



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

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## **User Manual Pharmacy Inventory (Procurement Standard-LP)**

<b>Version</b>	<b>: 1.5</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_PROCUREMENT STANDARD-LP</b>

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Name	Role / Designation	Organization	Signature & Date
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### Peer Review

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1.0	Maxine Wong (QA)	First submission to MOH
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1.3	Michelle Foo (QA)	Update to Phis ver. 1.3
1.4	Michelle Foo (QA)	Update to PhIS ver. 1.4
1.5	Michelle Foo (QA)	Change to latest screenshot and functions for version 1.5.1



PhIS & CPS Project  
User Manual – Procurement Standard - LP



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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 excellent care. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services 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 (PN) , IV Admixture & Eye Drop
8. Radiopharmaceuticals and Extemporaneous
9. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
10. Clinical Pharmacokinetics Services (TDM)
11. Drug Information & Consumer Education (DICE)
12. Medication Therapy Adherence Clinic (MTAC)
13. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Procurement Standard - LP sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Create New RPL transaction
- RPL Verification
- RPL Approval
- Create New Purchase Order
- Purchase Order Approval



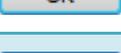
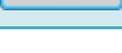
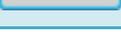
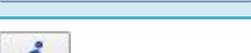
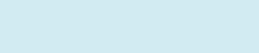
### 1.3 Organised Sections

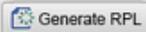
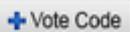
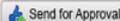
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard – LP
- Section 4 : Purchase Order
- Section 5 : Acronyms

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Indicate Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		

Inventory Module Legend			
 Generate RPL	Generate Request Purchase List	 + Vote Code	Add Vote Code
 Verify	Verify record	 + Add Item	Add Drug/Non Drug
 Send for Approval	Send for Approval	 Approve	Approve record
 Reject	Reject record		

**Note:**

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

## 2.2 Latest Enhancement and Updates

Latest Functions	Page
<a href="#">Create New Purchase Order: Indent</a>	45

### 3.0 Procurement Standard - LP

#### Overview

Procurement Standard-LP is item supplied by supplier other than Pharmaniaga. Items are purchased based on selected criteria using the system. Purchasing value has a limit in a particular year. Purchasing item via Recommended Purchase List (RPL) is for the routine activity at the main store level. Before using Recommended Purchase List (RPL), the facility has to set a buffer level of minimum and maximum stock level. The system will then calculate the difference in the current stock level and buffer to suggest a list of items that needs to be purchased via Recommended Purchase List (RPL).

#### User Group

This module is intended for Pharmacist and Assistant Pharmacist (subject to user assigned by the facility).

#### Functional Diagram

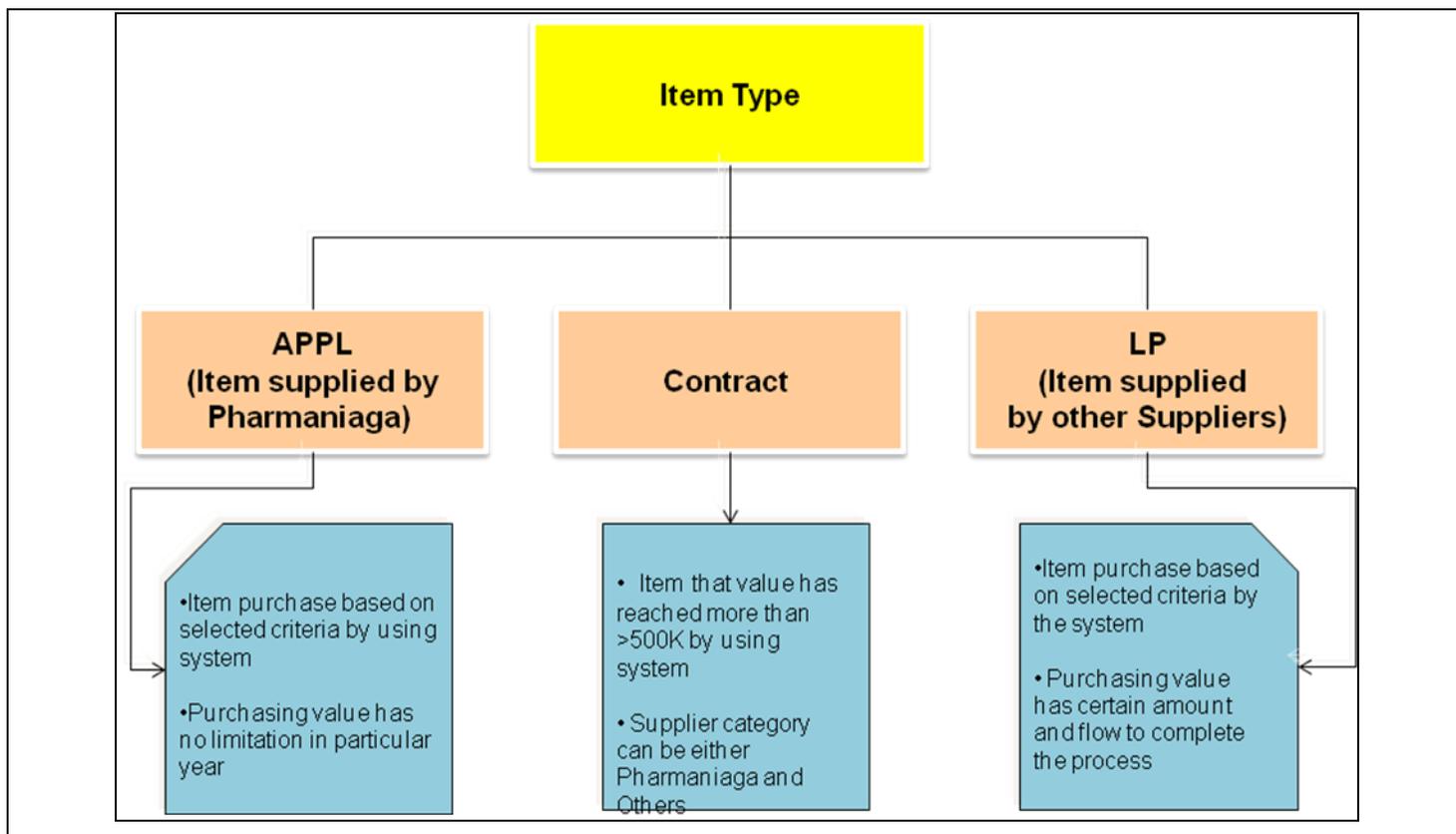
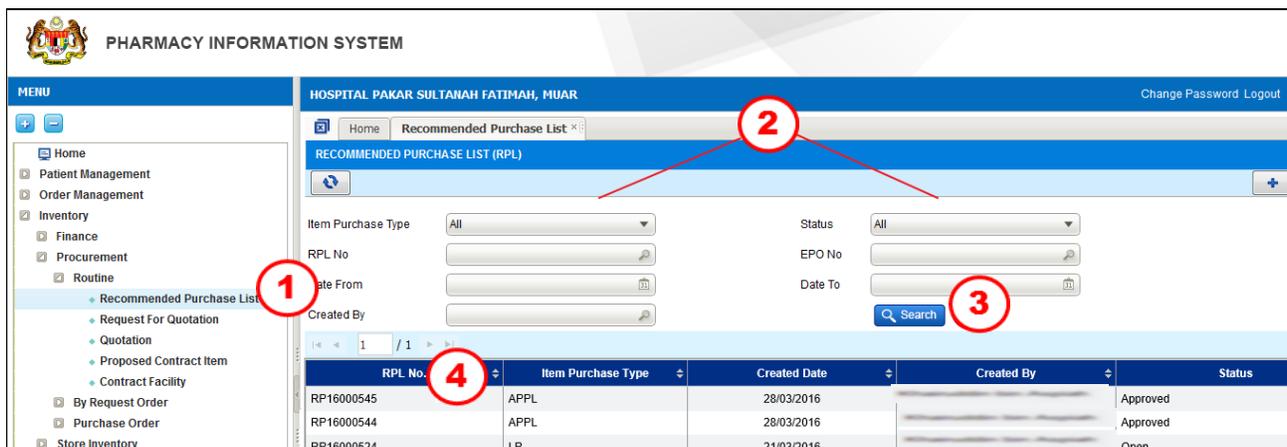


Figure 3.0-1

### 3.1. View Recommended Purchase List (RPL) Listing Page



**Figure 3.1-1 Recommended Purchase List Listing Page**

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

#### STEP 1

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

#### STEP 2

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

No	Field	Description	Remark
a	Item Type	Item Type - All - APPL - Contract - LP	Allow user to search existing transaction based on Item Type
b	RPL No.	Search by selecting a number from the RPL	Will be automatically displayed once a RPL no is selected
c	ePO No.	Search by selecting a number from the ePO	Will be automatically displayed once a ePO no is selected
d	Date from	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'dd/mm/yyyy'. i.e. 31/12/2015
e	Status	Select Status from the drop down menu: - Open - Approved - Pending for Approval - Cancelled - Pending for Verification	Filter and search existing records based on Status
f	Created by	Select created from the drop down menu	Filter and search existing records based on creator

**Table 3.1-1**

**STEP 3**

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

**Note**

In circumstances of no criteria is input, the entire list of previous transaction will be not displayed.

**STEP 4**

Double click on the selected record and the details will be displayed as figure 3.1-1.

### 3.2. Create New RPL

To create a new Recommended Purchase List (RPL) transaction, perform the steps below:

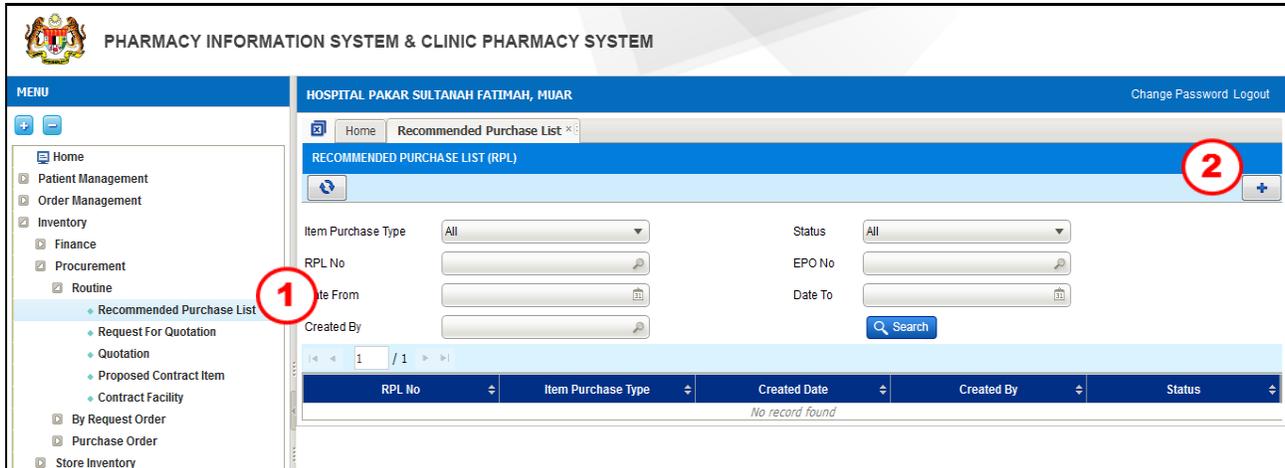


Figure 3.2-1 New Recommended Purchase List (RPL)

#### STEP 1

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

#### STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as shown in the figure below

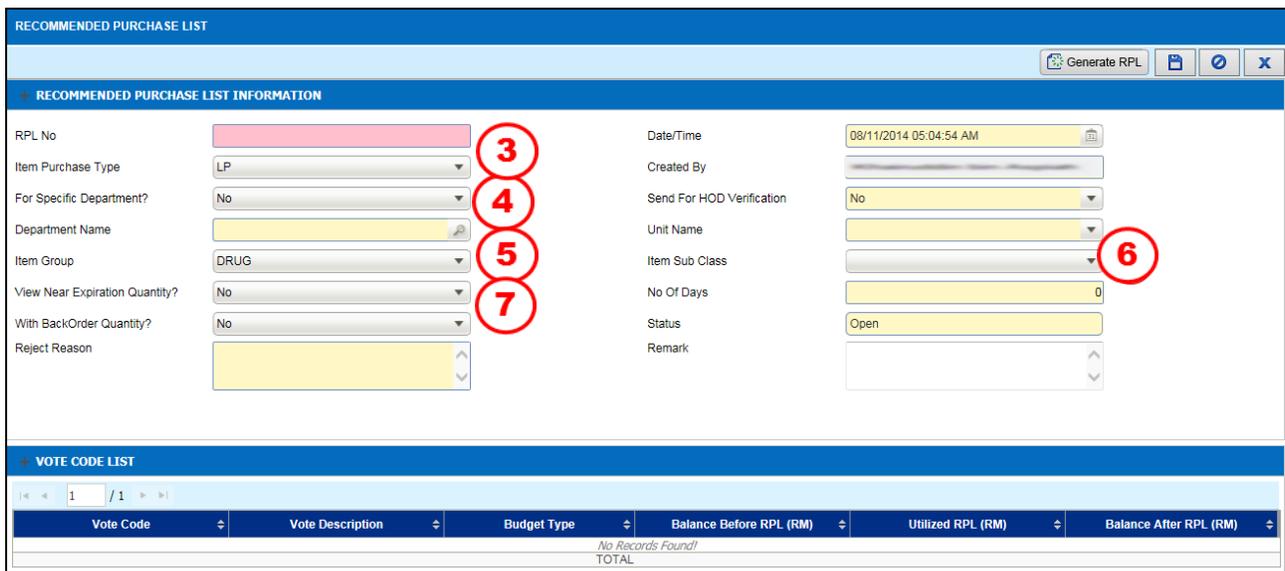


Figure 3.2-2 Recommended Purchase List (RPL)

#### STEP 3

Select **Item Purchase Type** as LP

#### STEP 4

Select **For Specific Department:** NO

**Note**

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

**STEP 5**

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

- Drug
- Non Drug

**STEP 6**

Select **Item Sub Class** if necessary

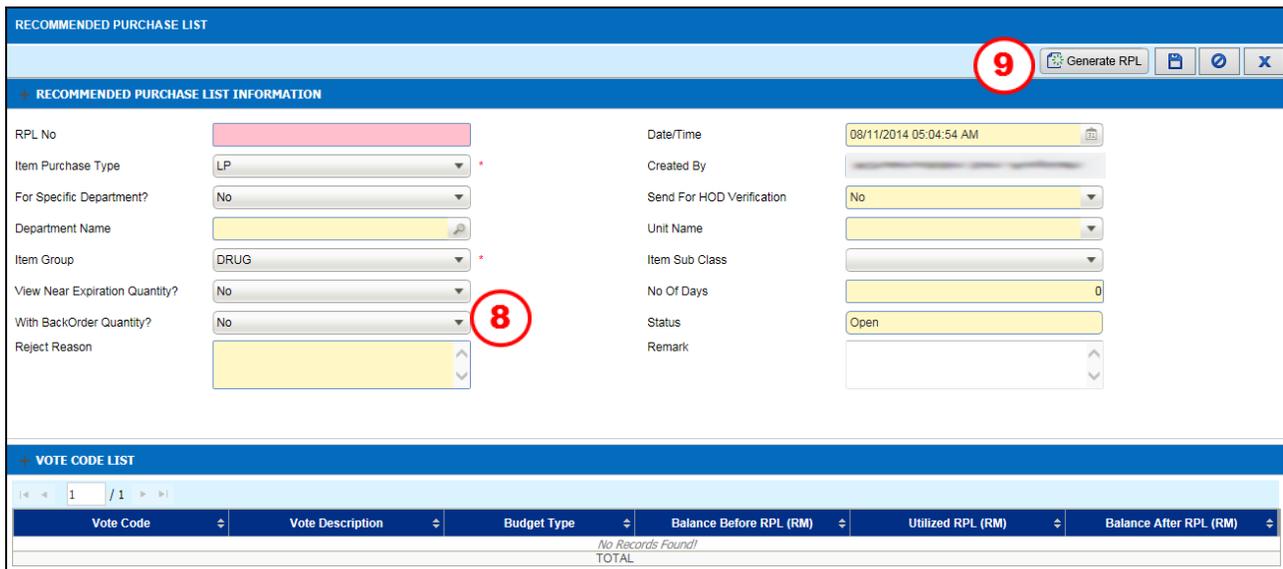
**STEP 7**

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

- Yes
- No

**Note**

If selection is 'Yes', user has to enter value in the 'No of Days' field.



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

**Figure 3.2-3 Recommended Purchase List (RPL)**

**STEP 8**

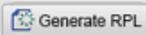
Select **With Back Order Quantity** from the drop down box:

- Yes
- No

**Note**

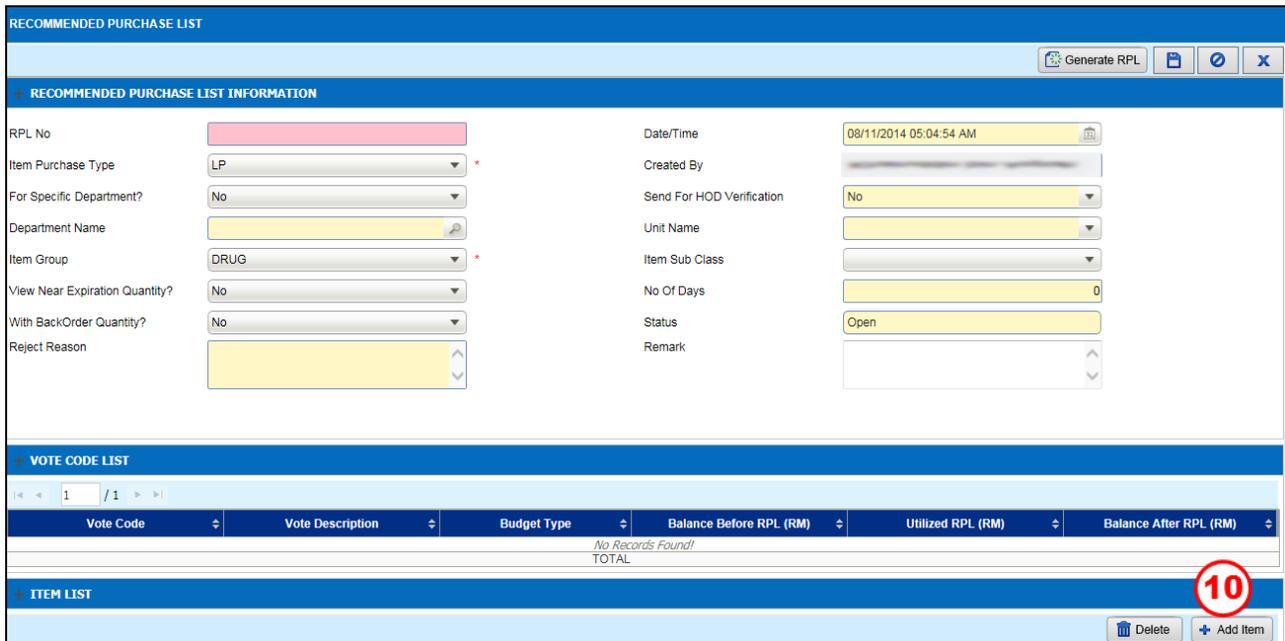
Back Order Quantity represents the pending receive quantity that has not been supply yet by the suppliers.

