



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



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



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Application reference: PhIS & CPS v2.6.1



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



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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 detail:

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

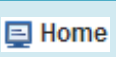
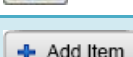
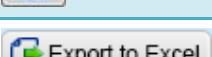
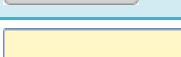
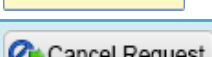
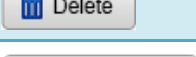
1.3 Organised Sections

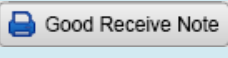
These are the sections within this document:

- 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 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
	Checkbox		Delete Record
	Delete Item from the list		Empty Text Box
	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.

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

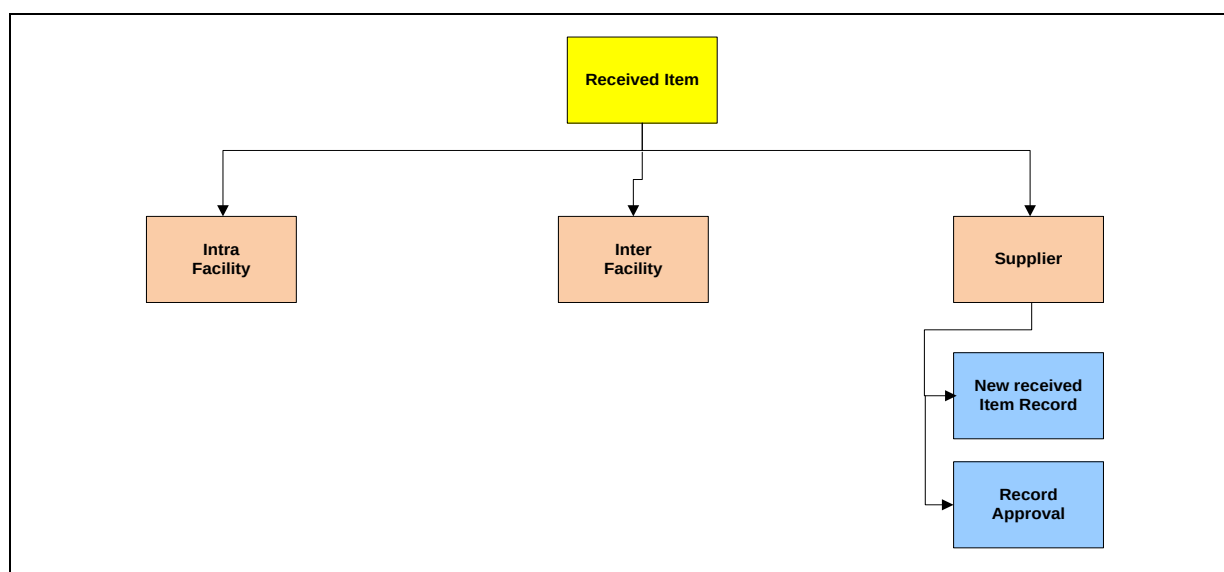


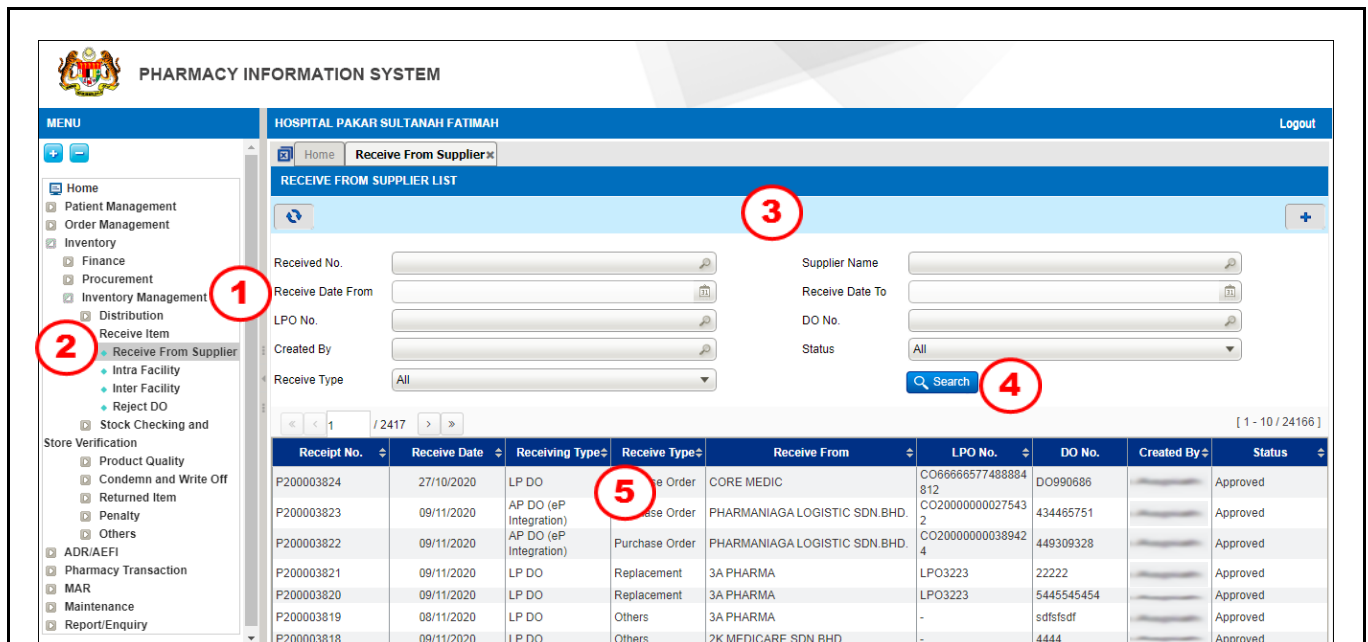
Figure 3.0-1

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)



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

RECEIVE FROM SUPPLIER LIST

Received No. Supplier Name

Receive Date From Receive Date To

LPO No. DO No.

Created By Status

Receive Type

Receipt No.	Receive Date	Receiving Type	Receive Type	Receive From	LPO No.	DO No.	Created By	Status
P200003824	27/10/2020	LP DO	Base Order	CORE MEDIC	CO6666577488884 812	DO990686		Approved
P200003823	09/11/2020	AP DO (eP Integration)	Base Order	PHARMANIAGA LOGISTIC SDN BHD.	CO20000000027543 2	434465751		Approved
P200003822	09/11/2020	AP DO (eP Integration)	Purchase Order	PHARMANIAGA LOGISTIC SDN BHD.	CO20000000038942 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	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 No. 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: - 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  button after input of criteria.

STEP 5

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

RECEIVE FROM SUPPLIER

KEW.PS-1

×

RECEIVING INFORMATION

Received No.

P210005246

Received From

Supplier

Receive Item Against

LP DO

Created Date

26/10/2021 2:27 PM

Receive Type

Purchase Order

Created By

LPO No.

2100555267

Unit Name

STOR FARMASI

LPO Approval Date and Time

21/10/2021 3:24 PM

Supplier Code

SUP000237

Supplier Name

PHARMANIAGA LOGISTICS SDN.BHD.

LPO Transmitted Date and Time

21/10/2021 3:24 PM

Item Group

DRUG

Status

Approved

Goods Received Date and Time

26/10/2021 2:29 PM

Remarks

Expected Delivery Date and Time

20/11/2021 3:24 PM

Reject Reason

Receipt Amount (RM)

3,720.00

Transportation Information

DO No.

17362NT

CAPD Home Delivery

☒ No ☐ Yes

DO Date

22/10/2021

CAPD Default Unit

UOM

☒ PKU ☐ SKU

RECEIVING DETAIL'S LIST

<

1

/ 1

>

>>

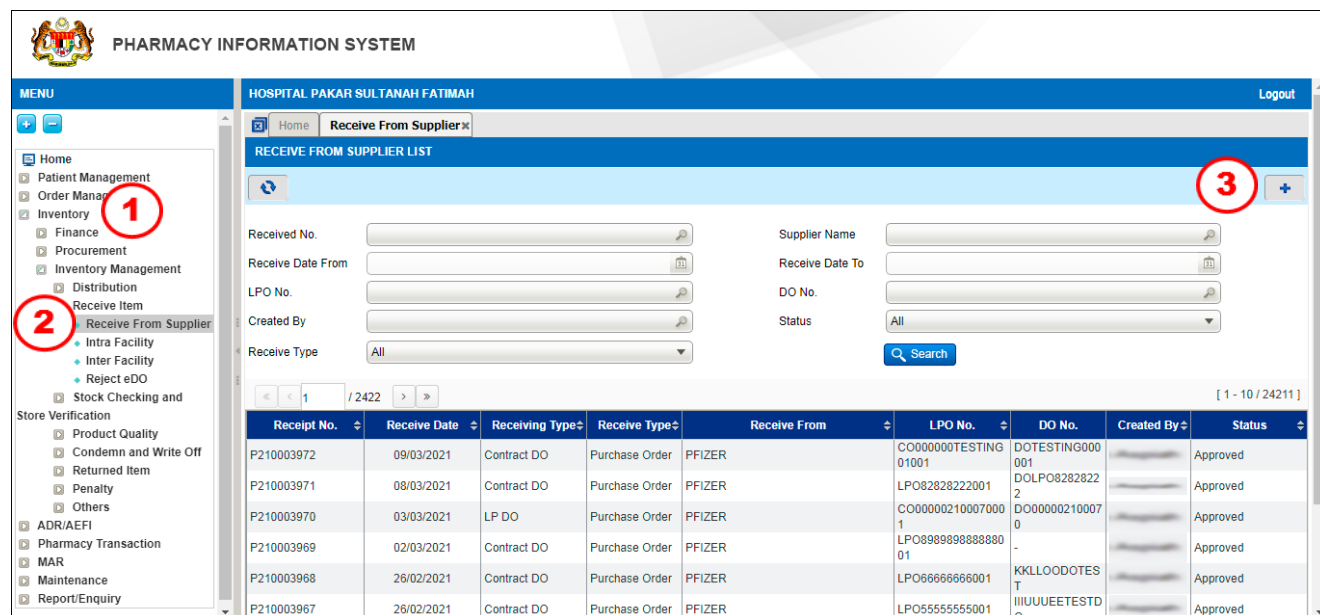
[1 - 1 / 1]

	No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
	1	L04AC10000P500 1.01	Secukinumab 150mg/ml Solution in single-use Pen	pen	pck	pack of 1 pen	4	4	4	COSENTYX	Novartis	01/06/2021	SAJA2

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 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 All

Search

1 / 2422 [1 - 10 / 24211]

