



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

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

| | |
|--------------------|---------------------------------------|
| Version | : 6th Edition |
| Document ID | : U.MANUAL_INV_PROCUREMENT_RFQ |



PhIS & CPS Project
User Manual – Procurement Standard
(Request For Quotation)



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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

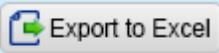
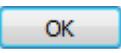
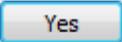
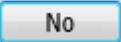
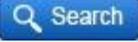
1.3 Organized Sections

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 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 | * | Mandatory Field |
|  | Edit Record |  | Empty Text Box |
|  | 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

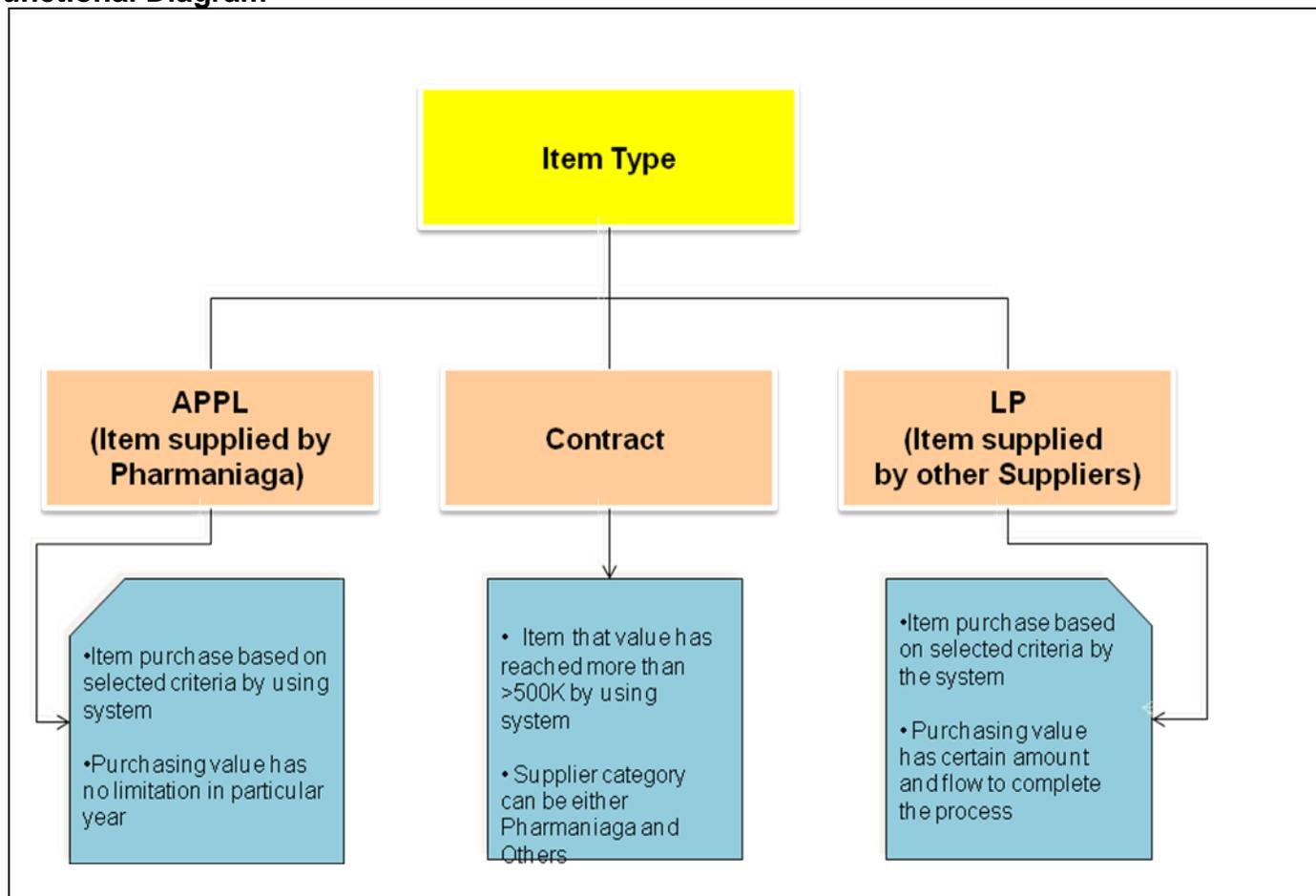


Figure 3.0-1

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

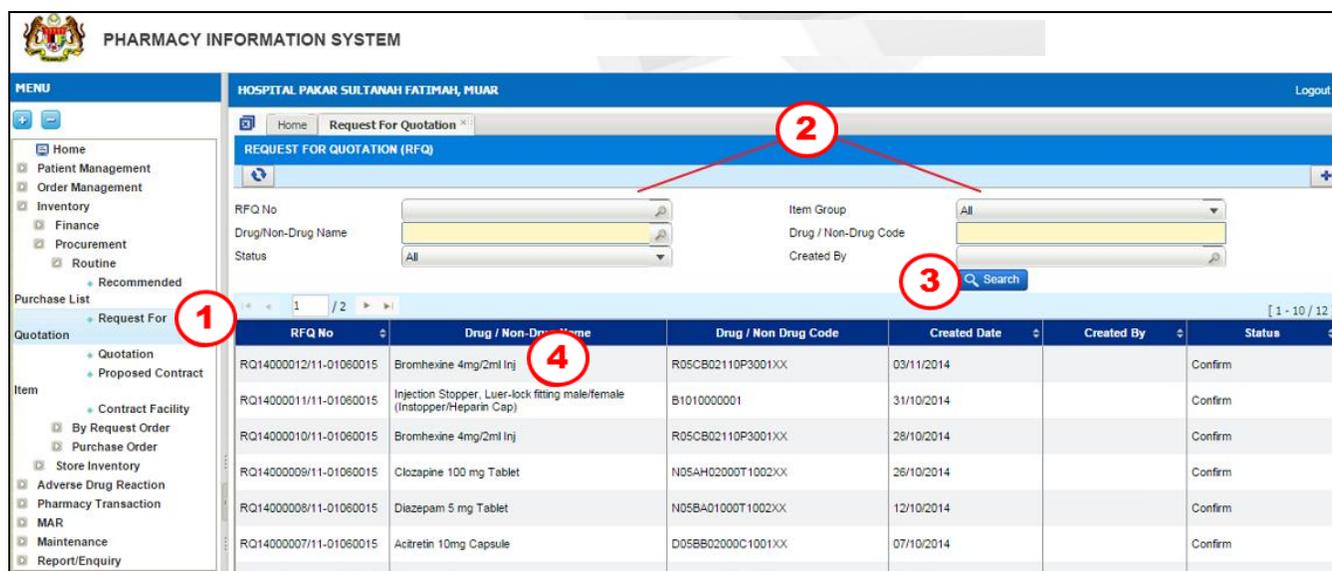
To search Request For Quotation (RFQ) record, perform the steps below

