



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

User Manual Pharmacy Inventory - Return Item (Return to Supplier)

Version	: 10th EDITION
Document ID	: U. MANUAL_INV_RETURN TO SUPPLIER



PhIS & CPS Project
User Manual – Pharmacy Inventory
Return Item (Return to Supplier)



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Reference ID : U. MANUAL_INV_RETURN TO SUPPLIER-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2



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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 towards 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, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (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 Return to Supplier 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 detail:

- Create New Return to Supplier Record

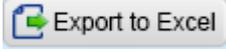
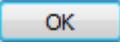
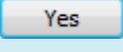
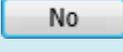
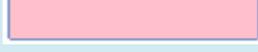
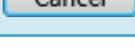
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Return to Supplier
- 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
	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		

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 Return to Supplier

Overview

Return to Supplier module where the facility has the rights to return back the remaining of the item quantity back to the supplier.

User Group

This module is intended for storekeeper and pharmacists at the Pharmacy Store. (subject to user assigned by the facility)

Functional Diagram

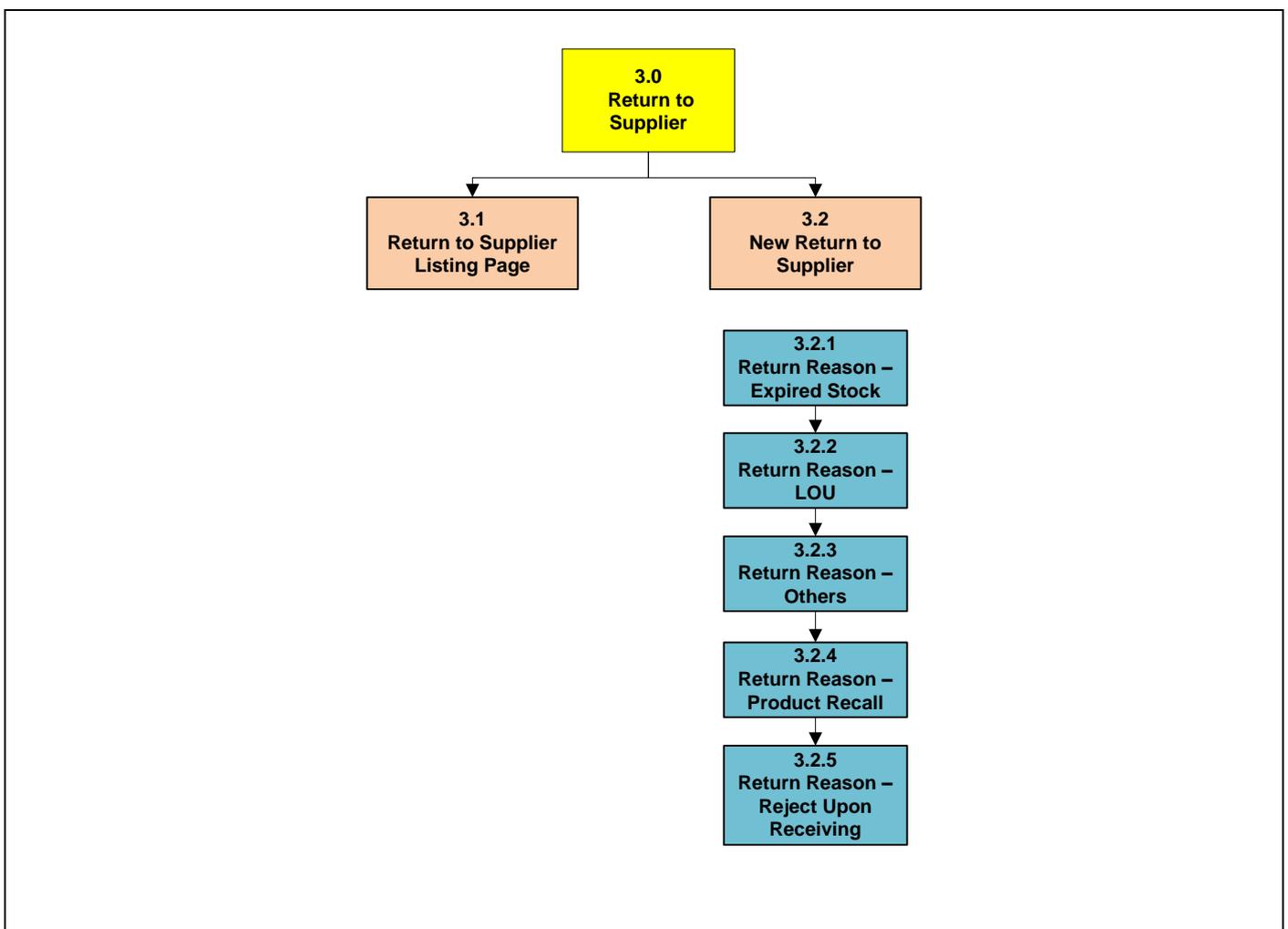


Figure 3.0-1



Functional Description

Return to Supplier comprises of five (5) functions:

- **Return Reason – Expired Stock**
For all the expired items, the facility has the rights to return back the remaining of the item quantity back to the supplier for replacement.
- **Return Reason – LOU**
Upon receiving from the Supplier, any item(s) that is less than 2/3 of the shelf life will be considered under LOU. Before the item(s) expired, the facility has the rights to return back the remaining of the item quantity back to the supplier for replacement.
- **Return Reason – Others**
This function is used to return the item back to the Supplier for any other reason except LOU, Product Recall and Reject upon Receiving.
- **Return Reason – Product Recall**
This function is used to return back the affected batch in Product Recall as per notified by the HQ back to the Supplier. Receiving condition, this function is used to return the items back to the supplier.
- **Return Reason – Reject Upon Receiving**
During receiving from the Supplier, if the product delivered did not comply with what the Main Store needed, this function is used to return back the items back to the supplier.



3.1 Return to Supplier Listing Page

To view existing Return to Supplier record, perform the steps below:

Figure 3.1-1 Return to Supplier Listing Page

STEP 1

Click on 'Inventory' menu followed by "Inventory Management", then 'Return Item' then 'Return to Supplier'

STEP 2

To search for existing Return to Supplying Unit record(s), you can search by criteria as follow:

No	Field	Description	Remarks
a	Return No	Return Number	Able to filter and search record(s).
b	Supplier Name	To search by Supplier Name	Able to filter and search record(s)
c	Return Date From	Start date for the return item	Format field (dd/mm/yy)
d	Return Date To	End date for the return item	Format field (dd/mm/yy)
e	Return Reason	Search by: - All - Expired Stock - LOU - Others - Product Recall - Reject Upon Receiving	Able to filter and search record(s).
f	Status	Search by: - All - Cancelled - Confirm - Open	Able to filter and search record(s)

Table 3.1-1



STEP 3

Click on the  button after input criteria

Note

The result display will be based on the entered criteria as shown in Figure 3.1-1.

STEP 4

Double click on the selected record details listed down as per Figure 3.1-1

Note

The details of the Return to Supplying Unit screen will be displayed.



3.2 New Return to Supplier

3.2.1 Return Reason: Expired Stock

To create a new Return to supplier, perform the steps below:

Figure 3.2.1-1 Create New Return to Supplier

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' then 'Return Item' then 'Return to Supplier'

STEP 2

Click on the  button to create new transaction

Note

Return to Supplier screen will be displayed as shown in the Figure 3.2-2.

Figure 3.2.1-2 Return to Supplier

STEP 3

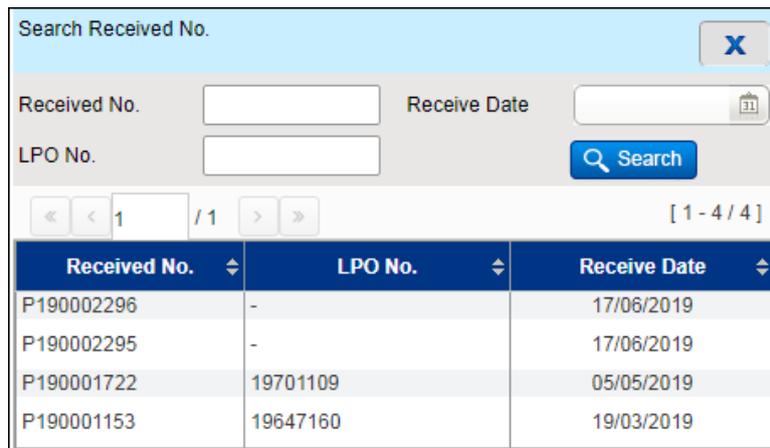
Select **Return Reason** as Expired Stock from the dropdown box

