



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

User Manual Pharmacy Inventory – Procurement (Quotation)

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Name	Role / Designation	Organization	Signature & Date
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1.0	Maxine Wong (QA) Juridah Ayub (QA)	First submission to MOH
1.1	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.2	Maxine Wong (QA) Juridah Ayub (QA)	Application interface changes (screen)
1.3	Maxine Wong (QA) Juridah Ayub (QA)	Update to Version 1.3
1.4	Maxine Wong (QA) Juridah Ayub (QA)	Change to latest screenshot and add additional features
1.5	Michelle Foo / Juraidah Ayob (QA)	Change to latest screenshot and functions for version 1.5.1



PhIS & CPS Project
User Manual – Pharmacy Inventory
Procurement (Quotation)



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Application Reference: PhIS & CPS v1.5.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellence care. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are twelve (12) modules to assist service delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution(CDR), Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Request for Quotation) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Quotation

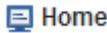
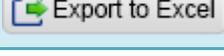
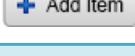
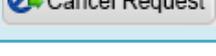
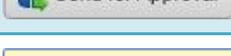
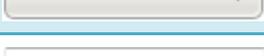
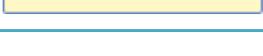
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Quotation
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print	*	Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
<input type="checkbox"/>	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box



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

Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page

3.0 Quotation

Overview

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

User Group

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

Functional Diagram

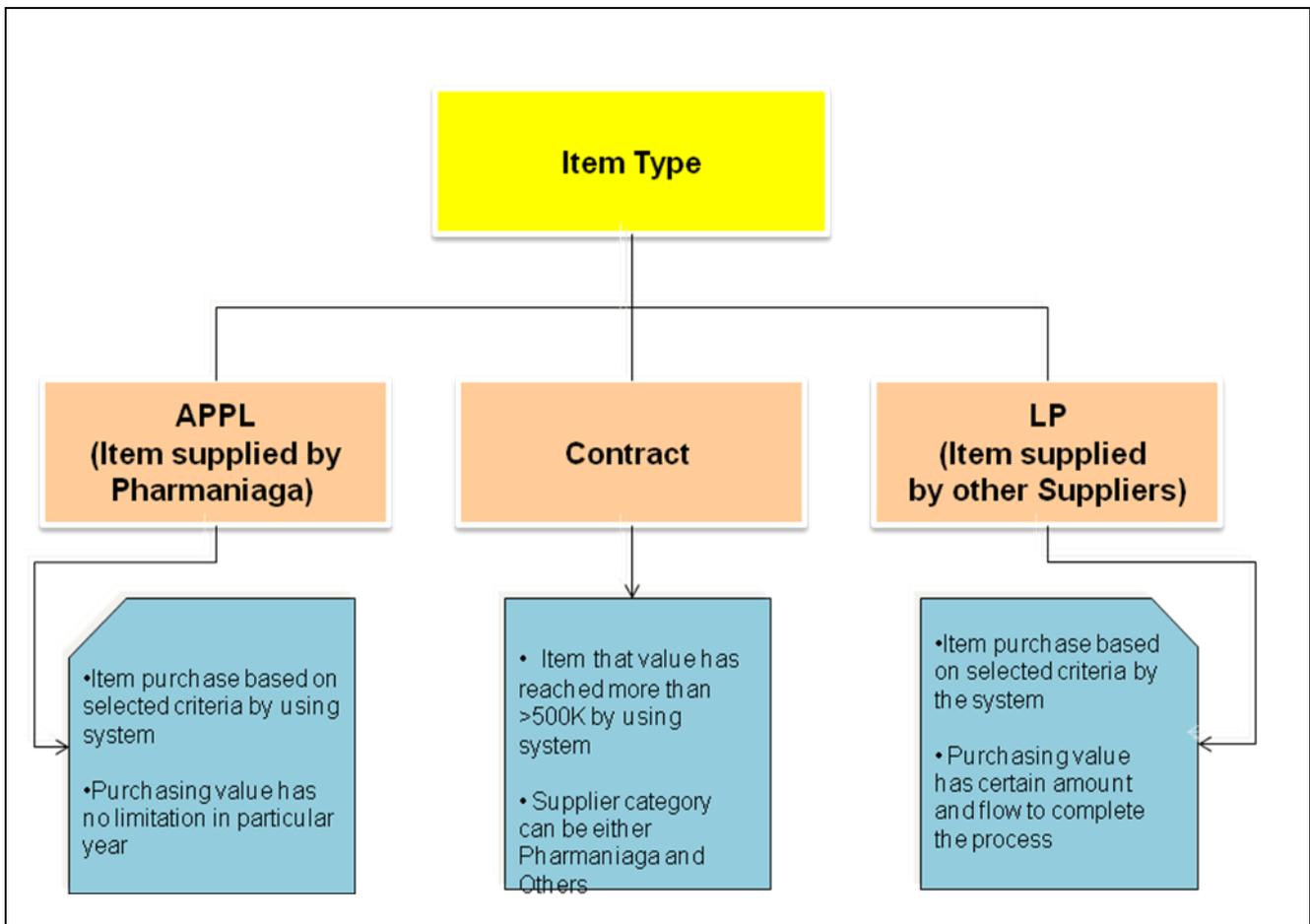


Figure 3.0-1

Functional Description

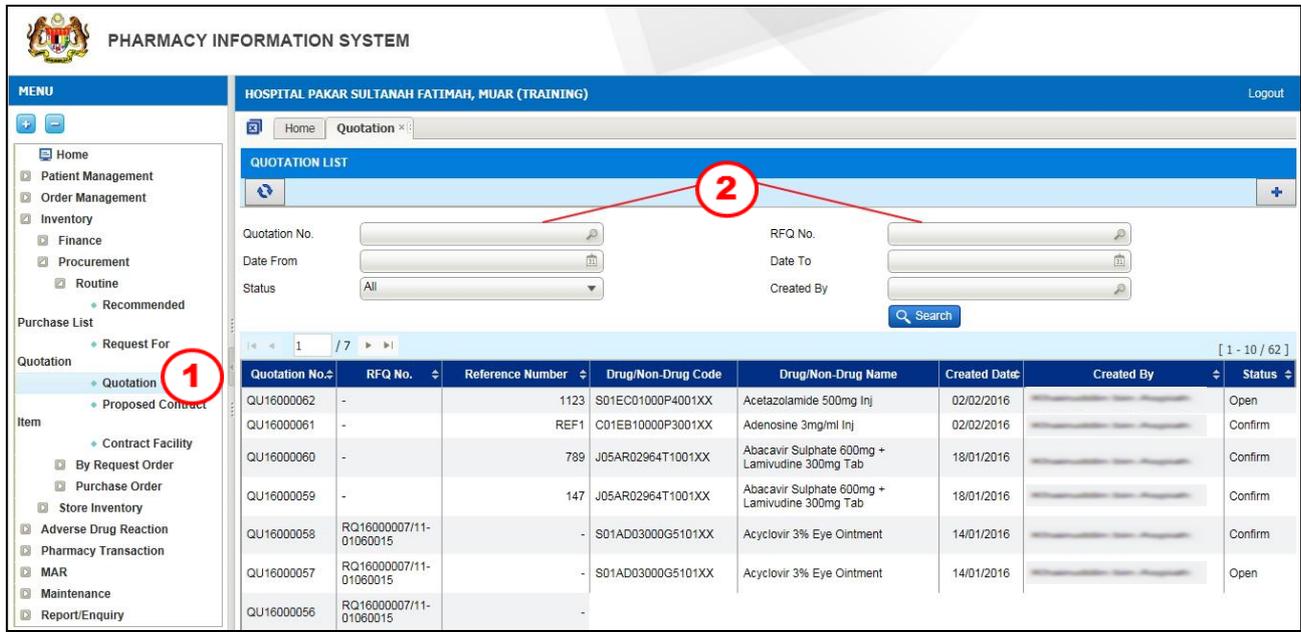
Quotation comprises of two (2) functions:

- **Quotation (LP)**
 - Create New Quotation : Request For Quotation (RFQ)
 - Create New Quotation : eP

3.1 Quotation (LP)

3.1.1 Quotation Listing Page

This function is used to search Recommended Purchase List (RPL) and Supplementary Order transaction of Request for Quotation record.



