



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

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

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



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Application reference: PhIS& CPS v2.3



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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
Reject Receiving	48
Reject eDO	52

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

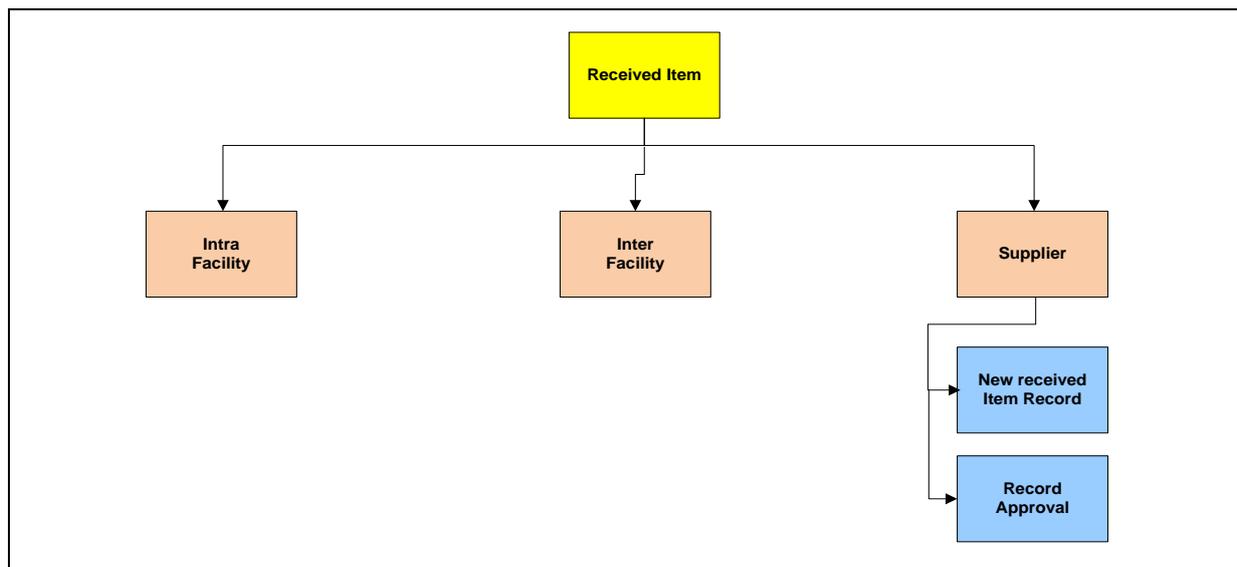


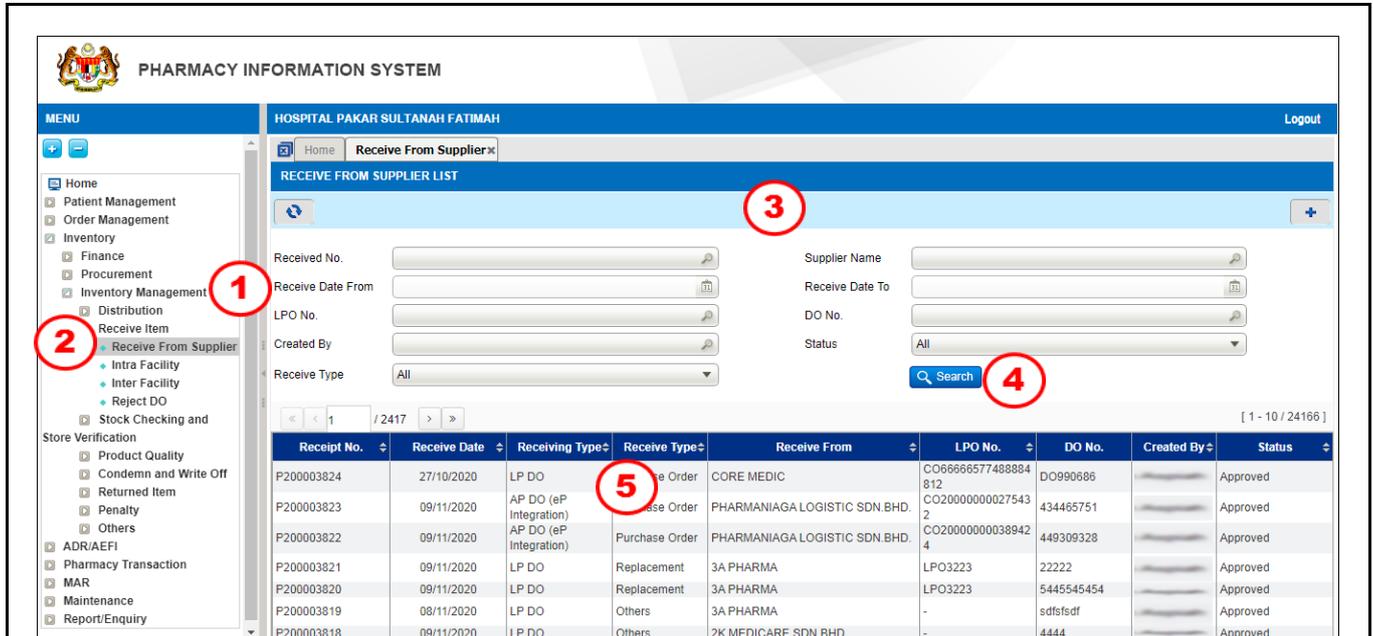
Figure 3.0-1

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)



Receipt No.	Receive Date	Receiving Type	Receive Type	Receive From	LPO No.	DO No.	Created By	Status
P200003824	27/10/2020	LP DO	Purchase Order	CORE MEDIC	CO6666577488884 812	DO990686		Approved
P200003823	09/11/2020	AP DO (eP Integration)	Purchase Order	PHARMANIAGA LOGISTIC SDN. BHD.	CO2000000027543 2	434465751		Approved
P200003822	09/11/2020	AP DO (eP Integration)	Purchase Order	PHARMANIAGA LOGISTIC SDN. BHD.	CO2000000038942 4	449309328		Approved
P200003821	09/11/2020	LP DO	Replacement	3A PHARMA	LPO3223	22222		Approved
P200003820	09/11/2020	LP DO	Replacement	3A PHARMA	LPO3223	5445545454		Approved
P200003819	08/11/2020	LP DO	Others	3A PHARMA	-	sdfsdf		Approved
P200003818	09/11/2020	LP DO	Others	2K MEDICARE SDN BHD	-	4444		Approved

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	No Field	Description	Remark
a	Received No	Search for Received No.	Display existing Received No. based on the previous Receive from Supplier record
b	Supplier Name	Filter and search for record by selecting Supplier Name and/or Supplier Code	Filter and search existing records based on Supplier Name
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	Filter and search existing records based on DO No.

f	Created By	No. and/or DO Date Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By
g	Status	Select Status from the drop down menu: <ul style="list-style-type: none"> - All - Approved - Cancelled - Open - Pending for Approval - Rejected 	Filter and search existing records based on Status
h	Receive Type	Select Receive Type from the drop down menu: <ul style="list-style-type: none"> - All - Purchase Order - Procurement by other MOH facilities - Procurement by other ministries/government agencies - Procurement by others - Replacement - Patient access scheme - Compassionate Program - Gift - Others 	Filter and search existing records based on Receive Type

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



PhIS& CPS Project

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



RECEIVE FROM SUPPLIER

i KEW.PS-1
X

RECEIVING INFORMATION

<p>Received No. <input type="text" value="P200003824"/></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>LPO Approval Date and Time <input type="text" value="20/10/2020 10:24 AM"/></p> <p>Supplier Name <input type="text" value="CORE MEDIC"/></p> <p>LPO No. <input type="text" value="CO6666577488884812"/></p> <p>Item Group <input type="text" value="DRUG"/></p> <p>Expected Delivery Date and Time <input type="text" value="30/10/2020 10:24 AM"/></p> <p>Receipt Amount (RM) <input type="text" value="2,450.00"/></p> <p>DO No. <input type="text" value="DO990686"/></p>	<p>Created Date <input type="text" value="10/11/2020 10:34 AM"/></p> <p>Created By <input type="text" value=""/></p> <p>Unit Name <input type="text" value="STOR FARMASI"/></p> <p>Supplier Code <input type="text" value="SUPP001745"/></p> <p>Goods Received Date and Time <input type="text" value="27/10/2020 10:35:08 AM"/></p> <p>LPO Transmitted Date and Time <input type="text" value="20/10/2020 10:24 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="21/10/2020"/></p> <p>CAPD Home Delivery <input type="radio"/> No <input type="radio"/> Yes</p> <p>CAPD Default Unit <input type="text" value=""/></p>
---	---

RECEIVING DETAIL'S LIST

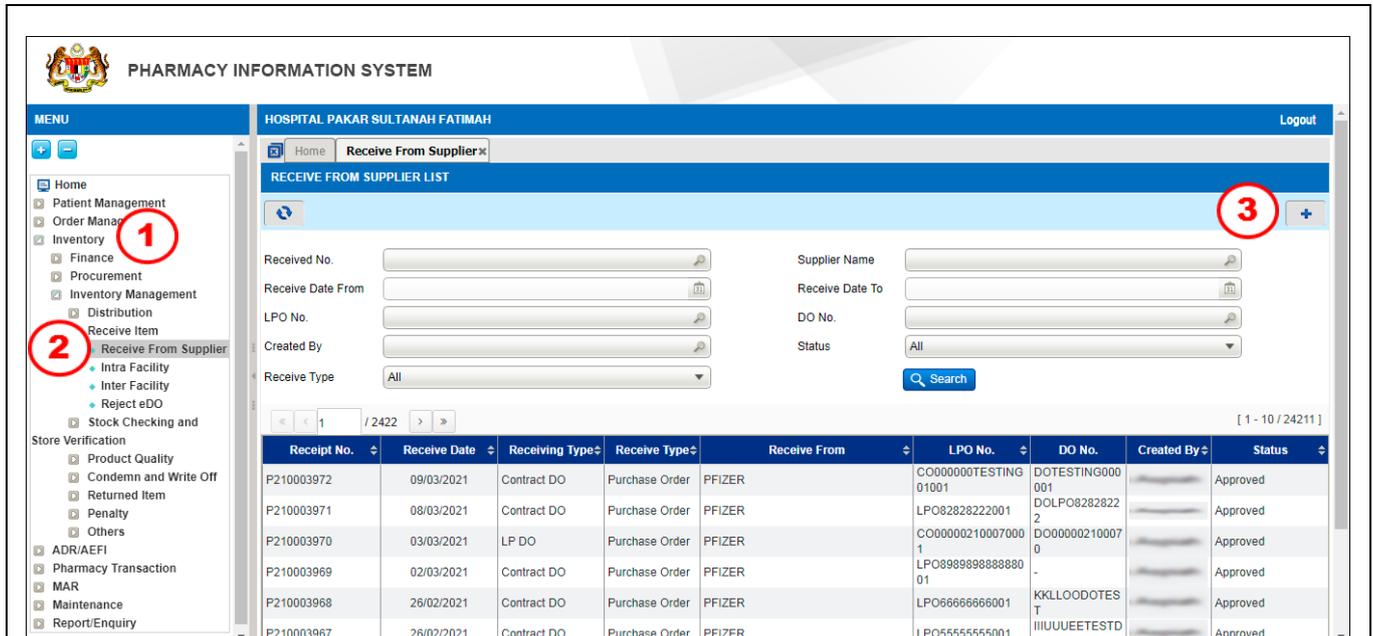
<< 1 / 1 >>
[1 - 1 / 1]

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
1	N06AA09110T100 1XX.01	Amitriptyline HCl 25 mg Tablet	pck	Pack of 1000 tab	10	10	10,000	APOTEX (APO)	Pharmaforte (Mala)	25/02/2020	0T1001X

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

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

Receive Type

Search

Receipt No.	Receive Date	Receiving Type	Receive Type	Receive From	LPO No.	DO No.	Created By	Status
P210003972	09/03/2021	Contract DO	Purchase Order	PFIZER	CO000000TESTING01001	DOTESTING000001		Approved
P210003971	08/03/2021	Contract DO	Purchase Order	PFIZER	LPO82828222001	DOLPO82828222		Approved
P210003970	03/03/2021	LP DO	Purchase Order	PFIZER	CO000002100070001	DO000002100070		Approved
P210003969	02/03/2021	Contract DO	Purchase Order	PFIZER	LPO89898988888001	-		Approved
P210003968	26/02/2021	Contract DO	Purchase Order	PFIZER	LPO66666666001	KKLLOODOTES		Approved
P210003967	26/02/2021	Contract DO	Purchase Order	PFIZER	LPO55555555001	IIUUUEETESTD		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