STEP 4

Click on the  to search the **Receipt No**

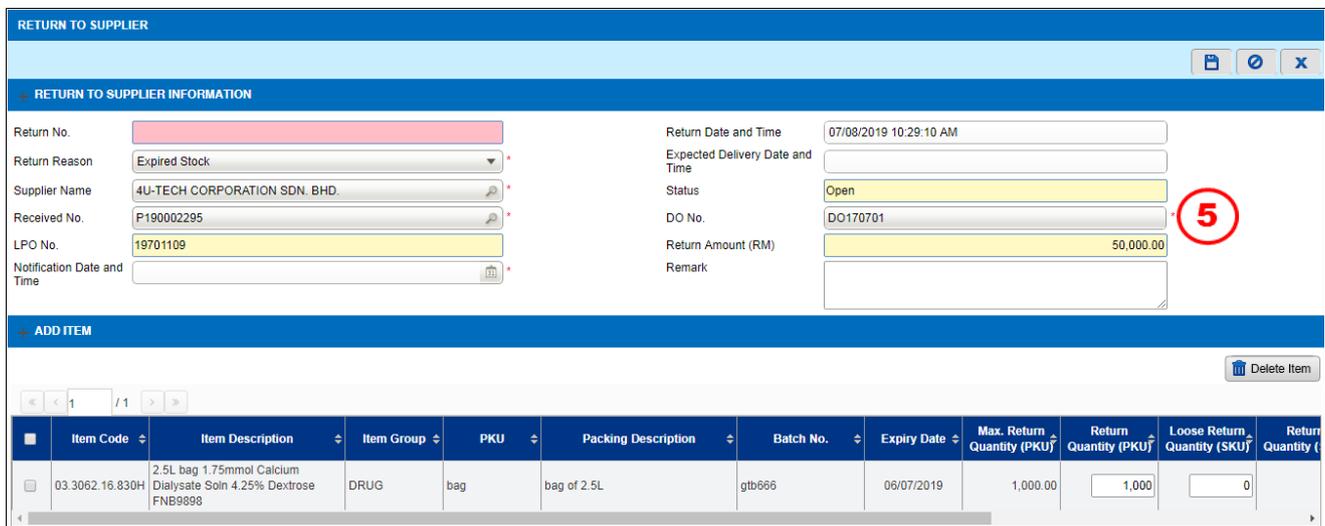
Note

- Click on the  button and the list of **Receipt No.** will be displayed as per Figure 3.2.1-3.
- Double click to select the **Receipt No.**



Received No.	LPO No.	Receive Date
P190002296	-	17/06/2019
P190002295	-	17/06/2019
P190001722	19701109	05/05/2019
P190001153	19647160	19/03/2019

Figure 3.2.1-3 List of Receipt No



RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No.

Return Reason: Expired Stock

Supplier Name: 4U-TECH CORPORATION SDN. BHD.

Received No.: P190002295

LPO No.: 19701109

Return Date and Time: 07/08/2019 10:29:10 AM

Expected Delivery Date and Time:

Status: Open

DO No.: DO170701

Return Amount (RM): 50,000.00

Remark:

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No.	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity (SKU)	Return Quantity (PKU)
03.3062.16.830H	2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	DRUG	bag	bag of 2.5L	gtb666	06/07/2019	1,000.00	1,000	0	

Figure 3.2.1-4 Return to Supplier

STEP 5

Click on the  button to search the **DO No.**

Do No	Item Code	Item Description
DO200314120322	03.3015.04	Propofol 1% 20ml Inj
DO200314120322	03.3403.01	Ranitidine HCl 50mg/2ml Inj
DO200314120322	03.3016.03	Promethazine HCl 25mg/ml 2ml Inj

Figure 3.2.1-5 List of DO No

Note

- Click on the button and the list of **DO No** will be displayed as per Figure 3.2.1-5.
- Double click to select the **DO No**
- Item Details consist of **Item Code, Item Description, Item Group, PKU, Packing Description, Batch No, Expiry Date, Max. Return Quantity (PKU), Return Quantity (PKU), Loose Return Quantity (SKU), Return Quantity (SKU), Average Price, Amount (RM) and Return Reason** will be displayed.
- Edit the **Return Quantity (PKU)** and **Loose Return Quantity (SKU)** if necessary
- Enter the **Return Reason**
- Click on button if necessary

RETURN TO SUPPLIER 8

RETURN TO SUPPLIER INFORMATION

<p>Return No. <input type="text"/></p> <p>Return Reason: Expired Stock</p> <p>Supplier Name: 4U-TECH CORPORATION SDN. BHD.</p> <p>Received No.: P190002295</p> <p>LPO No.: 19647160</p> <p>Notification Date and Time: 07/08/2019 10:44:45 AM 6</p>	<p>Return Date and Time: 07/08/2019 10:29:10 AM</p> <p>Expected Delivery Date and Time: 14/08/2019 10:44:47 AM</p> <p>Status: Open</p> <p>DO No.: DO170701</p> <p>Return Amount (RM): 50,000.00</p> <p>Remark: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> 7</p>
---	---

ADD ITEM Delete Item

PKU	Packing Description	Batch No.	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity (SKU)	Return Quantity (SKU)	Unit Price (RM) (SKU)	Amount (RM)	Return Reason
bag	bag of 2.5L	gtb666	06/07/2019	1,000.00	<input type="text" value="1,000"/>	<input type="text" value="0"/>	1,000	50,000.00	50,000.00	

Figure 3.1.2-6 Return to Supplier

STEP 6

Click on the to select the **Notification Date**

STEP 7

Enter **Remark** if applicable

STEP 8

Click on the button to save the transaction

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.1-7 and Figure 3.2.1-8.

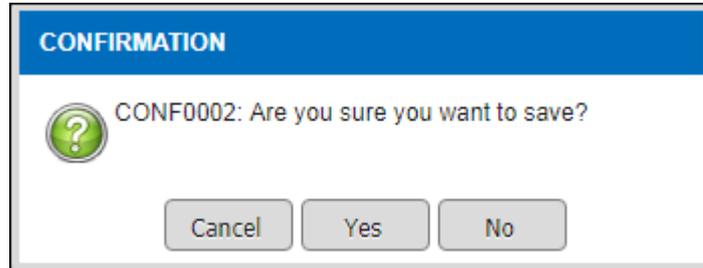


Figure 3.2.1-7 Save Record Alert Message

- Click on the button.

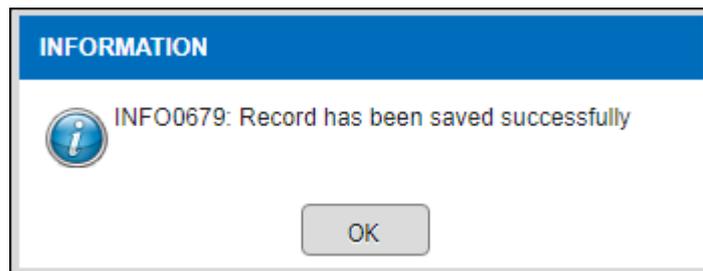


Figure 3.2.1-8 Save Record Alert Message

- Click on the button.
- **Return No.** will be generated automatically by system for future reference and the button will be enabled.

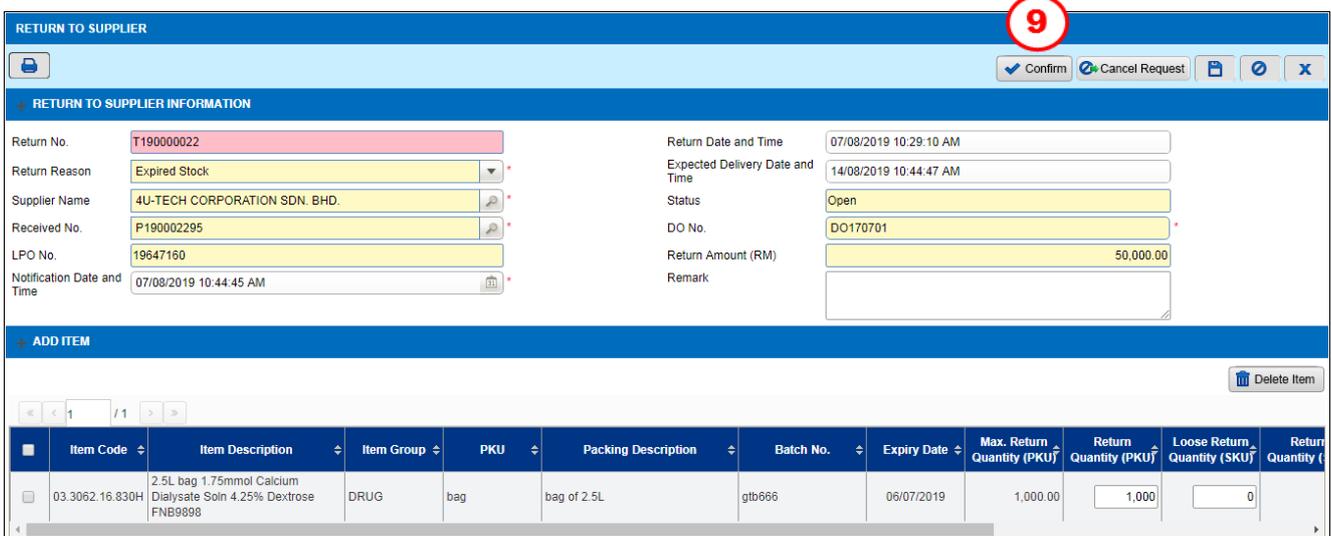


Figure 3.2.1-9 Return to Supplier Confirmation

STEP 9

Click on the to confirm the transaction

Note

- After confirmed the record, alert messages will be displayed as per Figure 3.2.1-10 and Figure 3.2.1-11.

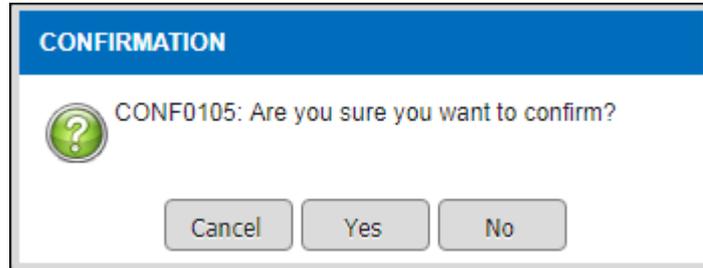


Figure 3.2.1-10 Save Record Alert Message

- Click on the button.

