



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

---

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

<b>Version</b>	<b>: 12<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY</b>



PhIS & CPS Project  
User Manual – Maintenance (Inventory)



© 2011-2021 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

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

*Reference ID : HQ\_U.MANUAL\_IWP\_MAINTENANCE\_INVENTORY-12<sup>th</sup> E*

*Application reference: PhIS & CPS v2.5.1*



## Table of Contents

1	Introduction.....	1
1.1.	Overview of IWP .....	1
1.2.	Purpose and Objectives.....	1
1.3.	Organised Sections .....	1
2	Application Standard Features.....	2
2.1.	IWP Legend.....	2
3	Maintenance - Inventory .....	3
	Overview .....	3
	User Group.....	3
	Functional Diagram .....	3
	Functional Description .....	3
3.1.	Brand.....	5
3.1.1.	Create New Brand.....	5
3.1.2.	Modify Brand.....	8
3.2.	Delivery Site To .....	11
3.2.1.	Create New Delivery Site To .....	11
3.2.2.	Modify Delivery Site To .....	15
3.3.	Item Master.....	20
3.3.1.	Create New Item Master .....	20
3.3.2.	Modify Item Master.....	30
3.4.	Manufacturer .....	35
3.4.1.	Create New Manufacturer .....	35
3.4.2.	Modify Manufacturer .....	38
3.5.	Penalty Master Section.....	41
3.5.1.	Create New Penalty Master Section.....	41
3.5.2.	Modify Penalty Master Section.....	44
3.6.	Penalty Master Incident .....	47
3.6.1.	View and Modify Penalty Master Incident.....	47
3.7.	Prepacking Item.....	49
3.7.1.	Create New Prepacking Item .....	49
3.8.	Supplier .....	53
3.8.1.	Create New Supplier .....	53
3.8.2.	Modify Supplier .....	56
3.9.	Vote Activity.....	60
3.9.1.	Create New Vote Activity.....	60
3.9.2.	Modify Vote Activity.....	65
3.10.	Vote Object.....	68
3.10.1.	Create New Vote Object.....	68
3.10.2.	Modify Vote Object.....	73
3.11.	Vote Code.....	77
3.11.1.	View Vote Code .....	77
3.12.	Year End Process.....	79
3.12.1.	Schedule Year End Process .....	79
3.13.	eP Program .....	81
3.13.1.	Select eP Program.....	81
3.14.	Ministry/Department.....	82
3.14.1.	Select Ministry/Department .....	82
3.15.	eP Project.....	83
3.15.1.	Select eP Project.....	83
3.16.	eP GL Account.....	84
3.16.1.	Select eP GL Account .....	84
3.17.	eP Contract Information .....	85
3.17.1.	Select eP Contract Information.....	85



4. Acronyms .....	86
5. Link to IWP Modules.....	86



## 1 Introduction

### 1.1. Overview of IWP

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

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

### 1.2. Purpose and Objectives

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

User will understand the following activities in details:

- Create a new maintenance inventory
- Edit a Maintenance Inventory

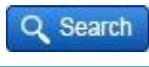
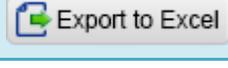
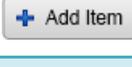
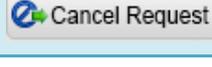
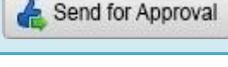
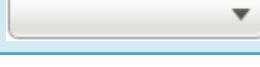
### 1.3. Organised Sections

These are the sections within this document:

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

## 2 Application Standard Features

### 2.1. IWP Legend

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

#### Note

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

### 3 Maintenance - Inventory

#### Overview

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

#### User Group

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

#### Functional Diagram

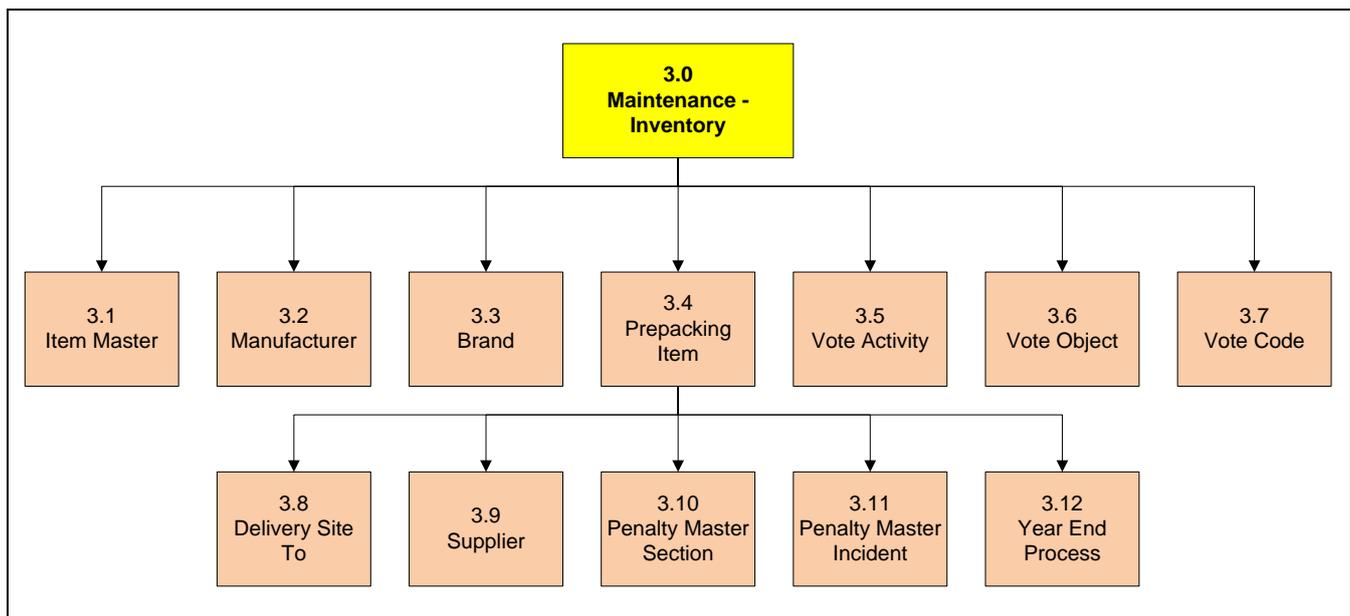


Figure 3.0

#### Functional Description

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



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

### 3.1. Brand

#### 3.1.1. Create New Brand

To create New Brand records, perform the steps below:

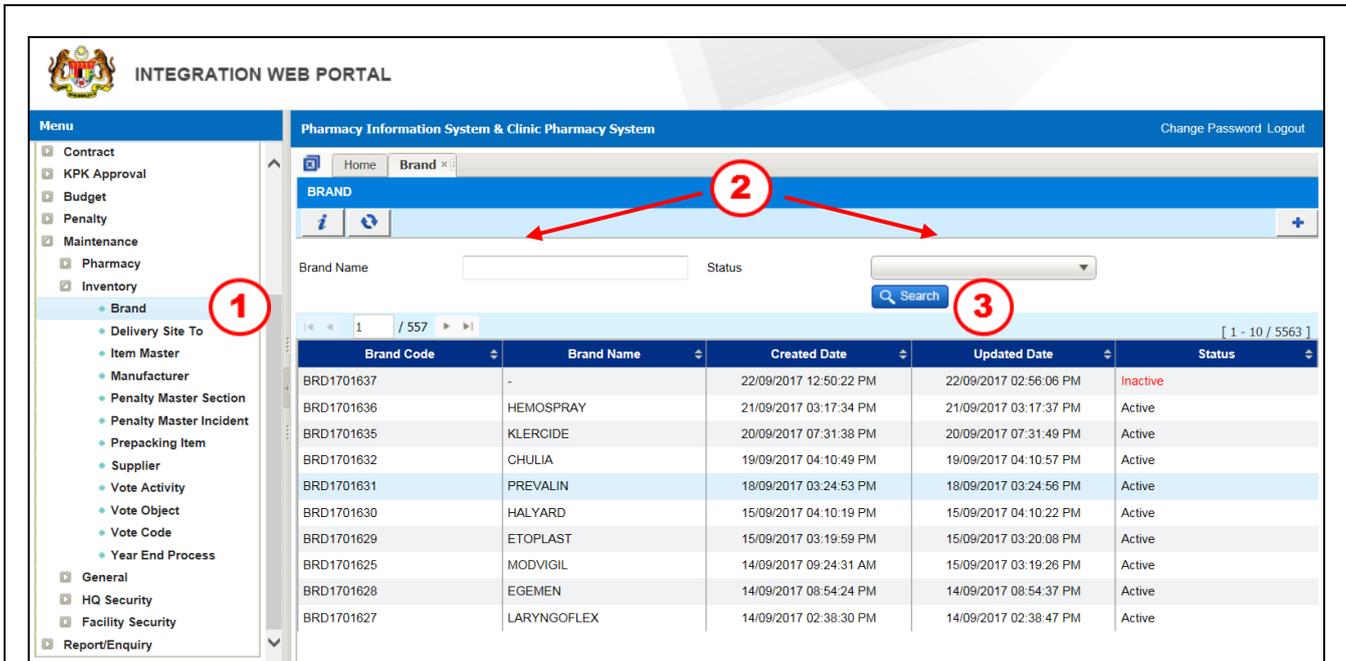


Figure 3.1.1-1 Brand Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the  button and system will display the related record

#### Note

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

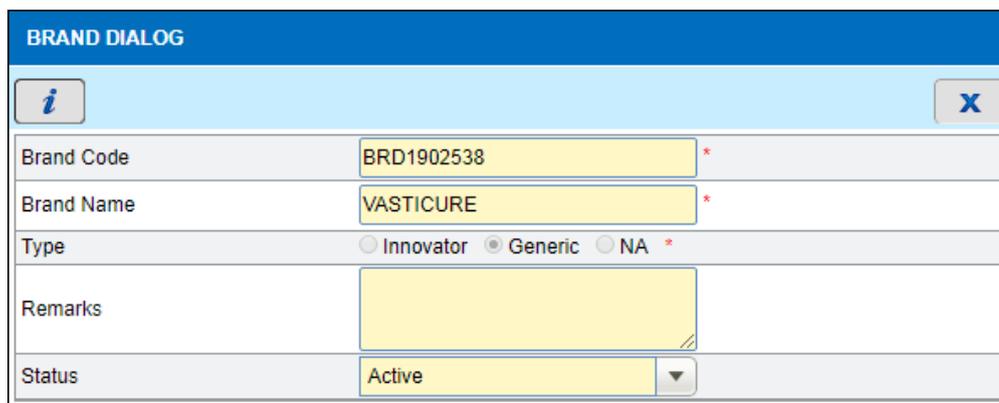


Figure 3.1.1-2 Brand Dialog

#### Note

Click on the  button to close the screen

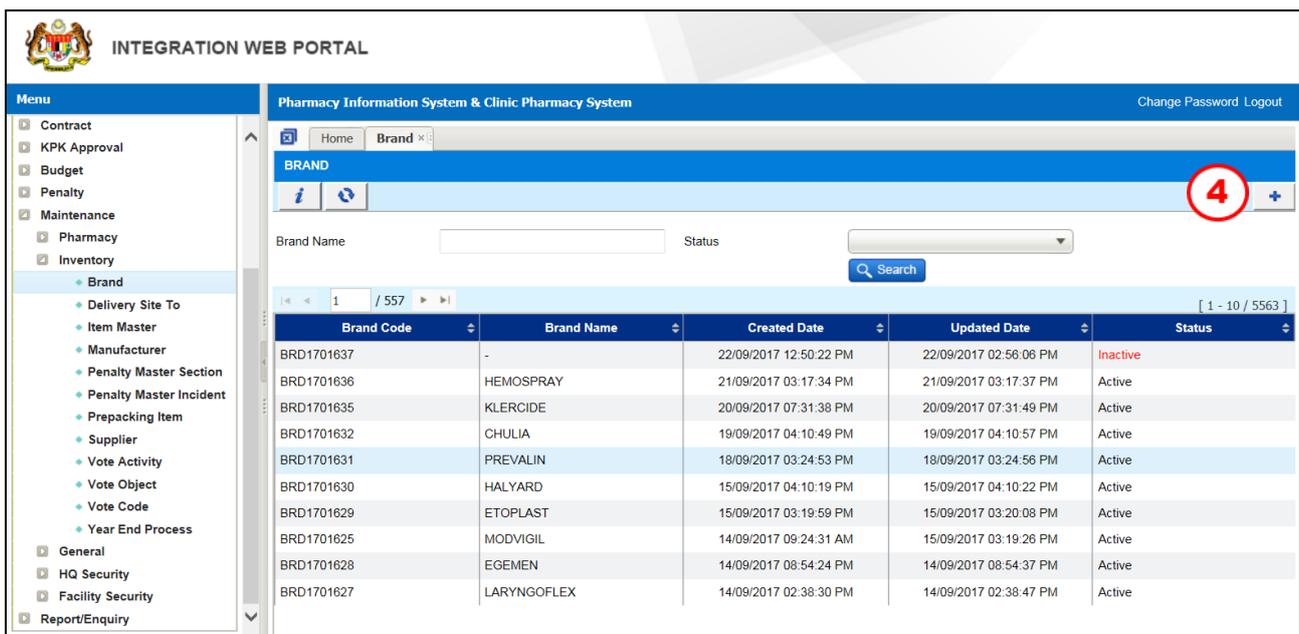


Figure 3.1.1-3 Brand Listing Page

**STEP 4**

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

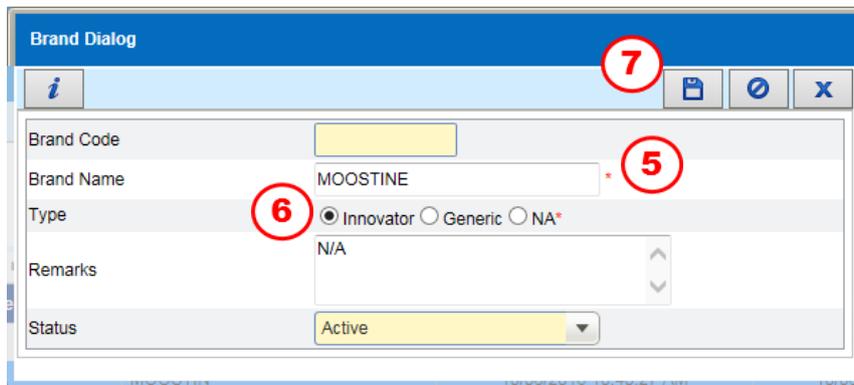


Figure 3.1.1-4 Brand Dialog

**STEP 5**

Enter **Brand Name**

**STEP 6**

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

**Note**

**Remarks** is an optional field

**STEP 7**

Click on the  button to save the record

**Note**

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

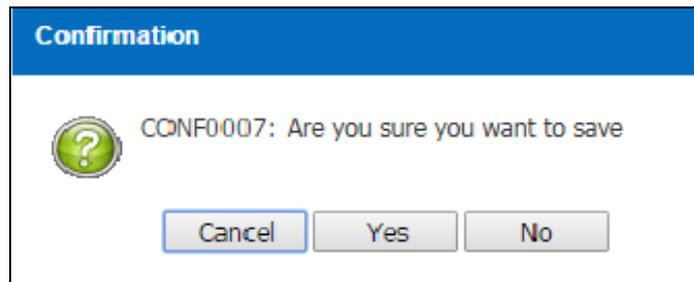
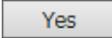
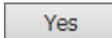


Figure 3.1.1-5 Confirmation Message

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

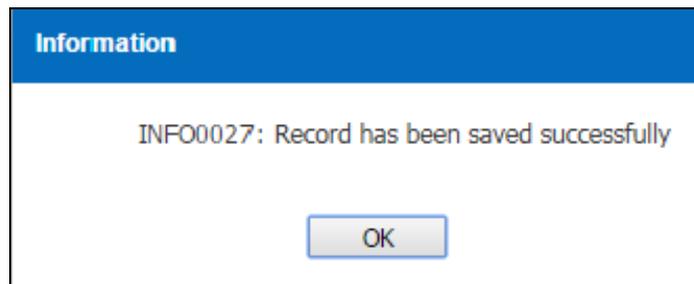
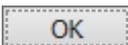


Figure 3.1.1-6 Information Message

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

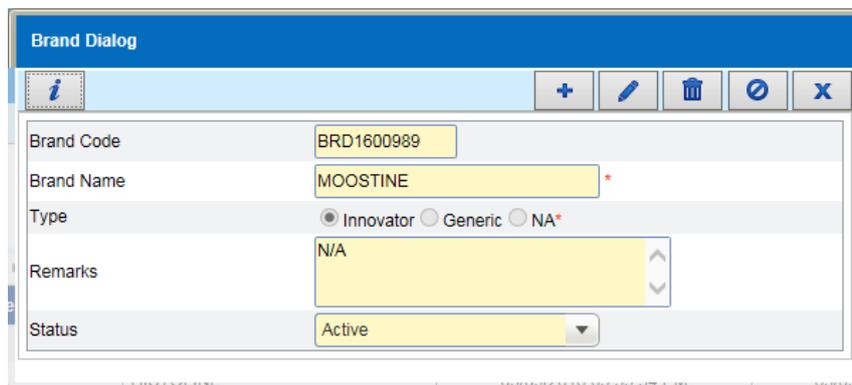


Figure 3.1.1-7 Brand Dialog

**Note**

Click on the  button to close the screen

### 3.1.2. Modify Brand

To Modify Brand records, perform the steps below:

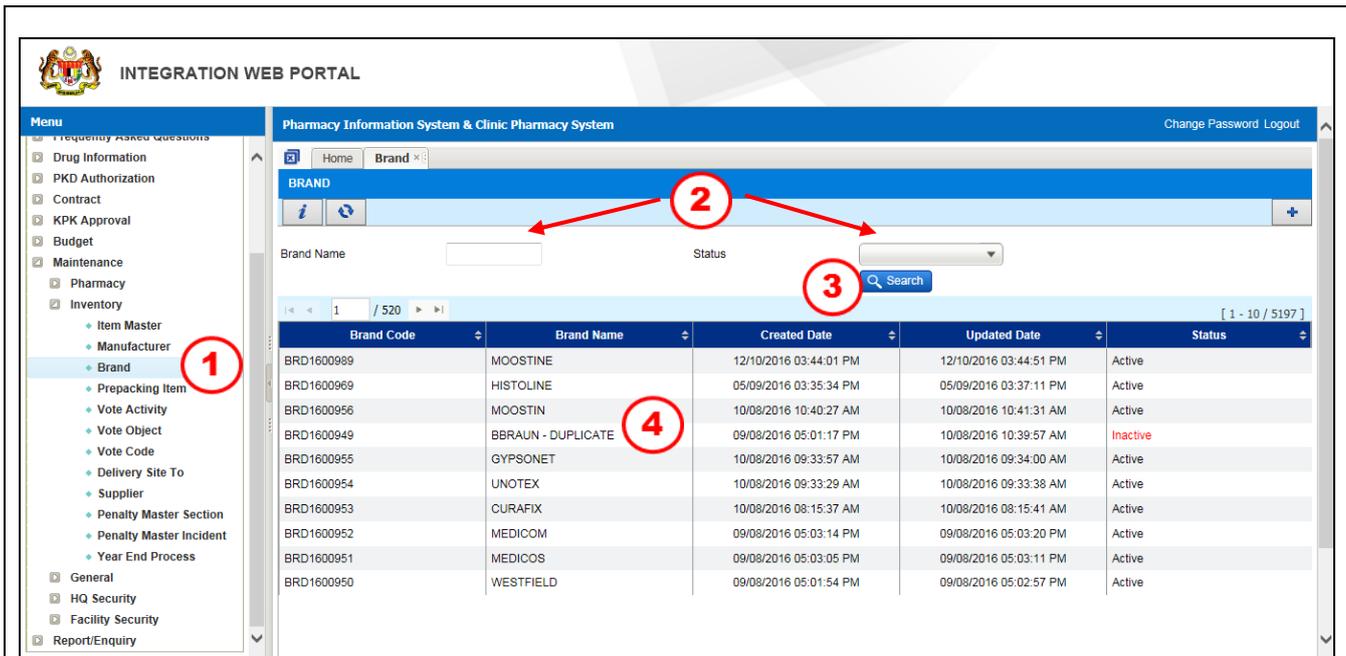


Figure 3.1.2-1 Brand Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

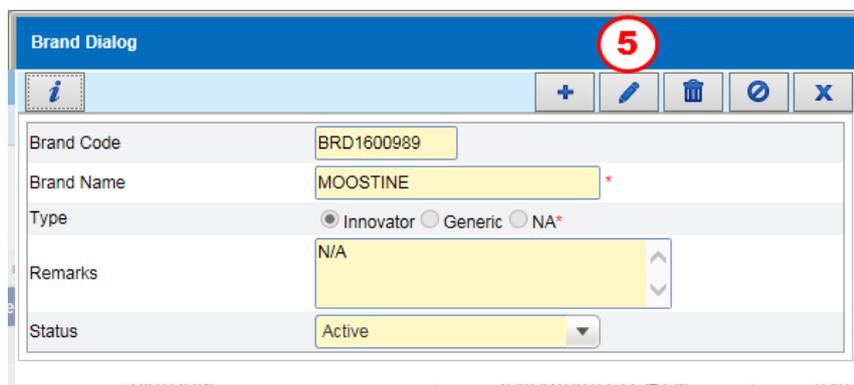


Figure 3.1.2-2 Brand Dialog

#### STEP 5

Click on the  button to edit the record

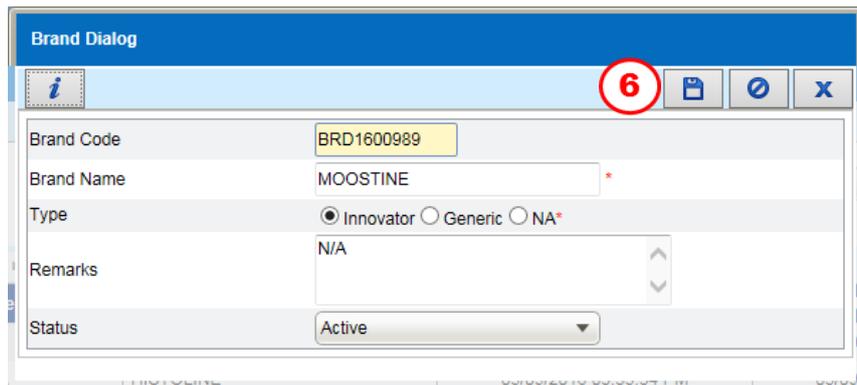


Figure 3.1.2-3 Brand Dialog

**Note**

User is allow to edit:

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

**STEP 6**

Click on the  button to save the record

**Note**

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

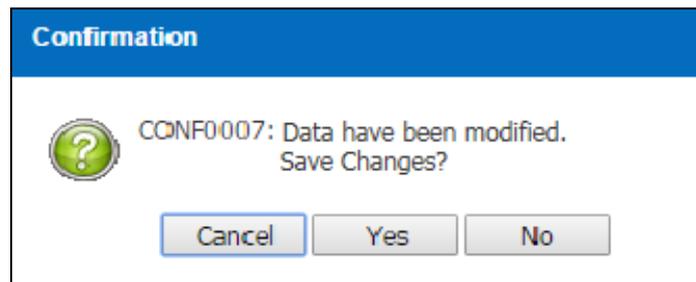
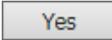
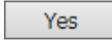


Figure 3.1.2-4 Confirmation Message

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

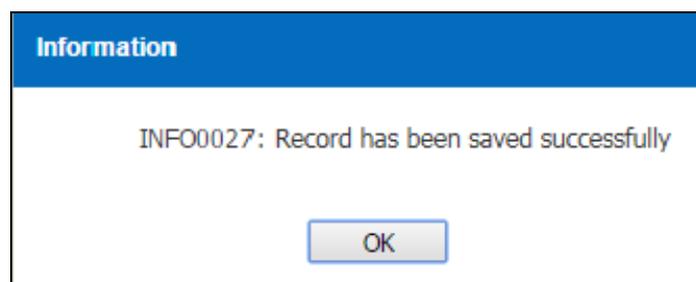


Figure 3.1.2-5 Information Message

- Click on the  button to confirmed the edited record

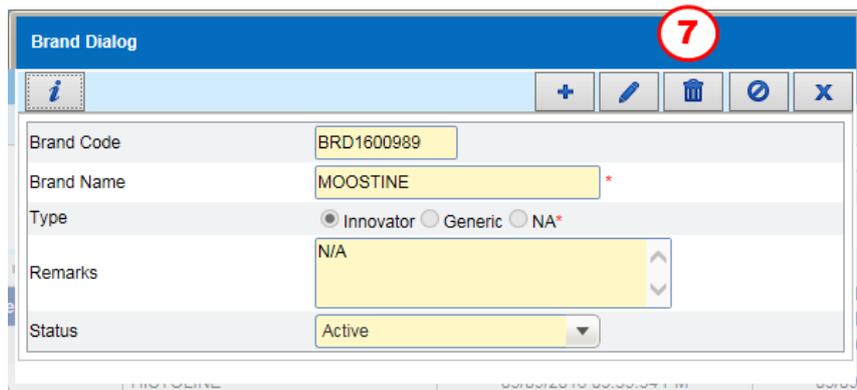
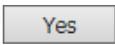


