



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

User Manual Pharmacy Inventory Receive Item (Inter Facility)

Version	: 11th Edition
Document ID	: U.MANUAL_INV_RECEIVE ITEM_INTER FACILITY



PhIS & CPS Project
User Manual - Pharmacy Inventory
Receive Item (Inter Facility)



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Reference ID : U.MANUAL_INV_RECEIVE ITEM_INTER FACILITY-11th E

Application reference: PhIS & CPS v2.3.1



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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 twelve (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 – Receiving (External) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- New Receiving (Inter Facility) transaction
- Receiving (Inter Facility) Approval

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Receive Item(Inter Facility)
- Section 4 : Acronyms
- Section 5: Links to Inventory Modules



2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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



2.2 Latest Enhancement and Updates

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3.0 Receiving Inter Facility

Overview

The facility in general can receive items from internal and external facility that is or not connected to the PhIS system. All items received by the facility needs to enter into the inventory of the facility to ensure that the all stocks are tallied and updated with the latest information.

User Group

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

Functional Diagram

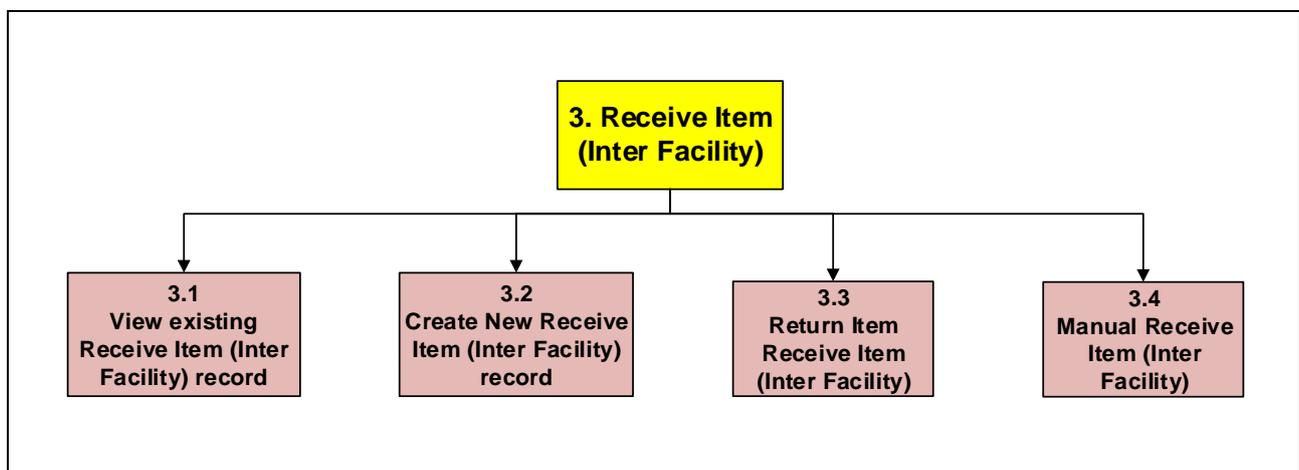


Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

To view existing Receiving Item (Inter Facility) record, perform the steps below:

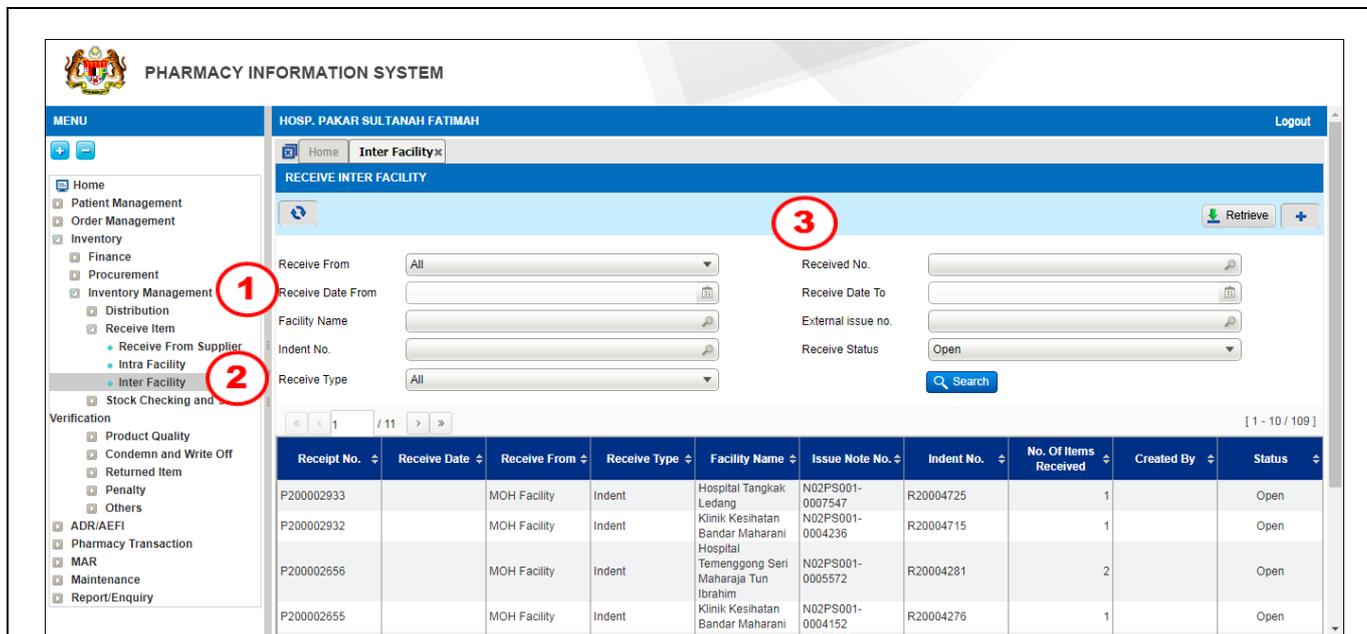


Figure 3.1-1 Inter Facility Listing Page

This screen will display all the existing receive inter facility transaction(s).