**STEP 9**

Click on the  button to generate item based on selection criteria

**Note**

- System will be able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set up at Item/Product Buffer Level master.
- System will be able to cater for 'With Back Order Quantity' and 'With Pending Issue Quantity' that is still not delivered by the Supplier/Pharmacy Store and not fully supplied to the requester units.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- Newly created RPL, 'Status' will default to 'Open'.



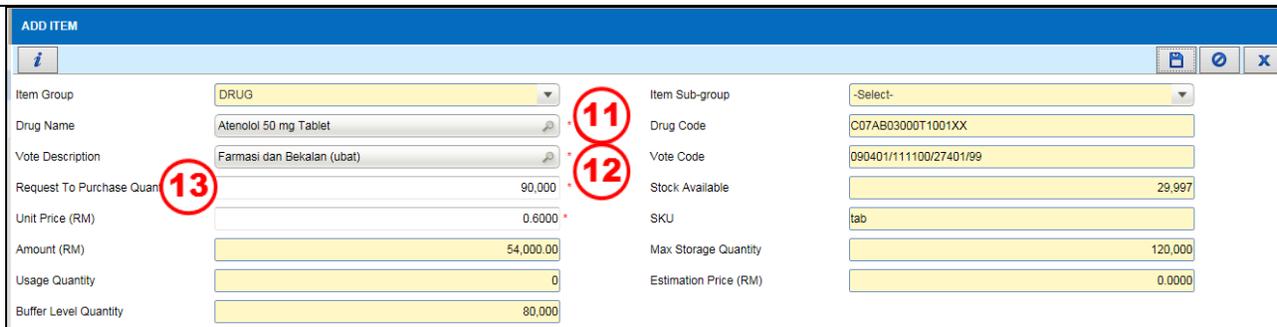
**Figure 3.2-4 Add Item Manually**

**STEP 10**

Click on the  button to add additional item to be purchased

**Note**

- 'Add Item' screen allows user to add additional item that are not generated from the RPL process.
- In Add Item section, Vote Description is for user to select which vote to be charged for the selected Item Description.



Item Group	DRUG	Item Sub-group	-Select-
Drug Name	Atenolol 50 mg Tablet	Drug Code	C07AB03000T1001XX
Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Request To Purchase Quantity	90,000	Stock Available	29,997
Unit Price (RM)	0.6000	SKU	tab
Amount (RM)	54,000.00	Max Storage Quantity	120,000
Usage Quantity	0	Estimation Price (RM)	0.0000
Buffer Level Quantity	80,000		

Figure 3.2-5 Add Item

**STEP 11**

Select **Drug Name**

**Note**

List of Drug Name will be retrieved from the Item/Product Buffer Level master.

**STEP 12**

Select **Vote Description**

**Note**

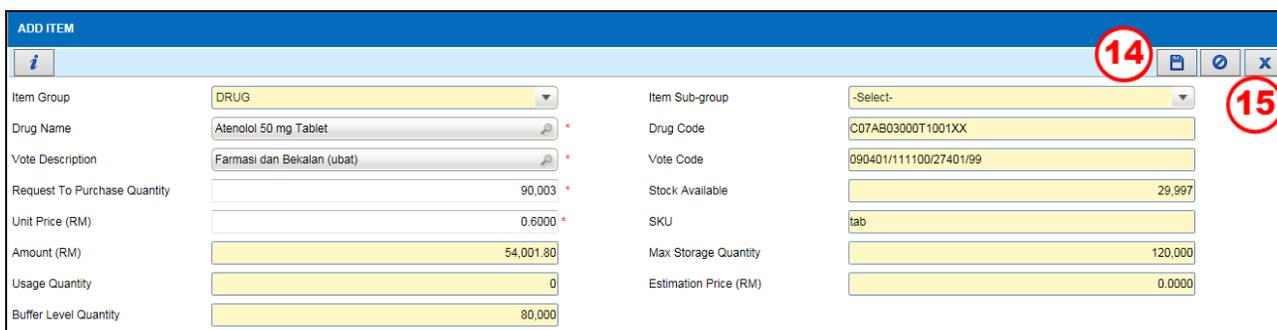
Vote Description selected will be used for the item's purchasing.

**STEP 13**

Enter **Request to Purchase Quantity** and enter **Unit Price (RM)**

**Note**

- Available Quantity is non-editable; it will be automatically displayed base on the selected drug/non drug.
- Amount (RM) = Request to Purchase Quantity \* Unit Price (RM).
- The value for Estimation Price (RM) is based from Accumulate Total Quantity ÷ Amount (RM).



Item Group	DRUG	Item Sub-group	-Select-
Drug Name	Atenolol 50 mg Tablet	Drug Code	C07AB03000T1001XX
Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Request To Purchase Quantity	90,003	Stock Available	29,997
Unit Price (RM)	0.6000	SKU	tab
Amount (RM)	54,001.80	Max Storage Quantity	120,000
Usage Quantity	0	Estimation Price (RM)	0.0000
Buffer Level Quantity	80,000		

Figure 3.2-6 Add Item

**STEP 14**

Click on the  button to save the drug/non drug selected in the 'Add Item' screen

**STEP 15**

Click  to close the 'Add Item' screen

**RECOMMENDED PURCHASE LIST**

Generate RPL   

---

**RECOMMENDED PURCHASE LIST INFORMATION**

RPL No:

Item Purchase Type: LP

For Specific Department?: No

Department Name:

Item Group: DRUG

View Near Expiration Quantity?: No

With BackOrder Quantity?: No

Reject Reason:

Date/Time: 08/11/2014 08:40:13 AM

Created By:

Send For HOD Verification: No

Unit Name:

Item Sub Class:

No Of Days: 0

Status: Open

Remark:

16
17

---

**VOTE CODE LIST**

[ 1 - 1 / 1 ]

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	78,011.58	0.00	78,011.58
TOTAL			78,011.58	0.00	78,011.58

---

**ITEM LIST**

Delete 

[ 1 - 1 / 1 ]

	Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No of Vote Code	Estimated Annual Purchase Value	Order Type	Estimated Annual Purchase Amount (RM)	YTD Purchase Amount (RM)
<input type="checkbox"/>	C07AB03000T1001XX	Atenolol 50 mg Tablet	tab	90,003	29,997	80,000	120,000	37,318	0.6000	54,001.80	1	< 50K	Direct	5,596.20	0

**Figure 3.2-7 Save Record**

**STEP 16**

Click on the  button to save the RPL transaction

**STEP 17**

Click on the  to close the RPL screen

### 3.3. Create New RPL for Specific Department without HOD Verification

To create a new Recommended Purchase List record, perform the steps below:

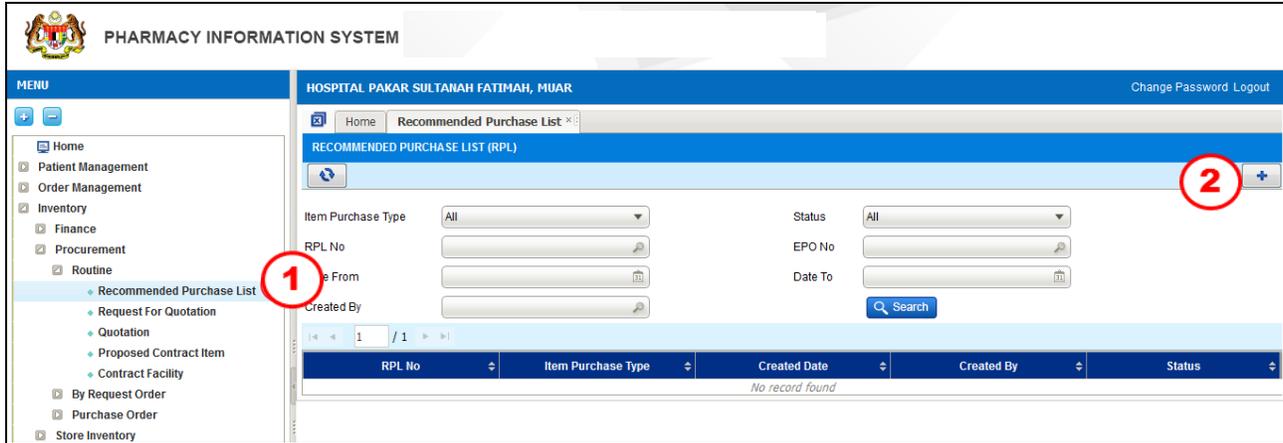


Figure 3.3-1 New Recommended Purchase List (RPL)

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) whereby there is no verification from HOD is needed

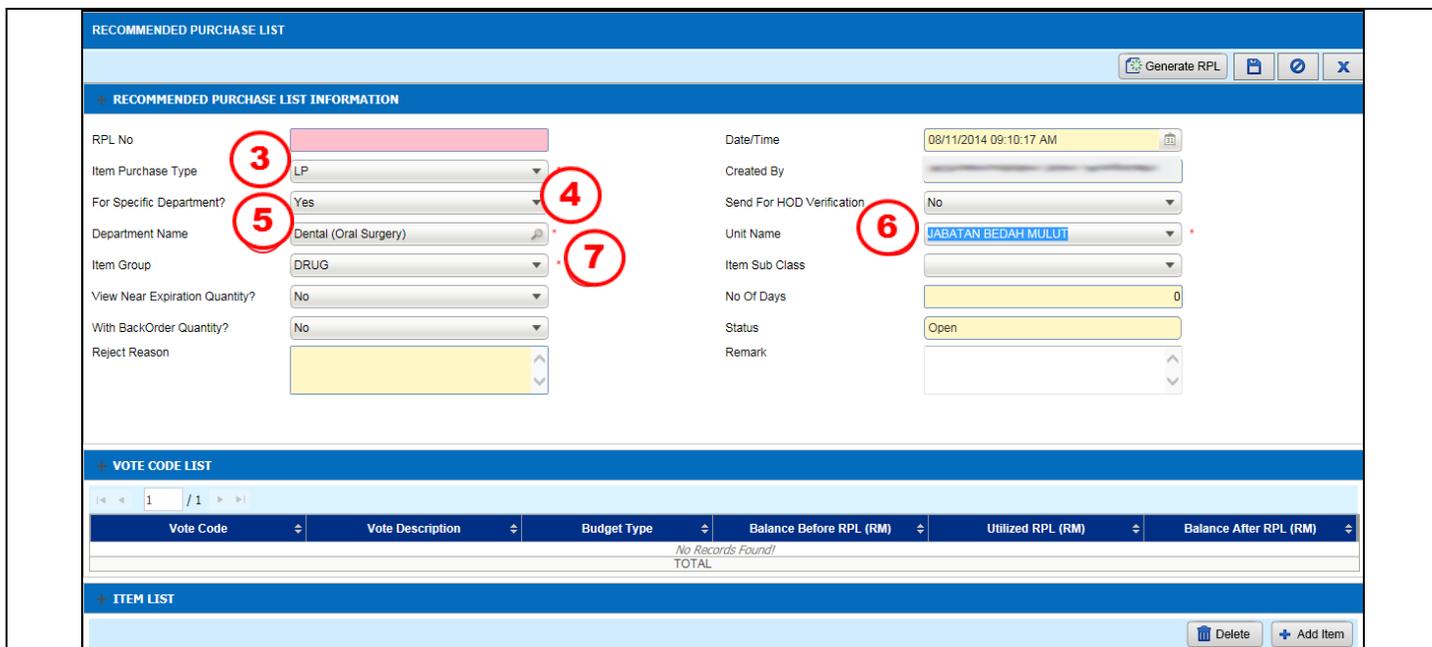
The transaction is mainly for only Specific Department and user have to select Department Name and Unit Name but HOD Approval is 'NO'. The buffer level quantity will maintain by pharmacy store

#### STEP 1

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

#### STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as shown in Figure 3.3-2



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains the following fields:

- 3**: RPL No (text input)
- 3**: Item Purchase Type (dropdown menu, selected 'LP')
- 4**: For Specific Department? (dropdown menu, selected 'Yes')
- 5**: Department Name (dropdown menu, selected 'Dental (Oral Surgery)')
- 7**: Item Group (dropdown menu, selected 'DRUG')
- View Near Expiration Quantity? (dropdown menu, selected 'No')
- With BackOrder Quantity? (dropdown menu, selected 'No')
- Reject Reason (text area)
- Date/Time (text input, '08/11/2014 09:10:17 AM')
- Created By (text input)
- Send For HOD Verification (dropdown menu, selected 'No')
- 6**: Unit Name (dropdown menu, selected 'JABATAN BEDAH MULUT')
- Item Sub Class (dropdown menu)
- No Of Days (text input, '0')
- Status (dropdown menu, selected 'Open')
- Remark (text area)

Below the form is a 'VOTE CODE LIST' table with columns: Vote Code, Vote Description, Budget Type, Balance Before RPL (RM), Utilized RPL (RM), and Balance After RPL (RM). The table is currently empty, showing 'No Records Found!' and a 'TOTAL' row.

At the bottom is an 'ITEM LIST' section with 'Delete' and 'Add Item' buttons.

Figure 3.3-2 New Recommended Purchase List (RPL)

**STEP 3**

Select **Item Purchase Type** as LP

**STEP 4**

Select **For Specific Department** is 'YES', function for **Send for HOD Verification** is enable, but maintain as 'NO'

**STEP 5**

Select **Department Name**

**STEP 6**

Select **Unit Name**

**STEP 7**

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

- Drug
- Non Drug

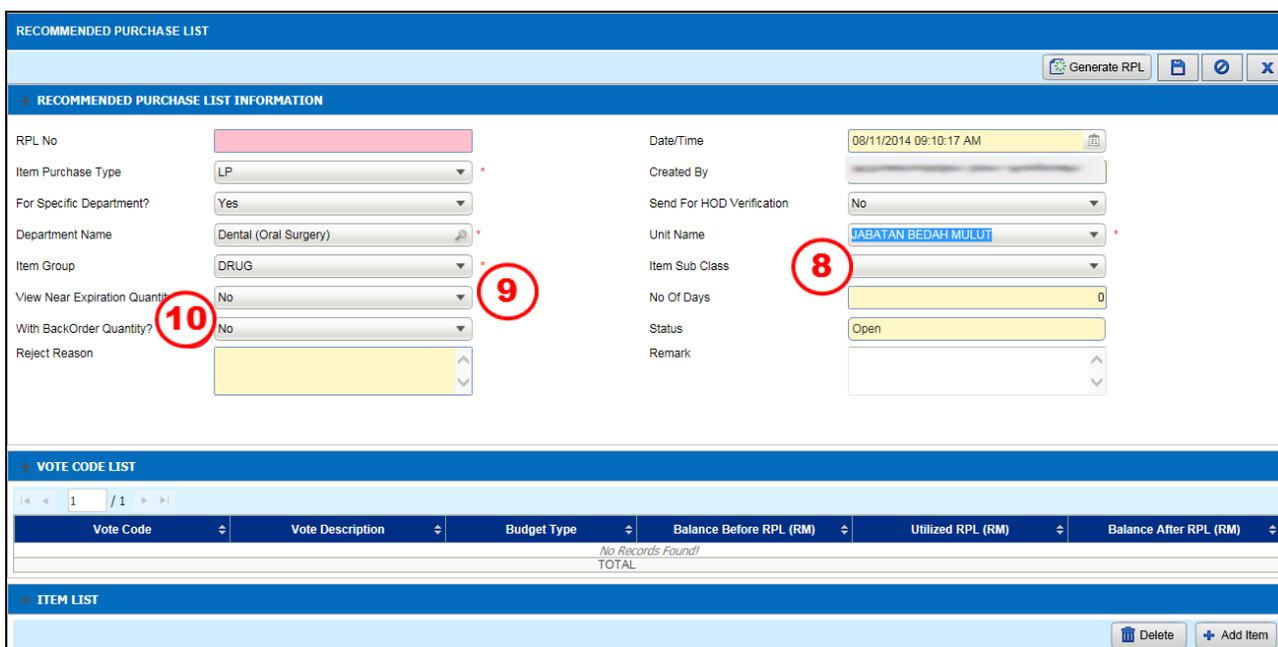


Figure 3.3-3 New Recommended Purchase List (RPL)

**STEP 8**

Select **Item Sub Class** if necessary

**STEP 9**

Select to **View Near Expiration Quantity**. The field has two options to choose:

- Yes
- No

**Note**

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

**STEP 10**

Select to view **With Back Order Quantity** if necessary. The field has two options to choose:

- Yes
- No

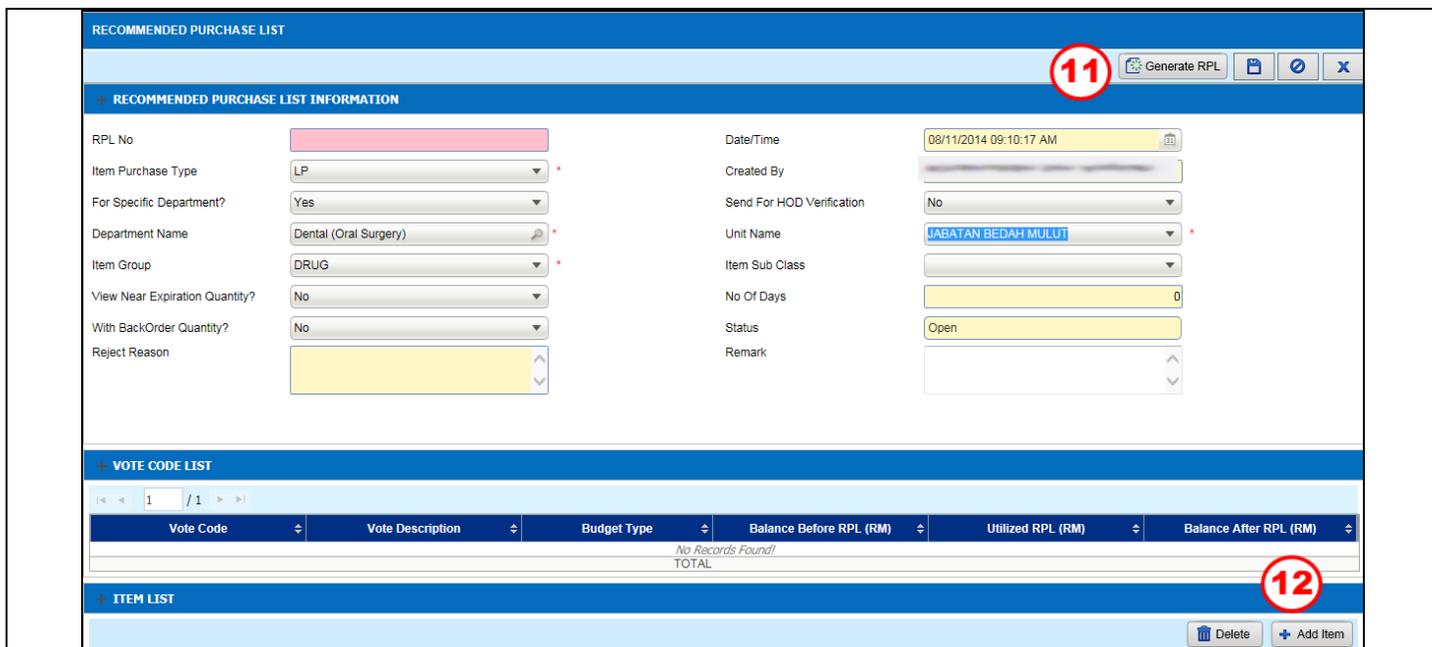


Figure 3.3-4 Generate RPL

#### STEP 11

Click on the  button to generate item based on selection criteria

#### Note

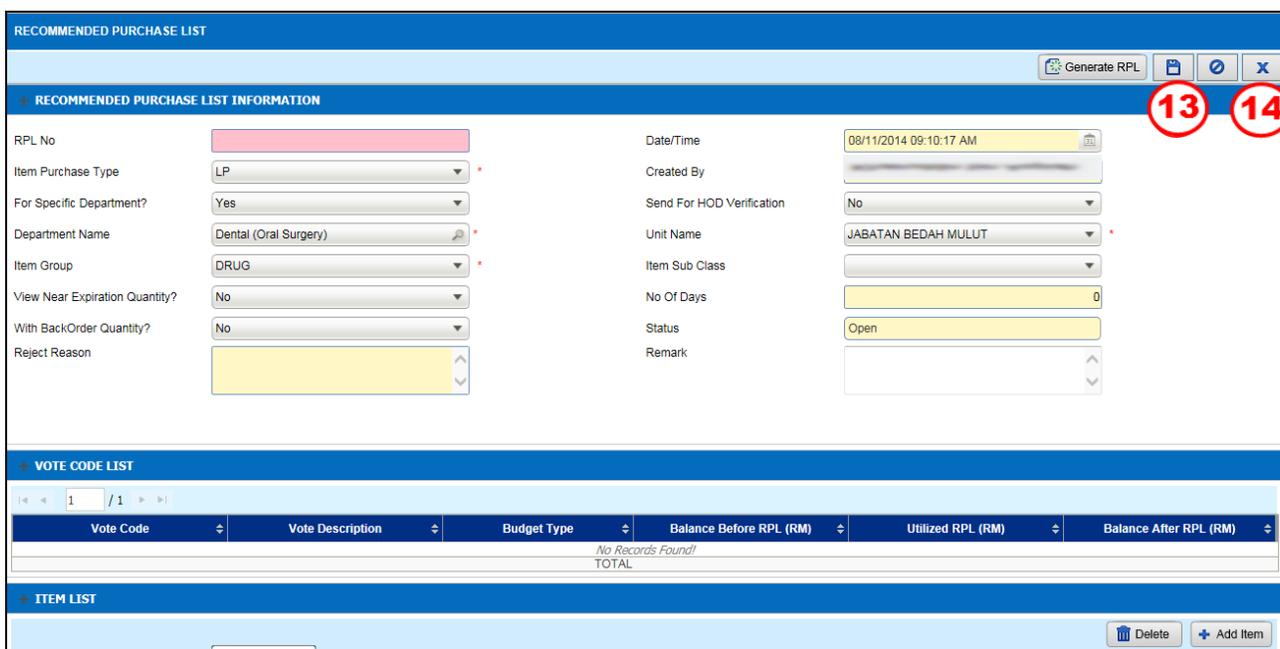
- System will be able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set up at Item Product Buffer Level master.
- System will be able to cater for 'With Back Order Quantity' and 'With Pending Issue Quantity' that is still not delivered by the Supplier/Pharmacy Store and not fully supplied to the requester units.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- Newly created RPL, Status will default to 'Open'.

#### STEP 12

Click on the  button to add additional item to be purchased

#### Note

- Add Item screen allows user to add additional item that are not generated from the RPL process.
- In Add Item section, Vote Description is for user to select which vote to be charged for the selected Item Description.
- Refer to Section 3.2 Create New RPL from **STEP 10** to **STEP 14**.



**RECOMMENDED PURCHASE LIST**

Generate RPL [Save] [Close]

**RECOMMENDED PURCHASE LIST INFORMATION**

RPL No: [Redacted] Date/Time: 08/11/2014 09:10:17 AM

Item Purchase Type: LP Created By: [Redacted]

For Specific Department?: Yes Send For HOD Verification: No

Department Name: Dental (Oral Surgery) Unit Name: JABATAN BEDAH MULUT

Item Group: DRUG Item Sub Class: [Redacted]

View Near Expiration Quantity?: No No Of Days: 0

With BackOrder Quantity?: No Status: Open

Reject Reason: [Redacted] Remark: [Redacted]

**VOTE CODE LIST**

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

**ITEM LIST**

Delete + Add Item

Figure 3.3-5 Save RPL

**STEP 13**

Click on the  button to save the RPL transaction

**STEP 14**

Click on the  to close the RPL screen

### 3.4. Create New RPL for Specific Department with HOD Verification

To create New RPL for Specific Department with Pharmacist in charge verification, perform the steps below

The purpose of this screen is to allow the user to create Recommended Purchase List (RPL) and Approval from HOD/ Pharmacist in charge is 'Yes'

The transaction is mainly for only specific department and user have to select Department Name and Unit Name

User have to select 'Yes' for Send for HOD Verification

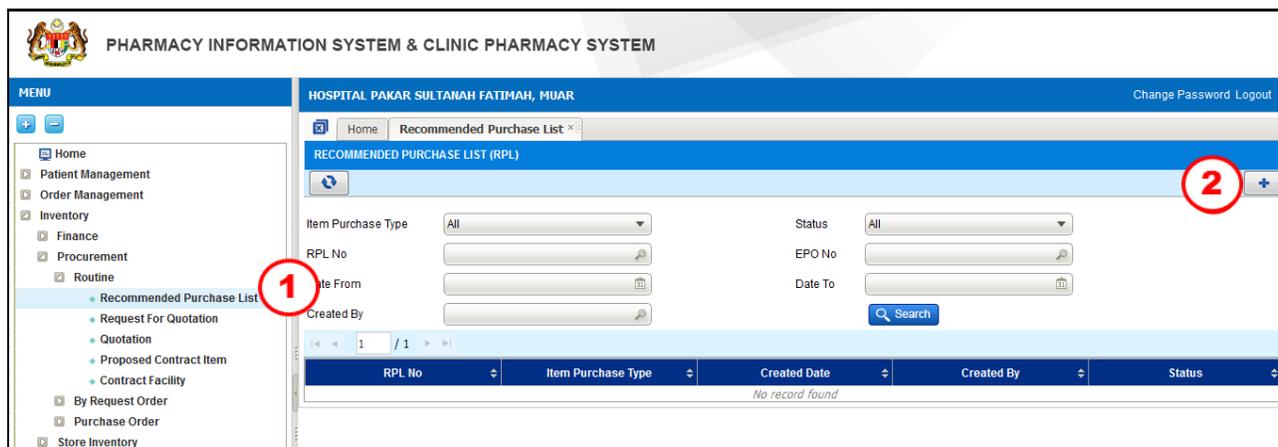


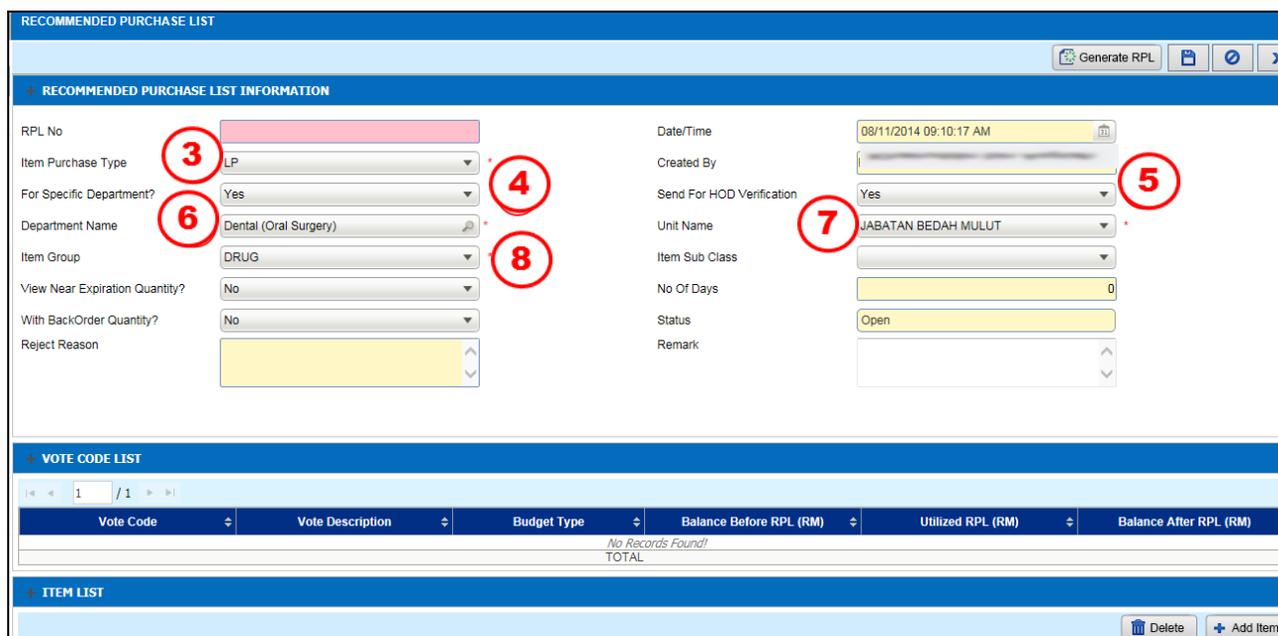
Figure 3.4-1 New Recommended Purchase List (RPL)

#### STEP 1

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

#### STEP 2

Click on the  button and the Recommended Purchase List screen will be displayed as shown in Figure 3.4-2



The screenshot shows the 'RECOMMENDED PURCHASE LIST' form. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains the following fields:

- 3**: Item Purchase Type (LP)
- 4**: For Specific Department? (Yes)
- 5**: Send For HOD Verification (Yes)
- 6**: Department Name (Dental (Oral Surgery))
- 7**: Unit Name (JABATAN BEDAH MULUT)
- 8**: Item Group (DRUG)

Other visible fields include: RPL No, Date/Time (08/11/2014 09:10:17 AM), Created By, View Near Expiration Quantity? (No), With BackOrder Quantity? (No), Reject Reason, Item Sub Class, No Of Days (0), Status (Open), and Remark.

Below the form is a 'VOTE CODE LIST' table with columns: Vote Code, Vote Description, Budget Type, Balance Before RPL (RM), Utilized RPL (RM), and Balance After RPL (RM). The table currently shows 'No Records Found!' and a 'TOTAL' row.

At the bottom is an 'ITEM LIST' section with 'Delete' and 'Add Item' buttons.

Figure 3.4-2 New Recommended Purchase List (RPL)

**STEP 3**

Select **Item Purchase Type** as LP

**STEP 4**

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

**Note**

If 'For Specific Department' field is selected as 'Yes', 'Send for HOD Verification' field will be editable.

**STEP 5**

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

**Note**

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

**STEP 6**

Select **Department Name**

**STEP 7**

Select **Unit Name**

**STEP 8**

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

- Drug
- Non Drug

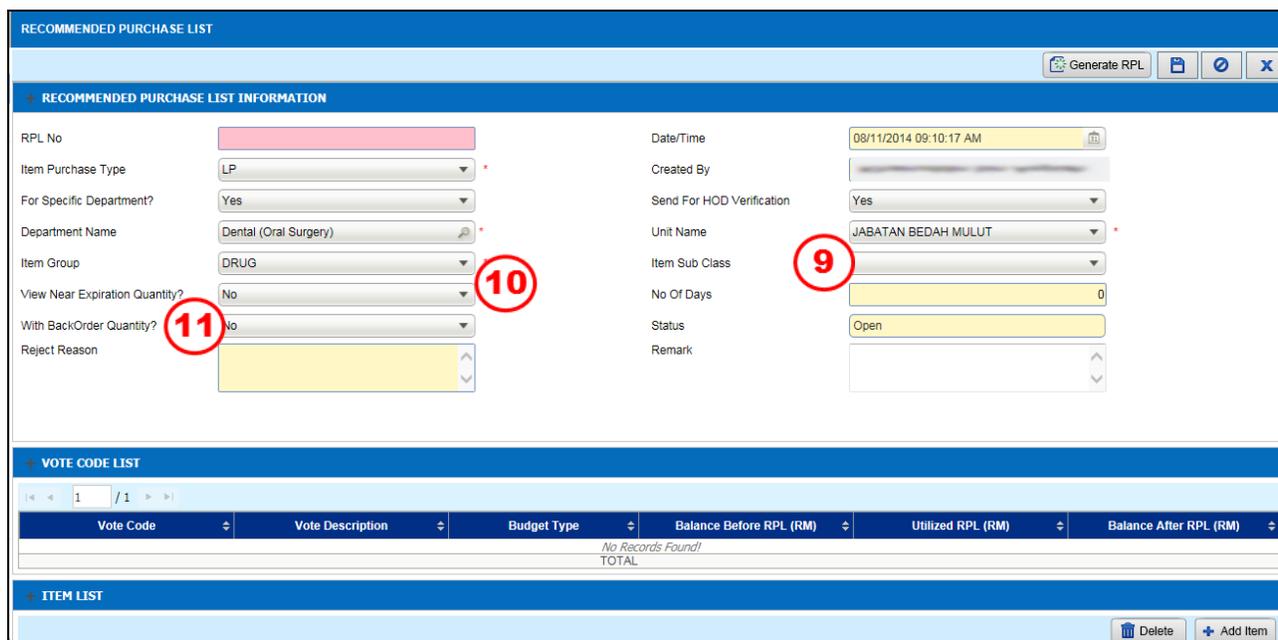


Figure 3.4-3 New Recommended Purchase List (RPL)

#### STEP 9

Select **Item Sub Class** if necessary

#### STEP 10

Select to **View Near Expiration Quantity**. The field has two options to choose:

- Yes
- No

#### Note

If selection is 'Yes', user has to enter value in the 'No of Days' field.

#### STEP 11

Select to view **With Back Order Quantity** if necessary. The field has two options to choose:

- Yes
- No

RECOMMENDED PURCHASE LIST

12
Generate RPL
[Save]
[Refresh]
[Close]

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No	<input type="text"/>	Date/Time	08/11/2014 09:10:17 AM
Item Purchase Type	LP	Created By	
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Dental (Oral Surgery)	Unit Name	JABATAN BEDAH MULUT
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Remark	<input type="text"/>

+ VOTE CODE LIST

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

+ ITEM LIST

13
Delete
Add Item

**Figure 3.4-4 Generate Recommended Purchase List (RPL)**

**STEP 12**

Click on the  button to generate item based on selection criteria

**Note**

- System will be able to generate a list of items where the stock's quantity is less than the buffer level quantity.
- Buffer Level Quantity is set up at Item Product Buffer Level master.
- System will be able to cater for 'With Back Order Quantity' and 'With Pending Issue Quantity' that is still not delivered by the Supplier/Pharmacy Store and not fully supplied to the requester units.
- Vote Code List will contain summary information of Vote Code based on the items list generated from the RPL.
- Newly created RPL, Status will default to 'Open'.

**STEP 13**

Click on the  button to add additional item to be purchased

**Note**

- 'Add Item' screen allows user to add additional item that are not generated from the RPL process.
- Refer to Section 3.2 Create New RPL from **STEP 10** to **STEP 14** for more details.

