



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

User Manual Pharmacy Inventory (Procurement Standard-LP)

Version	: 4th Edition
Document ID	: U.MANUAL_INV_PROCUREMENT STANDARD-LP



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



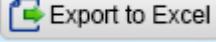
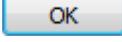
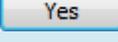
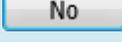
1.3 Organised Sections

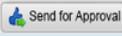
These are the sections within this document:

- 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 Request Purchase List		Add Vote Code
	Verify record		Add Drug/Non Drug
	Send for Approval		Approve record
	Reject record		

Note:

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

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

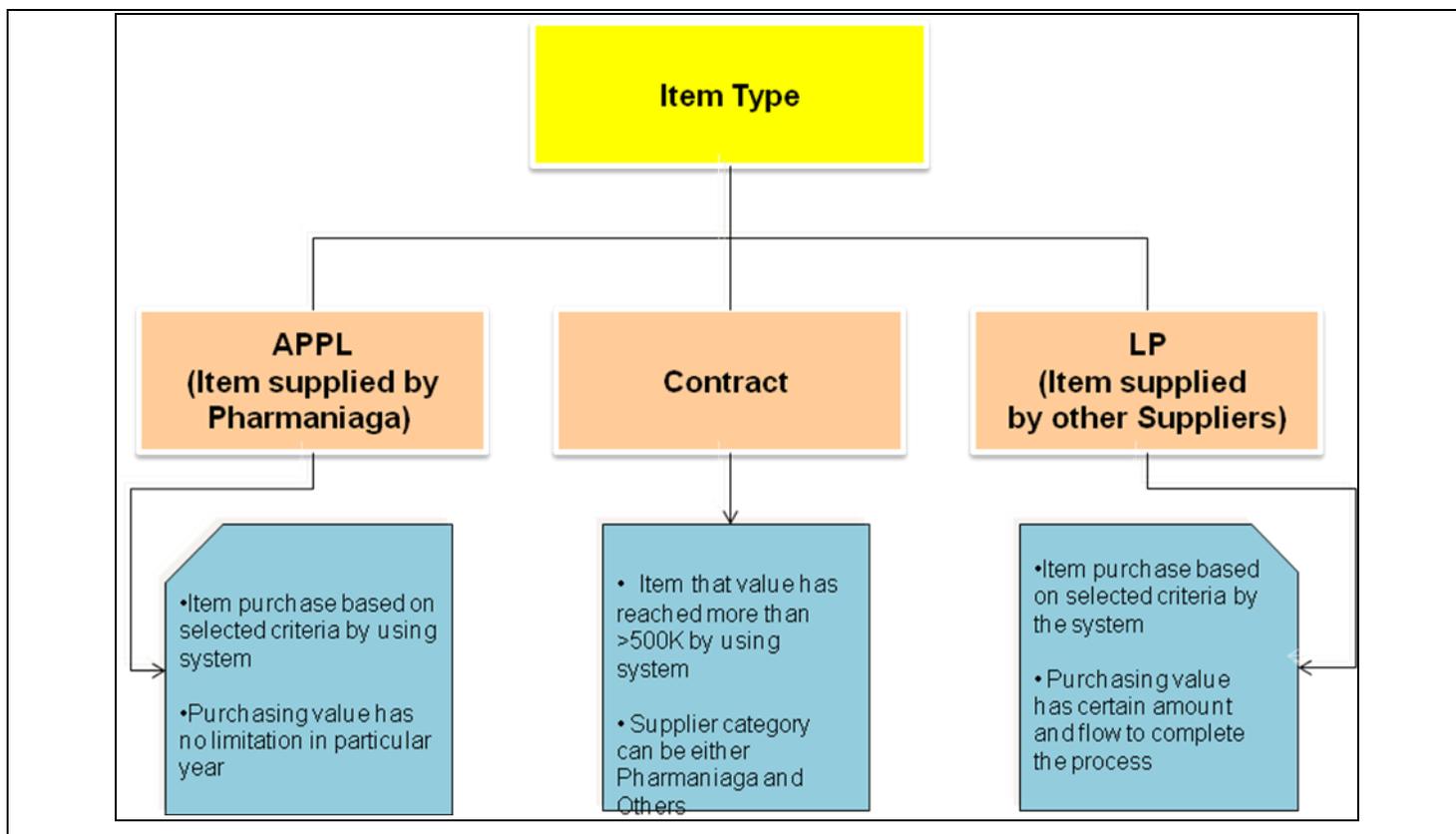


Figure 3.0-1

3.1. View Recommended Purchase List (RPL) Listing Page

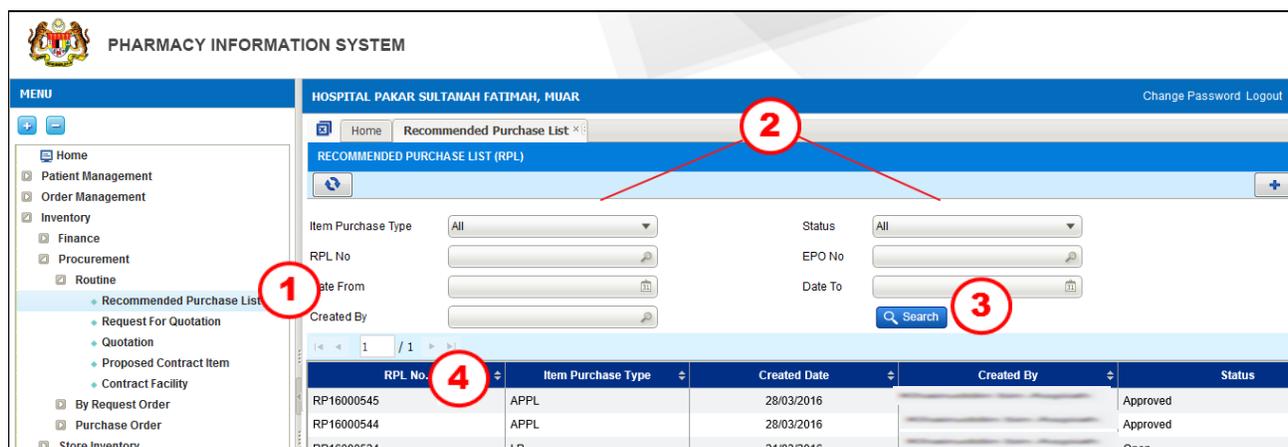


Figure 3.1-1 Recommended Purchase List Listing Page

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:

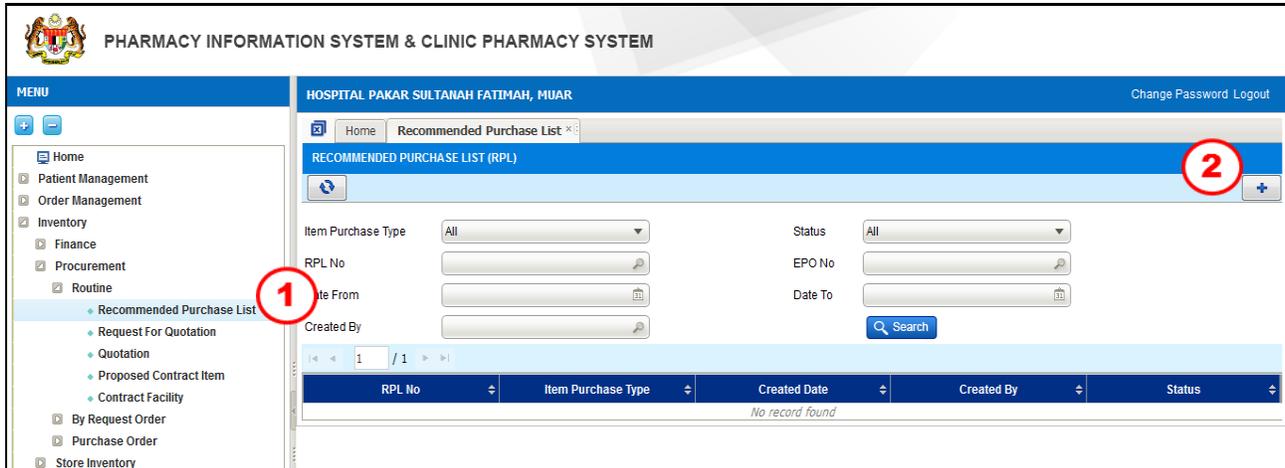


Figure 3.2-1 New Recommended Purchase List (RPL)

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

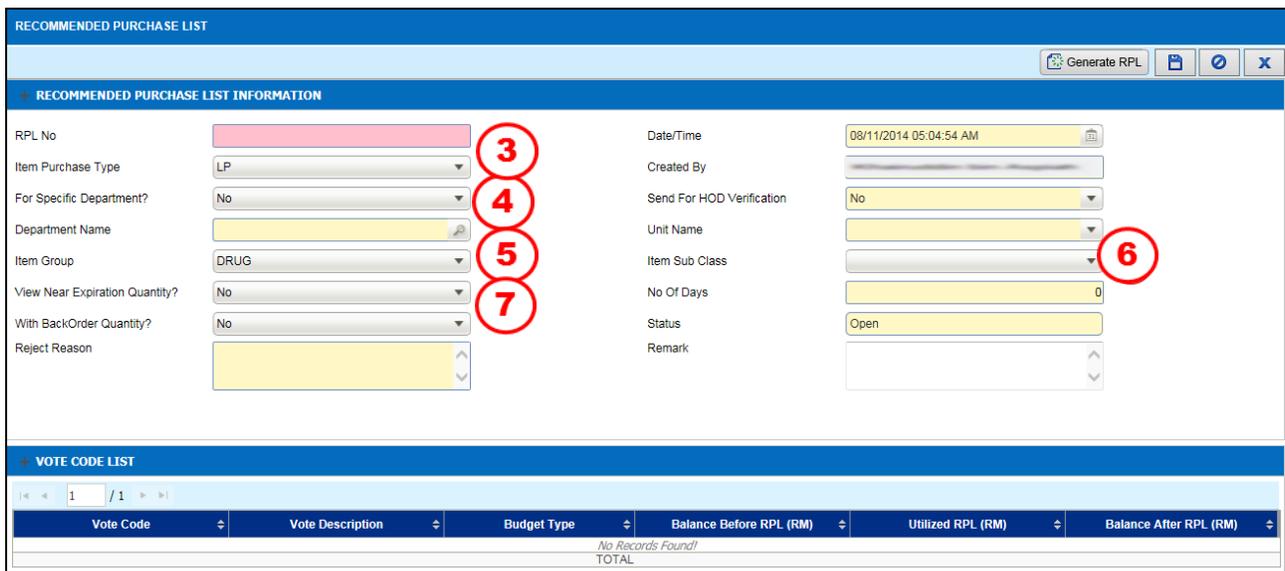


Figure 3.2-2 Recommended Purchase List (RPL)

