



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

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

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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	<input type="text"/>	Empty Text Box
<input type="text"/>	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
4.2.1 Receive from Supplier Approval – FOC (APPL)	50

3.0 Receive From 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

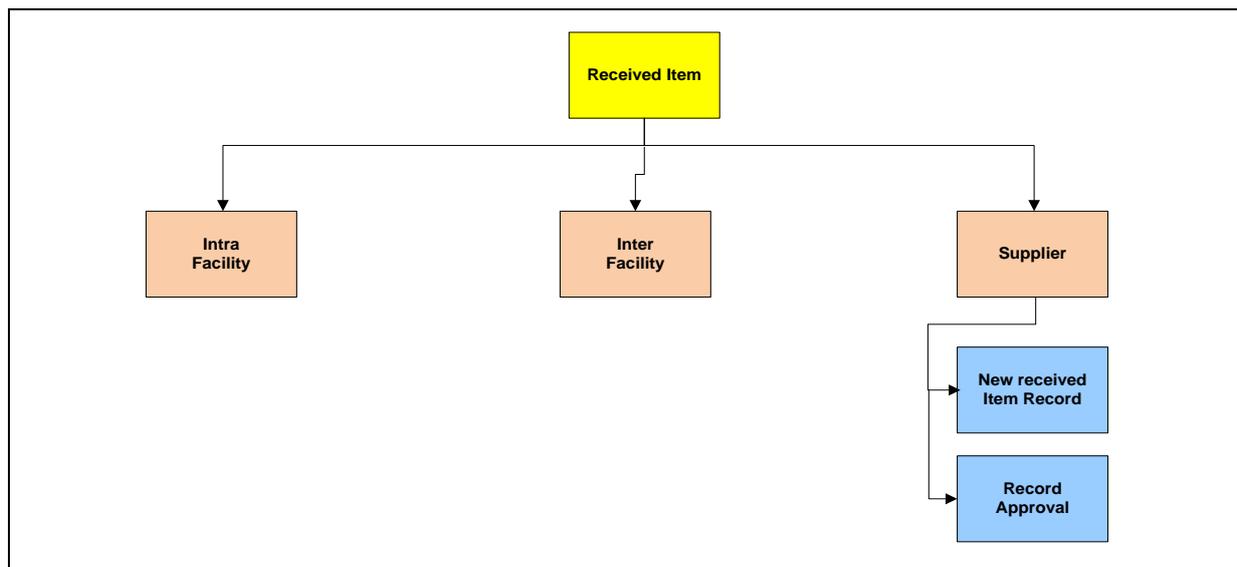


Figure 3.0-1

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)

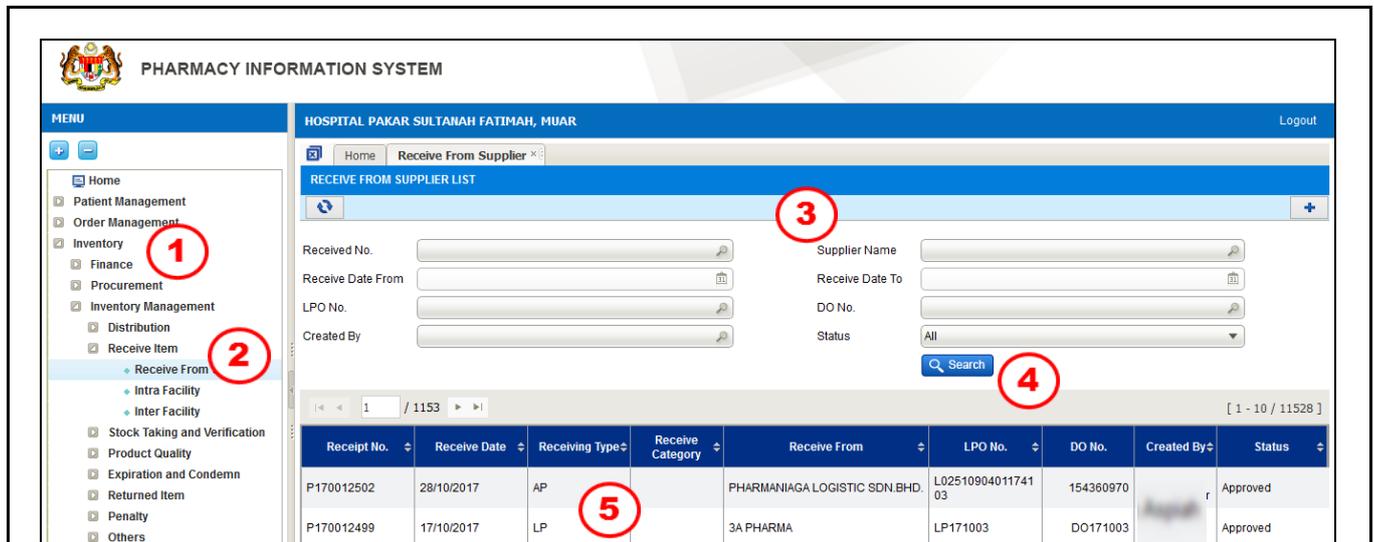


Figure 4.1.1-1 Receive From Supplier Listing Page

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	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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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: 5%;">DO No.</th> <th style="width: 5%;">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				

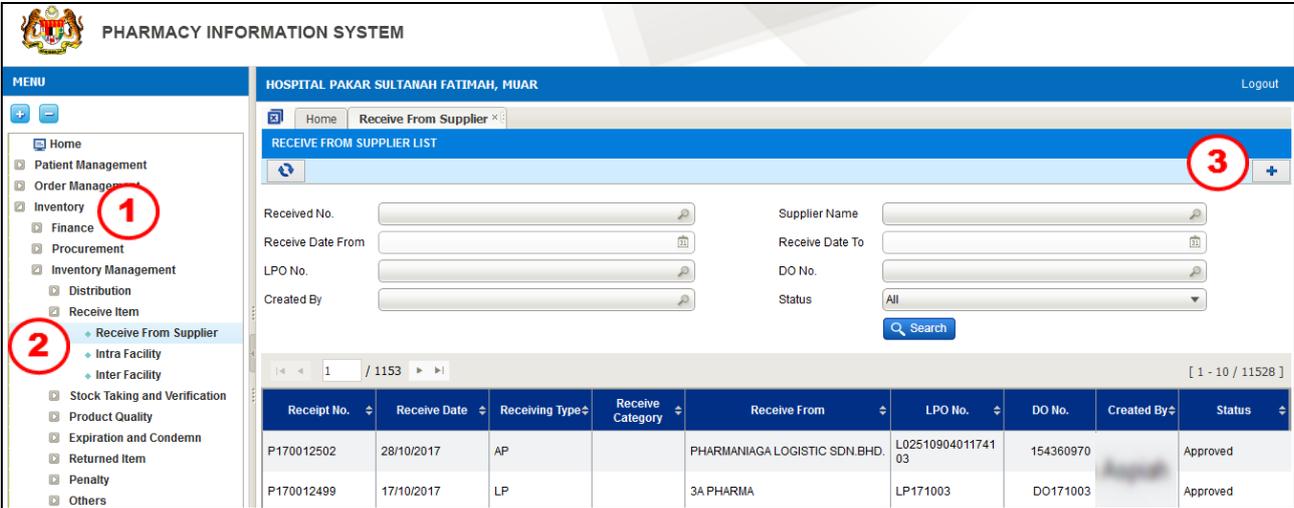
RECEIVING DETAIL'S LIST

1 / 1	[1 - 2 / 2]										
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	Beclomethasone 17-valerate	pck	pack of 500 gram	100	100	DERMASOLE	Pharmaniaga Ma	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 type="text"/>	Created Date	<input type="text" value="14/12/2017 10:19 AM"/>
Received From	<input type="text" value="Supplier"/>	Created By	<input type="text"/>
Receive Item Against	<input type="text"/>	Unit Name	<input type="text" value="STOR FARMASI"/>
LPO No.	<input type="text"/>	Supplier Code	<input type="text"/>
LPO Approval Date and Time	<input type="text"/>	Goods Received Date And Time	<input type="text"/>
Supplier Name	<input type="text"/>	LPO Transmitted Date and Time	<input type="text"/>
Receive Category	<input type="text"/>	Status	<input type="text" value="Open"/>
Return No.	<input type="text"/>	Reference No	<input type="text"/>
Item Group	<input type="text"/>	Remarks	<input type="text"/>
Expected Delivery Date and Time	<input type="text"/>		
Receipt Amount (RM)	<input type="text" value="0.00"/>		
DO No.	<input type="text"/>		

RECEIVING DETAIL'S LIST

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

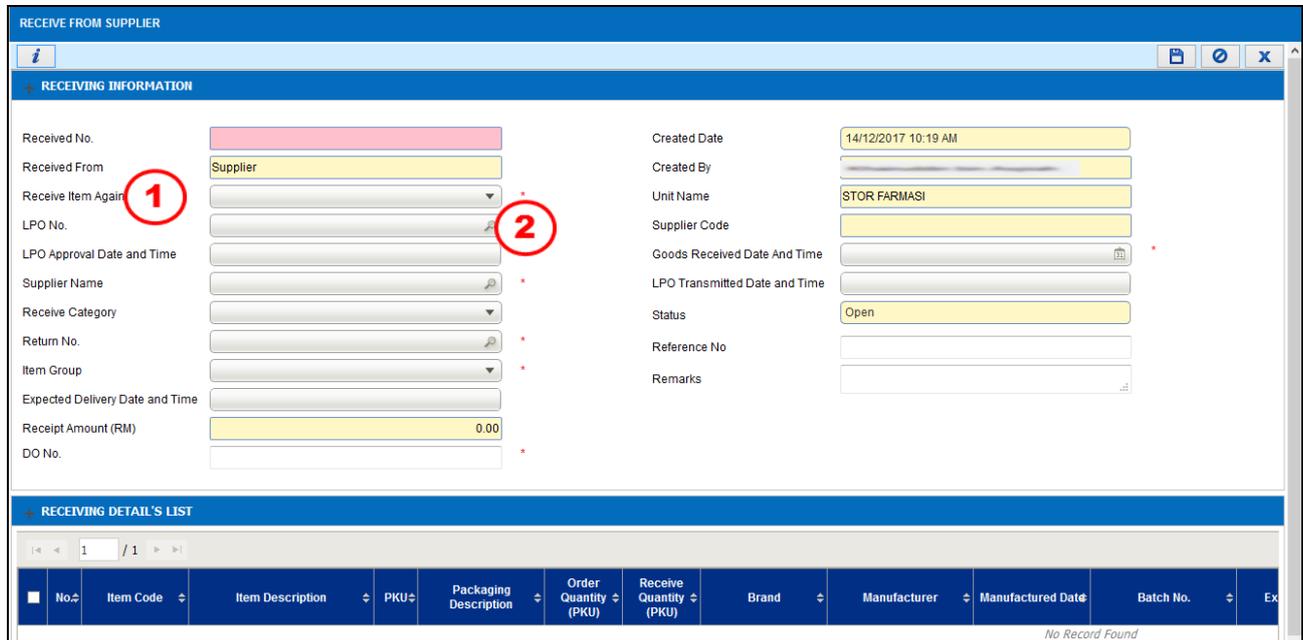


Figure 4.1.3-1 Receive From Supplier

Note

- Refer to 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.	<input type="text"/>
LPO Date From	<input type="text"/>
LPO Date To	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 21 [1 - 10 / 203]	
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 Pharamaniaga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. <input type="text"/> Received From <input type="text" value="Supplier"/> Receive Item Against <input type="text" value="AP DO"/> LPO No. <input type="text" value="LP261101"/> LPO Approval Date and Time <input type="text" value="03/10/2018 11:28 AM"/> Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN BHD"/> Receive Category <input type="text"/> Item Group <input type="text" value="DRUG"/> Expected Delivery Date and Time <input type="text" value="02/10/2018 11:28 AM"/> Receipt Amount (RM) <input type="text" value="0.00"/> DO No. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th><input type="checkbox"/></th> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>DO121218101223</td> <td>12/12/2018</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DO121218101211</td> <td>12/12/2018</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DO121218101240</td> <td>12/12/2018</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DO261118101109</td> <td>26/11/2018</td> </tr> <tr> <td><input type="checkbox"/></td> <td>DO261118101131</td> <td>26/11/2018</td> </tr> </tbody> </table>	<input type="checkbox"/>	DO No.	DO Date	<input type="checkbox"/>	DO121218101223	12/12/2018	<input type="checkbox"/>	DO121218101211	12/12/2018	<input type="checkbox"/>	DO121218101240	12/12/2018	<input type="checkbox"/>	DO261118101109	26/11/2018	<input type="checkbox"/>	DO261118101131	26/11/2018	Created Date <input type="text" value="25/06/2019 3:11 PM"/> Created By <input type="text"/> Unit Name <input type="text"/> Supplier Code <input type="text" value="SUP000237"/> Goods Received Date And Time <input type="text" value="25/06/2019 3:12:36 PM"/> LPO Transmitted Date and Time <input type="text" value="03/10/2018 11:28 AM"/> Status <input type="text" value="Open"/> Remarks <input type="text"/>
<input type="checkbox"/>	DO No.	DO Date																	
<input type="checkbox"/>	DO121218101223	12/12/2018																	
<input type="checkbox"/>	DO121218101211	12/12/2018																	
<input type="checkbox"/>	DO121218101240	12/12/2018																	
<input type="checkbox"/>	DO261118101109	26/11/2018																	
<input type="checkbox"/>	DO261118101131	26/11/2018																	

3

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU:	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance
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.

