



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

User Manual Pharmacy Inventory - Contract

| | |
|--------------------|--------------------------------|
| Version | : 1.5 |
| Document ID | : U.MANUAL_INV_CONTRACT |



Revision History

| Version No | Date of Release | Prepared By | Reviewed / Verified by | List of changes from previous Version |
|------------|-----------------|-----------------------------|------------------------|---|
| 1.0 | 07/01/2014 | Nabilah binti Hanafi | Shamsul-'Ariza (SA) | First submission to MOH |
| 1.1 | 06/05/2014 | Siti Baizura bt Ab. Razak | Shamsul-'Ariza (SA) | Application interface changes (screen) |
| 1.2 | 05/12/2014 | Fitriani Binti Tiro | Shamsul-'Ariza (SA) | Application interface changes (screen) |
| 1.3 | 21/05/2015 | Ahmad Anwar Jaafar | Shamsul-'Ariza (SA) | Update to Version 1.3 |
| 1.4 | 14/04/2016 | Nor Hafiz Bin Kamal Baharin | Shamsul-'Ariza (SA) | Change to latest screenshot and add additional features |
| 1.5 | 28/02/2017 | Muhamad Hilmi Bin Mokhtar | Shamsul-'Ariza (SA) | Change to latest screenshot and functions for version 1.5.1 |

Verified and Acknowledged By:

| Name | Role / Designation | Organization | Signature & Date |
|------------------------|--------------------|---------------------------------|------------------|
| Muazzam bin Zulzalalin | Team Lead | Pharmaniaga Logistics Sdn. Bhd. | |

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

Peer Review

| Version No | Reviewed / Verified By | List of changes from Previous Version |
|------------|---------------------------------------|---|
| 1.0 | Maxine Wong (QA) Juridah Ayub (QA) | First submission to MOH |
| 1.1 | Maxine Wong (QA) Juridah Ayub (QA) | Application interface changes (screen) |
| 1.2 | Maxine Wong (QA) Juridah Ayub (QA) | Application interface changes (screen) |
| 1.3 | Maxine Wong (QA) Juridah Ayub (QA) | Update to Version 1.3 |
| 1.4 | Maxine Wong (QA) Juridah Ayub (QA) | Change to latest screenshot and add additional features |
| 1.5 | Michelle Foo / Juraidah Ayob (QA) | Change to latest screenshot and functions for version 1.5.1 |



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



© 2011-2017 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only

Reference ID : U.MANUAL_INV_CONTRACT-v1.5

Application reference: PhIS & CPS v1.5.1



Table of Contents

| | | |
|--------|---|----|
| 1.0 | Introduction | 1 |
| 1.1 | Overview of PhIS | 1 |
| 1.2 | Purpose and Objectives | 1 |
| 1.3 | Organised Sections..... | 1 |
| 2.0 | Application Standard Features | 2 |
| 2.1 | PhIS Legend | 2 |
| 3.0 | Contract | 4 |
| | Overview | 4 |
| | User Group..... | 4 |
| | Functional Diagram | 4 |
| 3.1 | View Recommended Purchase List (RPL) Contract Listing Page..... | 6 |
| 3.2 | Create New Recommended Purchase List (RPL) Contract | 8 |
| 3.3 | Create New Recommended Purchase List Contract For Specific Department (YES) Without Verification..... | 13 |
| 3.4 | Create New Recommended Contract For Specific Department (YES) With Verification .. | 18 |
| 3.5 | Recommended Purchase List (RPL) Verification..... | 23 |
| 3.6 | Recommended Purchase List (RPL) Contract Approval | 27 |
| 3.7 | Purchase Order Listing Page..... | 29 |
| 3.8 | Create New Contract Purchase Order: RPL | 31 |
| 3.9 | Contract Purchase Order Approval: RPL..... | 34 |
| 3.10 | Create New Contract Purchase Order: Contract | 37 |
| 3.11 | Contract Purchase Order Approval: Contract | 40 |
| 3.12 | Proposed Contract Item Listing Page | 43 |
| 3.12.1 | New Proposed Contract Item Record: Recommended Purchase List (RPL) | 45 |
| 3.12.2 | New Proposed Contract Item : Supplementary Order | 49 |
| 3.12.3 | New Proposed Contract Item Requisition: Requisition Order..... | 53 |
| 3.13 | Proposed Contract Item Approval..... | 57 |
| 3.14 | Contract Facility | 58 |
| 3.14.1 | Retrieve Contract Facility | 59 |
| 4.0 | Acronyms | 61 |
| 5.0 | Links To Inventory Modules | 70 |



1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Contract) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Proposed Contract Item
- Contract Facility

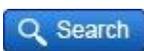
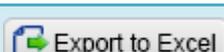
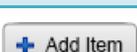
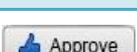
1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Inventory Contract Module Legend

| | | | |
|---|----------------------|--|--|
|  | Retrieve 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

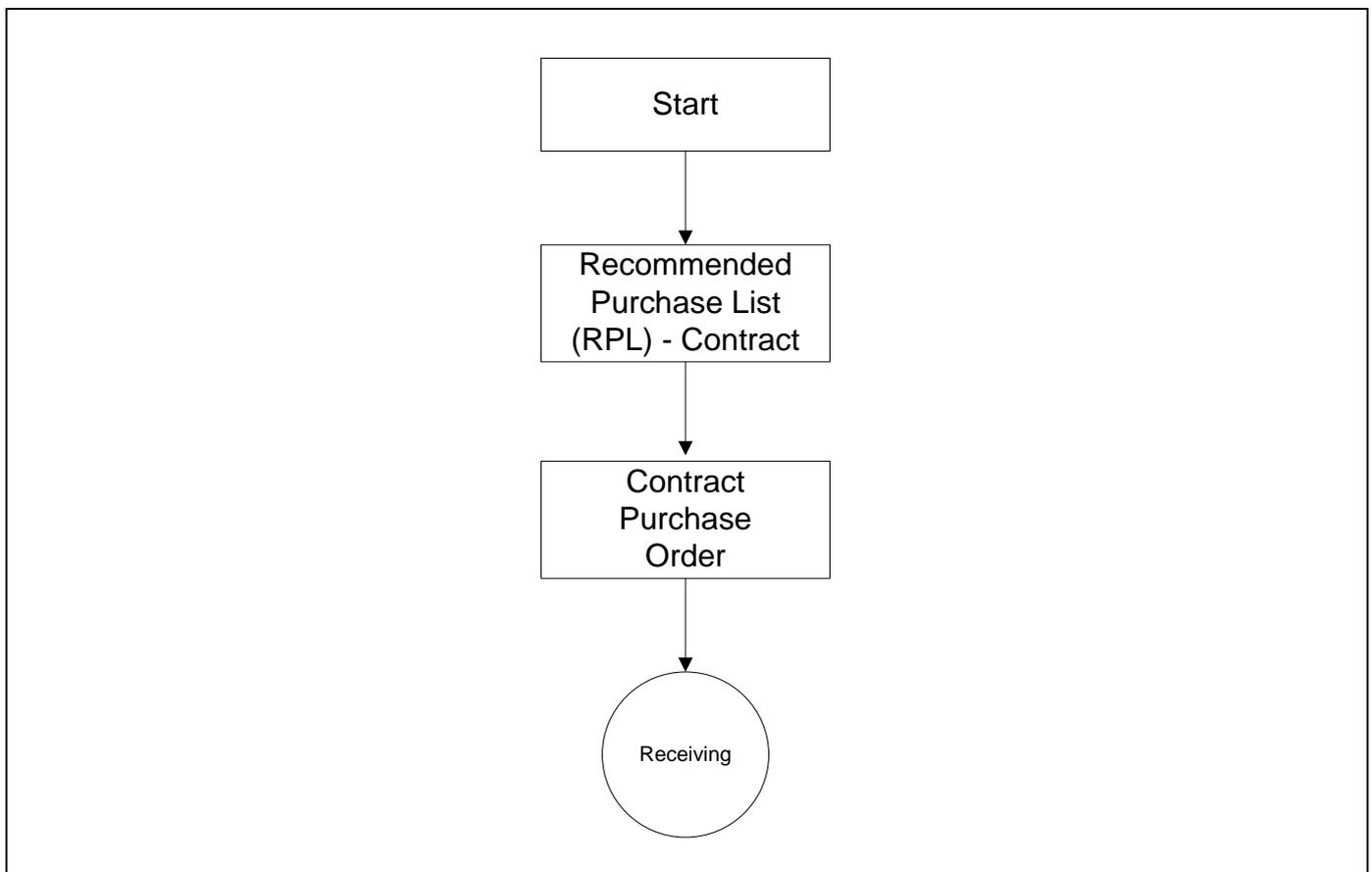


Figure 3.1

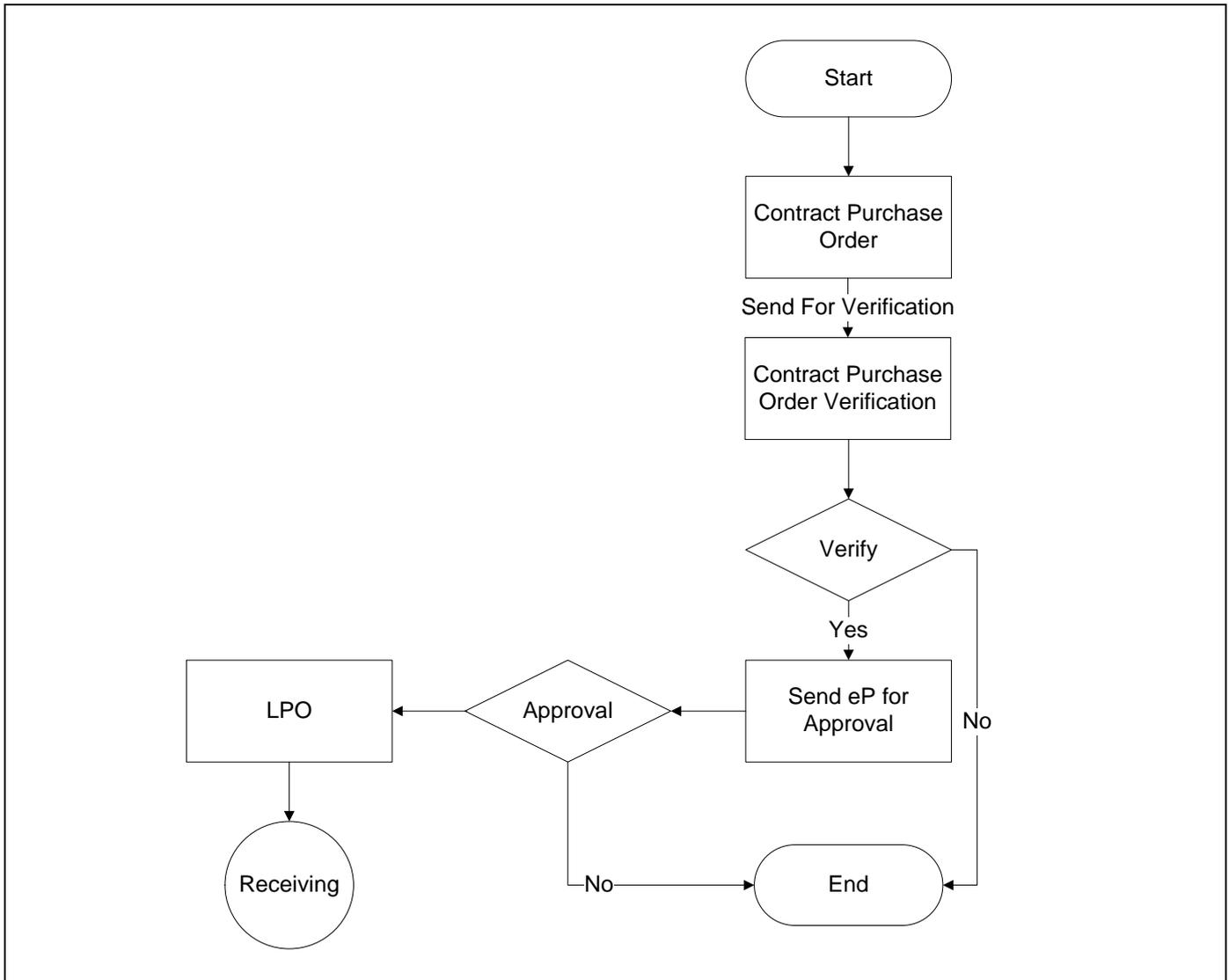


Figure 3.2

3.1 View Recommended Purchase List (RPL) Contract Listing Page

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

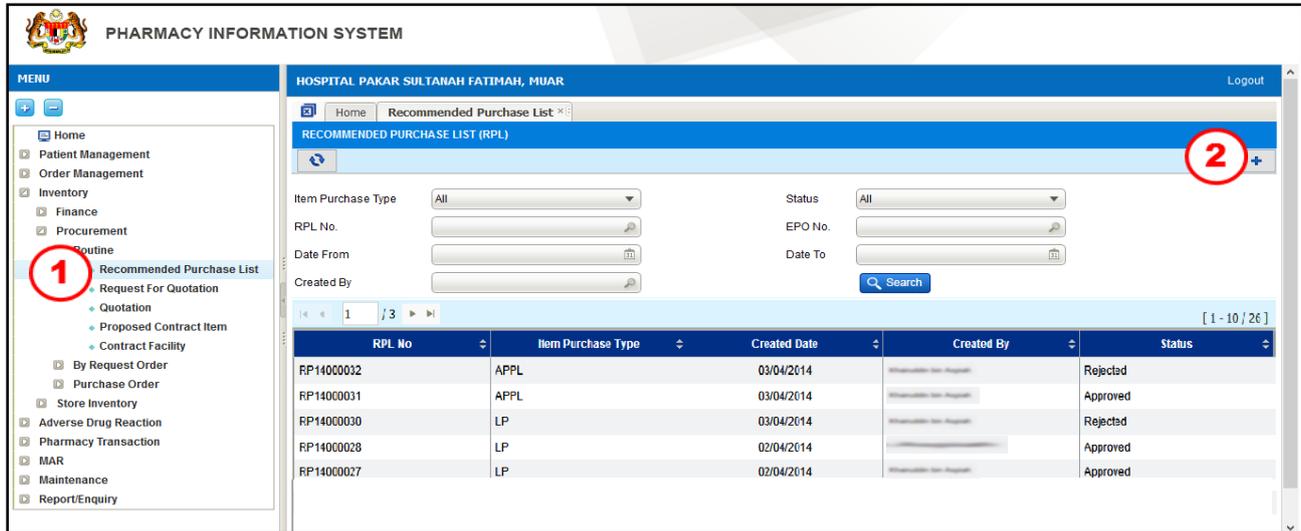


Figure 3.1-1 Recommended Purchase List (RPL) Listing Page

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

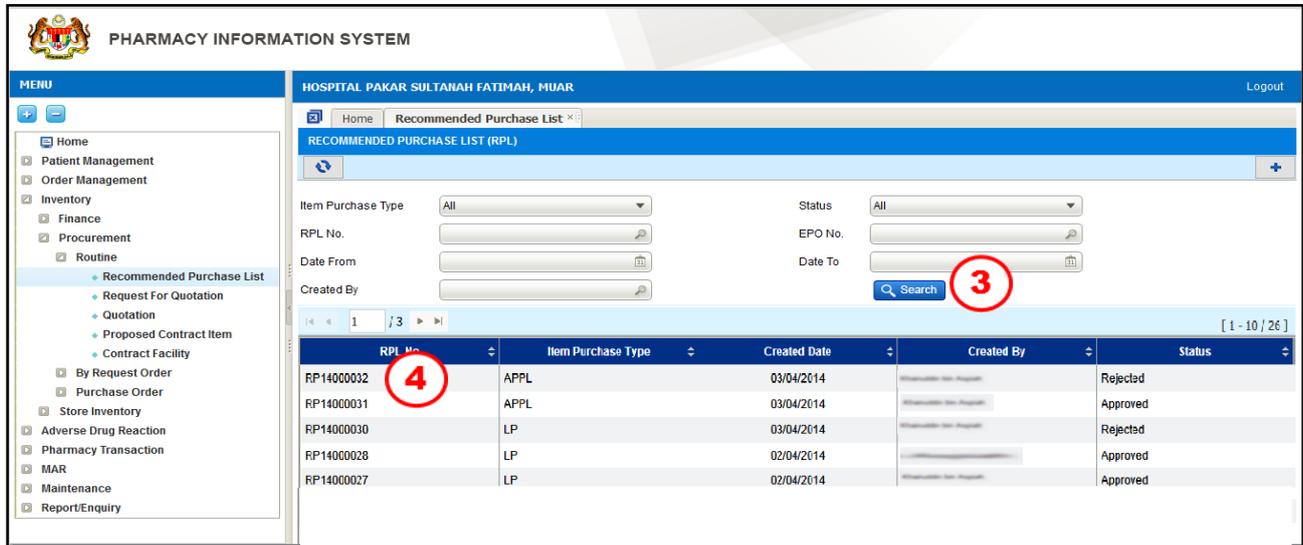
STEP 1

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

STEP 2

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

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Purchase List

RECOMMENDED PURCHASE LIST (RPL)

Item Purchase Type: All Status: All

RPL No. EPO No.

Date From Date To

Created By Search

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

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

STEP 3

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

Note

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

STEP 4

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

3.2 Create New Recommended Purchase List (RPL) Contract

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

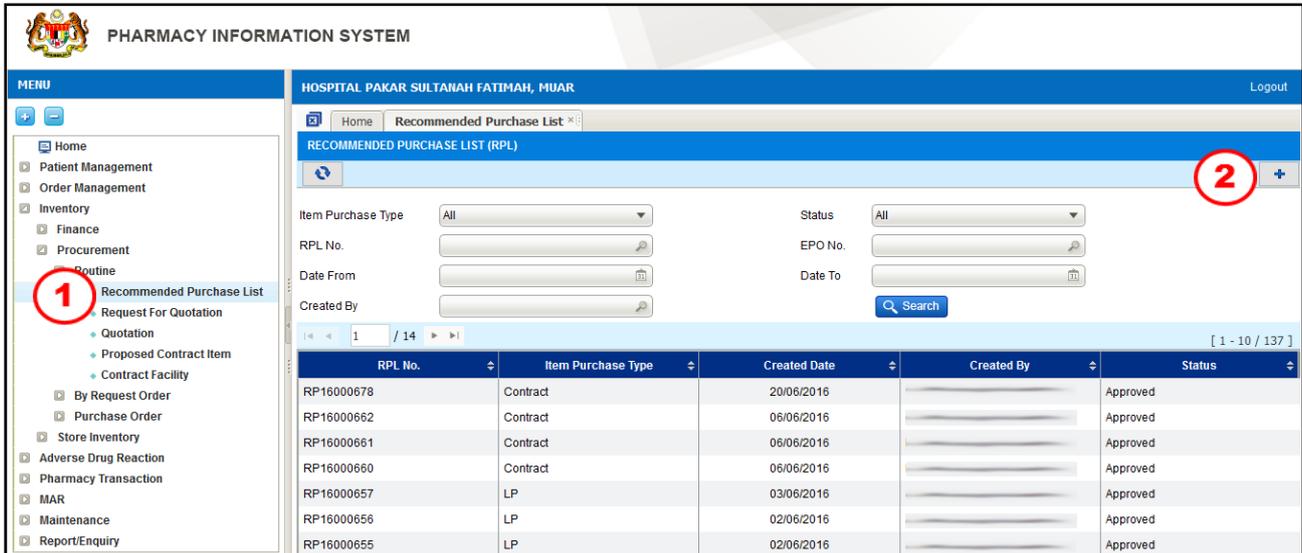


Figure 3.2-1 New Recommended Purchase List (RPL)

