



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

User Manual Pharmacy Inventory –Receive Item (Receive from Supplier)

Version	: 10th EDITION
Document ID	: U. MANUAL_INV_RECEIVE FROM SUPPLIER



PhIS& CPS Project
User Manual – Pharmacy Inventory – Receive Item
(Receive from Supplier)



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Reference ID :U. MANUAL_INV_RECEIVE FROM 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 toward pharmacy excellence. 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 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 (PN), 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 Receive Item (Receive from Supplier) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create new Receive Item (Receive from Supplier) record
- Receive Item (Receive from Supplier) record Approval

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Receive Item (Receive from Supplier)
- Section 4 : Acronyms



2.0 Application Standard Features

2.1 PhIS Legend

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

Module Legend			
	View/Print KEW.PS-10		View/Print Goods Received Note

Note

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



2.2 Latest Enhancement and Updates

Latest Functions	Page
Receive from Supplier Approval – FOC (APPL)	50
The term 'Receive category' changed to 'receive type'	5-45
Receive Item Against: LP DO (Gift)	37-42
Approve order -Gift	45

3.0 Receive From Supplier Overview

Overview

This module is to allow user at Pharmacy Store to record all items delivered by suppliers to the store.

User Group

This module is intended for Pharmacist and Pharmacist Assistant at the Pharmacy Store. (Subject to user assign by the facility)

Functional Diagram

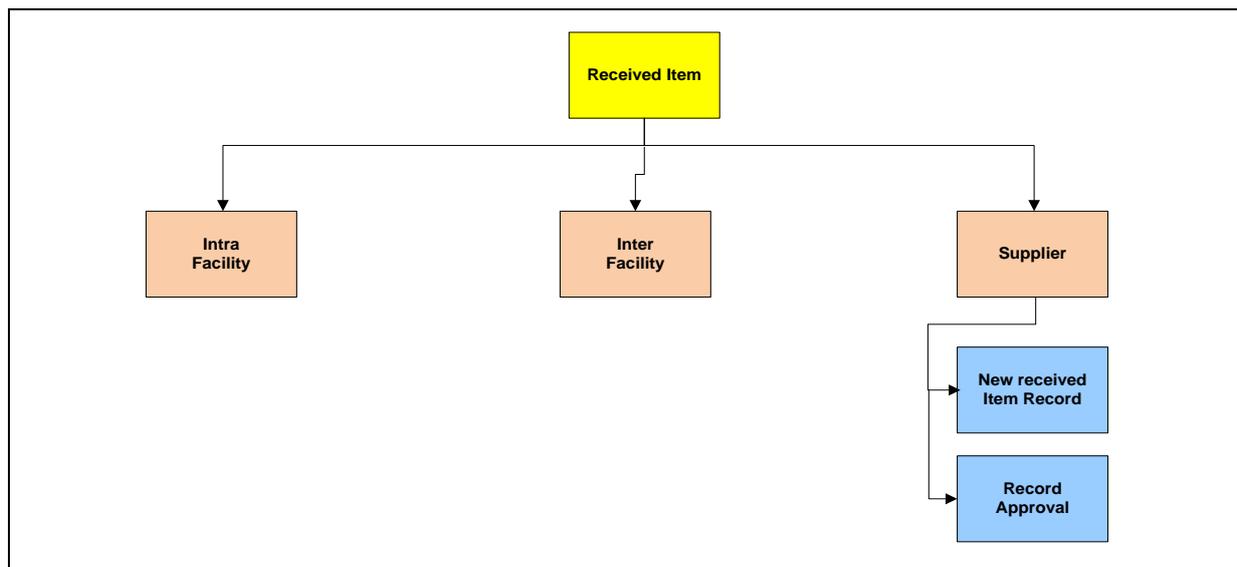


Figure 3.0-1

4.0 Receive from Supplier

4.1 Receive Item

4.1.1 View existing Receive from Supplier record

This function is used to view existing Receive from Supplier record(s)

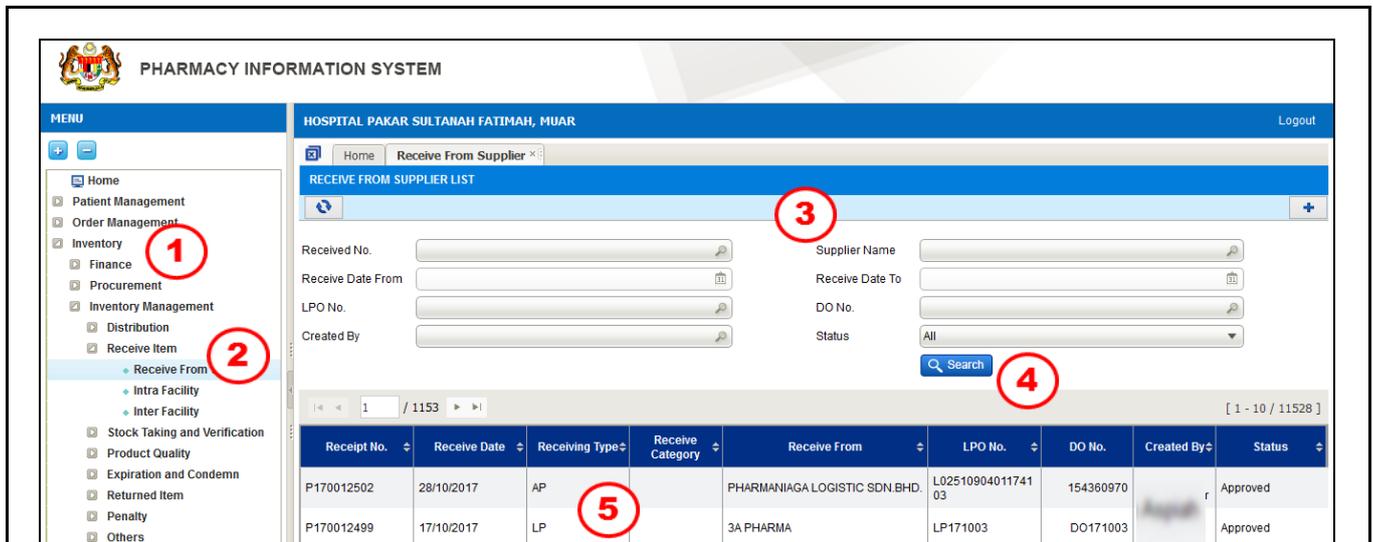


Figure 4.1.1-1 Receive From Supplier Listing Page

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

STEP 2

Click on 'Receive Item' followed by clicking on 'Receive from Supplier'.

STEP 3

To search for existing Receive from Supplier transaction(s), user may search by criteria as follows:

No	Field	Description	Remark
a	Receipt No	Search for Receipt No.	Display existing Receipt No. based on the previous Receive from Supplier record
b	Receive Date From	Select start date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 01/01/2015
c	Receive Date To	Select end date from the calendar	Filter and search existing records based on date The date format will be 'DD/MM/YYYY'. i.e. 31/12/2015
d	LPO No.	Filter and search for record by selecting LPO No. and/or LPO Date	Filter and search existing records based on LPO No.
e	DO No.	Filter and search for record by selecting DO No. and/or DO Date	Filter and search existing records based on DO No.
f	Supplier Name	Filter and search for record by selecting Supplier Name and/or Supplier Code	Filter and search existing records based on Supplier Name

g	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status
h	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By

Table 4.1.1-1

STEP 4

Click on the  button after input of criteria.

STEP 5

Double-click on the selected record and the details will be displayed as shown in Figure 4.1.1-2

RECEIVE FROM SUPPLIER

<p>Received No. <input type="text" value="P190002317"/></p> <p>Received From <input type="text" value="Supplier"/></p> <p>Receive Item Against <input type="text" value="LP DO"/></p> <p>Receive Type <input type="text" value="Purchase Order"/></p> <p>Supplier Name <input type="text" value="3A PHARMA"/></p> <p>LPO No. <input type="text" value="LP160702"/></p> <p>LPO Approval Date and Time <input type="text" value="16/07/2019 10:36 AM"/></p> <p>Item Group <input type="text" value="DRUG"/></p> <p>Expected Delivery Date and Time <input type="text" value="19/07/2019 10:36 AM"/></p> <p>Receipt Amount (RM) <input type="text" value="20.00"/></p> <p>DO No. <input type="text" value="DO160702"/></p>	<p>Created Date <input type="text" value="16/07/2019 10:43 AM"/></p> <p>Created By <input type="text" value="p_inv_1"/></p> <p>Unit Name <input type="text" value="STOR.FARMASI"/></p> <p>Supplier Code <input type="text" value="SUPP000003"/></p> <p>Goods Received Date And Time <input type="text" value=""/></p> <p>LPO Transmitted Date and Time <input type="text" value="16/07/2019 10:36 AM"/></p> <p>Status <input type="text" value="Approved"/></p> <p>Remarks <input type="text" value=""/></p> <p>Reject Reason <input type="text" value=""/></p> <p>Transportation Information <input type="text" value=""/></p> <p>DO Date <input type="text" value="16/07/2019"/></p> <p>CAPD <input type="radio" value="No"/> <input type="radio" value="Yes"/></p> <p>CAPD Default Unit <input type="text" value=""/></p>
---	--

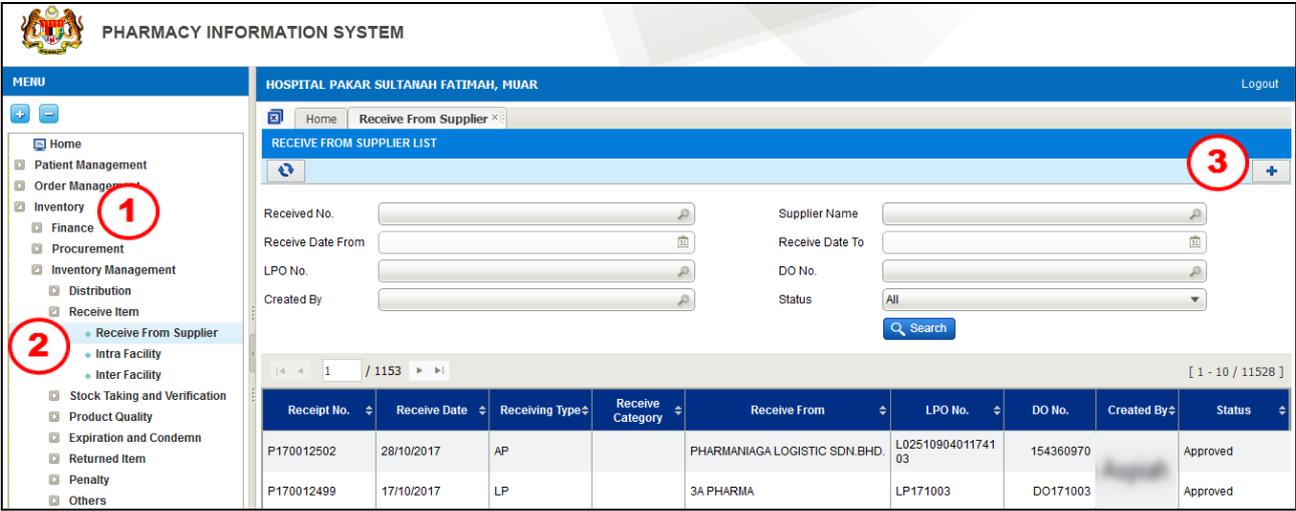
RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU:	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date
1	V03AB23520P30018.01	Acetylcysteine 500mg/25ml Vial	vial	vial	10	10	10	HIDONAC	Zambon	30/06/2019	EDD002	03/08/2019

Figure 4.1.1-2 Receive From Supplier

4.1.2 Create New Receive from Supplier Record

This function is used to create a new record for Receive from Supplier record



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Receive From Supplier

RECEIVE FROM SUPPLIER LIST

Received No. Supplier Name
Receive Date From Receive Date To
LPO No. DO No.
Created By Status

Search

1 / 1153 [1 - 10 / 11528]

Receipt No.	Receive Date	Receiving Type	Receive Category	Receive From	LPO No.	DO No.	Created By	Status
P170012502	28/10/2017	AP		PHARMANIAGA LOGISTIC SDN BHD	L0251090401174103	154360970		Approved
P170012499	17/10/2017	LP		3A PHARMA	LP171003	DO171003		Approved

Figure 4.1.2-1 Create New Receive From Supplier

STEP 1

Click on 'Inventory' menu and click on 'Inventory Management' sub-menu.

STEP 2

Click on 'Receive Item' followed by 'Receive from Supplier'.

STEP 3

Click on the  button to create a new Receive from Supplier record.

Note

Receive from Supplier screen will be displayed in Figure 4.1.2-2

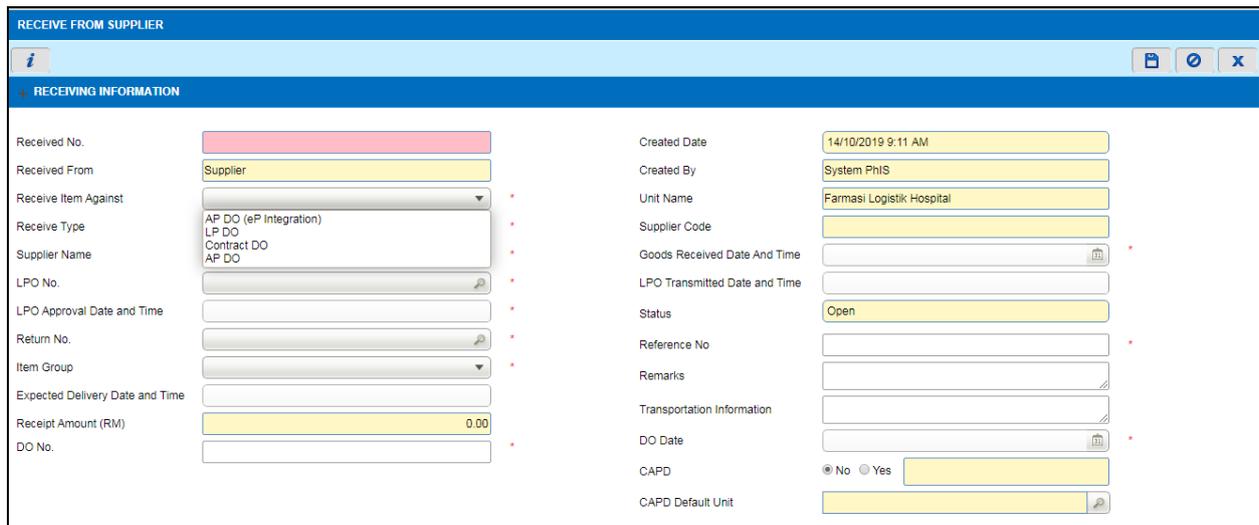


Figure 4.1.2-2 Receive From Supplier

Note

- On the Receive from Supplier screen, there are four (4) Receive Item Against which are :-
 - a) AP DO (eP Integration)
 - b) LP DO
 - c) Contract DO
 - d) AP DO
- In this Receiving Detail's List section will show the item that user will receive from supplier after selecting LPO No.