Figure 3.1.2-6 Brand Dialog

**STEP 7**

Click on the  button to delete the record

**Note**

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

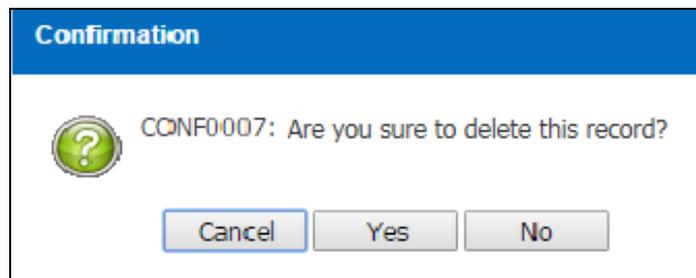


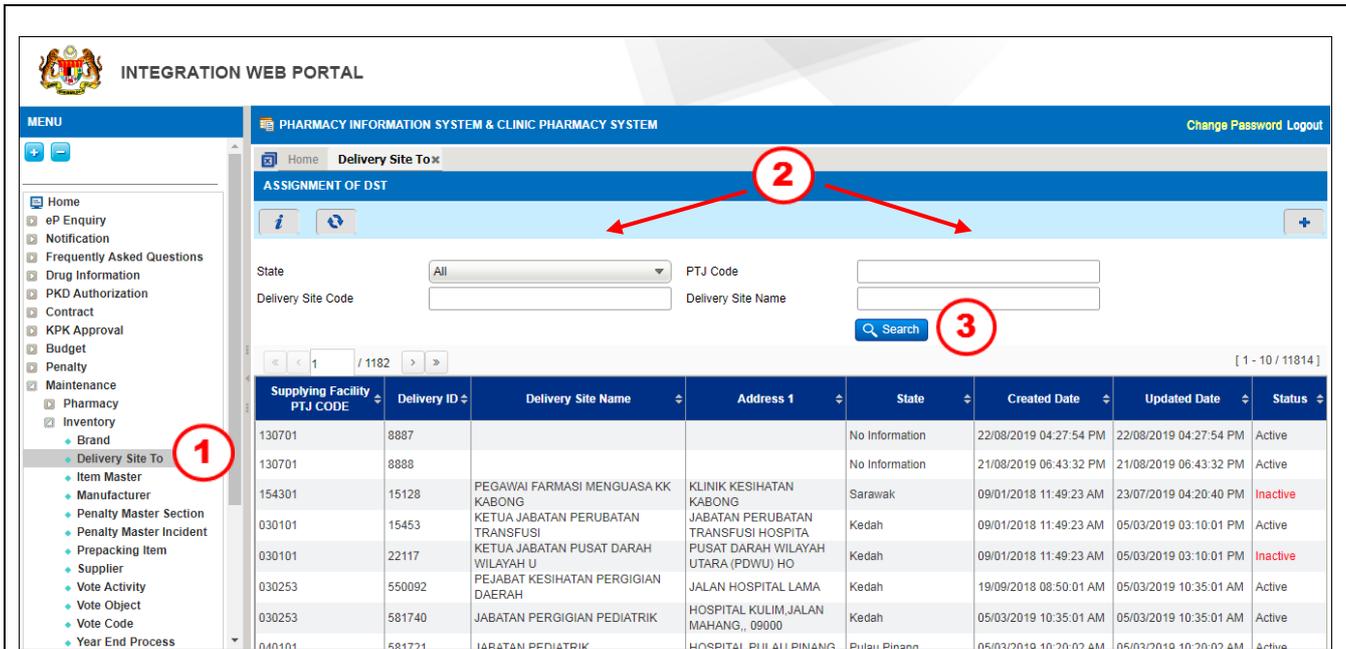
Figure 3.1.2-7 Confirmation Message

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

### 3.2. Delivery Site To

#### 3.2.1. Create New Delivery Site To

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



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

Figure 3.2.1-1 Delivery Site To Listing Page

#### STEP 1

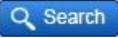
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

#### STEP 2

Search existing record by entering:

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

#### STEP 3

Click on the  button and system will display the related record

#### Note

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

**Assignment of DST**

Delivery ID: 593390 \*      Status: Active

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

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

Address 2: NA      City: KEDAH \*

Address 3: NA      State: Kedah \*

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

Contact Number (Mobile): [ ]      Country: Malaysia

Fax No.: [ ]      Remarks: [ ]

Supplying Facility PTJ CODE: 240701 \*

Figure 3.2.1-2 Delivery Site To

**Note**



Click on the button to close the screen

**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System      Change Password    Logout

Home    Brand    Delivery Site To

**DELIVERY SITE TO**      **4** +

State: All      PTJ Code: [ ]

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

Search

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

Figure 3.2.1-3 Delivery Site To Listing Page

**STEP 4**



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

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

Figure 3.2.1-4 Delivery Site To

**STEP 5**

Enter **Delivery Site Code**

**STEP 6**

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

**STEP 7**

Enter **City**

**STEP 8**

Select **State** from drop down box

**STEP 9**

Enter **Postcode**

**STEP 10**

Enter **PTJ Code**

**Note**

Enter information into below field (optional):

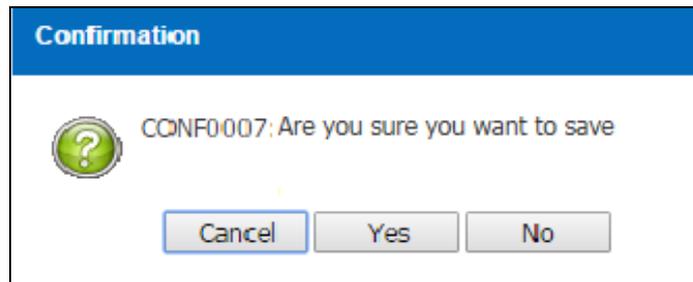
- **Contact Person**
- **Email**
- **Address 2**
- **Address 3**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Country**
- **Remarks**

**STEP 11**

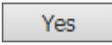
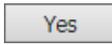
Click on the  button to save the record

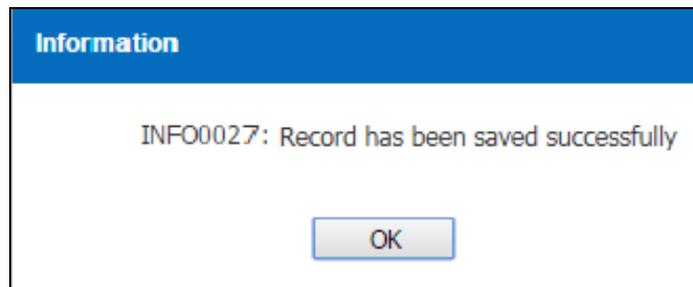
**Note**

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



**Figure 3.2.1-5 Confirmation Message**

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

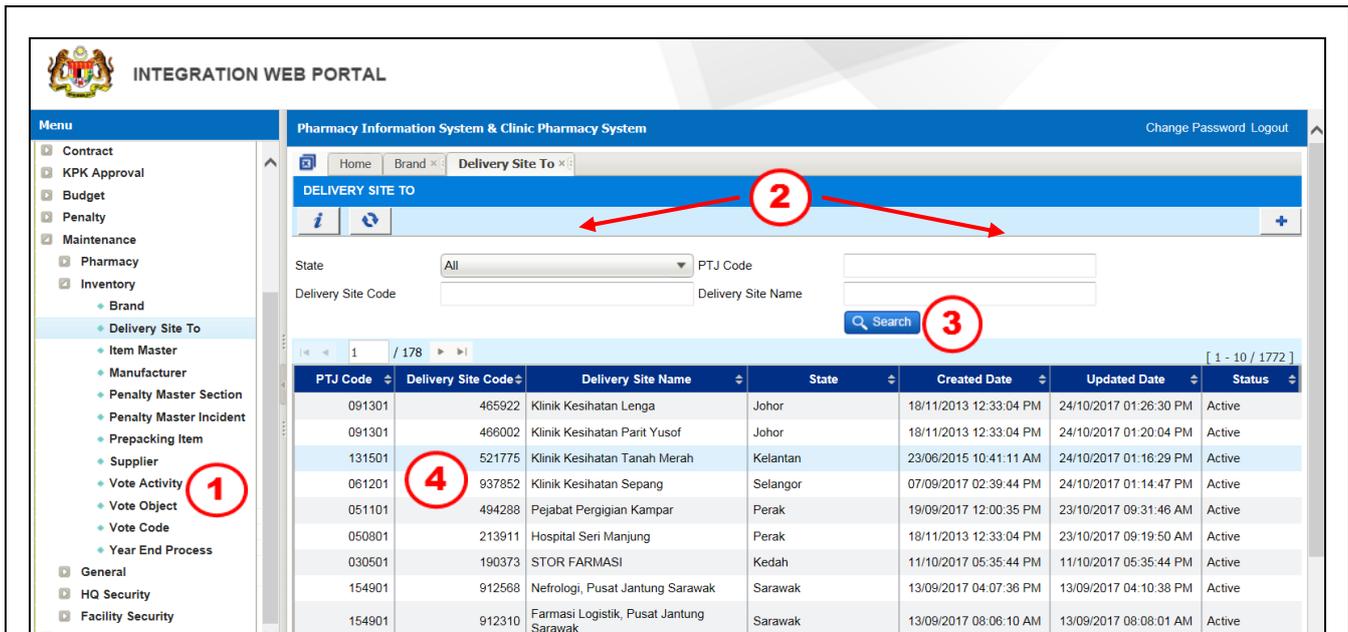


**Figure 3.2.1-6 Information Message**

- Click on the  button to confirmed the record

### 3.2.2. Modify Delivery Site To

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



The screenshot shows the 'DELIVERY SITE TO' listing page in the INTEGRATION WEB PORTAL. The page features a menu on the left, a search bar, and a table of records. Red circles and arrows highlight key elements: (1) 'Delivery Site To' in the menu, (2) the search bar, (3) the search button, and (4) a selected record in the table.

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

Figure 3.2.2-1 Delivery Site To Listing Page

#### STEP 1

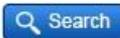
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

#### STEP 2

Search existing record by entering:

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

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

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

Figure 3.2.2-2 Delivery Site To

**STEP 5**

Click on the  button to edit the record

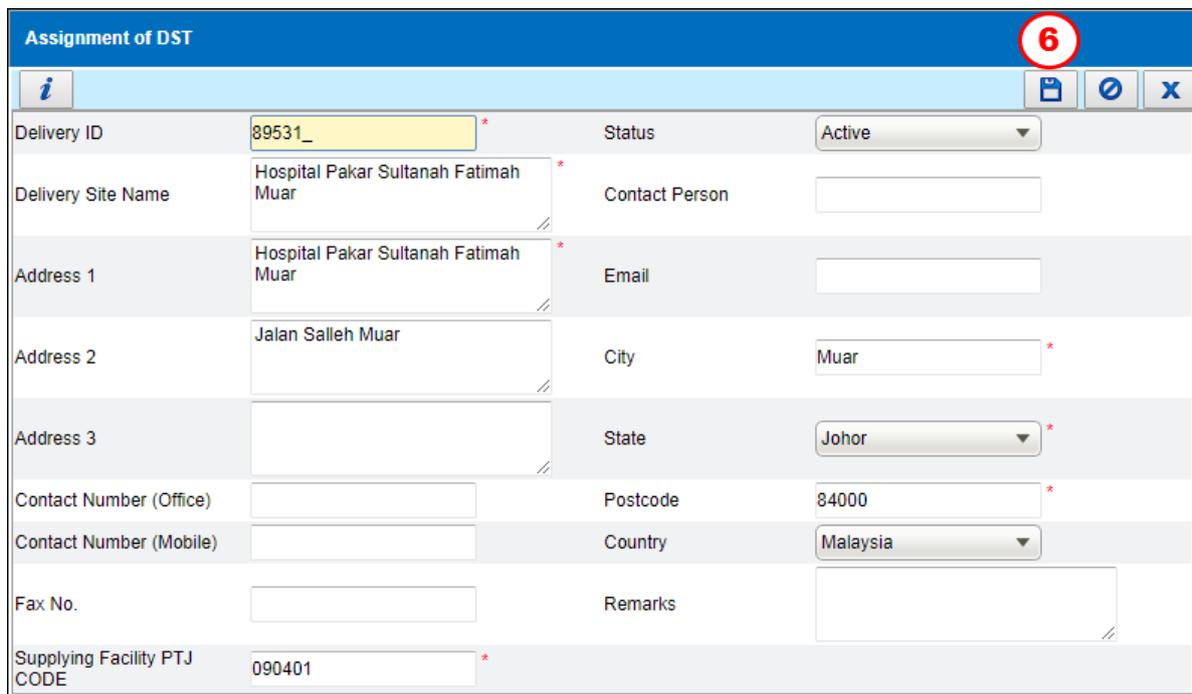
Assignment of DST			
Delivery ID	<input type="text" value="89531_"/>	Status	<input type="text" value="Active"/>
Delivery Site Name	<input type="text" value="Hospital Pakar Sultanah Fatimah Muar"/>	Contact Person	<input type="text"/>
Address 1	<input type="text" value="Hospital Pakar Sultanah Fatimah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

Figure 3.2.2-3 Delivery Site To

**Note**

User is allow to edit:

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



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

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

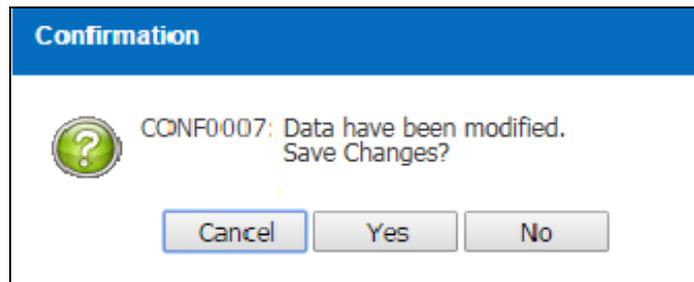
**Figure 3.2.2-4 Delivery Site To**

**STEP 6**

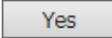
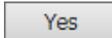
Click on the  button to save the edited record

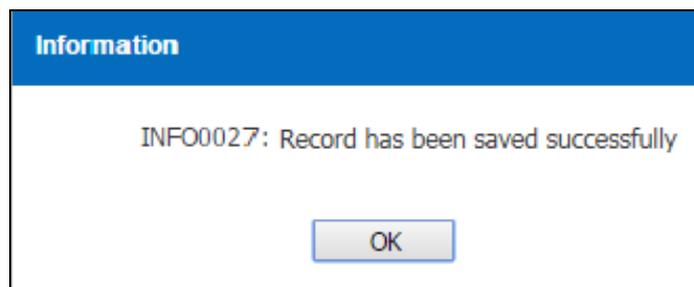
**Note**

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



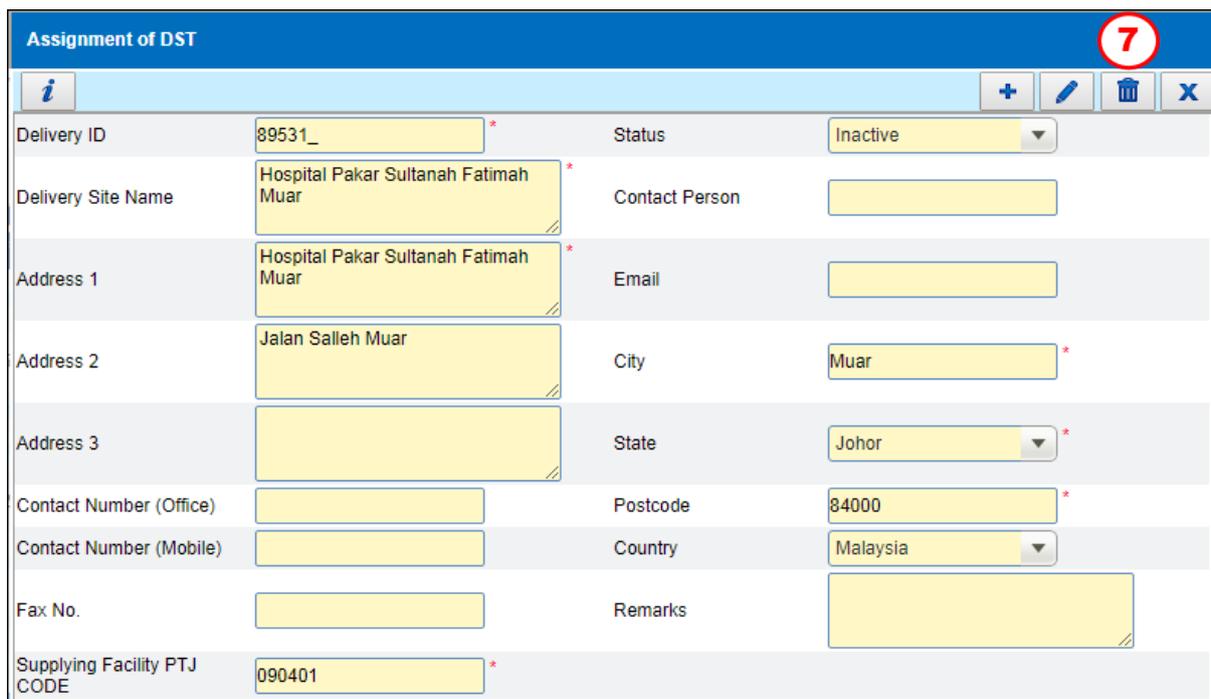
**Figure 3.2.2-5 Confirmation Message**

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



**Figure 3.2.2-6 Information Message**

- Click on the  button to confirmed the edited record



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

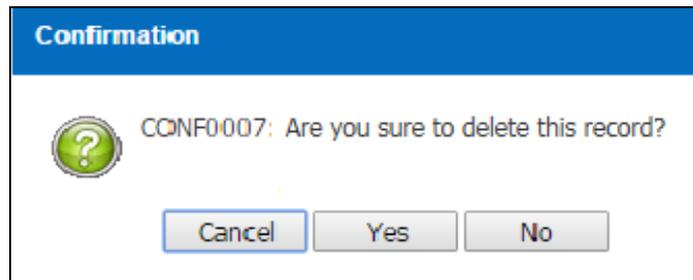
**Figure 3.2.2-7 Delivery Site To**

**STEP 7**

Click on the  button to delete the record

**Note**

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



**Figure 3.2.2-8 Confirmation Message**

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

### 3.3. Item Master

#### 3.3.1. Create New Item Master

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

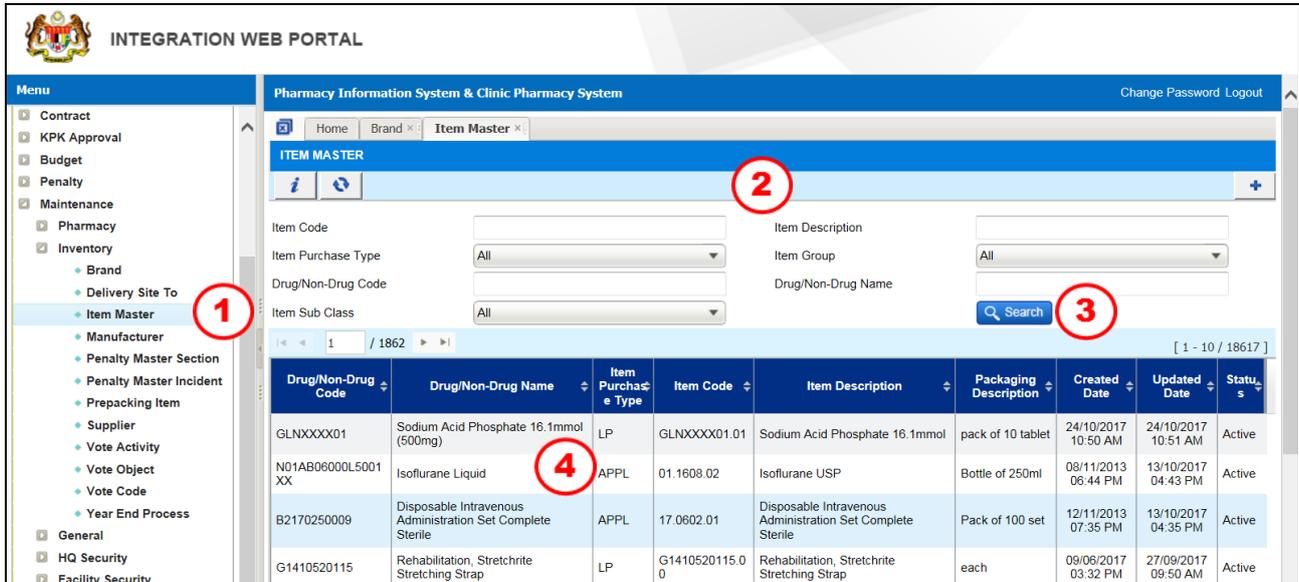


Figure 3.3.1-1 Item Master listing Page

#### STEP 1

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

#### STEP 2

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

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

Table 3.3.1-1

#### STEP 3

Click on the button after key in the criteria

#### STEP 4

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



**Item Master**

**Drug/Non-Drug Information**

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

**Item Information**

Item Purchase Type: LP \* Item Status: Active  
 Item Code: C08DA01110P3001XX.02 \* Item Description: Verapamil HCl 5mg/2ml Injection  
 Image: Upload [ ] View Image [ ]  
 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**

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** (5), 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 \* **6**

**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 [ ]

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

Figure 3.3.1-3 Item Master listing Page

**STEP 5**

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

**STEP 6**

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

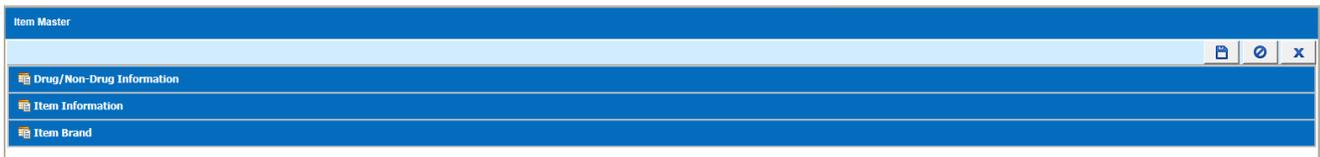


Figure 3.3.1-4 Item Master

**Note**

There are 4 sections in a new Item Master screen:

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

**Drug/Non Drug Information Section**

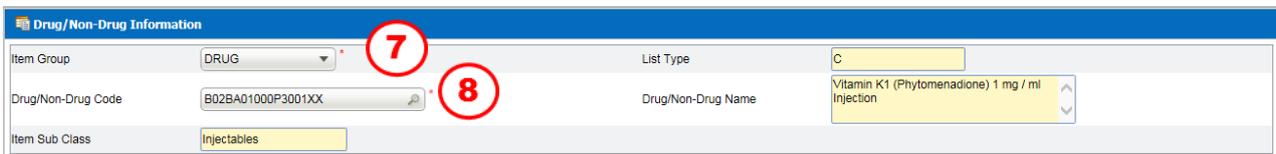


Figure 3.3.1-5 Drug/Non-Drug Information

**STEP 7**

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

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

**STEP 8**

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

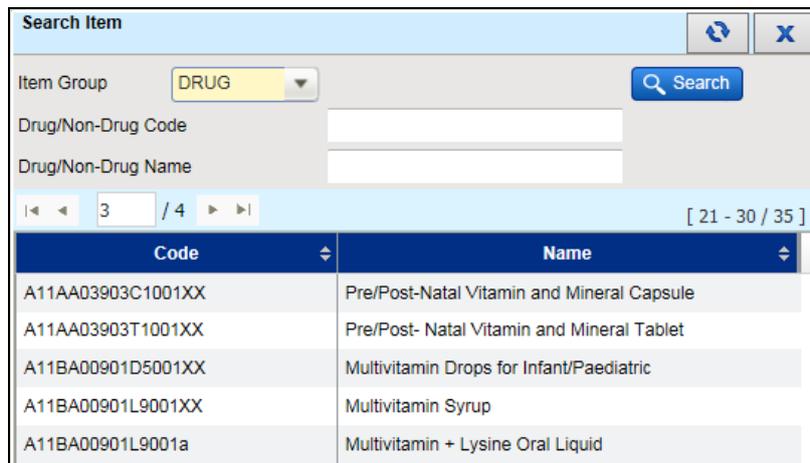
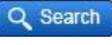


