



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

User Manual Pharmacy Inventory - Contract

Version	: 8th Edition
Document ID	: U.MANUAL_INV_CONTRACT



PhIS & CPS Project
User Manual – Pharmacy Inventory (Contract)



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Reference ID : U.MANUAL_INV_CONTRACT-8th EDITION

Application reference: PhIS & CPS v1.8.1



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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 twelve (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, Parenteral Nutrition, 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 (Contract) 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:

- Proposed Contract Item
- Contract Facility

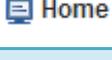
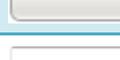
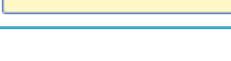
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Inventory Contract
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

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



Inventory Contract Module Legend			
Retrieve	Retrieve transaction		

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
New searching fields added (2): <ul style="list-style-type: none">- Search by: Item Group, Drug/Non-Drug Name, Contract No	60



3.0 Contract

Overview

Contract Items is the estimated annual purchase amount that is more than RM500K. System identifies items to be purchased based on the accumulative amount. This transaction is made by the user from Main Store (Level 1).

Contract Facility is the project from HQ for the respective facility. The detailed information for a Contract Facility is controlled at HQ level. At the facility level, the users will be able to retrieve the information from HQ. However, the users at the facility level will not be able to key in the contract information through PhIS system as everything pertaining to Contract Facility will be controlled at HQ.

User Group

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

Functional Diagram

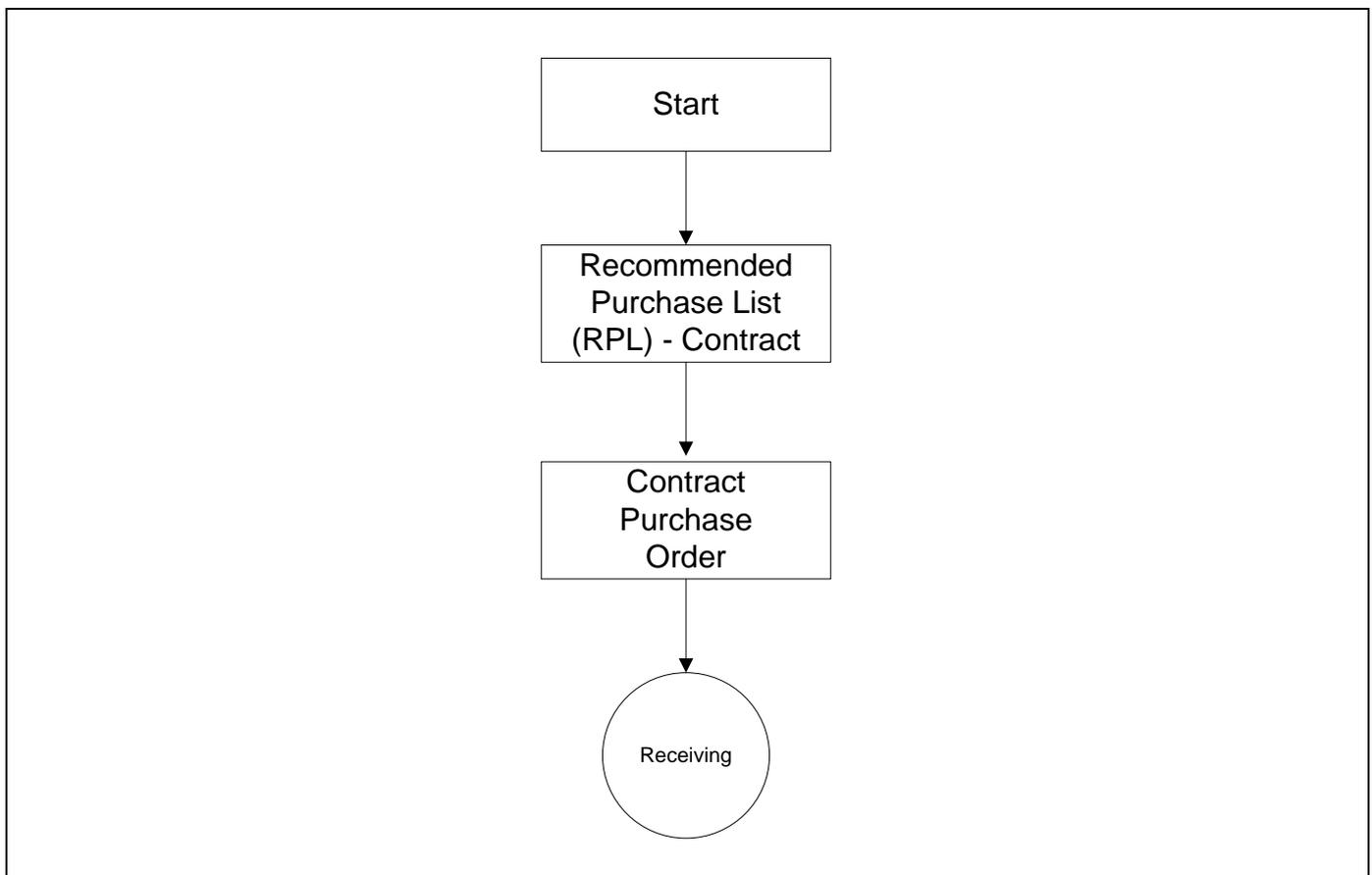


Figure 3.1

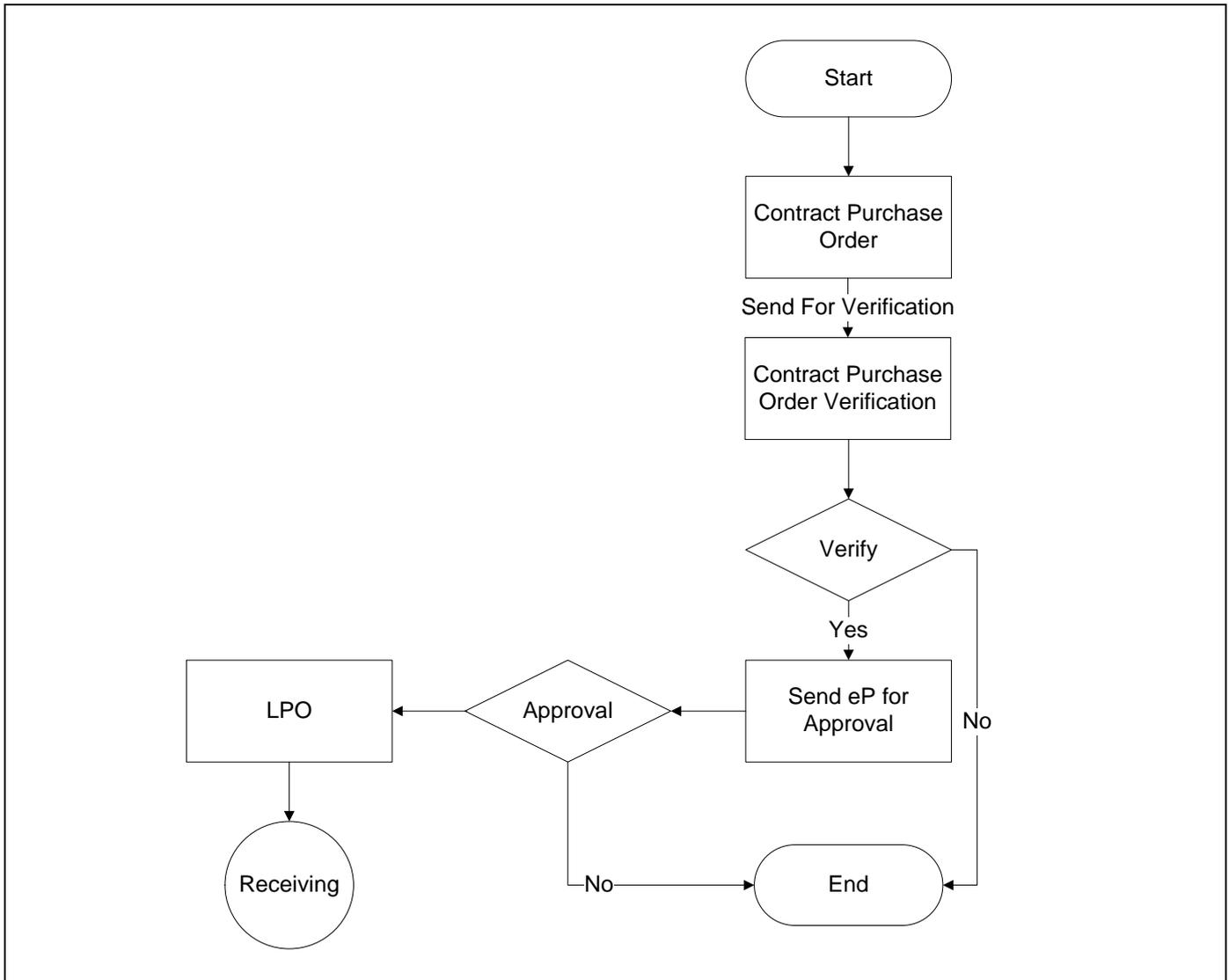
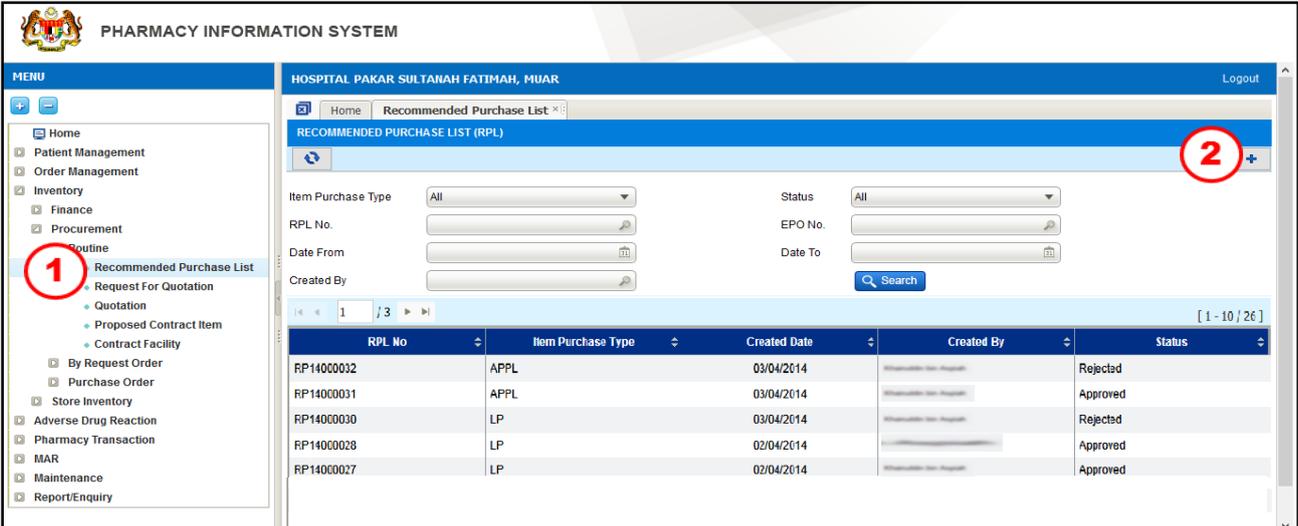


Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

To view existing Recommended Purchase List record, perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Recommended Purchase List' highlighted with a red circle '1'. The main area shows search filters for 'Item Purchase Type', 'Status', 'RPL No.', 'EPO No.', 'Date From', 'Date To', and 'Created By'. A table below displays the RPL records with columns: RPL No, Item Purchase Type, Created Date, Created By, and Status. A red circle '2' highlights the 'Recommended Purchase List (RPL)' header in the search area.

RPL No	Item Purchase Type	Created Date	Created By	Status
RP14000032	APPL	03/04/2014	Pharmacy Information System	Rejected
RP14000031	APPL	03/04/2014	Pharmacy Information System	Approved
RP14000030	LP	03/04/2014	Pharmacy Information System	Rejected
RP14000028	LP	02/04/2014	Pharmacy Information System	Approved
RP14000027	LP	02/04/2014	Pharmacy Information System	Approved

Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

Recommended Purchase List (RPL) is a list generated by the system based on buffer level to help user to proceed with the purchases

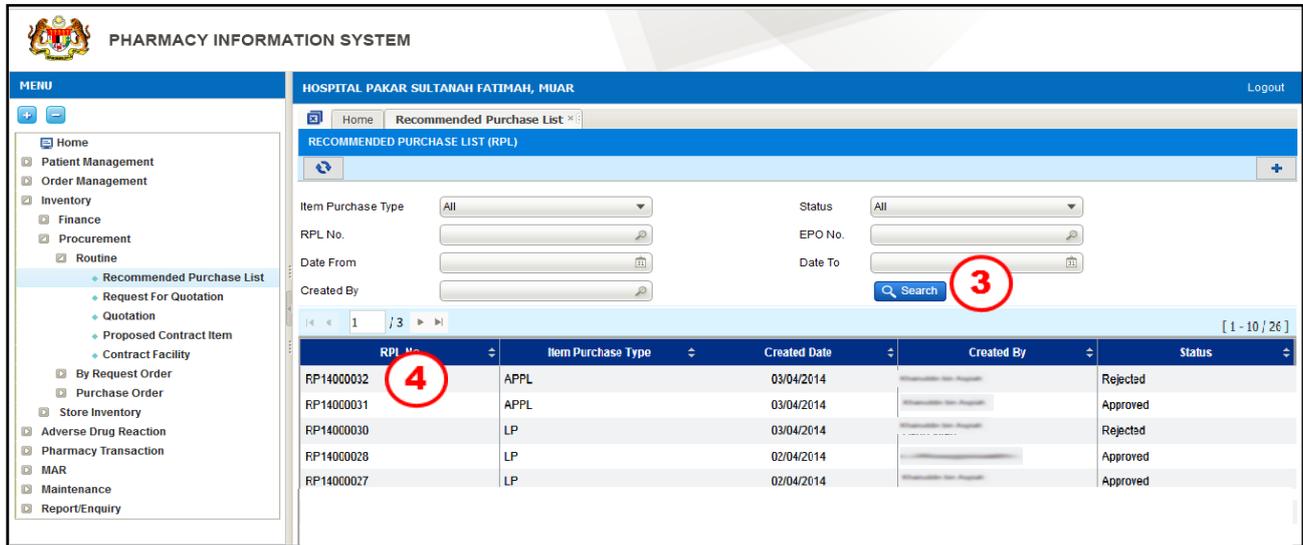
STEP 1

Click on the 'Inventory menu' followed by 'Procurement', 'Routine' and click on 'Recommended Purchase List (RPL)'

STEP 2

To search for existing 'Recommended Purchase List (RPL)' transaction, this search criteria can be used:

- a) Item Purchase Type:
 - All
 - APPL
 - Contract
 - LP
- b) Status
 - All
 - Approved
 - Cancelled
 - Close
 - Open
 - Pending For Approval
 - Pending For Verification
 - Rejected
- b) RPL No
- c) EPO No
- d) Date From
- e) Date To
- f) Created By



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP14000032	APPL	03/04/2014		Rejected
RP14000031	APPL	03/04/2014		Approved
RP14000030	LP	03/04/2014		Rejected
RP14000028	LP	02/04/2014		Approved
RP14000027	LP	02/04/2014		Approved

Figure 3.1-2 Recommended Purchase List (RPL) Listing Page

STEP 3

Click on the  button after input criteria and the result display will be based on the criteria entered as shown in Figure 3.1-2

Note

In circumstances of no criteria is input, the entire list of previous transaction will be displayed.

STEP 4

Double click on the selected record and the details will be displayed

3.2 Create New Recommended Purchase List (RPL) Contract

To generate a Recommended Purchase List Contract record, perform the steps below:

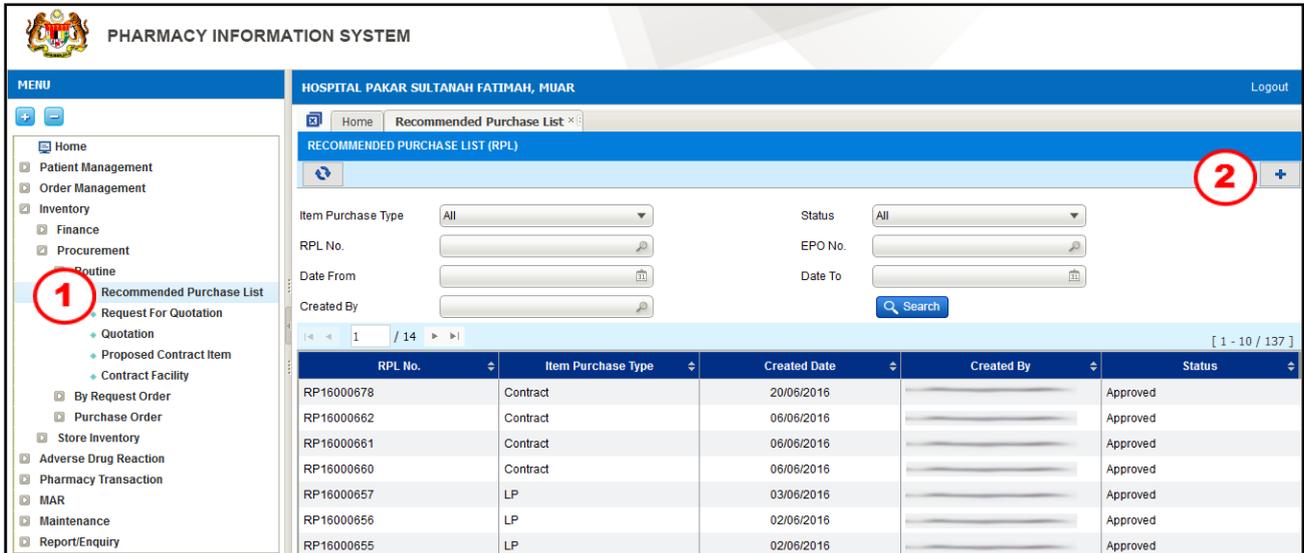


Figure 3.2-1 New Recommended Purchase List (RPL)

The purpose is to generate a list of items where the purchasing is meant for Facility used and not for specific department

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Recommended Purchase List (RPL)'

STEP 2

Click on the button and the 'Recommended Purchase List' screen will be displayed as shown in the Figure 3.2-2

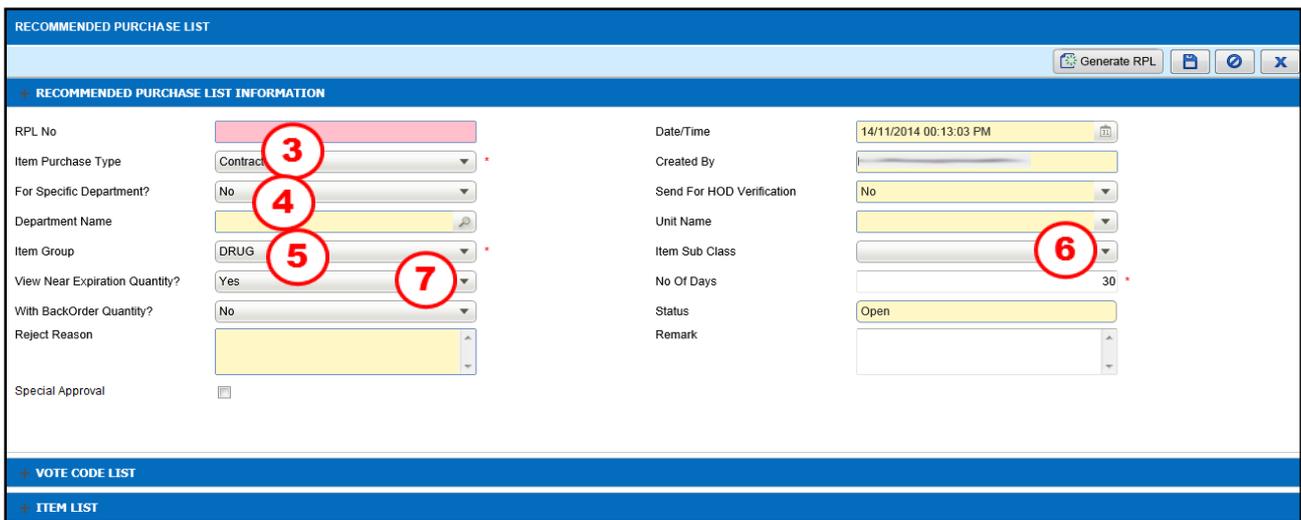


Figure 3.2-2 Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

Select **For Specific Department:** NO

Note

If **For Specific Department** is 'NO', function for **Send for HOD Verification** will be disabled. **Department Name** and **Unit Name** are also disabled.

STEP 5

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 6

Select **Item Sub Class** will be retrieved from item sub class master table and will be displayed in a drop down box

STEP 7

Select to **View Near Expiration Quantity?** from the drop down box

- Yes
- No

Note

If selection is 'Yes', user have to enter number of days in the **No ofDays** field.

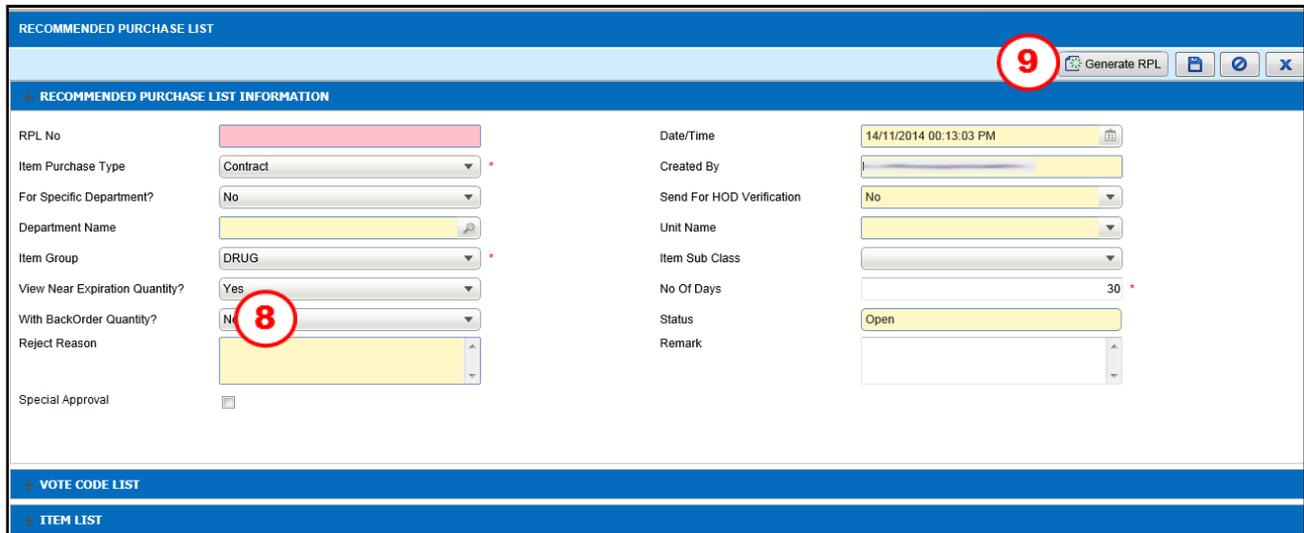


Figure 3.2-3 Recommended Purchase List (RPL)

STEP 8

Select to view **With Back Order Quantity?** from the drop down box:

- Yes
- No

Note

Back Order Quantity represents the pending receive quantity that has not been supplied yet by the suppliers.

