



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

User Manual Integrated Web Portal (IWP) Order Authorization

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1.1	13/01/2017	Ahmad Anwar Bin Jaafar	Atikah (SA)	Change to latest screenshot and functions for version 1.5

Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
Muazzam bin Zulzalalin	Team Lead	Pharmaniaga Logistics Sdn. Bhd.	

Name	Role / Designation	Organization	Signature & Date
		Bahagian Perkhidmatan Farmasi (BPF), KKM	

Peer Review

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1.0	Michele Foo Juridah Ayub	Overall reviews
1.1	Michele Foo Juridah Ayub	Overall reviews



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1.0 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 Integrated Web Portal (IWP) PKD Authorization sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:

- Request Order Authorization
- Request Order Status

1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 IWP Legend

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

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
Allow user to save quantity before approve the PO	9
Allow to select another PTJ Code on Ship Code field	9

3.0 Order Authorization

Overview

This function is used for PKD user to authorize the purchase order that comes from Klinik Kesihatan.

User Group

This module is intended for Hospital/PKD User (subject to user assigned by the Hospital/PKD)

Functional Diagram

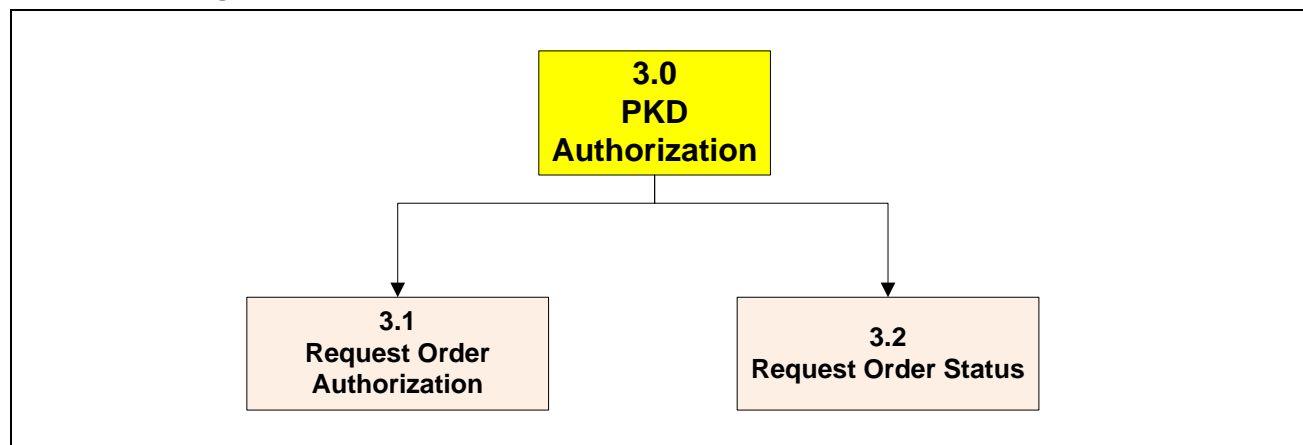


Figure 3.0-1

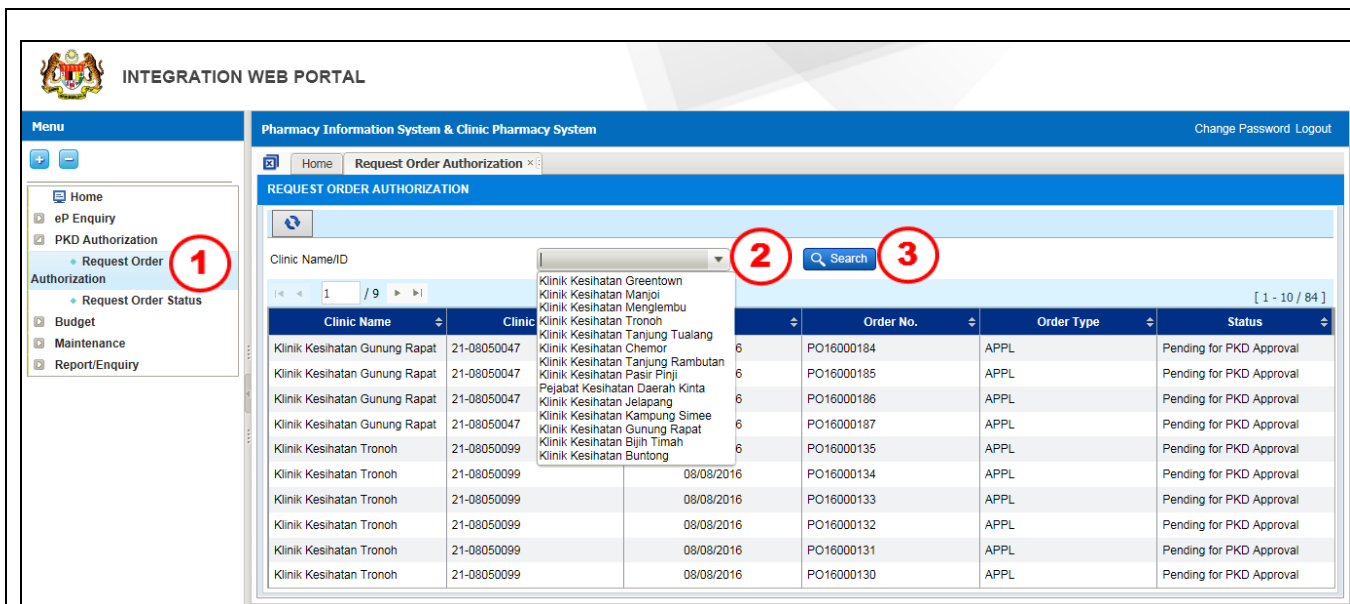
Functional Description

PKD Authorization comprises of two (2) main functions:

- Request Order Authorization
- Request Order Status

3.1 Request Order Authorization

To perform Request Order Authorization, perform the steps below:



Clinic Name	Clinic	Order No.	Order Type	Status
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000184	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000185	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000186	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	PO16000187	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000135	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000134	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000133	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000132	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000131	APPL	Pending for PKD Approval
Klinik Kesihatan Tronoh	21-08050099	PO16000130	APPL	Pending for PKD Approval

3.1.1 Request Order Authorization

STEP 1

Go to 'PKD Authorization' Menu, and click on the Request Order Authorization sub-menu


STEP 2

Click on the dropdown menu to select the **Clinic Name/ID**

Note

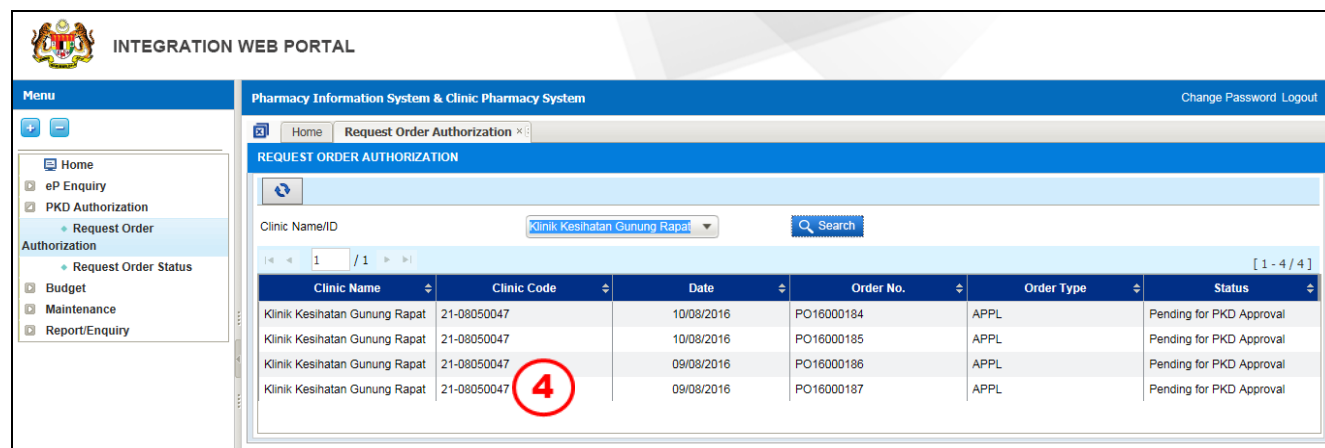
Clinic Name/ID will display all the clinic under the same PKD/PTJ Code

