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

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

Version	**: 13th Edition**
Document ID	**: U. MANUAL_INV_RECEIVE FROM SUPPLIER**

Reference ID :U. MANUAL_INV_RECEIVE FROM SUPPLIER- 13th E

Application reference: PhIS & CPS v2.6.1

Table of Contents

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 detail:

- 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	Login to PhIS	Logout	Logout from PhIS
	Reset Login Screen		Expand Menu
Home	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	Add Item to the list
Export to Excel	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
Request	Request for Approval	Cancel Request	Cancel the Request
Send for Approval	Send for Approval	Approve	Approve Transaction
Change Password	Change Login Password		Collapse Menu
	Collapse Module	Search	Search Record
	Print		Search Icon
	Checkbox		Delete Record
Delete	Delete Item from the list		Empty Text Box
	Dropdown Box	Reject	Reject Transaction

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

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3.0 Receive From Supplier Overview

Overview

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

User Group

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

Functional Diagram

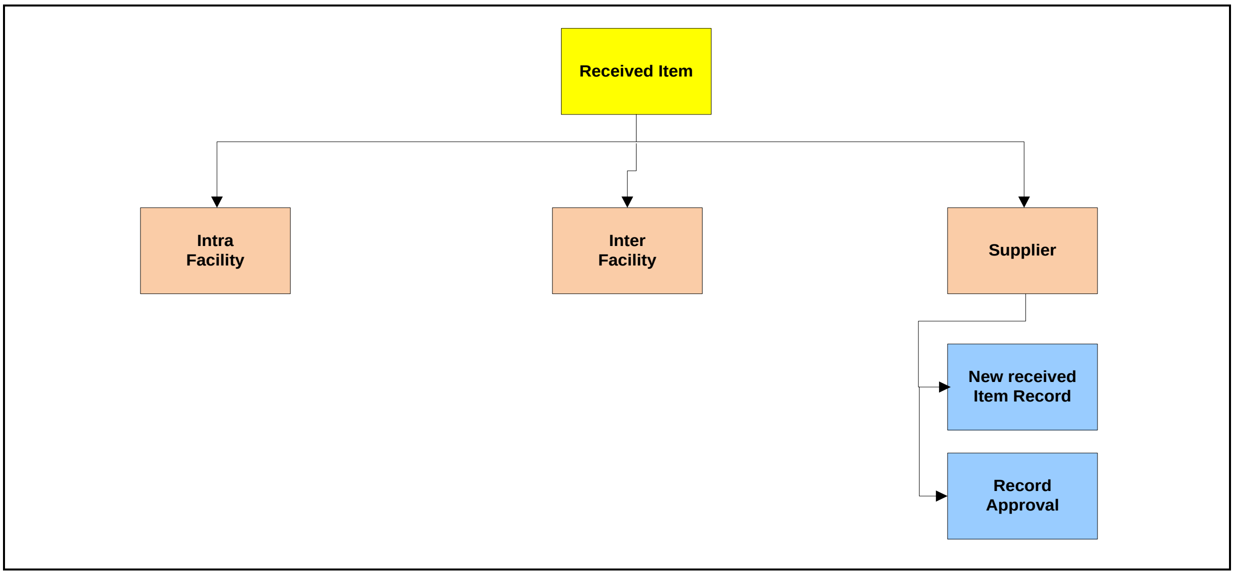


Figure 3.0-1

4.0 Receive from Supplier

4.1 Receive Item

4.1.1 View existing Receive from Supplier record

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

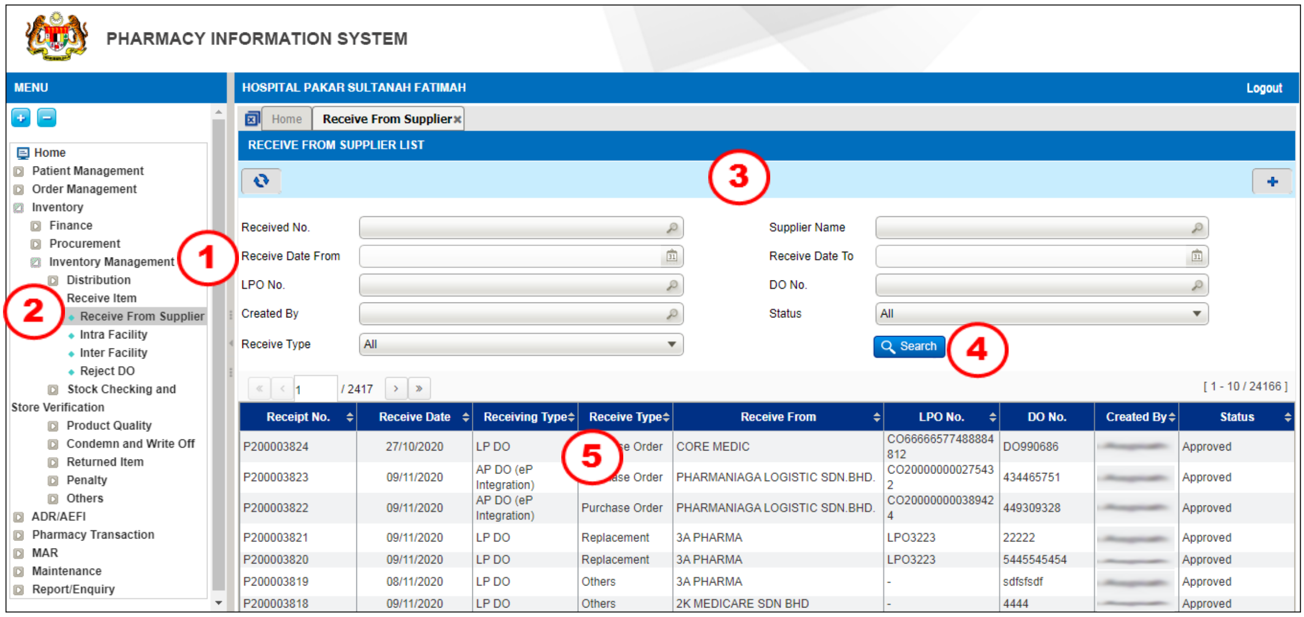


Figure 4.1.1-1 Receive From Supplier Listing Page

STEP 1
Click on ‘Inventory’ menu and click on ‘Inventory Management’ sub-menu.

STEP 2
Click on ‘Receive Item’ followed by clicking on ‘Receive from Supplier’.

STEP 3
To search for existing Receive from Supplier transaction(s), user may search by criteria as follows:

	No Field	Description	Remark
a	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.

		No. and/or DO Date	
f	Created By	Filter and search for record by entering User First Name and/or User Last Name	Filter and search existing records based on Created By
g	Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status
h	Receive Type	Select Receive Type from the drop down menu: - 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 Search 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

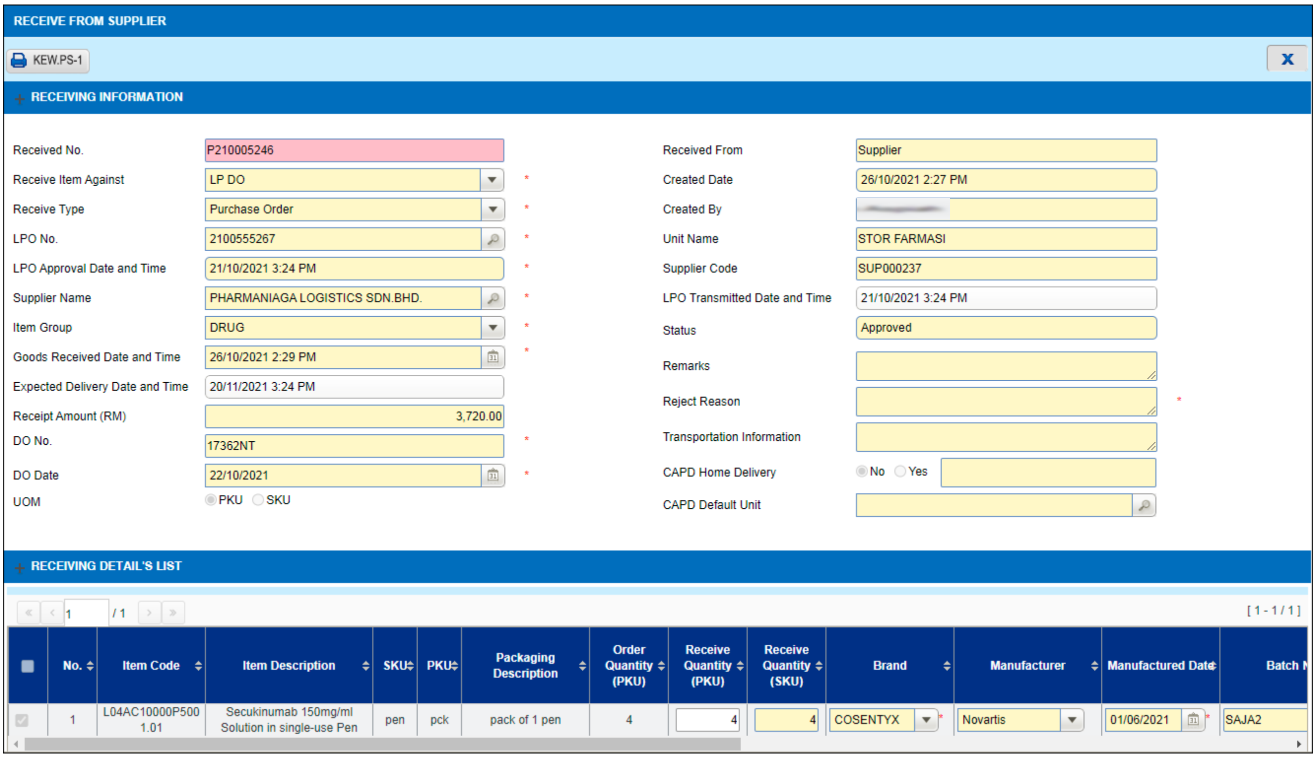


Figure 4.1.1-2 Receive From Supplier

4.1.2 Create New Receive from Supplier Record

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

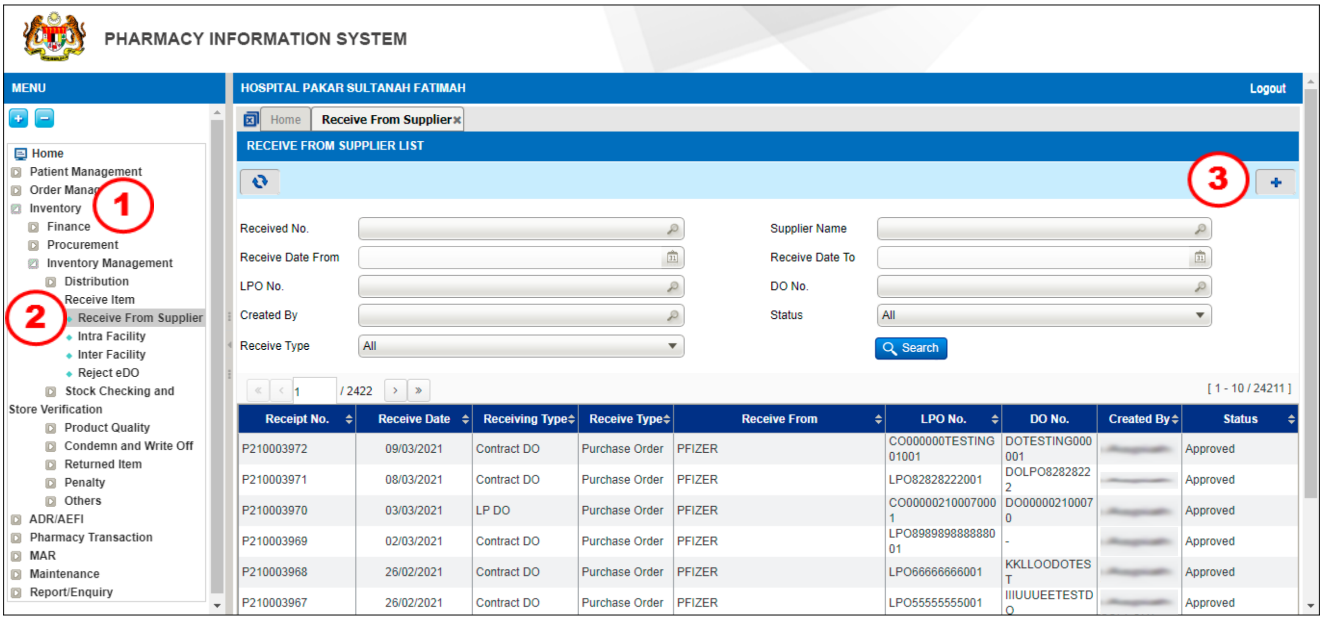


Figure 4.1.2-1 Create New Receive From Supplier

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

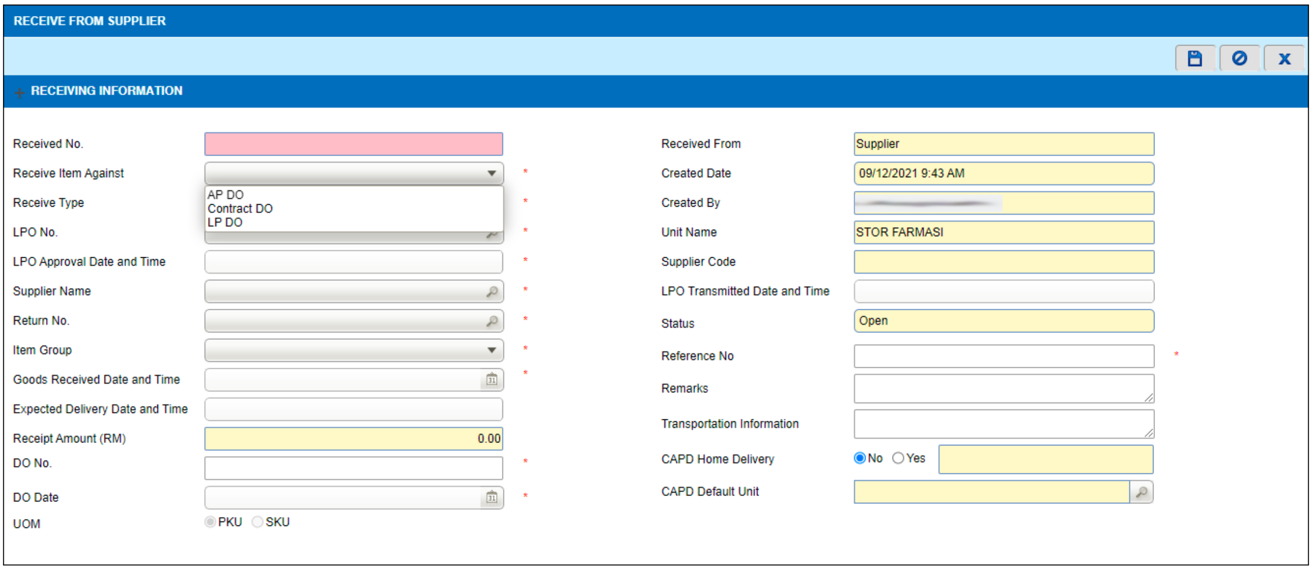


Figure 4.1.2-2 Receive From Supplier

Note

- *On the Receive from Supplier screen, there are three (3) Receive Item Against which are: -*
  - *a) AP DO*
  - *b) LP DO*
  - *c) Contract 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