STEP 9

Click on the  button to generate item based on selection criteria

Note

- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- RPL No will be generated when the user saves the transaction.
- Newly created RPL, **Status** will default to Open.
- Check on the **Special Approval** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.

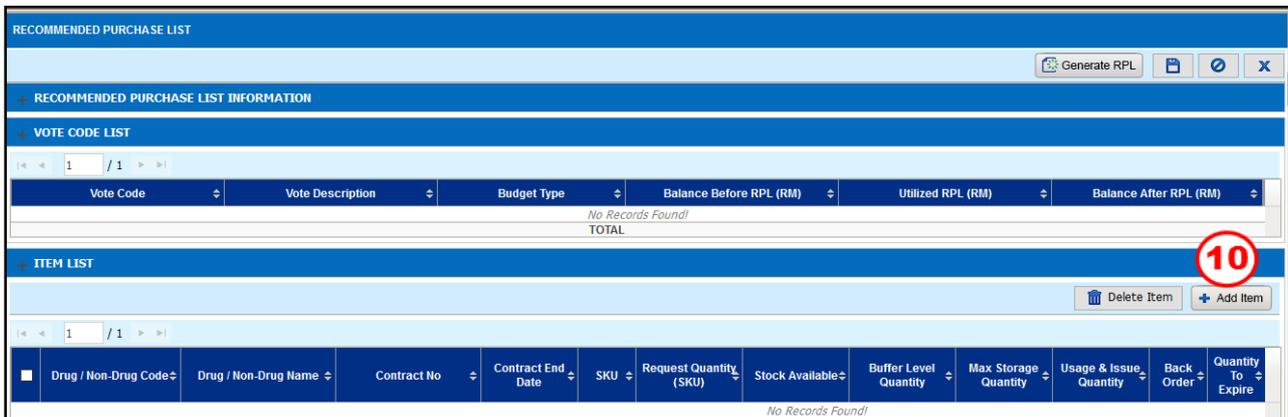


Figure 3.2-4 Add Item Manually

STEP 10

Click on the  button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.2-5

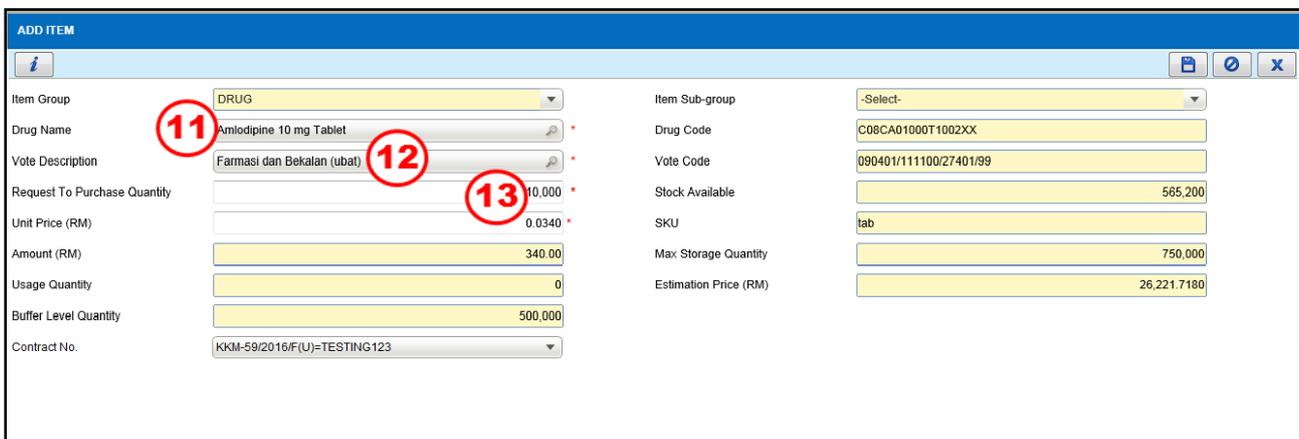


Figure 3.2-5 Add Item

STEP 11

Select **Drug Name**

STEP 12

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 13

Enter **Request To Purchase Quantity**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- Unit price is will be displayed but is editable

Note (fields that are non editable)

- SKU for item code is set up at Item Master.
- Amount (RM) will be based on the Request to Purchase Quantity

$Amount (RM) = Request\ to\ Purchase\ Quantity * Unit\ Price (RM).$

- Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.
- The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.

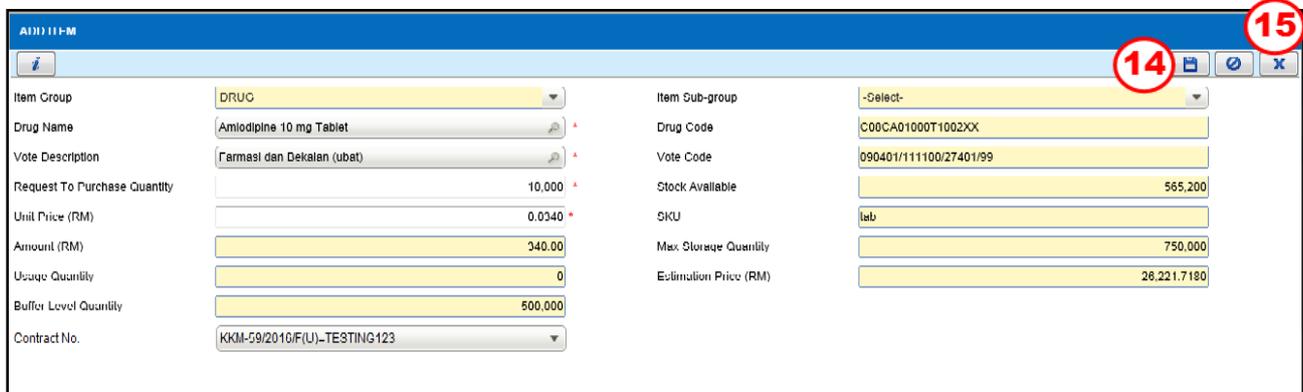


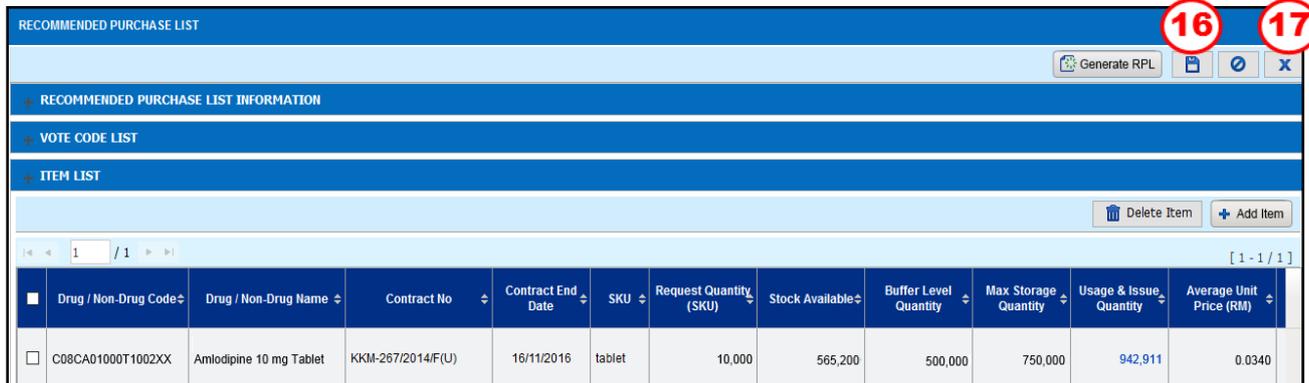
Figure 3.2-6 Add Item

STEP 14

Click on the  button to save the selected drug to be added into RPL list

STEP 15

Click on the  to close the Add Item screen



Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max. Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)
C08CA01000T1002XX	Amlodipine 10 mg Tablet	KKM-267/2014/F(U)	16/11/2016	tablet	10,000	565,200	500,000	750,000	942,911	0.0340

Figure 3.2-7 Save Record

STEP 16

Click on the  button to save the RPL transaction

Note

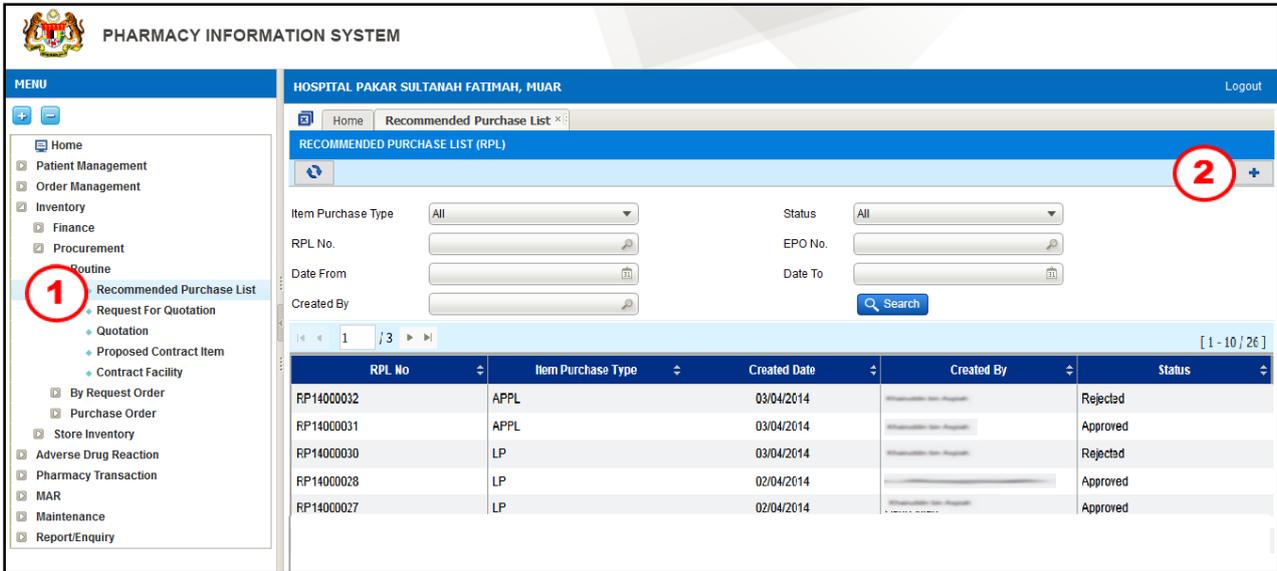
- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.
- Click on the Send for Approval button to send the RPL to the HOD for approval.
- The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.

STEP 17

Click on the  to close the RPL screen

3.3 Create New Recommended Purchase List Contract For Specific Department (YES) Without Verification

To generate a Recommended Purchase List Contract record, perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu has 'Recommended Purchase List' highlighted with a red circle '1'. The main area shows search filters for 'Item Purchase Type', 'Status', 'RPL No.', 'EPO No.', 'Date From', 'Date To', and 'Created By'. A table below lists RPL records with columns: RPL No, Item Purchase Type, Created Date, Created By, and Status. A red circle '2' highlights the '+' button in the top right of the RPL section.

RPL No	Item Purchase Type	Created Date	Created By	Status
RP14000032	APPL	03/04/2014	[Redacted]	Rejected
RP14000031	APPL	03/04/2014	[Redacted]	Approved
RP14000030	LP	03/04/2014	[Redacted]	Rejected
RP14000028	LP	02/04/2014	[Redacted]	Approved
RP14000027	LP	02/04/2014	[Redacted]	Approved

Figure 3.3-1 New Recommended Purchase List (RPL)

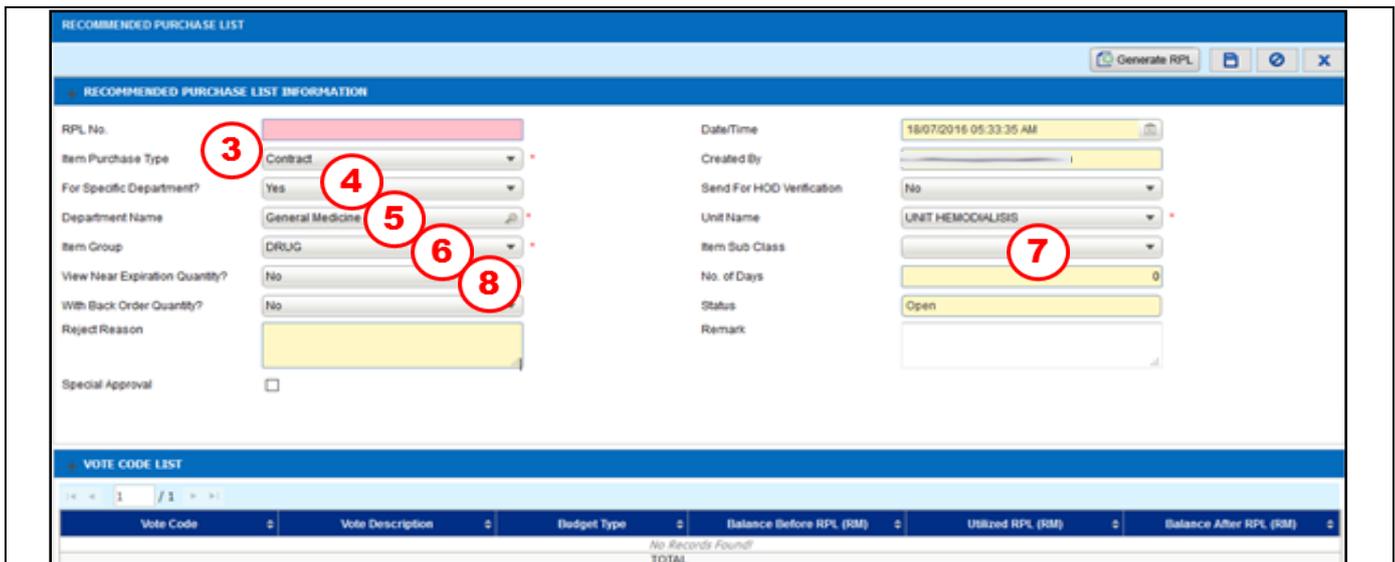
The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby verification from HOD is not required. The transaction is for Specific Department and user have to select **Department Name** and **Unit Name** but **HOD Approval** is 'NO'

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.3-2 New Recommended Purchase List (RPL)



The screenshot shows a web application window titled 'RECOMMENDED PURCHASE LIST'. The main form is divided into two columns. The left column contains fields for 'RPL No.', 'Item Purchase Type' (set to 'Contract'), 'For Specific Department?' (set to 'Yes'), 'Department Name' (set to 'General Medicine'), 'Item Group' (set to 'DRUG'), 'View Near Expiration Quantity?' (set to 'No'), 'With Back Order Quantity?' (set to 'No'), 'Reject Reason', and 'Special Approval'. The right column contains fields for 'DateTime' (18/07/2016 05:33:35 AM), 'Created By', 'Send For HOD Verification' (set to 'No'), 'Unit Name' (set to 'UNIT HEMODIALYSIS'), 'Item Sub Class' (set to '7'), 'No. of Days' (set to '0'), 'Status' (set to 'Open'), and 'Remark'. Below the main form is a 'VOTE CODE LIST' table with columns for 'Vote Code', 'Vote Description', 'Budget Type', 'Balance Before RPL (RM)', 'Utilized RPL (RM)', and 'Balance After RPL (RM)'. The table currently shows 'No Records Found'.

Figure 3.3-2 New Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

Select **For Specific Department is 'YES'**, function for **Send for HOD Approval** is enabled, but maintain 'NO'

STEP 5

Select **Department Name**

Note

List of **Department Name** retrieved from **Department Master**.

STEP 6

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 7

Select **Item Sub Class** will be retrieved from item sub class master table and will be displayed in a drop down box

STEP 8

Select to **View Near Expiration Quantity?** from the drop down box:

- Yes
- No

Note

If selection is 'Yes', user have to enter **No of Days**.

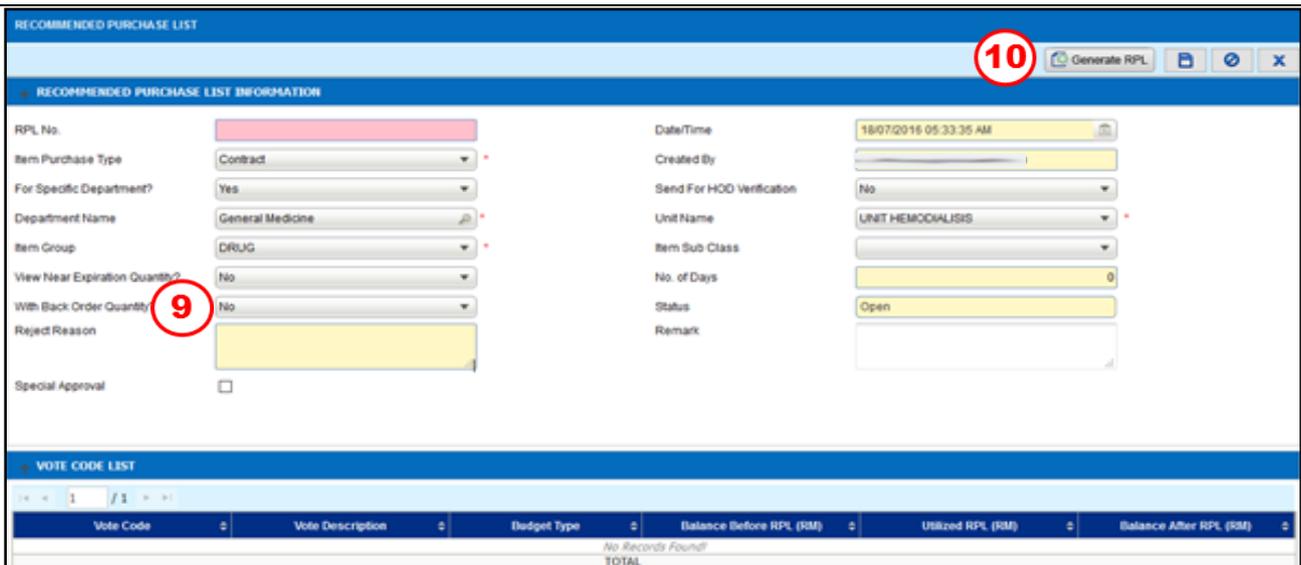


Figure 3.3-3 New Recommended Purchase List (RPL)

STEP 9

Select **With Back Order Quantity?** from the drop down box:

- Yes
- No

STEP 10

Click on the  button to generate item based on selection criteria

Note

- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- RPL No will be generated when the user saves the transaction.
- Newly created RPL, **Status** will default to Open.
- Check on the **Special Approval** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non Drug.

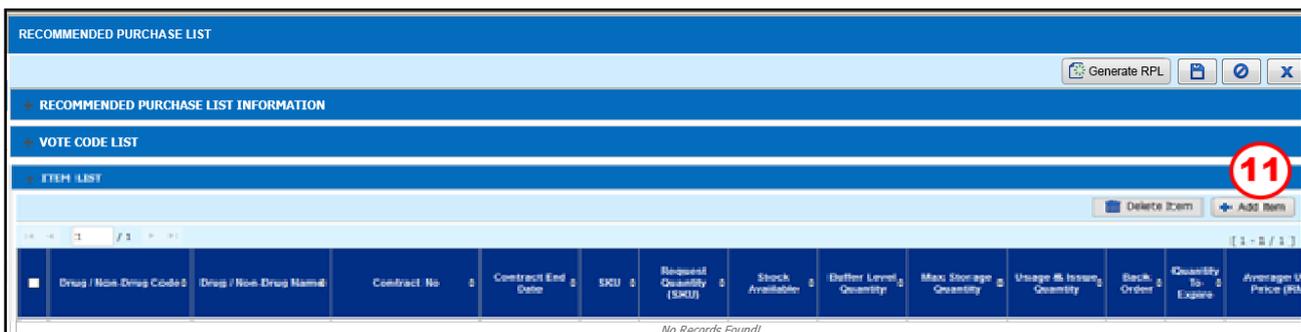


Figure 3.3-4 Add Item

STEP 11

Click on the  button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.3-5

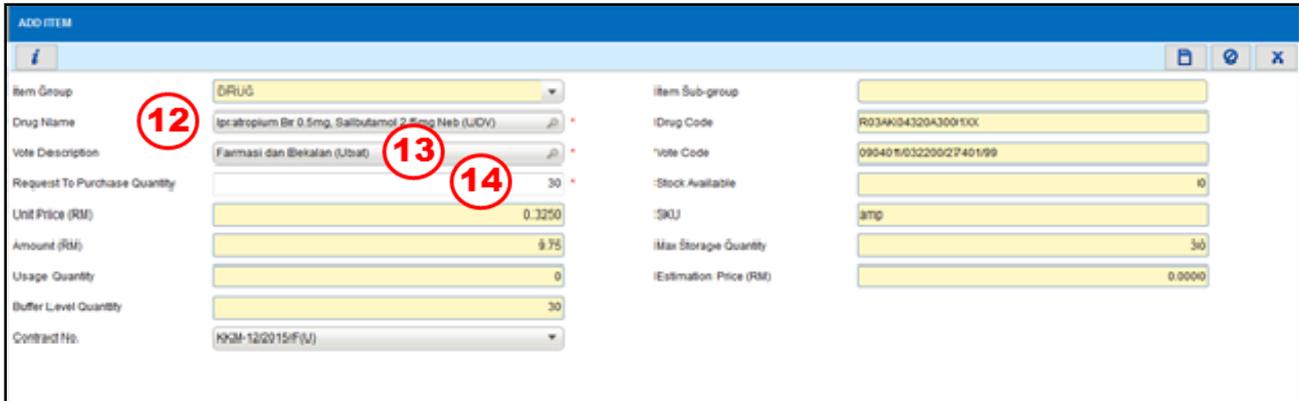


Figure 3.3-5 Add Item

STEP 12

Select **Drug Name**

STEP 13

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 14

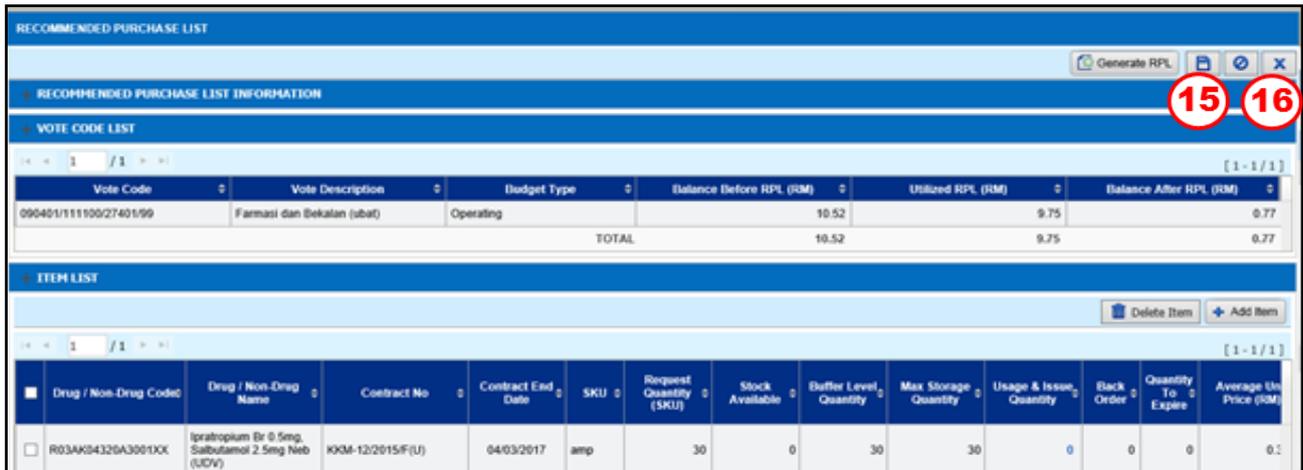
Enter **Request to Purchase Quantity**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- Unit price is will be displayed but is editable

Note (fields that are non editable)

- SKU for item code is set up at Item Master.
 - Amount (RM) will be based on the Request to Purchase Quantity
- $Amount (RM) = Request\ to\ Purchase\ Quantity * Unit\ Price (RM).$
- Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.
 - The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.