Quotation No.	RFQ No.	Reference Number	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Created By	Status
QU16000062	-	1123	S01EC01000P4001XX	Acetazolamide 500mg Inj	02/02/2016		Open
QU16000061	-	REF1	C01EB10000P3001XX	Adenosine 3mg/ml Inj	02/02/2016		Confirm
QU16000060	-	789	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000059	-	147	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000058	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Confirm
QU16000057	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Open
QU16000056	RQ16000007/11-01060015	-	-	-	-	-	-

Figure 3.1.1-1 Quotation

STEP 1

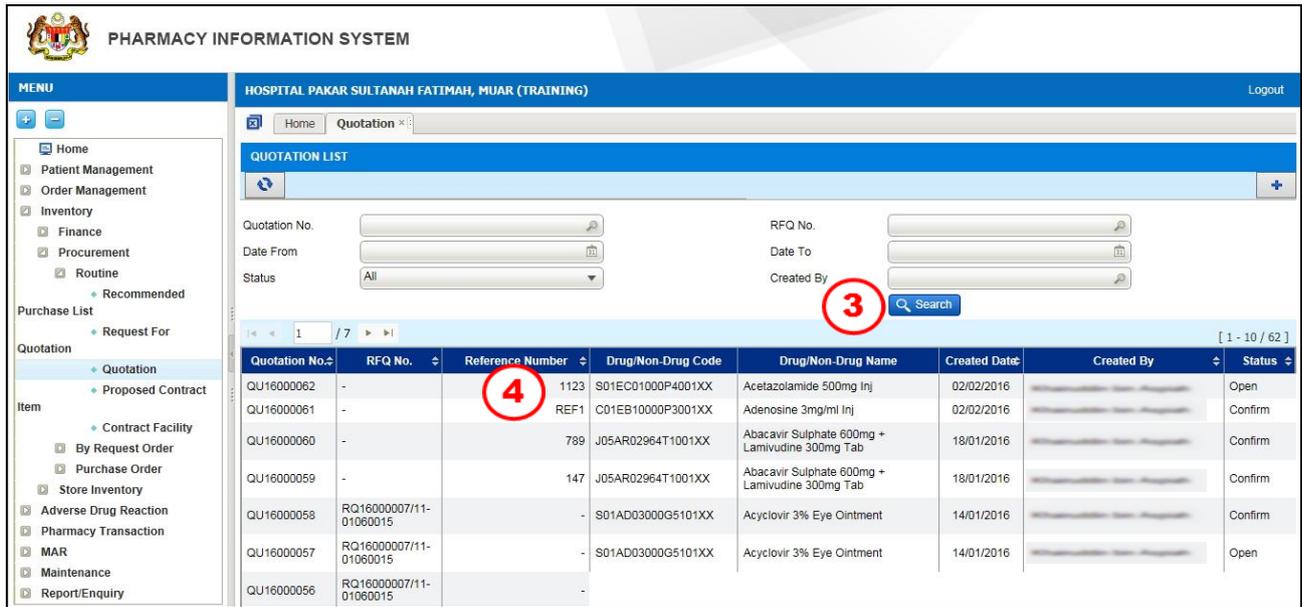
Click on the 'Inventory' menu followed by 'Procurement and Routine', and select 'Quotation'

STEP 2

To search for existing Quotation, you may search by criteria as follow:

No	Field	Description	Remarks
a	Quotation No	Quotation Number	Display all existing Quotation number
b	RFQ No	RFQ (Request for quotation) Number	Display all existing RFQ number
c	Date From	Start date for the Quotation transaction	Format field (dd/mm/yy)
d	Date To	End date for the Quotation transaction	Format field (dd/mm/yy)
e	Status	Search by: - All - Cancelled - Confirmed - Open	Able to filter and search record(s)
f	Created By	User Name	Display the name of the person made the transaction

Table 3.1.1-1



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (TRAINING) Logout

Home Quotation

QUOTATION LIST

Quotation No. RFQ No. Date From Date To Status All Created By Search

Quotation No.	RFQ No.	Reference Number	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Created By	Status
QU16000062	-	1123	S01EC01000P4001XX	Acetazolamide 500mg Inj	02/02/2016		Open
QU16000061	-	REF1	C01EB10000P3001XX	Adenosine 3mg/ml Inj	02/02/2016		Confirm
QU16000060	-	789	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000059	-	147	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000058	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Confirm
QU16000057	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Open
QU16000056	RQ16000007/11-01060015	-	-				

Figure 3.1.1-2 Request For Quotation

STEP 3

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

Note

In circumstances of no criteria is input, the entire list of transaction will be displayed.

STEP 4

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

Note

Latest transaction based on the latest date and placed at the top.

3.1.2 Create Quotation: Request For Quotation

To create new record for Quotation, perform steps below:

Quotation No.	RFQ No.	Reference Number	Drug/Non-Drug Code	Drug/Non-Drug Name	Created Date	Created By	Status
QU16000062	-	1123	S01EC01000P4001XX	Acetazolamide 500mg Inj	02/02/2016		Open
QU16000061	-	REF1	C01EB10000P3001XX	Adenosine 3mg/ml Inj	02/02/2016		Confirm
QU16000060	-	789	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000059	-	147	J05AR02964T1001XX	Abacavir Sulphate 600mg + Lamivudine 300mg Tab	18/01/2016		Confirm
QU16000058	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Confirm
QU16000057	RQ16000007/11-01060015	-	S01AD03000G5101XX	Acyclovir 3% Eye Ointment	14/01/2016		Open
QU16000056	RQ16000007/11-01060015	-	-	-	-	-	-

Figure 3.1.2-1 Quotation List

STEP 1

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

STEP 2

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

RFQ INFORMATION

Quotation No.

Quotation Type **3** RFQ

Reference No.

No of form taken 5

Validity Start Date

No of Late Form Return 1

No of Returned Form 5

Remarks

Created Date 05/08/2016 11:05 AM

RFQ No. RQ16000017/11-01060015 **4**

RFQ Date 05/08/2016

Quotation Closing Date 11/08/2016

Validity End Date

Quotation Validity 15 day(s)

Item Group DRUG

Status Open

Created By

SUPPLIER INFORMATION

6 Supplier

Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Packaging Description	Winning Quote
No Records Found!						

Figure 3.1.2-2 Quotation (RFQ Information)

STEP 3

Select **Quotation Type** as RFQ

STEP 4

Click on the to search for **RFQ No**

Note

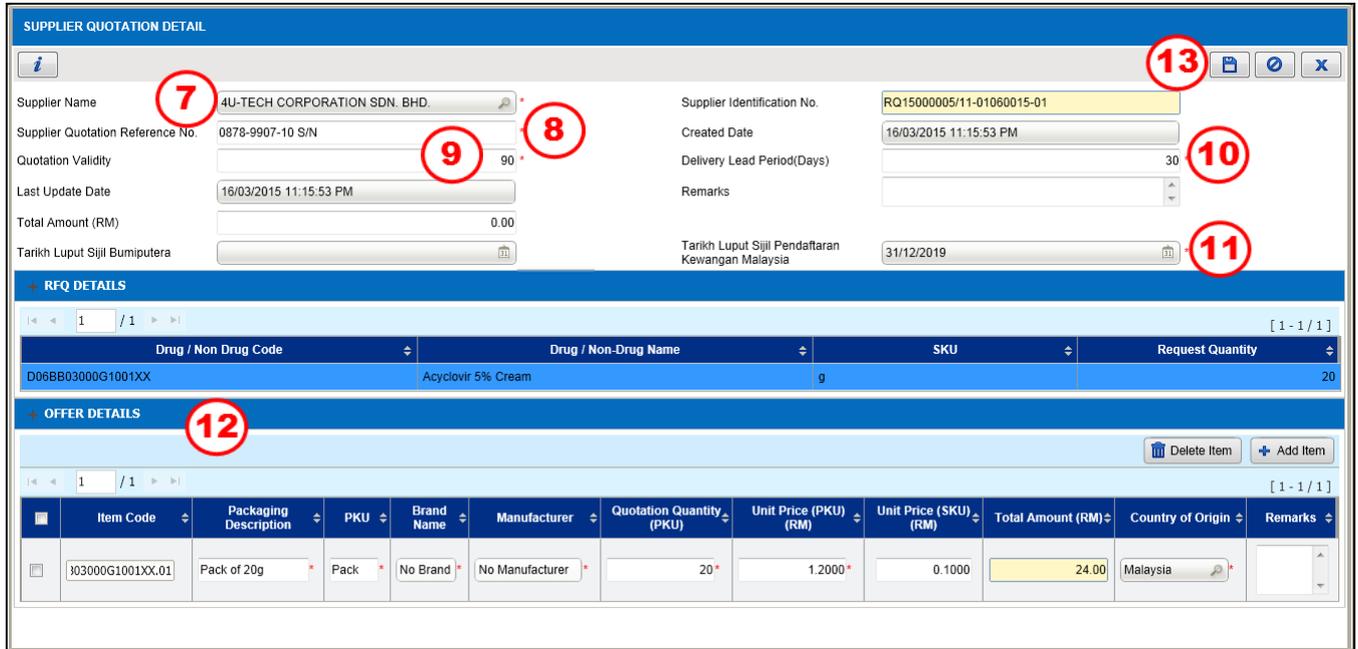
RFQ Date, Quotation Closing Date, Quotation Validity and **Item Group** will be auto displayed base on information from RFQ No. Selected.

STEP 5

Insert **No of form taken, No of Late Form Return, No of Returned Form** and **Remarks** (if any).

