



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

User Manual Pharmacy Inventory Purchase Order Carry Forward

<p>Version : 12th Edition Document ID : U.MANUAL_INV_PURCHASE ORDER CARRY FORWARD</p>
--



PhIS & CPS Project
User Manual – Pharmacy Inventory
Purchase Order Carry Forward



© 2011-2021 Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only.

Reference ID : U.MANUAL_INV_PURCHASE ORDER CARRY FORWARD-12th E

Application Reference: PhIS & CPS v2.5.1



Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives.....	1
1.3	Organised Sections	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend	2
3.0	Purchase Order Carry Forward.....	4
	Overview	4
	User Group.....	4
	Functional Diagram	4
	Functional Description.....	4
3.1	Purchase Order Carry Forward (Facility).....	5
3.1.1	Purchase Order Carry Forward Listing Page	5
3.1.2	Create New Purchase Order Carry Forward.....	7
3.2	Purchase Order Carry Forward (PKD).....	13
3.2.1	Purchase Order Carry Forward Listing Page	13
3.2.2	Create New Purchase Order Carry Forward (PKD)	15
4.0	Acronyms	21
5.0	Links To Inventory Modules	21



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 (Purchase Order Carry Forward) 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 detail:

- Purchase Order Carry Forward

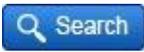
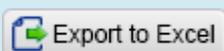
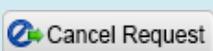
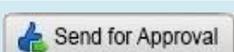
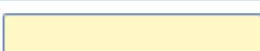
1.3 Organised Sections

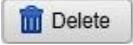
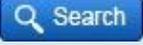
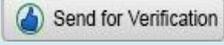
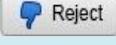
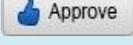
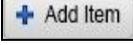
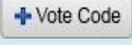
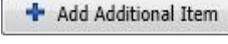
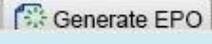
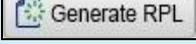
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Purchase Order Carry Forward
- Section 4 : Acronyms
- Section 5 : Links to Inventory Modules

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

Lampiran Q 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.

3.0 Purchase Order Carry Forward

Overview

Purchase order carry forward can be used to carry the LPO No which have been created in current to next year. Only LPO No which don't have payment record can be carry forward.