RECOMMENDED PURCHASE LIST

Generate RPL [Save] [Close]

RECOMMENDED PURCHASE LIST INFORMATION

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	10.52	9.75	0.77
TOTAL			10.52	9.75	0.77

ITEM LIST

Delete Item + Add Item

Drug / Non-Drug Codes	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)
<input type="checkbox"/> R03AK04320A3001XX	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)	KKM-12/2015/F(U)	04/03/2017	amp	30	0	30	30	0	0	0	0.1

Figure 3.3-6 Save RPL

STEP 15

Click on the  button to save the selected drug to be added into RPL list

Note

- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.
- Click on the Send for Approval button to send the RPL to the HOD for approval.
- The transaction flow to Pharmacist to approve/reject through Task List. The status change to 'Pending for Approval'.

STEP 16

Click on the  to close the Add Item screen

3.4 Create New Recommended Contract For Specific Department (YES) With Verification

To create New RPL Contract, For Specific Department: YES, Send for Approval: YES, perform steps below

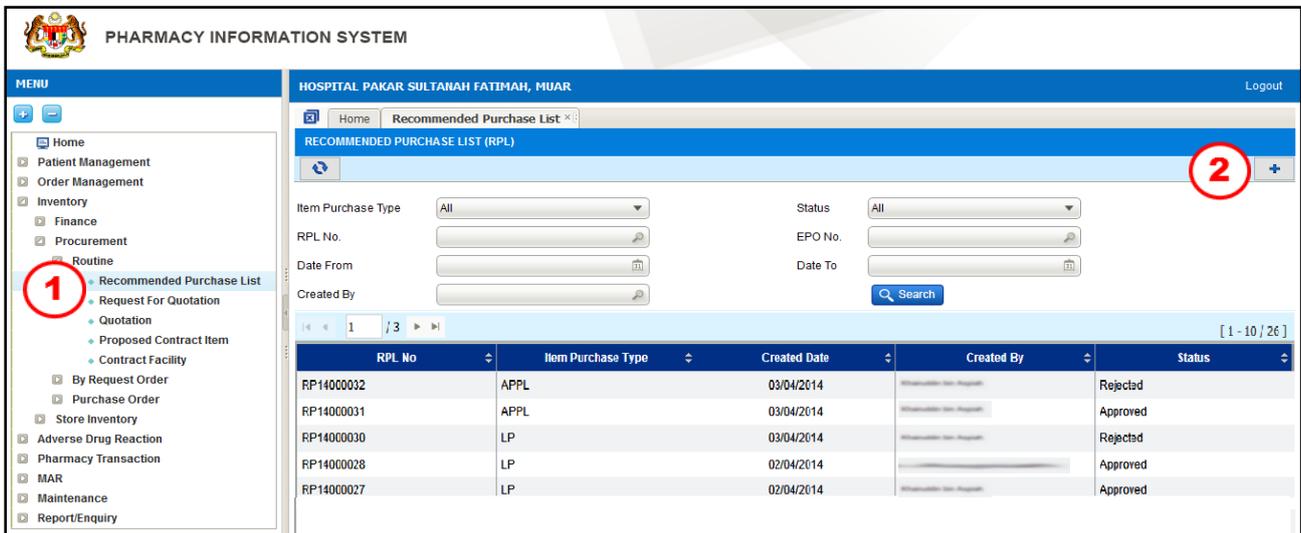


Figure 3.4-1 New Recommended Purchase List (RPL)

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) and Approval from HOD is required. The transaction is by Specific Department and user has to select Department Name and Unit Name. Users have to select 'Yes' for Send for HOD Verification.

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Recommended Purchase List (RPL)

STEP 2

Click on the  button and the 'Recommended Purchase List' will be displayed in the New Transaction screen as shown in the Figure 3.4-2 New Recommended Purchase List (RPL)

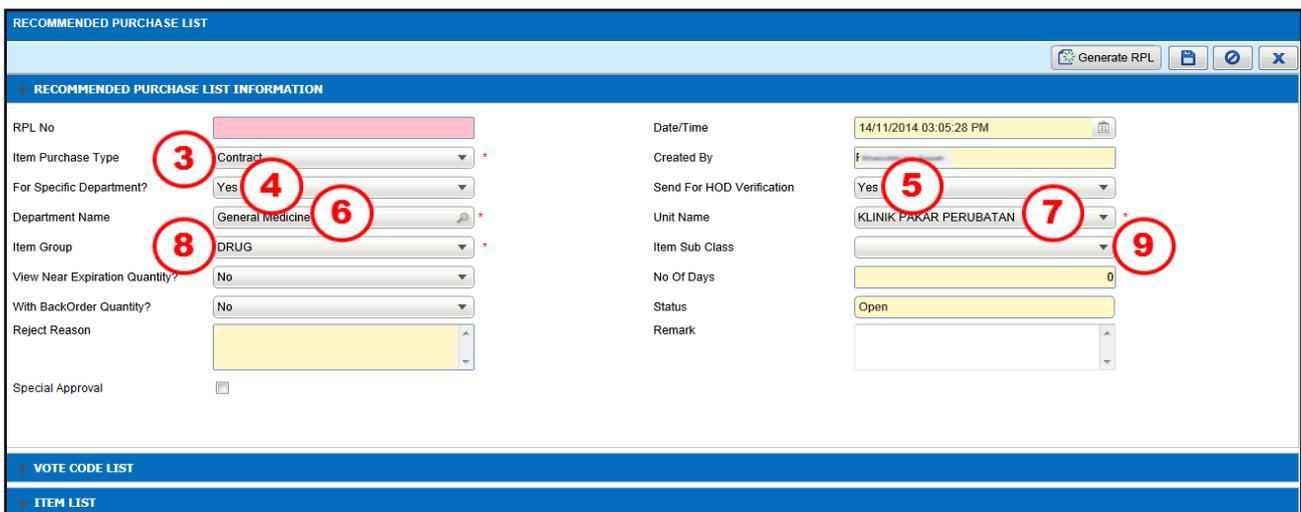


Figure 3.4-2 New Recommended Purchase List (RPL)

STEP 3

Select *Item Purchase Type* as Contract

STEP 4

Click **For Specific Department** and select 'Yes', function for **Send for HOD Verification** is enabled

STEP 5

Click 'Yes' for **Send For HOD Verification**

Note

If Send For HOD Verification is 'Yes' the RPL transaction will send to respective HOD for verification.

STEP 6

Select **Department Name**

Note

List of Department Name retrieved from Department Master.

STEP 7

Select **Unit Name**

STEP 8

Select **Item Group** from the drop down box:

- Drug
- Non Drug

STEP 9

Select **Item Sub Classis** retrievable from item sub class master table and will be displayed in a drop down box

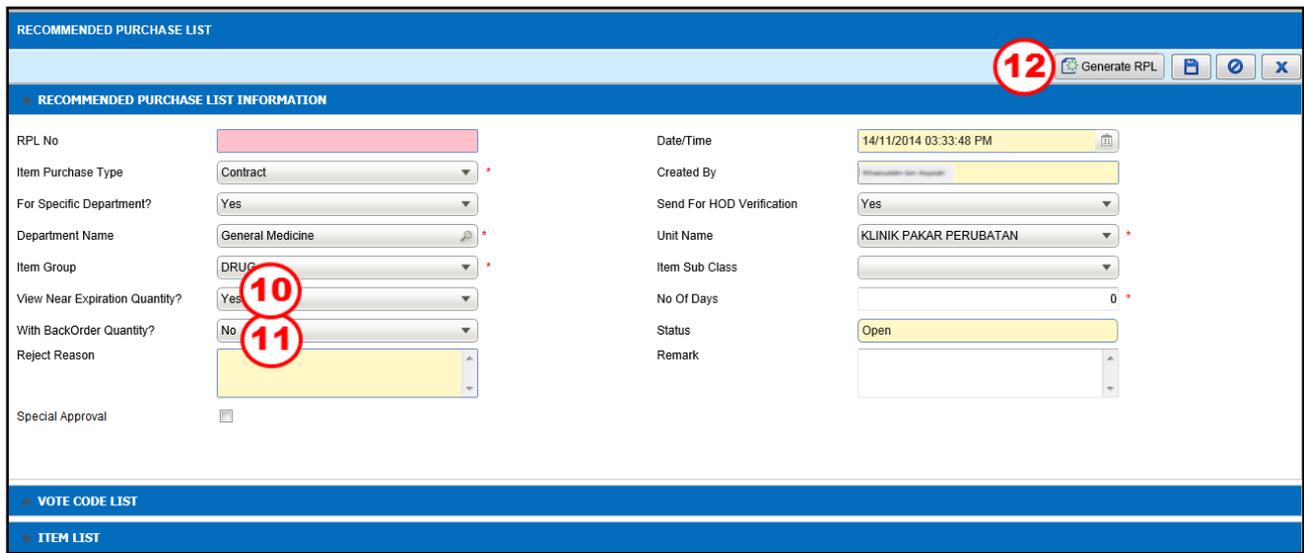


Figure 3.4-3 New Recommended Purchase List (RPL)

STEP 10

Select to **View Near Expiration Quantity?** from the drop down box:

- Yes
- No

Note

If selection is 'Yes', enter number of days in the **No of Days** field.

STEP 11

With Back Order Quantity? from the drop down box:

- Yes
- No

STEP 12

Click on the  button to generate item based on selection criteria

Note

- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- RPL No will be generated when the user saves the transaction.
- Newly created RPL, **Status** will default to Open.
- Check on the **Kelulusan Khas** check box to purchase items from LP suppliers if PLSB or Contract Suppliers unable to supply needed Drug/Non-Drug.

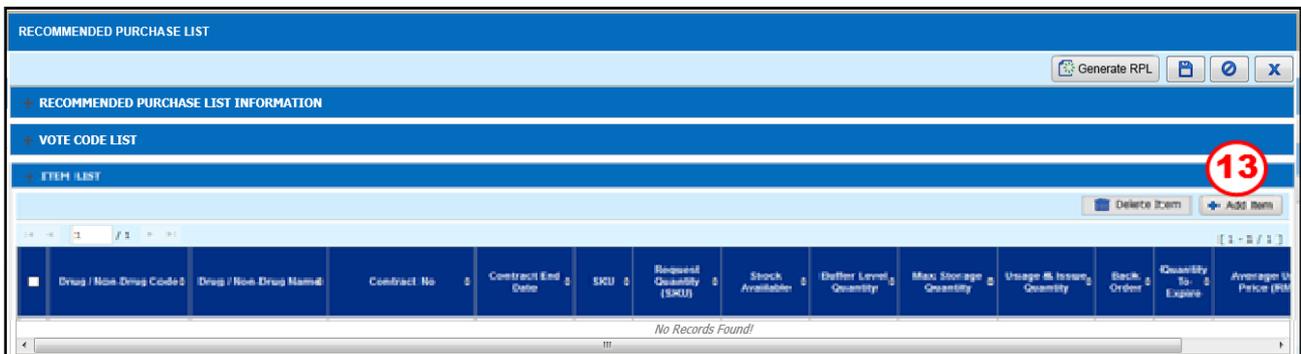


Figure 3.4-4 New Recommended Purchase List (RPL)

STEP 13

Click on the  button to add additional item into the RPL list and the Add Item screen will be displayed as shown in Figure 3.4-5

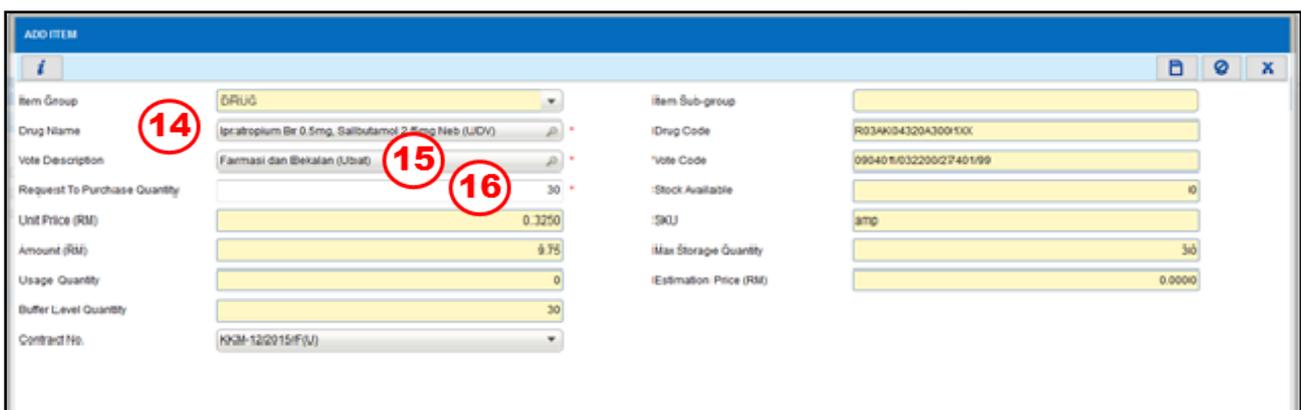


Figure 3.4-5 Add Item

STEP 14

Select **Drug Name**

STEP 15

Select **Vote Description** from the drop down box if no default vote code has been set for the drug selected

STEP 16

Enter **Request to Purchase Quantity**

Note

- Available Quantity is non-editable; it will be automatically displayed base on the selected item code.
- Unit price (RM) will be displayed but is editable

Note (fields that are non editable)

- SKU for item code is set up at Item Master.
- Amount (RM) will be based on the Request to Purchase Quantity

$$\text{Amount (RM)} = \text{Request to Purchase Quantity} * \text{Unit Price (RM)}$$

- Usage Quantity is default to 0 for first time procures and if the item has been purchased, value will be stated.
- The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount Price.

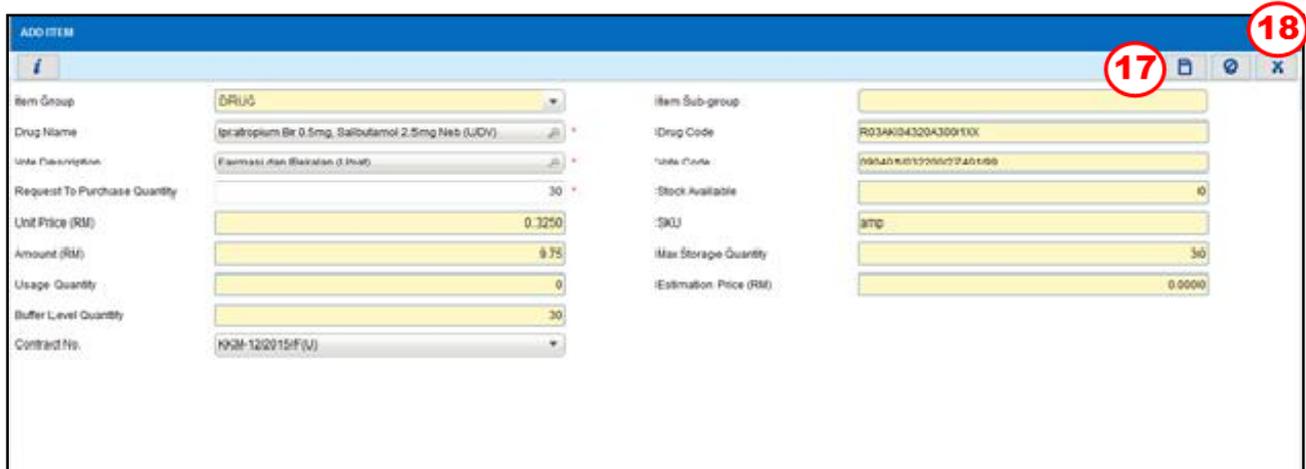


Figure 3.4-6 Add Item

STEP 17

Click on the  button to save the selected drug to be added into RPL list

STEP 18

Click on the  to close the Add Item screen

RECOMMENDED PURCHASE LIST												
RECOMMENDED PURCHASE LIST INFORMATION												
VOTE CODE LIST												
Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)							
0904011111002740199	Farmasi dan Bekalan (ubat)	Operating	10.52	9.75	0.77							
TOTAL			10.52	9.75	0.77							
ITEM LIST												
Drug / Non-Drug Coded	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)
<input type="checkbox"/> R03AK04320A3001XX	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UCV)	KOM-12/2015/F(U)	04/03/2017	amp	30	0	30	30	0	0	0	0.1

Figure 3.4-7 Recommended Purchase List (RPL)

STEP 19

Click on the  button to save the RPL transaction

STEP 20

Click on the  to close the RPL screen

Note

- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Verification will be enabled.
- Click on the Send for Verification button to send the RPL to the HOD for verification.
- The transaction flow to HOD to approve/reject through Task List. The status change to 'Pending for Verification'.

3.5 Recommended Purchase List (RPL) Verification To view and verify the Recommended Purchase List (RPL) record, perform the steps below:

Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO16000734	13/07/2016 05:24 PM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	
Indent	RO1F0001-0009082	14/07/2016 03:29 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Received From External	P160003829	15/07/2016 05:38 PM	Pending For Approval	STOR FARMASI	
Recommended Purchase List	RP160001 1	18/07/2016 05:57 AM	Pending For Approval	STOR FARMASI	

Figure 3.5-1 Task List

The purpose of this screen is for the HOD to search and view the Recommended Purchase List (RPL) through Task List. The transaction is mainly for HOD to verify the RPL transaction.

STEP 1

Click on the **Transaction No.** hyperlink and the Recommended Purchase List (RPL) screen will be displayed as shown in Figure 3.5-2

RECOMMENDED PURCHASE LIST

Approve Reject Print Close

RECOMMENDED PURCHASE LIST INFORMATION

RPL No. RP16000714	Date/Time 18/07/2016 05:54:58 AM
Item Purchase Type Contract	Created By
For Specific Department? Yes	Send For HOD Verification Yes
Department Name General Medicine	Unit Name UNIT HEMODIALISIS
Item Group DRUG	Item Sub Class
View Near Expiration Quantity? Yes	No. of Days 100
With Back Order Quantity? Yes	Status Pending For Approval
Reject Reason	Remark
Special Approval	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/2740199	Farmasi dan Bekalan (ubat)	Operating	10.52	9.75	0.77
TOTAL			10.52	9.75	0.77

ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No.	Contract End Date	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)
R03AK04326A300100	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)	K08-12/2015(F)(U)	04/03/2017	amp 2	30	0	30	30	0	0	0	0.0

Figure 3.5-2 Recommended Purchase List (RPL) Verify

STEP 2

Double click on the Item List and new screen will be shown in Figure 3.5-3

Note

HOD/Pharmacist can view summary of the entire vote code for all the item that generated by the system under the Vote Code List Section.

Under the Item List Section, HOD/Pharmacist is allowed to:

- a) View Usage & Issue Quantity
- b) View No Of Vote Code
- c) Add/Delete Item
- d) Made a modification of the Vote Code List

ITEM INFORMATION

Drug/Non-Drug Code	R03AK04320A3001XX	Drug/Non-Drug Description	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)
SKU	amp	Max Storage Quantity	24,000
Buffer Level Quantity	16,000	Average Unit Price (RM)	0.3250
Request To Purchase	20,000	Amount (RM)	6,500.00
Contract No.	KKM-12/2015/F(U)		

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
R03AK04320A3001XX.01	Ipratropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV	box	box	box of 20 ampoule	597	13.00
TOTAL					597	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)
090401/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	20,000
TOTAL			20,000

Figure 3.5-3 Recommended Purchase List (RPL) Verify

VOTE INFORMATION

Vote Description	Farmasi dan Bekalan (reagen)	Vote Code	090401/032200/27403/99
Request To Purchase Quantity	10		

Figure 3.5-4 Vote Information

STEP 3

Click on the button to add more vote code in Vote Code List and new screen will be shown in Figure 3.5-4

Note

- The reason to add vote code because of insufficient budget to procure the item.
- If double click on available vote in vote code list, the new screen will be shown to allow user to edit the vote code as shown in Figure 3.5-4.

STEP 4

Select **Vote Description**

STEP 5

Insert **Request To Purchase Quantity**

STEP 6

Click on the button to save the transaction

Note

- If click on the button, record will be saved and new vote code will appear in Vote Code List.

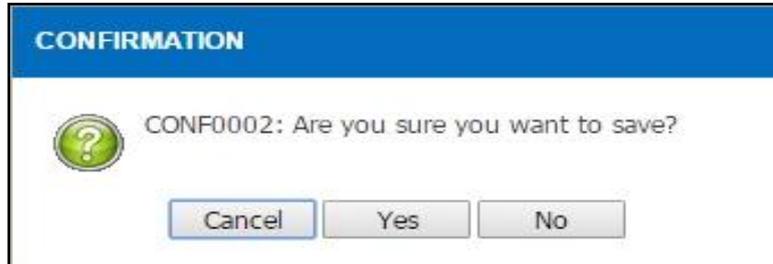


Figure 3.5-5 Alert Messages

- If click on the button, record will not be saved and will not be proceed to add vote code process.

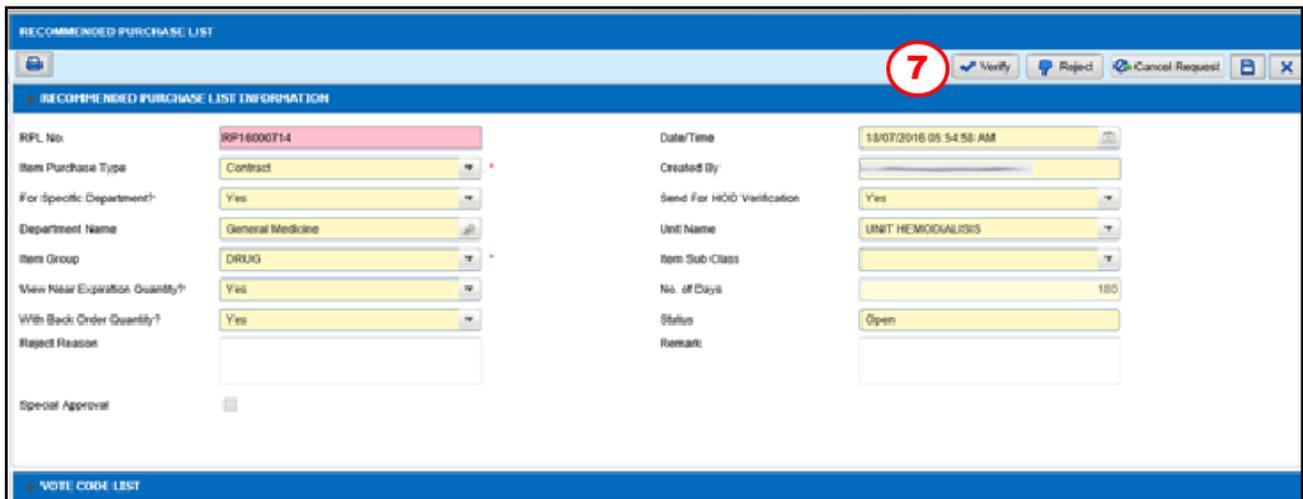


Figure 3.5-6 Verify Recommended Purchase List

STEP 7

Click on the button to proceed the transaction

Note

- HOD rejects transaction, necessary to put remarks.
- If click on the button, record will be verified and saved and proceed to Approval process.