STEP 1

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

STEP 2

Click on 'Receive Item' and follow by 'Inter Facility'

STEP 3

To search for existing Receiving Inter Facility transaction, user may search by criteria as follow:

No Field	Description	Remark
a	Receive From To select receiving from which type of facility: - All - MOH Facility - Other Ministries / Government Agencies - Others	Filter and search existing records based on the Receive From
b	Receipt No Search for Receipt No.	Display existing Receipt No. based on the previous receiving record
c	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. 01/01/2013
d	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. 31/12/2013



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User Manual - Pharmacy Inventory
Receive Item (Inter Facility)



e	Facility Name	Filter and search for facility by enter Facility Name or/and State	Filter and search existing records based on the Facility Name
f	External Issue No.	Search External Issue No.	Filter and search existing records based on External Issue No.
g	Indent No.	Search for Indent No.	Filter and search existing records based on Indent No.
h	Receive Status	Select Status from the drop down menu: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Status

Table 3.1-1

PHARMACY INFORMATION SYSTEM

HOSP. PAKAR SULTANAH FATIMAH

Home Inter Facilityx

RECEIVE INTER FACILITY

Retrieve +

Receive From: All
 Received No.:
 Receive Date From:
 Receive Date To:
 Facility Name:
 External issue no.:
 Indent No.:
 Receive Status: Open
 Receive Type: All

4 Search

[1 - 10 / 109]

Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P200002933		MOH Facility	Indent	Hospital Tangkak Ledang	N02PS0001-0004230	R20004725	1		Open
P200002932		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani Hospital	N02PS001-0005572	R20004715	1		Open
P200002656		MOH Facility	Indent	Temenggong Seri Maharaja Tun Ibrahim	N02PS001-0004152	R20004281	2		Open
P200002655		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani		R20004276	1		Open

Figure 3.1-2 Inter Facility Listing Page

STEP 4

Click on the button after input the criteria.

Note

The result display will be based on the entered criteria as shown in Figure 3.1-2

STEP 5

After double click on the selected record and the details will be displayed as shown in Figure 3.1-3



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INTER FACILITY
Goods Receive Note X

INTER FACILITY INFORMATION

Received No. <input type="text" value="P200002934"/>	Created Date <input type="text" value="07/07/2020"/>
Received From <input type="text" value="MOH Facility"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Facility Name <input type="text" value="Hospital Melaka"/>	Facility Code <input type="text" value="11-04030005"/>
Receive Type <input type="text" value="Indent"/>	Issue Note Date <input type="text"/>
Indent No. <input type="text" value="R20004927"/>	Status <input type="text" value="Approved"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text"/>
Indent Date <input type="text" value="01/07/2020 12:11:50 PM"/>	Issue No. <input type="text" value="M02PS001-0102539"/>
Receipt Amount (RM) <input type="text" value="1,907.22"/>	Reject Reason <input type="text"/>
Remarks <input type="text"/>	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

[1 - 2 / 2]

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity (SKU)	Pending Quantity (PKU)	Average Unit Price(RM)	Total Amount(RM)
N06BA04110T1 001XX.01	Methylphenidat e HCl 10 mg Tablet	BLT32	30/11/2020	3,000 (tablet)	30	pack of 30 tablet	100.00 (pck)	1,140 (tablet)	38.00 (pck)	1,860 (tablet)	62.00 (pck)	1.6730	1,907.22

Figure 3.1-3 Inter Facility

3.2 Retrieve Receive Item (Inter Facility) record

To retrieve new, Receive Item (Inter Facility) record, perform step below:

External Notification			
Online Indent Request Received:	0	Online Issue Request Received:	9 1
External TDM Request Received:	0	External TDM Result Received:	0
Online Contract Request Received:	12	Online Return Inter Facility Received:	0
Online SPUB R1 Request Received:	298		
Online Issue SPUB Request Received:	0		
Online Issue Manufacturing Received:	0		

Figure 3.2-1 Notification Online Issue Request Received

This function is used for receiving an item that had been requested via External Indent by requester and done at the main store between facilities that using PhIS. User will receive the transaction with status 'Open' after retrieve.

STEP 1

Click on the **9** notification button for **Online Issue Request Received**

Note

Receive Inter Facility screen will be displayed as Figure 3.2-2.

Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P200002933	2	MOH Facility	Indent	Hospital Tangkak Ledang	N02FS001-0007547	R20004725	1		Open
P200002932		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani Hospital	N02FS001-0004236	R20004715	1		Open
P200002656		MOH Facility	Indent	Temenggong Seri Maharaja Tun Ibrahim	N02FS001-0005572	R20004281	2		Open
P200002655		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02FS001-0004152	R20004276	1		Open

Figure 3.2-2 Newly Retrieved Receiving Inter Facility Record

STEP 2

Double click on the information and Receiving Details screen will be displayed as Figure 3.2-3

Note

Data will automatically appear for the transaction that comes from issuing transaction **3** on made by the requesting unit from the other facility.