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

RECEIVE FROM SUPPLIER	
RECEIVING INFORMATION	
Received No.	
Receive Item Against	
Receive Type	AP DO Contract DO LP DO
LPO No.	
LPO Approval Date and Time	
Supplier Name	
Return No.	
Item Group	
Goods Received Date and Time	
Expected Delivery Date and Time	
Receipt Amount (RM)	0.00
DO No.	
DO Date	
UOM	☒ PKU ☐ SKU
Received From	Supplier
Created Date	09/12/2021 9:43 AM
Created By	
Unit Name	STOR FARMASI
Supplier Code	
LPO Transmitted Date and Time	
Status	Open
Reference No	
Remarks	
Transportation Information	
CAPD Home Delivery	☒ No ☐ Yes
CAPD Default Unit	

Figure 4.1.2-2 Receive From Supplier

Note

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

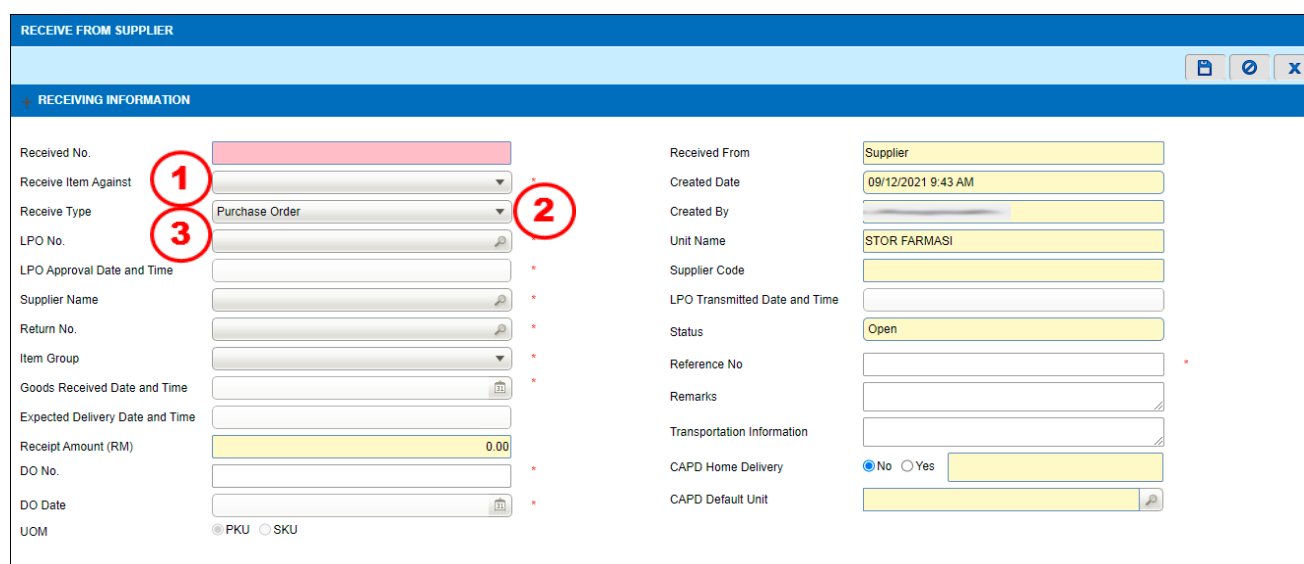


Figure 4.1.3-1 Receive From Supplier

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

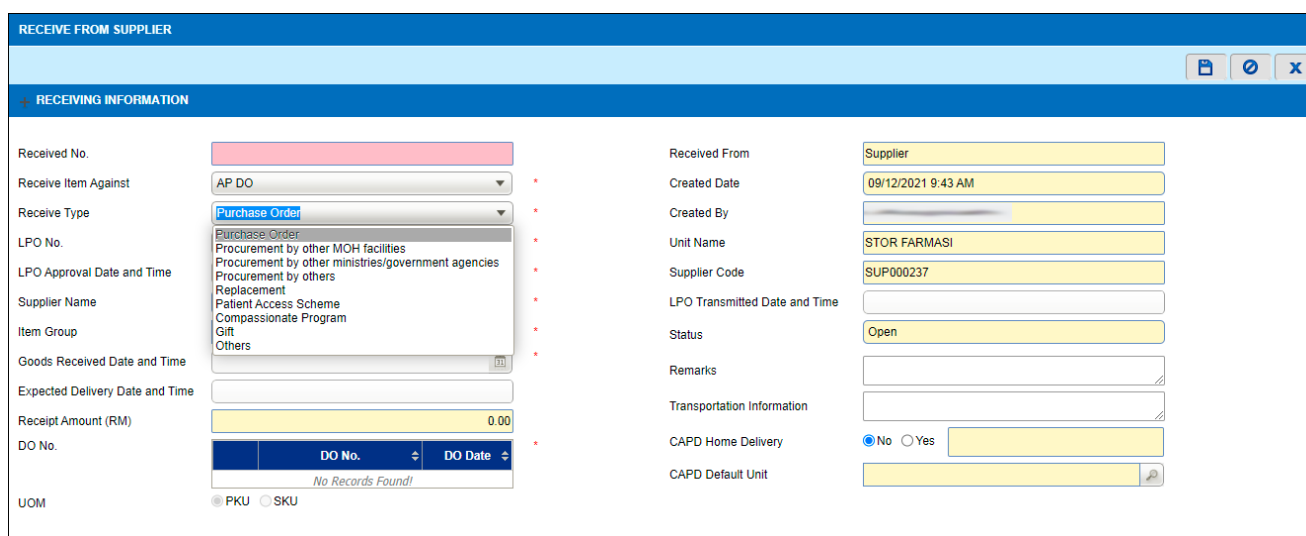


Figure 4.1.3-2 Receiving Information

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

Search Order Number	
LPO No.	
LPO Date From	
LPO Date To	
Search Refresh	
Previous Next First Last	
[1 - 2 / 2]	
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.

RECEIVE FROM SUPPLIER			
Print Refresh Close			
+ RECEIVING INFORMATION			
Received No.		Received From	Supplier
Receive Item Against	AP DO	Created Date	09/12/2021 9:43 AM
Receive Type	Purchase Order	Created By	
LPO No.	CO21000000558230	Unit Name	STOR FARMASI
LPO Approval Date and Time	22/10/2021 3:00 PM	Supplier Code	SUP000237
Supplier Name	PHARMANIAGA LOGISTICS SDN.BHD.	LPO Transmitted Date and Time	22/10/2021 1:26 PM
Item Group	NON-DRUG	Status	Open
Goods Received Date and Time		Remarks	
Expected Delivery Date and Time	01/11/2021 3:00 PM	Transportation Information	
Receipt Amount (RM)	0.00	CAPD Home Delivery	☒ No ☐ Yes
DO No.	544243983	CAPD Default Unit	
UOM	☐ PKU ☐ SKU		

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

RECEIVING DETAIL'S LIST												
[1 - 3 / 3]												
No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	18.0204.01	Blood Grouping Serum Anti A And Anti B 10ml	set	pck	Pack of 5 set	100	100	500	Epiclone	Segirus Pty Ltd	05/05/2021	NA/847000/8
2	18.0209.03	Blood Grouping Serum Anti A, B 10ml	vial	pck	pack of 5 vial	80	80	400	DIAGAST	DIAGAST	01/06/2021	NA/842000
3	18.0208.04A	Blood Grouping Serum Anti-D 10 ml (Pesakit)	vial	pck	pack of 5 vial	100	69	345	ANTI D	DIAGAST	26/05/2021	NA/843000

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 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												
[1 - 3 / 3]												
Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks	
Pty Ltd	05/05/2021	NA/847000/846000	30/04/2023	Yes	No			0	92.8000	9,280.00		
ST	01/06/2021	NA/842000	31/05/2023	Yes	No			0	59.1600	4,732.80		
ST	26/05/2021	NA/843000	31/01/2023	Yes	No			0	65.5400	4,522.26		

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

13

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No.

Receive Item Against

Receive Type

LPO No.

LPO Approval Date and Time

Supplier Name

Item Group

Goods Received Date and Time

Expected Delivery Date and Time

Receipt Amount (RM)

DO No.

UOM

Received From

Created Date

Created By

Unit Name

Supplier Code

LPO Transmitted Date and Time

Status

Remarks

Transportation Information

CAPD Home Delivery

CAPD Default Unit

RECEIVING DETAIL'S LIST

No	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No
1	18.0204.01	Blood Grouping Serum Anti A And Anti B 10ml	set	pck	Pack of 5 set	100	100	500	Epiclone	Seqirus Pty Ltd	05/05/2021	NA 847000/8
2	18.0209.03	Blood Grouping Serum Anti A, B 10ml	vial	pck	pack of 5 vial	80	80	400	DIAGAST	DIAGAST	01/06/2021	NA 842000
3	18.0208.04A	Blood Grouping Serum Anti-D 10 ml (Pesakit)	vial	pck	pack of 5 vial	100	69	345	ANTI D	DIAGAST	26/05/2021	NA 843000

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.

CONFIRMATION


CONF0002: Are you sure you want to save?

Cancel

Yes

No

Figure 4.1.3-8 Alert Message

INFORMATION


INFO0679: Record has been saved successfully

OK

Figure 4.1.3-9 Alert Message

RECEIVE FROM SUPPLIER

14

Send for Approval

Cancel Request

RECEIVING INFORMATION

Received No.

P210005260

Received From

Supplier

Receive Item Against

AP DO

Created Date

09/12/2021 9:43 AM

Receive Type

Purchase Order

Created By

LPO No.

CO21000000558230

Unit Name

STOR FARMASI

LPO Approval Date and Time

22/10/2021 3:00 PM

Supplier Code

SUP000237

Supplier Name

PHARMANIAGA LOGISTICS SDN.BHD.

LPO Transmitted Date and Time

22/10/2021 1:26 PM

Item Group

NON-DRUG

Status

Open

Goods Received Date and Time

09/12/2021 10:38 AM

Remarks

Expected Delivery Date and Time

01/11/2021 3:00 PM

Transportation Information

Receipt Amount (RM)

18,535.06

CAPD Home Delivery

☒ No ☐ Yes

DO No.

DO No.

DO Date

CAPD Default Unit

UOM

☒ PKU ☐ SKU

RECEIVING DETAIL'S LIST

1 / 1

[1 - 3 / 3]

	No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
☒	1	18.0204.01	Blood Grouping Serum Anti A And Anti B 10ml	set	pck	Pack of 5 set	100	100	500	Epilone	Seqirus Pty Ltd	05/05/2021	NA847000/8
☒	2	18.0209.03	Blood Grouping Serum Anti A, B 10ml	vial	pck	pack of 5 vial	80	80	400	DIAGAST	DIAGAST	01/05/2021	NA842000
☒	3	18.0208.04A	Blood Grouping Serum Anti-D 10 ml (Pesakit)	vial	pck	pack of 5 vial	100	69	345	ANTI D	DIAGAST	28/05/2021	NA843000

Figure 4.1.3-10 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 4.1.3-11.
- 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'.