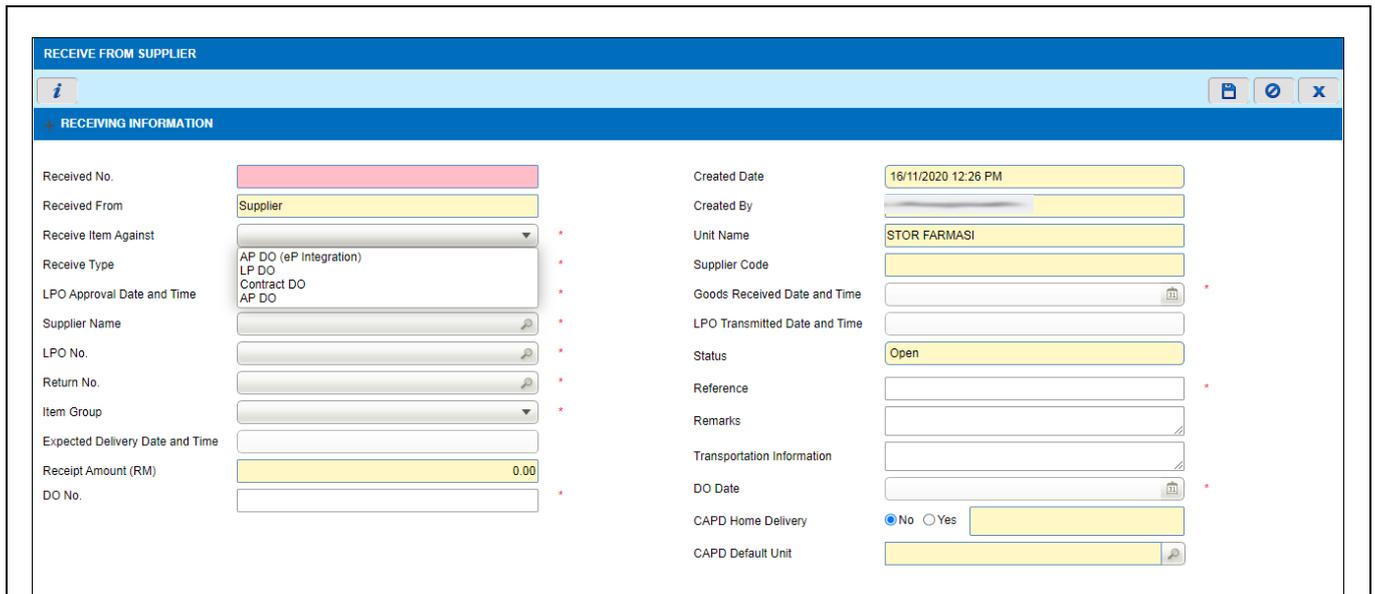


Figure 4.1.2-2 Receive From Supplier

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

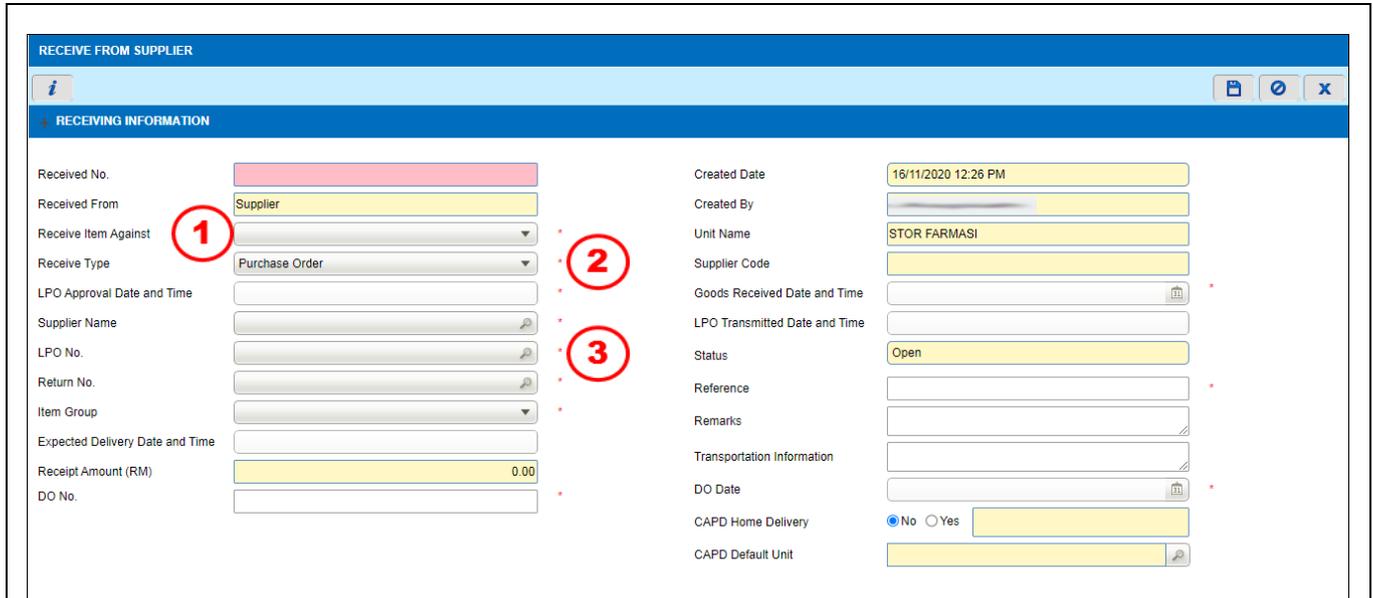


Figure 4.1.3-1 Receive From Supplier

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

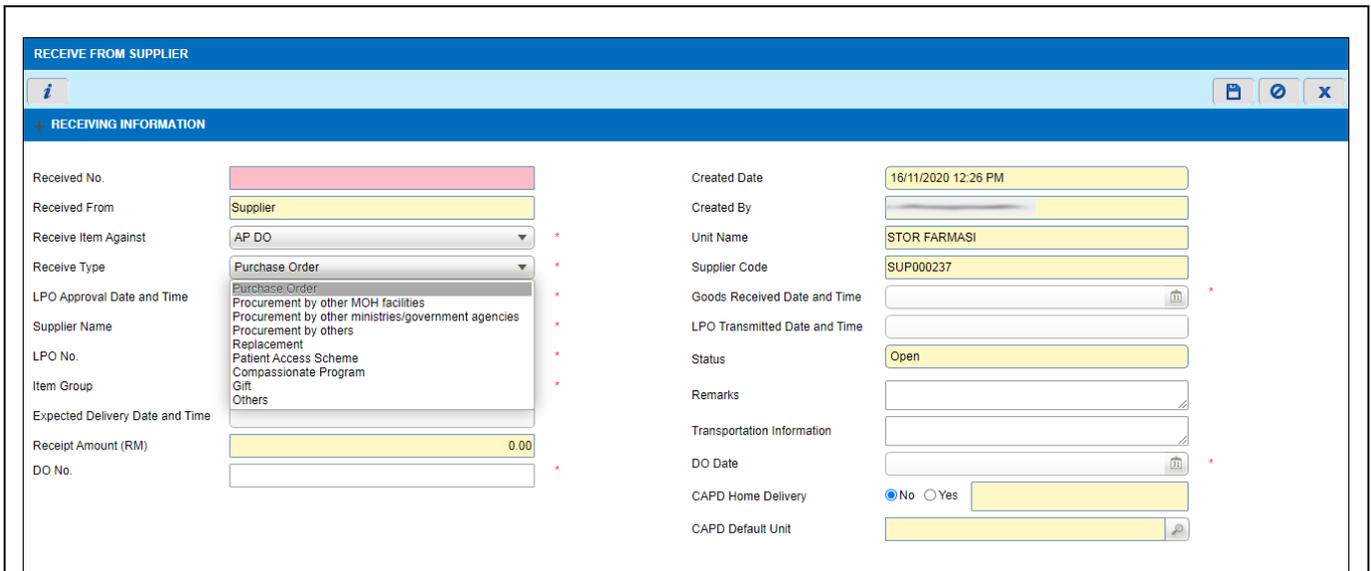


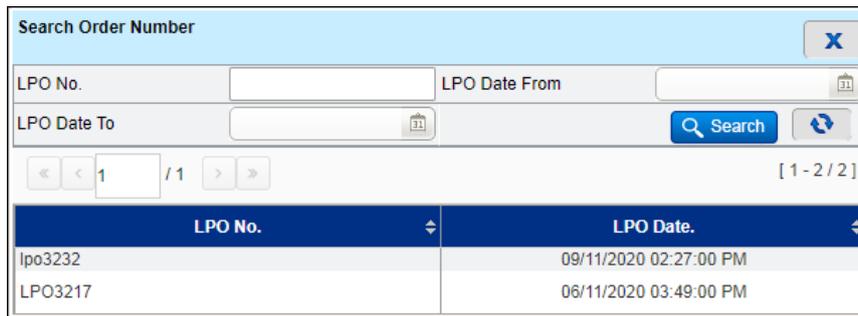
Figure 4.1.3-2 Receiving Information

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 is option to fill **Agency Name***
 - d) *Procurement by Others*
 - *There is 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 is option to fill **Donor Name***
 - h) *Gift*
 - *There is option to fill **Donor Name***
 - i) *Others*
 - *There is no option for LPO Transmitted Date and Time*

STEP 3

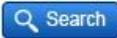
Click on the  button at **LPO No** field as per Figure 4.1.3-1 and the Search Order No. window will be displayed as shown in Figure 4.1.3-3

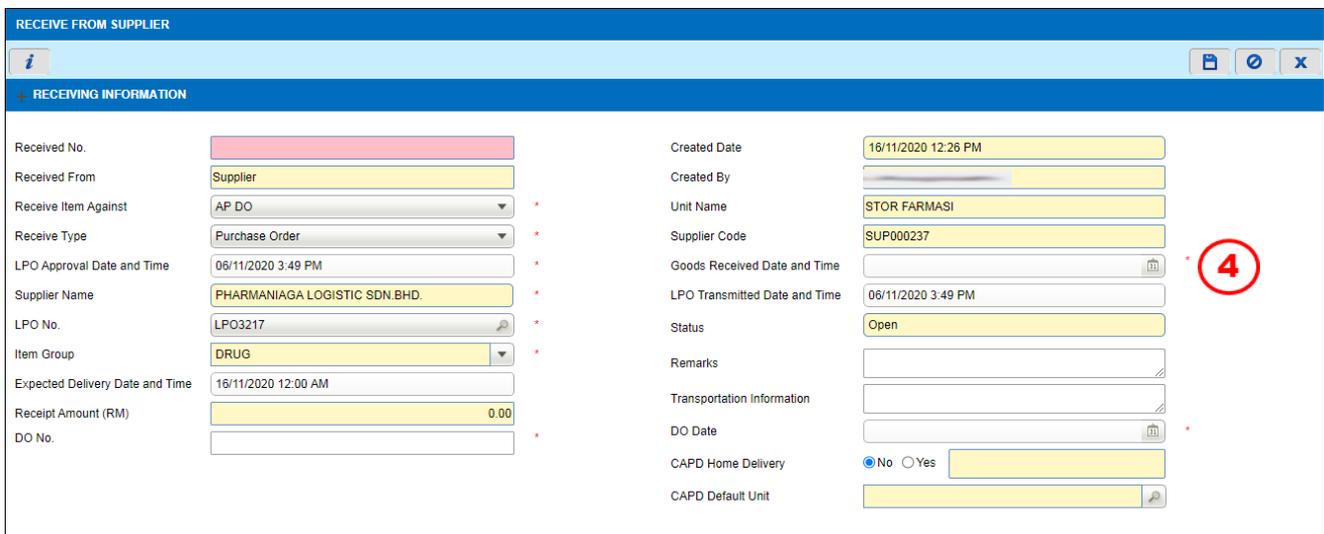


LPO No.	LPO Date.
lpo3232	09/11/2020 02:27:00 PM
LPO3217	06/11/2020 03:49:00 PM

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.



Received No.	Supplier	Created Date	16/11/2020 12:26 PM
Received From	AP DO	Created By	
Receive Item Against	Purchase Order	Unit Name	STOR FARMASI
Receive Type	06/11/2020 3:49 PM	Supplier Code	SUP000237
LPO Approval Date and Time	PHARMANIAGA LOGISTIC SDN BHD.	Goods Received Date and Time	
Supplier Name	LPO3217	LPO Transmitted Date and Time	06/11/2020 3:49 PM
LPO No.	DRUG	Status	Open
Item Group	16/11/2020 12:00 AM	Remarks	
Expected Delivery Date and Time	0.00	Transportation Information	
Receipt Amount (RM)		DO Date	
DO No.		CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes
		CAPD Default Unit	

Figure 4.1.3-4Receive From Supplier

STEP 4

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. <input type="text"/>	Created Date <input type="text" value="16/11/2020 12:26 PM"/>
Received From <input type="text" value="Supplier"/>	Created By <input type="text"/>
Receive Item Against <input type="text" value="AP DO"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Receive Type <input type="text" value="Purchase Order"/>	Supplier Code <input type="text" value="SUP000237"/>
LPO Approval Date and Time <input type="text" value="06/11/2020 3:49 PM"/>	Goods Received Date and Time <input type="text" value="16/11/2020 12:57:27 PM"/>
Supplier Name <input type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/>	LPO Transmitted Date and Time <input type="text" value="06/11/2020 3:49 PM"/>
LPO No. <input type="text" value="LPO3217"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Remarks <input type="text"/>
Expected Delivery Date and Time <input type="text" value="16/11/2020 12:00 AM"/>	Transportation Information <input type="text"/>
Receipt Amount (RM) <input type="text" value="0.00"/>	DO Date <input type="text"/>
DO No. <input type="text" value="W21144"/>	CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes
	CAPD Default Unit <input type="text"/>

Figure 4.1.3-5 Receive from Supplier

STEP 5

Key in the **DO No**

STEP 6

Select **DO Date**

Note

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

RECEIVING DETAIL'S LIST

[1 - 2 / 2]

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
<input type="checkbox"/>	1	07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	vial	Pack of 1 vial	11	0	PHOTERICIN	Neon Laboratories		
<input type="checkbox"/>	2	02.0008.07	Diphenoxylate with Atropine Sulphate Tablet	pck	pack of 1000 tablet	20	0	SUN-DIANOX	Sunward Pharmac		

Figure 4.1.3-6 DO Details

STEP 7

Enter **Receive Quantity (PKU)**

STEP 8

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 9

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

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
laboratories	06/05/2020	W3490	14/05/2025	Yes	No	<input type="checkbox"/>		0	39.2100	431.31	
d Pharmac	08/07/2020	A24432	16/11/2023	Yes	No	<input type="checkbox"/>		0	106.1000	2,122.00	

Figure 4.1.3-7 Do Details

STEP 10

Enter **Batch Number**

STEP 11

Enter **Expiry Date**

STEP 12

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

RECEIVE FROM SUPPLIER

13

RECEIVING INFORMATION

Received No.

Received From

Receive Item Against

Receive Type

LPO Approval Date and Time

Supplier Name

LPO No.

Item Group

Expected Delivery Date and Time

Receipt Amount (RM)

DO No.

Created Date

Created By

Unit Name

Supplier Code

Goods Received Date and Time

LPO Transmitted Date and Time

Status

Remarks

Transportation Information

DO Date

CAPD Home Delivery No Yes

CAPD Default Unit

RECEIVING DETAIL'S LIST

/ 1

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
<input checked="" type="checkbox"/>	07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	vial	Pack of 1 vial	11	11	11	PHOTERICIN	Neon Laboratories	06/05/2020	W3490
<input checked="" type="checkbox"/>	02.0008.07	Diphenoxylate with Atropine Sulphate Tablet	pck	pack of 1000 tablet	20	20	20,000	SUN-DIANOX	Sunward Pharmac	08/07/2020	A24432

Figure 4.1.3-8 Receive From Supplier

STEP 13

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

- Send for Approval and Cancel Request will be displayed after the transaction is successfully saved as per Figure 4.1.3-11.

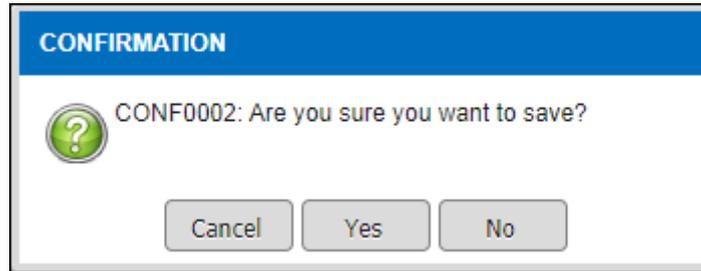


Figure 4.1.3-9 Alert Message

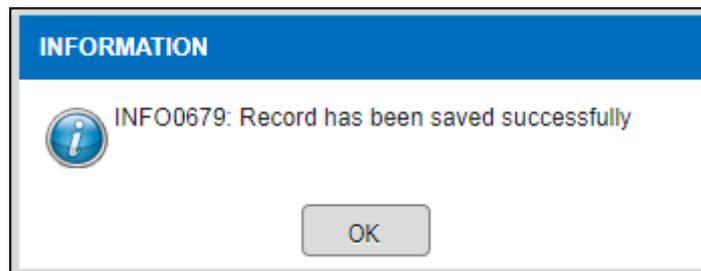


Figure 4.1.3-10 Alert Message

RECEIVE FROM SUPPLIER

14 Send for Approval Cancel Request

RECEIVING INFORMATION

Received No. P200003825 Created Date 16/11/2020 12:26 PM

Received From Supplier Created By

Receive Item Against AP DO Unit Name STOR FARMASI

Receive Type Purchase Order Supplier Code SUP000237

LPO Approval Date and Time 06/11/2020 3:49 PM Goods Received Date and Time 16/11/2020 12:57:27 PM

Supplier Name PHARMANIAGA LOGISTIC SDN BHD. LPO Transmitted Date and Time 06/11/2020 3:49 PM

LPO No. LPO3217 Status Open

Item Group DRUG Remarks

Expected Delivery Date and Time 16/11/2020 12:00 AM Transportation Information

Receipt Amount (RM) 2,553.31 DO Date 16/11/2020

DO No. W21144 CAPD Home Delivery No Yes

CAPD Default Unit

RECEIVING DETAIL'S LIST

Delete Item Add Item

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	07.0014.01	Amphotericin B 50mg/10ml Vial Intravenous Inj	vial	Pack of 1 vial	11	11	11	PHOTERICIN	Neon Laboratories	06/05/2020	W3490
2	02.0008.07	Diphenoxylate with Atropine Sulphate Tablet	pkc	pack of 1000 tablet	20	20	20,000	SUN-DIANOX	Sunward Pharmac	08/07/2020	A24432

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 14

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'.

