



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

User Manual Pharmacy Inventory Receive Item (Inter Facility)

Version	: 12th 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-12th E

Application reference: PhIS & CPS v2.5.1



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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

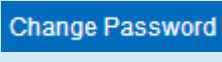
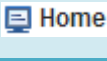
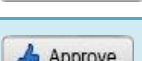
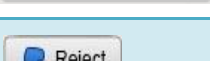
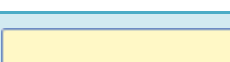
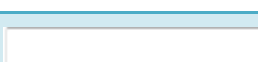
1.3 Organised Sections

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.

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

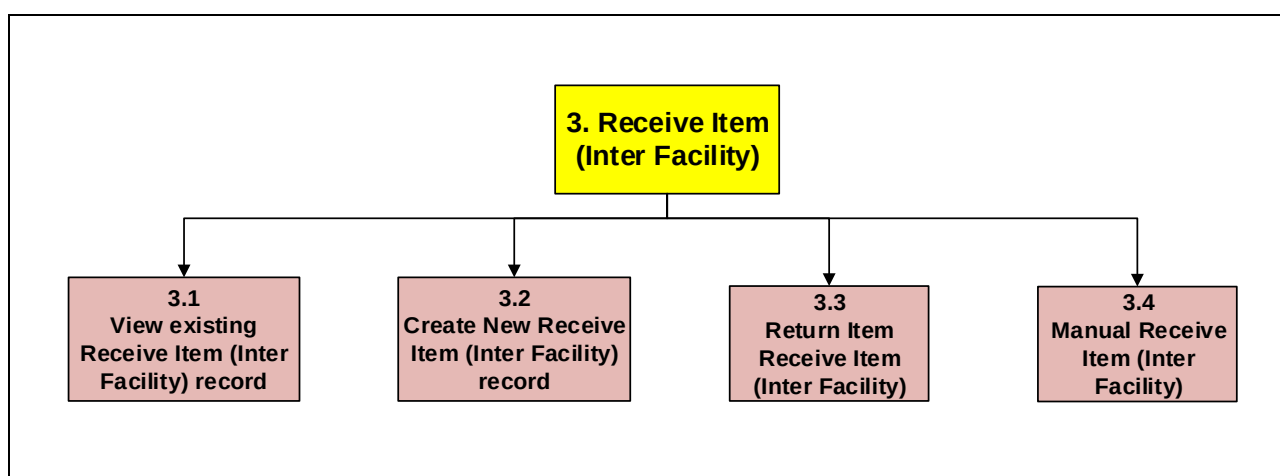
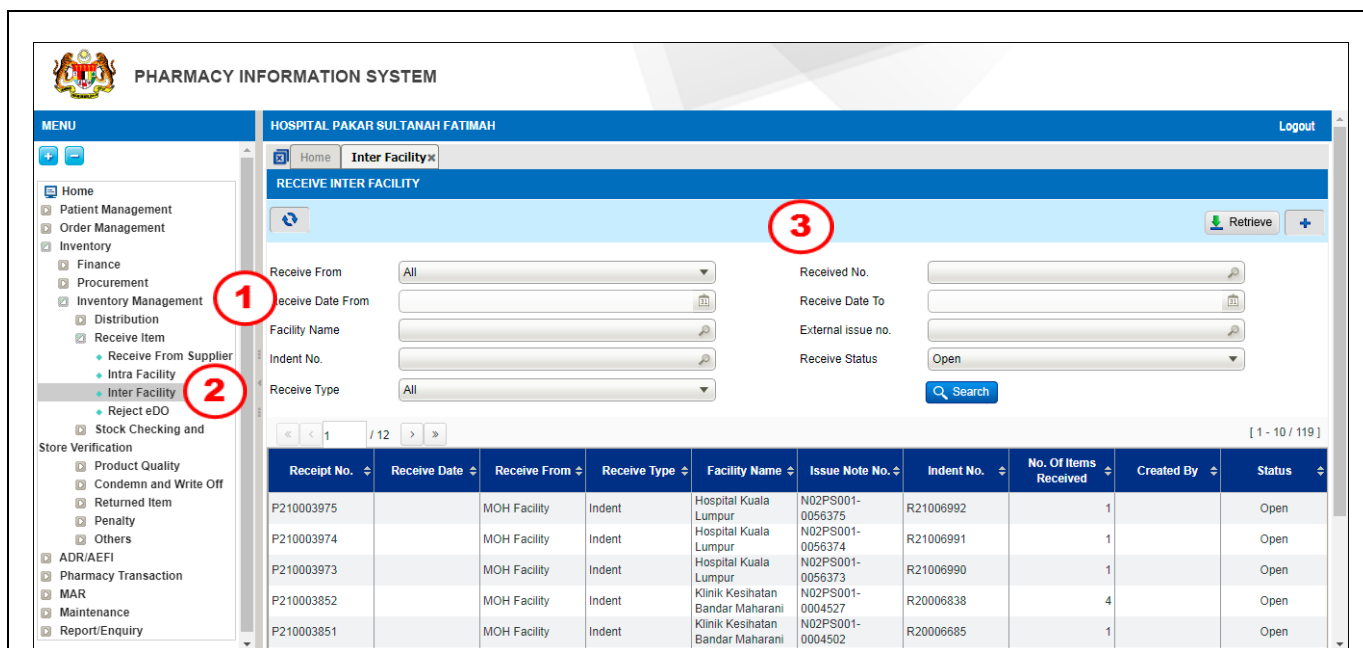


