



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

User Manual Pharmacy Inventory – Procurement (Lampiran Q)

Version : 12 th Edition Document ID : U.MANUAL_INV_PROCUREMENT STANDARD_LAMPIRAN Q
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PhIS & CPS Project
User Manual – Pharmacy Inventory
Procurement (Lampiran Q)



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Reference ID : U.MANUAL_INV_PROCUREMENT STANDARD_LAMPIRAN Q-12th E

Application Reference: PhIS & CPS v2.5.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence 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 detail:

- Lampiran Q

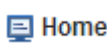
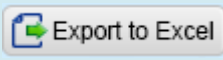
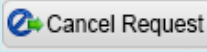
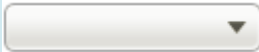
1.3 Organised Sections

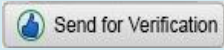
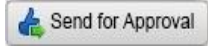
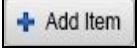
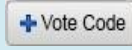
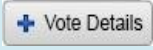
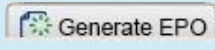
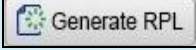
These are the sections within this document:

- 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 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

Lampiran Q Module Legend			
	Print		Edit Record
	Edit Record		Delete
	Search		Send For Verification
	Send For Approval		Verify
	Reject		Approve
	Confirm		Add Item
	Add Vote Code		Add New vote Code
	Add Facility		Add Additional Item
	Generate EPO		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

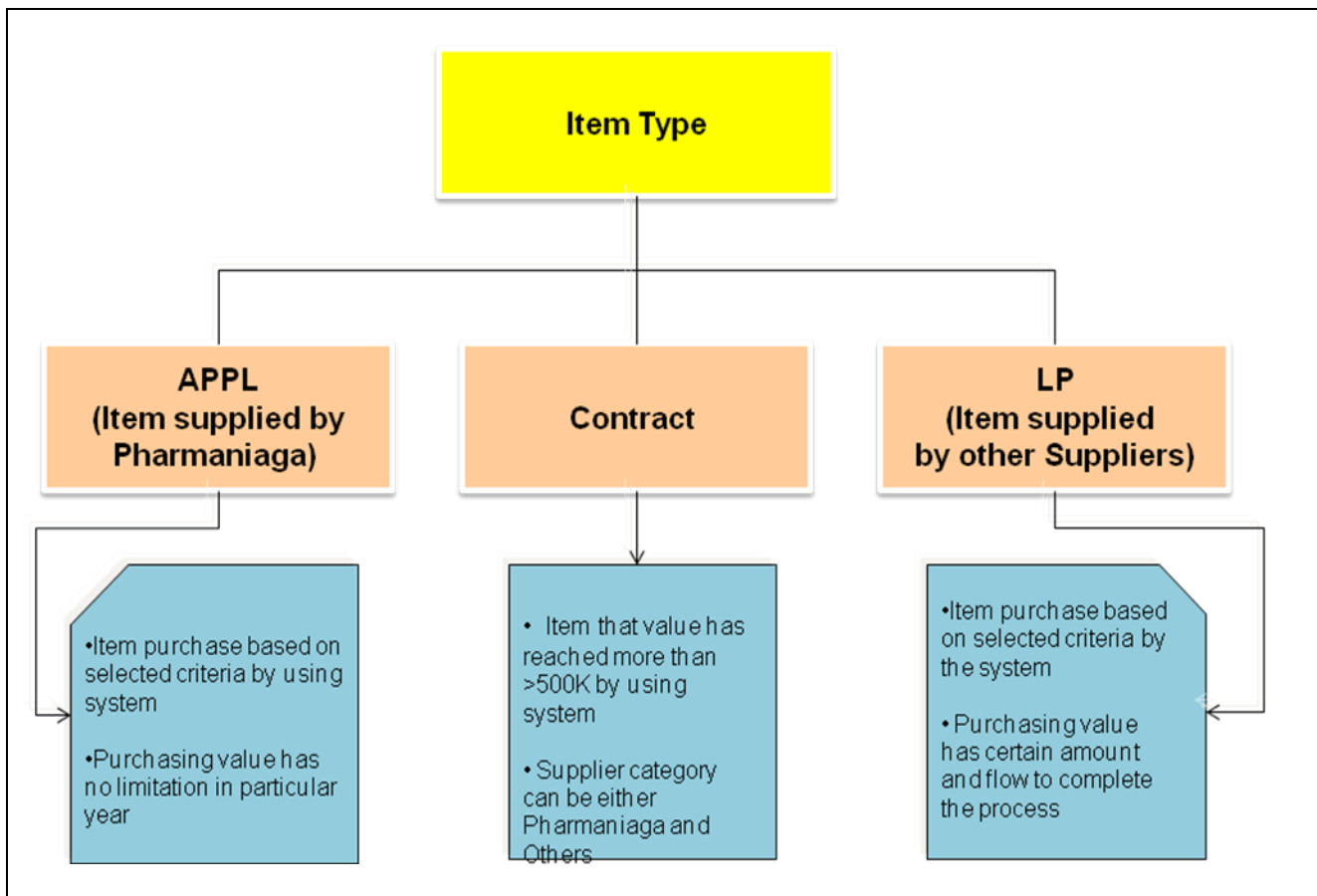


Figure 3.0-1

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.

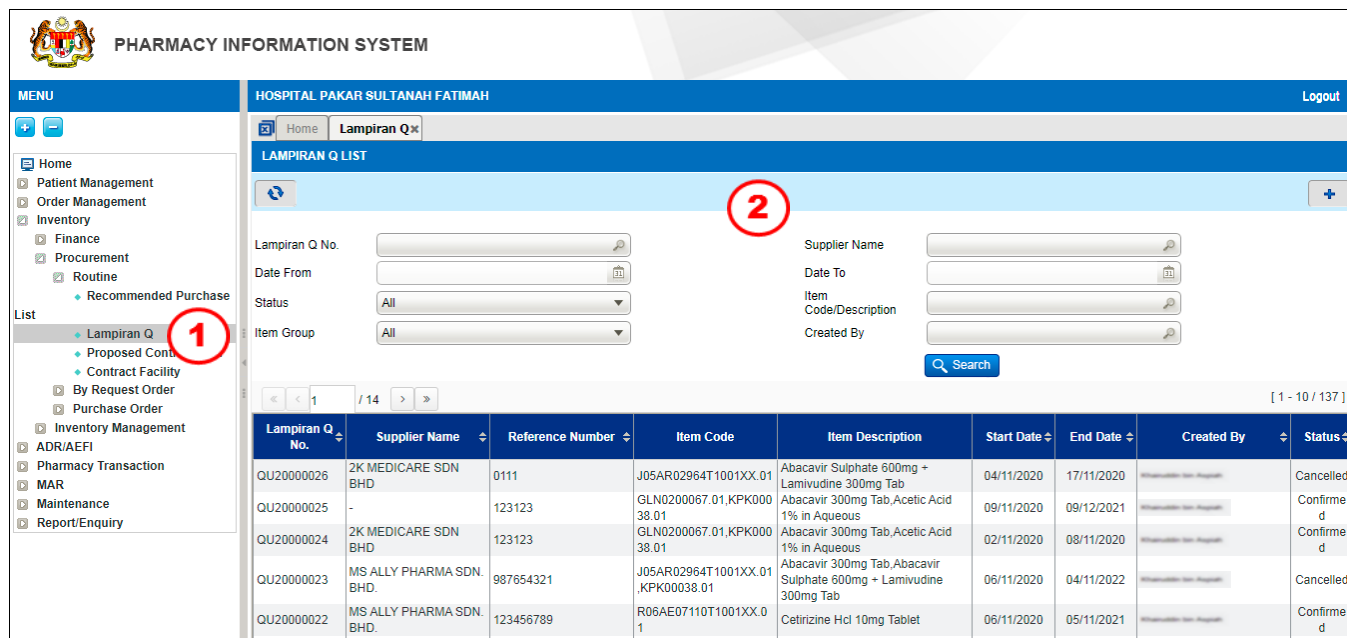


Figure 3.1.1-1 Lampiran Q Listing Page

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

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Lampiran Q

LAMPIRAN Q LIST

Lampiran Q No. Supplier Name

Date From Date To

Status Item Code/Description

Item Group Created By

3

[1 - 10 / 137]

Lampiran Q No.	Supplier Name	Reference Number	Item Code	Item Description	Start Date	End Date	Created By	Status
QU20000026	2K MEDICARE SDN BHD	0111	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	04/11/2020	17/11/2020		Cancelled
QU20000025	-	123123	GLN0200067.01,KPK00038.01	Abacavir 300mg Tab,Acetic Acid 1% in Aqueous	09/11/2020	09/12/2021		Confirmed
QU20000024	2K MEDICARE SDN BHD	123123	GLN0200067.01,KPK00038.01	Abacavir 300mg Tab,Acetic Acid 1% in Aqueous	02/11/2020	08/11/2020		Confirmed
QU20000023	MS ALLY PHARMA SDN. BHD.	987654321	J05AR02964T1001XX.01,KPK00038.01	Abacavir 300mg Tab,Abacavir Sulphate 600mg + Lamivudine 300mg Tab	06/11/2020	04/11/2022		Cancelled
QU20000022	MS ALLY PHARMA SDN. BHD.	123456789	R06AE07110T1001XX.01	Cetirizine Hcl 10mg Tablet	06/11/2020	05/11/2021		Confirmed

Figure 3.1.1-2 Lampiran Q Listing Page

STEP 3

Click on the 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

LAMPIRAN Q

LAMPIRAN Q INFORMATION

Lampiran No.

