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

User Manual
Pharmacy Inventory – Procurement
(Lampiran Q)

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Application Reference: PhIS & CPS v2.5.1

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 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	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	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

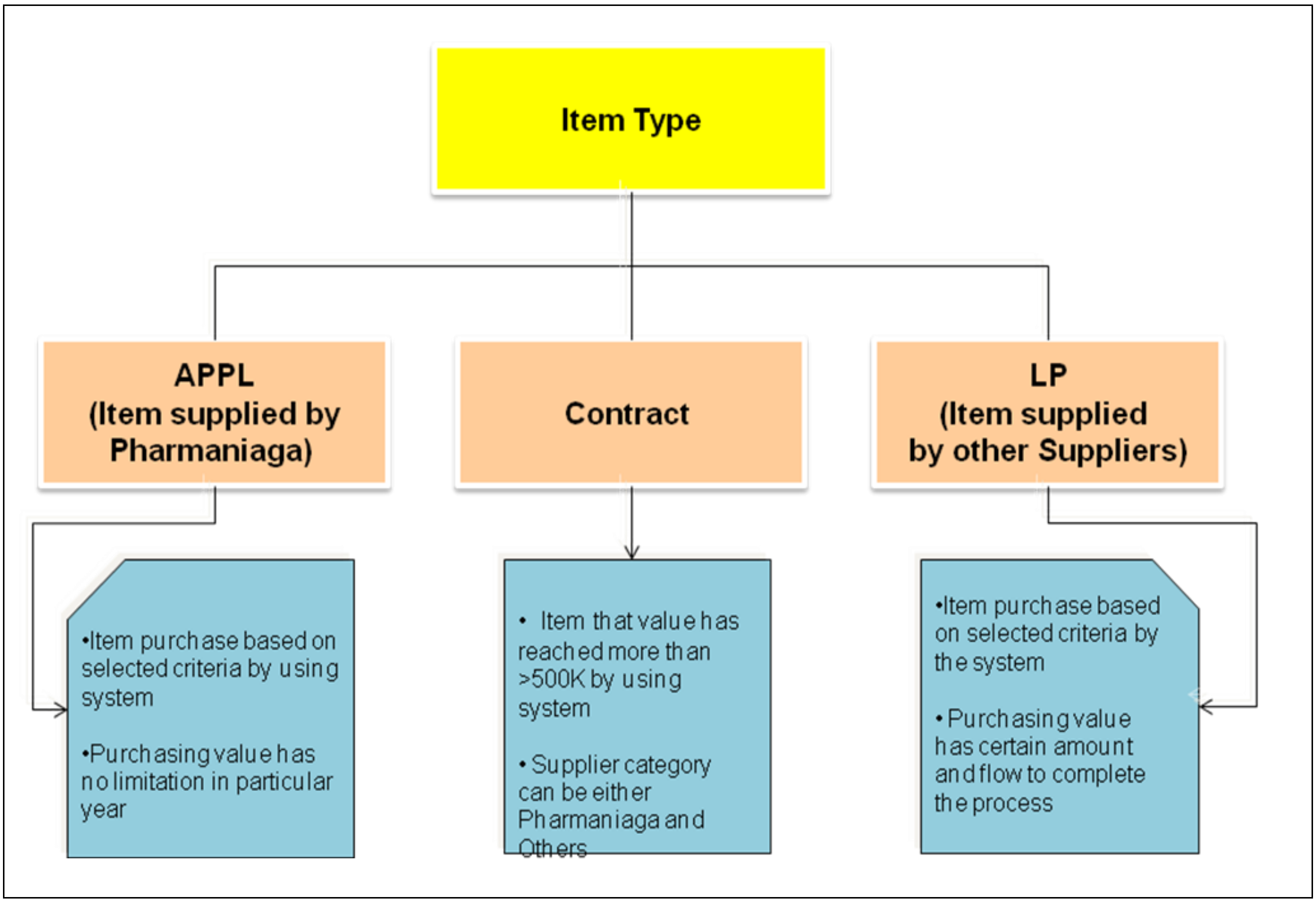


Figure 3.0-1

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.