STEP 6

Click on the  button to add supplier details



The screenshot shows the 'SUPPLIER QUOTATION DETAIL' form. It is divided into several sections:

- Supplier Information:** Includes fields for Supplier Name (7), Supplier Quotation Reference No. (9), Quotation Validity (8), Last Update Date, Total Amount (RM), and Tarikh Luput Sijil Bumiputera.
- Supplier Identification:** Includes Supplier Identification No. (13), Created Date, Delivery Lead Period (Days) (10), Remarks, and Tarikh Luput Sijil Pendaftaran Kewangan Malaysia (11).
- RFQ DETAILS:** A table with columns: Drug / Non Drug Code, Drug / Non-Drug Name, SKU, and Request Quantity. Example row: D06BB03000G1001XX, Acyclovir 5% Cream, g, 20.
- OFFER DETAILS:** A table with columns: Item Code, Packaging Description, PKU, Brand Name, Manufacturer, Quotation Quantity (PKU), Unit Price (PKU) (RM), Unit Price (SKU) (RM), Total Amount (RM), Country of Origin, and Remarks. Example row: 303000G1001XX.01, Pack of 20g, Pack, No Brand, No Manufacturer, 20, 1.2000, 0.1000, 24.00, Malaysia.

Figure 3.1.2-3 Supplier Quotation Detail

STEP 7

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

STEP 8

Enter **Supplier Quotation Reference No.**

STEP 9

Enter **Quotation Validity**

STEP 10

Enter **Delivery Lead Period (Days)**

STEP 11

Select **Tarikh Luput Sijil Bumiputera** and **Tarikh Luput Sijil Pendaftaran Kewangan Malaysia**

STEP 12

Enter this following fields under the 'Order Details' section:

- Item Code
- Packaging Description
- PKU
- Brand Name
- Manufacturer
- Quotation Quantity (PKU)
- Unit Price (PKU)(RM)
- Unit Price (SKU)(RM)
- Country of Origin
- Remarks

STEP 13

Click on the  button to save the transaction

Note

- An alert message will be displayed as shown in Figure 3.1.2-4 and Figure 3.1.2-5

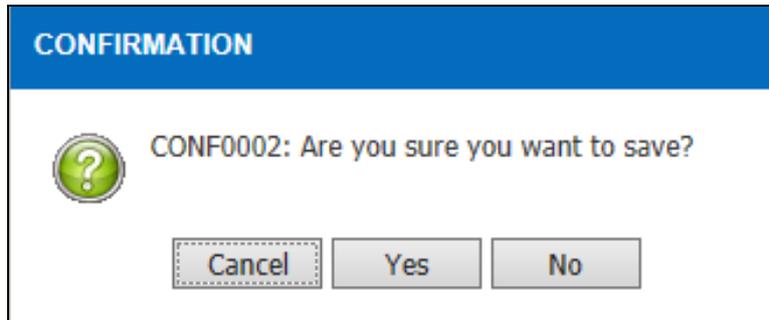


Figure 3.1.2-4 Confirmation Alert Messages

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

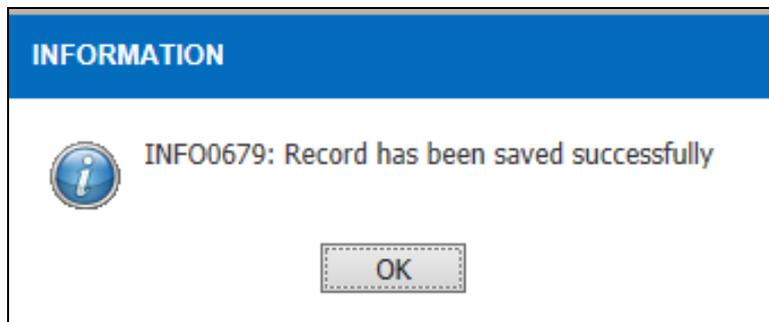


Figure 3.1.2-5 Information Alert Messages

- Click on the  button, record will be successfully saved and updated.

14
[Save] [Refresh] [Close]

+ RFQ INFORMATION

Quotation No. <input style="width: 80%;" type="text"/>	Created Date <input style="width: 80%;" type="text" value="16/03/2015 11:08 PM"/>
Quotation Type <input style="width: 80%;" type="text" value="RFQ"/>	RFQ No. <input style="width: 80%;" type="text" value="RQ15000005/11-01060015"/>
Reference No. <input style="width: 80%;" type="text"/>	RFQ Date <input style="width: 80%;" type="text" value="15/03/2015"/>
No of form taken <input style="width: 80%;" type="text" value="10"/>	Quotation Closing Date <input style="width: 80%;" type="text" value="29/03/2015"/>
No of Late Form Return <input style="width: 80%;" type="text" value="2"/>	Quotation Validity <input style="width: 80%;" type="text" value="90 day(s)"/>
No of Returned Form <input style="width: 80%;" type="text" value="10"/>	Item Group <input style="width: 80%;" type="text" value="DRUG"/>
Remarks <input style="width: 80%;" type="text"/>	Status <input style="width: 80%;" type="text" value="Open"/>
	Created By <input style="width: 80%;" type="text"/>

+ SUPPLIER INFORMATION
 [Delete] [Supplier]

	Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Packaging Description	Winning Quote
<input type="checkbox"/>	AIN MEDICARE SDN. BHD.	SUP000006	09875-8764-09	RQ15000005/11-01060015-02	16/03/2015 11:32:32 PM	Pack of 20g	<input type="radio"/>
<input type="checkbox"/>	4U-TECH CORPORATION SDN. BHD.	SUP000001	0878-9907-10 S/N	RQ15000005/11-01060015-01	16/03/2015 11:18:47 PM	Pack of 20g	<input type="radio"/>

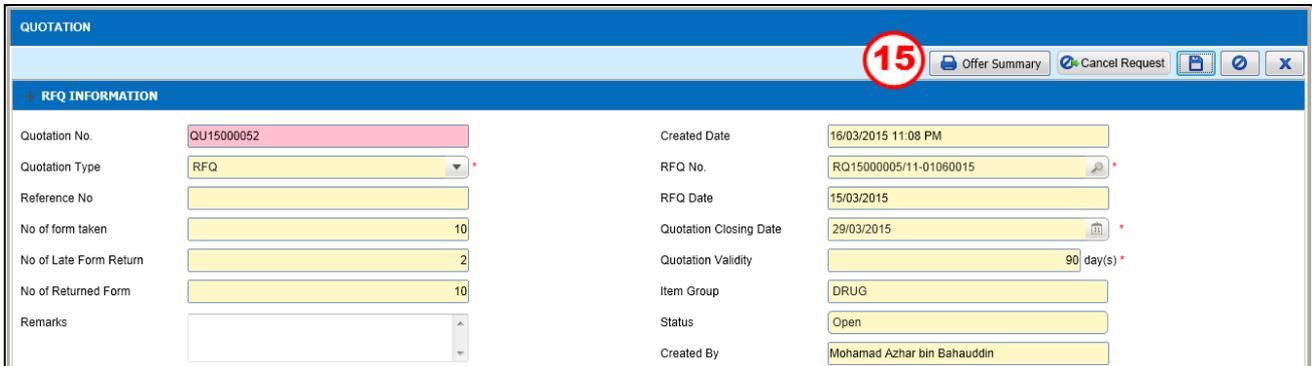
Figure 3.1.2-6 Supplier Quotation Detail

STEP 14

Click on the  button to save the transaction

Note

Winning supplier information updated to proceed in Purchase Order transaction.



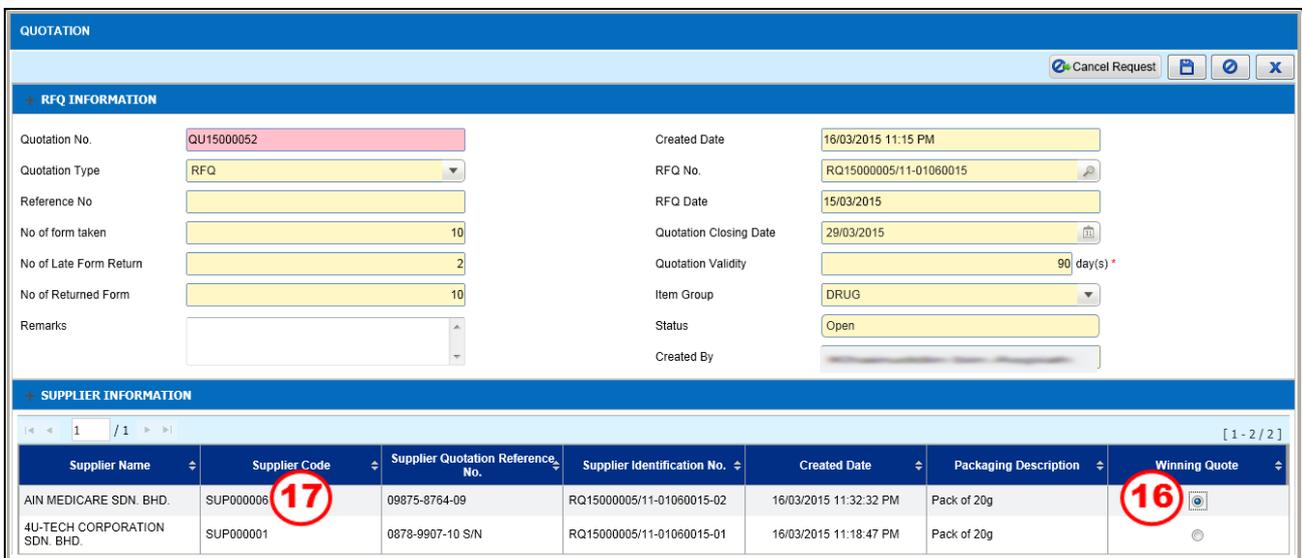
QUOTATION

RFQ INFORMATION

Quotation No. QU15000052
 Quotation Type RFQ
 Reference No.
 No of form taken 10
 No of Late Form Return 2
 No of Returned Form 10
 Remarks