INTER FACILITY
Reject Confirm X

INTER FACILITY INFORMATION

Received No. P200002933	Created Date 07/07/2020
Received From MOH Facility	Unit Name STOR FARMASI
Facility Name Hospital Tangkak Ledang	Facility Code 11-01060018
Receive Type Indent	Issue Note Date
Indent No. R20004725	Status Open
Item Group DRUG	Item Sub Class
Indent Date 24/06/2020 11:22:16 AM	Issue No. M02PS001-0102538
Receipt Amount (RM) 78.36	Reject Reason
Remarks	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity (SKU)	Pending Quantity (PKU)	Average Unit Price(RM)	Total Amount(RM)
01.3031.06	Promethazine HCl 5mg/5ml Syrup	1902043	31/08/2020	1,200 (ml)	60	bottle of 60 millilitre	20.00 (bott)	1,200 (ml)	20.00 (bott)	0 (ml)	0.00 (bott)	0.0653	78.36

PENDING ITEMS

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
No Records Found!					

Figure 3.2-3 Inter Facility

STEP 4

Click on the button to confirm the transaction.

Note

- **Received No.** will be generated automatically for future reference. E.g.: P140000359

Character	Description	Value
1-2	Receiving (Penerimaan)	'P'
3-4	Current year in 'YY' format	14
5-10	Unique running number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1

- User allowed to close the record by click on the button.
- User can click on button to proceed with receiving.
- User is allowed to reject the request by click on the button and user must key in reject reason before click the button.
- User cannot partially receive/reject the record. Once reject, the whole receiving/issue transaction will be rejected.
- if user confirm the reject, all field will be disabled.

- Receiving status will be updated to 'Rejected'
 - Rejected item status will be updated to 'Closed'
 - Indent status will be updated to 'Closed' if all item is closed
- System will display an alert message as displayed in Figure 3.2-6
 - Message Information as displayed in Figure 3.2-7 will be displayed once user click on the 'Yes' button in Figure 3.2-6

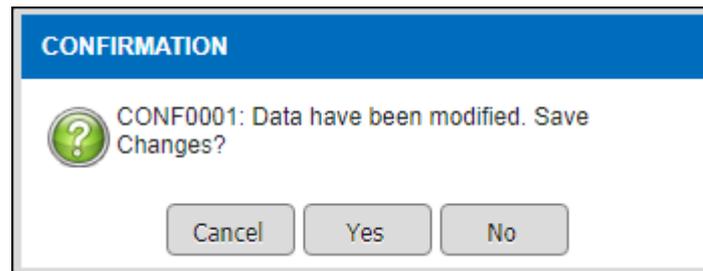


Figure 3.2-6 Alert Message

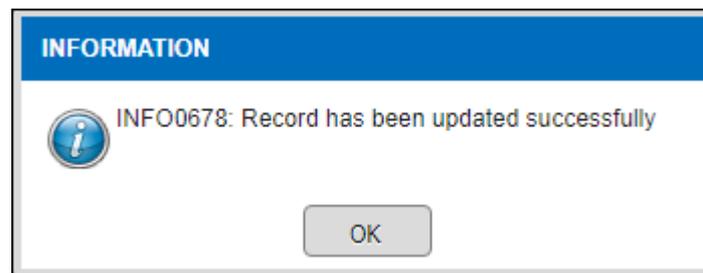


Figure 3.2-7 Alert Message

INTER FACILITY

5
Goods Receive Note
X

INTER FACILITY INFORMATION

Received No. <input type="text" value="P200002933"/>	Created Date <input type="text" value="07/07/2020"/>
Received From <input type="text" value="MOH Facility"/>	Unit Name <input type="text" value="STOR FARMASI"/>
Facility Name <input type="text" value="Hospital Tangkak Ledang"/>	Facility Code <input type="text" value="11-01060018"/>
Receive Type <input type="text" value="Indent"/>	Issue Note Date <input type="text"/>
Indent No. <input type="text" value="R20004725"/>	Status <input type="text" value="Approved"/>
Item Group <input type="text" value="DRUG"/>	Item Sub Class <input type="text"/>
Indent Date <input type="text" value="24/06/2020 11:22:16 AM"/>	Issue No. <input type="text" value="M02PS001-0102538"/>
Receipt Amount (RM) <input type="text" value="78.36"/>	Reject Reason <input type="text"/>
Remarks <input type="text"/>	UOM <input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

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

Item Code	Item Description	Batch No.	Expiry Date	Indent Quantity in SKU	Conversion Factor	Packaging Description	Indent Quantity in PKU	Receive Quantity in SKU	Receive Quantity in PKU	Pending Quantity (SKU)	Pending Quantity (PKU)	Average Unit Price(RM)	Total Amount(RM)
01.3031.06	Promethazine HCl 5mg/5ml Syrup	1902043	31/08/2020	1,200 (ml)	60	bottle of 60 millilitre	20.00 (bott)	1,200 (ml)	20.00 (bott)	0 (ml)	0.00 (bott)	0.0653	78.36

PENDING ITEMS

<< 1 / 1 >>

Drug/Non Drug Description	Drug/Non Drug Code	Conversion Factor	Indent Quantity in SKU	Supply Quantity (SKU)	Pending Quantity (SKU)
No Records Found!					