Figure 3.3.1-6 Search Item

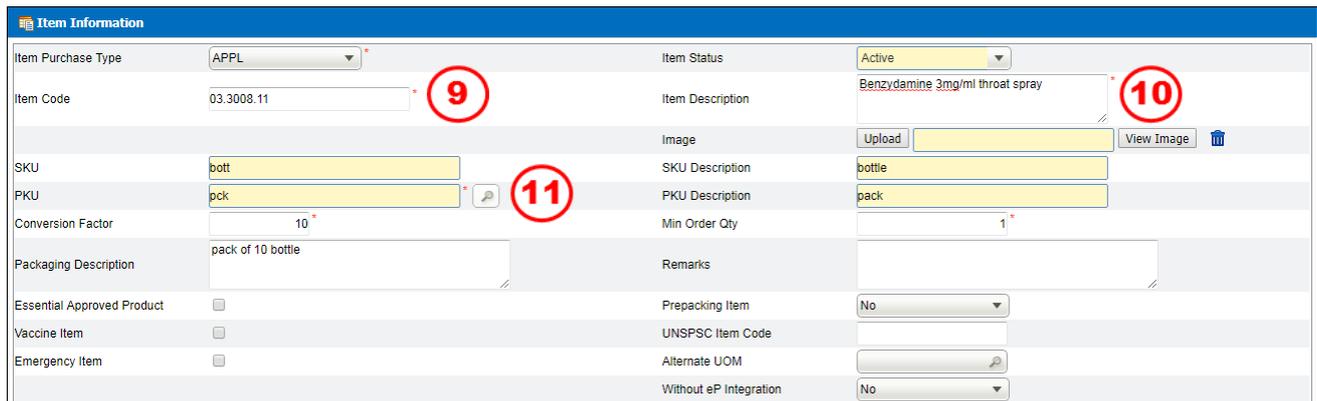
**Note**

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

**Note**

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

**Item Information Section**



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

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

**Figure 3.3.1-7 Item Information**

**Note**

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

**STEP 9**

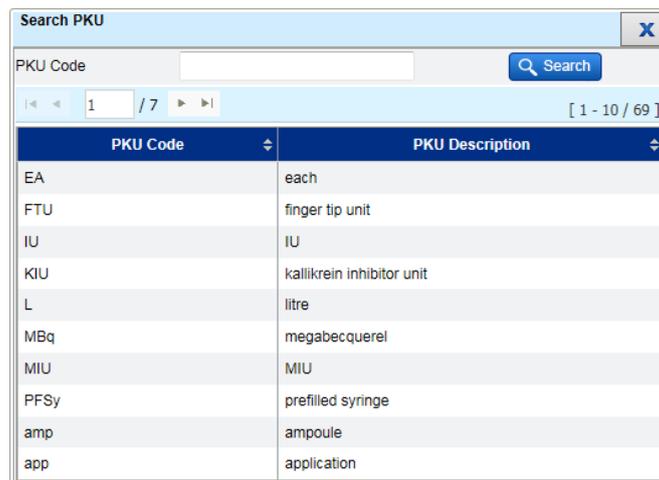
Enter **Item Code**

**STEP 10**

Enter **Item Descripton**

**STEP 11**

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

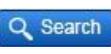


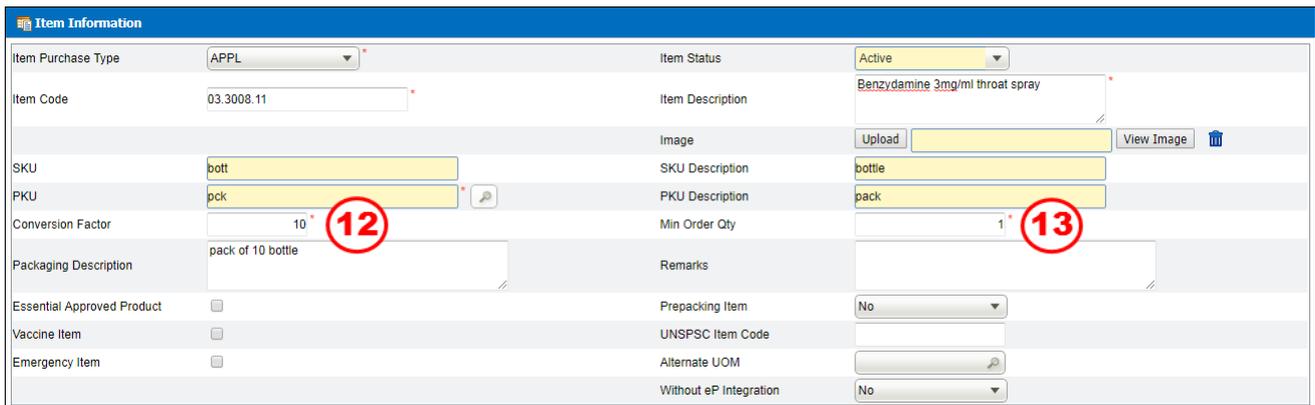
The 'Search PKU' window displays a search bar for 'PKU Code' and a 'Search' button. Below the search bar is a table with the following data:

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

**Figure 3.3.1-8 Search PKU**

**Note**

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



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

Figure 3.3.1-9 Item Information

**STEP 12**

Enter **Conversion Factor**

**Note**

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

**STEP 13**

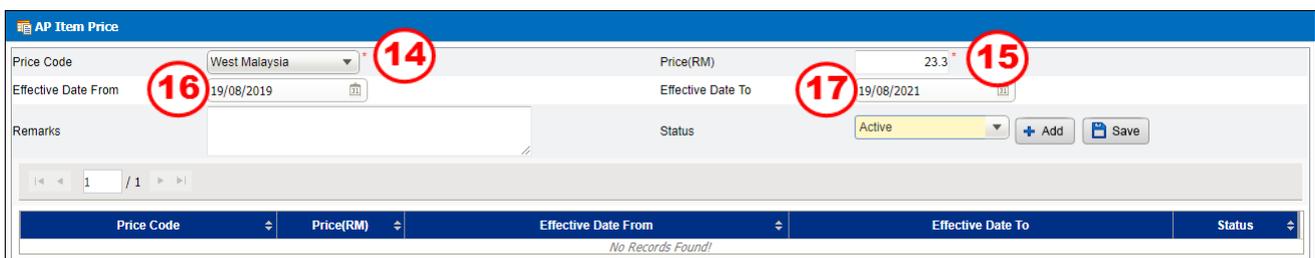
Enter **Min Order Qty**

**Note**

Enter information into below field (optional):

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

**AP Item Price Section**



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

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**

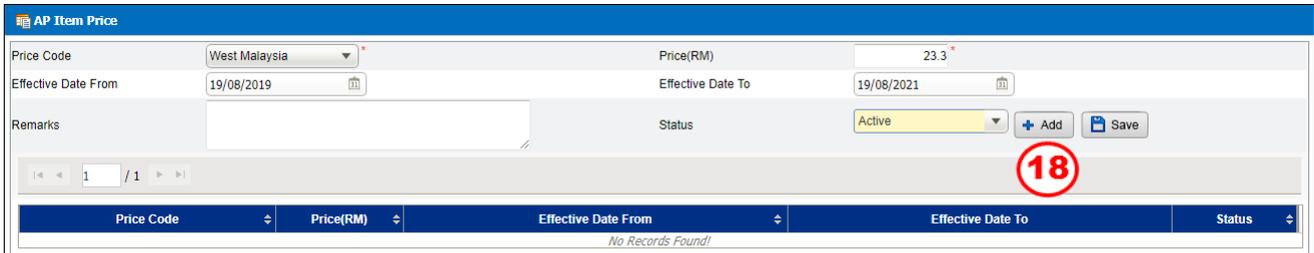
Select **Effective Date From**

**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**

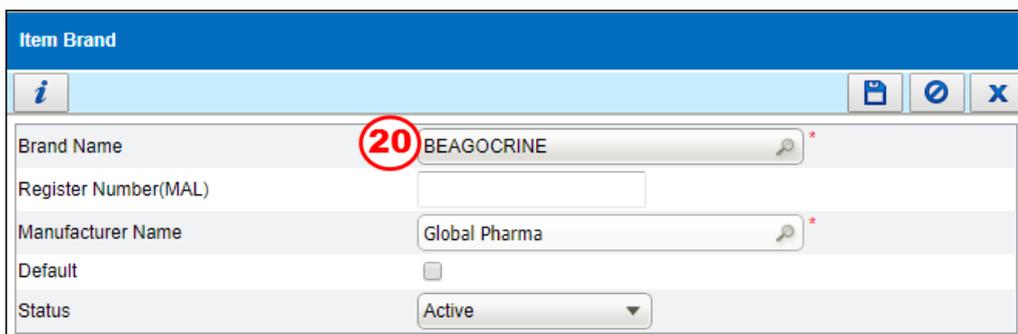
**Item Brand Section**



**Figure 3.3.1-12 Item Brand**

**STEP 19**

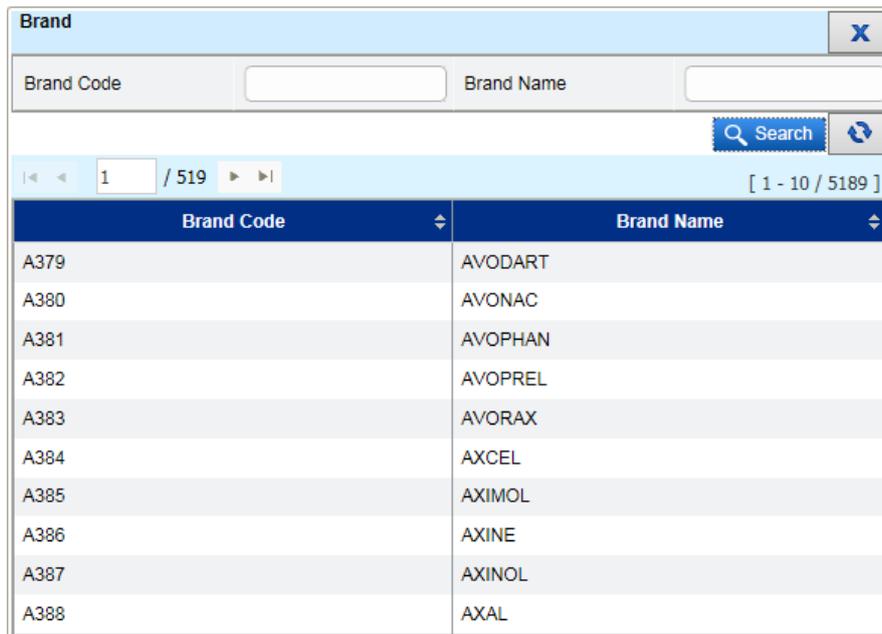
Click on the  button and Item Brand screen will be displayed as Figure 3.1.1-13



**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

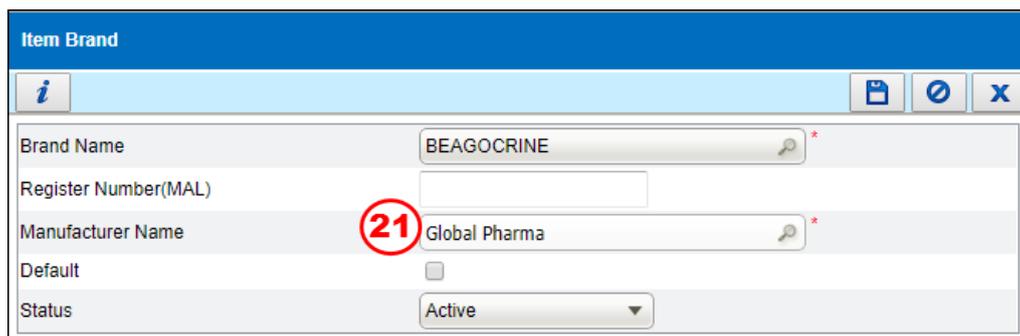


Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

Figure 3.3.1-14 Brand

**Note**

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



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

Figure 3.3.1-15 Item Brand

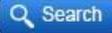
**STEP 21**

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

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

Figure 3.3.1-16 Manufacturer

**Note**

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

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

Figure 3.3.1-17 Item Brand

**Note**

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

**STEP 22**

Click on the  button to save the record

**Note**

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

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

Figure 3.3.1-18 Item Brand

**Note**

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

23

**Drug/Non-Drug Information**

Item Group: DRUG | List Type: A\*

Drug/Non-Drug Code: A01AD02110A4201XX | Drug/Non-Drug Name: Benzydamine 3mg/ml throat spray

Item Sub Class: External Preparation

**Item Information**

Item Purchase Type: APPL | Item Status: Active

Item Code: 03.3008.11 | Item Description: Benzydamine 3mg/ml throat spray

SKU: bott | SKU Description: bottle

PKU: pck | PKU Description: pack

Conversion Factor: 10 | Min Order Qty: 1

Packaging Description: pack of 10 bottle

Essential Approved Product:  | Vaccine Item:  | Emergency Item:

Prepacking Item: No | 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**

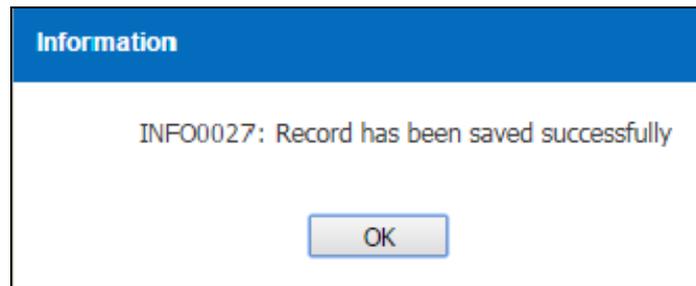
- System will display a Confirmation Message as Figure 3.3.1-20

**Confirmation**

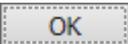
 CONF0007: Are you sure you want to save

Figure 3.3.1-20 Confirmation Message

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

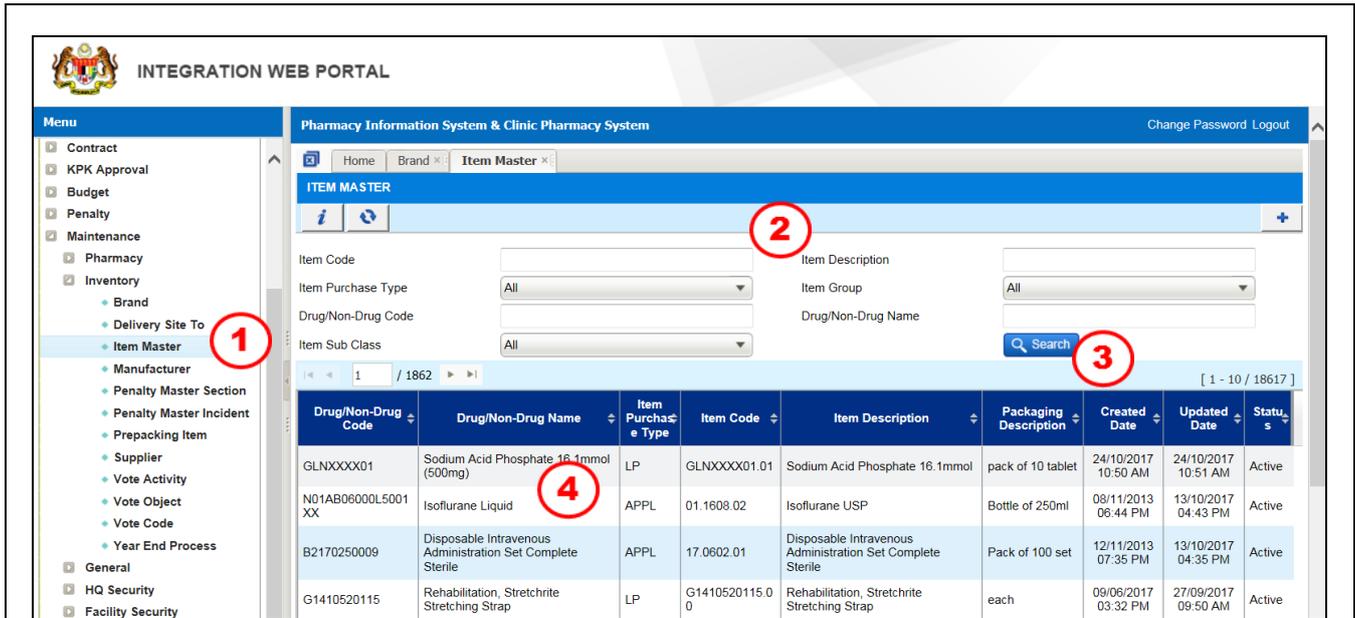


**Figure 3.3.1-21 Information Message**

- Click on the  button to confirmed the record

### 3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:



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

Figure 3.3.2-1 Item Master Listing Page

#### STEP 1

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

#### STEP 2

Search existing record by entering the necessary searching field

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

**ITEM MASTER** 5

+ ✎ 🗑 ✕

**DRUG/NON-DRUG INFORMATION**

Item Group	DRUG	List Type	B
Drug/Non-Drug Code	C08CA01000T1001XX	Drug/Non-Drug Name	Amlodipine 5 mg Tablet
Item Sub Class	Tablet/Capsule		

**ITEM INFORMATION**

Item Purchase Type	APPL	Item Status	Active
Item Code	C08CA01000T1001-2	Item Description	Amlodipine 5 mg Tablet
		Image	Upload <input type="text"/> View Image
SKU	tablet	SKU Description	tablet
PKU	pck	PKU Description	pack
Conversion Factor	2	Min Order Qty	1
Packaging Description	pack of 2 tablet	Remarks	
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	Yes
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	
Emergency Item	<input type="checkbox"/>	Alternate UOM	
		Without eP Integration	No

**Figure 3.3.2-2 Item Master**

**STEP 5**

Click on the  button to edit the record

**Note**

User is allow to edit:

a) **Item Information Section**

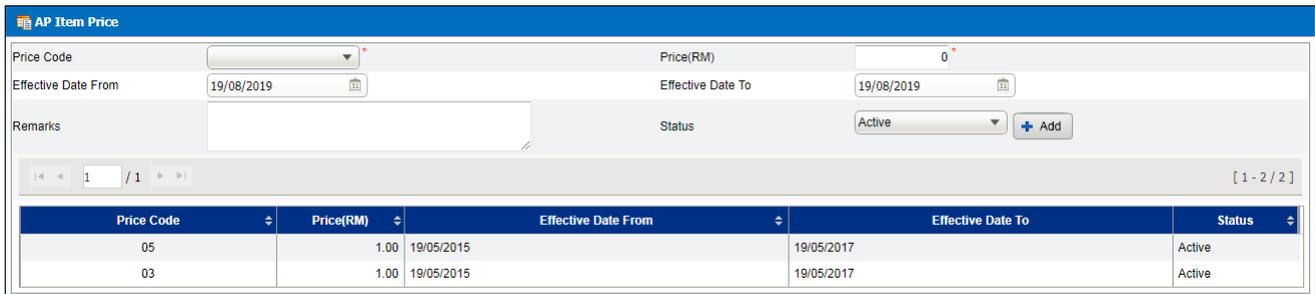
**ITEM INFORMATION**

Item Purchase Type	APPL	Item Status	Active
Item Code	C08CA01000T1001-2	Item Description	Amlodipine 5 mg Tablet
		Image	Upload <input type="text"/> View Image
SKU	tablet	SKU Description	tablet
PKU	pck	PKU Description	pack
Conversion Factor	2	Min Order Qty	1
Packaging Description	pack of 2 tablet	Remarks	
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	Yes
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	
Emergency Item	<input type="checkbox"/>	Alternate UOM	
		Without eP Integration	No

**Figure 3.3.2-3 Item Information**

- **Item Status**
- **Item Description**
- **Conversion Factor**
- **Min Order Qty**
- **Prepacking Item**
- **Remarks**
- **Prepacking Item**
- **UNSPSC Item Code**
- **Alternate UOM**
- **Without eP Integration**
- **Essential Approved Product, Emergency Item and Vaccine Item checkboxes**

b) **AP Item Price Section**



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**

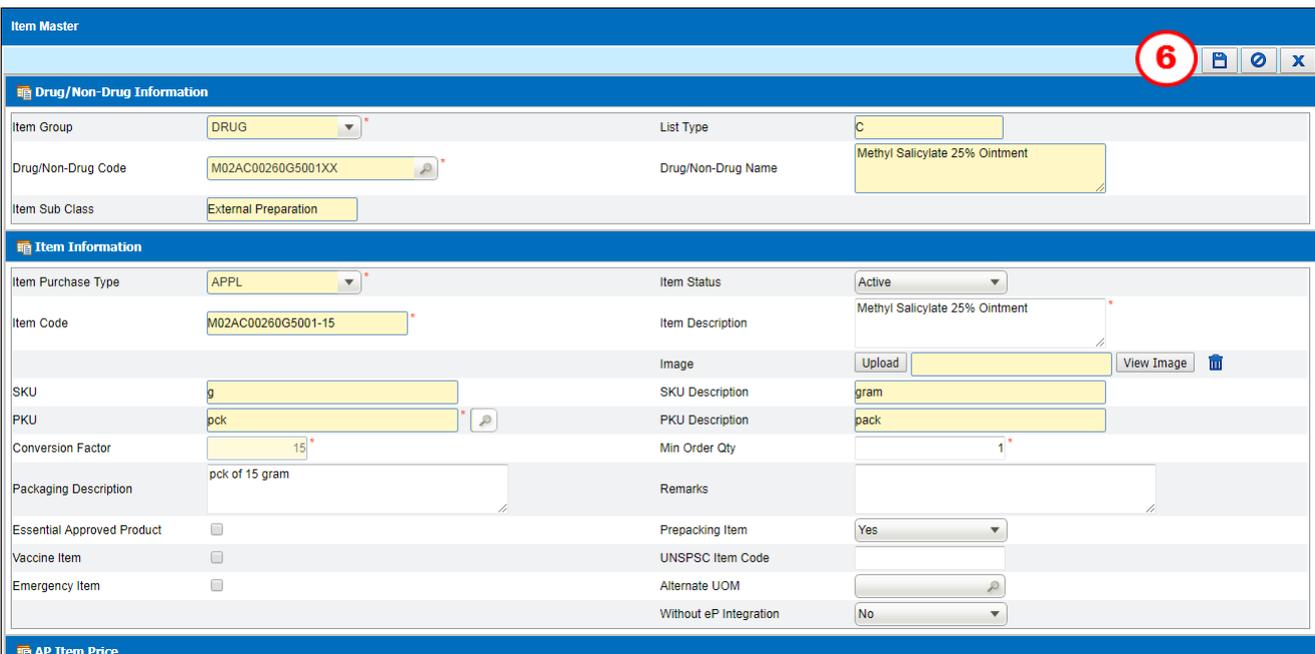
c) **Brand Section**



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



**6**

**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, 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: , Vaccine Item: , Emergency Item: , Prepacking Item: Yes, UNSPSC Item Code: , Alternate UOM: , Without eP Integration: No

**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

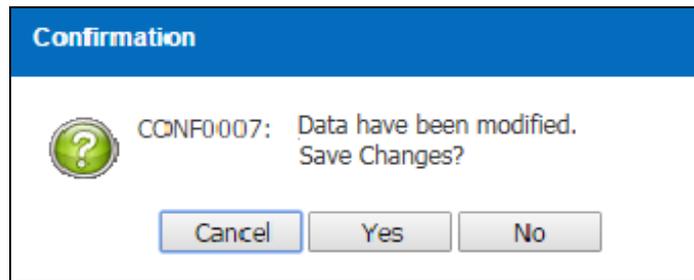
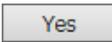
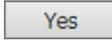


Figure 3.3.2-7 Confirmation Message

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

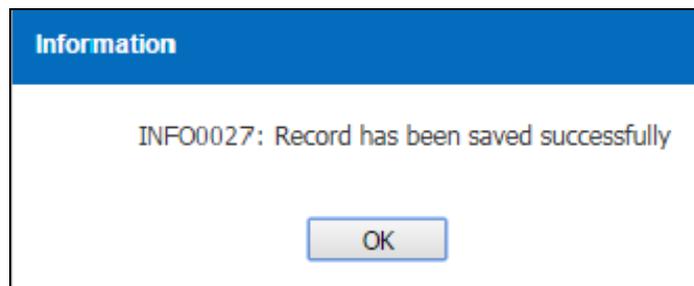
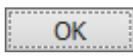


Figure 3.3.2-8 Information Message

- Click on the  button to confirmed the edited record

7

Item Master			
Drug/Non-Drug Information			
Item Group	<input type="text" value="DRUG"/>	List Type	<input type="text" value="C"/>
Drug/Non-Drug Code	<input type="text" value="M02AC00260G5001XX"/>	Drug/Non-Drug Name	<input type="text" value="Methyl Salicylate 25% Ointment"/>
Item Sub Class	<input type="text" value="External Preparation"/>		
Item Information			
Item Purchase Type	<input type="text" value="APPL"/>	Item Status	<input type="text" value="Active"/>
Item Code	<input type="text" value="M02AC00260G5001-15"/>	Item Description	<input type="text" value="Methyl Salicylate 25% Ointment"/>
SKU	<input type="text" value="g"/>	SKU Description	<input type="text" value="gram"/>
PKU	<input type="text" value="pck"/>	PKU Description	<input type="text" value="pack"/>
Conversion Factor	<input type="text" value="15"/>	Min Order Qty	<input type="text" value="1"/>
Packaging Description	<input type="text" value="pck of 15 gram"/>		
Essential Approved Product	<input type="checkbox"/>	Prepacking Item	<input type="text" value="Yes"/>
Vaccine Item	<input type="checkbox"/>	UNSPSC Item Code	<input type="text"/>
Emergency Item	<input type="checkbox"/>	Alternate UOM	<input type="text"/>
		Without eP Integration	<input type="text" value="No"/>
AP Item Price			