User Group

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

Functional Diagram

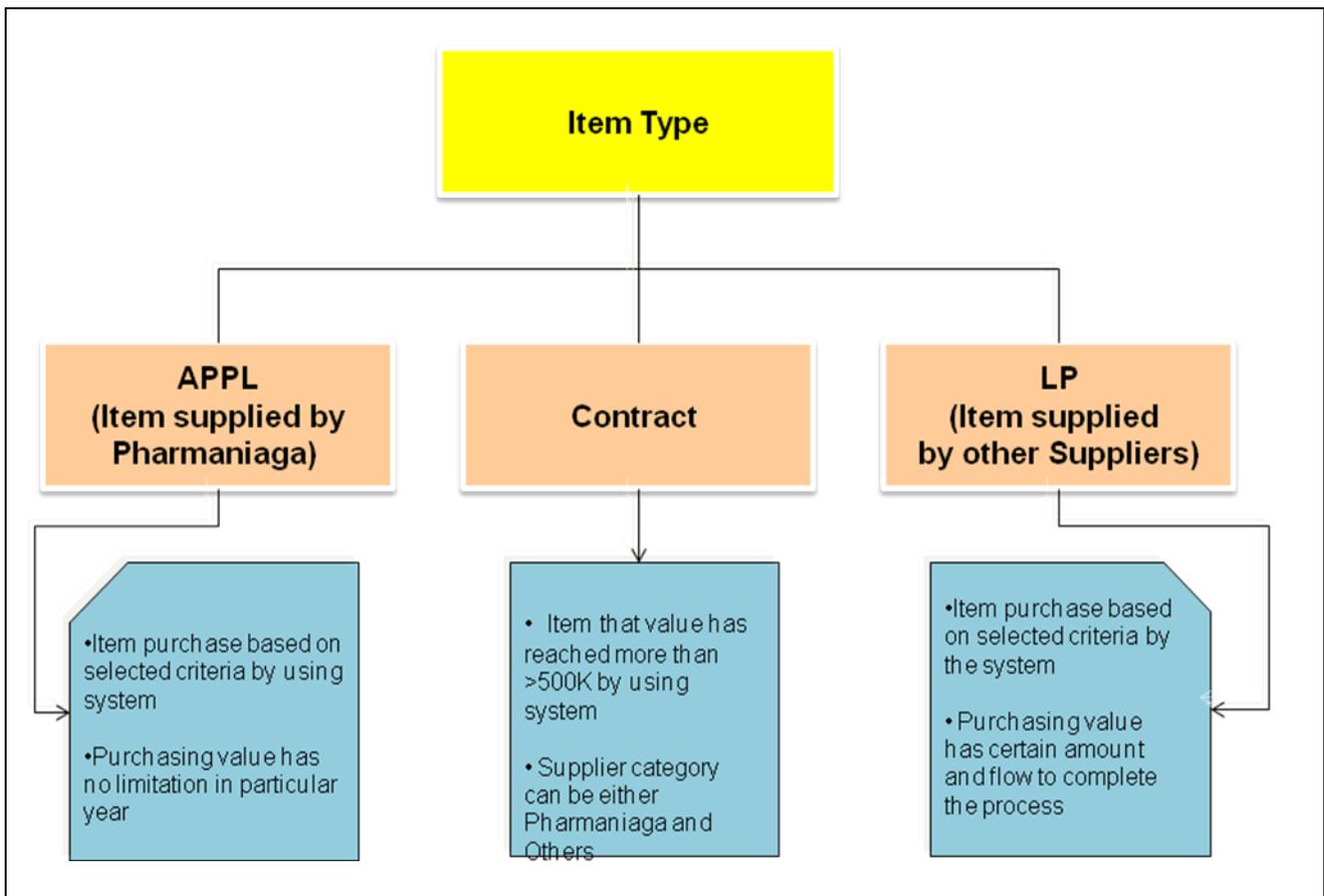


Figure 3.0-1

Functional Description

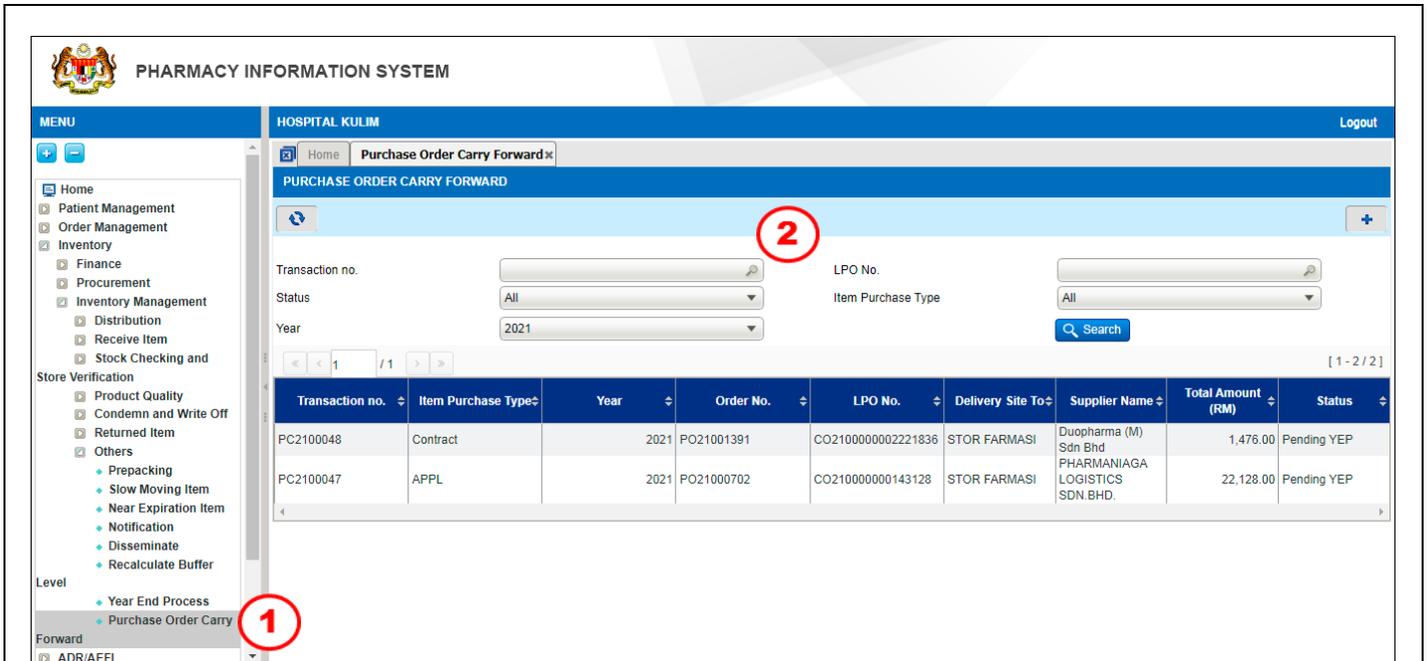
Purchase Order Carry Forward comprises of two (2) functions:

- **Create New Purchase Order Carry Forward**
 - Facility Environment
 - PKD Environment
- **Cancel LPO**
 - Facility Environment
 - PKD Environment

3.1 Purchase Order Carry Forward (Facility)

3.1.1 Purchase Order Carry Forward Listing Page

This function is used to search Purchase Order Carry Forward records.



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL KULIM'. The left menu has 'Purchase Order Carry' highlighted under 'Inventory Management' (marked with a red circle 1). The main area shows search filters for Transaction no., LPO No., Status (All), Item Purchase Type (All), and Year (2021) (marked with a red circle 2). Below the filters is a table with the following data:

Transaction no.	Item Purchase Type	Year	Order No.	LPO No.	Delivery Site To	Supplier Name	Total Amount (RM)	Status
PC2100048	Contract	2021	PO21001391	CO2100000002221836	STOR FARMASI	Duopharma (M) Sdn Bhd	1,476.00	Pending YEP
PC2100047	APPL	2021	PO21000702	CO210000000143128	STOR FARMASI	PHARMANIAGA LOGISTICS SDN.BHD.	22,128.00	Pending YEP

Figure 3.1.1-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on the 'Inventory' menu followed by 'Inventory Management' and 'Others', and select 'Purchase Order Carry Forward'

STEP 2

To search for existing Purchase Order Carry Forward records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Transaction No	Transaction Number	Display all existing transaction number
b	LPO No	LPO Number	Display all LPO number
c	Status	Search by: - All - Cancelled - Cancelled LPO - Closed - Open - Pending Vote - Pending YEP	Able to filter and search record(s)
d	Item Purchase Type	Search by: - All - APPL - Contract - LP	Able to filter and search record(s)
e	Year	Year	To select year

Table 3.1.1-1

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM

Home Purchase Order Carry Forward

PURCHASE ORDER CARRY FORWARD

Transaction no. [input] LPO No. [input]
 Status: All Item Purchase Type: All
 Year: 2021 [Search]

Transaction no.	Item Purchase Type	Year	Order No.	LPO No.	Delivery Site To	Supplier Name	Total Amount (RM)	Status
PC2100048	Contract	2021	PO21001391	CO210000002221836	STOR FARMASI	Duopharma (M) Sdn Bhd	1,476.00	Pending YEP
PC2100047	APPL	2021	PO21000702	CO210000000143128	STOR FARMASI	PHARMANIAGA LOGISTICS SDN.BHD.	22,128.00	Pending YEP

Figure 3.1.1-2 Purchase Order Carry Forward Listing Page

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 as shown in Figure 3.1.1-3

PURCHASE ORDER CARRY FORWARD

Cancel Request

PURCHASE ORDER DETAILS

Transaction no. PC2100047 Type of Supply APPL
 Order No. PO21000702 Supplier Name PHARMANIAGA LOGISTICS SDN.BHD.
 LPO No. CO210000000143128 Delivery Site To Name STOR FARMASI
 Total Order Amount (RM) 22,128.00 Approval Date 03/03/2021
 Status Pending YEP Approval By
 Remark

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
25.1206.02	Latex Examination Glove Size 7.0 - 7.5 (Medium) Non-Sterile Disposable	Development	030501/00800/27499/99	Peruntukan COVID-19 (BUKAN UBAT)	KEMENTERIAN KESIHATAN	22,128.00

Figure 3.1.1-3 Purchase Order Carry Forward Record

3.1.2 Create New Purchase Order Carry Forward

To create new record for Purchase Order Carry Forward, perform steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL KULIM Logout

Home Purchase Order Carry Forward

PURCHASE ORDER CARRY FORWARD

Transaction no. LPO No.