Figure 3.2-8 View/Print Report



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STEP 5

Click on the  **Goods Receive Note** to view/print the report



KEMENTERIAN KESIHATAN MALAYSIA
Hosp. Pakar Sultanah Fatimah
GOODS RECEIVED NOTE

RECEIVING UNIT	: Hosp. Pakar Sultanah Fatimah	RECEIVE TYPE	: Indent	DATE CREATED	: 21/10/2020
RECEIPT NO.	: P200002933	RECEIVE FROM FACILITY	: Hospital Tangkak Ledang	ISSUE NOTE NO	: N02PS001-0007547
				RECEIVE DATE	: 21/10/2020

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	PKU	UNIT PRICE(RM)	AMOUNT(RM)
1	01.3031.06	Promethazine HCl 5mg/5ml Syrup	1902043	31/08/2020	20	bottle	3.92	78.40
TOTAL :								78.40

DISEDIAKAN OLEH :

.....
(Tandatangan Pegawai Stor)

Nama : _____
Jawatan : Pegawai Farmasi UF48
Jabatan : Pharmacy
Tarikh : 21/10/2020

Printed Date : 21/10/2020Printed By : _____Unit Name : STOR FARMASISource : PhIS
Page 1 of 1

Figure 3.2-9 Good Receive Note Report



3.3 Return Item Receiving

To perform Return Item Receiving (Inter Facility) record, perform step below:

External Notification			
Online Indent Request Received:	2	Online Issue Request Received:	0
Online Contract Request Received:	3	Online Return Inter Facility Received:	2
Online SPUB R1 Request Received:	64		

Figure 3.3-1 Task List

This function is used for receiving an item that had been return inter indent via External Indent by requester and done at the main store between facilities that using PhIS. User will receive the transaction with status 'Open' after retrieve.

STEP 1

Click on the notification button for **Online Return Inter Facility Received**

Note

Receive Inter Facility will be displayed as shown in Figure 3.3-2

RECEIVE INTER FACILITY									
<input type="button" value="Refresh"/> <input type="button" value="Retrieve"/> <input type="button" value="+"/>									
Receive From	All	Received No.							
Receive Date From		Receive Date To							
Facility Name		External issue no.							
Indent No.		Receive Status	Open						
Receive Type	All	<input type="button" value="Search"/>							
<div style="text-align: right;">[1 - 10 / 11]</div>									
Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P190005841	<input type="text" value="3"/>	MOH Facility	Returned Item	Klinik Kesihatan Greentown	-	-			Open
P190005838		MOH Facility	Returned Item	Klinik Kesihatan Greentown	-	-			Open

Figure 3.3-2 Receive Inter Facility

STEP 2

Click on button

Note

Data will be uploaded into the list with 'Receive Type' = 'Returned Item' and status = 'Open'.

STEP 3

Double-click on the record

Note

Inter facility information will be display as shown in Figure 3.3-3.

INTER FACILITY INFORMATION

Received No. P190005841
 Received From MOH Facility
 Facility Name Klinik Kesihatan Greentown
 Receive Item Against Returned Item
 Return No. RE19000005
 Item Group DRUG
 Indent Date
 Receipt Amount (RM) 206.5
 Issue No.

Created Date 11/01/2019
 Unit Name
 Facility Code 21-08050045
 Issue Note Date
 Status Open
 Item Sub Class
 Remarks return damage item
 Reject Reason
 UOM SKU PKU

INTER FACILITY ITEM LIST

No.	Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
1	01.0808.02	Ether Solvent BP	bottle of 1000 millilitre	5,000 (ml)	5 (bottle)	5,000	(GENERIC NAME)	PP12306-1	17/01/2021	41.00	205.00

Figure 3.3-3 Inter Facility Return Item

STEP 4

Click on button to save the return item

Note

- Once save the record status will change to 'Approve'
- User able to print report by click on Goods Receive Note button

INTER FACILITY INFORMATION

Received No. P190005841
 Received From MOH Facility
 Facility Name Klinik Kesihatan Greentown
 Receive Item Against Returned Item
 Return No. RE19000005
 Item Group DRUG
 Indent Date
 Receipt Amount (RM) 206.5
 Issue No.

Created Date 11/01/2019
 Unit Name
 Facility Code 21-08050045
 Issue Note Date
 Status Approved
 Item Sub Class
 Remarks return damage item
 Reject Reason
 UOM SKU PKU

INTER FACILITY ITEM LIST

No.	Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
1	01.0808.02	Ether Solvent BP	bottle of 1000 millilitre	5,000 (ml)	5 (bottle)	5,000	(GENERIC NAME)	PP12306-1	17/01/2021	41.00	205.00

Figure 3.3-4 Inter Facility Return Item

STEP 5



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Click on the  Goods Receive Note to view/print the report



KEMENTERIAN KESIHATAN MALAYSIA
HOSPITAL KUALA LUMPUR
GOODS RECEIVED NOTE

RECEIVING UNIT : HOSPITAL KUALA LUMPUR
RECEIPT NO. : P160003769 RECEIVE TYPE : Return Item DATE CREATED : 23/11/2016
RECEIVE FROM FACILITY : Klinik Kesihatan Greentown ISSUE NOTE NO : M02PS001-0004260 RECEIVE DATE : 12/10/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	J01FA10011P4001XX.01	Azithromycin 500mg Inj	G150057	31/01/2017	200	vial	6.43	1,286.00
TOTAL :								1,286.00

DISEDIAKAN OLEH :
.....
(Tandatangan Pegawai Stor)
Nama :
Jawatan : Pegawai Farmasi UF48
Jabatan : Pharmacy
Tarikh : 23/11/2016

Printed Date : 12/10/2019 Printed By : Unit Name : Farmasi Logistik Source : PhIS
Page 1 of 1

Figure 3.3.5 Good Receive Note



3.4 Manual Receive

To perform Manual Receive (Inter Facility) record, perform steps below:

Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P190002023		MOH Facility	Indent	Hospital Sultanah Aminah, Johor Bahru	NO Issue Note	R19003723	2		Open
P190002025		MOH Facility	Indent	Hospital Tangkak Ledang	NO Issue Note	R19003812	1		Open
P190002100		MOH Facility	Indent	Hospital Tangkak Ledang	NO Issue Note	R19003829	1		Open
P190002119		MOH Facility	Indent	Hospital Melaka	NO Issue Note	R19004000	1		Open
P190002300		MOH Facility	Indent	Hospital Sultanah Aminah, Johor	NO Issue Note	R19004061	1		Open

Figure 3.4-1 Receive Inter Facility

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', followed by click 'Receive Item', then 'Inter Facility'

STEP 2

Click on the button to create new record

Note

Receive item screen will be displayed as shown in the Figure 3.3-2.