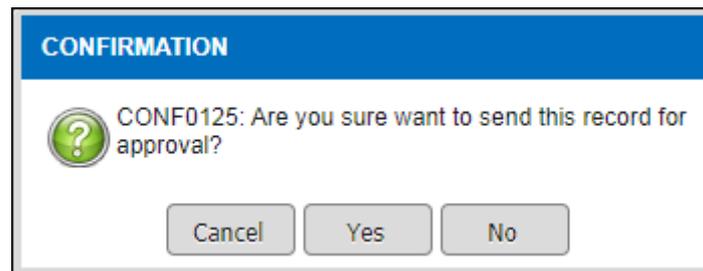


Figure 4.1.3-12 Alert Message

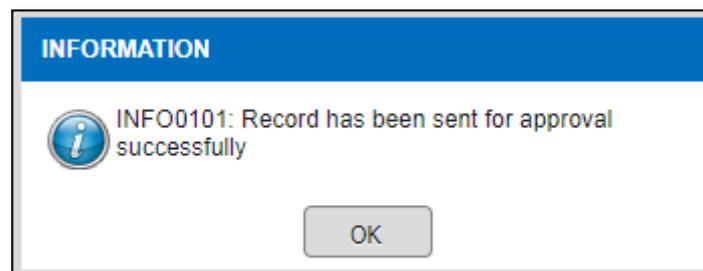


Figure 4.1.3-13 Alert Message

4.1.4 Receive Item Against: Contract DO

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

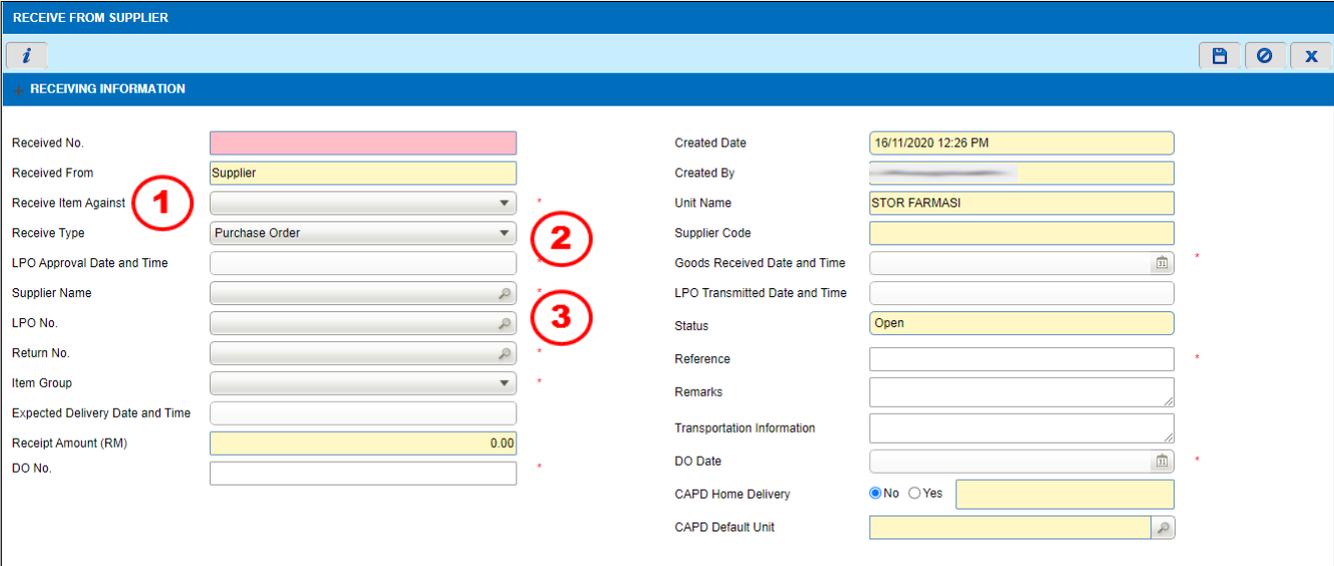


Figure 4.1.4-1 Receive from Supplier

Note

- Refer to Figure 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 Contract DO from dropdown box

Note

- **Supplier Name** will be displayed based on **LPO no.**
- **Supplier Code** will be displayed based on the **Supplier Name.**

STEP 2

Select **Receive Type** from dropdown box as shown in Figure 4.1.4-2

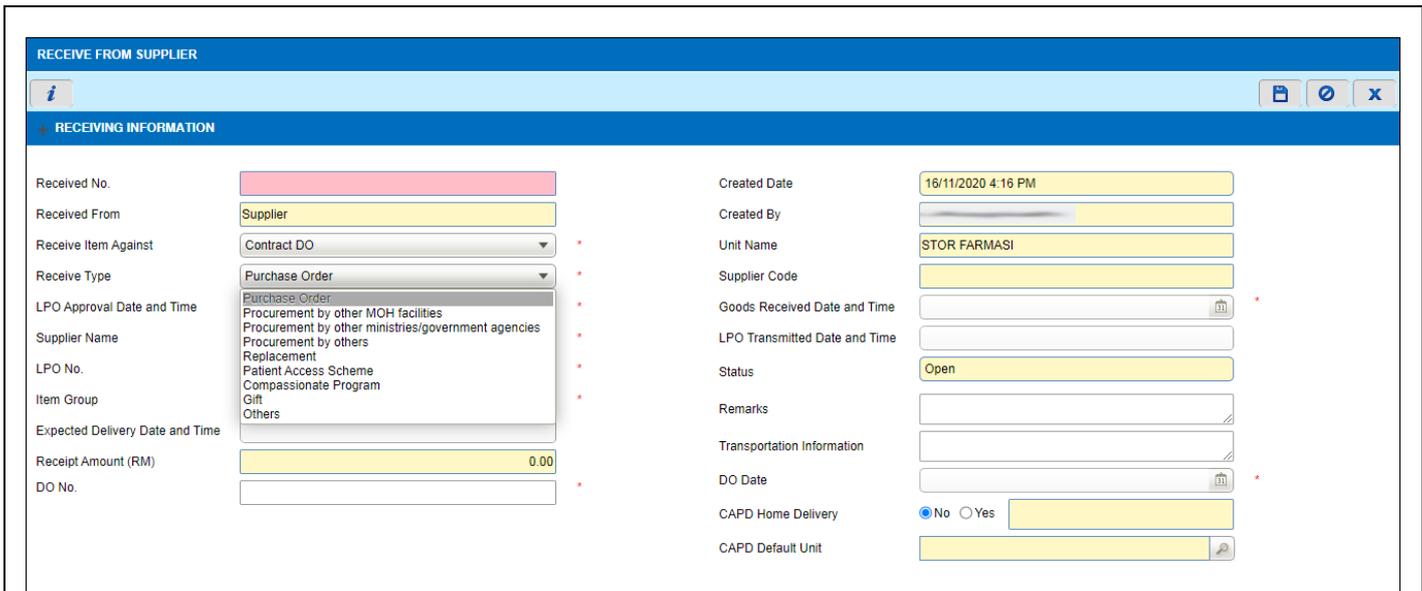


Figure 4.1.4-2 Receive From Supplier

Note

- Refer to Figure 4.1.4-1 to create a new Receive from Supplier transaction.
- Receive type can be selected from the below:
 - 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 is option to fill **Agency Name**
 - d) Procurement by Others
 - There is 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 is option to fill **Donor Name**
 - h) Gift
 - There is 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 3

Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.4-3

Search Order Number	
LPO No.	LPO Date From
LPO Date To	<input type="button" value="Search"/>
[1 - 10 / 318]	
LPO No.	LPO Date.
LP3202	29/10/2020 10:25:00 AM
RW221244	28/10/2020 05:20:00 PM
A345642	28/10/2020 04:35:00 PM
200435808	07/09/2020 12:49:00 PM
200435804	07/09/2020 12:48:00 PM
200436519	07/09/2020 10:15:00 AM
200436523	07/09/2020 10:12:00 AM
200436510	07/09/2020 10:10:00 AM
200436514	07/09/2020 10:09:00 AM
200428063	02/09/2020 08:36:00 AM

Figure 4.1.4-3 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.
- **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 supplier 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"/>	Created Date	16/11/2020 3:53 PM
Received From	Supplier	Created By	n
Receive Item Against	Contract DO	Unit Name	STOR FARMASI
Receive Type	Purchase Order	Supplier Code	SUPP000718
LPO Approval Date and Time	02/09/2020 8:36 AM	Goods Received Date and Time	<input type="text"/>
Supplier Name	Duopharma (M) Sdn Bhd	LPO Transmitted Date and Time	02/09/2020 8:36 AM
LPO No.	200428063	Status	Open
Item Group	DRUG	Remarks	<input type="text"/>
Expected Delivery Date and Time	23/09/2020 12:00 AM	Transportation Information	<input type="text"/>
Receipt Amount (RM)	0.00	DO Date	<input type="text"/>
DO No.	<input type="text"/>	CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes
		CAPD Default Unit	<input type="text"/>

Figure 4.1.4-4 Receive from Supplier

STEP 4
Insert **Do No.**

STEP 5

Select **Goods Received Date and Time**

STEP 6

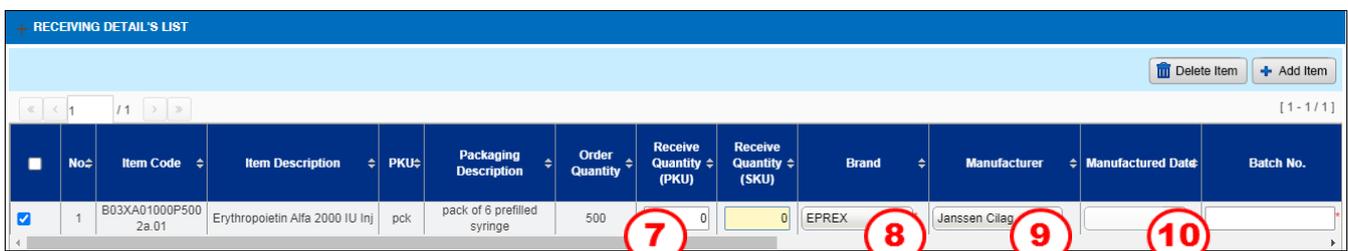
Select **DO Date**

Note

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

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	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	B03XA01000P500 2a.01	Erythropoietin Alfa 2000 IU Inj	pck	pack of 6 pre-filled syringe	500	0	0	EPREX	Janssen Cilag		

Figure 4.1.4-5 Receiving Details List

STEP 7

Enter **Received Quantity (PKU)**

STEP 8

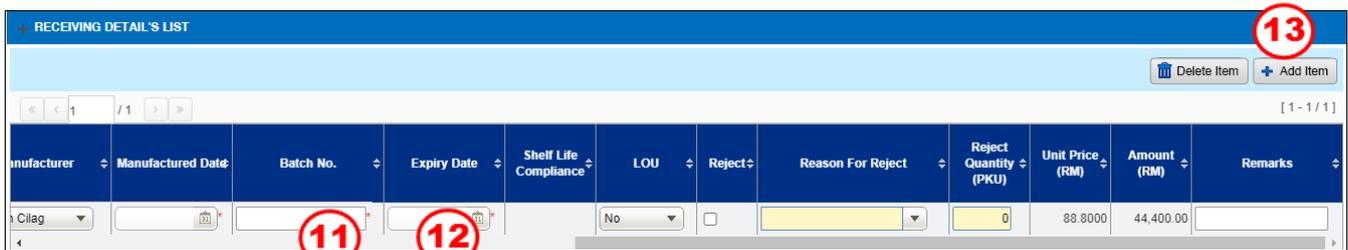
Change **Brand** from the drop down box if applicable

STEP 9

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

STEP 10

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
Cilag					No	<input type="checkbox"/>		0	88.8000	44,400.00	

Figure 4.1.4-6 Receiving Detail's List

STEP 11

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

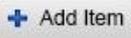
STEP 12

Select **Expiry Date**

Note

If there is no additional received item to be added, skip to step 23

STEP 13

Click on the  button to add additional received item, if applicable. Add Item screen will be displayed in Figure 4.1.4-7

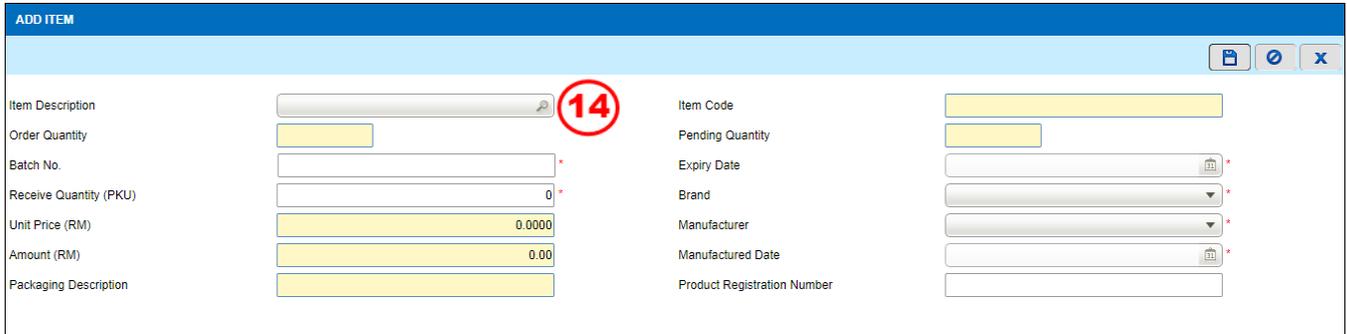


Figure 4.1.4-7 Add Item

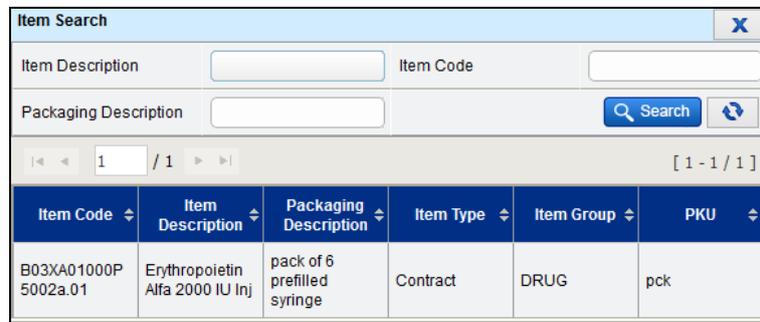


Figure 4.1.4-8 Search Item

STEP 14

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.4-8

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**.

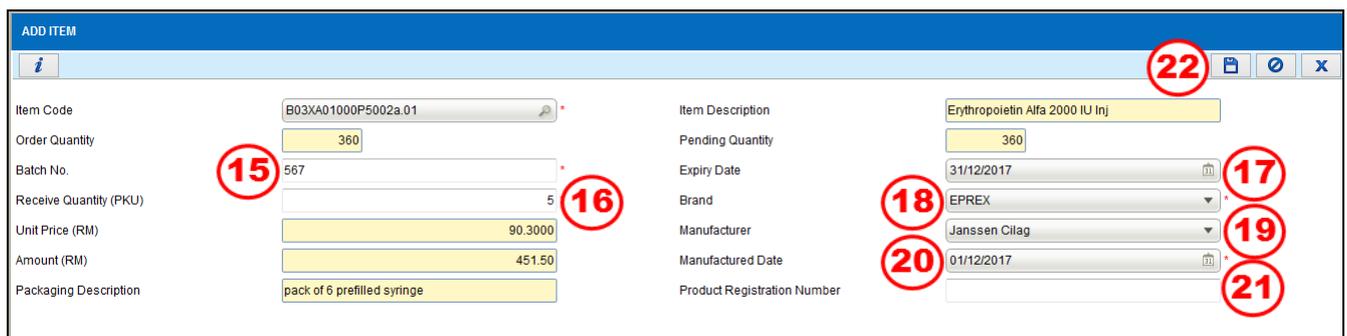


Figure 4.1.4-9 Add Item

STEP 15

Enter **Batch No.**

STEP 16

Enter **Receive Quantity (PKU).**

Note

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

STEP 17

Select **Expiry Date**

STEP 18

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

STEP 19

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

STEP 20

Select **Manufactured Date**

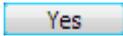
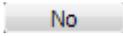
STEP 21

Enter **Product Registration Number** if applicable

STEP 22

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

Note

- Repeat from STEP 14 to STEP 23 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.4-10
- Click on the  button to confirm the saved transaction and the item information will be displayed as Figure 4.1.4-11
- Click on the  button to cancel the saved transaction.

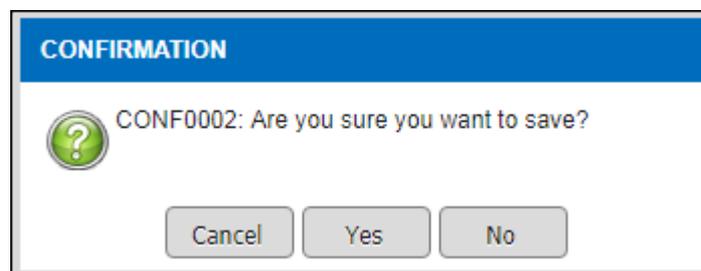


Figure 4.1.4-10 Alert Message

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*

RECEIVE FROM SUPPLIER

23

+ RECEIVING INFORMATION

Received No.		Created Date	17/11/2020 10:55 AM
Received From	Supplier	Created By	
Receive Item Against	Contract DO	Unit Name	STOR FARMASI
Receive Type	Purchase Order	Supplier Code	SUP000242
LPO Approval Date and Time	28/10/2020 5:20 PM	Goods Received Date and Time	17/11/2020 10:57:45 AM
Supplier Name	PRIMABUMI SDN. BHD.	LPO Transmitted Date and Time	28/10/2020 5:20 PM
LPO No.	RW221244	Status	Open
Item Group	DRUG	Remarks	
Expected Delivery Date and Time	18/11/2020 12:00 AM	Transportation Information	
Receipt Amount (RM)	64.86	DO Date	17/11/2020
DO No.	R33443	CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes
		CAPD Default Unit	

+ RECEIVING DETAIL'S LIST

Delete Item
+ Add Item

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	C08CA02000T100 2XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	6	6	180	PLENDIL ER	AstraZeneca	07/07/2020	A11221
2	C08CA02000T100 1XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	2	2	60	PLENDIL ER	AstraZeneca	10/06/2020	G5544

Figure 4.1.4-11 Save Receive from Supplier record

STEP 23

Click on the  button to save the transaction.

