



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

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## **User Manual Pharmacy Inventory –Receive Item (Receive from Supplier)**

<b>Version</b>	<b>: 8<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_RECEIVE FROM SUPPLIER</b>



PhIS& CPS Project  
User Manual – Pharmacy Inventory – Receive Item  
(Receive from Supplier)



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Reference ID :U.MANUAL\_INV\_RECEIVE FROM SUPPLIER- 8<sup>th</sup> EDITION

Application reference: PhIS& CPS v1.8.1



PhIS& CPS Project  
User Manual – Pharmacy Inventory – Receive Item  
(Receive from Supplier)



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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 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 (CDR), Parenteral Nutrition (PN), 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 Receive Item (Receive from Supplier) 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 new Receive Item (Receive from Supplier) record
- Receive Item (Receive from Supplier) record Approval

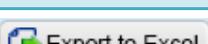
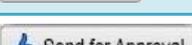
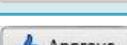
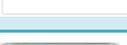
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Receive Item (Receive from Supplier)
- Section 4 : Acronyms

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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

Module Legend			
	View/Print KEW.PS-10		View/Print Goods Received Note

**Note**

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



## 2.2 Latest Enhancement and Updates

Latest Functions	Page
<a href="#">4.2.1 Receive from Supplier Approval – FOC (APPL)</a>	50

### 3.0 ReceiveFrom Supplier

#### Overview

This module is to allow user at Pharmacy Store to record all items delivered by suppliers to the store.

#### User Group

This module is intended for Pharmacist and Pharmacist Assistant at the Pharmacy Store. (Subject to user assign by the facility)

#### Functional Diagram

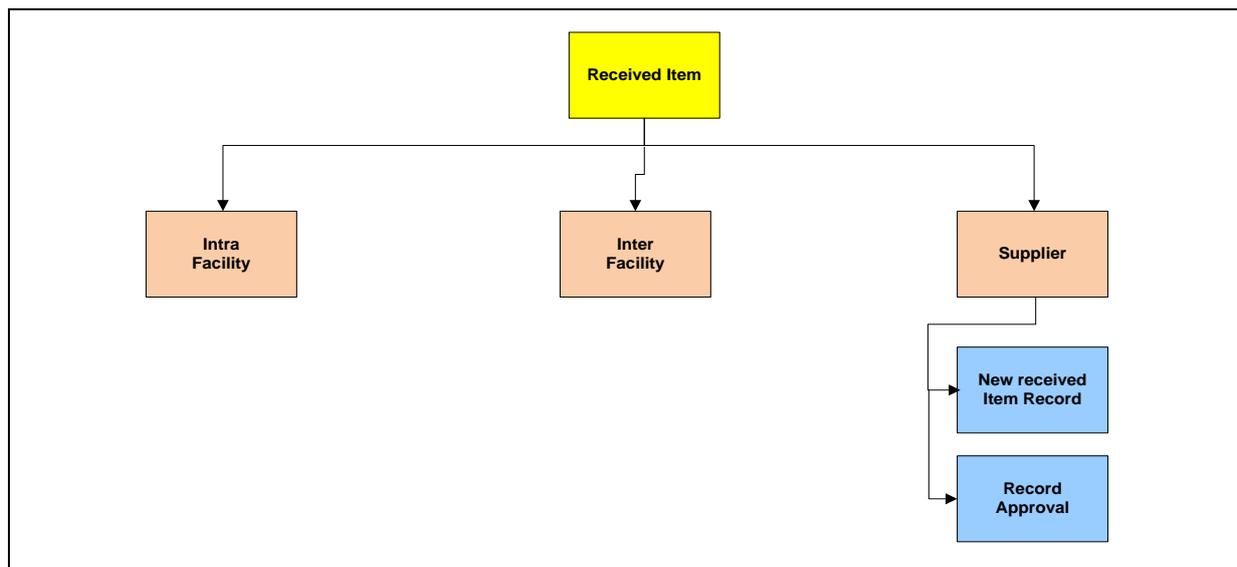


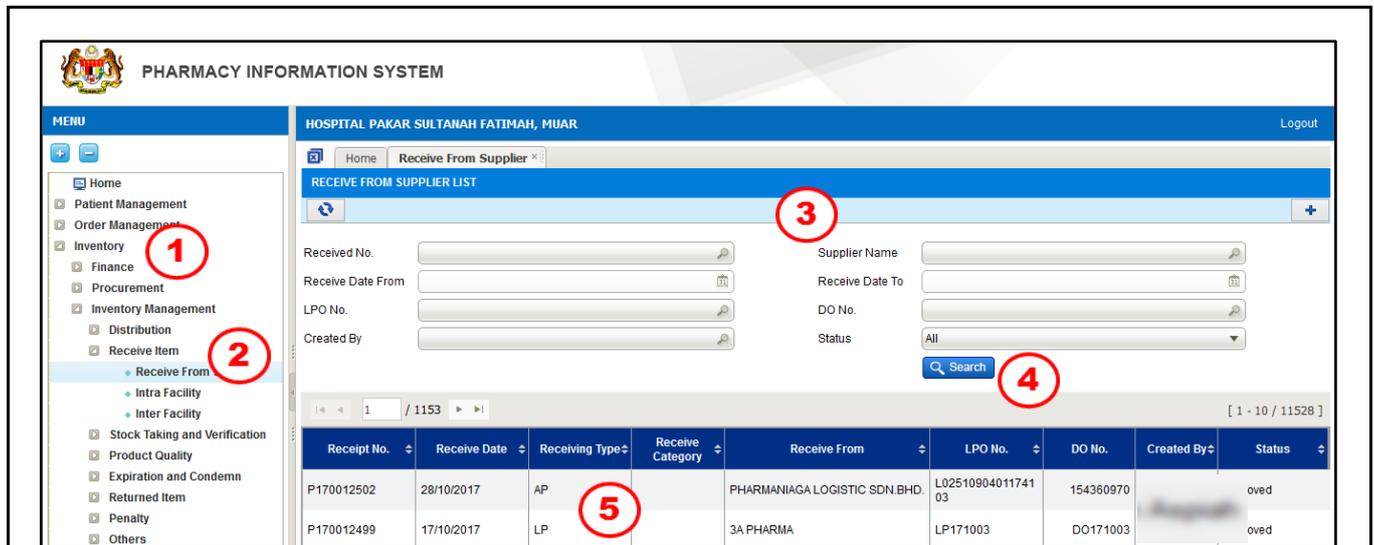
Figure 3.0-1

## 4.0 Receive from Supplier

### 4.1 Receive Item

#### 4.1.1 View existing Receive from Supplier record

This function is used to view existing Receive from Supplier record(s)



**Figure 4.1.1-1 Receive From Supplier Listing Page**

**STEP 1**

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

**STEP 2**

Click on 'Receive Item' followed by clicking on 'Receive from Supplier'.

**STEP 3**

To search for existing Receive from Supplier transaction(s), user may search by criteria as follows:

No	No Field	Description	Remark
a	Receipt No	Search for Receipt No.	Display existing Receipt No. based on the previous Receive from Supplier record
b	Receive Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
c	Receive Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
d	LPO No.	Filter and search for record by selecting LPO No. and/or LPO Date	Filter and search existing records based on LPO No.
e	DO No.	Filter and search for record by selecting DO No. and/or DO Date	Filter and search existing records based on DO No.
f	Supplier Name	Filter and search for record by selecting Supplier Name and/or Supplier Code	Filter and search existing records based on Supplier Name



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**(Receive from Supplier)**



g	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status
h	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By

**Table 4.1.1-1**

**STEP 4**

Click on the  button after input of criteria.

**STEP 5**

Double-click on the selected record and the details will be displayed as shown in Figure 4.1.1-2

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. <input type="text" value="P170012502"/>	Created Date <input type="text" value="28/10/2017 4:54 PM"/>				
Received From <input type="text" value="Supplier"/>	Created By <input type="text" value=""/>				
Receive Item Against <input type="text" value="AP DO"/>	Unit Name <input type="text" value="STOR FARMASI"/>				
LPO No. <input type="text" value="L0251090401174103"/>	Supplier Code <input type="text" value="SUP000237"/>				
LPO Approval Date and Time <input type="text" value="21/09/2017 3:09 PM"/>	Goods Received Date And Time <input type="text" value="28/10/2017 4:58:08 PM"/>				
Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	LPO Transmitted Date and Time <input type="text" value="22/09/2017 8:51 AM"/>				
Receive Category <input type="text" value=""/>	Status <input type="text" value="Approved"/>				
Item Group <input type="text" value="DRUG"/>	Remarks <input type="text" value=""/>				
Expected Delivery Date and Time <input type="text" value="02/10/2017 3:09 AM"/>	Reject Reason <input type="text" value=""/>				
Receipt Amount (RM) <input type="text" value="4,249.03"/>					
DO No. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">DO No.</th> <th style="width: 50%;">DO Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 154361248</td> <td>26/09/2017</td> </tr> </tbody> </table>	DO No.	DO Date	<input type="checkbox"/> 154361248	26/09/2017	
DO No.	DO Date				
<input type="checkbox"/> 154361248	26/09/2017				

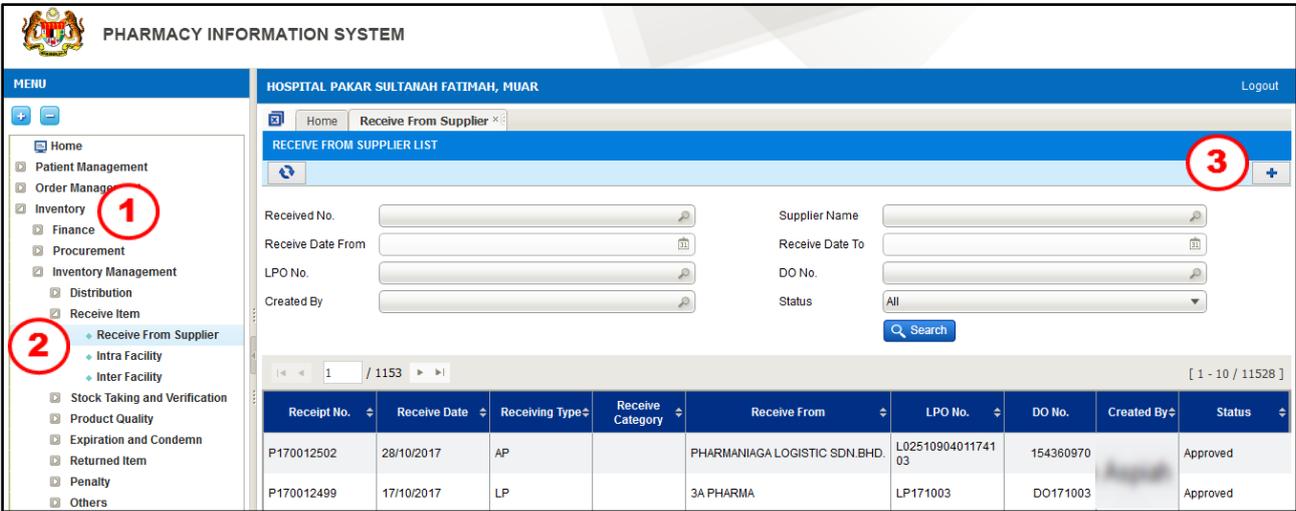
RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expire
1	01.0424.03	Betamethasone 17-Valerate	pck	pack of 500 gram	100	100	DERMASOLE	Pharmaniaga Mai	31/03/2017	17C38	31/03/20

**Figure 4.1.1-2 Receive From Supplier**

### 4.1.2 Create New Receive from Supplier Record

This function is used to create a new record for Receive from Supplier record



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Receive From Supplier

RECEIVE FROM SUPPLIER LIST

Received No. Supplier Name  
Receive Date From Receive Date To  
LPO No. DO No.  
Created By Status

Search

1 / 1153 [ 1 - 10 / 11528 ]

Receipt No.	Receive Date	Receiving Type	Receive Category	Receive From	LPO No.	DO No.	Created By	Status
P170012502	28/10/2017	AP		PHARMANIAGA LOGISTIC SDN BHD	L0251090401174103	154360970		Approved
P170012499	17/10/2017	LP		3A PHARMA	LP171003	DO171003		Approved

Figure 4.1.2-1 Create New Receive From Supplier

**STEP 1**

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

**STEP 2**

Click on 'Receive Item' followed by 'Receive from Supplier'.

**STEP 3**

Click on the  button to create a new Receive from Supplier record.

**Note**

Receive from Supplier screen will be displayed in Figure 4.1.2-2

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. <input style="width: 100%;" type="text"/>	Created Date <input style="width: 100%;" type="text" value="14/12/2017 10:19 AM"/>
Received From <input style="width: 100%;" type="text" value="Supplier"/>	Created By <input style="width: 100%;" type="text" value="S"/>
Receive Item Against <input style="width: 100%;" type="text"/>	Unit Name <input style="width: 100%;" type="text" value="STOR FARMASI"/>
LPO No. <input style="width: 100%;" type="text"/>	Supplier Code <input style="width: 100%;" type="text"/>
LPO Approval Date and Time <input style="width: 100%;" type="text"/>	Goods Received Date And Time <input style="width: 100%;" type="text"/>
Supplier Name <input style="width: 100%;" type="text"/>	LPO Transmitted Date and Time <input style="width: 100%;" type="text"/>
Receive Category <input style="width: 100%;" type="text"/>	Status <input style="width: 100%;" type="text" value="Open"/>
Return No. <input style="width: 100%;" type="text"/>	Reference No. <input style="width: 100%;" type="text"/>
Item Group <input style="width: 100%;" type="text"/>	Remarks <input style="width: 100%;" type="text"/>
Expected Delivery Date and Time <input style="width: 100%;" type="text"/>	
Receipt Amount (RM) <input style="width: 100%;" type="text" value="0.00"/>	
DO No. <input style="width: 100%;" type="text"/>	

RECEIVING DETAIL'S LIST

1 / 1

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Ex
No Record Found											

**Figure 4.1.2-2 Receive From Supplier**

**Note**

- On the Receive from Supplier screen, there are three(3)Receive Item Against which are :-
  - a) AP DO
  - b) LP DO
  - c) Contract DO
  
- In this Receiving Detail's List section will show the item that user will receive from supplier after selecting LPO No.