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.

Figure 4.1.3-5 DO Details

STEP 5

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

Note

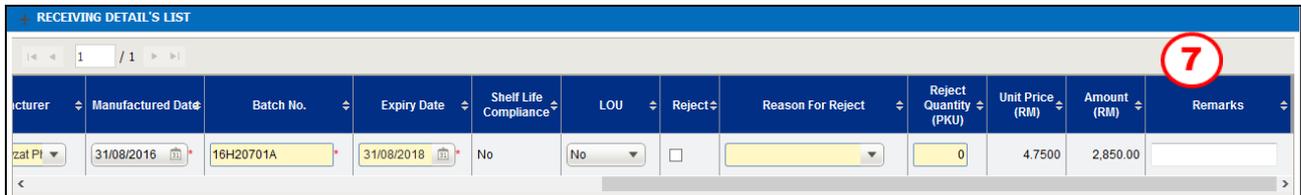
- **Brand and Manufacturer** is defaulted to the value captured during purchase order creation and user is allowed to change it.
- **Brand and Manufacturer** will be listed based on value configured by item in item master.
- If **manufacturer and brand** is removed from item master in IWP before user 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

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

Note

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



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 Pl	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.: P14000007.

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.

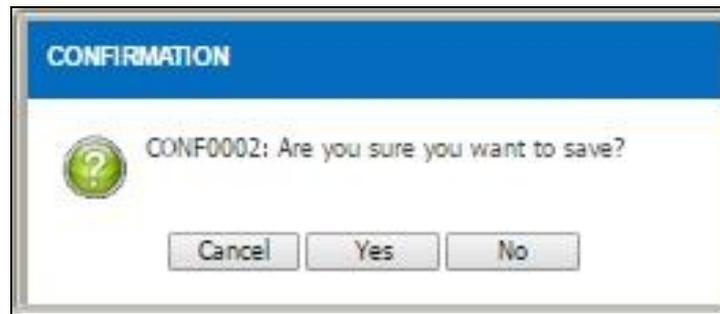


Figure 4.1.3-8Alert Message

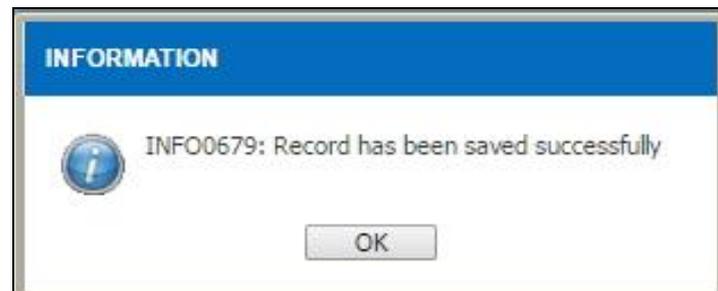
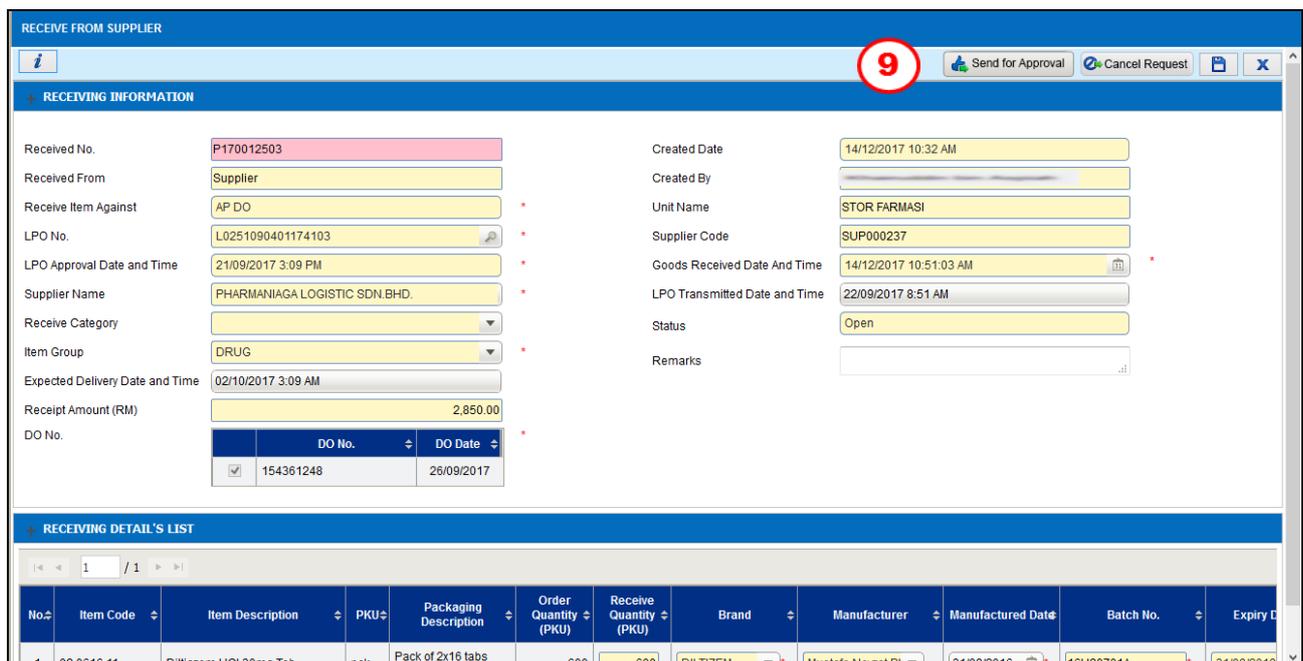


Figure 4.1.3-9Alert Message



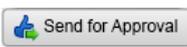
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date
1	02-0616-11	Diltiazem HCl 30mg Tab	pack	Pack of 2x16 tabs	600	600	DILTIZEM	Mustafa Medical Pl	31/08/2016	16H20701A	31/08/2018

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'.

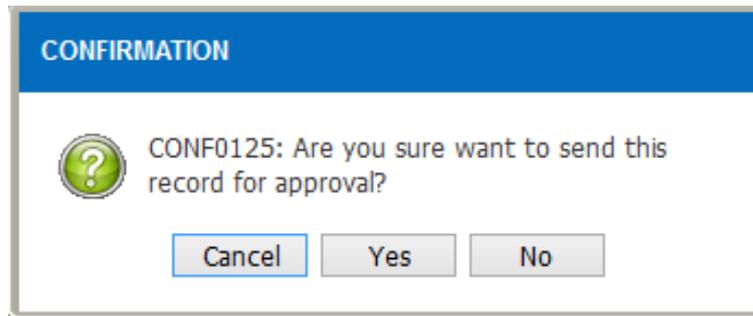


Figure 4.1.3-11 Alert Message

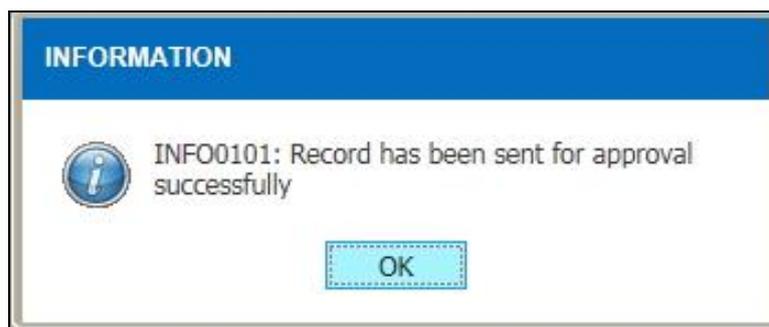


Figure 4.1.3-12Alert Message

4.1.4 Receive Item Against: AP DO (FOC)

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

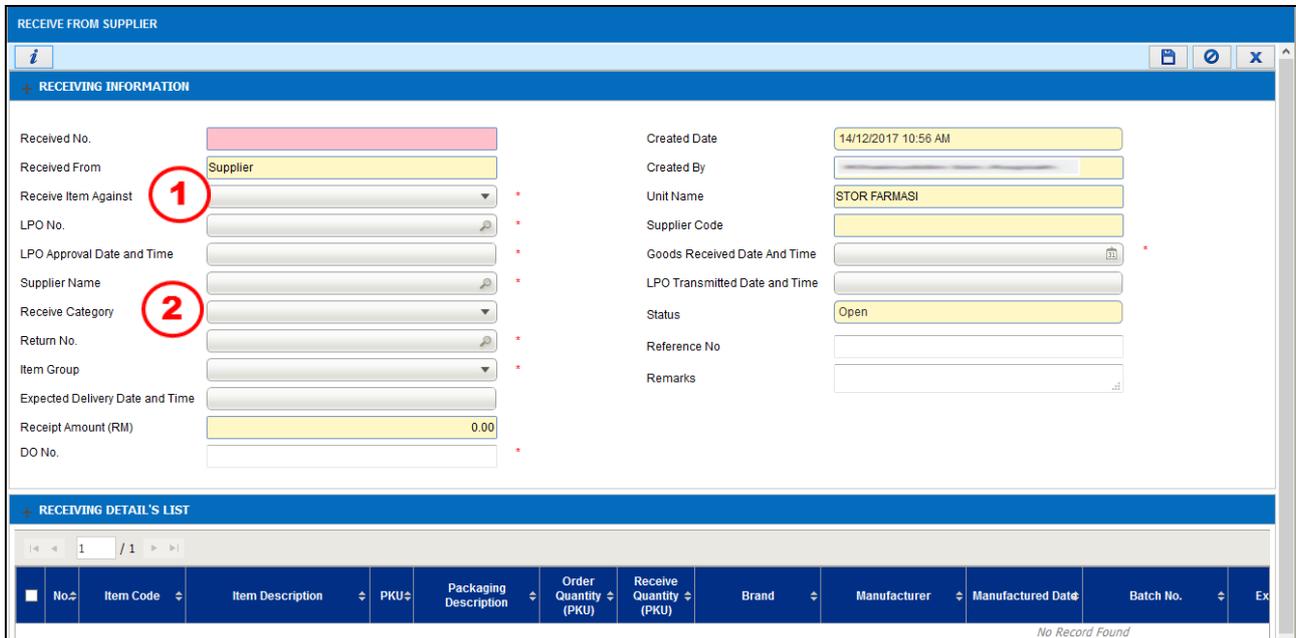


Figure 4.1.4-1 Receive from Supplier

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

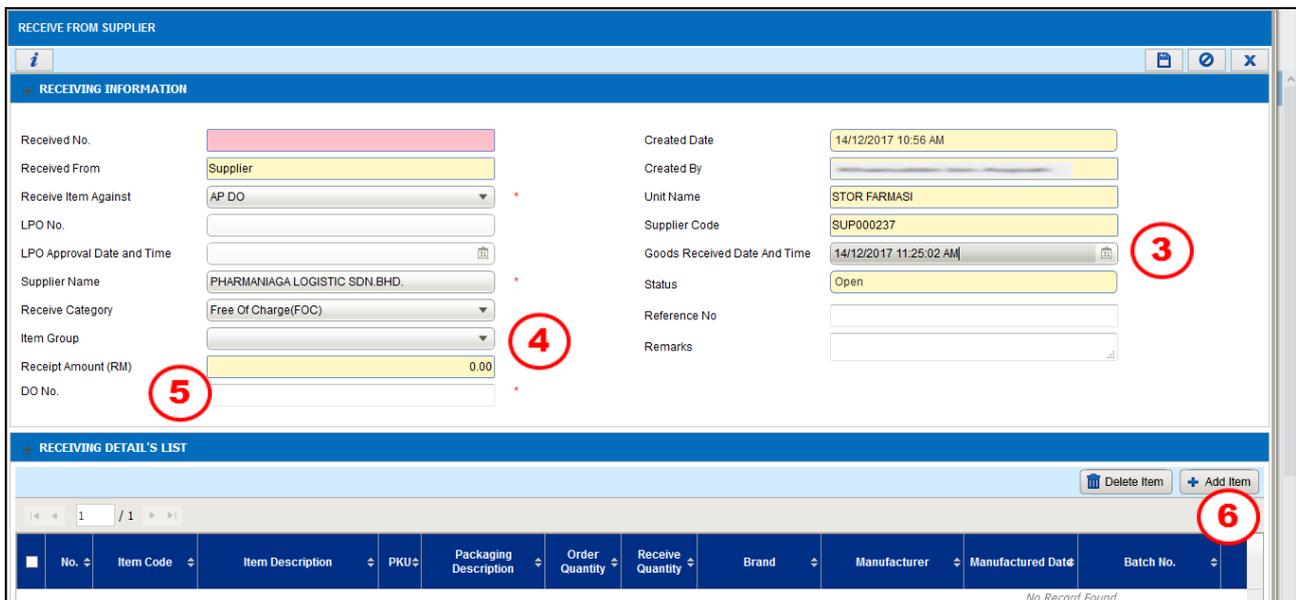


Figure 4.1.4-2 Receive From Supplier

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.