4.1.3 Receive Item Against: AP DO

This function is used to create a new receive item from supplier against AP DO

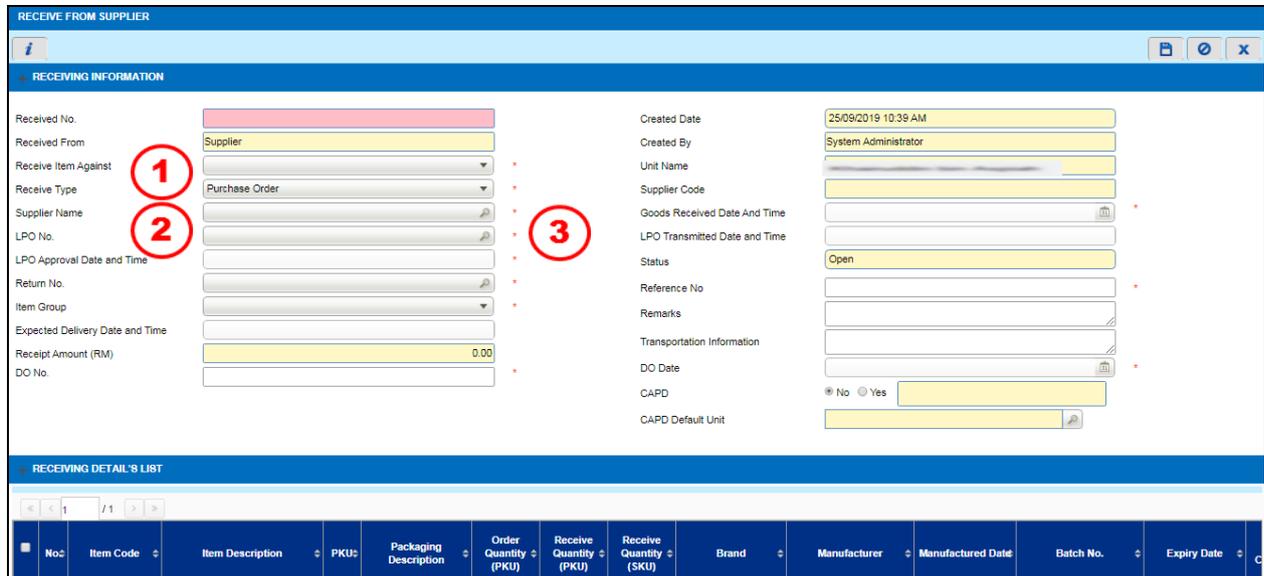


Figure 4.1.3-1 Receive From Supplier

Note

- Refer to Figure 3.1.3.-1 to create a new transaction.
- Created will default to current date.
- Created By will display log in user's First Name and Last Name set in User Profile.
- Unit Name will display the unit set in User Profile.
- Status is defaulted to 'Open' for the newly created record.
- Receipt Amount (RM) is defaulted to 0.00 for the newly created record.

STEP 1

Select **Receive Item Against** as AP DO from dropdown box

Note

- **Supplier Name** is defaulted to *Pharmaniaga Logistic Sdn. Bhd.*
- **Supplier Code** will be displayed based on the **Supplier Name**.

STEP 2

Select **Receive Type** from dropdown box as shown in Figure 4.1.3-2

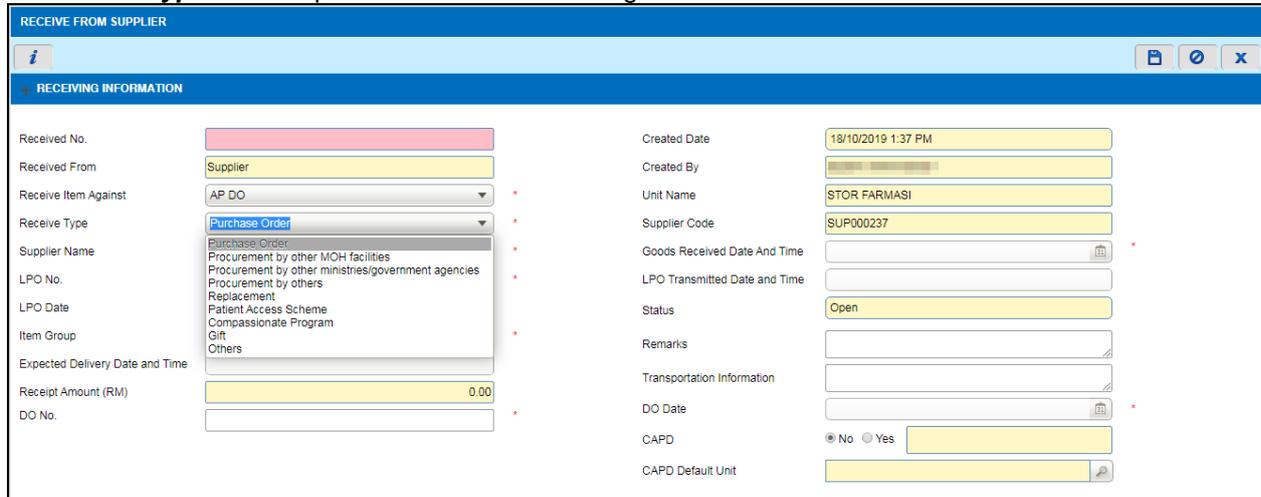


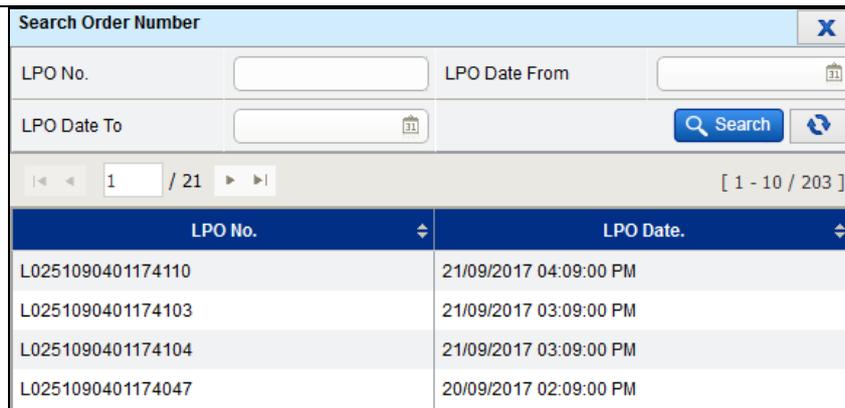
Figure 4.1.3-2 Receiving Information

Note

- Receive type can be selected from the below:
 - a) *Purchase Order*
 - b) *Procurement by Other MOH Facilities*
 - There is no option for LPO Transmitted Date and Time
 - c) *Procurement by Other Ministries/Government Agencies*
 - There are option to to fill **Agency Name**
 - d) *Procurement by Others*
 - There are option to to fill **Agency Name**
 - e) *Replacement*
 - There is no option for LPO Transmitted Date and Time
 - f) *Patient access Scheme*
 - There is no option for LPO Transmitted Date and Time
 - g) *Compassionate Program*
 - There are option to fill **Donor Name**
 - h) *Gift*
 - There are option to fill **Donor Name**
 - i) *Others*
 - There is no option for LPO Transmitted Date and Time

STEP 3

Click on the  button at **LPO No** field as per Figure 4.1.3-1 and the Search Order No. window will be displayed as shown in Figure 4.1.3-3



LPO No.	LPO Date.
L0251090401174110	21/09/2017 04:09:00 PM
L0251090401174103	21/09/2017 03:09:00 PM
L0251090401174104	21/09/2017 03:09:00 PM
L0251090401174047	20/09/2017 02:09:00 PM

Figure 4.1.3-3 Search Order Number

Note

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of **LPO No.** will be displayed and double click on **LPO No. to select it.**
- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the **LPO No** after eP approved the purchasing.
- **LPO Transmitted Date** is the date when **Pharmaniaga** receives **LPO No** from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.

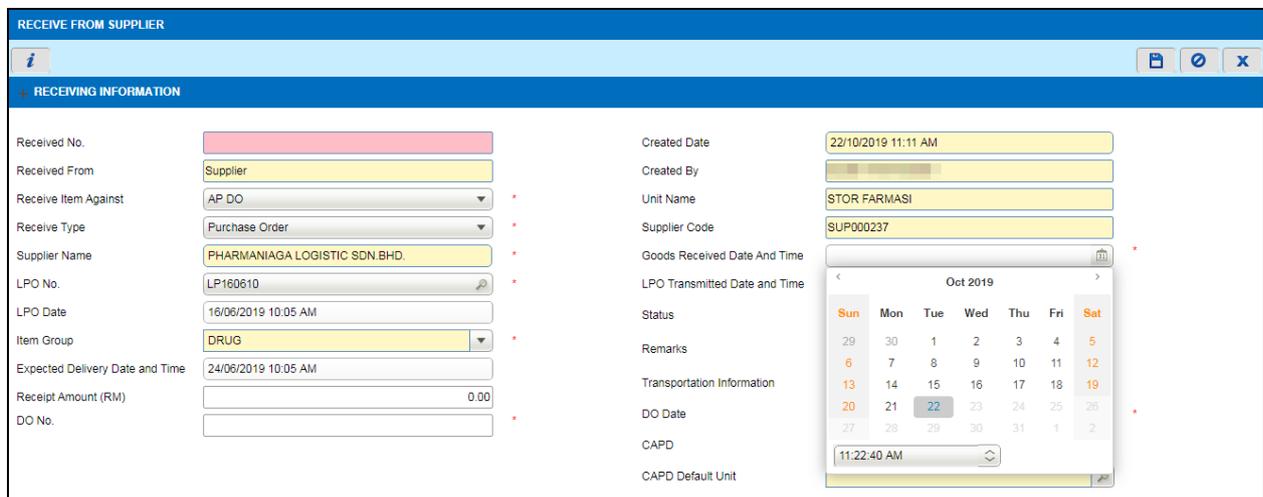


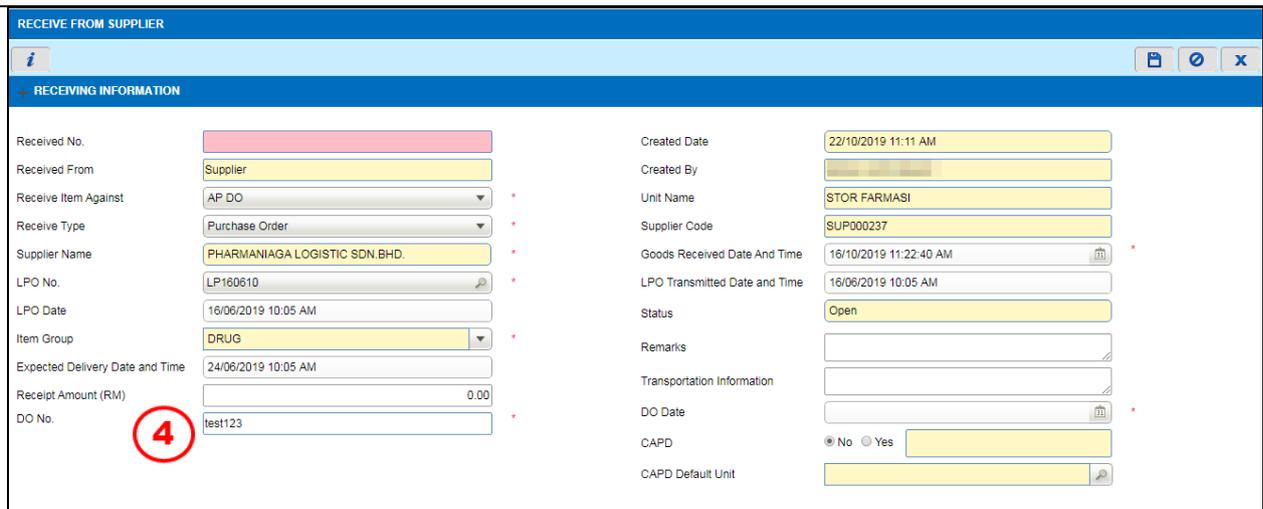
Figure 4.1.3-4Receive From Supplier

STEP 3

Select **Goods Received Date And Time**

Note

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.



RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. [] Created Date 22/10/2019 11:11 AM

Received From Supplier Created By []

Receive Item Against AP DO * Unit Name STOR FARMASI

Receive Type Purchase Order * Supplier Code SUP000237

Supplier Name PHARMANIAGA LOGISTIC SDN BHD * Goods Received Date And Time 16/10/2019 11:22:40 AM *

LPO No. LP160610 * LPO Transmitted Date and Time 16/06/2019 10:05 AM

LPO Date 16/06/2019 10:05 AM Status Open

Item Group DRUG * Remarks []

Expected Delivery Date and Time 24/06/2019 10:05 AM Transportation Information []

Receipt Amount (RM) 0.00 DO Date [] *

DO No. test123 * CAPD No Yes []

CAPD Default Unit []

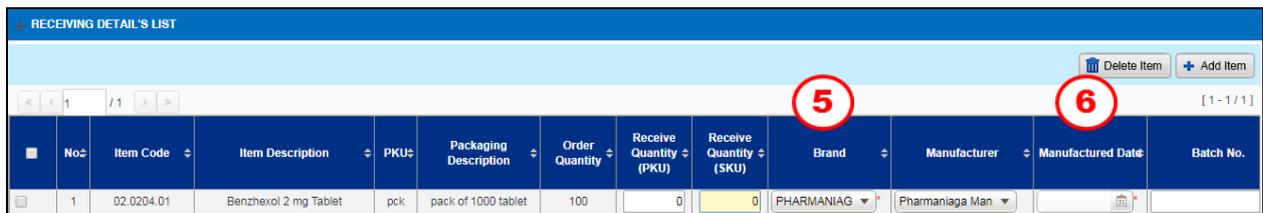
Figure 4.1.3-5 Receive from Supplier

STEP 4

Key in the **DO No**

Note

List of item(s) under the DO No. will be displayed under the Receiving Detail's List section.