RECOMMENDED PURCHASE LIST

Generate RPL Save Refresh Close

+ RECOMMENDED PURCHASE LIST INFORMATION

RPL No	<input type="text"/>	Date/Time	08/11/2014 09:10:17 AM
Item Purchase Type	LP	Created By	<input type="text"/>
For Specific Department?	Yes	Send For HOD Verification	Yes
Department Name	Dental (Oral Surgery)	Unit Name	JABATAN BEDAH MULUT
Item Group	DRUG	Item Sub Class	<input type="text"/>
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	No	Status	Open
Reject Reason	<input type="text"/>	Remark	<input type="text"/>

+ VOTE CODE LIST

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

+ ITEM LIST

Delete Add Item

**Figure 3.4-5 Generate Recommended Purchase List (RPL)**

**STEP 14**

Click on the  button to save the RPL transaction

**STEP 15**

Click on the  to close the RPL screen

**Note**

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

### 3.5. RPL Verification

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

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

The transaction is mainly for HOD to verify the RPL transaction

TASK LIST					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
RIQ	K15007396	05/06/2015 05:30 PM	Pending For Approval	SATELIT FILLING STATION	
Product Complaint	PC15000039	08/06/2015 09:33 AM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
Product Complaint	PC15000038	08/06/2015 09:33 AM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
Product Complaint	PC15000040	08/06/2015 09:33 AM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
Product Complaint	PC15000041	08/06/2015 09:49 AM	Investigation - Pending	UNIT FARMASI BEKALAN WAD	
Received From Supplier	P150002597	11/06/2015 03:22 PM	Pending for Approval	STOR FARMASI	
Recommended Purchase List	RP15000161	11/06/2015 04:34 PM	Pending For Verification	UNIT FARMASI BEKALAN WAD	

Figure 3.5-1 Task List

#### STEP 1

Click on the Transaction No for 'Pending for Verification' RPL transaction and system will display the Recommended Purchase List screen as shown in Figure 3.5-2

**RECOMMENDED PURCHASE LIST**

Item Purchase Type: <input type="text" value="APPL"/>	Date/Time: <input type="text" value="02/04/2014 03:25:38 PM"/>
For Specific Department?: <input type="text" value="No"/>	Send For HOD Verification: <input type="text" value="No"/>
Department Name: <input type="text"/>	Unit Name: <input type="text"/>
Item Group: <input type="text" value="DRUG"/>	Item SubGroup: <input type="text" value="Tablet/Capsule"/>
View Near Expiration Quantity?: <input type="text" value="No"/>	No Of Days: <input type="text" value="0"/>
With Pending Issue Quantity?: <input type="text" value="No"/>	Status: <input type="text" value="Open"/>
With BackOrder Quantity?: <input type="text" value="No"/>	Created By: <input type="text"/>
Reject Reason: <input type="text"/>	Remark: <input type="text"/>

---

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,979,659.13	1,000,186.63	7,979,472.50
090401/031500/27401/99	Nefrologi (Ubat)	Operating	886,589.35	9,705.00	876,884.35
<b>TOTAL</b>			9,866,248.48	1,009,891.63	8,856,356.85

---

**ITEM LIST**

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (S)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Average Unit Price (RM)	Amount (RM)	No of Vote Code	YTD Purchase Amount
S01EC01000T1001XX	Acetazolamide 250 mg Tablet	tab	2	1,000	2,000	3,000	0	0.1078	215.60	1	
P02CA03000T1001XX	Albendazole 200 mg Tablet	tab	300	0	200	300	0	0.3445	103.35	1	
A11CC03000C1001XX	Alfacaicidol 0.25mcg Capsule	cap	208,000	152,000	240,000	360,000	0	0.2436	50,668.80	1	
J01CA04012C1001XX	Amoxicillin 250mg Capsule	cap	15,000	15,000	20,000	30,000	0	0.4619	6,928.50	1	

Figure 3.5-2 Recommended Purchase List (RPL) verification

**STEP 2**

Double click on the Item List and new screen will appeared as per Figure 3.5-3

**Note**

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

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

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

**USAGE QUANTITY DETAILS**

i
X

**Category**  Periodic Quantity  Accumulated Quantity

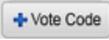
Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
15/04/2015 - 15/05/2015	0	0
15/03/2015 - 15/04/2015	49,800	5,433
15/02/2015 - 15/03/2015	54,000	26,136
<b>Total 90 days</b>	<b>103,800</b>	<b>31,569</b>

Figure 3.5-3 Usage Quantity Details window

ITEM INFORMATION						
Drug/Non Drug Code	S01EC01000T1001XX		Drug/Non Drug Description	Acetazolamide 250 mg Tablet		
SKU	tab		Max Storage Quantity	3,000		
Buffer Level Quantity	1,500		Average Unit Price (RM)	0.1078		
Request To Purchase	3,000		Amount (RM)	323.40		
[ 1 - 1 / 1 ]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BP/USP	pck	pack	Pack of 100 tabs	0	0.00
TOTAL					0	0.00
+ VOTE CODE LIST						
Delete + Vote Code						
[ 1 - 1 / 1 ]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)			
050101/032200/27401/99	Farmasi dan Bekalan (ubat)	-	3,000			
TOTAL			3,000			

Figure 3.5-4 Recommended Purchase List (RPL) Add Vote Code

**STEP 3**

Click on the  button to add more vote code in Vote Code List and new screen as per Figure 3.5-5

**Note**

If double click on available vote in vote code list, the new screen will be appeared to allow user edit the vote code as per Figure 3.5-5

VOTE INFORMATION	
Vote Description	Farmasi dan Bekalan (ubat) *
Request To Purchase Qua	3,000 *
Vote Code	050101/032200/27401/99

Figure 3.5-5 Vote Information

**STEP 4**

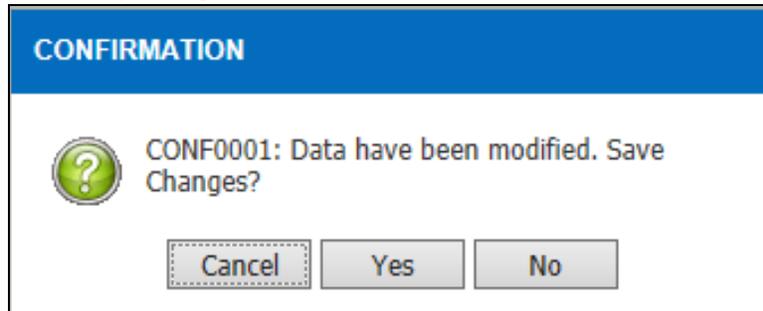
Select **Vote Description**

**STEP 5**

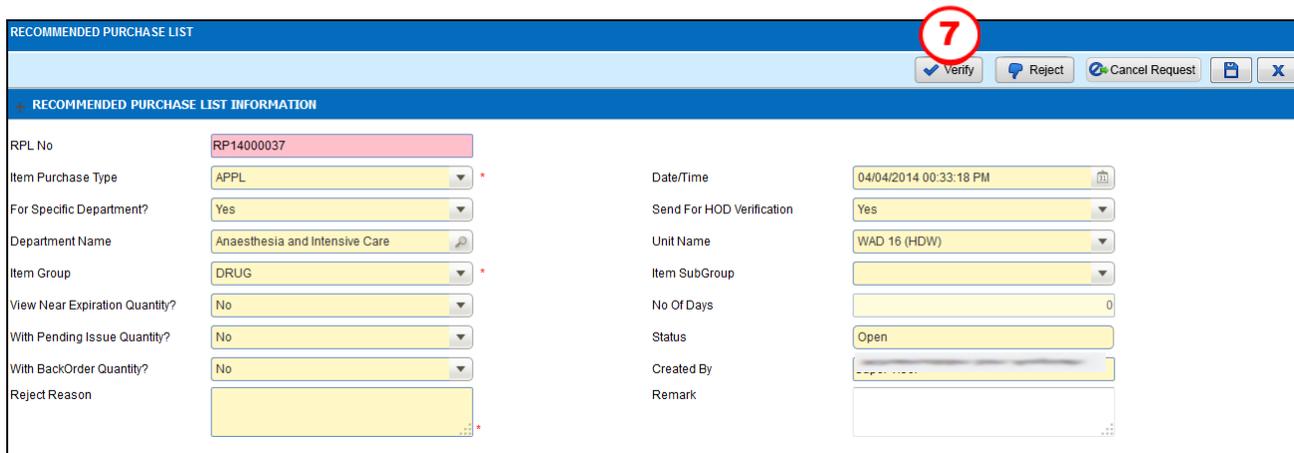
Change **Request To Purchase Quantity** if necessary

**STEP 6**

Click on the  button to save any changes



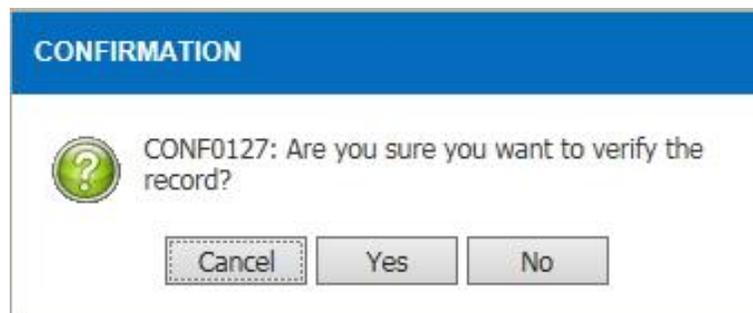
**Figure 3.5-6 Alert Messages**



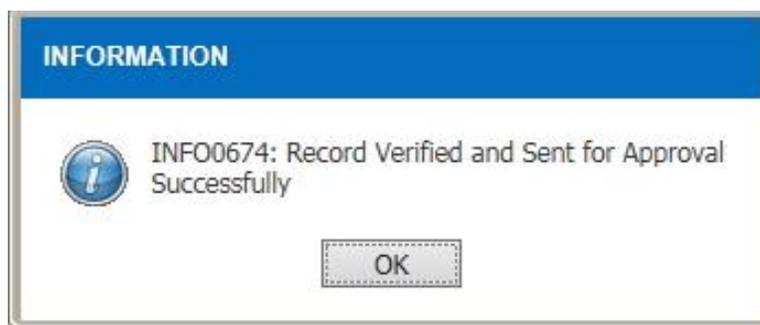
**Figure 3.5-7 Verify Recommended Purchase List**

**STEP 7**

Click on the  button to verify the RPL



**Figure 3.5-8 Alert Messages**



**Figure 3.5-9 Record Verified Alert Message**

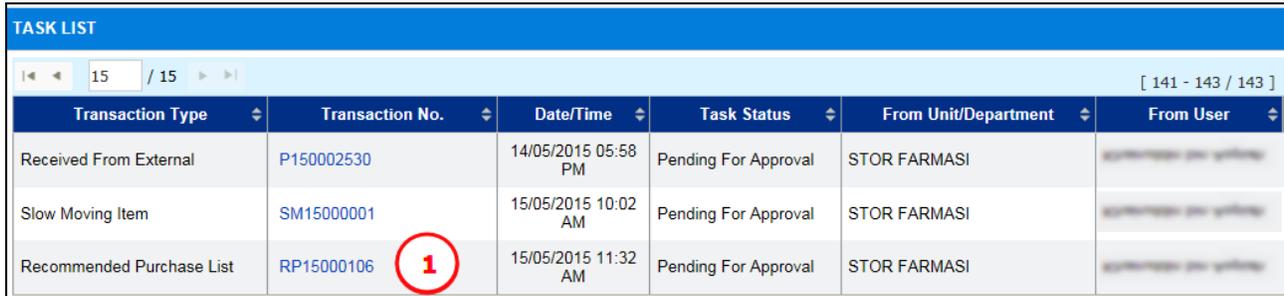
**Note**

- If HOD rejects transaction, 'Remark' is mandatory to be entered.
- If click on the  button, record will be verified and saved and proceed to Approval process.
- If click on the  button, record will not be verified.
- If click on the  button, the transaction will not be proceed to Approval process.
- Click on the  button, record will be verified and sent for approval successfully.
- The transaction 'Status' will change to 'Pending for Approval'.

### 3.6. RPL Approval

To approve the Recommended Purchase List (RPL) records perform the steps below:

The purpose of this screen is for the HOD to search and approve the Recommended Purchase List (RPL) through Task List



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Received From External	P150002530	14/05/2015 05:58 PM	Pending For Approval	STOR FARMASI	
Slow Moving Item	SM15000001	15/05/2015 10:02 AM	Pending For Approval	STOR FARMASI	
Recommended Purchase List	RP15000106	15/05/2015 11:32 AM	Pending For Approval	STOR FARMASI	

**Figure 3.6-1 Recommended Purchase List (RPL) Task List Page**

#### STEP 1

Click on the Transaction No for 'Pending for Approval' RPL transaction and system will display the Recommended Purchase List screen as shown in Figure 3.6-2

RECOMMENDED PURCHASE LIST

+ RECOMMENDED PURCHASE LIST INFORMATION

<p>RPL No: <input type="text" value="RP15000106"/></p> <p>Item Purchase Type: <input type="text" value="LP"/></p> <p>For Specific Department?: <input type="text" value="No"/></p> <p>Department Name: <input type="text"/></p> <p>Item Group: <input type="text" value="DRUG"/></p> <p>View Near Expiration Quantity?: <input type="text" value="No"/></p> <p>With BackOrder Quantity?: <input type="text" value="Yes"/></p> <p>Reject Reason: <input type="text"/></p>	<p>Date/Time: <input type="text" value="15/05/2015 11:32:13 AM"/></p> <p>Created By: <input type="text"/></p> <p>Send For HOD Verification: <input type="text" value="No"/></p> <p>Unit Name: <input type="text" value="STOR FARMASI"/></p> <p>Item Sub Class: <input type="text"/></p> <p>No Of Days: <input type="text" value="0"/></p> <p>Status: <input type="text" value="Pending For Approval"/></p> <p>Remark: <input type="text"/></p>
--	--

+ VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before RPL (RM)	Utilized RPL (RM)	Balance After RPL (RM)
090401/010100/27401/99	123	Operating	476,080.00	0.04	476,079.96
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	109,296,091.51	219,618.44	109,076,473.07
TOTAL			109,772,171.51	219,618.49	109,552,553.02

+ ITEM LIST

Drug / Non-Drug Code	Drug / Non-Drug Name	SKU	Request Quantity (SKU)	Stock Available	Buffer Level Quantity	Max Storage Quantity	Usage & Issue Quantity	Back Order	Average Unit Price (RM)	Amount (RM)	No of Vote Code	Estimated Annual Purchase Value	Order Type
<input type="checkbox"/> RAW00001	Acetic Acid BP/USP	ml	3	0	2	3	0	0	0.0146	0.04	1	< 50K	Direct
<input type="checkbox"/> J01CA04012F1001XX	Amoxicillin Trihydrate 125 mg/5 ml Syrup	ml	4,806	59,994	84,000	126,000	132,315	1,200	0.0195	1,263.72	1	< 50K	Direct
<input type="checkbox"/> C07AB03000T1001XX	Atenolol 50 mg Tablet	tablet	105,000	0	80,000	120,000	87,997	15,000	0.0500	5,250.00	1	< 50K	Direct

**Figure 3.6-2 Recommended Purchase List (RPL) List**

**STEP 2**

Double click on the Item List and new screen will appeared as per Figure 3.6-3

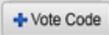
**Note**

- HOD/Pharmacist can view summary of the entire vote code for all the item that generated by the system under the 'Vote Code List' section.
- Under the Item List Section, HOD/Pharmacist is allowed to:
  - a) View Usage & Issue Quantity
  - b) View No Of Vote Code
  - c) Add/Delete Item
  - d) Made a modification of the Vote Code List

ITEM INFORMATION						
Drug/Non-Drug Code	J01CA04012F1001XX	Drug/Non-Drug Description	Amoxicillin Trihydrate 125 mg/5 ml Syrup			
SKU	ml	Max Storage Quantity	126,000			
Buffer Level Quantity	84,000	Average Unit Price (RM)	0.0195			
Request To Purchase	64,806	Amount (RM)	1,263.72			
[ 1 - 2 / 2 ]						
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
J01CA04012F1001XX.02	Amoxicillin Trihydrate 125 mg/5 ml Syrup	pck	pack	pack of 100 bottle x 60 millilitre	0	1,845.00
J01CA04012F1001XX.01	Amoxicillin Trihydrate 125 mg/5 ml Syrup	bott	bottle	Bottle of 60 ml	59,994	1,845.00
TOTAL					59,994	
+ VOTE CODE LIST						
[ 1 - 1 / 1 ]						
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity (SKU)			
<input type="checkbox"/> 090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	64,806			

Figure 3.6-3 Add Vote Code

**STEP 3**

Click on the  button to add more vote code in Vote Code List and new screen as per Figure 3.6-4

**Note**

If double click on available vote in vote code list, the new screen will be appeared to allow user edit the vote code as per Figure 3.6-4

VOTE INFORMATION	
Vote Description	123
Request To Purchase Quantity	806
Vote Code	090401/010100/27401/99

Figure 3.6-4 Vote Information

**STEP 4**

Select new **Vote Description**

**STEP 5**

Amend **Request To Purchase Quantity** if necessary

**STEP 6**

Click on the  button to save the details amended into the RPL Item List

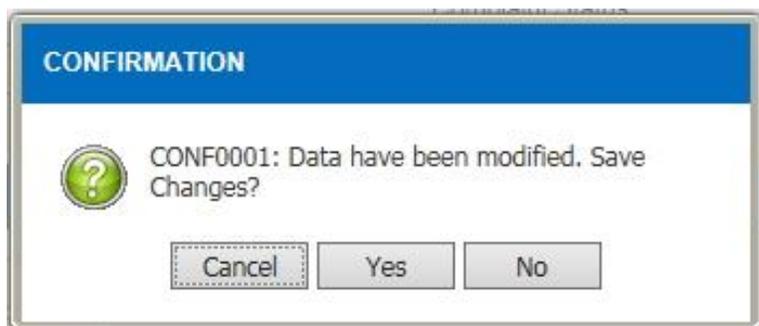


Figure 3.6-5 Alert Messages

ITEM INFORMATION							
Drug/Non-Drug Code	J01CA04012F1001XX			Drug/Non-Drug Description	Amoxicillin Trihydrate 125 mg/5 ml Syrup		
SKU	ml			Max Storage Quantity	126,000		
Buffer Level Quantity	84,000			Average Unit Price (RM)	0.0195		
Request To Purchase	64,806			Amount (RM)	1,263.72		
[ 1 - 2 / 2 ]							
Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)	
J01CA04012F1001XX.02	Amoxicillin Trihydrate 125 mg/5 ml Syrup	pck	pack	pack of 100 bottle x 60 millilitre	0	1,845.00	
J01CA04012F1001XX.01	Amoxicillin Trihydrate 125 mg/5 ml Syrup	bott	bottle	Bottle of 60 ml	59,994	1,845.00	
TOTAL					59,994		
VOTE CODE LIST							
[ 1 - 1 / 1 ]							
Vote Code	Vote Description	Budget Type	Request To Purchase Quantity(SKU)				
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	64,806				

Figure 3.6-6 Alert Messages

**STEP 7**

Double click on the 'Vote Code' details to change vote selected or to change 'Request to Purchase Quantity'

**Note**

System will display screen as shown in Figure 3.6-7.