Supplier Name

Start Date

Reference No.

Delivery Lead Period day(s)

Remarks

Last Update Date

Tarikh Luput Sijil Pendaftaran Kewangan Malaysia

Created Date

Created By

End Date

Item Group

Total Amount (RM)

Status

Tarikh Luput Sijil Bumiputera

ITEM DETAILS

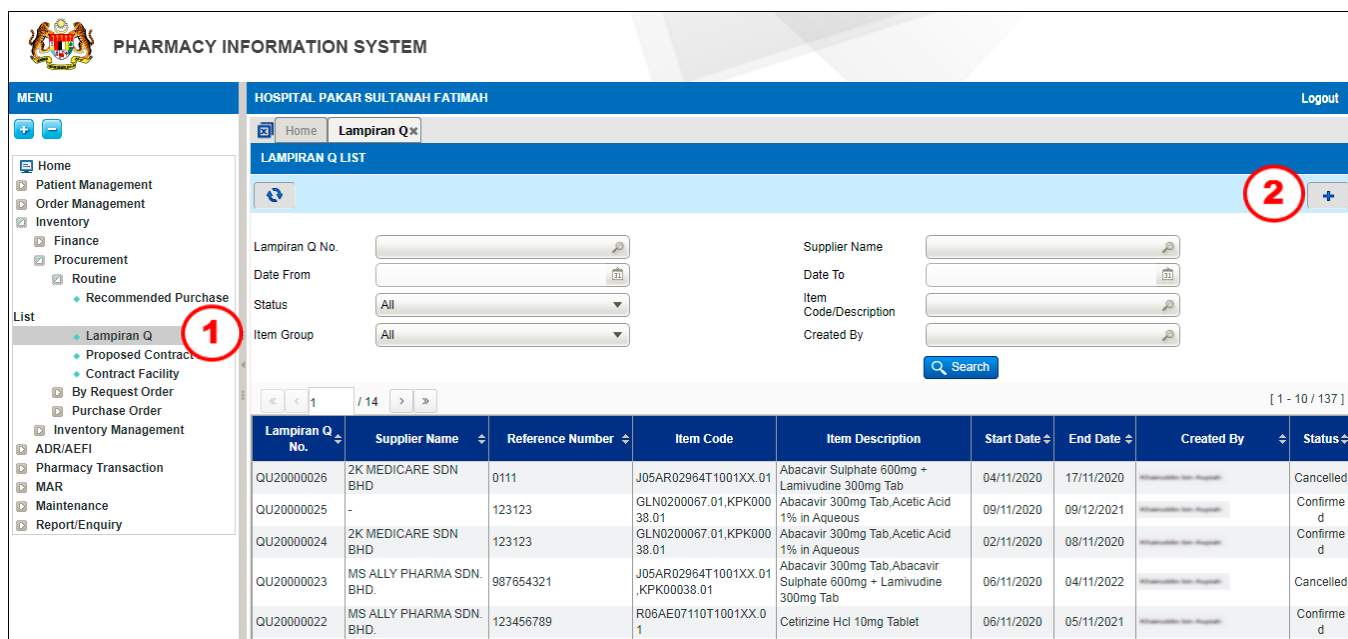
[1 - 1 / 1]

Item Code	Item Description	Packaging Description	PKU	Brand Name	Manufacturer	Country of Origin	Lampiran Quantity (PKU)	Unit Price (PKU) (RM)	Total Amount (RM)	Remarks
G04BE03136T1002.01	Sildenafil Citrate 50 mg Tablet	pack of 4 tablet	pck	ANDROZ	Torrent Pharmaceuticals	India	100	2.0000	200.0000	

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Home Lampiran Q

LAMPIRAN Q LIST

Lampiran Q No. Supplier Name Date From Date To Status Item Group

Search

[1 - 10 / 137]

Lampiran Q No.	Supplier Name	Reference Number	Item Code	Item Description	Start Date	End Date	Created By	Status
QU20000026	2K MEDICARE SDN BHD	0111	J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	04/11/2020	17/11/2020	Wahabudin bin Angapit	Cancelled
QU20000025	-	123123	GLN0200067.01,KPK00038.01	Abacavir 300mg Tab,Acetic Acid 1% in Aqueous	09/11/2020	09/12/2021	Wahabudin bin Angapit	Confirmed
QU20000024	2K MEDICARE SDN BHD	123123	GLN0200067.01,KPK00038.01	Abacavir 300mg Tab,Acetic Acid 1% in Aqueous	02/11/2020	08/11/2020	Wahabudin bin Angapit	Confirmed
QU20000023	MS ALLY PHARMA SDN. BHD.	987654321	J05AR02964T1001XX.01,KPK00038.01	Abacavir 300mg Tab,Abacavir Sulphate 600mg + Lamivudine 300mg Tab	06/11/2020	04/11/2022	Wahabudin bin Angapit	Cancelled
QU20000022	MS ALLY PHARMA SDN. BHD.	123456789	R06AE07110T1001XX.01	Cetirizine Hcl 10mg Tablet	06/11/2020	05/11/2021	Wahabudin bin Angapit	Confirmed

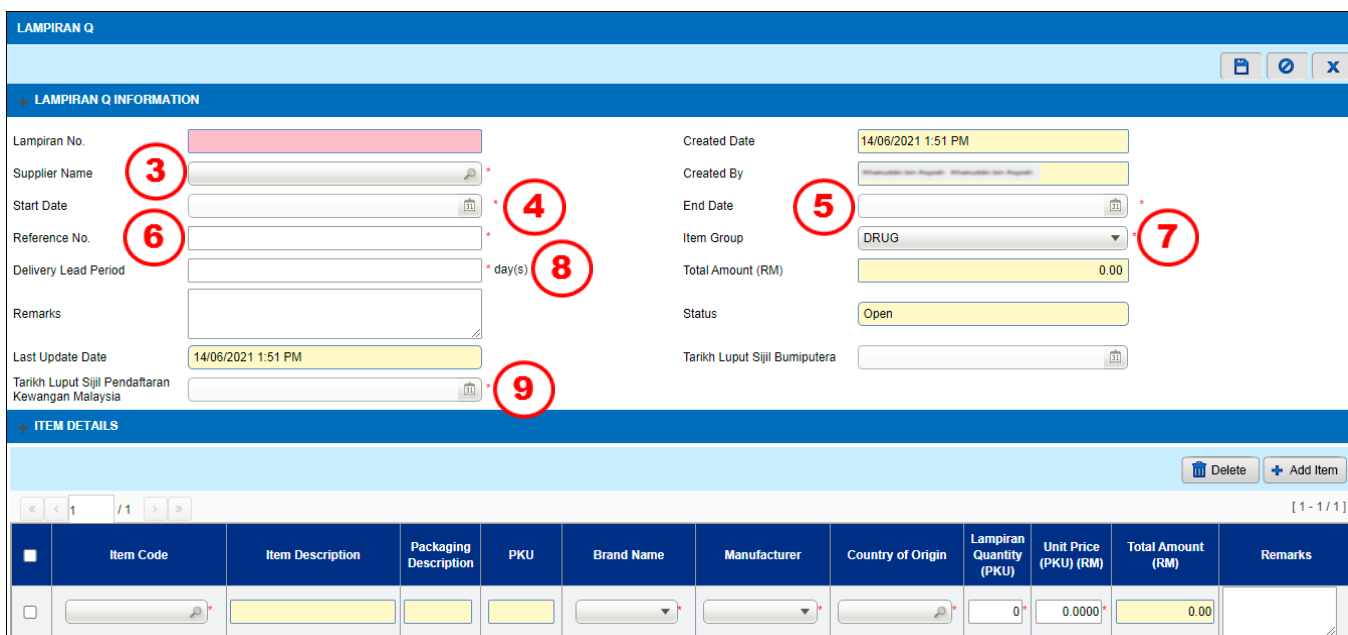
Figure 3.1.2-1 Lampiran Q Listing Page

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



LAMPIRAN Q

LAMPIRAN Q INFORMATION

Lampiran No. Supplier Name Start Date Reference No. Delivery Lead Period Remarks Last Update Date Tarikh Luput Sijil Pendaftaran Kewangan Malaysia

