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

User Manual
Pharmacy Inventory – Procurement Standard
(Request for Quotation)

Version	**: 1.5**
Document ID	**: U.MANUAL_INV_PROCUREMENT_RFQ**

CHANGE TO LATEST SCREENSHOT AND FUNCTIONS FOR VERSION 1.4

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Peer Review

VERSION NO	REVIEWED / VERIFIED BY	LIST OF CHANGES FROM PREVIOUS VERSION
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1.5	MICHELLE FOO / JURAIDAH AYOB (QA)	Change to latest screenshot and functions for version 1..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. 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 Patient Management sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Visit Management
- Patient Registration
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary

1.3 Organized Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Procurement Standard (Request for Quotation)

- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	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 to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Inventory Module Legend			
Add Item	To add Drug/Non Drug	Confirm	Confirm Request
Lampiran Q	Print Lampiran Q		

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 Request for Quotation

Overview
Request For Quotation system will be used for supplier to Request For Quotation for drug/non drug to facility and 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

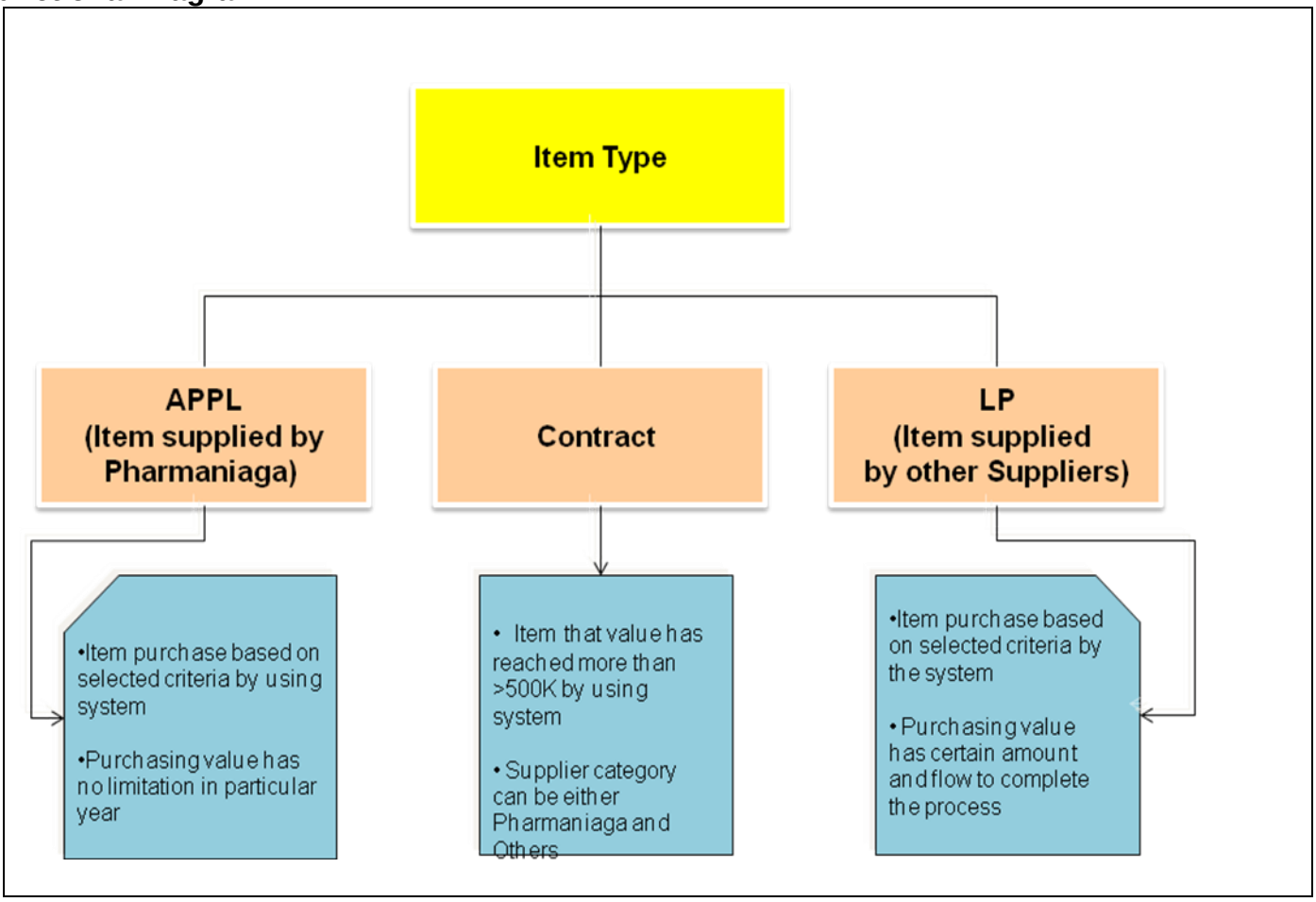


Figure 3.0-1

Functional Description
Quotation comprises of two (2) functions:

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

3.1. Request for Quotation Listing Page

To search Request For Quotation (RFQ) record, perform the steps below

System will generate a list of items where the value of quantity is more than 50K but less than 500K.

The purpose of this transaction is to choose a qualified and selected supplier to supply drug or non drug items. Quotation form will be given to the supplier and they will have provide feedback within stated timeline or date.

The data set used in this screen were initiated using Recommended Purchase list (RPL) function.

System only allowed transaction for one item but additional items will be allowed in the system if supplier is willing to supply more than one item.

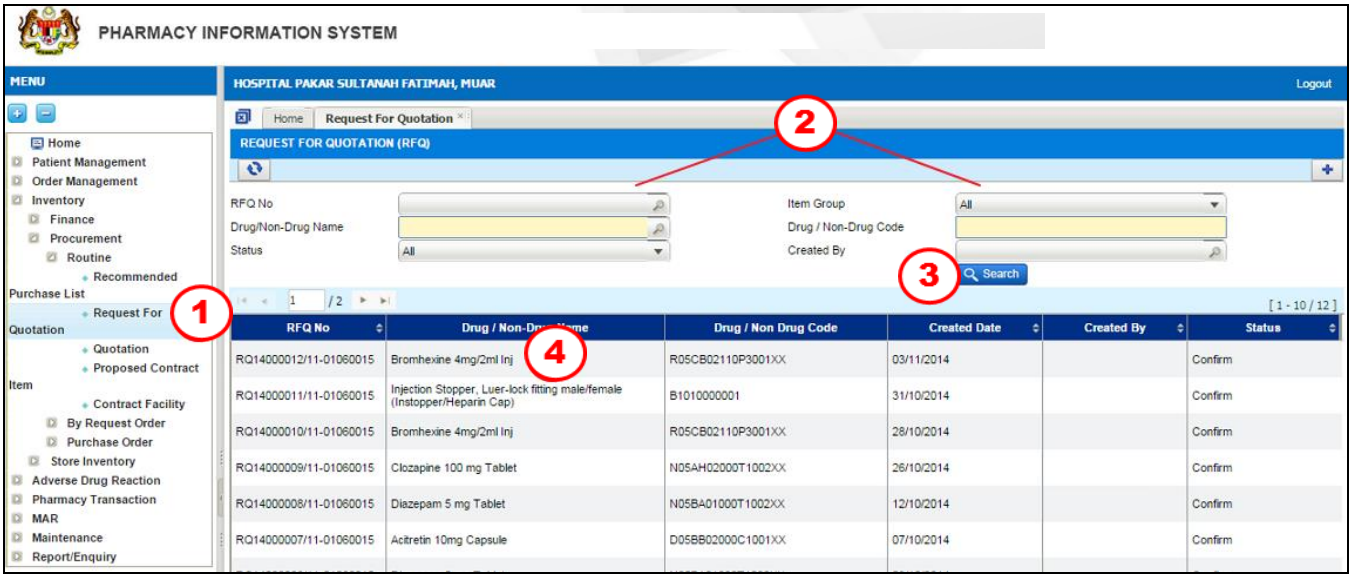


Figure 3.1-1 Request For Quotation

STEP 1

Click on the Inventory menu followed by ***Procurement*** and ***Routine***, and select ***Request For Quotation (RFQ)***

STEP 2

To search for existing ***Request For Quotation (RFQ)***, you may search by criteria as follow:

a) RFQ No
b) Item Group
c) Drug/ Non Drug Name
d) Drug/ Non Drug Code
e) Status
   - Cancelled
   - Confirm
   - Open
   - All
f) Created By

STEP 3

Click on the Search button after input criteria. The result display will be based on the entered criteria as shown in

refer Figure 3.1-1 Request For Quotation

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.

5.3 Create New Request for Quotation: RPL

To create a new record Request for Quotation (RFQ), perform steps below:

System will generate a list of items where the value of quantity is more than 50K but less than 500K

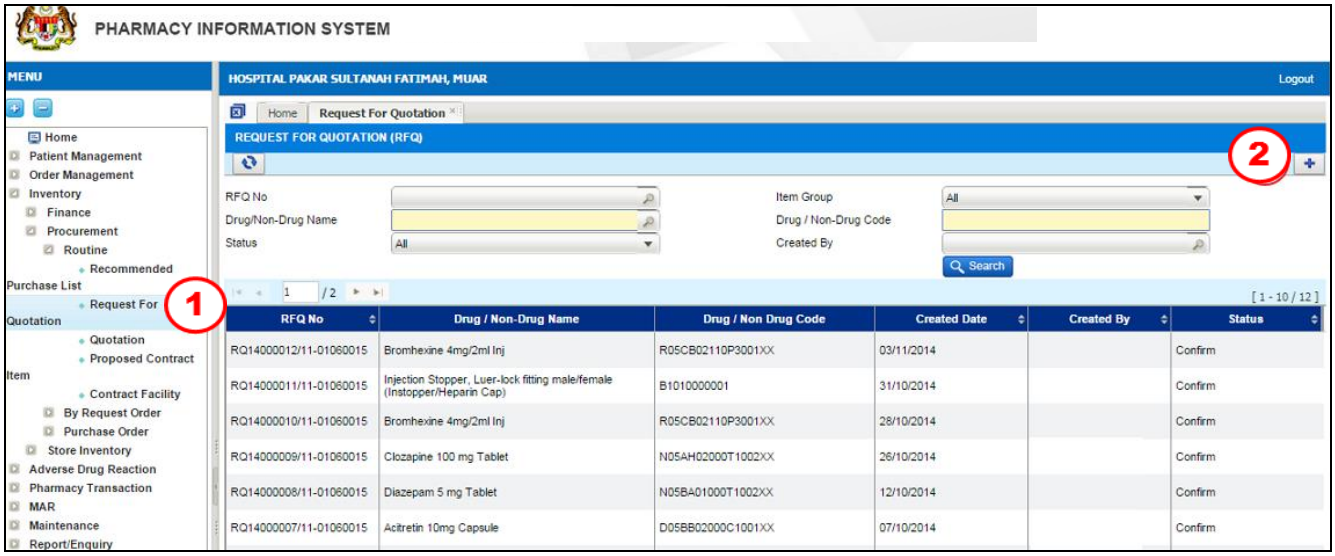


Figure 3.2-1 Request For Quotation (RFQ)