VOTE INFORMATION			
Vote Description	Farmasi dan Bekalan (ubat)	Vote Code	090401/111100/27401/99
Request To Purchase Quantity	64,000		

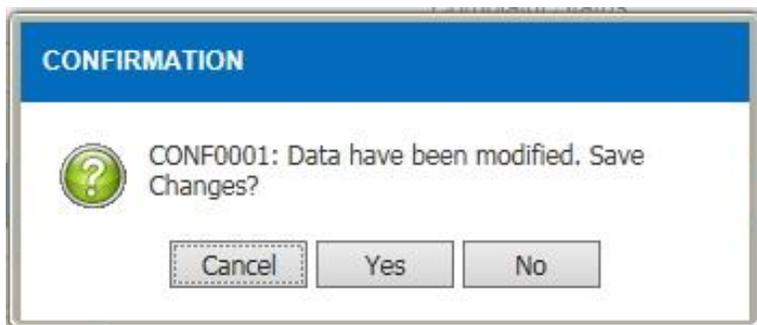
Figure 3.6-7 Alert Messages

**STEP 8**

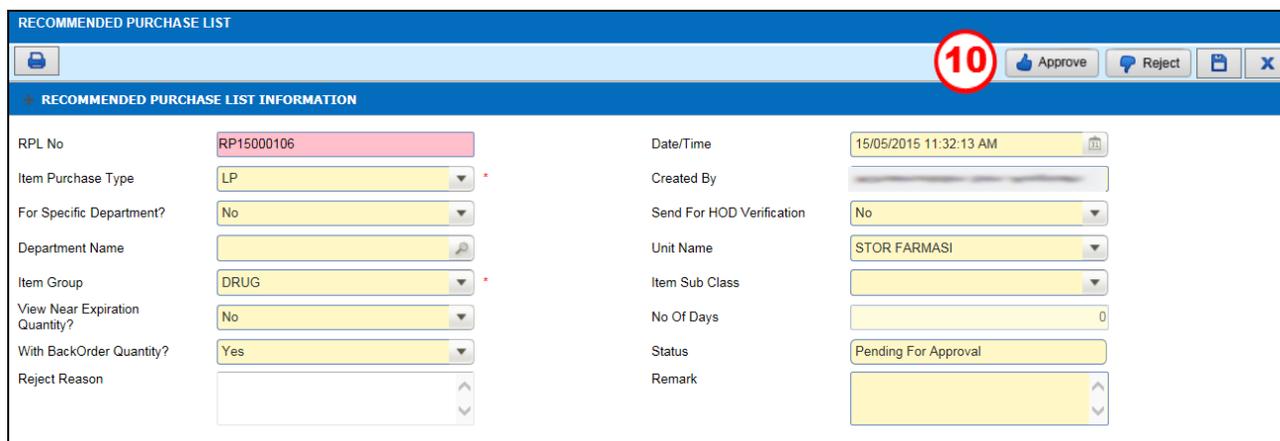
Change **Vote Description** and/or **Request to Purchase Quantity** if necessary

**STEP 9**

Click on the  button to save the transaction and system will display alert message as shown in the figure below



**Figure 3.6-8 Alert Messages**



**RECOMMENDED PURCHASE LIST**

RECOMMENDED PURCHASE LIST INFORMATION

RPL No	RP15000106	Date/Time	15/05/2015 11:32:13 AM
Item Purchase Type	LP	Created By	
For Specific Department?	No	Send For HOD Verification	No
Department Name		Unit Name	STOR FARMASI
Item Group	DRUG	Item Sub Class	
View Near Expiration Quantity?	No	No Of Days	0
With BackOrder Quantity?	Yes	Status	Pending For Approval
Reject Reason		Remark	

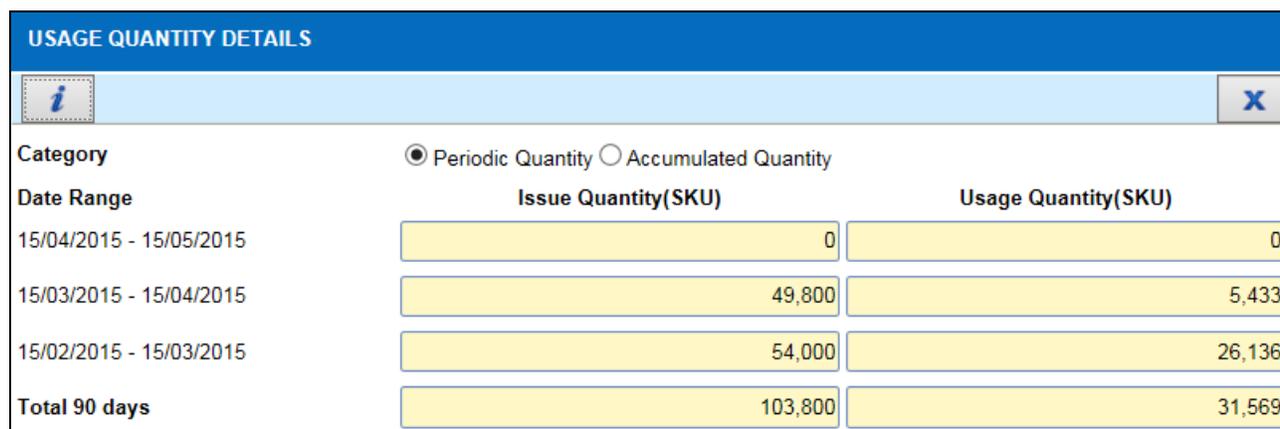
**Figure 3.6-9 Approve Recommended Purchase List**

**STEP 10**

Click on the  button to approve the RPL

**Note**

Status of the RPL will change to 'Approved'.



**USAGE QUANTITY DETAILS**

Periodic Quantity  Accumulated Quantity

Date Range	Issue Quantity(SKU)	Usage Quantity(SKU)
15/04/2015 - 15/05/2015	0	0
15/03/2015 - 15/04/2015	49,800	5,433
15/02/2015 - 15/03/2015	54,000	26,136
<b>Total 90 days</b>	<b>103,800</b>	<b>31,569</b>

**Figure 3.6-10 Usage Quantity Details**

## 4.0 Purchase Order

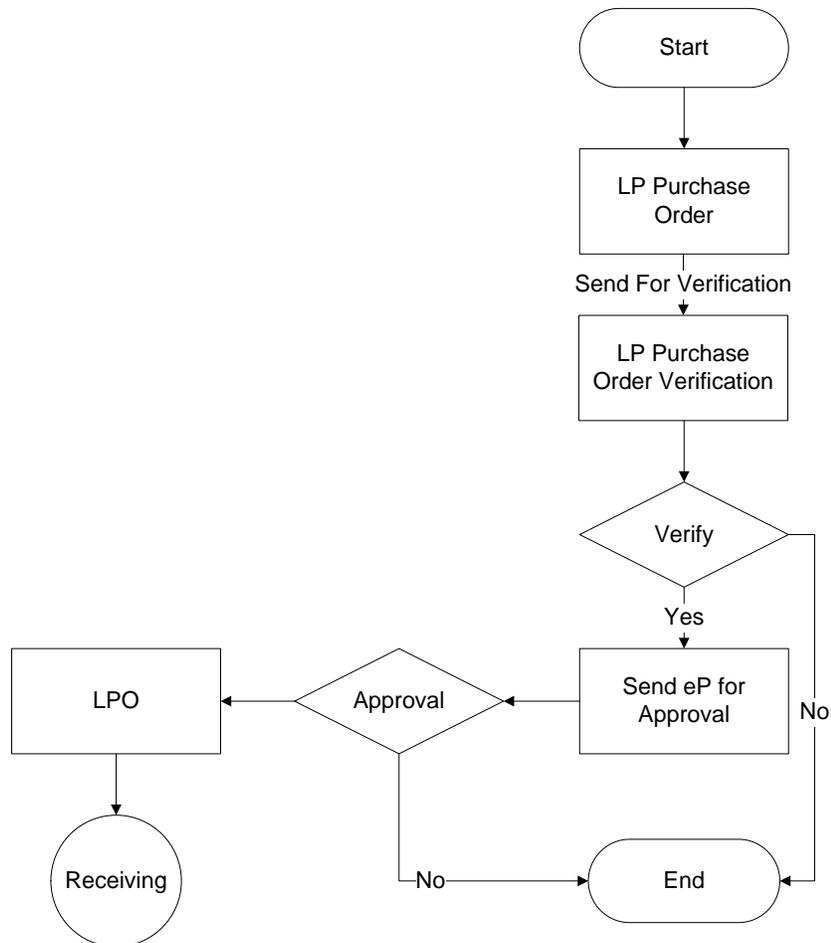


Figure 4.0-1

## 4.1. Purchase Order Listing Page

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

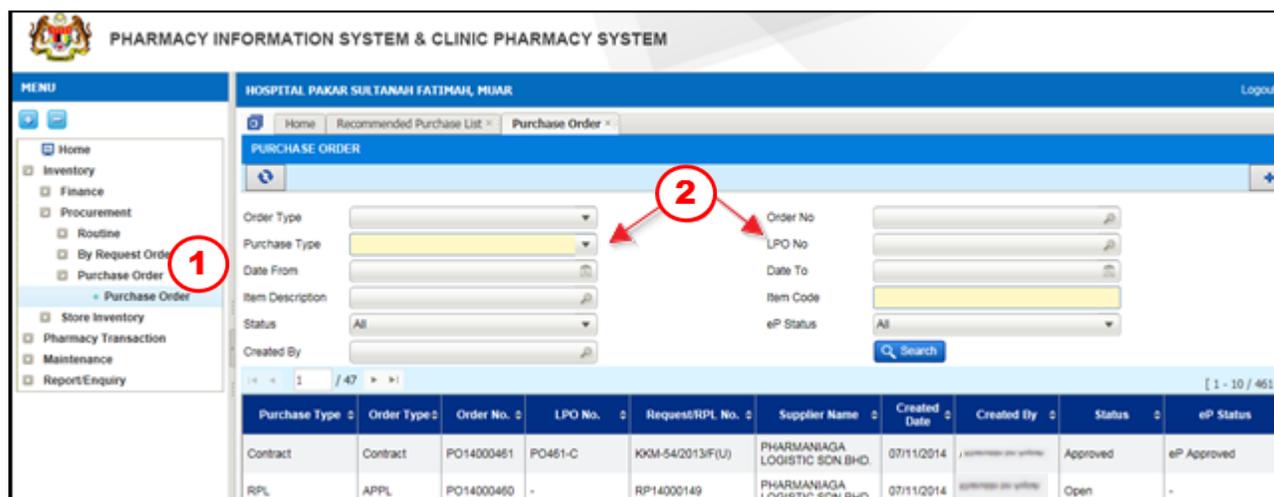


Figure 4.1-1 Purchase Order Listing Page

### STEP 1

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

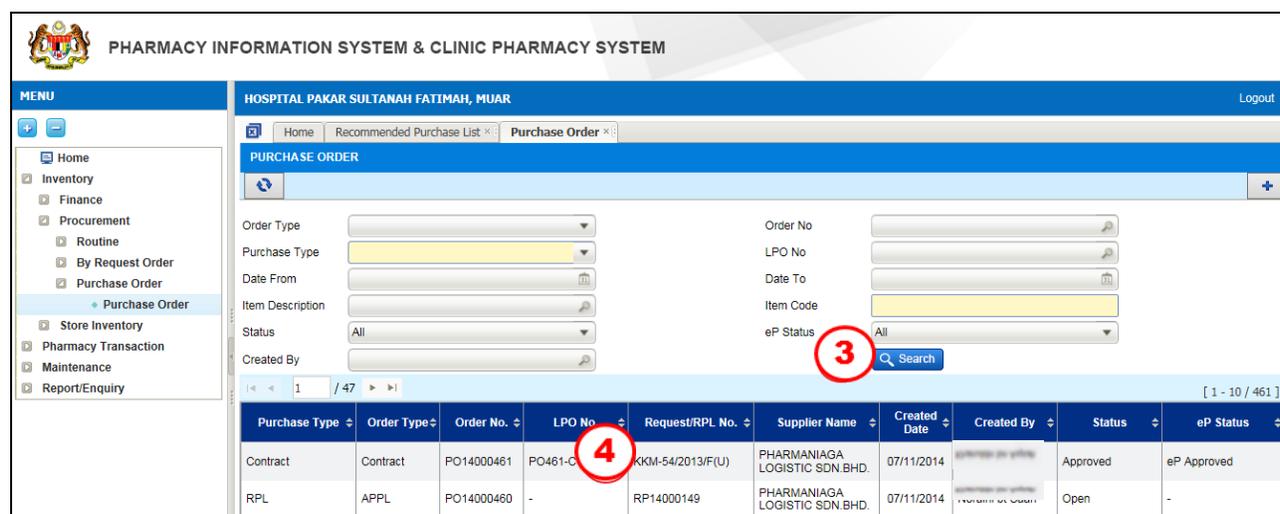
### STEP 2

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

No	Field	Description	Remark
a	Order Type	Order Type - All - APPL - LP - Contract	Allow user to search existing Purchase Order record based on the 'Order 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 a EPO No. is selected
d	Date From	Select 'Date From' from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
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. 31/12/2015
g	Item Description	Select by Item Description	Allow user to search existing Purchase

			Order record(s) based on the 'Item Description'
h	Status	Select Status from the drop down menu: <ul style="list-style-type: none"> <li>- All</li> <li>- Approved</li> <li>- Cancelled</li> <li>- Cancelled LPO</li> <li>- Cancelled Order</li> <li>- Closed</li> <li>- LPO Cancelled By eP</li> <li>- Open</li> <li>- Pending for Approval</li> <li>- Rejected</li> </ul>	Filter and search existing records based on 'Status'
i	eP Status	Select eP Status from the drop down menu: <ul style="list-style-type: none"> <li>- All</li> <li>- Pending for eP Approval</li> <li>- eP Approved</li> <li>- eP Cancelled</li> <li>- eP Rejected</li> </ul>	Filter and search existing records based on 'eP Status'
j	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'

Table 4.1-1



**PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Recommended Purchase List Purchase Order

**PURCHASE ORDER**

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

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

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

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

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] **3** Search

[ 1 - 10 / 461 ]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status
Contract	Contract	PO14000461	PO461-C	KKM-54/2013/F(U)	PHARMANIAGA LOGISTIC SDN.BHD.	07/11/2014	[User Name]	Approved	eP Approved
RPL	APPL	PO14000460	-	RP14000149	PHARMANIAGA LOGISTIC SDN.BHD.	07/11/2014	[User Name]	Open	-

**4**

Figure 4.1-2 Purchase Order Listing Page

**STEP 3**

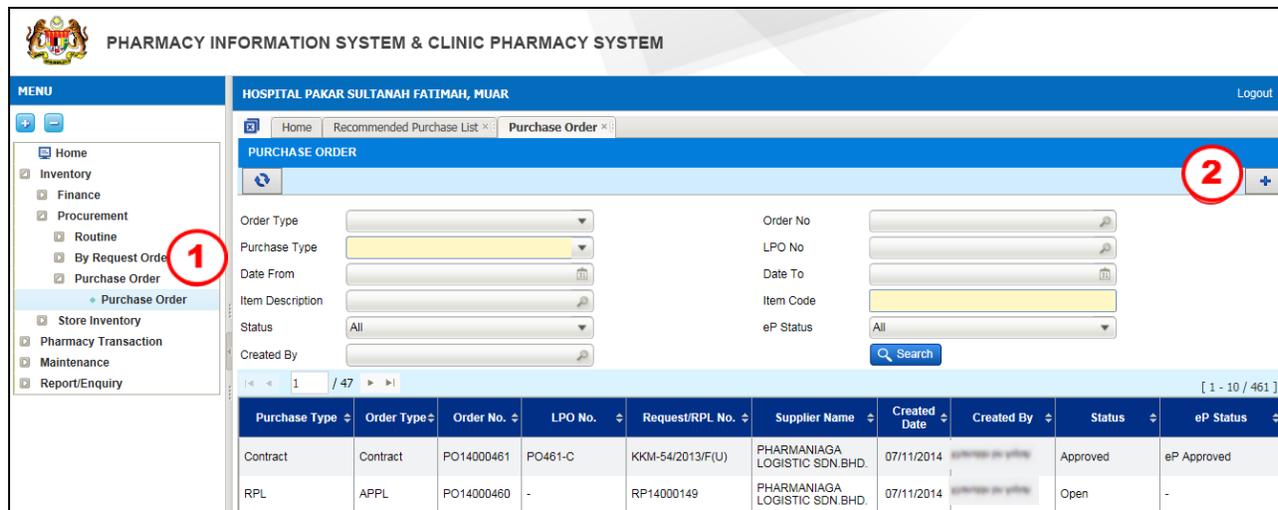
Click on the  button after input criteria and the result display will be based on the entered criteria

**STEP 4**

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

## 4.2 Create New Purchase Order

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



PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Recommended Purchase List Purchase Order

**PURCHASE ORDER**

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

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

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

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

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text Box] [Search]

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status
Contract	Contract	PO14000461	PO461-C	KKM-54/2013/F(U)	PHARMANIAGA LOGISTIC SDN.BHD.	07/11/2014	[User]	Approved	eP Approved
RPL	APPL	PO14000460	-	RP14000149	PHARMANIAGA LOGISTIC SDN.BHD.	07/11/2014	[User]	Open	-

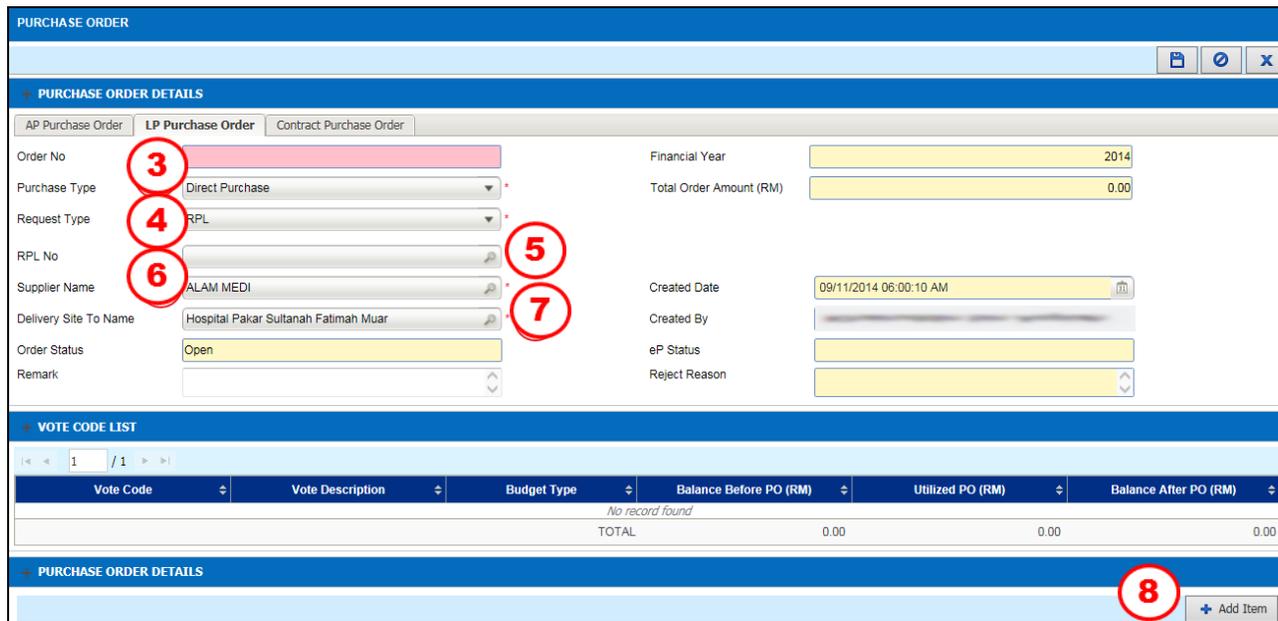
Figure 4.2-1 New LP Purchase Order

### 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. Select Purchase Order tab



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order LP Purchase Order Contract Purchase Order

