



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

User Manual Integrated Web Portal (IWP) Maintenance - Inventory

Version	: 11th Edition
Document ID	: HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY



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Reference ID : HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY-11th E

Application reference: PhIS & CPS v2.3

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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

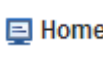
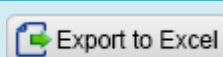
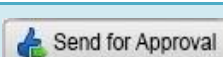
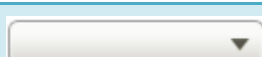
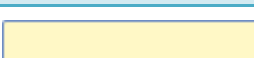
1.3. Organised Sections

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
	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

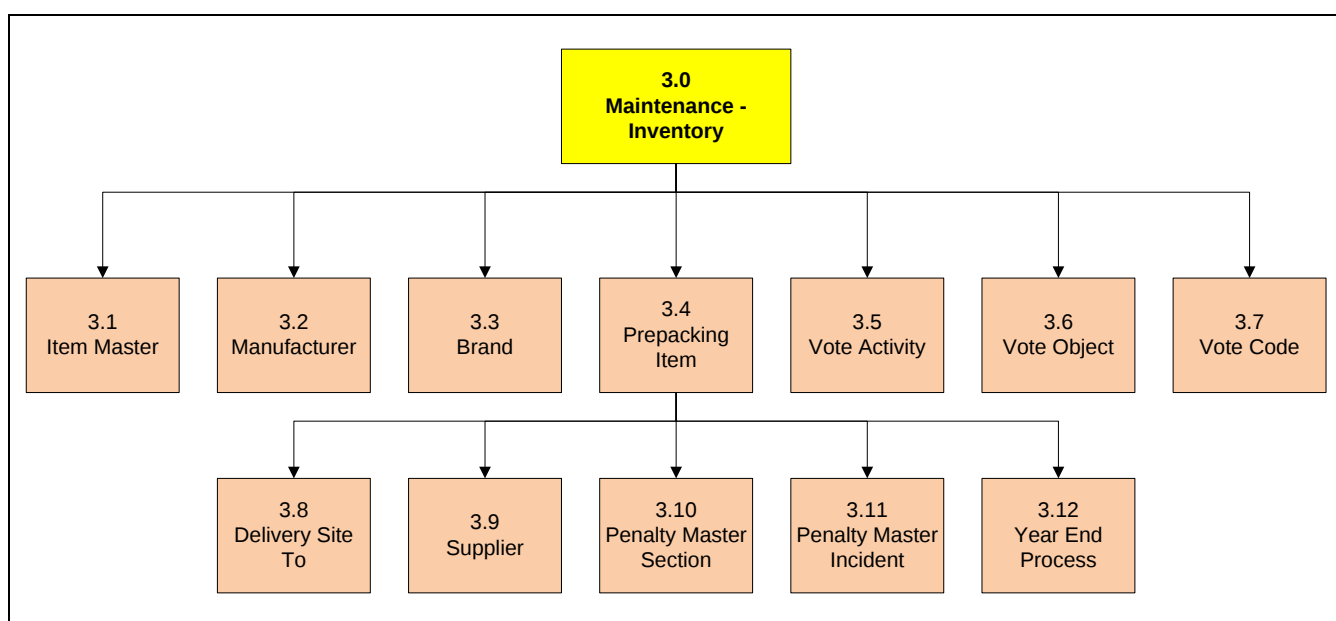


Figure 3.0

Functional Description

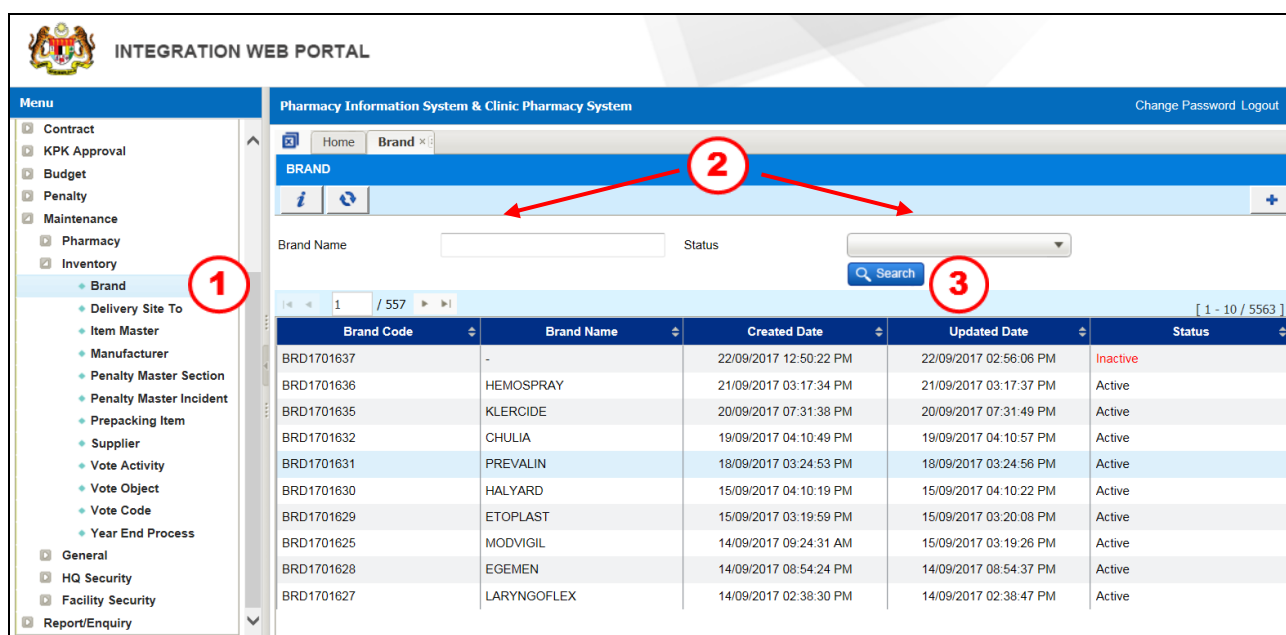
- **Item Master**
Item Master screen allow user to view existing item master record,Create new record and modify the existing record
- **Manufacturer**
Manufacturer screen allow user to view existing record,Create new record and modify the existing record.
- **Brand**
Brand screen allow user to view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



Brand Code	Brand Name	Created Date	Updated Date	Status
BRD1701637	-	22/09/2017 12:50:22 PM	22/09/2017 02:56:06 PM	Inactive
BRD1701636	HEMOSPRAY	21/09/2017 03:17:34 PM	21/09/2017 03:17:37 PM	Active
BRD1701635	KLERCIDE	20/09/2017 07:31:38 PM	20/09/2017 07:31:49 PM	Active
BRD1701632	CHULIA	19/09/2017 04:10:49 PM	19/09/2017 04:10:57 PM	Active
BRD1701631	PREVALIN	18/09/2017 03:24:53 PM	18/09/2017 03:24:56 PM	Active
BRD1701630	HALYARD	15/09/2017 04:10:19 PM	15/09/2017 04:10:22 PM	Active
BRD1701629	ETOPLAST	15/09/2017 03:19:59 PM	15/09/2017 03:20:08 PM	Active
BRD1701625	MODVIGIL	14/09/2017 09:24:31 AM	15/09/2017 03:19:26 PM	Active
BRD1701628	EGEMEN	14/09/2017 08:54:24 PM	14/09/2017 08:54:37 PM	Active
BRD1701627	LARYNGOFLEX	14/09/2017 02:38:30 PM	14/09/2017 02:38:47 PM	Active

Figure 3.1.1-1 Brand Listing Page

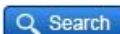
STEP 1

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

STEP 2

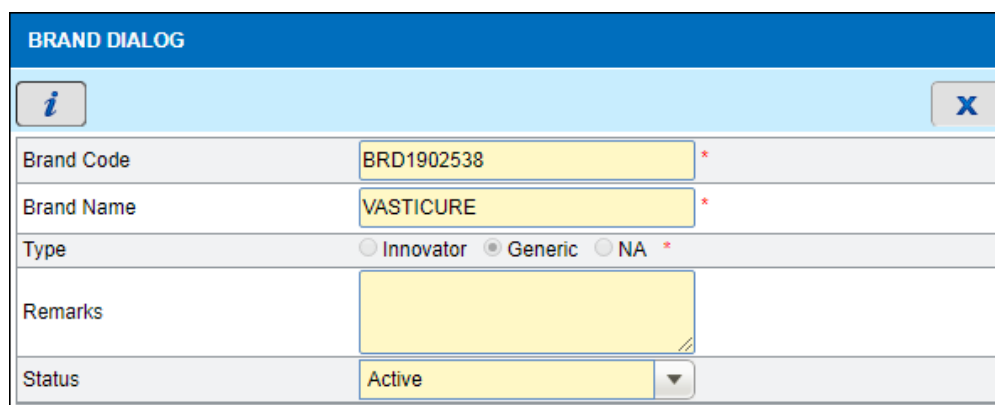
Search existing record by entering **Brand Name** and/or selecting **Status**

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

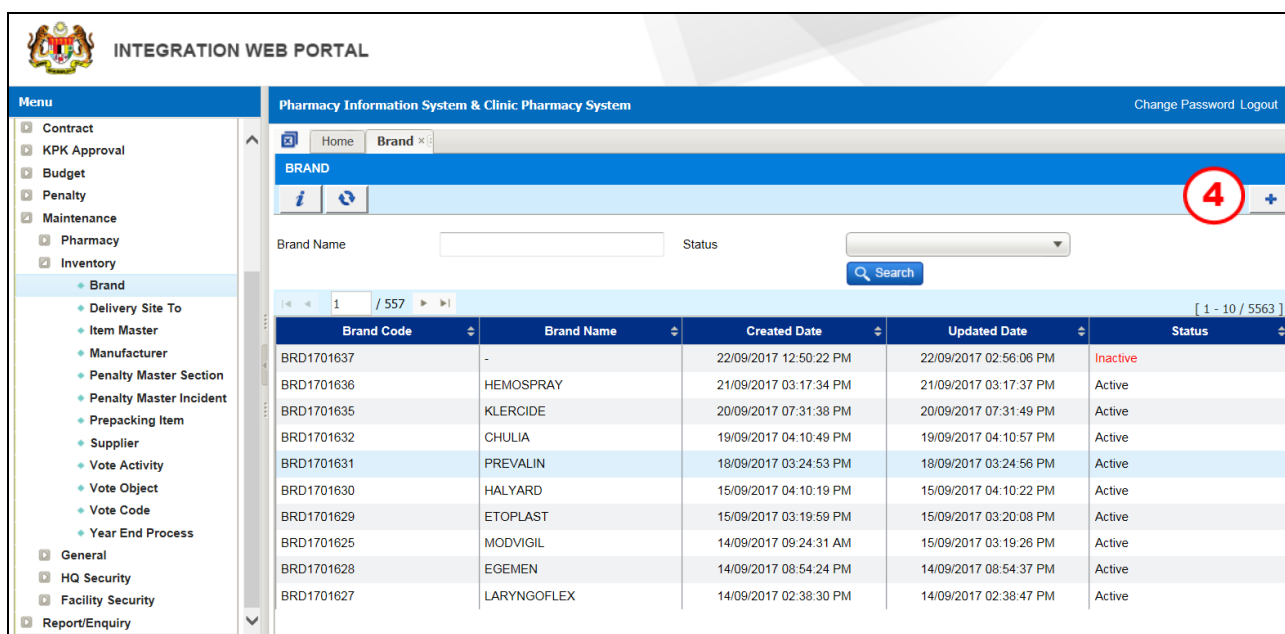


Brand Code	BRD1902538
Brand Name	VASTICURE
Type	☐ Innovator ☒ Generic ☐ NA
Remarks	
Status	Active

Figure 3.1.1-2 Brand Dialog

Note

Click on the  button to close the screen



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand

BRAND

Brand Name: Status:

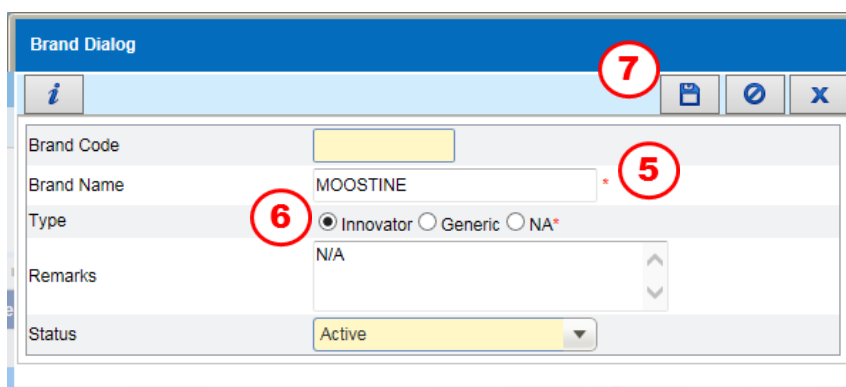
1 / 557

Brand Code	Brand Name	Created Date	Updated Date	Status
BRD1701637	-	22/09/2017 12:50:22 PM	22/09/2017 02:56:06 PM	Inactive
BRD1701636	HEMOSPRAY	21/09/2017 03:17:34 PM	21/09/2017 03:17:37 PM	Active
BRD1701635	KLERCIDE	20/09/2017 07:31:38 PM	20/09/2017 07:31:49 PM	Active
BRD1701632	CHULIA	19/09/2017 04:10:49 PM	19/09/2017 04:10:57 PM	Active
BRD1701631	PREVALIN	18/09/2017 03:24:53 PM	18/09/2017 03:24:56 PM	Active
BRD1701630	HALYARD	15/09/2017 04:10:19 PM	15/09/2017 04:10:22 PM	Active
BRD1701629	ETOPLAST	15/09/2017 03:19:59 PM	15/09/2017 03:20:08 PM	Active
BRD1701625	MODVIGIL	14/09/2017 09:24:31 AM	15/09/2017 03:19:26 PM	Active
BRD1701628	EGEMEN	14/09/2017 08:54:24 PM	14/09/2017 08:54:37 PM	Active
BRD1701627	LARYNGOFLEX	14/09/2017 02:38:30 PM	14/09/2017 02:38:47 PM	Active

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



Brand Dialog

Brand Code:

Brand Name: *

Type: ☒ Innovator ☐ Generic ☐ NA*

Remarks:

Status:

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

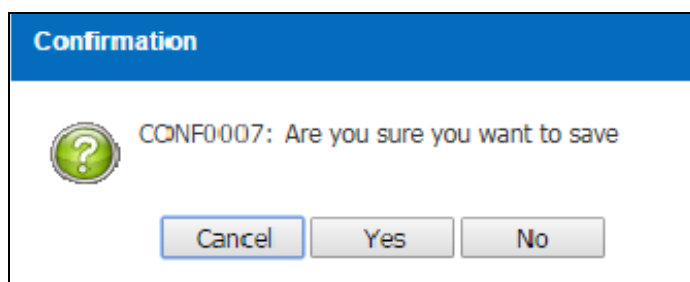
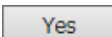
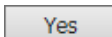


Figure 3.1.1-5 Confirmation Message

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

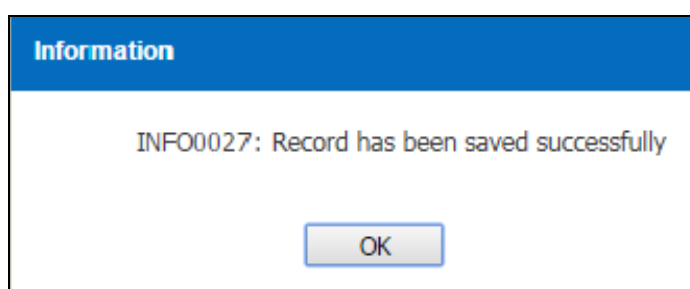
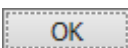


Figure 3.1.1-6 Information Message

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

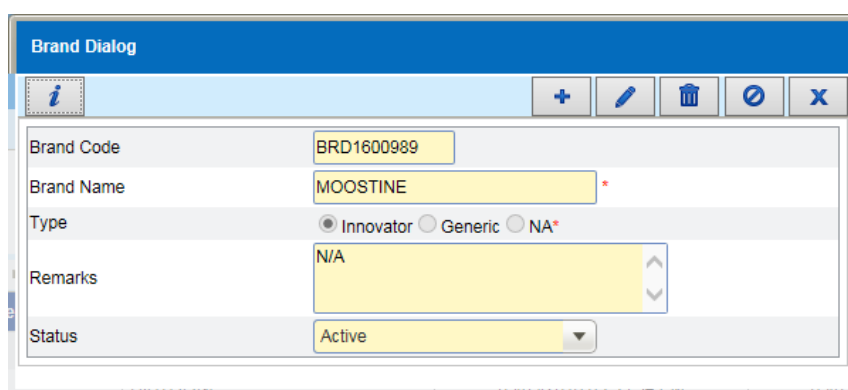


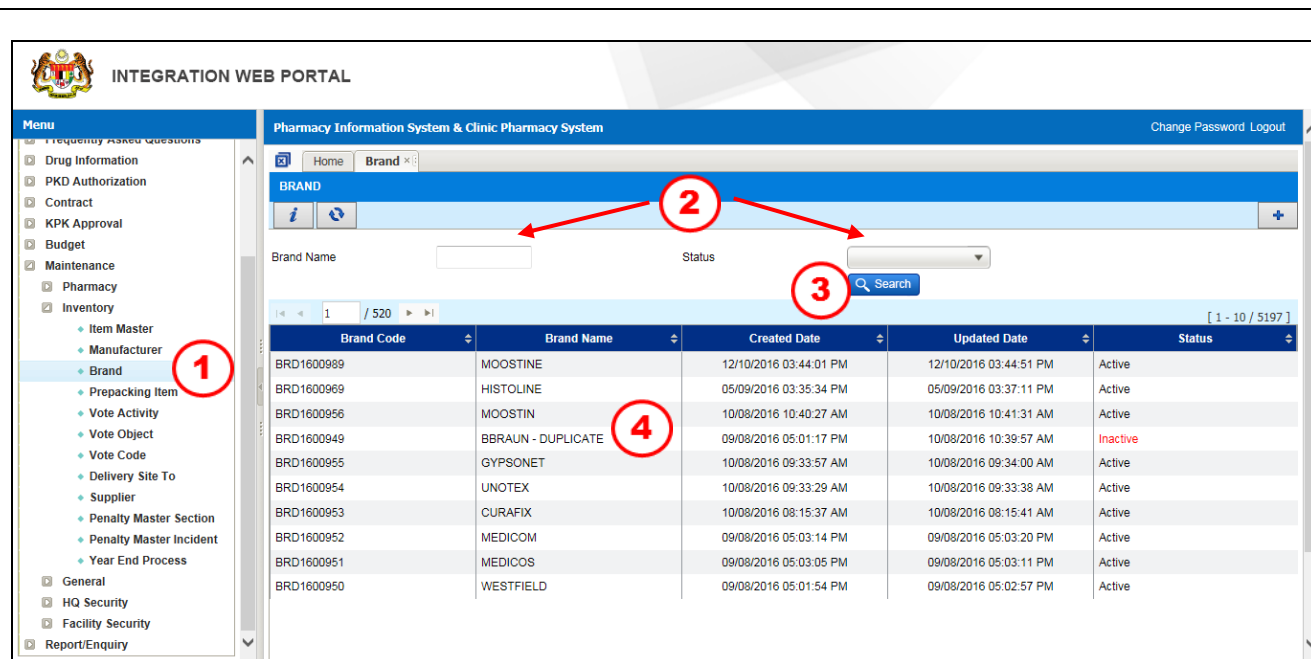
Figure 3.1.1-7 Brand Dialog

Note

Click on the  button to close the screen

3.1.2. Modify Brand

To Modify Brand records, perform the steps below:



Brand Code	Brand Name	Created Date	Updated Date	Status
BRD1600989	MOOSTINE	12/10/2016 03:44:01 PM	12/10/2016 03:44:51 PM	Active
BRD1600969	HISTOLINE	05/09/2016 03:35:34 PM	05/09/2016 03:37:11 PM	Active
BRD1600956	MOOSTIN	10/08/2016 10:40:27 AM	10/08/2016 10:41:31 AM	Active
BRD1600949	BBRAUN - DUPLICATE	09/08/2016 05:01:17 PM	10/08/2016 10:39:57 AM	Inactive
BRD1600955	GYPSONET	10/08/2016 09:33:57 AM	10/08/2016 09:34:00 AM	Active
BRD1600954	UNOTEX	10/08/2016 09:33:29 AM	10/08/2016 09:33:38 AM	Active
BRD1600953	CURAFIX	10/08/2016 08:15:37 AM	10/08/2016 08:15:41 AM	Active
BRD1600952	MEDICOM	09/08/2016 05:03:14 PM	09/08/2016 05:03:20 PM	Active
BRD1600951	MEDICOS	09/08/2016 05:03:05 PM	09/08/2016 05:03:11 PM	Active
BRD1600950	WESTFIELD	09/08/2016 05:01:54 PM	09/08/2016 05:02:57 PM	Active

Figure 3.1.2-1 Brand Listing Page

STEP 1

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

STEP 2

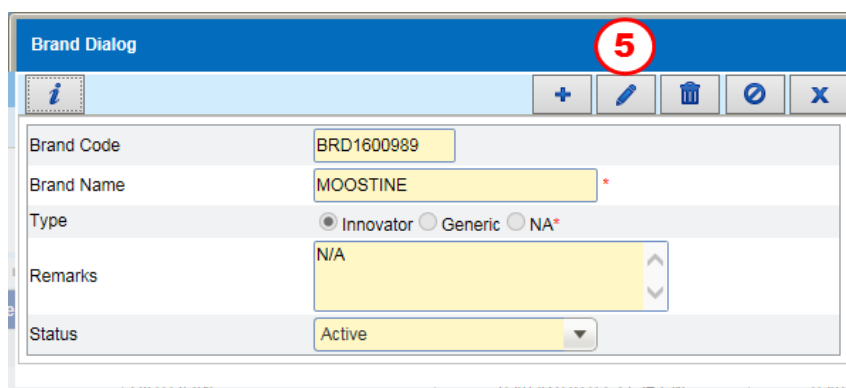
Search existing record by entering **Brand Name** and/or selecting **Status**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

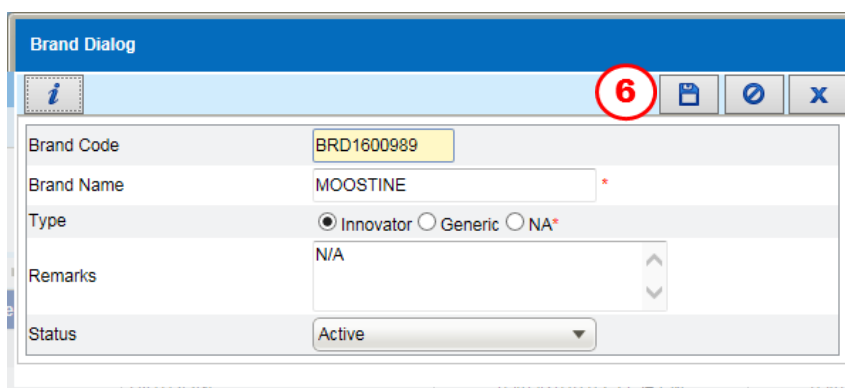


Brand Code	BRD1600989
Brand Name	MOOSTINE *
Type	☒ Innovator ☐ Generic ☐ NA*
Remarks	N/A
Status	Active

Figure 3.1.2-2 Brand Dialog

STEP 5

Click on the  button to edit the record



The 'Brand Dialog' form contains the following fields and controls:

- Brand Code:** Text field with value 'BRD1600989'.
- Brand Name:** Text field with value 'MOOSTINE' and a red asterisk indicating a required field.
- Type:** Radio button group with options: ☒ Innovator, ☐ Generic, ☐ NA*.
- Remarks:** Text area with value 'N/A' and vertical scroll arrows.
- Status:** Dropdown menu with 'Active' selected.
- Buttons:** Information icon (i), Save icon (floppy disk), Cancel icon (X), and a red circle with the number '6' highlighting the Save icon.

Figure 3.1.2-3 Brand Dialog

Note

User is allow to edit:

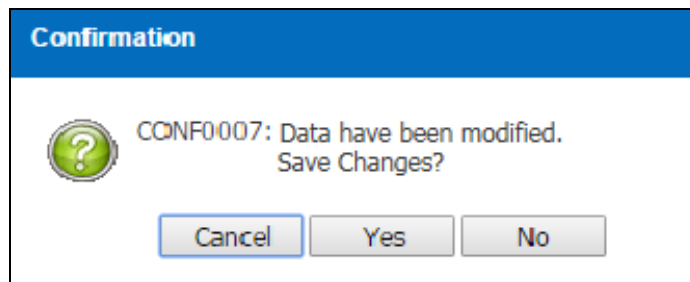
- **Brand Name**
- **Type**
- **Remarks**
- **Status**

STEP 6

Click on the  button to save the record

Note

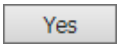
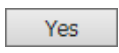
- System will display a Confirmation Message as Figure 3.1.2-4

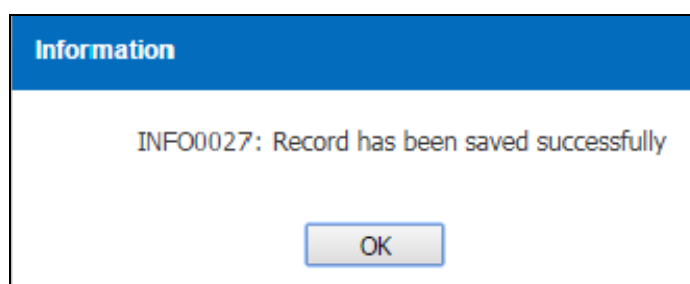


The 'Confirmation' dialog box displays the following:

- Title:** Confirmation
- Icon:** Question mark icon.
- Text:** CONF0007: Data have been modified. Save Changes?
- Buttons:** Cancel, Yes, No.

Figure 3.1.2-4 Confirmation Message

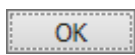
- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.1.2-5

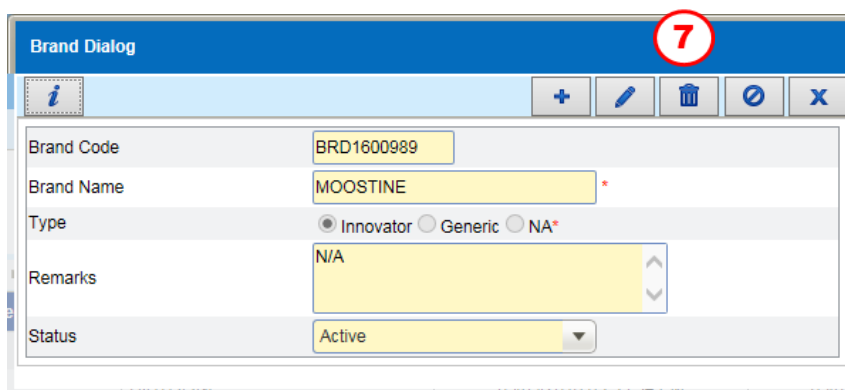


The 'Information' dialog box displays the following:

- Title:** Information
- Text:** INFO0027: Record has been saved successfully
- Buttons:** OK.

Figure 3.1.2-5 Information Message

- Click on the  button to confirmed the edited record



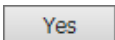
The 'Brand Dialog' window is shown with a red circle containing the number '7' in the top right corner. It contains the following fields: Brand Code (BRD1600989), Brand Name (MOOSTINE), Type (Innovator selected), Remarks (N/A), and Status (Active). The window has a toolbar with buttons for Add (+), Edit (pencil), Delete (trash), Refresh (circular arrow), and Close (X).