Figure 3.4-2 New Receive Inter Information

STEP 3

Select **Receive From**

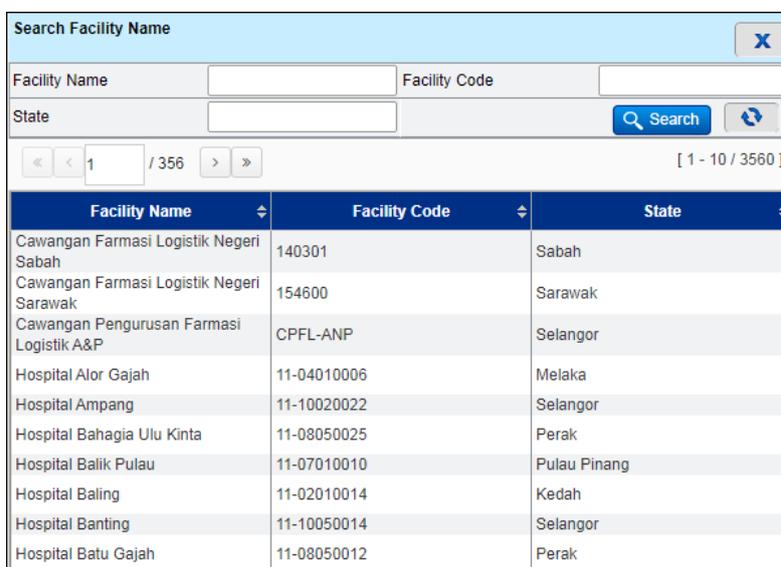
- MOH Facility
- Others Ministries/Government Agencies
- Others

STEP 4

Click on the  to search **Facility Name**

Note

- List of **Facility** will be displayed as per Figure 3.4-3.



The screenshot shows a search interface with the following fields: Facility Name, Facility Code, and State. Below the search fields is a pagination bar showing '1 / 356' and '[1 - 10 / 3560]'. The table below lists the search results:

Facility Name	Facility Code	State
Cawangan Farmasi Logistik Negeri Sabah	140301	Sabah
Cawangan Farmasi Logistik Negeri Sarawak	154600	Sarawak
Cawangan Pengurusan Farmasi Logistik A&P	CPFL-ANP	Selangor
Hospital Alor Gajah	11-04010006	Melaka
Hospital Ampang	11-10020022	Selangor
Hospital Bahagia Ulu Kinta	11-08050025	Perak
Hospital Balik Pulau	11-07010010	Pulau Pinang
Hospital Baling	11-02010014	Kedah
Hospital Banting	11-10050014	Selangor
Hospital Batu Gajah	11-08050012	Perak

Figure 3.4-3 List of Facility

STEP 5

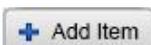
Select **Receive Type**

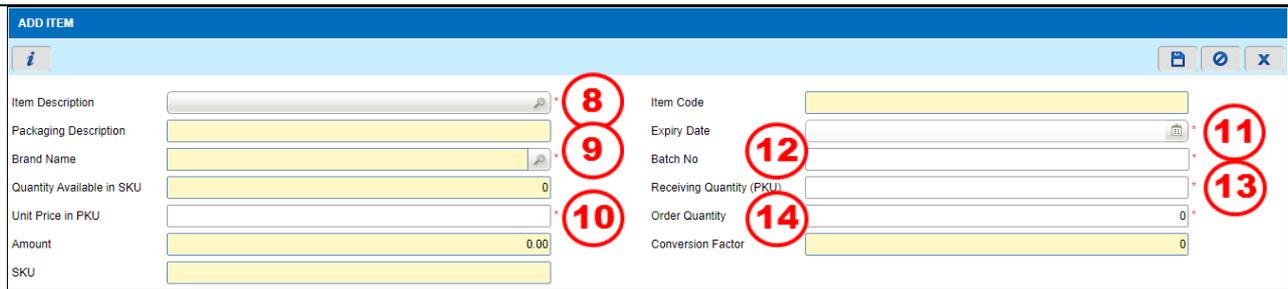
STEP 6

Select **Item Group**

- DRUG
- NON DRUG

STEP 7

Click on the  button to add an item



The screenshot shows the 'ADD ITEM' form with the following fields and callouts:

- 8: Item Description search icon
- 9: Brand Name search icon
- 10: Unit Price in PKU field
- 11: Expiry Date field
- 12: Batch No field
- 13: Receiving Quantity (PKU) field
- 14: Order Quantity field