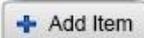
STEP 4

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

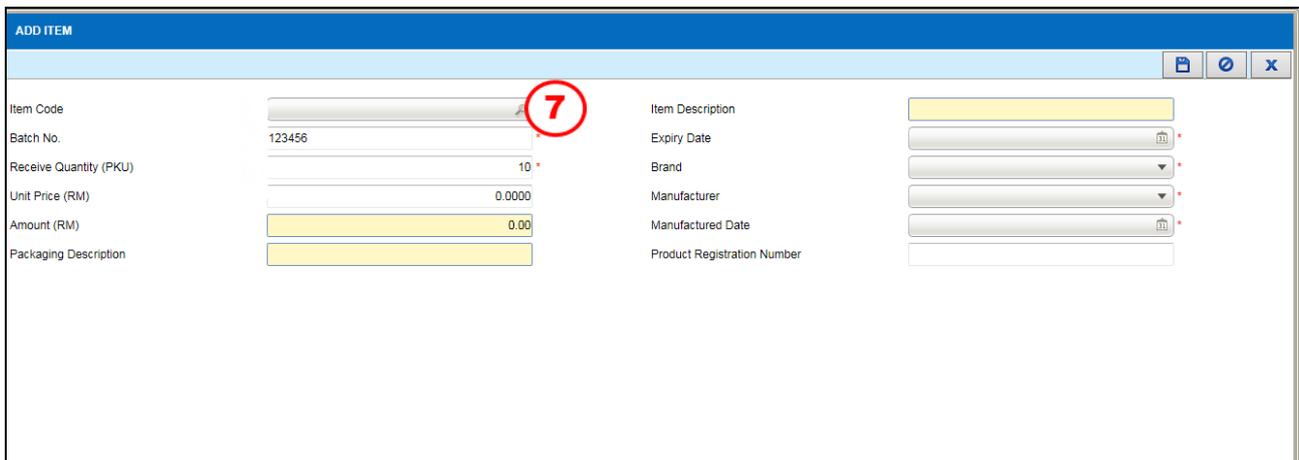
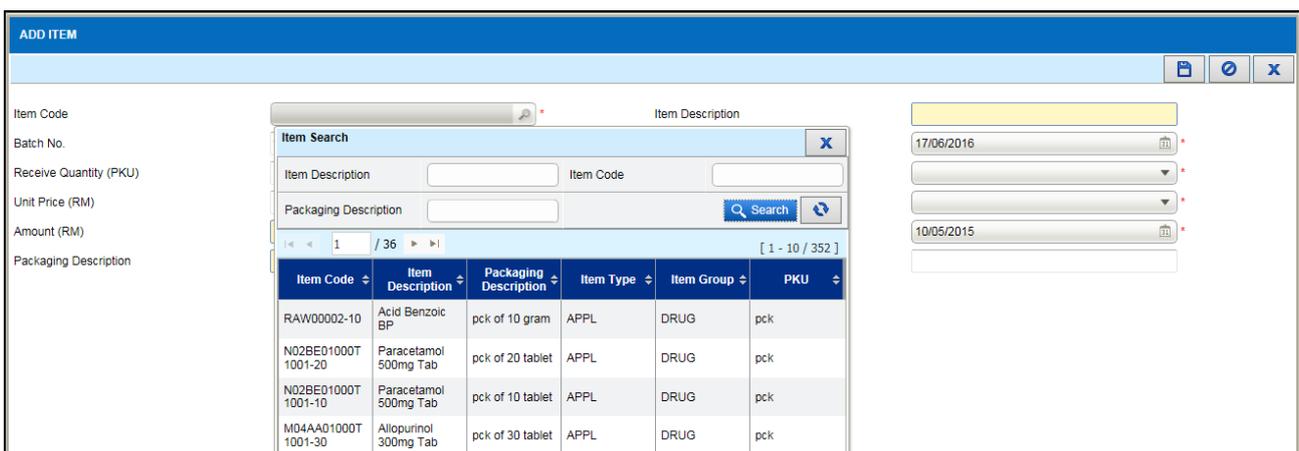


Figure 4.1.4-3 Add Item



Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
RAW00002-10	Acid Benzoic BP	pck of 10 gram	APPL	DRUG	pck
N02BE01000T1001-20	Paracetamol 500mg Tab	pck of 20 tablet	APPL	DRUG	pck
N02BE01000T1001-10	Paracetamol 500mg Tab	pck of 10 tablet	APPL	DRUG	pck
M04AA01000T1001-30	Allopurinol 300mg Tab	pck of 30 tablet	APPL	DRUG	pck

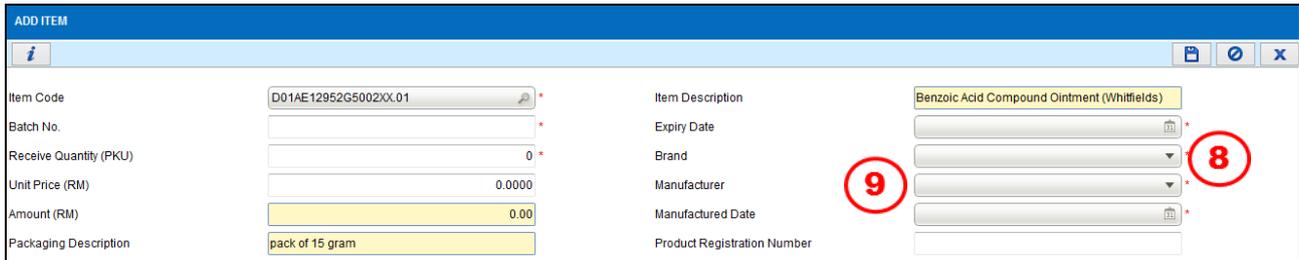
Figure4.1.4-4 Search Item

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

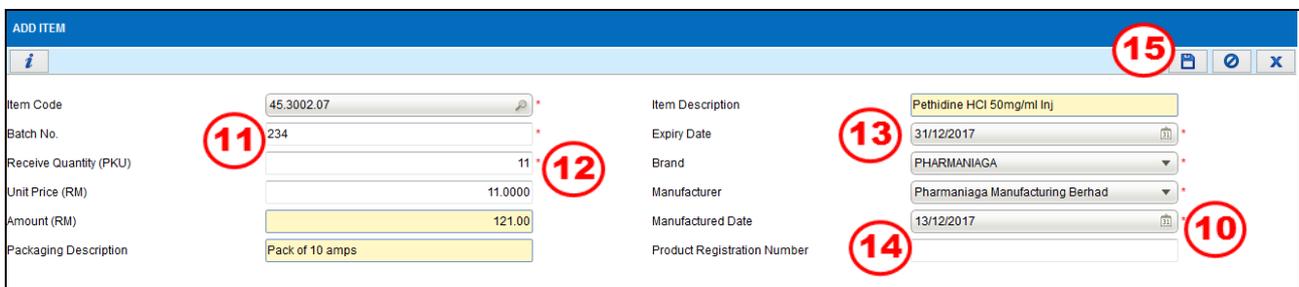
Change **Brand** from the drop down box if applicable

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.

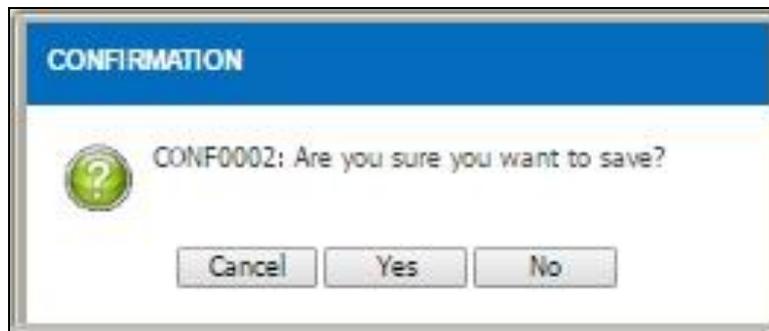


Figure 4.1.4-7 Alert Message

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

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'.