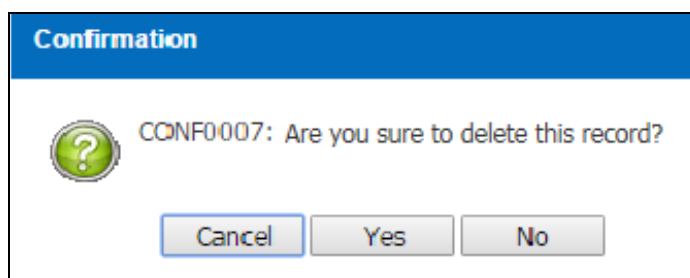
Figure 3.1.2-6 Brand Dialog

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



The 'Confirmation' dialog box displays a question mark icon and the text 'CONF0007: Are you sure to delete this record?'. It has three buttons: Cancel, Yes, and No.

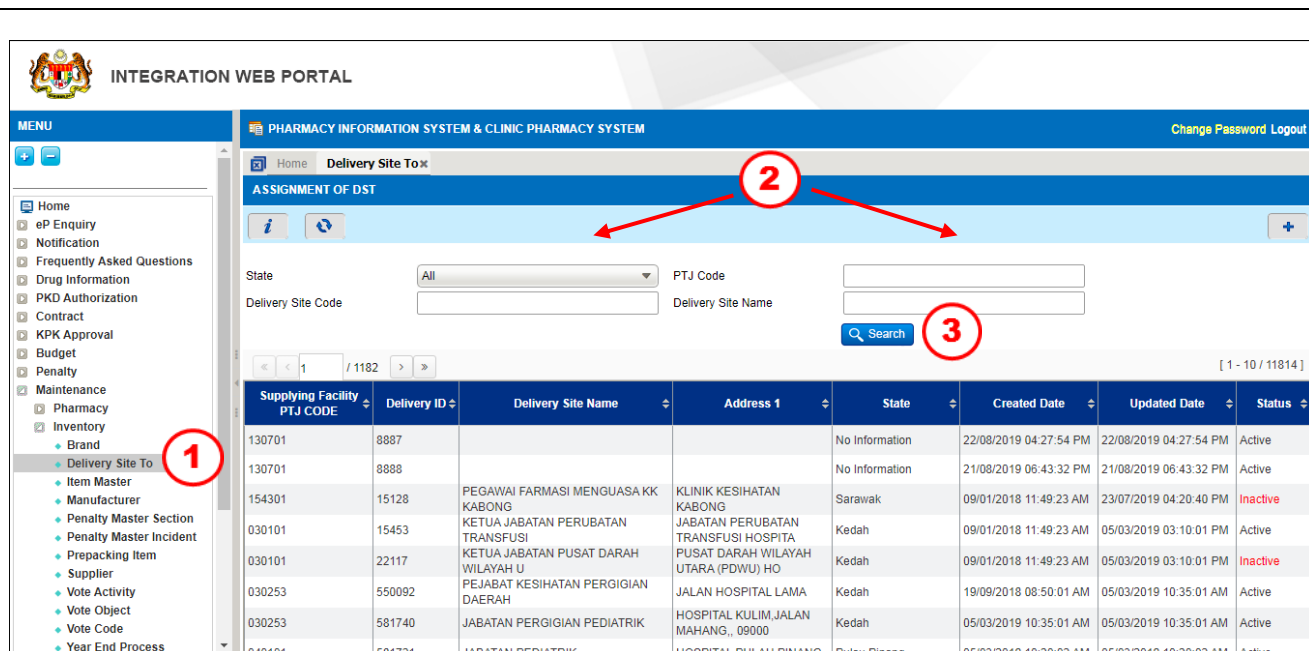
Figure 3.1.2-7 Confirmation Message

- 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

ASSIGNMENT OF DST

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

[1 - 10 / 11814]

Supplying 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 10:35:01 AM	05/03/2019 10:35:01 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

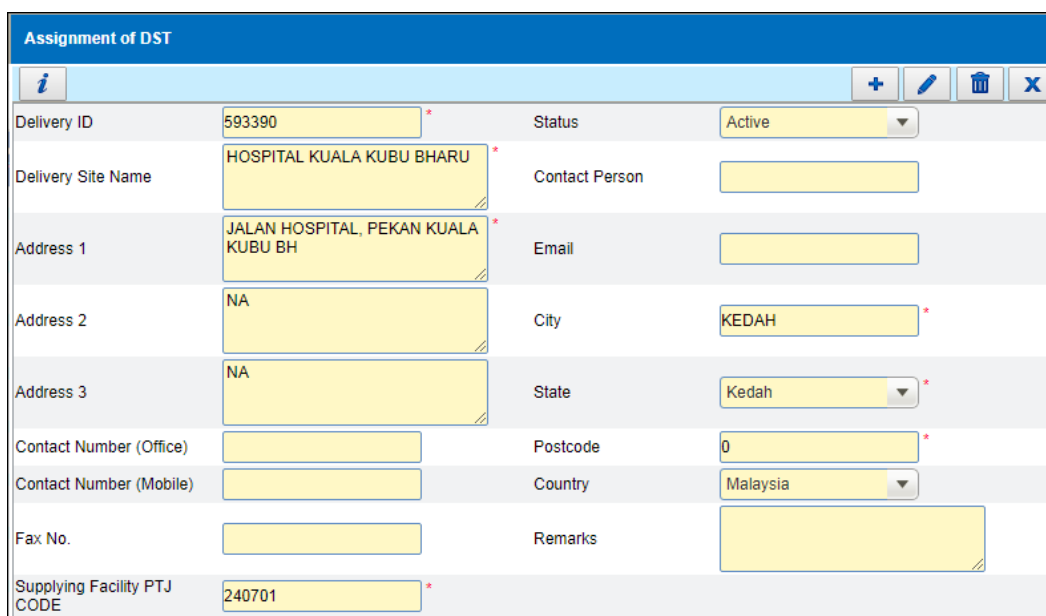
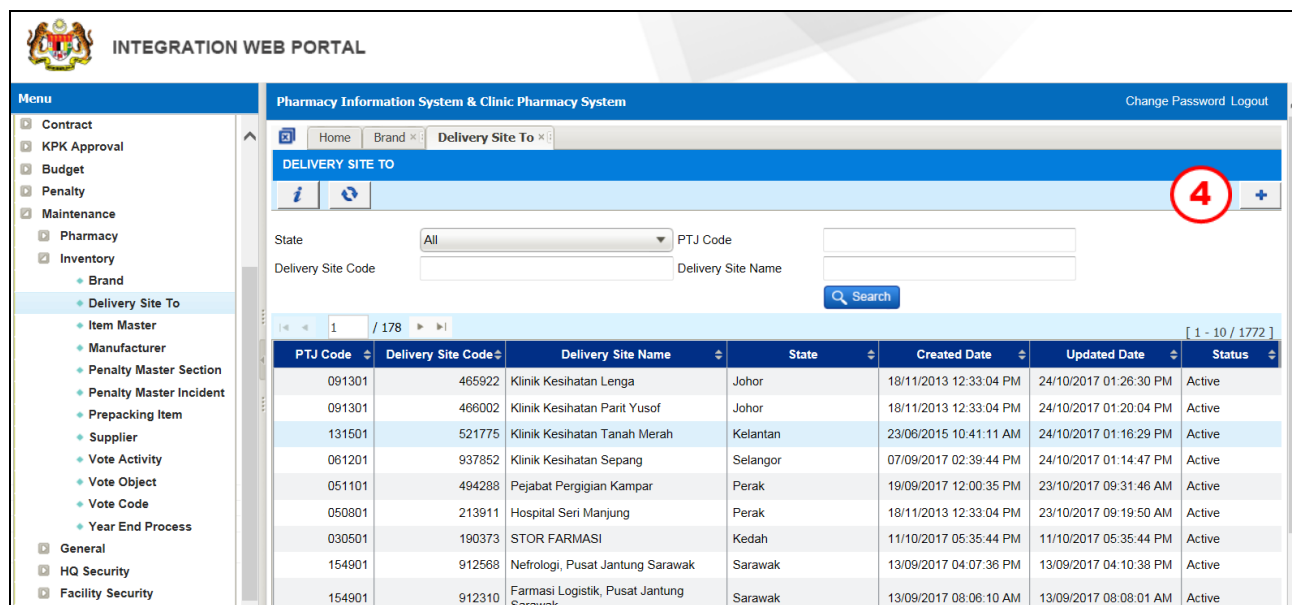


Figure 3.2.1-2 Delivery Site To

Note

Click on the  button to close the screen



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

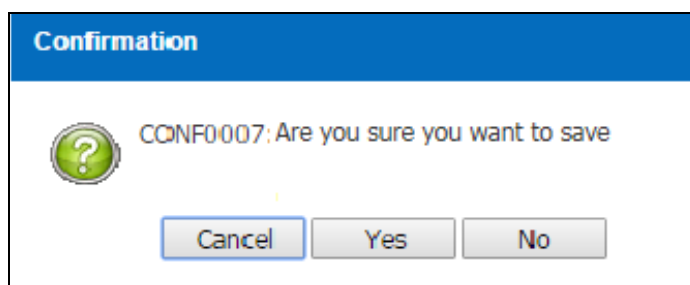
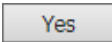
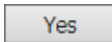


Figure 3.2.1-5 Confirmation Message

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

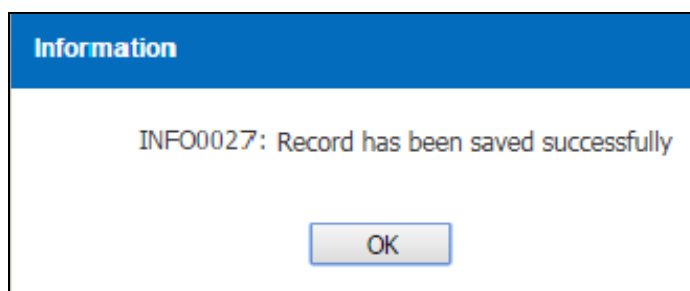
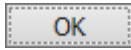
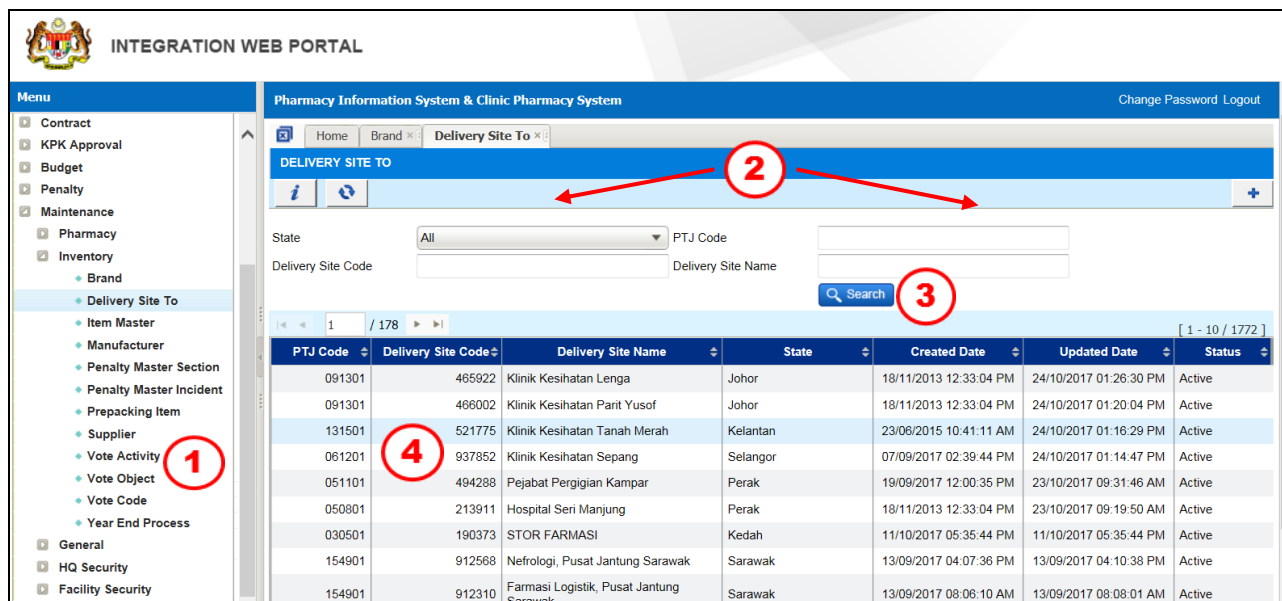


Figure 3.2.1-6 Information Message

- 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:



Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
- General
- HQ Security
- Facility Security

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	23/08/2015 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			
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

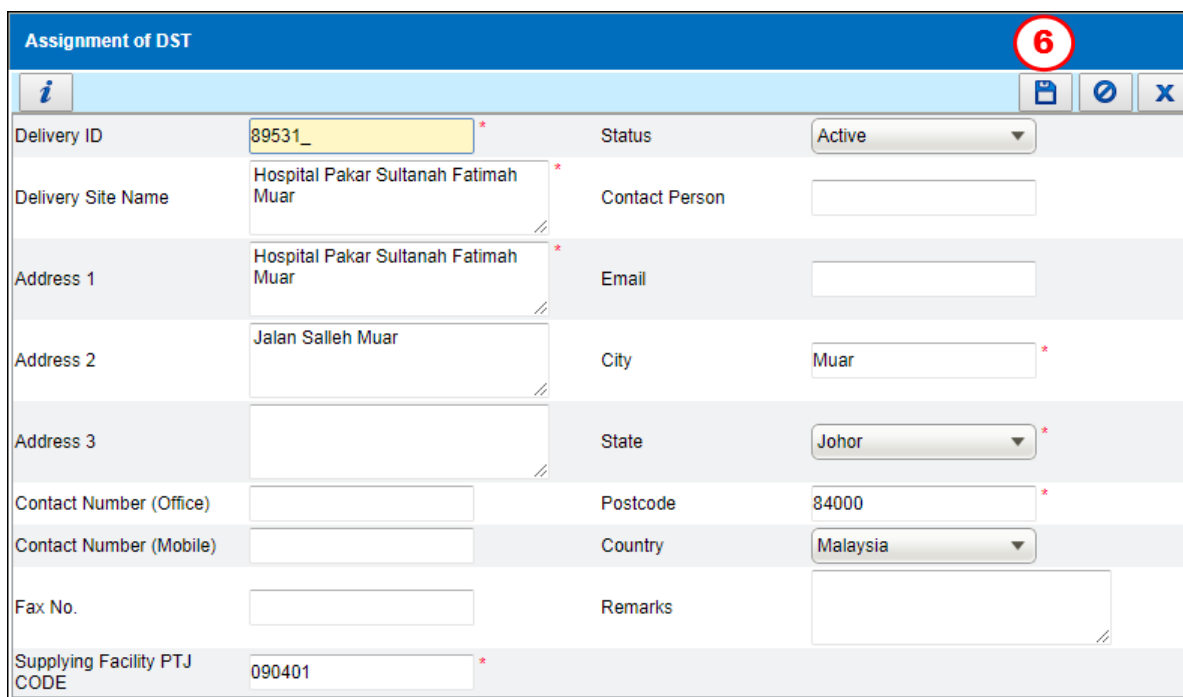
Assignment of DST			
Delivery ID	89531_*	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar*	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar*	Email	
Address 2	Jalan Salleh Muar	City	Muar*
Address 3		State	Johor*
Contact Number (Office)		Postcode	84000*
Contact Number (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	
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 3.2.2-4 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

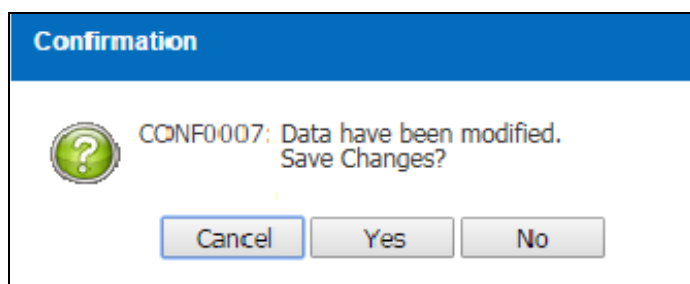
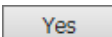
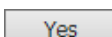


Figure 3.2.2-5 Confirmation Message

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

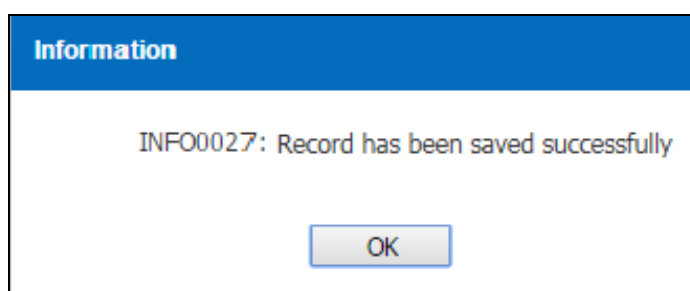
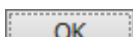
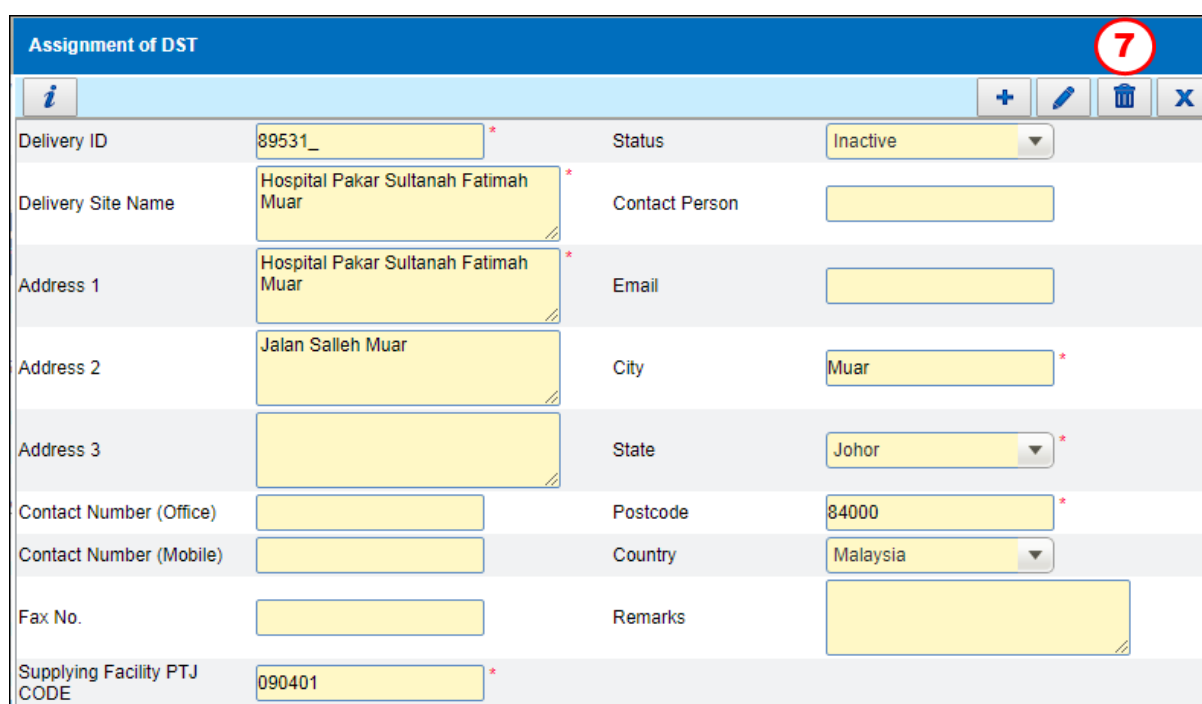


Figure 3.2.2-6 Information Message

- 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

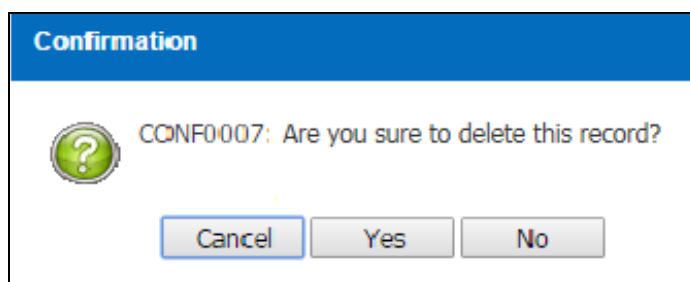
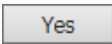


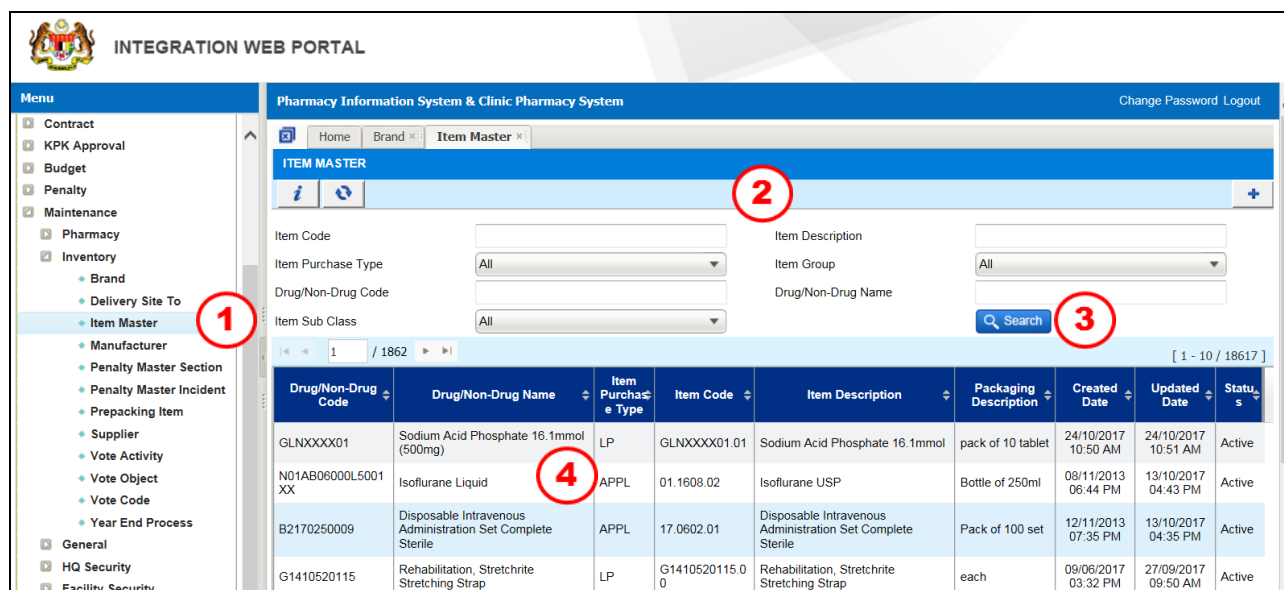
Figure 3.2.2-8 Confirmation Message

- 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:



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
N01AB0600L5001 XX	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 3.3.1-1 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

☐

Prepacking Item

No

Vaccine Item

☐

UNSPSC Item Code

Emergency Item

☐

Alternate UOM

Without eP Integration

No

Item Brand

1 / 1

[1 - 2 / 2]

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

Menu

Contract

KPK Approval

Budget

Penalty

Maintenance

Pharmacy

Inventory

Brand

Delivery Site To

Item Master

Manufacturer

Penalty Master Section

Penalty Master Incident

Prepacking Item

Supplier

Vote Activity

Vote Object

Vote Code

Year End Process

General

HQ Security

Facility Security

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Item Master

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

Search

1 / 1862

[1 - 10 / 18617]

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

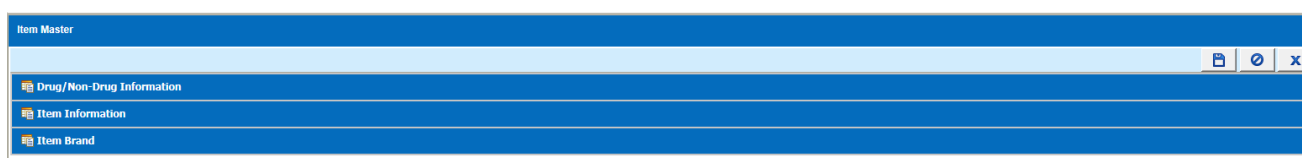


Figure 3.3.1-4 Item Master

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

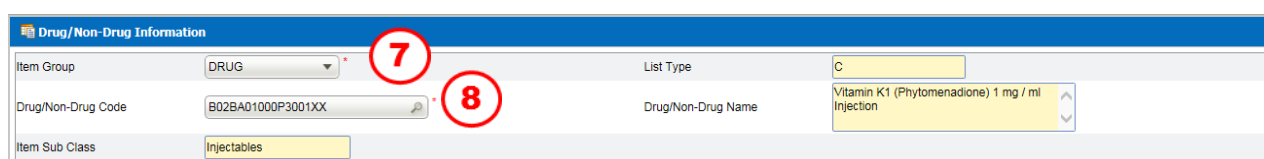


Figure 3.3.1-5 Drug/Non-Drug Information

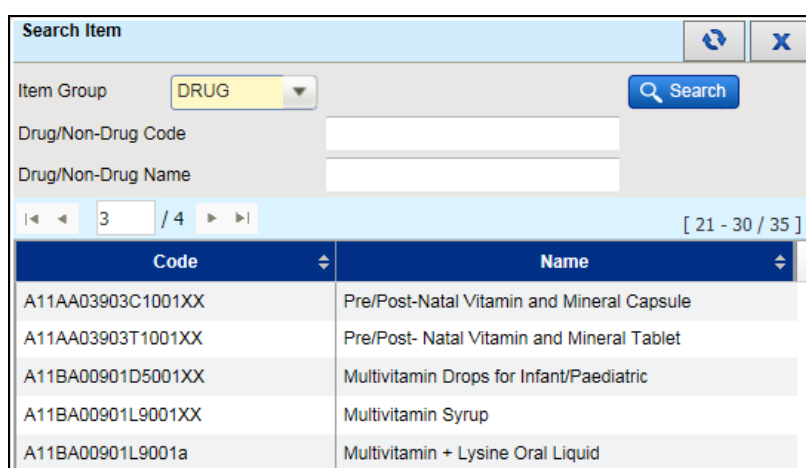
STEP 7

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



Code	Name
A11AA03903C1001XX	Pre/Post-Natal Vitamin and Mineral Capsule
A11AA03903T1001XX	Pre/Post- Natal Vitamin and Mineral Tablet
A11BA00901D5001XX	Multivitamin Drops for Infant/Paediatric
A11BA00901L9001XX	Multivitamin Syrup
A11BA00901L9001a	Multivitamin + Lysine Oral Liquid

Figure 3.3.1-6 Search Item

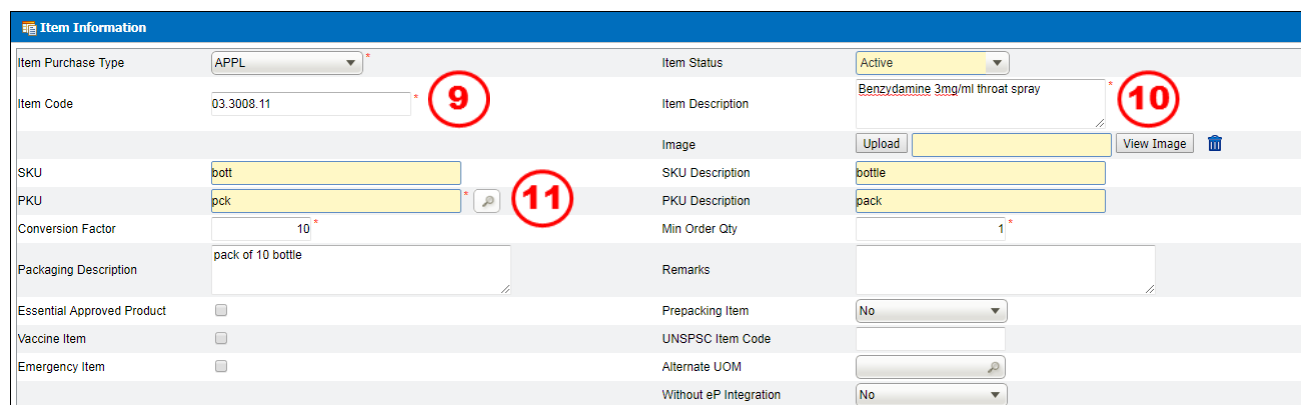
Note

- 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. Annotations are placed as follows:

- 9**: Points to the 'Item Code' field, which contains '03.3008.11'.
- 10**: Points to the 'Item Description' field, which contains 'Benzylamine 3mg/ml throat spray'.
- 11**: Points to the 'SKU' field, which contains 'bott', and the 'SKU Description' field, which contains 'bottle'.