### 4.1.3 Receive Item Against: AP DO

This function is used to create a new receive item from supplier against AP DO

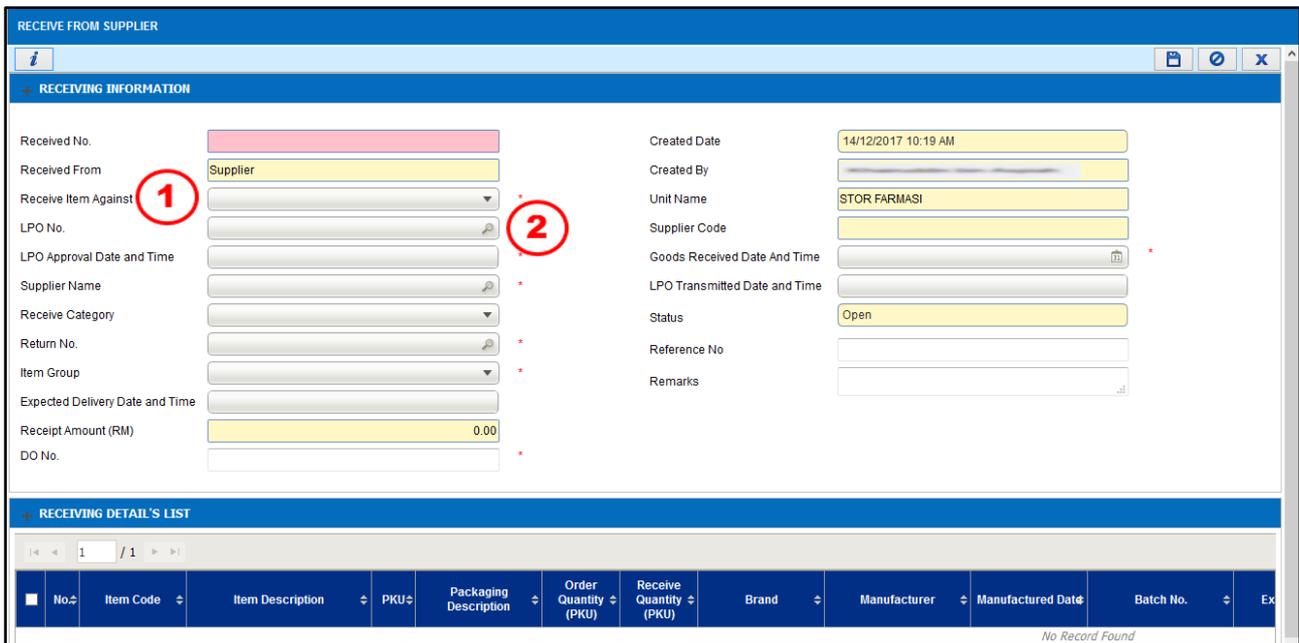


Figure 4.1.3-1 Receive From Supplier

#### Note

- Referto Figure 3.1.3.-1 to create a new transaction.
- Created will default to current date.
- Created By will display log in user's First Name and Last Name set in User Profile.
- Unit Name will display the unit set in User Profile.
- Status is defaulted to 'Open' for the newly created record.
- Receipt Amount (RM) is defaulted to 0.00 for the newly created record.

#### STEP 1

Select **Receive Item Against** as AP DO from dropdown box

#### Note

- **Supplier Name** is defaulted to *Pharmaniaga Logistic Sdn. Bhd.*
- **Supplier Code** will be displayed based on the **Supplier Name**.

#### STEP 2

Click on the  button at **LPO No** field as per Figure 4.1.3-1 and the Search Order No. window will be displayed as shown in Figure 4.1.3-2

Search Order Number	
LPO No.	LPO Date From
LPO Date To	<input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="Previous"/> 1 / 21 <input type="button" value="Next"/> <span style="float: right;">[ 1 - 10 / 203 ]</span>	
LPO No.	LPO Date.
L0251090401174110	21/09/2017 04:09:00 PM
L0251090401174103	21/09/2017 03:09:00 PM
L0251090401174104	21/09/2017 03:09:00 PM
L0251090401174047	20/09/2017 02:09:00 PM

**Figure 4.1.3-2 Search Order Number**

**Note**

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of LPO No. will be displayed and double click on **LPO No. to select it.**
- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the LPO No after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharmaniaga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.

RECEIVE FROM SUPPLIER											
<b>RECEIVING INFORMATION</b>											
Received No.	Created Date: 14/12/2017 10:32 AM										
Received From: Supplier	Created By:										
Receive Item Against: AP DO	Unit Name: STOR FARMASI										
LPO No.: L0251090401174103	Supplier Code: SUP000237										
LPO Approval Date and Time: 21/09/2017 3:09 PM	Goods Received Date And Time: 14/12/2017 10:51:03 AM <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>										
Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD.	LPO Transmitted Date and Time: 22/09/2017 8:51 AM										
Receive Category:	Status: Open										
Item Group: DRUG	Remarks:										
Expected Delivery Date and Time: 02/10/2017 3:09 AM											
Receipt Amount (RM): 0.00											
DO No. table:											
<table border="1"> <thead> <tr> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 154361248</td> <td>26/09/2017</td> </tr> </tbody> </table>	DO No.	DO Date	<input type="checkbox"/> 154361248	26/09/2017							
DO No.	DO Date										
<input type="checkbox"/> 154361248	26/09/2017										
<b>RECEIVING DETAIL'S LIST</b>											
<input type="button" value="Previous"/> 1 / 1 <input type="button" value="Next"/>											
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry D
No Record Found											

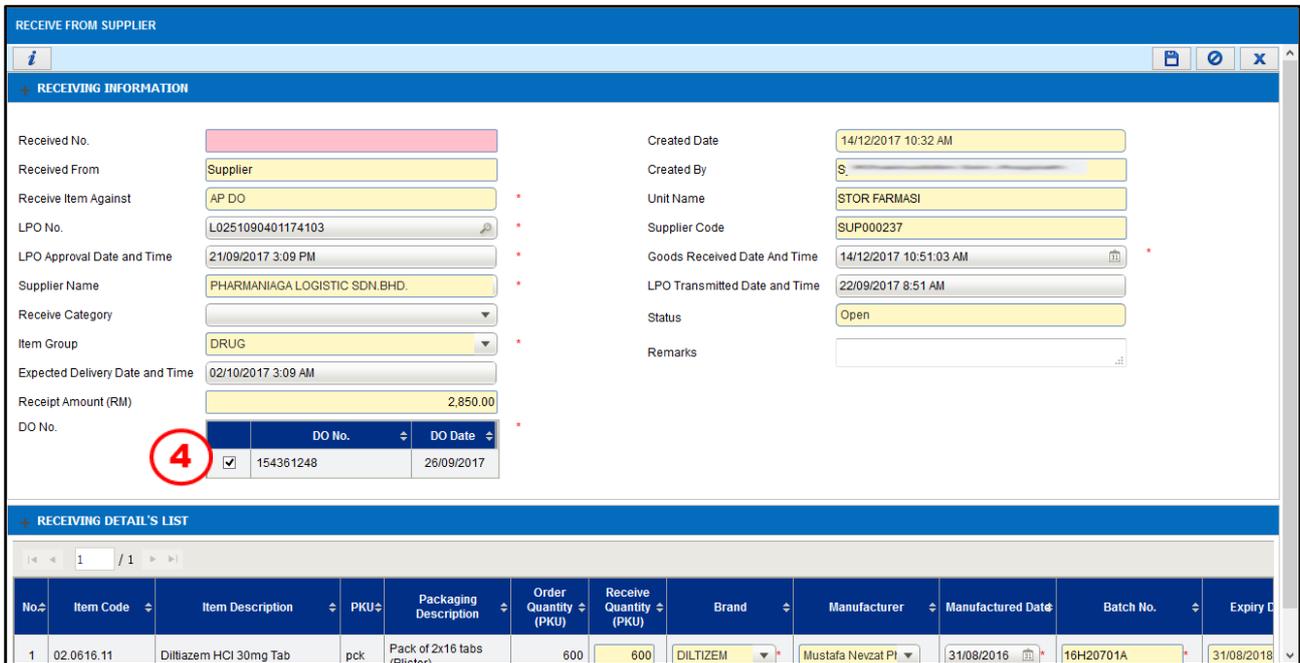
**Figure 4.1.3-3 Receive From Supplier**

**STEP 3**

Select **Goods Received Date And Time**

**Note**

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.



RECEIVING INFORMATION					
Received No.	[Empty]				
Received From	Supplier				
Receive Item Against	AP DO				
LPO No.	L0251090401174103				
LPO Approval Date and Time	21/09/2017 3:09 PM				
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.				
Receive Category	[Empty]				
Item Group	DRUG				
Expected Delivery Date and Time	02/10/2017 3:09 AM				
Receipt Amount (RM)	2,850.00				
DO No.	<input checked="" type="checkbox"/> <table border="1"> <thead> <tr> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td>154361248</td> <td>26/09/2017</td> </tr> </tbody> </table>	DO No.	DO Date	154361248	26/09/2017
DO No.	DO Date				
154361248	26/09/2017				
Created Date	14/12/2017 10:32 AM				
Created By	S				
Unit Name	STOR FARMASI				
Supplier Code	SUP000237				
Goods Received Date And Time	14/12/2017 10:51:03 AM				
LPO Transmitted Date and Time	22/09/2017 8:51 AM				
Status	Open				
Remarks	[Empty]				

RECEIVING DETAIL'S LIST											
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date
1	02.0616.11	Diltiazem HCl 30mg Tab	pck	Pack of 2x16 tabs (Blister)	600	600	DILTIZEM	Mustafa Nevzat PI	31/08/2016	16H20701A	31/08/2018

**Figure 4.1.3-4 Receive from Supplier**

**STEP 4**

Select on the **DO No.** checkbox

**Note**

List of item(s) under the **DO No.** will be displayed under the **Receiving Detail's List** section.



RECEIVING DETAIL'S LIST											
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date
1	07.0501.03	Clososporin 25mg Capsule	pck	Pack of 50 caps	10	10	SANDIMMUN	Catalent	01/06/2017	SAJ77	31/05/2019

**Figure 4.1.3-5 DO Details**

**STEP 5**

Change the **Brand** and **Manufacturer** from the drop down box if applicable

**Note**

- **Brand and Manufacturer** is defaulted to the value captured during purchase order creation and user is allowed to change it.
- **Brand and Manufacturer** will be listed based on value configured by item in item master.
- If **manufacturer** and **brand** is removed from item master in IWP before user do the receiving, during receiving value will be defaulted to <blank> and user must select different manufacturer and brand.
- No changes for 'Receive Item Against LP and Contract' since this function already applied.

**STEP 6**

Change the **Manufactured Date** from the calendar if applicable

**Note**

Batch No. and Expiry Date of each item will be automatically displayed.

RECEIVING DETAIL'S LIST											
Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
zat P1	31/08/2016	16H20701A	31/08/2018	No	No	<input type="checkbox"/>		0	4.7500	2,850.00	

**Figure 4.1.3-6 Do Details**

### STEP 7

Enter **Remarks** if applicable.

#### Note

- **Shelf Life Compliance** will be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
  - No KKM Label
  - Product not within 2 - 8°C
  - Reject LOU item
  - Reject LOU item
  - Not accordance to the description (Wrong Item)
  - Damaged/Obsolete/Expired
  - Not Fulfill Required Specification
  - Not accordance cold chain condition
  - Less than DO quantity
  - More than DO quantity
- For all types of 'Receive Item Against' (AP DO, LP DO, Contract DO), the default 'LOU' column value is based on the criteria below
  - a) For Item Group = NON DRUG, the default 'LOU' column is set to 'No' which is editable
  - b) For Item Group = DRUG
    - When 'Shelf Life Compliance' is 'No', the default 'LOU' is set to 'Yes' and vice versa. Although this is the default value, it is still editable
    - For Vaccine Item
      - When 'Remaining Days' is less than 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'No'
      - When 'Remaining Days' is more than or equals 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'Yes'
      - Remaining Days is equals to Expiry Date minus the Goods Received Date

Figure 4.1.3-7 Receive From Supplier

**STEP 8**

Click on the button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 4.1.3-8.
- Message Information as per Figure 4.1.3-9 will be displayed once user click on the Yes button in Figure 4.1.3-8.
- **Received No.** will be generated automatically for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.3-2

- Send for Approval and Cancel Request will be displayed after the transaction is successfully saved as per Figure 4.1.3-10.

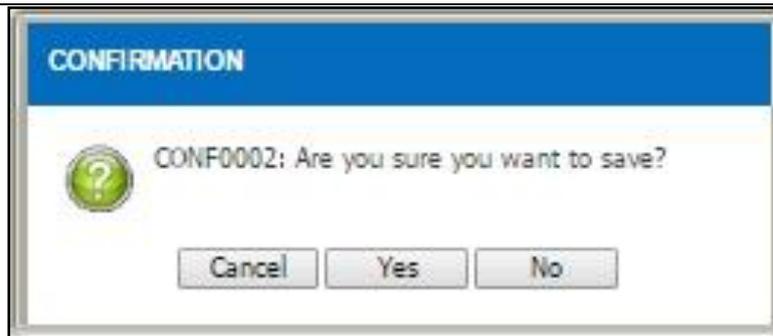


Figure 4.1.3-8Alert Message

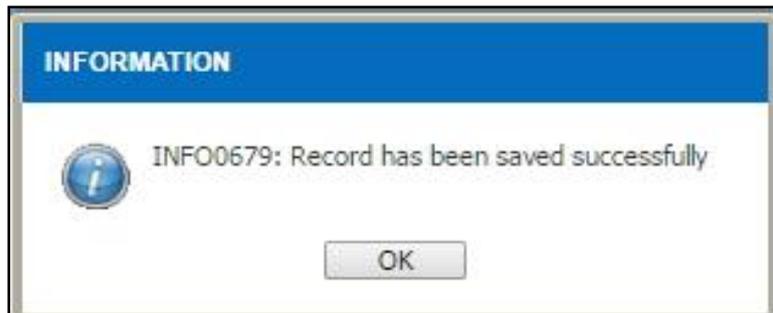


Figure 4.1.3-9Alert Message

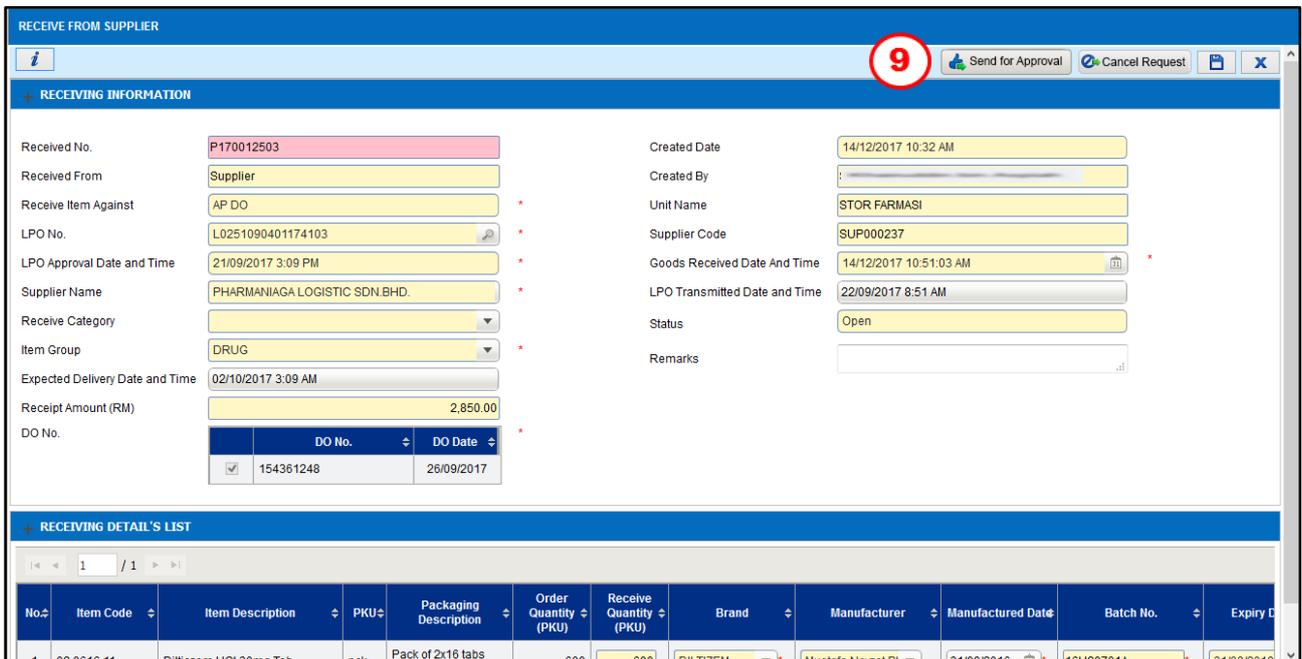


Figure 4.1.3-10Receive From Supplier Send for Approval

**Note**

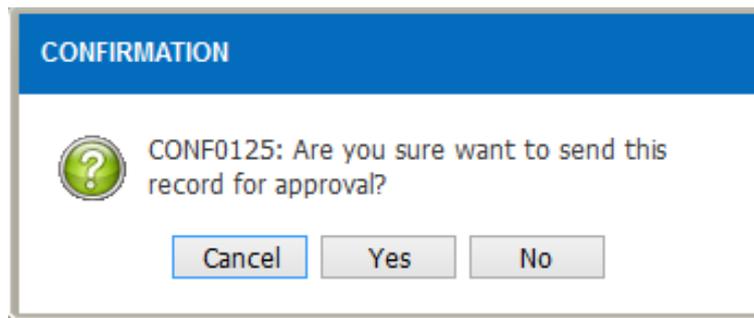
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

**STEP 9**

Click on the  button to send the transaction for approval

**Note**

- System will display an alert message for confirmation as displayed in Figure 4.1.3-11.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.1.3-12.
- The **Status** will be change automatically to 'Pending for Approval'.