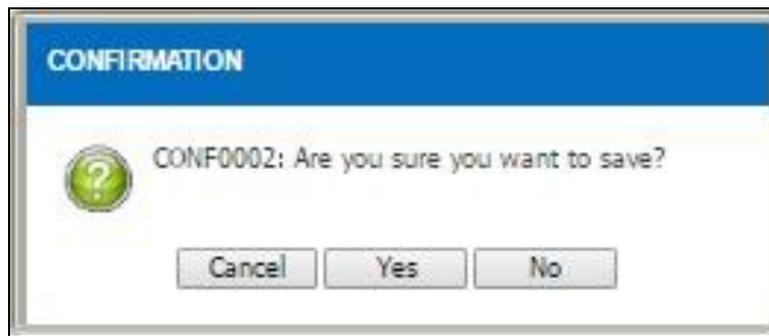


Figure 4.1.4-9 Alert Message

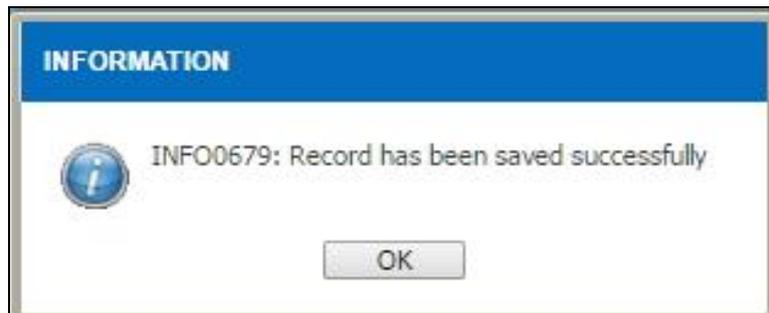


Figure 4.1.4-10 Alert Message

4.1.5 Receive Item Against: Contract DO

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

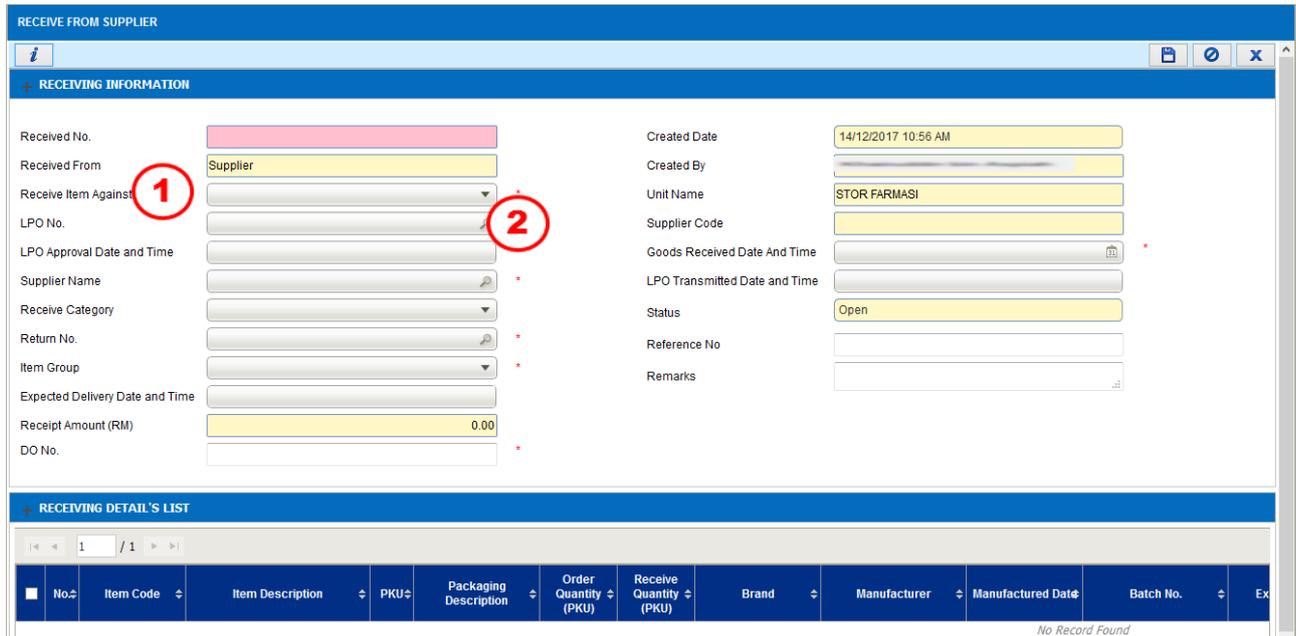


Figure 4.1.5-1 Receive from Supplier

Note

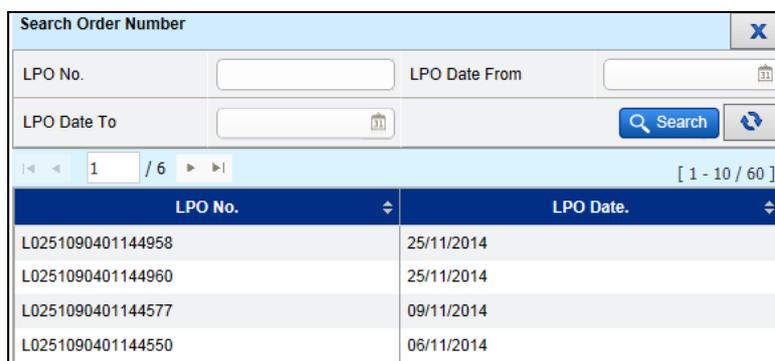
- Refer to Figure 4.1.5-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

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



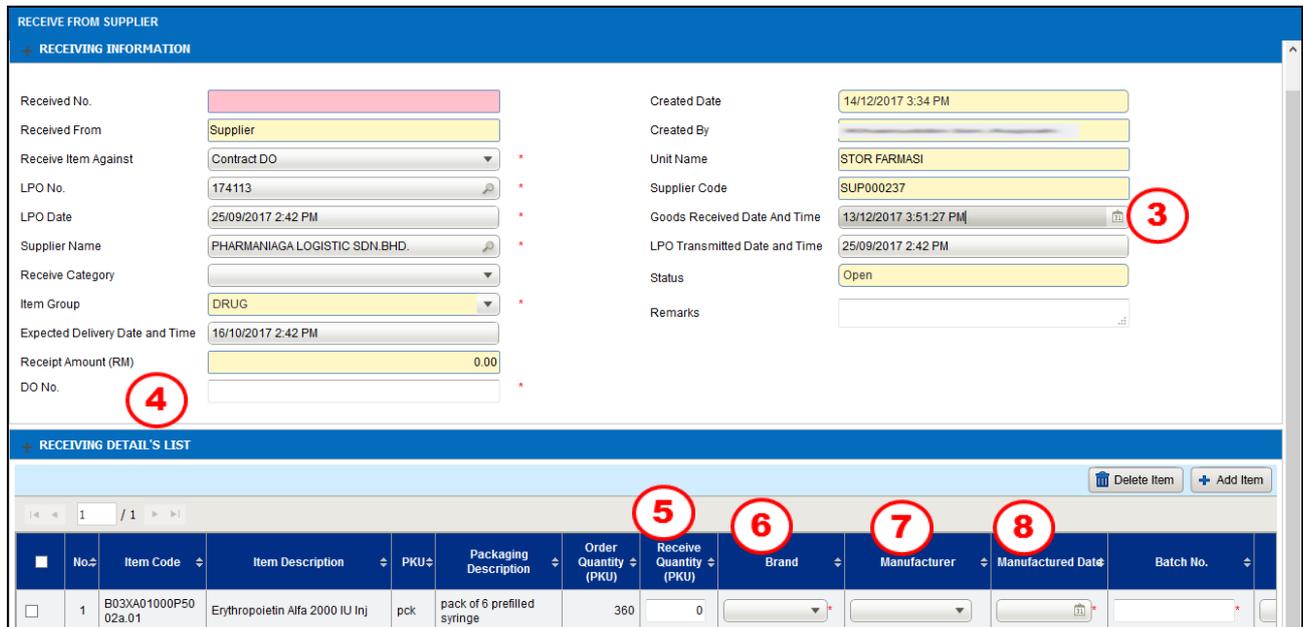
LPO No.	LPO Date.
L0251090401144958	25/11/2014
L0251090401144960	25/11/2014
L0251090401144577	09/11/2014
L0251090401144550	06/11/2014

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 Pharmaniaga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.



RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No.

Received From

Receive Item Against

LPO No.

LPO Date

Supplier Name

Receive Category

Item Group

Expected Delivery Date and Time

Receipt Amount (RM)

DO No.

Created Date

Created By

Unit Name

Supplier Code

Goods Received Date And Time

LPO Transmitted Date and Time

Status

Remarks

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	B03XA01000P50 02a.01	Erythropoietin Alfa 2000 IU Inj	pck	pack of 6 prefilled syringe	360	0				

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**

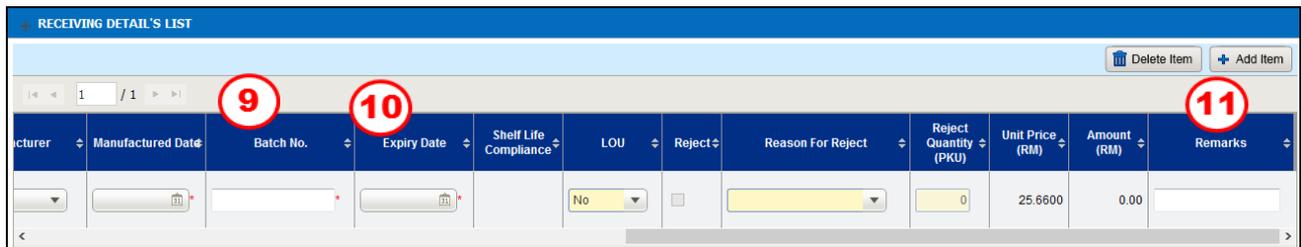


Figure 4.1.5-4 Receiving Detail's List

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

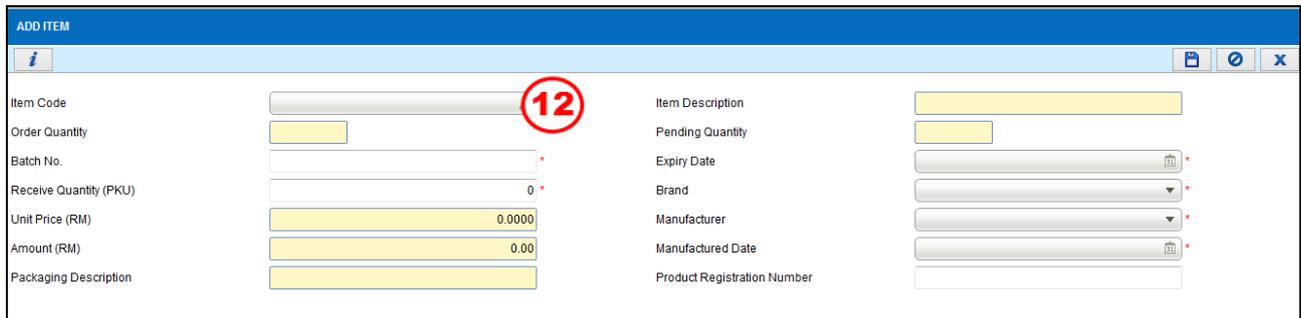
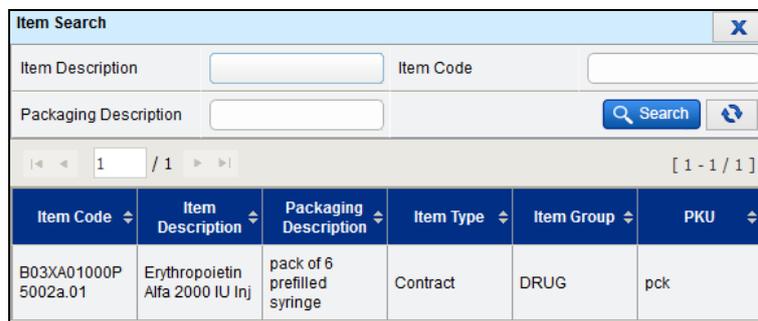


Figure 4.1.5-5 Add Item



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

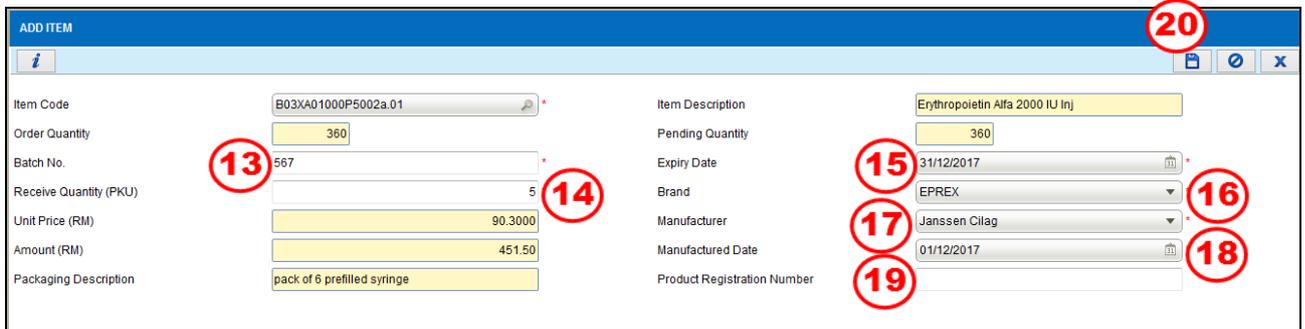
STEP 12

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**.



The screenshot shows the 'ADD ITEM' form with the following fields and values:

Field	Value	Callout
Item Code	B03XAD1000P5002a.01	
Order Quantity	360	
Batch No.	567	13
Receive Quantity (PKU)	5	14
Unit Price (RM)	90.3000	
Amount (RM)	451.50	
Packaging Description	pack of 6 pre-filled syringe	
Item Description	Erythropoietin Alfa 2000 IU Inj	
Pending Quantity	360	
Expiry Date	31/12/2017	15
Brand	EPREX	16
Manufacturer	Janssen Cilag	17
Manufactured Date	01/12/2017	18
Product Registration Number		19

Callout 20 points to the 'Save' button (floppy disk icon) in the top right corner of the form.

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**

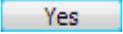
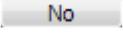
STEP 19

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.