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.



| RFQ No | Drug / Non-Drug Name | Drug / Non Drug Code | Created Date | Created By | Status |
|------------------------|--|----------------------|--------------|------------|---------|
| RQ14000012/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 03/11/2014 | | Confirm |
| RQ14000011/11-01060015 | Injection Stopper, Luer-lock fitting male/female (Instopper/Heparin Cap) | B1010000001 | 31/10/2014 | | Confirm |
| RQ14000010/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 28/10/2014 | | Confirm |
| RQ14000009/11-01060015 | Clozapine 100 mg Tablet | N05AH02000T1002XX | 26/10/2014 | | Confirm |
| RQ14000008/11-01060015 | Diazepam 5 mg Tablet | N05BA01000T1002XX | 12/10/2014 | | Confirm |
| RQ14000007/11-01060015 | Acitretin 10mg Capsule | D05BB02000C1001XX | 07/10/2014 | | Confirm |

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:

- RFQ No
- Item Group
- Drug/ Non Drug Name
- Drug/ Non Drug Code
- Status
 - Cancelled
 - Confirm
 - Open
 - All
- Created By

STEP 3

Click on the  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

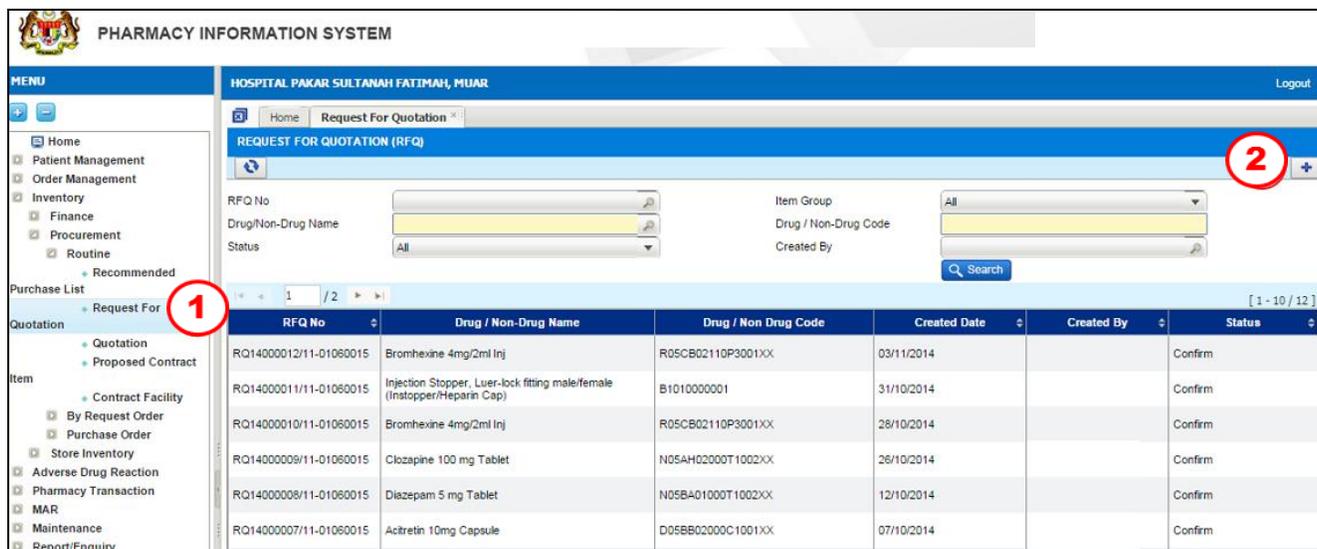
Note

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



| RFQ No | Drug / Non-Drug Name | Drug / Non Drug Code | Created Date | Created By | Status |
|-----------------------|--|----------------------|--------------|------------|---------|
| RQ1400012/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 03/11/2014 | | Confirm |
| RQ1400011/11-01060015 | Injection Stopper, Luer-lock fitting male/female (Instopper/Heparin Cap) | B1010000001 | 31/10/2014 | | Confirm |
| RQ1400010/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 28/10/2014 | | Confirm |
| RQ1400009/11-01060015 | Clozapine 100 mg Tablet | N05AH02000T1002XX | 26/10/2014 | | Confirm |
| RQ1400008/11-01060015 | Diazepam 5 mg Tablet | N05BA01000T1002XX | 12/10/2014 | | Confirm |
| RQ1400007/11-01060015 | Acitretin 10mg Capsule | D05BB02000C1001XX | 07/10/2014 | | Confirm |

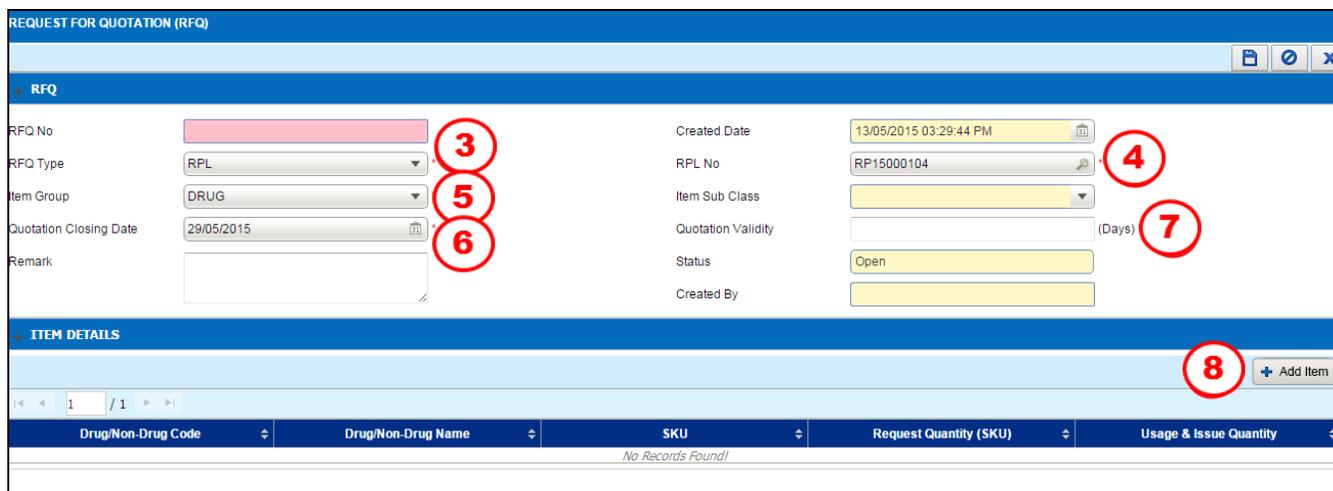
Figure 3.2-1 Request For Quotation (RFQ)