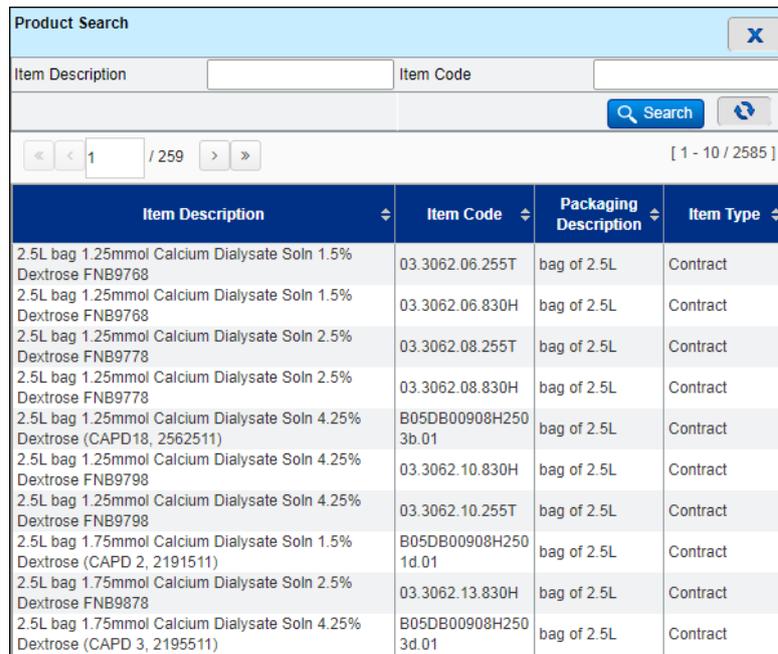
Figure 3.4-4 Add Item

STEP 8

Click on the  to search **Item Description**

Note

- List of **Product** will be displayed as per Figure 3.4-5.



Item Description	Item Code	Packaging Description	Item Type
2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose FNB9768	03.3062.06.255T	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 1.5% Dextrose FNB9768	03.3062.06.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose FNB9778	03.3062.08.255T	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 2.5% Dextrose FNB9778	03.3062.08.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose (CAPD18, 2562511)	B05DB00908H2503b.01	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose FNB9798	03.3062.10.830H	bag of 2.5L	Contract
2.5L bag 1.25mmol Calcium Dialysate Soln 4.25% Dextrose FNB9798	03.3062.10.255T	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 1.5% Dextrose (CAPD 2, 2191511)	B05DB00908H2501d.01	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 2.5% Dextrose FNB9878	03.3062.13.830H	bag of 2.5L	Contract
2.5L bag 1.75mmol Calcium Dialysate Soln 4.25% Dextrose (CAPD 3, 2195511)	B05DB00908H2503d.01	bag of 2.5L	Contract

Figure 3.4-5 List of Product

STEP 9

Enter the **Brand Name** to receive

STEP 10

Enter the **Unit Price in PKU**

STEP 11

Enter the **Expiry Date**

STEP 12

Enter the **Batch No**

STEP 13

Enter **Receiving Quantity (PKU)**

STEP 14
Enter **Order Quantity**

STEP 15
Click on the  button to save the Add Item

Note
After saving record, alert message will be displayed as per Figure 3.4-6.

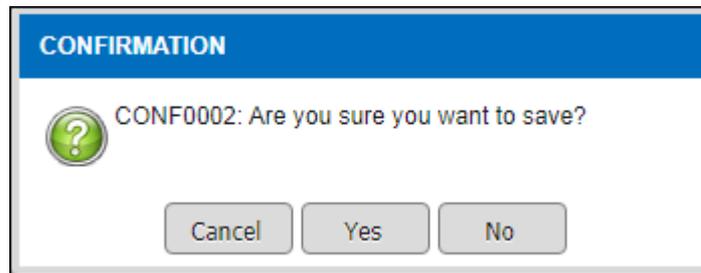
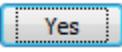


Figure 3.4-6 Save Record Alert Message

- Click on the  button.

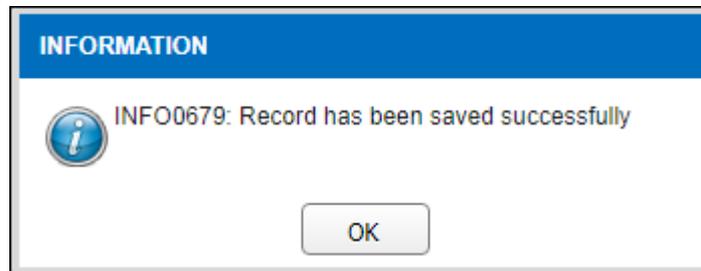


Figure 3.4-7 Alert Message

INTER FACILITY

16




+ INTER FACILITY INFORMATION

Received No.	<input type="text"/>	Created Date	07/10/2019
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Alor Gajah	Facility Code	11-04010005
Receive Type	Offline Indent	Issue Note Date	
Indent No.	<input type="text"/>	Status	Open
Item Group	DRUG	Item Sub Class	
Indent Date	<input type="text"/>	Remarks	
Receipt Amount (RM)	240	Reject Reason	<input type="text"/>
Issue No.	<input type="text"/>	UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU

+ INTER FACILITY ITEM LIST




Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
<input type="checkbox"/> N04BB01110 C1001XX.01	Amantadine HCl 100mg Capsule	Box of 100 cap	20,000 (capsule)	200 (box)	20,000	PK-MERZ	P9832	01/02/2021	1.20	240.00

Figure 3.4-8 Receive Inter Facility

STEP 16

Click on the  button to save the record

Note

- User able to delete the item list by click on  button.
- After saving record, alert message will be displayed as per Figure 3.4-9 & Figure 3.4-10

