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

User Manual Pharmacy Inventory – Procurement (Lampiran Q)

Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD_LAMPIRAN Q-11th E

Application Reference: PhIS & CPS v2.3.1

Table of Contents

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 care. 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(CDR), 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 (Lampiran Q) 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:
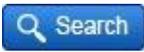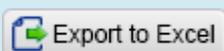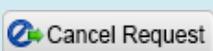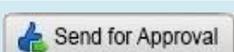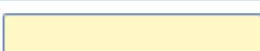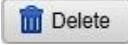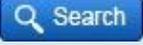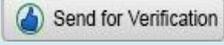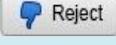
- Lampiran Q

1.3   Organised Sections

These are the sections within this document:

- Section 1 : Introduction

- Section 2 : Application Standard Features

- Section 3 : Lampiran Q

- Section 4 : Acronyms

- Section 5 : Links to Inventory Modules

2.0   Application Standard Features

2.1   PhIS Legend

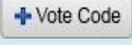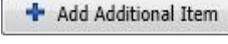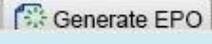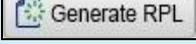| Standard Legend			
LOGIN	Login to PhIS	**Logout**	Logout from PhIS
Change Password	Change Login Password	**C**	Reset Login Screen
➕	Expand Menu	➖	Collapse Menu
🖥 Home	Display Home Tab	▶	Expand Module
◧	Collapse Module	⊠	Close All Open Tabs
🔄	Refresh Screen	Q Search	Search Record
✚	Add/Create New Record	*i*	Show Help
🖨	Print	*	Mandatory Field
📅	Calendar Icon	🔍	Search Icon
X	Close Window	◉	Radio Button
☐	Checkbox	✏	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	Export to Excel	Export and Open Report in Excel Format
➕ Add Item	Add Item to the list	🗑 Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
👍 Approve	Approve Transaction	Reject	Reject Transaction
👍 Send for Approval	Send for Approval	▼	Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

Lampiran Q Module Legend			
🖨	Print	✏ Edit	Edit Record
✏	Edit Record	🗑 Delete	Delete
🔍 Search	Search	🔵 Send for Verification	Send For Verification
🔵 Send for Approval	Send For Approval	✔ Verify	Verify
👎 Reject	Reject	👍 Approve	Approve
✔ Confirm	Confirm	➕ Add Item	Add Item
➕ Vote Code	Add Vote Code	➕ Vote Details	Add New vote Code
➕ Add Facility	Add Facility	➕ Add Additional Item	Add Additional Item
🔆 Generate EPO	Generate EPO	🔆 Generate RPL	Generate RPL
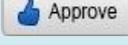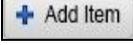
Note
- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0   Lampiran Q

Overview

System will be used to generate Lampiran Q No. to be proceed with LP Purchase Order transaction. There are 2 Lampiran Q Type; from RFQ or to be transcribed from eP.

User Group

This module is intended for Pharmacist and Assistant Pharmacist (subject to user assign by the facility)
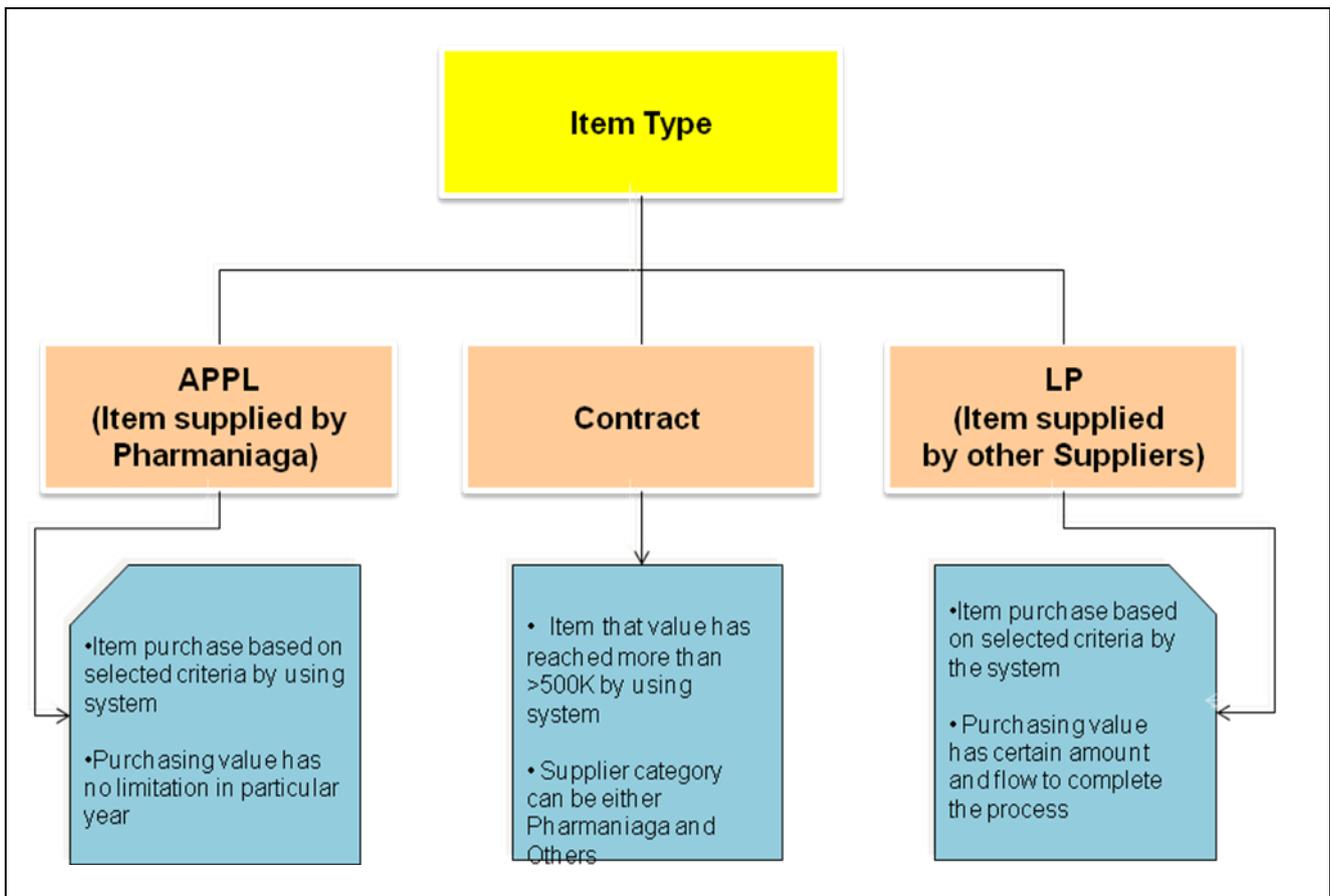
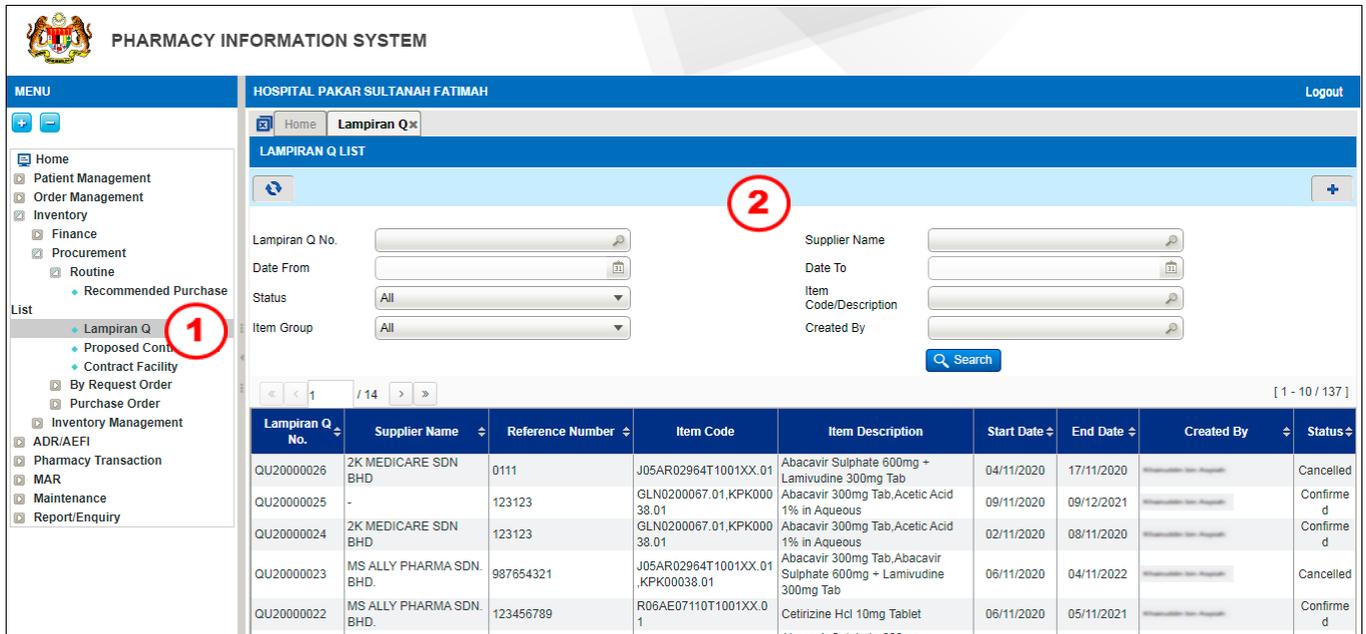**Functional Diagram**

