



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

User Manual Integrated Web Portal (IWP)

Contract HQ

Version	: 7th Edition
Document ID	: HQ_U.MANUAL_IWP_CONTRACT_HQ



PhIS & CPS Project
User Manual – Contract HQ



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Reference ID : HQ_U.MANUAL_IWP_CONTRACT_HQ-7th Edition

Application reference: PhIS & CPS v1.7.1

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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

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

User will understand the following activities in details:

- Proposed Contract Item
- Contract Facility

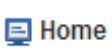
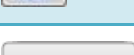
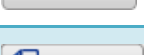
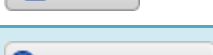
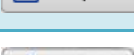
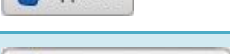
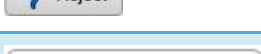
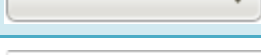
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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

3.0 Contract

Overview

Proposed Contract Items is the total annual item cost is more than 500K. System to identify which item is supposed to be purchased based on the accumulative amount.

Contract Facility is the project from HQ for the respective facility. The details information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

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

Functional Diagram

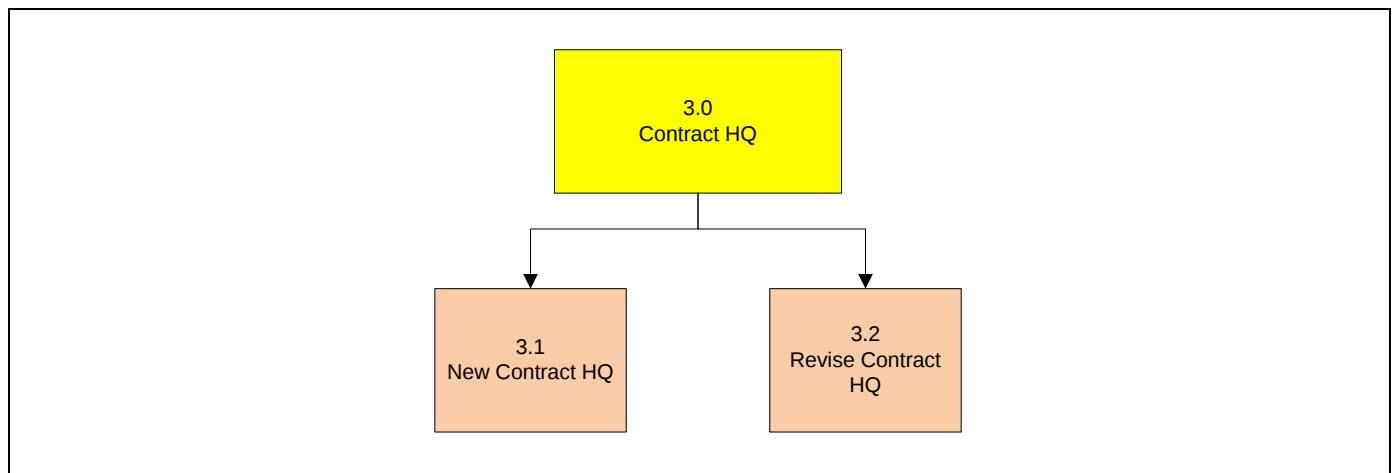
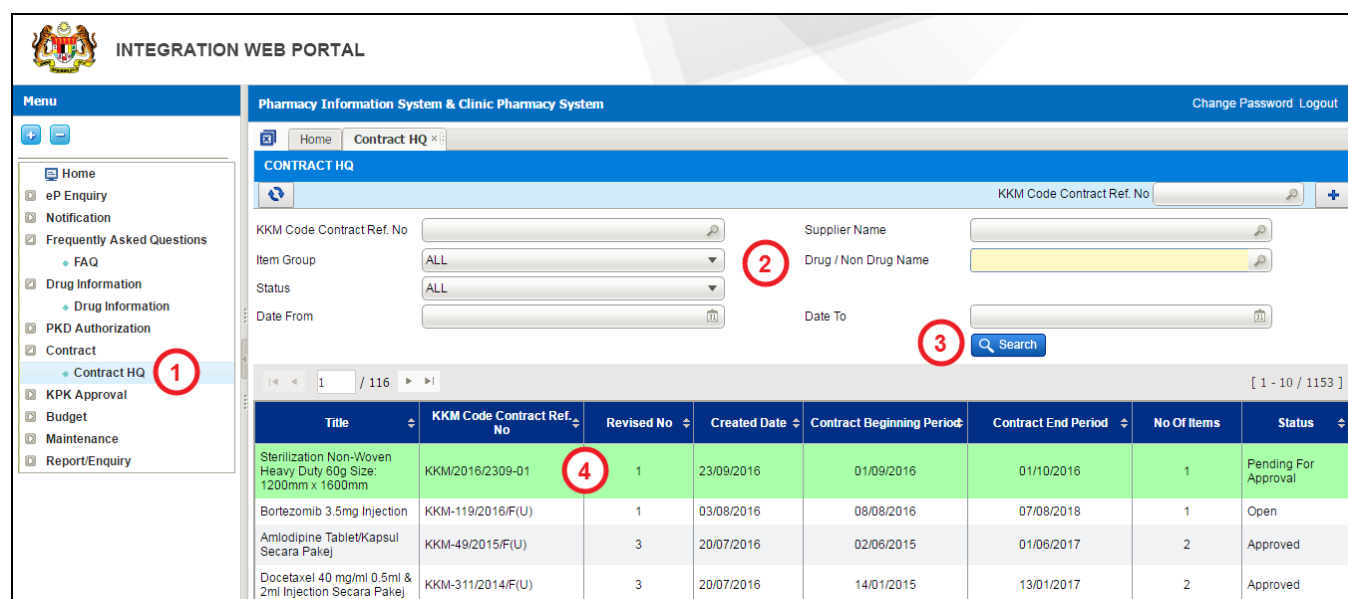


Figure 3.0-1

3.1 Contract HQ Listing Page

This function is used to display all the Contract HQ transaction(s). An expired contract will be highlighted green.



Title	KKM Code Contract Ref. No.	Revised No.	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	KKM/2016/2309-01	1	23/09/2016	01/09/2016	01/10/2016	1	Pending For Approval
Bortezomib 3.5mg Injection	KKM-119/2016/F(U)	1	03/08/2016	08/08/2016	07/08/2018	1	Open
Amlodipine Tablet/Kapsul Secara Pakej	KKM-49/2015/F(U)	3	20/07/2016	02/06/2015	01/06/2017	2	Approved
Docetaxel 40 mg/ml 0.5ml & 2ml Injection Secara Pakej	KKM-311/2014/F(U)	3	20/07/2016	14/01/2015	13/01/2017	2	Approved

Figure 3.1-1 Contract HQ Listing Page

STEP 1

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

STEP 2

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

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display existing Contract No
b	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
c	Status	Search by: - All - Approved - Cancel - Open - Pending for Approval - Rejected	Able to filter and search record(s)
e	Date From	Select start date proposed contract item from the calendar	Format field (dd/mm/yy)
f	Date To	Select end date proposed contract item from the calendar	Format field (dd/mm/yy)
g	Supplier Name	Name of the company that will supply the items	Display existing supplier company's name

Table 3.1-1

STEP 3

Click on the  button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4

Double click on the selected record details listed down as per Figure 3.1-1

Note

The details of the Proposed Contract Item screen will be displayed.