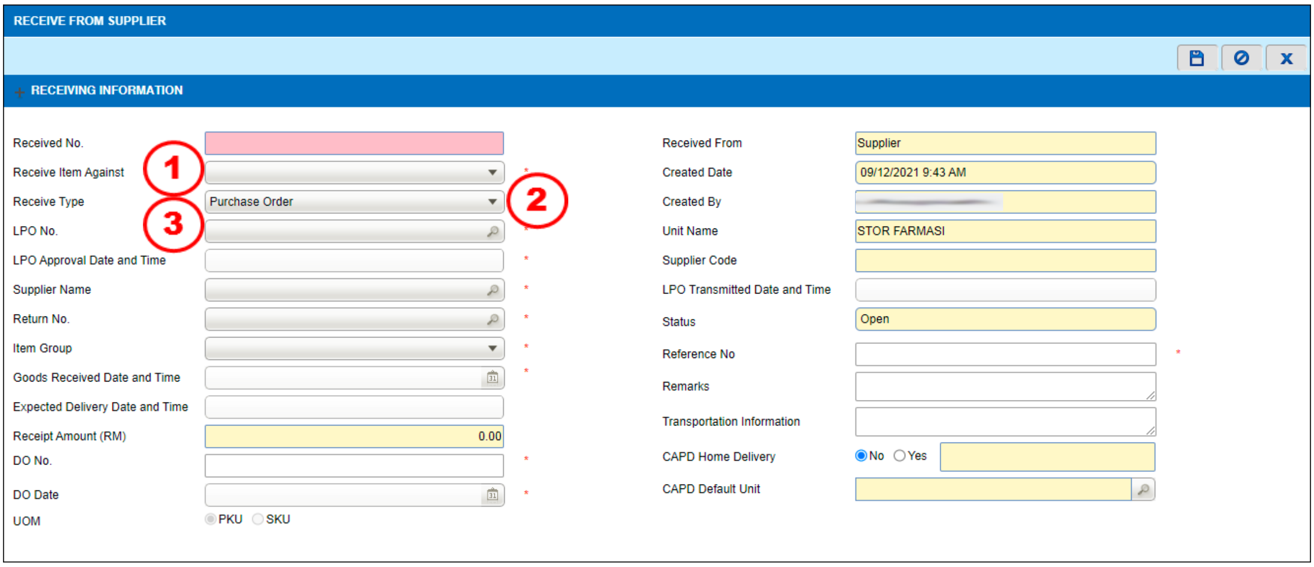


Figure 4.1.3-1 Receive From Supplier

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

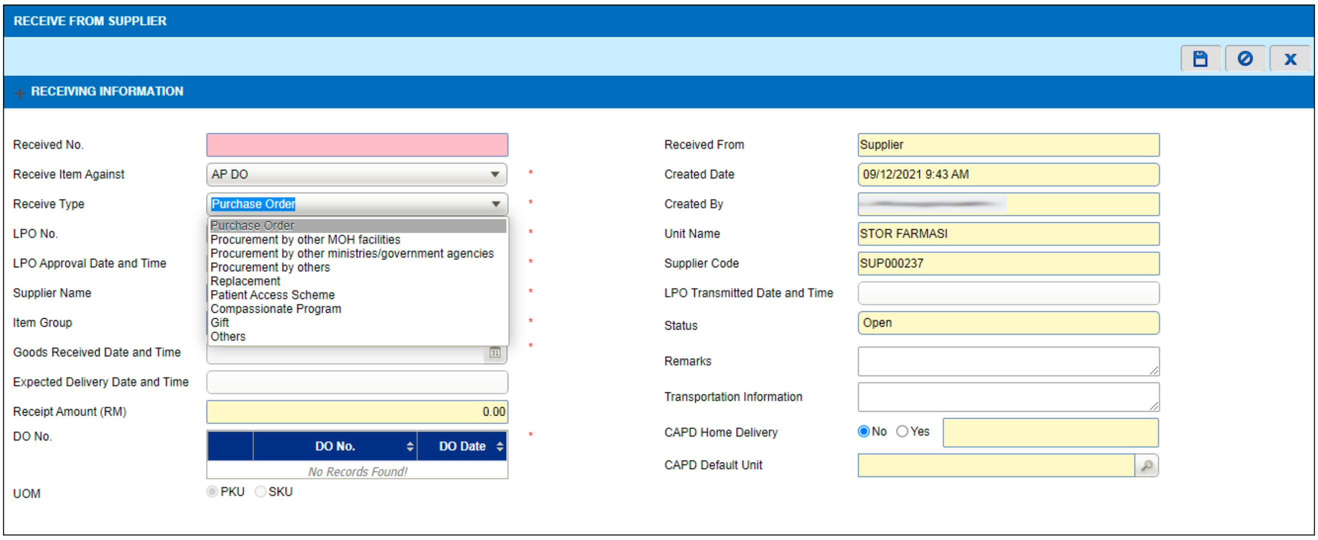


Figure 4.1.3-2 Receiving Information

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

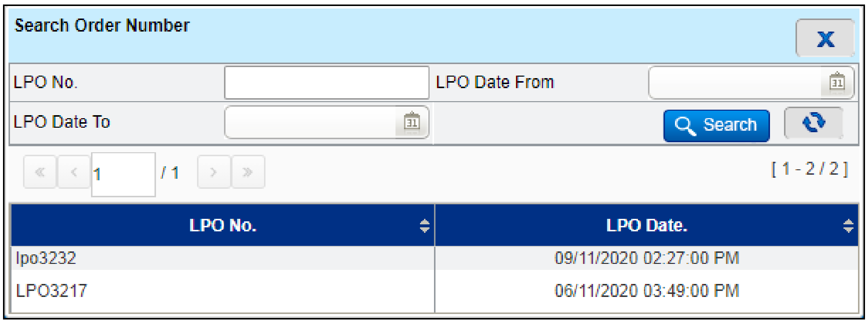


Figure 4.1.3-3 Search Order Number

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* Search *button.*
- *List of LPO No. will be displayed and double click on **LPO No. to select it.***
- ***DO No.** will be displayed after **LPO No** is selected.*
- ***LPO Date** is the date where facility receives the LPO No after eP approved the purchasing.*
- ***LPO Transmitted Date** is the date when Pharmaniaga receives LPO No from eP.*
- ***Expected Delivery Date** is the expected date when the facility will receive the goods.*

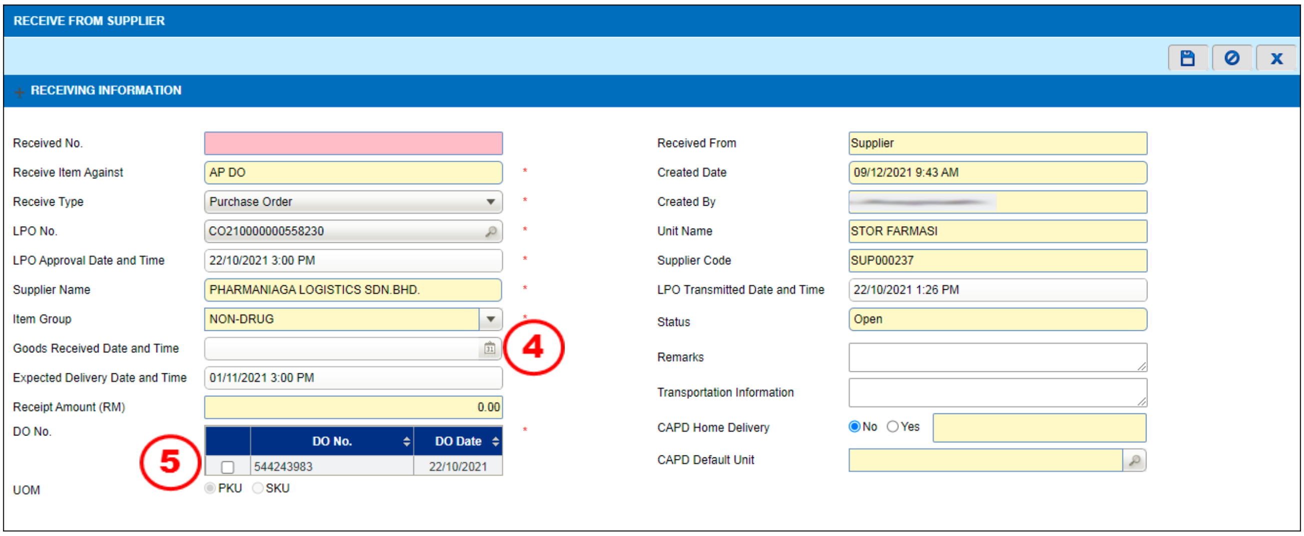


Figure 4.1.3-4Receive From Supplier

STEP 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.*

STEP 5
Select **DO No.**

Note

- *For receive type "Purchase Order" the OUM will be default to PKU and the flag will be disabled*
- *List of item(s) under the DO No. will be displayed under the Receiving Detail's List section as shown in Figure 4.1.3-5*

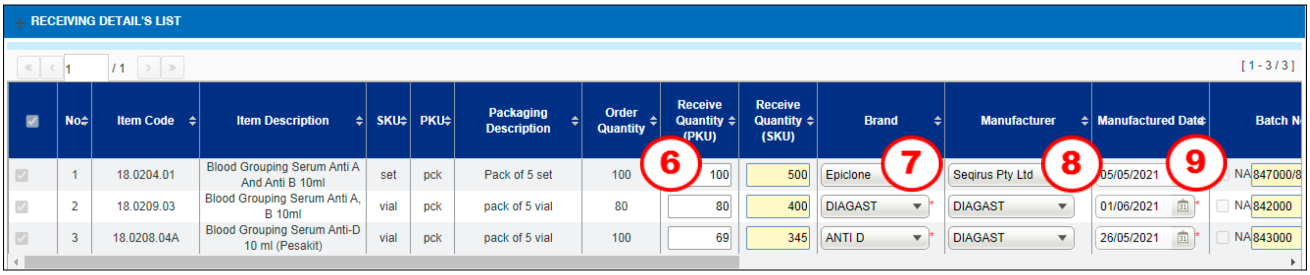


Figure 4.1.3-5 Receiving Detail's List

STEP 6
Enter ***Receive Quantity (PKU)***

STEP 7
Change the ***Brand*** from the drop down box if applicable

STEP 8
Change the ***Manufacturer*** 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 M**anufacuter*** *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

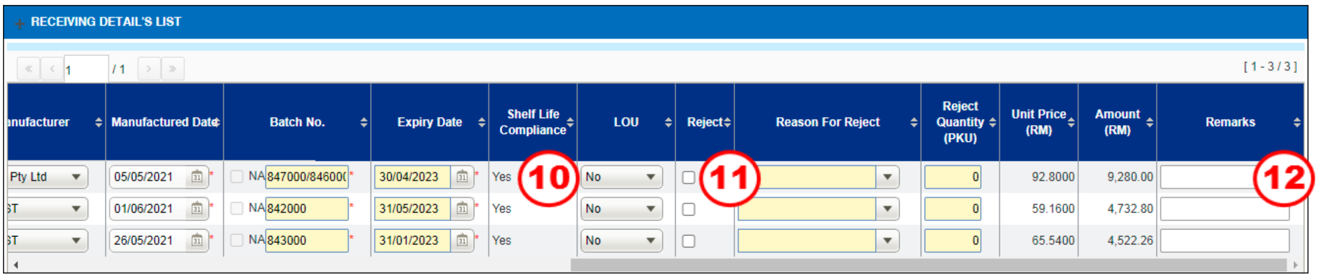


Figure 4.1.3-6 Receiving Detail's List

STEP 10
Select ***LOU*** if applicable

STEP 11
Tick on ***Reject*** to reject the item

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)****.*
    - *Damaged/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 Fulfill Required Specification*
    - *Product not within 2 - 8°C*
    - *Reject LOU item (Below 2/3 of Shelf Life)*
    - *Reject LOU item (Below 6 month expiry)*

- *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*

STEP 12
Enter ***Remarks*** if applicable

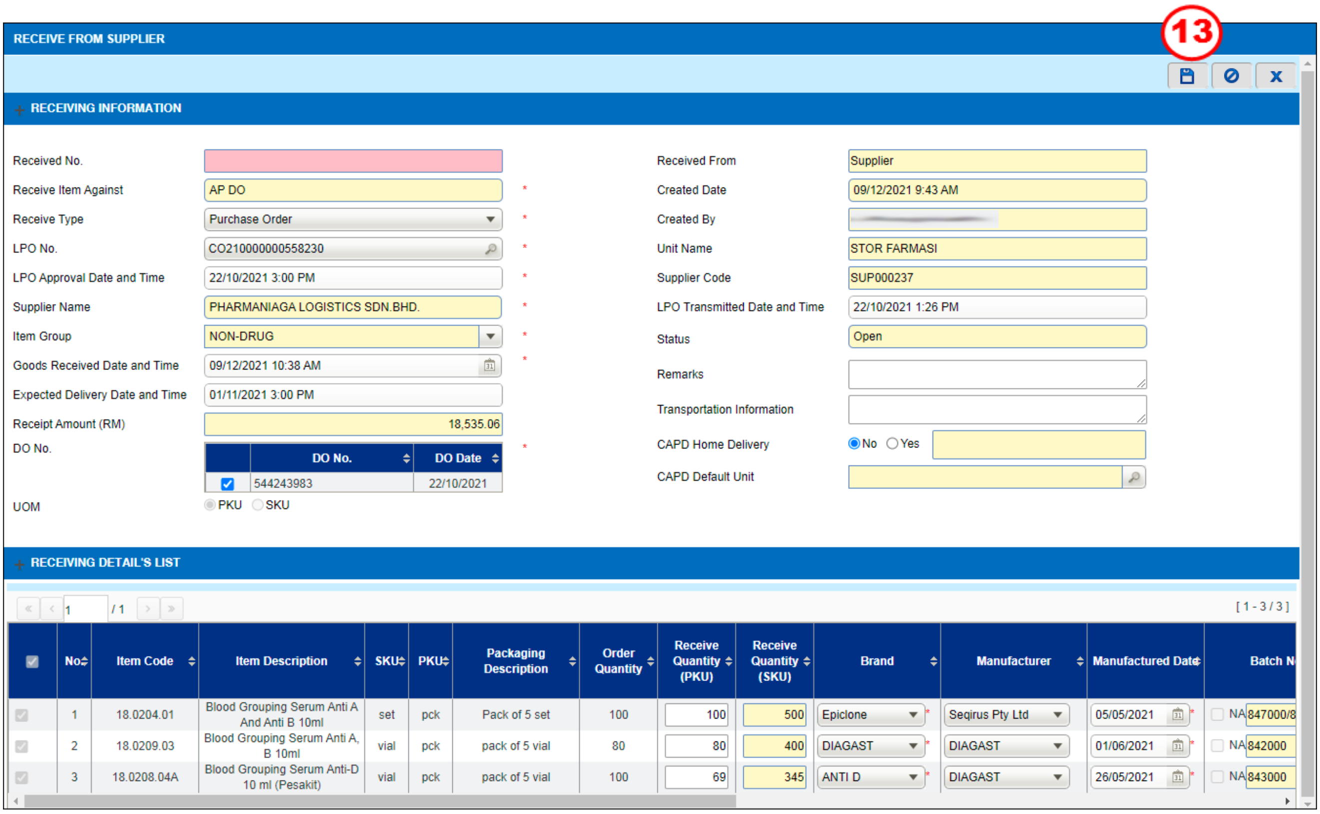


Figure 4.1.3-7 Receive From Supplier

STEP 13

Click on the button to save the transaction

Note

- *System will display an alert message as displayed in Figure 4.1.3-8.*
- *Message Information as per Figure 4.1.3-9 will be displayed once user click on the Yes button in Figure 4.1.3-8.*
- ***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 4.1.3-10.*

