



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

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

Version	: 1.5
Document ID	: U.MANUAL_INV_RECEIVE FROM SUPPLIER



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



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1.0		Nabilah binti Hanafi	Shamsul-'Ariza (SA)	First submission to MOH
1.1			Shamsul-'Ariza (SA)	Update to the latest screen shots
1.2	12/12/2014	Nabilah binti Hanafi	Shamsul-'Ariza (SA)	Update to the latest screen shots
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1.4	15/04/2016	Muhamad Hilmi Bin Mokhtar	Shamsul-'Ariza (SA)	Change to latest screen shots and add additional features
1.5	6/01/2017	Subhatra Guru		Change to latest screenshot and functions for version 1.5.1

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

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1.3	Michelle Foo	Overall review
1.4	Michelle Foo	Overall review
1.5	Michelle Foo / Juridah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



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



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PhIS & CPS Project
User Manual – Pharmacy Inventory – Receive Item
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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

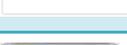
1.3 Organised Sections

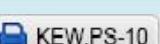
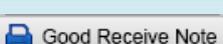
These are the sections within this document:

- 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

3.1.1 3.1 Overview

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

3.1.2 3.2 User Group

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

3.1.3 3.3 Functional Diagram

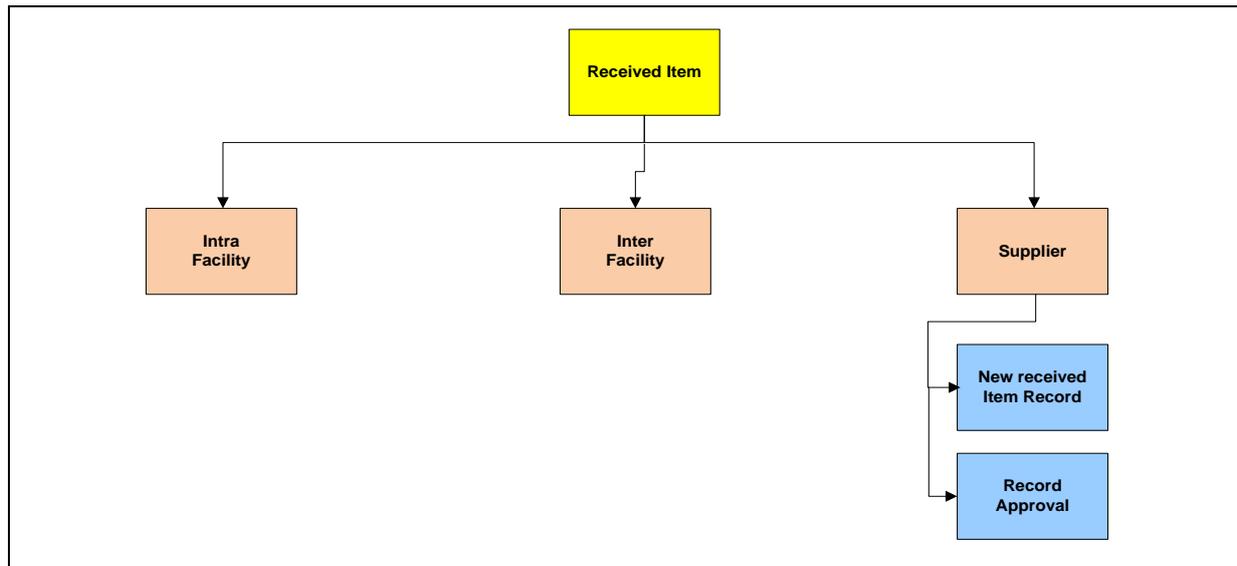


Figure 3.3

Receive from Supplier

4.1.1 View existing Receive from Supplier record

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

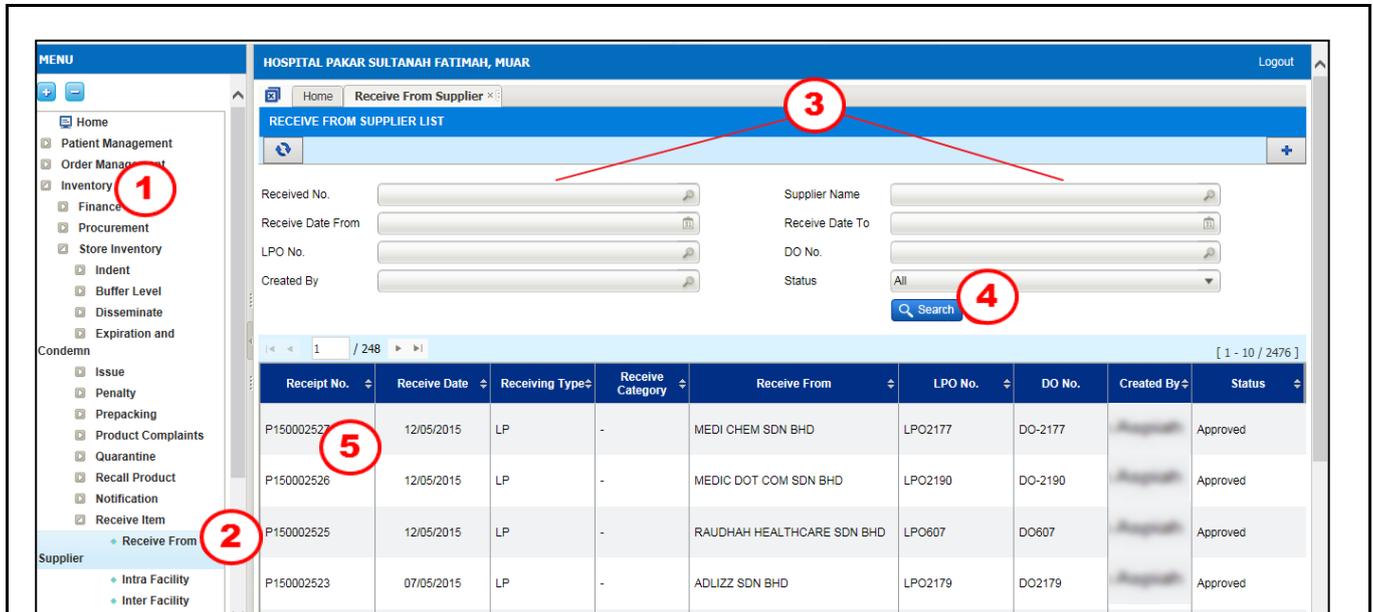


Figure 4.1.1-1 Receive From Supplier Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' 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
g	Status	Select Status from the	Filter and search existing records based on Status

		drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	
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

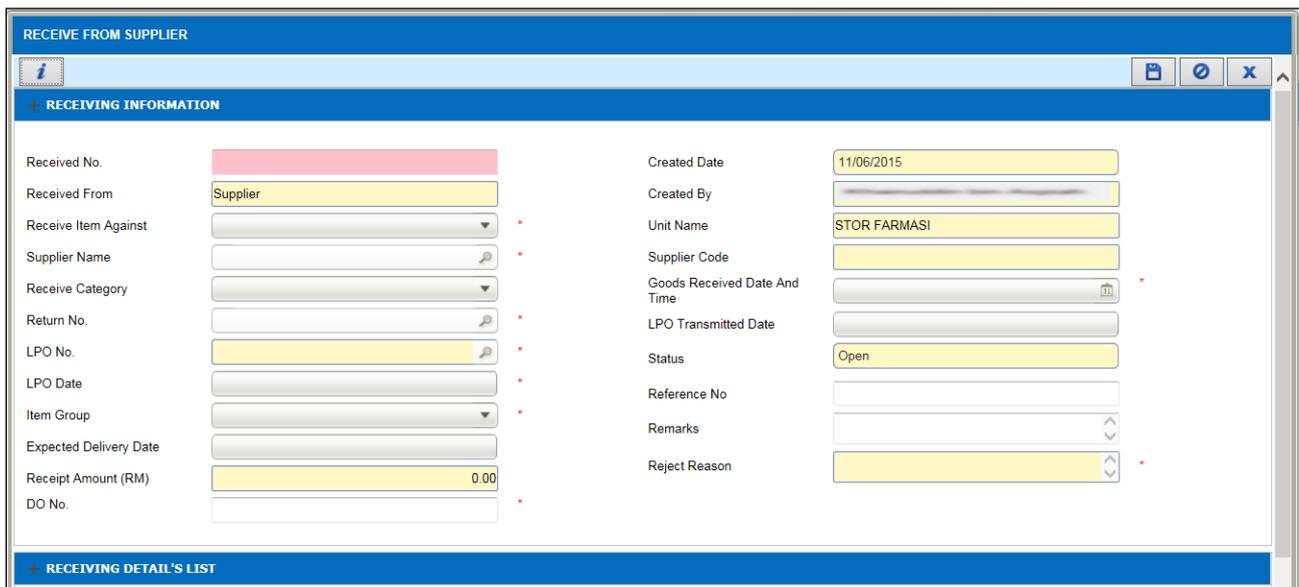
Table 4.1.1-1

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



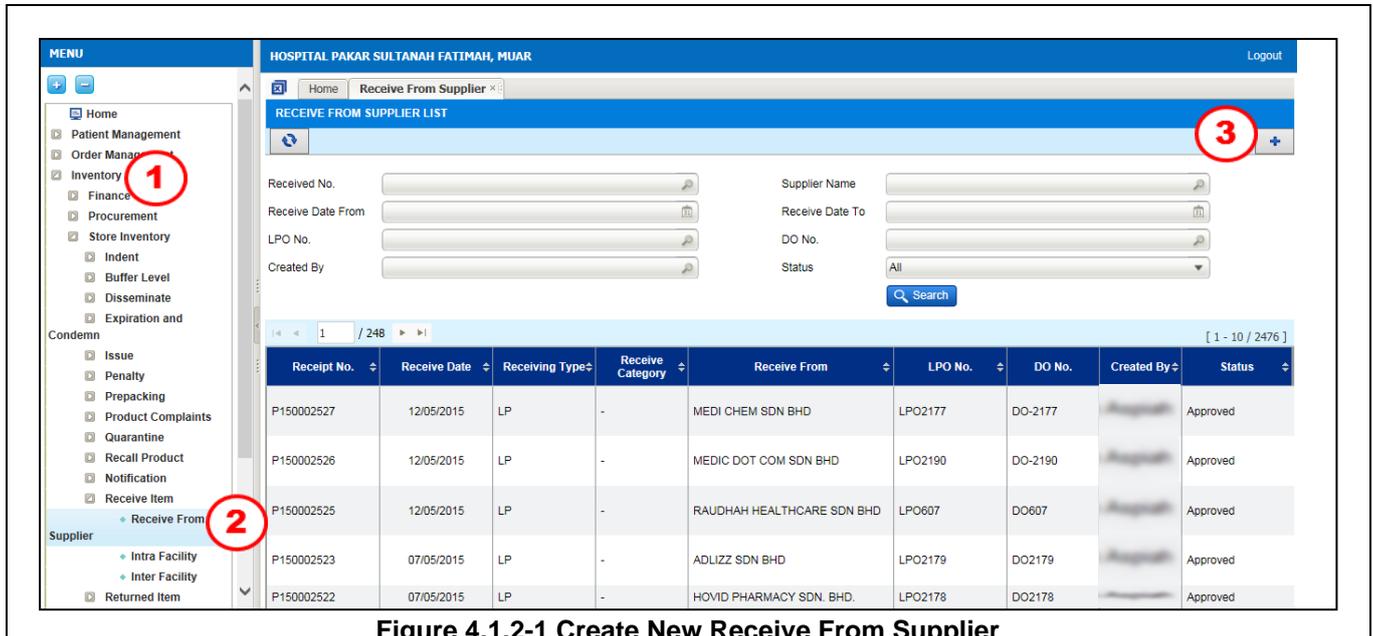
The screenshot shows a web application window titled "RECEIVE FROM SUPPLIER". It contains a form with two main sections: "RECEIVING INFORMATION" and "RECEIVING DETAIL'S LIST". The "RECEIVING INFORMATION" section includes the following fields:

- Received No. (text input)
- Received From (dropdown menu, selected "Supplier")
- Receive Item Against (dropdown menu)
- Supplier Name (text input)
- Receive Category (dropdown menu)
- Return No. (text input)
- LPO No. (text input)
- LPO Date (text input)
- Item Group (dropdown menu)
- Expected Delivery Date (text input)
- Receipt Amount (RM) (text input, value "0.00")
- DO No. (text input)
- Created Date (text input, value "11/06/2015")
- Created By (text input)
- Unit Name (text input, value "STOR FARMASI")
- Supplier Code (text input)
- Goods Received Date And Time (text input)
- LPO Transmitted Date (text input)
- Status (dropdown menu, selected "Open")
- Reference No. (text input)
- Remarks (text input)
- Reject Reason (dropdown menu)

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



The screenshot shows the 'RECEIVE FROM SUPPLIER LIST' screen. The left-hand menu has 'Inventory' circled with a red '1'. Under 'Inventory', 'Store Inventory' is selected, and 'Receive From' is circled with a red '2'. The main area has a search and filter section with a '+' button circled with a red '3'. Below this is a table with the following data:

Receipt No.	Receive Date	Receiving Type	Receive Category	Receive From	LPO No.	DO No.	Created By	Status
P150002527	12/05/2015	LP	-	MEDI CHEM SDN BHD	LPO2177	DO-2177		Approved
P150002526	12/05/2015	LP	-	MEDIC DOT COM SDN BHD	LPO2190	DO-2190		Approved
P150002525	12/05/2015	LP	-	RAUDHAH HEALTHCARE SDN BHD	LPO607	DO607		Approved
P150002523	07/05/2015	LP	-	ADLIZZ SDN BHD	LPO2179	DO2179		Approved
P150002522	07/05/2015	LP	-	HOVID PHARMACY SDN. BHD.	LPO2178	DO2178		Approved

Figure 4.1.2-1 Create New Receive From Supplier

STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' 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="15/05/2015"/>				
Received From <input type="text" value="Supplier"/>	Created By <input type="text"/>				
Receive Item Against <input type="text" value="AP DO"/>	Unit Name <input type="text" value="STOR FARMASI"/>				
Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	Supplier Code <input type="text" value="SUP000237"/>				
Receive Category <input type="text"/>	Goods Received Date And Time <input type="text"/>				
LPO No. <input type="text" value="L0251090401151073"/>	LPO Transmitted Date <input type="text" value="18/03/2015"/>				
LPO Date <input type="text" value="18/03/2015"/>	Status <input type="text" value="Open"/>				
Item Group <input type="text" value="NON-DRUG"/>	Remarks <input type="text"/>				
Expected Delivery Date <input type="text" value="29/03/2015"/>	Reject Reason <input type="text"/>				
Receipt Amount (RM) <input type="text" value="0.00"/>					
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"/> 96647608</td> <td>21/03/2015</td> </tr> </tbody> </table>	DO No.	DO Date	<input type="checkbox"/> 96647608	21/03/2015	
DO No.	DO Date				
<input type="checkbox"/> 96647608	21/03/2015				