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

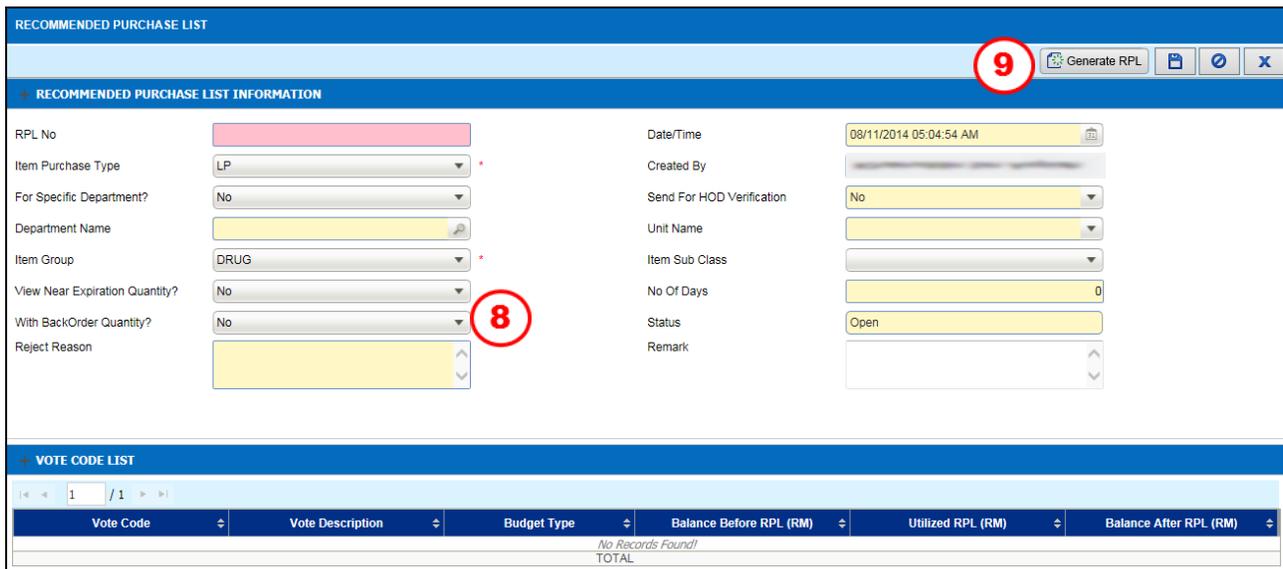
STEP 7

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

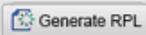
Select **With Back Order Quantity** from the drop down box:

- Yes or
- 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.
- New RPL will be created and the 'Status' will default to 'Open'.

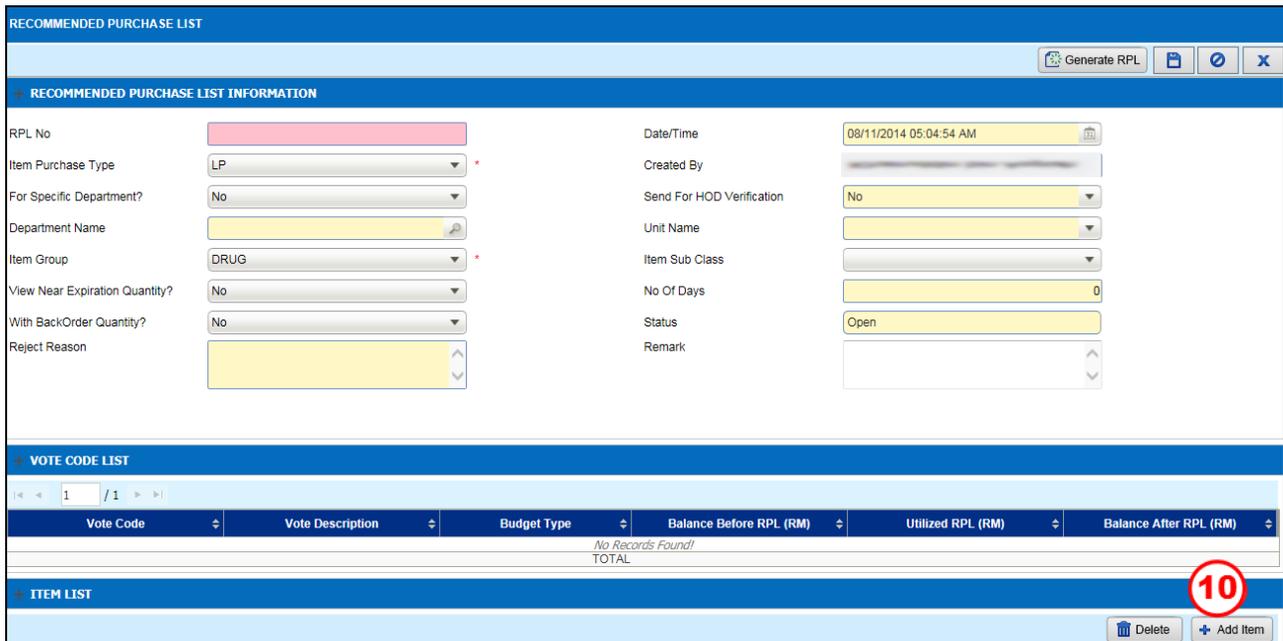


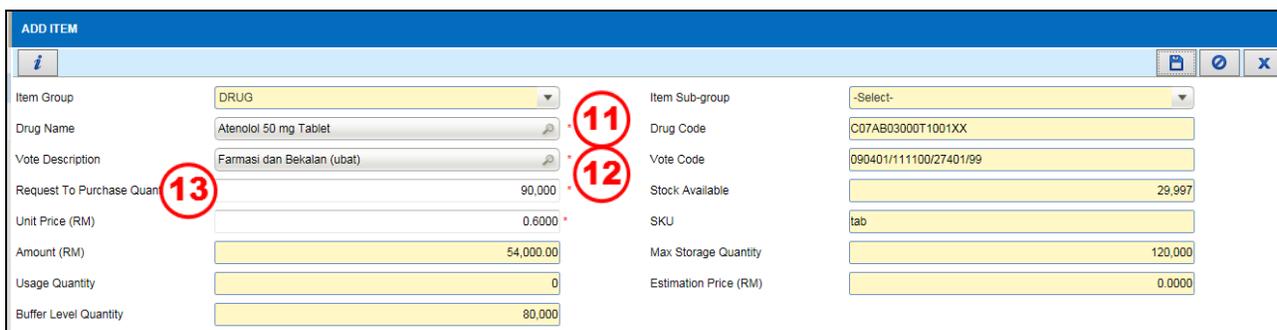
Figure 3.2-4 Add Item Manually

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

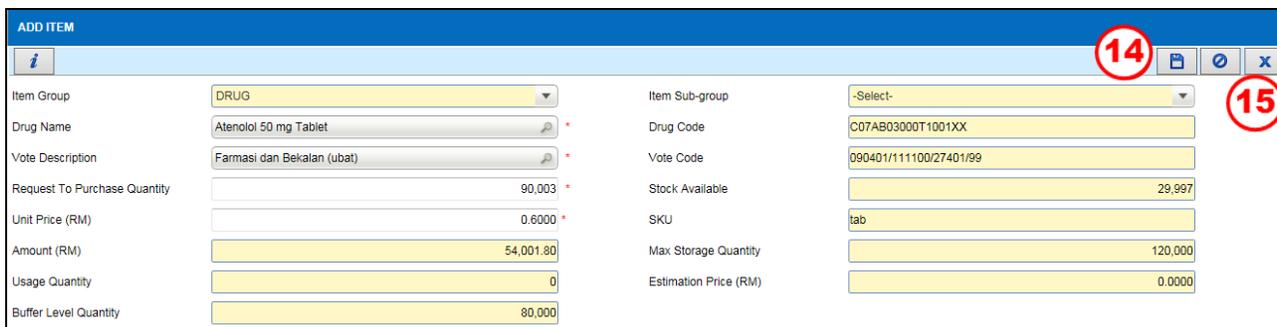
Vote Description selected will be used for the item's purchasing.

STEP 13

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

Note

- Available Quantity is non-editable; it will be displayed automatically 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 Purchas 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:

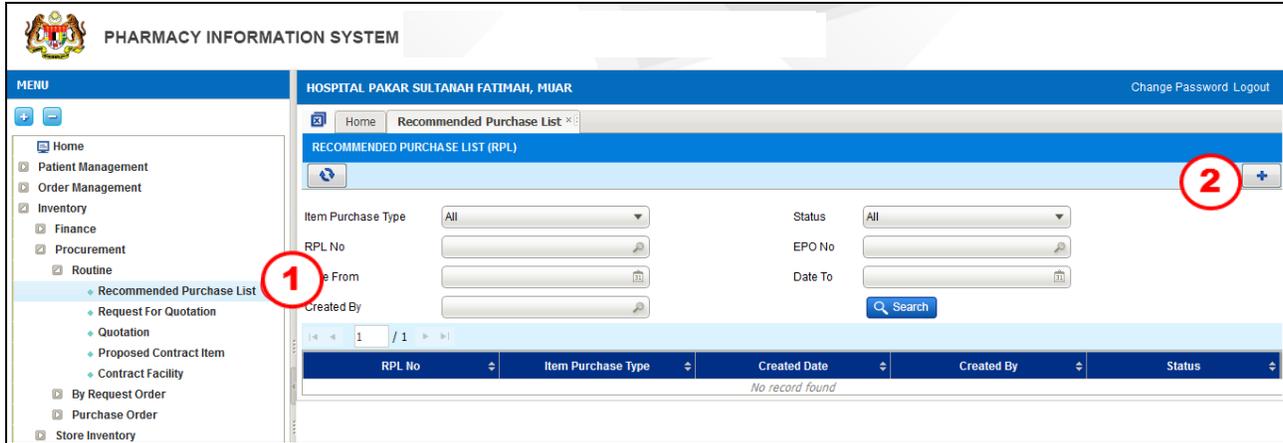


Figure 3.3-1 New Recommended Purchase List (RPL)