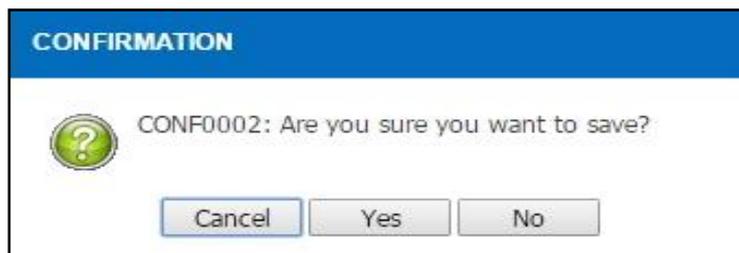


Figure 3.5-7 Alert Messages

- If click on the button, record will not be verified and will not be proceed to approval process as shown in Figure 3.5-7.
- If click on the button, the transaction will not proceed to Approval process
- Click on the button, record will be verified and sent for approval successfully



Figure 3.5-8 Record Verified Alert Messages

- The transaction **Status** will be changed to 'Pending For Approval'.

3.6 Recommended Purchase List (RPL) Contract Approval To view and approve the Recommended Purchase List (RPL), perform the steps below:

Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Requisition Order	RO16000734	13/07/2016 05:24 PM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	
Indent	RO1P0001-0009082	14/07/2016 03:29 PM	Pending For Approval	PHARMACY (Klinik Kesihatan Bandar Maharani)	
Received From External	P160003829	15/07/2016 05:38 PM	Pending For Approval	STOR FARMASI	
Recommended Purchase List	RP16000714	18/07/2016 05:57 AM	Pending For Approval	STOR FARMASI	

Figure 3.6-1 Recommended Purchase List (RPL) Approval

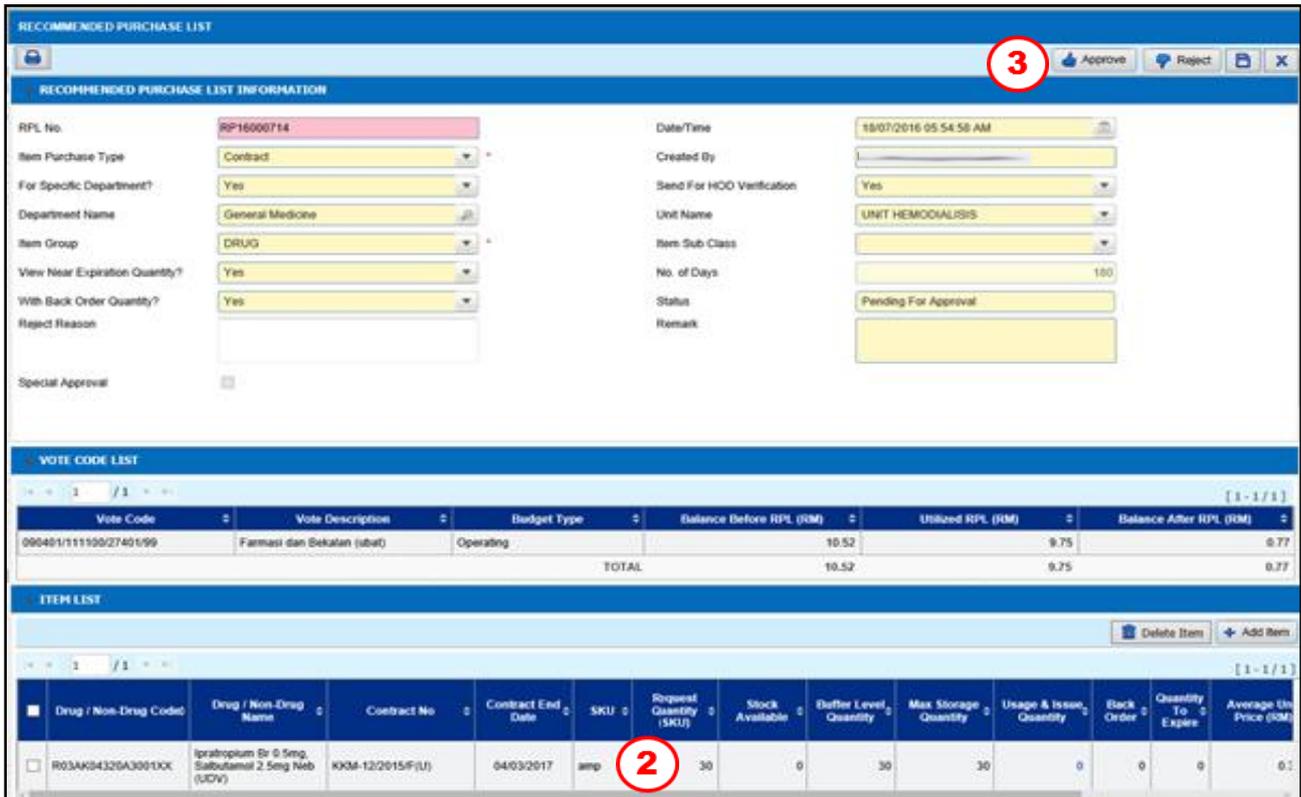
The purpose of this screen is for the Pharmacist to search, edit and view the RPL with the status Pending for Approval. The transaction is for Pharmacist to approve the transaction to proceed with purchasing

STEP 1

Click one of the Transaction No. and system will be directed to related screen

Note

Pharmacist has an option by open listing page and search for 'Pending for Approval for' Recommended Purchase List.



RECOMMENDED PURCHASE LIST INFORMATION

RPL No. RP16000714
 Date/Time 18/07/2016 05:54:58 AM
 Item Purchase Type Contract
 For Specific Department? Yes
 Department Name General Medicine
 Item Group DRUG
 View Near Expiration Quantity? Yes
 With Back Order Quantity? Yes
 Reject Reason
 Special Approval

Created By
 Send For HCO Verification Yes
 Unit Name UNIT HEMODIALISIS
 Item Sub Class
 No. of Days 100
 Status Pending For Approval
 Remark

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
000401/111500/2740199	Farmasi dan Sekatan (jabat)	Operating	10.52	9.75	0.77
TOTAL			10.52	9.75	0.77

ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Quantity To Expire	Average Unit Price (RM)
R03AK94320A3001XX	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UOV)	KKM-12/2015(F)(U)	04/03/2017	amp	30	0	30	30	0	0	0	0.1

Figure 3.6-2 Recommended Purchase List (RPL) Approval

STEP 2

Double-click on the Item List to view Item Information

STEP 3

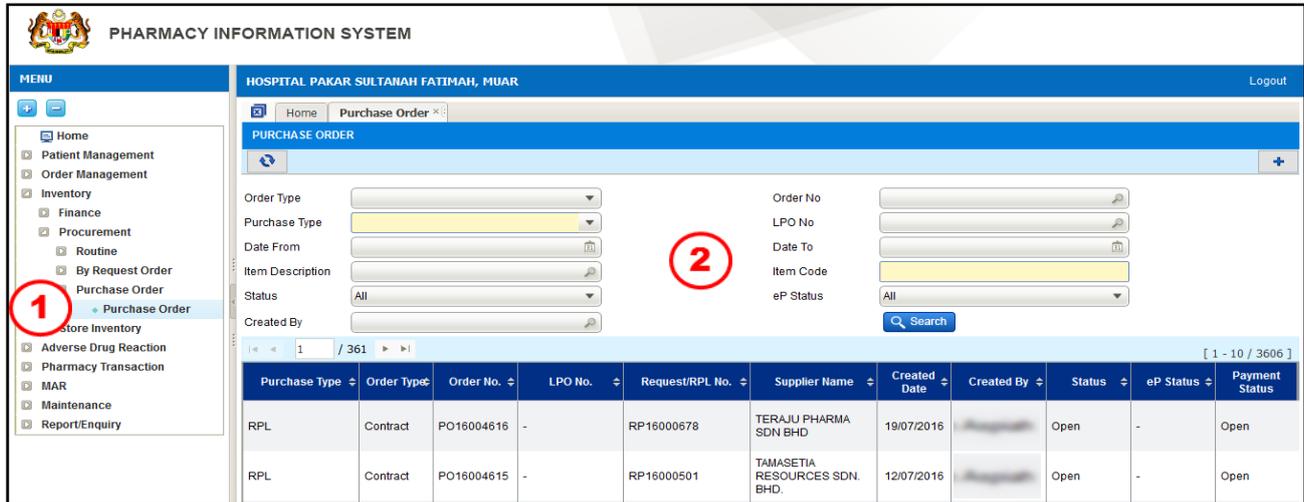
Click on the  button to approve the transaction and proceed to Generate EPO Details

Note

- Before click on the  button, HOD/Pharmacist is allowed to:
 - View Usage & Issue Quantity
 - View No Of Vote Code
 - Add/Delete Item
 - Made a modification of the Vote Code List
- To do modification on Vote Code, please repeat steps and refer the Figure below:
 - Recommended Purchase List (RPL) Step 3, Figure 3.5-3 Recommended Purchase List (RPL) Verify
 - Recommended Purchase List (RPL) Step 4-6, Figure 3.5-4 Vote Information
 - Recommended Purchase List (RPL) Step 7-8, Figure 3.5-6 Vote Information

3.7 Purchase Order Listing Page

To view existing Purchase Order record, perform the steps below:



Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
RPL	Contract	PO16004616	-	RP16000678	TERAJU PHARMA SDN BHD	19/07/2016		Open	-	Open
RPL	Contract	PO16004615	-	RP16000501	TAMASETIA RESOURCES SDN. BHD.	12/07/2016		Open	-	Open

Figure 5.1-1 Purchase Order Listing Page

Purpose of this screen is to allow user to choose 3 order types which are APPL, Contract, and LP and proceed with procurement process

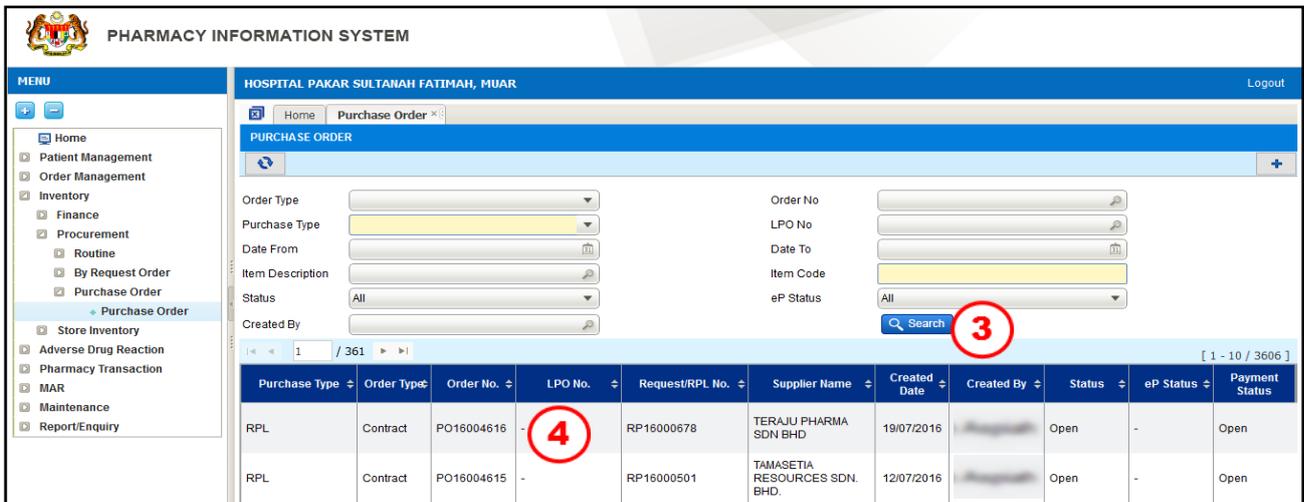
STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Purchase Order'

STEP 2

To search for existing purchase order transaction, you may search by criteria as follow:

- a) Order Type
 - APPL
 - Contract
 - LP
- b) Order No
- c) Purchase Type
 - Direct
 - Quotation
- d) LPO No
- e) Date From
- f) Date To
- g) Item Description
- h) Item Code
- i) Ep Status
 - Ep Approved
 - Ep Rejected
 - Pending for Ep Approval
- j) Status
 - ALL
 - Open
 - Pending to Approval
 - Approved
 - Cancelled
 - Closed
 - Rejected



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

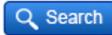
Status: All eP Status: All

Created By: [Text] Search [3]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
RPL	Contract	PO16004616	[4]	RP16000678	TERAJU PHARMA SDN BHD	19/07/2016	[Redacted]	Open	-	Open
RPL	Contract	PO16004615	-	RP16000501	TAMASETIA RESOURCES SDN. BHD.	12/07/2016	[Redacted]	Open	-	Open

Figure 5.1-2 Purchase Order Listing Page

STEP 3

Click on the  button after input criteria

The result displayed will be based on the entered criteria as shown in Figure 5.1-2

In circumstances of no criteria is input, the entire list of transaction will be displayed

STEP 4

Double click on the selected record and the details will be displayed

3.8 Create New Contract Purchase Order: RPL

To create a new Contract Purchase Order RPL transaction, perform the steps below:

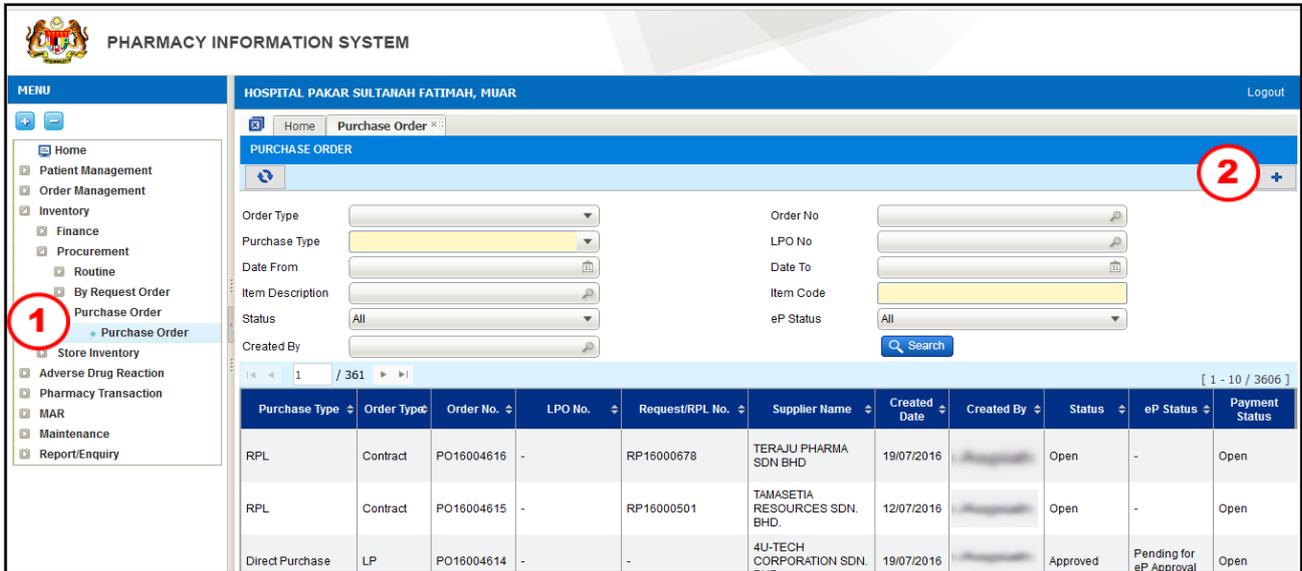


Figure 5.2-1 New Contract RPL Purchase Order

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Click on the button and the **Contract Purchase Order** tab will be displayed in the **Purchase Order** screen as shown in the Figure 5.2-2

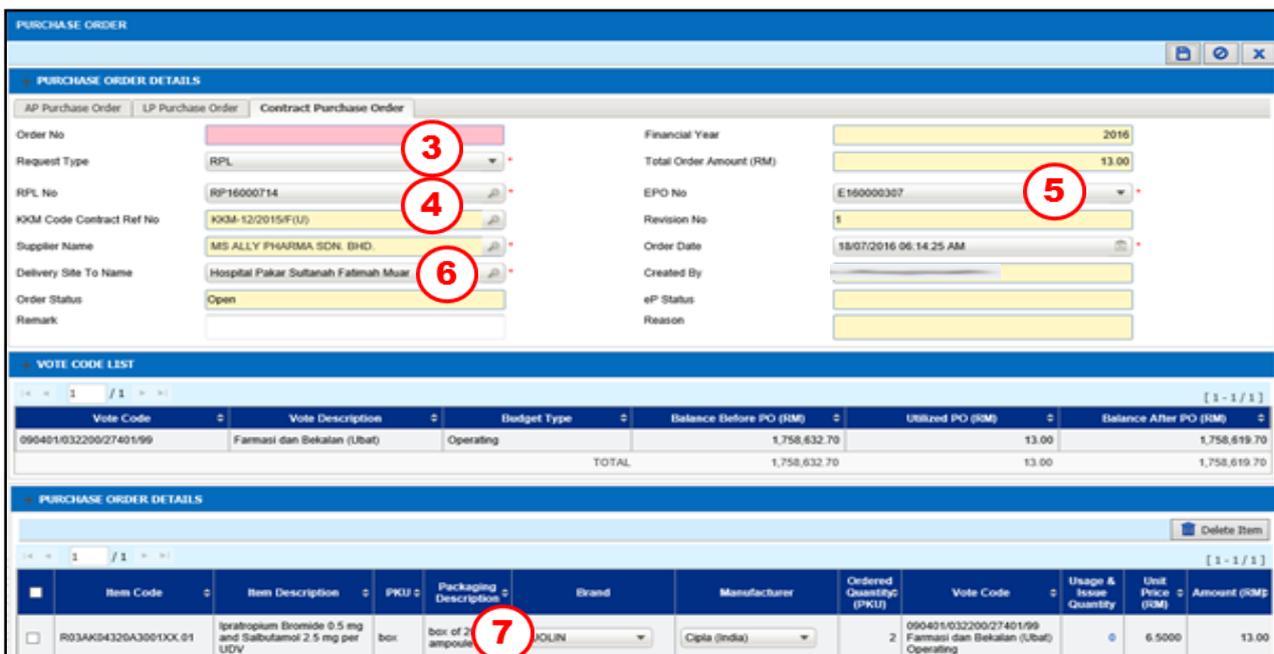


Figure 5.2-2 Contract RPL Purchase Order

STEP 3

Select on **Request Type** : RPL

STEP 4

Select available **RPL No**

STEP 5

Select available **EPO No**

Note

- **Order Date** will default to server time.
- **Supplier Name** will be selected based on M.O.H given.

STEP 6

Select available **Delivery Site To Name**

STEP 7

Double click on the item listed

The screenshot shows the 'ADD PURCHASE ORDER ITEM' form. Red circles highlight the following fields: 8 (Vote Description: 'Farmasi dan Bekalan (Ubat)'), 9 (Brand: 'DUOLIN'), and 10 (a save button in the top right corner).

Figure 5.2-3 Add Purchase Order Item

STEP 8

Select available **Brand**

STEP 9

Select **Manufacturer**

STEP 10

Click on the button to save the modification and details will be displayed on Purchase Order Details

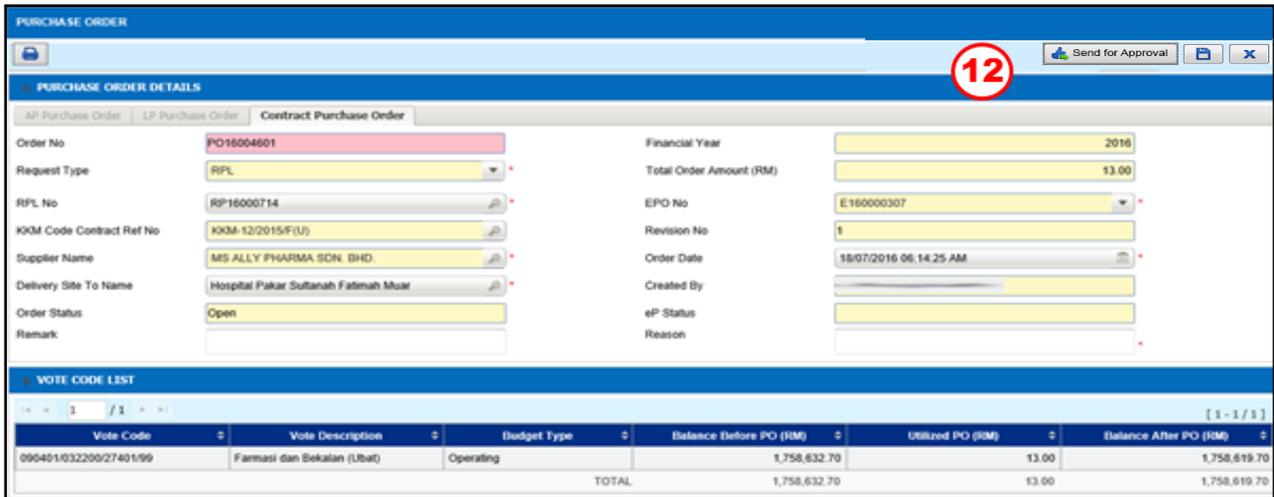
The screenshot shows the 'PURCHASE ORDER' details form. A red circle highlights the save button in the top right corner, labeled '11'. Below the form is a 'VOTE CODE LIST' table.