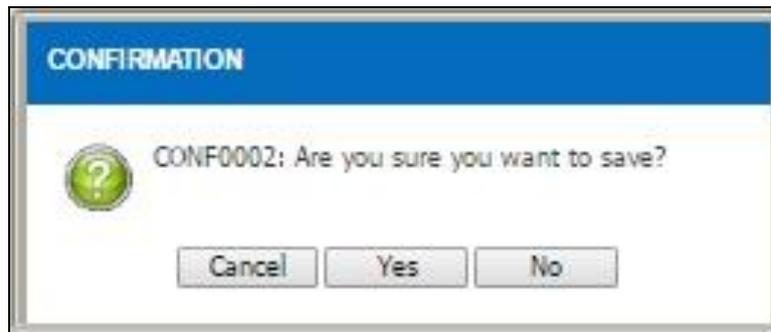
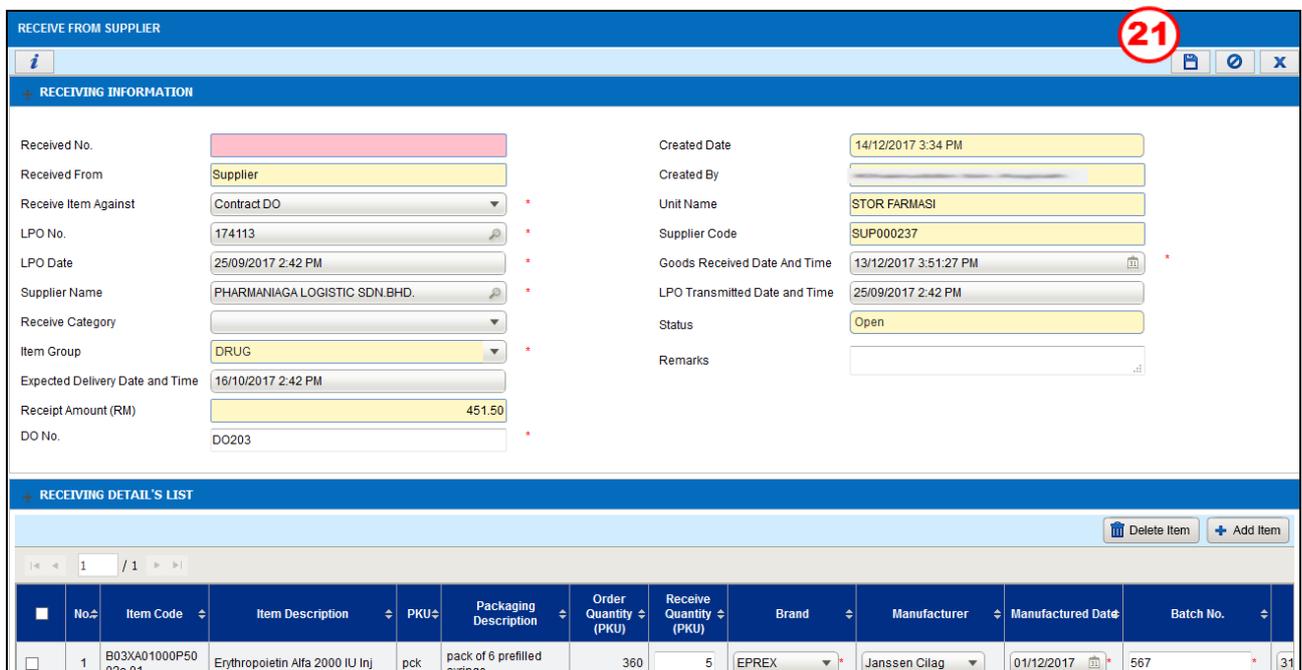


Figure 4.1.5-8 Alert Message

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



No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	B03XA01000P50 02a 01	Erythropoietin Alfa 2000 IU Inj	pck	pack of 6 pre-filled syringe	360	5	EPREX	Janssen Cilag	01/12/2017	567

Figure 4.1.5-9 Save Receive from Supplier record

STEP 21

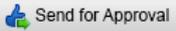
Click on the  button to save the transaction.

Note

- System will display an alert message as displayed in Figure 4.1.5-10.
- 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’.

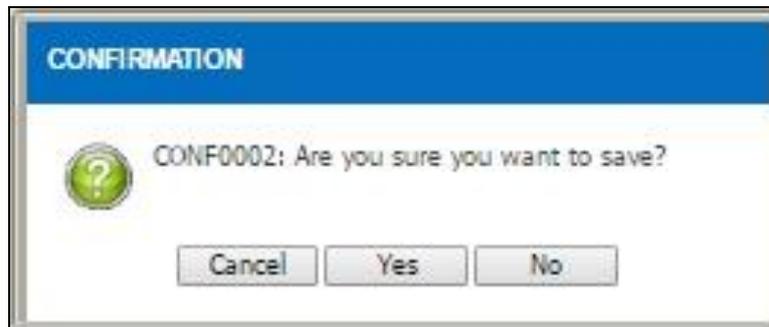


Figure 4.1.5-10 Alert Message

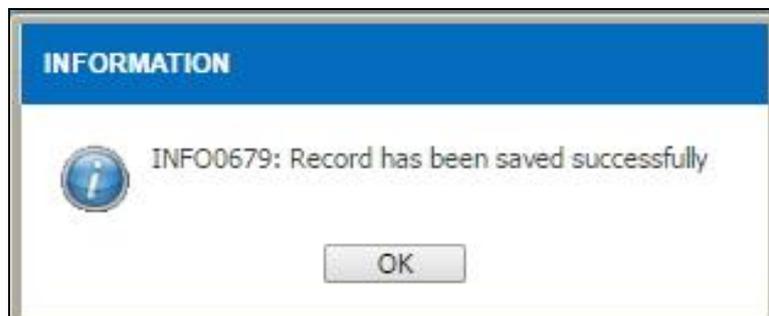


Figure 4.1.5-11 Alert Message

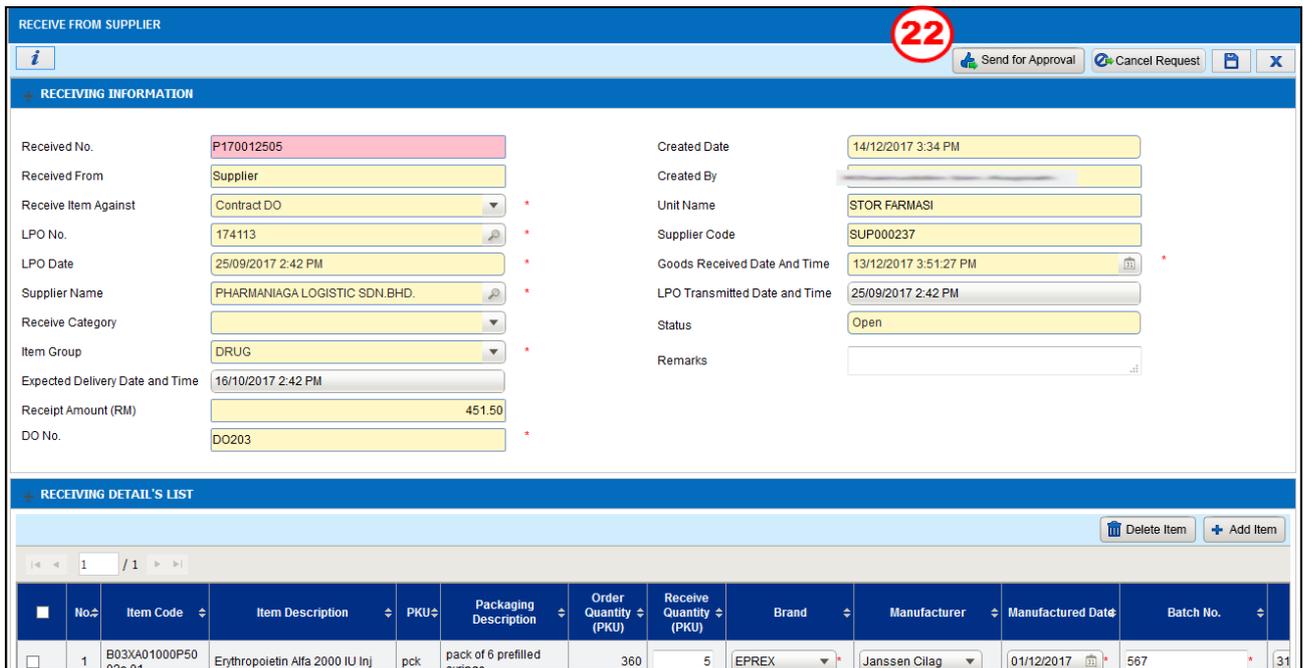


Figure 4.1.5-12 Send for Approval

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

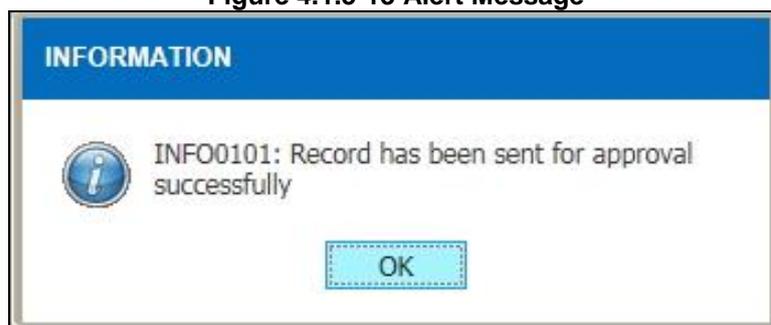


Figure 4.1.5-14 Alert Message

4.1.6 Receive Item Against: LP DO

This function is used to create new receiving for LP DO

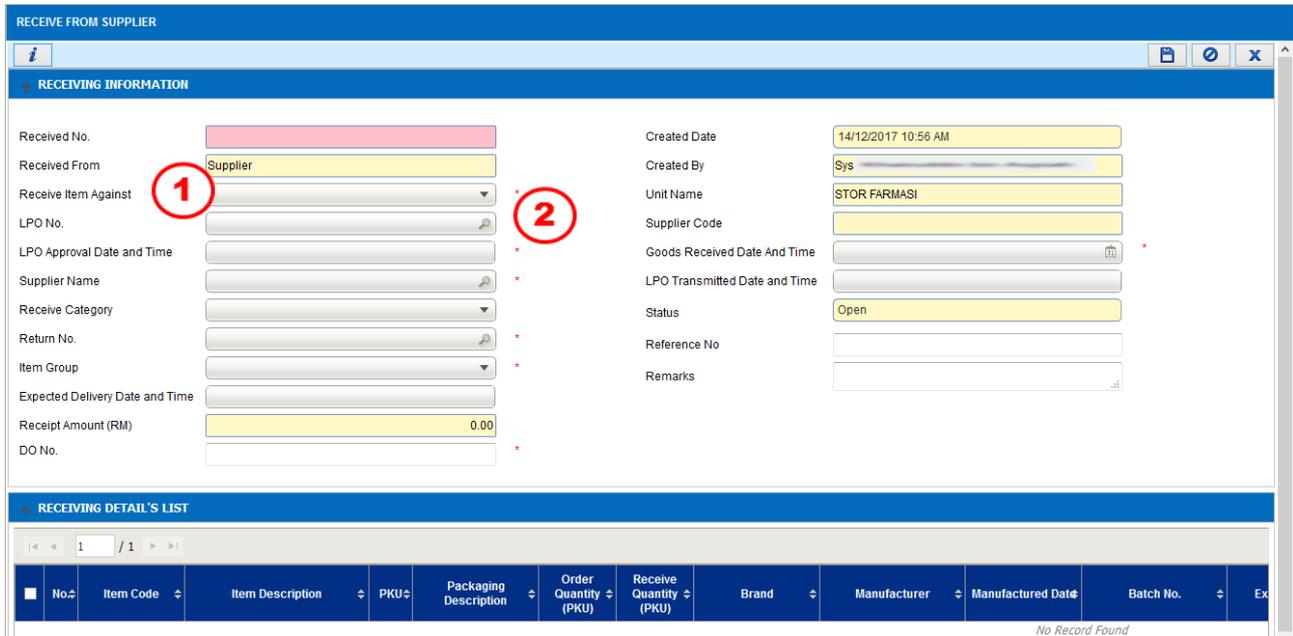


Figure 4.1.6-1 Receive from Supplier

Note

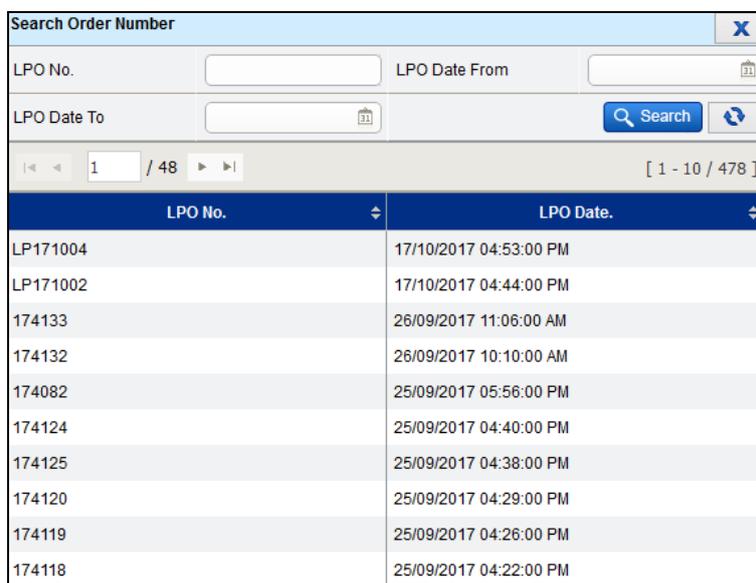
- Refer to Figure 4.1.6-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

STEP 1

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

STEP 2

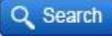
Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.6-2



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.