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the + button and the Recommended Purchase List will be displayed as shown in Figure 3.2-2

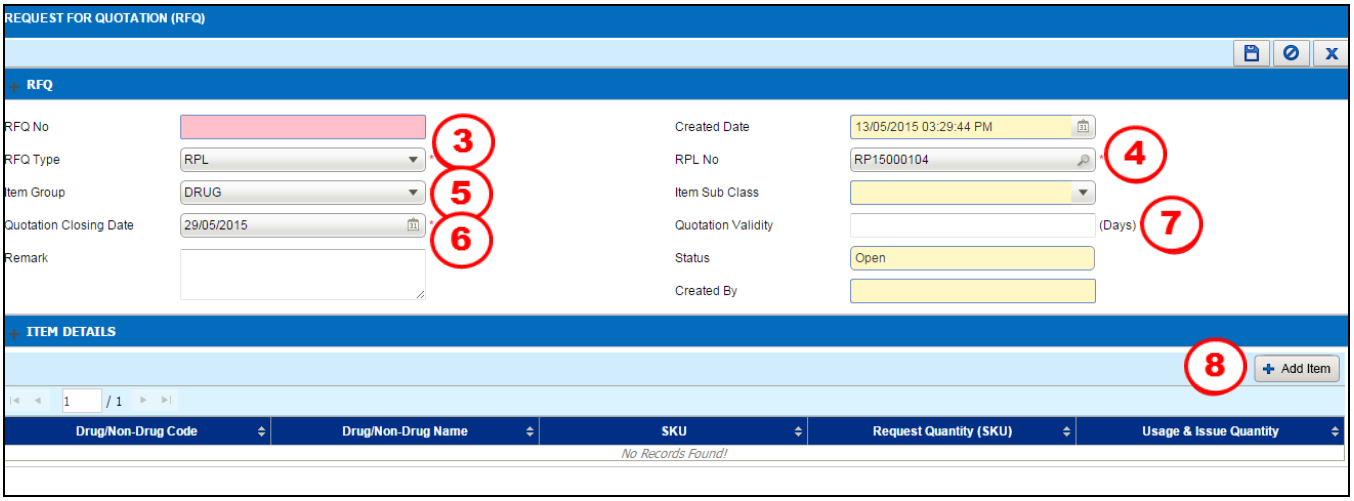


Figure 3.2-2 Request For Quotation (RFQ)

STEP 3

Select RFQ Type: ***RPL***

STEP 4
Select ***RPL No***

STEP 5
Select ***Item Group***
- Drug
- Non Drug

STEP 6
Select ***Quotation Closing Date***

Note
Date must be forward than current date.

STEP 7
Enter ***Quotation Validity in days***

STEP 8
Click Add Item to add drug or non drug item.

Note
The purpose of this screen is to allow user add item (drug/non drug) based from transaction selected: RPL

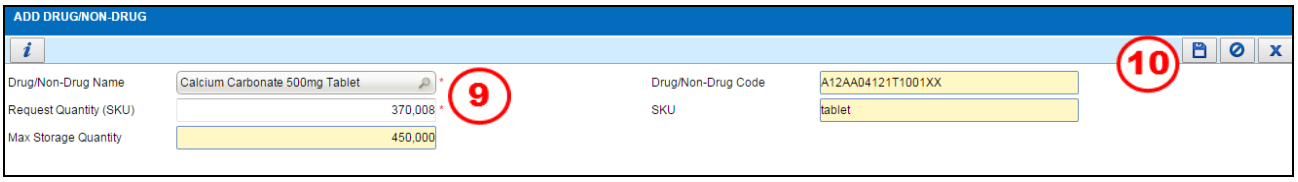


Figure 3.2-3 Add Drug/Non-Drug

STEP 9
Select ***Drug Name***

Note
- *Drug/Non Drug Code automatic display if user select Drug/Non Drug Name.*
- *SKU: Store Keeping Unit.*
- *Request Qty are editable and can be more than maximum storage quantity.*
- *Max Storage Qty is auto pull based on the Item Product Buffer Level Master.*

STEP 10
Click on the button to save the record

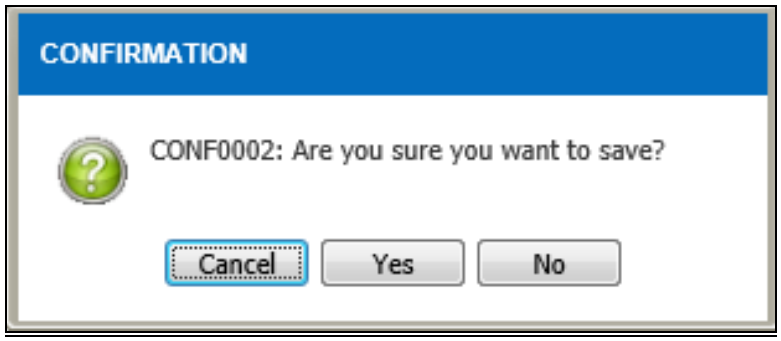


Figure 3.2-4 Alert Messages

Note

- *If click on the* Yes *button, record will be save and appear in Item Details*
- *If click on the* No *button, record will not proceed and modify vote code will not appear in Item Details*

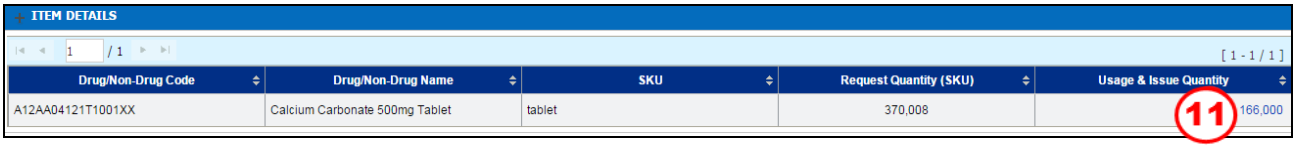


Figure 3.2-5 Item Details

STEP 11
Click on the “number” hyperlink to view Usage & Issue Qty. This is only viewing purpose as shown in Figure 3.2-6

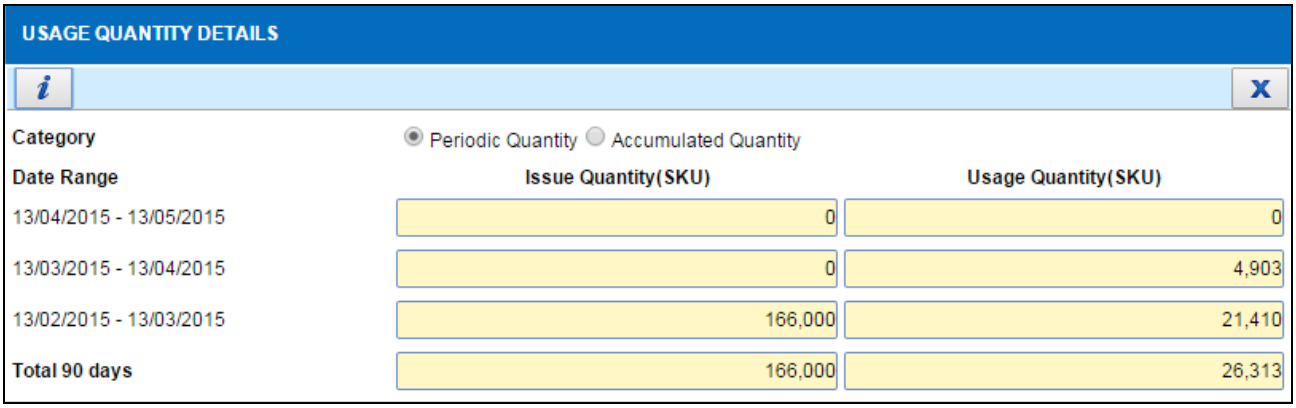


Figure 3.2-6 Usage Quantity Details

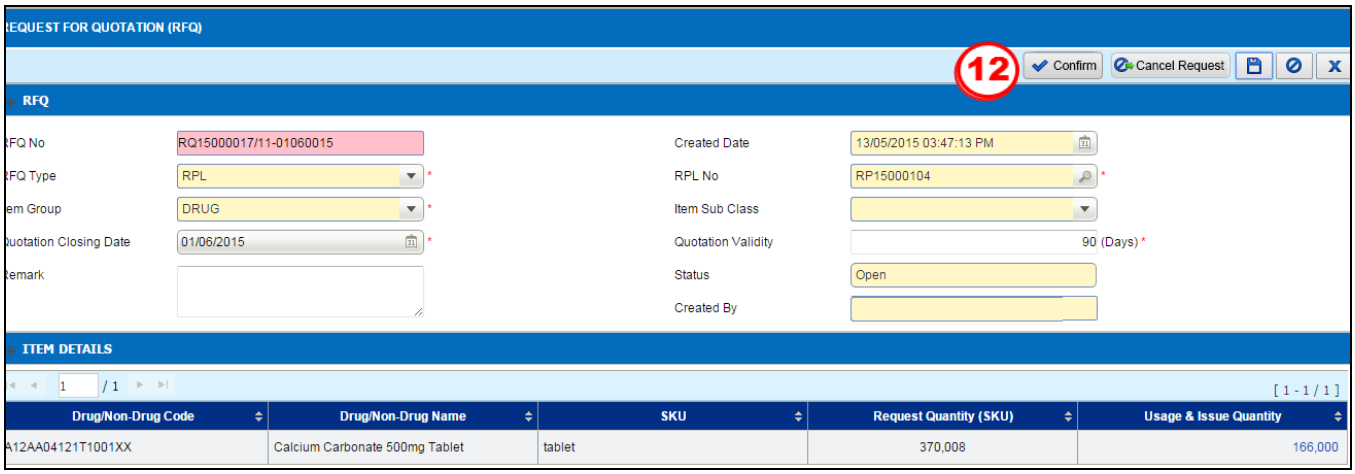


Figure 3.2-7 RFQ Confirm

STEP 12

Click on the Confirm button generate *'Lampiran Q'*

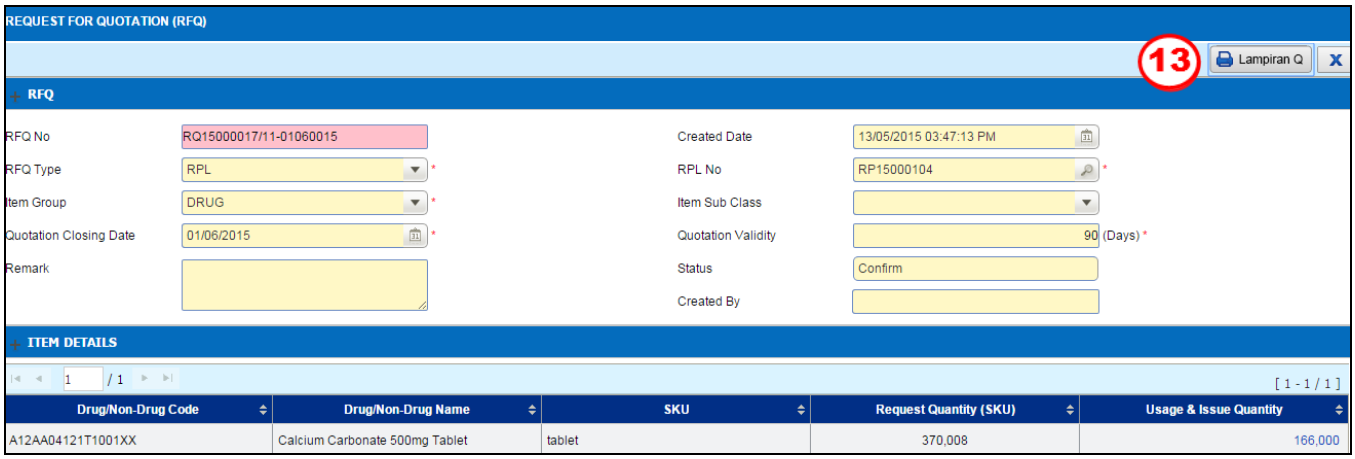


Figure 3.2-8 Lampiran Q

STEP 13

Click on the Lampiran Q to generate quotation

Note

After save the transaction, 'Lampiran Q' button will appear to allow user generate quotation form (refer Figure 3.2-10)