**Figure 4.1.3-11 Alert Message**



**Figure 4.1.3-12Alert Message**



#### 4.1.4 Receive Item Against: AP DO (FOC)

This function is used to create a new receive item from supplier against AP DO

Figure 4.1.4-1 Receive from Supplier

#### Note

- Refer to Figure 4.1.4-1 to create a new Receive from Supplier transaction.
- Create Date will be defaulted to current date.

#### STEP 1

Select **Receive Item Against** as AP DO from drop down box

#### STEP 2

Click on the **Receive Category** from drop down box

Figure 4.1.4-2



### STEP 3

Select **Goods Received Date and Time**

#### Note

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

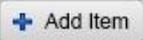
### STEP 4

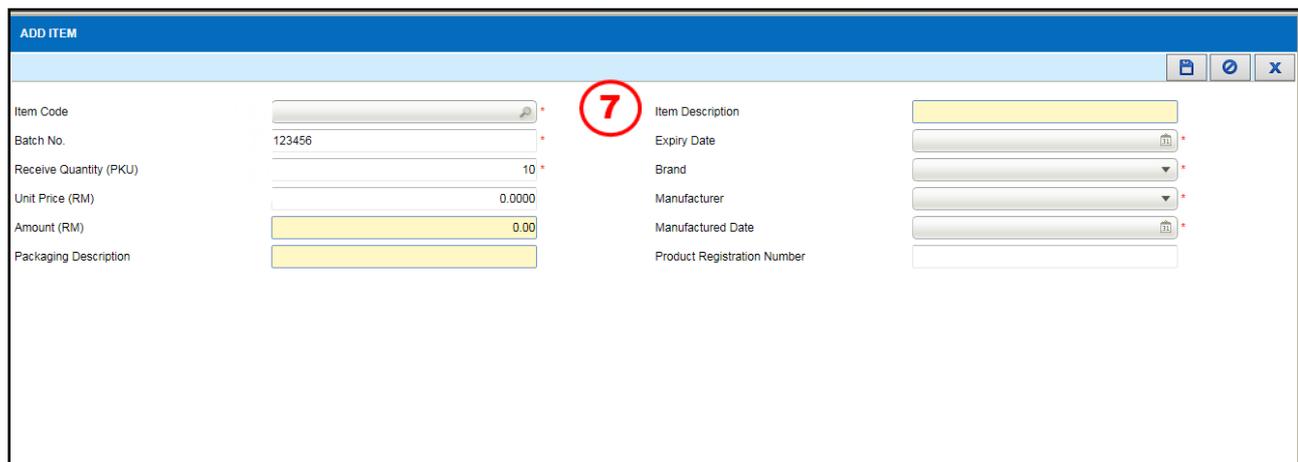
Select **Item Group**

### STEP 5

Enter **DO No.**

### STEP 6

Click on the  button to add received item. Add Item screen will be displayed in Figure 4.1.4-3

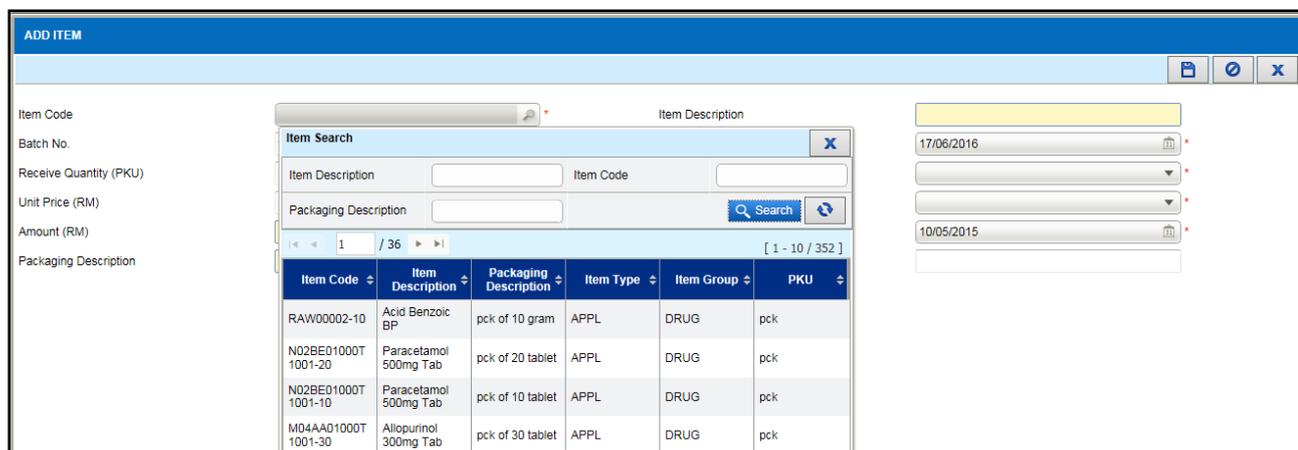


ADD ITEM

Item Code  Batch No. 123456 Receive Quantity (PKU) 10 Unit Price (RM) 0.0000 Amount (RM) 0.00 Packaging Description

Item Description  Expiry Date  Brand  Manufacturer  Manufactured Date  Product Registration Number

Figure 4.1.4-3



ADD ITEM

Item Code  Item Description

Batch No.  Receive Quantity (PKU)  Unit Price (RM)  Amount (RM)  Packaging Description

Item Search

Item Description  Item Code

Packaging Description

[ 1 - 10 / 352 ]

Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
RAW00002-10	Acid Benzoic BP	pck of 10 gram	APPL	DRUG	pck
N02BED1000T 1001-20	Paracetamol 500mg Tab	pck of 20 tablet	APPL	DRUG	pck
N02BED1000T 1001-10	Paracetamol 500mg Tab	pck of 10 tablet	APPL	DRUG	pck
M04AA01000T 1001-30	Allopurinol 300mg Tab	pck of 30 tablet	APPL	DRUG	pck

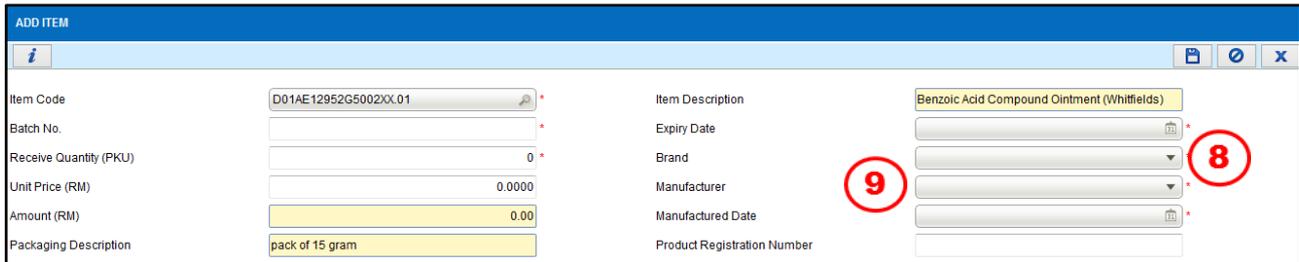
Figure 4.1.4-4 Search Item

### STEP 7

Click on the  button at **Item Code** field and the Search Item Code window will be displayed in Figure 4.1.4-4

#### Note

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.
- Multiple Receive from Supplier records have to be created for multiple DO No received.



Item Code	D01AE12952G5002XX.01	Item Description	Benzoic Acid Compound Ointment (Whitfields)
Batch No.		Expiry Date	
Receive Quantity (PKU)	0	Brand	
Unit Price (RM)	0.0000	Manufacturer	
Amount (RM)	0.00	Manufactured Date	
Packaging Description	pack of 15 gram	Product Registration Number	

Figure 4.1.4-5 Add Item

### STEP 8

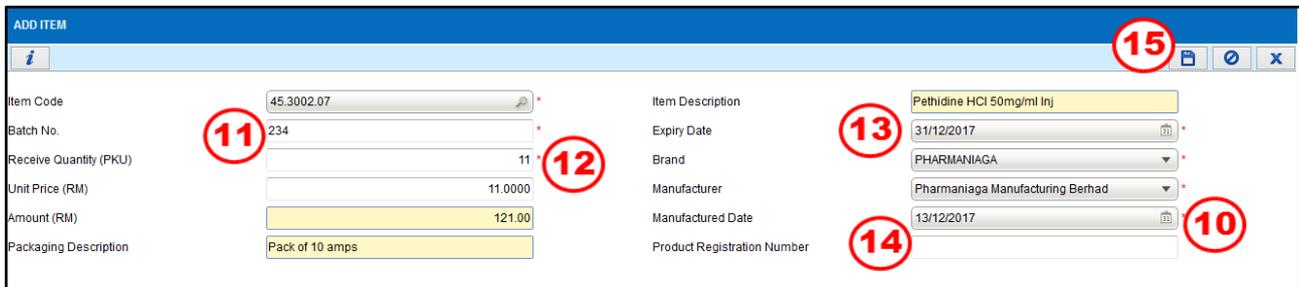
Change **Brand** from the drop down box if applicable

### STEP 9

Change **Manufacturer** from the drop down box if applicable

#### Note

**Amount (RM)** will be calculated automatically based on the **Receive Quantity (PKU)** entered.



Item Code	45.3002.07	Item Description	Pethidine HCl 50mg/ml Inj
Batch No.	234	Expiry Date	31/12/2017
Receive Quantity (PKU)	11	Brand	PHARMANIAGA
Unit Price (RM)	11.0000	Manufacturer	Pharmaniaga Manufacturing Berhad
Amount (RM)	121.00	Manufactured Date	13/12/2017
Packaging Description	Pack of 10 amps	Product Registration Number	

Figure 4.1.4-6

### STEP 10

Select **Manufactured Date**

### STEP 11

Enter **Batch No.**

### STEP 12

Enter **Receive Quantity (PKU)**

### STEP 13

Select **Expiry Date** if applicable

#### STEP 14

Enter **Product Registration Number** if applicable

#### STEP 15

Click on the  button to save the item into the Receiving Detail's List

#### Note

- Repeat from STEP 5 to STEP 14 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.4-6
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.4-6
- Click on the  button to cancel the saved transaction.

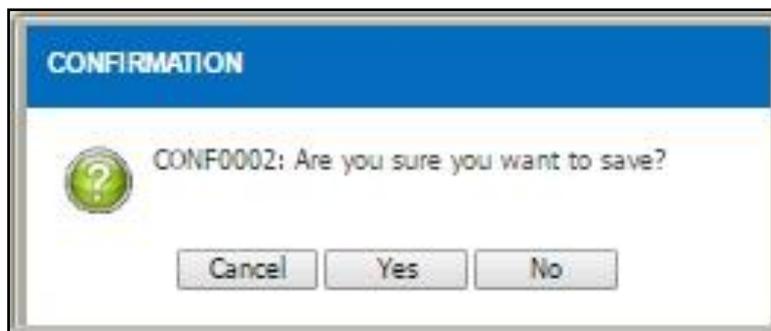


Figure 4.1.4-7 Alert Message

#### Note

- **Shelf life Compliance will** be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
  - No KKM Label
  - Product not within 2 - 8°C
  - Reject LOU item
  - Not accordance to the description (Wrong Item)
  - Damaged/Obsolete/Expired
  - Not Fulfill Required Specification
  - Not accordance cold chain condition
  - Less than DO quantity
  - More than DO quantity

RECEIVE FROM SUPPLIER

16

RECEIVING INFORMATION

Received No.		Created Date	14/12/2017 11:55 AM
Received From	Supplier	Created By	
Receive Item Against	AP DO	Unit Name	STOR FARMASI
LPO No.		Supplier Code	SUP000237
LPO Approval Date and Time		Goods Received Date And Time	14/12/2017 12:11:45 PM
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	Status	Open
Receive Category	Free Of Charge(FOC)	Reference No	
Item Group	DRUG	Remarks	
Receipt Amount (RM)	0.00		
DO No.	DO1234		

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity	Brand	Manufacturer	Manufactured Date	Batch No.
1	45.3002.07	Pethidine HCl 50mg/ml Inj	pck	Pack of 10 amps	-	11	PHARMANIAGA	Pharmaniaga Mai	13/12/2017	234

Figure 4.1.4-8 Save Receive from Supplier record

**STEP 16**

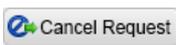
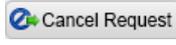
Click on the  button to save the transaction

**Note**

- System will display an alert message as displayed in Figure 4.1.4-9
- Message Information as per Figure 4.1.4-10 will be displayed once user selects the 'Yes' button in Figure 4.1.4-9.
- **Received No.** will be automatically generated for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.4-1

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.3-11
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