Created Date Created By End Date Item Group Total Amount (RM) Status Tarikh Luput Sijil Bumiputera

ITEM DETAILS

Item Code	Item Description	Packaging Description	PKU	Brand Name	Manufacturer	Country of Origin	Lampiran Quantity (PKU)	Unit Price (PKU) (RM)	Total Amount (RM)	Remarks
							0	0.0000	0.00	

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	
Supplier Name	Supplier Code
	Search
[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
Abbvie 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

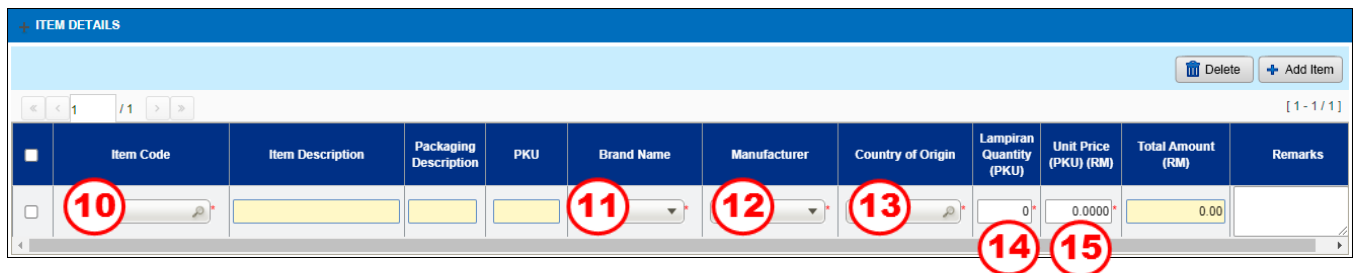


Figure 3.1.2-4 Item Details

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

Product Search		
Item Code		Item Description
		Search
[1 - 10 / 1306]		
Item Code	Item Description	Packaging Description
KPK00038.01	Abacavir 300mg Tab	Pack of 60 tab
J05AR02964T1001XX.01	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	pack of 30 tablet
KPK00412.01	Abemaciclib 100mg Tablet	pack of 14 tablet
L02BX03000T1001.01	Abiraterone 250mg Tablet	pack of 120 tablet
A10BF01000T1001XX.02	Acarbose 50 mg Tablet	pack of 100 tablet
S01EC01000P4001X.X.01	Acetazolamide 500mg Inj	Vial
GLN0200070.01	Acetic Acid 0.5% in Alcohol	bottle of 1000 millilitre
GLN0200068.02	Acetic Acid 0.5% in Aqueous	bottle of 5000 millilitre
GLN0200069.01	Acetic Acid 1% in Alcohol	bottle of 1000 millilitre
GLN0200067.01	Acetic Acid 1% in Aqueous	bottle of 1000 millilitre

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

Search Country of Origin

Country Code Country Name

< 1 / 25 > >> [1 - 10 / 249]

Country Code	Country Name
AFG	Afghanistan
ALB	Albania
DZA	Algeria
ASM	American Samoa
AND	Andorra
AGO	Angola
AIA	Anguilla
ATA	Antartica
ATG	Antigua And Barbuda
ARG	Argentina

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  button
- Click on  button to delete drug

LAMPIRAN Q

LAMPIRAN Q INFORMATION

Lampiran No.

Supplier Name *

Start Date *

Reference No. *

Delivery Lead Period day(s)

Remarks

Last Update Date

Tarikh Luput Sijil Pendaftaran Kewangan Malaysia *

Created Date

Created By

End Date *

Item Group

Total Amount (RM)

Status

Tarikh Luput Sijil Bumiputera

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
☐	N05AH02000T1002*	Clozapine 100 mg Tablet	box of 50 ts	box	CLOZARIL	Novartis	Switzerland	1,500	1.5000	2,250.00	

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

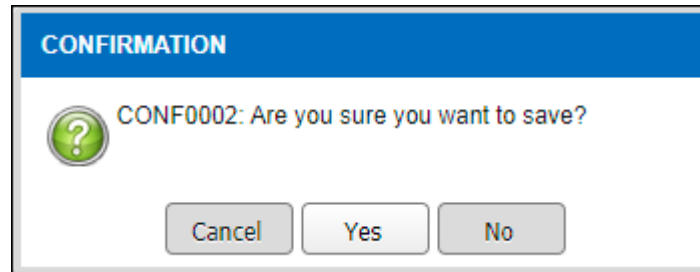
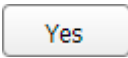
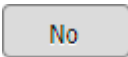


Figure 3.1.2-9 Confirmation Alert Messages

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

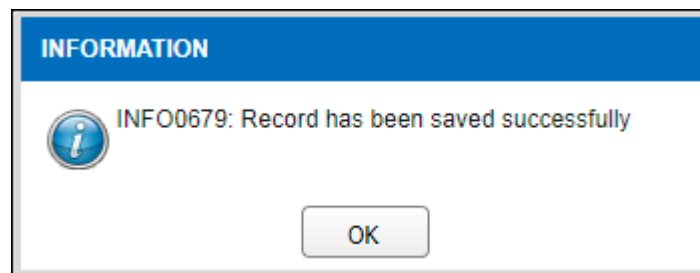
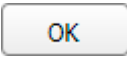


Figure 3.1.2-10 Information Alert Messages

- Click on the  button, record will be successfully saved and will be updated as Figure 3.1.2-11

LAMPIRAN Q

17

 Confirm
  Cancel Request
 



+ LAMPIRAN Q INFORMATION

Lampiran No. QU21000027 Supplier Name B. BRAUN MEDICAL SUPPLIES SDN. BHD. * Start Date 14/06/2021 * Reference No. R352500 * Delivery Lead Period 14 day(s) Remarks Last Update Date 15/06/2021 11:49 AM Tarikh Luput Sijil Pendaftaran Kewangan Malaysia 31/12/2022 *	Created Date 15/06/2021 10:56 AM Created By Rafaeludin bin Anugrah End Date 14/12/2022 * Item Group DRUG * Total Amount (RM) 2,250.00 Status Open Tarikh Luput Sijil Bumiputera
--	---

+ ITEM DETAILS

 Delete
  Add Item

< 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
☐	N05AH02000T1002X *	Clozapine 100 mg Tablet	box of 50 ts	box	CLOZARIL	Novartis	Switzerland	1,500 *	1.5000 *	2,250.00	

Figure 3.1.2-11 Lampiran Q Information

STEP 17

Click on the  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

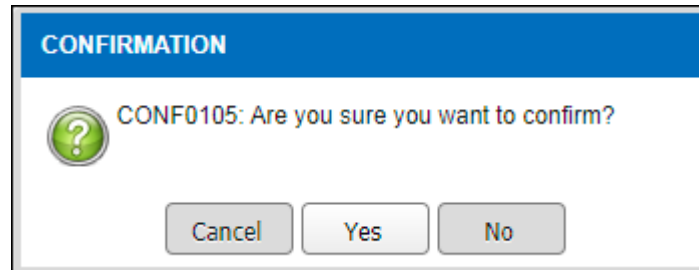
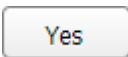


Figure 3.1.2-12 Confirmation Alert Messages

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

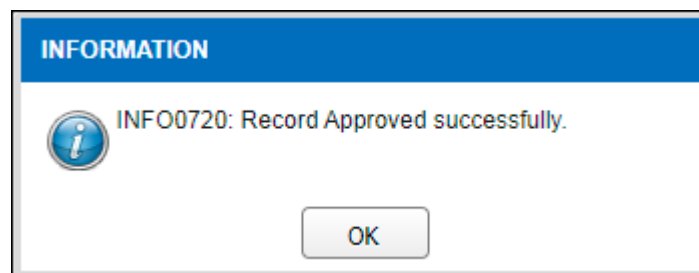
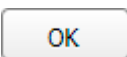


Figure 3.1.2-13 Information Alert Messages

- Click on the  button, record will be successfully saved and will be updated as Figure 3.1.2-14
- User may click on the  button to cancel the request

LAMPIRAN Q

[Revise Quotation](#)

LAMPIRAN Q INFORMATION

Lampiran No. QU21000027

Supplier Name B. BRAUN MEDICAL SUPPLIES SDN. BHD.

