



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

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## **User Manual Integrated Web Portal (IWP)**

### **Contract HQ**

<b>Version</b>	<b>: 9<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: HQ_U.MANUAL_IWP_CONTRACT_HQ</b>



PhIS & CPS Project  
User Manual – Contract HQ



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*Reference ID : HQ\_U.MANUAL\_IWP\_CONTRACT\_HQ-9<sup>th</sup> EDITION*

*Application reference: PhIS & CPS v2.0.1*



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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

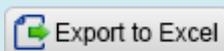
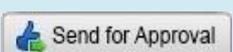
### 1.3 Organised Sections

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

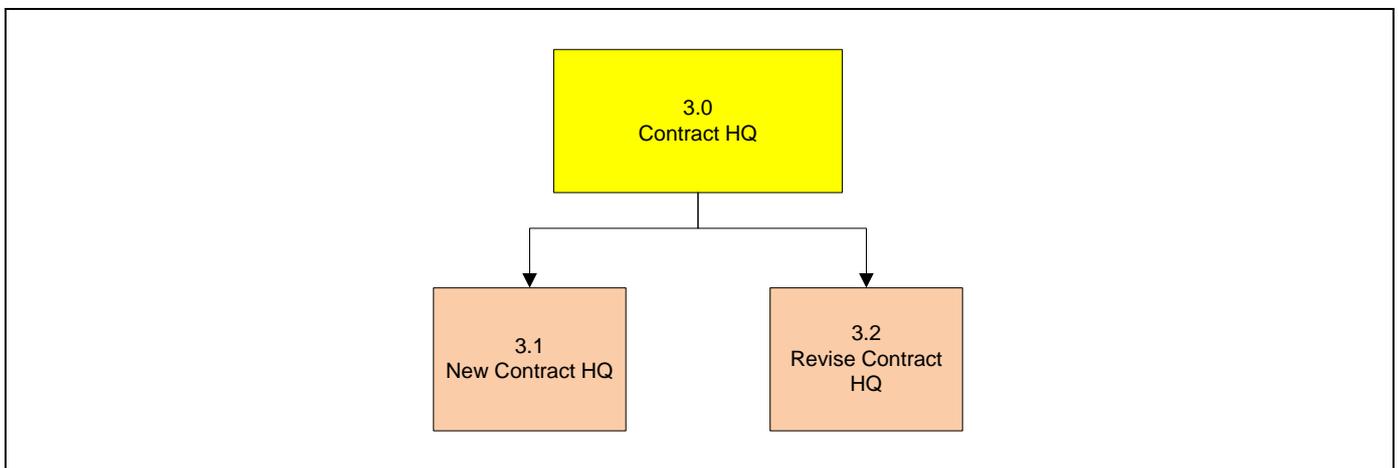
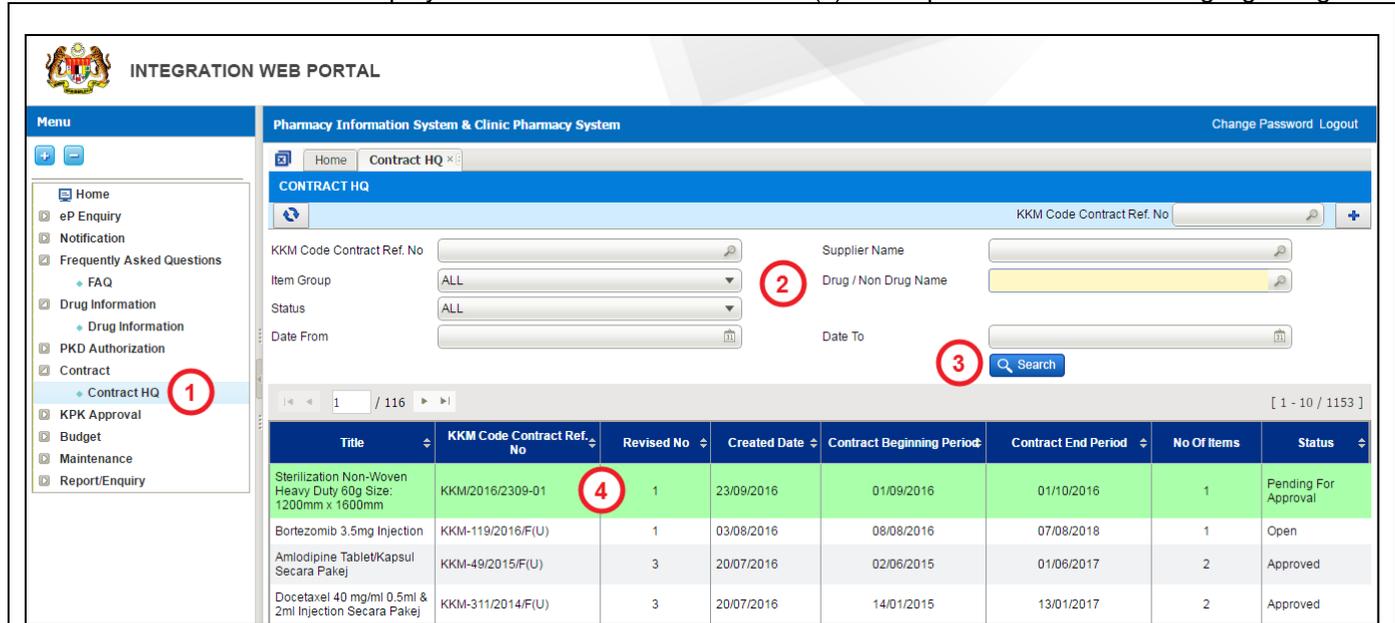