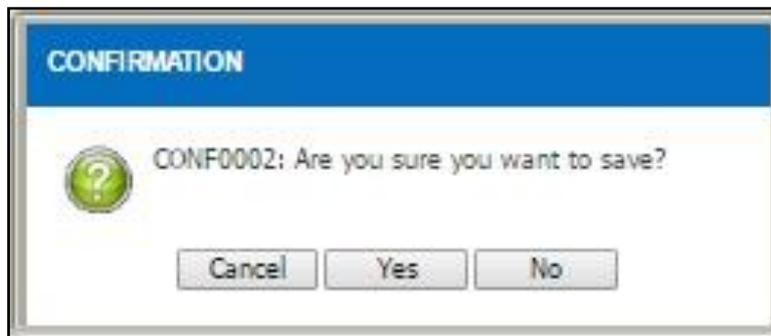


Figure 4.1.4-9 Alert Message

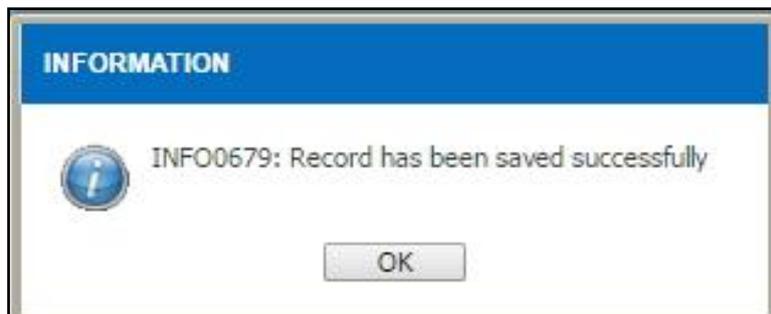
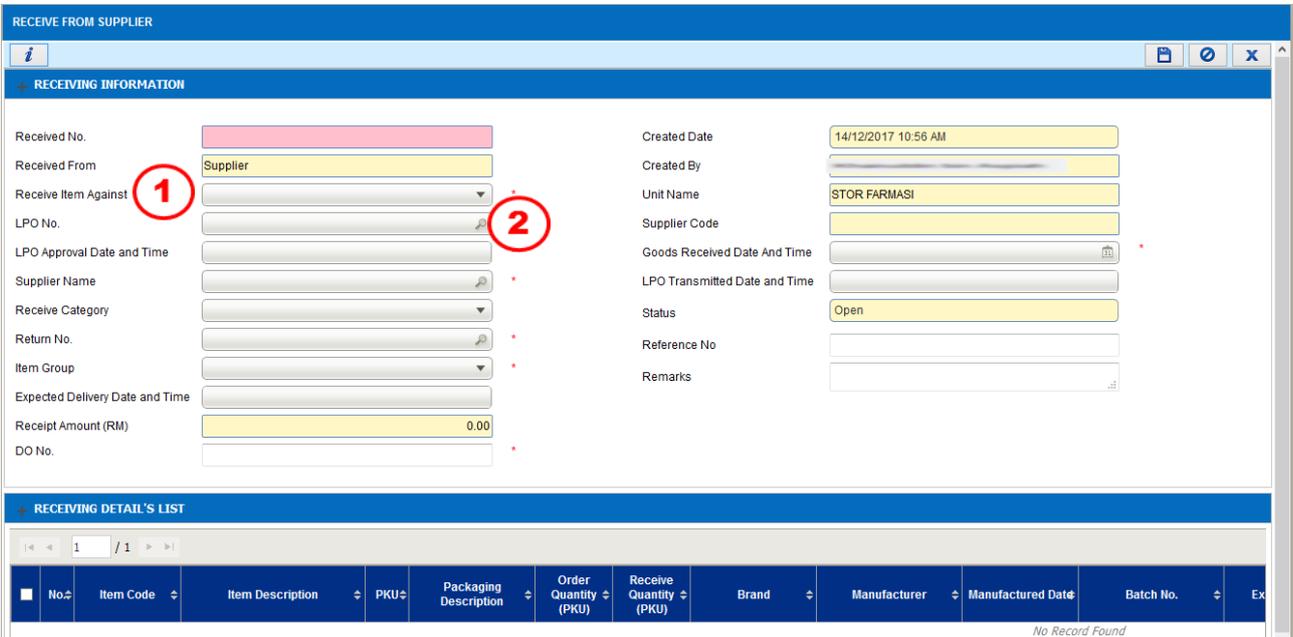


Figure 4.1.4-10 Alert Message

### 4.1.5 Receive Item Against: Contract DO

This function is used to create new receiving record for Contract DO



**Figure 4.1.5-1 Receive from Supplier**

**Note**

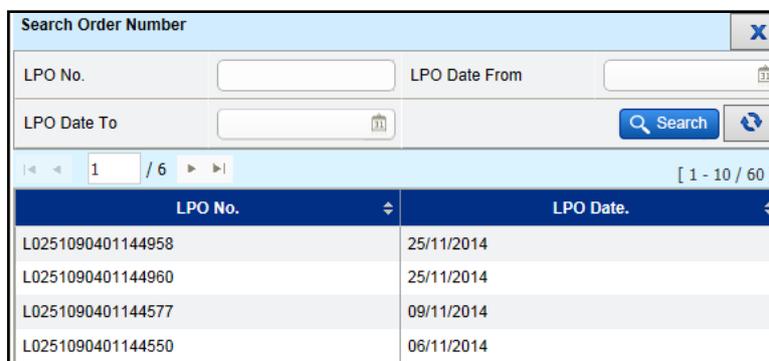
- Referto Figure4.1.5-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

**STEP 1**

Select **Receive Item Against** as Contract DO from drop down box

**STEP 2**

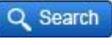
Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.5-2



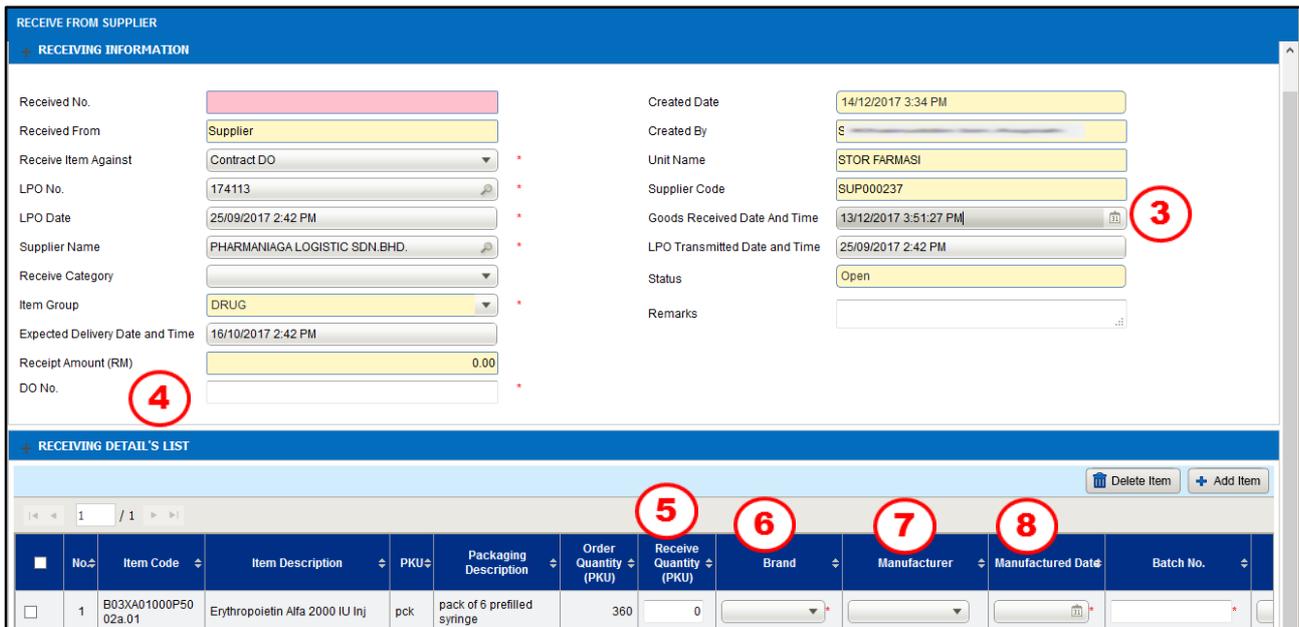
LPO No.	LPO Date.
L0251090401144958	25/11/2014
L0251090401144960	25/11/2014
L0251090401144577	09/11/2014
L0251090401144550	06/11/2014

**Figure 4.1.5-2 Search Order Number**

**Note**

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of LPO No. will be displayed and double click on **LPO No.** to select.

- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the LPO No after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharamianga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.



The screenshot shows the 'RECEIVE FROM SUPPLIER' form. It is divided into two main sections: 'RECEIVING INFORMATION' and 'RECEIVING DETAIL'S LIST'. The 'RECEIVING INFORMATION' section contains various input fields for details like 'Received No.', 'Received From', 'LPO No.', 'LPO Date', 'Supplier Name', 'Expected Delivery Date and Time', 'Receipt Amount (RM)', and 'DO No.'. The 'RECEIVING DETAIL'S LIST' section is a table with columns for 'No.', 'Item Code', 'Item Description', 'PKU', 'Packaging Description', 'Order Quantity (PKU)', 'Receive Quantity (PKU)', 'Brand', 'Manufacturer', 'Manufactured Date', and 'Batch No.'. Red circles with numbers 3 through 8 highlight specific fields: 3 points to the 'Goods Received Date And Time' field, 4 points to the 'DO No.' field, 5 points to the 'Receive Quantity (PKU)' field, 6 points to the 'Brand' field, 7 points to the 'Manufacturer' field, and 8 points to the 'Manufactured Date' field.

**Figure 4.1.5-3 Receive from Supplier**

**STEP 3**

Select **Goods Received Date and Time**

**Note**

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

**STEP 4**

Enter **DO No.**

**Note**

An empty item line is automatically created at the Receiving Details List

**STEP 5**

Enter **Received Quantity (PKU)**

**STEP 6**

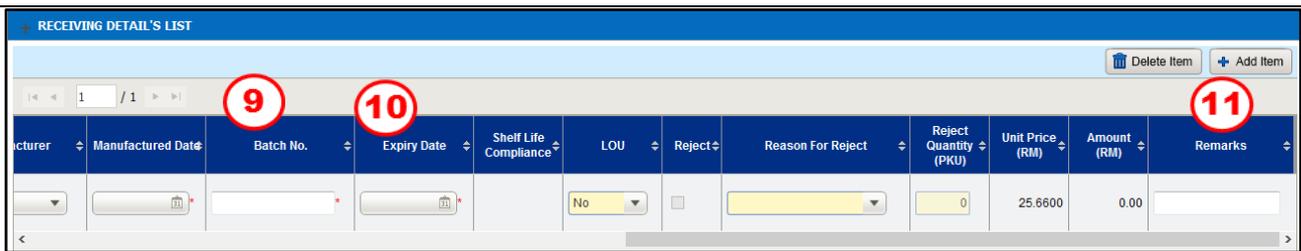
Change **Brand** from the drop down box if applicable

**STEP 7**

Change **Manufacturer** from the drop down box if applicable

**STEP 8**

Select **Manufactured Date**



Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
					No			0	25.6600	0.00	

**Figure 4.1.5-4 Receiving Detail's List**

**STEP 9**

Enter **Batch No.**, if applicable.

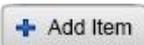
**STEP 10**

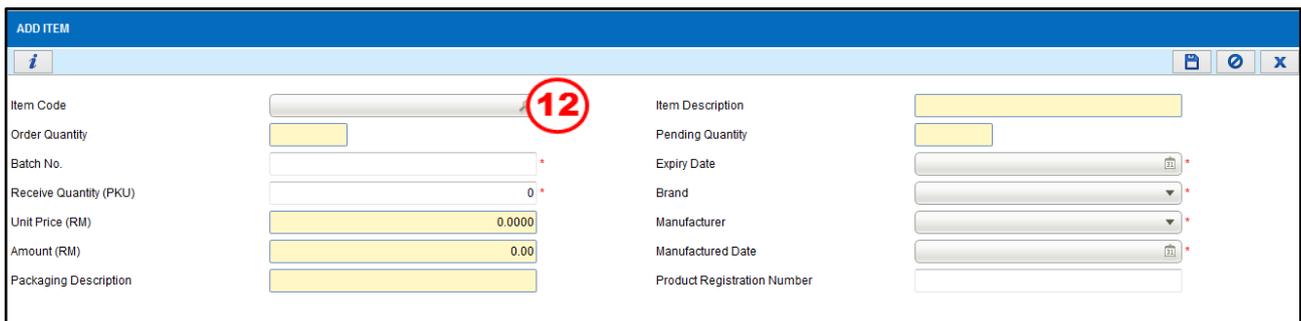
Select **Expiry Date**

**Note**

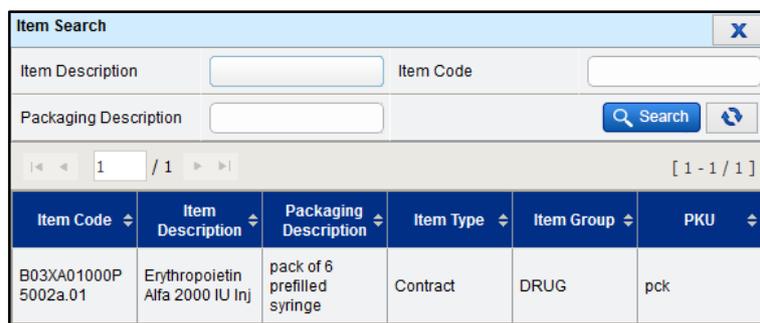
If there is no additional received item to be added, skip to step 21

**STEP 11**

Click on the  button to add additional received item, if applicable. Add Item screen will be displayed in Figure 4.1.5-5



**Figure 4.1.5-5 Add Item**



Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
B03XA01000P 5002a.01	Erythropoietin Alfa 2000 IU Inj	pack of 6 prefilled syringe	Contract	DRUG	pck

**Figure 4.1.5-6 Search Item**

**STEP 12**

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.5-6

**Note**

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.

- Multiple Receive from Supplier records have to be created for multiple DO No received.
- **Item Description** will be automatically displayed based on the selected **Item Code**.
- **Order Quantity** will be defaulted to the **Pending Quantity**.

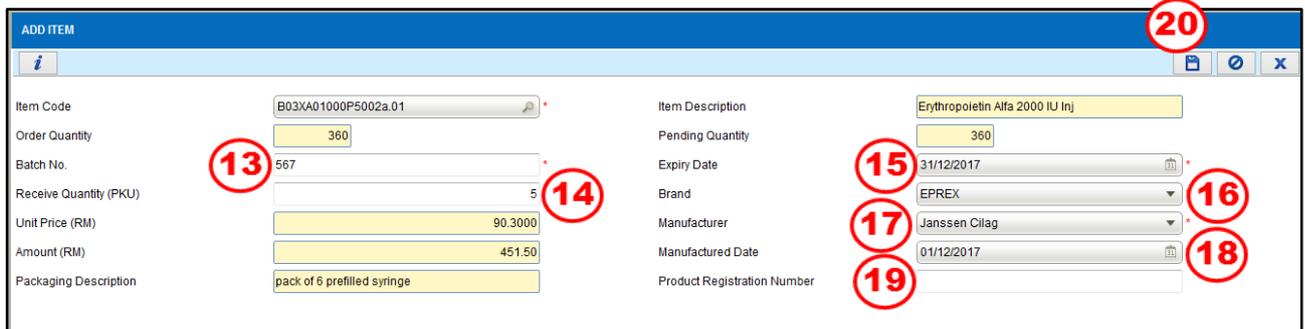


Figure 4.1.5-7 Add Item

**STEP 13**

Enter **Batch No.**

**STEP 14**

Enter **Receive Quantity (PKU)**.

