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

User Manual
Pharmacy Inventory - Contract

Version : 9th EDITION
Document ID : U.MANUAL_INV_CONTRACT

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Reference ID : U.MANUAL_INV_CONTRACT-9th EDITION

Application reference: PhIS & CPS v2.0.1

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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	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password	↻	Reset Login Screen
＋	Expand Menu	−	Collapse Menu
Home	Display Home Tab	▷	Expand Module
◩	Collapse Module	☒	Close All Open Tabs
⟳	Refresh Screen	🔍 Search	Search Record
✚	Add/Create New Record	i	Show Help
🖶	Print	*	Mandatory Field
31	Calendar Icon	🔍	Search Icon
X	Close Window	○	Radio Button
☐	Checkbox	✎	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	Export to Excel	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	🗑 Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
👍 Approve	Approve Transaction	👎 Reject	Reject Transaction
Send for Approval	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**

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

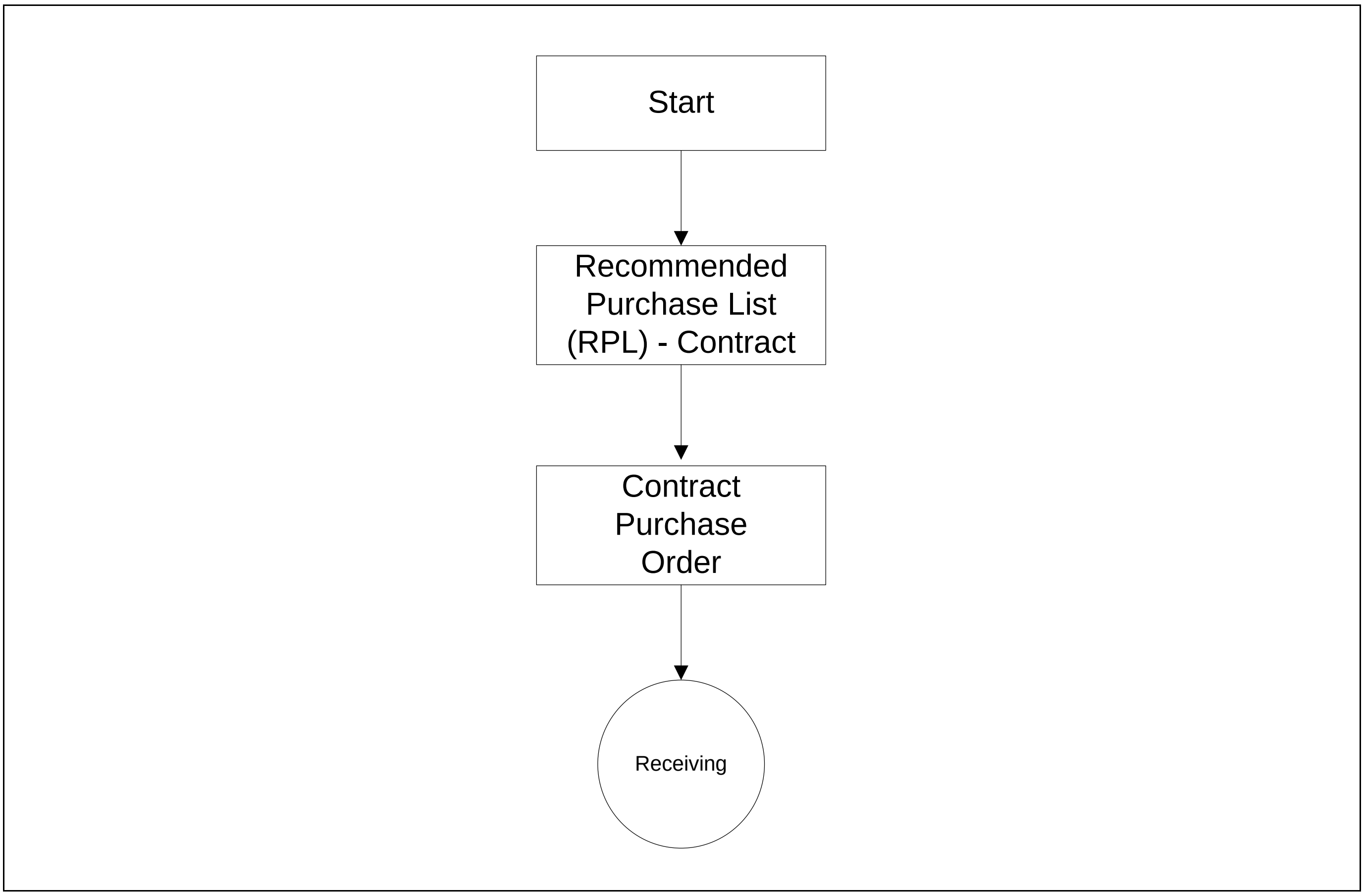


Figure 3.1

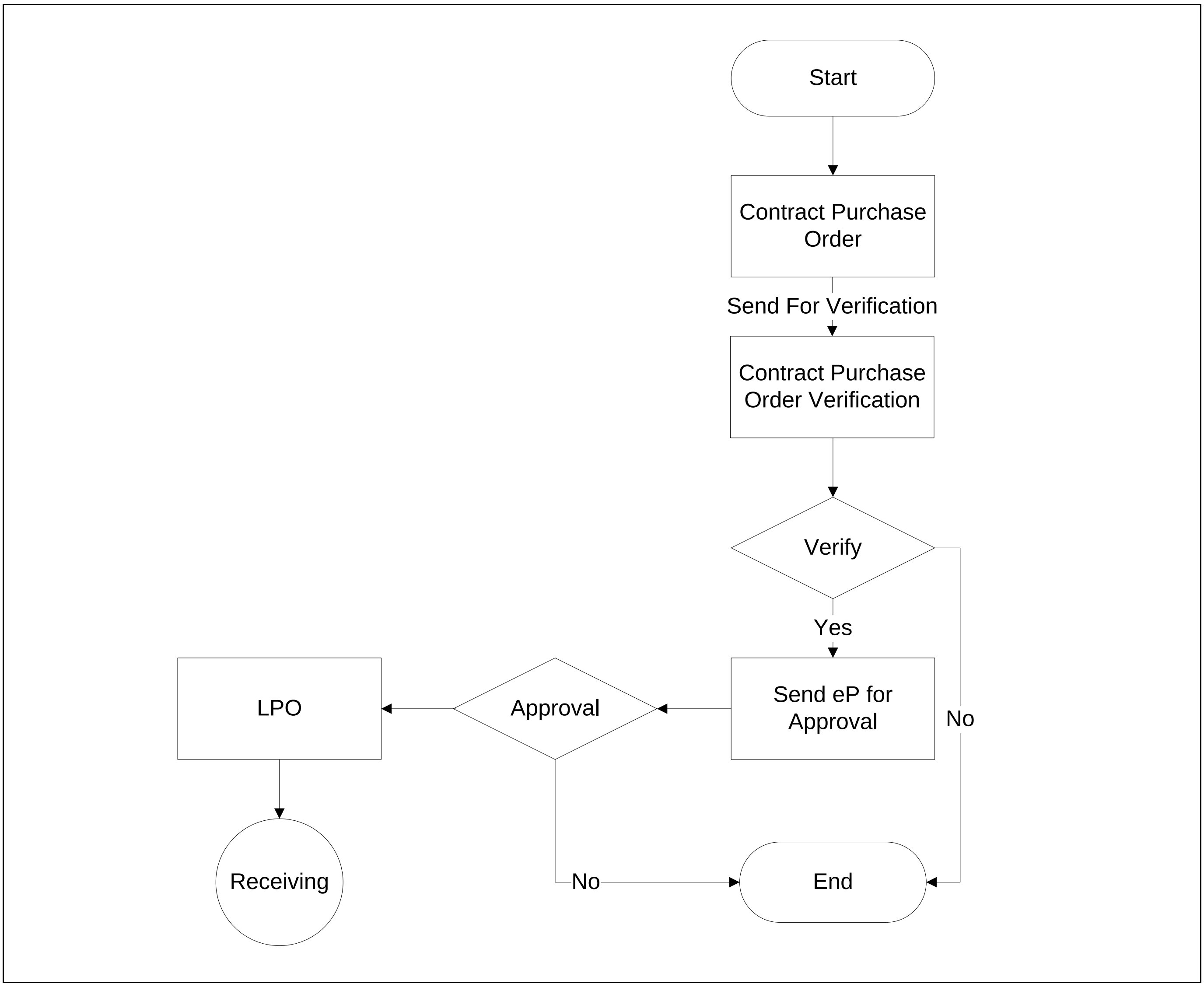
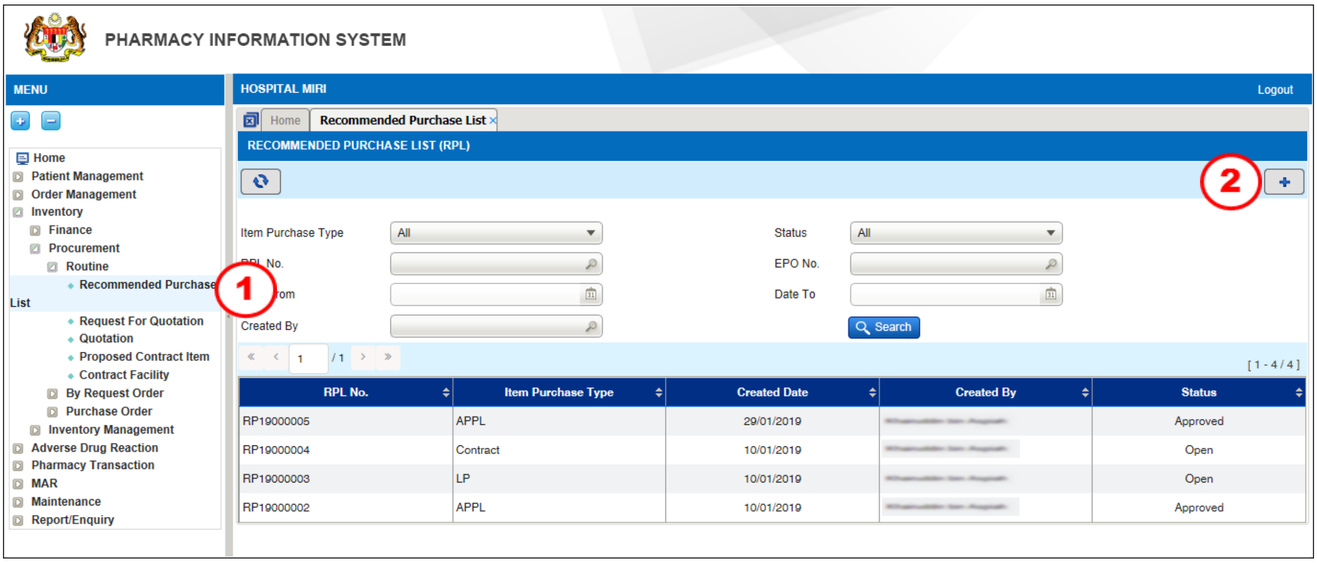

Start
Contract Purchase Order
Send For Verification
Contract Purchase Order Verification
Verify
Yes
No
Send eP for Approval
Approval
LPO
Receiving
No
End

Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
1
2
Search
1
/ 1
[1 - 4 / 4]

Item Purchase Type: All

Status: All

RPL No.

EPO No.

Date From

Date To

Created By

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	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)’

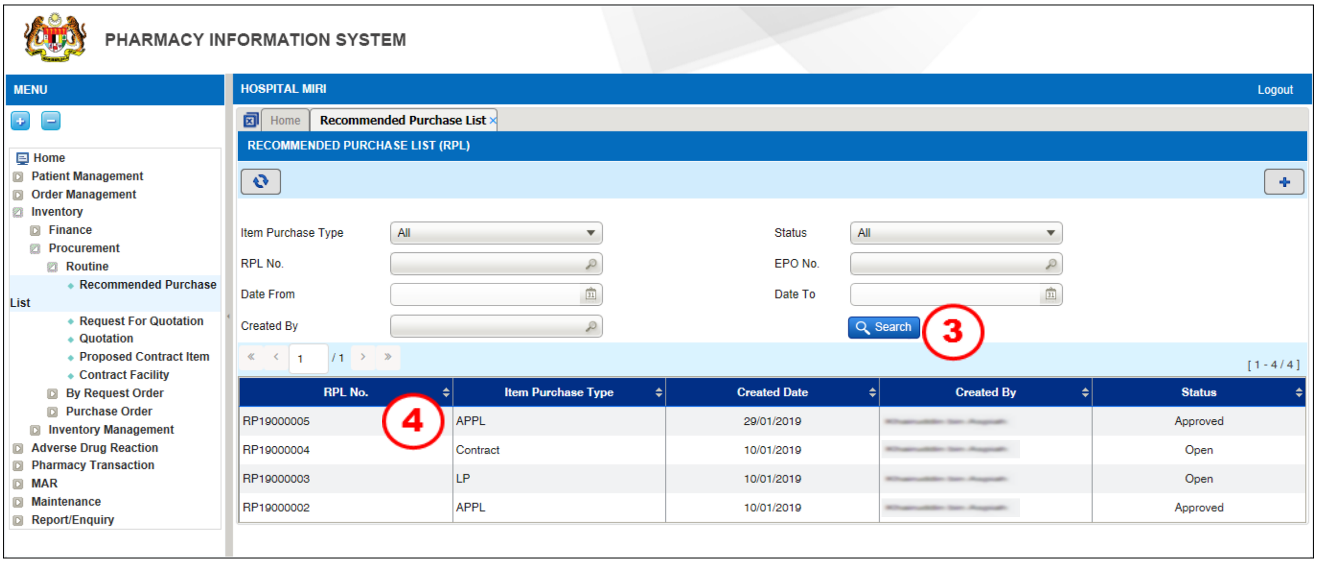
STEP 2

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
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
Search
3
4
1
/ 1
[1 - 4 / 4]

Item Purchase Type: All
Status: All
RPL No.:
EPO No.:
Date From:
Date To:
Created By:

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	Approved

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

STEP 3

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

Note

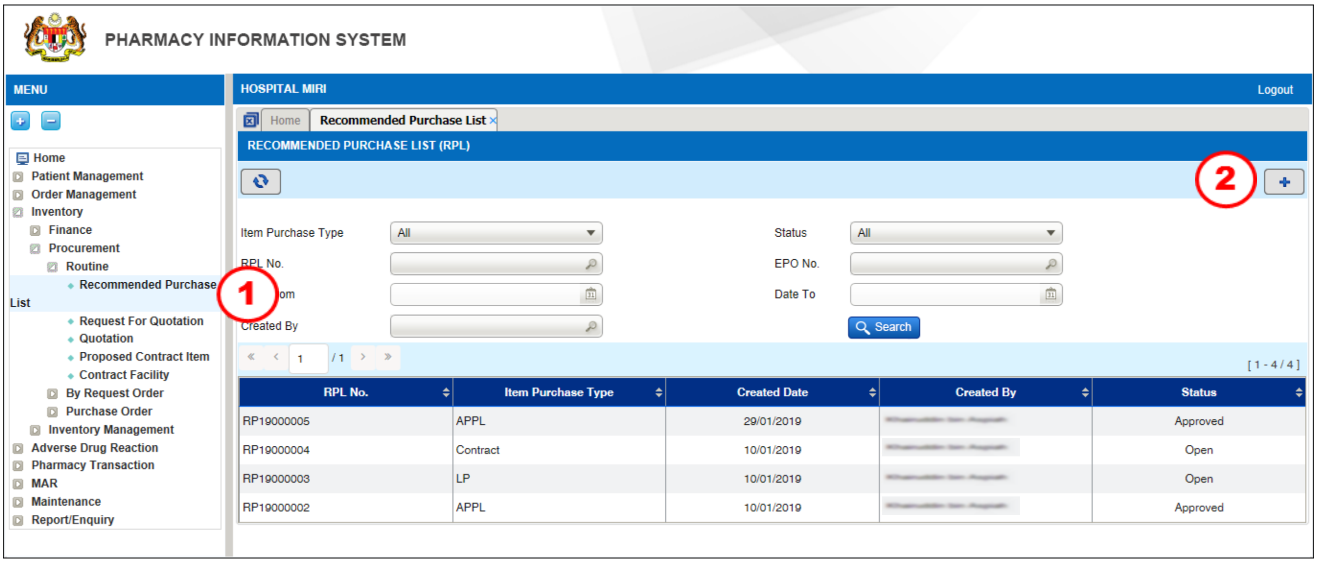
In circumstances of no criteria is input, the entire list of previous transaction will be displayed.

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:


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
Search
1
2
[1 - 4 / 4]

Item Purchase Type: All
Status: All
RPL No.
EPO No.
Date From
Date To
Created By

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	Approved

Figure 3.2-1 New Recommended Purchase List (RPL)

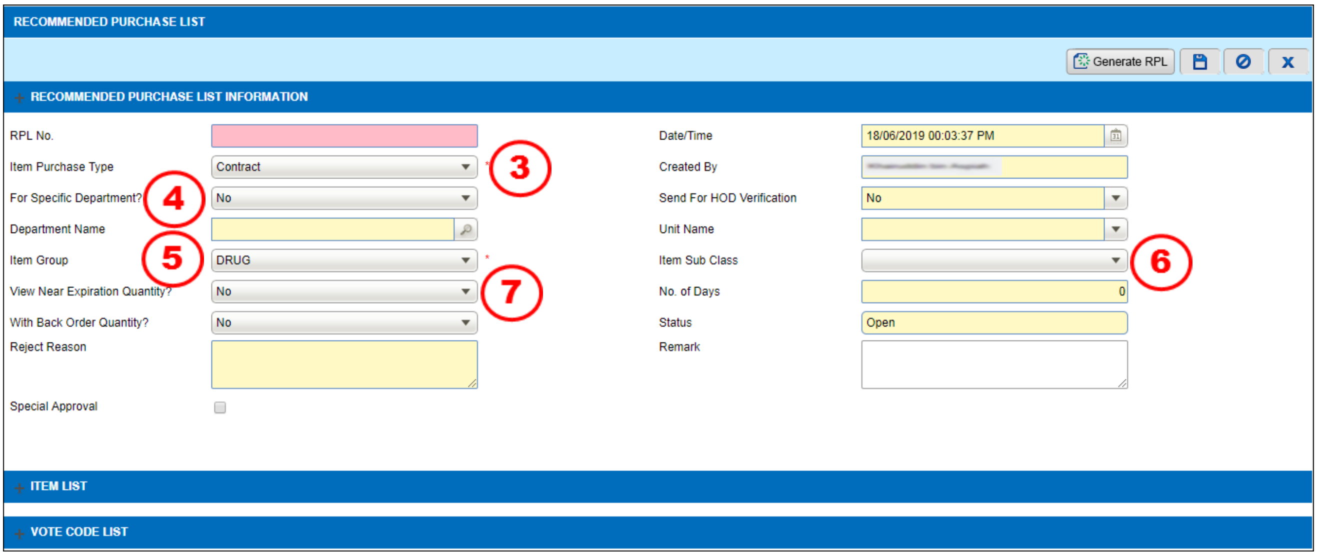
The purpose is to generate a list of items where the purchasing is meant for Facility used and not for specific department

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


RECOMMENDED PURCHASE LIST
Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION
ITEM LIST
VOTE CODE LIST
3
4
5
6
7

RPL No.:
Item Purchase Type: Contract
For Specific Department?: No
Department Name:
Item Group: DRUG
View Near Expiration Quantity?: No
With Back Order Quantity?: No
Reject Reason:
Special Approval: ☐
Date/Time: 18/06/2019 00:03:37 PM
Created By: [redacted]
Send For HOD Verification: No
Unit Name:
Item Sub Class:
No. of Days: 0
Status: Open
Remark:

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

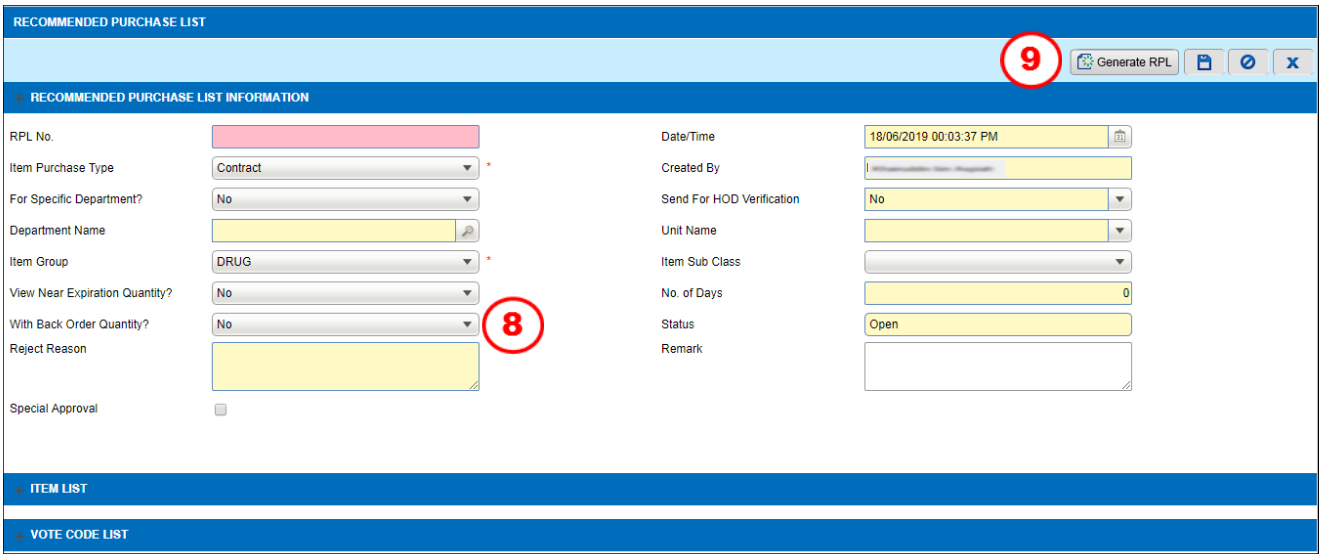
Select ***Item Sub Class*** will be retrieved from item sub class master table and will be displayed in a drop down box

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 of Days** field.*


RECOMMENDED PURCHASE LIST
9
Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION
8
ITEM LIST
VOTE CODE LIST

RPL No.
Item Purchase Type: Contract *
For Specific Department?: No
Department Name
Item Group: DRUG *
View Near Expiration Quantity?: No
With Back Order Quantity?: No
Reject Reason
Special Approval ☐
Date/Time: 18/06/2019 00:03:37 PM
Created By: [redacted]
Send For HOD Verification: No
Unit Name
Item Sub Class
No. of Days: 0
Status: Open
Remark

Figure 3.2-3 Recommended Purchase List (RPL)

STEP 8
Select to view ***With Back Order Quantity?*** from the drop down box:

- Yes
- No

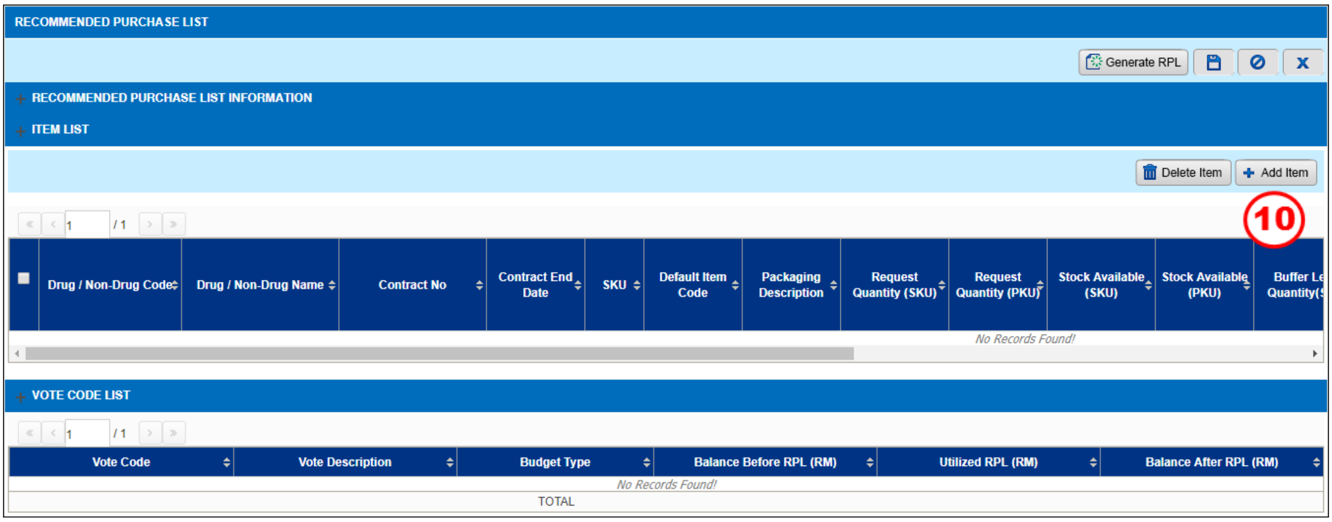
Note
Back Order Quantity represents the pending receive quantity that has not been supplied yet by the suppliers.

STEP 9

Click on the Generate RPL 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.*



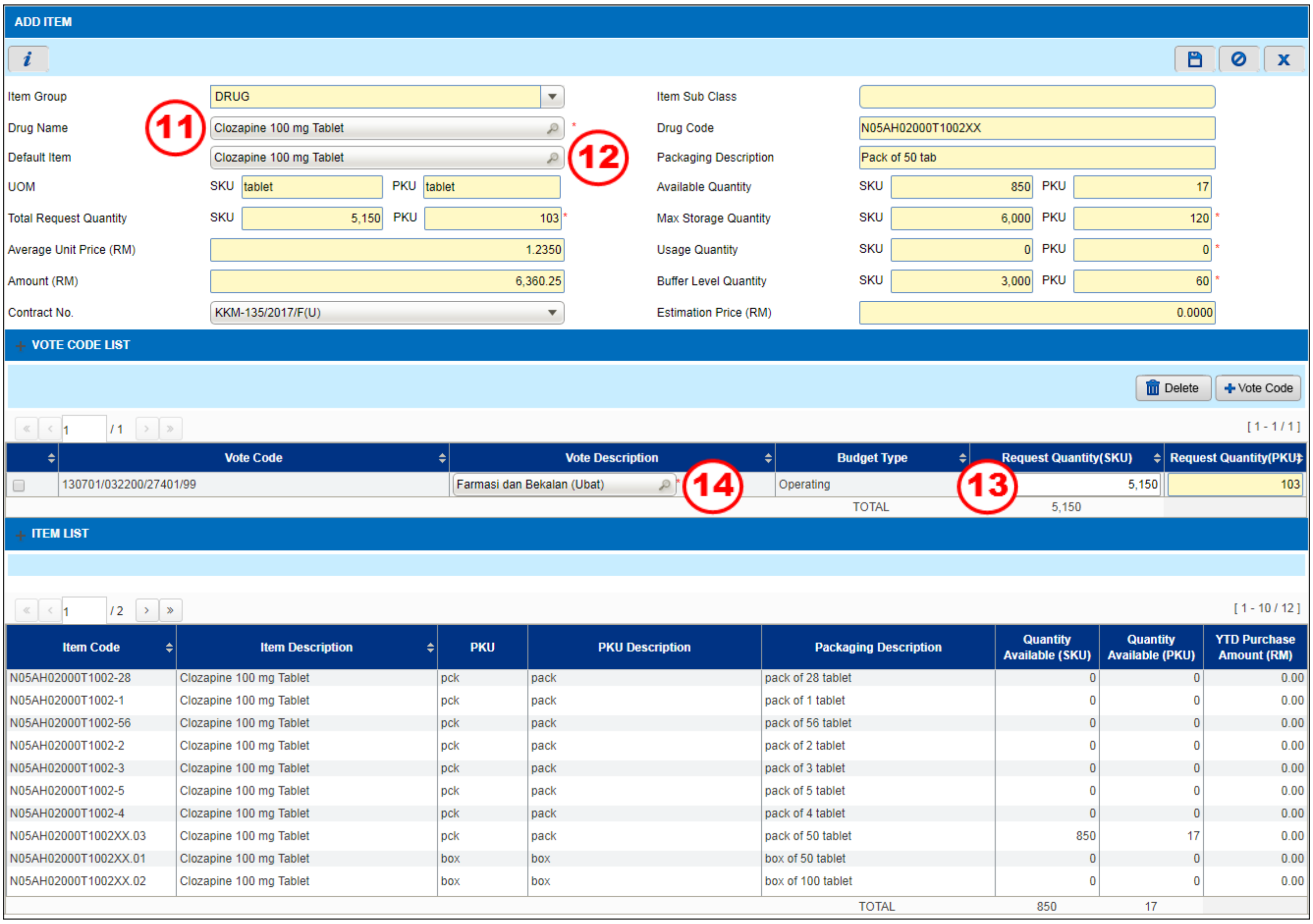
☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffer Le Quantity(
									No Records Found!			

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
		No Records Found!			
		TOTAL			

Figure 3.2-4 Add Item Manually

STEP 10

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



ADD ITEM

Item Group: DRUG
Drug Name: Clozapine 100 mg Tablet *
Default Item: Clozapine 100 mg Tablet
UOM: SKU tablet PKU tablet
Total Request Quantity: SKU 5,150 PKU 103 *
Average Unit Price (RM): 1.2350
Amount (RM): 6,360.25
Contract No.: KKM-135/2017/F(U)

Item Sub Class:
Drug Code: N05AH02000T1002XX
Packaging Description: Pack of 50 tab
Available Quantity: SKU 850 PKU 17
Max Storage Quantity: SKU 6,000 PKU 120 *
Usage Quantity: SKU 0 PKU 0 *
Buffer Level Quantity: SKU 3,000 PKU 60 *
Estimation Price (RM): 0.0000

VOTE CODE LIST

Delete | Vote Code

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	5,150	103
			TOTAL	5,150	

ITEM LIST

1 / 2 [1 - 10 / 12]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N05AH02000T1002-28	Clozapine 100 mg Tablet	pck	pack	pack of 28 tablet	0	0	0.00
N05AH02000T1002-1	Clozapine 100 mg Tablet	pck	pack	pack of 1 tablet	0	0	0.00
N05AH02000T1002-56	Clozapine 100 mg Tablet	pck	pack	pack of 56 tablet	0	0	0.00
N05AH02000T1002-2	Clozapine 100 mg Tablet	pck	pack	pack of 2 tablet	0	0	0.00
N05AH02000T1002-3	Clozapine 100 mg Tablet	pck	pack	pack of 3 tablet	0	0	0.00
N05AH02000T1002-5	Clozapine 100 mg Tablet	pck	pack	pack of 5 tablet	0	0	0.00
N05AH02000T1002-4	Clozapine 100 mg Tablet	pck	pack	pack of 4 tablet	0	0	0.00
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	pck	pack	pack of 50 tablet	850	17	0.00
N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box	box	box of 50 tablet	0	0	0.00
N05AH02000T1002XX.02	Clozapine 100 mg Tablet	box	box	box of 100 tablet	0	0	0.00
				TOTAL	850	17	

Figure 3.2-5 Add Item

STEP 11
Select ***Drug Name***

STEP 12
Select ***Default Item***

STEP 13
Enter ***Request To Purchase Quantity***

STEP 14
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

Note

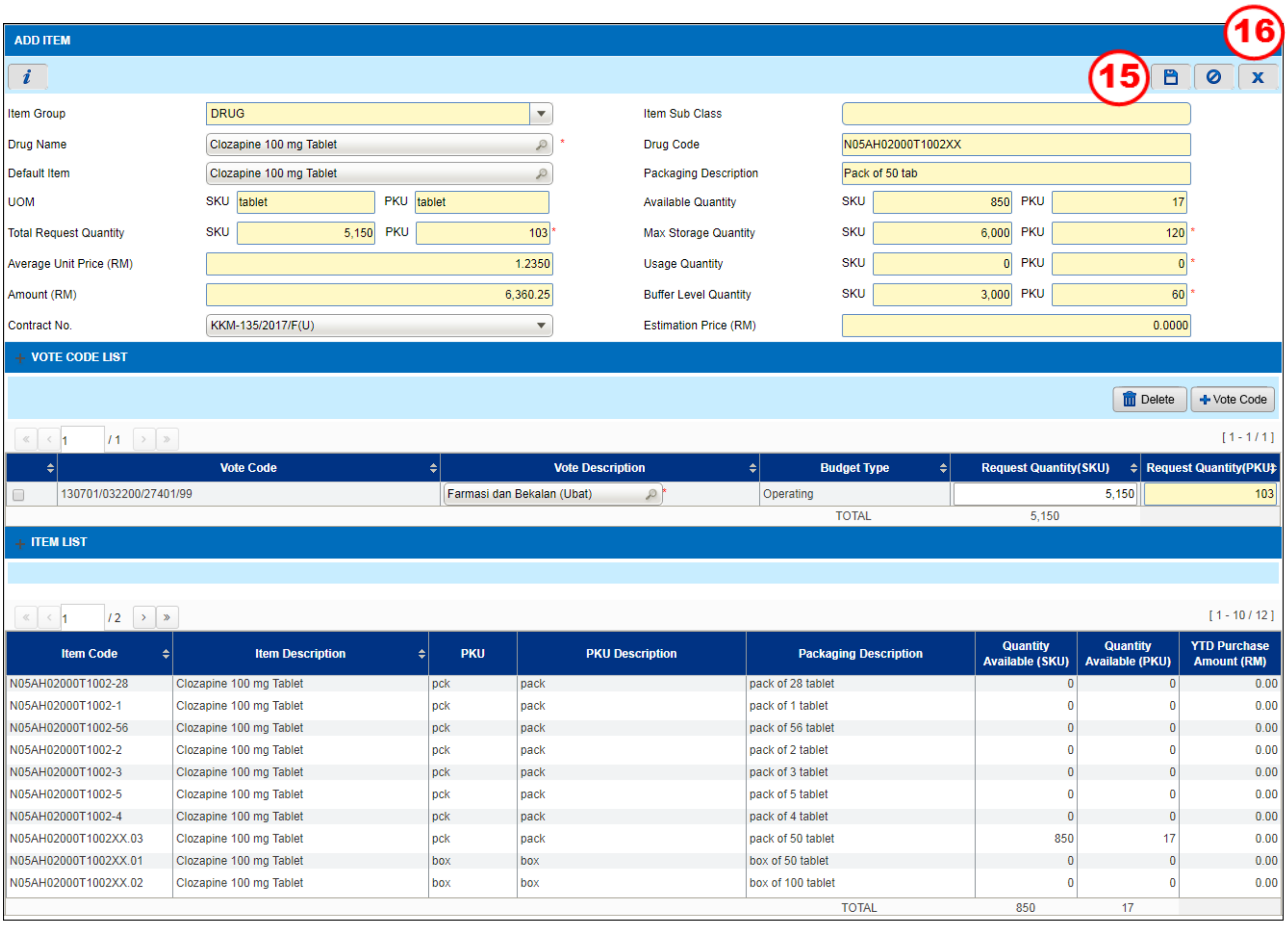
- *Available Quantity is non-editable; it will be automatically displayed base on the selected item code.*
- *User able to add new vote code by click on* Vote Code *button and able to delete vote code by click on* Delete *button*

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.*



Item Group	DRUG			Item Sub Class			
Drug Name	Clozapine 100 mg Tablet *			Drug Code	N05AH02000T1002XX		
Default Item	Clozapine 100 mg Tablet			Packaging Description	Pack of 50 tab		
UOM	SKU tablet	PKU tablet		Available Quantity	SKU 850	PKU 17	
Total Request Quantity	SKU 5,150	PKU 103 *		Max Storage Quantity	SKU 6,000	PKU 120 *	
Average Unit Price (RM)	1.2350			Usage Quantity	SKU 0	PKU 0 *	
Amount (RM)	6,360.25			Buffer Level Quantity	SKU 3,000	PKU 60 *	
Contract No.	KKM-135/2017/F(U)			Estimation Price (RM)	0.0000		

VOTE CODE LIST

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	5,150	103
			TOTAL	5,150	

ITEM LIST

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N05AH02000T1002-28	Clozapine 100 mg Tablet	pck	pack	pack of 28 tablet	0	0	0.00
N05AH02000T1002-1	Clozapine 100 mg Tablet	pck	pack	pack of 1 tablet	0	0	0.00
N05AH02000T1002-56	Clozapine 100 mg Tablet	pck	pack	pack of 56 tablet	0	0	0.00
N05AH02000T1002-2	Clozapine 100 mg Tablet	pck	pack	pack of 2 tablet	0	0	0.00
N05AH02000T1002-3	Clozapine 100 mg Tablet	pck	pack	pack of 3 tablet	0	0	0.00
N05AH02000T1002-5	Clozapine 100 mg Tablet	pck	pack	pack of 5 tablet	0	0	0.00
N05AH02000T1002-4	Clozapine 100 mg Tablet	pck	pack	pack of 4 tablet	0	0	0.00
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	pck	pack	pack of 50 tablet	850	17	0.00
N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box	box	box of 50 tablet	0	0	0.00
N05AH02000T1002XX.02	Clozapine 100 mg Tablet	box	box	box of 100 tablet	0	0	0.00
				TOTAL	850	17	

Figure 3.2-6 Add Item

STEP 15

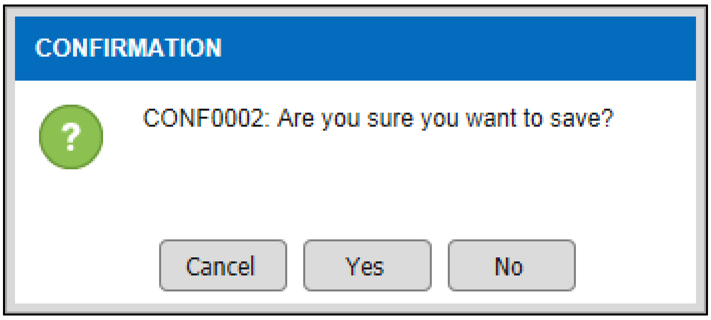
Click on the 💾 button to save the selected drug to be added into RPL list

STEP 16

Click on the ✕ to close the Add Item screen

Note

- *After clicking save, an alert message will be displayed as per Figure 3.2-7, click on the* Yes *button to confirm saving of the record.*

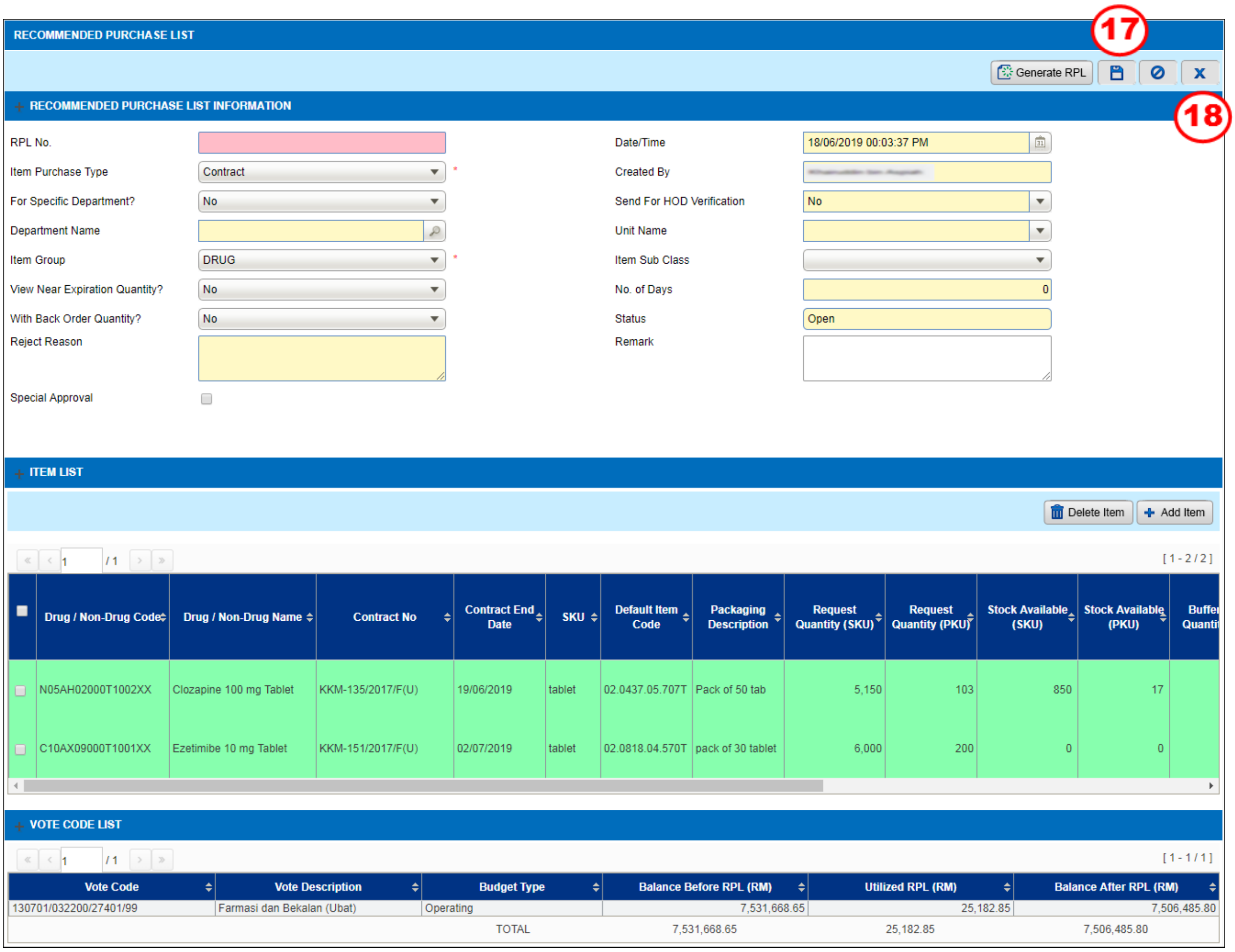


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.2-7 Record Alert Message

- *User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.2-8*



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.		Date/Time	18/06/2019 00:03:37 PM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	N05AH02000T1002XX	Clozapine 100 mg Tablet	KKM-135/2017/F(U)	19/06/2019	tablet	02.0437.05.707T	Pack of 50 tab	5,150	103	850	17	
☐	C10AX09000T1001XX	Ezetimibe 10 mg Tablet	KKM-151/2017/F(U)	02/07/2019	tablet	02.0818.04.570T	pack of 30 tablet	6,000	200	0	0	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,531,668.65	25,182.85	7,506,485.80
		TOTAL	7,531,668.65	25,182.85	7,506,485.80

Figure 3.2-8 Save Record

STEP 17

Click on the 💾 button to save the RPL transaction

Note

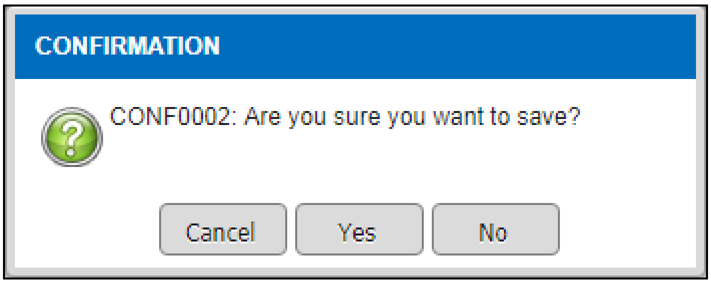
- *RPL No is generated after click save button.*
- *The transaction status is ‘Open’ after saved. After save, button for Send for Approval will be enabled.*
- *Click on the Send for Approval button to send the RPL to the HOD for approval.*
- *The transaction flow to Pharmacist to approve/reject through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

STEP 18

Click on the X to close the RPL screen

Note

- *Click on the* Yes *button to save the record.*
- *If user click on the* No *button or* Cancel *button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.*

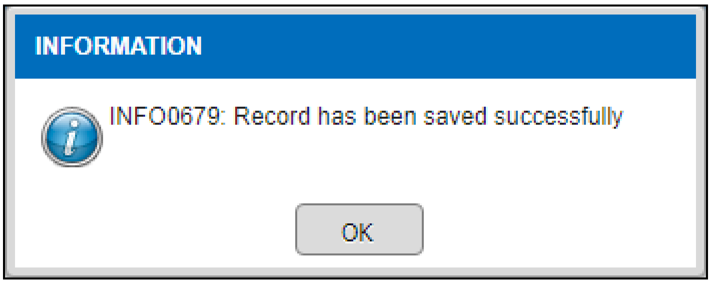


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.2-9 Save Record Alert Message