Contract HQ

KKM Code Contract Reference No

KKM-49/2015/F(U)

Title

Amlodipine Tablet/Kapsul Secara Pakej

Contract Effective Start Date

02/06/2015

Contract Effective End Date

01/06/2017

Enforce Quota

No

Contract Amount(RM)

18,498,998.50

Item Group

DRUG

Item Sub Class

Tablet/Capsule

Delivery Lead Period(Days)

14

Status

Approved

Remarks

60 hari bagi 3 bulan pertama, 14 hari bagi tempoh seterusnya

Revision No

3

Supplier Name

PHARMANIAGA LOGISTIC SDN.BHD.

Item's Information

1 / 1

[1 - 2 / 2]

	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
☐	C08CA01000T1001XX	Amlodipine 5 mg Tablet	02.0012.02.141T	HOVASC	PHARMANIAGA LOGISTIC SDN.BHD.	Box of 100 tab
☐	C08CA01000T1002XX	Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	HOVASC	PHARMANIAGA LOGISTIC SDN.BHD.	Box of 100 tab

Item's Quantity

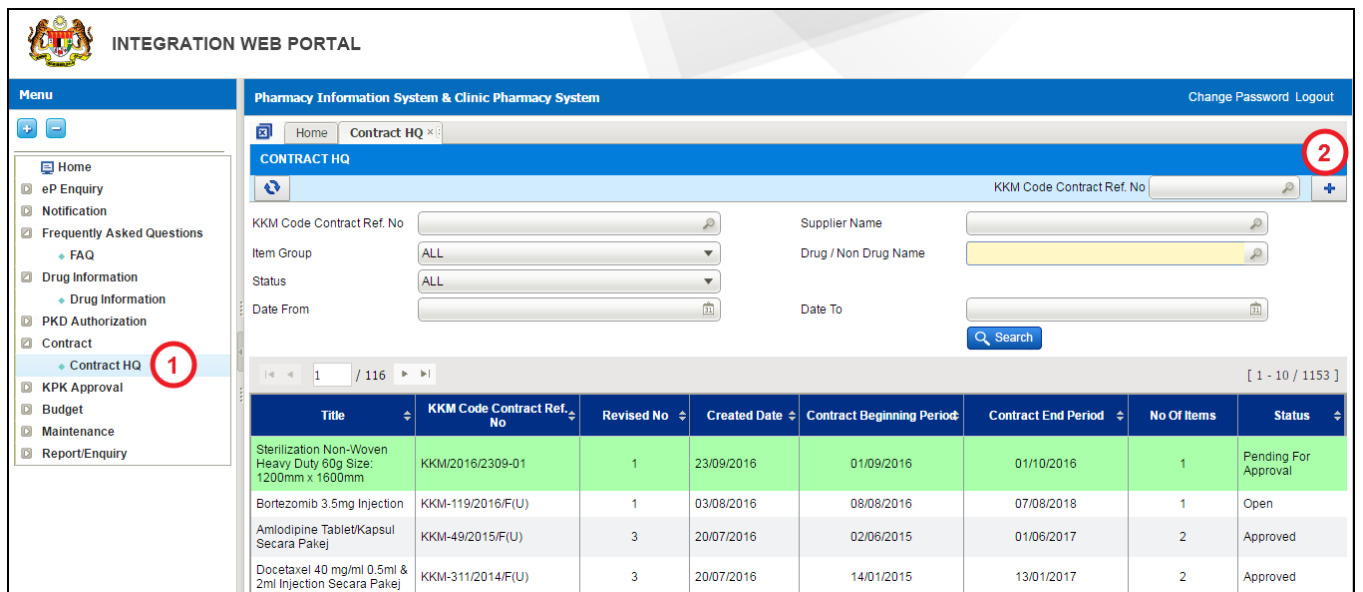
1 / 1

[1 - 2 / 2]

Figure 3.1-2 Contract HQ

3.1.1 New Contract HQ record

This function is used to create a new contract hq record.



INTEGRATION WEB PORTAL

Menu

- Home
- eP Enquiry
- Notification
- Frequently Asked Questions
 - FAQ
- Drug Information
 - Drug Information
- PKD Authorization
- Contract
 - Contract HQ** (1)
- KPK Approval
- Budget
- Maintenance
- Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Contract HQ (2)

KKM Code Contract Ref. No. [Text Box]

Supplier Name [Text Box]

Item Group [Dropdown: ALL]

Drug / Non Drug Name [Text Box]

Status [Dropdown: ALL]

Date From [Text Box]

Date To [Text Box]

[Search Button]

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	KKM/2016/2309-01	1	23/09/2016	01/09/2016	01/10/2016	1	Pending For Approval
Bortezomib 3.5mg Injection	KKM-119/2016/F(U)	1	03/08/2016	08/08/2016	07/08/2018	1	Open
Amlodipine Tablet/Kapsul Secara Pakej	KKM-49/2015/F(U)	3	20/07/2016	02/06/2015	01/06/2017	2	Approved
Docetaxel 40 mg/ml 0.5ml & 2ml Injection Secara Pakej	KKM-311/2014/F(U)	3	20/07/2016	14/01/2015	13/01/2017	2	Approved

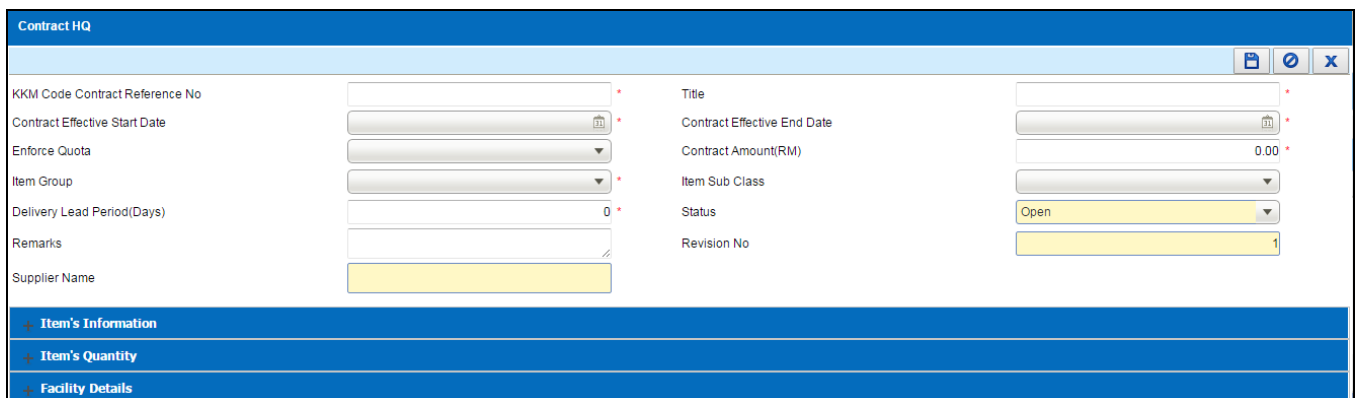
Figure 3.1.1-1 Create New Contract HQ

STEP 1

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

STEP 2

Click on the  button to create new transaction



Contract HQ

KKM Code Contract Reference No [Text Box]