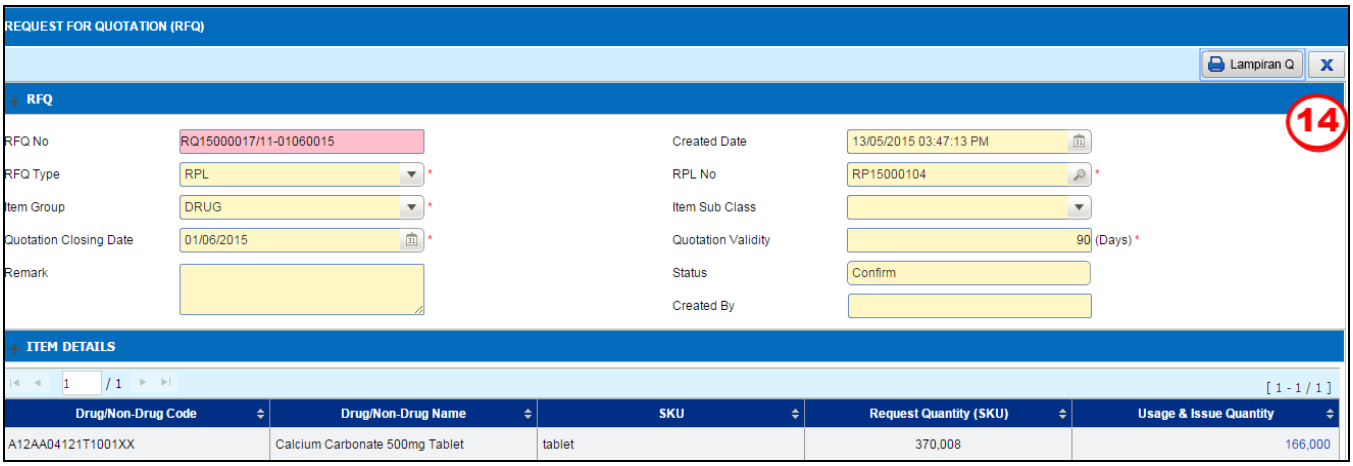


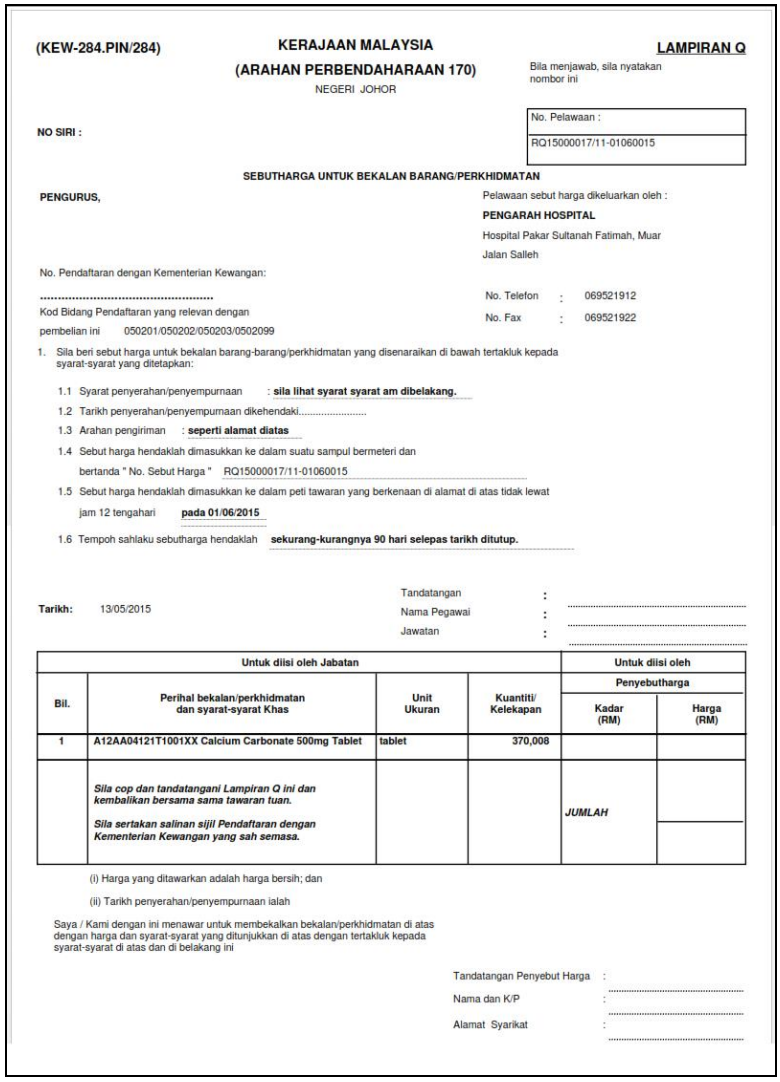
Figure 3.2-9 Request For Quotation

STEP 14

Click button to close the record

Note

- *Quotation form will appear and send to the selected supplier (refer Figure 3.2-10) and Figure 3.2-11).*
- *RFQ Number given after save the transaction.*



(KEW-284.PIN/284)

KERAJAAN MALAYSIA
(ARAHAN PERBENDAHARAAN 170)
NEGERI JOHOR

LAMPIRAN Q

Bila menjawab, sila nyatakan nombor ini

NO SIRI :

No. Pelawaan :
RQ15000017/11-01060015

SEBUTHARGA UNTUK BEKALAN BARANG/PERKHIDMATAN

PENGURUS,

Pelawaan sebut harga dikeluarkan oleh :
PENGARAH HOSPITAL
Hospital Pakar Sultanah Fatimah, Muar
Jalan Salleh

No. Pendaftaran dengan Kementerian Kewangan:
.....

No. Telefon : 069521912
No. Fax : 069521922

Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201/050202/050203/0502099

1. Sila beri sebut harga untuk bekalan barang-barang/perkhidmatan yang disenaraikan di bawah tertakluk kepada syarat-syarat yang ditetapkan:

1.1 Syarat penyerahan/penyempurnaan : **sila lihat syarat syarat am dibelakang.**
1.2 Tarikh penyerahan/penyempurnaan dikehendaki.....
1.3 Arahan pengiriman : **seperti alamat diatas**
1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RQ15000017/11-01060015
1.5 Sebut harga hendaklah dimasukkan ke dalam peti tawaran yang berkenaan di alamat di atas tidak lewat jam 12 tengahari **pada 01/06/2015**
1.6 Tempoh sahlaku sebutharga hendaklah **sekurang-kurangnya 90 hari selepas tarikh ditutup.**

Tarikh: 13/05/2015

Tandatangan :
Nama Pegawai :
Jawatan :

Untuk diisi oleh Jabatan				Untuk diisi oleh	
				Penyebutharga	
Bil.	**Perihal bekalan/perkhidmatan dan syarat-syarat Khas**	**Unit Ukuran**	**Kuantiti/ Kelekapan**	**Kadar (RM)**	**Harga (RM)**
1	**A12AA04121T1001XX Calcium Carbonate 500mg Tablet**	**tablet**	**370,008**		
	Sila cop dan tandatangani Lampiran Q ini dan kembalikan bersama sama tawaran tuan. ***Sila sertakan salinan sijil Pendaftaran dengan Kementerian Kewangan yang sah semasa.***			***JUMLAH***	

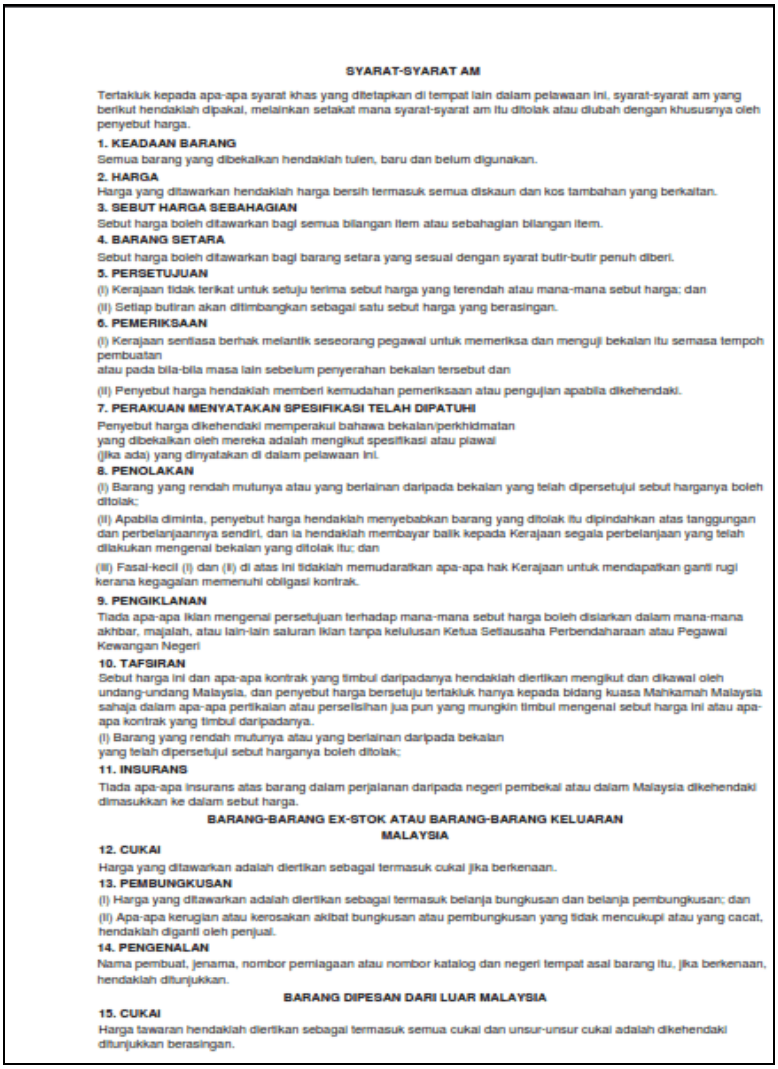
(i) Harga yang ditawarkan adalah harga bersih; dan

(ii) Tarikh penyerahan/penyempurnaan ialah

Saya / Kami dengan ini menawar untuk membekalkan bekalan/perkhidmatan di atas dengan harga dan syarat-syarat yang ditunjukkan di atas dengan tertakluk kepada syarat-syarat di atas dan di belakang ini

Tandatangan Penyebut Harga :
Nama dan K/P :
Alamat Syarikat :

Figure 3.2-10 Lampiran Q



SYARAT-SYARAT AM

Tertakluk kepada apa-apa syarat khas yang ditetapkan di tempat lain dalam pelawaan ini, syarat-syarat am yang berikut hendaklah dipakai, melainkan setakat mana syarat-syarat am itu ditolak atau diubah dengan khususnya oleh penyebut harga.