STEP 3

Click on the  button after key in the **Clinic Name/ID**

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2

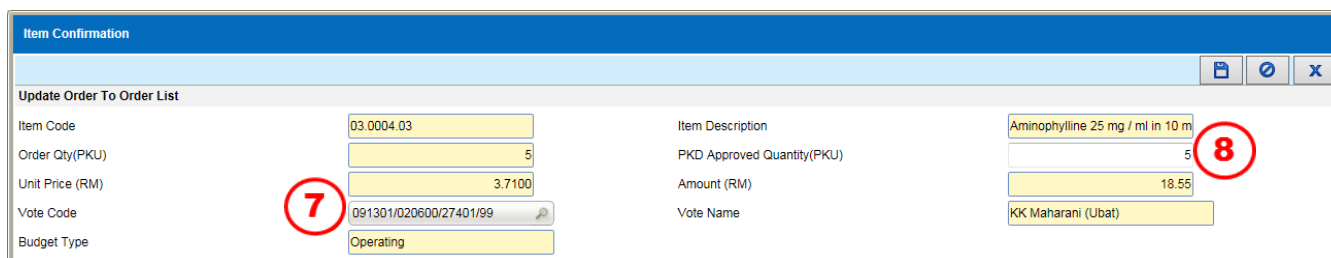


Clinic Name	Clinic Code	Date	Order No.	Order Type	Status
Klinik Kesihatan Gunung Rapat	21-08050047	10/08/2016	PO16000184	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	10/08/2016	PO16000185	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	09/08/2016	PO16000186	APPL	Pending for PKD Approval
Klinik Kesihatan Gunung Rapat	21-08050047	09/08/2016	PO16000187	APPL	Pending for PKD Approval

Figure 3.1-2 Request Order Authorization

STEP 4

Double click on the selected record and the details will be displayed as shown in Figure 3.1-3

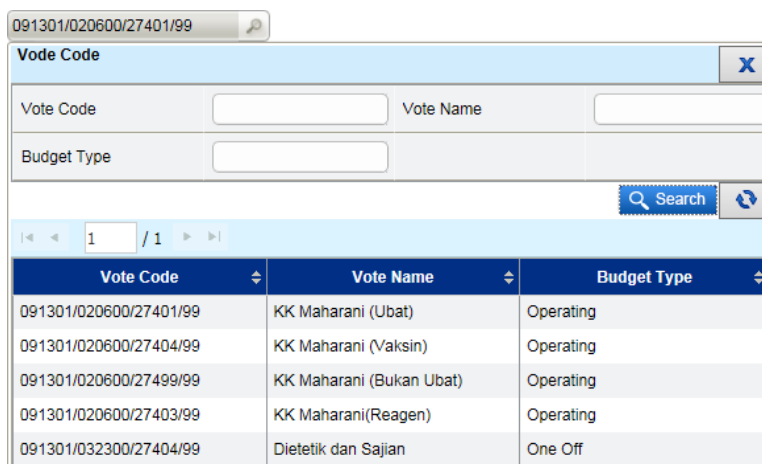


The screenshot shows the 'Item Confirmation' window. It contains fields for Item Code (03.0004.03), Order Qty(PKU) (5), Unit Price (RM) (3.7100), Vote Code (091301/020600/27401/99), Budget Type (Operating), Item Description (Aminophylline 25 mg / ml in 10 m), PKD Approved Quantity(PKU) (5), Amount (RM) (18.55), and Vote Name (KK Maharani (Ubat)). Red circles with numbers 7 and 8 highlight the Vote Code and PKD Approved Quantity(PKU) fields respectively.