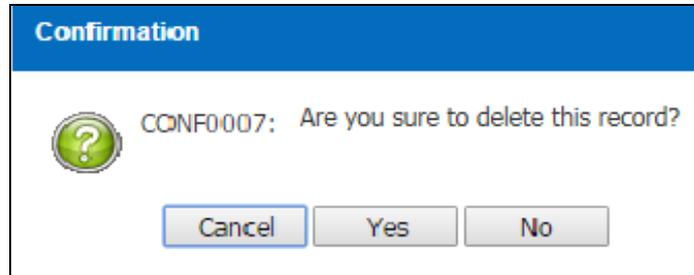
Figure 3.3.2-9 Item Master

**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:

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

Figure 3.4.1-1 Manufacturer Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the button and system will display the related record

#### Note

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

Figure 3.4.1-2 Manufacturer

#### Note

Click on the button to close the screen

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

Figure 3.4.1-4 Manufacturer

**Note**

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

**STEP 5**

Enter **Manufacturer Name**

**STEP 6**

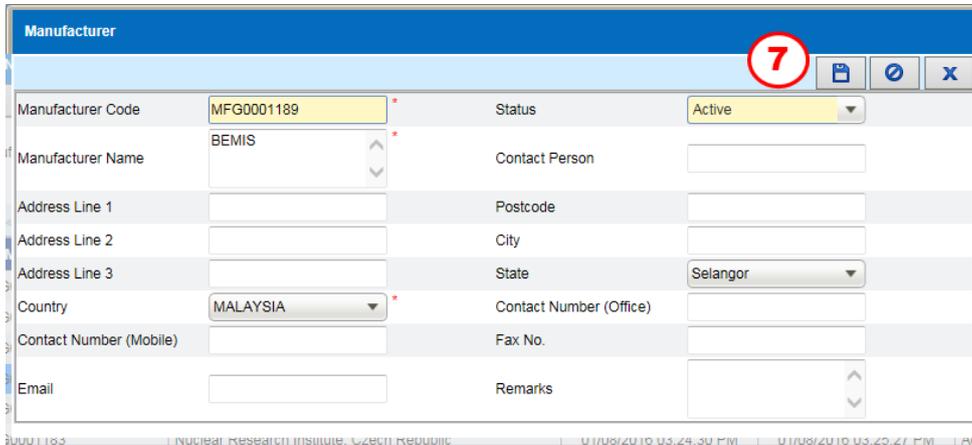
Select **Country** from the drop down box

**Note**

Enter information into below field (optional):

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

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



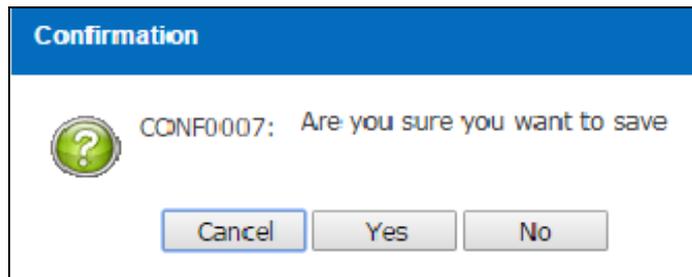
**Figure 3.4.1-5 Manufacturer**

**STEP 7**

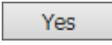
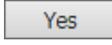
Click on the  button to save the record

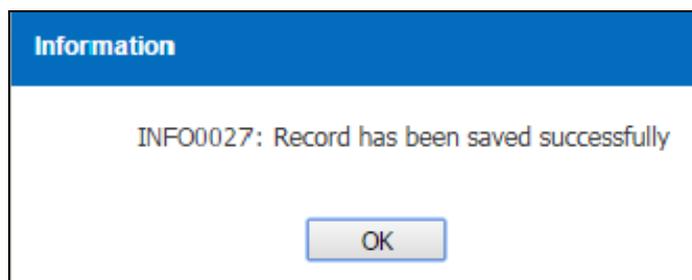
**Note**

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

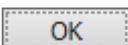


**Figure 3.4.1-6 Confirmation Message**

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



**Figure 3.4.1-7 Information Message**

- Click on the  button to confirmed the record

### 3.4.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:

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

Figure 3.4.2-1 Manufacturer Listing Page

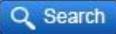
#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the  button and system will display the related record

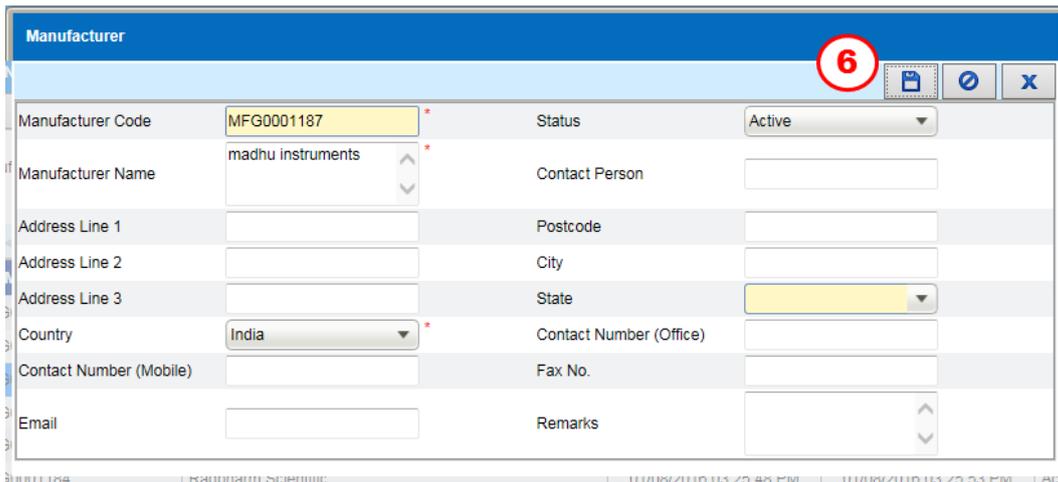
#### STEP 4

Click on the selected record

Figure 3.4.2-2 Manufacturer

#### STEP 5

Click on the  button to edit the record



**Figure 3.4.2-3 Manufacturer**

**Note**

User is allow to edit:

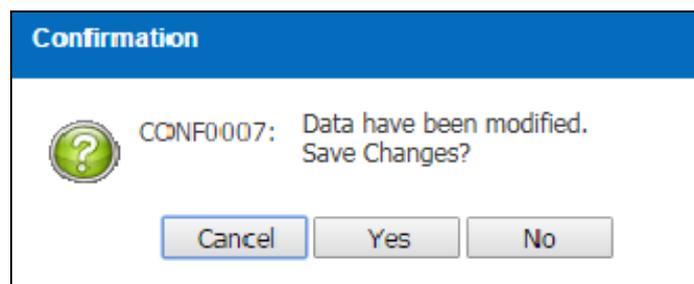
- **Manufacturer Name**
- **Contact Person**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**
- **Country**
- **State**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No.**
- **Email**
- **Remarks**
- **Status**

**STEP 6**

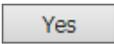
Click on the  button to save the edited record

**Note**

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



**Figure 3.4.2-4 Confirmation Message**

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

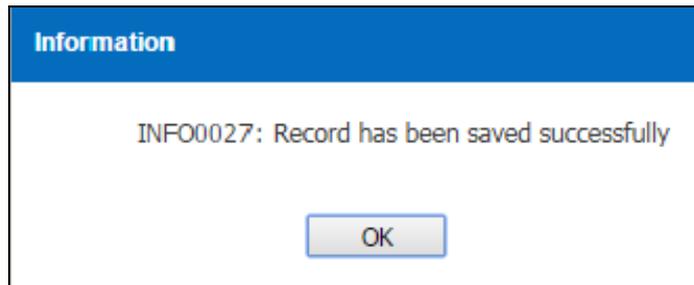
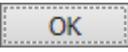


Figure 3.4.2-5 Information Message

- Click on the  button to confirmed the edited record

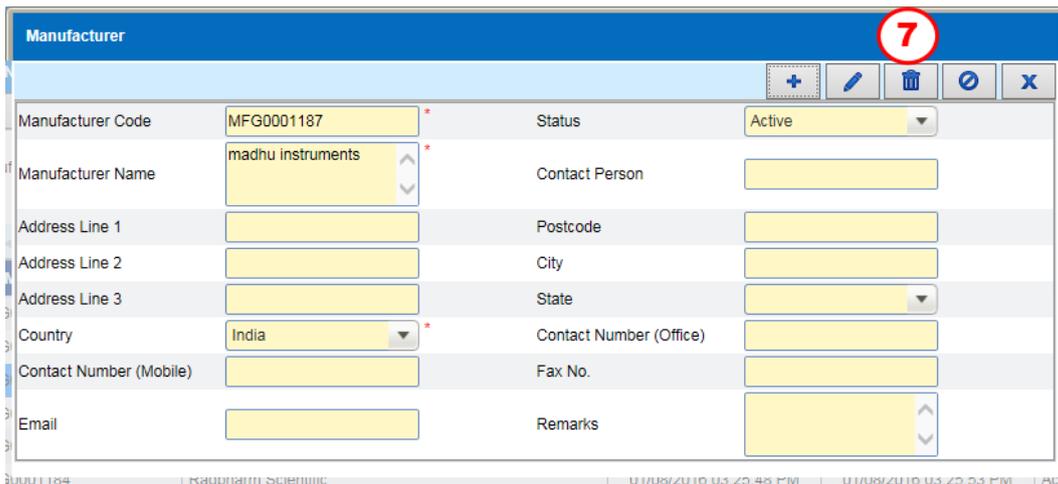


Figure 3.4.2-6 Manufacturer

### STEP 7

Click on the  button to delete the record

### Note

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

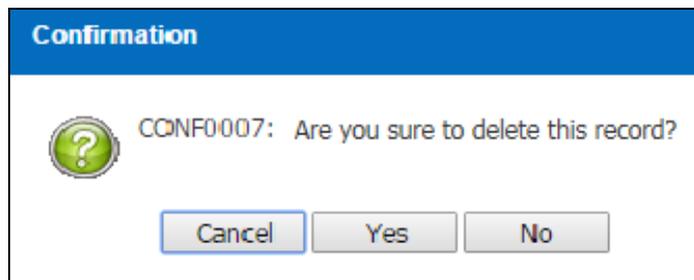
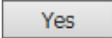


Figure 3.4.2-7 Confirmation Message

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

### 3.5. Penalty Master Section

#### 3.5.1. Create New Penalty Master Section

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

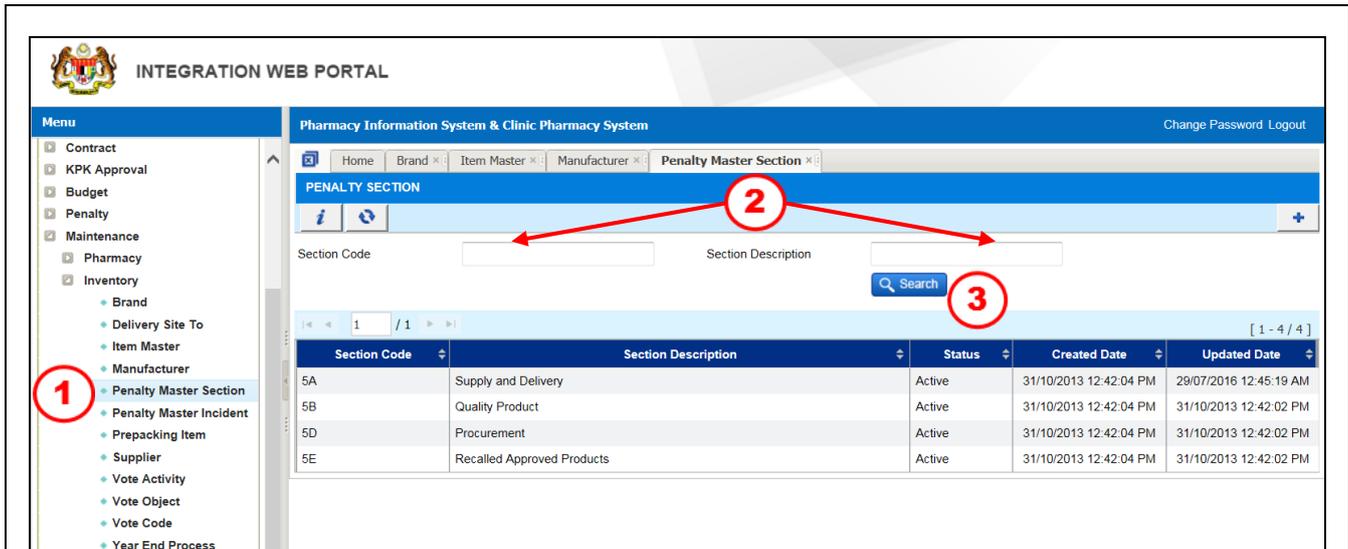


Figure 3.5.1-1 Penalty Master Section

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the  button and system will display the related record

#### Note

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

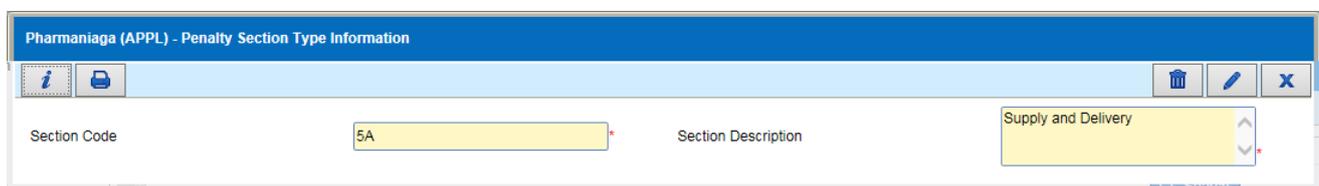


Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

#### Note

Click on the  button to close the screen

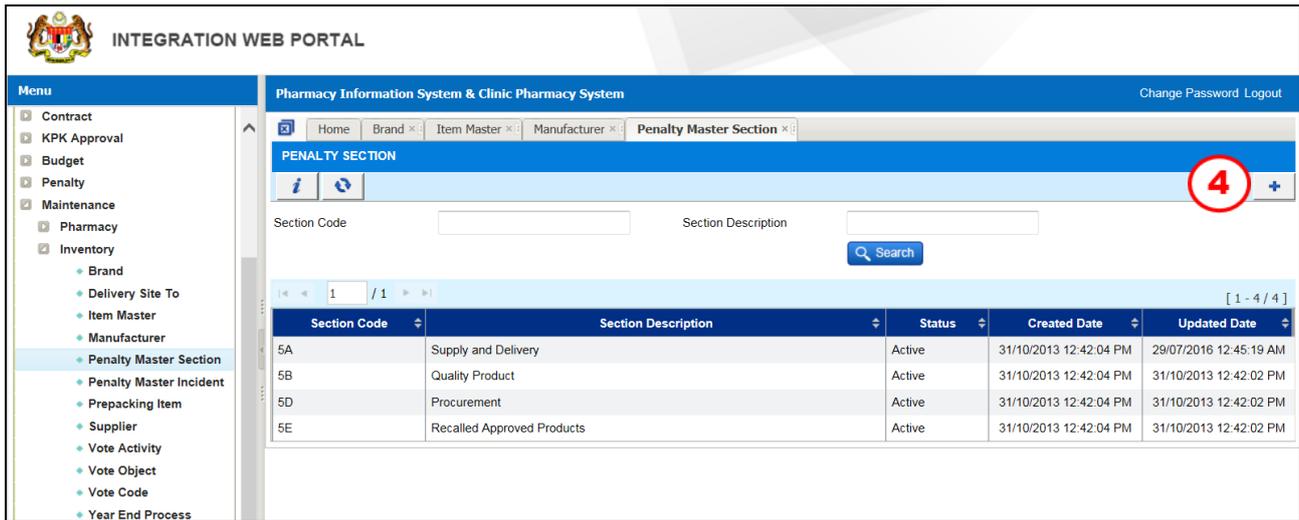


Figure 3.5.1-3 Penalty Master Section Listing Page

**STEP 4**



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

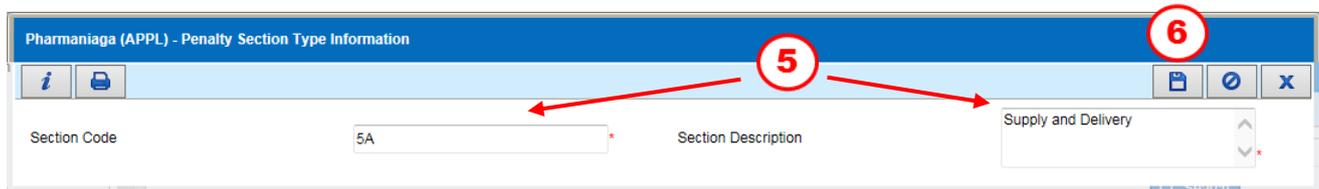


Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 5**

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

**STEP 6**



Click on the  button to save the record

**Note**

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

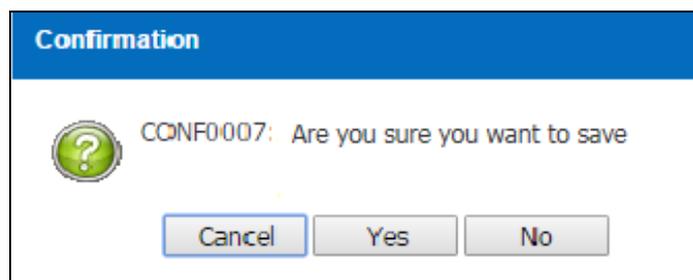
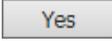
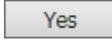
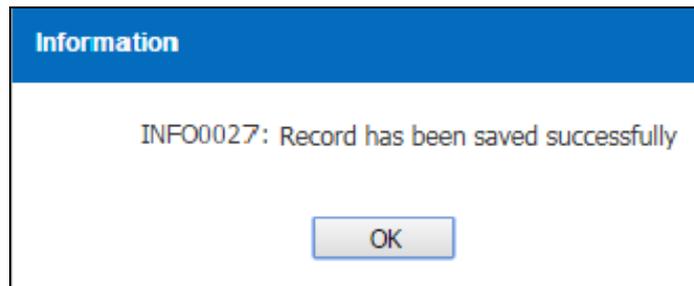


Figure 3.5.1-5 Confirmation Message

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



**Figure 3.5.1-6 Information Message**

- Click on the  button to confirmed the record

### 3.5.2. Modify Penalty Master Section

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

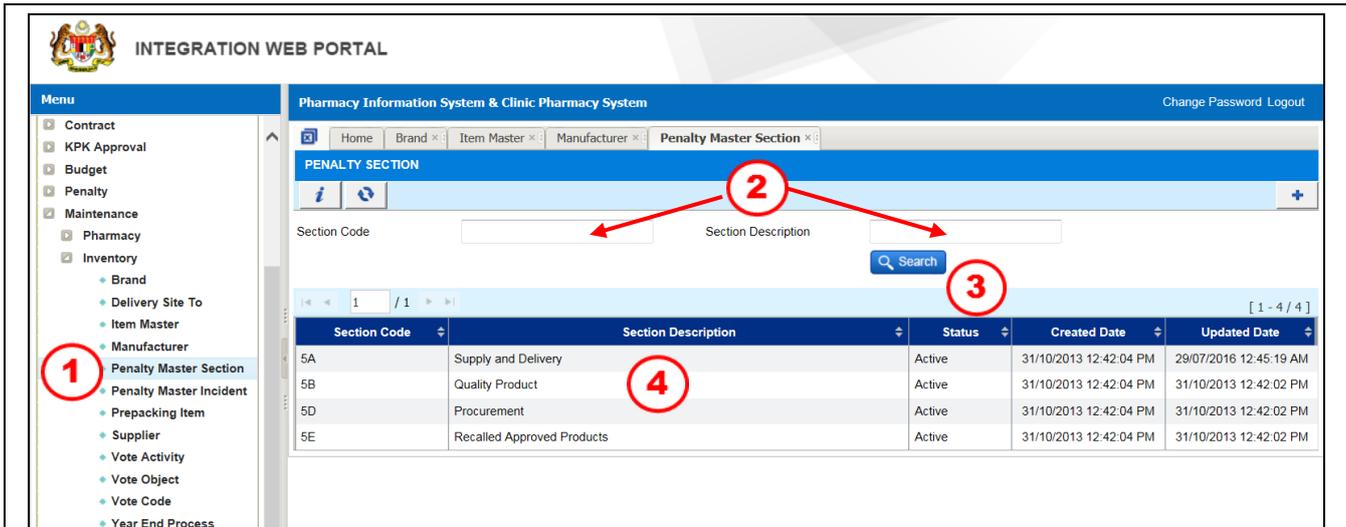


Figure 3.5.2-1 Penalty Master Section Listing Page

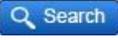
#### STEP 1

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

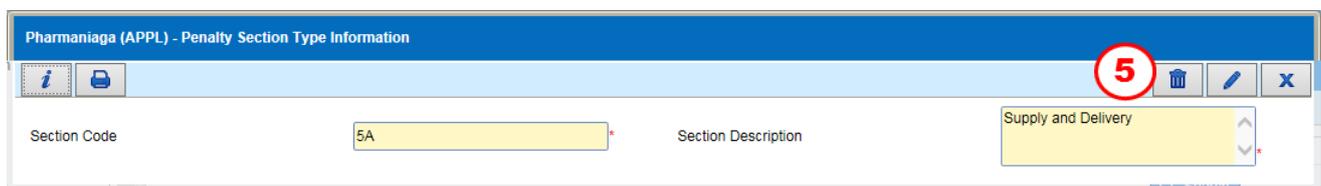


Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

#### STEP 5

Click on the  button to edit the record

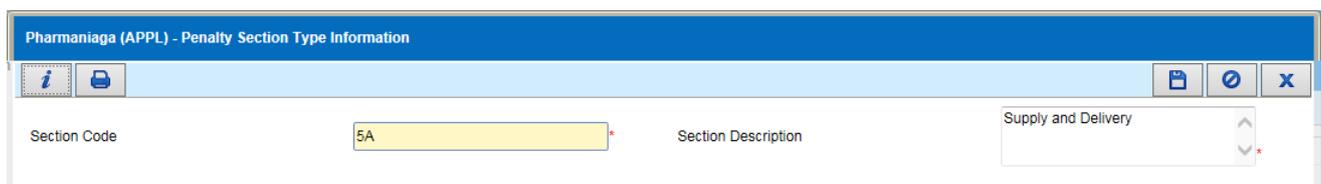


Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

#### Note

User is allow to edit **Section Description**

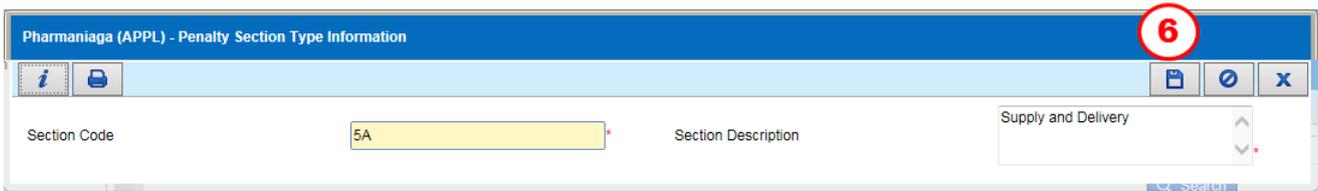


Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 6**

Click on the  button to save the edited record

**Note**

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

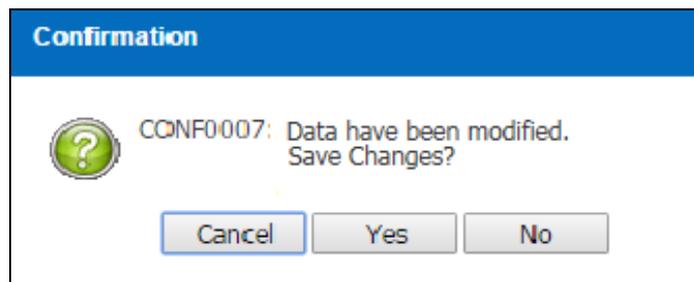
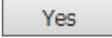
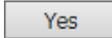