Figure 3.0-1

Functional Description

Quotation comprises of two (2) functions:

- **Lampiran Q (LP)**
    - Create New Lampiran Q
    - Create New Lampiran Q : eP

3.1 Lampiran Q (LP)

3.1.1 Lampiran Q Listing Page

This function is used to search Lampiran Q records.

Figure 3.1.1-1 Lampiran Q Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Lampiran Q'

STEP 2

To search for existing Lampiran Q records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Lampiran Q No	Lampiran Q Number	Display all existing Lampiran Q number
b	Supplier Name	Search by specific supplier name	Display all supplier name
c	Date From	Start date for the Quotation transaction	Format field (dd/mm/yy)
d	Date To	End date for the Quotation transaction	Format field (dd/mm/yy)
e	Status	Search by: - All - Cancelled - Confirmed - Inactive - Open	Able to filter and search record(s)
f	Item Code/Description	Product search	Display all the product item description / item code
g	Item Group	Search by: - All - Drug - Non Drug	Able to filter and search record(s)
h	Created By	User Name	Display the name of the person made the transaction

Table 3.1.1-1

Figure 3.1.1-2 Lampiran Q Listing Page

STEP 3

Click on the [Search] button after input criteria and the result display will be based on the entered criteria

Note
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 as shown in Figure 3.1.1-3

Figure 3.1.1-3 Lampiran Q Record

3.1.2 Create New Lampiran Q

To create new record for Lampiran Q, perform steps below:

Figure 3.1.2-1 Lampiran Q Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Lampiran Q'

STEP 2

Click on the [+] button and screen as per Figure 3.1.2-2 will be displayed

Figure 3.1.2-2 Lampiran Q Information

STEP 3

Click on the 🔍 to search for **Supplier Name**

Note
Once click on search button list of suppliers will be display as shown in Figure 3.1.2-3

Search Supplier	X

Supplier Name		Supplier Code	
			Search

| 1 / 219 | [1 - 10 / 2186] |

Supplier Name ⇕	Supplier Code ⇕
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
3D Gens Sdn Bhd	SUPP001441
4U-TECH CORPORATION SDN. BHD.	SUP000001
51 AVENUE PHARMACY SDN BHD	SUPP001266
5 LINES MALAYSIA SDN BHD	SUPP001238
AAG SOLUTION SDN BHD	SUPP001222
AAQID GLOBAL RESOURCES	SUPP000071
AARGYP SCIENTIFIC SDN. BHD.	SUPP000004
Abbive USA	SUPP000727

Figure 3.1.2-3 Supplier Name

STEP 4
Enter *Start Date*

STEP 5
Enter *End Date*

STEP 6
Enter *Reference No.*

STEP 7
Select Item Group
- Drug
- Non Drug

Note
By default, item group will be selected as Drug

STEP 8
Enter *Delivery Lead Period*

STEP 9
Select *Tarikh Luput Sijil Pendaftaran Kewangan* and *Tarikh Luput Sijil Bumiputra*

Note
Remarks is optional to fill
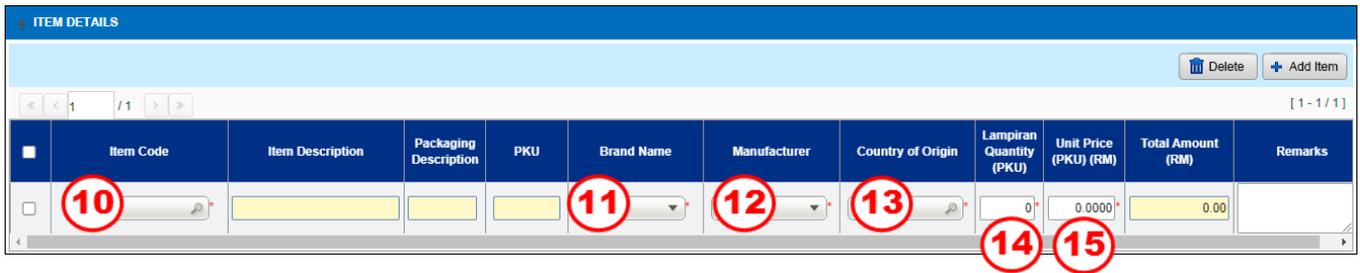
Figure 3.1.2-4 Item Details