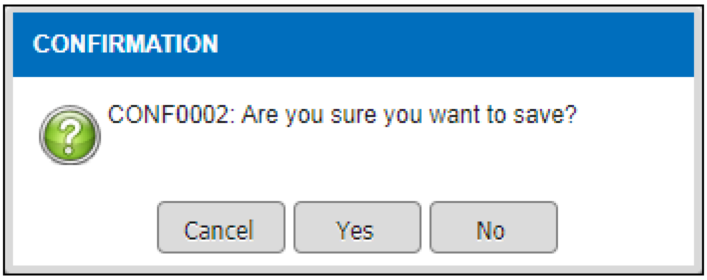


Figure 4.1.3-8 Alert Message

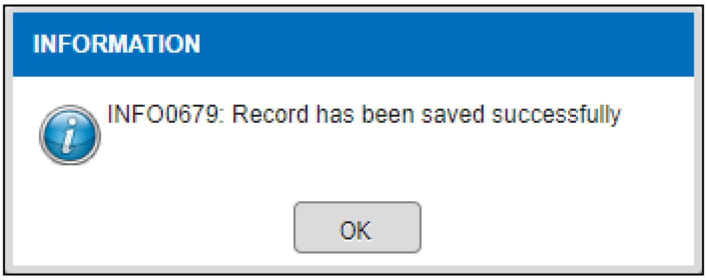


Figure 4.1.3-9 Alert Message

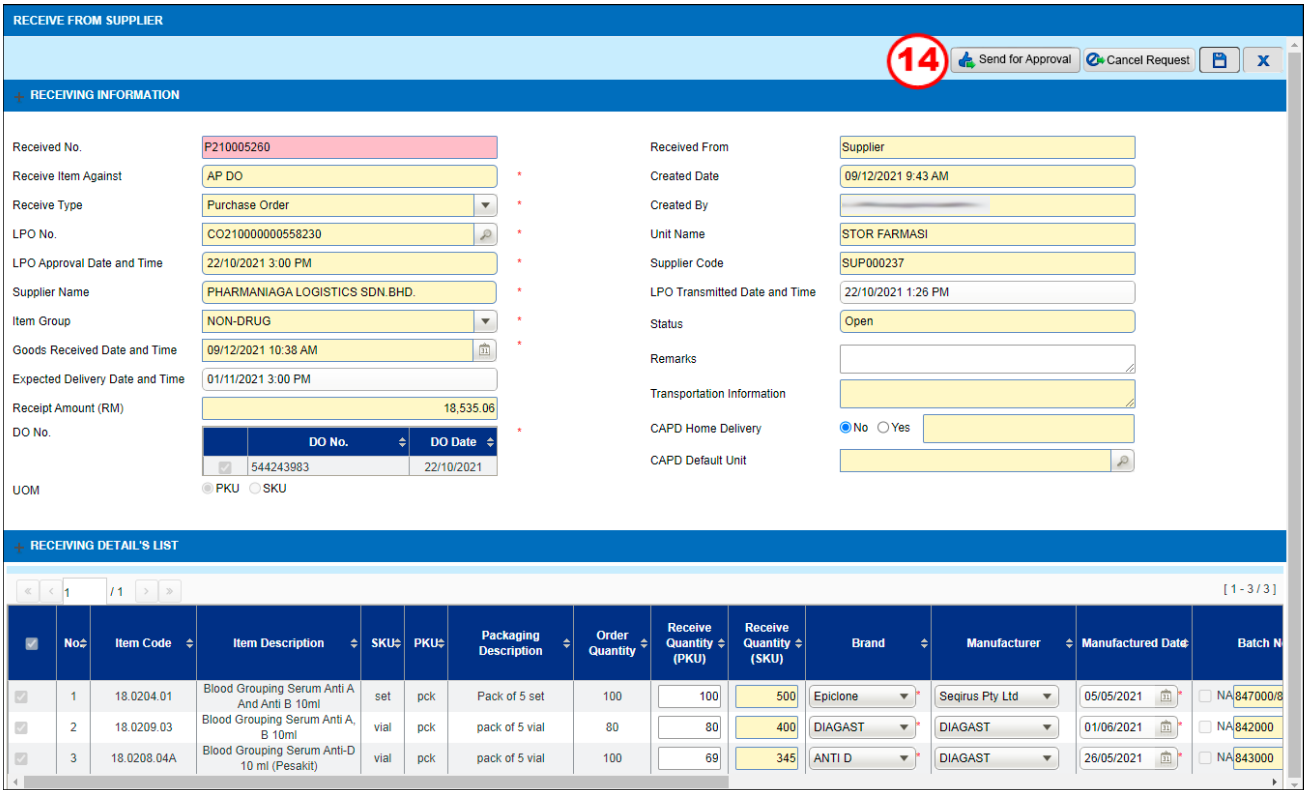


Figure 4.1.3-10 Receive From Supplier Send for Approval

Note

- *User is allowed to cancel the request by clicking on the* Cancel Request *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 4.1.3-11.*
- *Message Information will be displayed once user select the 'Yes' button as per Figure 4.1.3-12.*
- *The **Status** will be change automatically to 'Pending for Approval'.*

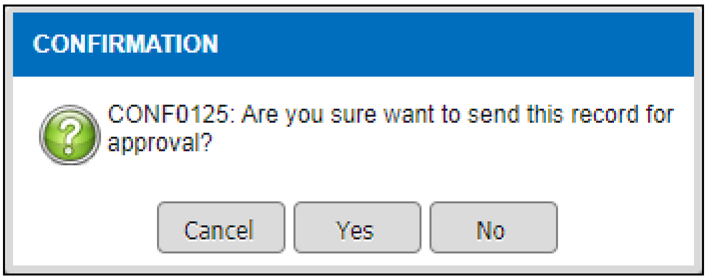


Figure 4.1.3-11 Alert Message

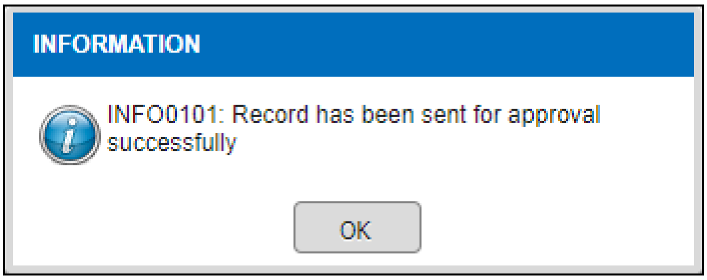


Figure 4.1.3-12 Alert Message

4.1.4 Receive Item Against: Contract DO

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

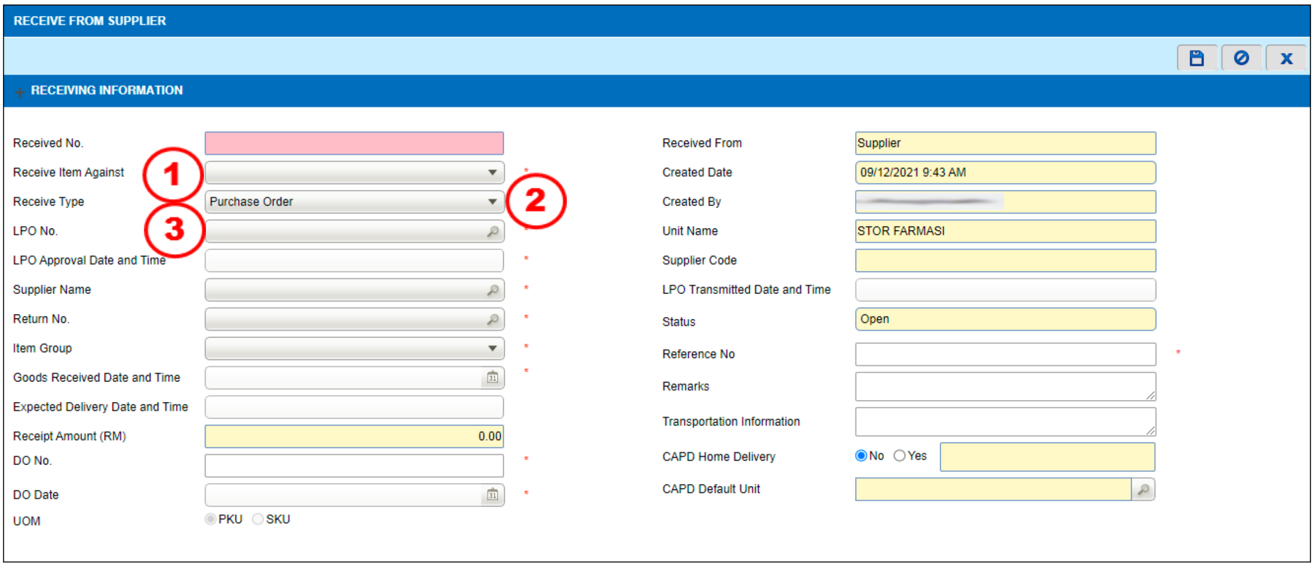


Figure 4.1.4-1 Receive from Supplier

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

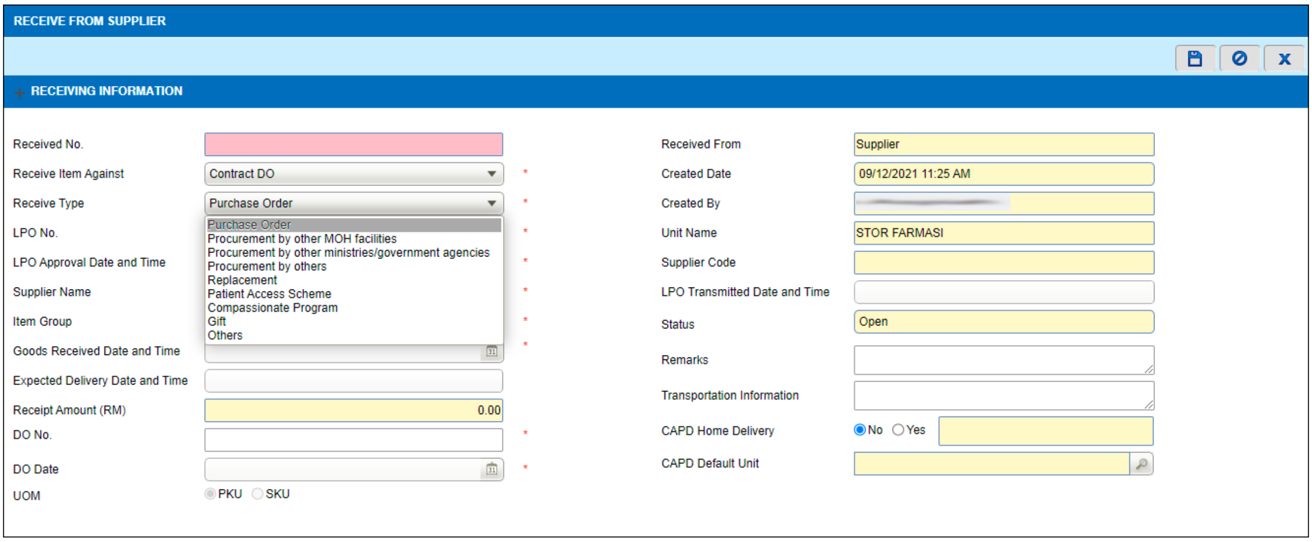


Figure 4.1.4-2 Receive From Supplier

Note

- *Refer to Figure4.1.4-1 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

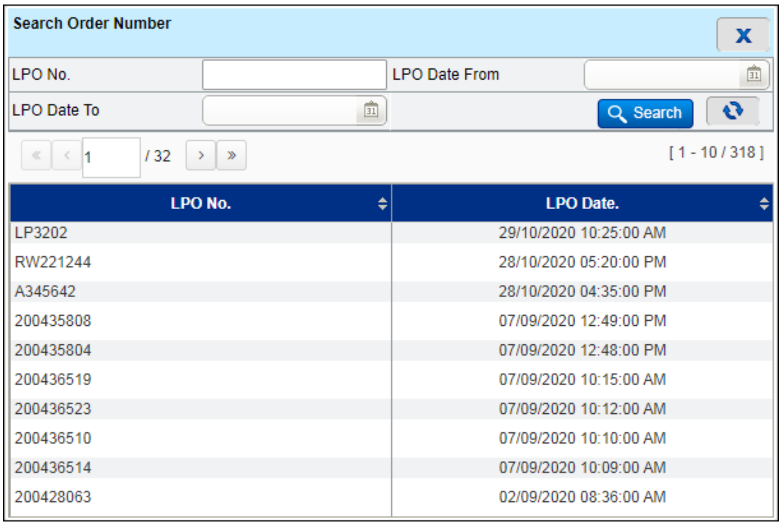


Figure 4.1.4-3 Search Order Number

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* Search *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.*

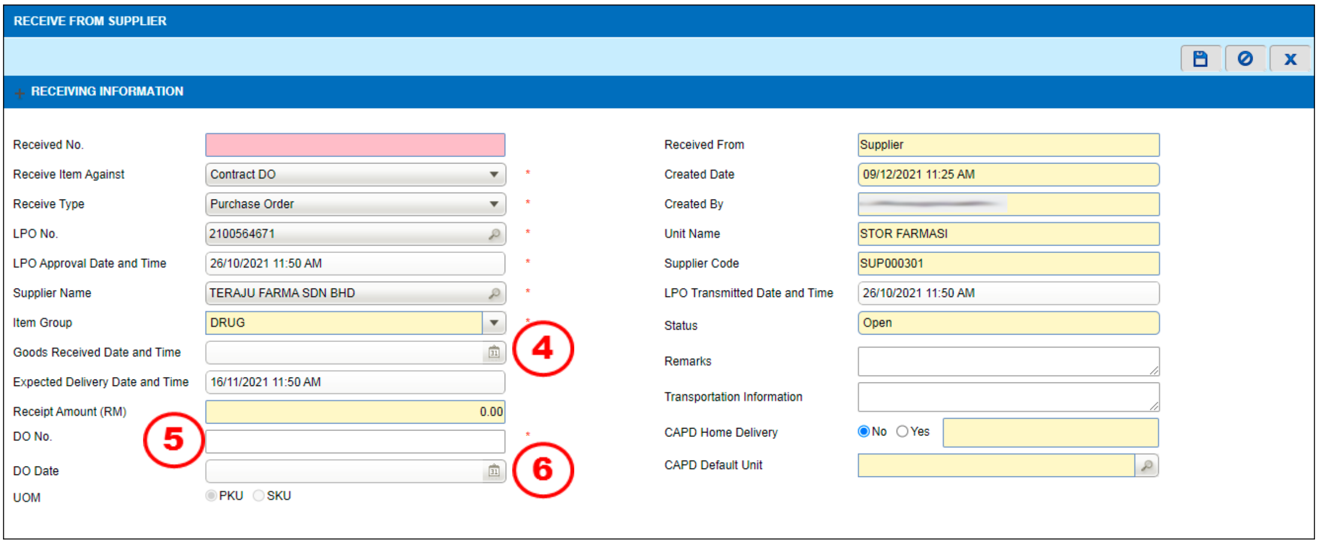


Figure 4.1.4-4 Receive from Supplier

STEP 4
Select ***Goods Received Date and Time***

STEP 5
Insert ***Do No.***

STEP 6
Select ***DO Date***

Note

- *Only current and previous date can be selected on the calendar.*
- *Later date selection is not allowed.*
- *For receive type "Purchase Order" the OUM will be default to PKU and the flag will be disabled*
- *List of item(s) under the DO No. will be displayed under the Receiving Detail's List section.*

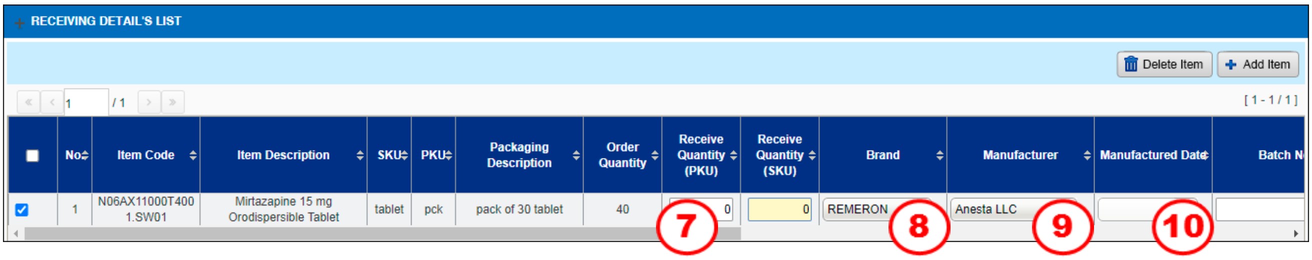


Figure 4.1.4-5 Receiving Details List

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***

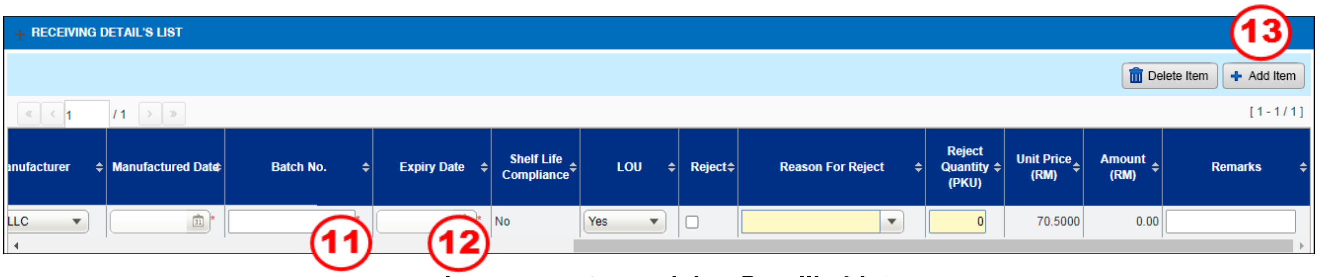


Figure 4.1.4-6 Receiving Detail's List

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 13

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

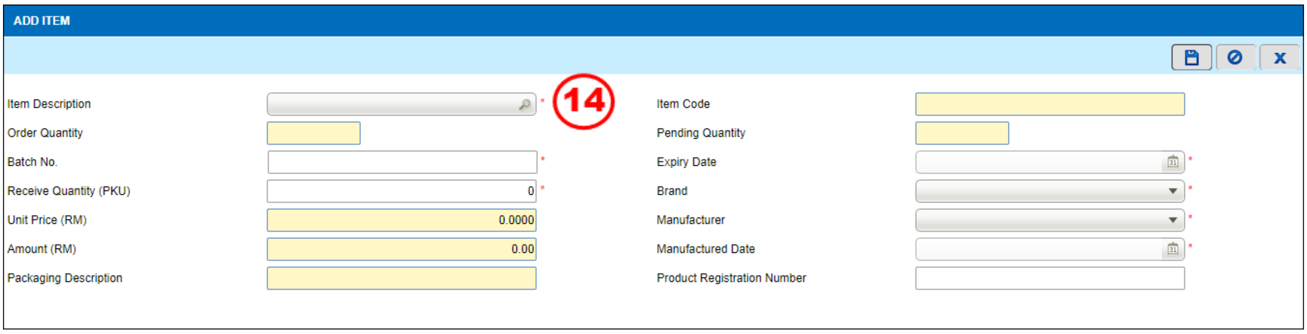


Figure 4.1.4-7Add Item

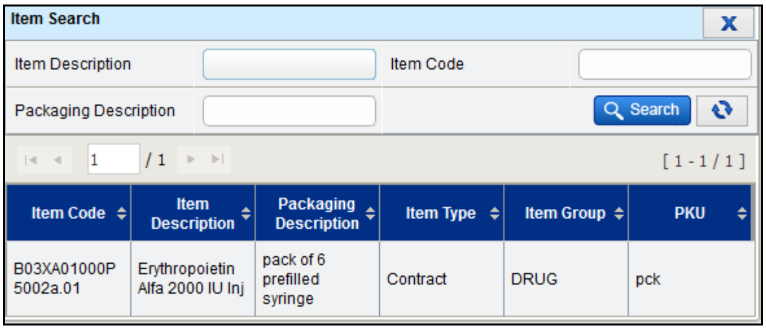


Figure 4.1.4-8 Search Item

STEP 14

Click on the ***Item Description*** 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.***