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



| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------|-----|------------------------|------------------------|
| No Records Found! | | | | |

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  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

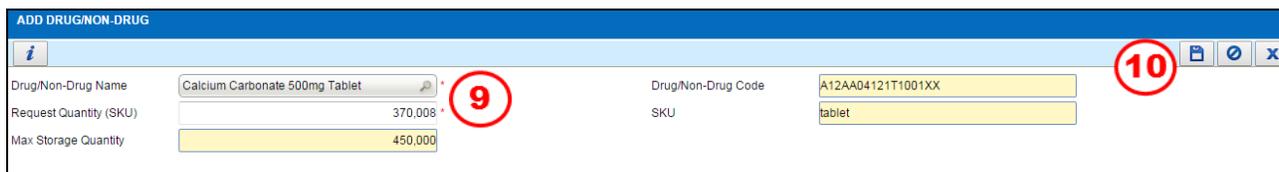


Figure 3.2-3 Add Drug/Non-Drug

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

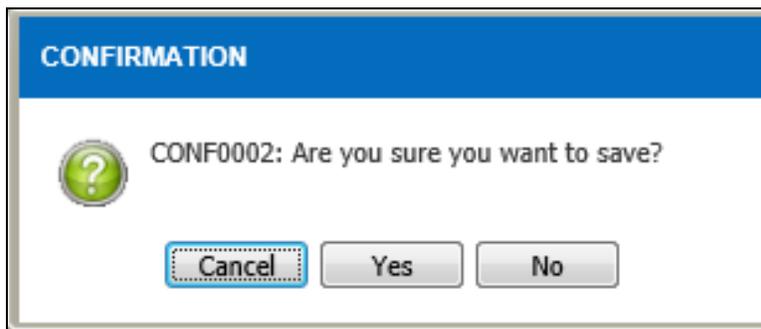


Figure 3.2-4 Alert Messages

Note

- If click on the button, record will be save and appear in Item Details
- If click on the button, record will not proceed and modify vote code will not appear in Item Details

| ITEM DETAILS | | | | |
|--------------------|--------------------------------|--------|------------------------|----------------------------|
| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
| A12AA04121T1001XX | Calcium Carbonate 500mg Tablet | tablet | 370,008 | 11 166,000 |

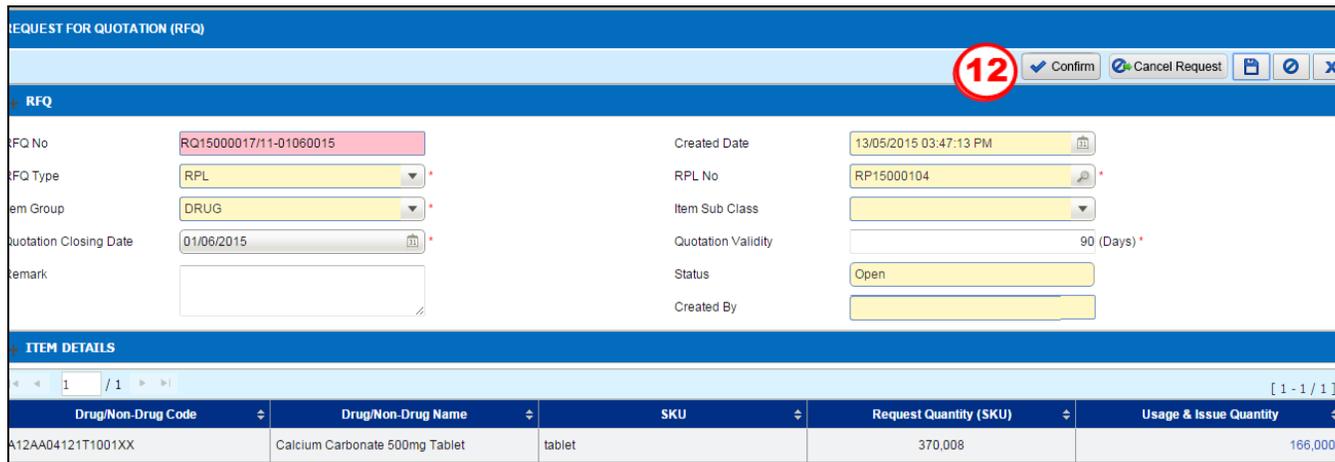
Figure 3.2-5 Item Details

STEP 11

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

| USAGE QUANTITY DETAILS | | |
|---|---------------------|---------------------|
| <input checked="" type="radio"/> Periodic Quantity <input type="radio"/> Accumulated Quantity | | |
| Date Range | Issue Quantity(SKU) | Usage Quantity(SKU) |
| 13/04/2015 - 13/05/2015 | 0 | 0 |
| 13/03/2015 - 13/04/2015 | 0 | 4,903 |
| 13/02/2015 - 13/03/2015 | 166,000 | 21,410 |
| Total 90 days | 166,000 | 26,313 |