Figure 3.0-1

3.1 View Existing Receive Item (Inter Facility) Record

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



Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P210003975		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056375	R21006992	1		Open
P210003974		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056374	R21006991	1		Open
P210003973		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056373	R21006990	1		Open
P210003852		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N004527	R20006838	4		Open
P210003851		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02PS001-0004502	R20006685	1		Open

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'

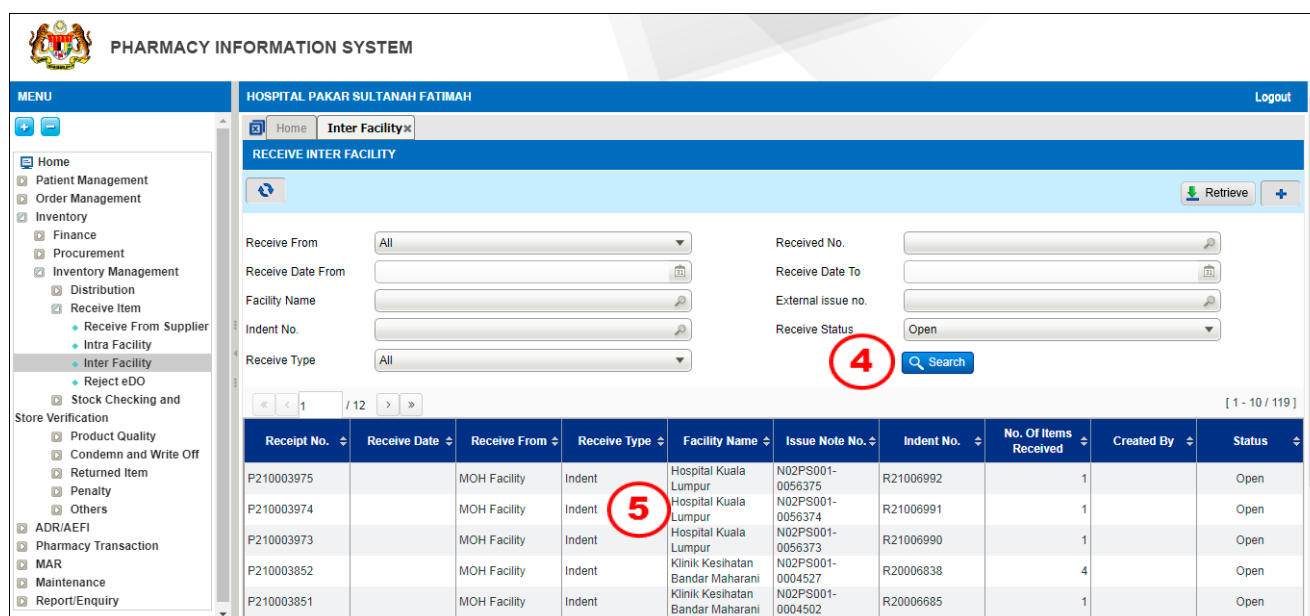
STEP 3

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
b	Receipt No	Search for Receipt No.
c	Receive Date From	Select start date from the calendar
d	Receive Date To	Select end date from the calendar