Note

- *System will display an alert message as displayed in Figure 4.1.4-12.*
- *Message Information as per Figure 4.1.4-13 will be displayed once user selects the 'Yes' button in Figure 4.1.4-12.*
- **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 4.1.4-1

-  and  will be displayed after the transaction is successfully saved as per Figure 4.1.4-13.
- User is allowed to cancel the request by clicking on the  button.
- The **Status** will be automatically changed to 'Cancelled'.

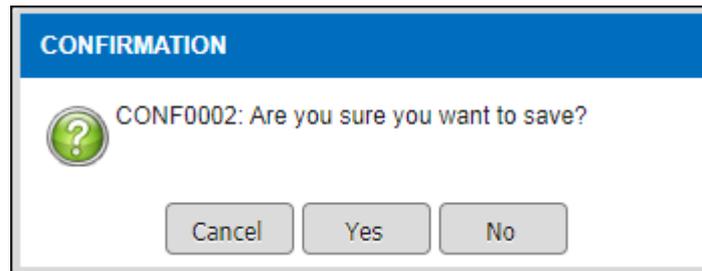


Figure 4.1.4-12 Alert Message

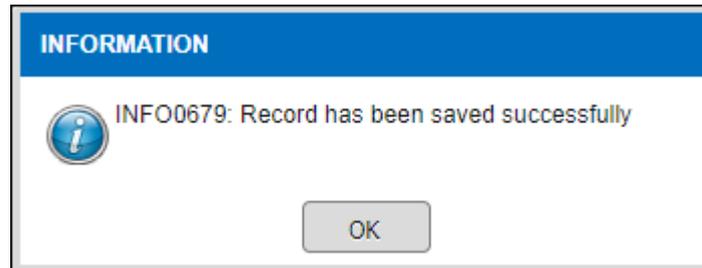
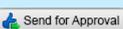
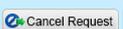


Figure 4.1.4-13 Alert Message

RECEIVE FROM SUPPLIER



24





+ RECEIVING INFORMATION

Received No. <input type="text" value="P200003826"/>	Created Date <input type="text" value="17/11/2020 10:55 AM"/>
Received From <input type="text" value="Supplier"/>	Created By <input type="text" value=""/>
Receive Item Against <input type="text" value="Contract DO"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Receive Type <input type="text" value="Purchase Order"/>	Supplier Code <input type="text" value="SUP000242"/>
LPO Approval Date and Time <input type="text" value="28/10/2020 5:20 PM"/>	Goods Received Date and Time <input type="text" value="17/11/2020 10:57:45 AM"/>
Supplier Name <input type="text" value="PRIMABUMI SDN. BHD."/>	LPO Transmitted Date and Time <input type="text" value="28/10/2020 5:20 PM"/>
LPO No. <input type="text" value="RW221244"/>	Status <input type="text" value="Open"/>
Item Group <input type="text" value="DRUG"/>	Remarks <input type="text" value=""/>
Expected Delivery Date and Time <input type="text" value="18/11/2020 12:00 AM"/>	Transportation Information <input type="text" value=""/>
Receipt Amount (RM) <input type="text" value="64.96"/>	DO Date <input type="text" value="17/11/2020"/>
DO No. <input type="text" value="R33443"/>	CAPD Home Delivery <input checked="" type="radio" value="No"/> <input type="radio" value="Yes"/>
	CAPD Default Unit <input type="text" value=""/>

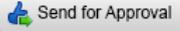
+ RECEIVING DETAIL'S LIST




No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
<input checked="" type="checkbox"/>	1	C08CA02000T100 2XX.01	Felodipine 10 mg Tablet	pck	pack of 30 tablet	6	180	PLENDIL ER	AstraZeneca	07/07/2020	A11221
<input checked="" type="checkbox"/>	2	C08CA02000T100 1XX.02	Felodipine 5 mg Tablet	pck	pack of 30 tablet	2	60	PLENDIL ER	AstraZeneca	10/06/2020	G5544

Figure 4.1.4-14 Send for Approval

STEP 24

Click on the  button to send the transaction for approval

Note

- System will display an alert message as displayed in Figure 4.1.4-15.
- Message Information as displayed in Figure 4.1.4-16 will be displayed once user selects the Yes button in Figure 4.1.4-15.
- The **Status** will be automatically changed to 'Pending for Approval'.

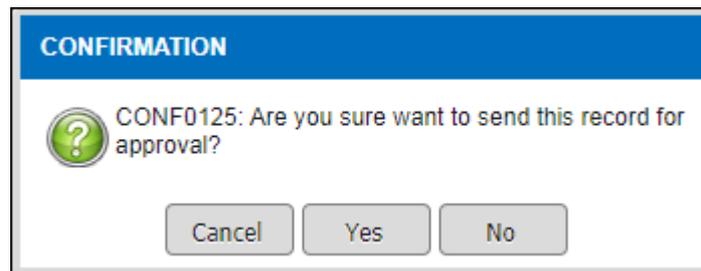


Figure 4.1.4-13 Alert Message

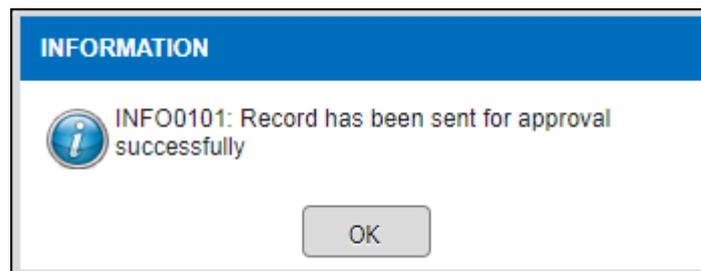


Figure 4.1.4-14 Alert Message

4.1.5 Receive Item Against: LP DO

This function is used to create new receiving for LP DO

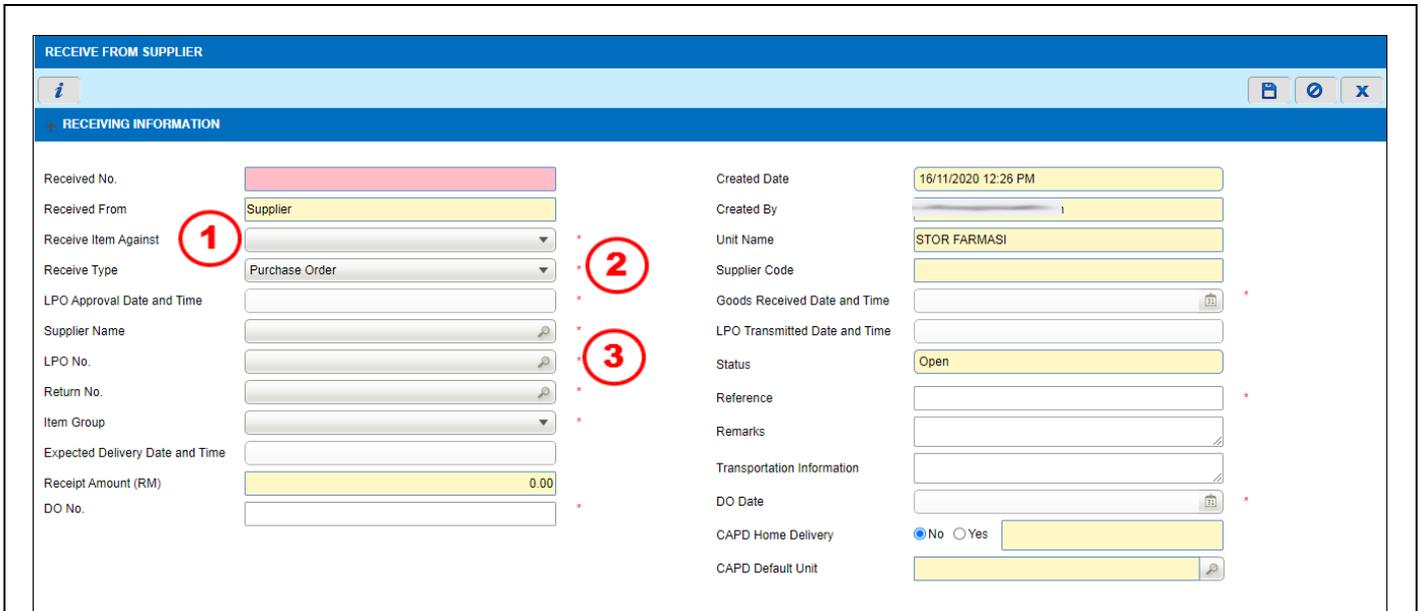


Figure 4.1.5-1 Receive from Supplier

Note

- Refer to Figure 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 LP DO from dropdown box

Note

- **Supplier Name** will be displayed based on **LPO no.**
- **Supplier Code** will be displayed based on the **Supplier Name.**

STEP 2

Select **Receive Type** from dropdown box as shown in Figure 4.1.5-2

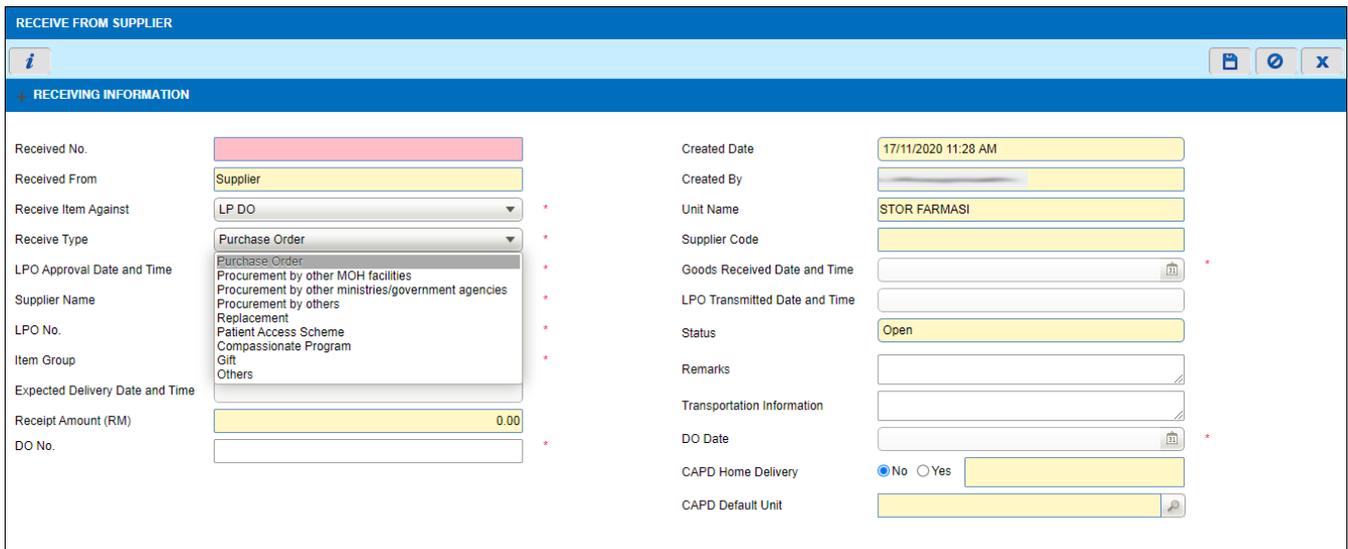


Figure 4.1.5-2 Receive From Supplier

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 is option to fill **Agency Name**
 - d) Procurement by Others
 - There is 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 is option to fill **Donor Name**
 - h) Gift
 - There is 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.

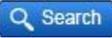
STEP 3

Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.5-3

Search Order Number	
LPO No.	LPO Date From
LPO Date To	<input type="button" value="Search"/>
[1 - 10 / 433]	
LPO No.	LPO Date.
11111	09/11/2020 10:01:00 AM
14444	09/11/2020 09:56:00 AM
112345567777	09/11/2020 09:43:00 AM
LPO3215	06/11/2020 03:26:00 PM
LPO3204	02/11/2020 04:56:00 PM
LP3200	02/11/2020 09:36:00 AM
LPO3168	22/10/2020 05:24:00 PM
CO667485532	22/10/2020 03:25:00 PM
20503191	08/09/2020 03:07:00 PM
20502111	08/09/2020 12:36:00 PM

Figure 4.1.5-3 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 supplier 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.	Created Date
Received From	Created By
Receive Item Against	Unit Name
Receive Type	Supplier Code
LPO Approval Date and Time	Goods Received Date and Time
Supplier Name	LPO Transmitted Date and Time
LPO No.	Status
Item Group	Remarks
Expected Delivery Date and Time	Transportation Information
Receipt Amount (RM)	DO Date
DO No.	CAPD Home Delivery
	CAPD Default Unit

Figure 4.1.5-4 Receive From Supplier

STEP 4
Insert **Do No.**

STEP 5
Select **Goods Received Date and Time**

STEP 6

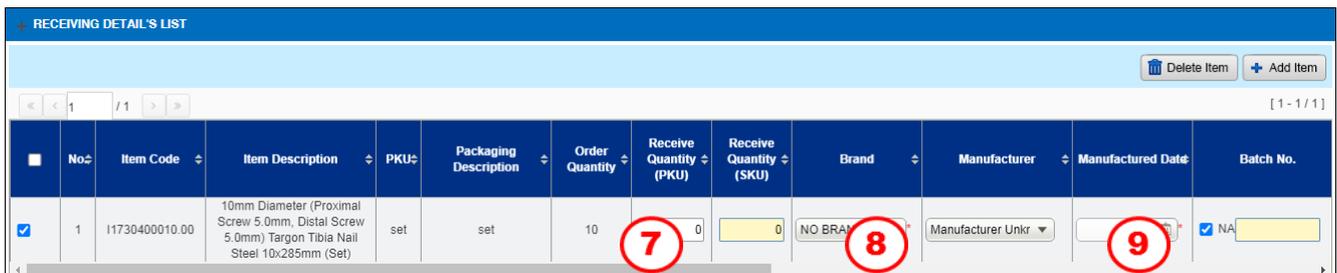
Select **DO Date**

Note

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

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	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	I1730400010.00	10mm Diameter (Proximal Screw 5.0mm, Distal Screw 5.0mm) Targon Tibia Nail Steel 10x285mm (Set)	set	set	10	0	0	NO BRAND	Manufacturer Unkr	09/09/2020	NA

Figure 4.1.5-5 Receiving Details List

STEP 7

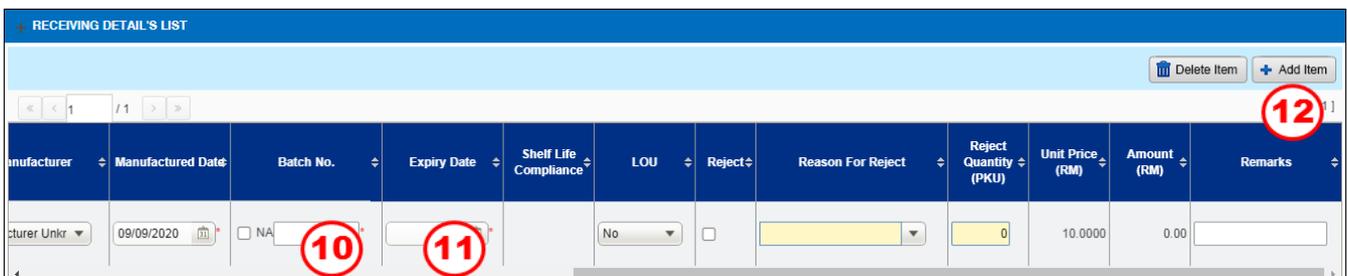
Enter **Received Quantity (PKU)**

STEP 8

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

STEP 9

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
Manufacturer Unkr	09/09/2020	NA			No	<input type="checkbox"/>		0	10.0000	0.00	

Figure 4.1.5-6 Receive Detail's List

STEP 10

Enter **Batch No**, if applicable.