Start Date 14/06/2021

Reference No. R352500

Delivery Lead Period 14 day(s)

Remarks

Last Update Date 15/06/2021 12:16 PM

Tarikh Luput Sijil Pendaftaran Kewangan Malaysia 31/12/2022

Created Date 15/06/2021 10:56 AM

Created By [User Name]

End Date 14/12/2022

Item Group DRUG

Total Amount (RM) 2,250.00

Status Confirmed

Tarikh Luput Sijil Bumiputera [Date]

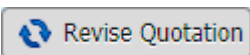
ITEM DETAILS

< 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  button

3.2 Purchase Order Listing Page

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

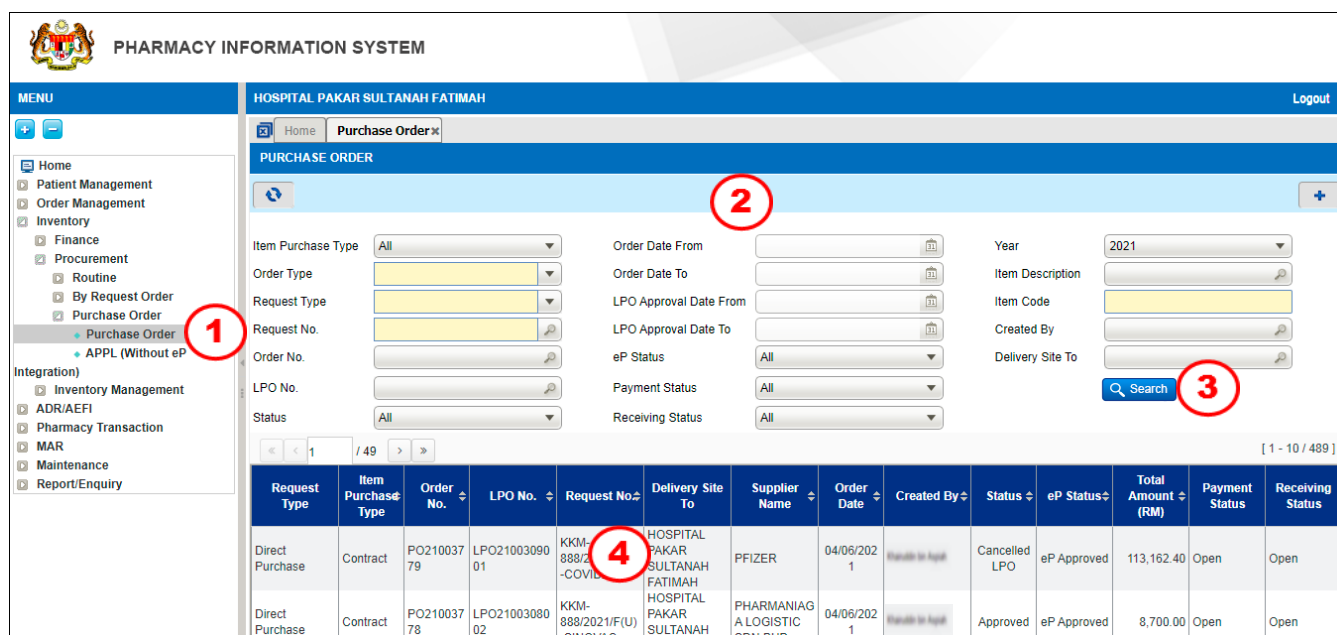


Figure 3.2-1 Purchase Order Listing Page

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 Type	Select Item Purchase Type from the drop down menu: - All - APPL - LP - Contract	Allow user to search existing Purchase 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'
m	Item Description	Select by Item Description	Allow user to search existing Purchase Order record(s) based on the 'Item Description'
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  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

PURCHASE ORDER

[Cancel LPO](#)

PURCHASE ORDER DETAILS

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: PO21003546

Order Type: Direct Purchase

Request Type: Supplementary Order

Item Group: DRUG

Supplier Name: LF MERCU SDN BHD

Delivery Site To Name: HOSPITAL PAKAR SULTANAH FATIMAH

LPO No: LPO123213006

Delivery Lead Period(Day): 21

Remark:

CAPD Home Delivery: ☒ No ☐ Yes

Financial Year: 2021

Total Order Amount (RM): 200.00

Item SubClass:

LPO Approval Date and Time: 16/02/2021 3:02 PM

Delivery Due Date: 09/03/2021 3:02:00 PM

eP Reference No:

Order Date: 16/02/2021 03:00:26 PM

Created By: HOSPITAL PAKAR SULTANAH FATIMAH

Approval Date: 15/04/2021

Approval By: USER SUPPORT

Order Status: Approved

eP Status: eP Approved

Reason:

PASc: ☐

PURCHASE ORDER DETAILS

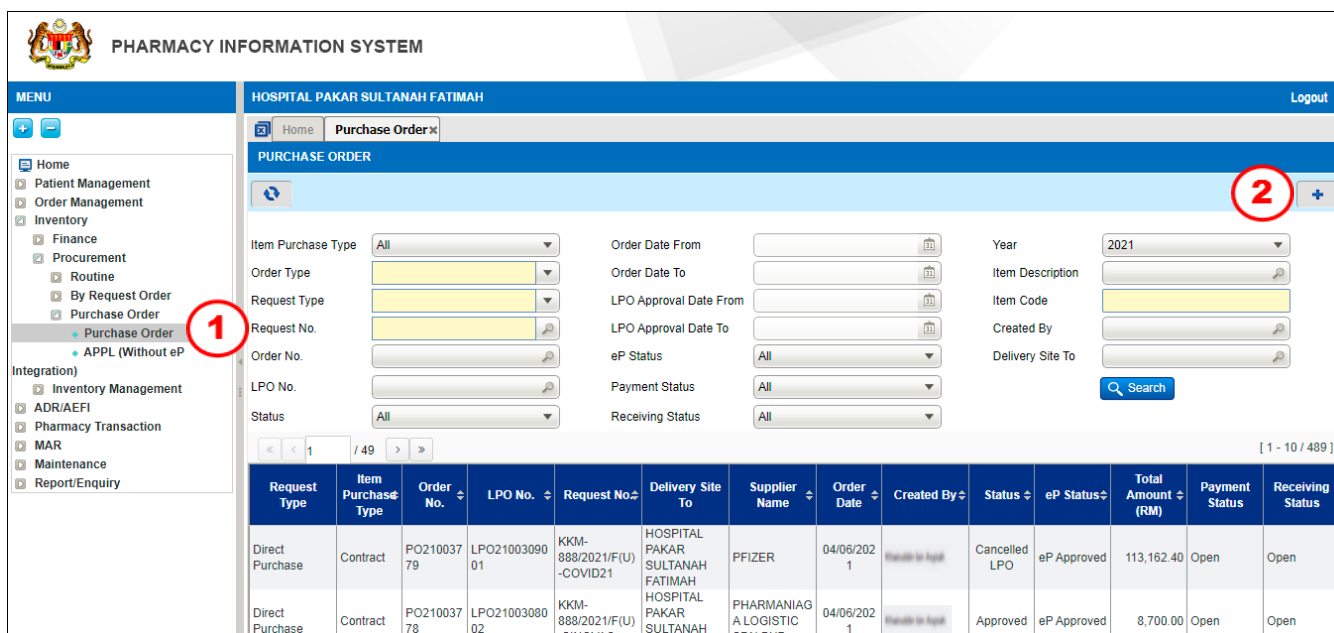
[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Qty (PKU)	Approved Qty (PKU)	eP Approved Qty (PKU)	Vote Code	Ministry / Department	Received Qty (PKU)	Usage & Issue Qty	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	J07BX 03000 P3201. 02	COVID 19 mRNA Vaccine (Nucleoside Modified) Concentrate for Dispersion for Injection	pck	pack of 195 vial	COMIRNATY	Pfizer	2	2	2	090401/00800/27401/99 COVID19 2021 Development	0000 - 1245	0	0	1,079	100.00	0.00	200.00	940.42 1.35