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

HOSPITAL PAKAR SULTANAH FATIMAH

Logout

Home Inter Facilityx

RECEIVE INTER FACILITY

Retrieve +

Receive From: All
 Receive Date From:
 Facility Name:
 Indent No.:
 Receive Type: All

Received No.:
 Receive Date To:
 External issue no.:
 Receive Status: Open

4 Search

1 / 12

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Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P210003975		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056375	R21006992	1		Open
P210003974		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056374	R21006991	1		Open
P210003973		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056373	R21006990	1		Open
P210003852		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02PS001-0004527	R20006838	4		Open
P210003851		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02PS001-0004502	R20006685	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



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



INTER FACILITY

Goods Receive Note X

INTER FACILITY INFORMATION

Received No.
P210003976

Received From
MOH Facility

Facility Name
Hospital Kuala Lumpur

Receive Type
Indent

Indent No.
R21006995

Item Group
DRUG

Indent Date
09/03/2021 05:44:39 PM

Receipt Amount (RM)
6,298.96

Remarks

Created Date
09/03/2021

Unit Name
STOR FARMASI

Facility Code
11-14010002

Issue Note Date

Status
Approved

Item Sub Class
External Preparation

Issue No.
M02PS001-0205385

Reject Reason

UOM
☐ SKU ☒ PKU

INTER FACILITY ITEM LIST

< 1 >

[1 - 6 / 6]

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)
D06AX01000G 1001XX.02	Fusidic Acid 2% Cream	5009975	30/06/2022	2,000 (g)	15	tube of 15 gram	133.33 (tube)	1,995 (g)	133.00 (tube)	5 (g)	0.33 (tube)	0.2309	460.65
V07AY00250G4	Hydroxyethyl	961Y1	30/06/2022	420 (tube)	1	Tube	420.00 (tube)	240 (tube)	240.00 (tube)	180 (tube)	180.00 (tube)	6.1306	1,471.34

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

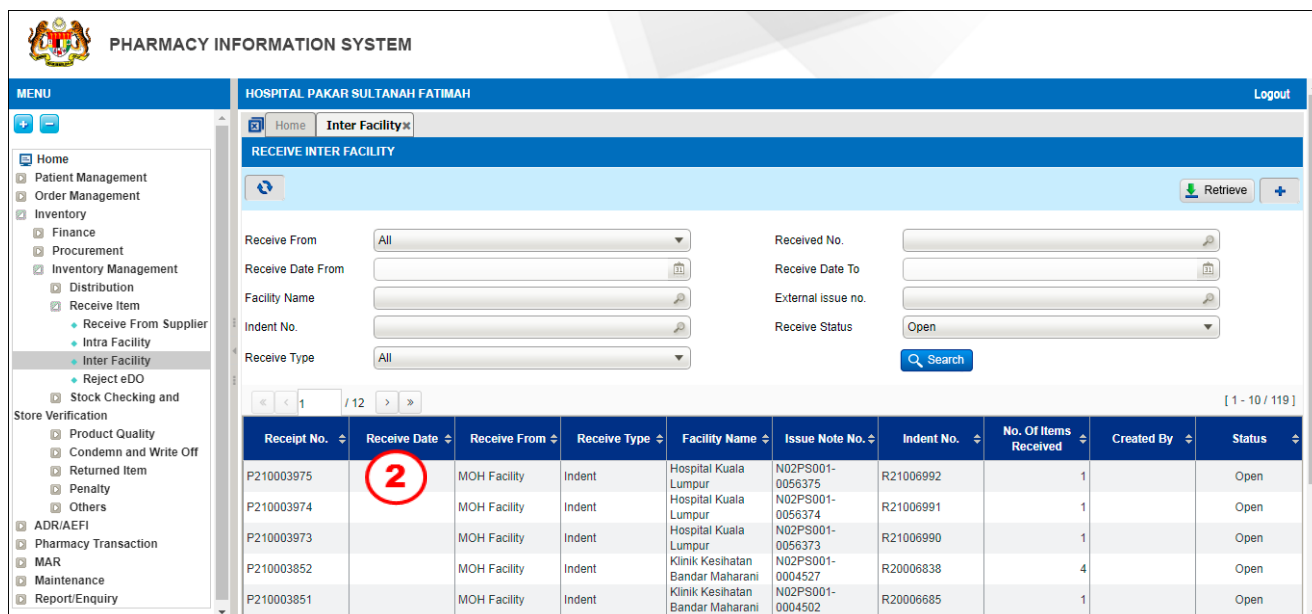
This function is used for receiving an item that had been requested via External Indent by requester and done at the main store between facilities that using PhIS. User will receive the transaction with status 'Open' after retrieve.