**Note**

**Amount (RM)** will be automatically calculated based on the **Receive Quantity (PKU)** entered.

**STEP 15**

Select **Expiry Date**

**STEP 16**

Change **Brand** from the drop down box if applicable

**STEP 17**

Change **Manufacturer** from the drop down box if applicable

**STEP 18**

Select **Manufactured Date**

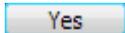
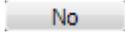
**STEP 19**

Enter **Product Registration Number** if applicable

**STEP 20**

Click on the  button to save the item into the Receiving Detail's List

**Note**

- Repeat from STEP 11 to STEP 20 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.5-8
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.5-9
- Click on the  button to cancel the saved transaction.

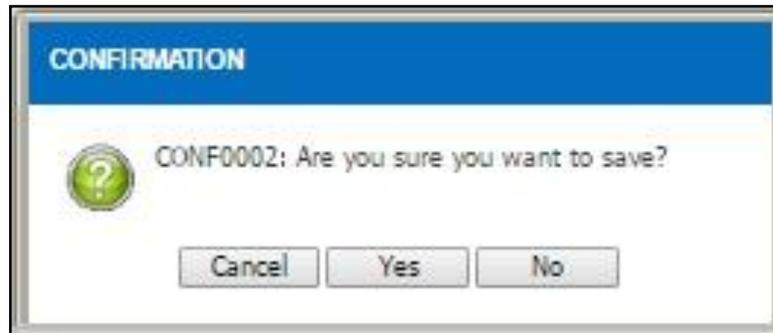


Figure 4.1.5-8Alert Message

**Note**

- **Shelf life Compliance will be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.**
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
  - No KKM Label
  - Product not within 2 - 8°C
  - Reject LOU item
  - Not accordance to the description (Wrong Item)
  - Damaged/Obsolete/Expired
  - Not Fulfill Required Specification
  - Not accordance cold chain condition
  - Less than DO quantity
  - More than DO quantity

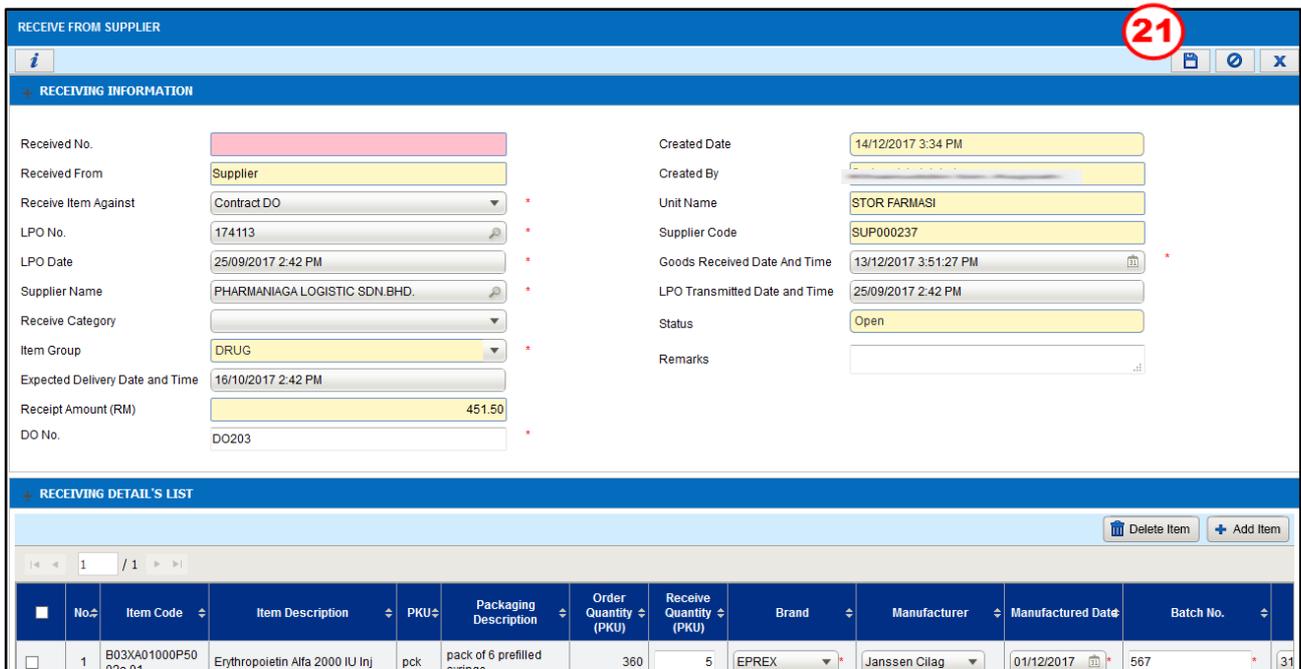


Figure 4.1.5-9Save Receive from Supplier record

**STEP 21**

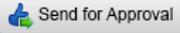
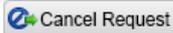
Click on the  button to save the transaction.

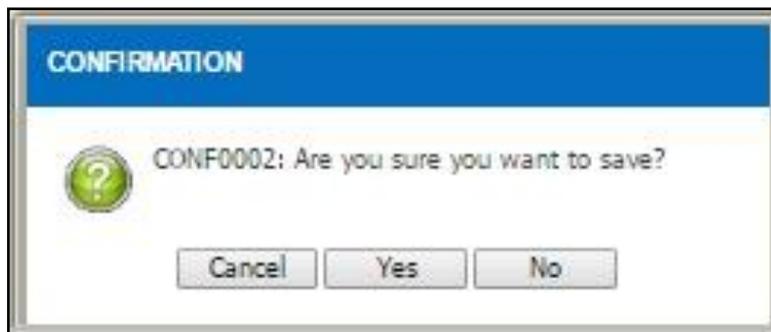
**Note**

- System will display an alert message as displayed in Figure 4.1.5-10.
- Message Information as per Figure 4.1.5-11 will be displayed once user selects the ‘Yes’ button in Figure 4.1.5-10.
- **Received No.** will be automatically generated for future reference. E.g.: P140000007.

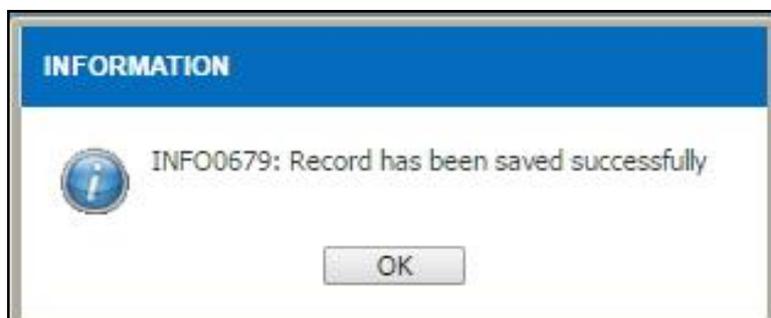
Character	Description	Value
1-2	Receiving (Penerimaan)	‘P’
3-4	Current year in ‘YY’ format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

**Table 4.1.4-1**

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.5-12.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to ‘Cancelled’.



**Figure 4.1.5-10 Alert Message**



**Figure 4.1.5-11 Alert Message**

Figure 4.1.5-12 Send for Approval

**STEP 22**

Click on the button to send the transaction for approval

**Note**

- System will display an alert message as displayed in Figure 4.1.5-13.
- Message Information as displayed in Figure 4.1.5-14 will be displayed once user selects the Yes button in Figure 4.1.5-13.
- The **Status** will be automatically changed to 'Pending for Approval'.

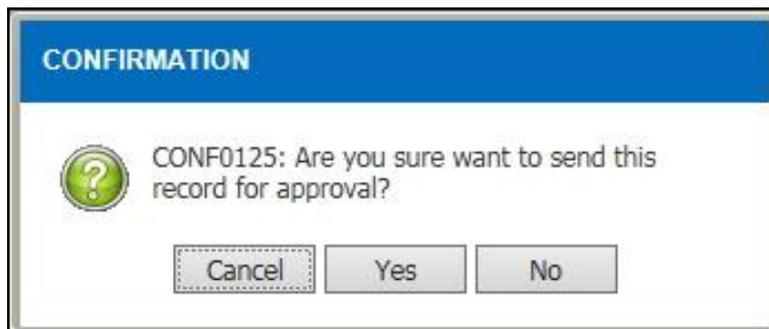


Figure 4.1.5-13 Alert Message

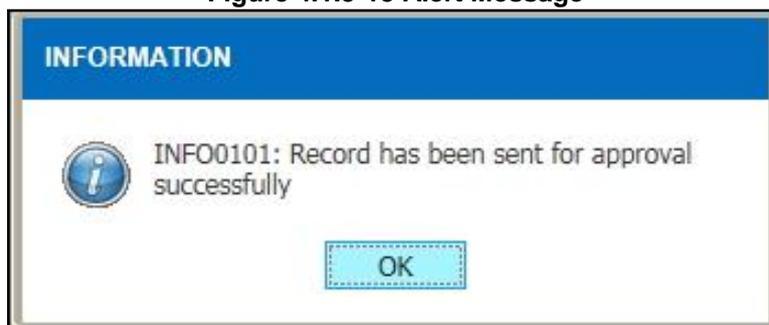
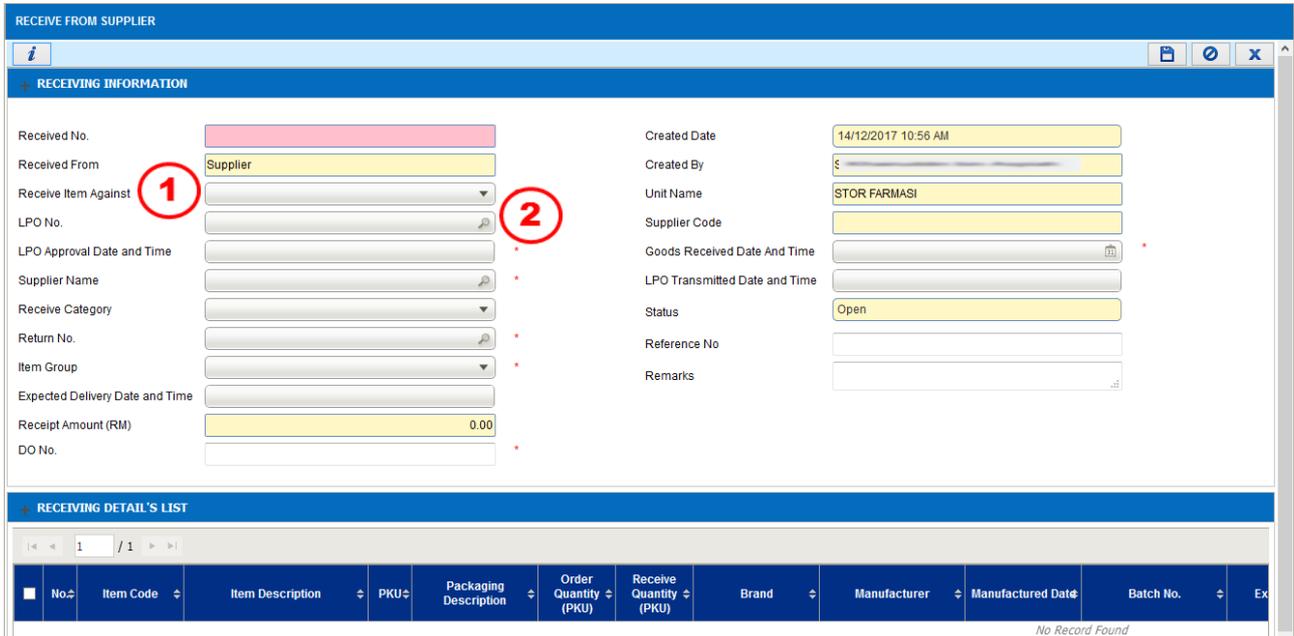


Figure 4.1.5-14 Alert Message

### 4.1.6 Receive Item Against: LP DO

This function is used to create new receiving for LP DO



**Figure 4.1.6-1 Receive from Supplier**

**Note**

- Refer to Figure 4.1.6-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

**STEP 1**

Select **Receive Item Against** as LP DO from drop down box

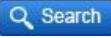
**STEP 2**

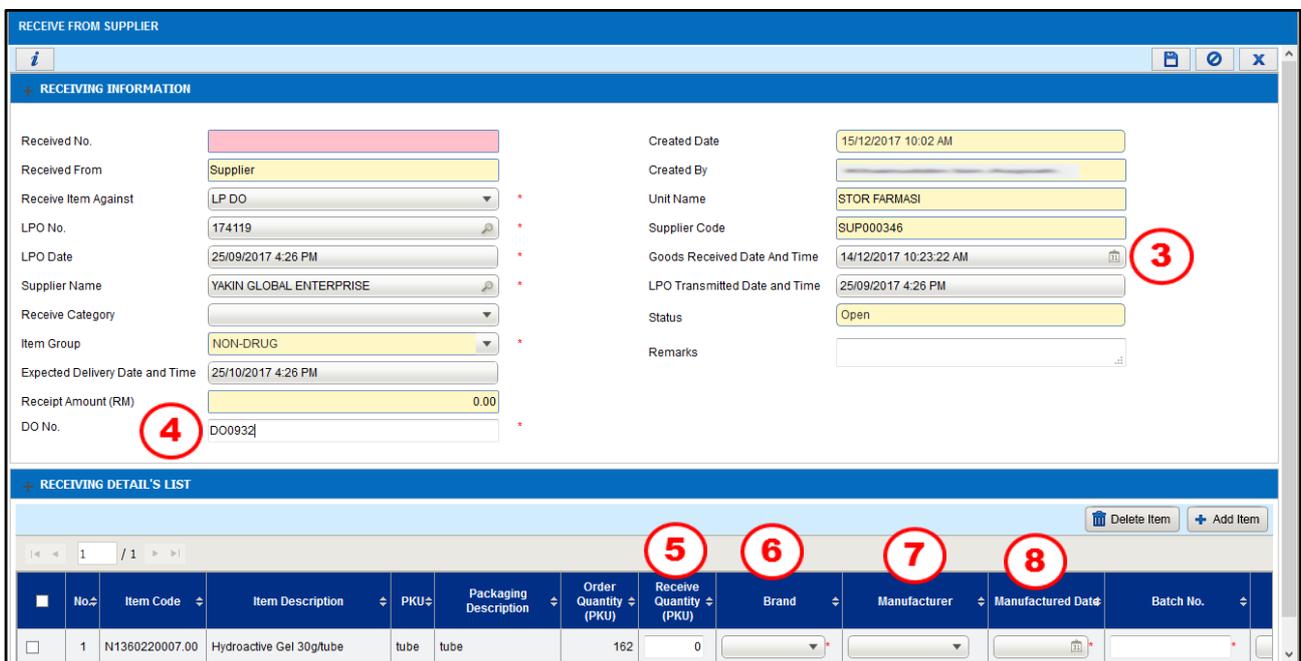
Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.6-2

Search Order Number	
LPO No.	LPO Date From
LPO Date To	<input type="button" value="Search"/>
1 / 48 [ 1 - 10 / 478 ]	
LPO No.	LPO Date.
LP171004	17/10/2017 04:53:00 PM
LP171002	17/10/2017 04:44:00 PM
174133	26/09/2017 11:06:00 AM
174132	26/09/2017 10:10:00 AM
174082	25/09/2017 05:56:00 PM
174124	25/09/2017 04:40:00 PM
174125	25/09/2017 04:38:00 PM
174120	25/09/2017 04:29:00 PM
174119	25/09/2017 04:26:00 PM
174118	25/09/2017 04:22:00 PM

**Figure 4.1.6-2 Search LPO No**

**Note**

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of LPO No. will be displayed and double click on **LPO No.** to select.
- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the LPO No after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharmaniaga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.