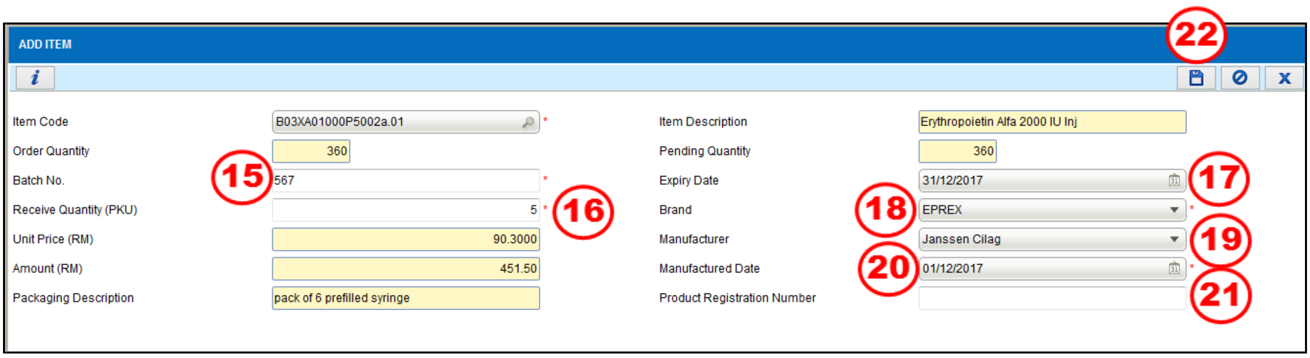


Figure 4.1.4-9 Add Item

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* Yes *button to confirm the saved transaction and the item information will be displayed as Figure 4.1.4-11*
- *Click on the* No *button to cancel the saved transaction.*

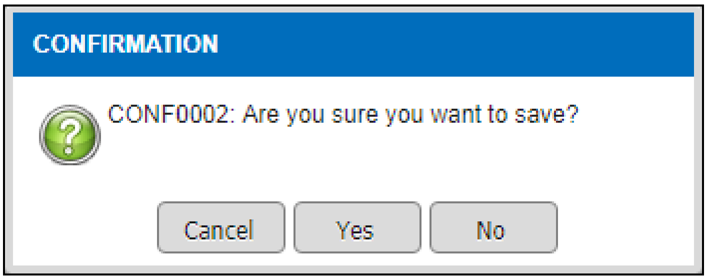


Figure 4.1.4-10 Alert Message

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)****.*
    - *Damaged/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 Fulfill Required Specification*
- *Product not within 2 - 8°C*
- *Reject LOU item (Below 2/3 of Shelf Life)*
- *Reject LOU item (Below 6 month expiry)*

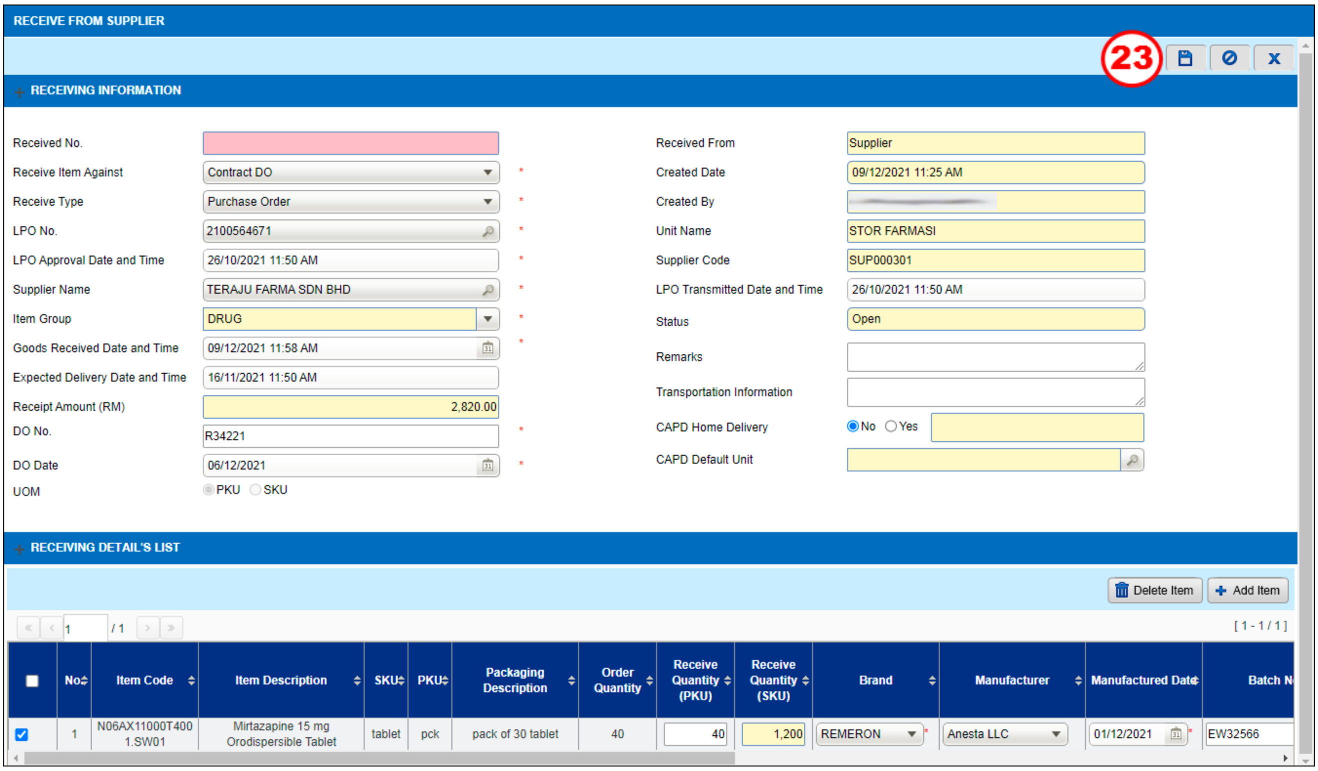


Figure 4.1.4-11 Save Receive from Supplier record

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

- Send for Approval *and* Cancel Request *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* Cancel Request *button.*
- *The **Status** will be automatically changed to 'Cancelled'.*

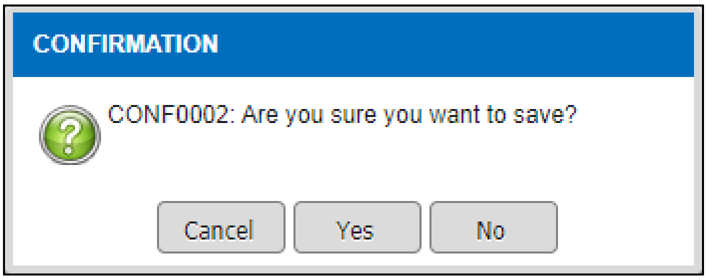


Figure 4.1.4-12 Alert Message

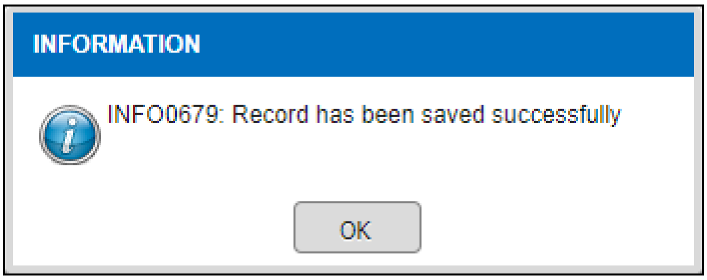


Figure 4.1.4-13 Alert Message

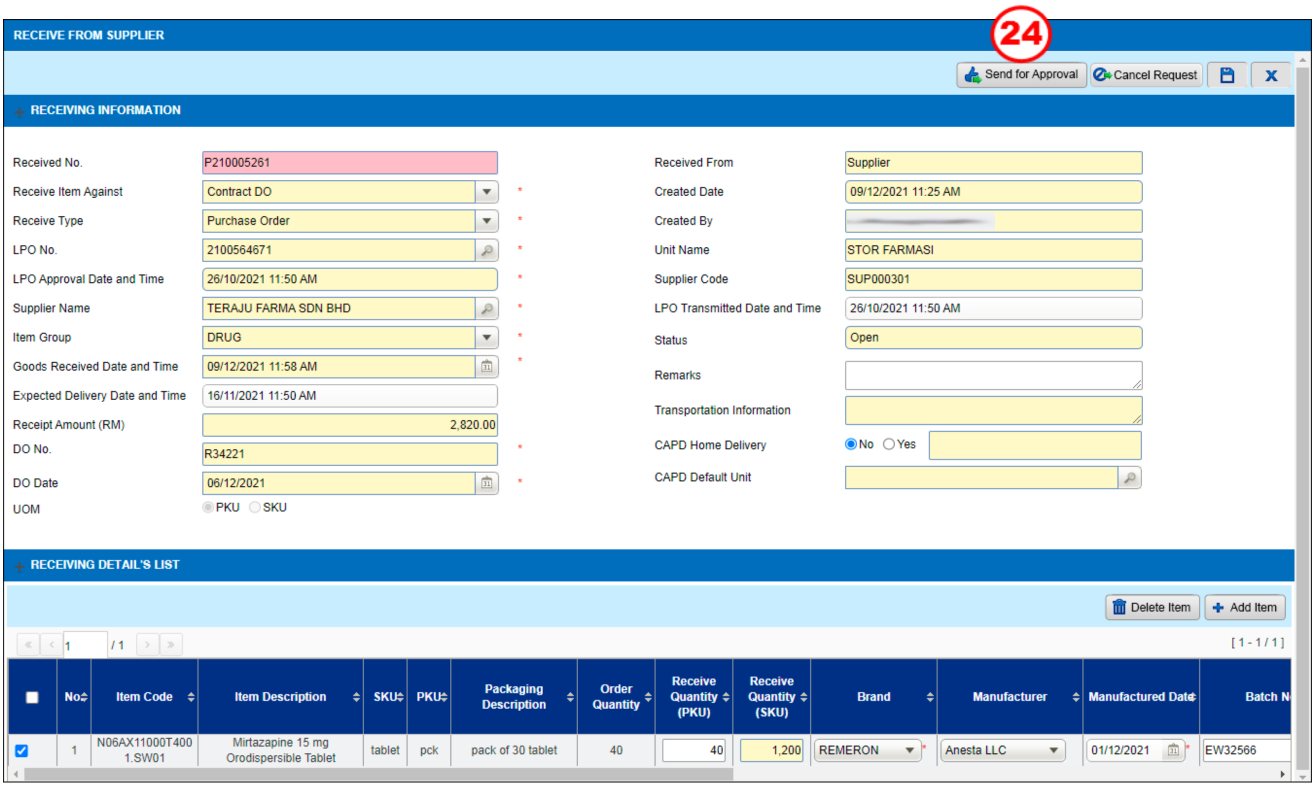


Figure 4.1.4-14 Send for Approval

STEP 24

Click on the Send for Approval 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'.*