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
096401032209/2740199	Farmasi dan Bekalan (Ubat)	Operating	1,758,632.70	13.00	1,758,619.70
TOTAL			1,758,632.70	13.00	1,758,619.70

Figure 5.2-4 Contract Purchase Order

STEP 11

Click on the button to save the modification



PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | **Contract Purchase Order**

Order No: PO16004601 | Financial Year: 2016
 Request Type: RPL | Total Order Amount (RM): 13.00
 RPL No: RP16000714 | EPO No: E160000307
 KKM Code Contract Ref No: KKM-12/2015F(U) | Revision No: 1
 Supplier Name: MES ALLY PHARMA SDN. BHD. | Order Date: 18/07/2016 06:14:25 AM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: [Blank]
 Order Status: Open | eP-Status: [Blank]
 Remark: [Blank] | Reason: [Blank]

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
0904010322092740199	Farmasi dan Bekalan (Ubat)	Operating	1,758,632.70	13.00	1,758,619.70
TOTAL			1,758,632.70	13.00	1,758,619.70

Figure 5.2-5 Contract Purchase Order

STEP 12

Click on the  button to get approval from Pharmacist as per Figure 5.2-5

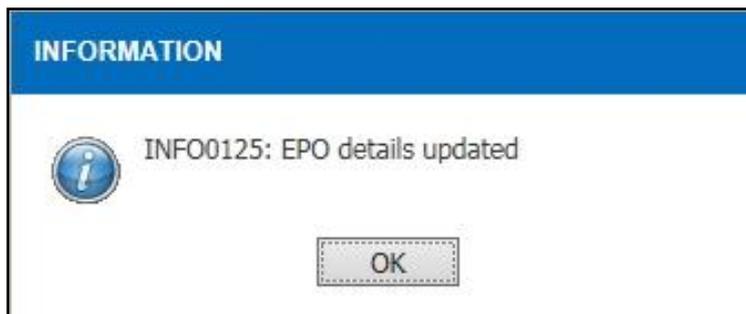


Figure 5.2-6 Alert Messages

Note

- If click on the  button, record will be sent for approval and proceed to Approval process as shown in Figure 5.2-6.
- If click on the  button, record will not be sent to approval process as shown in Figure 5.2-6.



Figure 5.2-7 Alert Messages

- Click on the  button to updated data as shown in Figure 5.2-7.

3.9 Contract Purchase Order Approval: RPL

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

Figure 5.3-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 5.2-3) :

- a) Item Description
- b) Vote Description
- c) Change Order Qty
- d) Brand
- e) Manufacturer

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

Click on the  button to save the modification and details will be displayed on Purchase Order Details

Figure 5.3-2 Add Purchase Order Item

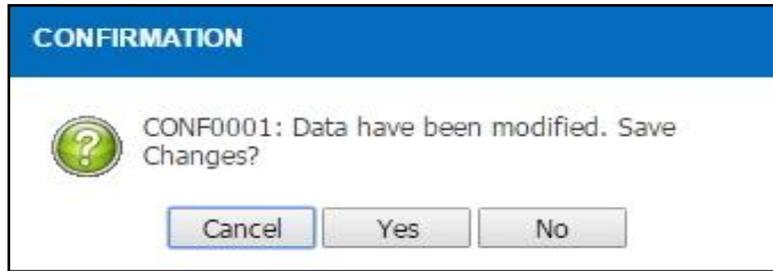


Figure 5.3-3 Alert Messages

Note

- If click on the button, record will be saved as shown in Figure 5.3-3.
- If click on the button, record will not be saved as shown in Figure 5.3-3.

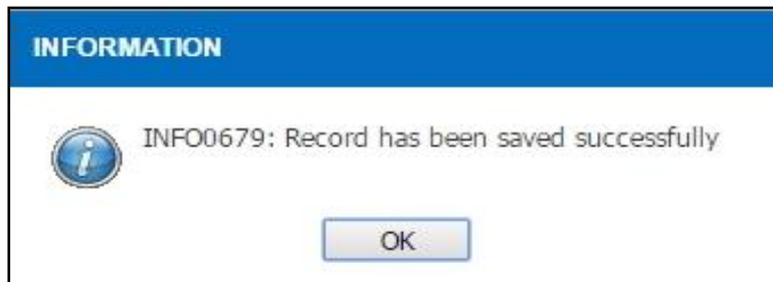
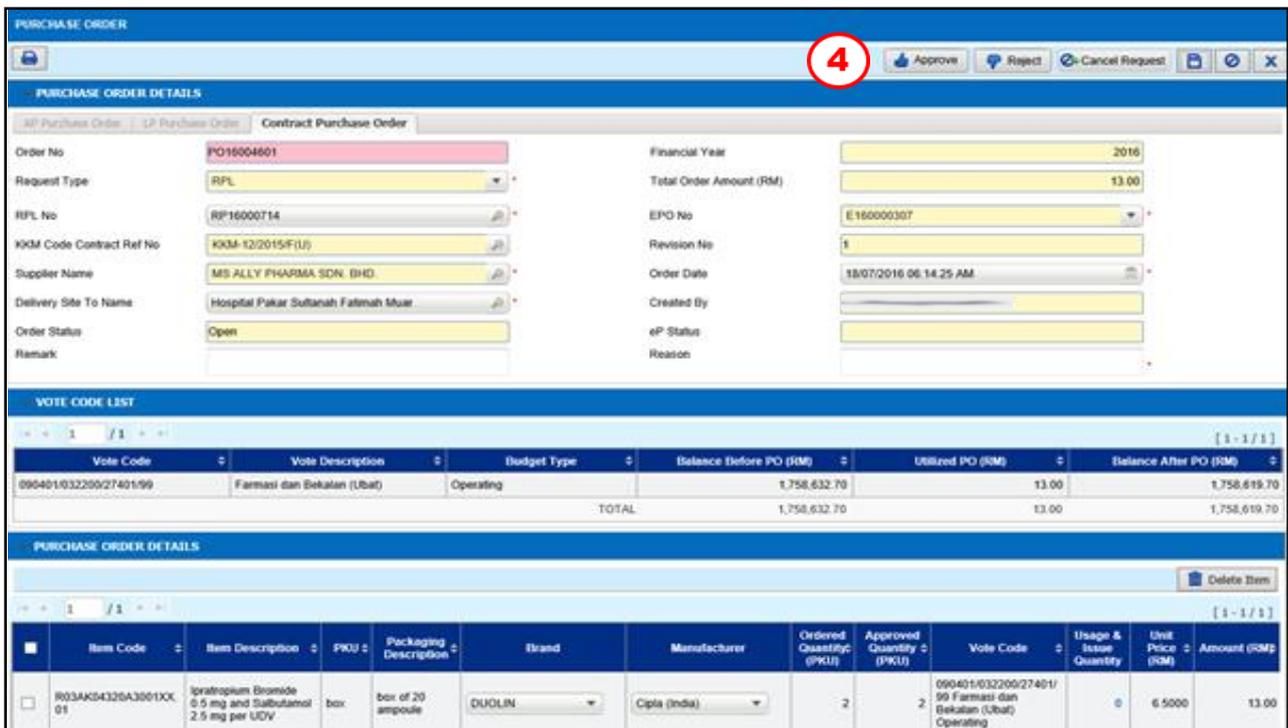


Figure 5.3-4 Alert Messages

- Click on the button to update data as shown in Figure 5.3-4.



PURCHASE ORDER

PURCHASE ORDER DETAILS

Contract Purchase Order

Order No: PO16004601
Request Type: RPL
RPL No: RP16000714
KDM Code Contract Ref No: KKM-12/2015(FU)
Supplier Name: MS ALLY PHARMA SDN. BHD.
Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar
Order Status: Open

Financial Year: 2016
Total Order Amount (RM): 13.00
EPO No: E160000307
Revision No: 1
Order Date: 18/07/2016 06:14:25 AM
Created By:
eP Status:
Reason:

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/032209/27401/59	Farmasi dan Bekalan (Ubat)	Operating	1,758,632.70	13.00	1,758,619.70
TOTAL			1,758,632.70	13.00	1,758,619.70

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Base Quantity	Unit Price (RM)	Amount (RM)
R03AKS4326A3001XX 01	Spratropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV	box	box of 20 ampoule	DUOLIN	Cipta (India)	2	2	090401/032209/27401/99 Farmasi dan Bekalan (Ubat) Operating	0	6.5000	13.00

Figure 5.3-5 Purchase Order

STEP 4

Click on the button to approve the transaction

Note

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted. However, creating a new purchase order using the same RPL No. is allowed, except it will be different IPO.

STEP 5

Click on the  to close the screen

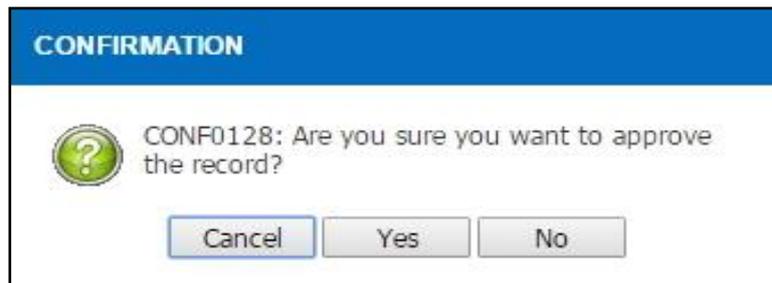


Figure 5.3-6 Alert Messages

Note

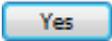
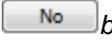
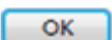
- If click on the  button, record will be approved saved as shown in Figure 5.3-6.
- If click on the  button, record will not be approved save as shown in Figure 5.3-6.



Figure 5.3-7 Alert Messages

- Click on the  button to confirm approved and send for Ep Approval update data as shown in Figure 5.3-7.

3.10 Create New Contract Purchase Order: Contract

To create a new Contract Purchase Order RPL transaction, perform the steps below:

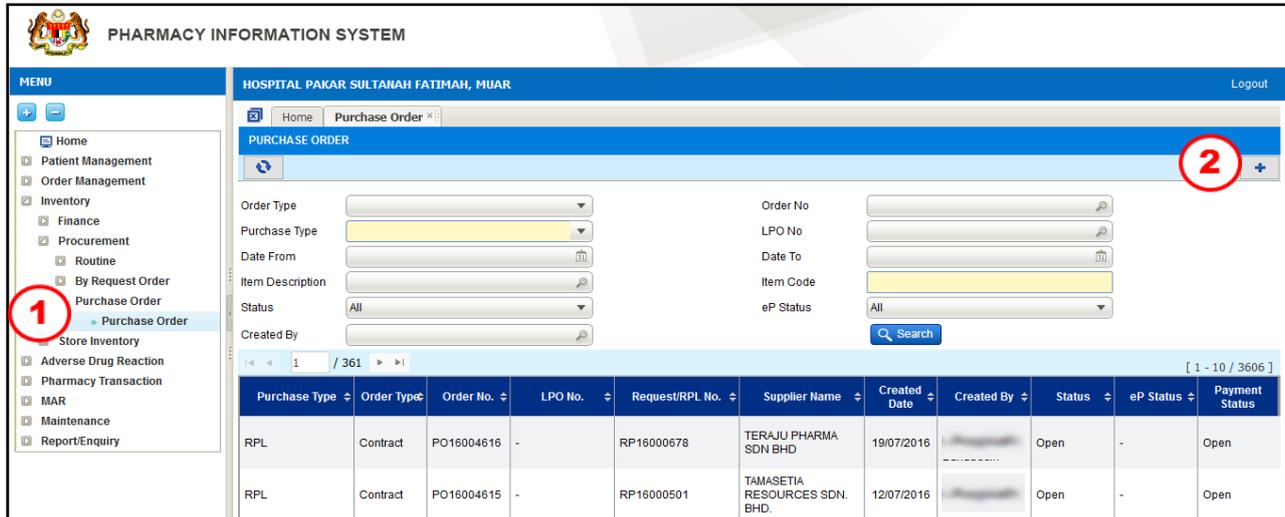


Figure 5.4-1 New Contract RPL Purchase Order

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Purchase Order'

STEP 2

Click on the button and the **Contract Purchase Order** tab will be displayed in the **Purchase Order** screen as shown in the Figure 5.4-2

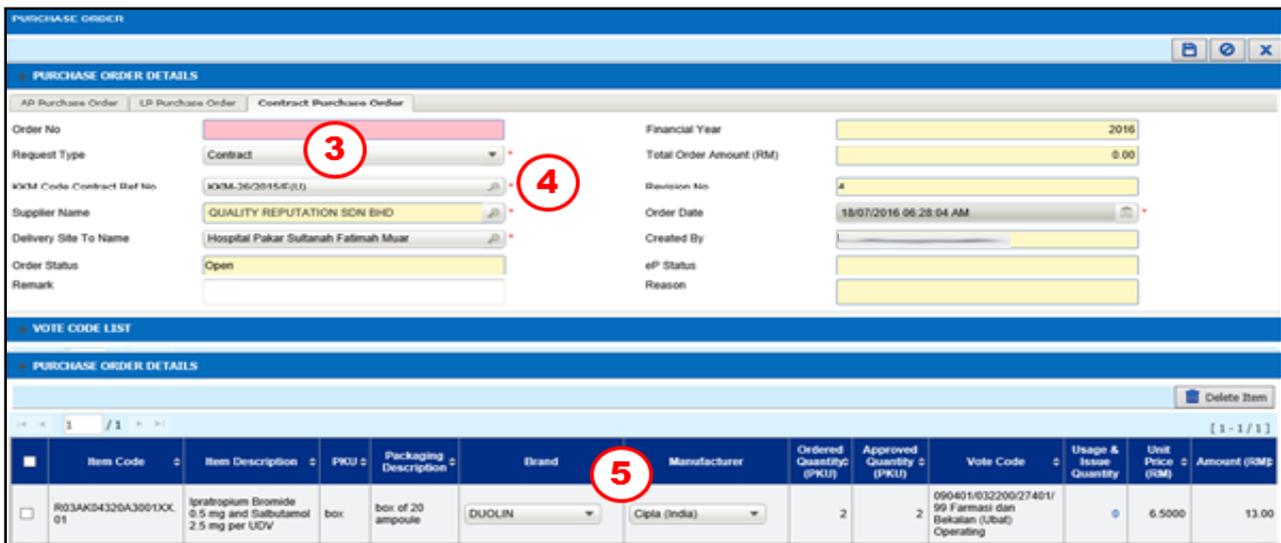


Figure 5.4-2 Contract RPL Purchase Order

STEP 3

Select on **Request Type** : Contract

STEP 4

Select available **KKM Code Contract Ref No**

Note

KKM Code Contract Ref No given by HQ to proceed with Purchase Order.

Figure 5.4-3 Add Purchase Order Item

STEP 5

Double click on the Purchase Order Details section to add order quantity for item

Note

- **Order Date** will default to server time.
- **Supplier Name** will be selected based on M.O.H given.

Figure 5.4-4 Contract Purchase Order

STEP 6

Select available **Vote Description**

STEP 7

Enter **Order Quantity (PKU)**

STEP 8

Select available **Brand**

STEP 9

Select available **Manufacturer**

STEP 10

Click on the button to save the modification

Figure 5.4-5 Contract Purchase Order

STEP 11

Click on the button to get approval from Pharmacist. Refer Figure 5.4-5

Note

- If click on the button, record will be sent for approval and proceed to Approval process as shown in Figure 5.4-6.

Figure 5.4-6 Alert Messages

- If click on the button, record will not be sent to approval process as shown in Figure 5.4-6
- Click on the button to updated data as shown in Figure 5.4-7.

Figure 5.4-7 Alert Messag

3.11 Contract Purchase Order Approval: Contract

Pharmacist will receive notification in Task List for any Purchase Order that needs to be approved

The screenshot shows the 'PURCHASE ORDER' window with the following details:

- PURCHASE ORDER DETAILS:**
 - Order No: PO1604602
 - Request Type: Contract
 - KOM Code Contract Ref No: KOM-26/2015(F/U)
 - Supplier Name: QUALITY REPUTATION SDN BHD
 - Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar
 - Order Status: Open
 - Remark: Pending for Approval
 - Financial Year: 2016
 - Total Order Amount (RM): 2,500.00
 - Revision No: 4
 - Order Date: 18/07/2016 06:28:04 AM
 - Created By: [User]
 - eP Status: [User]
 - Reason: [User]
- VOTE CODE LIST:**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
09040103220627401/99	Farmasi dan Bekalan (Ubat)	Operating	1,756,619.70	2,500.00	1,756,119.70
TOTAL			1,758,619.70	2,500.00	1,756,119.70
- PURCHASE ORDER DETAILS (Table):**

Item Code	Item Description	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
R03AK04320A30010C 01	Ipratropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV	box of 20 ampoule	DUOLIN	Cipla (India)	2	2	09040103220627401/99 Farmasi dan Bekalan (Ubat) Operating	0	6.5000	13.00

Figure 5.5-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify :

- a) Item Description
- b) Vote Description
- c) Change Order Qty
- d) Brand
- e) Manufacturer

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

Click on the button to save the modification and details will appear on Purchase Order Details

The screenshot shows the 'ADD PURCHASE ORDER ITEM' window with the following details:

- Item Description:** Ipratropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV
- Item Code:** R03AK04320A30010C 01
- Contract No:** KOM-12/2015(F/U)
- Contract Start Date:** 06/03/2015 12:00:00 AM
- Contract End Date:** 04/03/2017 12:00:00 AM
- Vote Description:** Farmasi dan Bekalan (Ubat)
- Vote Code:** 09040103220627401/99
- Item Group:** DRUG
- Budget Type:** Operating
- Order Quantity (PKU):** 2
- Unit Price (RM) (PKU):** 6.5000
- Approved Quantity (PKU):** 2 (highlighted with '2')
- Total Amount (RM):** 13.00
- eP-Approved Quantity (PKU):** 0
- Buffer Level Quantity (SKU):** 16,000
- Brand:** DUOLIN
- Manufacturer:** Cipla (India)
- PKU:** box
- Packaging Description:** box of 20 ampoule
- Min Order Quantity (PKU):** 1
- Max Storage Quantity (PKU):** 1,200
- Quantity Available (PKU):** 499

Figure 5.5-2 Add Purchase Order Item

Note

- If click on the button, record will be saved as shown in Figure 5.5-3.

- If click on the button, record will not be saved as shown in Figure 5.5-3.

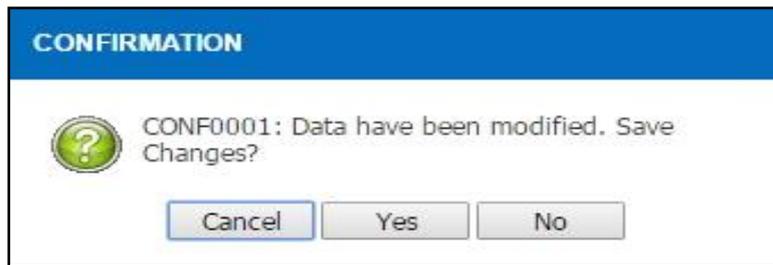


Figure 5.5-3 Alert Messages



Figure 5.5-4 Alert Messages

- Click on the button to update data as shown in Figure 5.5-4.

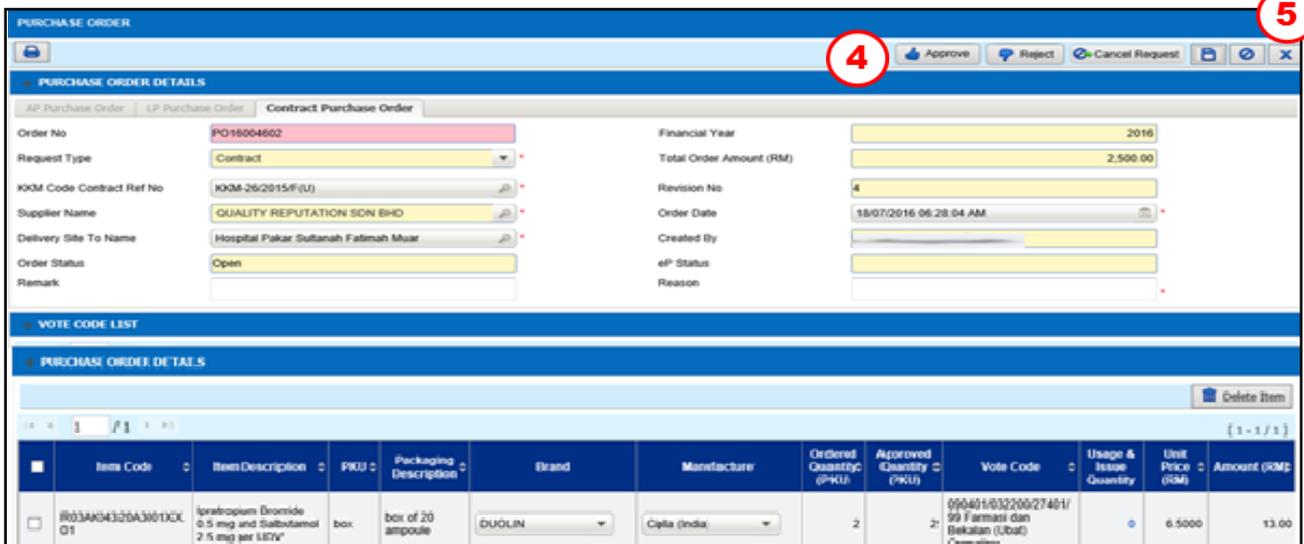


Figure 5.5-5 Purchase Order

STEP 4

Click on the button to approve the transaction

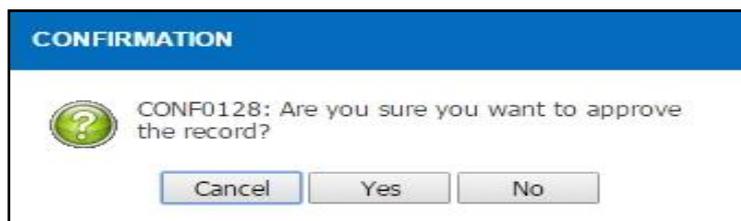


Figure 5.5-6 Alert Messages

Note

- If click on the  button, record will be rejected and end the process.
- If click on the  button, information of current item to be purchased will be deleted. However, creating new purchase order using the same RPL No. is allowed, exception is different IPO.

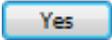


Figure 5.5-7 Alert Messages

STEP 5

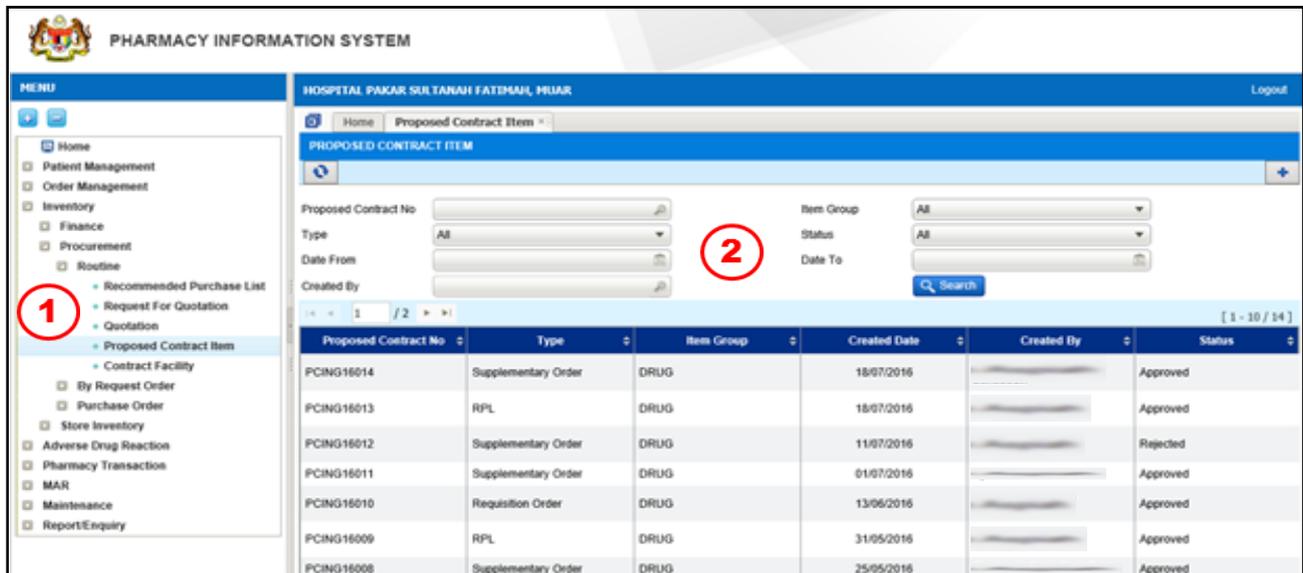
Click on the  to close the screen

Note

- If click on the  button, record will be approved saved as shown in Figure 5.5-6.
- If click on the  button, record will not be approved saved as shown in Figure 5.5-6.
- Click on the  button to confirm approved and send for eP Approval update data as shown in Figure 5.5-7.