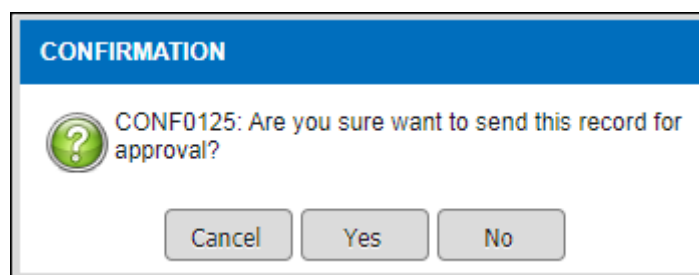


Figure 4.1.3-11 Alert Message

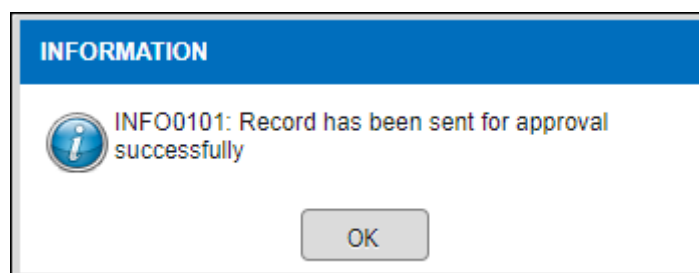


Figure 4.1.3-12 Alert Message

4.1.4 Receive Item Against: Contract DO

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

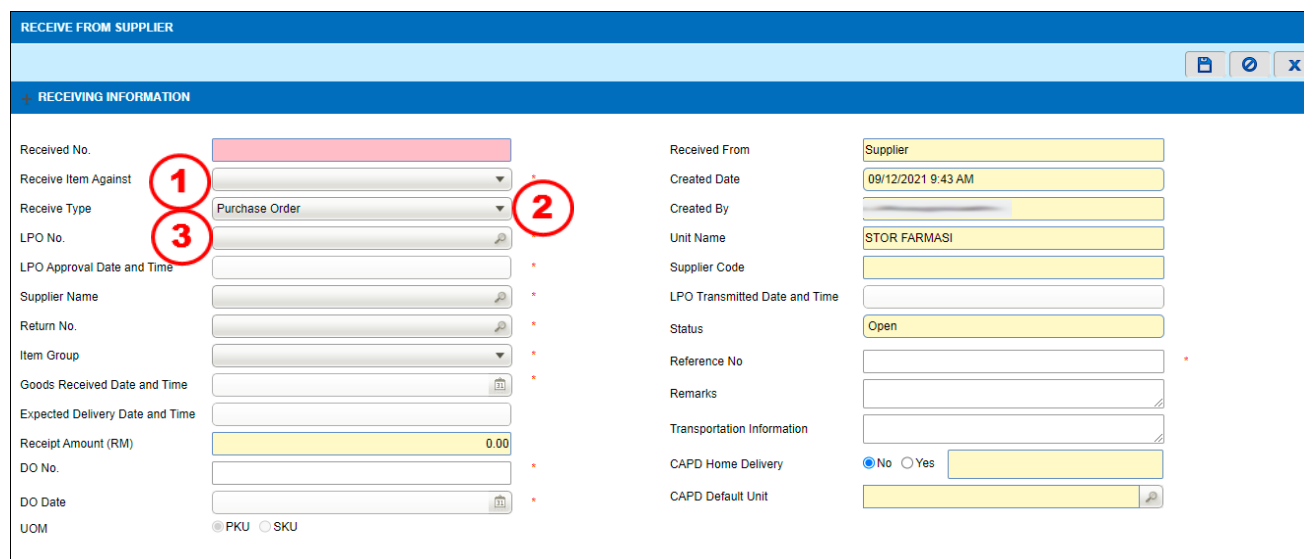


Figure 4.1.4-1 Receive from Supplier

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

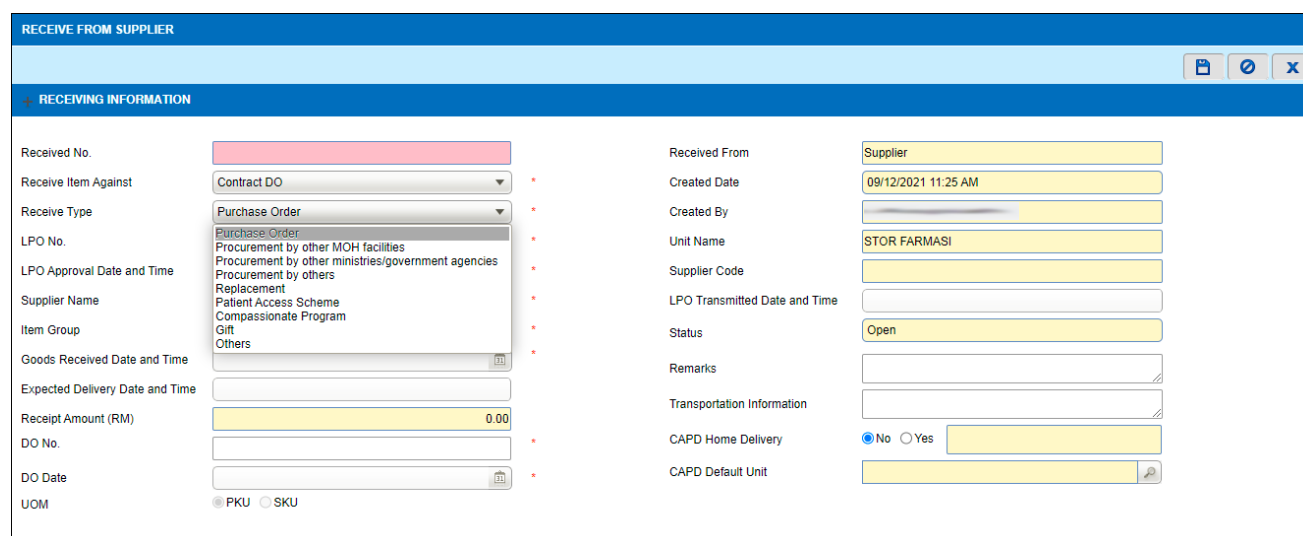


Figure 4.1.4-2 Receive From Supplier

Note

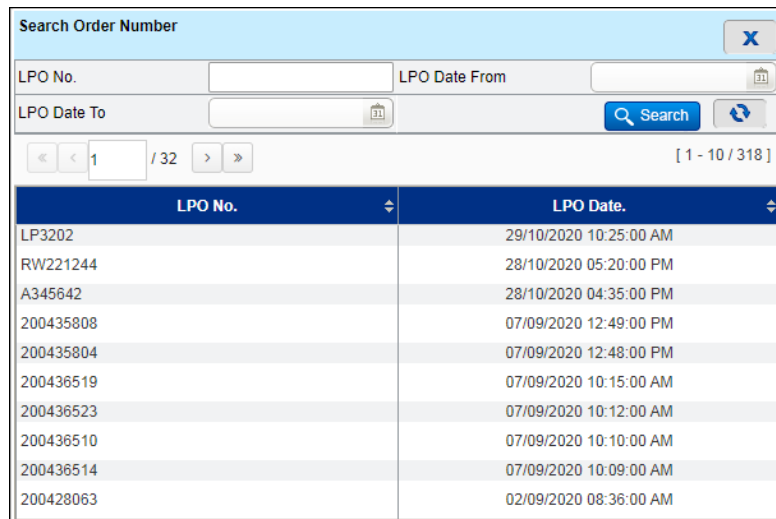
- Refer to Figure 4.1.4-1 to create a new Receive from Supplier transaction.
- Receive type can be selected from the below:

- Purchase Order
- Procurement by Other MOH Facilities
 - There is no option for LPO Transmitted Date and Time
- Procurement by Other Ministries/Government Agencies
 - There is option to fill **Agency Name**
- Procurement by Others
 - There is option to fill **Agency Name**
- Replacement
 - There is no option for LPO Transmitted Date and Time
- Patient access Scheme
 - There is no option for LPO Transmitted Date and Time
- Compassionate Program
 - There is option to fill **Donor Name**
- Gift
 - There is option to fill **Donor Name**
- Others
 - There is no option for LPO Transmitted Date and Time

- **Create Date** will be defaulted to current date.

STEP 3

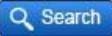
Click on the **LPO No.**  button and the Search Order No. window will be displayed as shown in Figure 4.1.4-3



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.

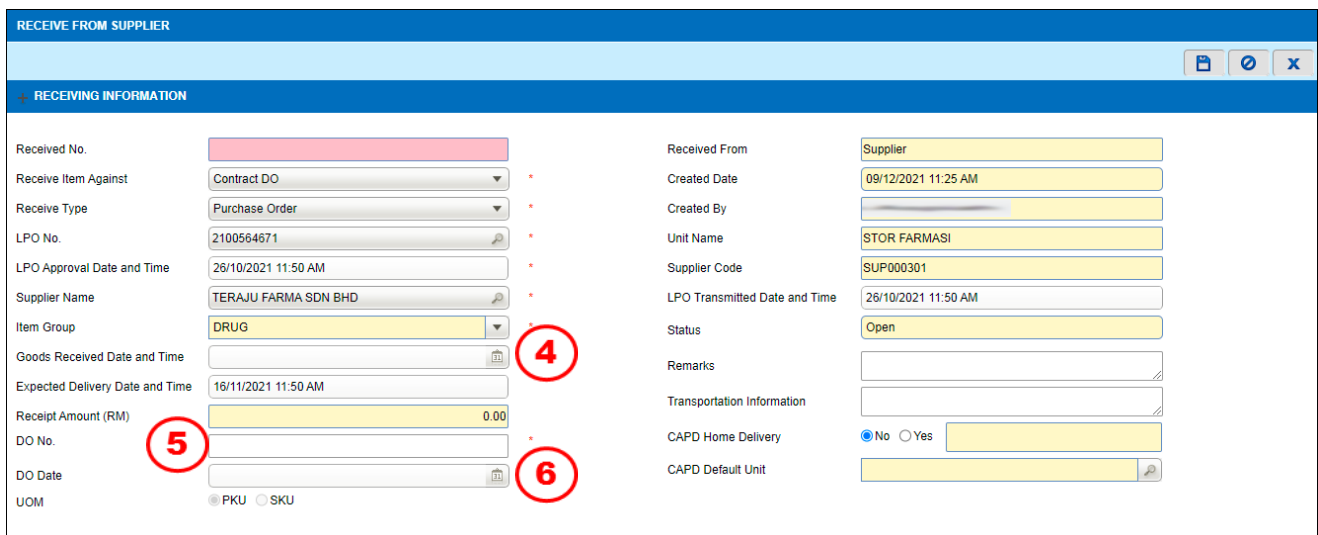


Figure 4.1.4-4 Receive from Supplier

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.