1. KEADAAN BARANG

Semua barang yang dibekalkan hendaklah tulen, baru dan belum digunakan.

2. HARGA

Harga yang ditawarkan hendaklah harga bersih termasuk semua diskaun dan kos tambahan yang berkaitan.

3. SEBUT HARGA SEBAHAGIAN

Sebut harga boleh ditawarkan bagi semua bilangan item atau sebahagian bilangan item.

4. BARANG SETARA

Sebut harga boleh ditawarkan bagi barang setara yang sesuai dengan syarat butir-butir penuh diberi.

5. PERSETUJUAN

(I) Kerajaan tidak terikat untuk setuju terima sebut harga yang terendah atau mana-mana sebut harga; dan

(II) Setiap butiran akan ditimbangkan sebagai satu sebut harga yang berasingan.

6. PEMERIKSAAN

(I) Kerajaan sentiasa berhak melantik seseorang pegawai untuk memeriksa dan menguji bekalan itu semasa tempoh pembuatan
atau pada bila-bila masa lain sebelum penyerahan bekalan tersebut dan

(II) Penyebut harga hendaklah memberi kemudahan pemeriksaan atau pengujian apabila dikehendaki.

7. PERAKUAN MENYATAKAN SPESIFIKASI TELAH DIPATUHI

Penyebut harga dikehendaki memperakui bahawa bekalan/perkhidmatan
yang dibekalkan oleh mereka adalah mengikut spesifikasi atau piawai
(jika ada) yang dinyatakan di dalam pelawaan ini.

8. PENOLAKAN

(I) Barang yang rendah mutunya atau yang berlainan daripada bekalan yang telah dipersetujui sebut harganya boleh ditolak;

(II) Apabila diminta, penyebut harga hendaklah menyebabkan barang yang ditolak itu dipindahkan atas tanggungan dan perbelanjaannya sendiri, dan ia hendaklah membayar balik kepada Kerajaan segala perbelanjaan yang telah dilakukan mengenai bekalan yang ditolak itu; dan

(III) Fasal-kecil (I) dan (II) di atas ini tidaklah memudaratkan apa-apa hak Kerajaan untuk mendapatkan ganti rugi kerana kegagalan memenuhi obligasi kontrak.

9. PENGIKLANAN

Tiada apa-apa iklan mengenai persetujuan terhadap mana-mana sebut harga boleh diiarkan dalam mana-mana akhbar, majalah, atau lain-lain saluran iklan tanpa kelulusan Ketua Setiausaha Perbendaharaan atau Pegawai Kewangan Negeri

10. TAFSIRAN

Sebut harga ini dan apa-apa kontrak yang timbul daripadanya hendaklah ditafsirkan mengikut dan dikawal oleh undang-undang Malaysia, dan penyebut harga bersetuju tertakluk hanya kepada bidang kuasa Mahkamah Malaysia sahaja dalam apa-apa pertikaian atau perselisihan jua pun yang mungkin timbul mengenai sebut harga ini atau apa-apa kontrak yang timbul daripadanya.

(I) Barang yang rendah mutunya atau yang berlainan daripada bekalan
yang telah dipersetujui sebut harganya boleh ditolak;

11. INSURANS

Tiada apa-apa insurans atas barang dalam perjalanan daripada negeri pembekal atau dalam Malaysia dikehendaki dimasukkan ke dalam sebut harga.

BARANG-BARANG EX-STOK ATAU BARANG-BARANG KELUARAN MALAYSIA

12. CUKAI

Harga yang ditawarkan adalah diertikan sebagai termasuk cukai jika berkenaan.

13. PEMBUNGKUSAN

(I) Harga yang ditawarkan adalah diertikan sebagai termasuk belanja bungkusan dan belanja pembungkusan; dan

(II) Apa-apa kerugian atau kerosakan akibat bungkusan atau pembungkusan yang tidak mencukupi atau yang cacat, hendaklah diganti oleh penjual.

14. PENGENALAN

Nama pembuat, jenama, nombor pemiagaan atau nombor katalog dan negeri tempat asal barang itu, jika berkenaan, hendaklah ditunjukkan.

BARANG DIPESAN DARI LUAR MALAYSIA

15. CUKAI

Harga tawaran hendaklah diertikan sebagai termasuk semua cukai dan unsur-unsur cukai adalah dikehendaki ditunjukkan berasingan.

Figure 3.2-11 Lampiran Q continued

5.4 New Request for Quotation: Approved Special Drug

Special Drug Request transaction requested by the Specialist/Pharmacist/HOD that approved by the BPF will received BPF Register No to be proceed with Inventory transaction in the Approved Special Drug module.

The Pharmacist in charge will create an Approved Special Drug transaction to generate the Procurement Special Drug No. The Procurement Special Drug No will not be available in the LP Purchase Order once the Estimated Annual Purchase Amount (RM)for the Drug is > RM 50,000 and < RM500,000. It will flow to the Request for Quotation (RFQ) transaction for Quotation process first.

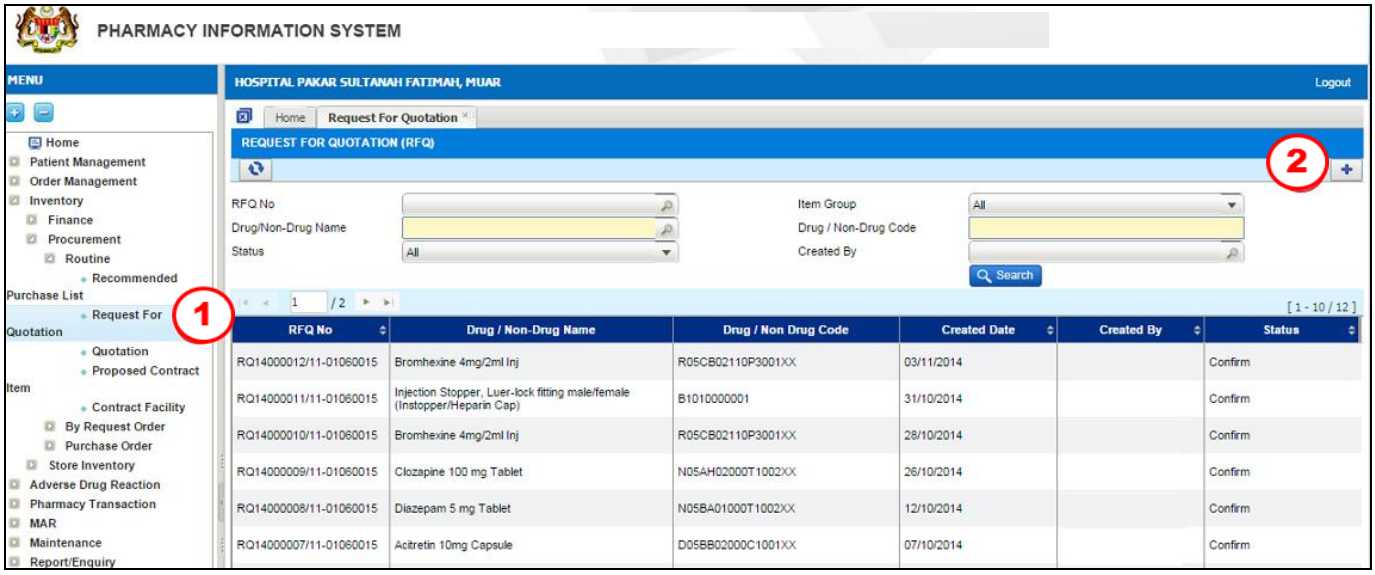


Figure 3.3-1 Request For Quotation (RFQ)

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

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

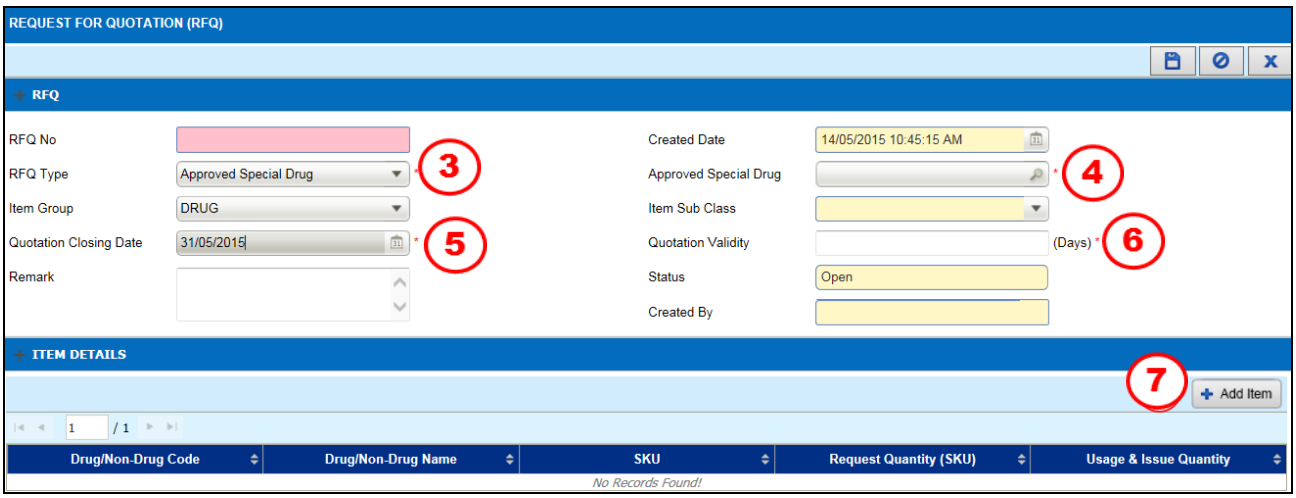


Figure 3.3-2 Approved Special Drug

STEP 3
Select RFQ Type: ***Approved Special Drug***

STEP 4
Select ***Approve Special Drug No***

STEP 5
Select ***Quotation Closing Date***

Note
Date must be forward than current date

STEP 6
Enter ***Quotation Validity in Days***

STEP 7
Click

button to add drug

Note
The purpose of this screen is to allow user add item (drug/non drug) based from transaction selected: RPL