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

STEP 1

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

STEP 2

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

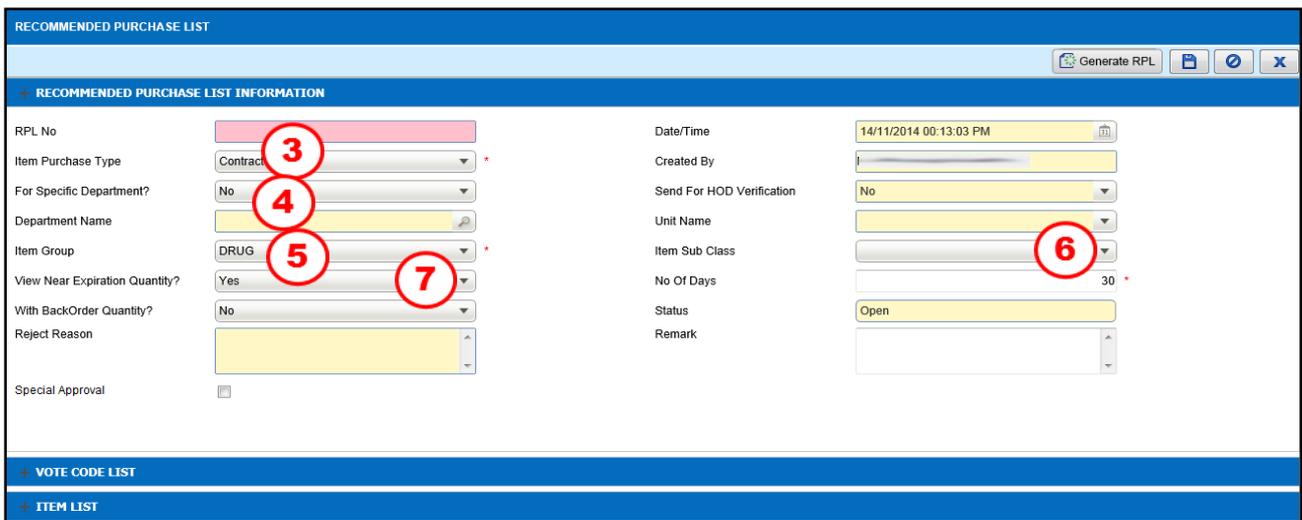


Figure 3.2-2 Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

Select **For Specific Department:** NO

Note

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

STEP 5

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

- Drug
- Non Drug

STEP 6

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

STEP 7

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

- Yes
- No

Note

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

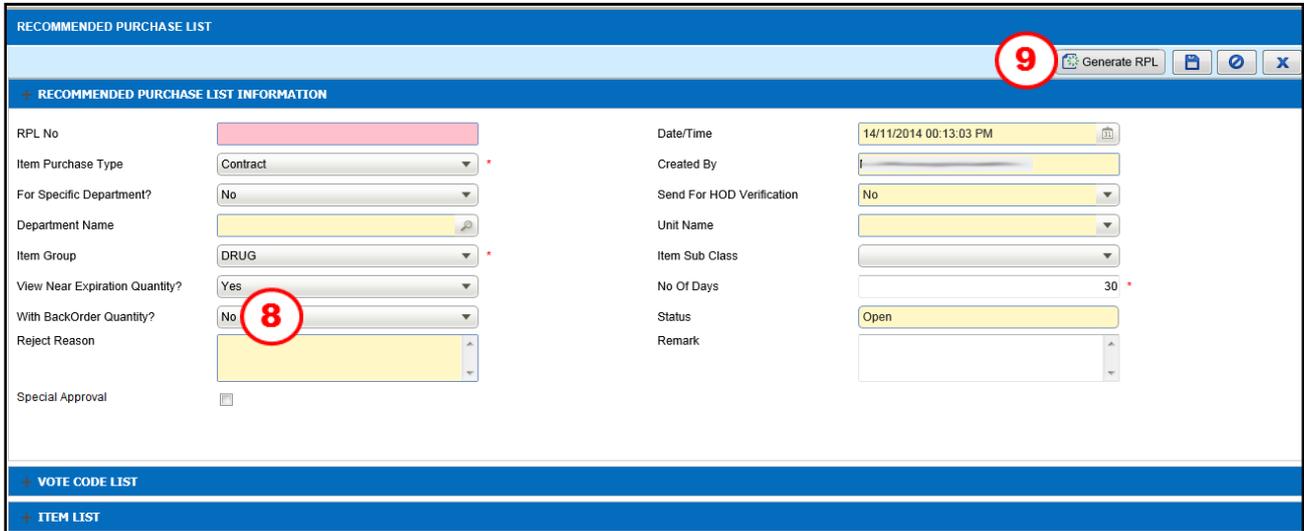


Figure 3.2-3 Recommended Purchase List (RPL)

STEP 8

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

- Yes
- No

Note

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

STEP 9

Click on the  button to generate item based on selection criteria

Note

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

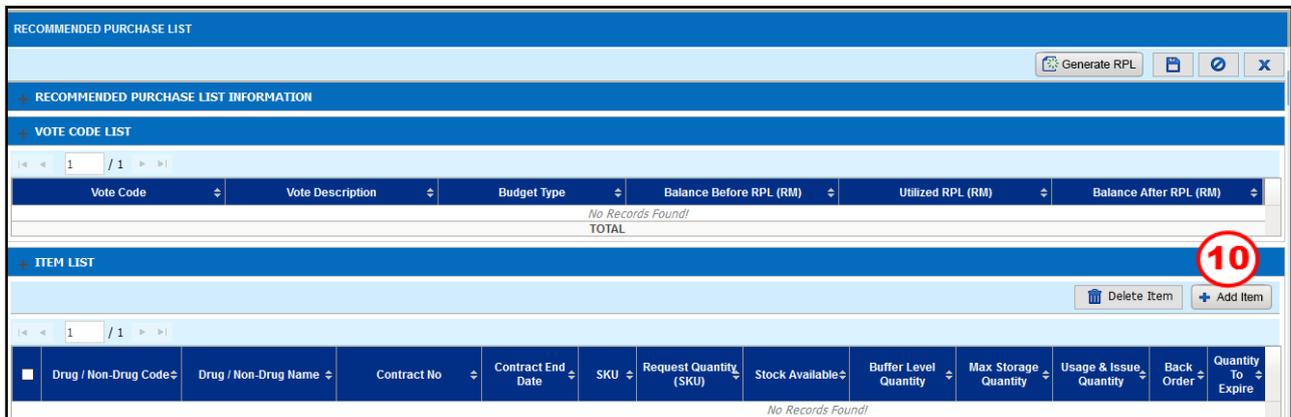


Figure 3.2-4 Add Item Manually

STEP 10

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

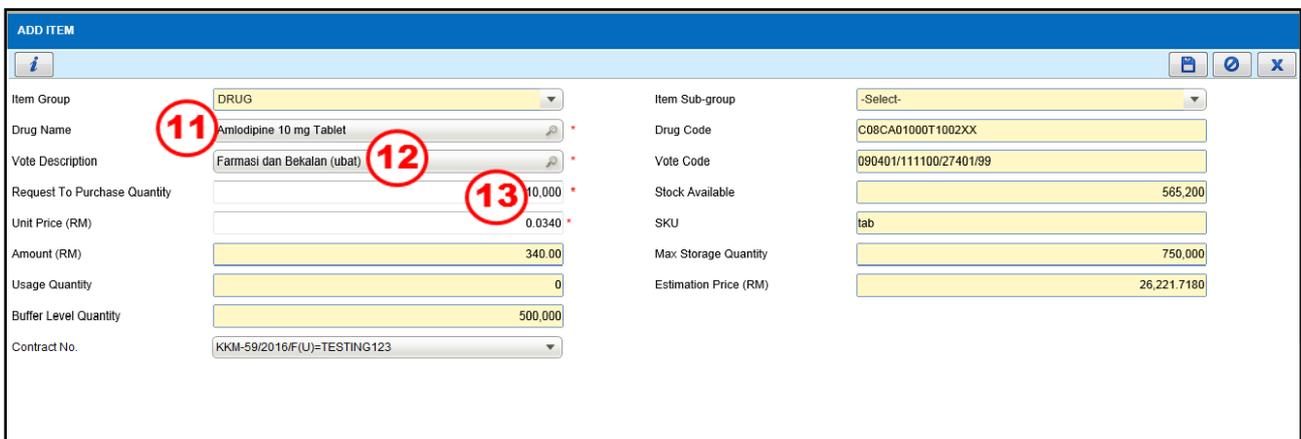


Figure 3.2-5 Add Item

STEP 11

Select **Drug Name**

STEP 12

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

STEP 13

Enter **Request To Purchase Quantity**

Note

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

Note (fields that are non editable)

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

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

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

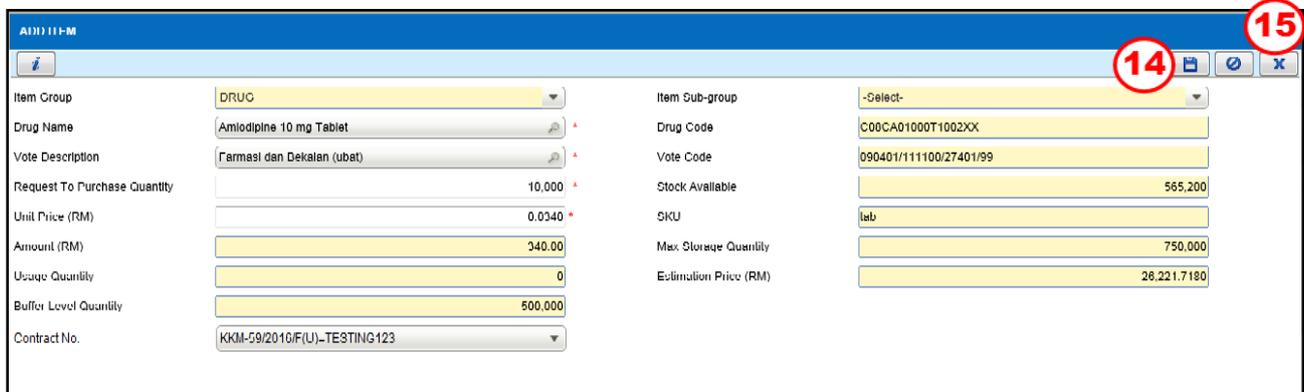


Figure 3.2-6 Add Item

STEP 14

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

STEP 15

Click on the  to close the Add Item screen



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

Figure 3.2-7 Save Record

STEP 16

Click on the  button to save the RPL transaction

Note

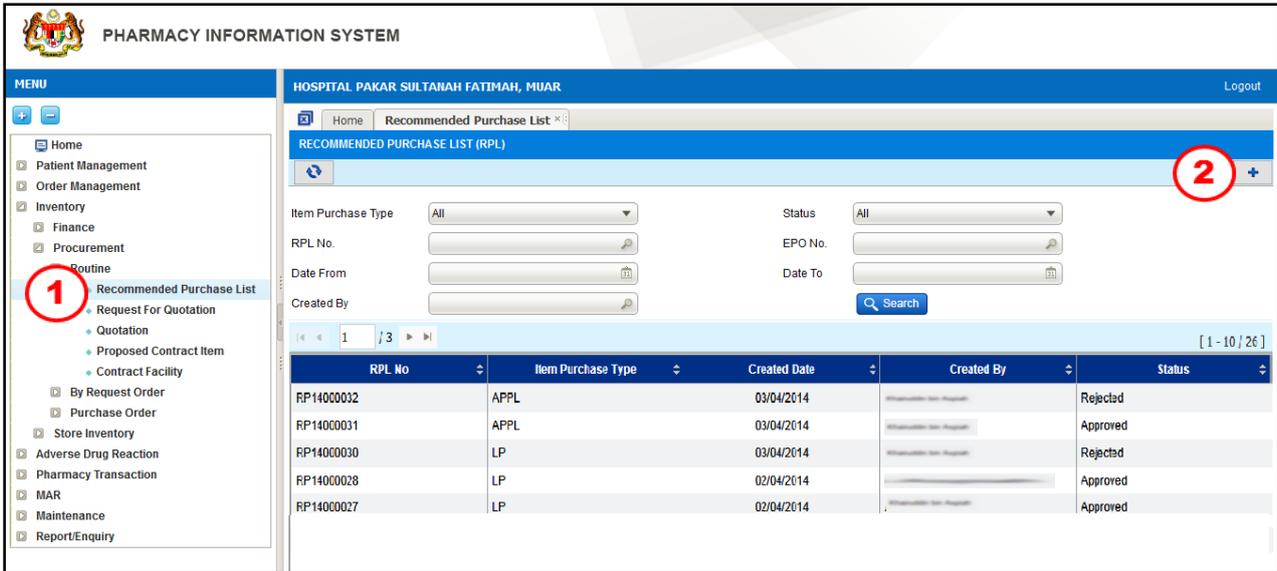
- RPL No is generated after click save button.
- The transaction status is 'Open' after saved. After save, button for Send for Approval will be enabled.
- Click on the Send for Approval button to send the RPL to the HOD for approval.
- The transaction flow to Pharmacist to approve/reject through Task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

STEP 17

Click on the  to close the RPL screen

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

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



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

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

Figure 3.3-1 New Recommended Purchase List (RPL)

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

STEP 1

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

STEP 2

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

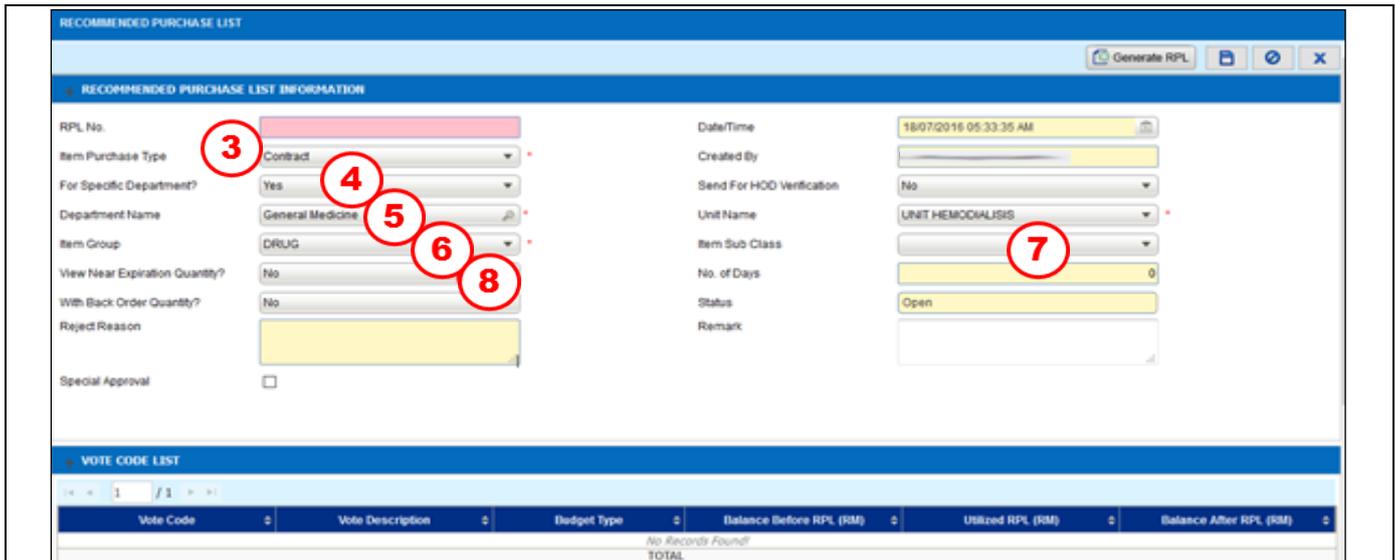


Figure 3.3-2 New Recommended Purchase List (RPL)

STEP 3

Select **Item Purchase Type** as Contract

STEP 4

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

STEP 5

Select **Department Name**

Note

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

STEP 6

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

- Drug
- Non Drug

STEP 7

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

STEP 8

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

- Yes
- No

Note

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

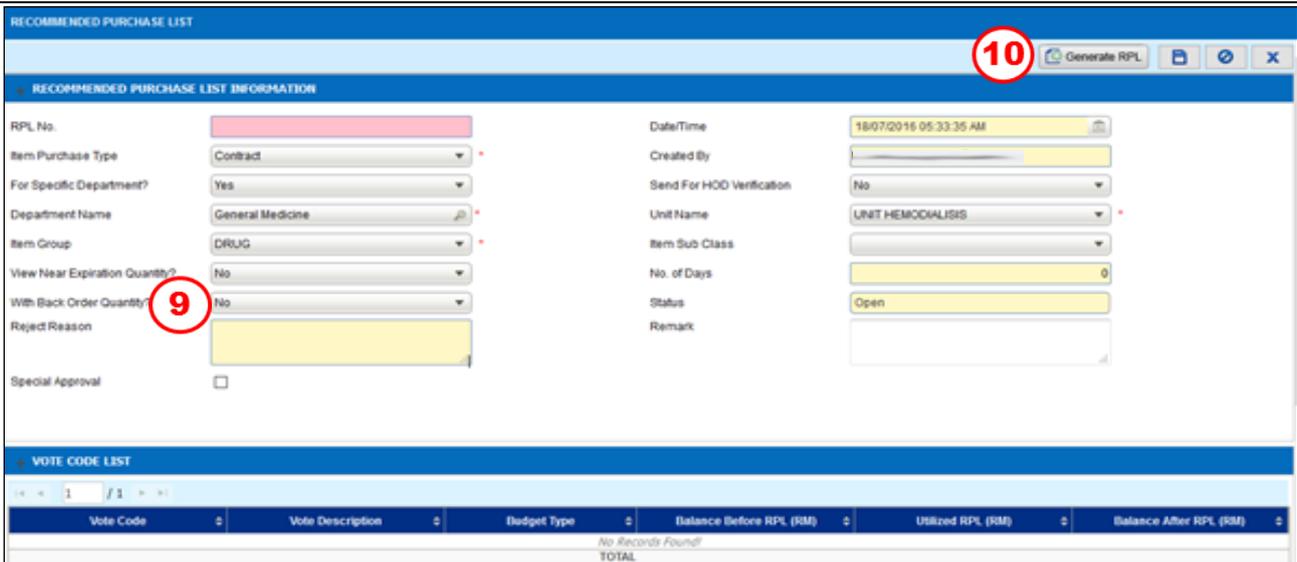


Figure 3.3-3 New Recommended Purchase List (RPL)

STEP 9

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

- Yes
- No

STEP 10

Click on the  button to generate item based on selection criteria

Note

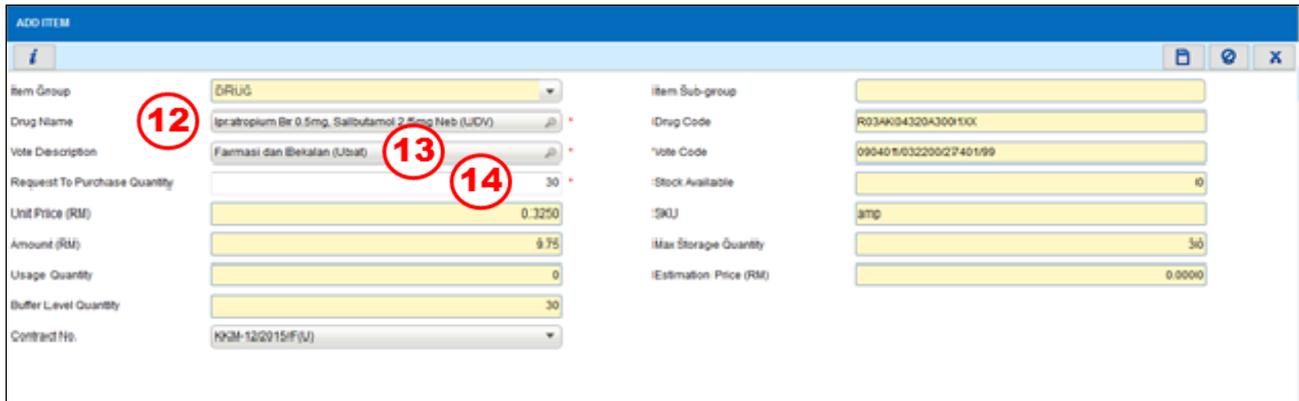
- System is able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set in the Item/Product Buffer Level.
- Summary information of Vote Code and Item List based on the list generated from the RPL.
- Vote Code List will contain summary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



Figure 3.3-4 Add Item

STEP 11

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



| ADD ITEM | |
|------------------------------|--|
| Item Group | DRUG |
| Drug Name | Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV) |
| Vote Description | Farmasi dan Bekalan (Ubat) |
| Request to Purchase Quantity | 30 |
| Unit Price (RM) | 0.3250 |
| Amount (RM) | 9.75 |
| Usage Quantity | 0 |
| Buffer Level Quantity | 30 |
| Contract No. | KKM-12/0915/F(V) |
| Item Sub-group | |
| Drug Code | R03AK04320A3001XK |
| Vote Code | 0904010322002740199 |
| Stock Available | 10 |
| SKU | 3MP |
| Max Storage Quantity | 30 |
| Estimation Price (RM) | 0.0000 |

Figure 3.3-5 Add Item

STEP 12

Select **Drug Name**

STEP 13

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

STEP 14

Enter **Request to Purchase Quantity**

Note

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

Note (fields that are non editable)

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

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

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

| RECOMMENDED PURCHASE LIST | | | | | | |
|---------------------------------------|----------------------------|-------------|-------------------------|-------------------|------------------------|--|
| RECOMMENDED PURCHASE LIST INFORMATION | | | | | | |
| VOTE CODE LIST | | | | | | |
| Vote Code | Vote Description | Budget Type | Balance Before RPL (RM) | Utilized RPL (RM) | Balance After RPL (RM) | |
| 0904011111002740199 | Farmasi dan Bekalan (ubat) | Operating | 10.52 | 9.75 | 0.77 | |
| TOTAL | | | 10.52 | 9.75 | 0.77 | |

| ITEM LIST | | | | | | | | | | | | |
|--|--|-----------------|-------------------|-----|------------------------|-----------------|-----------------------|----------------------|------------------------|------------|--------------------|-------------------------|
| Drug / Non-Drug Code | Drug / Non-Drug Name | Contract No | Contract End Date | SKU | Request Quantity (SKU) | Stock Available | Buffer Level Quantity | Max Storage Quantity | Usage & Issue Quantity | Back Order | Quantity To Expire | Average Unit Price (RM) |
| <input type="checkbox"/> R03AK04320A3001XX | Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UCV) | KKM-12/2015F(U) | 04/03/2017 | amp | 30 | 0 | 30 | 30 | 0 | 0 | 0 | 0.0 |