Figure 3.5.2-5 Confirmation Message

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

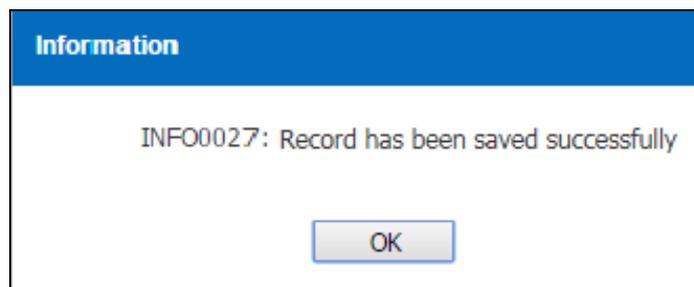


Figure 3.5.2-6 Information Message

Click on the  button to confirmed the edited record

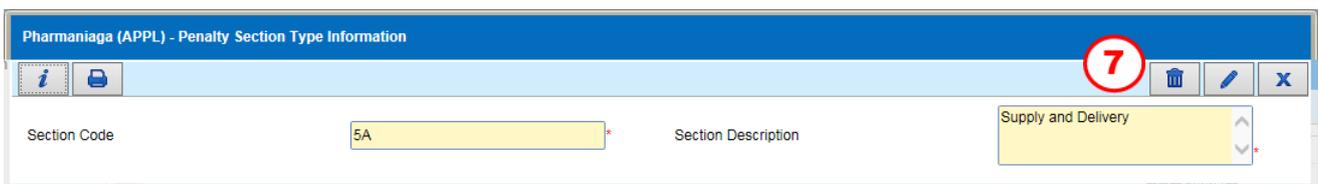


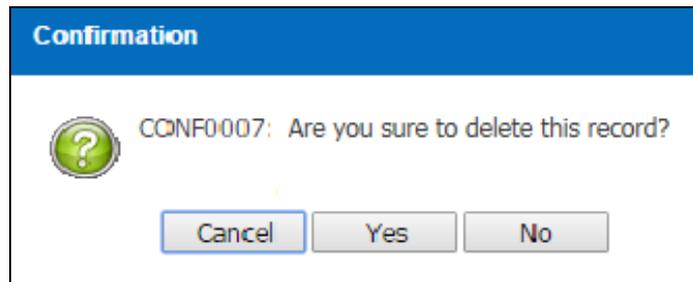
Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

**STEP 7**

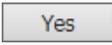
Click on the  button to delete the record

**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:

**1** Menu: Maintenance > Inventory > Penalty Master Incident

**2** Search fields: Section Code, Incident Code

**3** Search button

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

**4** Edit button

Incident Code: PS23

Section Code: 5A

Calculation Method: Auto

Incident Degree: [Dropdown]

Status: Active

Incident Description: Item Contract – Product supply with low quality/damage/does not comply

Section Description: Supply and Delivery

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

#### STEP 4

Click on the button to edit the record

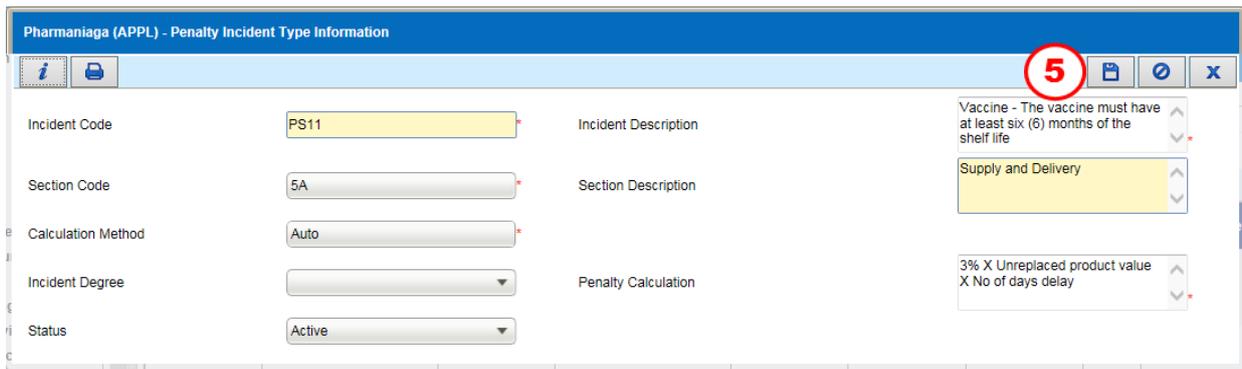


Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

**Note**

User is allow to edit:

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

**STEP 5**

Click on the  button to save the edited record

**Note**

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

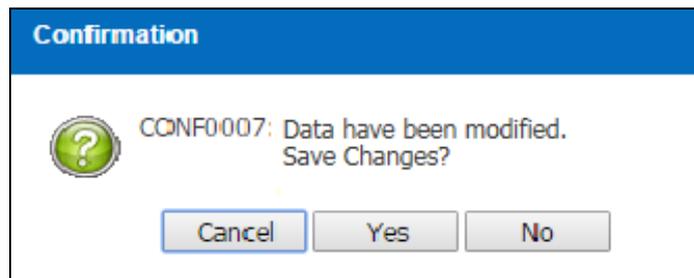
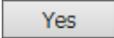
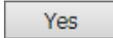


Figure 3.6.1-4 Confirmation Message

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

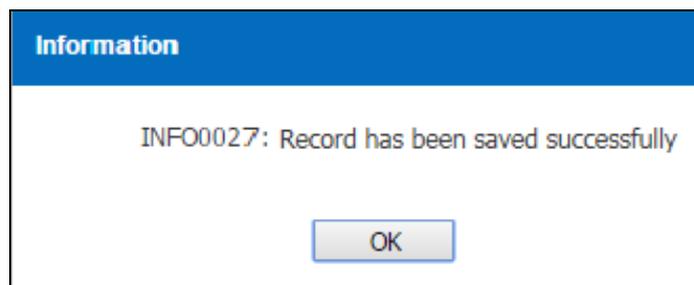


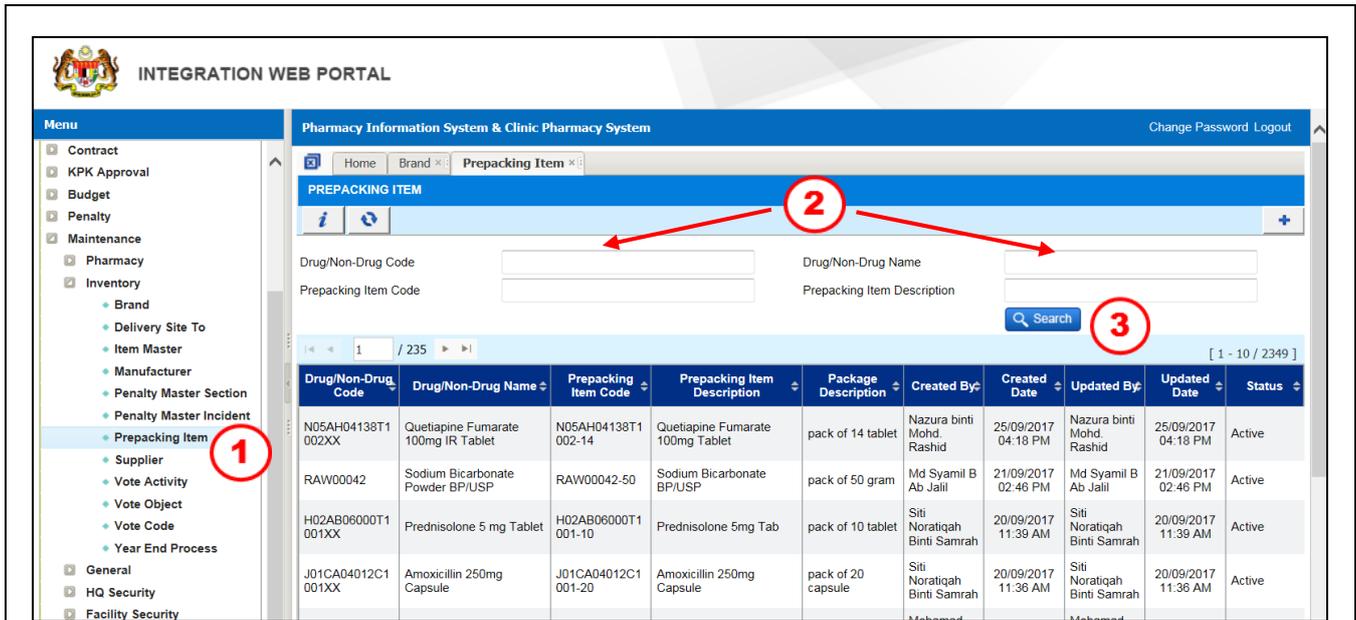
Figure 3.6.1-5 Information Message

- Click on the  button to confirmed the edited record

### 3.7. Prepacking Item

#### 3.7.1. Create New Prepacking Item

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



**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System

Home Brand × Prepacking Item ×

**PREPACKING ITEM**

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

Search **3**

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 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

Figure 3.7.1-2 Item Master

**Note**



Click on the button to close the screen

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

Figure 3.7.1-3 Prepacking Item Listing Page

**STEP 4**



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

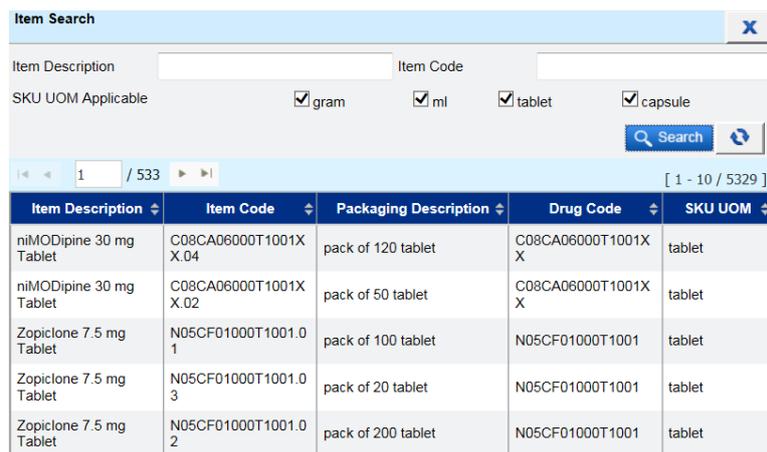


The screenshot shows the 'Create Prepacking Item' form. Callout 5 points to the 'Item Description' field containing 'niMODipine 30 mg Tablet'. Callout 6 points to the 'Conversion Factor' field containing '0'. Callout 7 points to the save button (floppy disk icon) in the top right corner.

Figure 3.7.1-4 Create Prepacking Item

**STEP 5**

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

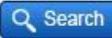


The 'Item Search' window displays a table with the following data:

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**

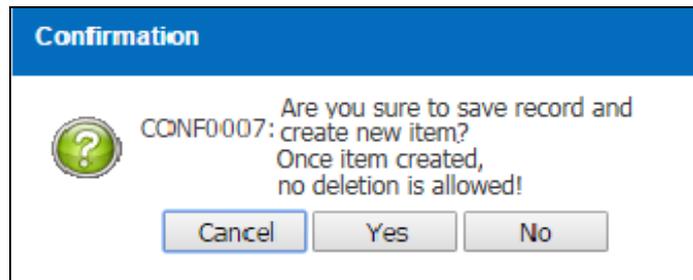
**Packaging Description** will automatically display a value based on **Conversion Factor** entered in **STEP 6**

**STEP 7**

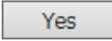
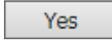
Click on the  button to save the record

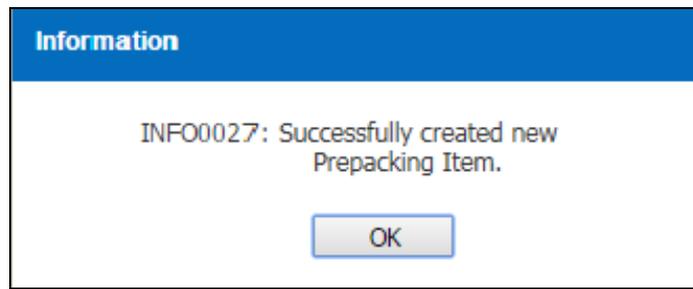
**Note**

- 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:

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

Figure 3.8.1-1 Supplier Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the button and system will display the related record

#### Note

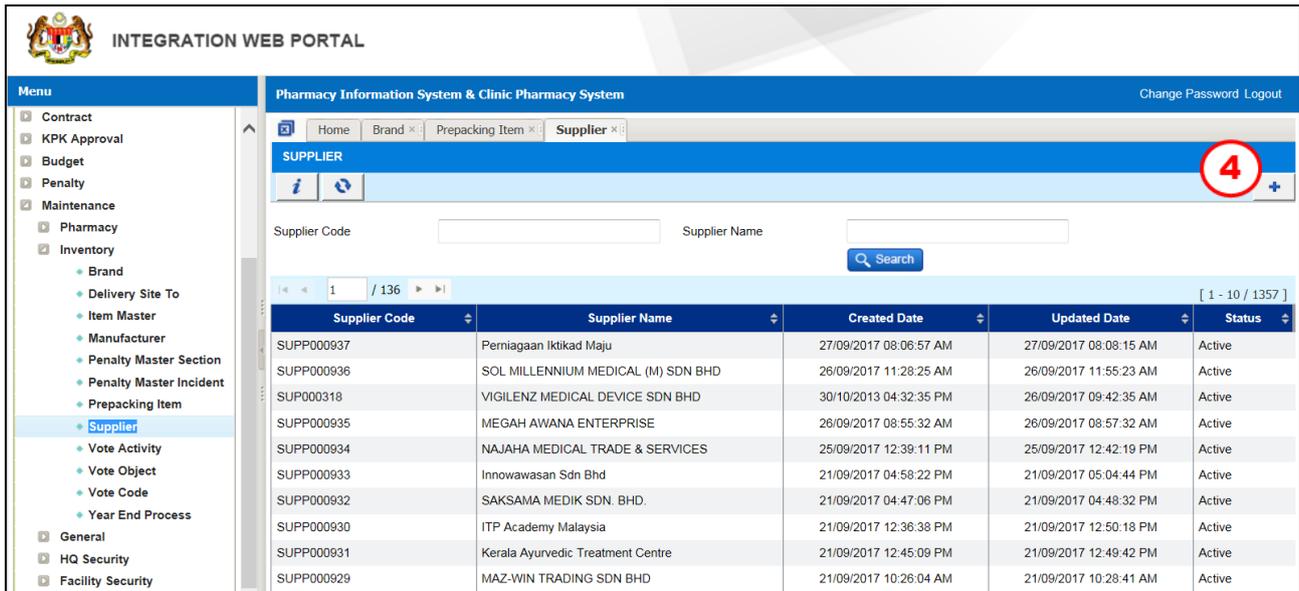
User is allow to view the information by click on the related record and information will be displayed as Figure 3.8.1-2

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 button to close the screen



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Prepacking Item Supplier

SUPPLIER

Supplier Code Supplier Name Search

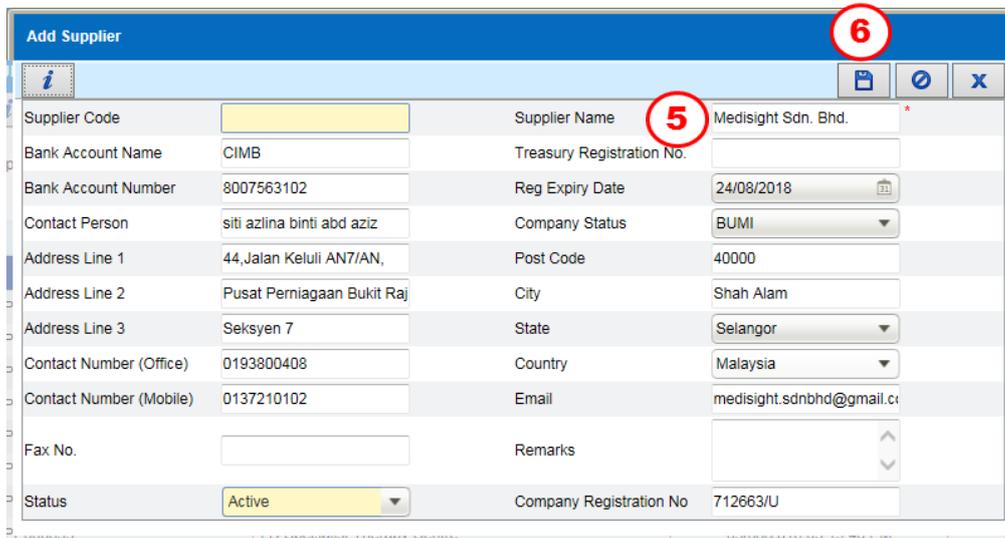
1 / 136 [ 1 - 10 / 1357 ]

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 3.8.1-3 Supplier Listing Page

STEP 4

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



Add Supplier

Supplier Code Supplier Name Medisight Sdn. Bhd.

Bank Account Name CIMB Treasury Registration No.

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

Contact Person siti azlina binti abd aziz Company Status BUMI

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

Address Line 2 Pusat Perniagaan Bukit Raj City Shah Alam

Address Line 3 Seksyen 7 State Selangor

Contact Number (Office) 0193800408 Country Malaysia

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

Fax No. Remarks

Status Active Company Registration No 712663/U

Figure 3.8.1-4 Add Supplier

STEP 5

Enter **Supplier Name**

**Note**

Enter information into below field (optional):

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

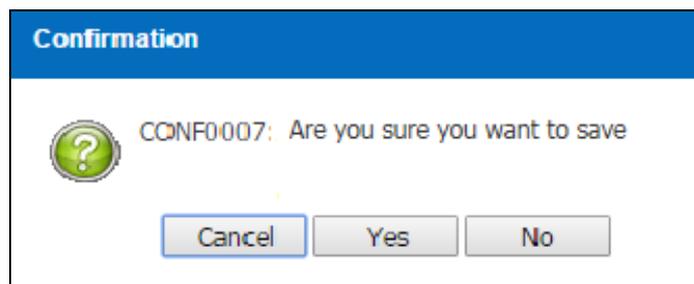
- **City**
- **State**
- **Country**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Email**
- **Remarks**
- **Company Registration No**

**STEP 6**

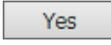
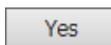
Click on the  button to save the record

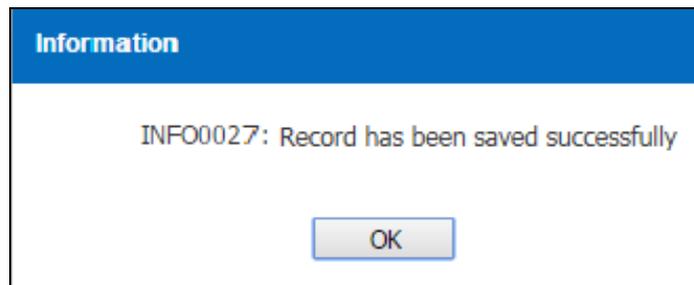
**Note**

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

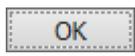


**Figure 3.8.1-5 Confirmation Message**

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

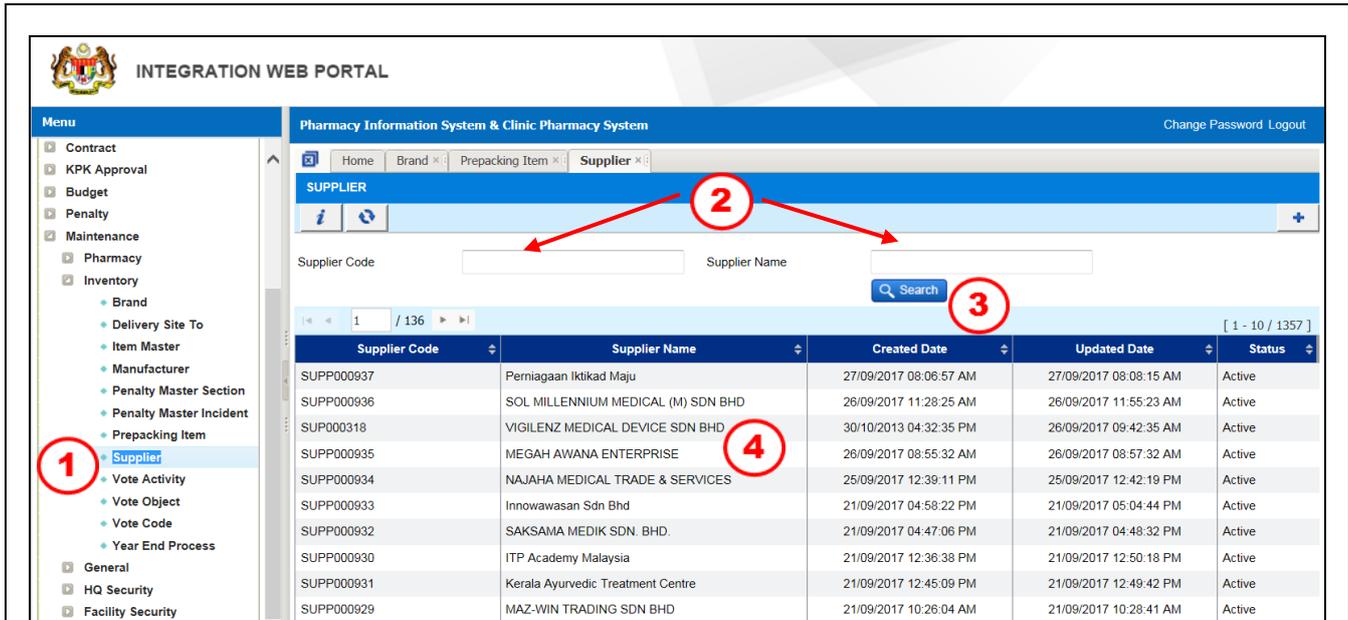


**Figure 3.8.1-6 Information Message**

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

### 3.8.2. Modify Supplier

To Modify Supplier records, perform the steps below:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. The left-hand menu has 'Supplier' highlighted under the 'Inventory' section, marked with a red circle '1'. The main content area is titled 'Pharmacy Information System & Clinic Pharmacy System'. At the top, there are navigation tabs: 'Home', 'Brand', 'Prepacking Item', and 'Supplier'. The 'Supplier' tab is active. Below the tabs, there is a search bar with 'Supplier' entered, marked with a red circle '2'. A search button is marked with a red circle '3'. Below the search bar, there is a table of supplier records. The first record is selected, marked with a red circle '4'. The table has columns for 'Supplier Code', 'Supplier Name', 'Created Date', 'Updated Date', and 'Status'.