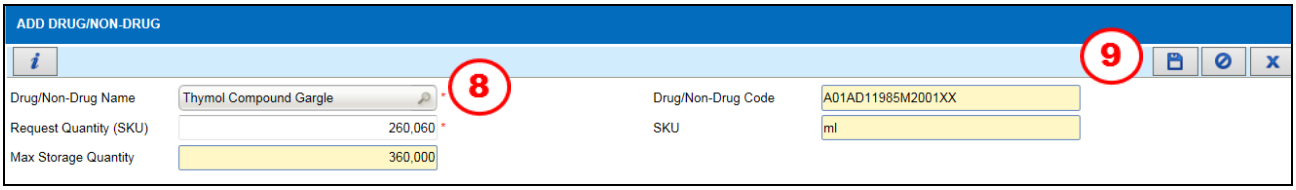


Figure 3.3-3 Add Drug/Non-Drug

STEP 8
Select ***Drug Name***

Note

- *Drug/Non Drug Code automatic display if user select Drug/Non Drug Name.*
- *SKU: Store Keeping Unit.*
- *Request Qty are automatically have value if user select Drug/Non Drug Name*
- *Max Storage Qty is auto pull based on the Product Buffer Level Master.*

STEP 9
Click on the button to save the record

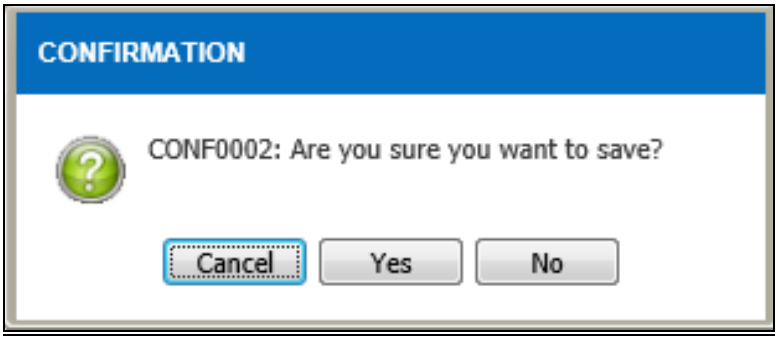


Figure 3.3-4 Alert Messages

NOTE

- *If click on the* Yes *button, record will be save and appear in Item Details*
- *If click on the* No *button, record will not proceed and modify vote code will not appear in Item Details*

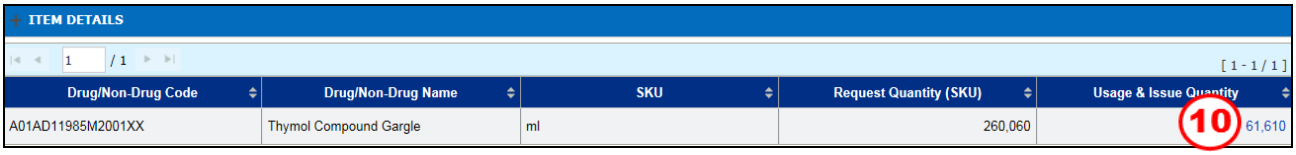


Figure 3.3-5 Item Details

STEP 10

Click on the "number" hyperlink to view Usage & Issue Qty. This is only viewing purpose as shown in Figure 3.3-6

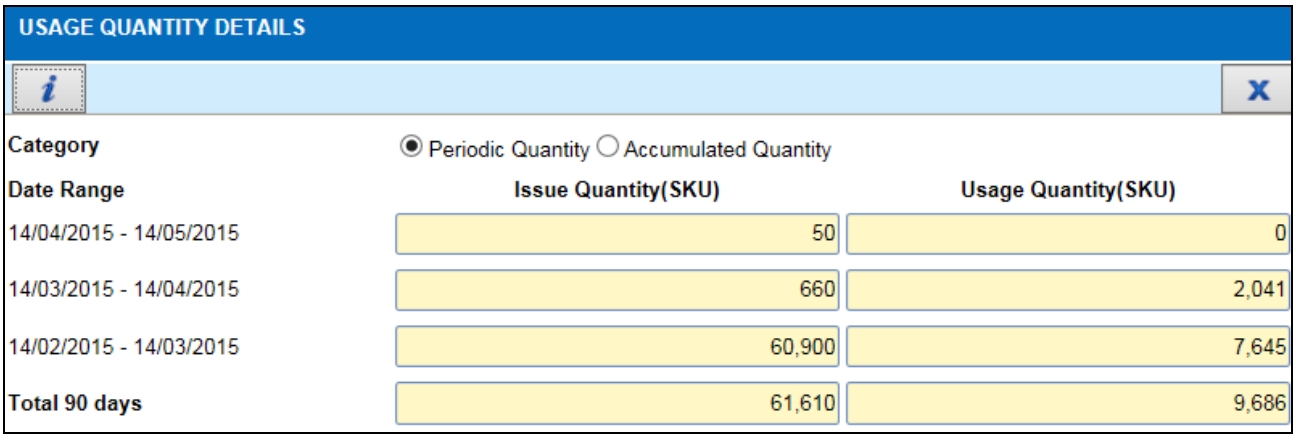


Figure 3.3-6 Usage Quantity Details

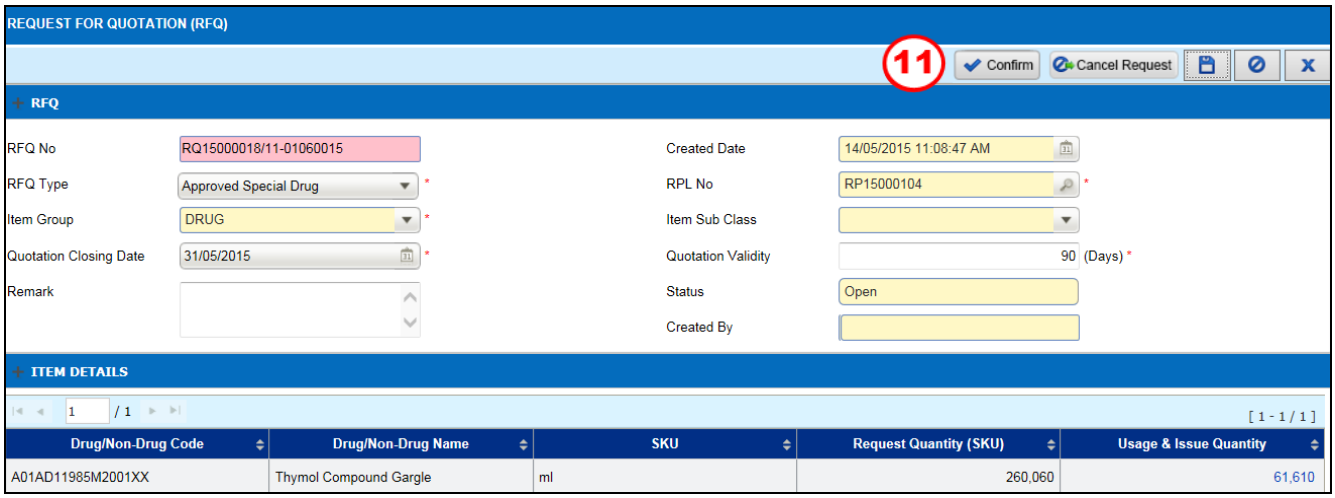


Figure 3.3-7 RFQ Confirm

STEP 11

Click on the Confirm button generate *'Lampiran Q'*

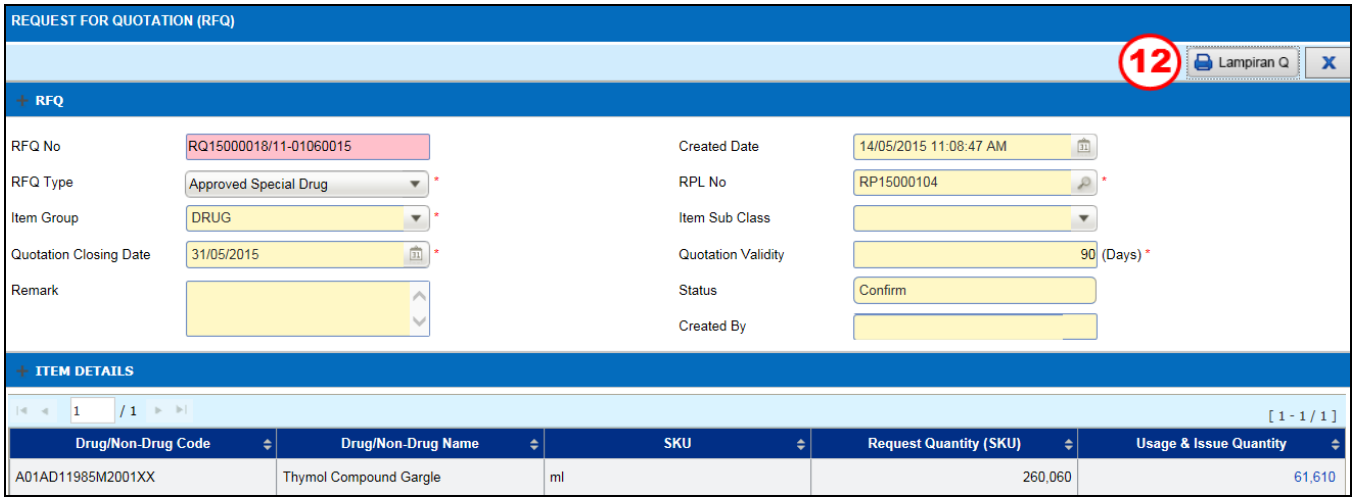


Figure 3.3-8 Lampiran Q

STEP 12

Click on the Lampiran Q to generate quotation

Note

After save the transaction, 'Lampiran Q' button will appear to allow user generate quotation form (refer Figure 3.2-11)