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
No Record Found											

Figure 4.1.2-2 Receive From Supplier

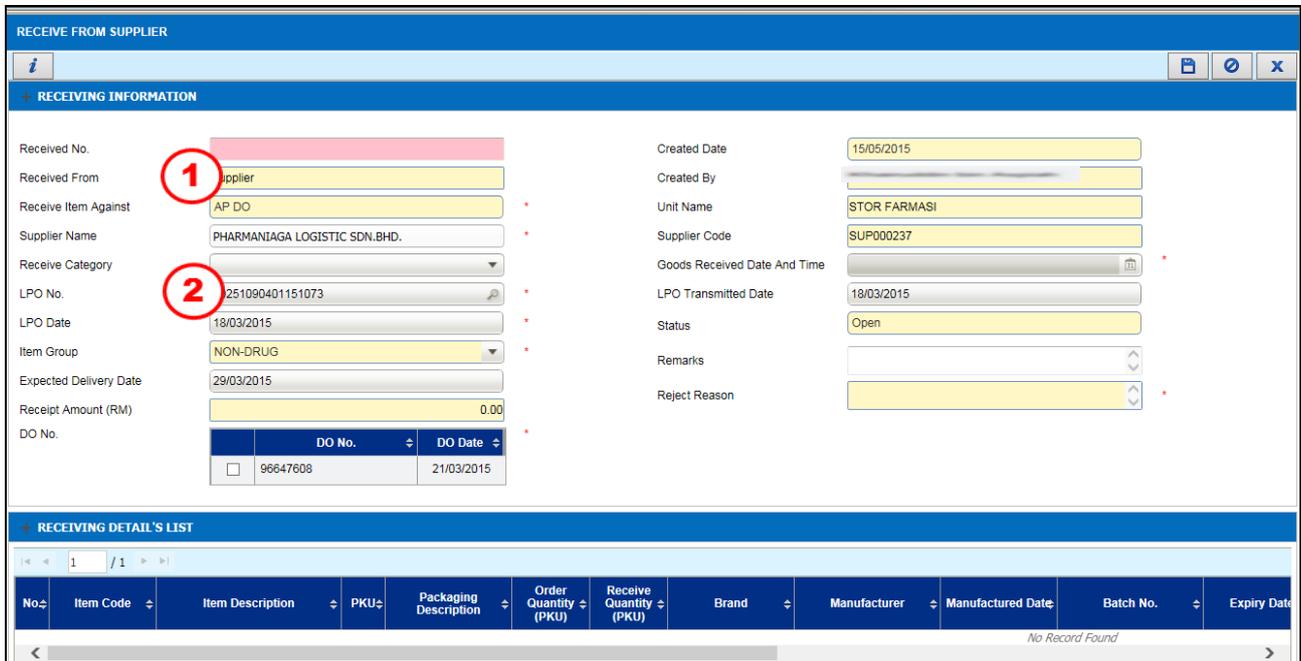
Note

- 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



RECEIVING INFORMATION

Received No. [Redacted]
 Received From **1** Supplier
 Receive Item Against AP DO
 Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.
 Receive Category [Dropdown]
 LPO No. **2** 251090401151073
 LPO Date 18/03/2015
 Item Group NON-DRUG
 Expected Delivery Date 29/03/2015
 Receipt Amount (RM) 0.00
 DO No. [Table with DO No. 96647608 and DO Date 21/03/2015]

Created Date 15/05/2015
 Created By [Redacted]
 Unit Name STOR FARMASI
 Supplier Code SUP000237
 Goods Received Date And Time [Dropdown]
 LPO Transmitted Date 18/03/2015
 Status Open
 Remarks [Dropdown]
 Reject Reason [Dropdown]

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
No Record Found											

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 / 12 [1 - 10 / 114]	
LPO No.	LPO Date.
LPO2161	24/04/2015
LPO2162	24/04/2015
LPO2153	21/04/2015
L0251090401151105	22/03/2015
L0251090401151073	18/03/2015

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"/>	Created Date	<input type="text" value="15/05/2015"/>										
Received From	<input type="text" value="Supplier"/>	Created By	<input type="text" value="Mc"/>										
Receive Item Against	<input type="text" value="AP DO"/>	Unit Name	<input type="text" value="STOR FARMASI"/>										
Supplier Name	<input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	Supplier Code	<input type="text" value="SUP000237"/>										
Receive Category	<input type="text"/>	Goods Received Date And Time	<input type="text" value="15/05/2015 4:35:22 PM"/> 3										
LPO No.	<input type="text" value="L0251090401151073"/>	LPO Transmitted Date	<input type="text" value="18/03/2015"/>										
LPO Date	<input type="text" value="18/03/2015"/>	Status	<input type="text" value="Open"/>										
Item Group	<input type="text" value="NON-DRUG"/>	Remarks	<input type="text"/>										
Expected Delivery Date	<input type="text" value="29/03/2015"/>	Reject Reason	<input type="text"/>										
Receipt Amount (RM)	<input type="text" value="4,272.50"/>												
DO No.	<table border="1"> <thead> <tr> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 96647608</td> <td>21/03/2015</td> </tr> </tbody> </table>		DO No.	DO Date	<input checked="" type="checkbox"/> 96647608	21/03/2015							
DO No.	DO Date												
<input checked="" type="checkbox"/> 96647608	21/03/2015												
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.	Expiry Date		
1	09.0201.07	Bandage Crepe 5cm BPC	pck	Pack of 12 roll	100	100	SURGIPRO	Medidata Sdn Bnc	01/12/2014	503.801214			

Figure 4.1.3-3 Receive From Supplier

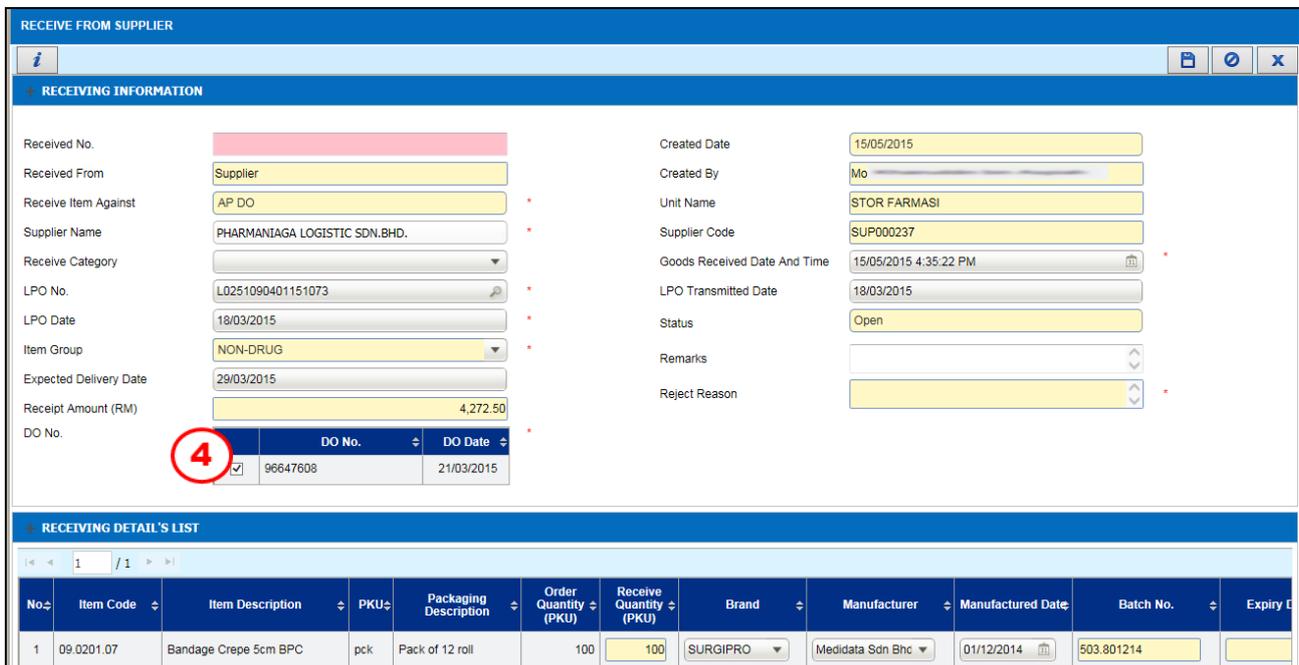
STEP 3

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. [Redacted] Created Date: 15/05/2015
 Received From: Supplier Created By: Mo
 Receive Item Against: AP DO Unit Name: STOR FARMASI
 Supplier Name: PHARMANIAGA LOGISTIC SDN.BHD. Supplier Code: SUP000237
 Receive Category: [Dropdown] Goods Received Date And Time: 15/05/2015 4:35:22 PM
 LPO No.: L0251090401151073 LPO Transmitted Date: 18/03/2015
 LPO Date: 18/03/2015 Status: Open
 Item Group: NON-DRUG Remarks: [Dropdown]
 Expected Delivery Date: 29/03/2015 Reject Reason: [Dropdown]
 Receipt Amount (RM): 4,272.50
 DO No. 96647608 DO No. [Dropdown] DO Date: 21/03/2015

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	09.0201.07	Bandage Crepe 5cm BPC	pck	Pack of 12 roll	100	100	SURGIPRO	Medidata Sdn Bhd	01/12/2014	503.801214	

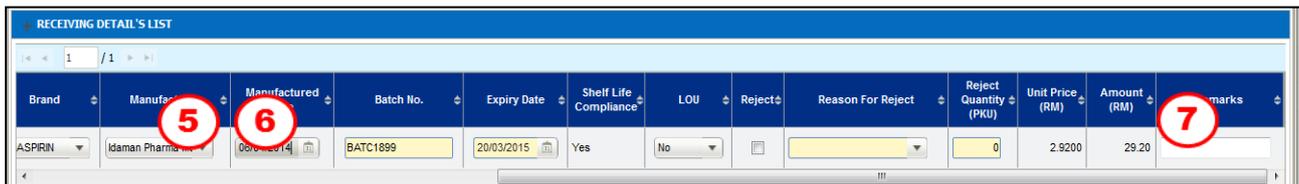
Figure 4.1.3-4 Receive from Supplier

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.



Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
ASPIRIN	Idaman Pharm...	06/03/2014	BATC1899	20/03/2015	Yes	No	<input type="checkbox"/>		0	2.9200	29.20	

Figure 4.1.3-5 DO Details

STEP 5

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

STEP 6

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

Note

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

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

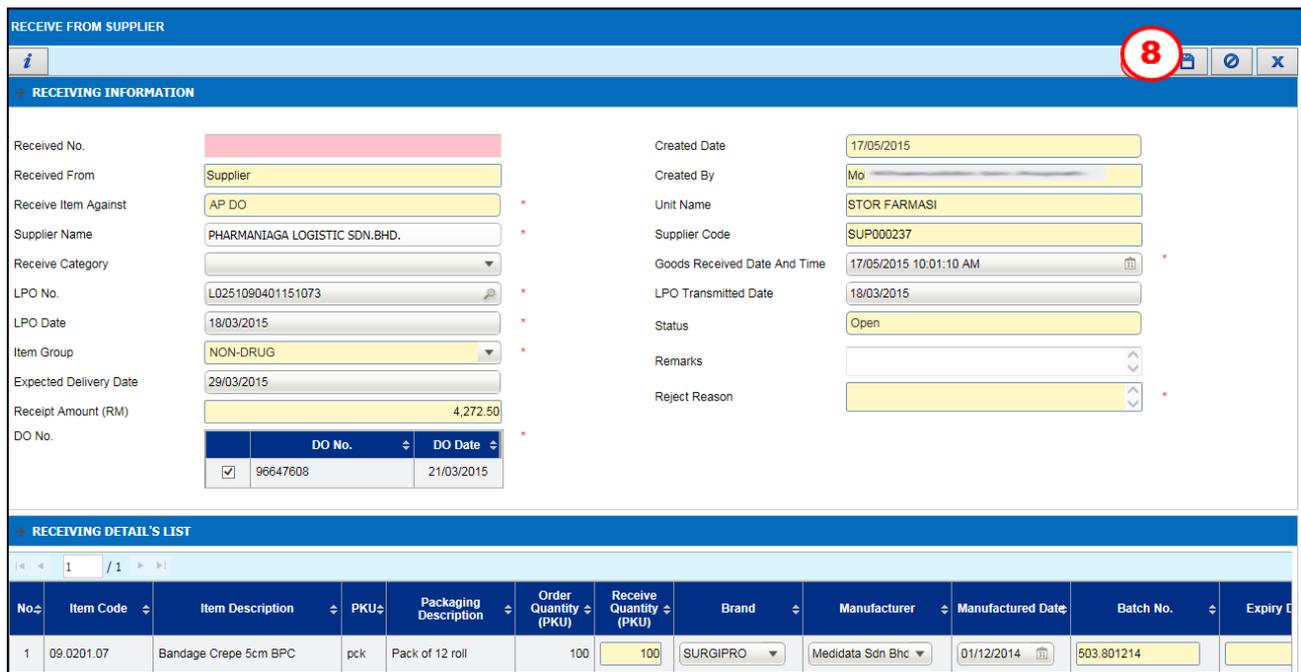


Figure 4.1.3-6 Receive From Supplier

STEP 8

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 4.1.3-7.
- Message Information as per Figure 4.1.3-8 will be displayed once user click on the Yes button in Figure 4.1.3-7.
- **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

-  and  will be displayed after the transaction is successfully saved as per

Figure 4.1.3-9.

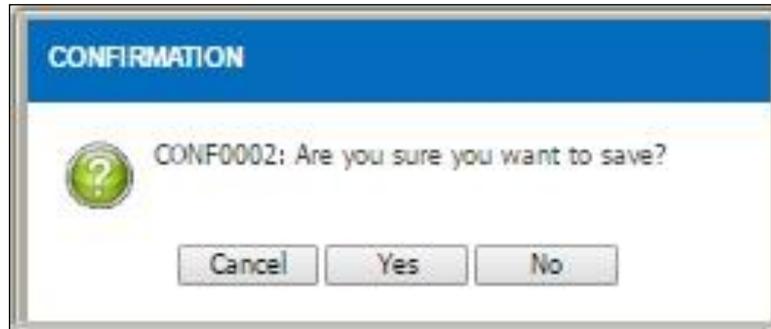


Figure 4.1.3-7 Alert Message

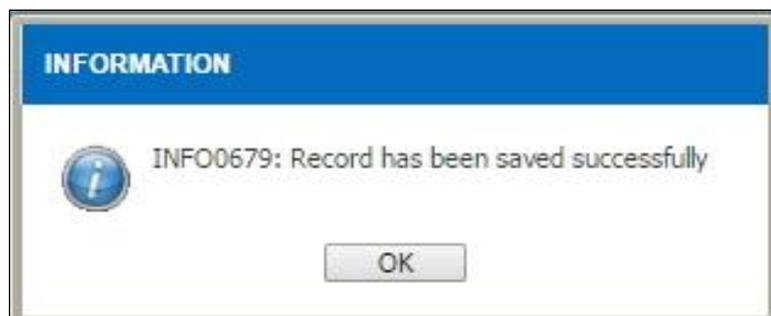


Figure 4.1.3-8 Alert Message

RECEIVE FROM SUPPLIER

Send for Approval Cancel Request

RECEIVING INFORMATION

Received No. P150002532 Created Date 17/05/2015

Received From Supplier Created By Mo

Receive Item Against AP DO * Unit Name STOR FARMASI

Supplier Name PHARMANIAGA LOGISTIC SDN.BHD. * Supplier Code SUP000237

Receive Category Goods Received Date And Time 17/05/2015 10:01:10 AM *

LPO No. L0251090401151073 * LPO Transmitted Date 18/03/2015

LPO Date 18/03/2015 * Status Open

Item Group NON-DRUG * Remarks

Expected Delivery Date 29/03/2015 Reject Reason

Receipt Amount (RM) 4,272.50

DO No. DO No. DO Date

96647608 21/03/2015

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	09.0201.07	Bandage Crepe 5cm BPC	pck	Pack of 12 roll	100	100	SURGIPRO	Medidata Sdn Bhd	01/12/2014	503.801214	

Figure 4.1.3-9 Receive 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 4.1.3-10.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.1.3-11.
- The **Status** will be change automatically to 'Pending for Approval'.