Figure 3.3-6 Save RPL

STEP 15

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

Note

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

STEP 16

Click on the  to close the Add Item screen

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

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

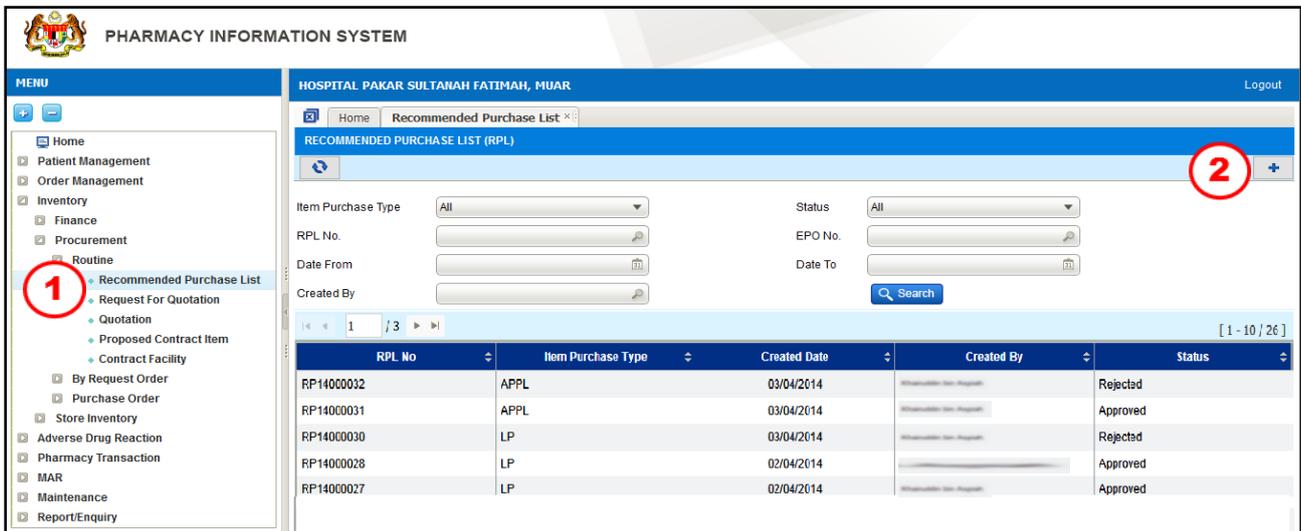


Figure 3.4-1 New Recommended Purchase List (RPL)

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

STEP 1

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

STEP 2

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

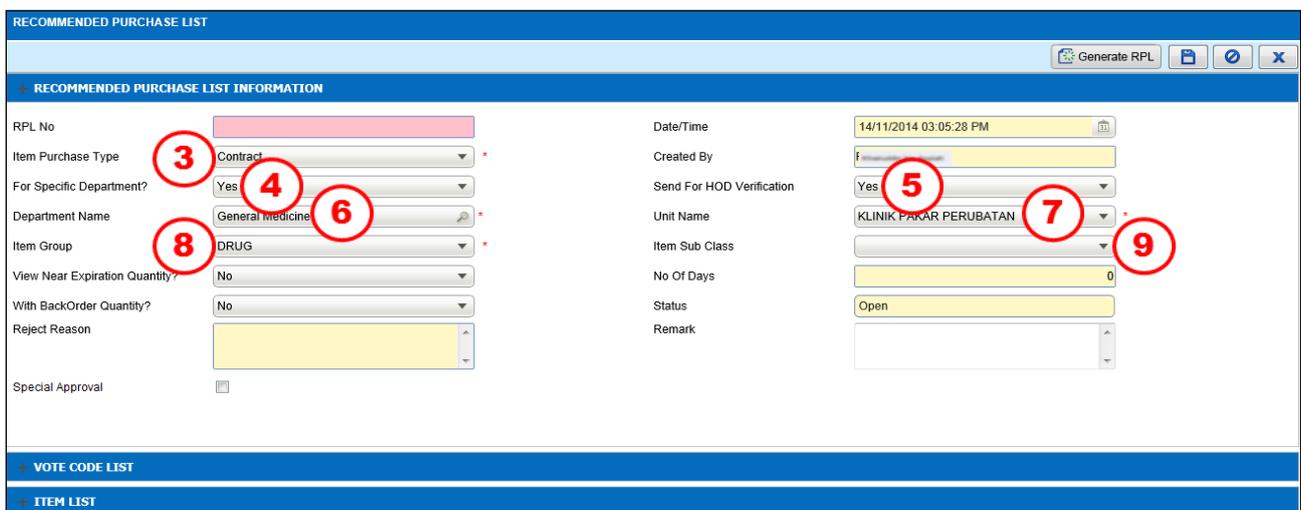


Figure 3.4-2 New Recommended Purchase List (RPL)

STEP 3

Select *Item Purchase Type* as Contract

STEP 4

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

STEP 5

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

Note

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

STEP 6

Select **Department Name**

Note

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

STEP 7

Select **Unit Name**

STEP 8

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

- Drug
- Non Drug

STEP 9

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

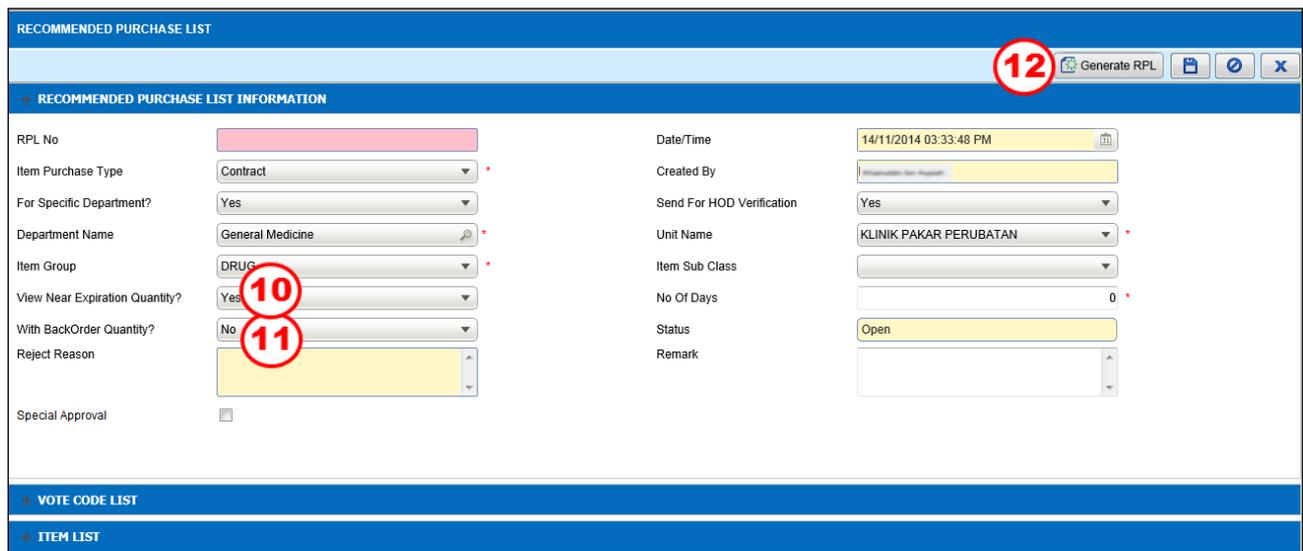


Figure 3.4-3 New Recommended Purchase List (RPL)

STEP 10

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

- Yes
- No

Note

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

STEP 11

With Back Order Quantity? from the drop down box:

- Yes
- No

STEP 12

Click on the  button to generate item based on selection criteria

Note

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

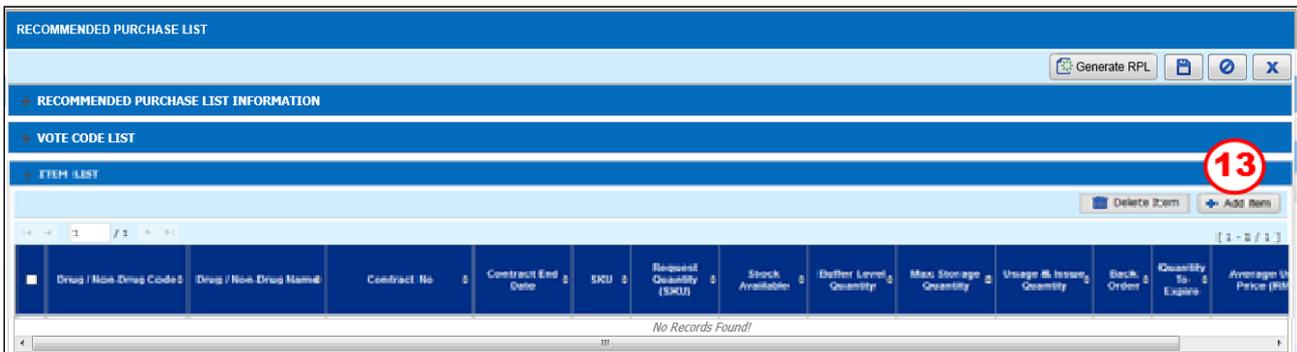


Figure 3.4-4 New Recommended Purchase List (RPL)

STEP 13

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

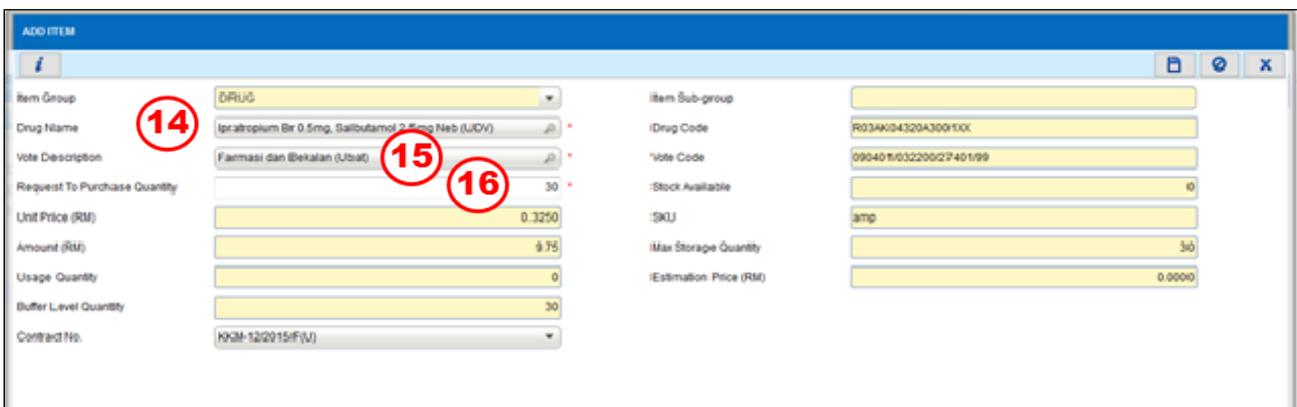


Figure 3.4-5 Add Item

STEP 14

Select **Drug Name**

STEP 15

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

| RECOMMENDED PURCHASE LIST | | | | | | | | | | | | |
|--|--|------------------|-------------------------|-------------------|------------------------|-----------------|--------------|----------------------|------------------------|------------|------------------|-------------------------|
| RECOMMENDED PURCHASE LIST INFORMATION | | | | | | | | | | | | |
| VOTE CODE LIST | | | | | | | | | | | | |
| Vote Code | Vote Description | Budget Type | Balance Before RPL (RM) | Utilized RPL (RM) | Balance After RPL (RM) | | | | | | | |
| 090401/111100/27401/99 | Farmasi dan Bekalan (ubat) | Operating | 10.52 | 9.75 | 0.77 | | | | | | | |
| TOTAL | | | 10.52 | 9.75 | 0.77 | | | | | | | |
| ITEM LIST | | | | | | | | | | | | |
| Drug / Non-Drug Codes | Drug / Non-Drug Name | Contract No | Contract End Date | SKU | Request Quantity (SKU) | Stock Available | Buffer Level | Max Storage Quantity | Usage & Issue Quantity | Back Order | Quantity To Expe | Average Unit Price (RM) |
| <input type="checkbox"/> R03AK84326A3001XX | Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (MDV) | KKM-12/2015/F(U) | 04/03/2017 | amp | 30 | 0 | 30 | 30 | 0 | 0 | 0 | 0.1 |

Figure 3.4-7 Recommended Purchase List (RPL)

STEP 19

Click on the  button to save the RPL transaction

STEP 20

Click on the  to close the RPL screen

Note

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

3.5 Recommended Purchase List (RPL) Verification

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

| Transaction Type | Transaction No. | Date/Time | Task Status | From Unit/Department | From User |
|---------------------------|-------------------|---------------------|----------------------|--|-----------|
| Requisition Order | RO16000734 | 13/07/2016 05:24 PM | Pending For Approval | UNIT FARMASI KLINIK PAKAR | |
| Indent | RO16P001-0009082 | 14/07/2016 03:29 PM | Pending For Approval | PHARMACY (Klinik Kesihatan Bandar Maharan) | |
| Received From External | P160003829 | 15/07/2016 05:38 PM | Pending For Approval | STOR FARMASI | |
| Recommended Purchase List | RP160001 1 | 18/07/2016 05:57 AM | Pending For Approval | STOR FARMASI | |

Figure 3.5-1 Task List

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

STEP 1

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

RECOMMENDED PURCHASE LIST

RECOMMENDED PURCHASE LIST INFORMATION

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

VOTE CODE LIST

| Vote Code | Vote Description | Budget Type | Balance Before RPL (RM) | Utilized RPL (RM) | Balance After RPL (RM) |
|--------------------|----------------------------|-------------|-------------------------|-------------------|------------------------|
| 090401111902740199 | Farmasi dan Bekalan (ubat) | Operating | 10.52 | 9.75 | 0.77 |
| TOTAL | | | 10.52 | 9.75 | 0.77 |

ITEM LIST

| Drug / Non-Drug Code | Drug / Non-Drug Name | Contract No | Contract End Date | SKU | Request Quantity (SKU) | Stock Available | Buffer Level Quantity | Max Storage Quantity | Usage & Issue Quantity | Back Order | Quantity To Expire | Average Unit Price (RM) |
|--|--|-------------------|-------------------|--------------|------------------------|-----------------|-----------------------|----------------------|------------------------|------------|--------------------|-------------------------|
| <input type="checkbox"/> R03AK04326A300100 | Ipratropium Br 0.5mg, Salbutamol 2.5mg Neb (UDV) | K004-12/2015-F(U) | 04/03/2017 | amp 2 | 30 | 0 | 30 | 30 | 0 | 0 | 0 | 0.1 |

Figure 3.5-2 Recommended Purchase List (RPL) Verify

STEP 2

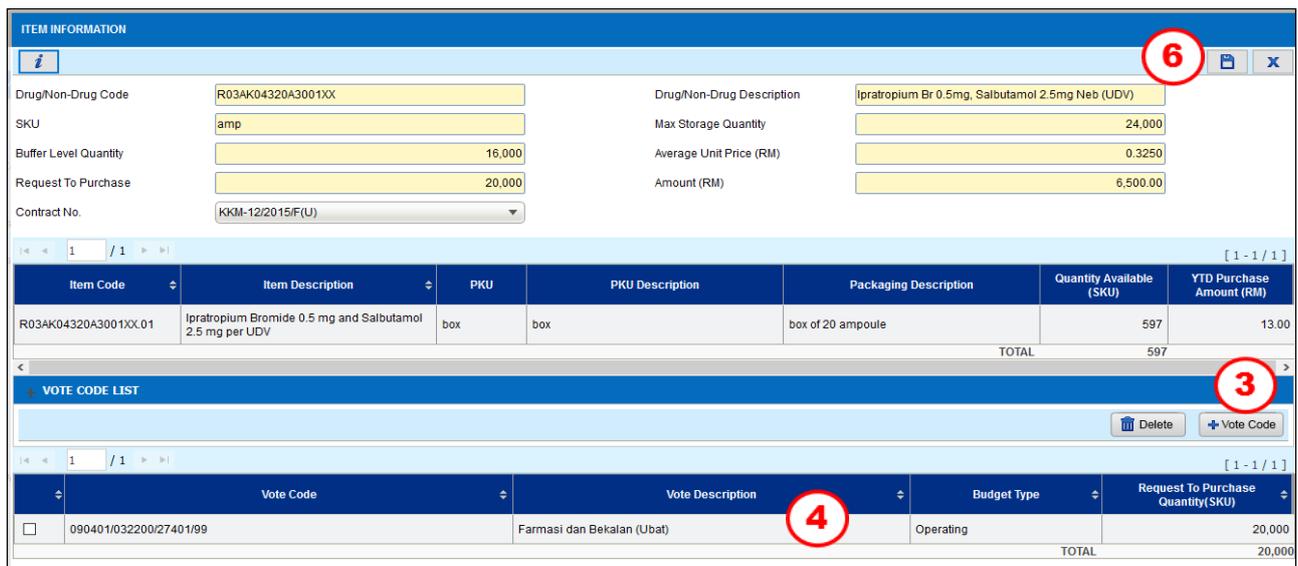
Double click on the Item List and new screen will be shown in Figure 3.5-3

Note

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

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

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



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

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

Figure 3.5-3 Recommended Purchase List (RPL) Verify



Figure 3.5-4 Vote Information

STEP 3

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

Note

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

STEP 4

Select **Vote Description**

STEP 5

Insert **Request To Purchase Quantity**

STEP 6

Click on the  button to save the transaction

Note

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

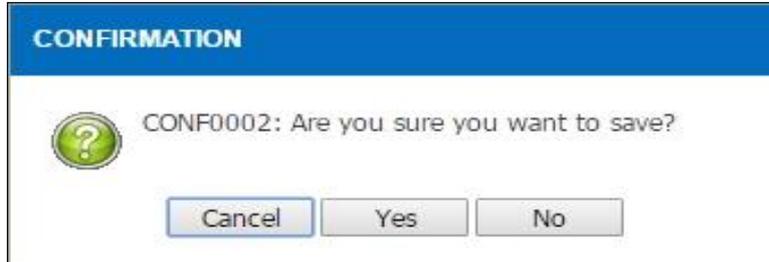


Figure 3.5-5 Alert Messages

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

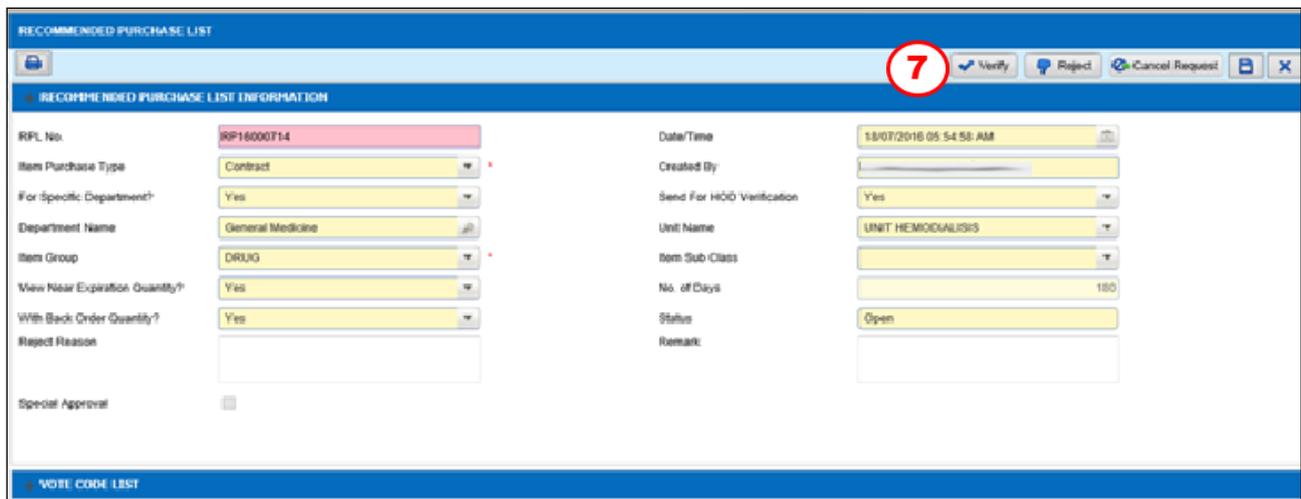


Figure 3.5-6 Verify Recommended Purchase List

STEP 7

Click on the  button to proceed the transaction

Note

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

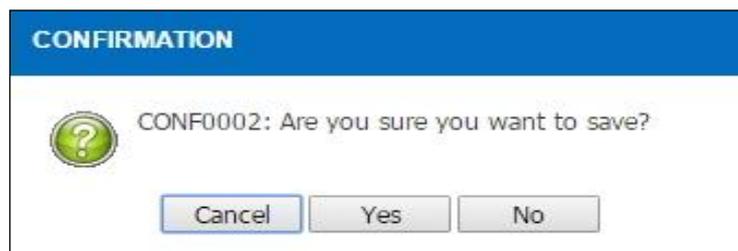


Figure 3.5-7 Alert Messages

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



Figure 3.5-8 Record Verified Alert Messages

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

3.6 Recommended Purchase List (RPL) Contract Approval

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

| TASK LIST | | | | | |
|---------------------------|------------------|---------------------|----------------------|---|-----------|
| Transaction Type | Transaction No. | Date/Time | Task Status | From Unit/Department | From User |
| Requisition Order | RO16000734 | 13/07/2016 05:24 PM | Pending For Approval | UNIT FARMASI KLINIK PAKAR | |
| Indent | RO1P0001-0009082 | 14/07/2016 03:29 PM | Pending For Approval | PHARMACY (Klinik Kesihatan Bandar Maharani) | |
| Received From External | P160003829 | 15/07/2016 05:38 PM | Pending For Approval | STOR FARMASI | |
| Recommended Purchase List | RP160001 | 18/07/2016 05:57 AM | Pending For Approval | STOR FARMASI | |