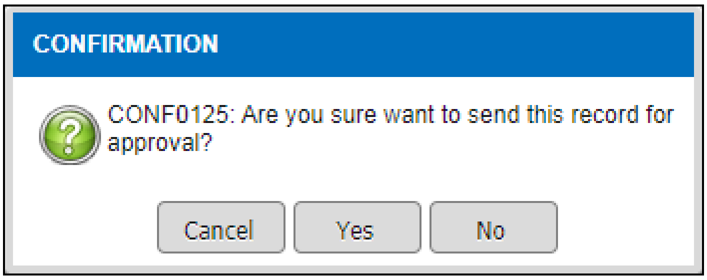


Figure 4.1.4-15 Alert Message

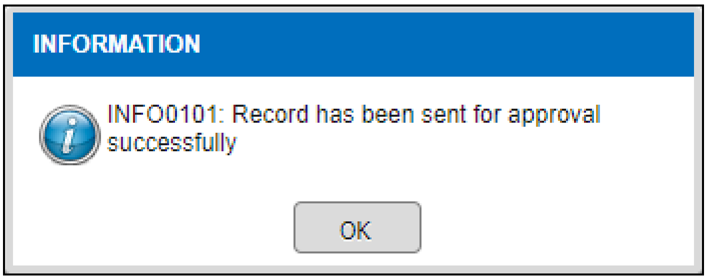


Figure 4.1.4-16 Alert Message

4.1.5 Receive Item Against: LP DO

This function is used to create new receiving for LP DO

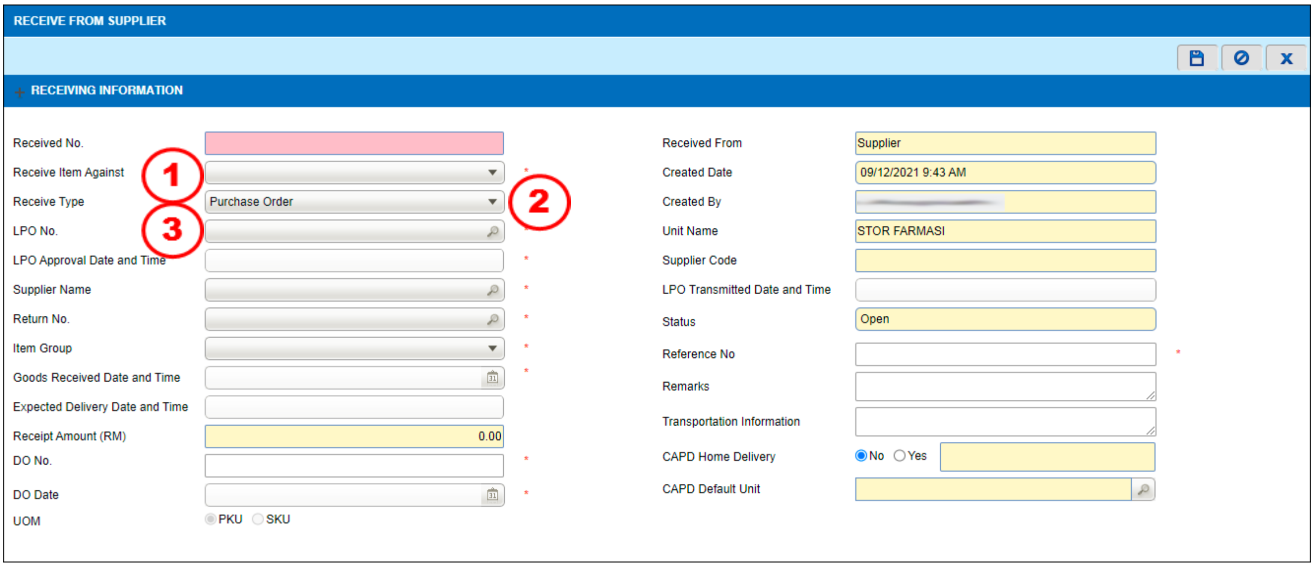


Figure 4.1.5-1 Receive from Supplier

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

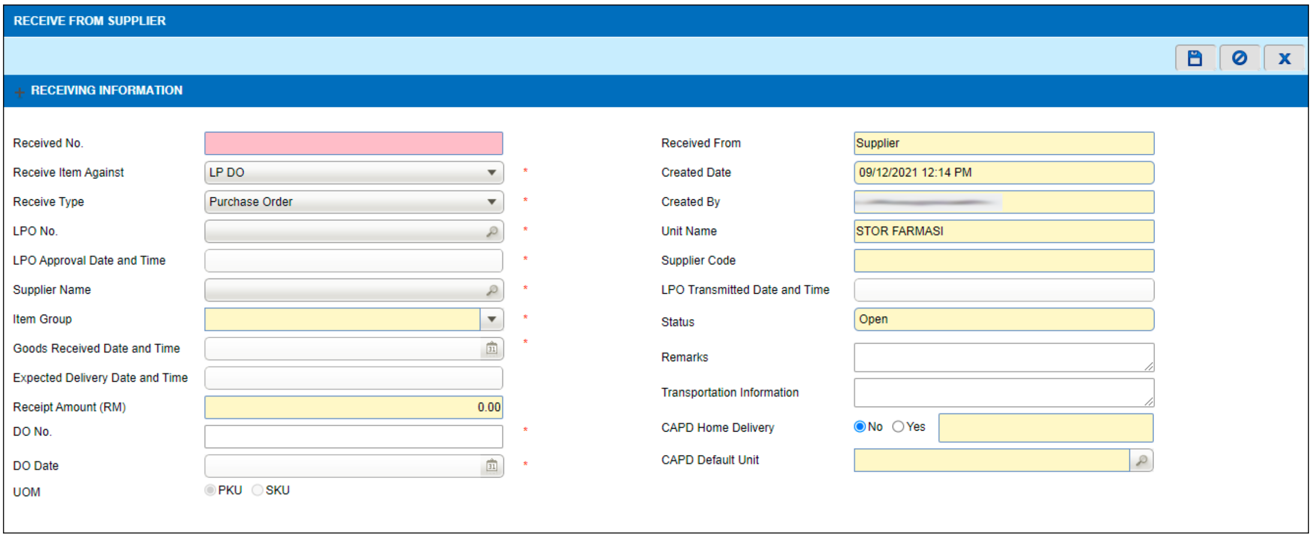


Figure 4.1.5-2 Receive From Supplier

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

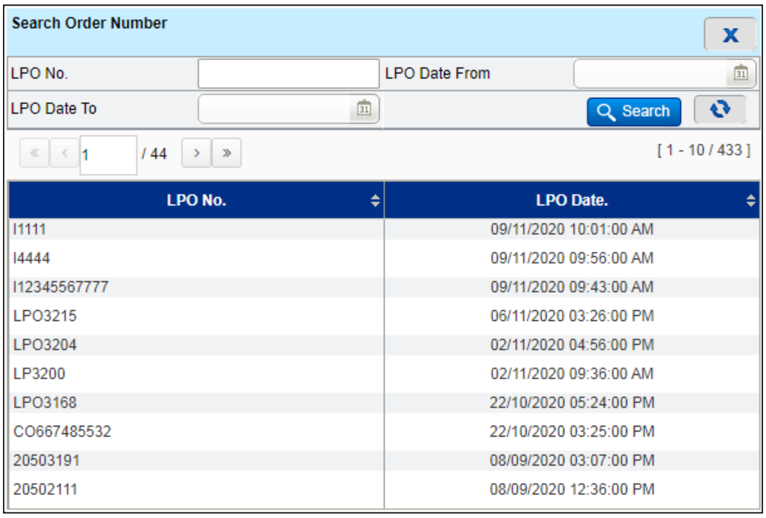


Figure 4.1.5-3 Search LPO No

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* Search *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.*

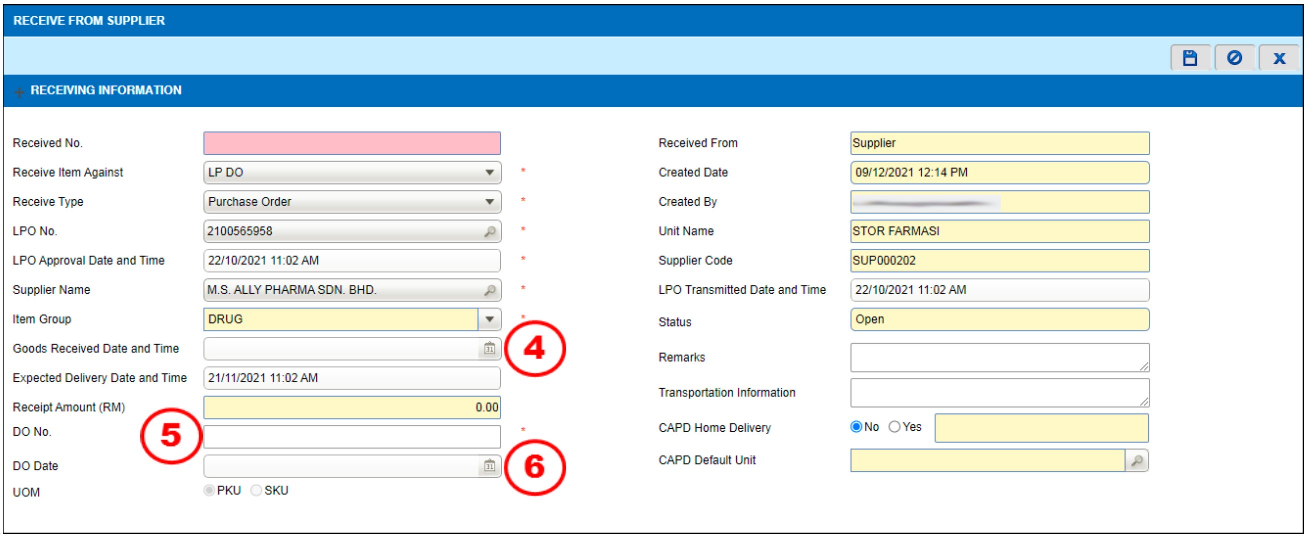


Figure 4.1.5-4 Receive From Supplier

STEP 4
Select ***Goods Received Date and Time***

STEP 5
Insert ***Do No.***

STEP 6
Select ***DO Date***

Note

- *Only current and previous date can be selected on the calendar.*
- *Later date selection is not allowed.*
- *For receive type "Purchase Order" the OUM will be default to PKU and the flag will be disabled*
- *List of item(s) under the DO No. will be displayed under the Receiving Detail's List section.*

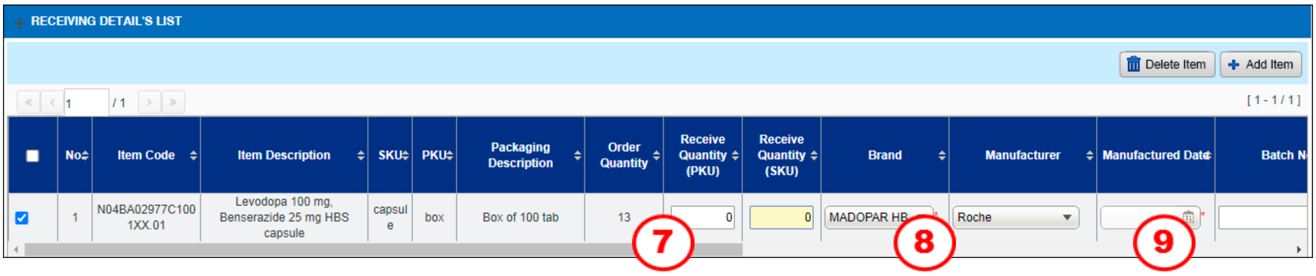


Figure 4.1.5-5 Receiving Details List

STEP 7
Enter ***Received Quantity (PKU)***

STEP 8
Change ***Brand*** from the drop down box if applicable

STEP 9
Select ***Manufactured Date***

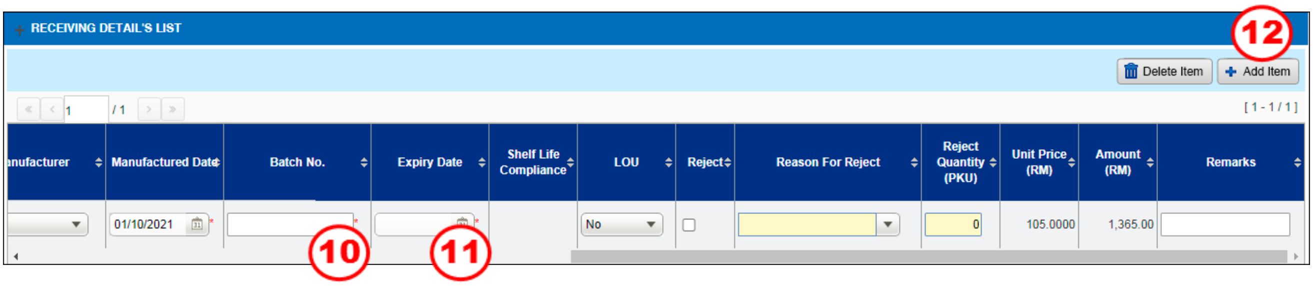


Figure 4.1.5-6 Receive Detail's List

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

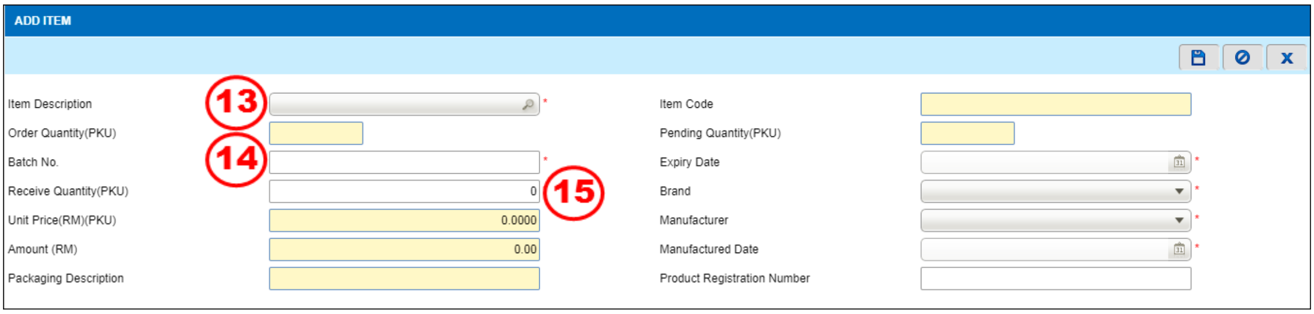


Figure 4.1.5-7 Add Item

STEP 13

Click on the ***Item Description*** 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***

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.*

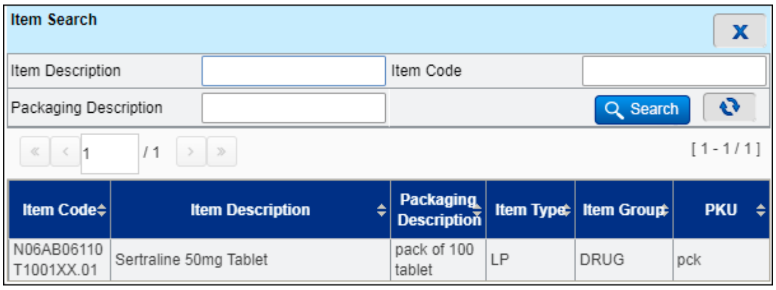


Figure 4.1.5-8 Search Item

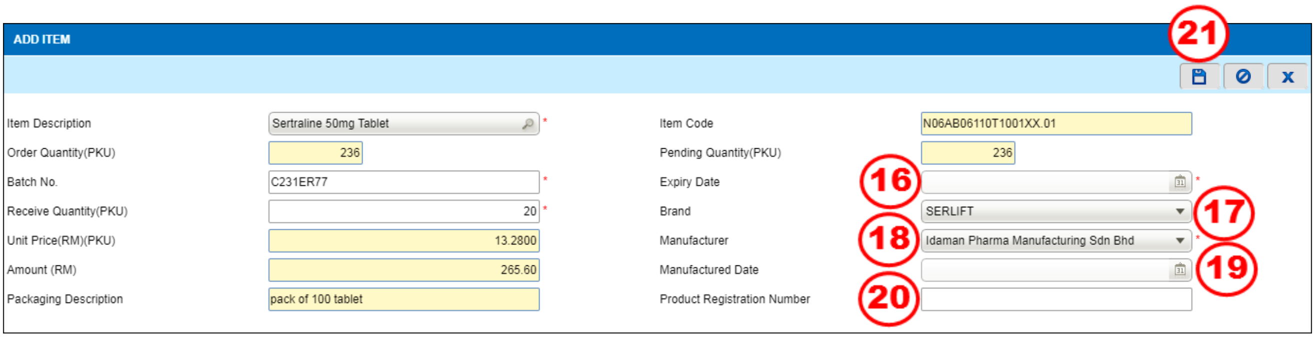


Figure 4.1.5-9 Receive From Supplier

STEP 16
Select ***Expiry Date***

STEP 17
Change ***Brand*** from the drop down box if applicable

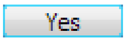
STEP 18
Change ***Manufacturer*** from the drop down box if applicable

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

<u>Note</u>

- *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.*

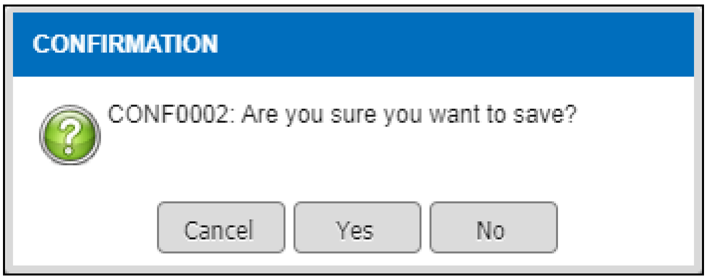


Figure 4.1.5-10 Alert Message

<u>Note</u>

- ***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)**.*
    - *Damaged/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 Fulfill Required Specification*
    - *Product not within 2 - 8°C*
    - *Reject LOU item (Below 2/3 of Shelf Life)*
    - *Reject LOU item (Below 6 month expiry)*