RECEIVING DETAIL'S LIST

Delete Item + Add Item

[1 - 1 / 1]

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	02.0204.01	Benzhexol 2 mg Tablet	pck	pack of 1000 tablet	100	0	0	PHARMANIAG	Pharmaniaga Man		

Figure 4.1.3-6 DO Details

STEP 5

Change the **Brand** from the drop down box if applicable

Note

- **Brand and Manufacturer** is defaulted to the value captured during purchase order creation and user is allowed to change it.
- **Brand and Manufacuter** will be listed based on value configured by item in item master.
- If **manufacturer and brand** is removed from item master in IWP before user do the receiving, during receiving value will be defaulted to <blank> and user must select different manufacturer and brand.
- No changes for 'Receive Item Against LP and Contract 'since this function already applied.

STEP 6

Enter **Manufactured Date** from the calendar if applicable

Note

Batch No. and Expiry Date of each item will be automatically displayed.

RECEIVING DETAIL'S LIST											
Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
laga Man	15/10/2019	test1	21/10/2020	Yes	No	<input type="checkbox"/>		0	41.1800	3,706.20	

Figure 4.1.3-7 Do Details

STEP 7

Enter **Remarks** if applicable.

Note

- **Shelf Life Compliance will** be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
 - No KKM Label
 - Product not within 2 - 8°C
 - Reject LOU item
 - Reject LOU item
 - Not accordance to the description (Wrong Item)
 - Damaged/Obsolete/Expired
 - Not Fulfill Required Specification
 - Not accordance cold chain condition
 - Less than DO quantity
 - More than DO quantity
- For all types of 'Receive Item Against' (AP DO, LP DO, Contract DO), the default 'LOU' column value is based on the criteria below
 - a) For Item Group = NON DRUG, the default 'LOU' column is set to 'No' which is editable
 - b) For Item Group = DRUG
 - When 'Shelf Life Compliance' is 'No', the default 'LOU' is set to 'Yes' and vice versa. Although this is the default value, it is still editable
 - For Vaccine Item
 - When 'Remaining Days' is less than 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'No'
 - When 'Remaining Days' is more than or equals 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'Yes'
 - Remaining Days is equals to Expiry Date minus the Goods Received Date

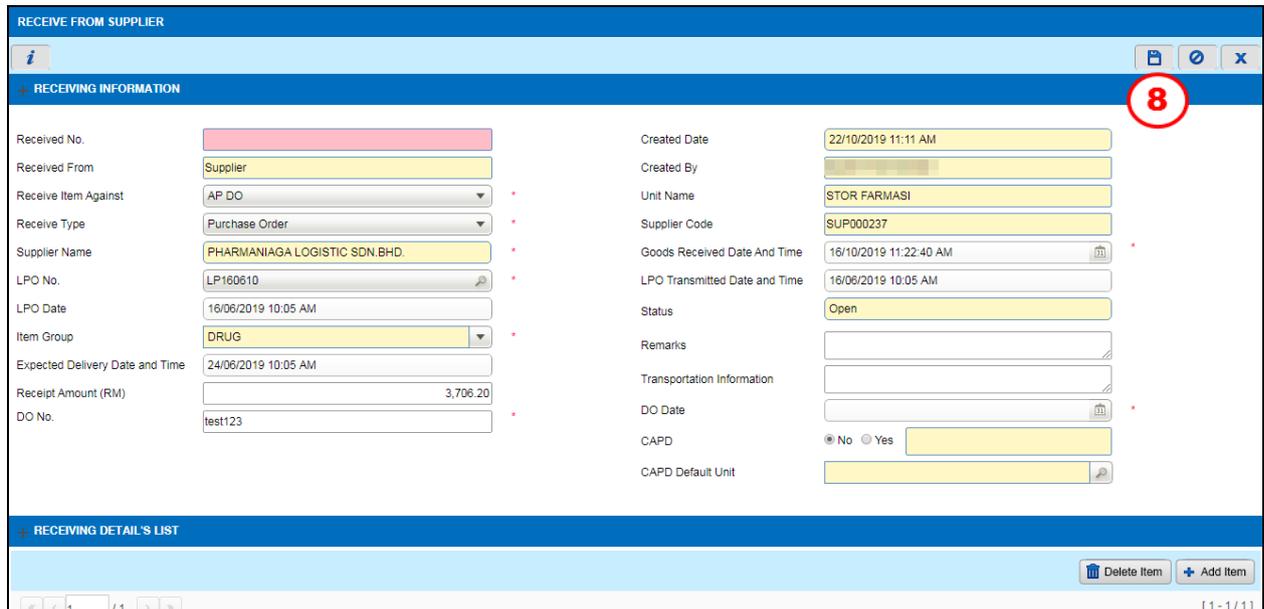


Figure 4.1.3-8 Receive From Supplier

STEP 8

Click on the  button to save the transaction

Note

- System will display an alert message as displayed in Figure 4.1.3-9.
- Message Information as per Figure 4.1.3-10 will be displayed once user click on the Yes button in Figure 4.1.3-9.
- **Received No.** will be generated automatically for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.3-2

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.3-11.

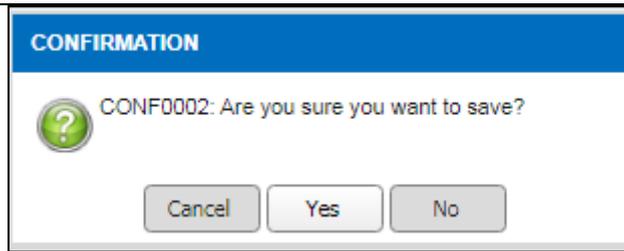


Figure 4.1.3-9 Alert Message

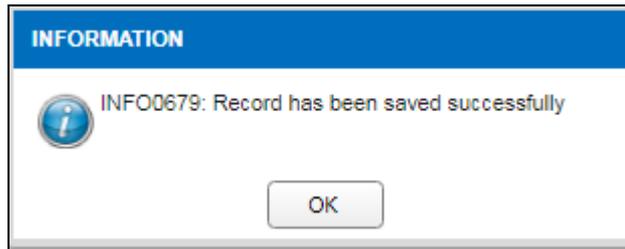
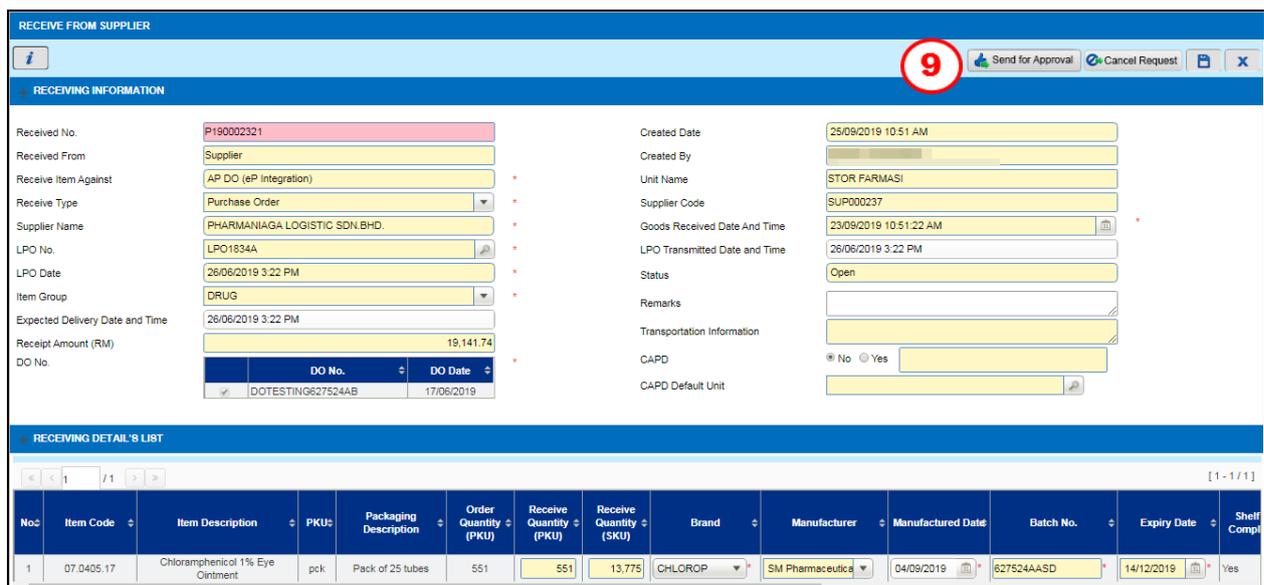


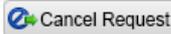
Figure 4.1.3-10 Alert Message



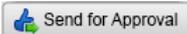
No	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Compl
1	07.0405.17	Chloramphenicol 1% Eye Ointment	pck	Pack of 25 tubes	551	551	13,775	CHLOROP	SM Pharmaceutica	04/09/2019	827524AASD	14/12/2019	Yes

Figure 4.1.3-11 Receive From Supplier Send for Approval

Note

- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

STEP 9

Click on the  button to send the transaction for approval

Note

- System will display an alert message for confirmation as displayed in Figure 4.1.3-12.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.1.3-13.
- The **Status** will be change automatically to 'Pending for Approval'.

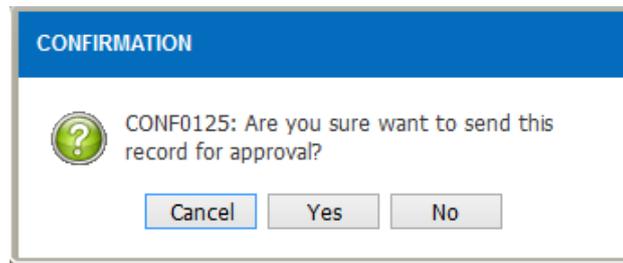


Figure 4.1.3-12 Alert Message



Figure 4.1.3-13 Alert Message

4.1.4 Receive Item Against: Contract DO

This function is used to create new receiving record for Contract DO

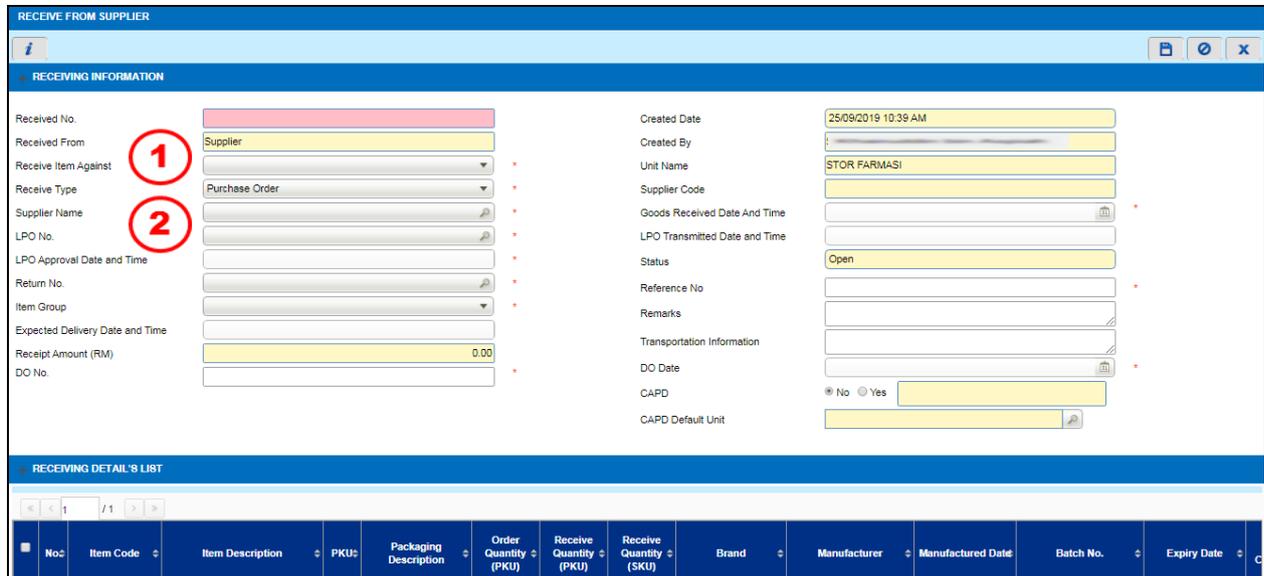


Figure 4.1.4-1 Receive from Supplier

Note

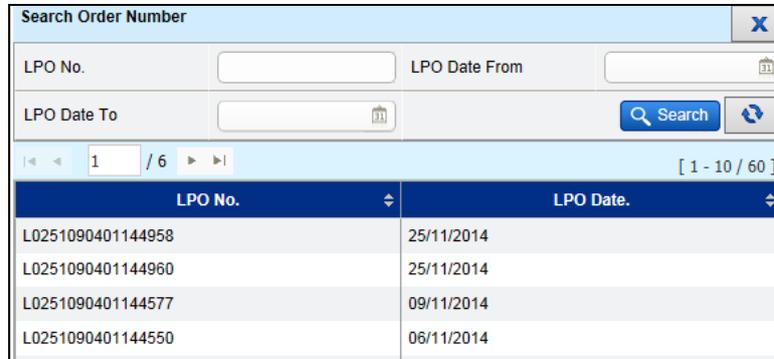
- Refer to Figure 4.1.4-1 to create a new Receive from Supplier transaction.
- Receive type can be selected from the below:
 - j) Purchase Order
 - k) Procurement by Other MOH Facilities
 - There is no option for LPO Transmitted Date and Time
 - a) Procurement by Other Ministries/Government Agencies
 - There are option to to fill **Agency Name**
 - b) Procurement by Others
 - There are option to to fill **Agency Name**
 - c) Replacement
 - There is no option for LPO Transmitted Date and Time
 - d) Patient access Scheme
 - There is no option for LPO Transmitted Date and Time
 - e) Compassionate Program
 - There are option to fill **Donor Name**
 - f) Gift
 - There are option to fill **Donor Name**
 - g) Others
 - There is no option for LPO Transmitted Date and Time
- **Create Date** will be defaulted to current date.