- *Click on the* OK *button to confirm the request to be sent for approval.*



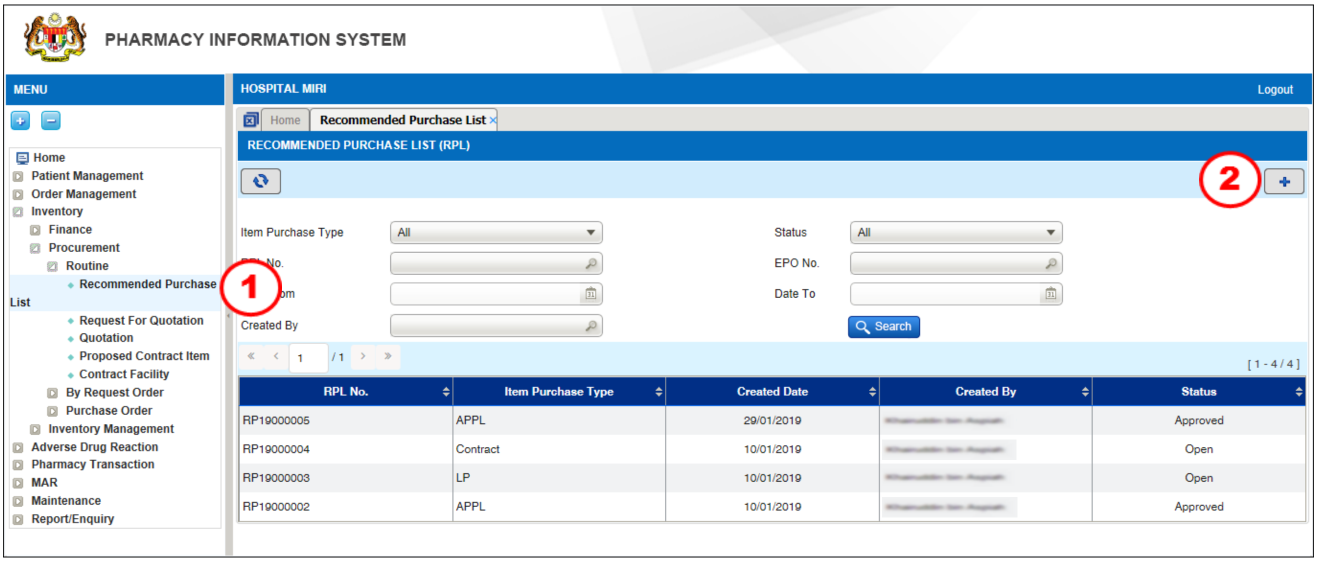
INFORMATION

INFO0679: Record has been saved successfully

Figure 3.2-10 Alert Message

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:


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
1
2
Search
1
/ 1
[1 - 4 / 4]

Item Purchase Type	All
RPL No.	
Date From	
Created By	
Status	All
EPO No.	
Date To	

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	Approved

Figure 3.3-1 New Recommended Purchase List (RPL)

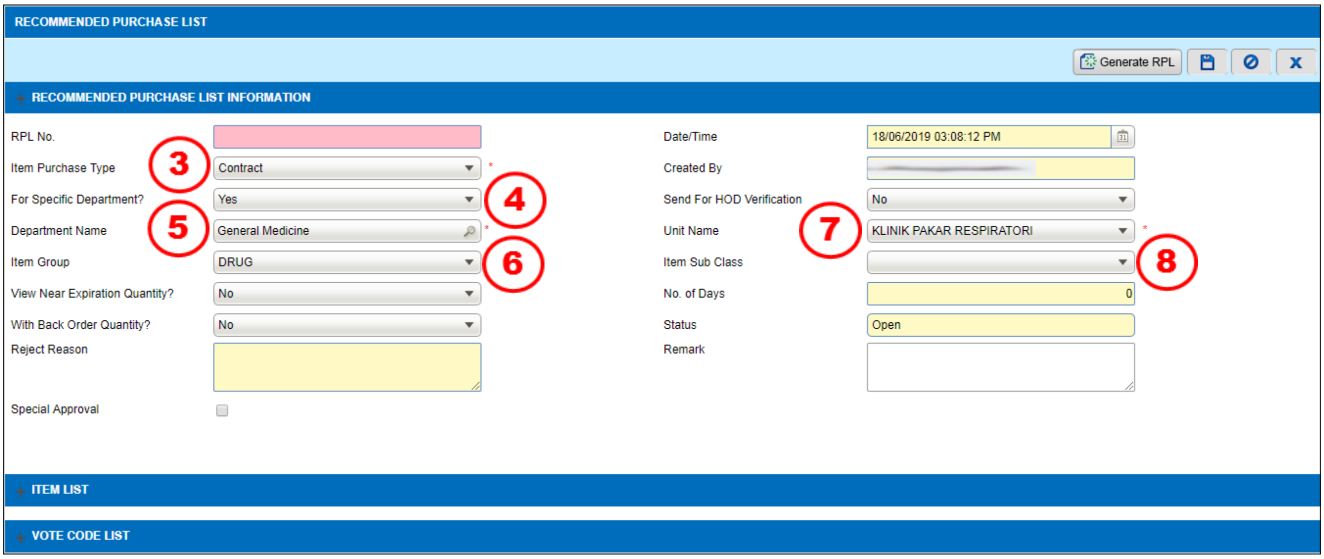
The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby verification from HOD is not required. The transaction is for Specific Department and user have to select ***Department Name*** and ***Unit Name*** but ***HOD Approval*** is '*NO*'

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)


RECOMMENDED PURCHASE LIST
Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION
3
4
5
6
7
8
ITEM LIST
VOTE CODE LIST

RPL No.	
Item Purchase Type	Contract *
For Specific Department?	Yes
Department Name	General Medicine *
Item Group	DRUG
View Near Expiration Quantity?	No
With Back Order Quantity?	No
Reject Reason	
Special Approval	☐
Date/Time	18/06/2019 03:08:12 PM
Created By	[redacted]
Send For HOD Verification	No
Unit Name	KLINIK PAKAR RESPIRATORI *
Item Sub Class	
No. of Days	0
Status	Open
Remark	

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

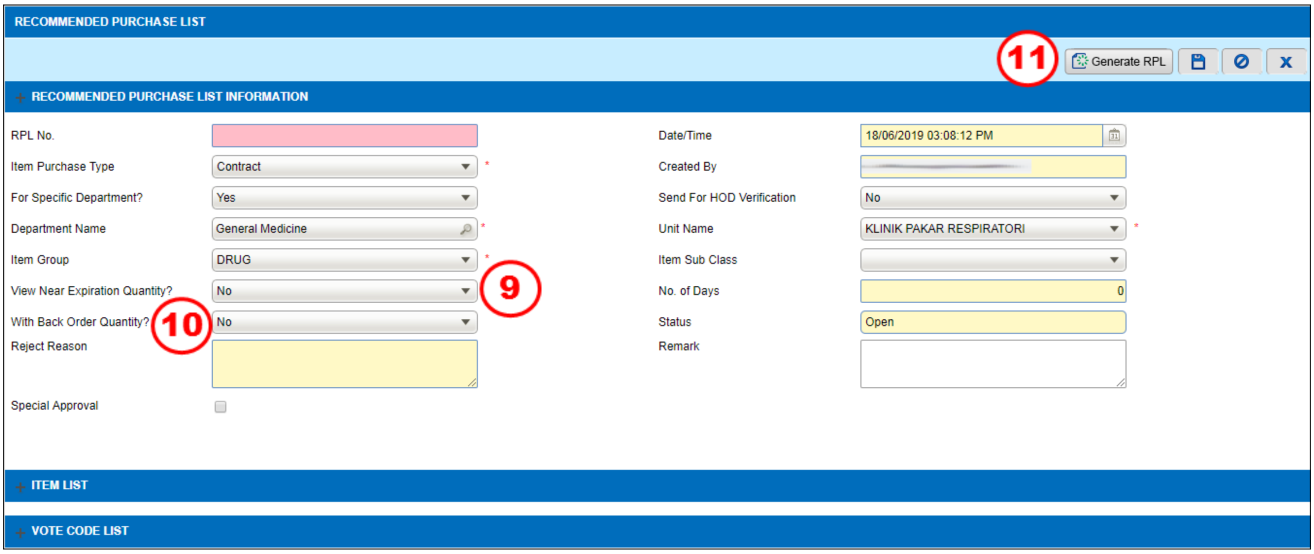
Select ***Item Group*** from the drop down box:

- Drug
- Non Drug

STEP 7
Select ***Unit Name***

STEP 8

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


RECOMMENDED PURCHASE LIST
11
Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION
9
10
ITEM LIST
VOTE CODE LIST

RPL No.		Date/Time	18/06/2019 03:08:12 PM
Item Purchase Type	Contract	Created By	[redacted]
For Specific Department?	Yes	Send For HOD Verification	No
Department Name	General Medicine	Unit Name	KLINIK PAKAR RESPIRATORI
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

Figure 3.3-3 New Recommended Purchase List (RPL)

STEP 9

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.

STEP 10

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

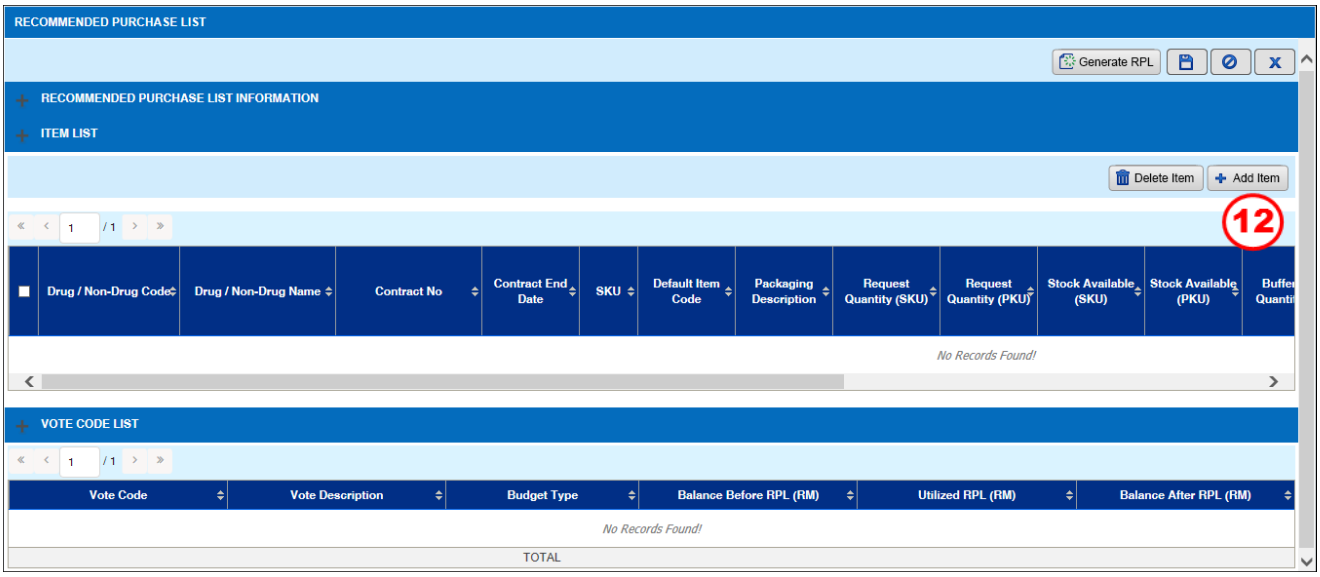
- Yes
- No

STEP 11

Click on the Generate RPL 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.*



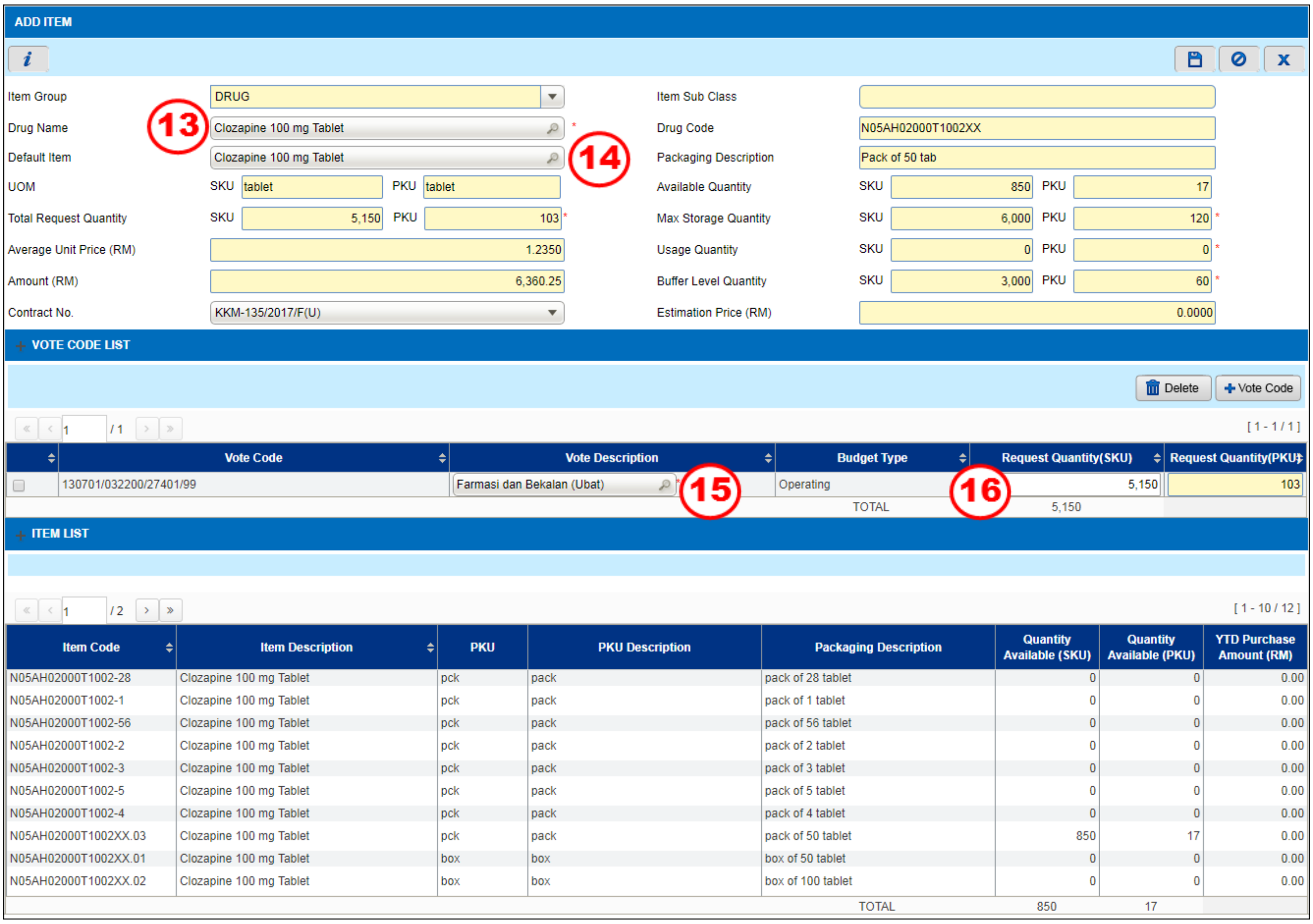
☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
									No Records Found!			

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
		No Records Found!			
		TOTAL			

Figure 3.3-4 Add Item

STEP 12

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



ADD ITEM

Item Group: DRUG
Drug Name: Clozapine 100 mg Tablet *
Default Item: Clozapine 100 mg Tablet
UOM: SKU tablet PKU tablet
Total Request Quantity: SKU 5,150 PKU 103 *
Average Unit Price (RM): 1.2350
Amount (RM): 6,360.25
Contract No.: KKM-135/2017/F(U)
Item Sub Class:
Drug Code: N05AH02000T1002XX
Packaging Description: Pack of 50 tab
Available Quantity: SKU 850 PKU 17
Max Storage Quantity: SKU 6,000 PKU 120 *
Usage Quantity: SKU 0 PKU 0 *
Buffer Level Quantity: SKU 3,000 PKU 60 *
Estimation Price (RM): 0.0000

VOTE CODE LIST

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	5,150	103
			TOTAL	5,150	

ITEM LIST

1 / 2 [1 - 10 / 12]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N05AH02000T1002-28	Clozapine 100 mg Tablet	pck	pack	pack of 28 tablet	0	0	0.00
N05AH02000T1002-1	Clozapine 100 mg Tablet	pck	pack	pack of 1 tablet	0	0	0.00
N05AH02000T1002-56	Clozapine 100 mg Tablet	pck	pack	pack of 56 tablet	0	0	0.00
N05AH02000T1002-2	Clozapine 100 mg Tablet	pck	pack	pack of 2 tablet	0	0	0.00
N05AH02000T1002-3	Clozapine 100 mg Tablet	pck	pack	pack of 3 tablet	0	0	0.00
N05AH02000T1002-5	Clozapine 100 mg Tablet	pck	pack	pack of 5 tablet	0	0	0.00
N05AH02000T1002-4	Clozapine 100 mg Tablet	pck	pack	pack of 4 tablet	0	0	0.00
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	pck	pack	pack of 50 tablet	850	17	0.00
N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box	box	box of 50 tablet	0	0	0.00
N05AH02000T1002XX.02	Clozapine 100 mg Tablet	box	box	box of 100 tablet	0	0	0.00
				TOTAL	850	17	

Figure 3.3-5 Add Item

STEP 13
Select ***Drug Name***

STEP 14
Select ***Default Item***

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 Quantity (SKU)***

Note

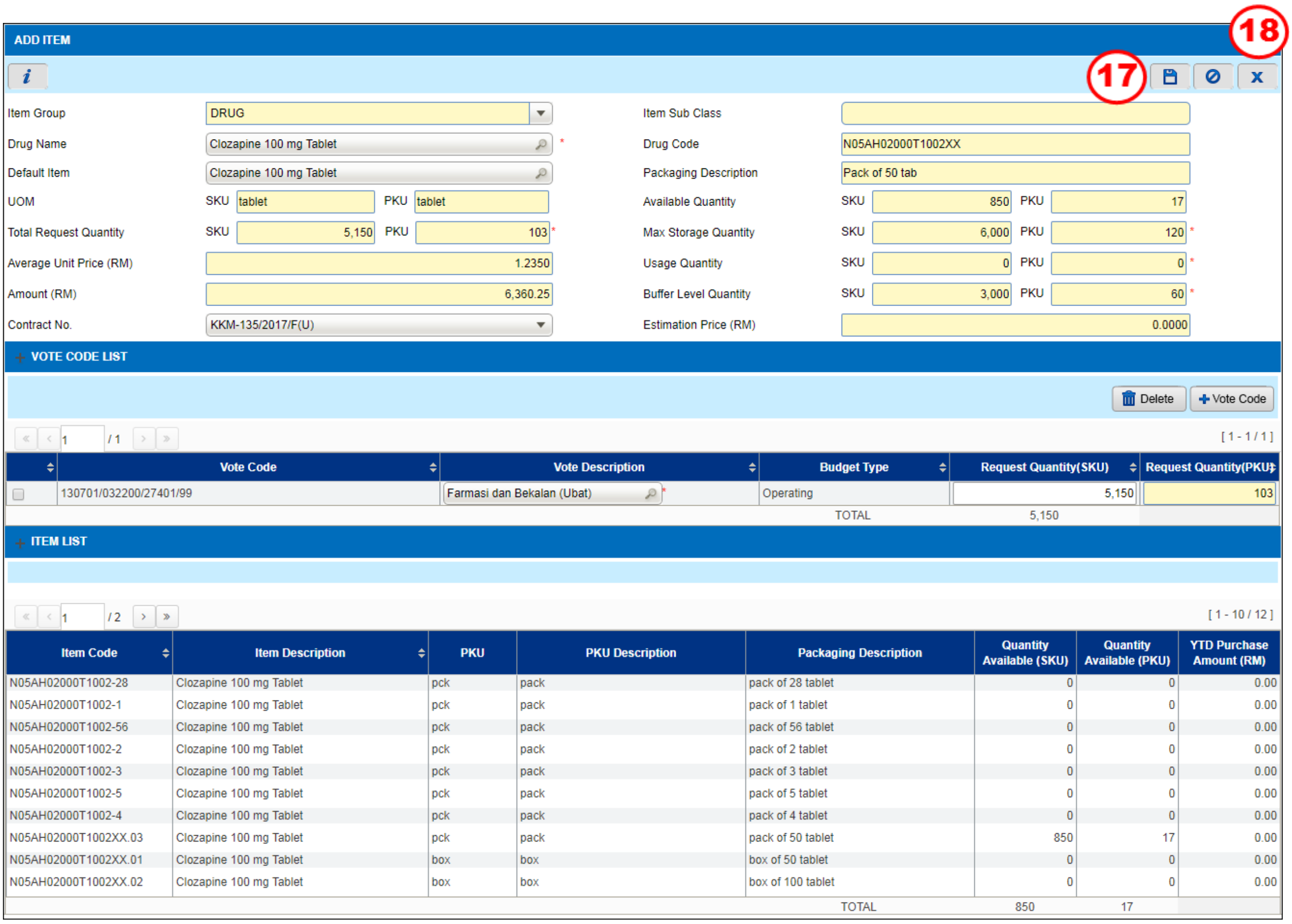
- *Available Quantity is non-editable; it will be automatically displayed base on the selected item code.*
- *Unit price is will be displayed but is editable*
- *Default item is based on setting in Item/Product Buffer Level and Drug/Non-Drug Catalogue maintenance screen*

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.*



Item Group	DRUG	Item Sub Class	
Drug Name	Clozapine 100 mg Tablet *	Drug Code	N05AH02000T1002XX
Default Item	Clozapine 100 mg Tablet	Packaging Description	Pack of 50 tab
UOM	SKU tablet PKU tablet	Available Quantity	SKU 850 PKU 17
Total Request Quantity	SKU 5,150 PKU 103 *	Max Storage Quantity	SKU 6,000 PKU 120 *
Average Unit Price (RM)	1.2350	Usage Quantity	SKU 0 PKU 0 *
Amount (RM)	6,360.25	Buffer Level Quantity	SKU 3,000 PKU 60 *
Contract No.	KKM-135/2017/F(U)	Estimation Price (RM)	0.0000

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	5,150	103
			TOTAL	5,150	

1 / 2 [1 - 10 / 12]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
N05AH02000T1002-28	Clozapine 100 mg Tablet	pck	pack	pack of 28 tablet	0	0	0.00
N05AH02000T1002-1	Clozapine 100 mg Tablet	pck	pack	pack of 1 tablet	0	0	0.00
N05AH02000T1002-56	Clozapine 100 mg Tablet	pck	pack	pack of 56 tablet	0	0	0.00
N05AH02000T1002-2	Clozapine 100 mg Tablet	pck	pack	pack of 2 tablet	0	0	0.00
N05AH02000T1002-3	Clozapine 100 mg Tablet	pck	pack	pack of 3 tablet	0	0	0.00
N05AH02000T1002-5	Clozapine 100 mg Tablet	pck	pack	pack of 5 tablet	0	0	0.00
N05AH02000T1002-4	Clozapine 100 mg Tablet	pck	pack	pack of 4 tablet	0	0	0.00
N05AH02000T1002XX.03	Clozapine 100 mg Tablet	pck	pack	pack of 50 tablet	850	17	0.00
N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box	box	box of 50 tablet	0	0	0.00
N05AH02000T1002XX.02	Clozapine 100 mg Tablet	box	box	box of 100 tablet	0	0	0.00
				TOTAL	850	17	

Figure 3.3-6 Save Record

STEP 17

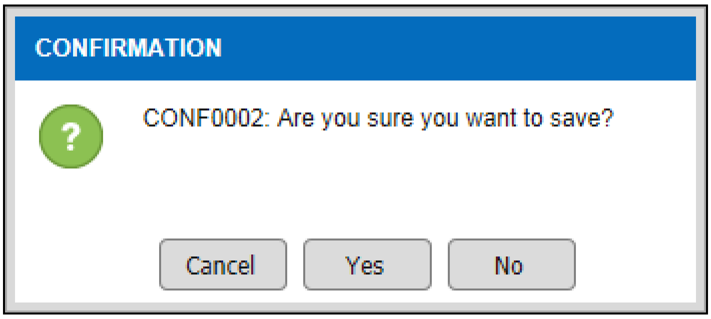
Click on the 💾 button to save the selected drug to be added into RPL list

STEP 18

Click on the X to close the Add Item screen

Note

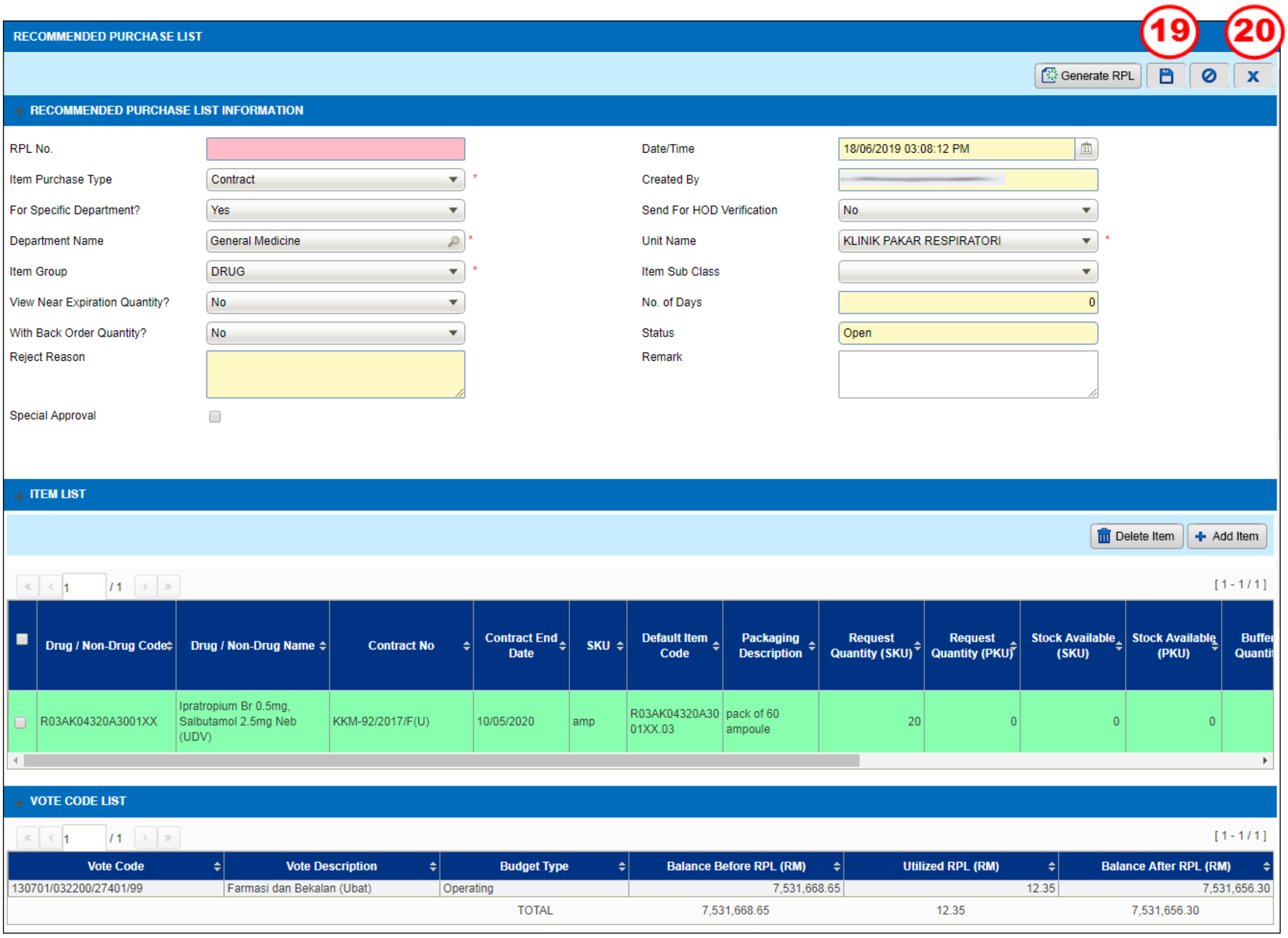
- *After clicking save, an alert message will be displayed as per Figure 3.3-7, click on the* Yes *button to confirm saving of the record.*


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.3-7 Record Alert Message

- *User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.3-8*



RECOMMENDED PURCHASE LIST INFORMATION

RPL No.		Date/Time	18/06/2019 03:08:12 PM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	Yes	Send For HOD Verification	No
Department Name	General Medicine *	Unit Name	KLINIK PAKAR RESPIRATORI *
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffer Quanti
☐	R03AK04320A3001XX	Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV)	KKM-92/2017/F(U)	10/05/2020	amp	R03AK04320A3001XX.03	pack of 60 ampoule	20	0	0	0	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,531,668.65	12.35	7,531,656.30
		TOTAL	7,531,668.65	12.35	7,531,656.30

Figure 3.3-8 Save Record

STEP 19

Click on the 💾 button to save the RPL transaction

Note

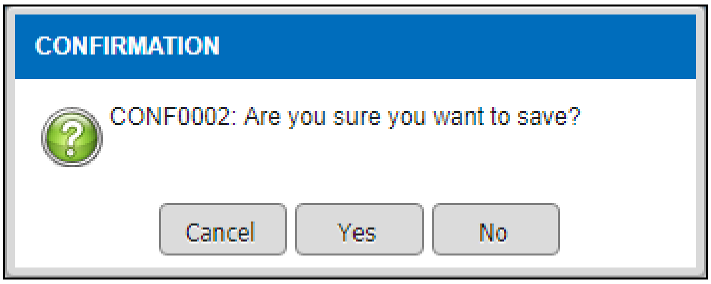
- *RPL No is generated after click save button.*
- *The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.*
- *Click on the Send for Approval button to send the RPL to the HOD for approval.*
- *The transaction flow to Pharmacist to approve/reject through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

STEP 20

Click on the X to close the RPL screen

Note

- *Click on the* Yes *button to save the record.*
- *If user click on the* No *button or* Cancel *button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.*

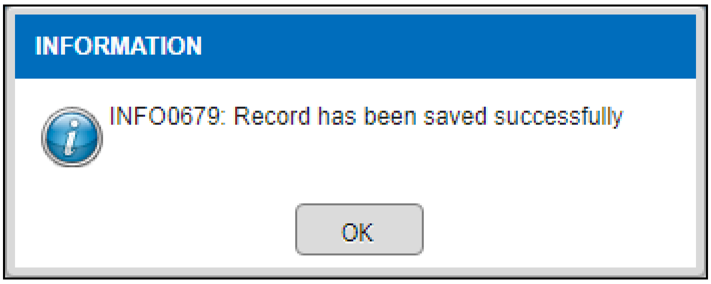


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.3-9 Save Record Alert Message

- *Click on the* OK *button to confirm the request to be sent for approval.*



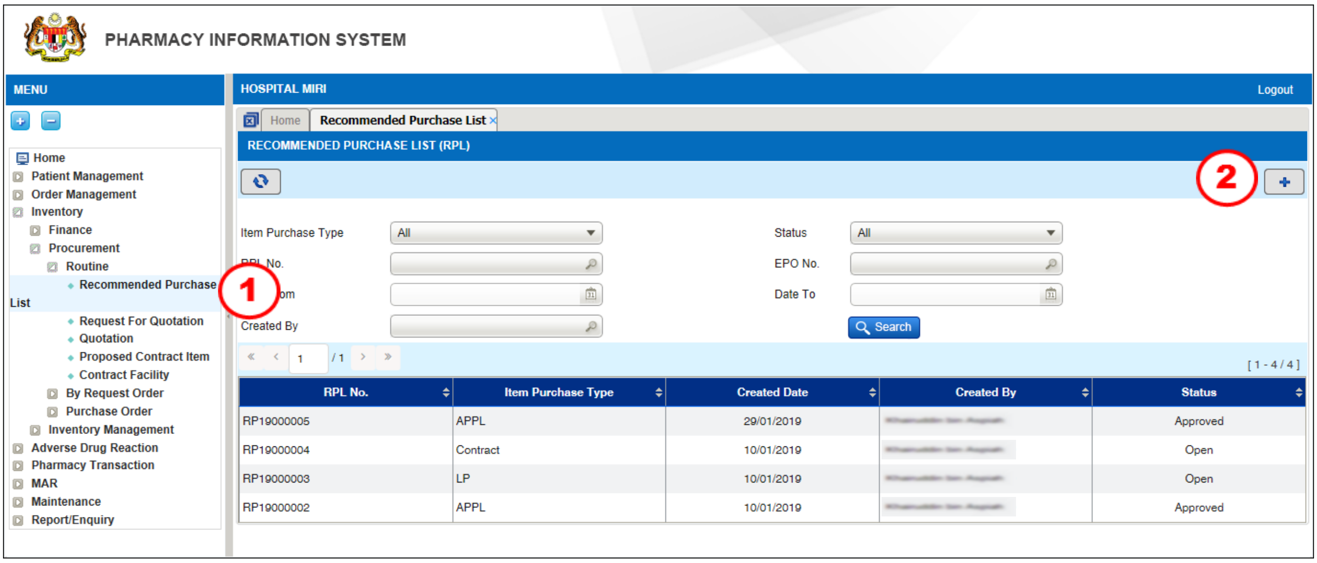
INFORMATION

INFO0679: Record has been saved successfully

Figure 3.3-10 Alert Message

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
1
2
Search
[1 - 4 / 4]

Item Purchase Type: All
Status: All
RPL No.
EPO No.
Date From
Date To
Created By

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	Approved

Figure 3.4-1 New Recommended Purchase List (RPL)

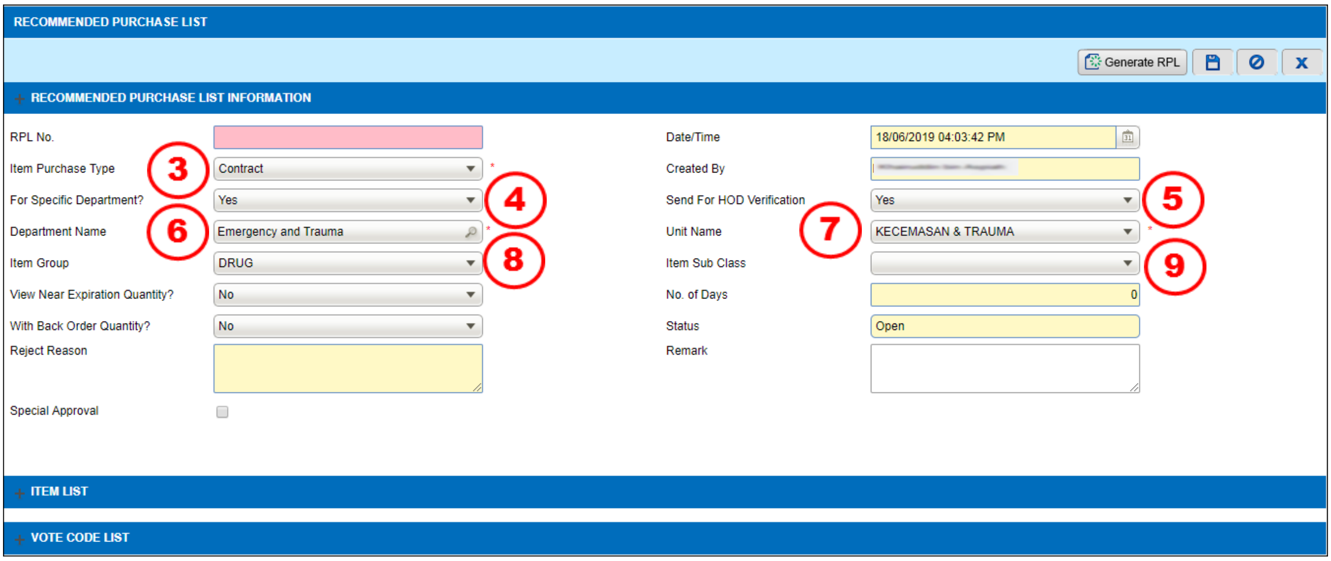
The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) and Approval from HOD is required. The transaction is by Specific Department and user has to select Department Name and Unit Name. Users have to select 'Yes' for Send for HOD Verification.

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)


RECOMMENDED PURCHASE LIST
Generate RPL
RECOMMENDED PURCHASE LIST INFORMATION
3
4
5
6
7
8
9
ITEM LIST
VOTE CODE LIST

RPL No.	
Item Purchase Type	Contract
For Specific Department?	Yes
Department Name	Emergency and Trauma
Item Group	DRUG
View Near Expiration Quantity?	No
With Back Order Quantity?	No
Reject Reason	
Special Approval	☐
Date/Time	18/06/2019 04:03:42 PM
Created By	[redacted]
Send For HOD Verification	Yes
Unit Name	KECEMASAN & TRAUMA
Item Sub Class	
No. of Days	0
Status	Open
Remark	

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***

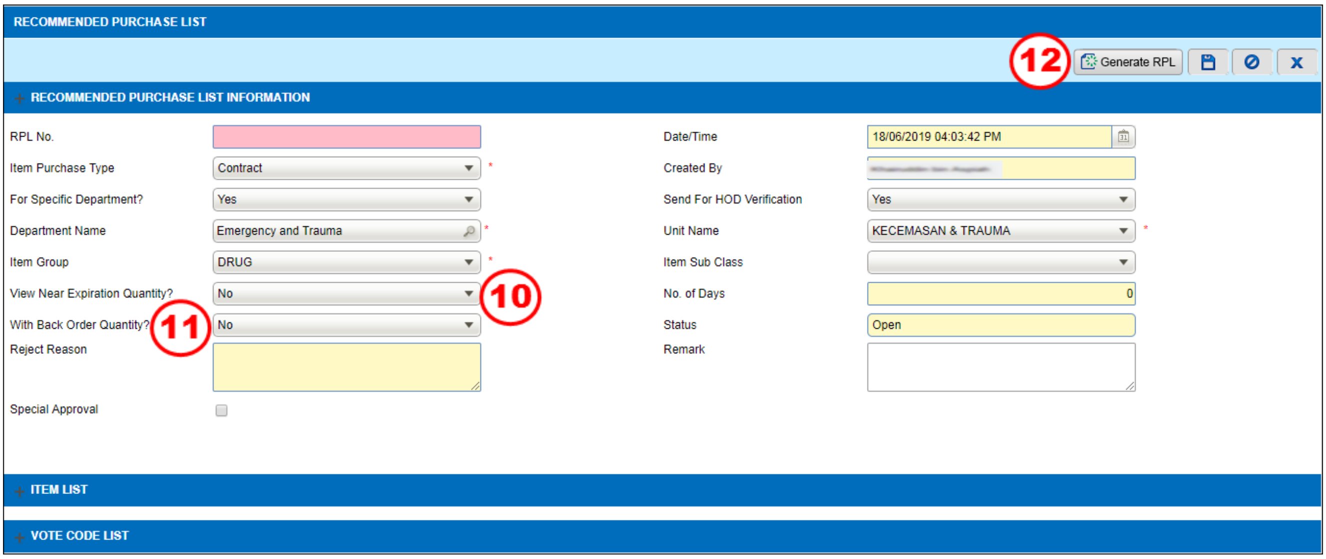
Note
List of Department Name retrieved from Department Master.

STEP 7
Select ***Unit Name***

STEP 8
Select ***Item Group*** from the drop down box:

- Drug
- Non Drug

STEP 9
Select ***Item Sub Class*** is retrievable from item sub class master table and will be displayed in a drop down box



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.		Date/Time	18/06/2019 04:03:42 PM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Emergency and Trauma *	Unit Name	KECEMASAN & TRAUMA *
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

VOTE CODE LIST

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:

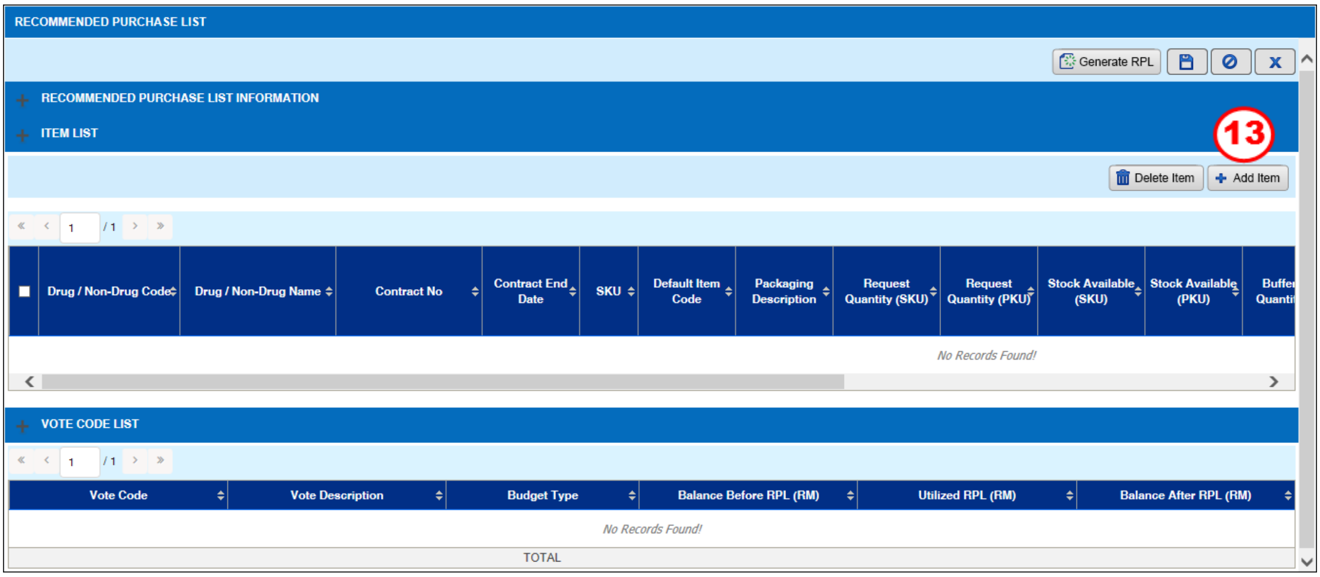
- Yes
- No

STEP 12

Click on the Generate RPL 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.*



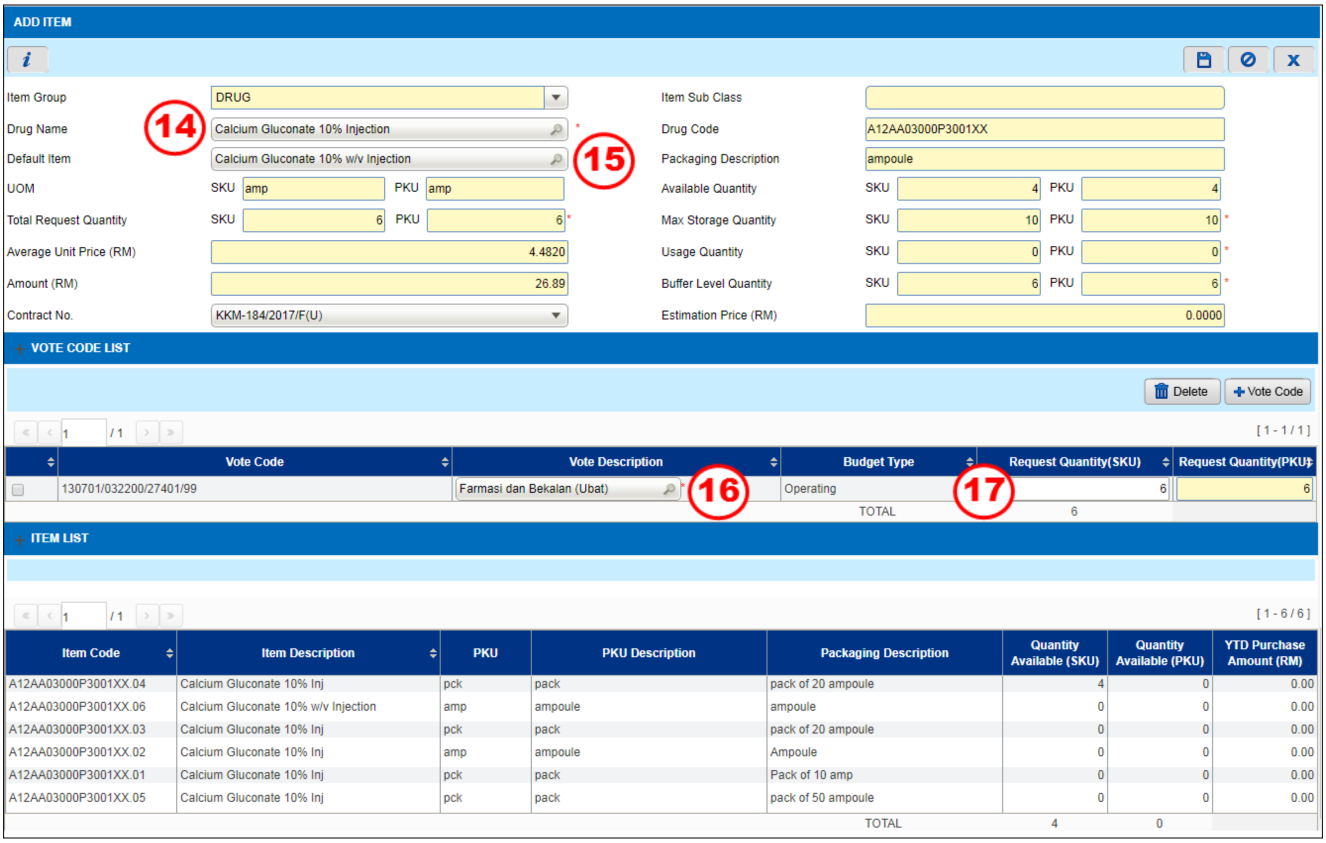
☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffer Quanti
									No Records Found!			