RECEIVING DETAIL'S LIST												
												Delete Item Add Item
[1 - 1 / 1]												
No	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No
1	N06AX11000T400 1.SW01	Mirtazapine 15 mg Orodispersible Tablet	tablet	pck	pack of 30 tablet	40	0	0	REMERON	Anesta LLC		

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**

RECEIVING DETAIL'S LIST												
												Delete Item Add Item
[1 - 1 / 1]												
Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks	
LLC				No	Yes			0	70.5000	0.00		

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 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

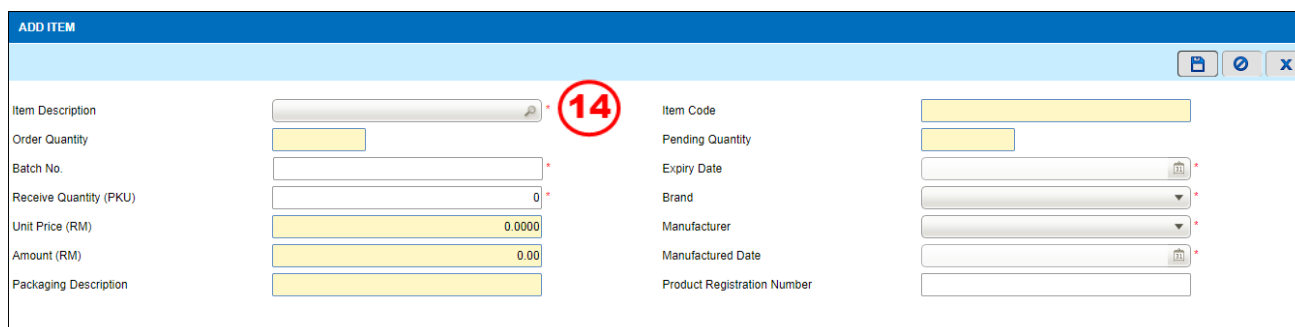


Figure 4.1.4-7 Add Item

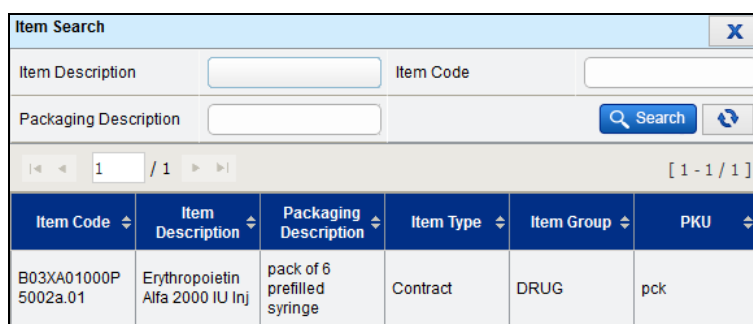


Figure 4.1.4-8 Search Item

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**.

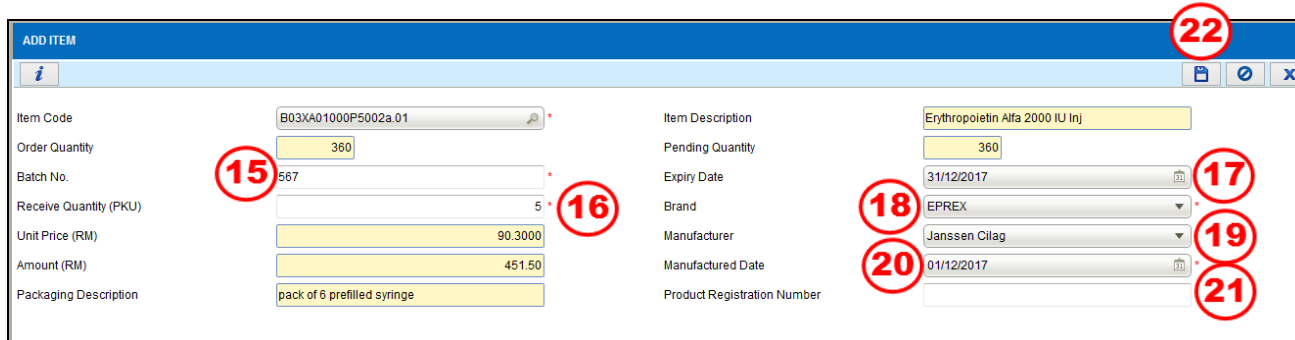


Figure 4.1.4-9 Add Item

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**

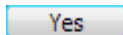
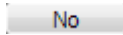
STEP 21

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  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.

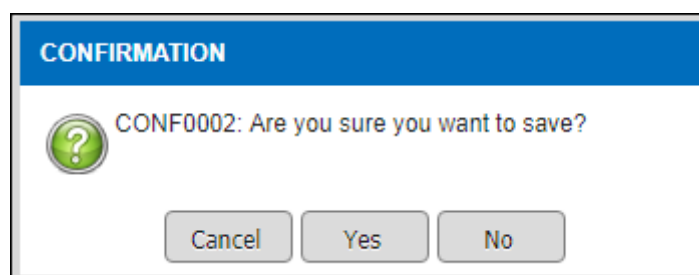
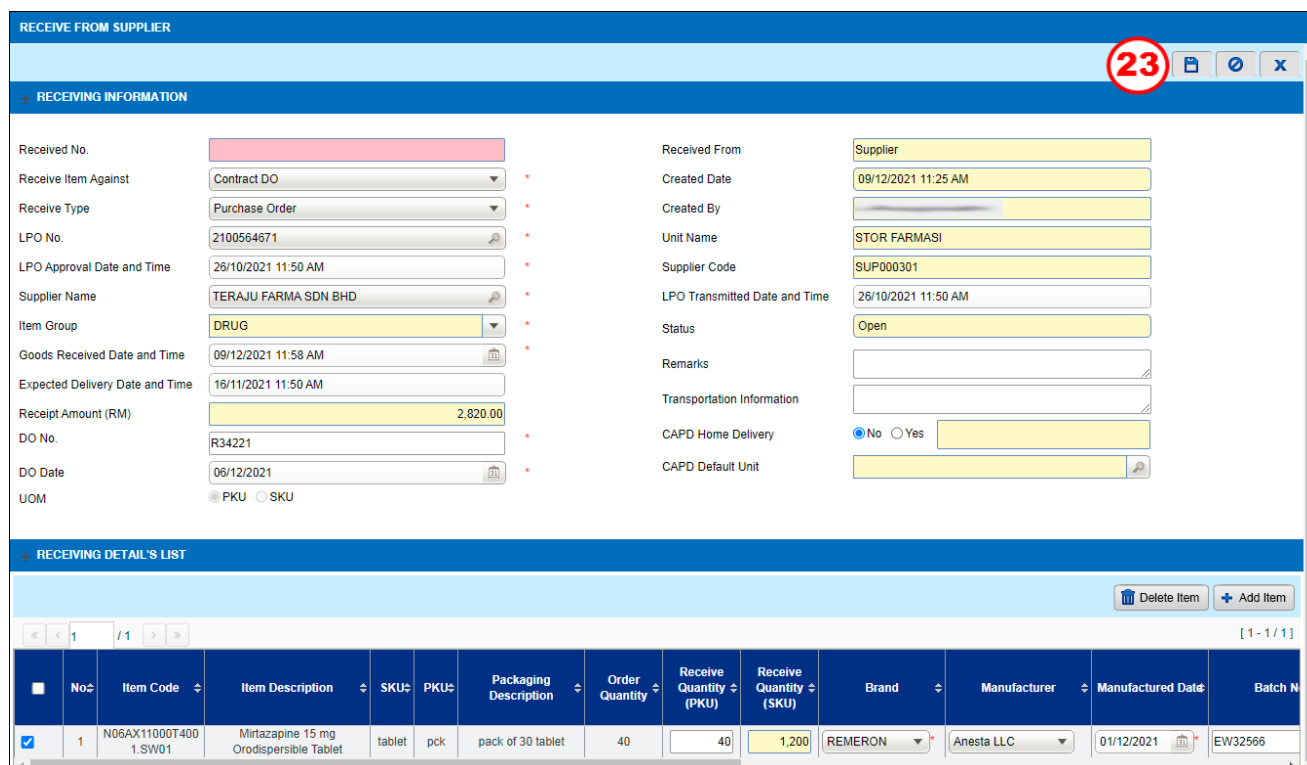


Figure 4.1.4-10 Alert Message

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)**.
 - 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)



RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. [Field]
 Receive Item Against [Contract DO]
 Receive Type [Purchase Order]
 LPO No. [2100564671]
 LPO Approval Date and Time [26/10/2021 11:50 AM]
 Supplier Name [TERAJU FARMA SDN BHD]
 Item Group [DRUG]
 Goods Received Date and Time [09/12/2021 11:58 AM]
 Expected Delivery Date and Time [16/11/2021 11:50 AM]
 Receipt Amount (RM) [2,820.00]
 DO No. [R34221]
 DO Date [06/12/2021]
 UOM [PKU / SKU]

Received From [Supplier]
 Created Date [09/12/2021 11:25 AM]
 Created By [Field]
 Unit Name [STOR FARMASI]
 Supplier Code [SUP000301]
 LPO Transmitted Date and Time [26/10/2021 11:50 AM]
 Status [Open]
 Remarks [Field]
 Transportation Information [Field]
 CAPD Home Delivery [No / Yes]
 CAPD Default Unit [Field]

RECEIVING DETAIL'S LIST

No	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No
1	N06AX11000T400 1.SW01	Mirtazapine 15 mg Orodispersible Tablet	tablet	pck	pack of 30 tablet	40	40	1,200	REMERON	Anesta LLC	01/12/2021	EW32566

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'.