Created Date 16/03/2015 11:08 PM
 RFQ No. RQ15000005/11-01060015
 RFQ Date 15/03/2015
 Quotation Closing Date 29/03/2015
 Quotation Validity 90 day(s)
 Item Group DRUG
 Status Open
 Created By Mohamad Azhar bin Bahauddin

Figure 3.1.2-7 Supplier Quotation Detail



QUOTATION

RFQ INFORMATION

Quotation No. QU15000052
 Quotation Type RFQ
 Reference No.
 No of form taken 10
 No of Late Form Return 2
 No of Returned Form 10
 Remarks

Created Date 16/03/2015 11:15 PM
 RFQ No. RQ15000005/11-01060015
 RFQ Date 15/03/2015
 Quotation Closing Date 29/03/2015
 Quotation Validity 90 day(s)
 Item Group DRUG
 Status Open
 Created By

SUPPLIER INFORMATION

Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Packaging Description	Winning Quote
AIN MEDICARE SDN. BHD.	SUP000006	09875-8764-09	RQ15000005/11-01060015-02	16/03/2015 11:32:32 PM	Pack of 20g	
4U-TECH CORPORATION SDN. BHD.	SUP000001	0878-9907-10 S/N	RQ15000005/11-01060015-01	16/03/2015 11:18:47 PM	Pack of 20g	

Figure 3.1.2-8 Supplier Quotation Detail

STEP 15

Click on the 'Offer Summary' button

Note

- Facility will generate the 'Offer Summary' form before quotation committee decides the winning supplier.
- Committee will decide the winning supplier for the quotation during the committee meeting.
- Remarks for 'Offer Summary'
 - Click on the Offer Summary button.
 - Committee will meet to decide who will be chosen as supplier.
 - Select winning quotation in the system.

STEP 16

Click on the  button to choose the winning quotation based on the decision made in the committee meeting

STEP 17

Double click on the 'Winning Quote' information to enter the winning quotation details

SUPPLIER QUOTATION DETAIL

Supplier Name: AIN MEDICARE SDN. BHD. Supplier Identification No.: RQ15000005/11-01060015-02

Supplier Quotation Reference No.: 09875-8764-09 Created Date: 16/03/2015 11:32:32 PM

Quotation Validity: 90 Delivery Lead Period(Days): 30

Last Update Date: 16/03/2015 11:32:32 PM Remarks:

Total Amount (RM): 0.00

Tarikh Luput Sijil Bumiputera: Tarikh Luput Sijil Pendaftaran Kewangan Malaysia: 16/12/2021

RFQ DETAILS

Drug / Non Drug Code	Drug / Non-Drug Name	SKU	Request Quantity
D06BB03000G1001XX	Acyclovir 5% Cream	g	20

OFFER DETAILS

Item Code	Packaging Description	PKU	Brand Name	Manufacturer	Quotation Quantity (PKU)	Unit Price (PKU) (RM)	Unit Price (SKU) (RM)	Total Amount (RM)	Country of Origin	Remarks
D06BB03000G100	Pack of 20g	Pack	Medicare	Ain Medicare	20	1.1000	0.1000	22.00	Angulla	

WINNING DETAILS

Item Code	Item Description	Drug/Non-Drug Code	Drug/Non-Drug Name	Packaging Description	PKU	Brand Name	Manufacturer	Quotation Quantity (PKU)	Unit Price (PKU) (RM)	Unit Price (SKU) (RM)	Total Amount (RM)	Country of Origin	Remarks
D06BB03000G100	Acyclovir 5% Cream	D06BB03000G100	Acyclovir 5% Cream	tube of 10 gr	tube	PHARM	Pharmanic	20	1.1000	0.1100	22.00	Malaysia	

Figure 3.1.2-9 Supplier Quotation Information

STEP 18

Select **Item Code**

Note

Item Description, Drug/Non Drug Code, Drug/Non Drug Name, Packaging Description and PKU will be auto displayed base on the Item Code selected.

STEP 19

Select **Brand Name** from the drop down box

Note

Manufacturer will be display base on selected Brand Name

STEP 20

Enter **Quotation Quantity (PKU)** and **Unit Price (PKU)(RM)**

Note

Unit Price (SKU)(RM) and Total Amount (RM) will be auto calculated

STEP 21

Click on the  button to save the record

22
QUOTATION

RFQ INFORMATION

Quotation No. <input type="text" value="QU15000052"/>	Created Date <input type="text" value="16/03/2015 11:15 PM"/>
Quotation Type <input type="text" value="RFQ"/>	RFQ No. <input type="text" value="RQ15000005/11-01060015"/>
Reference No. <input type="text"/>	RFQ Date <input type="text" value="15/03/2015"/>
No of form taken <input type="text" value="10"/>	Quotation Closing Date <input type="text" value="29/03/2015"/>
No of Late Form Return <input type="text" value="2"/>	Quotation Validity <input type="text" value="90 day(s)"/>
No of Returned Form <input type="text" value="10"/>	Item Group <input type="text" value="DRUG"/>
Remarks <input type="text"/>	Status <input type="text" value="Open"/>
	Created By <input type="text"/>

SUPPLIER INFORMATION

Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Item Code	Packaging Description	Winning Quote
AIN MEDICARE SDN. BHD.	SUP000006	09875-8764-09	RQ15000005/11-01060015-02	16/03/2015 11:32:32 PM	D06BB03000G1001XX.01	tube of 10 gram	<input checked="" type="radio"/>
4U-TECH CORPORATION SDN. BHD.	SUP000001	0878-9907-10 S/N	RQ15000005/11-01060015-01	16/03/2015 11:18:47 PM	D06BB03000G1001XX.01	Pack of 20g	<input type="radio"/>

Figure 3.1.2-10 Quotation Confirmation

STEP 22

Click on the  button to confirm the quotation transaction

Note

- After click on the  button, 'Status' will change to 'Confirm' and the quotation will flow to the Purchase Order screen.
- User may click on the  button to reprint Borang Sebutharga

3.1.3 Create Quotation: eP

This function is used to create new record for Quotation, perform steps below:

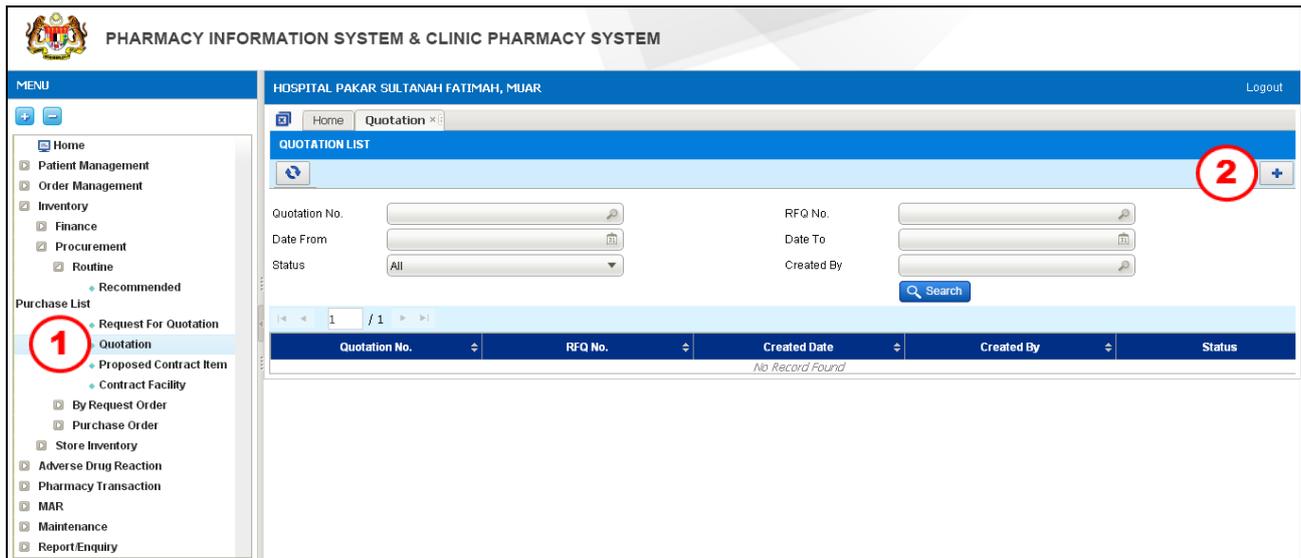


Figure 3.1.3-1 Quotation List

STEP 1

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

STEP 2

Click on the  button and screen as per Figure 3.1.3-2 will be displayed

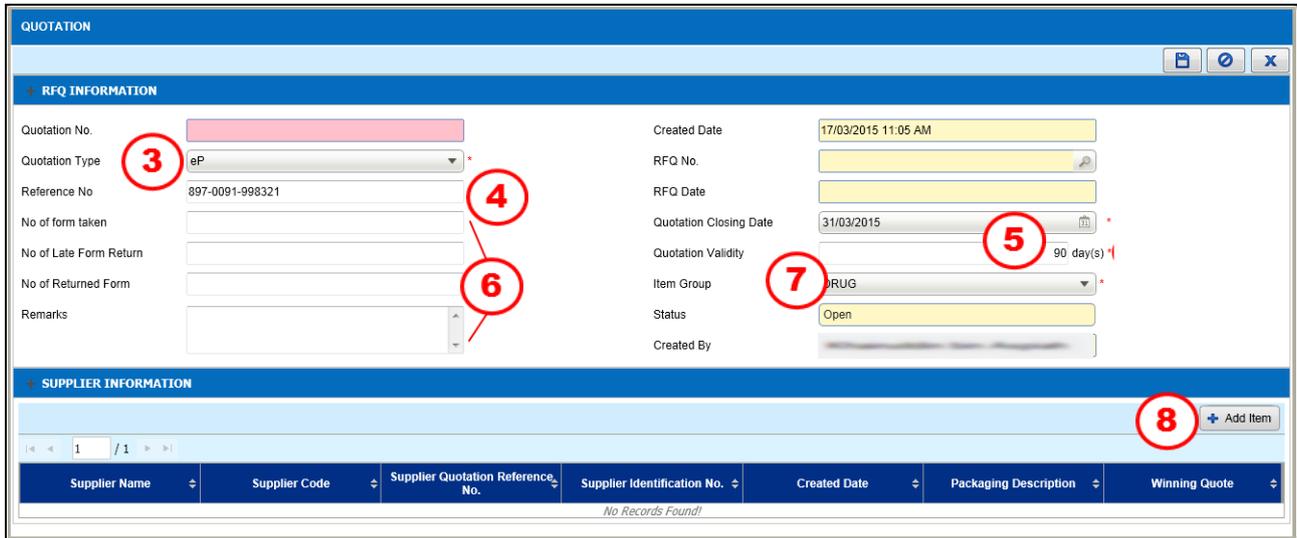


Figure 3.1.3-2 Add Drug

STEP 3

Select **Quotation Type**: eP

STEP 4

Enter **Reference No**

STEP 5

Select **Quotation Closing Date** and enter **Quotation Validity (days)**

STEP 6

Enter this following fields if applicable

- No of Late Form Return
- No of Returned Form
- No of Returned Form
- Remarks

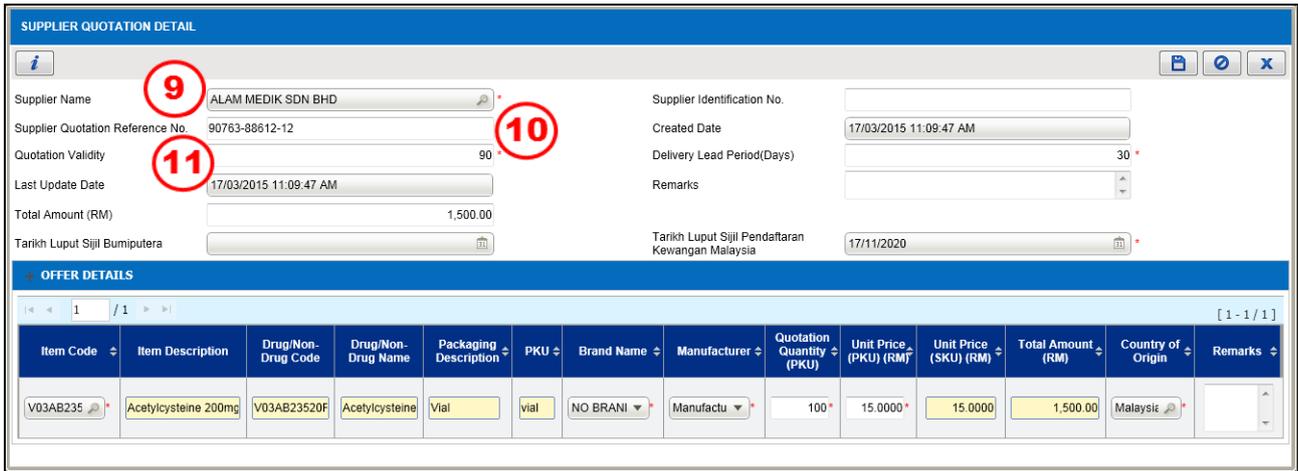
STEP 7

Select **Item Group** from dropdown box:

- Drug
- Non Drug

STEP 8

Click on the  button to add item



SUPPLIER QUOTATION DETAIL

Supplier Name: ALAM MEDIK SDN BHD (9)

Supplier Quotation Reference No.: 90763-88612-12 (10)

Quotation Validity: 90 (11)

Supplier Identification No.: [Empty]

Created Date: 17/03/2015 11:09:47 AM

Delivery Lead Period(Days): 30

Last Update Date: 17/03/2015 11:09:47 AM

Remarks: [Empty]

Total Amount (RM): 1,500.00

Tarikh Luput Sijil Bumiputera: [Empty]

Tarikh Luput Sijil Pendaftaran Kewangan Malaysia: 17/11/2020

OFFER DETAILS

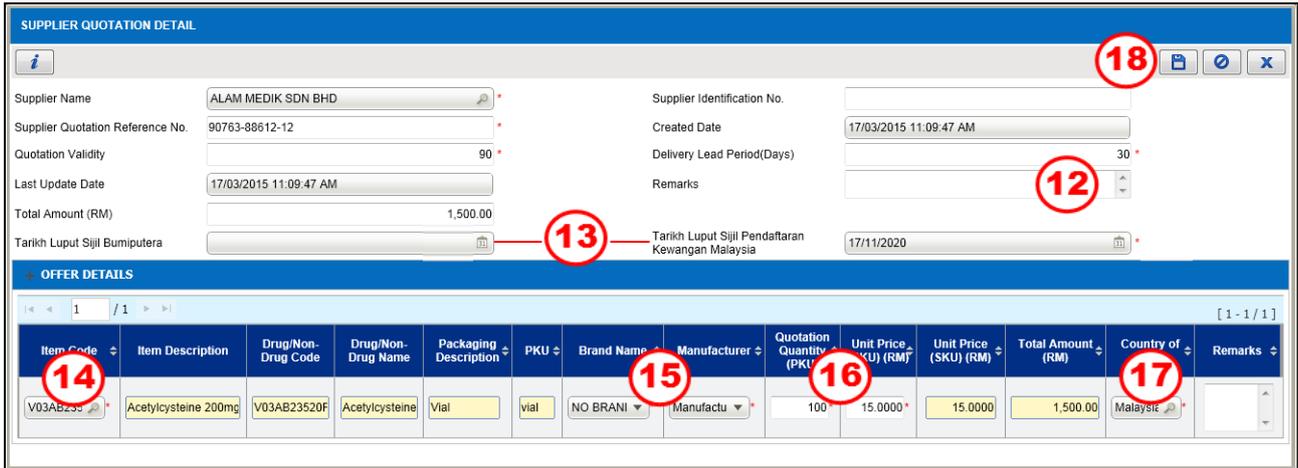
Item Code	Item Description	Drug/Non-Drug Code	Drug/Non-Drug Name	Packaging Description	PKU	Brand Name	Manufacturer	Quotation Quantity (PKU)	Unit Price (PKU) (RM)	Unit Price (SKU) (RM)	Total Amount (RM)	Country of Origin	Remarks
V03AB235	Acetylcysteine 200mg	V03AB23520F	Acetylcysteine	Vial	vial	NO BRANI	Manufactu	100	15.0000	15.0000	1,500.00	Malaysia	

Figure 3.1.3-3 Supplier Quotation Detail

STEP 9
Search for **Supplier Name**

STEP 10
Enter **Supplier Quotation Reference No.**

STEP 11
Enter **Quotation Validity**



SUPPLIER QUOTATION DETAIL

Supplier Name: ALAM MEDIK SDN BHD (18)

Supplier Quotation Reference No.: 90763-88612-12

Quotation Validity: 90

Supplier Identification No.: [Empty]

Created Date: 17/03/2015 11:09:47 AM

Delivery Lead Period(Days): 30 (12)

Last Update Date: 17/03/2015 11:09:47 AM

Remarks: [Empty] (12)

Total Amount (RM): 1,500.00

Tarikh Luput Sijil Bumiputera: [Empty] (13)

Tarikh Luput Sijil Pendaftaran Kewangan Malaysia: 17/11/2020

OFFER DETAILS

Item Code	Item Description	Drug/Non-Drug Code	Drug/Non-Drug Name	Packaging Description	PKU	Brand Name	Manufacturer	Quotation Quantity (PKU)	Unit Price (PKU) (RM)	Unit Price (SKU) (RM)	Total Amount (RM)	Country of Origin	Remarks
V03AB235 (14)	Acetylcysteine 200mg	V03AB23520F	Acetylcysteine	Vial	vial	NO BRANI (15)	Manufactu (16)	100	15.0000	15.0000	1,500.00	Malaysia (17)	

Figure 3.1.3-4 Supplier Quotation Detail

STEP 12
Enter **Delivery Lead Period (Days)** and **Remarks** if required

STEP 13

Select **Tarikh Luput Sijil Bumiputera** and **Tarikh Luput Sijil Pendaftaran Kewangan Malaysia**

STEP 14

Select **Item Code** from the drop down box

Note

Item Description, Drug/Non Drug Code, Drug/Non Drug Name, Packaging Description and PKU will be displayed base on the Item Code selected.