STEP 11

Select **Expiry Date**

Note

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

STEP 12

Click on the  button to add additional received item. Add Item screen will be displayed in Figure 4.1.5-7

Figure 4.1.5-7 Add Item

STEP 13

Click on the **Item Code**  button and the Search Item Code window will be displayed in Figure 4.1.5-8

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 14

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 15

Enter **Receive Quantity (PKU)**.

Note

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

Item Search					
Item Description		Item Code			
Packaging Description		<input type="button" value="Search"/> <input type="button" value="Refresh"/>			
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="132"/> <input type="button" value=">"/>		[1 - 10 / 1320]			
Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
V08CA02254 P3001a.01	Gadoterate Meglumine 0.5 mmol/ml Injection, 10ml Vial	each	LP	DRUG	EA
V08BA01183 L8001XX.03	Barium Sulphate Suspension (225ml)	pack of 24 bottle	LP	DRUG	pck
V08AB05000 P3001XX.01	Iopromide 300mg/50ml Injection	Vial	LP	DRUG	vial
V08AB02000 P3001b.02	Iohexol 300 mg I/ml Injection (50ml)	pack of 10 each	LP	DRUG	pck
V08AB02000 P3001b.01	Iohexol 300 mg I/ml Injection (50ml)	each	LP	DRUG	EA
V08AA01254 P3001.01	Diatrizoate Meglumine, Sodium Amidotrizoate 76% 100ml Solution	each	LP	DRUG	EA
V07AY00250 G4001XX.01	Hydroxyethyl Cellulose Jelly	Tube	LP	DRUG	tube
V07AV00000 T1002XX.03	Sodium Dichloroisocyanurate 5 g Tablet	pack of 500 tablet	LP	DRUG	pck
V07AV00000 T1001XX.02	Sodium Dichloroisocyanurate 2.5g Tablet	Pack of 100 tab	LP	DRUG	pck
V07AV00000 L9903XX.02	Sodium Hypochlorite 10% Solution	pack of 25000 millilitre	LP	DRUG	pck

Figure 4.1.5-8 Search Item

ADD ITEM			
Item Description	<input type="text" value="Y-connector"/>	Item Code	<input type="text" value="B2170070006.00"/>
Order Quantity	<input type="text" value="10"/>	Pending Quantity	<input type="text" value="10"/>
Batch No.	<input checked="" type="checkbox"/> Not Available <input type="text"/>	Expiry Date	<input type="text"/>
Receive Quantity (PKU)	<input type="text" value="10"/>	Brand	<input type="text" value="HMS"/>
Unit Price (RM)	<input type="text" value="2.0000"/>	Manufacturer	<input type="text" value="Hospitech Manufacturing Services Sdn Bhd"/>
Amount (RM)	<input type="text" value="20.00"/>	Manufactured Date	<input type="text" value="05/08/2020"/>
Packaging Description	<input type="text" value="each"/>	Product Registration Number	<input type="text"/>
For Non-Drug Item batch is not applicable.			

Figure 4.1.5-9 Receive From Supplier

STEP 16

Select **Expiry Date**

STEP 17

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

STEP 18

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

STEP 19

Select **Manufactured Date**

STEP 20

Enter **Product Registration Number** if applicable

STEP 21

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

Note

- Repeat from STEP 5 to STEP 21 to add more item under the same DO No.
- Alert message will be displayed after the transaction is saved as per Figure 4.1.5-10
- Click on the button to confirm the saved transaction and the item information will be displayed as Figure 4.1.5-11
- Click on the button to cancel the saved transaction.

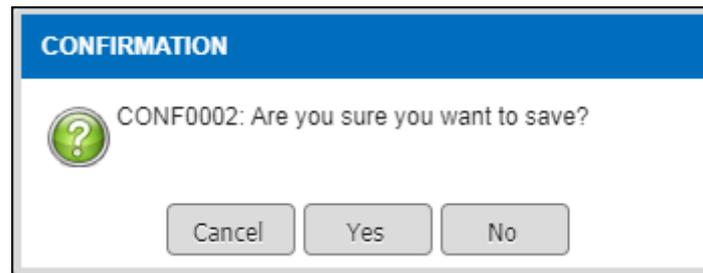


Figure 4.1.5-10 Alert Message

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

RECEIVE FROM SUPPLIER

22

RECEIVING INFORMATION

Received No.

Received From

Receive Item Against

Receive Type

LPO Approval Date and Time

Supplier Name

LPO No.

Item Group

Expected Delivery Date and Time

Receipt Amount (RM)

DO No.

Created Date

Created By

Unit Name

Supplier Code

Goods Received Date and Time

LPO Transmitted Date and Time

Status

Remarks

Transportation Information

DO Date

CAPD Home Delivery No Yes

CAPD Default Unit

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	R1380070001.01	Actaminophen Control Soln	bott	Bottle	5	5	5	NO BRAND	Manufacturer Unkr	19/08/2020	NA
2	B2170070006.00	Y-connector	EA	each	10	10	10	HMS	Hospitech Manufar	05/08/2020	NA

Figure 4.1.5-11 Save Receive from Supplier record

STEP 22

Click on the button to save the transaction.

Note

- System will display an alert message as displayed in Figure 4.1.5-12.
- Message Information as per Figure 4.1.6-13 will be displayed once user selects the 'Yes' button in Figure 4.1.5-12.
- 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'.

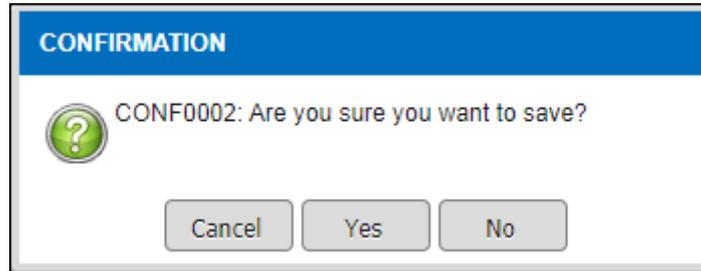


Figure 4.1.5-12 Alert Message

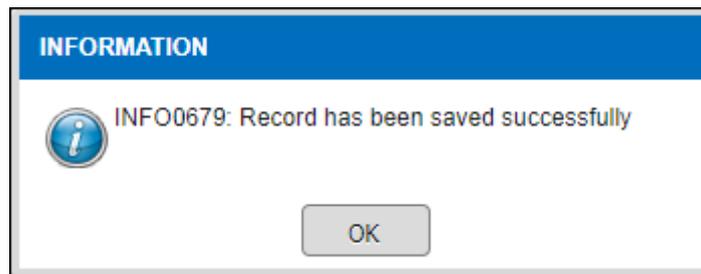


Figure 4.1.5-13 Alert Message

RECEIVE FROM SUPPLIER

23 Send for Approval Cancel Request

RECEIVING INFORMATION

Received No. P200003827
 Received From Supplier
 Receive Item Against LP DO
 Receive Type Purchase Order
 LPO Approval Date and Time 02/11/2020 9:36 AM
 Supplier Name 2K MEDICARE SDN BHD
 LPO No. LP3200
 Item Group NON-DRUG
 Expected Delivery Date and Time 03/11/2020 9:36 AM
 Receipt Amount (RM) 45.00
 DO No. R3324

Created Date 17/11/2020 3:49 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUPP000002
 Goods Received Date and Time 17/11/2020 3:51:11 PM
 LPO Transmitted Date and Time 02/11/2020 9:36 AM
 Status Open
 Remarks
 Transportation Information
 DO Date 16/11/2020
 CAPD Home Delivery No Yes
 CAPD Default Unit

RECEIVING DETAIL'S LIST

Delete Item Add Item

[1 - 2 / 2]

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	R1380070001.01	Actaminophen Control Soln	bott	Bottle	5	5	5	NO BRAND	Manufacturer Unkr	19/08/2020	NA
2	B2170070006.00	Y-connector	EA	each	10	10	10	HMS	Hospitech Manufar	05/08/2020	NA

Figure 4.1.6-14 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 4.1.5-15.
- Message Information as displayed in Figure 4.1.5-16 will be displayed once user selects the Yes button in Figure 4.1.5-15.
- The **Status** will be automatically changed to 'Pending for Approval'.

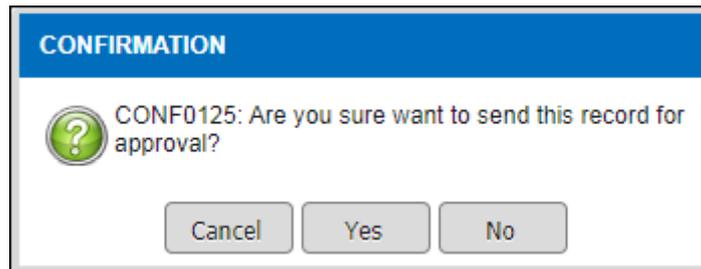


Figure 4.1.5-15 Alert Message

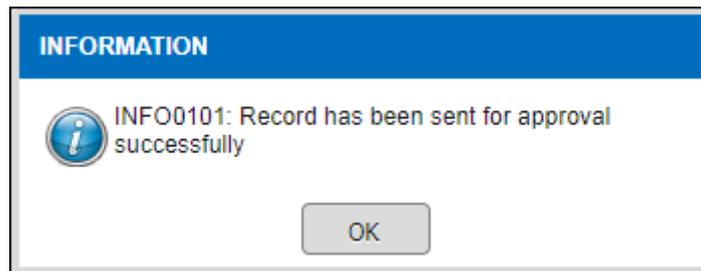


Figure 4.1.5-16 Alert Message

4.1.6 Receive Item Against :AP DO (eP Integration)

This function is used to create new receiving for AP DO (eP Integration)

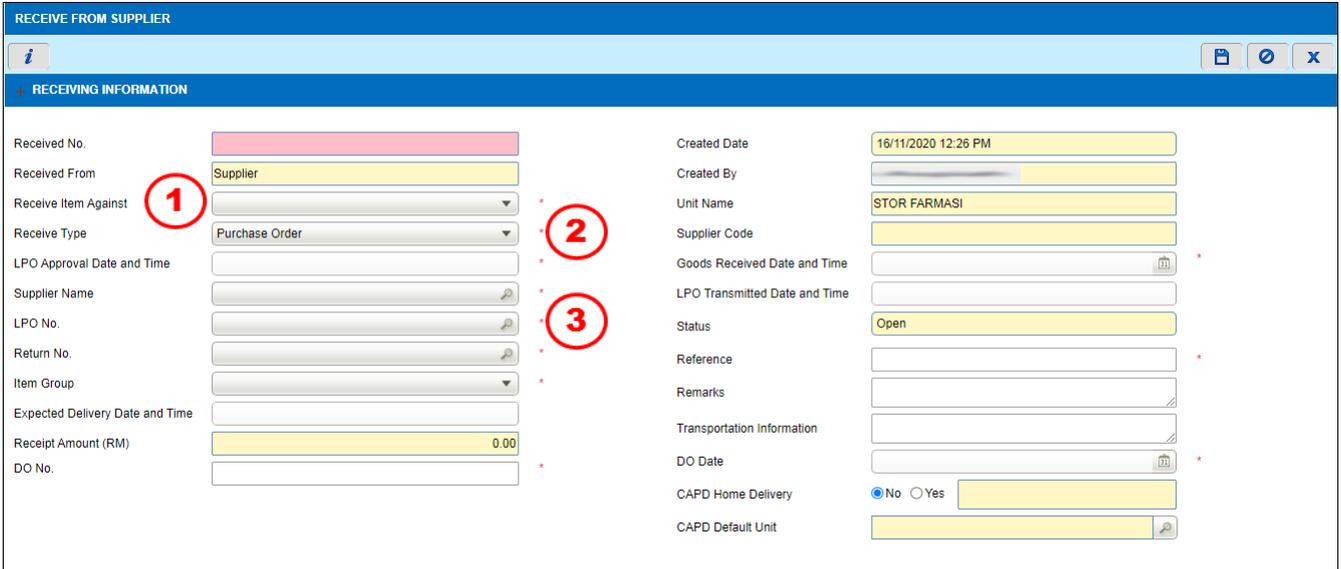


Figure 4.1.6-1 Receive From Supplier

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

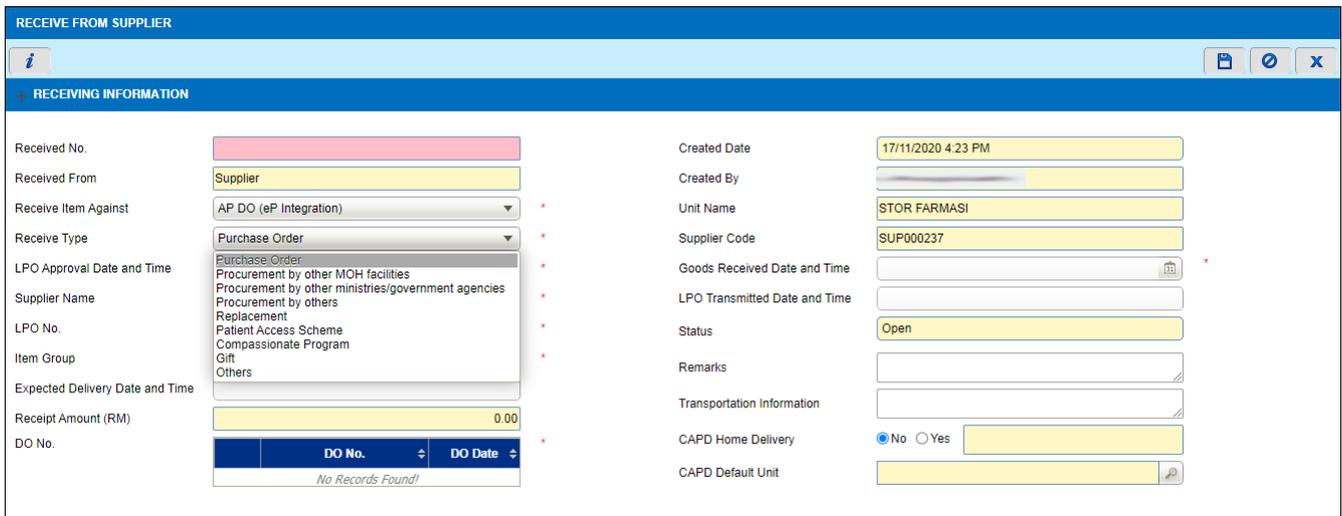


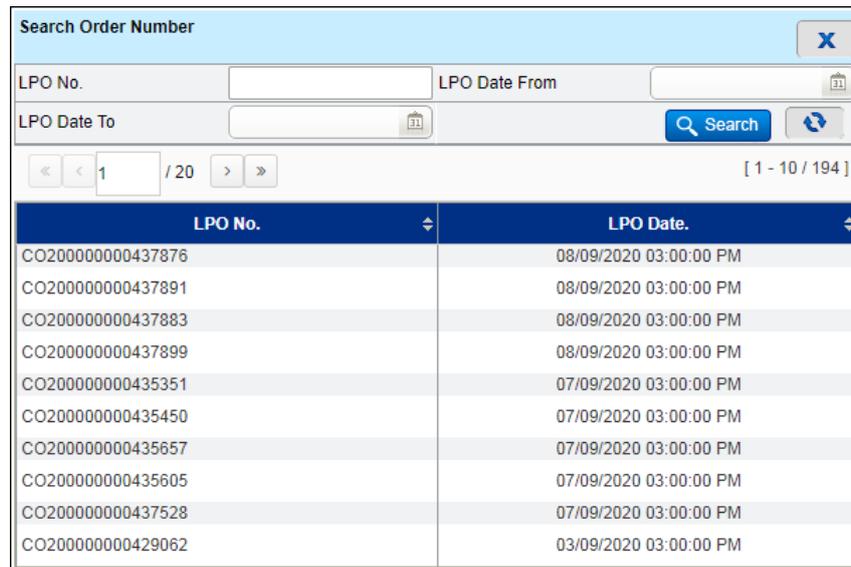
Figure 4.1.6-2 Receiving Information

Note

- Receive type can be selected from the below:
 - 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 is option to fill **Agency Name**
 - d) Procurement by Others
 - There is 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 is option to fill **Donor Name**
 - h) Gift
 - There is 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 4.1.6-1 and the Search Order No. window will be displayed as shown in Figure 4.1.6-3