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

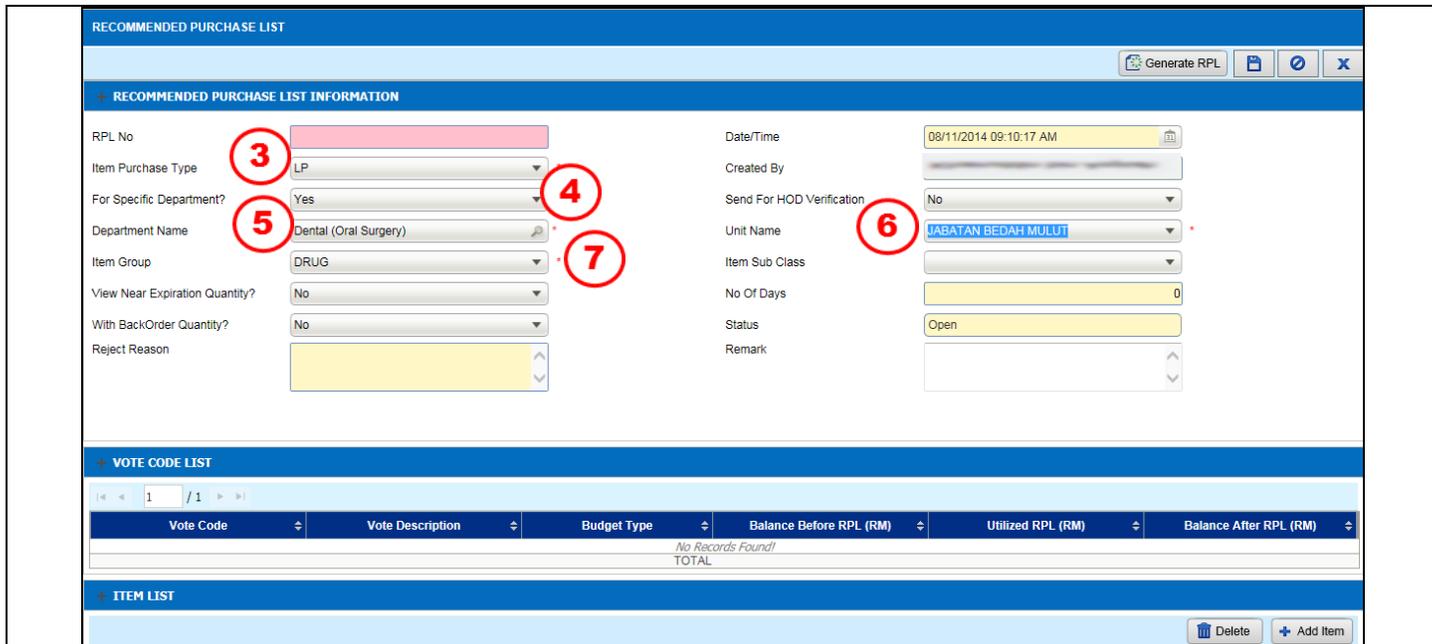
The transaction is mainly for only Specific Department and user have to select Department Name and Unit Name but HOD Approval is 'NO'. The buffer level quantity will maintain by pharmacy store

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 a web application interface for creating a Recommended Purchase List (RPL). The form is titled 'RECOMMENDED PURCHASE LIST' and includes a 'Generate RPL' button. The form is divided into two main sections: 'RECOMMENDED PURCHASE LIST INFORMATION' and 'VOTE CODE LIST'. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains several fields with red circles and numbers indicating the steps to be followed:

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

The 'VOTE CODE LIST' section shows a 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. The 'ITEM LIST' section is at the bottom and contains '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

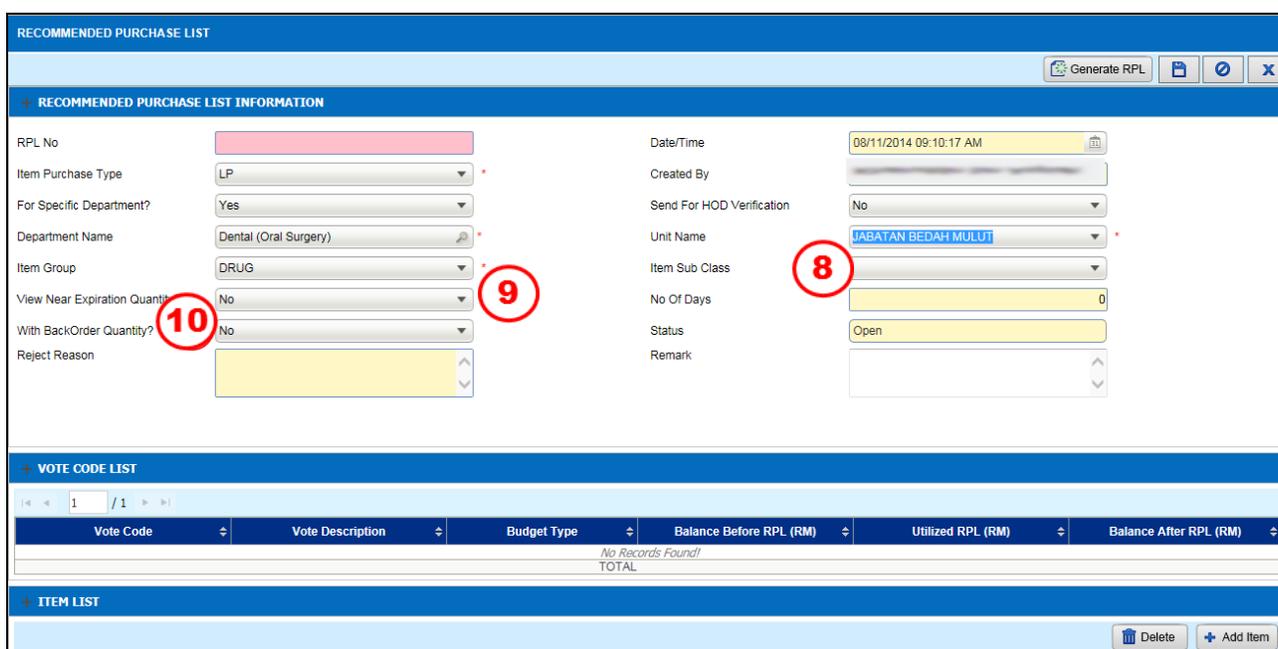


Figure 3.3-3 New Recommended Purchase List (RPL)

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

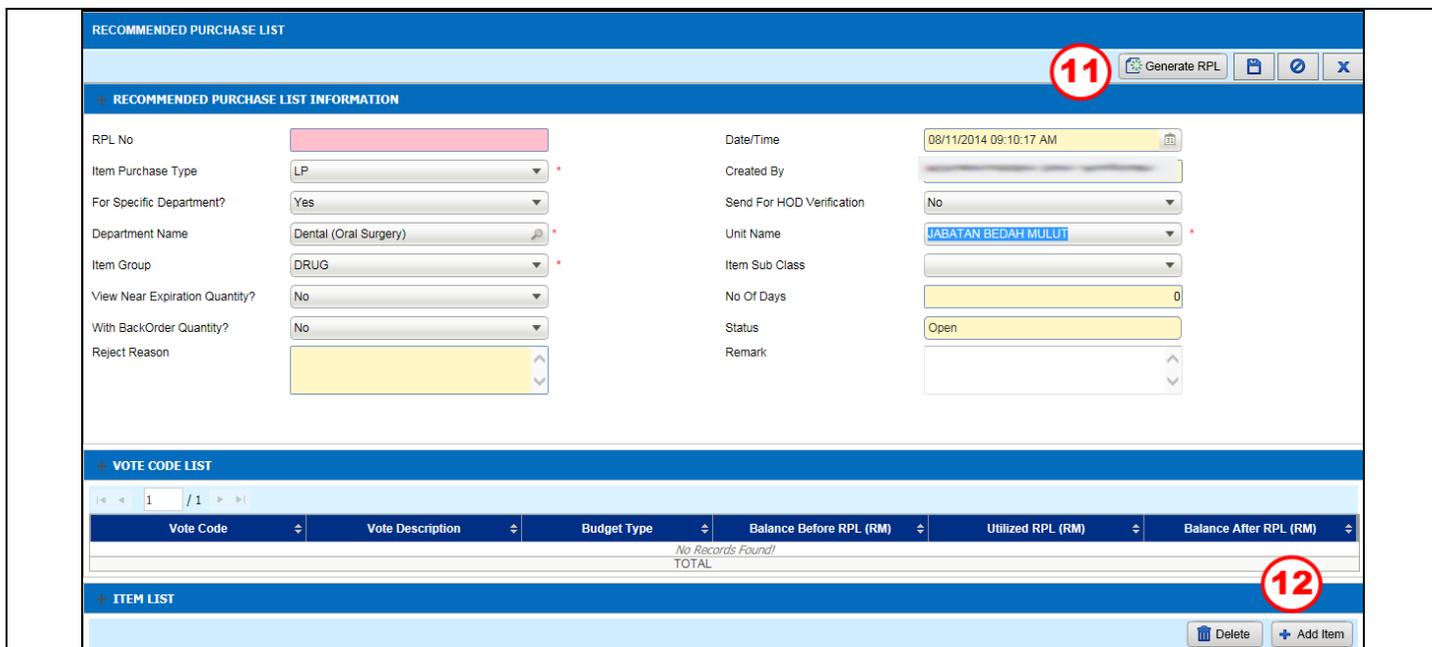


Figure 3.3-4 Generate RPL

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**.