STEP 10

Click on the 🔍 to search for *Item Code*

Note

- *Once click on search button list of items will be display as shown in Figure 3.1.2-5*

Figure 3.1.2-5 Product Search

- *Item Description, Packaging Description and PKU field will be auto display based on selected Item Code*
- *Brand Name, Manufacturer and Country of Origin field will be auto display based on selected Item Code and is editable*
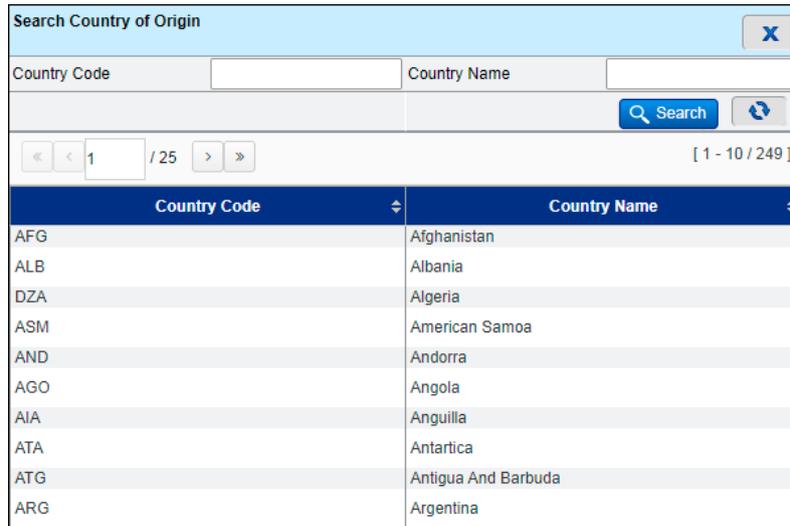
STEP 11
Select *Brand Name*

STEP 12
Select *Manufacturer*

STEP 13

Click on the 🔍 to search for *Country of Origin*

Note

- *Once click on search button list of items will be display as shown in Figure 3.1.2-6*

Figure 3.1.2-7 Country of Origin

STEP 14
Enter *Lampiran Quantity (PKU)*

STEP 15
Enter *Unit Price (PKU) (RM)*

Note
- *Total Amount will be calculate based on Lampiran Quantity pieces Unit Price*
- *If user want to add another drug click on* [+ Add Item] *button*
- *Click on* [🗑 Delete] *button to delete drug*

Figure 3.1.2-8 Lampiran Q Information

STEP 16

Click on the [💾] button to save the transaction

Note
- *An alert message will be displayed as shown in Figure 3.1.2-9 and Figure 3.1.2-10*

CONFIRMATION

? CONF0002: Are you sure you want to save?

[Cancel] [Yes] [No]

Figure 3.1.2-9 Confirmation Alert Messages

- *If click on the [Yes] button, record will be saved and appeared at Offer Details.*

- *If click on the [No] button, record will not be saved and proceed to Offer Details.*

INFORMATION

ⓘ INFO0679: Record has been saved successfully

[OK]
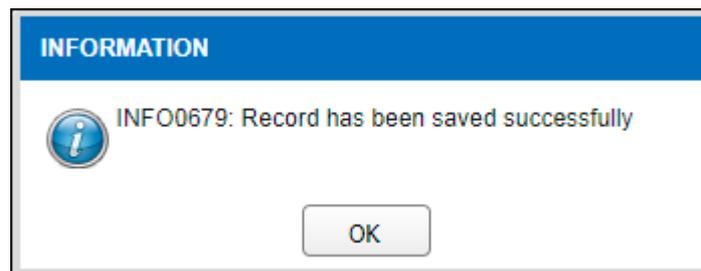
Figure 3.1.2-10 Information Alert Messages
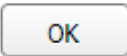
- *Click on the [OK] button, record will be successfully saved and will be updated as Figure 3.1.2-11*

Figure 3.1.2-11 Lampiran Q Information

STEP 17

Click on the [✔ Confirm] button to confirm the quotation transaction

Note

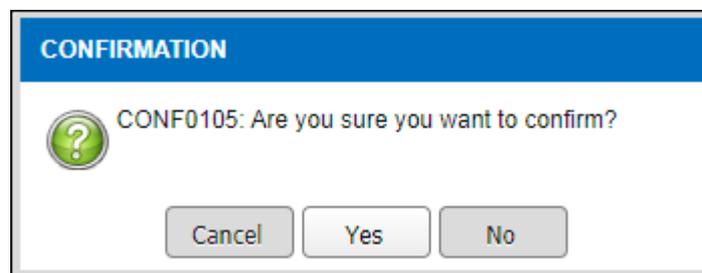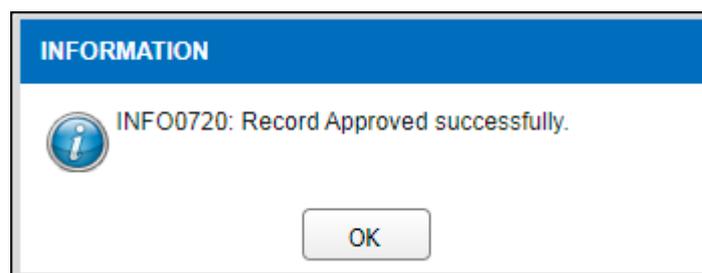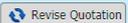- *An alert message will be displayed as shown in Figure 3.1.2-12 and Figure 3.1.2-13*

Figure 3.1.2-12 Confirmation Alert Messages

- *If click on the* [Yes] *button, record will be saved and appeared at Offer Details.*

- *If click on the* [No] *button, record will not be saved and proceed to Offer Details.*

Figure 3.1.2-13 Information Alert Messages

- *Click on the* [OK] *button, record will be successfully saved and will be updated as Figure 3.1.2-14*

- *User may click on the* [↺ Cancel Request] *button to cancel the request*

LAMPIRAN Q			

LAMPIRAN Q INFORMATION

Lampiran No.	QU21000027	Created Date	15/06/2021 10:56 AM
Supplier Name	B. BRAUN MEDICAL SUPPLIES SDN. BHD. *	Created By	
Start Date	14/06/2021 *	End Date	14/12/2022 *
Reference No.	R352500 *	Item Group	DRUG *
Delivery Lead Period	14 * day(s)	Total Amount (RM)	2,250.00
Remarks		Status	Confirmed
Last Update Date	15/06/2021 12:16 PM	Tarikh Luput Sijil Bumiputera	
Tarikh Luput Sijil Pendaftaran Kewangan Malaysia	31/12/2022 *		