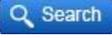


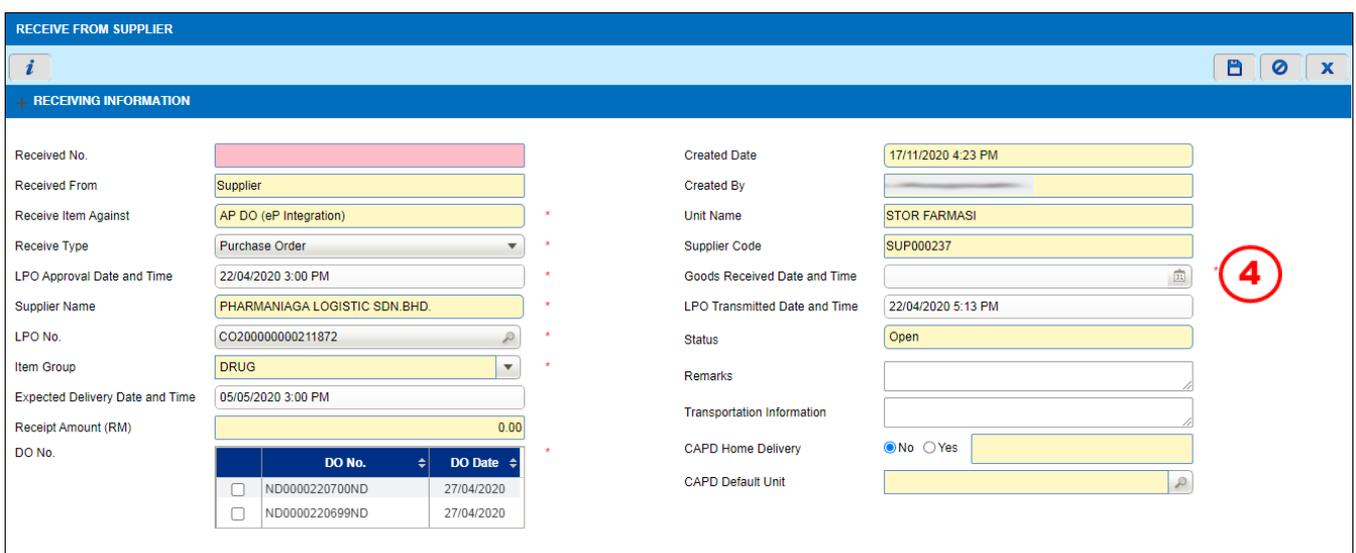
The screenshot shows a search window titled "Search Order Number". It contains input fields for "LPO No.", "LPO Date From", and "LPO Date To", along with a "Search" button and a refresh icon. Below the search fields is a pagination bar showing "1 / 20" and "[1 - 10 / 194]". The main area is a table with two columns: "LPO No." and "LPO Date.". The table lists ten rows of LPO data.

LPO No.	LPO Date.
CO20000000437876	08/09/2020 03:00:00 PM
CO20000000437891	08/09/2020 03:00:00 PM
CO20000000437883	08/09/2020 03:00:00 PM
CO20000000437899	08/09/2020 03:00:00 PM
CO20000000435351	07/09/2020 03:00:00 PM
CO20000000435450	07/09/2020 03:00:00 PM
CO20000000435657	07/09/2020 03:00:00 PM
CO20000000435605	07/09/2020 03:00:00 PM
CO20000000437528	07/09/2020 03:00:00 PM
CO20000000429062	03/09/2020 03:00:00 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.



The screenshot shows the "RECEIVE FROM SUPPLIER" window. It has a header bar with an information icon and window controls. Below is a "RECEIVING INFORMATION" section with various fields for data entry. A red circle with the number "4" highlights the "Goods Received Date and Time" field.

Received No.	[Redacted]	Created Date	17/11/2020 4:23 PM									
Received From	Supplier	Created By	[Redacted]									
Receive Item Against	AP DO (eP Integration)	Unit Name	STOR FARMASI									
Receive Type	Purchase Order	Supplier Code	SUP000237									
LPO Approval Date and Time	22/04/2020 3:00 PM	Goods Received Date and Time	[Redacted]									
Supplier Name	PHARMANIAGA LOGISTIC SDN.BHD.	LPO Transmitted Date and Time	22/04/2020 5:13 PM									
LPO No.	CO20000000211872	Status	Open									
Item Group	DRUG	Remarks	[Redacted]									
Expected Delivery Date and Time	05/05/2020 3:00 PM	Transportation Information	[Redacted]									
Receipt Amount (RM)	0.00	CAPD Home Delivery	<input checked="" type="radio"/> No <input type="radio"/> Yes									
DO No.	<table border="1"> <thead> <tr> <th></th> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>ND0000220700ND</td> <td>27/04/2020</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ND0000220699ND</td> <td>27/04/2020</td> </tr> </tbody> </table>		DO No.	DO Date	<input type="checkbox"/>	ND0000220700ND	27/04/2020	<input type="checkbox"/>	ND0000220699ND	27/04/2020	CAPD Default Unit	[Redacted]
	DO No.	DO Date										
<input type="checkbox"/>	ND0000220700ND	27/04/2020										
<input type="checkbox"/>	ND0000220699ND	27/04/2020										

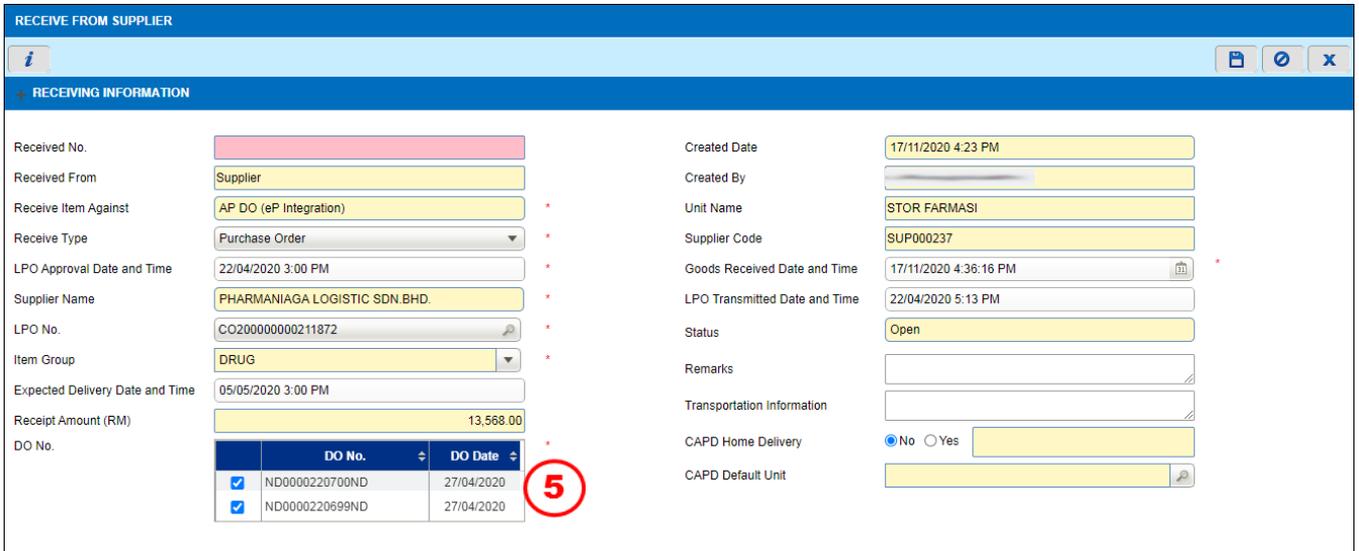
Figure 4.1.6-4Receive From Supplier

STEP 4

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: 17/11/2020 4:23 PM

Received From: Supplier Created By: []

Receive Item Against: AP DO (eP Integration) * Unit Name: STOR FARMASI

Receive Type: Purchase Order * Supplier Code: SUP000237

LPO Approval Date and Time: 22/04/2020 3:00 PM * Goods Received Date and Time: 17/11/2020 4:36:16 PM *

Supplier Name: PHARMANIAGA LOGISTIC SDN. BHD. * LPO Transmitted Date and Time: 22/04/2020 5:13 PM

LPO No.: CO20000000211872 * Status: Open

Item Group: DRUG * Remarks: []

Expected Delivery Date and Time: 05/05/2020 3:00 PM Transportation Information: []

Receipt Amount (RM): 13,568.00 CAPD Home Delivery: No Yes

DO No. CAPD Default Unit: []

	DO No.	DO Date
<input checked="" type="checkbox"/>	ND0000220700ND	27/04/2020
<input checked="" type="checkbox"/>	ND0000220699ND	27/04/2020

Figure 4.1.6-5 Receive from Supplier

STEP 5

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.



RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Exp
1	03.1302.03	Haemodialysis Concentrate Acidic Component (Renacid K5)	pck	Pack of 20 Litres	100	100	200	RENACID	Ain Medicare Sdn.	02/04/2020	C14C0221	02/04
2	03.1302.04	Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)	pck	Pack of 20 Litres	300	300	600	RENA	Ain Medicare Sdn.	06/04/2020	C21C0232	06/04

Figure 4.1.6-6 DO Details

STEP 6

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 7

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
licare Sdn	02/04/2020	C14C0221	02/04/2023	Yes	No	<input type="checkbox"/>		0	33.9200	3,392.00	
licare Sdn	06/04/2020	C21C0232	06/04/2022	Yes	No	<input type="checkbox"/>		0	33.9200	10,176.00	8

Figure 4.1.6-7 Do Details

STEP 8

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**

RECEIVE FROM SUPPLIER
8

RECEIVING INFORMATION

<p>Received No. <input style="width: 100%;" type="text"/></p> <p>Received From <input style="width: 100%;" type="text" value="Supplier"/></p> <p>Receive Item Against <input style="width: 100%;" type="text" value="AP DO (eP Integration)"/></p> <p>Receive Type <input style="width: 100%;" type="text" value="Purchase Order"/></p> <p>LPO Approval Date and Time <input style="width: 100%;" type="text" value="22/04/2020 3:00 PM"/></p> <p>Supplier Name <input style="width: 100%;" type="text" value="PHARMANIAGA LOGISTIC SDN.BHD."/></p> <p>LPO No. <input style="width: 100%;" type="text" value="CO20000000211872"/></p> <p>Item Group <input style="width: 100%;" type="text" value="DRUG"/></p> <p>Expected Delivery Date and Time <input style="width: 100%;" type="text" value="05/05/2020 3:00 PM"/></p> <p>Receipt Amount (RM) <input style="width: 100%;" type="text" value="13,568.00"/></p> <p>DO No.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">DO No.</th> <th style="width: 50%;">DO Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>ND0000220700ND</td> <td>27/04/2020</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ND0000220699ND</td> <td>27/04/2020</td> </tr> </tbody> </table>		DO No.	DO Date	<input checked="" type="checkbox"/>	ND0000220700ND	27/04/2020	<input checked="" type="checkbox"/>	ND0000220699ND	27/04/2020	<p>Created Date <input style="width: 100%;" type="text" value="17/11/2020 4:23 PM"/></p> <p>Created By <input style="width: 100%;" type="text"/></p> <p>Unit Name <input style="width: 100%;" type="text" value="STOR FARMASI"/></p> <p>Supplier Code <input style="width: 100%;" type="text" value="SUP000237"/></p> <p>Goods Received Date and Time <input style="width: 100%;" type="text" value="17/11/2020 4:36:16 PM"/></p> <p>LPO Transmitted Date and Time <input style="width: 100%;" type="text" value="22/04/2020 5:13 PM"/></p> <p>Status <input style="width: 100%;" type="text" value="Open"/></p> <p>Remarks <input style="width: 100%;" type="text"/></p> <p>Transportation Information <input style="width: 100%;" type="text"/></p> <p>CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>CAPD Default Unit <input style="width: 100%;" type="text"/></p>
	DO No.	DO Date								
<input checked="" type="checkbox"/>	ND0000220700ND	27/04/2020								
<input checked="" type="checkbox"/>	ND0000220699ND	27/04/2020								

RECEIVING DETAIL'S LIST

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Exp
1	03.1302.03	Haemodialysis Concentrate Acidic Component (Renacid K5)	pck	Pack of 20 Litres	100	100	200	RENACID	Ain Medicare Sdn.	02/04/2020	C14C0221	02/04
2	03.1302.04	Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)	pck	Pack of 20 Litres	300	300	600	RENACARB	Ain Medicare Sdn.	06/04/2020	C21C0232	06/04

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

- Send for Approval and Cancel Request will be displayed after the transaction is successfully saved as per Figure 4.1.6-11.

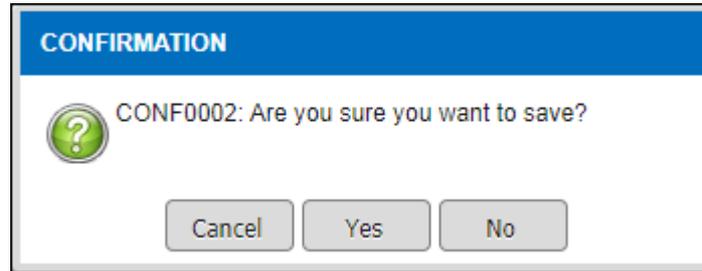


Figure 4.1.6-9 Alert Message

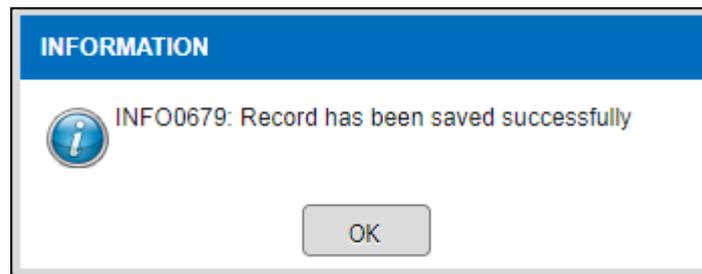


Figure 4.1.6-10 Alert Message

RECEIVE FROM SUPPLIER

9 Send for Approval Cancel Request

RECEIVING INFORMATION

Received No. P200003828
 Received From Supplier
 Receive Item Against AP DO (eP Integration)
 Receive Type Purchase Order
 LPO Approval Date and Time 22/04/2020 3:00 PM
 Supplier Name PHARMANIAGA LOGISTIC SDN BHD
 LPO No. CO20000000211872
 Item Group DRUG
 Expected Delivery Date and Time 05/05/2020 3:00 PM
 Receipt Amount (RM) 13,568.00
 DO No. table with columns DO No. and DO Date

Created Date 17/11/2020 4:23 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUP000237
 Goods Received Date and Time 17/11/2020 4:36:16 PM
 LPO Transmitted Date and Time 22/04/2020 5:13 PM
 Status Open
 Remarks
 Transportation Information
 CAPD Home Delivery No Yes
 CAPD Default Unit

RECEIVING DETAIL'S LIST

No	Item Code	Item Description	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.	Exp
1	03.1302.03	Haemodialysis Concentrate Acidic Component (Renacid K5)	pck	Pack of 20 Litres	100	100	200	RENACID	Ain Medicare Sdn.	02/04/2020	C14C0221	02/04
2	03.1302.04	Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)	pck	Pack of 20 Litres	300	300	600	RENACARB	Ain Medicare Sdn.	06/04/2020	C21C0232	06/04

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'.