Other visible fields include: Item Purchase Type (APPL), Item Status (Active), Image (Upload/View Image), PKU (pck), PKU Description (pack), Conversion Factor (10), Min Order Qty (1), Packaging Description (pack of 10 bottle), Remarks, Essential Approved Product, Vaccine Item, Emergency Item, Prepacking Item (No), UNSPSC Item Code, Alternate UOM, and 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

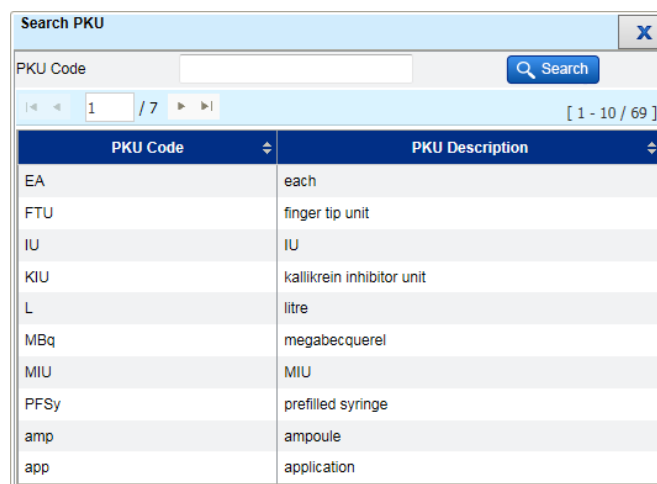
Enter **Item Code**

STEP 10

Enter **Item Description**

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 shows a search interface with the following details:

- Search Bar:** Contains '1' and a 'Search' button.
- Navigation:** Shows '1 / 7' and '[1 - 10 / 69]'.
- Table:**

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  **Search** button
- Double click on the selected **PKU Code**

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	☐	Prepacking Item	No
Vaccine Item	☐	UNSPSC Item Code	
Emergency Item	☐	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

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
1 / 1				
Price Code Price(RM) Effective Date From Effective Date To Status				
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**

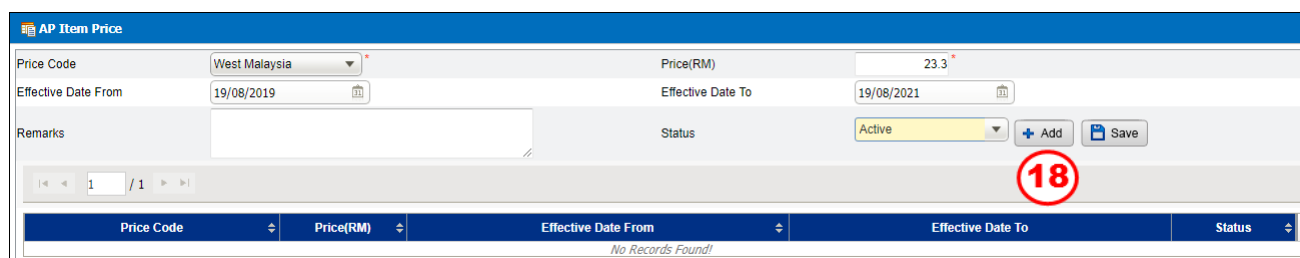


Figure 3.3.1-11 AP Item Price

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

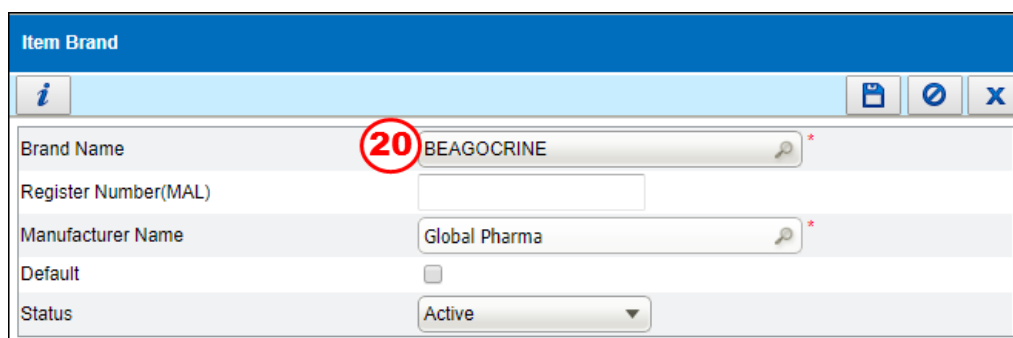


Figure 3.3.1-13 Item Brand

STEP 20

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

Brand

X

Brand Code

Brand Name

Search

1 / 519

[1 - 10 / 5189]

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

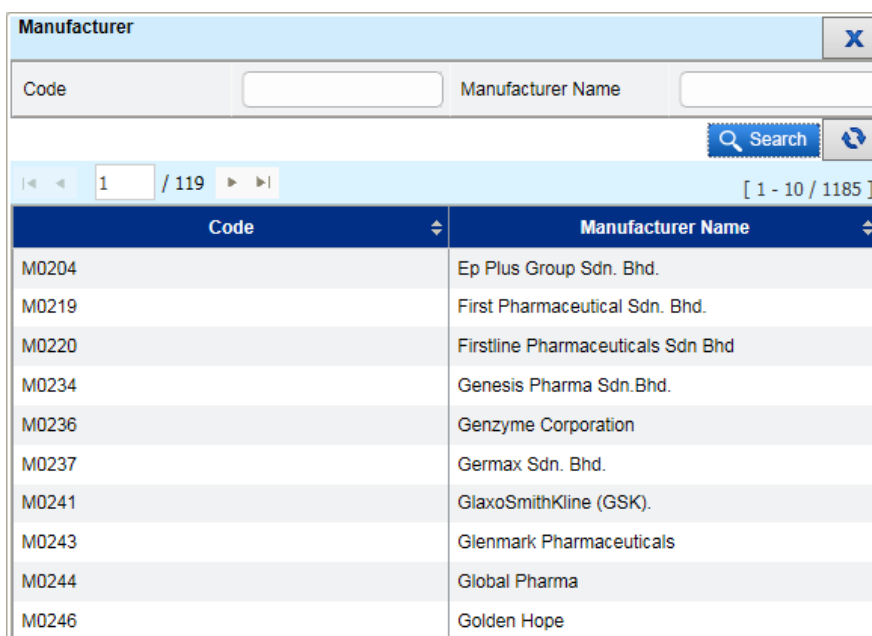
- User is allowed to enter partially or fully criteria for **Brand Code** and/or **Brand Name**. Then click on the button
- Double click on the selected **Brand Code**

Item Brand	
i	Save Cancel X
Brand Name	BEAGOCRINE Search
Register Number(MAL)	
Manufacturer Name	21 Global Pharma Search
Default	☐
Status	Active v

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

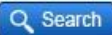


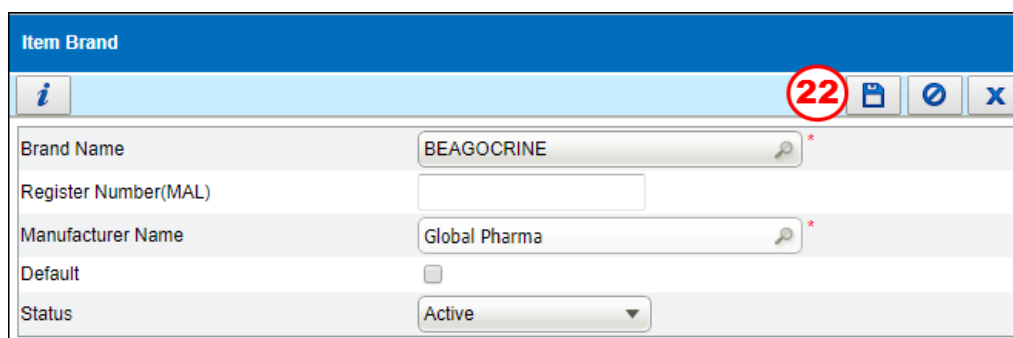
The screenshot shows a 'Manufacturer' search window. It has a title bar with a close button (X). Below the title bar are two input fields: 'Code' and 'Manufacturer Name'. To the right of these fields is a 'Search' button with a magnifying glass icon. Below the search fields is a pagination bar showing '1 / 119' and '[1 - 10 / 1185]'. The main area is a table with two columns: 'Code' and 'Manufacturer Name'. The table contains the following data:

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**



The screenshot shows an 'Item Brand' form. It has a title bar with an information icon (i), a red circle with the number '22', and buttons for save, refresh, and close (X). The form contains the following fields:

- Brand Name: BEAGOCRINE
- Register Number(MAL):
- Manufacturer Name: Global Pharma
- Default: ☐
- 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			
+ 1 / 1 [1-1/1]			
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

Item Master			
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	Image	Upload View Image
SKU Description	bottle	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	☐	Prepacking Item	No
Vaccine Item	☐	UNSPSC Item Code	
Emergency Item	☐	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



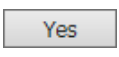
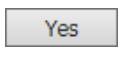
CONF0007: Are you sure you want to save

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

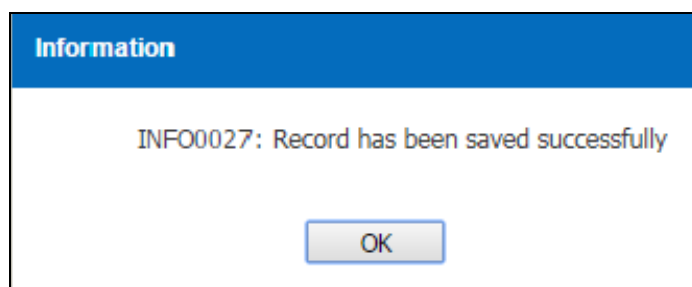
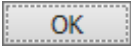
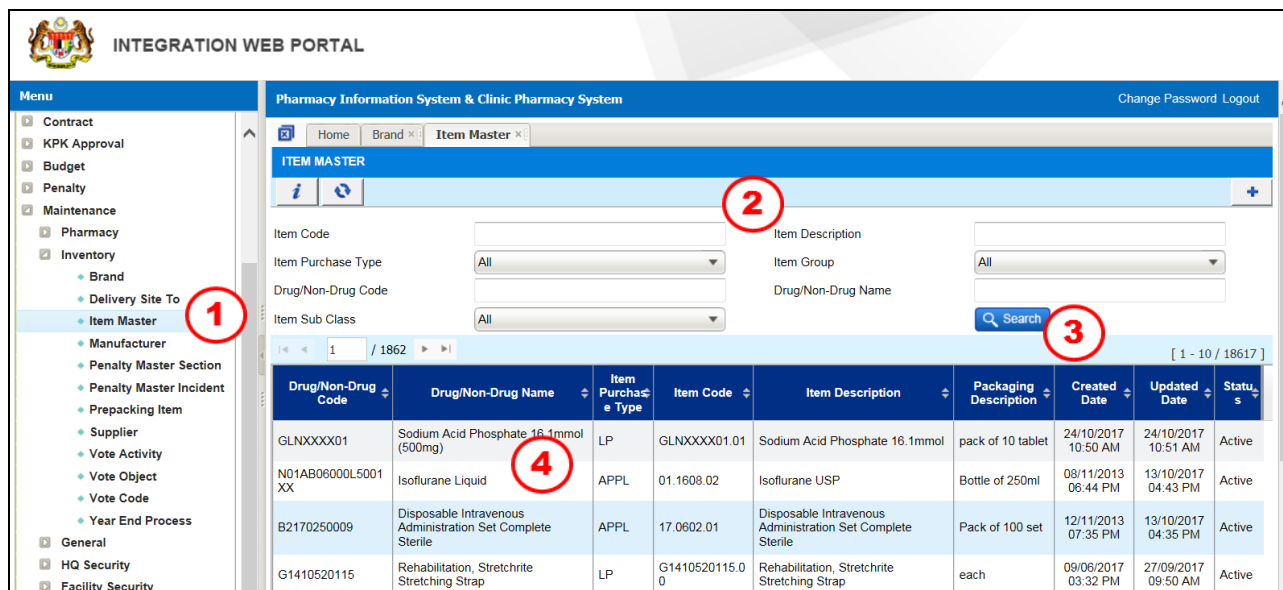


Figure 3.3.1-21 Information Message

- Click on the  button to confirmed the record

3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:



Integration Web Portal

Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master**
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
 - General
 - HQ Security
 - Facility Security

Pharmacy Information System & Clinic Pharmacy System

Home Brand Item Master

ITEM MASTER

Item Code: Item Description:

Item Purchase Type: Item Group:

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

Item Sub Class:

1 / 1862 [1 - 10 / 18617]

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
N01AB06000L5001 XX	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

5

Item Master

Drug/Non-Drug Information

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

Item Information

Item Purchase Type	Item Status
APPL	Active
Item Code	Item Description
M02AC00260G5001-15	Methyl Salicylate 25% Ointment
SKU	Image
g	Upload
SKU Description	View Image
gram	
PKU	SKU Description
pck	gram
PKU Description	PKU Description
pack	
Conversion Factor	Min Order Qty
15	1
Packaging Description	Remarks
pck of 15 gram	
Essential Approved Product	Prepacking Item
☐	Yes
Vaccine Item	UNSPSC Item Code
☐	
Emergency Item	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	Item Status
APPL	Active
Item Code	Item Description
M02AC00260G5001-15	Methyl Salicylate 25% Ointment
SKU	Image
g	Upload
SKU Description	View Image
gram	
PKU	SKU Description
pck	gram
PKU Description	PKU Description
pack	
Conversion Factor	Min Order Qty
15	1
Packaging Description	Remarks
pck of 15 gram	
Essential Approved Product	Prepacking Item
☐	Yes
Vaccine Item	UNSPSC Item Code
☐	
Emergency Item	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, Emergently Item and Vaccine Item checkboxes**

b) **AP Item Price Section**

AP Item Price

Price Code: Price(RM):

Effective Date From: Effective Date To:

Remarks: Status:

[1 - 2 / 2]

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

Item Brand

[1 - 2 / 2]

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

Item Master

Drug/Non-Drug Information

Item Group: List Type:

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

Item Sub Class:

Item Information

Item Purchase Type: Item Status:

Item Code: Item Description:

SKU: Image:

SKU Description:

PKU: PKU Description:

Conversion Factor: Min Order Qty:

Packaging Description: Remarks:

Essential Approved Product: ☐ Prepacking Item:

Vaccine Item: ☐ UNSPSC Item Code:

Emergency Item: ☐ Alternate UOM:

Without eP Integration:

AP Item Price

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

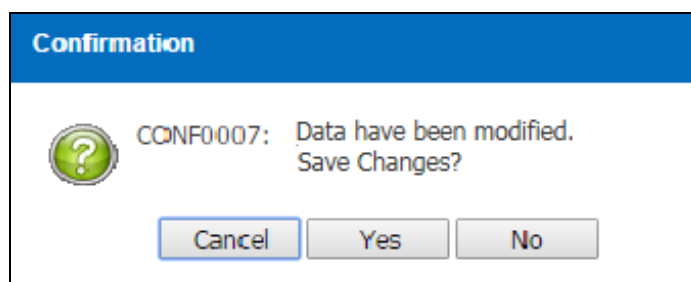
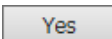
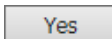


Figure 3.3.2-7 Confirmation Message

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

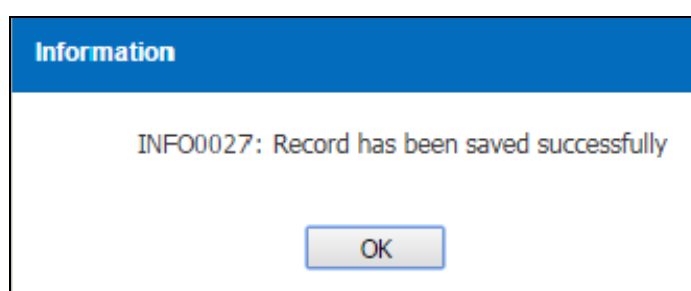
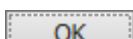


Figure 3.3.2-8 Information Message

- Click on the  button to confirmed the edited record

7

Item Master			
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  View Image 
SKU Description	gram	SKU Description	gram
PKU	pck	PKU Description	pack
Conversion Factor	15	Min Order Qty	1
Packaging Description	pck of 15 gram	Remarks	
Essential Approved Product	☐	Prepacking Item	Yes
Vaccine Item	☐	UNSPSC Item Code	
Emergency Item	☐	Alternate UOM	
		Without eP Integration	No
AP Item Price			

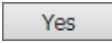
Figure 3.3.2-9 Item Master

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

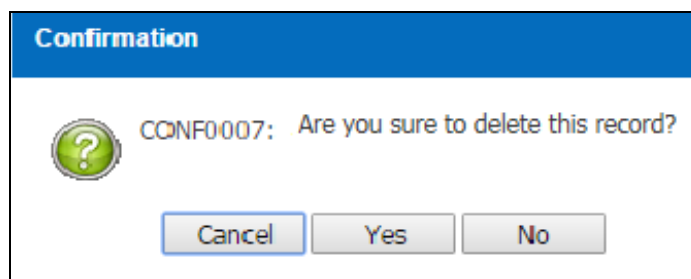


Figure 3.3.2-10 Confirmation Message

- 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:

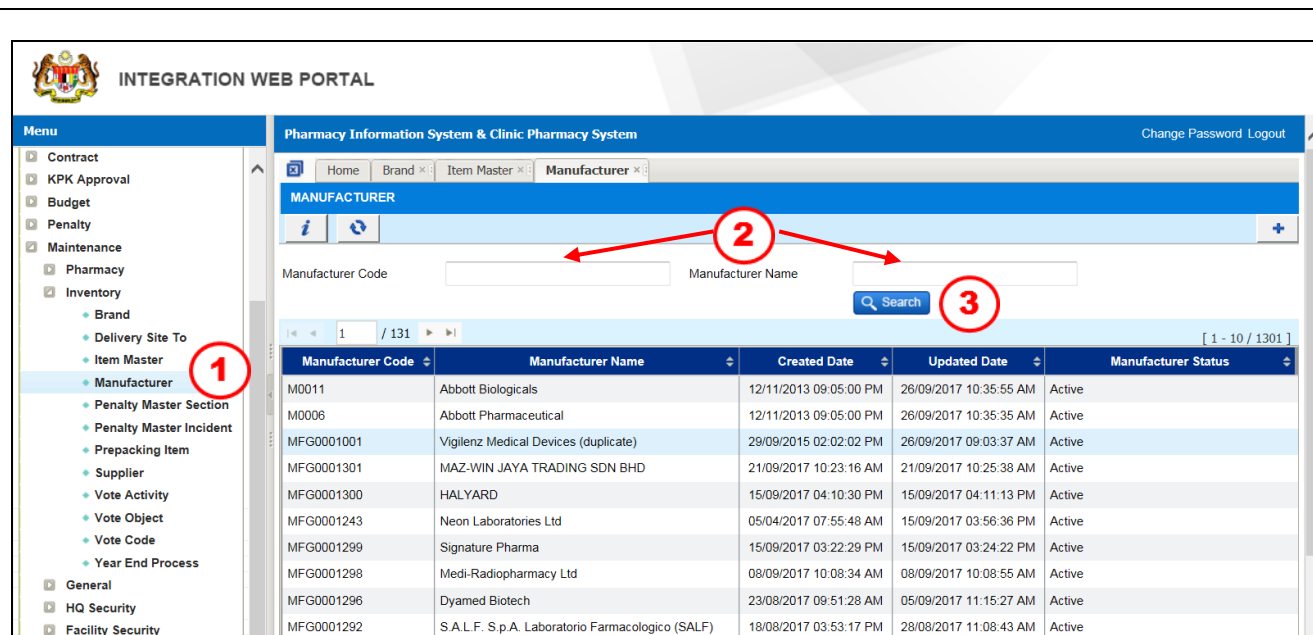


Figure 3.4.1-1 Manufacturer Listing Page

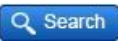
STEP 1

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

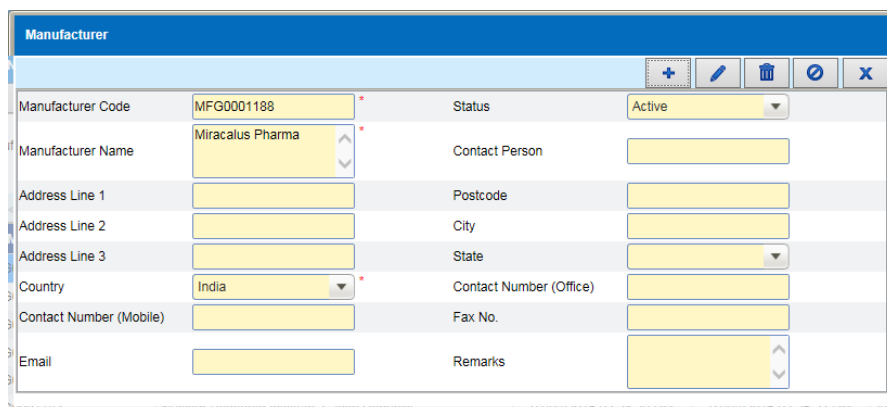


Figure 3.4.1-2 Manufacturer

Note

Click on the  button to close the screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Item Master **Manufacturer**

MANUFACTURER

Manufacturer Code Manufacturer Name

1 / 131 [1 - 10 / 1301]

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 3.4.1-3 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

Manufacturer

Manufacturer Code Status

Manufacturer Name  Contact Person

Address Line 1 Postcode

Address Line 2 City

Address Line 3 State

Country  Contact Number (Office)

Contact Number (Mobile) Fax No.

Email Remarks

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

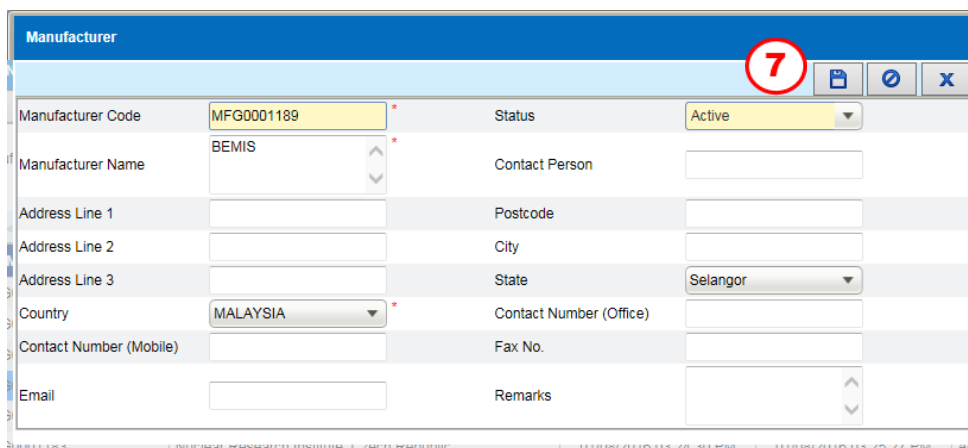


Figure 3.4.1-5 Manufacturer

STEP 7

Click on the  button to save the record

Note

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

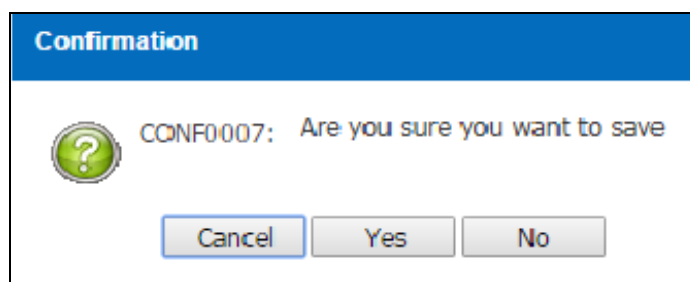
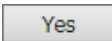
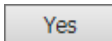


Figure 3.4.1-6 Confirmation Message

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

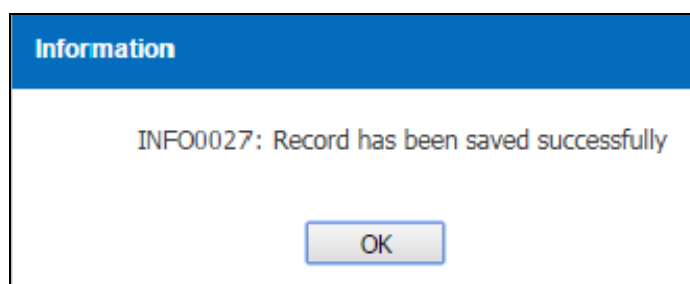
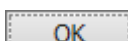
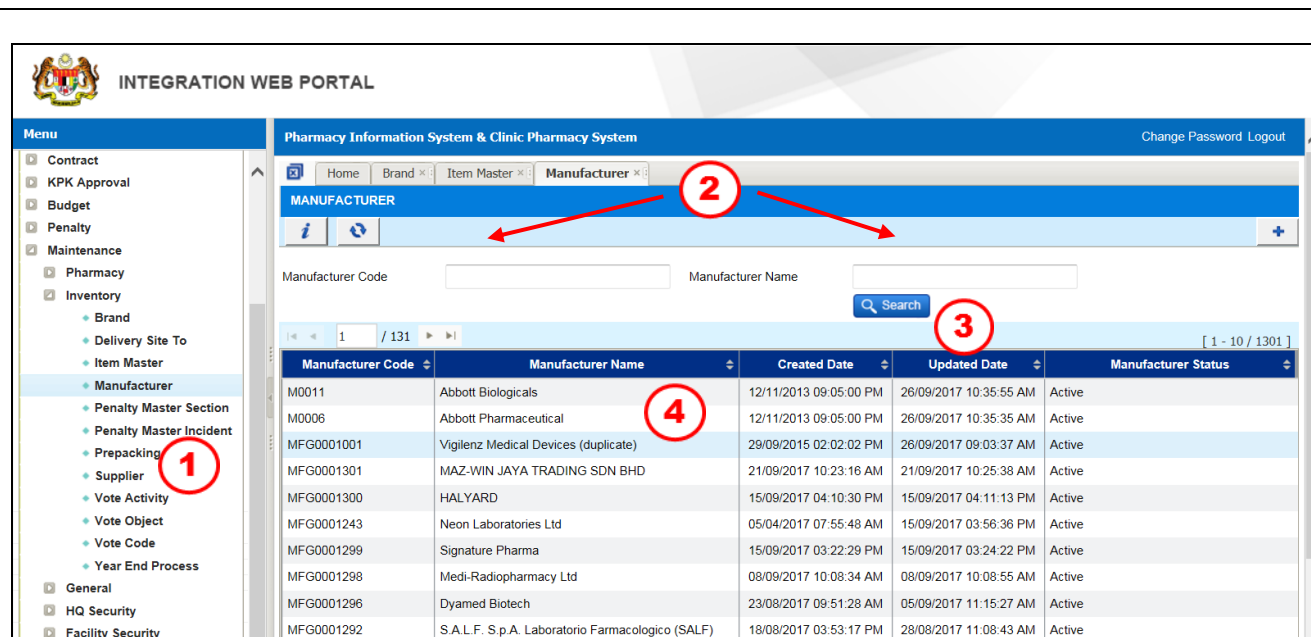


Figure 3.4.1-7 Information Message

- 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	28/09/2017 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