Status Item Purchase Type

Year

[1 - 2 / 2]

Transaction no.	Item Purchase Type	Year	Order No.	LPO No.	Delivery Site To	Supplier Name	Total Amount (RM)	Status
PC2100048	Contract	2021	PO21001391	CO210000002221836	STOR FARMASI	Duopharma (M) Sdn Bhd	1,476.00	Pending YEP
PC2100047	APPL	2021	PO21000702	CO210000000143128	STOR FARMASI	PHARMANIAGA LOGISTICS SDN.BHD.	22,128.00	Pending YEP

Figure 3.1.2-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' and 'Others', and select 'Purchase Order Carry Forward'

STEP 2

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

PURCHASE ORDER CARRY FORWARD

PURCHASE ORDER DETAILS

Transaction no.

Order No.

LPO No. 3

Total Order Amount (RM)

Status

Remark

Type of Supply

Supplier Name

Delivery Site To Name

Approval Date

Approval By

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
No record found						

Figure 3.1.2-2 Purchase Order Details

STEP 3

Click on button to search LPO no

Note

Once click on search button, LPO number will be display as shown in Figure 3.1.2-3

Search LPO Number	
LPO Number	<input type="text"/> <input type="button" value="Search"/>
<input type="button" value="«"/> <input type="button" value="<"/> 1 / 146 <input type="button" value=">"/> <input type="button" value="»"/> [1 - 10 / 1457]	
LPO Number	Order Number
CO21000000015820	PO21000107
CO210000000415506	PO21002752
CO210000000421534	PO21002777
CO210000000150426	PO21000870
CO210000000165536	PO21000882
CO210000000176664	PO21000855
CO210000000195947	PO21001055
CO210000000209980	PO21001204
CO210000000222249	PO21001201
CO210000000222286	PO21001425

Figure 3.1.2-3 LPO Number

Note

- Only LPO No with no payment record will appear in the list.
- Once selected LPO number record will be display as shown in Figure 3.1.2-4

PURCHASE ORDER CARRY FORWARD

4

+ PURCHASE ORDER DETAILS

Transaction no.		Type of Supply	Contract
Order No	PO21000107	Supplier Name	PRIMABUMI SDN. BHD.
LPO No.	CO21000000015820	Delivery Site To Name	STOR FARMASI
Total Order Amount (RM)	19,562.40	Approval Date	19/01/2021
Status	Open	Approval By	
Remark	<input type="text"/>		

+ PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
C08CA02000T1002XX.01	Felodipine 10 mg Tablet	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	19,562.40

Figure 3.1.2-4 Purchase Order Details

Note

After selecting LPO No, item details will appear on the screen:

- I. Item code
- II. Item description
- III. Budget Type
- IV. Vote code
- V. Vote description
- VI. Ministry/Department
- VII. Amount

STEP 4

Click on  button to save the record

Note

- After saving the record, alert message will be displayed as per Figure 3.1.2-5 & Figure 3.1.2-6.

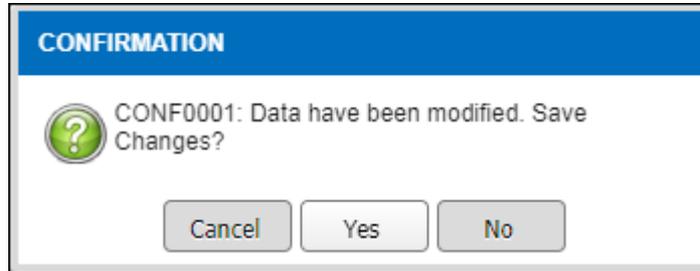
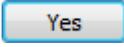


Figure 3.1.2-5 Save Record Alert Message

- Click on the  button.

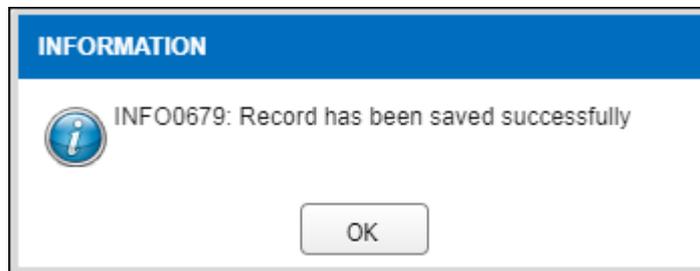
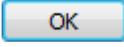
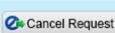


Figure 3.1.2-6 Save Record Alert Message

- Click on the  button.
- **Order No.** will be generated automatically by system and the  button and  button will be enabled.

PURCHASE ORDER CARRY FORWARD



+ PURCHASE ORDER DETAILS

Transaction no.	PC2100049	Type of Supply	Contract
Order No	PO21000107	Supplier Name	PRIMABUMI SDN. BHD.
LPO No.	CO21000000015820	Delivery Site To Name	STOR FARMASI
Total Order Amount (RM)	19,562.40	Approval Date	19/01/2021
Status	Open	Approval By	
Remark			

+ PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
C08CA02000T1002XX.01	Felodipine 10 mg Tablet	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	19,562.40

Figure 3.1.2-7 Purchase Order Details

STEP 5

Click on  button to proceed

Note

- After saving the record, alert message will be displayed as per Figure 3.1.2-8 & Figure 3.1.2-9.

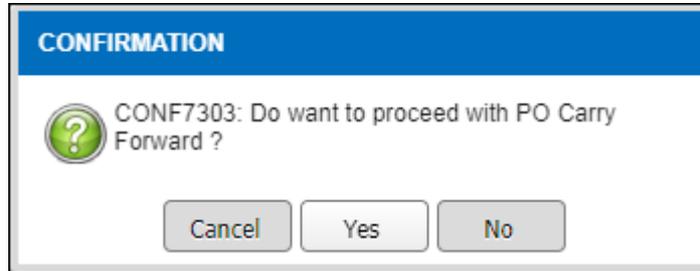
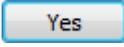


Figure 3.1.2-8 Save Record Alert Message

- Click on the  button.