Contract Effective Start Date [Text Box]

Enforce Quota [Text Box]

Item Group [Dropdown]

Delivery Lead Period(Days) [Text Box: 0]

Remarks [Text Box]

Supplier Name [Text Box]

Title [Text Box]

Contract Effective End Date [Text Box]

Contract Amount(RM) [Text Box: 0.00]

Item Sub Class [Dropdown]

Status [Dropdown: Open]

Revision No [Text Box: 1]

Item's Information

Item's Quantity

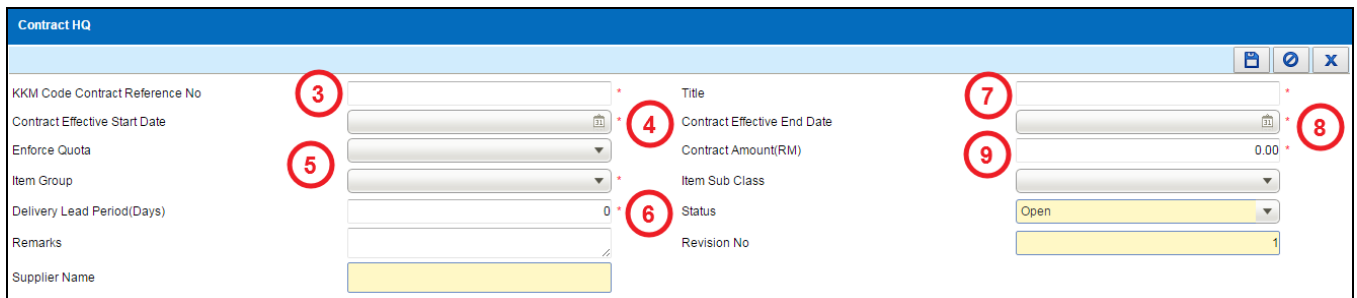
Facility Details

Figure 3.1.1-2 Contract HQ

Note

- For a new transaction, the **'Status'** will be 'Open' by default.
- There are four (4) sections that have to be filled in the Contract HQ screen as show in Figure 3.1.1-2:
 - Contract Details
 - Item's Information
 - Item's Quantity
 - Facility Details

a) Contract Details



The screenshot shows the 'Contract HQ' form with the following fields and callouts:

- 3**: KKM Code Contract Reference No.
- 4**: Contract Effective Start Date (with calendar icon)
- 5**: Enforce Quota (dropdown menu)
- 6**: Delivery Lead Period(Days) (text input, value 0)
- 7**: Title
- 8**: Contract Effective End Date (with calendar icon)
- 9**: Contract Amount(RM) (text input, value 0.00)
- Item Group (dropdown menu)
- Item Sub Class (dropdown menu)
- Status (dropdown menu, value Open)
- Revision No (text input, value 1)
- Remarks (text area)
- Supplier Name (text input)

Figure 3.1.1-3 Contract HQ

STEP 3

Enter the KKM Code Contract Reference No.

STEP 4

Click on the  to select the start date for the contract

STEP 5

Select the following from the dropdown box accordingly:

- 1) Enforce quota
 - Yes (applicable facility is unable to purchase qty more than allocated qty)
 - No (applicable facility is able to purchase qty more than allocated qty)
- 2) Item Group
 - DRUG
 - NON-DRUG

STEP 6

Enter the number of days for the supplier to supply the goods

Note

Enter free text in the **Remark** section (optional)

STEP 7

Enter the Title for the contract

STEP 8

Click on the  to select the end date for the contract

STEP 9

Enter the value of the contract

Note

For a new transaction, the '**Status**' will be '**Open**' and the '**Revision No**' will be '**1**' by default

b) Item's Information

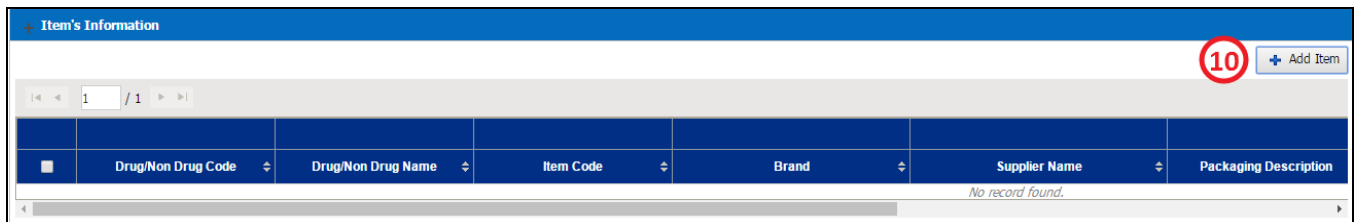
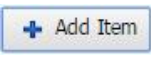


Figure 3.1.1-4 Item's Information

STEP 10

Click on the  button to add an item

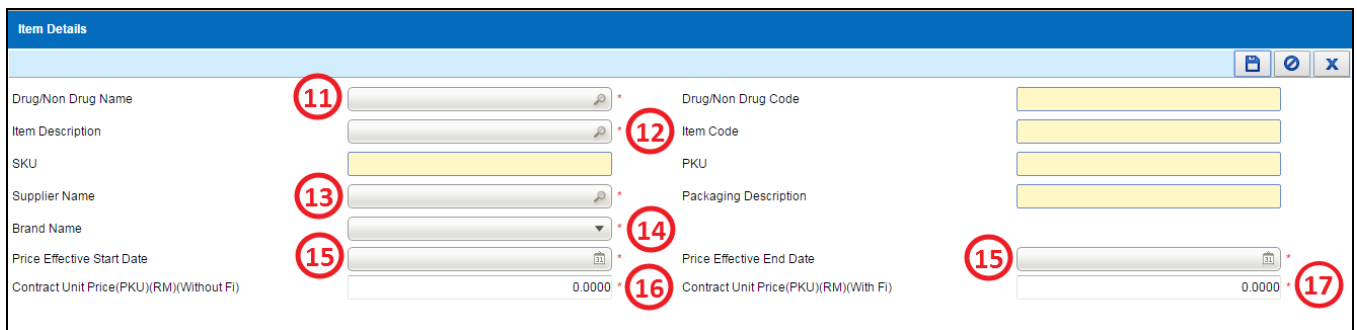


Figure 3.1.1-5 Item Detail

STEP 11

Click on the  to search for **Drug/Non-Drug Name**

Note

- List of **Drug/Non-Drug Name** will be displayed as shown in Figure 3.1.1-6
- User can search by entering partial or full criteria and click on the  button. System will list down all the drug name
- Double click on the Drug/Non-Drug name to select and the **Drug/Non-Drug Code** will be automatically display