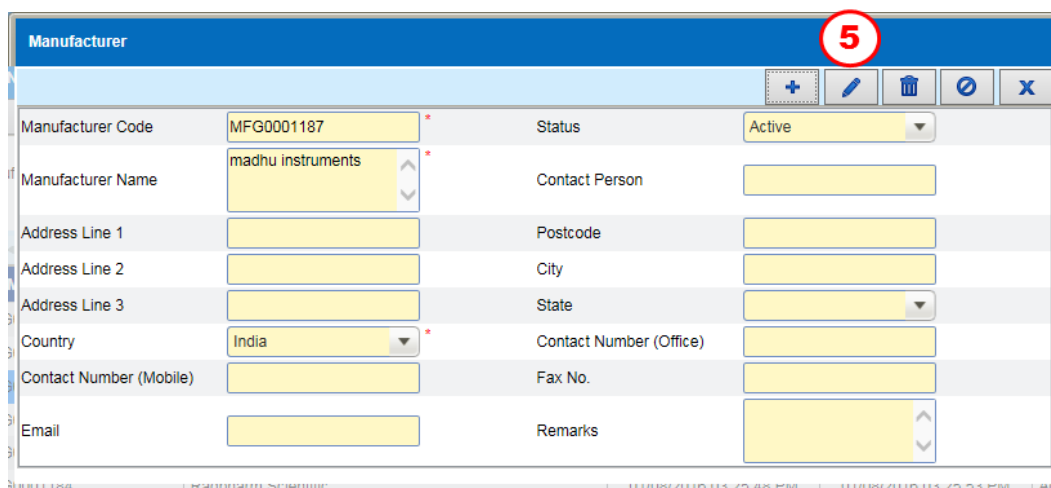


Figure 3.4.2-2 Manufacturer

STEP 5

Click on the  button to edit the record

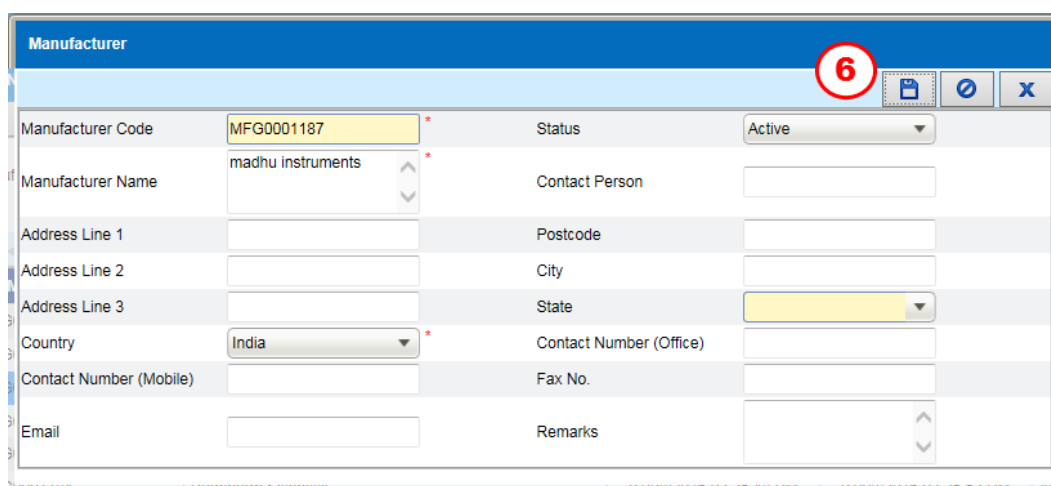


Figure 3.4.2-3 Manufacturer

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

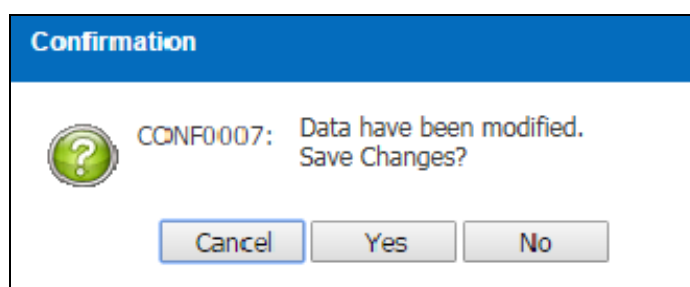
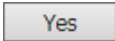
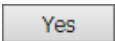


Figure 3.4.2-4 Confirmation Message

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

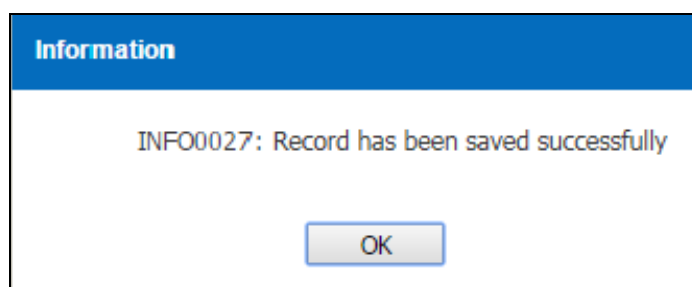
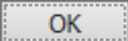
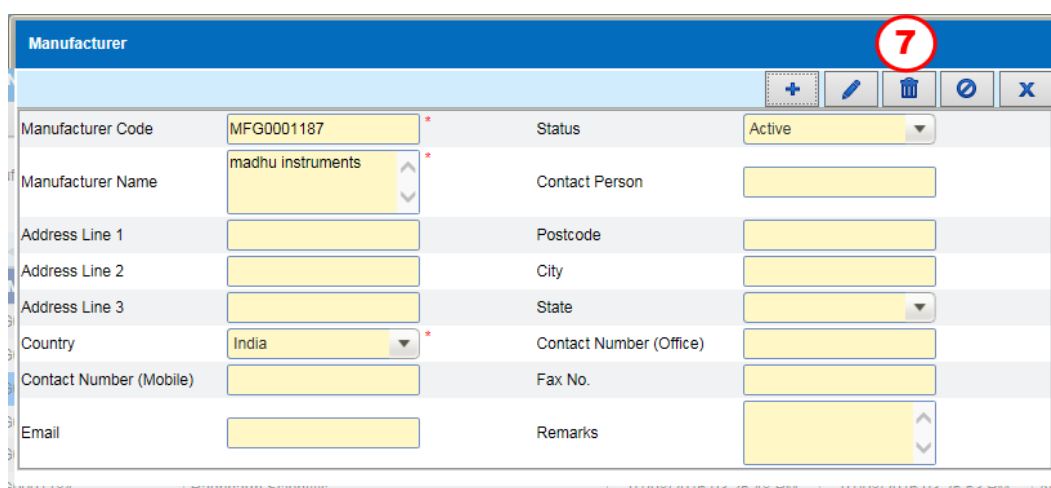


Figure 3.4.2-5 Information Message

- Click on the  button to confirmed the edited record



The screenshot shows the "Manufacturer" form. It has a blue header with the title "Manufacturer". On the right side of the header, there is a toolbar with several icons: a plus sign, a pencil, a trash can, a refresh, and a close button. A red circle with the number "7" is drawn around the trash can icon. The form contains several fields: "Manufacturer Code" (MFG0001187), "Status" (Active), "Manufacturer Name" (madhu instruments), "Address Line 1", "Address Line 2", "Address Line 3", "Country" (India), "Contact Number (Mobile)", "Email", "Contact Person", "Postcode", "City", "State", "Contact Number (Office)", "Fax No.", and "Remarks".

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

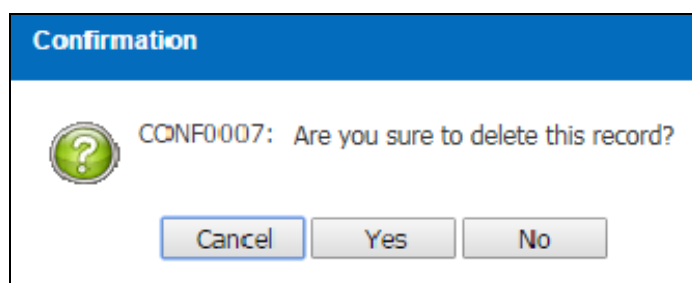
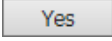


Figure 3.4.2-7 Confirmation Message

- 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:

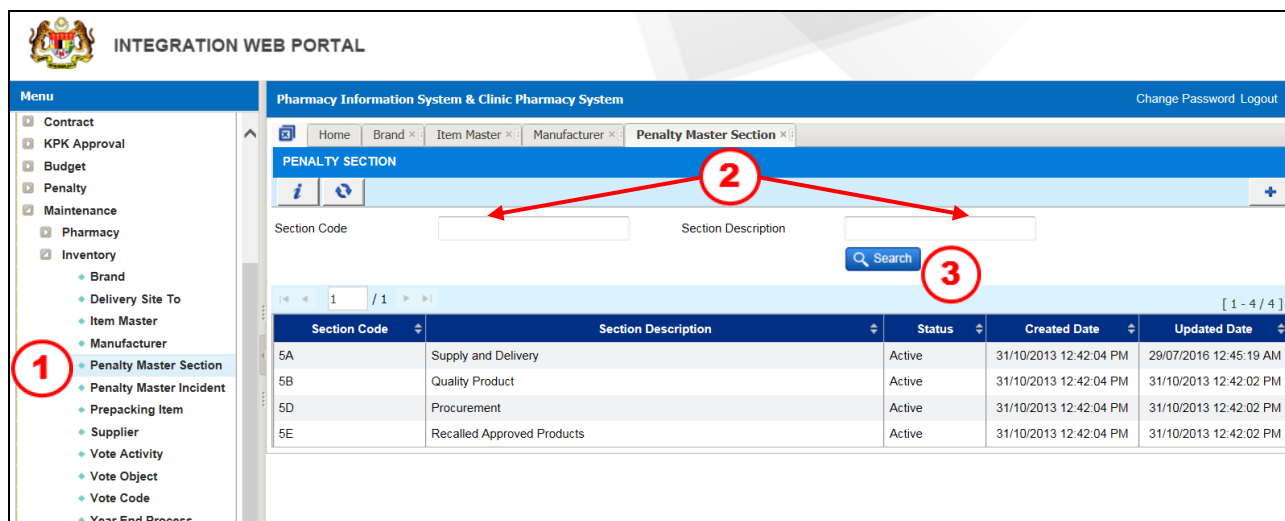


Figure 3.5.1-1 Penalty Master Section

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

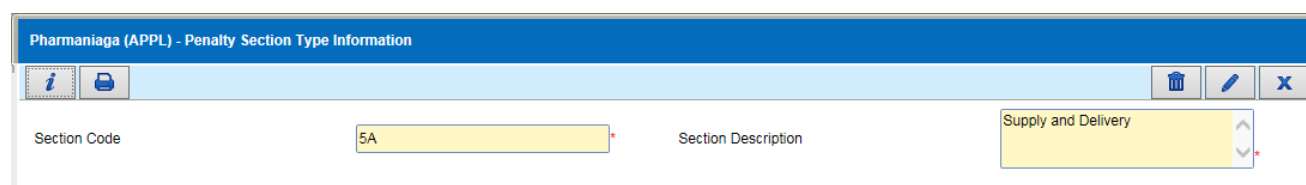
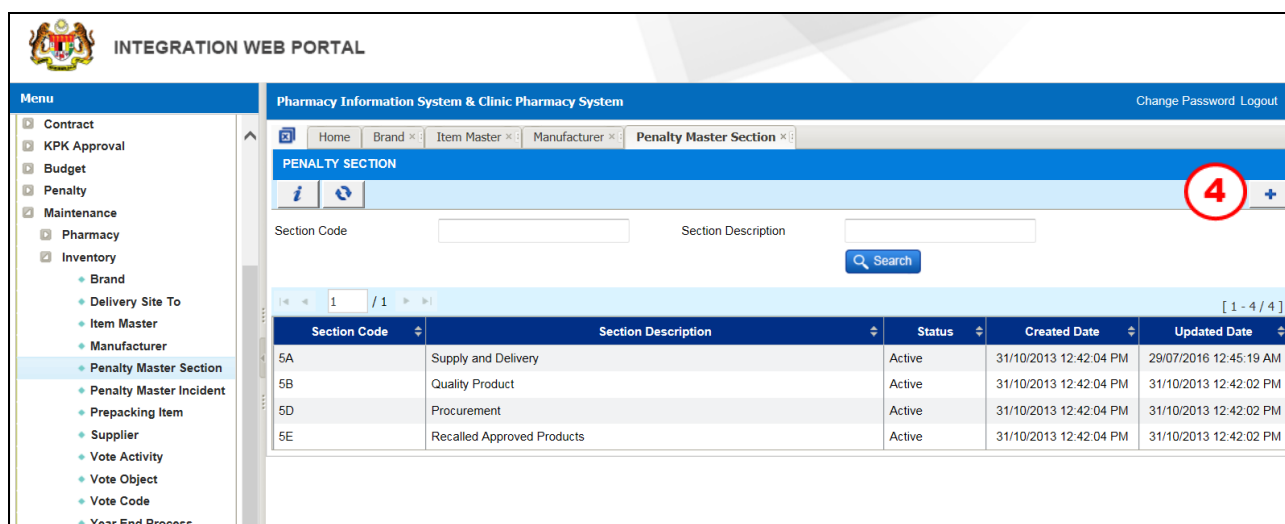


Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

Note

Click on the  button to close the screen



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 3.5.1-3 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

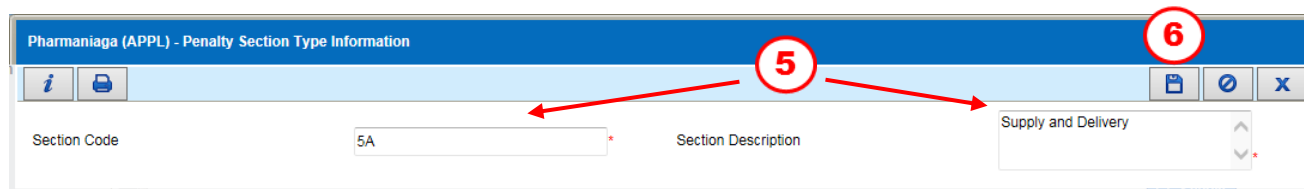


Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

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

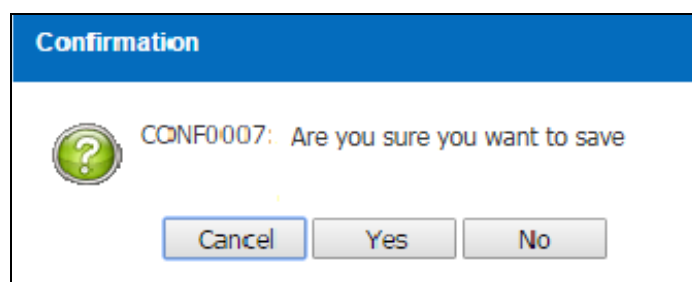
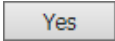
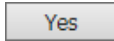


Figure 3.5.1-5 Confirmation Message

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

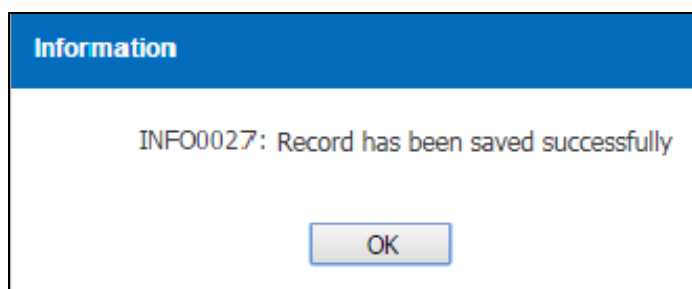
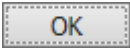
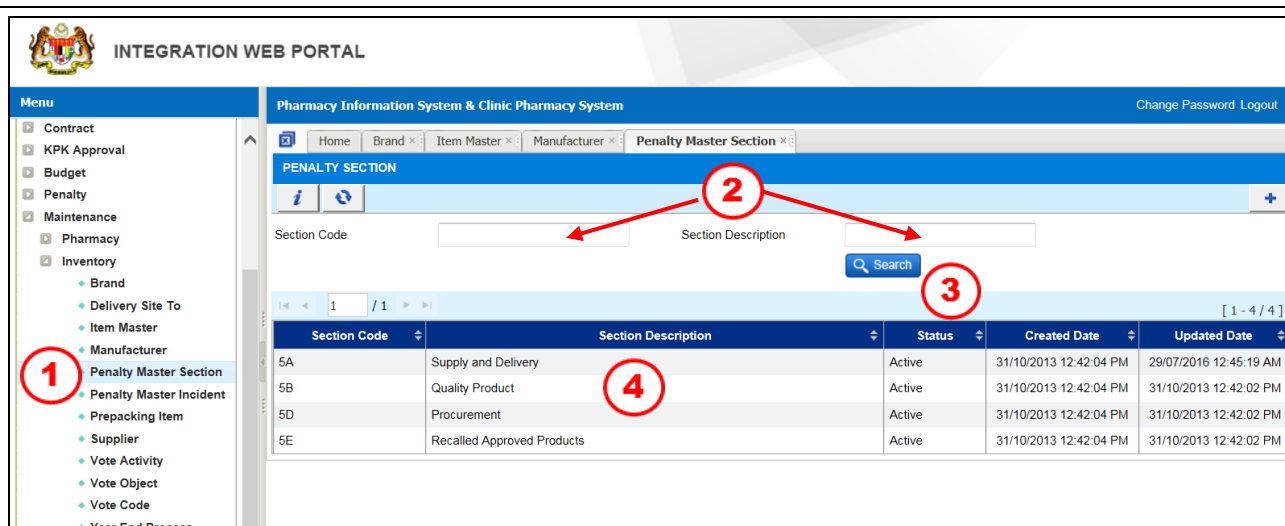


Figure 3.5.1-6 Information Message

- 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

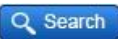
STEP 1

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

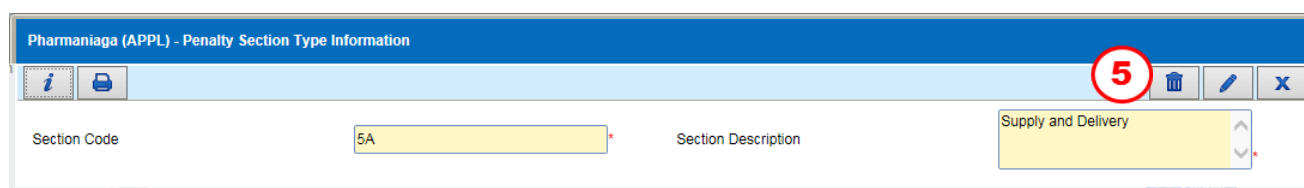


Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5

Click on the  button to edit the record

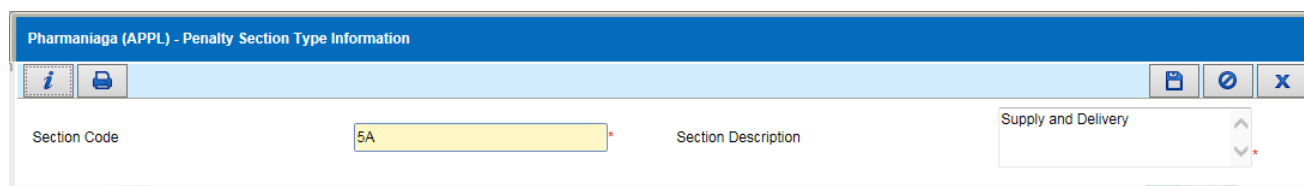


Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

Note

User is allow to edit **Section Description**

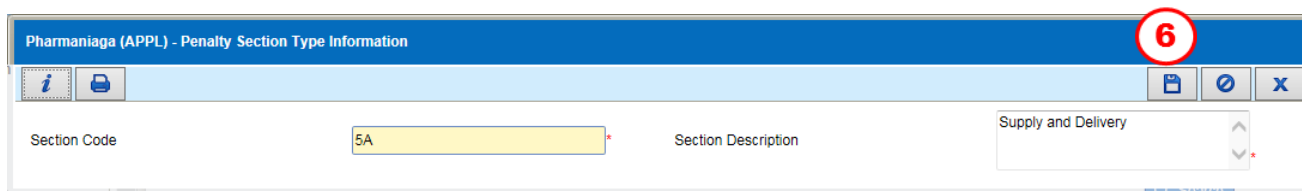


Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 6

Click on the  button to save the edited record

Note

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

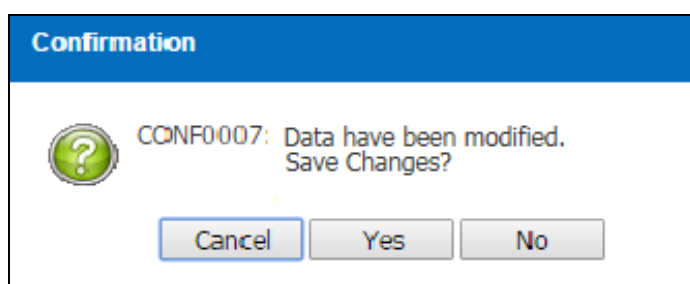
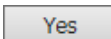
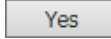


Figure 3.5.2-5 Confirmation Message

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

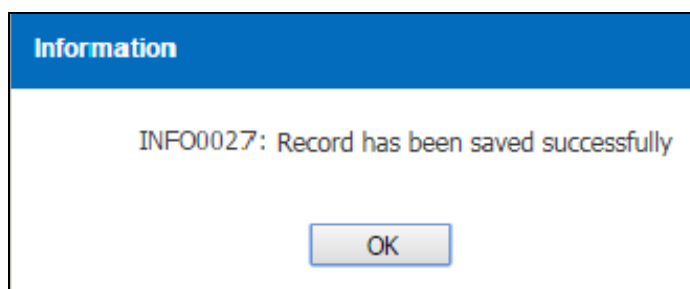
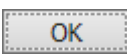


Figure 3.5.2-6 Information Message

Click on the  button to confirmed the edited record

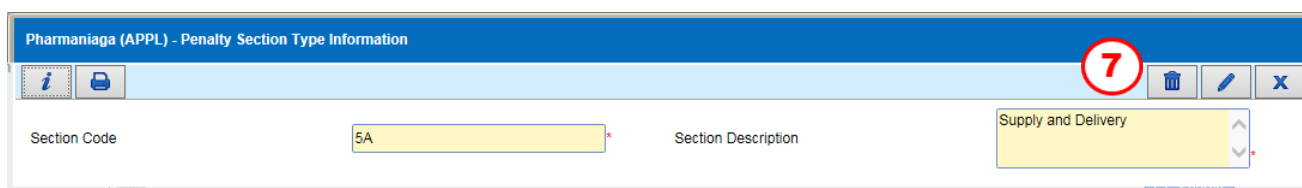


Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 7

Click on the  button to delete the record

Note

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

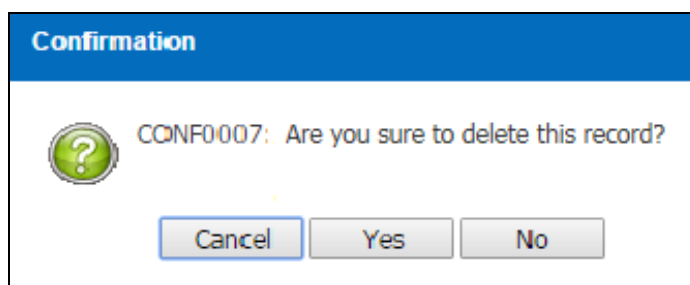
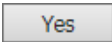


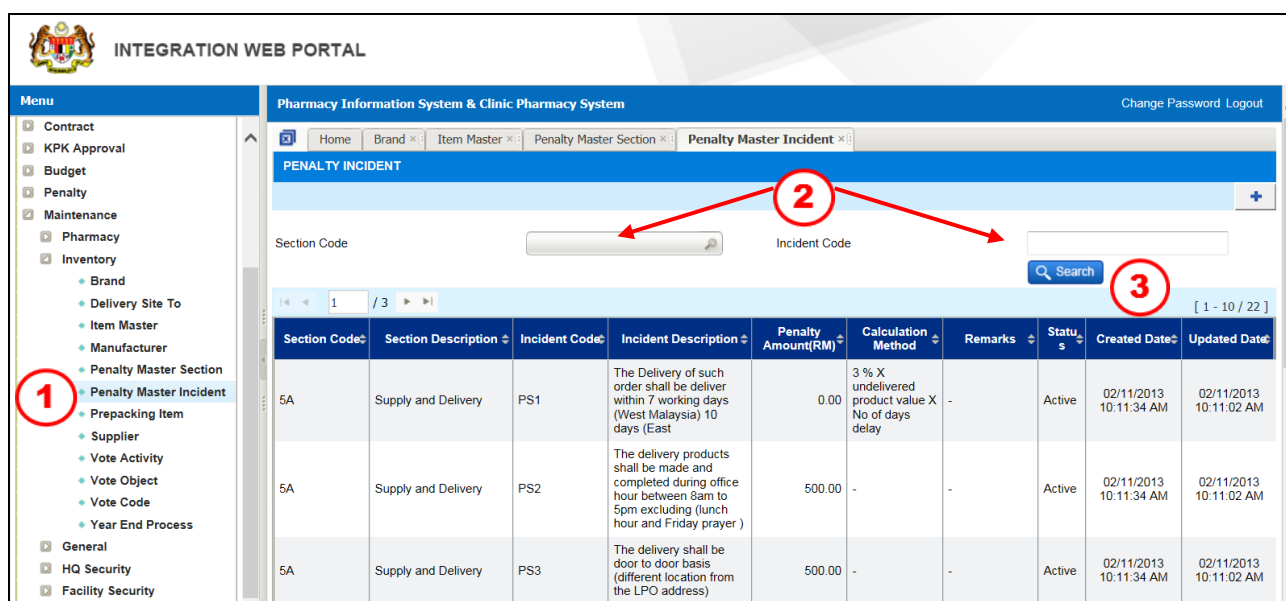
Figure 3.5.2-8 Confirmation Message

- 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:



Section Code	Section Description	Incident Code	Incident Description	Penalty Amount(RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
5A	Supply and Delivery	PS1	The Delivery of such order shall be deliver within 7 working days (West Malaysia) 10 days (East)	0.00	3 % X undelivered product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM
5A	Supply and Delivery	PS2	The delivery products shall be made and completed during office hour between 8am to 5pm excluding (lunch hour and Friday prayer)	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM
5A	Supply and Delivery	PS3	The delivery shall be door to door basis (different location from the LPO address)	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM

Figure 3.6.1-1 Penalty Master Incident

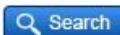
STEP 1

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

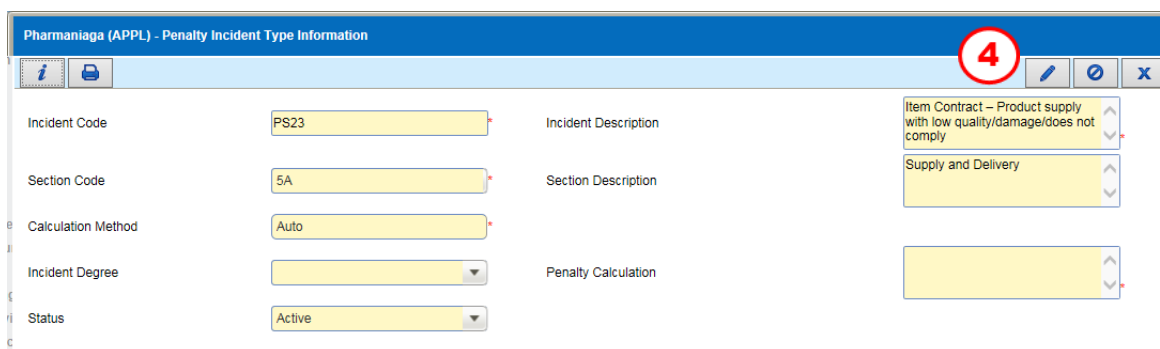


Figure 3.6.1-2 Pharmaniaga (APPL) – Penalty Incident Type Information

STEP 4

Click on the  button to edit the record

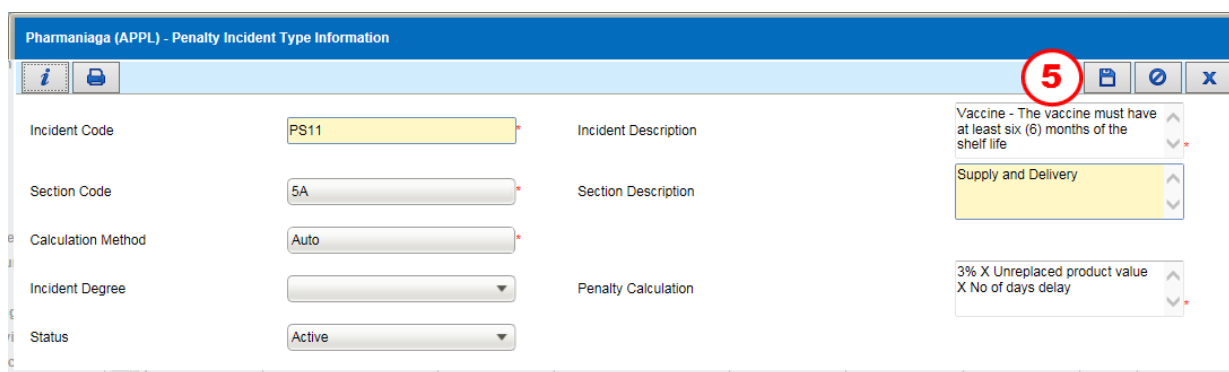


Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

Note

User is allow to edit:

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

STEP 5

Click on the  button to save the edited record

Note

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

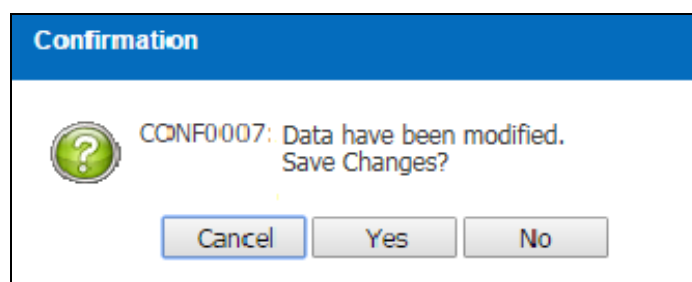
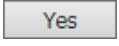
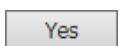


Figure 3.6.1-4 Confirmation Message

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

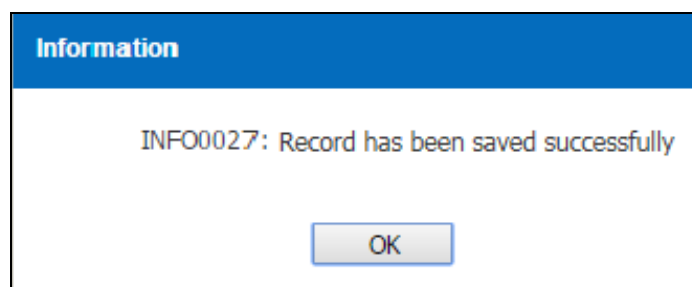
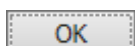


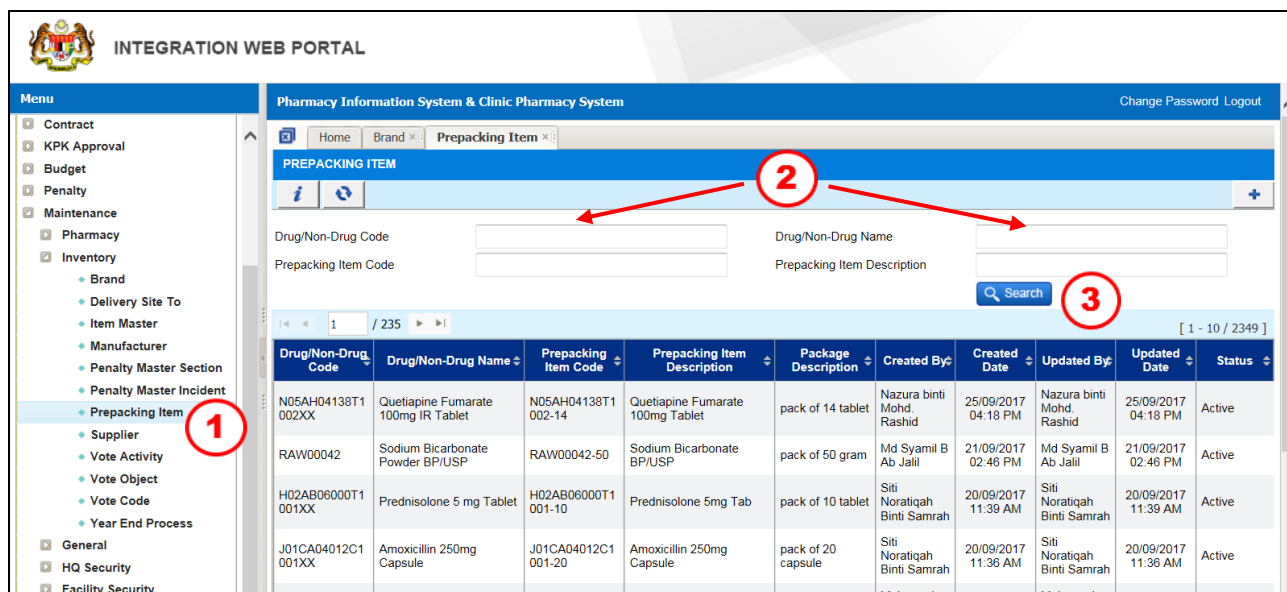
Figure 3.6.1-5 Information Message

- 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:



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

Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
 - General
 - HQ Security
 - Facility Security

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Prepacking Item

PREPACKING ITEM

Drug/Non-Drug Code

Drug/Non-Drug Name

Prepacking Item Code

Prepacking Item Description

Search

1 / 235

[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 Noratiah Binti Samrah	20/09/2017 11:39 AM	Siti Noratiah Binti Samrah	20/09/2017 11:39 AM	Active
J01CA04012C1001XX	Amoxicillin 250mg Capsule	J01CA04012C1001-20	Amoxicillin 250mg Capsule	pack of 20 capsule	Siti Noratiah Binti Samrah	20/09/2017 11:36 AM	Siti Noratiah Binti Samrah	20/09/2017 11:36 AM	Active

Figure 3.7.1-3 Prepacking Item Listing Page

STEP 4

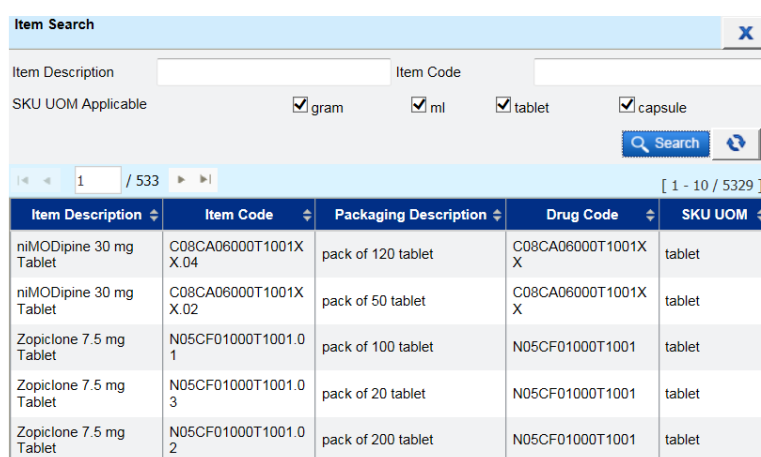
Click on the  button to create a new record and Create Prepacking Item screen will be displayed as Figure 3.7.1-4



Figure 3.7.1-4 Create Prepacking Item

STEP 5

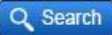
Click on the **Item Description**  button and Item Search window will be displayed as Figure 3.7.1-5



Item Description	Item Code	Packaging Description	Drug Code	SKU UOM
niMODipine 30 mg Tablet	C08CA06000T1001X.04	pack of 120 tablet	C08CA06000T1001X	tablet
niMODipine 30 mg Tablet	C08CA06000T1001X.02	pack of 50 tablet	C08CA06000T1001X	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  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

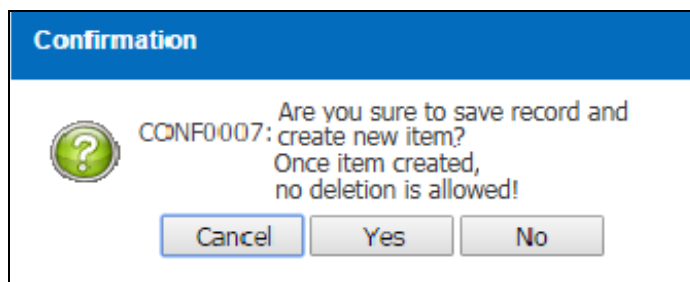
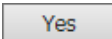
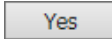


Figure 3.7.1-6 Confirmation Message

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

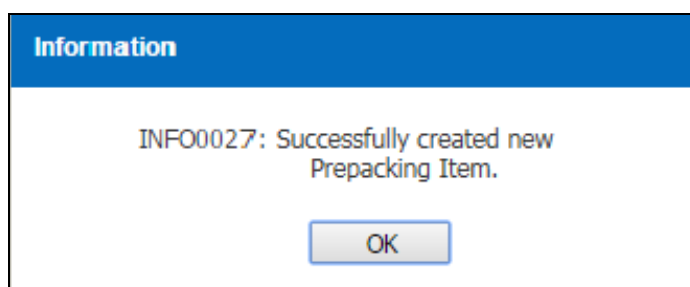
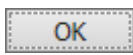


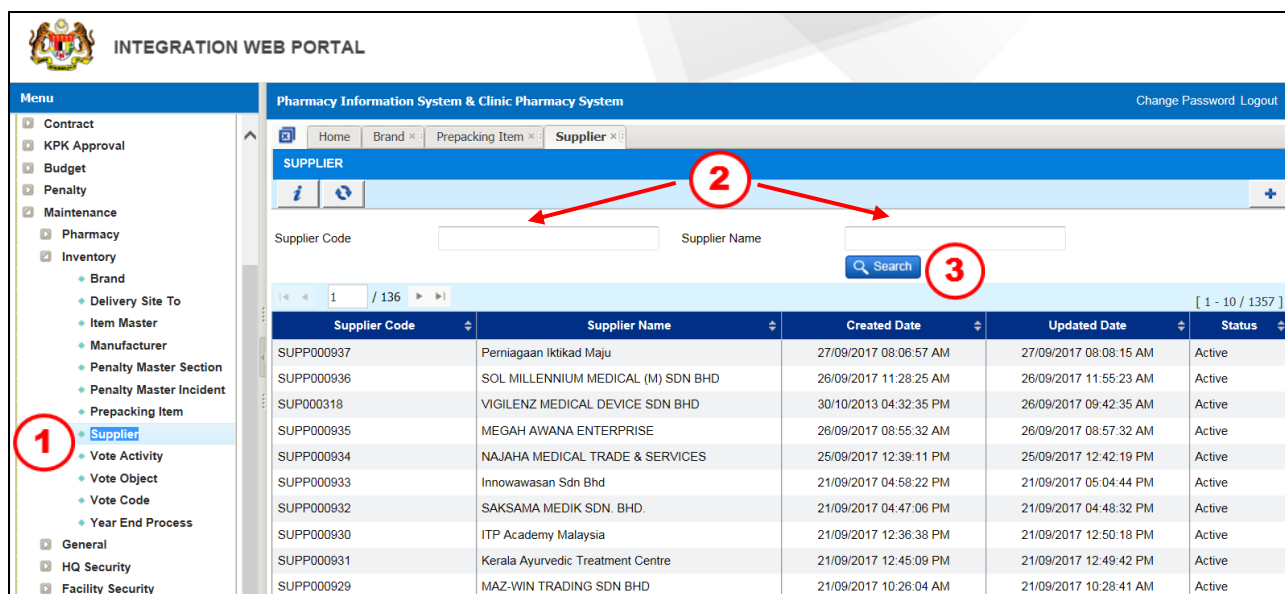
Figure 3.7.1-7 Information Message

- 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:



Integration Web Portal

Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier**
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
- General
- HQ Security
- Facility Security

Pharmacy Information System & Clinic Pharmacy System

Home Brand Prepacking Item **Supplier** Change Password Logout

SUPPLIER

Supplier Code Supplier Name Search

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

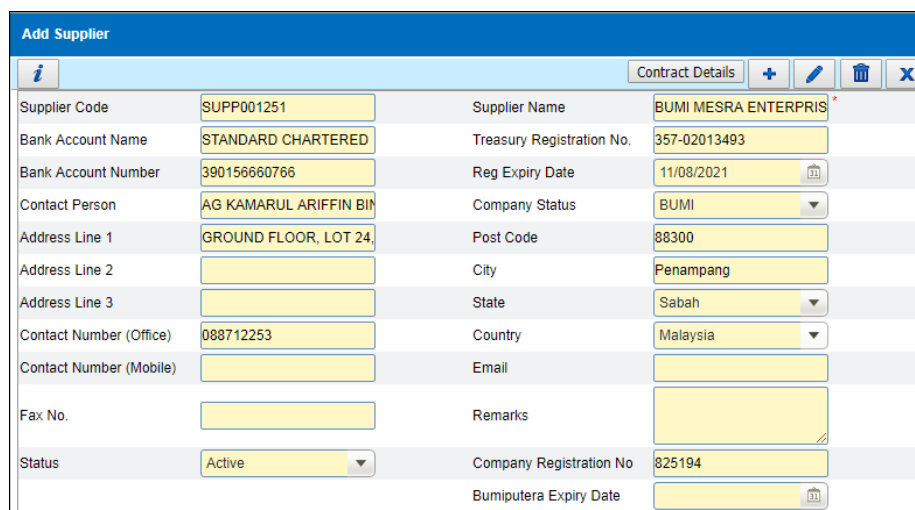
Search existing record by entering **Supplier Code** and/or **Supplier Name**

STEP 3

Click on the **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 3.8.1-2



Add Supplier

Contract Details + -

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:

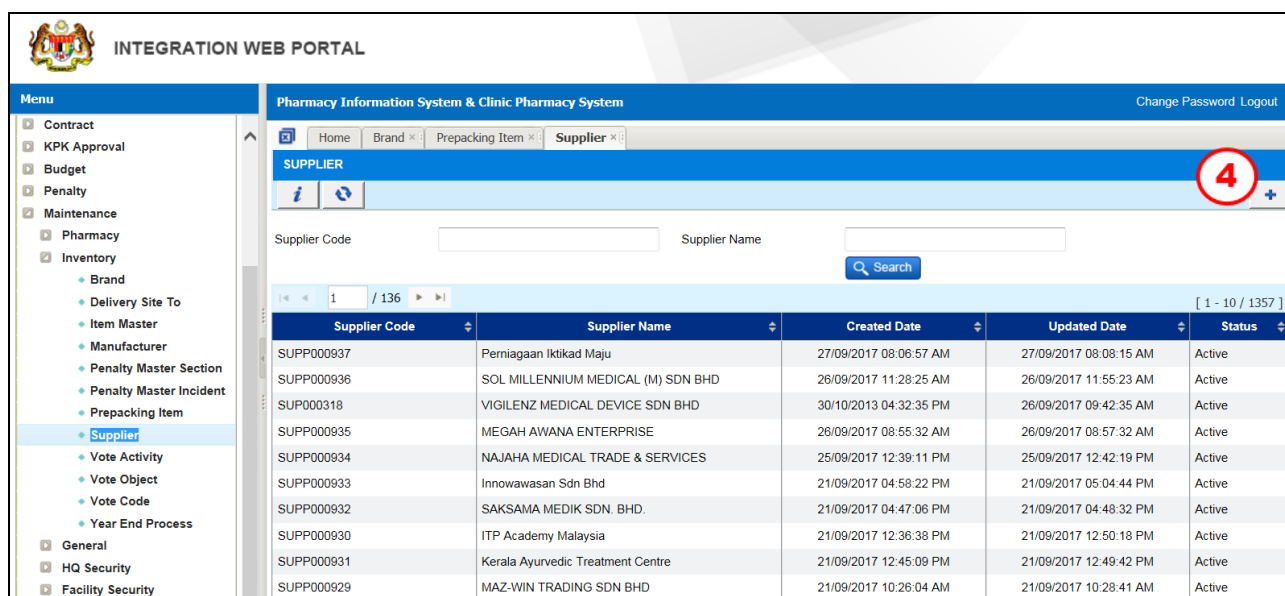
Status: Active Company Registration No.: 825194

Bumiputera Expiry Date:

Figure 3.8.1-2 Add Supplier

Note

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



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
SUP000318	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 3.8.1-3 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

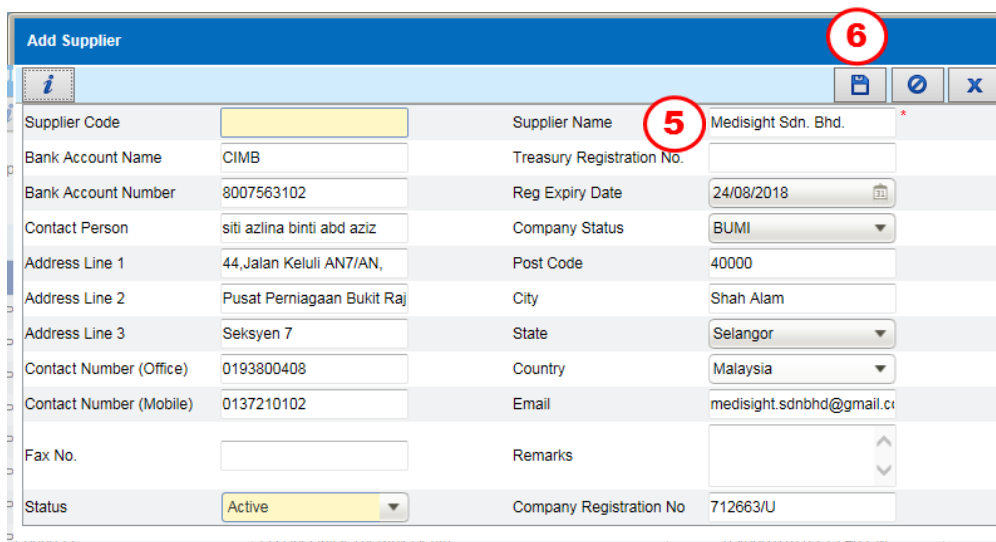


Figure 3.8.1-4 Add Supplier

STEP 5

Enter **Supplier Name**

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

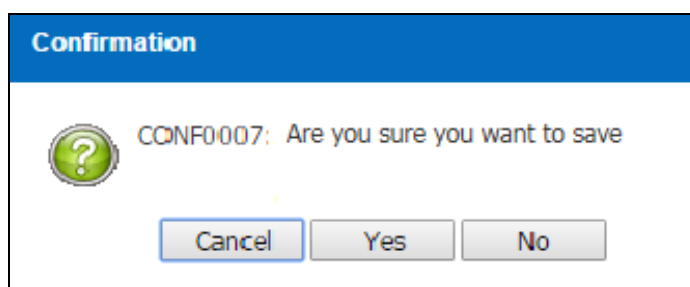
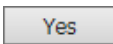
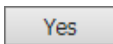


Figure 3.8.1-5 Confirmation Message

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

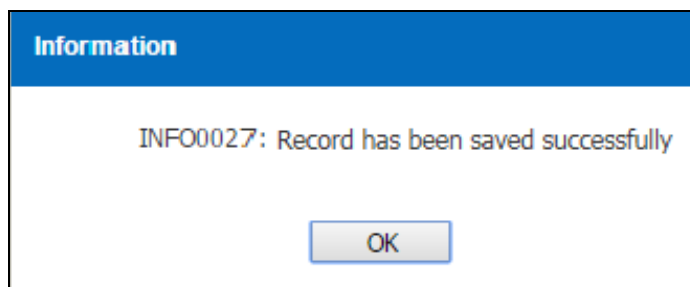
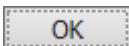
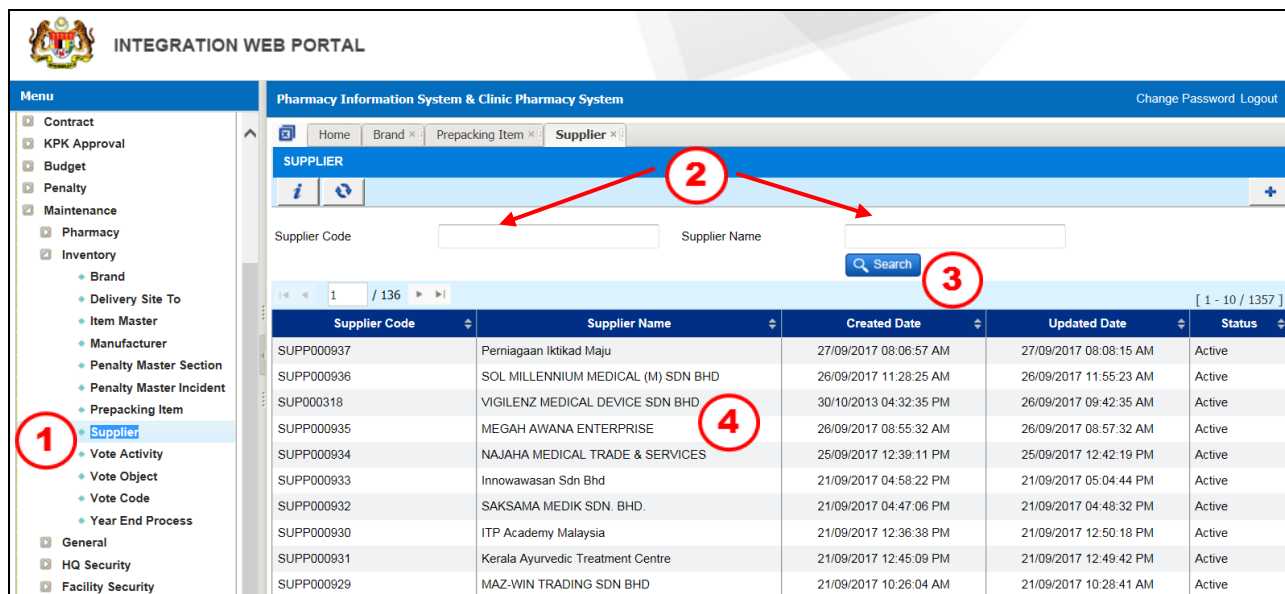


Figure 3.8.1-6 Information Message

- 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:



Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier**
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
 - General
 - HQ Security
 - Facility Security

Pharmacy Information System & Clinic Pharmacy System

Home Brand Prepacking Item **Supplier**

SUPPLIER

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 3.8.2-1 Supplier Listing Page

STEP 1

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

STEP 2

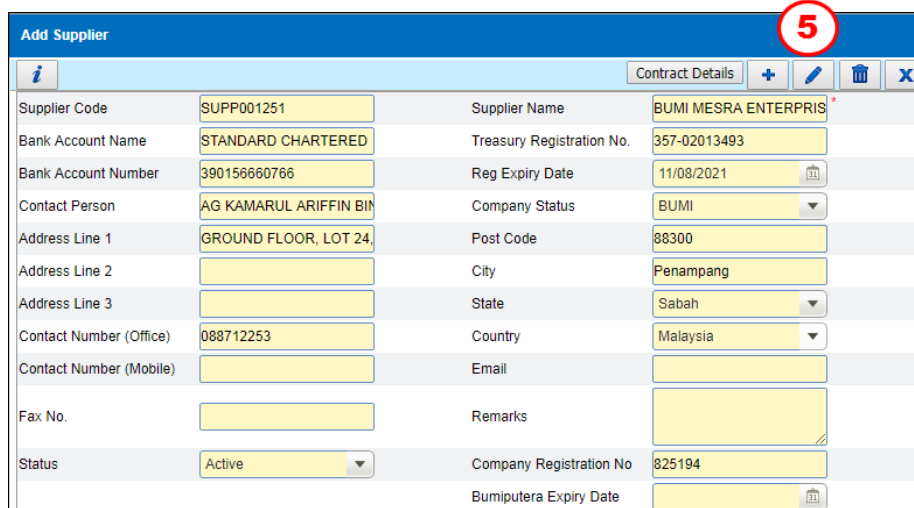
Search existing record by entering **Supplier Code** and/or **Supplier Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record



Add Supplier

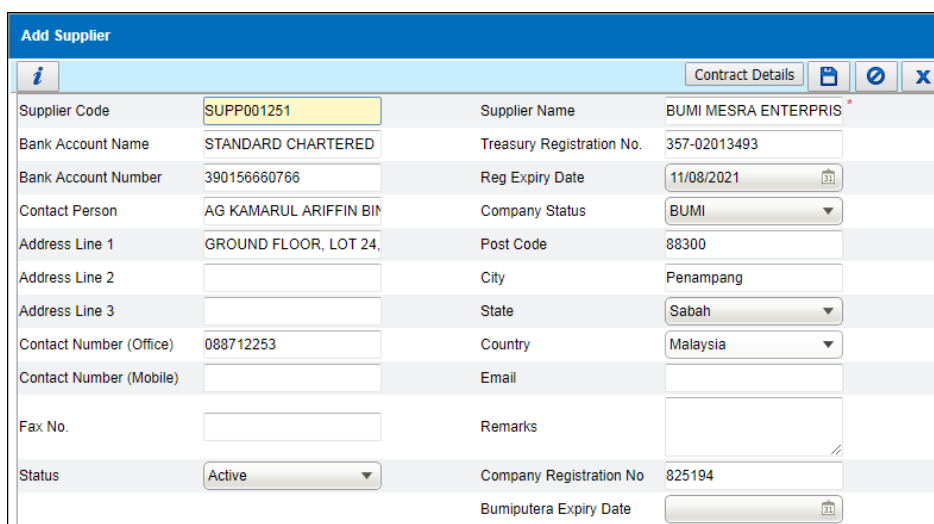
Contract Details + Edit Delete X

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

Contract Details Save Refresh X

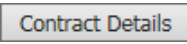
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT 24,	Post Code	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	

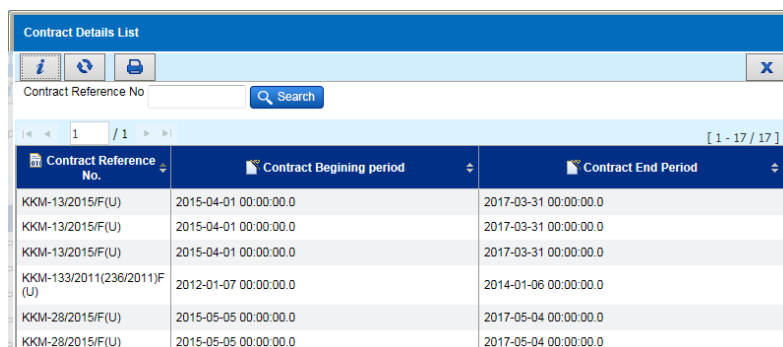
Figure 3.8.2-3 Add Supplier

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

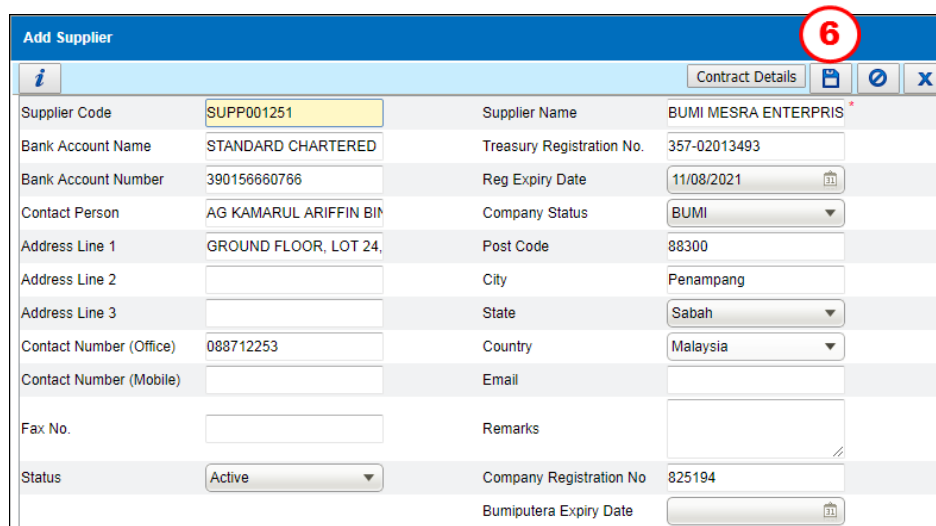
- Click on the  button to view **Contract Details** as Figure 3.8.2-4



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-28/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0
KKM-28/2015/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



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:

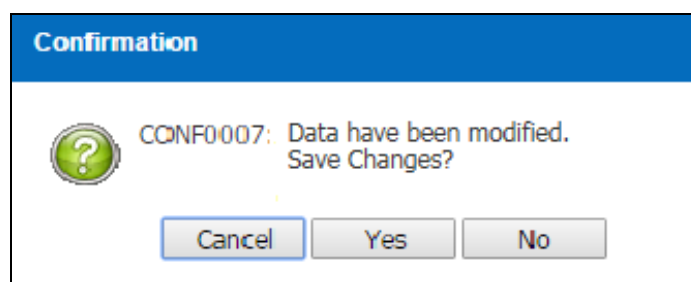
Figure 3.8.2-5 Add Supplier

STEP 6

Click on the  button to save the edited record

Note

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

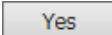
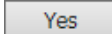


Confirmation

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

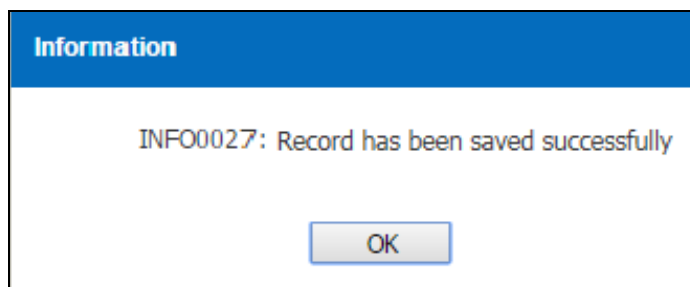
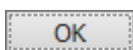
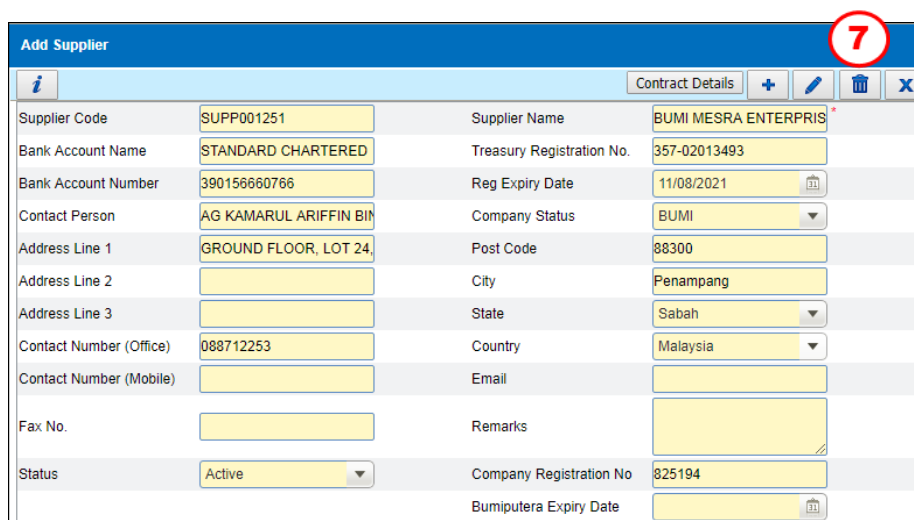


Figure 3.8.2-7 Information Message

- Click on the  button to confirmed the edited record



The form is titled "Add Supplier" and has a red circle with the number "7" in the top right corner. It contains various input fields for supplier information, including Supplier Code, Supplier Name, Bank Account Name, Bank Account Number, Contact Person, Address Line 1, Address Line 2, Address Line 3, Contact Number (Office), Contact Number (Mobile), Fax No., Status, Treasury Registration No., Reg Expiry Date, Company Status, Post Code, City, State, Country, Email, Remarks, Company Registration No., and Bumiputera Expiry Date. The form is divided into two columns for better readability.