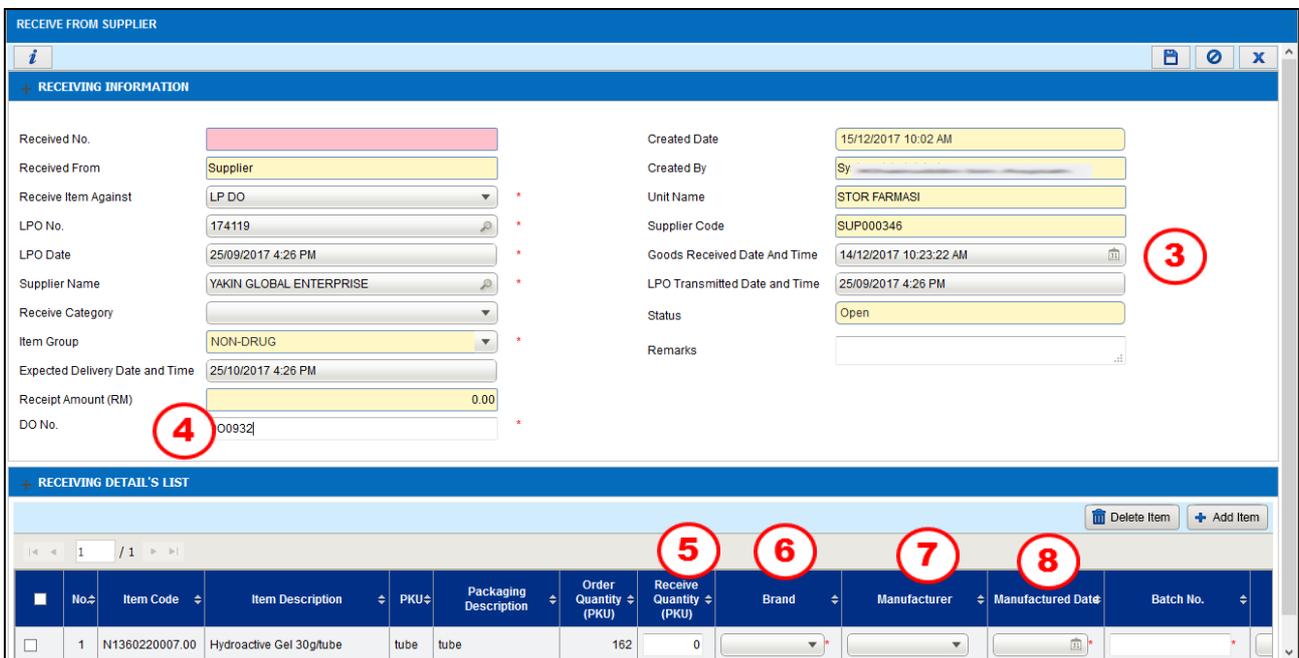


Figure 4.1.6-3 Receive from Supplier

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

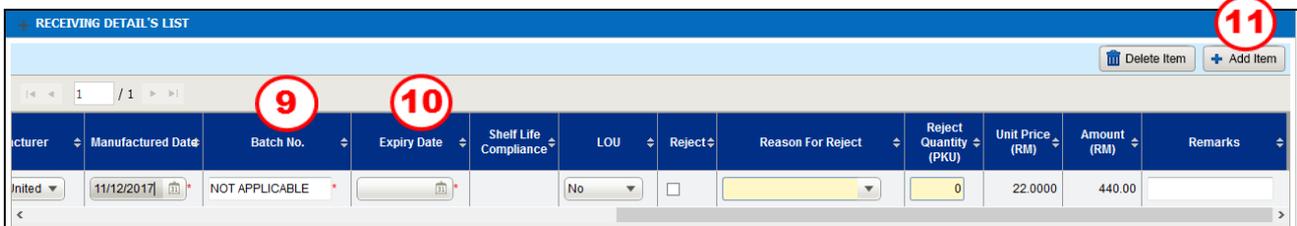
Change **Brand** from the drop down box if applicable

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.

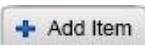
STEP 10

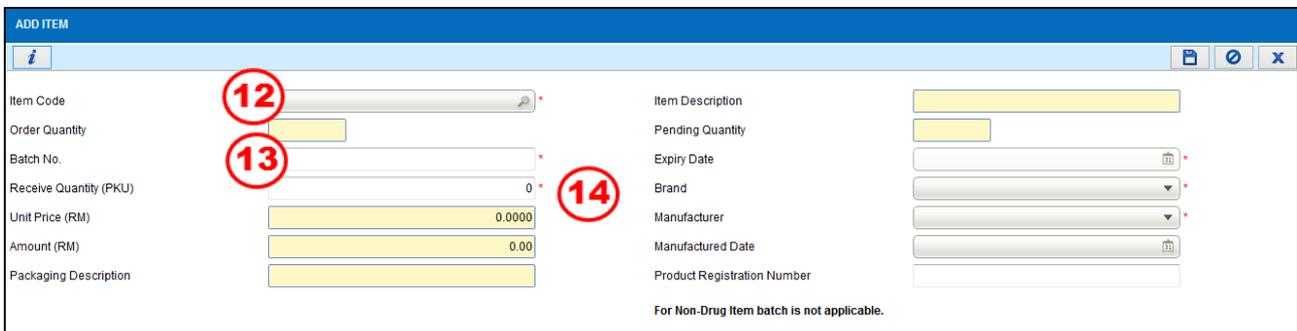
Select **Expiry Date**

Note

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

STEP 11

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



ADD ITEM

Item Code	<input type="text"/>	Item Description	<input type="text"/>
Order Quantity	<input type="text"/>	Pending Quantity	<input type="text"/>
Batch No.	<input type="text"/>	Expiry Date	<input type="text"/>
Receive Quantity (PKU)	<input type="text" value="0"/>	Brand	<input type="text"/>
Unit Price (RM)	<input type="text" value="0.0000"/>	Manufacturer	<input type="text"/>
Amount (RM)	<input type="text" value="0.00"/>	Manufactured Date	<input type="text"/>
Packaging Description	<input type="text"/>	Product Registration Number	<input type="text"/>

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

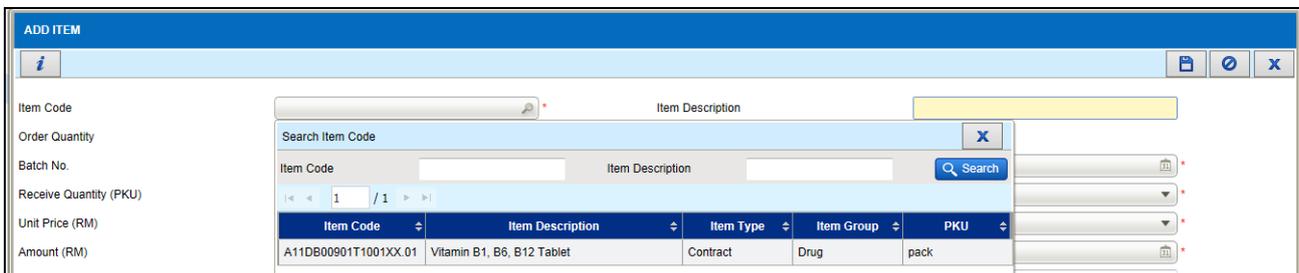
- For Non-Drug item, Batch No is not applicable
- If there is already a Batch No called 'NOT APPLICABLE' in the Receiving Detail's List, then the next Batch No has to be renamed to others, eg. 'NOT APPLICABLE2'

STEP 14

Enter **Receive Quantity (PKU)**.

Note

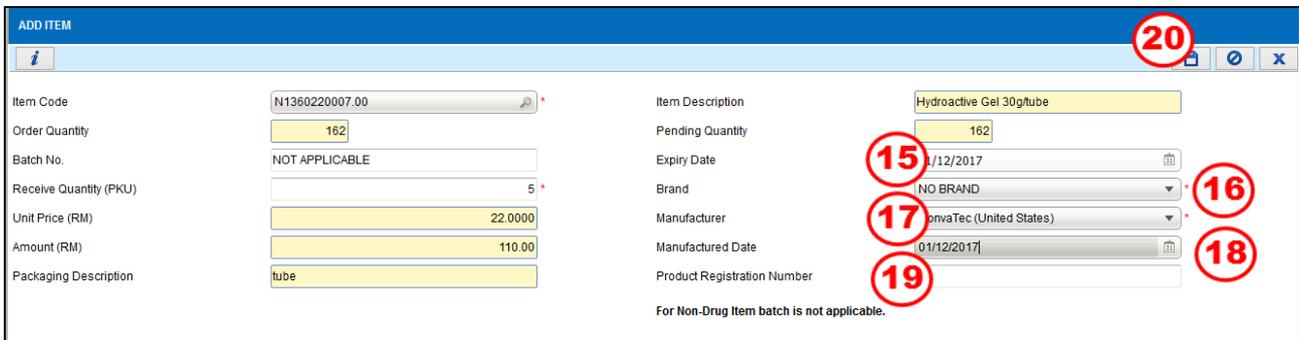
Amount (RM) will be automatically calculated based on the **Receive Quantity (PKU)** entered.



The screenshot shows the 'ADD ITEM' form with a search window open. The search results table is as follows:

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' form with the following fields filled: Item Code (N1360220007.00), Item Description (Hydroactive Gel 30g/tube), Order Quantity (162), Pending Quantity (162), Batch No. (NOT APPLICABLE), Expiry Date (01/12/2017), Brand (NO BRAND), Manufacturer (AnvaTec (United States)), Manufactured Date (01/12/2017), Receive Quantity (PKU) (5), Unit Price (RM) (22.0000), Amount (RM) (110.00), and Packaging Description (tube). Red callouts 15 through 20 are placed over the Expiry Date, Brand, Manufacturer, Manufactured Date, and the Save button respectively.

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.

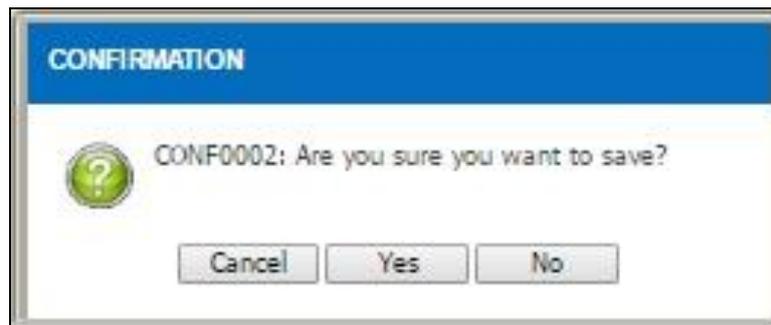


Figure 4.1.6-8 Alert Message

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

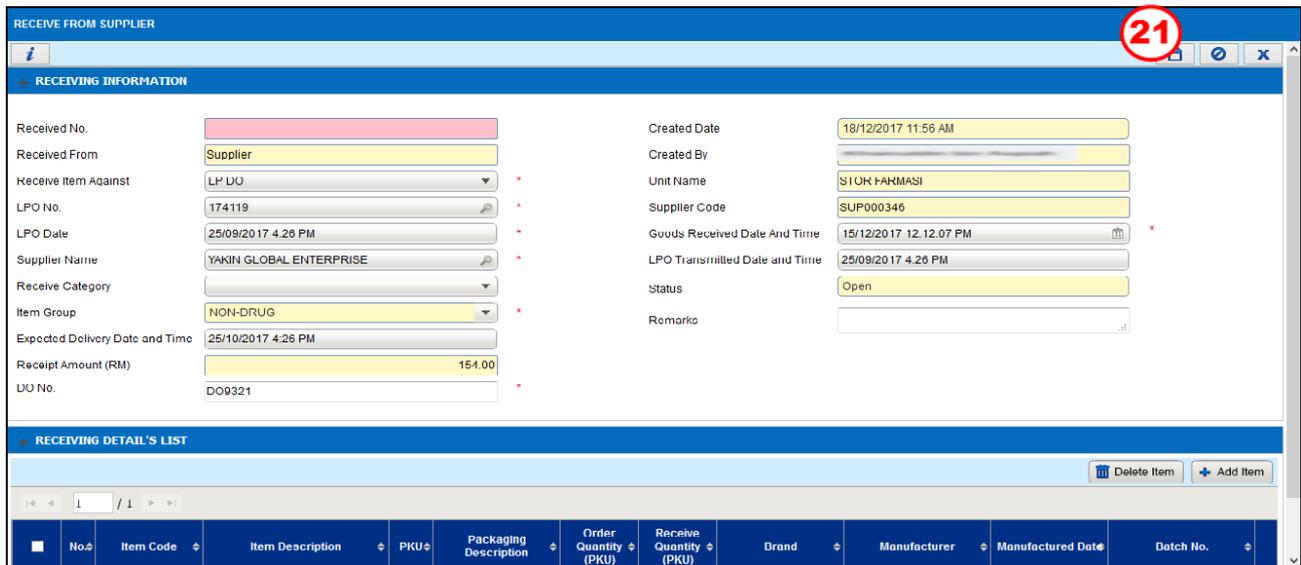


Figure 4.1.6-9 Save Receive from Supplier record

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'.