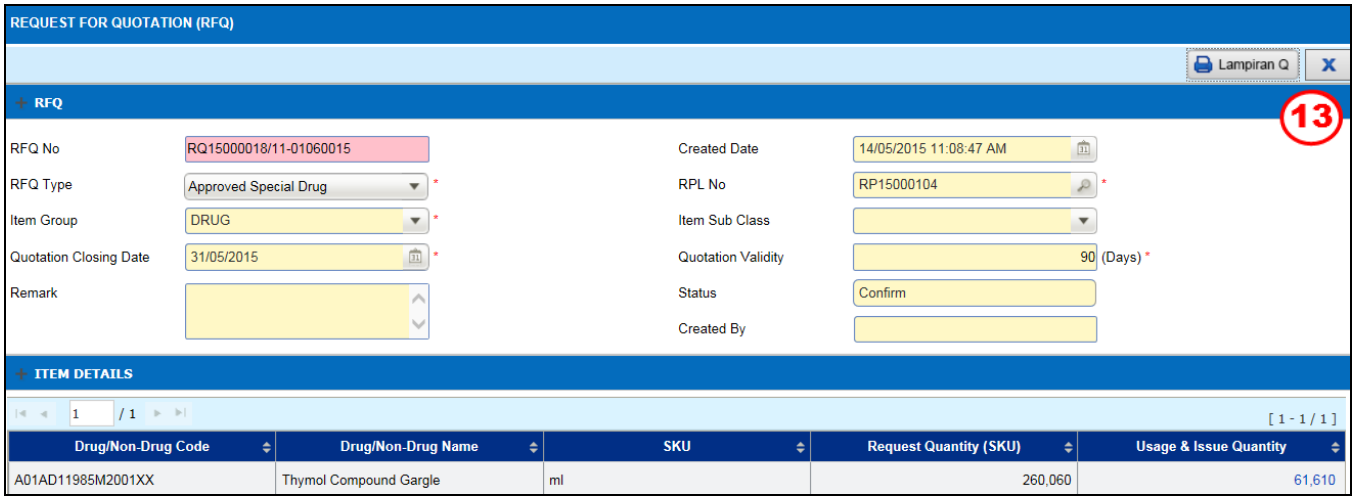


Figure 3.3-9 Request For Quotation

STEP 13

Click [X] button to save the record

Note

- *Quotation form will appear and send to the selected supplier.*
- *RFQ No generated once transaction is saved.*

5.5 New Request For Quotation: Requisition Order

To create a new Request for Quotation (RFQ) with the Request Type = Requisition Order, perform the steps below:

Request to procure Non Standard Item requested by the Unit/Department in Requisition Order that already approved by the Pharmacist at the Pharmacy Store can be proceed with Procurement transaction.

The Item purchased for Requisition Order can be AP/LP or Contract item. For LP item, if the Estimated Annual Purchase Amount (RM) for the Drug is > RM 50,000 and < RM500,000. It will flow to the Request for Quotation (RFQ) transaction for Quotation process first**.**

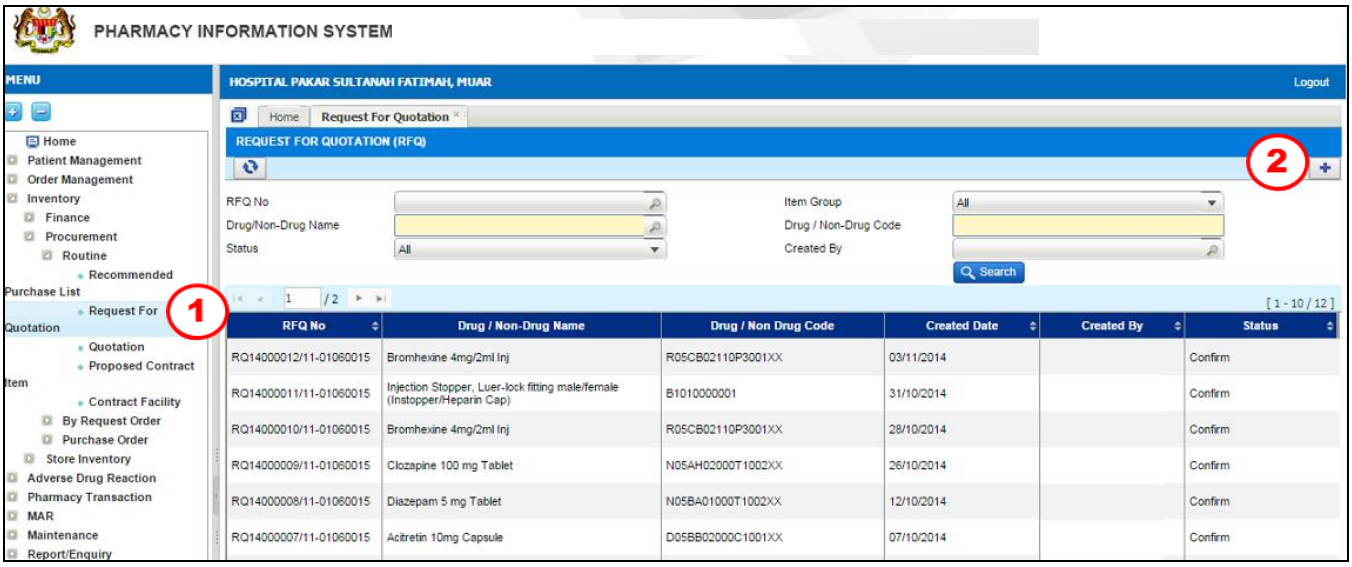


Figure 3.4-1 Request For Quotation (RFQ)

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

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

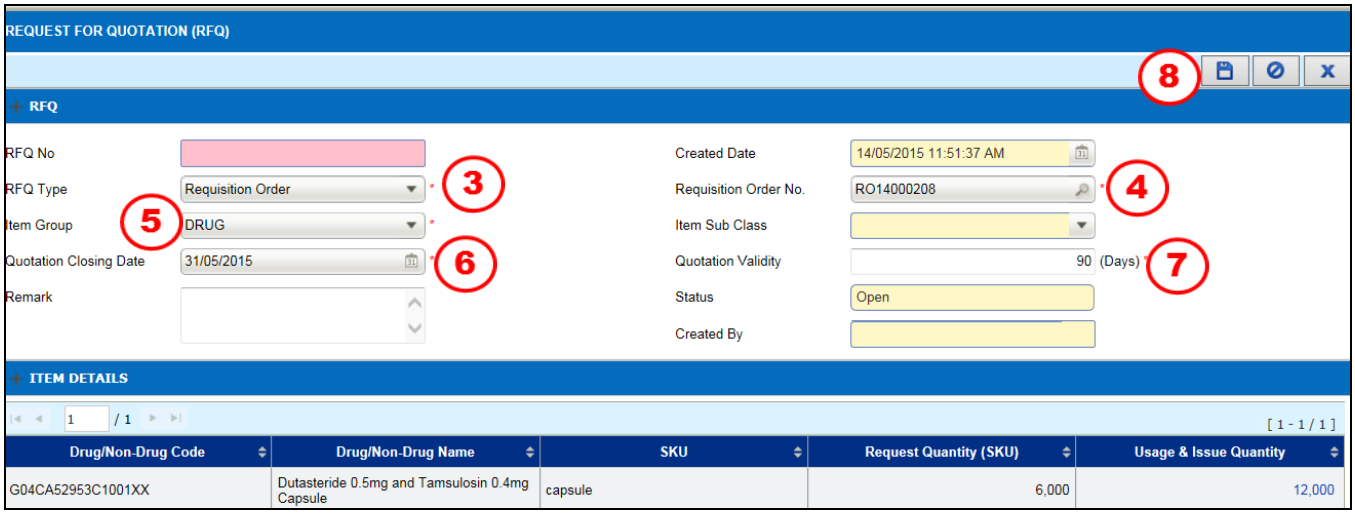


Figure 3.4-2 Approved Special Drug

STEP 3
Select RFQ Type: ***Requisition Order***

STEP 4
Select ***Requisition Order No***

Note
Once Requisition Order No selected, system will display Item Details as shown in Figure 3.4-2

STEP 5
Select ***Item Group***

STEP 6
Select ***Quotation Closing Date***

Note
Date must be forward than current date

STEP 7
Enter ***Quotation Validity in days***

STEP 8
Click on the button to save the record

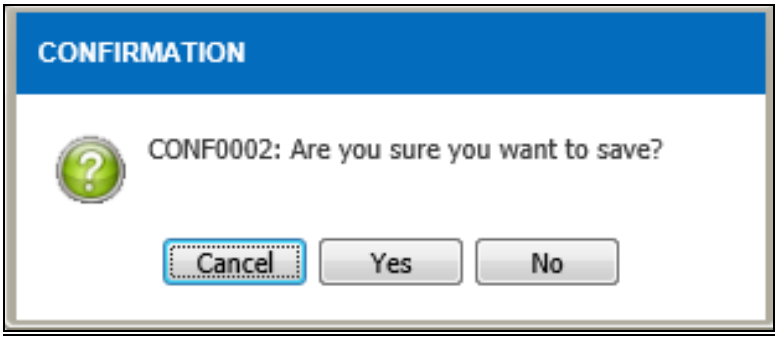


Figure 3.4-3 Alert Messages

Note

- *If click on the* Yes *button, record will be save*
- *If click on the* No *button, record will not proceed and no modify vote code will not appear in Item Details*

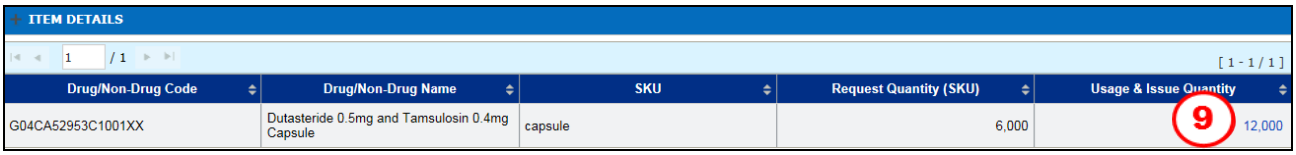


Figure 3.4-4 Item Details

STEP 9

Click on the "***number***" hyperlink to view Usage & Issue Qty. This is only viewing purpose as shown in Figure 3.4-4