Figure 3.1-5 Item Confirmation

STEP 7

Click on the **Vote Code** button and **Vote Code** window will be displayed as Figure 3.1-6



The screenshot shows the 'Vote Code' window. It contains fields for Vote Code, Vote Name, and Budget Type. Below these fields is a search bar with a 'Search' button. A table displays the search results:

Vote Code	Vote Name	Budget Type
091301/020600/27401/99	KK Maharani (Ubat)	Operating
091301/020600/27404/99	KK Maharani (Vaksin)	Operating
091301/020600/27499/99	KK Maharani (Bukan Ubat)	Operating
091301/020600/27403/99	KK Maharani(Reagen)	Operating
091301/032300/27404/99	Dietetik dan Sajian	One Off

Figure 3.1-6 Vote Code

Note

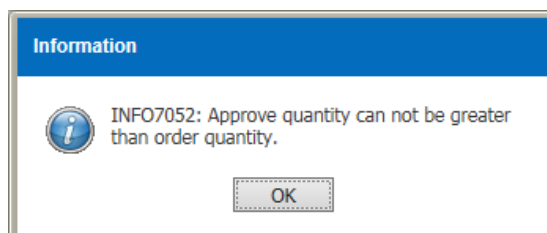
- User is allowed to enter partially or fully searching criteria for **Vote Code**, **Vote Name** and **Budget Type**. Then click **Search** button
- Double click on the selected **Vote Code**

STEP 8

Enter **PKD Approved Quantity(PKU)**

Note

- Value entered cannot be more than **Order Qty(PKU)** and should be multiple of minimum order quantity
- System will display alert message if value entered more than order quantity as Figure 3.1-7
- System will display alert message if value is not according multiple of minimum order quantity as Figure 3.1-8



The screenshot shows an 'Information' message box. It contains an information icon and the text: 'INFO7052: Approve quantity can not be greater than order quantity.' Below the text is an 'OK' button.

Figure 3.1-7 Information Message

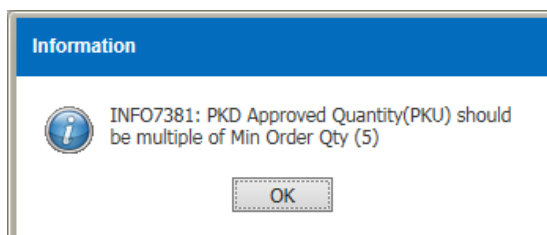
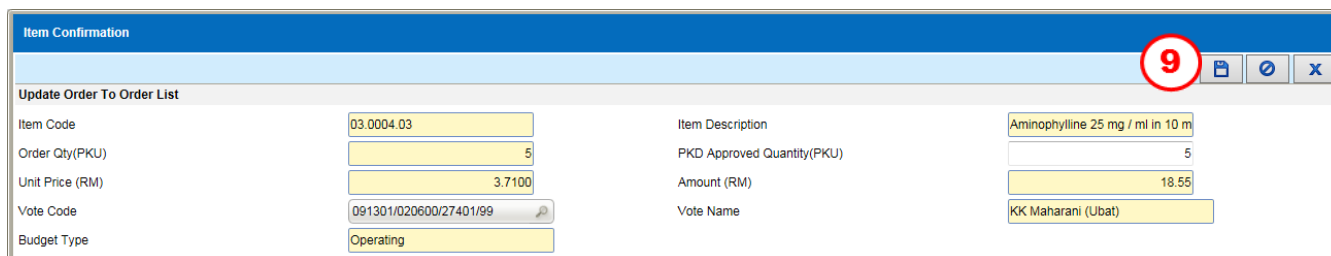