Figure 3.2-2 Purchase Order Listing Page

3.2.1 New Purchase Order: Lampiran Q

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



Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Direct Purchase	Contract	PO2100379	LPO210030901	KKM-888/2021/F(U)-COVID21	HOSPITAL PAKAR SULTANAH FATIMAH	PFIZER	04/06/2021	Hasnida Ismail	Cancelled LPO	eP Approved	113,162.40	Open	Open
Direct Purchase	Contract	PO2100378	LPO210030802	KKM-888/2021/F(U)-SINOVAC	HOSPITAL PAKAR SULTANAH	PHARMANIAG A LOGISTIC SDN BHD	04/06/2021	Hasnida Ismail	Approved	eP Approved	8,700.00	Open	Open

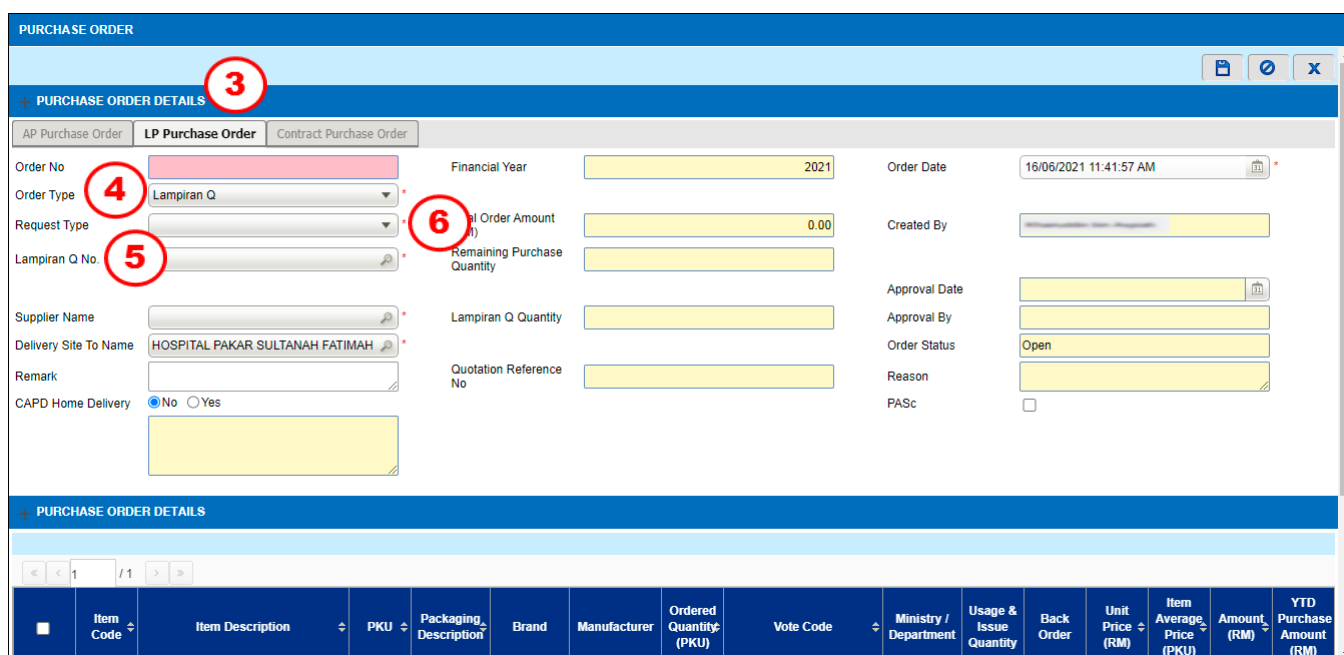
Figure 3.2.1-1 LP Purchase Order

STEP 1

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

STEP 2

Click on the  button and the Purchase Order screen will be displayed as Figure 3.2.1-2



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

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

Search Lampiran Q Number		
Lampiran Q No.	Drug/NonDrug Description	
Reference No.		Search
<< < 1 > >> / 2 [1 - 10 / 13]		
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

PURCHASE ORDER
9
📄 ⚙️ ✕

+ PURCHASE ORDER DETAILS

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

Order No:
 Order Type:
 Request Type:
 Lampiran Q No:
 Item Group:
 Supplier Name:
 Delivery Site To Name:
 Remark:
 CAPD Home Delivery: ☒ No ☐ Yes

Financial Year:
 Total Order Amount (RM):
 Remaining Purchase Quantity:
 Item SubClass:
 Lampiran Q Quantity:

Order Date:
 Created By:
 Approval Date:
 Approval By:
 Order Status:
 Reason:
 PASC: ☐

+ PURCHASE ORDER DETAILS

🗑️ Delete Item
➕ Add Item

⏪ < 1 / 1 > ⏩
[1 - 1 / 1]

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
N05AH02000T1002XX.01	Clozapine 100 mg Tablet	box	box of 50 tablet	CLOZ	Novartis	1,500		-	0	0	1.50	62.00	2,250.00	0.00

+ VOTE CODE LIST

⏪ < 1 / 1 > ⏩

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

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

ADD PURCHASE ORDER ITEM
📄 ⚙️ ✕

Item Code:
 Item Description:
 Vote Description:
 Ministry/Department:
 Order Quantity (PKU):
 Suggested Quantity (PKU):
 Min Order Quantity (PKU):
 Quantity Available (PKU):
 Quantity Available (SKU):

Item Group:
 Budget Type:
 eP Project / Program:
 Approved Quantity (PKU):
 eP Approved Quantity (PKU):
 Max Storage Quantity(PKU):
 Max Storage Quantity(SKU):
 Buffer Level Quantity (SKU):

PKU:
 Packaging Description:
 Remaining Contract Quantity (PKU):
 eP GL Account:
 Brand:
 Manufacturer:
 Unit Price (RM) (PKU):
 Total Amount (RM):

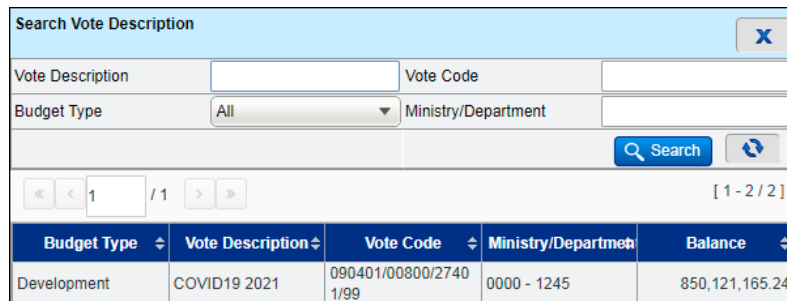
Figure 3.2.1-5 Order Details

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	090401/00800/2740 1/99	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  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

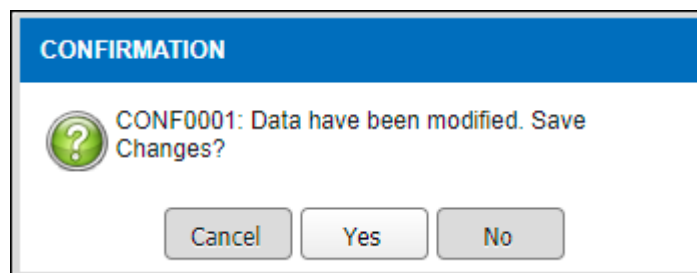
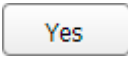
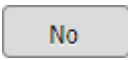


Figure 3.2.1-7 Confirmation Alert Messages

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

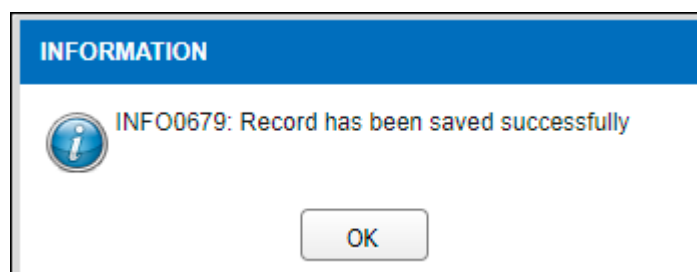
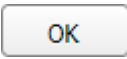


Figure 3.2.1-8 Information Alert Messages

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

10

PURCHASE ORDER



+
Approve
Reject
Cancel Request
Save
X

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No: PO21003780

Order Type: Lampiran Q

Request Type: Supplementary Order

Lampiran Q No.: QU21000027

Item Group: DRUG

Supplier Name: B. BRAUN MEDICAL SUPPLIES SDN. B

Delivery Site To Name: HOSPITAL SELAYANG

Remark: R352500

CAPD Home Delivery: ☒ No ☐ Yes

Financial Year: 2021

Total Order Amount (RM): 2,250.00

Remaining Purchase Quantity: 1,500

Item Sub-Class:

Lampiran Q Quantity: 1,500

Order Date: 16/06/2021 11:41:57 AM

Created By:

Approval Date:

Approval By:

Order Status: Open

Reason:

PASc: ☐

PURCHASE ORDER DETAILS

Delete Item

1 / 1

	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	N05AH0 2000T10 02XX.01	Clozapine 100 mg Tablet	box	box of 50 tablet	CLOZ	Novartis	1,500	1,500	090401/00800/27401/99 COVID19 2021 Development	B4242 - KEMENTERI AN KESIHATAN	0	0	1.50	62.00	2,250.00	0.00

VOTE CODE LIST

1 / 1

Budget Type	Vote Code	Vote Description	Ministry / Department	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
Development	090401/00800/27401/99	COVID19 2021	0000 - 1245	850,121,165.24	2,250.00	850,118,915.24
TOTAL				850,121,165.24	2,250.00	850,118,915.24

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

CONFIRMATION



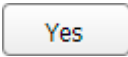
CONF0128: Are you sure you want to approve the record?