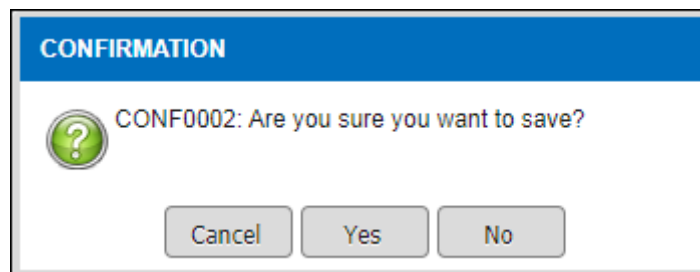


Figure 4.1.4-12 Alert Message

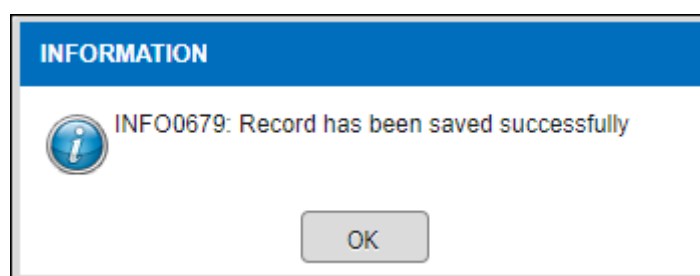


Figure 4.1.4-13 Alert Message

24

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No. P210005261

Receive Item Against Contract DO

Receive Type Purchase Order

LPO No. 2100564671

LPO Approval Date and Time 26/10/2021 11:50 AM

Supplier Name TERAJU FARMA SDN BHD

Item Group DRUG

Goods Received Date and Time 09/12/2021 11:58 AM

Expected Delivery Date and Time 16/11/2021 11:50 AM

Receipt Amount (RM) 2,820.00

DO No. R34221

DO Date 06/12/2021

UOM ☒ PKU ☐ SKU

Received From Supplier

Created Date 09/12/2021 11:25 AM

Created By

Unit Name STOR FARMASI

Supplier Code SUP000301

LPO Transmitted Date and Time 26/10/2021 11:50 AM

Status Open

Remarks

Transportation Information

CAPD Home Delivery ☒ No ☐ Yes

CAPD Default Unit

RECEIVING DETAIL'S LIST

Delete Item
Add Item

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

No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	N06AX11000T400 1.SW01	Mirtazapine 15 mg Orodispersible Tablet	tablet	pck	pack of 30 tablet	40	40	1,200	REMERON	Anesta LLC	01/12/2021	EW32566

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'.

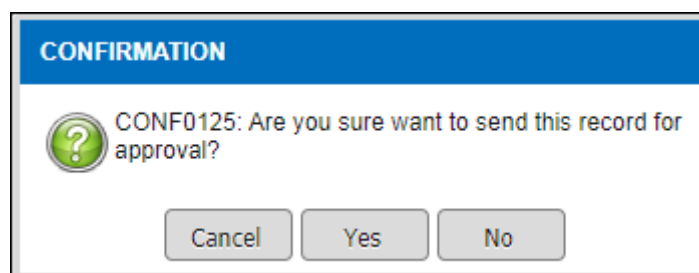


Figure 4.1.4-15 Alert Message

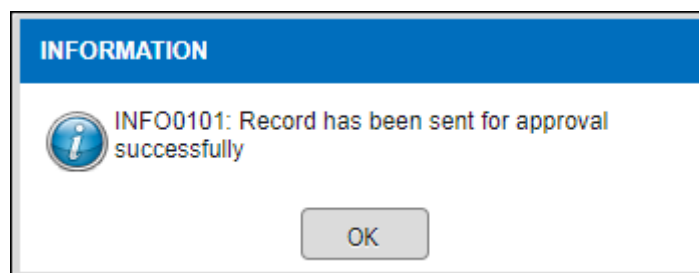


Figure 4.1.4-16 Alert Message

4.1.5 Receive Item Against: LP DO

This function is used to create new receiving for LP DO

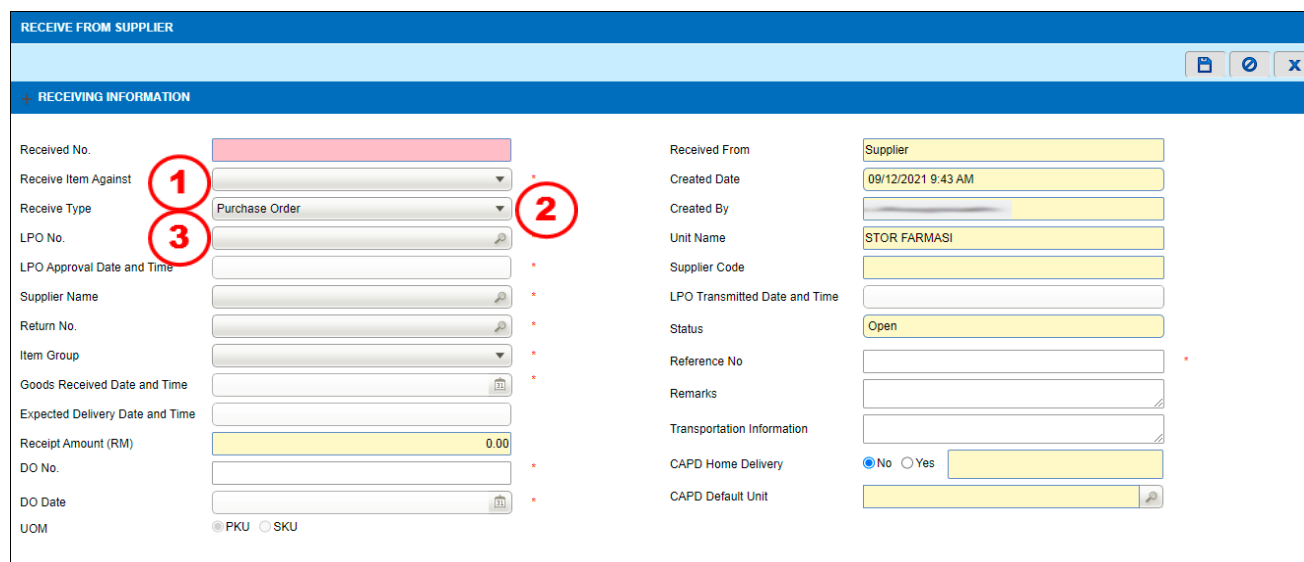


Figure 4.1.5-1 Receive from Supplier

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

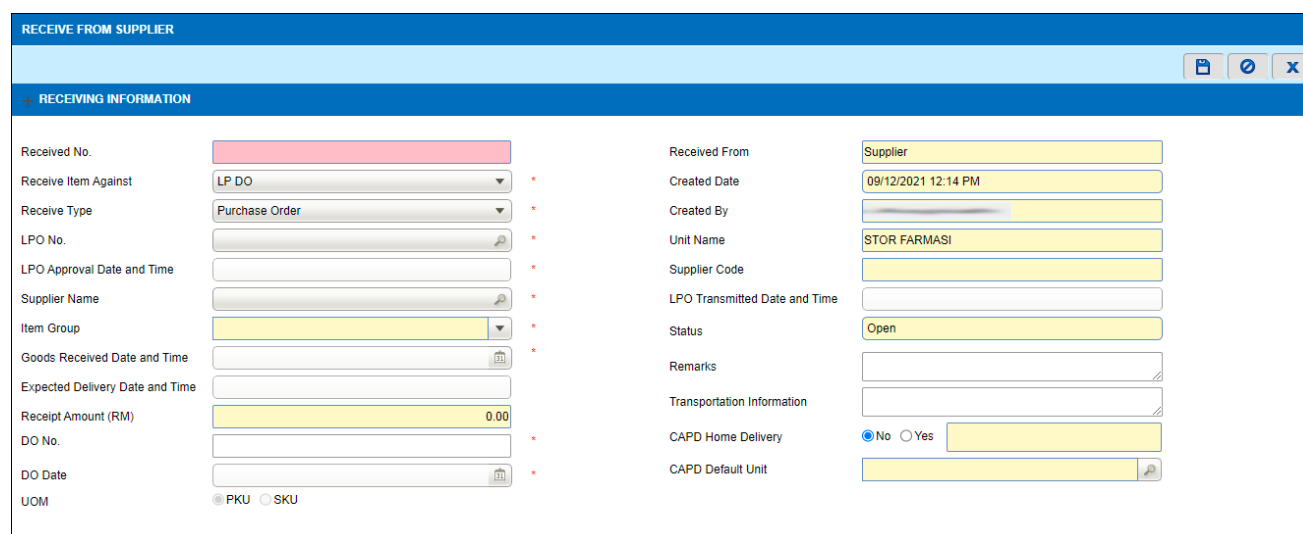


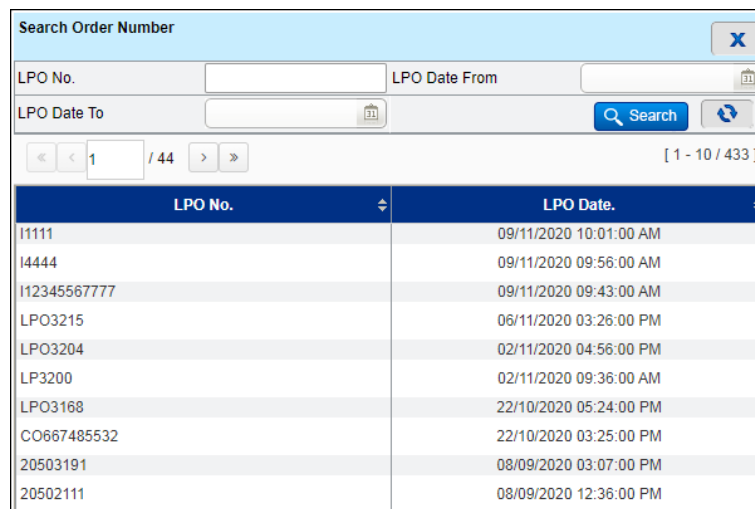
Figure 4.1.5-2 Receive From Supplier

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



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.

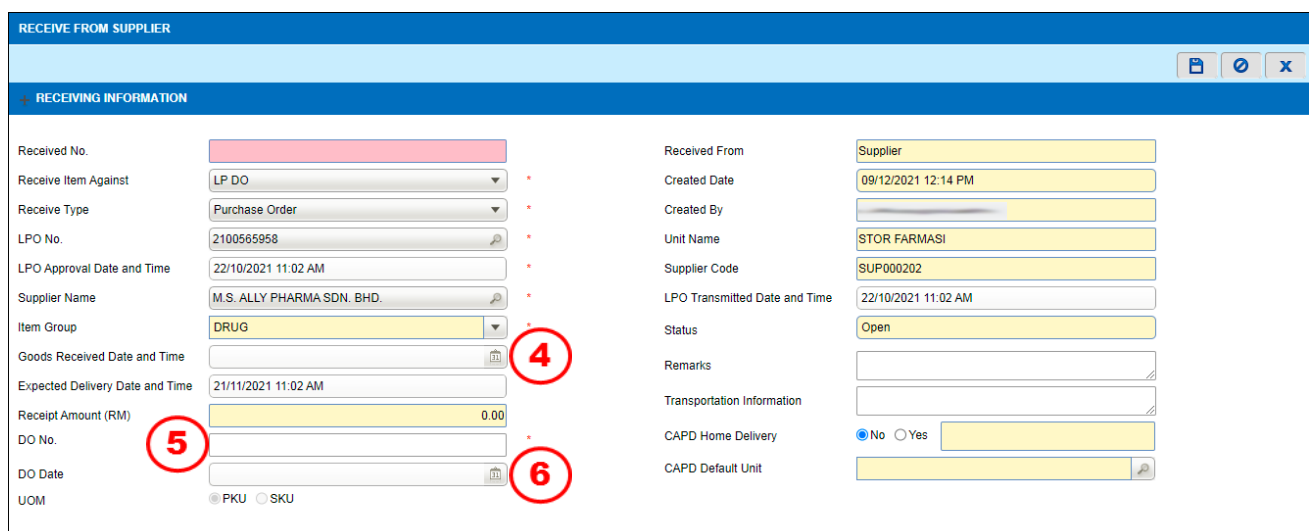


Figure 4.1.5-4 Receive From Supplier

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.