Figure 3.2-6 Usage Quantity Details

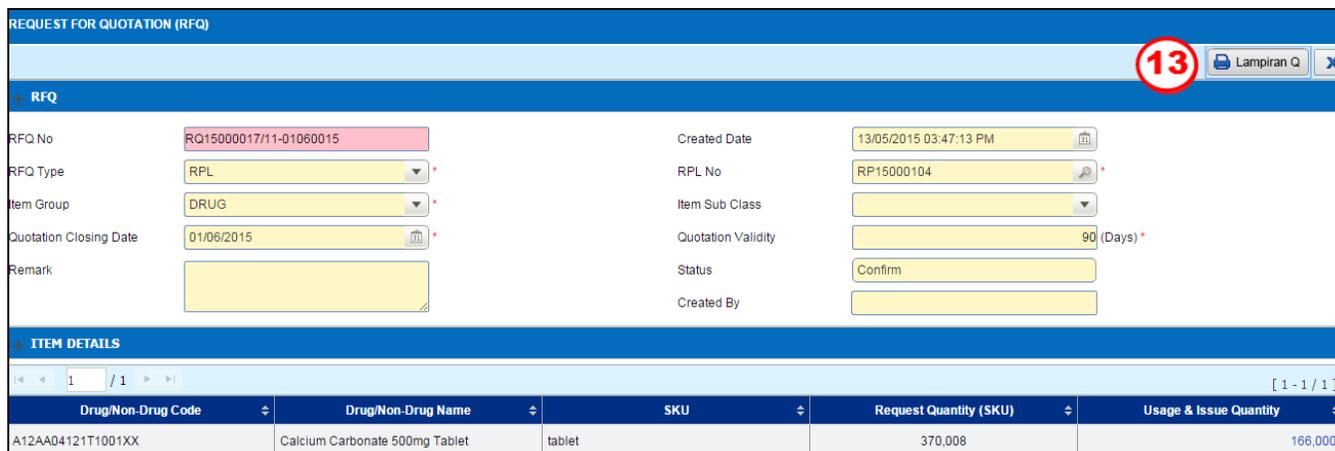


| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------------------|--------|------------------------|------------------------|
| A12AA04121T1001XX | Calcium Carbonate 500mg Tablet | tablet | 370,008 | 166,000 |

Figure 3.2-7 RFQ Confirm

STEP 12

Click on the  button generate 'Lampiran Q'



| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------------------|--------|------------------------|------------------------|
| A12AA04121T1001XX | Calcium Carbonate 500mg Tablet | tablet | 370,008 | 166,000 |

Figure 3.2-8 Lampiran Q

STEP 13

Click on the  to generate quotation

Note

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

REQUEST FOR QUOTATION (RFQ)

Lampiran Q X

RFQ

RFQ No: RQ1500017/11-01060015
Created Date: 13/05/2015 03:47:13 PM
RFQ Type: RPL
RPL No: RP15000104
Item Group: DRUG
Item Sub Class:
Quotation Closing Date: 01/06/2015
Quotation Validity: 90 (Days)
Remark:
Status: Confirm
Created By:

ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------------------|--------|------------------------|------------------------|
| A12AA04121T1001XX | Calcium Carbonate 500mg Tablet | tablet | 370,008 | 166,000 |

14

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.



PhIS & CPS Project
User Manual – Procurement Standard
(Request For Quotation)



(KEW-284.PIN/284) **KERAJAAN MALAYSIA** **LAMPIRAN Q**
(ARAHAN PERBENDAHARAAN 170) Bila menjawab, sila nyatakan nombor ini
NEGERI JOHOR

NO SIRI :

| |
|------------------------|
| No. Pelawaan : |
| RO15000017/11-01060015 |

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: _____
Kod Bidang Pendaftaran yang relevan dengan pembelian ini 050201.050202/050203/0502099 No. Telefon : 069521912
No. Fax : 069521922

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 Arahkan pengiriman : seperti alamat diatas
- 1.4 Sebut harga hendaklah dimasukkan ke dalam suatu sampul bermeteri dan bertanda " No. Sebut Harga " RO15000017/11-01060015
- 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 sah laku sebutharga hendaklah sekurang-kurangnya 90 hari selepas tarikh ditutup.

Tandatangan : _____
Nama Pegawai : _____
Jawatan : _____

Tarikh: 13/05/2015

| Untuk diisi oleh Jabatan | | | | Untuk diisi oleh Penyebutharga | |
|---|---|-------------|-------------------|--------------------------------|------------|
| Bil. | Perihal bekalan/perkhidmatan dan syarat-syarat Khas | Unit Ukuran | Kuantiti/Keleapan | Kadar (RM) | Harga (RM) |
| 1 | A12AA04121T1001XX Calcium Carbonate 500mg Tablet | tablet | 370,008 | | |
| <i>Sila cop dan tandatangi Lampiran Q ini dan kembalikan bersama sama tawaran tuan.</i> <i>Sila sertakan salinan siji Pendaftaran dengan Kementerian Kewangan yang sah semasa.</i> | | | | 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 belakng 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 selak 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 ditimbang 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 bertalian 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 mengenal 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 disiarkan 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 diertikan 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 bertalian 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 perniagaan atau nombor katalog dan negeri tempat asal barang itu, jika berkenaan, hendaklah ditunjukkan.

BARANG DIPESAN DARI LUAR MALAYSIA

15. CUKAI

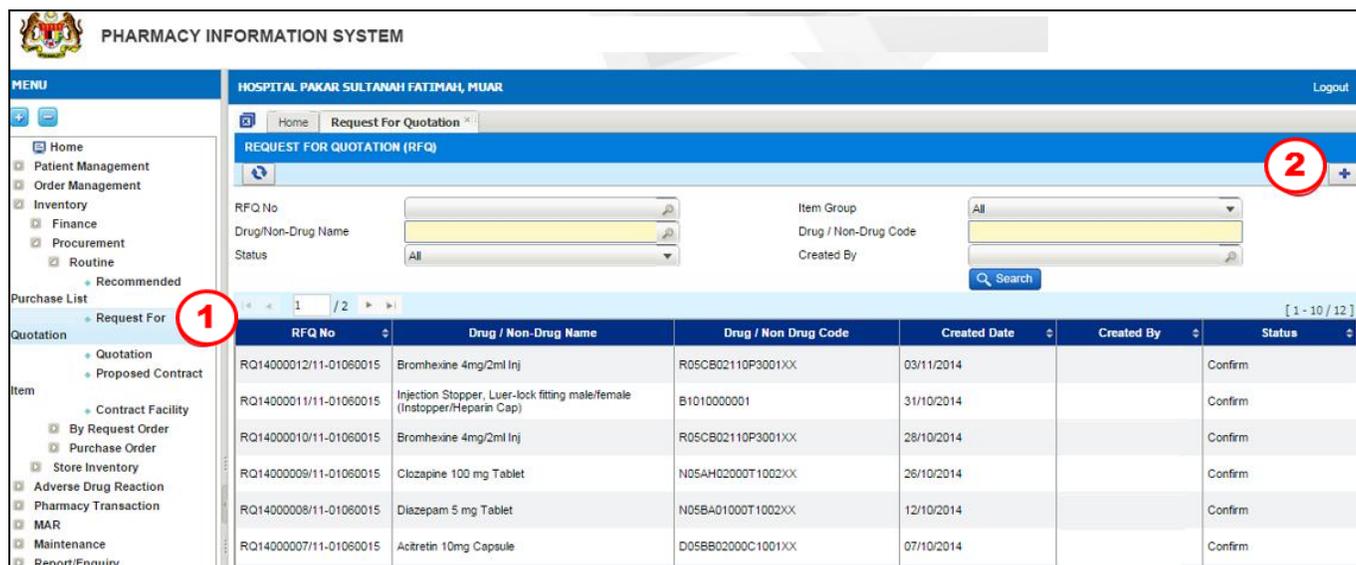
Harga tawaran hendaklah diertikan sebagai termasuk semua cukai dan unsur-unsur cukai adalah dikehendaki ditunjukkan berasingan.