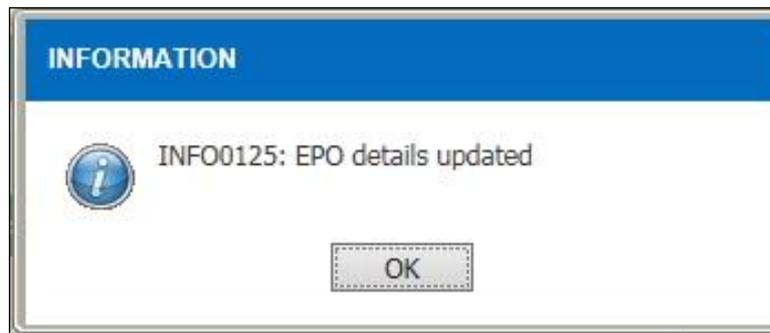


Figure 4.1.3-10 Alert Message



Figure 4.1.3-11 Alert 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

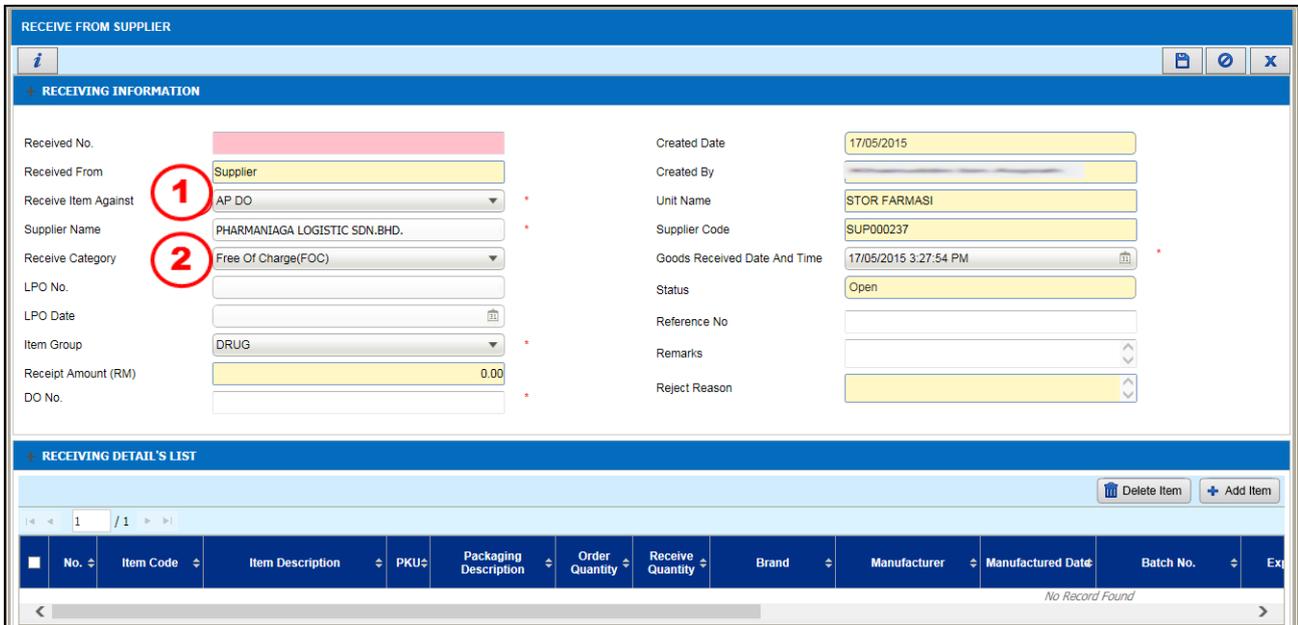


Figure 4.1.4-1 Receive from Supplier

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

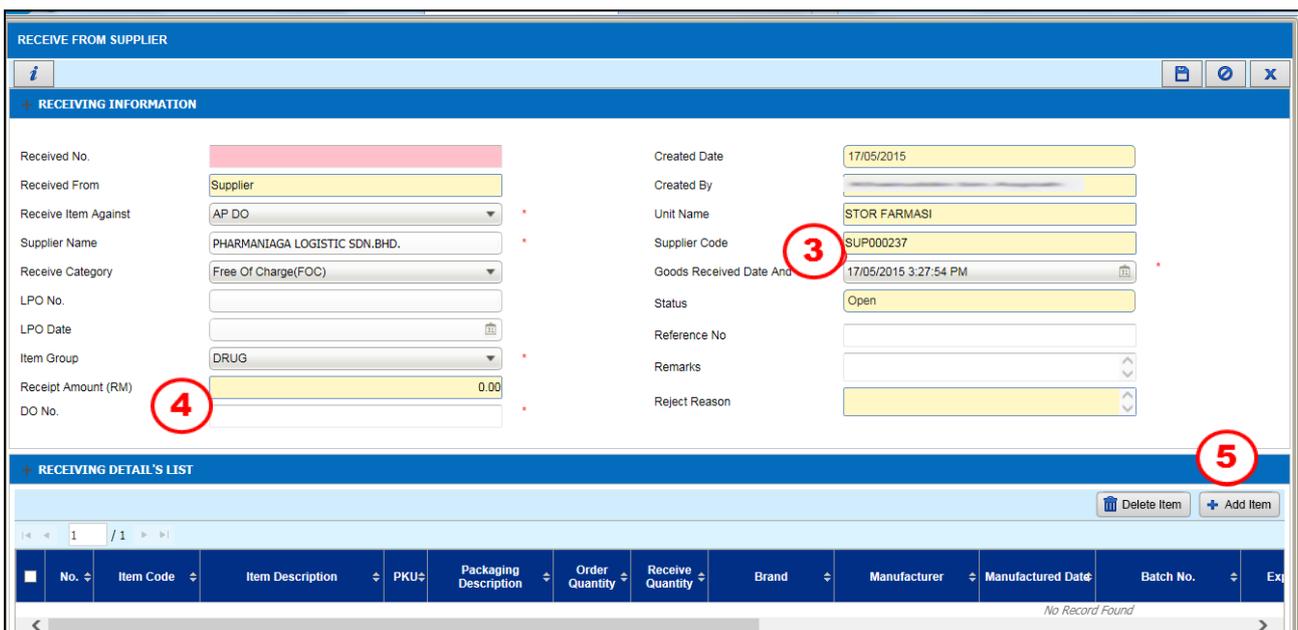


Figure 4.1.4-2

STEP 3

Select **Goods Received Date and Time**

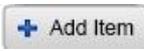
Note

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

STEP 4

Enter **DO No.**

STEP 5

Click on the  button to add received item. Add Item screen will be displayed in Figure 4.1.4-2

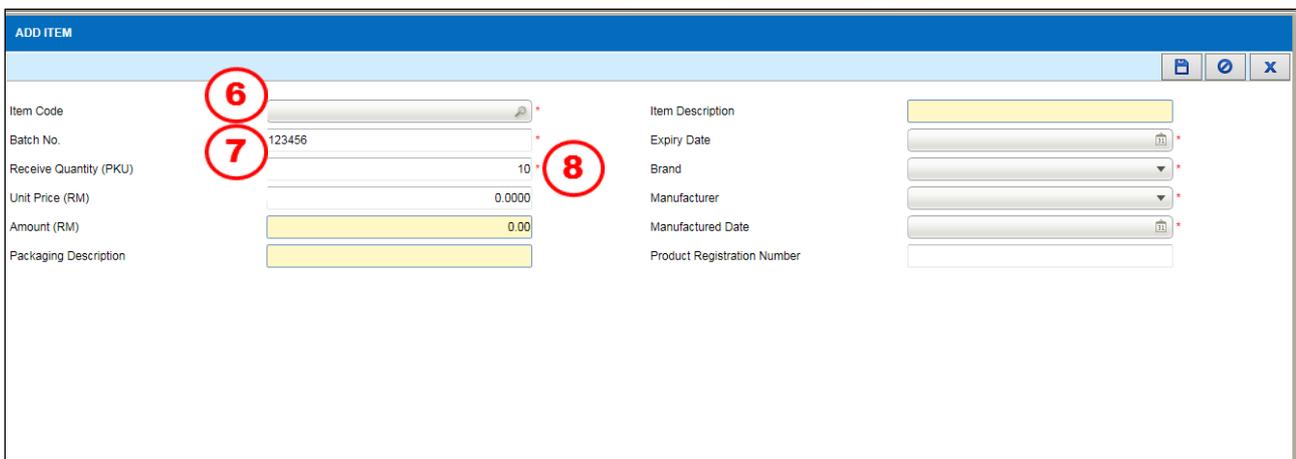
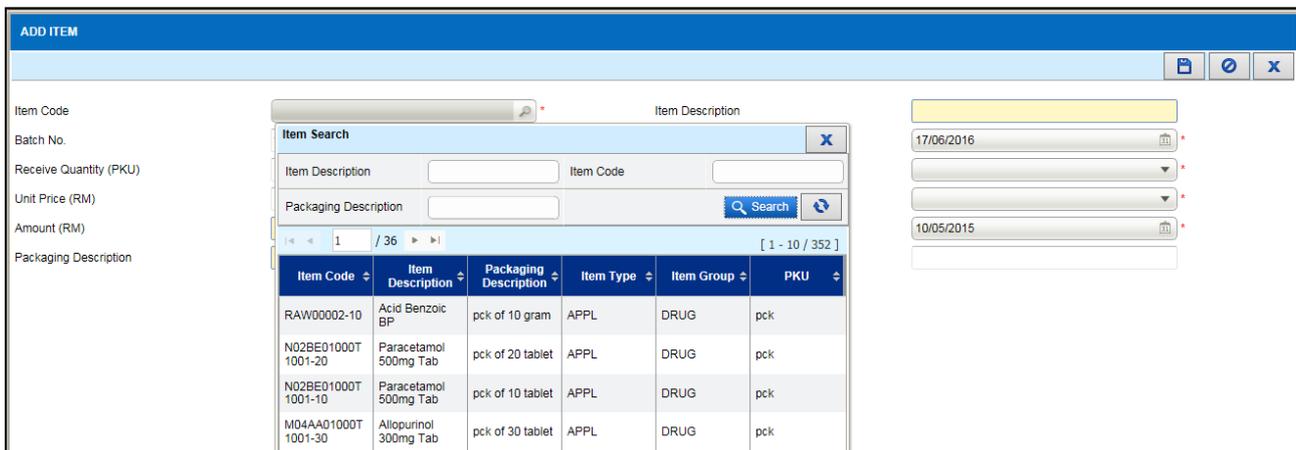


Figure 4.1.4-3



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

Figure 4.1.4-4 Search Item

STEP 6

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.

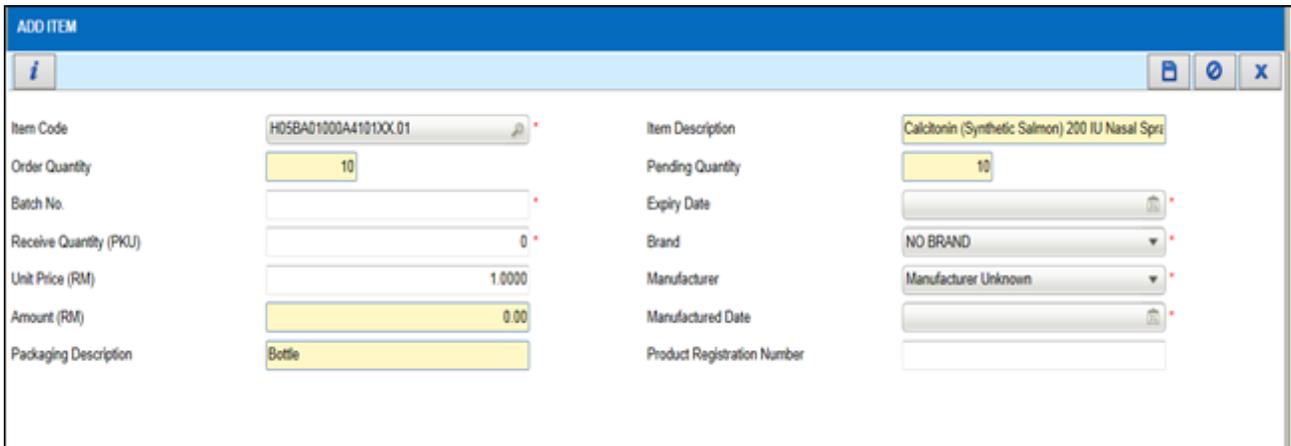


Figure 4.1.4-5 Add Item

STEP 7

Enter **Batch No.**

STEP 8

Enter **Receive Quantity (PKU)**

Note

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

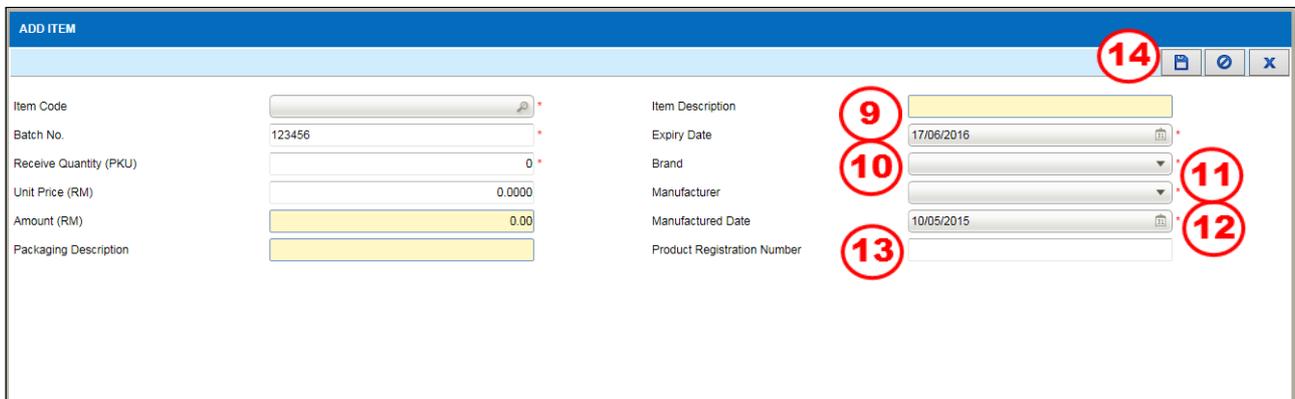


Figure 4.1.4-6

STEP 9

Select **Expiry Date**

STEP 10

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

STEP 11

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

STEP 12

Select **Manufactured Date**

STEP 13

Enter **Product Registration Number** if applicable

STEP 14

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.

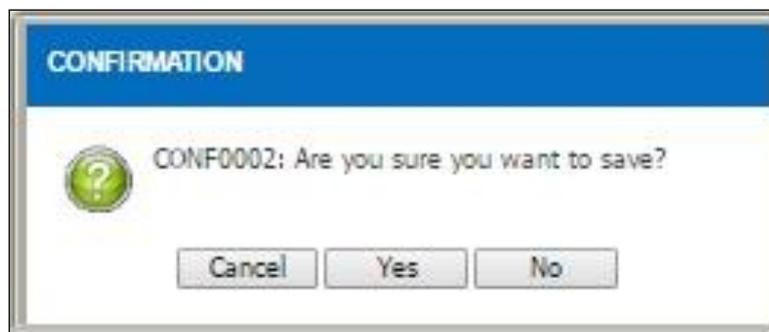


Figure 4.1.4-7 Alert Message

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

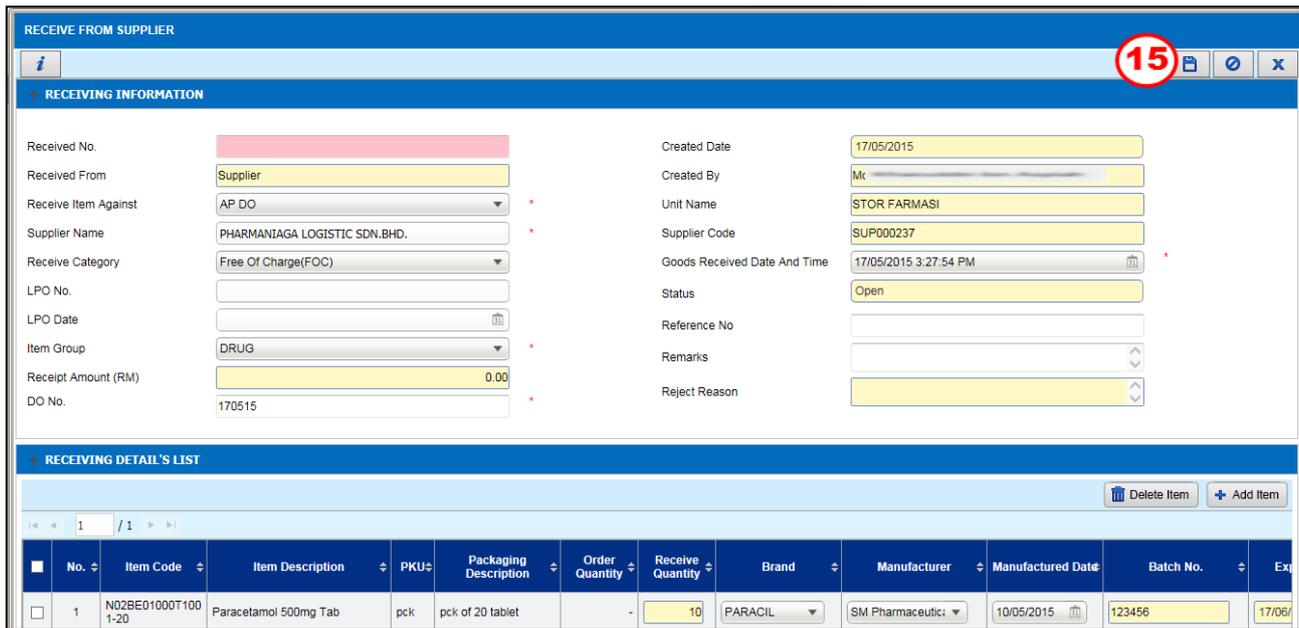


Figure 4.1.4-8 Save Receive from Supplier record

STEP 15

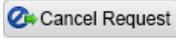
Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 4.1.4-7
- Message Information as per Figure 4.1.4-8 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 4.1.3-19
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