ITEM DETAILS

`« ‹ 1 /1 › »`   `[ 1 - 1 / 1 ]`

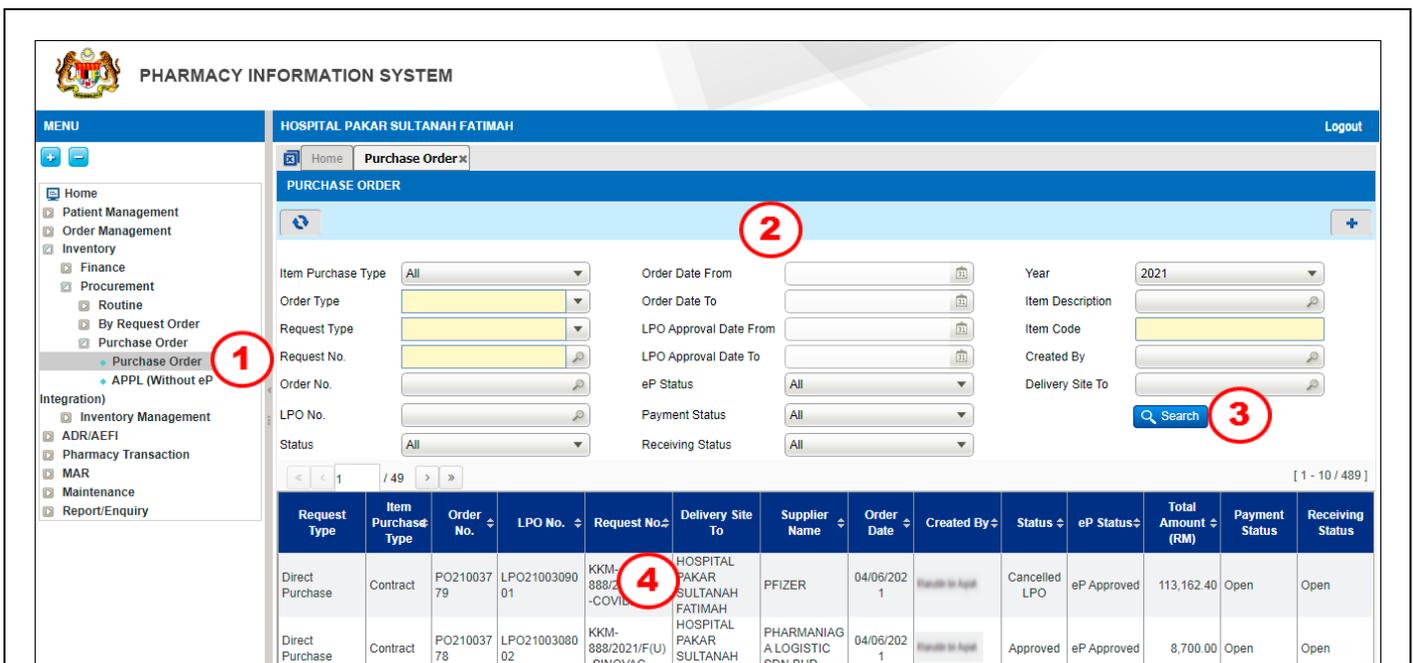| ☐	Item Code	Item Description	Packaging Description	PKU	Brand Name	Manufacturer	Country of Origin	Lampiran Quantity (PKU)	Unit Price (PKU) (RM)	Total Amount (RM)	Remarks
☐	N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box of 50 tablet	box	CLOZARIL	Novartis	Switzerland	1500	1.5000	2250.0000	

Figure 3.1.2-14 Lampiran Q Information

Note
- *Record status updated to 'Confirmed'*
- *All field will be read-only*

- *User able to revise the quotation by click on* [↺ Revise Quotation] *button*
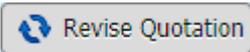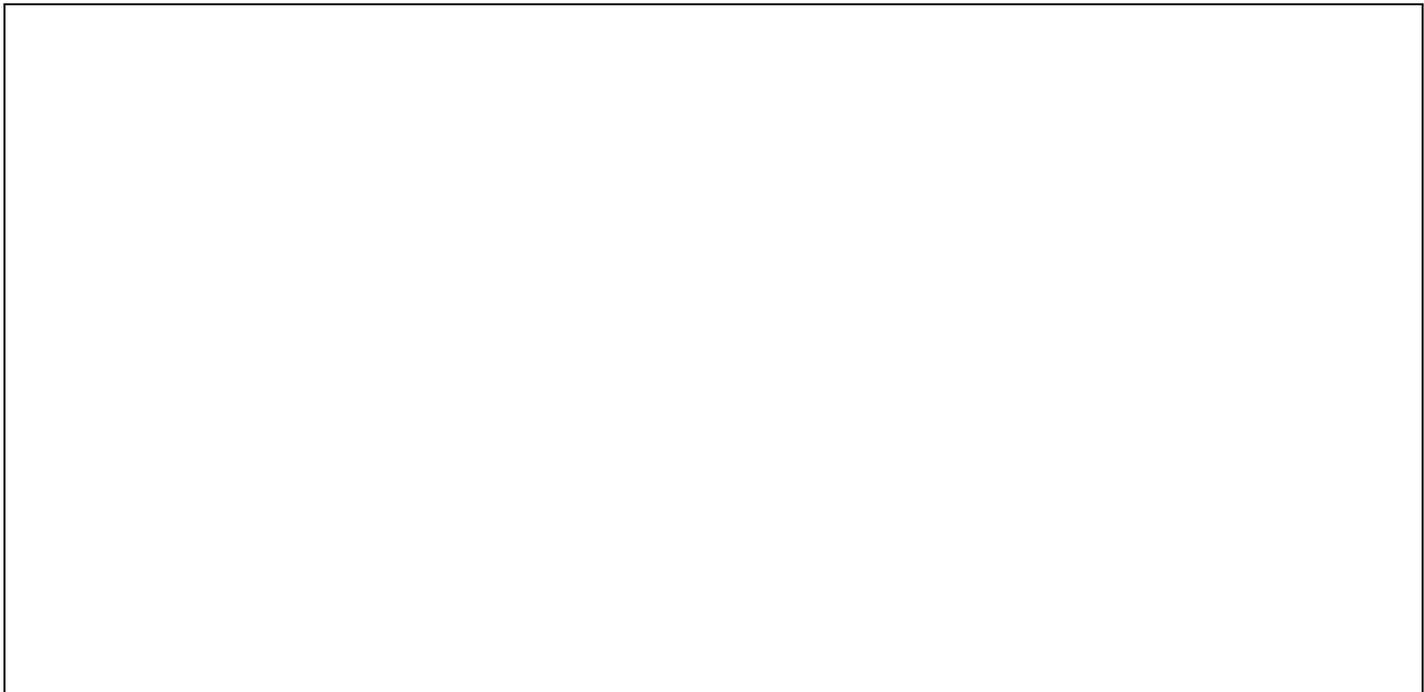
3.2 Purchase Order Listing Page

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

Figure 3.2-1 Purchase Order Listing Page

STEP 1

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

STEP 2

To search for existing Purchase Order transaction, these search criteria can be used:

No	Field	Description	Remark
a	Item Purchase	Select Item Purchase Type from the	Allow user to search existing Purchase