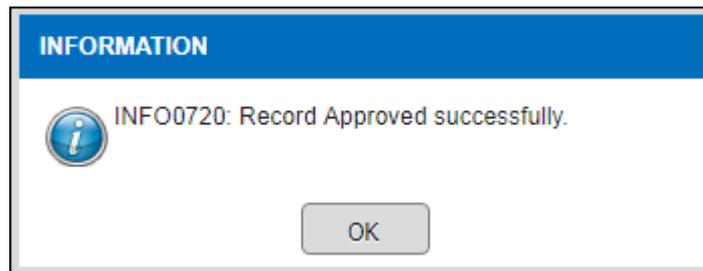


Figure 3.2.1-11 Save Record Alert Message

- Click on the button.

STEP 10

Click on the button to view/print the report

Figure 3.2.1-12 Return to Supplier Confirmation



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 User Manual – Pharmacy Inventory
 Return Item (Return to Supplier)



KEMENTERIAN KESIHATAN MALAYSIA
 Hospital Pakar Sultanah Fatimah, Muar
 RETURNED TO SUPPLIER REPORT

Return No. : T190000022
 Supplier Name : 4U-TECH CORPORATION SDN. BHD.
 Return Date : 07/08/2019
 Return Type : Expired Stock
 Status : CONFIRM

No.	Item Code	Item Description	Expiry Date	Batch No.	PKU	Quantity Return (PKU)	Loose Quantity Return (SKU)	Quantity Return (SKU)	Unit Price (RM)	Amount (RM)
1	03.3062.16.830H	2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose FNB9898	06/07/2019	gtb666	bag	1,000	0	1,000	50.0000	50,000.00

TOTAL AMOUNT (RM) : 50,000.00

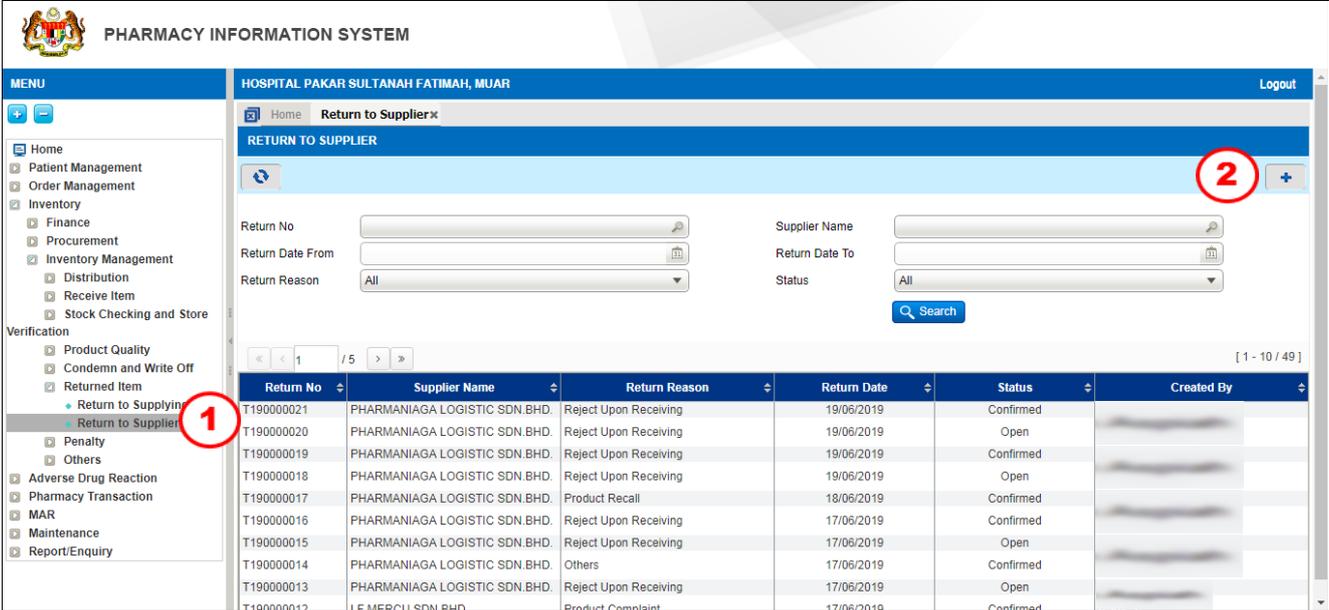
Disediakan oleh: Nama : Jawatan : Pegawai Farmasi UF48 Unit : STOR FARMASI Jabatan : Pharmacy Tarikh : 07/08/2019	Diterima Oleh : Nama : Tarikh : Cop Syarikat :	Direkodkan dan dikeluarkan oleh: Nama : Jawatan : Unit : Tarikh :
---	--	--

Printed Date : 07/08/2019 Printed By : Unit Name : STOR FARMASI Source : PhIS

Figure 3.2.1-13 Returned to Supplier Report

3.2.2 Return Reason: LOU

To create a new Return to Supplier record, perform the steps below:



Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T190000021	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T190000020	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T190000019	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T190000018	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T190000017	PHARMANIAGA LOGISTIC SDN.BHD.	Product Recall	18/06/2019	Confirmed	
T190000016	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Confirmed	
T190000015	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T190000014	PHARMANIAGA LOGISTIC SDN.BHD.	Others	17/06/2019	Confirmed	
T190000013	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T190000012	I.F.MERCI L SDN.BHD.	Product Complaint	17/06/2019	Confirmed	

Figure 3.2.2-1 Create New Return to Supplier

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' then 'Return Item' then 'Return to Supplier'

STEP 2

Click on the  button to create new transaction

Note

- Return to Supplier screen will be displayed as shown in the Figure 3.2-2-2.
- A new Return to Supplier record **Status** will default to 'Open'.
- **Unit Name** will be defaulted to user's login ID.

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity (SKU)	Return
H02AB04520P4 001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	DRUG	vial	Vial	A05558	30/04/2018	200.00	200	0	
N06AX16110C2 001XX.01	Venlafaxine HCl 75 mg Extended Release Capsule	DRUG	box	Box of 28 cap	69124M	07/05/2014	100.00	100	0	

Figure 3.2.2-2 Return to Supplier

STEP 3

Select **Return Reason** as LOU from the dropdown box

STEP 4

Click on the button to search the **Received No.**

Note

- Click on the button and the list of **Receipt No.** will be displayed as per Figure 3.2.2-3.
- Double click to select the **Receipt No.**
- Item Details consist of **Item Code, Item Description, Item Group, PKU, Packing Description, Batch No, Expiry Date, Max. Return Quantity (PKU), Return Quantity (PKU), Loose Return Quantity (SKU), Return Quantity (SKU), Average Price, Amount (RM) and Return Reason** will be displayed.
- Edit the **Return Quantity (PKU)** and **Loose Return Quantity (SKU)** if necessary.
- Enter the **Return Quantity (PKU)**.
- Only 1(one) item can be return under LOU.

Receipt No.	LPO No.	Receive Date
P140000006	-	10/04/2014
P140000001	L1033	07/04/2014

Figure 3.2.2-3 List of Receipt No.

Figure 3.2.2-4 Return to Supplier

STEP 5

Click on the to select the **Notification Date**

STEP 6

Click on the to select the item

STEP 7

Click on the to delete the selected item

STEP 8

Click on the button to save the transaction

Note

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

Figure 3.2.2-5 Save Record Alert Message

- Click on the button.

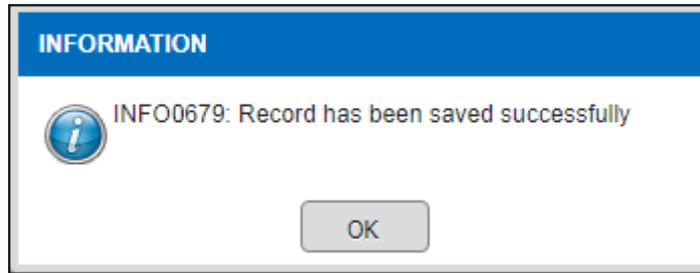
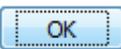
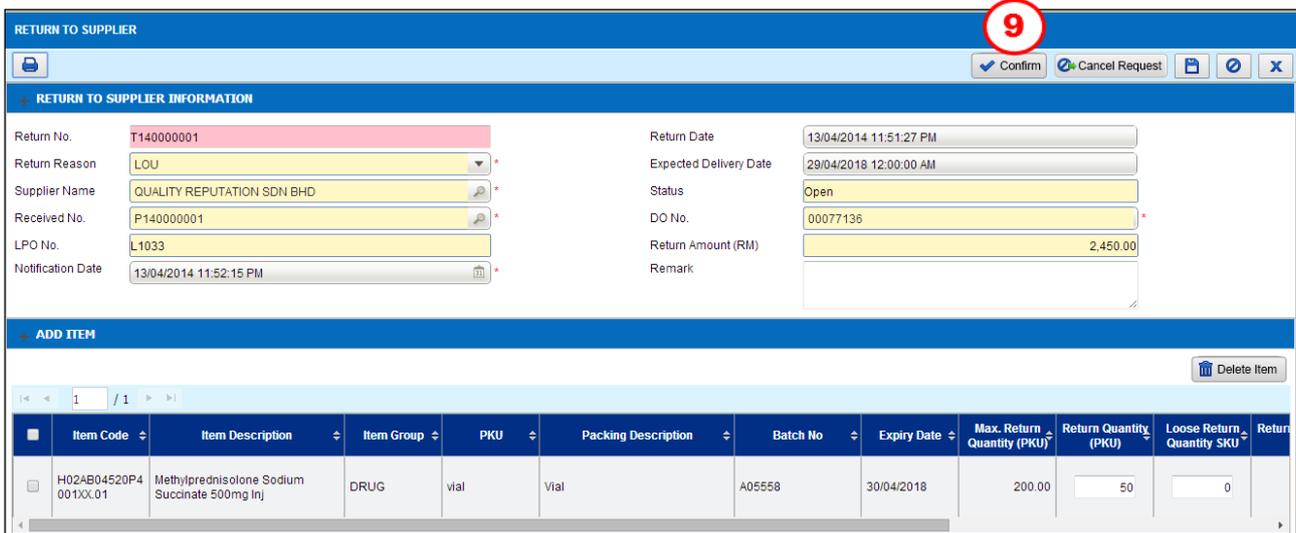


Figure 3.2.2-6 Save Record Alert Message

- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.



Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return
H02AB04520P4 001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	DRUG	vial	Vial	A05558	30/04/2018	200.00	50	0	

Figure 3.2.2-7 Return to Supplier Confirmation

STEP 9

Click on the  to confirm the transaction

Note

- After confirmed the record, alert messages will be displayed as per Figure 3.2.2-8 and Figure 3.2.2-9.

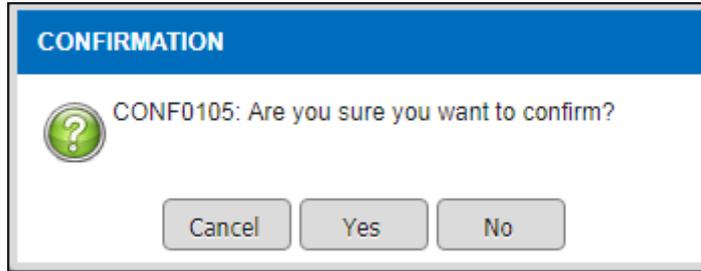
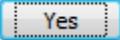


Figure 3.2.2-8 Save Record Alert Message

- Click on the  button.

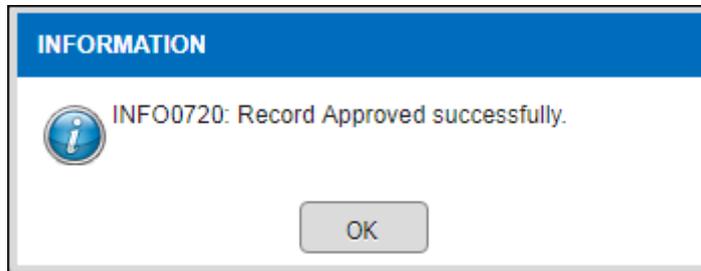


Figure 3.2.2-9 Save Record Alert Message

- Click on the  button.

STEP 10

Click on the  button to view/print the report as shown in Figure 3.2.2-10.

The screenshot shows the "RETURN TO SUPPLIER" interface. At the top left, there is a print icon and a red circle with the number "10". The interface is divided into two main sections: "RETURN TO SUPPLIER INFORMATION" and "ADD ITEM".

RETURN TO SUPPLIER INFORMATION

Return No.	T140000001	Return Date	13/04/2014 11:51:27 PM
Return Reason	LOU	Expected Delivery Date	29/04/2018 12:00:00 AM
Supplier Name	QUALITY REPUTATION SDN BHD	Status	Open
Received No.	P140000001	DO No.	00077136
LPO No.	L1033	Return Amount (RM)	2,450.00
Notification Date	13/04/2014 11:52:15 PM	Remark	

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return
H02AB04520P4 001XX.01	Methylprednisolone Sodium Succinate 500mg Inj	DRUG	vial	Vial	A05558	30/04/2018	200.00	50	0	

Figure 3.2.2-10 Return to Supplier Confirmation



PhIS & CPS Project
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KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
RETURNED TO SUPPLIER REPORT

Return No. : T140000001
Supplier Name : QUALITY REPUTATION SDN BHD
Return Date : 13/04/2014
Return Type : LOU
Status : CONFIRM

No.	Item Code	Item Description	Expiry Date	Batch No	PKU	Qty Return (PKU)	Loose Qty Return (SKU)	Qty Return (SKU)	Unit Price (RM)	Amount (RM)
1	H02AB04520P40 01XX.01	Methylprednisolone Sodium Succinate 500mg Inj	30/04/2018	A05558	vial	50	0	50	49.0000	2,450.00
TOTAL AMOUNT										2450.00

Disediakan oleh:	Diterima Oleh :	Direkodkan dan dikeluarkan oleh:
Nama : [REDACTED]	Nama :	Nama :
Jawatan : Pegawai Farmasi	Tarikh :	Jawatan :
Unit : KLINIK SEJAHTERA	Cop :	Unit :
Jabatan : Pharmacy		Tarikh :
Tarikh : 13/04/2014		

Printed Date : 14/04/2014
Printed By : [REDACTED]
Unit Name : KLINIK SEJAHTERA
Source : PhIS

Page 1 of 1

Figure 3.2.2-11 Returned to Supplier Report



3.2.3 Return Reason: Others

To create a new Return to Supplier record, perform the steps below:

Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T19000021	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T19000020	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T19000019	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T19000018	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T19000017	PHARMANIAGA LOGISTIC SDN.BHD.	Product Recall	18/06/2019	Confirmed	
T19000016	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Confirmed	
T19000015	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T19000014	PHARMANIAGA LOGISTIC SDN.BHD.	Others	17/06/2019	Confirmed	
T19000013	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T19000012	LE MERCI U SDN BHD.	Product Complaint	17/06/2019	Confirmed	

Figure 3.2.3-1 Create New Return to Supplier

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' then 'Return Item' then 'Return to Supplier'

STEP 2

Click on the  button to create new transaction

Note

Return to Supplier screen will be displayed as shown in the Figure 3.2-3-2.

RETURN TO SUPPLIER INFORMATION

Return No.

Return Reason: **Others** (3)

Detail Reason:

Supplier Name: **MS ALLY PHARMA SDN. BHD.** (4)

Received No. **P14000012**

LPO No. **LPO14000038** (5)

Notification Date:

Return Date: 14/04/2014 2:36:16 AM

Expected Delivery Date:

Status: **Open**

DO No. **DO866**

Return Amount (RM) **12,180.00**

Remark:

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return
012407.06.074 T	Magnesium Trisilicate Mixture	DRUG	bott	bott of 1 bott	Batch478	13/07/2016	6,000.00	6,000	0	

Figure 3.2.3-2 Return to Supplier

STEP 3

Select **Return Reason** as Others from the dropdown box

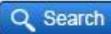
STEP 4

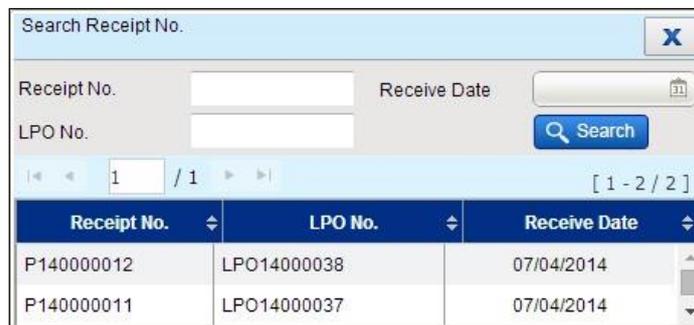
Enter the **Detail Reason**

STEP 5

Click on the  button to search the **Received No.**

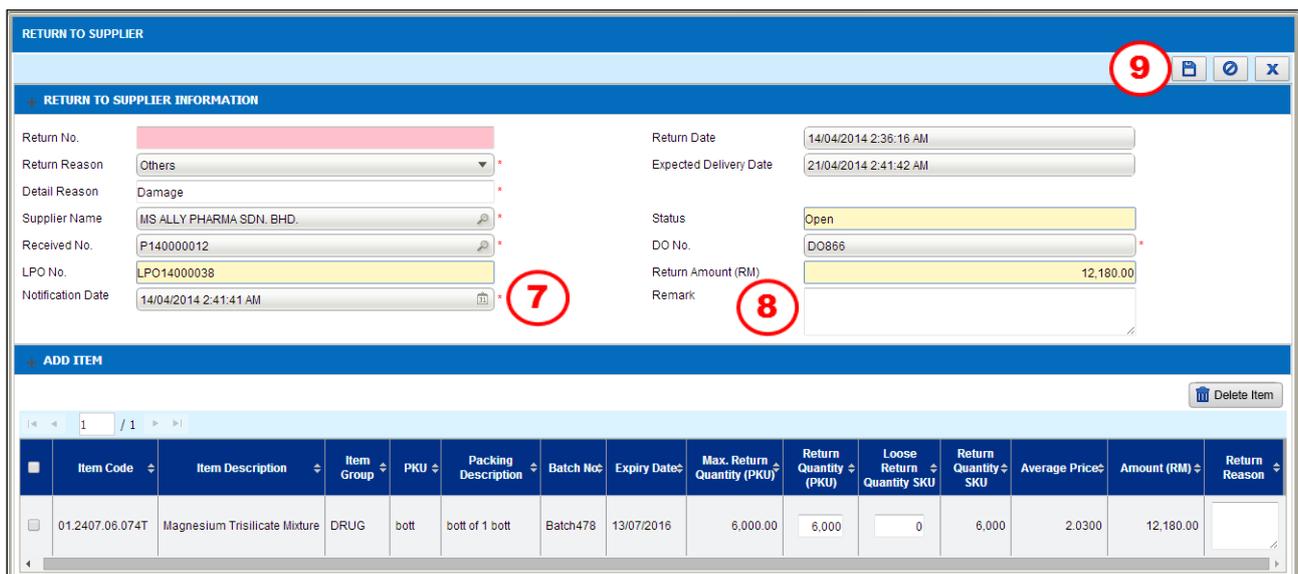
Note

- Click on the  button and the list of **DO No** will be displayed as per Figure 3.2.3-3.
- Double click to select the **Receipt No.**
- List of item(s) will be listed under the **Item Return to Supplier** as per Figure 3.2.3-4.
- Item Details consist of **Item Code, Item Description, Item Group, PKU, Packing Description, Batch No, Expiry Date, Max. Return Quantity (PKU), Return Quantity (PKU), Loose Return Quantity (SKU), Return Quantity (SKU), Average Price, Amount (RM) and Return Reason** will be displayed.
- Edit the **Return Quantity (PKU)** and **Loose Return Quantity (SKU)** if necessary.
- Enter the **Return Quantity (PKU)**.