Figure 3.1-8 Information Message



The form is titled "Item Confirmation" in a blue header. In the top right corner of the header, there is a red circle with the number "9" inside, next to a save icon (a floppy disk). Below the header, the form is divided into two columns. The left column is titled "Update Order To Order List" and contains the following fields: Item Code (03.0004.03), Order Qty(PKU) (5), Unit Price (RM) (3.7100), Vote Code (091301/020600/27401/99), and Budget Type (Operating). The right column contains the following fields: Item Description (Aminophylline 25 mg / ml in 10 m), PKD Approved Quantity(PKU) (5), Amount (RM) (18.55), and Vote Name (KK Maharani (Ubat)).

Figure 3.1-9 Item Confirmation

STEP 9

Click on the  button to save the record

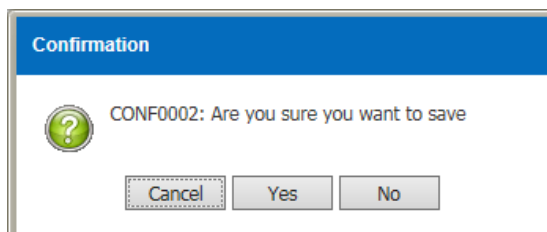
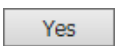
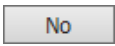
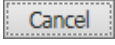


Figure 3.1-10 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.1-10
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel the editing made at the **Item Confirmation** screen

10

ORDER AUTHORIZATION

Clinic Information

Clinic ID: Clinic Name:

Order Information

Order No.: Ship-To-Code: Status:

Order Date: Item Group: Date Created:

Shipping Address: Financial Year: LPO No.:

Remarks: Reject Reason:

Order List

[1 - 4 / 4]

Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)
07.4218.04	Diphtheria-Tetanus-Pertussis-Inactivated Polio Virus-Haemophilus Influenza B Vaccine (DTaP-IPV-HiB)	052201/020600/2740 4/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 10 set (Vaccine + Diluent)	0	0	45	45	pck	335.2000	15,084.00
07.4208.07	Hepatitis B (Adult) Vaccine Injection (Single Dose)	052201/020600/2740 4/99	Farmasi dan bekalan (Vaksin)	Operating	vial	0	0	50	50	vial	4.8400	242.00
07.2402.01	Measles, Mumps and Rubella (MMR) Vaccine 1 Dose Vial Inj	052201/020600/2740 4/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	450	450	vial	16.1200	7,254.00
07.4208.03	Hepatitis B Vaccine 1 Dose Inj (Paed)	052201/020600/2740 4/99	Farmasi dan bekalan (Vaksin)	Operating	Pack of 1 vial	0	0	400	400	vial	2.4300	972.00
Total :												23,552.00

Figure 3.1-11 Order Authorization

Note

- User is allow to change the **Ship-To-Code** by click on the dropdown menu
- **Shipping Address** will change based on the selected **Ship-To-Code**

STEP 10

Click on the **Approve** button to approve the order transaction

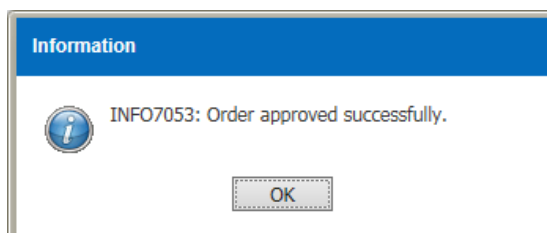


Figure 3.1-12 Information Message

Note

- System will display an Information Message as Figure 3.1-12
- Click on the button and **Status** of the order will change to **PKD Approved**
- If there is an Insufficient budget, system will display an **Information Message** as Figure 3.1-13