STEP 1

Select **Receive Item Against** as Contract DO from drop down box

STEP 2

Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.4-2



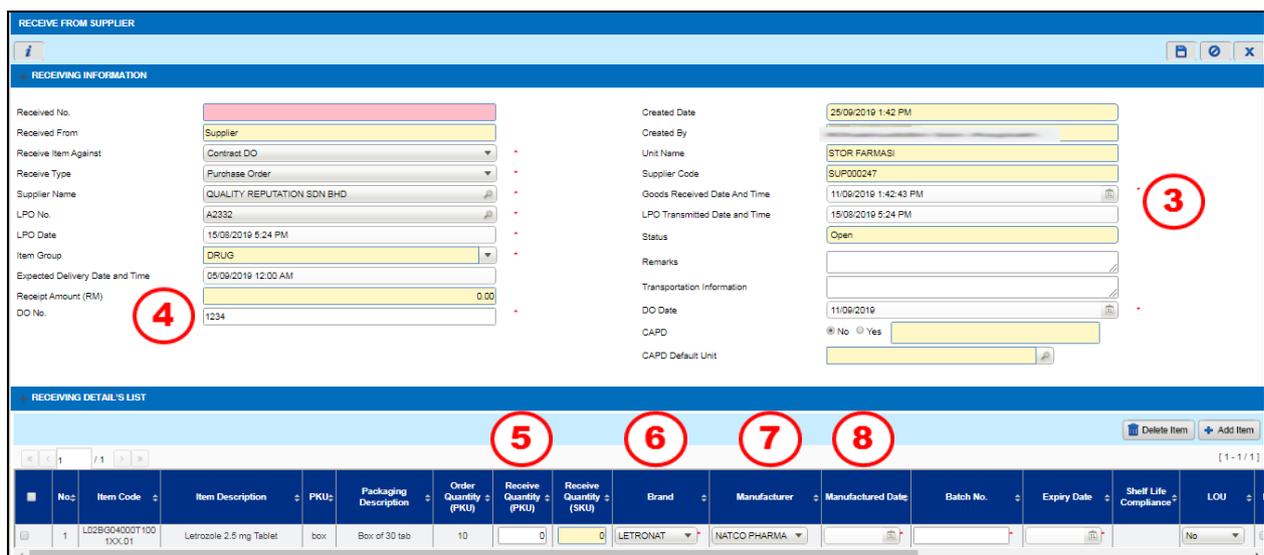
The 'Search Order Number' window contains the following fields and data:

LPO No.	LPO Date.
L0251090401144958	25/11/2014
L0251090401144960	25/11/2014
L0251090401144577	09/11/2014
L0251090401144550	06/11/2014

Figure 4.1.4-2 Search Order Number

Note

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of **LPO No.** will be displayed and double click on **LPO No.** to select.
- **DO No.** will be displayed after **LPO No.** is selected.
- **LPO Date** is the date where facility receives the **LPO No** after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharmaniaga receives **LPO No** from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.



The 'RECEIVE FROM SUPPLIER' window is divided into two main sections:

RECEIVING INFORMATION

Received No.	Supplier	Created Date	25/09/2019 1:42 PM
Received From	Supplier	Created By	
Receive Item Against	Contract DO	Unit Name	STOR FARMASI
Receive Type	Purchase Order	Supplier Code	SUP000247
Supplier Name	QUALITY REPUTATION SDN BHD	Goods Received Date And Time	11/09/2019 1:42:43 PM
LPO No.	A2332	LPO Transmitted Date and Time	15/09/2019 5:24 PM
LPO Date	15/08/2019 5:24 PM	Status	Open
Item Group	DRUG	Remarks	
Expected Delivery Date and Time	05/09/2019 12:00 AM	Transportation Information	
Receipt Amount (RM)	0.00	DO Date	11/09/2019
DO No.	1234	CAPD	<input checked="" type="radio"/> No <input type="radio"/> Yes
		CAPD Default Unit	

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU
1	L02BGG040007100 10001	Letrozole 2.5 mg Tablet	box	Box of 30 tab	10	0		LETRONAT	NATCO PHARMA					No

Figure 4.1.4-3 Receive from Supplier

STEP 3

Select **Goods Received Date and Time**

Note

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

STEP 4

Enter **DO No.**

Note

An empty item line is automatically created at the Receiving Details List

STEP 5

Enter **Received Quantity (PKU)**

STEP 6

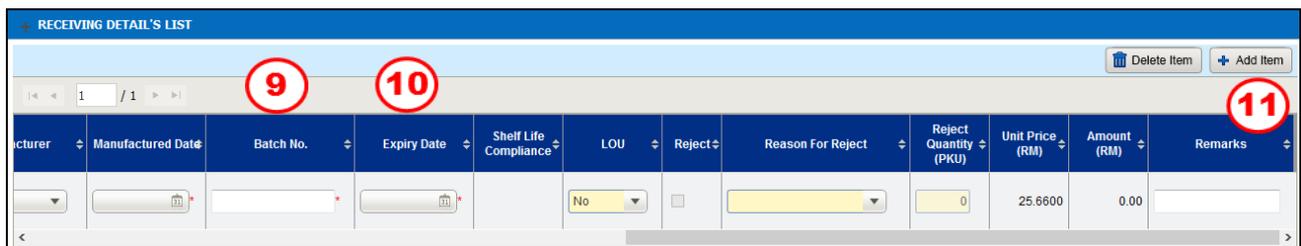
Change **Brand** from the drop down box if applicable

STEP 7

Change **Manufacturer** from the drop down box if applicable

STEP 8

Select **Manufactured Date**



Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
					No	<input type="checkbox"/>		0	25.6600	0.00	

Figure 4.1.4-4 Receiving Detail's List

STEP 9

Enter **Batch No.**, if applicable.

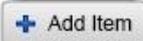
STEP 10

Select **Expiry Date**

Note

If there is no additional received item to be added, skip to step 21

STEP 11

Click on the  button to add additional received item, if applicable. Add Item screen will be displayed in Figure 4.1.4-5

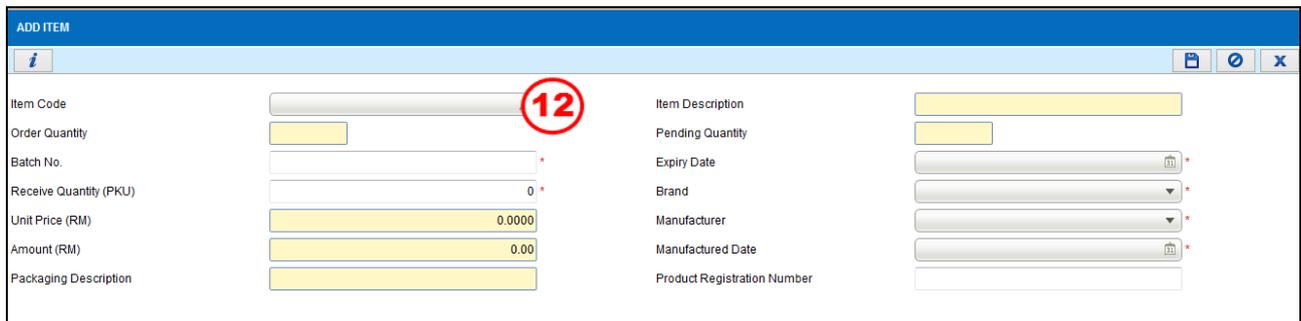
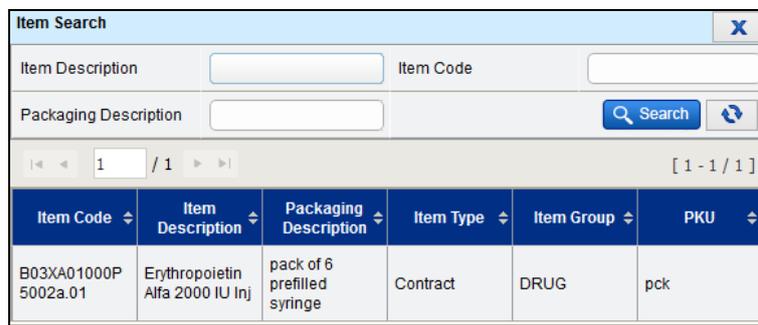


Figure 4.1.4-5 Add Item



Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
B03XA01000P 5002a.01	Erythropoietin Alfa 2000 IU Inj	pack of 6 prefilled syringe	Contract	DRUG	pck

Figure 4.1.4-6 Search Item

STEP 12

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.4-6

Note

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.
- Multiple Receive from Supplier records have to be created for multiple DO No received.
- **Item Description** will be automatically displayed based on the selected **Item Code**.
- **Order Quantity** will be defaulted to the **Pending Quantity**.

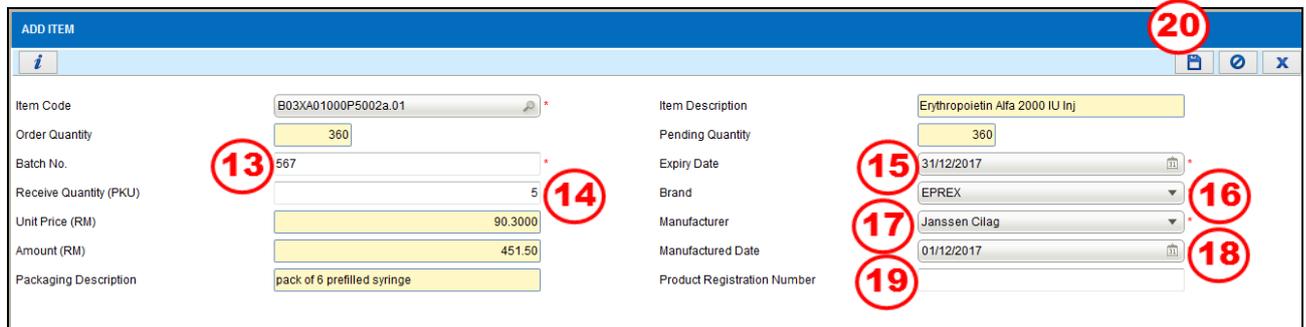


Figure 4.1.4-7 Add Item

STEP 13

Enter **Batch No.**

STEP 14

Enter **Receive Quantity (PKU)**.

Note

Amount (RM) will be automatically calculated based on the **Receive Quantity (PKU)** entered.

STEP 15

Select **Expiry Date**

STEP 16

Change **Brand** from the drop down box if applicable

STEP 17

Change **Manufacturer** from the drop down box if applicable

STEP 18

Select **Manufactured Date**

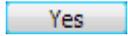
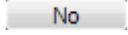
STEP 19

Enter **Product Registration Number** if applicable

STEP 20

Click on the  button to save the item into the Receiving Detail's List

Note

- Repeat from STEP 11 to STEP 20 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.4-8
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.4-9
- Click on the  button to cancel the saved transaction.

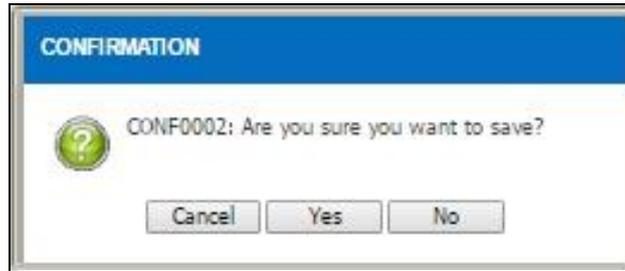


Figure 4.1.4-8 Alert Message

Note

- **Shelf life Compliance will** be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
 - No KKM Label
 - Product not within 2 - 8°C
 - Reject LOU item
 - Not accordance to the description (Wrong Item)
 - Damaged/Obsolete/Expired
 - Not Fulfill Required Specification
 - Not accordance cold chain condition
 - Less than DO quantity
 - More than DO quantity

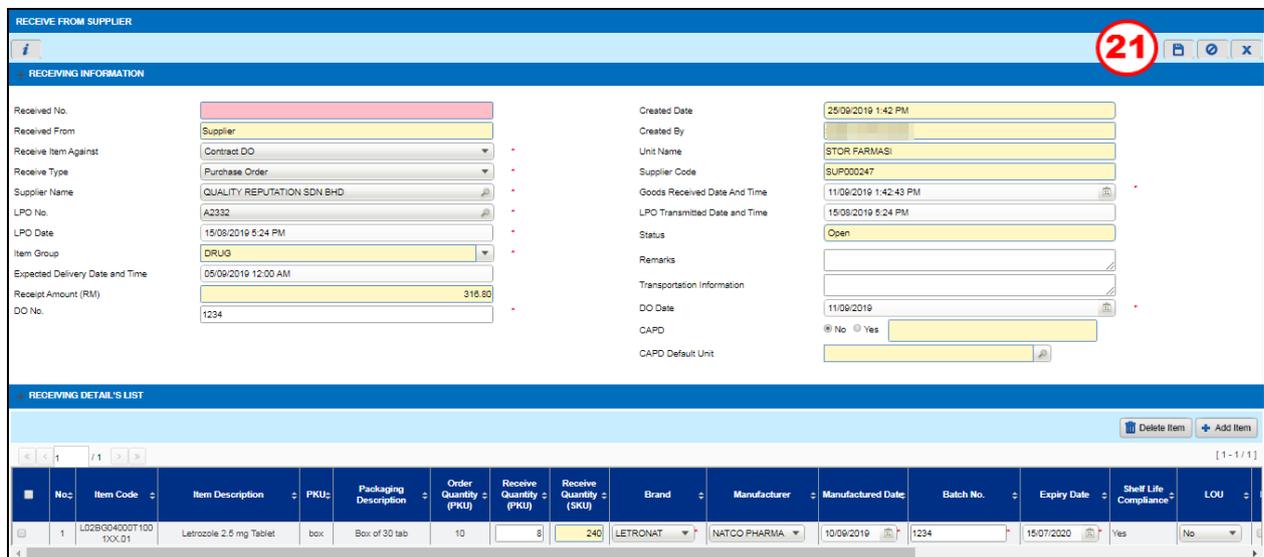


Figure 4.1.4-9 Save Receive from Supplier record

STEP 21

Click on the  button to save the transaction.

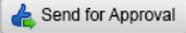
Note

- System will display an alert message as displayed in Figure 4.1.4-10.
- Message Information as per Figure 4.1.4-11 will be displayed once user selects the 'Yes' button in Figure 4.1.4-10.