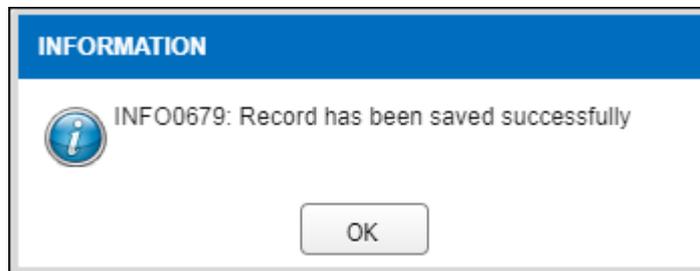
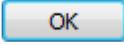


Figure 3.1.2-9 Save Record Alert Message

- Click on the  button.

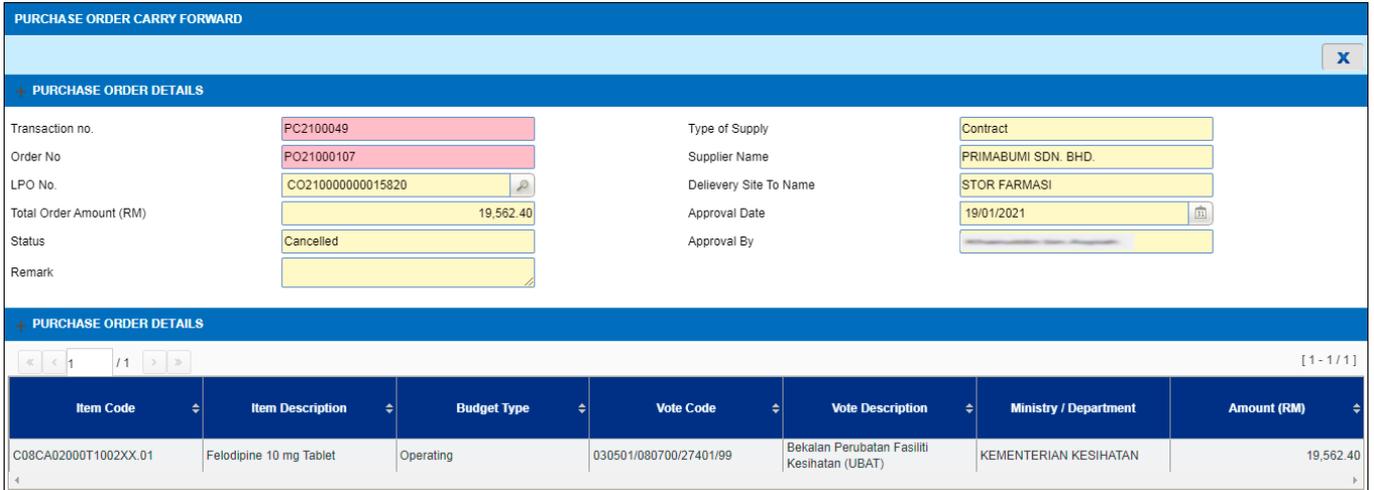
PURCHASE ORDER CARRY FORWARD						
						 
PURCHASE ORDER DETAILS						
Transaction no.	PC2100049	Type of Supply	Contract			
Order No	PO21000107	Supplier Name	PRIMABUMI SDN. BHD.			
LPO No.	CO21000000015820	Delievery Site To Name	STOR FARMASI			
Total Order Amount (RM)	19,562.40	Approval Date	19/01/2021			
Status	Pending YEP	Approval By				
Remark						
PURCHASE ORDER DETAILS						
						[1 - 1 / 1]
Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
C08CA02000T1002XX.01	Felodipine 10 mg Tablet	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	19,562.40

Figure 3.1.2-10 Purchase Order Details

Note

- Status will change to 'Pending YEP'
- All field are displayed as read-only
- LPO No which has record status 'Open' or 'Pending YEP' at purchase order carry forward will not be allowed to proceed to make payment record
- To cancel the transaction, click on  button
- Cancel can be done at record status 'Open' and 'Pending YEP'

- Status will change to 'Cancelled' as shown in Figure 3.1.2-11



PURCHASE ORDER CARRY FORWARD

PURCHASE ORDER DETAILS

Transaction no.	PC2100049	Type of Supply	Contract
Order No	PO21000107	Supplier Name	PRIMABUMI SDN. BHD.
LPO No.	CO21000000015820	Delivery Site To Name	STOR FARMASI
Total Order Amount (RM)	19,562.40	Approval Date	19/01/2021
Status	Cancelled	Approval By	
Remark			

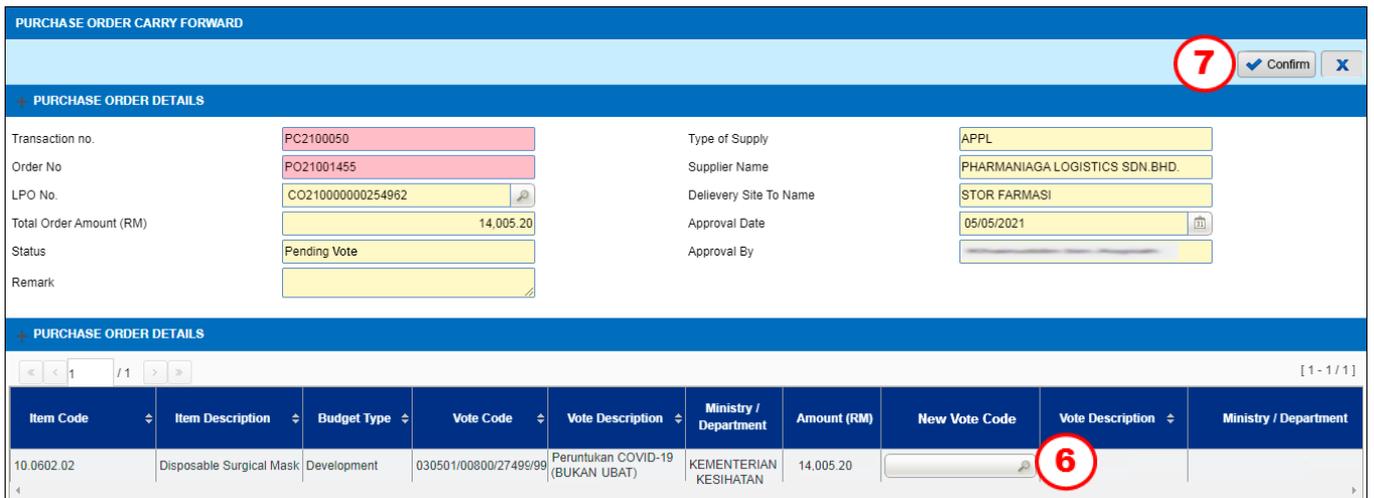
PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
C08CA02000T1002XX.01	Felodipine 10 mg Tablet	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	19,562.40