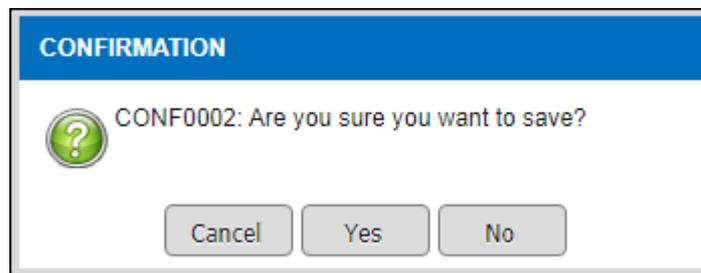


Figure 3.4-9 Save Record Alert Message

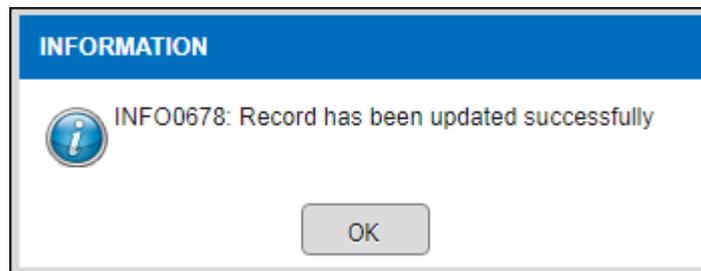
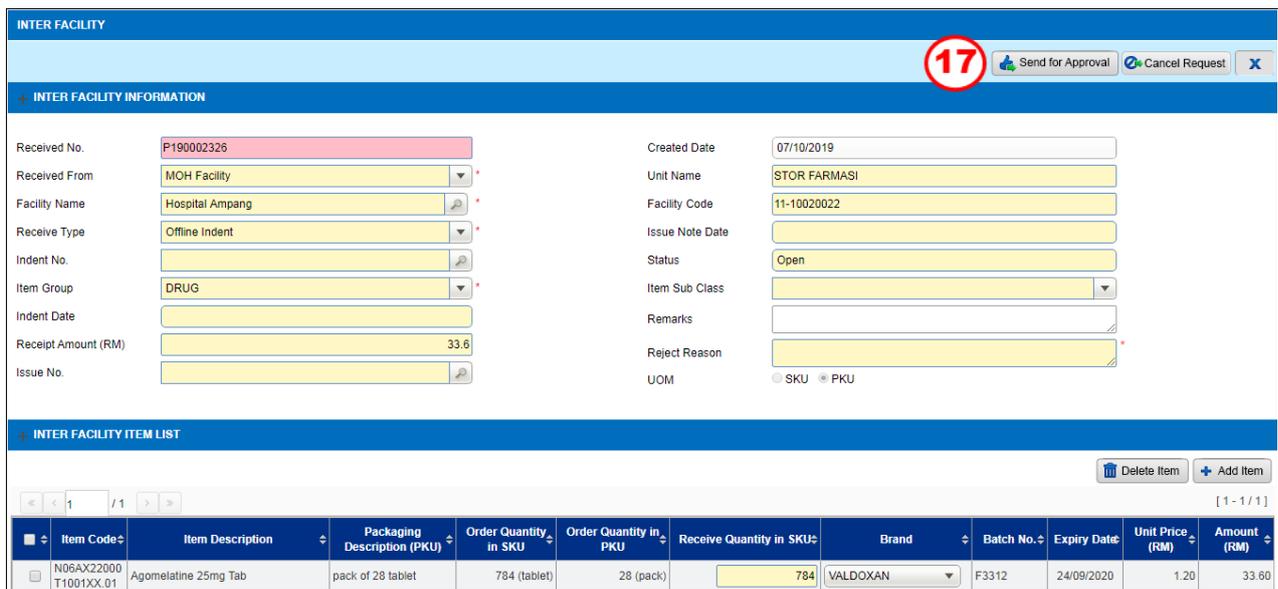


Figure 3.4-10 Save Record Alert Message



The screenshot shows the "INTER FACILITY" form. At the top right, there is a red circle with the number "17" and buttons for "Send for Approval", "Cancel Request", and a close button. The form is divided into two main sections: "INTER FACILITY INFORMATION" and "INTER FACILITY ITEM LIST".

INTER FACILITY INFORMATION

Received No.	P190002326	Created Date	07/10/2019
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Ampang	Facility Code	11-10020022
Receive Type	Offline Indent	Issue Note Date	
Indent No.		Status	Open
Item Group	DRUG	Item Sub Class	
Indent Date		Remarks	
Receipt Amount (RM)	33.8	Reject Reason	
Issue No.		UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

Buttons:  

Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
N06AX22000 T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

Figure 3.4-11 Inter Facility

**STEP 17**

Click on the button to send the Indent transaction to HOD for approval or click on the to cancel the request

Note

- Click on the button to send the record for Approval. An alert message will be displayed, and the **Status** will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the button or button, there will be no changes applied and the screen will return to the receive item screen.

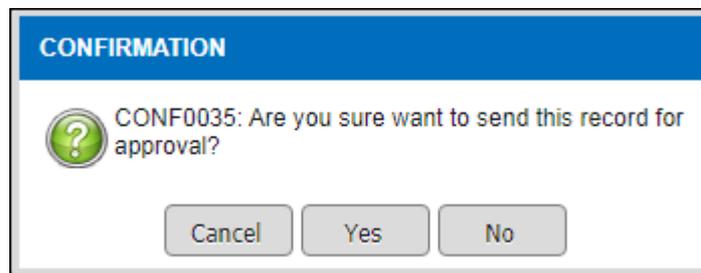


Figure 3.4-12 Send for Approval Record Alert Message

- Click on the button to confirm the request to be sent for approval.