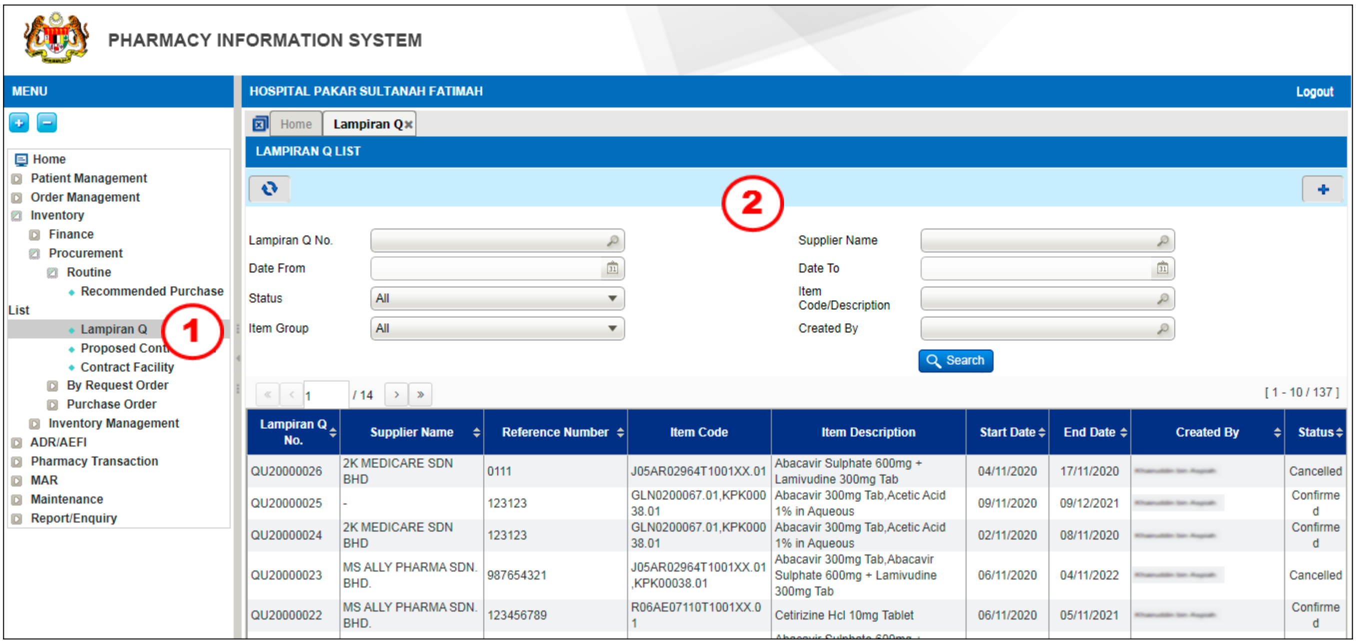


Figure 3.1.1-1 Lampiran Q Listing Page

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

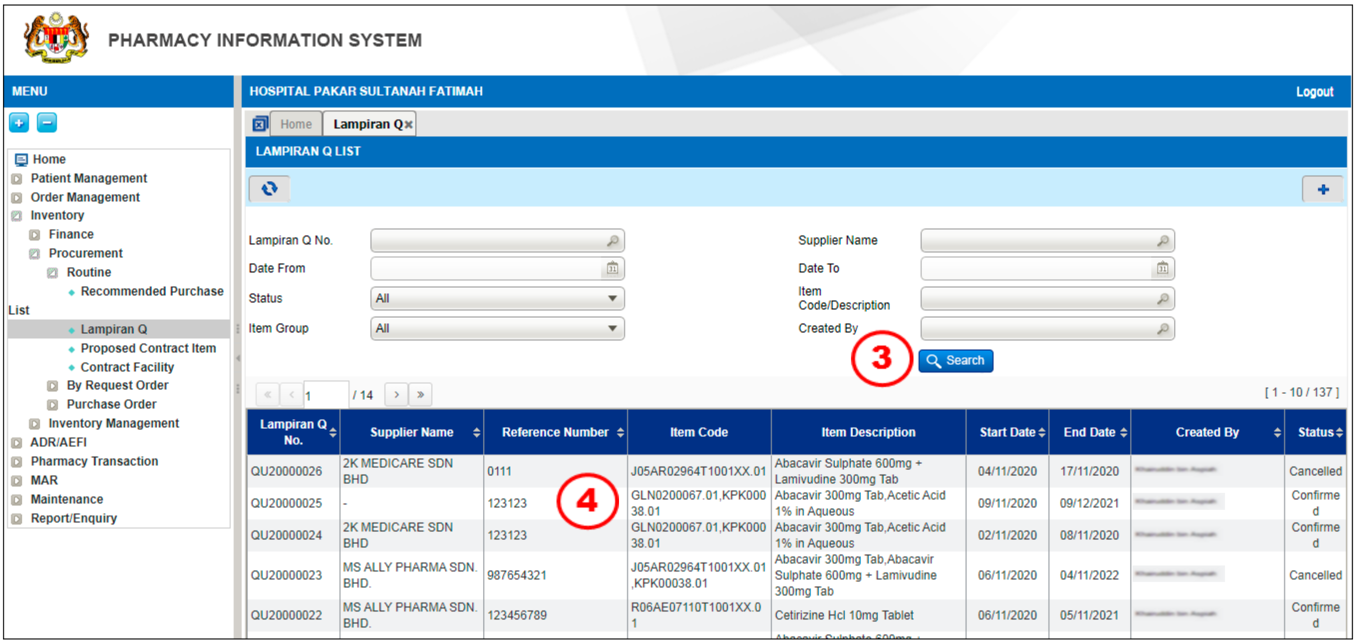


Figure 3.1.1-2 Lampiran Q Listing Page

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

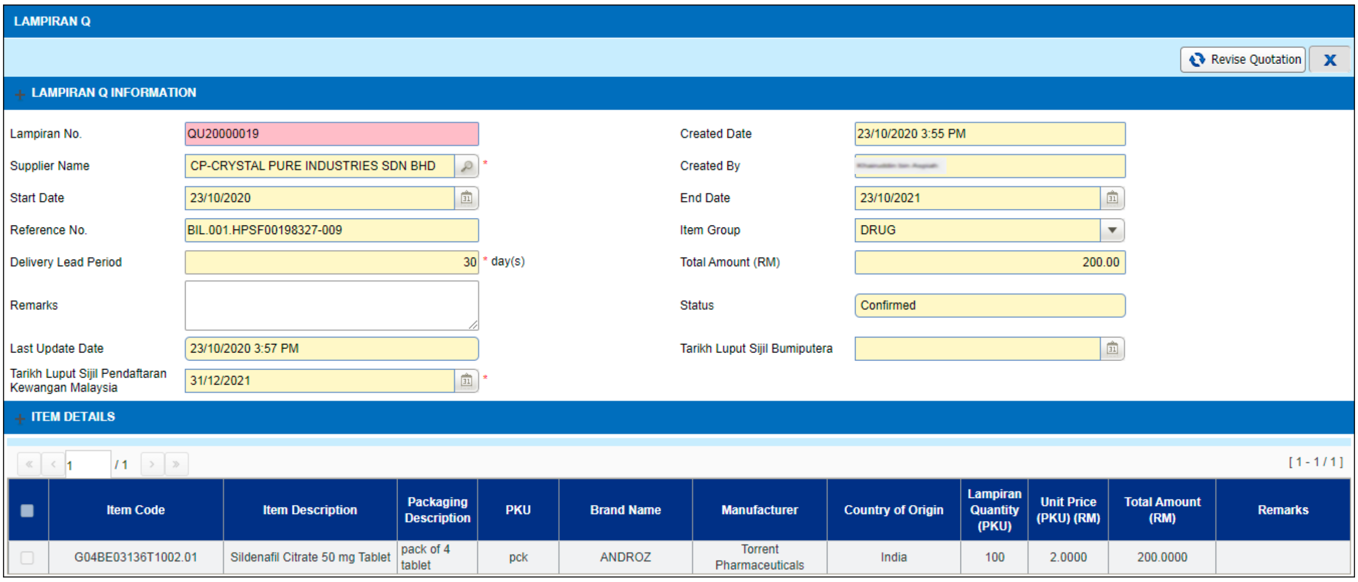


Figure 3.1.1-3 Lampiran Q Record

3.1.2 Create New Lampiran Q

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

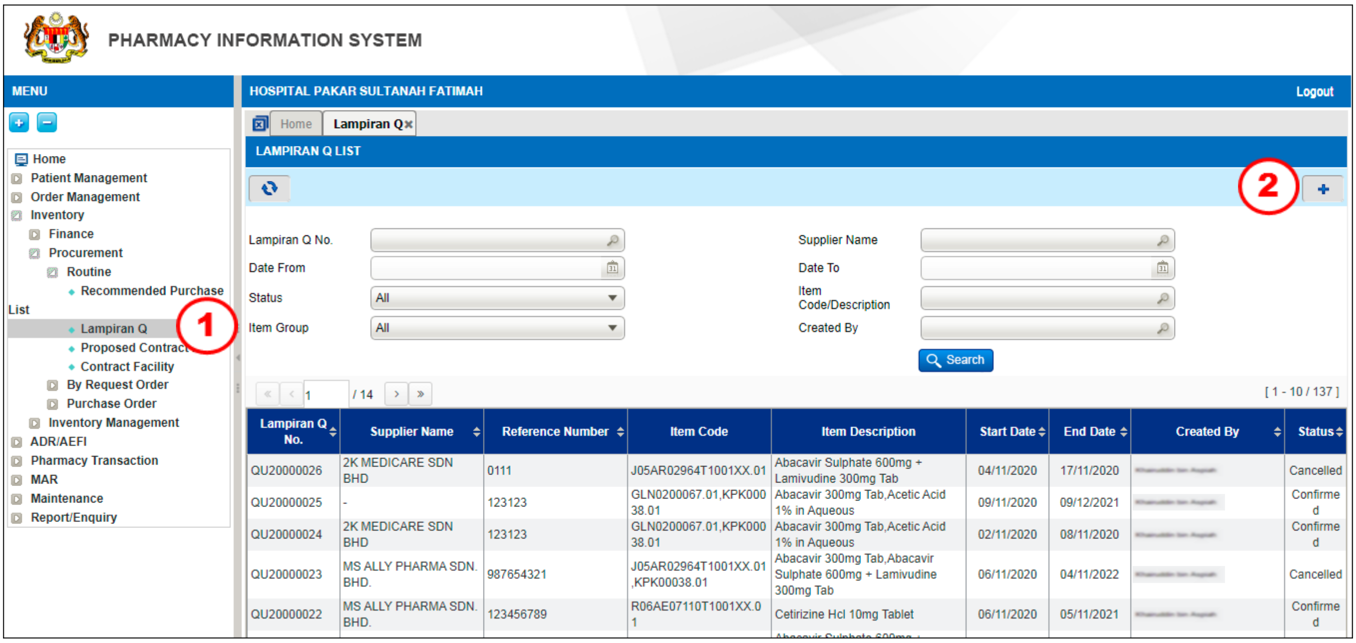


Figure 3.1.2-1 Lampiran Q Listing Page