Figure 3.1.2-11 Purchase Order Details (Cancelled Status)

Note

After YEP has been run for the facility, record which has status 'Pending YEP' at purchase order carry forward screen will change status to 'Pending Vote' as shown in Figure 3.1.2-12



PURCHASE ORDER CARRY FORWARD

PURCHASE ORDER DETAILS

Transaction no.	PC2100050	Type of Supply	APPL
Order No	PO21001455	Supplier Name	PHARMANIAGA LOGISTICS SDN BHD.
LPO No.	CO210000000254962	Delivery Site To Name	STOR FARMASI
Total Order Amount (RM)	14,005.20	Approval Date	05/05/2021
Status	Pending Vote	Approval By	
Remark			

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	New Vote Code	Vote Description	Ministry / Department
10.0602.02	Disposable Surgical Mask	Development	030501/00800/27499/99	Peruntukan COVID-19 (BUKAN UBAT)	KEMENTERIAN KESIHATAN	14,005.20			

Figure 3.1.2-12 Purchase Order Details

Note

- New vote code needs to be selected for the LPO No which has been carry forward. User can use the same or new vote code. Mandatory to fill up the field
- Only vote code which have allocation will be displayed when user search at the new vote code field

STEP 6

Click on  button to select new vote code

STEP 7

Click on  button to confirm the transaction

Note

Once click on confirm, record will be shown in Figure 3.1.2-13



PhIS & CPS Project User Manual – Pharmacy Inventory Purchase Order Carry Forward



PURCHASE ORDER CARRY FORWARD

X

+ PURCHASE ORDER DETAILS

Transaction no.	PC2100050	Type of Supply	APPL
Order No	PO21001455	Supplier Name	PHARMANIAGA LOGISTICS SDN.BHD.
LPO No.	CO21000000254962	Delievery Site To Name	STOR FARMASI
Total Order Amount (RM)	14,005.20	Approval Date	05/05/2021
Status	Closed	Approval By	
Remark			

+ PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	New Vote Code	Vote Description	Ministry / Department
10.0602.02	Disposable Surgical Mask	Development	030501/00800/27499/99	Peruntukan COVID-19 (BUKAN UBAT)	KEMENTERIAN KESIHATAN	14,005.20	030501/080700/27401/99	Bekalan Perubatan Fasilitas Kesehatan (UBAT)	KEMENTERIAN KESIHATAN

Figure 3.1.2-13 Purchase Order Details

Note

Click on  to close the record

3.2 Purchase Order Carry Forward (PKD)

3.2.1 Purchase Order Carry Forward Listing Page

This function is used to search Purchase Order Carry Forward records:

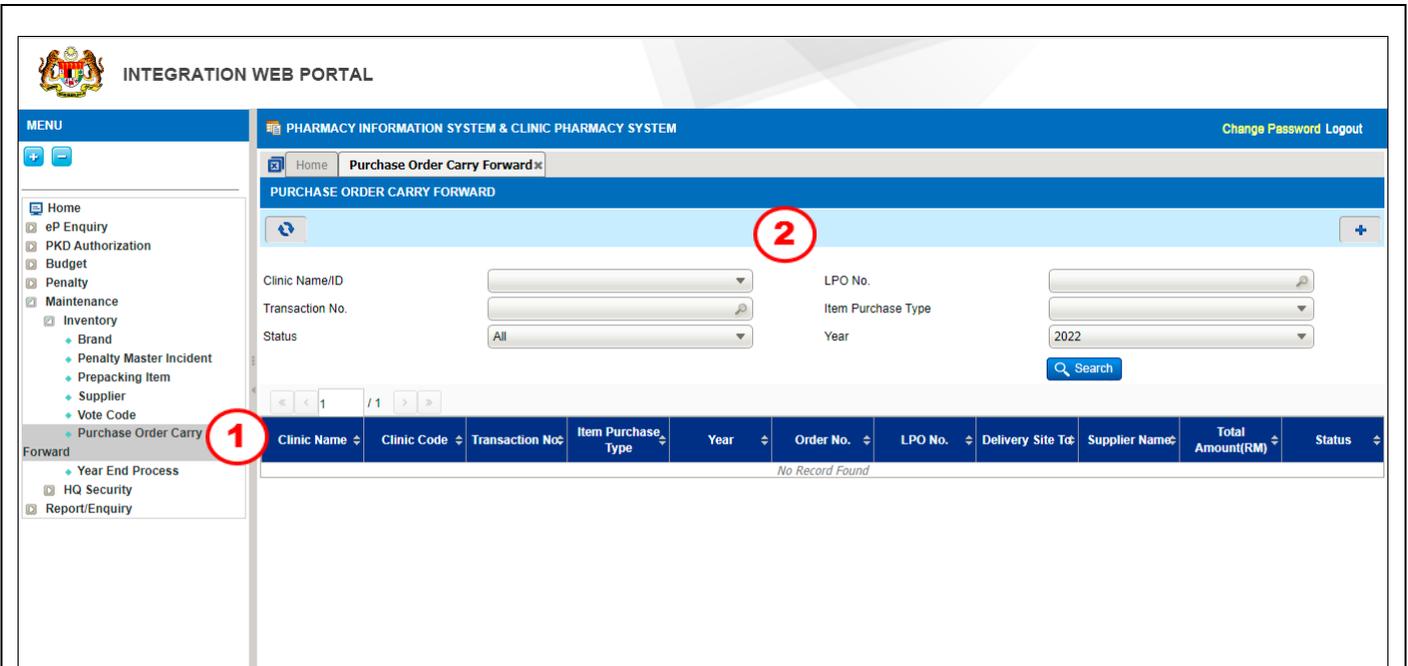


Figure 3.2.1-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on the 'Maintenance' menu followed by 'Inventory' and select 'Purchase Order Carry Forward'