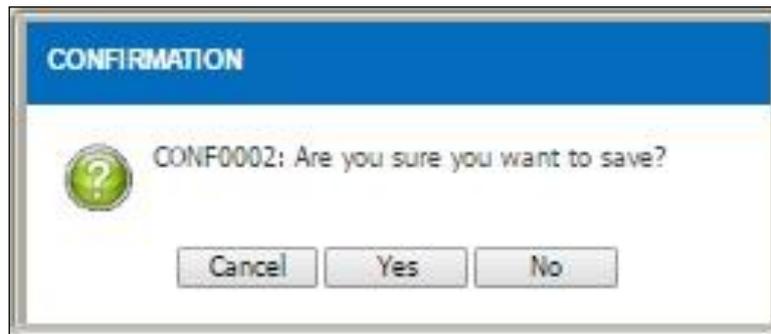


Figure 4.1.4-9 Alert Message

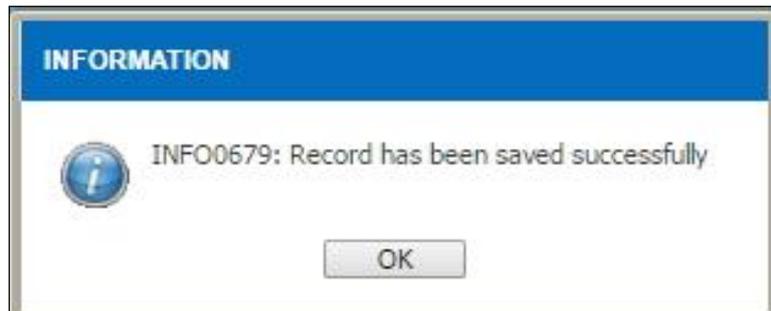


Figure 4.1.4-10 Alert Message

4.1.5 Receive Item Against: Contract DO

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

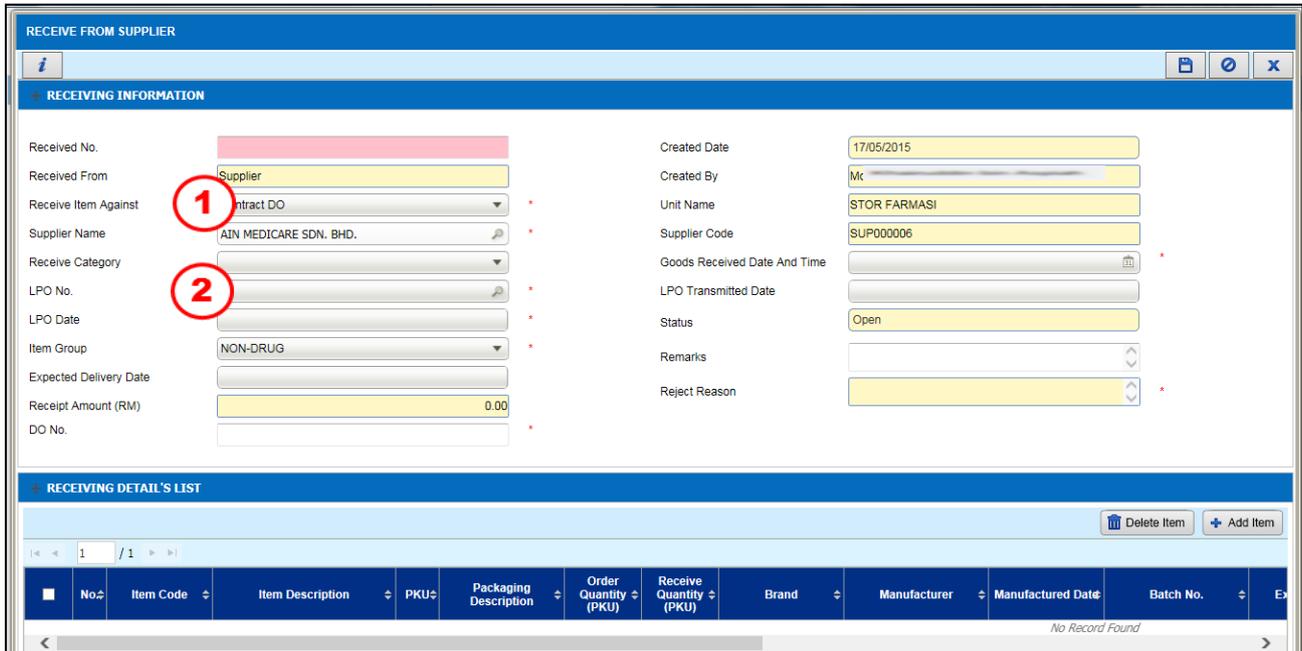


Figure 4.1.5-1 Receive from Supplier

Note

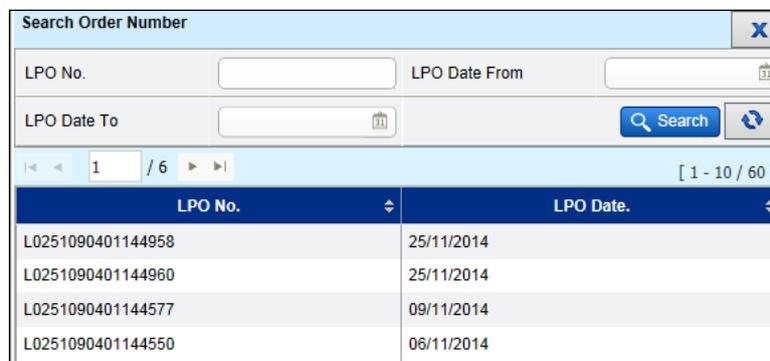
- Refer to Figure 4.1.5-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

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.

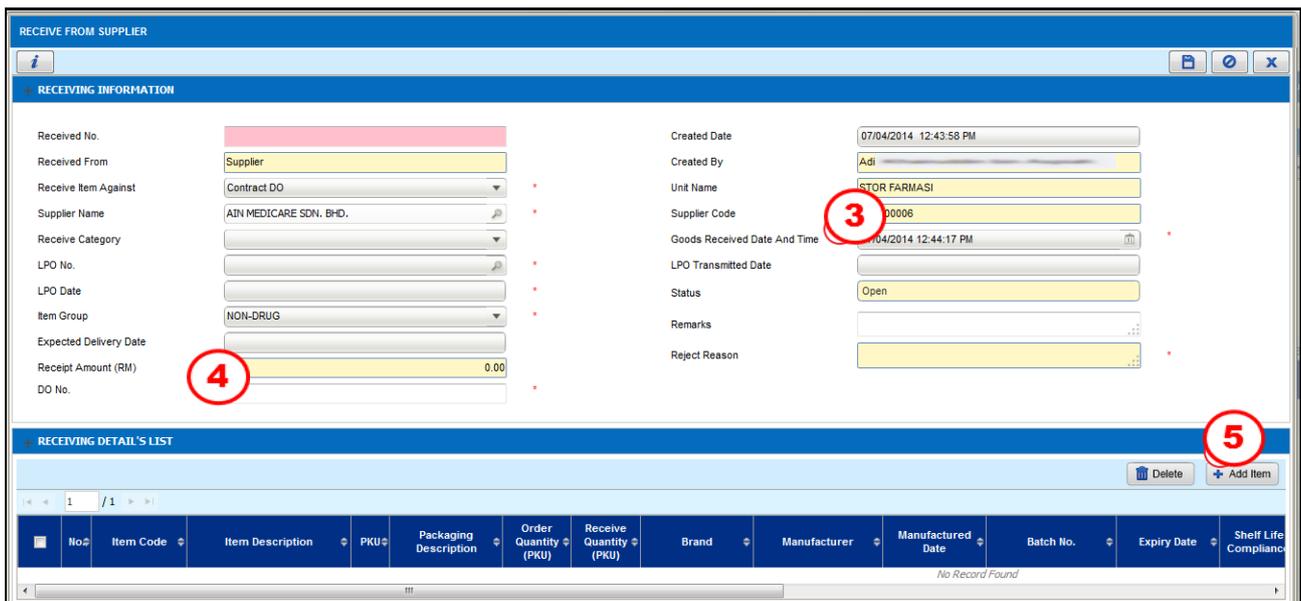


Figure 4.1.5-3 Receive from Supplier

STEP 3

Select **Goods Received Date And Time**

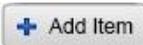
Note

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

STEP 4

Enter **DO No.**

STEP 5

Click on the  button to add received item. Add Item screen will be displayed in Figure 4.1.5-4

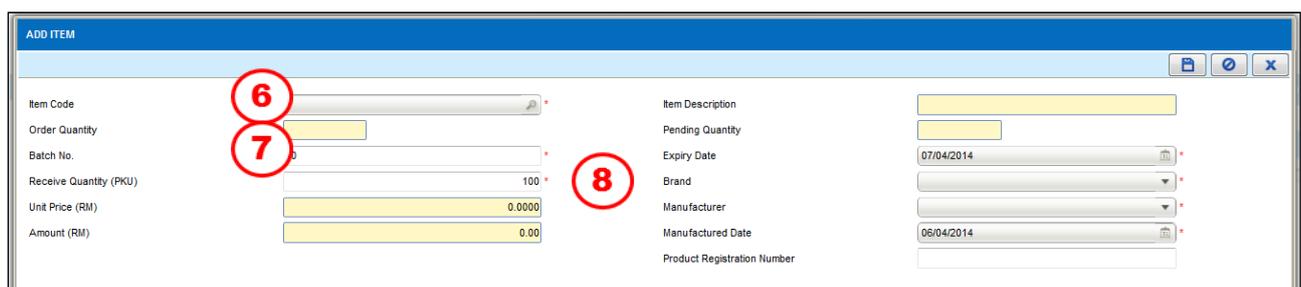
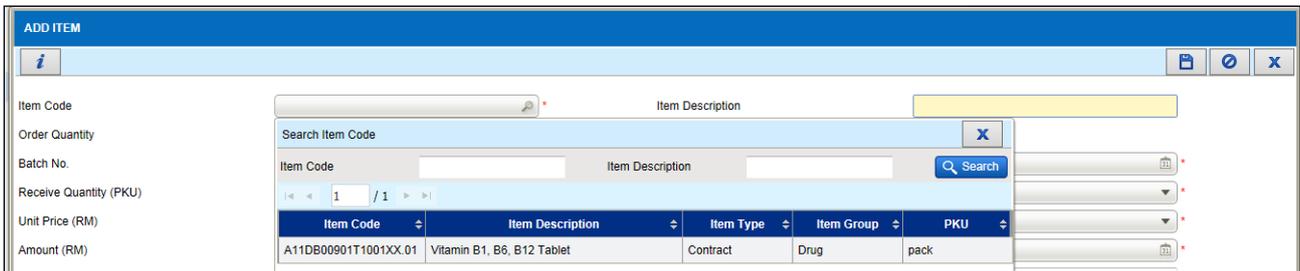


Figure 4.1.5-4 Add Item



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

Figure 4.1.5-5 Search Item

STEP 6

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**.

STEP 7

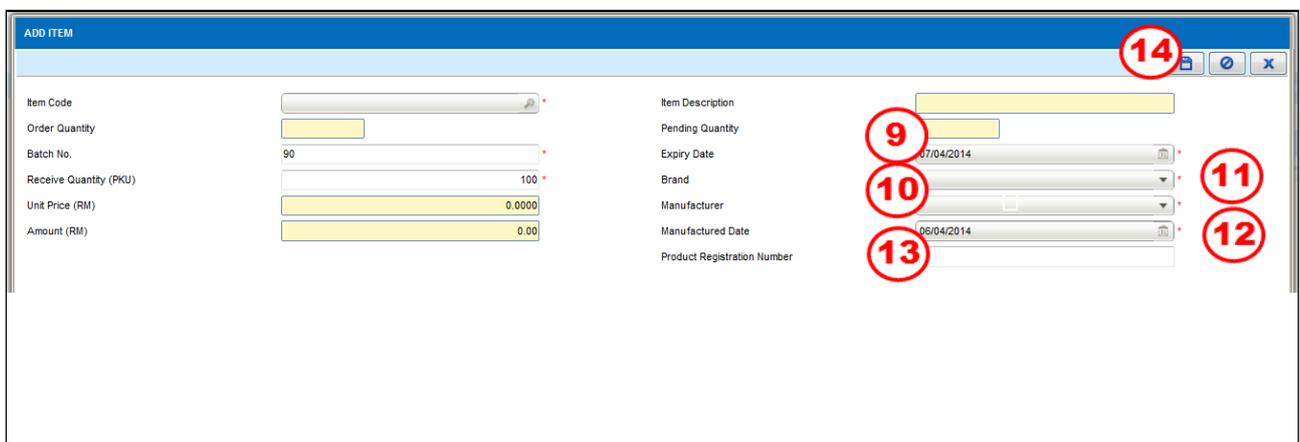
Enter **Batch No.**

STEP 8

Enter **Receive Quantity (PKU)**.

Note

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



Item Code		Item Description	
Order Quantity		Pending Quantity	
Batch No.	90	Expiry Date	07/04/2014
Receive Quantity (PKU)	100	Brand	
Unit Price (RM)	0.0000	Manufacturer	
Amount (RM)	0.00	Manufactured Date	06/04/2014
		Product Registration Number	

Figure 4.1.5-6 Receive From Supplier

STEP 9

Select **Expiry Date**

STEP 10

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

STEP 11

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

STEP 12

Select **Manufactured Date**

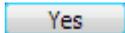
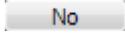
STEP 13

Enter **Product Registration Number** if applicable

STEP 14

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 4.1.5-7
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.5-8
- Click on the  button to cancel the saved transaction.