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

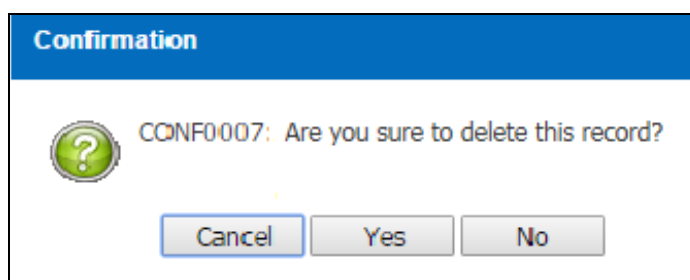
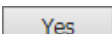


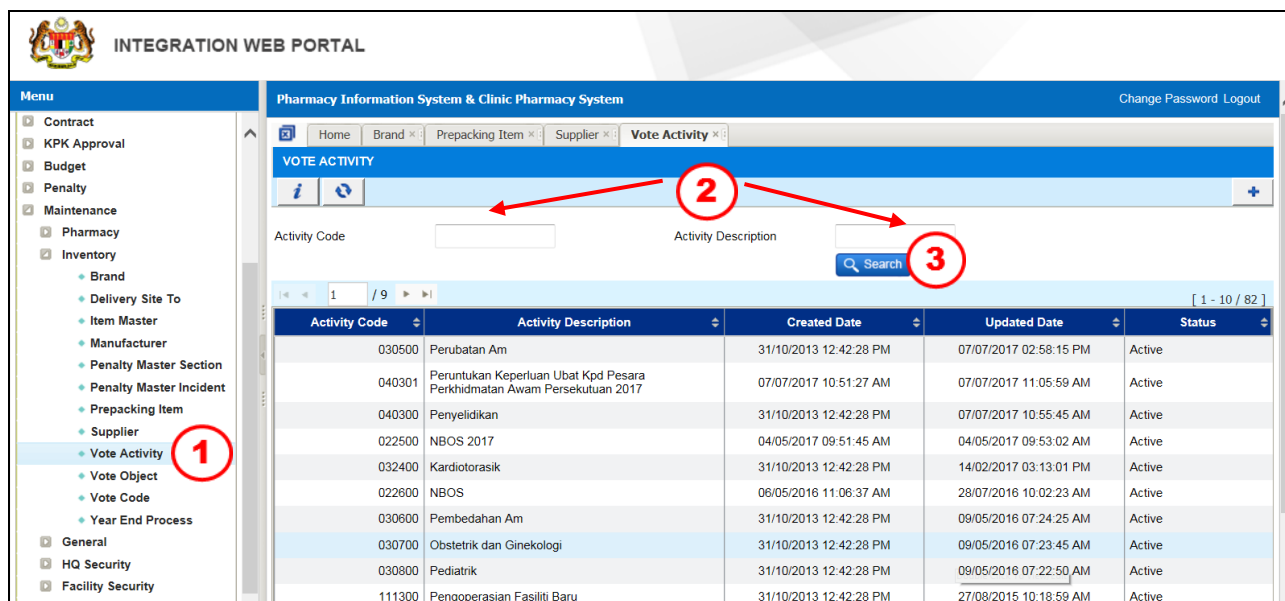
Figure 3.8.2-9 Confirmation Message

- 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:



Activity Code	Activity Description	Created Date	Updated Date	Status
030500	Perubahan 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	Kardiorasik	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 3.9.1-1 Vote Activity Listing Page

STEP 1

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

STEP 2

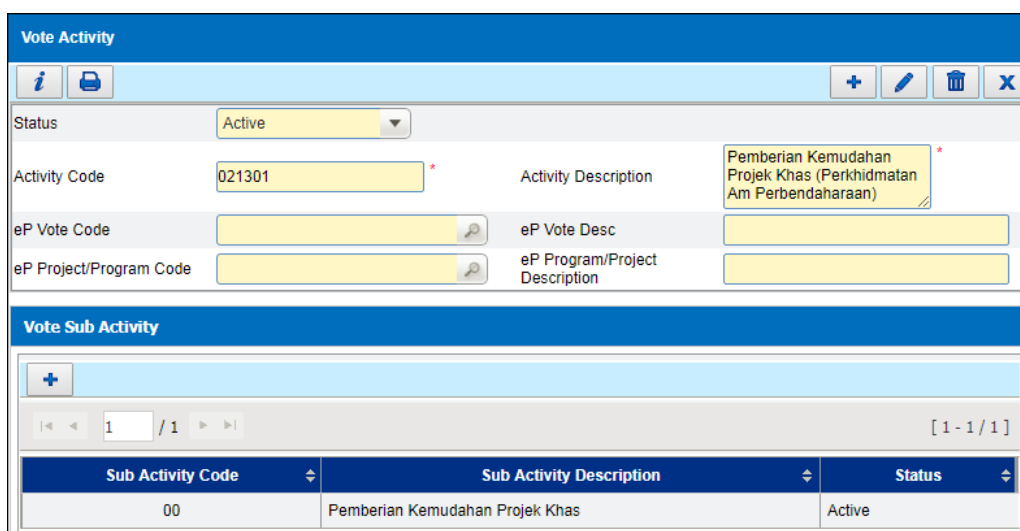
Search existing record by entering **Activity Code** and/or **Activity Description**

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

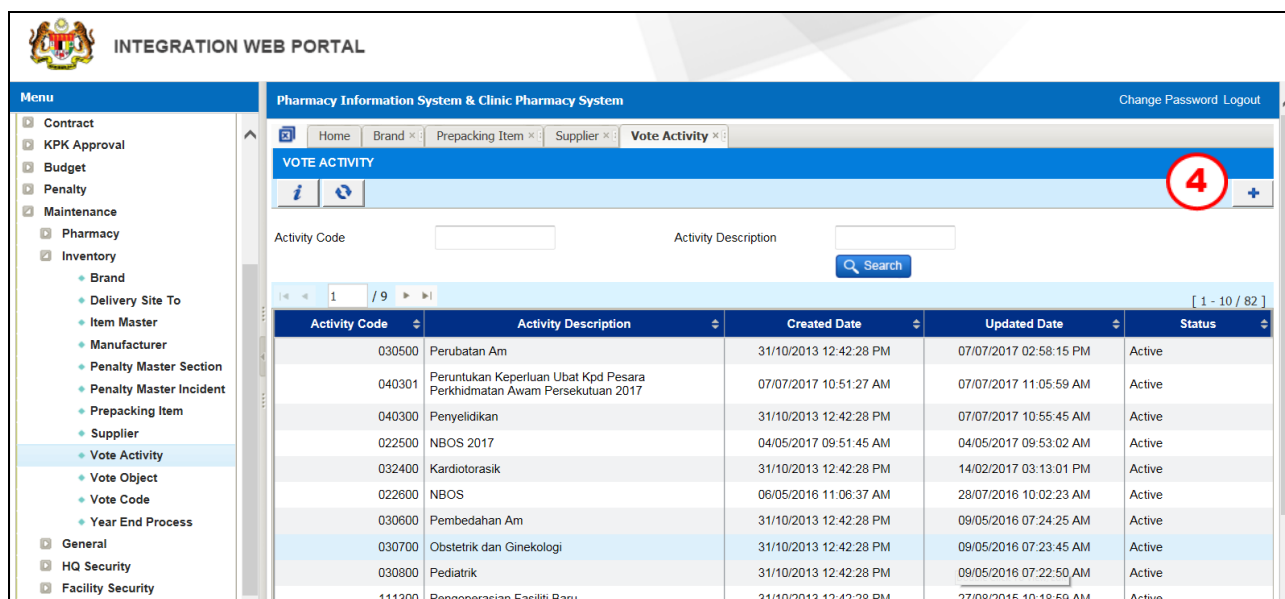


Sub Activity Code	Sub Activity Description	Status
00	Pemberian Kemudahan Projek Khas	Active

Figure 3.9.1-2 Vote Activity

Note

Click on the  button to close the screen

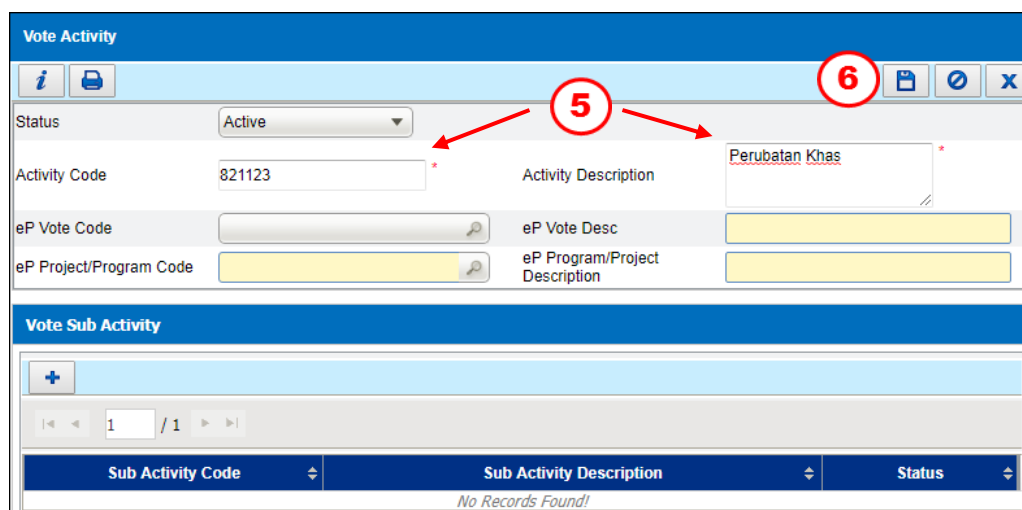


Activity Code	Activity Description	Created Date	Updated Date	Status
030500	Perubatan Am	31/10/2013 12:42:28 PM	07/07/2017 02:58:15 PM	Active
040301	Peruntukan Keperluan Ubat Kpd Pesara Perkhidmatan Awam Persekutuan 2017	07/07/2017 10:51:27 AM	07/07/2017 11:05:59 AM	Active
040300	Penyelidikan	31/10/2013 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	Kardiotorask	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 3.9.1-3 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



Sub Activity Code	Sub Activity Description	Status
No Records Found!		

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

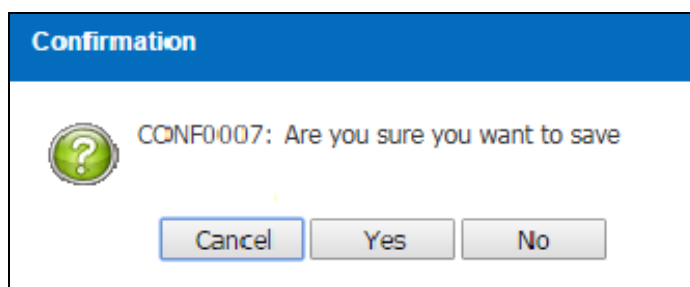
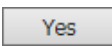
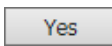


Figure 3.9.1-5 Confirmation Message

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

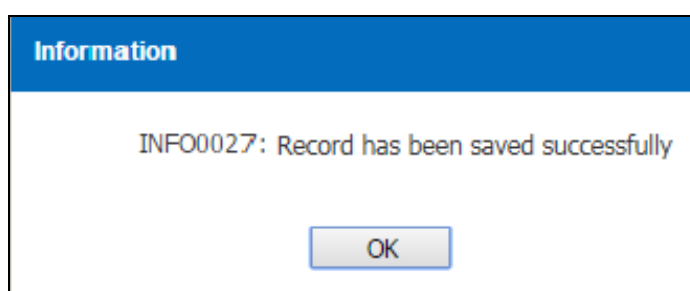
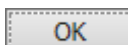


Figure 3.9.1-6 Information Message

- Click on the  button to confirmed the record

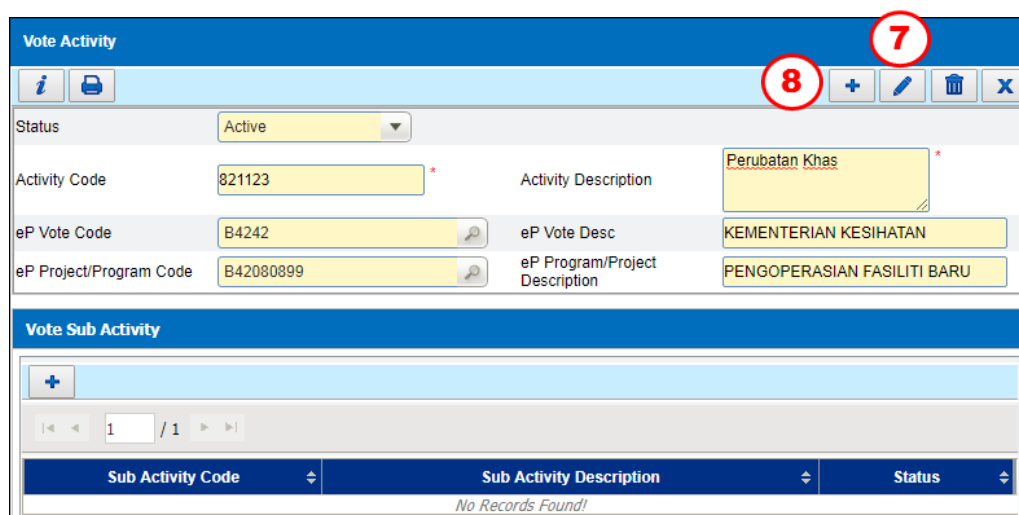


Figure 3.9.1-7 Vote Activity

STEP 7

Click on the  button to edit the record

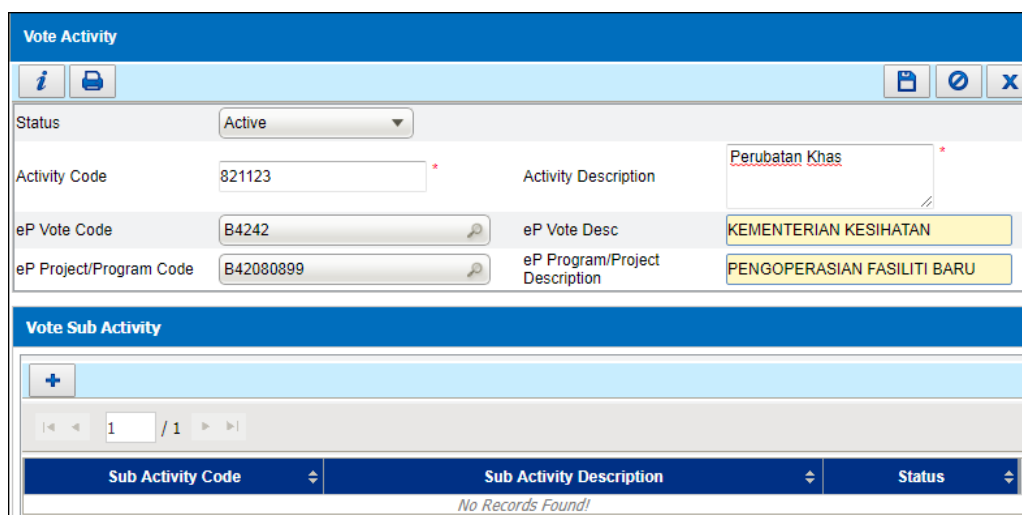


Figure 3.9.1-8 Vote Activity

STEP 8

Click on the  button to add Vote Sub Activity

Note

Vote Sub Activity will be displayed as Figure 3.9.1-9

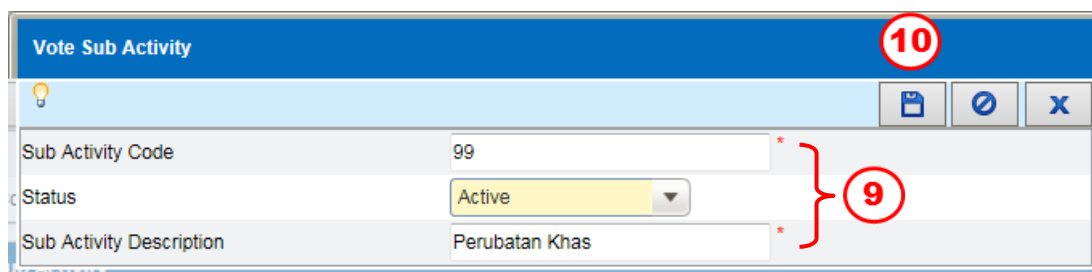


Figure 3.9.1-9 Vote Sub Activity

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

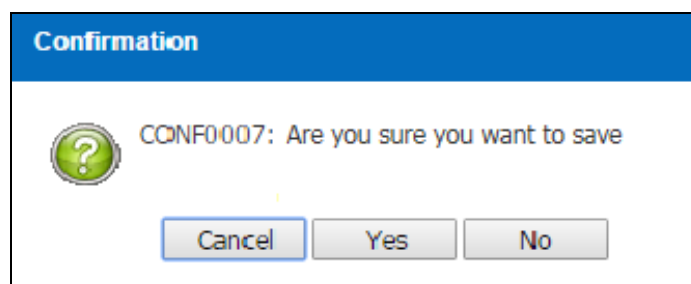
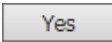


Figure 3.9.1-10 Confirmation Message

- 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

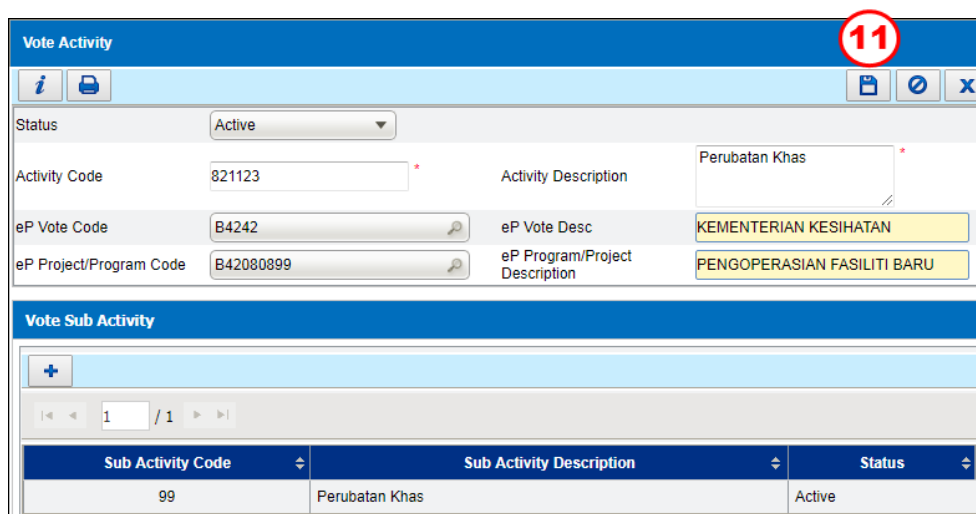


Figure 3.9.1-11 Vote Activity

STEP 11

Click on the  button to save the record

Note

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

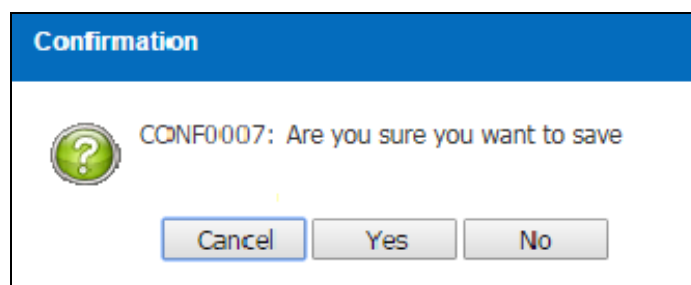
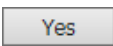
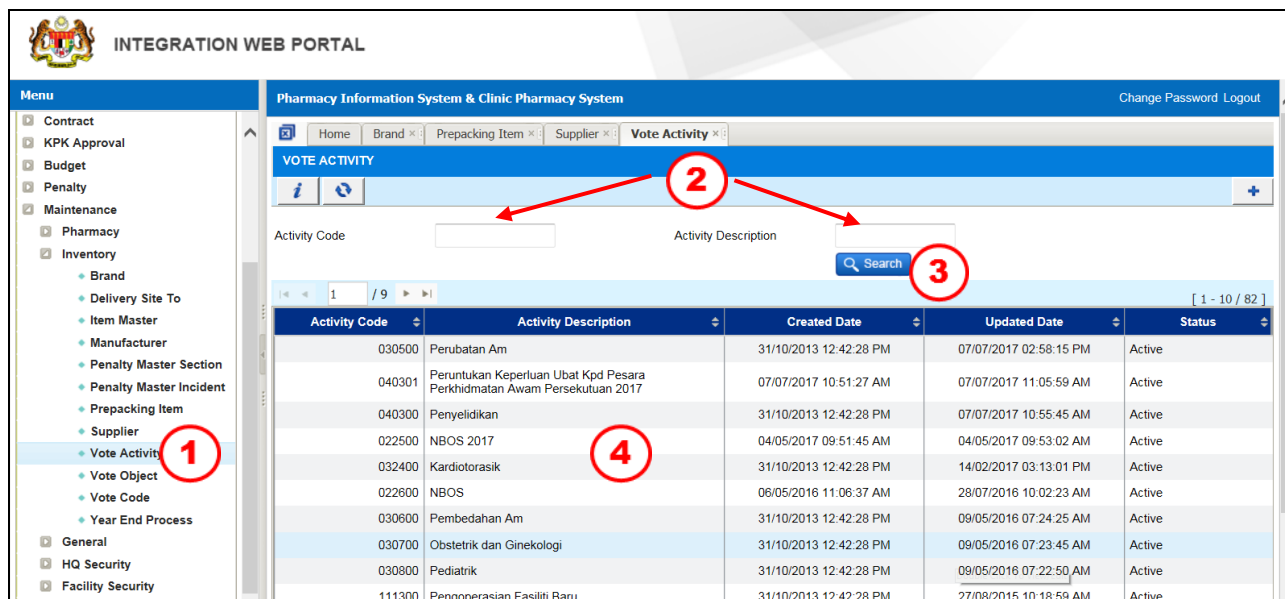


Figure 3.9.1-12 Confirmation Message

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	Kardiorasik	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

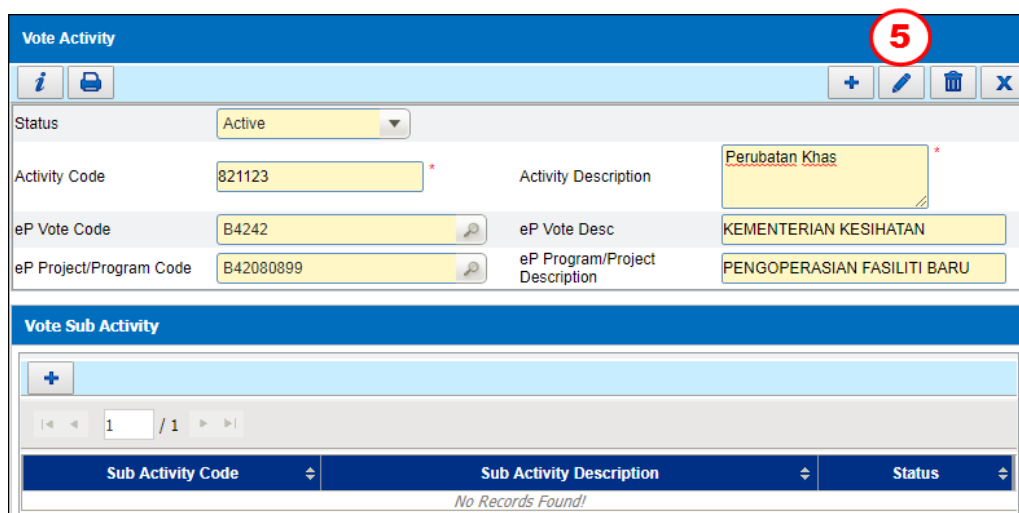
Search existing record by entering **Activity Code** and/or **Activity Description**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

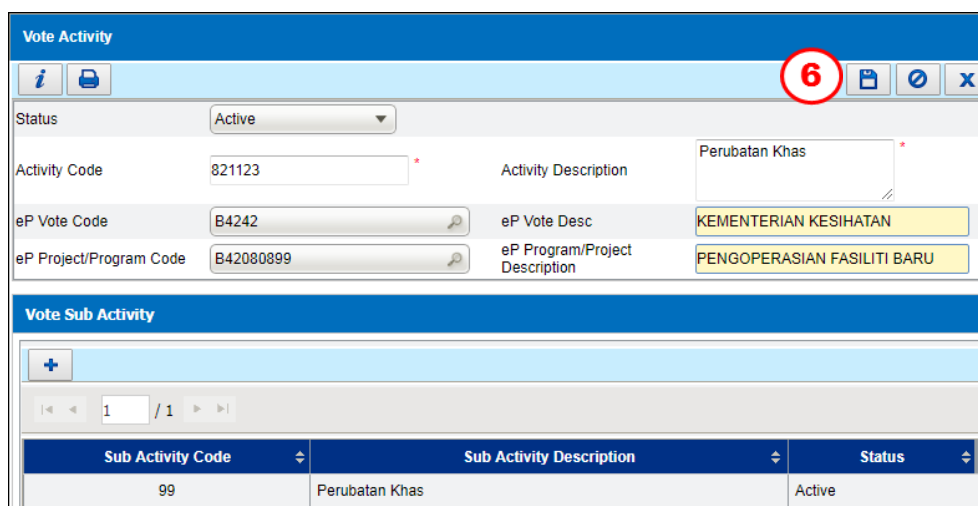


Sub Activity Code	Sub Activity Description	Status
No Records Found!		