		Type	drop down menu: - All - APPL - LP - Contract	Order record based on the 'Item Purchase Type'
	b	Order No.	Order No generated after user save the Purchase Order transaction	Allow user to search existing Purchase Order record based on the 'Order No.'
	c	LPO No.	LPO No. will be retrieved automatically by the system from eP for AP PO and is entered manually by user for LP PO and Contract PO	Will be automatically displayed once an EPO No. is selected
	d	Status	Select Status from the drop down menu: All Approved Cancelled Cancelled LPO Cancelled Order Closed LPO Cancelled By eP Open Pending for Approval Rejected	Filter and search existing records based on 'Status'
	e	Order Date From	Select 'Order Date From' from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2020
	f	Date To	Select 'Date To' from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2020
	g	LPO Approval Date From	Select 'LPO Approval Date From, from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2020
	h	LPO Approval Date To	Select 'LPO Approval Date To, from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2020
	i	eP Status	Select eP Status from the drop down menu: - All - Pending for eP Approval - eP Approved - eP Cancelled - eP Rejected	Filter and search existing records based on 'eP Status'
	j	Payment Status	Select Payment Status from the drop down menu: - All - Closed - Full Payment - Payment With Credit Note - Open	Filter and search existing records based on 'Payment Status'
	k	Receiving Status	Select Receiving Status from the drop down menu: - All - Fully Received - Open - Partially Received	Filter and search existing records based on 'Receiving Status'
	l	Year	Select by Year	Allow user to search existing Purchase Order record(s) based on 'Year'

		Item Description	Select by Item Description	Allow user to search existing Purchase Order record(s) based on the 'Item Description'
	m			
	n	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on 'Created By'
	o	Delivery Site To	Select by Delivery Site To	Allow user to search existing Purchase Order record(s) based on the 'Delivery Site To'

Table 3.2-1

STEP 3

Click on the [Search] button after input criteria and the result display will be based on the entered criteria

STEP 4

Double click on the selected record and the details will be displayed as figure 3.2-2

Figure 3.2-2 Purchase Order Listing Page

Figure 3.2.1-1 LP Purchase Order
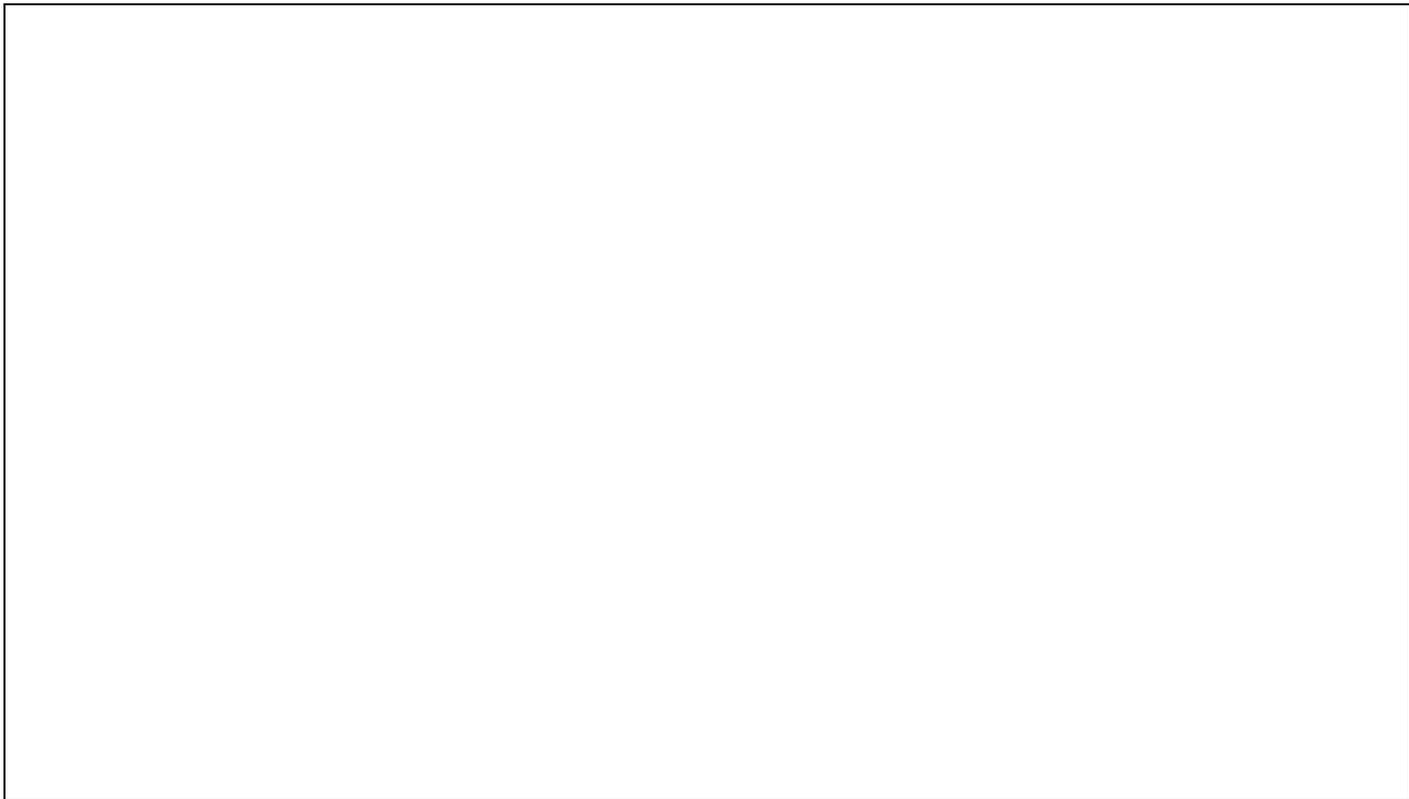
3.2.1 New Purchase Order: Lampiran Q

To Create new purchase order for Lampiran Q, perform the steps below:

STEP 1

Click on '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 Figure 3.2.1-2

Figure 3.2.1-2 LP Purchase Order

STEP 3
Select '*LP Purchase Order*' tab

STEP 4
Select on *Purchase Type* as Lampiran Q

STEP 5
Select *Request Type* as Supplementary Order

Note
Request type will be displayed:
- *Approved Special Drug*
- *Indent Based*
- *Requisition Order*
- *Supplementary Order*

STEP 6

Click on the 🔍 to search for *Lampiran Q No*

Note
- *Once click on search button list of Lampiran Q number will be display as shown in Figure 3.2.1-3*