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
			No Records Found!		
		TOTAL			

Figure 3.4-4 New Recommended Purchase List (RPL)

STEP 13

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



ADD ITEM

Item Group	DRUG	Item Sub Class	
Drug Name	Calcium Gluconate 10% Injection *	Drug Code	A12AA03000P3001XX
Default Item	Calcium Gluconate 10% w/v Injection	Packaging Description	ampoule
UOM	SKU amp PKU amp	Available Quantity	SKU 4 PKU 4
Total Request Quantity	SKU 6 PKU 6 *	Max Storage Quantity	SKU 10 PKU 10 *
Average Unit Price (RM)	4.4820	Usage Quantity	SKU 0 PKU 0 *
Amount (RM)	26.89	Buffer Level Quantity	SKU 6 PKU 6 *
Contract No.	KKM-184/2017/F(U)	Estimation Price (RM)	0.0000

VOTE CODE LIST

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	6	6
			TOTAL	6	

ITEM LIST

1 / 1 [1 - 6 / 6]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
A12AA03000P3001XX.04	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	4	0	0.00
A12AA03000P3001XX.06	Calcium Gluconate 10% w/v Injection	amp	ampoule	ampoule	0	0	0.00
A12AA03000P3001XX.03	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	0	0	0.00
A12AA03000P3001XX.02	Calcium Gluconate 10% Inj	amp	ampoule	Ampoule	0	0	0.00
A12AA03000P3001XX.01	Calcium Gluconate 10% Inj	pck	pack	Pack of 10 amp	0	0	0.00
A12AA03000P3001XX.05	Calcium Gluconate 10% Inj	pck	pack	pack of 50 ampoule	0	0	0.00
				TOTAL	4	0	

Figure 3.4-5 Add Item

STEP 14
Select ***Drug Name***

STEP 15
Select ***Default Item***

STEP 16
Select ***Vote Description*** from the drop down box if no default vote code has been set for the drug selected

STEP 17
Enter ***Request Quantity (SKU)***

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*

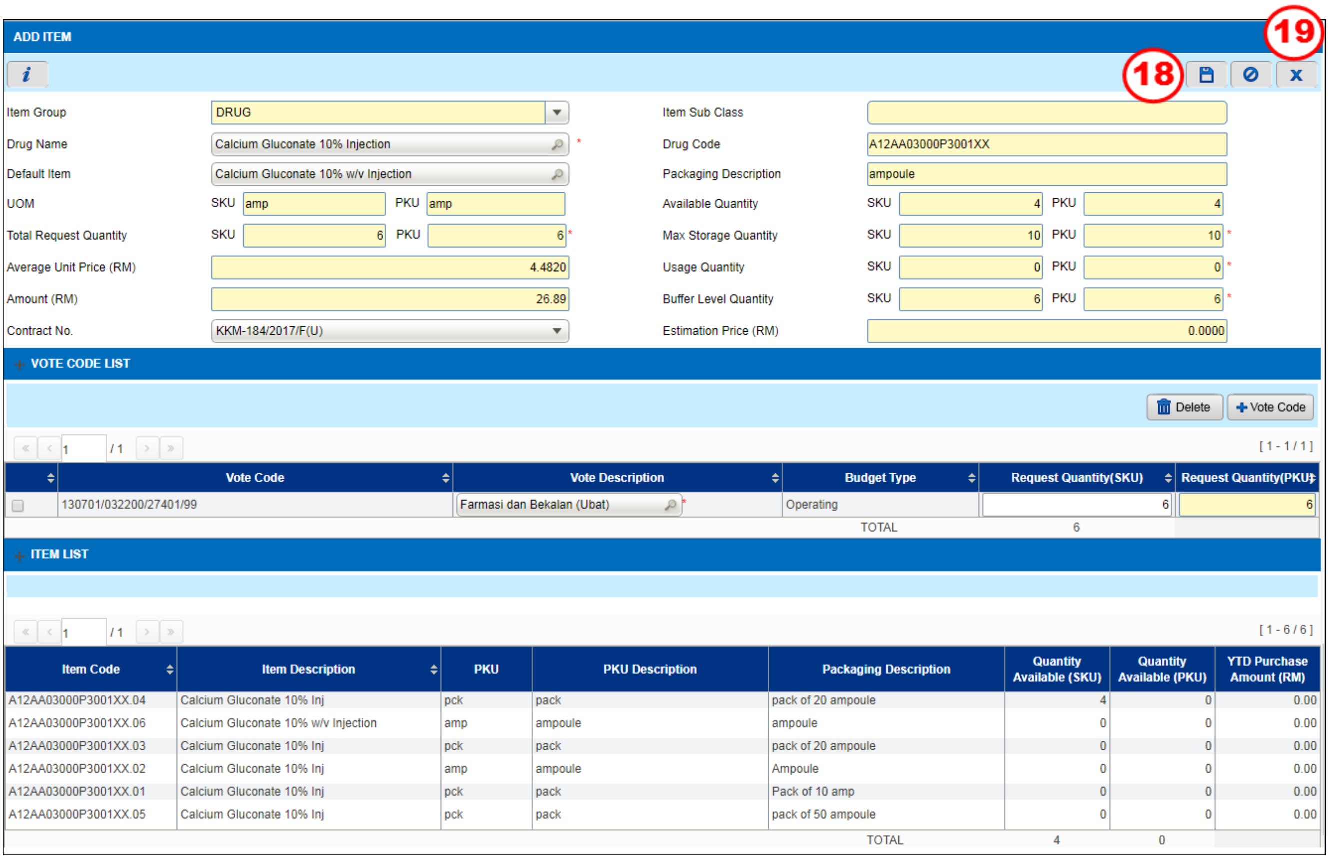
Note (fields that are non-editable)

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

  *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.*



Item Group: DRUG
Drug Name: Calcium Gluconate 10% Injection *
Default Item: Calcium Gluconate 10% w/v Injection
UOM: SKU amp PKU amp
Total Request Quantity: SKU 6 PKU 6 *
Average Unit Price (RM): 4.4820
Amount (RM): 26.89
Contract No.: KKM-184/2017/F(U)
Item Sub Class:
Drug Code: A12AA03000P3001XX
Packaging Description: ampoule
Available Quantity: SKU 4 PKU 4
Max Storage Quantity: SKU 10 PKU 10 *
Usage Quantity: SKU 0 PKU 0 *
Buffer Level Quantity: SKU 6 PKU 6 *
Estimation Price (RM): 0.0000

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat) *	Operating	6	6
			TOTAL	6	

1 / 1 [1 - 6 / 6]

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	Quantity Available (PKU)	YTD Purchase Amount (RM)
A12AA03000P3001XX.04	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	4	0	0.00
A12AA03000P3001XX.06	Calcium Gluconate 10% w/v Injection	amp	ampoule	ampoule	0	0	0.00
A12AA03000P3001XX.03	Calcium Gluconate 10% Inj	pck	pack	pack of 20 ampoule	0	0	0.00
A12AA03000P3001XX.02	Calcium Gluconate 10% Inj	amp	ampoule	Ampoule	0	0	0.00
A12AA03000P3001XX.01	Calcium Gluconate 10% Inj	pck	pack	Pack of 10 amp	0	0	0.00
A12AA03000P3001XX.05	Calcium Gluconate 10% Inj	pck	pack	pack of 50 ampoule	0	0	0.00
				TOTAL	4	0	

Figure 3.4-6 Add Item

STEP 18

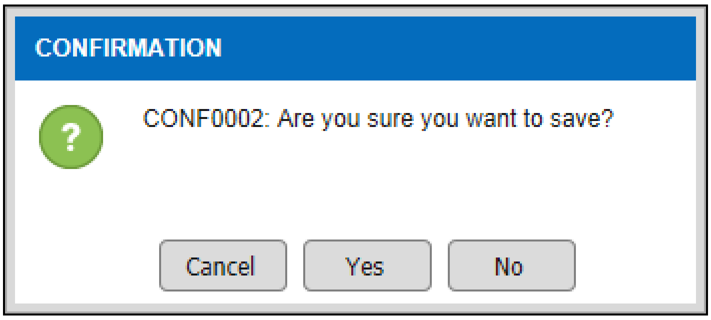
Click on the button to save the selected drug to be added into RPL list

STEP 19

Click on the to close the Add Item screen

Note

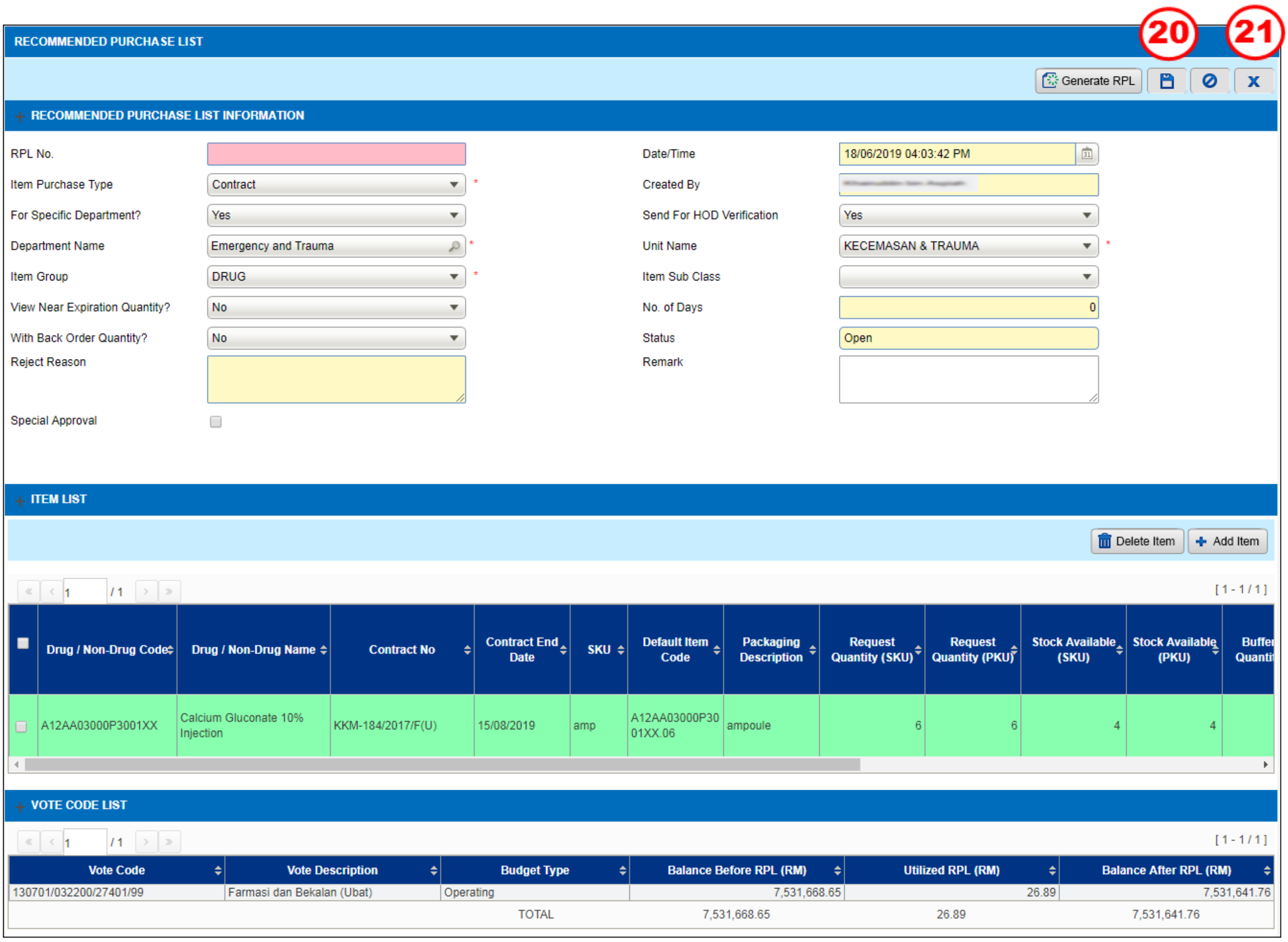
- *After clicking save, an alert message will be displayed as per Figure 3.4-7, click on the* Yes *button to confirm saving of the record.*



CONF0002: Are you sure you want to save?

Figure 3.4-7 Record Alert Message

- *User will be redirected to the Recommended Purchase List Information screen as shown in Figure 3.4-8*



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.		Date/Time	18/06/2019 04:03:42 PM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Emergency and Trauma *	Unit Name	KECEMASAN & TRAUMA *
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	A12AA03000P3001XX	Calcium Gluconate 10% Injection	KKM-184/2017/F(U)	15/08/2019	amp	A12AA03000P3001XX.06	ampoule	6	6	4	4	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,531,668.65	26.89	7,531,641.76
		TOTAL	7,531,668.65	26.89	7,531,641.76

Figure 3.4-8 Save Record

STEP 20

Click on the 💾 button to save the RPL transaction

Note

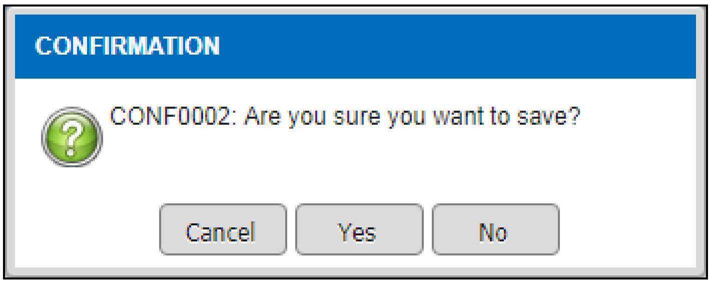
- *RPL No is generated after click save button.*
- *The transaction status is 'Open' after saved. After save, button for Send for Verification will be enabled.*
- *Click on the Send for Verification button to send the RPL to the HOD for verification.*
- *The transaction flow to HOD to approve/reject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

STEP 21

Click on the X to close the RPL screen

Note

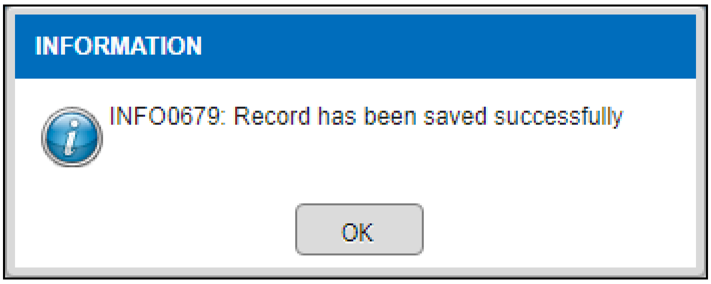
- *Click on the* Yes *button to save the record.*
- *If user click on the* No *button or* Cancel *button, there will be no changes applied and the screen will return to the Recommended Purchase List Information screen.*


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.4-9 Save Record Alert Message

- *Click on the* OK *button to confirm the request to be sent for approval.*

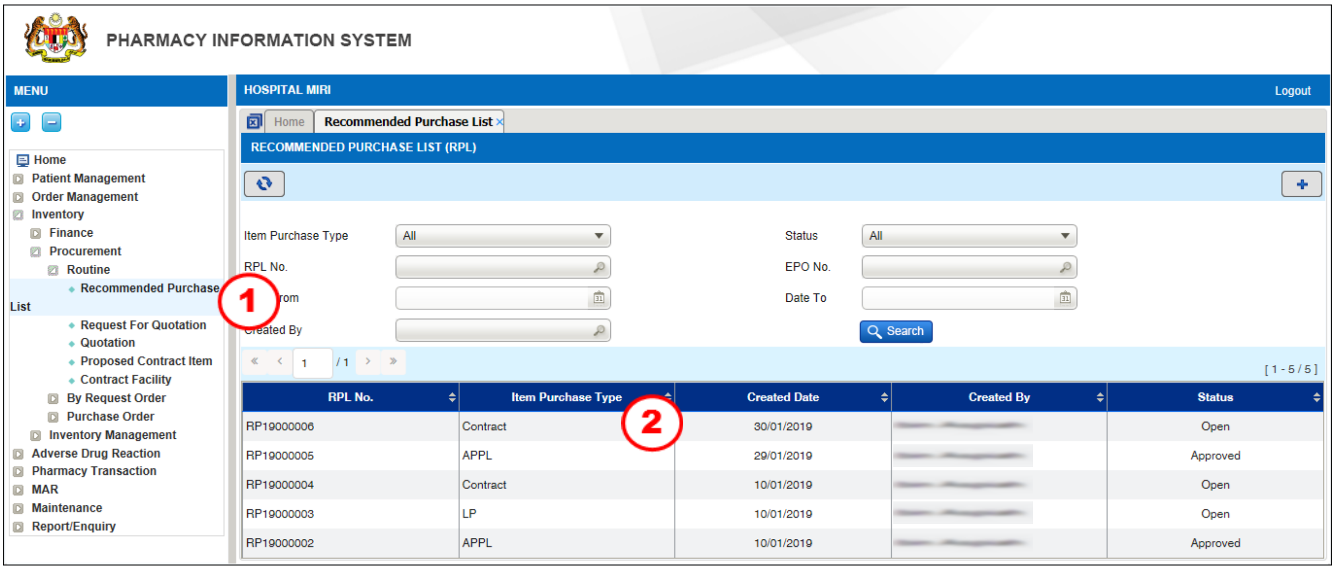

INFORMATION

INFO0679: Record has been saved successfully

Figure 3.4-10 Alert Message

3.5 Recommended Purchase List (RPL) Verification

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
Item Purchase Type
RPL No.
rom
reated By
Status
EPO No.
Date To
Search
1
2
/ 1
[1 - 5 / 5]

Item Purchase Type: All
Status: All

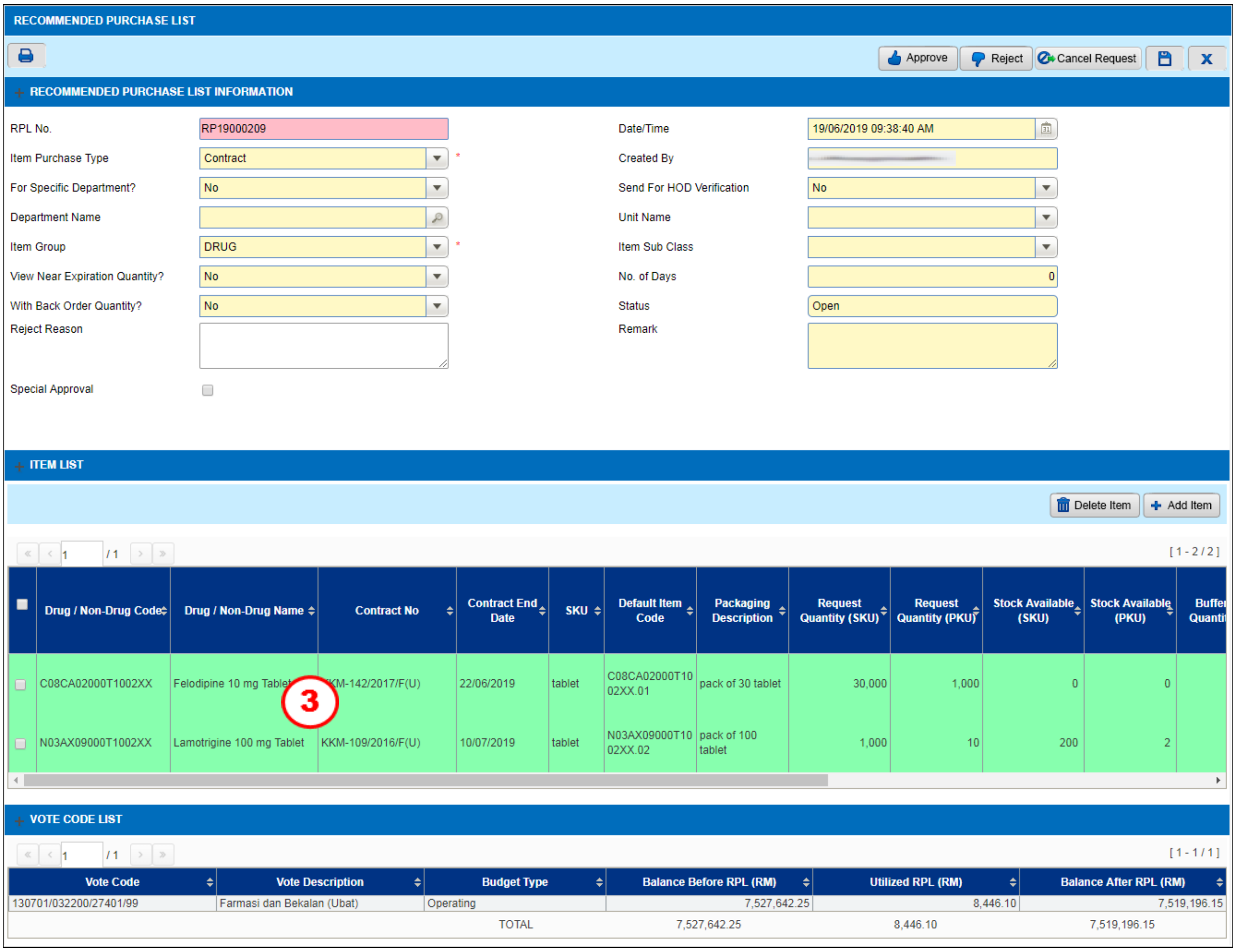
RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000006	Contract	30/01/2019	[redacted]	Open
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open
RP19000002	APPL	10/01/2019	[redacted]	Approved

Figure 3.5-1 Recommended Purchase List

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

STEP 1
Click on ‘Inventory’ menu followed by ‘Procurement’, click ‘Routine’ and then click on the Recommended Purchase List

STEP 2
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 INFORMATION

RPL No.	RP19000209	Date/Time	19/06/2019 09:38:40 AM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	C08CA02000T1002XX	Felodipine 10 mg Tablet	KM-142/2017/F(U)	22/06/2019	tablet	C08CA02000T1002XX.01	pack of 30 tablet	30,000	1,000	0	0	
☐	N03AX09000T1002XX	Lamotrigine 100 mg Tablet	KKM-109/2016/F(U)	10/07/2019	tablet	N03AX09000T1002XX.02	pack of 100 tablet	1,000	10	200	2	

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,527,642.25	8,446.10	7,519,196.15
		TOTAL	7,527,642.25	8,446.10	7,519,196.15

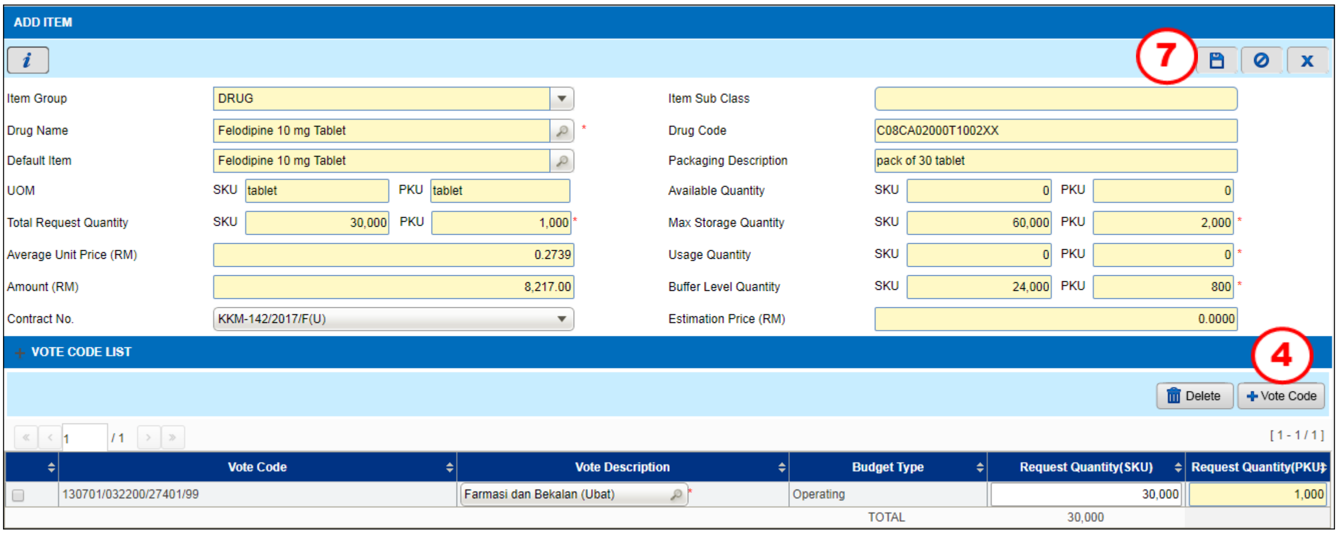
Figure 3.5-2 Recommended Purchase List (RPL) Verify

STEP 3
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*

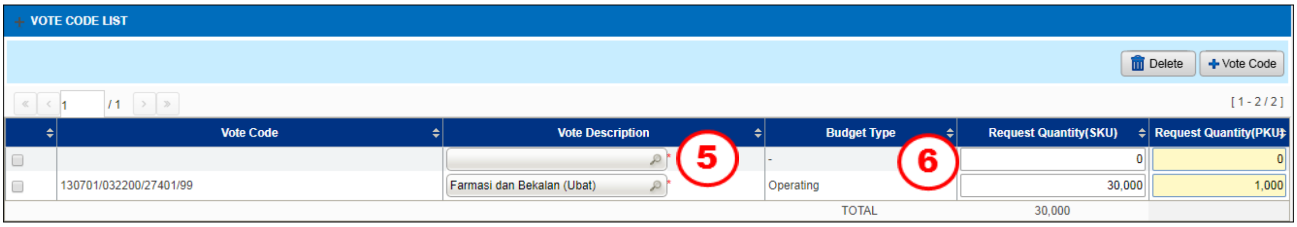


Item Group	DRUG		Item Sub Class	
Drug Name	Felodipine 10 mg Tablet		Drug Code	C08CA02000T1002XX
Default Item	Felodipine 10 mg Tablet		Packaging Description	pack of 30 tablet
UOM	SKU tablet	PKU tablet	Available Quantity	SKU 0 PKU 0
Total Request Quantity	SKU 30,000	PKU 1,000	Max Storage Quantity	SKU 60,000 PKU 2,000
Average Unit Price (RM)	0.2739		Usage Quantity	SKU 0 PKU 0
Amount (RM)	8,217.00		Buffer Level Quantity	SKU 24,000 PKU 800
Contract No.	KKM-142/2017/F(U)		Estimation Price (RM)	0.0000

1 / 1 [1 - 1 / 1]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	30,000	1,000
			TOTAL	30,000	

Figure 3.5-3 Recommended Purchase List (RPL) Verify



1 / 1 [1 - 2 / 2]

	Vote Code	Vote Description	Budget Type	Request Quantity(SKU)	Request Quantity(PKU)
☐			-	0	0
☐	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	30,000	1,000
			TOTAL	30,000	

Figure 3.5-4 Vote Information

STEP 4

Click on the **+ Vote Code** 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 5

Select ***Vote Description***

Note

User able to change, add & delete vote code

STEP 6

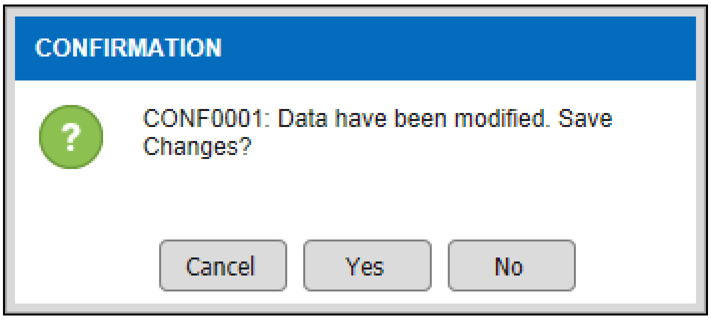
Insert ***Request Quantity (SKU)***

STEP 7

Click on the 💾 button to save the transaction

Note

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

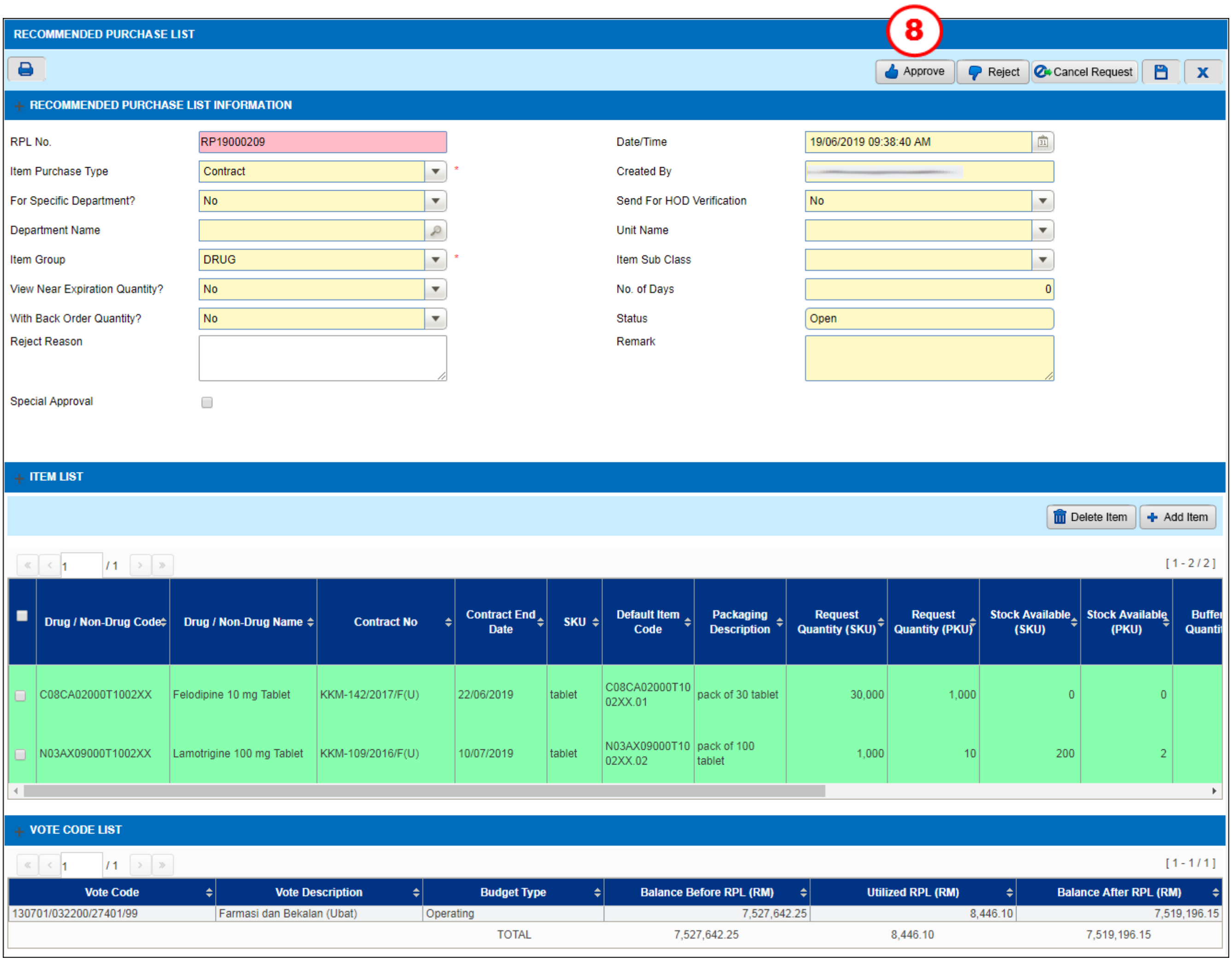

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel
Yes
No

Figure 3.5-5 Alert Messages

- *If click on the* No *button, record will not be saved and will not be proceed to add vote code process.*


RECOMMENDED PURCHASE LIST
8
Approve
Reject
Cancel Request
X
RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP19000209	Date/Time	19/06/2019 09:38:40 AM
Item Purchase Type	Contract *	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST
Delete Item
Add Item
1 / 1
[1 - 2 / 2]

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	C08CA02000T1002XX	Felodipine 10 mg Tablet	KKM-142/2017/F(U)	22/06/2019	tablet	C08CA02000T1002XX.01	pack of 30 tablet	30,000	1,000	0	0	
☐	N03AX09000T1002XX	Lamotrigine 100 mg Tablet	KKM-109/2016/F(U)	10/07/2019	tablet	N03AX09000T1002XX.02	pack of 100 tablet	1,000	10	200	2	

VOTE CODE LIST
1 / 1
[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,527,642.25	8,446.10	7,519,196.15
		TOTAL	7,527,642.25	8,446.10	7,519,196.15

Figure 3.5-6 Verify Recommended Purchase List

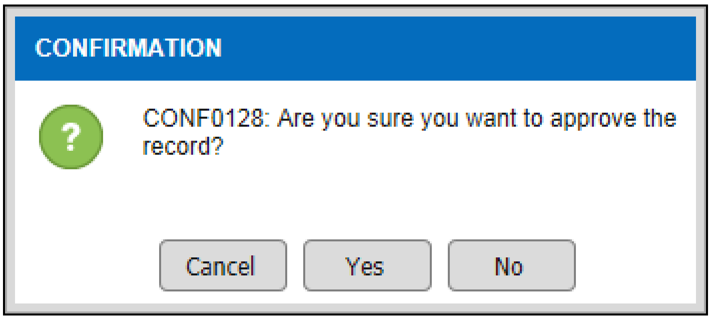
STEP 8

Click on the Approve button to proceed the transaction

Note

- *HOD reject transaction, necessary to put remark*

- *Click on the* Yes *button, record will be verified and saved and proceed to Approval process.*

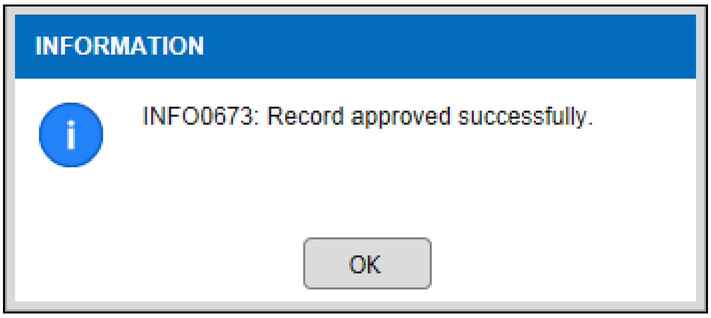


CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Figure 3.5-7 Save Record Alert Message

- *If click* No *button, record will not be approve and will not be proceed to approval process as shown in Figure 3.5-7.*
- *If click on the* Reject *button, the transaction will not proceed to Approval process*
- *Click on the* OK *button, record will be verified and sent for approval successfully*



INFORMATION

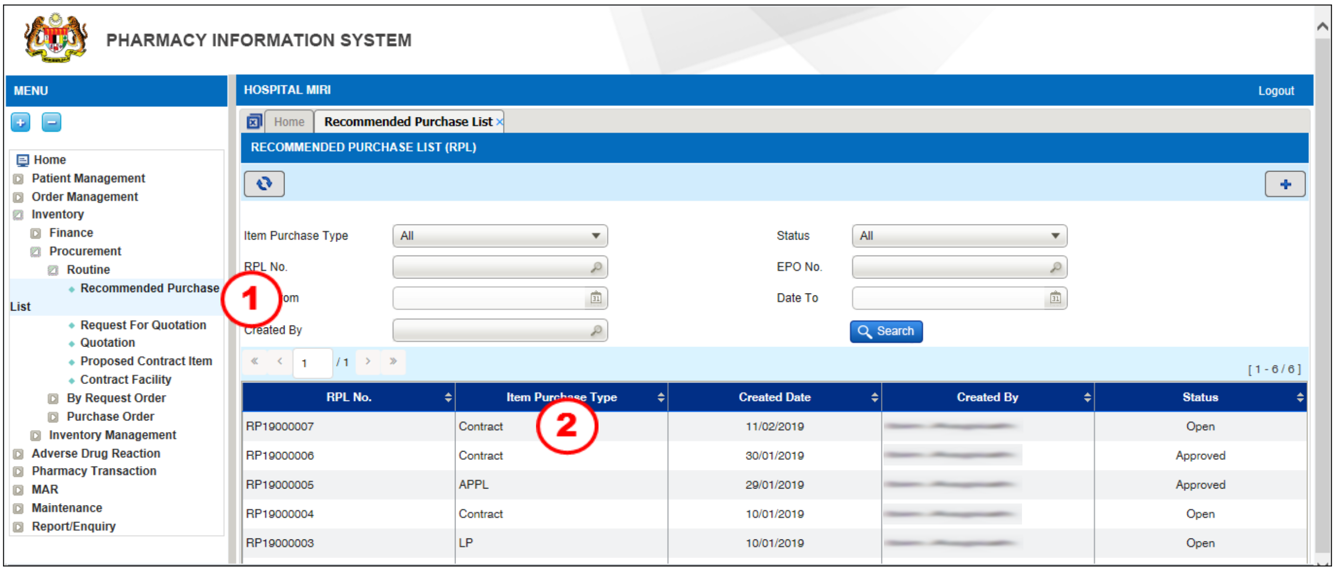
INFO0673: Record approved successfully.

Figure 3.5-8 Alert Message

- *The transaction **Status** will be changed to 'Approved'.*

3.6 Recommended Purchase List (RPL) Contract Approval

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Recommended Purchase List
RECOMMENDED PURCHASE LIST (RPL)
Search
1
2
[1 - 6 / 6]

Item Purchase Type: All
Status: All
RPL No.
EPO No.
Date From
Date To
Created By

RPL No.	Item Purchase Type	Created Date	Created By	Status
RP19000007	Contract	11/02/2019	[redacted]	Open
RP19000006	Contract	30/01/2019	[redacted]	Approved
RP19000005	APPL	29/01/2019	[redacted]	Approved
RP19000004	Contract	10/01/2019	[redacted]	Open
RP19000003	LP	10/01/2019	[redacted]	Open

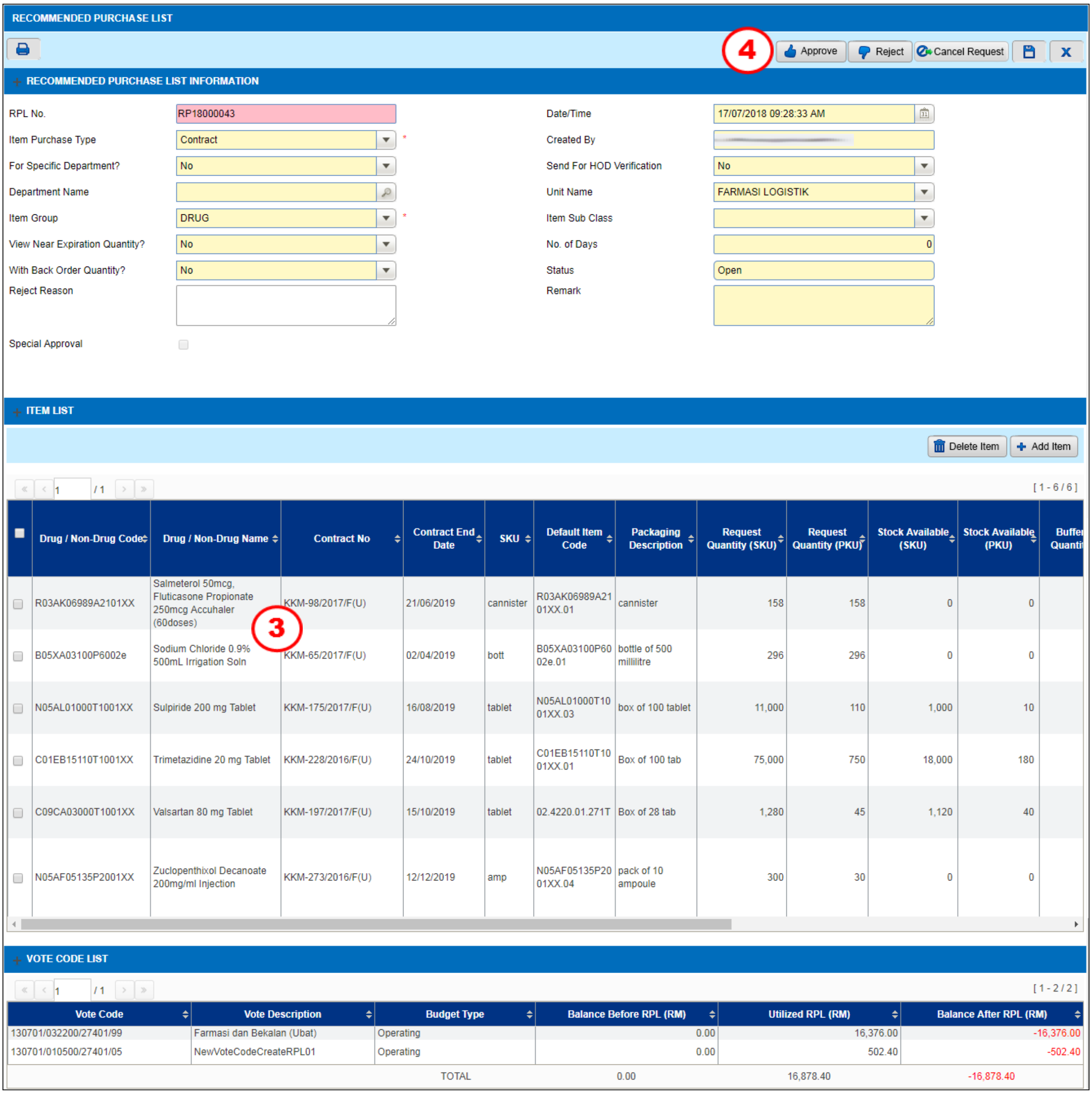
Figure 3.6-1 Recommended Purchase List (RPL) Approval

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

STEP 1
Click on ‘Inventory’ menu followed by ‘Procurement’, click ‘Routine’ and then click on the Recommended Purchase List

STEP 2
Click on the ***Transaction No***. hyperlink and the Recommended Purchase List (RPL) screen will be displayed as shown in Figure 3.6-2

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



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP18000043	Date/Time	17/07/2018 09:28:33 AM
Item Purchase Type	Contract *	Created By	[redacted]
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	FARMASI LOGISTIK
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Open
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

1 / 1 [1 - 6 / 6]

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	R03AK06989A2101XX	Salmeterol 50mcg, Fluticasone Propionate 250mcg Accuhaler (60doses)	KKM-98/2017/F(U)	21/06/2019	cannister	R03AK06989A2101XX.01	cannister	158	158	0	0	
☐	B05XA03100P6002e	Sodium Chloride 0.9% 500mL Irrigation Soln	KKM-65/2017/F(U)	02/04/2019	bott	B05XA03100P6002e.01	bottle of 500 millilitre	296	296	0	0	
☐	N05AL01000T1001XX	Sulpiride 200 mg Tablet	KKM-175/2017/F(U)	16/08/2019	tablet	N05AL01000T1001XX.03	box of 100 tablet	11,000	110	1,000	10	
☐	C01EB15110T1001XX	Trimetazidine 20 mg Tablet	KKM-228/2016/F(U)	24/10/2019	tablet	C01EB15110T1001XX.01	Box of 100 tab	75,000	750	18,000	180	
☐	C09CA03000T1001XX	Valsartan 80 mg Tablet	KKM-197/2017/F(U)	15/10/2019	tablet	02.4220.01.271T	Box of 28 tab	1,280	45	1,120	40	
☐	N05AF05135P2001XX	Zuclopenthixol Decanoate 200mg/ml Injection	KKM-273/2016/F(U)	12/12/2019	amp	N05AF05135P2001XX.04	pack of 10 ampoule	300	30	0	0	

VOTE CODE LIST

1 / 1 [1 - 2 / 2]

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	0.00	16,376.00	-16,376.00
130701/010500/27401/05	NewVoteCodeCreateRPL01	Operating	0.00	502.40	-502.40
		TOTAL	0.00	16,878.40	-16,878.40