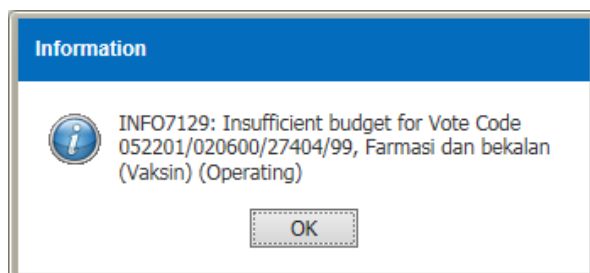



Figure 3.1-13 Information Message

Click on the  button to reject the order transaction

Note

- User need to enter reject reason as system will display an Information Message as Figure 3.1-14

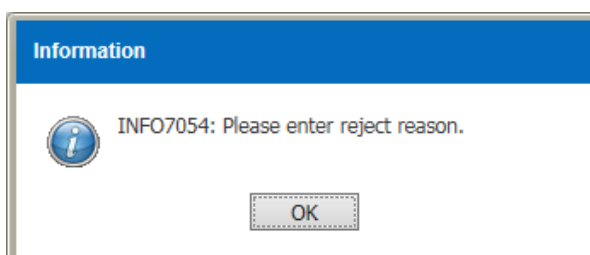


Figure 3.1-14 Information Message

- Status of the order will change to **PKD Rejected**

ORDER AUTHORIZATION																																																																													
<div> <div>Clinic Information</div> <div> <div>Clinic ID</div> <div>KK/21-08050047</div> <div>Clinic Name</div> <div>Klinik Kesihatan Gunung Rapat</div> </div> </div>																																																																													
<div> <div>Order Information</div> <div> <div>Order No.</div> <div>PO16000186</div> <div>Ship-To-Code</div> <div>89429</div> <div>Status</div> <div>PKD Approved</div> </div> </div>																																																																													
<div> <div>Order Date</div> <div>05/08/2016 04:06:22 PM</div> <div>Item Group</div> <div>DRUG</div> <div>Date Created</div> <div>09/08/2016 04:03:01 PM</div> </div>																																																																													
<div> <div>Shipping Address</div> <div>Klinik Kesihatan Gunung Rapat-Jalan Gopeng</div> <div>Financial Year</div> <div>2016</div> <div>LPO No.</div> <div></div> </div>																																																																													
<div> <div>Remarks</div> <div></div> <div>Reject Reason</div> <div></div> </div>																																																																													
<div> <div>Order List</div> <div> <div>1 / 1</div> <div>[1 - 3 / 3]</div> <table border="1"> <thead> <tr> <th>Item Code</th> <th>Item Description</th> <th>Vote Code</th> <th>Vote Name</th> <th>Budget Type</th> <th>Packaging Description</th> <th>Available Qty</th> <th>Buffer Lvl Qty</th> <th>Ordered Qty (PKU)</th> <th>PKD Approved Qty (PKU)</th> <th>SKU</th> <th>Unit Price (RM)</th> <th>Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>01.1602.03</td> <td>Ipratropium Bromide 0.0125% (125 mcg / ml) Inhalation Solution (60 Doses)</td> <td>052201/020600/27401/99</td> <td>Farmasi dan bekalan (Ubat)</td> <td>Operating</td> <td>pack of 60 each</td> <td>0</td> <td>0</td> <td>3</td> <td>3</td> <td>pck</td> <td>35.3800</td> <td>106.14</td> </tr> <tr> <td>01.0208.11</td> <td>Budesonide 200 mcg per puff Inhaler (300 Doses)</td> <td>052201/020600/27401/99</td> <td>Farmasi dan bekalan (Ubat)</td> <td>Operating</td> <td>cannister</td> <td>0</td> <td>0</td> <td>50</td> <td>50</td> <td>EA</td> <td>21.4600</td> <td>1,073.00</td> </tr> <tr> <td>01.1603.02</td> <td>Inhaler Salbutamol (200 Doses)</td> <td>052201/020600/27401/99</td> <td>Farmasi dan bekalan (Ubat)</td> <td>Operating</td> <td>cannister</td> <td>0</td> <td>0</td> <td>288</td> <td>288</td> <td>EA</td> <td>3.7700</td> <td>1,085.76</td> </tr> <tr> <td colspan="11"></td> <td>Total :</td> <td>2,264.90</td> </tr> </tbody> </table> </div> </div>													Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)	01.1602.03	Ipratropium Bromide 0.0125% (125 mcg / ml) Inhalation Solution (60 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	pack of 60 each	0	0	3	3	pck	35.3800	106.14	01.0208.11	Budesonide 200 mcg per puff Inhaler (300 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	50	50	EA	21.4600	1,073.00	01.1603.02	Inhaler Salbutamol (200 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	288	288	EA	3.7700	1,085.76												Total :	2,264.90
Item Code	Item Description	Vote Code	Vote Name	Budget Type	Packaging Description	Available Qty	Buffer Lvl Qty	Ordered Qty (PKU)	PKD Approved Qty (PKU)	SKU	Unit Price (RM)	Amount (RM)																																																																	
01.1602.03	Ipratropium Bromide 0.0125% (125 mcg / ml) Inhalation Solution (60 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	pack of 60 each	0	0	3	3	pck	35.3800	106.14																																																																	
01.0208.11	Budesonide 200 mcg per puff Inhaler (300 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	50	50	EA	21.4600	1,073.00																																																																	
01.1603.02	Inhaler Salbutamol (200 Doses)	052201/020600/27401/99	Farmasi dan bekalan (Ubat)	Operating	cannister	0	0	288	288	EA	3.7700	1,085.76																																																																	
											Total :	2,264.90																																																																	