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

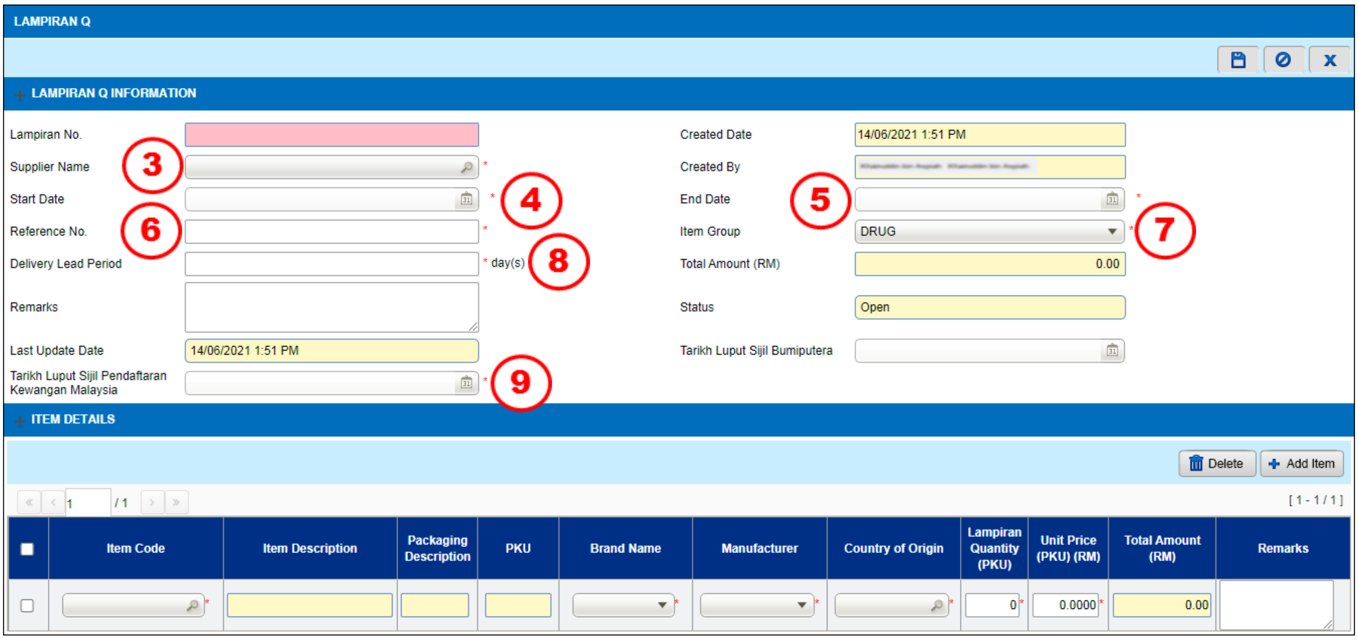


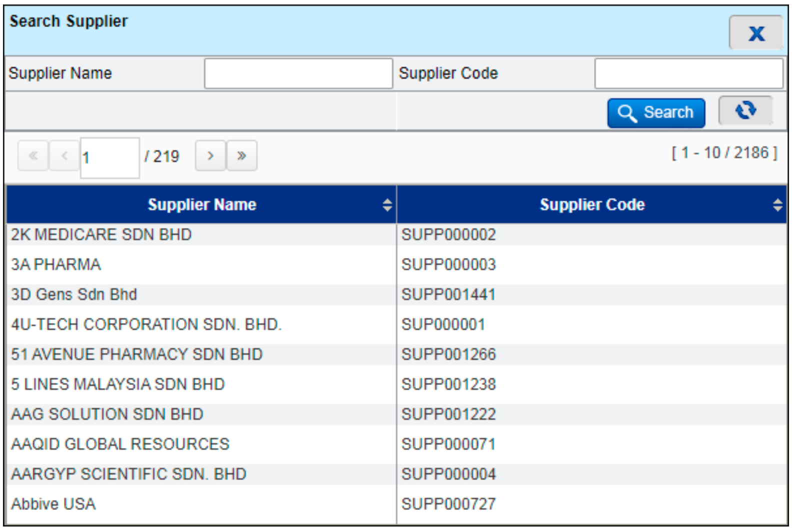
Figure 3.1.2-2 Lampiran Q Information

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

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

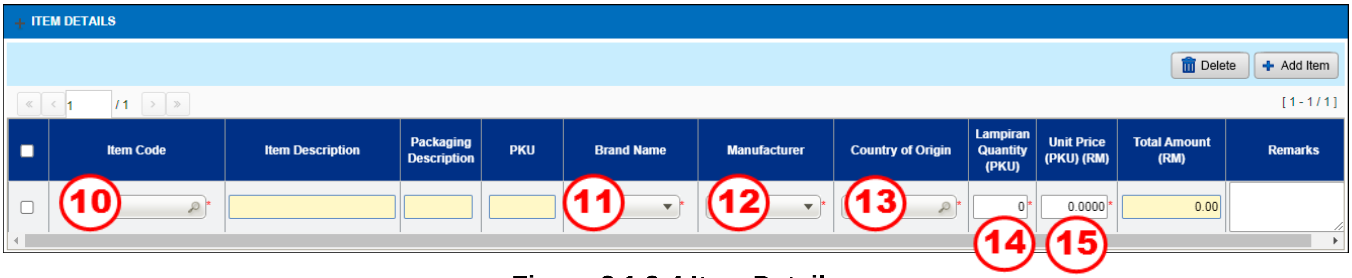


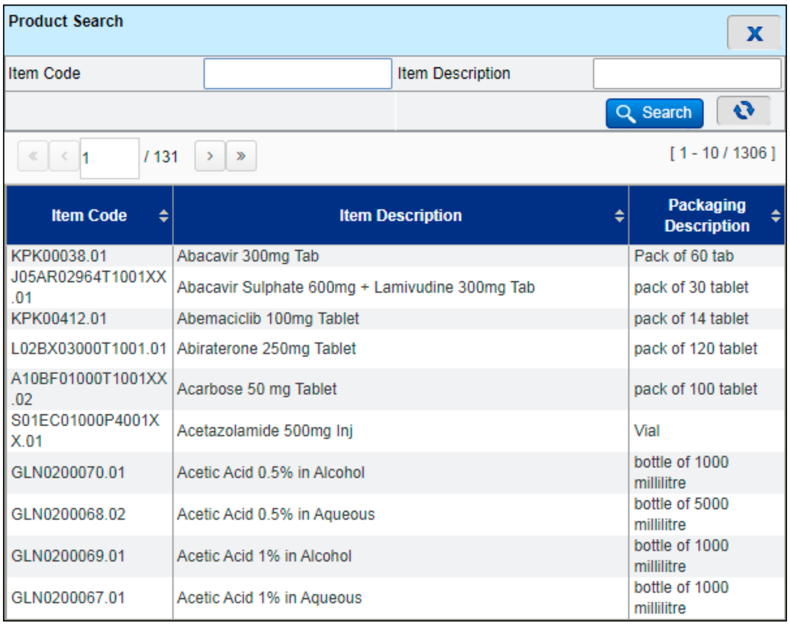
Figure 3.1.2-4 Item Details

STEP 10

Click on the [search icon] 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*