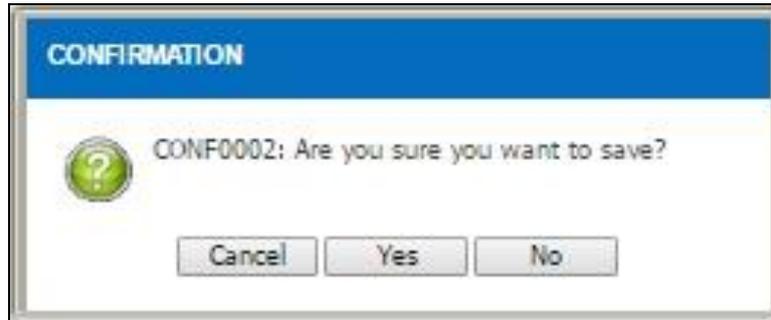


Figure 4.1.6-10 Alert Message



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
 Item Group NON-DRUG Status Open
 Expected Delivery Date and Time 25/10/2017 4:26 PM Remarks
 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'.

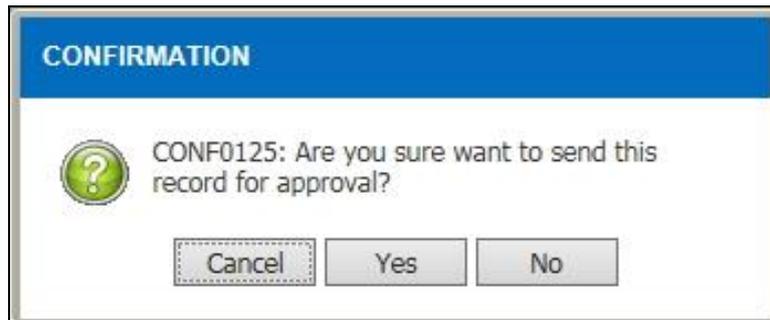


Figure 4.1.6-13 Alert Message



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)

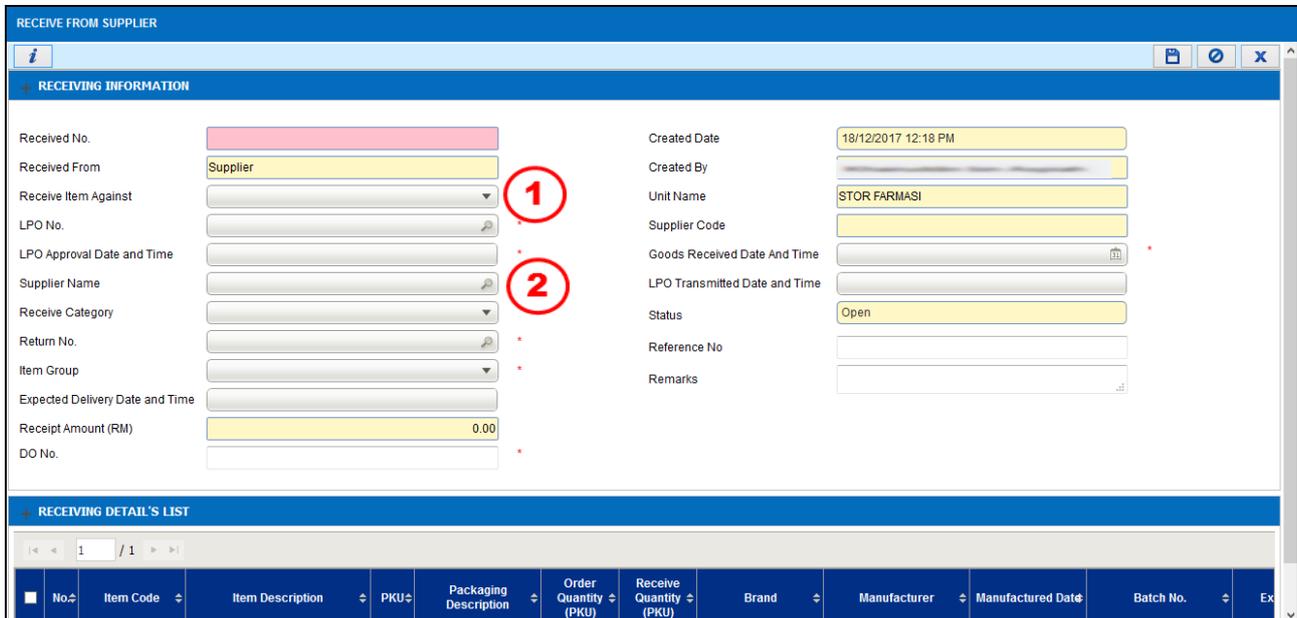


Figure 4.1.7-1 Receive from Supplier

Note

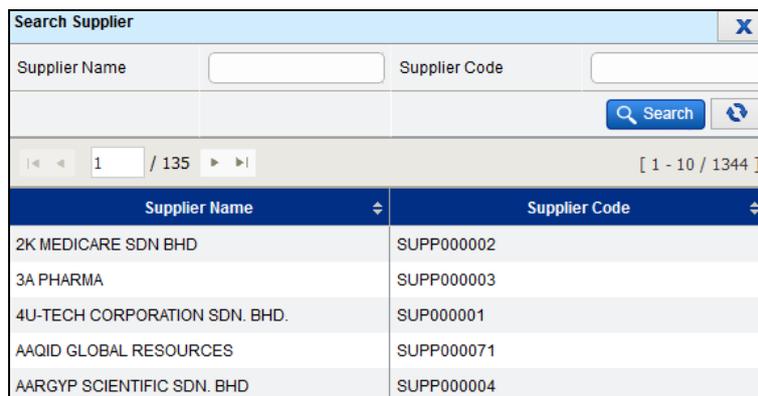
- Refer to Figure 4.1.7-1 to create a new Receive from Supplier transaction.
- Create Date will be defaulted to current date.

STEP 1

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

STEP 2

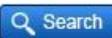
Click on the **Supplier Name**  button and the Search Supplier window will be displayed as shown in Figure 4.1.7-2

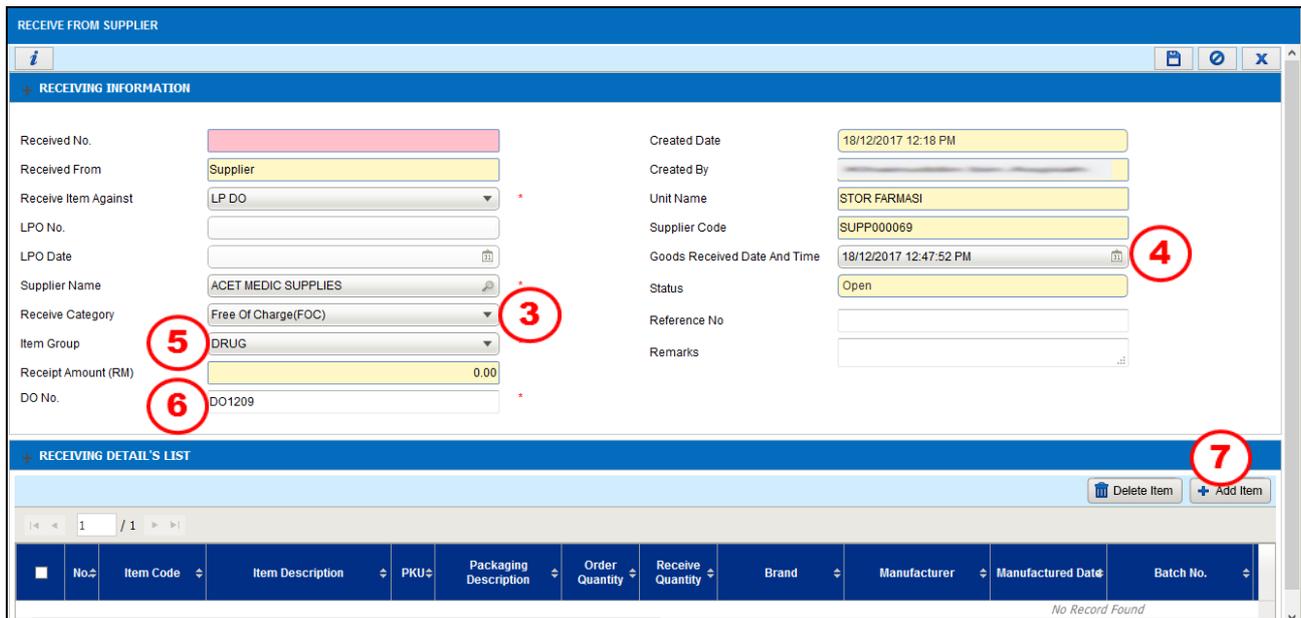


Supplier Name	Supplier Code
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
4U-TECH CORPORATION SDN. BHD.	SUP000001
AAQID GLOBAL RESOURCES	SUPP000071
AARGYP SCIENTIFIC SDN. BHD	SUPP000004

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.



The screenshot shows the 'RECEIVE FROM SUPPLIER' form with the following fields and values:

- Received No. (Empty)
- Received From: Supplier
- Receive Item Against: LP DO
- LPO No. (Empty)
- LPO Date (Empty)
- Supplier Name: ACET MEDIC SUPPLIES
- Receive Category: Free Of Charge(FOC)
- Item Group: DRUG
- Receipt Amount (RM): 0.00
- DO No.: DO1209
- Created Date: 18/12/2017 12:18 PM
- Created By (Empty)
- Unit Name: STOR FARMASI
- Supplier Code: SUPP000069
- Goods Received Date And Time: 18/12/2017 12:47:52 PM
- Status: Open
- Reference No. (Empty)
- Remarks (Empty)

Numbered callouts in the image:

- 3: Points to the 'Receive Category' dropdown menu.
- 4: Points to the 'Goods Received Date And Time' field.
- 5: Points to the 'Item Group' dropdown menu.
- 6: Points to the 'DO No.' field.
- 7: Points to the '+ Add Item' button in the 'RECEIVING DETAIL'S LIST' section.

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

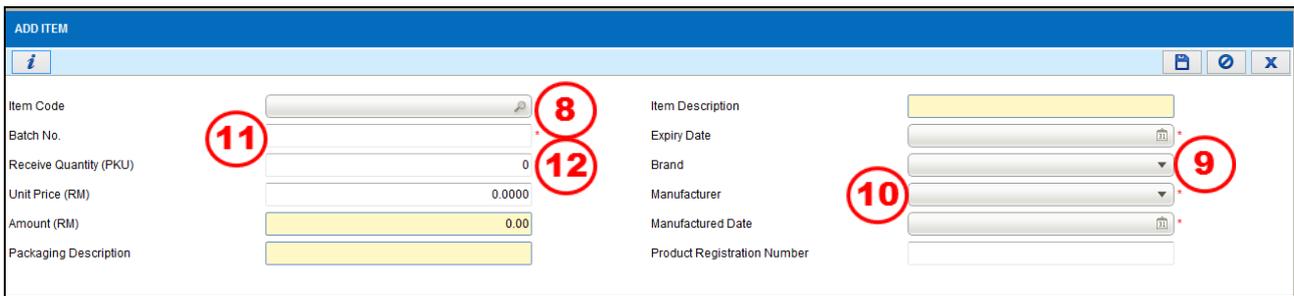
Select **Item Group** from drop box

STEP 6

Enter **DO No.**

STEP 7

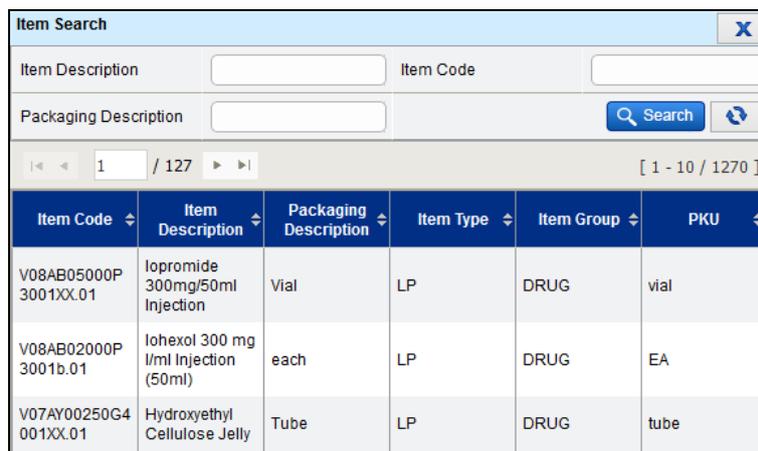
Click on the **+ Add Item** button to add receive item. Add item screen will be displayed in Figure 4.1.7-3



The screenshot shows the 'ADD ITEM' form with the following fields and callouts:

- 8**: Item Code field
- 9**: Brand dropdown menu
- 10**: Manufacturer dropdown menu
- 11**: Batch No. field
- 12**: Receive Quantity (PKU) field

Figure 4.1.7-3 Add Item



The 'Item Search' window displays a table with the following data:

Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
V08AB05000P 3001XX.01	Iopromide 300mg/50ml Injection	Vial	LP	DRUG	vial
V08AB02000P 3001b.01	Iohexol 300 mg I/ml Injection (50ml)	each	LP	DRUG	EA
V07AY00250G4 001XX.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.