Figure 3.6-2 Recommended Purchase List (RPL) Approval

STEP 3

Double-click on the Item List to view Item Information

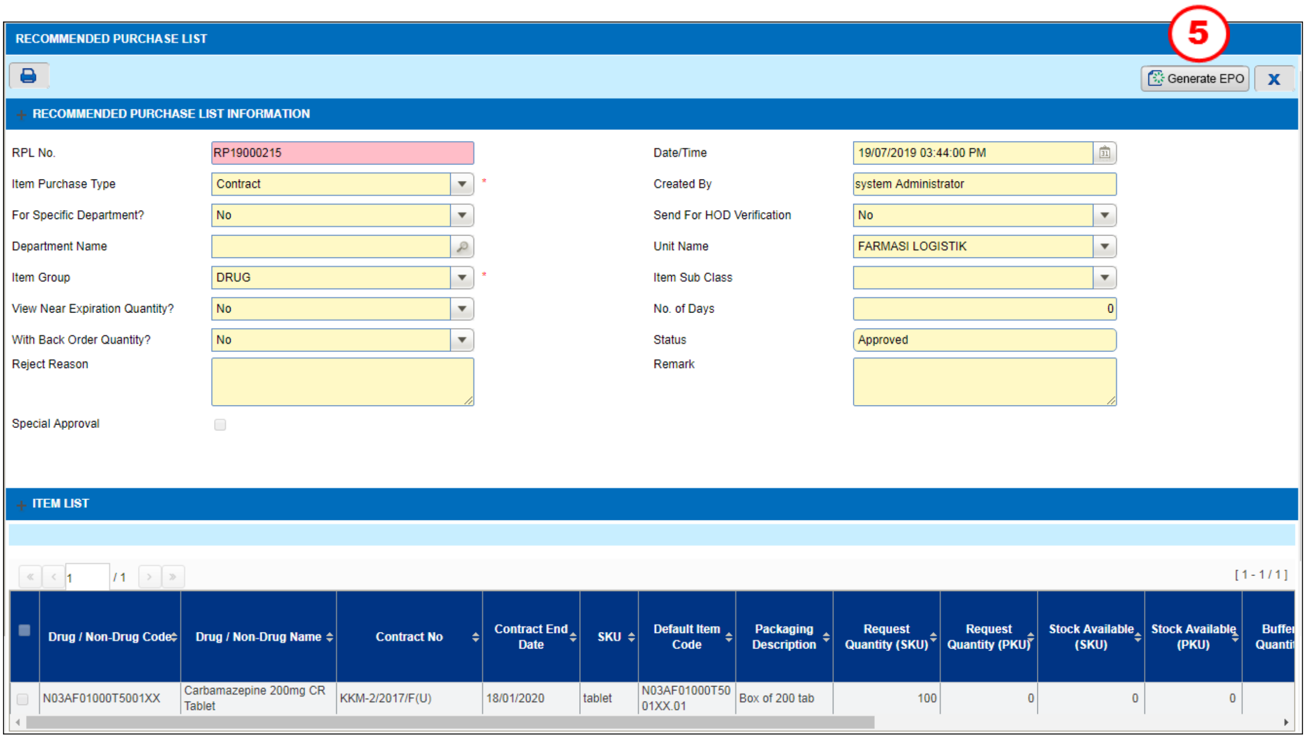
STEP 4

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

Note

- *Before click on the* **Approve** *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*



RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

RPL No.	RP19000215	Date/Time	19/07/2019 03:44:00 PM
Item Purchase Type	Contract *	Created By	system Administrator
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	FARMASI LOGISTIK
Item Group	DRUG *	Item Sub Class	
View Near Expiration Quantity?	No	No. of Days	0
With Back Order Quantity?	No	Status	Approved
Reject Reason		Remark	
Special Approval	☐		

ITEM LIST

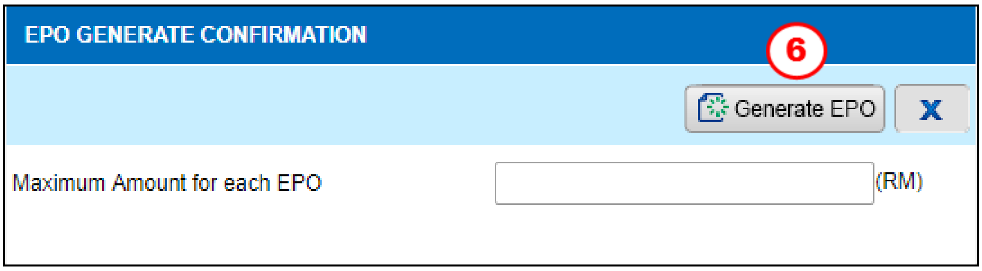
1 / 1 [1 - 1 / 1]

☐	Drug / Non-Drug Code	Drug / Non-Drug Name	Contract No	Contract End Date	SKU	Default Item Code	Packaging Description	Request Quantity (SKU)	Request Quantity (PKU)	Stock Available (SKU)	Stock Available (PKU)	Buffe Quanti
☐	N03AF01000T5001XX	Carbamazepine 200mg CR Tablet	KKM-2/2017/F(U)	18/01/2020	tablet	N03AF01000T5001XX.01	Box of 200 tab	100	0	0	0	

Figure 3.6-3 Recommended Purchase List

STEP 5

Click on the Generate EPO button and the new screen of EPO Generate Confirmation will displayed as shown in Figure 3.6-4



EPO GENERATE CONFIRMATION

Maximum Amount for each EPO (RM)

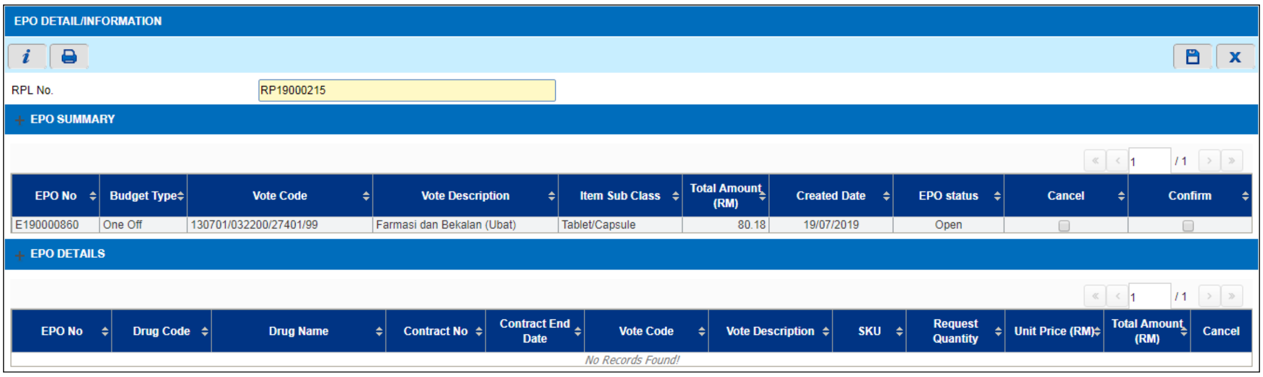
Figure 3.6-4 EPO Generate Confirmation

STEP 6

Click on the Generate EPO button and the new screen of EPO Detail/Information will be displayed as shown in Figure 3.6-5

Note

- *EPO No(s) will be generated after user click on the* Generate EPO *button*
- *List of Drug/Non Drug listed in 1 EPO No will have the same Vote Code and the same Item Sub Group.*
- *1 EPO No will have a maximum of 10 Drug/Non Drug based on facility's setup.*
- *User able to set maximum amount for each EPO*



EPO DETAIL/INFORMATION

RPL No. RP19000215

EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Item Sub Class	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E190000860	One Off	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Tablet/Capsule	80.18	19/07/2019	Open	☐	☐

EPO DETAILS

EPO No	Drug Code	Drug Name	Contract No	Contract End Date	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel

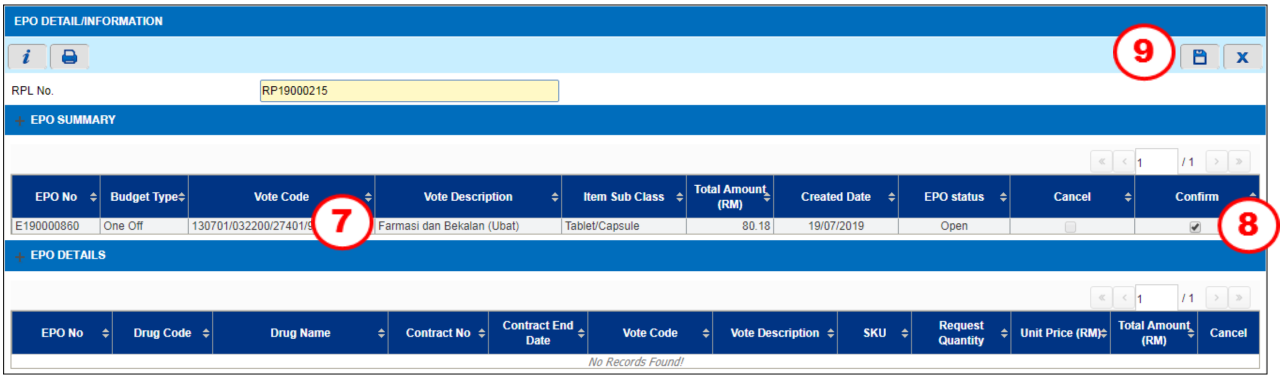
No Records Found!

Figure 3.6-5 EPO Details

Note
Under the Details/Information screen consist of two (2) sections which is:

1. *EPO Summary – where this section will show all the EPO No generated by the system based on the same Vote Code or same Item Sub Group.*

2. *EPO Details – where system will show the Drug/Non Drug details for each of the EPO No generated by the system.*



EPO DETAIL/INFORMATION

RPL No. RP19000215

EPO SUMMARY

EPO No	Budget Type	Vote Code	Vote Description	Item Sub Class	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E190000860	One Off	130701/032200/27401/9	Farmasi dan Bekalan (Ubat)	Tablet/Capsule	80.18	19/07/2019	Open	☐	☑

EPO DETAILS

EPO No	Drug Code	Drug Name	Contract No	Contract End Date	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel

No Records Found!

Figure 3.6-6 EPO Details

STEP 7
Double click on the information listed under the EPO Summary to know the details

Note
All the details will display in the EPO Details section.

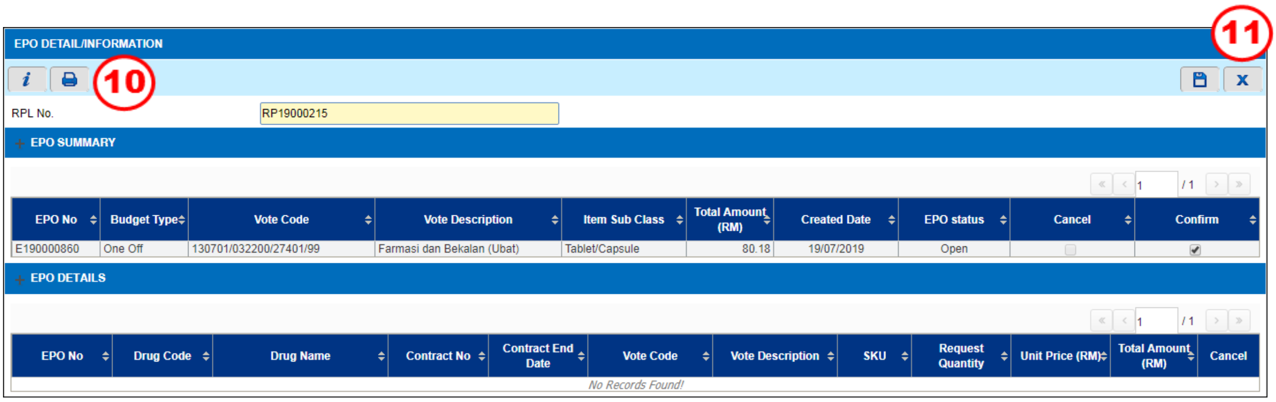
STEP 8
Check on the Confirm checkbox to confirm the EPO No or else check on the Cancel check box to cancel the EPO No

Note

- *Only the confirm EPO No can be processed with purchase order.*
- *User is allowed to leave the EPO No uncheck for hold the process to purchase order.*

STEP 9

Click on the 💾 to save the record



RPL No. RP19000215

EPO No	Budget Type	Vote Code	Vote Description	Item Sub Class	Total Amount (RM)	Created Date	EPO status	Cancel	Confirm
E190000860	One Off	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Tablet/Capsule	80.18	19/07/2019	Open	☐	☑

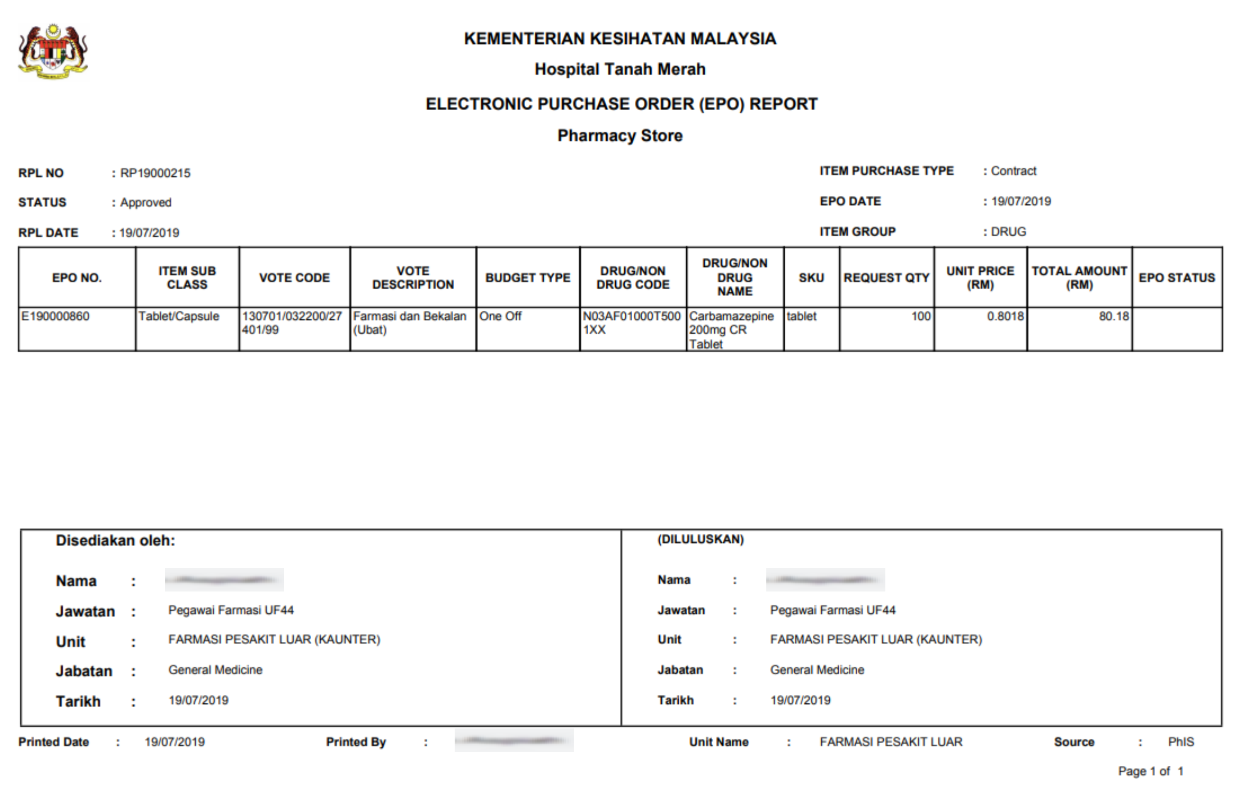
EPO No	Drug Code	Drug Name	Contract No	Contract End Date	Vote Code	Vote Description	SKU	Request Quantity	Unit Price (RM)	Total Amount (RM)	Cancel

No Records Found!

Figure 3.6-7 EPO Details

STEP 10

Click on the 🖶 button to view/print report



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Tanah Merah
ELECTRONIC PURCHASE ORDER (EPO) REPORT
Pharmacy Store

RPL NO : RP19000215
STATUS : Approved
RPL DATE : 19/07/2019
ITEM PURCHASE TYPE : Contract
EPO DATE : 19/07/2019
ITEM GROUP : DRUG

EPO NO.	ITEM SUB CLASS	VOTE CODE	VOTE DESCRIPTION	BUDGET TYPE	DRUG/NON DRUG CODE	DRUG/NON DRUG NAME	SKU	REQUEST QTY	UNIT PRICE (RM)	TOTAL AMOUNT (RM)	EPO STATUS
E190000860	Tablet/Capsule	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	One Off	N03AF01000T5001XX	Carbamazepine 200mg CR Tablet	tablet	100	0.8018	80.18	

Disediakan oleh:
Nama : [redacted]
Jawatan : Pegawai Farmasi UF44
Unit : FARMASI PESAKIT LUAR (KAUNTER)
Jabatan : General Medicine
Tarikh : 19/07/2019

(DILULUSKAN)
Nama : [redacted]
Jawatan : Pegawai Farmasi UF44
Unit : FARMASI PESAKIT LUAR (KAUNTER)
Jabatan : General Medicine
Tarikh : 19/07/2019

Printed Date : 19/07/2019 **Printed By** : [redacted] **Unit Name** : FARMASI PESAKIT LUAR **Source** : PhIS
Page 1 of 1

Figure 3.6-8 EPO Details

STEP 11

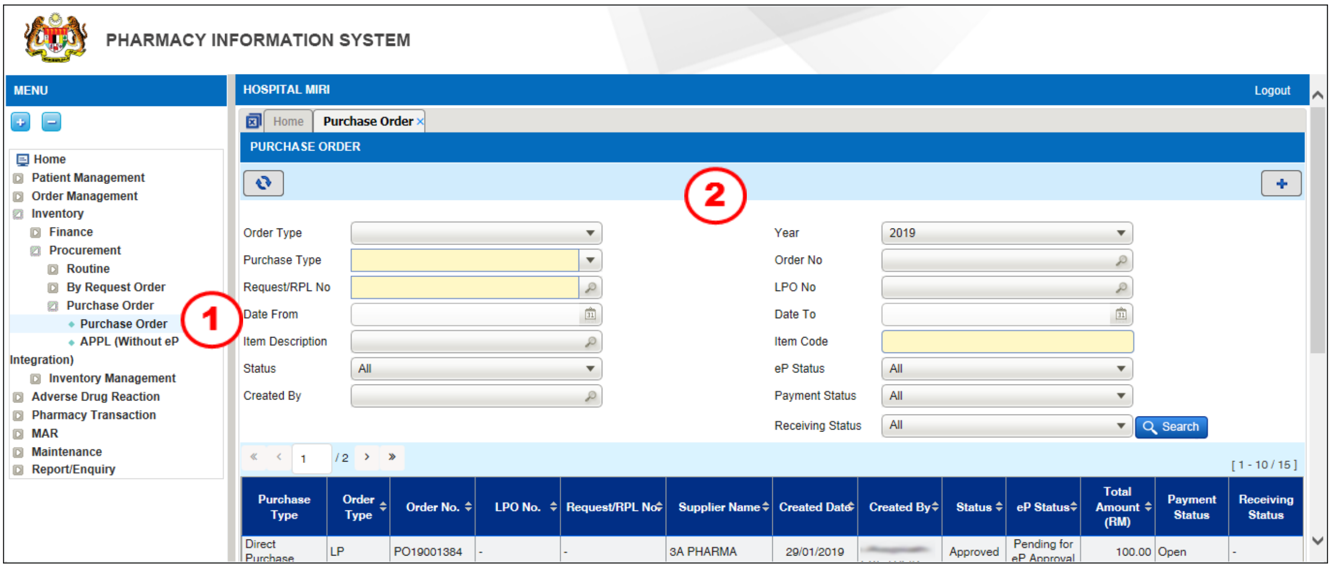
Click on the X to close the EPO Detail/Information screen and back to RPL Main Screen as shown in Figure 3.6-3

Note

If user want to view the details on EPO No or want to proceed with undone transaction under EPO Detail/Information, user can click on the EPO Details *button and EPO Detail/Information will screen will display*

3.7 Purchase Order Listing Page

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Purchase Order
PURCHASE ORDER
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
By Request Order
Purchase Order
Purchase Order
APPL (Without eP Integration)
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
1
2
Search
1
/2
[1 - 10 / 15]

Order Type:
Purchase Type:
Request/RPL No:
Date From:
Item Description:
Status: All
Created By:
Year: 2019
Order No:
LPO No:
Date To:
Item Code:
eP Status: All
Payment Status: All
Receiving Status: All

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO19001384	-	-	3A PHARMA	29/01/2019	[redacted]	Approved	Pending for eP Approval	100.00	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:

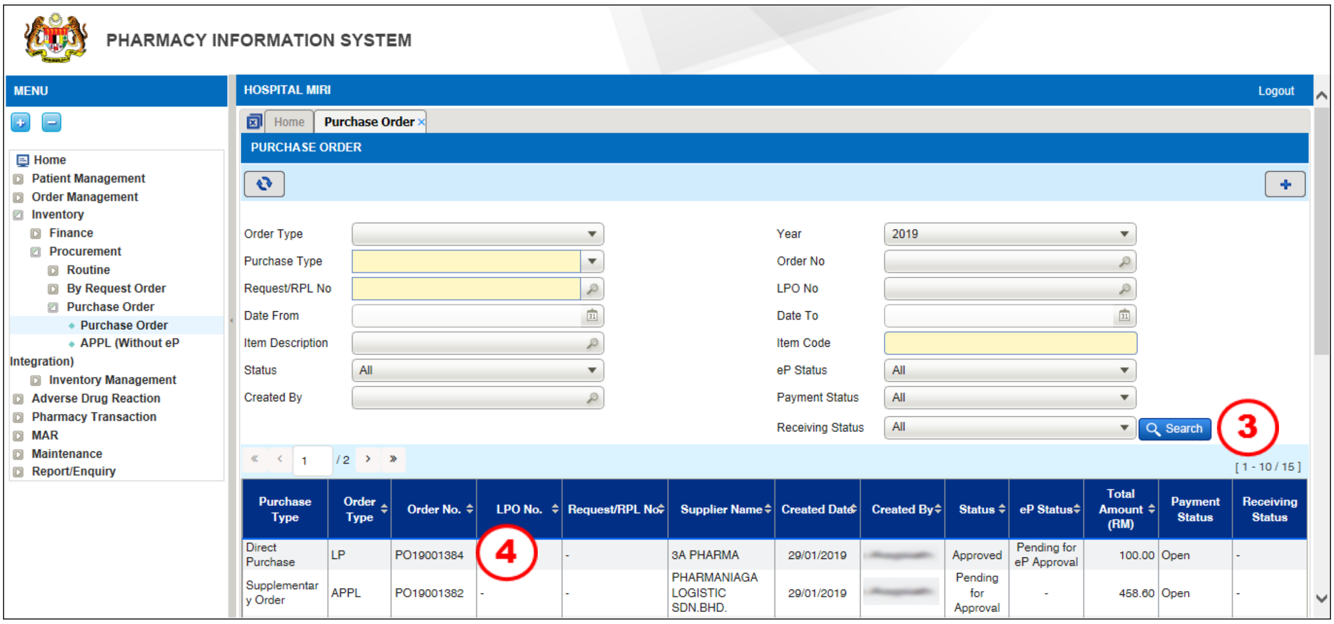
a) Order Type
  - APPL
  - Contract
  - LP
b) Year
c) Order No
d) LPO No
e) Date From
f) Date To
g) Item Description
h) Status
  - All
  - Approved
  - Cancelled
  - Cancelled LPO
  - Cancelled Order
  - Closed
  - LPO Cancelled By eP
  - Open
  - Pending to Approval
  - Rejected
i) eP Status
  - All
  - Pending for eP Approved
  - eP Approved
  - eP Cancelled

  - eP Rejected

j) Created By

k) Payment Status
  - All
  - Closed
  - Full Payment
  - Payment With Credit Note
  - Open

l) Receiving Status
  - All
  - Fully Received
  - Open
  - Partially Received


PHARMACY INFORMATION SYSTEM
MENU
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
By Request Order
Purchase Order
Purchase Order
APPL (Without eP Integration)
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
HOSPITAL MIRI
Logout
Home
Purchase Order
PURCHASE ORDER
Search
3
4

Order Type:
Purchase Type:
Request/RPL No:
Date From:
Item Description:
Status: All
Created By:
Year: 2019
Order No:
LPO No:
Date To:
Item Code:
eP Status: All
Payment Status: All
Receiving Status: All

1 / 2 [1 - 10 / 15]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO19001384		-	3A PHARMA	29/01/2019	[redacted]	Approved	Pending for eP Approval	100.00	Open	-
Supplementary Order	APPL	PO19001382	-	-	PHARMANIAGA LOGISTIC SDN.BHD.	29/01/2019	[redacted]	Pending for Approval	-	458.60	Open	-

Figure 5.1-2 Purchase Order Listing Page

STEP 3

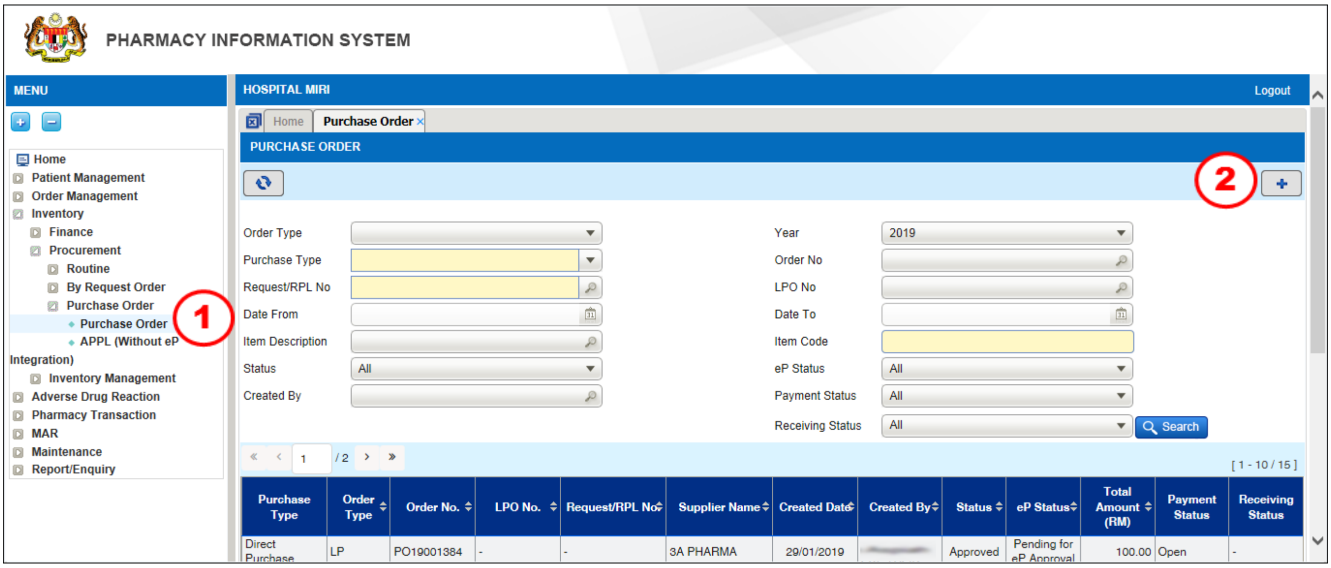
Click on the Search button after input criteria. The result displayed will be based on the entered criteria as shown in Figure 5.1-2. In circumstances of no criteria is input, the entire list of transaction will be displayed

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:


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
By Request Order
Purchase Order
Purchase Order
APPL (Without eP Integration)
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Purchase Order
PURCHASE ORDER
1
2
Search
1
/2
[1 - 10 / 15]

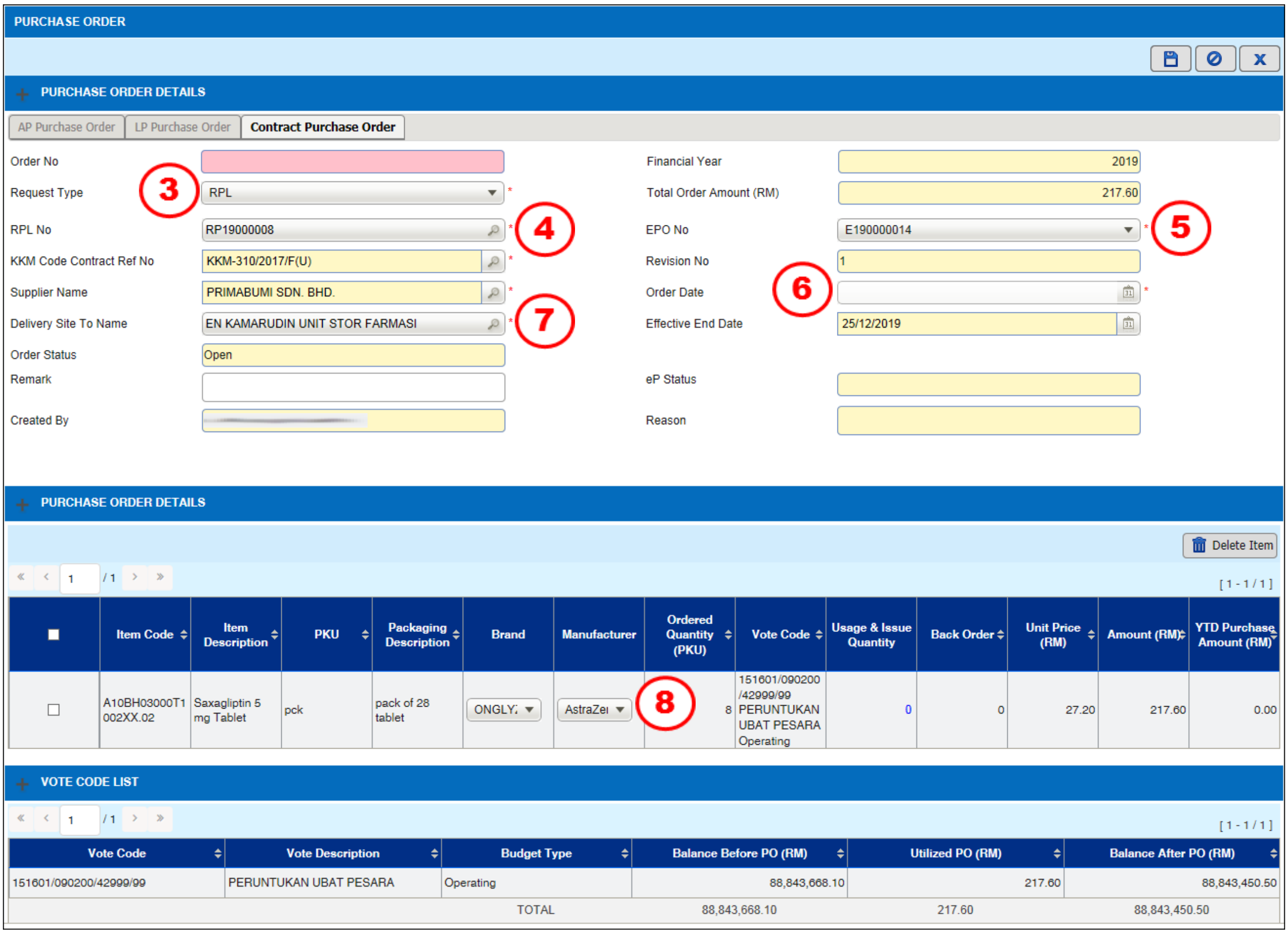
Order Type:
Purchase Type:
Request/RPL No:
Date From:
Item Description:
Status: All
Created By:
Year: 2019
Order No:
LPO No:
Date To:
Item Code:
eP Status: All
Payment Status: All
Receiving Status: All

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	LP	PO19001384	-	-	3A PHARMA	29/01/2019	[redacted]	Approved	Pending for eP Approval	100.00	Open	-

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



Order No		Financial Year	2019
Request Type	RPL	Total Order Amount (RM)	217.60
RPL No	RP19000008	EPO No	E190000014
KKM Code Contract Ref No	KKM-310/2017/F(U)	Revision No	1
Supplier Name	PRIMABUMI SDN. BHD.	Order Date	
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI	Effective End Date	25/12/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BH03000T1 002XX.02	Saxagliptin 5 mg Tablet	pck	pack of 28 tablet	ONGLY.	AstraZe	8	151601/090200 /42999/99 PERUNTUKAN UBAT PESARA Operating	0	0	27.20	217.60	0.00

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/090200/42999/99	PERUNTUKAN UBAT PESARA	Operating	88,843,668.10	217.60	88,843,450.50
		TOTAL	88,843,668.10	217.60	88,843,450.50

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***

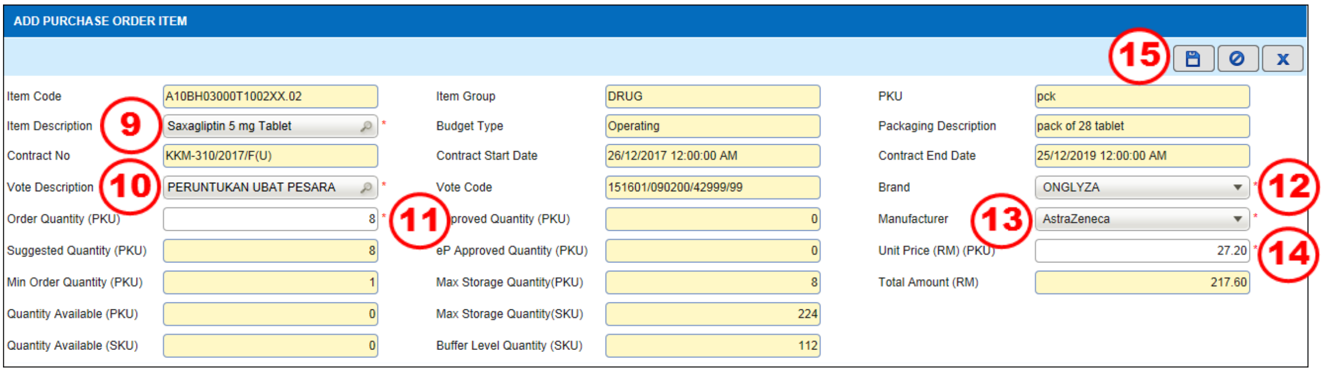
Note

- ***Supplier Name*** *will be selected based on M.O.H given.*

STEP 6
Select on ***Order Date***

STEP 7
Select available ***Delivery Site To Name***

STEP 8
Double click on the item listed



Item Code	A10BH03000T1002XX.02	Item Group	DRUG	PKU	pck
Item Description	Saxagliptin 5 mg Tablet *	Budget Type	Operating	Packaging Description	pack of 28 tablet
Contract No	KKM-310/2017/F(U)	Contract Start Date	26/12/2017 12:00:00 AM	Contract End Date	25/12/2019 12:00:00 AM
Vote Description	PERUNTUKAN UBAT PESARA *	Vote Code	151601/090200/42999/99	Brand	ONGLYZA *
Order Quantity (PKU)	8 *	proved Quantity (PKU)	0	Manufacturer	AstraZeneca *
Suggested Quantity (PKU)	8	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	27.20 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	8	Total Amount (RM)	217.60
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	224		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	112		

Figure 5.2-3 Add Purchase Order Item

STEP 9
Select available ***Item Description***

STEP 10
Select available ***Vote Description***

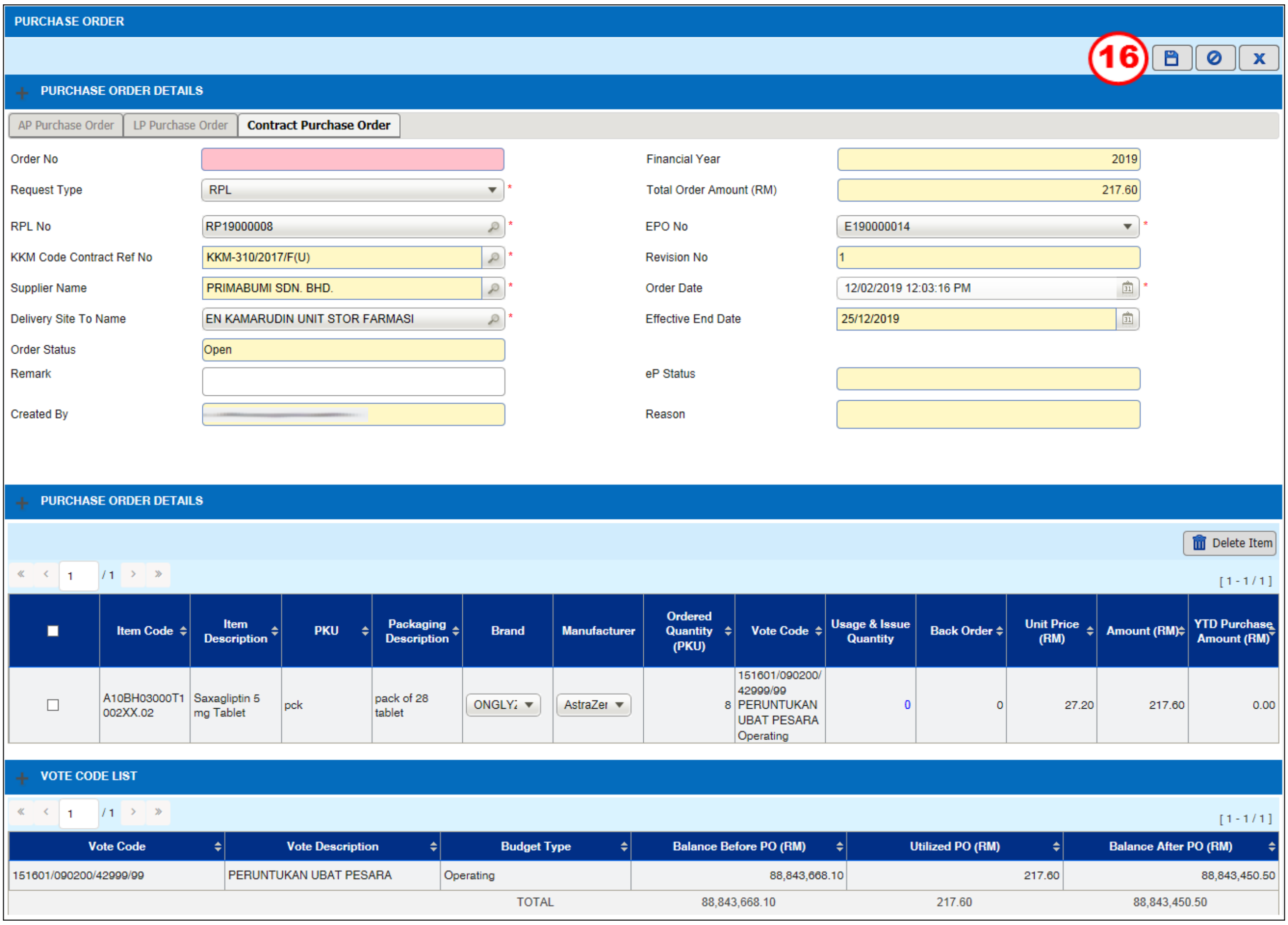
STEP 11
Insert the ***Order Quantity (PKU)***

STEP 12
Select available ***Brand***

STEP 13
Select available ***Manufacturer***

STEP 14
Insert the ***Unit Price (RM)(PKU)***

STEP 15
Click on the 💾 button to save the modification and details will be displayed on Purchase Order Details



PURCHASE ORDER

16

PURCHASE ORDER DETAILS

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

Order No		Financial Year	2019
Request Type	RPL *	Total Order Amount (RM)	217.60
RPL No	RP19000008 *	EPO No	E190000014 *
KKM Code Contract Ref No	KKM-310/2017/F(U) *	Revision No	1
Supplier Name	PRIMABUMI SDN. BHD. *	Order Date	12/02/2019 12:03:16 PM *
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI *	Effective End Date	25/12/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

PURCHASE ORDER DETAILS

Delete Item

1 /1 [1 - 1 / 1]

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BH03000T1 002XX.02	Saxagliptin 5 mg Tablet	pck	pack of 28 tablet	ONGLY	AstraZe	8	151601/090200/42999/99 PERUNTUKAN UBAT PESARA Operating	0	0	27.20	217.60	0.00

VOTE CODE LIST

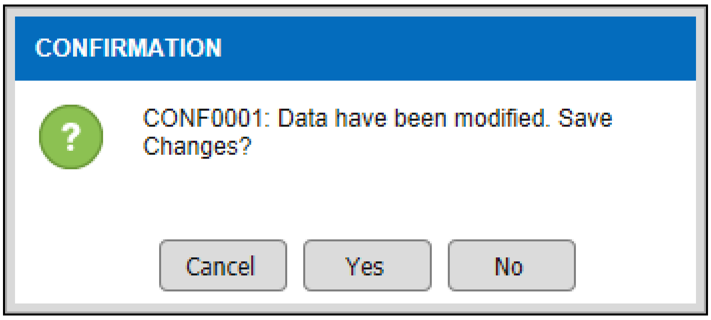
1 /1 [1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/090200/42999/99	PERUNTUKAN UBAT PESARA	Operating	88,843,668.10	217.60	88,843,450.50
		TOTAL	88,843,668.10	217.60	88,843,450.50

Figure 5.2-4 Contract Purchase Order

STEP 16

Click on the 💾 button to save the modification



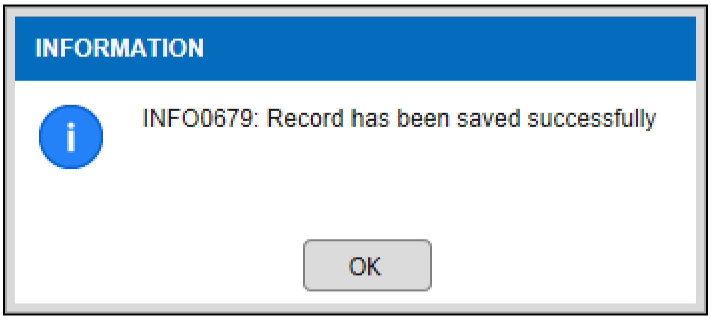
CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 5.2-5 Alert Message

Note

- *If click on the* Yes *button, record will be save and alert message will be pop up as shown in Figure 5.2-6.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*



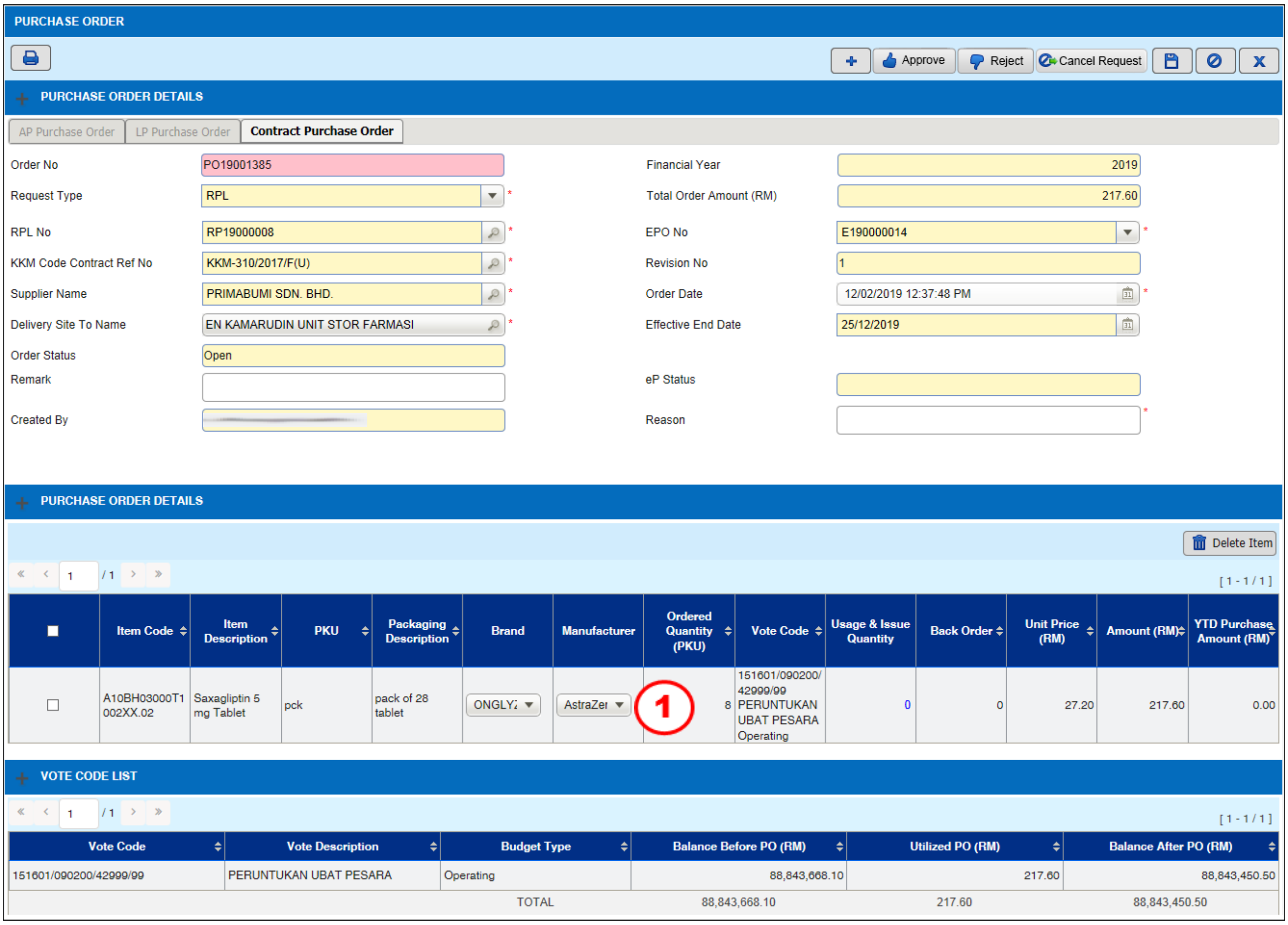
INFO0679: Record has been saved successfully

Figure 5.2-6 Alert Message

- *Click on the* OK *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


PURCHASE ORDER
Approve
Reject
Cancel Request
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No: PO19001385
Request Type: RPL
RPL No: RP19000008
KKM Code Contract Ref No: KKM-310/2017/F(U)
Supplier Name: PRIMABUMI SDN. BHD.
Delivery Site To Name: EN KAMARUDIN UNIT STOR FARMASI
Order Status: Open
Remark:
Created By: [redacted]
Financial Year: 2019
Total Order Amount (RM): 217.60
EPO No: E190000014
Revision No: 1
Order Date: 12/02/2019 12:37:48 PM
Effective End Date: 25/12/2019
eP Status:
Reason:

PURCHASE ORDER DETAILS
Delete Item
1 / 1
[1 - 1 / 1]
1

■	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BH03000T1 002XX.02	Saxagliptin 5 mg Tablet	pck	pack of 28 tablet	ONGLYZ	AstraZer	8	151601/090200/ 42999/99 PERUNTUKAN UBAT PESARA Operating	0	0	27.20	217.60	0.00

VOTE CODE LIST
1 / 1
[1 - 1 / 1]

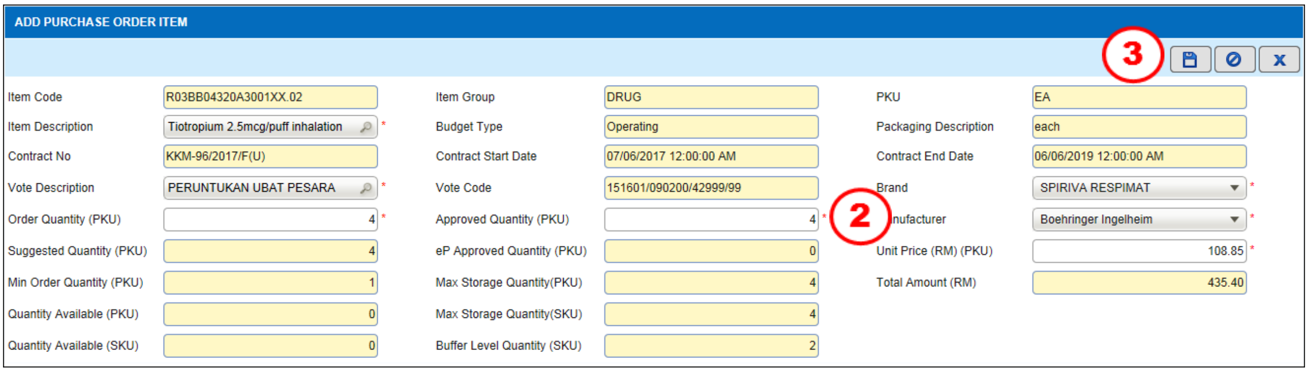
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/090200/42999/99	PERUNTUKAN UBAT PESARA	Operating	88,843,668.10	217.60	88,843,450.50
		TOTAL	88,843,668.10	217.60	88,843,450.50

Figure 5.3-1 Purchase Order Approve

STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 5.3-2):

a) Item Description
b) Vote Description
c) Change Order Quantity
d) Change Approved Quantity
e) Brand
f) Manufacturer
g) Change Unit Price

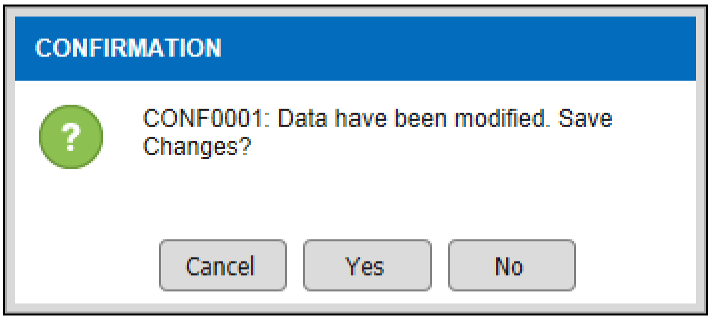


Item Code	R03BB04320A3001XX.02	Item Group	DRUG	PKU	EA
Item Description	Tiotropium 2.5mcg/puff inhalation *	Budget Type	Operating	Packaging Description	each
Contract No	KKM-96/2017/F(U)	Contract Start Date	07/06/2017 12:00:00 AM	Contract End Date	06/06/2019 12:00:00 AM
Vote Description	PERUNTUKAN UBAT PESARA *	Vote Code	151601/090200/42999/99	Brand	SPIRIVA RESPIMAT *
Order Quantity (PKU)	4 *	Approved Quantity (PKU)	4 *	nufacturer	Boehringer Ingelheim *
Suggested Quantity (PKU)	4	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	108.85 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	4	Total Amount (RM)	435.40
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	4		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	2		

Figure 5.3-2 Add Purchase Order Item

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

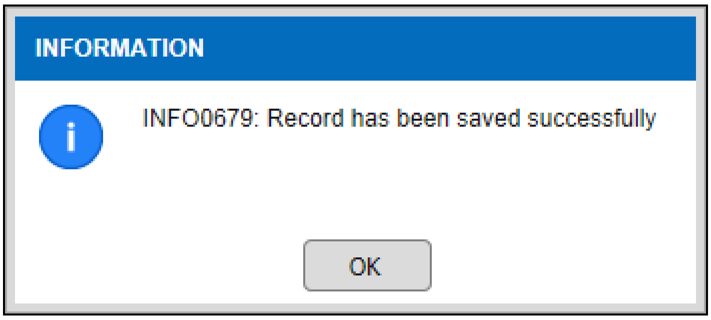


CONF0001: Data have been modified. Save Changes?