Order No: [Text Box] Financial Year: [Text Box] 2014

Purchase Type: [Dropdown] Direct Purchase Total Order Amount (RM): [Text Box] 0.00

Request Type: [Dropdown] RPL

RPL No: [Text Box]

Supplier Name: [Text Box] ALAM MEDI

Delivery Site To Name: [Text Box] Hospital Pakar Sultanah Fatimah Muar

Order Status: [Text Box] Open

Created Date: [Text Box] 09/11/2014 06:00:10 AM

Created By: [Text Box]

eP Status: [Text Box]

Remark: [Text Box]

Reject Reason: [Text Box]

**VOTE CODE LIST**

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

**PURCHASE ORDER DETAILS**

[Add Item]

Figure 4.2-2 LP Purchase Order

**STEP 3**

Select on **Purchase Type** as Direct Purchase

**STEP 4**

Select **Request Type** as RPL

**STEP 5**

Select **RPL No**

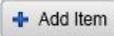
**STEP 6**

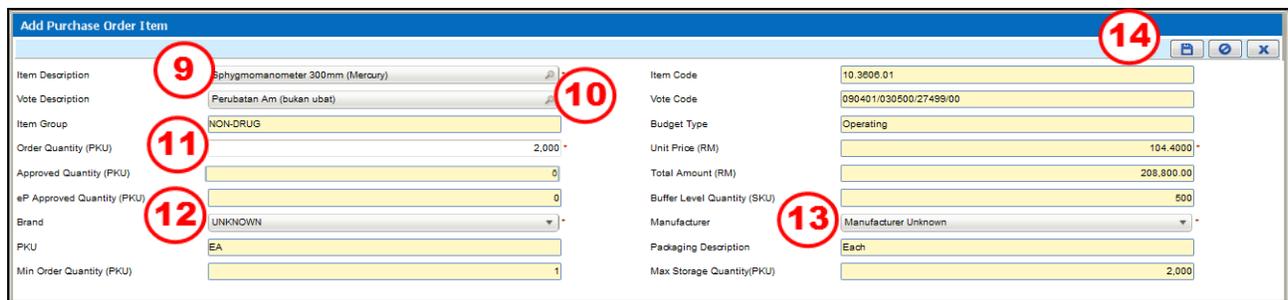
Select **Supplier Name**

**STEP 7**

Select **Delivery Site To Name**

**STEP 8**

Click on the  button to add item to be procure



The screenshot shows the 'Add Purchase Order Item' form with the following fields and values:

Field	Value
Item Description	BpHygmomanometer 300mm (Mercury)
Vote Description	Perubatan Am (bukan ubat)
Item Group	NON-DRUG
Order Quantity (PKU)	2,000
Approved Quantity (PKU)	0
eP Approved Quantity (PKU)	0
Brand	UNKNOWN
PKU	EA
Min Order Quantity (PKU)	1
Item Code	10.3806.01
Vote Code	090401/030500/27499/00
Budget Type	Operating
Unit Price (RM)	104.4000
Total Amount (RM)	208,800.00
Buffer Level Quantity (SKU)	500
Manufacturer	Manufacturer Unknown
Packaging Description	Each
Max Storage Quantity(PKU)	2,000

Figure 4.2-3 Add Purchase Order Item

**STEP 9**

Click and select **Item Description**

**Note**

*Item Code, Vote Code, Budget Type, PKU, Packaging Description, Min Order Quantity (PKU) and Max Order Quantity (PKU) will be automatically defaulted after select item.*

**STEP 10**

Change **Vote Description** if required

**STEP 11**

Change **Order Quantity (PKU)** if required

**STEP 12**

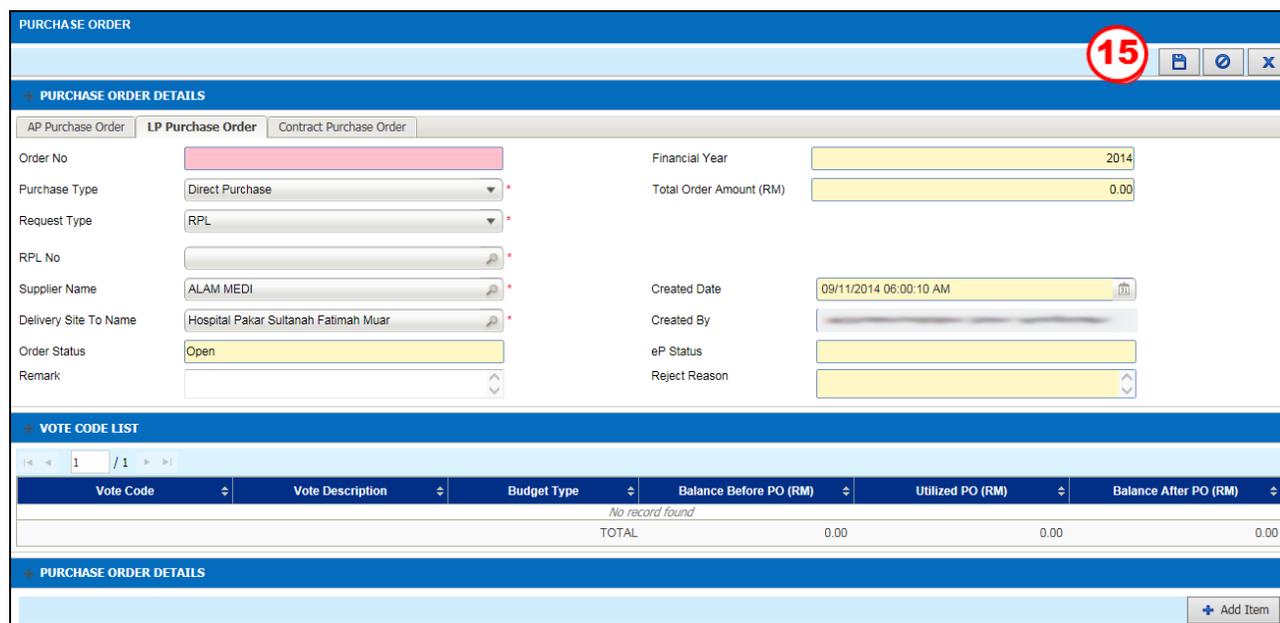
Select available **Brand**

**STEP 13**

Change available **Manufacturer** if required

**STEP 14**

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



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

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

Order No:

Purchase Type: Direct Purchase

Request Type: RPL

RPL No:

Supplier Name: ALAM MEDI

Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar

Order Status: Open

Remark:

Financial Year: 2014

Total Order Amount (RM): 0.00

Created Date: 09/11/2014 06:00:10 AM

Created By:

eP Status:

Reject Reason:

**VOTE CODE LIST**

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

**PURCHASE ORDER DETAILS**

**Figure 4.2-4 LP Purchase Order**

**STEP 15**

Click on the  button to save the record

16

PURCHASE ORDER

Send for Approval
Cancel Request

PURCHASE ORDER DETAILS

AP Purchase Order
LP Purchase Order
Contract Purchase Order

Order No	<input type="text" value="PO14000033"/>	Financial Year	<input type="text" value="2014"/>
Purchase Type	<input type="text" value="Direct Purchase"/>	Total Order Amount (RM)	<input type="text" value="17.90"/>
Request Type	<input type="text" value="RPL"/>		
RPL No	<input type="text" value="RP14000027"/>		
Supplier Name	<input type="text" value="ACUTEST SYSTEM"/>	Order Date	<input type="text" value="07/04/2014 10:03:37 AM"/>
Delivery Site To Name	<input type="text" value="Hospital Pakar Sultanah Fatimah Muar"/>	Created By	<input type="text" value=""/>
Order Status	<input type="text" value="Open"/>	eP Status	<input type="text" value=""/>
Remark	<input type="text" value=""/>	Reject Reason	<input type="text" value=""/>

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,646.51	17.90	8,955,628.61
TOTAL			8,955,646.51	17.90	8,955,628.61

PURCHASE ORDER DETAILS

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
<input type="checkbox"/> C07AG02000T1001XX.01	Carvedilol 6.25mg Tablet	box	Box of 100 tab	UNKNOWN	Manufacturer Unknown	179	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	0.1000	17.90

Figure 4.2-5 LP Purchase Order

**STEP 16**

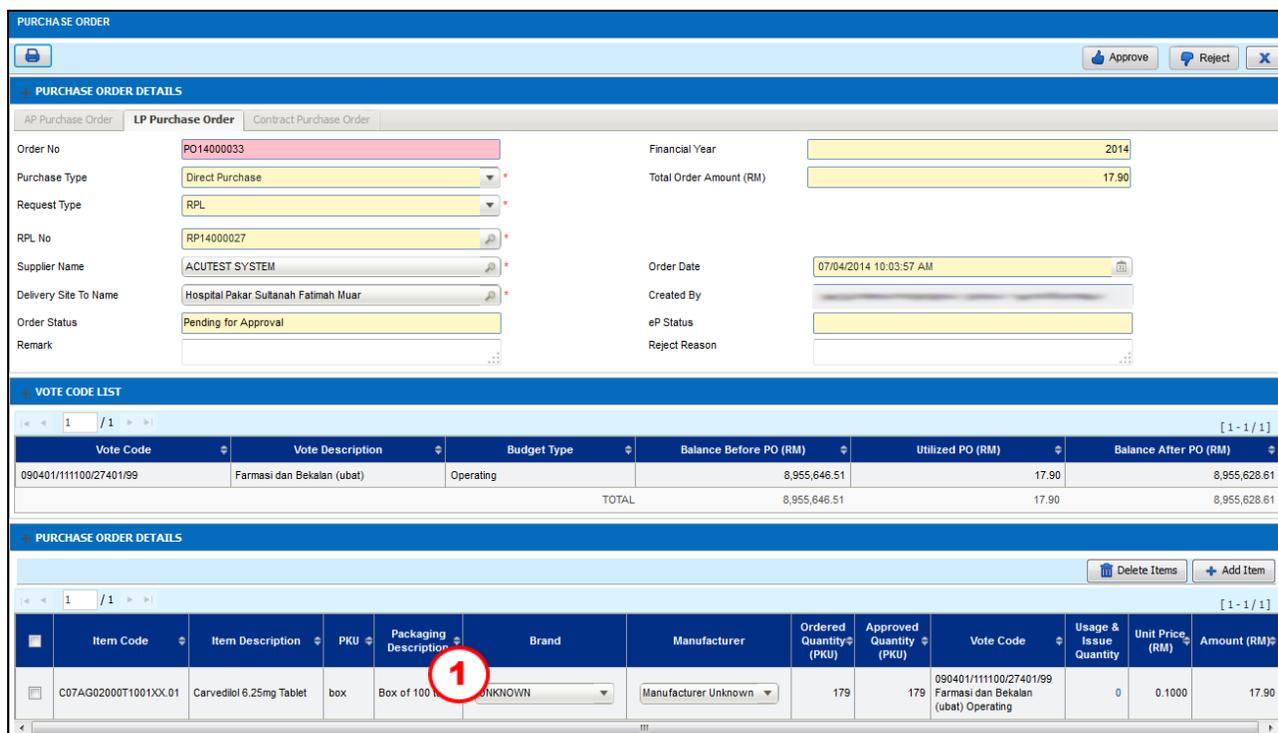
Click on the  button to send the Purchase Order for approval

**Note**

*Status of the Purchase Order will change from 'Open' to 'Pending for Approval'.*

### 4.3 Purchase Order Approval

Pharmacist will be received notification in Task List for any Purchase Order that needs to be approved  
Please refer to section 4.1 Purchase Order Listing Page to search for any 'Pending for Approval' records



Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,646.51	17.90	8,955,628.61
TOTAL			8,955,646.51	17.90	8,955,628.61

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
C07AG02000T1001XX.01	Carvedilol 6.25mg Tablet	box	Box of 100	UNKNOWN	Manufacturer Unknown	179	179	090401/111100/27401/99	0	0.1000	17.90

Figure 4.3-1 Purchase Order Approve

#### STEP 1

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

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

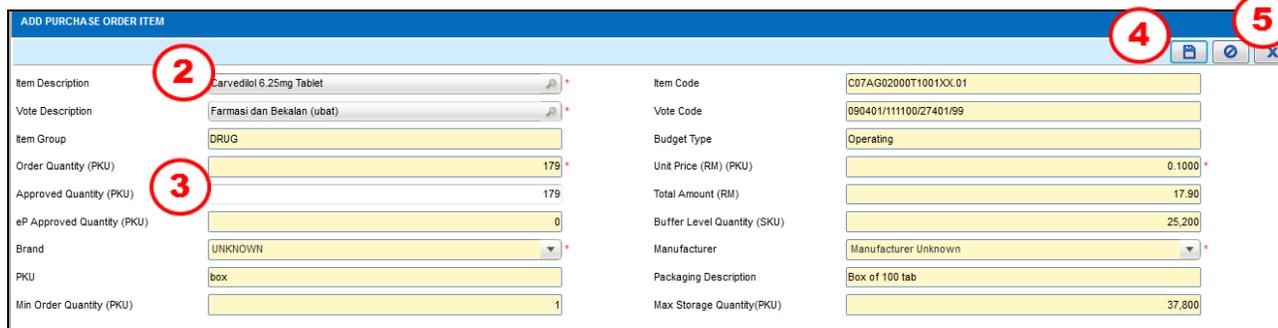


Figure 4.3-2 Add Purchase Order Item

#### STEP 2

Amend available **Item Description** if necessary

**STEP 3**

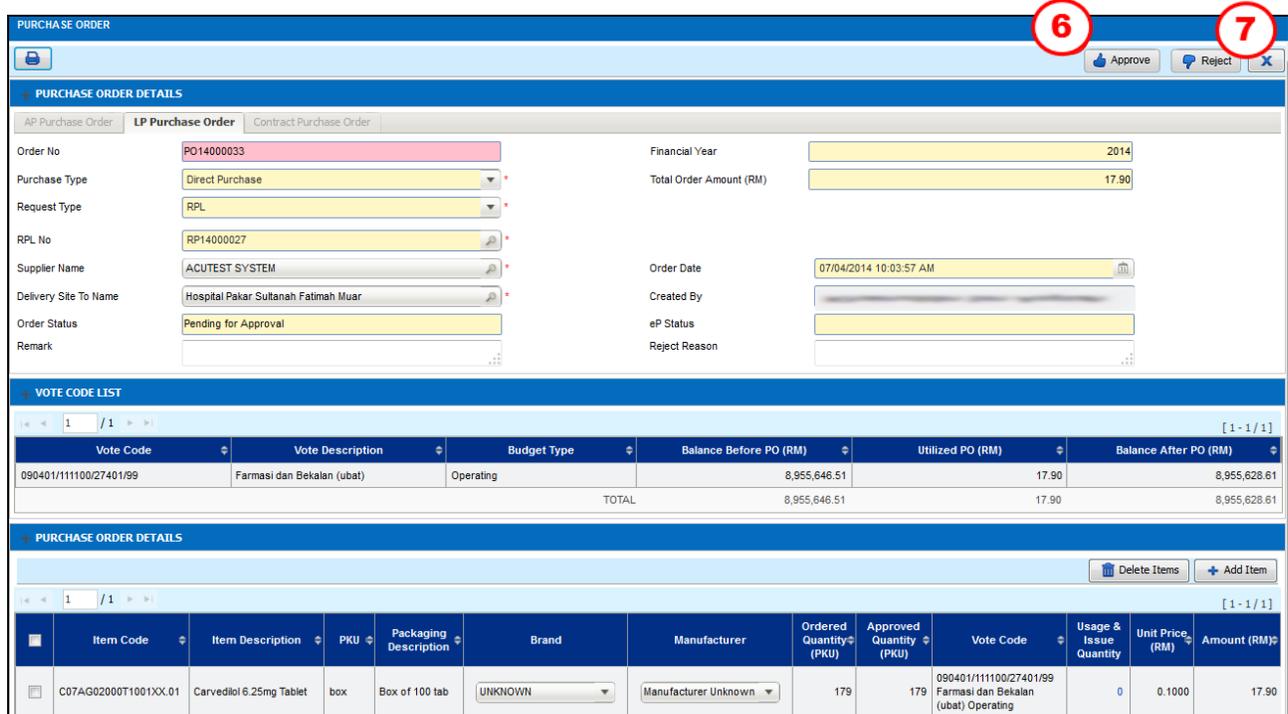
Insert **Approved Quantity (PKU)**

**STEP 4**

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

**STEP 5**

Click on the  to close the screen



Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,646.51	17.90	8,955,628.61
TOTAL			8,955,646.51	17.90	8,955,628.61

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
C07AG02000T1001XX.01	Carvedilol 6.25mg Tablet	box	Box of 100 tab	UNKNOWN	Manufacturer Unknown	179	179	090401/111100/27401/99 Farmasi dan Bekalan (ubat) Operating	0	0.1000	17.90

**Figure 4.3-3 Purchase Order**

**STEP 6**

Click on the  button to approve the transaction

Or click on the  button to reject the transaction

**Note**

'Reject Reason' is mandatory to be entered to reject the Purchase Order.