Receipt No.	LPO No.	Receive Date
P140000012	LPO14000038	07/04/2014
P140000011	LPO14000037	07/04/2014

Figure 3.2.3-3 List of Supplier Name



RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No. [Redacted] Return Date: 14/04/2014 2:36:16 AM
 Return Reason: Others Expected Delivery Date: 21/04/2014 2:41:42 AM
 Detail Reason: Damage
 Supplier Name: MS ALLY PHARMA SDN. BHD. Status: Open
 Received No. P140000012 DO No. DO866
 LPO No. LPO14000038 Return Amount (RM): 12,180.00
 Notification Date: 14/04/2014 2:41:41 AM Remark:

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
01.2407.06.074T	Magnesium Trisilicate Mixture	DRUG	bott	bott of 1 bott	Batch478	13/07/2016	6,000.00	6,000	0	6,000	2.0300	12,180.00	

Figure 3.2.3-4 Return to Supplier

STEP 7

Click on the  to set the **Notification Date**

STEP 8

Enter **Remark** if applicable

STEP 9

Click on the  button to save the transaction

Note

After saving the record, alert messages will be displayed as per Figure 3.2.3-5 and Figure 3.2.3-6.

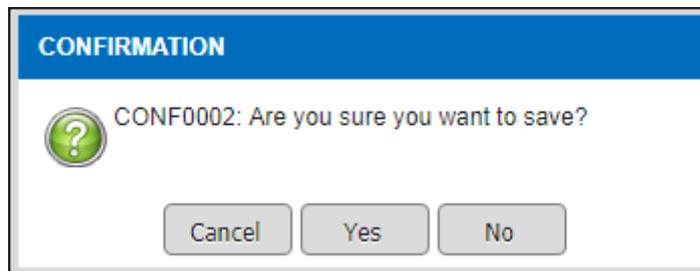
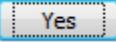


Figure 3.2.3-5 Save Record Alert Message

- Click on the  button.

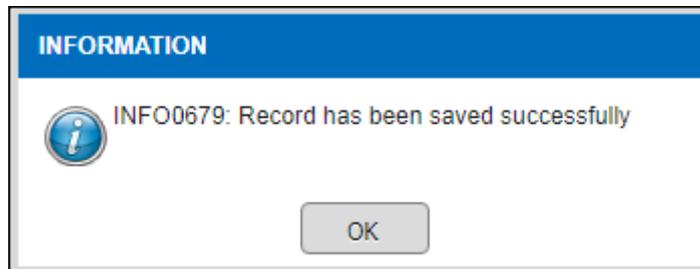
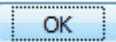


Figure 3.2.3-6 Save Record Alert Message

- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.

RETURN TO SUPPLIER 10

RETURN TO SUPPLIER INFORMATION

Return No. <input type="text" value="T14000002"/>	Return Date <input type="text" value="14/04/2014 2:36:16 AM"/>
Return Reason <input type="text" value="Others"/>	Expected Delivery Date <input type="text" value="21/04/2014 2:41:42 AM"/>
Detail Reason <input type="text" value="Damage"/>	Status <input type="text" value="Open"/>
Supplier Name <input type="text" value="MS ALLY PHARMA SDN. BHD."/>	DO No. <input type="text" value="DO866"/>
Received No. <input type="text" value="P14000012"/>	Return Amount (RM) <input type="text" value="12,180.00"/>
LPO No. <input type="text" value="LPO14000038"/>	Remark <input type="text"/>
Notification Date <input type="text" value="14/04/2014 2:41:41 AM"/>	

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No.	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
01.2407.06.074T	Magnesium Trisilicate Mixture	DRUG	bott	bott of 1 bott	Batch478	13/07/2016	6,000.00	6,000	0	6,000	2.0300	12,180.00	

Figure 3.2.3-7 Confirm record

STEP 10

Click on the to confirm the transaction

Note

- After confirmed the record, alert messages will be displayed as per Figure 3.2.3-8 and Figure 3.2.3-9.

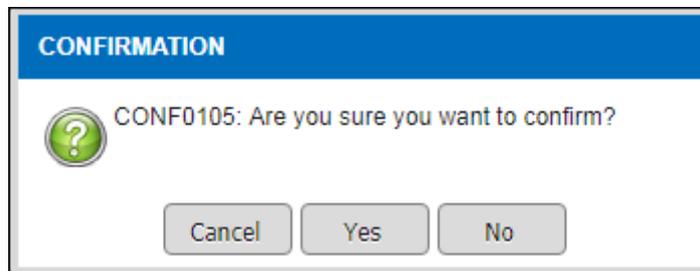


Figure 3.2.3-8 Save Record Alert Message

- Click on the button.

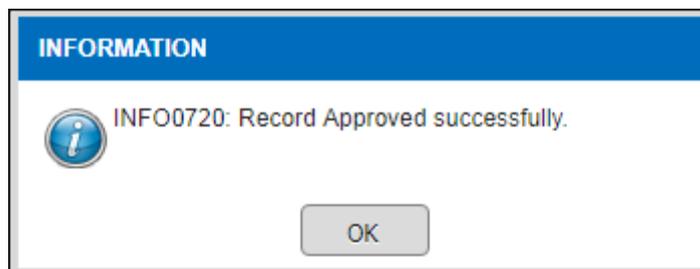


Figure 3.2.3-9 Save Record Alert Message

- Click on the button.

STEP 11



Click on the  button to view/print the report as shown in *Figure 3.2.3-10*.

RETURN TO SUPPLIER

11

RETURN TO SUPPLIER INFORMATION

Return No. <input type="text" value="T140000002"/>	Return Date <input type="text" value="14/04/2014 2:36:16 AM"/>
Return Reason <input type="text" value="Others"/>	Expected Delivery Date <input type="text" value="21/04/2014 2:41:42 AM"/>
Detail Reason <input type="text" value="Damage"/>	Status <input type="text" value="Open"/>
Supplier Name <input type="text" value="MS ALLY PHARMA SDN. BHD."/>	DO No. <input type="text" value="D0866"/>
Received No. <input type="text" value="P140000012"/>	Return Amount (RM) <input type="text" value="12,180.00"/>
LPO No. <input type="text" value="LPO14000038"/>	Remark <input type="text"/>
Notification Date <input type="text" value="14/04/2014 2:41:41 AM"/>	

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
01.2407.06.074T	Magnesium Trisilicate Mixture	DRUG	bott	bott of 1 bott	Batch478	13/07/2016	6,000.00	6,000	0	6,000	2.0300	12,180.00	

Figure 3.2.3-10 Confirm record



PhIS & CPS Project
User Manual – Pharmacy Inventory
Return Item (Return to Supplier)



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
RETURNED TO SUPPLIER REPORT

Return No. : T14000002
Supplier Name : MS ALLY PHARMA SDN. BHD.
Return Date : 14/04/2014
Return Type : Others - Damage
Status : CONFIRM

No.	Item Code	Item Description	Expiry Date	Batch No	PKU	Qty Return (PKU)	Loose Qty Return (SKU)	Qty Return (SKU)	Unit Price (RM)	Amount (RM)
1	01.2407.06.074T	Magnesium Trisilicate Mixture	13/07/2016	Batch478	bott	6,000	0	6,000	2.0300	12,180.00
TOTAL AMOUNT										12180.00

Disediakan oleh:	Diterima Oleh :	Direkodkan dan dikeluarkan oleh:
Nama : [Redacted]	Nama :	Nama :
Jawatan : Pegawai Farmasi	Tarikh :	Jawatan :
Unit : KLINIK SEJAHTERA	Cop :	Unit :
Jabatan : Pharmacy		Tarikh :
Tarikh : 14/04/2014		

Printed Date : 14/04/2014
Printed By : [Redacted]
Unit Name : STOR FARMASI
Source : PhIS

Figure 3.2.3-11 Returned to Supplier Report

3.2.4 Return Reason: Product Recall

To create a new Return to Supplier record, perform the steps below:

Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T19000021	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T19000020	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T19000019	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T19000018	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T19000017	PHARMANIAGA LOGISTIC SDN.BHD.	Product Recall	18/06/2019	Confirmed	
T19000016	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Confirmed	
T19000015	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T19000014	PHARMANIAGA LOGISTIC SDN.BHD.	Others	17/06/2019	Confirmed	
T19000013	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T19000012	I.F.MERCU I SDN.BHD.	Product Complaint	17/06/2019	Confirmed	

Figure 3.2.4-1 Create New Return to Supplier

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' then 'Return Item' then 'Return to Supplier'

STEP 2

Click on the button to create new transaction

Note

- Return to Supplier screen will be displayed as shown in the Figure 3.2.4-2.
- A new Return to Supplier record **Status** will default to 'Open'.
- **Return Date** will be default to system date and time.