Lampiran Q No.	Drug/NonDrug Description	Reference No.
QU21000027	Clozapine 100 mg Tablet	R352500
QU20000025	Acetic Acid 1% in Aqueous	123123
QU20000022	Cetirizine HCl 10mg Tablet	123456789
QU20000018	Liquid Picis Carbonis BP Solution (Liquid Coal Tar)	G65400-9273663
QU20000014	Calcipotriol 50 mcg/g Betamethasone 0.5 mg/g Gel	HPSF(S)98/02/320 HPSF BIL21/2019 XAMIOL
QU20000013	Oxycodone HCl 10mg, Naloxone HCl 5mg Dehydrate Tablet	HPSF(S)98/02/320/5/5 HPSF BIL7/2020 TARGIN
QU20000012	Iohexol 300 mg I/ml Injection (50ml)	HPSF(S)98/02/320/5/5 HPSF BIL10/2020 IOHEXOL
QU20000011	Fluticasone Furoate 27.5 mcg/dose Nasal Spray (120 doses)	HPSF(S)98/02/320/5/5 HPSF BIL8/2020 AVAMYS
QU20000010	Timolol Maleate 0.5% Eye Drops, Preservative Free (10 ml)	HPSF(S)98/02/320/5/5 HPSF BIL 9/2020 TIMOLOL

Figure 3.2.1-3 Lampiran Q Number

- *Purchase Order Details will be displayed based on selected **Lampiran Q No.***
- *__Supplier Name__, **Lampiran Q Quantity** and **Item Group** will be auto displayed based on the selected **Lampiran Q No.** as shown in Figure 3.2.1-4*

Figure 3.2.1-4 LP Purchase Order

Note

- *User able to add item by click on* [+ Add Item] *button*
- *To delete item, click on* [🗑 Delete Item] *button*

STEP 7
Double click on item detail to view item detail

Figure 3.2.1-5 Order Details

STEP 8
Click on ***Vote Description***

Note

- *Once click on search button list of Vote Description will be display as shown in Figure 3.2.1-6*

Budget Type	Vote Description	Vote Code	Ministry/Department	Balance
Development	COVID19 2021	090401/00800/27401/99	0000 - 1245	850,121,165.24

Figure 3.2.1-6 Vote Description

- *User able to change **Order Quantity (PKU)** and **Unit Price (RM) (PKU)***

STEP 9

Click on the ![save] button to save the transaction

Note

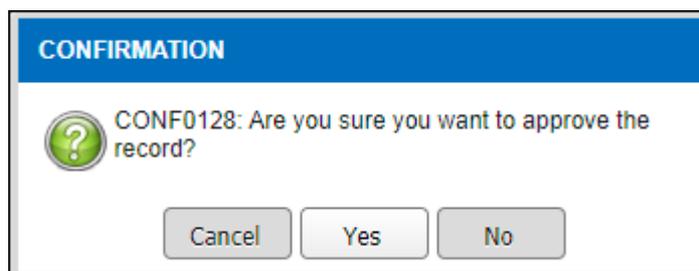- *An alert message will be displayed as shown in Figure 3.2.1-7 and Figure 3.2.1-8*
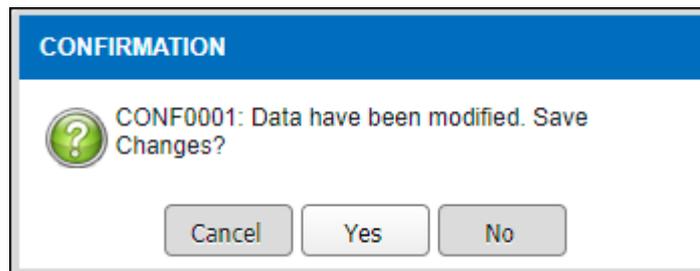
Figure 3.2.1-7 Confirmation Alert Messages
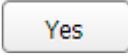
- *If click on the **Yes** button, record will be saved and appeared at Offer Details.*

- *If click on the **No** button, record will not be saved and proceed to Offer Details.*
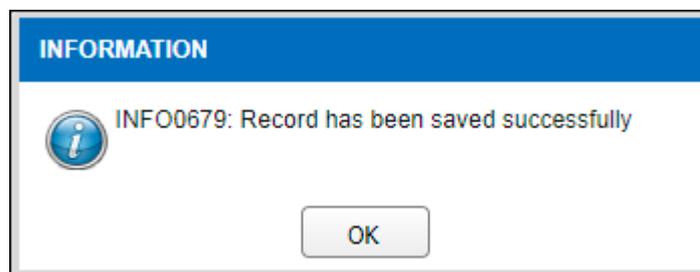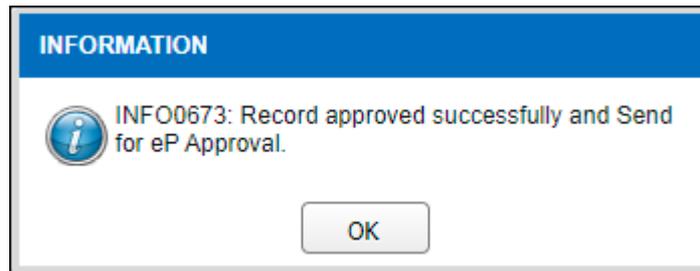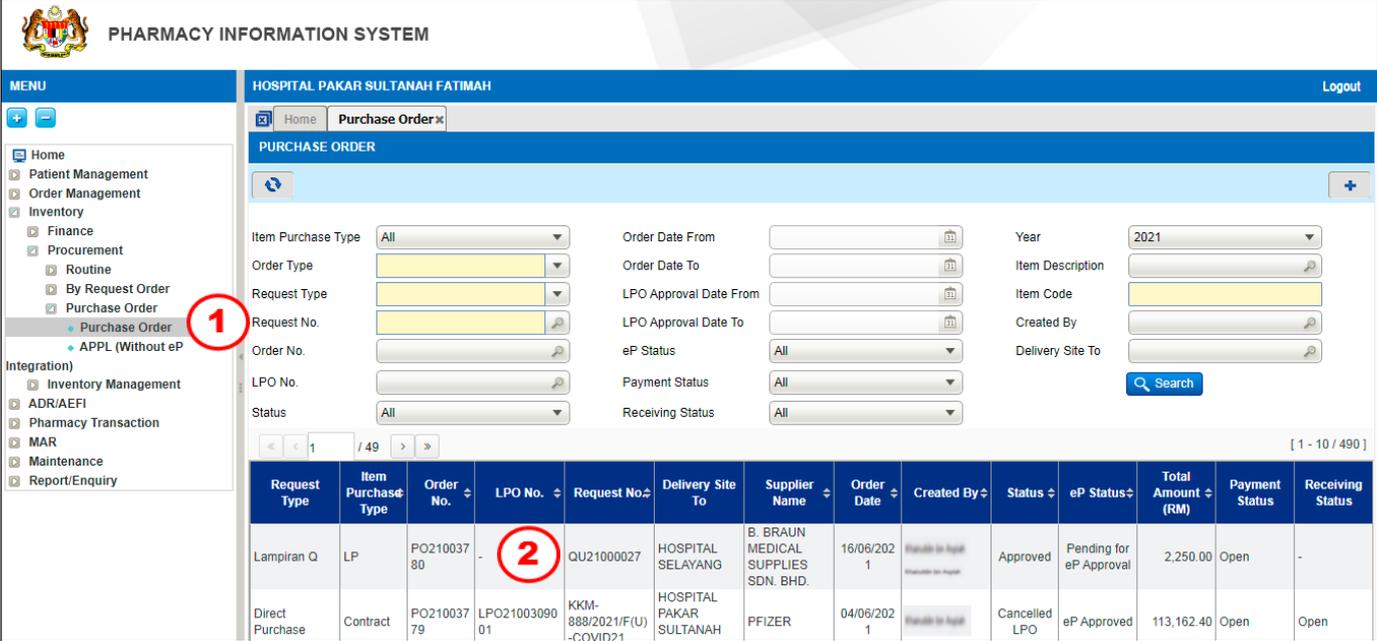