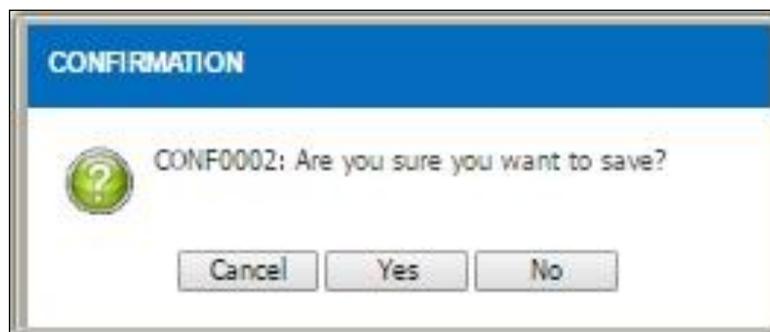


Figure 4.1.5-7 Alert Message

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

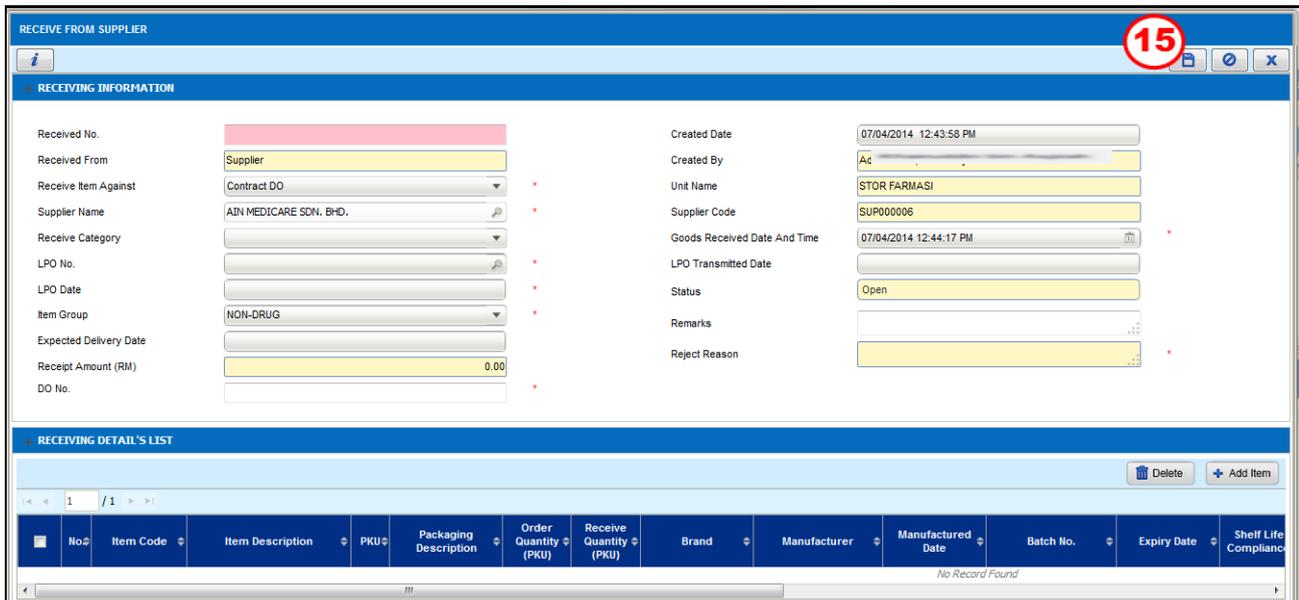


Figure 4.1.5-8 Save Receive from Supplier record

STEP 15

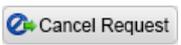
Click on the  button to save the transaction.

Note

- System will display an alert message as displayed in Figure 4.1.5-9.
- Message Information as per Figure 4.1.5-10 will be displayed once user selects the 'Yes' button in Figure 4.1.5-9.
- **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 4.1.5-9.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

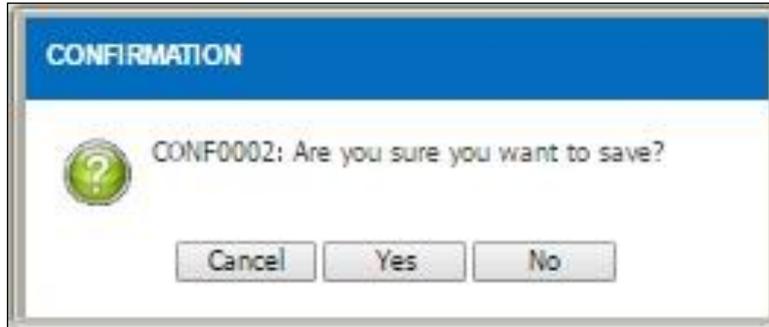


Figure 4.1.5-9 Alert Message

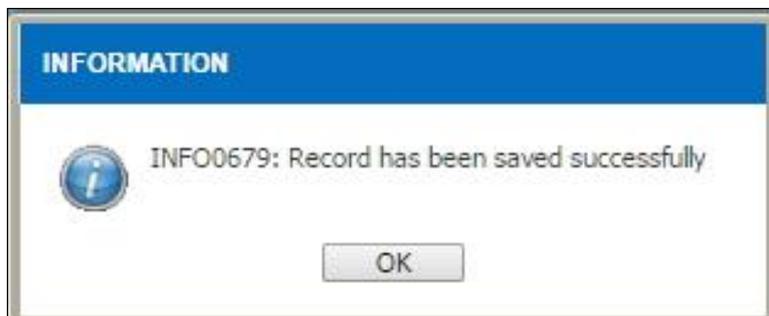


Figure 4.1.5-10 Alert Message

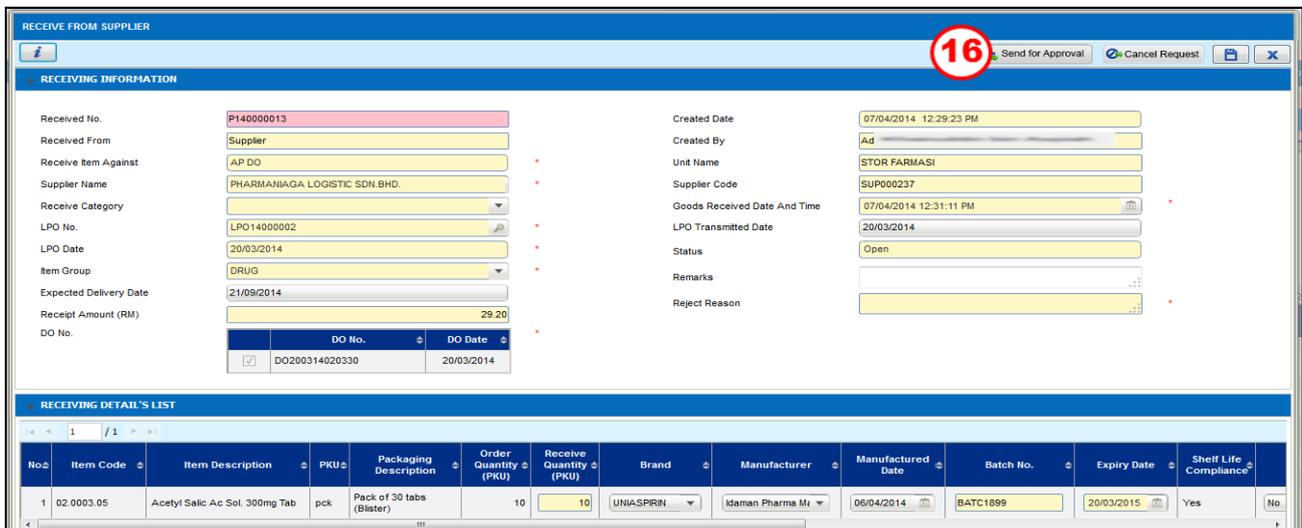


Figure 4.1.5-11 Send for Approval

STEP 16

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.5-12.
- Message Information as displayed in Figure 4.1.5-13 will be displayed once user selects the Yes button in Figure 4.1.5-12.
- The **Status** will be automatically changed to 'Pending for Approval'.

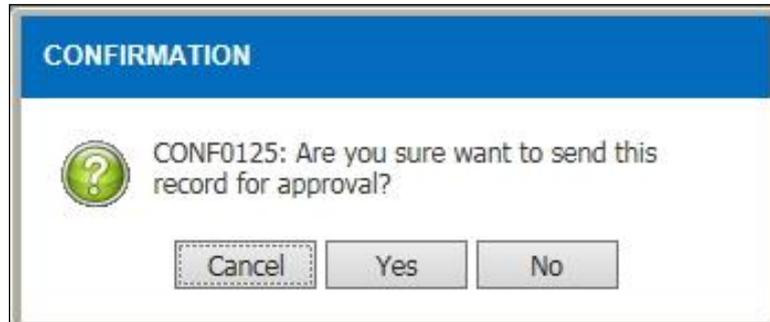


Figure 4.1.5-12 Alert Message



Figure 4.1.5-13 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.
L0251090401144958	25/11/2014
L0251090401144960	25/11/2014
L0251090401144577	09/11/2014
L0251090401144550	06/11/2014

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.

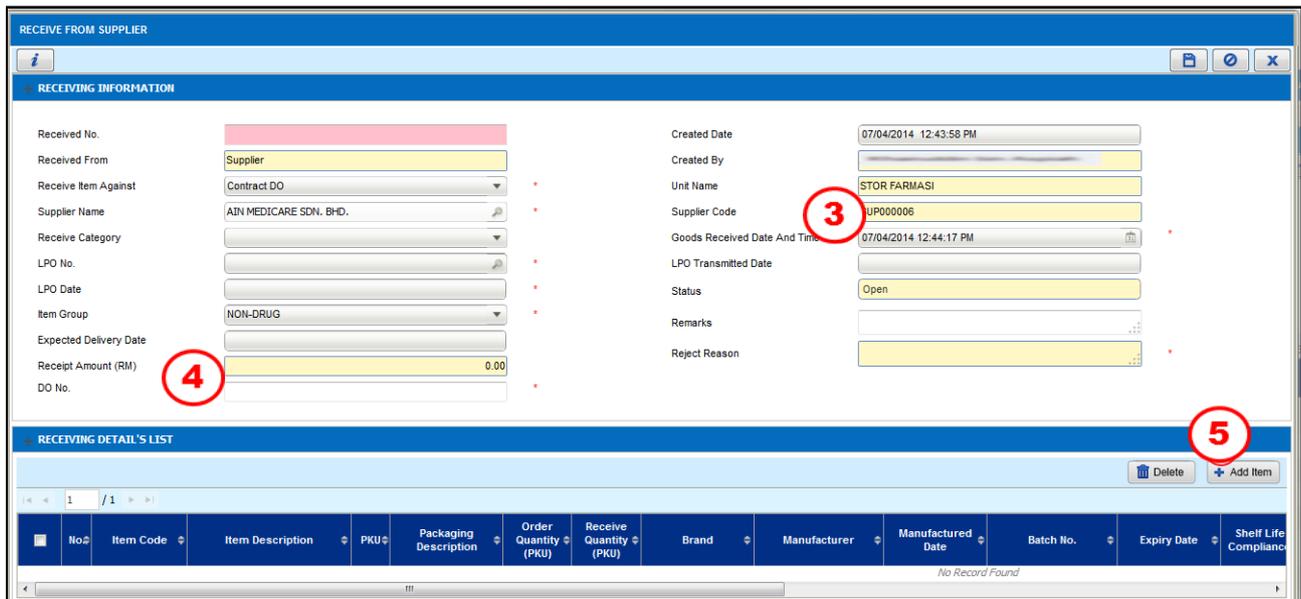


Figure 4.1.6-3 Receive From Supplier

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.**

STEP 5

Click on the  button to add received item. Add Item screen will be displayed in Figure 4.1.6-4

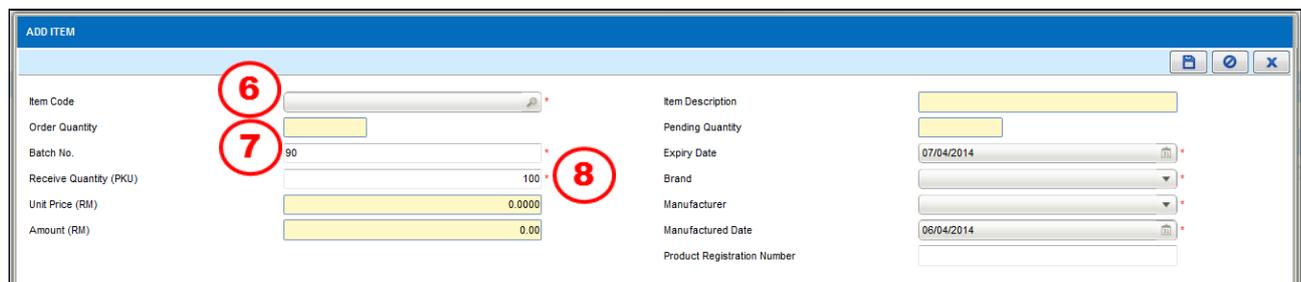


Figure 4.1.6-4 Add Item

STEP 6

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.6-5

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 7

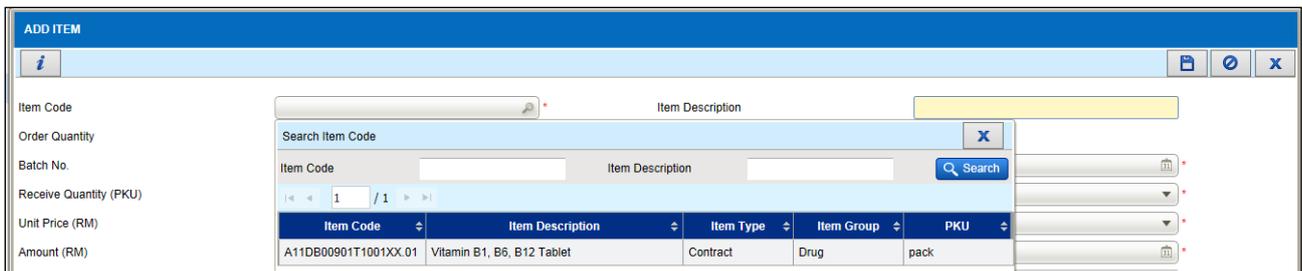
Enter **Batch No.**

STEP 8

Enter **Receive Quantity (PKU)**.

Note

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



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

Figure 4.1.6-5 Search Item

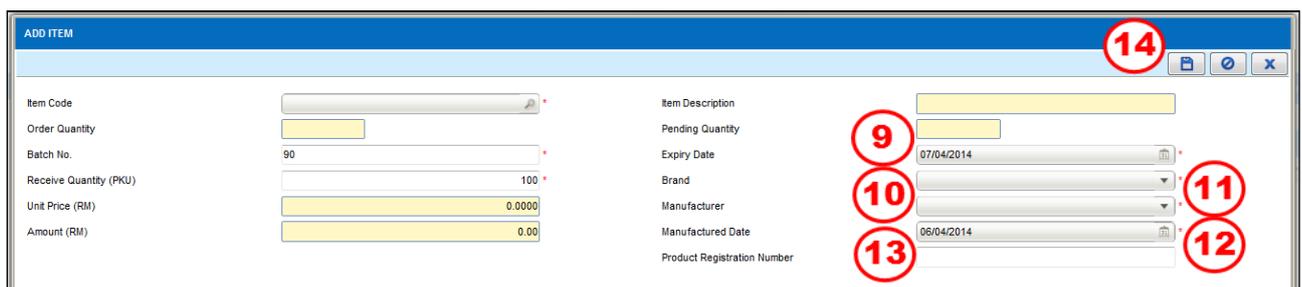


Figure 4.1.6-6 Receive From Supplier

STEP 9

Select **Expiry Date**

STEP 10

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

STEP 11

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

STEP 12

Select **Manufactured Date**

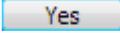
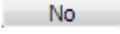
STEP 13

Enter **Product Registration Number** if applicable

STEP 14

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 4.1.6-7
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.6-8
- Click on the  button to cancel the saved transaction.