**STEP 7**

Click on the  to close the screen

**PURCHASE ORDER**

eP-Approve eP-Reject X

---

**PURCHASE ORDER DETAILS**

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

Order No	PO14000033	Financial Year	2014
Purchase Type	Direct Purchase	Total Order Amount (RM)	17.90
Request Type	RPL		
RPL No	RP14000027	LPO Date	
LPO No		Delivery Due Date	
LPO Transmitted Date		Order Date	07/04/2014 10:03:57 AM
Delivery Lead Period(Day)		Created By	
Supplier Name	ACUTEST SYSTEM	eP Status	Pending for eP Approval
Delivery Site To Name	Hospital Pakar Sultanah Fatimah Muar	Reject Reason	
Order Status	Approved		
Remark			

---

**VOTE CODE LIST**

[ 1 - 1 / 1 ]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/111100/27401/99	Farmasi dan Bekalan (ubat)	Operating	8,955,646.51	17.90	8,955,628.61
TOTAL			8,955,646.51	17.90	8,955,628.61

---

**PURCHASE ORDER DETAILS**

Delete Items + Add Item

[ 1 - 1 / 1 ]

Item Code	Item Description	PKU	Packaging	Brand	Manufacturer	Ordered Quantity	Approved Quantity	eP Approved	Vote Code	Usage & Issue	Unit Price	Amount (RM)
-----------	------------------	-----	-----------	-------	--------------	------------------	-------------------	-------------	-----------	---------------	------------	-------------

Figure 4.3-4 eP Approved

**STEP 8**

Enter **LPO No.**

**STEP 9**

Select **LPO Date**

**STEP 10**

Enter **Delivery Lead Period (Day)**

PURCHASE ORDER												
<input type="button" value="eP-Approve"/> <input type="button" value="eP-Reject"/> <input type="button" value="Cancel Order"/> <input type="button" value="X"/>												
PURCHASE ORDER DETAILS												
VOTE CODE LIST												
[ 1 - 1 / 1 ]												
Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)							
090401/010100/27401/99	123	One Off	11,984,364.27	100.00	11,984,264.27							
TOTAL			11,984,364.27	100.00	11,984,264.27							
PURCHASE ORDER DETAILS												
[ 1 - 1 / 1 ]												
Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
S01EC01000P4001X.X.01	Acetazolamide 500mg Inj	vial	Vial	ZULAT <b>11</b>	Zulat Pharmacy Sdn. Bhd	10	10	0	090401/010100/27401/99 123 One Off	100	10.0000	100.00

Figure 4.3-5 Enter eP Details

**STEP 11**

Double click on item details and system will display the 'Add Purchase Order Item' screen

ADD PURCHASE ORDER ITEM			
<input type="button" value="13"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="X"/>			
Item Description	Acetazolamide 500mg Inj	Item Code	S01EC01000P4001XX.01
Vote Description	123	Vote Code	090401/010100/27401/99
Item Group	DRUG	Budget Type	One Off
Order Quantity (PKU)	10	Unit Price (RM) (PKU)	10.0000
Approved Quantity (PKU)	10	Total Amount (RM)	100.00
eP Approved Quantity (PKU) <b>12</b>	10	Buffer Level Quantity (SKU)	1,000
Brand	ZULAT	Manufacturer	Zulat Pharmacy Sdn. Bhd
PKU	vial	Packaging Description	Vial
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	2,000
Quantity Available (PKU)	0		

Figure 4.3-6 Enter eP Details

**STEP 12**

Enter **eP Approved Quantity (PKU)**

**STEP 13**

Click on the  button to save the modification done and system will return to the Purchase Order screen as shown in Figure 4.3-7

PURCHASE ORDER

🖨️
14
eP-Approve
eP-Reject
Cancel Order
X

+ PURCHASE ORDER DETAILS

+ VOTE CODE LIST

<< 1 / 1 >>
[ 1 - 1 / 1 ]

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/010100/27401/99	123	One Off	11,984,364.27	100.00	11,984,264.27
TOTAL			11,984,364.27	100.00	11,984,264.27

+ PURCHASE ORDER DETAILS

<< 1 / 1 >>
[ 1 - 1 / 1 ]

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	eP Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
S01EC0100P4001X.X.01	Acetazolamide 500mg Inj	vial	Vial	ZULAT	Zulat Pharmacy Sdn. Bhd	10	10	10	090401/010100/27401/99 123 One Off	100	10.0000	100.00

Figure 4.3-7 eP Approved

**STEP 14**

Click on the  button and **Status** will be changed to eP Approved

#### 4.4 Create New Purchase Order : Indent

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

**PHARMACY INFORMATION SYSTEM**

HOSPITAL MIRI (HOS FB V1.5) Logout

Home Purchase Order 2 +

**PURCHASE ORDER**

Order Type:  Order No:   
 Purchase Type:  LPO No:   
 Date From:  Date To:   
 Item Description:  Item Code:   
 Status:  eP Status:   
 Created By:

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

Figure 4.4-1 Purchase Order Listing Page

**STEP 1**

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

**STEP 2**

Click on the button and the purchase Order screen will be displayed as shown in Figure 4.4-1

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No:  Financial Year:   
 Purchase Type:  Total Order Amount (RM):   
 Supplier Name:  Created Date:   
 Delivery Site To Name:  Created By:   
 Order Status:  eP Status:   
 Remark:  Reason:

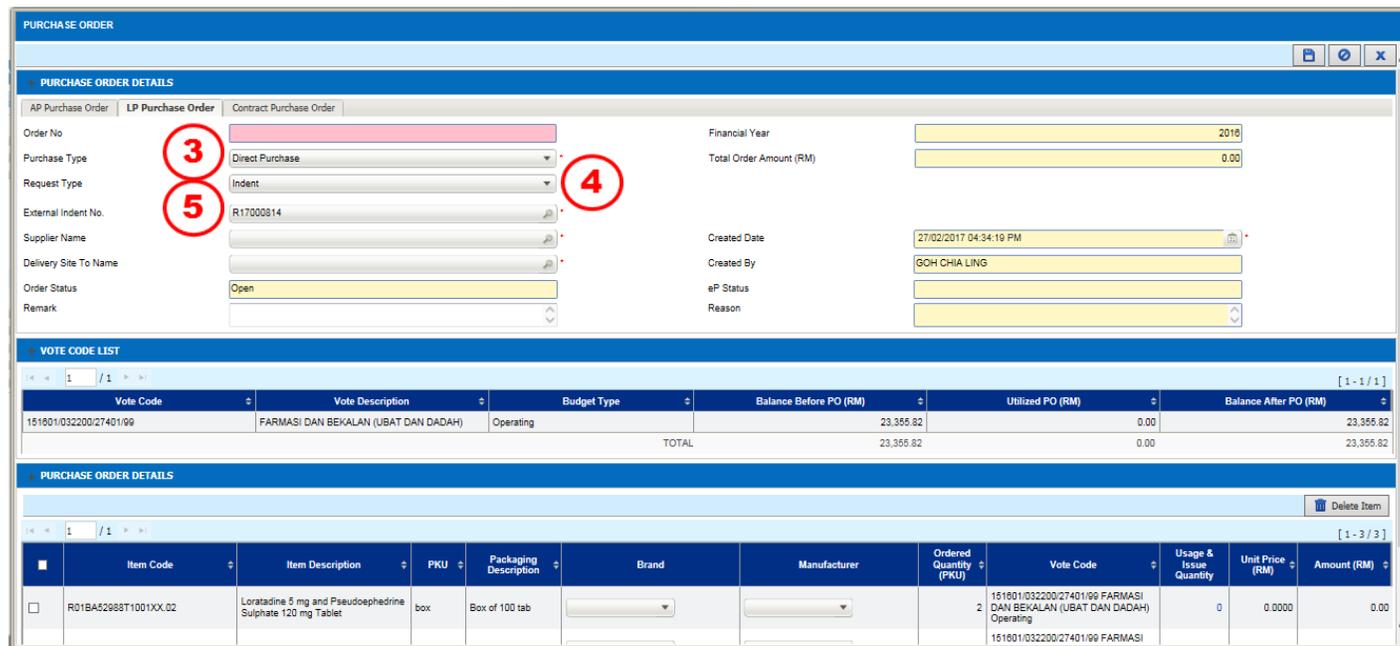
**VOTE CODE LIST**

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

**PURCHASE ORDER DETAILS**

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

Figure 4.4-2 Purchase Order



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No. [Red 3] \_\_\_\_\_ Financial Year [2016]

Purchase Type [Red 3] Direct Purchase Total Order Amount (RM) [0.00]

Request Type [Red 4] Indent

External Indent No. [Red 5] R17000814

Supplier Name \_\_\_\_\_ Created Date [27/02/2017 04:34:19 PM]

Delivery Site To Name \_\_\_\_\_ Created By [GOH CHIA LING]

Order Status [Open] eP Status \_\_\_\_\_

Remark \_\_\_\_\_ Reason \_\_\_\_\_

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
1516010322002740199	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	23,355.82	0.00	23,355.82
TOTAL			23,355.82	0.00	23,355.82

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
R01BA52988T1001XX.02	Loratadine 5 mg and Pseudoephedrine Sulphate 120 mg Tablet	box	Box of 100 tab			2	1516010322002740199 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	0.0000	0.00
							1516010322002740199 FARMASI			

Figure 4.4-2 Purchase Order : Indent

**STEP 3**

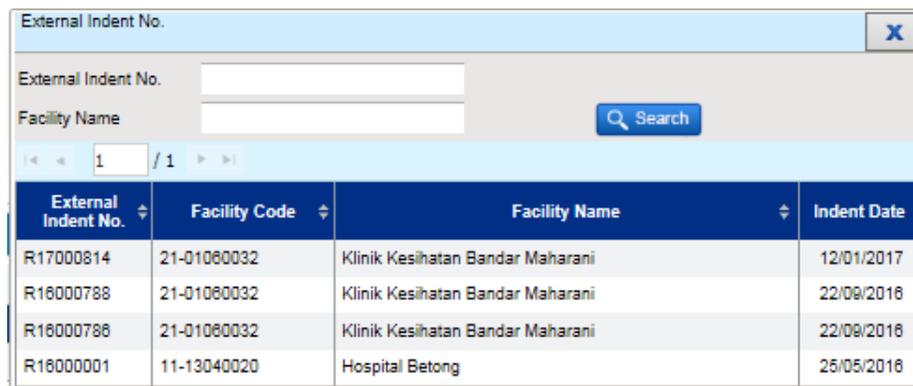
Select **Purchase Type** as **Direct Purchase**

**STEP 4**

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

**STEP 5**

Click on the **External Indent No**  and **External Indent No** window will be displayed as Figure 4.4-3



External Indent No. [X]

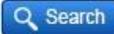
External Indent No. \_\_\_\_\_

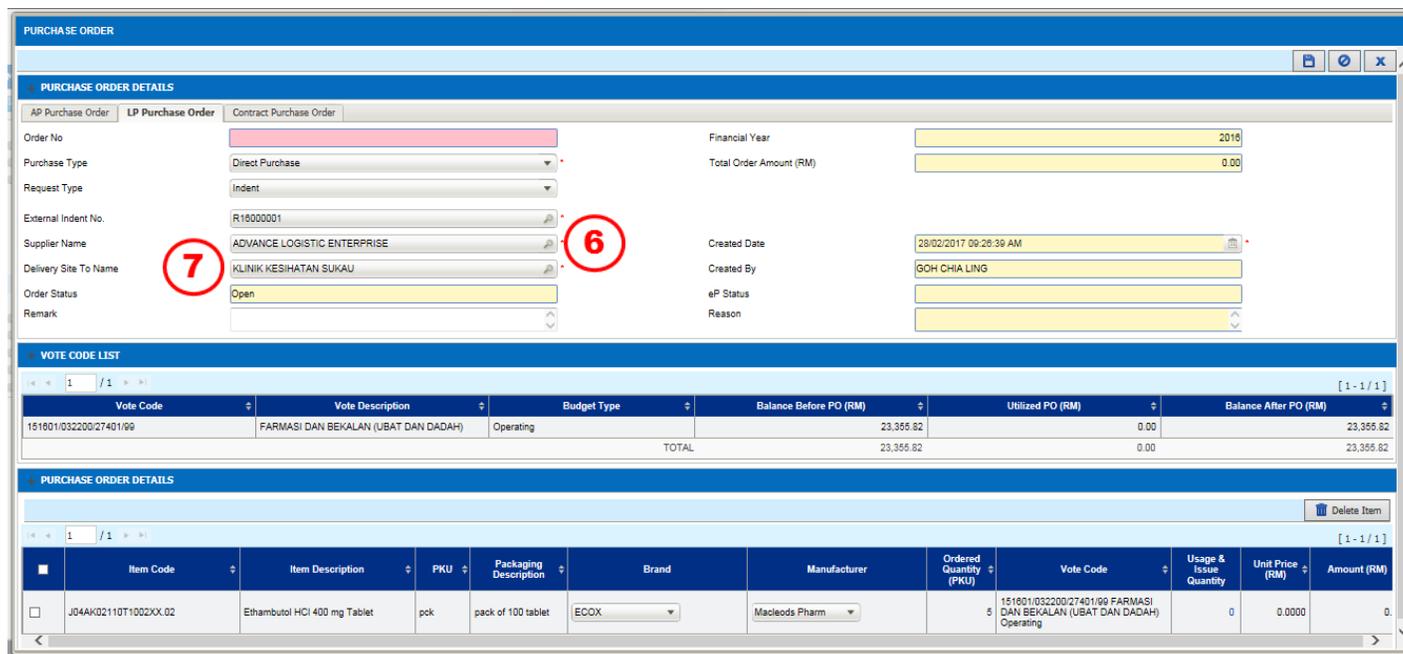
Facility Name \_\_\_\_\_ [Search]

External Indent No.	Facility Code	Facility Name	Indent Date
R17000814	21-01080032	Klinik Kesihatan Bandar Maharani	12/01/2017
R16000788	21-01080032	Klinik Kesihatan Bandar Maharani	22/09/2016
R16000788	21-01080032	Klinik Kesihatan Bandar Maharani	22/09/2016
R16000001	11-13040020	Hospital Betong	25/05/2016

Figure 4.4.3 External Indent No

**Note**

- User is allowed to enter partially of fully searching criteria fo External Indent No and Facility Name. Then click  button
- Double click on the selected External Indent No
- Details of the purchase will be display under Purchase Order Details section



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Redacted] Financial Year: 2016  
 Purchase Type: Direct Purchase Total Order Amount (RM): 0.00  
 Request Type: Indent  
 External Indent No: R16000001  
 Supplier Name: ADVANCE LOGISTIC ENTERPRISE  
 Delivery Site To Name: KLINIK KESIHATAN SUKAU  
 Order Status: Open  
 Remark: [Redacted]  
 Created Date: 28/02/2017 09:28:39 AM  
 Created By: GOH CHIA LING  
 eP Status: [Redacted]  
 Reason: [Redacted]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
15160103220027401/99	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	23,355.62	0.00	23,355.62
TOTAL			23,355.62	0.00	23,355.62

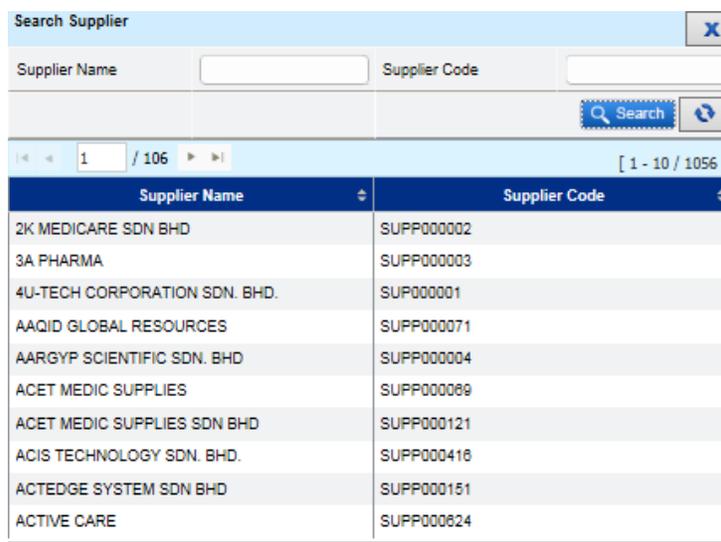
**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (FKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
J04AK02110T1002XX.02	Ethambutol HCl 400 mg Tablet	pck	pack of 100 tablet	ECOX	Macleods Pharm	5	15160103220027401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	0.0000	0.

Figure 4.4-4 Purchase Order: Indent

**STEP 6**

Click on the **Supplier Name**  and **Supplier Name Search** window will be displayed as Figure 4.4-5



**Search Supplier**

Supplier Name: [Text Box] Supplier Code: [Text Box]

1 / 106 [ 1 - 10 / 1056 ]

Supplier Name	Supplier Code
2K MEDICARE SDN BHD	SUPP000002
3A PHARMA	SUPP000003
4U-TECH CORPORATION SDN. BHD.	SUPP000001
AAQID GLOBAL RESOURCES	SUPP000071
AARGYP SCIENTIFIC SDN. BHD	SUPP000004
ACET MEDIC SUPPLIES	SUPP000069
ACET MEDIC SUPPLIES SDN BHD	SUPP000121
ACIS TECHNOLOGY SDN. BHD.	SUPP000416
ACTEDGE SYSTEM SDN BHD	SUPP000151
ACTIVE CARE	SUPP000624

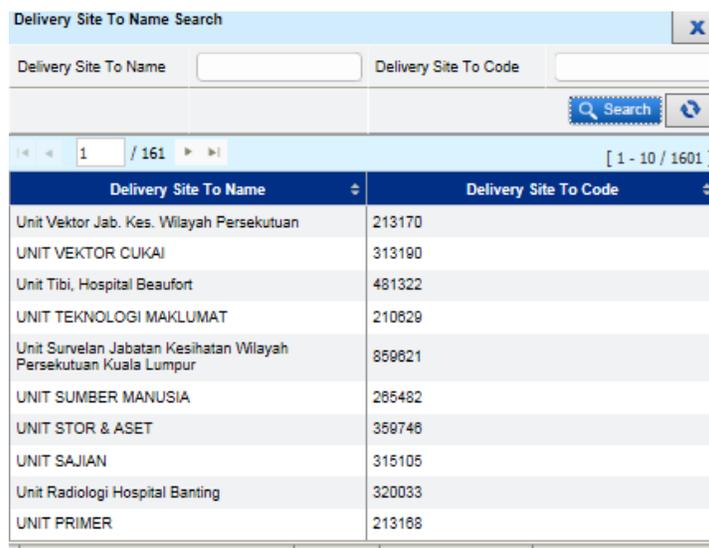
Figure 4.4-5 Supplier Name Search

**Note**

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

**STEP 7**

Click on the **Delivery Site To Name**  and **Delivery Site To Name Search** window will be displayed as Figure 4.4-6



Delivery Site To Name	Delivery Site To Code
Unit Vektor Jab. Kes. Wilayah Persekutuan	213170
UNIT VEKTOR CUKAI	313190
Unit Tibi, Hospital Beaufort	481322
UNIT TEKNOLOGI MAKLUMAT	210829
Unit Survelan Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur	859821
UNIT SUMBER MANUSIA	285482
UNIT STOR & ASET	359748
UNIT SAJIAN	315105
Unit Radiologi Hospital Banting	320033
UNIT PRIMER	213188

**Figure 4.4-6 Delivery Site To Name Search**

**Note**

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

**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [ ] Financial Year: 2016  
 Purchase Type: Direct Purchase Total Order Amount (RM): 0.00  
 Request Type: Indent  
 External Indent No.: R1000001  
 Supplier Name: ADVANCE LOGISTIC ENTERPRISE Created Date: 28/02/2017 09:28:39 AM  
 Delivery Site To Name: KLINIK KESIHATAN SUKAU Created By: GOH CHIA LING  
 Order Status: Open eP Status: [ ]  
 Remark: [ ] Reason: [ ]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601/032200/2740199	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	23,355.82	0.00	23,355.82
TOTAL			23,355.82	0.00	23,355.82

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
J04AK02110T1002XX.02	Ethambutol HCl 400 mg Tablet	pck	pack of 100 tablet	ECOX	Macleods Pharm	5	151601/032200/2740199 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	0.0000	0.