Cancel
Yes
No

Figure 3.2.1-11 Confirmation Alert Messages

U.MANUAL_INV_PROCUREMENT_STANDARD-LAMPIRAN Q-12th E

Page 21

- If click on the  button, record will be saved and appeared at Offer Details.
- If click on the  button, record will not be saved and proceed to Offer Details.

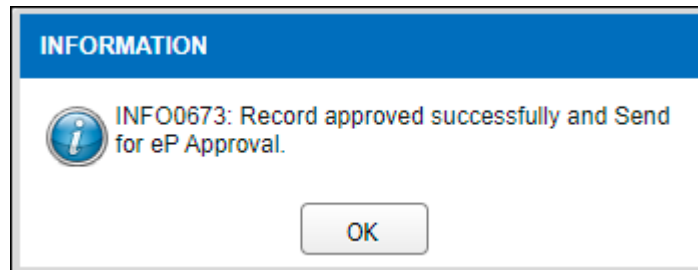
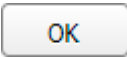
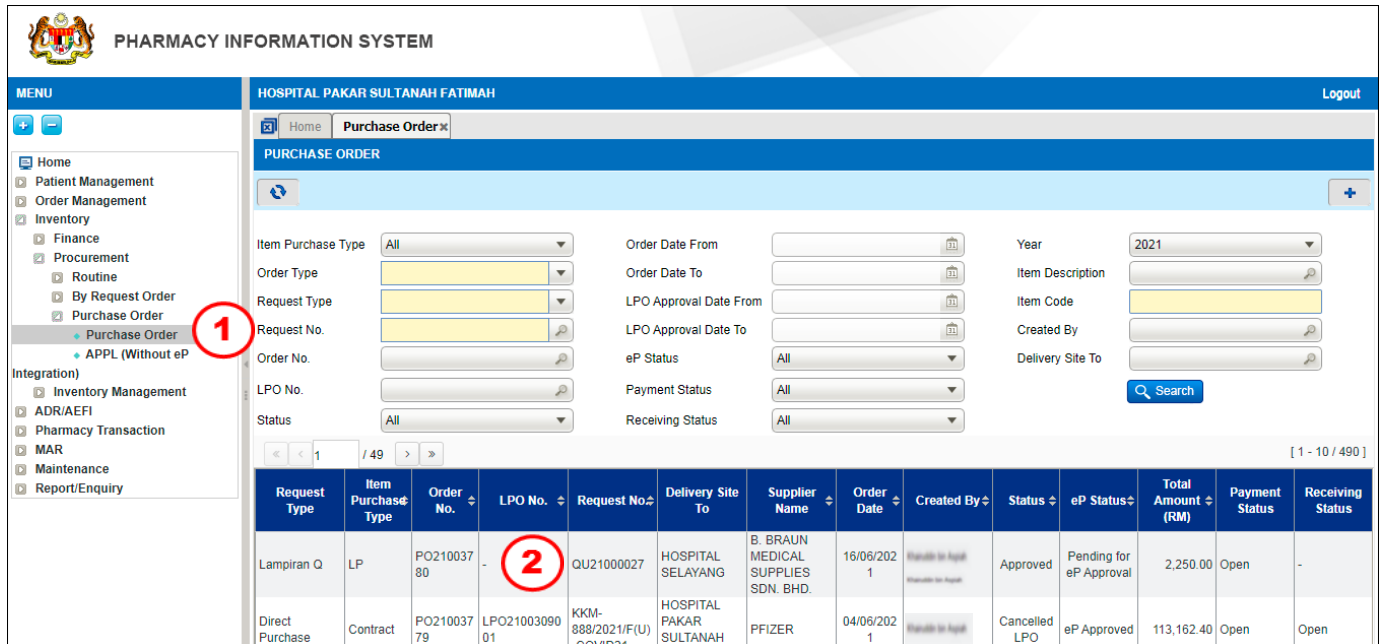


Figure 3.2.1-12 Information Alert Messages

- Click on the  button, record will be successfully saved

3.2.2 Purchase Order LP: eP Approval

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Purchase Order x

PURCHASE ORDER

Item Purchase Type: All Order Date From: Year: 2021

Order Type: Order Date To:

Request Type: LPO Approval Date From: Item Description:

Request No.: LPO Approval Date To: Item Code:

Order No.: eP Status: Created By:

LPO No.: Payment Status: Delivery Site To:

Status: All Receiving Status: All

Search

[1 - 10 / 490]

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Lampiran Q	LP	PO21003780	-	QU21000027	HOSPITAL SELAYANG	B. BRAUN MEDICAL SUPPLIES SDN. BHD.	16/06/2021		Approved	Pending for eP Approval	2,250.00	Open	-
Direct Purchase	Contract	PO21003779	LPO2100309001	KKM-888/2021/F(U)-COVID21	HOSPITAL PAKAR SULTANAH	PFIZER	04/06/2021		Cancelled LPO	eP Approved	113,162.40	Open	Open

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

PURCHASE ORDER

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

Order No: PO21003780 | Financial Year: 2021 | Order Date: 16/06/2021 11:41:57 AM

Order Type: Lampiran Q | Request Type: Supplementary Order | Total Order Amount (RM): 2,250.00

Lampiran Q No: QU21000027 | Remaining Purchase Quantity: 1,500

Item Group: DRUG | Item SubClass: | Approval Date: 16/06/2021

Supplier Name: B. BRAUN MEDICAL SUPPLIES SDN. B. | Lampiran Q Quantity: 1,500 | Approval By: | Order Status: Approved

Delivery Site To Name: HOSPITAL SELAYANG | LPO No: **3** | LPO Approval Date and Time: **4** | eP Status: Pending for eP Approval

Delivery Lead Period(Day): 14 | Delivery Due Date: R352500 | Reason: | PASC: ☐

Remark: | CAPD Home Delivery: ☐ No ☐ Yes

PURCHASE ORDER DETAILS

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	N05AH02000T1002XX.01	Clozapine 100 mg Tablet	5	box	CLOZ	Novartis	1,500	1,500	1,500	090401/00800/27401/99 COVID19 2021 Development	B4242 - KEMENTERIAN KESIHATAN	0	0	1.50	62.00	2,250.00	0.00

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

ADD PURCHASE ORDER ITEM

Item Code: N05AH02000T1002XX.01 | Item Group: DRUG | PKU: box

Item Description: Clozapine 100 mg Tablet | Budget Type: Development | Packaging Description: box of 50 tablet

Vote Description: COVID19 2021 | Vote Code: 090401/00800/27401/99 | Remaining Contract Quantity (PKU):

Ministry/Department: B4242 - KEMENTERIAN KESIHATAN | eP Project / Program: | eP GL Account: | Brand: CLOZARIL

Order Quantity (PKU): 1,500 | Approved Quantity (PKU): 1,500 | Manufacturer: Novartis

Suggested Quantity (PKU): 750 | eP Approved Quantity (PKU): **6** | Unit Price (RM) (PKU): 1.50

Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 750 | Total Amount (RM): 2,250.00