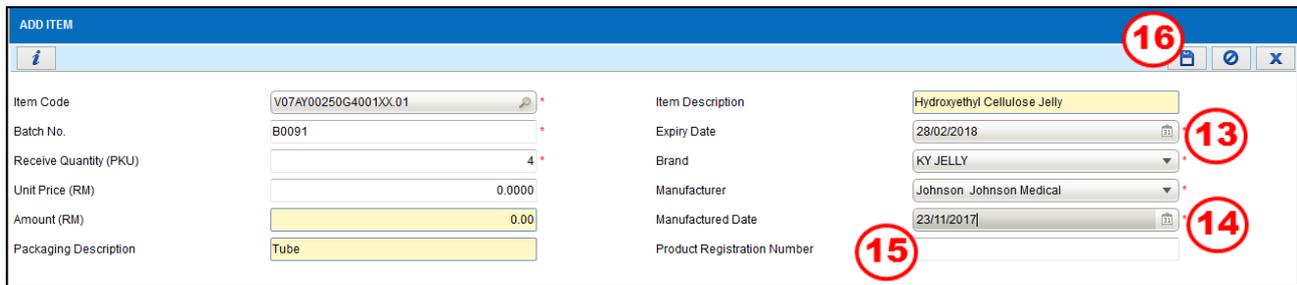


Figure 4.1.7-5 Add Item

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.

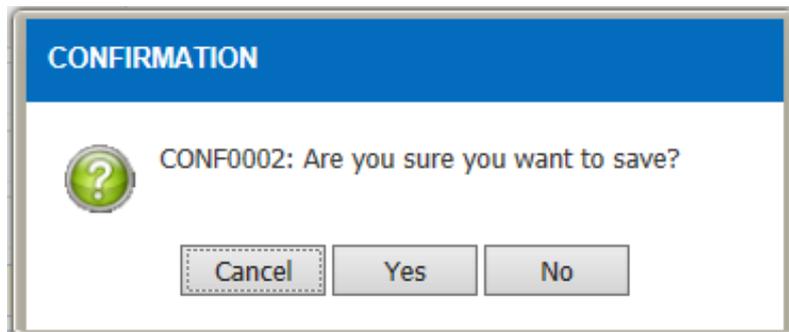


Figure 4.1.7-6 Alert Message

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

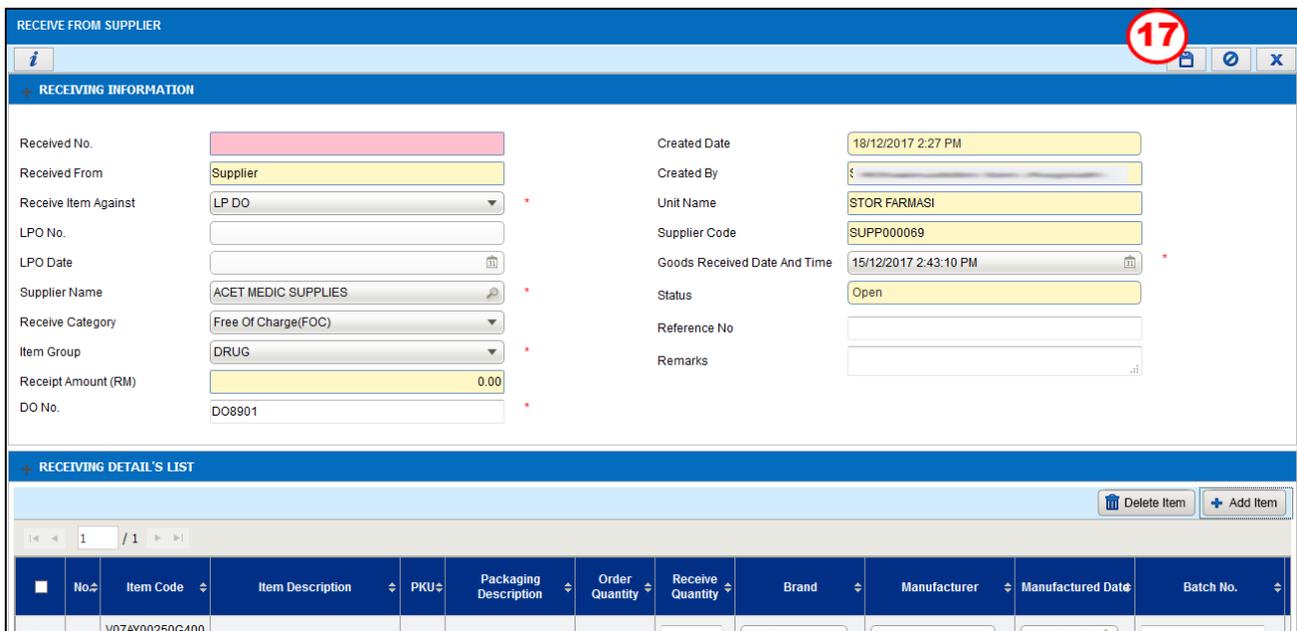


Figure 4.1.7-7 Save Receive from Supplier record

STEP 17

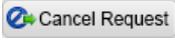
Click on the  button to save the transaction.

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'.

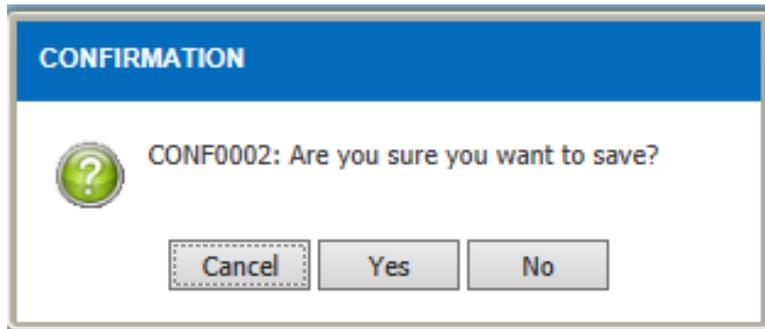


Figure 4.1.7-8 Alert Message

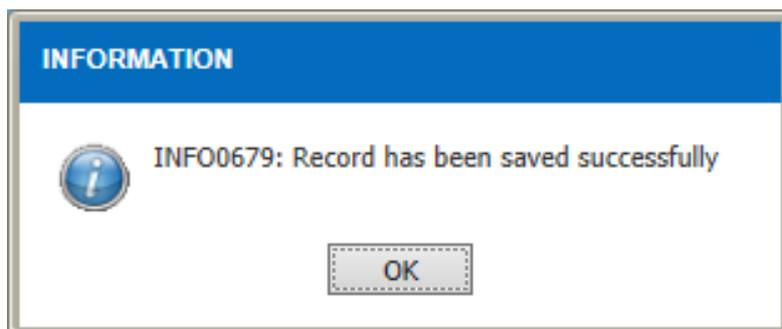


Figure 4.1.7-9 Alert Message

4.2 Receive from Supplier Approval

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

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

 Approve
 Reject

+ RECEIVING INFORMATION

Received No. <input type="text" value="P140001641"/>	Created Date <input type="text" value="12/12/2014"/>
Received From <input type="text" value="Supplier"/>	Created By <input type="text"/>
Receive Item Against <input type="text" value="LP DO"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Supplier Name <input type="text" value="PHARMASERVE ALLIANCES SDN BHD"/>	Supplier Code <input type="text" value="SUP000238"/>
Receive Category <input type="text"/>	Goods Received Date And Time <input type="text" value="12/12/2014 5:19:24 PM"/>
LPO No. <input type="text" value="144927"/>	LPO Transmitted Date <input type="text" value="30/11/2014"/>
LPO Date <input type="text" value="30/11/2014"/>	Status <input type="text" value="Pending for Approval"/>
Item Group <input type="text" value="DRUG"/>	Remarks <input type="text"/>
Expected Delivery Date <input type="text" value="30/12/2014"/>	Reject Reason <input type="text"/>
Receipt Amount (RM) <input type="text" value="265.00"/>	
DO No. <input type="text" value="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'.
- User able to print Kew.Ps-1 and Kew.Ps-2 once approved

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.

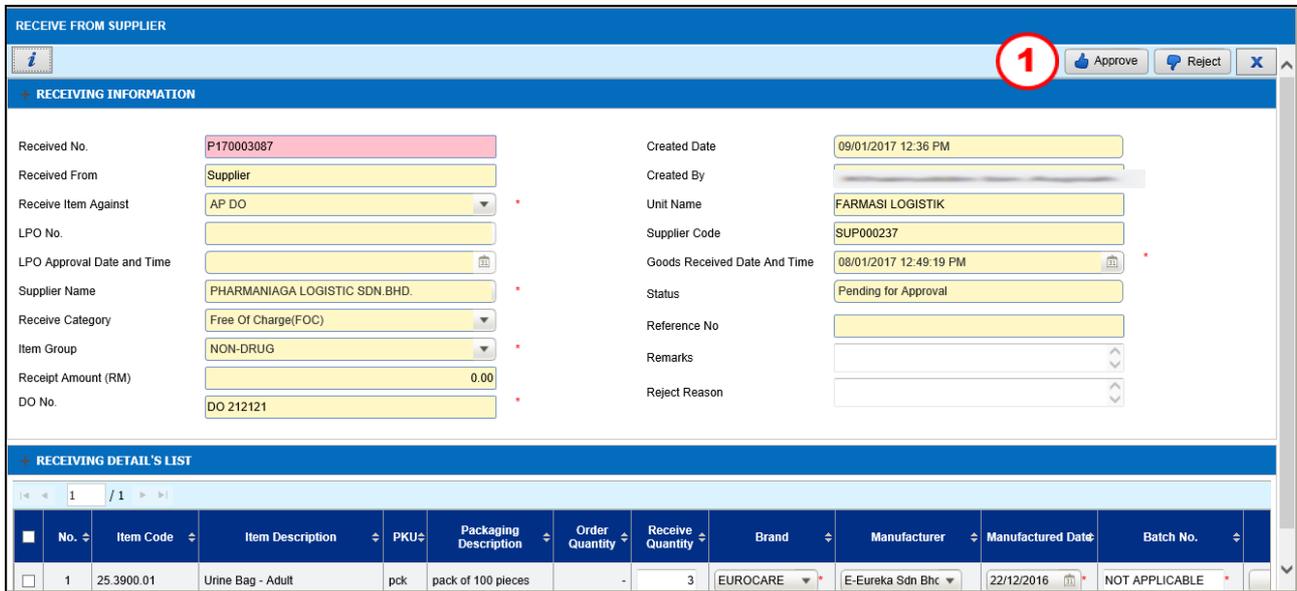
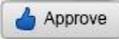


Figure 4.2.1-1 Receive From Supplier Approval – FOC (APPL)

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	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here
10	Recalculate Buffer Level	Click Here	24	Stock Transfer	Click Here
11	Expiration And Condemn	Click Here	25	Year End	Click Here
12	Recall Product	Click Here	26	Penalty	Click Here
13	Payment	Click Here	27	IWP Budget	Click Here
14	External Indent	Click Here	28	IWP Order Authorization	Click Here