Figure 5.3-3 Alert Message

Note

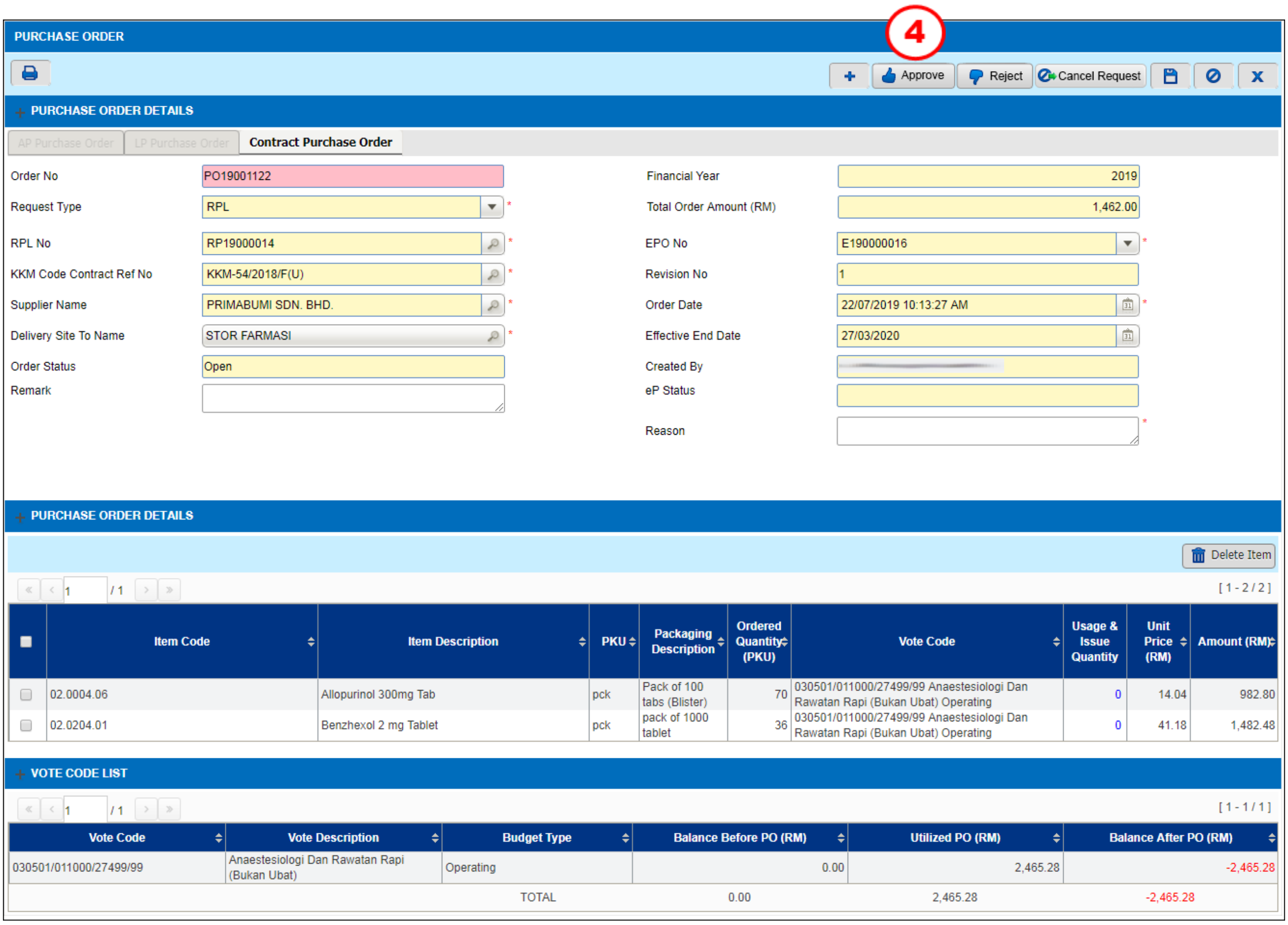
- *If click on the* Yes *button, record will be save and alert message will be pop up as shown in Figure 5.3-4.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*



INFO0679: Record has been saved successfully

Figure 5.3-4 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 5.3-4.*


4
PURCHASE ORDER
Approve
Reject
Cancel Request
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO19001122	Financial Year	2019
Request Type	RPL	Total Order Amount (RM)	1,462.00
RPL No	RP19000014	EPO No	E190000016
KKM Code Contract Ref No	KKM-54/2018/F(U)	Revision No	1
Supplier Name	PRIMABUMI SDN. BHD.	Order Date	22/07/2019 10:13:27 AM
Delivery Site To Name	STOR FARMASI	Effective End Date	27/03/2020
Order Status	Open	Created By	[redacted]
Remark		eP Status	
		Reason	

PURCHASE ORDER DETAILS
Delete Item
1 / 1
[1 - 2 / 2]

☐	Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
☐	02.0004.06	Allopurinol 300mg Tab	pck	Pack of 100 tabs (Blister)	70	030501/011000/27499/99 Anaestesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	14.04	982.80
☐	02.0204.01	Benzhexol 2 mg Tablet	pck	pack of 1000 tablet	36	030501/011000/27499/99 Anaestesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	41.18	1,482.48

VOTE CODE LIST
1 / 1
[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
030501/011000/27499/99	Anaestesiologi Dan Rawatan Rapi (Bukan Ubat)	Operating	0.00	2,465.28	-2,465.28
		TOTAL	0.00	2,465.28	-2,465.28

Figure 5.3-5 Purchase Order

STEP 4

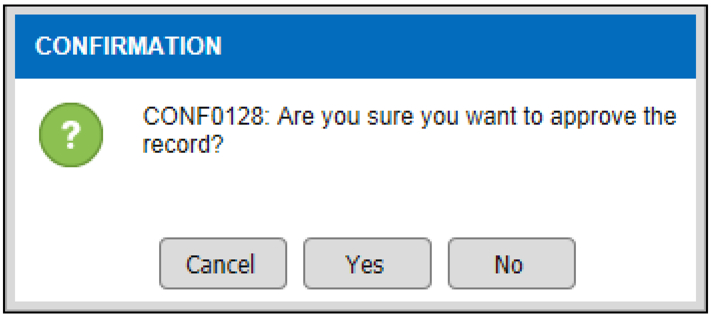
Click on the **Approve** button to approve the transaction

Note

- *If click on the **Reject** 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.
- *Able to delete by item before approve/ap approve by tick on check box and click on **Delete Item** button*

STEP 5

Click on the **X** to close the screen



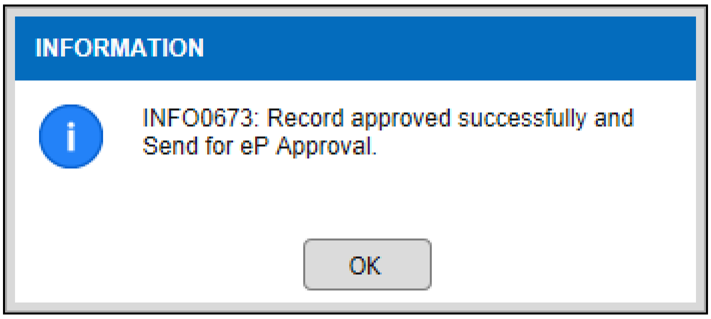
CONFIRMATION

CONF0128: Are you sure you want to approve the record?

Figure 5.3-6 Alert Messages

Note

- *If click on the* Yes *button, record will be approve and alert message will be pop up as shown in Figure 5.3-7.*
- *If click on the* No *button, record will not be approve*
- *If click on the* Cancel *button, no changes will be made on the record*



INFORMATION

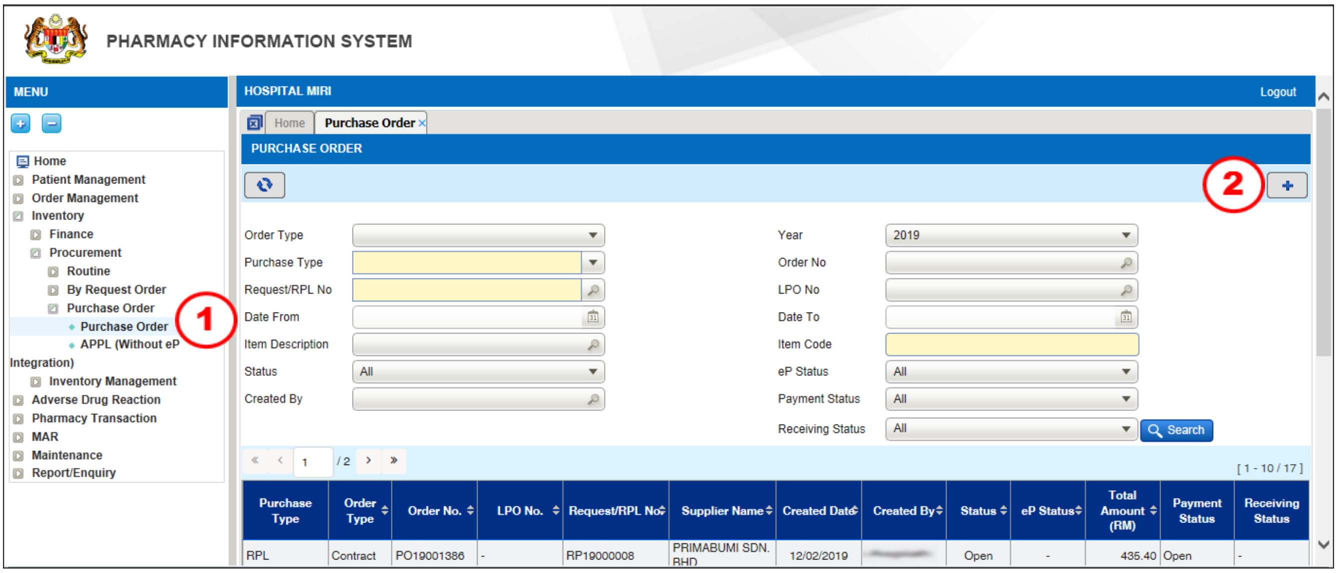
INFO0673: Record approved successfully and Send for eP Approval.

Figure 5.3-7 Alert Messages

- *Click on the* OK *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:


PHARMACY INFORMATION SYSTEM
MENU
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
By Request Order
Purchase Order
Purchase Order
APPL (Without eP Integration)
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
HOSPITAL MIRI
Logout
Home
Purchase Order
PURCHASE ORDER
1
2
Search

Order Type:
Purchase Type:
Request/RPL No:
Date From:
Item Description:
Status: All
Created By:
Year: 2019
Order No:
LPO No:
Date To:
Item Code:
eP Status: All
Payment Status: All
Receiving Status: All

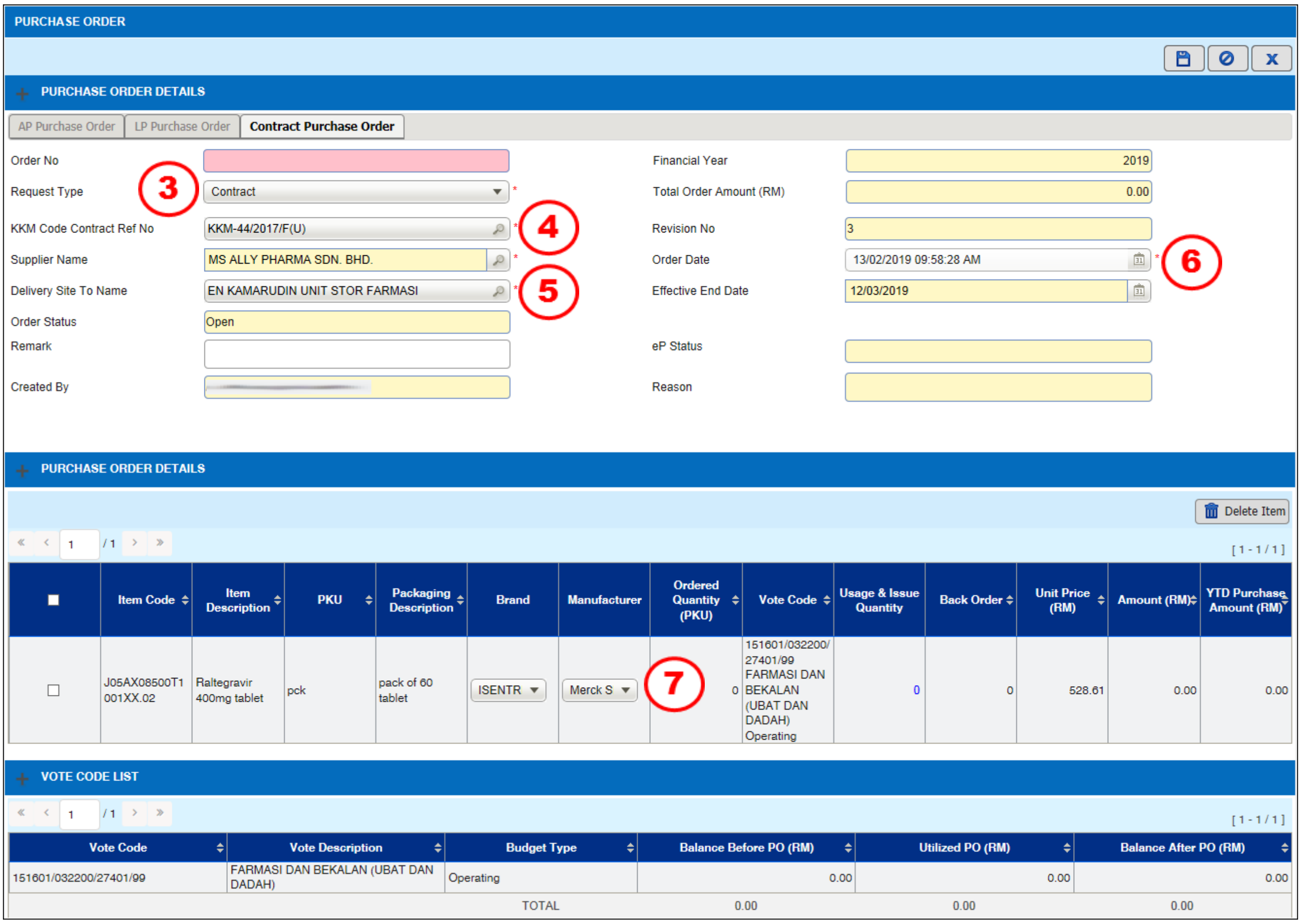
1 / 2 [1 - 10 / 17]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
RPL	Contract	PO19001386	-	RP19000008	PRIMABUMI SDN. BHD	12/02/2019	[redacted]	Open	-	435.40	Open	-

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



Order No		Financial Year	2019
Request Type	Contract *	Total Order Amount (RM)	0.00
KKM Code Contract Ref No	KKM-44/2017/F(U) *	Revision No	3
Supplier Name	MS ALLY PHARMA SDN. BHD. *	Order Date	13/02/2019 09:58:28 AM *
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI *	Effective End Date	12/03/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

PURCHASE ORDER DETAILS

1 / 1 [1 - 1 / 1]

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	J05AX08500T1 001XX.02	Raltegravir 400mg tablet	pck	pack of 60 tablet	ISENTR	Merck S	0	151601/032200/ 27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	0	528.61	0.00	0.00

VOTE CODE LIST

1 / 1 [1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/032200/27401/99	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	0.00	0.00	0.00
		TOTAL	0.00	0.00	0.00

Figure 5.4-2 Contract RPL Purchase Order

STEP 3
Select on ***Request Type*** : Contract

STEP 4
Select available ***KKM Code Contract Ref No***

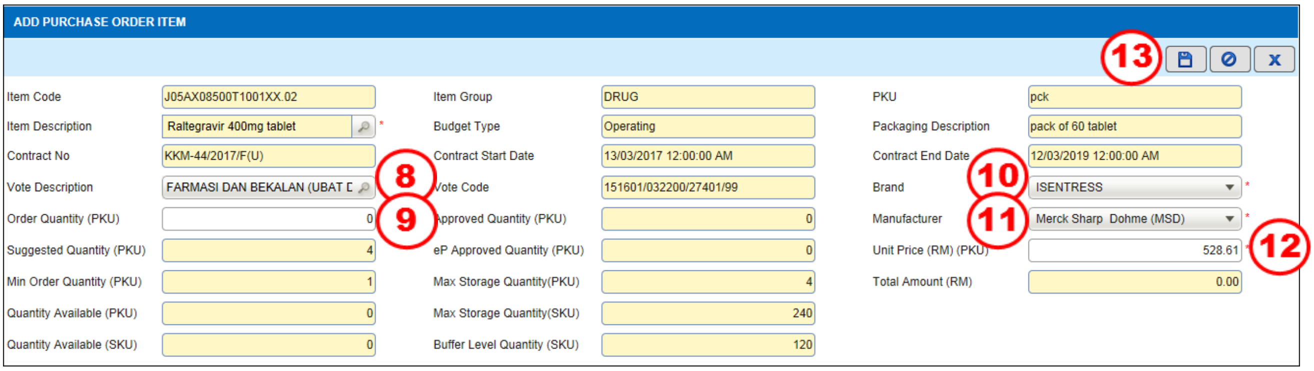
Note
KKM Code Contract Ref No given by HQ to proceed with Purchase Order.

STEP 5
Select on ***Delivery Site To Name***

STEP 6
Select on ***Order Date***

STEP 7
Double click on the Purchase Order Details section to add order quantity for item

Note
***Supplier Name** will be selected based on M.O.H given*



ADD PURCHASE ORDER ITEM

Item Code	J05AX08500T1001XX.02	Item Group	DRUG	PKU	pck
Item Description	Raltegravir 400mg tablet *	Budget Type	Operating	Packaging Description	pack of 60 tablet
Contract No	KKM-44/2017/F(U)	Contract Start Date	13/03/2017 12:00:00 AM	Contract End Date	12/03/2019 12:00:00 AM
Vote Description	FARMASI DAN BEKALAN (UBAT D	Vote Code	151601/032200/27401/99	Brand	ISENTRESS *
Order Quantity (PKU)	0	Approved Quantity (PKU)	0	Manufacturer	Merck Sharp Dohme (MSD) *
Suggested Quantity (PKU)	4	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	528.61 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	4	Total Amount (RM)	0.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	240		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	120		

Figure 5.4-3 Add Purchase Order Item

STEP 8
Select available ***Vote Description***

STEP 9
Insert the ***Order Quantity (PKU)***

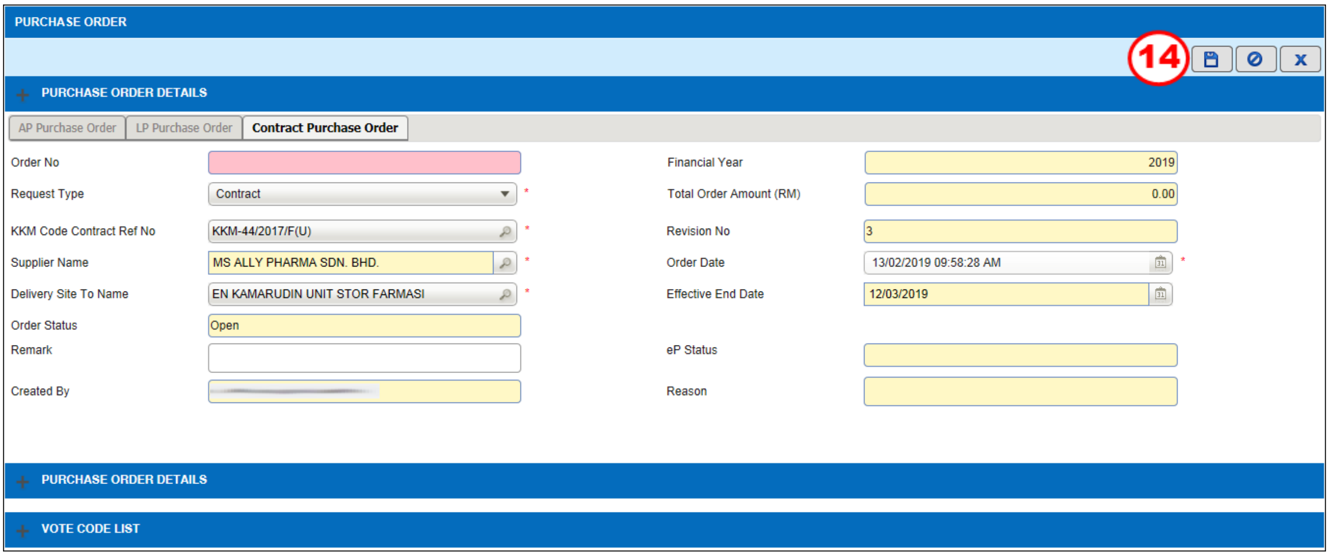
STEP 10
Select available ***Brand***

STEP 11
Select available ***Manufacturer***

STEP 12
Insert the ***Unit Price (RM)(PKU)***

STEP 13

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



PURCHASE ORDER

PURCHASE ORDER DETAILS

Order No		Financial Year	2019
Request Type	Contract *	Total Order Amount (RM)	0.00
KKM Code Contract Ref No	KKM-44/2017/F(U) *	Revision No	3
Supplier Name	MS ALLY PHARMA SDN. BHD. *	Order Date	13/02/2019 09:58:28 AM *
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI *	Effective End Date	12/03/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

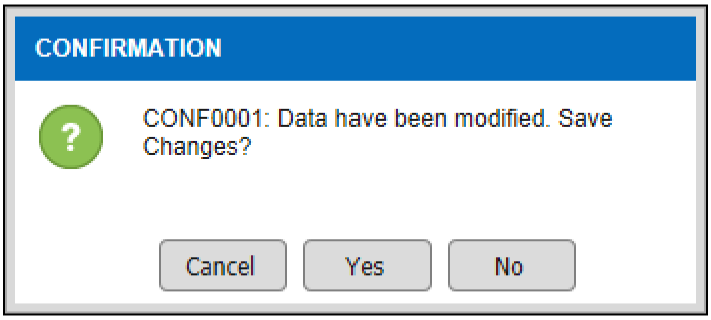
PURCHASE ORDER DETAILS

VOTE CODE LIST

Figure 5.4-4 Contract Purchase Order

STEP 14

Click on the 💾 button to save the modification

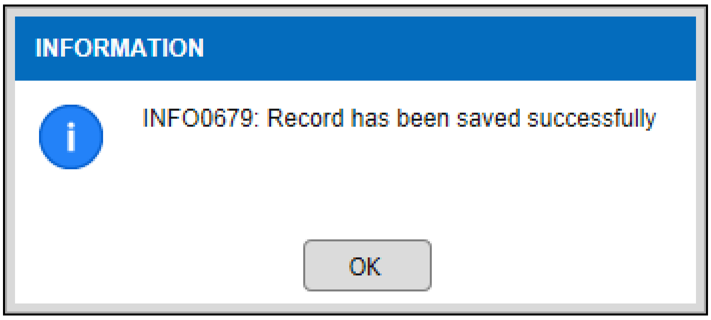

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 5.4-5 Alert Message

Note

- *If click on the* Yes *button, record will be save and alert message will be pop up as shown in Figure 5.4-5.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*


INFORMATION

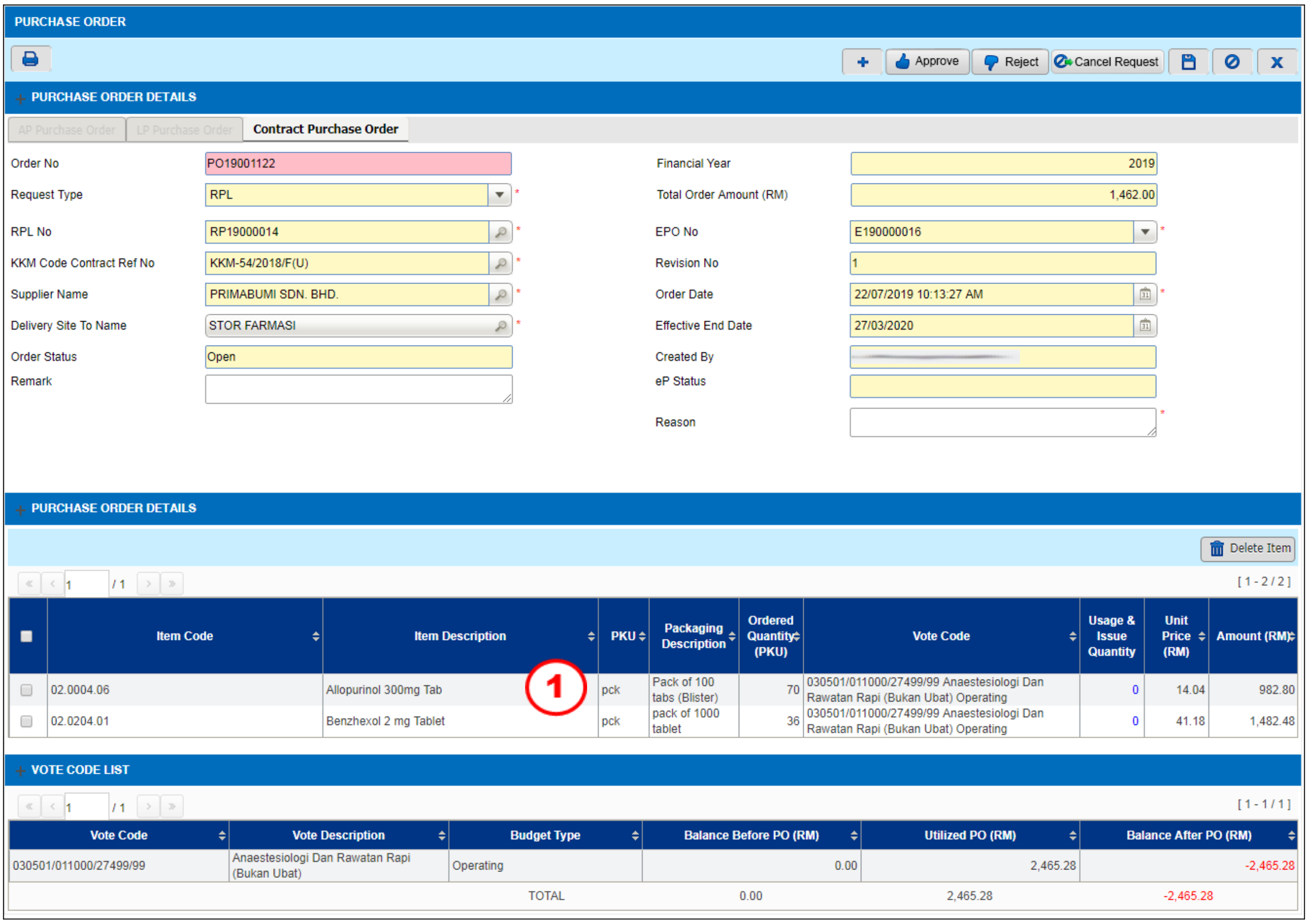
INFO0679: Record has been saved successfully

Figure 5.4-6 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 5.4-6.*

3.11 Contract Purchase Order Approval: Contract

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


PURCHASE ORDER
Approve
Reject
Cancel Request
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO19001122	Financial Year	2019
Request Type	RPL	Total Order Amount (RM)	1,462.00
RPL No	RP19000014	EPO No	E190000016
KKM Code Contract Ref No	KKM-54/2018/F(U)	Revision No	1
Supplier Name	PRIMABUMI SDN. BHD.	Order Date	22/07/2019 10:13:27 AM
Delivery Site To Name	STOR FARMASI	Effective End Date	27/03/2020
Order Status	Open	Created By	[redacted]
Remark		eP Status	
		Reason	

PURCHASE ORDER DETAILS
Delete Item
1 / 1
[1 - 2 / 2]

☐	Item Code	Item Description	PKU	Packaging Description	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
☐	02.0004.06	Allopurinol 300mg Tab	pck	Pack of 100 tabs (Blister)	70	030501/011000/27499/99 Anaestesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	14.04	982.80
☐	02.0204.01	Benzhexol 2 mg Tablet	pck	pack of 1000 tablet	36	030501/011000/27499/99 Anaestesiologi Dan Rawatan Rapi (Bukan Ubat) Operating	0	41.18	1,482.48

①
VOTE CODE LIST
1 / 1
[1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
030501/011000/27499/99	Anaestesiologi Dan Rawatan Rapi (Bukan Ubat)	Operating	0.00	2,465.28	-2,465.28
		TOTAL	0.00	2,465.28	-2,465.28

Figure 5.5-1 Purchase Order Approve

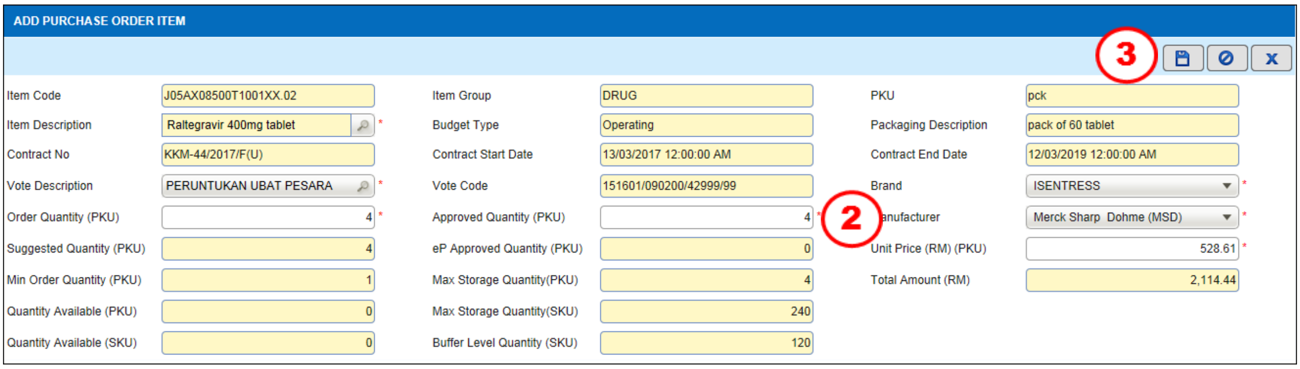
STEP 1

Double click on item details on Purchase Order Details to modify (refer Figure 5.5-2):

a) Item Description
b) Vote Description
c) Change Order Quantity
d) Change Approved Quantity
e) Brand
f) Manufacturer
g) Chang Unit Price

Note

Able to delete by item before approve/ap approve by tick on check box and click on 🗑 Delete Item *button*



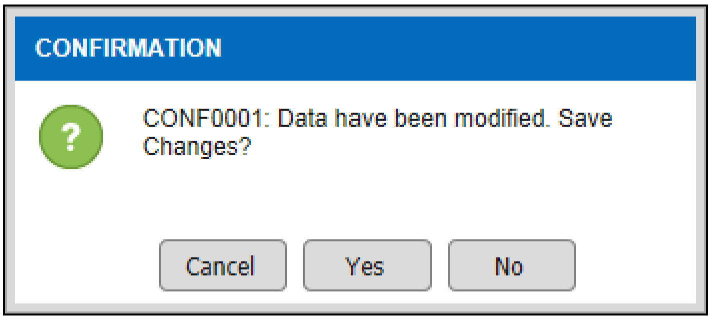
ADD PURCHASE ORDER ITEM

Item Code	J05AX08500T1001XX.02	Item Group	DRUG	PKU	pck
Item Description	Raltegravir 400mg tablet *	Budget Type	Operating	Packaging Description	pack of 60 tablet
Contract No	KKM-44/2017/F(U)	Contract Start Date	13/03/2017 12:00:00 AM	Contract End Date	12/03/2019 12:00:00 AM
Vote Description	PERUNTUKAN UBAT PESARA *	Vote Code	151601/090200/42999/99	Brand	ISENTRESS *
Order Quantity (PKU)	4 *	Approved Quantity (PKU)	4 *	anufacturer	Merck Sharp Dohme (MSD) *
Suggested Quantity (PKU)	4	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	528.61 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	4	Total Amount (RM)	2,114.44
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	240		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	120		

Figure 5.5-2 Add Purchase Order Item

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



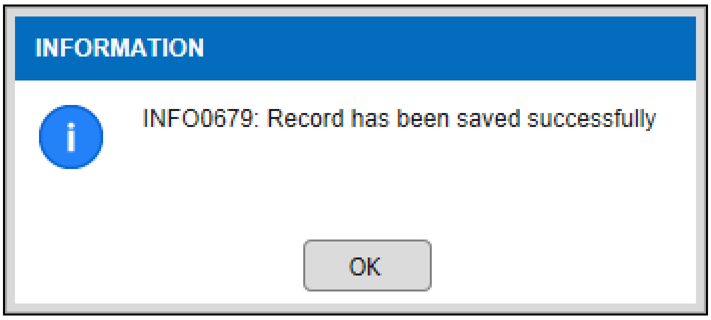
CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 5.5-3 Alert Message

Note

- *If click on the* Yes *button, record will be save and alert message will be pop up as shown in Figure 5.5-4.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*

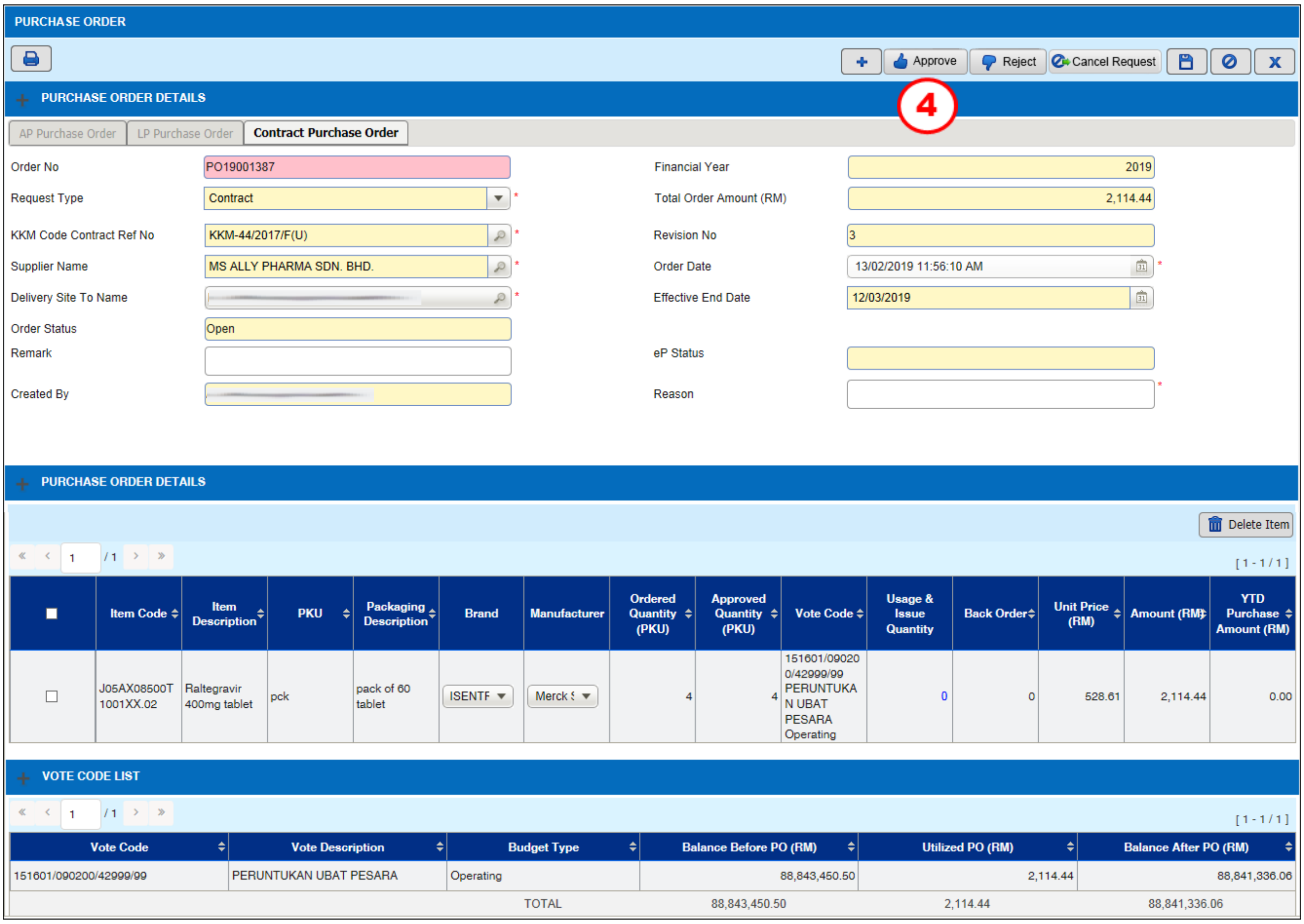


INFORMATION

INFO0679: Record has been saved successfully

Figure 5.5-4 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 5.5-4.*


PURCHASE ORDER
+
Approve
Reject
Cancel Request
X
PURCHASE ORDER DETAILS
4
AP Purchase Order
LP Purchase Order
Contract Purchase Order
Delete Item
1 / 1
[1 - 1 / 1]

Order No	PO19001387	Financial Year	2019
Request Type	Contract	Total Order Amount (RM)	2,114.44
KKM Code Contract Ref No	KKM-44/2017/F(U)	Revision No	3
Supplier Name	MS ALLY PHARMA SDN. BHD.	Order Date	13/02/2019 11:56:10 AM
Delivery Site To Name	[redacted]	Effective End Date	12/03/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

PURCHASE ORDER DETAILS

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	J05AX08500T 1001XX.02	Raltegravir 400mg tablet	pck	pack of 60 tablet	ISENTF	Merck !	4	4	151601/090200/42999/99 PERUNTUKAN UBAT PESARA Operating	0	0	528.61	2,114.44	0.00

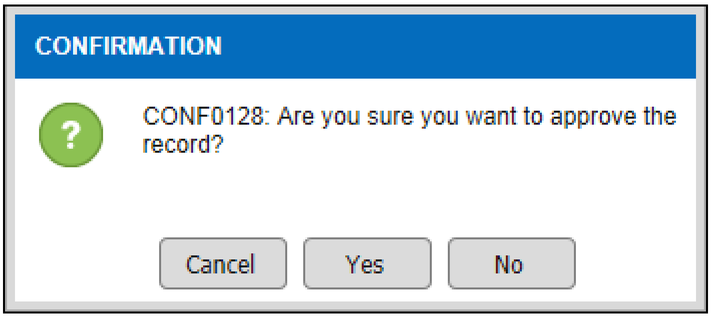
VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/090200/42999/99	PERUNTUKAN UBAT PESARA	Operating	88,843,450.50	2,114.44	88,841,336.06
		TOTAL	88,843,450.50	2,114.44	88,841,336.06

Figure 5.5-5 Purchase Order

STEP 4

Click on the Approve button to approve the transaction

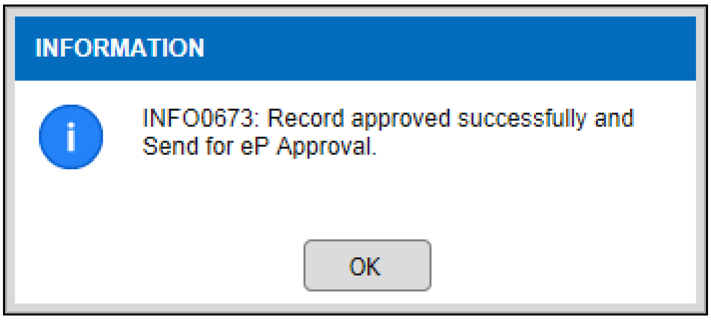

CONFIRMATION
?
Cancel
Yes
No

CONF0128: Are you sure you want to approve the record?