STEP 15

Select **Brand Name**

Note

'Manufacturer' will be displayed based on the selected Brand Name.

STEP 16

Enter **Quotation Quantity (PKU)** and **Unit Price (PKU)(RM)**

Note

Unit Price (SKU)(RM) and **Total Amount (RM)** will be auto calculated.

STEP 17

Select **Country of Origin** and enter **Remarks** if applicable

STEP 18

Click on the  button to save the transaction

Note

- An alert message will be displayed as shown in Figure 3.1.3-5 and Figure 3.1.3-6

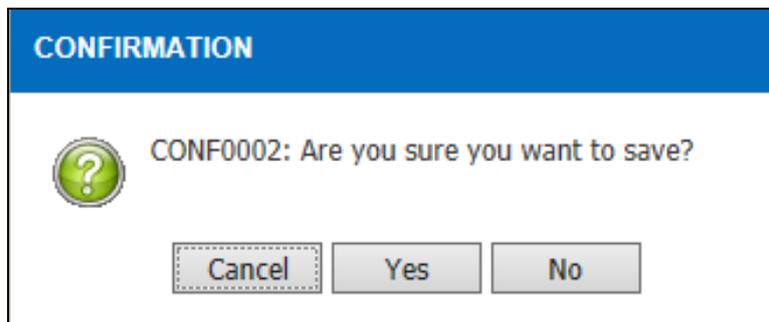


Figure 3.1.3-5 Alert Messages

- If click on the  button, record will not be saved and proceed to Purchase Order.

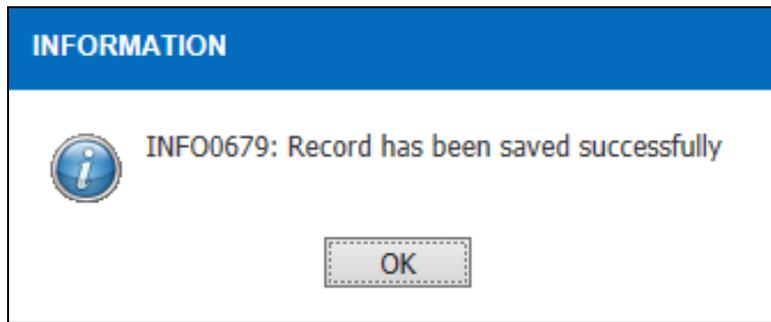
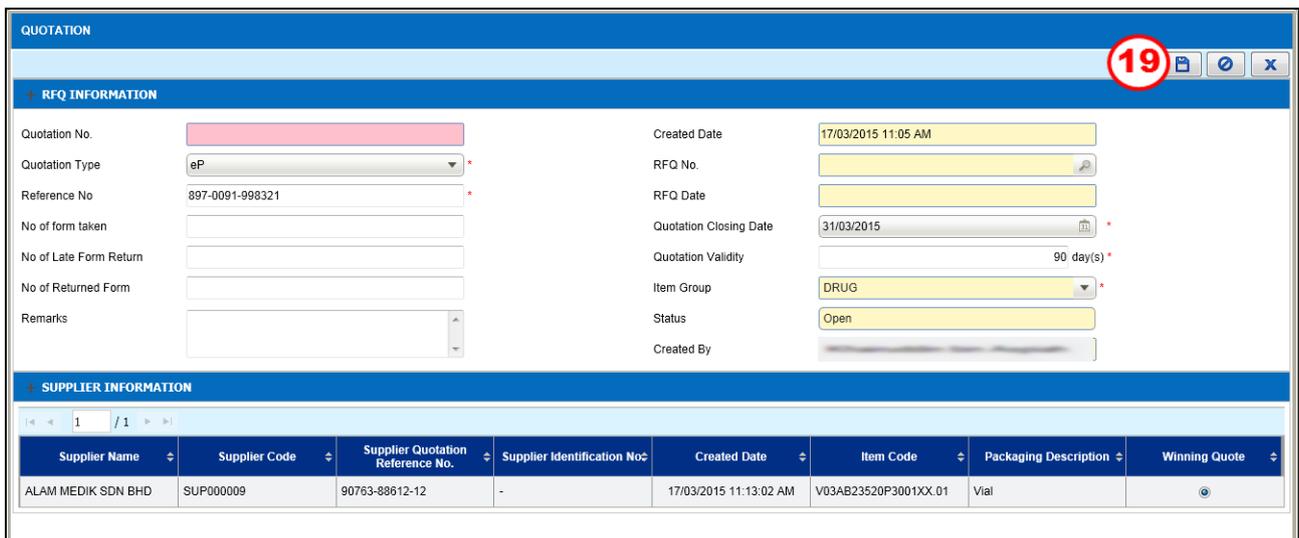


Figure 3.1.3-6 Alert Messages

- Click on the  button, record will be successfully saved and updated.
- System will be automatically selected in the 'Winning Quote' check box to proceed with Purchase Order process as per Figure 3.1.3-7.



QUOTATION

RFQ INFORMATION

Quotation No.

Quotation Type

Reference No. 897-0091-998321

No of form taken

No of Late Form Return

No of Returned Form

Remarks

Created Date 17/03/2015 11:05 AM

RFQ No.

RFQ Date

Quotation Closing Date 31/03/2015

Quotation Validity

Item Group

Status

Created By

SUPPLIER INFORMATION

Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Item Code	Packaging Description	Winning Quote
ALAM MEDIK SDN BHD	SUP000009	90763-88612-12	-	17/03/2015 11:13:02 AM	V03AB23520P3001XX.01	Vial	<input checked="" type="checkbox"/>

Figure 3.1.3-7 Quotation (RFQ Information)

STEP 19

Click on the  button to save the transaction

Note

- An alert message will be displayed as shown in Figure 3.1.3-8 and Figure 3.1.3-9.

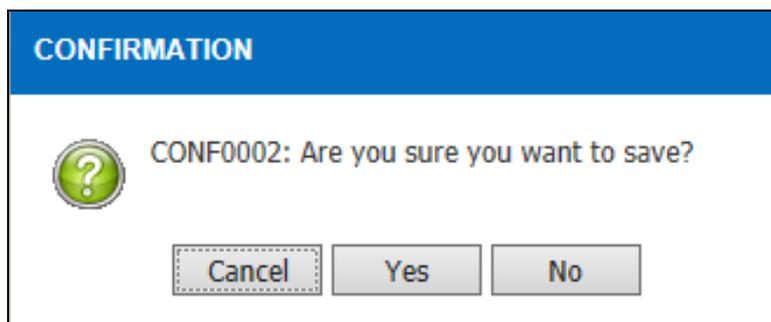


Figure 3.1.3-8 Confirmation Alert Messages

- If click on the button, record will be saved and proceed with Purchase Order.
- If click on the button, record will not be saved and proceed to Purchase Order.

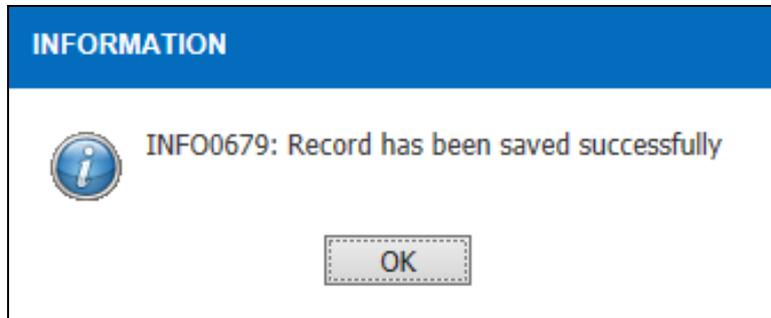
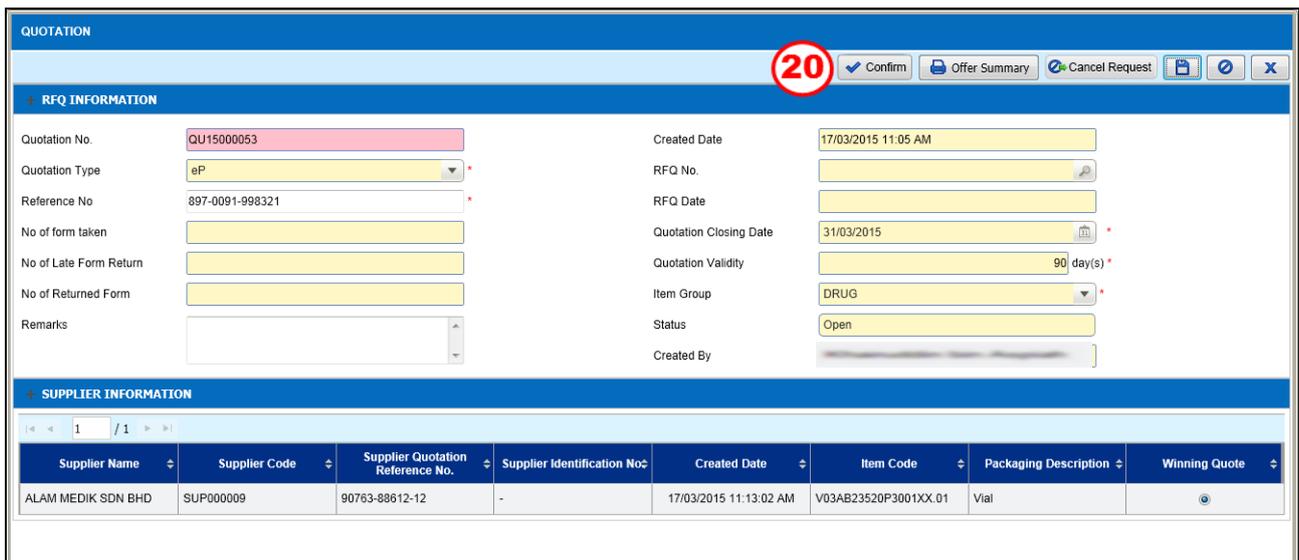


Figure 3.1.3-9 Information Alert Messages

- Click on the button, record will be successfully saved and updated. As a result, data will be successfully saved and Quotation updated.