Figure 3.9.2-2 Vote Activity

STEP 5

Click on the  button to edit the record



Sub Activity Code	Sub Activity Description	Status
99	Perubatan Khas	Active

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

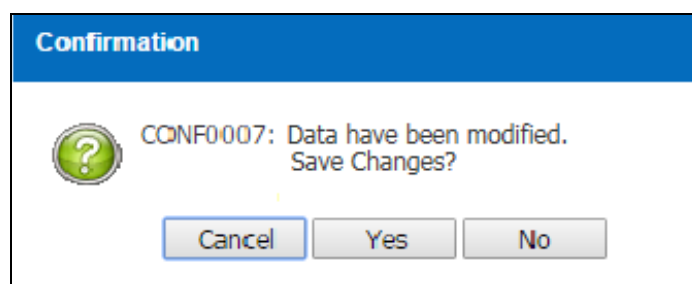
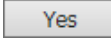
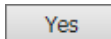


Figure 3.9.2-4 Confirmation Message

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

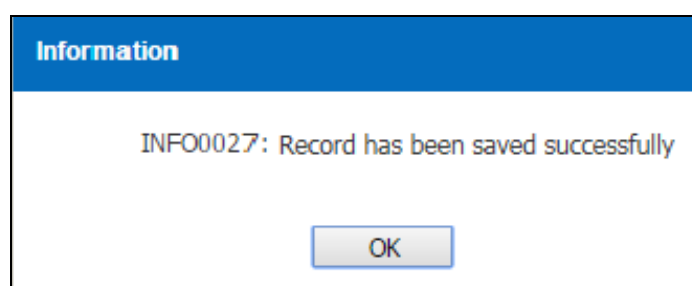
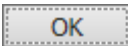


Figure 3.9.2-5 Information Message

- Click on the  button to confirmed the edited record

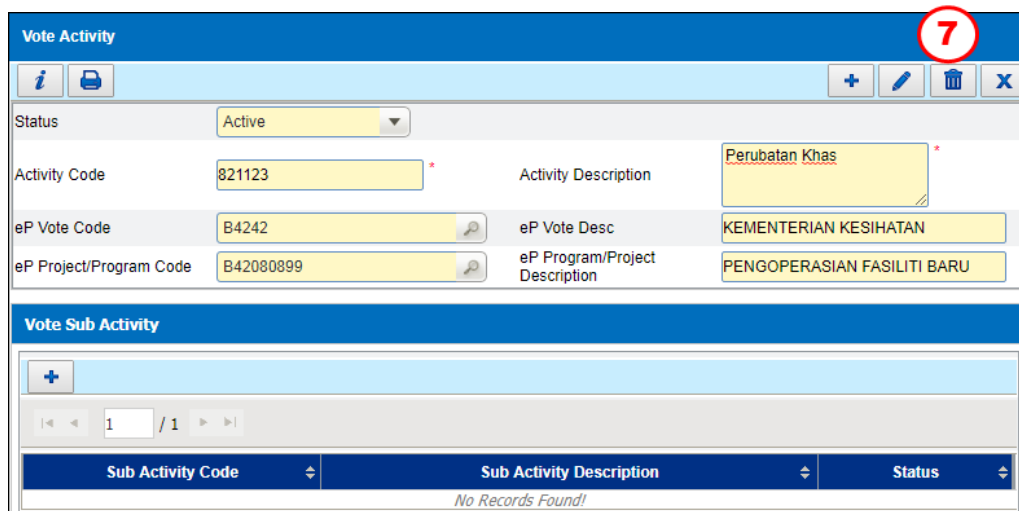
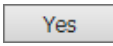


Figure 3.9.2-6 Vote Activity

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

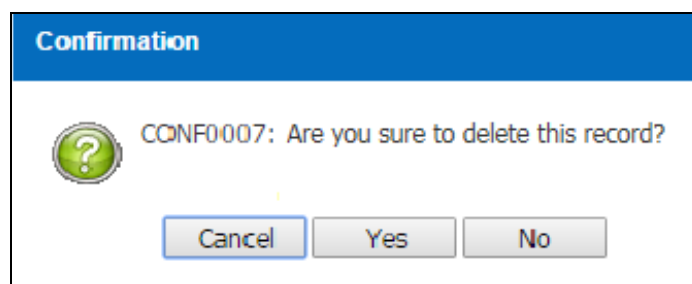


Figure 3.9.2-7 Confirmation Message

- 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:

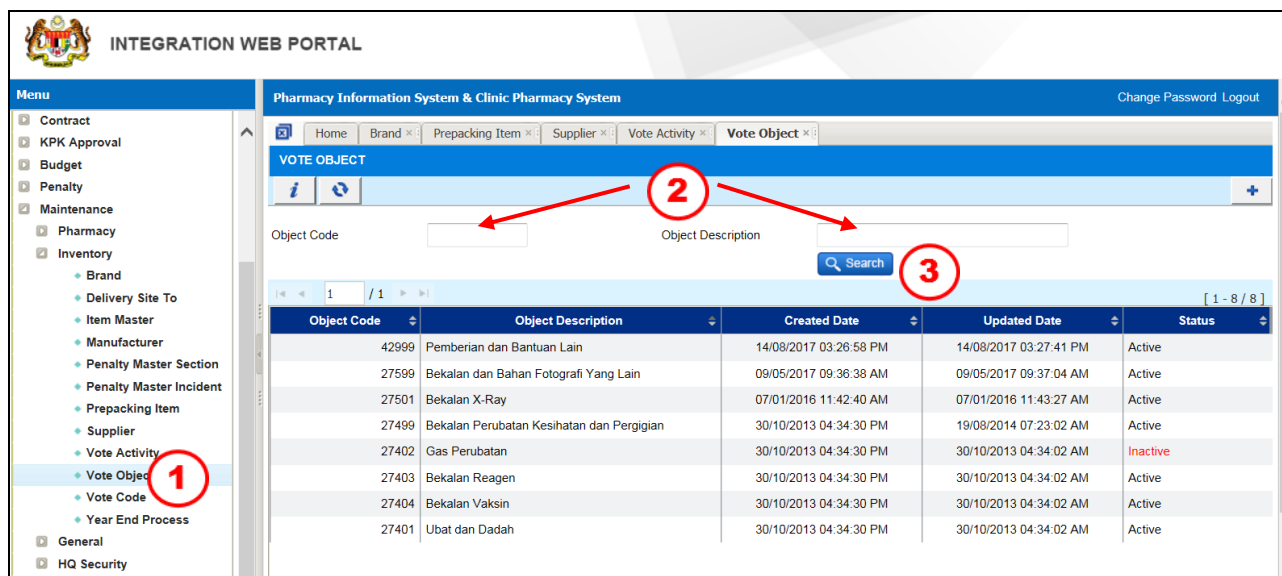


Figure 3.10.1-1 Vote Object Listing Page

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  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

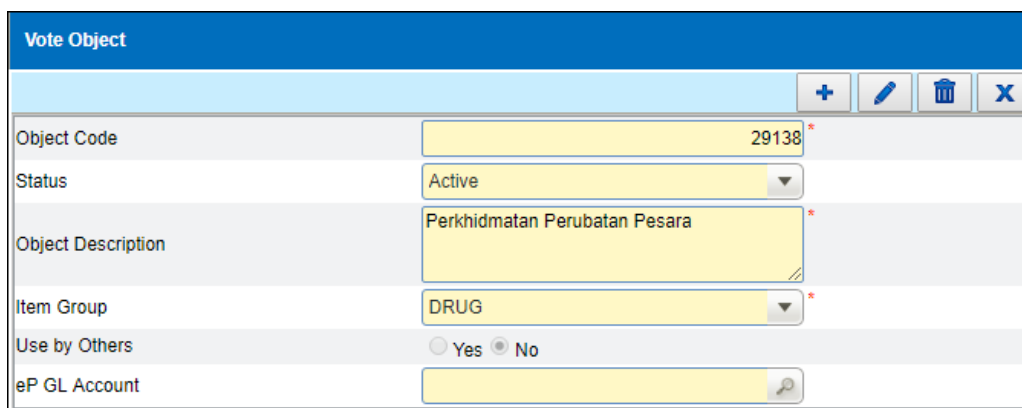
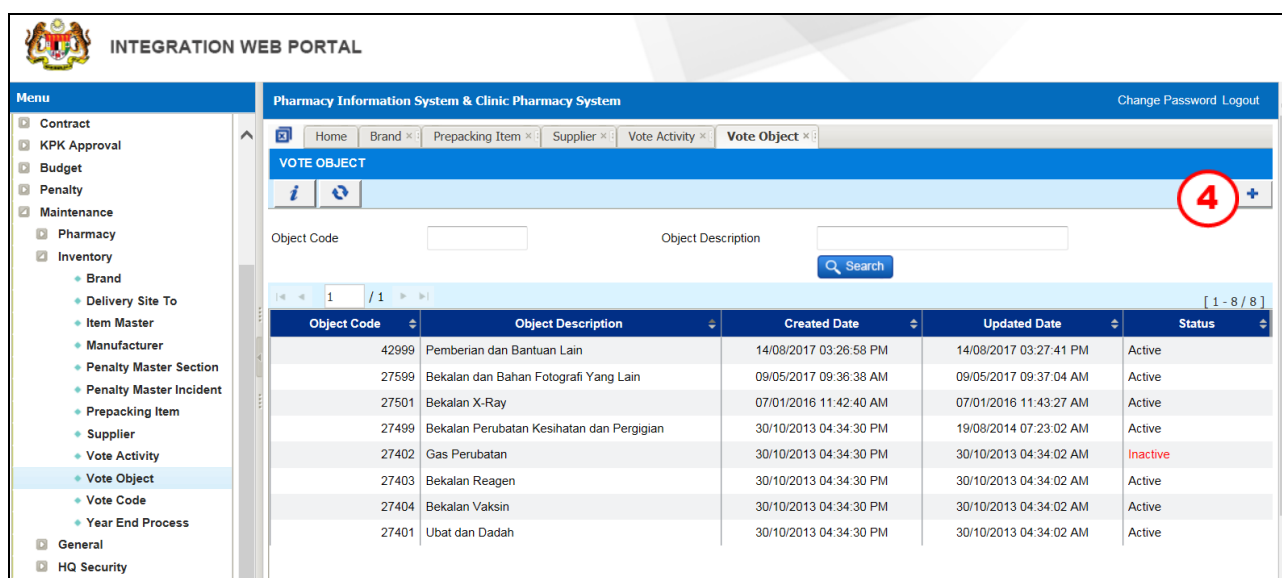


Figure 3.10.1-2 Vote Object

Note

Click on the  button to close the screen



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 3.10.1-3 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

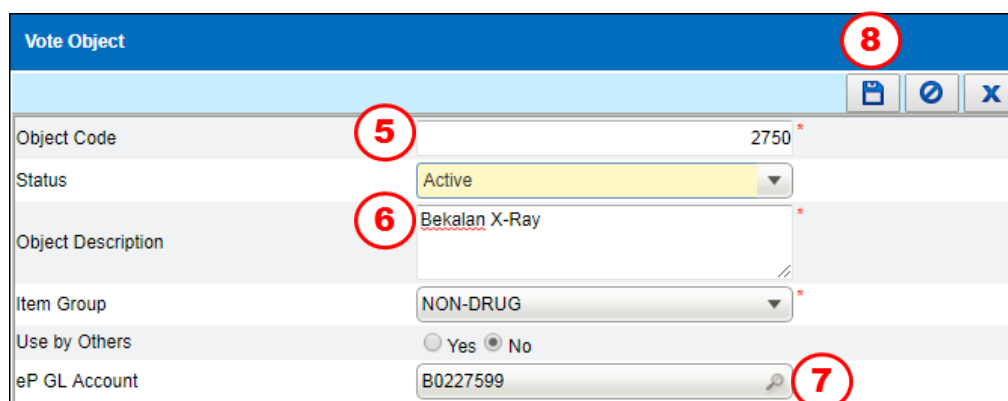


Figure 3.10.1-4 Vote Object

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

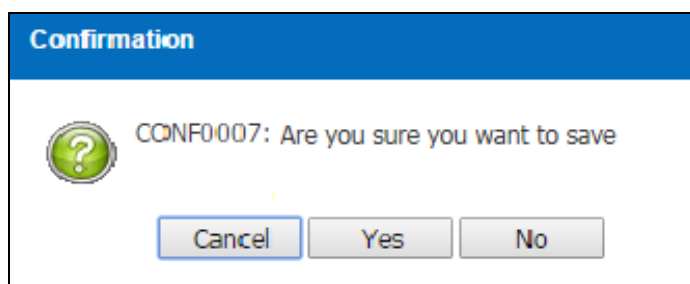
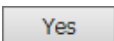
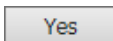


Figure 3.10.1-5 Confirmation Message

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

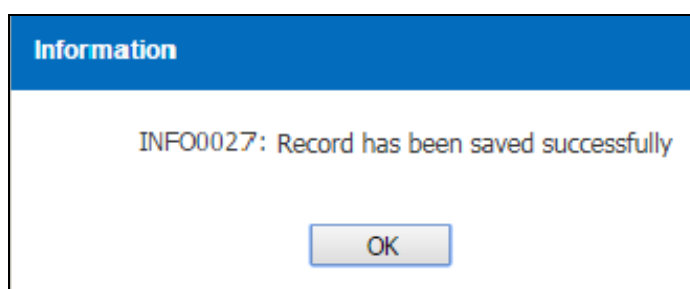
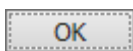
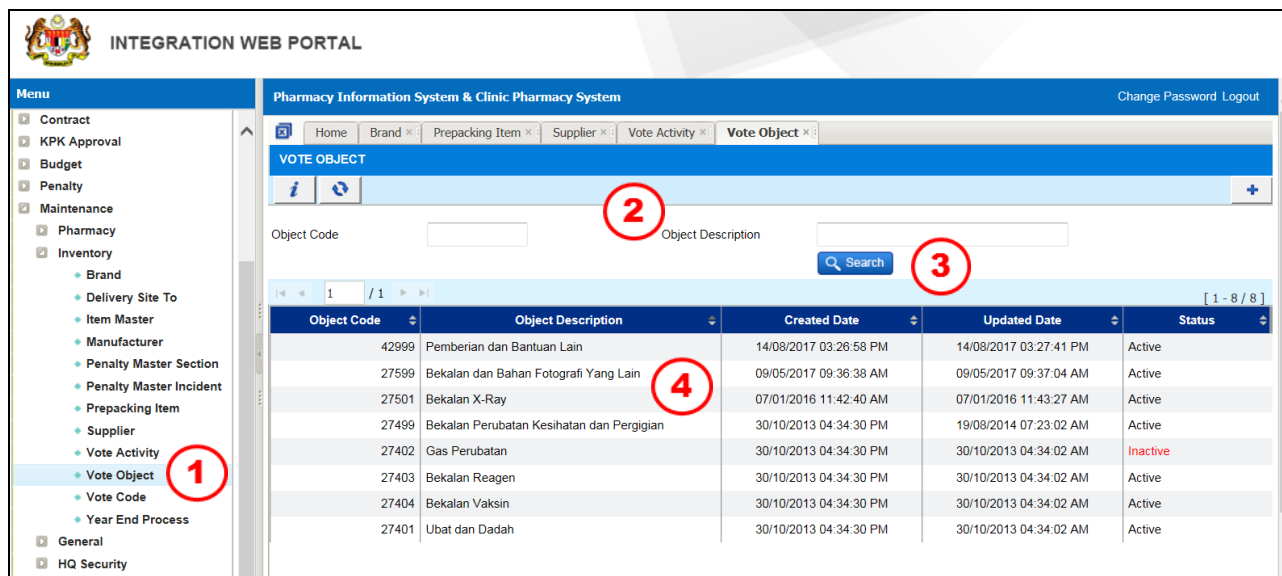


Figure 3.10.1-6 Information Message

- 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

Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object**
 - Vote Code
 - Year End Process
 - General
 - HQ Security

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 Pergiagian	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

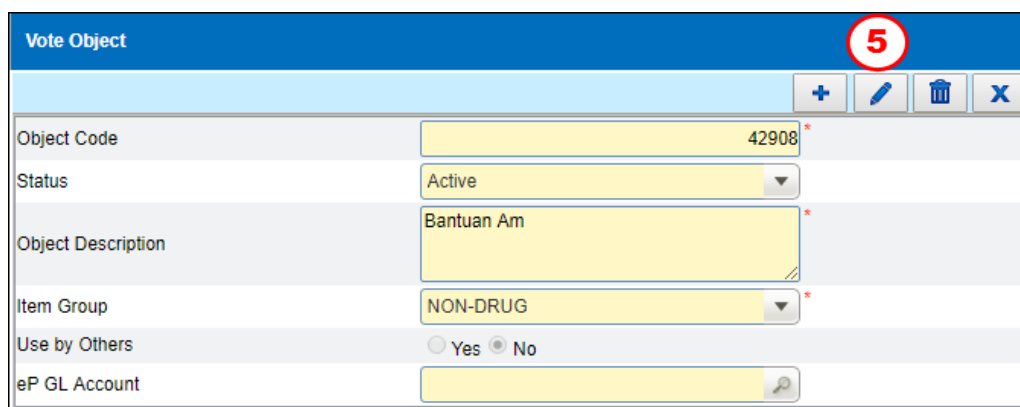
Search existing record by entering **Object Code** and/or **Object Description**

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 ☐ ☒

eP GL Account

Figure 3.10.2-2 Vote Object

STEP 5

Click on the button to edit the record

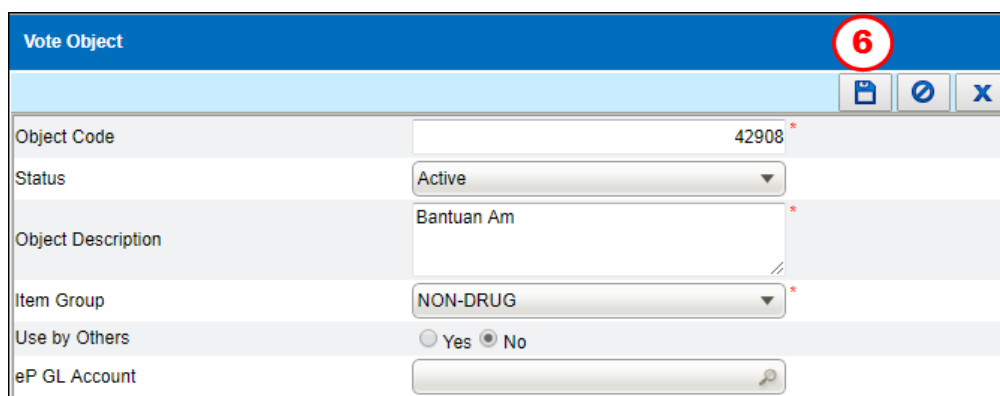


Figure 3.10.2-3 Vote Object

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

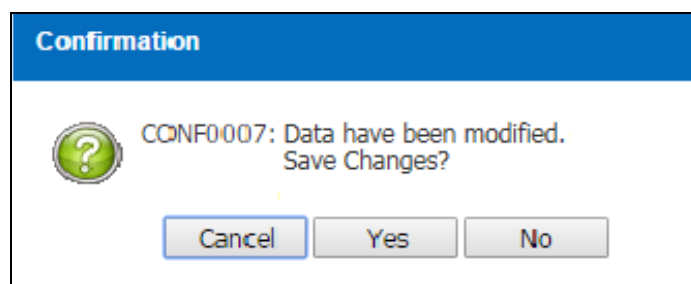
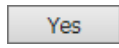
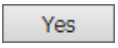


Figure 3.10.2-4 Confirmation Message

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

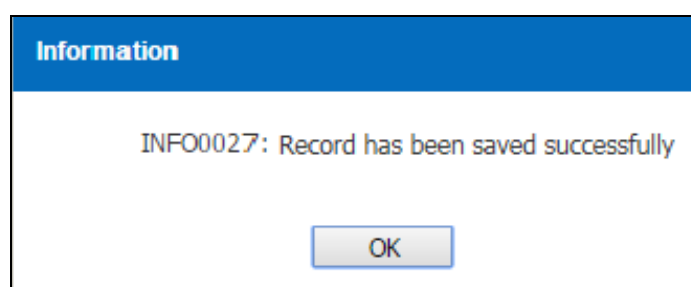
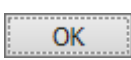


Figure 3.10.2-5 Information Message

Click on the  button to confirmed the edited record

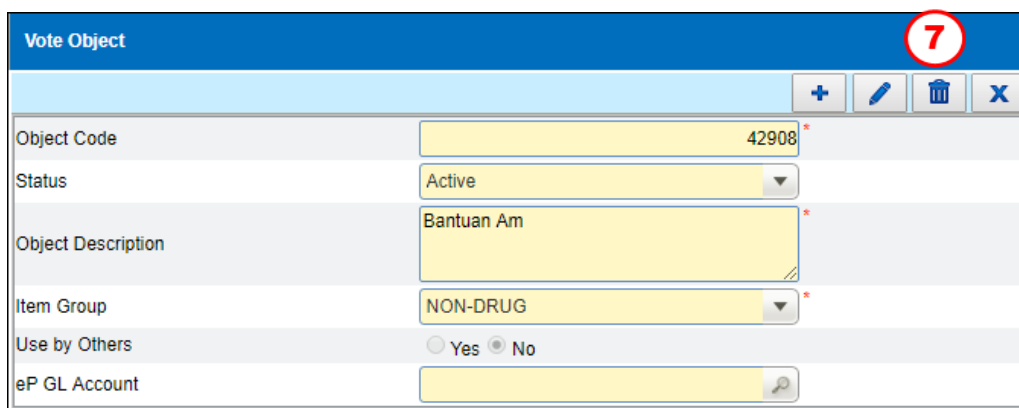


Figure 3.10.2-6 Vote Object

STEP 7

Click on the  button to delete the record

Note

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

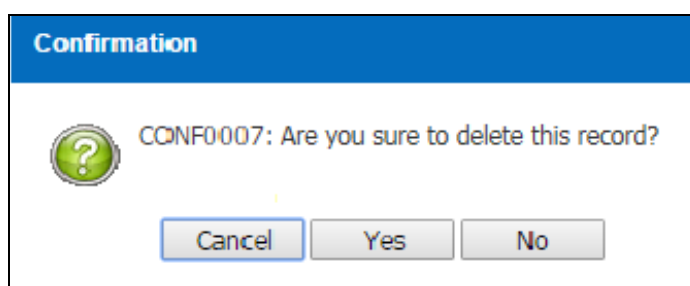
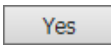


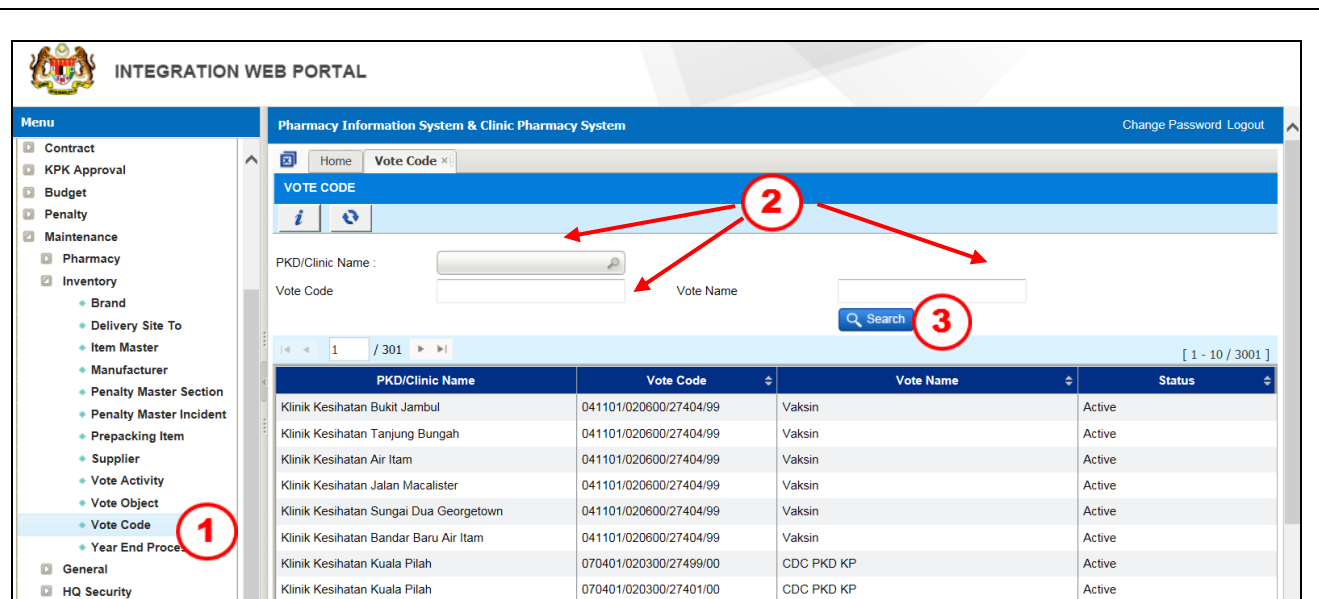
Figure 3.10.2-7 Confirmation Message

- 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:



PKD/Clinic Name	Vote Code	Vote Name	Status
Klinik Kesihatan Bukit Jambul	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Tanjung Bungah	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Air Itam	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Jalan Macalister	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Sungai Dua Georgetown	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Bandar Baru Air Itam	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Kuala Pilah	070401/020300/27499/00	CDC PKD KP	Active
Klinik Kesihatan Kuala Pilah	070401/020300/27401/00	CDC PKD KP	Active

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:

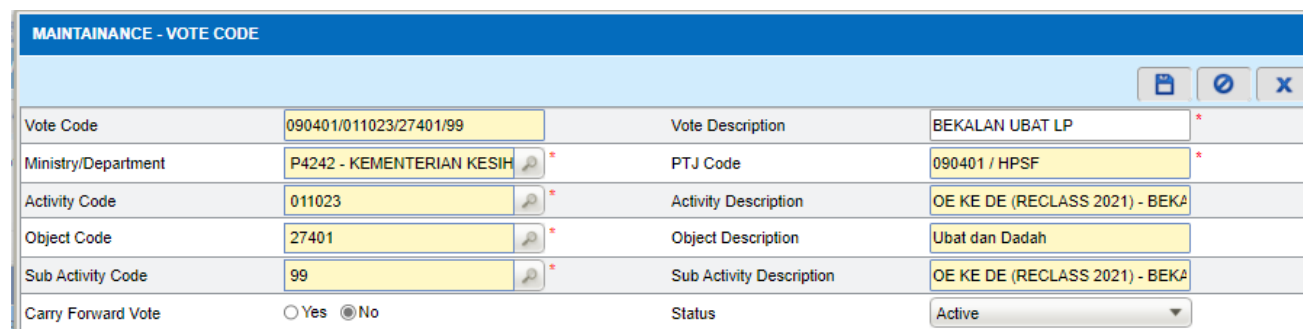
- **PKD/Clinic Name**
- **Vote Code**
- **Vote Name**

