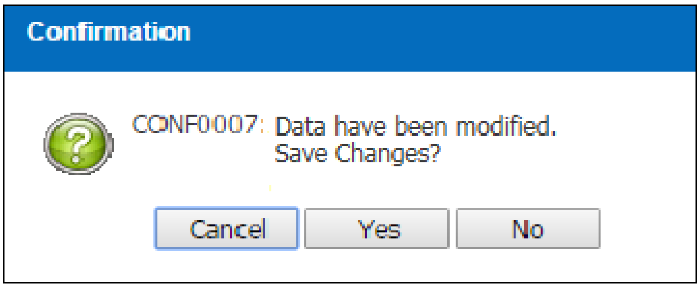



**Figure 3.6.1-4 Confirmation Message**

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

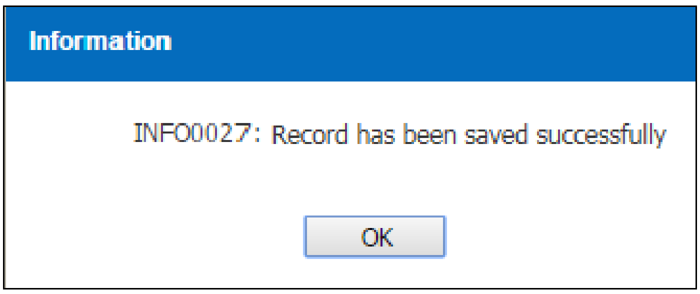



**Figure 3.6.1-5 Information Message**

- *Click on the* OK *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:

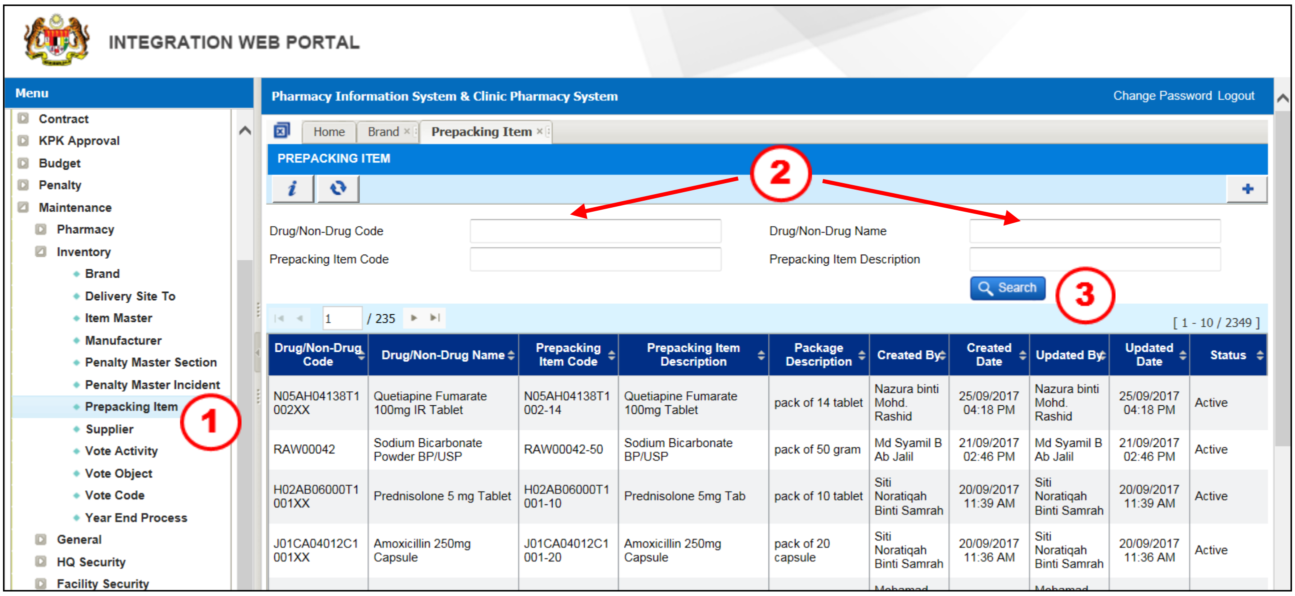


**Figure 3.7.1-1 Prepacking Item Listing Page**

**STEP 1**
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Prepacking Item'

**STEP 2**
Search existing record by entering:

a) ***Drug/Non-Drug Code***
b) ***Drug/Non-Drug Name***
c) ***Prepacking Item Code***
d) ***Prepacking Item 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 3.7.1-2*

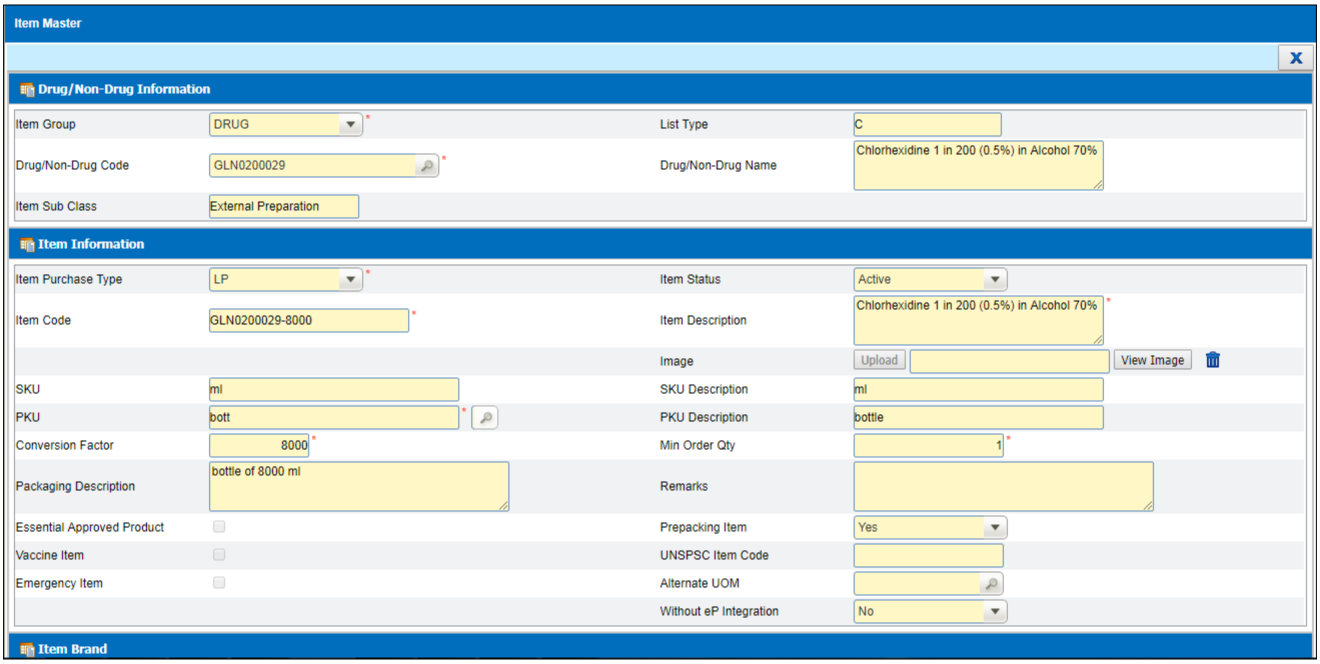



**Figure 3.7.1-2 Item Master**

***Note***

*Click on the*  *button to close the screen*

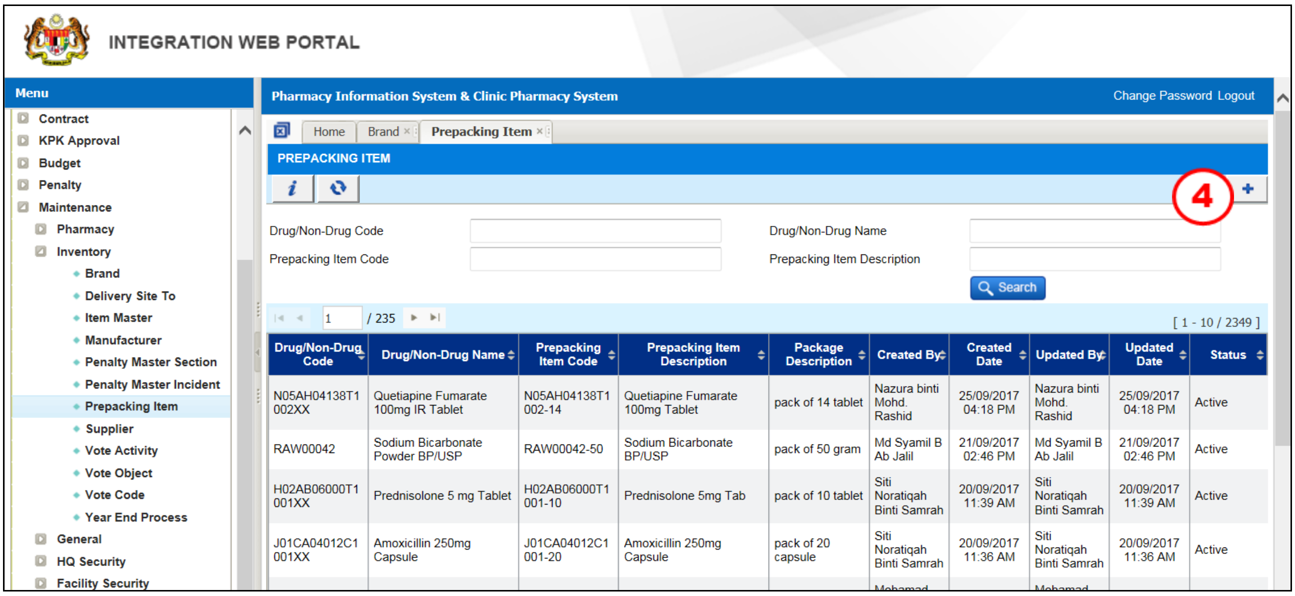



**Figure 3.7.1-3 Prepacking Item Listing Page**

**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

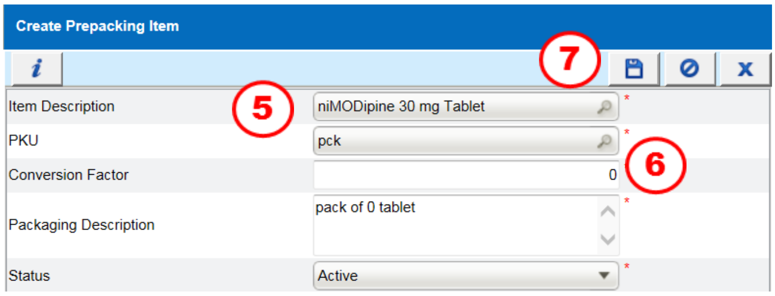
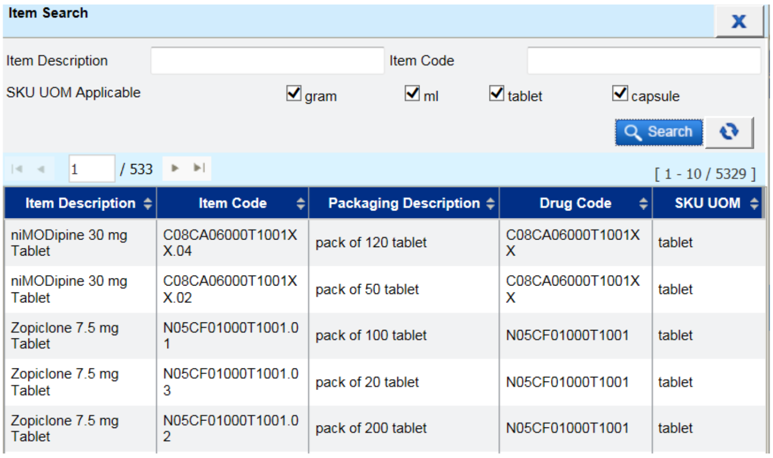



**Figure 3.7.1-4 Create Prepacking Item**

**STEP 5**

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




| Item Description | Item Code | Packaging Description | Drug Code | SKU UOM |
|---|---|---|---|---|
| niMODipine 30 mg Tablet | C08CA06000T1001XX.04 | pack of 120 tablet | C08CA06000T1001XX | tablet |
| niMODipine 30 mg Tablet | C08CA06000T1001XX.02 | pack of 50 tablet | C08CA06000T1001XX | tablet |
| Zopiclone 7.5 mg Tablet | N05CF01000T1001.01 | pack of 100 tablet | N05CF01000T1001 | tablet |
| Zopiclone 7.5 mg Tablet | N05CF01000T1001.03 | pack of 20 tablet | N05CF01000T1001 | tablet |
| Zopiclone 7.5 mg Tablet | N05CF01000T1001.02 | 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* Search *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*

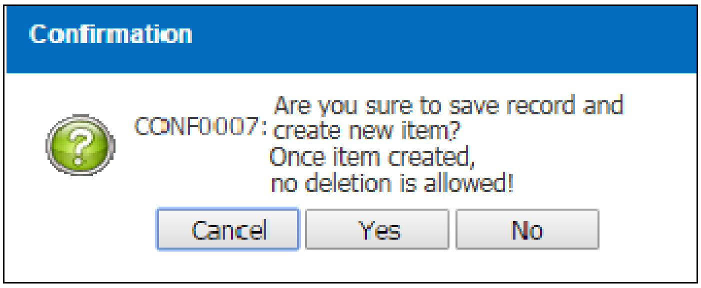



**Figure 3.7.1-6 Confirmation Message**

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

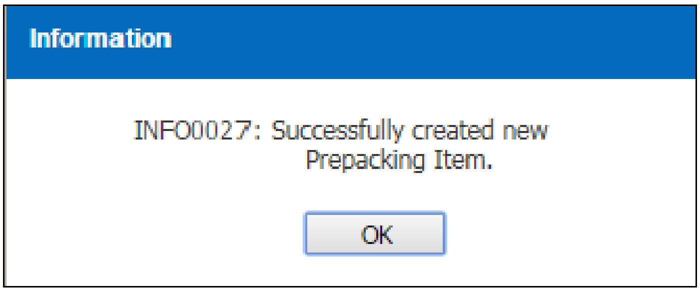



**Figure 3.7.1-7 Information Message**

- *Click on the* OK *button to confirmed the record*

# 3.8. Supplier

## 3.8.1. Create New Supplier

To create New Supplier records, perform the steps below:

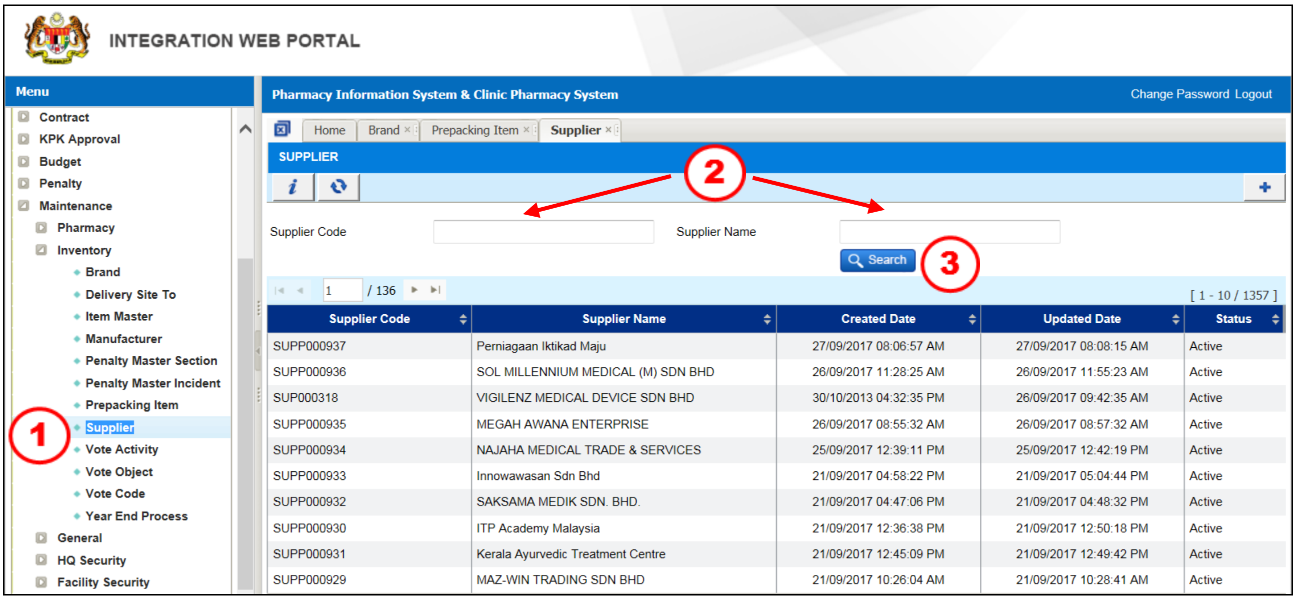



**Figure 3.8.1-1 Supplier Listing Page**

**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*

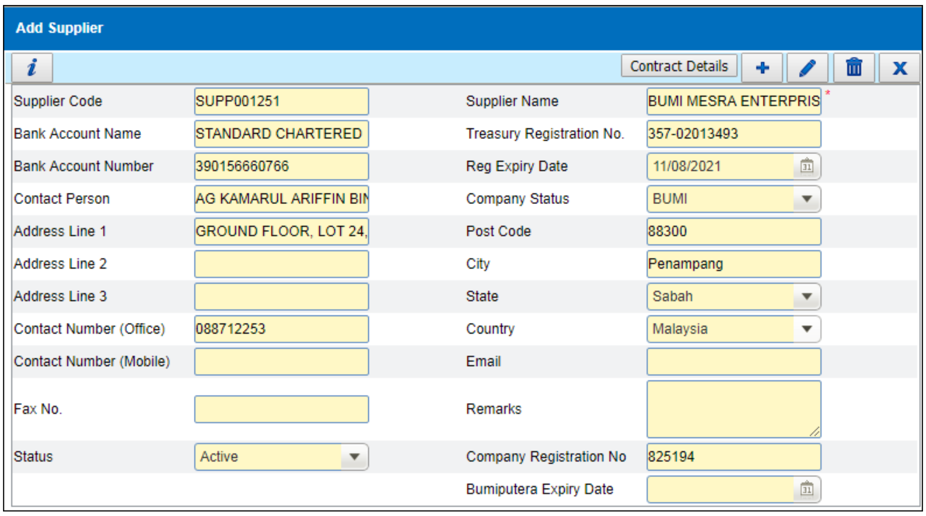



**Figure 3.8.1-2 Add Supplier**

***Note***
*Click on the* 

*button to close the screen*

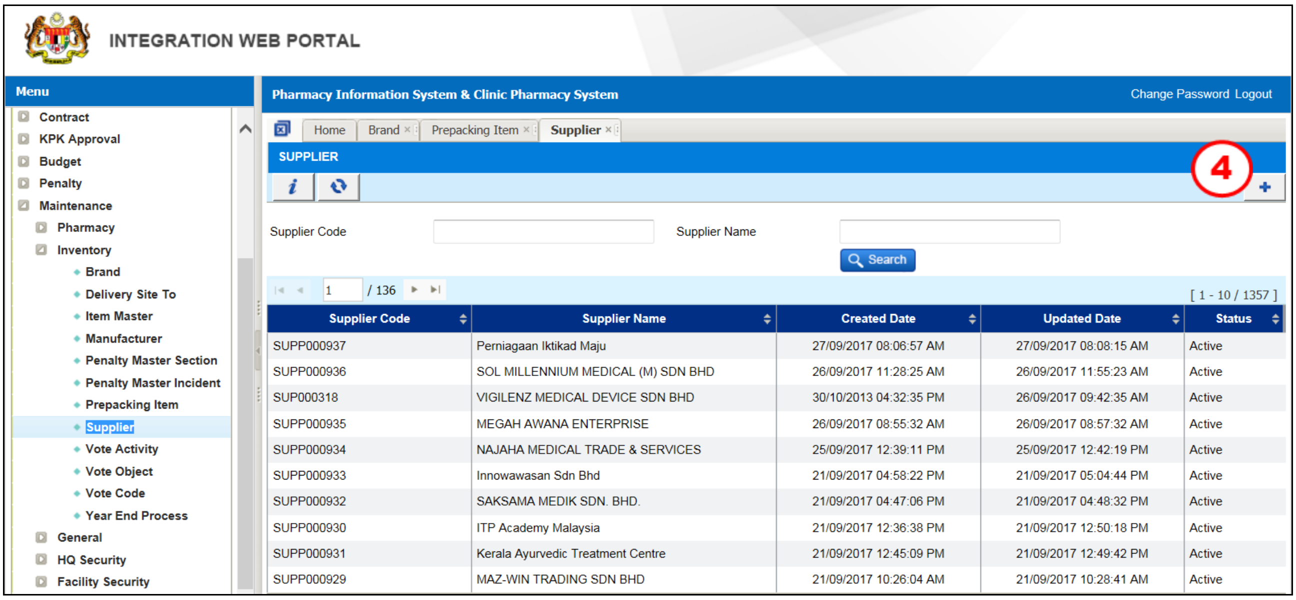



**Figure 3.8.1-3 Supplier Listing Page**

**STEP 4**

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

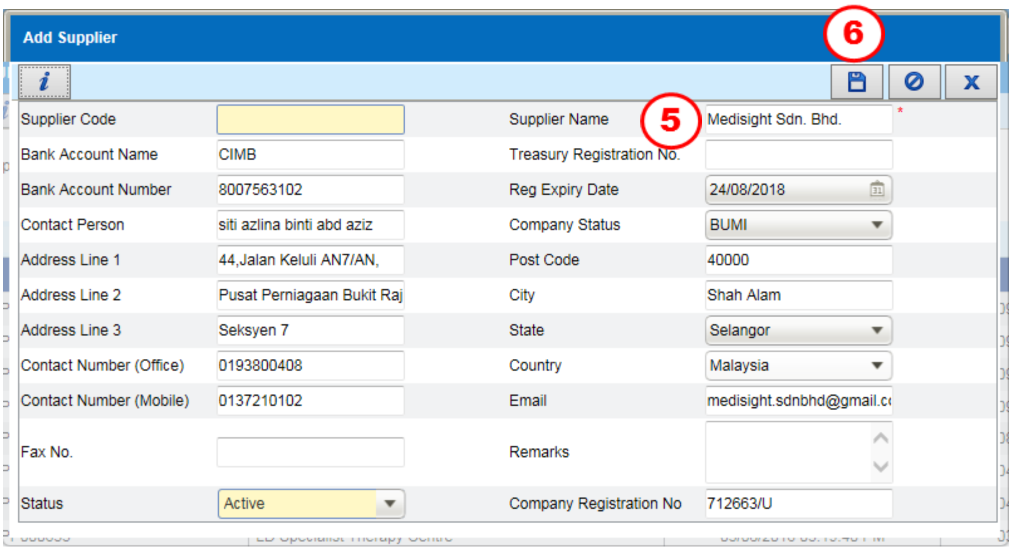



**Figure 3.8.1-4 Add Supplier**

**STEP 5**

Enter ***Supplier Name***

**<u>*Note*</u>**

*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*

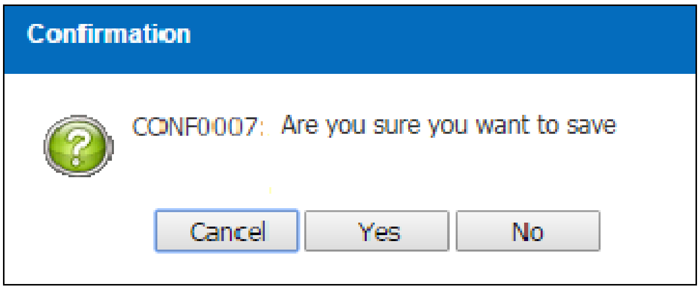



**Figure 3.8.1-5 Confirmation Message**

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

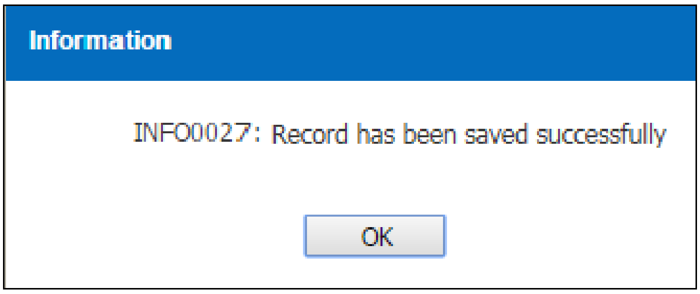



**Figure 3.8.1-6 Information Message**

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

### 3.8.2. Modify Supplier

To Modify Supplier records, perform the steps below:

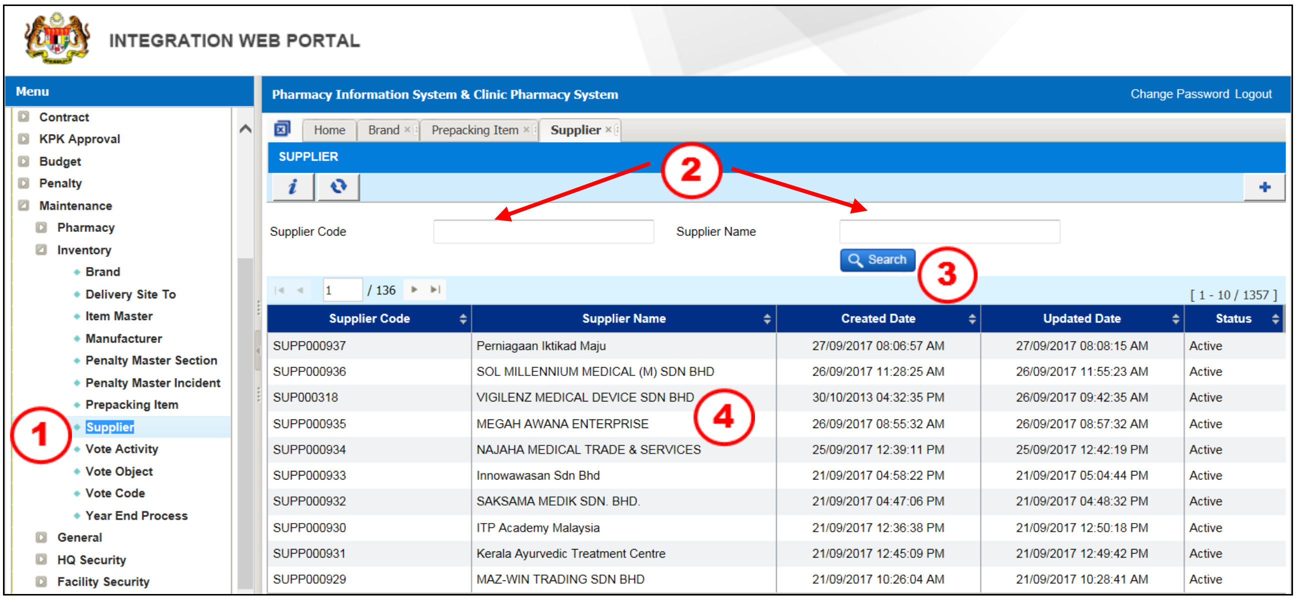



**Figure 3.8.2-1 Supplier Listing Page**

**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

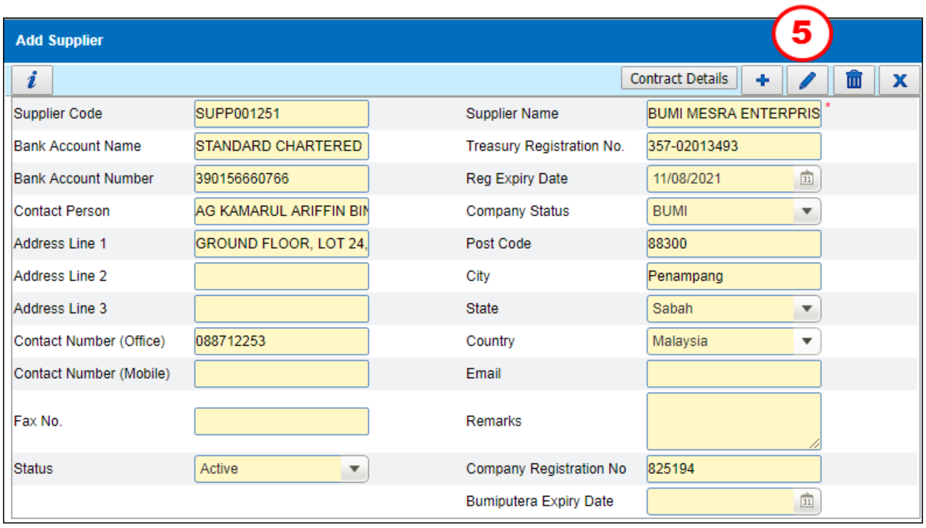



**Figure 3.8.2-2 Add Supplier**

**STEP 5**

Click on the button to edit the record

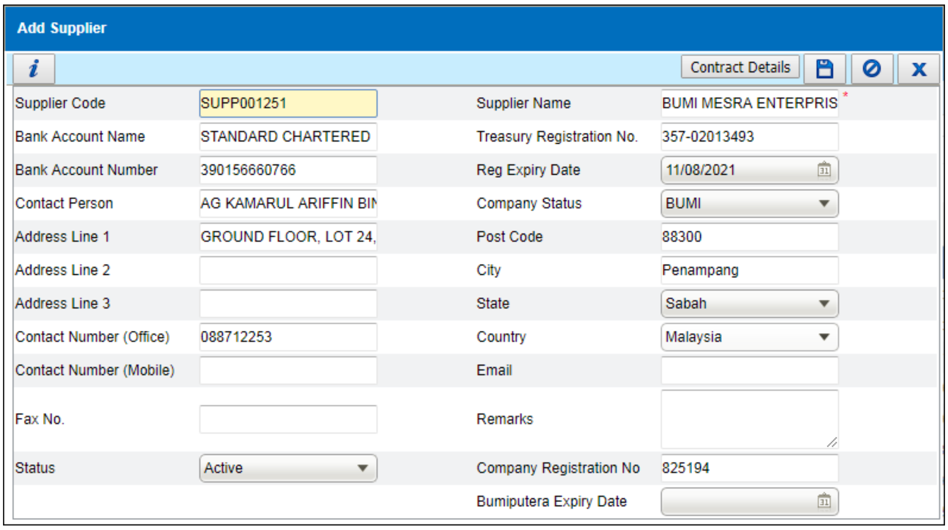



**Figure 3.8.2-3 Add Supplier**

***<u>Note</u>***

- *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* Contract Details *button to view **Contract Details** as Figure 3.8.2-4*

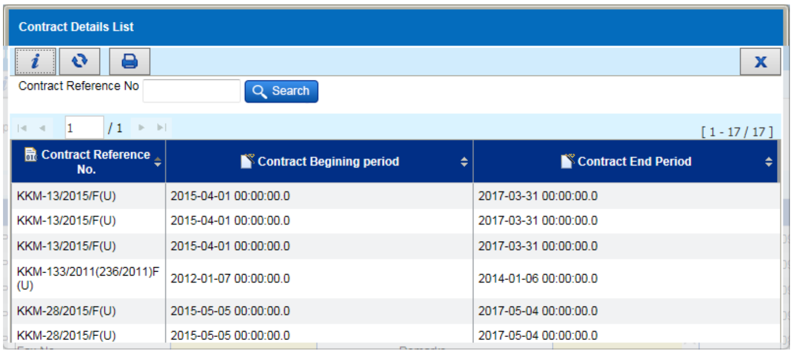



**Figure 3.8.2-4 Contract Details List**

- *Click on the* X *button to close the screen*

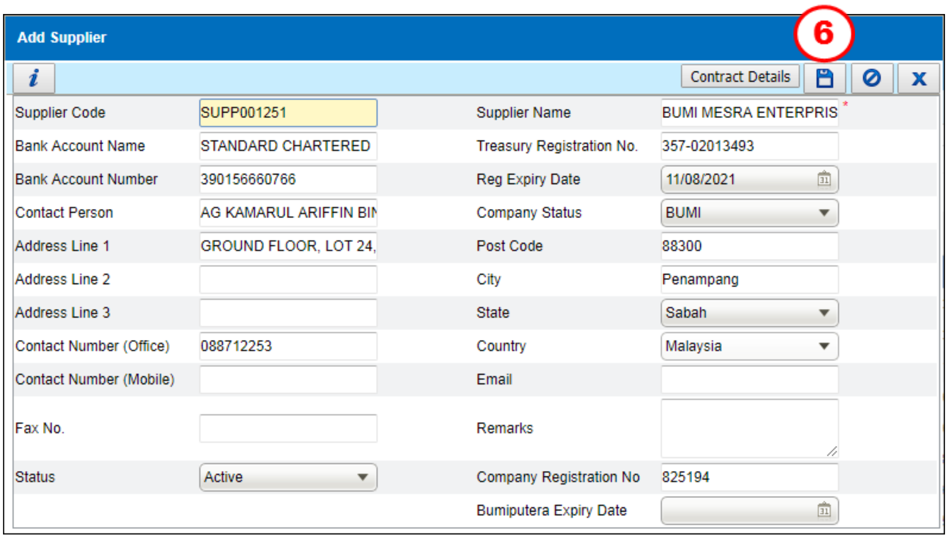



**Figure 3.8.2-5 Add Supplier**

**STEP 6**

Click on the button to save the edited record

***Note***

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

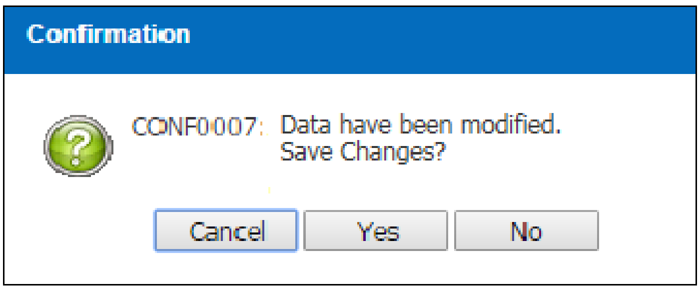



**Figure 3.8.2-6 Confirmation Message**

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

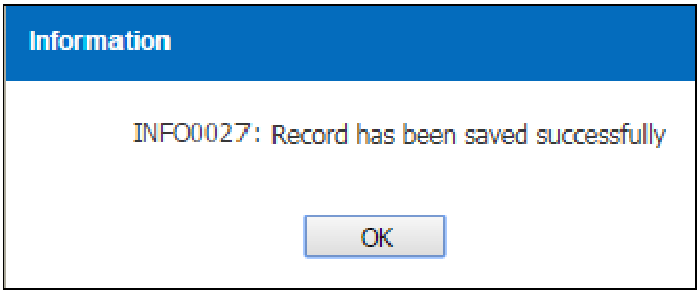



**Figure 3.8.2-7 Information Message**

- *Click on the* OK *button to confirmed the edited record*

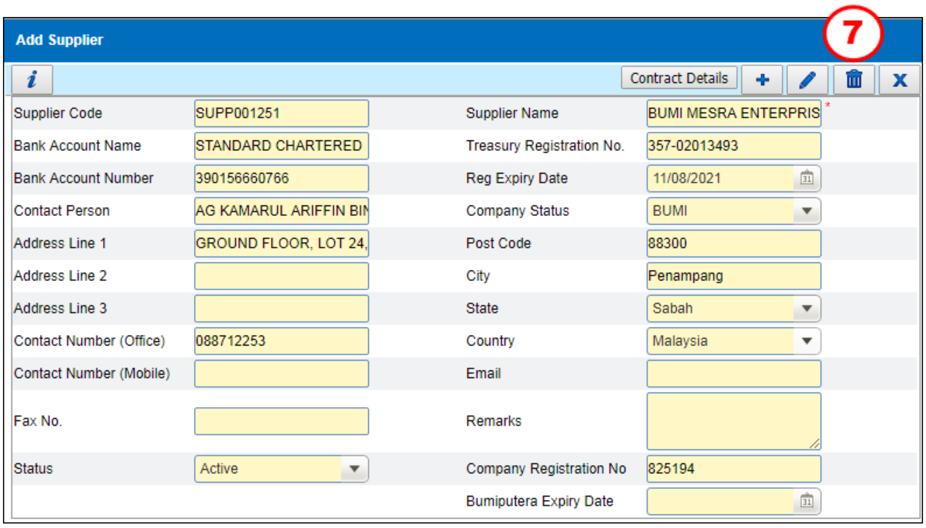



**Figure 3.8.2-8 Add Supplier**

**STEP 7**

Click on the button to delete the record

***Note***

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

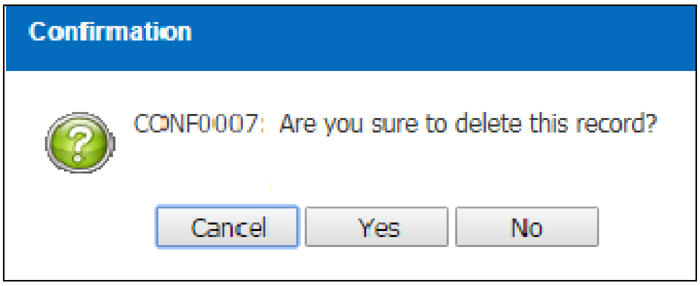



**Figure 3.8.2-9 Confirmation Message**

- *Click on the* Yes *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:

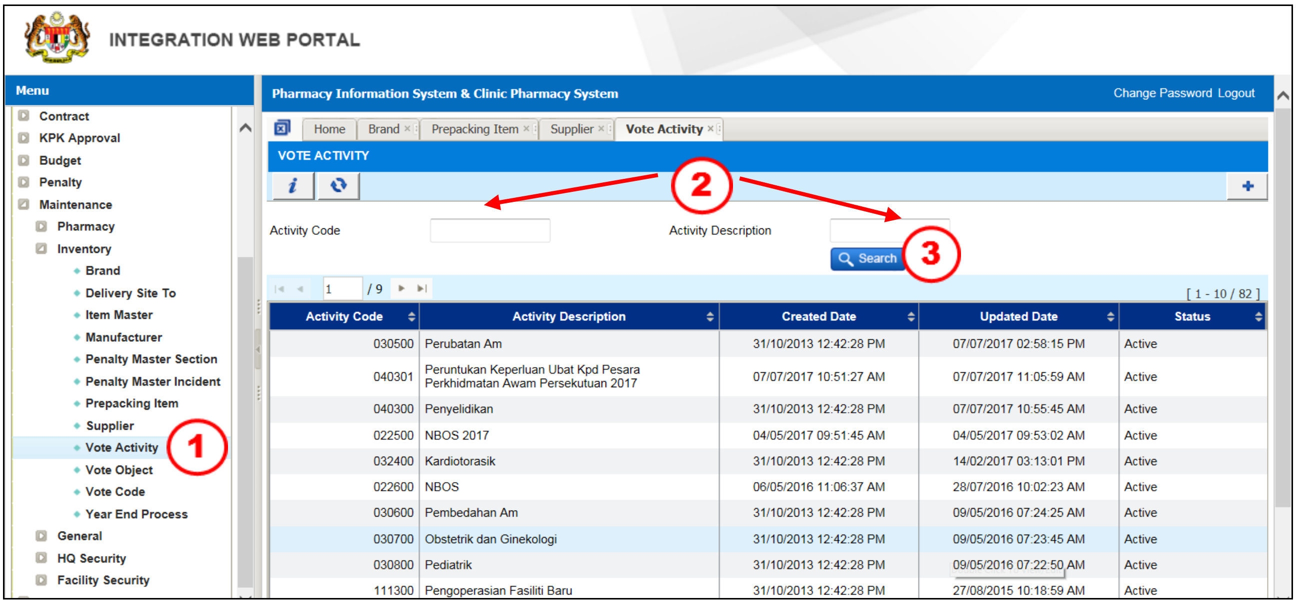



**Figure 3.9.1-1 Vote Activity Listing Page**

**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*

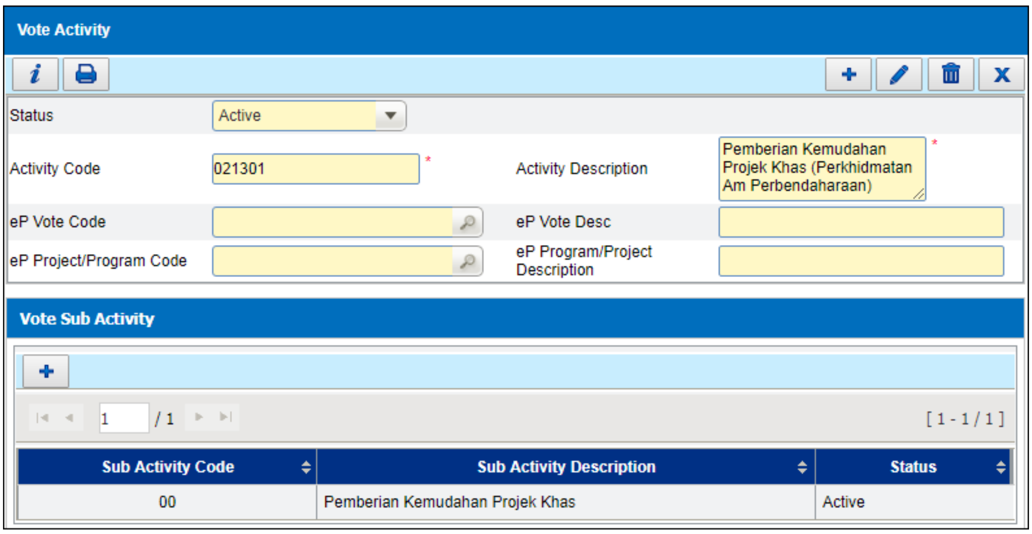



**Figure 3.9.1-2 Vote Activity**

***Note***

*Click on the* **X** *button to close the screen*

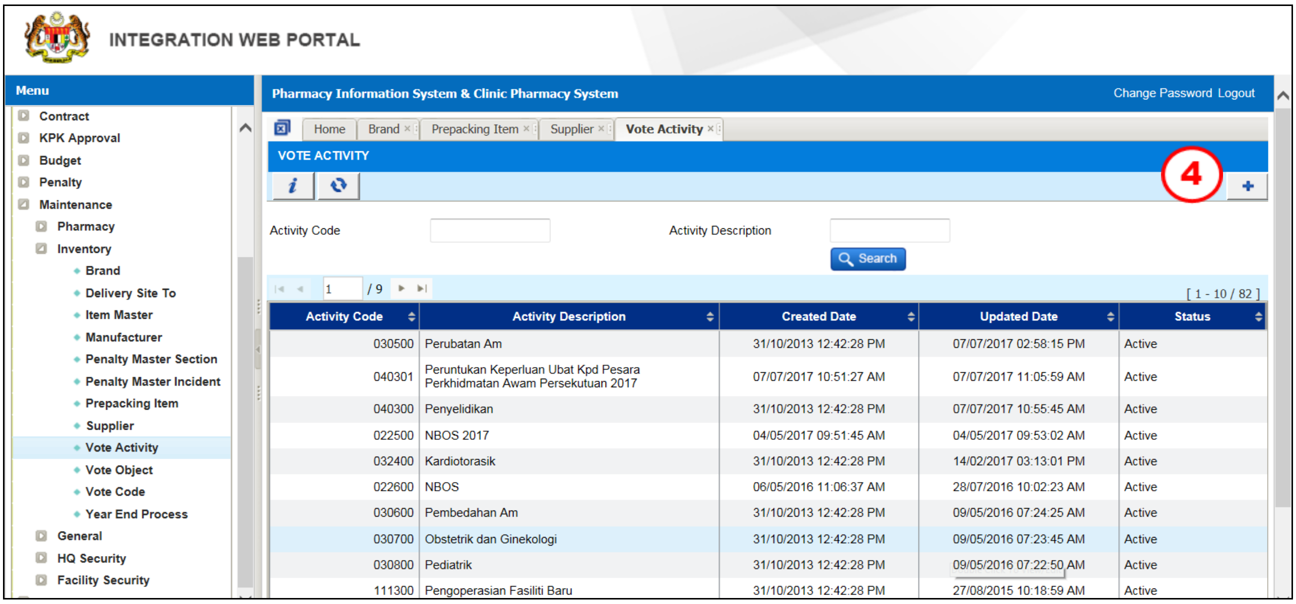



**Figure 3.9.1-3 Vote Activity Listing Page**

**STEP 4**

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

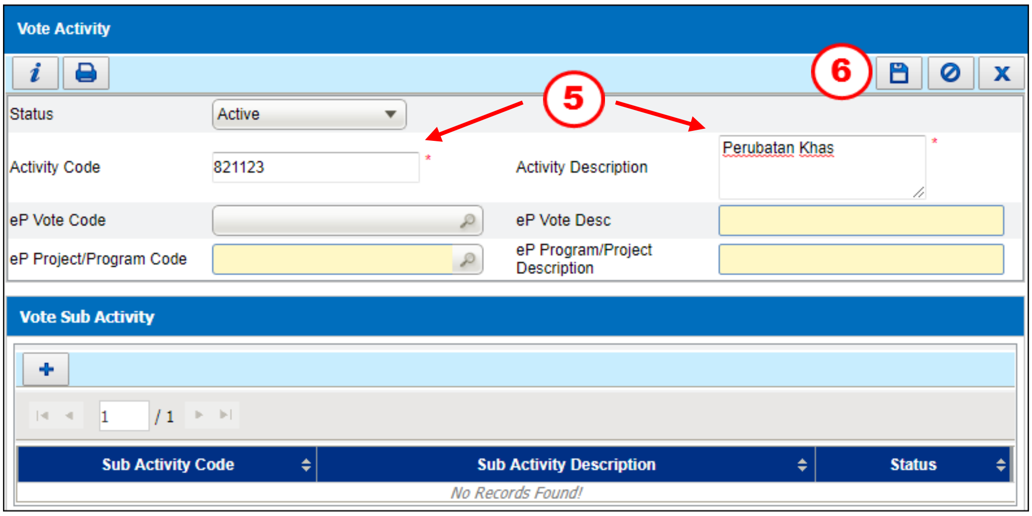



**Figure 3.9.1-4 Vote Activity**

**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*

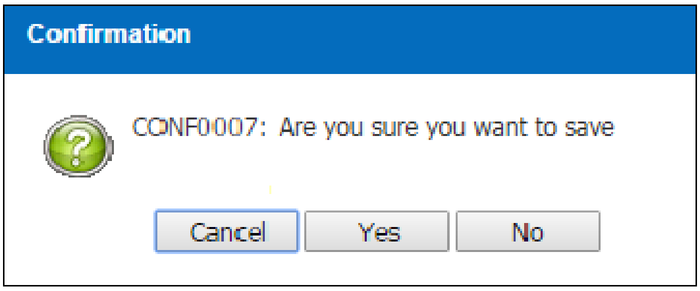



**Figure 3.9.1-5 Confirmation Message**

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

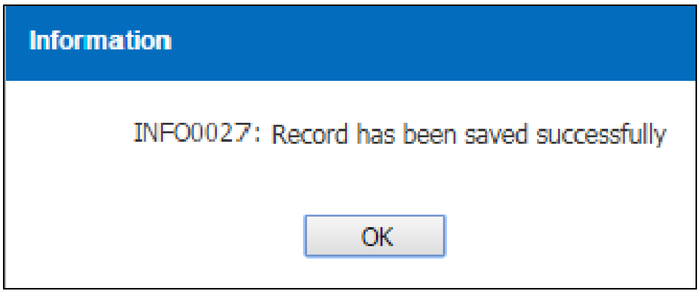



**Figure 3.9.1-6 Information Message**

- *Click on the* OK *button to confirmed the record*

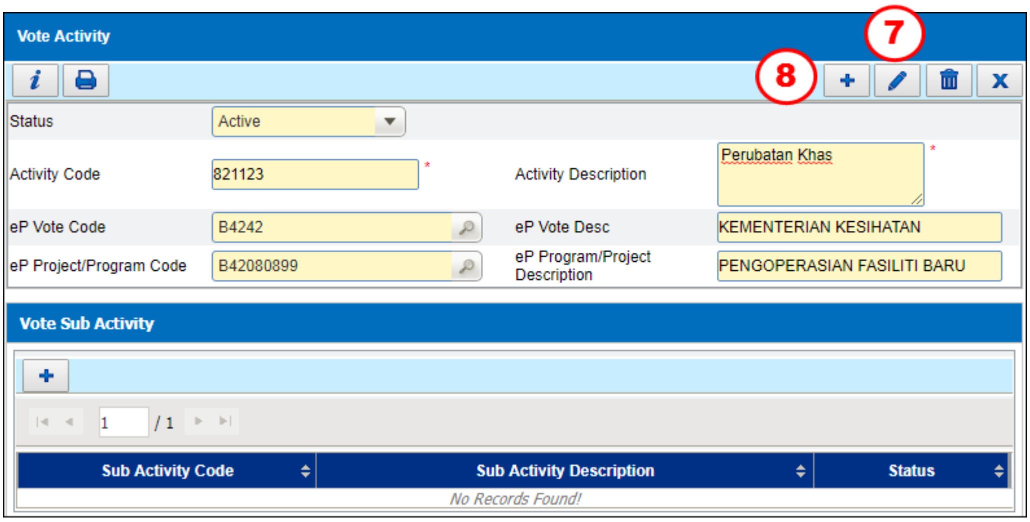



**Figure 3.9.1-7 Vote Activity**

**STEP 7**

Click on the button to edit the record

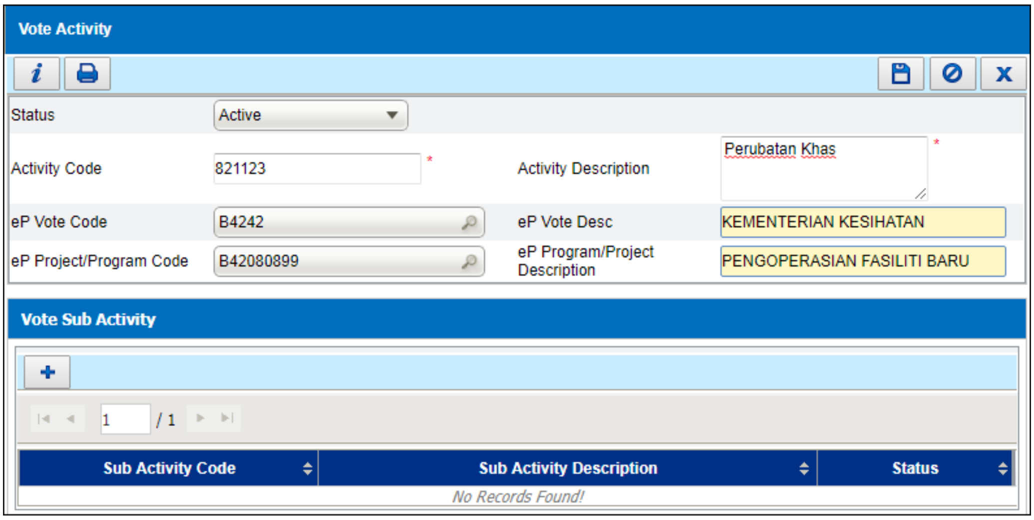



**Figure 3.9.1-8 Vote Activity**

**STEP 8**

Click on the [+] button to add Vote Sub Activity

***Note***

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

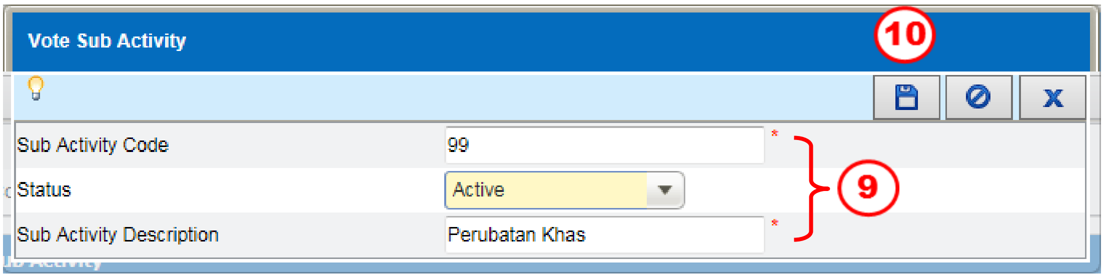



**Figure 3.9.1-9 Vote Sub Activity**

**STEP 9**

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

**STEP 10**

Click on the [save] button to save the record

***Note***

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

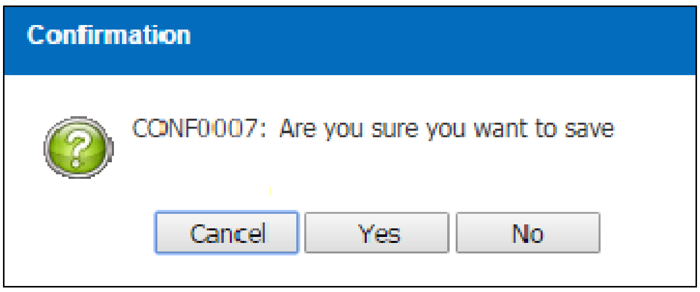
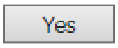