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

Figure 3.8.2-1 Supplier Listing Page

#### STEP 1

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

#### STEP 2

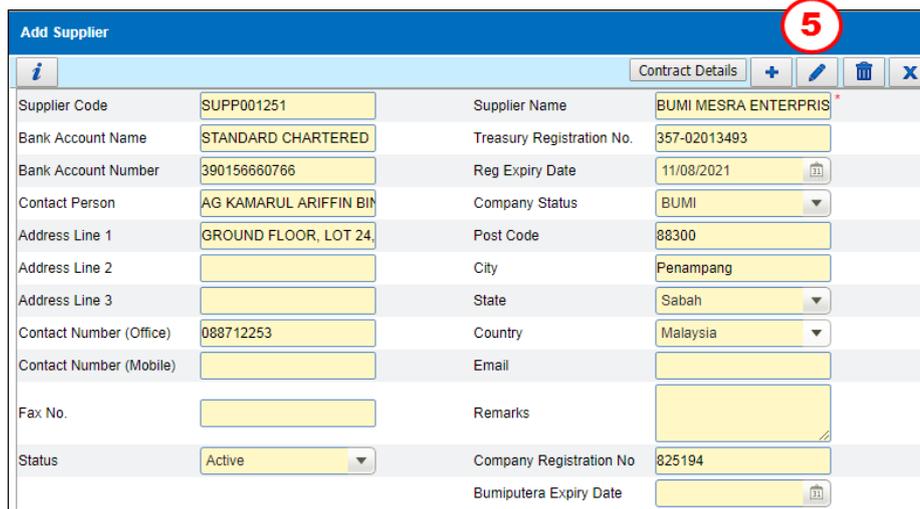
Search existing record by entering **Supplier Code** and/or **Supplier Name**

#### STEP 3

Click on the  button and system will display the related record

#### STEP 4

Click on the selected record

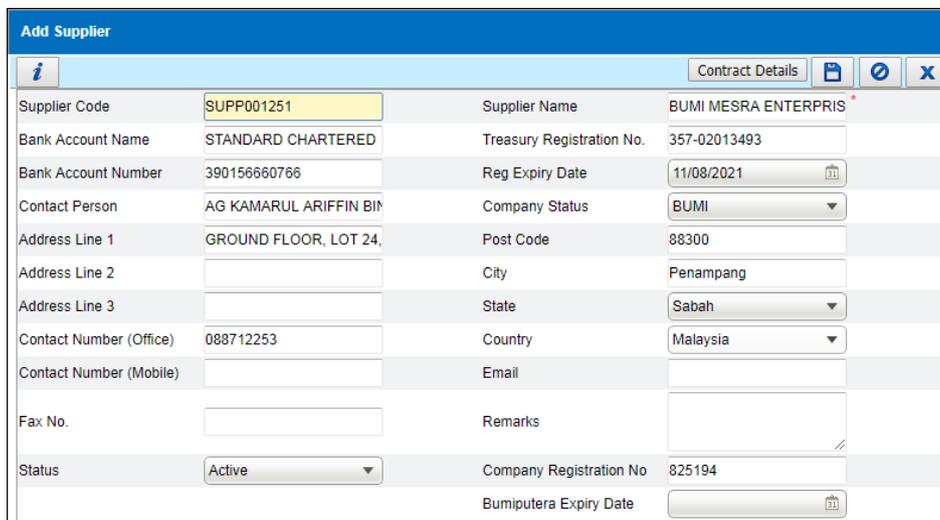


Add Supplier			
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT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

Figure 3.8.2-2 Add Supplier

**STEP 5**

Click on the  button to edit the record



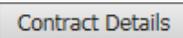
Add Supplier			
Supplier Code	SUPP001251	Supplier Name	BUMI MESRA ENTERPRIS
Bank Account Name	STANDARD CHARTERED	Treasury Registration No.	357-02013493
Bank Account Number	390156660766	Reg Expiry Date	11/08/2021
Contact Person	AG KAMARUL ARIFFIN BIN	Company Status	BUMI
Address Line 1	GROUND FLOOR, LOT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

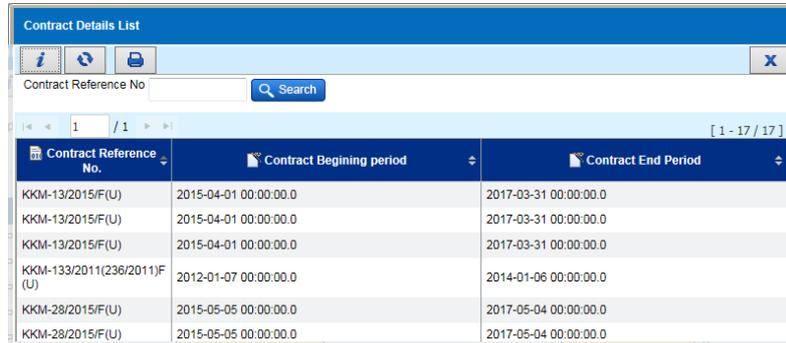
Figure 3.8.2-3 Add Supplier

**Note**

- User is allow to edit:
  - **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

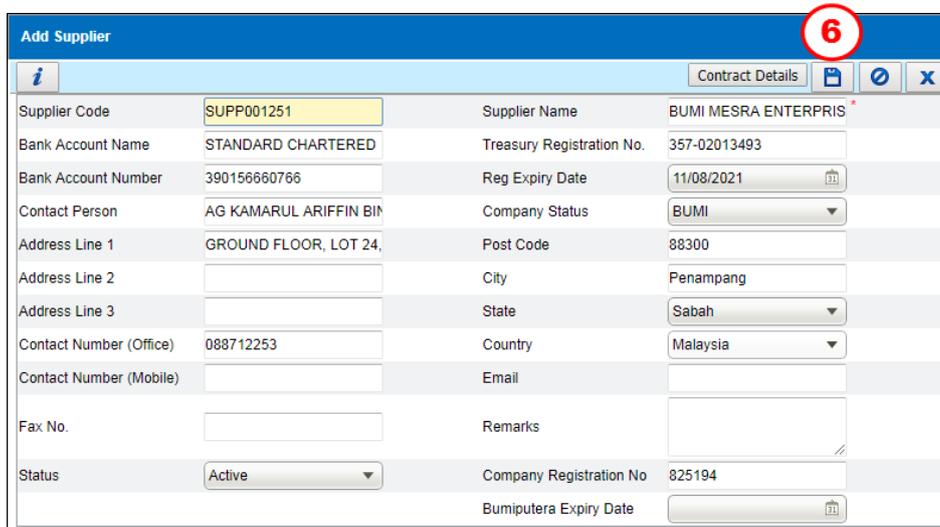
• Click on the  button to view **Contract Details** as Figure 3.8.2-4



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



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

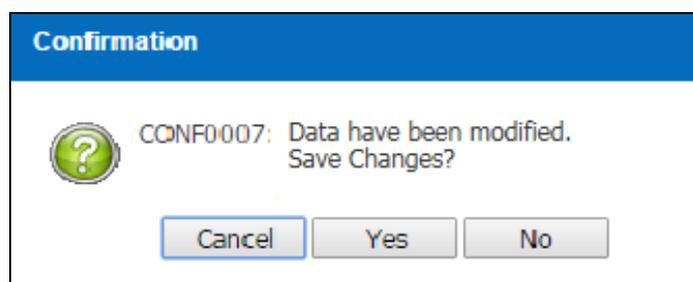
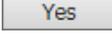
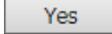


Figure 3.8.2-6 Confirmation Message

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

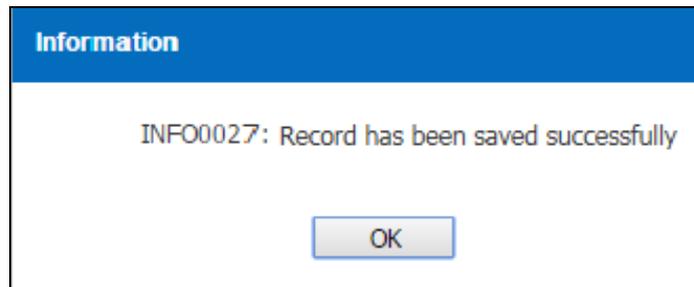
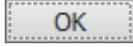
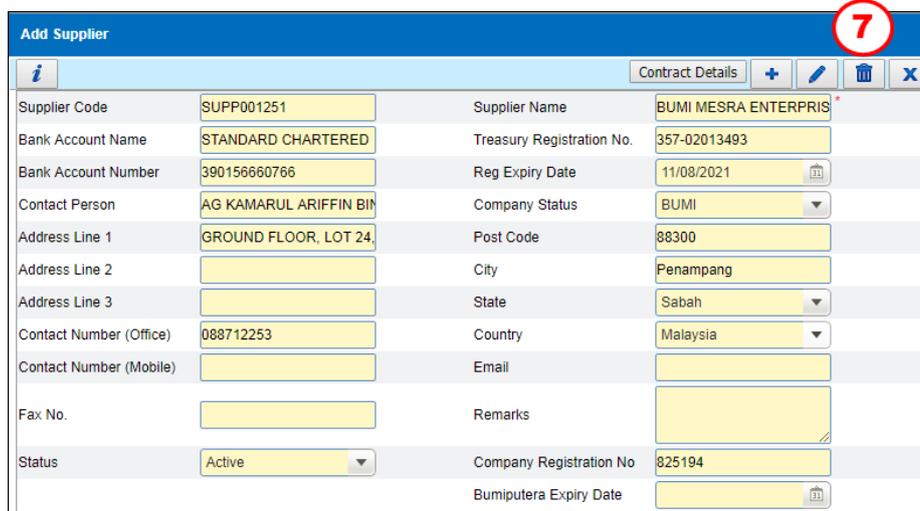


Figure 3.8.2-7 Information Message

- Click on the  button to confirmed the edited record



The form is titled "Add Supplier" and contains various input fields for supplier information. A red circle with the number "7" is placed in the top right corner of the form. The fields include:

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

Figure 3.8.2-8 Add Supplier

## STEP 7

Click on the  button to delete the record

### Note

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

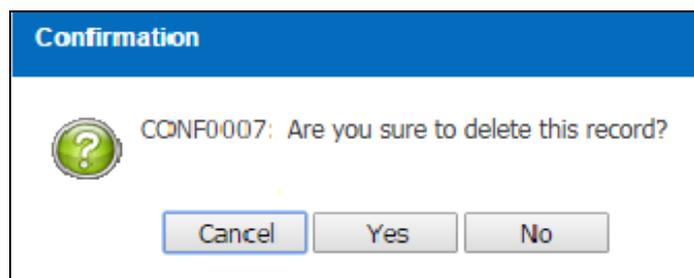
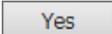


Figure 3.8.2-9 Confirmation Message

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

### 3.9. Vote Activity

#### 3.9.1. Create New Vote Activity

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

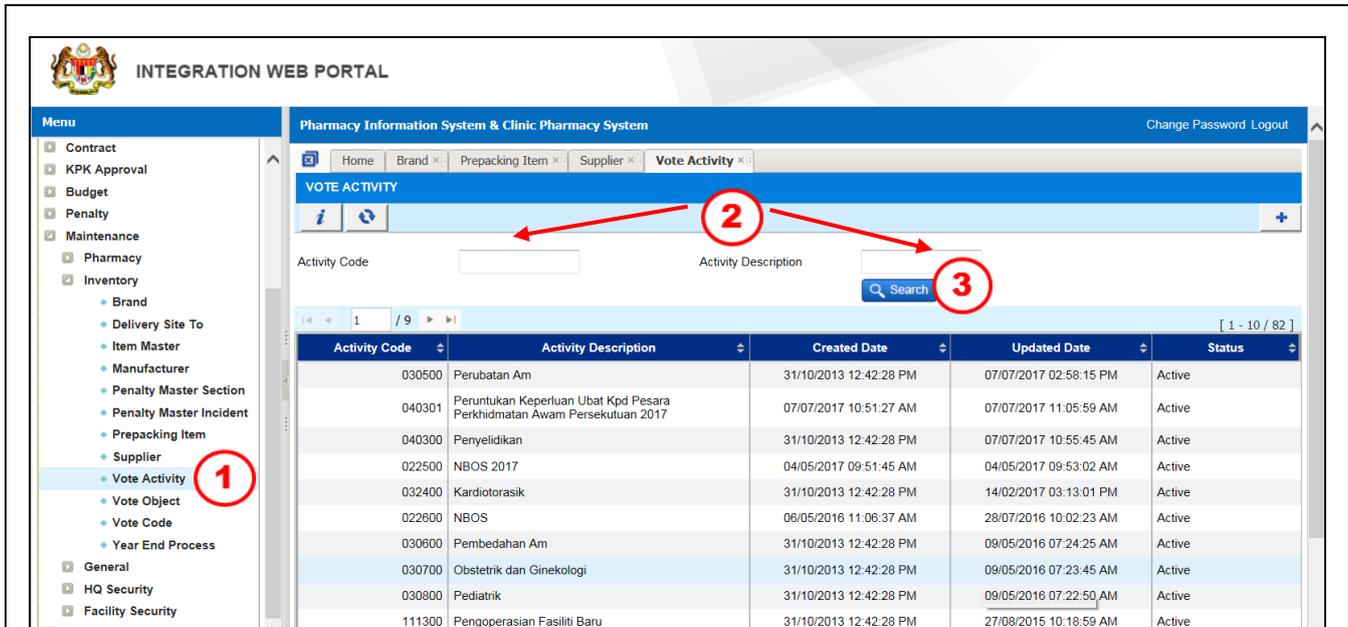


Figure 3.9.1-1 Vote Activity Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the  button and system will display the related record

#### Note

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

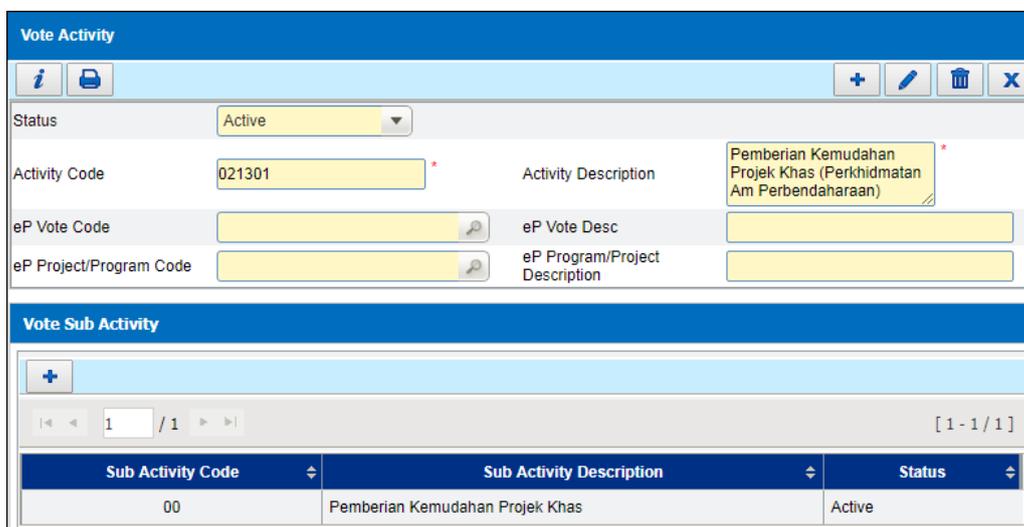
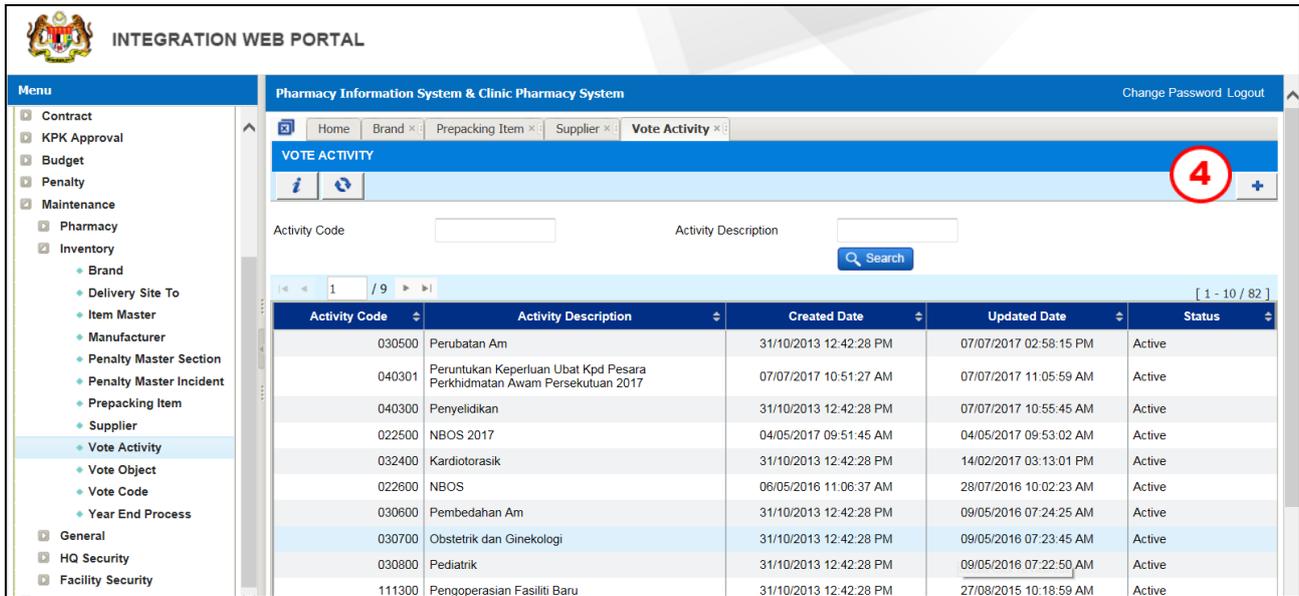


Figure 3.9.1-2 Vote Activity

**Note**

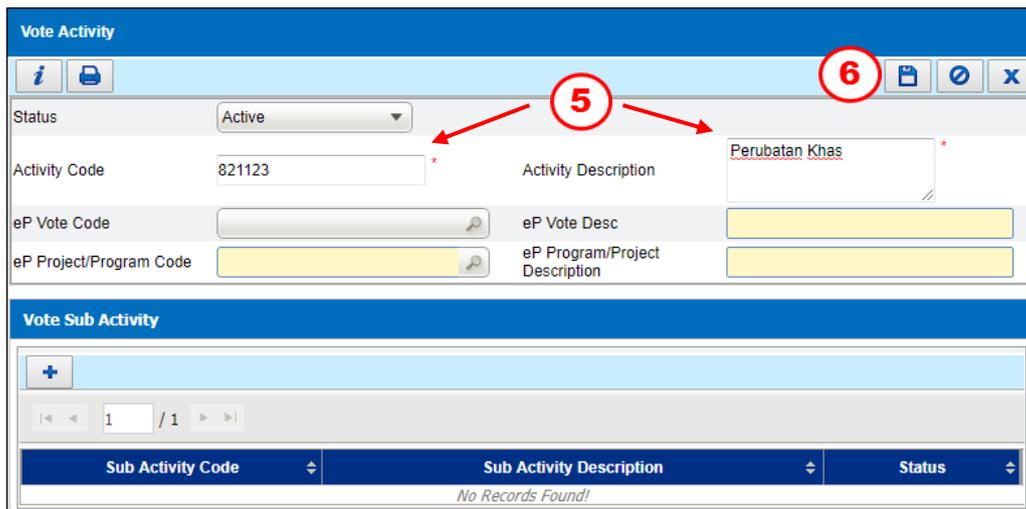
Click on the button to close the screen



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

**STEP 4**

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



**Figure 3.9.1-4 Vote Activity**

**STEP 5**

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

**STEP 6**

Click on the button to save the record

**Note**

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

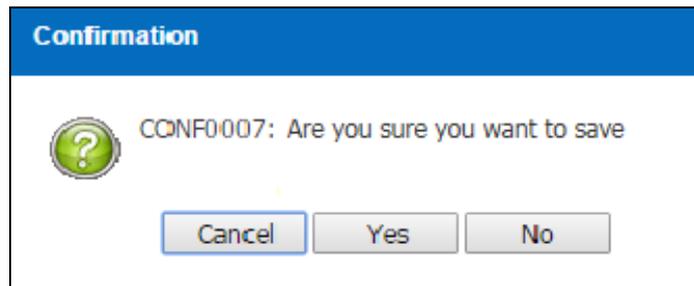
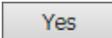
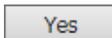


Figure 3.9.1-5 Confirmation Message

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

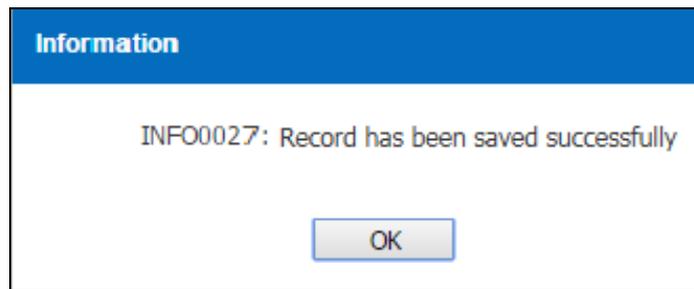
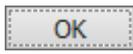


Figure 3.9.1-6 Information Message

- Click on the  button to confirmed the record

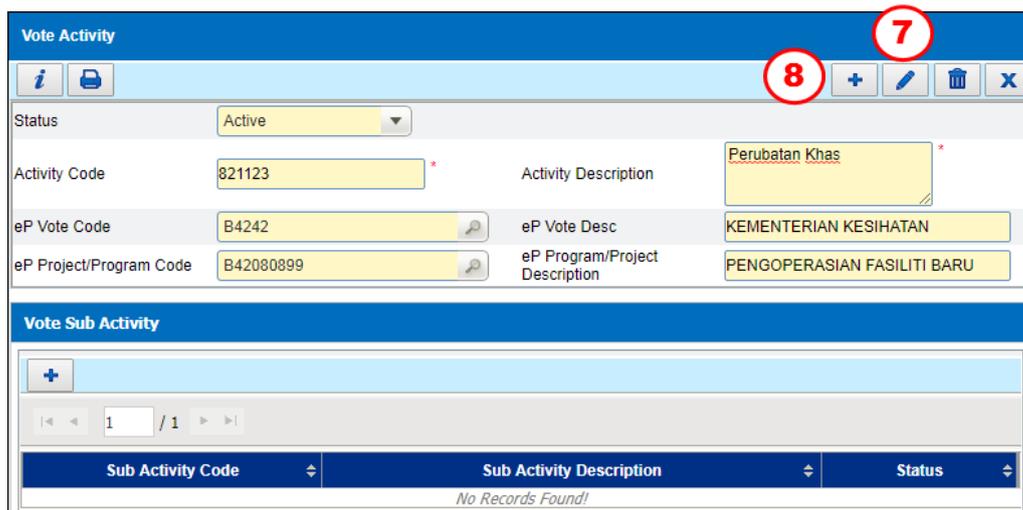


Figure 3.9.1-7 Vote Activity

**STEP 7**

Click on the  button to edit the record

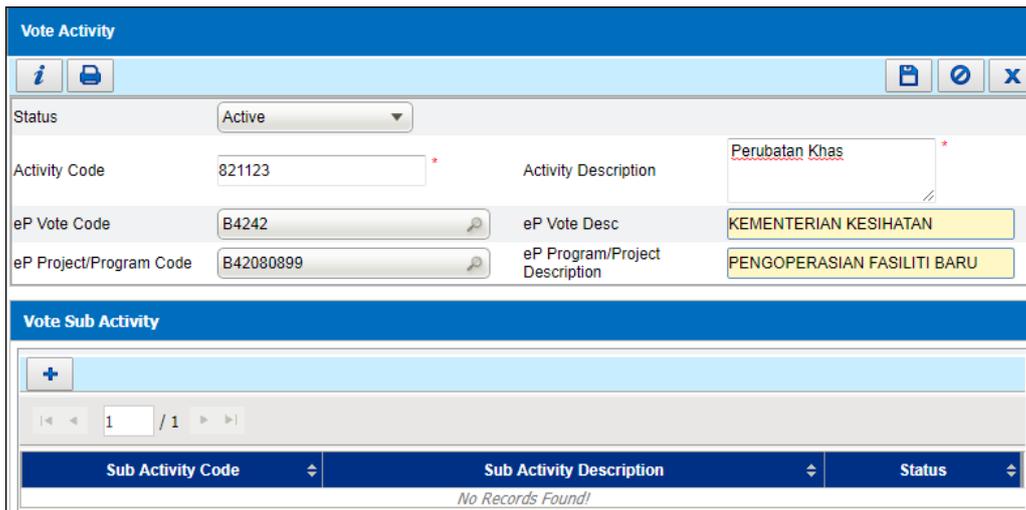


Figure 3.9.1-8 Vote Activity

**STEP 8**

Click on the  button to add Vote Sub Activity

**Note**

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

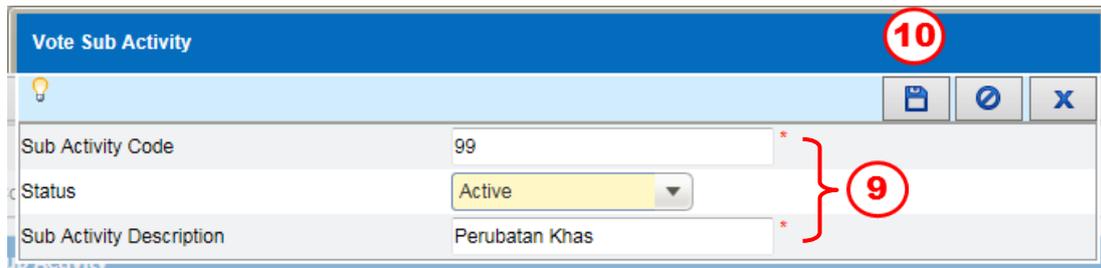


Figure 3.9.1-9 Vote Sub Activity

**STEP 9**

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

**STEP 10**

Click on the  button to save the record

**Note**

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

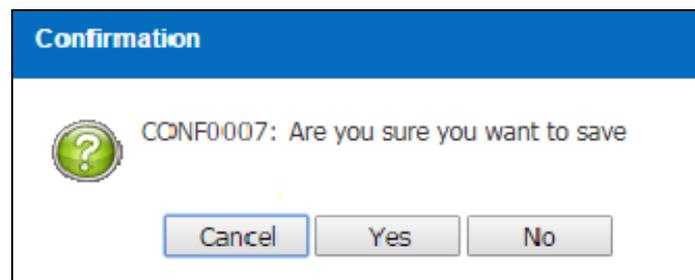
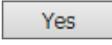
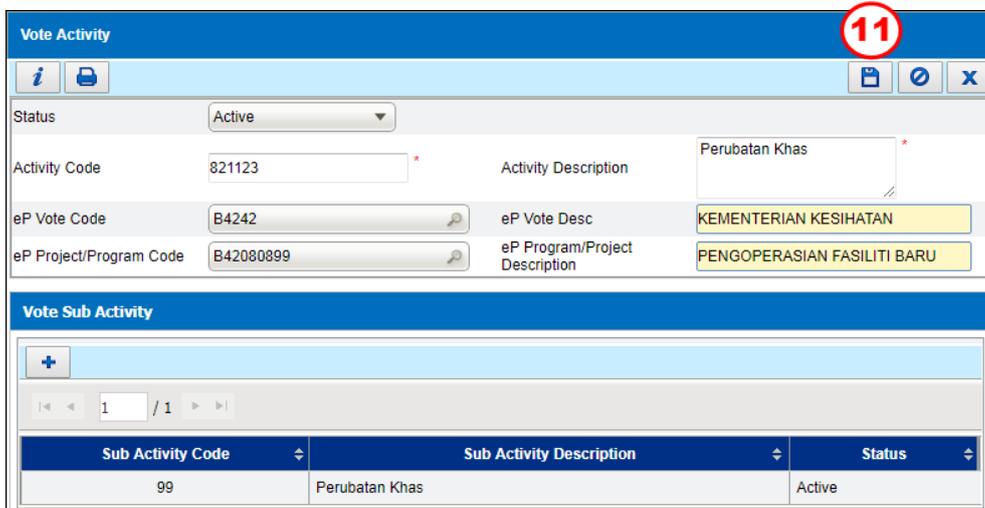