3.12 Proposed Contract Item Listing Page

This function is used to view existing Proposed Contract Item Recommended Purchase List (RPL) records.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, HUAR'. The 'Proposed Contract Item' page is active. A search area contains filters for 'Proposed Contract No', 'Type', 'Item Group', 'Status', 'Date From', 'Date To', and 'Created By'. A table below displays the following records:

Proposed Contract No	Type	Item Group	Created Date	Created By	Status
PCING16014	Supplementary Order	DRUG	18/07/2016		Approved
PCING16013	RPL	DRUG	18/07/2016		Approved
PCING16012	Supplementary Order	DRUG	11/07/2016		Rejected
PCING16011	Supplementary Order	DRUG	01/07/2016		Approved
PCING16010	Requisition Order	DRUG	13/06/2016		Approved
PCING16009	RPL	DRUG	31/05/2016		Approved
PCING16008	Supplementary Order	DRUG	25/05/2016		Approved

Figure 4.0-1 Proposed Contract Item Listing Page

Purpose of this screen is to allow user to proceed with procurement of item more than 500K

STEP 1

Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Proposed Contract Item'

STEP 2

To search for existing Proposed Contract Item transaction, you may search by criteria as follow:

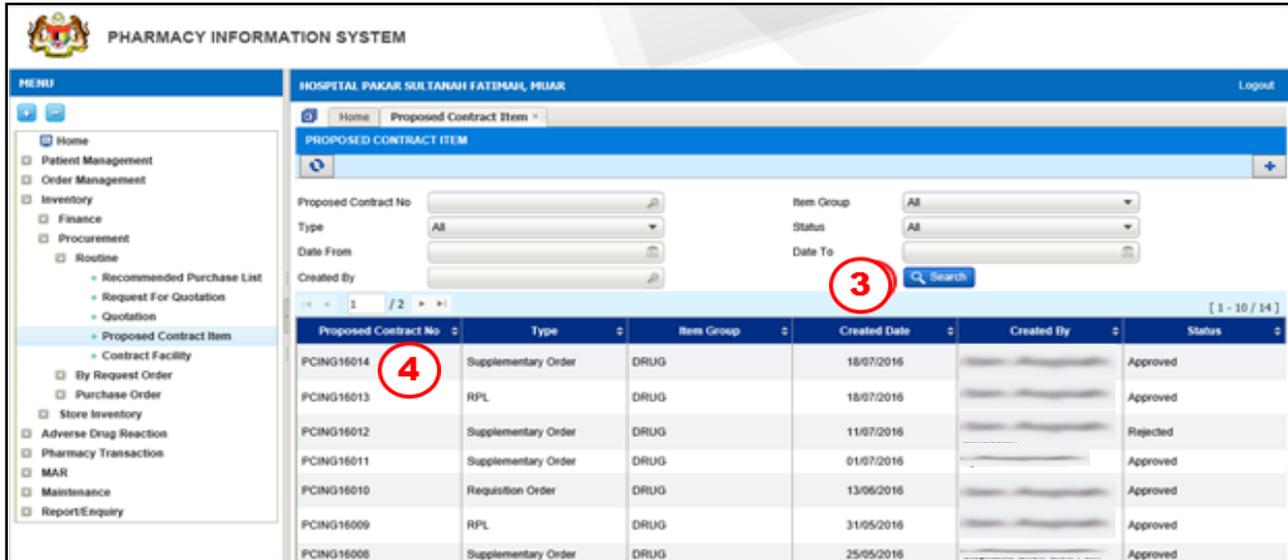
- a) Proposed Contract No
 - Item Group All
 - Drug
 - Non Drug
- b) Type
 - All
 - Requisition Order
 - RPL
- c) Status
 - Approved
 - Cancelled
 - Open
 - Pending For Approval
 - Rejected
- d) Date From
- e) Date To
- f) Created By

STEP 3

Click on the  button after input criteria and the result displayed will be based on the entered criteria

STEP 4

Double click on the selected record and the details will be displayed



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATMAH, HUAR

Home Proposed Contract Item

PROPOSED CONTRACT ITEM

Proposed Contract No: [] Item Group: All
Type: All Status: All
Date From: [] Date To: []
Created By: []

[1 - 10 / 14]

Proposed Contract No	Type	Item Group	Created Date	Created By	Status
PCING16014	Supplementary Order	DRUG	18/07/2016	[]	Approved
PCING16013	RPL	DRUG	18/07/2016	[]	Approved
PCING16012	Supplementary Order	DRUG	11/07/2016	[]	Rejected
PCING16011	Supplementary Order	DRUG	01/07/2016	[]	Approved
PCING16010	Requisition Order	DRUG	13/06/2016	[]	Approved
PCING16009	RPL	DRUG	31/05/2016	[]	Approved
PCING16008	Supplementary Order	DRUG	25/05/2016	[]	Approved

Figure 4.0-2 Purchase Order Listing Page

3.12.1 New Proposed Contract Item Record: Recommended Purchase List (RPL)

This function is to create a new record for type RPL

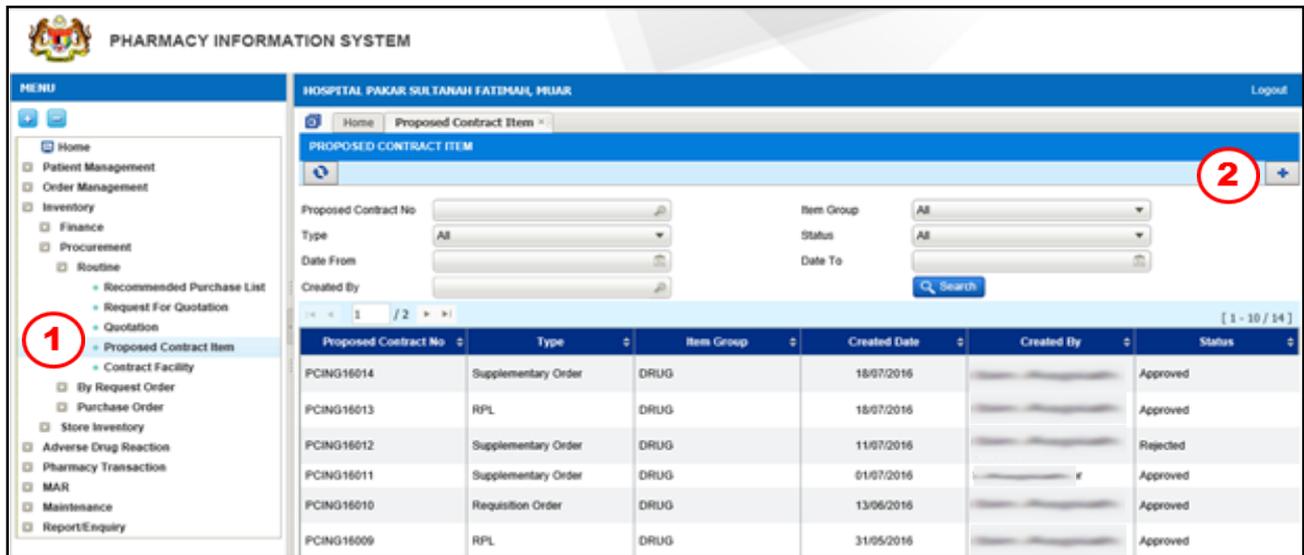


Figure 3.1.1-1 Create new Proposed Contract Item

STEP 1

Click on 'Inventory' menu follows by 'Procurement' then 'Routine' and click 'Proposed Contract Item'

STEP 2

Click on the  button to create new transaction

Note

- Proposed Contract Item screen will be displayed as shown in the Figure 3.1.1-2.
- A newly created Proposed Contract Item record status will default to 'Open'.

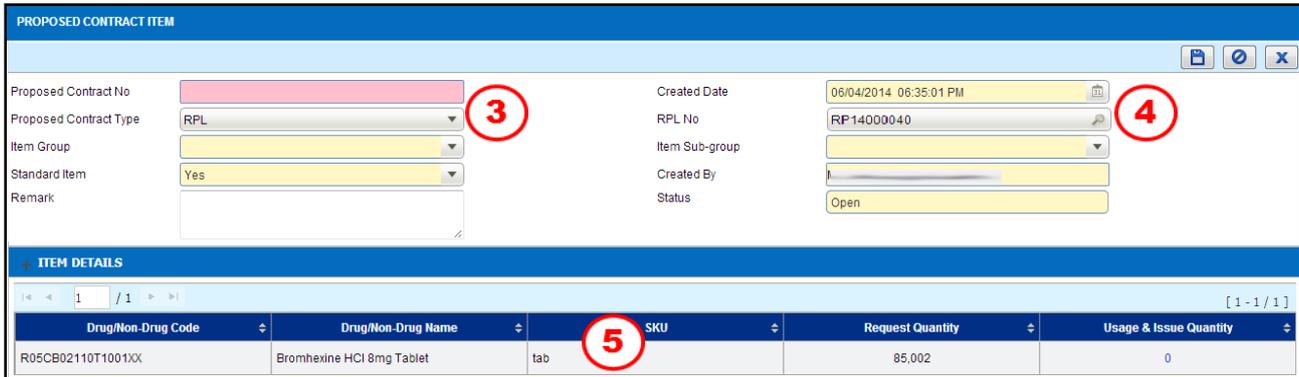


Figure 3.1.1-2 Proposed Contract Item

STEP 3

Select **Proposed Contract Type** as RPL from the dropdown box

Note

If the user selects the **Proposed Contract Type** as RPL, **RPL No** search field will be displayed.

STEP 4

Click on the  to search the **RPL No**

Note

List of item(s) will be listed under the **Item List** section.

STEP 5

Double click on the item details to insert Request Qty in Item Details

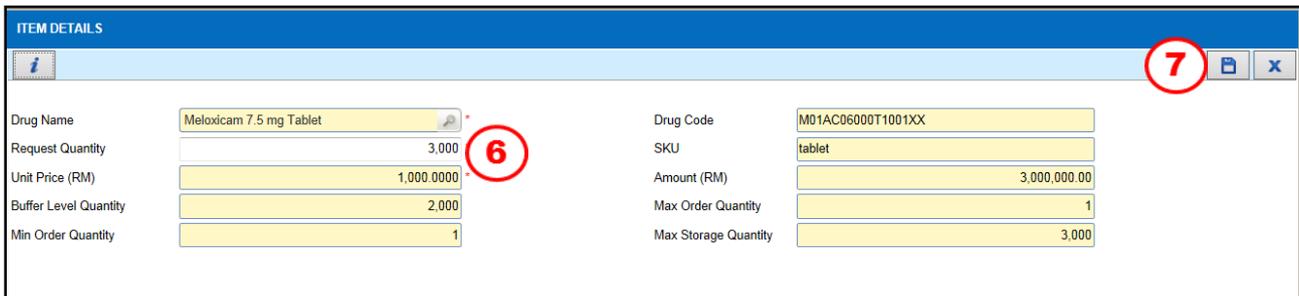


Figure 3.1.1-3 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU**: Store Keeping Unit.
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.

- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

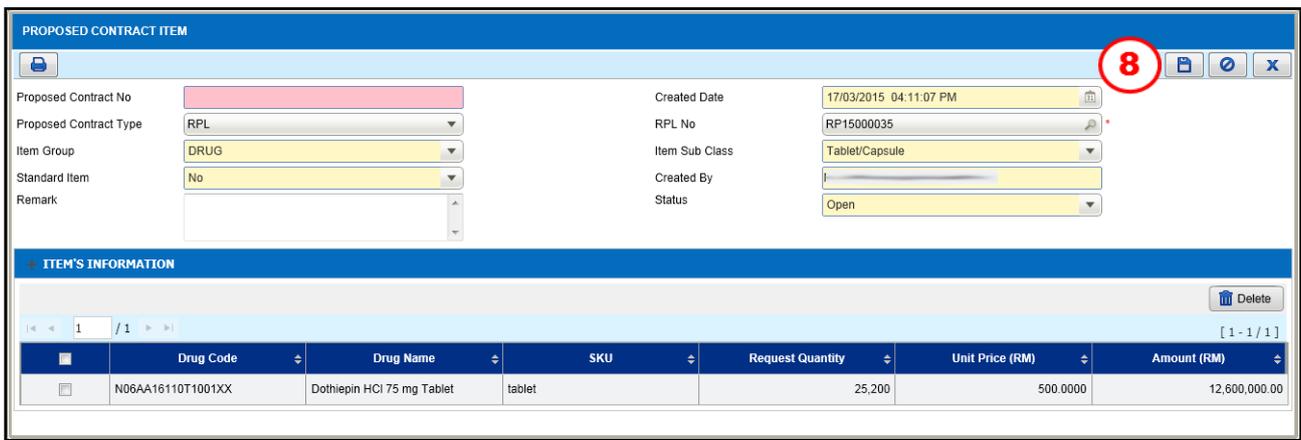
Click on the  button to save the transaction

STEP 8

Click on the  button to save the Proposed Contract Item

Note

After click on the  button,  button will be enabled.



PROPOSED CONTRACT ITEM

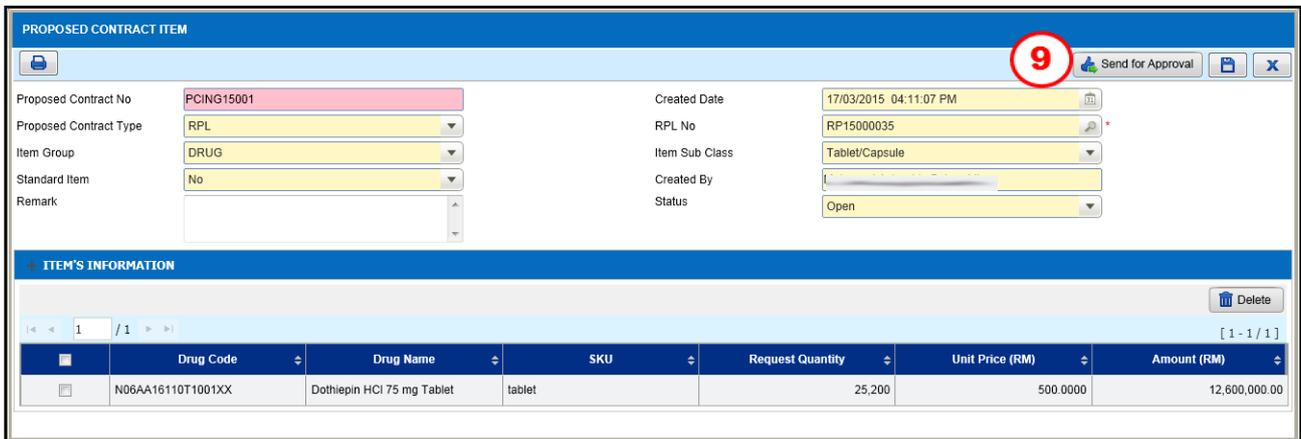
Proposed Contract No: [Empty]
 Proposed Contract Type: RPL
 Item Group: DRUG
 Standard Item: No
 Remark: [Empty]

Created Date: 17/03/2015 04:11:07 PM
 RPL No: RP15000035
 Item Sub Class: Tablet/Capsule
 Created By: [Empty]
 Status: Open

ITEM'S INFORMATION

Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
N06AA16110T1001XX	Dothiepin HCl 75 mg Tablet	tablet	25,200	500.0000	12,600,000.00

Figure 3.1.1-4 New Proposed Contract Item



PROPOSED CONTRACT ITEM

Proposed Contract No: PCING15001
 Proposed Contract Type: RPL
 Item Group: DRUG
 Standard Item: No
 Remark: [Empty]

Created Date: 17/03/2015 04:11:07 PM
 RPL No: RP15000035
 Item Sub Class: Tablet/Capsule
 Created By: [Empty]
 Status: Open

ITEM'S INFORMATION

Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
N06AA16110T1001XX	Dothiepin HCl 75 mg Tablet	tablet	25,200	500.0000	12,600,000.00

Figure 3.1.1-5 Proposed Contract Item

STEP 9

Click on the  button

Note

- Alert message will be displayed as per Figure 3.1.1-6& Figure 3.1.1-7.

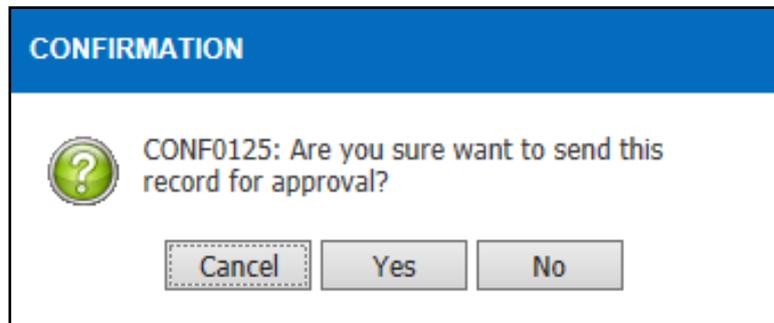
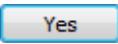


Figure 3.1.1-6 Save Record Alert Message

- Click on the  button.

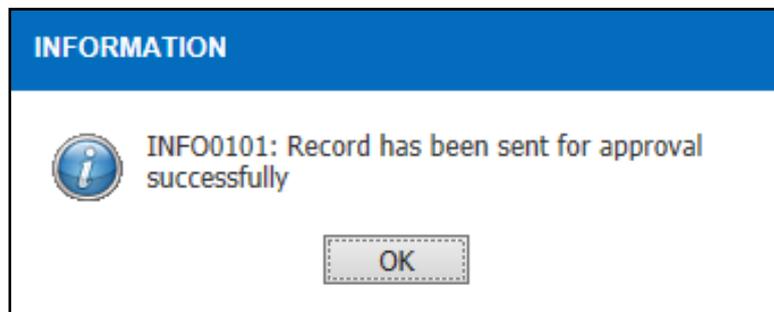
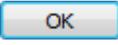


Figure 3.1.1-7 Save Record Alert Message

- Click on the  button.
- **Proposed Contract No.** will be auto generated by system for future reference and the  button will be enabled.

3.12.2 New Proposed Contract Item : Supplementary Order

This function is to create a new record for type Supplementary Order

Note

Repeat **STEP 1** and **STEP 2** from section 3.1.1 [New Proposed Contract Item Record Recommended Purchase List \(RPL\)](#)

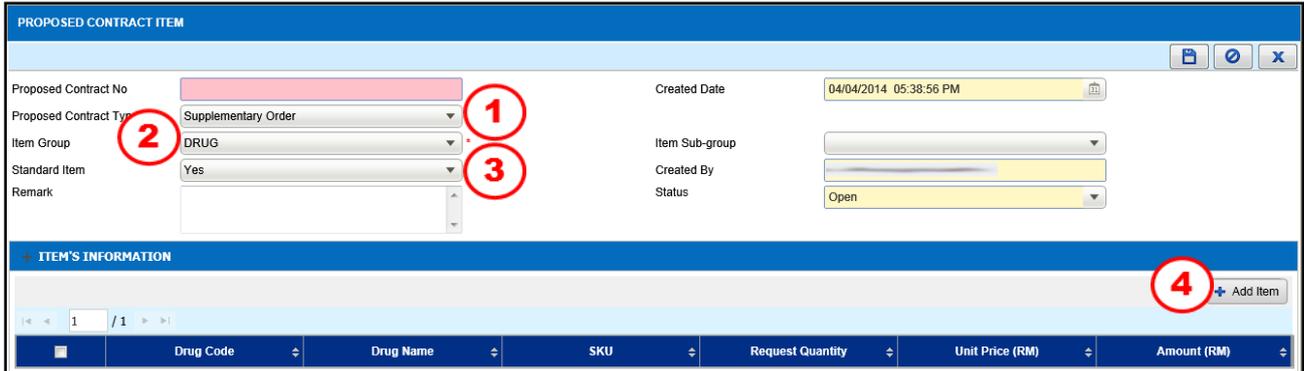


Figure 3.1.2-1 Proposed Contract Item

STEP 1

Select **Proposed Contract Type** as Supplementary Order from the dropdown box

STEP 2

Select either one of these from **Item Group** drop down box:

- Drug
- Non Drug

STEP 3

Select **Standard Item**

- Yes
- No

Note

- **Standard Item** options are used to determine whether the selected item is Standard Item or Non Standard Item.
- **Status** is default to 'Open'.

STEP 4

Click on the  button to search/add item in Item Information

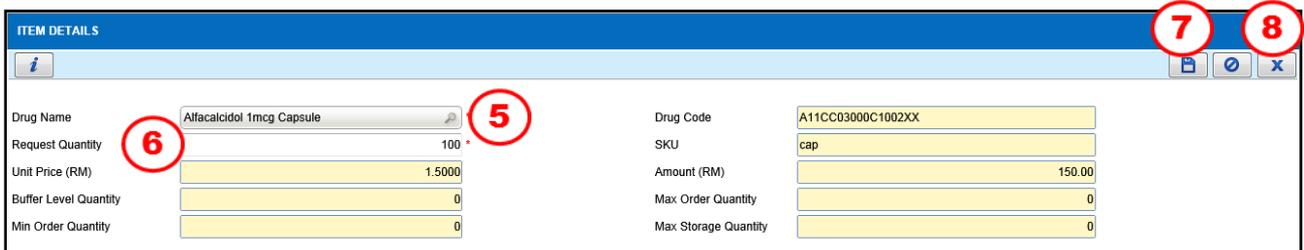


Figure 3.1.2-2 Item Details

STEP 5

Select available **Drug Name**

STEP 6

Insert/Edit **Request Quantity**

Note

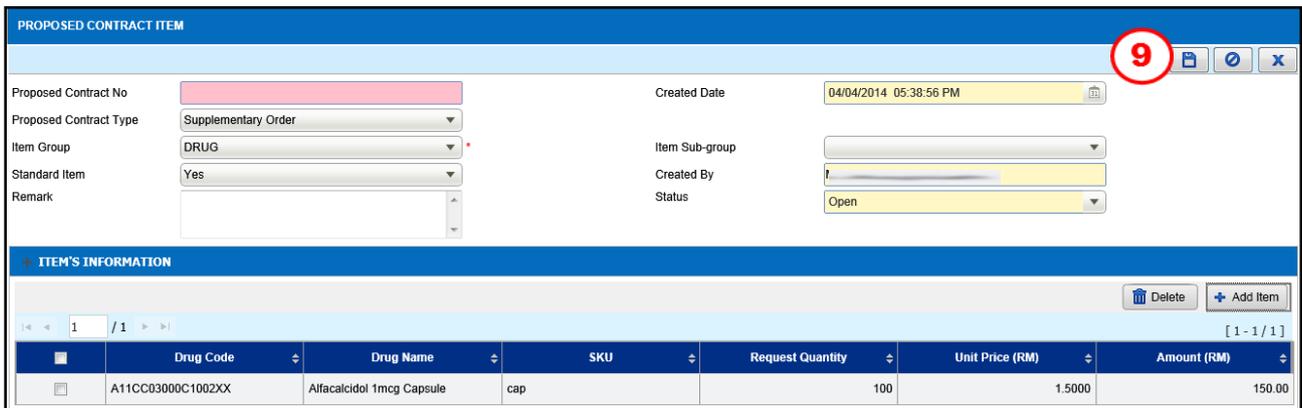
- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.
- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
A11CC03000C1002XX	Alfacalcidol 1mcg Capsule	cap	100	1.5000	150.00

Figure 3.1.2-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

- After save record, alert message will be displayed as per Figure 3.1.2-4 & Figure 3.1.2-5.