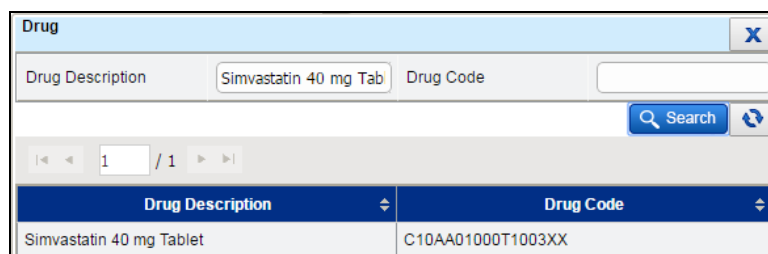


Figure 3.1.1-6 Drug List

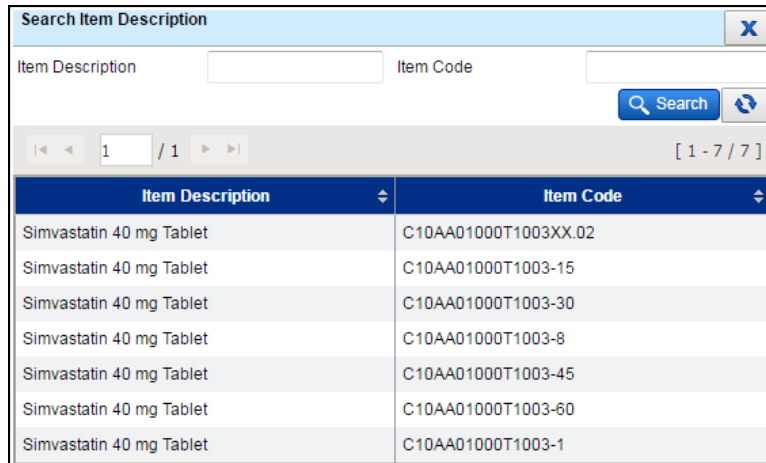
STEP 12

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

Note

- List of **Item Description** will be displayed as shown in Figure 3.1.1-7

- User can search by entering partial or full criteria and click on the  button. System will list down all the item name
- Double click on the Item Description name to select and the **Item Code, SKU, PKU, Packaging Description** information will be automatically displayed



Item Description	Item Code
Simvastatin 40 mg Tablet	C10AA01000T1003XX.02
Simvastatin 40 mg Tablet	C10AA01000T1003-15
Simvastatin 40 mg Tablet	C10AA01000T1003-30
Simvastatin 40 mg Tablet	C10AA01000T1003-8
Simvastatin 40 mg Tablet	C10AA01000T1003-45
Simvastatin 40 mg Tablet	C10AA01000T1003-60
Simvastatin 40 mg Tablet	C10AA01000T1003-1

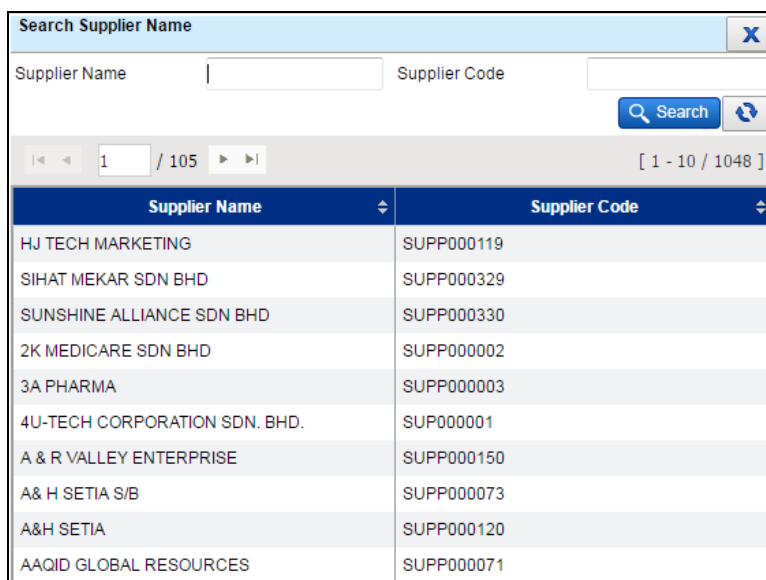
Figure 3.1.1-7 Item Description

STEP 13

Click on the  to search for **Supplier Name**

Note

- List of **Item Description** will be displayed as shown in Figure 3.1.1-8
- User can search by entering partial or full criteria and click on the  button. System will list down all the supplier name



Supplier Name	Supplier Code
HJ TECH MARKETING	SUPP000119
SIHAT MEKAR SDN BHD	SUPP000329
SUNSHINE ALLIANCE SDN BHD	SUPP000330
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
4U-TECH CORPORATION SDN. BHD.	SUP000001
A & R VALLEY ENTERPRISE	SUPP000150
A& H SETIA S/B	SUPP000073
A&H SETIA	SUPP000120
AAQID GLOBAL RESOURCES	SUPP000071

Figure 3.1.1-8 Supplier Name

STEP 14

Select the **Brand Name** from the dropdown box

STEP 15

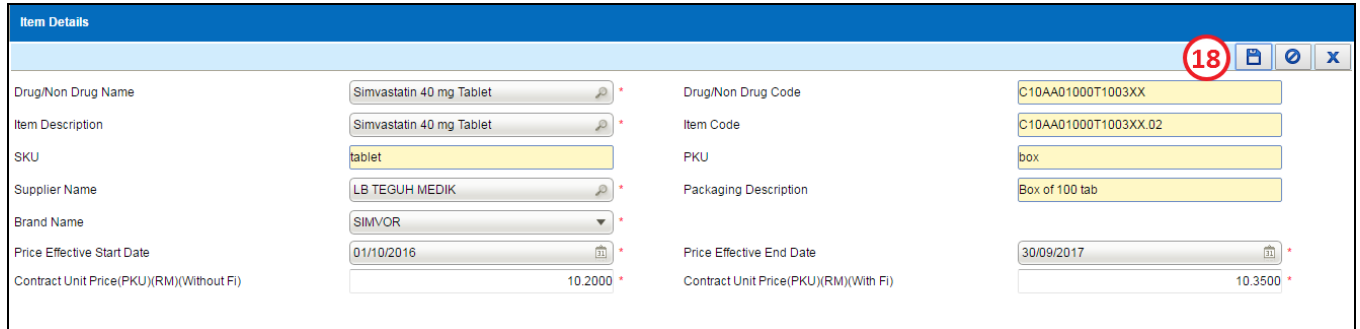
Click on the  button to select the **Price Effective Start Date** and **Price Effective End Date**

STEP 16

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

STEP 17

Enter the Contract Unit Price (PKU)(RM)(With Fi)



Item Details			
Drug/Non Drug Name	Simvastatin 40 mg Tablet	Drug/Non Drug Code	C10AA01000T1003XX
Item Description	Simvastatin 40 mg Tablet	Item Code	C10AA01000T1003XX.02
SKU	tablet	PKU	box
Supplier Name	LB TEGUH MEDIK	Packaging Description	Box of 100 tab
Brand Name	SIMVOR		
Price Effective Start Date	01/10/2016	Price Effective End Date	30/09/2017
Contract Unit Price(PKU)(RM)(Without Fi)	10.2000	Contract Unit Price(PKU)(RM)(With Fi)	10.3500

Figure 3.1.1-9 Item Details

STEP 18

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.1-10 & Figure 3.1.1-11.