Figure 4.4-7 Purchase Order: Indent

**STEP 8**

Double click on the item and **Add Purchase Order Item** window will display as Figure 4.4-8

**ADD PURCHASE ORDER ITEM**

Item Description: Ethambutol HCl 400 mg Tablet  
 Vote Description: FARMASI DAN BEKALAN (UBAT DAN DADAH)  
 Item Group: DRUG  
 Order Quantity (PKU): 5  
 Approved Quantity (PKU): 0  
 eP Approved Quantity (PKU): 0  
 Brand: ECOX  
 PKU: pck  
 Min Order Quantity (PKU): 1  
 Quantity Available (PKU): 0

Item Code: J04AK02110T1002XX.02  
 Vote Code: 151601/032200/2740199  
 Budget Type: Operating  
 Unit Price (RM) (PKU): 0.0000  
 Total Amount (RM): 0.00  
 Buffer Level Quantity (SKU): 1,000  
 Manufacturer: Macleods Pharm  
 Packaging Description: pack of 100 tablet  
 Max Storage Quantity(PKU): 20

Figure 4.4-8 Add Purchase Order Item

**STEP 9**

Click on the **Vote Description**  and **Search Vote Description** window will be displayed as Figure 4.4-9

Search Vote Description

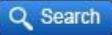
Vote Name  Vote Code

[ 1 - 10 / 20 ]

Budget Type	Vote Code	Vote Name	Balance
Operating	151601/031700/27401/99	UROLOGI (UBAT DAN DADAH)	285.50
Operating	151601/031900/27401/01	RADIOTERAPI DAN ONKOLOGI (UBAT DAN DADAH)	23,302.80
Operating	151601/032700/27401/99	PSIKIATRI DAN KESIHATAN MENTAL (UBAT DAN DADAH)	467.39
Operating	151601/030500/27401/98	Perubatan Am - Ubat Dan Dadah (Palliatif)	2,144.45
Operating	151601/030500/27401/02	Perubatan Am- Ubat Dan Dadah (HIV/AIDS)	0.85
Operating	151601/030500/27401/03	Perubatan Am - Ubat Dan Dadah (Hematologi Klinikal)	23,703.16
Operating	151601/030500/27401/00	PERUBATAN AM (UBAT DAN DADAH)	3.74
Operating	151601/032000/27401/99	Pengimejan Diagnostik (Ubat Dan Dadah)	7.04
Operating	151601/030900/27401/99	PEMBEDAHAN AM (UBAT DAN DADAH)	54.40
Operating	151601/030800/27404/99	Pediatrik (Vaksin)	1.69

Figure 4.4-9 Search Vote Description

**Note**

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

ADD PURCHASE ORDER ITEM

10

Item Description	Ethambutol HCl 400 mg Tablet	Item Code	J04AK02110T1002XX.02
Vote Description	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Vote Code	151601/032200/27401/99
Item Group	DRUG	Budget Type	Operating
Order Quantity (PKU)	5	Unit Price (RM) (PKU)	1.0000
Approved Quantity (PKU)	5	Total Amount (RM)	5.00
eP Approved Quantity (PKU)	0	Buffer Level Quantity (SKU)	1,000
Brand	ECOX	Manufacturer	Macleods Pharm
PKU	pck	Packaging Description	pack of 100 tablet
Min Order Quantity (PKU)	1	Max Storage Quantity(PKU)	20
Quantity Available (PKU)	0		

Figure 4.4-10 Add Purchase Order Item

**STEP 10**

Click on the  button to save the record

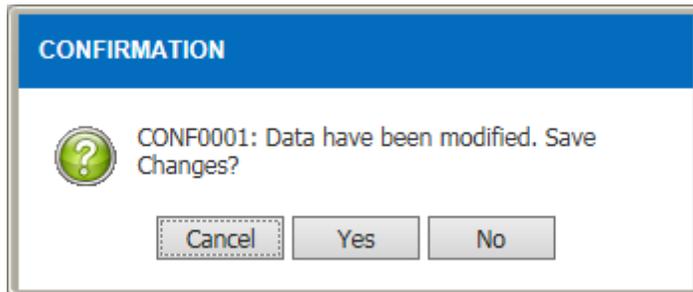
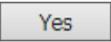
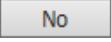
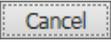


Figure 4.4-11 Confirmation Message

**Note**

- System will display a Confirmation Message as Figure 4.4-11
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel the editing made at the Add Purchase Order Item screen

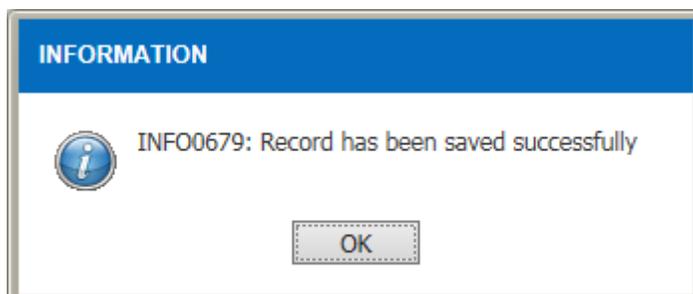
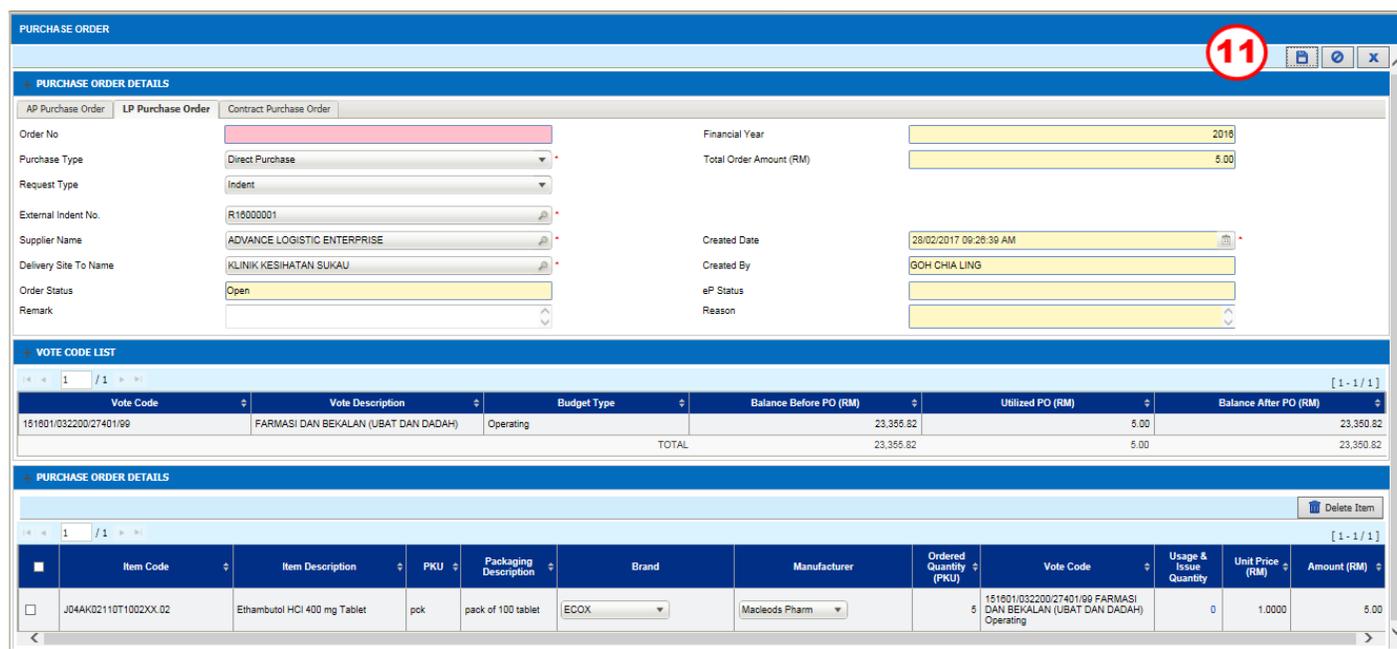


Figure 4.4-12 Information Message

**Note**

- System will display a Information Message as Figure 4.4-12
- Click on the  button to confirm



**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

AP Purchase Order | LP Purchase Order | Contract Purchase Order

Order No: [Field] Financial Year: 2016  
 Purchase Type: Direct Purchase Total Order Amount (RM): 5.00  
 Request Type: Indent  
 External Indent No: R16000001  
 Supplier Name: ADVANCE LOGISTIC ENTERPRISE Created Date: 28/02/2017 09:28:39 AM  
 Delivery Site To Name: KLINIK KESIHATAN SUKAU Created By: GOH CHIA LING  
 Order Status: Open eP Status: [Field]  
 Remark: [Field] Reason: [Field]

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151001/032200/27401/99	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	23,355.82	5.00	23,350.82
TOTAL			23,355.82	5.00	23,350.82

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
J04AK02110T1002XX.02	Ethambutol HCl 400 mg Tablet	pck	pack of 100 tablet	ECOX	Macleods Pharm	5	151001/032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	1.0000	5.00

Figure 4.4-13 Purchase Order: Indent

**STEP 11**

Click on the  button to save the record

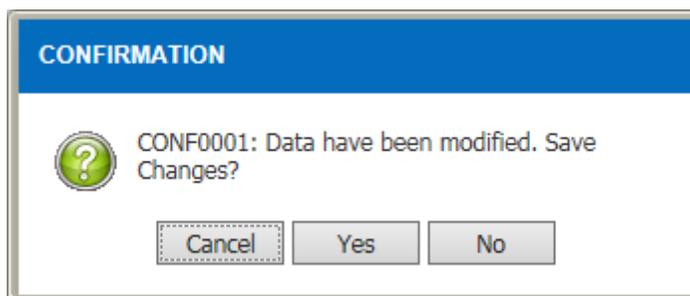
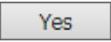
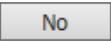


Figure 4.4-14 Confirmation Message

**Note**

- System will display a Confirmation Message as Figure 4.4-14
- Click on the  button to save the transaction
- Click on the  button to cancel the saved transaction
- Click on the  button to cancel from saving the record

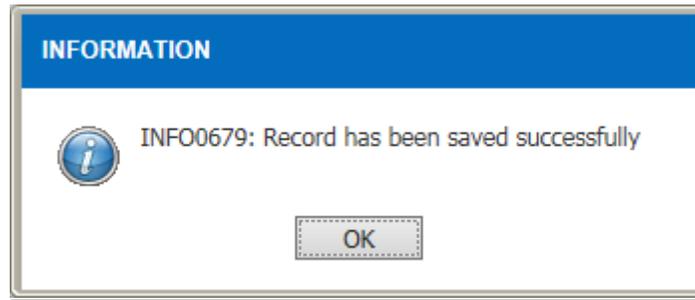
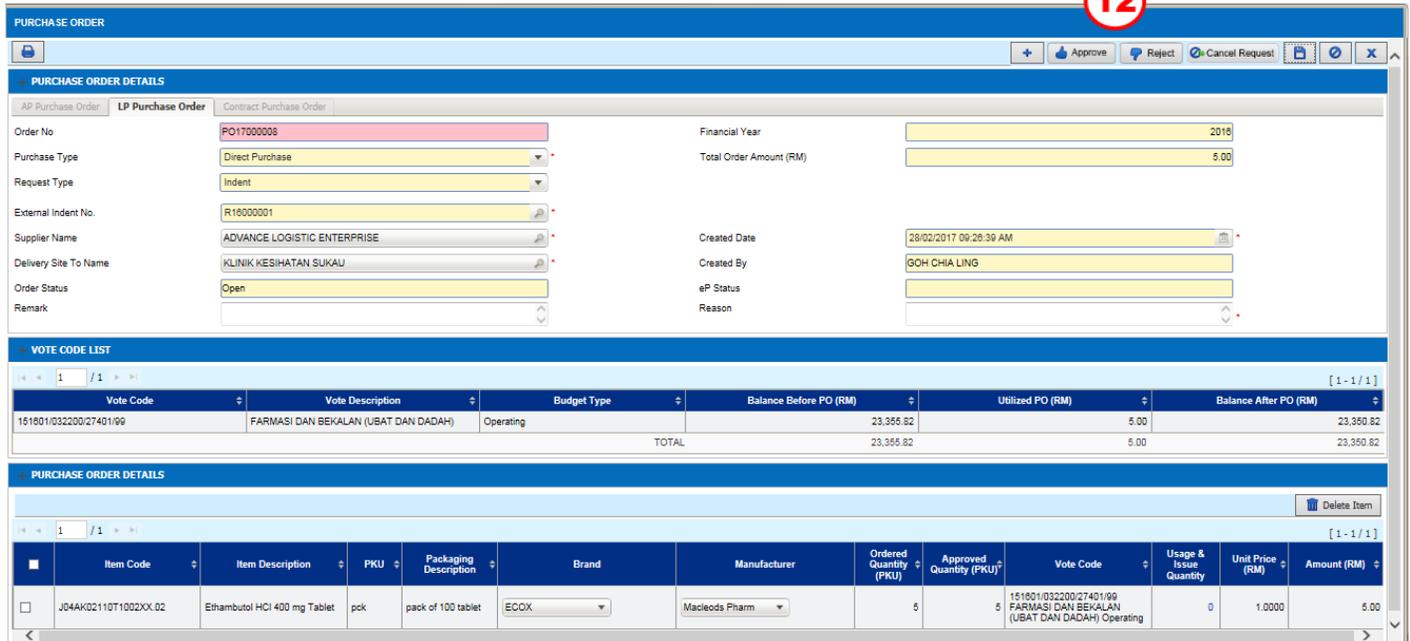


Figure 4.4-15 Information Message

**Note**

- System will display a Information Message as Figure 4.4-15
- Click on the  button to confirm

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**PURCHASE ORDER**

**PURCHASE ORDER DETAILS**

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

Order No: PO17000008 | Financial Year: 2016  
 Purchase Type: Direct Purchase | Total Order Amount (RM): 5.00  
 Request Type: Indent  
 External Indent No: R16000001  
 Supplier Name: ADVANCE LOGISTIC ENTERPRISE | Created Date: 28/02/2017 09:28:39 AM  
 Delivery Site To Name: KLINIK KESIHATAN SUKAU | Created By: GOH CHIA LING  
 Order Status: Open | eP Status:   
 Remark: | Reason:

**VOTE CODE LIST**

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
151601032200/27401/99	FARMASI DAN BEKALAN (UBAT DAN DADAH)	Operating	23,355.82	5.00	23,350.82
TOTAL			23,355.82	5.00	23,350.82

**PURCHASE ORDER DETAILS**

Item Code	Item Description	PKU	Packaging Description	Brand	Manufacturer	Ordered Quantity (PKU)	Approved Quantity (PKU)	Vote Code	Usage & Issue Quantity	Unit Price (RM)	Amount (RM)
J04AK02110T1002XX.02	Ethambutol HCl 400 mg Tablet	pck	pack of 100 tablet	ECOK	Macleods Pharm	5	5	151601032200/27401/99 FARMASI DAN BEKALAN (UBAT DAN DADAH) Operating	0	1.0000	5.00

Figure 4.4-16 Purchase Order: Indent

**Note**

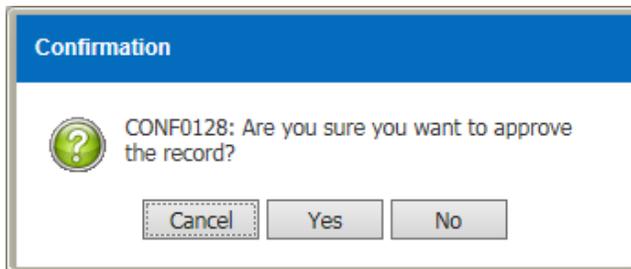
- User is allow to create another order by click on the  button.
- Click on the  button to cancel the order.

**STEP 12**

Click on the  button to approve the record

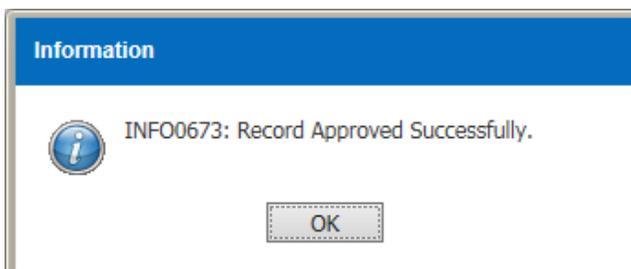
**Note**

- System will display a Confirmation Message as Figure 4.4-17
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record



**Figure 4.4-17 Confirmation Message**

- Information Message will display after click on the  button as Figure 4.4-18
- Click on the  button to successfully approved the record and the Status change to Approved

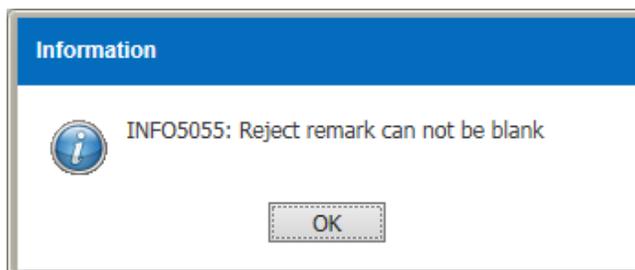


**Figure 4.4-18 Information Message**

- Click on the  button to reject the order transaction

**Note**

- User need to enter reject reason as system will display an Information Message as Figure 4.4-19



**Figure 4.4-19 Information Message**

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

## 5.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
BPF	Bahagian Perkhidmatan Farmasi
HOD	Head of Department
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
RPL	Recommended Purchase List
APPL	Approved Product Purchase List
LP	Local Purchase

## 6.0 Links to Inventory Modules

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