Figure 3.0-1

### 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.



**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
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.		

Item's Information

[ 1 - 2 / 2 ]

	Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description
<input type="checkbox"/>	C08CA01000T1001XX	Amlodipine 5 mg Tablet	02.0012.02.141T	HOVASC	PHARMANIAGA LOGISTIC SDN.BHD.	Box of 100 tab
<input type="checkbox"/>	C08CA01000T1002XX	Amlodipine 10 mg Tablet	C08CA01000T1002XX.01	HOVASC	PHARMANIAGA LOGISTIC SDN.BHD.	Box of 100 tab

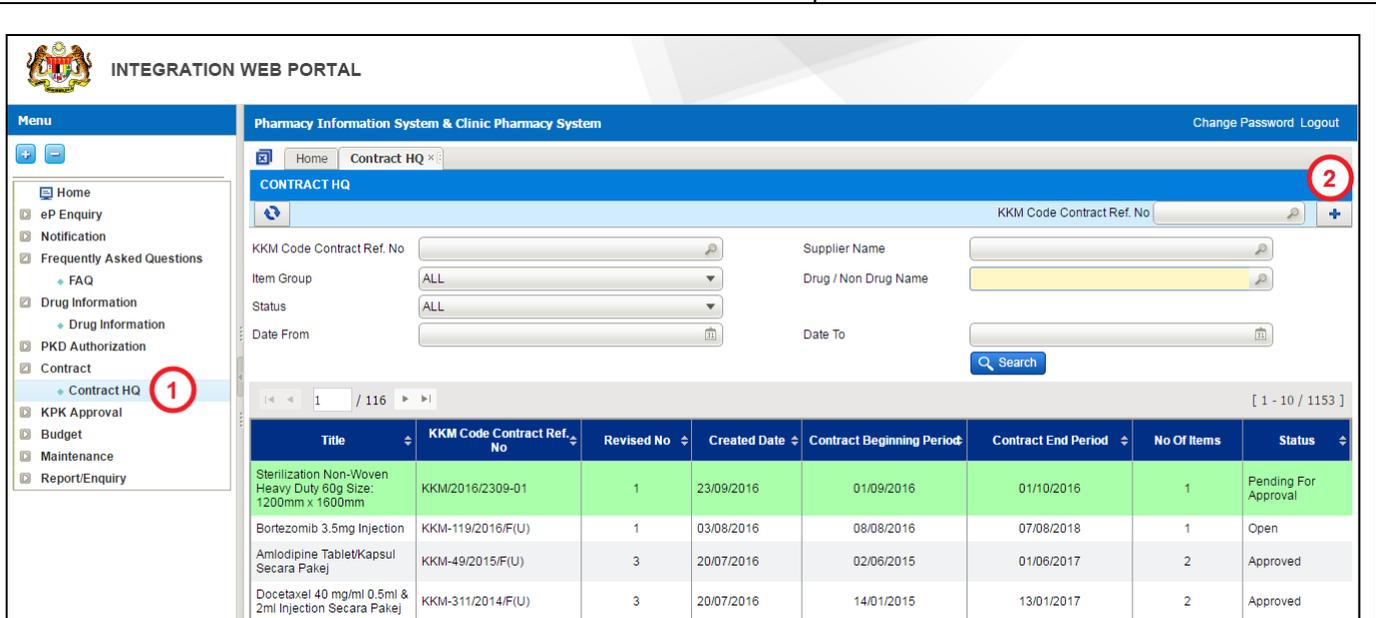
Item's Quantity

[ 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**

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home Contract HQ

**CONTRACT HQ** KKM Code Contract Ref. No [ + ]

KKM Code Contract Ref. No [ ] Supplier Name [ ]  
 Item Group [ ALL ] Drug / Non Drug Name [ ]  
 Status [ ALL ]  
 Date From [ ] Date To [ ]

[ Search ]

[ 1 / 116 ] [ 1 - 10 / 1153 ]