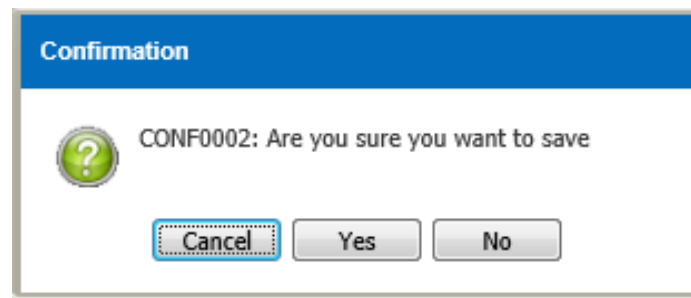
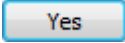


Figure 3.1.1-10 Save Record Alert Message

- Click on the  button.

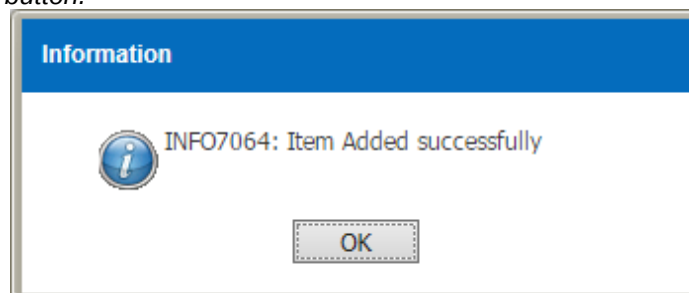
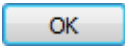
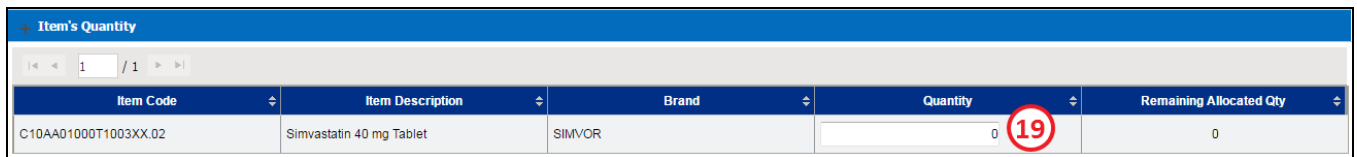


Figure 3.1.1-11 Item Added successfully Alert Message

- Click on the  button.

c) Item's Quantity



Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
C10AAD1000T1003XX.02	Simvastatin 40 mg Tablet	SIMVOR	0	0

Figure 3.1.1-12 Item's Quantity

STEP 19

Enter the quantity

d) Facility Details

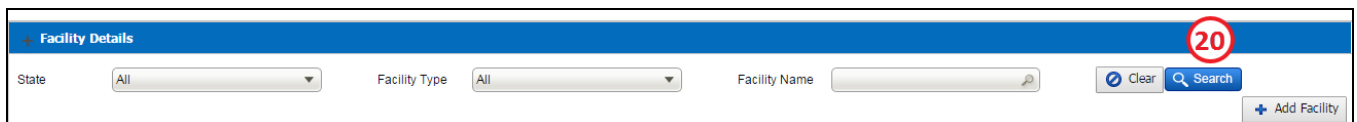


Figure 3.1.1-13 Facility Details

STEP 20

Click on the  button to select the facility

Note

User may select the facility by performing the following:

- a) Select the **State** from the drop down box:
 - All
 - Johor
 - Kedah
 - Kelantan
 - Melaka
 - Negeri Sembilan
 - Pahang
 - Pulau Pinang
 - Perak
 - Perlis
 - Selangor
 - Terengganu
 - Sabah
 - Sarawak
 - WP Kuala Lumpur
 - WP Labuan
 - WP Putrajaya
 - Luar Negeri
- b) Select the **Facility Type** from the drop down box:
 - All
 - Hospital
 - KK
 - PKD
 - MUSN/PBFN

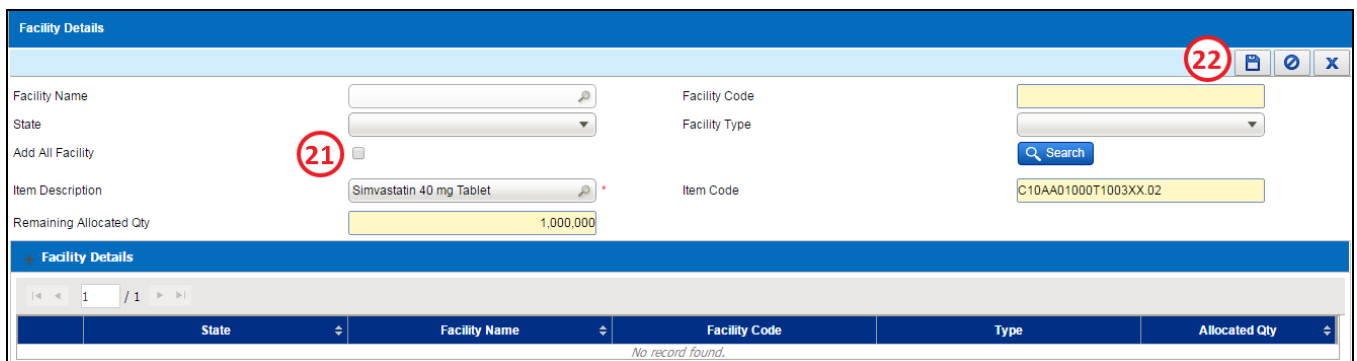


Figure 3.1.1-14 Facility Details

STEP 21

Select the **Add All Facility** checkbox if the contract apply to all facilities

Note

If this contract is not applicable to All Facility, then user will have to select the facility by selecting the **Facility Name, State and Facility Type** as per Figure 3.1.1-14

STEP 22

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.1-15 & Figure 3.1.1-16.

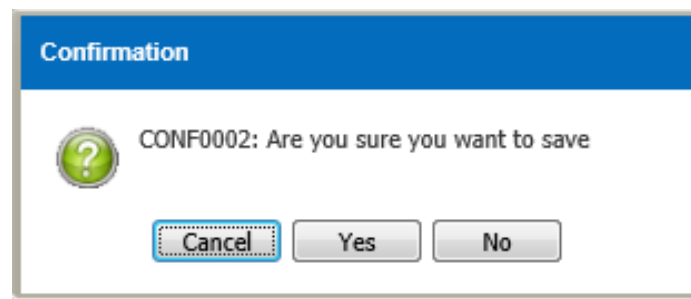
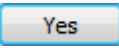


Figure 3.1.1-15 Confirmation Message

- Click on the  button.