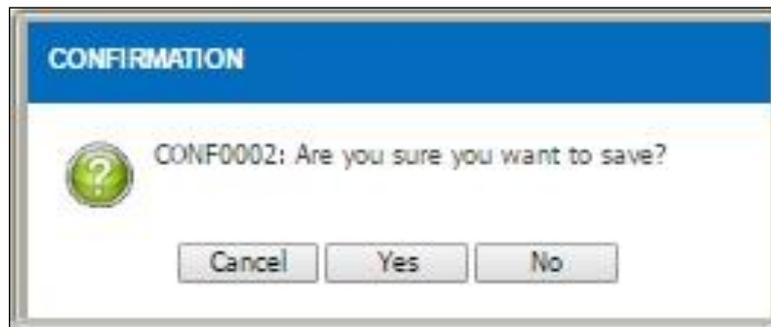


Figure 4.1.6-7 Alert Message

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

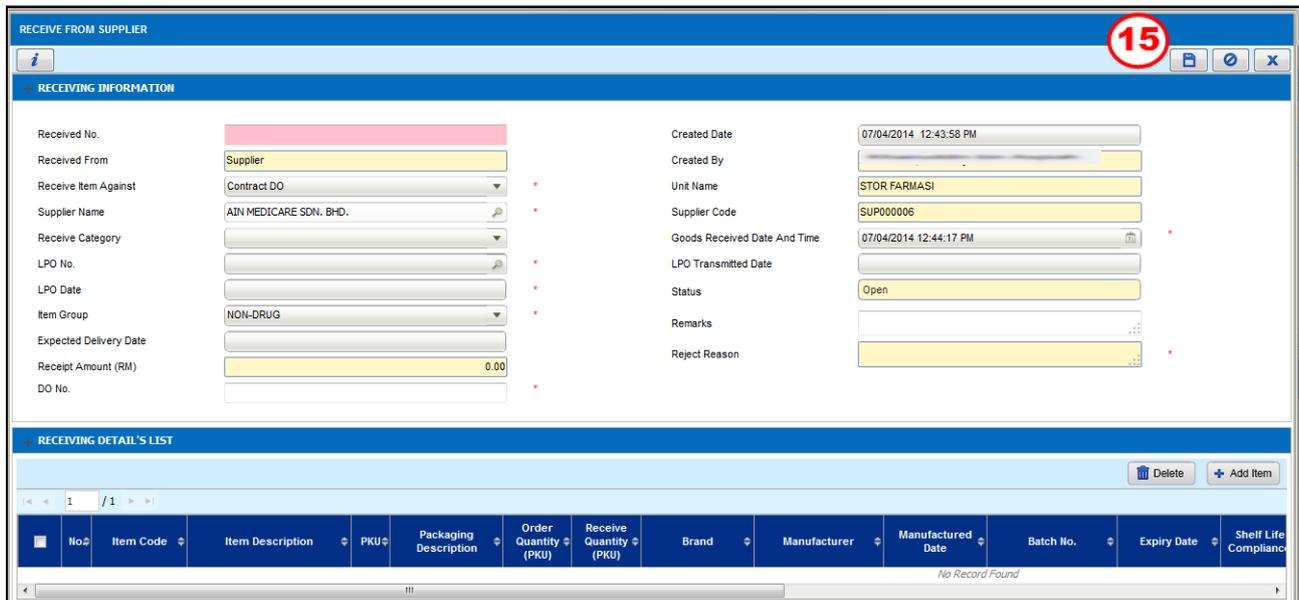


Figure 4.1.6-8 Save Receive from Supplier record

STEP 15

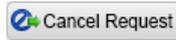
Click on the  button to save the transaction.

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 4.1.6-9.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

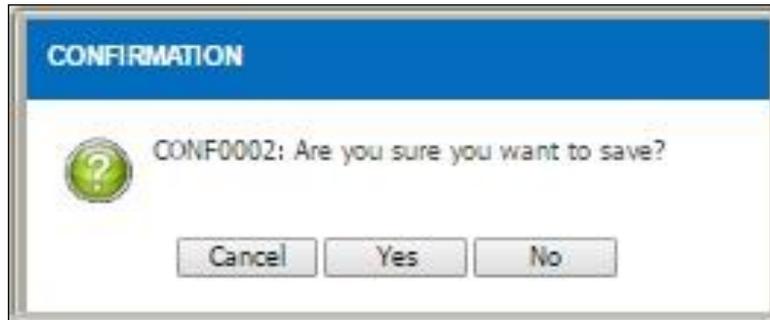


Figure 4.1.6-9 Alert Message

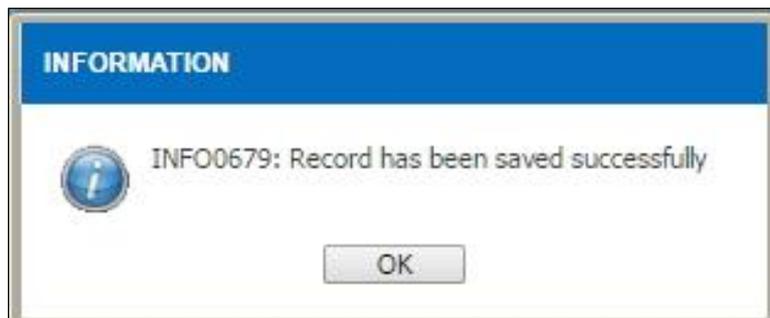
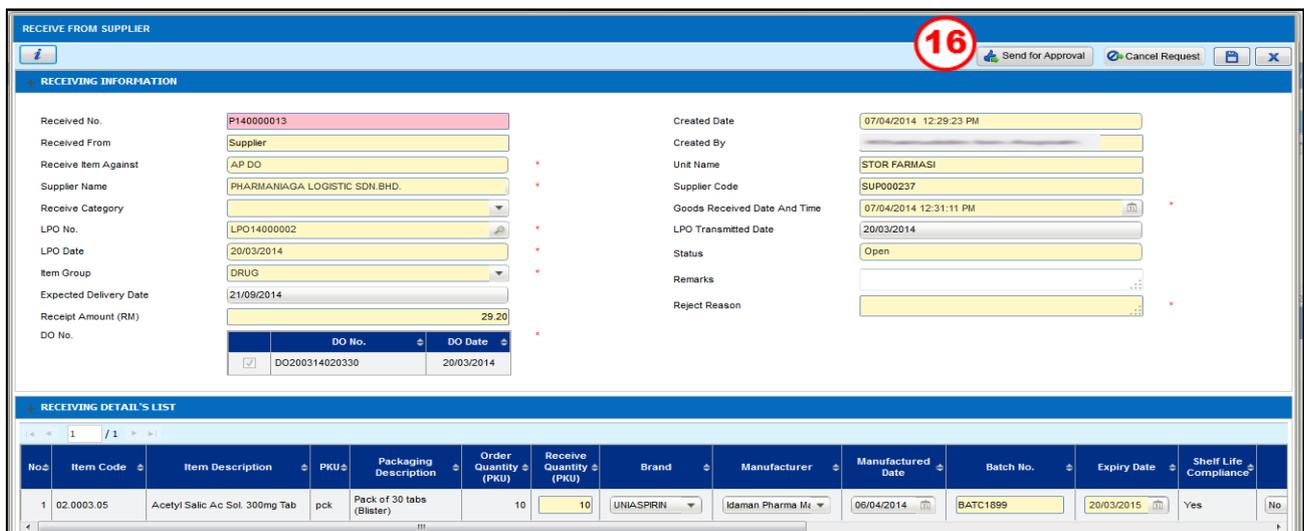


Figure 4.1.6-10 Alert Message



RECEIVING INFORMATION

Received No. P140000013
 Received From Supplier
 Receive Item Against AP DO
 Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.
 Receive Category
 LPO No. LPO14000002
 LPO Date 20/03/2014
 Item Group DRUG
 Expected Delivery Date 21/09/2014
 Receipt Amount (RM) 29.20
 DO No.

DO No.	DO Date
<input checked="" type="checkbox"/> DO200314020330	20/03/2014

Created Date 07/04/2014 12:29:23 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUP000237
 Goods Received Date And Time 07/04/2014 12:31:11 PM
 LPO Transmitted Date 20/03/2014
 Status Open
 Remarks
 Reject Reason

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	Shelf Life Compliance
1	02.0003.05	Acetyl Salic Ac Sol. 300mg Tab	pck	Pack of 30 tabs (Blister)	10	10	UNIASPIRIN	Idaman Pharma M	06/04/2014	BATC1899	20/03/2015	Yes

Figure 4.1.6-11 Send for Approval

STEP 16

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.6-12.
- Message Information as displayed in Figure 4.1.6-13 will be displayed once user selects the Yes button in Figure 4.1.6-12.
- The **Status** will be automatically changed to 'Pending for Approval'.



Figure 4.1.6-12 Alert Message



Figure 4.1.6-13 Alert Message

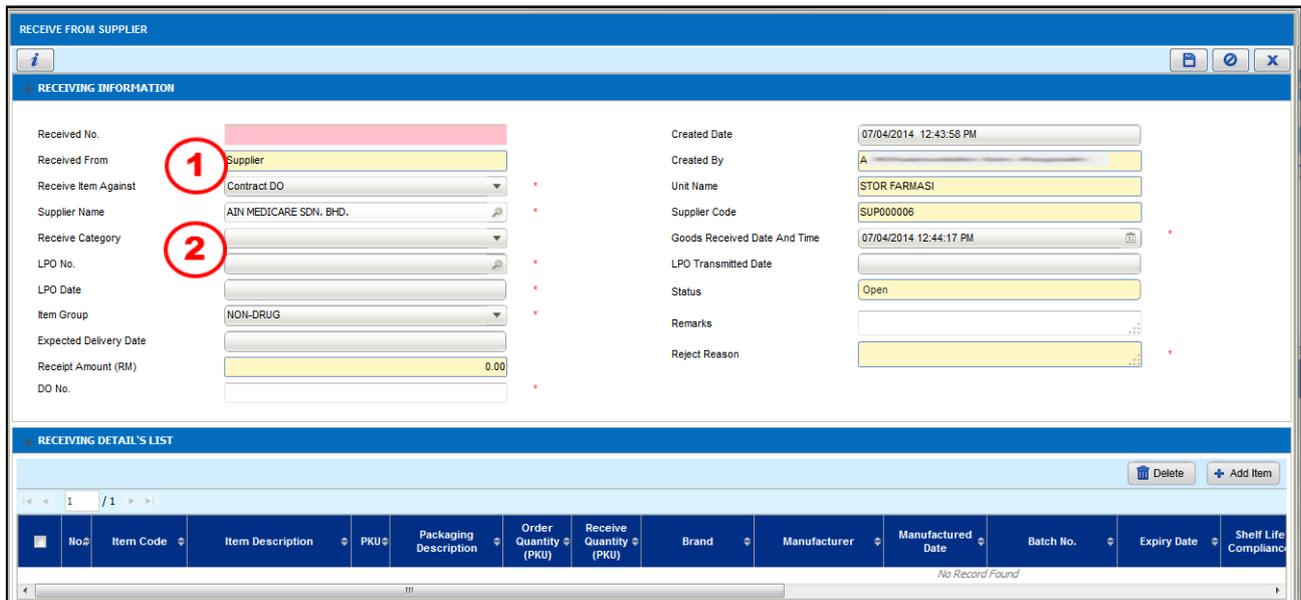


Figure 4.1.6-1 Receive from Supplier

Note

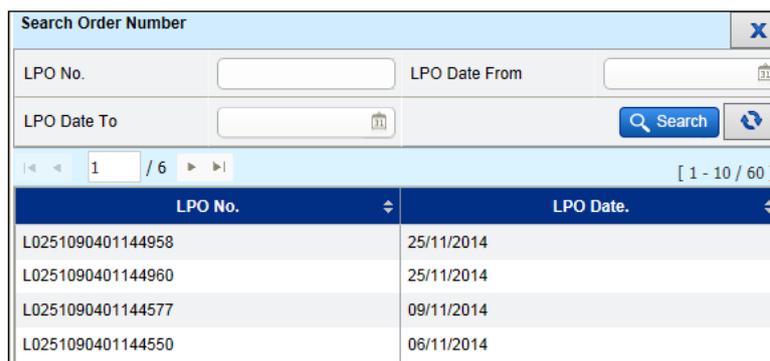
- Refer to Figure 4.1.6-1 to create a new Receive from Supplier transaction.
- **Create Date** will be defaulted to current date.

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.
L0251090401144958	25/11/2014
L0251090401144960	25/11/2014
L0251090401144577	09/11/2014
L0251090401144550	06/11/2014

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  **Search** 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.

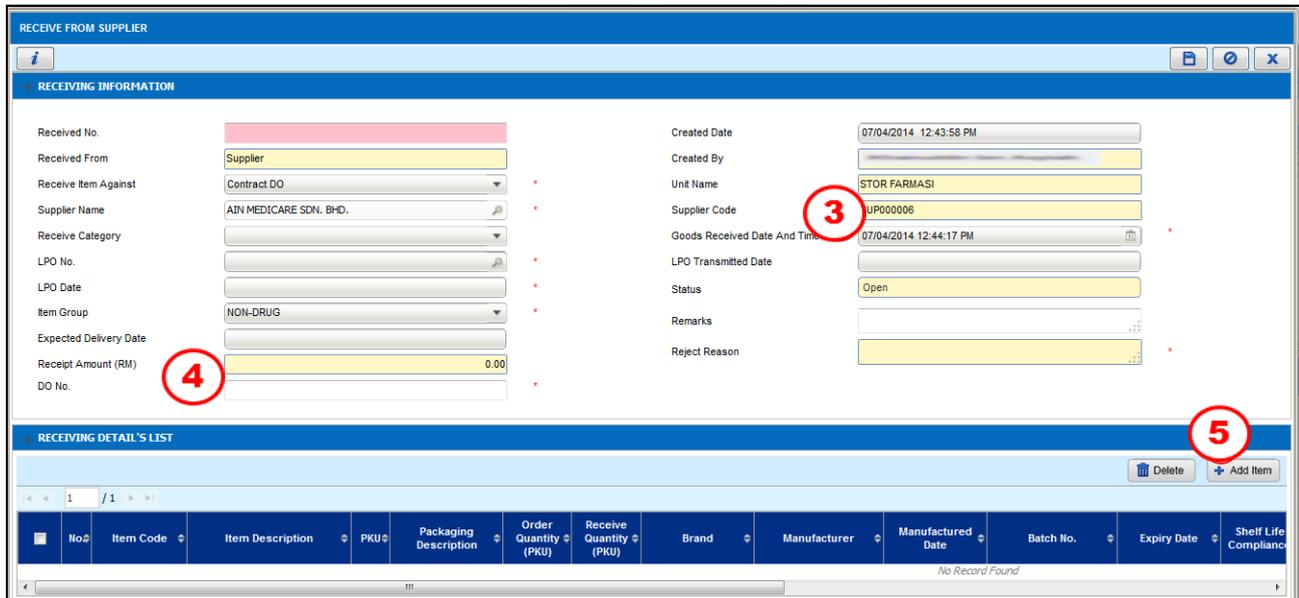


Figure 4.1.6-3 Receive From Supplier

STEP 3

Select **Goods Received Date And Time**

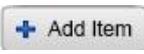
Note

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

STEP 4

Enter **DO No.**

STEP 5

Click on the  button to add received item. Add Item screen will be displayed in Figure 4.1.6-4

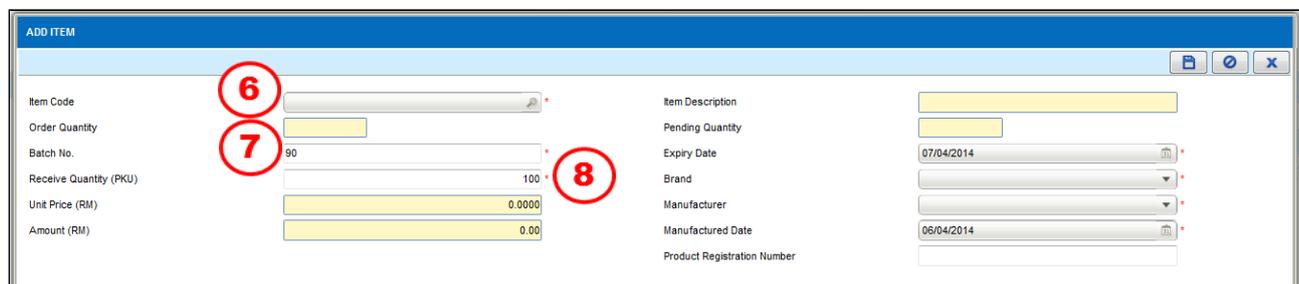


Figure 4.1.6-4 Add Item

STEP 6

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.6-5

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 7

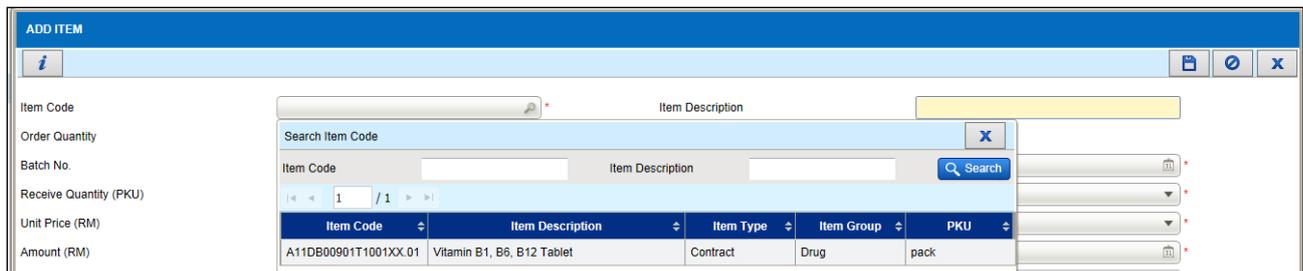
Enter **Batch No.**

STEP 8

Enter **Receive Quantity (PKU)**.