Figure 5.5-6 Alert Messages

Note

- *If click on the* Reject *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.*



INFORMATION

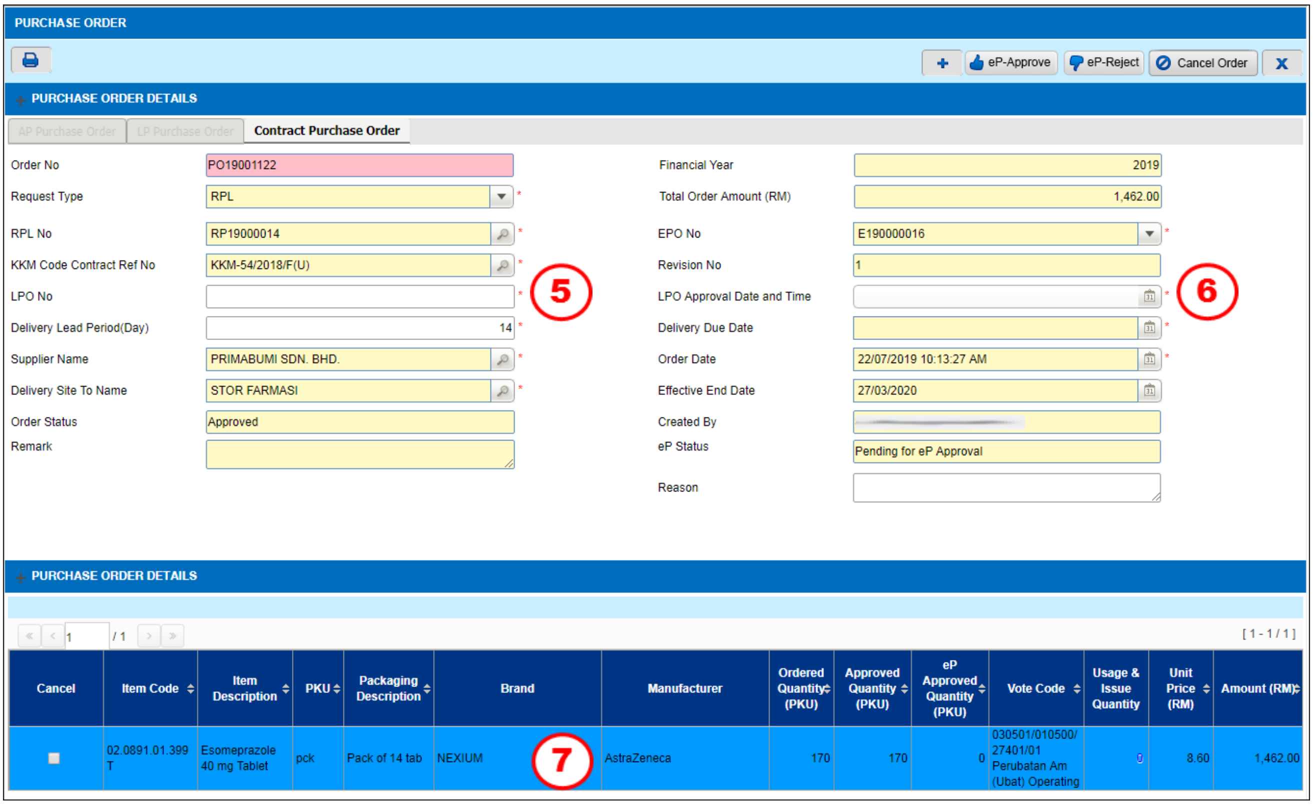
INFO0673: Record approved successfully and Send for eP Approval.

OK

Figure 5.5-7 Alert Messages

Note

- *If click on the* **Yes** *button, record will be approved saved as shown in Figure 5.5-6.*
- *If click on the* **No** *button, record will not be approved saved as shown in Figure 5.5-6.*
- *Click on the* **OK** *button to confirm approved and send for eP Approval update data as shown in Figure 5.5-7.*
- *Once approve record will show eP-Approve as shown in Figure 5.5-8.*



PURCHASE ORDER
+
eP-Approve
eP-Reject
Cancel Order
X
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order
5
6
7

Order No	PO19001122
Request Type	RPL
RPL No	RP19000014
KKM Code Contract Ref No	KKM-54/2018/F(U)
LPO No	
Delivery Lead Period(Day)	14
Supplier Name	PRIMABUMI SDN. BHD.
Delivery Site To Name	STOR FARMASI
Order Status	Approved
Remark	
Financial Year	2019
Total Order Amount (RM)	1,462.00
EPO No	E190000016
Revision No	1
LPO Approval Date and Time	
Delivery Due Date	
Order Date	22/07/2019 10:13:27 AM
Effective End Date	27/03/2020
Created By	[redacted]
eP Status	Pending for eP Approval
Reason	

PURCHASE ORDER DETAILS
1 / 1
[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
☐	02.0891.01.399 T	Esomeprazole 40 mg Tablet	pck	Pack of 14 tab	NEXIUM	AstraZeneca	170	170	0	030501/010500/ 27401/01 Perubatan Am (Ubat) Operating	0	8.60	1,462.00

Figure 5.5-8 Purchase Order

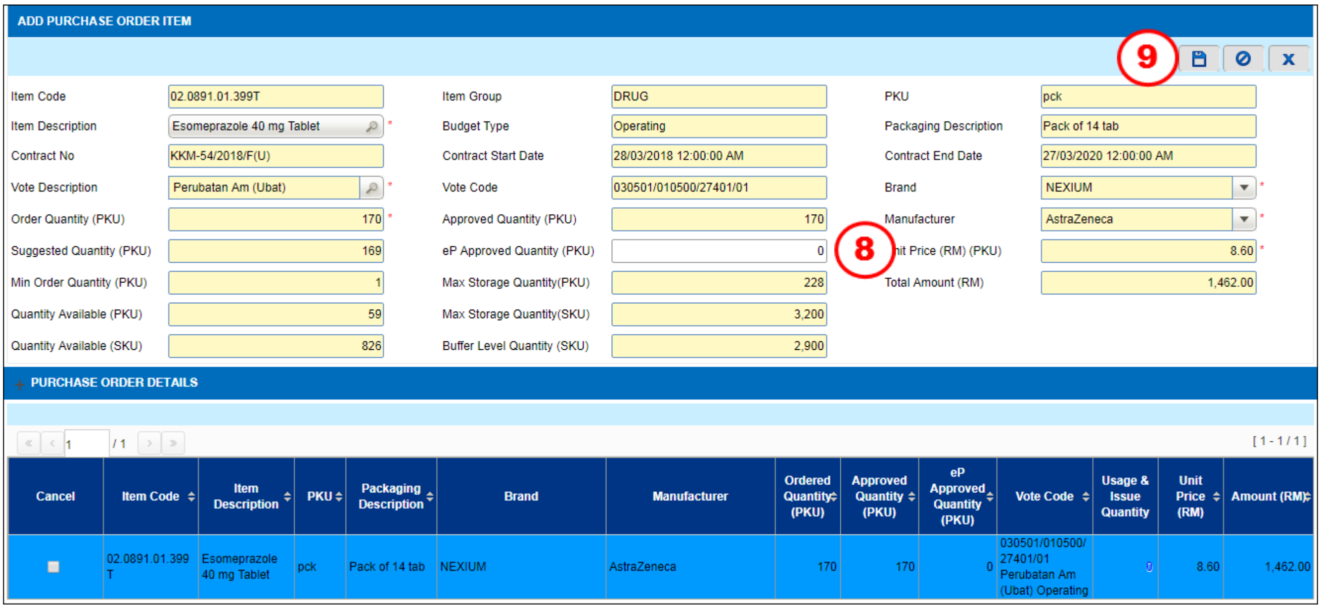
STEP 5
Fill up the LPO No.

STEP 6
Select LPO Approval Date and Time

STEP 7
Click on item list to view order item detail

Note

- *Able to ep-reject by click on* eP-Reject *button and must be key in the reason and able to cancel the order by click on* Cancel Order *button*
- *Click* on the X to close the screen
- *If need to cancel the item just tick on checkbox in purchase order detail*



ADD PURCHASE ORDER ITEM

Item Code	02.0891.01.399T	Item Group	DRUG	PKU	pck
Item Description	Esomeprazole 40 mg Tablet	Budget Type	Operating	Packaging Description	Pack of 14 tab
Contract No	KKM-54/2018/F(U)	Contract Start Date	28/03/2018 12:00:00 AM	Contract End Date	27/03/2020 12:00:00 AM
Vote Description	Perubatan Am (Ubat)	Vote Code	030501/010500/27401/01	Brand	NEXIUM
Order Quantity (PKU)	170	Approved Quantity (PKU)	170	Manufacturer	AstraZeneca
Suggested Quantity (PKU)	169	eP Approved Quantity (PKU)	0	nit Price (RM) (PKU)	8.60
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	228	Total Amount (RM)	1,462.00
Quantity Available (PKU)	59	Max Storage Quantity(SKU)	3,200		
Quantity Available (SKU)	826	Buffer Level Quantity (SKU)	2,900		

PURCHASE ORDER DETAILS

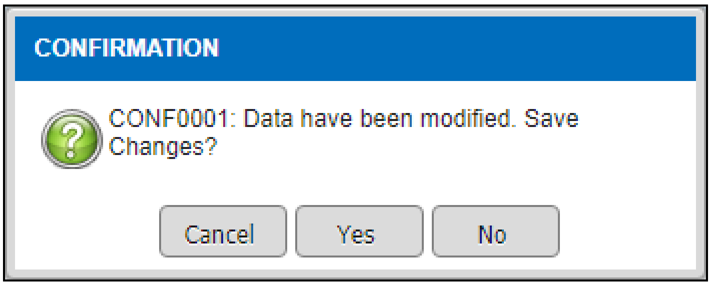
1 / 1 [1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
☐	02.0891.01.399T	Esomeprazole 40 mg Tablet	pck	Pack of 14 tab	NEXIUM	AstraZeneca	170	170	0	030501/010500/27401/01 Perubatan Am (Ubat) Operating	0	8.60	1,462.00

Figure 5.5-9 Purchase Order

STEP 8
Fill up the eP Approve Quantity (PKU)

STEP 9
Click on 💾 button to save the record



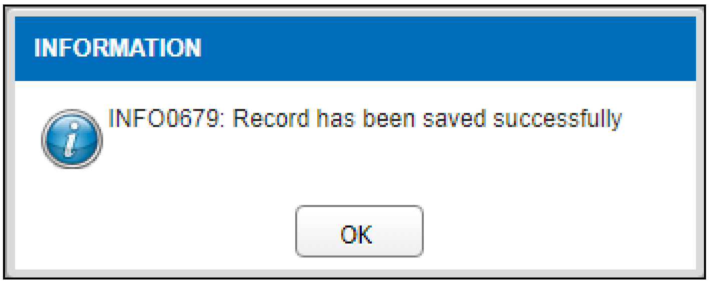
CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 5.5-10 Alert Message

Note

- *If click on the* Yes *button, record will be save and alert message will be pop up as shown in Figure 5.5-11.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*

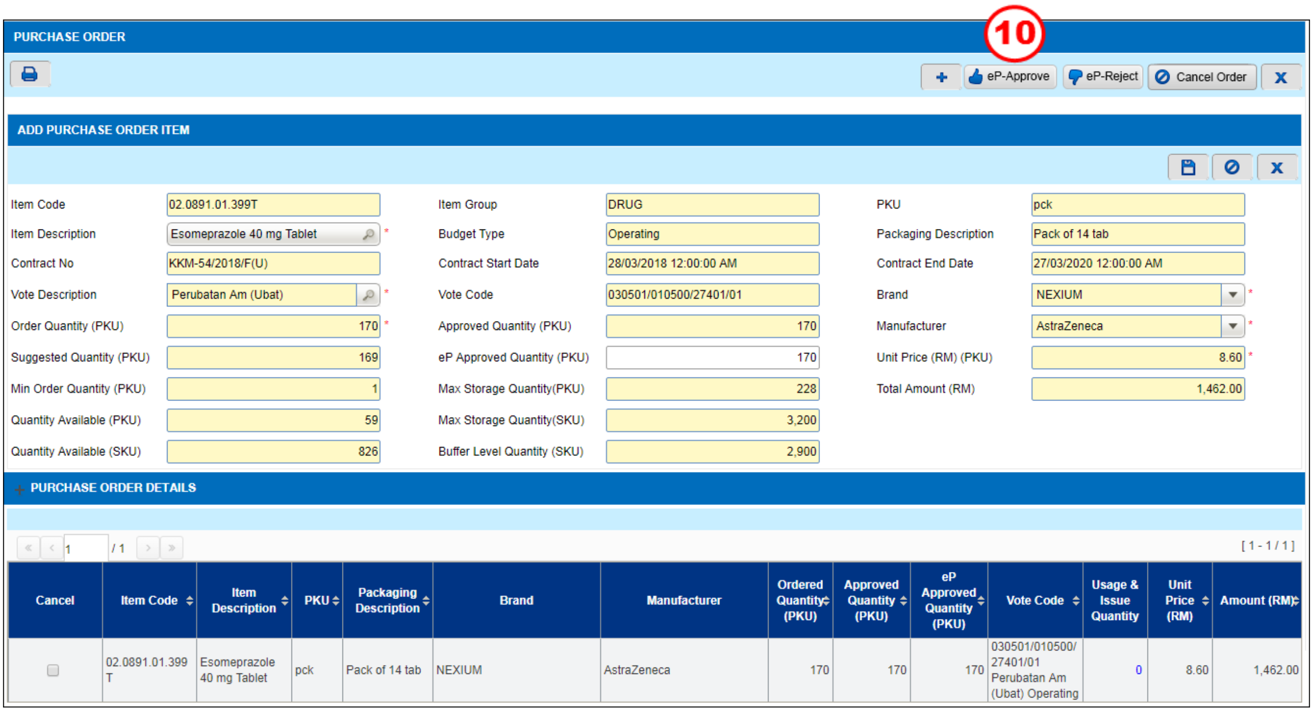


INFORMATION

INFO0679: Record has been saved successfully

Figure 5.5-11 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 5.5-12.*



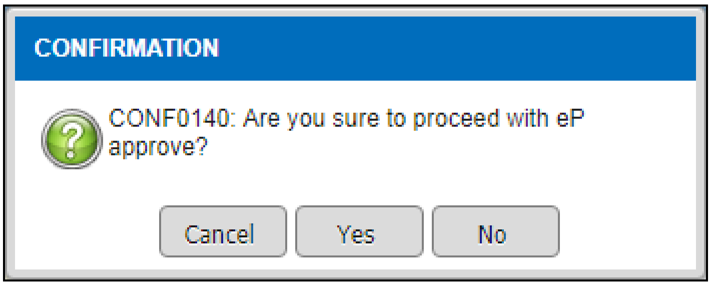
Item Code	02.0891.01.399T	Item Group	DRUG	PKU	pck
Item Description	Esomeprazole 40 mg Tablet *	Budget Type	Operating	Packaging Description	Pack of 14 tab
Contract No	KKM-54/2018/F(U)	Contract Start Date	28/03/2018 12:00:00 AM	Contract End Date	27/03/2020 12:00:00 AM
Vote Description	Perubatan Am (Ubat) *	Vote Code	030501/010500/27401/01	Brand	NEXIUM *
Order Quantity (PKU)	170 *	Approved Quantity (PKU)	170	Manufacturer	AstraZeneca *
Suggested Quantity (PKU)	169	eP Approved Quantity (PKU)	170	Unit Price (RM) (PKU)	8.60 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	228	Total Amount (RM)	1,462.00
Quantity Available (PKU)	59	Max Storage Quantity(SKU)	3,200		
Quantity Available (SKU)	826	Buffer Level Quantity (SKU)	2,900		

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
☐	02.0891.01.399T	Esomeprazole 40 mg Tablet	pck	Pack of 14 tab	NEXIUM	AstraZeneca	170	170	170	030501/010500/27401/01 Perubatan Am (Ubat) Operating	0	8.60	1,462.00

Figure 5.5-12 Purchase Order

STEP 10

Click on eP-Approve button to approve the transaction

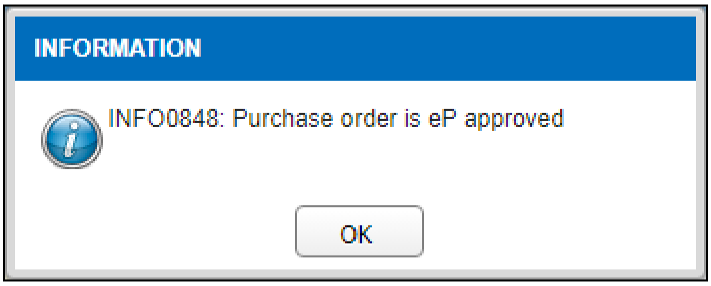

CONFIRMATION

CONF0140: Are you sure to proceed with eP approve?

Figure 5.5-13 Alert Message

Note

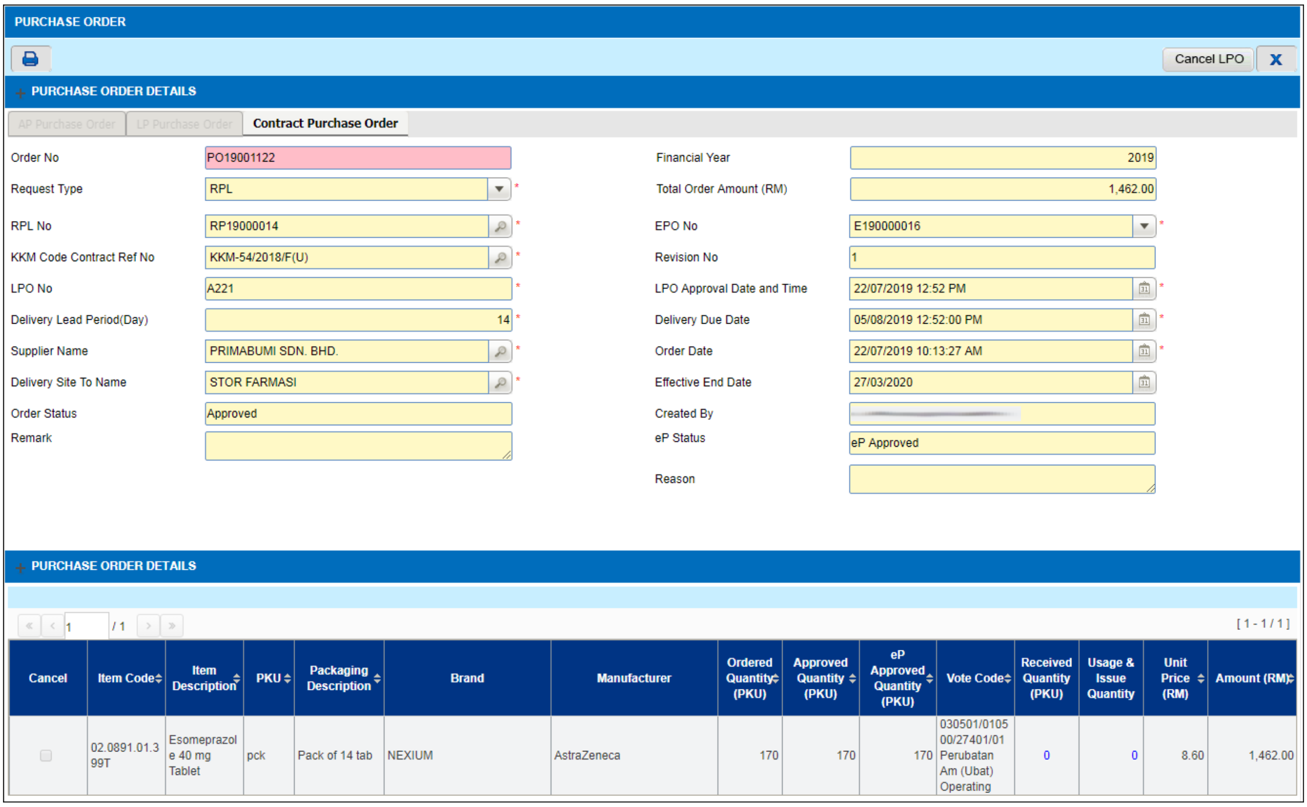
- *If click on the* Yes *button, record will be approve and alert message will be pop up as shown in Figure 5.5-14.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*


INFORMATION

INFO0848: Purchase order is eP approved

Figure 5.5-14 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 5.5-15.*


PURCHASE ORDER
Cancel LPO
X
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO19001122	Financial Year	2019
Request Type	RPL	Total Order Amount (RM)	1,462.00
RPL No	RP19000014	EPO No	E190000016
KKM Code Contract Ref No	KKM-54/2018/F(U)	Revision No	1
LPO No	A221	LPO Approval Date and Time	22/07/2019 12:52 PM
Delivery Lead Period(Day)	14	Delivery Due Date	05/08/2019 12:52:00 PM
Supplier Name	PRIMABUMI SDN. BHD.	Order Date	22/07/2019 10:13:27 AM
Delivery Site To Name	STOR FARMASI	Effective End Date	27/03/2020
Order Status	Approved	Created By	[redacted]
Remark		eP Status	eP Approved
		Reason	

PURCHASE ORDER DETAILS
1 / 1
[1 - 1 / 1]

Cancel	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)
☐	02.0891.01.399T	Esomeprazole 40 mg Tablet	pck	Pack of 14 tab	NEXIUM	AstraZeneca	170	170	170	030501/010500/27401/01 Perubatan Am (Ubat) Operating	0	0	8.60	1,462.00

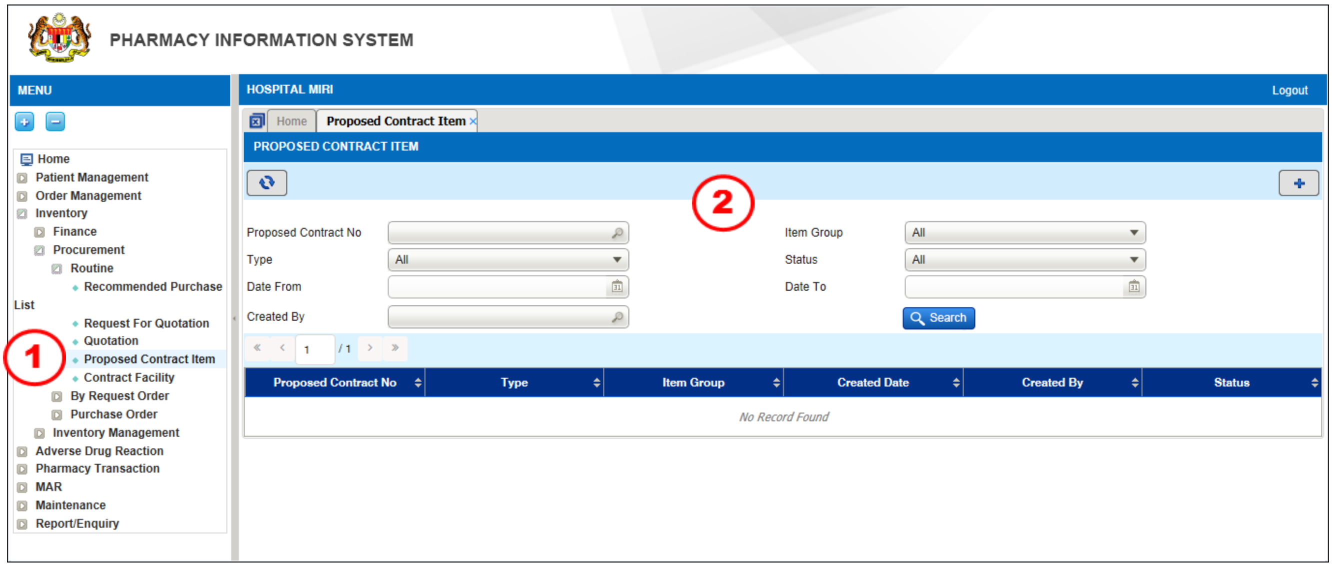
Figure 5.5-15 Purchase Order

Note

- *Able to cancel LPO by click on* Cancel LPO *button*
- *Order status will change to Approved*
- *Click on* X *button to close the screen*

3.12 Proposed Contract Item Listing Page

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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Proposed Contract Item
PROPOSED CONTRACT ITEM
1
2
Search
1 / 1

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

Proposed Contract No	Type	Item Group	Created Date	Created By	Status
No Record Found					

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

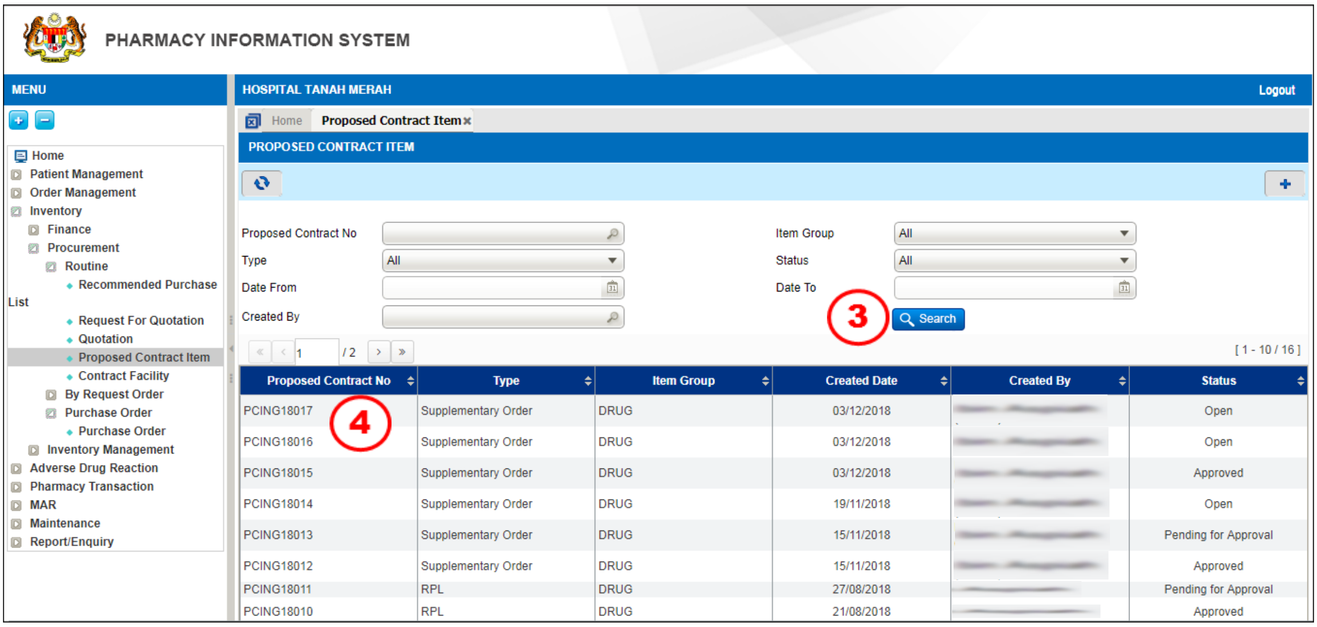
STEP 1
Click on ‘Inventory’ menu followed by ‘Procurement and Routine’, and select ‘Proposed Contract Item’

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 Search 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
MENU
HOSPITAL TANAH MERAH
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Proposed Contract Item
PROPOSED CONTRACT ITEM
Search
3
4
1 /2
[1 - 10 / 16]

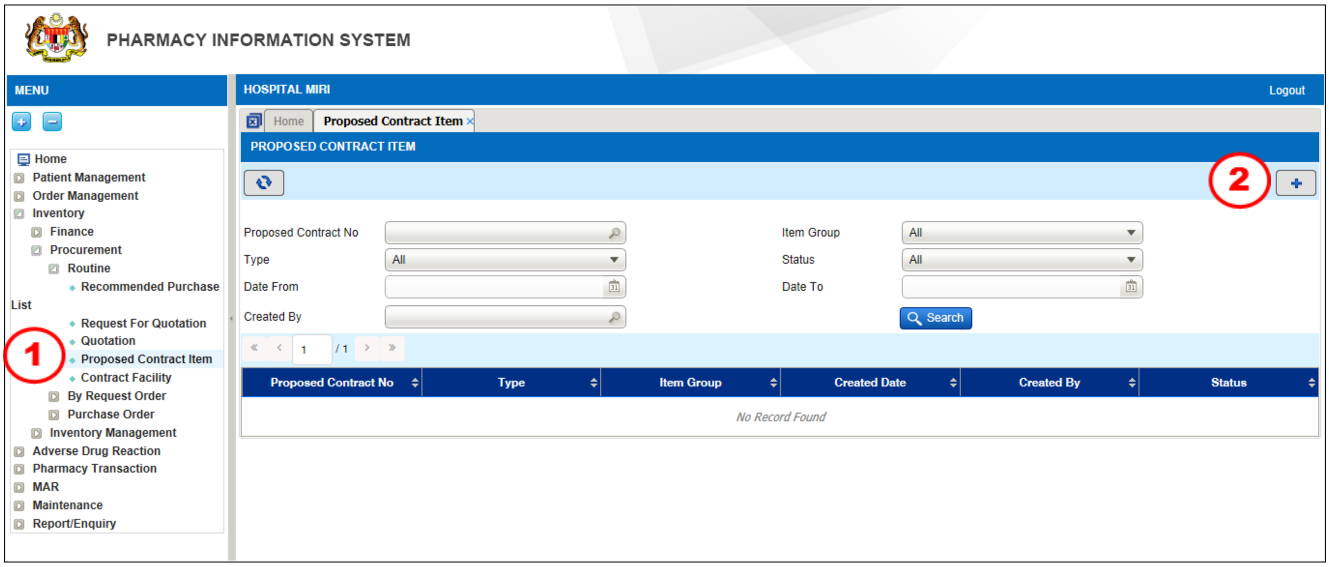
Proposed Contract No:
Type: All
Date From:
Created By:
Item Group: All
Status: All
Date To:

Proposed Contract No	Type	Item Group	Created Date	Created By	Status
PCING18017	Supplementary Order	DRUG	03/12/2018	[redacted]	Open
PCING18016	Supplementary Order	DRUG	03/12/2018	[redacted]	Open
PCING18015	Supplementary Order	DRUG	03/12/2018	[redacted]	Approved
PCING18014	Supplementary Order	DRUG	19/11/2018	[redacted]	Open
PCING18013	Supplementary Order	DRUG	15/11/2018	[redacted]	Pending for Approval
PCING18012	Supplementary Order	DRUG	15/11/2018	[redacted]	Approved
PCING18011	RPL	DRUG	27/08/2018	[redacted]	Pending for Approval
PCING18010	RPL	DRUG	21/08/2018	[redacted]	Approved

Figure 4.0-2 Proposed Contract Item 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


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
1
2
Home
Proposed Contract Item
PROPOSED CONTRACT ITEM
Search
1
/ 1
Proposed Contract No
Type
Item Group
Created Date
Created By
Status
No Record Found

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

Figure 3.1.1-1 Create new Proposed Contract Item

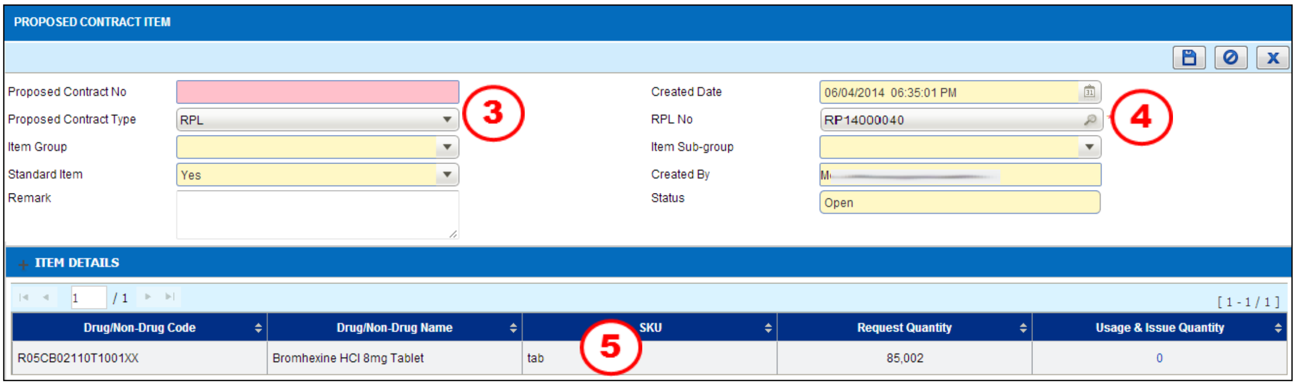
STEP 1
Click on 'Inventory' menu follows by 'Procurement' then 'Routine' and click 'Proposed Contract Item'

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'.*



PROPOSED CONTRACT ITEM

Proposed Contract No		Created Date	06/04/2014 06:35:01 PM
Proposed Contract Type	RPL	RPL No	RP14000040
Item Group		Item Sub-group	
Standard Item	Yes	Created By	[redacted]
Remark		Status	Open

ITEM DETAILS

1 / 1 [1 - 1 / 1]

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

Figure 3.1.1-2 Proposed Contract Item

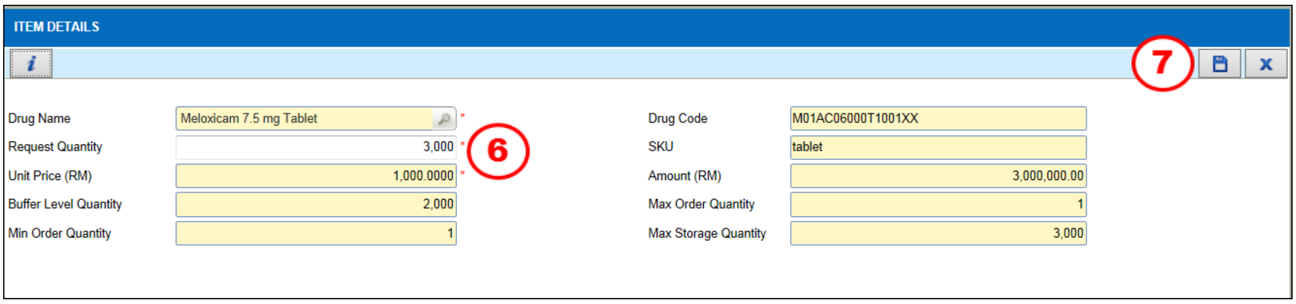
STEP 3
Select ***Proposed Contract Type*** as RPL from the dropdown box

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



ITEM DETAILS

Drug Name	Meloxicam 7.5 mg Tablet *	Drug Code	M01AC06000T1001XX
Request Quantity	3,000 *	SKU	tablet
Unit Price (RM)	1,000.0000 *	Amount (RM)	3,000,000.00
Buffer Level Quantity	2,000	Max Order Quantity	1
Min Order Quantity	1	Max Storage Quantity	3,000

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

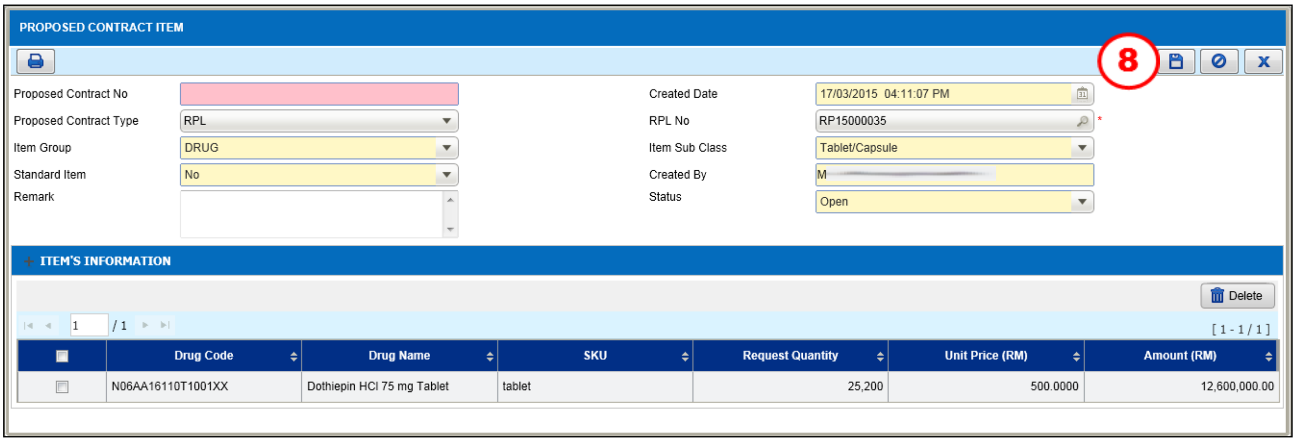
Click on the 💾 button to save the transaction

STEP 8

Click on the 💾 button to save the Proposed Contract Item

Note

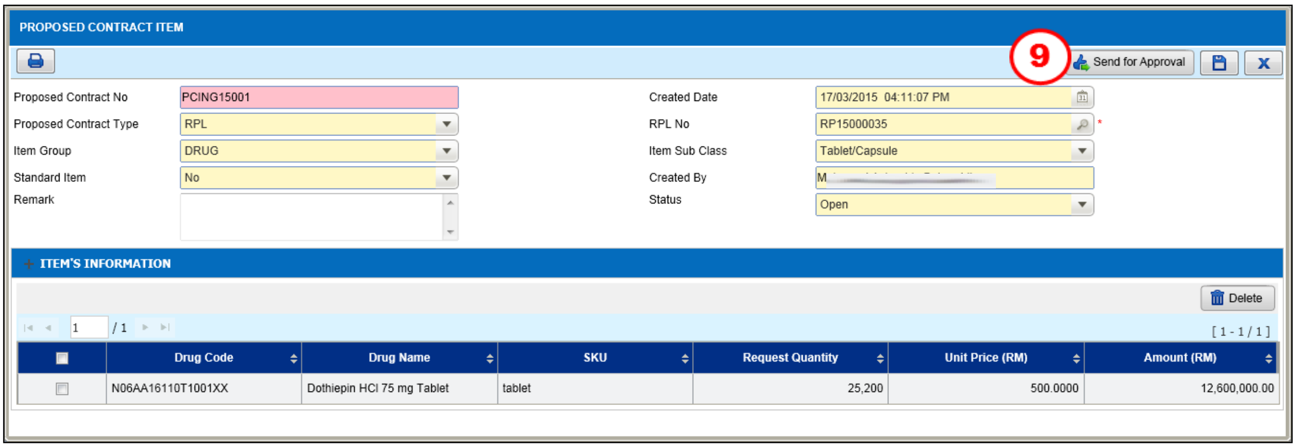
After click on the 💾 *button,* Send for Approval *button will be enabled.*


PROPOSED CONTRACT ITEM
8
ITEM'S INFORMATION
Delete
1
/ 1
[1 - 1 / 1]

Proposed Contract No
Proposed Contract Type: RPL
Item Group: DRUG
Standard Item: No
Remark
Created Date: 17/03/2015 04:11:07 PM
RPL No: RP15000035
Item Sub Class: Tablet/Capsule
Created By: M [redacted]
Status: Open

☐	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
9
Send for Approval
ITEM'S INFORMATION
Delete
1
/ 1
[1 - 1 / 1]

Proposed Contract No: PCING15001
Proposed Contract Type: RPL
Item Group: DRUG
Standard Item: No
Remark
Created Date: 17/03/2015 04:11:07 PM
RPL No: RP15000035
Item Sub Class: Tablet/Capsule
Created By: M [redacted]
Status: Open

☐	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

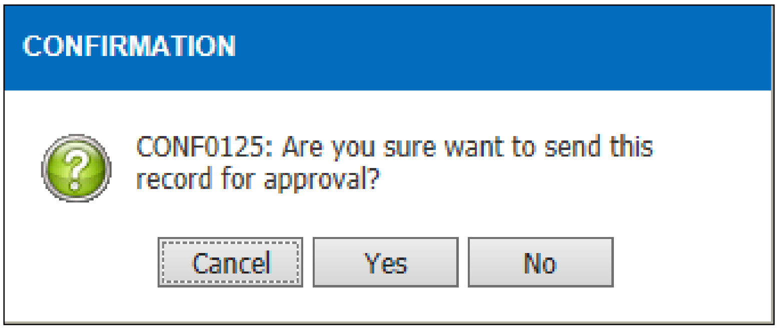
Figure 3.1.1-5 Proposed Contract Item

STEP 9

Click on the Send for Approval button

Note

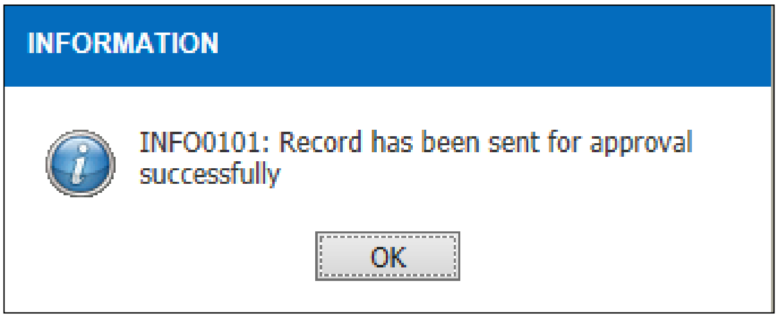
- *Alert message will be displayed as per Figure 3.1.1-6 & Figure 3.1.1-7.*


CONFIRMATION

CONF0125: Are you sure want to send this record for approval?