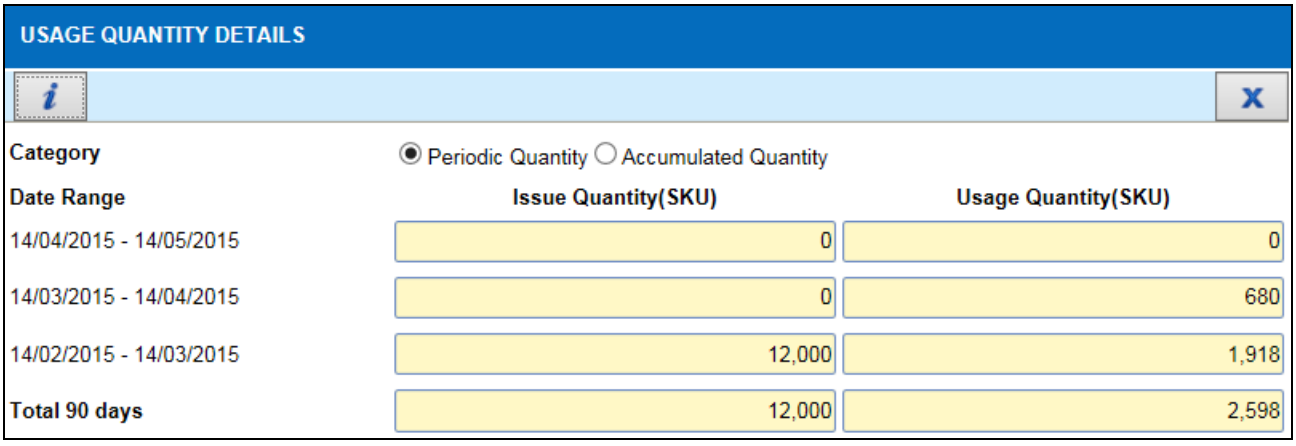


Figure 3.4-5 Usage Quantity Details

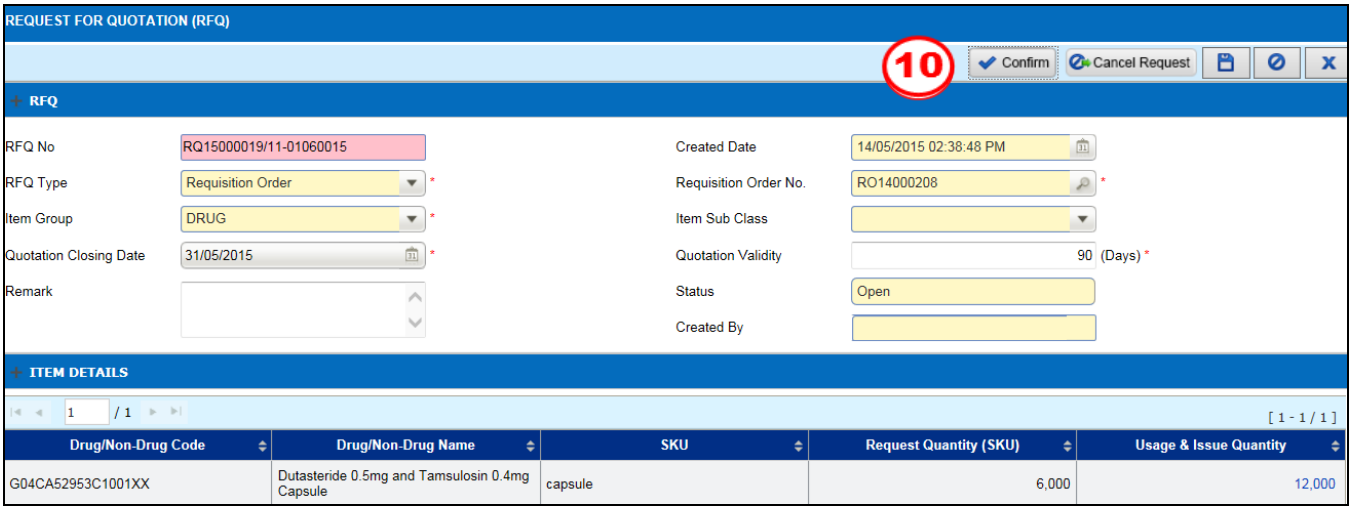


Figure 3.4-6 RFQ Confirm

STEP 10

Click on the Confirm button generate *'Lampiran Q'*

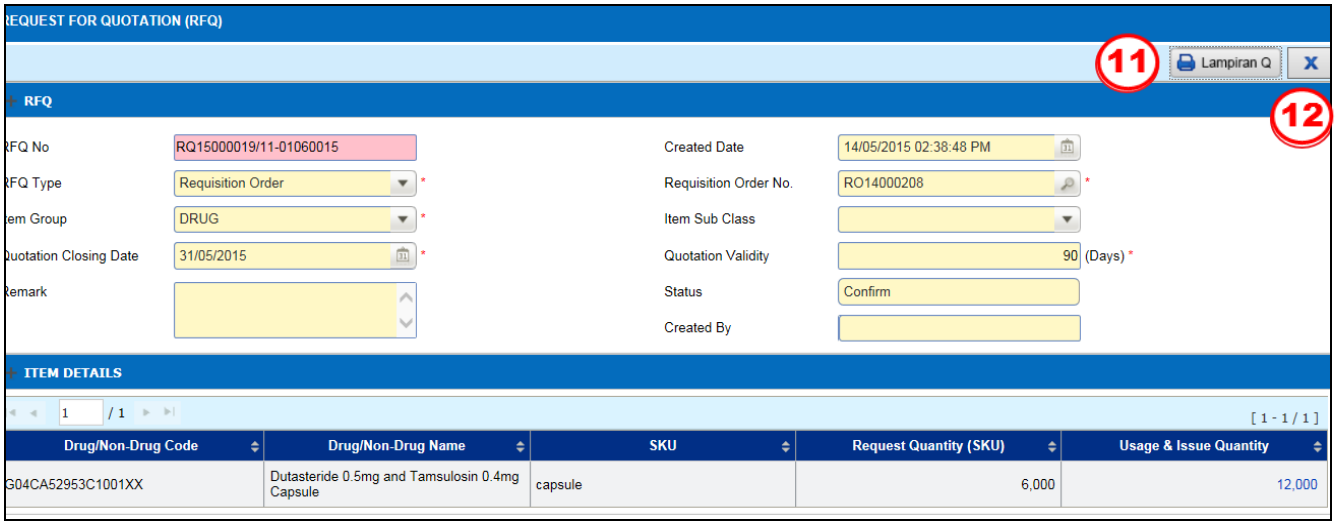


Figure 3.4-7 Lampiran Q

STEP 11

Click on the Lampiran Q to generate quotation

Note

After save the transaction, 'Lampiran Q' button will appear to allow user generate quotation form (refer Figure 3.2-7).

STEP 12

Click X button to close the record

Note

- *Quotation form will appear and send to the selected supplier (refer Figure 3.4-10 and Figure 3.4-11). RFQ No given after save the transaction.*

3.5 New Request For Quotation: Supplementary Order (Others)

To create a new Request for Quotation (RFQ) with the Request Type = Supplementary Order, perform the steps below:

To procure any LP Item (Drug/Non Drug) where the Estimated Annual Purchase Amount (RM) for the Drug/Non Drug is > RM 50,000 and < RM500,000, user has to proceed with RFQ transaction.

Even if the Drug/Non Drug's Estimated Annual Purchase Amount (RM) for the Drug/Non Drug is less than RM 50,000, user is also allowed to procure via RFQ transaction.

The Drug/Non Drug is added manually into the RFQ transaction. The data is pulled from the Item/Product Buffer Level for both Drug and Non Drug.

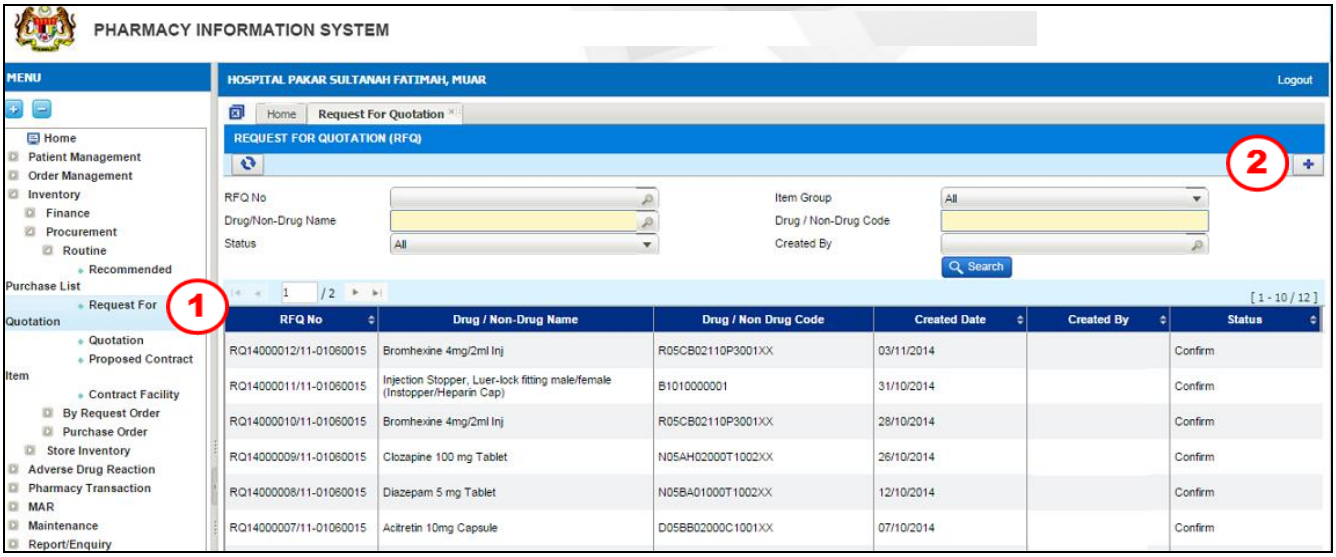


Figure 3.5-1 Request For Quotation (RFQ)

STEP 1

Click on the Inventory menu followed by Procurement and Routine, and select Request For Quotation (RFQ)

STEP 2

Click on the button and the Recommended Purchase List will be displayed as shown in Figure 3.5-2

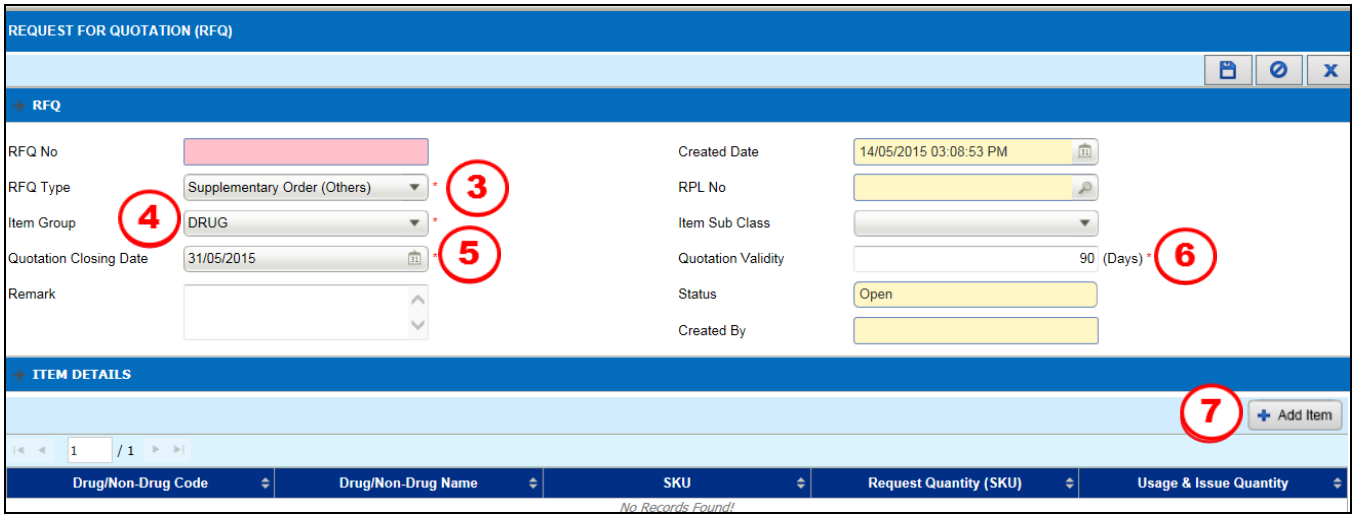


Figure 3.5-2 Supplementary Order(Others)

STEP 3
Select RFQ Type: ***Supplementary Order*** (Others)

STEP 4
Select ***Item Group***

STEP 5
Select ***Quotation Closing Date***

Note
Date must be forward than current date

STEP 6
Enter ***Quotation Validity in days***.