Figure 3.9.1-10 Confirmation Message

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



Sub Activity Code	Sub Activity Description	Status
99	Perubatan Khas	Active

Figure 3.9.1-11 Vote Activity

**STEP 11**

Click on the  button to save the record

**Note**

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

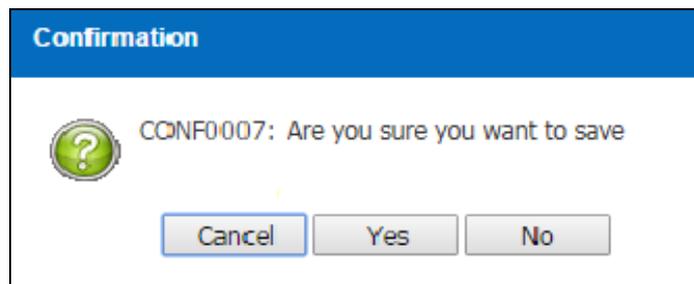


Figure 3.9.1-12 Confirmation Message

Click on the  button to save the record

### 3.9.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

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

Figure 3.9.2-1 Vote Activity Listing Page

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click on the button and system will display the related record

#### STEP 4

Click on the selected record

Figure 3.9.2-2 Vote Activity

#### STEP 5

Click on the button to edit the record

Figure 3.9.2-3 Vote Activity

**Note**

User is allow to edit:

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

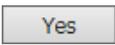
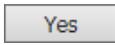
**STEP 6**

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

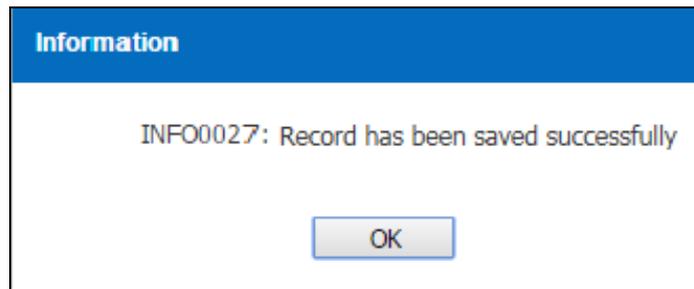


Figure 3.9.2-5 Information Message

- Click on the  button to confirmed the edited record

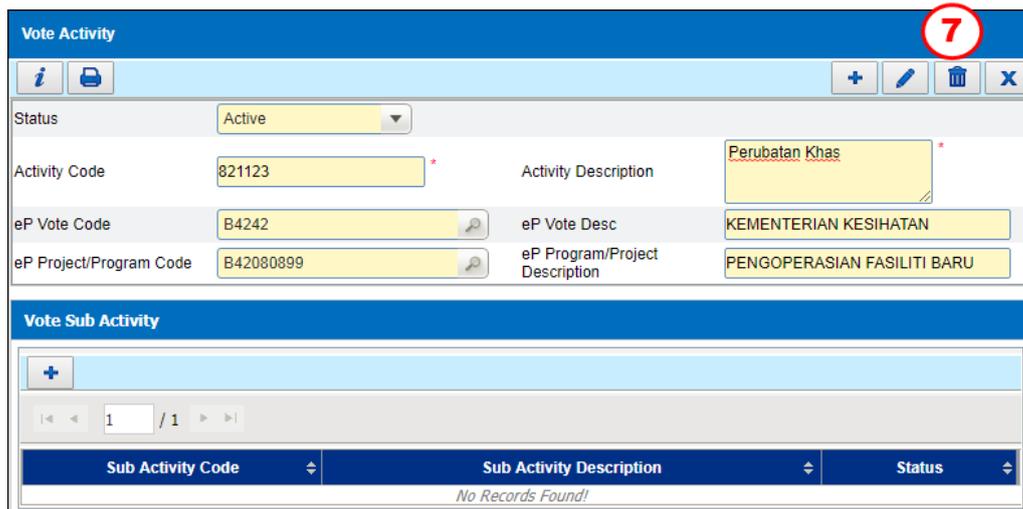


Figure 3.9.2-6 Vote Activity

### 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

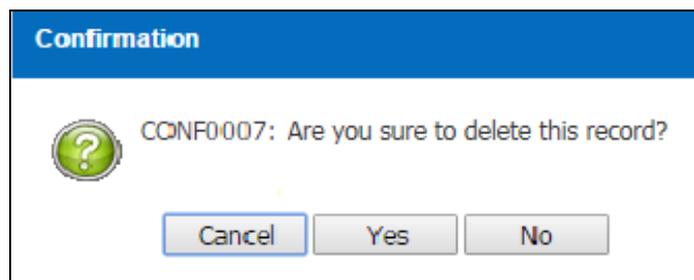


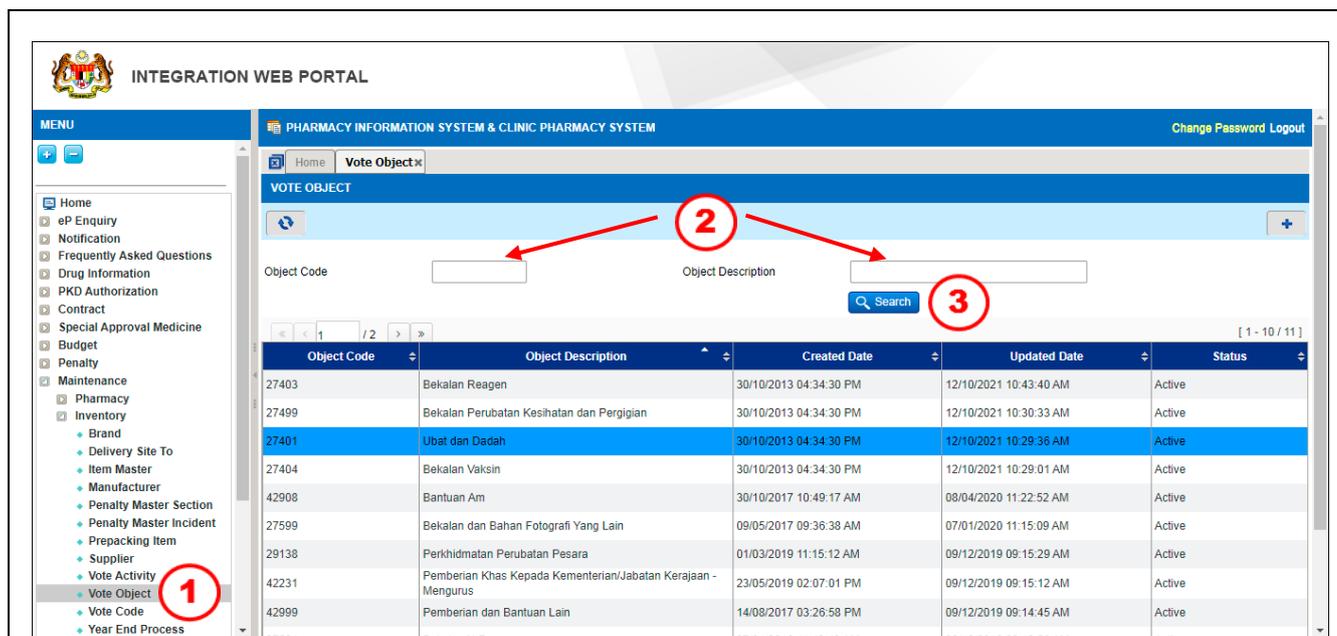
Figure 3.9.2-7 Confirmation Message

- 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:



The screenshot displays the 'VOTE OBJECT' listing page. On the left, a navigation menu is visible with 'Vote Object' highlighted under the 'Inventory' section, marked with a red circle '1'. The main content area features a search bar with 'Object Code' and 'Object Description' input fields, both marked with red circles '2'. A 'Search' button is located to the right of the input fields, marked with a red circle '3'. Below the search bar is a table with the following data:

Object Code	Object Description	Created Date	Updated Date	Status
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	12/10/2021 10:43:40 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	12/10/2021 10:30:33 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	12/10/2021 10:29:36 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	12/10/2021 10:29:01 AM	Active
42908	Bantuan Am	30/10/2017 10:49:17 AM	08/04/2020 11:22:52 AM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	07/01/2020 11:15:09 AM	Active
29138	Perkhidmatan Perubatan Pesara	01/03/2019 11:15:12 AM	09/12/2019 09:15:29 AM	Active
42231	Pemberian Khas Kepada Kementerian/Jabatan Kerajaan - Mengurus	23/05/2019 02:07:01 PM	09/12/2019 09:15:12 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	09/12/2019 09:14:45 AM	Active

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

**VOTE OBJECT**

+
✎
🗑
✕

Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No

**EP GL ACCOUNT LIST**

eP GL Account

+ Add

[ 1 - 2 / 2 ]

eP GL Account Code	eP GL Account Description	eP GL Account Status	Updated Date	Status
B0227401	UBAT DAN DADAH	Active	08/01/2018	Active
B0627401	UBAT DAN DADAH	Active	08/01/2018	Active

Figure 3.10.1-2 Vote Object

**Note**

Click on the button to close the screen

INTEGRATION WEB PORTAL

MENU  

- Home
- eP Enquiry
- Notification
- 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

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM
 Change Password Logout

Home Vote Object

VOTE OBJECT
 4
+

Object Code

Object Description

🔍 Search

[ 1 - 10 / 11 ]

Object Code	Object Description	Created Date	Updated Date	Status
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	12/10/2021 10:43:40 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	12/10/2021 10:30:33 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	12/10/2021 10:29:36 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	12/10/2021 10:29:01 AM	Active
42908	Bantuan Am	30/10/2017 10:49:17 AM	08/04/2020 11:22:52 AM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	07/01/2020 11:15:09 AM	Active
29138	Perkhidmatan Perubatan Pesara	01/03/2019 11:15:12 AM	09/12/2019 09:15:29 AM	Active
42231	Pemberian Khas Kepada Kementerian/Jabatan Kerajaan - Mengurus	23/05/2019 02:07:01 PM	09/12/2019 09:15:12 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	09/12/2019 09:14:45 AM	Active

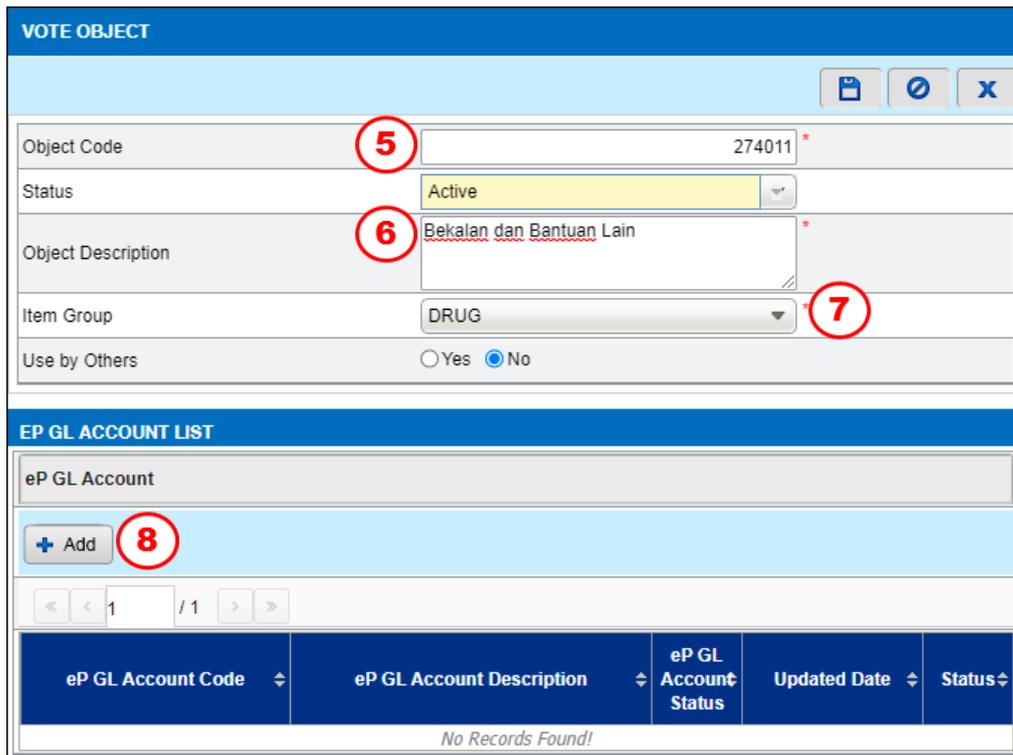
Figure 3.10.1-3 Vote Object Listing Page

**STEP 4**

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

HQ\_U.MANUAL\_IWP\_MAINTENANCE\_INVENTORY-12<sup>th</sup> E

Page 69



The screenshot shows a web form titled "VOTE OBJECT" with a blue header. Below the header are three icons: a save icon, a refresh icon, and a close icon. The form contains several fields:

- Object Code:** A text input field containing "274011" with a red circle "5" next to it.
- Status:** A dropdown menu with "Active" selected.
- Object Description:** A text input field containing "Bekalan dan Bantuan Lain" with a red circle "6" next to it.
- Item Group:** A dropdown menu with "DRUG" selected, with a red circle "7" next to it.
- Use by Others:** Radio buttons for "Yes" and "No", with "No" selected.

Below the form is a section titled "EP GL ACCOUNT LIST" with a blue header. It contains a search box for "eP GL Account" and a "+ Add" button with a red circle "8" next to it. Below the search box is a pagination control showing "1 / 1". At the bottom is a table with the following columns: "eP GL Account Code", "eP GL Account Description", "eP GL Account Status", "Updated Date", and "Status". The table is currently empty, with the text "No Records Found!" displayed below it.

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  button to add eP GL Account

**Note**

- Once click on add button list of eP GL Account will be shown in Figure 3.10.1-5

eP GL Account Code	eP GL Account Description
B0442231	PEMBERIAN KHAS KEPADA KEMENTERIAN/JABATAN KERAJAAN-MENGURUS
B0229138	PERKHIDMATAN PERUBATAN PESARA
B0227599	BEKALAN DAN BAHAN FOTOGRAFI YANG LAIN
B0227501	BEKALAN DAN BAHAN UNTUK FILEM FOTOGRAFI, 'PLATES', X-RAY, FILEM MIKRO DAN ALAT-ALAT TAYANGAN GAMBAR YANG LAIN
B0627501	BEKALAN DAN BAHAN UNTUK FILEM FOTOGRAFI, PLATES, X-RAY, FILEM MIKRO DAN ALAT TAYANGAN GAMBAR YANG LAIN
B0442999	PEMBERIAN DAN BANTUAN LAIN
B0442908	BANTUAN AM
B0627401	UBAT DAN DADAH
B0627404	BEKALAN VAKSIN

Figure 3.10.1-5 eP GL Account

- User able to add more than 1 eP GL Account can be added to the vote object.
- Only active eP GL Account will be allowed to be added.
- Once selected eP GL Account, record will be update as Figure 3.10.1-6

**VOTE OBJECT**

9
📄
🔍
✖

Object Code	274011 *
Status	Active
Object Description	Bekalan dan Bantuan Lain *
Item Group	DRUG *
Use by Others	<input type="radio"/> Yes <input checked="" type="radio"/> No

**EP GL ACCOUNT LIST**

eP GL Account

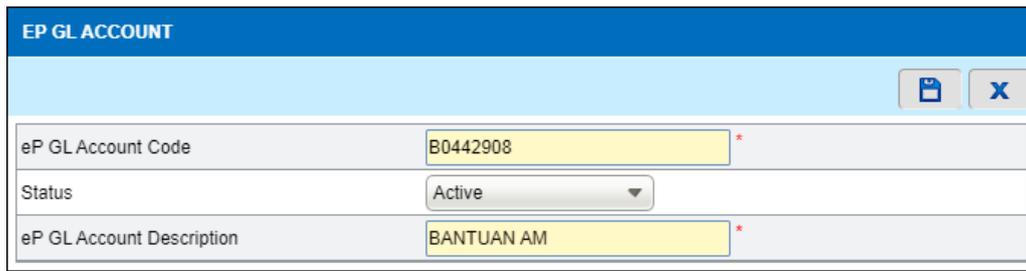
+ Add

1 / 1
[ 1 - 1 / 1 ]

eP GL Account Code	eP GL Account Description	eP GL Account Status	Updated Date	Status
B0442908	BANTUAN AM	Active	08/01/2018	Active

Figure 3.10.1-6 Vote Object

- For the added eP GL Account code under the vote object, user will be allowed to change the status by double-clicking at the eP GL account record as shown in Figure 3.10.1-7



**Figure 3.10.1-7 eP GL Account**

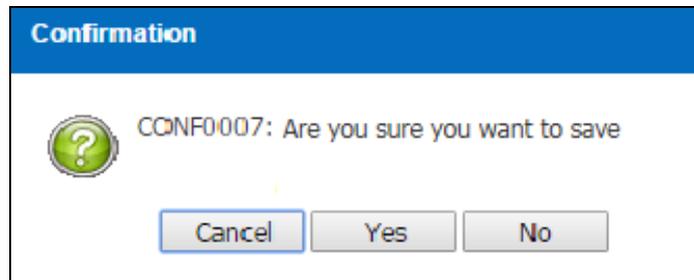
- *Status can be changed to 'Inactive' and 'Active'. For eP GL Account which has the status 'Inactive', it will not display at the facility under the same vote object.*

**STEP 9**

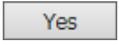
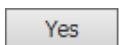
Click on the  button to save the record

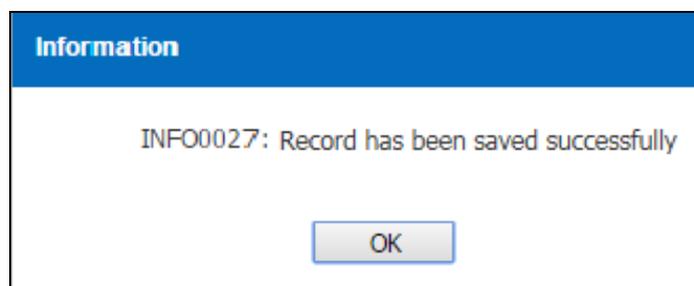
**Note**

- *System will display a Confirmation Message as Figure 3.10.1-8*



**Figure 3.10.1-8 Confirmation Message**

- *Click on the  button to save the record*
- *Information Message will display after click on the  button as Figure 3.6.1-9*

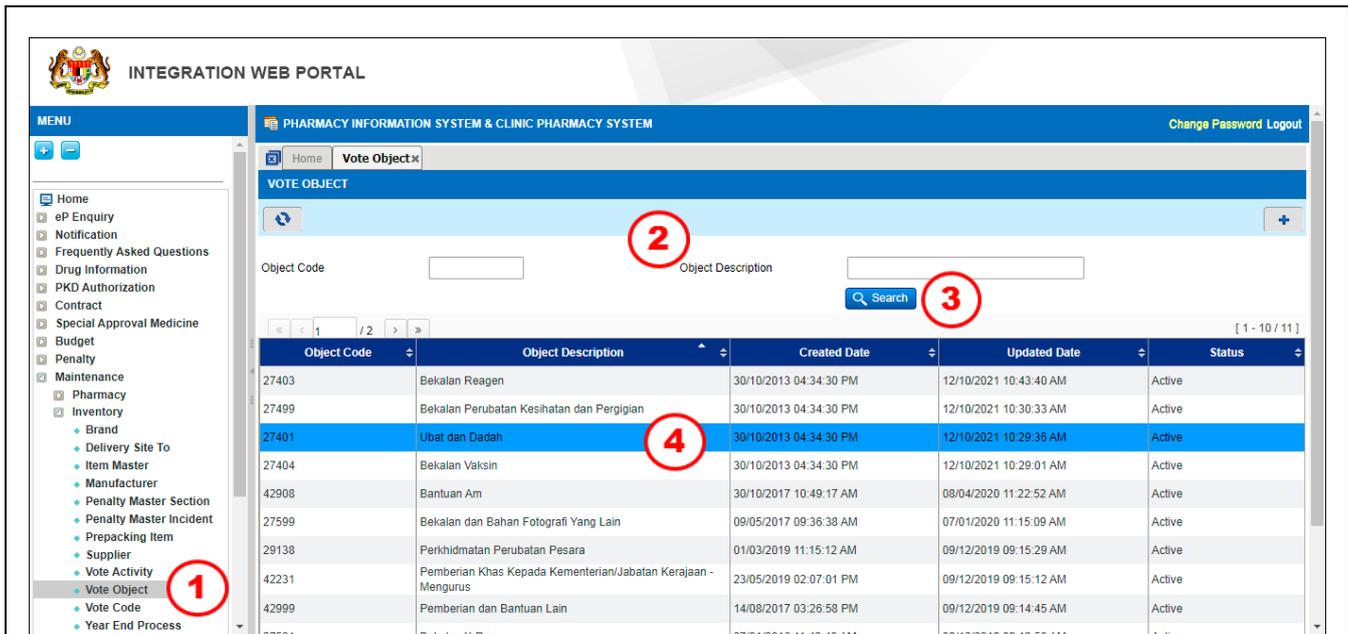


**Figure 3.10.1-9 Information Message**

- *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

MENU

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Vote Object

VOTE OBJECT

Object Code  Object Description

[ 1 - 10 / 11 ]

Object Code	Object Description	Created Date	Updated Date	Status
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	12/10/2021 10:43:40 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergajian	30/10/2013 04:34:30 PM	12/10/2021 10:30:33 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	12/10/2021 10:29:36 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	12/10/2021 10:29:01 AM	Active
42908	Bantuan Am	30/10/2017 10:49:17 AM	08/04/2020 11:22:52 AM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	07/01/2020 11:15:09 AM	Active
29138	Perkhidmatan Perubatan Pesara	01/03/2019 11:15:12 AM	09/12/2019 09:15:29 AM	Active
42231	Pemberian Khas Kepada Kementerian/Jabatan Kerajaan - Mengurus	23/05/2019 02:07:01 PM	09/12/2019 09:15:12 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	09/12/2019 09:14:45 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** 5

+   X

Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No

**EP GL ACCOUNT LIST**

eP GL Account

+ Add

<< 1 / 1 >>
[ 1 - 2 / 2 ]

eP GL Account Code	eP GL Account Description	eP GL Account Status	Updated Date	Status
B0227401	UBAT DAN DADAH	Active	08/01/2018	Active
B0627401	UBAT DAN DADAH	Active	08/01/2018	Active

Figure 3.10.2-2 Vote Object

**STEP 5**

Click on the button to edit the record

**VOTE OBJECT** 6

X

Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No

**EP GL ACCOUNT LIST**

eP GL Account

+ Add

<< 1 / 1 >>
[ 1 - 2 / 2 ]

eP GL Account Code	eP GL Account Description	eP GL Account Status	Updated Date	Status
B0227401	UBAT DAN DADAH	Active	08/01/2018	Active
B0627401	UBAT DAN DADAH	Active	08/01/2018	Active

Figure 3.10.2-3 Vote Object

**Note**

User is allow to edit:

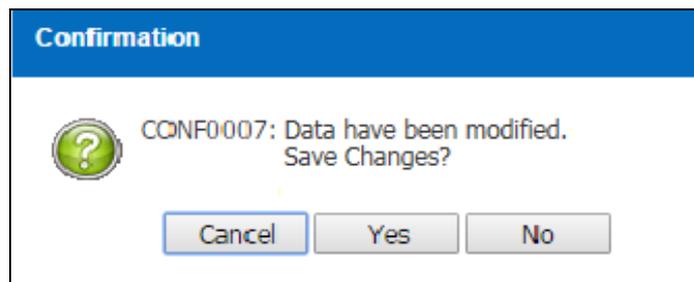
- **Status**
- **Object Description**
- **Item Group**
- **Use by Others**
- **Add/edit eP GL Account List**

**STEP 6**

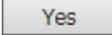
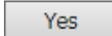
Click on the  button to save the edited record

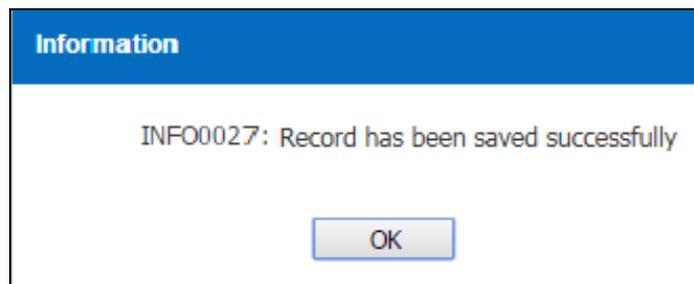
**Note**

- 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

**VOTE OBJECT** 7

+
✎
🗑
X

Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *
Use by Others	<input checked="" type="radio"/> Yes <input type="radio"/> No

**EP GL ACCOUNT LIST**

eP GL Account

+ Add

<< < 1 / 1 > >> [ 1 - 2 / 2 ]

eP GL Account Code	eP GL Account Description	eP GL Account Status	Updated Date	Status
B0227401	UBAT DAN DADAH	Active	08/01/2018	Active
B0627401	UBAT DAN DADAH	Active	08/01/2018	Active