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
S01EC01000P4001XX.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 [search icon] 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*

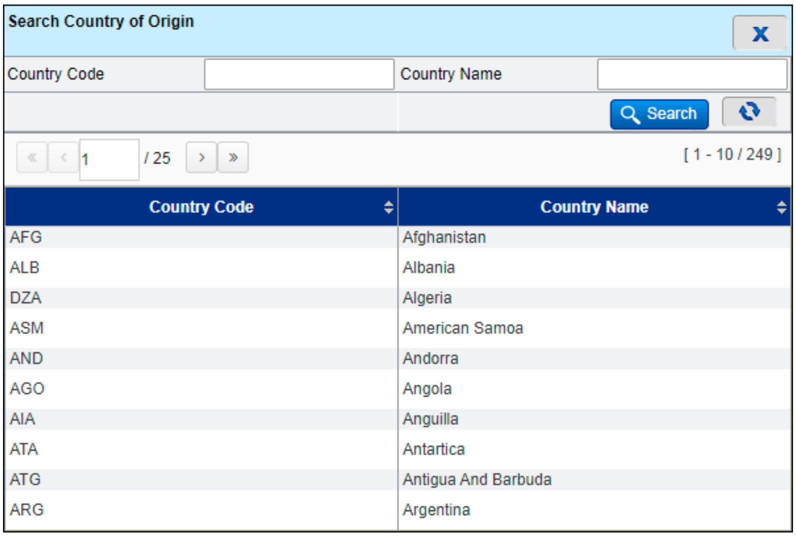


Figure 3.1.2-7 Country of Origin

STEP 14
Enter ***Lampiran Quantity (PKU)***

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

<u>Note</u>

- *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*

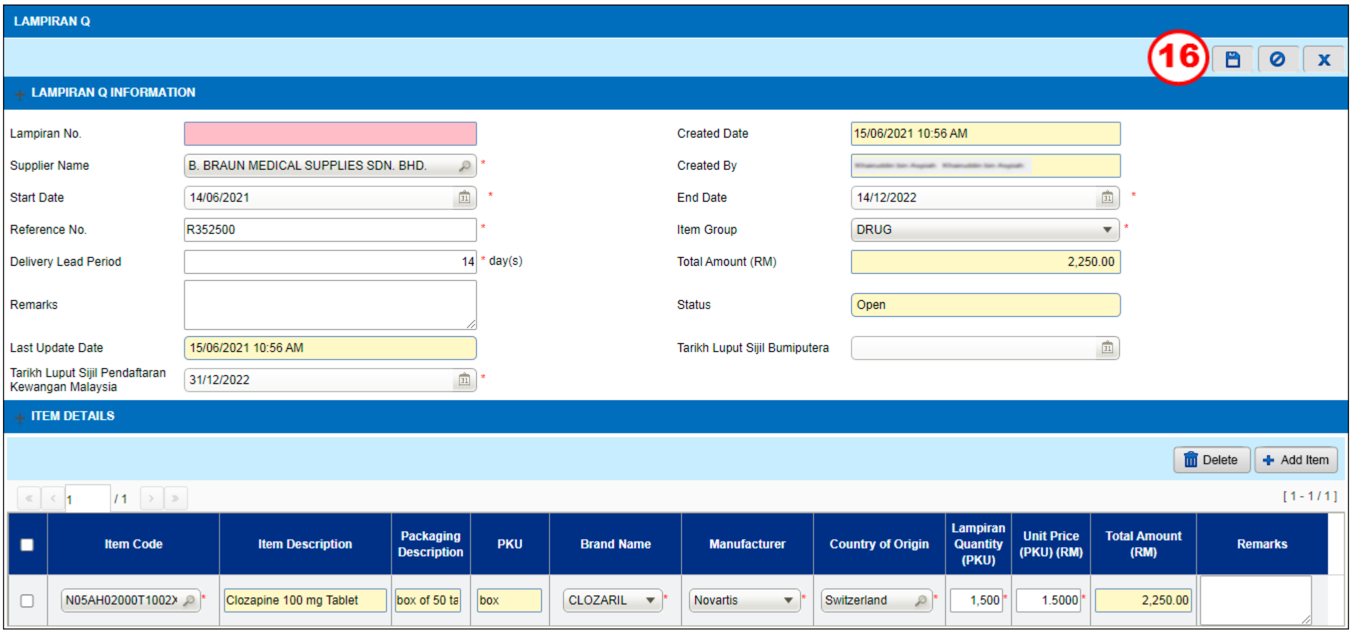


Figure 3.1.2-8 Lampiran Q Information

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*

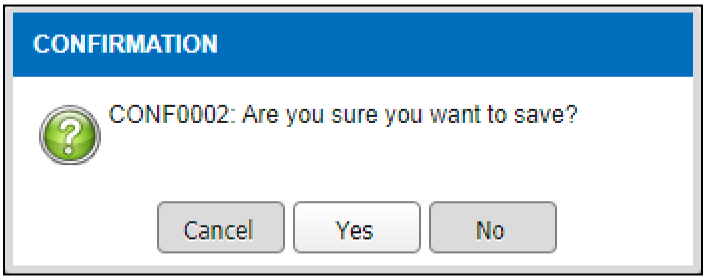


Figure 3.1.2-9 Confirmation Alert Messages

- *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.*

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*

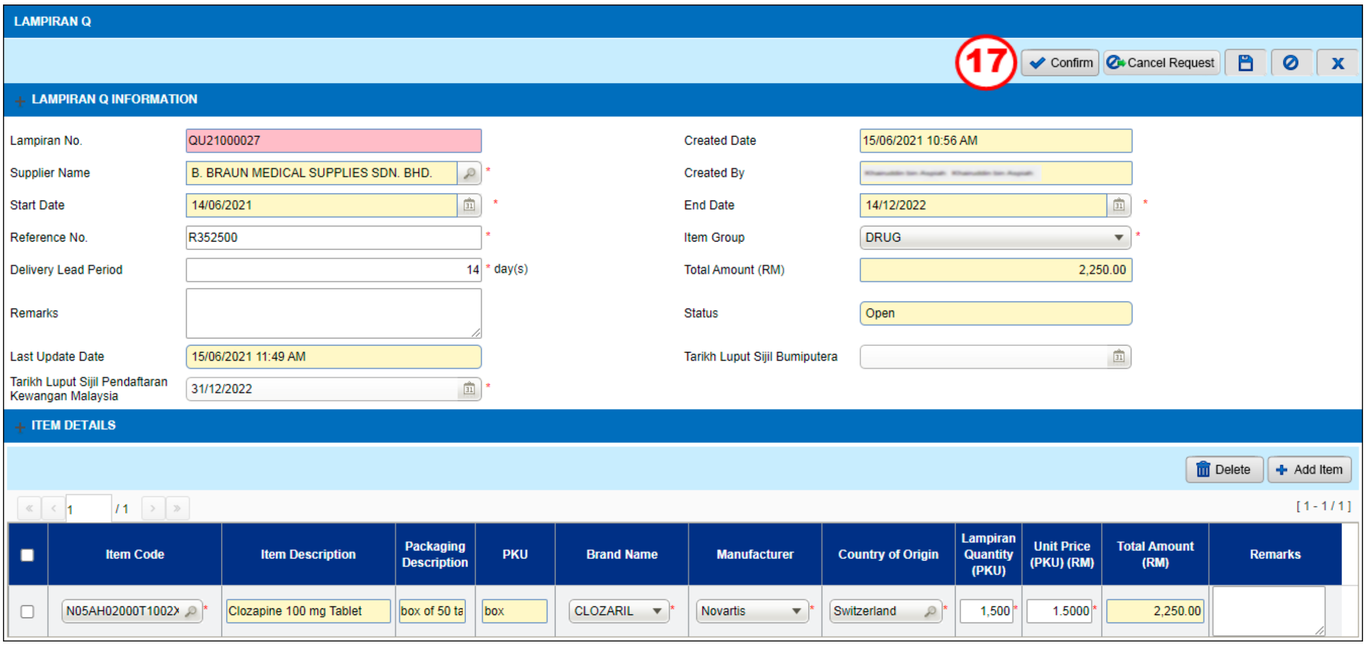


Figure 3.1.2-11 Lampiran Q Information

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*

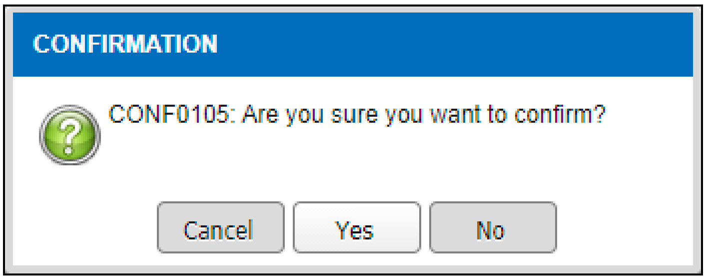


Figure 3.1.2-12 Confirmation Alert Messages

- *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.*

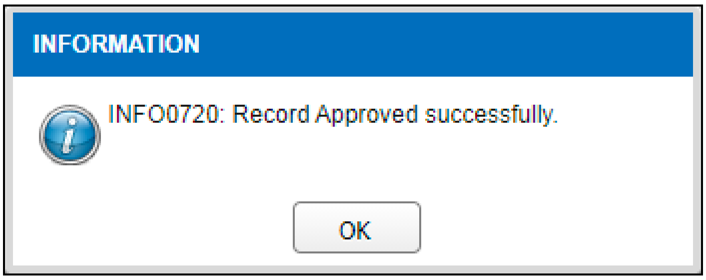


Figure 3.1.2-13 Information Alert Messages

- *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*

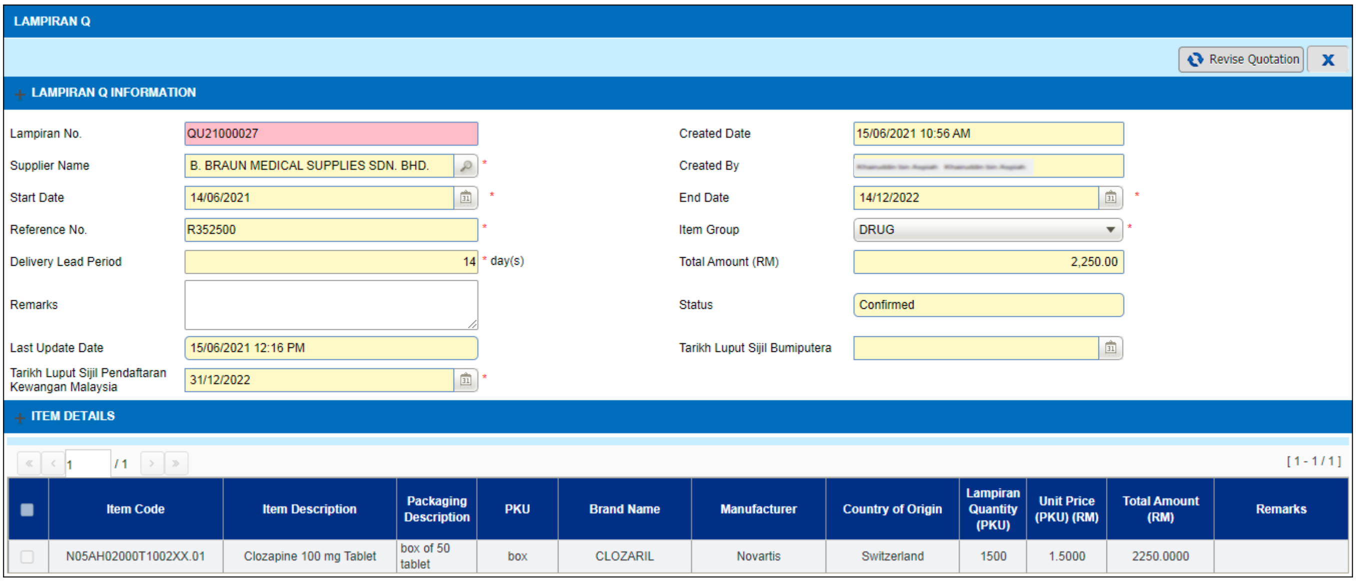
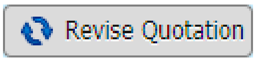