Figure 3.2.1-8 Information Alert Messages

- *Click on the **OK** button, record will be successfully saved and will be updated as Figure 3.2.1-9*

Figure 3.2.1-10 LP Purchase Order

Note

- _Click on_ [+] _button to create new purchase order_
- _User able to reject the transaction by click on_ [Reject] _button_
- _To cancel request, click on_ [Cancel Request] _button_

STEP 10

Click on [Approve] button to approve the transaction

Note
- _An alert message will be displayed as shown in Figure 3.2.1-11 and Figure 3.2.1-12_

Figure 3.2.1-11 Confirmation Alert Messages

- *If click on the* [Yes] *button, record will be saved and appeared at Offer Details.*

- *If click on the* [No] *button, record will not be saved and proceed to Offer Details.*

INFORMATION

INFO0673: Record approved successfully and Send for eP Approval.

[OK]

Figure 3.2.1-12 Information Alert Messages

- *Click on the* [OK] *button, record will be successfully saved*

3.2.2 Purchase Order LP: eP Approval

To proceed with eP Approval process, perform the steps below:

Figure 3.2.2-1 LP Purchase Order Listing Page

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2
Search for LP Order Type with status 'Pending for eP Approval' and double click on the record

Figure 3.2.2-2 LP Purchase Order

STEP 3
Enter *LPO No*

STEP 4
Select *LPO Approval Date and Time*

Note
Delivery Due Date will be auto calculated

STEP 5
Double click on the selected item and Add Purchase Order Item screen will be display as Figure 3.2.2-3

Figure 3.2.2-3 Add Purchase Order Item

STEP 6
Enter *eP Approved Quantity (PKU)*

STEP 7

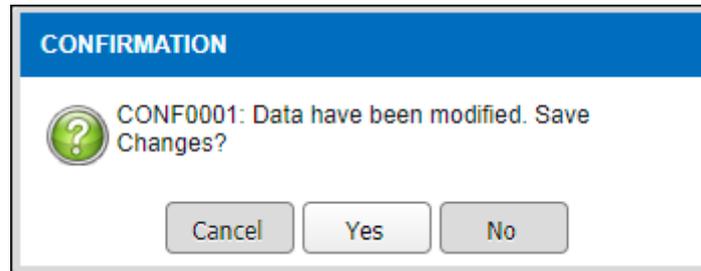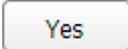Click on the [💾] button to save the record and confirmation message will be display as Figure 3.2.2-4

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel   Yes   No

Figure 3.2.2-4 Confirmation Message

Note

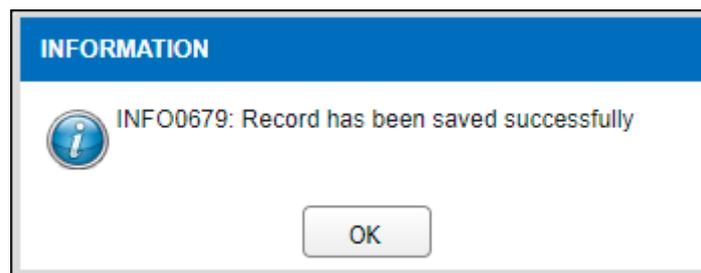*Click on the* [Yes] *button to save the record and information message will be display as Figure 3.2.2-5*

INFORMATION

INFO0679: Record has been saved successfully

OK

Figure 3.2.2-5 Information Message

Note

- *Click on the* [OK] *button to successfully saved the record*

- *Click on the* [X] *button to close the Add Purchase Order Item screen*

Figure 3.2.2-6 LP Purchase Order

STEP 8

Click on the [eP-Approve] button to approve the transaction and confirmation message will be display as Figure 3.2.2-7

Figure 3.2.2-7 Confirmation Message

Note
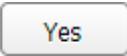
Click on the [Yes] _button to save the record and information message will be display as Figure 3.2.2-8_
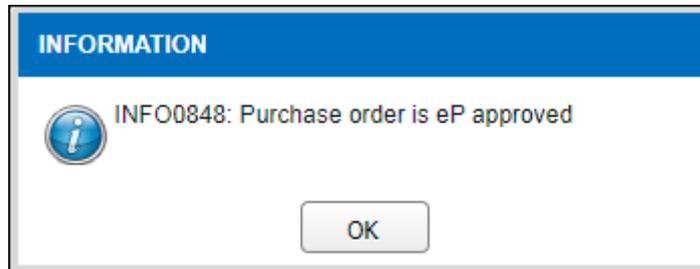
Figure 3.2.2-8 Information Message

Note

- *Click on the* **OK** *button to approve the purchase order*

- ***eP status*** *of the order will change to 'eP Approved'*

- *Button* **Cancel LPO** *will be enable after eP approval as Figure 3.2.2-9*

Figure 3.2.2-10 LP Purchase Order

Note

Click on the **Cancel LPO** button to cancel the approved LPO

3.2.3 Purchase Order LP: eP Reject/Cancelled

To proceed with eP Reject/Cancelled process, perform the steps below:

Figure 3.2.3-1 LP Purchase Order Listing Page

STEP 1
Click on 'Inventory' menu followed by 'Procurement' and 'Routine', and select 'Purchase Order'

STEP 2
Search for LP Order Type with status 'Pending for eP Approval' and double click on the record

Figure 3.2.3-2 LP Purchase Order

STEP 3
Enter reject *Reason*

STEP 4

a) Click on the [eP-Reject] button to reject the record and confirmation message will be display as Figure 3.2.3-3

Figure 3.2.3-3 Confirmation Message

Note

- *Click on the [Yes] button to reject record and information message will be display as Figure 3.2.3-4*

Figure 3.2.3-4 Information Message

Note

- *Click on the* OK *button*

- ***eP Status*** *will change to eP Rejected*

    b) Click on the ⊘ **Cancel Order** button to cancel the record and confirmation message will be display as Figure 3.2.3-5