Figure 3.6-1 Recommended Purchase List (RPL) Approval

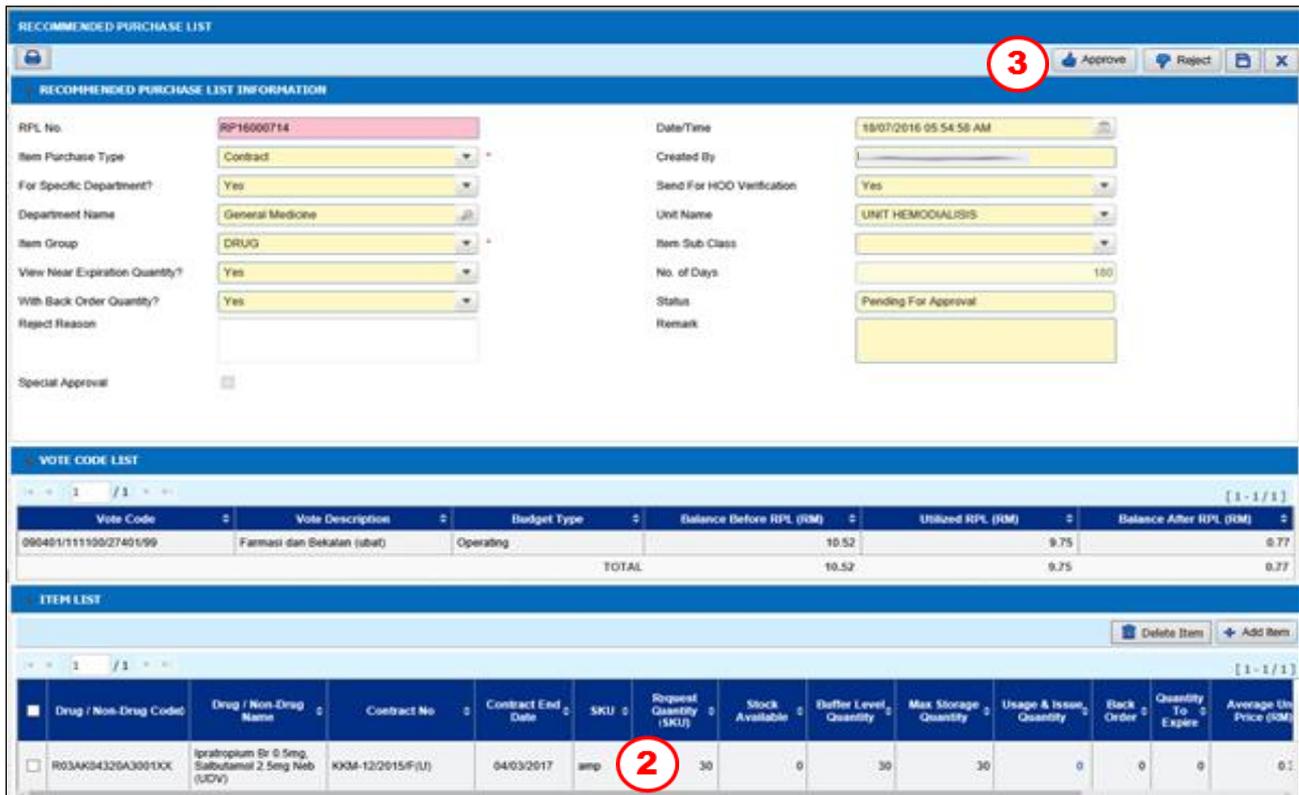
The purpose of this screen is for the Pharmacist to search, edit and view the RPL with the status Pending for Approval. The transaction is for Pharmacist to approve the transaction to proceed with purchasing

STEP 1

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

Note

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



RECOMMENDED PURCHASE LIST INFORMATION

RPL No. RP16000714
 Item Purchase Type Contract
 For Specific Department? Yes
 Department Name General Medicine
 Item Group DRUG
 View Near Expiration Quantity? Yes
 With Back Order Quantity? Yes
 Reject Reason
 Special Approval

Date/Time 18/07/2016 05:54:58 AM
 Created By
 Send For HOO Verification Yes
 Unit Name UNIT HEMODIALISIS
 Item Sub Class
 No. of Days 100
 Status Pending For Approval
 Remark

VOTE CODE LIST

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

ITEM LIST

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

Figure 3.6-2 Recommended Purchase List (RPL) Approval

STEP 2

Double-click on the Item List to view Item Information

STEP 3

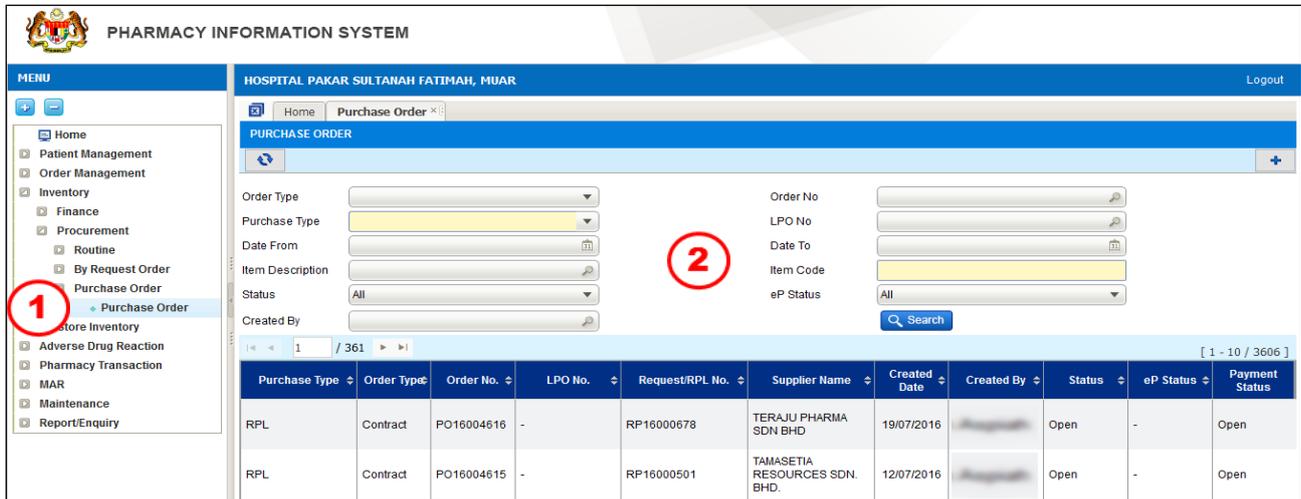
Click on the  button to approve the transaction and proceed to Generate EPO Details

Note

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

3.7 Purchase Order Listing Page

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



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

Figure 5.1-1 Purchase Order Listing Page

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

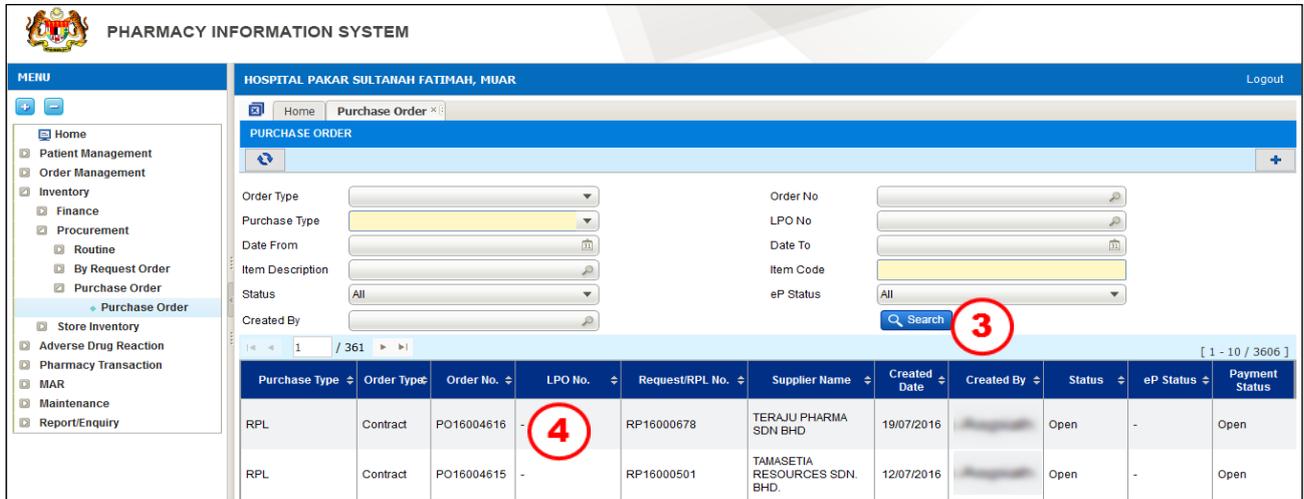
STEP 1

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

STEP 2

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

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Purchase Order

PURCHASE ORDER

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

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

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

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

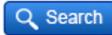
Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] Search [3]

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

Figure 5.1-2 Purchase Order Listing Page

STEP 3

Click on the  button after input criteria

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

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

STEP 4

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

3.8 Create New Contract Purchase Order: RPL

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

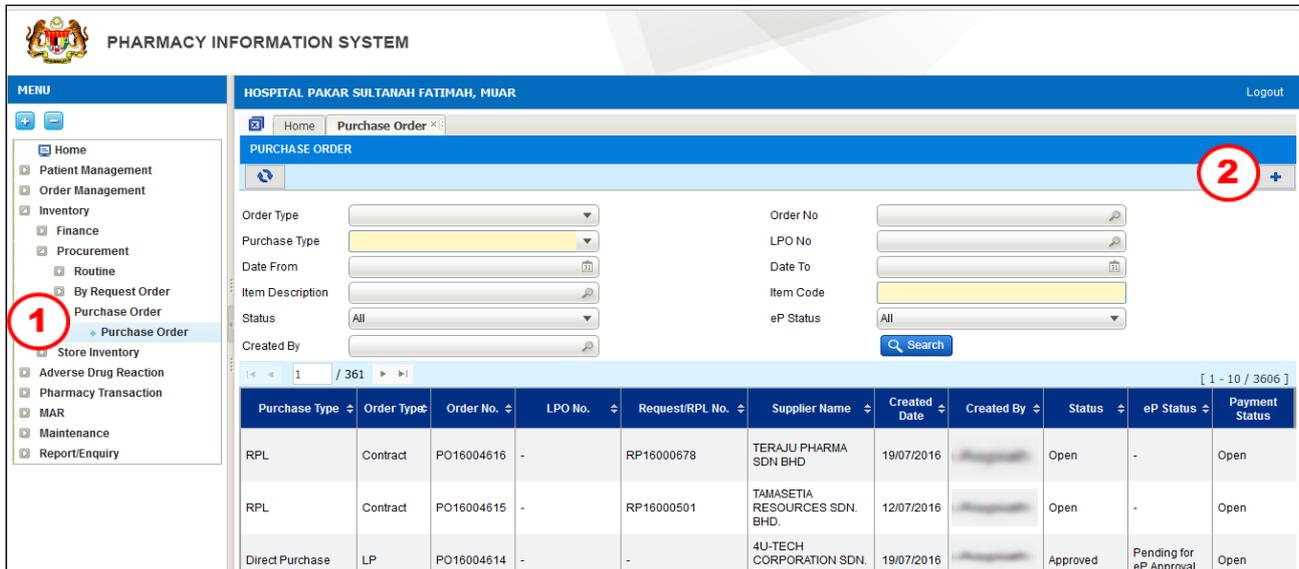


Figure 5.2-1 New Contract RPL Purchase Order

STEP 1

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

STEP 2

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

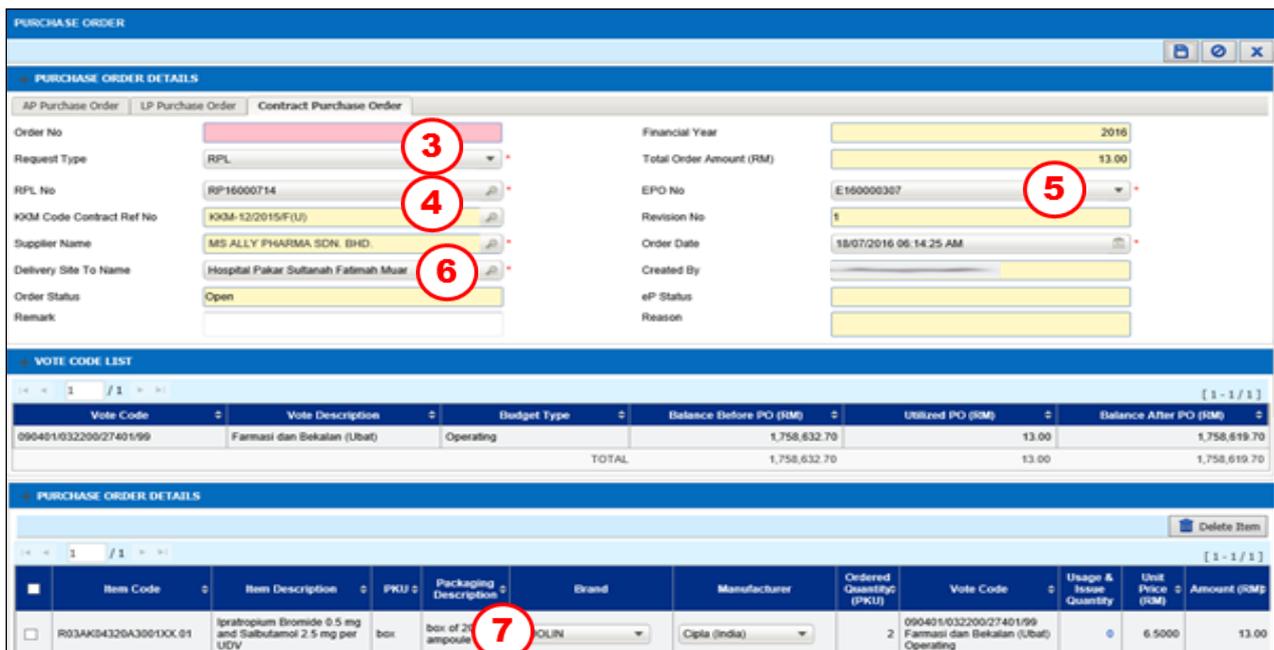


Figure 5.2-2 Contract RPL Purchase Order

STEP 3

Select on **Request Type** : RPL

STEP 4

Select available **RPL No**

STEP 5

Select available **EPO No**

Note

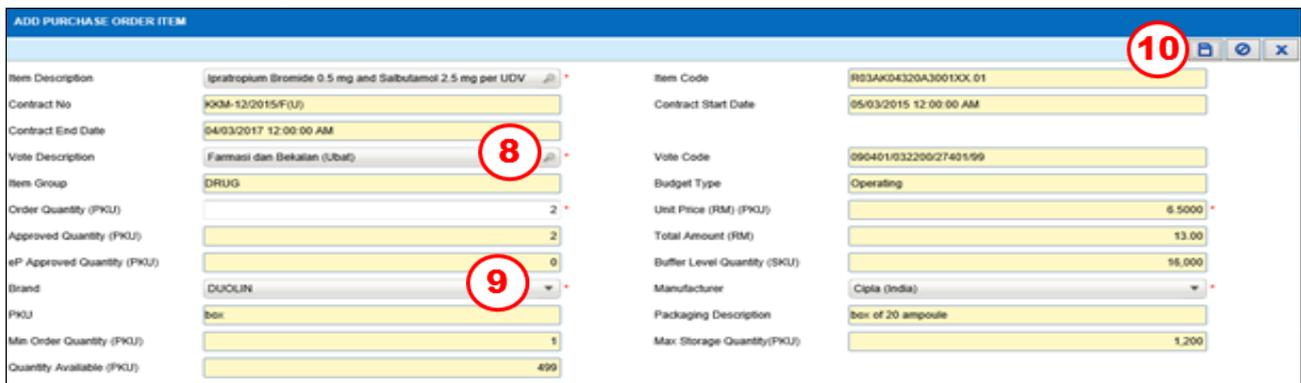
- **Order Date** will default to server time.
- **Supplier Name** will be selected based on M.O.H given.

STEP 6

Select available **Delivery Site To Name**

STEP 7

Double click on the item listed



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

| | | | |
|----------------------------|--|-----------------------------|------------------------|
| Item Description | Ipratropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV | Item Code | R03AKD4320A3001XX.01 |
| Contract No | KKM-12/2015/F(U) | Contract Start Date | 05/03/2015 12:00:00 AM |
| Contract End Date | 04/03/2017 12:00:00 AM | Vote Code | 090401/032200/27401/99 |
| Vote Description | Farmasi dan Bekalan (Ubat) | Budget Type | Operating |
| Item Group | DRUG | Unit Price (RM) (PKU) | 6.5000 |
| Order Quantity (PKU) | 2 | Total Amount (RM) | 13.00 |
| Approved Quantity (PKU) | 2 | Buffer Level Quantity (SKU) | 16,000 |
| eP Approved Quantity (PKU) | 0 | Manufacturer | Cipla (India) |
| Brand | DUOLIN | Packaging Description | Box of 20 ampoule |
| PKU | Box | Max. Storage Quantity (PKU) | 1,200 |
| Min Order Quantity (PKU) | 1 | | |
| Quantity Available (PKU) | 499 | | |

Figure 5.2-3 Add Purchase Order Item

STEP 8

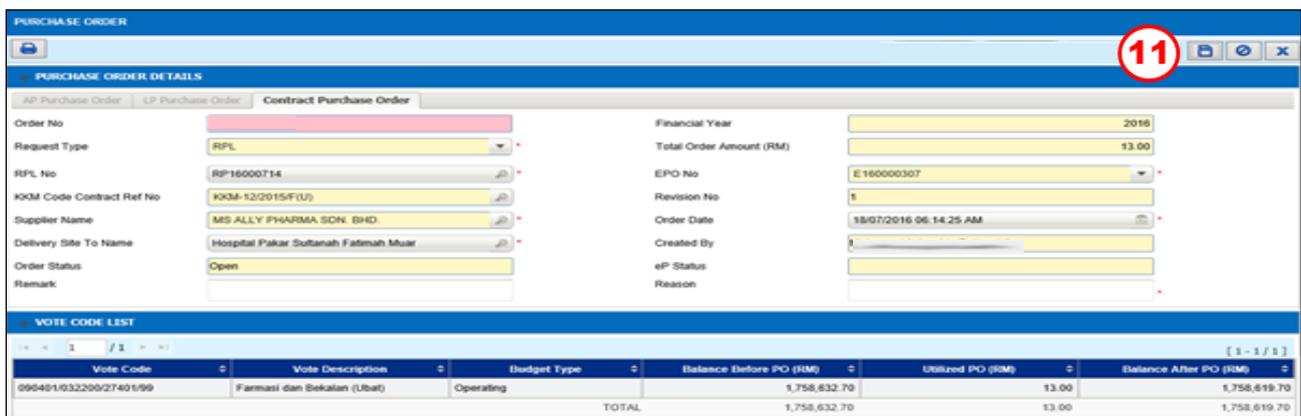
Select available **Brand**

STEP 9

Select **Manufacturer**

STEP 10

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



The screenshot shows the 'PURCHASE ORDER' details form. A red circle highlights the Save button (11).

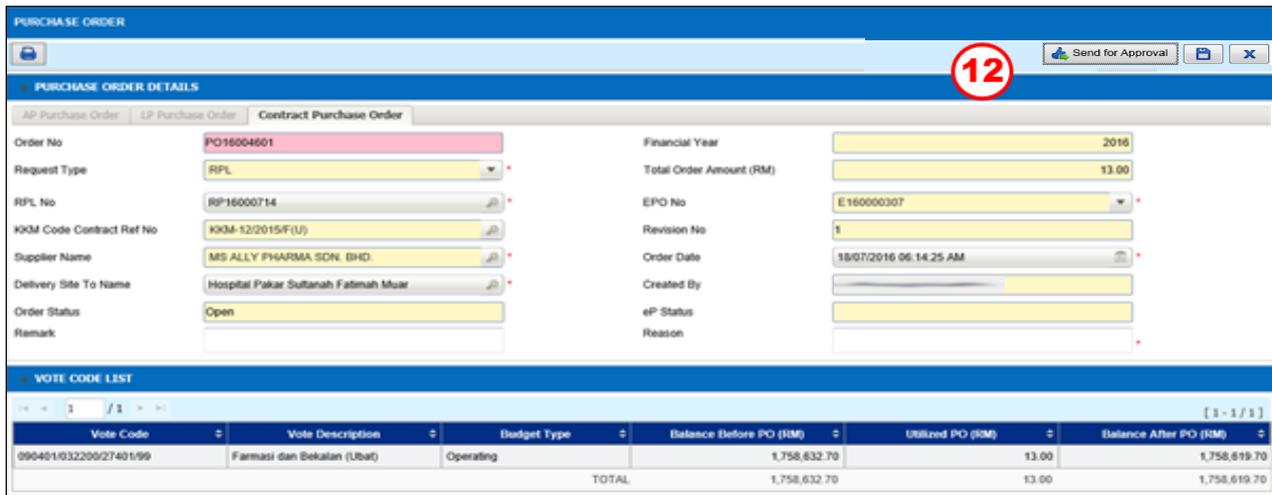
| | | | |
|--------------------------|--------------------------------------|-------------------------|------------------------|
| Order No | | Financial Year | 2016 |
| Request Type | RPL | Total Order Amount (RM) | 13.00 |
| RPL No | RP16000714 | EPO No | E160000307 |
| KKM Code Contract Ref No | KKM-12/2015/F(U) | Revision No | 1 |
| Supplier Name | MS ALLY PHARMA SDN. BHD. | Order Date | 18/07/2016 09:14:25 AM |
| Delivery Site To Name | Hospital Pakar Sultanah Fatimah Muar | Created By | |
| Order Status | Open | eP Status | |
| Remark | | Reason | |

| Vote Code | Vote Description | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|------------------------|----------------------------|-------------|------------------------|------------------|-----------------------|
| 090401/032200/27401/99 | Farmasi dan Bekalan (Ubat) | Operating | 1,758,632.70 | 13.00 | 1,758,619.70 |
| TOTAL | | | 1,758,632.70 | 13.00 | 1,758,619.70 |

Figure 5.2-4 Contract Purchase Order

STEP 11

Click on the  button to save the modification



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

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

VOTE CODE LIST

| Vote Code | Vote Description | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|----------------------|----------------------------|-------------|------------------------|------------------|-----------------------|
| 09040103220027401/99 | Farmasi dan Bekalan (Ubat) | Operating | 1,758,632.70 | 13.00 | 1,758,619.70 |
| TOTAL | | | 1,758,632.70 | 13.00 | 1,758,619.70 |