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

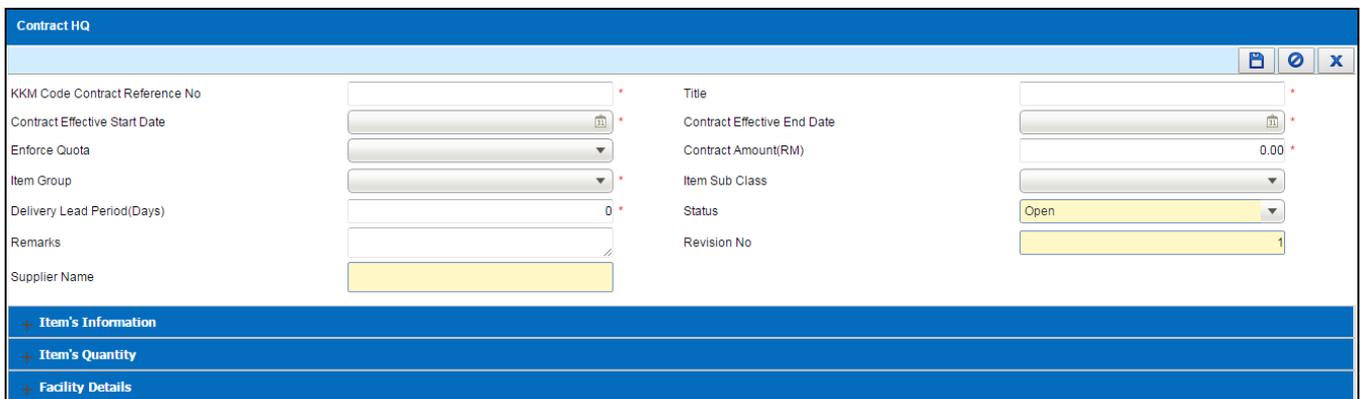
Figure 3.1.1-1 Create New Contract HQ

#### 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 [ ] Title [ ]  
 Contract Effective Start Date [ ] Contract Effective End Date [ ]  
 Enforce Quota [ ] Contract Amount(RM) [ 0.00 ]  
 Item Group [ ] Item Sub Class [ ]  
 Delivery Lead Period(Days) [ 0 ] Status [ Open ]  
 Remarks [ ] Revision No [ 1 ]  
 Supplier Name [ ]

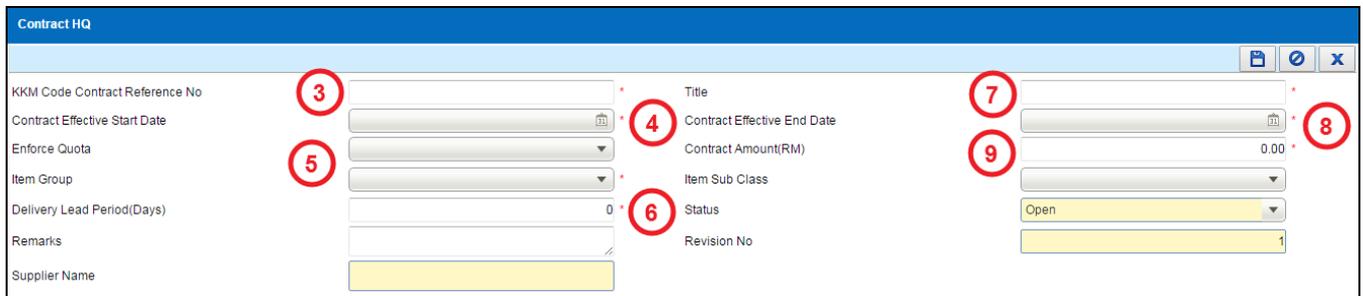
Item's Information  
 Item's Quantity  
 Facility Details

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
- 5: Enforce Quota
- 6: Delivery Lead Period(Days)
- 7: Title
- 8: Contract Effective End Date
- 9: Contract Amount(RM)