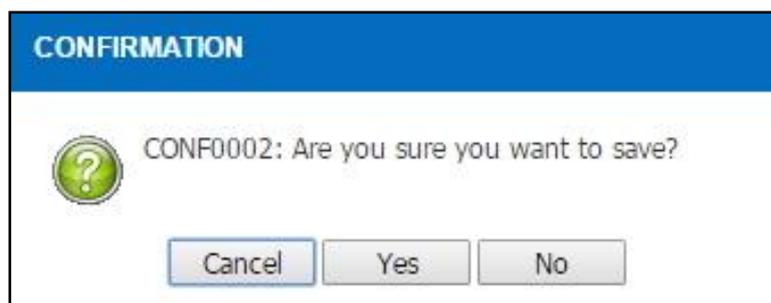
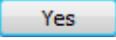


Figure 3.1.2-4 Save Record Alert Message

- Click on the  button.

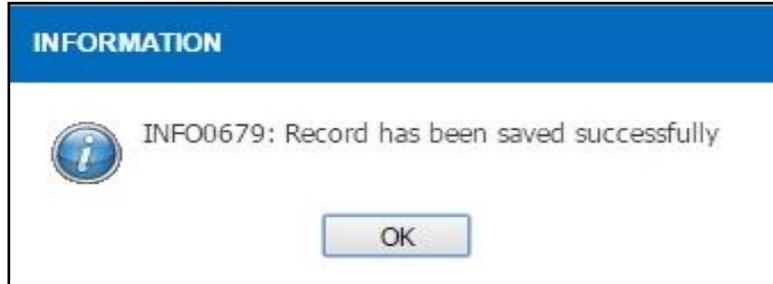
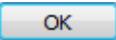
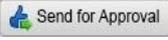
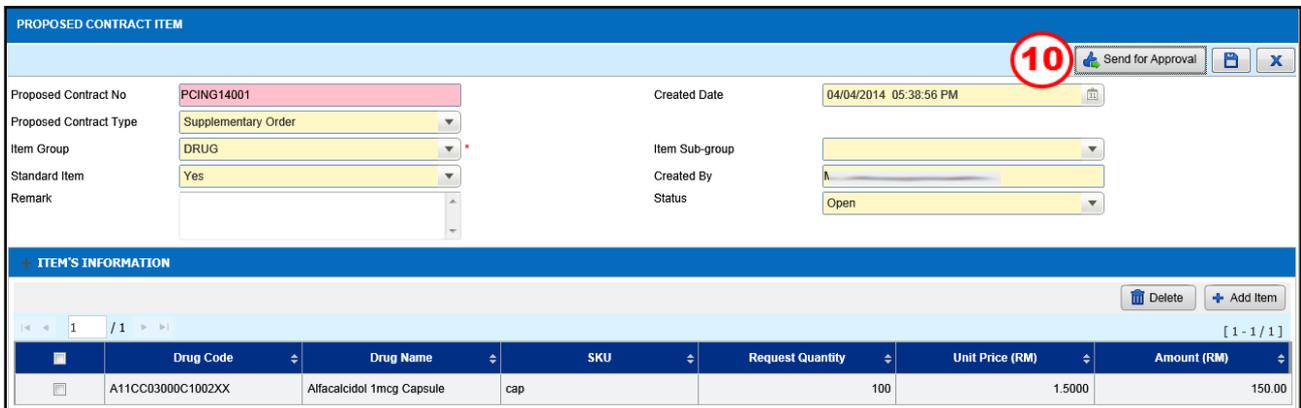


Figure 3.1.2-5 Save Record Alert Message

- Click on the  button.
- Proposed Contract No.** will be auto generated by system for future reference and the  button will be enabled.

1-2	Return No	'PCING'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will start with 000001 of every new financial year

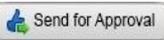
Table 3.1.2-1



Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
A11CC03000C1002XX	Alfacalcidol 1mcg Capsule	cap	100	1.5000	150.00

Figure 3.1.2-6 Proposed Contract Item Send for Approval

STEP 10

Click on the  to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.1.2-7& Figure 3.1.2-8.



Figure 3.1.2-7 Alert Message

- Click on the button.

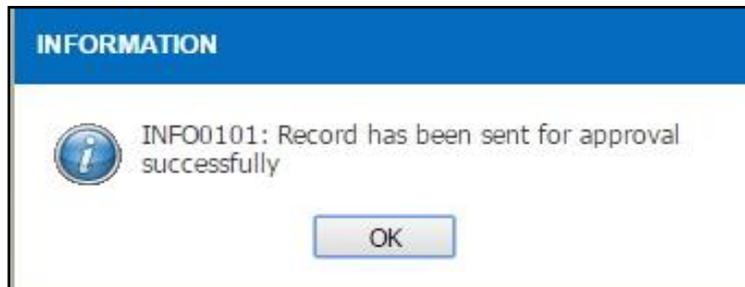


Figure 3.1.2-8 Alert Message

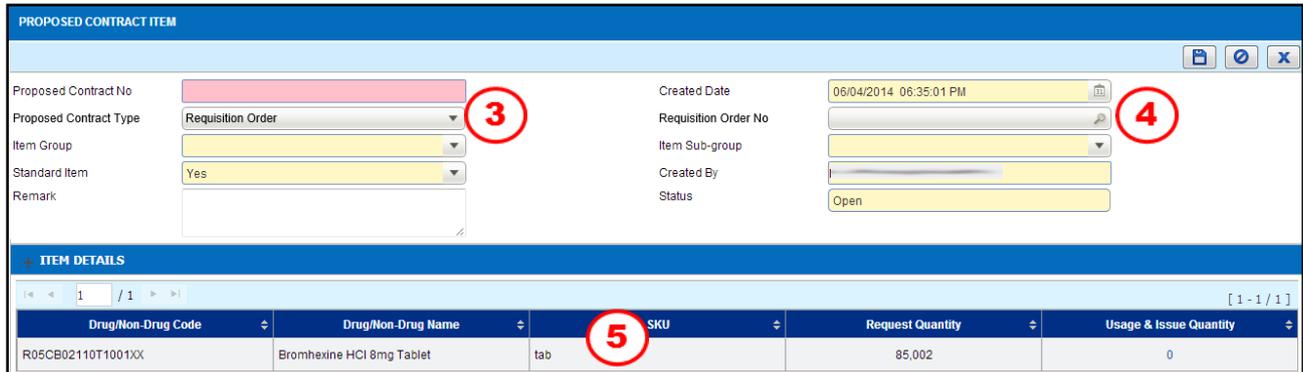
- Click on the button.
- The status will be changed to Pending for Approval

3.12.3 New Proposed Contract Item Requisition: Requisition Order

This function is to create a new record for type Requisition Order

Note

Repeat **STEP 1** and **STEP 2** from section 3.1.1 [New Proposed Contract Item Record Recommended Purchase List \(RPL\)](#)



Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity	Usage & Issue Quantity
R05CB02110T1001XX	Bromhexine HCl 8mg Tablet	tab	85,002	0

Figure 3.1.3-1 Proposed Contract Item

STEP 3

Select **Proposed Contract Type** as Requisition Order from the dropdown box

Note

If the user selects the **Proposed Contract Type** as Requisition Order, **Requisition OrderNo** search field will be displayed.

STEP 4

Click on the  to search the **Requisition Order No**

Note

List of item(s) will be listed under the Item List section.

STEP 5

Double click on the item details to insert Request Qty in Item Details

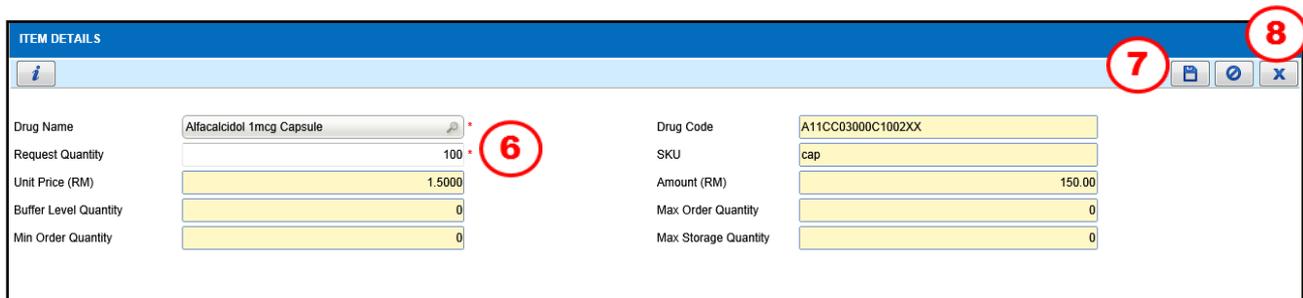


Figure 3.1.3-2 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**

- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order Quantity** is maximum quantity to be ordered of this item.
- **Max Storage Quantity** is for maximum of quantity to be stored.

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction



Figure 3.1.3-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

- After save record, alert message will be displayed as per Figure 3.1.3-4 & Figure 3.1.3-5.

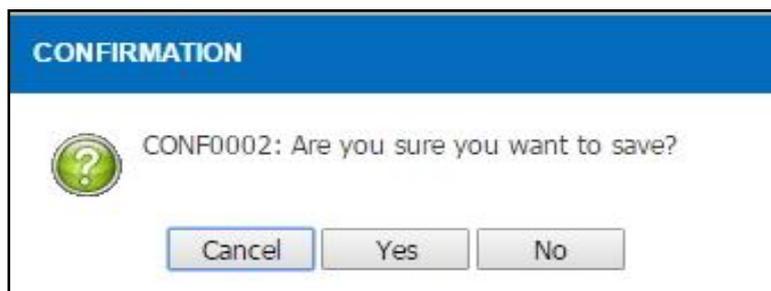


Figure 3.1.3-4 Save Record Alert Message

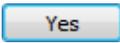
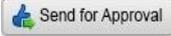
- Click on the  button.



Figure 3.1.3-5 Save Record Alert Message

- Click on the  button.

STEP 10

Proposed Contract No. will be auto generated by system for future reference and the  button will be enabled.

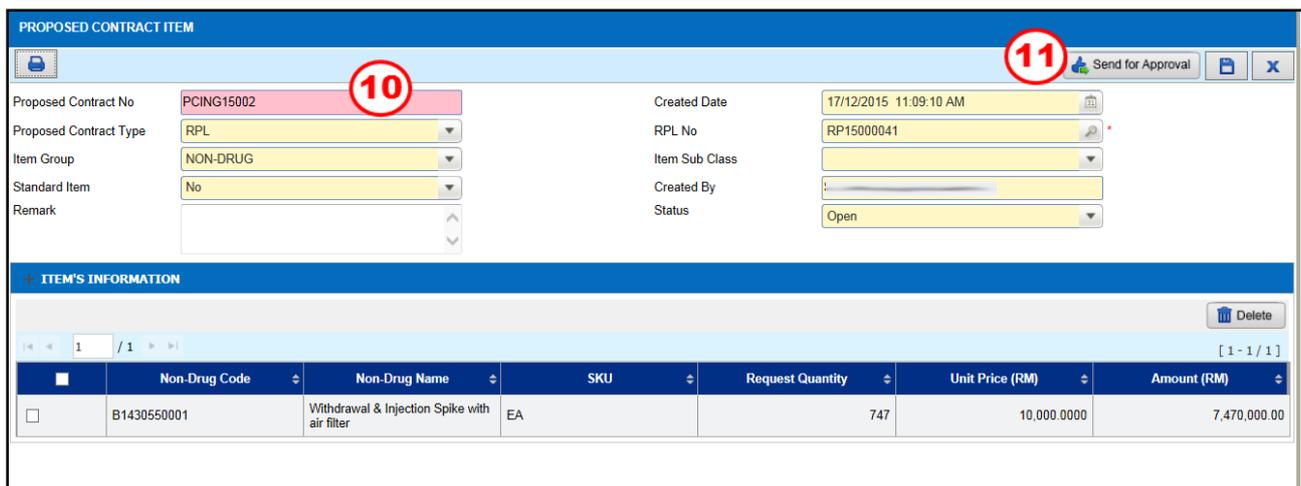
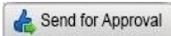


Figure 3.1.3-6 Proposed Contract Item Send for Approval

STEP 11

Click on the  to send the transaction to HOD for approval

Note

- After saving the record, alert messages will be displayed as per Figure 3.1.3-7 & Figure 3.1.3-8.



Figure 3.1.3-7 Alert Message

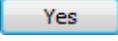
- Click on the  button.



Figure 3.1.3-8 Alert Message

- Click on the  button.
- The status will change to Pending for Approval.

3.13 Proposed Contract Item Approval

This function is used to approve Proposed Contract Item.

TASK LIST						
No	Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
1	Proposed Contract	PCING14001	04/04/2014 05:49 PM	Pending for Approval	STOR FARMASI	
2	Near Expiration Approval	E14000008	04/04/2014 03:59 PM	Pending For Approval	STOR FARMASI	
3	Near Expiration Approval	E14000007	04/04/2014 01:14 PM	Pending For Approval	STOR FARMASI	
4	Receive Internal	RT14000008	12/03/2014 03:40 PM	Pending to Receive	WAD 1 (PSY - P)	
5	Product Complaint	PC14000004	11/03/2014 09:22 PM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
6	Receive Internal	RT14000002	11/03/2014 09:13 PM	Pending to Receive	UNIT FARMASI BEKALAN WAD	
7	Product Complaint	PC14000003	11/03/2014 09:08 PM	Investigation - Pending	STOR FARMASI	

Figure 3.2-1 Task List

Note

- The purpose of this screen is to inform Pharmacist to search any approval need to be done.
- User can also search by using Listing Page.
- The transaction is mainly for Pharmacist to approve the transaction.

STEP 1

Click on Transaction No.

Note

System directly flow to the screen Proposed Contract Item.

PROPOSED CONTRACT ITEM			
Proposed Contract No	PCING14001	Created Date	04/04/2014 05:49:56 PM
Proposed Contract Type	Supplementary Order	Requisition Order No	
Item Group	DRUG	Item Sub-group	
Standard Item	Yes	Created By	
Remark		Status	Pending for Approval
Reject Reason			

ITEM'S INFORMATION						
Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)	
A11CC03000C1002XX	Alfacalcidol 1mcg Capsule	cap	100	1.5000	150.00	

Figure 3.2-2 Proposed Contract Item Approval

STEP 2

User have to click  button to approve the transaction or click  button to reject the transaction

Note

- Before click on the  button, HOD/Pharmacist is allowed to:
 - View Item Information
 - View No Of Proposed Contract
 - Add/Delete Item

3.14 Contract Facility

This function is used to retrieve KKM Contract Reference No.

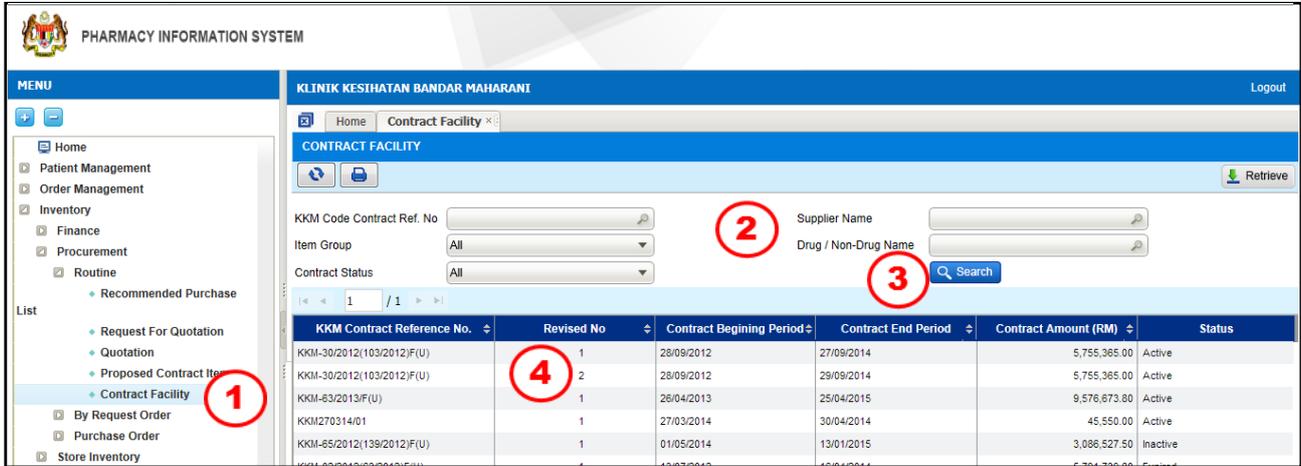


Figure 3.3-1 Contract Facility Listing Page

STEP 1

Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

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

No	Field	Description	Remarks
a	KKM Code Contract Ref No.	Contract Number	Display all existing KKM Code Contract Ref No.
b	Supplier Name	Supplier Name	Display all existing supplier
c	Item group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
d	Drug/Non Drug Name	Drug/Non Drug Description	Display all existing supplier
e	Contract Status	Search by: - All - Active - Expired - Inactive	Able to filter and search record(s)

Table 3.3-1

STEP 3

Click on the Search button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.3-1.

STEP 4

Double click on the selected record details listed down as per Figure 3.3-1

Note

The details of the Contract Facility screen will be displayed.

3.14.1 Retrieve Contract Facility

This function is to see and retrieve any new contract created by Bahagian Perkhidmatan Farmasi (BPF)

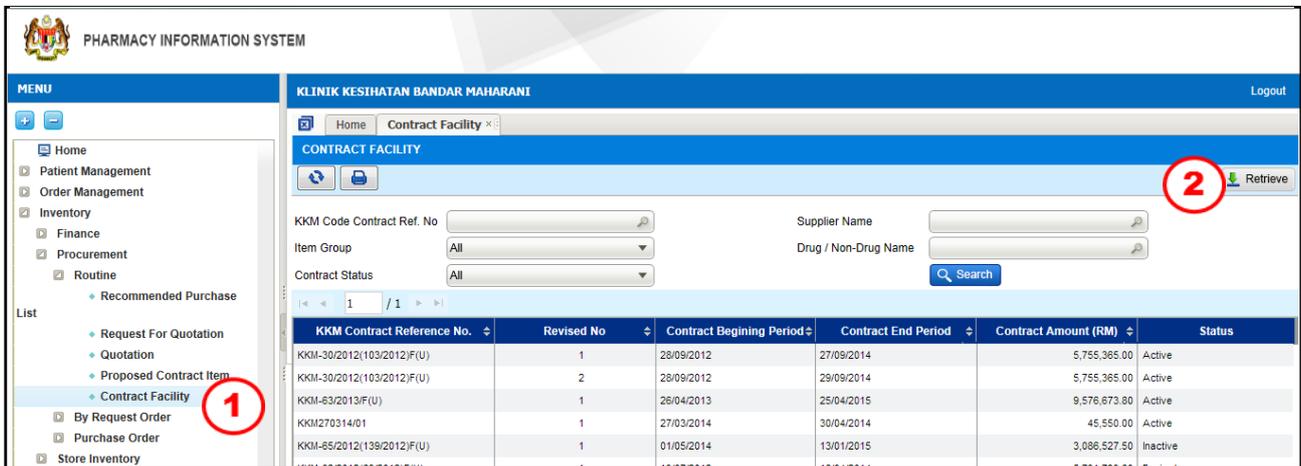


Figure 3.3.1-1 Contract Facility Listing Page

STEP 1

Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

Click on the to retrieve all the retrieve the KKM Contract Reference No

Note

- List of Reference No will display in Contract Facility List
- User can filter by Item Group, Drug/Non-Drug Name or Contract No according to Figure 3.3.1-2

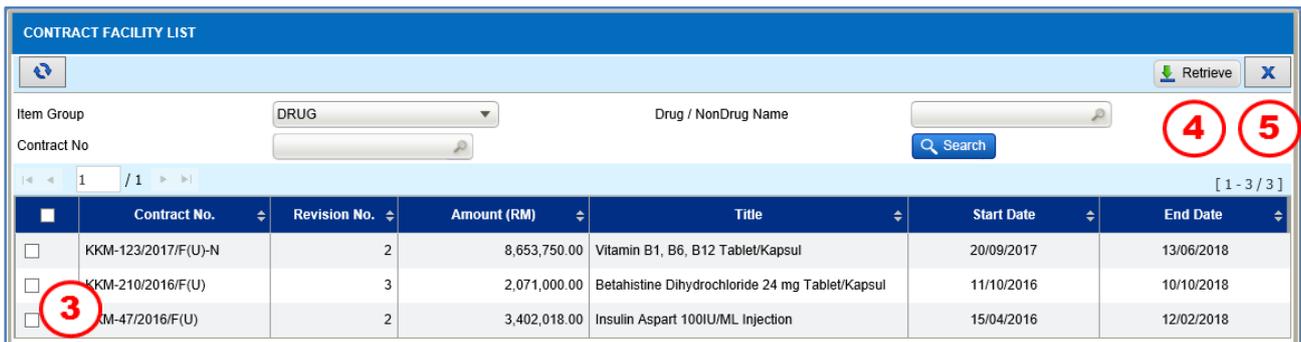


Figure 3.3.1-2 Contract Facility List

STEP 3

Select the Contract No's checkboxes as appropriate and user may select more than one

STEP 4

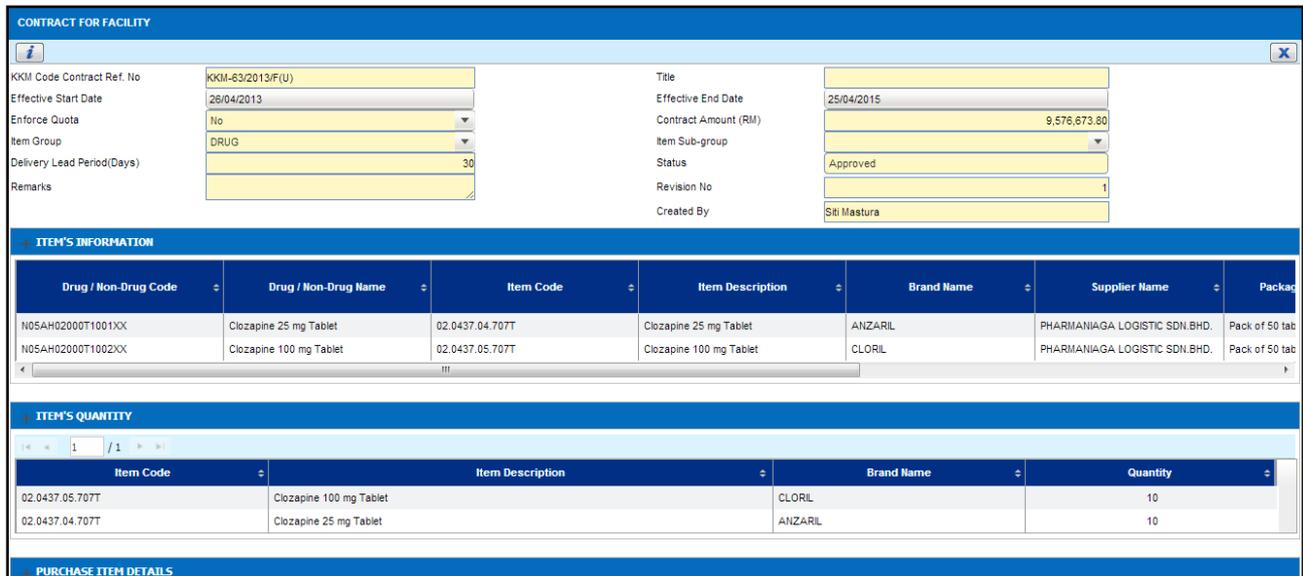
Click on the button

STEP 5

Click on the to close the transaction

Note

When user double click on any of the contract reference no, system will display the contract detail as per Figure 3.3.1-2.



