

PHIS Quick Guide: Creating New Supplier

1. Go to <https://phis.moh.gov.my:8180/phishq/>

The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' sidebar with options like Home, Notification, Frequently Asked Questions, Drug Information, Maintenance, Pharmacy, Inventory, Item Master, Manufacturer, Brand, Prepacking Item, Vote Activity, Vote Object, Vote Code, Delivery Site To, Supplier, Penalty - Section, Penalty - Incident, and General. The main area is titled 'Pharmacy Information System & Clinic Pharmacy System' and contains a 'Supplier' tab. Below the tab is a search bar with 'Supplier Code' and 'Supplier Name' fields, a 'Search' button, and a 'create new supplier' link. A table lists existing suppliers with columns for Supplier Code, Supplier Name, Created Date, Updated Date, and Status. The table contains 10 rows of data.

| Supplier Code | Supplier Name | Created Date | Updated Date | Status |
|---------------|--------------------------------|------------------------|------------------------|--------|
| SUPP000207 | ZUERA MEDIC SDN BHD | 29/07/2015 10:59:05 AM | 29/07/2015 10:59:02 AM | Active |
| SUPP000206 | ZALY PHARMACARE SDN BHD | 29/07/2015 10:57:51 AM | 29/07/2015 10:58:02 AM | Active |
| SUPP000321 | WELCH ALLYN MALAYSIA SDN BHD | 30/10/2013 04:32:35 PM | 29/07/2015 10:55:02 AM | Active |
| SUPP000368 | UNIMEDICAL INDUSTRIES SDN. BHD | 24/03/2015 12:09:11 AM | 29/07/2015 10:55:02 AM | Active |
| SUPP000205 | SRI HJURAH SDN BHD | 29/07/2015 10:52:08 AM | 29/07/2015 10:52:02 AM | Active |
| SUPP000204 | NADI ALAM BUMI RESOURCES | 27/07/2015 09:46:17 AM | 27/07/2015 10:00:02 AM | Active |
| SUPP000203 | Perdana Care & Supply | 27/07/2015 09:42:29 AM | 27/07/2015 09:44:02 AM | Active |
| SUPP000202 | FOCOOS SDN BHD | 24/07/2015 10:03:52 AM | 24/07/2015 10:04:02 AM | Active |
| SUPP000201 | KHAZANAH ALAM SDN. BHD. | 24/07/2015 10:03:02 AM | 24/07/2015 10:03:02 AM | Active |
| SUPP000199 | SAUJANA SAINTIFIK SDN BHD | 24/07/2015 10:01:35 AM | 24/07/2015 10:02:02 AM | Active |

2. Click '+' button to create new supplier

The screenshot shows the 'Add Supplier' form. It has a blue header bar with the title 'Add Supplier' and a toolbar with icons for information, save, delete, and close. The form contains several input fields: Supplier Code, Supplier Name, Bank Account Name, Treasury Registration No., Bank Account Number, Reg Expiry Date, Contact Person, Company Status, Address Line 1, Post Code, Address Line 2, City, Address Line 3, State, Contact Number (Office), Country, Contact Number (Mobile), Email, Fax No., Remarks, Status (set to Active), and Company Registration No.

3. Key-in the necessary information starting with 'Supplier Name'

4. Click 'Save' button.

5. Supplier Code will be automatically generated upon saving confirmation.

The screenshot shows the 'Add Supplier' form after saving. The 'Supplier Code' field is now populated with 'SUPP000207' and the 'Supplier Name' field is populated with 'ZUERA MEDIC SDN BHD'. The 'Bank Account Name' and 'Treasury Registration No.' fields are still empty.