Note

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



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

Figure 4.1.6-5 Search Item

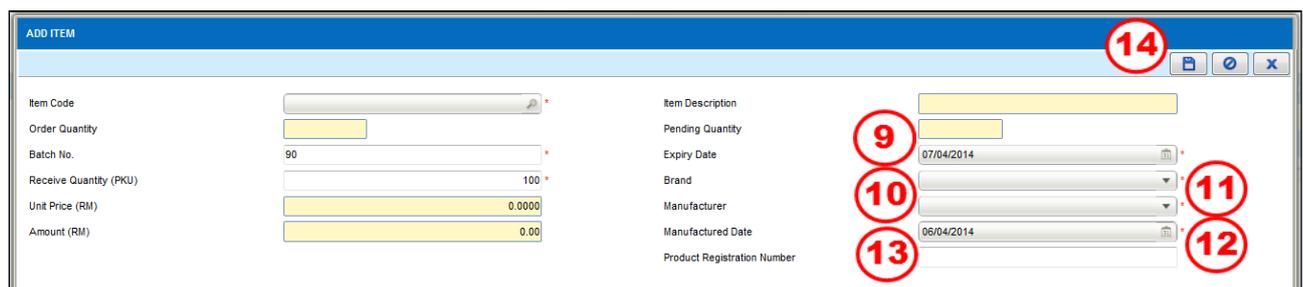


Figure 4.1.6-6 Receive From Supplier

STEP 9

Select **Expiry Date**

STEP 10

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

STEP 11

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

STEP 12

Select **Manufactured Date**

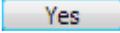
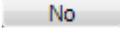
STEP 13

Enter **Product Registration Number** if applicable

STEP 14

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 4.1.6-7
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.6-8
- Click on the  button to cancel the saved transaction.

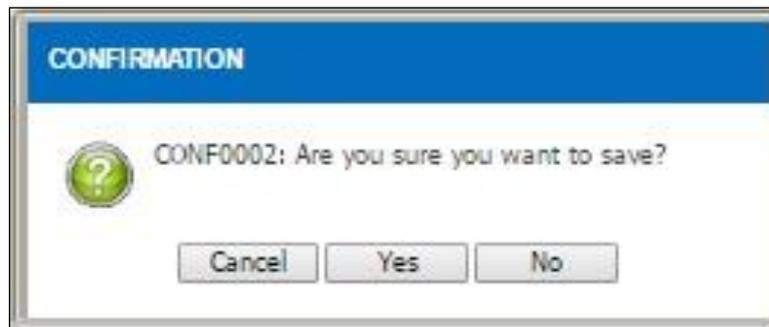


Figure 4.1.6-7 Alert Message

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

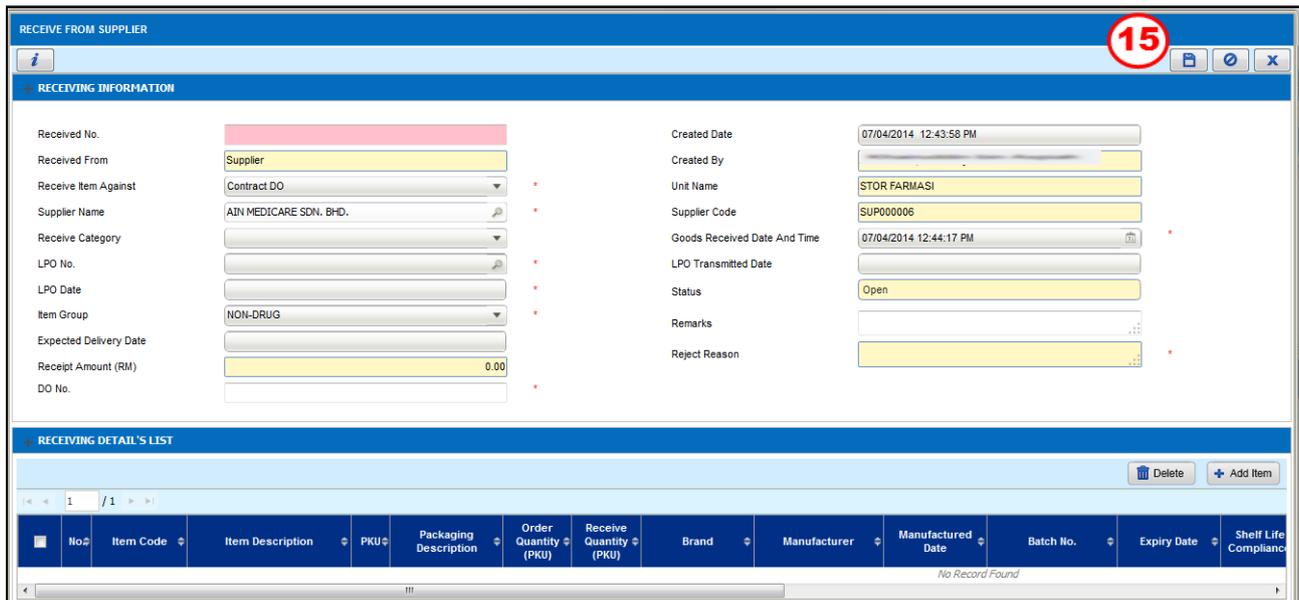


Figure 4.1.6-8 Save Receive from Supplier record

STEP 15

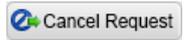
Click on the  button to save the transaction.

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 4.1.6-9.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

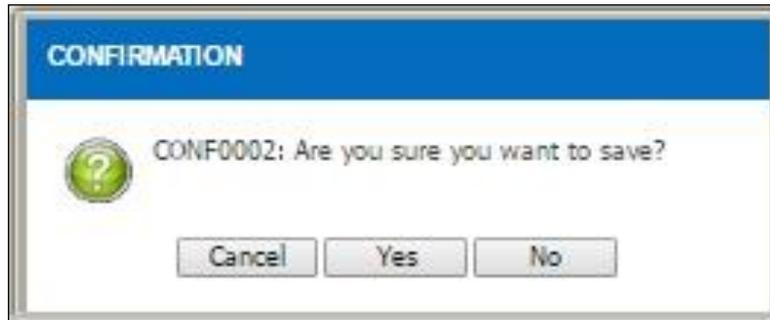


Figure 4.1.6-9 Alert Message

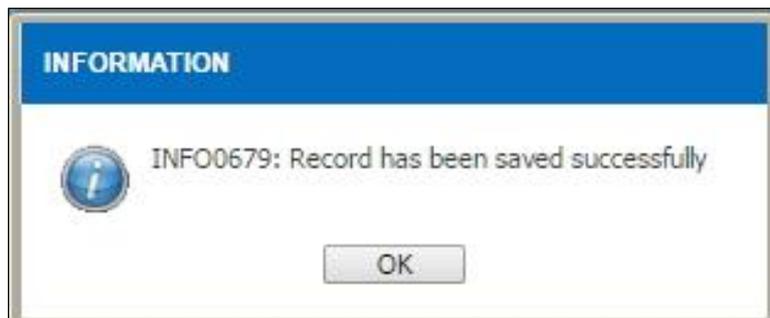


Figure 4.1.6-10 Alert Message

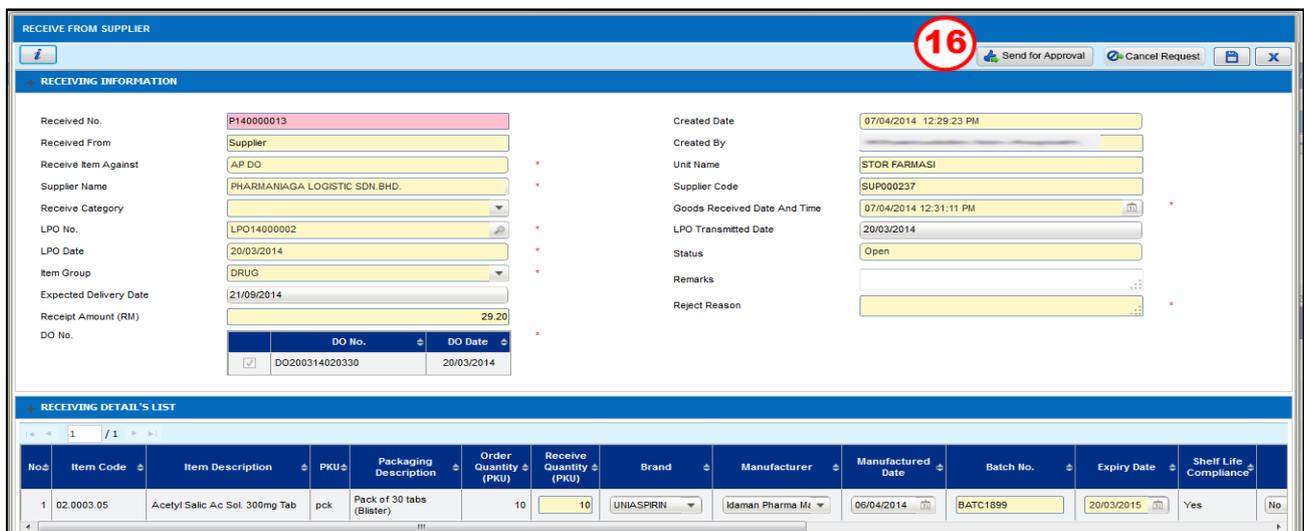


Figure 4.1.6-11 Send for Approval

STEP 16

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.6-12.
- Message Information as displayed in Figure 4.1.6-13 will be displayed once user selects the Yes button in Figure 4.1.6-12.
- The **Status** will be automatically changed to 'Pending for Approval'.



Figure 4.1.6-12 Alert Message



Figure 4.1.6-13 Alert Message

4.1.7 Receive Item Against: LP DO (FOC)

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

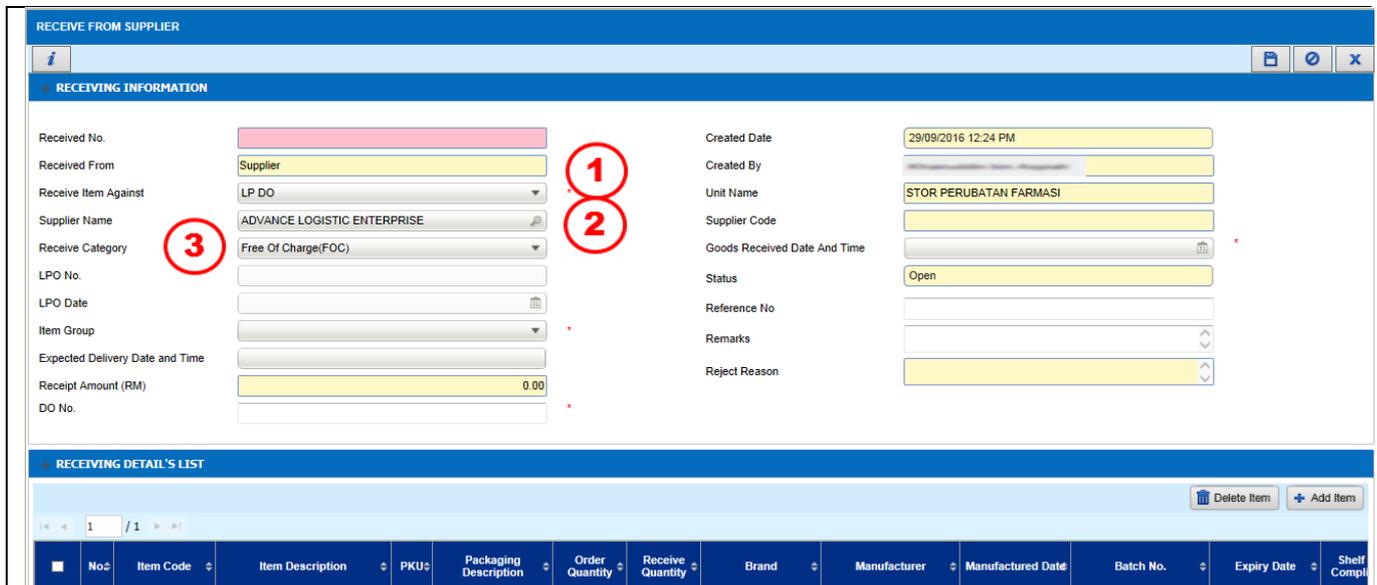


Figure 4.1.7-1 Receive from Supplier

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

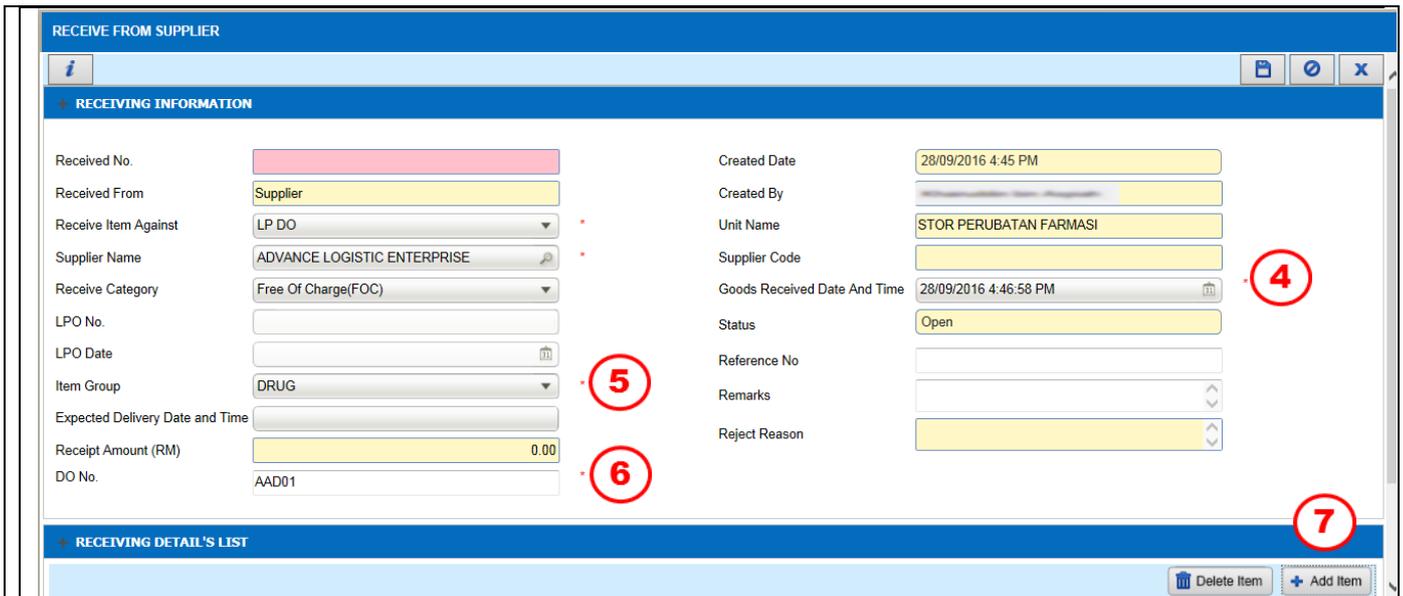
Select *Receive Item Against* as LP DO from down box

STEP 2

Click on the *Supplier Name* from drop down box

STEP 3

Click on the *Receive Category* from drop down box



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

- 4**: Goods Received Date And Time (28/09/2016 4:46:58 PM)
- 5**: Item Group (DRUG)
- 6**: Receipt Amount (RM) (0.00)
- 7**: Add Item button

Figure 4.1.7-2

STEP 4

Select *Goods Receive Date And Time*

Note

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

STEP 5

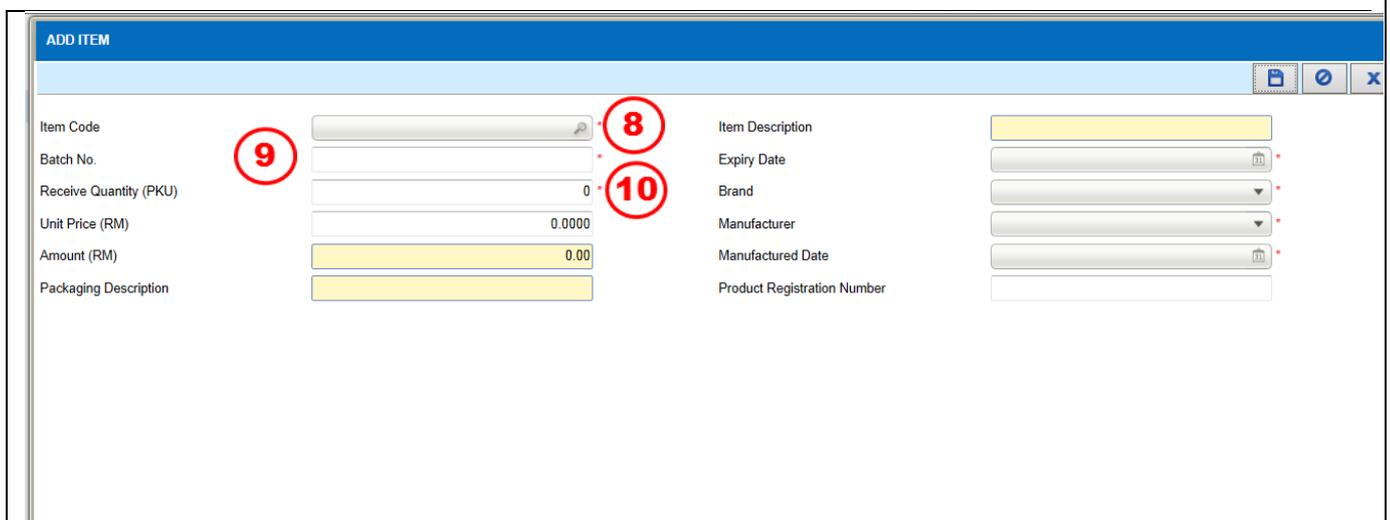
Select *Item Group* from drop box

STEP 6

Enter DO No.