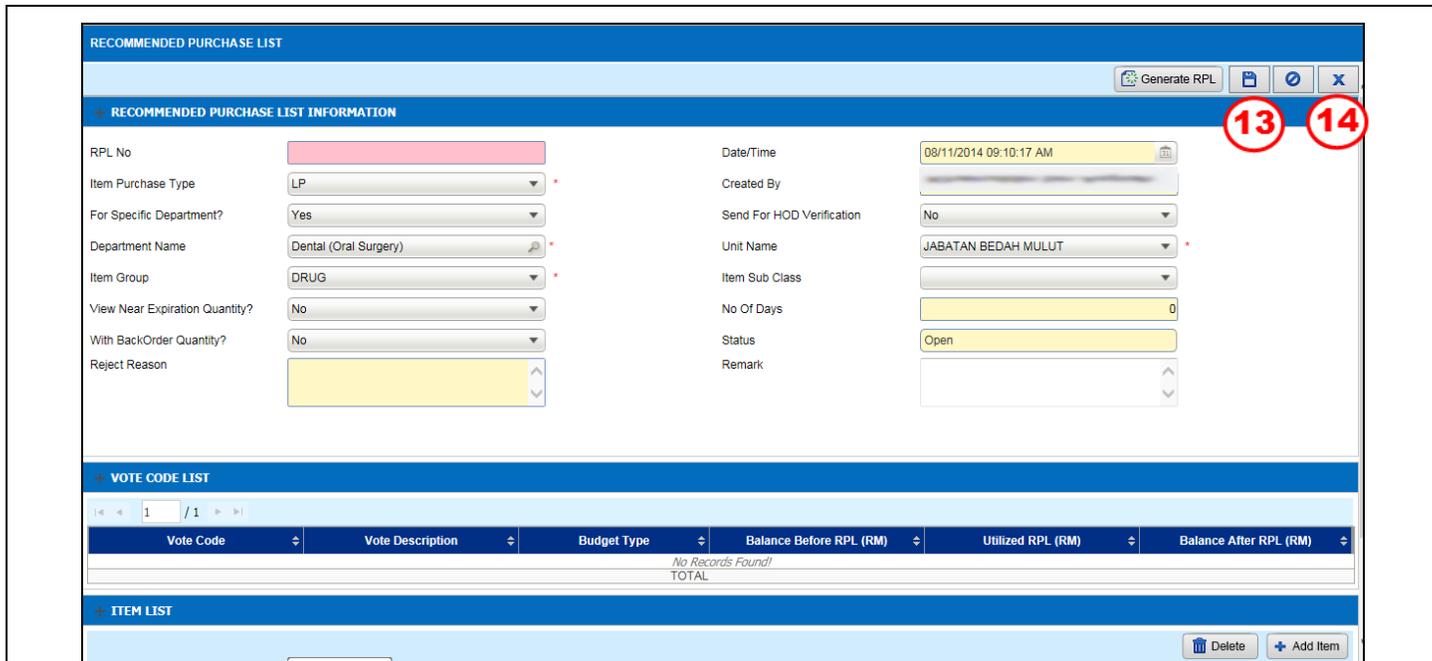


Figure 3.3-5 Save RPL

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

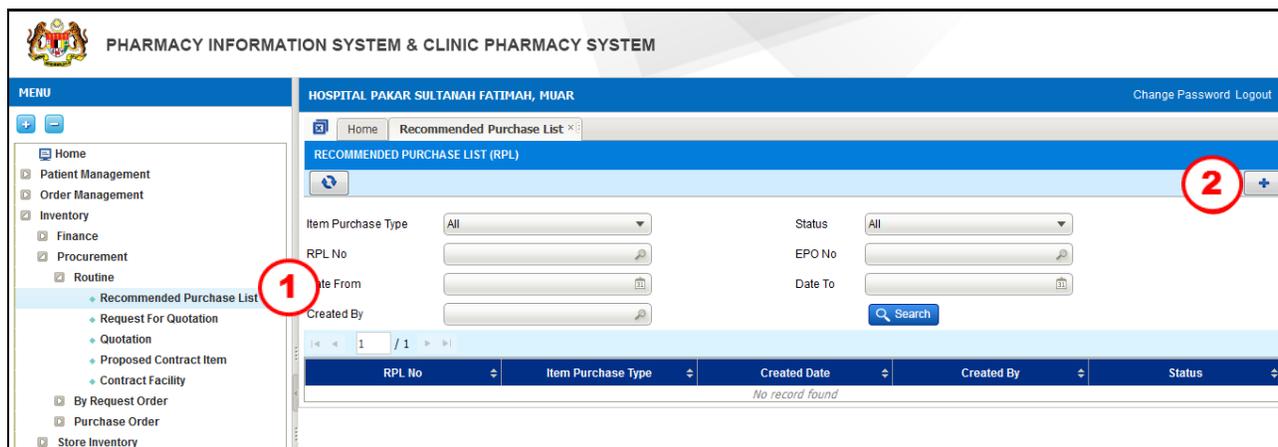


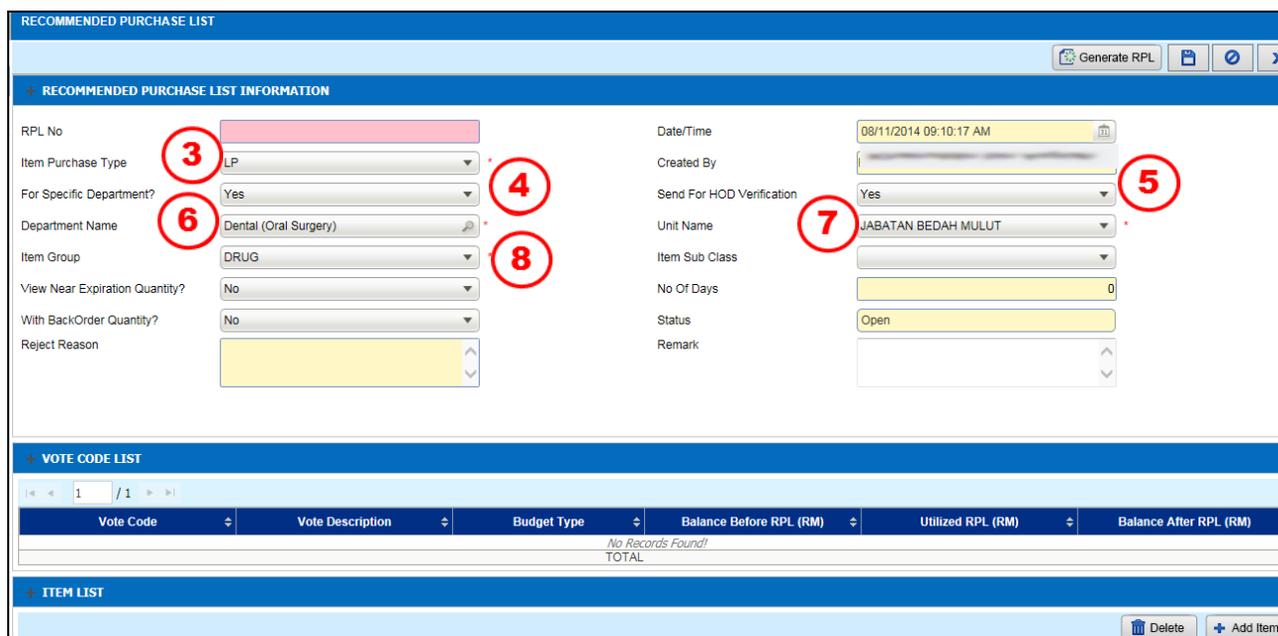
Figure 3.4-1 New Recommended Purchase List (RPL)

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. It is divided into three main sections: 'RECOMMENDED PURCHASE LIST INFORMATION', 'VOTE CODE LIST', and 'ITEM LIST'. The 'RECOMMENDED PURCHASE LIST INFORMATION' section contains various input fields. Red circles with numbers 3 through 8 highlight the following fields: 3 (Item Purchase Type), 4 (For Specific Department?), 5 (Send For HOD Verification), 6 (Department Name), 7 (Unit Name), and 8 (Item Group). The 'VOTE CODE LIST' section shows a table with columns for Vote Code, Vote Description, Budget Type, Balance Before RPL (RM), Utilized RPL (RM), and Balance After RPL (RM). The 'ITEM LIST' section is currently empty and has '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

RECOMMENDED PURCHASE LIST

Generate RPL Save Refresh Close

RECOMMENDED PURCHASE LIST INFORMATION

RPL No <input style="width: 100%;" type="text"/> Item Purchase Type <input style="width: 95%;" type="text" value="LP"/> For Specific Department? <input style="width: 95%;" type="text" value="Yes"/> Department Name <input style="width: 95%;" type="text" value="Dental (Oral Surgery)"/> Item Group <input style="width: 95%;" type="text" value="DRUG"/> 10 View Near Expiration Quantity? <input style="width: 95%;" type="text" value="No"/> 11 With BackOrder Quantity? <input style="width: 95%;" type="text" value="No"/> 11 Reject Reason <input style="width: 100%; height: 20px;" type="text"/>	Date/Time <input style="width: 95%;" type="text" value="09/11/2014 09:10:17 AM"/> Created By <input style="width: 95%;" type="text" value=""/> Send For HOD Verification <input style="width: 95%;" type="text" value="Yes"/> Unit Name <input style="width: 95%;" type="text" value="JABATAN BEDAH MULUT"/> 9 Item Sub Class <input style="width: 95%;" type="text" value=""/> 9 No Of Days <input style="width: 95%;" type="text" value="0"/> Status <input style="width: 95%;" type="text" value="Open"/> Remark <input style="width: 100%; height: 20px;" 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 3.4-3 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

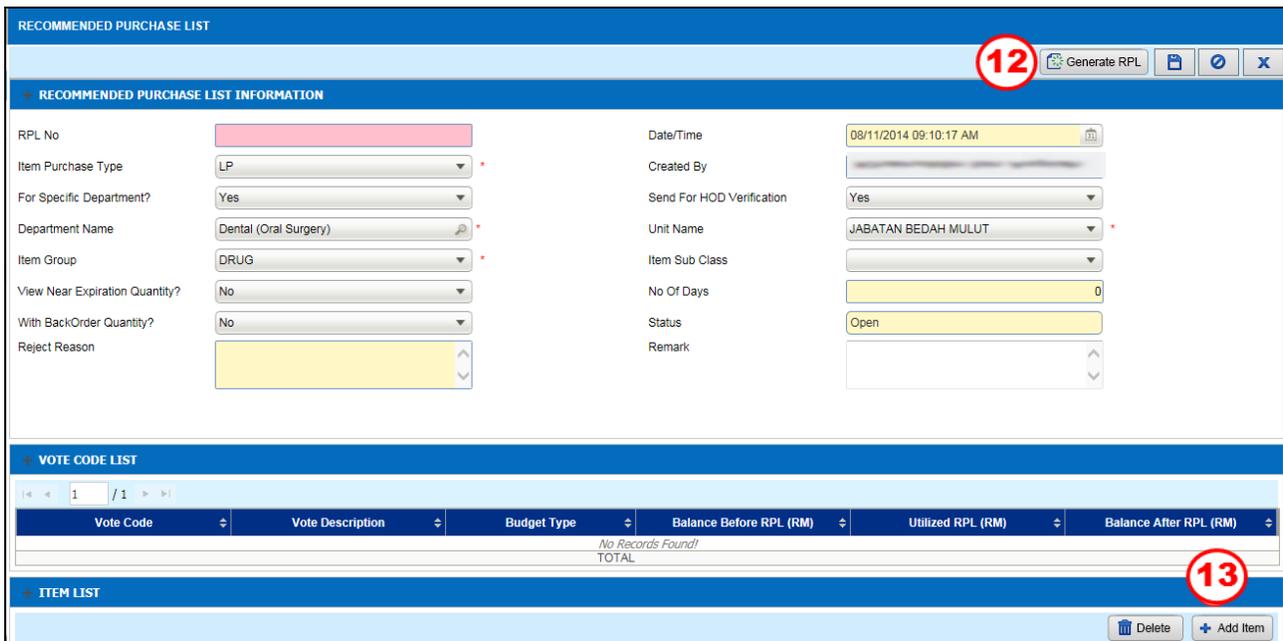


Figure 3.4-4 Generate Recommended Purchase List (RPL)

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.