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU

Figure 3.2.4-2 Return to Supplier

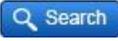
STEP 3

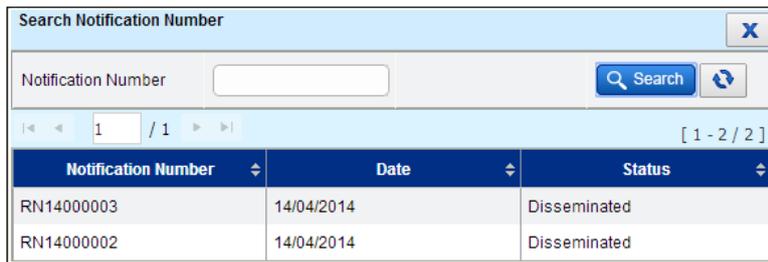
Select **Return Reason** as Product Recall from the dropdown box

STEP 4

Click on the  button to search the **Notification No.**

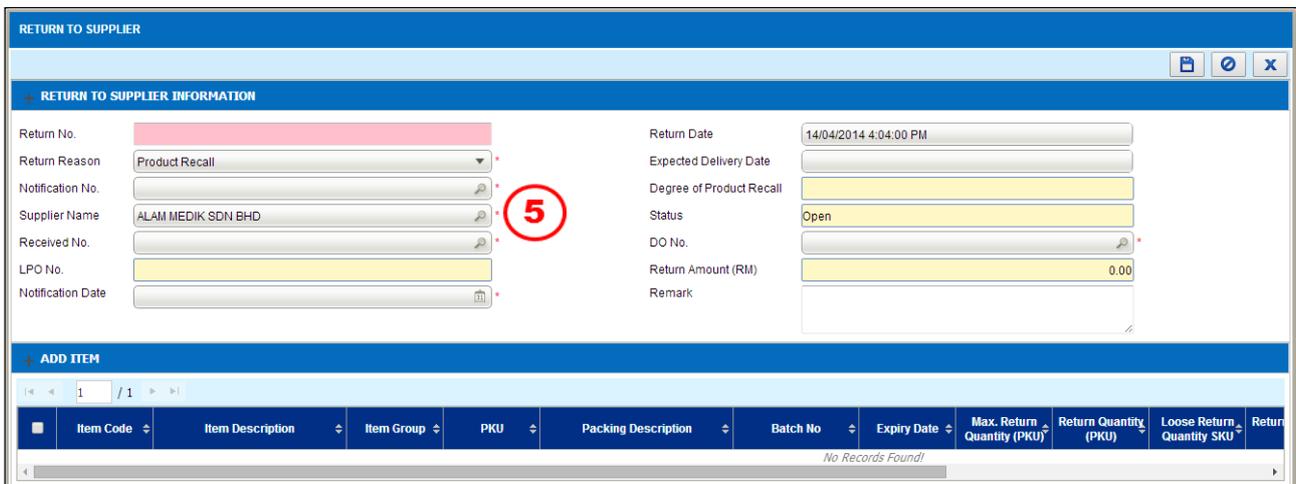
Note

- Click on the  button and the list of **Notification No.** will be displayed as per Figure 3.2.4-3.
- Double click to select the **Notification No.**



Notification Number	Date	Status
RN14000003	14/04/2014	Disseminated
RN14000002	14/04/2014	Disseminated

Figure 3.2.4-3 List of Notification Number



RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No.

Return Reason: Product Recall

Notification No.  **5**

Supplier Name: ALAM MEDIK SDN BHD

Received No.

LPO No.

Notification Date

Return Date: 14/04/2014 4:04:00 PM

Expected Delivery Date

Degree of Product Recall

Status: Open

DO No.

Return Amount (RM): 0.00

Remark

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return
No Records Found!										

Figure 3.2.4-4 Return to Supplier

STEP 5

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

Note

- Click on the  button and the list of **Supplier Name** will be displayed as per Figure 3.2.4-5.
- Double click to select the **Supplier Name**.

Search Supplier	
Supplier Name	Supplier Code
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 34 [1 - 10 / 331]	
Supplier Name	Supplier Code
4U-TECH CORPORATION SDN. BHD.	SUP000001
ACUTEST SYSTEM	SUP000002
ADLIZZ SDN BHD	SUP000003
AGS DISTRIBUTION SDN BHD	SUP000004
AHTI	SUP000005
AIN MEDICARE SDN. BHD.	SUP000006
AKIBENA RESOURCES	SUP000007
ALAM MEDI	SUP000008
ALAM MEDIK SDN BHD	SUP000009
ALCON LABORATORIES	SUP000010

Figure 3.2.4-5 List of Supplier Name

RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No. <input type="text"/>	Return Date: 14/04/2014 3:34:44 PM
Return Reason: Product Recall	Expected Delivery Date: 15/04/2014 3:35:58 PM
Notification No. RN14000003	Degree of Product Recall: 1
Supplier Name: ALAM MEDIK SDN BHD	Status: Open
Received No. P140000010	DO No. D0992
LPO No. LPO14000036	Return Amount (RM): 40,020.00
Notification Date: 14/04/2014 3:35:32 PM	Remark: <input type="text"/>

ADD ITEM

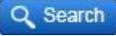
Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity (SKU)	Return Quantity (SKU)
B01AB01930P3 001XX.02	Heparin Sodium 50 IU/5ml Inj	DRUG	amp	Ampoule	Batch733	09/07/2015	2,001.00	2,001	0	2,001

Figure 3.2.4-6 Return to Supplier

STEP 6

Click on the  button to search the **Received No.**

Note

- Click on the  button and the list of **Received No.** will be displayed as per Figure 3.2.4-7
- Double click to select the **Received No.**
- Item Details consist of **Item Code, Item Description, Item Group, PKU, Packing Description, Batch No, Expiry Date, Max. Return Quantity (PKU), Return Quantity (PKU), Loose Return Quantity (SKU), Return Quantity (SKU), Average Price, Amount (RM) and Return Reason** will be displayed.
- Enter the **Return Quantity (PKU).**

Search Received No.		
Received No.	<input type="text"/>	Receive Date <input type="text"/>
LPO No.	<input type="text"/>	<input type="button" value="Search"/>
1 / 1		
Received No.	LPO No.	Receive Date
P150000893	8650	17/12/2015
P150000883	-	07/12/2015
P150000876	-	17/08/2015
P150000860	-	10/06/2015

Figure 3.2.4-7 List of Received No.

STEP 7

Select **Notification Date**

Note

- This date is the date when the Facility notifies the Supplier regarding the return of Product Recall items.
- User is not allowed to select a future date.

STEP 8

Enter **Remark** if applicable

STEP 9

Click on the  button to save the transaction

Note

- After saving the record, alert messages will be displayed as per Figure 3.2.4-7 and Figure 3.2.4-8.

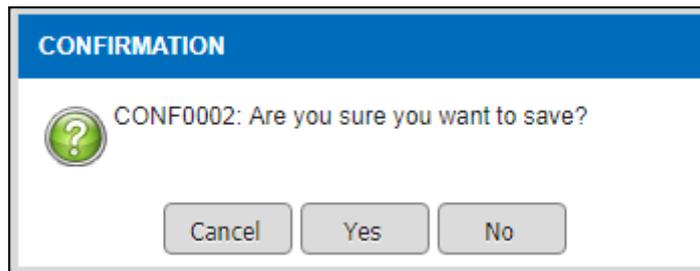
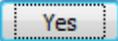


Figure 3.2.4-8 Save Record Alert Message

- Click on the  button.

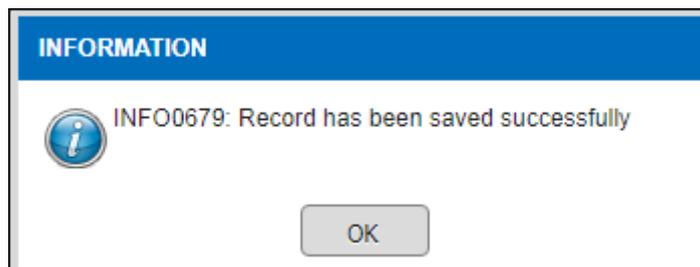


Figure 3.2.4-9 Save Record Alert Message

- Click on the  button.
- **Return No.** will be generated automatically by system for future reference and the  button will be enabled.

Figure 3.2.4-10 Return to Supplier

STEP 10

Click on the  button to confirm the transaction

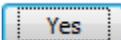
STEP 11

Click on the  button to save the transaction

Note

After saving the record, alert messages will be displayed as per Figure 3.2.4-10 and Figure 3.2.4-11.

Figure 3.2.4-11 Save Record Alert Message

- Click on the  button.