Supplier Name	Supplier Code	Supplier Quotation Reference No.	Supplier Identification No.	Created Date	Item Code	Packaging Description	Winning Quote
ALAM MEDIK SDN BHD	SUP000009	90763-88612-12	-	17/03/2015 11:13:02 AM	V03AB23520P3001XX.01	Vial	<input checked="" type="radio"/>

Figure 3.1.3-10 Offer Summary

STEP 20

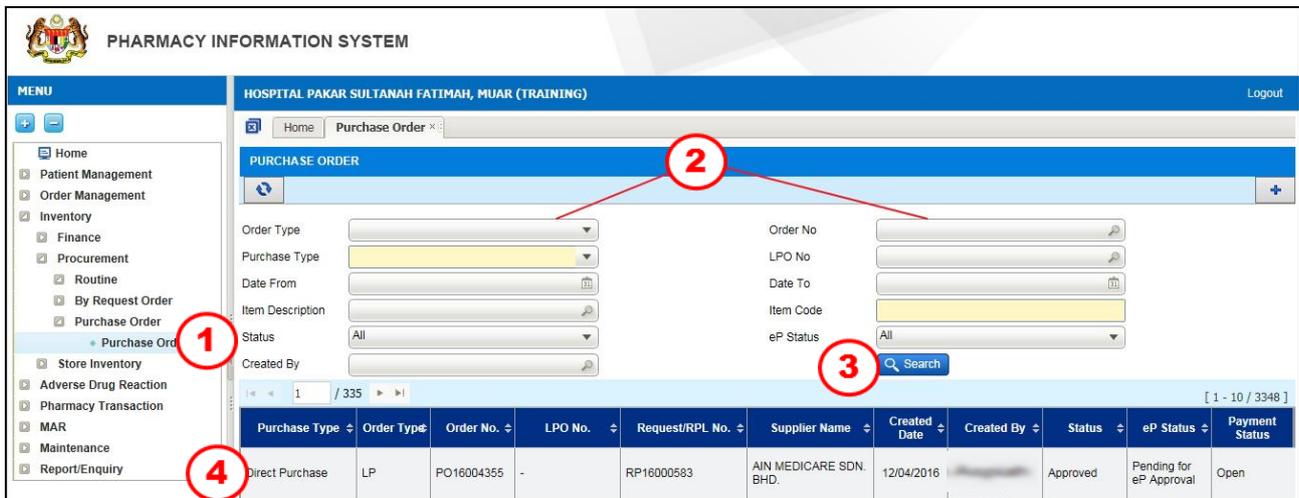
Click on the button to confirm the quotation transaction

Note

- After click on the button, Status will change to 'Confirm' and the Quotation No. will proceed to the Purchase Order screen.
- Click on the button to print 'Borang Sebutharga'.
- Click on the button to cancel the Quotation transaction.

3.2 Purchase Order Listing Page

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



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR (TRAINING)

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	Payment Status
Direct Purchase	LP	PO16004355	-	RP16000583	AIN MEDICARE SDN. BHD.	12/04/2016		Approved	Pending for eP Approval	Open

Figure 3.2-1 LP Quotation Purchase Order

STEP 1

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

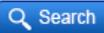
STEP 2

To search for existing purchase order transaction, you may search by criteria as follow:

- a) Order Type
 - APPL
 - Contract
 - LP
- b) Order No
- c) Purchase Type
 - Direct
 - Quotation
- d) LPO No

- e) Date From
- f) Date To
- g) Item Description
- h) Item Code
- i) Ep Status
 - Ep Approved
 - Ep Rejected
 - Pending for Ep Approval
- j) Status
 - ALL
 - Open
 - Pending to Approval
 - Approved
 - Cancelled
 - Closed
 - Rejected

STEP 3

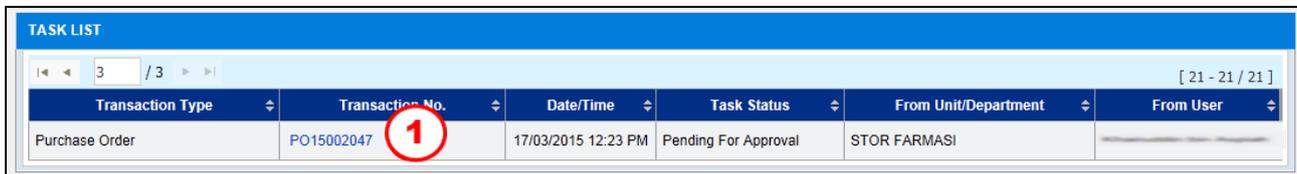
Click on the  button after entered criteria and the result displayed will be based on the entered criteria as per Figure 3.2-1. In circumstances of no criteria is entered, the entire list of transaction will be displayed

STEP 4

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

3.3 Purchase Order Approval

Pharmacist will receive 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



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Purchase Order	PO15002047	17/03/2015 12:23 PM	Pending For Approval	STOR FARMASI	

Figure 3.3-1 Task List

STEP 1

Click on the **Transaction No hyperlink**

Note

Pharmacist has option to go to the listing page and search for 'Pending for Approval' Purchase Order.

PURCHASE ORDER

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

Order No: PO15002047 | Financial Year: 2015
 Purchase Type: Quotation | Total Order Amount (RM): 22.00
 Quotation No: QU15000052 | Quotation Quantity: 380
 Remaining Purchase Quantity: 0 | Reference No:
 Supplier Name: AIN MEDICARE SDN. BHD. | Created Date: 17/03/2015 12:21:26 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By:
 Order Status: Pending for Approval | eP Status:
 Remark:

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/030300/27401/00	Rawatan Pesakit Luar (ubat)	Operating	13,171.00	22.00	13,149.00
TOTAL			13,171.00	22.00	13,149.00

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)
D06BB03000G1001XX.01	Acyclovir 5% Cream	tube	tube of 10 gram	PHARMANIAGA	Pharmaniaga Manufacturing Berhad	20	20	090401/030300/27401/00 Rawatan Pesakit Luar (ubat) Operating	0	1.1000	22.00

Figure 3.3-2 Purchase Order Approve

STEP 2

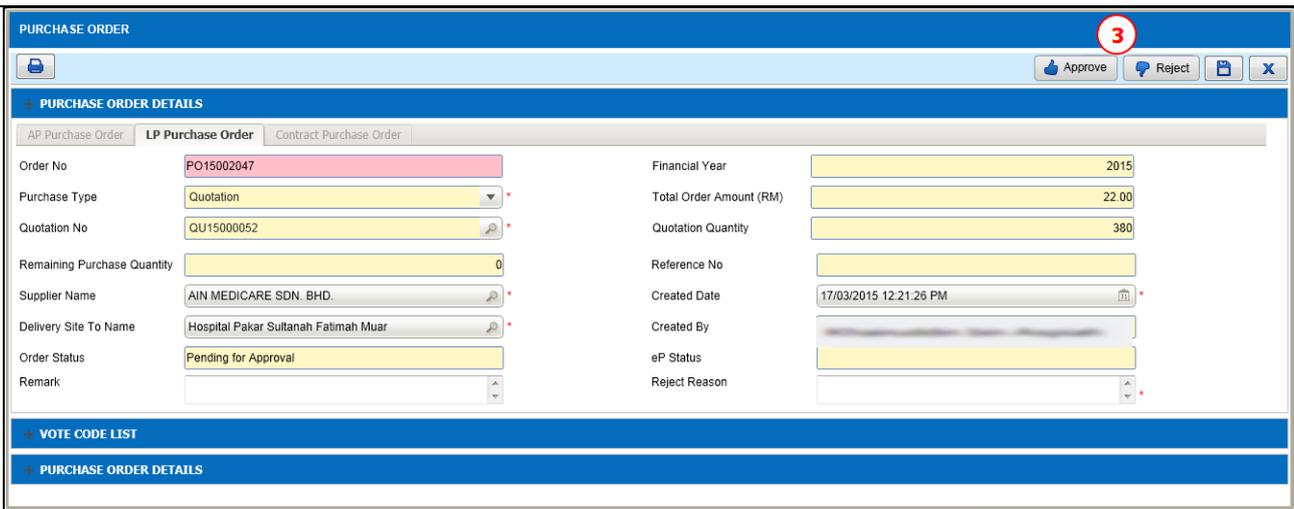
Double click on item details in the 'Purchase Order Details' section and system will display screen as shown in Figure 3.3-3. Amend 'Approved Quantity (PKU)' and 'Unit Price (RM)' if necessary.