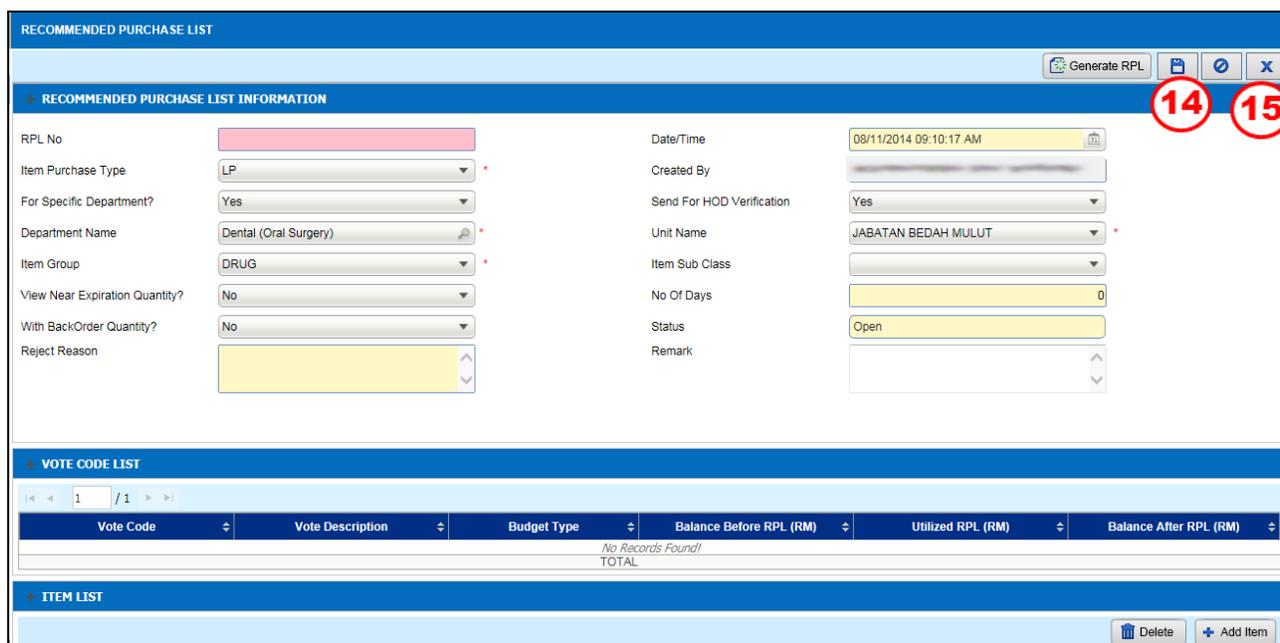


Figure 3.4-5 Generate Recommended Purchase List (RPL)

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
TOTAL			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	Alfacalcidol 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

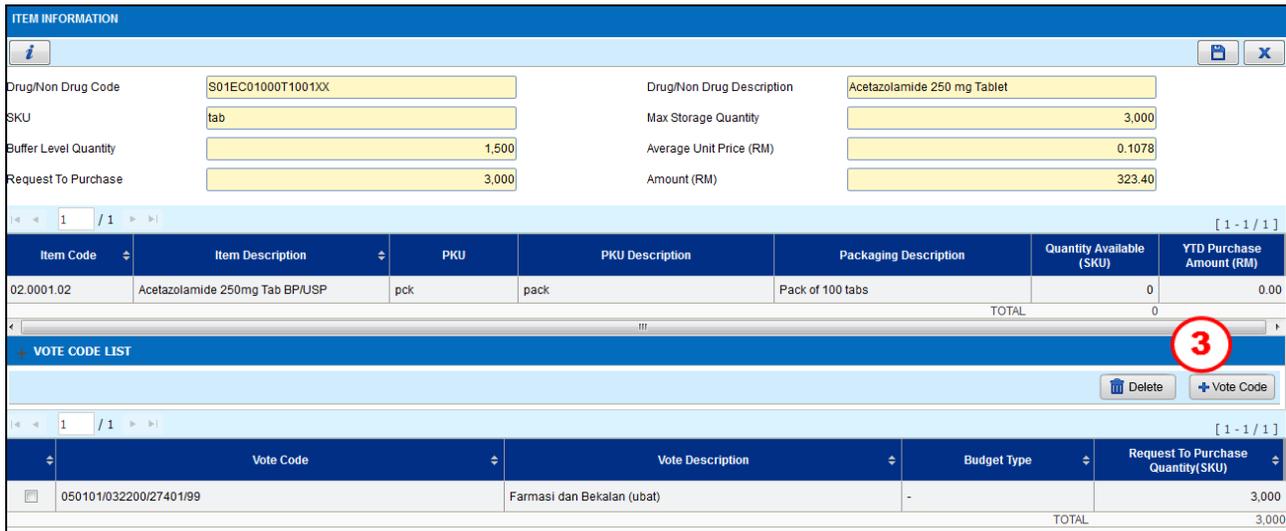
USAGE QUANTITY DETAILS

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
Total 90 days	103,800	31,569

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

Item Code	Item Description	PKU	PKU Description	Packaging Description	Quantity Available (SKU)	YTD Purchase Amount (RM)
02.0001.02	Acetazolamide 250mg Tab BPA/USP	pck	pack	Pack of 100 tabs	0	0.00
TOTAL					0	0.00

+ VOTE CODE LIST

Vote Code: 050101/032200/27401/99 | Vote Description: Farmasi dan Bekalan (ubat) | Budget Type: - | Request To Purchase Quantity (SKU): 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) * | Vote Code: 050101/032200/27401/99
 Request To Purchase Quantity: 3,000 *

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

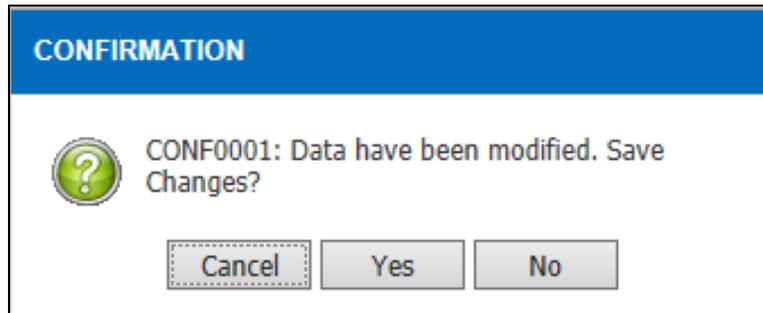


Figure 3.5-6 Alert Messages

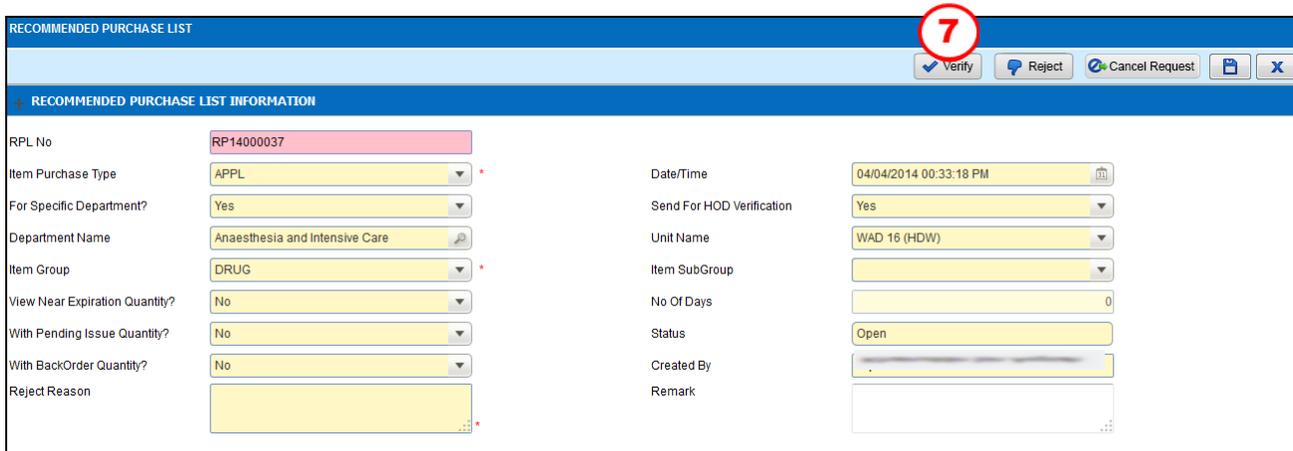


Figure 3.5-7 Verify Recommended Purchase List

STEP 7

Click on the  button to verify the RPL

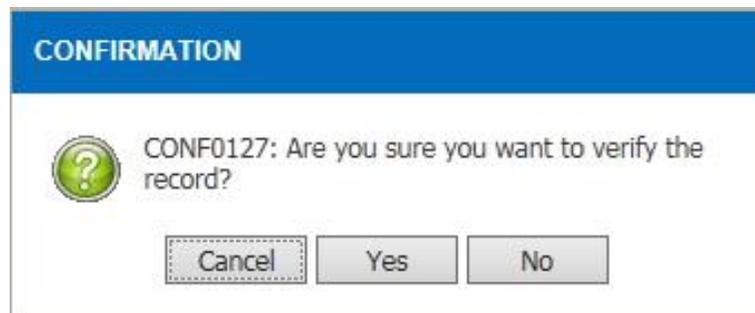


Figure 3.5-8 Alert Messages

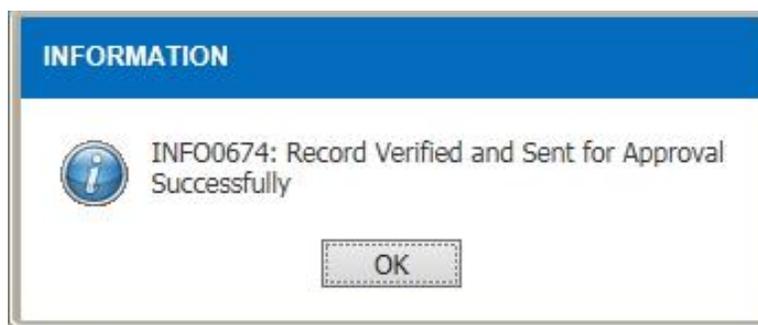


Figure 3.5-9 Record Verified Alert Message

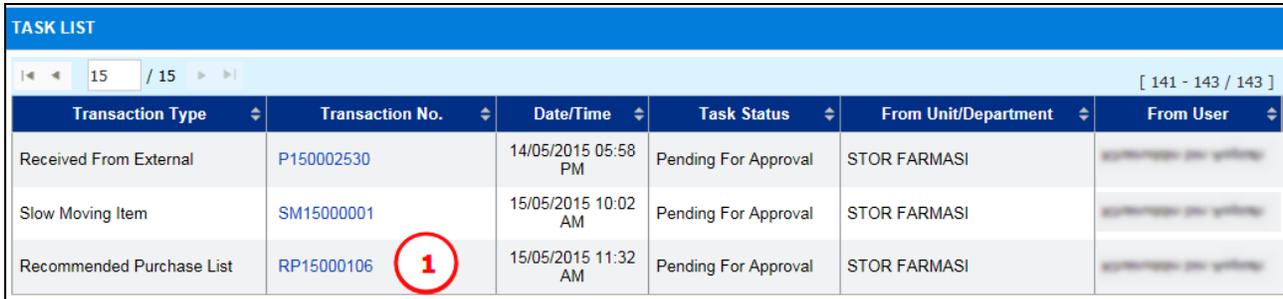
Note

- 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 (refer to Figure 3.5.8)
- 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. (refer to Figure 3.5.8)
- 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

Approve Reject Print Close

+ RECOMMENDED PURCHASE LIST INFORMATION

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

+ 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	54,806	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

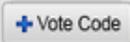
Note

- 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	
[1 - 2 / 2]						
VOTE CODE LIST						
Delete + Vote Code						
[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