STEP 2

To search for existing Purchase Order Carry Forward records, you may search by criteria as follow:

No	Field	Description	Remarks
a	Clinic Name/ID	Clinic Name or Clinic ID	Display clinic name/id
b	LPO No	LPO Number	Display all LPO number
c	Transaction No	Transaction Number	Display all existing transaction number
b	Item Purchase Type	Search by: - All - APPL - Contract - LP	Able to filter and search record(s)
d	Status	Search by: - All - Cancelled - Cancelled LPO - Closed - Open - Pending Vote - Pending YEP	Able to filter and search record(s)
e	Year	Year	To select year

Table 3.2.1-1



PhIS & CPS Project
User Manual – Pharmacy Inventory
Purchase Order Carry Forward



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home Purchase Order Carry Forward

PURCHASE ORDER CARRY FORWARD

Clinic Name/ID: [Dropdown] LPO No.: [Dropdown]

Transaction No.: [Dropdown] Item Purchase Type: [Dropdown]

Status: All Year: 2021

3 Search

Clinic Name	Clinic Code	Transaction No.	Item Purchase Type	Year	Order No.	LPO No.	Delivery Site To	Supplier Name	Total Amount(RM)	Status
Klinik Kesihatan Tanjung Tuatung	667142	PC2100051	LP	2021	PO21002374	CO21000000355622	STOR FARMASI	AIN MEDICARE SDN BHD	2,400.00	Pending YEP

4

Figure 3.2.1-2 Purchase Order Carry Forward Listing Page

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 as shown in Figure 3.2.1-3

PURCHASE ORDER CARRY FORWARD

Cancel Request X

PURCHASE ORDER DETAILS

Clinic Name/ID: Klinik Kesihatan Tanjung Tuatung

Transaction no.: PC2100051

Order No.: PO21002374

LPO No.: CO21000000355622

Total Order Amount (RM): 2,400.00

Status: Pending YEP

Type of Supply: LP

Supplier Name: AIN MEDICARE SDN. BHD.

Delievery Site To Name: STOR FARMASI

Approval Date: 14/07/2021

Approval By: [Field]

Remarks: [Field]

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.2.1-3 Purchase Order Carry Forward Record

3.2.2 Create New Purchase Order Carry Forward (PKD)

To create new purchase order carry forward (PKD Environment), perform the steps below:

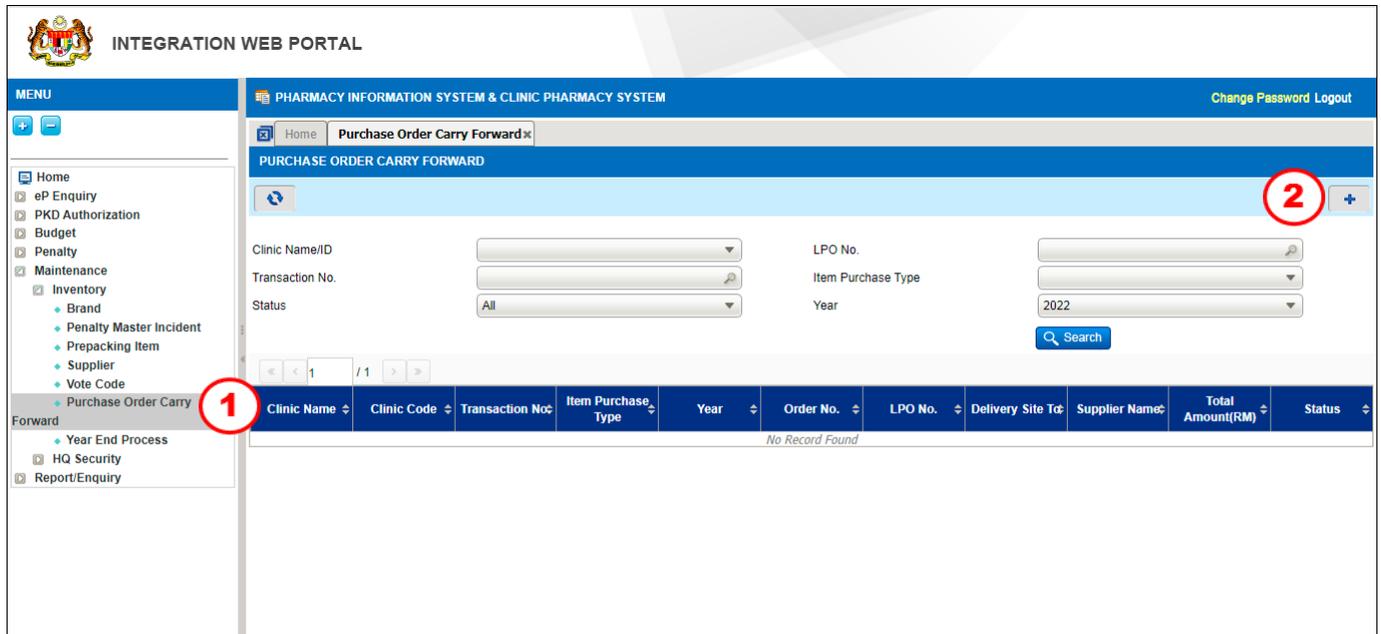


Figure 3.2.2-1 Purchase Order Carry Forward Listing Page

STEP 1

Click on 'Maintenance' menu followed by 'Inventory' and select 'Purchase Order Carry Forward'