STEP 7
Click Add Item button to add drug

Note

The purpose of this screen is to allow user add item (drug/non drug) based from transaction selected: RPL

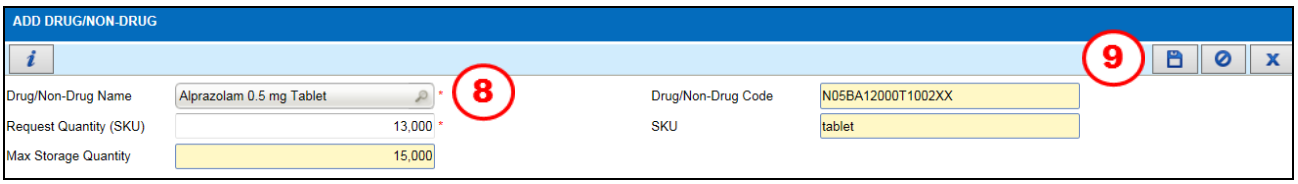


Figure 3.5-3 Add Drug/Non-Drug

STEP 8
Select ***Drug/Non Drug Name***

Note

- *Drug/Non Drug Code automatic display if user select Drug/Non Drug Name.*
- *SKU: Store Keeping Unit.*
- *Request Qty are automatically have value if user select Drug/Non Drug Name*
- *Max Storage Qty is auto pull based on the Product Buffer Level Master.*

STEP 9

Click on the button to save the record

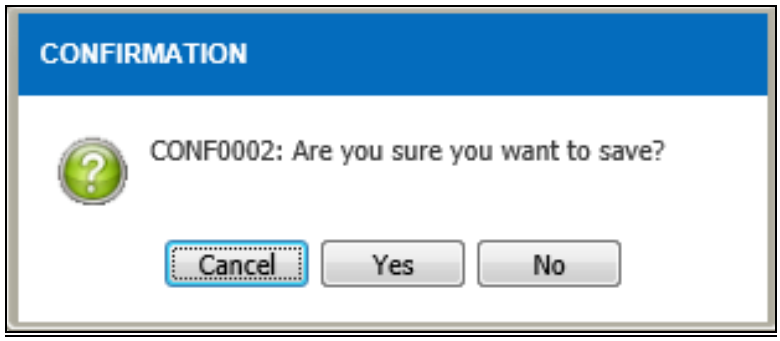


Figure 3.5-4 Alert Messages

Note

- *If click on the* Yes *button, record will be save and appear in Item Details*
- *If click on the* No *button, record will not proceed and no modify vote code will not appear in Item Details*

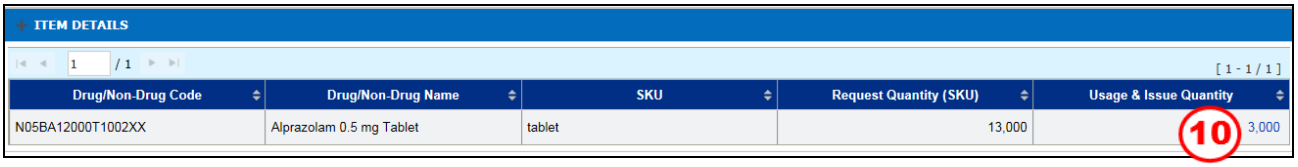


Figure 3.5-5 Item Details

STEP 10

Click on the "***number***" hyperlink to view Usage & Issue Qty. This is only viewing purpose as shown in Figure 3.5-5

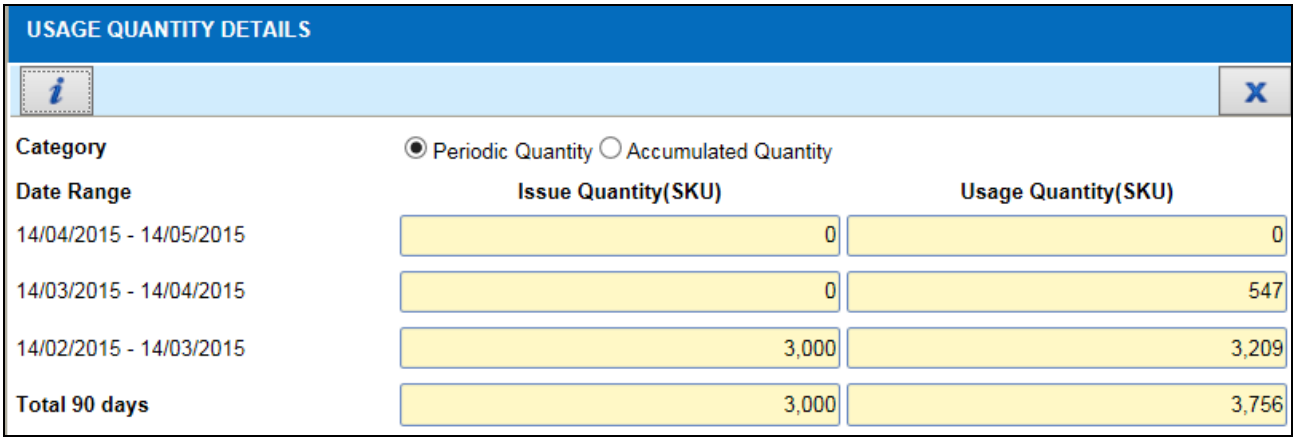


Figure 3.5-6 Usage Quantity Details

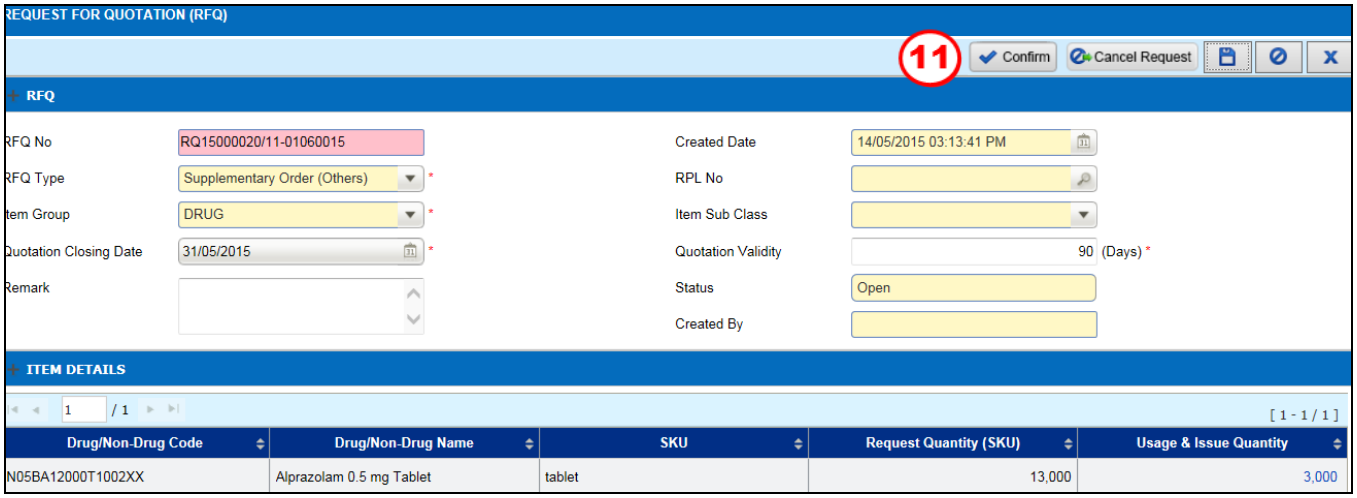


Figure 3.5-7 RFQ Confirm

STEP 11

Click on the Confirm button generate *'Lampiran Q'*

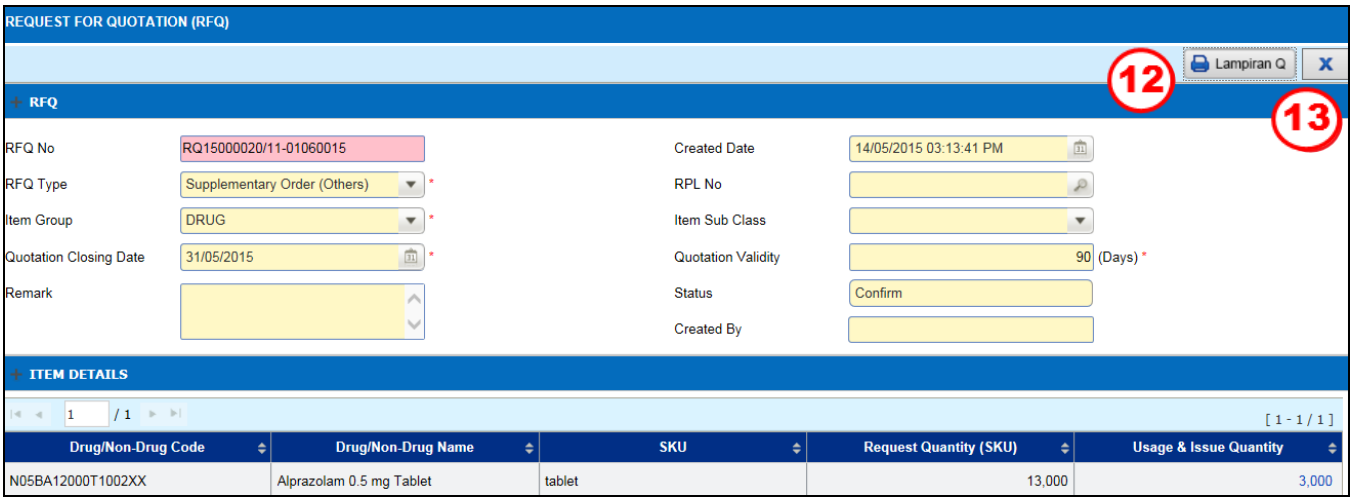


Figure 3.5-8 Lampiran Q

STEP 12

Click on the Lampiran Q to generate quotation

Note

After save the transaction, 'Lampiran Q' button will appear to allow user generate quotation form.

STEP 13

Click button to save the record

Note

- *Quotation form will appear and send to the selected supplier.*
- *RFQ No given after save the transaction*

4.0 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
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
DICE	Drug Information Consumer Education
RPL	Recommended Purchase List
RFQ	Request for Quotation
LP	Local Purchase

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