Quantity Available (PKU): 0 | Max Storage Quantity (SKU): 37,500

Quantity Available (SKU): 0 | Buffer Level Quantity (SKU): 25,000

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

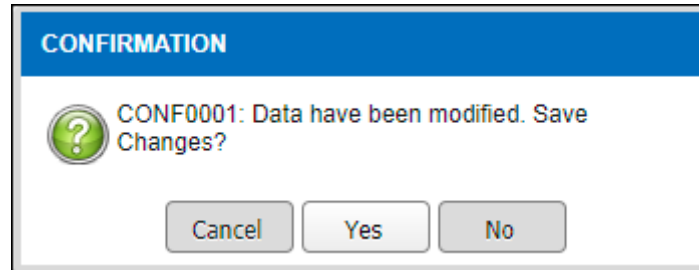
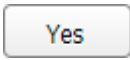


Figure 3.2.2-4 Confirmation Message

Note

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

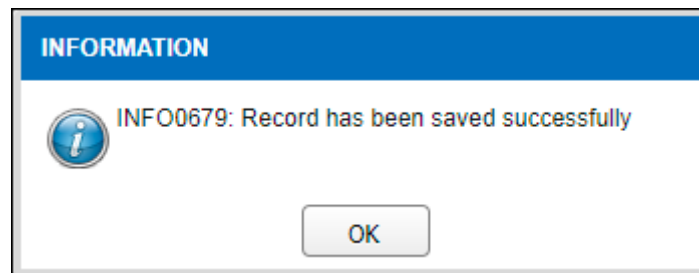
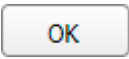


Figure 3.2.2-5 Information Message

Note

- Click on the  button to successfully saved the record
- Click on the  button to close the Add Purchase Order Item screen

8

PURCHASE ORDER

+
eP-Approve
eP-Reject
Cancel Order
X

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No: PO21003780

Order Type: Lampiran Q

Request Type: Supplementary Order

Lampiran Q No.: QU21000027

Item Group: DRUG

Supplier Name: B. BRAUN MEDICAL SUPPLIES SDN. B

Delivery Site To Name: HOSPITAL SELAYANG

LPO No.: H1000233288

Delivery Lead Period(Day): 14

Remark:

CAPD Home Delivery: ☒ No ☐ Yes

Financial Year: 2021

Total Order Amount (RM): 2,250.00

Remaining Purchase Quantity: 1,500

Item SubClass: DRUG

Lampiran Q Quantity: 1,500

LPO Approval Date and Time: 14/06/2021 11:25 AM

Delivery Due Date: 28/06/2021 11:25:00 AM

R352500

Order Date: 16/06/2021 11:41:57 AM

Created By: [User Name]

Approval Date: 16/06/2021

Approval By: [User Name]

Order Status: Approved

eP Status: Pending for eP Approval

Reason:

PASc: ☐

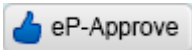
PURCHASE ORDER DETAILS

1 / 1
[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Ministry / Department	Usage & Issue Quantity	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchas Amount (RM)
☐	N05AH 02000T 1002XX .01	Clozapine 100 mg Tablet	box	box of 50 tablet	CLOZ	Novartis	1,500	1,500	1,500	090401/00800/27401/99 COVID19 2021 Development	B4242 - KEMENTERI AN KESIHATAN	0	0	1.50	62.00	2,250.00	0.00

Figure 3.2.2-6 LP Purchase Order

STEP 8

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

CONFIRMATION

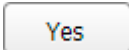


CONF0140: Are you sure to proceed with eP approve?

Cancel
Yes
No

Figure 3.2.2-7 Confirmation Message

Note

Click on the  button to save the record and information message will be display as Figure 3.2.2-8

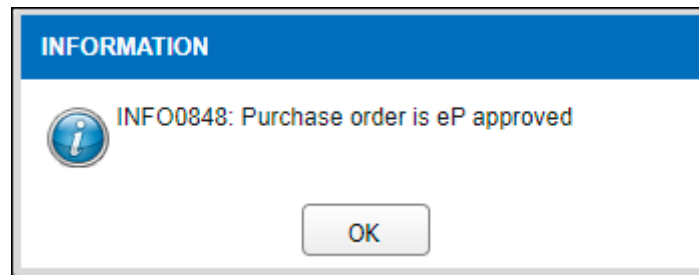
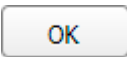


Figure 3.2.2-8 Information Message

Note

- Click on the  button to approve the purchase order
- eP status** of the order will change to 'eP Approved'
- Button  will be enable after eP approval as Figure 3.2.2-9

PURCHASE ORDER

PURCHASE ORDER DETAILS

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

Order No: PO21003780 | Financial Year: 2021 | Order Date: 16/06/2021 11:41:57 AM

Order Type: Lampiran Q | Request Type: Supplementary Order | Total Order Amount (RM): 2,250.00

Lampiran Q No: QU21000027 | Item Group: DRUG | Remaining Purchase Quantity: 1,500

Supplier Name: B. BRAUN MEDICAL SUPPLIES SDN. B. | Item SubClass: | Approval Date: 16/06/2021

Delivery Site To Name: HOSPITAL SELAYANG | Lampiran Q Quantity: 1,500 | Approval By: | Order Status: Approved

LPO No: H1000233288 | LPO Approval Date and Time: 14/06/2021 11:25 AM | eP Status: eP Approved

Delivery Lead Period(Day): 14 | Delivery Due Date: 28/06/2021 11:25:00 AM

Remark: R352500 | Reason: | PASC: ☐

CAPD Home Delivery: ☒ No ☐ Yes

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Cancel	Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Order Quant (PKU)	Approv Quant (PKU)	eP Approv Quant (PKU)	Vote Code	Ministry / Department	Receiv Quant (PKU)	Usage & Issue Quant	Back Order	Unit Price (RM)	Item Average Price (PKU)	Amount (RM)	YTD Purchase Amount (RM)
☐	N05AH 02000T 1002X X.01	Clozapine 100 mg Tablet	box	box of 50 tablet	CLOZARIL	Novartis	1,500	1,500	1,500	090401/00800/27401/99 COVID19 2021 Development	B4242 - KEMENTERI AN KESIHATAN	0	0	1,500	1.50	62.00	2,250.00	2,250.00

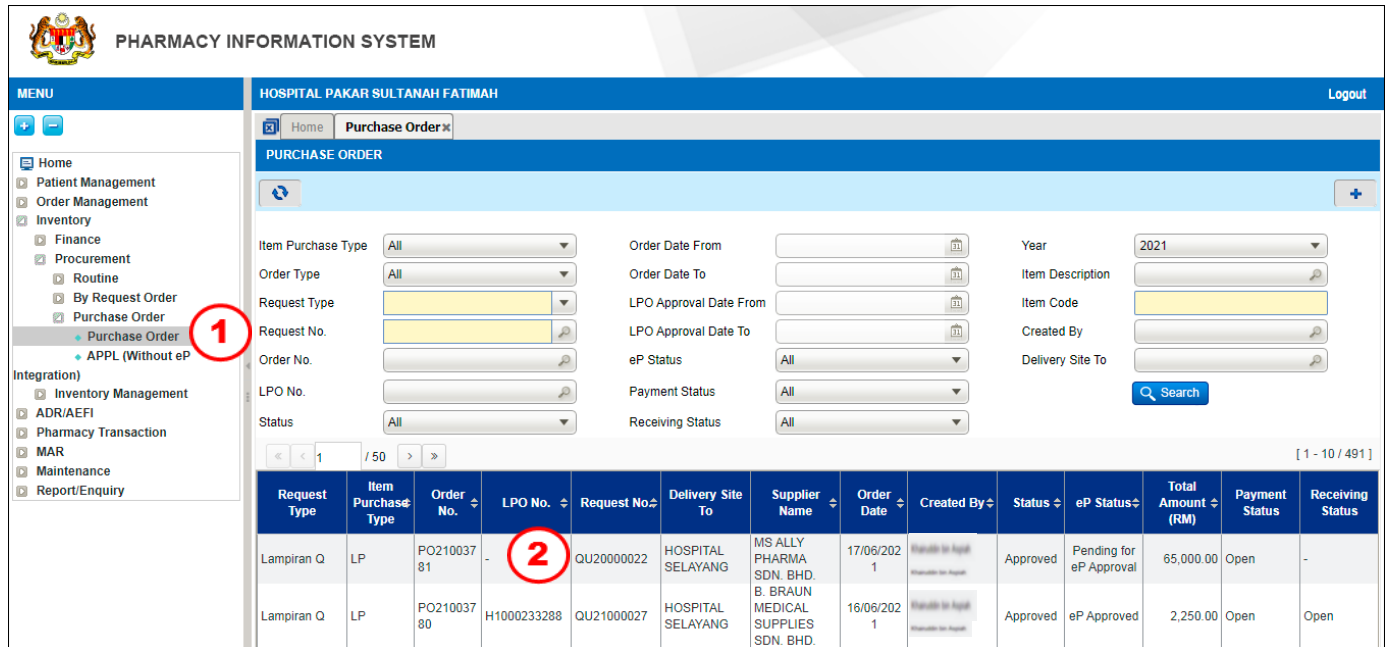
Figure 3.2.2-10 LP Purchase Order

Note

Click on the  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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Purchase Order x