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.



| RFQ No | Drug / Non-Drug Name | Drug / Non Drug Code | Created Date | Created By | Status |
|------------------------|--|----------------------|--------------|------------|---------|
| RQ14000012/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 03/11/2014 | | Confirm |
| RQ14000011/11-01060015 | Injection Stopper, Luer-lock fitting male/female (Instopper/Heparin Cap) | B1010000001 | 31/10/2014 | | Confirm |
| RQ14000010/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 28/10/2014 | | Confirm |
| RQ14000009/11-01060015 | Clozapine 100 mg Tablet | N05AH02000T1002XX | 26/10/2014 | | Confirm |
| RQ14000008/11-01060015 | Diazepam 5 mg Tablet | N05BA01000T1002XX | 12/10/2014 | | Confirm |
| RQ14000007/11-01060015 | Acitretin 10mg Capsule | D05BB02000C1001XX | 07/10/2014 | | Confirm |

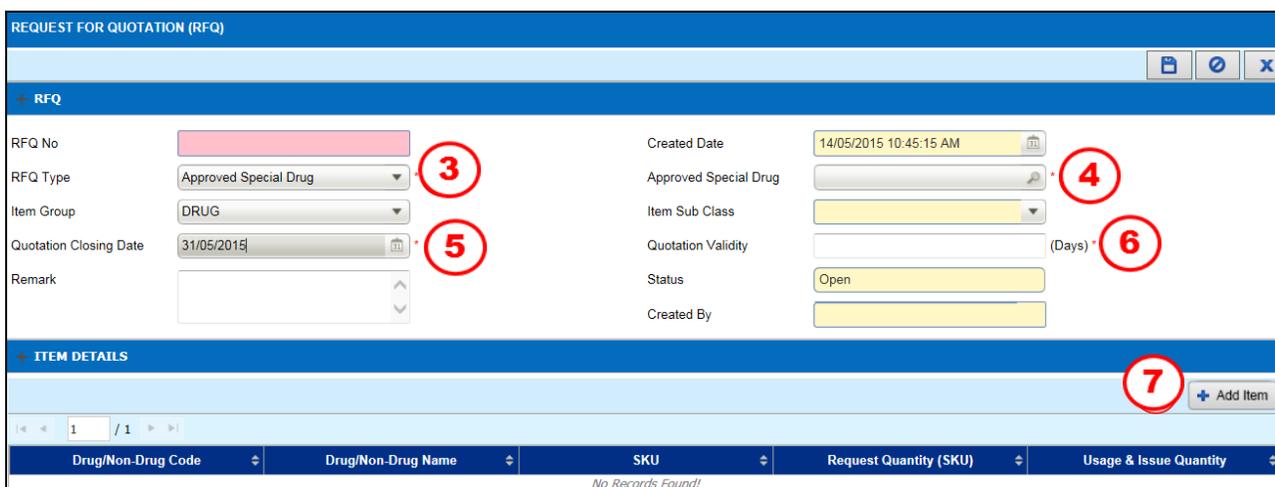
Figure 3.3-1 Request For Quotation (RFQ)

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



| | | | |
|------------------------|-----------------------|-----------------------|------------------------|
| RFQ No | | Created Date | 14/05/2015 10:45:15 AM |
| RFQ Type | Approved Special Drug | Approved Special Drug | |
| Item Group | DRUG | Item Sub Class | |
| Quotation Closing Date | 31/05/2015 | Quotation Validity | (Days) |
| Remark | | Status | Open |
| | | Created By | |

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

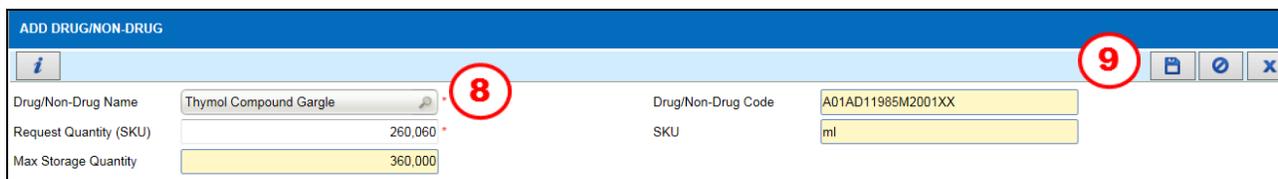


Figure 3.3-3 Add Drug/Non-Drug

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

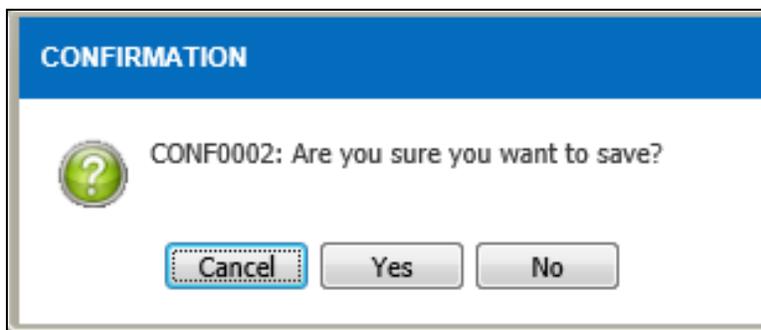


Figure 3.3-4 Alert Messages

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

| ITEM DETAILS | | | | |
|--------------------|------------------------|-----|------------------------|------------------------|
| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
| A01AD11985M2001XX | Thymol Compound Gargle | ml | 260,060 | 61,610 |

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

| USAGE QUANTITY DETAILS | | |
|-------------------------|---------------------|---------------------|
| Category | Issue Quantity(SKU) | Usage Quantity(SKU) |
| 14/04/2015 - 14/05/2015 | 50 | 0 |
| 14/03/2015 - 14/04/2015 | 660 | 2,041 |
| 14/02/2015 - 14/03/2015 | 60,900 | 7,645 |
| Total 90 days | 61,610 | 9,686 |

Figure 3.3-6 Usage Quantity Details

REQUEST FOR QUOTATION (RFQ)