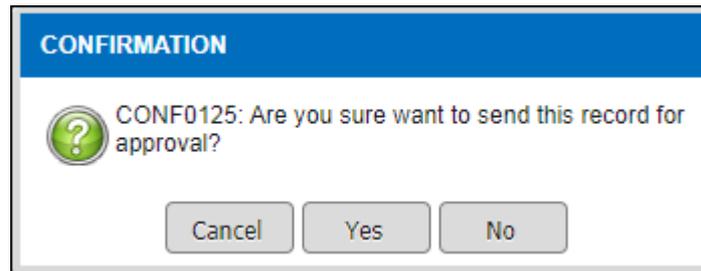


Figure 4.1.6-12 Alert Message

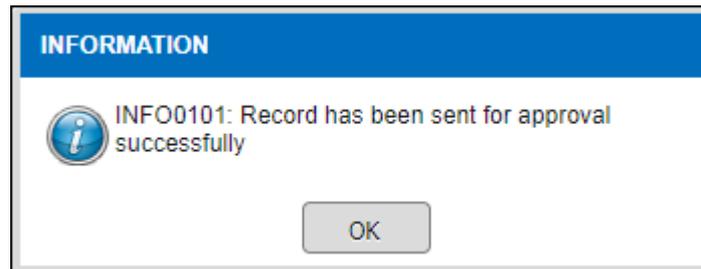


Figure 4.1.6-13 Alert Message

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: All Search						
[61 - 66 / 66]						
Transaction Type	Transaction No.	Item Group	Date/Time	Task Status	From Unit/Department	From User
TDM Order	TDM2000001615		11/11/2020 09:50 AM	Pending For Verification	Psychiatric	
TDM Order	TDM2000001620		11/11/2020 11:59 AM	Pending For Verification	General Medicine	
Received From Supplier	P200003825	Drug	16/11/2020 03:21 PM	Pending for Approval	STOR FARMASI	
Received From Supplier	P200003826	Drug	17/11/2020 11:16 AM	Pending for Approval	STOR FARMASI	
Received From Supplier	P200003827	Non-Drug	17/11/2020 04:53 PM	Pending for Approval	STOR FARMASI	
Received From Supplier	P200003828	Drug	17/11/2020 04:53 PM	Pending for Approval	STOR FARMASI	

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

2
Approve
Reject
X

RECEIVING INFORMATION

Received No. P200003828	Created Date 17/11/2020 4:23 PM						
Received From Supplier	Created By 						
Receive Item Against AP DO (eP Integration)	Unit Name STOR FARMASI						
Receive Type Purchase Order	Supplier Code SUP000237						
LPO Approval Date and Time 22/04/2020 3:00 PM	Goods Received Date and Time 17/11/2020 4:36:16 PM						
Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.	LPO Transmitted Date and Time 22/04/2020 5:13 PM						
LPO No. CO20000000211872	Status Pending for Approval						
Item Group DRUG	Remarks 						
Expected Delivery Date and Time 05/05/2020 3:00 PM	Reject Reason 						
Receipt Amount (RM) 13,568.00	Transportation Information 						
DO No. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DO No.</th> <th>DO Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> ND0000220700ND</td> <td>27/04/2020</td> </tr> <tr> <td><input checked="" type="checkbox"/> ND0000220699ND</td> <td>27/04/2020</td> </tr> </tbody> </table>	DO No.	DO Date	<input checked="" type="checkbox"/> ND0000220700ND	27/04/2020	<input checked="" type="checkbox"/> ND0000220699ND	27/04/2020	CAPD Home Delivery <input checked="" type="radio"/> No <input type="radio"/> Yes
DO No.	DO Date						
<input checked="" type="checkbox"/> ND0000220700ND	27/04/2020						
<input checked="" type="checkbox"/> ND0000220699ND	27/04/2020						
	CAPD Default Unit 						

RECEIVING DETAIL'S LIST

[1 - 2 / 2]

No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	03.1302.03	Haemodialysis Concentrate Acidic Component (Renacid K5)	pck	Pack of 20 Litres	100	100	200	RENACID	Ain Medicare Sdn.	02/04/2020	C14C0221
2	03.1302.04	Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)	pck	Pack of 20 Litres	300	300	600	RENACARB	Ain Medicare Sdn.	06/04/2020	C21C0232

Figure 4.2-2 Receive From Supplier Approval

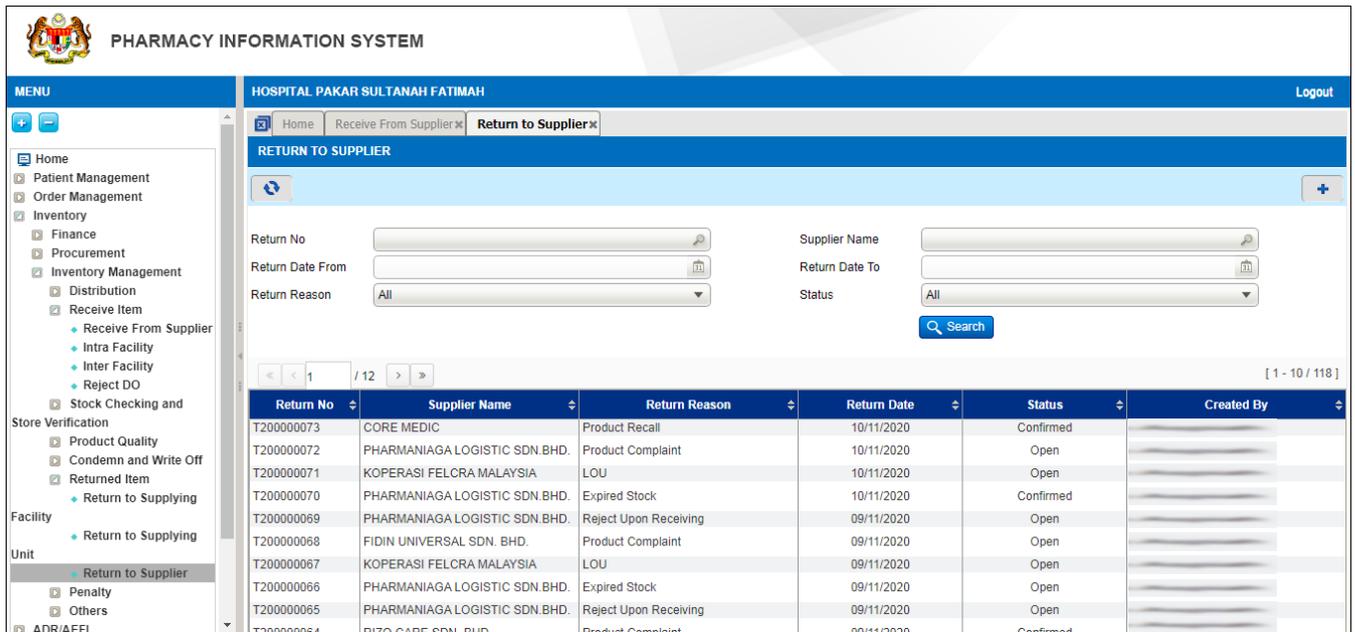
STEP 2

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

Note

- Click on the Approve 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"



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH Logout

Home Receive From Supplier Return to Supplier

RETURN TO SUPPLIER

Return No: Supplier Name:

Return Date From: Return Date To:

Return Reason: Status:

[1 - 10 / 118]

Return No	Supplier Name	Return Reason	Return Date	Status	Created By
T200000073	CORE MEDIC	Product Recall	10/11/2020	Confirmed	
T200000072	PHARMANIAGA LOGISTIC SDN.BHD.	Product Complaint	10/11/2020	Open	
T200000071	KOPERASI FELCRA MALAYSIA	LOU	10/11/2020	Open	
T200000070	PHARMANIAGA LOGISTIC SDN.BHD.	Expired Stock	10/11/2020	Confirmed	
T200000069	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	09/11/2020	Open	
T200000068	FIDIN UNIVERSAL SDN. BHD.	Product Complaint	09/11/2020	Open	
T200000067	KOPERASI FELCRA MALAYSIA	LOU	09/11/2020	Open	
T200000066	PHARMANIAGA LOGISTIC SDN.BHD.	Expired Stock	09/11/2020	Open	
T200000065	PHARMANIAGA LOGISTIC SDN.BHD.	Reject Upon Receiving	09/11/2020	Open	
T200000064	RIZO CARE SDN. BHD.	Product Complaint	09/11/2020	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

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		
PHARMANIAGA LOGISTIC SDN.BHD.		Perolehan oleh fasiliti KKM lain -Pesanan Pembelian	CO20000000211872	22/4/2020	ND0000220700N D, ND0000220699N D	27/04/2020, 27/04/2020		

No. Kod	Perihal Barang-barang	Deskripsi Pembungkusan	Unit Pengukuran (PKU)	Kuantiti			Harga (RM)		Catatan
				Dipesan (PK)	Nota Hantaran (DO)	Diterima	Seunit	Jumlah	
03.1302.03	Haemodialysis Concentrate Acidic Component (Renacid K5)(RENACID - Ain Medicare Sdn. Bhd. (Malaysia)) Batch No : C14C0221 Expiry Date : 02/04/2023	Pack of 20 Litres	pck	100	100	100	33.9200	3,392.00	
03.1302.04	Haemodialysis Concentrate Bicarbonate Component B (Renacarb K2)(RENACARB - Ain Medicare Sdn. Bhd. (Malaysia)) Batch No : C21C0232 Expiry Date : 06/04/2022	Pack of 20 Litres	pck	300	300	300	33.9200	10,176.00	
Jumlah								13,568.00	

<p>(Tandatangan Pegawai Penerima)</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 17/11/2020 4:36:16 PM</p>	<p>(Tandatangan Pegawai Teknikal)</p> <p>Nama : _____</p> <p>Jawatan : Pegawai Farmasi UF48</p> <p>Unit : STOR FARMASI</p> <p>Jabatan : Pharmacy</p> <p>Tarikh : 17/11/2020</p> <p>*Jika Perlu.</p>
---	--

Figure 4.2-4 Kew.Ps-1

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)	
		No. PK	Tarikh	No. DO	Tarikh		No. Ruj.	No. Rujukan
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
<p>Nama: _____</p> <p>Jawatan: Pegawai Perubatan Pakar</p> <p>Tarikh: 18/10/2019 2:41:02 PM</p> <p>Unit : FARMASI PENGELUARAN FARMASEUTIKAL</p> <p>Cop Jabatan: General Surgery</p>	<p>Disahkan barang-barang ini diterima untuk tindakan atas sebab-sebab berikut:</p> <p><input type="checkbox"/> Kuantiti Ditolak</p> <p><input type="checkbox"/> Kuantiti Kurang</p> <p><input type="checkbox"/> Kuantiti Lebih</p> <p>Nama: _____</p> <p>Tarikh: _____</p> <p>Cop Syarikat: _____</p>

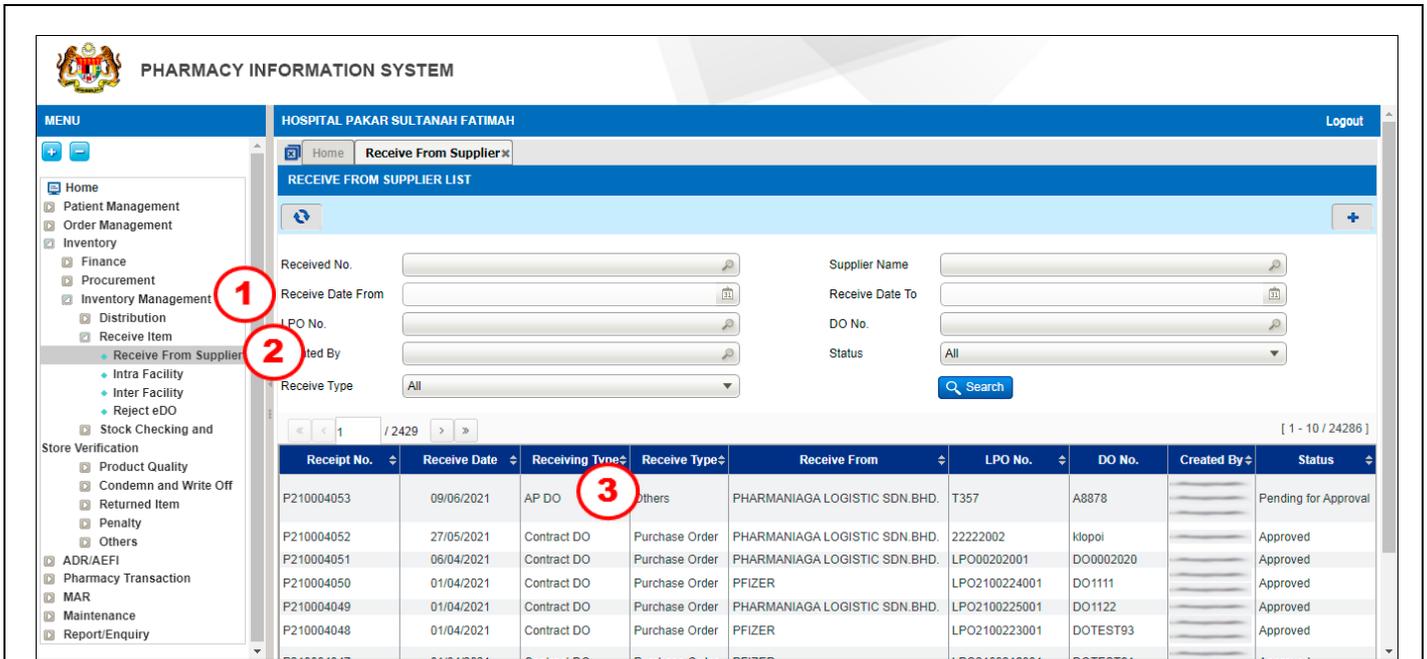
Printed Date : 18/10/2019 Printed By : _____ Unit Name : STOR FARMASI Source : PhIS

Page 1 of 1

Figure 4.2-5 Kew.Ps-2

4.3 Reject Receiving

To reject receiving from supplier, perform step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

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

Receive Type

Search

[1 - 10 / 24286]

Receipt No.	Receive Date	Receiving Type	Receive Type	Receive From	LPO No.	DO No.	Created By	Status
P210004053	09/06/2021	AP DO	Others	PHARMANIAGA LOGISTIC SDN.BHD.	T357	A8878		Pending for Approval
P210004052	27/05/2021	Contract DO	Purchase Order	PHARMANIAGA LOGISTIC SDN.BHD.	22222002	klopoi		Approved
P210004051	06/04/2021	Contract DO	Purchase Order	PHARMANIAGA LOGISTIC SDN.BHD.	LPO00202001	DO0002020		Approved
P210004050	01/04/2021	Contract DO	Purchase Order	PFIZER	LPO2100224001	DO1111		Approved
P210004049	01/04/2021	Contract DO	Purchase Order	PHARMANIAGA LOGISTIC SDN.BHD.	LPO2100225001	DO1122		Approved
P210004048	01/04/2021	Contract DO	Purchase Order	PFIZER	LPO2100223001	DOTEST93		Approved

Figure 4.3-1 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 existing record with status 'Pending for Approval'

Note

Receive from Supplier approval screen will be displayed in Figure 4.3-2

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. P210004053
 Received From Supplier
 Receive Item Against AP DO
 Receive Type Others
 LPO Approval Date and Time
 Supplier Name PHARMANIAGA LOGISTIC SDN BHD.
 LPO No. T357
 Item Group DRUG
 Receipt Amount (RM) 0.00
 DO No. A8878

Created Date 10/06/2021 12:52 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUP000237
 Goods Received Date and Time 09/06/2021 12:57:15 PM
 Status Pending for Approval
 Reference No.
 Remarks
 Reject Reason
 Transportation Information
 CAPD Home Delivery No Yes
 CAPD Default Unit

RECEIVING DETAIL'S LIST

Approve	No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
<input checked="" type="checkbox"/>	1	41.3817.02	Ipecacuanha Tincture	bott	bottle of 1000 millilitre	-	100	100,000	(GENERIC NAI	Pembroke BV	13/01/2021	C3422
<input checked="" type="checkbox"/>	2	42.1604.06	Isoniazid 100 mg Tablet	pck	Pack of 100 tabs	-	100	10,000	PHARMANIAG	Pharmaniaga Man	12/04/2021	W223
<input checked="" type="checkbox"/>	3	07.3401.07	Rifampicin 300 mg Capsule	pck	pack of 100 capsule	-	100	10,000	(GENERIC NAI	Royce Pharma Ma	08/06/2021	R4453

Figure 4.3-2 Receive From Supplier Approval

Note

By default, all item in receiving details list will be checked as shown in Figure 4.3-3

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

RECEIVING DETAIL'S LIST

Approve	No.	Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
<input checked="" type="checkbox"/>	1	41.3817.02	Ipecacuanha Tincture	bott	bottle of 1000 millilitre	-	100	100,000	(GENERIC NAI	Pembroke BV	13/01/2021	C3422
<input checked="" type="checkbox"/>	2	42.1604.06	Isoniazid 100 mg Tablet	pck	Pack of 100 tabs	-	100	10,000	PHARMANIAG	Pharmaniaga Man	12/04/2021	W223
<input checked="" type="checkbox"/>	3	07.3401.07	Rifampicin 300 mg Capsule	pck	pack of 100 capsule	-	100	10,000	(GENERIC NAI	Royce Pharma Ma	08/06/2021	R4453