CONTRACT FOR FACILITY

KKM Code Contract Ref. No	KKM-63/2013/F(U)	Title	
Effective Start Date	26/04/2013	Effective End Date	25/04/2015
Enforce Quota	No	Contract Amount (RM)	9,576,673.80
Item Group	DRUG	Item Sub-group	
Delivery Lead Period(Days)	30	Status	Approved
Remarks		Revision No	1
		Created By	Siti Mastura

Drug / Non-Drug Code	Drug / Non-Drug Name	Item Code	Item Description	Brand Name	Supplier Name	Packag
N05AH02000T1001XX	Clozapine 25 mg Tablet	02.0437.04.707T	Clozapine 25 mg Tablet	ANZARIL	PHARMANIAGA LOGISTIC SDN.BHD.	Pack of 50 tab
N05AH02000T1002XX	Clozapine 100 mg Tablet	02.0437.05.707T	Clozapine 100 mg Tablet	CLORIL	PHARMANIAGA LOGISTIC SDN.BHD.	Pack of 50 tab

Item Code	Item Description	Brand Name	Quantity
02.0437.05.707T	Clozapine 100 mg Tablet	CLORIL	10
02.0437.04.707T	Clozapine 25 mg Tablet	ANZARIL	10

Figure 3.3.1-3 Contract for Facility

Note

- This screen is non editable.
- Under Item's Information these information will be displayed:
 - Drug/Non Drug Code
 - Drug/Non Drug Name
 - Item Code
 - Item Description
 - Brand Name
 - Supplier Name
 - Packaging Description
 - Effective Start Date
 - Effective End Date
 - Contract Unit Amount (RM)
- Under Item's Quantity these information will be displayed:
 - Item Code
 - Item Description
 - Brand Name
 - Quantity
 - LPO No
 - LPO Date
 - Purchase Qty
 - Contract Unit Price (RM)
 - Contract Amount (RM)
- Purchase order Status



PURCHASE ORDER											
Order Type						Order No					
Purchase Type						LPO No					
Date From						Date To					
Item Description						Item Code					
Status	All					eP Status	All				
Created By						Search					
											[1 - 10 / 756]
Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status	
Direct Purchase	LP	PO15000756	8650	RO15000014	2K MEDICARE SDN BHD	17/12/2015		Approved	eP Approved	Open	
Direct Purchase	LP	PO15000756	DF873839	RO15000015	ACUFEST SYSTEM (M) SDN BHD	16/12/2015		Approved	eP Approved	Open	
Quotation	LP	PO15000754	djdc	QU15000002	AHTI ENTERPRISE	15/12/2015		Approved	eP Approved	Open	
Direct Purchase	LP	PO15000753	123	RP15000041	3A PHARMA	15/12/2015		Approved	eP Approved	Open	

Figure 3.3.1-4 Purchase Order Status

3.14.2 Create New Purchase Order : Indent

Pharmacist allow to supply indent item using purchase order. To create a new Purchase Order, perform the step below:

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI (HOS FB V1.5)

Home Purchase Order

PURCHASE ORDER

Order Type: [Dropdown] Order No: [Text]

Purchase Type: [Dropdown] LPO No: [Text]

Date From: [Text] Date To: [Text]

Item Description: [Text] Item Code: [Text]

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text]

[Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Payment Status
Supplementary Order	APPL	PO17001245	-	-	PHARMANIAGA LOGISTIC SDN. BHD.	12/01/2017	azharkudin kudin	Approved	Pending for eP Approval	Open
Direct Purchase	LP	PO17001244	LPO21321	-	3A PHARMA	12/01/2017	azharkudin kudin	Approved	eP Approved	Open
Contract	Contract	PO17001243	-	KKM-117/2015/F(U)	TAMASETIA RESOURCES SDN. BHD.	12/01/2017	azharkudin kudin	Pending for Approval	-	Open
Direct Purchase	LP	PO17001242	-	-	4L-TECH CORPORATION SDN. BHD.	12/01/2017	azharkudin kudin	Open	-	Open
Supplementary Order	APPL	PO17001241	-	-	PHARMANIAGA LOGISTIC SDN. BHD.	12/01/2017	azharkudin kudin	Open	-	Open
Direct Purchase	LP	PO17001240	-	-	4L-TECH CORPORATION SDN. BHD.	12/01/2017	azharkudin kudin	Approved	Pending for eP Approval	Open
Supplementary Order	APPL	PO17001239	-	-	PHARMANIAGA LOGISTIC SDN. BHD.	11/01/2017	azharkudin kudin	Approved	Pending for eP Approval	Open
Supplementary Order	APPL	PO17000007	-	-	PHARMANIAGA LOGISTIC SDN. BHD.	18/02/2017	Pharmacist E	Approved	Pending for eP Approval	Open

Figure 3.14.2-1 Purchase Order Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2

Click on the  button and the purchase Order screen will be displayed as shown in Figure 3.14.2-1

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text] Financial Year: [Text] 2018

Request Type: [Dropdown] Total Order Amount (RM): [Text] 0.00

Supplier Name: [Text] Order Date: [Text] 28/02/2017 12:18:50 PM

Delivery Site To Name: [Text] Hospital Mini Created By: [Text] GOH CHIA LING

Order Status: [Text] Open eP Status: [Text]

Remark: [Text] Reason: [Text]

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
			TOTAL	0.00	0.00

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
No record found										

Figure 3.14.2-2 Purchase Order

PURCHASE ORDER

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | **Contract Purchase Order**

Order No: [Redacted] | Financial Year: 2016
 Request Type: **3** Indent | Total Order Amount (RM): 0.00
 KKM Code Contract Ref No: [Redacted] | Revision No: [Redacted] **4**
 External Indent No: [Redacted] | Order Date: 28/02/2017 03:07:44 PM
 Supplier Name: [Redacted] | Created By: GCH CHIA LING
 Delivery Site To Name: [Redacted] | eP Status: [Redacted]
 Order Status: Open | Reason: [Redacted]
 Remark: [Redacted]

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
TOTAL			0.00	0.00	0.00

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
No record found										

Figure 3.14.2-3 Purchase Order : Indent

STEP 3

Select **Request Type** as **Indent**

STEP 4

Click on the **KKM Code Contract Ref No** and **KKM Code Contract Ref No** window will be displayed as Figure 3.14.2-4

Search KKM Code Contract Ref No

KKM Code Contract Ref No: [] | Item Description: []
 Contract Start Date: [] | Contract End Date: [] | **Search**

1 / 16 [1 - 10 / 157]

KKM Code Contract Ref No	Item Description	Contract Start Date	Contract End Date
KKM-151/2016/F(U)	Olanzapine 5 mg Tablet , Olanzapine 10 mg Tablet	11/08/2016 12:00:00 AM	10/08/2018 12:00:00 AM
KKM-97/2016/F(U)	Alprostadil 500mcg/ml Inj	01/08/2016 12:00:00 AM	31/07/2018 12:00:00 AM
KKM-98/2016/F(U)	Oral Rehydration Salt	06/08/2016 12:00:00 AM	05/08/2019 12:00:00 AM
KKM-117/2016/F(U)	Midazolam 5mg/ml Inj	27/08/2016 12:00:00 AM	26/08/2018 12:00:00 AM
KKM-84/2016/F(U)	Desflurane Liquid	25/05/2016 12:00:00 AM	24/05/2018 12:00:00 AM
KKM-108/2016/F(U)	Telmisartan 80mg, Hydrochlorothiazide 12.5 mg Tablet	21/08/2016 12:00:00 AM	20/08/2019 12:00:00 AM
KKM-109/2016/F(U)	Lamotrigine 100 mg Tablet , Lamotrigine 50 mg Tablet	11/07/2016 12:00:00 AM	10/07/2019 12:00:00 AM

Figure 3.14.2-4 KKM Code Contract Ref No

Note

- User is allowed to enter partially or fully searching criteria **KKM Code Contract Ref No**, **Item Description**, **Contract Start Date** and **Contract End Date**. Then click **Search** button
- Double click on the selected **KKM Code Contract Ref No**

STEP 5

Select **External Indent No** as per default

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
No record found					
TOTAL			0.00	0.00	0.00

Figure 3.14.2-5 Purchase Order : Indent

STEP 6

Click on the **Delivery Site To Name** and **Delivery Site To Name Search** window will be displayed as **Figure 3.14.2-6**

Delivery Site To Name	Delivery Site To Code
Unit Vektor Jab. Kes. Wilayah Persekutuan	213170
UNIT VEKTOR CUKAI	313190
Unit Tibi, Hospital Beaufort	481322
UNIT TEKNOLOGI MAKLUMAT	210829
Unit Survelan Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur	859621
UNIT SUMBER MANUSIA	265482
UNIT STOR & ASET	359746
UNIT SAJIAN	315105
Unit Radiologi Hospital Banting	320033
UNIT PRIMER	213168

Figure 3.14.2-6 Delivery Site To Name Search

Note

- User is allowed to enter partially or fully searching criteria **Supplier Name** and **Supplier Code**. Then click button
- Double click on the selected **Supplier Name**



PURCHASE ORDER

Cancel LPO X

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | **Contract Purchase Order**

Order No: PO16000457
Request Type: Indent
KKM Code Contract Ref No: KKM-108/2016(F,U)
External Indent No: R16013129
LPO No: LI457
Delivery Lead Period(Day): 21
Supplier Name: PRIMABUMI SDN. BHD.
Delivery Site To Name: Hospital Kulim
Order Status: Approved
Remark:

Financial Year: 2016
Total Order Amount (RM): 49.60
Revision No: 1
LPO Approval Date and Time: 07/12/2016 7:22 PM
Delivery Due Date: 28/12/2016 7:22:00 PM
Order Date: 07/12/2016 07:18:26 PM
Created By: System Administrator
eP Status: eP Approved
Reason:

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Received Quantity (PKU)	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
N08BA04110T1001XX.01	Methyphenidate HCl 10 mg Tablet	pck	pack of 30 tablet	RUBIFEN	Zyfas Medical Co	1	1	1	05220102060027401/00 Farmasi dan Bekalan (Ubat) Operating	0	0	49.6000	49.60

Figure 3.14.2-7 Purchase Order : Indent

STEP 7

Double click on the item and **Add Purchase Order** item window will display as Figure 3.14.2-8

ADD PURCHASE ORDER ITEM

Item Description: Midazolam 5mg/ml Inj
Contract No: KKM-117/2016(F,U)
Contract End Date: 26/06/2018 12:00:00 AM
Vote Description: DRUG
Item Group: DRUG
Order Quantity (PKU): 0
Approved Quantity (PKU): 0
eP Approved Quantity (PKU): 0
Brand: DOMI
PKU: pck
Min Order Quantity (PKU): 1
Quantity Available (PKU): 0

Item Code: ND5CD08110P3002XX.01
Contract Start Date: 27/06/2016 12:00:00 AM
Vote Code:
Budget Type:
Unit Price (RM) (PKU): 16.0000
Total Amount (RM): 0.00
Buffer Level Quantity (SKU): 1.308
Manufacturer: Duopharma (M) Sdn. Bhd.
Packaging Description: pack of 10 ampoule
Max Storage Quantity(PKU): 273

Figure 3.14.2-8 Purchase Order Item

STEP 8

Click on the **Vote Description** and **Search Vote Description** window will be displayed as Figure 3.14.2-9

Search Vote Description

Vote Name Vote Code

1 / 2 [1 - 10 / 20]

Budget Type	Vote Code	Vote Name	Balance
Operating	151601/031700/27401/99	UROLOGI (UBAT DAN DADAH)	285.50
Operating	151601/031900/27401/01	RADIOTERAPI DAN ONKOLOGI (UBAT DAN DADAH)	23,302.80
Operating	151601/032700/27401/09	PSIKIATRI DAN KESIHATAN MENTAL (UBAT DAN DADAH)	467.39
Operating	151601/030500/27401/08	Perubatan Am - Ubat Dan Dadah (Pallatif)	2,144.45
Operating	151601/030500/27401/02	Perubatan Am- Ubat Dan Dadah (HIV/AIDS)	0.85
Operating	151601/030500/27401/03	Perubatan Am - Ubat Dan Dadah (Hematologi Klinikal)	23,703.18
Operating	151601/030500/27401/00	PERUBATAN AM (UBAT DAN DADAH)	3.74
Operating	151601/032000/27401/09	Pengimejan Diagnostik (Ubat Dan Dadah)	7.04
Operating	151601/030800/27401/09	PEMBEDAHAN AM (UBAT DAN DADAH)	54.40
Operating	151601/030800/27404/09	Pediatrik (Vaksin)	1.69

Figure 3.14.2-9 Search Vote Description

Note

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

ADD PURCHASE ORDER ITEM 9

Item Description	Midazolam 5mg/ml Inj	Item Code	ND9CD08110P3002XX.01
Contract No	KKM-117/2016/F(U)	Contract Start Date	27/06/2016 12:00:00 AM
Contract End Date	28/06/2018 12:00:00 AM	Vote Code	
Vote Description		Budget Type	
Item Group	DRUG	Unit Price (RM) (PKU)	15.0000
Order Quantity (PKU)	0	Total Amount (RM)	0.00
Approved Quantity (PKU)	0	Buffer Level Quantity (SKU)	1,388
eP Approved Quantity (PKU)	0	Manufacturer	Duopharma (M) Sdn. Bhd.
Brand	DOMII	Packaging Description	pack of 10 ampoule
PKU	pku	Max Storage Quantity (PKU)	273
Min Order Quantity (PKU)	1		
Quantity Available (PKU)	0		

Figure 3.14.2-10 Purchase Order Item

STEP 9

Click on the button to save the record

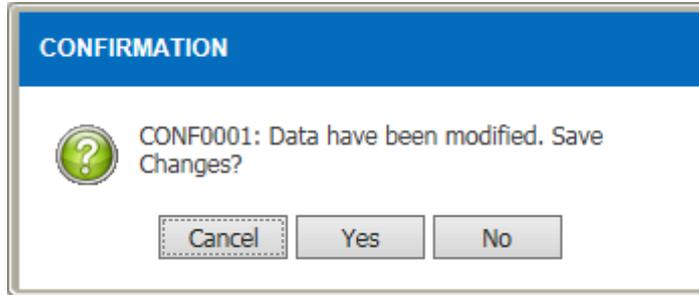
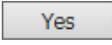
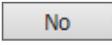


Figure 3.14.2-11 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3..14.2-11
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel the editing made at the Add Purchase Order Item screen

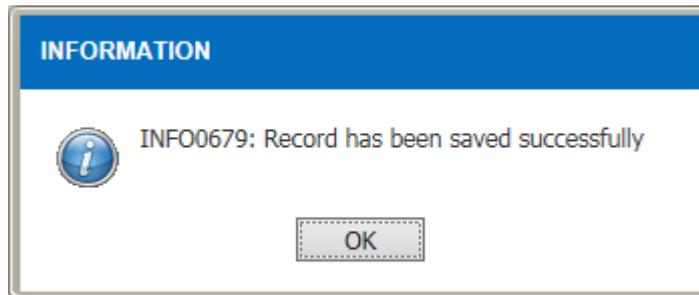


Figure 3.14.2-12 Information Message

Note

- System will display a Information Message as Figure 3.14.2-12
- Click on the  button to confirm

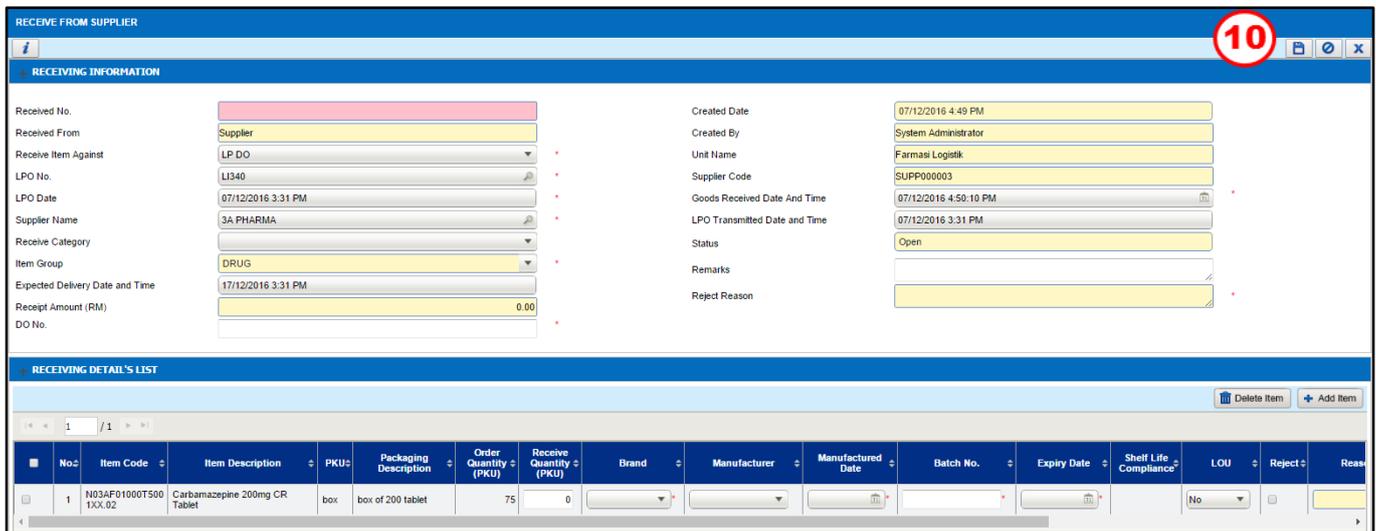


Figure 3.14.2-13 Purchase Order : Indent

STEP 10

Click on the  button to save the record

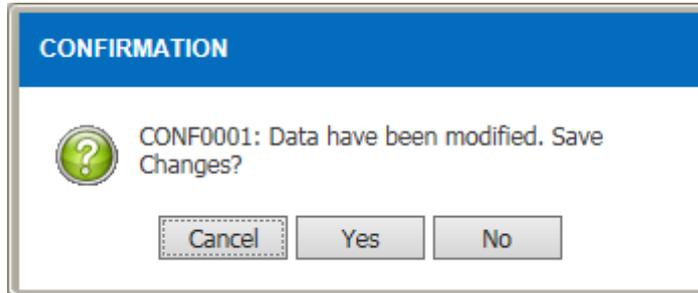
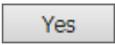
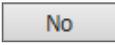
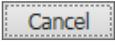


Figure 3.14.2-14 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.14.2-14
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel from saving the record

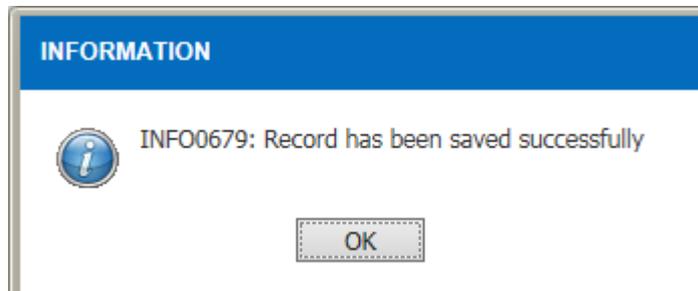


Figure 3.14.2-15 Information Message

Note

- System will display a Information Message as Figure 3.14.2-15
- Click on the  button to confirm

Figure 3.14.2-16 Purchase Order : Indent

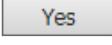
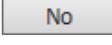
Note

- User is allow to create another order by click on the  button
- Click on the  button to cancel the order

STEP 11

Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.14.2-17
- Click on the  button to approve the record
- Click on the  or  button to cancel for approval the record

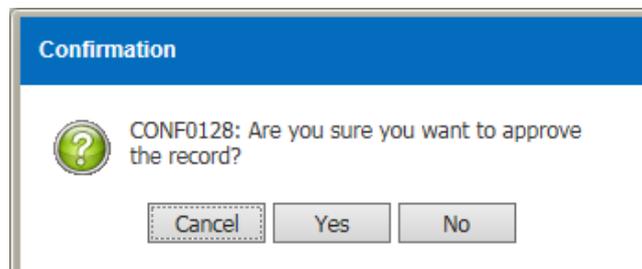
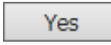


Figure 3.14.2-17 Confirmation Message

- Information Message will display after click on the  button as Figure 3.14.2-17
- Click on the  button to successfully approved the record and the Status change to Approved

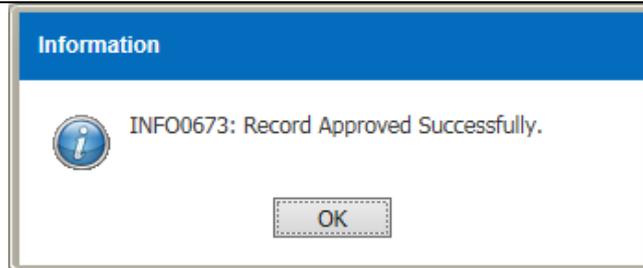


Figure 3.14.2-18 Information Message

- Click on the  button to reject the order transaction

Note

- User need to enter reject reason as system will display an information Message as Figure 3.14.2-19

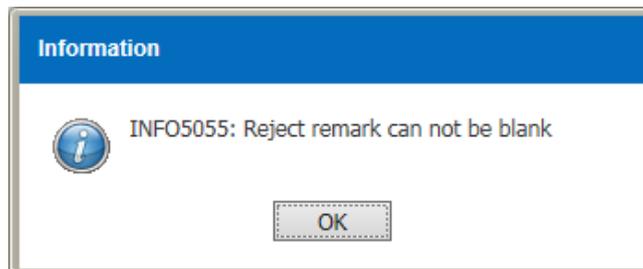


Figure 3.14.2-19 Information Message

- **Status** of the record will change to **Rejected**



4.0

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution

5.0 Links To Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
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