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

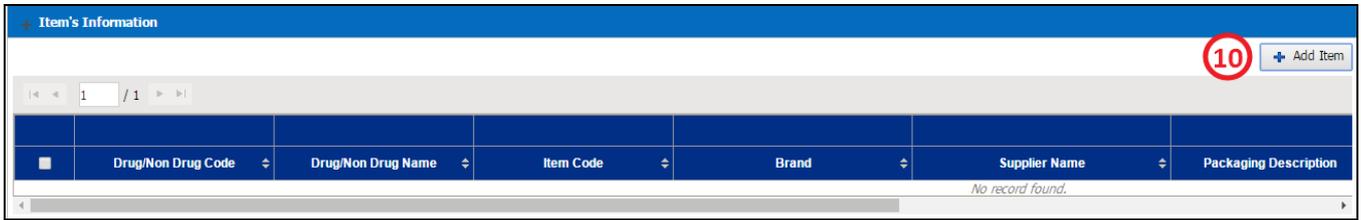
**STEP 9**

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

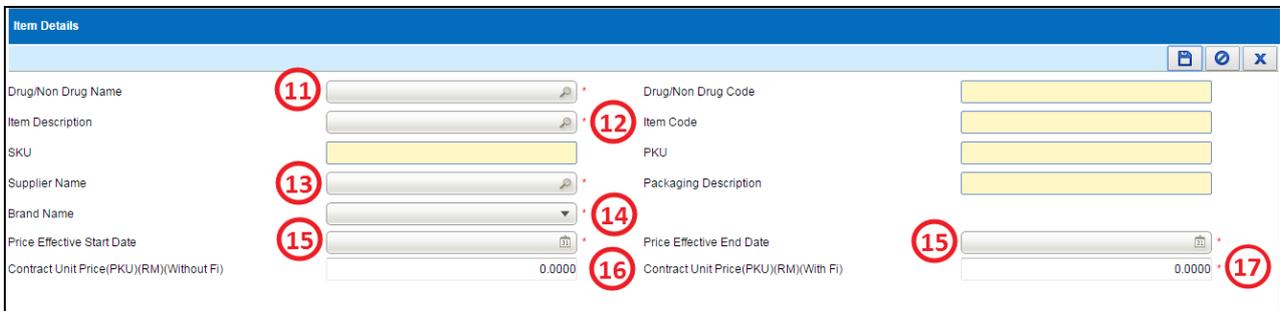
**b) Item's Information**



**Figure 3.1.1-4 Item's Information**

**STEP 10**

Click on the  button to add an item



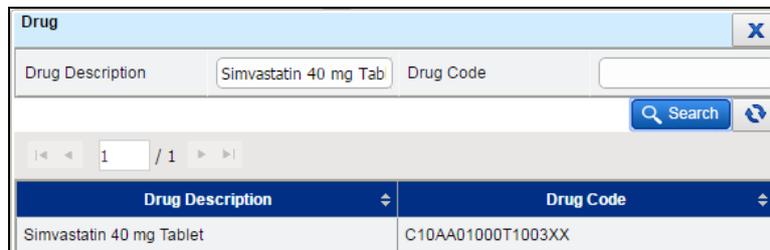
**Figure 3.1.1-5 Item Detail**

**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

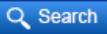


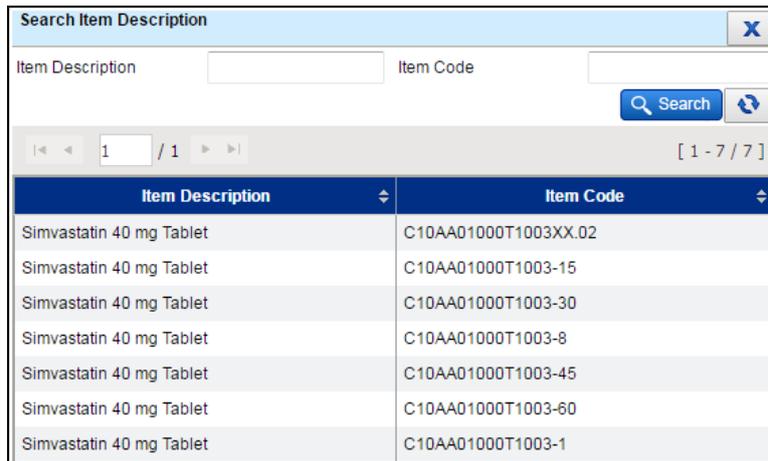
**Figure 3.1.1-6 Drug List**

**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



The screenshot shows a search window titled "Search Item Description". It has two input fields: "Item Description" and "Item Code". Below the fields are "Search" and "Refresh" buttons. A pagination bar shows "1 / 1" and "[ 1 - 7 / 7 ]". The results table is as follows:

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

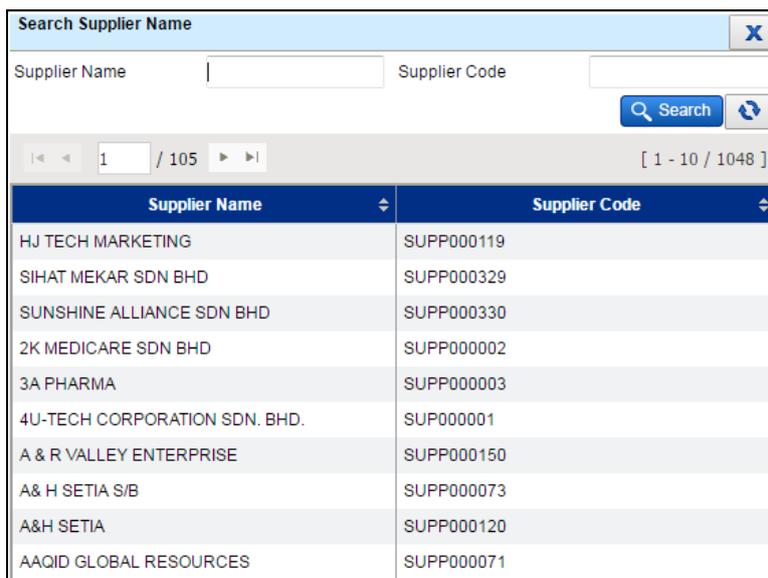
Figure 3.1.1-7 Item Description

**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



The screenshot shows a search window titled "Search Supplier Name". It has two input fields: "Supplier Name" and "Supplier Code". Below the fields are "Search" and "Refresh" buttons. A pagination bar shows "1 / 105" and "[ 1 - 10 / 1048 ]". The results table is as follows:

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**

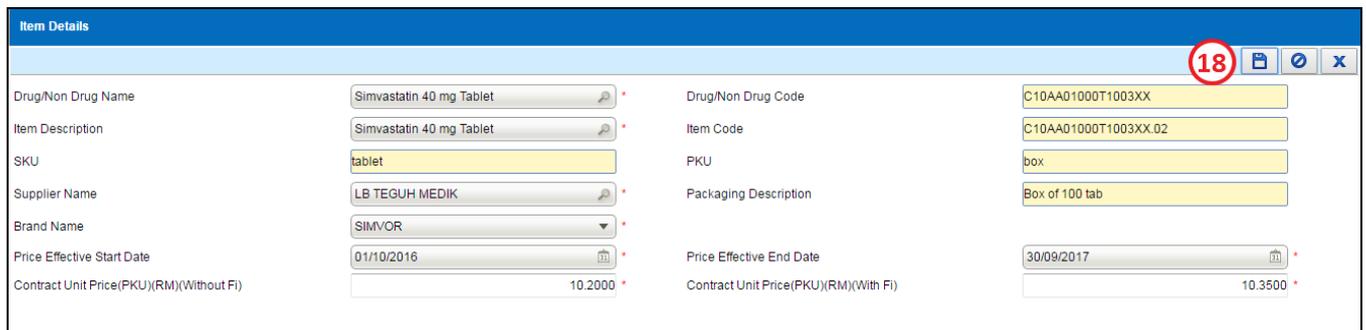
Enter the Contract Unit Price (PKU)(RM)(Without Fi)

**Note**

*Contract Unit price (PKU)(RM)(Without Fi) is not mandatory, only field 'Contract Unit Price(PKU)(RM)(With Fi)' is mandatory.*

**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

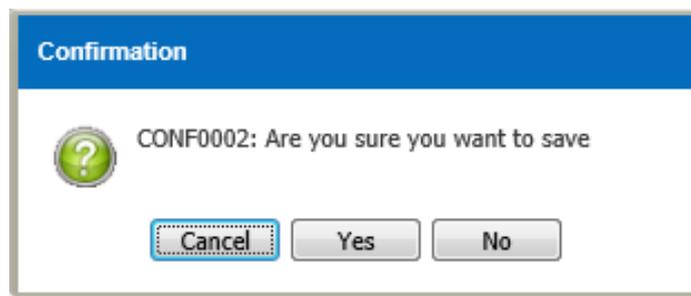
**Figure 3.1.1-9 Item Details**

**STEP 18**

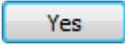
Click on the  button to save the transaction

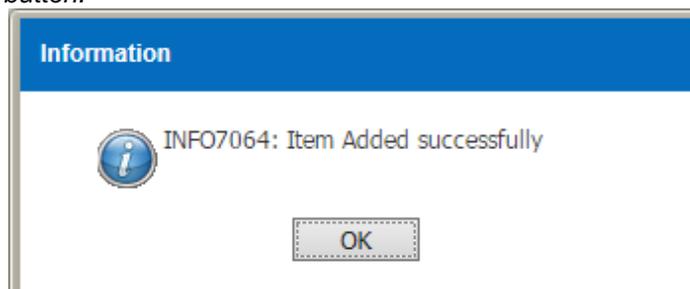
**Note**

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

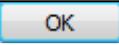


**Figure 3.1.1-10 Save Record Alert Message**

- 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
C10AA01000T1003XX.02	Simvastatin 40 mg Tablet	SIMVOR	0	0

Figure 3.1.1-12 Item's Quantity

**STEP 19**

Enter the quantity

**d) Facility Details**



State: All Facility Type: All Facility Name: [Search] [Clear] [Search] [Add Facility]

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:

- 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
- Select the **Facility Type** from the drop down box:
  - All
  - Hospital
  - KK
  - PKD
  - MUSN/PBFN

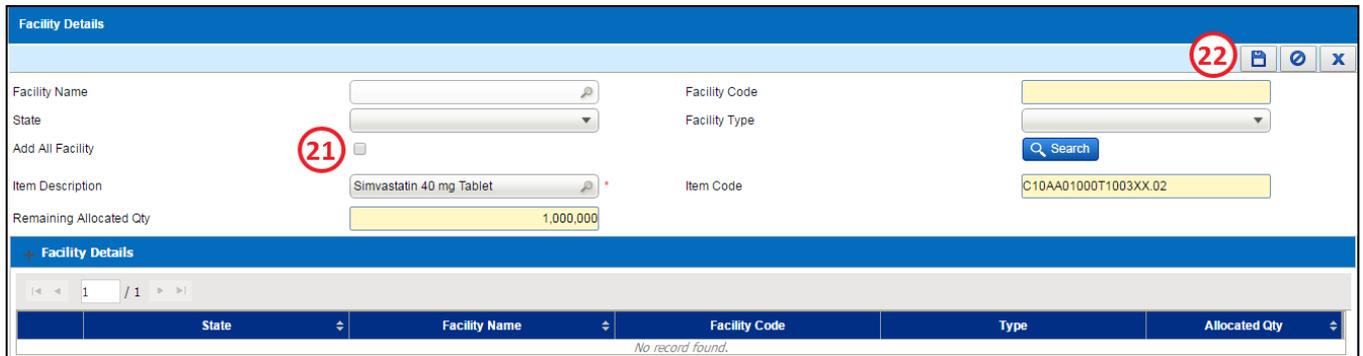


Figure 3.1.1-14 Facility Details

**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.

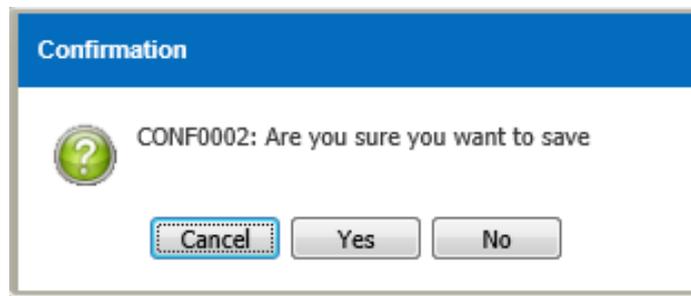
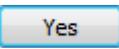


Figure 3.1.1-15 Confirmation Message

- Click on the  button.