Figure 3.1.1-6 Save Record Alert Message

- *Click on the* Yes *button.*


INFORMATION

INFO0101: Record has been sent for approval successfully

Figure 3.1.1-7 Save Record Alert Message

- *Click on the* OK *button.*

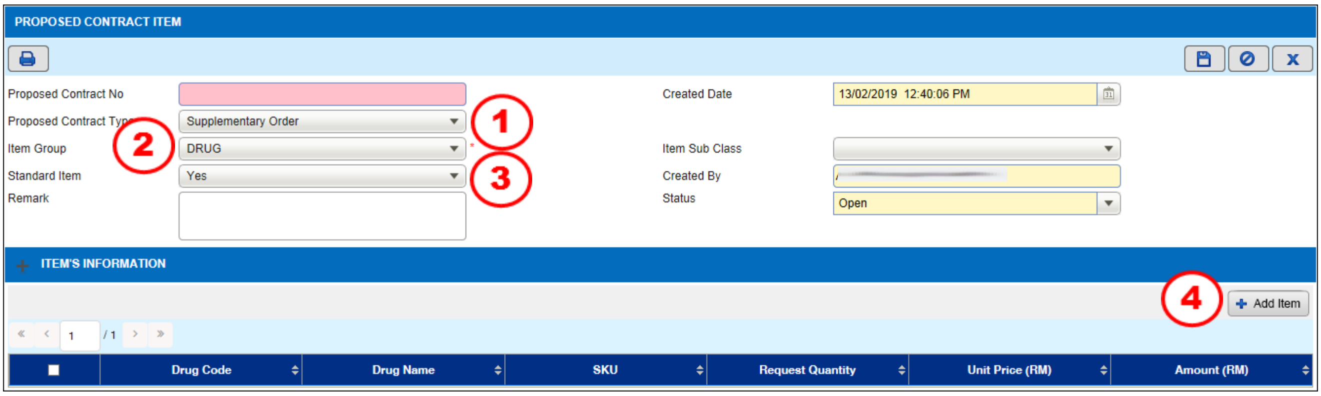
- ***Proposed Contract No.*** *will be auto generated by system for future reference and the* Send for Approval *button will be enabled.*

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)*



PROPOSED CONTRACT ITEM

Proposed Contract No:
Proposed Contract Type: Supplementary Order
Item Group: DRUG
Standard Item: Yes
Remark:
Created Date: 13/02/2019 12:40:06 PM
Item Sub Class:
Created By: [redacted]
Status: Open

ITEM'S INFORMATION

1 / 1

☐	Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)

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***

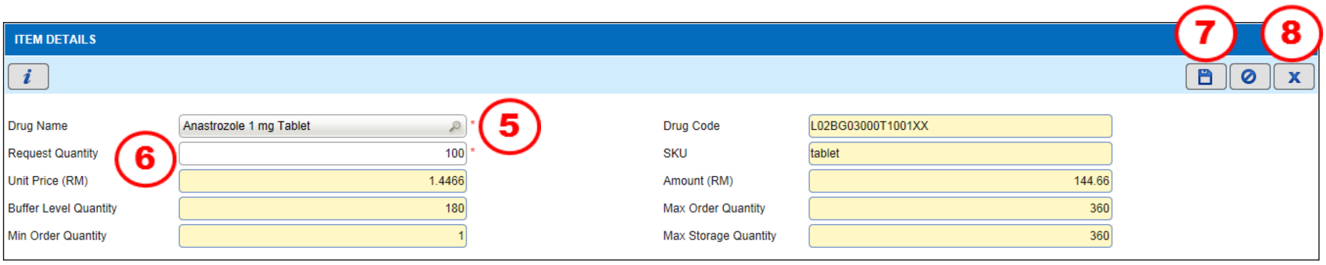
- Yes
- No

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 [+ Add Item] button to search/add item in Item Information



ITEM DETAILS

Drug Name: Anastrozole 1 mg Tablet
Request Quantity: 100
Unit Price (RM): 1.4466
Buffer Level Quantity: 180
Min Order Quantity: 1
Drug Code: L02BG03000T1001XX
SKU: tablet
Amount (RM): 144.66
Max Order Quantity: 360
Max Storage Quantity: 360

Figure 3.1.2-2 Item Details

STEP 5

Select available ***Drug Name***

STEP 6

Insert/Edit ***Request Quantity***

Note

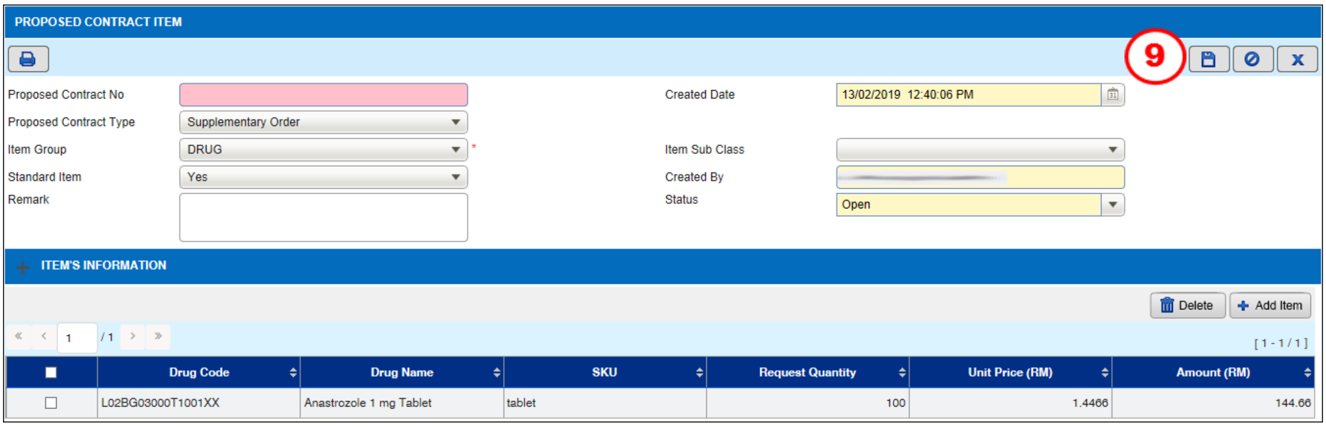
- ***Unit Price (RM)*** *is based on each item.*
- ***Amount (RM)*** *is total amount of item.*
- ***SKU****: Store Keeping Unit.*
- ***Buffer Level Quantity*** *is set up for buffer level of this item. Set up at Buffer Level Master.*
- ***Min Order Quantity*** *is minimum quantity to be ordered of this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



PROPOSED CONTRACT ITEM

Proposed Contract No:
Proposed Contract Type: Supplementary Order
Item Group: DRUG *
Standard Item: Yes
Remark:
Created Date: 13/02/2019 12:40:06 PM
Item Sub Class:
Created By: [redacted]
Status: Open

ITEM'S INFORMATION

[1 - 1 / 1]

☐	Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
☐	L02BG03000T1001XX	Anastrozole 1 mg Tablet	tablet	100	1.4466	144.66

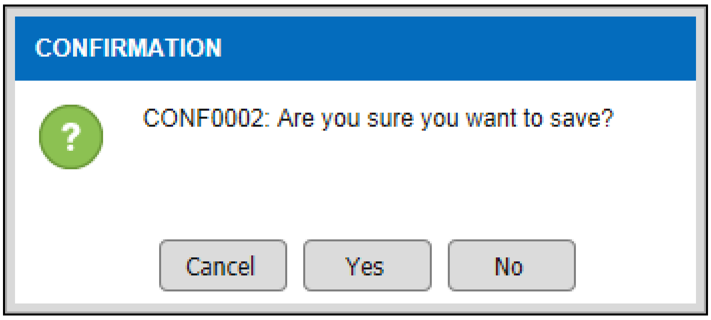
Figure 3.1.2-3 Proposed Contract Item

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.*

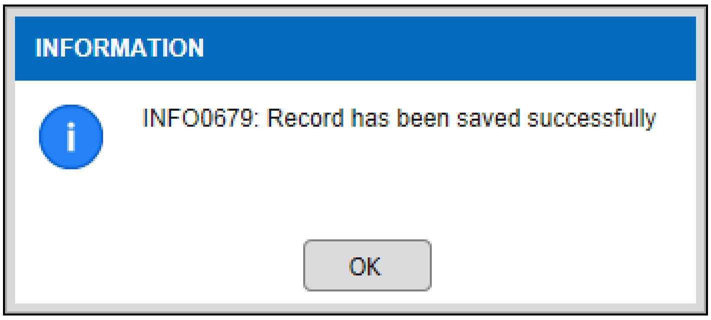


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.1.2-4 Save Record Alert Message

- *Click on the* Yes *button.*



INFORMATION

INFO0679: Record has been saved successfully

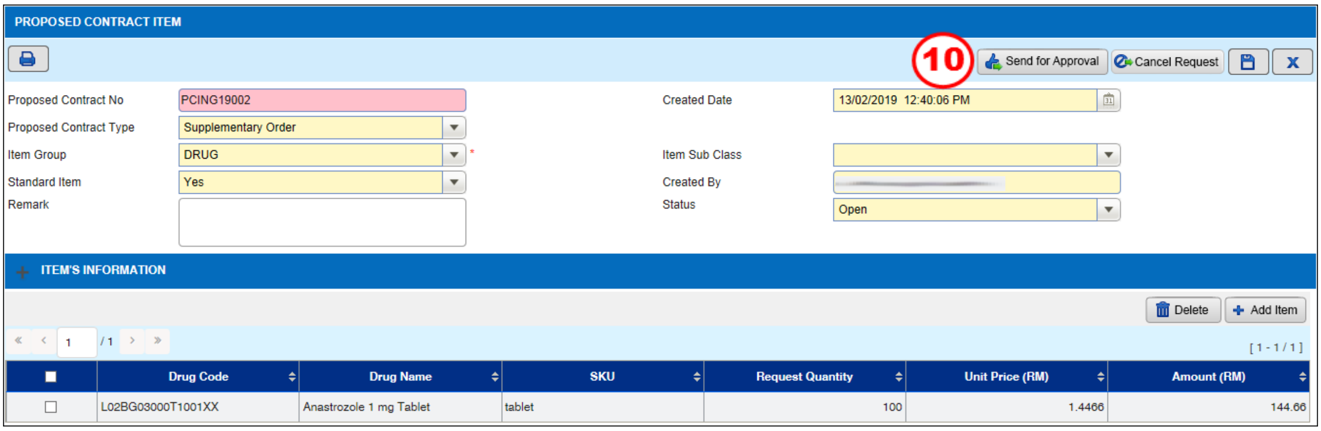
Figure 3.1.2-5 Save Record Alert Message

- *Click on the* OK *button.*

- ***Proposed Contract No.*** *will be auto generated by system for future reference and the* Send for Approval *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



PROPOSED CONTRACT ITEM

Proposed Contract No: PCING19002
Proposed Contract Type: Supplementary Order
Item Group: DRUG *
Standard Item: Yes
Remark:
Created Date: 13/02/2019 12:40:06 PM
Item Sub Class:
Created By: [redacted]
Status: Open

ITEM'S INFORMATION

☐	Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
☐	L02BG03000T1001XX	Anastrozole 1 mg Tablet	tablet	100	1.4466	144.66

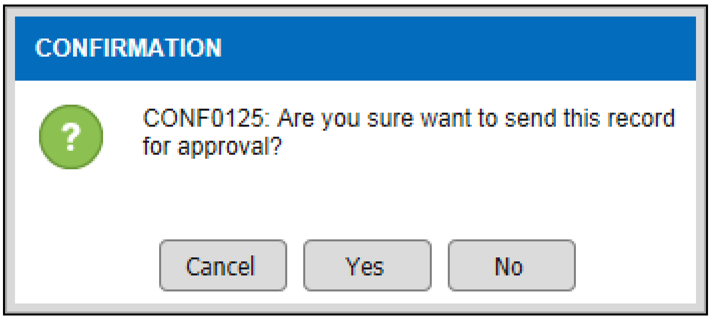
Figure 3.1.2-6 Proposed Contract Item Send for Approval

STEP 10

Click on the Send for Approval to send the transaction to HOD for approval

Note

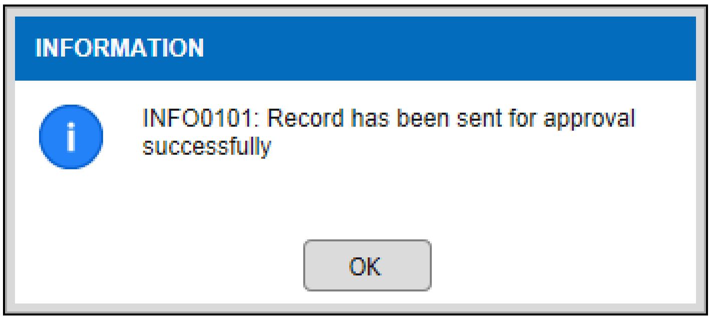
- *After saving the record, alert messages will be displayed as per Figure 3.1.2-7 & Figure 3.1.2-8.*



CONF0125: Are you sure want to send this record for approval?

Figure 3.1.2-7 Alert Message

- *Click on the* Yes *button.*



INFO0101: Record has been sent for approval successfully

Figure 3.1.2-8 Alert Message

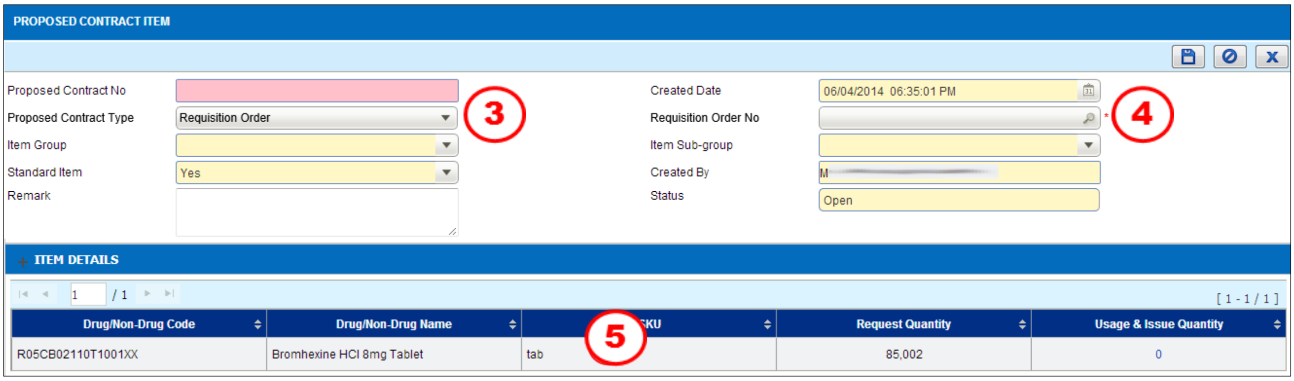
- *Click on the* OK *button.*
- *The status will have changed to Pending for Approval*

3.12.3 New Proposed Contract Item : 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)*


PROPOSED CONTRACT ITEM

Proposed Contract No:
Proposed Contract Type: Requisition Order
Item Group:
Standard Item: Yes
Remark:
Created Date: 06/04/2014 06:35:01 PM
Requisition Order No:
Item Sub-group:
Created By: M[redacted]
Status: Open

ITEM DETAILS

1 / 1 [1 - 1 / 1]

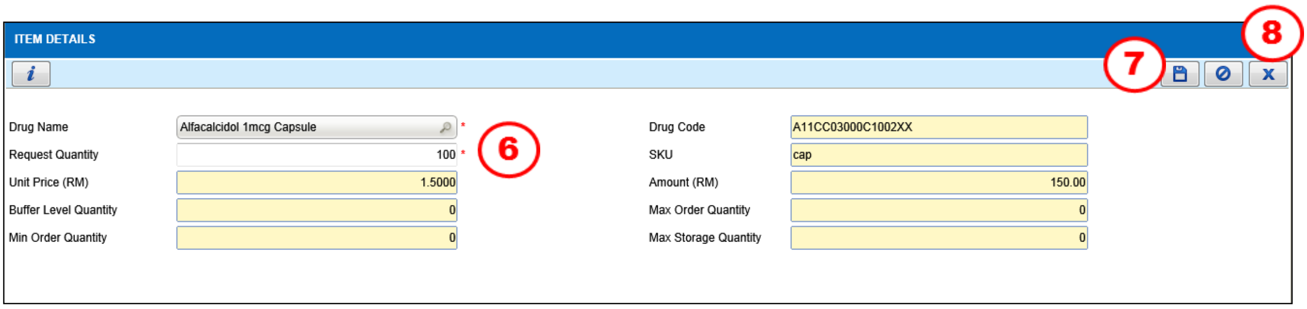
Drug/Non-Drug Code	Drug/Non-Drug Name	SKU	Request Quantity	Usage & Issue Quantity
R05CB02110T1001XX	Bromhexine HCl 8mg Tablet	tab	85,002	0

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 Order No*** *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


ITEM DETAILS

Drug Name: Alfacalcidol 1mcg Capsule
Request Quantity: 100
Unit Price (RM): 1.5000
Buffer Level Quantity: 0
Min Order Quantity: 0
Drug Code: A11CC03000C1002XX
SKU: cap
Amount (RM): 150.00
Max Order Quantity: 0
Max Storage Quantity: 0

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.*

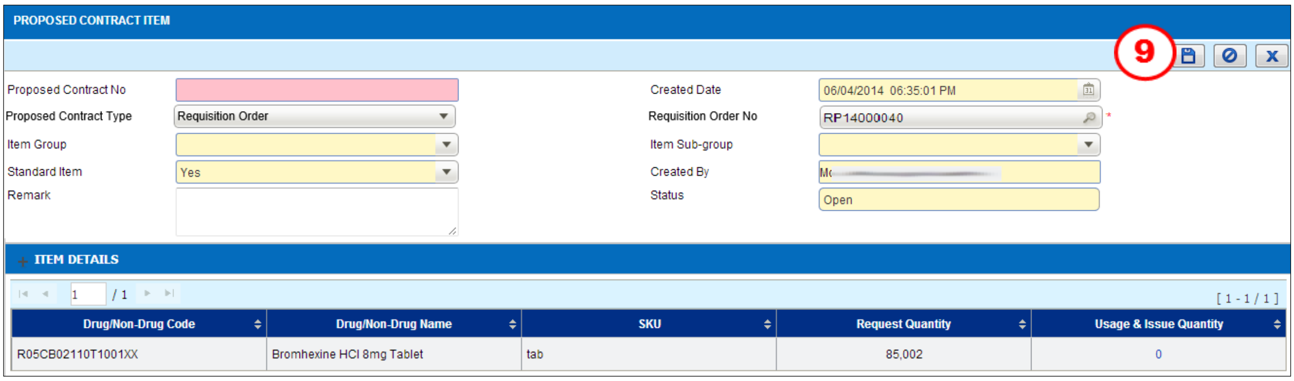
- ***Buffer Level Quantity*** *is set up for buffer level of this item. Set up at Buffer Level Master.*
- ***Min Order Quantity*** *is minimum quantity to be ordered of this item.*
- ***Max Order Quantity*** *is maximum quantity to be ordered of this item.*
- ***Max Storage Quantity*** *is for maximum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

STEP 7

Click on the 💾 button to save the transaction

STEP 8

Click on the X button to close the transaction



PROPOSED CONTRACT ITEM

Proposed Contract No		Created Date	06/04/2014 06:35:01 PM
Proposed Contract Type	Requisition Order	Requisition Order No	RP14000040 *
Item Group		Item Sub-group	
Standard Item	Yes	Created By	Mo[redacted]
Remark		Status	Open

ITEM DETAILS

1 / 1 [1 - 1 / 1]

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

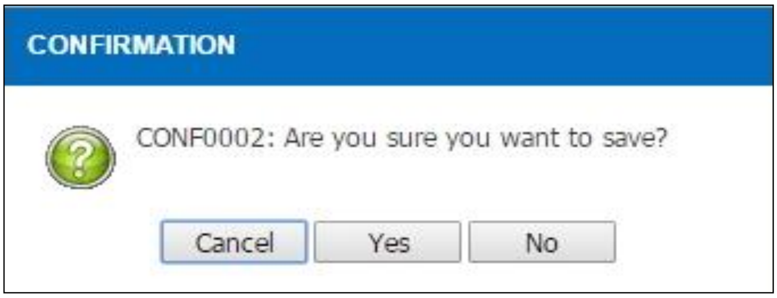
Figure 3.1.3-3 Proposed Contract Item

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.*

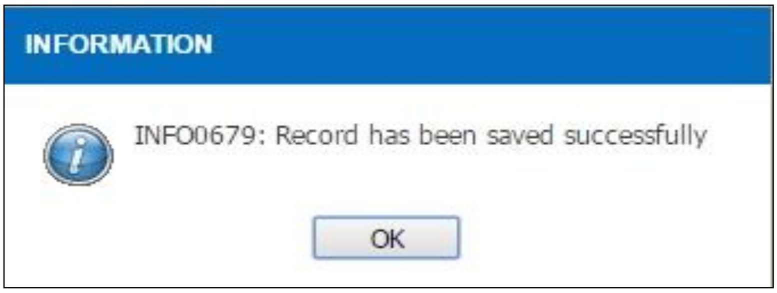


CONFIRMATION

CONF0002: Are you sure you want to save?

Figure 3.1.3-4 Save Record Alert Message

- *Click on the* Yes *button.*



INFORMATION
OK

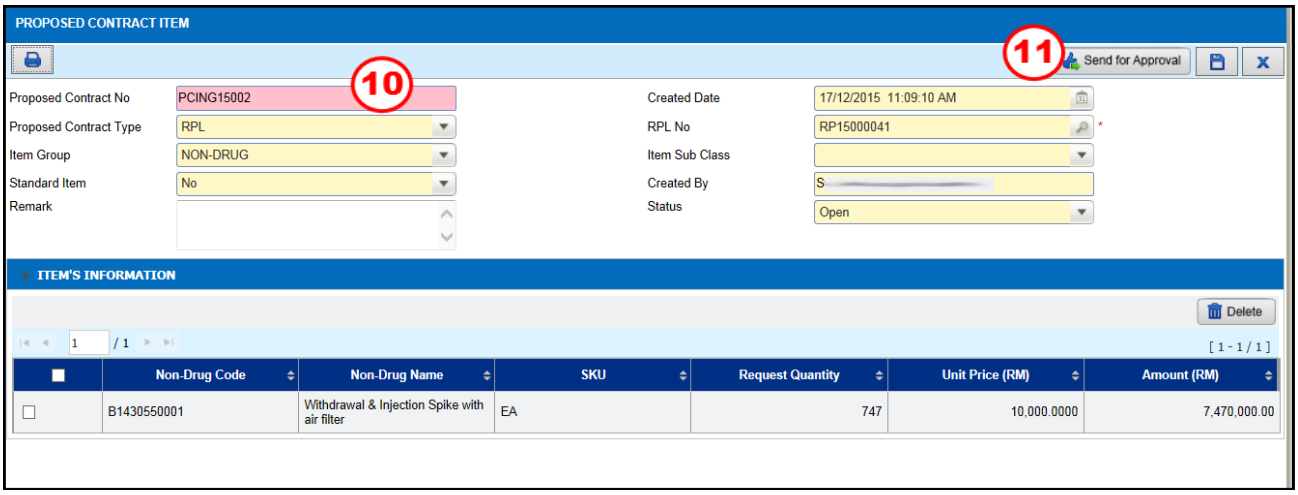
INFO0679: Record has been saved successfully

Figure 3.1.3-5 Save Record Alert Message

- *Click on the* OK *button.*

STEP 10

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



PROPOSED CONTRACT ITEM
10
11
Send for Approval
ITEM'S INFORMATION
Delete
1
/ 1
[1 - 1 / 1]

Proposed Contract No	PCING15002
Proposed Contract Type	RPL
Item Group	NON-DRUG
Standard Item	No
Remark	
Created Date	17/12/2015 11:09:10 AM
RPL No	RP15000041
Item Sub Class	
Created By	S[redacted]
Status	Open

☐	Non-Drug Code	Non-Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
☐	B1430550001	Withdrawal & Injection Spike with air filter	EA	747	10,000.0000	7,470,000.00

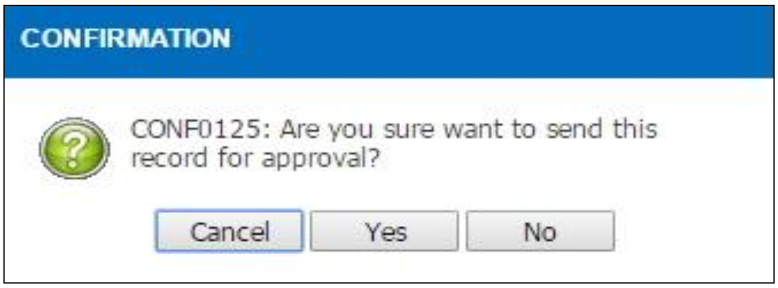
Figure 3.1.3-6 Proposed Contract Item Send for Approval

STEP 11

Click on the Send for Approval 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.*

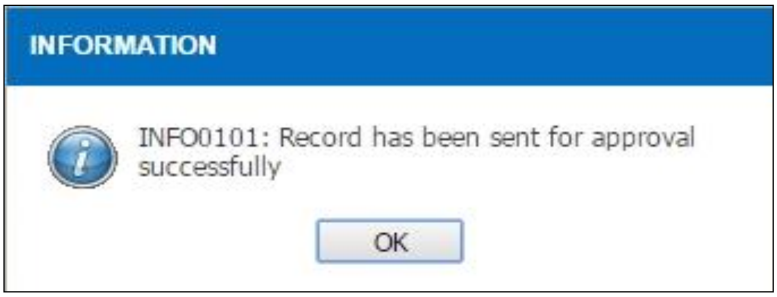


CONFIRMATION
Cancel
Yes
No

CONF0125: Are you sure want to send this record for approval?

Figure 3.1.3-7 Alert Message

- *Click on the* Yes *button.*



INFORMATION

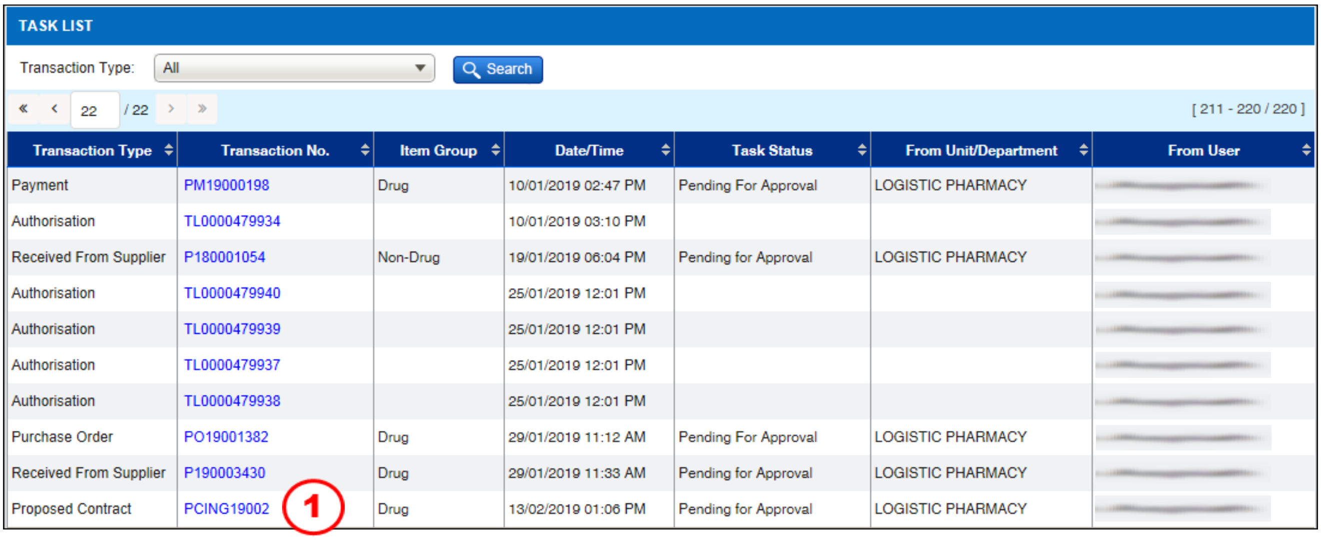
INFO0101: Record has been sent for approval successfully

Figure 3.1.3-8 Alert Message

- *Click on the* OK *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

Transaction Type: All

Search

22 / 22 [211 - 220 / 220]

Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Payment	PM19000198	Drug	10/01/2019 02:47 PM	Pending For Approval	LOGISTIC PHARMACY	[redacted]
Authorisation	TL0000479934		10/01/2019 03:10 PM			[redacted]
Received From Supplier	P180001054	Non-Drug	19/01/2019 06:04 PM	Pending for Approval	LOGISTIC PHARMACY	[redacted]
Authorisation	TL0000479940		25/01/2019 12:01 PM			[redacted]
Authorisation	TL0000479939		25/01/2019 12:01 PM			[redacted]
Authorisation	TL0000479937		25/01/2019 12:01 PM			[redacted]
Authorisation	TL0000479938		25/01/2019 12:01 PM			[redacted]
Purchase Order	PO19001382	Drug	29/01/2019 11:12 AM	Pending For Approval	LOGISTIC PHARMACY	[redacted]
Received From Supplier	P190003430	Drug	29/01/2019 11:33 AM	Pending for Approval	LOGISTIC PHARMACY	[redacted]
Proposed Contract	PCING19002	Drug	13/02/2019 01:06 PM	Pending for Approval	LOGISTIC PHARMACY	[redacted]

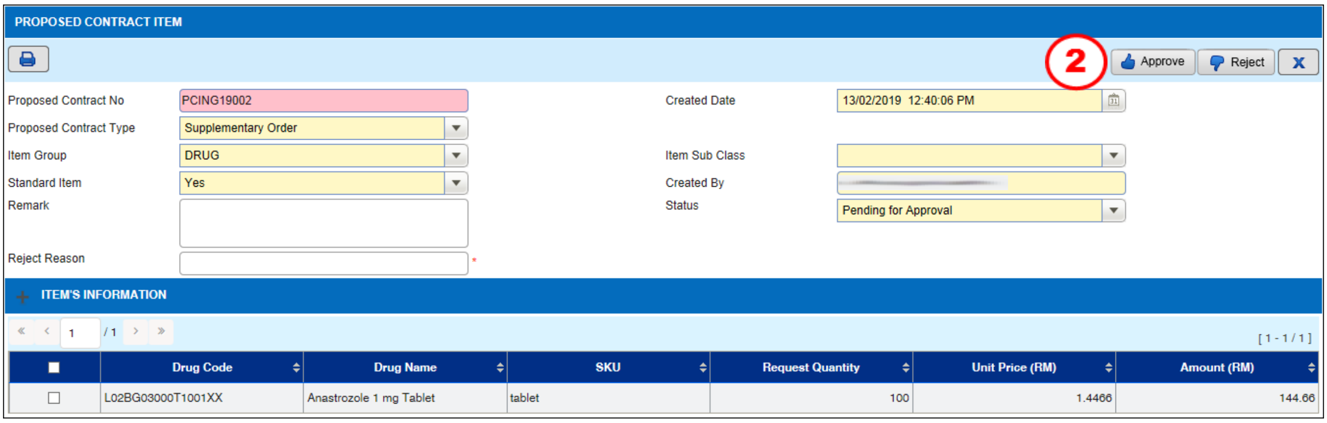
Figure 3.2-1 Task List

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: PCING19002
Proposed Contract Type: Supplementary Order
Item Group: DRUG
Standard Item: Yes
Remark:
Reject Reason: *
Created Date: 13/02/2019 12:40:06 PM
Item Sub Class:
Created By: [redacted]
Status: Pending for Approval

ITEM'S INFORMATION

1 / 1 [1 - 1 / 1]

☐	Drug Code	Drug Name	SKU	Request Quantity	Unit Price (RM)	Amount (RM)
☐	L02BG03000T1001XX	Anastrozole 1 mg Tablet	tablet	100	1.4466	144.66

Figure 3.2-2 Proposed Contract Item Approval

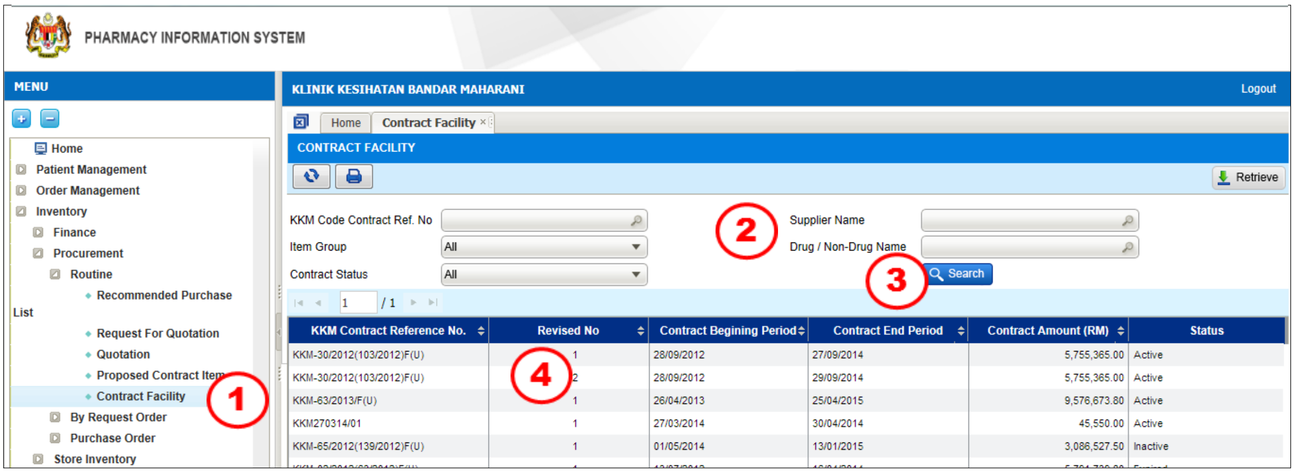
STEP 2
User have to click Approve button to approve the transaction or click Reject button to reject the transaction

Note

- *Before click on the* Approve *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.


PHARMACY INFORMATION SYSTEM
MENU
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Store Inventory
KLINIK KESIHATAN BANDAR MAHARANI
Logout
Home
Contract Facility
CONTRACT FACILITY
Retrieve
Search
1
2
3
4

KKM Code Contract Ref. No
Item Group: All
Contract Status: All
Supplier Name
Drug / Non-Drug Name

KKM Contract Reference No.	Revised No	Contract Begining Period	Contract End Period	Contract Amount (RM)	Status
KKM-30/2012(103/2012)F(U)	1	28/09/2012	27/09/2014	5,755,365.00	Active
KKM-30/2012(103/2012)F(U)	2	28/09/2012	29/09/2014	5,755,365.00	Active
KKM-63/2013/F(U)	1	26/04/2013	25/04/2015	9,576,673.80	Active
KKM270314/01	1	27/03/2014	30/04/2014	45,550.00	Active
KKM-65/2012(139/2012)F(U)	1	01/05/2014	13/01/2015	3,086,527.50	Inactive

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

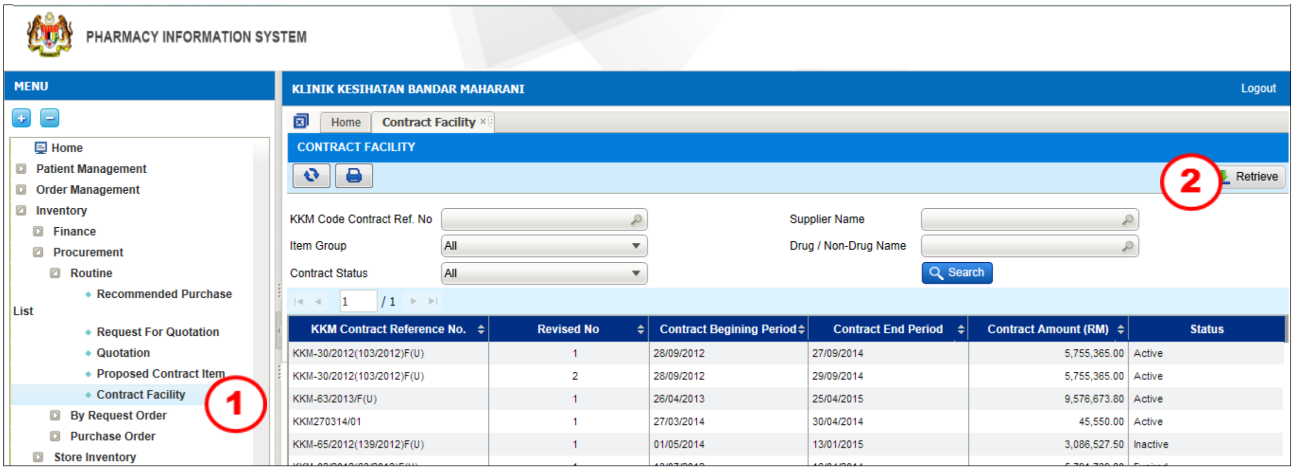
Note
The result display will be based on the entered criteria as shown in Figure 3.3-1.

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)


PHARMACY INFORMATION SYSTEM
MENU
KLINIK KESIHATAN BANDAR MAHARANI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
Recommended Purchase List
Request For Quotation
Quotation
Proposed Contract Item
Contract Facility
By Request Order
Purchase Order
Store Inventory
1
Home
Contract Facility
CONTRACT FACILITY
2
Retrieve
Search

KKM Code Contract Ref. No:
Supplier Name:
Item Group: All
Drug / Non-Drug Name:
Contract Status: All

KKM Contract Reference No.	Revised No	Contract Begining Period	Contract End Period	Contract Amount (RM)	Status
KKM-30/2012(103/2012)F(U)	1	28/09/2012	27/09/2014	5,755,365.00	Active
KKM-30/2012(103/2012)F(U)	2	28/09/2012	29/09/2014	5,755,365.00	Active
KKM-63/2013/F(U)	1	26/04/2013	25/04/2015	9,576,673.80	Active
KKM270314/01	1	27/03/2014	30/04/2014	45,550.00	Active
KKM-65/2012(139/2012)F(U)	1	01/05/2014	13/01/2015	3,086,527.50	Inactive

Figure 3.3.1-1 Contract Facility Listing Page

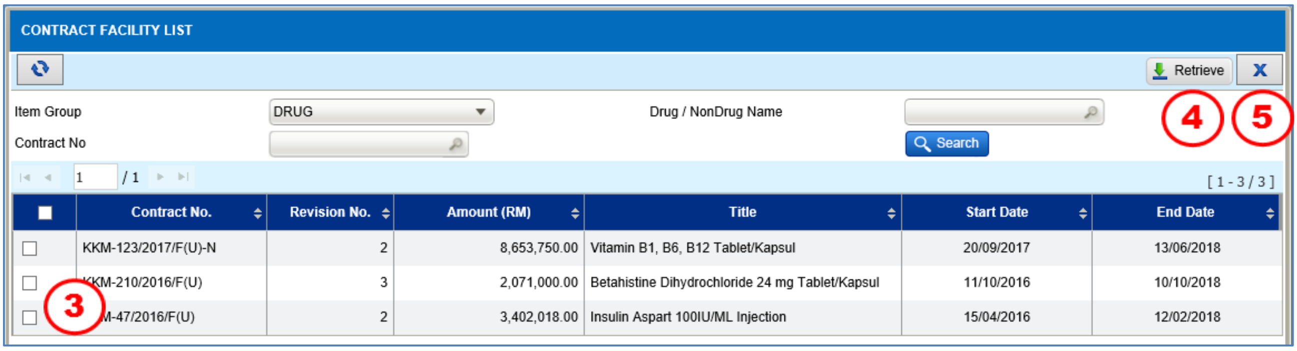
STEP 1
Click on 'Procurement' menu follows by 'Routine' then 'Contract Facility'

STEP 2

Click on the Retrieve 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*


CONTRACT FACILITY LIST
Retrieve
X
4
5
Search
[1 - 3 / 3]
3

Item Group: DRUG
Drug / NonDrug Name:
Contract No:

☐	Contract No.	Revision No.	Amount (RM)	Title	Start Date	End Date
☐	KKM-123/2017/F(U)-N	2	8,653,750.00	Vitamin B1, B6, B12 Tablet/Kapsul	20/09/2017	13/06/2018
☐	KKM-210/2016/F(U)	3	2,071,000.00	Betahistine Dihydrochloride 24 mg Tablet/Kapsul	11/10/2016	10/10/2018
☐	M-47/2016/F(U)	2	3,402,018.00	Insulin Aspart 100IU/ML Injection	15/04/2016	12/02/2018

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

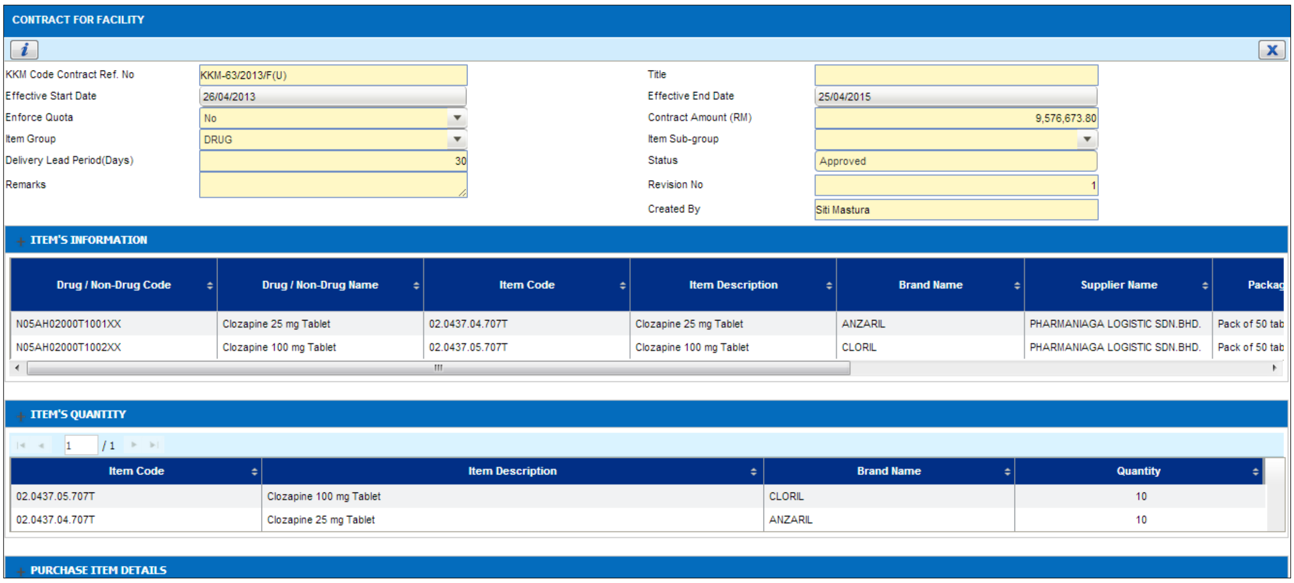
Click on the Retrieve button

STEP 5

Click on the X 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

ITEM'S INFORMATION

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'S QUANTITY

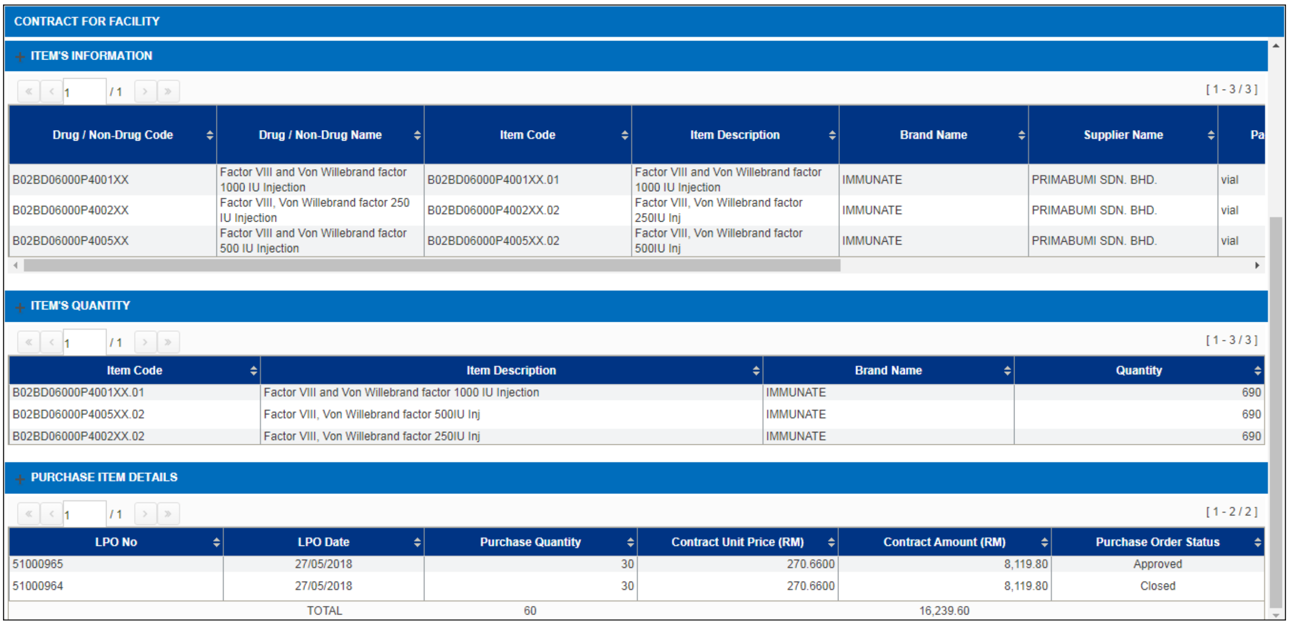
Item Code	Item Description	Brand Name	Quantity
02.0437.05.707T	Clozapine 100 mg Tablet	CLORIL	10
02.0437.04.707T	Clozapine 25 mg Tablet	ANZARIL	10

PURCHASE ITEM DETAILS

Figure 3.3.1-3 Contract for Facility

Note

- *This screen is non editable.*
- *Under Item's Information this 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 this 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 Item Details*



CONTRACT FOR FACILITY

ITEM'S INFORMATION

Drug / Non-Drug Code	Drug / Non-Drug Name	Item Code	Item Description	Brand Name	Supplier Name	Pa
B02BD06000P4001XX	Factor VIII and Von Willebrand factor 1000 IU Injection	B02BD06000P4001XX.01	Factor VIII and Von Willebrand factor 1000 IU Injection	IMMUNATE	PRIMABUMI SDN. BHD.	vial
B02BD06000P4002XX	Factor VIII, Von Willebrand factor 250 IU Injection	B02BD06000P4002XX.02	Factor VIII, Von Willebrand factor 250IU Inj	IMMUNATE	PRIMABUMI SDN. BHD.	vial
B02BD06000P4005XX	Factor VIII and Von Willebrand factor 500 IU Injection	B02BD06000P4005XX.02	Factor VIII, Von Willebrand factor 500IU Inj	IMMUNATE	PRIMABUMI SDN. BHD.	vial

ITEM'S QUANTITY

Item Code	Item Description	Brand Name	Quantity
B02BD06000P4001XX.01	Factor VIII and Von Willebrand factor 1000 IU Injection	IMMUNATE	690
B02BD06000P4005XX.02	Factor VIII, Von Willebrand factor 500IU Inj	IMMUNATE	690
B02BD06000P4002XX.02	Factor VIII, Von Willebrand factor 250IU Inj	IMMUNATE	690