Figure 3.1.2-14 Lampiran Q Information

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:

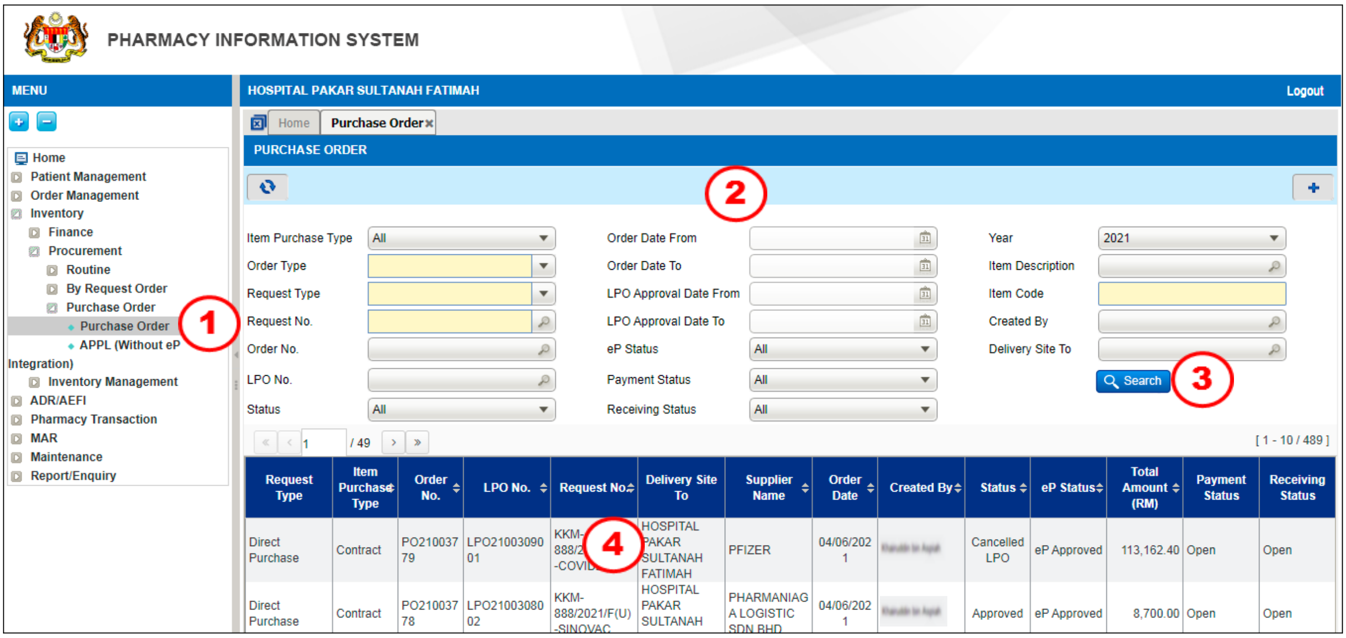


Figure 3.2-1 Purchase Order Listing Page

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

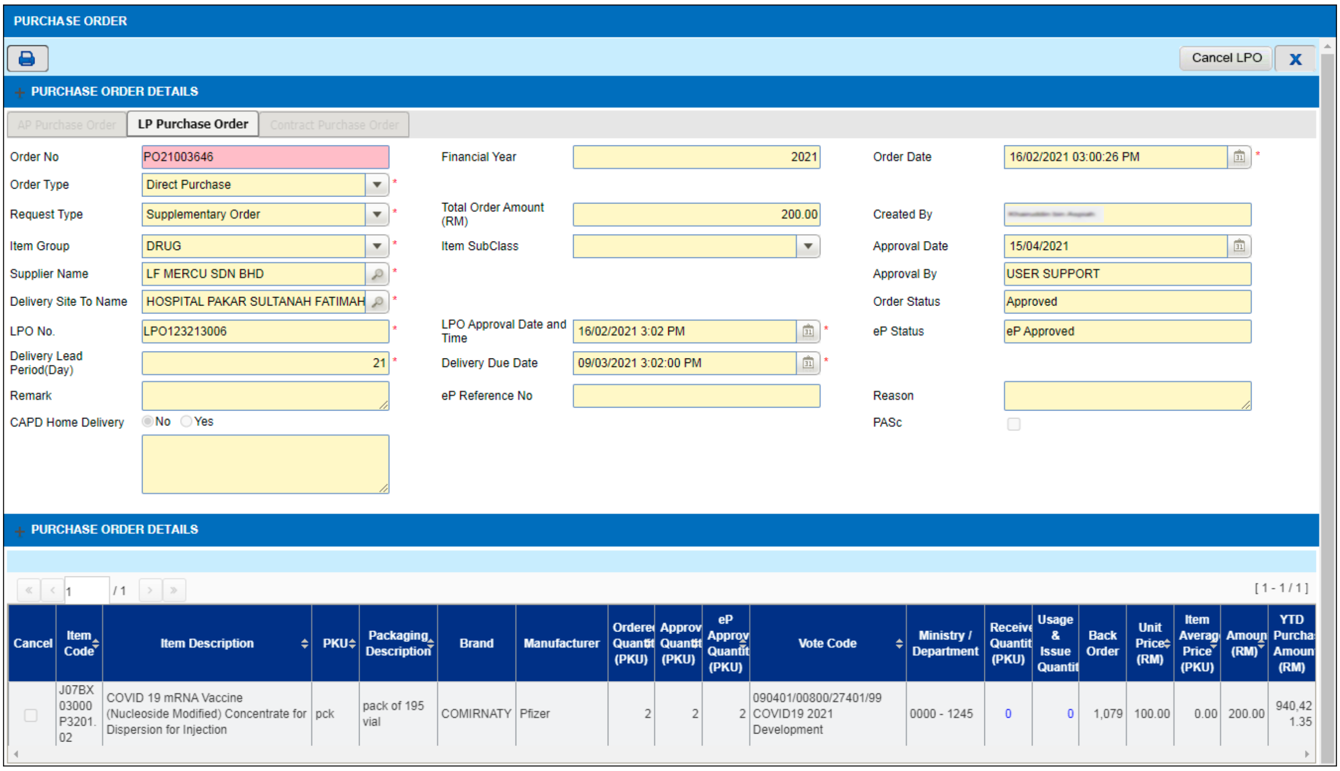


Figure 3.2-2 Purchase Order Listing Page

3.2.1 New Purchase Order: Lampiran Q

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

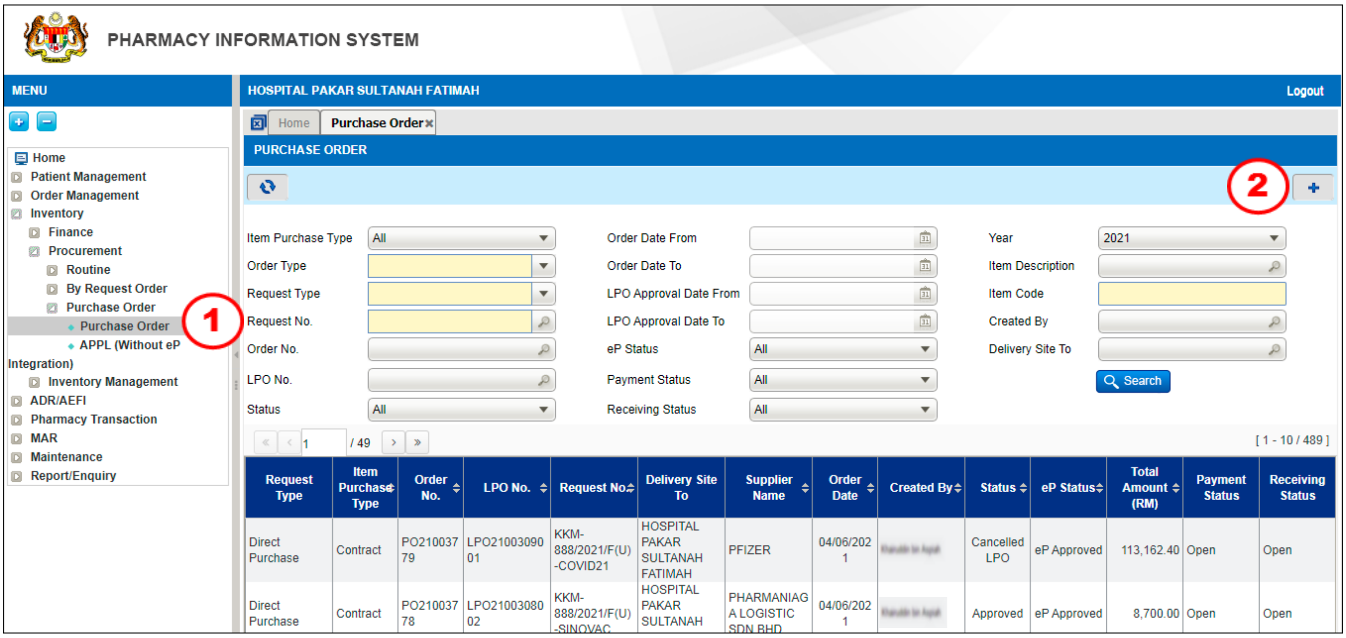


Figure 3.2.1-1 LP Purchase Order

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

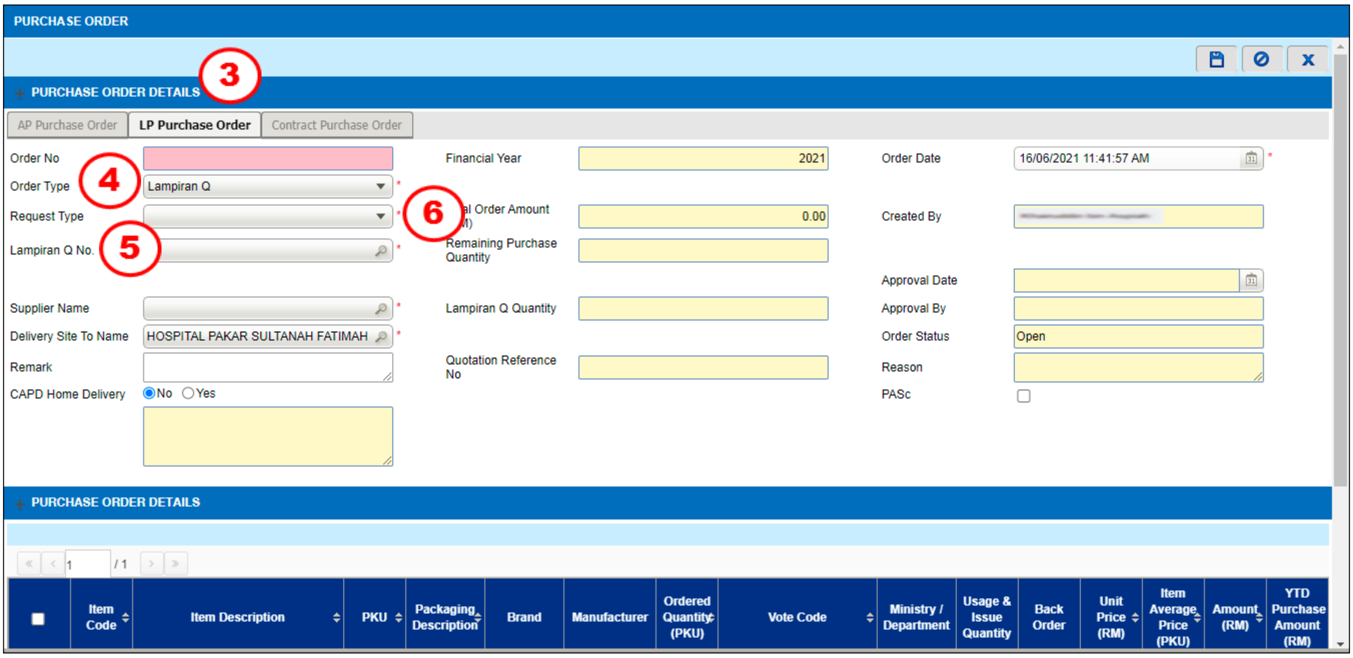


Figure 3.2.1-2 LP Purchase Order

STEP 3

Select '***LP Purchase Order***' tab

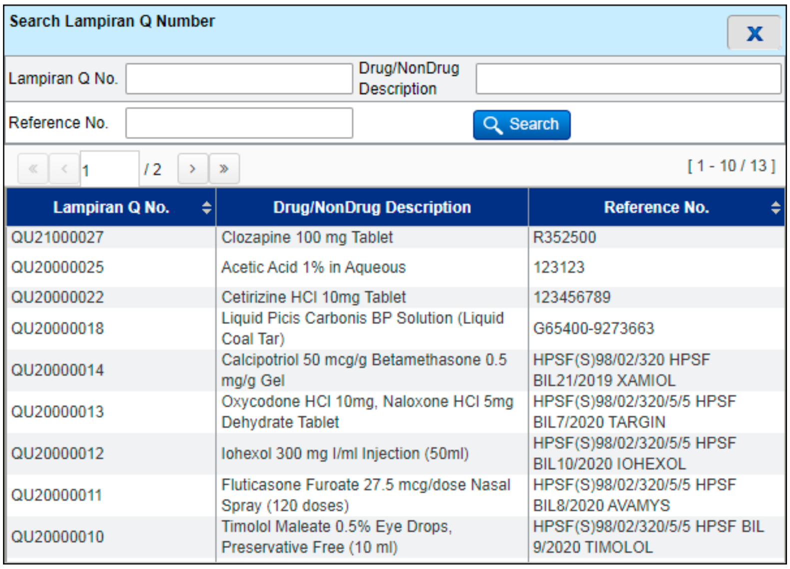
STEP 4
Select on ***Purchase Type*** as Lampiran Q