**Figure 3.9.1-10 Confirmation Message**

- *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*

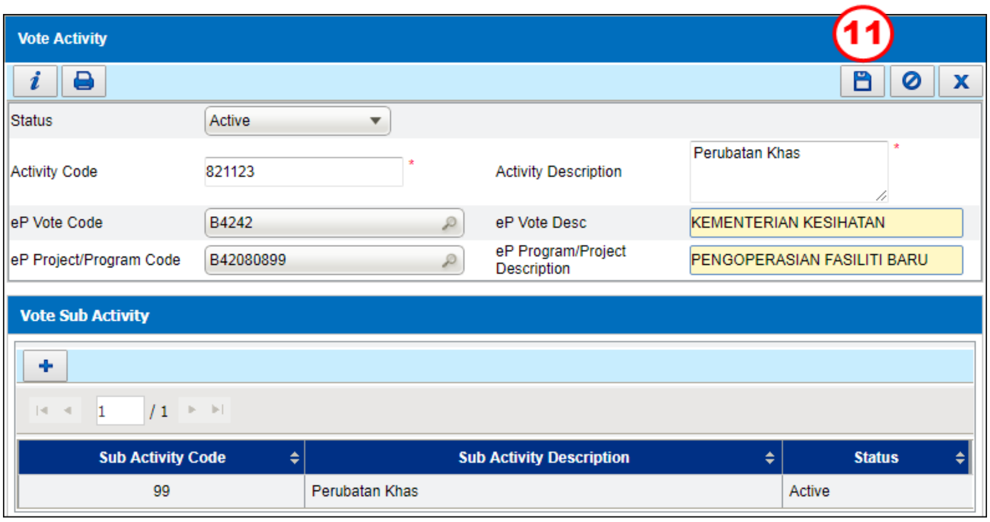



**Figure 3.9.1-11 Vote Activity**

**STEP 11**

Click on the  button to save the record

***Note***

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

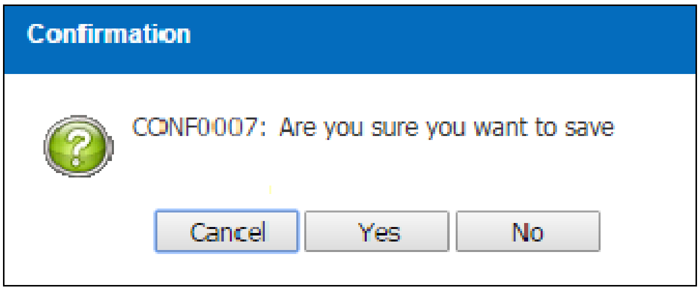
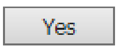



**Figure 3.9.1-12 Confirmation Message**

*Click on the*   *button to save the record*

### 3.9.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

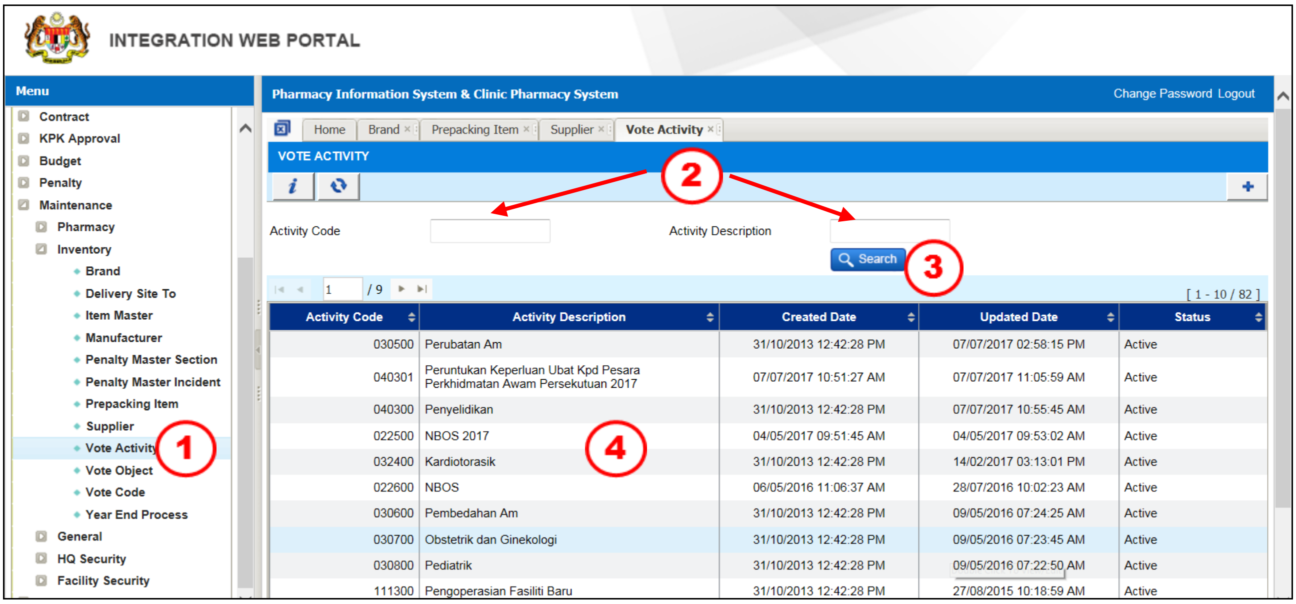



**Figure 3.9.2-1 Vote Activity Listing Page**

**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 Search button and system will display the related record

**STEP 4**
Click on the selected record

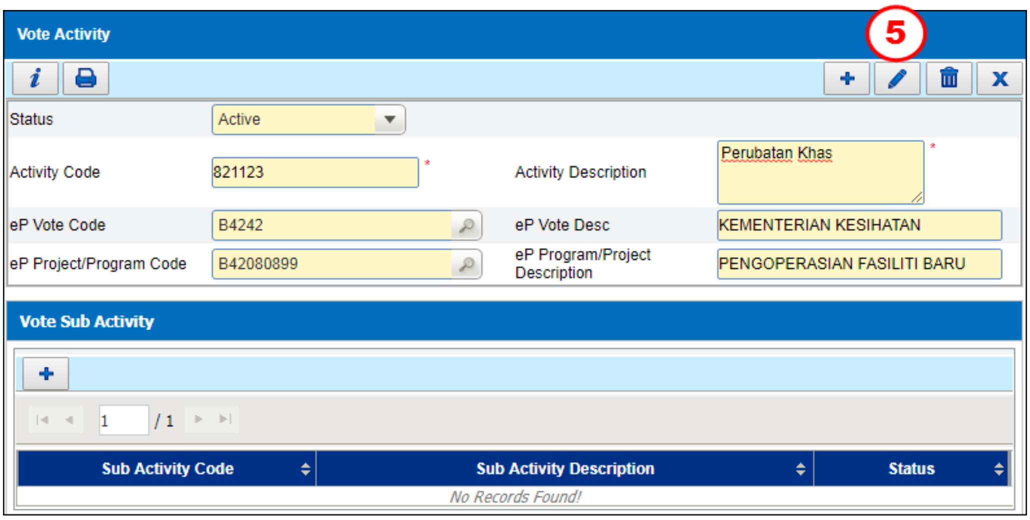



**Figure 3.9.2-2 Vote Activity**

**STEP 5**
Click on the button to edit the record

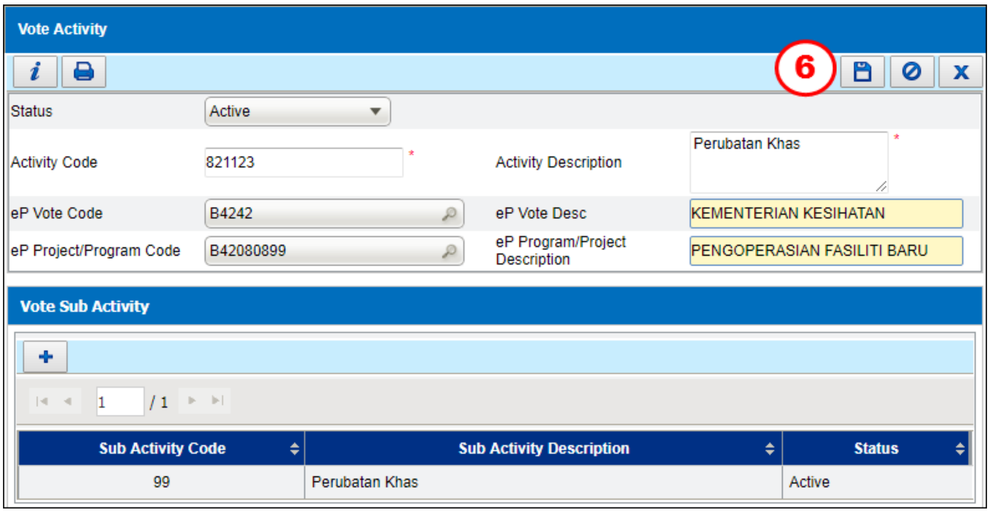



**Figure 3.9.2-3 Vote Activity**

***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*

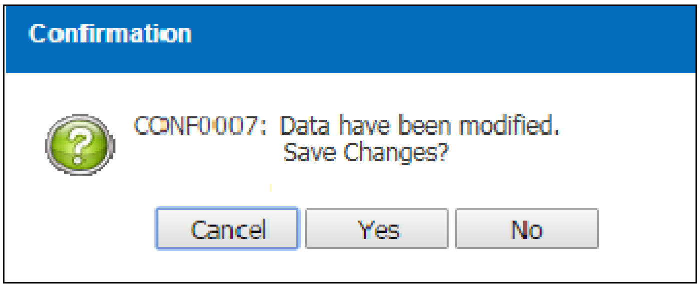



**Figure 3.9.2-4 Confirmation Message**

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

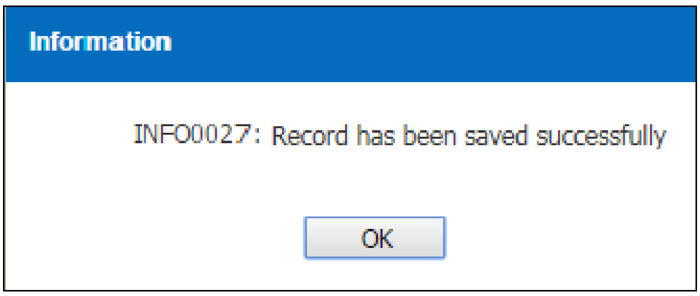



**Figure 3.9.2-5 Information Message**

- *Click on the* OK *button to confirmed the edited record*

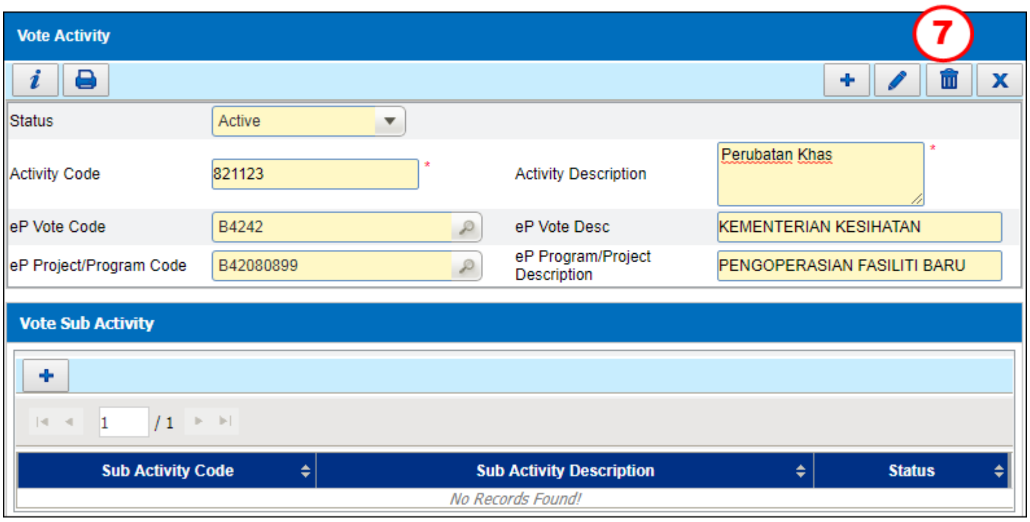



**Figure 3.9.2-6 Vote Activity**

**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* Yes *button to delete the record*

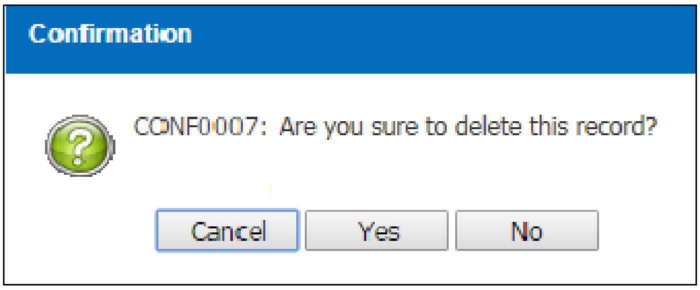



**Figure 3.9.2-7 Confirmation Message**

- *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:

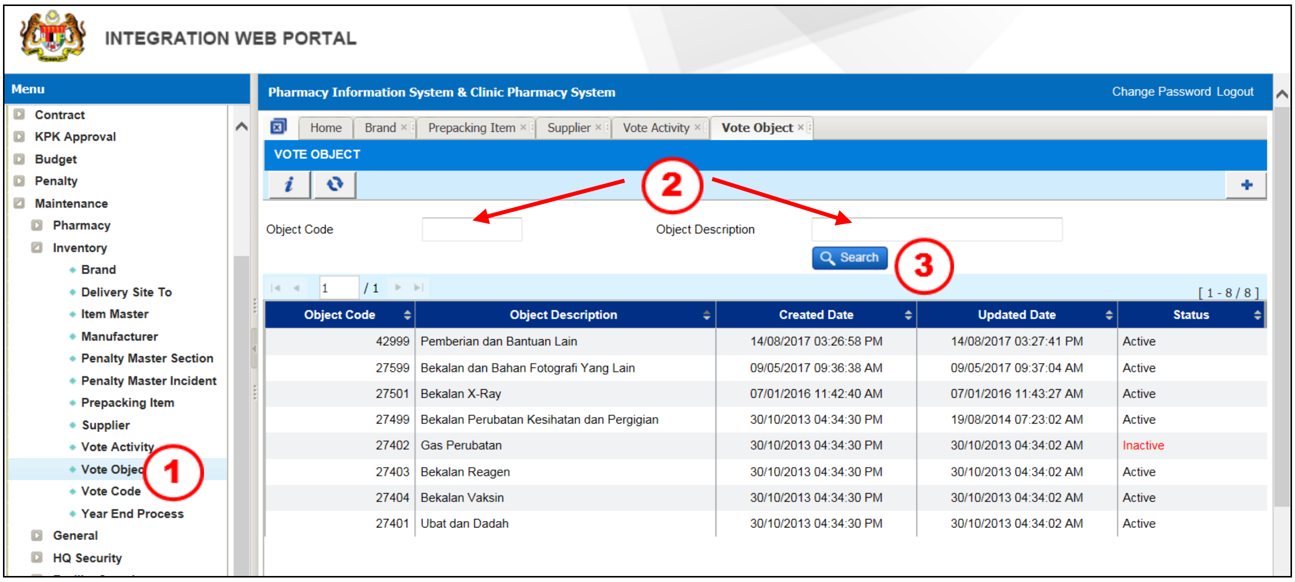



**Figure 3.10.1-1 Vote Object Listing Page**

**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*

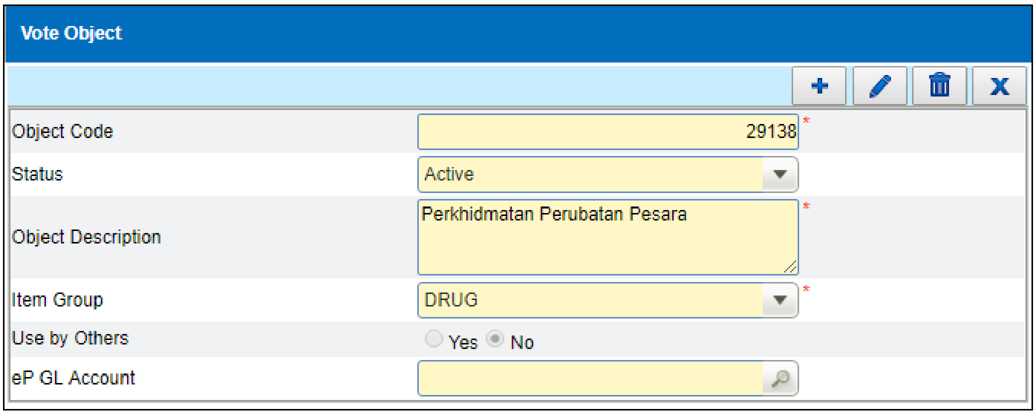



**Figure 3.10.1-2 Vote Object**

***Note***

*Click on the* [X] *button to close the screen*

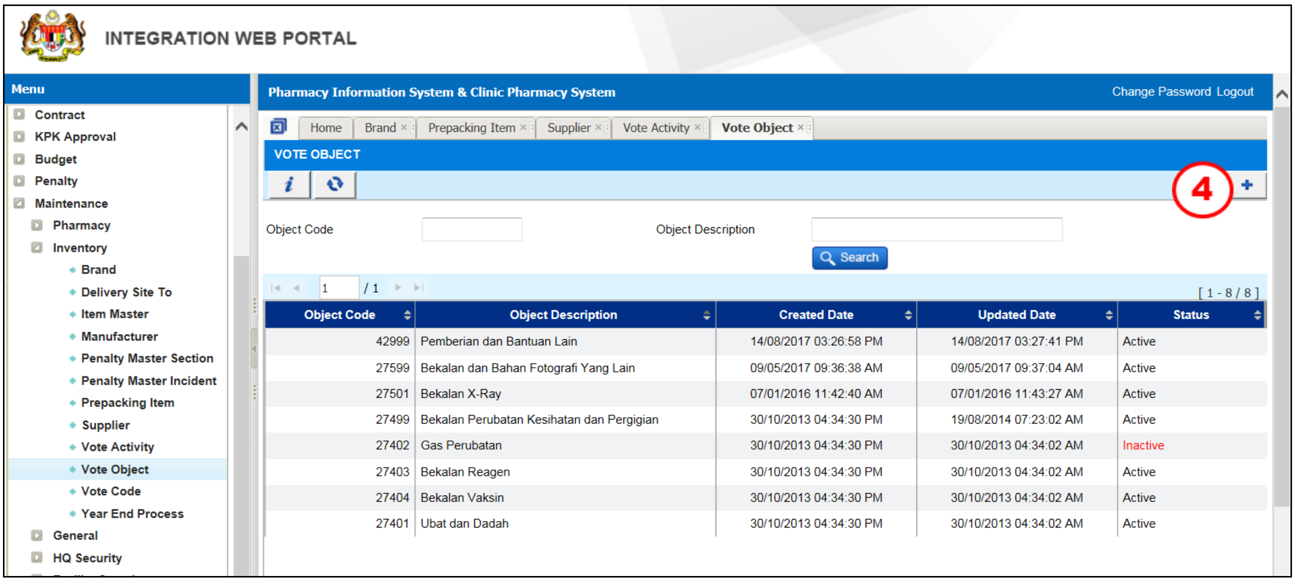



**Figure 3.10.1-3 Vote Object Listing Page**

**STEP 4**

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

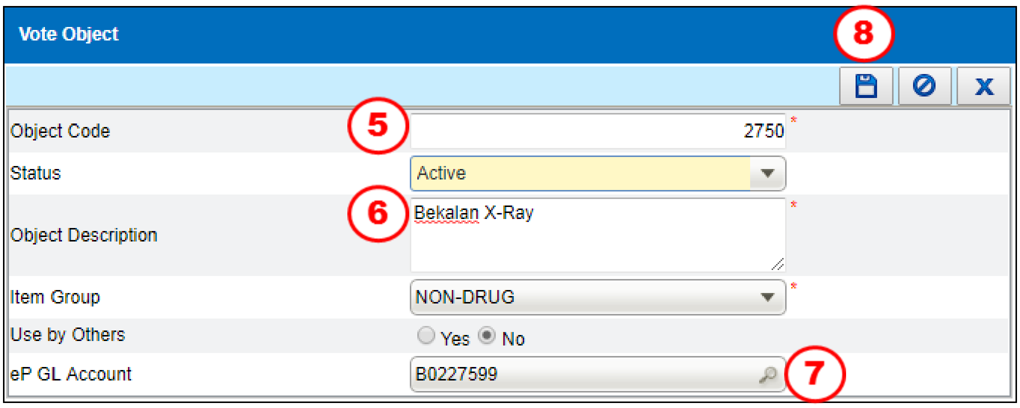



**Figure 3.10.1-4 Vote Object**

**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 [save] button to save the record

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

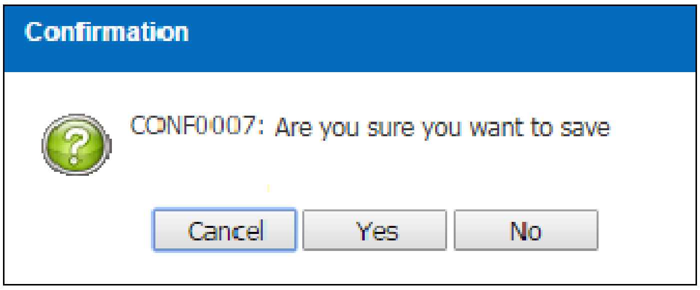



**Figure 3.10.1-5 Confirmation Message**

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

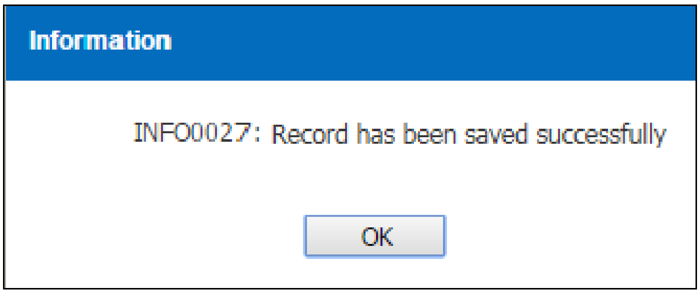



**Figure 3.10.1-6 Information Message**

- *Click on the* OK *button to confirmed the record*

### 3.10.2. Modify Vote Object

To Modify Vote Object records, perform the steps below:

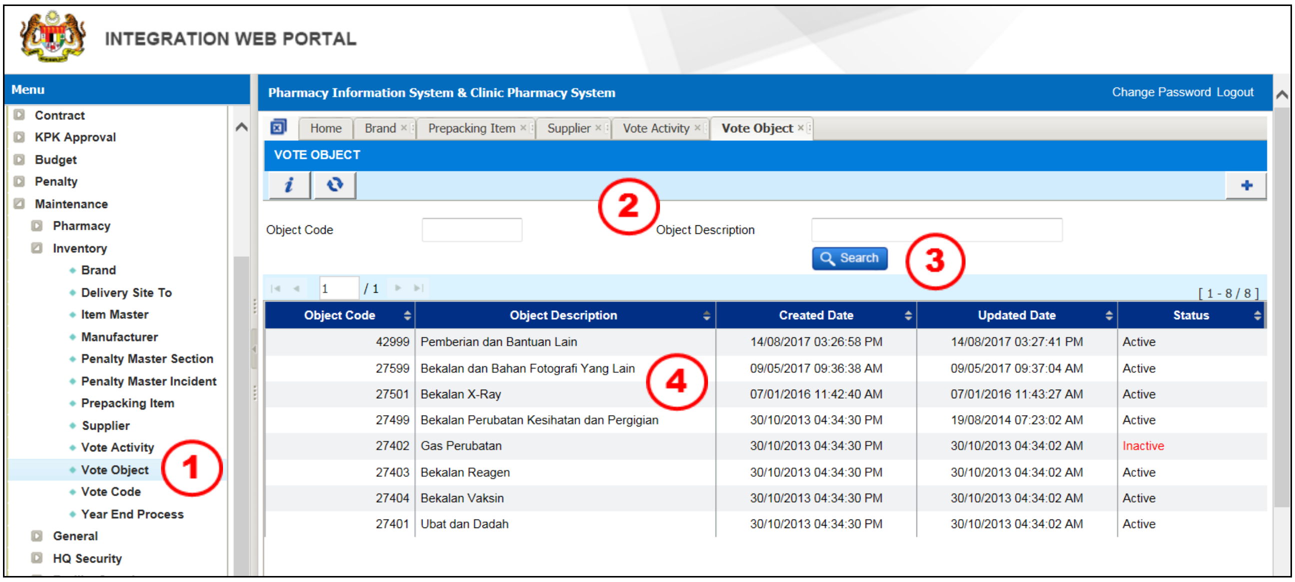



**Figure 3.10.2-1 Vote Object Listing Page**

**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 Search button and system will display the related record

**STEP 4**
Click on the selected record

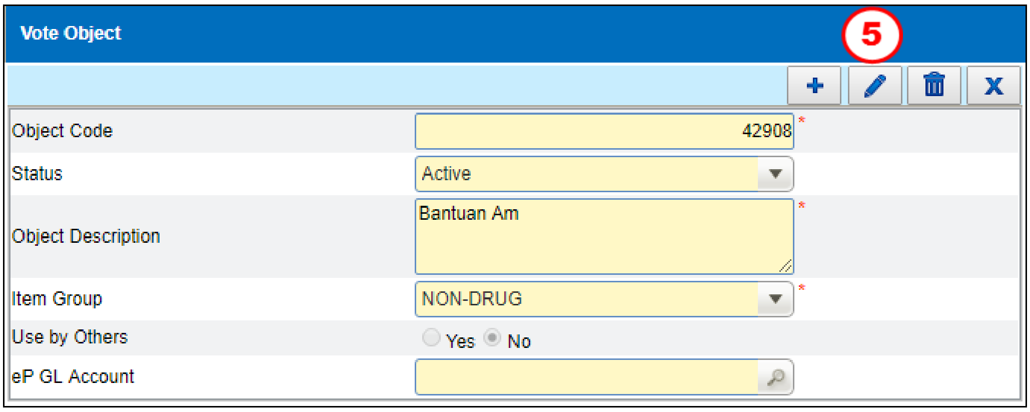



**Figure 3.10.2-2 Vote Object**

**STEP 5**
Click on the button to edit the record

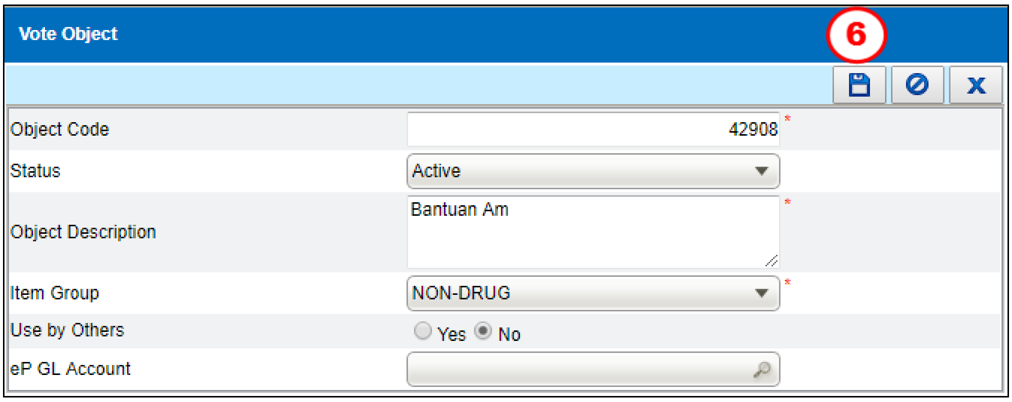



**Figure 3.10.2-3 Vote Object**

***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*

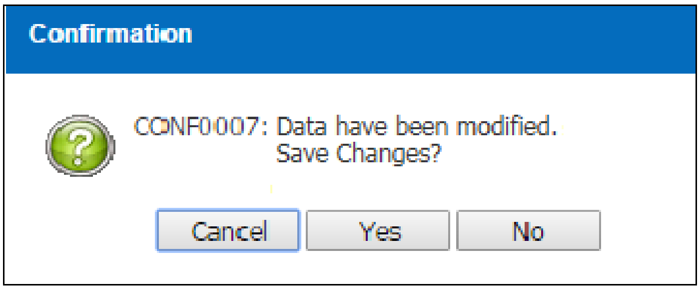



**Figure 3.10.2-4 Confirmation Message**

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

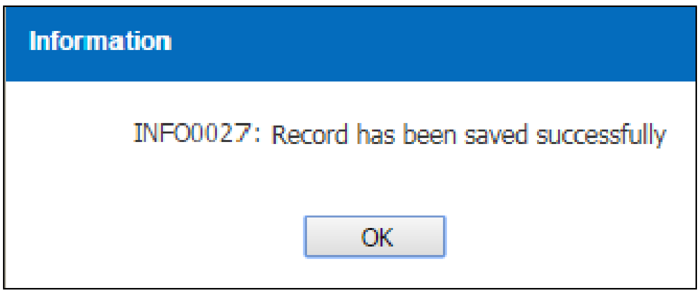



**Figure 3.10.2-5 Information Message**

*Click on the* OK *button to confirmed the edited record*

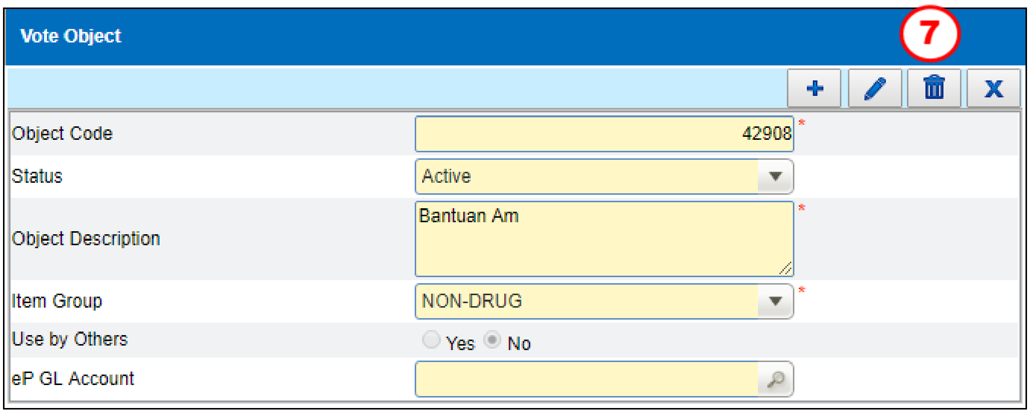



**Figure 3.10.2-6 Vote Object**

**STEP 7**

Click on the  button to delete the record

***Note***

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

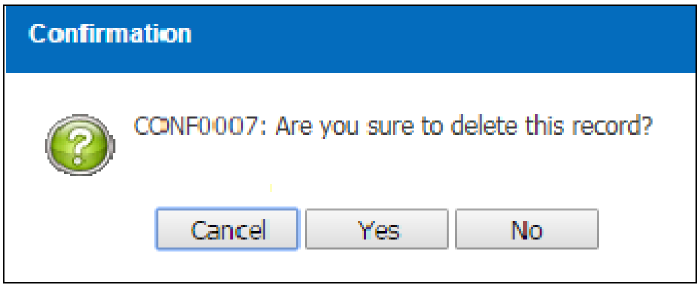



**Figure 3.10.2-7 Confirmation Message**

- *Click on the* Yes *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:

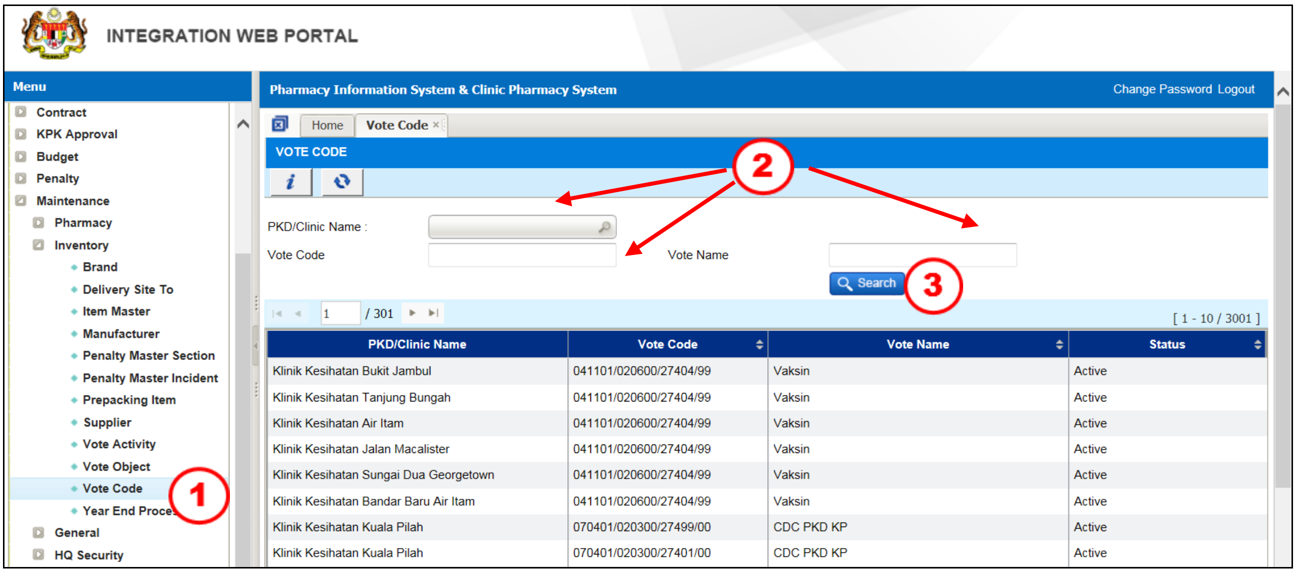



**Figure 3.11.1-1 Vote Code Listing Page**

**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 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 3.11.1-2*

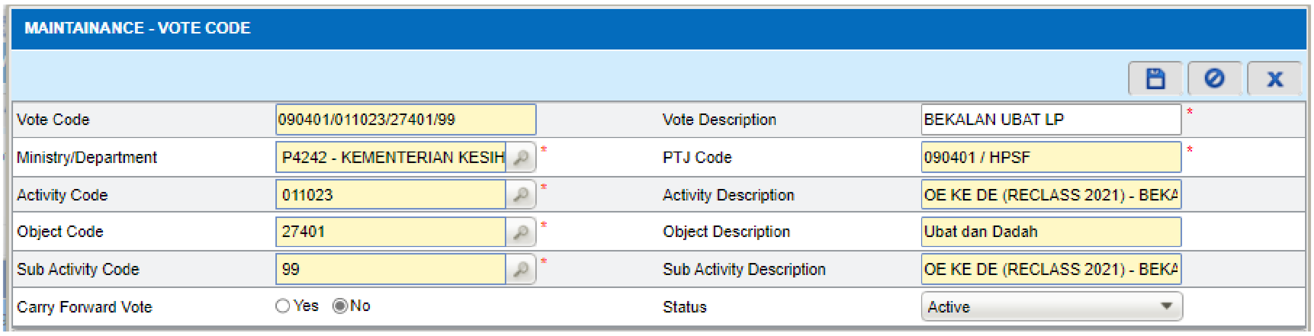



**Figure 3.11.1-2 Maintenance – Vote Code**

***Note***

*Click on the* **X** *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:

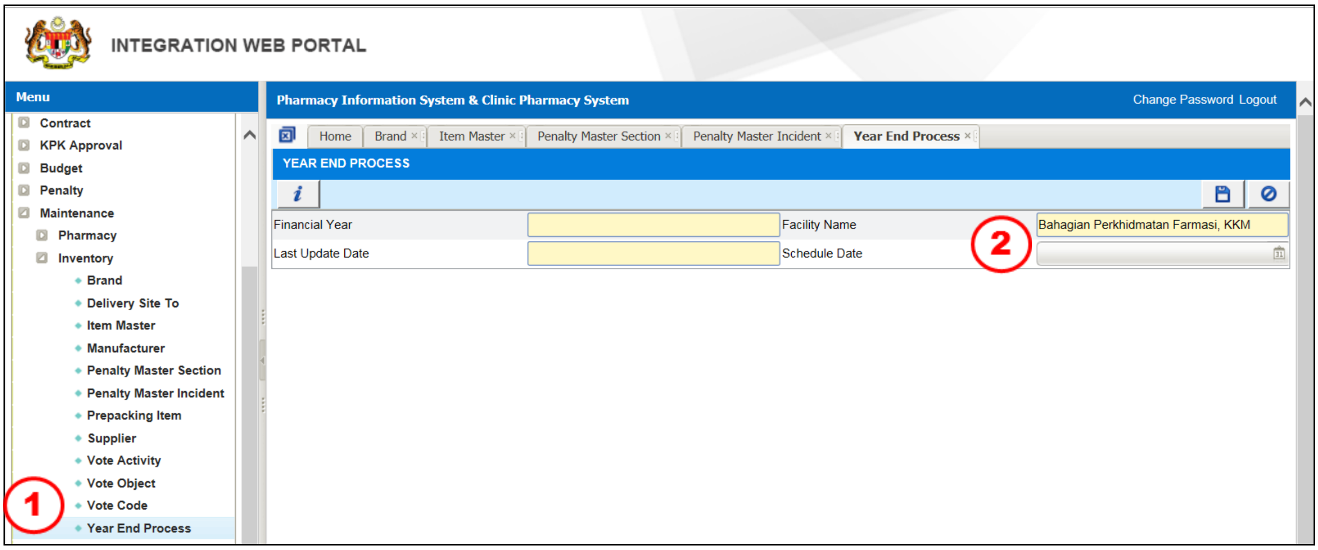



**Figure 3.12.1-1 Year End Process**

**STEP 1**
Click on ‘Maintenance’ menu, followed by ‘Inventory’ and click on ‘Year End Process’

**STEP 2**
Click on the ***Schedule Date*** 

## 3.13. eP Program

### 3.13.1. Select eP Program

To select eP Program, perform the steps below:

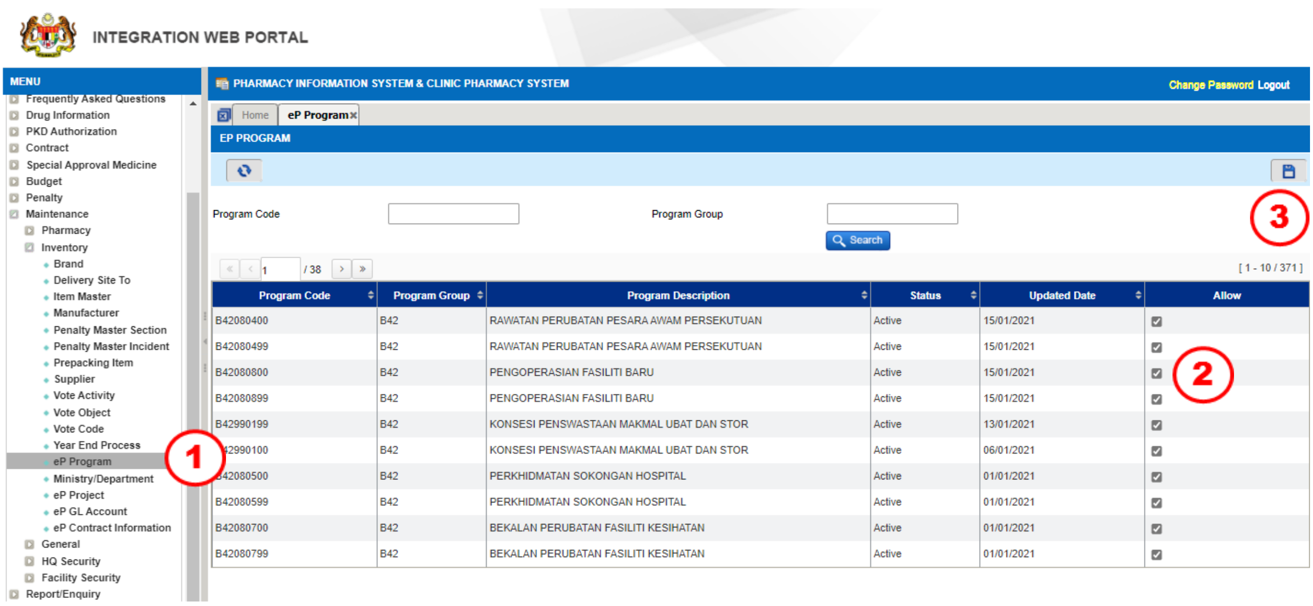



**Figure 3.13.1-1 eP Program**

**STEP 1**
Click on ‘Maintenance’ menu, followed by ‘Inventory’ and click on ‘eP Program’

**STEP 2**
Click on the ***Checkbox*** ☐ *to allow specific program code*

**STEP 3**
Click  button to save changes

## 3.14. Ministry/Department

### 3.14.1. Select Ministry/Department

To select Ministry/department, perform the steps below:

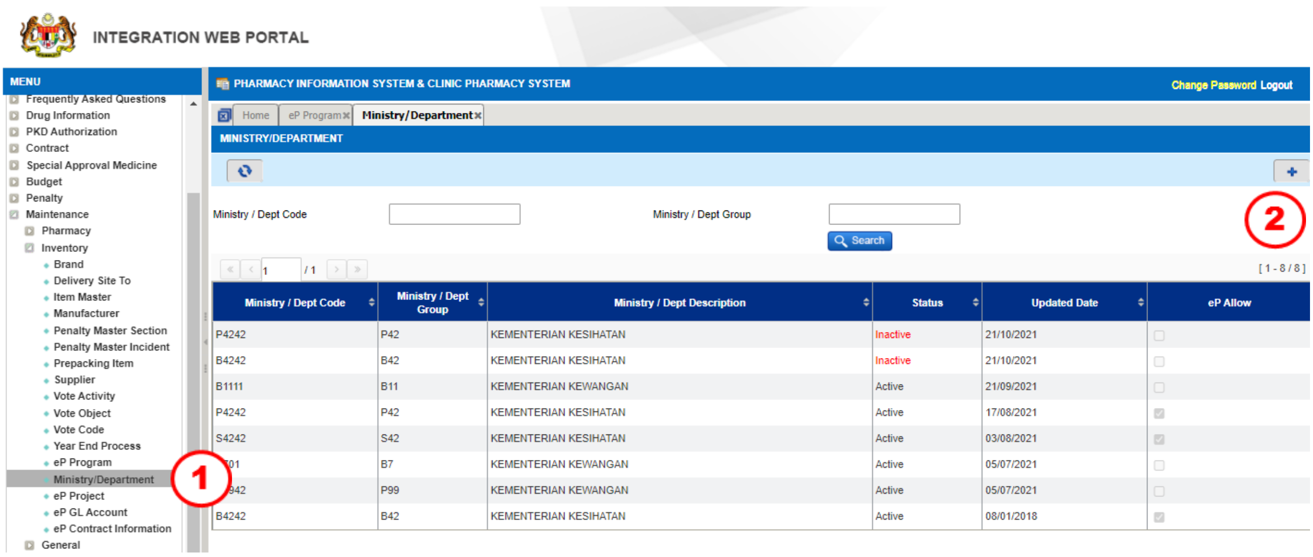



**Figure 3.14.1-1 Ministry/Department**

**STEP 1**
Click on ‘Maintenance’ menu, followed by ‘Inventory’ and click on ‘Ministry/Department’

**STEP 2**
Click  button to create new Ministry/Department

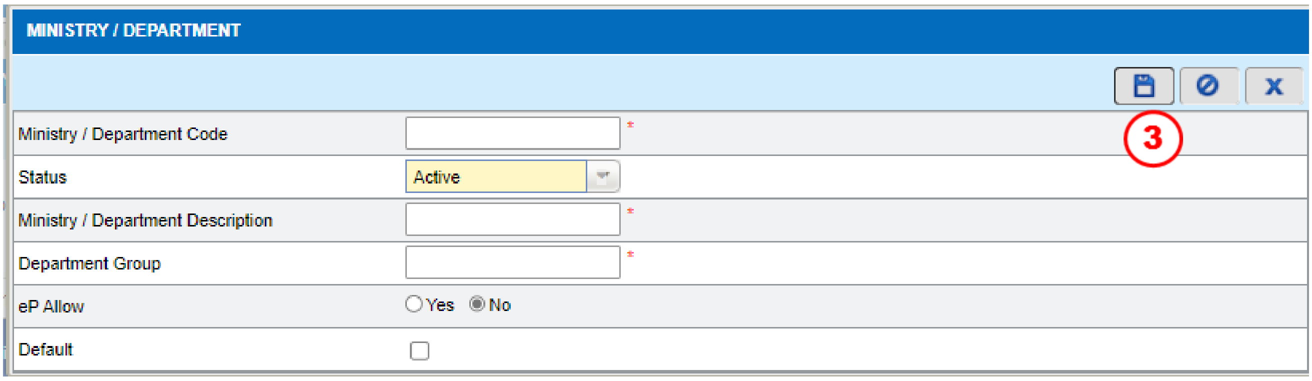



**Figure 3.14.1-2 Create New Ministry/Department**

__**Note**__
*Fill in **Ministry code**, **Description**, **Department Group**,**eP Allow** radio button and set to default checkbox*

**STEP 3**
Click  button to save new Ministry/Department

## 3.15. eP Project

### 3.15.1. Select eP Project

To select eP Project, perform the steps below:

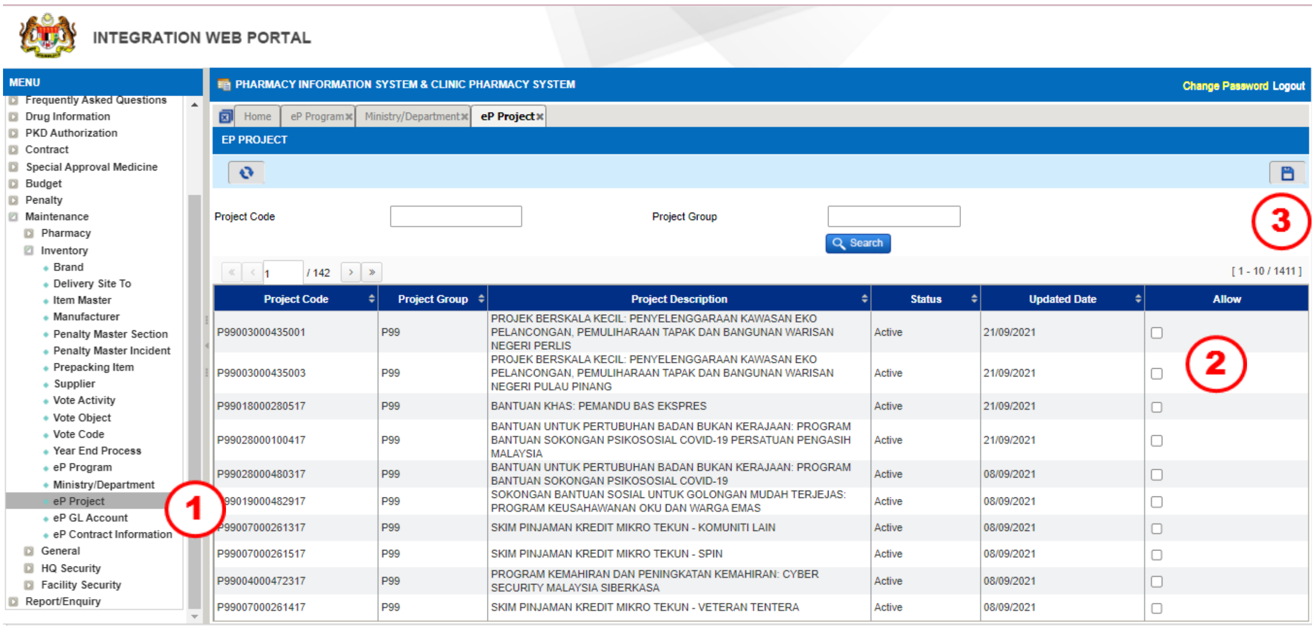



**Figure 3.15.1-1 eP Project**

**STEP 1**
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'eP Project'

**STEP 2**

Click on the ***Checkbox*** *to allow specific project code*

**STEP 3**

Click button to save changes

## 3.16. eP GL Account

### 3.16.1. Select eP GL Account

To select eP GL Account, perform the steps below:

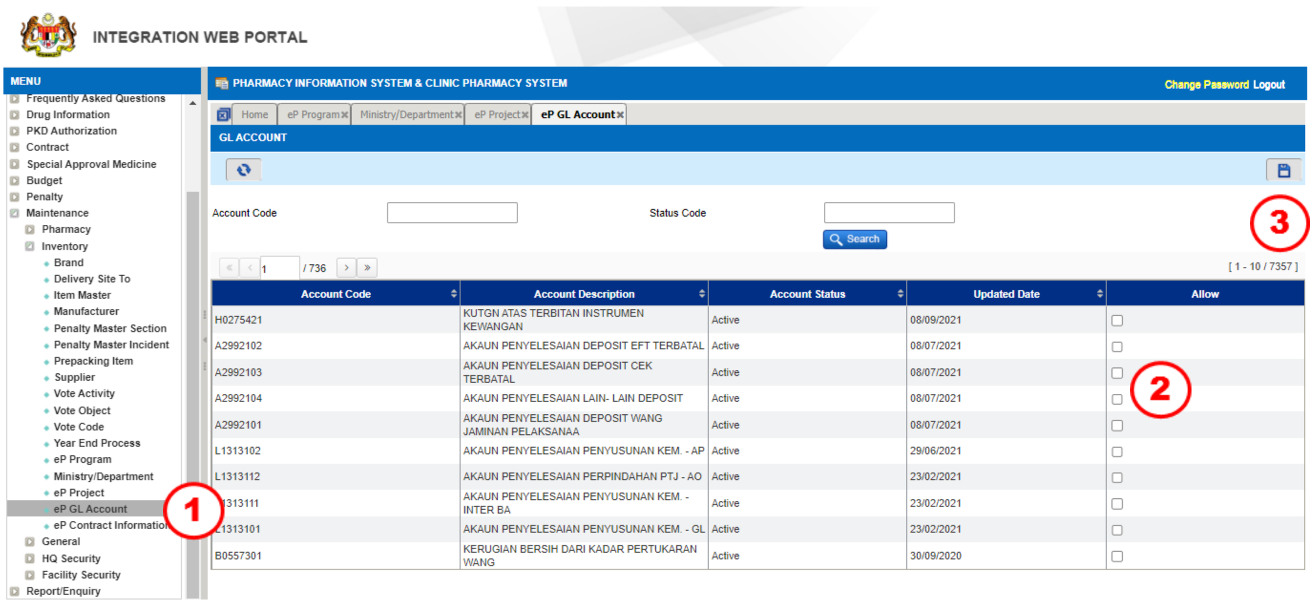



**Figure 3.16.1-1 eP GL Account**

**STEP 1**

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'eP GL Account'

**STEP 2**

Click on the ***Checkbox*** ☐ *to allow specific account code*

**STEP 3**

Click [save] button to save changes

## 3.17. eP Contract Information

### 3.17.1. Select eP Contract Information

To select eP Contract Information, perform the steps below:

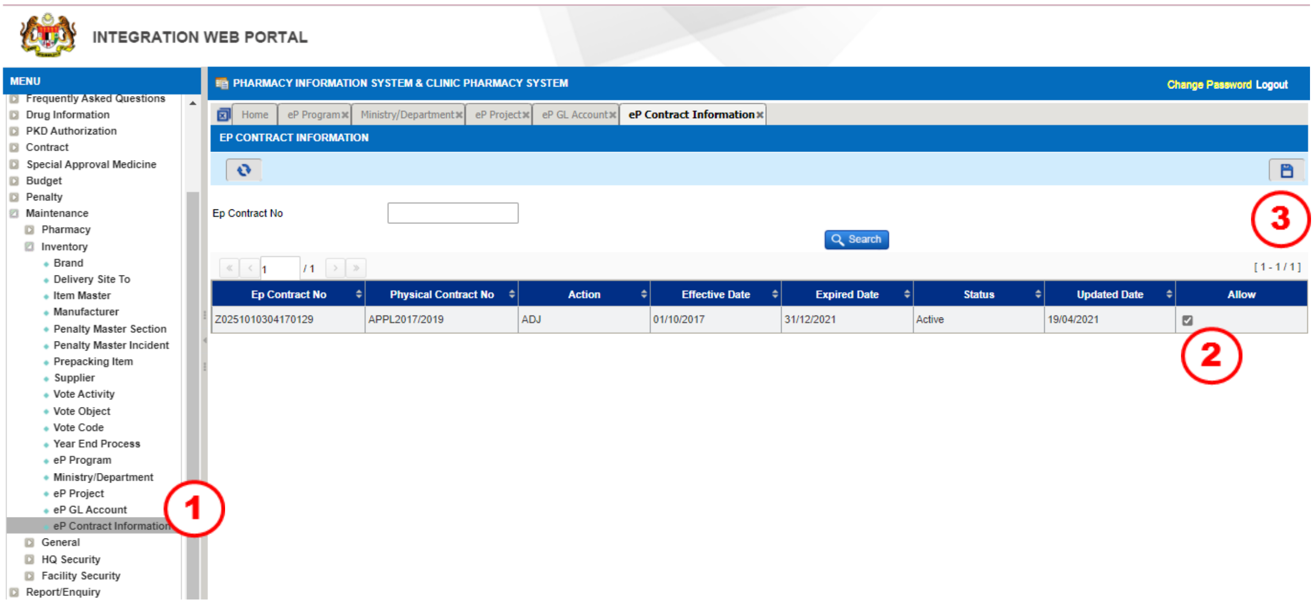



**Figure 3.17.1-1 eP Contract Information**

**STEP 1**
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'eP Contract Information'

**STEP 2**
Click on the ***Checkbox*** *to allow specific account code*

**STEP 3**
Click button to save changes

## 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* | *Click Here* |
| *2* | *Frequency Asked Question* | *Click Here* |
| *3* | *Drug Information* | *Click Here* |
| *4* | *Contract* | *Click Here* |
| *5* | *KPK Approval* | *Click Here* |
| *6* | *Maintenance – Pharmacy* | *Click Here* |
| *7* | *Maintenance – Inventory* | *Click Here* |
| *8* | *Maintenance – General* | *Click Here* |
| *9* | *Maintenance – HQ Security* | *Click Here* |