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



Vote Code	090401/011023/27401/99	Vote Description	BEKALAN UBAT LP
Ministry/Department	P4242 - KEMENTERIAN KESIH	PTJ Code	090401 / HPSF
Activity Code	011023	Activity Description	OE KE DE (RECLASS 2021) - BEKA
Object Code	27401	Object Description	Ubat dan Dadah
Sub Activity Code	99	Sub Activity Description	OE KE DE (RECLASS 2021) - BEKA
Carry Forward Vote	☐ Yes ☒ No	Status	Active

Figure 3.11.1-2 Maintenance – Vote Code

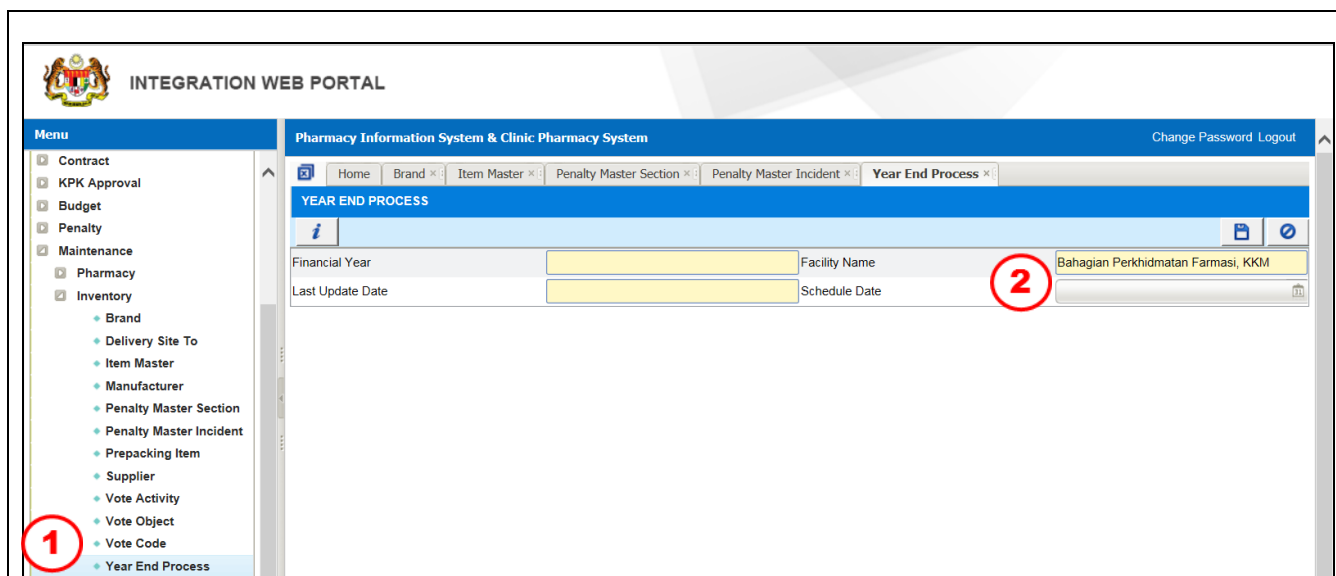
Note

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:



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Menu

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process

Home Brand Item Master Penalty Master Section Penalty Master Incident Year End Process

YEAR END PROCESS

Financial Year Facility Name Bahagian Perkhidmatan Farmasi, KKM

Last Update Date Schedule Date

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

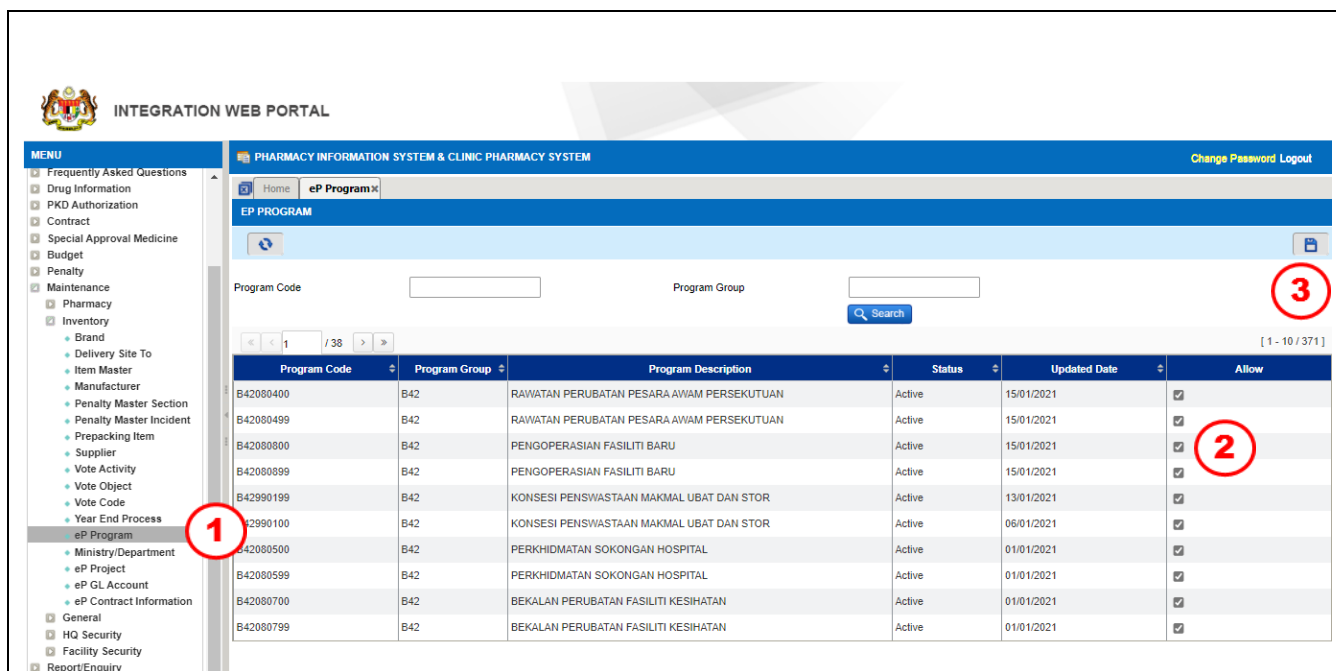
Click on the **Schedule Date**



3.13. eP Program

3.13.1. Select eP Program

To select eP Program, perform the steps below:



INTEGRATION WEB PORTAL

MENU

- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- Special Approval Medicine
- Budget
- Penalty
- Maintenance
- Pharmacy
- Inventory
 - Brand
 - Delivery Site To
 - Item Master
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
 - eP Program**
 - Ministry/Department
 - eP Project
 - eP GL Account
 - eP Contract Information
- General
- HQ Security
- Facility Security
- Report/Enquiry

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home eP Program

EP PROGRAM

Program Code Program Group

[1 - 10 / 371]

Program Code	Program Group	Program Description	Status	Updated Date	Allow
B42080400	B42	RAIWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	☒
B42080499	B42	RAIWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	☒
B42080800	B42	PENGOPERASIAN FASILITI BARU	Active	15/01/2021	☒
B42080899	B42	PENGOPERASIAN FASILITI BARU	Active	15/01/2021	☒
B42990199	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	13/01/2021	☒
B2990100	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	06/01/2021	☒
B42080500	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	☒
B42080599	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	☒
B42080700	B42	BEKALAN PERUBATAN FASILITI KESIHATAN	Active	01/01/2021	☒
B42080799	B42	BEKALAN PERUBATAN FASILITI KESIHATAN	Active	01/01/2021	☒

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

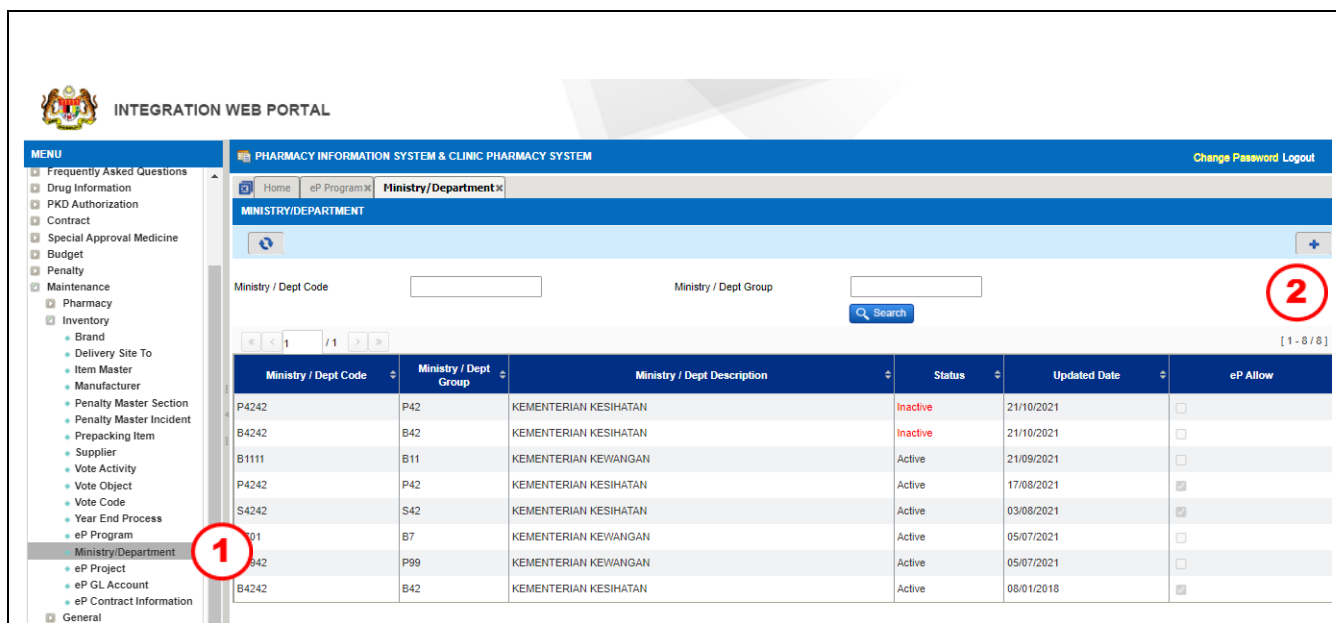
STEP 3

Click  button to save changes

3.14. Ministry/Department

3.14.1. Select Ministry/Department

To select Ministry/department, perform the steps below:



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home | eP Program | **Ministry/Department** | Change Password | Logout

MINISTRY/DEPARTMENT

Ministry / Dept Code: Ministry / Dept Group:

[1 - 8 / 8]

Ministry / Dept Code	Ministry / Dept Group	Ministry / Dept Description	Status	Updated Date	eP Allow
P4242	P42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	☐
B4242	B42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	☐
B1111	B11	KEMENTERIAN KEWANGAN	Active	21/09/2021	☐
P4242	P42	KEMENTERIAN KESIHATAN	Active	17/08/2021	☒
S4242	S42	KEMENTERIAN KESIHATAN	Active	03/08/2021	☒
01	B7	KEMENTERIAN KEWANGAN	Active	05/07/2021	☐
342	P99	KEMENTERIAN KEWANGAN	Active	05/07/2021	☐
B4242	B42	KEMENTERIAN KESIHATAN	Active	08/01/2018	☒

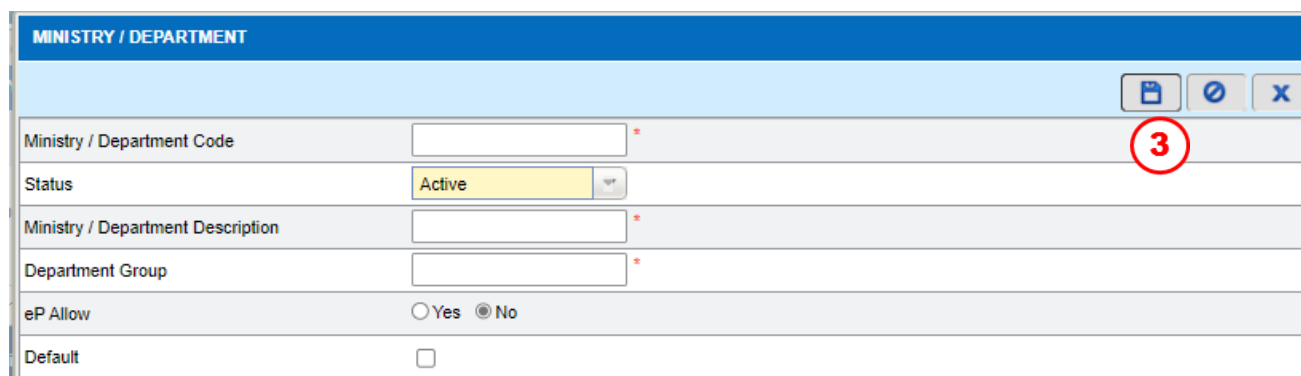
Figure 3.14.1-1 Ministry/Department

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Ministry/Department'

STEP 2

Click  button to create new Ministry/Department



MINISTRY / DEPARTMENT

Ministry / Department Code: *

Status: *

Ministry / Department Description: *

Department Group: *

eP Allow: ☐ Yes ☒ No

Default: ☐

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

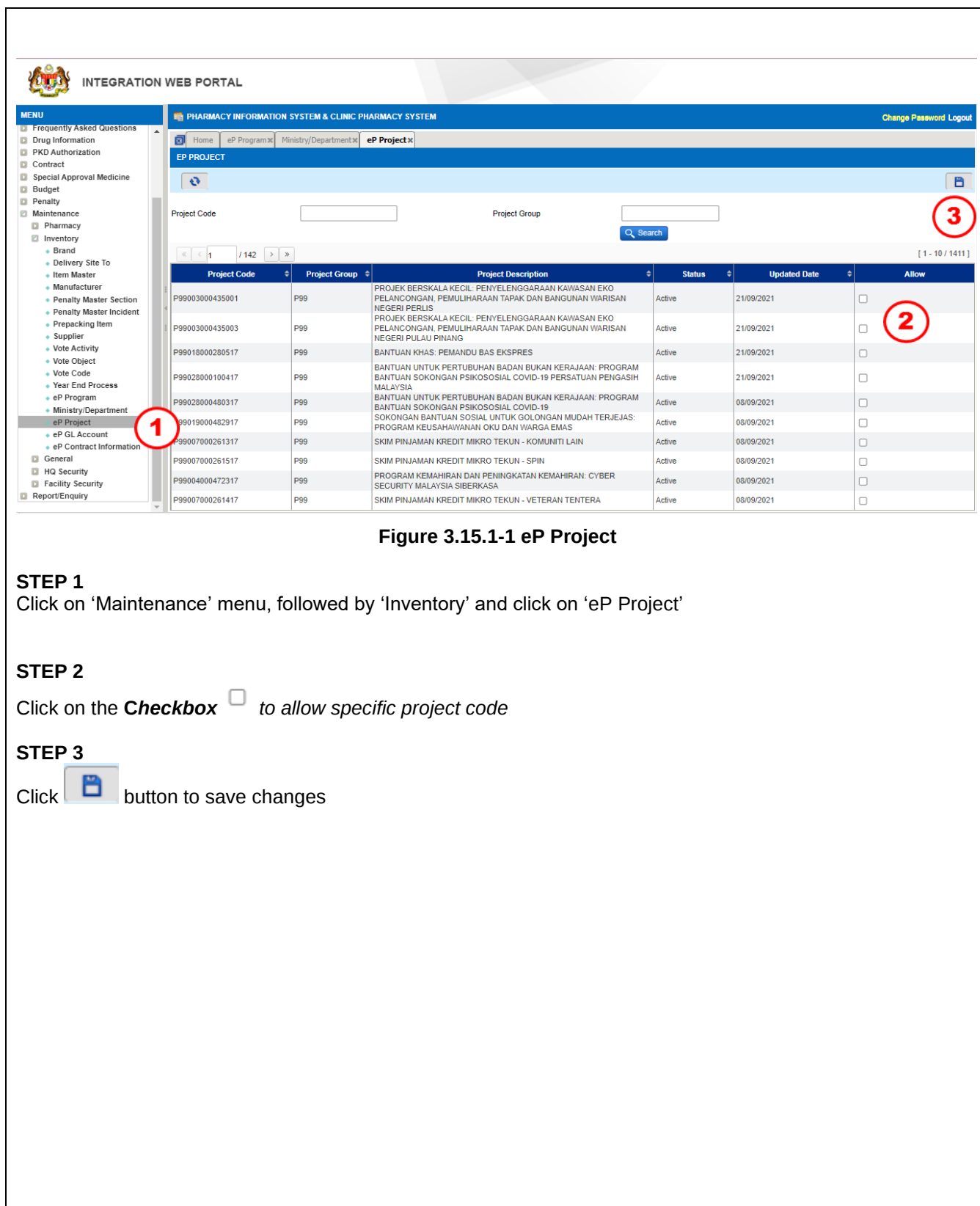
STEP 3

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:



Integration Web Portal

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home | eP Program | Ministry/Department | **eP Project**

EP PROJECT

Project Code: Project Group:

[1 - 10 / 1411]

Project Code	Project Group	Project Description	Status	Updated Date	Allow
P99003000435001	P99	PROJEK BERSKALA KECIL: PENYELENGGARAAN KAWASAN EKO PELANCONGAN, PEMULIHARAAN TAPAK DAN BANGUNAN WARISAN NEGERI PERLIS	Active	21/09/2021	☐
P99003000435003	P99	PROJEK BERSKALA KECIL: PENYELENGGARAAN KAWASAN EKO PELANCONGAN, PEMULIHARAAN TAPAK DAN BANGUNAN WARISAN NEGERI PULAU PINANG	Active	21/09/2021	☐
P99018000280517	P99	BANTUAN KHAS: PEMANDU BAS EKSPRES	Active	21/09/2021	☐
P99028000100417	P99	BANTUAN UNTUK PERTUBUHAN BADAN BUKAN KERAJAAN: PROGRAM BANTUAN SOKONGAN PSIKOSOSIAL COVID-19 PERSATUAN PENGASIH MALAYSIA	Active	21/09/2021	☐
P99028000480317	P99	BANTUAN UNTUK PERTUBUHAN BADAN BUKAN KERAJAAN: PROGRAM BANTUAN SOKONGAN PSIKOSOSIAL COVID-19	Active	08/09/2021	☐
P99019000482917	P99	SOKONGAN BANTUAN SOSIAL UNTUK GOLONGAN MUDAH TERJEJAS: PROGRAM KEUSAHAWANAN OKU DAN WARGA EMAS	Active	08/09/2021	☐
P99007000261317	P99	SKIM PINJAMAN KREDIT MIKRO TEKUN - KOMUNITI LAIN	Active	08/09/2021	☐
P99007000261517	P99	SKIM PINJAMAN KREDIT MIKRO TEKUN - SPIN	Active	08/09/2021	☐
P99004000472317	P99	PROGRAM KEMAHIRAN DAN PENINGKATAN KEMAHIRAN: CYBER SECURITY MALAYSIA SIBERKASA	Active	08/09/2021	☐
P99007000261417	P99	SKIM PINJAMAN KREDIT MIKRO TEKUN - VETERAN TENTERA	Active	08/09/2021	☐

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

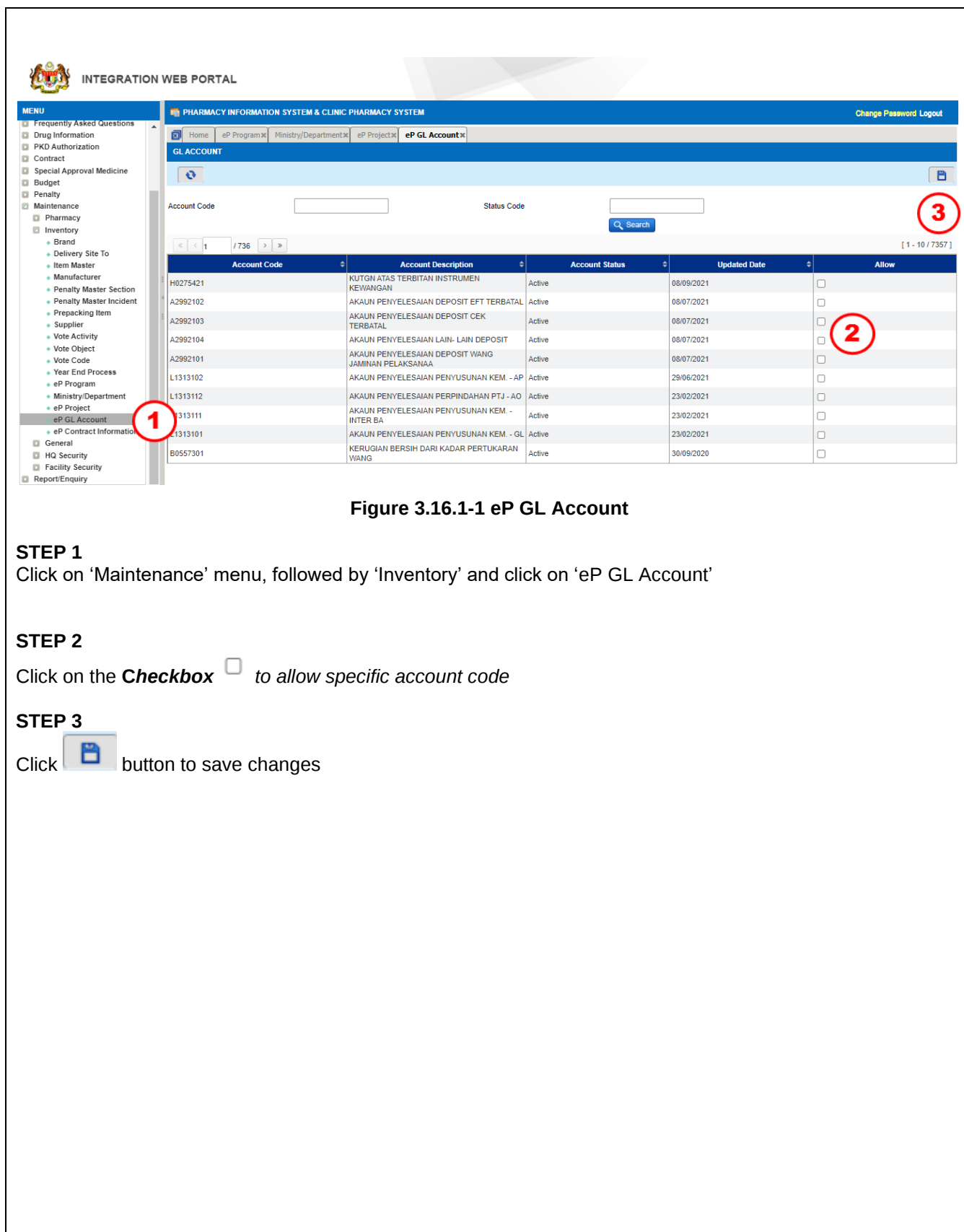
STEP 3

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:



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home eP Program Ministry/Department eP Project **eP GL Account**

GL ACCOUNT

Account Code Status Code Search

[1 - 10 / 7357]

Account Code	Account Description	Account Status	Updated Date	Allow
H0275421	KUTGN ATAS TERBITAN INSTRUMEN KEWANGAN	Active	08/09/2021	☐
A2992102	AKAUN PENYELESAIAN DEPOSIT EFT TERBATAL	Active	08/07/2021	☐
A2992103	AKAUN PENYELESAIAN DEPOSIT CEK TERBATAL	Active	08/07/2021	☐
A2992104	AKAUN PENYELESAIAN LAIN- LAIN DEPOSIT	Active	08/07/2021	☐
A2992101	AKAUN PENYELESAIAN DEPOSIT WANG JAMINAN PELAKSANA	Active	08/07/2021	☐
L1313102	AKAUN PENYELESAIAN PENYUSUNAN KEM. - AP	Active	29/06/2021	☐
L1313112	AKAUN PENYELESAIAN PERPINDAHAN PTJ - AO	Active	23/02/2021	☐
L1313111	AKAUN PENYELESAIAN PENYUSUNAN KEM. - INTER BA	Active	23/02/2021	☐
L1313101	AKAUN PENYELESAIAN PENYUSUNAN KEM. - GL	Active	23/02/2021	☐
B0557301	KERUGIAN BERSIH DARI KADAR PERTUKARAN WANG	Active	30/09/2020	☐

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  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:

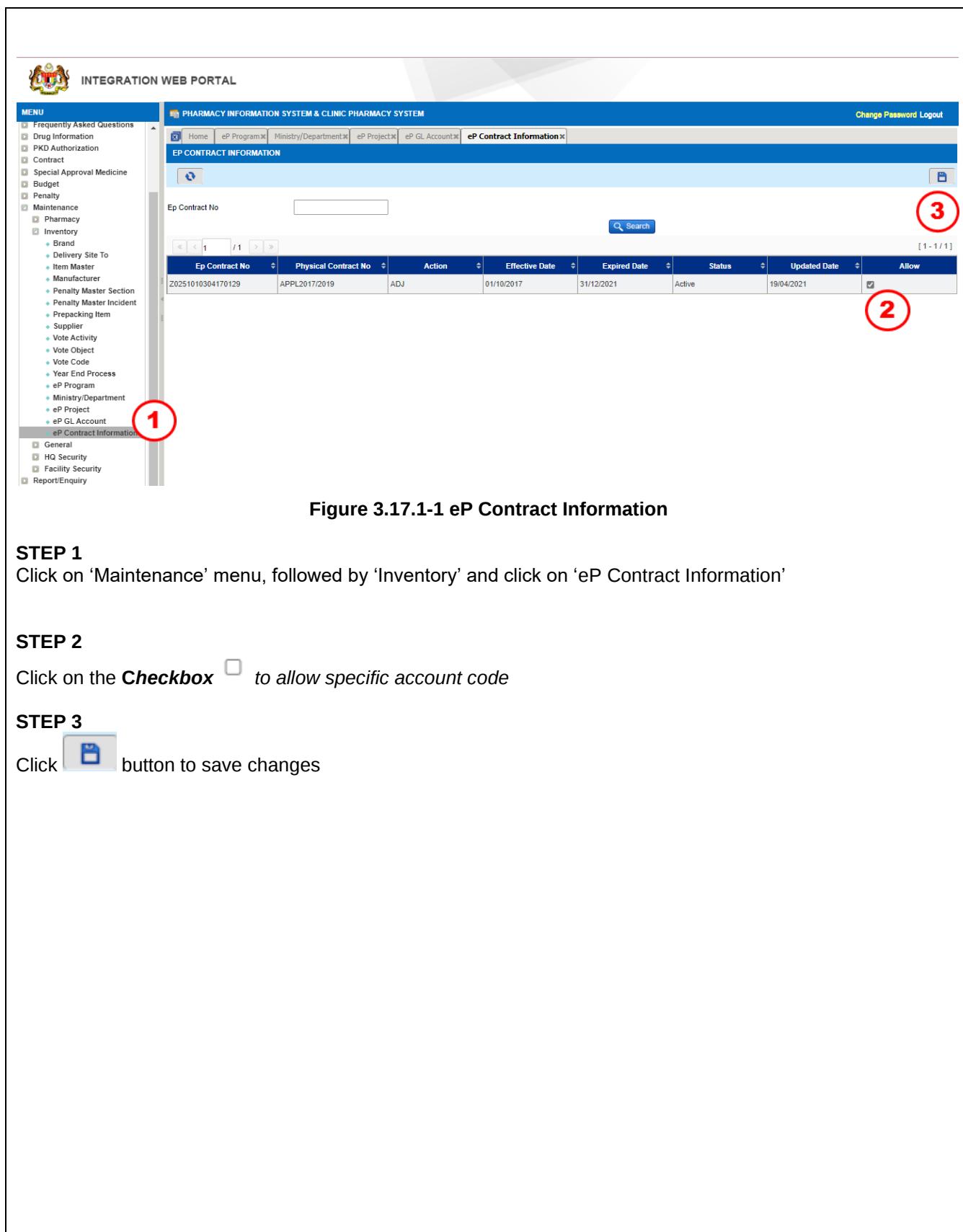


Figure 3.17.1-1 eP Contract Information

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

Ep Contract No	Physical Contract No	Action	Effective Date	Expired Date	Status	Updated Date	Allow
20251010304170129	APPL2017/2019	ADJ	01/10/2017	31/12/2021	Active	19/04/2021	☒

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