11

+ RFQ

RFQ No: RQ15000018/11-01060015
 RFQ Type: Approved Special Drug
 Item Group: DRUG
 Quotation Closing Date: 31/05/2015
 Remark:

Created Date: 14/05/2015 11:08:47 AM
 RPL No: RP15000104
 Item Sub Class:
 Quotation Validity: 90 (Days)
 Status: Open
 Created By:

+ ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|------------------------|-----|------------------------|------------------------|
| A01AD11985M2001XX | Thymol Compound Gargle | ml | 260,060 | 61,610 |

Figure 3.3-7 RFQ Confirm

STEP 11

Click on the button generate 'Lampiran Q'

REQUEST FOR QUOTATION (RFQ)

12

+ RFQ

RFQ No: RQ15000018/11-01060015
 RFQ Type: Approved Special Drug
 Item Group: DRUG
 Quotation Closing Date: 31/05/2015
 Remark:

Created Date: 14/05/2015 11:08:47 AM
 RPL No: RP15000104
 Item Sub Class:
 Quotation Validity: 90 (Days)
 Status: Confirm
 Created By:

+ ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|------------------------|-----|------------------------|------------------------|
| A01AD11985M2001XX | Thymol Compound Gargle | ml | 260,060 | 61,610 |

Figure 3.3-8 Lampiran Q

STEP 12

Click on the to generate quotation

Note

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

REQUEST FOR QUOTATION (RFQ)

Lampiran Q X

RFQ 13

| | | | |
|------------------------|------------------------|--------------------|------------------------|
| RFQ No | RQ15000018/11-01060015 | Created Date | 14/05/2015 11:08:47 AM |
| RFQ Type | Approved Special Drug | RPL No | RP15000104 |
| Item Group | DRUG | Item Sub Class | |
| Quotation Closing Date | 31/05/2015 | Quotation Validity | 90 (Days) |
| Remark | | Status | Confirm |
| | | Created By | |

ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|------------------------|-----|------------------------|------------------------|
| A01AD11985M2001XX | Thymol Compound Gargle | ml | 260,060 | 61,610 |

Figure 3.3-9 Request For Quotation

STEP 13

Click  button to save the record

Note

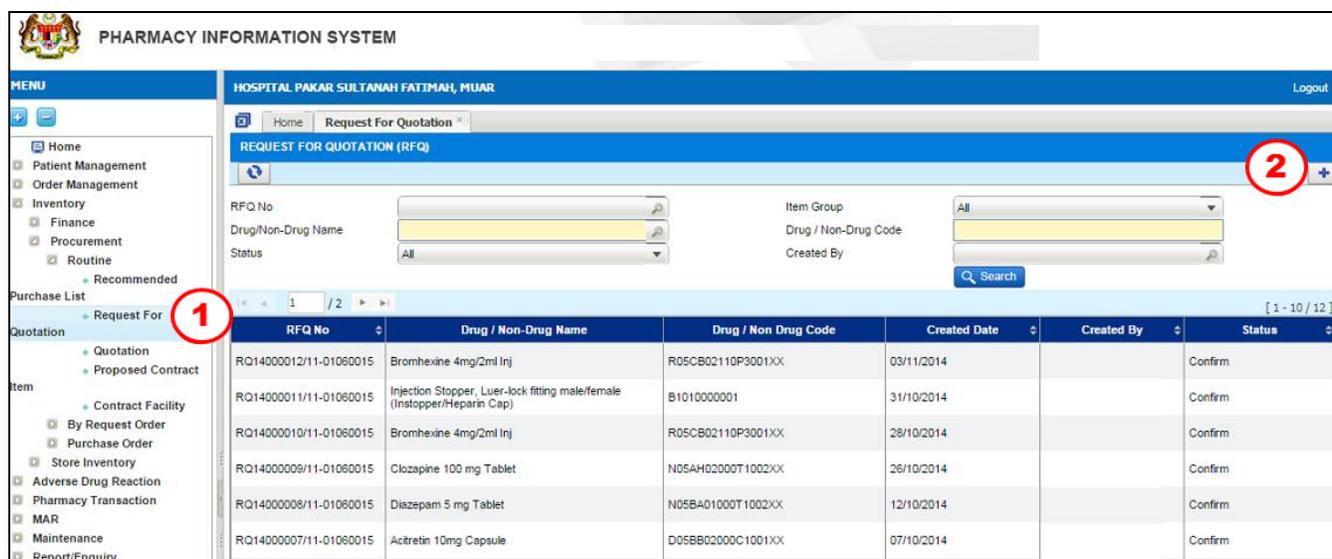
- Quotation form will appear and send to the selected supplier.
- RFQ No generated once transaction is saved.

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.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home | Request For Quotation

REQUEST FOR QUOTATION (RFQ)

RFQ No: [] Item Group: All
 Drug/Non-Drug Name: [] Drug / Non-Drug Code: []
 Status: All Created By: []

[Search]

| RFQ No | Drug / Non-Drug Name | Drug / Non Drug Code | Created Date | Created By | Status |
|------------------------|--|----------------------|--------------|------------|---------|
| RQ14000012/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 03/11/2014 | | Confirm |
| RQ14000011/11-01060015 | Injection Stopper, Luer-lock fitting male/female (Instopper/Heparin Cap) | B1010000001 | 31/10/2014 | | Confirm |
| RQ14000010/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 28/10/2014 | | Confirm |
| RQ14000009/11-01060015 | Clozapine 100 mg Tablet | N05AH02000T1002XX | 26/10/2014 | | Confirm |
| RQ14000008/11-01060015 | Diazepam 5 mg Tablet | N05BA01000T1002XX | 12/10/2014 | | Confirm |
| RQ14000007/11-01060015 | Acitretin 10mg Capsule | D05BB02000C1001XX | 07/10/2014 | | Confirm |

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

REQUEST FOR QUOTATION (RFQ)

RFQ

RFQ No: [Redacted] Created Date: 14/05/2015 11:51:37 AM

RFQ Type: Requisition Order (3) Requisition Order No.: RO14000208 (4)

Item Group: DRUG (5) Item Sub Class: [Redacted]

Quotation Closing Date: 31/05/2015 (6) Quotation Validity: 90 (Days) (7)

Remark: [Redacted] Status: Open

Created By: [Redacted]

ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--|---------|------------------------|------------------------|
| G04CA52953C1001XX | Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule | capsule | 6,000 | 12,000 |