RECEIVING DETAIL'S LIST												
												Delete Item Add Item
[1 - 1 / 1]												
No	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No
1	N04BA02977C1001XX.01	Levodopa 100 mg, Benserazide 25 mg HBS capsule	capsul e	box	Box of 100 tab	13	0	0	MADOPAR HB	Roche		

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**

RECEIVING DETAIL'S LIST

12

Delete Item

Add Item

<<

<

1

>

>>

1 - 1 / 1

Manufacturer	Manufactured Date	Batch No.	Expiry Date	Shelf Life Compliance	LOU	Reject	Reason For Reject	Reject Quantity (PKU)	Unit Price (RM)	Amount (RM)	Remarks
	01/10/2021				No	☐		0	105.0000	1,365.00	

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

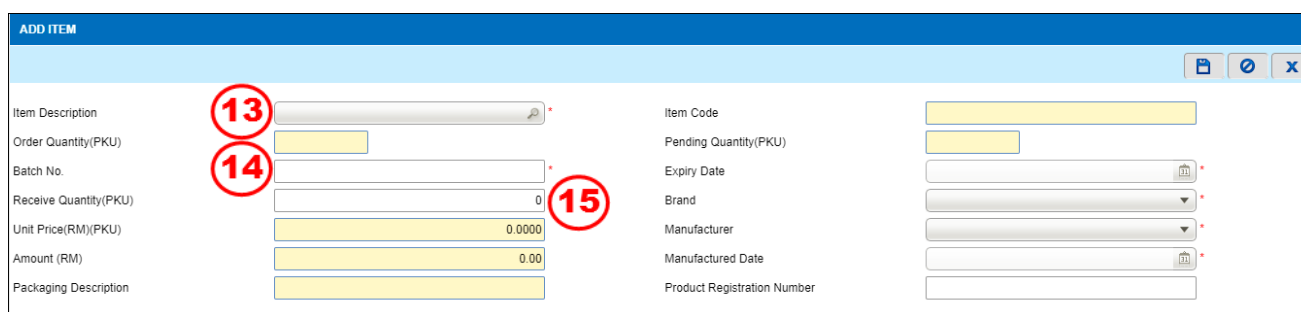


Figure 4.1.5-7 Add Item

STEP 13

Click on the **Item 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

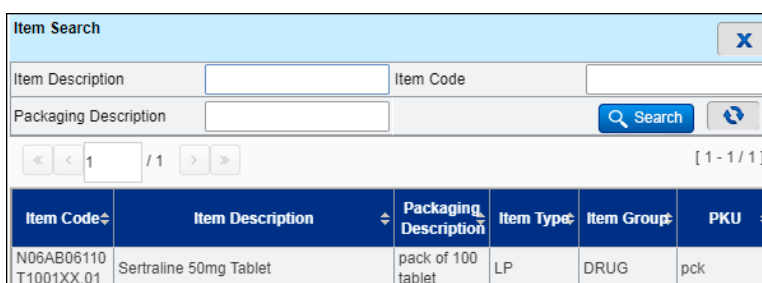
- For Non-Drug item, Batch No is not applicable
- If there is already a Batch No called 'NOT APPLICABLE' in the Receiving Detail's List, then the next Batch No has to be renamed to others, eg. 'NOT APPLICABLE2'

STEP 15

Enter **Receive Quantity (PKU)**.

Note

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



Item Code	Item Description	Packaging Description	Item Type	Item Group	PKU
N06AB06110 T1001XX.01	Sertraline 50mg Tablet	pack of 100 tablet	LP	DRUG	pck

Figure 4.1.5-8 Search Item

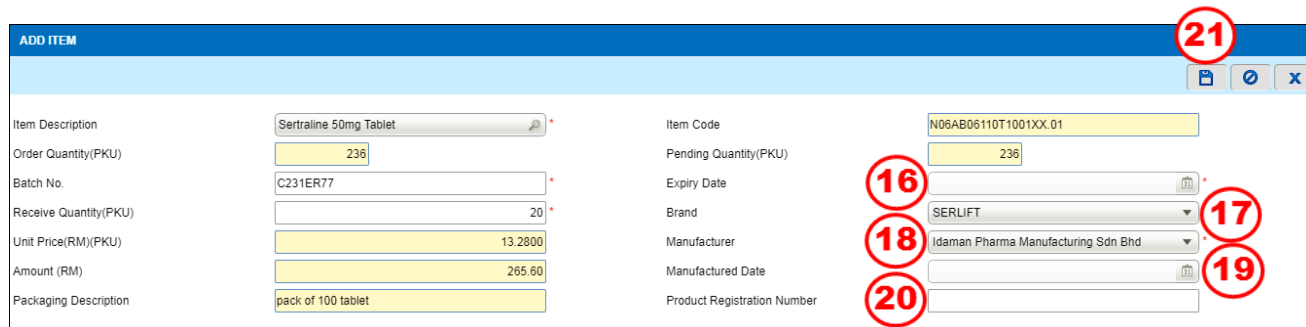


Figure 4.1.5-9 Receive From Supplier

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**

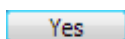
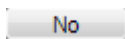
STEP 20

Enter **Product Registration Number** if applicable

STEP 21

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

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.

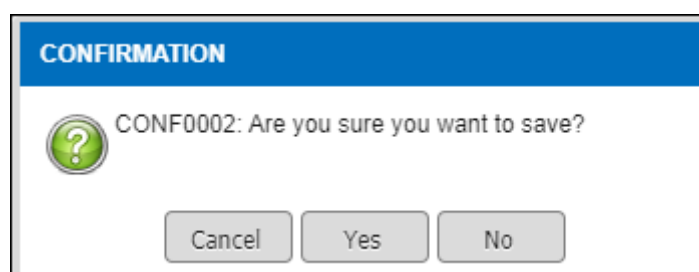


Figure 4.1.5-10 Alert Message

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)**.
 - 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)

22

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No.

Receive Item Against

Receive Type

LPO No.

LPO Approval Date and Time

Supplier Name

Item Group

Goods Received Date and Time

Expected Delivery Date and Time

Receipt Amount (RM)

DO No.

DO Date

UOM

Received From

Created Date

Created By

Unit Name

Supplier Code

LPO Transmitted Date and Time

Status

Remarks

Transportation Information

CAPD Home Delivery

CAPD Default Unit

RECEIVING DETAIL'S LIST

Delete Item

Add Item

[1 - 1 / 1]

No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	N06AB06110T100 1XX.01	Sertraline 50mg Tablet	tablet	pck	pack of 100 tablet	236	20	2,000	SERLIFT	Idaman Pharma M	30/09/2021	C231ER77

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

-  and  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  button.
- The **Status** will be automatically changed to 'Cancelled'.

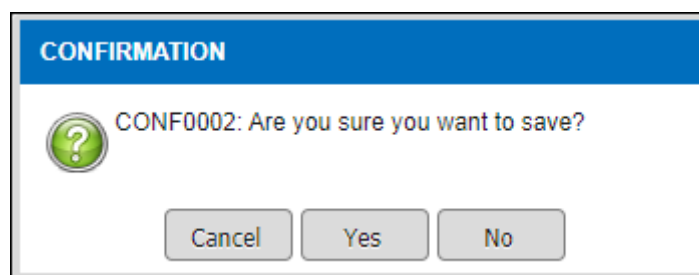


Figure 4.1.5-12 Alert Message

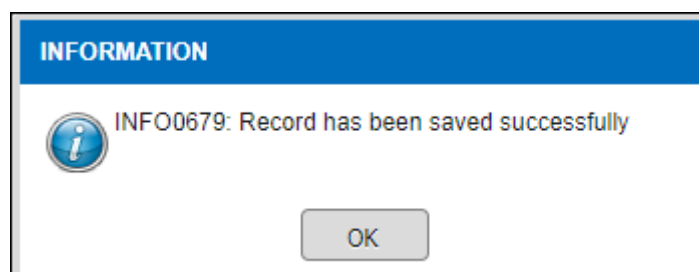


Figure 4.1.5-13 Alert Message

RECEIVE FROM SUPPLIER

23
Send for Approval
Cancel Request

RECEIVING INFORMATION

Received No. P210005263

Receive Item Against LP DO

Receive Type Purchase Order

LPO No. 2100567061

LPO Approval Date and Time 22/10/2021 11:01 AM

Supplier Name QUALITY REPUTATION SDN BHD

Item Group DRUG

Goods Received Date and Time 09/12/2021 12:34 PM

Expected Delivery Date and Time 21/11/2021 11:01 AM

Receipt Amount (RM) 285.60

DO No. 556

DO Date 09/12/2021

UOM ☒ PKU ☐ SKU

Received From Supplier

Created Date 09/12/2021 12:30 PM

Created By

Unit Name STOR FARMASI

Supplier Code SUP000247

LPO Transmitted Date and Time 22/10/2021 11:01 AM

Status Open

Remarks

Transportation Information

CAPD Home Delivery ☒ No ☐ Yes

CAPD Default Unit

RECEIVING DETAIL'S LIST

Delete Item
Add Item

No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	N06AB06110T100 1XX.01	Sertraline 50mg Tablet	tablet	pck	pack of 100 tablet	236	20	2,000	SERLIFT	Idaman Pharma M	30/09/2021	C231ER77

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'.

CONFIRMATION


CONF0125: Are you sure want to send this record for approval?

Cancel
Yes
No

Figure 4.1.5-15 Alert Message

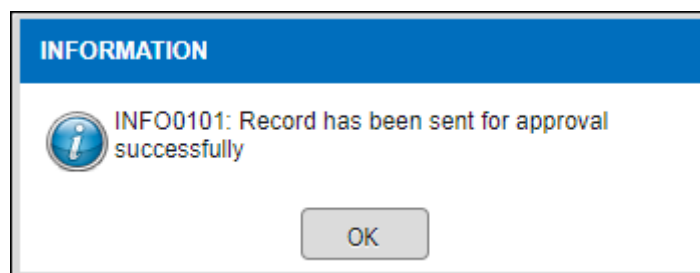


Figure 4.1.5-16 Alert Message

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.

TASK LIST

Transaction Type: All

Search

<< < 7 / 7 > >>

[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

Approve

Reject

X

RECEIVING INFORMATION

Received No.