**Figure 4.1.6-3 Receive from Supplier**

**STEP 3**

Select **Goods Received Date And Time**

**Note**

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

**STEP 4**

Enter **DO No.**

**Note**

An empty item line is automatically created at the Receiving Details List

**STEP 5**

Enter **Received Quantity (PKU)**

**STEP 6**

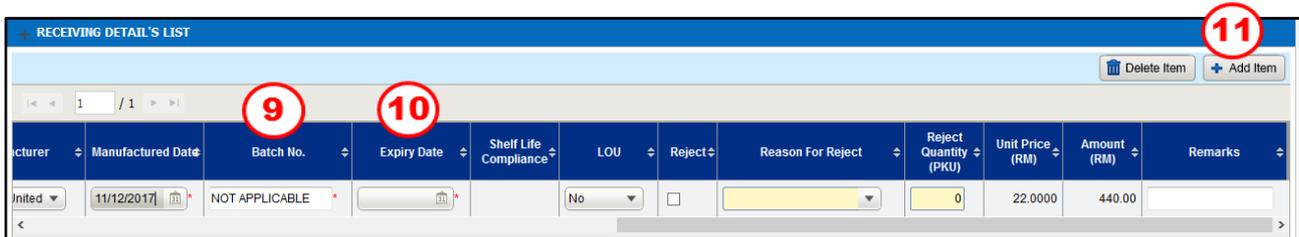
Change **Brand** from the drop down box if applicable

**STEP 7**

Change **Manufacturer** from the drop down box if applicable

**STEP 8**

Select **Manufactured Date**



Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
Initiated	11/12/2017	NOT APPLICABLE			No	<input type="checkbox"/>		0	22.0000	440.00	

Figure 4.1.6-4 Receive Detail's List

**STEP 9**

Enter **Batch No.**, if applicable.

**STEP 10**

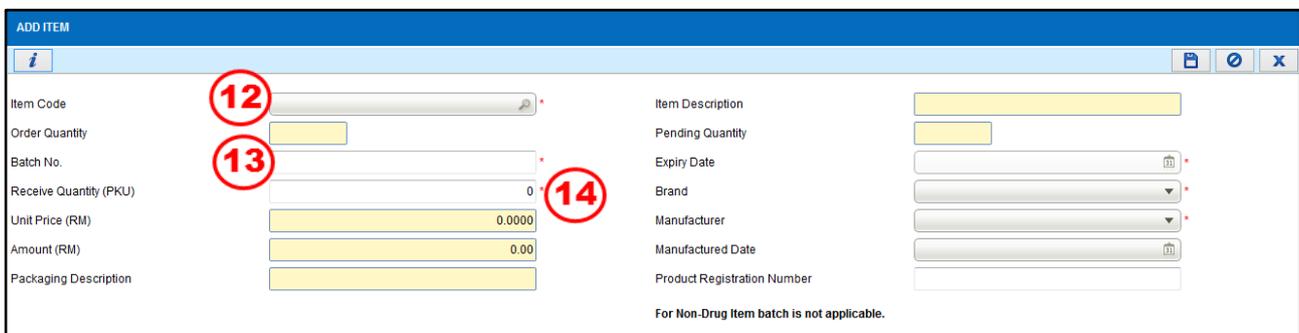
Select **Expiry Date**

**Note**

If there is no additional received item to be added, skip to step 22

**STEP 11**

Click on the **+ Add Item** button to add additional received item. Add Item screen will be displayed in Figure 4.1.6-5



ADD ITEM

Item Code  **12**

Order Quantity

Batch No.  **13**

Receive Quantity (PKU)  0 **14**

Unit Price (RM)  0.0000

Amount (RM)  0.00

Packaging Description

Item Description

Pending Quantity

Expiry Date

Brand

Manufacturer

Manufactured Date

Product Registration Number

For Non-Drug Item batch is not applicable.

Figure 4.1.6-5 Add Item

**STEP 12**

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.6-6

**Note**

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.
- Multiple receiving records have to be created for multiple DO No received.
- **Item Description** will be automatically displayed based on the selected **Item Code**.
- **Order Quantity** will be defaulted to the **Pending Quantity**.

**STEP 13**

Enter **Batch No.**, if applicable.

**Note**

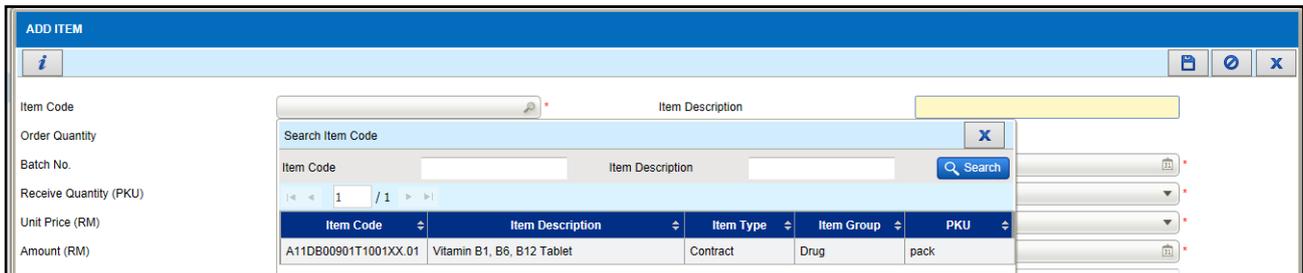
- For Non-Drug item, Batch No is not applicable
- If there is already a Batch No called 'NOT APPLICABLE' in the Receiving Detail's List, then the next Batch No has to be renamed to others, eg. 'NOT APPLICABLE2'

**STEP 14**

Enter **Receive Quantity (PKU)**.

**Note**

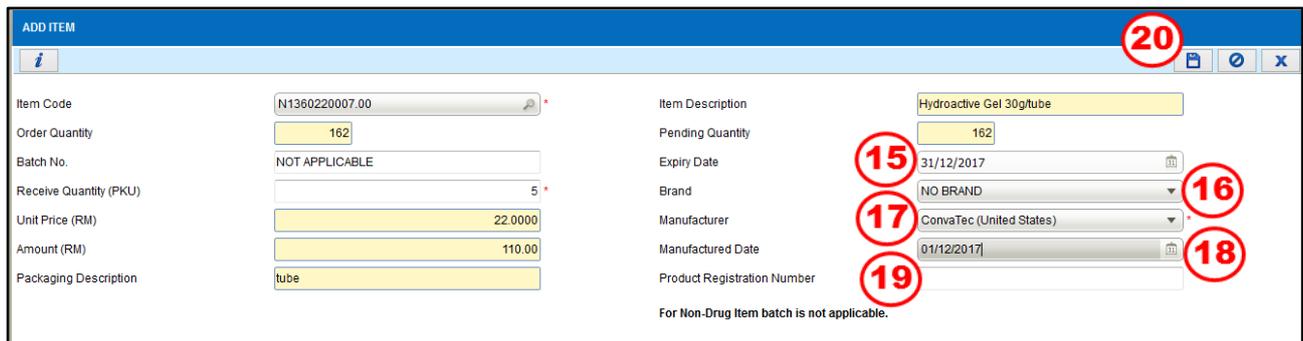
**Amount (RM)** will be automatically calculated based on the **Receive Quantity (PKU)** entered.



The screenshot shows the 'ADD ITEM' window with a search bar and a table of results. The table has columns for Item Code, Item Description, Item Type, Item Group, and PKU. The first row shows 'A11DB00901T1001XX.01 Vitamin B1, B6, B12 Tablet' with a PKU of 'pack'.

Item Code	Item Description	Item Type	Item Group	PKU
A11DB00901T1001XX.01	Vitamin B1, B6, B12 Tablet	Contract	Drug	pack

Figure 4.1.6-6 Search Item



The screenshot shows the 'ADD ITEM' window with item details for 'Hydroactive Gel 30g/tube'. Red callouts 15 through 20 highlight specific fields: 15 (Expiry Date), 16 (Brand), 17 (Manufacturer), 18 (Manufactured Date), and 20 (Save button). The 'Batch No.' field contains 'NOT APPLICABLE'.

Item Code	N1360220007.00	Item Description	Hydroactive Gel 30g/tube
Order Quantity	162	Pending Quantity	162
Batch No.	NOT APPLICABLE	Expiry Date	31/12/2017
Receive Quantity (PKU)	5	Brand	NO BRAND
Unit Price (RM)	22.0000	Manufacturer	ConvaTec (United States)
Amount (RM)	110.00	Manufactured Date	01/12/2017
Packaging Description	tube	Product Registration Number	

For Non-Drug Item batch is not applicable.

Figure 4.1.6-7 Receive From Supplier

**STEP 15**

Select **Expiry Date**

**STEP 16**

Change **Brand** from the drop down box if applicable

**STEP 17**

Change **Manufacturer** from the drop down box if applicable

**STEP 18**

Select **Manufactured Date**

**STEP 19**

Enter **Product Registration Number** if applicable

**STEP 20**

Click on the  button to save the item into the Receiving Detail's List

**Note**

- Repeat from STEP 5 to STEP 20 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.6-8
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.6-9
- Click on the  button to cancel the saved transaction.

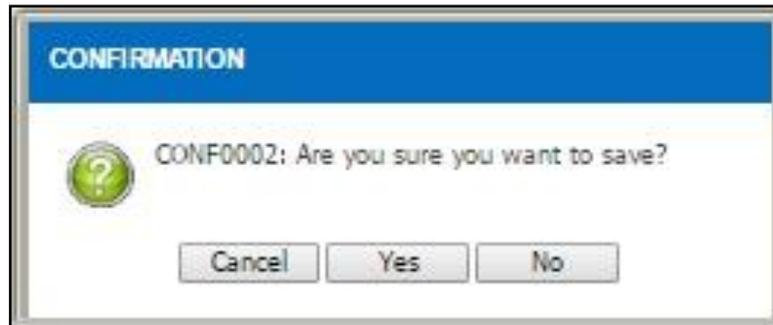
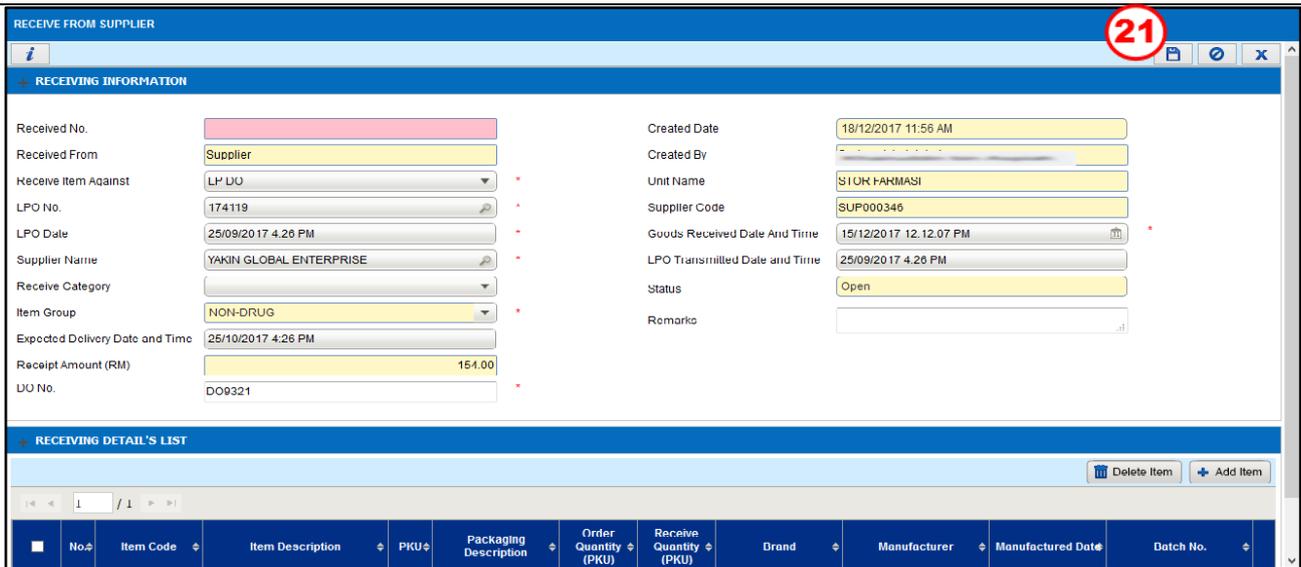


Figure 4.1.6-8 Alert Message

**Note**

- **Shelf life Compliance will** be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
  - No KKM Label
  - Product not within 2 - 8°C
  - Reject LOU item
  - Not accordance to the description (Wrong Item)
  - Damaged/Obsolete/Expired
  - Not Fulfill Required Specification
  - Not accordance cold chain condition
  - Less than DO quantity
  - More than DO quantity



**Figure 4.1.6-9 Save Receive from Supplier record**

**STEP 21**

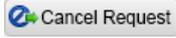
Click on the  button to save the transaction.