Figure 5.2-5 Contract Purchase Order

STEP 12

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

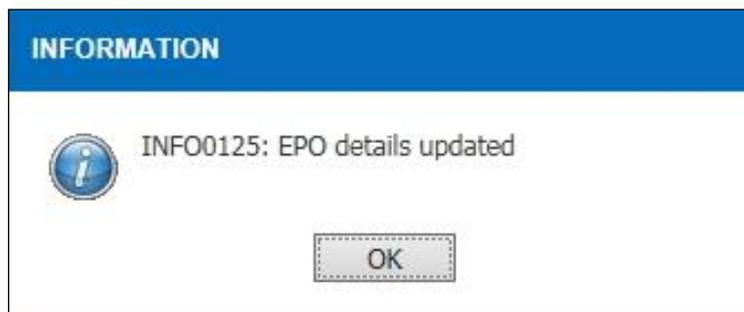


Figure 5.2-6 Alert Messages

Note

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

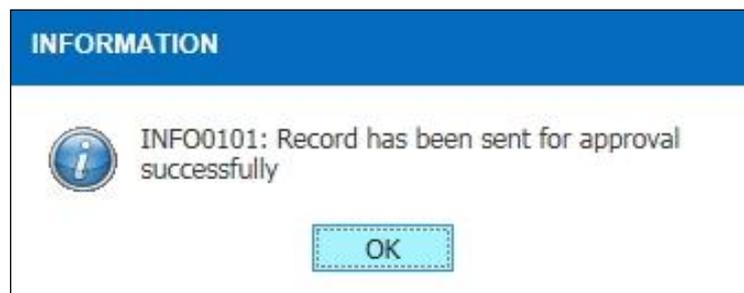


Figure 5.2-7 Alert Messages

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

3.9 Contract Purchase Order Approval: RPL

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

Figure 5.3-1 Purchase Order Approve

STEP 1

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

- Item Description
- Vote Description
- Change Order Qty
- Brand
- Manufacturer

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

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

Figure 5.3-2 Add Purchase Order Item

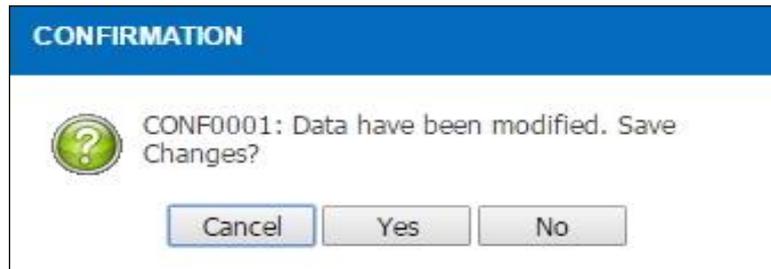


Figure 5.3-3 Alert Messages

Note

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



Figure 5.3-4 Alert Messages

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

PURCHASE ORDER

Approve Reject Cancel Request

PURCHASE ORDER DETAILS

Contract Purchase Order

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

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

VOTE CODE LIST

| Vote Code | Vote Description | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|----------------------|----------------------------|-------------|------------------------|------------------|-----------------------|
| 09040103220927401/99 | Farmasi dan Bekalan (Ubat) | Operating | 1,758,632.70 | 13.00 | 1,758,619.70 |
| TOTAL | | | 1,758,632.70 | 13.00 | 1,758,619.70 |

PURCHASE ORDER DETAILS

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

Figure 5.3-5 Purchase Order

STEP 4

Click on the button to approve the transaction

Note

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

STEP 5

Click on the  to close the screen

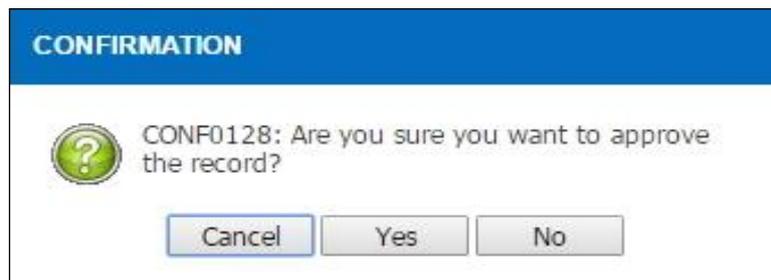
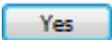
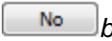


Figure 5.3-6 Alert Messages

Note

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

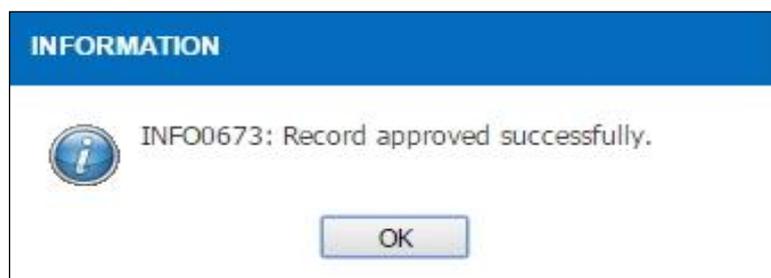
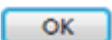


Figure 5.3-7 Alert Messages

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

3.10 Create New Contract Purchase Order: Contract

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

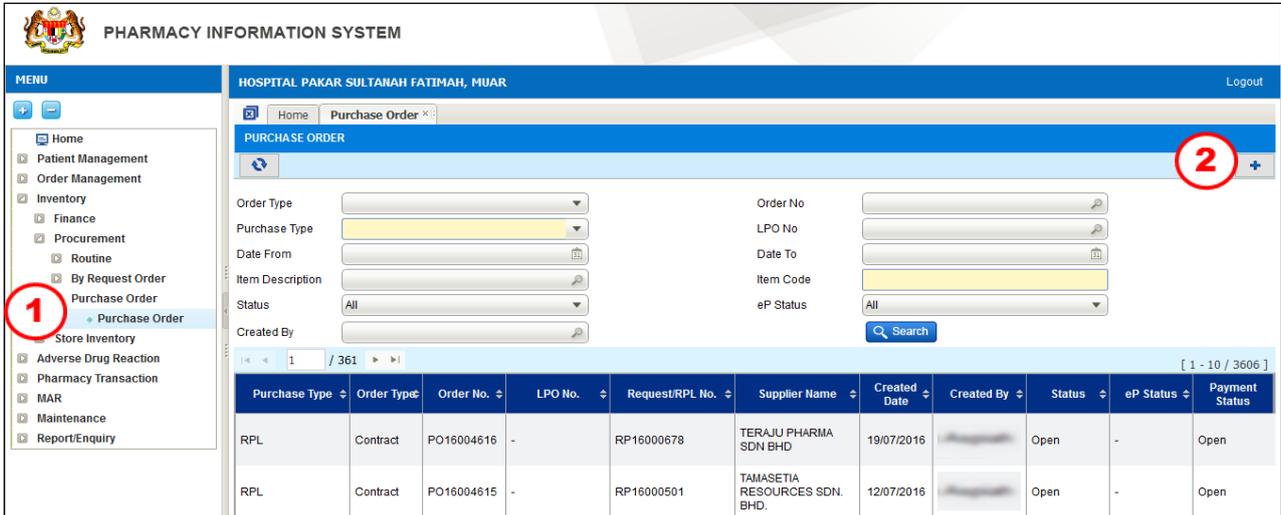


Figure 5.4-1 New Contract RPL Purchase Order

STEP 1

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

STEP 2

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

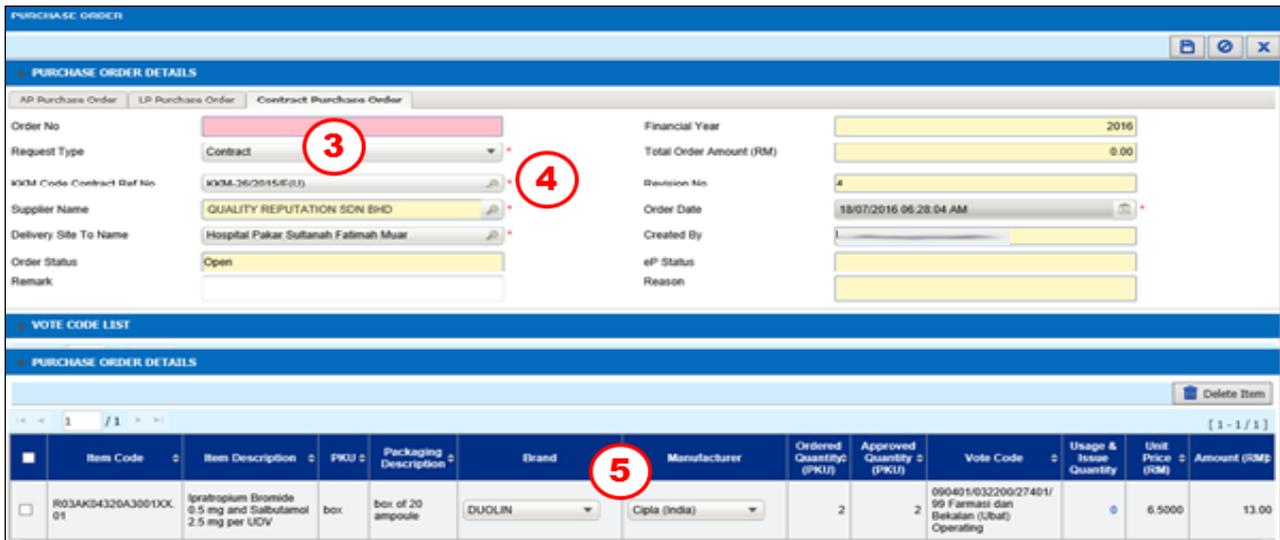


Figure 5.4-2 Contract RPL Purchase Order

STEP 3

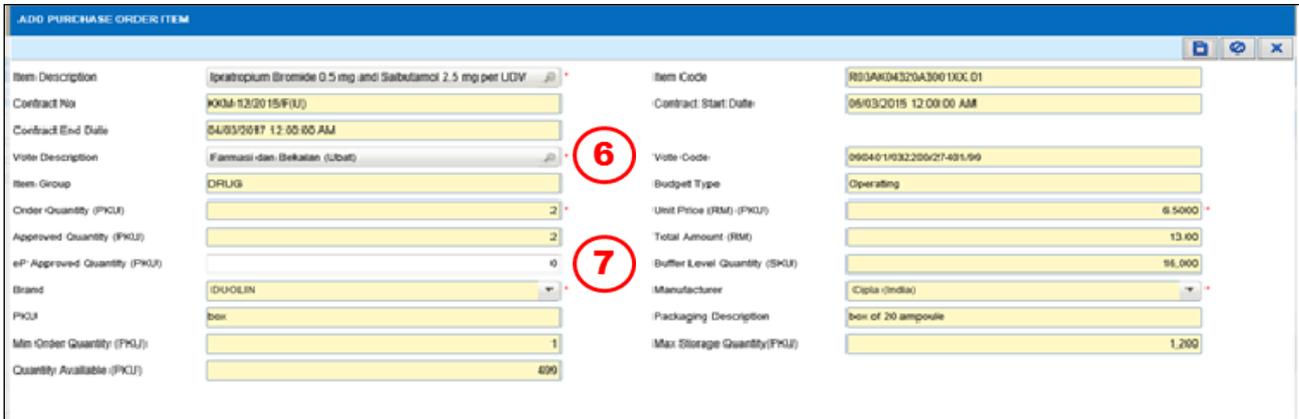
Select on **Request Type** : Contract

STEP 4

Select available **KKM Code Contract Ref No**

Note

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



The screenshot shows the 'ADD PURCHASE ORDER ITEM' form. Callout 6 points to the 'Vote Description' field, which is set to 'Farmasi dan Bekalan (Ubat)'. Callout 7 points to the 'Order Quantity (PKU)' field, which is set to 2.

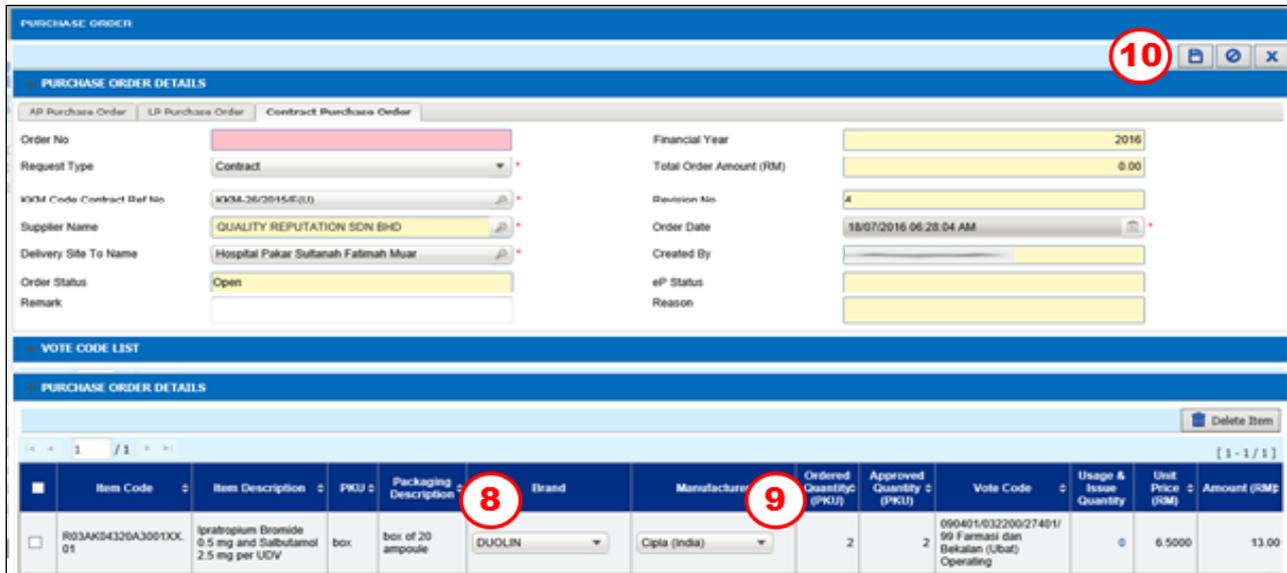
Figure 5.4-3 Add Purchase Order Item

STEP 5

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

Note

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



The screenshot shows the 'PURCHASE ORDER' form. Callout 10 points to the 'PURCHASE ORDER DETAILS' section header. Callout 8 points to the 'Brand' dropdown menu, which is set to 'DUOLIN'. Callout 9 points to the 'Manufacturer' dropdown menu, which is set to 'Cipla (India)'. The table below shows the item details:

| Item Code | Item Description | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Approved Quantity (PKU) | Vote Code | Usage & Issue Quantity | Unit Price (RM) | Amount (RM) |
|----------------------|--|-----|-----------------------|--------|---------------|------------------------|-------------------------|---|------------------------|-----------------|-------------|
| R03AK04320A300100 01 | lpratriptum Bromide 0.5 mg and Salbutamol 2.5 mg per UOV | 2 | box of 20 ampoule | DUOLIN | Cipla (India) | 2 | 2 | 090401/032200/27401/59 Farmasi dan Bekalan (Ubat) Operating | 0 | 6.5000 | 13.00 |

Figure 5.4-4 Contract Purchase Order

STEP 6

Select available **Vote Description**

STEP 7

Enter **Order Quantity (PKU)**

STEP 8

Select available **Brand**

STEP 9

Select available **Manufacturer**

STEP 10

Click on the button to save the modification

Figure 5.4-5 Contract Purchase Order

STEP 11

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

Note

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

Figure 5.4-6 Alert Messages

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

Figure 5.4-7 Alert Messag

3.11 Contract Purchase Order Approval: Contract

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

PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: PO18004602 | Financial Year: 2016
 Request Type: Contract | Total Order Amount (RM): 2,500.00
 KKM Code Contract Ref No: KKM-262015F(U) | Revision No: 4
 Supplier Name: QUALITY REPUTATION SDN BHD | Order Date: 18/07/2016 06:28:04 AM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By:
 Order Status: Open | eP Status:
 Remark: Pending for Approval | Reason:
 [Save] [Refresh] [Close]

VOTE CODE LIST

| Vote Code | Vote Description | Budget Type | Balance Before PO (RM) | Utilized PO (RM) | Balance After PO (RM) |
|-----------------------|----------------------------|-------------|------------------------|------------------|-----------------------|
| 090401032209G27401/99 | Farmasi dan Bekatan (Ubat) | Operating | 1,758,619.70 | 2,500.00 | 1,756,119.70 |
| TOTAL | | | 1,758,619.70 | 2,500.00 | 1,756,119.70 |

PURCHASE ORDER DETAILS

| Item Code | Item Description | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Approved Quantity (PKU) | Vote Code | Usage & Invoice Quantity | Unit Price (RM) | Amount (RM) |
|----------------------|---|-----------------------|--------|---------------|------------------------|-------------------------|--|--------------------------|-----------------|-------------|
| R03AK04320A3001XC 01 | Sparitropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV | box of 20 ampoule | DUOLIN | Cipla (India) | 2 | 2 | 090401032209G27401/99 Farmasi dan Bekatan (Ubat) Operating | 0 | 6.5000 | 13.00 |

Figure 5.5-1 Purchase Order Approve

STEP 1

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

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

STEP 2

Enter **Approved Quantity (PKU)** amount

STEP 3

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

ADD PURCHASE ORDER ITEM

Item Description: Sparitropium Bromide 0.5 mg and Salbutamol 2.5 mg per UDV | Item Code: R03AK04320A3001XC 01
 Contract No: KKM-262015F(U) | Contract Start Date: 06/03/2015 12:09:00 AM
 Contract End Date: 04/03/2017 12:00:00 AM
 Vote Description: Farmasi dan Bekatan (Ubat) | Vote Code: 090401032209G27401/99
 Item Group: DRUG | Budget Type: Operating
 Order Quantity (PKU): [] | Unit Price (RM) (PKU): 6.5000
 Approved Quantity (PKU): [] | Total Amount (RM): 13.00
 eP-Approved Quantity (PKU): [] | Buffer Level Quantity (SKU): 56,000
 Brand: DUOLIN | Manufacturer: Cipla (India)
 PKU: box | Packaging Description: box of 20 ampoule
 Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 1,200
 Quantity Available (PKU): 499