P210005260

Received From

Supplier

Receive Item Against

AP DO

Created Date

09/12/2021 9:43 AM

Receive Type

Purchase Order

Created By

LPO No.

CO210000000558230

Unit Name

STOR FARMASI

LPO Approval Date and Time

22/10/2021 3:00 PM

Supplier Code

SUP000237

Supplier Name

PHARMANIAGA LOGISTICS SDN BHD.

LPO Transmitted Date and Time

22/10/2021 1:26 PM

Item Group

NON-DRUG

Status

Pending for Approval

Goods Received Date and Time

09/12/2021 10:38 AM

Remarks

Expected Delivery Date and Time

01/11/2021 3:00 PM

Reject Reason

Receipt Amount (RM)

18,535.06

Transportation Information

DO No.

DO No.

DO Date

CAPD Home Delivery

No Yes

UOM

PKU SKU

CAPD Default Unit

RECEIVING DETAIL'S LIST

1 / 1

[1 - 3 / 3]

No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
1	18.0204.01	Blood Grouping Serum Anti A And Anti B 10ml	set	pck	Pack of 5 set	100	100	500	Epiclone	Seqirus Pty Ltd	05/05/2021	NA847000/
2	18.0209.03	Blood Grouping Serum Anti A, B 10ml	vial	pck	pack of 5 vial	80	80	400	DIAGAST	DIAGAST	01/06/2021	NA842000
3	18.0208.04A	Blood Grouping Serum Anti-D 10 ml (Pesakit)	vial	pck	pack of 5 vial	100	69	345	ANTI D	DIAGAST	26/05/2021	NA843000

Figure 4.2-2 Receive From Supplier Approval

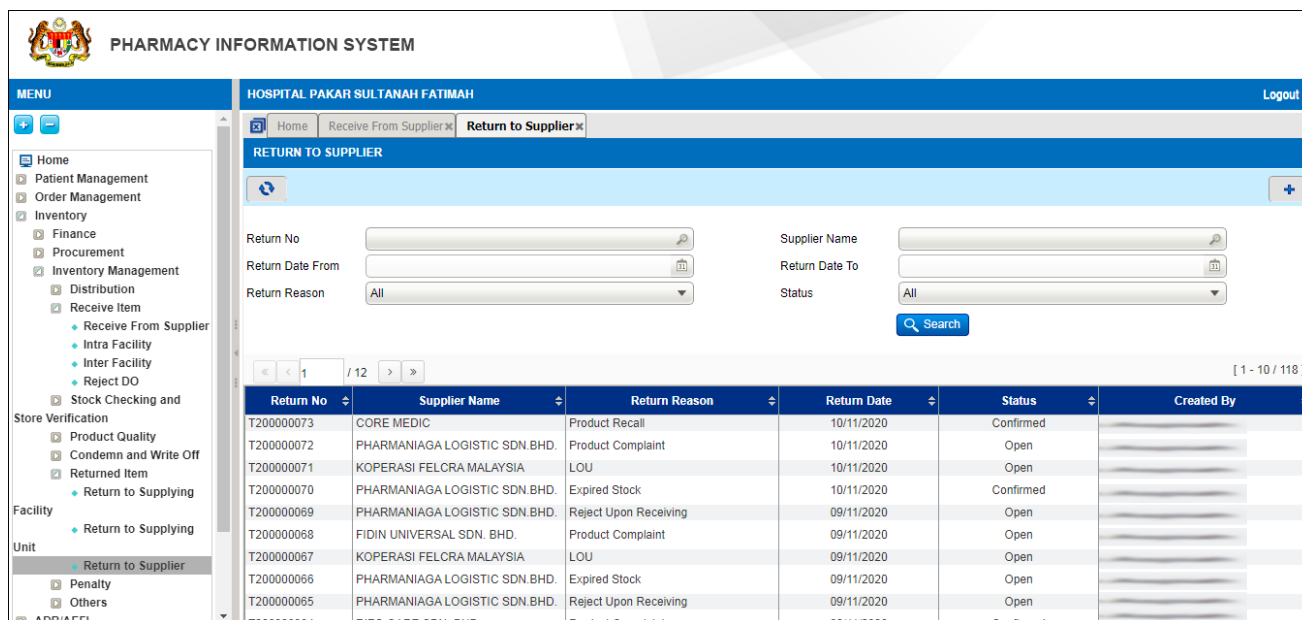
STEP 2

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

Note

- Click on the  button and the **Status** will be changed to 'Approved'.
- Click on the  button and the **Status** will be changed to 'Rejected'.

- Issue number will display for approval based on PO Indent.
- *If receive with reject quantity, system will auto create return to supplier record as shown in Figure 4.2-3 as **Return Reason** “Reject Upon Receiving”*



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



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 :

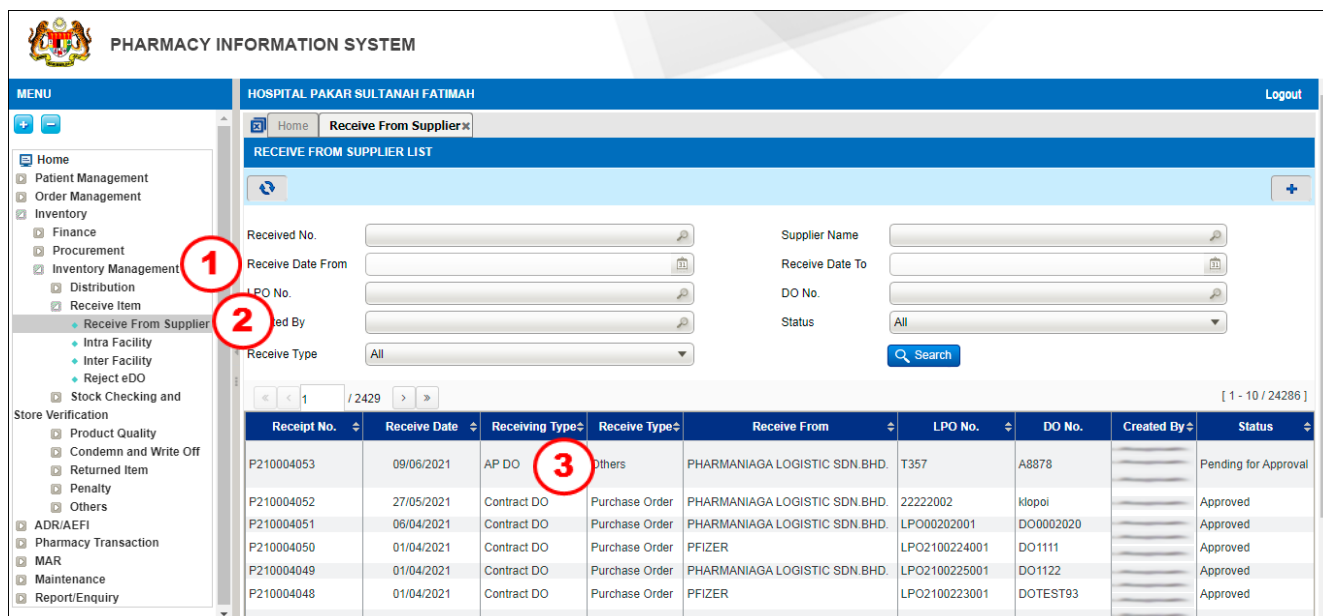
Figure 4.2-4 KEW.PS-1

		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 PHARMANIAGA LOGISTICS SDN.BHD.		No. Pesanan Kerajaan (PK)/ Kontrak dan Tarikh CO21000000558230 22/10/2021		No. Nota Hantaran (DO) dan Tarikh 544243983 22/10/2021		Butir-butir Pengangkutan 					
						No Ruj. Penerimaan (No. Rujukan BTB) 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 Nama: _____ Jawatan: Pegawai Farmasi UF48 (PFK) Tarikh: 09/12/2021 10:38:00 AM Unit : STOR FARMASI Cap Jabatan: Pharmacy				Akuan Terima Pembekal/ Agen Penghantaran Disahkan barang-barang ini diterima untuk tindakan atas sebab-sebab berikut: ☐ Kuantiti Ditolak ☐ Kuantiti Kurang ☐ Kuantiti Lebih							
Catatan : _____											
Printed Date : 09/12/2021 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

[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	klopai		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

Approve

Reject

RECEIVING INFORMATION

Received No.

P210005263

Received From

Supplier

Receive Item Against

LP DO

Created Date

09/12/2021 12:30 PM

Receive Type

Purchase Order

Created By

LPO No.

2100567061

Unit Name

STOR FARMASI

LPO Approval Date and Time

22/10/2021 11:01 AM

Supplier Code

SUP000247

Supplier Name

QUALITY REPUTATION SDN BHD

LPO Transmitted Date and Time

22/10/2021 11:01 AM

Item Group

DRUG

Status

Pending for Approval

Goods Received Date and Time

09/12/2021 12:34 PM

Remarks

Expected Delivery Date and Time

21/11/2021 11:01 AM

Reject Reason

Receipt Amount (RM)

265.60

Transportation Information

DO No.

556

CAPD Home Delivery

☒ No ☐ Yes

DO Date

09/12/2021

CAPD Default Unit

UOM

☒ PKU ☐ SKU

RECEIVING DETAIL'S LIST

<

1

/ 1

>

[1 - 1 / 1]

Appro	No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
☒	1	N06AB06110T100 1XX.01	Sertraline 50mg Tablet	tablet	pck	pack of 100 tablet	236	20	2,000	SERLIFT	Idaman Pharma M	30/09/2021	C231ER77

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

Approve

Reject

RECEIVING INFORMATION

RECEIVING DETAIL'S LIST

<

1

/ 1

>

[1 - 1 / 1]

Appro	No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch No.
☒	1	N06AB06110T100 1XX.01	Sertraline 50mg Tablet	tablet	pck	pack of 100 tablet	236	20	2,000	SERLIFT	Idaman Pharma M	30/09/2021	C231ER77