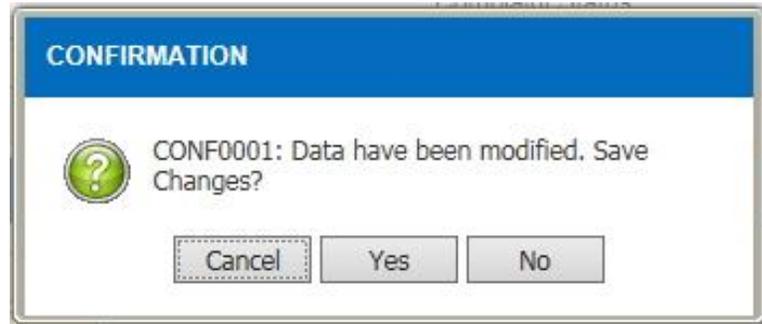


Figure 3.6-5 Alert Messages

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)
Request To Purchase Quantity	64,000
Vote Code	090401/111100/27401/99

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

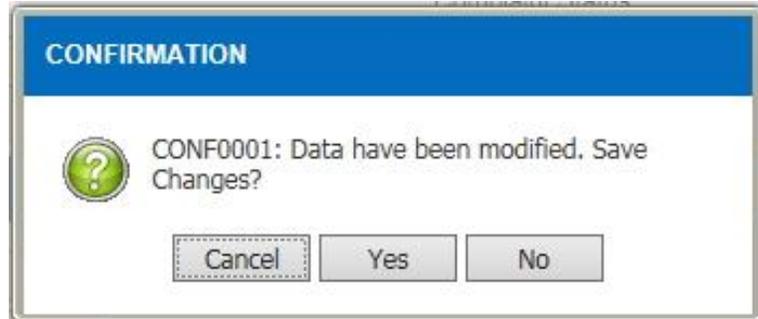
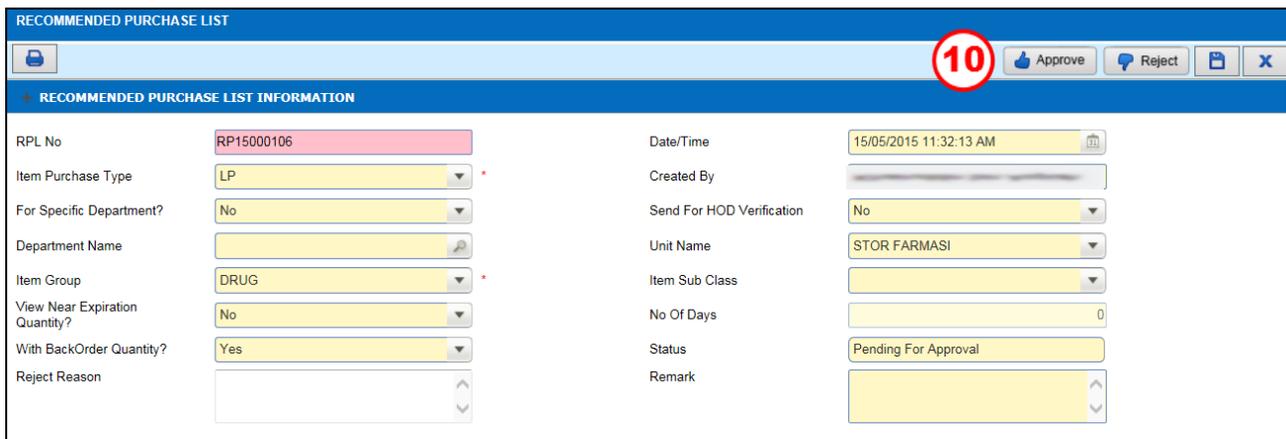


Figure 3.6-8 Alert Messages



RECOMMENDED PURCHASE LIST 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	

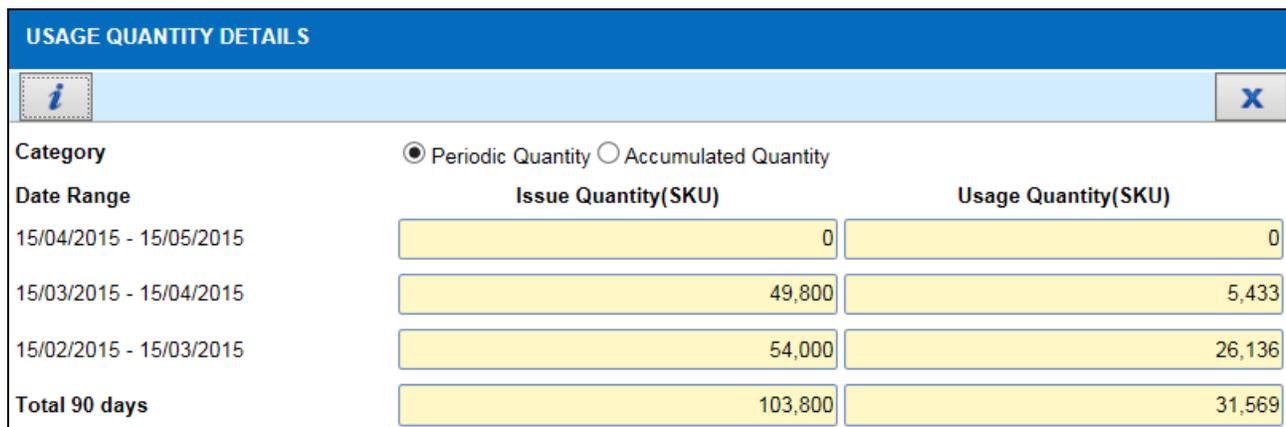
Figure 3.6-9 Approve Recommended Purchase List

STEP 10

Click on the  button to approve the RPL

Note

Status of the RPL will change to 'Approved'.



USAGE QUANTITY DETAILS			
Category		<input checked="" type="radio"/> Periodic Quantity <input type="radio"/> 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	
Total 90 days	103,800	31,569	

Figure 3.6-10 Usage Quantity Details

4.0 Purchase Order

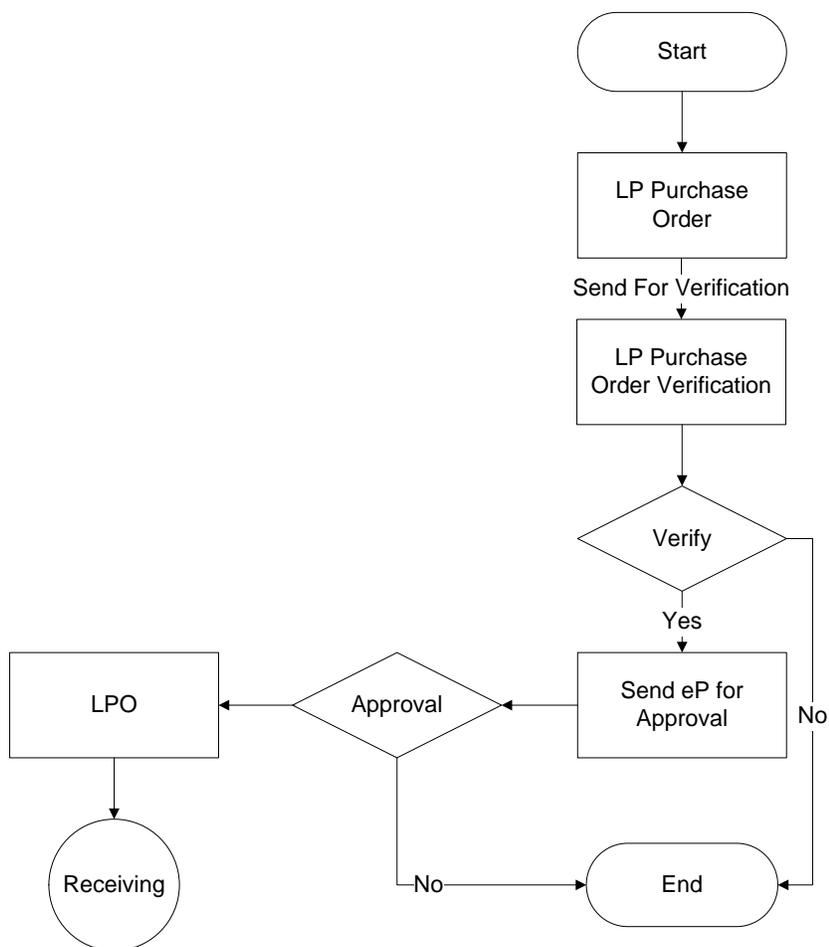
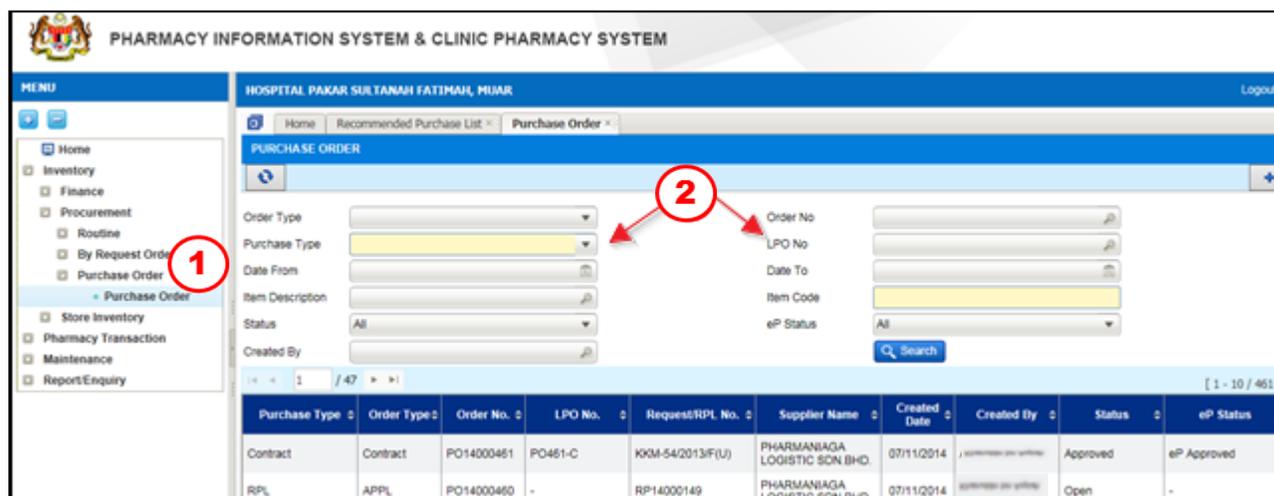


Figure 4.0-1

4.1. Purchase Order Listing Page

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



The screenshot shows the 'PURCHASE ORDER' listing page. The left menu has 'Purchase Order' highlighted with a red circle '1'. The search area has several filters, with 'Order Type' and 'Purchase Type' highlighted by red circles and arrows labeled '2'. The table below shows two records:

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	KOM-54/2013(F/U)	PHARMANIAGA LOGISTIC SDN BHD.	07/11/2014		Approved	eP Approved
RPL	APPL	PO14000460	-	RP14000149	PHARMANIAGA LOGISTIC SDN BHD.	07/11/2014		Open	-