- **Received No.** will be automatically generated for future reference. E.g.: P14000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.4-1

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.4-12.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

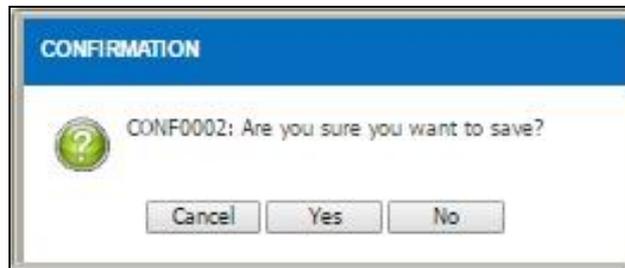


Figure 4.1.4-10 Alert Message

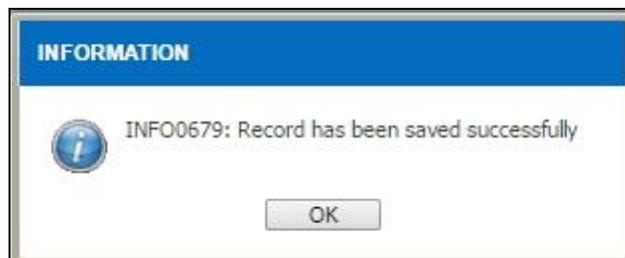


Figure 4.1.4-11 Alert Message

RECEIVING INFORMATION

Received No. P190002322
 Received From Supplier
 Receive Item Against Contract DO
 Receive Type Purchase Order
 Supplier Name QUALITY REPUTATION SDN BHD
 LPO No. A2332
 LPO Date 15/09/2019 5:24 PM
 Item Group DRUG
 Expected Delivery Date and Time 05/09/2019 12:00 AM
 Receipt Amount (RM) 316.80
 DO No. 1234

Created Date 25/09/2019 1:42 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUP000247
 Goods Received Date And Time 11/09/2019 1:42:43 PM
 LPO Transmitted Date and Time 15/09/2019 5:24 PM
 Status Open
 Remarks
 Transportation Information
 DO Date 11/09/2019
 CAPD No. Yes
 CAPD Default Unit

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU
1	L02B0040007100 10X-D1	Letrozole 2.5 mg Tablet	box	Box of 30 tab	10	8	240	LETRONAT	NATCO PHARMA	10/09/2019	1234	15/07/2020	Yes	No

Figure 4.1.4-12 Send for Approval

STEP 22

Click on the button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.4-13.
- Message Information as displayed in Figure 4.1.4-14 will be displayed once user selects the Yes button in Figure 4.1.4-13.
- The **Status** will be automatically changed to 'Pending for Approval'.

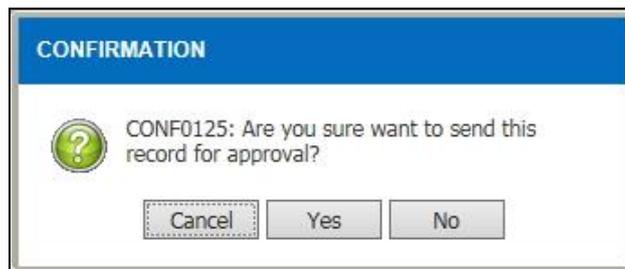


Figure 4.1.4-13 Alert Message



Figure 4.1.4-14 Alert Message

4.1.5 Receive Item Against: LP DO

This function is used to create new receiving for LP DO

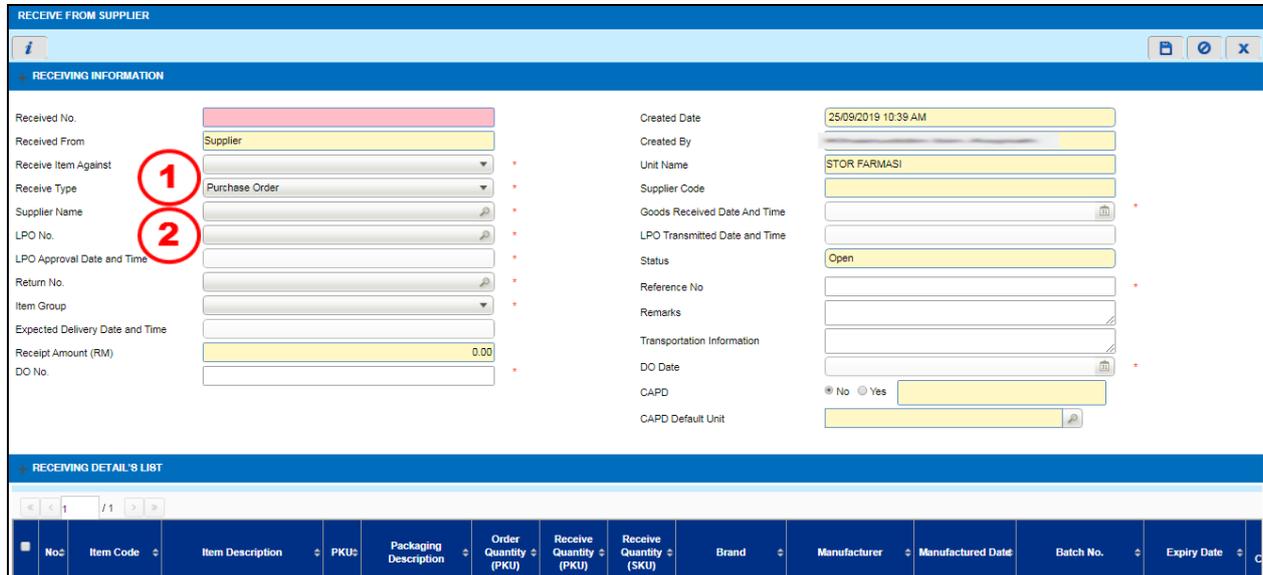


Figure 4.1.5-1 Receive from Supplier

Note

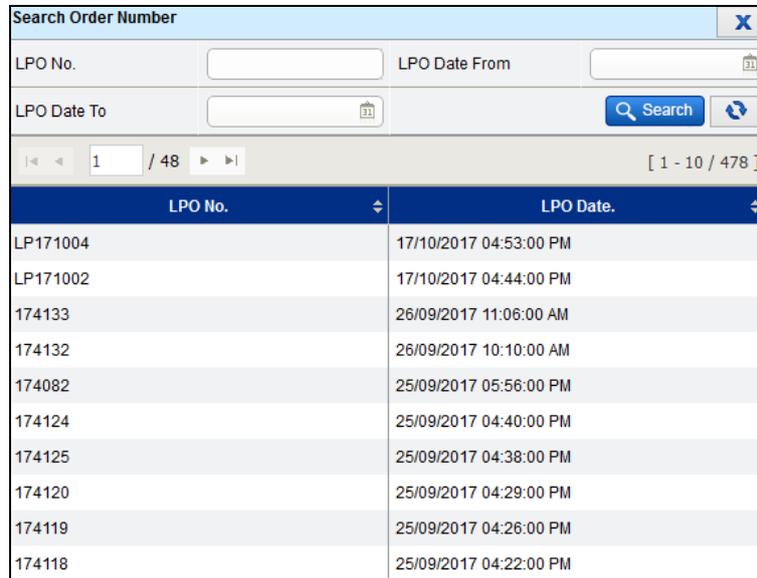
- Refer to Figure 4.1.5-1 to create a new Receive from Supplier transaction.
- Receive type can be selected from the below:
 - a) *Purchase Order*
 - b) *Procurement by Other MOH Facilities*
 - There is no option for LPO Transmitted Date and Time
 - c) *Procurement by Other Ministries/Government Agencies*
 - There are option to fill **Agency Name**
 - d) *Procurement by Others*
 - There are option to fill **Agency Name**
 - e) *Replacement*
 - There is no option for LPO Transmitted Date and Time
 - f) *Patient access Scheme*
 - There is no option for LPO Transmitted Date and Time
 - g) *Compassionate Program*
 - There are option to fill **Donor Name**
 - h) *Gift*
 - There are option to fill **Donor Name**
 - i) *Others*
 - There is no option for LPO Transmitted Date and Time
- **Create Date** will be defaulted to current date.

STEP 1

Select **Receive Item Against** as LP DO from drop down box

STEP 2

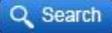
Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.5-2



LPO No.	LPO Date.
LP171004	17/10/2017 04:53:00 PM
LP171002	17/10/2017 04:44:00 PM
174133	26/09/2017 11:06:00 AM
174132	26/09/2017 10:10:00 AM
174082	25/09/2017 05:56:00 PM
174124	25/09/2017 04:40:00 PM
174125	25/09/2017 04:38:00 PM
174120	25/09/2017 04:29:00 PM
174119	25/09/2017 04:26:00 PM
174118	25/09/2017 04:22:00 PM

Figure 4.1.5-2 Search LPO No

Note

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the  button.
- List of **LPO No.** will be displayed and double click on **LPO No.** to select.
- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the **LPO No** after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharmaniaga receives **LPO No** from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.

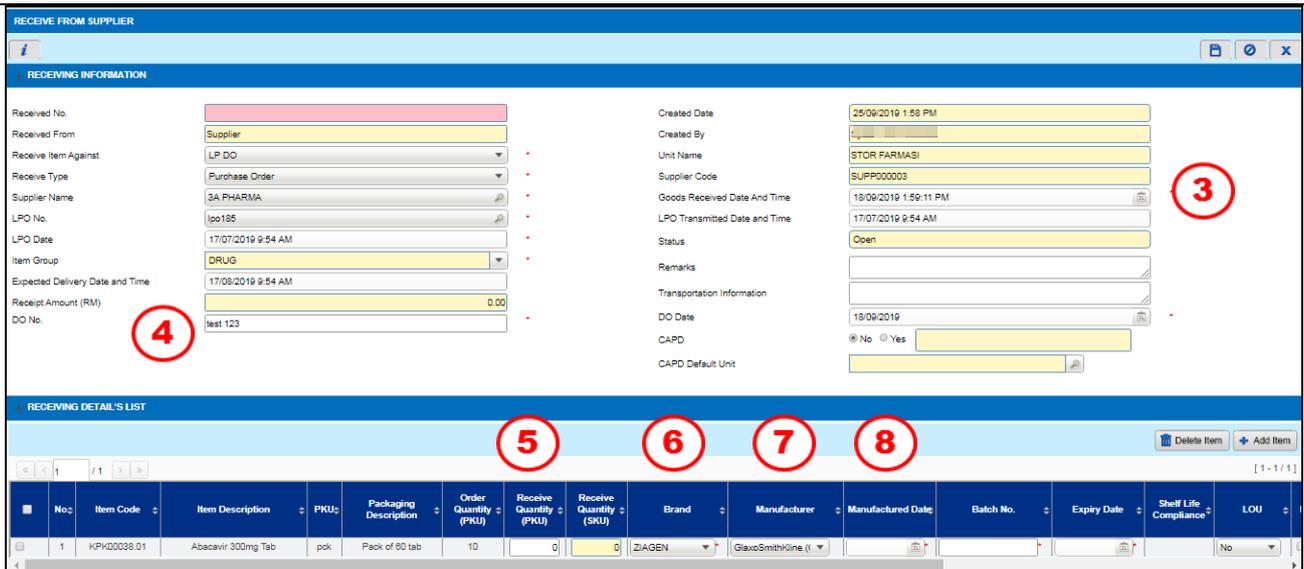


Figure 4.1.5-3 Receive from Supplier

STEP 3

Select **Goods Received Date And Time**

Note

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.

STEP 4

Enter **DO No.**

Note

An empty item line is automatically created at the Receiving Details List

STEP 5

Enter **Received Quantity (PKU)**

STEP 6

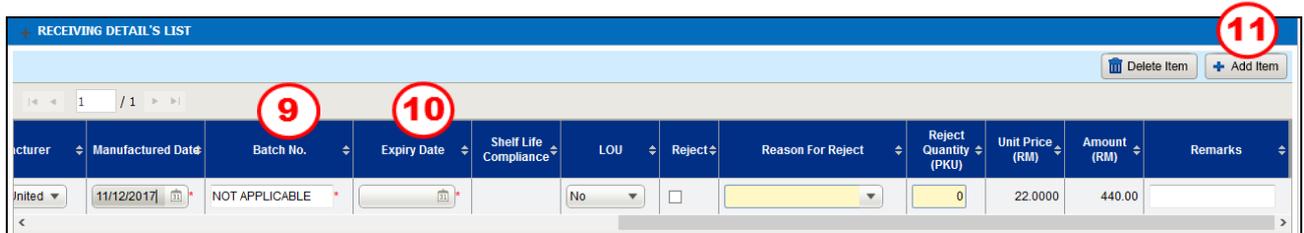
Change **Brand** from the drop down box if applicable

STEP 7

Change **Manufacturer** from the drop down box if applicable

STEP 8

Select **Manufactured Date**



Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
Initiated	11/12/2017	NOT APPLICABLE		No				0	22.0000	440.00	

Figure 4.1.5-4 Receive Detail's List

STEP 9

Enter **Batch No.**, if applicable.

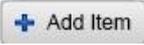
STEP 10

Select **Expiry Date**

Note

If there is no additional received item to be added, skip to step 22

STEP 11

Click on the  button to add additional received item. Add Item screen will be displayed in Figure 4.1.5-5

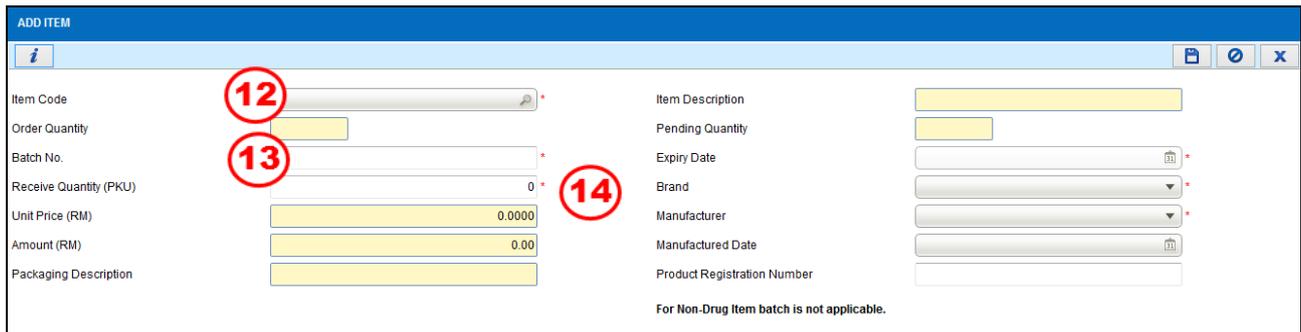


Figure 4.1.5-5 Add Item

STEP 12

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.5-6

Note

- System will display all item(s) approved for purchasing under the selected LPO No.
- Double click to select items received in 1 DO No.
- Multiple receiving records have to be created for multiple DO No received.
- **Item Description** will be automatically displayed based on the selected **Item Code**.
- **Order Quantity** will be defaulted to the **Pending Quantity**.

STEP 13

Enter **Batch No**, if applicable.