STEP 2

Click on the  button and screen as per Figure 3.2.2-2 will be displayed

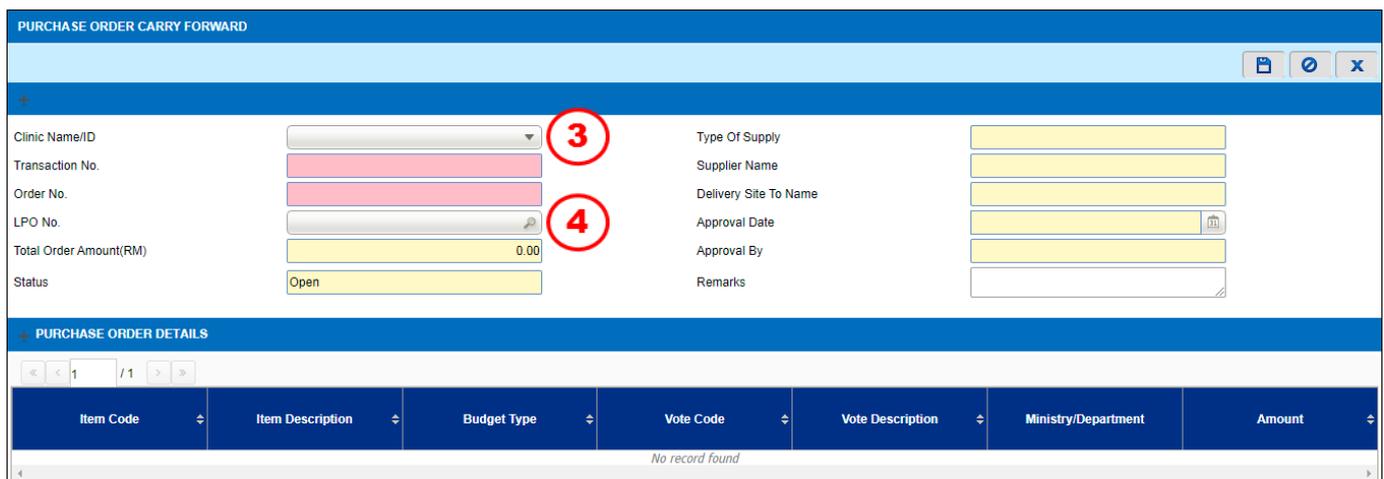


Figure 3.2.2-2 Purchase Order Details

STEP 3

Select Clinic Name/ID

STEP 4

Click on  button to search LPO no

Note

Once click on search button, LPO number will be display as shown in Figure 3.2.2-3

Search LPO Number	
LPO Number	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Refresh"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/> 1 / 146 [1 - 10 / 1457]	
LPO Number	Order Number
CO21000000015820	PO21000107
CO210000000415506	PO21002752
CO210000000421534	PO21002777
CO210000000150426	PO21000870
CO210000000165536	PO21000882
CO210000000176664	PO21000855
CO210000000195947	PO21001055
CO210000000209980	PO21001204
CO210000000222249	PO21001201
CO210000000222286	PO21001425

Figure 3.2.2-3 LPO Number

Note

- Only LPO No with no payment record will appear in the list.
- Once selected LPO number record will be display as shown in Figure 3.2.2-4

PURCHASE ORDER CARRY FORWARD

5

Clinic Name/ID	Klinik Kesihatan Tanjung Tualang	Type Of Supply	LP
Transaction No.		Supplier Name	AIN MEDICARE SDN. BHD.
Order No.	PO21000870	Delivery Site To Name	STOR FARMASI
LPO No.	CO210000000150426	Approval Date	14/07/2021
Total Order Amount (RM)	2,400.00	Approval By	
Status	Open	Remarks	

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasilitas Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.2.2-4 Purchase Order Details

Note

After selecting LPO No, item details will appear on the screen:

- I. Item code
- II. Item description
- III. Budget Type
- IV. Vote code
- V. Vote description
- VI. Ministry/Department
- VII. Amount

STEP 5

Click on  button to save the record

Note

- After saving the record, alert message will be displayed as per Figure 3.2.2-5 & Figure 3.2.2-6.

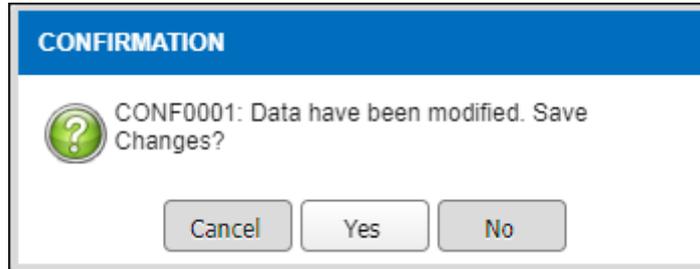
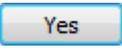


Figure 3.2.2-5 Save Record Alert Message

- Click on the  button.

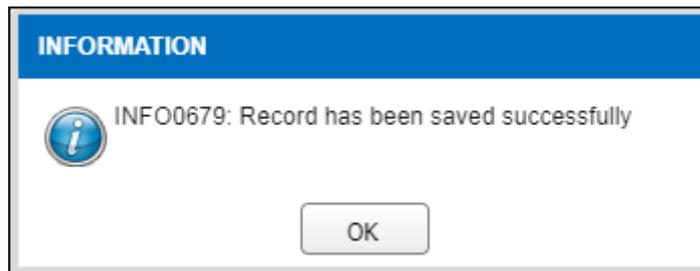
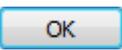


Figure 3.2.2-6 Save Record Alert Message

- Click on the  button.
- **Order No.** will be generated automatically by system and the  button and  button will be enabled.

PURCHASE ORDER CARRY FORWARD

6
Proceed
 Cancel Request




Clinic Name/ID	Klinik Kesihatan Tanjung Tualang	Type Of Supply	LP
Transaction no.	PC2100051	Supplier Name	AIN MEDICARE SDN. BHD.
Order No	PO21000870	Delivery Site To Name	STOR FARMASI
LPO No.	CO210000000150426	Approval Date	14/07/2021
Total Order Amount (RM)	2,400.00	Approval By	
Status	Open	Remarks	

PURCHASE ORDER DETAILS

[1 - 1 / 1]

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.2.2-7 Purchase Order Details

STEP 6

Click on  button to proceed

Note

- After saving the record, alert message will be displayed as per Figure 3.2.2-8 & Figure 3.2.2-9.