Figure 4.1-1 Purchase Order Listing Page

STEP 1

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

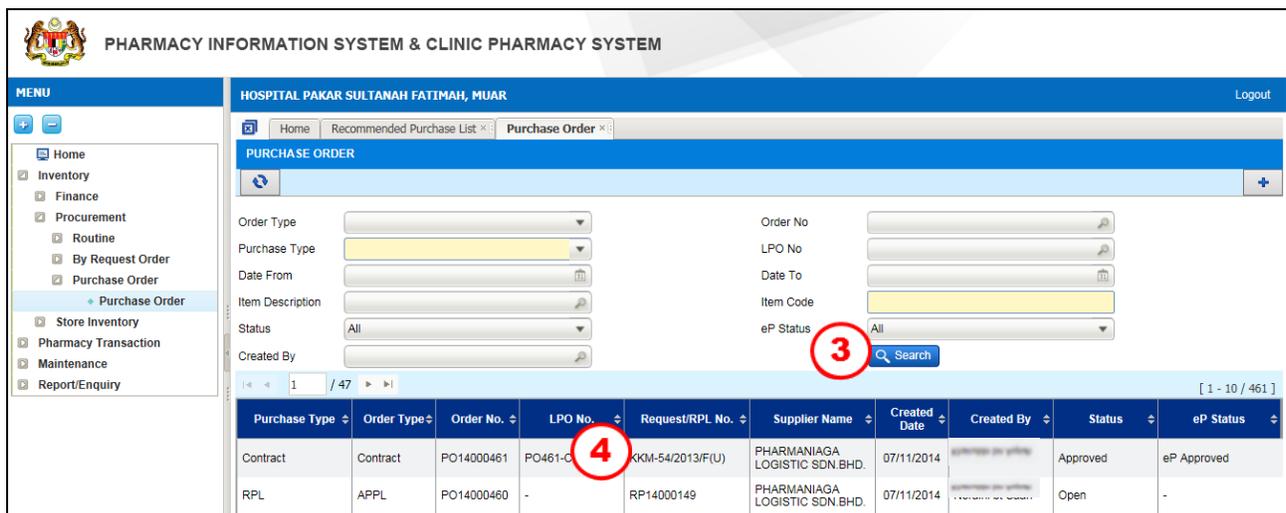
STEP 2

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: - 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'
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	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 / 47 [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	PO461-0	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

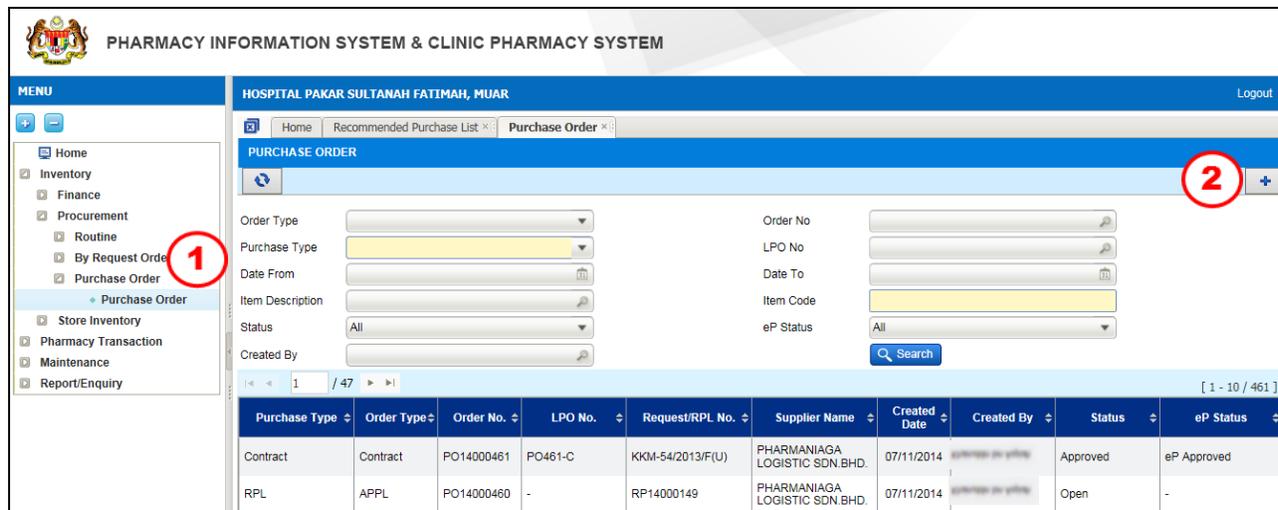
Click on the  button after input criteria and the result display will be based on the entered criteria

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]

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

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

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

Status: [Dropdown] eP Status: [Dropdown]

Created By: [Text] Search

Purchase Type	Order Type	Order No.	LPO No.	Request/RPL No.	Supplier Name	Created Date	Created By	Status	eP Status
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	-

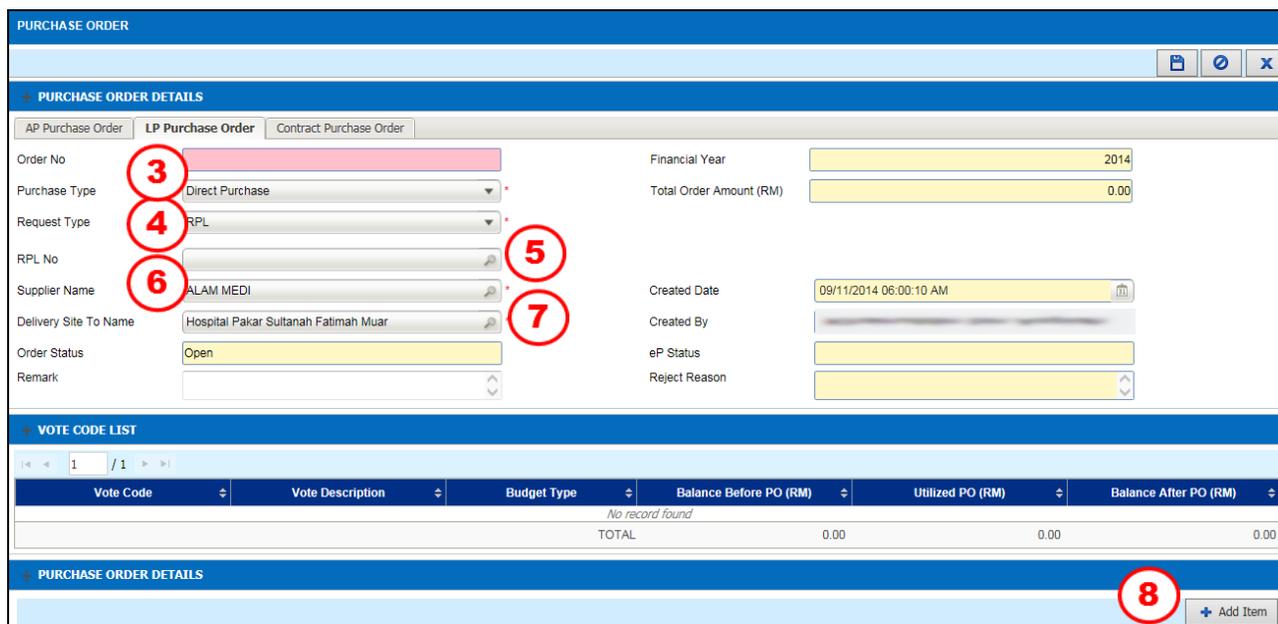
Figure 4.2-1 New LP Purchase Order

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] Financial Year: [Text] 2014

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

Request Type: [Dropdown] RPL

RPL No: [Text]

Supplier Name: [Text] ALAM MEDI

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

Order Status: [Text] Open

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

Created By: [Text]

eP Status: [Text]

Remark: [Text]

Reject Reason: [Text]

VOTE CODE LIST

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

PURCHASE ORDER DETAILS

 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**

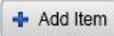
STEP 6

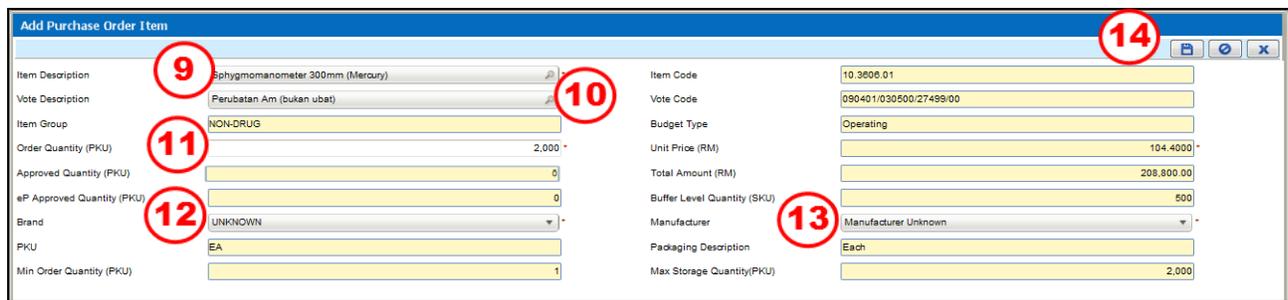
Select **Supplier Name**

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 defaulted automatically after select item.

STEP 10

Change **Vote Description** if required

STEP 11

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

STEP 12

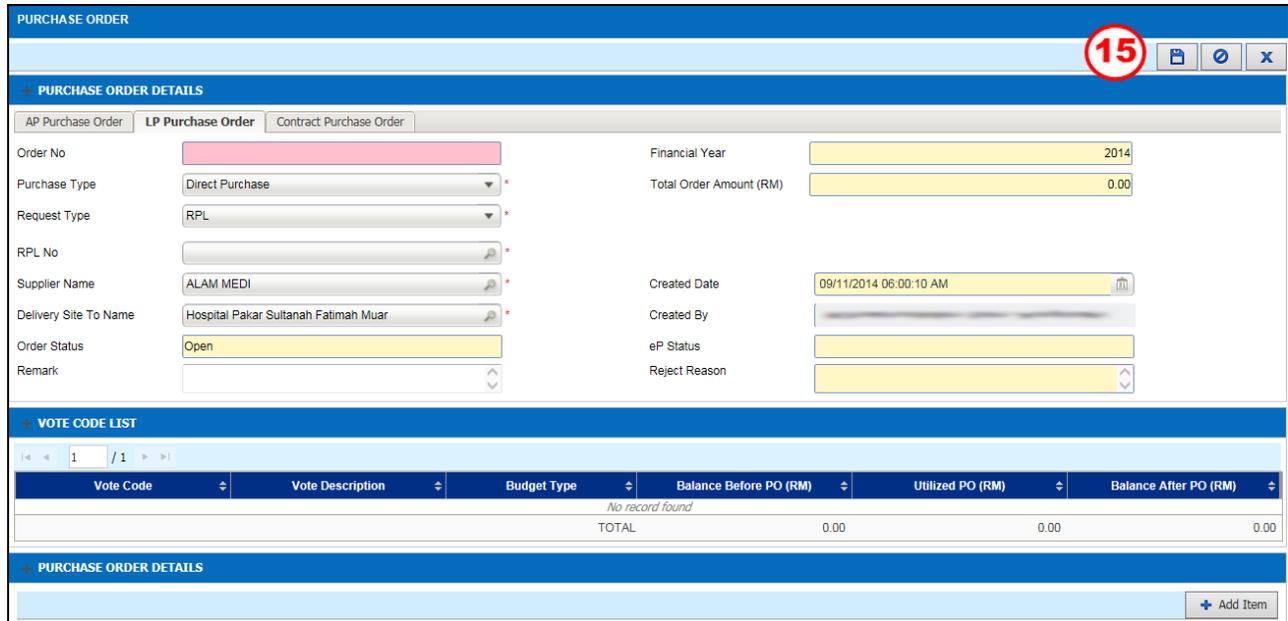
Select available **Brand**

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)
<i>No record found</i>					
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:

Purchase Type:

Request Type:

RPL No:

Supplier Name:

Delivery Site To Name:

Order Status:

Remark:

Financial Year:

Total Order Amount (RM):

Order Date:

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)
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

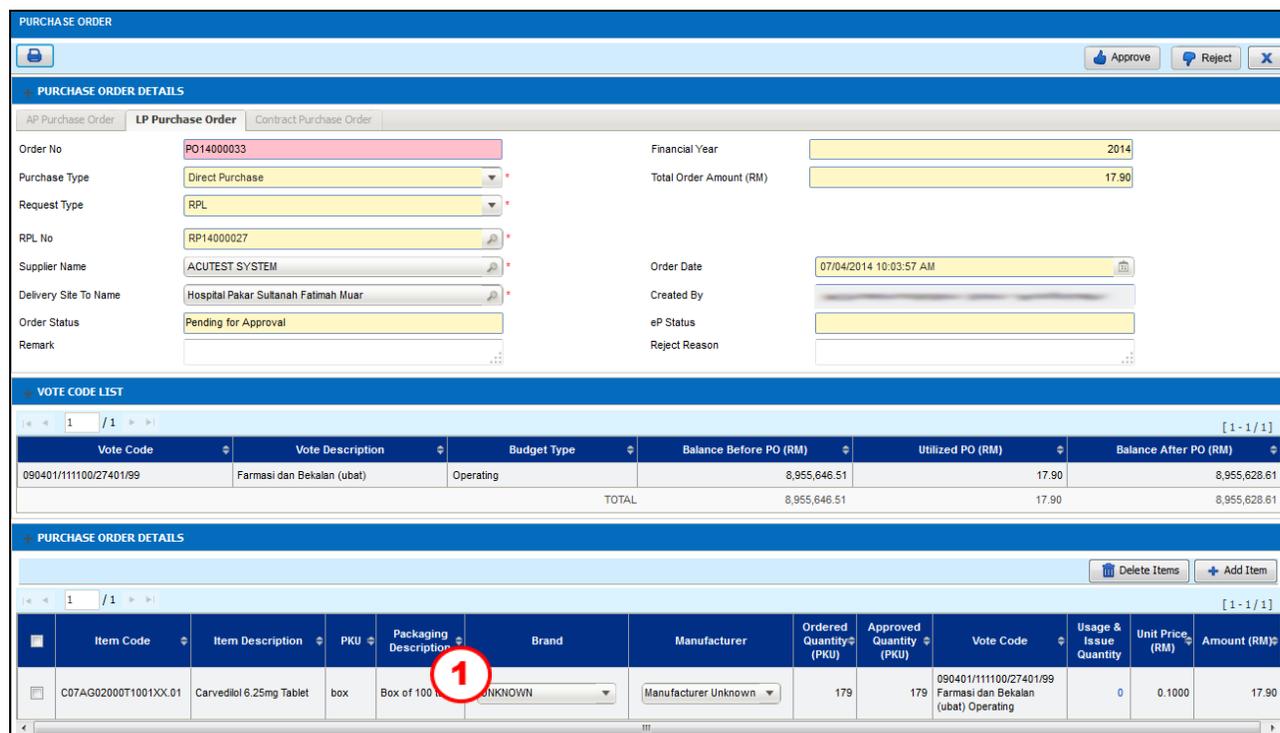
Click on the  button to send the Purchase Order for approval

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	Farmasi dan Bekalan (ubat) Operating	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

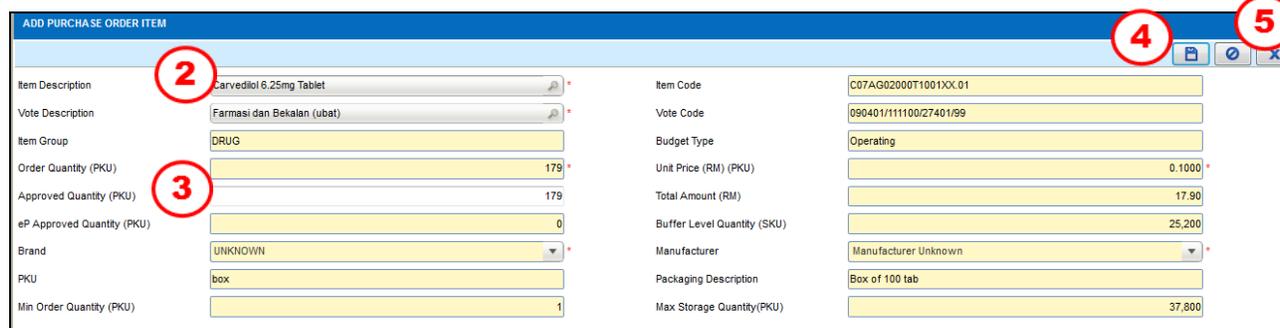


Figure 4.3-2 Add Purchase Order Item

STEP 2

Amend available **Item Description** if necessary

STEP 3

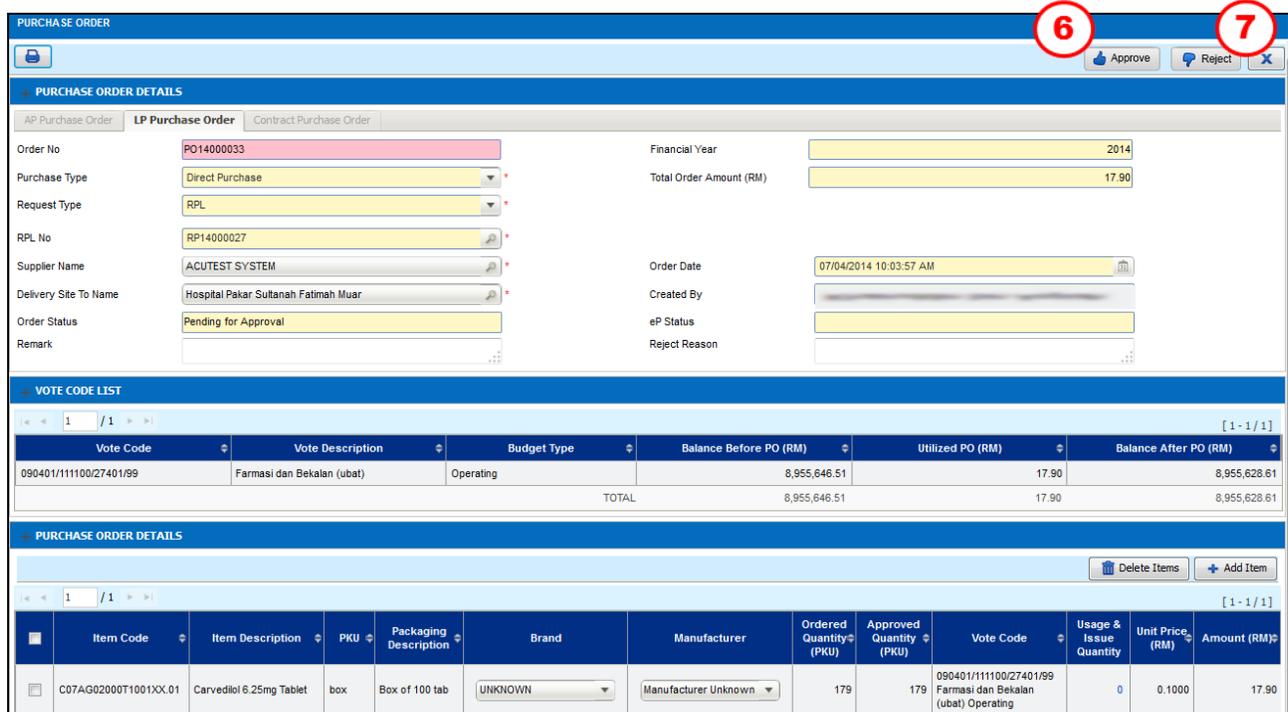
Insert **Approved Quantity (PKU)**

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



PURCHASE ORDER

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
 Supplier Name: ACUTEST SYSTEM | Order Date: 07/04/2014 10:03:57 AM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By: [Redacted]
 Order Status: Pending for Approval | eP Status: [Redacted]
 Remark: [Redacted] | Reject Reason: [Redacted]

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)	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 No: **8** LPO Date: **9**
 LPO Transmitted Date: **10** Delivery Due Date:
 Delivery Lead Period(Day): Order Date: 07/04/2014 10:03:57 AM
 Supplier Name: ACUTEST SYSTEM Created By:
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar eP Status: Pending for eP Approval
 Order Status: Approved Reject Reason:
 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"/>												
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 11	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="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/>			
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) 12	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]

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

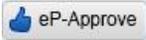
+ PURCHASE ORDER DETAILS

[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)
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

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>	Click Here	15	<i>Internal Indent</i>	Click Here
2	<i>Procurement Standard APPL</i>	Click Here	16	<i>Issue</i>	Click Here
3	<i>Procurement standard LP</i>	Click Here	17	<i>Receive From Supplier</i>	Click Here
4	<i>Procurement Standard Contract</i>	Click Here	18	<i>Receive Inter Facility</i>	Click Here
5	<i>Procurement Standard Quotation</i>	Click Here	19	<i>Receive Intra Facility</i>	Click Here
6	<i>Procurement Standard (RFQ)</i>	Click Here	20	<i>Return to Supplier</i>	Click Here
7	<i>Procurement Non Standard (Requisition Order)</i>	Click Here	21	<i>Return to Supplying Unit</i>	Click Here
8	<i>Quarantine</i>	Click Here	22	<i>Slow Moving</i>	Click Here
9	<i>Product Complaint</i>	Click Here	23	<i>Stock Taking And Verification</i>	Click Here
10	<i>Recalculate Buffer Level</i>	Click Here	24	<i>Stock Transfer</i>	Click Here
11	<i>Expiration And Condemn</i>	Click Here	25	<i>Year End</i>	Click Here
12	<i>Recall Product</i>	Click Here	26	<i>Penalty</i>	Click Here
13	<i>Payment</i>	Click Here	27	<i>IWP Budget</i>	Click Here
14	<i>External Indent</i>	Click Here	28	<i>IWP Order Authorization</i>	Click Here