Note

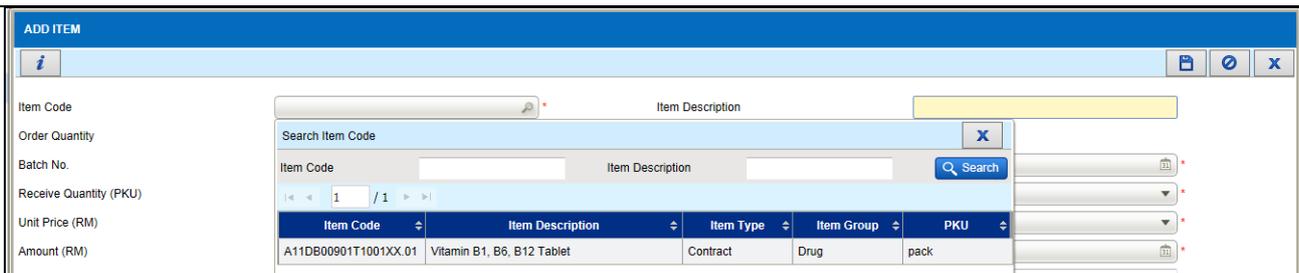
- For Non-Drug item, Batch No is not applicable
- If there is already a Batch No called 'NOT APPLICABLE' in the Receiving Detail's List, then the next Batch No has to be renamed to others, eg. 'NOT APPLICABLE2'

STEP 14

Enter **Receive Quantity (PKU)**.

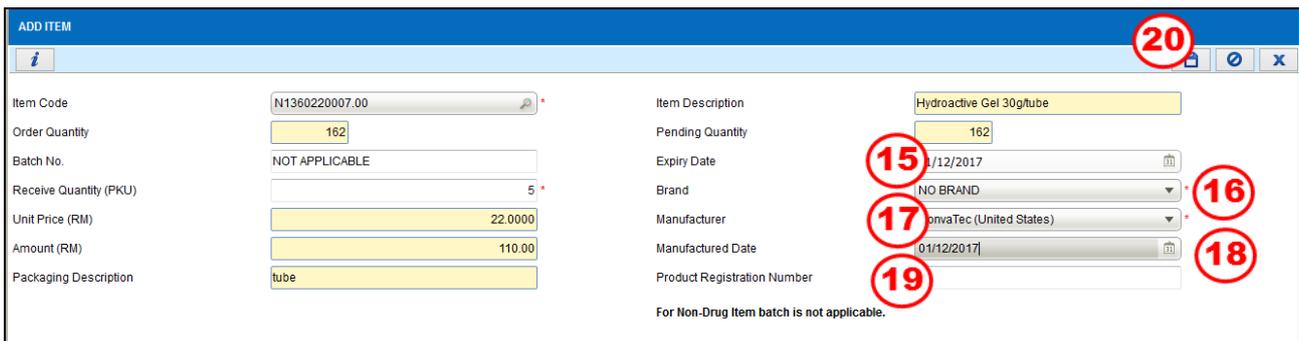
Note

Amount (RM) will be automatically calculated based on the **Receive Quantity (PKU)** entered.



Item Code	Item Description	Item Type	Item Group	PKU
A11DB00901T1001XX.01	Vitamin B1, B6, B12 Tablet	Contract	Drug	pack

Figure 4.1.5-6 Search Item



Item Code: N1360220007.00
 Order Quantity: 162
 Batch No.: NOT APPLICABLE
 Receive Quantity (PKU): 5
 Unit Price (RM): 22.0000
 Amount (RM): 110.00
 Packaging Description: tube
 Item Description: Hydroactive Gel 30g/tube
 Pending Quantity: 162
 Expiry Date: 01/12/2017
 Brand: NO BRAND
 Manufacturer: OnvaTec (United States)
 Manufactured Date: 01/12/2017
 Product Registration Number: [Empty]
 For Non-Drug Item batch is not applicable.

Figure 4.1.5-7 Receive From Supplier

STEP 15

Select **Expiry Date**

STEP 16

Change **Brand** from the drop down box if applicable

STEP 17

Change **Manufacturer** from the drop down box if applicable

STEP 18

Select **Manufactured Date**

STEP 19

Enter **Product Registration Number** if applicable

STEP 20

Click on the  button to save the item into the Receiving Detail's List

Note

- Repeat from STEP 5 to STEP 20 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.5-8
- Click on the button to confirm the saved transaction and the item information will be displayed as Figure 4.1.5-9
- Click on the button to cancel the saved transaction.

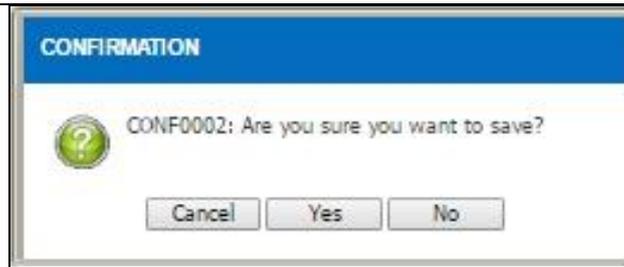


Figure 4.1.5-8 Alert Message

Note

- **Shelf life Compliance will** be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.
- Select the **Reject** checkbox to reject the item.
- Select the **Reason for Reject** from the drop down box and **enter Reject Quantity (PKU)**.
 - No KKM Label
 - Product not within 2 - 8°C
 - Reject LOU item
 - Not accordance to the description (Wrong Item)
 - Damaged/Obsolete/Expired
 - Not Fulfill Required Specification
 - Not accordance cold chain condition
 - Less than DO quantity
 - More than DO quantity

Figure 4.1.5-9 Save Receive from Supplier record

STEP 21

Click on the button to save the transaction.

Note

- System will display an alert message as displayed in Figure 4.1.5-10.
- Message Information as per Figure 4.1.6-11 will be displayed once user selects the 'Yes' button in Figure 4.1.5-10.
- **Received No.** will be automatically generated for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.5-1

- Send for Approval and Cancel Request will be displayed after the transaction is successfully saved as per Figure 4.1.5-12.
- User is allowed to cancel the request by clicking on the Cancel Request button.
- The **Status** will be automatically changed to 'Cancelled'.

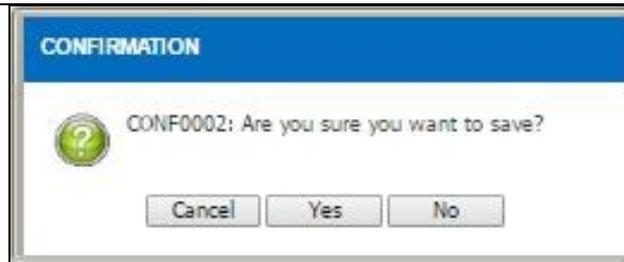


Figure 4.1.5-10 Alert Message

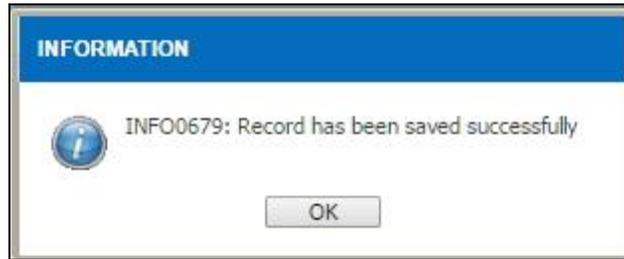


Figure 4.1.5-11 Alert Message

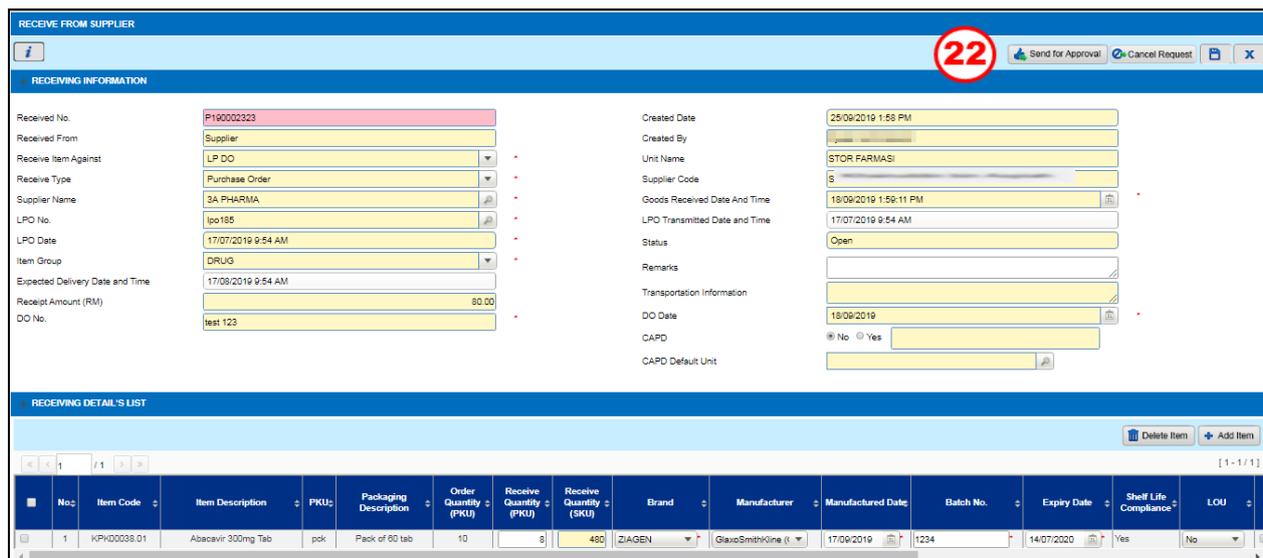


Figure 4.1.6-12 Send for Approval

STEP 22

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.5-13.
- Message Information as displayed in Figure 4.1.5-14 will be displayed once user selects the Yes button in Figure 4.1.5-13.
- The **Status** will be automatically changed to 'Pending for Approval'.

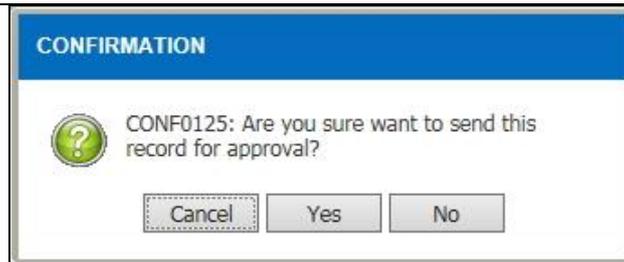


Figure 4.1.5-13 Alert Message



Figure 4.1.5-14 Alert Message

4.1.6 Receive Item Against :AP DO (eP Integration)

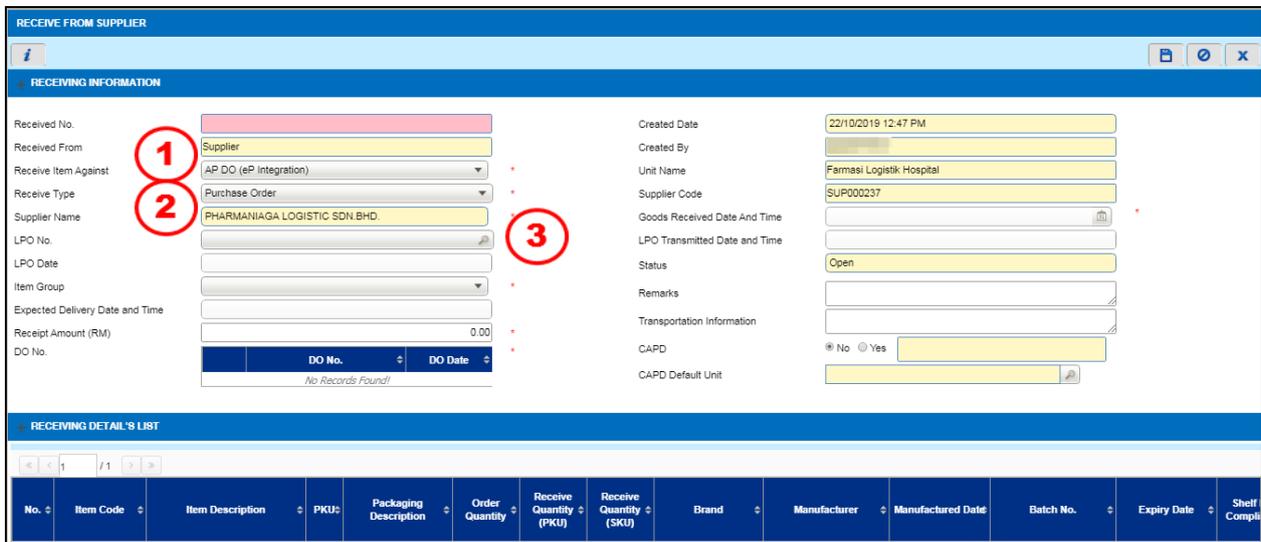


Figure 4.1.6-1 Receive From Supplier

Note

- Refer to Figure 3.1.3.-1 to create a new transaction.
- Created will default to current date.
- Created By will display log in user's First Name and Last Name set in User Profile.
- Unit Name will display the unit set in User Profile.
- Status is defaulted to 'Open' for the newly created record.
- Receipt Amount (RM) is defaulted to 0.00 for the newly created record.

STEP 1

Select **Receive Item Against** as AP DO (eP Intergration) from dropdown box

Note

- **Supplier Name** is defaulted to *Pharmaniaga Logistic Sdn. Bhd.*
- **Supplier Code** will be displayed based on the **Supplier Name**.