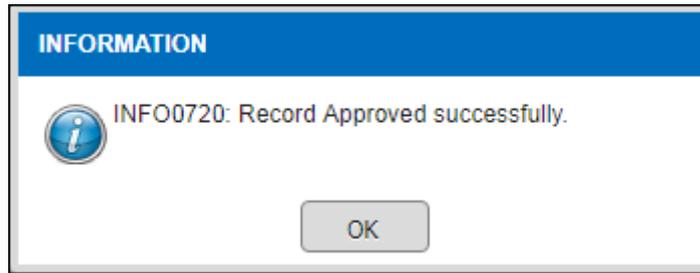
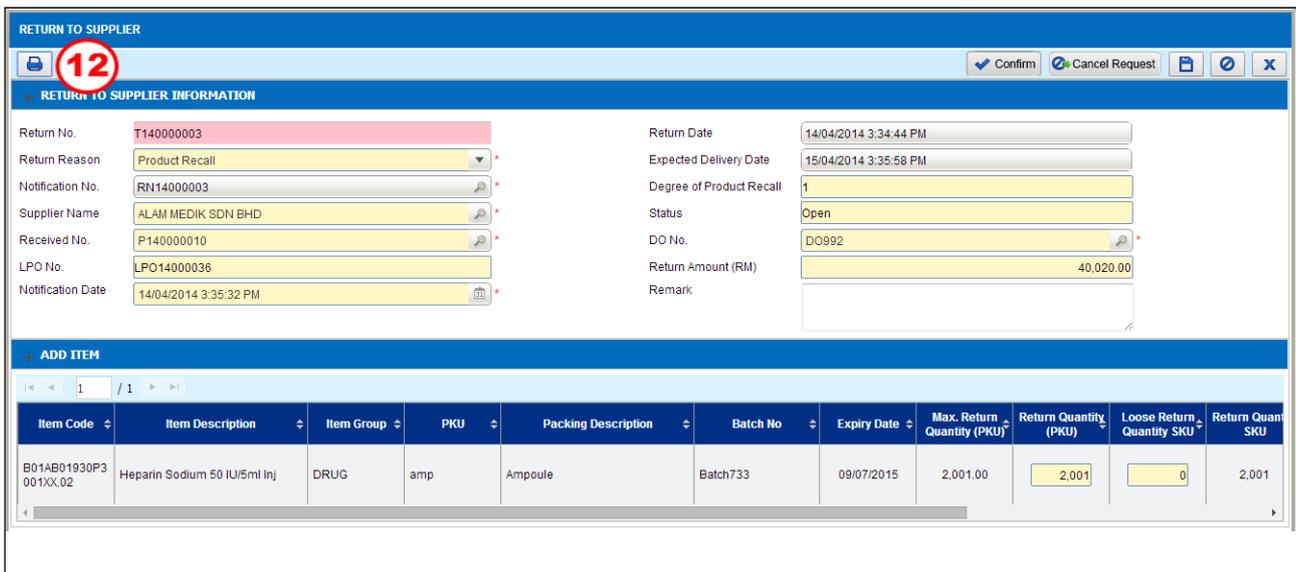


Figure 3.2.4-12 Save Record Alert Message

- Click on the  button.

STEP 12

Click on the  button to view/print the report as shown in *Figure 3.2.4-13*.



Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU
B01AB01930P3 001XX.02	Heparin Sodium 50 IU/5ml Inj	DRUG	amp	Ampoule	Batch733	09/07/2015	2,001.00	2,001	0	2,001

Figure 3.2.4-13 Return to Supplier



PhIS & CPS Project
 User Manual – Pharmacy Inventory
 Return Item (Return to Supplier)



KEMENTERIAN KESIHATAN MALAYSIA
 Hospital Pakar Sultanah Fatimah, Muar
 RETURNED TO SUPPLIER REPORT

Return No. : T140000003
 Supplier Name : ALAM MEDIK SDN BHD
 Return Date : 14/04/2014
 Return Type : Product Recall
 Status : CONFIRM

No.	Item Code	Item Description	Expiry Date	Batch No	PKU	Qty Return (PKU)	Loose Qty Return (SKU)	Qty Return (SKU)	Unit Price (RM)	Amount (RM)
1	B01AB01930P30 01XX.02	Heparin Sodium 50 IU/5ml Inj	09/07/2015	Batch733	amp	2,001	0	2,001	20.0000	40,020.00
TOTAL AMOUNT										40020.00

Disediakan oleh:	Diterima Oleh :	Direkodkan dan dikeluarkan oleh:
Nama : [Redacted]	Nama :	Nama :
Jawatan : Ketua Pegawai Farmasi	Tarikh :	Jawatan :
Unit : STOR FARMASI	Cop :	Unit :
Jabatan : Pharmacy		Tarikh :
Tarikh : 14/04/2014		

Printed Date : 14/04/2014
 Printed By : [Redacted]
 Unit Name : STOR FARMASI
 Source : PhIS

Figure 3.2.4-14 Returned to Supplier Report

3.2.5 Return Reason: Reject Upon Receiving

To create a new Return to Supplier record, please perform the steps below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Return to Supplier x

RETURN TO SUPPLIER

Return No: Supplier Name:

Return Date From: Return Date To:

Return Reason: Status:

Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T190000021	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T190000020	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T190000019	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Confirmed	
T190000018	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	19/06/2019	Open	
T190000017	PHARMANIAGA LOGISTIC SDN.BHD.	Product Recall	18/06/2019	Confirmed	
T190000016	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Confirmed	
T190000015	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T190000014	PHARMANIAGA LOGISTIC SDN.BHD.	Others	17/06/2019	Confirmed	
T190000013	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	17/06/2019	Open	
T190000012	LE MERCI U SDN BHD.	Product Complaint	17/06/2019	Confirmed	

Figure 3.2.5-1 Create New Return to Supplier

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management' then 'Return Item' then 'Return to Supplier'

STEP 2

Click on the  button to create new transaction

Note

Return to Supplier screen will be displayed as shown in the Figure 3.2-5-2.

RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No.

Return Reason: **3**

Supplier Name: **4**

Received No.

LPO No.

Notification Date:

Return Date:

Expected Delivery Date:

Status:

DO No.

Return Amount (RM):

Remark:

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
L01XE11110T1002XX.01	Pazopanib 400mg tablet	DRUG	pck	Pack of 30 tab	123	26/11/2015	4.00	4	0	120	2,000.0000	240,000.00	

Figure 3.2.5-2 Return to Supplier



STEP 3

Select **Return Reason** from the dropdown box

STEP 4

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

Note

- Click on the button and the list of **Supplier Name** will be displayed as per Figure 3.2.5-3.
- Double click to select the **Supplier Name**.

Supplier Name	Supplier Code
4U-TECH CORPORATION SDN. BHD.	SUP000001
ACUTEST SYSTEM	SUP000002
ADLIZZ SDN BHD	SUP000003
AGS DISTRIBUTION SDN BHD	SUP000004
AHTI	SUP000005
AIN MEDICARE SDN. BHD.	SUP000006
AKIBENA RESOURCES	SUP000007
ALAM MEDI	SUP000008
ALAM MEDIK SDN BHD	SUP000009
ALCON LABORATORIES	SUP000010

Figure 3.2.5-3 List of Supplier Name

RETURN TO SUPPLIER

RETURN TO SUPPLIER INFORMATION

Return No. [Redacted] Return Date: 14/04/2014 12:26:14 AM
Return Reason: Reject Upon Receiving Expected Delivery Date: [Redacted]
Supplier Name: AIN MEDICARE SDN. BHD. Status: Open
Received No. P14000002 DO No. 0001
LPD No. L0004 Return Amount (RM): 240,000.00
Notification Date: [Redacted] Remark: [Redacted]

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
L01XE11110T1002XX.01	Pazopanib 400mg tablet	DRUG	pkc	Pack of 30 tab	123	26/11/2015	4.00	4	0	120	2,000.0000	240,000.00	

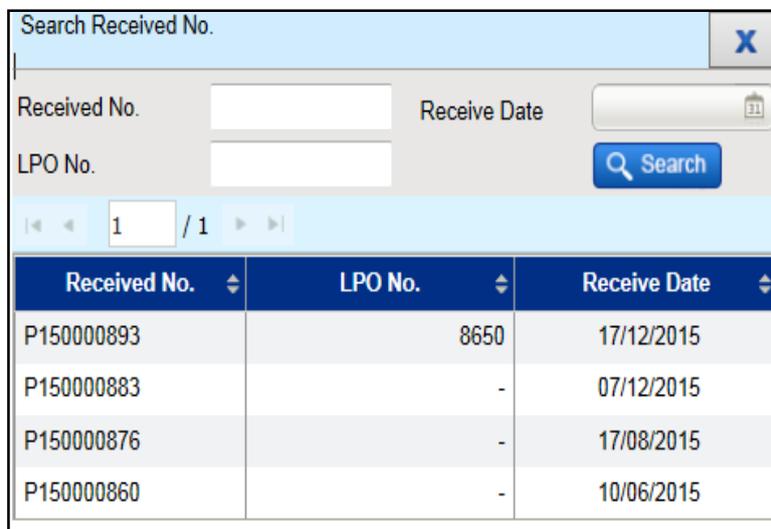
Figure 3.2.5-4 Return to Supplier

STEP 5

Click on the  button to search the **Received No.**

Note

- Click on the  button and the list of **Received No.** will be displayed as per Figure 3.2.5-5.
- Item Details consist of **Item Code, Item Description, PKU, Packing Description, Batch No, Expiry Date, Max. Return Quantity (PKU), Average Price, Amount (RM) and Return Reason** will be displayed.
- Enter the **Return Quantity (PKU)**.
- Select the check box located at the left side of the item list and click on the  button to delete item from the item list.



Received No.	LPO No.	Receive Date
P150000893	8650	17/12/2015
P150000883	-	07/12/2015
P150000876	-	17/08/2015
P150000860	-	10/06/2015

Figure 3.2.5-5 Received No.

STEP 6

Select **Notification Date**

STEP 7

Enter **Remark** if applicable

STEP 8

Click on the  button to save the transaction

Note

- After saving record, alert message will be displayed as per Figure 3.2.5-6 and Figure 3.2.5-7.

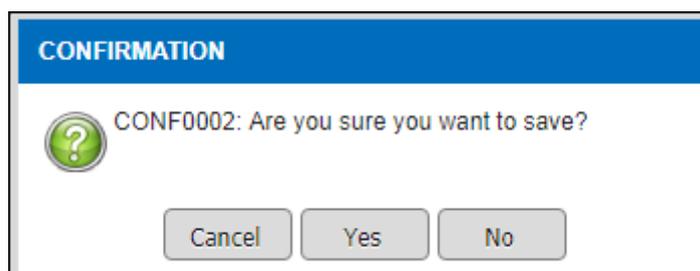
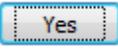


Figure 3.2.5-6 Save Record Alert Message

- Click on the  button.