PURCHASE ORDER

Item Purchase Type: All Order Date From: Order Date To: Year: 2021

Order Type: All LPO Approval Date From: LPO Approval Date To: Item Description:

Request Type: Request No.: LPO No.: eP Status: All

LPO No.: Payment Status: All Receiving Status: All

Search

Request Type	Item Purchase Type	Order No.	LPO No.	Request No.	Delivery Site To	Supplier Name	Order Date	Created By	Status	eP Status	Total Amount (RM)	Payment Status	Receiving Status
Lampiran Q	LP	PO21003781	-	QU20000022	HOSPITAL SELAYANG	MS ALLY PHARMA SDN. BHD.	17/06/2021	...	Approved	Pending for eP Approval	65,000.00	Open	-
Lampiran Q	LP	PO21003780	H1000233288	QU21000027	HOSPITAL SELAYANG	B. BRAUN MEDICAL SUPPLIES SDN. BHD.	16/06/2021	...	Approved	eP Approved	2,250.00	Open	Open

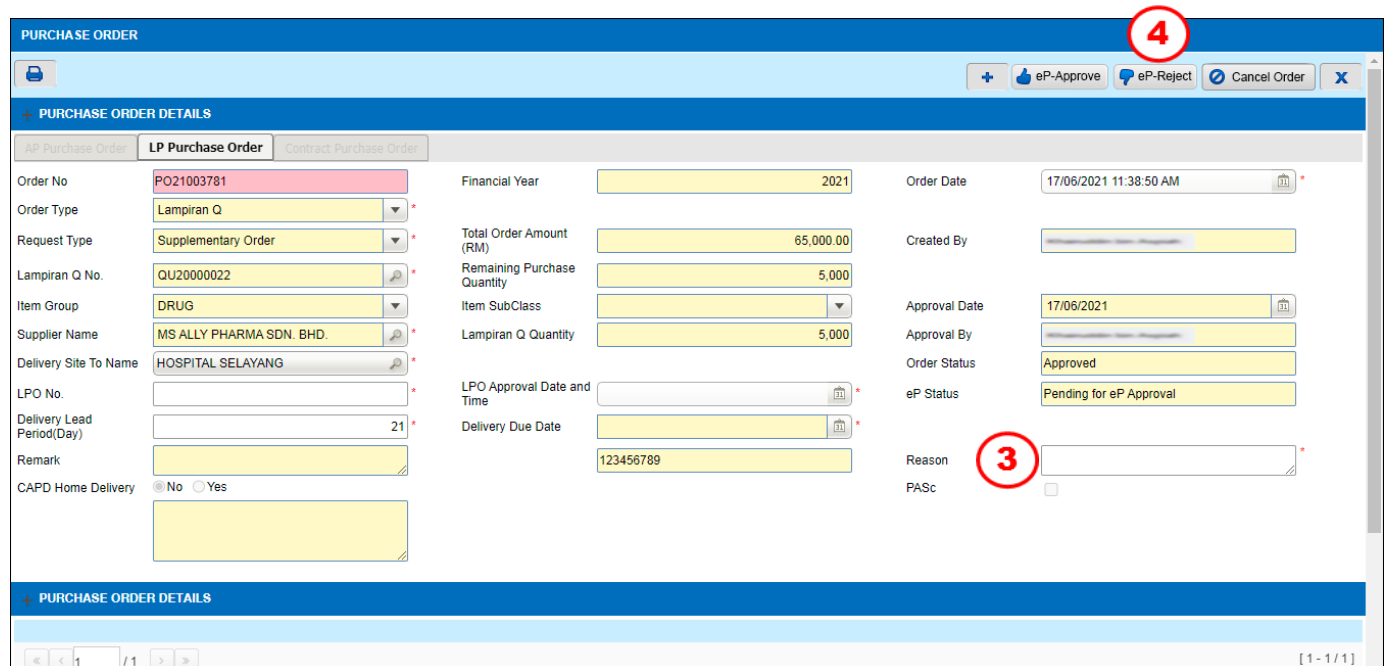
Figure 3.2.3-1 LP Purchase Order Listing Page

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



PURCHASE ORDER

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: PO21003781 Financial Year: 2021 Order Date: 17/06/2021 11:38:50 AM

Order Type: Lampiran Q Total Order Amount (RM): 65,000.00 Created By: ...

Request Type: Supplementary Order Remaining Purchase Quantity: 5,000

Lampiran Q No.: QU20000022 Item SubClass: ... Approval Date: 17/06/2021

Item Group: DRUG Supplier Name: MS ALLY PHARMA SDN. BHD. Approval By: ...

Delivery Site To Name: HOSPITAL SELAYANG Order Status: Approved

LPO No.: LPO Approval Date and Time: eP Status: Pending for eP Approval

Delivery Lead Period(Day): 21 Delivery Due Date: ...

Remark: 123456789 Reason: ...

CAPD Home Delivery: No Yes PASC: ...

PURCHASE ORDER DETAILS

1 / 1

Figure 3.2.3-2 LP Purchase Order

STEP 3

Enter reject Reason

STEP 4

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

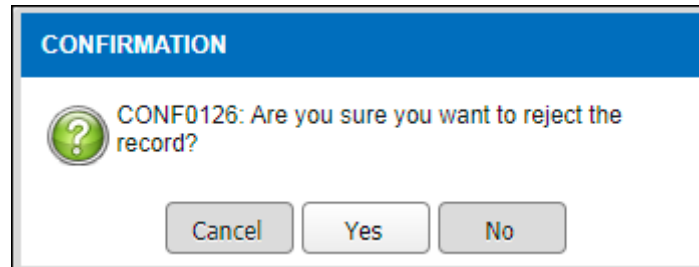
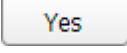


Figure 3.2.3-3 Confirmation Message

Note

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

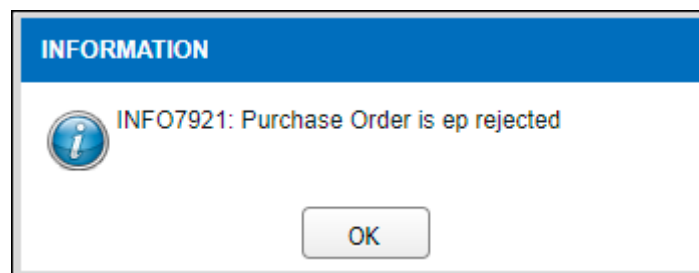
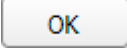


Figure 3.2.3-4 Information Message

Note

- Click on the  button
- eP Status** will change to eP Rejected

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

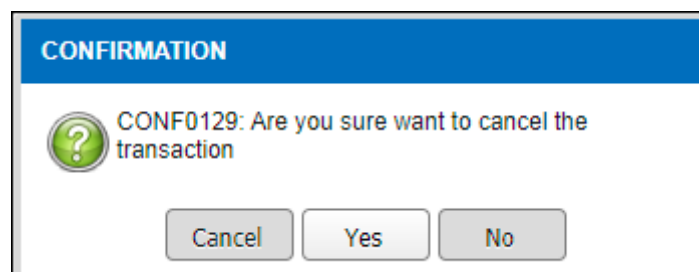
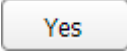


Figure 3.2.3-5 Confirmation Message

Note

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

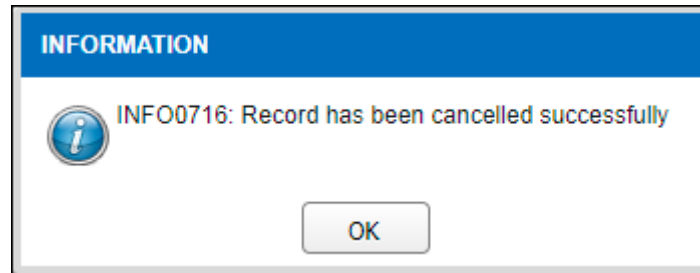
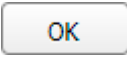


Figure 3.2.3-6 Information Message

Note

- Click on the  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