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

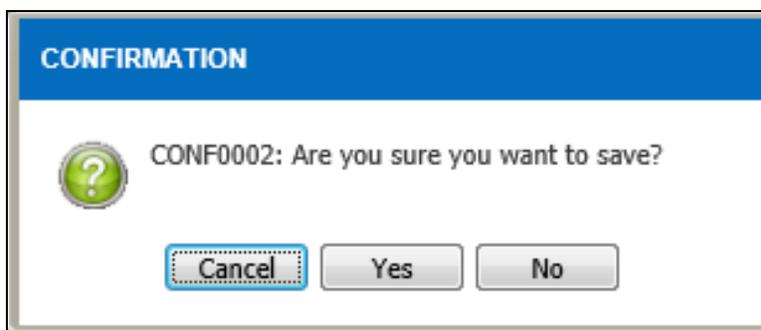


Figure 3.4-3 Alert Messages

Note

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

| ITEM DETAILS | | | | |
|--------------------|--|---------|------------------------|--------------------------|
| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
| G04CA52953C1001XX | Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule | capsule | 6,000 | 9 12,000 |

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

| USAGE QUANTITY DETAILS | | |
|-------------------------|---------------------|---------------------|
| Category | Issue Quantity(SKU) | Usage Quantity(SKU) |
| 14/04/2015 - 14/05/2015 | 0 | 0 |
| 14/03/2015 - 14/04/2015 | 0 | 680 |
| 14/02/2015 - 14/03/2015 | 12,000 | 1,918 |
| Total 90 days | 12,000 | 2,598 |

Figure 3.4-5 Usage Quantity Details

REQUEST FOR QUOTATION (RFQ)

10

RFQ

RFQ No: RQ15000019/11-01060015
 RFQ Type: Requisition Order
 Item Group: DRUG
 Quotation Closing Date: 31/05/2015
 Remark:

Created Date: 14/05/2015 02:38:48 PM
 Requisition Order No.: RO14000208
 Item Sub Class:
 Quotation Validity: 90 (Days)
 Status: Open
 Created By:

ITEM DETAILS

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--|---------|------------------------|------------------------|
| G04CA52953C1001XX | Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule | capsule | 6,000 | 12,000 |

Figure 3.4-6 RFQ Confirm

STEP 10

Click on the button generate 'Lampiran Q'

REQUEST FOR QUOTATION (RFQ)

11

RFQ

RFQ No: RQ15000019/11-01060015
 RFQ Type: Requisition Order
 Item Group: DRUG
 Quotation Closing Date: 31/05/2015
 Remark:

Created Date: 14/05/2015 02:38:48 PM
 Requisition Order No.: RO14000208
 Item Sub Class:
 Quotation Validity: 90 (Days)
 Status: Confirm
 Created By:

ITEM DETAILS

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--|---------|------------------------|------------------------|
| G04CA52953C1001XX | Dutasteride 0.5mg and Tamsulosin 0.4mg Capsule | capsule | 6,000 | 12,000 |

12

Figure 3.4-7 Lampiran Q

STEP 11

Click on the 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 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.

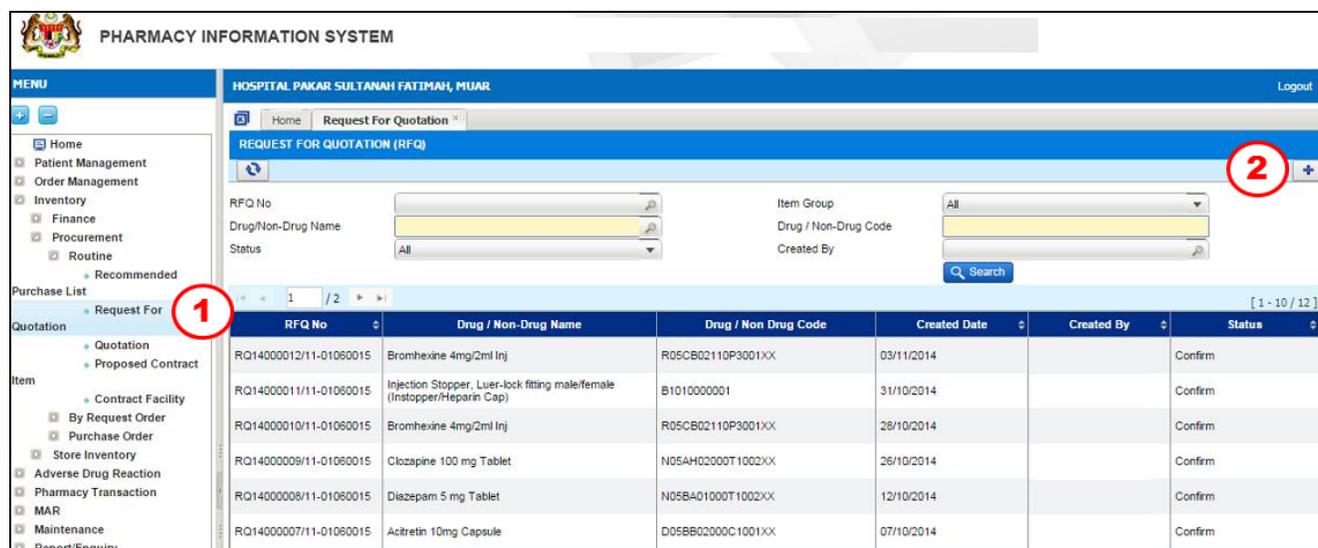
3.5 New Request For Quotation: Supplementary Order (Others)

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.



| RFQ No | Drug / Non-Drug Name | Drug / Non Drug Code | Created Date | Created By | Status |
|------------------------|--|----------------------|--------------|------------|---------|
| RO14000012/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 03/11/2014 | | Confirm |
| RO14000011/11-01060015 | Injection Stopper, Luer-lock fitting male/female (Instopper/Heparin Cap) | B1010000001 | 31/10/2014 | | Confirm |
| RO14000010/11-01060015 | Bromhexine 4mg/2ml Inj | R05CB02110P3001XX | 28/10/2014 | | Confirm |
| RO14000009/11-01060015 | Clozapine 100 mg Tablet | N05AH02000T1002XX | 26/10/2014 | | Confirm |
| RO14000008/11-01060015 | Diazepam 5 mg Tablet | N05BA01000T1002XX | 12/10/2014 | | Confirm |
| RO14000007/11-01060015 | Acitretin 10mg Capsule | D05BB02000C1001XX | 07/10/2014 | | Confirm |