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
P210003975	2	MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056375	R21006992	1		Open
P210003974		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056374	R21006991	1		Open
P210003973		MOH Facility	Indent	Hospital Kuala Lumpur	N02PS001-0056373	R21006990	1		Open
P210003952		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02PS001-0004527	R20006838	4		Open
P210003851		MOH Facility	Indent	Klinik Kesihatan Bandar Maharani	N02PS001-0004502	R20006685	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 made by the requesting unit from the other facility.

INTER FACILITY
3

+ INTER FACILITY INFORMATION

Received No. P200002933

Received From MOH Facility

Facility Name Hospital Tangkak Ledang

Receive Type Indent

Indent No. R20004725

Item Group DRUG

Indent Date 24/06/2020 11:22:16 AM

Receipt Amount (RM) 78.36

Remarks

Created Date 07/07/2020

Unit Name STOR FARMASI

Facility Code 11-01060018

Issue Note Date

Status Open

Item Sub Class

Issue No. M02PS001-0102538

Reject Reason

UOM
☐ SKU
 ☒ 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 3.2-3 Inter Facility

STEP 3

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 clicking 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

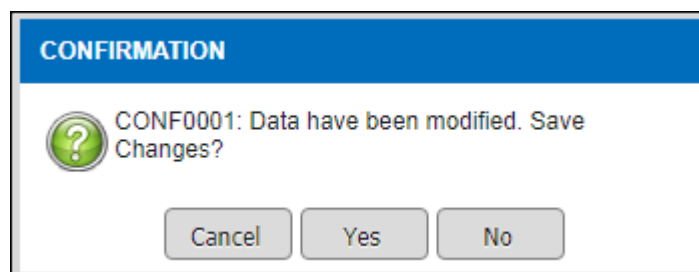


Figure 3.2-6 Alert Message

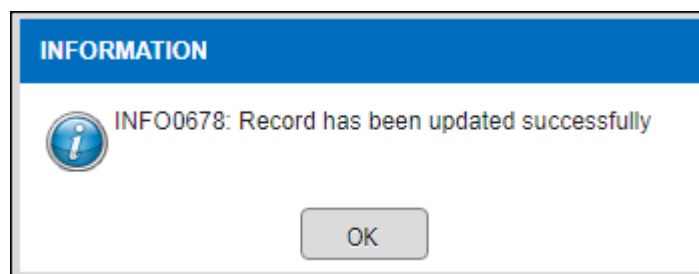


Figure 3.2-7 Alert Message

INTER FACILITY
4
Goods Receive Note X

INTER FACILITY INFORMATION

Received No. P200002933

Received From MOH Facility

Facility Name Hospital Tangkak Ledang

Receive Type Indent

Indent No. R20004725

Item Group DRUG

Indent Date 24/06/2020 11:22:16 AM

Receipt Amount (RM) 78.36

Remarks

Created Date 07/07/2020

Unit Name STOR FARMASI

Facility Code 11-01060018

Issue Note Date

Status Approved

Item Sub Class

Issue No. M02PS001-0102538

Reject Reason

UOM ☐ SKU ☒ PKU

INTER FACILITY ITEM LIST

< 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 - 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

STEP 4

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

RECEIPT NO. : P200002933 **RECEIVE TYPE** : Indent **DATE CREATED** : 21/10/2020

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 : 21/10/2020

Printed By : _____

Unit Name : STOR FARMASI

Source : 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 **2** 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

Refresh

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

Search

1 / 2

[1 - 10 / 11]

Receipt No.	Receive Date	Receive From	Receive Type	Facility Name	Issue Note No.	Indent No.	No. Of Items Received	Created By	Status
P190005841		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 **Retrieve** 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
4