**Note**

- System will display an alert message as displayed in Figure 4.1.6-10.
- Message Information as per Figure 4.1.6-11 will be displayed once user selects the 'Yes' button in Figure 4.1.6-10.
- **Received No.** will be automatically generated for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

**Table 4.1.5-1**

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.6-12.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

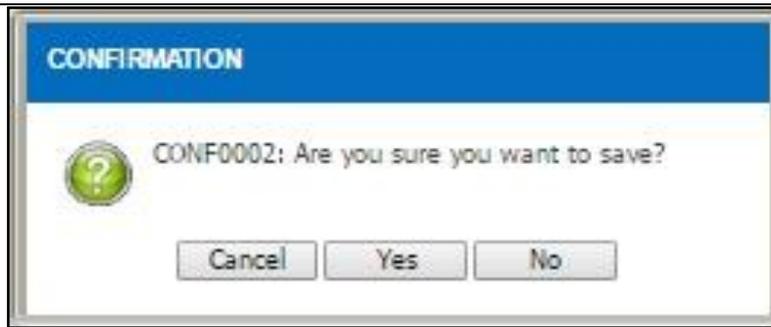


Figure 4.1.6-10 Alert Message

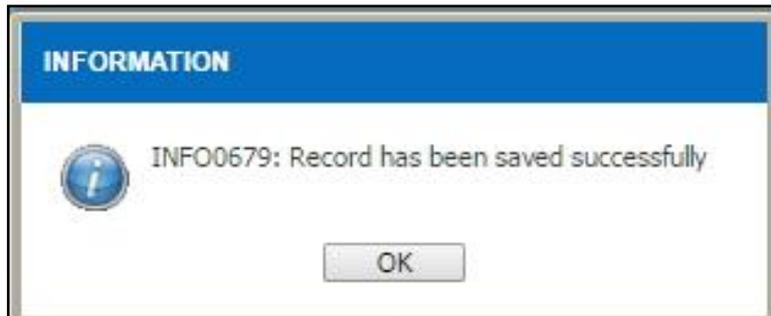


Figure 4.1.6-11 Alert Message

RECEIVE FROM SUPPLIER 22

Send for Approval Cancel Request

**RECEIVING INFORMATION**

Received No.	P170012506	Created Date	15/12/2017 10:02 AM
Received From	Supplier	Created By	...
Receive Item Against	LP DO	Unit Name	STOR FARMASI
LPO No.	174119	Supplier Code	SUP000346
LPO Date	25/09/2017 4:26 PM	Goods Received Date And Time	14/12/2017 10:23:22 AM
Supplier Name	YAKIN GLOBAL ENTERPRISE	LPO Transmitted Date and Time	25/09/2017 4:26 PM
Receive Category		Status	Open
Item Group	NON-DRUG	Remarks	
Expected Delivery Date and Time	25/10/2017 4:26 PM		
Receipt Amount (RM)	550.00		
DO No.	DO0932		

**RECEIVING DETAIL'S LIST**

Delete Item Add Item

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	N1360220007.00	Hydroactive Gel 30g/tube	tube	tube	162	5	NO BRAND	ConvaTec (United	01/12/2017	NOT APPLICABLE1

Figure 4.1.6-12 Send for Approval

**STEP 22**

Click on the button to send the transaction for approval

**Note**

- System will display an alert message as displayed in Figure 4.1.6-13.
- Message Information as displayed in Figure 4.1.6-14 will be displayed once user selects the Yes button in Figure 4.1.6-13.

- The **Status** will be automatically changed to 'Pending for Approval'.



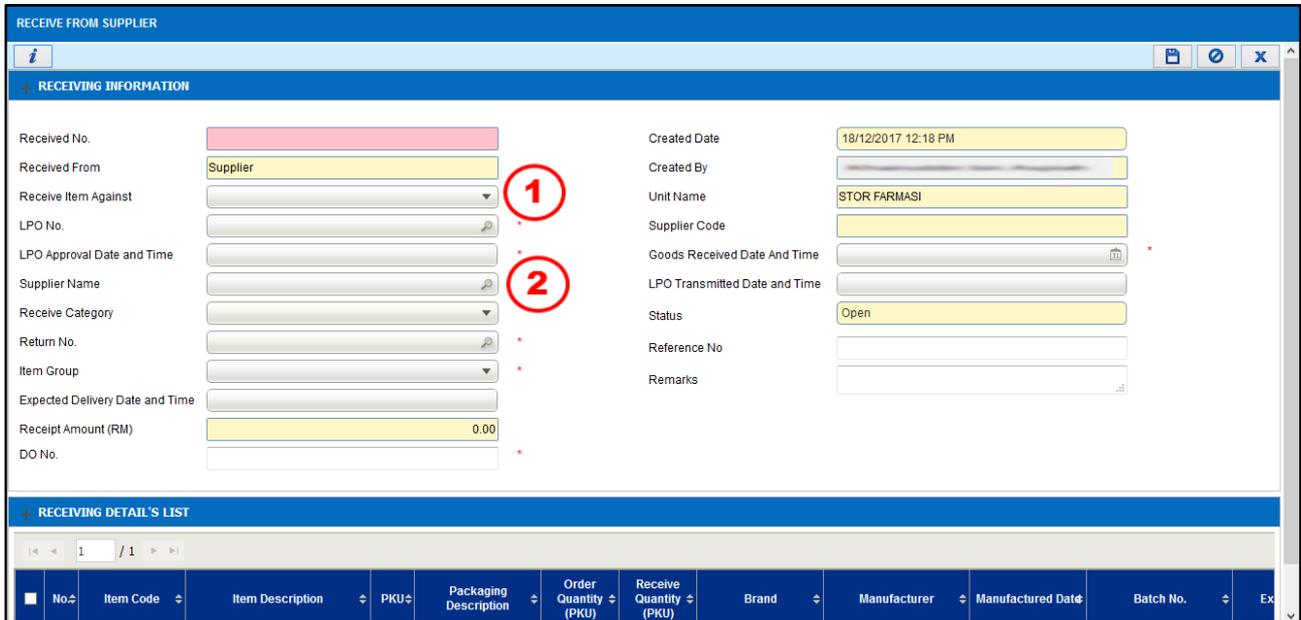
Figure 4.1.6-13 Alert Message



Figure 4.1.6-14 Alert Message

### 4.1.7 Receive Item Against: LP DO (FOC)

This function is used to create new receiving for LP DO (FOC)



**Figure 4.1.7-1 Receive from Supplier**

**Note**

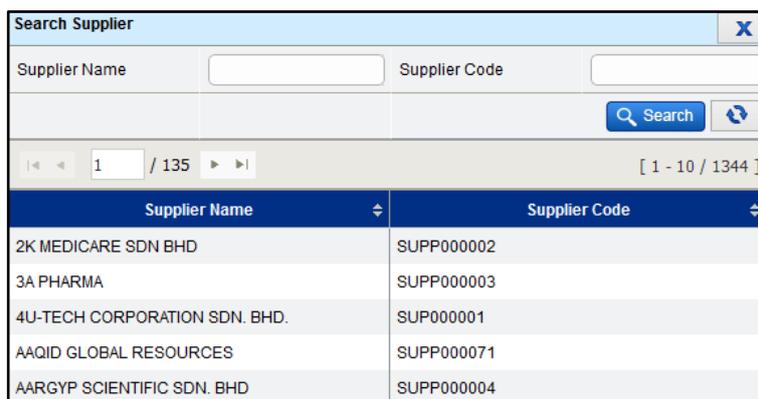
- Refer to Figure 4.1.7-1 to create a new Receive from Supplier transaction.
- Create Date will be defaulted to current date.

**STEP 1**

Select **Receive Item Against** as LP DO from down box

**STEP 2**

Click on the **Supplier Name**  button and the Search Supplier window will be displayed as shown in Figure 4.1.7-2

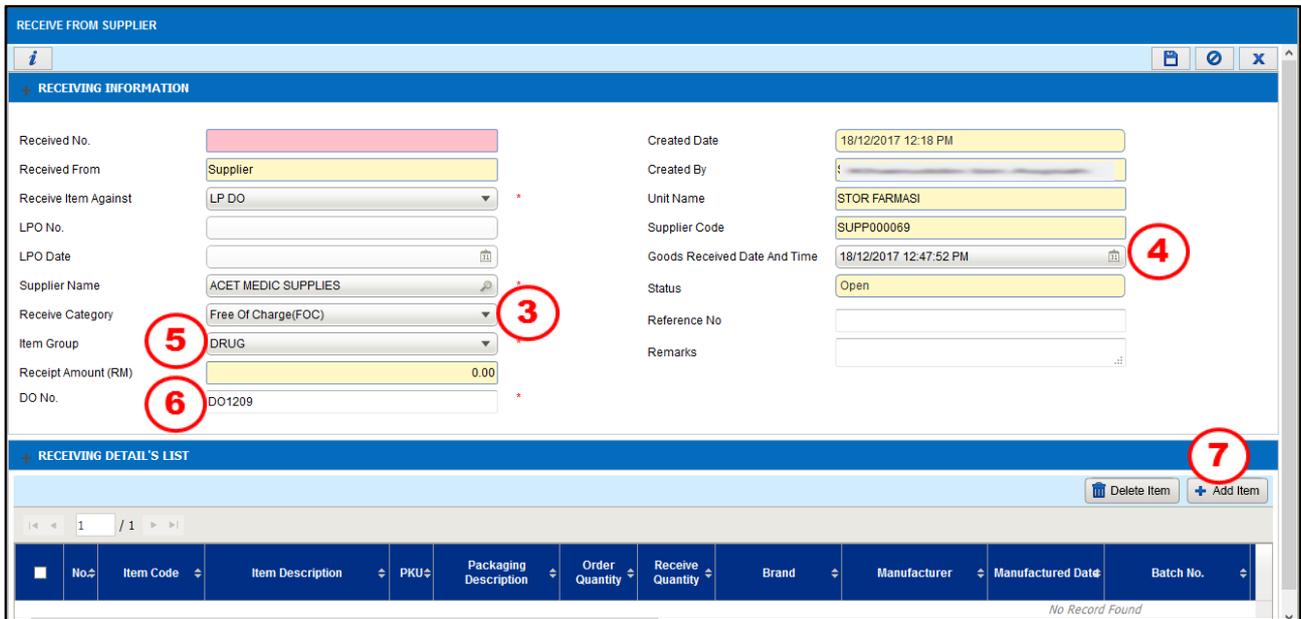


Supplier Name	Supplier Code
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
4U-TECH CORPORATION SDN. BHD.	SUP000001
AAQID GLOBAL RESOURCES	SUPP000071
AARGYP SCIENTIFIC SDN. BHD	SUPP000004

**Figure 4.1.7-2 Search Supplier**

**Note**

- This window allows user to random search by entering partially or fully criteria of **Supplier Name** or **Supplier Code** and then click on the  button.
- List of Supplier Name will be displayed and double click on **Supplier Name** to select.



No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity	Brand	Manufacturer	Manufactured Date	Batch No.
-----	-----------	------------------	-----	-----------------------	----------------	------------------	-------	--------------	-------------------	-----------

Figure 4.1.7-2 Receive From Supplier

**STEP 3**

Click on the **Receive Category** from drop down box and select **Free of Charge (FOC)**

**STEP 4**

Select **Goods Received Date And Time**

**Note**

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

**STEP 5**

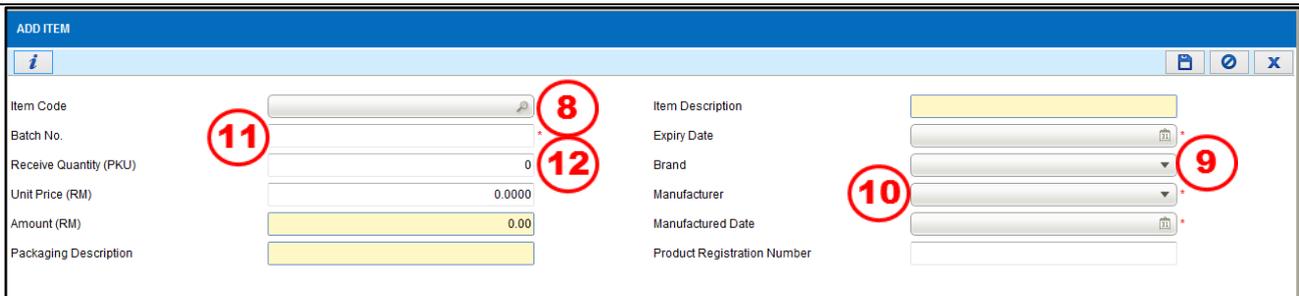
Select **Item Group** from drop box

**STEP 6**

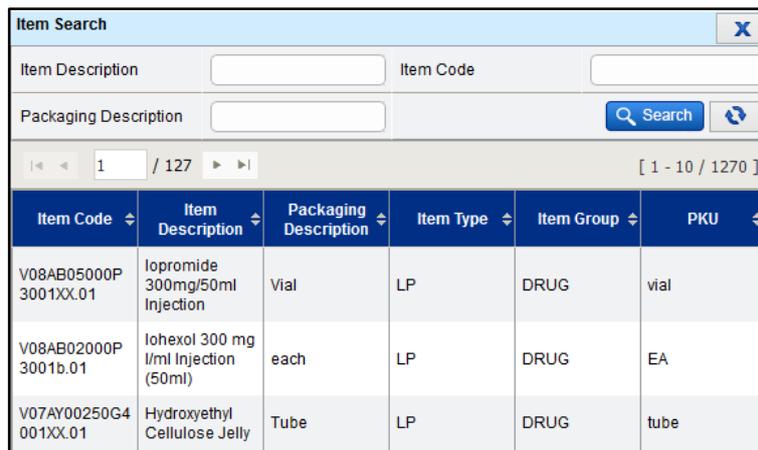
Enter **DO No.**

**STEP 7**

Click on the  button to add receive item. Add item screen will be displayed in Figure 4.1.7-3



**Figure 4.1.7-3 Add Item**



Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
V08AB05000P3001XX.01	Iopromide 300mg/50ml Injection	Vial	LP	DRUG	vial
V08AB02000P3001b.01	Iohexol 300 mg I/ml Injection (50ml)	each	LP	DRUG	EA
V07AY00250G4001XX.01	Hydroxyethyl Cellulose Jelly	Tube	LP	DRUG	tube

**Figure 4.1.7-4 Search Item**

**STEP 8**

Click on *Item Code*  button and the *Search Item Code* window will be displayed in Figure 4.1.7-4

**Note**

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.
- Multiple receiving records have to be created for multiple DO No received.
- **Item Description** will be automatically displayed based on the selected **Item Code**.
- **Order Quantity** will be defaulted to the **Pending Quantity**.

**STEP9**

Change *Brand* from the drop box if applicable

**STEP 10**

Change *Manufacturer* from the drop box if applicable

**STEP 11**

Enter *Batch No.*

**STEP 12**

Enter *Receive Quantity (PKU)*.

**Note**

*Amount (RM)* will be automatically calculated based on the *Receive Quantity (PKU)* entered.

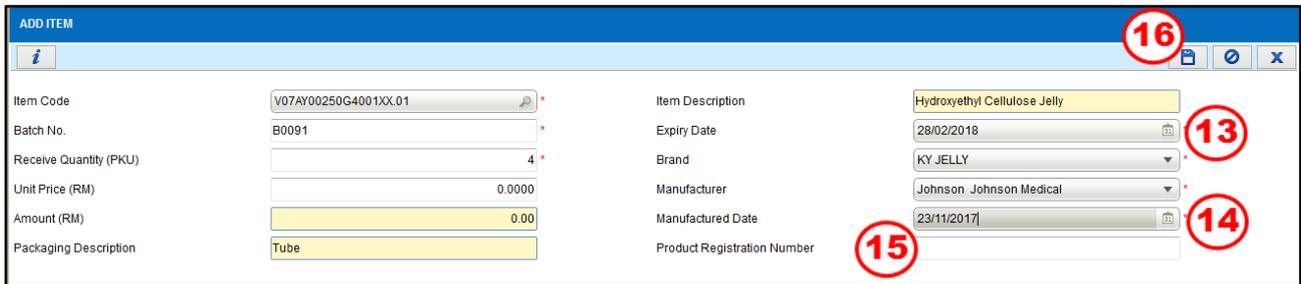


Figure 4.1.7-5 Add Item

**STEP 13**

Select **Expiry Date**

**STEP 14**

Select **Manufactured Date**

**STEP 15**

Enter **Product Registration Number**, if applicable

**STEP 16**

Click on the  button to save the item into the *Receiving Detail's List*

**Note**

- Repeat from STEP 7 to STEP 16 to add more item under the same DO No.

Alert message will be displayed after the transaction is saved as per Figure 4.1.7-6

- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.7-7
- Click on the  button to cancel the saved transaction.