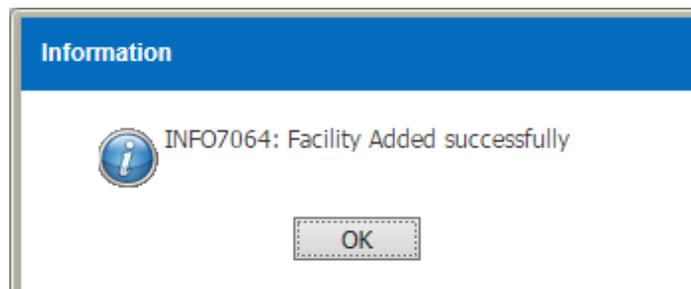
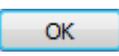


Figure 3.1.1-16 Information Message

- 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.

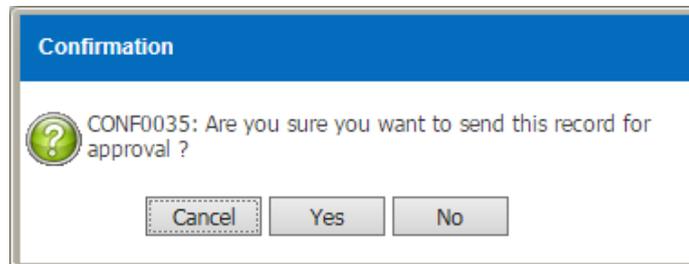
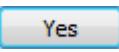


Figure 3.1.2-18 Confirmation Message

- Click on the  button.

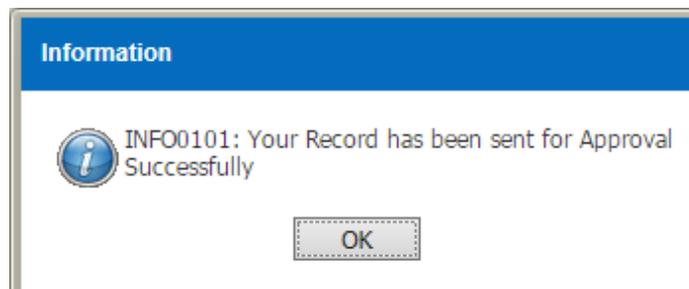
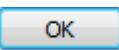
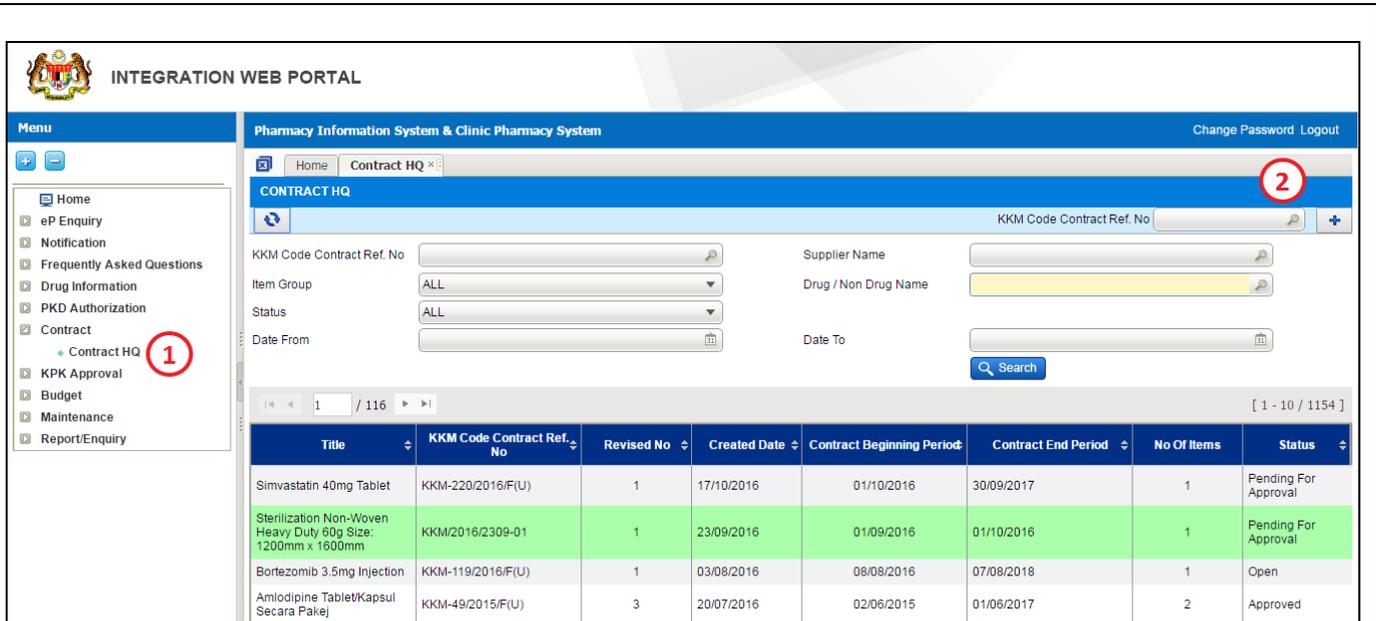


Figure 3.1.2-19 Information Message

- 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.