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

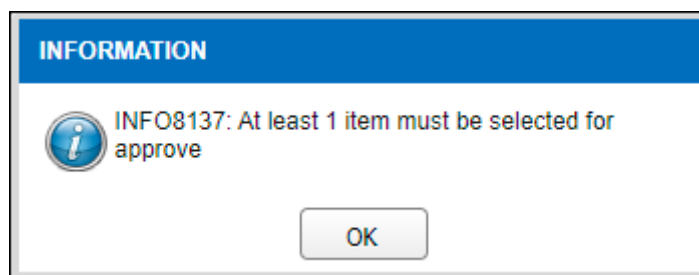


Figure 4.3-4 Alert Message

STEP 4

Insert Reject Reason

Note

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

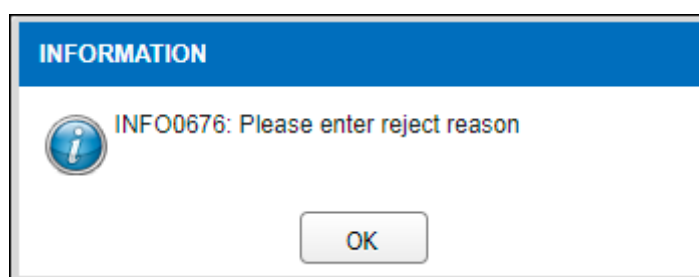


Figure 4.3-5 Alert Message

STEP 5

Click on  button to reject item

Note

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

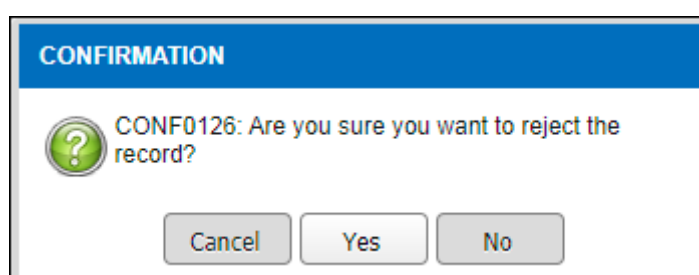
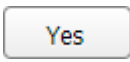


Figure 4.3-6 Alert Message

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

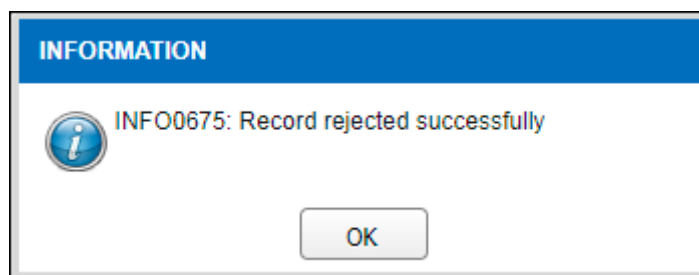
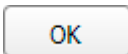


Figure 4.3-7 Alert Message

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

RECEIVE FROM SUPPLIER

RECEIVING INFORMATION

Received No.

Received From

Receive Item Against

Created Date

Receive Type

Created By

LPO No.

Unit Name

LPO Approval Date and Time

Supplier Code

Supplier Name

LPO Transmitted Date and Time

Item Group

Status

Goods Received Date and Time

Remarks

Expected Delivery Date and Time

Reject Reason

Receipt Amount (RM)

Transportation Information

DO No.

CAPD Home Delivery ☐ ☐

DO Date

CAPD Default Unit

UOM ☐ ☐

RECEIVING DETAIL'S LIST

1 / 1

Appro	No.	Item Code	Item Description	SKU	PKU	Packaging Description	Order Quantity (PKU)	Receive Quantity (PKU)	Receive Quantity (SKU)	Brand	Manufacturer	Manufactured Date	Batch
☒	1	N06AB06110T100 1XX.01	Sertraline 50mg Tablet	tablet	pck	pack of 100 tablet	236	20	2,000	SERLIFT	Idaman Pharma M	30/09/2021	C231ER77

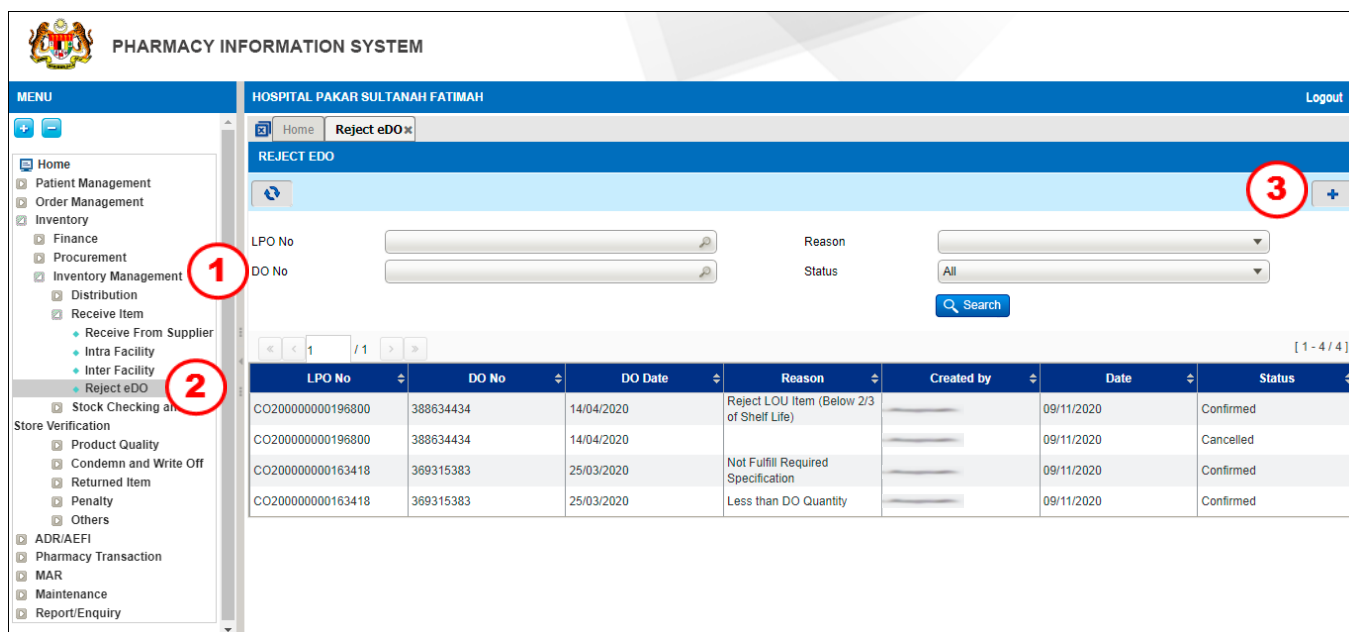
Figure 4.3-8 Receive From Supplier

U. MANUAL_INV_RECEIVE FROM SUPPLIER-13th E

Page 43

4.4 Reject eDO

To reject eDO from supplier, perform step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Reject eDO

REJECT EDO

LPO No: Reason:

DO No: Status:

[1 - 4 / 4]

LPO No	DO No	DO Date	Reason	Created by	Date	Status
CO200000000196800	388634434	14/04/2020	Reject LOU Item (Below 2/3 of Shelf Life)		09/11/2020	Confirmed
CO200000000196800	388634434	14/04/2020			09/11/2020	Cancelled
CO200000000163418	369315383	25/03/2020	Not Fulfill Required Specification		09/11/2020	Confirmed
CO200000000163418	369315383	25/03/2020	Less than DO Quantity		09/11/2020	Confirmed

Figure 4.4-1 Reject eDO

STEP 1

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

STEP 2

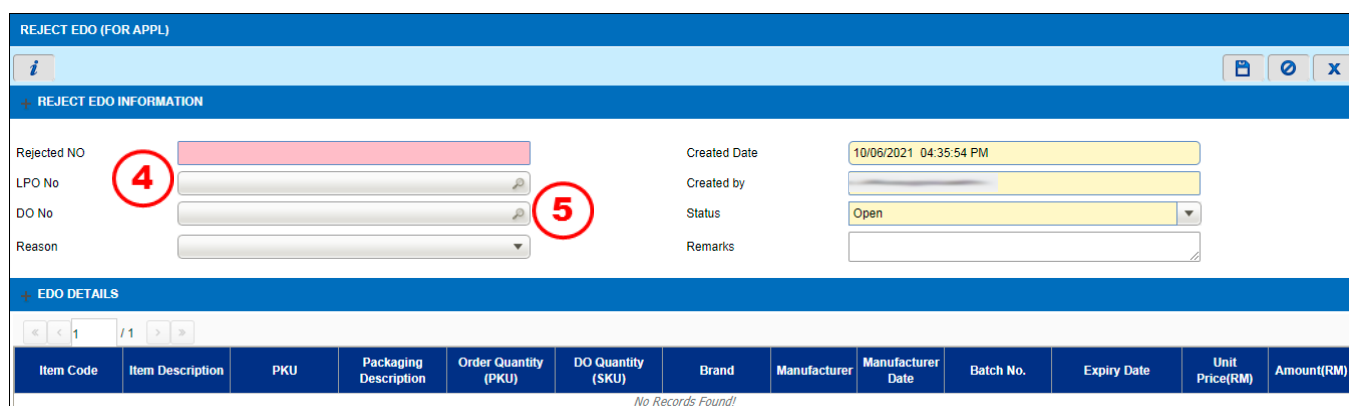
Click on 'Receive Item' followed by 'Reject eDO'.

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



REJECT EDO (FOR APPL)

REJECT EDO INFORMATION

Rejected NO:

LPO No:

DO No:

Reason:

Created Date: 10/06/2021 04:35:54 PM

Created by:

Status:

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)
No Records Found!												

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

Search Order Number	
LPO No.	
LPO Date From	
LPO Date To	
Search Refresh	
Previous Next First Last	
[1 - 10 / 193]	
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 4.4-3 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.	
LPO No	
Search Refresh	
Previous Next First Last	
[1 - 5 / 5]	
DO No.	LPO No
388634434	CO20000000196800
388634434	CO20000000196800
388647166	CO20000000196800
388647166	CO20000000196800
388647166	CO20000000196800

Figure 4.4-4 DO Number

REJECT EDO (FOR APPL)

REJECT EDO INFORMATION

Rejected NO:
 LPO No:
 DO No:
 Reason:

Created Date:
 Created by:
 Status:
 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 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

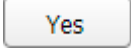
Note

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

CONFIRMATION

 CONF0002: Are you sure you want to save?

Figure 4.4-6 Alert Message

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

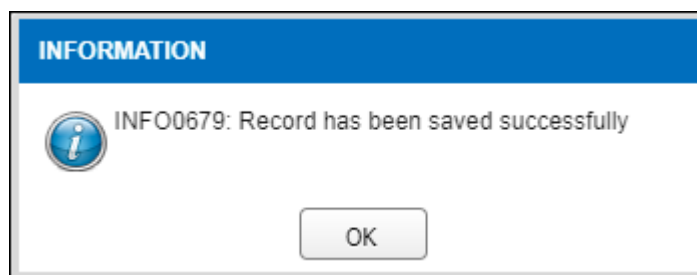
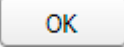


Figure 4.4-7 Alert Message

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

REJECT EDO (FOR APPL)

 7 Confirm Cancel Request X

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)

REJECT EDO INFORMATION

Rejected NO

RD02100005

LPO No

CO200000000196800

DO No

388634434

Reason

Damage/Obsolete/Expired

Created Date

11/06/2021 12:33:40 PM

Created by

Status

CONFIRM

Remarks

EDO DETAILS

1

/ 1

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 To Inventory Module

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