Figure 3.1-15 Order Authorization

3.2 Request Order Status

To perform Request Order Status, perform the steps below:

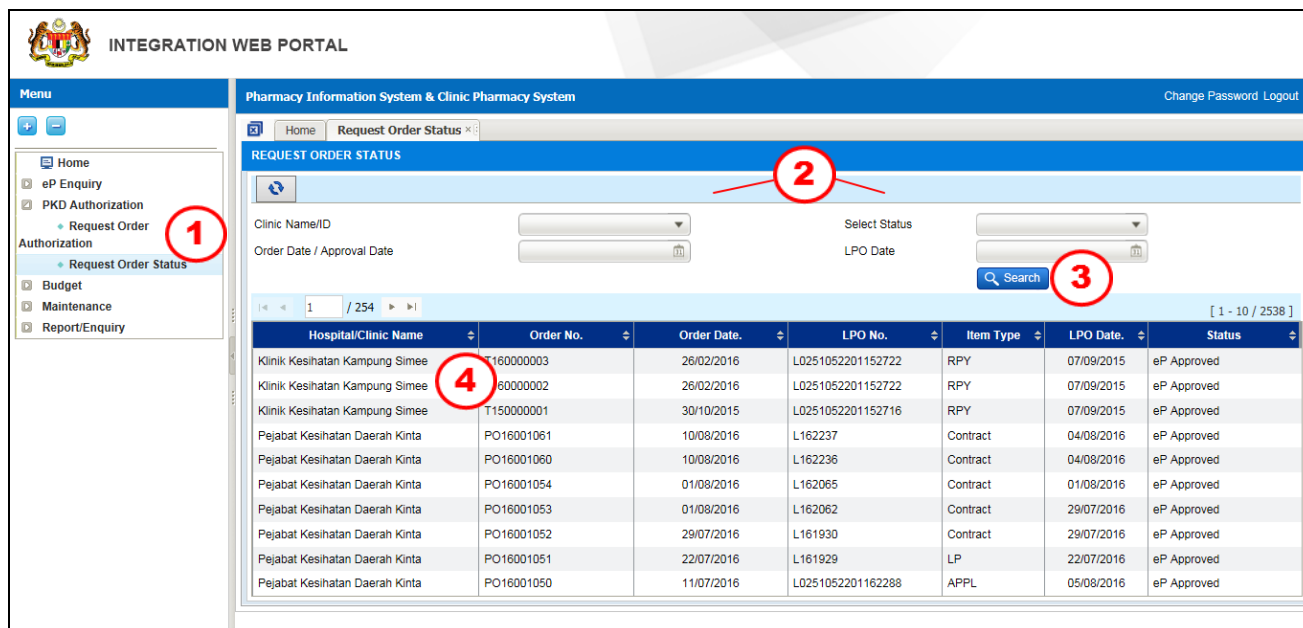


Figure 3.2-1 Request Order Status

STEP 1

Go to **PKD Authorization** Menu, and click on the **Request Order Status** sub-menu