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

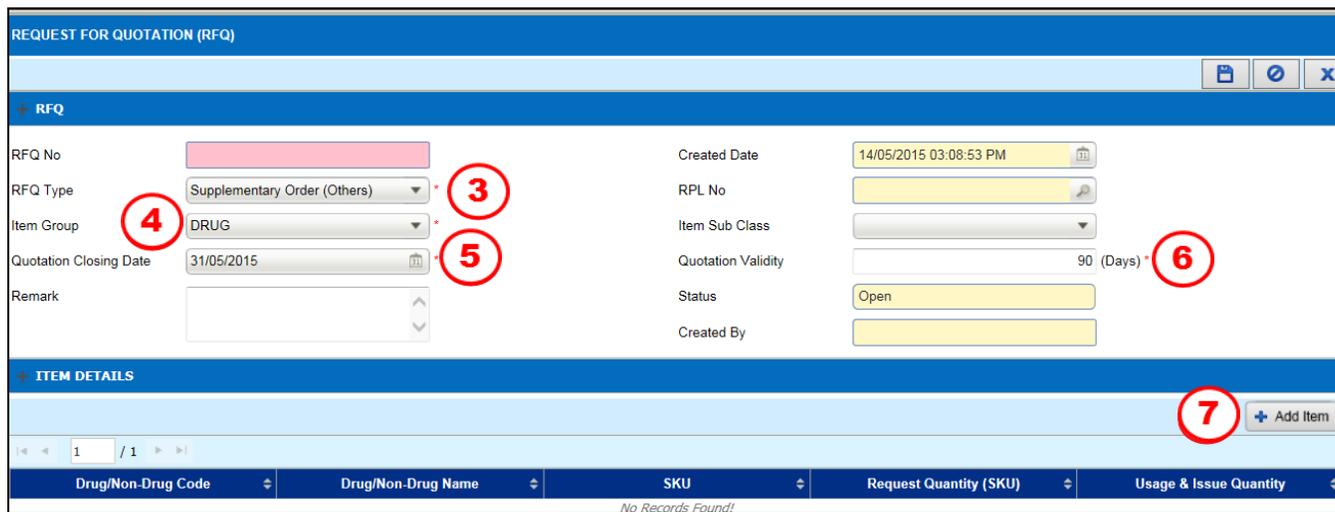


Figure 3.5-2 Supplementary Order(Others)

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

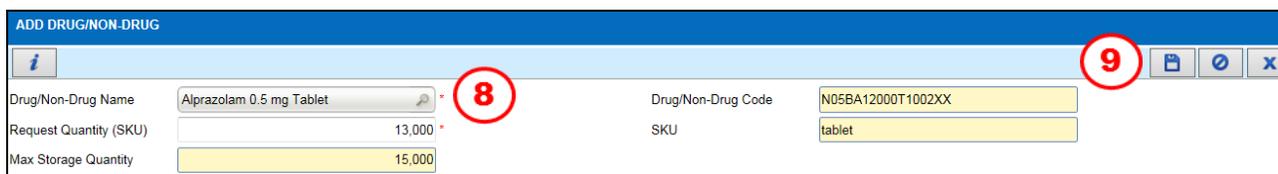


Figure 3.5-3 Add Drug/Non-Drug

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

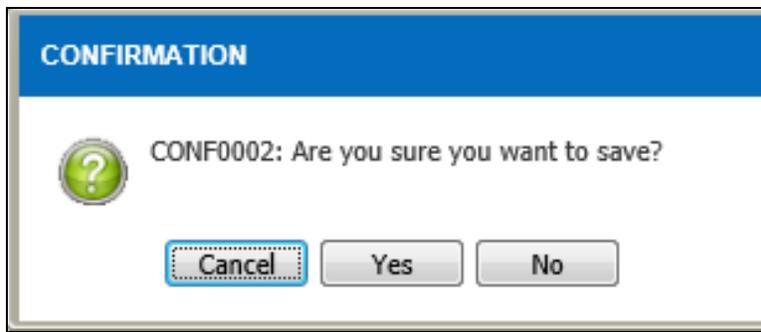


Figure 3.5-4 Alert Messages

Note

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

| ITEM DETAILS | | | | |
|--------------------|--------------------------|--------|------------------------|------------------------|
| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
| N05BA12000T1002XX | Alprazolam 0.5 mg Tablet | tablet | 13,000 | 10 3,000 |

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

| USAGE QUANTITY DETAILS | | |
|---|---------------------|---------------------|
| <input checked="" type="radio"/> Periodic Quantity <input type="radio"/> Accumulated Quantity | | |
| Date Range | Issue Quantity(SKU) | Usage Quantity(SKU) |
| 14/04/2015 - 14/05/2015 | 0 | 0 |
| 14/03/2015 - 14/04/2015 | 0 | 547 |
| 14/02/2015 - 14/03/2015 | 3,000 | 3,209 |
| Total 90 days | 3,000 | 3,756 |

Figure 3.5-6 Usage Quantity Details

REQUEST FOR QUOTATION (RFQ)

11

RFQ

RFQ No: RQ15000020/11-01060015
 RFQ Type: Supplementary Order (Others)
 Item Group: DRUG
 Quotation Closing Date: 31/05/2015
 Remark:

Created Date: 14/05/2015 03:13:41 PM
 RPL No:
 Item Sub Class:
 Quotation Validity: 90 (Days)
 Status: Open
 Created By:

ITEM DETAILS

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------------|--------|------------------------|------------------------|
| N05BA12000T1002XX | Alprazolam 0.5 mg Tablet | tablet | 13,000 | 3,000 |

Figure 3.5-7 RFQ Confirm

STEP 11

Click on the button generate 'Lampiran Q'

REQUEST FOR QUOTATION (RFQ)

12  X

RFQ

RFQ No: RQ15000020/11-01060015
 RFQ Type: Supplementary Order (Others) *
 Item Group: DRUG *
 Quotation Closing Date: 31/05/2015 *
 Remark:

Created Date: 14/05/2015 03:13:41 PM
 RPL No:
 Item Sub Class:
 Quotation Validity: 90 (Days) *
 Status: Confirm
 Created By:

13

ITEM DETAILS

1 / 1 [1 - 1 / 1]

| Drug/Non-Drug Code | Drug/Non-Drug Name | SKU | Request Quantity (SKU) | Usage & Issue Quantity |
|--------------------|--------------------------|--------|------------------------|------------------------|
| N05BA12000T1002XX | Alprazolam 0.5 mg Tablet | tablet | 13,000 | 3,000 |

Figure 3.5-8 Lampiran Q

STEP 12

Click on the  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

| <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 |