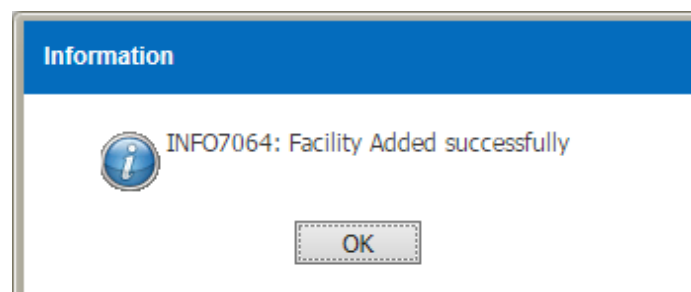
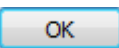


Figure 3.1.1-16 Information Message

- Click on the  button.
- System will automatically display the list of all facilities and **Allocated Qty** will be set as 1 by default as per Figure 3.1.1-17

Contract HQ

23

Send for Approval Cancel Request

Facility Details

State: All Facility Type: All Facility Name: Clear Search Delete Facility Add Facility

1 / 125 [1 - 10 / 1250]

	Facility Code	Facility Name	Facility State	Item Code	Allocated Qty
☐	21-13300197	Klinik Kesihatan Skrang	Sarawak	C10AA01000T1003XX.02	1
☐	21-10060036	Klinik Kesihatan Ijok Kuala Selangor	Selangor	C10AA01000T1003XX.02	1
☐	11-08050015	Hospital Kampar	Perak	C10AA01000T1003XX.02	1
☐	143800	Pejabat Kesihatan Kawasan Kinabatangan	Sabah	C10AA01000T1003XX.02	1
☐	11-08010020	Hospital Slim River	Perak	C10AA01000T1003XX.02	1
☐	21-13300136	Klinik Kesihatan Nanga Entalau	Sarawak	C10AA01000T1003XX.02	1
☐	11-12040030	Hospital Kinabatangan	Sabah	C10AA01000T1003XX.02	1
☐	21-08080072	Klinik Kesihatan Pulau Pangkor	Perak	C10AA01000T1003XX.02	1
☐	21-10040048	Klinik Kesihatan Pandamaran	Selangor	C10AA01000T1003XX.02	1
☐	21-02010071	Klinik Kesihatan Parit Panjang	Kedah	C10AA01000T1003XX.02	1

Figure 3.1.1-17 Contract HQ

STEP 23

Click on  button to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.1.1-18 & Figure 3.1.1-19.

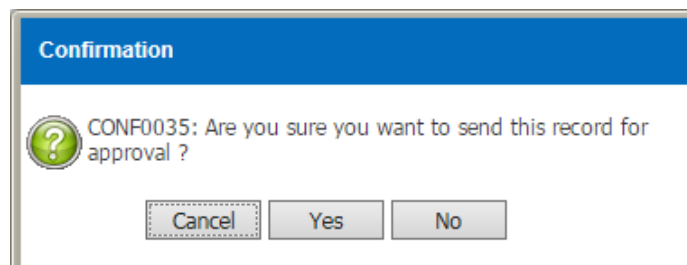
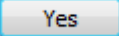


Figure 3.1.2-18 Confirmation Message

- Click on the  button.

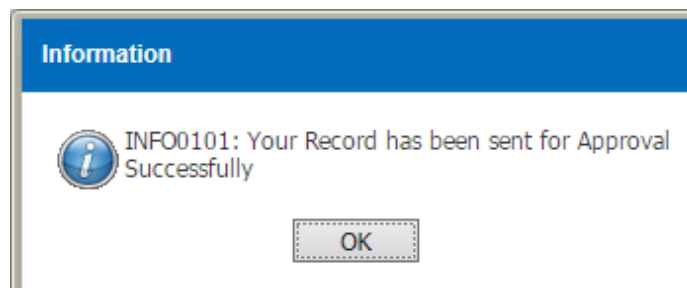
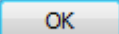
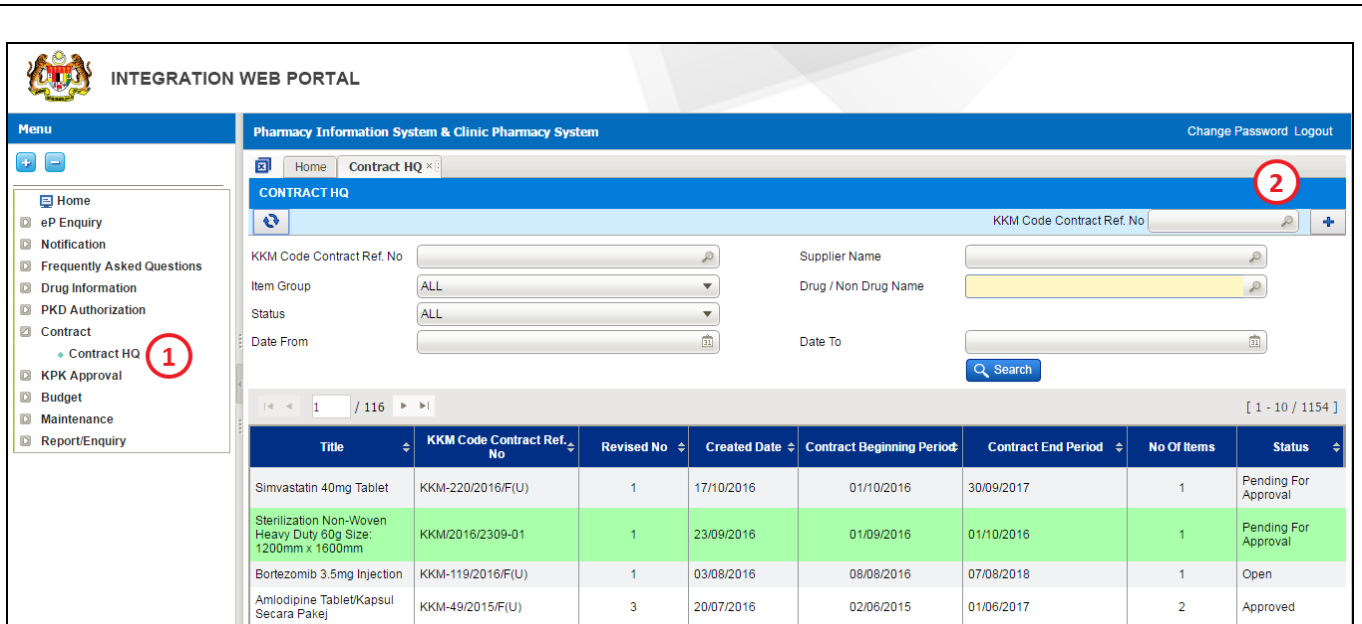


Figure 3.1.2-19 Information Message

- Click on the  button.
- The status will be changed to Pending for Approval

3.1.2 Revise Contract HQ Record

This function is to do any revision to an existing contract hq record.



Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Simvastatin 40mg Tablet	KKM-220/2016/F(U)	1	17/10/2016	01/10/2016	30/09/2017	1	Pending For Approval
Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	KKM/2016/2309-01	1	23/09/2016	01/09/2016	01/10/2016	1	Pending For Approval
Bortezomib 3.5mg Injection	KKM-119/2016/F(U)	1	03/08/2016	08/08/2016	07/08/2018	1	Open
Amlodipine Tablet/Kapsul Secara Pakej	KKM-49/2015/F(U)	3	20/07/2016	02/06/2015	01/06/2017	2	Approved

Figure 3.1.2-1 Contract HQ Listing Page

STEP 1

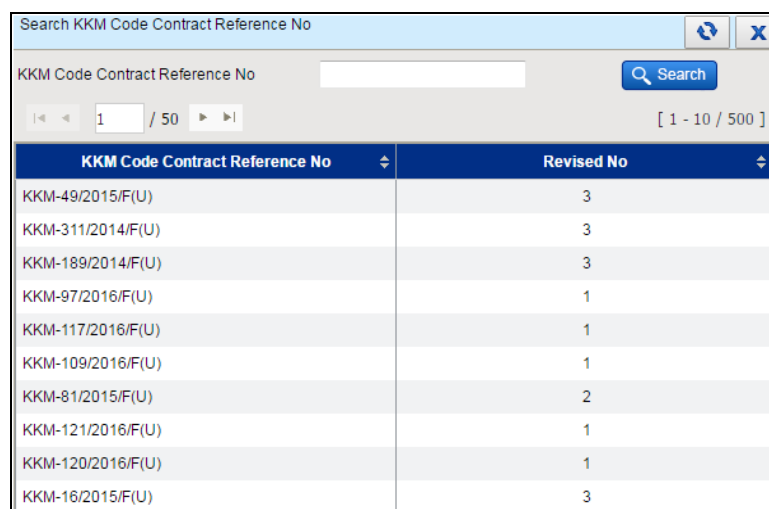
Click on 'Contract' menu follows by 'Contract HQ'

STEP 2

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

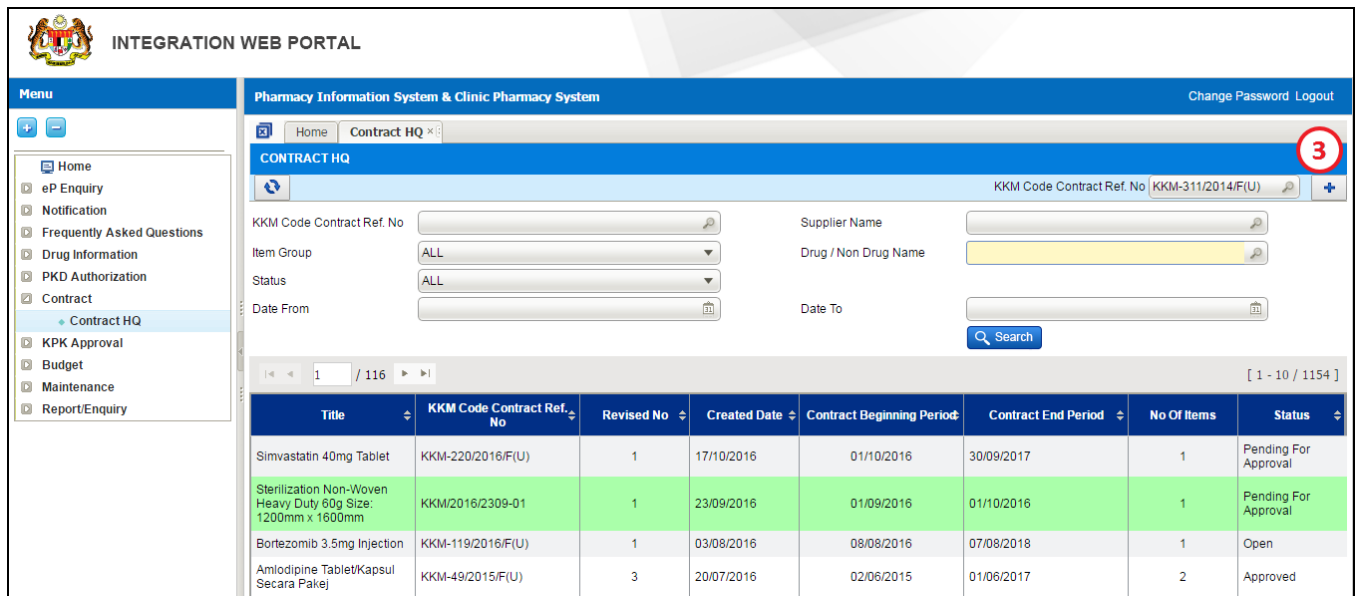
Note

- List of **KKM Code Contract Reference No** that has been approved will be displayed as shown in Figure 3.1.2-2
- User can search by entering partial or full criteria and click on the  button. System will list down all the contract no and revised no of the contract. Double click to choose the contract no.



KKM Code Contract Reference No	Revised No
KKM-49/2015/F(U)	3
KKM-311/2014/F(U)	3
KKM-189/2014/F(U)	3
KKM-97/2016/F(U)	1
KKM-117/2016/F(U)	1
KKM-109/2016/F(U)	1
KKM-81/2015/F(U)	2
KKM-121/2016/F(U)	1
KKM-120/2016/F(U)	1
KKM-16/2015/F(U)	3

Figure 3.1.2-2 KKM Code Contract Reference No



INTEGRATION WEB PORTAL

Menu: Home, eP Enquiry, Notification, Frequently Asked Questions, Drug Information, PKD Authorization, Contract, Contract HQ, KPK Approval, Budget, Maintenance, Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Contract HQ

CONTRACT HQ

KKM Code Contract Ref. No: KKM-311/2014/F(U)

Supplier Name: [Empty]

Drug / Non Drug Name: [Empty]

Item Group: ALL

Status: ALL

Date From: [Empty] Date To: [Empty]

Search

Title	KKM Code Contract Ref. No	Revised No	Created Date	Contract Beginning Period	Contract End Period	No Of Items	Status
Simvastatin 40mg Tablet	KKM-220/2016/F(U)	1	17/10/2016	01/10/2016	30/09/2017	1	Pending For Approval
Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	KKM/2016/2309-01	1	23/09/2016	01/09/2016	01/10/2016	1	Pending For Approval
Bortezomib 3.5mg Injection	KKM-119/2016/F(U)	1	03/08/2016	08/08/2016	07/08/2018	1	Open
Amlodipine Tablet/Kapsul Secara Pakej	KKM-49/2015/F(U)	3	20/07/2016	02/06/2015	01/06/2017	2	Approved

Figure 3.1.2-3 Contract HQ Listing Page

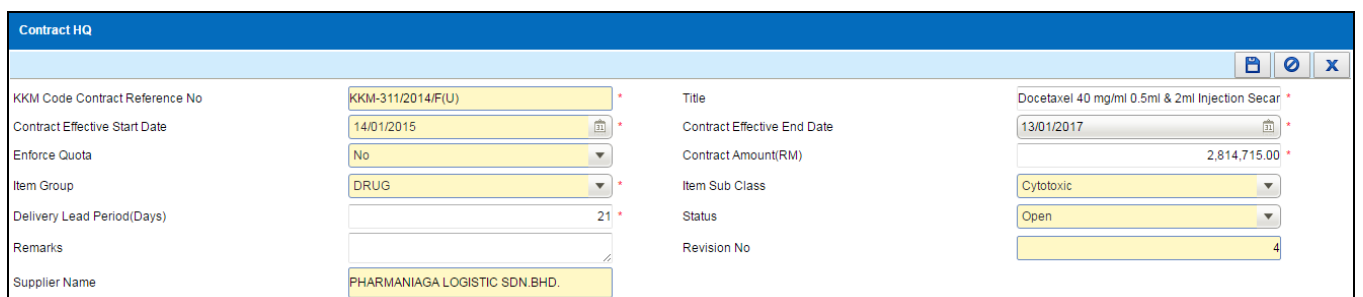
STEP 3

Click the  button after selected the **KKM Code Contract Ref. No** as per Figure 3.1.2-3