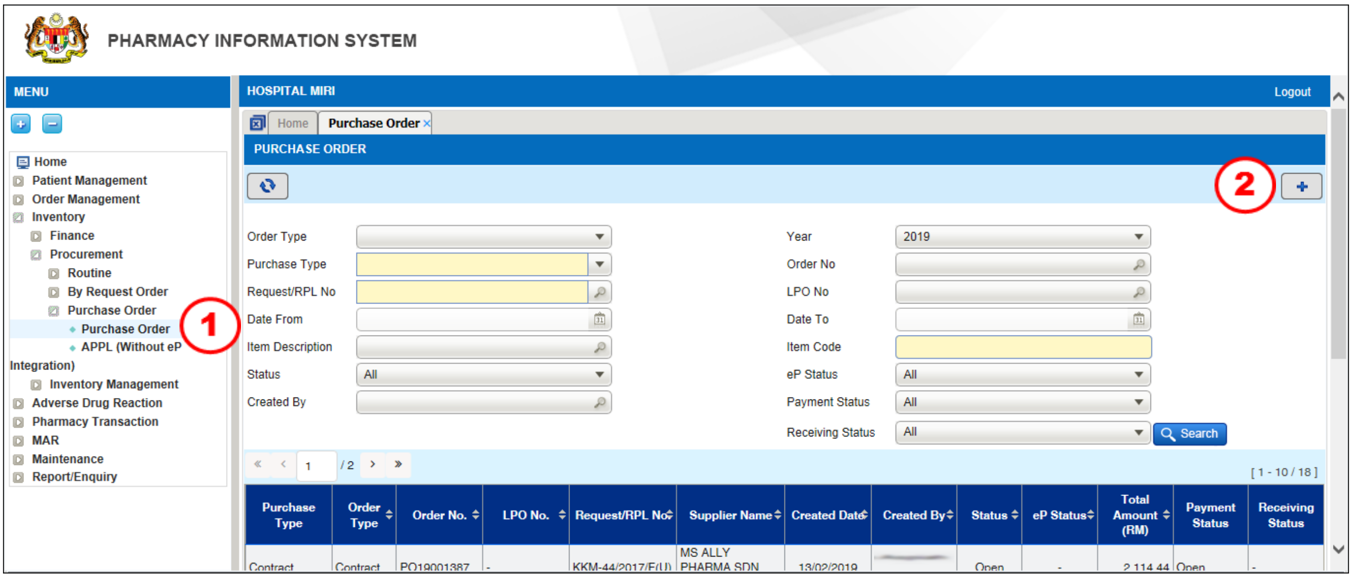
PURCHASE ITEM DETAILS

LPO No	LPO Date	Purchase Quantity	Contract Unit Price (RM)	Contract Amount (RM)	Purchase Order Status
51000965	27/05/2018	30	270.6600	8,119.80	Approved
51000964	27/05/2018	30	270.6600	8,119.80	Closed
	TOTAL	60		16,239.60	

Figure 3.3.1-4 Purchase Order Status

3.14.2 Create New Purchase Order : Indent

Pharmacist is allowed to create Purchase Order record based on the receive indent by other facility. To create a new Purchase Order, perform the step below:


PHARMACY INFORMATION SYSTEM
MENU
HOSPITAL MIRI
Logout
Home
Patient Management
Order Management
Inventory
Finance
Procurement
Routine
By Request Order
Purchase Order
Purchase Order
APPL (Without eP Integration)
Inventory Management
Adverse Drug Reaction
Pharmacy Transaction
MAR
Maintenance
Report/Enquiry
Home
Purchase Order
PURCHASE ORDER
1
2
Search

Order Type		Year	2019
Purchase Type		Order No	
Request/RPL No		LPO No	
Date From		Date To	
Item Description		Item Code	
Status	All	eP Status	All
Created By		Payment Status	All
		Receiving Status	All

1 / 2 [1 - 10 / 18]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No	Supplier Name	Created Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Contract	Contract	PO19001387	-	KKM-44/2017/F(U)	MS ALLY PHARMA SDN	13/02/2019	[redacted]	Open	-	2,114.44	Open	-

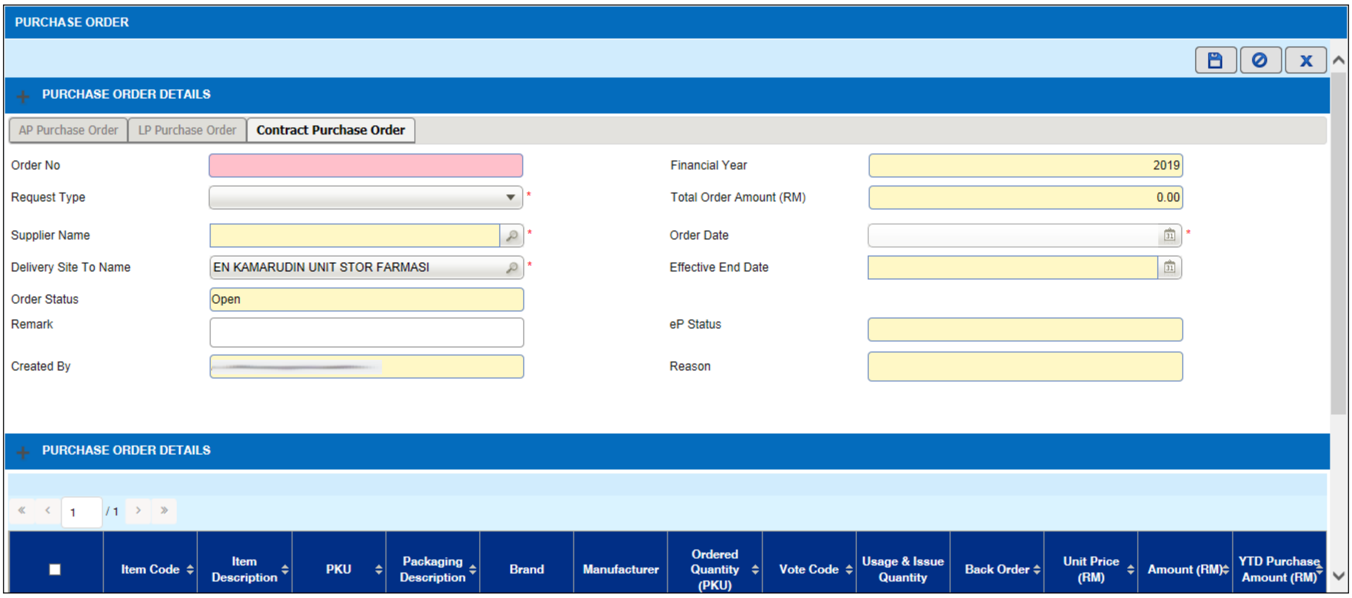
Figure 3.14.2-1 Purchase Order Listing Page

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

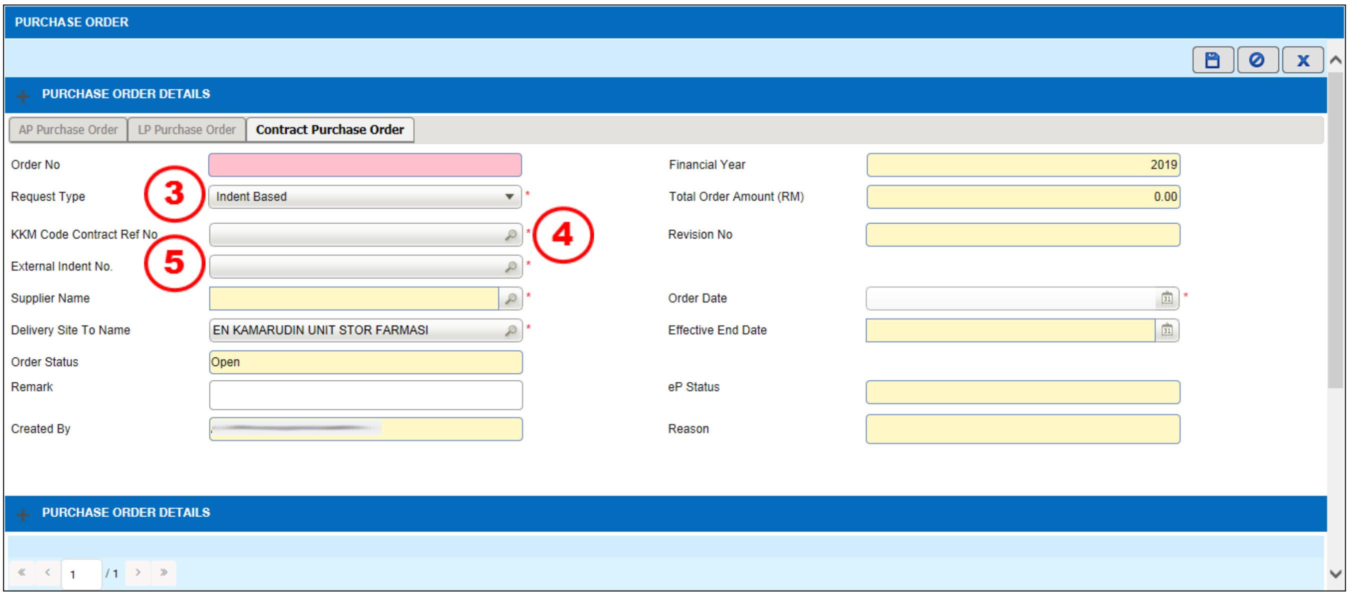

PURCHASE ORDER
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order
PURCHASE ORDER DETAILS

Order No		Financial Year	2019
Request Type	*	Total Order Amount (RM)	0.00
Supplier Name	*	Order Date	*
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI *	Effective End Date	
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

1 / 1

☐	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)

Figure 3.14.2-2 Purchase Order


PURCHASE ORDER
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order
3
4
5
PURCHASE ORDER DETAILS
1
/ 1

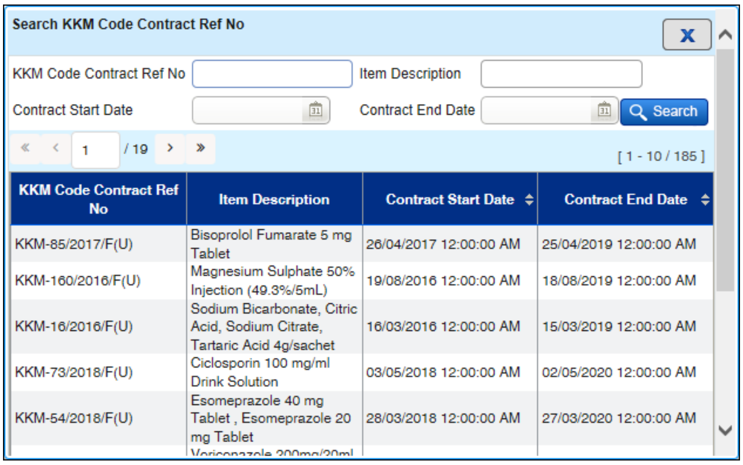
Order No
Request Type: Indent Based *
KKM Code Contract Ref No *
External Indent No. *
Supplier Name *
Delivery Site To Name: EN KAMARUDIN UNIT STOR FARMASI *
Order Status: Open
Remark
Created By: [redacted]
Financial Year: 2019
Total Order Amount (RM): 0.00
Revision No
Order Date *
Effective End Date
eP Status
Reason

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
X
Search
1
/ 19
[1 - 10 / 185]

KKM Code Contract Ref No
Item Description
Contract Start Date
Contract End Date

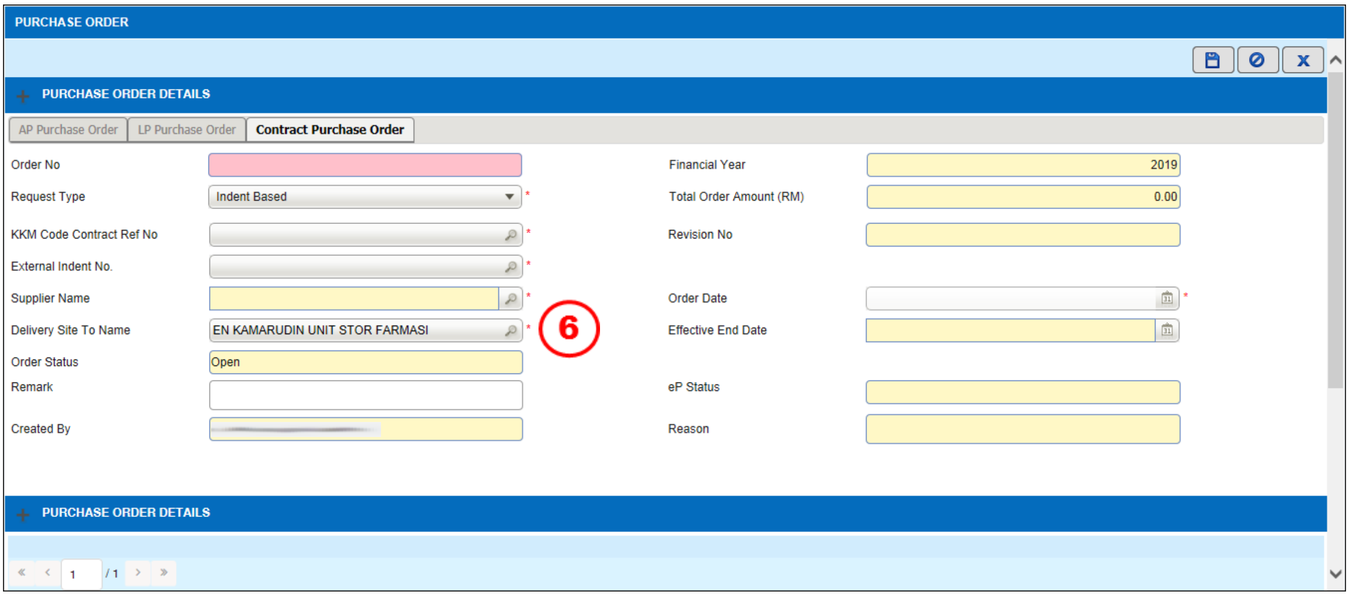
KKM Code Contract Ref No	Item Description	Contract Start Date	Contract End Date
KKM-85/2017/F(U)	Bisoprolol Fumarate 5 mg Tablet	26/04/2017 12:00:00 AM	25/04/2019 12:00:00 AM
KKM-160/2016/F(U)	Magnesium Sulphate 50% Injection (49.3%/5mL)	19/08/2016 12:00:00 AM	18/08/2019 12:00:00 AM
KKM-16/2016/F(U)	Sodium Bicarbonate, Citric Acid, Sodium Citrate, Tartaric Acid 4g/sachet	16/03/2016 12:00:00 AM	15/03/2019 12:00:00 AM
KKM-73/2018/F(U)	Ciclosporin 100 mg/ml Drink Solution	03/05/2018 12:00:00 AM	02/05/2020 12:00:00 AM
KKM-54/2018/F(U)	Esomeprazole 40 mg Tablet , Esomeprazole 20 mg Tablet	28/03/2018 12:00:00 AM	27/03/2020 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

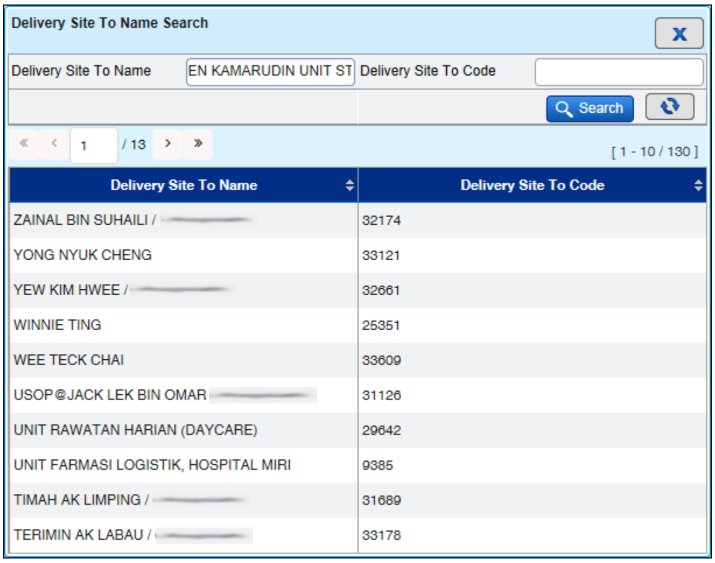

PURCHASE ORDER
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order
6
PURCHASE ORDER DETAILS
1
/ 1

Order No		Financial Year	2019
Request Type	Indent Based *	Total Order Amount (RM)	0.00
KKM Code Contract Ref No	*	Revision No	
External Indent No.	*		
Supplier Name	*	Order Date	*
Delivery Site To Name	EN KAMARUDIN UNIT STOR FARMASI *	Effective End Date	
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	

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 Search
X
Search
1
/ 13
[1 - 10 / 130]

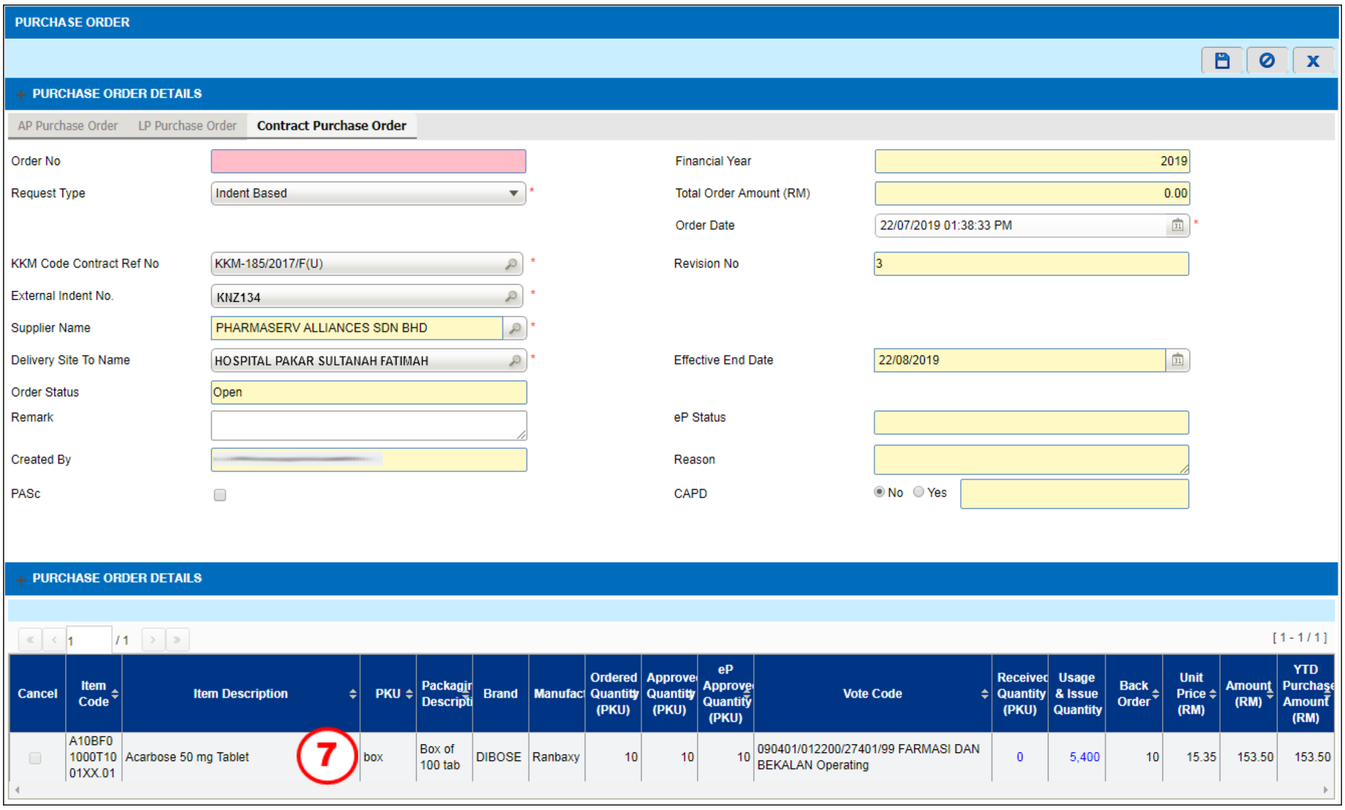
Delivery Site To Name: EN KAMARUDIN UNIT ST
Delivery Site To Code:

Delivery Site To Name	Delivery Site To Code
ZAINAL BIN SUHAILI / [redacted]	32174
YONG NYUK CHENG	33121
YEW KIM HWEE / [redacted]	32661
WINNIE TING	25351
WEE TECK CHAI	33609
USOP@JACK LEK BIN OMAR [redacted]	31126
UNIT RAWATAN HARIAN (DAYCARE)	29642
UNIT FARMASI LOGISTIK, HOSPITAL MIRI	9385
TIMAH AK LIMPING / [redacted]	31689
TERIMIN AK LABAU / [redacted]	33178

Figure 3.14.2-6 Delivery Site To Name Search

Note

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



Order No		Financial Year	2019
Request Type	Indent Based	Total Order Amount (RM)	0.00
		Order Date	22/07/2019 01:38:33 PM
KKM Code Contract Ref No	KKM-185/2017/F(U)	Revision No	3
External Indent No.	KNZ134		
Supplier Name	PHARMASERV ALLIANCES SDN BHD		
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Effective End Date	22/08/2019
Order Status	Open		
Remark		eP Status	
Created By	[redacted]	Reason	
PASc	☐	CAPD	● No ○ Yes

PURCHASE ORDER DETAILS

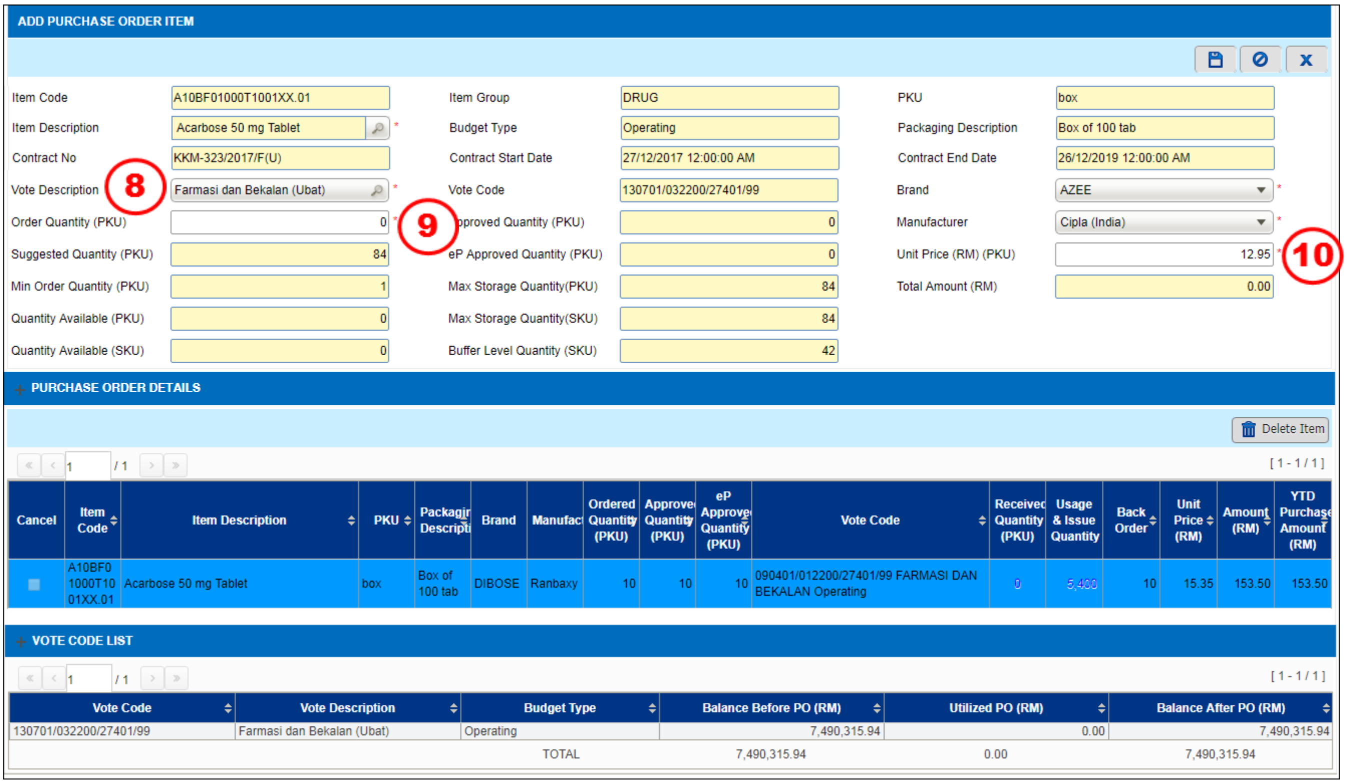
1 / 1 [1 - 1 / 1]

Cancel	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	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	DIBOSE	Ranbaxy	10	10	10	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	0	5,400	10	15.35	153.50	153.50

Figure 3.14.2-7 Purchase Order : Indent Based

STEP 7

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



Item Code	A10BF01000T1001XX.01	Item Group	DRUG	PKU	box
Item Description	Acarbose 50 mg Tablet	Budget Type	Operating	Packaging Description	Box of 100 tab
Contract No	KKM-323/2017/F(U)	Contract Start Date	27/12/2017 12:00:00 AM	Contract End Date	26/12/2019 12:00:00 AM
Vote Description	Farmasi dan Bekalan (Ubat)	Vote Code	130701/032200/27401/99	Brand	AZEE
Order Quantity (PKU)	0	pproved Quantity (PKU)	0	Manufacturer	Cipla (India)
Suggested Quantity (PKU)	84	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	12.95
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	84	Total Amount (RM)	0.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	84		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	42		

PURCHASE ORDER DETAILS

1 / 1 [1 - 1 / 1]

Cancel	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	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	DIBOSE	Ranbaxy	10	10	10	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	0	5,400	10	15.35	153.50	153.50

VOTE CODE LIST

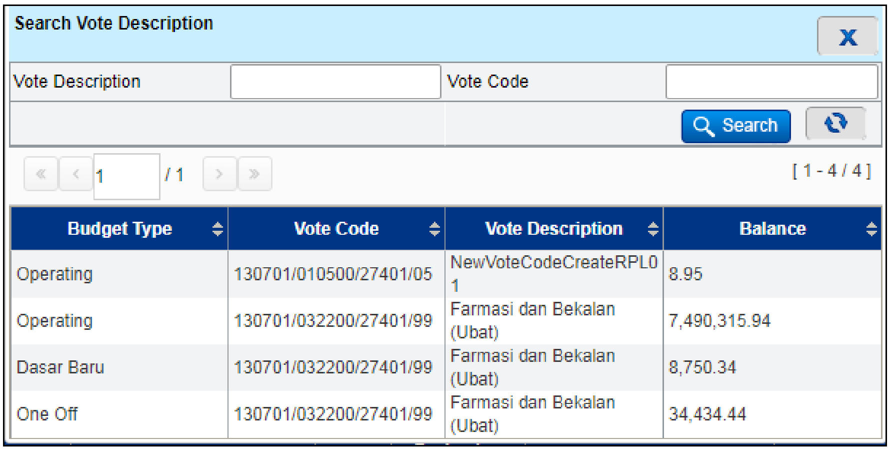
1 / 1 [1 - 1 / 1]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,490,315.94	0.00	7,490,315.94
		TOTAL	7,490,315.94	0.00	7,490,315.94

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



Budget Type	Vote Code	Vote Description	Balance
Operating	130701/010500/27401/05	NewVoteCodeCreateRPL01	8.95
Operating	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	7,490,315.94
Dasar Baru	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	8,750.34
One Off	130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	34,434.44

Figure 3.14.2-9 Search Vote Description

STEP 9

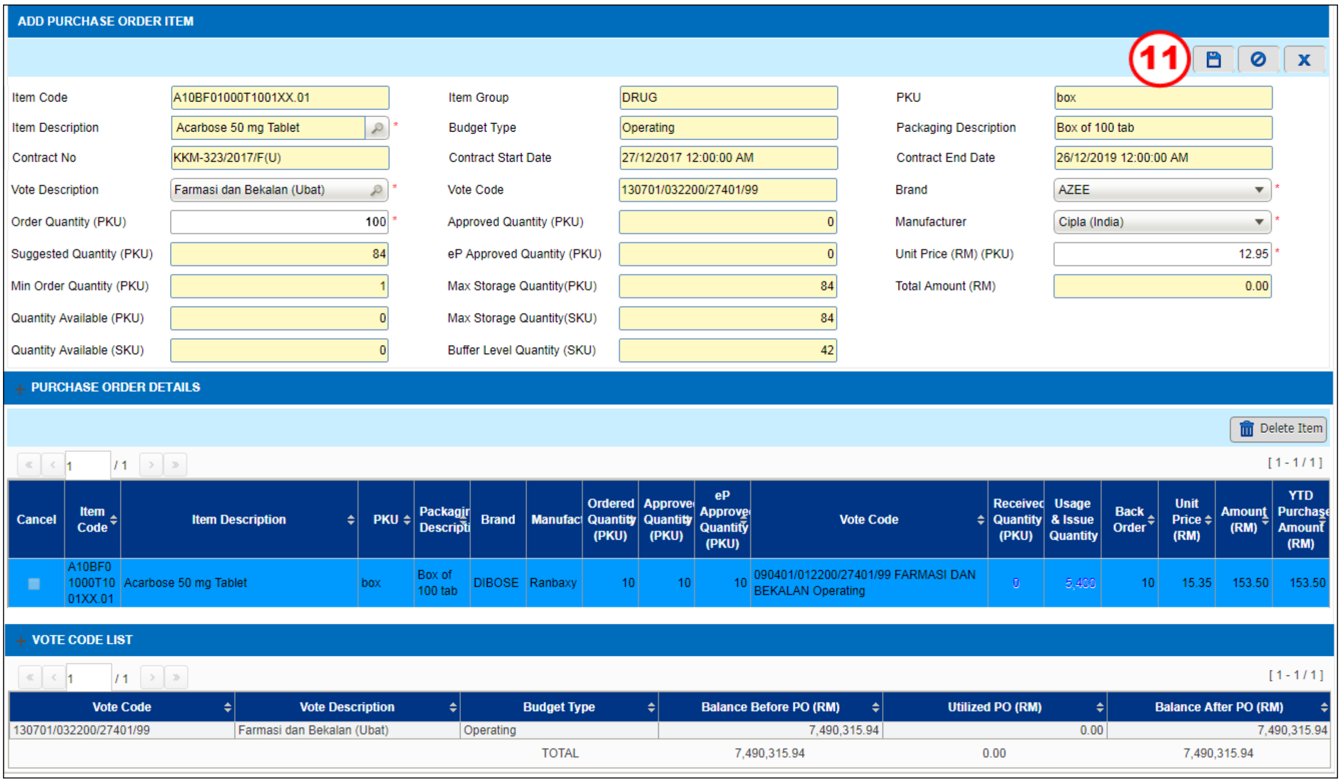
Fill up the Order Quantity (PKU)

STEP 10

Fill up the Unit Price (RM) (PKU)

Note

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



ADD PURCHASE ORDER ITEM

Item Code	A10BF01000T1001XX.01	Item Group	DRUG	PKU	box
Item Description	Acarbose 50 mg Tablet *	Budget Type	Operating	Packaging Description	Box of 100 tab
Contract No	KKM-323/2017/F(U)	Contract Start Date	27/12/2017 12:00:00 AM	Contract End Date	26/12/2019 12:00:00 AM
Vote Description	Farmasi dan Bekalan (Ubat) *	Vote Code	130701/032200/27401/99	Brand	AZEE *
Order Quantity (PKU)	100 *	Approved Quantity (PKU)	0	Manufacturer	Cipla (India) *
Suggested Quantity (PKU)	84	eP Approved Quantity (PKU)	0	Unit Price (RM) (PKU)	12.95 *
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	84	Total Amount (RM)	0.00
Quantity Available (PKU)	0	Max Storage Quantity(SKU)	84		
Quantity Available (SKU)	0	Buffer Level Quantity (SKU)	42		

PURCHASE ORDER DETAILS

Cancel	Item Code	Item Description	PKU	Packagir Descripti	Brand	Manufac	Ordered Quantity (PKU)	Approve Quantity (PKU)	eP Approve Quantity (PKU)	Vote Code	Receivec Quantity (PKU)	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	DIBOSE	Ranbaxy	10	10	10	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	0	5,400	10	15.35	153.50	153.50

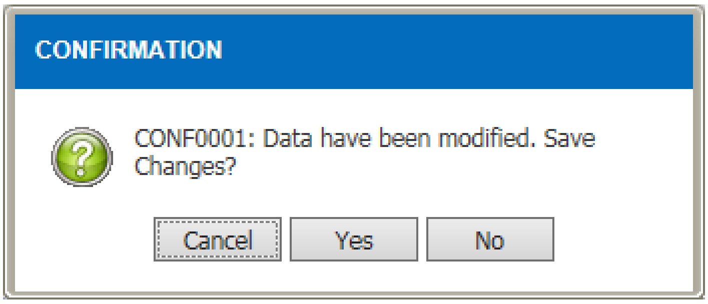
VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
130701/032200/27401/99	Farmasi dan Bekalan (Ubat)	Operating	7,490,315.94	0.00	7,490,315.94
		TOTAL	7,490,315.94	0.00	7,490,315.94

Figure 3.14.2-10 Purchase Order Item

STEP 11

Click on the 💾 button to save the record



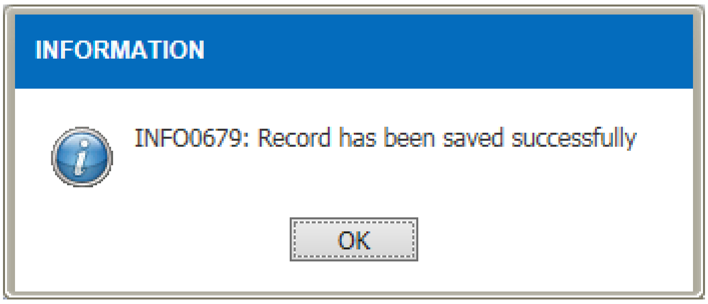
CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Figure 3.14.2-11 Confirmation Message

Note

- System will display a Confirmation Message as Figure 3.14.2-11
- Click on the Yes button to save the transaction
- Click on the No button to cancel the saved transaction
- Click on the Cancel button to cancel the editing made at the Add Purchase Order Item screen


INFORMATION

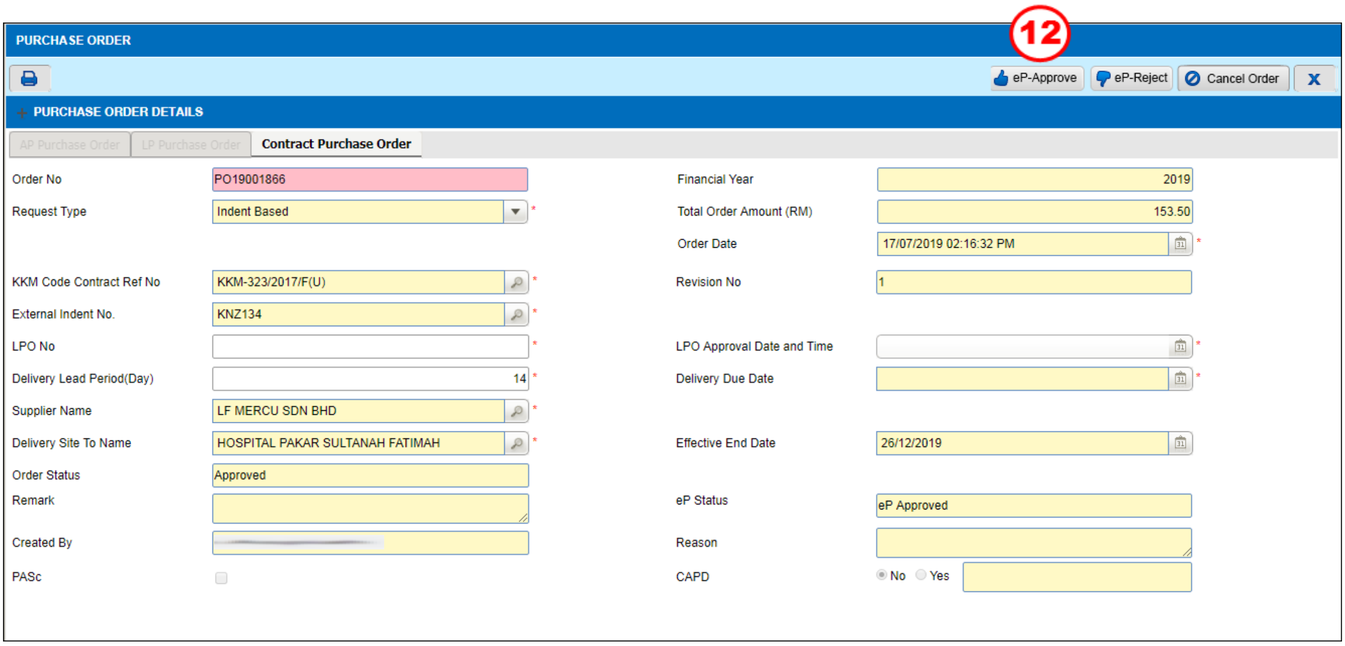
INFO0679: Record has been saved successfully

OK

Figure 3.14.2-12 Information Message

Note

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


PURCHASE ORDER
12
eP-Approve
eP-Reject
Cancel Order
X
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

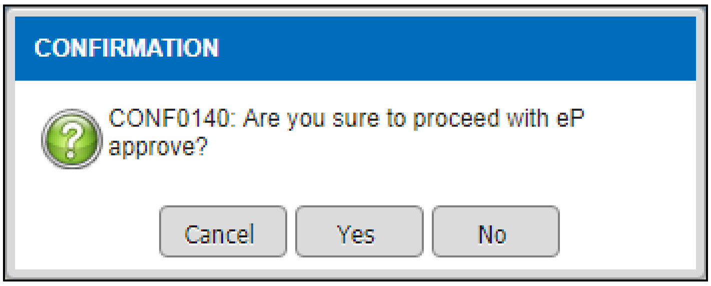
Order No: PO19001866
Request Type: Indent Based *
KKM Code Contract Ref No: KKM-323/2017/F(U) *
External Indent No.: KNZ134 *
LPO No: *
Delivery Lead Period(Day): 14 *
Supplier Name: LF MERCU SDN BHD *
Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH *
Order Status: Approved
Remark:
Created By: [redacted]
PASc: ☐

Financial Year: 2019
Total Order Amount (RM): 153.50
Order Date: 17/07/2019 02:16:32 PM *
Revision No: 1
LPO Approval Date and Time: *
Delivery Due Date: *
Effective End Date: 26/12/2019
eP Status: eP Approved
Reason:
CAPD: ● No ○ Yes

Figure 3.14.2-13 Purchase Order : Indent

STEP 12

Click on eP-Approve button to approve the transaction


CONFIRMATION

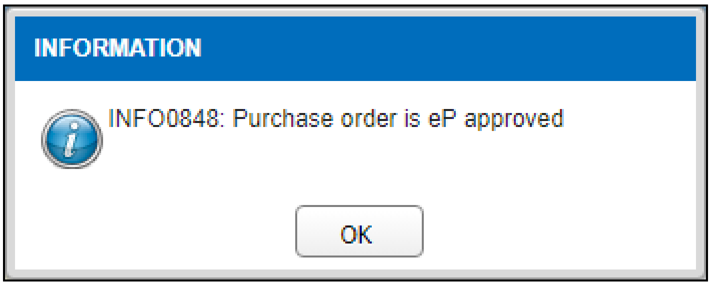
CONF0140: Are you sure to proceed with eP approve?

Cancel
Yes
No

Figure 3.14.2-14 Alert Message

Note

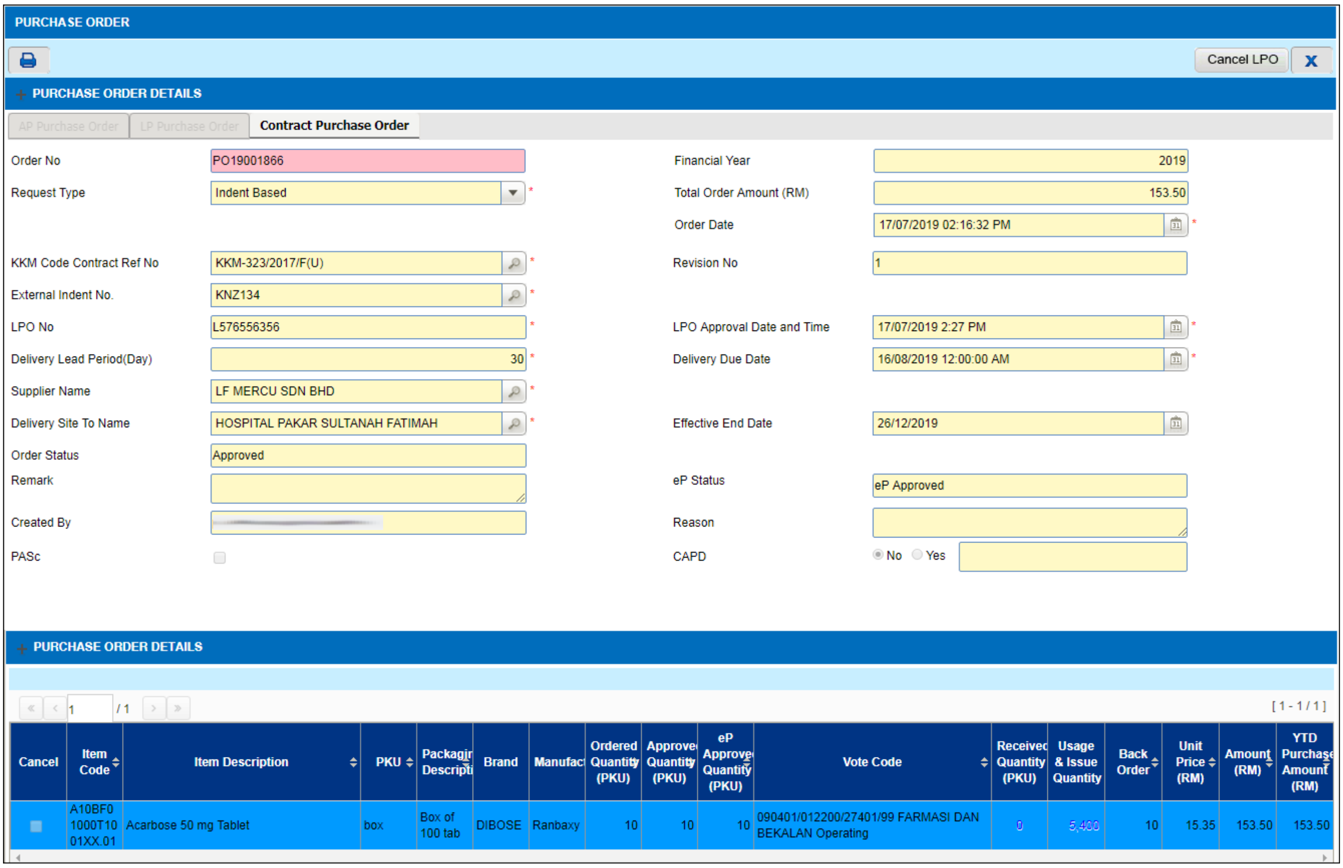
- *If click on the* Yes *button, record will be approve and alert message will be pop up as shown in Figure 3.14.2-15.*
- *If click on the* No *button, record will not be save*
- *If click on the* Cancel *button, no changes will be made on the record*


INFORMATION
OK

INFO0848: Purchase order is eP approved

Figure 3.14.2-15 Alert Message

- *Click on the* OK *button to updated data as shown in Figure 3.14.2-16.*


PURCHASE ORDER
Cancel LPO
X
PURCHASE ORDER DETAILS
AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	PO19001866	Financial Year	2019
Request Type	Indent Based	Total Order Amount (RM)	153.50
		Order Date	17/07/2019 02:16:32 PM
KKM Code Contract Ref No	KKM-323/2017/F(U)	Revision No	1
External Indent No.	KNZ134		
LPO No	L576556356	LPO Approval Date and Time	17/07/2019 2:27 PM
Delivery Lead Period(Day)	30	Delivery Due Date	16/08/2019 12:00:00 AM
Supplier Name	LF MERCU SDN BHD		
Delivery Site To Name	HOSPITAL PAKAR SULTANAH FATIMAH	Effective End Date	26/12/2019
Order Status	Approved		
Remark		eP Status	eP Approved
Created By	[redacted]	Reason	
PASc	☐	CAPD	● No ○ Yes

PURCHASE ORDER DETAILS
1 / 1
[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packagir Descripti	Brand	Manufac	Ordered Quantity (PKU)	Approve Quantity (PKU)	eP Approve Quantity (PKU)	Vote Code	Receivec Quantity (PKU)	Usage & Issue Quantity	Back Order	Unit Price (RM)	Amount (RM)	YTD Purchase Amount (RM)
☐	A10BF01000T1001XX.01	Acarbose 50 mg Tablet	box	Box of 100 tab	DIBOSE	Ranbaxy	10	10	10	090401/012200/27401/99 FARMASI DAN BEKALAN Operating	0	5,400	10	15.35	153.50	153.50

Figure 3.14.2-17 Purchase Order

Note

- *Able to cancel LPO by click on* Cancel LPO *button*
- *Order status will change to Approved*
- *Click on* X *button to close the screen*

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