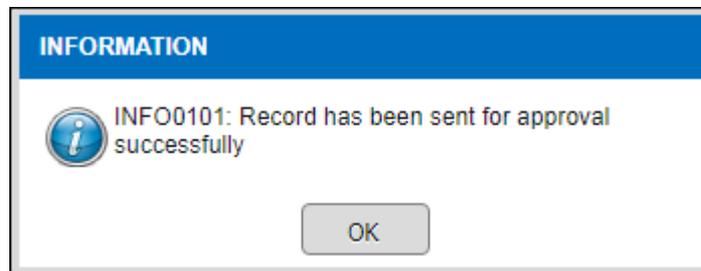


Figure 3.4-13 Alert Message

INTER FACILITY

18
 Approve
 Reject

+ INTER FACILITY INFORMATION

<p>Received No. <input type="text" value="P190002326"/></p> <p>Received From <input type="text" value="MOH Facility"/></p> <p>Facility Name <input type="text" value="Hospital Ampang"/></p> <p>Receive Type <input type="text" value="Offline Indent"/></p> <p>Indent No. <input type="text"/></p> <p>Item Group <input type="text" value="DRUG"/></p> <p>Indent Date <input type="text"/></p> <p>Receipt Amount (RM) <input type="text" value="33.6"/></p> <p>Issue No. <input type="text"/></p>	<p>Created Date <input type="text" value="07/10/2019"/></p> <p>Unit Name <input type="text" value="STOR FARMASI"/></p> <p>Facility Code <input type="text" value="11-10020022"/></p> <p>Issue Note Date <input type="text"/></p> <p>Status <input type="text" value="Pending for Approval"/></p> <p>Item Sub Class <input type="text"/></p> <p>Remarks <input type="text"/></p> <p>Reject Reason <input type="text"/></p> <p>UOM <input type="radio"/> SKU <input type="radio"/> PKU</p>
--	--

+ INTER FACILITY ITEM LIST

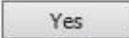
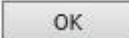
Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
N06AX22000 T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

Figure 3.4-14 Inter Facility Approve

STEP 18

Click on the  button to approve the receive inter facility record and the **Status** will be 'Approved'

Note

- Click on the  button in Figure 3.4-15 followed by the  button in Figure 3.4-16.

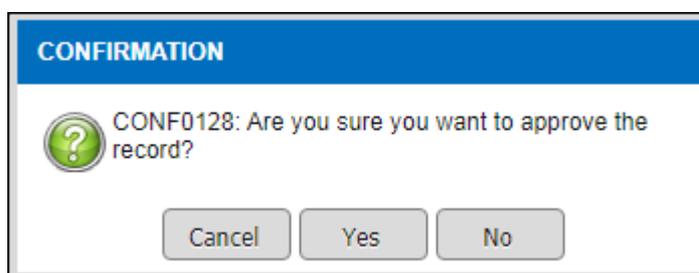


Figure 3.4-15 Approve Record Alert Message

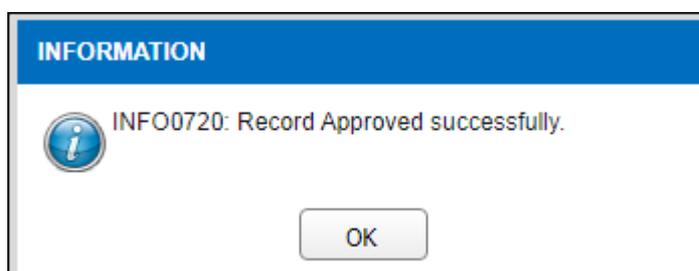
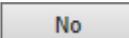


Figure 3.4-16 Approve Record Alert Message

- If user clicks on the  button, there will be no changes applied and the screen will return to the receive item screen.
- Click on the  button to reject the Indent record and the status will be 'Rejected'
- **Reject Reason** is mandatory to be entered to reject the Indent transaction
- After the indent transaction is approved,  button will be enabled.
- If the Receive Item is rejected, receive item **Status** will be 'Close'.



PhIS & CPS Project
User Manual - Pharmacy Inventory
Receive Item (Inter Facility)



INTER FACILITY

19 Goods Receive Note x

INTER FACILITY INFORMATION

Received No.	P190002326	Created Date	07/10/2019
Received From	MOH Facility	Unit Name	STOR FARMASI
Facility Name	Hospital Ampang	Facility Code	11-10020022
Receive Type	Offline Indent	Issue Note Date	
Indent No.		Status	Approved
Item Group	DRUG	Item Sub Class	
Indent Date		Remarks	
Receipt Amount (RM)	33.6	Reject Reason	
Issue No.		UOM	<input type="radio"/> SKU <input checked="" type="radio"/> PKU

INTER FACILITY ITEM LIST

[1 - 1 / 1]

Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
N06AX22000T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

Figure 3.4-17 Inter Facility

STEP 19

Click on the Goods Receive Note button to print receive item detail

Note

- Goods received note will be displayed as per Figure 3.4-18
- The report will be in PDF format. The user is allowed to view/save/print the report.

KEMENTERIAN KESIHATAN MALAYSIA
Hospital Pakar Sultanah Fatimah, Muar
GOODS RECEIVED NOTE

RECEIVING UNIT : Hospital Pakar Sultanah Fatimah, Muar

RECEIPT NO. : P190002326 **RECEIVE TYPE** : Offline Indent **DATE CREATED** : 07/10/2019

RECEIVE FROM FACILITY : Hospital Ampang **ISSUE NOTE NO** : **RECEIVE DATE** : 07/10/2019

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	EXPIRY DATE	RECEIVE QUANTITY	SKU	UNIT PRICE(RM)	AMOUNT(RM)
1	N06AX22000T1001XX.01	Agomelatine 25mg Tab	F3312	24/09/2020	28	tablet	1.2	33.60
TOTAL :								33.60

DISEDIAKAN OLEH :

.....
(Tandatangan Pegawai Stor)

Nama :

Jawatan : Pegawai Perubatan Pakar

Jabatan : General Surgery

Tarikh : 07/10/2019

Printed Date : 07/10/2019 Printed By : Unit Name : STOR FARMASI Source : PhIS
Page 1 of 1

Figure 3.4-18 Good Received Note



4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
UOM	Unit Of Measurement
SKU	Store Keeping Unit
PKU	Packaging Keeping Unit



5.0 Links to Inventory Modules

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