STEP 2

To search for existing Request Order Status record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Clinic Name/ID	Clinic Name or Clinic ID	Display Clinic Name/ID for same PKD/PTJ Code
b	Order Date / Approved Date	Select Order Date or Approved Date from the calender	Format field (dd/mm/yy)
c	Select Status	Search By: - All - PKD Approved - PKD Rejected - eP Approved - eP Rejected - Pending for eP Approval	Able to filter and search record(s)
d	LPO Date	Select LPO Date from the calender	Format field (dd/mm/yy)

Table 3.2-1

STEP 3

Click on the  button after key in criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.2-2

ORDER APPROVAL
5
X

Order Information

Order No. PO15000244	Item Group Non Drug	Financial Year 2015
Order Date 05/11/2015 04:47:06 PM	Status eP Approved	Date Created 06/11/2015 02:30:23 PM
Ship-To-Code 89428	Delivery Due Date 24/11/2015 06:11:00 AM	Approved/Rejected Date 14/11/2015 08:05:41 AM
Shipping Address Klinik Kesihatan Greentown-Jalan Raja Musa Aziz	Remark 	
LPO NO L0251052201153826	LPO Date 13/11/2015	Item Type APPL

Order Details

1 / 1
[1 - 10 / 10]


Item Code	Item Description	Packaging Description	Vote Code	Vote Description	Budget Type	Ordered Qty	PKD Approve Qty	eP Approve Qty	SKU	Unit Price (RM)	Amount
12.3651.02	Syringe Disposable 2 - 3ml	pack of 100 pieces	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	96	96	96	pck	25.5200	2,449.92
09.0201.03	Crepe Bandage 10 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	3.1300	1,126.80
09.0402.02	Cotton Wool 0.6g (Balls)	pack of 250 balls	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	100	100	100	pck	4.0600	406.00
09.0201.02	Crepe Bandage 7.5 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	2.3200	835.20
17.0601.01	Disposable Blood Giving Set Complete	Pack of 100 set	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	6	6	6	pck	174.0000	1,044.00
12.0411.03	Intravenous Catheter Size 20 G x 3.30 cm Disposable	pack of 50 each	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	50	50	50	pck	78.8800	3,944.00
09.0201.04	Crepe Bandage 5 cm x 4.5 m	roll	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	360	360	360	roll	2.0800	748.80
10.3807.02	Tongue Depressor Disposable	Pack	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	90	90	90	pck	4.4000	396.00
12.0411.02	Intravenous Catheter Size 18 G x 4.5 cm Disposable	pack of 50 each	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	5	5	5	pck	78.8800	394.40
12.3651.03	Syringe Disposable 5ml	pack of 100 pieces	052201/020600/27499/9	Farmasi dn Bekalan (Bukan Ubat)	Operating	96	96	96	pck	30.8500	2,961.60
Total						1,523	1,523				14,306.72

Figure 3.2-2 Order Approval

Note

- Under this screen, user is able to view :
 - **Status** of the order
 - **LPO NO** and **LPO Date**
 - **Delivery Due Date**
 - **eP Approve Qty**

STEP 5

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

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
eDO	Electronic Delivery Order
EPO	Electronic Purchase Order
LPO	Local Purchase Order
YTD	Year To Date

5.0 Link to IWP Modules

No	Module	PDF Links
1	eP Enquiry	Click Here
2	Budget	Click Here
3	Order Authorization	Click Here