Figure 5.5-2 Add Purchase Order Item

Note

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

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

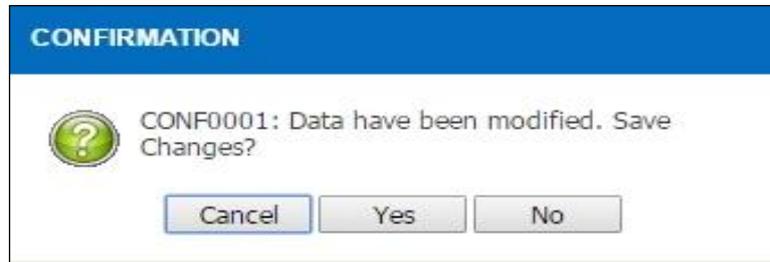


Figure 5.5-3 Alert Messages



Figure 5.5-4 Alert Messages

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

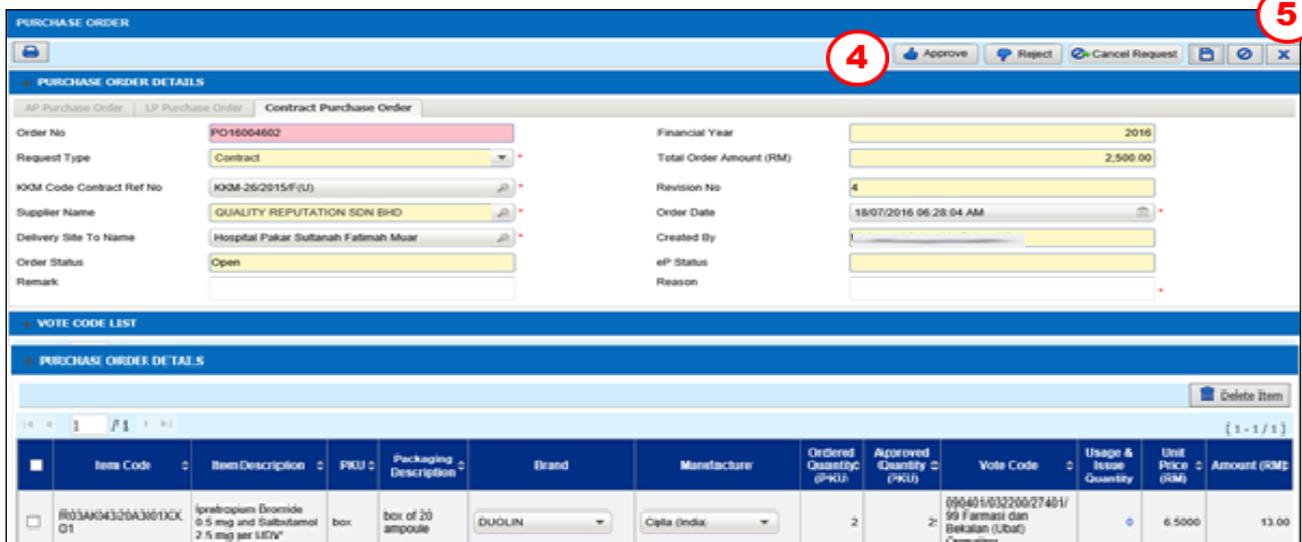


Figure 5.5-5 Purchase Order

STEP 4

Click on the button to approve the transaction

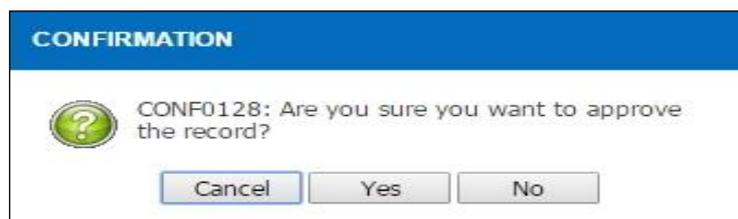


Figure 5.5-6 Alert Messages

Note

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

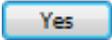


Figure 5.5-7 Alert Messages

STEP 5

Click on the  to close the screen

Note

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

3.12 Proposed Contract Item Listing Page

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

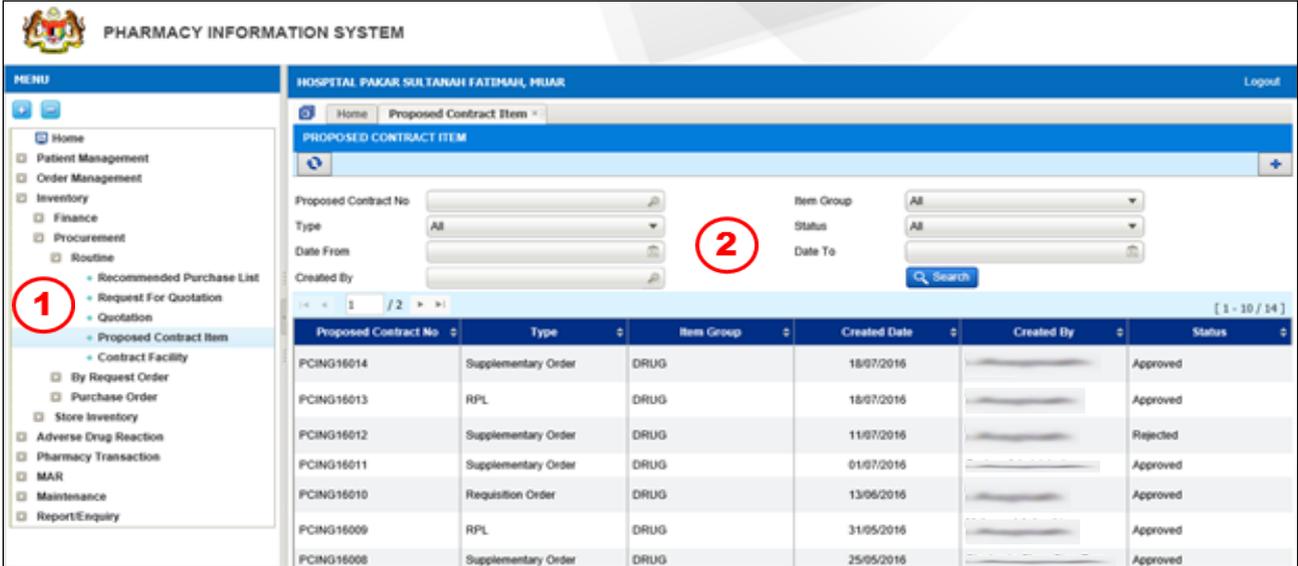


Figure 4.0-1 Proposed Contract Item Listing Page

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

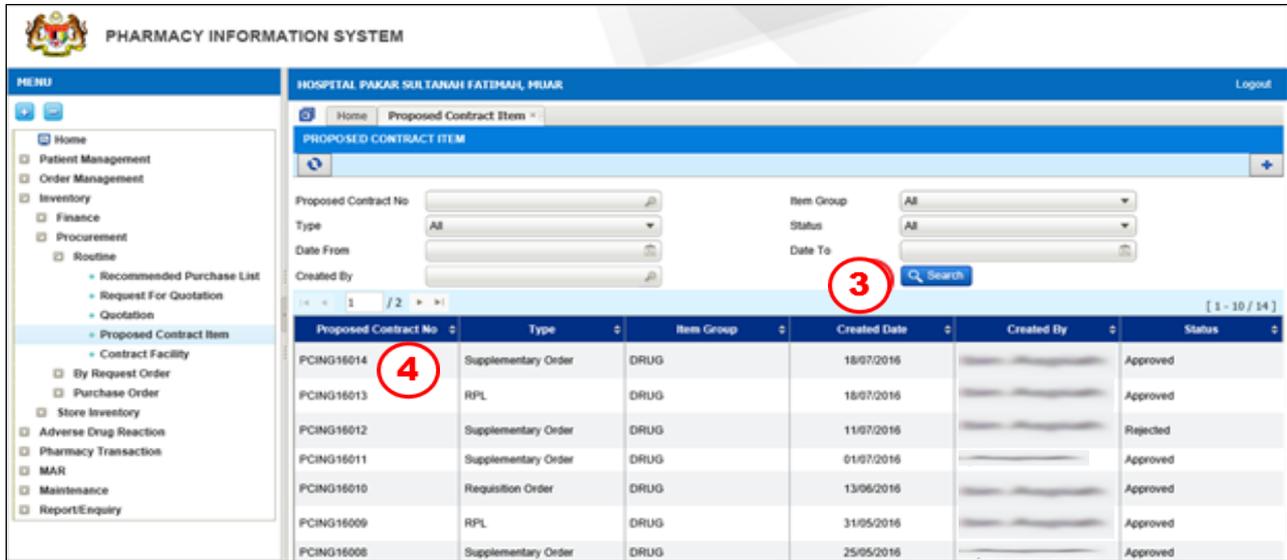
STEP 1
Click on 'Inventory' menu followed by 'Procurement and Routine', and select 'Proposed Contract Item'

STEP 2
To search for existing Proposed Contract Item transaction, you may search by criteria as follow:

- Proposed Contract No
 - Item Group All
 - Drug
 - Non Drug
- Type
 - All
 - Requisition Order
 - RPL
- Status
 - Approved
 - Cancelled
 - Open
 - Pending For Approval
 - Rejected
- Date From
- Date To
- Created By

STEP 3
Click on the  button after input criteria and the result displayed will be based on the entered criteria

STEP 4
Double click on the selected record and the details will be displayed



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, HUAR

Proposed Contract Item

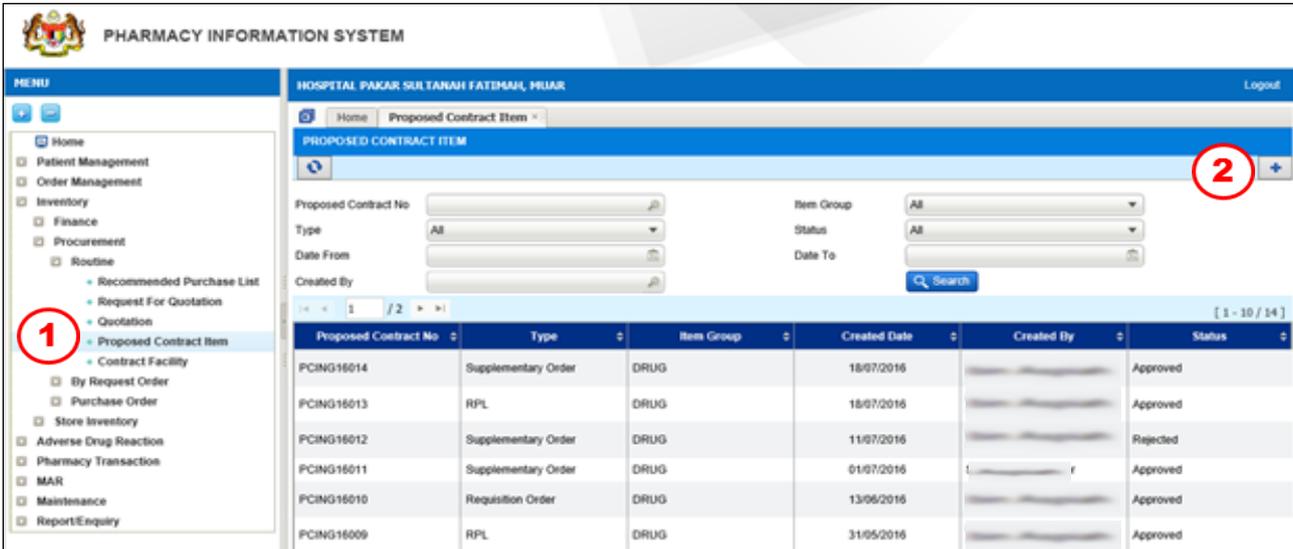
Proposed Contract No. [] Item Group [All]
Type [All] Status [All]
Date From [] Date To []
Created By [] [Search]

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

Figure 4.0-2 Purchase Order Listing Page

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

This function is to create a new record for type RPL



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

Figure 3.1.1-1 Create new Proposed Contract Item

STEP 1

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

STEP 2

Click on the  button to create new transaction

Note

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



Figure 3.1.1-2 Proposed Contract Item

STEP 3

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

Note

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

STEP 4

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

Note

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

STEP 5

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

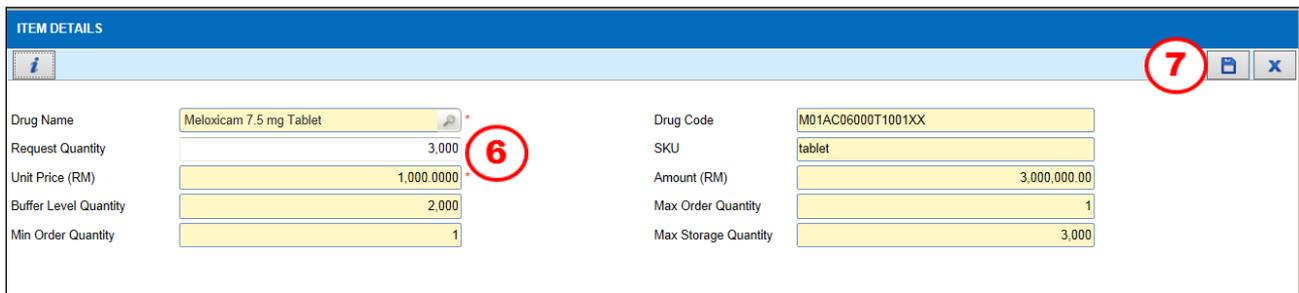


Figure 3.1.1-3 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

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

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

STEP 7

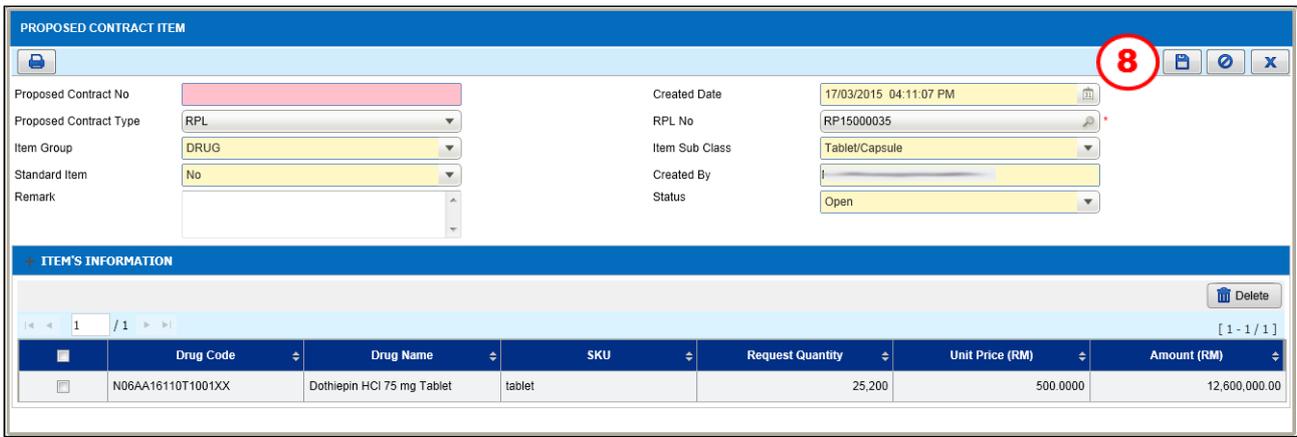
Click on the  button to save the transaction

STEP 8

Click on the  button to save the Proposed Contract Item

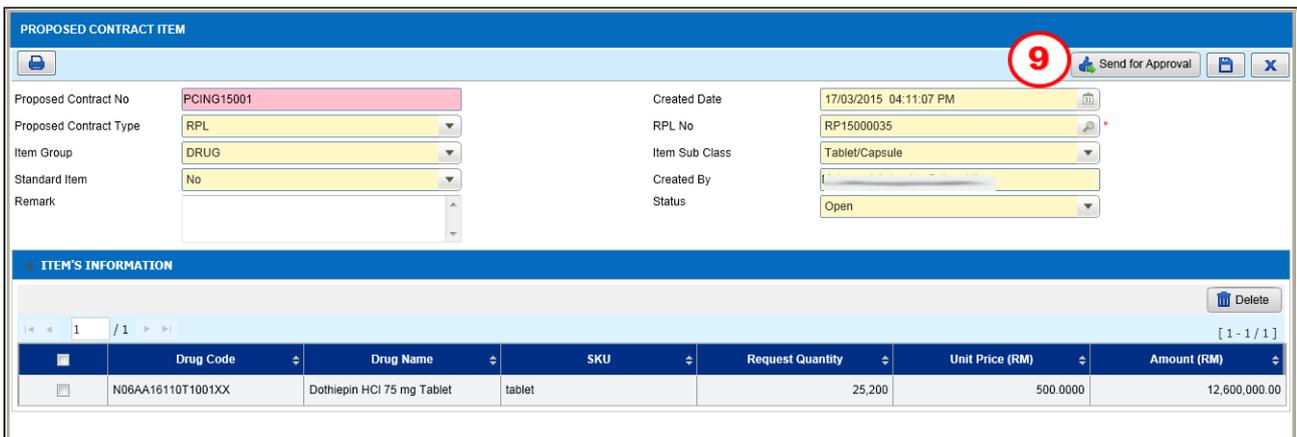
Note

After click on the  button,  button will be enabled.



| 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



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

Figure 3.1.1-5 Proposed Contract Item

STEP 9

Click on the  button

Note

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

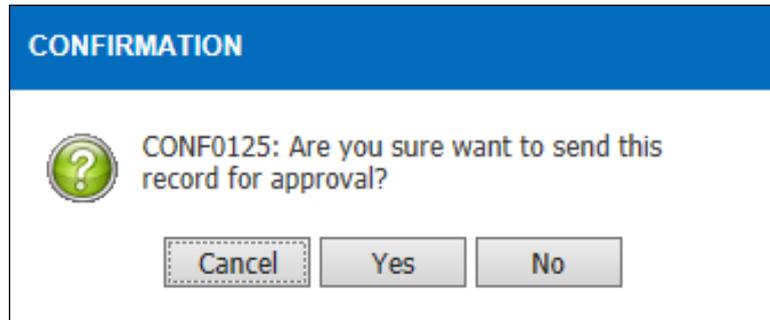
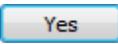


Figure 3.1.1-6 Save Record Alert Message

- Click on the  button.

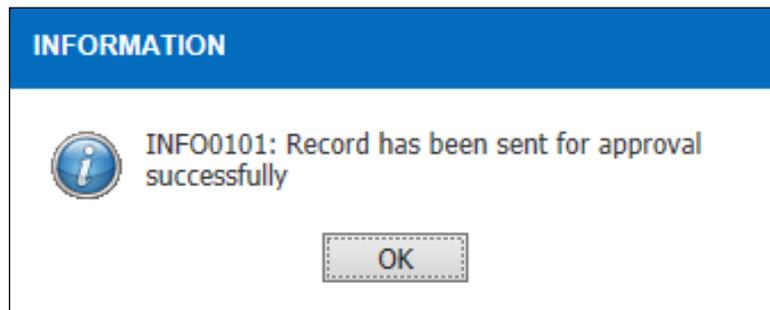
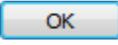
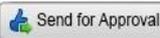


Figure 3.1.1-7 Save Record Alert Message

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

3.12.2 New Proposed Contract Item : Supplementary Order

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

Note

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

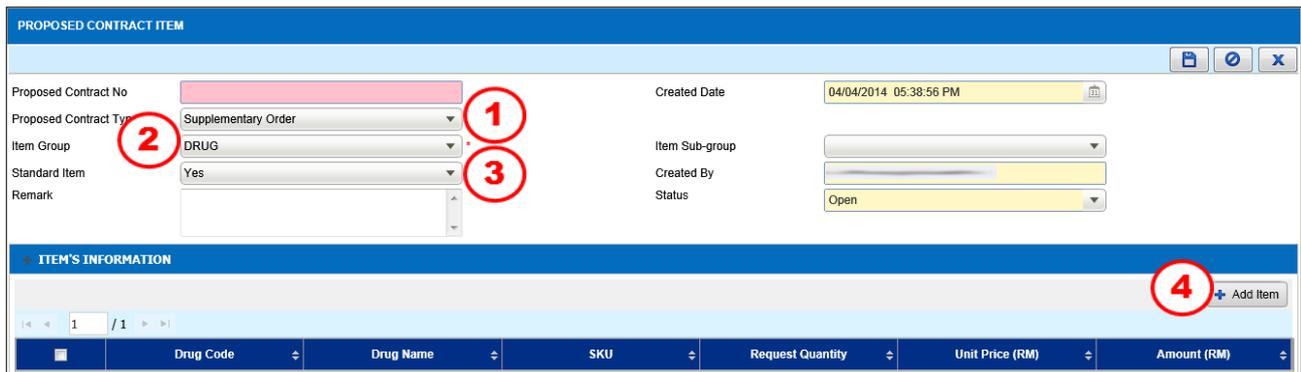


Figure 3.1.2-1 Proposed Contract Item

STEP 1

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

STEP 2

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

- Drug
- Non Drug

STEP 3

Select **Standard Item**

- Yes
- No

Note

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

STEP 4

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

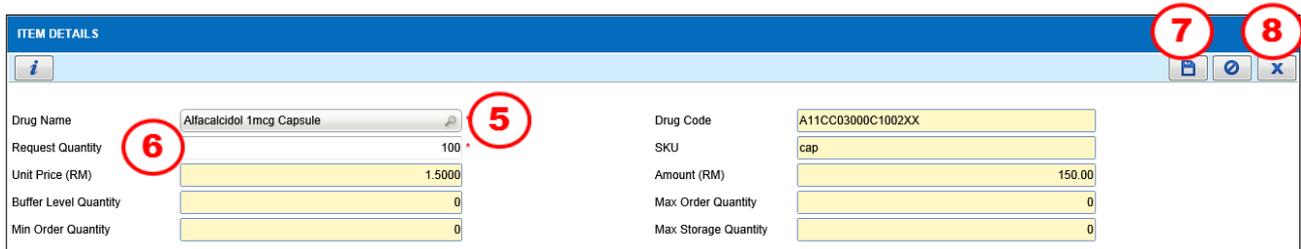


Figure 3.1.2-2 Item Details

STEP 5

Select available **Drug Name**

STEP 6

Insert/Edit **Request Quantity**

Note

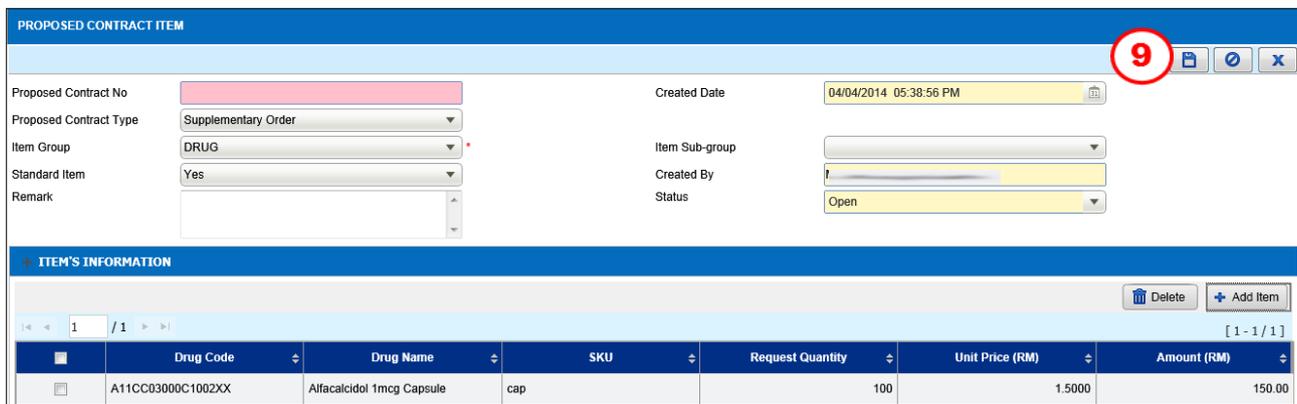
- **Unit Price (RM)** is based on each item.
- **Amount (RM)** is total amount of item.
- **SKU: Store Keeping Unit.**
- **Buffer Level Quantity** is set up for buffer level of this item. Set up at Buffer Level Master.
- **Min Order Quantity** is minimum quantity to be ordered of this item.
- **Max Order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

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction



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

Figure 3.1.2-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

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

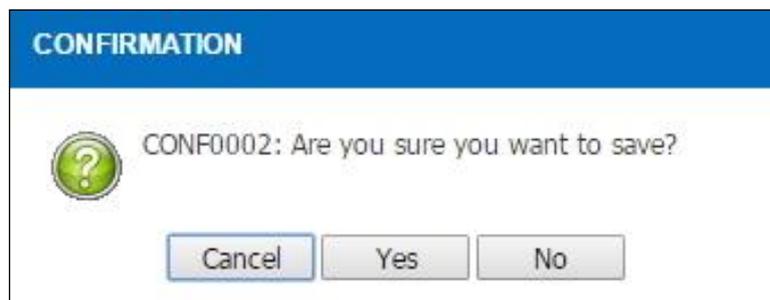
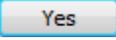


Figure 3.1.2-4 Save Record Alert Message

- Click on the  button.