CONFIRMATION

CONF0129: Are you sure want to cancel the transaction

[Cancel] [Yes] [No]
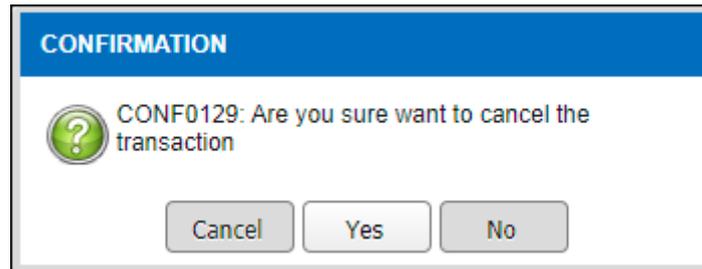
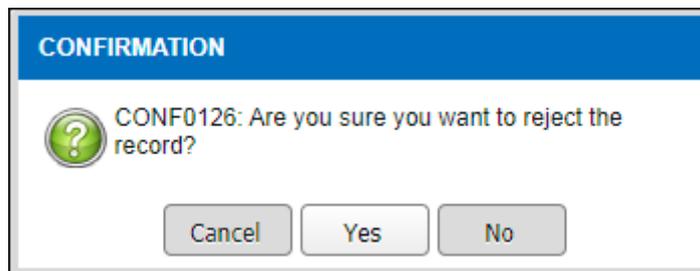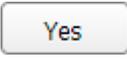**Figure 3.2.3-5 Confirmation Message**

Note
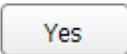
- *Click on the* Yes *button to cancel record and information message will be display as Figure 3.2.3-6*
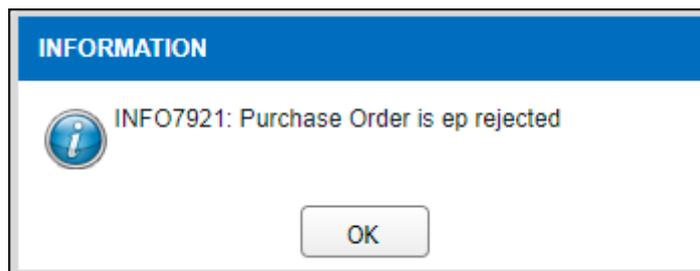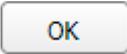
INFORMATION

INFO0716: Record has been cancelled successfully

[OK]
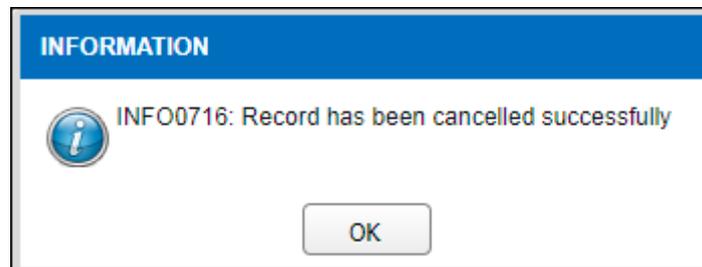
Figure 3.2.3-6 Information Message

Note
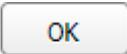
- *Click on the* OK *button to successfully cancelled the record*

- ***eP Status*** *will change to eP Cancelled*
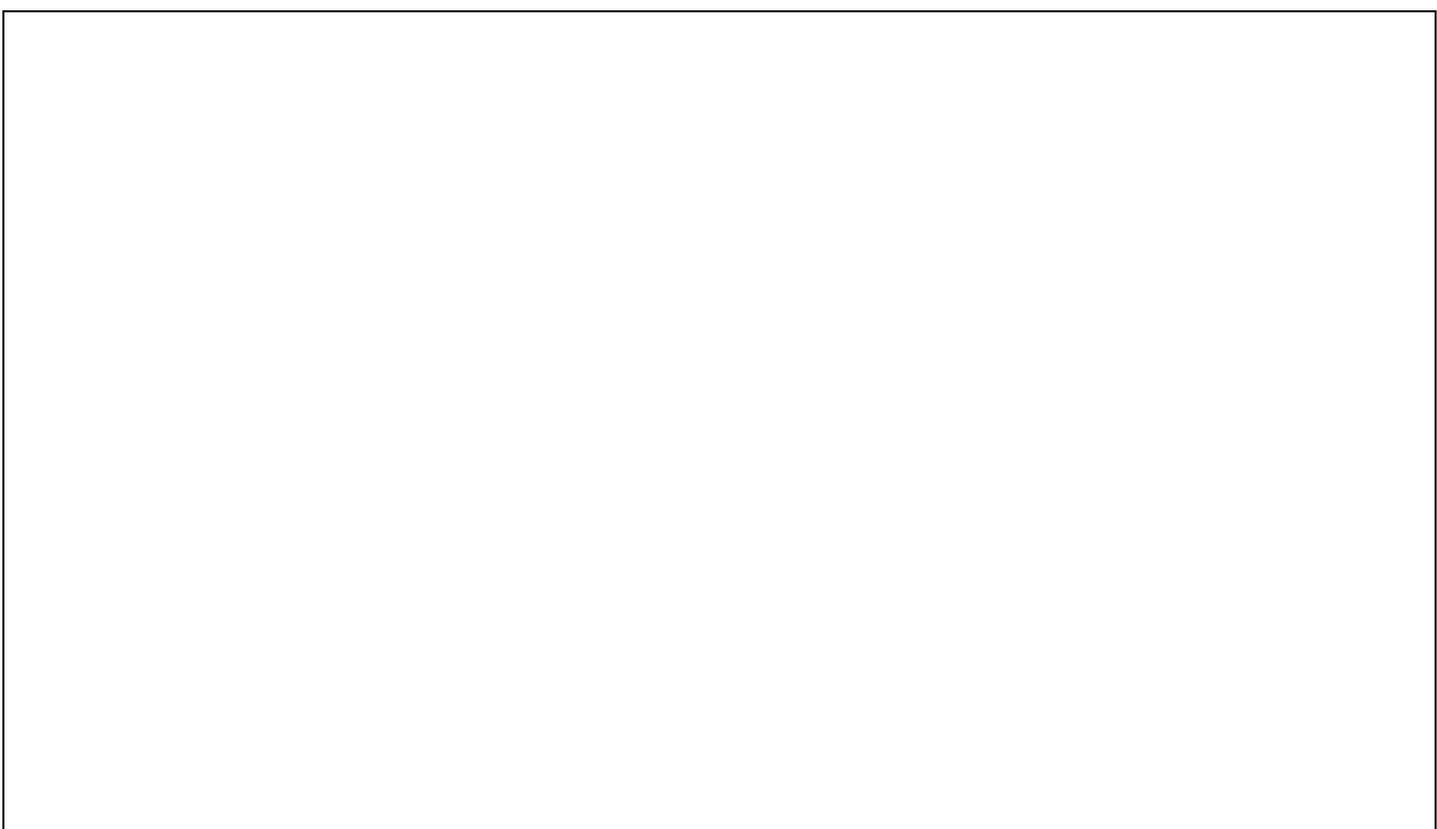
4.0   Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
HQ	Headquarters
UOM	Unit Of Measure
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
RFQ	Request for Quotation

5.0   Links To Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here

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