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*

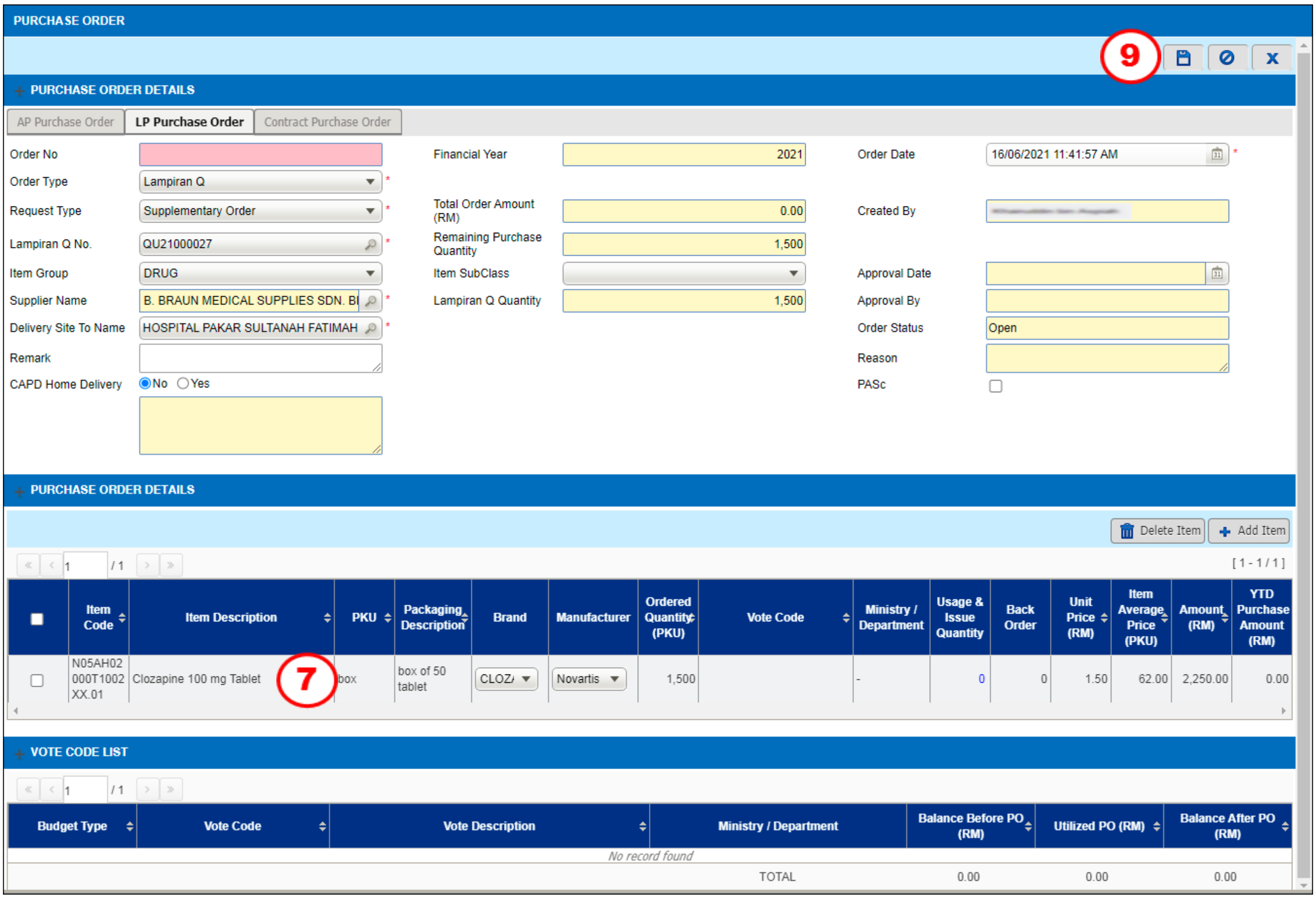


Figure 3.2.1-4 LP Purchase Order

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

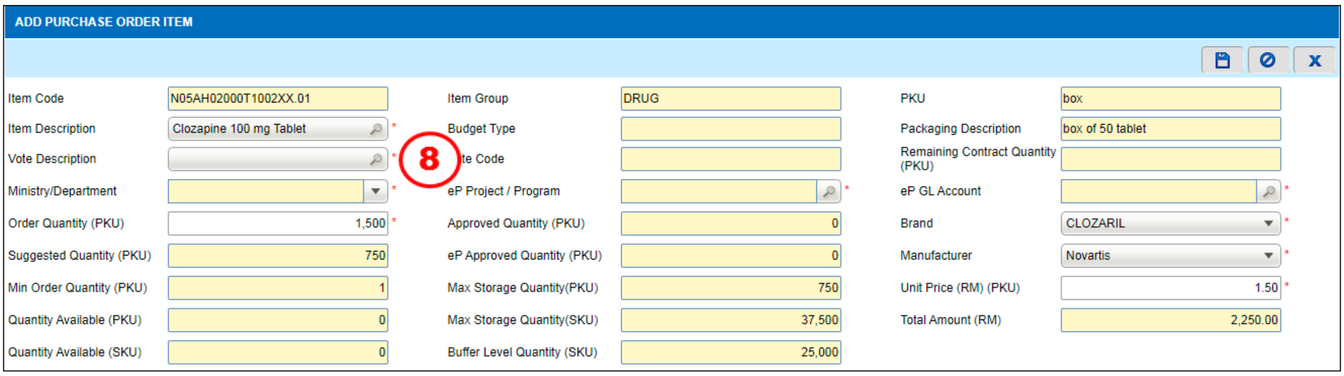


Figure 3.2.1-5 Order Details

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*

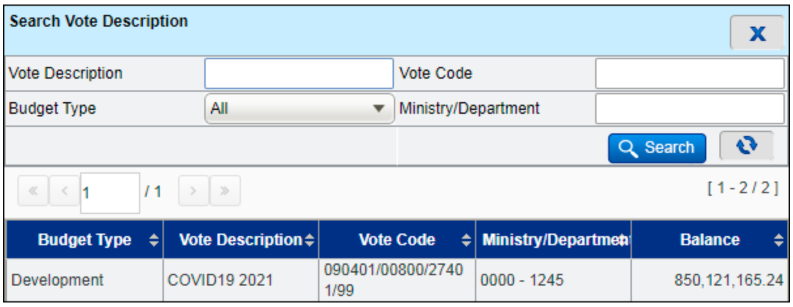


Figure 3.2.1-6 Vote Description

- *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*

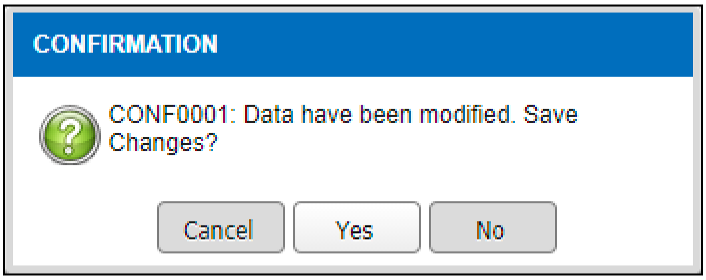


Figure 3.2.1-7 Confirmation Alert Messages

- *If click on the* 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*

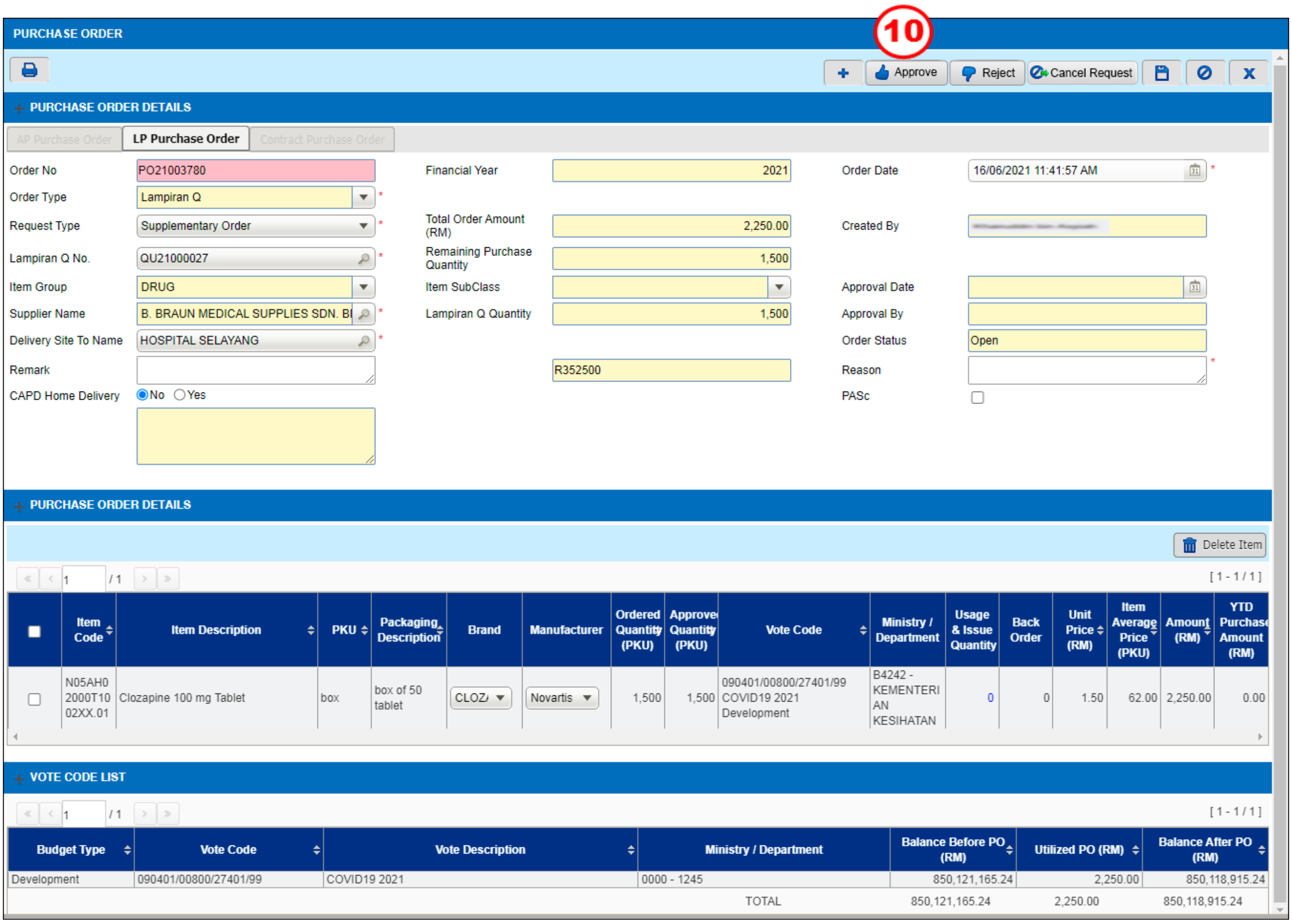


Figure 3.2.1-10 LP Purchase Order

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*

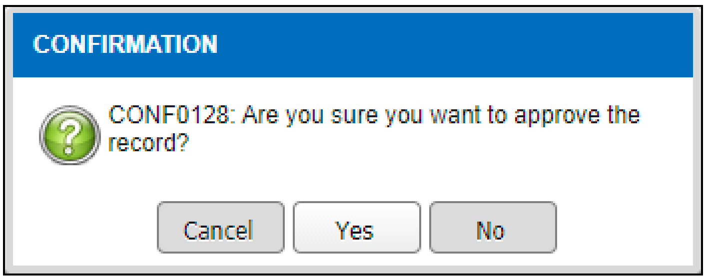


Figure 3.2.1-11 Confirmation Alert Messages

- *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.*

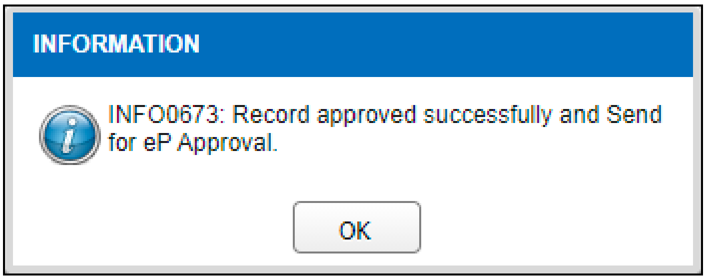


Figure 3.2.1-12 Information Alert Messages

- *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:

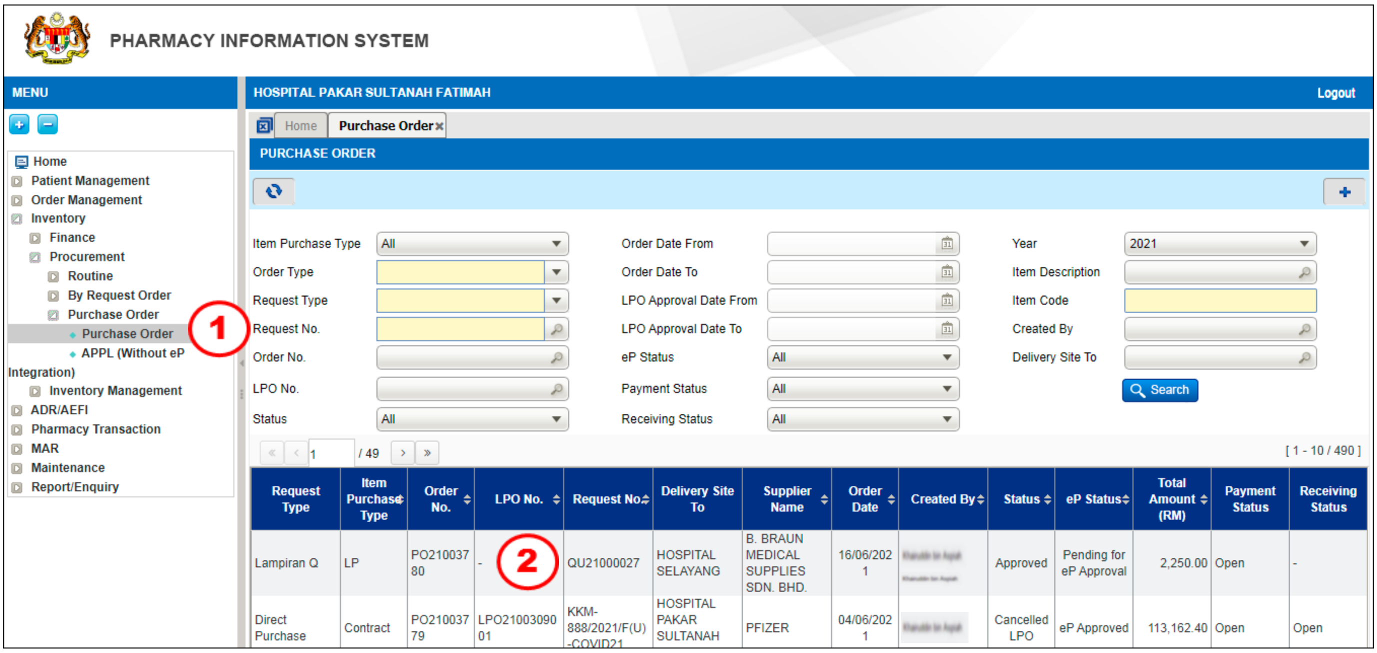


Figure 3.2.2-1 LP Purchase Order Listing Page

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

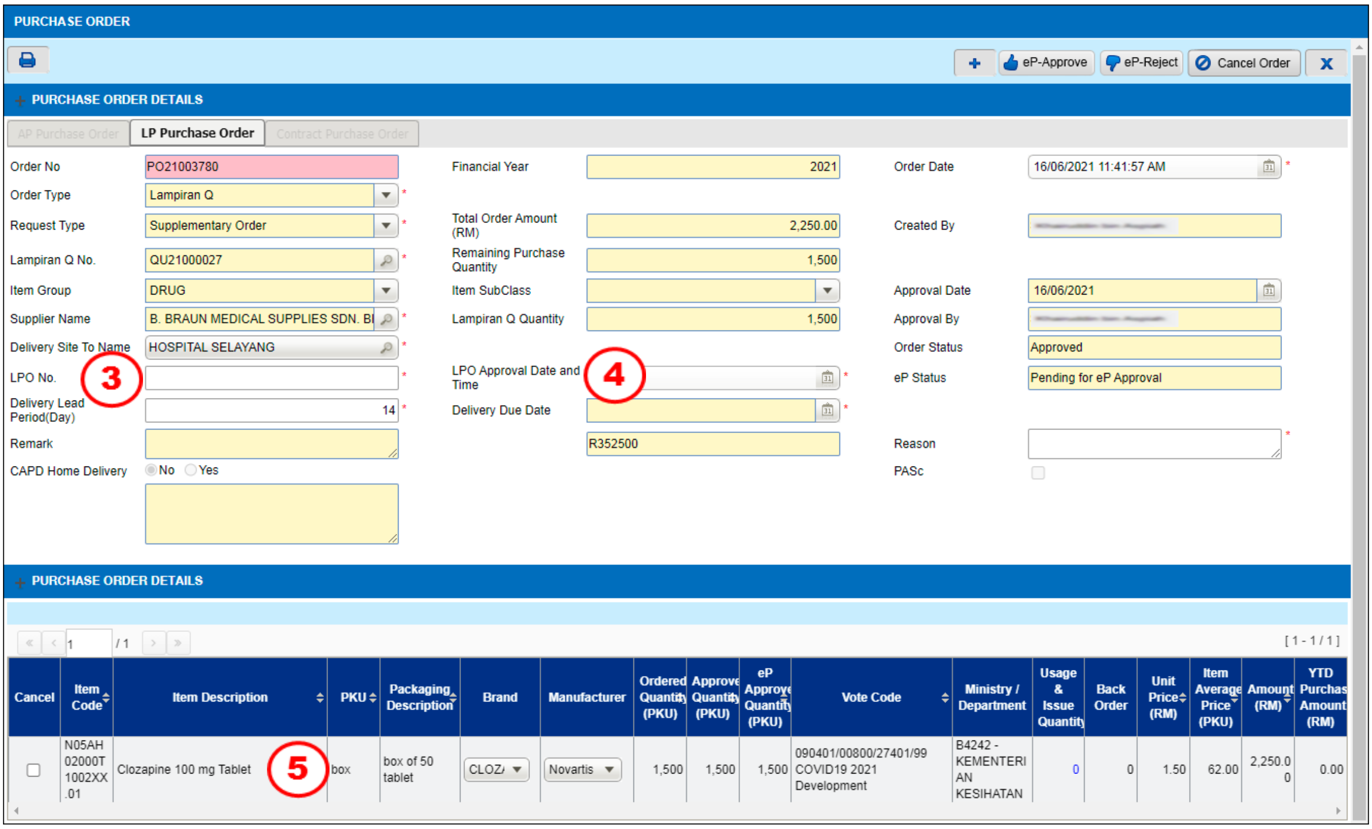


Figure 3.2.2-2 LP Purchase Order

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

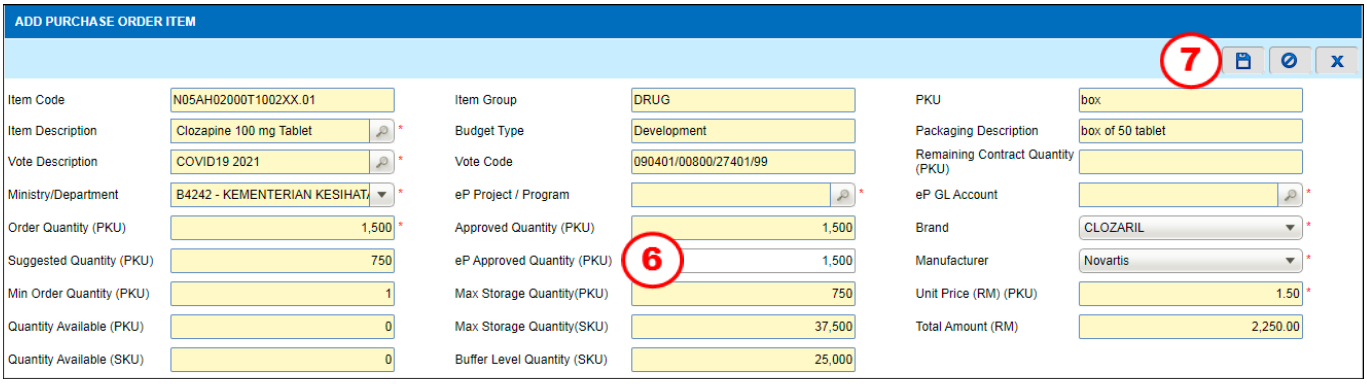


Figure 3.2.2-3 Add Purchase Order Item

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

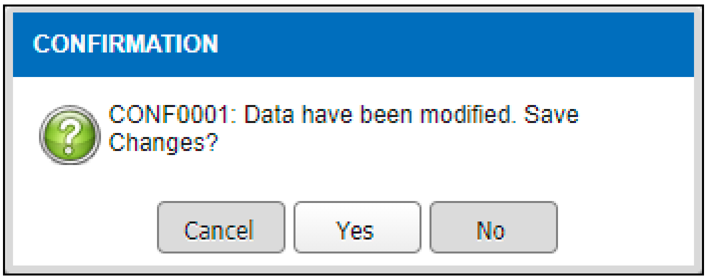


Figure 3.2.2-4 Confirmation Message

Note

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

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*

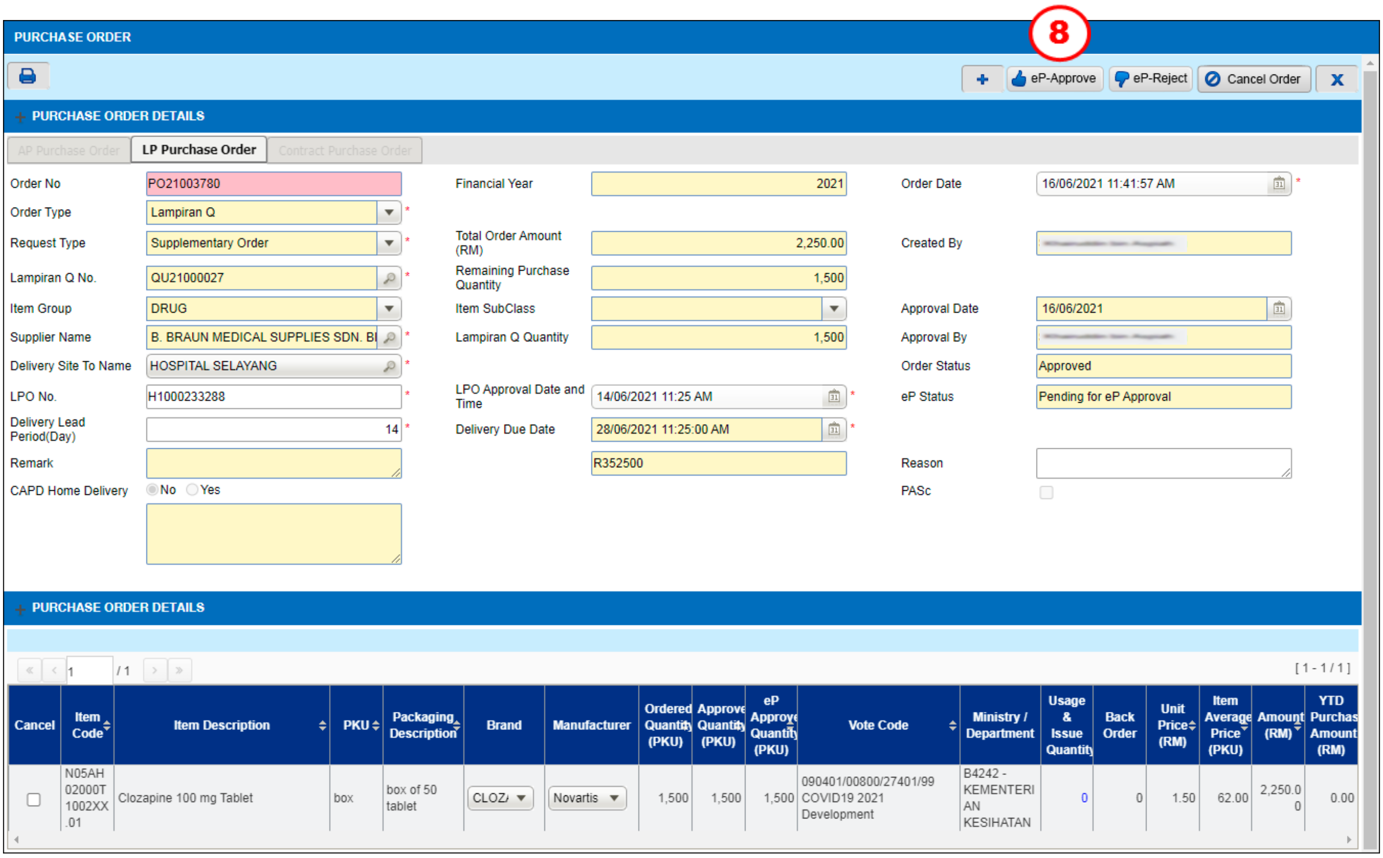


Figure 3.2.2-6 LP Purchase Order

STEP 8

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

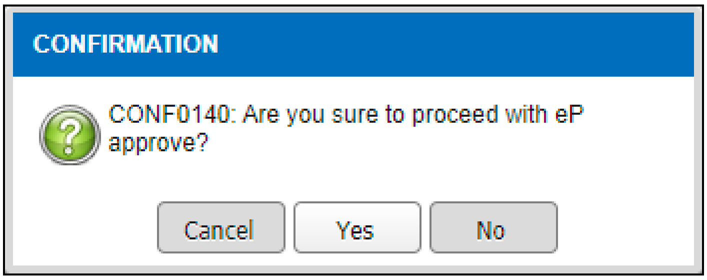


Figure 3.2.2-7 Confirmation Message

Note

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

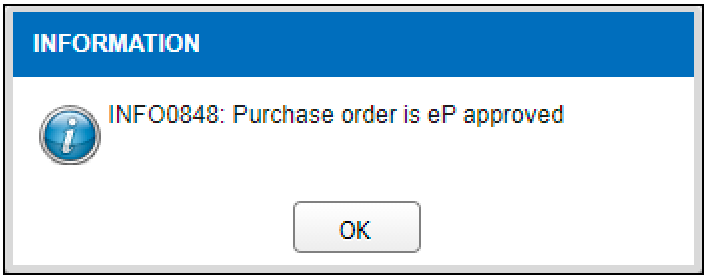


Figure 3.2.2-8 Information Message