STEP 2

Select **Receive Type** from dropdown box as shown in Figure 4.1.6-2

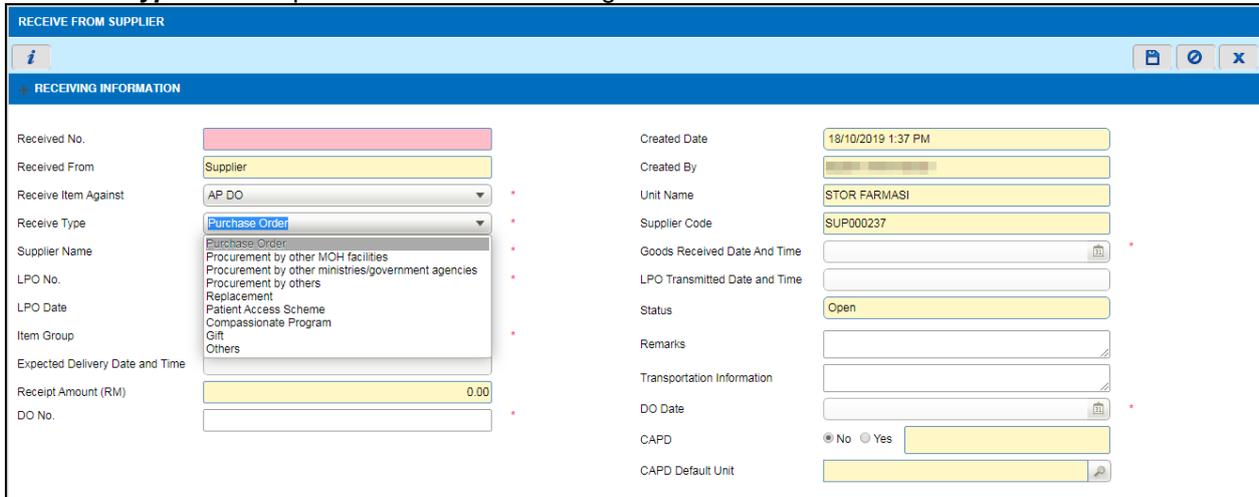


Figure 4.1.6-2 Receiving Information

Note

- Receive type can be selected from the below:
 - l) *Purchase Order*
 - m) *Procurement by Other MOH Facilities*
 - There is no option for LPO Transmitted Date and Time
 - n) *Procurement by Other Ministries/Government Agencies*
 - There are option to to fill **Agency Name**
 - o) *Procurement by Others*
 - There are option to to fill **Agency Name**
 - p) *Replacement*
 - There is no option for LPO Transmitted Date and Time
 - q) *Patient access Scheme*
 - There is no option for LPO Transmitted Date and Time
 - r) *Compassionate Program*
 - There are option to fill **Donor Name**
 - s) *Gift*
 - There are option to fill **Donor Name**
 - t) *Others*
 - There is no option for LPO Transmitted Date and Time

STEP 3

Click on the  button at **LPO No** field as per Figure 4.1.6-1 and the Search Order No. window will be displayed as shown in Figure 4.1.6-3

Search Order Number	
LPO No.	<input type="text"/>
LPO Date From	<input type="text"/>
LPO Date To	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
1 / 21 [1 - 10 / 203]	
LPO No.	LPO Date.
L0251090401174110	21/09/2017 04:09:00 PM
L0251090401174103	21/09/2017 03:09:00 PM
L0251090401174104	21/09/2017 03:09:00 PM
L0251090401174047	20/09/2017 02:09:00 PM

Figure 4.1.6-3 Search Order Number

Note

- This window allows user to random search by entering partially or fully criteria of **LPO No.** or select **LPO Date** and then click on the button.
- List of LPO No. will be displayed and double click on **LPO No. to select it.**
- **DO No.** will be displayed after **LPO No** is selected.
- **LPO Date** is the date where facility receives the LPO No after eP approved the purchasing.
- **LPO Transmitted Date** is the date when Pharmaniaga receives LPO No from eP.
- **Expected Delivery Date** is the expected date when the facility will receive the goods.

RECEIVE FROM SUPPLIER	
RECEIVING INFORMATION	
Received No.	<input type="text"/>
Received From	Supplier
Receive Item Against	AP DO
Receive Type	Purchase Order
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.
LPO No.	LP160810
LPO Date	16/06/2019 10:05 AM
Item Group	DRUG
Expected Delivery Date and Time	24/06/2019 10:05 AM
Receipt Amount (RM)	0.00
DO No.	<input type="text"/>
Created Date	22/10/2019 11:11 AM
Created By	<input type="text"/>
Unit Name	STOR FARMASI
Supplier Code	SUP000237
Goods Received Date And Time	<input type="text"/>
LPO Transmitted Date and Time	<input type="text"/>
Status	<input type="text"/>
Remarks	<input type="text"/>
Transportation Information	<input type="text"/>
DO Date	<input type="text"/>
CAPD	11:22:40 AM
CAPD Default Unit	<input type="text"/>

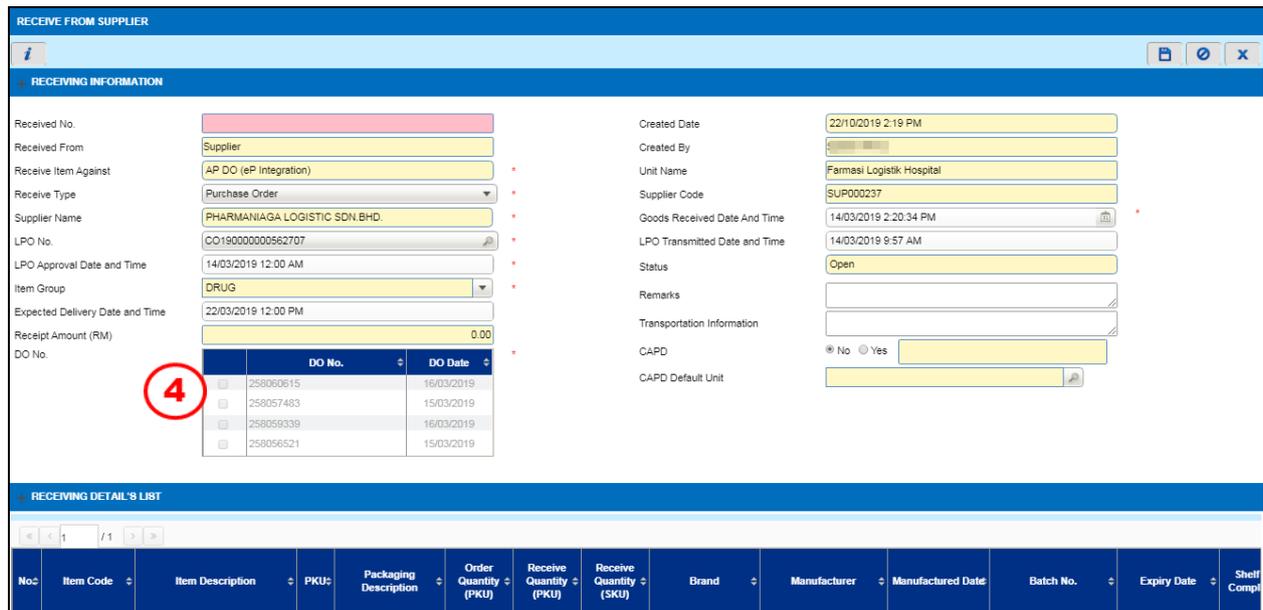
Figure 4.1.6-4Receive From Supplier

STEP 3

Select **Goods Received Date And Time**

Note

- Only current and previous date can be selected on the calendar.
- Later date selection is not allowed.



DO No.	DO No.	DO Date
<input type="checkbox"/>	258060815	15/03/2019
<input type="checkbox"/>	258057483	15/03/2019
<input type="checkbox"/>	258059339	16/03/2019
<input type="checkbox"/>	258056521	15/03/2019

Figure 4.1.6-5 Receive from Supplier

STEP 4

Select on the **DO No.** checkbox

Note

List of item(s) under the DO No. will be displayed under the Receiving Detail's List section.



No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Compl
1	07.0405.17	Chloramphenicol 1% Eye Ointment	pck	Pack of 25 tubes	551	551	13,775	CHLOROP	SM Pharmaceuticals		627524AASD	14/12/2019	

Figure 4.1.6-6 DO Details

STEP 5

Change the **Brand** from the drop down box if applicable

Note

- **Brand and Manufacturer** is defaulted to the value captured during purchase order creation and user is allowed to change it.
- **Brand and Manufacturer** will be listed based on value configured by item in item master.
- If **manufacturer and brand** is removed from item master in IWP before user do the receiving, during receiving value will be defaulted to <blank> and user must select different manufacturer and brand.
- No changes for 'Receive Item Against LP and Contract' since this function already applied.

STEP 6

Enter **Manufactured Date** from the calendar if applicable

Note

Batch No. and Expiry Date of each item will be automatically displayed.

RECEIVING DETAIL'S LIST												
											Delete Item	+ Add Item
											7	[1 - 1 / 1]
Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks	
iaga Man	15/10/2019	test1	21/10/2020	Yes	No	<input type="checkbox"/>		0	41.1800	3.706.20		

Figure 4.1.6-7 Do Details

STEP 7

Enter **Remarks** if applicable.

Note

- **Shelf Life Compliance will be shown as 'YES' if the item is more than 2/3 shelf life and 'NO' if less than 2/3 of the item's shelf life.**
- **Select the *Reject* checkbox to reject the item.**
- **Select the *Reason for Reject* from the drop down box and *enter Reject Quantity (PKU)*.**
 - *No KKM Label*
 - *Product not within 2 - 8°C*
 - *Reject LOU item*
 - *Reject LOU item*
 - *Not accordance to the description (Wrong Item)*
 - *Damaged/Obsolete/Expired*
 - *Not Fulfill Required Specification*
 - *Not accordance cold chain condition*
 - *Less than DO quantity*
 - *More than DO quantity*
- **For all types of 'Receive Item Against' (AP DO, LP DO, Contract DO), the default 'LOU' column value is based on the criteria below**
 - a) **For Item Group = NON DRUG, the default 'LOU' column is set to 'No' which is editable**
 - b) **For Item Group = DRUG**
 - **When 'Shelf Life Compliance' is 'No', the default 'LOU' is set to 'Yes' and vice versa. Although this is the default value, it is still editable**
 - **For Vaccine Item**
 - **When 'Remaining Days' is less than 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'No'**
 - **When 'Remaining Days' is more than or equals 6 months (180 days), the default 'Shelf Life Compliance' column is set to 'Yes'**
 - **Remaining Days is equals to Expiry Date minus the Goods Received Date**

Figure 4.1.6-8 Receive From Supplier

STEP 8

Click on the button to save the transaction

Note

- System will display an alert message as displayed in Figure 4.1.6-9.
- Message Information as per Figure 4.1.6-10 will be displayed once user click on the Yes button in Figure 4.1.6-9.
- **Received No.** will be generated automatically for future reference. E.g.: P140000007.

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-11	Unique running number	Starting from 0000001. This running number will be restarted to 0000001 of every new financial year

Table 4.1.6-2

- and will be displayed after the transaction is successfully saved as per Figure 4.1.6-11.

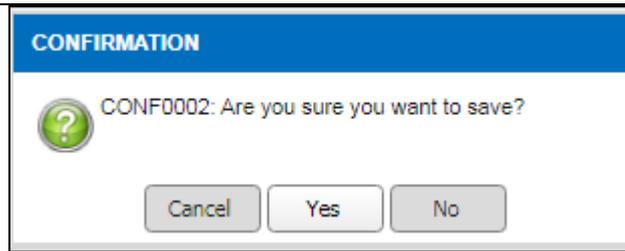


Figure 4.1.6-9 Alert Message

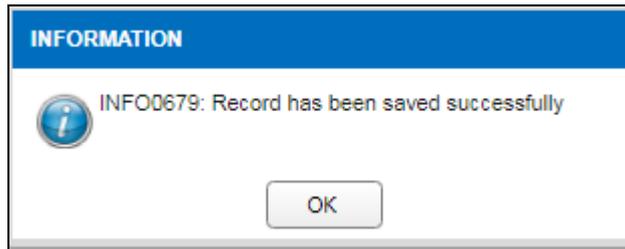
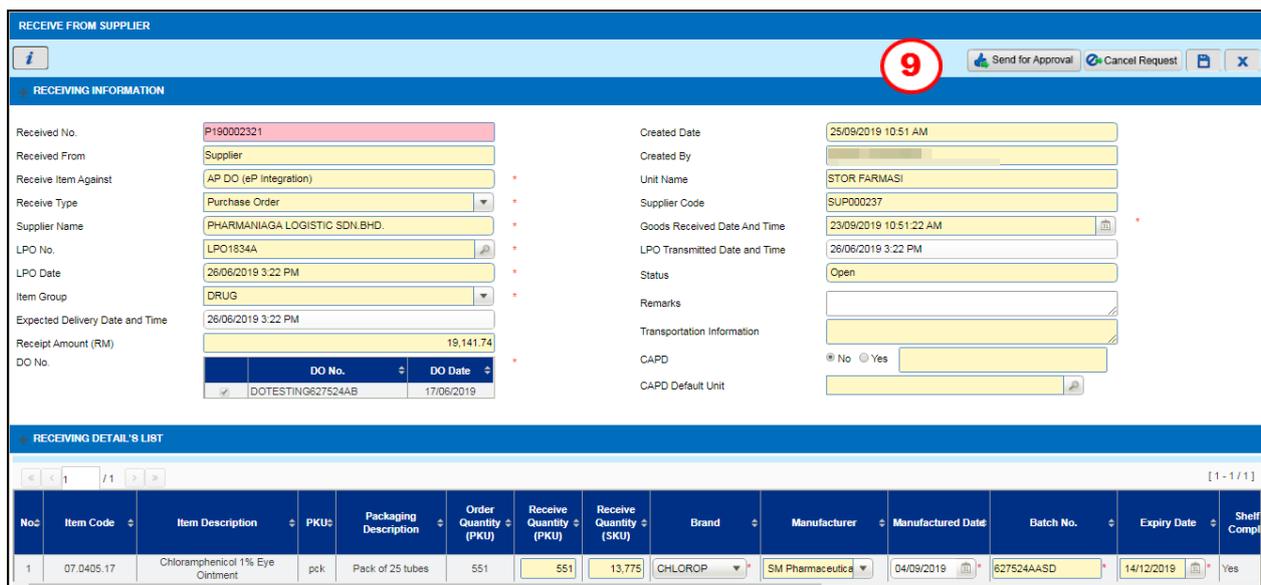


Figure 4.1.6-10 Alert Message



The screenshot shows the 'RECEIVE FROM SUPPLIER' form. At the top right, there is a red circle with the number '9' around a 'Send for Approval' button. The form is divided into two main sections: 'RECEIVING INFORMATION' and 'RECEIVING DETAIL'S LIST'.

RECEIVING INFORMATION:

- Received No.: P190002321
- Received From: Supplier
- Receive Item Against: AP DO (eP Integration)
- Receive Type: Purchase Order
- Supplier Name: PHARMANIAGA LOGISTIC SDN. BHD.
- LPO No.: LPO1834A
- LPO Date: 26/06/2019 3:22 PM
- Item Group: DRUG
- Expected Delivery Date and Time: 26/06/2019 3:22 PM
- Receipt Amount (RM): 19,141.74
- DO No. table:

DO No.	DO Date
DOTESTING627524AB	17/06/2019
- Created Date: 25/09/2019 10:51 AM
- Created By: [User]
- Unit Name: STOR FARMASI
- Supplier Code: SUP000237
- Goods Received Date And Time: 23/09/2019 10:51:22 AM
- LPO Transmitted Date and Time: 26/06/2019 3:22 PM
- Status: Open
- Remarks: [Text Area]
- Transportation Information: [Text Area]
- CAPD: No Yes
- CAPD Default Unit: [Text Area]

RECEIVING DETAIL'S LIST:

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Comp
1	07.0405.17	Chloramphenicol 1% Eye Ointment	pc	Pack of 25 tubes	551	551	13,775	CHLOROP	SM Pharmaceutica	04/09/2019	627524AASD	14/12/2019	Yes

Figure 4.1.6-11 Receive From Supplier Send for Approval

Note

- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

STEP 9

Click on the  button to send the transaction for approval

Note

- System will display an alert message for confirmation as displayed in Figure 4.1.6-12.
- Message Information will be displayed once user select the 'Yes' button as per Figure 4.1.6-13.
- The **Status** will be change automatically to 'Pending for Approval'.