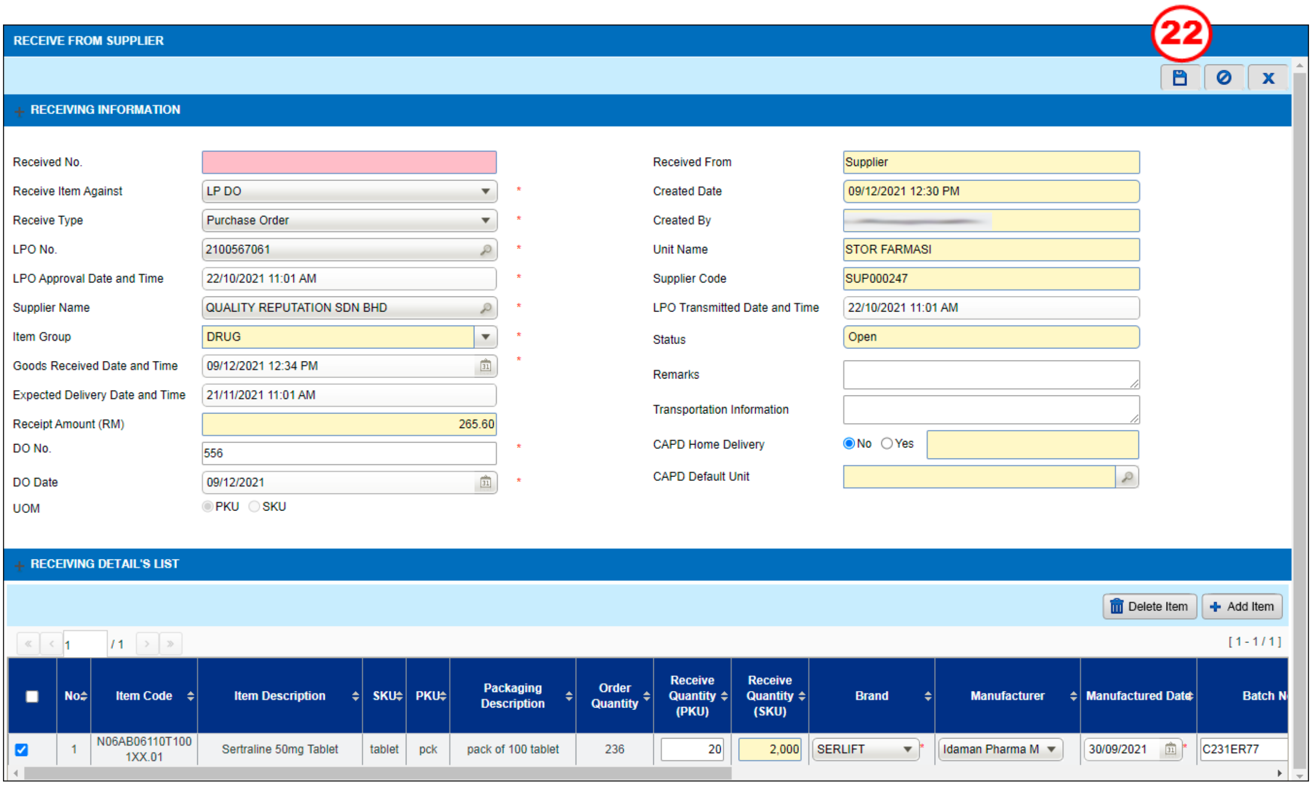


Figure 4.1.5-11Save Receive from Supplier record

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'.*

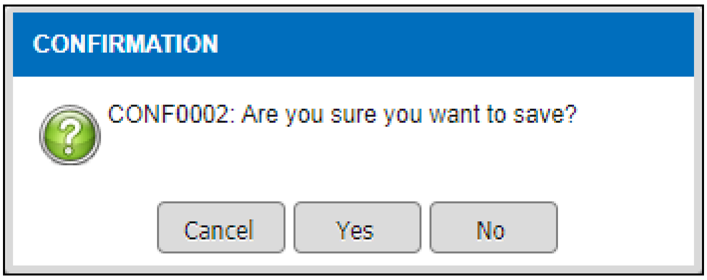


Figure 4.1.5-12 Alert Message

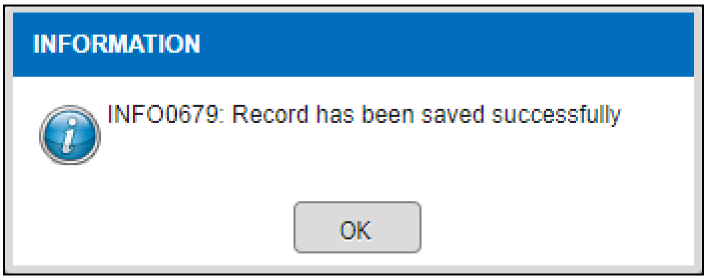


Figure 4.1.5-13 Alert Message

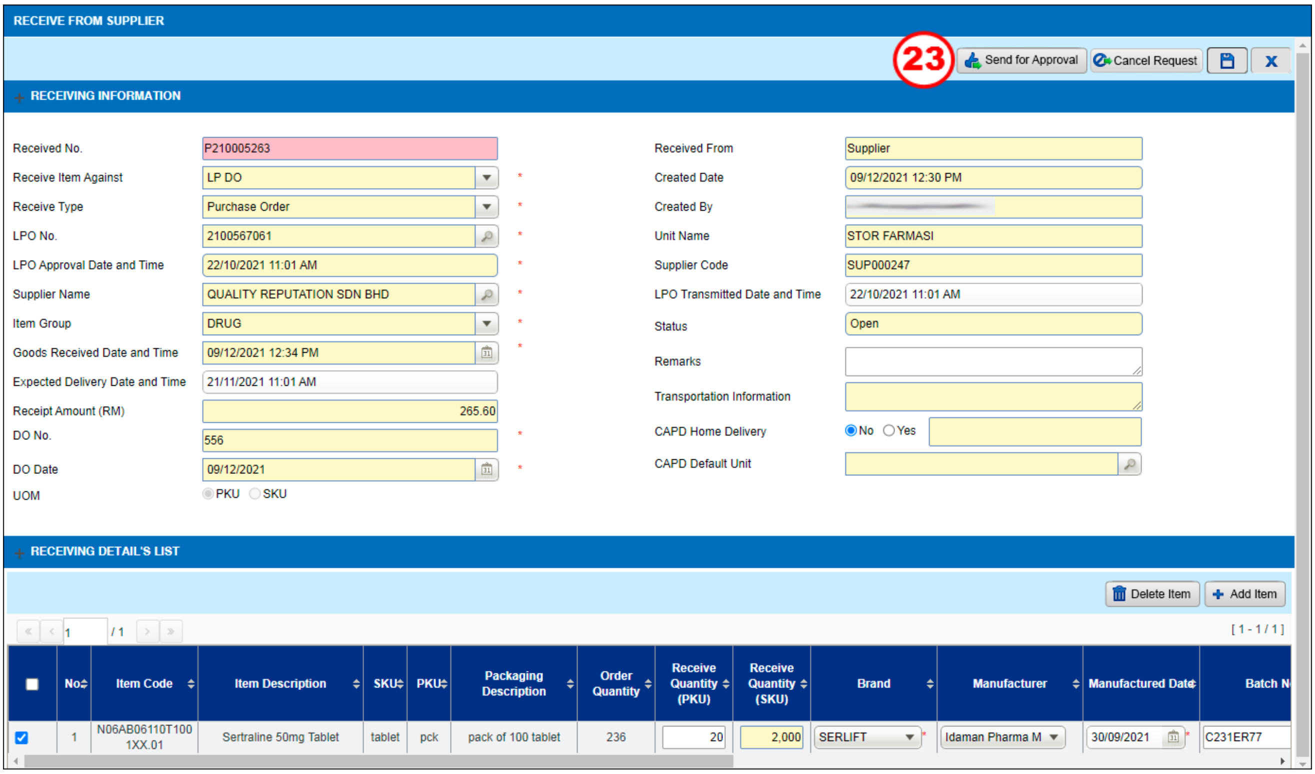


Figure 4.1.5-14 Send for Approval

STEP 23

Click on the Send for Approval 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'.*

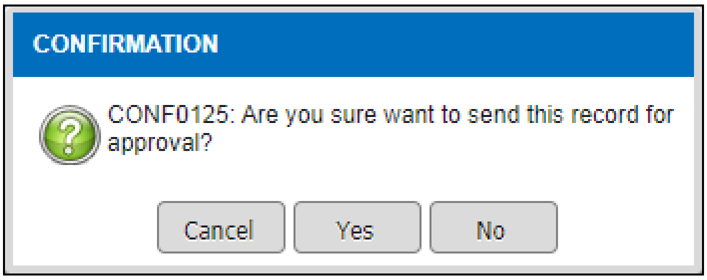


Figure 4.1.5-15 Alert Message

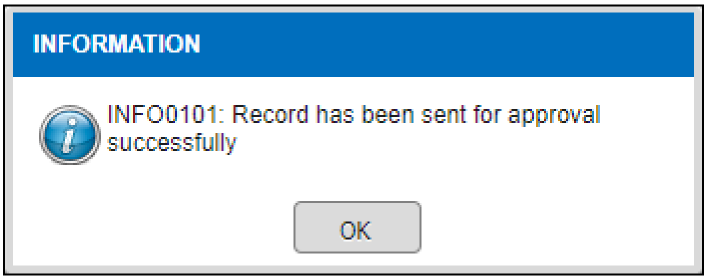


Figure 4.1.5-16 Alert Message

4.2 Receive from Supplier Approval

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

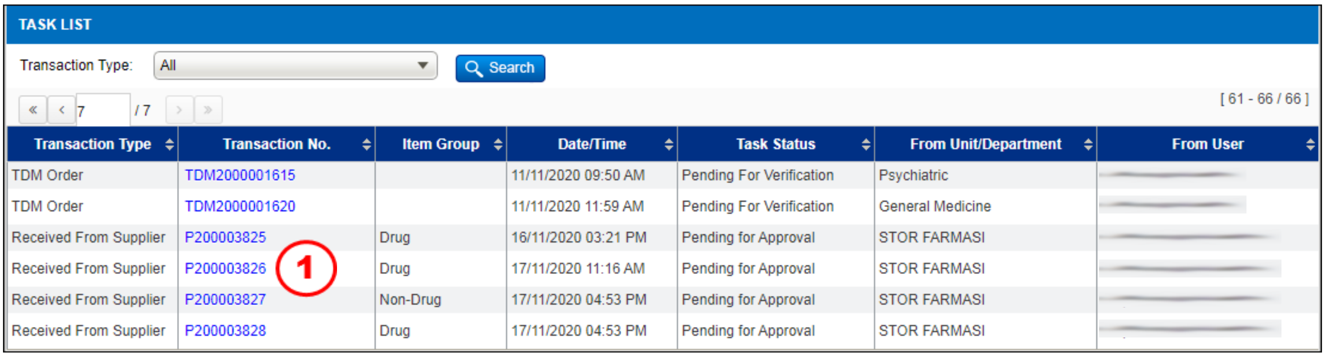


Figure 4.2-1 Task List

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

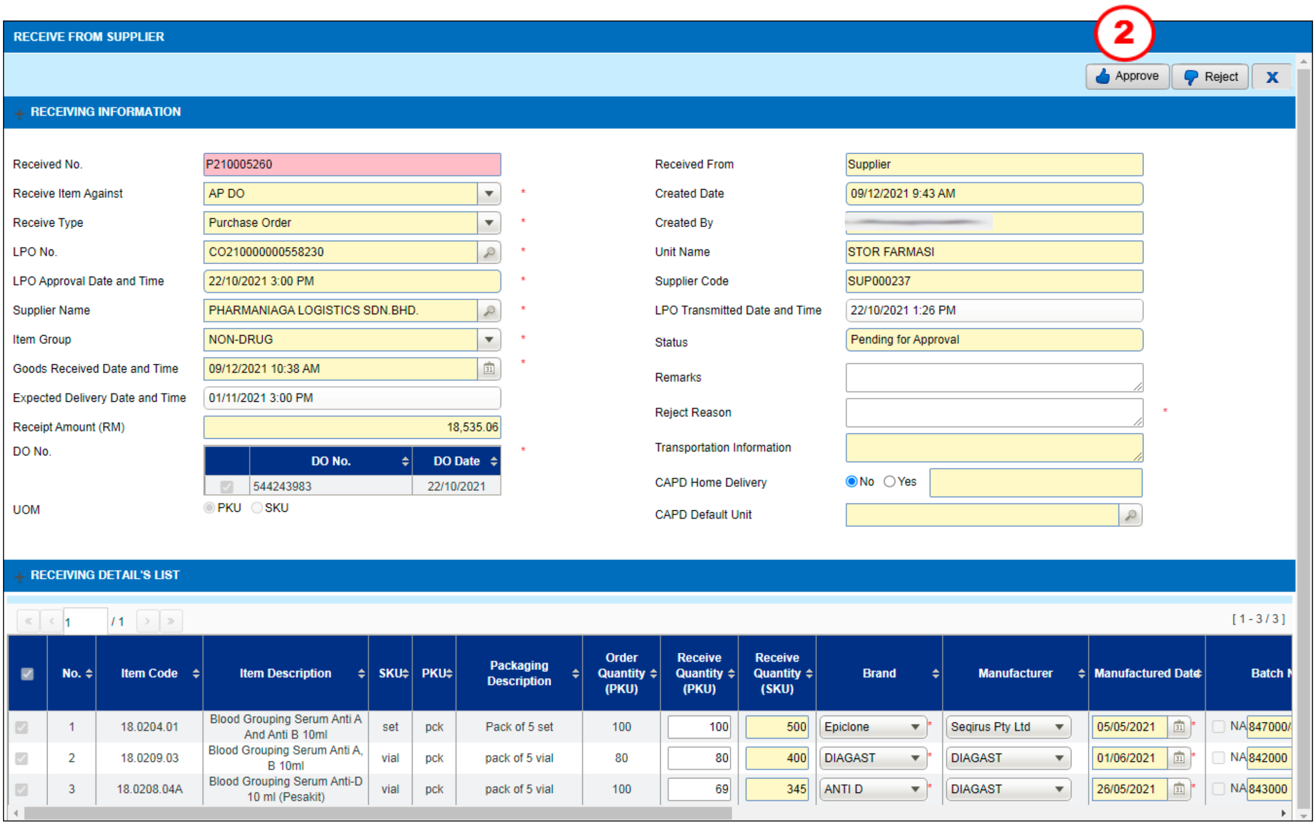


Figure 4.2-2 Receive From Supplier Approval

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* Reject *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"*

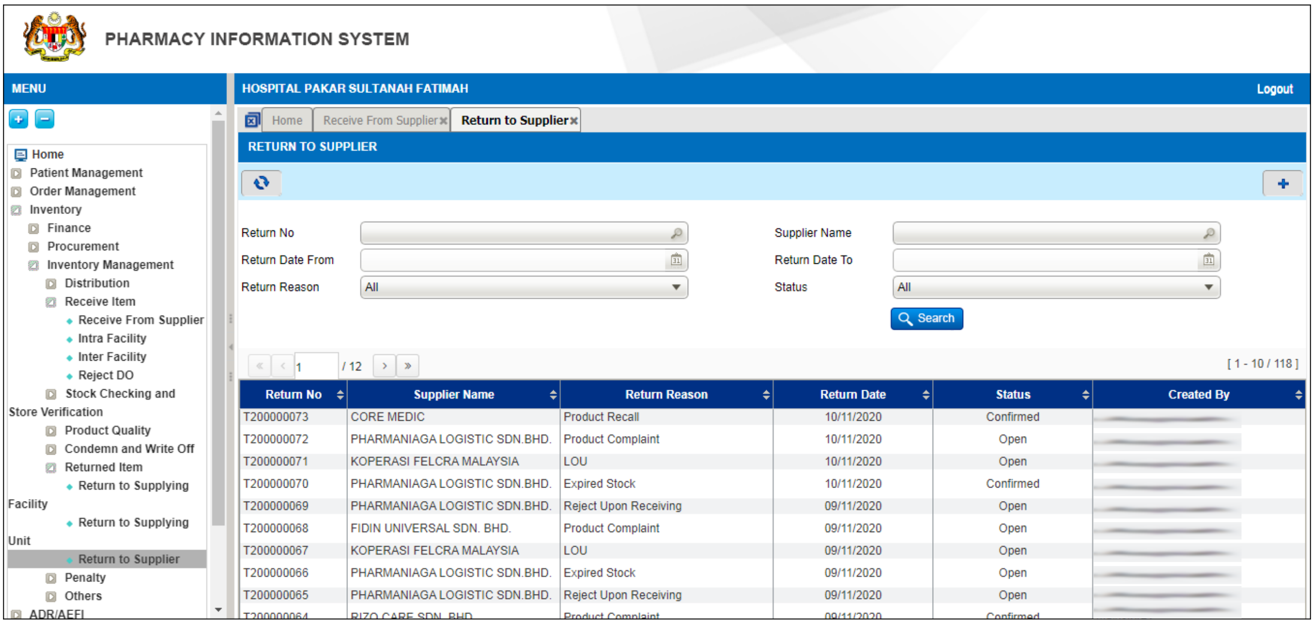


Figure 4.2-3 Return To Supplier Landing Screen

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

KEMENTERIAN KESIHATAN MALAYSIA **KEW.PS-1**

Hosp. Pakar Sultanah Fatimah

BORANG TERIMAAN BARANG-BARANG (BTB)

No. Rujukan BTB : P210005260

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 LOGISTICS SDN.BHD.	Perolehan oleh fasiliti KKM lain -Pesanan Pembelian	CO210000000558230	22/10/2021	544243983	22/10/2021	

No. Kod	Perihal Barang-barang	Deskripsi Pembungkusan	Unit Pengukuran (PKU)	Kuantiti			Harga (RM)		Catatan
				Dipesan (PK)	Nota Hantaran (DO)	Diterima	Seunit	Jumlah	
18.0204.01	Blood Grouping Serum Anti A And Anti B 10ml(Epiclone - Seqirus Pty Ltd) Batch No : 847000/846000 Expiry Date : 30/04/2023	Pack of 5 set	pck	100	100	100	92.8000	9,280.00	
18.0209.03	Blood Grouping Serum Anti A, B 10ml(DIAGAST - DIAGAST) Batch No : 842000 Expiry Date : 31/05/2023	pack of 5 vial	pck	80	80	80	59.1600	4,732.80	
							Jumlah	14,012.80	

....
(Tandatangan Pegawai Penerima)

Nama :
Jawatan : Pegawai Farmasi UF48 (PFK)
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 09/12/2021 10:38:00 AM

....
(*Tandatangan Pegawai Teknikal)

Nama :
Jawatan : Pegawai Farmasi UF48 (PFK)
Unit : STOR FARMASI
Jabatan : Pharmacy
Tarikh : 09/12/2021
***Jika Perlu.**