Figure 4.3-3 Receive Detail's List

Note

User can do approval with the following scenario:

- User can reject some item by uncheck the checkbox and click on button.
- If user uncheck all item and click on button, alert message will be shown in Figure 4.3-4

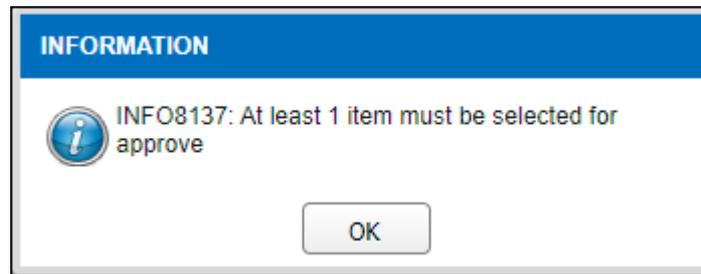


Figure 4.3-4 Alert Message

STEP 4

Insert Reject Reason

Note

If user does not insert Reject Reason, alert message will be shown in Figure 4.3-5

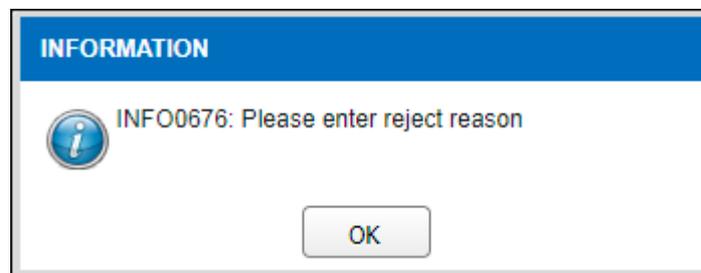


Figure 4.3-5 Alert Message

STEP 5

Click on  button to reject item

Note

- Once click on reject button, alert message will be shown in Figure 4.3-6

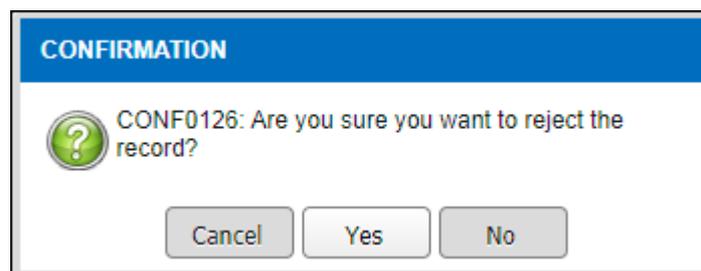
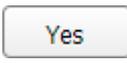


Figure 4.3-6 Alert Message

- Click on  button and alert message will be shown in Figure 4.3-7

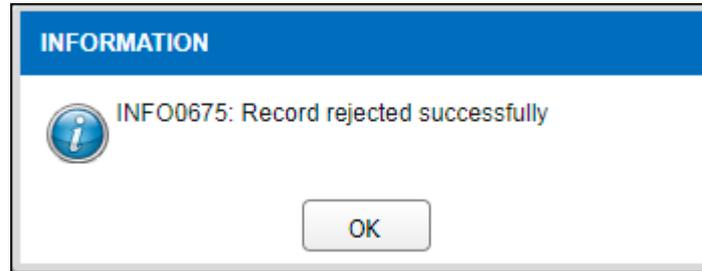


Figure 4.3-7 Alert Message

- Once click  button, receive information will be shown in Figure 4.3-8

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. P210004053
 Received From Supplier
 Receive Item Against AP DO
 Receive Type Others
 LPO Approval Date and Time
 Supplier Name PHARMANIAGA LOGISTIC SDN.BHD.
 LPO No. T357
 Item Group DRUG
 Receipt Amount (RM) 0.00
 DO No. A8878

Created Date 10/06/2021 12:52 PM
 Created By
 Unit Name STOR FARMASI
 Supplier Code SUP000237
 Goods Received Date and Time 09/06/2021 12:57:15 PM
 Status Rejected
 Reference No.
 Remarks
 Reject Reason Wrong supply
 Transportation Information
 CAPD Home Delivery 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
1	41.3817.02	Ipecacuanha Tincture	bott	bottle of 1000 millilitre	-	100	100,000	(GENERIC NA	Pembroek BV	13/01/2021	C3422
2	42.1604.06	Isoniazid 100 mg Tablet	pck	Pack of 100 tabs	-	100	10,000	PHARMANIAG	Pharmaniaga Man	12/04/2021	W223
3	07.3401.07	Rifampicin 300 mg Capsule	pck	pack of 100 capsule	-	100	10,000	(GENERIC NA	Royce Pharma Ma	08/06/2021	R4453

Figure 4.3-8 Receive From Supplier

4.4 Reject eDO

To reject eDO from supplier, perform step below:

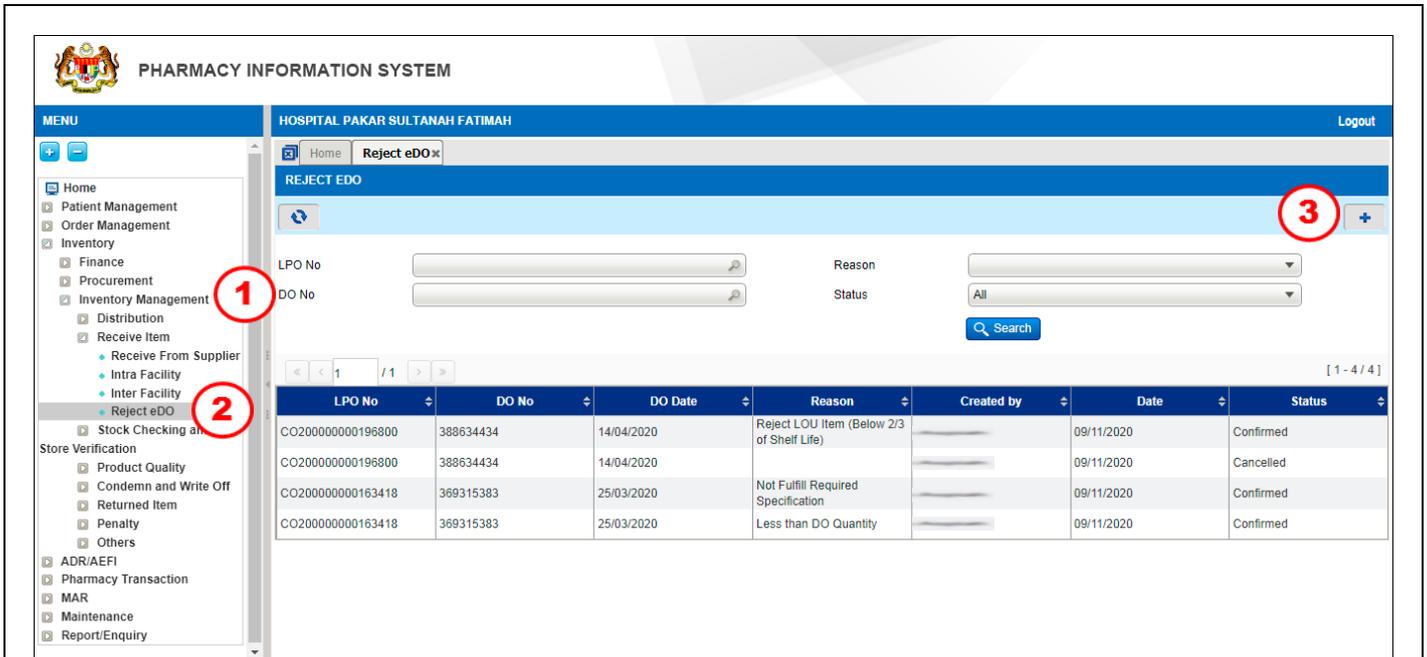


Figure 4.4-1 Reject eDO

STEP 1

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

STEP 2

Click on 'Receive Item' followed by 'Reject eDO'.

STEP 3

Click on the  button to create a new Reject eDO record.

Note

Reject eDO screen will be displayed in Figure 4.4-2

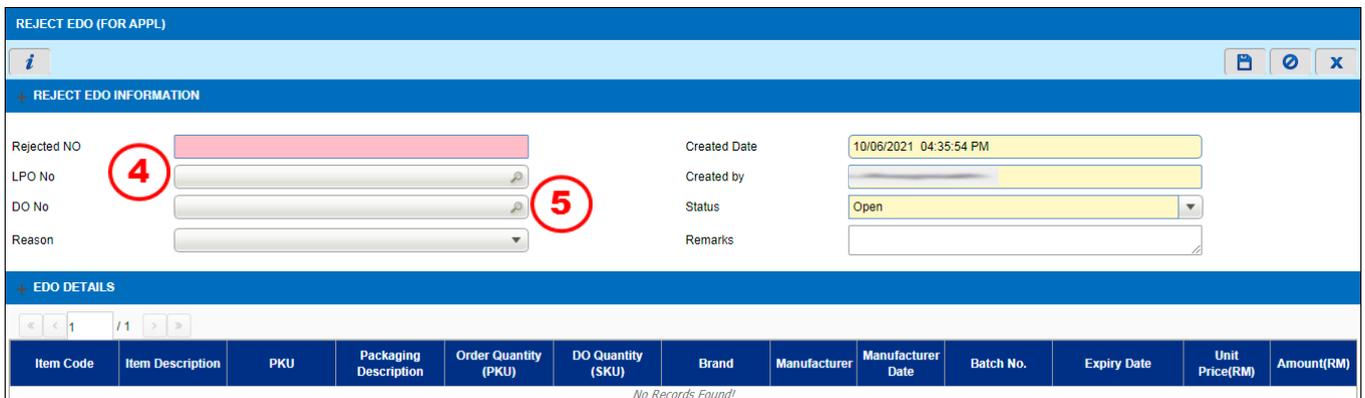


Figure 4.4-2 Receive From Supplier Approval

Note

User able to reject DO for Purchase Order & Replacement

STEP 4
Select LPO No

Note

Once click on  to search LPO No, list of LPO number will be display as shown in Figure 4.4-3

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"/>	
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 20"/> <input type="button" value=">"/> [1 - 10 / 193]	
LPO No.	LPO Date.
CO200000000437876	08/09/2020 03:00:00 PM
CO200000000437891	08/09/2020 03:00:00 PM
CO200000000437883	08/09/2020 03:00:00 PM
CO200000000437899	08/09/2020 03:00:00 PM
CO200000000435351	07/09/2020 03:00:00 PM
CO200000000435450	07/09/2020 03:00:00 PM
CO200000000435657	07/09/2020 03:00:00 PM
CO200000000435605	07/09/2020 03:00:00 PM
CO200000000437528	07/09/2020 03:00:00 PM
CO200000000429062	03/09/2020 03:00:00 PM

Figure 4.4-3 LPO Number

STEP 5
Select DO No

Note

Once click on  to search DO No, list of DO number will be display as shown in Figure 4.4-4

DO No. Search	
DO No.	<input type="text"/>
LPO No	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Refresh"/>	
<input type="button" value="<"/> <input type="button" value="1"/> <input type="button" value="/ 1"/> <input type="button" value=">"/> [1 - 5 / 5]	
DO No.	LPO No
388634434	CO200000000196800
388634434	CO200000000196800
388647166	CO200000000196800
388647166	CO200000000196800
388647166	CO200000000196800

Figure 4.4-4 DO Number

REJECT EDO (FOR APPL)

i
6
📄 🔄 ✕

➤ REJECT EDO INFORMATION

Rejected NO	Created Date
LPO No	Created by
DO No	Status
Reason	Remarks

➤ EDO DETAILS

Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	DO Quantity (SKU)	Brand	Manufacturer	Manufacturer Date	Batch No.	Expiry Date	Unit Price(RM)	Amount(RM)
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	25/11/2	25K19X1	24/11/2022	515.2300	7,728.45
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	25/11/2	25K19X1	24/11/2022	515.2300	7,728.45

Figure 4.4-5 Reject eDO Information

Note

- Once selected DO number, EDO details will be display as shown in Figure 4.4-5
- User able to select reason. System provide reject reason as below:
 - Damage/Obsolete/Expired
 - Less than DO Quantity
 - More than DO Quantity
 - No KKM Label
 - Not accordance cold chain condition
 - Not accordance to the description (Wrong Item)
 - Not Fullfill Required Specification
 - Product not within 2-8°C
 - Reject LOU Item (Below 2/3 of Shelf Life)
 - Reject LOU Item (Below 6 month expiry)

STEP 6

Click on  button

Note

- Once click on save button, alert message will be shown in Figure 4.4-6

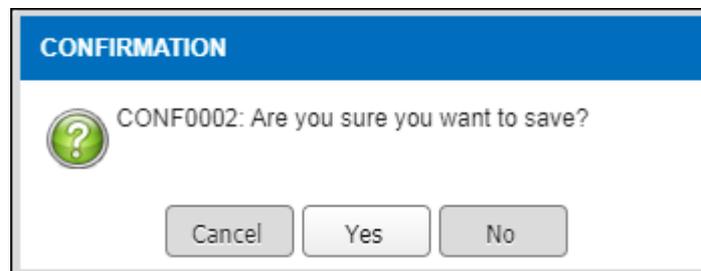


Figure 4.4-6 Alert Message

- Click on  button and alert message will be shown in Figure 4.4-7

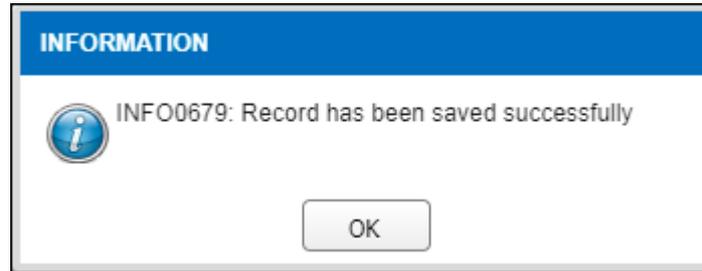


Figure 4.4-7 Alert Message

- Once click  button, reject eDO information will be shown in Figure 4.4-8

REJECT EDO (FOR APPL)

 7

REJECT EDO INFORMATION

Rejected NO: Created Date:
 LPO No: Created by:
 DO No: Status:
 Reason: Remarks:

EDO DETAILS

Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	DO Quantity (SKU)	Brand	Manufacturer	Manufacturer Date	Batch No.	Expiry Date	Unit Price(RM)	Amount(RM)
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	25/11/2	25K19X1	24/11/2022	515.2300	7,728.45
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	25/11/2	25K19X1	24/11/2022	515.2300	7,728.45

Figure 4.4-8 Reject eDO Information

Note

- Reject eDO information status remains Open
- User still able to amend the record except for Rejected NO
- User able to cancel record by click on  button. Status will update to 'Cancelled' after user cancel request. All field will be displayed as read-only

STEP 7

Click on  button

REJECT EDO (FOR APPL)

i
X

+ REJECT EDO INFORMATION

Rejected NO	<input type="text" value="RD02100005"/>	Created Date	<input type="text" value="11/06/2021 12:33:40 PM"/>
LPO No	<input type="text" value="CO200000000196800"/>	Created by	<input type="text"/>
DO No	<input type="text" value="388634434"/>	Status	<input type="text" value="CONFIRM"/>
Reason	<input type="text" value="Damage/Obsolete/Expired"/>	Remarks	<input type="text"/>

+ EDO DETAILS

Item Code	Item Description	PKU	Packaging Description	Order Quantity (PKU)	DO Quantity (SKU)	Brand	Manufacturer	Manufacturer Date	Batch No.	Expiry Date	Unit Price(RM)	Amount(RM)
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	<input type="text" value="25/11/2"/>	25K19X1	<input type="text" value="24/11/2022"/>	515.2300	7,728.45
17.0203.29	450 ml CPD Triple Blood Bag	pck	pack of 32 bag	30	480	TERUMO	Terumo Penpol Limited	<input type="text" value="25/11/2"/>	25K19X1	<input type="text" value="24/11/2022"/>	515.2300	7,728.45

Figure 4.4-9 Reject eDO Information

Note

- *Reject eDO information status will updated to 'Confirmed'*
- *All field will be displayed as read-only.*
- *DO no status will be updated to 'Rejected'*
- *Rejected DO will not appear when create new Receive From Supplier transaction*



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	<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