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*

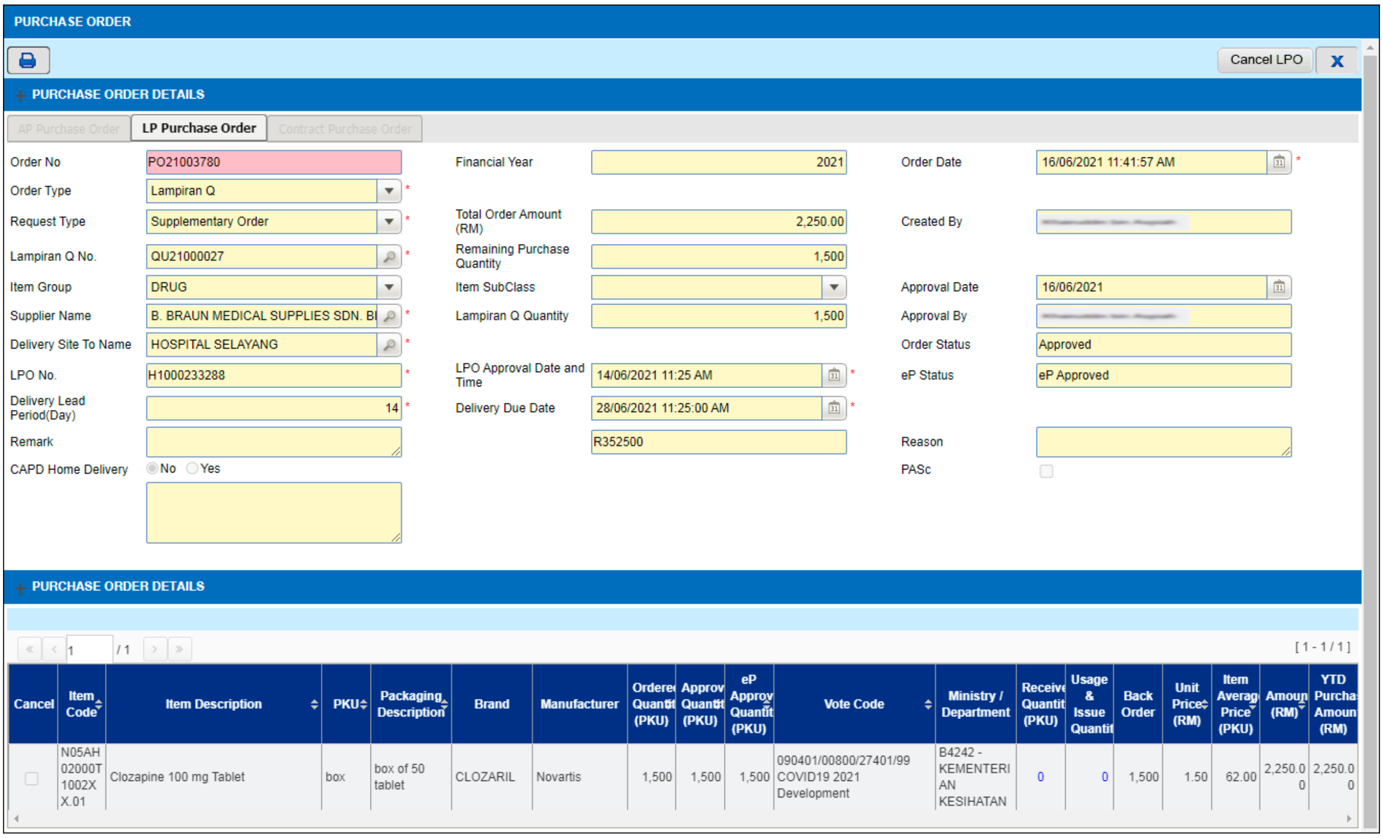


Figure 3.2.2-10 LP Purchase Order

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:

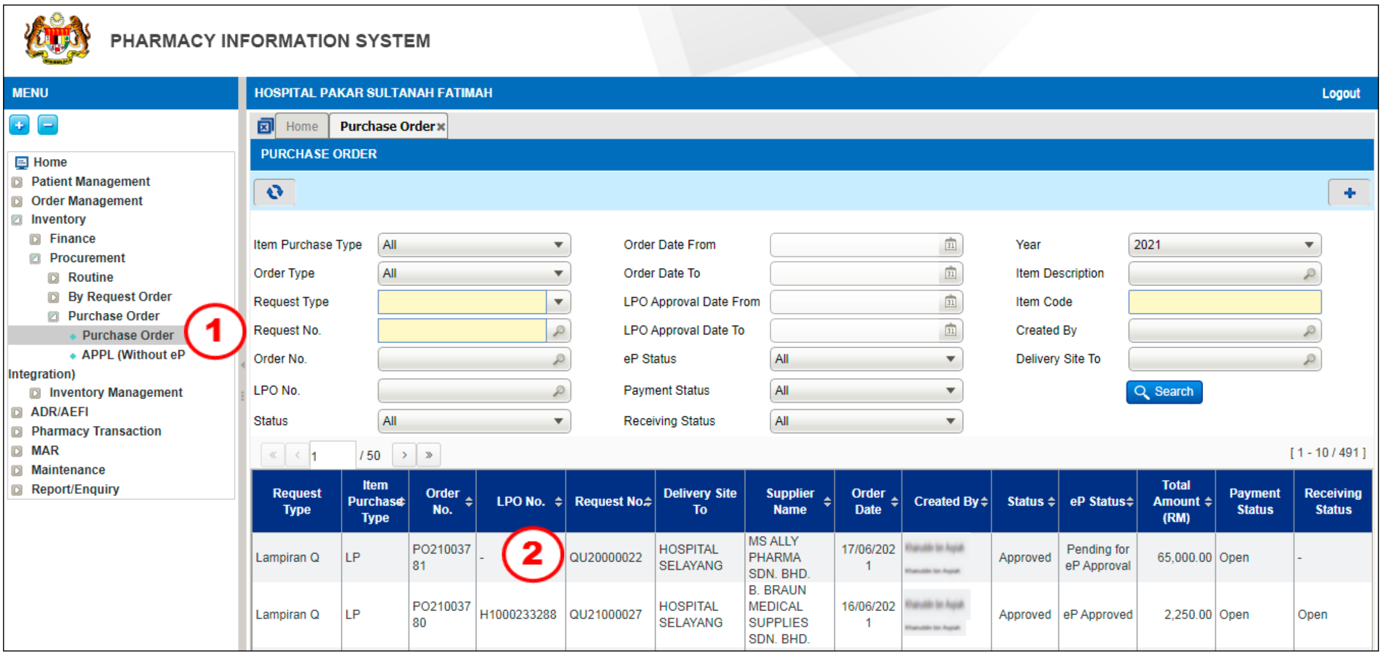


Figure 3.2.3-1 LP Purchase Order Listing Page

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

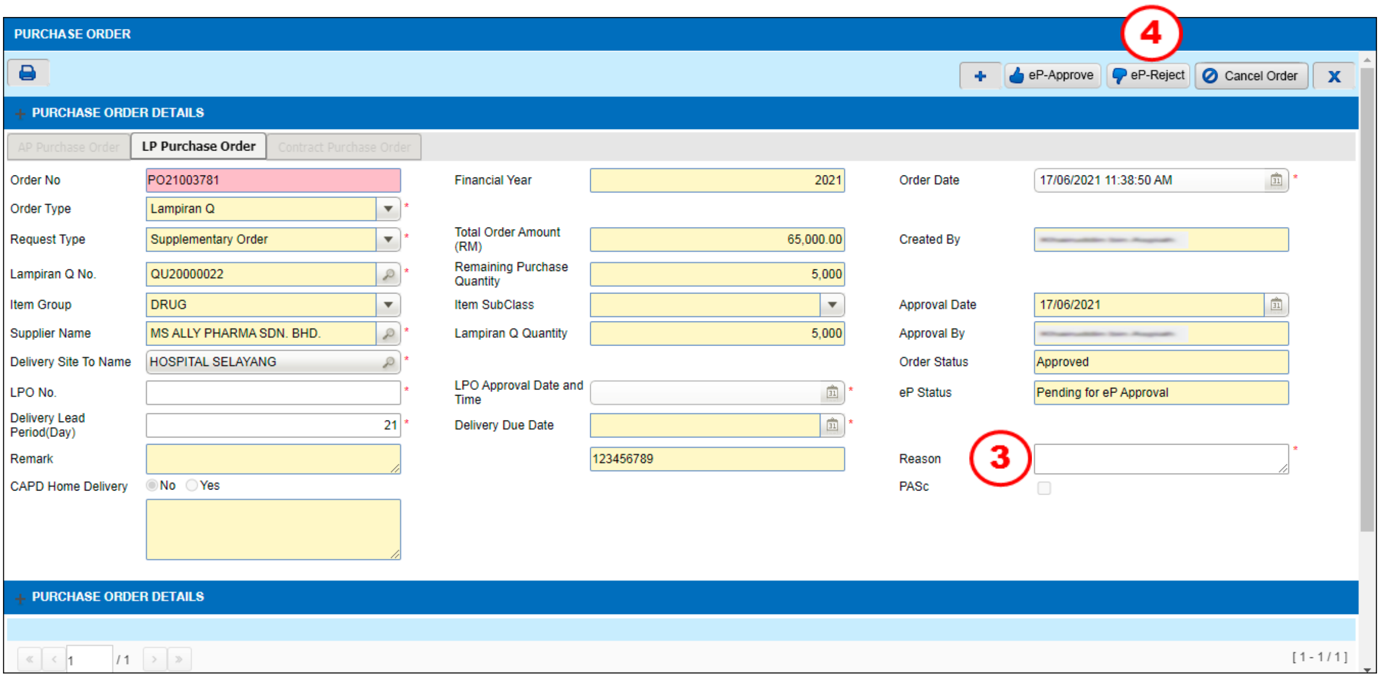


Figure 3.2.3-2 LP Purchase Order

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

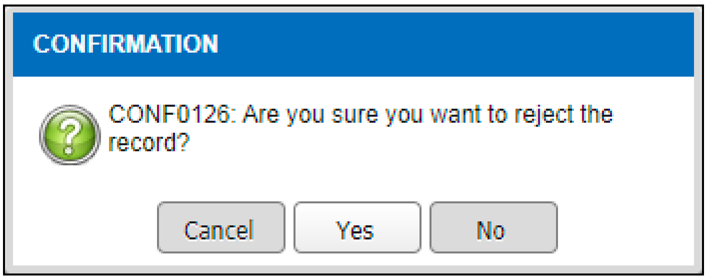


Figure 3.2.3-3 Confirmation Message

Note

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

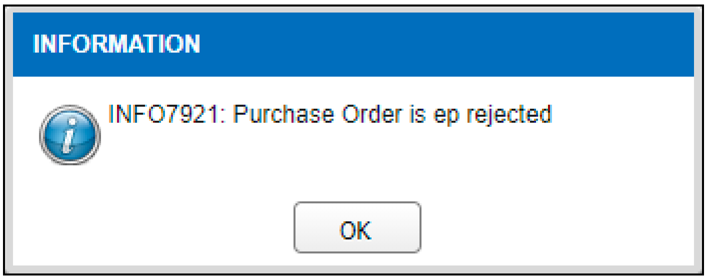


Figure 3.2.3-4 Information Message

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

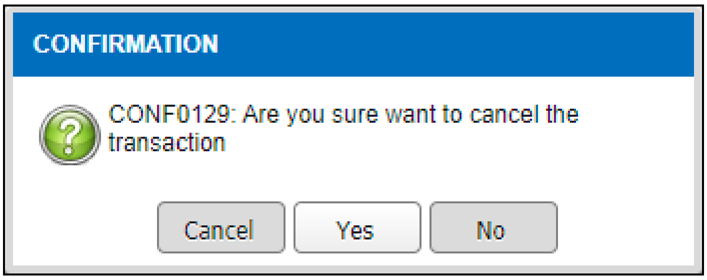


Figure 3.2.3-5 Confirmation Message

Note

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

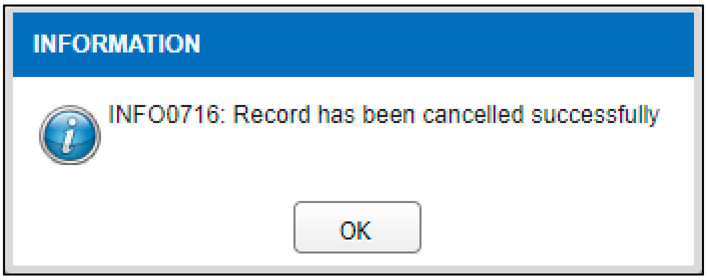


Figure 3.2.3-6 Information Message

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