+ 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

< < 1 / 1 > >

[1 - 1 / 1]

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
5

 Goods Receive Note

+ 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

< < 1 / 1 > >

[1 - 1 / 1]

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

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



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



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 : [Redacted]

Jawatan : Pegawai Farmasi UF48

Jabatan : Pharmacy

Tarikh : 23/11/2016

Printed Date : 12/10/2019

Printed By : [Redacted]

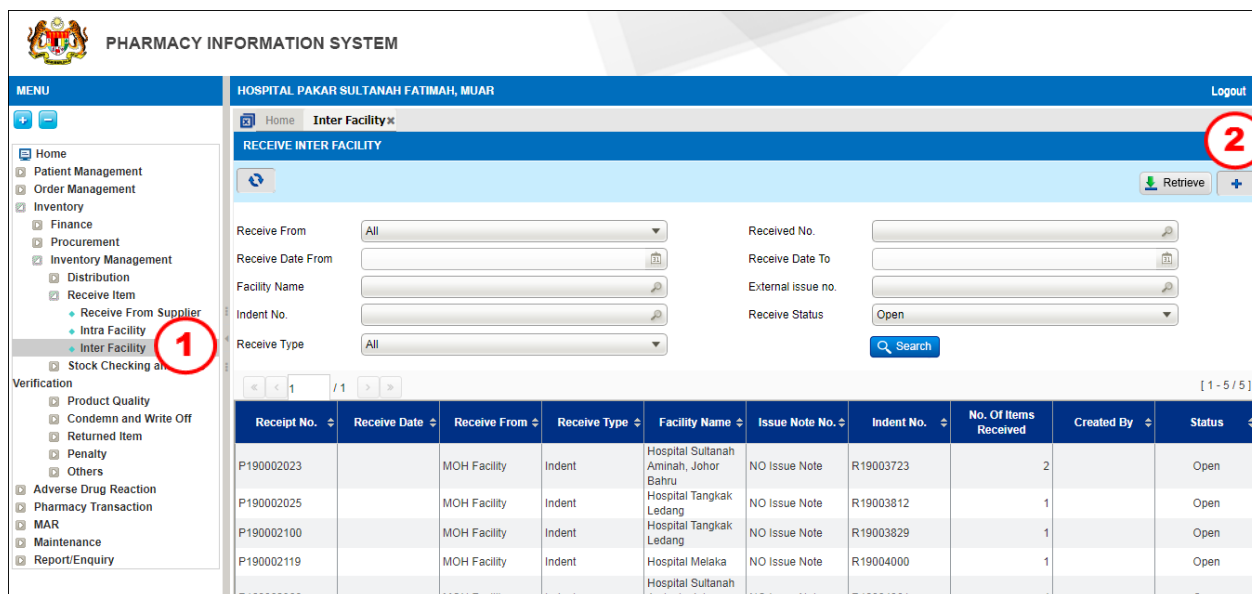
Unit Name : Farmasi Logistik

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:



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

RECEIVE INTER FACILITY

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

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	R19004064	4		Open

Figure 3.4-1 Receive Inter Facility

STEP 1

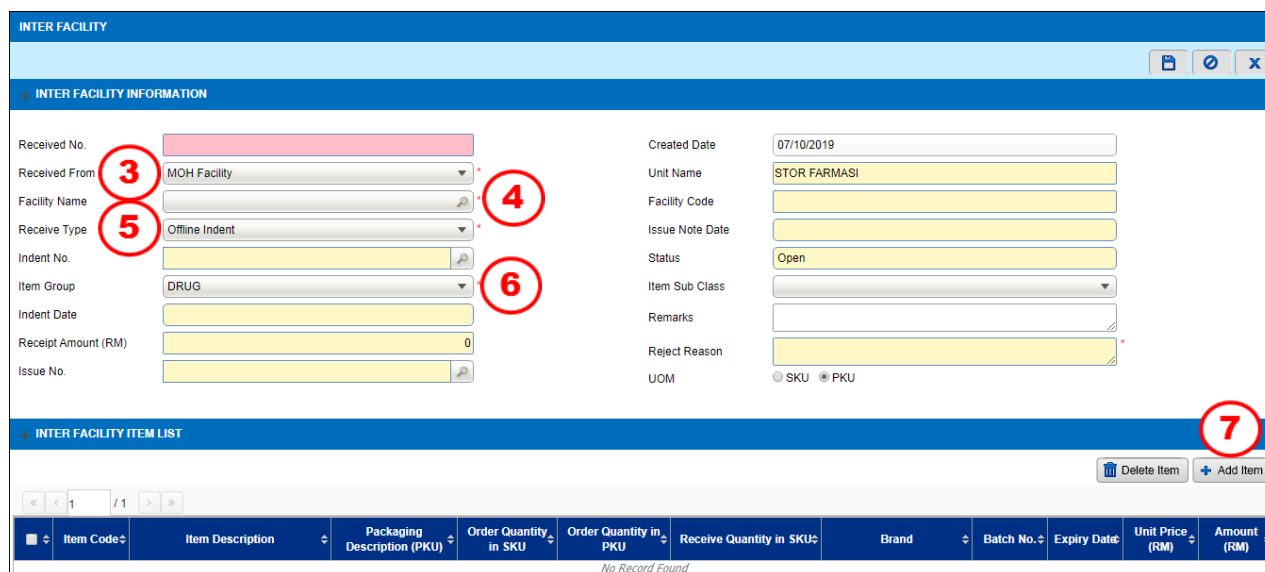
Click on 'Inventory' menu followed by 'Inventory Management', followed by click 'Receive Item', then 'Inter Facility'

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.



INTER FACILITY

INTER FACILITY INFORMATION

Received No.: | Received From: MOH Facility | Facility Name: | Receive Type: Offline Indent | Indent No.: | Item Group: DRUG | Indent Date: | Receipt Amount (RM): 0 | Issue No.: | Created Date: 07/10/2019 | Unit Name: STOR FARMASI | Facility Code: | Issue Note Date: | Status: Open | Item Sub Class: | Remarks: | Reject Reason: | UOM: SKU 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)
No Record Found										

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.

Search Facility Name		
Facility Name		Facility Code
State		Search Refresh
Previous Next First Last 1 / 356 [1 - 10 / 3560]		
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

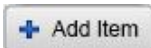
Select **Receive Type**

STEP 6

Select **Item Group**

- DRUG
- NON DRUG

STEP 7

Click on the  button to add an item

ADD ITEM

Item Description

Packaging Description

Brand Name

Quantity Available in SKU

Unit Price in PKU

Amount

SKU

Item Code

Expiry Date

Batch No

Receiving Quantity (PKU)

Order Quantity (PKU)

Conversion Factor

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.

Product Search				
Item Description		Item Code		
		Search Refresh		
Previous Next		1 / 259		
		[1 - 10 / 2585]		
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 (PKU)**

Note

UOM for Order Quantity at Add Item screen will be displayed based on selected UOM.

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.

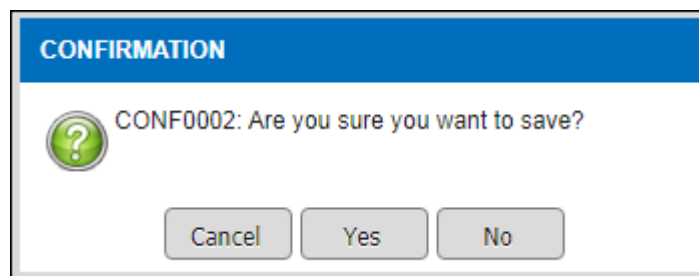
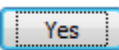


Figure 3.4-6 Save Record Alert Message

- Click on the  button.