STEP 7

Click on the  button to add receive item. Add item screen will be displayed in Figure 4.1.7-2



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

- 8**: Item Code
- 9**: Batch No.
- 10**: Receive Quantity (PKU) (0)

Figure 4.1.7-3

ADD ITEM
📄 ⌂ ✕

Item Code Batch No. Receive Quantity (PKU) Unit Price (RM) Amount (RM) Packaging Description	<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Item Description </div> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Item Search ✕ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 40%; border: none; border-bottom: 1px solid #ccc;" type="text"/> <input style="width: 40%; border: none; border-bottom: 1px solid #ccc;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="width: 60%; border: none; border-bottom: 1px solid #ccc;" type="text"/> <div style="font-size: 0.8em;"> <input type="button" value="Search"/> <input type="button" value="↺"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px; font-size: 0.8em;"> 1 / 112 [1 - 10 / 1120] </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left; font-size: 0.8em;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 10%;">Item Code</th> <th style="width: 30%;">Item Description</th> <th style="width: 15%;">Packaging Description</th> <th style="width: 10%;">Item Type</th> <th style="width: 10%;">Item Group</th> <th style="width: 10%;">PKU</th> </tr> </thead> <tbody> <tr style="background-color: #0056b3; color: white;"> <td>V08CA09000P3001a.01</td> <td>Gadobutrol 1 mmol/ml injection (Prefill Syringe 5ml)</td> <td>pack of 1 pre-filled syringe</td> <td>LP</td> <td>DRUG</td> <td>pck</td> </tr> <tr> <td>V08CA08996P3001a.01</td> <td>Gadobenate Dimeglumine Injection Solution (10ml)</td> <td>pack of 1 vial</td> <td>LP</td> <td>DRUG</td> <td>pck</td> </tr> <tr> <td>V08BA01183L8001XX.01</td> <td>Barium Sulphate Suspension</td> <td>bottle of 100 millilitre</td> <td>LP</td> <td>DRUG</td> <td>bott</td> </tr> <tr> <td>V07AY00250G4001XX.01</td> <td>Hydroxyethyl Cellulose Jelly</td> <td>Tube</td> <td>LP</td> <td>DRUG</td> <td>tube</td> </tr> <tr> <td>V07AV00100L9908XX.01</td> <td>Benzalkonium Chloride Disinfectant Soln</td> <td>Bottle</td> <td>LP</td> <td>DRUG</td> <td>bott</td> </tr> </tbody> </table> </div>	Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU	V08CA09000P3001a.01	Gadobutrol 1 mmol/ml injection (Prefill Syringe 5ml)	pack of 1 pre-filled syringe	LP	DRUG	pck	V08CA08996P3001a.01	Gadobenate Dimeglumine Injection Solution (10ml)	pack of 1 vial	LP	DRUG	pck	V08BA01183L8001XX.01	Barium Sulphate Suspension	bottle of 100 millilitre	LP	DRUG	bott	V07AY00250G4001XX.01	Hydroxyethyl Cellulose Jelly	Tube	LP	DRUG	tube	V07AV00100L9908XX.01	Benzalkonium Chloride Disinfectant Soln	Bottle	LP	DRUG	bott	<div style="background-color: #ffffcc; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px; height: 20px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px; height: 20px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px; height: 20px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px; height: 20px;"></div>
Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU																																	
V08CA09000P3001a.01	Gadobutrol 1 mmol/ml injection (Prefill Syringe 5ml)	pack of 1 pre-filled syringe	LP	DRUG	pck																																	
V08CA08996P3001a.01	Gadobenate Dimeglumine Injection Solution (10ml)	pack of 1 vial	LP	DRUG	pck																																	
V08BA01183L8001XX.01	Barium Sulphate Suspension	bottle of 100 millilitre	LP	DRUG	bott																																	
V07AY00250G4001XX.01	Hydroxyethyl Cellulose Jelly	Tube	LP	DRUG	tube																																	
V07AV00100L9908XX.01	Benzalkonium Chloride Disinfectant Soln	Bottle	LP	DRUG	bott																																	

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 4.1.7-3

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 9

Enter *Batch No.*

STEP 10

Enter *Receive Quantity (PKU)*.

Note

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

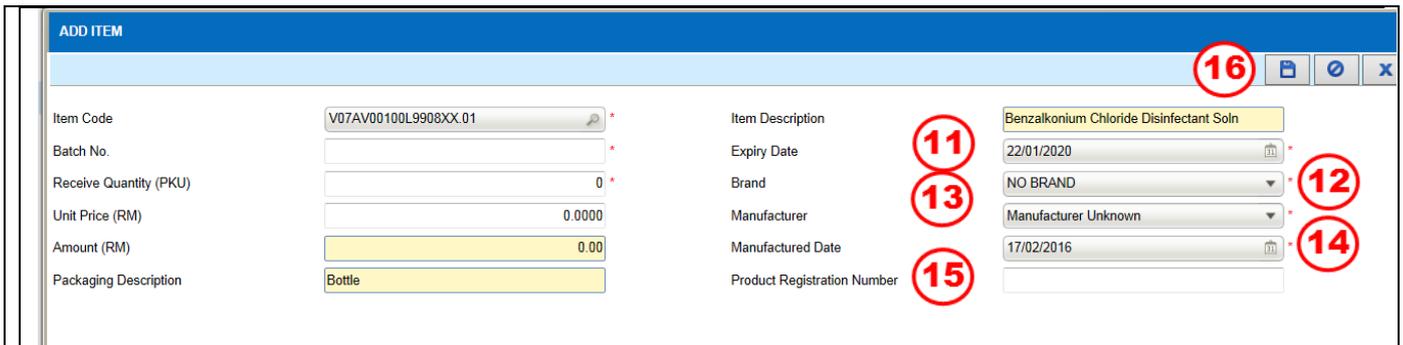


Figure 4.1.7-5

STEP 11

Select *Expiry Date*

STEP 12

Change *Brand* from the drop box if applicable

STEP 13

Change *Manufacturer* from the drop box if applicable

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.

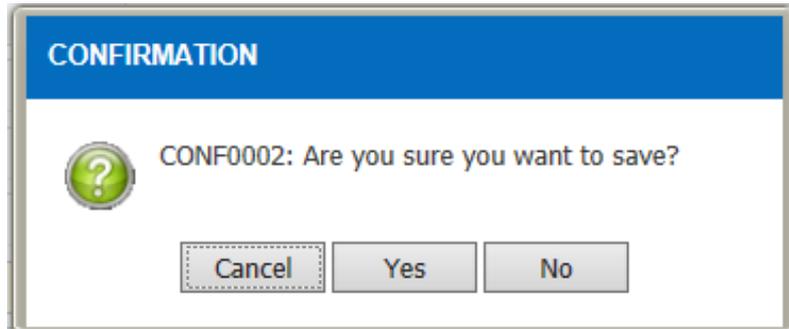


Figure 4.1.7-6 Alert Message

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

RECEIVE FROM SUPPLIER

i
17
[Save] [Refresh] [Close]

RECEIVING INFORMATION

Received No. <input type="text"/>	Created Date <input type="text" value="29/09/2016 11:26 AM"/>
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 PERUBATAN FARMASI"/>
Supplier Name <input type="text" value="ADVANCE LOGISTIC ENTERPRISE"/>	Supplier Code <input type="text"/>
Receive Category <input type="text" value="Free Of Charge(FOC)"/>	Goods Received Date And Time <input type="text" value="29/09/2016 11:27:53 AM"/>
LPO No. <input type="text"/>	Status <input type="text" value="Open"/>
LPO Date <input type="text"/>	Reference No. <input type="text"/>
Item Group <input type="text" value="DRUG"/>	Remarks <input type="text"/>
Expected Delivery Date and Time <input type="text"/>	Reject Reason <input type="text"/>
Receipt Amount (RM) <input type="text" value="0.00"/>	
DO No. <input type="text" value="AAD01"/>	

RECEIVING DETAIL'S LIST

Delete Item
+ Add Item

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Compl
1	V07AV00100L990 8XX.01	Benzalkonium Chloride Disinfectant Soln	1	bott Bottle	-	1,000	NO BRAND	Manufacturer Unkn	17/02/2016	AD001	22/01/2020	Yes

Figure 4.1.7-7 Save Receive from Supplier record

STEP 17

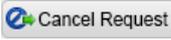
Click on the  button to save the transaction.

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'.

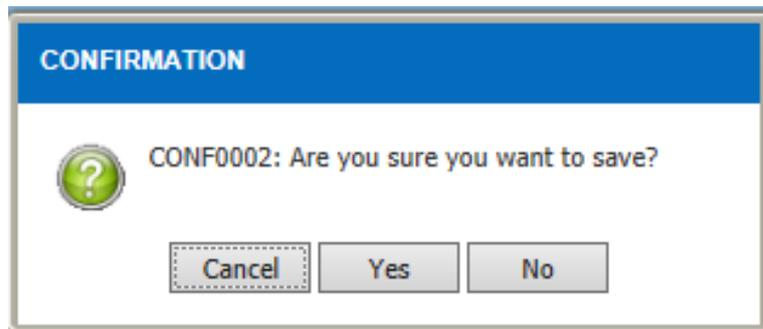


Figure 4.1.7-8 Alert Message

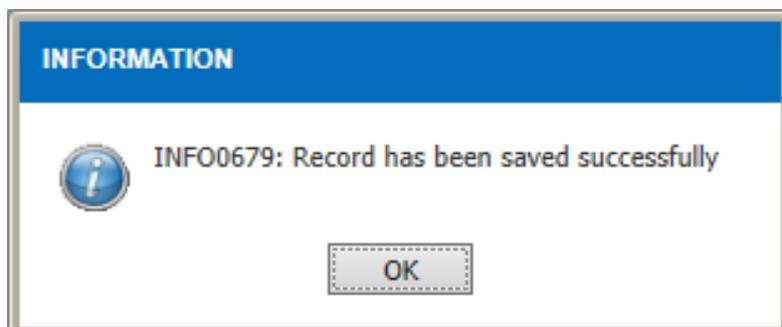


Figure 4.1.7-9 Alert Message

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

2

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" value=""/>
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" value=""/>	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" value=""/>
Expected Delivery Date <input type="text" value="30/12/2014"/>	Reject Reason <input type="text" value=""/>
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

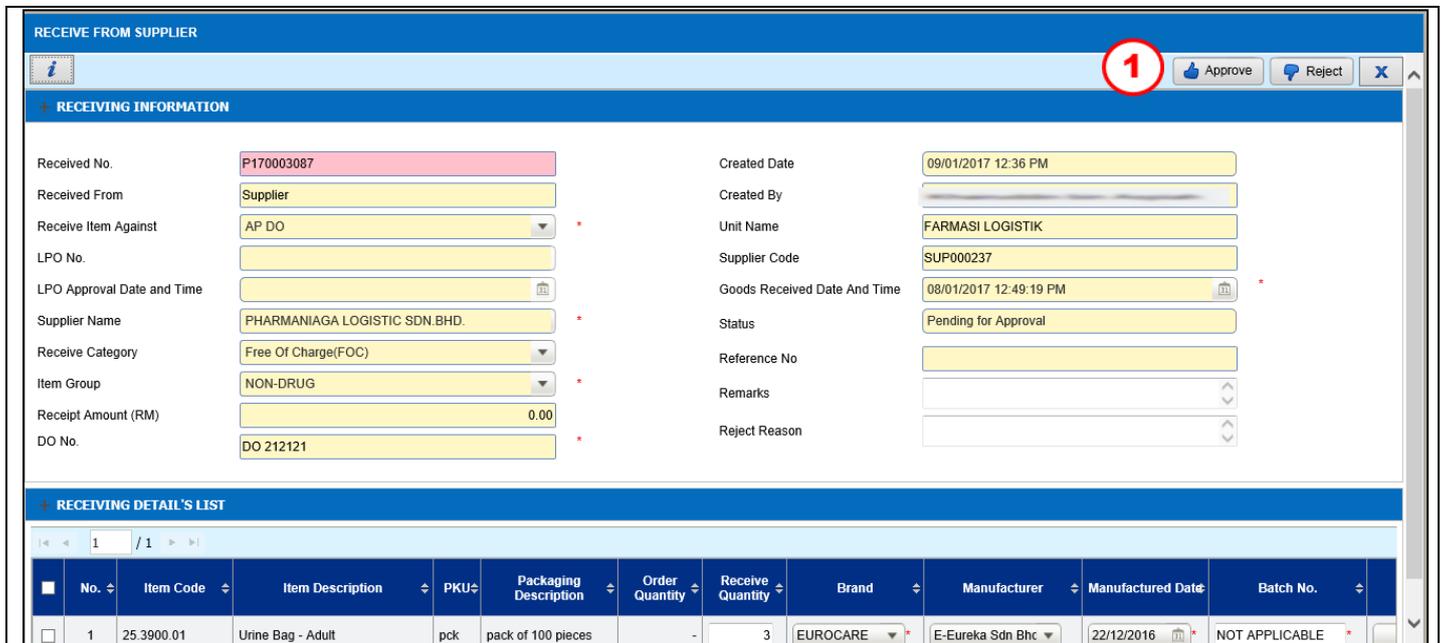
Click on the button to approve the transaction or click on the button to reject the transaction

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'.

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
 Received From Supplier
 Receive Item Against AP DO
 LPO No.
 LPO Approval Date and Time
 Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.
 Receive Category Free Of Charge(FOC)
 Item Group NON-DRUG
 Receipt Amount (RM) 0.00
 DO No. DO 212121

Created Date 09/01/2017 12:36 PM
 Created By
 Unit Name FARMASI LOGISTIK
 Supplier Code SUP000237
 Goods Received Date And Time 08/01/2017 12:49:19 PM
 Status Pending for Approval
 Reference No.
 Remarks
 Reject Reason

RECEIVING DETAIL'S LIST

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

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