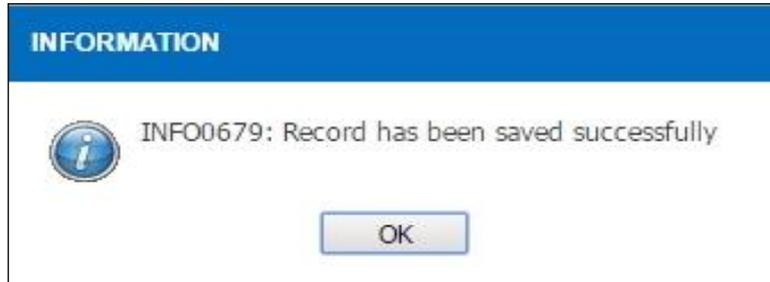
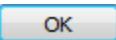
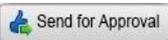


Figure 3.1.2-5 Save Record Alert Message

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

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

Table 3.1.2-1

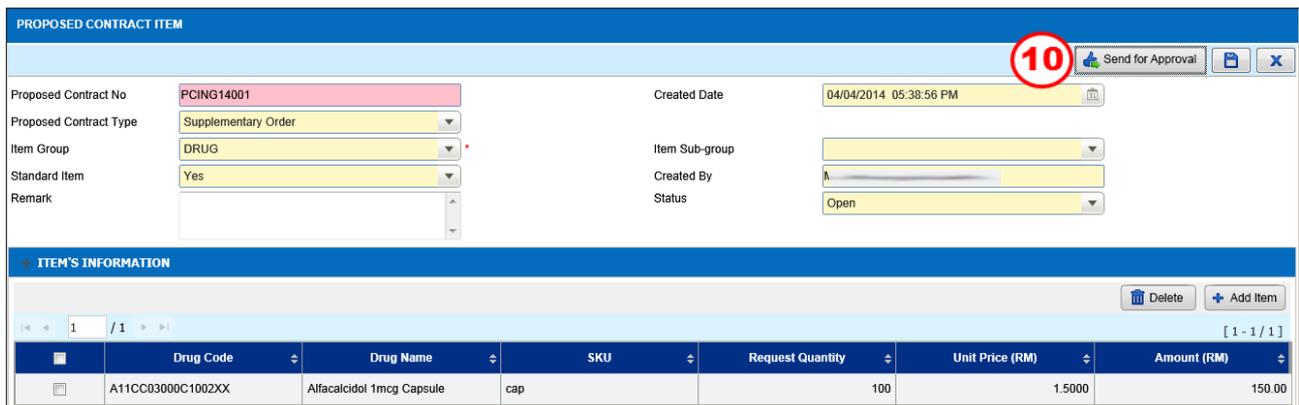
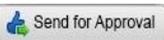


Figure 3.1.2-6 Proposed Contract Item Send for Approval

STEP 10

Click on the  to send the transaction to HOD for approval

Note

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



Figure 3.1.2-7 Alert Message

- Click on the button.

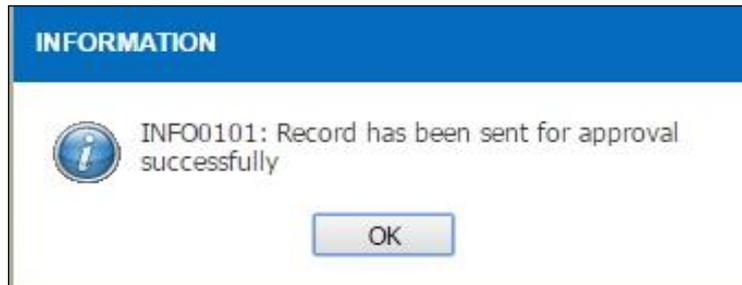


Figure 3.1.2-8 Alert Message

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

3.12.3 New Proposed Contract Item Requisition: Requisition Order

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

Note

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

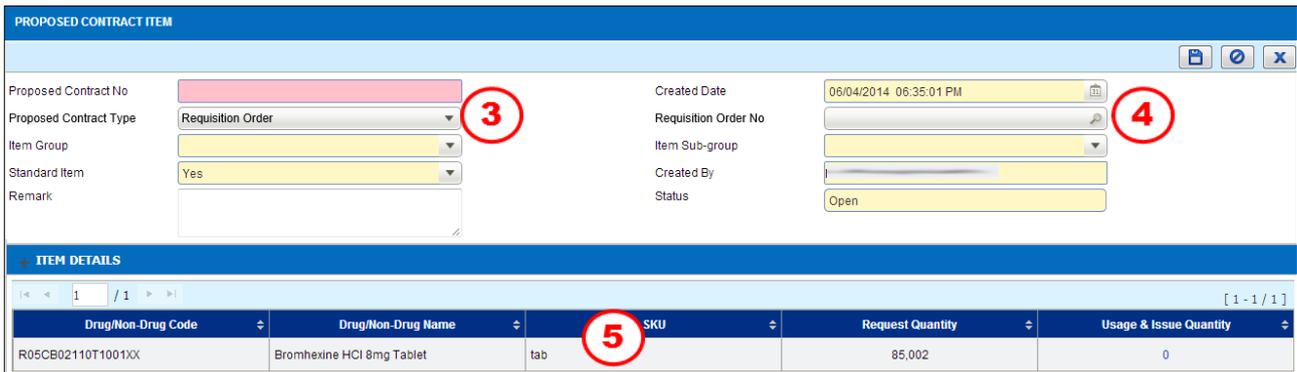


Figure 3.1.3-1 Proposed Contract Item

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

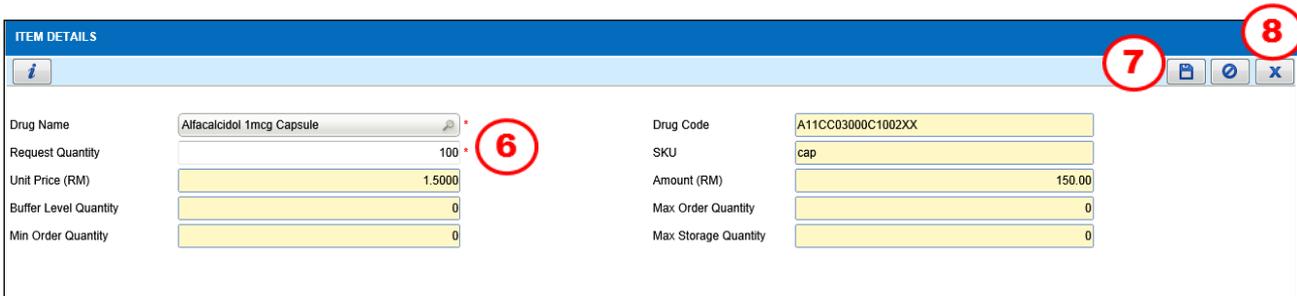


Figure 3.1.3-2 Item Details

STEP 6

Insert/Edit **Request Quantity**

Note

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

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

STEP 7

Click on the  button to save the transaction

STEP 8

Click on the  button to close the transaction

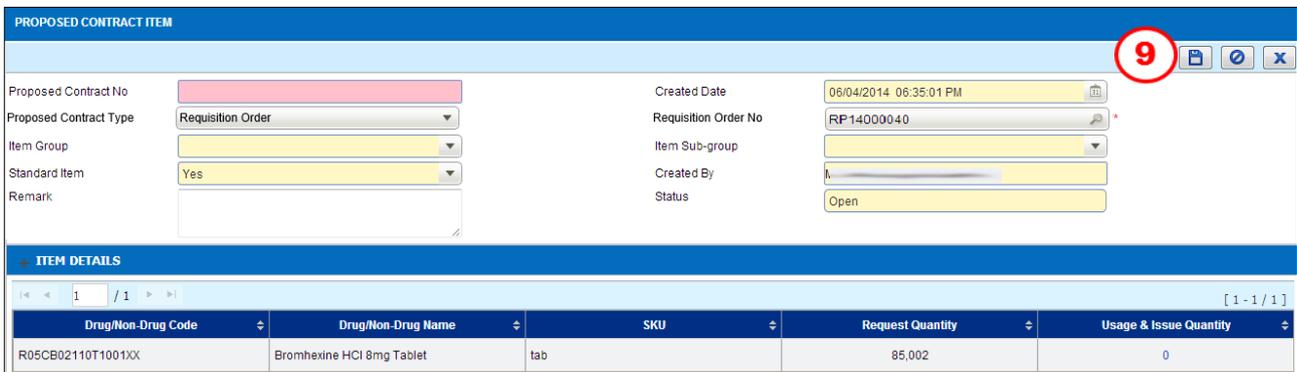


Figure 3.1.3-3 Proposed Contract Item

STEP 9

Click on the  button to save the record

Note

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

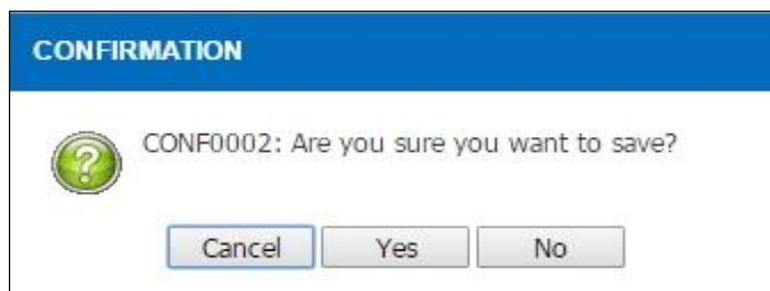


Figure 3.1.3-4 Save Record Alert Message

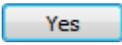
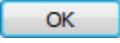
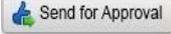
- Click on the  button.



Figure 3.1.3-5 Save Record Alert Message

- Click on the  button.

STEP 10

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

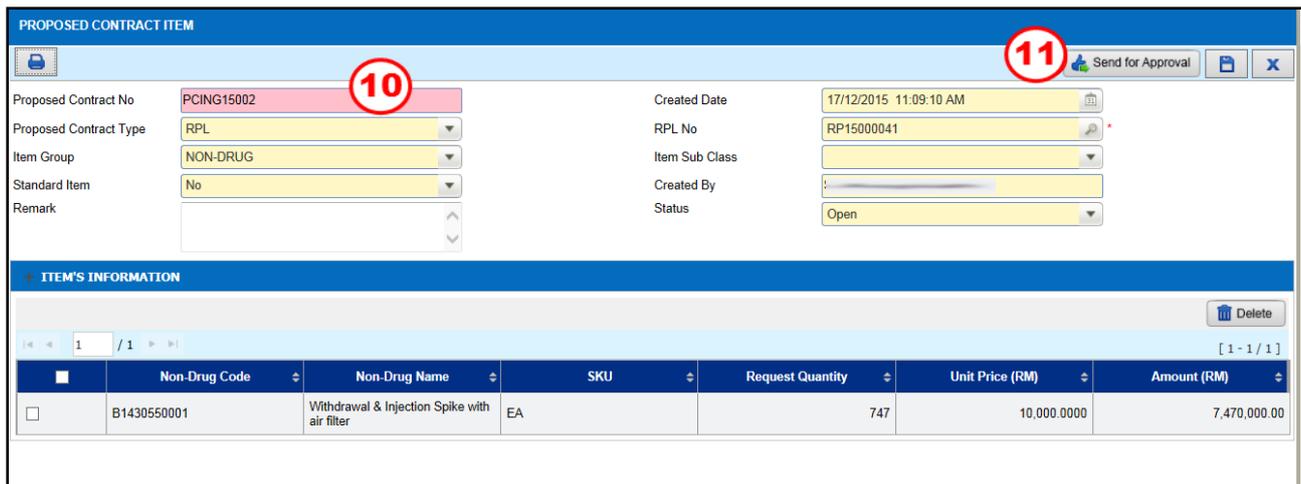
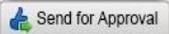


Figure 3.1.3-6 Proposed Contract Item Send for Approval

STEP 11

Click on the  to send the transaction to HOD for approval

Note

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



Figure 3.1.3-7 Alert Message

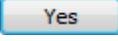
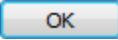
- Click on the  button.



Figure 3.1.3-8 Alert Message

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

3.13 Proposed Contract Item Approval

This function is used to approve Proposed Contract Item.

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

Figure 3.2-1 Task List

Note

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

STEP 1

Click on Transaction No.

Note

System directly flow to the screen Proposed Contract Item.

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

| ITEM'S INFORMATION | | | | | | |
|--------------------|---------------------------|-----|------------------|-----------------|-------------|--|
| Drug Code | Drug Name | SKU | Request Quantity | Unit Price (RM) | Amount (RM) | |
| A11CC0300C1002XX | Alfacalcidol 1mcg Capsule | cap | 100 | 1.5000 | 150.00 | |

Figure 3.2-2 Proposed Contract Item Approval

STEP 2

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

Note

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

3.14 Contract Facility

This function is used to retrieve KKM Contract Reference No.

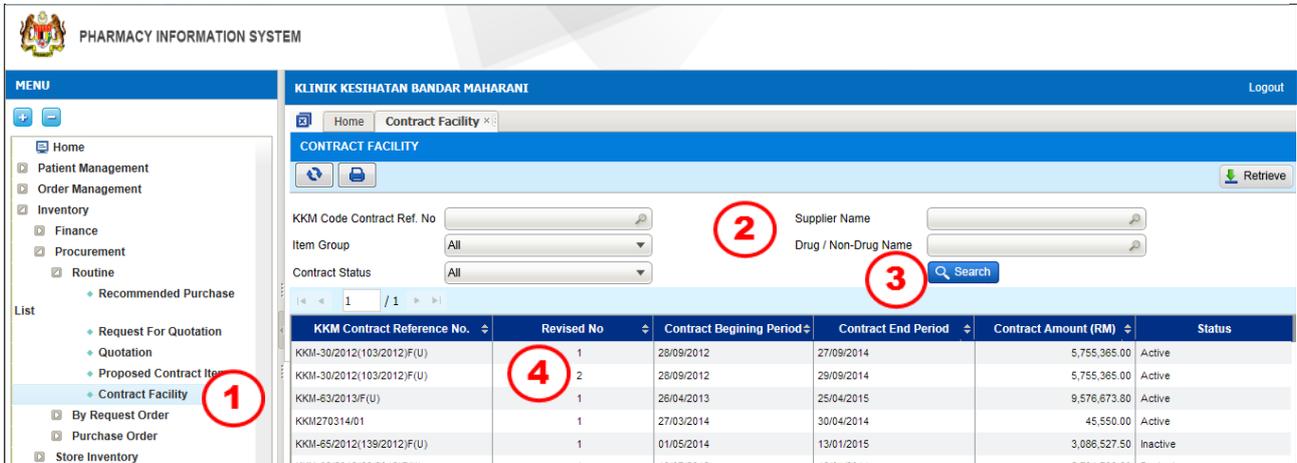


Figure 3.3-1 Contract Facility Listing Page

STEP 1

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

STEP 2

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

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

Table 3.3-1

STEP 3

Click on the Search button after input criteria

Note

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

STEP 4

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

Note

The details of the Contract Facility screen will be displayed.

3.14.1 Retrieve Contract Facility

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

| KKM Contract Reference No. | Revised No | Contract Beginning 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 | 9,576,873.80 | 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 to retrieve all the retrieve the KKM Contract Reference No

Note

List of Reference No will display in Contract Facility List

| Contract No. | Revision No. | Amount (RM) | Title |
|---------------------------|--------------|---------------|-------|
| 30/2012(103/2012/F(U) | 2 | 5,755,365.00 | - |
| KKM-41/2012 (RT) | 1 | 14,455,922.25 | - |
| KKM-79/2012(143/2012/F(U) | 1 | 2,136,350.60 | - |
| KKM-30/2012(103/2012/F(U) | 1 | 5,755,365.00 | - |

Figure 3.3.1-2 Contract Facility List

STEP 3

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

STEP 4

Click on the button

STEP 5

Click on the to close the transaction

Note

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

CONTRACT FOR FACILITY

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

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

PURCHASE ORDER

| | | |
|------------------|-----------|-----|
| Order Type | Order No | |
| Purchase Type | LPO No | |
| Date From | Date To | |
| Item Description | Item Code | |
| Status | eP Status | All |
| Created By | Search | |

| Purchase Type | Order Type | Order No. | LPO No. | Request/RPL No. | Supplier Name | Created Date | Created By | Status | eP Status | Payment Status |
|-----------------|------------|------------|----------|-----------------|----------------------------|--------------|------------|----------|-------------|----------------|
| Direct Purchase | LP | PO15000756 | 8650 | RO15000014 | 2K MEDICARE SDN BHD | 17/12/2015 | | Approved | eP Approved | Open |
| Direct Purchase | LP | PO15000755 | DF873839 | RO15000015 | ACUTEST SYSTEM (M) SDN BHD | 16/12/2015 | | Approved | eP Approved | Open |
| Quotation | LP | PO15000754 | djdc | QU15000002 | AHTI ENTERPRISE | 15/12/2015 | | Approved | eP Approved | Open |
| Direct Purchase | LP | PO15000753 | 123 | RP15000041 | 3A PHARMA | 15/12/2015 | | Approved | eP Approved | Open |

Figure 3.3.1-4 Purchase Order Status



3.14.2

Create New Purchase Order : Indent

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

PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI (HOS FB V1.5) Logout

Home Purchase Order

PURCHASE ORDER

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

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

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

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

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] Search

| Purchase Type | Order Type | Order No. | LPO No. | Request/RPL No. | Supplier Name | Created Date | Created By | Status | eP Status | Payment Status |
|---------------------|------------|------------|----------|-------------------|-------------------------------|--------------|------------------|----------------------|-------------------------|----------------|
| Supplementary Order | APPL | PO17001245 | - | - | PHARMANIAGA LOGISTIC SDN.BHD. | 12/01/2017 | azharkudin kudin | Approved | Pending for eP Approval | Open |
| Direct Purchase | LP | PO17001244 | LPO21321 | - | 3A PHARMA | 12/01/2017 | azharkudin kudin | Approved | eP Approved | Open |
| Contract | Contract | PO17001243 | - | KQM-117/2016/F(U) | TAMASETIA RESOURCES SDN. BHD. | 12/01/2017 | azharkudin kudin | Pending for Approval | - | Open |
| Direct Purchase | LP | PO17001242 | - | - | 4U-TECH CORPORATION SDN. BHD. | 12/01/2017 | azharkudin kudin | Open | - | Open |
| Supplementary Order | APPL | PO17001241 | - | - | PHARMANIAGA LOGISTIC SDN.BHD. | 12/01/2017 | azharkudin kudin | Open | - | Open |
| Direct Purchase | LP | PO17001240 | - | - | 4U-TECH CORPORATION SDN. BHD. | 12/01/2017 | azharkudin kudin | Approved | Pending for eP Approval | Open |
| Supplementary Order | APPL | PO17001239 | - | - | PHARMANIAGA LOGISTIC SDN.BHD. | 11/01/2017 | azharkudin kudin | Approved | Pending for eP Approval | Open |
| Supplementary Order | APPL | PO17000007 | - | - | PHARMANIAGA LOGISTIC SDN.BHD. | 16/02/2017 | Pharmacist E | Approved | Pending for eP Approval | Open |

Figure 3.14.2-1 Purchase Order Listing Page

STEP 1

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

STEP 2

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

PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: [Text] Financial Year: [Text] 2016

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

Supplier Name: [Text] Order Date: [Text] 28/02/2017 12:16:50 PM

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

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

Remark: [Text] Reason: [Text]

VOTE CODE LIST

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

PURCHASE ORDER DETAILS

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

Figure 3.14.2-2 Purchase Order



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



PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: Financial Year:
 Request Type: Total Order Amount (RM):
 KKM Code Contract Ref No: Revision No:
 External Indent No: Order Date:
 Supplier Name: Created By:
 Delivery Site To Name: eP Status:
 Order Status: Reason:
 Remark:

VOTE CODE LIST

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

PURCHASE ORDER DETAILS

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

Figure 3.14.2-3 Purchase Order : Indent

STEP 3

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

STEP 4

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

Search KKM Code Contract Ref No

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

1 / 16 [1 - 10 / 157]

| KKM Code Contract Ref No | Item Description | Contract Start Date | Contract End Date |
|--------------------------|--|------------------------|------------------------|
| KKM-151/2016/F(U) | Olanzapine 5 mg Tablet , Olanzapine 10 mg Tablet | 11/08/2016 12:00:00 AM | 10/08/2018 12:00:00 AM |
| KKM-97/2016/F(U) | Alprostadil 500mcg/ml Inj | 01/08/2016 12:00:00 AM | 31/07/2018 12:00:00 AM |
| KKM-96/2016/F(U) | Oral Rehydration Salt | 06/08/2016 12:00:00 AM | 05/08/2019 12:00:00 AM |
| KKM-117/2016/F(U) | Midazolam 5mg/ml Inj | 27/06/2016 12:00:00 AM | 26/06/2018 12:00:00 AM |
| KKM-84/2016/F(U) | Desflurane Liquid | 25/05/2016 12:00:00 AM | 24/05/2018 12:00:00 AM |
| KKM-106/2016/F(U) | Telmisartan 80mg, Hydrochlorothiazide 12.5 mg Tablet | 21/06/2016 12:00:00 AM | 20/06/2019 12:00:00 AM |
| KKM-109/2016/F(U) | Lamotrigine 100 mg Tablet , Lamotrigine 50 mg Tablet | 11/07/2016 12:00:00 AM | 10/07/2019 12:00:00 AM |