Note

System will display the contract details of the selected **KKM Code Contract Ref. No**

a) Contract HQ Details



Contract HQ

KKM Code Contract Reference No: KKM-311/2014/F(U)

Contract Effective Start Date: 14/01/2015

Enforce Quota: No

Item Group: DRUG

Delivery Lead Period(Days): 21

Remarks: [Empty]

Supplier Name: PHARMANIAGA LOGISTIC SDN BHD.

Title: Docetaxel 40 mg/ml 0.5ml & 2ml Injection Secar

Contract Effective End Date: 13/01/2017

Contract Amount(RM): 2,814,715.00

Item Sub Class: Cytotoxic

Status: Open

Revision No: 4

Figure 3.1.2-4 Contract HQ

Note

User are allows to edit:

- Title
- Contract Effective End Date
- Contract Amount(RM)
- Delivery Lead Period (Days)
- Remark (optional)

b) Item's Information

Item's Information						
						Delete Item Add Item
[1 - 2 / 2]						
	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
☐	L01CD02000P3001XX	Docetaxel 20mg Injection	03.0620.03.107T	DOCETAX	PHARMANIAGA LOGISTIC SDN.BHD.	Vial
☐	L01CD02000P3002XX	Docetaxel 80mg Injection	03.0620.04.107T	DOCETAX	PHARMANIAGA LOGISTIC SDN.BHD.	Vial

Figure 3.1.2-5 Item's Information

Note

User are allows to either Delete the existing item or Add new item

- To delete an item, select the checkbox ☐ of the item and click on [Delete Item](#) button
- To add an item, repeat step 10 to step 18 [New Contract HQ record](#)

c) Item's Quantity

Item's Quantity				
				[1 - 2 / 2]
Item Code	Item Description	Brand	Quantity	Remaining Allocated Qty
03.0620.04.107T	Docetaxel 80mg/2ml Inj	DOCETAX	17,740	16,404
03.0620.03.107T	Docetaxel 20mg/0.5ml Injection	DOCETAX	5,225	3,889

Figure 3.1.2-6 Item's Quantity

Note

User are allows to edit the quantity of each item in the contract

d) Facility Details

Facility Details

State

All

Facility Type

All

Facility Name

Clear

Search

Delete Facility

Add Facility

1 / 251

1 - 10 / 2506

	Facility Code	Facility Name	Facility State	Item Code	Allocated Qty
☐	21-13170106	Klinik Kesihatan Long Pillah	Sarawak	03.0620.04.107T	1
☐	21-03070075	Klinik Kesihatan Tendong	Kelantan	03.0620.04.107T	1
☐	21-13280125	Klinik Kesihatan Mentu	Sarawak	03.0620.03.107T	1
☐	21-08020090	Klinik Kesihatan Sungai Sumun	Perak	03.0620.04.107T	1
☐	21-13180221	Klinik Kesihatan Tian	Sarawak	03.0620.03.107T	1
☐	21-13220179	Klinik Kesihatan Sambir	Sarawak	03.0620.03.107T	1
☐	91-13270304	Pejabat Kesihatan Bahagian Sibu	Sarawak	03.0620.03.107T	1
☐	154300	Pejabat Farmasi Bahagian Sarikei	Sarawak	03.0620.03.107T	1
☐	21-04030020	Klinik Kesihatan Klebang Besar	Melaka	03.0620.04.107T	1
☐	21-10020084	Klinik Kesihatan Balakong	Selangor	03.0620.03.107T	1

Figure 3.1.2-7 Facility Details

Note

User are allows to either Delete the existing facility or Add new facility

- To delete an item, select the checkbox ☐ of the facility and click on [Delete Facility](#) button
- To add an item, repeat step 20 to step 21 [New Contract HQ record](#)

Contract HQ			
KKM Code Contract Reference No	KKM-311/2014/F(U)	Title	Docetaxel 40 mg/ml 0.5ml & 2ml Injection Secar
Contract Effective Start Date	14/01/2015	Contract Effective End Date	13/01/2017
Enforce Quota	No	Contract Amount(RM)	2,814,715.00
Item Group	DRUG	Item Sub Class	Cytotoxic
Delivery Lead Period(Days)	21	Status	Open
Remarks		Revision No	4
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD.		

Figure 3.1.2-8 Contract HQ

STEP 4

Click on the  button to save the transaction

Note

- Alert message will be displayed as per Figure 3.1.2-9 & Figure 3.1.2-10.

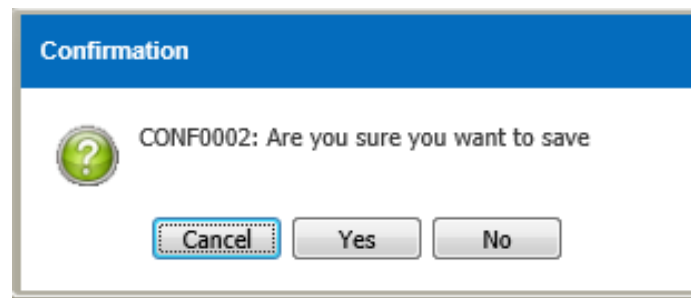
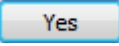


Figure 3.1.2-9 Confirmation Message

- Click on the  button.

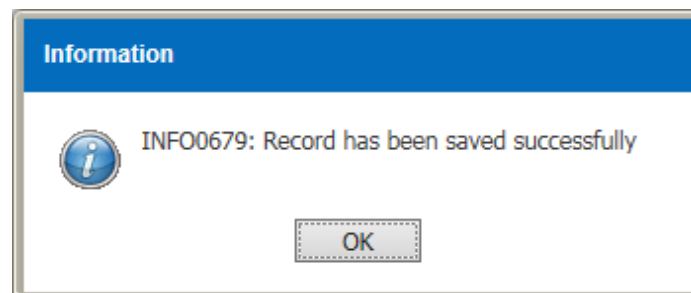
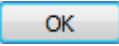


Figure 3.1.2-10 Information Message

- Click on the  button.
- The Revision No will change accordingly.

4.0 Acronyms

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

5.0 Link to IWPM Modules

No	Module	PDF Links
1	Notification	Click Here
2	Frequency Asked Question	Click Here
3	Drug Information	Click Here
4	Contract	Click Here
5	KPK Approval	Click Here
6	Maintenance – Pharmacy	Click Here
7	Maintenance – Inventory	Click Here
8	Maintenance – General	Click Here
9	Maintenance – HQ Security	Click Here