**INTEGRATION WEB PORTAL**

Pharmacy Information System & Clinic Pharmacy System Change Password Logout

Home Contract HQ

**CONTRACT HQ** KKM Code Contract Ref. No

KKM Code Contract Ref. No  Supplier Name

Item Group  Drug / Non Drug Name

Status  Date From  Date To

[ 1 - 10 / 1154 ]

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**

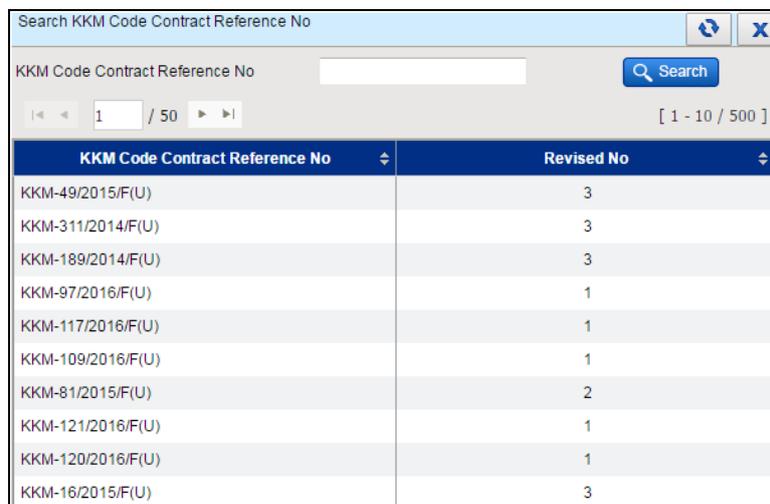
Click on 'Contract' menu follows by 'Contract HQ'

**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.



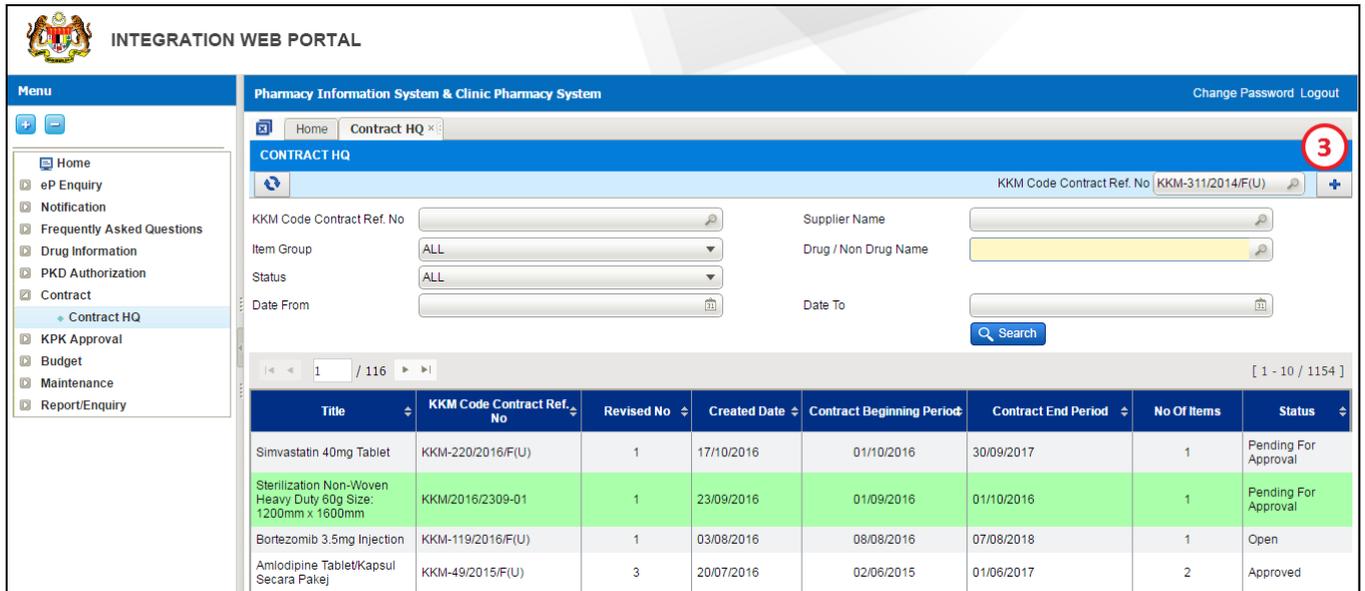
Search KKM Code Contract Reference No

KKM Code Contract Reference No

[ 1 - 10 / 500 ]