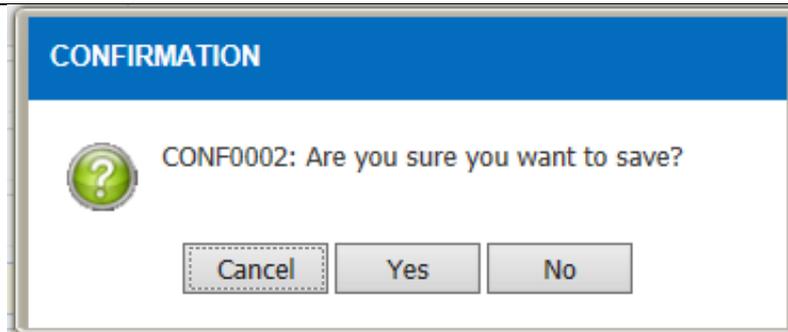


Figure 4.1.7-6 Alert Message

**Note**

- **Shelf life Compliance** will be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
  - No KKM Label
  - Product not within 2 - 8°C
  - Reject LOU item
  - Not accordance to the description (Wrong Item)
  - Damaged/Obsolete/Expired
  - Not Fulfill Required Specification
  - Not accordance cold chain condition
  - Less than DO quantity
  - More than DO quantity

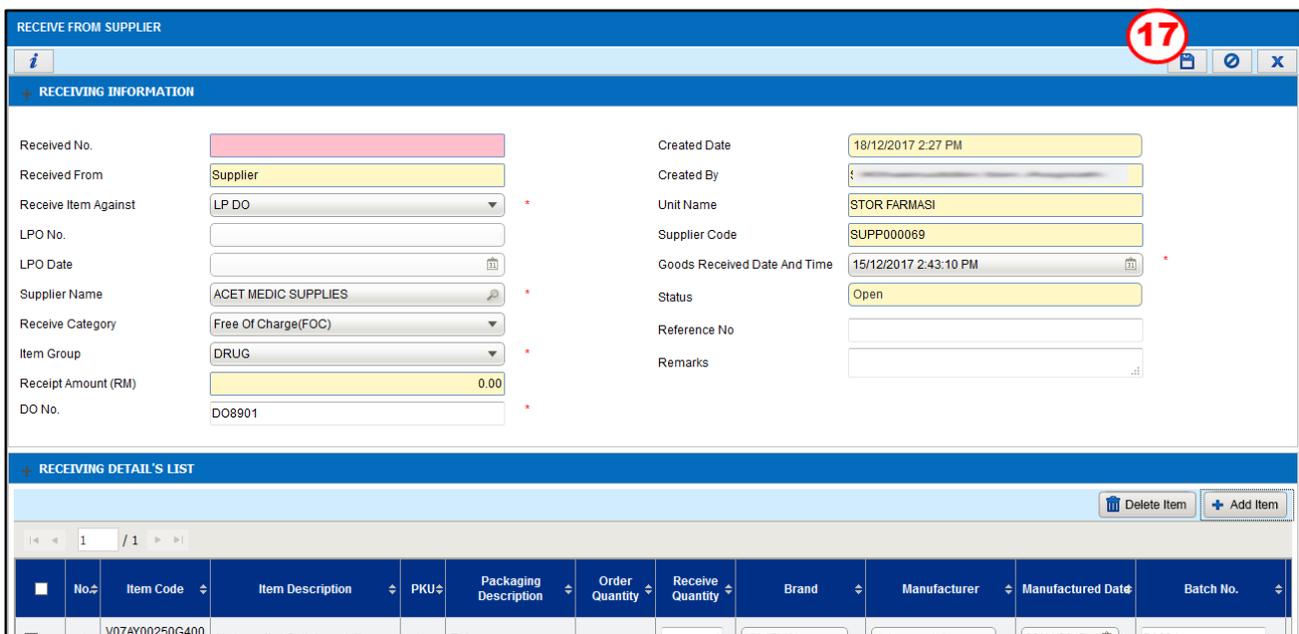


Figure 4.1.7-7 Save Receive from Supplier record

**STEP 17**

Click on the  button to save the transaction.

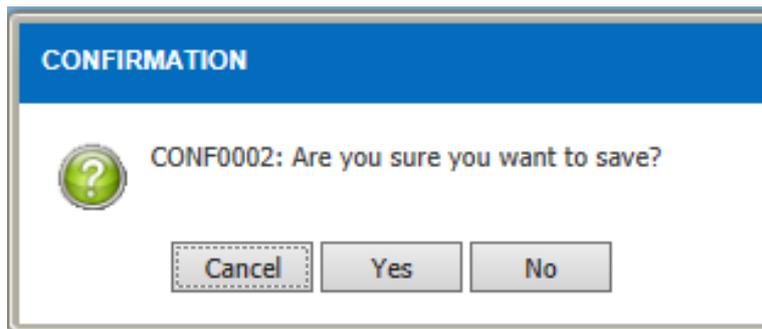
**Note**

- System will display an alert message as displayed in Figure 4.1.7-8.
- **Received No.** will be automatically generated for future reference. E.g.: P140000007.

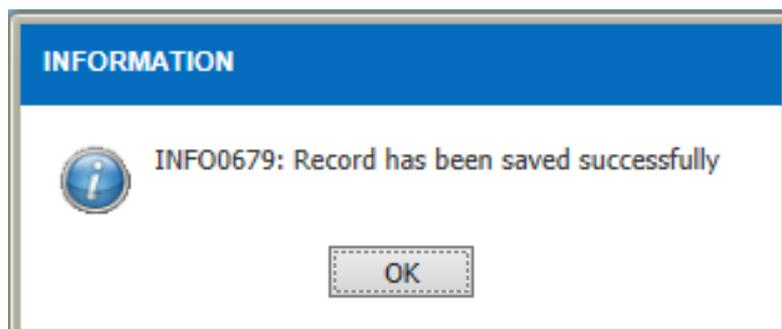
Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

**Table 4.1.7-1**

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.7-8.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.



**Figure 4.1.7-8 Alert Message**



**Figure 4.1.7-9 Alert Message**



## 4.2 Receive from Supplier Approval

Pharmacist will receive notification in Task List for any Receive Item (Receive from Supplier) that needsto be approved.

TASK LIST					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Received From Supplier	<a href="#">P140001641</a> <b>1</b>	12/12/2014 05:26 PM	Pending for Approval	STOR FARMASI	
Budget Allocation	<a href="#">BA14000055</a>	12/12/2014 04:35 PM	Pending For Approval	STOR FARMASI	
Received From Supplier	<a href="#">P140001640</a>	01/12/2014 03:29 PM	Pending for Approval	STOR FARMASI	
Requisition Order	<a href="#">RO14000413</a>	01/12/2014 12:34 PM	Pending For Approval	UNIT FARMASI PENGELUARAN FARMASEUTIKAL	
Requisition Order	<a href="#">RO14000411</a>	27/11/2014 10:10 AM	Pending For Approval	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	
Requisition Order	<a href="#">RO14000410</a>	27/11/2014 09:56 AM	Pending For Approval	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	
Requisition Order	<a href="#">RO14000409</a>	27/11/2014 09:55 AM	Pending For Approval	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	
Received From Supplier	<a href="#">P140001546</a>	25/11/2014 04:24 PM	Pending for Approval	STOR FARMASI	
Requisition Order	<a href="#">RO14000403</a>	06/11/2014 01:39 PM	Pending For Approval	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	
Requisition Order	<a href="#">RO14000279</a>	09/10/2014 09:30 AM	Pending For Approval	UNIT FARMASI REKONSTITUSI UBAT SITOTOKSIK	

Figure 4.2-1 Task List

### STEP 1

Click on the Transaction No. hyperlink as per Figure 4.2-1 and the Receive From Supplier screen will be displayed as shown in Figure 4.2-2

RECEIVE FROM SUPPLIER

2

**RECEIVING INFORMATION**

Received No. P140001641 Created Date 12/12/2014  
 Received From Supplier Created By  
 Receive Item Against LP DO Unit Name STOR FARMASI  
 Supplier Name PHARMASERVE ALLIANCES SDN BHD Supplier Code SUP000238  
 Receive Category Goods Received Date And Time 12/12/2014 5:19:24 PM  
 LPO No. 144927 LPO Transmitted Date 30/11/2014  
 LPO Date 30/11/2014 Status Pending for Approval  
 Item Group DRUG Remarks  
 Expected Delivery Date 30/12/2014 Reject Reason  
 Receipt Amount (RM) 265.00  
 DO No. DO121214\_2

**RECEIVING DETAIL'S LIST**

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	J01CE02500F210 1XX.01	Phenoxymethyl Penicillin 125 mg/5 ml Syrup	bott	Bottle of 60 ml	200	100	BEAPEN	Upha Pharmaceut	17/11/2014	BN7897

Figure 4.2-2 Receive From Supplier Approval

**STEP 2**

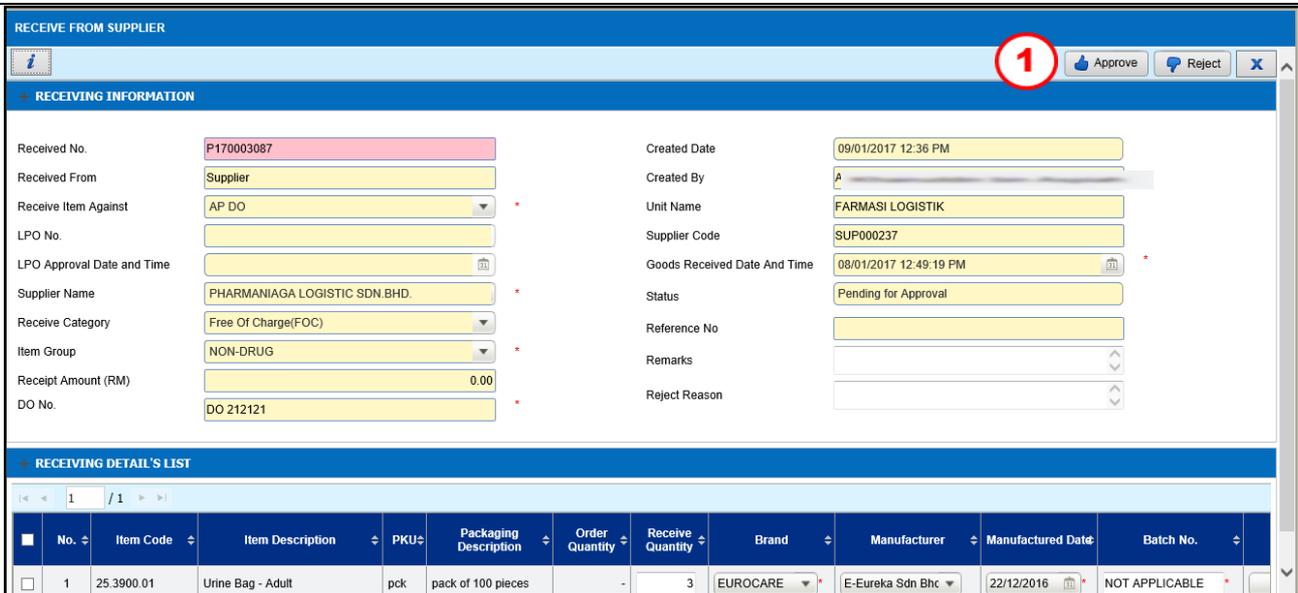
Click on the  button to approve the transaction or click on the  button to reject the transaction

**Note**

- Click on the  button and the **Status** will be changed to 'Approved'.
- Click on the  button and the **Status** will be changed to 'Rejected'.

#### 4.2.1 Receive from Supplier Approval – FOC (APPL)

Pharmacist will receive notification in Task List for any Receive Item (Receive from Supplier) that needs to be approved.



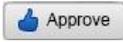
RECEIVE FROM SUPPLIER										
+ RECEIVING INFORMATION										
Received No.	P170003087			Created Date	09/01/2017 12:36 PM					
Received From	Supplier			Created By	A					
Receive Item Against	AP DO			Unit Name	FARMASI LOGISTIK					
LPO No.				Supplier Code	SUP000237					
LPO Approval Date and Time				Goods Received Date And Time	08/01/2017 12:49:19 PM					
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD.			Status	Pending for Approval					
Receive Category	Free Of Charge(FOC)			Reference No.						
Item Group	NON-DRUG			Remarks						
Receipt Amount (RM)	0.00			Reject Reason						
DO No.	DO 212121									
+ RECEIVING DETAIL'S LIST										
1 / 1										
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity	Brand	Manufacturer	Manufactured Date	Batch No.
1	25.3900.01	Urine Bag - Adult	pck	pack of 100 pieces	-	3	EUROCARE	E-Eureka Sdn Bhd	22/12/2016	NOT APPLICABLE

Figure 4.2.1-1 Receive From Supplier Approval – FOC (APPL)

#### STEP 1

Click on the  button to approve the transaction or click on the  button to reject the transaction

#### Note

- User can still edit receiving detail's such as Receive quantity, Brand, Manufacturer, manufacturer date, Batch no and Expiry date before approving the transaction.
- Click on the  button and the **Status** will be changed to 'Approved'
- Click on the  button and the **Status** will be changed to 'Rejected'.



## 5.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
HQ	Headquarters
UOM	Unit Of Measure
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
PLSB	Pharmaniaga Logistic Sdn. Bhd.
LP	Local Purchase



## 6.0 Links To Inventory Module

No	Module	PDF Links	No	Module	PDF Links
1	Finance	<a href="#">Click Here</a>	15	Internal Indent	<a href="#">Click Here</a>
2	Procurement Standard APPL	<a href="#">Click Here</a>	16	Issue	<a href="#">Click Here</a>
3	Procurement standard LP	<a href="#">Click Here</a>	17	Receive From Supplier	<a href="#">Click Here</a>
4	Procurement Standard Contract	<a href="#">Click Here</a>	18	Receive Inter Facility	<a href="#">Click Here</a>
5	Procurement Standard Quotation	<a href="#">Click Here</a>	19	Receive Intra Facility	<a href="#">Click Here</a>
6	Procurement Standard (RFQ)	<a href="#">Click Here</a>	20	Return to Supplier	<a href="#">Click Here</a>
7	Procurement Non Standard (Requisition Order)	<a href="#">Click Here</a>	21	Return to Supplying Unit	<a href="#">Click Here</a>
8	Quarantine	<a href="#">Click Here</a>	22	Slow Moving	<a href="#">Click Here</a>
9	Product Complaint	<a href="#">Click Here</a>	23	Stock Taking And Verification	<a href="#">Click Here</a>
10	Recalculate Buffer Level	<a href="#">Click Here</a>	24	Stock Transfer	<a href="#">Click Here</a>
11	Expiration And Condemn	<a href="#">Click Here</a>	25	Year End	<a href="#">Click Here</a>
12	Recall Product	<a href="#">Click Here</a>	26	Penalty	<a href="#">Click Here</a>
13	Payment	<a href="#">Click Here</a>	27	IWP Budget	<a href="#">Click Here</a>
14	External Indent	<a href="#">Click Here</a>	28	IWP Order Authorization	<a href="#">Click Here</a>