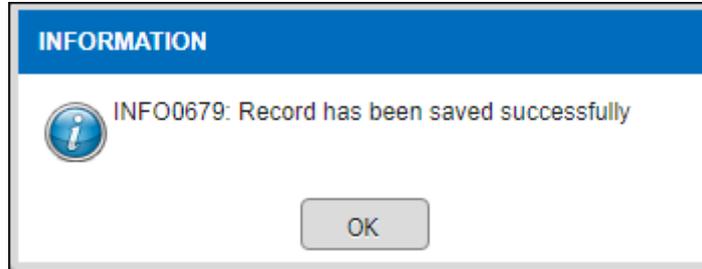
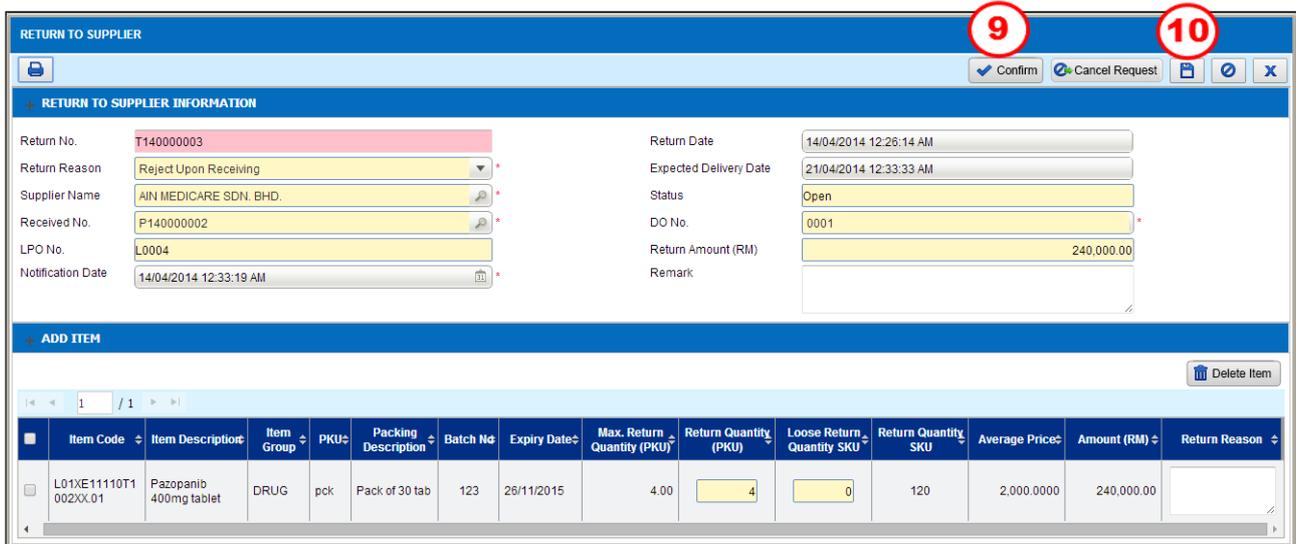


Figure 3.2.5-7 Save Record Alert Message

- Click on the  button.
- Return No.** will be generated automatically by system for future reference and the  button will be enabled.



RETURN TO SUPPLIER INFORMATION

Return No. T140000003
Return Reason Reject Upon Receiving
Supplier Name AIN MEDICARE SDN. BHD.
Received No. P140000002
LPO No. L0004
Notification Date 14/04/2014 12:33:19 AM

Return Date 14/04/2014 12:26:14 AM
Expected Delivery Date 21/04/2014 12:33:33 AM
Status Open
DO No. 0001
Return Amount (RM) 240,000.00
Remark

ADD ITEM

Item Code	Item Description	Item Group	PKU	Packing Description	Batch No	Expiry Date	Max. Return Quantity (PKU)	Return Quantity (PKU)	Loose Return Quantity SKU	Return Quantity SKU	Average Price	Amount (RM)	Return Reason
L01XE11110T1002XX.01	Pazopanib 400mg tablet	DRUG	pkc	Pack of 30 tab	123	26/11/2015	4.00	4	0	120	2,000.0000	240,000.00	

Figure 3.2.5-8 Return to Supplier

STEP 9

Click on the  to confirm the transaction

STEP 10

Click on the  button to save the transaction

Note

- After saving record, alert message will be displayed as per Figure 3.2.5-8 and Figure 3.2.5-9.

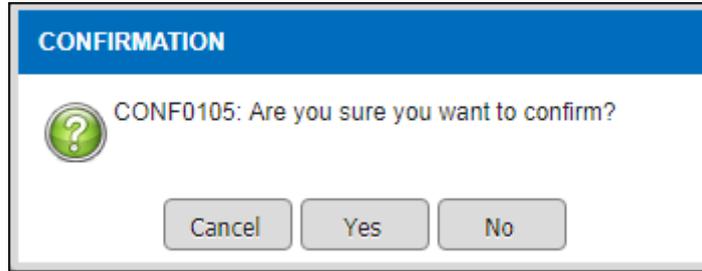
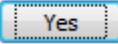


Figure 3.2.5-9 Save Record Alert Message

- Click on the  button.

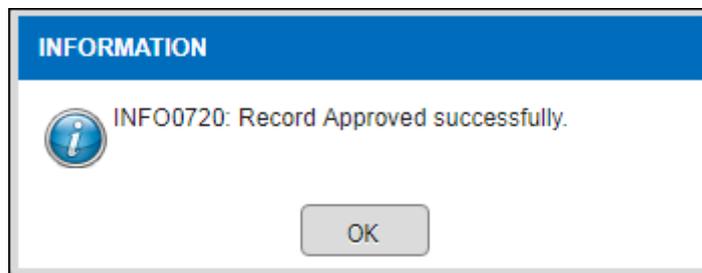


Figure 3.2.5-10 Save Record Alert Message

- Click on the  button.

STEP 11

Click on the  button to view/print the report as shown in *Figure 3.2.5-11*.

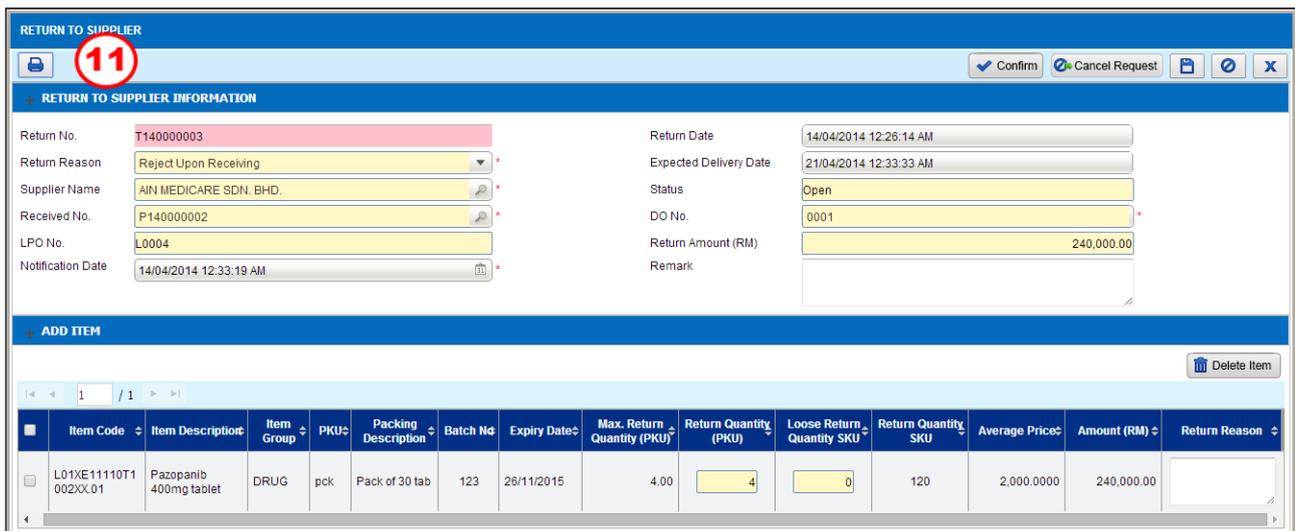


Figure 3.2.5-11 Return to Supplier



PhIS & CPS Project
User Manual – Pharmacy Inventory
Return Item (Return to Supplier)



KEMENTERIAN KESIHATAN MALAYSIA
Hospital Kulim
RETURNED TO SUPPLIER REPORT

Return No. : T140000003
Supplier Name : AIN MEDICARE SDN. BHD.
Return Date : 14/04/2014
Return Type : Reject Upon Receiving
Status : Open

No.	Item Code	Item Description	Expiry Date	Batch No	PKU	Qty Return (PKU)	Loose Qty Return (SKU)	Qty Return (SKU)	Unit Price (RM)	Amount (RM)
1	L01XE11110T100 2XX.01	Pazopanib 400mg tablet	26/11/2015	123	pck	4	0	120	2,000.0000	8,000.00
TOTAL AMOUNT										8000.00

Disediakan oleh:	Diterima Oleh :	Direkodkan dan dikeluarkan oleh:
Nama : [Redacted]	Nama :	Nama :
Jawatan : Pegawai Farmasi	Tarikh :	Jawatan :
Unit : KLINIK SEJAHTERA	Cop :	Unit :
Jabatan : Pharmacy		Tarikh :
Tarikh : 14/04/2014		

Printed Date : 14/04/2014
Printed By : A/ [Redacted]
Unit Name : KLINIK SEJAHTERA
Source : PhIS

Figure 3.2.5-12 Returned to Supplier Report



4.0 Acronyms

Abbreviation	Definition
MOH	Ministry Of Health
CPS	Clinical Pharmacy System
PhIS	Pharmacy Information System
HQ	Headquarters
UOM	Unit Of Measure
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit
LOU	Letter of Undertaking



5.0 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