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



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

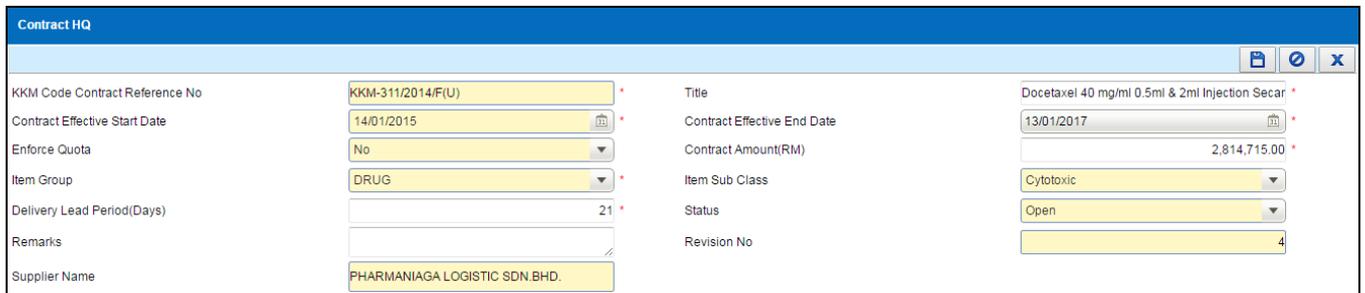
**STEP 3**

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**



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 3.1.2-4 Contract HQ

**Note**

User are allows to edit:

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

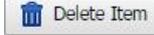
**b) Item's Information**

Item's Information						
Drug/Non Drug Code	Drug/Non Drug Name	Item Code	Brand	Supplier Name	Packaging Description	
<input type="checkbox"/> L01CD02000P3001XX	Docetaxel 20mg Injection	03.0620.03.107T	DOCETAX	PHARMANIAGA LOGISTIC SDN.BHD.	Vial	
<input type="checkbox"/> 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  button
- To add an item, repeat step 10 to step 18 [New Contract HQ record](#)

**c) Item's Quantity**

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 Code	Facility Name	Facility State	Item Code	Allocated Qty
<input type="checkbox"/> 21-13170106	Klinik Kesihatan Long Pillah	Sarawak	03.0620.04.107T	1
<input type="checkbox"/> 21-03070075	Klinik Kesihatan Tendong	Kelantan	03.0620.04.107T	1
<input type="checkbox"/> 21-13280125	Klinik Kesihatan Mentu	Sarawak	03.0620.03.107T	1
<input type="checkbox"/> 21-08020090	Klinik Kesihatan Sungai Sumun	Perak	03.0620.04.107T	1
<input type="checkbox"/> 21-13180221	Klinik Kesihatan Tian	Sarawak	03.0620.03.107T	1
<input type="checkbox"/> 21-13220179	Klinik Kesihatan Sambir	Sarawak	03.0620.03.107T	1
<input type="checkbox"/> 91-13270304	Pejabat Kesihatan Bahagian Sibul	Sarawak	03.0620.03.107T	1
<input type="checkbox"/> 154300	Pejabat Farmasi Bahagian Sarikei	Sarawak	03.0620.03.107T	1
<input type="checkbox"/> 21-04030020	Klinik Kesihatan Klebang Besar	Melaka	03.0620.04.107T	1
<input type="checkbox"/> 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  button
- To add an item, repeat step 20 to step 21 [New Contract HQ record](#)

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

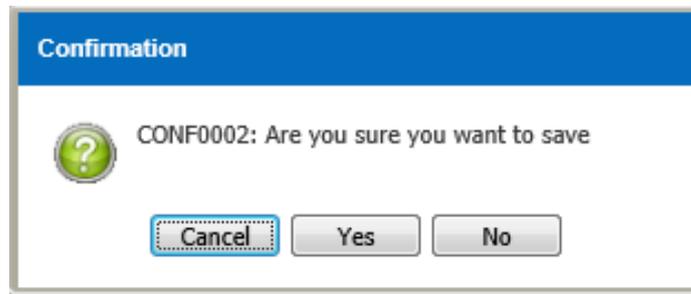
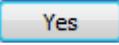


Figure 3.1.2-9 Confirmation Message

- Click on the  button.

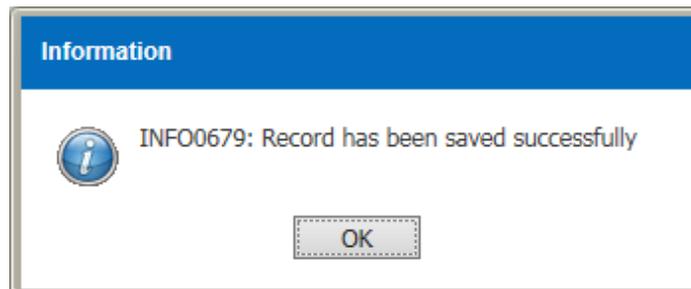


Figure 3.1.2-10 Information Message

- 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	<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>