Catatan :

Figure 4.2-4 KEW.PS-1

KEMENTERIAN KESIHATAN MALAYSIA **KEW.PS-2**

Hosp. Pakar Sultanah Fatimah

BORANG PENOLAKAN BARANG-BARANG (BPB) **No. Rujukan BPB :** T21000005

Nama dan Alamat Pembekal/ Agen Penghantaran	No. Pesanan Kerajaan (PK)/ Kontrak dan Tarikh	No. Nota Hantaran (DO) dan Tarikh	Butir-butir Pengangkutan	No Ruj. Penerimaan (No. Rujukan BTB)
PHARMANIAGA LOGISTICS SDN.BHD.	CO210000000558230 22/10/2021	544243983 22/10/2021		P210005260

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
18.0208.04A	Blood Grouping Serum Anti-D 10 ml (Pesakit) Batch No : 843000 Expiry Date : 31/01/2023	pack of 5 vial	pck	100	69	0	69		Damaged/Obsolete/Expired	65.5400	4,522.26
										Jumlah	4,522.26

Pegawai Penerima	Akuan Terima Pembekal/ Agen Penghantaran	
.... **Nama:** [illegible] **Jawatan:** Pegawai Farmasi UF48 (PFK) **Tarikh:** 09/12/2021 10:38:00 AM **Unit :** STOR FARMASI **Cap Jabatan:** Pharmacy	Disahkan barang-barang ini diterima untuk tindakan atas sebab-sebab berikut: ☐ Kuantiti Ditolak ☐ Kuantiti Kurang ☐ Kuantiti Lebih	.... **Nama:** **Tarikh:** **Cap Syarikat:**

Catatan :

Printed Date : 09/12/2021 **Printed By** : [illegible] **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:

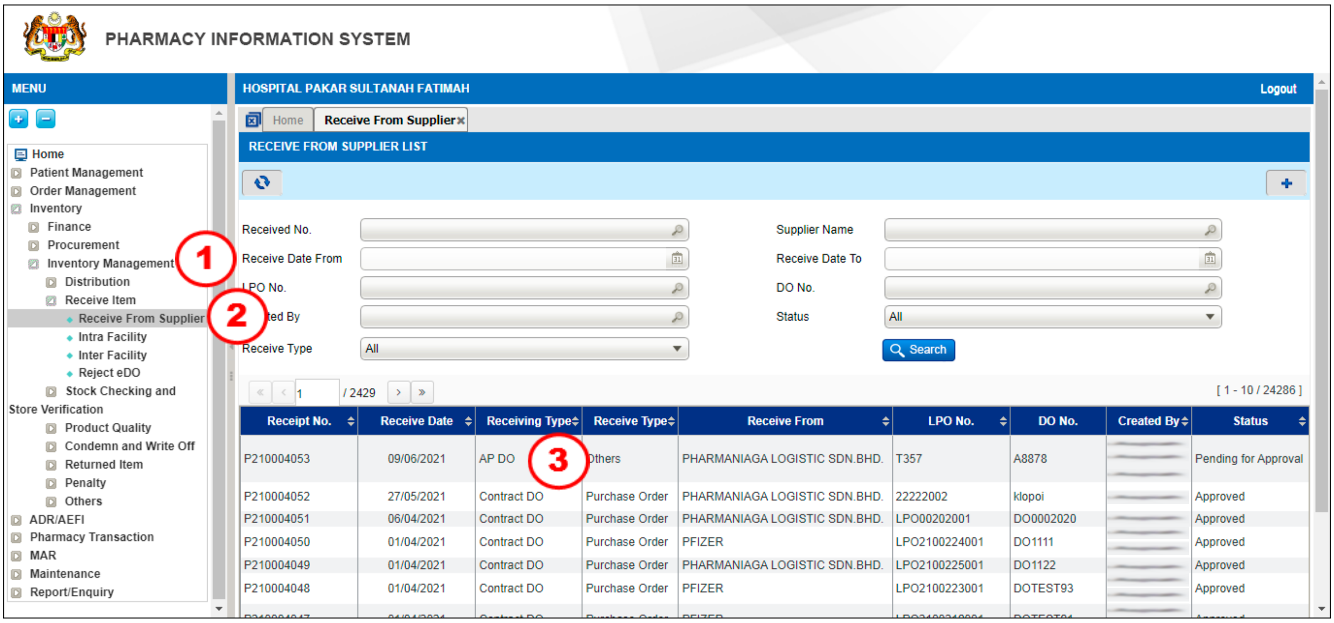


Figure 4.3-1 Receive From Supplier

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

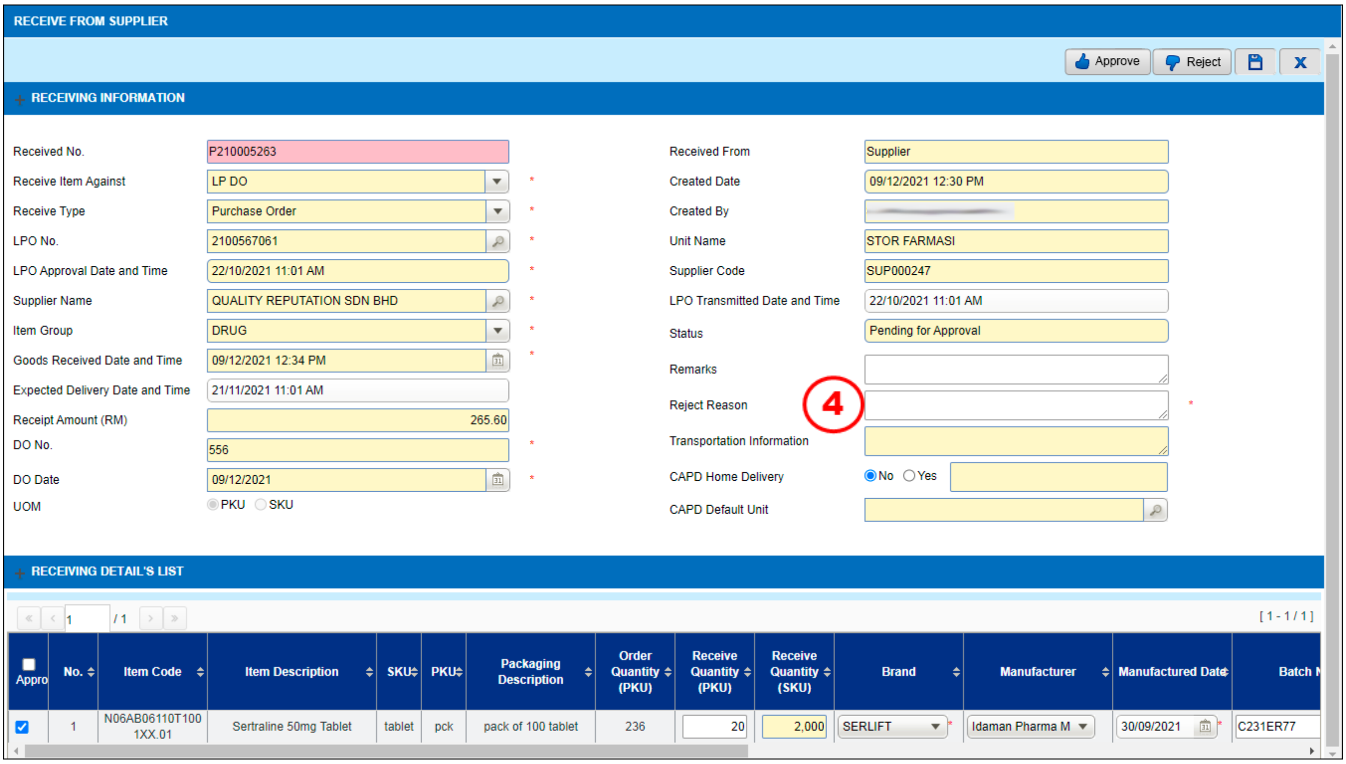


Figure 4.3-2 Receive From Supplier Approval

Note

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

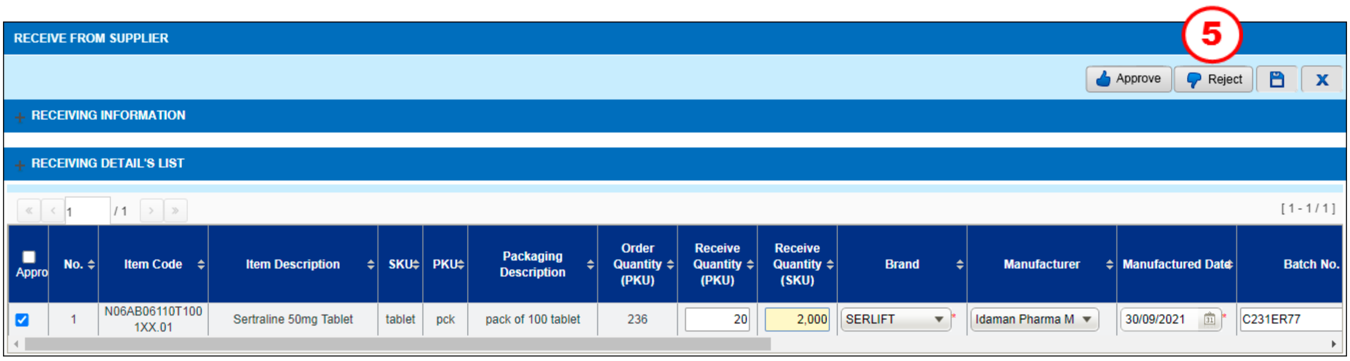


Figure 4.3-3 Receive Detail's List

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

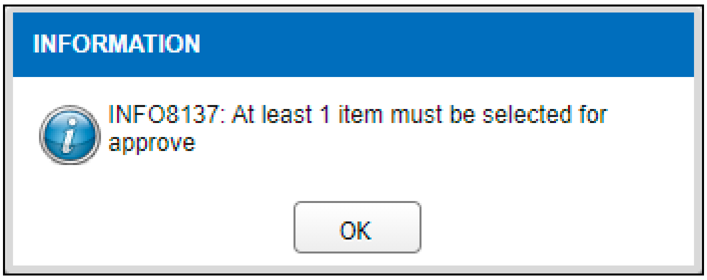


Figure 4.3-4 Alert Message

STEP 4
Insert Reject Reason

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

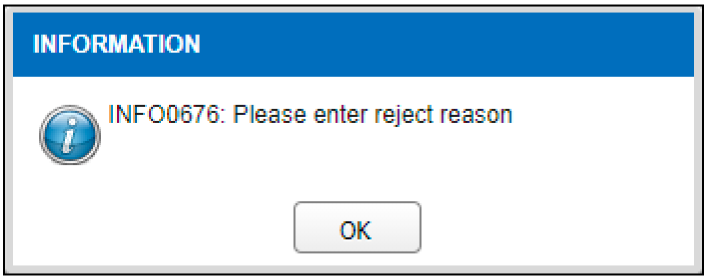


Figure 4.3-5 Alert Message

STEP 5
Click on 

button to reject item

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

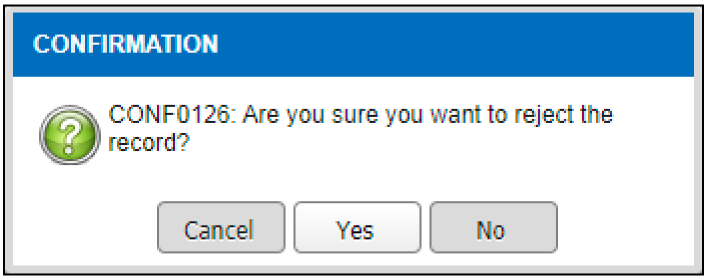
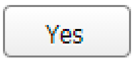


Figure 4.3-6 Alert Message

- *Click on* 

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

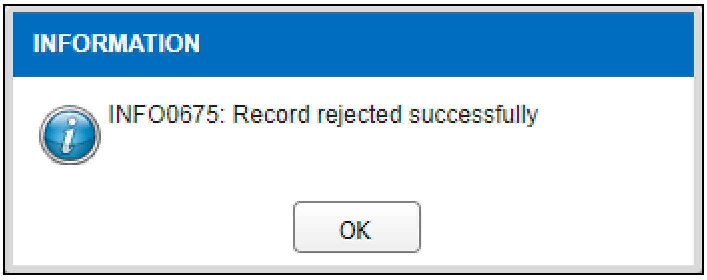


Figure 4.3-7 Alert Message

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

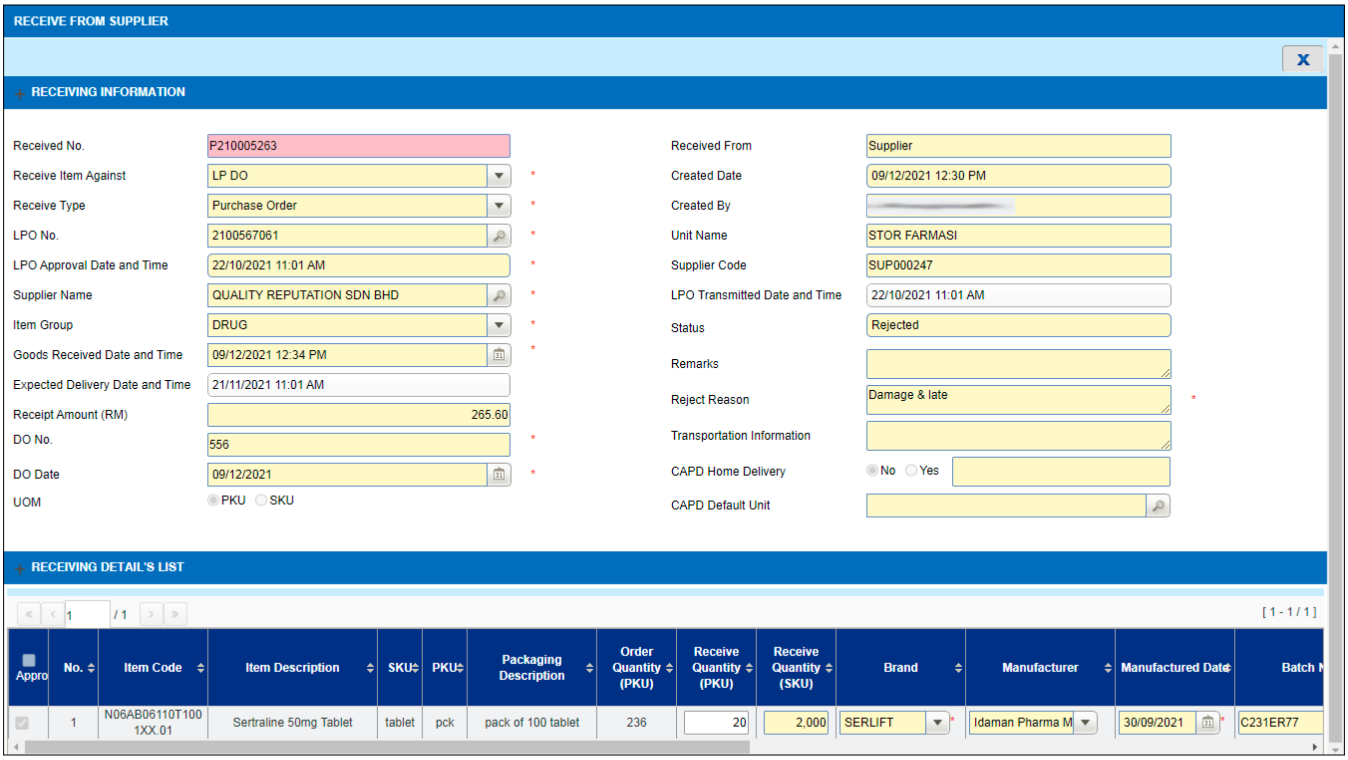


Figure 4.3-8 Receive From Supplier

4.4 Reject eDO

To reject eDO from supplier, perform step below:

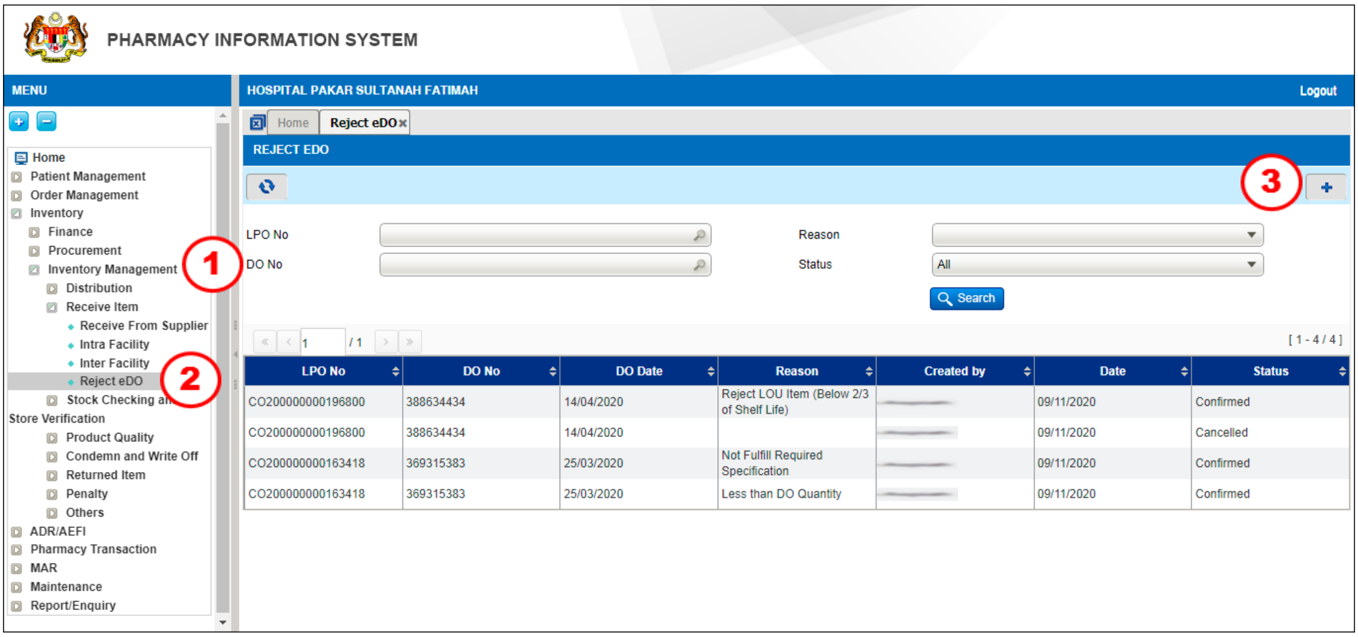


Figure 4.4-1 Reject eDO

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

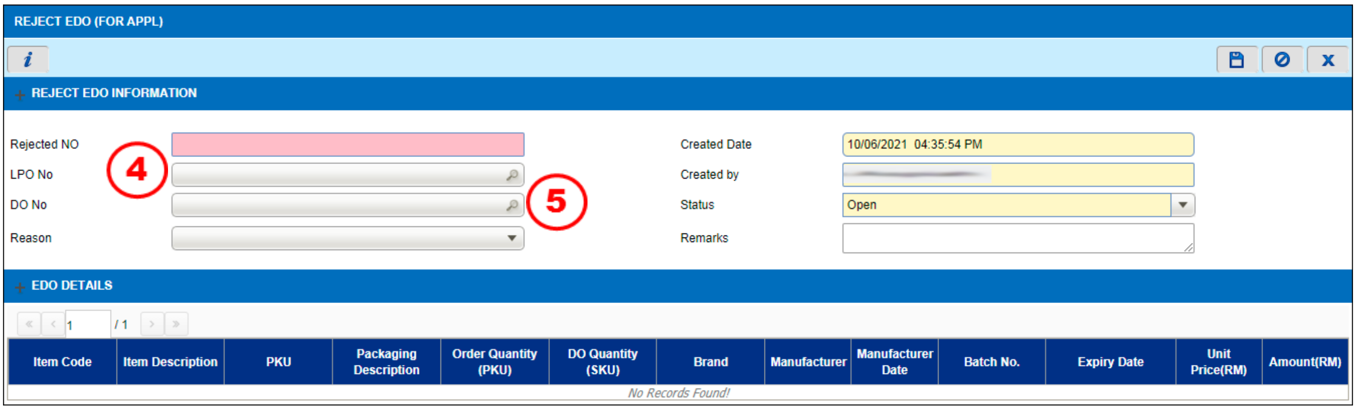


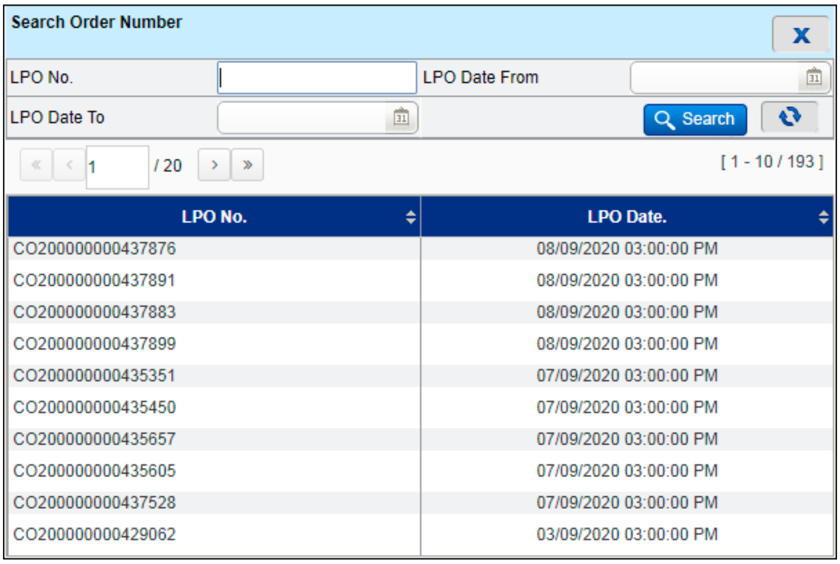
Figure 4.4-2 Reject eDO

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



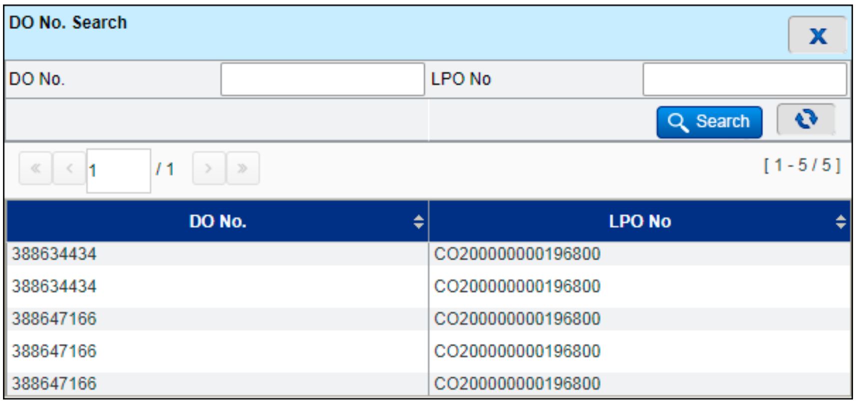
LPO No.	LPO Date.
CO200000000437876	08/09/2020 03:00:00 PM
CO200000000437891	08/09/2020 03:00:00 PM
CO200000000437883	08/09/2020 03:00:00 PM
CO200000000437899	08/09/2020 03:00:00 PM
CO200000000435351	07/09/2020 03:00:00 PM
CO200000000435450	07/09/2020 03:00:00 PM
CO200000000435657	07/09/2020 03:00:00 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.	LPO No
388634434	CO200000000196800
388634434	CO200000000196800
388647166	CO200000000196800
388647166	CO200000000196800
388647166	CO200000000196800

Figure 4.4-4 DO Number

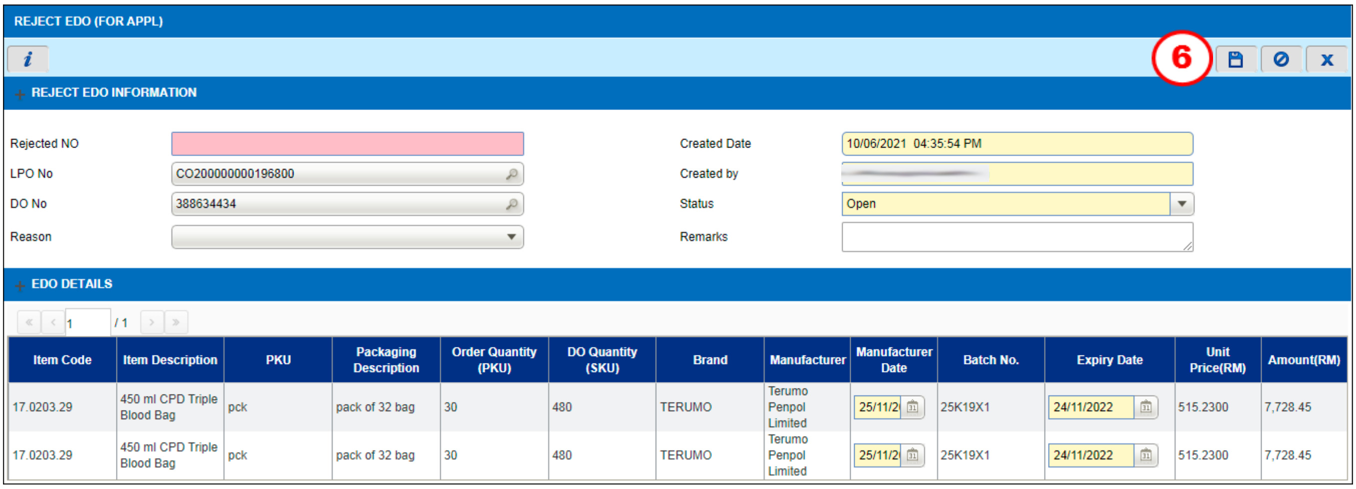


Figure 4.4-5 Reject eDO Information

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 Lebel*
    - *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*

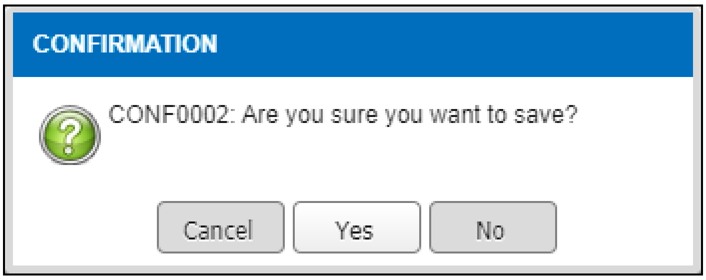
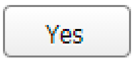


Figure 4.4-6 Alert Message

- *Click on* 

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

Figure 4.4-7 Alert Message

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

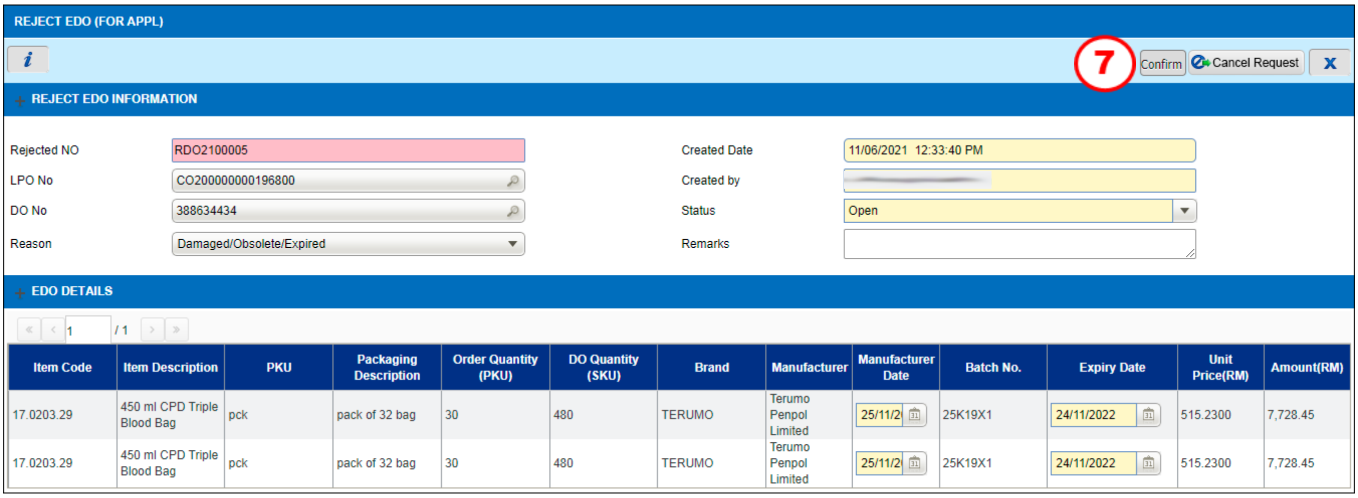


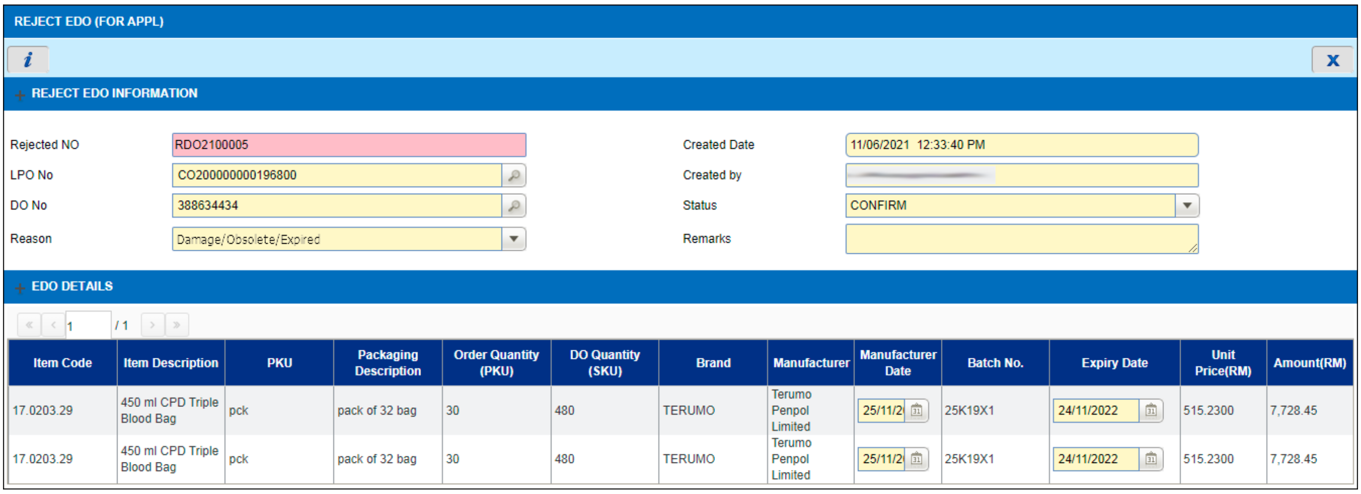
Figure 4.4-8 Reject eDO Information

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* Cancel Request *button. Status will update to 'Cancelled' after user cancel request. All field will be displayed as read-only*

STEP 7

Click on Confirm button


REJECT EDO (FOR APPL)

REJECT EDO INFORMATION

Rejected NO	RDO2100005	Created Date	11/06/2021 12:33:40 PM
LPO No	CO200000000196800	Created by	
DO No	388634434	Status	CONFIRM
Reason	Damage/Obsolete/Expired	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 4.4-9 Reject eDO Information

Note

- *Reject eDO information status will be 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 ToInventory Module

No	Module	PDF Links	No	Module	PDF Links
1	***Finance***	Click Here	*15*	***Internal Indent***	Click Here
2	***Procurement Standard APPL***	Click Here	*16*	***Issue***	Click Here
3	***Procurement standard LP***	Click Here	*17*	***Receive From Supplier***	Click Here
4	***Procurement Standard Contract***	Click Here	*18*	***Receive Inter Facility***	Click Here
5	***Procurement Standard Quotation***	Click Here	*19*	***Receive Intra Facility***	Click Here
6	***Procurement Standard (RFQ)***	Click Here	*20*	***Return to Supplier***	Click Here
7	***Procurement Non Standard (Requisition Order)***	Click Here	*21*	***Return to Supplying Unit***	Click Here
8	***Quarantine***	Click Here	*22*	***Slow Moving***	Click Here
9	***Product Complaint***	Click Here	*23*	***Stock Taking And Verification***	Click Here
10	***Recalculate Buffer Level***	Click Here	*24*	***Stock Transfer***	Click Here
11	***Expiration And Condemn***	Click Here	*25*	***Year End***	Click Here
12	***Recall Product***	Click Here	*26*	***Penalty***	Click Here
13	***Payment***	Click Here	*27*	***IWP Budget***	Click Here
14	***External Indent***	Click Here	*28*	***IWP Order Authorization***	Click Here