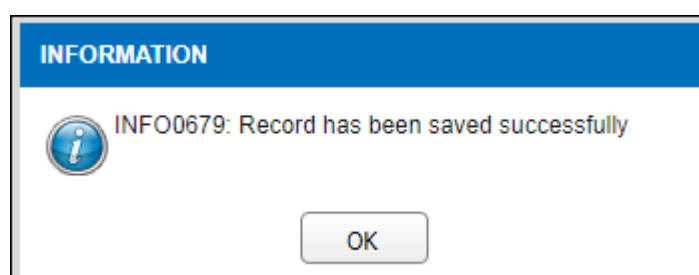


Figure 3.4-7 Alert Message

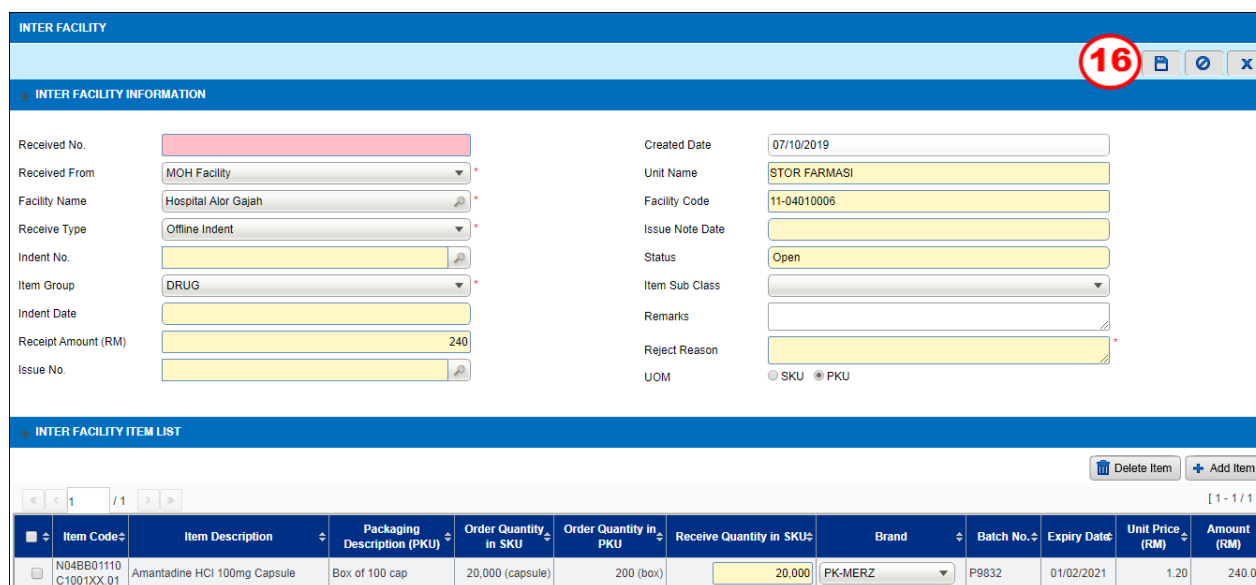


Figure 3.4-8 Receive Inter Facility

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

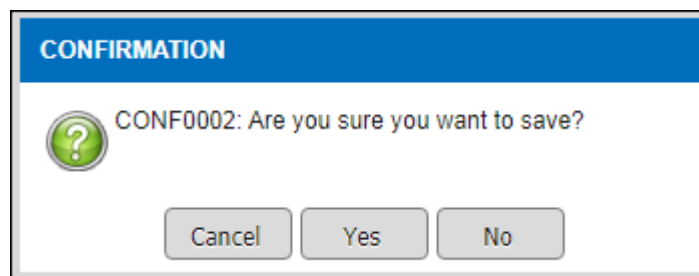


Figure 3.4-9 Save Record Alert Message

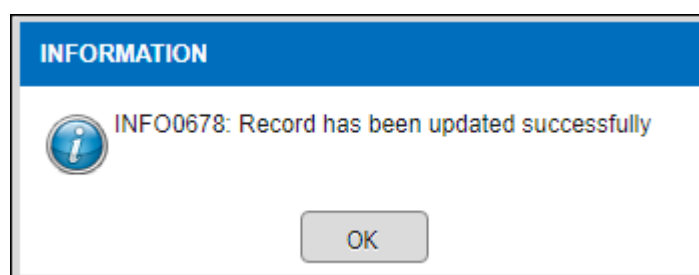


Figure 3.4-10 Save Record Alert Message

INTER FACILITY
17
Send for Approval Cancel Request X

+ INTER FACILITY INFORMATION

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

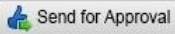
+ INTER FACILITY ITEM LIST

Delete Item Add Item

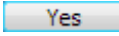
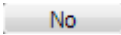
Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
N06AX22000 T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

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.