ADD PURCHASE ORDER ITEM

Item Description: Acyclovir 5% Cream | Item Code: D06BB03000G1001XX.01
 Vote Description: Rawatan Pesakit Luar (ubat) | Vote Code: 090401/030300/27401/00
 Item Group: DRUG | Budget Type: Operating
 Order Quantity (PKU): 20 | Unit Price (RM) (FKU): 1.1000
 Approved Quantity (PKU): 20 | Total Amount (RM): 22.00
 eP Approved Quantity (PKU): 0 | Buffer Level Quantity (SKU): 30
 Brand: PHARMANIAGA | Manufacturer: Pharmaniaga Manufacturing Berhad
 PKU: tube | Packaging Description: tube of 10 gram
 Min Order Quantity (PKU): 1 | Max Storage Quantity (PKU): 45
 Quantity Available (PKU): 0

Figure 3.3-3 Add Purchase Order Item

3



PURCHASE ORDER	
Order No	PO15002047
Purchase Type	Quotation
Quotation No	QU15000052
Remaining Purchase Quantity	0
Supplier Name	AIN MEDICARE SDN. BHD.
Delivery Site To Name	Hospital Pakar Sultanah Fatimah Muar
Order Status	Pending for Approval
Remark	
Financial Year	2015
Total Order Amount (RM)	22.00
Quotation Quantity	380
Reference No	
Created Date	17/03/2015 12:21:26 PM
Created By	
eP Status	
Reject Reason	

Figure 3.3-4 Purchase Order Approval

STEP 3

Click on the  button to approve the Purchase Order

Click on the  button to reject the Purchase Order

Note

After the Purchase Order is approved, Pelulus for eP will lodge into the eP system manually and get approval from eP. Once the order is approved in eP, details of the LPO need to be entered back into the PhIS system

PURCHASE ORDER

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

Order No: PO15002047 | Financial Year: 2015
 Purchase Type: Quotation | Total Order Amount (RM): 22.00
 Quotation No: QU15000052 | Quotation Quantity: 380
 Remaining Purchase Quantity: 0 | Reference No:
 LPO No: **4** LO167589948727022 | LPO Date: **5** 17/03/2015 12:49 PM
 LPO Transmitted Date: 17/03/2015 12:49 PM | Delivery Lead Period(Day): **6** 30 | Delivery Due Date: 16/04/2015 12:49:00 PM
 Supplier Name: AIN MEDICARE SDN. BHD. | Created Date: 17/03/2015 12:21:26 PM
 Delivery Site To Name: Hospital Pakar Sultanah Fatimah Muar | Created By:
 Order Status: Approved | eP Status: Pending for eP Approval
 Remark:
 Reject Reason:
 eP-Approve | eP-Reject | Cancel Order

VOTE CODE LIST

Vote Code	Vote Description	Budget Type	Balance Before PO (RM)	Utilized PO (RM)	Balance After PO (RM)
090401/030300/27401/00	Rawatan Pesakit Luar (ubat)	Operating	13,171.00	22.00	13,149.00
TOTAL			13,171.00	22.00	13,149.00

PURCHASE ORDER DETAILS

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)
D06BB03000GXX.01	clovir 5% Cream	tube	tube of 10 gram	PHARMANIAGA	Pharmaniaga Manufacturing Berhad	20	20	0	090401/030300/27401/00 Rawatan Pesakit Luar (ubat) Operating	0	1.1000	22.00

Figure 3.3-5 eP Approval

STEP 4

Enter **LPO No.**

STEP 5

Select **LPO Date**

STEP 6

Enter **Delivery Lead Period(Day)**

Note

Delivery Due Date will be auto generated

STEP 7

Double Click on item details to update **eP Approved Quantity (PKU)**

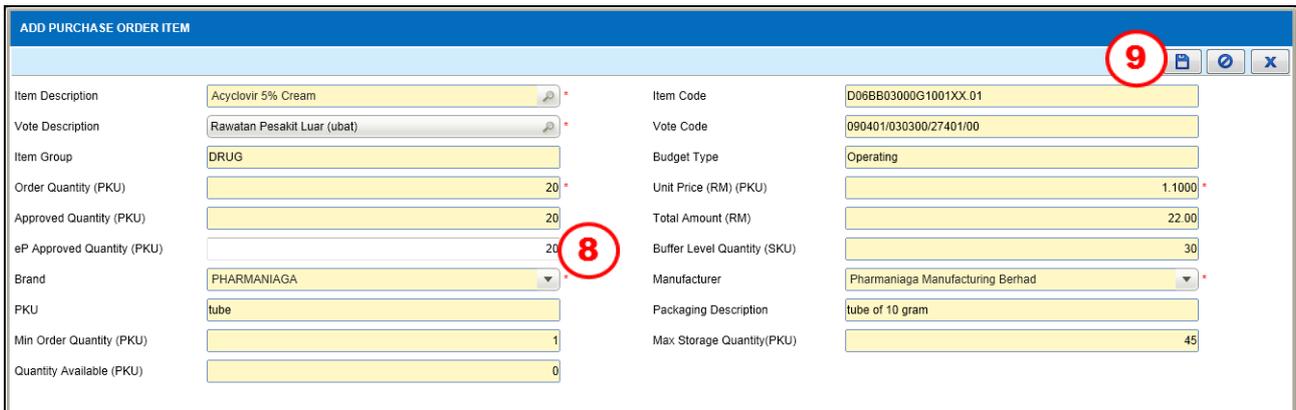


Figure 3.3-6 Add Purchase Order Item

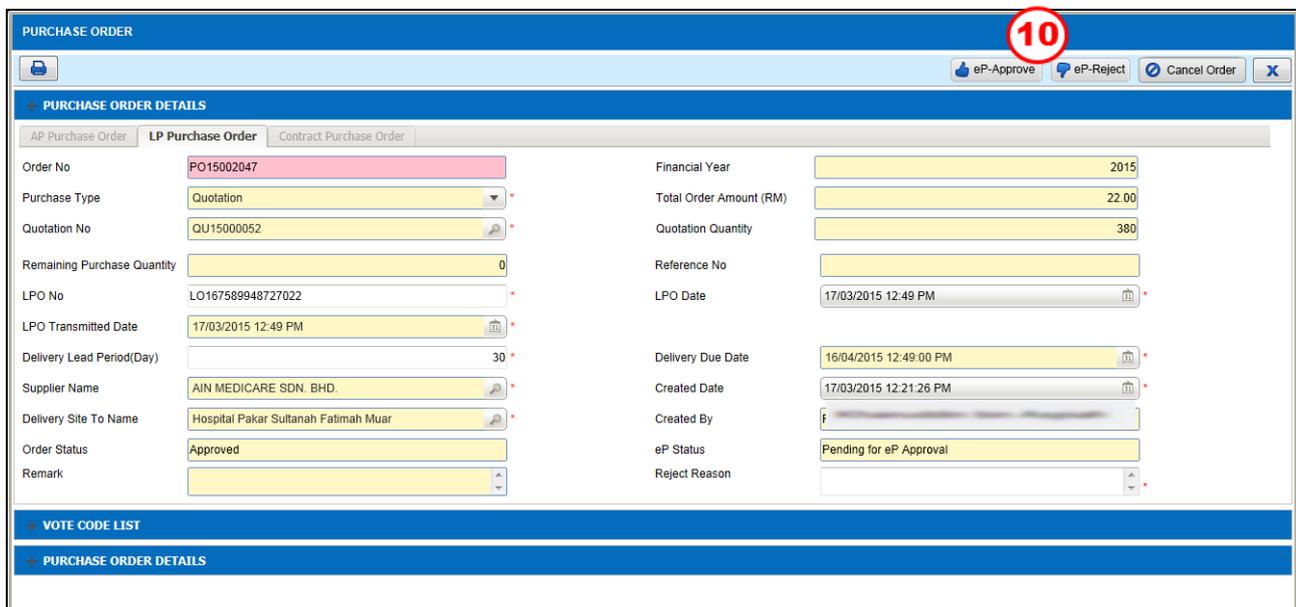


Figure 3.3-7 Purchase Order

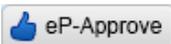
STEP 8

Enter **eP Approved Quantity (PKU)**

STEP 9

Click on the  button to save the transaction

STEP 10

Click on the  button if eP approve the order

Click on the  button if eP rejects the order

Note

Order that approved by eP will flow to the receiving process.



4.0 Purchase Order

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

5.0 Links To Inventory Modules

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

Procurement standard LP
[Click Here](#)

16

Issue

[Click Here](#)
U-MANUAL_INV_PROCUREMENT_STANDARD-QUOTATION-v1.5

Procurement Standard Contract

[Click Here](#)



PhIS & CPS Project
User Manual – Pharmacy Inventory
Procurement (Quotation)