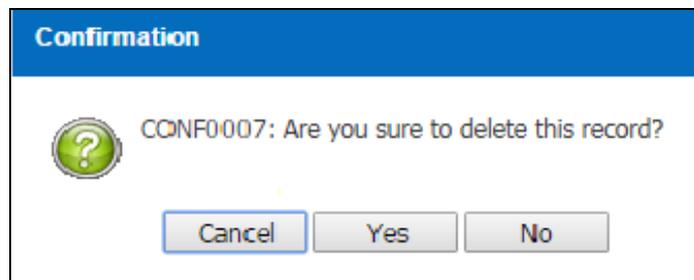
**Figure 3.10.2-6 Vote Object**

**STEP 7**

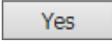
Click on the  button to delete the record

**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	Ministry/Department
Pejabat Kesihatan Daerah Kinta	052201/011023/27401/99	Reclass 2021 - Ubat LP/kontrak	Active	KEMENTERIAN KESIHATAN
Pejabat Kesihatan Daerah Kinta	052201/011023/27404/99	Reclass 2021 - Vaksin LP & Kontrak	Active	KEMENTERIAN KESIHATAN
Pejabat Kesihatan Daerah Kinta	052201/011023/27499/99	Reclass 2021 - B/ubat LP & Kontrak	Active	KEMENTERIAN KESIHATAN
Klinik Kesihatan Buntong	052201/011024/27401/99	Reclass 2021 - Ubat APPL	Active	KEMENTERIAN KESIHATAN
Pejabat Kesihatan Daerah Kinta	052201/011024/27401/99	Reclass 2021 - ubat APPL	Active	KEMENTERIAN KESIHATAN
Klinik Kesihatan Greentown	052201/011024/27401/99	Reclass 2021 - ubat APPL	Active	KEMENTERIAN KESIHATAN
Klinik Kesihatan Chemor	052201/011024/27401/99	Reclass 2021 - ubat APPL	Active	KEMENTERIAN KESIHATAN
Klinik Kesihatan Kampung Simee	052201/011024/27401/99	Reclass 2021 - ubat APPL	Active	KEMENTERIAN KESIHATAN

Figure 3.11.1-1 Vote Code Listing Page

#### STEP 1

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

#### STEP 2

Search existing record by entering:

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

#### STEP 3

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

#### Note

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

Vote Code	052201/011024/27401/99	Vote Name	Reclass 2021 - ubat APPL *
PTJ Code	052201 / Pejabat Kesihatan Daerah *	Clinic Code/Name	Klinik Kesihatan Greentown *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	Status	Active
Activity Code	011024 *	Activity Description	PPP / PFI (RECLASS 2021) - KONS
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	PPP / PFI (RECLASS 2021) - KONS
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Figure 3.11.1-2 Maintenance – Vote Code

#### STEP 4

Click on button to edit the vote code

MAINTAINANCE - VOTE CODE			
Vote Code	052201/011024/27401/99	Vote Name	Reclass 2021 - ubat APPL *
PTJ Code	052201 / Pejabat Kesihatan Daerah *	Clinic Code/Name	Klinik Kesihatan Greentown *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	Status	Active
Activity Code	011024 *	Activity Description	PPP / PFI (RECLASS 2021) - KONS
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	PPP / PFI (RECLASS 2021) - KONS
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Figure 3.11.1-3 Maintenance – Vote Code

**Note**

- User is allow to edit:
  - **Vote Name**
  - **Status**
  - **Carry Forward Vote**
- Carry forward Vote' flag has been added. Default will be 'No' at the flag.
- Once user changes the flag to 'Yes' balance amount, liability amount and pending amount will be carried to next year after YEP has been run

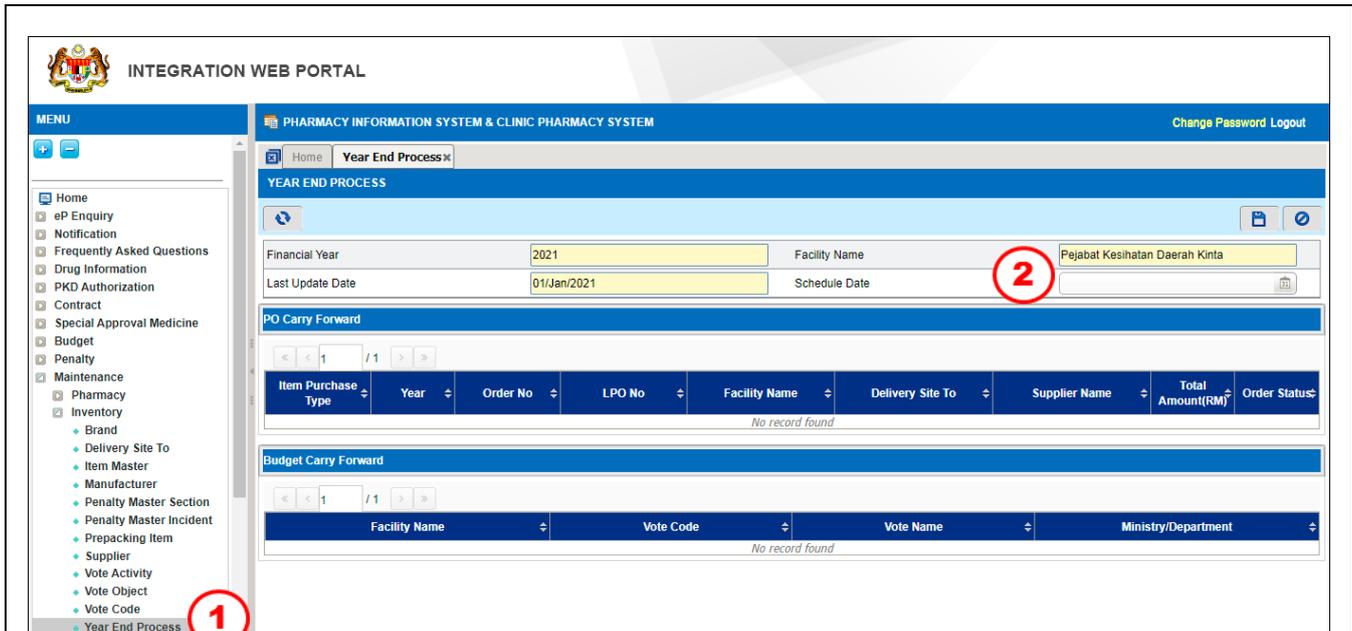
**Note**

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:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left, a 'MENU' sidebar has 'Year End Process' highlighted with a red circle '1'. The main content area is titled 'PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM'. Below the title bar, there are tabs for 'Home' and 'Year End Process'. The 'YEAR END PROCESS' section contains a form with the following fields: 'Financial Year' (2021), 'Facility Name' (Pejabat Kesihatan Daerah Kinta), 'Last Update Date' (01/Jan/2021), and 'Schedule Date' (highlighted with a red circle '2'). Below the form are two tables: 'PO Carry Forward' and 'Budget Carry Forward', both showing 'No record found'.

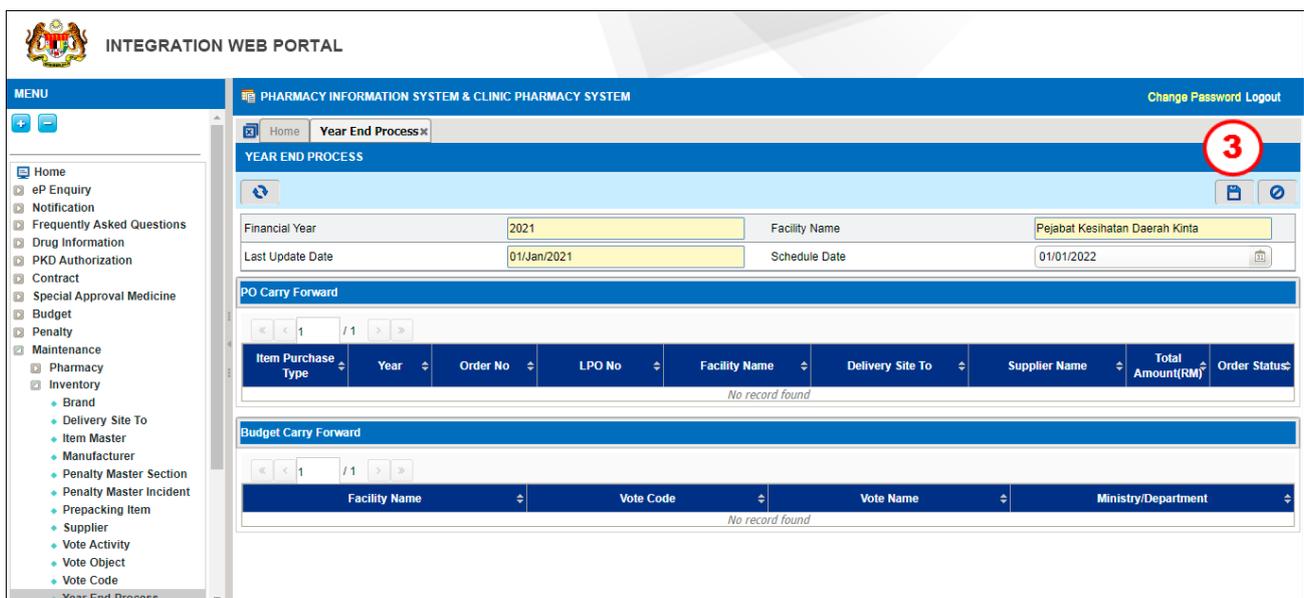
Figure 3.12.1-1 Year End Process

#### STEP 1

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

#### STEP 2

Click on the **Schedule Date** 



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. The 'YEAR END PROCESS' form now has 'Schedule Date' set to '01/01/2022'. A red circle '3' highlights the save button (a floppy disk icon) in the top right corner of the form area.

Figure 3.12.1-2 Year End Process

#### STEP 3

Click on  button to save the transaction



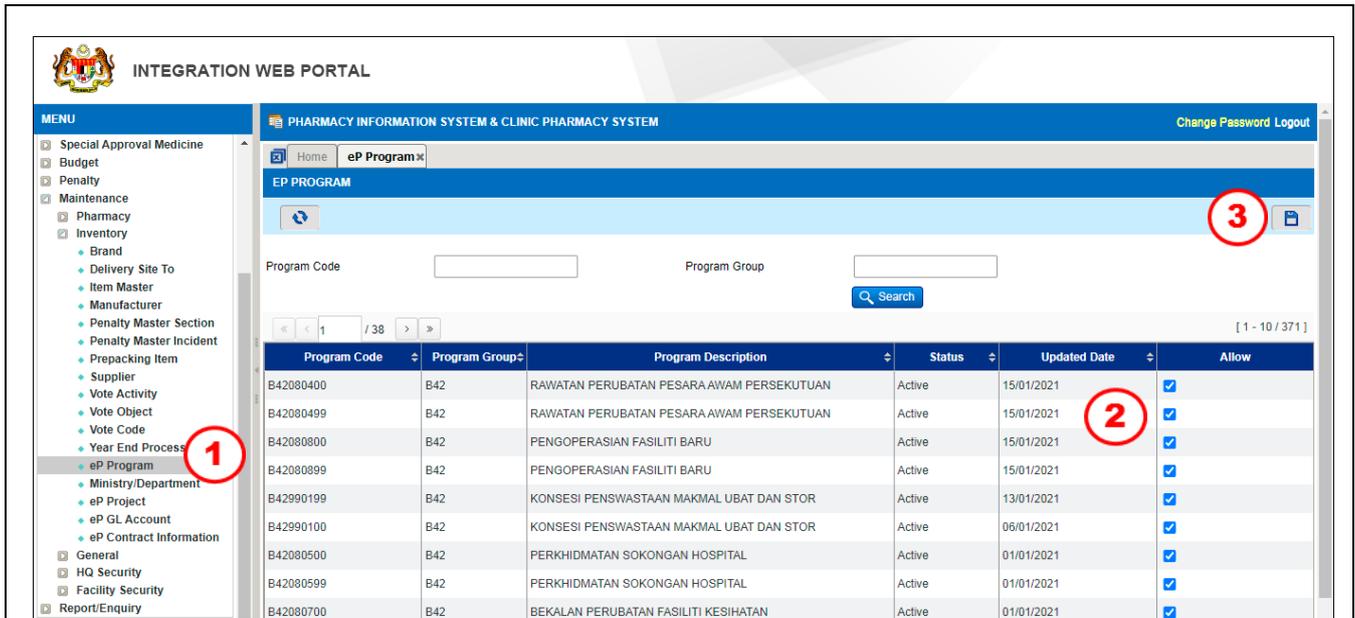
**Note**

*A list of vote codes that have 'Carry Forward Vote' flag as 'Yes' will be displayed before user proceed to run YEP (this list will display vote code for user to view only)*

### 3.13. eP Program

#### 3.13.1. Select eP Program

To select eP Program, perform the steps below:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. The left-hand menu is expanded to 'Inventory' and then 'eP Program', which is highlighted with a red circle '1'. The main content area displays a table of eP Programs. The table has columns for Program Code, Program Group, Program Description, Status, Updated Date, and Allow. The 'Allow' column contains checkboxes, with the checkbox for the second row (B42080499) highlighted with a red circle '2'. At the top right of the main content area, there is a save button (floppy disk icon) highlighted with a red circle '3'. The table data is as follows:

Program Code	Program Group	Program Description	Status	Updated Date	Allow
B42080400	B42	RAWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	<input checked="" type="checkbox"/>
B42080499	B42	RAWATAN PERUBATAN PESARA AWAM PERSEKUTUAN	Active	15/01/2021	<input checked="" type="checkbox"/>
B42080800	B42	PENGEROPERASIAN FASILITI BARU	Active	15/01/2021	<input checked="" type="checkbox"/>
B42080899	B42	PENGEROPERASIAN FASILITI BARU	Active	15/01/2021	<input checked="" type="checkbox"/>
B42990199	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	13/01/2021	<input checked="" type="checkbox"/>
B42990100	B42	KONSESI PENSWASTAAN MAKMAL UBAT DAN STOR	Active	06/01/2021	<input checked="" type="checkbox"/>
B42080500	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	<input checked="" type="checkbox"/>
B42080599	B42	PERKHIDMATAN SOKONGAN HOSPITAL	Active	01/01/2021	<input checked="" type="checkbox"/>
B42080700	B42	BEKALAN PERUBATAN FASILITI KESIHATAN	Active	01/01/2021	<input checked="" type="checkbox"/>

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

Change Password Logout

Home Ministry/Department

MINISTRY/DEPARTMENT

Ministry / Dept Code  Ministry / Dept Group

Search

[ 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	<input type="checkbox"/>
B4242	B42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	<input type="checkbox"/>
B1111	B11	KEMENTERIAN KEWANGAN	Active	21/09/2021	<input type="checkbox"/>
P4242	P42	KEMENTERIAN KESIHATAN	Active	17/08/2021	<input type="checkbox"/>
S4242	S42	KEMENTERIAN KESIHATAN	Active	03/08/2021	<input checked="" type="checkbox"/>
E701	B7	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
P9942	P99	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
B4242	B42	KEMENTERIAN KESIHATAN	Active	08/01/2018	<input checked="" type="checkbox"/>

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

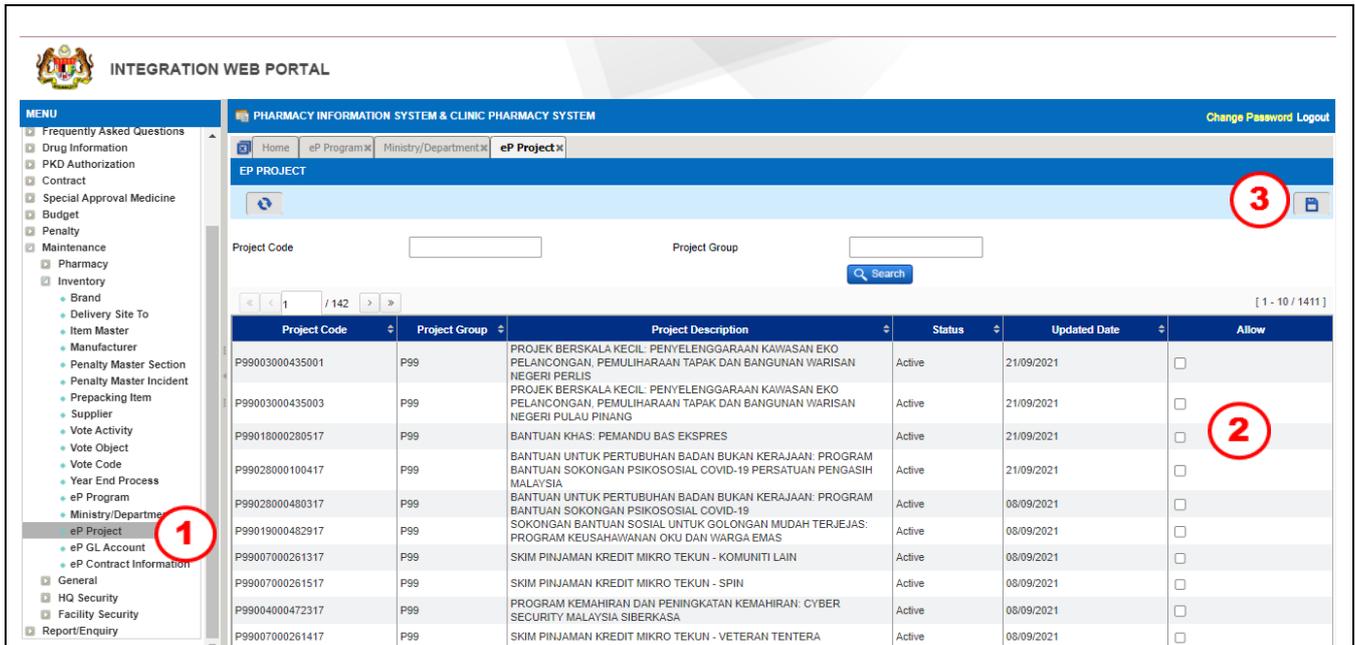
#### STEP 3

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: [ ] Search: [ ]

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

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

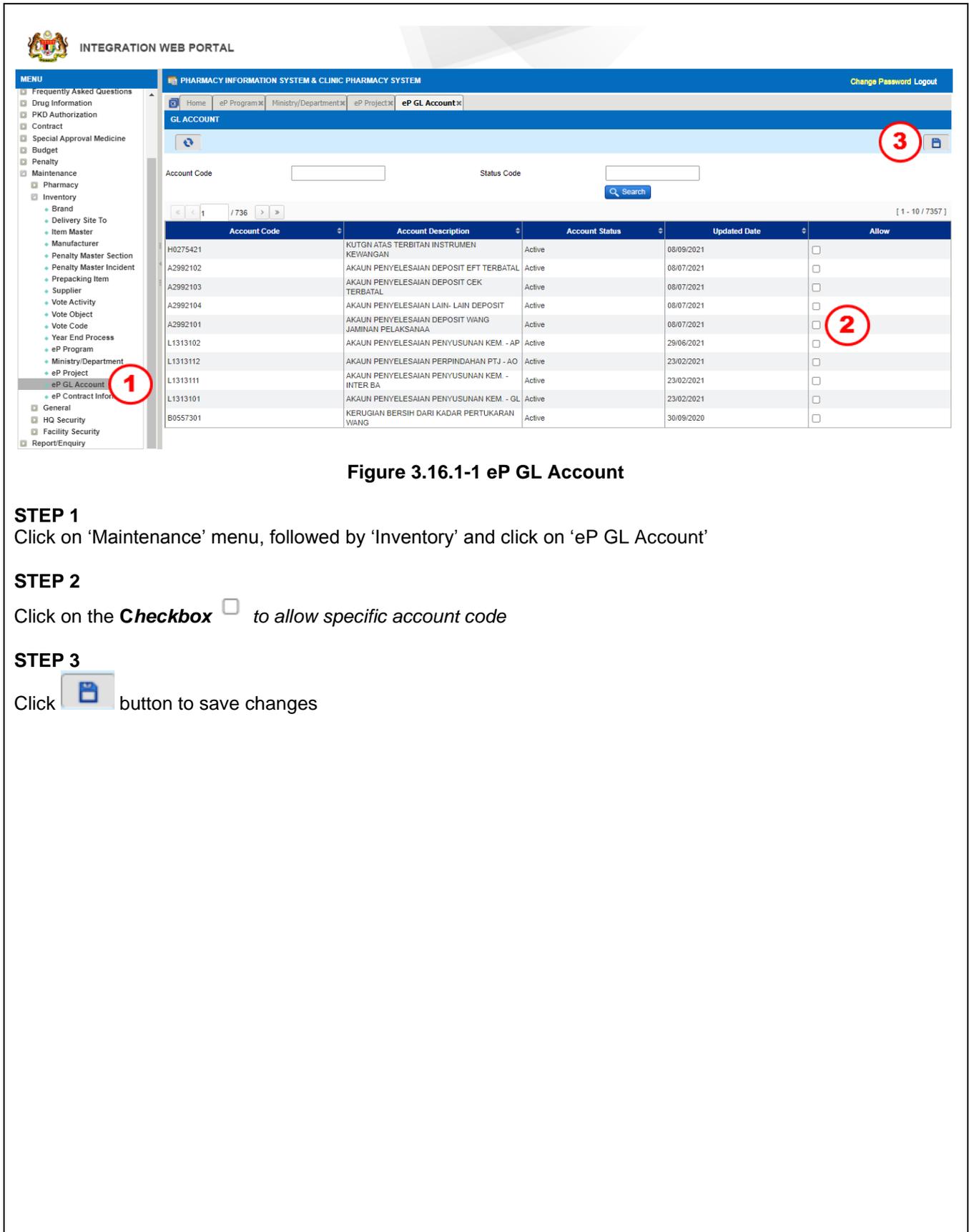
#### STEP 3

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

[ 1 - 10 / 7357 ]

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

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

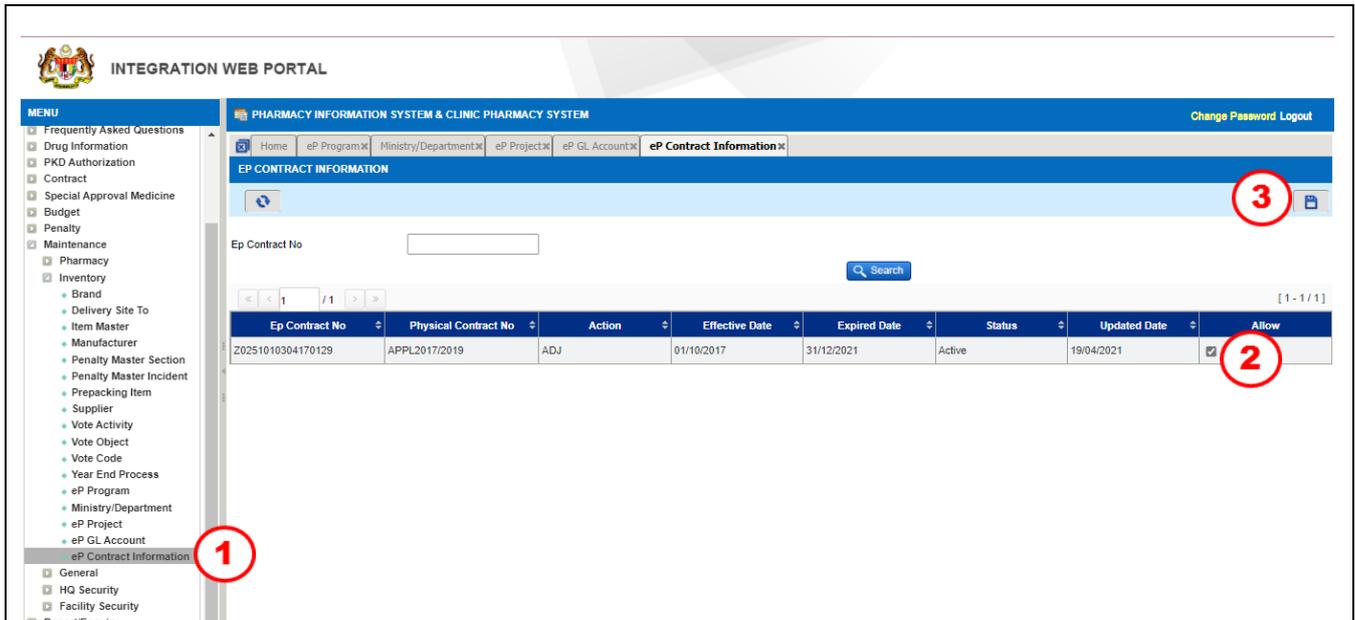
#### STEP 3

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:



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home eP Program Ministry/Department eP Project eP GL Account eP Contract Information

EP CONTRACT INFORMATION

Ep Contract No

Search

Ep Contract No	Physical Contract No	Action	Effective Date	Expired Date	Status	Updated Date	Allow
Z0251010304170129	APPL2017/2019	ADJ	01/10/2017	31/12/2021	Active	19/04/2021	<input checked="" type="checkbox"/>

Figure 3.17.1-1 eP Contract Information

#### STEP 1

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

#### STEP 2

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

#### STEP 3

Click  button to save changes

#### 4. Acronyms

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

#### 5. Link to IWP Modules

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