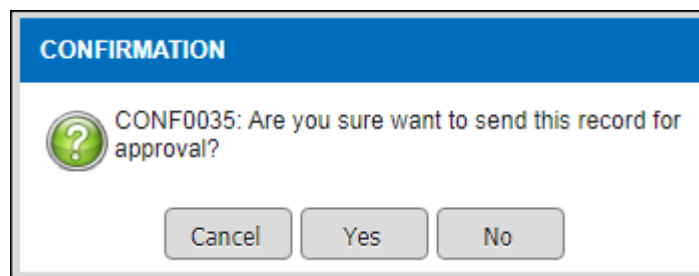
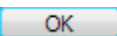


Figure 3.4-12 Send for Approval Record Alert Message

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

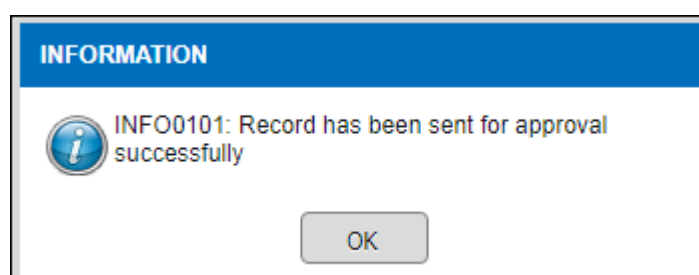


Figure 3.4-13 Alert Message

INTER FACILITY

18





INTER FACILITY INFORMATION

Received No.

P190002326

Received From

MOH Facility

Facility Name

Hospital Ampang

Receive Type

Offline Indent

Indent No.

Item Group

DRUG

Indent Date

Receipt Amount (RM)

33.6

Issue No.

Created Date

07/10/2019

Unit Name

STOR FARMASI

Facility Code

11-10020022

Issue Note Date

Status

Pending for Approval

Item Sub Class

Remarks

Reject Reason

UOM

☐ SKU
 ☒ PKU

INTER FACILITY ITEM LIST

1 / 1

[1 - 1 / 1]

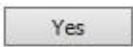
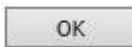
Item Code	Item Description	Packaging Description (PKU)	Order Quantity in SKU	Order Quantity in PKU	Receive Quantity in SKU	Brand	Batch No.	Expiry Date	Unit Price (RM)	Amount (RM)
N06AX22000 T1001XX.01	Agomelatine 25mg Tab	pack of 28 tablet	784 (tablet)	28 (pack)	784	VALDOXAN	F3312	24/09/2020	1.20	33.60

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.

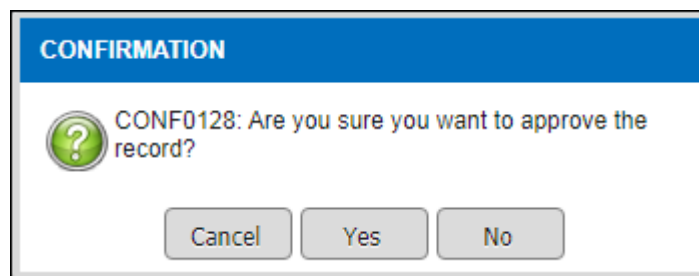


Figure 3.4-15 Approve Record Alert Message

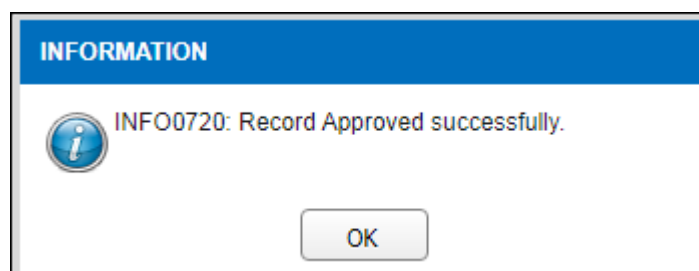
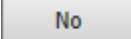
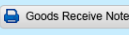


Figure 3.4-16 Approve Record Alert Message

- 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'.

INTER FACILITY

19


+ INTER FACILITY INFORMATION

Received No.

Received From

Facility Name

Receive Type

Indent No.

Item Group

Indent Date

Receipt Amount (RM)

Issue No.

Created Date

Unit Name

Facility Code

Issue Note Date

Status

Item Sub Class

Remarks

Reject Reason

UOM ☐ SKU ☐ 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)
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 3.4-17 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)

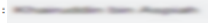
Nama : 

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

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