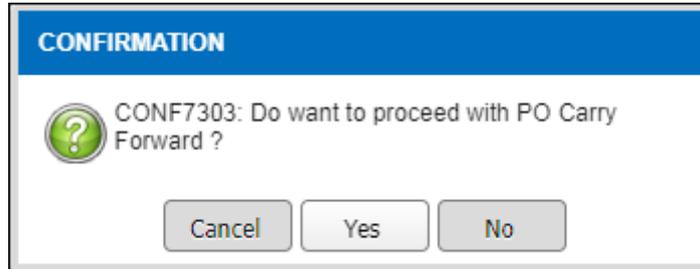
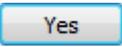


Figure 3.2.2-8 Save Record Alert Message

- Click on the  button.

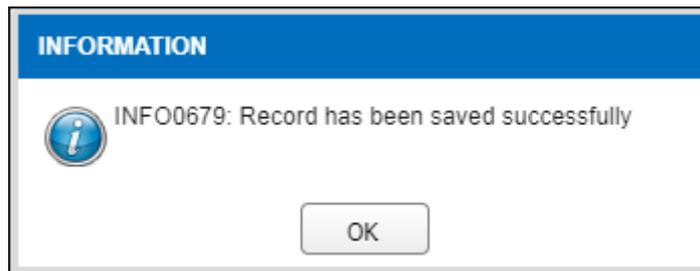
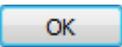


Figure 3.2.2-9 Save Record Alert Message

- Click on the  button.

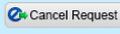
PURCHASE ORDER CARRY FORWARD						
   						
Clinic Name/ID	<input type="text" value="Klinik Kesihatan Tanjung Tualang"/>	Type Of Supply	<input type="text" value="LP"/>			
Transaction no.	<input type="text" value="PC2100051"/>	Supplier Name	<input type="text" value="AIN MEDICARE SDN. BHD."/>			
Order No	<input type="text" value="PO21000870"/>	Delivery Site To Name	<input type="text" value="STOR FARMASI"/>			
LPO No.	<input type="text" value="CO210000003355622"/>	Approval Date	<input type="text" value="14/07/2021"/>			
Total Order Amount (RM)	<input type="text" value="2,400.00"/>	Approval By	<input type="text" value=""/>			
Status	<input type="text" value="Pending YEP"/>	Remarks	<input type="text" value=""/>			
PURCHASE ORDER DETAILS						
[1 - 1 / 1]						
Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.2.2-10 Purchase Order Details

Note

- Status will change to 'Pending YEP'
- All field are displayed as read-only
- LPO No which has record status 'Open' or 'Pending YEP' at purchase order carry forward will not be allowed to proceed to make payment record
- To cancel the transaction, click on  button
- Cancel can be done at record status 'Open' and 'Pending YEP'
- Status will change to 'Cancelled' as shown in Figure 3.1.2-11

PURCHASE ORDER CARRY FORWARD

Clinic Name/ID: Klinik Kesihatan Tanjung Tualang
 Transaction no.: PC2100051
 Order No: PO21000870
 LPO No: CO21000000355622
 Total Order Amount (RM): 2,400.00
 Status: Cancelled

Type Of Supply: LP
 Supplier Name: AIN MEDICARE SDN. BHD.
 Delivery Site To Name: STOR FARMASI
 Approval Date: 14/07/2021
 Approval By: [Name]
 Remarks: [Text]

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN	2,400.00

Figure 3.1.2-11 Puchase Order Details (Cancelled Status)

Note

After YEP has been run for the facility, record which has status 'Pending YEP' at purchase order carry forward screen will change status to 'Pending Vote' as shown in Figure 3.1.2-12

PURCHASE ORDER CARRY FORWARD

Clinic Name/ID: Klinik Kesihatan Tanjung Tualang
 Transaction no.: PC2100051
 Order No: PO21000870
 LPO No: CO21000000355622
 Total Order Amount (RM): 2,400.00
 Status: Pending Vote

Type Of Supply: LP
 Supplier Name: AIN MEDICARE SDN. BHD.
 Delivery Site To Name: STOR FARMASI
 Approval Date: 14/07/2021
 Approval By: [Name]
 Remarks: [Text]

PURCHASE ORDER DETAILS

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	New Vote Code	Vote Description	Ministry / Department
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/00800/27499/99	Peruntukan COVID-19 (BUKAN UBAT)	KEMENTERIAN KESIHATAN	2,400.00	7		

Figure 3.1.2-12 Purchase Order Details

Note

- New vote code needs to be selected for the LPO No which has been carry forward. User can use the same or new vote code. Mandatory to fill up the field
- Only vote code which have allocation will be displayed when user search at the new vote code field

STEP 7

Click on  button to select new vote code

STEP 8

Click on  button to confirm the transaction

Note

Once click on confirm, record will be shown in Figure 3.1.2-12

PURCHASE ORDER CARRY FORWARD

Clinic Name/ID	Klinik Kesihatan Tanjung Tualang	Type Of Supply	LP
Transaction no.	PC2100051	Supplier Name	AIN MEDICARE SDN. BHD.
Order No.	PO21000870	Delivery Site To Name	STOR FARMASI
LPO No.	CO210000000355622	Approval Date	14/07/2021
Total Order Amount (RM)	2,400.00	Approval By	
Status	Closed	Remarks	

PURCHASE ORDER DETAILS

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

Item Code	Item Description	Budget Type	Vote Code	Vote Description	Ministry / Department	Amount (RM)	New Vote Code	Vote Description	Ministry / Department
B05XA03100P6002f.01	Sodium Chloride 0.9% 1000mL Irrigation Soln	Operating	030501/00800/27495/99	Peruntukan COVID-19 (BUKAN UBAT)	KEMENTERIAN KESIHATAN	2,400.00	030501/080700/27401/99	Bekalan Perubatan Fasiliti Kesihatan (UBAT)	KEMENTERIAN KESIHATAN

Figure 3.1.2-12 Purchase Order Details

Note

Click on  to close the record

4.0 Acronyms

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	<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