Figure 3.14.2-4 KKM Code Contract Ref No

Note

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

STEP 5

Select **External Indent No** as per default

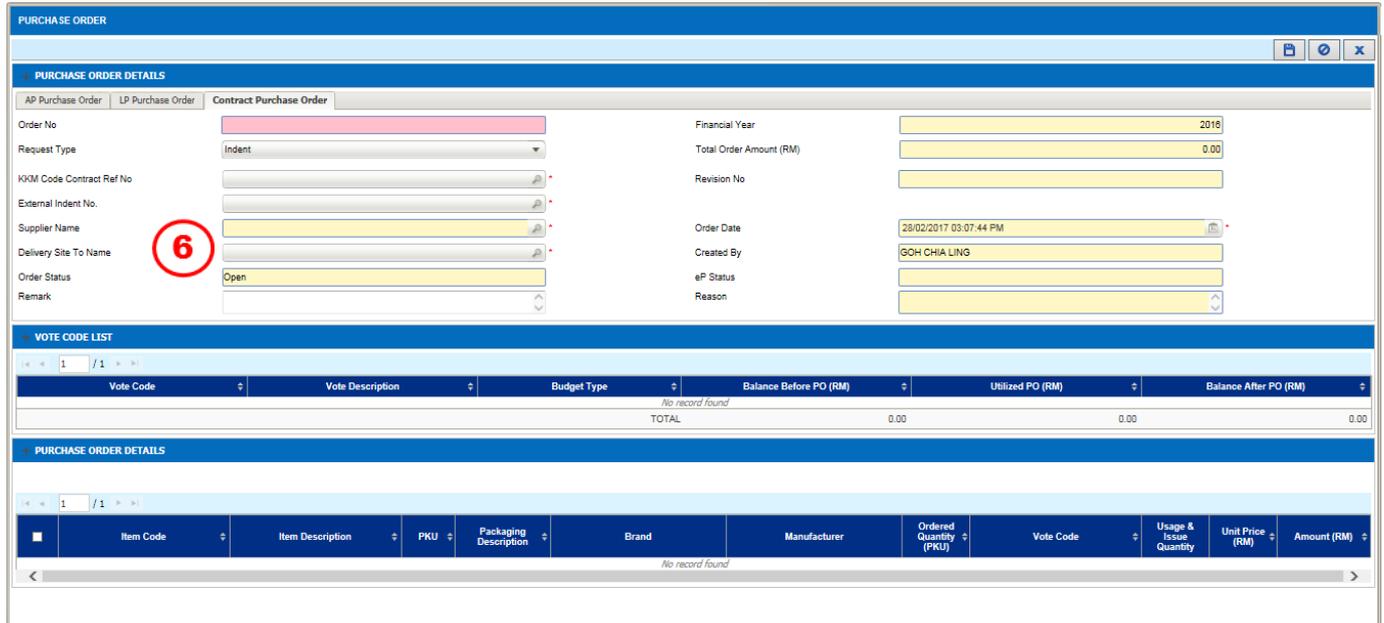


Figure 3.14.2-5 Purchase Order : Indent

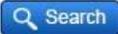
STEP 6

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 | |
|--|-----------------------|
| Delivery Site To Name | Delivery Site To Code |
| <input type="button" value="Search"/> <input type="button" value="Refresh"/> | |
| 1 / 161 [1 - 10 / 1601] | |
| Delivery Site To Name | Delivery Site To Code |
| Unit Vektor Jab. Kes. Wilayah Persekutuan | 213170 |
| UNIT VEKTOR CUKAI | 313190 |
| Unit Tibi, Hospital Beaufort | 481322 |
| UNIT TEKNOLOGI MAKLUMAT | 210829 |
| Unit Survelan Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur | 859821 |
| UNIT SUMBER MANUSIA | 265482 |
| UNIT STOR & ASET | 359748 |
| UNIT SAJIAN | 315105 |
| Unit Radiologi Hospital Banting | 320033 |
| UNIT PRIMER | 213168 |

Figure 3.14.2-6 Delivery Site To Name Search

Note

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

| PURCHASE ORDER | | | | | | | | | | | | | |
|---------------------------|----------------------------------|-------------------|-----------------------|----------------------------|------------------------|------------------------|-------------------------|----------------------------|--|-------------------------|------------------------|-----------------|-------------|
| PURCHASE ORDER DETAILS | | | | | | | | | | | | | |
| AP Purchase Order | | LP Purchase Order | | Contract Purchase Order | | | | | | | | | |
| Order No | PO16000457 | | | Financial Year | 2016 | | | | | | | | |
| Request Type | Indent | | | Total Order Amount (RM) | 49.60 | | | | | | | | |
| KKM Code Contract Ref No | KKM-108/2016(F/U) | | | Revision No | 1 | | | | | | | | |
| External Indent No. | R16013129 | | | LPO Approval Date and Time | 07/12/2016 7:22 PM | | | | | | | | |
| LPO No | LI457 | | | Delivery Due Date | 28/12/2016 7:22:00 PM | | | | | | | | |
| Delivery Lead Period(Day) | 21 | | | Order Date | 07/12/2016 07:18:26 PM | | | | | | | | |
| Supplier Name | PRIMABUMI SDN. BHD. | | | Created By | System Administrator | | | | | | | | |
| Delivery Site To Name | Hospital Kulim | | | eP Status | eP Approved | | | | | | | | |
| Order Status | Approved | | | Reason | | | | | | | | | |
| Remark | | | | | | | | | | | | | |
| PURCHASE ORDER DETAILS | | | | | | | | | | | | | |
| 1 / 1 [1 - 1 / 1] | | | | | | | | | | | | | |
| Item Code | Item Description | PKU | Packaging Description | Brand | Manufacturer | Ordered Quantity (PKU) | Approved Quantity (PKU) | eP Approved Quantity (PKU) | Vote Code | Received Quantity (PKU) | Usage & Issue Quantity | Unit Price (RM) | Amount (RM) |
| N06BA04110T1001XX.01 | Methylphenidate HCl 10 mg Tablet | pck | pack of 30 tablet | RUBIFEN | Zyfas Medical Co | 1 | 1 | 1 | 052201/0209800/27401/99 Farmasi dan Bekalan (Ubat) Operating | 0 | 0 | 49.6000 | 49.60 |

Figure 3.14.2-7 Purchase Order : Indent

STEP 7

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

ADD PURCHASE ORDER ITEM

| | | | |
|----------------------------|------------------------|-----------------------------|-------------------------|
| Item Description | Midazolam 5mg/ml Inj | Item Code | ND6CD08110P3002XX.01 |
| Contract No | KKM-117/2016/F(U) | Contract Start Date | 27/08/2016 12:00:00 AM |
| Contract End Date | 28/08/2018 12:00:00 AM | Vote Code | |
| Vote Description | | Budget Type | |
| Item Group | DRUG | Unit Price (RM) (PKU) | 15.0000 |
| Order Quantity (PKU) | 0 | Total Amount (RM) | 0.00 |
| Approved Quantity (PKU) | 0 | Buffer Level Quantity (SKU) | 1,388 |
| eP Approved Quantity (PKU) | 0 | Manufacturer | Duopharma (M) Sdn. Bhd. |
| Brand | DOMI | Packaging Description | pack of 10 ampoule |
| PKU | pek | Max Storage Quantity(PKU) | 273 |
| Min Order Quantity (PKU) | 1 | | |
| Quantity Available (PKU) | 0 | | |

Figure 3.14.2-8 Purchase Order Item

STEP 8

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

Search Vote Description

Vote Name: Vote Code:

[1 - 10 / 20]

| Budget Type | Vote Code | Vote Name | Balance |
|-------------|-----------------------|---|-----------|
| Operating | 151801/031700/27401/9 | UROLOGI (UBAT DAN DADAH) | 285.50 |
| Operating | 151801/031900/27401/0 | RADIOTERAPI DAN ONKOLOGI (UBAT DAN DADAH) | 23,302.80 |
| Operating | 151801/032700/27401/9 | PSIKIATRI DAN KESIHATAN MENTAL (UBAT DAN DADAH) | 487.39 |
| Operating | 151801/030500/27401/9 | Perubatan Am - Ubat Dan Dadah (Pallatif) | 2,144.46 |
| Operating | 151801/030500/27401/0 | Perubatan Am- Ubat Dan Dadah (HIV/AIDS) | 0.85 |
| Operating | 151801/030500/27401/0 | Perubatan Am - Ubat Dan Dadah (Hematologi Klinikal) | 23,703.16 |
| Operating | 151801/030500/27401/0 | PERUBATAN AM (UBAT DAN DADAH) | 3.74 |
| Operating | 151801/032000/27401/9 | Pengimejan Diagnostik (Ubat Dan Dadah) | 7.04 |
| Operating | 151801/030800/27401/9 | PEMBEDAHAN AM (UBAT DAN DADAH) | 54.40 |
| Operating | 151801/030800/27404/9 | Pediatrik (Vaksin) | 1.69 |

Figure 3.14.2-9 Search Vote Description

Note

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

ADD PURCHASE ORDER ITEM
9

| | | | |
|----------------------------|------------------------|-----------------------------|-------------------------|
| Item Description | Midazolam 5mg/ml Inj | Item Code | ND5CD08110P3002XX.01 |
| Contract No | KKM-117/2016/F(U) | Contract Start Date | 27/08/2016 12:00:00 AM |
| Contract End Date | 28/08/2018 12:00:00 AM | | |
| Vote Description | | Vote Code | |
| Item Group | DRUG | Budget Type | |
| Order Quantity (PKU) | 0 | Unit Price (RM) (PKU) | 15.0000 |
| Approved Quantity (PKU) | 0 | Total Amount (RM) | 0.00 |
| eP Approved Quantity (PKU) | 0 | Buffer Level Quantity (SKU) | 1,388 |
| Brand | DOMI | Manufacturer | Duopharma (M) Sdn. Bhd. |
| PKU | pek | Packaging Description | pack of 10 ampoule |
| Min Order Quantity (PKU) | 1 | Max Storage Quantity(PKU) | 273 |
| Quantity Available (PKU) | 0 | | |

Figure 3.14.2-10 Purchase Order Item

STEP 9

Click on the button to save the record

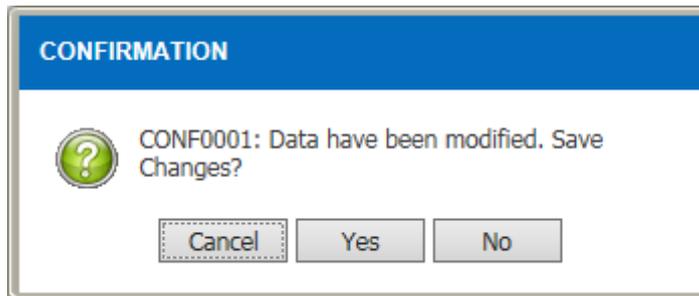


Figure 3.14.2-11 Confirmation Message

Note

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

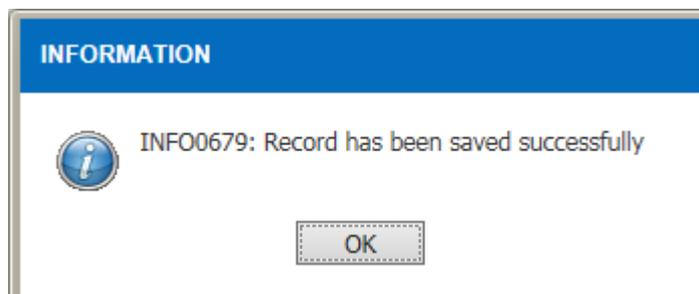
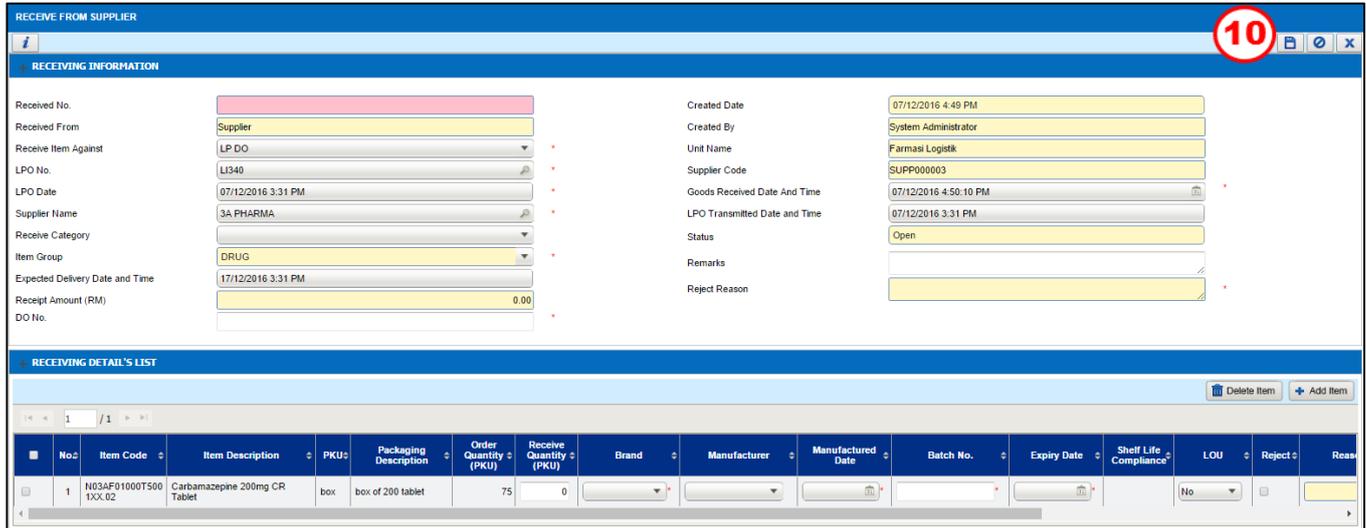


Figure 3.14.2-12 Information Message

Note

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



The screenshot shows a software window titled "RECEIVE FROM SUPPLIER" with a red circle containing the number "10" in the top right corner. The window is divided into two main sections: "RECEIVING INFORMATION" and "RECEIVING DETAIL'S LIST".

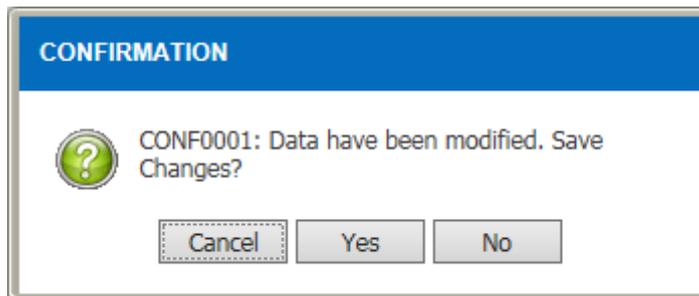
RECEIVING INFORMATION: This section contains various input fields for receiving details. On the left, fields include "Received No.", "Received From" (set to "Supplier"), "Receive Item Against" (set to "LP DO"), "LPO No." (set to "LI340"), "LPO Date" (set to "07/12/2016 3:31 PM"), "Supplier Name" (set to "3A PHARMA"), "Receive Category", "Item Group" (set to "DRUG"), "Expected Delivery Date and Time" (set to "17/12/2016 3:31 PM"), "Receipt Amount (RM)" (set to "0.00"), and "DO No.". On the right, fields include "Created Date" (set to "07/12/2016 4:49 PM"), "Created By" (set to "System Administrator"), "Unit Name" (set to "Farmasi Logistik"), "Supplier Code" (set to "SUPP000003"), "Goods Received Date And Time" (set to "07/12/2016 4:50:10 PM"), "LPO Transmitted Date and Time" (set to "07/12/2016 3:31 PM"), "Status" (set to "Open"), "Remarks", and "Reject Reason".

RECEIVING DETAIL'S LIST: This section contains a table with columns: No., Item Code, Item Description, PKU, Packaging Description, Order Quantity (PKU), Receive Quantity (PKU), Brand, Manufacturer, Manufactured Date, Batch No., Expiry Date, Shelf Life Compliance, LOU, Reject, and Reason. The table has one row with the following data: No. 1, Item Code N03AF01000T5001XX.02, Item Description Carbamazepine 200mg CR Tablet, PKU box, Packaging Description box of 200 tablet, Order Quantity 75, Receive Quantity 0.

Figure 3.14.2-13 Purchase Order : Indent

STEP 10

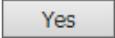
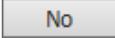
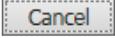
Click on the  button to save the record



The screenshot shows a "CONFIRMATION" dialog box with a blue header. The main text reads: "CONF0001: Data have been modified. Save Changes?". Below the text are three buttons: "Cancel", "Yes", and "No".

Figure 3.14.2-14 Confirmation Message

Note

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

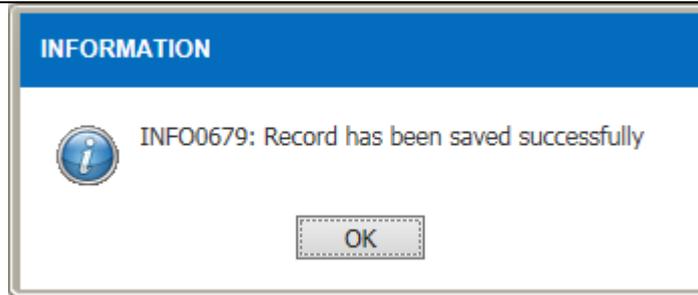


Figure 3.14.2-15 Information Message

Note

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

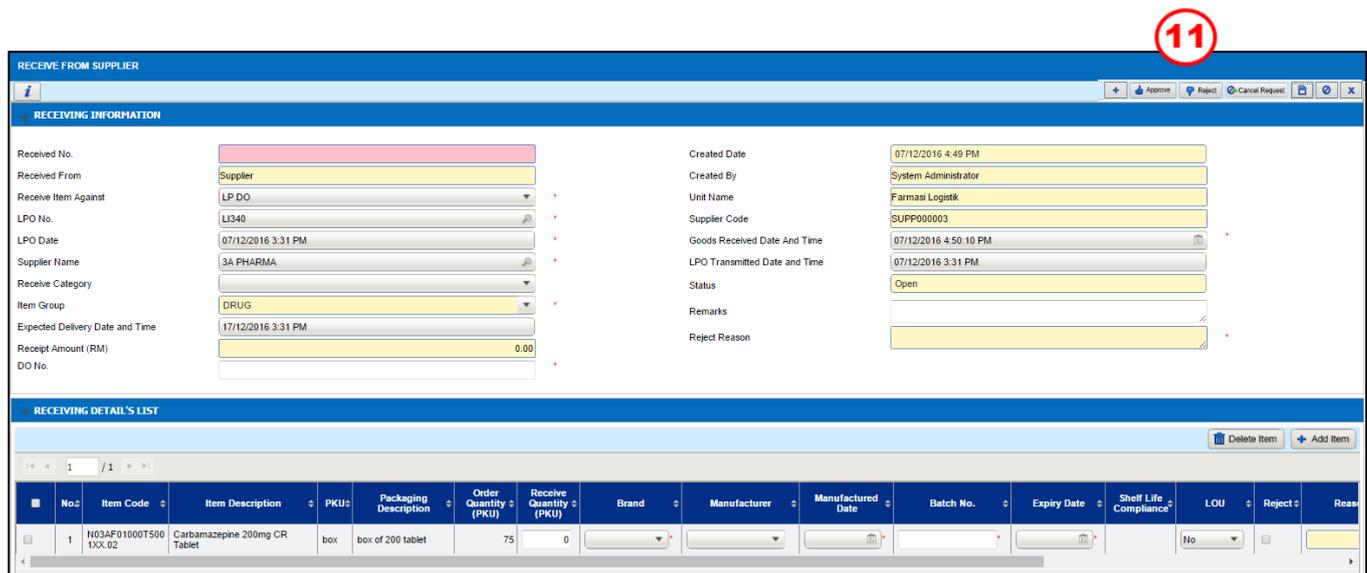


Figure 3.14.2-16 Purchase Order : Indent

Note

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

STEP 11

Click on the  button to approve the record

Note

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

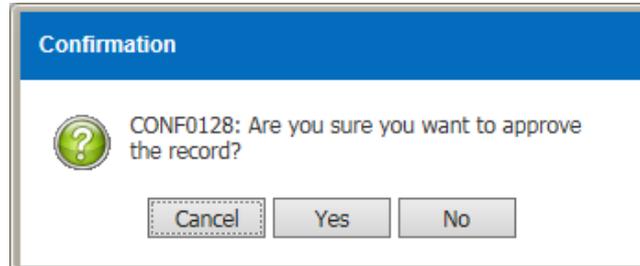


Figure 3.14.2-17 Confirmation Message

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

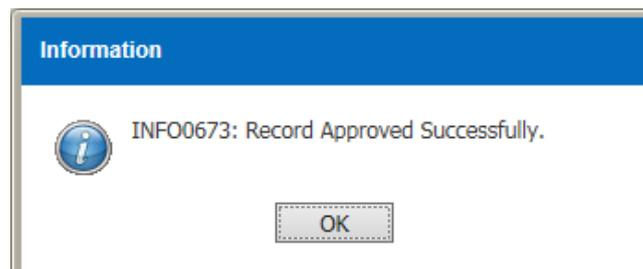


Figure 3.14.2-18 Information Message

- Click on the button to reject the order transaction

Note

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

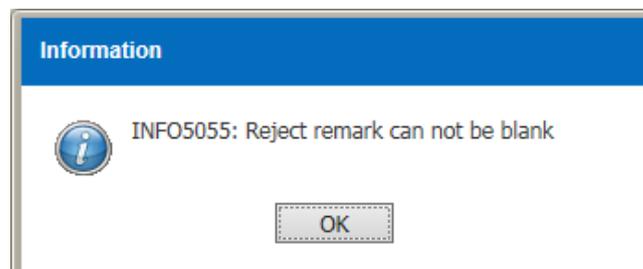


Figure 3.14.2-19 Information Message

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



4.0

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

5.0 Links To Inventory Modules

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