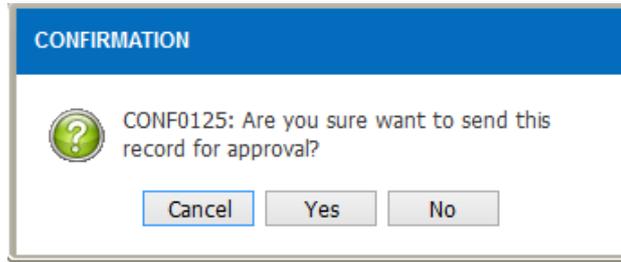


Figure 4.1.6-12 Alert Message



Figure 4.1.6-13 Alert Message

4.2 Receive from Supplier Approval

Pharmacist will receive notification in Task List for any Receive Item (Receive from Supplier) that needs to be approved.

TASK LIST						
Transaction Type: Received From Supplier		<input type="text" value="Search"/>				
[1 / 3]		[1 - 10 / 30]				
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
Received From Supplier	P190001038		18/03/2019 11:21 AM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001039		18/03/2019 11:34 AM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001040		18/03/2019 11:50 AM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001042		18/03/2019 12:04 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001043		18/03/2019 12:07 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001044		18/03/2019 12:09 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001045		18/03/2019 12:12 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001046		18/03/2019 12:14 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001047		18/03/2019 12:19 PM	Pending for Approval	Farmasi Logistik Hospital	
Received From Supplier	P190001048		18/03/2019 12:20 PM	Pending for Approval	Farmasi Logistik Hospital	

Figure 4.2-1 Task List

STEP 1

Click on the Transaction No. hyperlink as per Figure 4.2-1 and the Receive From Supplier screen will be displayed as shown in Figure 4.2-2

RECEIVE FROM SUPPLIER													
											<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/>		
RECEIVING INFORMATION													
Received No.	P190001038			Created Date	18/03/2019 11:19 AM								
Received From	Supplier			Created By									
Receive Item Against	AP DO (eP Integration)			Unit Name	Farmasi Logistik Hospital								
Receive Type	Purchase Order			Supplier Code	SUP000237								
Supplier Name	PHARMANIAGA LOGISTIC SDN BHD.			Goods Received Date And Time	18/03/2019 11:20:18 AM								
LPO No.	CO19000000566817			LPO Transmitted Date and Time	15/03/2019 4:50 PM								
LPO Approval Date and Time	15/03/2019 12:00 AM			Status	Pending for Approval								
Item Group	DRUG			Remarks									
Expected Delivery Date and Time	25/03/2019 12:00 PM			Reject Reason									
Receipt Amount (RM)	5,457.60			Transportation Information									
DO No.			DO No.	DO Date									
	<input checked="" type="checkbox"/>	258742709		16/03/2019									
CAPD													
CAPD Default Unit													
RECEIVING DETAIL'S LIST													
											[1 - 1 / 1]		
No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Expiry Date	Sh Coe
1	01.0413.02	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)	bott	bottle of 0.5 Litre	480	480	480	SEPTI-SOL	Pahang Pharmacy	01/02/2019	19L12	31/01/2022	Yes

Figure 4.2-2 Receive From Supplier Approval

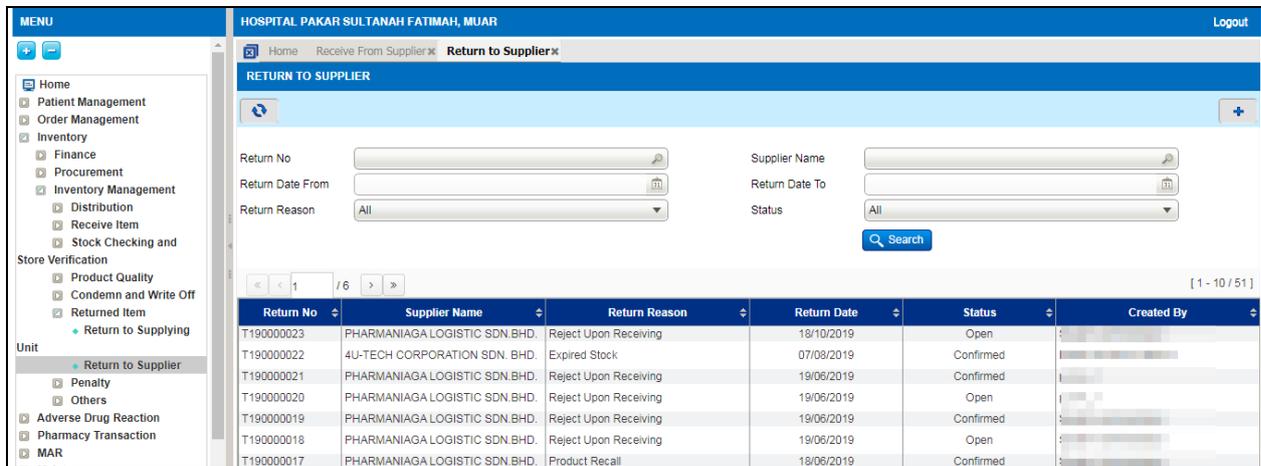
STEP 2

Click on the button to approve the transaction or click on the button to reject the transaction

Note

- Click on the button and the **Status** will be changed to 'Approved'.
- Click on the button and the **Status** will be changed to 'Rejected'.
- Issue number will display for approval based on PO Indent.

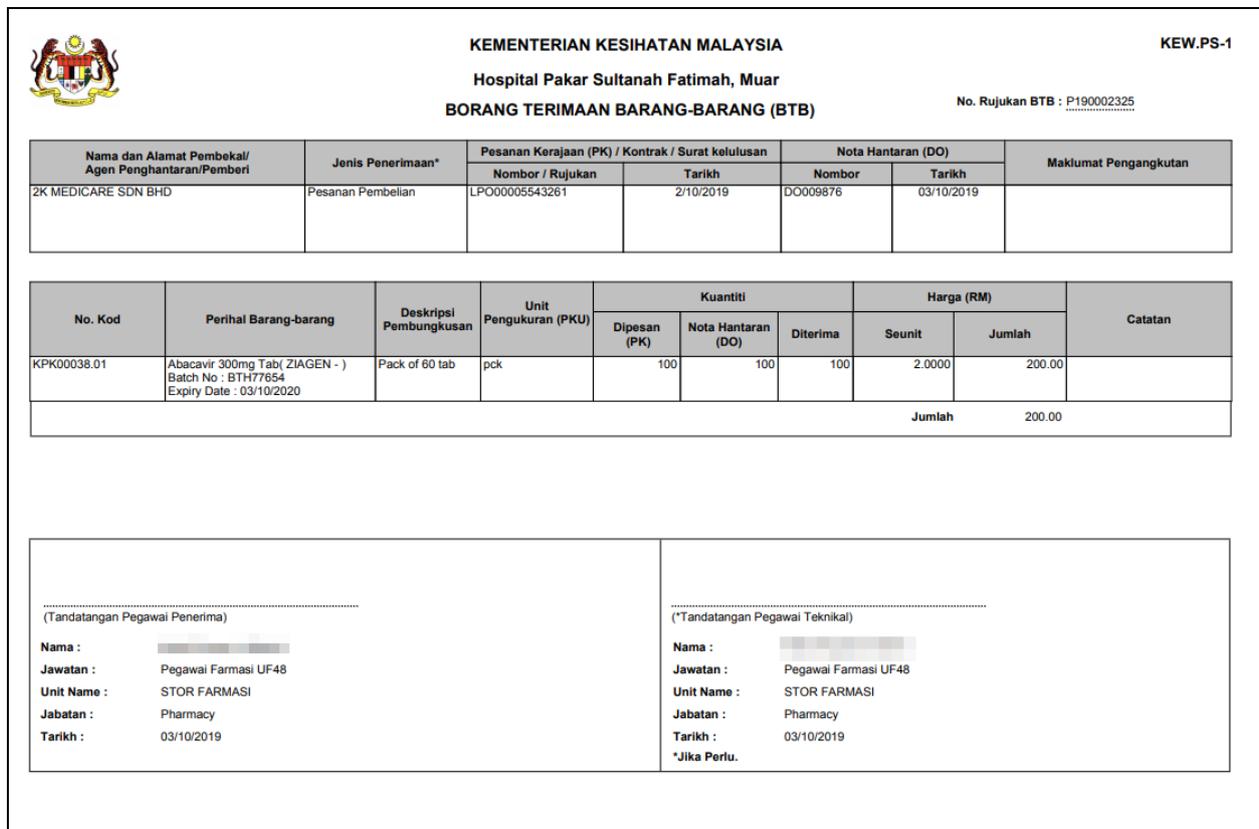
- If receive with reject quantity, system will auto create return to supplier record as shown in Figure 4.2-3 as **Return Reason** "Reject Upon Receiving"



Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T19000023	PHARMANIAGA LOGISTIC SDN. BHD.	Reject Upon Receiving	18/10/2019	Open	
T19000022	4U-TECH CORPORATION SDN. BHD.	Expired Stock	07/09/2019	Confirmed	
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	

Figure 4.2-3 Return To Supplier Landing Screen

- User able to print Kew.Ps-1 and Kew.Ps-2 once approved as shown in Figure 4.2-4 and Figure 4.2-5



KEMENTERIAN KESIHATAN MALAYSIA KEW.PS-1

Hospital Pakar Sultanah Fatimah, Muar

BORANG TERIMAAN BARANG-BARANG (BTB) No. Rujukan BTB : P190002325

Nama dan Alamat Pembekal/ Agen Penghantaran/Pemberi	Jenis Penerimaan*	Pesanan Kerajaan (PK) / Kontrak / Surat kelulusan		Nota Hantaran (DO)		Maklumat Pengangkutan
		Nombor / Rujukan	Tarikh	Nombor	Tarikh	
2K MEDICARE SDN BHD	Pesanan Pembelian	LPO00005543261	2/10/2019	DO009876	03/10/2019	

No. Kod	Perihal Barang-barang	Deskripsi Pembungkusan	Unit Pengukuran (PKU)	Kuantiti			Harga (RM)		Catatan
				Dipesan (PK)	Nota Hantaran (DO)	Diterima	Seunit	Jumlah	
KPK00038.01	Abacavir 300mg Tab(ZIAGEN -) Batch No : BTH77654 Expiry Date : 03/10/2020	Pack of 60 tab	pck	100	100	100	2.0000	200.00	
Jumlah								200.00	

<p>(Tandatangan Pegawai Penerima)</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit Name : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 03/10/2019</p>	<p>(*Tandatangan Pegawai Teknikal)</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit Name : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 03/10/2019</p> <p><small>*Jika Perlu.</small></p>
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Figure 4.2-4 Kew.Ps-1



PhIS& CPS Project
User Manual – Pharmacy Inventory – Receive Item
(Receive from Supplier)



KEMENTERIAN KESIHATAN MALAYSIA										KEW.PS-2		
Hospital Pakar Sultanah Fatimah, Muar												
BORANG PENOLAKAN BARANG-BARANG (BPB)										No. Rujukan BPB : T19000002		
Nama dan Alamat Pembekal/ Agen Penghantaran			No. Pesanan Kerajaan (PK)/ Kontrak dan Tarikh			No. Nota Hantaran (DO) dan Tarikh			Butir-butir Pengangkutan		No Ruj. Penerimaan (No. Rujukan BTB)	
PHARMANIAGA LOGISTIC SDN.BHD.			FSFSFSF 17/06/2019			8888 17/10/2019					P190002327	
No. Kod	Perihal Barang	Deskripsi Pembungkusan	Unit Pengukuran (PKU)	Kuantiti					Sebab-sebab Penolakan	Harga (RM)		
				Dipesan (PK)	Nota Hantaran (DO)	Diterima	Ditolak	Kurang/ Lebih (+/-)		Seunit	Jumlah	
02.0204.01	Benzhexol 2 mg Tablet Batch No : 8888 Expiry Date : 12/11/2019	pack of 1000 tablet	pck	10	10	0	10		Damaged/Obsolete/Expired	41.1800	411.80	
										Jumlah		411.80
Pegawai Penerima			Akan Terima Pembekal/ Agen Penghantaran									
Nama: _____ Jawatan: Pegawai Perubatan Pakar Tarikh: 18/10/2019 2:41:02 PM Unit : FARMASI PENGELUARAN FARMASEUTIKAL Cop Jabatan: General Surgery			Disahkan barang-barang ini diterima untuk tindakan atas sebab-sebab berikut: <input type="checkbox"/> Kuantiti Ditolak <input type="checkbox"/> Kuantiti Kurang <input type="checkbox"/> Kuantiti Lebih						Nama: _____ Tarikh: _____ Cop Syarikat: _____			
Printed Date : 18/10/2019			Printed By : _____			Unit Name : STOR FARMASI			Source : PhIS			
											Page 1 of 1	

Figure 4.2-5 Kew.Ps-2

5.0 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
PLSB	Pharmaniaga Logistic Sdn. Bhd.
LP	Local Purchase



6.0 Links To Inventory Module

No	Module	PDF Links	No	Module	PDF Links
1	Finance	Click Here	15	Internal Indent	Click Here
2	Procurement Standard APPL	Click Here	16	Issue	Click Here
3	Procurement standard LP	Click Here	17	Receive From Supplier	Click Here
4	Procurement Standard Contract	Click Here	18	Receive Inter Facility	Click Here
5	Procurement Standard Quotation	Click Here	19	Receive Intra Facility	Click Here
6	Procurement Standard (RFQ)	Click Here	20	Return to Supplier	Click Here
7	Procurement Non Standard (Requisition Order)	Click Here	21	Return to Supplying Unit	Click Here
8	Quarantine	Click Here	22	Slow Moving	Click Here
9	Product Complaint	Click Here	23	Stock Taking And Verification	Click Here



PhIS& CPS Project
User Manual – Pharmacy Inventory – Receive Item
(Receive from Supplier)



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